



CONCORDIA

Manual

Publication Preview in CCMS

2022-11-02

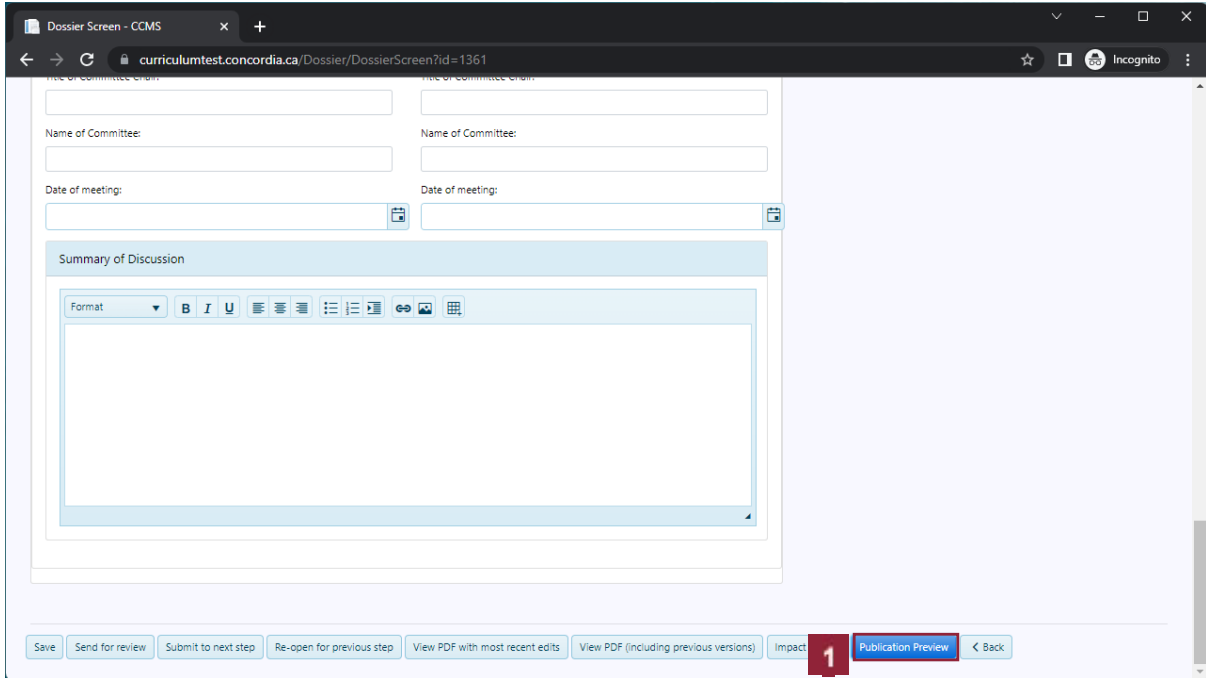
1 Introduction

This module walks you through the steps to generate a preview of your curriculum change requests to see how the final publication will appear in the calendar.

- The Publication Preview feature in CCMS allows you to see how your curriculum change requests will be displayed in the web version of the academic calendar once they are published.
- You can generate a PDF of the preview and upload it as a supporting document in your dossier so that approvers can view a proof of the final published version.
- The preview only shows how the published content will appear once all change requests are approved, and does not show track changes to indicate any text that has been deleted. You can see the old and new text side by side on the individual Change Request forms.

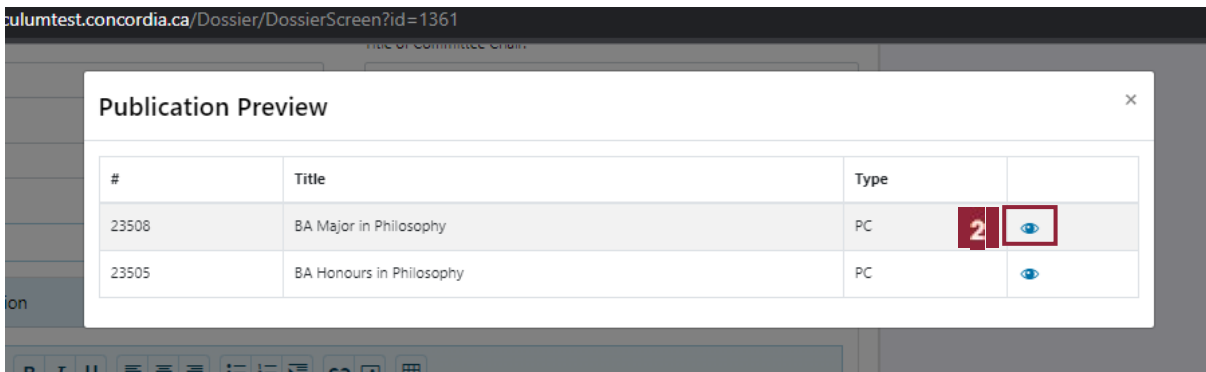
2 Access the preview page from the Dossier Screen

i The Publication Preview feature can be accessed from the Dossier Screen. Once your dossier is completed, scroll down and click Publication Preview.



1 Click **Publication Preview**.

i The pop-up will list all the changes if they have been made in different pages. If you have made multiple changes on a single page, you will see only one preview item.

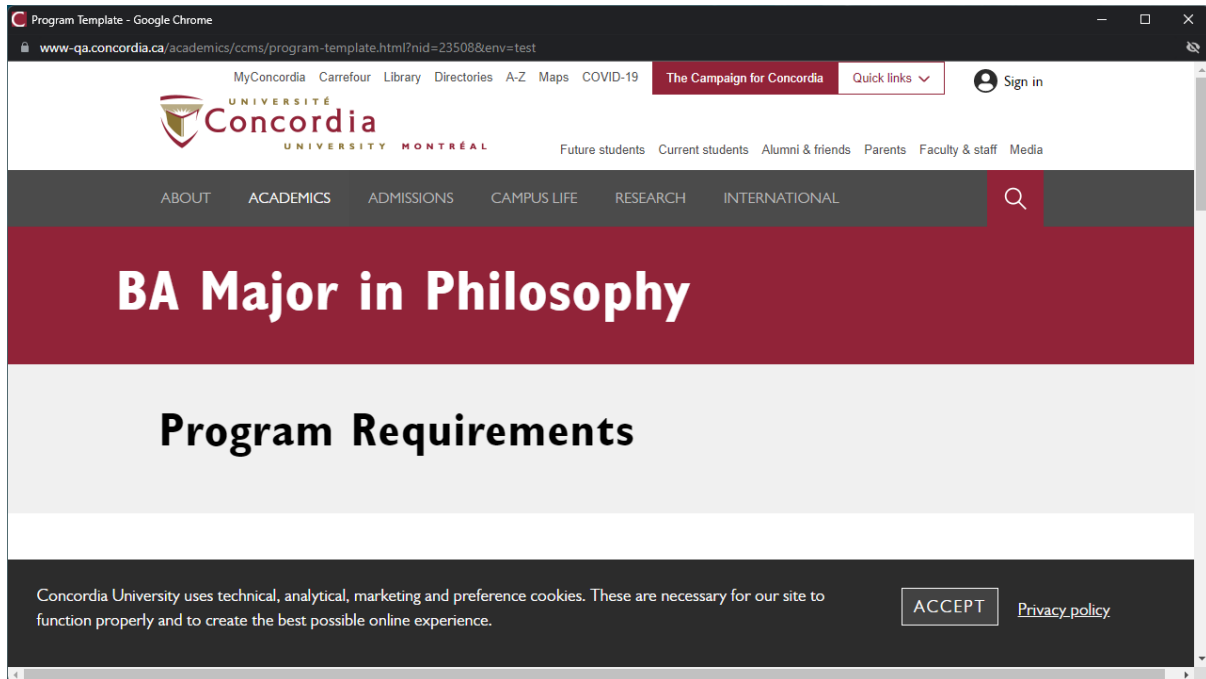


2 Click the view icon for the first change.

3 Save the web preview as a PDF

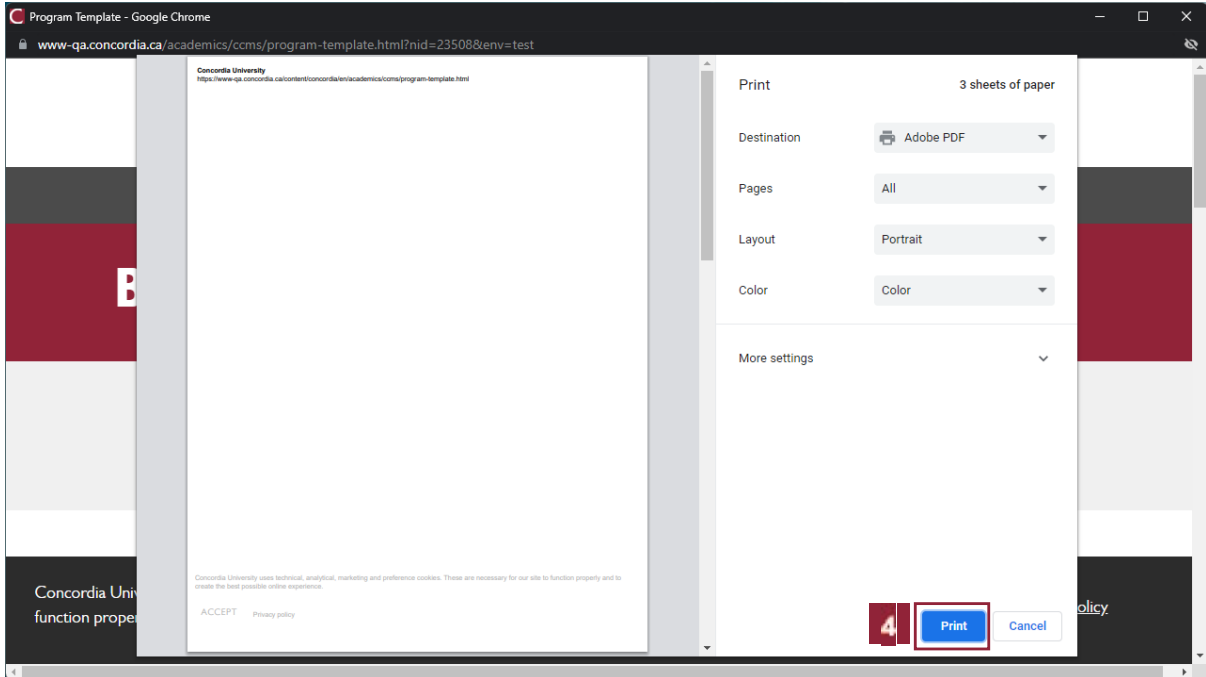
i You will be directed to a preview of the calendar page in which your changes have been made.

If you wish to include the calendar preview page as a supporting document in your Dossier, you have the option of saving the page as a PDF.



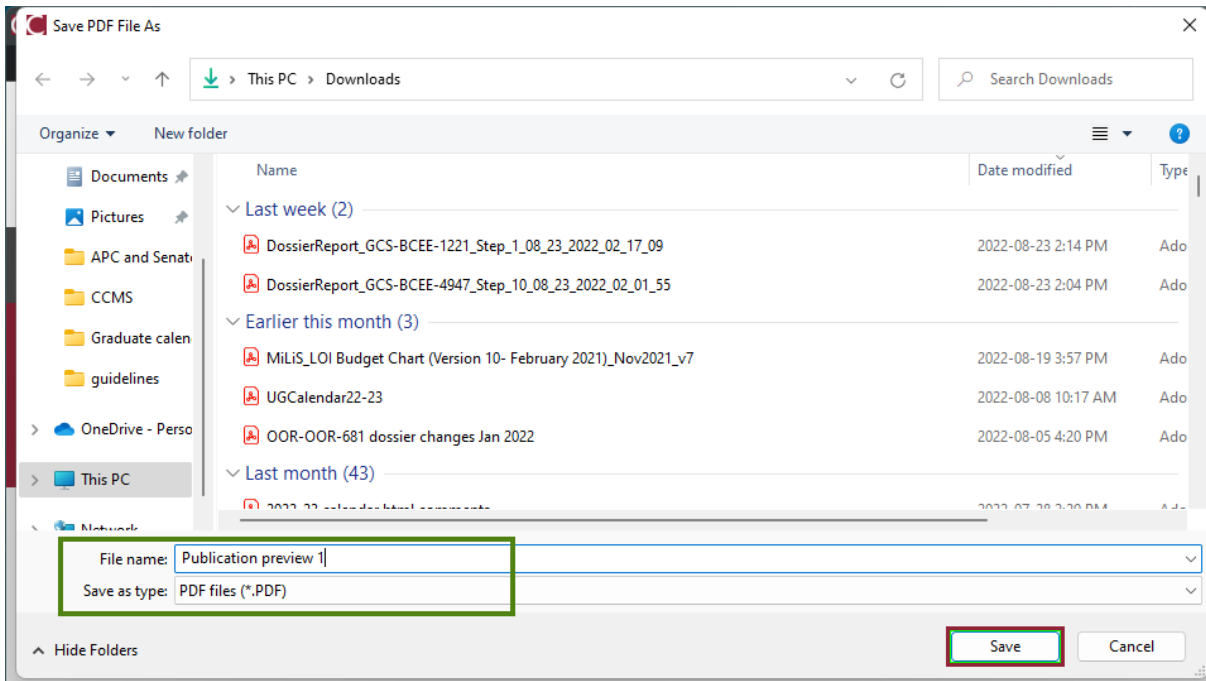
3 Press the **Ctrl+p** key.

i Check that the destination is PDF and you have included all pages.



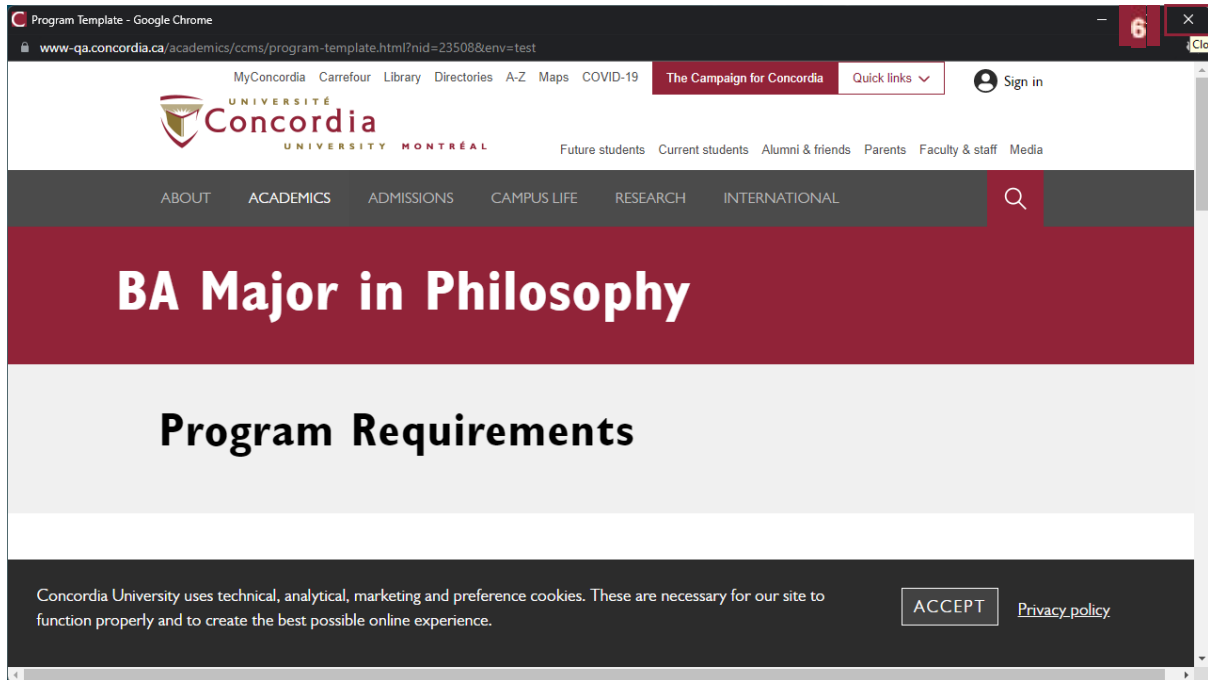
4 Click the **Print** button.

i Enter an appropriate file name as shown in the example.



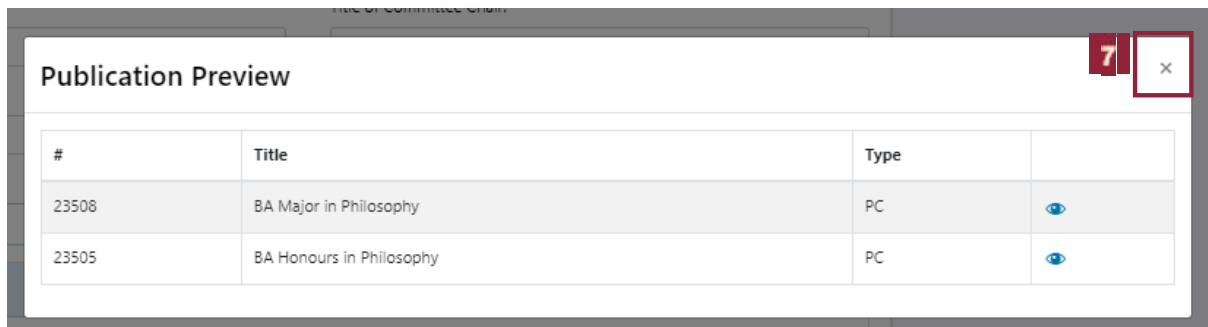
5 Click the **Save** button.

i You can close the preview window once you have checked and saved your preview file.



6 Click **Close**.

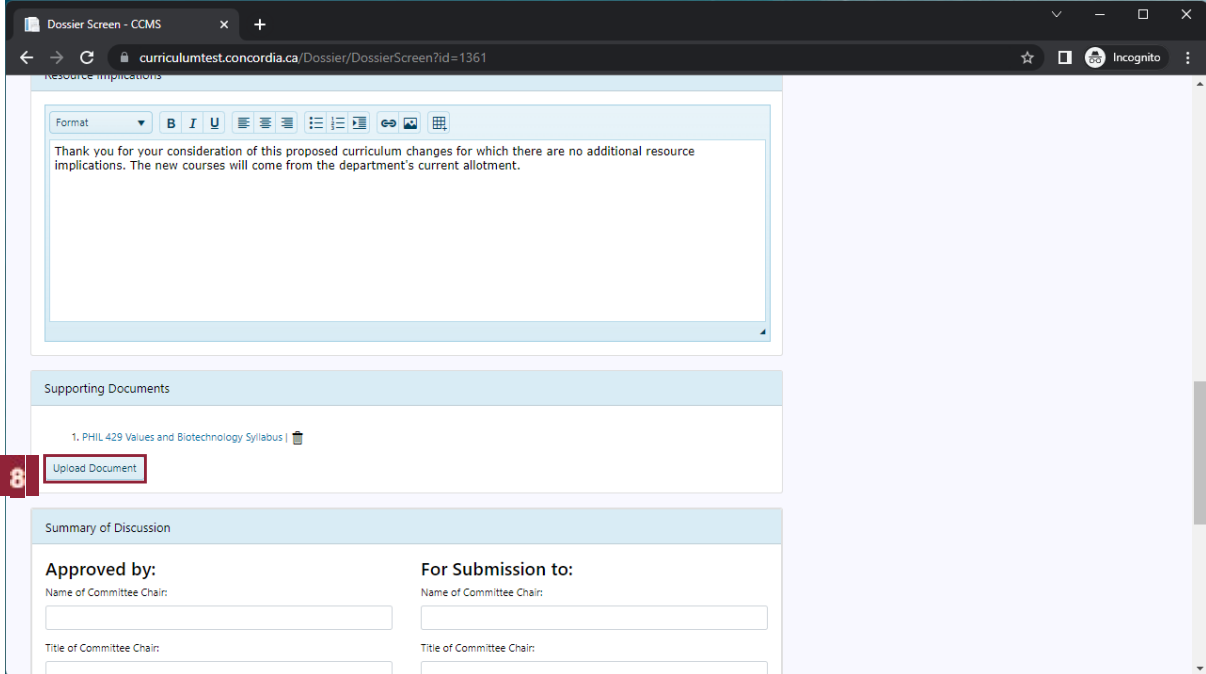
i You can continue to preview and save each item on the list in the same way.



7 Click **Close**.

4 Upload the PDF as a supporting document

i You can now upload your PDFs as Supporting Documents to your Dossier.
This action is not required but may be helpful to the approvers.

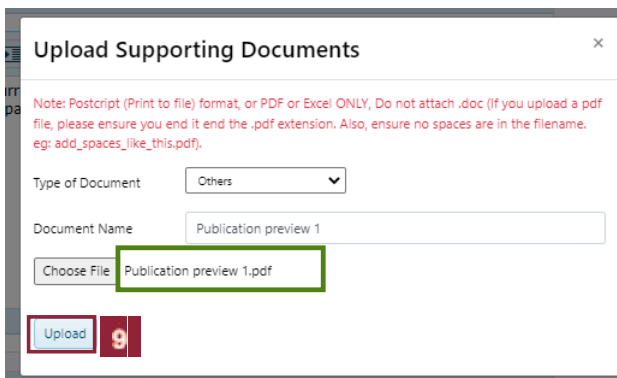


8 Click **Upload Document**.

Select the type of document from the drop down list (Others).
Enter an appropriate document name.

Click Choose File and attach the file from the file manager on your computer.

i Notice that the file is now attached and ready for upload.



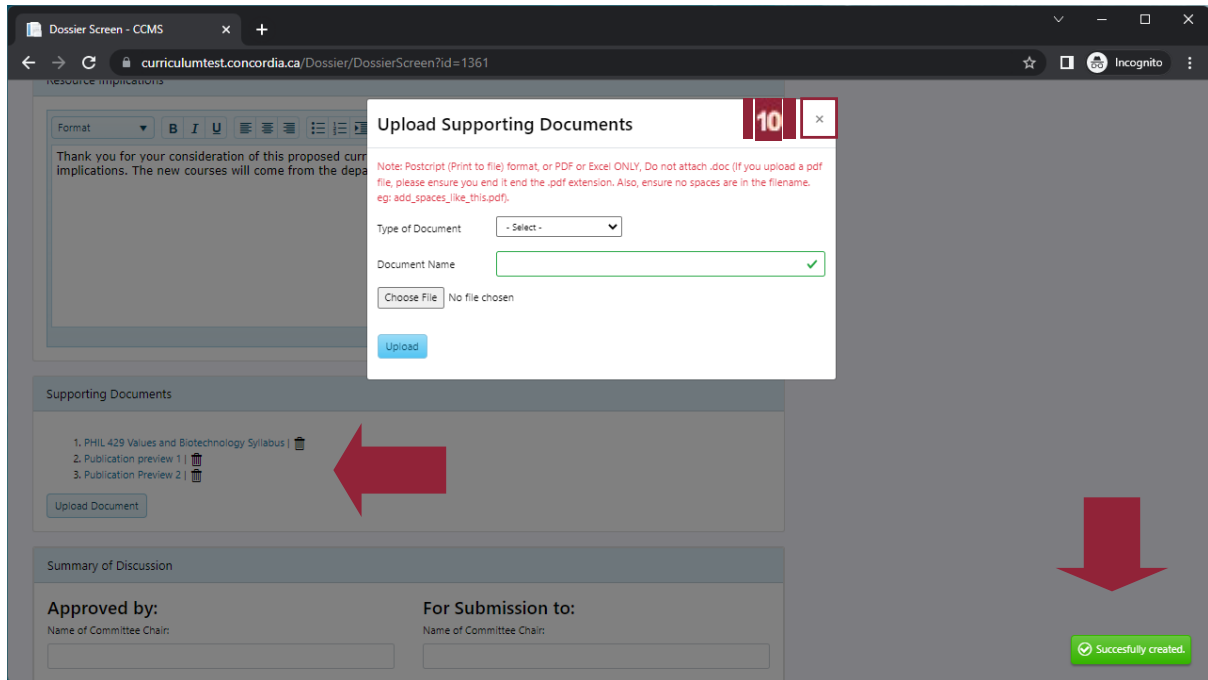
9 Click **Upload**.

i You can continue selecting and uploading more files from this screen.

In this example, we have uploaded the second PDF for you.

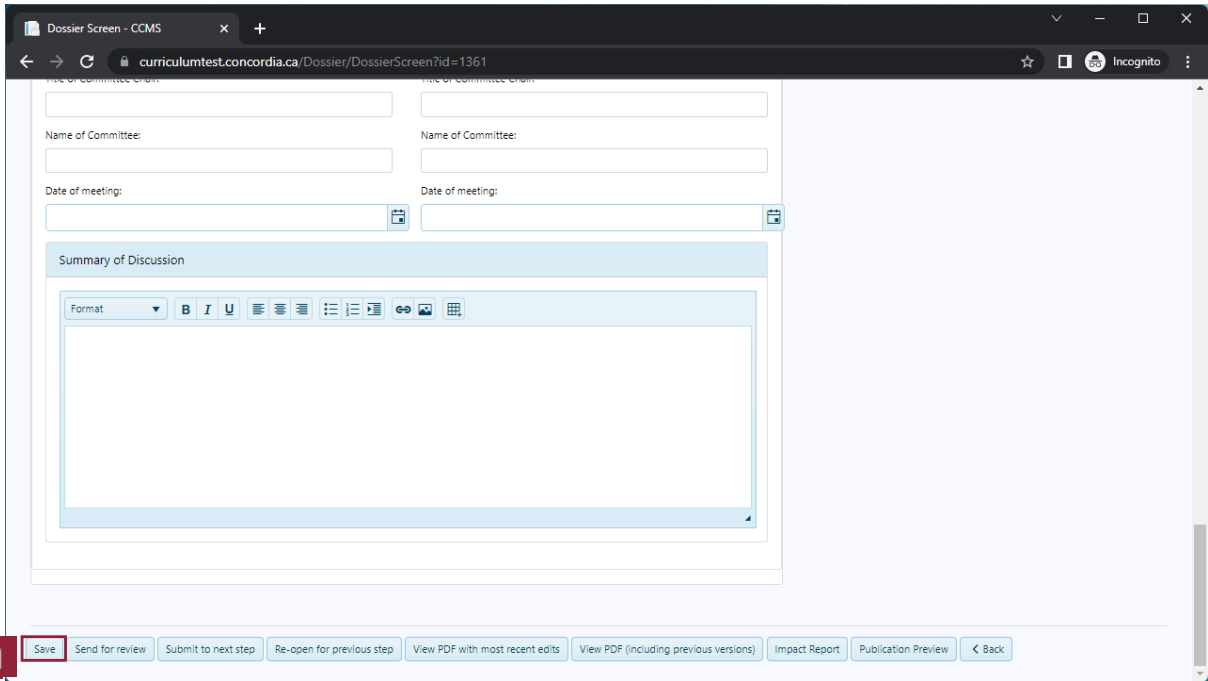
In the background, a green confirmation notice will display for a few seconds. In addition, the list of your Supporting Documents will get updated as you upload your files.

Let's exit this window.



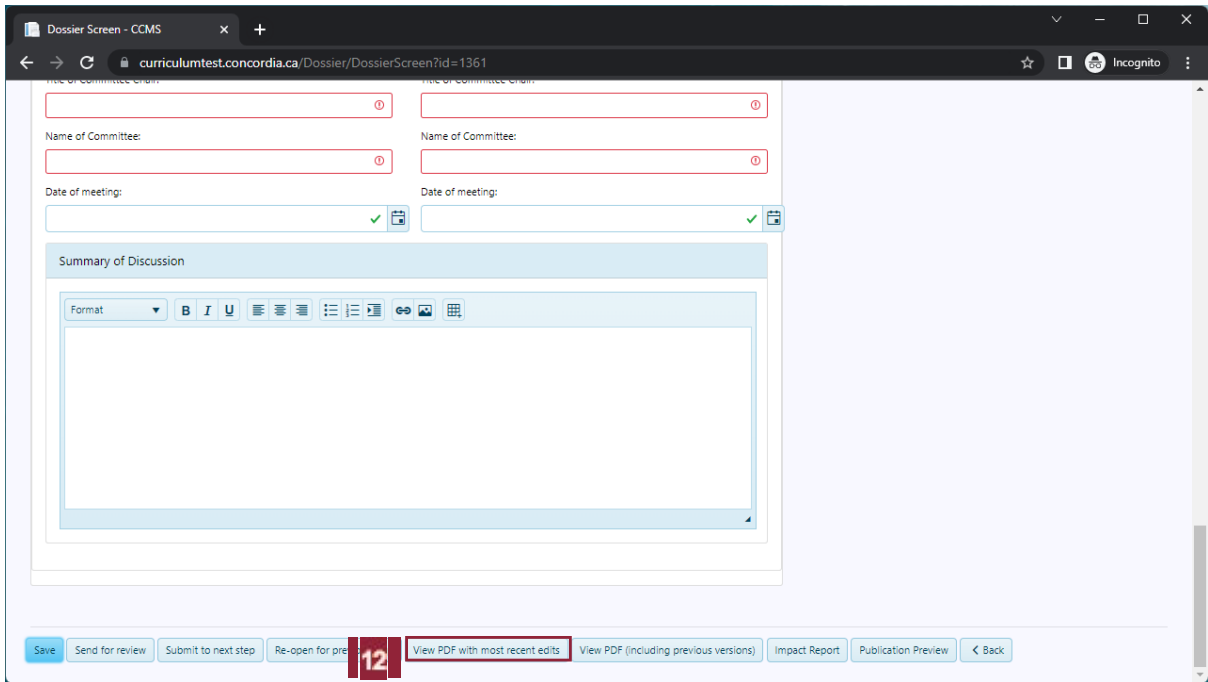
10 Click **Close**.

! Make sure you save your changes from the bottom of the Dossier Screen.



11 Click **Save**.

i You can now generate a PDF with all the changes you made in your Dossier including all change requests and Summary of Discussion notes if applicable.



12 Click **View PDF with most recent edits**.