Instructions: how to edit Course Catalogue Web pages

Scroll over the hidden area to activate the login link.
Click “Table of content” to view the Catalogue index page in CommonSpot interface.

You will be prompted to login.

CommonSpot Interface allows you to edit Web pages and submit for approval.
You need to login to access this page. Please enter your username and password and click Login.

Welcome, please login

User ID: catalogue1
Enter the User ID assigned to you.

Password: *********
Enter your password.

- Automatically login next time
- Open My CommonSpot

Login
Change Password...
CommonSpot navigation menu. It allows to work on the page, admin the site, and many more.

Logged in user name and logout panel.

Click on the link of the page you would like to work on.

Links to the individual pages in the course catalogue.
Scroll over "View" to see the menu.

Click on "Work on this Page (My Changes)" to continue working on your changes and not the changes someone else done to your page.

Click "Work on this Page (All Changes)" to see all the changes.
Click on "X" to leave the CommonSpot editing interface and see the page just like users do.

The menu displays the applicable options to the page. The options are "Submit", "Activate", and "Preview". Click on "Preview" to see the page without CommonSpot control indicators (round small buttons).

Small square button on the element indicates that this element has restrictions. For instance, containers allow just one action: add element within the container. Click on it to see more options.

This small round button allows seeing more actions available for an element on the page. Each editable element has such round small button. Click on it to see more options.
Click on the small round edit button to edit the element. You will see a popup menu with several options.

This button toggles all small round buttons (edit buttons) on the editable elements on the page. When you can't see the edit buttons on the elements, click this button several times to force all editable elements to display the edit button. The edit buttons need to be visible in order to click on them to edit elements.

After small round edit button is clicked, you will this popup window with several options. Click “Text” to edit the text in this text box.
Wesleyan College, a four-year national liberal arts college for women, is a leader and innovator in women's education. The first college in the world chartered to grant degrees to women, Wesleyan took its mission of educating women seriously in 1836, and the College continues to take its mission seriously today. It continues to maintain high standards for intellectual rigor and to encourage the intellectual growth of its students. Wesleyan is committed to fine arts and preparing them for careers and a lifetime of learning.

Vision. Forever first for women's education—striving for excellence, grounded in faith, and engaged in service to the world.

Mission. Founded in 1836 as the first college in the world for women, Wesleyan College offers an education that leads to lifelong intellectual, personal, and professional growth. Our academic community attracts those with a passion for learning and making a difference. The Wesleyan experience has four cornerstones.

Academics: Wesleyan is committed to academic excellence in the liberal arts, the fine arts, and professional fields of study and to close relationships among faculty and students.

Women: Wesleyan takes seriously its role as a pioneer in women's education and seeks to provide scholarship, leadership, and service...
Wesleyan College, a four-year national liberal arts college for women, is a leader and innovator in women’s education. The first college in the world chartered to grant degrees to women, Wesleyan took its mission of educating women seriously in 1836, and the College continues to take its mission seriously today. It continues to cultivate the intellectual growth of its students. Wesleyan is committed to both academic and fine arts and preparing them for careers and a lifetime of learning.

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**Academics:** Wesleyan is committed to academic excellence in the liberal arts, the fine arts, and professional fields of study and to close relationships among faculty and students.

**Women:** Wesleyan takes seriously its role as a pioneer in women’s education and seeks to provide scholarship, leadership, and service opportunities through which women will be challenged to accomplish ambitious goals.

**Faith:** Wesleyan is proud of its long relationship with the United Methodist Church. We respect other traditions and remain committed
Formulated Text Block

Please enter the following information.

Header:

Enter the header for the textblock.

Text Block:

This our first change

Wesleyan College, a four-year national liberal arts college for women, is a leader and innovator in women's education. The first college in the world chartered to grant degrees to women began its mission of educating women seriously in 1836, and the College continues to take its mission as its foundation. Wesleyan College maintains high standards of academic scholarship and encourages intellectual growth of its students in the fine arts and preparing them for leadership in the world.

Vision. Forever first for women's education—striving for excellence, grounded in faith, and engaged in service to the world.

Mission. Founded in 1836 as the first college in the world for women, Wesleyan College offers an education that leads to lifelong intellectual, personal, and professional growth. Our academic community attracts those with a passion for learning and making a difference. The Wesleyan experience has four cornerstones.

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Properties

This panel will help you configure special properties for the elements in your page.

Make a change on the page.

Save
discrimination, and analytical thinking. And most innovatively of all, it emphasized the importance of scientific as well as classical learning.

Over the years, Wesleyan has continued to lead the way in women's education. In 1840, we awarded the first baccalaureate...
Small round edit button was changed to a different icon, indicating that the change was made.

Click "Submit". Unless clicked "Submit" the change is not sent for approval. You may choose to work on the page during multiple days, and only then submit.
Submit All Changes for Publication

Enter the following information to submit your changes for publication.

Approval By Others: The following other users and/or groups must approve some or all of these changes before they can be published.

Course Catalogue Admin (Course Catalog Final Approver)

Publication Comment:

Please enter an appropriate comment for this change.

Actions:
- Treat content change as major
- View page as published after submission
- Send publication notification

When this change is published, send email notifications to the following people (enter a comma delimited list of email addresses):
catalogue1@wesleyancollege.edu

Send approvers notification email

Checks “send email”, if you would like to notify the approver about your change. Regardless your choice, the approver will see your request for change once logged in into the CommonSpot.

This popup window is displayed after the page is submitted for review (after “Submit” button was clicked). This page offers several options.
Once the page is submitted for approval, you will see an arrow on the green background. Click on it to see more options including removing from approval.

Once the page is approved, the change will take effect and will be permanent.

If the change is denied, then you will get a notification email (if approver chooses to), and your changes will be discarded.