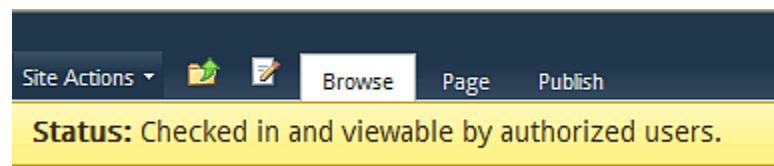


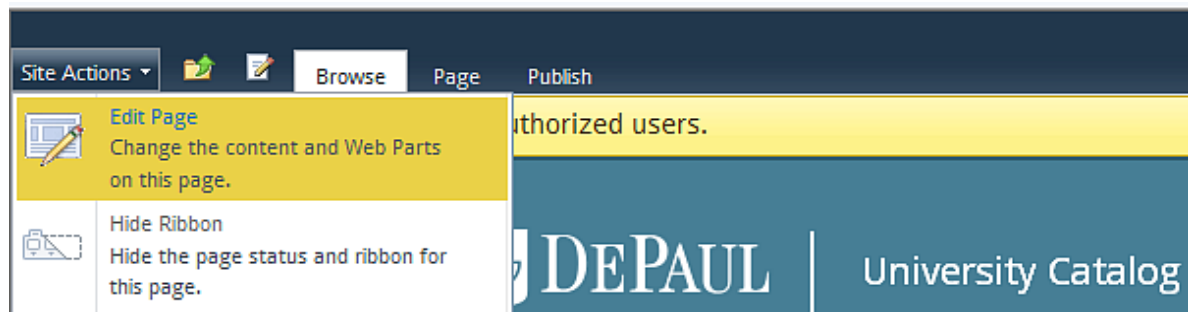
Catalog Course Picker

The **Catalog Course Picker** allows content editors to insert a course into a Degree Requirements page from a list pulled from PeopleSoft courses. The course that was entered into the page has a hover state tooltip that includes the subject, catalog number, title, description and information about prerequisites. You are going to be connecting the tooltip to the course.

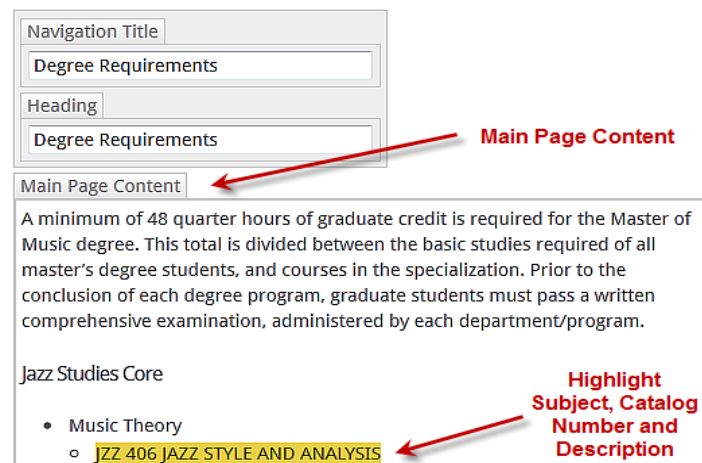
1. **Log into** the SharePoint Catalog site, and navigate to the page where you want to edit content. You will see a **navy blue navigation** and a **yellow status tool bar** at the top of the page. This ensures that you can edit this page.



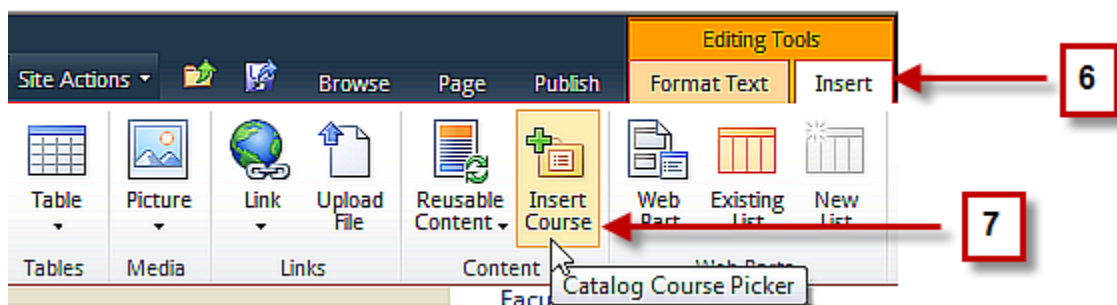
2. Click the drop-down under **Site Actions**. Highlight and then click on the “**Edit Page**” link.



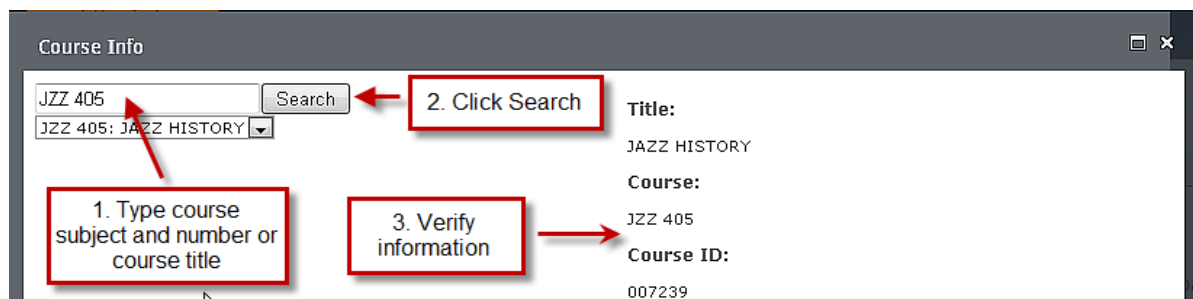
3. Place your **cursor** in the **Main Page Content** area, **highlight** a course.



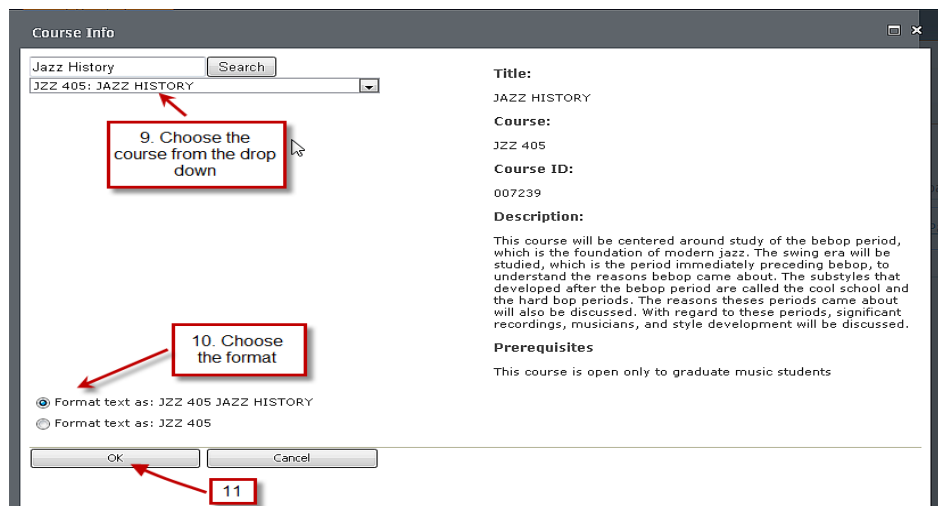
4. This will open up the **Editing Tools** contextual tool bar. **Highlight** the course and **Copy it** (right click) to add the course that you will link to the Course Picker Tool.
5. Use the following rules to determine how much of the course attributes that you will be highlighting:
 1. If you are in a bulleted **list**, you want to select **subject, catalog number, and course title**.
 2. If you are in a **paragraph** where only the course subject and number are shown, **select the subject and catalog number only**.
 3. If the course includes a **Special Topics**, you are going to highlight the **subject, catalog number and description**, up to a colon. Be sure to **not to highlight the Special Topics description**.
6. Click on the **Insert** Tab.
7. Click on **Insert Course**.



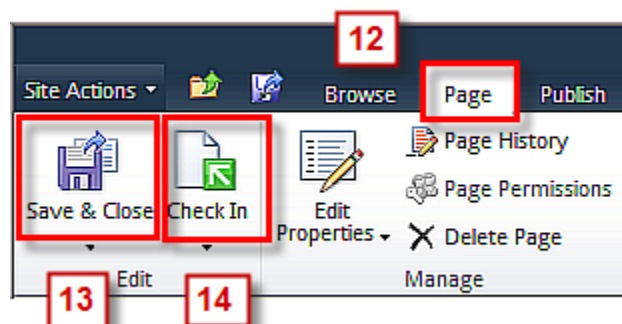
8. **Paste** the **course number** or **type the subject and catalog number** of the course (JZZ 405) or type the **course title**, and click **Search**.



9. When the search results return, **select** the appropriate **course** from the list.
10. You now need to **select** the proper **format**:
 - a) If you are in a bulleted **list**, you want to select **subject, catalog number, and course title**.
 - b) If you are in a paragraph where only the course subject and number are shown, **select** the **subject and catalog number only**.



11. Click **OK**
12. Click on the **Page** tab in the **Navigation Bar**.
13. **Save and Close** the page.
14. **Check In** the page. Add a **comment** about your work.



15. Notice that the course name and description **displays** on the page if you hover over the **course link**.

JZZ 405 JAZZ HISTORY

This course will be centered around study of the bebop period, which is the foundation of modern jazz. The swing era will be studied, which is the period immediately preceding bebop, to understand the reasons bebop came about. The substyles that developed after the bebop period are called the cool school and the hard bop periods. The reasons these periods came about will also be discussed. With regard to these periods, significant recordings, musicians, and style development will be discussed.

Prerequisites:

This course is open only to graduate music students

DEMO

Music History: Two col

= JZZ 405 JAZZ HISTORY

Note: Do not copy/paste inserted courses on the page to **re-order** them. If you need **to move a course, delete it**, and then **re-insert it** in the correct place.