Approve a Course Proposal or Revision

1. Log in to CourseLeaf.
   a. Go to https://catdev.colorado.edu/courseleaf/approve or follow the link in the email you received.

   There are pending course change proposals awaiting your review, including ENGL 1191: Introduction to Creative Writing. Please visit: https://catdev.colorado.edu/courseleaf/approve/?role=B-ENGL%20Chair to review the changes and provide your feedback.

   For questions or information please reply to this email (academicscheduling@colorado.edu).

   Thank you,
   Academic Scheduling
   Office of the Registrar
   University of Colorado Boulder

   b. To log in, enter your IdentiKey and password, then click Continue.

   c. Click the CourseLeaf icon to finish logging in.
2. Select a Proposal.

   a. You should see one or more proposals in the Pages Pending Approval window. If the window is empty, try these troubleshooting measures:

      • Confirm that your role appears in the Your Role drop-down menu. For example, if you’re the designated approver at the ATOC chair level, the B-ATOC Chair role should be selected.

      ![CourseLeaf screenshot with role confirmation]

      • Click Refresh List to make sure no new proposals have been added to your queue.

      ![CourseLeaf screenshot with refresh button highlighted]

   b. Scroll through the Pages Pending Approval list and click on a proposal to view it. The other windows on the page will populate with information about that proposal.

      ![CourseLeaf screenshot with proposal details]

      ![CourseChangeRequest screenshot]
3. **Review the Proposed Changes.**

   In the **Page Review** window, all changes made by previous editors will be displayed using green and red markup. The green text indicates additions, while the red text indicates deletions.

   **NOTE:** There can be any number of editors in a workflow. Each editor reviews or edits the content sent to them by the editor prior to them in the queue.

   - **Show/Hide Changes:** To hide the red and green markup, click **Hide Changes**. To show it again, click **Show Changes**.

   ![Page Review Window]

   - **View Changes By:** To view changes by a specific editor, click the **View Changes By** drop-down menu and select the editor’s name.

     **NOTE:** The marked changes are the ones that editor made to the document *they received*. If one or more editors revised the proposal before them, those changes are shown but not marked.

   ![Page Review Window]

4. **Take Action.**

   After you’ve finished reviewing the proposal, take action by clicking one of the three buttons on the right side of the **Page Review** window.

   ![Page Review Window]

   - **Edit:** Open the Course Change Request and modify the proposal.
   - **Rollback:** Return the proposal to a previous editor. In the pop-up window, select the editor you want to roll the page back to and type an explanation of why you’re returning the page (include your name).
   - **Approve:** Move the page forward to the next approver in the workflow.

5. **To review additional proposals, select them from the list at the top of the page. To log out, close your browser window.**