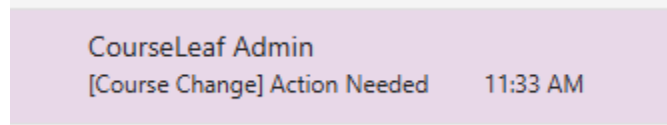


## How to Review and Approve submissions

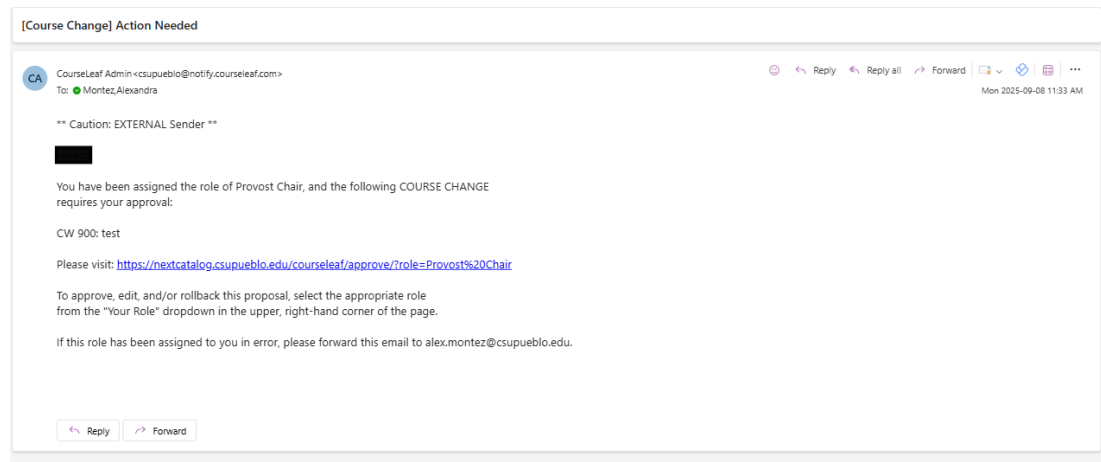
1. Roles, such as a dean or a department chair, are required to review and approve CourseLeaf submissions.

As the approver, you will receive a notification email depicted below.

**This is the email shown in the inbox:**



**And this is the contents of the email notification:**



The email will vary depending on whether the proposal pertains to courses or programs.

2. You can use the link provided in the email to navigate to CourseLeaf > Approve Pages.

### 3. Below is a visual of Approve Pages

The screenshot displays the COURSELEAF interface for reviewing and approving course change requests. The top navigation bar includes the COURSELEAF logo, a 'Pages Pending Approval' section with a table of items (e.g., 'CW 900: test'), and a 'Your Role' dropdown menu set to 'Provost Chair'. The bottom section, 'PAGE REVIEW', shows details for the selected item, including submission date, viewing information, and a 'Proposal Information' table. On the right, an 'In Workflow' list shows the approval steps: 1. Provost Chair, 2. PO Curriculum Committee Chair, 3. PO Dean, 4. Graduate School Chair, 5. University CAP Board Chair, 6. RO Records & Reg, and 7. Banner. Action buttons for 'Edit', 'Rollback', and 'Approve' are visible at the bottom right of the review section.

a) The drop down “Role” menu allows you to navigate to your role. You can *only* take action under your role.

b) The items pending your review/approval are listed by course or program. Select the item you’d like to review and scroll down to view the proposal.

c) The **three buttons** on the left-hand side are the action buttons.

**Edit:** Allows you to make additional changes

**Rollback:** Allows you to rollback the proposal to a previous approver or editor. You must leave a comment detailing the reason for the rollback.

**Approve:** By clicking “Approve” the proposal moves forward to the next step in the workflow.

If you have additional questions or need some extra help please reach out to [csup\\_courseleafrequests@csupueblo.edu](mailto:csup_courseleafrequests@csupueblo.edu).