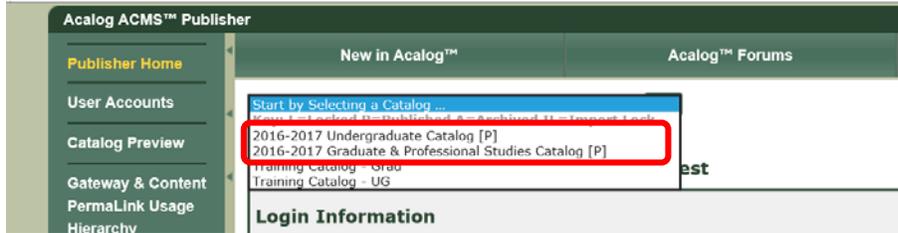


ACALOG EDITING STEPS FOR PROGRAMS AND CORES

1. Log in to Acalog using Firefox: <https://pitt.acalogadmin.com/login.php> by clicking on the Login with SSO button and using your Pitt userid and password.
2. Once logged in, select the “2016-2017 Graduate and Professional Studies Catalog [P]” or “2016-2017 Undergraduate Catalog [P]” and click the “Go” button.



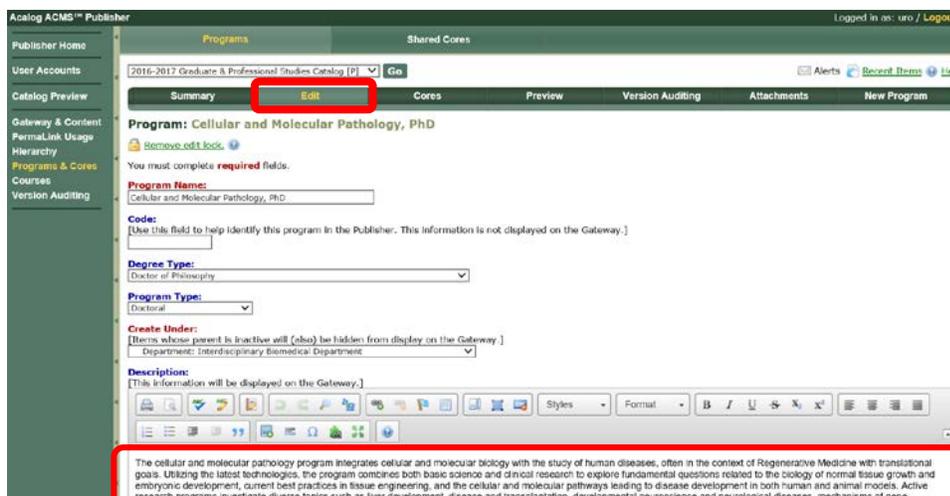
3. Click the Programs and Cores item in the left-hand menu.



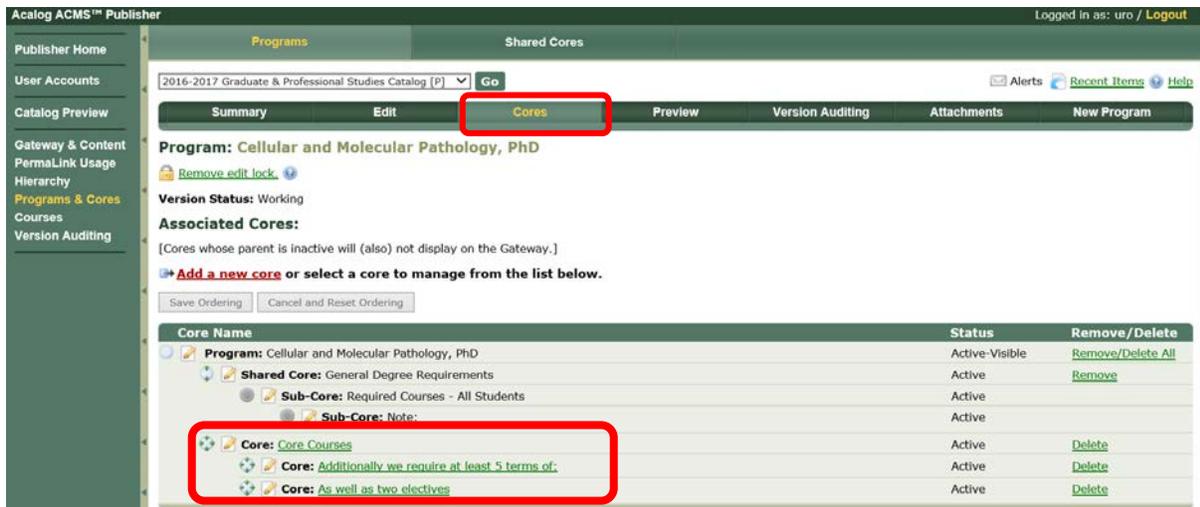
4. Select the program you wish to edit.

Program Name	SL
Cell Biology and Molecular Physiology, PhD [Preview]	N/A
Cellular and Molecular Pathology, PhD [Preview]	N/A
Cellular and System Modeling Specialization, PhD [Preview]	N/A
Center for Neuroscience Trainina Proaram (CNUP). PhD [Preview]	N/A

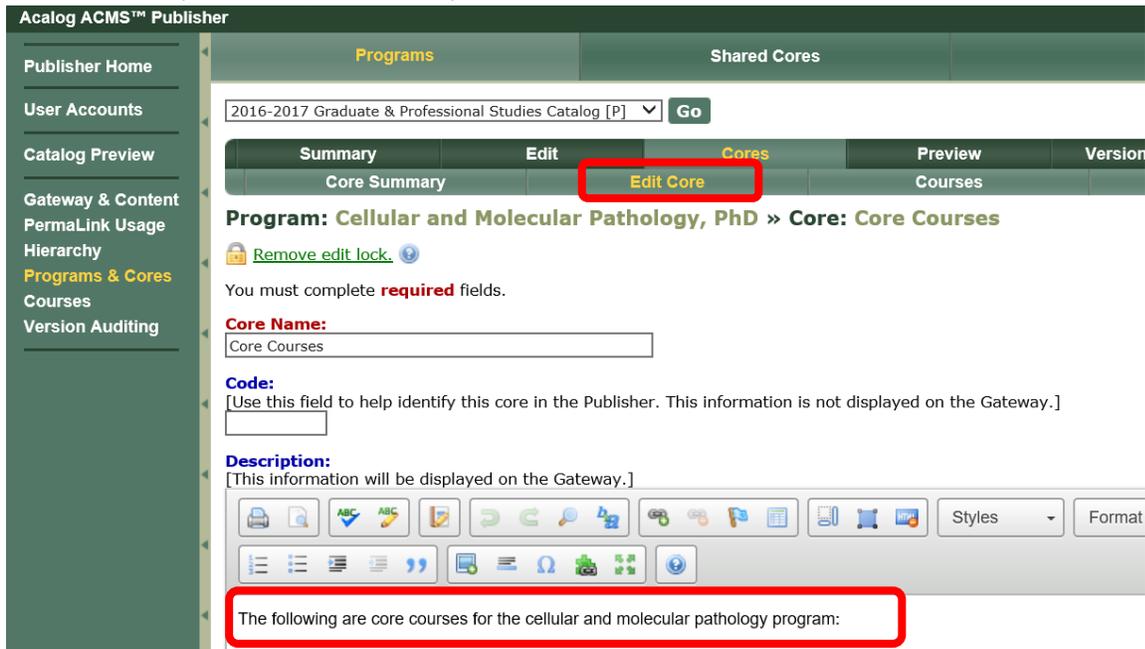
5. Click on the Edit tab to make changes to the overall program description.



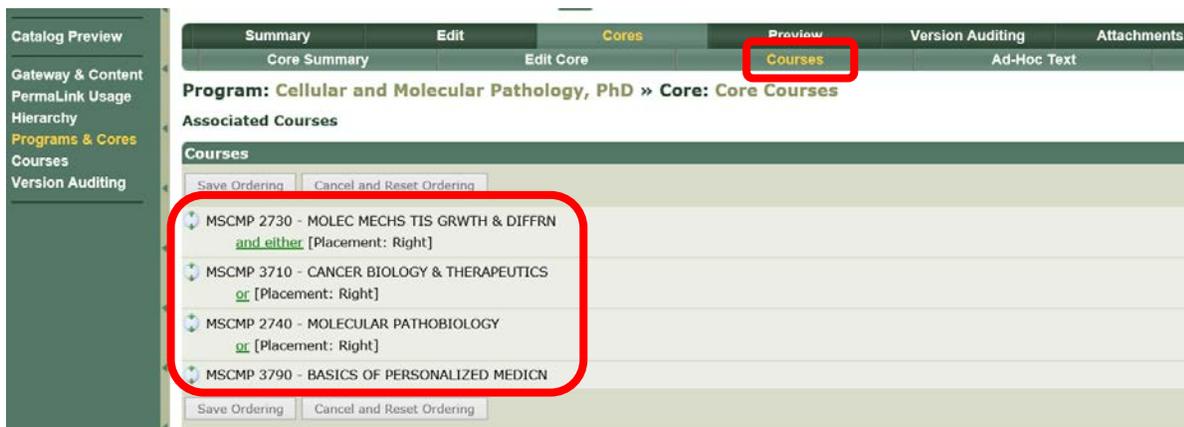
6. To make a change to the requirements for the program, click on the Cores tab.



7. Click on each Core to circled above to edit the requirements. Then click on the Edit Core tab. You can update the text for the requirements, if necessary.



8. Click on the Courses tab to edit the courses that are part of that requirement.



9. To remove classes in the requirement, check the box next to the course and click the Remove Selected button.

Courses	Preview	Remove
MSCMP 2730 - MOLEC MECHS TIS GRWTH & DIFFRN <i>and either</i> [Placement: Right]	Preview	<input type="checkbox"/>
MSCMP 3710 - CANCER BIOLOGY & THERAPEUTICS <i>or</i> [Placement: Right]	Preview	<input type="checkbox"/>
MSCMP 2740 - MOLECULAR PATHOBIOLOGY <i>or</i> [Placement: Right]	Preview	<input type="checkbox"/>
MSCMP 3790 - BASICS OF PERSONALIZED MEDICN	Preview	<input type="checkbox"/>

10. To add a class to the requirement, scroll down to the Add Courses section. Use the Course Filter to find the course to add. Click on the Add checkbox next to the course and click on the Add Selected button.

Add Courses

Course Filter
Search for courses using course prefix, course code, keywords or any combination.

Prefix: Code: [e.g. "101"] Type: Keyword or Phrase: [e.g. "biology"]

Sort results: Alphabetically By Rank Find whole word or phrase only.

Select Courses to Add

Course Name	Preview	Add
MSCMP 2700 - MS THESIS RESEARCH	Preview	<input type="checkbox"/>
MSCMP 2730 - MOLEC MECHS TIS GRWTH & DIFFRN	Preview	<input type="checkbox"/>
MSCMP 2740 - MOLECULAR PATHOBIOLOGY	Preview	<input type="checkbox"/>
MSCMP 2750 - RESEARCH SEMINAR	Preview	<input type="checkbox"/>
MSCMP 2760 - INTRO TO TISSUE ENGINEERING	Preview	<input type="checkbox"/>
MSCMP 2770 - BIOMATRLS & BIOCOMPATIBILITY	Preview	<input type="checkbox"/>
MSCMP 2780 - SPECIAL TOPICS	Preview	<input type="checkbox"/>
MSCMP 2790 - DIRECTED STUDY	Preview	<input type="checkbox"/>
MSCMP 3210 - TRANSPLANT IMMUNOLOGY	Preview	<input type="checkbox"/>
MSCMP 3700 - PHD DISSERTATION RESEARCH	Preview	<input type="checkbox"/>

Page: 1 | 2 | 3

11. If you want to add A-Hoc Text (and, or, etc.), scroll down the page to the Insert Ad-Hoc Text section. Add the ad-hoc text, select the Associated course, and where you want the text to be. Then click the Add now button.

Insert Ad-Hoc Text (Interstitial Course Information)

Use ad-hoc text to further explain courses. ⓘ

You must complete **required** fields

Ad-Hoc Text Name:
[Will not display on the Gateway.]

Associated course:
[Select the course with which to associate this ad-hoc text.]

Placement:
[Place ad-hoc text right, left, before or after the selected course.]

Optional Information/Description:
[This information will be displayed on the Gateway.]

Credits / Units:

12. In order to edit Shared Cores and Sub-Cores, as seen below, click on the Shared Cores tab.

The screenshot shows the 'Shared Cores' tab selected. The program is 'Cellular and Molecular Pathology, PhD'. The 'Associated Cores' section lists several cores, with 'Shared Core: General Degree Requirements' and 'Sub-Core: Required Courses - All Students' highlighted in red.

13. Search for the name of the shared core (i.e. "General Degree Requirements") by typing in the keywords or selecting the letter of the alphabet that the shared core begins with. There may be more than one shared core with the same name. Use the Code next to it to choose the correct shared core. Click on the shared core.

The screenshot shows the 'Manage Shared Cores' search interface. The search results are sorted alphabetically, and the letter 'G' is highlighted in the search results. Below the search results, a table lists shared cores with columns for Name, Code, SL Status, OL Status, and Usage.

Shared Core Name	Code	SL Status	OL Status	Usage
General Degree Requirements [Preview]	IntBioSci	N/A	Active-Visible	6 Programs
General Degree Requirements [Preview]	SchlPubHlt	N/A	Active-Visible	28 Programs
General Requirements for Doctoral Degrees [Preview]	SPH Doctor	N/A	Active-Visible	12 Programs
General Requirements for Master's Degrees [Preview]	SPH Mastr	N/A	Active-Visible	18 Programs

14. Click on the Edit tab in order to make changes to the shared core. Once changes are made, then click on the Next button at the bottom of the page.

Programs **Shared Cores**

2016-2017 Graduate & Professional Studies Catalog [P] Go Alerts Recent Items Help

Summary **Edit** Courses Sub-Cores Preview Version Auditing New Shared Core

Shared Core: General Degree Requirements

Remove edit lock

You must complete **required** fields.

Shared Core Name:
General Degree Requirements

Code:
[Use this field to help identify this shared core in the Publisher. This will not be displayed on the Gateway.]
IntBioSci

Description:
[This information will be displayed on the Gateway.]

All Interdisciplinary Biomedical Science Graduate Students

The first term core course, Foundations of Biomedical Science, is required of all students and is followed by increasingly specialized course work in the program the student has chosen. A course in biomedical experimental design and analysis and a course in research ethics are also required of all students. The first year includes three laboratory research rotations. (See *listing of Required Courses below.*) Students are guided through their first year of graduate study by a faculty mentor assigned by the program.

The mentor helps to identify rotation laboratories, provides advice on classes, and ensures that students reach appropriate milestones in the first year of the program. At the end of the first year, a preliminary student performance evaluation is conducted by the Program Steering Committee. When a student has successfully completed the preliminary evaluation and chosen a dissertation advisor, the student transfers into one of the degree-granting programs.

Evaluation following the first year is undertaken by the degree-granting program and includes course performance and a comprehensive exam at the end of the second year of study. The comprehensive exam is in the form of an original research proposal followed by an oral examination before a faculty committee composed of three program training faculty members with one

15. In order to edit the courses listed at the shared core level, click on the Courses tab. There may or may not be any courses listed at this level. If you need to add courses, scroll down to the Add Courses section and use the Course Filter to locate the course.

Programs **Shared Cores**

2016-2017 Graduate & Professional Studies Catalog [P] Go

Summary Edit **Courses** Sub-Cores Preview

Shared Core: General Degree Requirements

Remove edit lock

Current Associated Courses

Courses

No associated courses yet. Please search for and add courses below.

Add Courses

Course Filter

Search for courses using course prefix, course code, keywords or any combination.

Prefix: Code: [e.g. "101"] Type: Keyword or Phrase: [e.g. "biology"]

Select a Prefix ... [] Select a Type ... [] [Filter]

Sort results: Alphabetically By Rank Find whole word or phrase only.

Select Courses to Add

Course Name	Preview	Add
Enter search terms and click <i>Filter</i> to begin.		

Insert Ad-Hoc Text (Interstitial Course Information)

16. To make changes to the Sub-Cores, click on the Sub-Cores tab and then click on the Sub-Core you wish to change.

2016-2017 Graduate & Professional Studies Catalog [P] Go Alerts Recent Items Help

Summary Edit Courses **Sub-Cores** Preview Version Auditing New Shared Core

Shared Core: General Degree Requirements
Remove edit lock

Version Status: Unchanged

Associated Cores:
[Cores whose parent is inactive will (also) not display on the Gateway.]
Add a new sub-core or select a sub-core to manage from the list below.

Save Ordering Cancel and Reset Ordering

Core Name	Status	Delete
Shared Core: General Degree Requirements	Active	Delete All
Sub-Core: Required Courses - All Students	Active	Delete
Sub-Core: Note:	Active	Delete

Save Ordering Cancel and Reset Ordering

17. You then will see a second row of menu items. Click on the Edit Sub-Core tab to see the description information for the Sub-Core. Make any necessary changes and click on the Next button.

2016-2017 Graduate & Professional Studies Catalog [P] Go Alerts Recent Items Help

Summary Edit Courses **Sub-Cores** Preview Version Auditing New Shared Core

Sub-Core Summary **Edit Sub-Core** Courses Ad-Hoc Text New Sub-Core

Shared Core: General Degree Requirements » Sub-Core: Required Courses - All Students
Remove edit lock

You must complete **required** fields.

Sub-Core Name:
Required Courses - All Students

Code:
[Not currently used by system.]

Description:
[This information will be displayed on the Gateway.]

The following courses are required of all students in the Interdisciplinary Biomedical Science Program:

18. To edit the courses listed for a particular Sub-Core, click on the Courses tab. You can add and delete courses here, in addition to adding Ad-Hoc Text.

2016-2017 Graduate & Professional Studies Catalog [P] Go Alerts Recent Items Help

Summary Edit Courses **Sub-Cores** Preview Version Auditing New Shared Core

Sub-Core Summary Edit Sub-Core **Courses** Ad-Hoc Text New Sub-Core

Shared Core: General Degree Requirements » Sub-Core: Required Courses - All Students
Remove edit lock

Current Associated Courses

Courses	Preview	Remove
INTBP 2000 - FOUNDTNS OF BIOMEDICAL SCIENCE	Preview	<input type="checkbox"/>
INTBP 2005 - FOUNDATIONS CONFERENCE	Preview	<input type="checkbox"/>
INTBP 2013 - D2K: FROM DATA TO KNOWLEDGE	Preview	<input type="checkbox"/>
INTBP 2290 - SCNTFC ETHCS RESPONSIBLE RES	Preview	<input type="checkbox"/>
INTBP 2010 - LABORATORY RESEARCH ROTATION	Preview	<input type="checkbox"/>

Save Ordering Cancel and Reset Ordering Remove Selected

Add Courses

Course Filter
Search for courses using course prefix, course code, keywords or any combination.

Prefix: Code: [e.g. "101"] Type: Keyword or Phrase: [e.g. "biology"]

Select a Prefix ... Select a Type ... Filter

Sort results: Alphabetically By Rank Find whole word or phrase only.

Select Courses to Add