

Publishing.

This screen is the college credit and Continuing Education catalog publishing menu. Catalog visibility must be set to INTERNAL to publish.

CC and CE Catalog Publishing

CC Catalog Publishing			
Title	Visibility	RTF File	Action
1998-1999 College Credit Catalog	INTERNAL		
1999-2000 College Credit Catalog	INTERNAL		
2000-2001 College Credit Catalog	INTERNAL		
2001-2002 College Credit Catalog	INTERNAL		
2002-2003 College Credit Catalog	INTERNAL		
2003-2004 College Credit Catalog	INTERNAL		
2004-2005 College Credit Catalog	INTERNAL		
2005-2006 College Credit Catalog	INTERNAL		
2006-2007 College Credit Catalog	PUBLIC		
2007-2008 College Credit Catalog	INTERNAL	[Download]	[Publish]
2008-2009 College Credit Catalog	INTERNAL		[Publish]

CE Catalog Publishing			
Title	Visibility	RTF File	Action
2006-2007 Continuing Education Catalog	PUBLIC		

Comment [ollad8]: 7-27-07. The RTF File and Action columns will be reversed in this table.

In the CC and CE Catalog Publishing table:

- Title. Name of catalog.
- Visibility Archived –
Closed –
Public –
Internal – Use this setting to publish.
- Action Curriculum –
Publish.
- RTF File Download.

Publish catalogs before downloading.
Select publish and watch the percentages increase as the table is building.
After publishing, select Download option.

Following print publication of catalog, any changes to course records will trigger a message “This course records has been changed since publication.” The message should be triggered by generation of the RTF file. Add flag “Sent to PICM”.

Comment [ollad9]: Get clarification on this and also where it should appear in document

- Production of college catalogs sequence:
1. Instructional Support Services (ISS) will download files.
 2. Instructional Departments will proof on-line.
 3. ISS enters proofing changes in CMS and in Datatel.
 4. ISS downloads file again.
 5. ISS provides file to Public Information & College Marketing (PICM)
 6. PICM provides file to printer.
 7. ISS enter date file sent to printer which will trigger “This course has been changed since publication” message.