

# CAT Editing Functions

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## Logging into the Catalog (CAT) Editing Environment

You can find the main Graduate Catalog editing environment here: <https://next-catalog.ncsu.edu/>. The page will look like this:

**Note**

The “Edit Page” toolbar at the top right-hand corner of the page is the indicator of you being in the editing environment. In order to utilize the toolbar, you will need to be assigned to the page owner role and use your Unity ID credentials to log in.

**Sidebar Navigation Links**

**“Programs and Degrees” and “Certificates” Tabs**

To find your program-specific page(s), you can use the following:

### Sidebar Navigation Links

The Sidebar Navigation Links, in the Graduate Catalog, are organized in the following order: College, Program, Plan (MR/MS/PhD/Minor/Certificate/&c.); when selecting each higher-level link, the lower-level (or “child page”) link will appear, as shown below:

Graduate

- College of Agriculture and Life Sciences
  - Agricultural and Extension Education
    - Agricultural and Extension Education (MR)
    - Agricultural and Extension Education (MS)
    - Agricultural and Extension Education (EdD)
    - Agricultural & Extension Education (Minor)
    - Agricultural and Extension Education (Certificate)

## “Programs and Degrees” or “Certificates” tabs on the “Graduate” page

Graduate

Apply Now

Graduate

Apply Now

Overview Programs and Degrees Certificates NC State Graduate Handbook

### Programs and Degrees

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
T	U	V	W	X	Y	Z													

Overview Programs and Degrees Certificates NC State Graduate Handbook

### Certificates

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
T	U	V	W	X	Y	Z													

These tabs are automatically pulled by a sitemap. They are organized in alphabetical order and list all programs and certificates in the Graduate Catalog. If you do not see your program/degree/certificate listed here, please contact [grad-curriculum@ncsu.edu](mailto:grad-curriculum@ncsu.edu).

## Editing Environment Toolbar

To open the Editing Environment Toolbar, select the following icon at the top-right corner of the webpage:



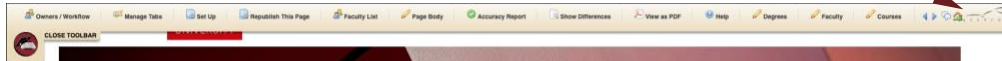
If you are not already logged in, you will need to use your Unity ID and password to access. Once logged in, the toolbar will open up in one or two ways:

a) some tabs hidden



or

b) all tabs visible



### Note

depending on the width of your window, some of the tabs may be hidden. The arrows can help you navigate through the different hidden tabs.

## Program Pages

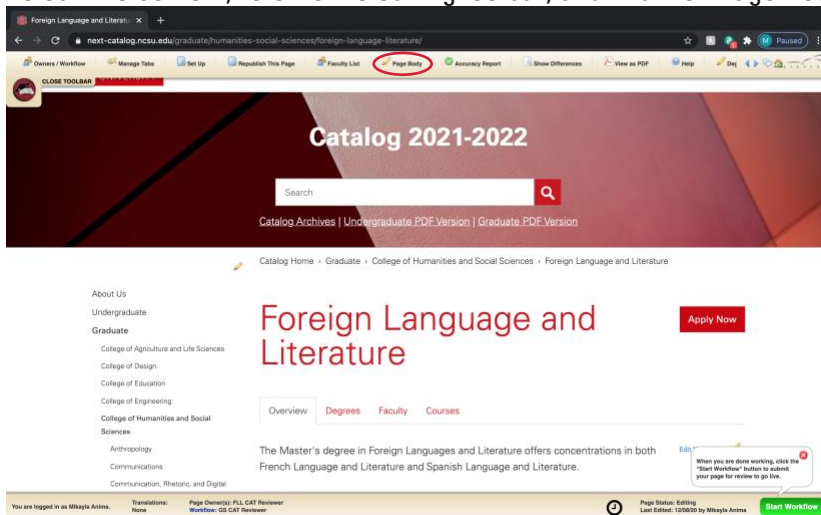
Program page URLs follow the following breadcrumbs: /graduate/college/program/. The program pages are built to hold the following information:

- “Overview” tab
- “Degrees” tab
- “Faculty” tab
- “Courses” tab

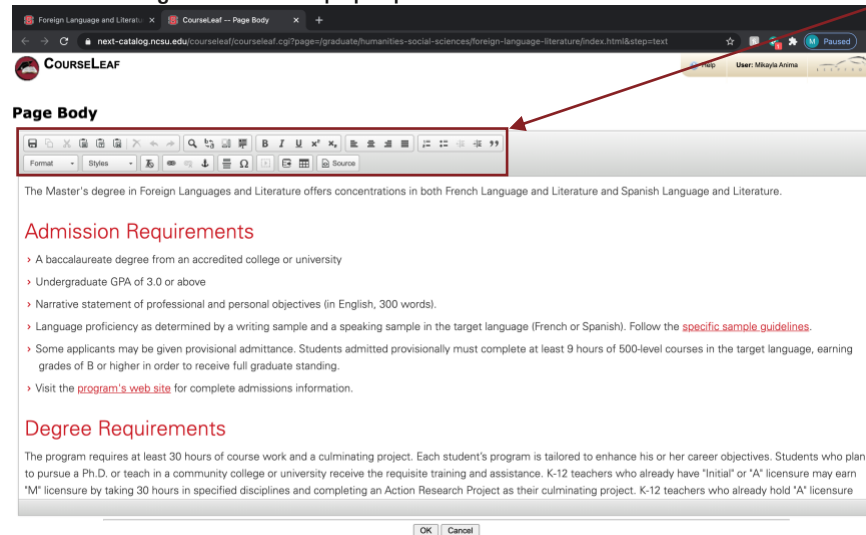
### Program Overview

This tab is completely editable by the page owner. The “Overview” may include anything from Admissions Requirements, Degree Summaries, and other relevant information about the program.

To edit the content, refer to the editing toolbar, and find the “Page Body” button as shown below:



The following window will pop-up when the tab is selected:



## Note

The formatting toolbar's standard buttons are the following--

Paste functions:



Text formatting functions:



Text alignment functions:



Bullets, Numbering, Indents, & Quotations:



Preset Paragraph Formats & Block Styles:



Remove Formatting:



Text Hyperlinks & Anchors:



Lines & Special Characters:

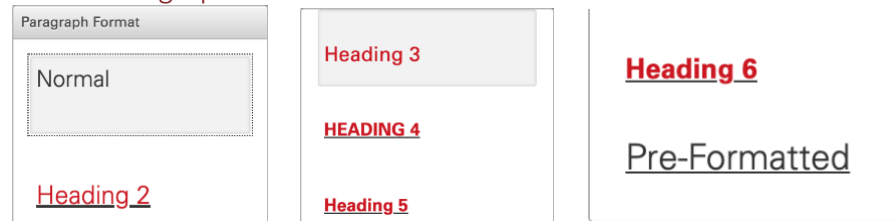


In-Line Course Links & Special Tables:

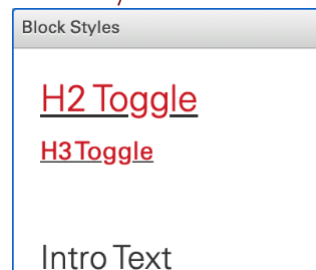


Some of the CAT-specific functions are as follows--

## Preset Paragraph Formats



## Block Styles



"Toggle" styles are headers that hide text unless clicked on.

## Text Hyperlinks

When creating the text hyperlinks, highlight the text you would like to hyperlink and select the following



The following window will pop-up with the types of hyperlinks you can use:

### Note

to hyperlink an email address, type:

`mailto:xxx@ncsu.edu`

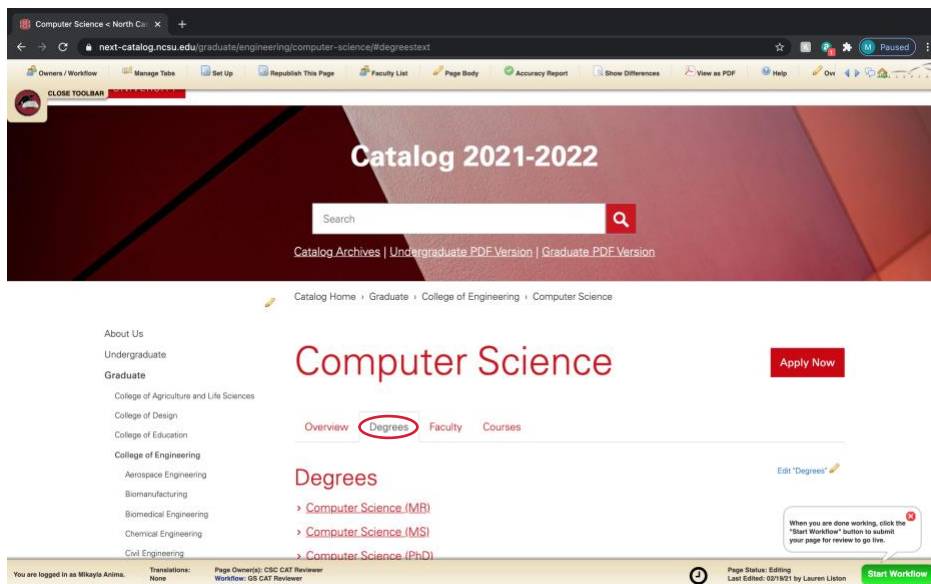
To add a subject line to an email hyperlink, type:

`mailto:xxx@ncsu.edu?subject=add%20subject%20here`

The Graduate School will leave the overview tab's content up to the program's discretion; however, we strongly encourage not adding any specific program contact name(s) and/or contact information due to the catalog being archived at the end of every academic year. It is best practice to leave general emails and/or main office numbers.

## "Degrees" Tab

The "Degrees" tab is programmed with a sitemap table of links for the program's corresponding degrees and certificates. These are automatically pulled from the navigation tab and will update with the site refresh. If this table is not up to date, please email [grad-curriculum@ncsu.edu](mailto:grad-curriculum@ncsu.edu).



## “Faculty” Tab

The faculty lists on the “Faculty” tab will be maintained by the Graduate School. These are lists that are pulled from Student Information Systems (SIS) and are managed by Human Resources.

The screenshot displays the 'Soil Science' website interface. The top navigation bar includes links like 'Owners / Workflow', 'Manage Tabs', 'Set Up', 'Republish This Page', 'Faculty List' (highlighted with a red circle), 'Page Body', 'Accuracy Report', 'Show Differences', 'View as PDF', 'Help', and 'Dej'. The left sidebar lists various departments under 'College of Agriculture and Life Sciences', with 'Soil Science (MRI)' selected. The main content area features the 'Soil Science' title and a 'Faculty' tab (also highlighted with a red circle). Below the tab, there are sections for 'Full Professors' and 'Associate Professors', each listing names and their research areas. The bottom status bar indicates the user is logged in as 'Mikayla Anima' and shows workflow details.

Faculty members are listed by “Academic Rank Description” and NOT “Status Level”. Academic Rank Descriptions are combined into the following categories:

### 1. Full Professors

*to be listed in Alphabetical order*

- Clinical Professor
- Distinguished Professor
- Distinguished University Prof
- Extension Professor
- Named Distinguished Professor
- Named Distinguished Univ Prof
- Named Professor
- Professor
- USDA Professor
- USDI Professor

### 2. Associate Professors

*to be listed in Alphabetical order*

- Assoc Professor
- Clinical Assoc Professor
- Extension Associate Professor
- Named Distinguished Associate
- USDA Assoc Professor

### 3. Assistant Professors

*to be listed in Alphabetical order*

- Asst Professor
- Clinical Asst Professor
- Extension Asst Professor
- USDA Asst Professor

### 4. Practice/Research/Teaching Professors

*to be listed in Alphabetical order*

- Asst Professor of the Practice
- Assoc Profess of the Practice
- Lecturer
- Professor of the Practice
- Research Assoc Professor
- Research Asst Professor
- Research Professor
- Teaching Asst Professor
- Teaching Assoc Professor
- Teaching Professor

**5. Emeritus Faculty***to be listed in Alphabetical order*

- Emeritus Associate Professor
- Emeritus Asst Professor
- Emeritus Clinical Assoc Prof
- Emeritus Clinical Professor
- Emeritus Distinguished Prof
- Emeritus Extension Professor
- Emeritus Named Distng'd Prof
- Emeritus Named Professor
- Emeritus Professor
- Emeritus Research Assoc Prof
- Emeritus Research Professor
- Emeritus Teaching Assoc Prof
- Emeritus Teaching Professor
- Emeritus USDA Prof
- Emrtus Distng'd Univ Prof
- Emrtus Nmd Distng'd Univ Prof

**6. Adjunct Faculty***to be listed in Alphabetical order*

- Adjunct Assoc Professor
- Adjunct Asst Professor
- Adjunct Lecturer
- Adjunct Professor
- Adjunct Research Assistant Pro

**Titles Excluded:**

- Visiting Professor
- Visiting Research Professor
- Visiting Asst Professor

**Any additions or deletions that are submitted by page owners will be rolled back.** However, page owners will have the ability to add research areas. To add research areas to the faculty lists, select the “Faculty List” button on the editing toolbar. The following window will pop-up:

**Note**

once all the changes are made, be sure to click “OK” on the Faculty List screen. Pressing “Cancel” will undo all the changes previously made to all faculty changes.

Double-click the faculty member’s name, and the following window will pop-up:

Make changes accordingly and select “OK” on both the “Edit Faculty” and “Faculty List” screens.



## “Courses” Tab

The courses tab is a listing of all the courses with course prefixes associated with the program. For example, the Educational Leadership, Policy and Human Development program lists ELP courses, as shown below:

The screenshot displays the CAT (Course Approval Tool) interface for the 'Educational Leadership, Policy and Human Development' program. The browser address bar shows the URL: [next-catalog.ncsu.edu/graduate/education/educational-leadership-policy-human-development/#coursestext](http://next-catalog.ncsu.edu/graduate/education/educational-leadership-policy-human-development/#coursestext). The interface includes a top navigation bar with various tools like 'Owners / Workflow', 'Manage Tabs', 'Set Up', 'Republish This Page', 'Faculty List', 'Page Body', 'Accuracy Report', 'Show Differences', 'View as PDF', 'Help', and 'Dej'. A sidebar on the left lists navigation options: 'About Us', 'Undergraduate', 'Graduate', and a detailed list of colleges and departments, with 'Educational Leadership, Policy and Human Development' selected. The main content area features the program title 'Educational Leadership, Policy and Human Development' in large red text, an 'Apply Now' button, and a tabbed interface with 'Overview', 'Degrees', 'Faculty', and 'Courses' (the latter is circled in red). Below the tabs, the 'Courses' section lists two courses: 'ELP 515 Education and Social Diversity (3 credit hours)' and 'ELP 518 IntroductionTo Education Law (3 credit hours)', each with a brief description. A 'Start Workflow' button is visible in the bottom right corner. The footer shows user login information: 'You are logged in as Mikayla Anima.', 'Translations: None', 'Page Owner(s): ELP CAT Reviewer', 'Workflow: GS CAT Reviewer', and 'Page Status: Editing Last Edited: 02/26/21 by Lauren Liston'.

These courses with their corresponding course information are being pulled automatically from Student Information Systems (SIS) and cannot manually be edited in CAT. If you see any changes that need to be made to a course number, title, credit hours, description, prerequisites, and term offering, these will need to be requested through Course Inventory Management (CIM). If you would like other course prefixes listed on this page, or have any questions about missing or discontinued courses, please email [grad-curriculum@ncsu.edu](mailto:grad-curriculum@ncsu.edu).

## Plan / Subplan Pages

The Plan and Subplan pages of the catalog are the “child” pages of Program Pages. You will notice them listed on the sidebar navigation links as such:

Nanoengineering

Nanoengineering (MR)

Nanoengineering (MR): Biomedical Sciences in Nanoengineering Concentration

Nanoengineering (MR): Materials Science in Nanoengineering Concentration

Nanoengineering (MR): Nanoelectronics and Nanophotonics Concentration

### Note

Only official concentrations are listed with their own catalog pages. All unofficial tracks, specializations, and options can be listed on the traditional degree program page with approval of the Graduate School.

Plan and Subplan pages are built to hold the following information:

- “Overview” tab (specific to Certificate pages)
- “Degree Requirements” / “Plan Requirements” tab
- “Faculty” tab
- “Career Opportunities” tab

## “Overview” Tab

“Overview” tabs are not utilized at the Degree-levels, but may be utilized for Certificates, as shown below:

The screenshot displays the 'Engineering Management Foundations (Certificate)' page. The sidebar on the left lists various engineering programs under 'Undergraduate' and 'Graduate' categories. The main content area has three tabs: 'Overview' (selected), 'Plan Requirements', and 'Faculty'. The 'Overview' tab contains text describing the certificate's purpose for engineering, STEM, or technical students. A red box highlights the 'Page Body' button in the top navigation bar, and a red arrow points from this box to a 'Note' box on the right. The footer shows the user is logged in as Mikayla Antina, with a workflow status of 'None' and a 'Start Workflow' button.

### Note

the “Overview” is editable through the “Page Body” button.

To make changes to the “Overview” tab, you can follow the same process for the [Program Overview](#).

## “Degree Requirements” / “Plan Requirements” Tab

Content on the “Degree Requirements” tab is pulled from Course Inventory Management for Programs (CIM Programs). Some of the more specialized subplans, for example “PSM”, “ABM”, “Joint”, &c. have existing, or hidden tabs labelled different from “Degree Requirements” on the main plan pages.

**Note**  
The tab names vary for the requirements based on the plan/subplan types. However, they are all pulled the same way.

Any changes to this page will need to be requested through CIM Programs and follow the approval routing accordingly. For any questions regarding this content, email [grad-curriculum@ncsu.edu](mailto:grad-curriculum@ncsu.edu).

## “Faculty” Tab

Faculty Lists on the plan pages are typically “borrowed” from the program page, meaning, the content is copied from the program pages and updated accordingly when the program faculty pages are updated.

Full Professors	
Chandra D Cox	J. Mark Science
Herman Merchant	

Associate Professors	
Tania Leigh Allen	Kathleen Callahan Rieder
Patrick J Fitzgerald	Marc Ernest Russo
Derek Ham	

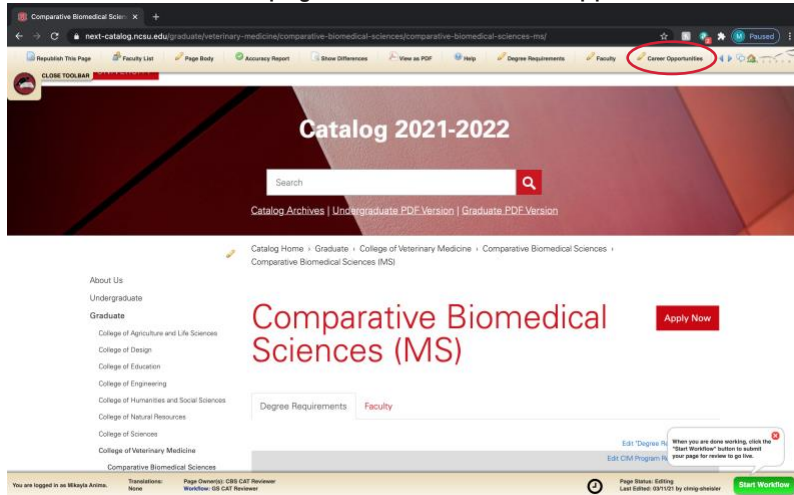
Assistant Professors	
Todd Michael Bereth	Justin Johnson
Katherine Cella Greder	

If you have any questions about these lists, or if any are out of sync with the program page, please contact [gfac-nominations@ncsu.edu](mailto:gfac-nominations@ncsu.edu).

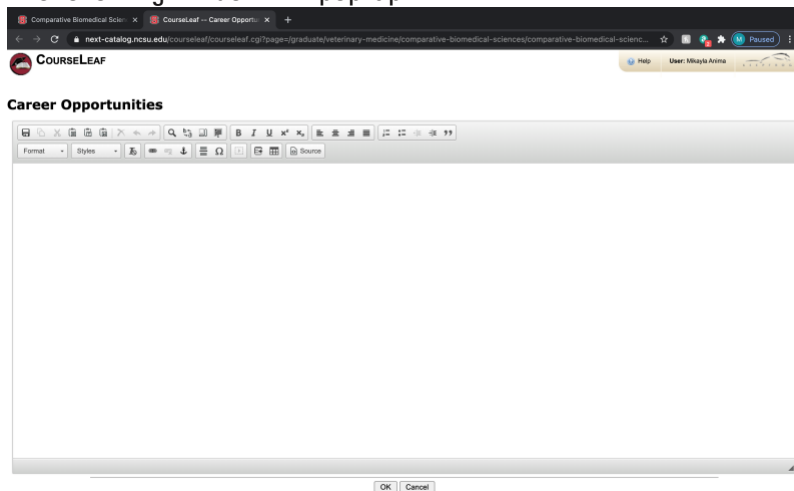
## “Career Opportunities” Tab

There is currently no existing content on the “Career Opportunities” tab, however, programs are encouraged to utilize and maintain this tab at their discretion.

To add content to this page, select the “Career Opportunities” tab in the editing toolbar:



The following window will pop-up:



Once the content is filled in, select “OK”.

## Submitting Pages for Approval & Publishing

Once all page edits are done across all the tabs, you will need to submit each page for GS CAT Reviewer approval. You can do so by selecting the “Start Workflow” button at the bottom-right corner of the edit screen, as shown below:

The screenshot shows the 'Textile Technology Management' page in the 'next-catalog.ncsu.edu' system. The page has a dark red header with the title 'Catalog 2021-2022' and a search bar. Below the header, there is a navigation bar with links like 'About Us', 'Undergraduate', and 'Graduate'. The main content area features the title 'Textile Technology Management' and a description of the Ph.D. program. At the bottom right, a green 'Start Workflow' button is circled in red, indicating the next step in the process.

If you need the page returned after submitting to workflow or have questions about a page once it has been submitted, please contact [grad-curriculum@ncsu.edu](mailto:grad-curriculum@ncsu.edu).