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.

1. You will receive an email from "Courseleaf Curriculum Action". The subject line will note your role and in the body of the email, it will note what needs to be reviewed.

2. Click on the link in the body of the email to be automatically directed to the **Workflow Dashboard.**

CourseLeaf Curriculum (CIM) Action <washburn@notify.courseleaf.com>   Holly Broxterman

[CIM Programs] Review Request: Acad Ops

ⓘ We removed extra line breaks from this message.

CAUTION: External email. Do not click on links or attachments unless known safe.

Holly:

There are pending program change proposals awaiting your review, including TNA: Test New Art Program Ignore.
Please visit:
https://catalogedits.washburn.edu/courseleaf/approve/?role=Acad%20Ops
to review the changes and provide your feedback.

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 (785)670-1043 or Holly Broxterman, Academic Affairs at (785)670-3870.

3. You may need to login! On the Washburn screen, enter your Washburn email address and network Password. Click Sign In.

4. Click on the red icon in the middle of the screen to complete your login.
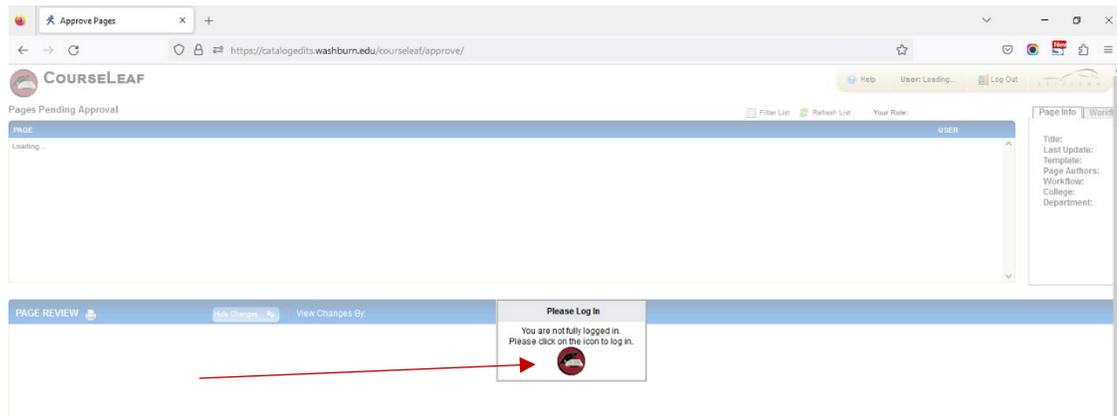
5. Proposals will be listed in the top left window under **Pages Pending Approval window**. Course Code and Course Title will display along with the User who submitted the proposal.   There will be additional information under the tabs to the right.

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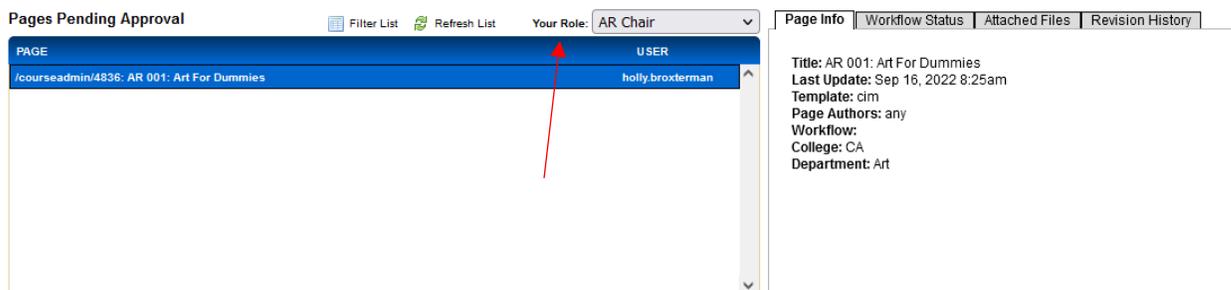
6. To view proposal details, click on the proposal under **Pages Pending Approval** window. Scroll down to the **Page Review** section to preview the proposal. The proposal will display with new information or markups.

    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.

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 holly.broxterman@washburn.edu or x. 3870.