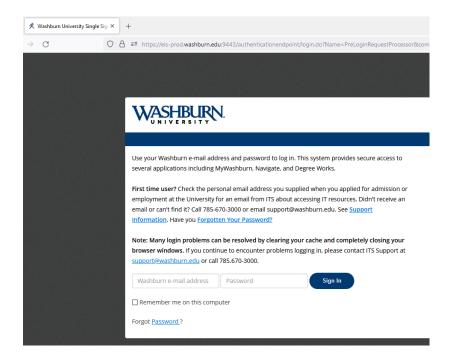
COURSELEAF WORKFLOW APPROVAL GUIDE

When a program or course proposal is submitted, it kicks off a workflow process. If your role has been added to the workflow process, you will receive an email with a link to review.

- (CIM) Action <washburn@notify.courseleaf.com> 1. You will receive an email Holly Broxterman [CIM Programs] Review Request: Acad Ops from "Courseleaf extra line breaks from this message 🔒 We ŋ Curriculum Action". The subject line will note your CAUTION: External email. Do not click on links or attachments unless known safe. role and in the body of the email, it will note Holly: what needs to be There are pending program change proposals awaiting your review, including reviewed. TNA: Test New Art Program Ignore. https://catalogedits.washburn.edu/courseleaf/approve/?role=Acad%20Ops 2. Click on the link in the oreview the changes and provide your feedback. body of the email to be For questions or information regarding this email, please reply to this email (steven.luoma@washburn.edu; holly.broxterman@washburn.edu) or contact Steven Luoma, Academic Affairs at automatically directed to (785)670-1043 or Holly Broxterman, Academic Affairs at (785)670-3870. the Workflow
- 3. You may need to login! On the Washburn screen, enter your Washburn email address and network Password. Click Sign In.

Dashboard.



4. Click on the red icon in the middle of the screen to complete your login.

	A == https://catalogedits.washburn.edu/courseleaf/approve/				
	 nupsy/catalogeous.washburn.edu/courseleal/approve/ 		☆		💿 🔄 රු =
COURSELEAF			😥 Help User: Loading	E Log Out	and the second
Pages Pending Approval rect: Laating_			Tither Line 🦉 Refresh Line Voue Role: USCR	• • • • • • • • • • • • • • • • • • •	Page Info Workfl Title: Last Update: Template: Page Authors: Workflow: College: Department:
PAGE REVIEW 📇	Hide Changes Ry.	Please Log In			
		You are not fully logged in. Please click on the icon to log in.			

 Proposals will be listed in the top left window under Pages Pending Approval window. Course Code and Course Title will display along with the User who submitted the proposal. There will be additional information under the tabs to the right.

NOTE: *If you have multiple roles, you may need to click on the Your Role drop down menu (see red arrow below) to switch between roles and proposals. The email you receive will note the role and proposal (see role listed in the subject line of the email).*

Pages Pending Approval	Filter List	🖉 Refresh List	Your Role:	AR Chair	~	Page Info Workflow Status Attached Files Revision History
PAGE			4	USER		Title: AR 001: Art For Dummies
/courseadmin/4836: AR 001: Art For Dummies				holly.broxterman	^	Last Update: Sep 16, 2022 8:25am Template: cim Page Authors: any Workflow: College: CA Department: Art

 To view proposal details, click on the proposal under Pages Pending Approval window. Scroll down to the Page Review section to preview the proposal. The proposal will display with new information or markups.

NOTE: Green text indicates new information proposed while Red text crossed out indicates text removed or changed. Previous reviewer comments will also display, if added.

NOTE: The workflow stages will appear in the Workflow window to the right. It is highlighted for your current queue. Previous and future queues are also listed.

	Course Change Reque	st		
6	Course Change Reque	st		
	Export to PDF 🔎	New Course Proposal		
	Shred Proposal Date Submitted: 09/16/22 8:25 am		In Workflow	
	Viewing: AR 001 : Art For Last edit: 09/16/22 8:25 am Changes proposed by: holly.broxterman	Dummies	1. AR Chair 2. Library 3. CA Dean 4. CFCCC Chair 5. Banner	
	KSBN Date			
	Prefix AR - Art Department Art College College of Arts a Division Academic Level Undergraduate Course Title Art For Dummie Short Title AFD Effective Term Fall 2022			

- 7. Open the proposal for editing, if desired.
 - a. Click the blue **Edit** button in the header.
 - b. Review, edit, and/or add comments under Reviewer Comments.

NOTE: Scroll to the bottom of the page to enter comments. Once approved, your comments will appear at the bottom of the proposal. Your comments will be viewable to other approvers as well as the proposal submitter.

- c. When complete, click **Save Changes** at the bottom of the page.
- 8. If you want to print the proposal <u>with the edits</u>, click Page Review button in the header. In the print window, you can select to save it as a PDF or print.

NOTE: This is the only option that will allow you to see / print the edits in color and the approval path.



- 9. When you are ready to move the proposal, you can:
 - a. **Rollback** Transfers access back to a previous person in the Workflow. You may roll back several steps as well.
 - i. To Rollback, click the red Rollback button. A window will open and select a destination. Add comments if desired. Click the blue **Rollback** button.
 - b. **Approve** Sends the proposal to the next step in the Workflow.
 - i. To Approve, click the green **Approve** button.
- 10. Once the action has been performed, the proposal will be removed your dashboard and the next queue / people in the workflow will be notified.

For any additional questions, contact Holly Broxterman at <u>holly.broxterman@washburn.edu</u> <i>or x. 3870.