

# COURSELEAF – PROGRAM CURRICULUM EDITS

When creating or editing a program, under the Admission and Curriculum section, there is a section for the Curriculum for the Program. This is what will be displayed in the Academic Catalog on the Washburn website.

Find the Program in Courseleaf and click the green Edit Program button. Scroll down to the Curriculum section.

Curriculum

**Bachelor of Musical Arts - 120 Hours**

**General Education Requirements - 39 Hours**

Course List

**Required Courses - 12 hours**

WU 101	The Washburn Experience	3
EN 101	First Year Writing (minimum grade of C)	3
EN 300	Advanced College Writing (Teaching Emphasis Required)	3
MA 112	Contemporary College Mathematics (or above; minimum grade of C)	3

**Social Sciences - 9 hours <sup>1</sup>**

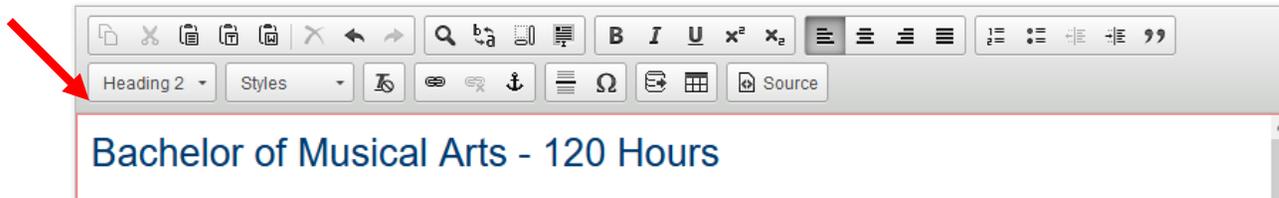
HI 105	Introduction to World Music and its History (required for all Music Majors)	3
Elective		3
Elective		3

The following sections will outline how to make edits.

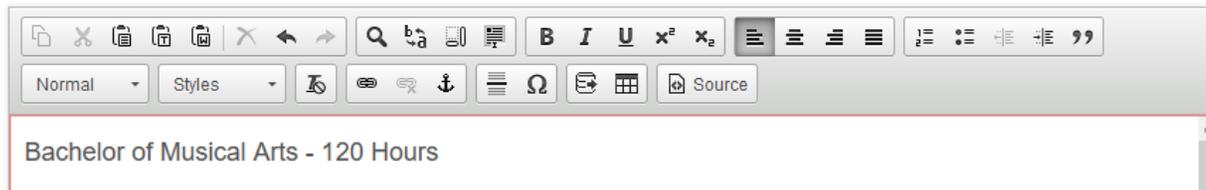
## PARAGRAPH FORMAT

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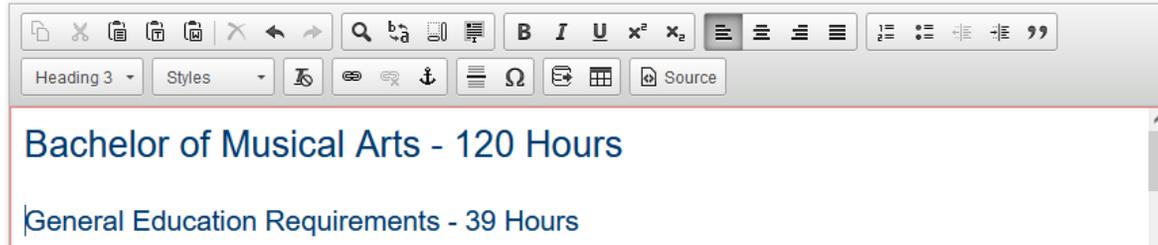
Click the cursor in front of the word Bachelor. In the format drop down menu (where Heading 2 is displayed), select the format you want.



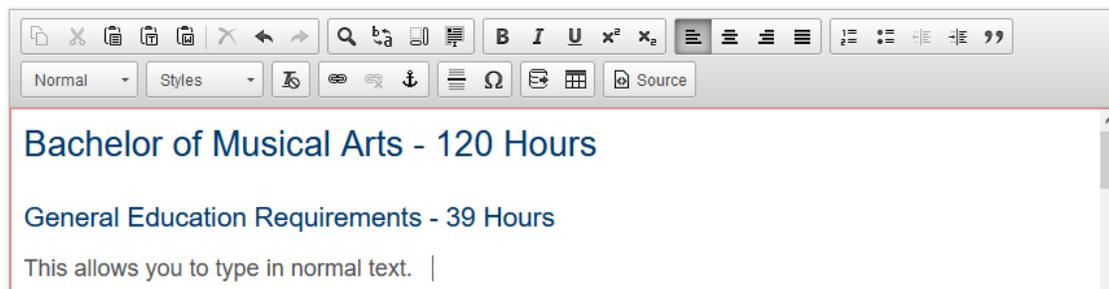
In the example below, if you selected Normal in the drop-down menu, the font would change:



In the example below, the first line is Heading 2, the second line is Heading 3.



If you want to add normal text after the General Education Requirements – 39 Hours, click your cursor at the end the text (Hours) and click Return. Select Normal for the format. In the example below, you can see how the normal text is now added.



# COURSE LIST / CHANGE FORMATTING

## NEW COURSE LIST

**((IMPORTANT – PLEASE READ! If you are creating a new program, it is easier to edit data from an existing program that is similar and modify VERSUS starting from scratch. Once you have clicked Propose a New Program, the New Program Proposal window will open. In the top right corner, click on the Propose New from Existing Program. Data from that program will be pulled into the new program form. Edit this to fit your new program.))**

To create a new course list, click on the **Insert / Edit Formatted Table** icon (as seen below, looks like an Excel table). The **Insert Formatted Table** window will open. In the drop-down menu, select **Course List**. Click **OK**. A blank **Course List** window will open.

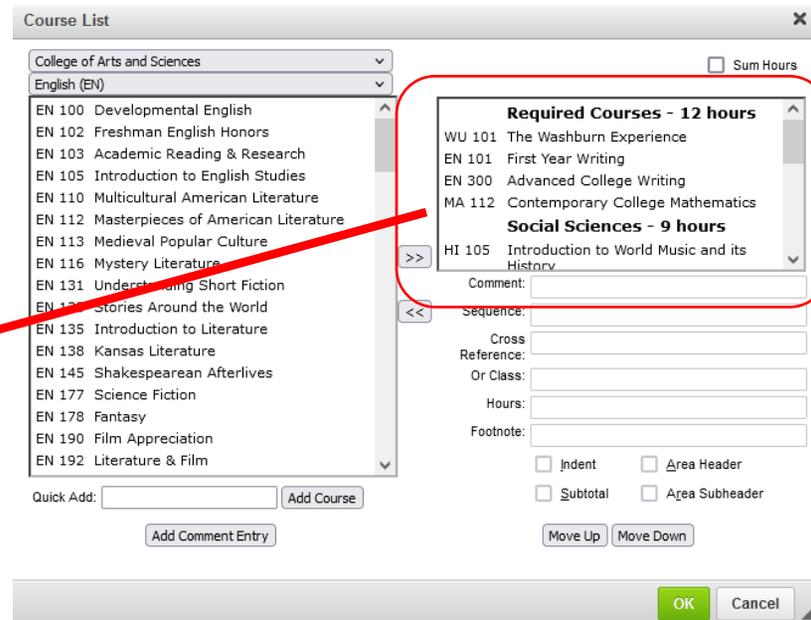
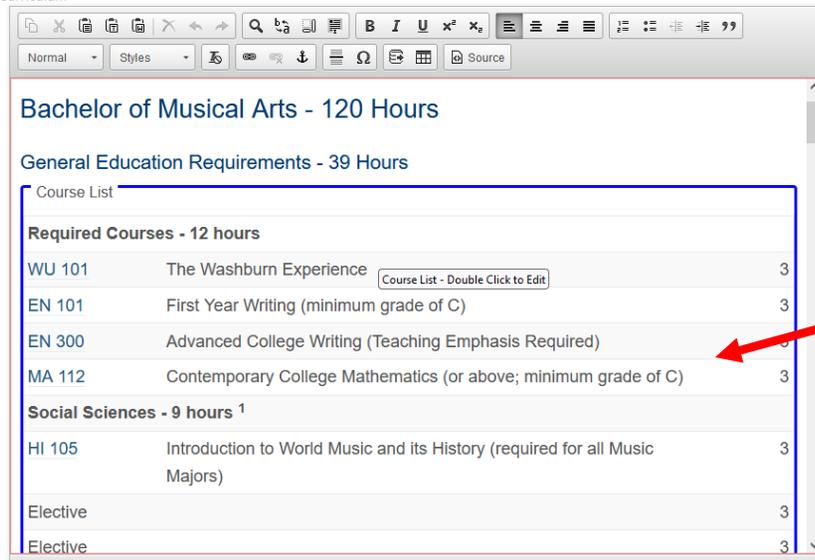
Curriculum



## EDIT COURSE LIST

To edit an existing course list, hover your mouse over the Course List (inside the blue box). The cursor will pop-up a message to “Course List - Double Click to Edit”. Double click to open the editing window.

Curriculum



The Course List window will open. The courses displayed are listed in the top right window. All course changes will be completed in this window. The following sections will provide examples and steps on how to make changes to the course list.

## COURSE HEADERS AND SUBHEADERS

Within the Course List, you may want Headers to call out sections of the program. The following list are changes you may want to make in CourseLeaf:

Required Courses - 12 hours		
WU 101	The Washburn Experience	3
EN 101	First Year Writing (minimum grade of C)	3
EN 300	Advanced College Writing (Teaching Emphasis Required)	3
MA 112	Contemporary College Mathematics (or above; minimum grade of C)	3

The screenshot shows the 'Course List' window. On the left, a list of courses is displayed, including EN 100 through EN 192. A red arrow points to the header 'Required Courses - 12 hours' at the top of this list. On the right, a detailed view of a selected course (HI 105) is shown, with a red arrow pointing to the 'Area Header' checkbox, which is checked. Other options like 'Subtotal' and 'Area Subheader' are unchecked.

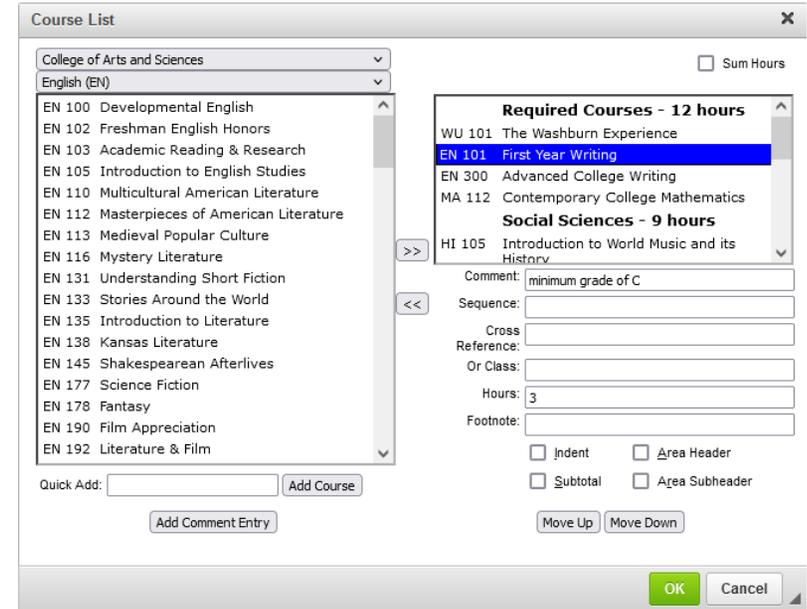
ACTION	BEFORE	STEPS	AFTER
<p><b>- Add a new header</b></p> <p><i>EXAMPLE:</i> Add "GENERAL EDUCATION" above Required Courses.</p>	<p><i>Required Courses - 9 Hours</i></p> <p>WU 101      The Washburn Experience</p>	<ul style="list-style-type: none"> <li>In the Course List window, click the text "Required Course" in the top left window to highlight / select.</li> </ul> <p><i>NOTE: This action will also direct Courseleaf where to place the text.</i></p> <ul style="list-style-type: none"> <li>Click <b>Add Comment Entry</b> button. Enter text. Click <b>OK</b>.</li> <li>To move the text above Required Courses, click the <b>Move Up</b> button.</li> <li>Click <b>Area Header</b> checkbox to make the text bold. Click <b>OK</b>.</li> </ul>	<p><b>GENERAL EDUCATION</b></p> <p><i>Required Courses - 9 Hours</i></p> <p>WU 101      The Washburn Experience</p>

ACTION	BEFORE	STEPS	AFTER
<p><b>- Edit header text</b></p> <p><i>EXAMPLE: Remove 9 Hours</i></p>	<p><b>GENERAL EDUCATION</b></p> <p><i>Required Courses - 9 Hours</i></p> <p>WU 101      The Washburn Experience</p>	<ul style="list-style-type: none"> <li>• In the Course List window, click the text “Required Course” in the top left window to highlight / select.</li> <li>• In <b>Comments</b> field, delete text.</li> <li>• Click <b>OK</b>.</li> </ul>	<p><b>GENERAL EDUCATION</b></p> <p><i>Required Courses</i></p> <p>WU 101      The Washburn Experience</p>
<p><b>- Header not bold</b> <b>- Change header text</b></p> <p><i>EXAMPLE: Change 12 hours to 9 Hours</i></p>	<p><b>Required Courses - 12 hours</b></p> <p>WU 101      The Washburn Experience</p>	<ul style="list-style-type: none"> <li>• In the Course List window, click the text “Required Course” in the top left window to highlight / select.</li> <li>• Click the <b>Area Header</b> box to uncheck.</li> <li>• In <b>Comments</b> field, change text.</li> <li>• Click <b>OK</b>.</li> </ul>	<p>Required Courses - 9 Hours</p> <p>WU 101      The Washburn Experience</p>
<p><b>- Header to be BOLD and ITALICS</b></p>	<p>Required Courses - 9 Hours</p> <p>WU 101      The Washburn Experience</p>	<ul style="list-style-type: none"> <li>• In the Course List window, click the text “Required Course” in the top left window to highlight / select.</li> <li>• Click the <b>Area Subheader</b> checkbox.</li> <li>• Click <b>OK</b>.</li> </ul>	<p><b><i>Required Courses - 9 Hours</i></b></p> <p>WU 101      The Washburn Experience</p>

# COURSE CHANGES

The following list are course changes you may want to make in CourseLeaf:

Required Courses - 12 hours		
WU 101	The Washburn Experience	3
EN 101	First Year Writing (minimum grade of C)	3
EN 300	Advanced College Writing (Teaching Emphasis Required)	3
MA 112	Contemporary College Mathematics (or above; minimum grade of C)	3



ACTION	BEFORE	STEPS	AFTER										
<p><b>- Remove course from list.</b></p> <p><i>EXAMPLE: Remove EN 101</i></p>	<p>Required Courses - 12 hours</p> <table border="1"> <tbody> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>EN 101</td> <td>First Year Writing (minimum grade of C)</td> </tr> <tr> <td>EN 300</td> <td>Advanced College Writing (Teaching Em</td> </tr> </tbody> </table>	WU 101	The Washburn Experience	EN 101	First Year Writing (minimum grade of C)	EN 300	Advanced College Writing (Teaching Em	<ul style="list-style-type: none"> <li>In the Course List window, click the course "EN 101" in the top left window to highlight / select.</li> <li>Click the <b>left-facing arrows</b> &lt;&lt; to remove the course.</li> <li>Click <b>OK</b>.</li> </ul>	<p>Required Courses - 12 hours</p> <table border="1"> <tbody> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>EN 300</td> <td>Advanced College Writing (Teaching</td> </tr> </tbody> </table>	WU 101	The Washburn Experience	EN 300	Advanced College Writing (Teaching
WU 101	The Washburn Experience												
EN 101	First Year Writing (minimum grade of C)												
EN 300	Advanced College Writing (Teaching Em												
WU 101	The Washburn Experience												
EN 300	Advanced College Writing (Teaching												
<p><b>- Add a new course.</b></p> <p><i>EXAMPLE: Add AR 103</i></p>	<p>Required Courses - 12 hours</p> <table border="1"> <tbody> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>EN 300</td> <td>Advanced College Writing (Teaching</td> </tr> </tbody> </table>	WU 101	The Washburn Experience	EN 300	Advanced College Writing (Teaching	<ul style="list-style-type: none"> <li>In the Course List window, click the course "WU 101" in the top left window to highlight / select. <i>NOTE: This will also direct CourseLeaf where to place the text.</i></li> <li>In the top left corner, in the college drop down menu, select CAS.</li> <li>In the subject drop down menu, select Art.</li> <li>Click on the AR 103 course in the left window to highlight / select.</li> <li>Click on the <b>right-facing arrows</b> &gt;&gt; to add the course. Click <b>OK</b>.</li> </ul>	<p>Required Courses - 12 hours</p> <table border="1"> <tbody> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>AR 103</td> <td>Introduction to Art</td> </tr> <tr> <td>EN 300</td> <td>Advanced College Writing (Teaching Emphasis Required)</td> </tr> </tbody> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art	EN 300	Advanced College Writing (Teaching Emphasis Required)
WU 101	The Washburn Experience												
EN 300	Advanced College Writing (Teaching												
WU 101	The Washburn Experience												
AR 103	Introduction to Art												
EN 300	Advanced College Writing (Teaching Emphasis Required)												

ACTION	BEFORE	STEPS	AFTER										
<p>- Add a course that has not been fully approved in workflow.</p> <p>- Add a course without searching for it.</p> <p><i>EXAMPLE:</i> Add AR 103</p> <p>NOTE: Items in workflow will not be available in the drop-down menus. You must use the quick add feature.</p>	<p>Required Courses - 12 hours</p> <table border="1" data-bbox="426 272 947 354"> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>EN 300</td> <td>Advanced College Writing (Teaching</td> </tr> </table>	WU 101	The Washburn Experience	EN 300	Advanced College Writing (Teaching	<ul style="list-style-type: none"> <li>In the Course List window, click the course "WU 101" in the top left window to highlight / select. <i>NOTE: This will also direct CourseLeaf where to place the text.</i></li> <li>In the bottom left corner of the window, type in the course you want to add.  <i>NOTE: Remember to add a space between subject (all caps) and code.</i></li> </ul> <ul style="list-style-type: none"> <li>Click <b>Add Course</b>.</li> <li>Click <b>OK</b>.</li> </ul> <p><i>NOTE: If you are adding a new course that is going through workflow, the course will be appear as "Course Not Found". Once approved, the table will automatically update.</i></p>	<p>Required Courses - 12 hours</p> <table border="1" data-bbox="1467 272 2011 370"> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>AR 103</td> <td>Introduction to Art</td> </tr> <tr> <td>EN 300</td> <td>Advanced College Writing (Teaching Emphasis Required)</td> </tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art	EN 300	Advanced College Writing (Teaching Emphasis Required)
WU 101	The Washburn Experience												
EN 300	Advanced College Writing (Teaching												
WU 101	The Washburn Experience												
AR 103	Introduction to Art												
EN 300	Advanced College Writing (Teaching Emphasis Required)												
<p>- Add comment next to course.</p> <p><i>EXAMPLE:</i> Add "Minimum grade of C" next to AR 103.</p>	<p>Required Courses - 12 hours</p> <table border="1" data-bbox="426 894 947 976"> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>AR 103</td> <td>Introduction to Art</td> </tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art	<ul style="list-style-type: none"> <li>In the Course List window, click AR 103 to highlight / select.</li> <li>In the Comment field below, type text.  <i>NOTE: Do not add (), CourseLeaf will add automatically.</i></li> </ul> <ul style="list-style-type: none"> <li>Click <b>OK</b>.</li> </ul>	<p>Required Courses - 12 hours</p> <table border="1" data-bbox="1467 894 2011 971"> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>AR 103</td> <td>Introduction to Art (Minimum grade of C)</td> </tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art (Minimum grade of C)		
WU 101	The Washburn Experience												
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WU 101	The Washburn Experience												
AR 103	Introduction to Art (Minimum grade of C)												
<p>- Add an "or" to the course.</p> <p><i>EXAMPLE:</i> Add AR 140 as an optional course.</p>	<p>Required Courses - 12 hours</p> <table border="1" data-bbox="426 1226 947 1307"> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>AR 103</td> <td>Introduction to Art (Minimum grade of C)</td> </tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art (Minimum grade of C)	<ul style="list-style-type: none"> <li>In the Course List window, click AR 103 Course to highlight / select.</li> <li>In the <b>Or Class</b> field below, type AR 140. <i>NOTE: Remember to add a space between subject (all caps) and code.</i></li> </ul> <ul style="list-style-type: none"> <li>Click <b>OK</b>.</li> </ul> <p><i>NOTE: If you are adding multiple OR courses, use a COMMA to separate the courses in this field (ex. AR 140, AR 150)</i></p>	<p>Required Courses - 12 hours</p> <table border="1" data-bbox="1467 1226 2011 1360"> <tr> <td>WU 101</td> <td>The Washburn Experience</td> </tr> <tr> <td>AR 103</td> <td>Introduction to Art</td> </tr> <tr> <td>or AR 140</td> <td>Drawing I</td> </tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art	or AR 140	Drawing I
WU 101	The Washburn Experience												
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WU 101	The Washburn Experience												
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ACTION	BEFORE	STEPS	AFTER												
<p><b>- Reorder courses</b></p> <p><i>EXAMPLE: Move EN 300 below WU 101 course.</i></p>	<p>Required Courses - 12 hours</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td></tr> <tr><td>EN 101</td><td>First Year Writing (minimum grade of C)</td></tr> <tr><td>EN 300</td><td>Advanced College Writing (Teaching Emphasis Required)</td></tr> </table>	WU 101	The Washburn Experience	EN 101	First Year Writing (minimum grade of C)	EN 300	Advanced College Writing (Teaching Emphasis Required)	<ul style="list-style-type: none"> <li>In the Course List window, click EN 300 Course to highlight / select.</li> <li>Click <b>Move Up</b> button once.</li> <li>Click <b>OK</b>.</li> </ul> <p><i>NOTE: Move Up and Move Down buttons allow you reorder ALL items in the list.</i></p>	<p>Required Courses - 12 hours</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td></tr> <tr><td>EN 300</td><td>Advanced College Writing (Teaching Emphasis Required)</td></tr> <tr><td>EN 101</td><td>First Year Writing (minimum grade of C)</td></tr> </table>	WU 101	The Washburn Experience	EN 300	Advanced College Writing (Teaching Emphasis Required)	EN 101	First Year Writing (minimum grade of C)
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<p><b>- Remove the “or” course.</b></p> <p><i>EXAMPLE: Remove AR 140 as an optional course.</i></p>	<p>Required Courses - 12 hours</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td></tr> <tr><td>AR 103</td><td>Introduction to Art</td></tr> <tr><td>or AR 140</td><td>Drawing I</td></tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art	or AR 140	Drawing I	<ul style="list-style-type: none"> <li>In the Course List window, click AR 103 Course to highlight / select.</li> <li>In the <b>Or Class</b> field below, remove the text.</li> <li>Click <b>OK</b>.</li> </ul>	<p>Required Courses - 12 hours</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td></tr> <tr><td>AR 103</td><td>Introduction to Art (Minimum grade</td></tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art (Minimum grade		
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<p><b>- Add an “and” to a course.</b></p> <p><i>EXAMPLE: Students must take AR 103 &amp; AR 220 &amp; AR 300.</i></p>	<p>Required Courses - 12 hours</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td></tr> <tr><td>AR 103</td><td>Introduction to Art (Minimum grade of C)</td></tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art (Minimum grade of C)	<ul style="list-style-type: none"> <li>In the Course List window, click AR 103 Course to highlight / select.</li> <li>In the <b>Sequence</b> field below, type AR 220, AR 300.</li> <li><i>NOTE: Remember to add a space between subject and code.</i></li> <li>Click <b>OK</b>.</li> </ul>	<p>Required Courses - 12 hours</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td></tr> <tr><td>AR 103</td><td>Introduction to Art</td></tr> <tr><td>&amp; AR 220</td><td>and Photography I</td></tr> <tr><td>&amp; AR 300</td><td>and Art Theory Past and Present</td></tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art	& AR 220	and Photography I	& AR 300	and Art Theory Past and Present
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<p><b>- Remove an “and” to a course.</b></p> <p><i>EXAMPLE: Students must only take AR 103</i></p>	<p>Required Courses - 12 hours</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td></tr> <tr><td>AR 103</td><td>Introduction to Art</td></tr> <tr><td>&amp; AR 220</td><td>and Photography I</td></tr> <tr><td>&amp; AR 300</td><td>and Art Theory Past and Present</td></tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art	& AR 220	and Photography I	& AR 300	and Art Theory Past and Present	<ul style="list-style-type: none"> <li>In the Course List window, click AR 103 Course to highlight / select.</li> <li>In the <b>Sequence</b> field below, removed the text.</li> <li>Click <b>OK</b>.</li> </ul>	<p>Required Courses - 12 hours</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td></tr> <tr><td>AR 103</td><td>Introduction to Art (Minimum grade of C)</td></tr> </table>	WU 101	The Washburn Experience	AR 103	Introduction to Art (Minimum grade of C)
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<p><b>- Add a generic “elective” to the course list.</b></p> <p><i>EXAMPLE: Add an elective under the Social Sciences header.</i></p>	<p>Natural Sciences and Mathematics</p> <table border="1"> <tr><td>MA 116</td><td>College Algebra</td></tr> </table>	MA 116	College Algebra	<ul style="list-style-type: none"> <li>In the Course List window, click MA 116 Course to highlight / select.</li> <li><i>NOTE: This action will also direct CourseLeaf where to place the text (below the highlight).</i></li> <li>Click <b>Add Comment Entry</b> button. Enter text “Elective”.</li> <li>Click <b>OK</b>.</li> </ul>	<p>Natural Sciences and Mathematics</p> <table border="1"> <tr><td>MA 116</td><td>College Algebra</td></tr> <tr><td>Elective</td><td></td></tr> </table>	MA 116	College Algebra	Elective							
MA 116	College Algebra														
MA 116	College Algebra														
Elective															

ACTION	BEFORE	STEPS	AFTER
<p><b>- Add Credit Hours to generic Elective courses.</b></p> <p><i>EXAMPLE: Add 3 credit hours to the Elective courses.</i></p>	<p>Natural Sciences and Mathematics</p> <p>Elective</p> <p>Elective</p> <p>Elective</p>	<ul style="list-style-type: none"> <li>• In the Course List window, click “Elective” to highlight / select.</li> <li>• In the <b>Hours</b> field, enter 3.</li> <li>• Repeat process for each course.</li> <li>• Click <b>OK</b>.</li> </ul>	<p>Natural Sciences and Mathematics</p> <p>Elective 3</p> <p>Elective 3</p> <p>Elective 3</p>

**NOTE:**

You can use the Add Comment Entry as another way to add course information to your list. In the example below:

- The Applied Lessons and Piano line items were added by using **Add Comment Entry**. You can add as much text as needed.
- The MU 070 course is automatically hyperlinked by CourseLeaf, as long as you type it with all caps and one space between subject and number.
- The credit hours were manually added in the Hours text box.
- To edit the line, the click the line item and the information will be displayed in the Comments text box.

MU 133 and MU 134 courses have the **Indent** checkbox selected, this will not display the credit hours.

**Music Lessons - 14 hours**

Applied Lessons in concentration area (MU 070 required enrollment each semester)	12
Piano - Students must take at least 2 hours of Group Piano or piano lessons and pass the Piano Proficiency Exam prior to the 4th Semester Jury. Students must enroll in Group Piano until the Piano Proficiency Exam is passed. For most, the following are required:	2
MU 133 Group Piano I	
MU 134 Group Piano II	

The screenshot shows the 'Course List' window. On the left, a list of music courses is displayed under the 'College of Arts and Sciences' and 'Music (MU)' categories. The selected course is MU 070 Performance Class. On the right, a detailed view of the selected course is shown, including the course name, a comment, sequence, cross-reference, or class, hours, and footnote. The comment field contains the text: 'Applied Lessons in concentration area (MU 070 required enrollment each semester)'. The hours field is set to 12. There are also checkboxes for 'Indent', 'Area Header', 'Subtotal', and 'Area Subheader', and buttons for 'Move Up', 'Move Down', 'Add Course', 'Add Comment Entry', 'OK', and 'Cancel'.

# FOOTNOTES

Within the Course List, you may want to add a footnote. The following section outlines how to add or edit footnotes.

<b>Social Sciences - 9 hours <sup>1</sup></b>		
HI 105	Introduction to World Music and its History (required for all Music Majors)	3
Elective		3
Elective		3
<b>Natural Sciences and Mathematics - 9 hours <sup>2</sup></b>		
Elective		3
Elective		3
Elective		3
<b>Arts and Humanities - 9 hours <sup>3</sup></b>		
Elective in Art or Theatre (no music courses allowed)		3
Elective		3
Elective		3

<b>Footnotes</b>	
<sup>1</sup>	AN, EC, GG, HI, IL170, PO, PY, SO - Max 6 hours any discipline
<sup>2</sup>	AS, BI, CH, GL, MS, PS, IL170, MM, PH, RG, TH - Max 6 hours any discipline
<sup>3</sup>	AR, EN, HN, PH, RL, MM, ML, TH - Max 6 hours any discipline; at least 3 must be AR/TH

1. To add or change a footnote, in the Course List window, click on the Header or Course that you wish to add or change a footnote. In the Footnote field, add or adjust the number for the footnote. Click OK.

*EXAMPLE: In the example above, each Header has a footnote, so we have added a 1, 2, and 3 in the Footnote field for each of the headers. You can add a footnote to any line item.*

2. To edit the existing footnote message, hover the mouse over the footnote section. Double click the section to edit. The footnote window will open. In the top left corner, click on the footnote number you wish to edit. In the Footnote Content section below, edit the message. Click **OK** when completed.

*NOTE: From the Footnotes window, you can add, remove or reorder footnotes.*

## SUM HOURS / TOTALS / SUBTOTALS

Within the Course List, you may want to add or adjust how the subtotals or totals of credits are displayed. The following section outlines how to edit these.

Core		
BI 102	General Cellular Biology	5
BI 103	General Organismal Biology	5
BI 301	General Microbiology	4
BI 333	General Genetics	4
BI 390	Biology Seminar (Capstone Course)	1
BI 395	Research in Biology (Capstone Course)	1
Subtotal		20

Subtotal	28-30
Additional Courses <sup>1</sup>	
Select additional BI courses	18
Subtotal	18
<b>Total Hours</b>	<b>66-68</b>

The screenshot shows the 'Course List' window. On the left, a list of courses is displayed under the 'College of Arts and Sciences' and 'English (EN)' categories. A red arrow points from the 'Sum Hours' checkbox in the top right to the 'Subtotal' checkbox in the bottom right. The 'Subtotal' checkbox is currently unchecked. Other options include 'Indent', 'Area Header', 'Area Subheader', 'Move Up', and 'Move Down'. The 'Add Course' and 'Add Comment Entry' buttons are also visible.

**NOTE:** The hours field is automatically populated with the credit hours assigned to the course.

ACTION	BEFORE	STEPS	AFTER																											
<p><b>- Subtotal hours for a section of classes</b></p> <p><i>EXAMPLE: Add a Subtotal below the four courses of 12 hours.</i></p>	<p>Required Courses</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td><td>3</td></tr> <tr><td>EN 101</td><td>First Year Writing</td><td>3</td></tr> <tr><td>EN 300</td><td>Advanced College Writing</td><td>3</td></tr> <tr><td>MA 112</td><td>Contemporary College Mathematics</td><td>3</td></tr> </table>	WU 101	The Washburn Experience	3	EN 101	First Year Writing	3	EN 300	Advanced College Writing	3	MA 112	Contemporary College Mathematics	3	<ul style="list-style-type: none"> <li>In the Course List window, click the course "MA 112" in the top left window to highlight / select. <i>NOTE: This will also direct CourseLeaf where to place the text.</i></li> <li>Click <b>Add Comment Entry</b> button. Enter "Subtotal". Click <b>OK</b>.</li> <li>With "Subtotal" highlighted / selected, click <b>Subtotal</b> checkbox. Click <b>OK</b>.</li> </ul>	<p>Required Courses</p> <table border="1"> <tr><td>WU 101</td><td>The Washburn Experience</td><td>3</td></tr> <tr><td>EN 101</td><td>First Year Writing</td><td>3</td></tr> <tr><td>EN 300</td><td>Advanced College Writing</td><td>3</td></tr> <tr><td>MA 112</td><td>Contemporary College Mathematics</td><td>3</td></tr> <tr><td>Subtotal</td><td></td><td>12</td></tr> </table>	WU 101	The Washburn Experience	3	EN 101	First Year Writing	3	EN 300	Advanced College Writing	3	MA 112	Contemporary College Mathematics	3	Subtotal		12
WU 101	The Washburn Experience	3																												
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<p><b>- Add Total Hours</b></p>		<ul style="list-style-type: none"> <li>In the Course List window, click the <b>Sum Hours</b> checkbox in to the top right corner.</li> </ul> <p>SEE NOTE BELOW!</p>																												

Note: Total Hours is automatically calculated by Courseleaf. If a requirement has a range of hours (3-5 for example), you may need to specify which number should be included in the total hours with a colon (e.g., 3-5:5 will add 5 hours to the total hours).

Using the colon function allows the catalog to display the correct hours required for the degree, rather than a range.

**Non-Biology Courses**

MA 140 Statistics

Select one of the following physics sequences:

PS 261 College Physics I

PS 281 General Physics I

CH 151 Fundamentals of Chemistry I

CH 340 Organic Chemistry I

Comment:

Sequence:

Cross Reference:

Or Class: MA 151

Hours: 3-5

Footnote:

Indent       Area Header

Subtotal     Area Subheader

## INDENT / SELECT X COURSES or CREDITS

If you want to create a pick list of possible options a student can choose from (Example: select X number of courses or select X credits of the following), select the **Indent** checkbox when the courses are added to the list. This will remove the credits from the courses.

Select one of the following:	3
BI 314	Statistics for Biologists
MA 140	Statistics

Subtotal
<b>Quantitative Course</b>
Select one of the following:
BI 314 Statistics for Biologists
MA 140 Statistics
Subtotal
<b>Additional Math Course</b>
MA 151 Calculus 2 Analytic Geometry I
Comment: Select one of the following:
Sequence:
Cross Reference:
Or Class:
Hours: 3
Footnote:

Subtotal
<b>Quantitative Course</b>
Select one of the following:
BI 314 Statistics for Biologists
MA 140 Statistics
Subtotal
<b>Additional Math Course</b>
MA 151 Calculus 2 Analytic Geometry I
Comment:
Sequence:
Cross Reference:
Or Class:
Hours: 3
Footnote:
<input checked="" type="checkbox"/> Indent <input type="checkbox"/> Area Header
<input type="checkbox"/> Subtotal <input type="checkbox"/> Area Subheader

Subtotal
<b>Quantitative Course</b>
Select one of the following:
BI 314 Statistics for Biologists
MA 140 Statistics
Subtotal
<b>Additional Math Course</b>
MA 151 Calculus 2 Analytic Geometry I
Comment:
Sequence:
Cross Reference:
Or Class:
Hours: 3
Footnote:
<input checked="" type="checkbox"/> Indent <input type="checkbox"/> Area Header
<input type="checkbox"/> Subtotal <input type="checkbox"/> Area Subheader

**NOTE:** For the example, the credit hours are manually added to the “Select one of the following” line, under the Hours field.

- The “Select one of the following” line is added by clicking Add Comment Entry.
- You must also manually add the credit hours in the Hours field for this entry.

# PLAN OF STUDY

To create a plan of study, click on the **Insert / Edit Formatted Table** icon (as seen below, looks like an Excel table). The **Insert Formatted Table** window will open. In the drop-down menu, select **Plan of Study Grid**. Click **OK**. A blank **Plan of Study Grid** window will open.

Curriculum



1. In the top right corner, in the drop-down menus, select the Year and Term you wish to start the Plan of Study.
2. Once the time range is select, in the top left corner, in the drop-down menus, select the College and Courses you want to add.
3. Once the course list displays, click the course to select / highlight. Click the right arrow button.
4. Continue to add your courses to the appropriate year and term.
5. Follow the instructions in the sections above to customize as you need.
6. Click OK.
7. The Plan of Study will preview.

First Year		
FALL		HOURS
AR 103	Introduction to Art	3
AR 101	Survey of Art History, Prehistoric to Medieval	3
AR 141	Drawing II	3
AR 219	Introduction to Printmaking	3
	<b>Hours</b>	<b>12</b>
SPRING		
AR 223	Graphic Design I	3
AR 226	Video Editing: FinalCut Pro	3
AR 231	Basic Multimedia	3
AR 240	Painting I	3
	<b>Hours</b>	<b>12</b>

