

# Acalog Training

## What is Acalog?

Acalog is the software application we use for university online catalog. The purpose of the catalog is to provide information to current and perspective students, accreditation, state and federal audits, as well as Veterans Affairs.

## Your Acalog Campus Contact:

Please contact the Registrar's Office if you have any questions regarding Acalog or need assistance logging into your account.

## The Office of the Registrar

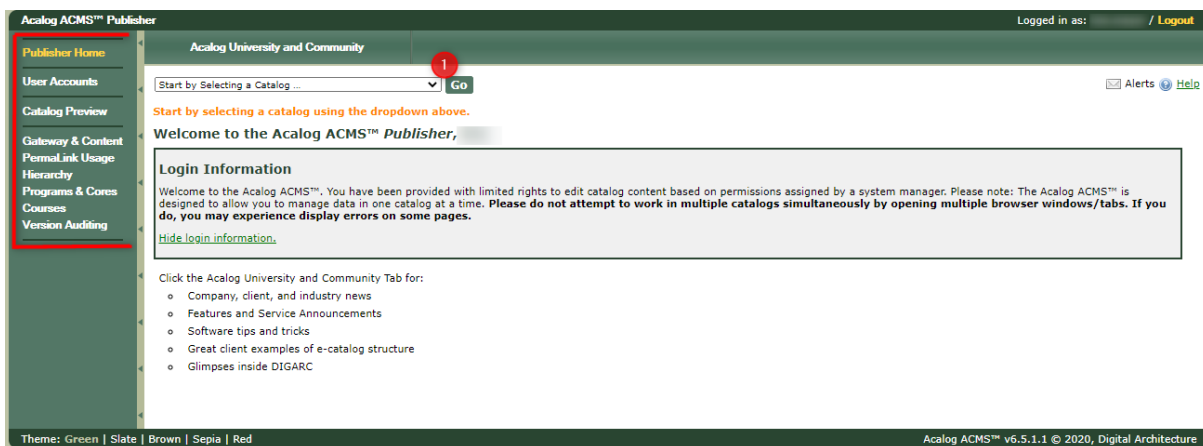
[Registrar@unthsc.edu](mailto:Registrar@unthsc.edu)

(817) 735-2201

## Navigating Acalog:

[Acalog Login Link](#)

As soon as you have logged into Acalog the following page will appear.



This is your **Publisher Home Page**.

1. Before you do anything – Start by selecting a catalog by using the drop down selection arrow and clicking “Go”. This will only show the catalogs that you have access to.

The column on the left hand side will be how you navigate through Acalog.

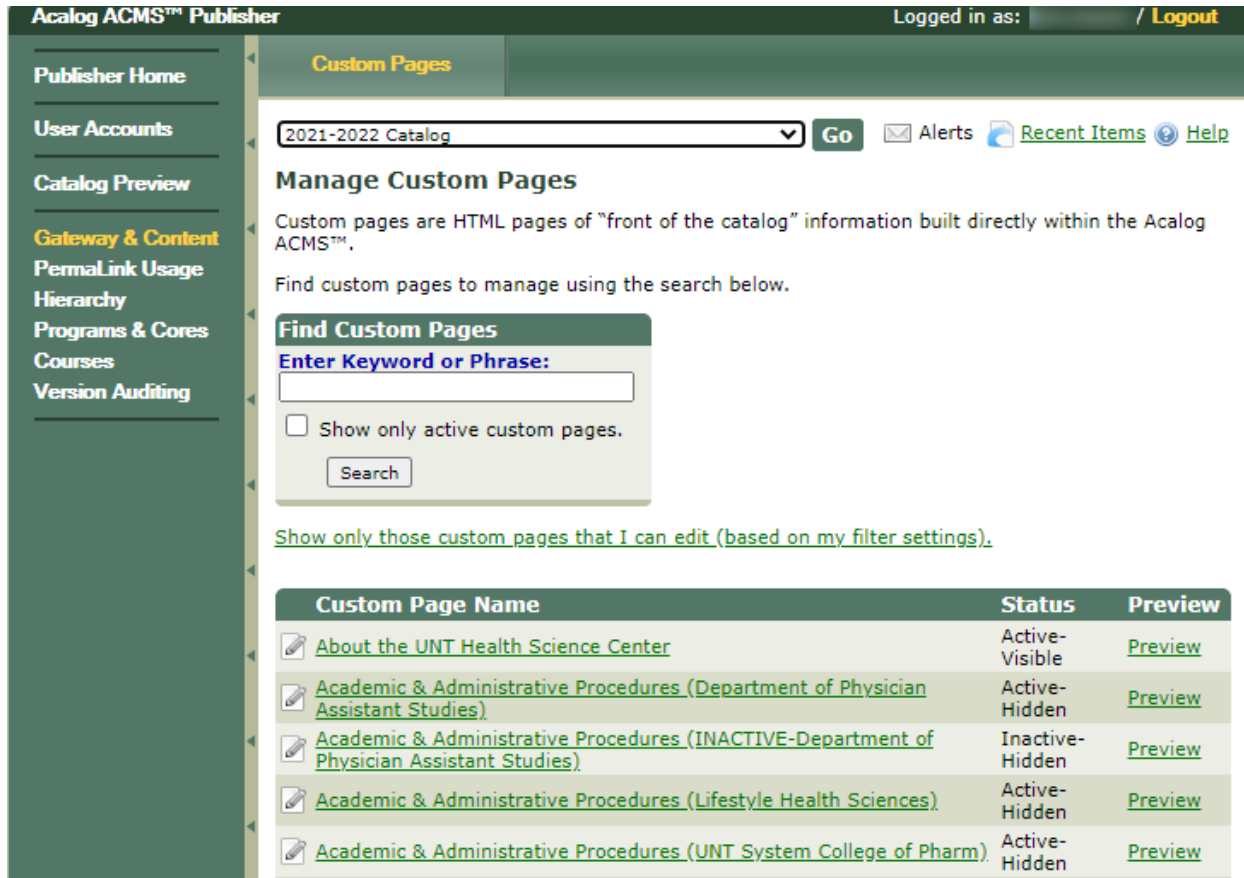
- **User Accounts** – where you can view your username and account information
- **Catalog Preview** – allows you to preview all of the catalogs you have access too as if they were already published online.
- **Gateway & Content** – This will take you to navigate the catalog you are working through and your custom pages you have to edit.
- **Permalink Usage** – where you can view Permalinks being used (You will most likely not need this tab)
- **Programs & Cores** – Where all the Programs and Courses are listed. Depending on the pages you are editing will determine if you have anything within this tab.
- **Courses** – Allow you to search and preview courses. Any course edits must be completed by the Registrar's Office.
- **Version Auditing** – allows you to view the changes you have made, changes you have pending and compare your snapshots.

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## Editing Your Pages: Gateway & Content

Gateway & Content includes everything outside of curriculum. Below are some screenshots to guide you through finding your custom pages, the editing options and saving your changes.



This is the first thing you will see after clicking on the Gateway & Content tab. This will show you every custom page within the catalog.

To find the pages you have access to edit:

1. Select the green **“Show only those custom pages that I can edit (based on my filter settings)”** link under the search box and you will only see the pages you have access to change.

Please note that you only have access to edit the pages with a yellow pencil that looks like the one below. Any greyed out pencils mean you do not have editor access to those pages.



To edit your custom page, find the yellow pencil and select the Page Name. For example, to edit the Page above you would select “Institutional Services” and the following will appear.

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The screenshot displays the Acalog ACMS™ Publisher interface. At the top, it shows 'Logged in as: [username] Logout'. The main navigation bar includes 'Publisher Home', 'User Accounts', 'Catalog Preview', 'Gateway & Content', 'PermaLink Usage', 'Hierarchy', 'Programs & Cores', 'Courses', and 'Version Auditing'. The 'Custom Pages' section is active, showing a dropdown menu for '2021-2022 Catalog' and a 'Go' button. Below this are tabs for 'Summary', 'Edit', 'Preview', and 'Version Auditing'. The 'Edit' tab is selected, showing the 'Custom Page: Institutional Services' page. The page content includes an 'External Custom Page URL' field with the value 'http://catalog.unthsc.edu/content.php?catoid=11&navoid=1425', a 'Navigation Link Label' field with the value 'Institutional Services', and a 'Page Content' field with the value 'Center for Innovative Learning'. A rich text editor toolbar is visible at the bottom of the page content area.

From here you have the option to “Preview” what your page looks like in the web browser and “Edit”. To edit the heading for your page you will edit the “Navigation Link Label”. To edit content within your page you will scroll down to the “Page Content” box.

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### Page Content:

[This information will be displayed on the Gateway.]

1 Texas College of Osteopathic Medicine (TCOM) is dedicated to the principles of academic excellence and constantly strives to improve the quality of its academic program. A primary goal is helping each student develop skills in self-learning and self-evaluation that will be necessary during formal education and throughout a professional career. Emphasis is placed on learning activities that help each student interact effectively with peers and promote cooperative relationships with others in the health professions. Encouraging critical thinking and helping each student develop the skills required to make decisions in the clinical setting are central to all educational activities in the curriculum.

The Page Content box will allow you to:

1. Bold, Italicize, Underline, etc.
2. Add a PermaLink (*Instructions for PermaLinks are included in the PermaLink Training Document*)
3. Expand the textbox. Expanding the textbox will allow you to view your page in full Webpage form. When you are done editing don't forget to select the four arrows again so that you can minimize the textbox and save your changes.

Saving your Changes:

**Active Status:**

- Active and visible. [Show this custom page in the Gateway navigation.]
- Active and hidden. [Hide this custom page from the Gateway navigation, but still allow the custom page to work.]
- Inactive and hidden. [Hide this custom page from the Gateway navigation, and disable the custom page target.]

**Searchable?** [Check to allow searching of this page using the Gateway search.]

**Delete this custom page?** [This will permanently remove this custom page.]

**Save Options:**

- Save and create new snapshot.
- Save and create new audit event alert.

Next Cancel Changes

te | Brown | Sepia | Red Acalog ACMS™ v6.5.1.1 © 2020, Digital Architecture

When you are ready to save your changes scroll to the bottom of the Edit tab in Custom Pages.

Under save options make sure “Save and Create new snapshot” is selected.

Hit “Next” and the following page will appear.

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The screenshot shows the 'Custom Page: Faculty' interface. At the top, there are navigation tabs: Navigation, Filters, External Links, Custom Pages, and Media Files. Below these is a search bar with 'Training Catalog' and a 'Go' button. There are also links for Alerts, Recent Items, and Help. A secondary navigation bar includes Summary, Edit, Preview, Version Auditing, and New Custom Page. The main content area is titled 'Custom Page: Faculty' and shows 'Version Status: Working'. A message states: 'The custom page was saved successfully and a snapshot has been created. You may add snapshot comments below to complete the snapshot.' Below this is a 'Complete Snapshot' section with instructions on what snapshots capture and a note that required fields must be completed. There is a 'Notify Group?' dropdown menu and a 'See Group Members' link. A text area for 'Enter Comments:' is present. At the bottom, the 'Complete Snapshot' button is circled in red, along with a 'Cancel' button. The footer shows the theme (Green | Slate | Brown | Sepia | Red) and version information (Acalog ACMS™ v6.5.1.1 © 2020, Digital Architecture).

Select "Complete Snapshot" (Comments and Notify Groups are not required)

The screenshot shows the 'Custom Page: Faculty' interface. At the top, there are navigation tabs: Navigation, Filters, External Links, Custom Pages, and Media Files. Below these is a search bar with 'Training Catalog' and a 'Go' button. There are also links for Alerts, Recent Items, and Help. A secondary navigation bar includes Summary, Edit, Preview, Version Auditing, and New Custom Page. The main content area is titled 'Custom Page: Faculty' and shows 'Version Status: Working'. A message states: 'Add a new snapshot, add a new audit event alert, add a new route or select an audit event to review from the list below.' Below this is a 'Saved Audit Events' section with a table of audit events. The table has columns for 'Audit Events' and 'Date and Time'. The events listed are: 'SNAPSHOT' (10/27/2020 16:37:23), 'STATUS CHANGE FROM UNCHANGED TO WORKING. [System Generated]' (10/27/2020 16:37:07), and 'SNAPSHOT [System Generated]' (10/27/2020 16:37:06). Below the table are buttons for 'Remove User Events' and 'Remove Before & After Events'. The 'Change Version Status' section is highlighted with a red circle. It shows 'Current Version Status: Working' and a dropdown menu with 'Working' selected, next to a 'Change Version Status' button. The footer shows the theme (Green | Slate | Brown | Sepia | Red) and version information (Acalog ACMS™ v6.5.1.1 © 2020, Digital Architecture).

Change your Version Status from "Working" to "Approved" and select "Change Version Status".

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## Change Version Status

[Changing version status to *Approved* is a signal to managers that all changes to this custom page are complete and version status may be further changed by a manager to *FINAL* in preparation for catalog "lock-down" and publishing. ⓘ]

Current Version Status: Working

Approved

And then change the version status from "Approved" to "Final" and select "Change Version Status".

## Change Version Status

[Changing version status to *Approved* is a signal to managers that all changes to this custom page are complete and version status may be further changed by a manager to *FINAL* in preparation for catalog "lock-down" and publishing. ⓘ]

Current Version Status: Approved

FINAL

Once your Current Version Status is set to Final (as pictured below) your changes have been saved!

Custom Page: Faculty

Version Status: FINAL

[Add a new snapshot](#), [add a new audit event alert](#), [add a new route](#) or select an audit event to review from the list below.

Saved Audit Events [Show Oldest First](#) | [Expand All](#)

Audit Events	Date and Time
STATUS CHANGE FROM APPROVED TO FINAL.	10/27/2020 16:39:55
STATUS CHANGE FROM WORKING TO APPROVED.	10/27/2020 16:39:29
SNAPSHOT	10/27/2020 16:37:23
STATUS CHANGE FROM UNCHANGED TO WORKING. [System Generated]	10/27/2020 16:37:07
SNAPSHOT [System Generated]	10/27/2020 16:37:06

Remove User Events Remove Before & After Events

Change Version Status

[Changing version status to *Approved* is a signal to managers that all changes to this custom page are complete and version status may be further changed by a manager to *FINAL* in preparation for catalog "lock-down" and publishing. ⓘ]

Current Version Status: FINAL

FINAL

Theme: Green | Slate | Brown | Sepia | Red Acalog ACMS™ v6.5.1.1 © 2020, Digital Architecture

From this point you can select the "Preview" tab and see what your content will look like on the Catalog Webpage after publishing.

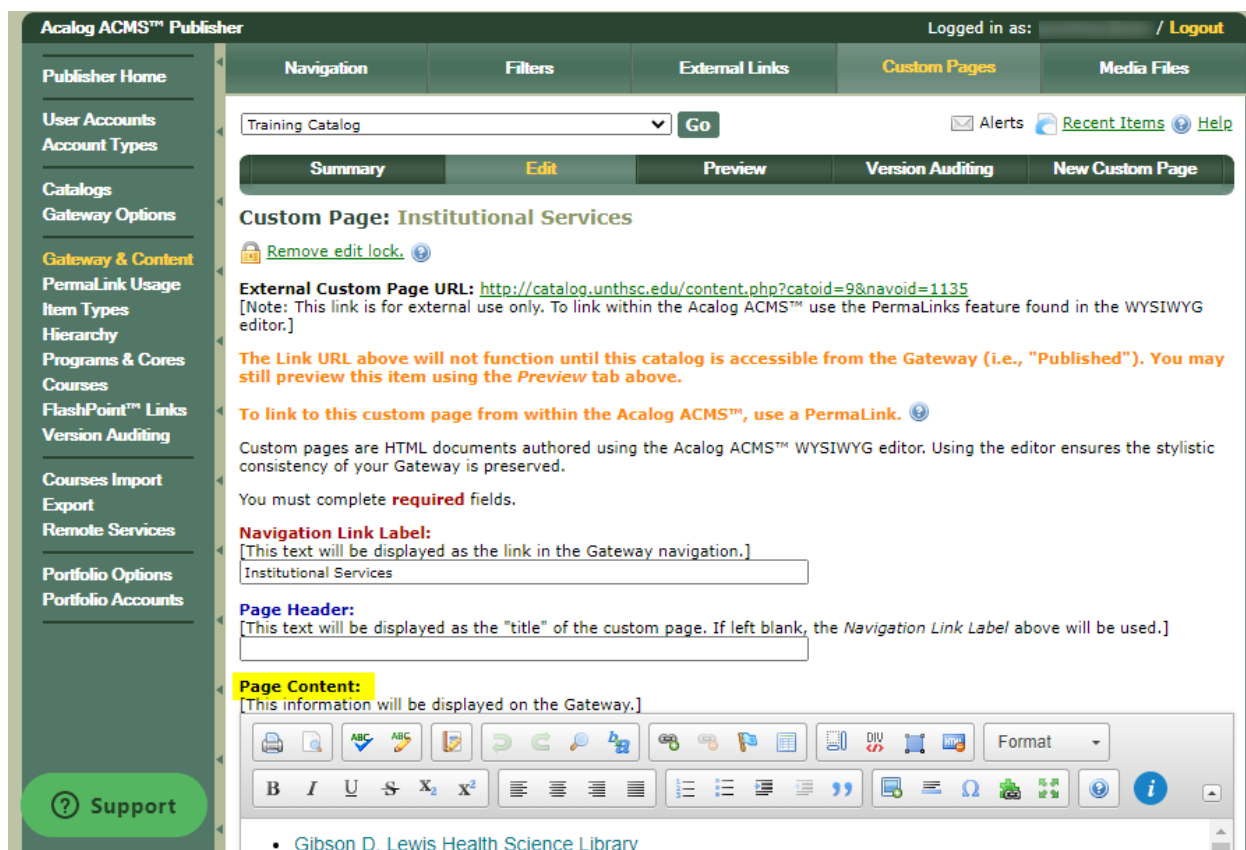
## Acalog Training – Adding a PermaLink

**What is a PermaLink?** – A Permalink is a way to interconnect different pages of the catalog together.

### Creating a PermaLink:

Login to Acalog and go to your:

1. “Gateway & Content” Tab
2. Select “Custom Pages” at the top of your screen and find the page you want to add a PermaLink too.
3. Once you find the page, select it and go to the “Edit” tab so that you can edit the content of the page.
4. Scroll down to the Page Content Textbox



The screenshot shows the Acalog ACMS™ Publisher interface. The user is logged in and viewing the 'Custom Pages' section for 'Institutional Services'. The interface includes a navigation menu on the left, a top navigation bar with tabs for 'Navigation', 'Filters', 'External Links', 'Custom Pages', and 'Media Files'. The 'Custom Pages' tab is active, showing a 'Summary' and 'Edit' sub-tab. The main content area displays the 'External Custom Page URL' as <http://catalog.unthsc.edu/content.php?catoid=9&navoid=1135>. Below this, there are instructions and a 'PermaLink' button. The 'Page Content' section is highlighted, and the text 'Gibson D. Lewis Health Science Library' is visible in the content area.

Once you are in your Page Content text box. Place your cursor where you would like the PermaLink to go. Then select the PermaLink button within the Page Content Toolbar.



The image shows a close-up of the Page Content Toolbar. The toolbar contains various icons for text formatting and editing. The PermaLink button, which is a green icon with a chain link, is circled in red. Other icons include bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, and help.

After you select the PermaLink button the following Pop-Up will appear:

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Insert Permalink

Search Category: Courses

Prefix: All Prefixes

Code: Code

Search: Search

Search

From here you will search for the page you are wanting to link. *This is equal to the step of pasting the URL of a hyperlink but instead of a page URL you are entering the page information.*

Insert Permalink

1 Search Category: Custom Pages

2 Search: TCOM

3 Search

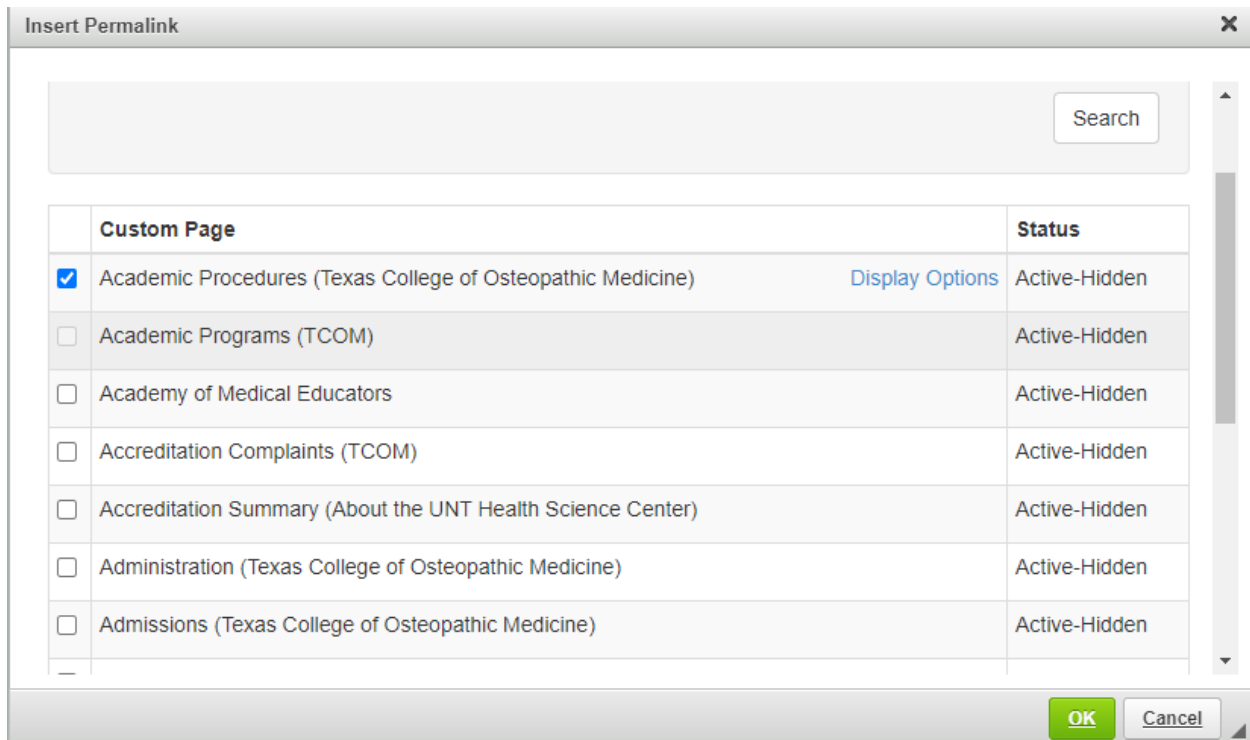
4 Custom Page	Status
<input type="checkbox"/> Academic Procedures (Texas College of Osteopathic Medicine)	Active-Hidden
<input type="checkbox"/> Academic Programs (TCOM)	Active-Hidden
<input type="checkbox"/> Academy of Medical Educators	Active-Hidden
<input type="checkbox"/> Accreditation Complaints (TCOM)	Active-Hidden
<input type="checkbox"/> Accreditation Summary (About the UNT Health Science Center)	Active-Hidden

Cancel

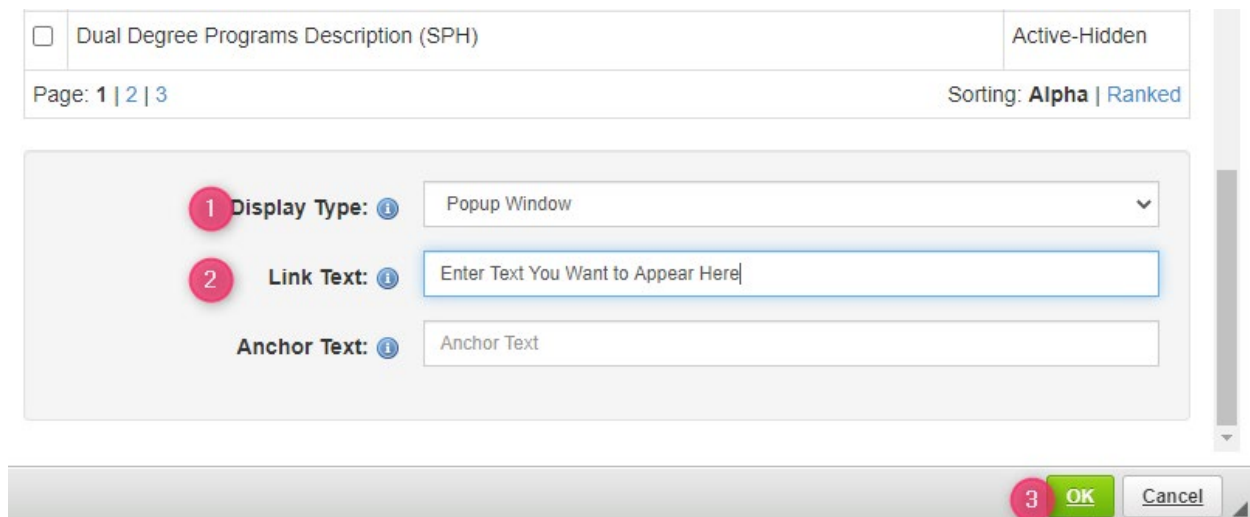
Enter your search information:

1. Select the “Custom Page” from the drop down.
2. Enter the page name or key words
3. Hit “Search”
4. Select the Check box of the page you want.





After you select the correct page hit “Display Options” and at the bottom of the page the following will appear.

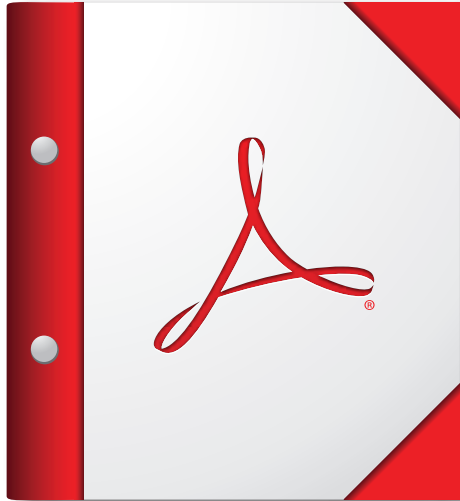


1. Select how you would like your Link to appear.
2. Enter the text you want to appear in your page here.
3. Select “Okay”

**Page Content:**  
[This information will be displayed on the Gateway.]

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Your PermaLink will now appear within your Text highlighted green. If you need to Edit, Delete or Replace a PermaLink right click the highlighted area and those options will appear.



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