

Course Leaf Documentation	<u>Reviewing &amp; Approving</u>	Academic Information & Systems
Developed by: Harri Weinberg	Last Update: October 2012	Updated by:

### Documentation for Approving/Reviewing Proposals

If you are in the CourseLeaf workflow for your college, you will receive an email when a proposal is available for review. If you receive an FYI email notifying you that a proposal is ready for review, simply click on the link in the email to review the proposal.

If you are an approver, you will receive an email notifying you that the proposal is ready for review and some action on your part is needed to move the proposal to the next step in the workflow.

Click on the link in the email to review the proposal. You can also reach the approval page through this URL: <https://nextcatalog.drexel.edu/courseleaf/approve/>.

**PAGE APPROVAL WINDOW:** The Page Approval window is divided into three main sections.

Click the **Your Role** drop down to select your role. Types of roles: Member of UG Curriculum Committee, Chair of GR Curriculum Committee, INTR Department Head. After you select a role, the list will be populated with pages that require your review, editing, or approval. Use the **Pages Pending Approval** list (upper left) to select the proposal you want to review. The name of the initiator appears to the right of the proposal description, which is on the left. Click Refresh List to see if new pages have been added since your last visit or if the list doesn't contain an expected page.

This is an example of the **Pages Pending Approval** list with the list of courses pending review and approval. Programs will also appear in this list.

PAGE	USER
/courseadmin/97: ANAT 101: Anatomy & Physiology I	Michal Kennedy
/courseadmin/98: ANAT 102: Anatomy & Physiology II	Michal Kennedy
/courseadmin/99: ANAT 103: Anatomy & Physiology III	Michal Kennedy
/courseadmin/100: ANAT 202: Sectional Anatomy	Michal Kennedy

The page you select will appear in the **Page Review** window at the bottom of the page. After reviewing the document you can go to the next document to review or, if your role permits, you can Edit, Rollback, or Approve.

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- **Edit the page:** Click **Edit** to make your own changes to the page. This will produce a tool bar at the top of the Page Review window. There is documentation for (1) editing, proposing or deleting a course, (2) for editing current lists or courses and plans of study or proposing new programs and (3) for editing catalog web pages. Once you edit the page, you may then approve the page to send it to the next step in the workflow.
- **Roll back the page:** Click **Roll Back** to send the page back to the previous editor. When you do so, you are prompted to make comments about why you are sending the page back for changes. Make your comments in the space provided and click **Roll Back** in the new window. The document will roll back to the previous editor or any editor you select.
- **Approve:** Click **Approve** to send the page on to the next step in the workflow.
- **Leave the page for another time:** You may also leave the page action for another time and select another page to review, or click Logout.

You can view changes made by editors who were before you in the workflow by selecting an item from the **View Changes** drop-down options. The selected editor's deletions are shown in red and the additions are shown in green. You can click hide changes to view the latest version of the document without color coding by clicking **Hide Changes**.

This is an example of the course **Page Review**.



This is an example of the program/catalog **Page Review**.



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Use the page info/status window (upper right) to review basic page information, the workflow status of the selected page, attached files or the revision history.

<b>Page Info</b>	<b>Workflow Status</b>	<b>Attached Files</b>	<b>Revision History</b>
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**Completed:**

Michal Kennedy, UG SCAA Subcommittee fyiall ▲

**Pending:**

UG SCAA Subcommittee Chair, SCAA Committee fyiall, SCAA Committee Chair, Senate fyiall, Senate Chair, SR VP, Registrar fyi, AIS fyi, Catalog fyi, Registrar, Banner ▲