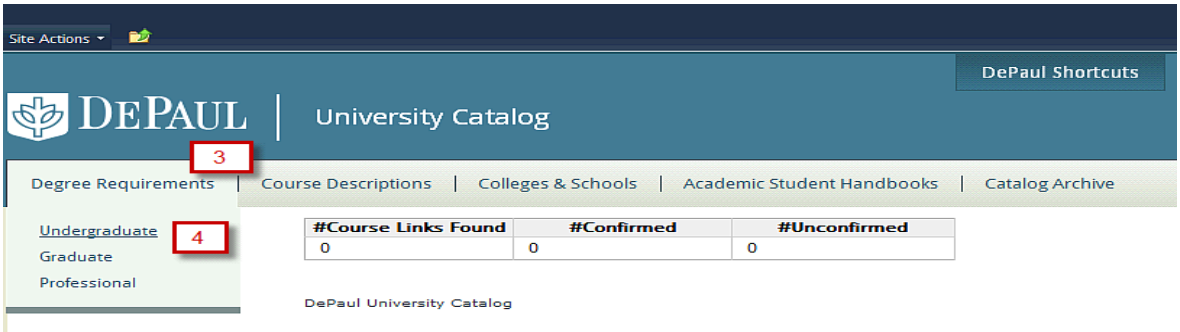
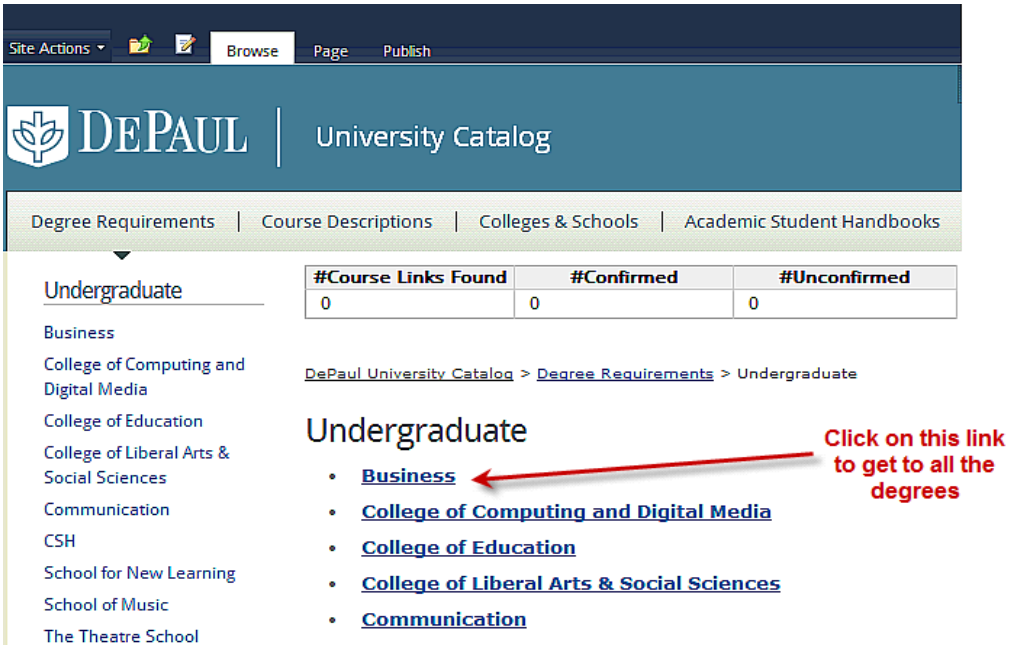
Shared Content in University Catalog

In order to minimize the duplication of content that is consistent among applications, you will be using the Shared Content web part. Shared Content is used in College Core Requirements, Liberal Studies Requirements and Code of Student Responsibility Handbook. Instead of recreating the content for each degree, it will be created once. This content will be created as a page and the web part will allow you to attach it to the proper degree.

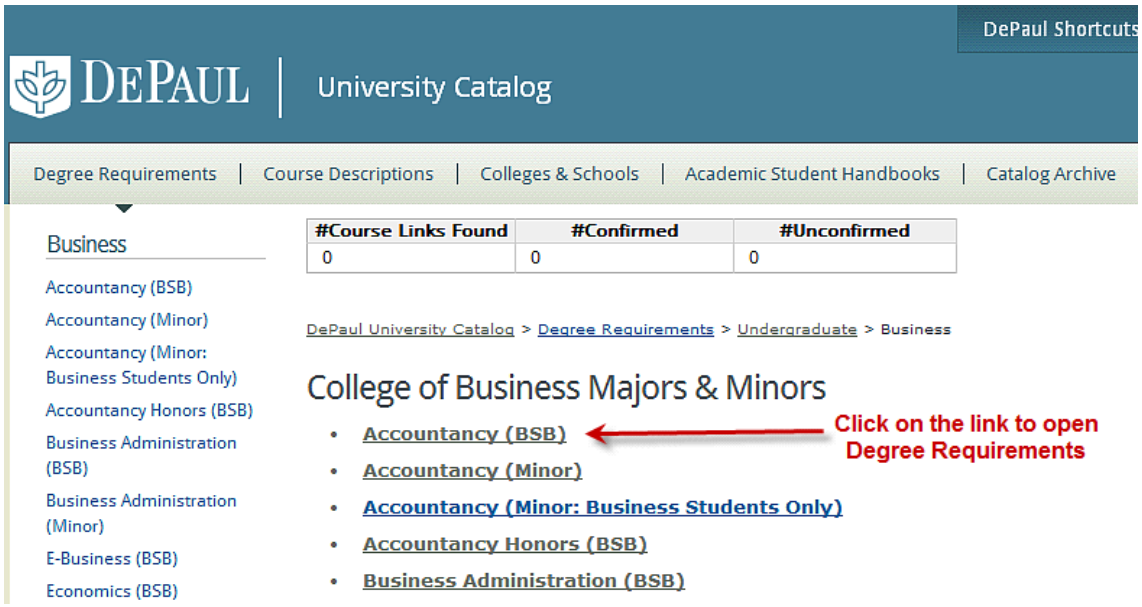
1. **Open** up an **Internet Browser**, the recommended and approved one for Windows being Internet Explorer and the one for Macintosh being Firefox. In the URL/address bar type in http://resources.depaul.edu/university-catalog/.
2. Use your Campus Connection User ID and password to **authenticate**.
3. **Position** your curser over the **Degree Requirements** link
4. **Click** on the **Undergraduate** link



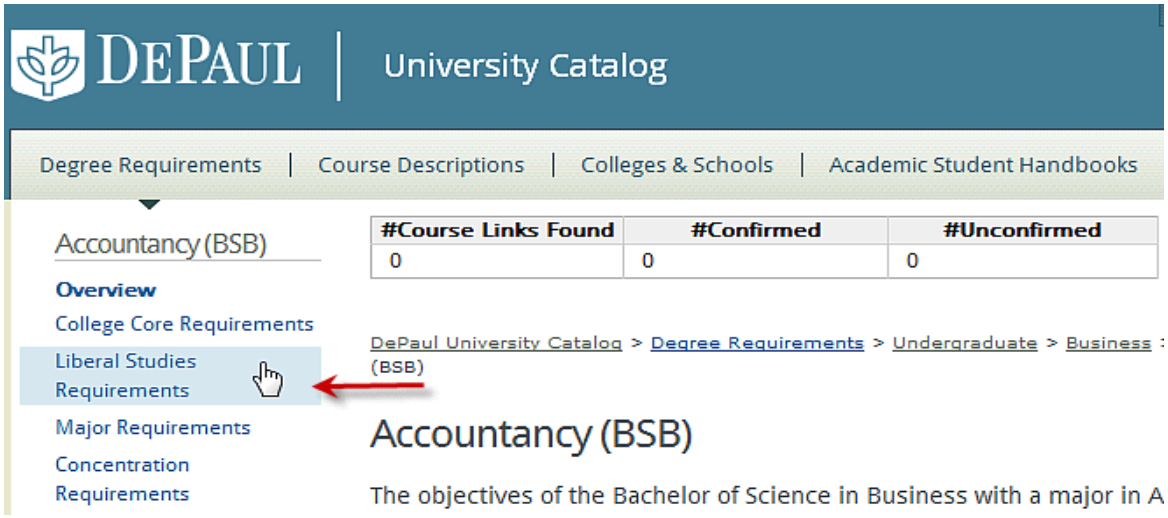
5. Choose the **College or School** that you are going to work with. (For this example I have chosen Business). **Click on the link** to open up all of the degrees.



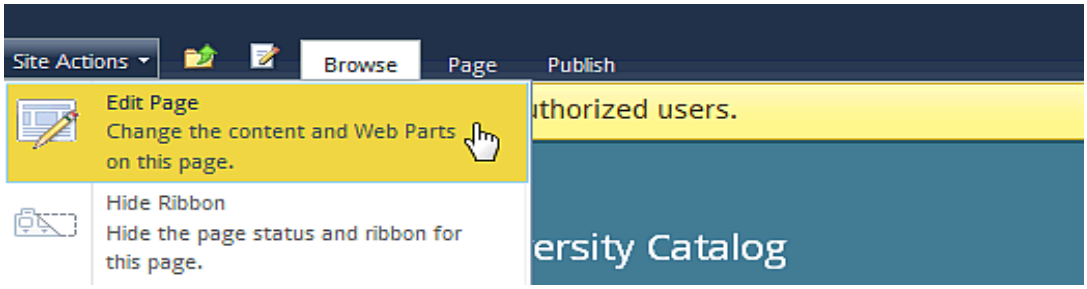
6. This will open up all of the Business Degrees. **Scroll down and select** the one that you want to work with. Click on it to Open. (For this example I have chosen Accountancy (BSB)



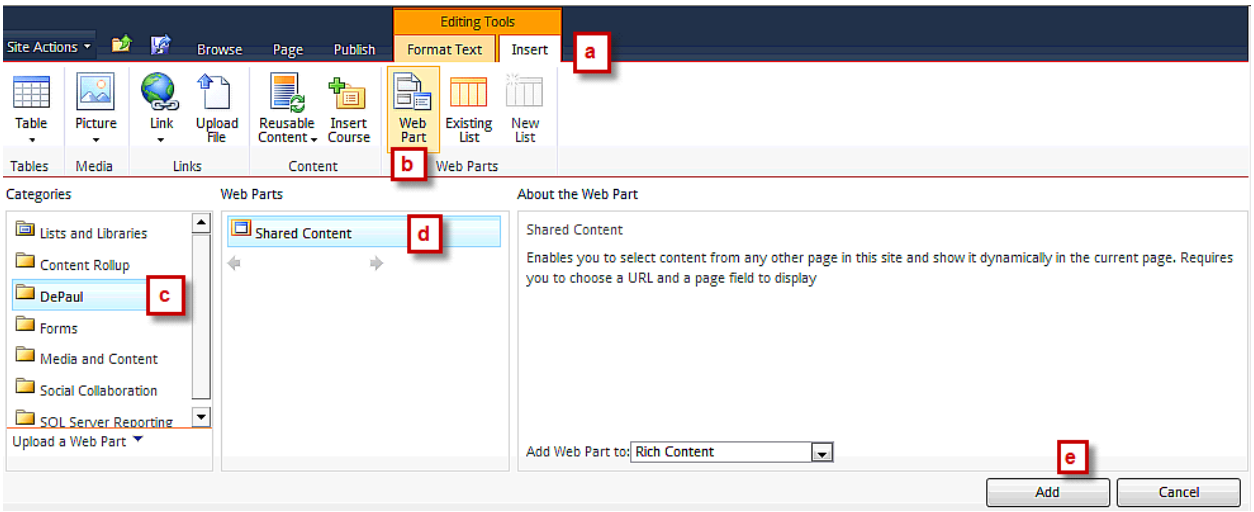
7. Click on the **Liberal Studies Requirements** link in the **left Navigation bar** to open up Liberal Studies Requirement page.



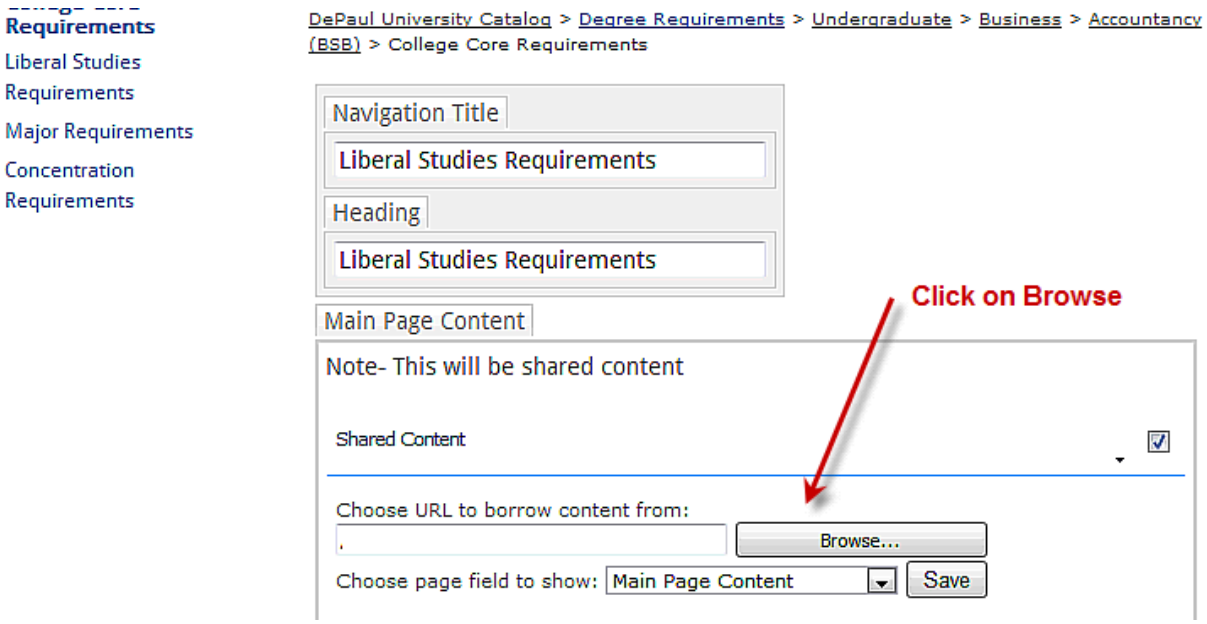
8. Click **on Edit Page** from the **Site Actions** drop down menu.



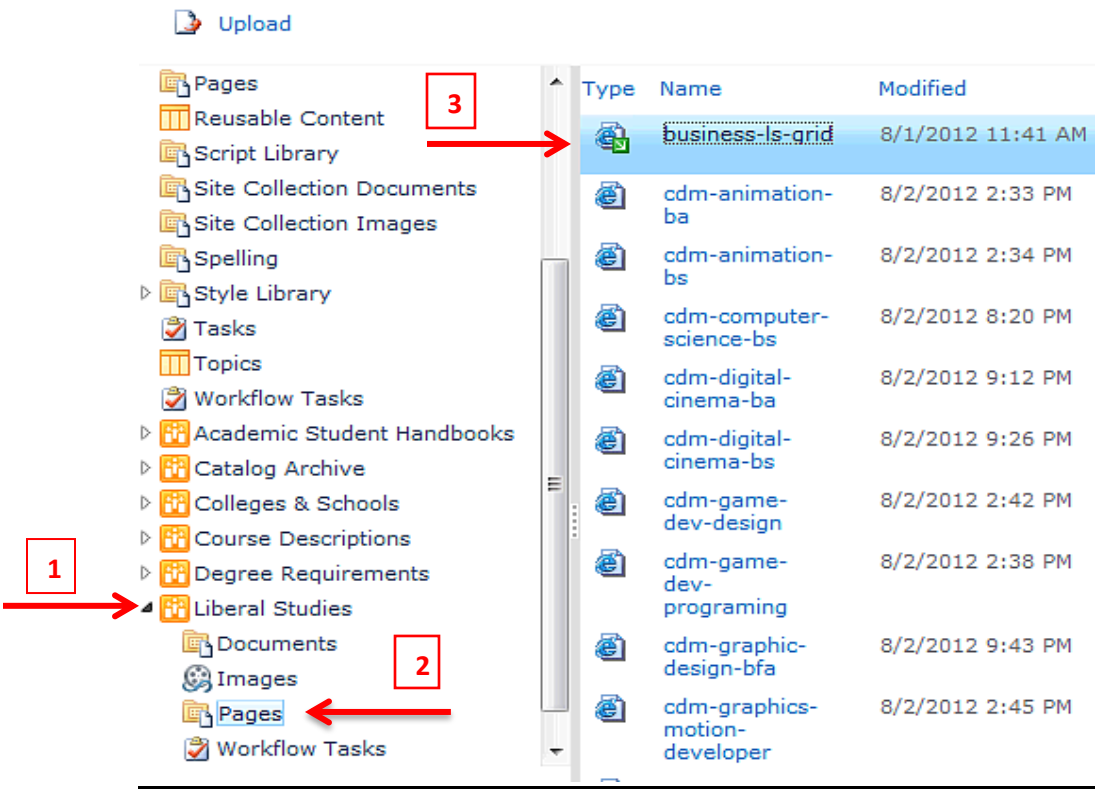
9. **Click inside** of the **Main Page Content** box to open up the **Editing Tools** contextual toolbar.
    a) Click on the **Insert Tab**
    b) Click on **Web Part**
    c) Click **DePaul**
    d) Slide over and Click **Shared Content**
    e) Click on **Add**



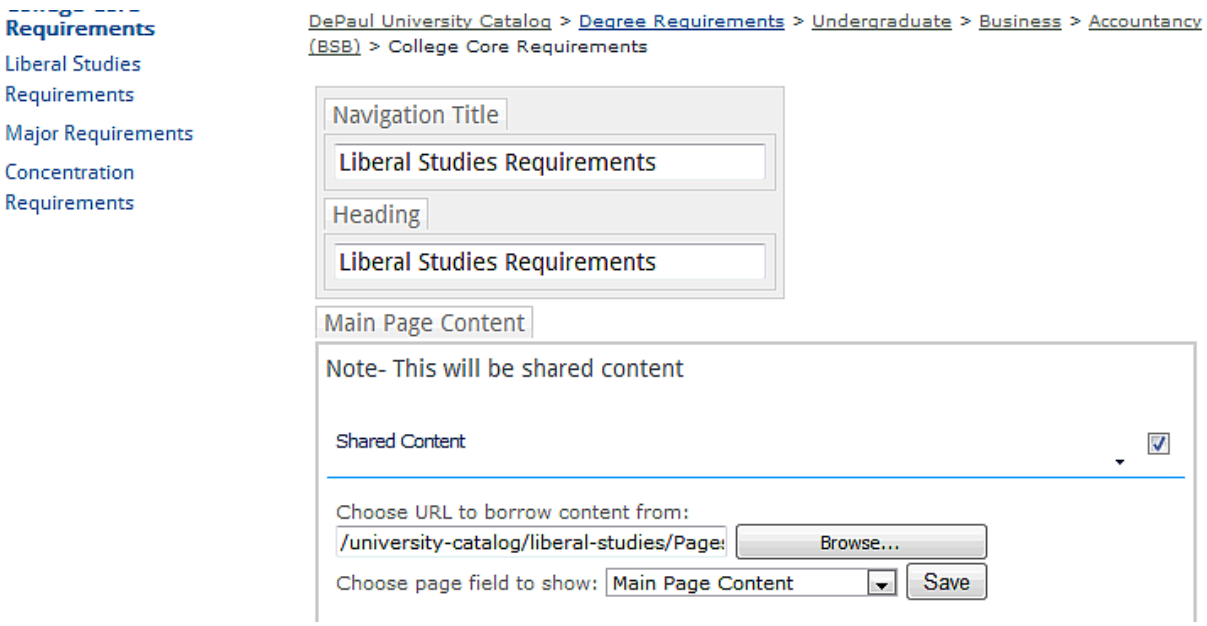
10. It will insert the **Shared Content Web Part**. Click on **Browse** to locate the proper **Liberal Studies** page (in this case it is called Business).



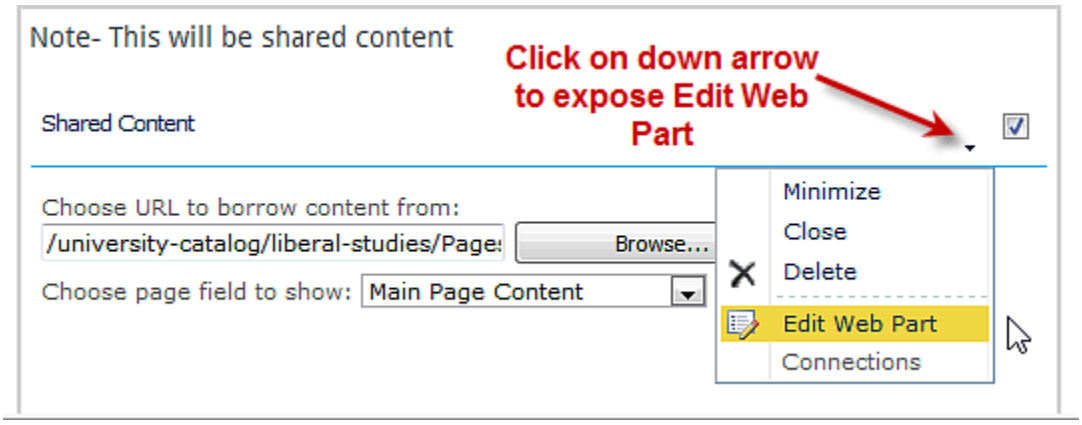
11. It will open up the **site content structure**. You want to be at the top level and find the **Liberal Studies** folder, click on it and then click on **Pages** and finally pick the appropriate degree **page** (in this example it is business-is-grid)



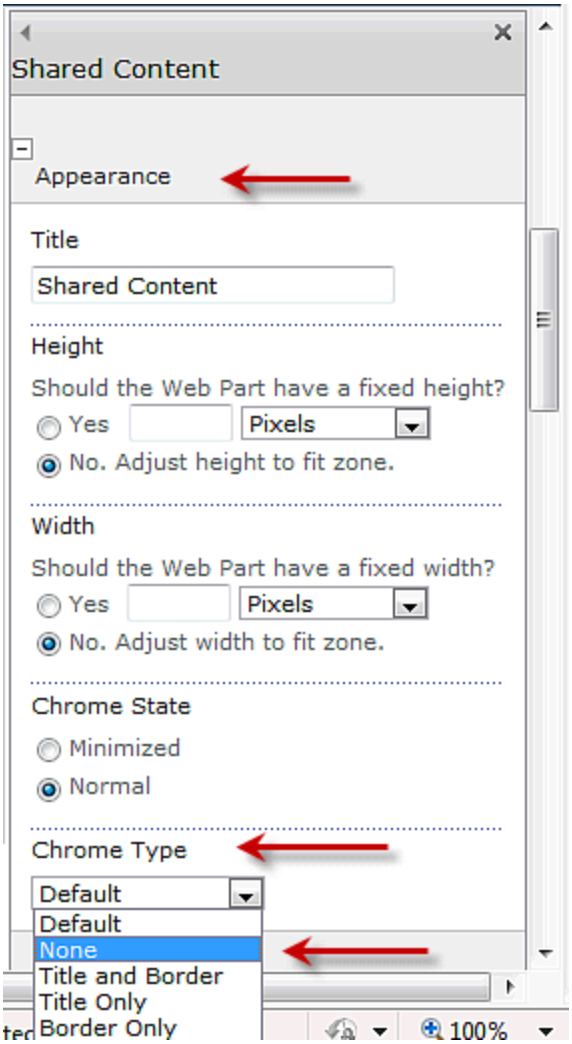
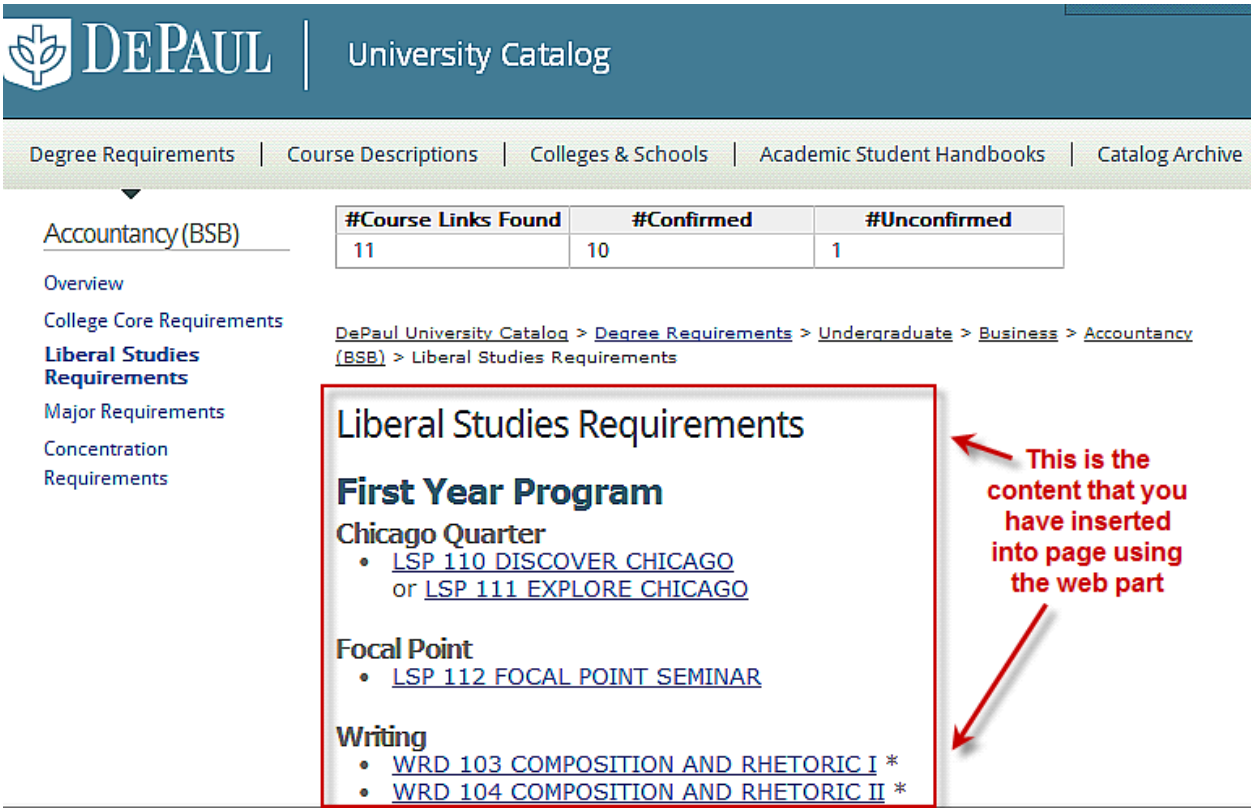
12. It will **look like the following** screen shot. You have a one cosmetic change to make.



13. Place your curser over the **Shared Content heading** to activate the **down arrow** to the right. Click on the down arrow to expose the list and Click on **Edit Web Part** as shown.



14. The **web part editor** will open on the right side of your screen. In the **Appearance** section you need to make sure that the **Chrome Type is None**. Then click **OK**.



15. Finally click on **Save & Close** and **Check In** on the ribbon bar at the top of the page. The final result is shown below. You have inserted the Liberal Studies Requirements Shared Content into the Degree Requirements for Accountancy (BSB). There are links to each of the various courses that are needed.