UCF ACALOG TRAINING MANUAL FOR THE GRADUATE CATALOG

Contents

Introduction to Acalog 2020

Gateway

The Gateway is the user-facing side of the Graduate Catalog, which is publicly accessible and does not require an account for general use. The screenshot below shows these main parts of the Gateway:

1. **Custom Header –** 2019-2020 Graduate Catalog
2. **Search Field –** appears above the navigation and allows users to search the catalog
3. **Navigation –** appears on the right side of the catalog and acts as the virtual table of contents
4. **Catalog Drop-Down –** appears at the top of the page and allows users to switch between undergraduate and graduate catalogs
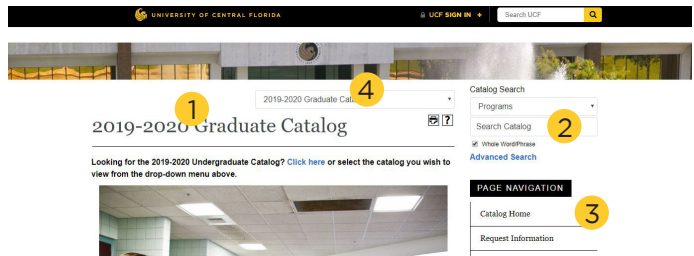
Gateway Features

The Gateway displays multiple published and archived catalogs (listed in drop-down menu). An "[ARCHIVED CATALOG]" alert will be displayed under the title of every page in an archived catalog.

The Navigation will display links to both static and dynamic pages within the catalog. Custom pages display non-academic catalog content such as About UCF, Admissions, Registration, Policies, etc. Filter Pages display information relating to Colleges, Departments, programs, courses, etc.

The "My Portfolio" feature allows Gateway users to save pages in the catalog to view later.

There is a comprehensive search at the top of the navigation. The search features include a Keyword Search, Whole Word/Phrase option, Search locations that include Courses, Programs, Hierarchy Items and Other Content.

Logging into Acalog

1. Select https://ucf.acalogadmin.com/login.php.
2. If this is your first time logging in you will receive an Acalog Dialog box. Please select "Login with SSO" button.
3. Then you will be prompted to login with your UCF Federated Identity. Sign in with your NID and your NID password.
4. From there you will enter the Acalog Publisher page. Begin by selecting the 2020-2021 Graduate Catalog (Working Copy). Click on Go. You will receive a message **Catalog changed successfully.** You are now ready to review your assigned sections of the catalog.
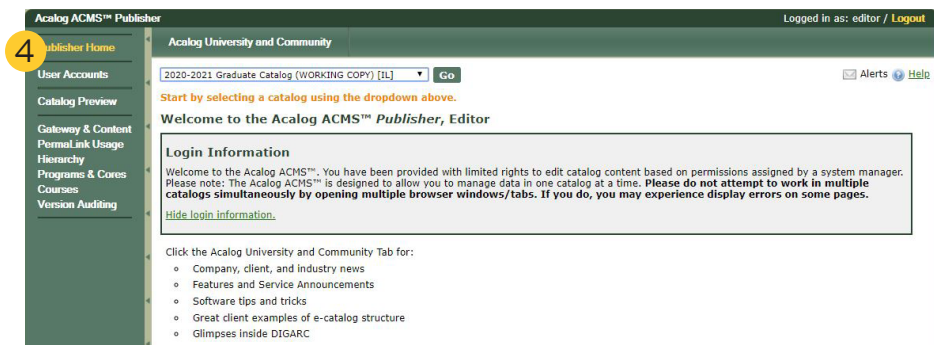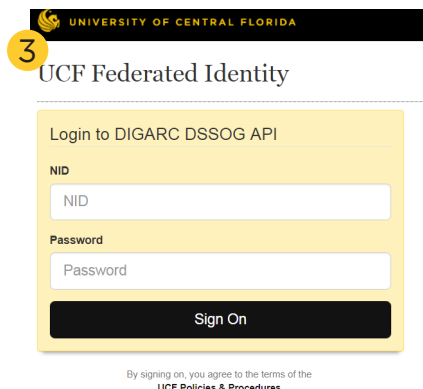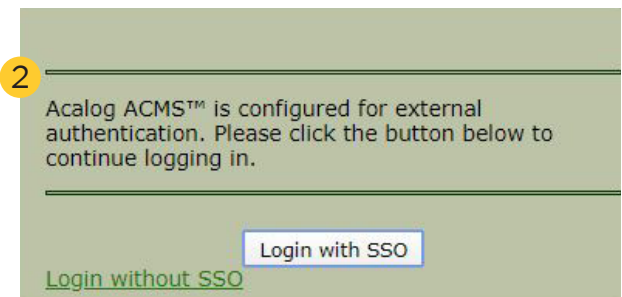
Acalog Publisher

Acalog Publisher is the administrative side of the Graduate Catalog which is used to manage the creation, editing, and publication. It is a secure website, and requires a username and password for access. The level of access is determined by the account type and user permissions granted to each user.

As a best practice, Firefox and Google Chrome are the most compatible browsers when working in the Publisher. You can use Safari and Internet Explorer, but may come across issues that cannot be supported. Microsoft Edge is **not** compatible.

In the Publisher

- In the bottom-left corner of the Publisher, users can choose different color themes to change their view of the Publisher. Green is the default theme.
- The "Recent Items" link in the upper-right corner can be used to quickly navigate back to items that you've recently viewed in your current catalog. The "Help" link in the upper-right corner will provide contextual information based on which Module of the Publisher you are currently viewing.
- The left-hand navigation in the Publisher lists all the Modules available. Within each Module, you will see tabs at the top of the screen for sub-sections within the Module. A thin strip to the right of the Module navigation will let you collapse and expand the navigation to allow more workspace.
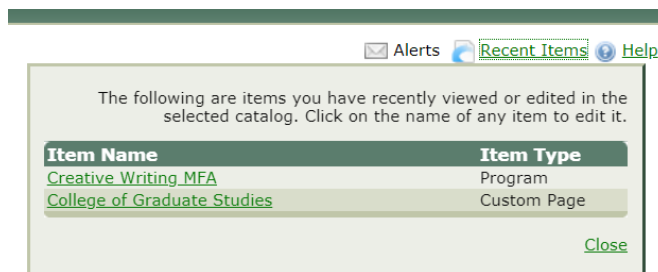
Gateway & Content Module

This is where you manage the custom pages on the right side of the Graduate Catalog (Gateway).

Custom Pages

Custom Pages are used to present narrative content such as college information, policies, financial aid, or faculty listings.

You will only be allowed to edit custom pages that show a pencil/paper icon in color.

To edit a Custom Page, click on the page name and navigate to the edit tab. The first field you see is the "Navigation Link Label," which is what will appear as the clickable link in your Gateway navigation; this field is required. Next you will see the optional "Page Header" field which is what will appear at the top of the page when it is viewed on the Gateway; if you leave this blank, the Navigation Link Label will be used as the Page Header.

The page contents are managed within a single WYSIWYG Editor. Below the "Page Content" field, you can determine the active status of your custom page:

- **Active-Visible –** the page will be visible on the Gateway and will be listed in the navigation.
- **Active-Hidden –** the page can be viewed on the Gateway but will not be listed in the navigation.
- **Inactive-Hidden –** the page will not be seen on the Gateway.

If you choose "Active-Hidden" as the page's status, you can choose whether the page should be displayed in search results by selecting or deselecting the "Searchable?" checkbox. At the bottom of the page, you can save or cancel your changes.

- **Save Options:** Save and create new snapshot: This option will allow you to create a snapshot of the changes made, and add comments to the snapshot.

WYSIWYG Editor

Many locations in Acalog use an inline text editor that allows you to edit and format text in a WYSIWYG (what-you-see-is-what-you-get) environment. A WYSIWYG editor is a system in which content (text and graphics) displayed onscreen during editing appears in a form closely corresponding to its appearance when printed or displayed as a finished product, the Gateway.

Keyboard Shortcuts

You may use the following keyboard shortcuts to perform some features within the editor window. Substitute "Command" for "CTRL" on a Mac.

- **CTRL-X** – Cut selected content.
- **CTRL-C** – Copy selected content.
- **CTRL-V** – Paste selected content.
- **CTRL-A** – Select all content.
- **CTRL-Z** – Undo the last operation.

- **CTRL-Y** – Redo the last undone operation.
- **CTRL-B** – Set selected content as bold.
- **CTRL-I** – Set selected content as italic.
- **CTRL-U** – Set selected content as underlined.

Maximize Editor

Click this icon to toggle a full screen view of the editor. The editor will be enlarged to fill the entire browser window. Click the icon again to return the editor to its normal size.

Quick Save

Use this icon to save the contents of the WYSIWYG Editor. This save button will not save changes to the Navigation Link Label, Page Header, or Active Status of the custom page. This icon may be disabled if Version Auditing is turned on, which will be covered during training session four.

Print and Preview

Click this icon to print the current contents of the WYSIWYG Editor. This will not print any other content for the custom page, such as Navigation Link Label or Page Header.

Click this icon to preview the editor's text in a pop up window. You do not need to save to see changes reflected in the editor preview. This preview will not exactly match the way the content will display on the Gateway when published, but will allow the user to quickly see changes and test links. For a more accurate preview of how content will appear on the Gateway, save your changes and use the "Preview" tab for the item open the Publisher preview.

Spellcheck and Edit Dictionary

Click this button to check the spelling of the editor contents; this will not check spelling in the Navigation Link Label or Page Header fields. Using the "Ignore All" option will ignore all instances of the flagged word within this editor, but the word will be flagged again the next time the spellcheck is used. Click "Add to Dictionary" to permanently save the word.

Paste as Plain Text

Clicking this button will open a dialog box where you can paste content and strip formatting before inserting into the page.

Use the keyboard shortcut (Ctrl/Cmd+V) to paste information into the dialog box and click "OK" to insert it into the editor.

As a best practice, it is recommended that all content be inserted using the "Paste as Plain Text" option. If you do not paste text in as plain text, formatting may be carried over from the source content which can lead to inconsistencies on your Gateway.

Undo and Redo

Click "Undo" to undo the last change made in the editor. You can also use the keyboard shortcut Ctrl+Z to undo an action (Cmd+Z on a Mac).

Click "Redo" to redo an action after using the "Undo" action. You can also use the keyboard shortcut Ctrl+Y to undo an action (Cmd+Y on a Mac).

Find and Replace

Clicking either of these icons will open the "Find and Replace" dialog box where you can switch between the "Find" or "Replace" tabs as needed. The find/replace feature in the WYSIWYG editor functions similarly to standardized find/replace features found in most word processing programs.

Insert/Edit Link

Click this icon to create a link pointing to a URL, email, or anchor in the same page. The link will be created over any text that is selected when you click the icon. If your cursor is on an existing link in the editor when you click this icon, you will be able to edit the properties of the existing link.

URL: The default link type will be URL. By default, "http://" will appear in the "Protocol" drop-down menu, which you can adjust as needed. Type in the rest of the URL, not repeating the protocol (see the example to the right).

Next, click the "Target" tab at the top of the window. Here, you can determine how the link will open. By default, URLs will be set to open in the same window/tab, but as best practice, we recommend that you set this to open in a "**New Window**." Opening links in a new window/tab will help ensure that you're not directing traffic away from your Gateway.

E-mail: From the "Link Type" drop-down menu, select "E-mail." In the "E-Mail Address" field, you can enter a single email address or multiple, comma-separated email addresses. The "Message Subject" and "Message Body" fields are optional, but may be used to enter a default subject and/or message for the user.

When a user on the Gateway clicks a link to an email, it will open their default email client and automatically populate the information you enter here. The user can then choose to overwrite any of the information that was populated.

Remove Link

Place your cursor on a link within the editor and click this icon to remove the link. Additionally, you could right-click on the link and choose to edit or remove the link.

Formatting

These formatting options work like other standardized word processing programs. Select text and use the icon to apply the desired formatting. Keyboard shortcuts can be used for the bold, italics, or underlined options.

Alignment

Blocks of text can be set to left, center, right, or block justification. Alignment will always apply to an entire block of text, not just selected text.

Numbered and Bulleted Lists

You can create numbered and bulleted lists within the WYSIWYG editor. The features of the list options are like those found in standardized word processing programs. Hit "Enter" on your keyboard to continue the next point in the list and use the "Tab" key to indent a level. You can hit "Enter" twice to return to the previous level of a list. You can also use the increase/decrease indent buttons in the toolbar.

Programs & Cores Module

When you first click on the Programs & Cores module, the Manage Programs page appears. To generate a list of existing programs, click the "Search" button. Some editor-based user accounts may not have edit rights to all programs.

Programs that the editor-based user accounts can edit are denoted by an **enabled icon** (see left).

Programs that cannot be edited are denoted by a **disabled icon** (see left).

There is a link available to **"Show only those programs that I can edit (based on my filter settings)"**.

Program Elements

Programs are comprised of different elements, termed cores, sub-cores and/or shared cores. All of these (cores, sub-cores, and shared cores) can contain the same types of information (descriptions and lists of associated courses). Once assembled, these components will organize the majority of the catalog.

Making changes to the descriptive information for a program:

- From the Program Summary tab, select the Edit tab.
- Make the necessary changes using the WYSIWYG editor, and follow the same steps for saving, or sending an audit event alert as we saw in Custom pages.

When Viewing a Program within the Publisher

- Summary Tab: contains information regarding the item's name, parent, Active status, creation date, and who last modified it
- Click the Preview tab to view the Program as it is seen in the Catalog.
  - Note that the Program is divided into a number of sections, known as Cores [close Preview].
- Click on the Cores tab to view the Core structure [also note that the Core headings are identical to the headings seen in the program preview].

What is a Core?

The Core is the basic building block from which programs are created. A core represents a concentration of courses and/or lower level cores.

A given core can consist of a:

- Name: The Core name. A core name is required.
- Description: This could be a description of the Core or may be something else entirely. A description is not required.
- One or more courses; however, courses are not required.
- Ad-hoc text: (Ad-hoc text is not required.) This is the text you see between courses, such as:
  - And
  - Or
  - One of the following

Creating a Core

1. Click the Cores tab.
2. Click on Add a new core.
   a. Name: Required Courses
   b. Description: leave this blank
   c. Choose the Save button.
3. Now, click the New Core tab over to the far right and repeat the same process again, but this time insert the following:
   a. Name: Core – XX Credit Hours
   b. Description: "Choose one of the following" or something similar.
   c. Click the Courses tab and add the courses required for this section.

Adding/Removing Courses

Courses are the foundation of the catalog. Generally, there are more courses within an academic catalog than anything else. Courses can be part of an infinite number of programs. A given course is created once, and assigned to as many Cores, Sub-Cores, or Shared Cores as required. No matter how many places a given course may be found, there's only once instance of it within the database, and it is located within the Courses module.

After selecting a core, navigate to the "Courses" sub-tab. You will see a list of any courses that have already been attached to the core. To add courses, use the course filter to search and choose courses from the results.

To add courses just select the box next to each course and then click 'add selected' at the bottom. You may use the drag-and-drop functionality to reorder your courses or check the box next your course in the "Remove" column and click "Remove Selected" to delete a course from this list.
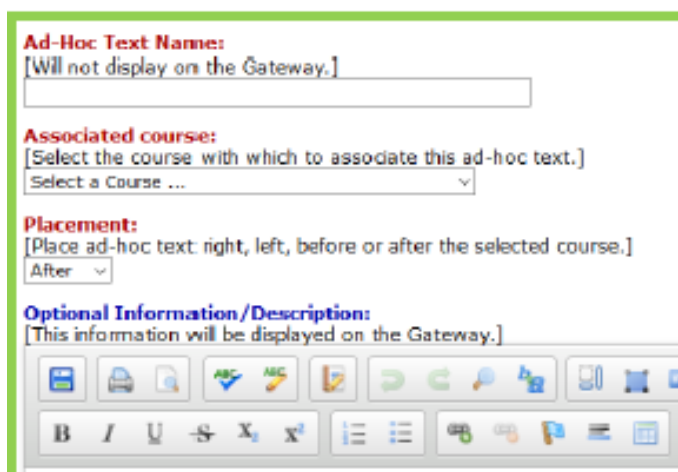
Add/Remove Ad-Hoc text

Ad-Hoc text can be used to add additional textual requirements within a list of courses. The most common example of ad-hoc text in a program is when telling a student to choose between multiple courses using the word "or."

You will need to have at least one course listed in the core to create ad-hoc text. Next, you may click the "Ad-Hoc Text" tab or scroll down to see the ad-hoc section of the page.

The "Ad-Hoc Text Name" does not display on the Gateway. The "Associated Course" is the course that the ad-hoc Text is attached to.

Next is "Placement" which is where the ad-hoc will appear in relation to the associated course. It may appear Before (on the line above), Left, Right, or After (on the line below).

Then the "Optional Information/Description" section is where you enter the information that should appear on the Gateway. Use the tools of the editor add any desired formatting.

Questions?

Questions about the Graduate Catalog and the Acalog Publisher?
Contact Carreen Krapf (ckrapf@ucf.edu)

Questions about application requirements or deadlines?
Contact Brandy Pieper (Brandy.Pieper@ucf.edu)

Questions about your program's curriculum section?
Contact Devon Jensen or Emily Stettner (devon.jensen@ucf.edu or Emily.Stettner@ucf.edu)