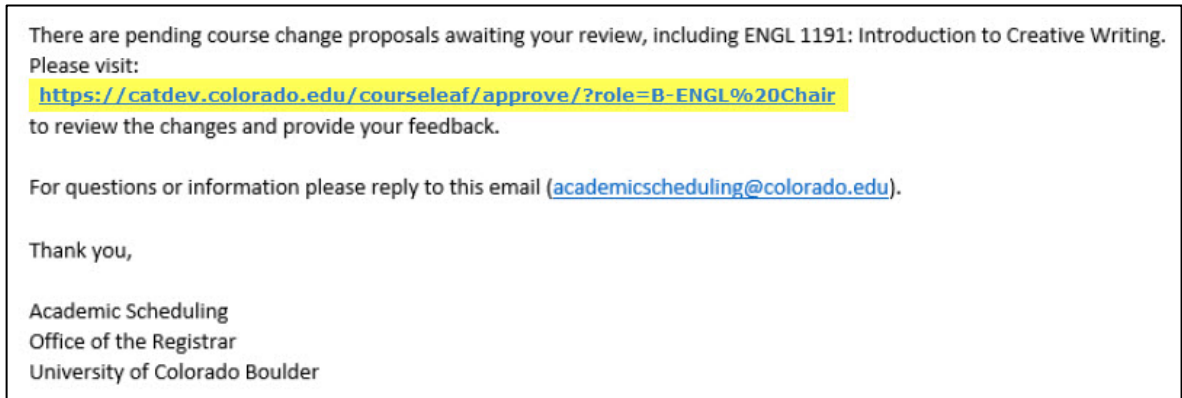


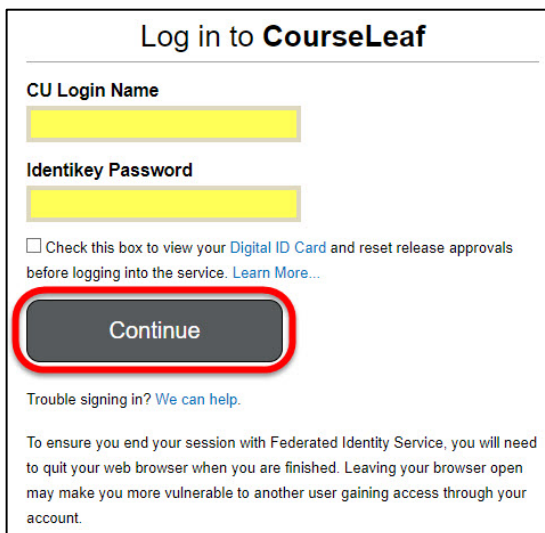
## Approve a Course Proposal or Revision

### 1. Log in to CourseLeaf.

- a. Go to <https://catdev.colorado.edu/courseleaf/approve> or follow the link in the email you received.



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



Log in to **CourseLeaf**

CU Login Name

Identikey Password

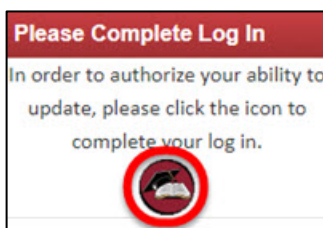
Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

**Continue**

Trouble signing in? [We can help.](#)

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

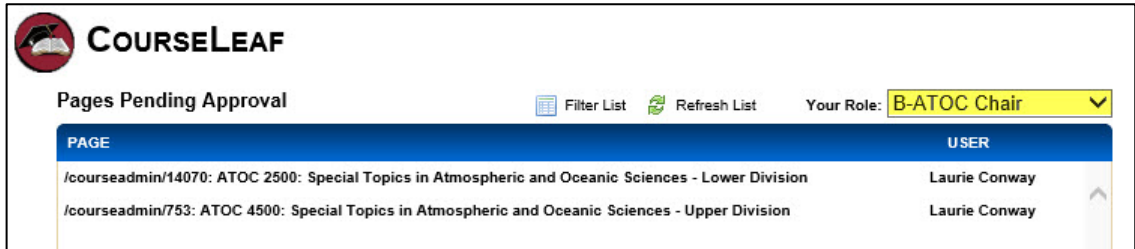
- c. Click the **CourseLeaf icon** to finish logging in.



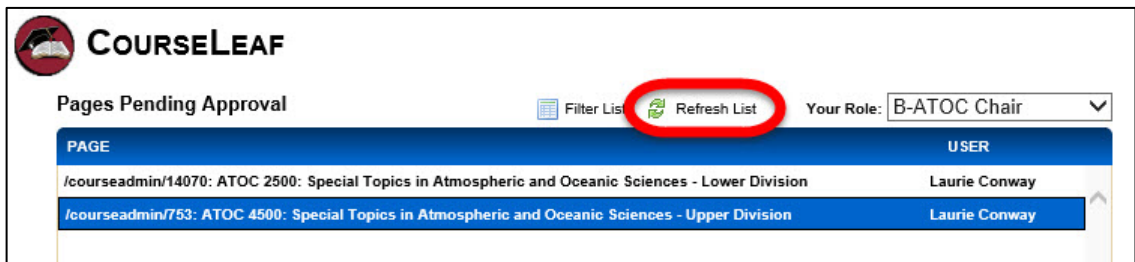
## 2. Select a Proposal.

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

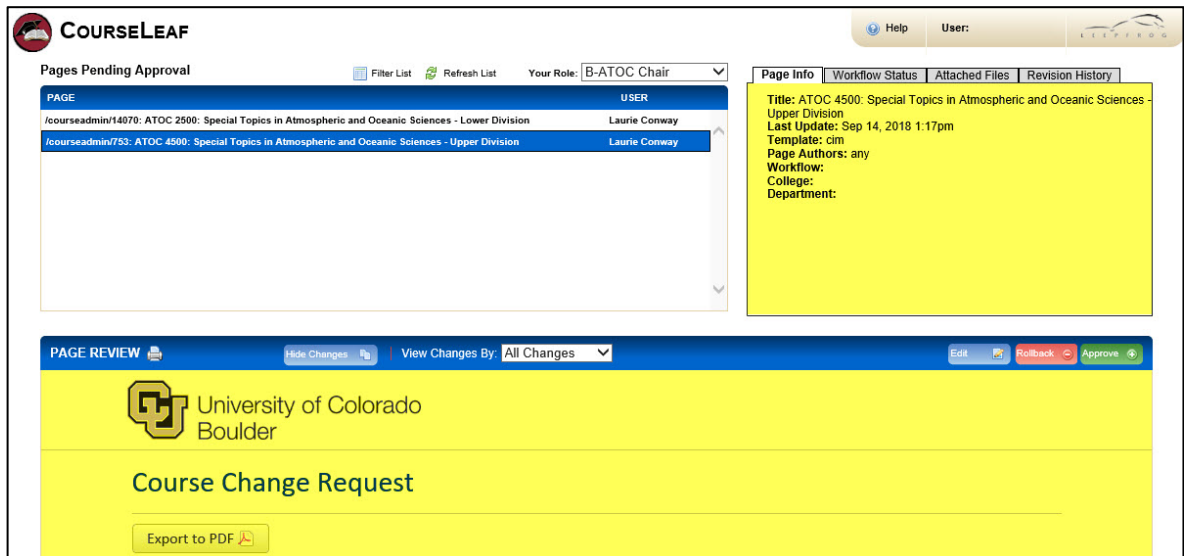
- Confirm that your role appears in the **Your Role** drop-down menu. For example, if you're the designated approver at the ATOC chair level, the B-ATOC Chair role should be selected.



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



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.

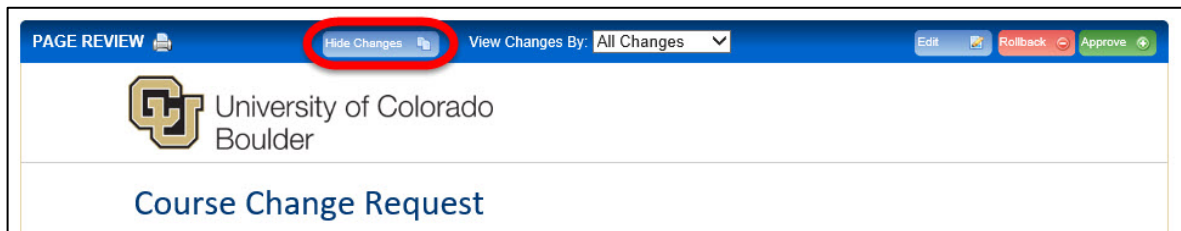


### 3. Review the Proposed Changes.

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**.



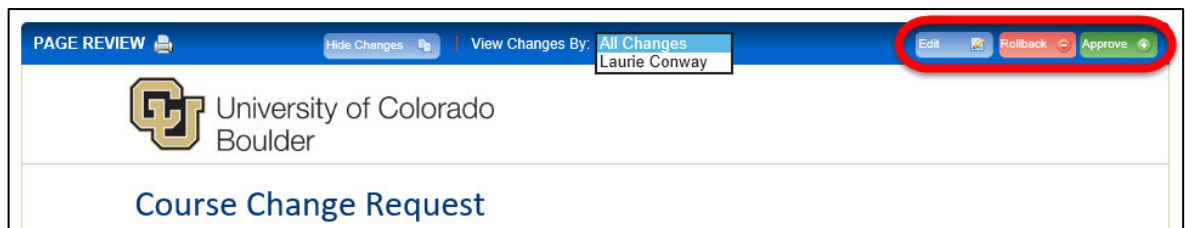
- **View Changes By:** To view changes by a specific editor, click the **View Changes By** drop-down menu and select the editor's name.

**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.



### 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.



- **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.