CourseLeaf Training Guide:

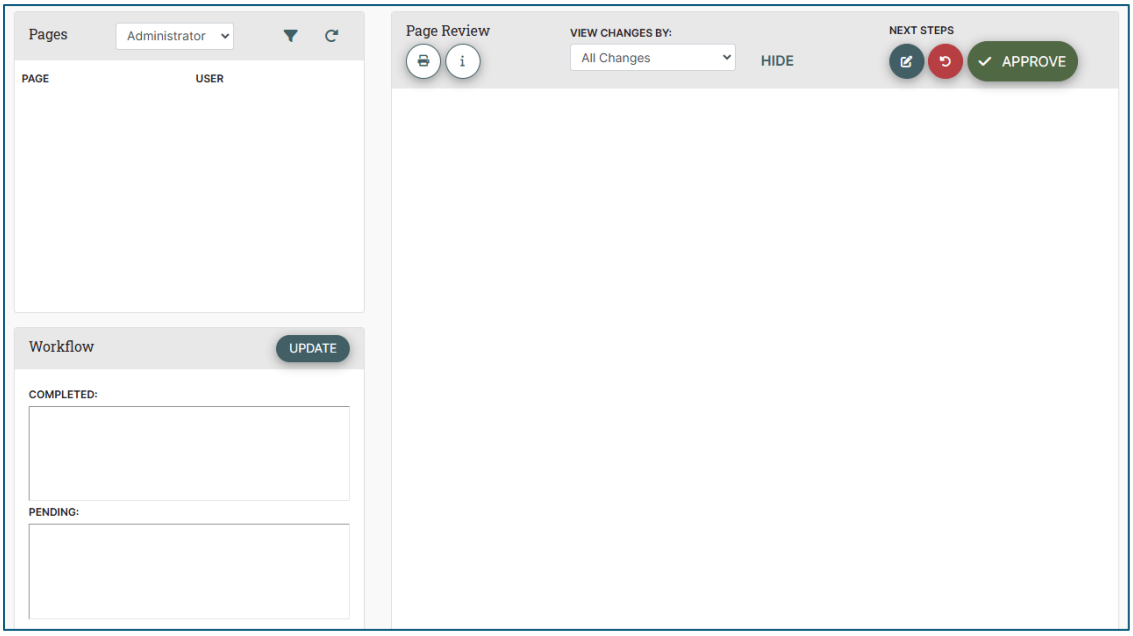
How to Approve a Proposal in CourseLeaf 10

NOTE: Please do not open multiple course or program forms at one time. Your work may not be able to be saved or submitted.

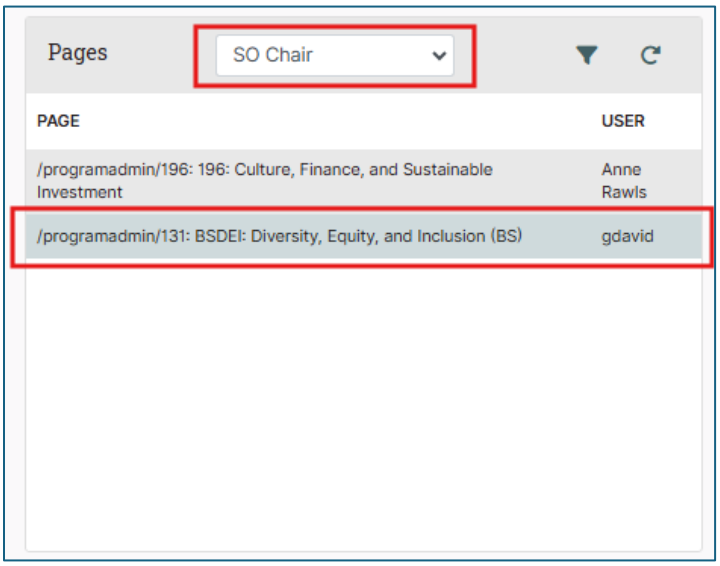
This training document was created to assist department chairs, governance committee members, deans, and any other faculty members who are responsible for reviewing and approving course and program proposals.

Instructions for Approvers

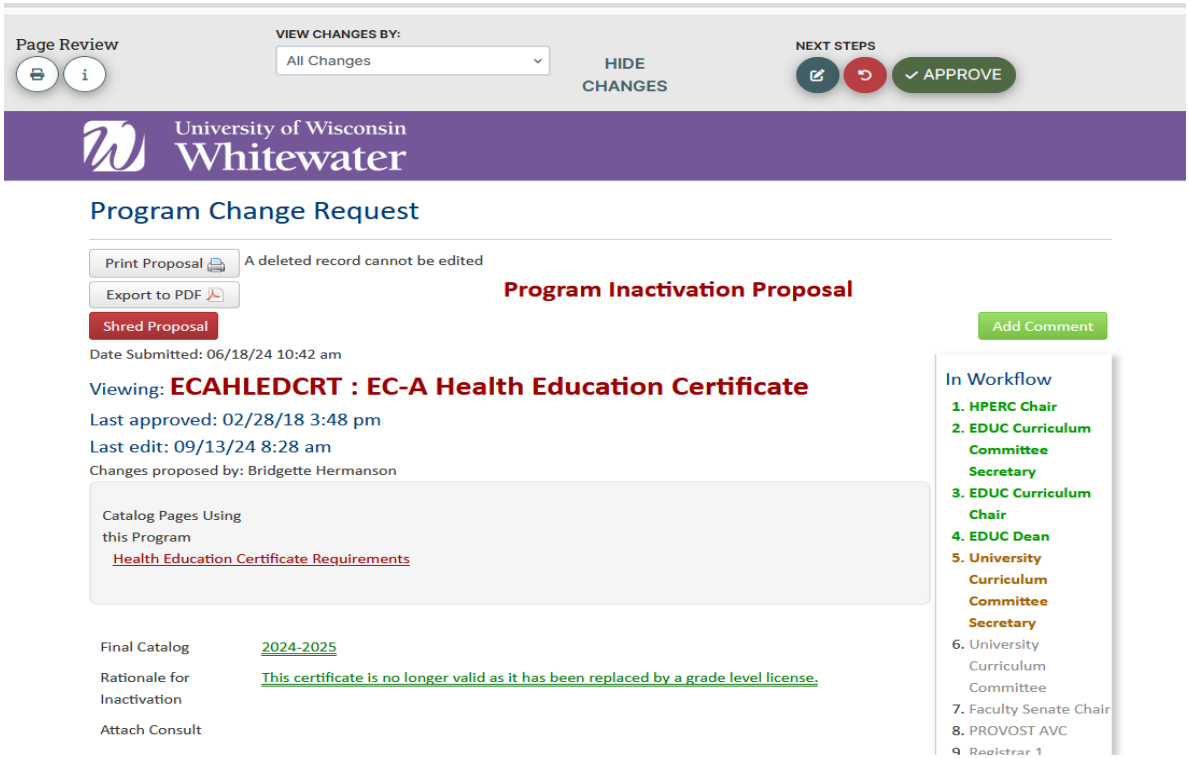
- **Go to CourseLeaf's Approve Pages site.**
    - You can get to the page via the direct link:
      https://uww-next.courseleaf.com/courseleaf/approve/?role=admin
      The boxes on the left-hand side allow you to select a proposal and view the workflow steps. The proposal will be displayed in the "Page Review" section on the right.



- **In the "Pages" section in the top left, use the dropdown menu to select the role for which you will be reviewing/approving, then select a proposal:**

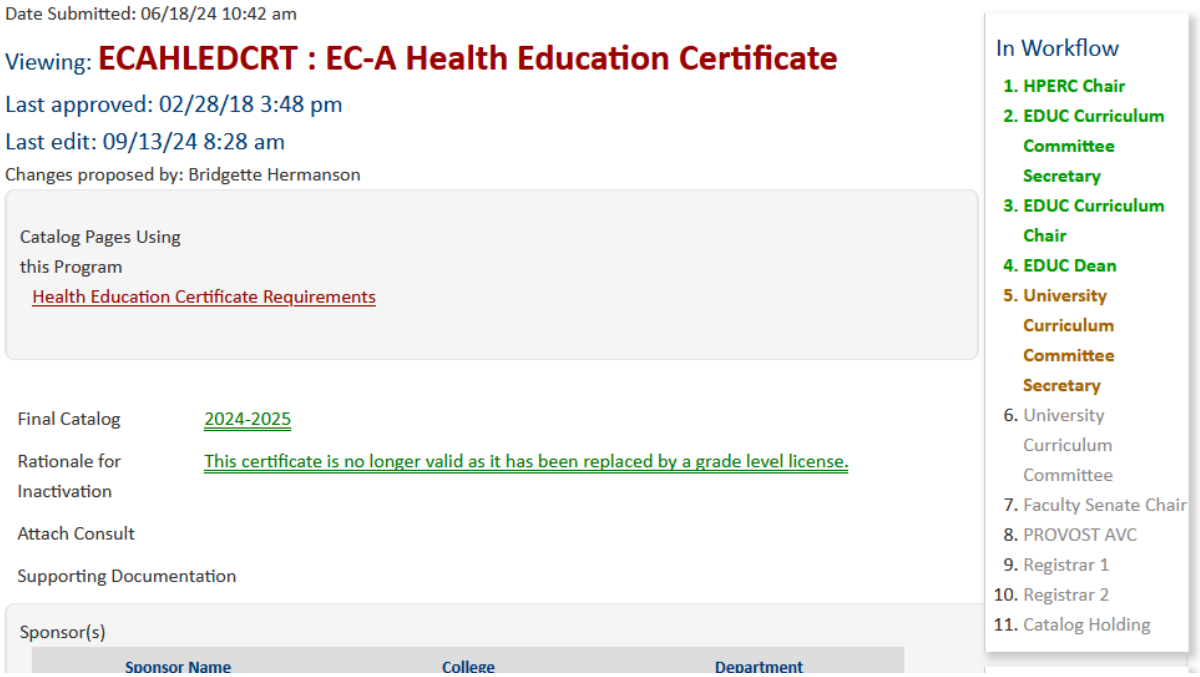


- **In the "Page Review" section, review the course or program proposal.**
  - The top of the form will indicate whether the proposal is a New Course/Program, a Course/Program Change, a Context & Perspective Change Request, etc.
  - The workflow approval path and change history are listed on the right-hand side, while the date the proposal was submitted is listed on the left-hand side.



- For course/program change proposals, note that additions will be indicated in green text, while deletions will be indicated in red:

- If the proposal is a course/program change, go to “What are you changing?” to see which specific areas are being revised:



- **When you are finished reviewing the proposal, use the controls at the top to approve, edit, or roll it back.**
    - If you would like to approve the proposal, select the green "**Approve**" button. The proposal will then automatically move along to the next step in the workflow process.
    - If you would like to make changes to the proposal, select the "**Edit**" button. The form will then open in an editable pop-up. Be sure to save the changes when you are finished. You will still need to click "Approve" to move the proposal along to the next step.
    - If you would like the previous approver to make further changes to the proposal, select the red "**Rollback**" button. Add a comment to let the previous approver know why you are rolling the proposal back.
        - This comment will appear on the program form and in the notification email that will be sent to the previous approver.
        - Once the previous approver has finished making changes, the proposal will return to you to review again.

