

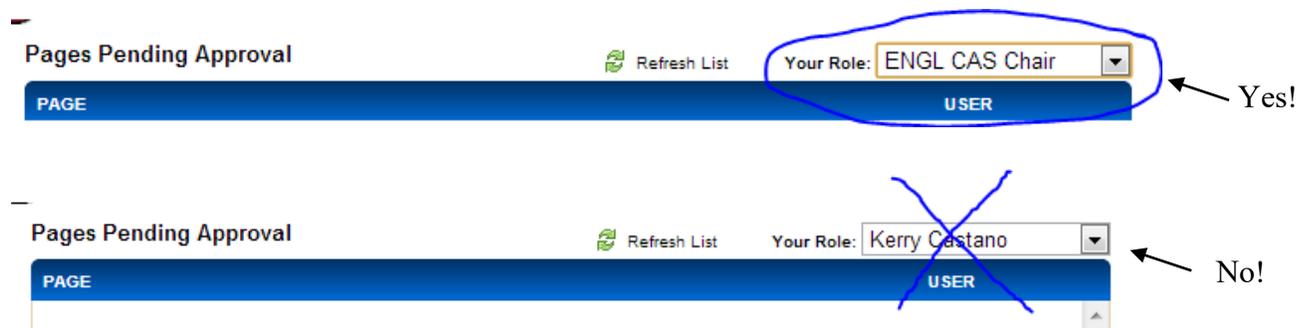
To Approve a Course Action Form

Important note: The system works best when you do your work and promptly save (or save and submit) and exit. Leaving a form open/idle for long periods of time can result in lost work.

1. In most cases, as an approver you will receive an e-mail message indicating a course is awaiting your review and containing a link to the CourseLeaf **approval** website located here:
<https://catalog-next.uvm.edu/courseleaf/approve>
2. Log on with your UVM netid and password
 - All salaried faculty and staff have access to the system (via net ID and password)
 - You must enable cookies to access the system
3. You will be taken to the Pages Pending Approval window. If you do not see the course you are expecting, click “Refresh List” and also make certain you are in the correct role.

You have two roles: your individual user role (e.g., Kerry Castano) and your “approver” role (e.g., English Department Chair). Be sure to select your “approver” role.

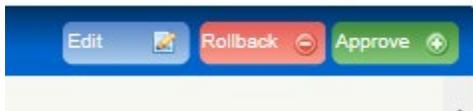
If you do not see your approval role in the drop down menu, you have no courses awaiting approval. If there are multiple people in the approver role (which is often the case) someone may have already approved it.



In the example below, the approver has selected Classics 1310 for review:

The actual content of the course proposal is visible when the user scrolls down.

4. Approvers may Edit, Rollback (deny) or Approve forms. To add a comment to the form or to make changes, click edit. When the form is ready, click Rollback or Approve. If you select Rollback you will be required to leave a comment/reason. The form will then be routed to its next stop in workflow.



Ex. of Rollback Comment Page:

Page Authors: any
Workflow

Rollback Page

Rollback to:
uvmuser

Comment/Reason:

Rollback Cancel

5. Close your browser window to log out