CSU-Pueblo Kuali Student Curriculum Management (KSCM)

Approver Guide

KSCM Production: https://csupueblo.kuali.co/apps/
KSCM Training: https://csupueblo-sbx.kuali.co/apps/

Signing into KSCM:

To access Curriculum Management, use either the Production or Training URLs provided above. Please use Chrome, Firefox, or Safari and not Explorer as your search tool. REMEMBER: anything done in Production is a permanent record in the system. If you are a beginner, start in the Training module until you feel confident with your understanding of the system.

Approvers can access the approval screen in three ways:

1. From the Email Notification

When a proposal is ready for your approval, you will receive an email notification from:
 Sender: "Kuali Curriculum Management no-reply@kuali.co"
  Titled: "Approval Request"

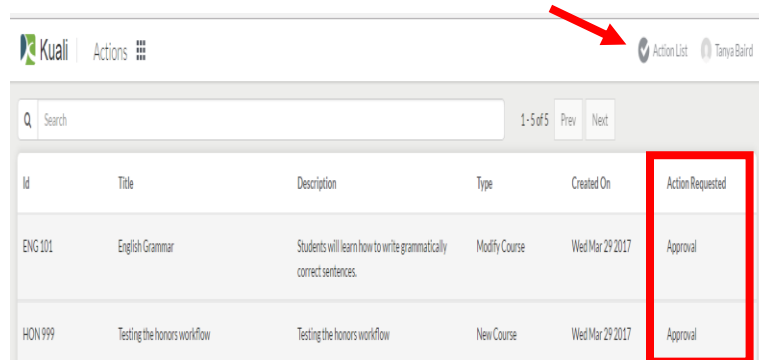In the body of the email, click on "View Course"

2. By directly opening the "Action List" upon login.

Another way to view a list of proposals ready for your approval is through the Action List. To access the Action List, login to KSCM at the URL above and click on the Action List in the top right corner. The list will then display all the items requiring your approval.
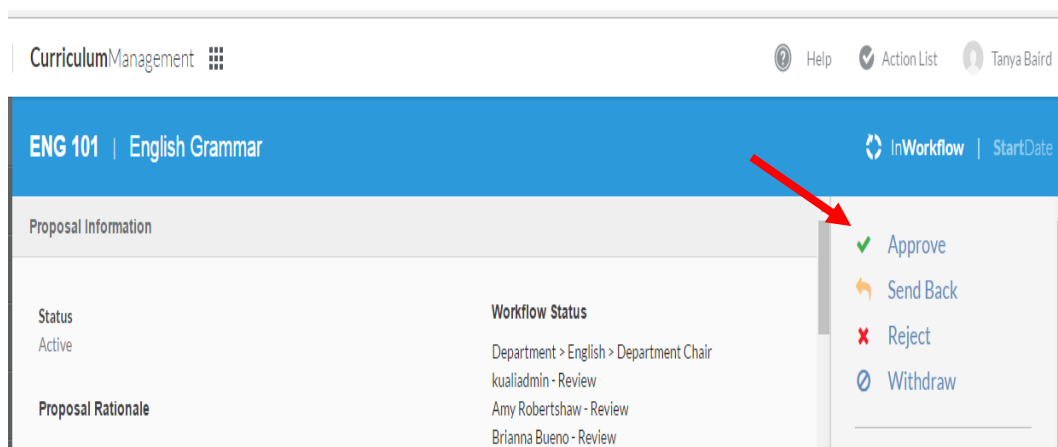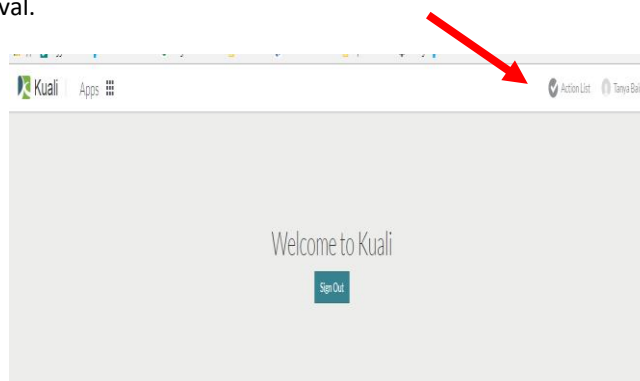
3. From the Action List Menu in KSCM:

If you are already working within the system, you can also view a list of proposals ready for your approval by clicking on the Action List in the top right corner. The list will then display all the items requiring your approval.

Approving the proposal:

When the course proposal opens, it will look like the one below. Once you are ready to approve the proposal, click on the "Approve" button on right menu.
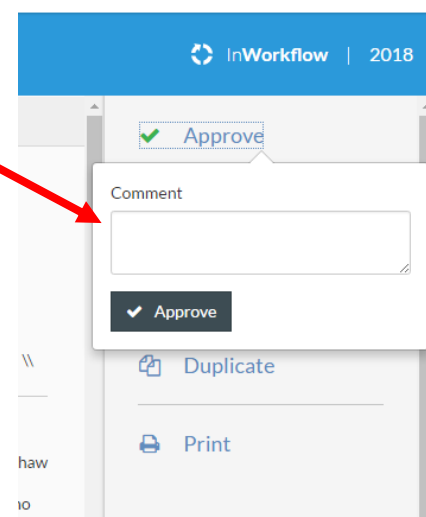

When you click on Approval, a box for comments will appear. This box is for optional information such as committee vote results and dates. Enter information if you wish and click on "Approve" when complete.

After you have approved, a green box will appear at the top stating "Success!" and the proposal has now been sent to the next approver in the sequence.

To approve more proposals, click on "Action List" at the top right and repeat the process.

OTHER APPROVER ACTIONS:

Send Back: This action allows the approver to send the proposal back to either the proposer or a previous approver for revisions. It will notify the proposer or previous approver that action is needed.

Reject: This action stops the approval process and does not allow the proposer to revise and/or re-submit the proposal. Use this option carefully – you will not have a second chance to reconsider the rejection! The system does store rejected proposals so if mistakenly rejected, the proposer can duplicate the original proposal and resubmit through the process.

Withdraw: This action will remove the proposal from the approval process. It will not notify the proposer that any action is needed. Approvers do not typically use this option. Use this option carefully – you will not have a second chance to consider the withdrawal! The system does not store withdrawn proposals.
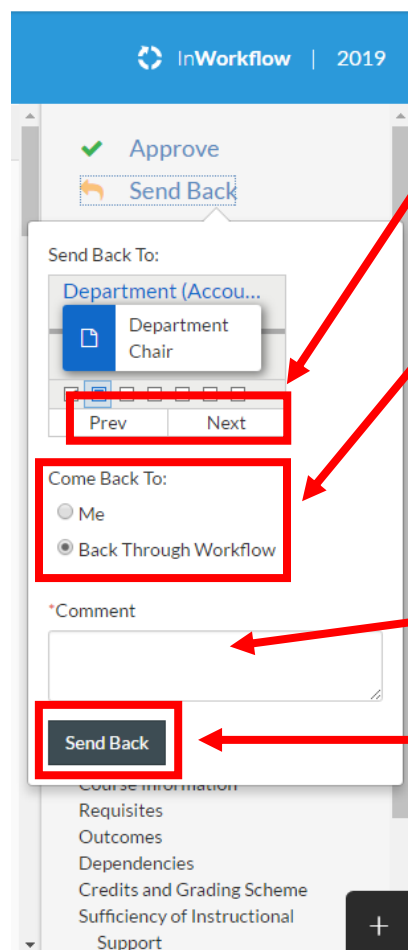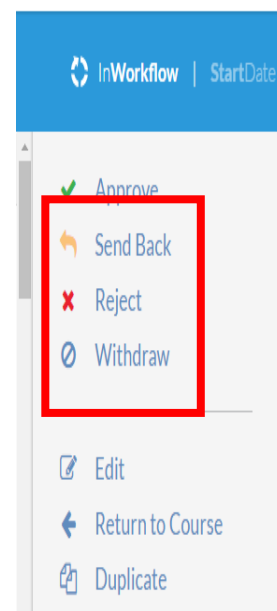
SEND BACK:

When the Send Back function is desired, the box to the left will open. The approver has the option to determine who to send the proposal back to. Use the "Prev" and "Next" buttons to determine this.

"Come Back To" gives the approver the option to designate who the proposal will come back to in the approval sequence after the proposer has made the changes required. "Back through Workflow" will require that the proposal is approved by all approvers again. "Me" skips all previous approvers and comes back to you as the approver.

The comment box allows you as the approver to tell the proposer what edits are required. The proposer will be able to see these comments and can make the appropriate changes. Please be as descriptive as possible.

Once all fields are correct, click the black "Send Back" button at the bottom.

REJECT:

When a proposal is not approved, and it is not desired to have the proposer revise and resubmit, the reject option can be used.

Once the reject option is clicked, a comment box will open. Please explain the rationale for non-approval in this box.

When complete, click the red "Reject" button. As soon as this is clicked, the proposal will be archived (Red Bar at top) and will not be accessible for further edits. At this point, if the proposer wants to resubmit they will need to begin a new proposal from scratch.

✔ Approve
↩ Send Back
✖ Reject

*Comment

✖ Reject

🖶 Print
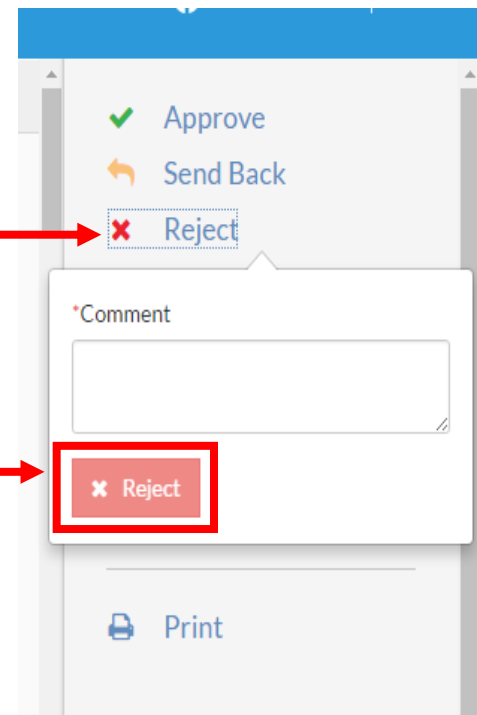
WITHDRAW:

If you need to remove the proposal from the approval process at any time, you can do so by using the "Withdraw" button.

This action will delete the proposal completely from the system and you will need to resubmit a new proposal in the future.
Please note - the approvers will not be notified if this action is taken.

InWorkflow | StartDate

✔ Approve
↩ Send Back
✖ Reject
⊘ Withdraw

✎ Edit
← Return to Course
🗐 Duplicate

Questions: Brianna Bueno   brianna.bueno@csupueblo.edu   719.549.2900