



CATALOG NAVIGATOR USER GUIDE

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User Guide for Catalog Navigator

Please Note: This document is to be used as an online reference guide and is not intended to be printed, as it will be updated on a regular basis.

What is Catalog Navigator?

Catalog Navigator is a web based system that is hosted by Decision Academic. Catalog Navigator enables efficient management of the Academic Calendar content. In addition, it helps students to research, evaluate and make initial decisions about courses.

Why do we use Catalog Navigator?

Catalog Navigator is used to make changes to our Academic Calendar in a systematic way. In the past, changes were proposed using a paper document which proved difficult to manage and track. Catalog Navigator provides a streamlined, organized, and efficient way of managing and archiving changes electronically.

Login to Catalog Navigator

Links to Catalog Navigator

Catalog Navigator has two sites: a test site (Development), and a live site (Production). The test site is a copy of the live site. It allows us to test the effects of any changes we want to implement.

If you are new to Catalog Navigator and wish to work on the test site where you can try actions without implementing a change, please use:

- **Test Site:** <http://academiccalendar-test.nipissingu.ca/Home.aspx>

The login credentials are:

Username: *your username*

Password: *your WebAdvisor password*

To login to the Live Site of Catalog Navigator, go to the following webpage:

- **Live Site:** <http://academiccalendar.nipissingu.ca/Home.aspx>

The login credentials are:

Username: *your username*

Password: *your WebAdvisor password*

IMPORTANT: Use only Internet Explorer or Mozilla Firefox when using Catalog Navigator.



Problems? Contact the Help Desk at helpdesk@nipissingu.ca for login assistance.

Catalog Navigator Homepage

Dashboard

When you first login to Navigator Suite the **My Catalog Summary** appears.

The screenshot shows the Navigator Suite dashboard. At the top, there is a black navigation bar with the "NAVIGATOR suite" logo and dropdown menus for "Catalog" and "Curriculum". Below the navigation bar, a red banner reads "Navigator Suite" and a message says "Welcome to Navigator Suite. THIS IS THE NIPISSING TEST SITE." A "My Profile" sidebar on the left shows the user is "Initiator Curriculum Test". The main content area features a "My Catalog Summary" section with a green arrow pointing to it. This section lists "Assigned change requests (0)", "Submitted change requests (0)", and "Your working folder contains:" with sub-items for change requests, course content items, degree content items, program content items, and custom content items, each with a "view" link. A callout box on the right explains the "My Catalog Summary" components.

“My Catalog Summary” summarizes:

- Assigned change requests: Catalog requests that are waiting for your review
- Submitted change requests: Catalog requests you have submitted
- Your working folder: Catalog requests that you have saved but have not yet submitted

Navigation

Catalog along the top black navigation bar allows you to execute Catalog edits or Search Change Requests within Catalog.

As you navigate through the system, **Catalog** and **My Catalog** sections will appear on the left hand side of the screen.

The screenshot shows the "Catalog Editor" page. The top navigation bar includes "Catalog" and "Curriculum" dropdowns, along with "Logout" and "Home" links. A "Catalog" sidebar on the left shows a tree view with "Current", "Calendar 2015-2016", "2015", and "Inactive" folders. A "My Catalog" sidebar at the bottom shows the same summary as the dashboard. The main content area is titled "Catalog Editor" and "Manage Catalog Group" for "Calendar 2015-2016". It includes tabs for "Content", "Properties", and "Security". A table lists catalogs with columns for "Name", "Theme", "Layout", and "Active?". A callout box on the right explains the "Catalog" section, and another callout box at the bottom explains the "My Catalog" section.

The **“Catalog”** section of the webpage displays current and inactive Academic Catalogs. A search feature is also available to enable a content search in the Academic Catalog.

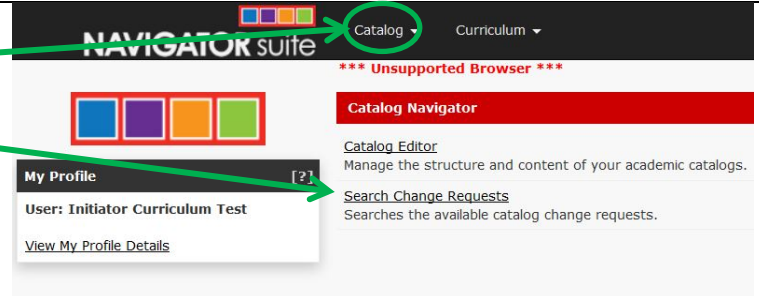
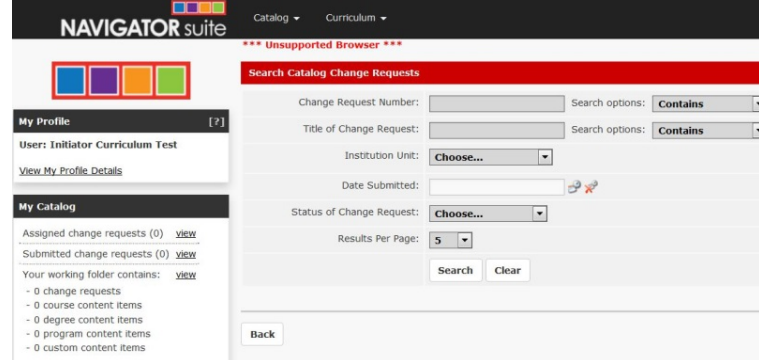
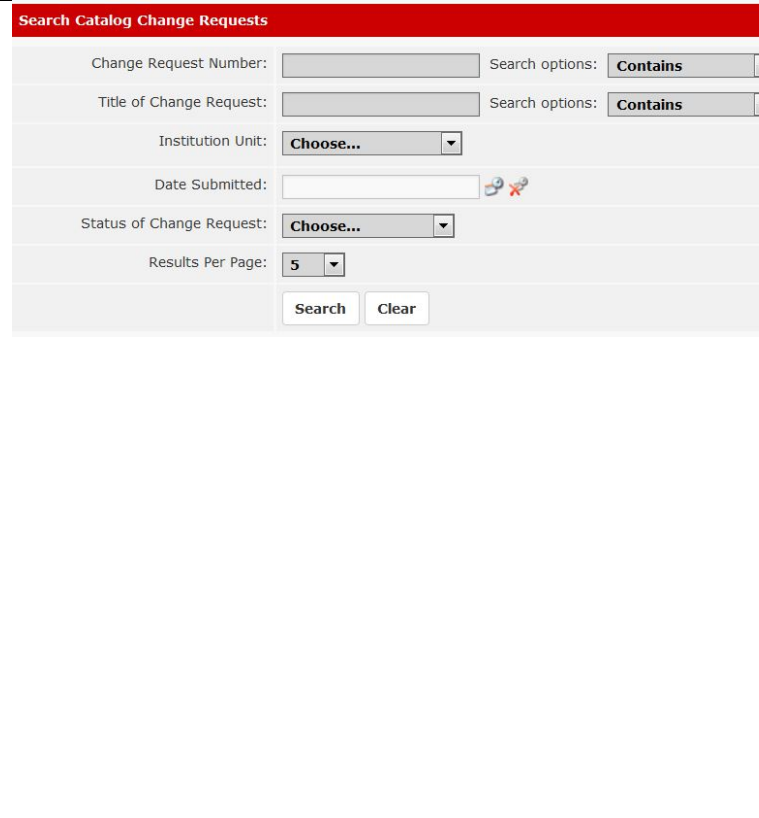
“My Catalog” summarizes:

- Assigned change requests: Catalog requests that are waiting for your review
- Submitted change requests: Catalog requests you have submitted
- Your working folder: Catalog requests that you have saved but have not yet submitted

Searching

Search Change Requests

Searches can be performed by request number, title of request, date submitted, or status of request. You must select at least one filter in order to perform a search.

<p>1. Go to top navigation bar of the homepage, click on Catalog.</p> <p>2. Click on Search Change Requests.</p>	
<p>3. On the Search Catalog Change Requests screen, complete any or all of the search options but you must enter a minimum of 3 characters to search fields.</p>	
<p>Change Request Number is the automatically generated tracking number from when catalog requests are submitted to the workflow.</p> <p>Title of Change Request does not refer to the Faculty, Department or name of the Program/Course, but to the workflow title the initiator gave when submitting the request. The titles of Change Requests should follow the format: Type of change - section (ie. Revision – Admission Requirements)</p> <p>Date Submitted is a search on a specific date the Change Request was submitted.</p> <p>Status of Change Request can be set to Choose... which will return everything, or be used to restrict the search to Approved, In Workflow or In Working Folder.</p>	

Edit Catalog Content

1. On the top black header bar click on **Catalog** and **Catalog Editor**.
2. To edit a specific page within the Academic Calendar, double click on the appropriate Calendar year (ie. 2016).

The screenshot shows the NAVIGATOR suite interface. The top header bar contains 'NAVIGATOR suite', 'Catalog', 'Curriculum', 'Logout', and 'Home'. A red banner indicates '*** Unsupported Browser ***'. The main area is titled 'Catalog Editor' and 'Manage Catalog'. The left sidebar shows a tree view with 'Current' expanded to 'Calendar 2015 - 2016', which is further expanded to '2015'. The main content area shows 'Catalog Pages' and 'Catalog Chapters' tables.

Name	Order	Delete
Academic Calendar 2015/2016	1	
University Faculty and Administration	10	
Calendar Updates	11	
Calendar Archive	12	

Name	Order	Delete
Important Dates 2015 - 2016	2	
Admissions	3	
University Regulations	4	
Financial Information	5	
Undergraduate and Professional Studies	6	
Graduate Studies	8	
Course Listings	9	

3. Double click the appropriate Chapter to edit (ie Admissions).

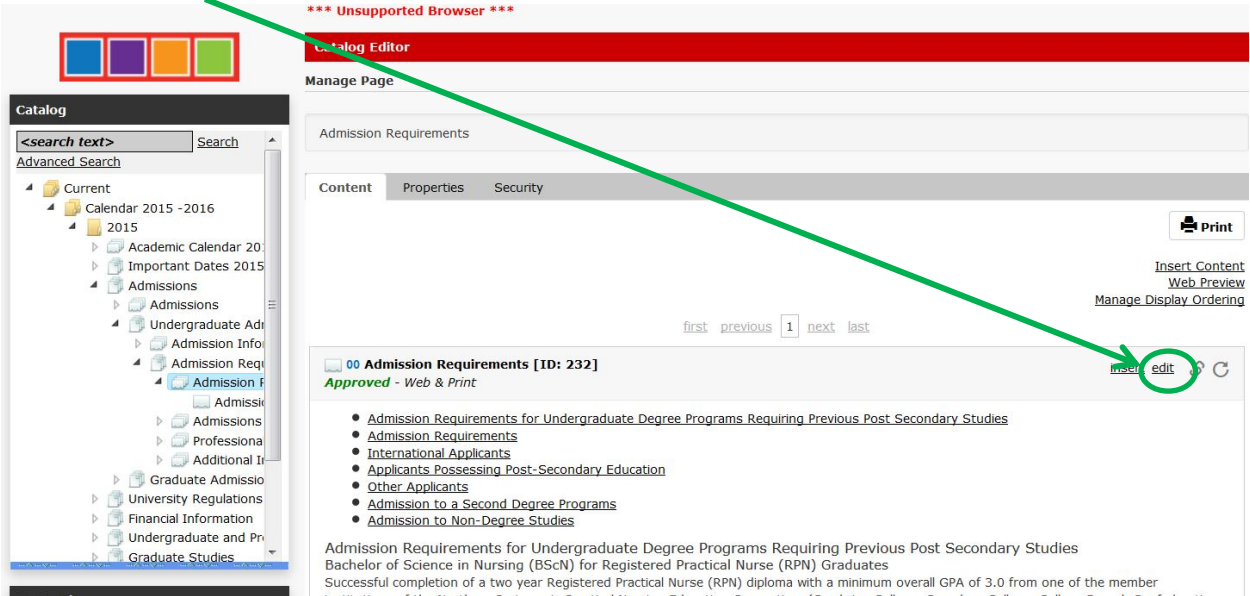
The screenshot shows the NAVIGATOR suite interface. The top header bar contains 'NAVIGATOR suite', 'Catalog', 'Curriculum', 'Logout', and 'Home'. A red banner indicates '*** Unsupported Browser ***'. The main area is titled 'Catalog Editor' and 'Manage Chapter'. The left sidebar shows a tree view with 'Current' expanded to 'Calendar 2015 - 2016', which is further expanded to '2015', and then to 'Academic Calendar 2015 - 2016', which is expanded to 'Admissions'. The main content area shows 'Chapter Pages' and 'Sub-Chapters' tables.

Name	Order	Delete
Admissions	0	

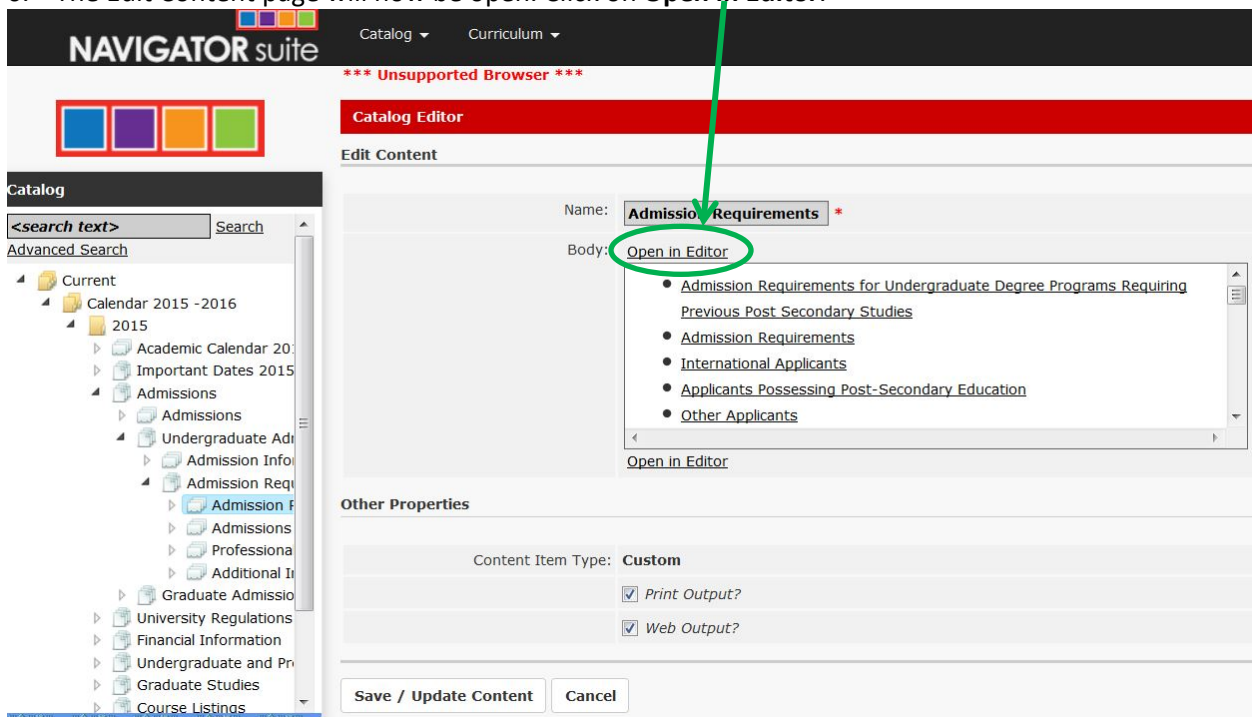
Name	Order	Delete
Undergraduate Admissions	1	
Graduate Admissions	2	

4. Locate the page that requires revision under the Catalog section (double clicking will open up the contents of each chapter).

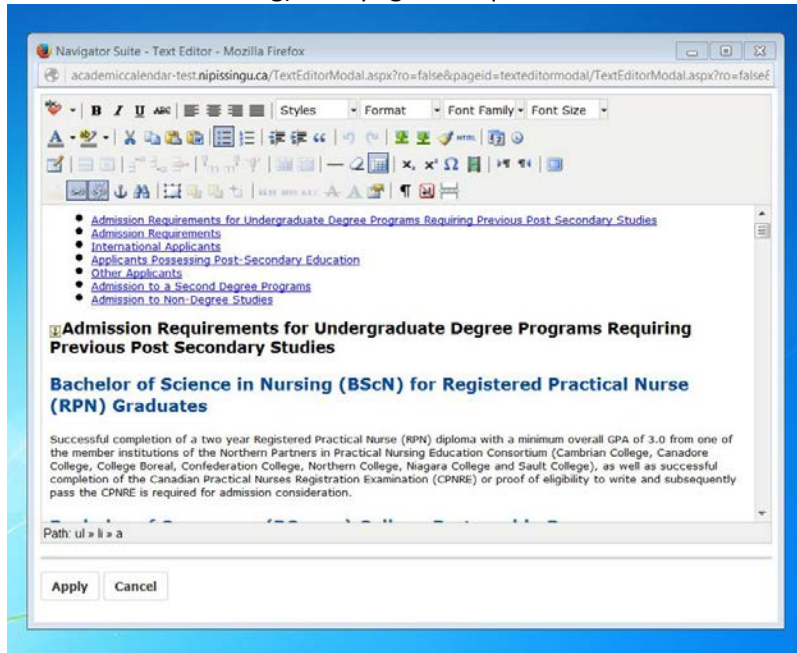
5. Click on **Edit**.



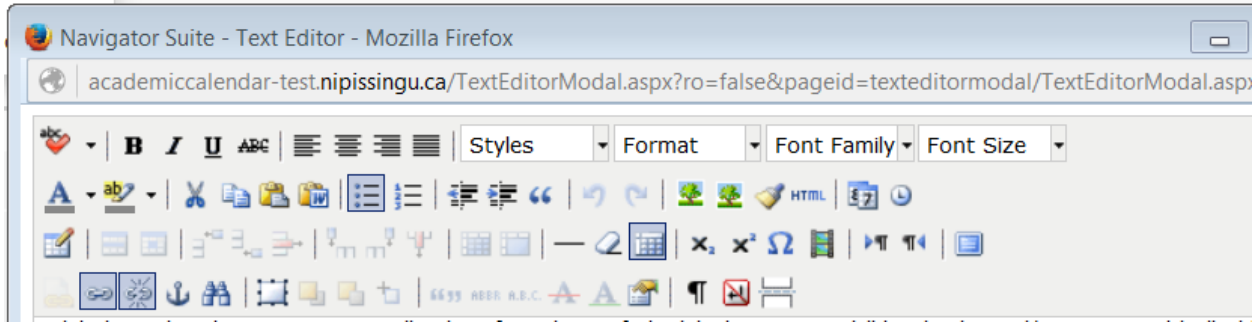
6. The Edit Content page will now be open. Click on **Open in Editor**.



7. After clicking **Open in Editor**, a new Navigator Suite – Text Editor page will display to enable editing. The text editor (WYSIWYG) offers many useful functions, including table support, external linking, and internal linking). Edit page as required.



WYSIWYG Editor

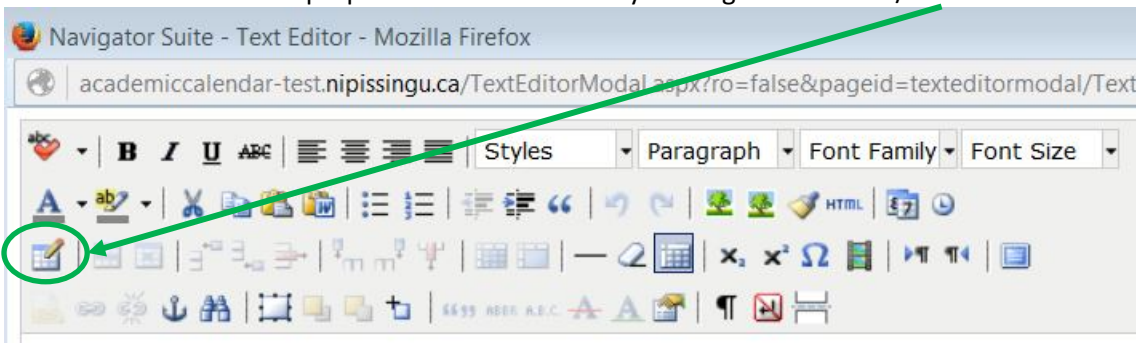


Options available using the Navigator Suite Text Editor are similar to those available in Microsoft Word (ie. spell checking; bold; italic; underline; align left; align centre; align right; align full; highlighting, insert pictures, insert tables, insert or break links, etc.). Place your cursor over the icon for a description.

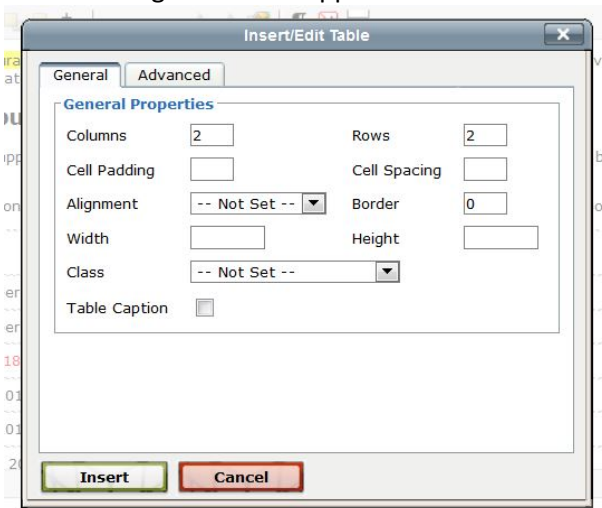
Tables

Catalog Navigator's WYSIWYG editor offers flexible range of options for manipulating tables

Tables can be added and properties can be altered by clicking on the Insert/Edit Table icon.



The following screen will appear:

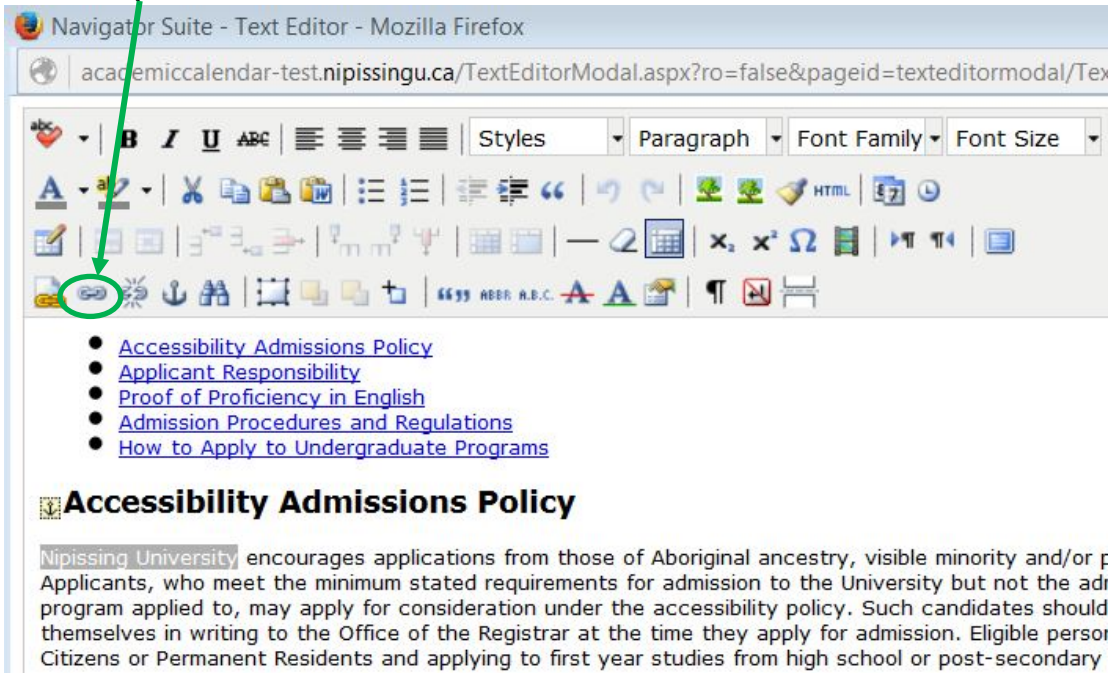


Enter in the information for the table under **General Properties**. Columns, Rows, Alignment and Border can be added. Advanced options are available under the **Advanced** tab.

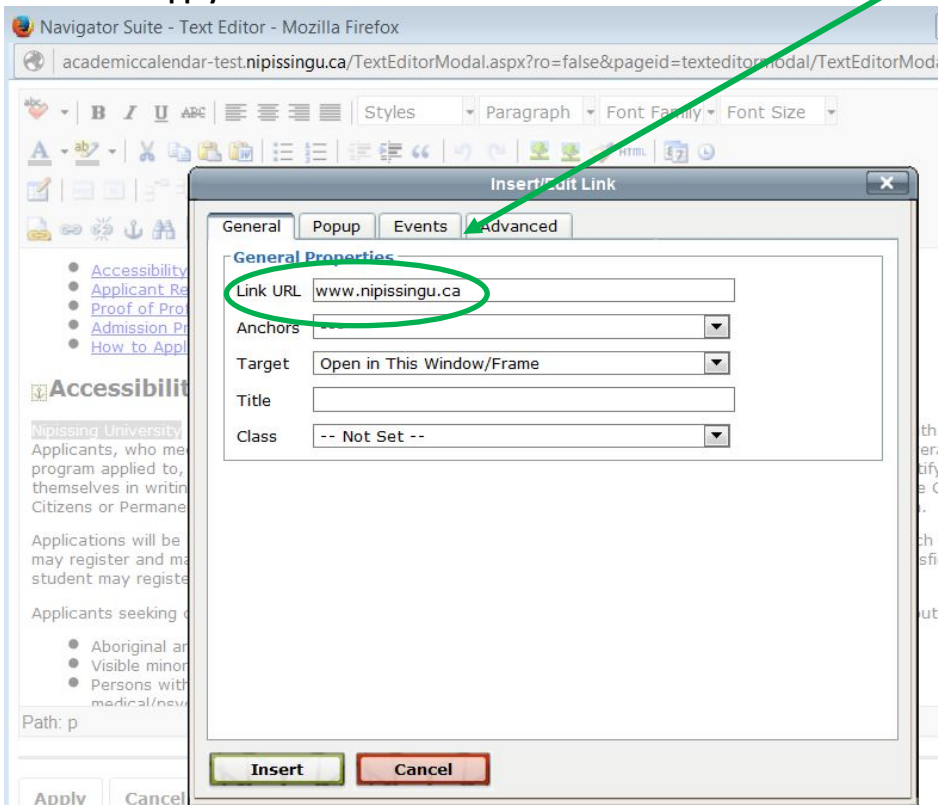
Links

Links to external websites can be created using the WYSIWYG Editor.

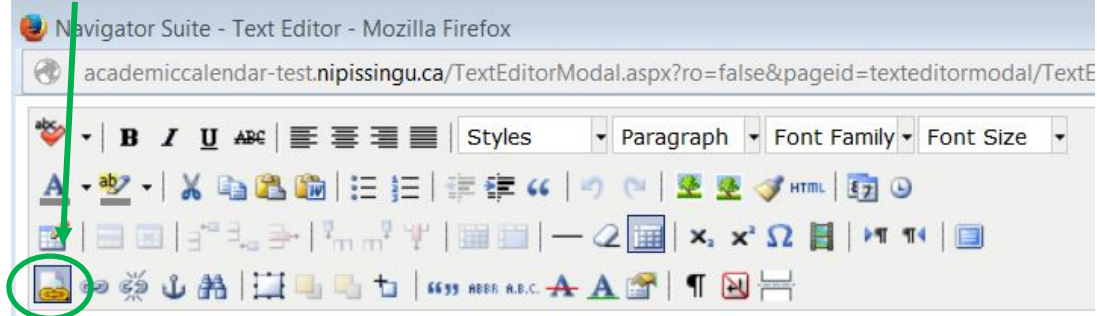
Click **Insert/Edit** link icon.



To link text to an external webpage, click on **Insert/Edit** link and add the Link URL information. Click **Insert**. Click **Apply**.

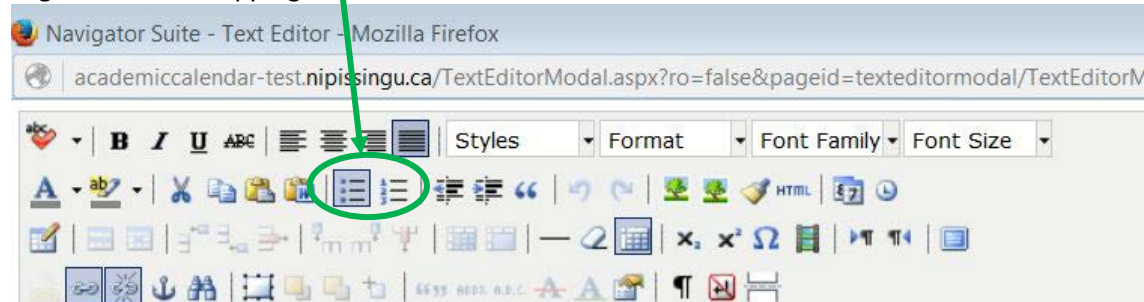


To create a link to an internal chapter or page within Catalog Navigator, click on **Insert Catalog Link**. Enter the Catalog information (ie. 2015), and choose the appropriate Chapter/Page.



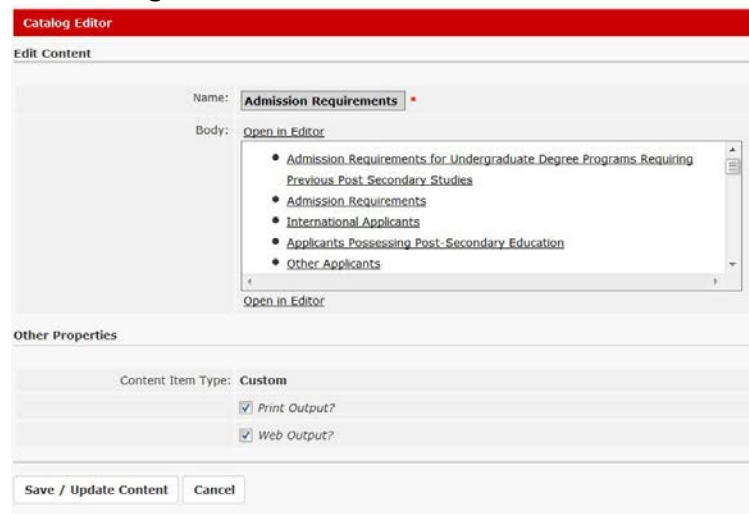
Lists (numbered or bulleted)

To create a numbered or bulleted list, use the function provided in the text editor to ensure correct alignment and wrapping.



8. When editing is complete, or to discontinue and resume at a later time, click **Apply** at the bottom of the screen. This action will navigate back to the **Edit Content** screen.

9. Click **Save/Update Content** at the bottom of the screen. The request has now moved to **Your Working Folder**.



****IMPORTANT****
Save/Update Content does not mean submit!
 This step will only save it to your Working Folder for you to work on later.

Submitting a Catalog Change Request

1. Click on **Your Working Folder** and click **view**. This displays all content drafts.
2. Under the **Select** column, click on the box beside the content item you want to submit (ie. Admission Requirements).

The screenshot displays the 'My Catalog Working Folder' interface. On the left, there is a sidebar with 'My Profile' and 'My Catalog' sections. The 'My Catalog' section shows 'Assigned change requests (0)', 'Submitted change requests (0)', and 'Your working folder contains: - 0 change requests, - 0 course content items, - 0 degree content items, - 0 program content items, - 1 custom content item'. The main content area is titled 'My Catalog Working Folder' and shows 'Content Drafts'. A 'General' tab is selected, with 'Select All' and 'Deselect All' buttons. A dropdown menu is open, showing 'Admission Requirements' with a checkbox. Below the dropdown are 'Create Change Request' and 'Delete Selected' buttons. A green arrow points from the 'Select All' button in the instructions to the 'Select All' button in the interface.

3. Click on the **Create Change Request** button to start the workflow process.
4. Click on the **Delete Selected** button to remove this proposal from **Your Working Folder** and from the Catalog Navigator system entirely.

New Change Request Details

In order to move your proposal through the necessary workflow steps for approval, the following information must be entered on the **New Change Request Details** screen.

Note: All mandatory fields are marked with a red asterisk. The request will not save if these areas are not completed.

1. **Title** (this mandatory field requires you to enter the title of the request. The titles of Change Requests should follow the format: Type of section - change (ie. **Admission Requirements - Revisions**).
2. **Institution Unit** (choose Nipissing University from the drop down box)
3. **Workflow** (this mandatory field is preselected)
4. **Change Request Comments** (add additional comments regarding your request, if desired)
5. **Justifications** (this mandatory field is for the initiator of the change request to add an explanation for each of the proposed changes within the change request)
6. Click on **Save and Continue**
7. The **Change Request Details** screen will appear. The proposal has now been assigned a randomly generated request number. This screen displays several different tabs (Justifications, Collaboration, and Change Request Supporting Documents). If necessary, you will want to upload supporting documents now before submitting the request.
8. You now have the option to **Save** the proposal which will save it in your working folder and you can come back to it later. **This does not move the proposal through workflow.**

In order for the proposal to move forward through the catalog workflow process, you must choose **Submit Change Request for Approval**. Once you click on this button, a warning message will appear asking “Are you sure you want to submit this change request for approval?” Click OK and proposal will go to next workflow stage.

The **Back** button (without hitting the save first) will allow you to delete this workflow request and move your catalog proposals back to your **Working Folder**.

Notifications

The initiator of the proposal will receive an email notification indicating the proposal has been submitted and approved.

Status of Submitted Change Requests

On the left hand side of the screen under **My Catalog** and **Submitted Change Requests** and click on **view**. All of your submitted proposals will display. If you click on the individual Change Request Number, a screen of information including the **Change Request History** and **Workflow Stage** will display.

***Note:** The request needs to be approved through the workflow before it is completed and saved as the current “version”.*

Workflow

Submitting a Change Request will enter the Request into Workflow. Workflow in Catalog Navigator consists of two stages: Initiator and Calendar Administrator. Once Change Requests are submitted they are automatically forwarded to the Calendar Manager for approval.

Frequently Asked Questions

Who do I contact for Catalog Navigator login help?

- *Please contact the Help Desk at helpdesk@nipissingu.ca for login assistance.*

What is the difference in “SAVE” and “SUBMIT”

- *Save means you save your work to your working folder. You must go to your working folder, create a request, and also submit for the proposal to move into workflow.*

What does “In Change Request” mean when I am searching for a proposal?

- *In Change Request means the proposal is currently in one of the workflow stages. It has not received final approval.*

Does Navigator “Time Out”

- *Yes! Navigator will time out after an hour or two, so if you need to step away from your computer make sure to SAVE your proposal to your working folder and you can go back to it later.*

What if there are technical issues with accessing Catalog Navigator?

- *Please contact the Help Desk at helpdesk@nipissingu.ca for assistance with technical issues.*

What if there are issues submitting my Catalog Request?

- *Please contact navigator@nipissingu.ca for assistance with Catalog Request issues.*