

# Inserting/Editing Course List

## Start Here

1. From the Page Body Editor, select the Insert/Edit Formatted Table icon
2. For a new Course List from the drop down menu

The screenshot shows the 'Course List' dialog box with the following callouts:

- Select the College:** Points to the 'P.C. Rossin Engrg & Applied Sci' dropdown.
- Select the Department:** Points to the 'Bio Engineering (BIOE)' dropdown.
- A list of all the courses offered by that department will populate. Select courses from this list and move them over to the list on the right to populate your grid.** Points to the left list of courses.
- If you already know which classes you would like to add, you can use the quick add feature to add them** Points to the 'Quick Add' field.
- You can add a text comment to the grid by clicking here** Points to the 'Add Comment Entry' button.
- This will sum up and display the hours on the Course List** Points to the 'Sum Hours' checkbox.
- These are the courses that will show on the Course List** Points to the right list of courses.
- Use these arrows to add or remove courses from the Course List** Points to the '>>' and '<<' arrows.
- Use these fields for notes, or when classes should be taken as co-requisites, or to note that students have a choice in which class they take** Points to the 'Comment', 'And Class', 'Cross Reference', and 'Or Class' fields.
- Use these to create headings and indentations on the Course List** Points to the 'Indent' and 'Area Header' checkboxes.
- Use these to move courses on the Course List up or down** Points to the 'Move Up' and 'Move Down' buttons.

Questions? Contact the Catalog Team [LehighCatalog@lehigh.edu](mailto:LehighCatalog@lehigh.edu) for more information

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