

## To Approve a Course Action Form

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:

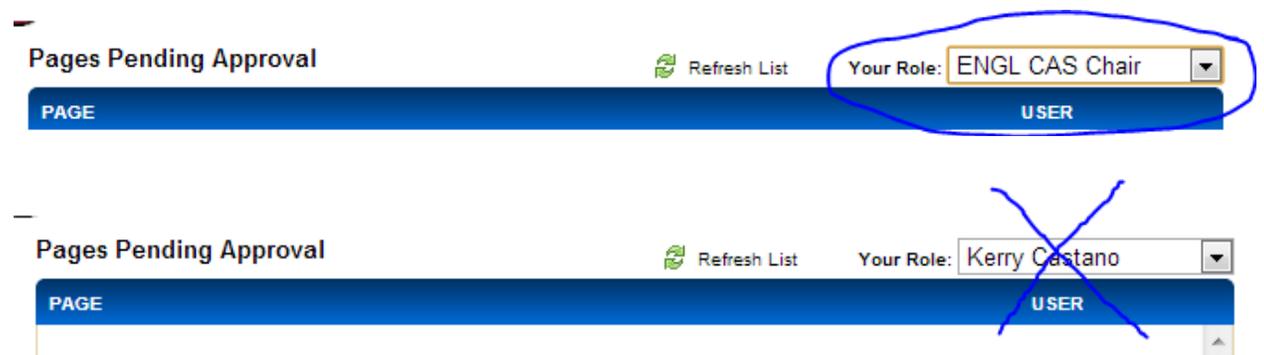
<https://catalog-next.uvm.edu/courseleaf/approve>

- all salaried faculty and staff have access to the system (via net ID and password)
- you must enable cookies to access the system
- opening with Internet Explorer is NOT recommended as it seems to unavoidably cache an old version of the form

2. Log on with your UVM netid and password.

3. You will be taken to the Page Approval Window. If you do not see the course you are expecting, click “Refresh List” and make certain you are in the correct role.

*You have two roles: your individual user role (ex. Kerry Castano) and your “approver” role (ex. English Department Chair). Be sure to choose your “approver” role.*



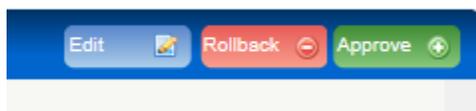
In the example below, an approver is reviewing a proposed new course: Philosophy 1

The screenshot shows the COURSELEAF interface. At the top, there is a header with the COURSELEAF logo and the text "Pages Pending Approval". Below this is a table with two columns: "PAGE" and "USER". The first row shows "/courseadmin/4477: PHIL 013: Introduction to Logic" with user "uvmuser". The second row, highlighted in green, shows "/courseadmin/7198: PHIL 104:" with user "uvmuser". To the right of the table is a sidebar with a "Page" section containing a list of items: "Title:", "Last", "Tem", "Page", "Wor", "Colle", "Depe".

Below the table is a "PAGE REVIEW" section. It features a blue header with "PAGE REVIEW" and a "View Changes By: All Changes" dropdown. Below the header is the University of Vermont logo and the text "The University of Vermont". The main content area is titled "Course Inventory Change Request" and contains a red "Shred Proposal" button. Below this is a yellow highlighted section titled "New Course Proposal". Underneath, it says "Date Submitted: 08/24/13 10:59 am" and "Viewing: PHIL 104 : new phil course".

*(The actual content of the course proposal would show here in the system.)*

4. Approvers may Edit, Rollback (deny) or Approve forms. Each of these options will provide approvers with the opportunity to add comments. Click the appropriate option, and add a comment as necessary. The form will be routed to its next step in workflow.



## Ex. of Rollback Comment Page:

Page Authors: any  
Modifiable

**Rollback Page**

Rollback to:  
uvmuser

Comment/Reason:

Rollback Cancel

5. Close your browser window to log out.