

Inserting/Editing a Plan of Study Grid

Start Here

1. From the Page Body Editor, select the Insert/Edit Formatted Table icon
2. For a new Plan of Study Grid from the drop down menu

The screenshot shows the 'Plan of Study Grid' dialog box. It includes dropdown menus for 'College' (set to Arts & Sciences) and 'Department' (set to Mathematics (MATH)). Below these are two lists of courses. The left list contains all available courses, with 'MATH 163 Introductory Seminar' selected. The right list shows the courses currently in the grid, with 'MATH 022 Calculus II' and 'MATH 130 Biostatistics' selected. Below the lists are fields for 'Year' (Sophomore) and 'Term' (Spring). At the bottom, there are fields for 'Comment', 'And Class', 'Or Class', 'Credits' (set to 4), and 'Footnote'. Navigation buttons 'Move Up' and 'Move Down' are also present. A 'Quick Add' field and 'Add Course' button are located at the bottom left. The 'OK' and 'Cancel' buttons are at the bottom right.

Select the College

Select the Department

Select the Year

Select the term

These are the courses that will show on the Plan of Study Grid

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.

If you already know which classes you would like to add, you can use the quick add feature to add them manually.

Use these arrows to add or remove courses from the Plan of Study Grid

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

You can add a text comment to the grid by clicking here

Use these to move courses on the Plan of Study Grid up or down

Questions? Contact the Catalog Team at LehighCatalog@lehigh.edu for more information