CourseLeaf
User Guide Course or Program Proposal
Review, Approve, Edit, and Rollback

Console Course or Program Instructions

Course Form or Program review, approve, edit, and rollback entries into the course leaf instructions. Follow the instructions below:

1. Use the following link to navigate CourseLeaf with your login credentials.
2. Go to https://next-catalog.csub.edu/courseleaf/approve/
3. If you receive a prompt to login
   a. Enter User: **csub-admin**/Password: **admin**
4. The page display will be the approval page console.
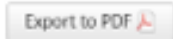
Your name will appear in the small window.

5. Click on "**Your Role**" to locate your department or the position where your course or program should be in the workflow. If you are unsure of your place in the process, click the drop-down menu until you see the current list of course options available after opening the menu.
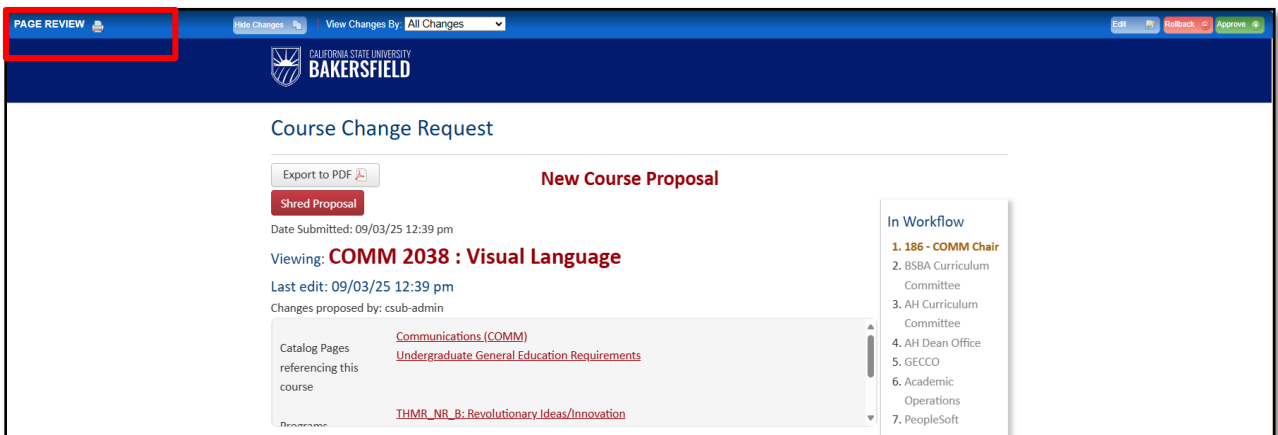
6. Once you find the workflow step, the list of courses will appear in the "**Page**" list.
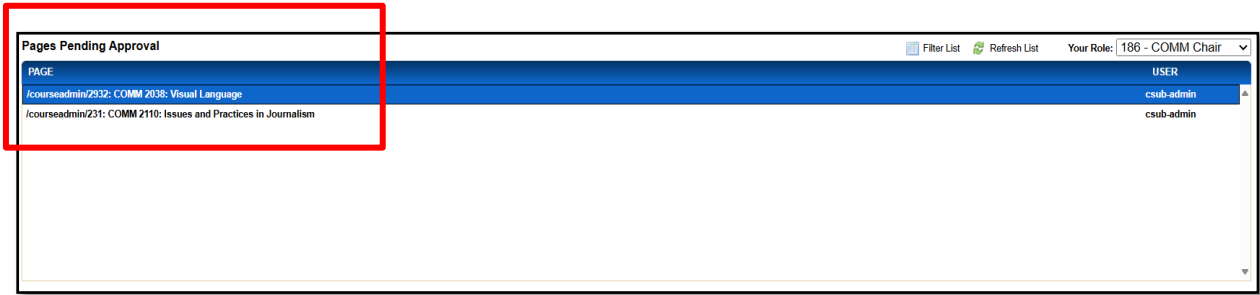
7. Select from one of the options below, and then you will see "**Page Review.**"

    a. In the page review option, you can print by clicking the print icon

    b. In the Export to PDF option, you can save by clicking the icon   and saving the document to a folder.

8. If you need to "**Hide Changes**," click on the icon. By clicking this feature, you will not be able to view changes.

    a. For example, if the "**Hide Changes**" is not selected, then you can view changes by list:
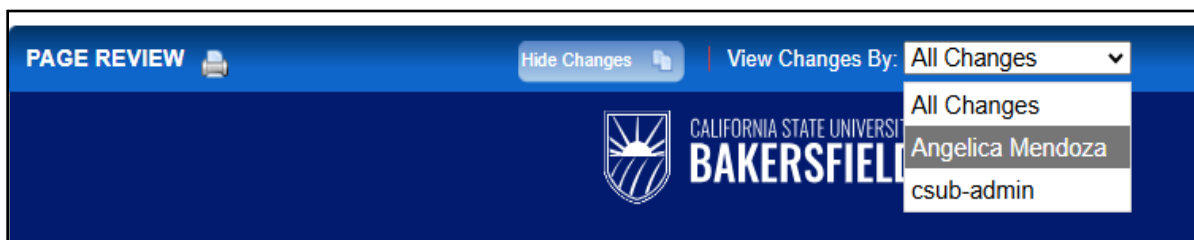
9. Depending on your permissions, you will have the following options:
   a. Edit – Provides the ability to make changes and save before proceeding to the next workflow step.
   b. Rollback – Provides the ability to roll back to the previous step in the workflow depending on the current step. If you are in the *first step*, then rollback will become available in the CIM form creation state, where you would search again, for example.
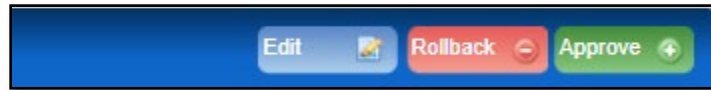
==The steps in the workflow example highlight the current state of the process.==
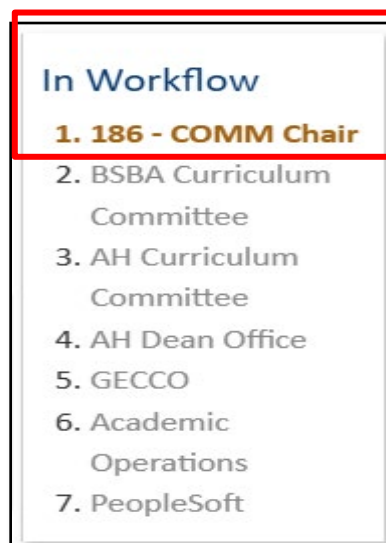
i. Once the rollback feature is selected, a window will pop up for you to choose where you want the rollback to go.

c. You may receive an email notification.
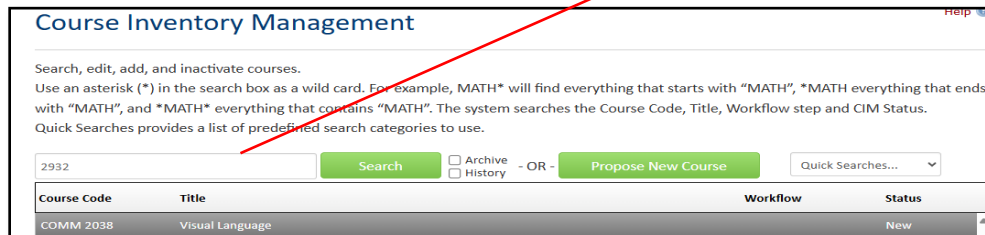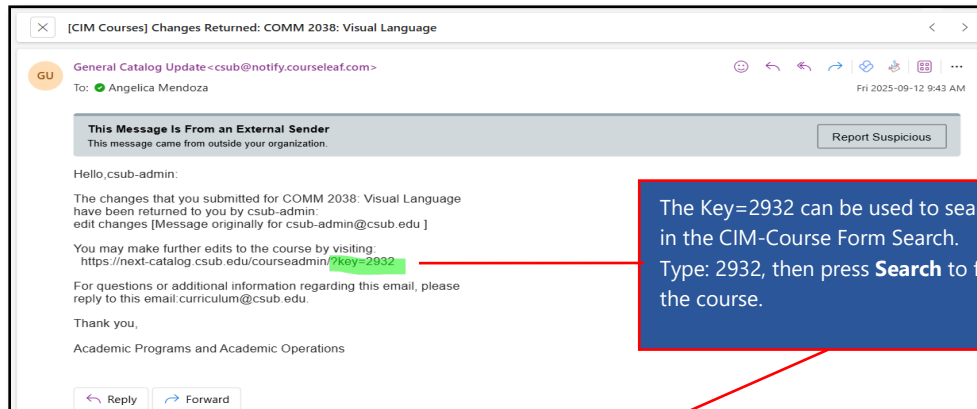
d. If you are in step one of the course or program, it will then become available in the search criteria's original state of creation.
    i. Enter the text search criteria "**Comm 2038**."
    ii. Click "**Search"**
    iii. **"Select"** from the list below "Comm 2038."
    iv. Then "**Edit"** and make updates. When you have completed the changes, click "**Save Changes**."
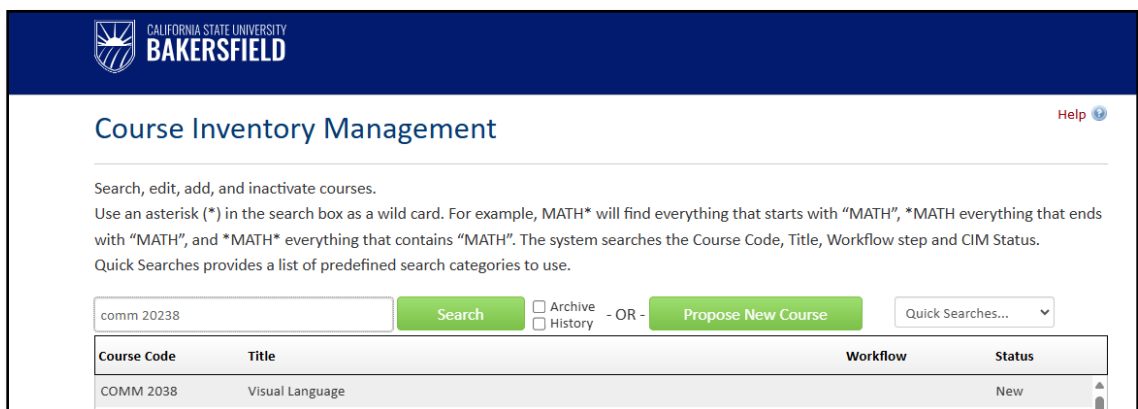
10. Click "**Edit Course**" to begin editing your course.

11. The Course Inventory screen will be in **edit mode** for changes. Please make all necessary changes, then "**Save Changes**" when you have completed.

12. Options for your edited Course Inventory entry
   a. If you do not want to keep changes, click "**Cancel.**"
   b. If you want to save your changes and come back later to finish working on the course, click "**Save Changes**."
   c. Once you have finished making changes, click "**Start Workflow**."

==The steps in the workflow example highlight the current state of the process.==

d. You may receive an email if you select to receive one when the course is fully approved.

General Catalog Update   [CIM Courses] Review Request: 186 - COMM Chair   Hello,186 - COMM Chair: There are pending course change proposals awaiting yo...

[CIM Courses] Review Request: 186 – COMM Chair

Ignore Block   Delete Archive   Report   Reply Reply Forward Meeting   Chat Share to Zoom   Move Sweep Rules   Quick Read /
                                            all   Teams   steps Unread
Delete   Report   Respond   Teams   Zoom   Move   Quick steps

[CIM Courses] Review Request: 186 – COMM Chair

GU   General Catalog Update<csub@notify.courseleaf.com>
     To: ● Angelica Mendoza

This Message Is From an External Sender
This message came from outside your organization.

Hello,186 - COMM Chair:

There are pending course change proposals awaiting your review, including
COMM 2038: Visual Language.
Please visit:
   https://next-catalog.csub.edu/courseleaf/approve/?role=186%20-%20COMM%20Chair
to review the changes and provide your feedback.

Please promptly review the curricular proposal so it moves forward in the
workflow process in a timely manner.

For questions or information regarding this email, please reply
to this email:curriculum@csub.edu.

Thank you,

Academic Programs and Academic Operations