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Overview

1. Layout & General Information

A. Below is the layout of the new Online Catalog. It matches our current NKU website.
B. In blue is the main navigation. It contains link to carry you through the eCatalog.
C. In green is the content area. The current page's content will display here.
D. In purple is the area that contains buttons to print, bring up a 'help' screen for the page you are on, and add a page to My Portfolio, which will be covered later.
E. In red will contain a dropdown menu that includes Graduate and old catalogs.
2. Navigation

A. On the right, you can see the main navigation to our new eCatalog.

B. The links within the blue shapes are pages called "Custom Pages". These pages are comprised of customized content made through a WYSIWYG editor. Most of these pages contain non-curricular items.

C. The links within the green shape are called "Custom Filter Pages". These pages make up the curricular portion of the catalog, where information is linked together amongst any appearance within the catalog. For example, a course for ACC 200 will provide the same information, whether it is opened within the Course Description page, the Accounting Major, or the Business Administration Minor.

D. The link within the purple shape is for a new feature of this eCatalog called "My Portfolio". Here, anybody is able to create an account, add classes or pages to their favorites, save a search that was conducted, and access those favorites within their My Portfolio page. Please visit page ## for more information regarding this feature.
3. Search

A. This is the "Search" module, located above the navigation on the left side of the screen.

B. In blue is the dropdown menu to select where within the catalog the search would like to be conducted. This list includes: Courses, Programs, Hierarchy Items, Other Content, and Entire Catalog.

C. In green is the text box where the search criteria is entered. The checkbox beneath the text box enables or disables the whole word or phrase being searched.

D. In red is the link that takes you to the "Advanced Search" page. Here, you search in multiple locations, show the prefix list for Courses (ex. ACC), and use the star icon in purple to add the search to your Portfolio.
Colleges

1. General Information

A. In blue is the link labeled "Colleges" within the navigation to access information about the Colleges and their Departments.

B. This is the page that is brought up when the "Colleges" link is selected. As shown, there is a list of the Colleges with the Departments which are housed within them underneath and indented.

C. Depending on which page(s) are accessed, they will lead you to various information from the College information, to the Department information, and then the list of Programs that are housed within that Department.

D. Like most other pages, in purple is the icon to add the page to your Portfolio.
2. Departments

A. Once you have clicked the link to see information about the Department, it will pull up this screen, keeping the format as seen historically.

B. At the top, there will be informational content, including the Department's location, phone number, Faculty information, etc.

C. The Programs that the Departments possess can be accessed by clicking the link pictured and in blue, or by scrolling towards the bottom of the page.

D. Like most other pages, selecting the star icon in purple will add it to your Portfolio.

E. For more information about the Programs, please see the section: Degrees, Minors, and Certificates.
Degrees, Minors, and Certificates

1. General Information

A. In **blue** is the link labeled "**Degrees, Minors, and Certificates**" within the navigation to access information about the Degrees and Programs offered.

B. This is the page that is brought up when the "Degrees, Minors, and Certificates" link is selected. As shown, there is a list of the Programs listed underneath the Degree type or Minor.

C. When clicking on a Program, it will take you to a page where it lists detailed information regarding that Program, as well as the Degree or Minor requirements.

D. Like most other pages, in **purple** is the icon to add the page to your Portfolio.
2. List of Requirements

A. Below is an example of how lists of requirements are displayed for Majors, Minors, and Certificates.

B. At the top, in blue, is the description for the Major, Minor, or Certificate.

C. Below the description, in green, is the list of requirements.

1. The headline "Degree Requirements (38-46 credits)" includes the total number of credits required to complete the Program.

2. Underneath and indented from that are subrequirements. "Core Courses (19 credits)" and "Core Courses in Other Disciplines (19-27 credits)" combine together to make the total 38-46 total credits for the Program. "Foreign Language requirement (0-6 credits)" is within the Other Disciplines courses.
Course Descriptions

1. Course Filter

A. In **light blue** is the link labeled "**Course Descriptions**" within the navigation to access information about Courses that are offered.

B. Here, you can select which **prefix** (ACC), **code/number** (200), **type** (Accounting), or **keyword/phrase** (Financial Accounting) for the course you are trying to find.

C. When clicking on a Course, it will then load a dropdown description of the course, itself, which will be discussed on the next page.

D. Like most pages, you can add the page to your Portfolio by clicking this icon in **purple**.
2. Course Information

A. When clicking on a course within the list on the "Course Descriptions" page, the dropdown description will load.
B. Once it is loaded, you will find information about the Course including the Hours, Prerequisite(s), the semesters when it is taught, and the Course description.
C. The diamond symbol (◆), circled in blue, indicates that a Course has a Prerequisite.
D. Clicking a link to a Course within a Course Description, circled in green, will load an additional dropdown for that Course's Description.
E. Within both of the Descriptions, the icon in purple will add it to your Portfolio.

A. - E.
My Portfolio

1. Creating Account/Log In

A. When first accessing "My Portfolio" without an account, you can create one by simply clicking the link circled in blue. This will allow you to add Courses/Programs/Colleges, etc. to your Portfolio for quick and easy access.

1. Once you are at the page to create an account, simply enter your e-mail address and create a password, in red.

2. Please keep and remember these credentials to log in and access your Portfolio, as these are NOT linked to any account associated with NKU.

B. When accessing "My Portfolio" with an account, log in using the e-mail and password text boxes circled in green.
2. Adding to Portfolio

A. In order to add items to your Portfolio, you should be logged into your account, so when logging out and back in, your items will be saved for future use.

B. While accessing most pages within the Online Catalog, you will notice the star icon in the top, right-hand corner. Clicking this icon will add the current page to your Portfolio.

C. Once the icon is clicked, a pop-up window will appear that showcases the items within your Portfolio, including the item that was just added.
   1. This same list will appear when accessing the "My Portfolio" page from the navigation.

D. To remove an item from your Portfolio, click the checkbox in blue, and click the "Remove" button in green.

E. Clicking the links within your Portfolio, in red, will take you directly to that page.

C. - E.