CIM Approval Process User Guide
Approving Courses and Programs

*This is for workflow approvers who need to review and approve proposals for courses, programs or miscellaneous admin requests in their queue.

1) Use any web browser *except Internet Explorer* to log into the **CourseLeaf Approval Page** via this link:

   https://nextcatalog.wichita.edu/courseleaf/

   Or by logging into *my*WSU and clicking on the '**CourseLeaf Approval Page'** link:

   CourseLeaf (CAT and CIM)
   CIM Course Form
   CIM Program Form
   CIM Misc Admin Form
   CourseLeaf Approval Page (CAT & CIM proposals)
   CAT/CIM User Guides

   Please Note: *If you log in via myWSU and are idle for more than 30 minutes, you will be automatically logged out of your myWSU window but not your CIM window. If this occurs, leave your CIM window open and click back on your myWSU window to log into myWSU again. Then, click back on your CIM window to resume.* **Suggestion**: *bookmark the link provided above so you don't have to log into myWSU to access the CourseLeaf Approval Page.*

2) When the Courseleaf Approval Page window opens, there won't be any proposals showing. This is due to the **'Your Role'** field defaulting to your name, rather than to your workflow role. You will need to select your specific role from the **'Your Role'** drop-down menu, for example:
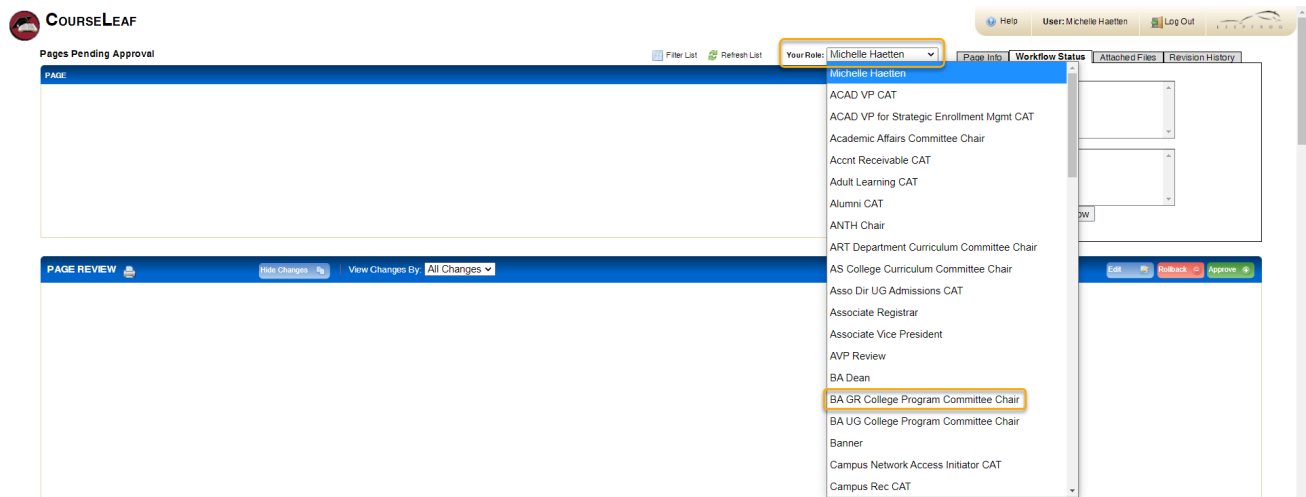
   If you do not know what the title of your role is, contact Michelle Haetten at ext. 6096 and she will be able to provide this information. ***Please Note:*** *If there are no items for you to approve, your role will not appear in the drop-down menu.*

3) Once you select your role, all course, program, and misc admin proposals in your queue will appear in the **Pages Pending Approval** section:

Click on any of the proposals to select it. Scroll down to the '**Page Review**' section to preview the entire proposal:

Red text with a line through it indicates current information that someone is proposing to have removed or changed with this proposal. The green text indicates new information being proposed with this proposal.

The '**Justification and Resources**' section describes in full the changes being requested:

At the very bottom of the proposal, be sure to read any Reviewer Comments left by previous approvers:

4) Before approving the proposal, click the blue '**Edit**' button in the top right of the '**Page Review**' section:
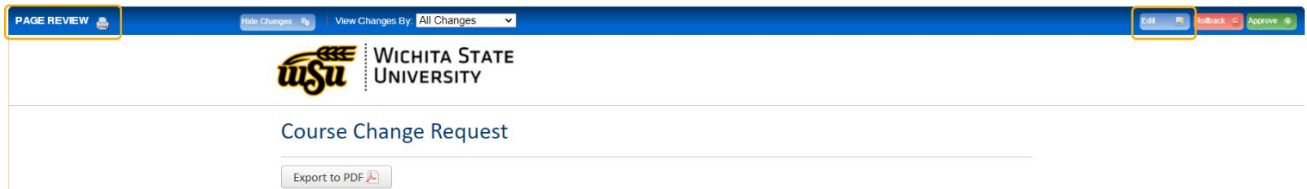
This will open the edit form of the proposal in a new window. Review the full proposal, make any necessary changes and, if necessary, fill in the **'Reviewer Comments'** field at the bottom of the form. Be sure to click the **'Save Changes'** button at the bottom when finished:
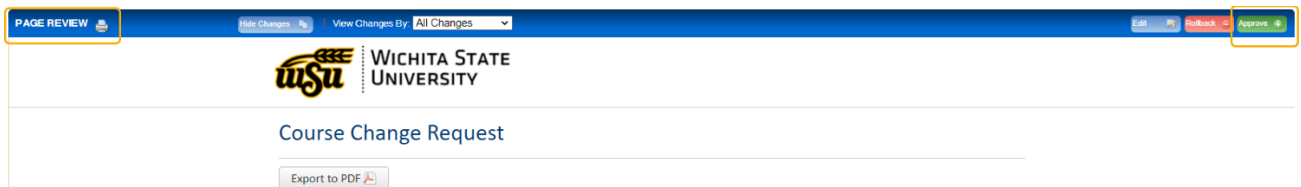

5) The edit window will close and you will be back at the **'CourseLeaf Approval Page'**.

APPROVING:

If you are ready to approve this proposal, click the green **'Approve'** button in the top right of the **'Page Review'** section:

If you'd like to confirm that this proposal has left your queue and has moved on to the next approval step in workflow, you can click the **'Refresh List'** button, re-select your role from the **'Your Role'** drop-down menu, and confirm that this proposal is no longer showing in the **'Pages Pending Approval'** section:

ROLLING BACK:

If you need to send the proposal back to person that submitted it or anyone in a prior workflow approval step for edits before approving it, you can click the red **'Rollback'** button:
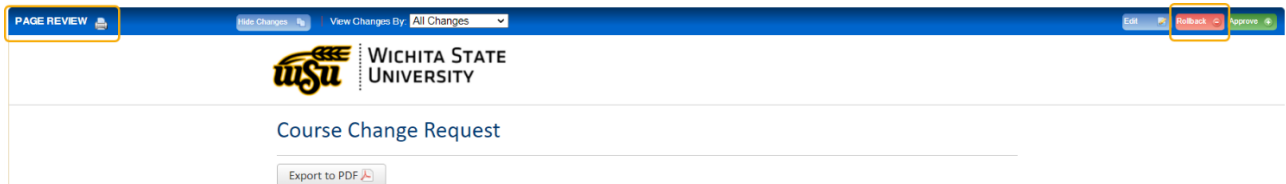
A small new window will appear allowing you to select whom you would like to roll the proposal back to. You are also required to provide the comment/reason for the rollback:

Rollback Page

Rollback to:
Tracy Rittmueller
Associate Registrar
Catalog Editor
FRED Chair
BA UG College Program Committee Chair

Comment/Reason:

Please Note:

- The first person in the rollback list is the 'initiator' who submitted the proposal to workflow initially. Whomever you choose to roll it back to will need to make the necessary edits and then all subsequent approvers in the list, who have already approved the proposal, will have to reapprove it with these new edits.
- The comment you enter will stay with this proposal in history forever in the **'Reviewer Comments'** section at the bottom of the proposal and will be viewable by everyone.

Additional features in the 'Page Review' section:

PRINT the proposal:
Click on the printer icon

HIDE the current information:
Click the **'Hide Changes'** button so the proposal only shows the proposed information. This eliminates the current information in red strikethrough from showing. The new proposed information will still show but it won't be in green. Once you click the **'Hide Changes'** button, this button will change to a **'Show Changes'** button so you can toggle back and forth between the two views.

View changes by a specific person:
Use the drop-down arrow next to the **'View Changes By'** field to select someone:

Export the proposal: You can export the proposal in either PDF or Word format by clicking on the corresponding button. The PDF format is suggested.