

Inserting/Editing a Plan of Study Grid

Start Here

1. From the Page Body Editor, select the Insert/Edit Formatted Table icon
2. For a new Plan of Study Grid from the drop down menu

The screenshot shows the 'Plan of Study Grid' dialog box. It includes a title bar with a close button, two dropdown menus for 'College' (Arts & Sciences) and 'Department' (Mathematics (MATH)), and two dropdown menus for 'Year' (Sophomore) and 'Term' (Spring). A list of courses is shown on the left, with 'MATH 163 Introductory Seminar' selected. A list of selected courses is shown on the right, with 'MATH 022 Calculus II' and 'MATH 130 Biostatistics' selected. Below the course lists are 'Quick Add' and 'Add Course' buttons, and 'Add Comment Entry' and 'Move Up/Down' buttons. At the bottom are 'OK' and 'Cancel' buttons.

Select the College

Select the Department

Select the Year

Select the term

These are the courses that will show on the Plan of Study Grid

A list of all the courses offered by that department will populate. Select courses from this list and move them over to the list on the right to populate your grid.

Use these arrows to add or remove courses from the Plan of Study Grid

If you already know which classes you would like to add, you can use the quick add feature to add them manually.

Use these fields for notes, or when classes should be taken as co-requisites, or to note that students have a choice in which class they take

You can add a text comment to the grid by clicking here

Use these to move courses on the Plan of Study Grid up or down

Questions? Contact the Catalog Team at LehighCatalog@lehigh.edu for more information