

Purpose of Permalinks

Permalinks allow us to edit the information in one location while automatically updating the information everywhere it appears in the bulletin.

Creating Permalinks

Click On the Permalink Icon:

Search For

In the search drop down is a list of options. Most usage is for courses; however the instructions given here will apply for all methods.

Begin by selecting “courses,” and search using prefix. If you want to add multiple courses at once, leave the code blank. If you want to add only one course, enter the code and click “search.”

A list of search results will appear. Click on the white boxes to check all courses you would like to add as Permalinks.

Display Method Options

None (Show only course name.): Allows the course to appear as regular black text and removes clickable/linkable properties. The text does, however, stay up to date.

Via Tooltip:

This option is the most commonly used. When clicked, the course will open up displaying, detailed course information.

Inline:

This option always displays the detailed information of the course as if it was part of the actual page.

Clickable Link Text

Insert Course data placeholder: Normally the entire course Prefix, Code, and Name are displayed as clickable link text. This allows you to display other parts of the course as the clickable link text. The most commonly used option is “Course Prefix and Code” and “Custom Field: Credits.” You can also type in your own title in the second box or use a combination of both. Click “Ok” and your course will be added.

To access the Permalink Properties again, simply double click the green permalink.

Saving and Sending

Save

This is a regular save option and should be used during the editing process until you are ready to do your final save.

Save and Create New Snapshot

This option should be used once you have completed making edits, especially if the item changes have already been through final approval in the curriculum committees and you need to reference minutes (see below). It allows you to add comments to the items history. Before publishing, all comments will be reviewed by the bulletin manager.

Referencing Minutes

Use the following format when referencing minutes.

Decision, Committee Name, and Date of Committee  
Example: Approved as is, PDC Committee, 8/30/2020

Save and Create New Audit Event Alert

This option is for gaining approval from a curriculum committee. See version auditing below and the support website for step-by-step instructional videos. Below is a list of responses you may receive from the committee.

Committee Response Statements

Approved As Is, Committee Name, Date  
Approved with modifications, Committee Name, Date  
Denied, Committee Name, Date  
Tabled, Committee Name, Date

Version Auditing

Visit our support.andrews.edu website and see the “Bulletin Workflow” page. This includes step by step tutorial videos.

Terminology

Snapshot

A picture of the item being edited used to compare with other versions of the same item.

Audit Event Alert

A message sent to a committee for review using two snapshots to show changes.

Gateway

The public side of the bulletin used by students at bulletin.andrews.edu

Core

A section within a program in which courses can be added and/or text.

Shared Core

A core that is shared among multiple programs and when edited in one location automatically updates in all programs.

Hierarchy

A school or departmental information page.

Program Templates

Use these templates to add or modify programs using cores. This will create consistency across the bulletin.

UNDERGRADUATE

Program Name/Title  
Program Description  
Total Credits: #  
Major: Core Requirements - #  
Major: Concentration Requirements - #  
Major: Additional Requirements - #  
Major: Concentration Electives - #  
Major: Additional Requirements - #  
Certification - #  
Cognates - #  
General Education Program - #  
Undergraduate Electives  
Maintaining Academic Standing  
Admission Requirements  
Graduation Requirements  
Resources  
Additional Information  
Program Objectives

GRADUATE

Program Name/Title  
Program Description  
Total Credits: #  
Degree Core - #  
Concentration - #  
Additional Requirements - #  
Certification - #  
Cognates - #  
Program Electives  
Maintaining Academic Standing  
Admission Requirements  
Graduation Requirements  
Resources  
Additional Information  
Program Objectives

Course Template

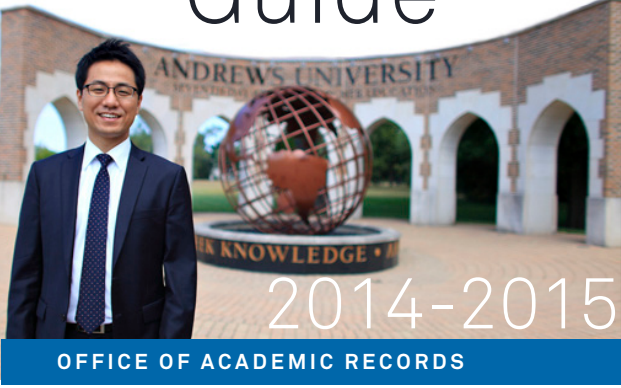
Course Template

There are two very important documents available on our support.andrews.edu website used when creating new courses or modifying existing ones.

Simply log into the site and search for “course” in the search bar. A document titled “Creating and Editing Courses Template” should appear as well as “Course Schedule Type.” These documents will provide you with required information for each field in Acalog.



Acalog User Guide



Email: bulletin@andrews.edu  
Phone: 269-471-3233  
Fax: 269-471-6001

Hours  
Monday – Thursday 9 AM to 5 PM  
Friday 9 AM to 12 PM

Services  
Transcript Requests: 269-471-3443  
Diplomas & Grades: 269-471-6231  
Registration: 269-471-6229

Administration Building  
Berrien Springs, MI 49104-0800

www.andrews.edu/services/registrar





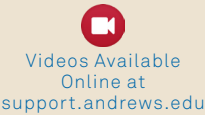
# Online Resources

Bulletin [bulletin.andrews.edu](http://bulletin.andrews.edu)  
Revised yearly, the Bulletin covers information about the university and its academic units, services, programs and policies. It also includes the academic calendar.

Acalog Publisher [andrews.acalogadmin.com](http://andrews.acalogadmin.com)  
Acalog is the Content Management System (CMS) used to manage the publishing, editing, and workflow of the Academic Bulletin.

Support [support.andrews.edu](http://support.andrews.edu)  

- Instructional videos
- Written tutorials
- Reference guides



## How to Set Up a New User

Please contact us at [bulletin@andrews.edu](mailto:bulletin@andrews.edu) with the name, email, and the scope of bulletin access.

## How to Log In

Visit [andrews.acalogadmin.com](http://andrews.acalogadmin.com) and enter your user-name and password. Click the Login button. If your password does not work, please contact [bulletin@andrews.edu](mailto:bulletin@andrews.edu).

## Selecting a Bulletin

Once you are logged in, select the current working bulletin in the drop down box at the top of the page. You can see the available bulletins by clicking on the small arrow. Then click “Go.”

## Important Deadlines

**Acalog Opens:** August 1 – November 30  
**Open Labs:** August – November  
**Grad/Undergrad Council Deadline:** November  
**Deadline for Course Deletions:** November  
**Deadline for All Bulletin Changes:** December 1  
**Final Proof:** December 15th  
**Online Bulletin Published:** January 2  
**PDF Published:** February

## Determine Your Objective First

What is it you are trying to accomplish? If for example you want to edit a program, it’s best to first find that program in the live bulletin. Get its title or even the title of the sub-section you want to edit and then search for it in Acalog.

- ▶ Find it first in the live bulletin
- ▶ Then search for it in Acalog

# How to Find Stuff

*The following instructions should be completed after logging in to the Acalog CMS and selecting the current working bulletin.*

## Academic School or Departmental Page

**Click On:** Hierarchy in left menu >> Hierarchy in top menu >> Scroll to desired program and click on green linked title.

## Policy, Financial or Personnel Pages

**Click On:** Gateway & Content >> Custom Pages >> Green linked title of desired page

## Programs

**Click On:** Programs & Cores >> Select a letter in the alphabet >> Show only those programs I can edit >> Green linked title of desired program

## Cores

**Click On:** Programs & Cores >> Select a letter in the alphabet >> Show only those programs I can edit >> Green linked title of desired program >> Cores >> Green linked title of desired core

## Shared Cores

**Click On:** Programs & Cores >> Shared Cores >> Show only those shared cores I can edit >> Green linked title of desired shared core

## Courses

**Click On:** Courses >> Search using prefix and/or code and click “filter” >> Green linked title of desired course

## Courses in a Core

**Click On:** Programs & Cores >> Select a letter in the alphabet >> Show only those programs I can edit >> Green linked title of desired program>> Cores >> Green link of desired core >> Courses



# Editing a Program



## Where to Edit

There are four places to edit content in a program. This includes Cores, Shared Cores, as well as the Edit, and Courses tabs. To ad a new program please contact us at [bulletin@andrews.edu](mailto:bulletin@andrews.edu)

## Cores

Cores form the structure of a program. They are the main headers organizing the program into various sections. In these cores you can add courses or basic text.

## How to Add a Core and Sub Core

Click the red “Add a new core” link. Give it a title and save. To make a sub core, simply make a regular core. Then click on the  icon of the core you wish to be a sub core. It will change and look like this:  Then click on the desired parent core and click “save ordering” below.

## How to Add Courses to a Core

**Click On:** Programs & Cores >> Choose a letter in the alphabet >> Show only those programs I can edit >> Green linked title of desired program >> Cores >> Green linked title of desired core >> Courses in top sub-menu

Search for a course or multiple courses using the course filter toward the middle of the page. Use the checkbox to the right of each course title to select the desired courses, then click the “add selected” button.

## How to Add (Ad-Hoc) Text Around Courses

Start by previewing the actual bulletin page and determining where you want the text to appear. Notice which courses surround the desired location as you will associate the added text with a nearby course.

**Click On:** Programs & Cores >> Choose a letter in the alphabet >> Show only those programs I can edit >> Green linked title of desired program >> Cores >> Green linked title of desired core >> Courses in top sub-menu

At the bottom of the page is the Ad-Hoc text form. Give it a relevant title. Refer to Ad-Hoc Text Use Examples, Example 4. The word “Or” was added after ACCT 123. We associate this Ad-Hoc text with ACCT 123 and use the Placement option “After.” The “Or” text is displayed after the course. Add a blank space by leaving the text box empty.



# Ad-Hoc Text Use Examples

*Ad-Hoc text is the black text in the examples below.*

## Example 1: Choosing from a Set

Choose one of the following Courses:  
[ACCT 121 - Principles of Accounting I](#) Credits: 3  
[ACCT 121 - Principles of Accounting II](#) Credits: 3  
[ACCT 121 - Managerial Accounting I](#) Credits: 3

## Example 2: Course Options

[ACCT 121 - Principles of Accounting I](#) Credits: 3  
***Or*** [ACCT 121 - Principles of Accounting II](#) Credits: 3  
Note: the “Or” is bold and italicised.

## Example 3: Specify Required Credits

3 Credits of [ACCT 121 - Principles of Accounting I](#) Credits: 1 – 3  
3 Credits of [ACCT 121 - Principles of Accounting I](#) Credits: 1 – 6  
Note: “# Credits of” is placed to the left and not bold.

## Example 4: Choosing from Multiple Sets

Choose one of the following Sets:  
[ACCT 121 - Principles of Accounting I](#) Credits: 3  
[ACCT 122 - Principles of Accounting II](#) Credits: 3  
[ACCT 123 - Managerial Accounting I](#) Credits: 3  
***Or*** [ACCT 124 - Principles of Finance I](#) Credits: 3  
[ACCT 126 - Managerial Finance I](#) Credits: 3  
***Or*** [ACCT 127 - Ethics and Society I](#) Credits: 3  
[ACCT 128 - Ethics and Society II](#) Credits: 3  
Note: “Or” is bold and italicised and placed between sets.

## Example 5: Recommending a Course

[ACCT 121 - Survey of Accounting I](#) Credits: 1 – 3 (recommended)  
Note: the phrase “(recommended)” is placed to the right of the course.

## Example 5: Bullet with Text after Course

- [ACCT 121 - Survey of Accounting I](#) Credits: 1 – 3
- Five elective credits from ACCT or BIOL 500 level or above

Note: extra bulletin is added as ad-hoc text after the course.

## Placement Options Before

Left [ACCT 121 - Principles of Accounting I](#) Credits: 3 Right  
After