![CU logo] University of Colorado Boulder

Office of the Registrar
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20 UCB
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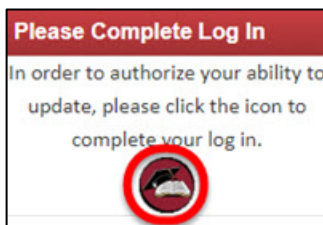
Approve a Course Proposal or Revision

1. **Log in to CourseLeaf.**

   a. Go to https://catdev.colorado.edu/courseleaf/approve or follow the link in the email you received.

   > There are pending course change proposals awaiting your review, including ENGL 1191: Introduction to Creative Writing. Please visit:
   > https://catdev.colorado.edu/courseleaf/approve/?role=B-ENGL%20Chair
   > to review the changes and provide your feedback.
   >
   > For questions or information please reply to this email (academicscheduling@colorado.edu).
   >
   > Thank you,
   >
   > Academic Scheduling
   > Office of the Registrar
   > University of Colorado Boulder

   b. To log in, enter your IdentiKey username and password, then click "Log In."

   University of Colorado **Boulder**

   Federated Identity Service

   Log in to **CourseLeaf**

   IdentiKey Username (example: chbu1234)

   IdentiKey Password

   [Log In]   [Advanced Settings...]

   Need help logging in?
   Quit or close all browser windows to exit completely.
   DO NOT bookmark this page! Bookmark the service homepage after logging in.

   c. Click the CourseLeaf icon to finish logging in.

   Please Complete Log In

   In order to authorize your ability to update, please click the icon to complete your log in.

2. **Select a Proposal.**

    a. You should see one or more proposals in the "Pages Pending Approval" window. If the window is empty, try these troubleshooting measures:

    - Confirm that your role appears in the "Your Role" drop-down menu. For example, if you're the designated approver at the ATOC chair level, the B-ATOC Chair role should be selected.
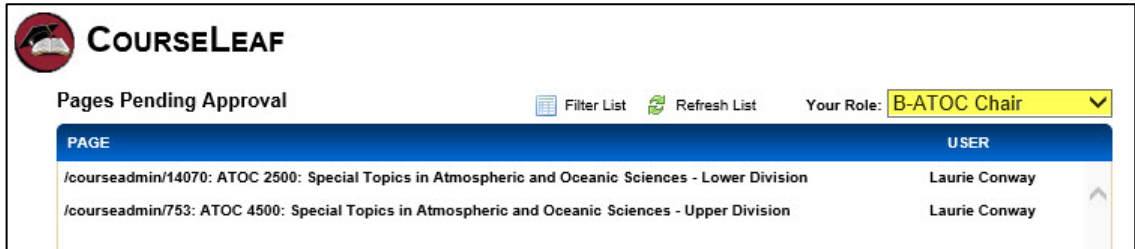
    - Click "Refresh List" to make sure no new proposals have been added to your queue.
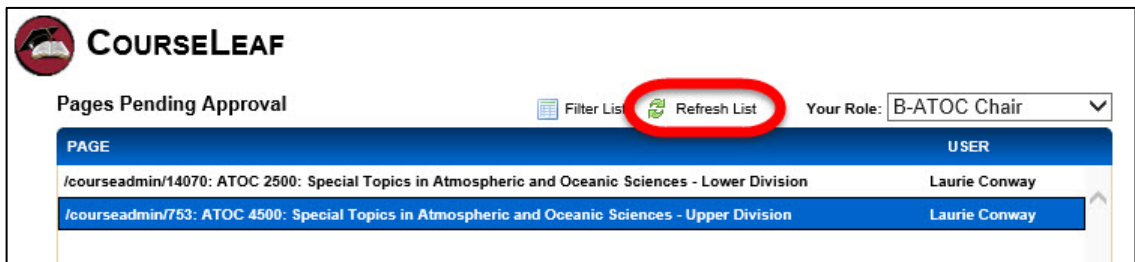
    b. Scroll through the "Pages Pending Approval" list and click on a proposal to view it. The other windows on the page will populate with information about that proposal.
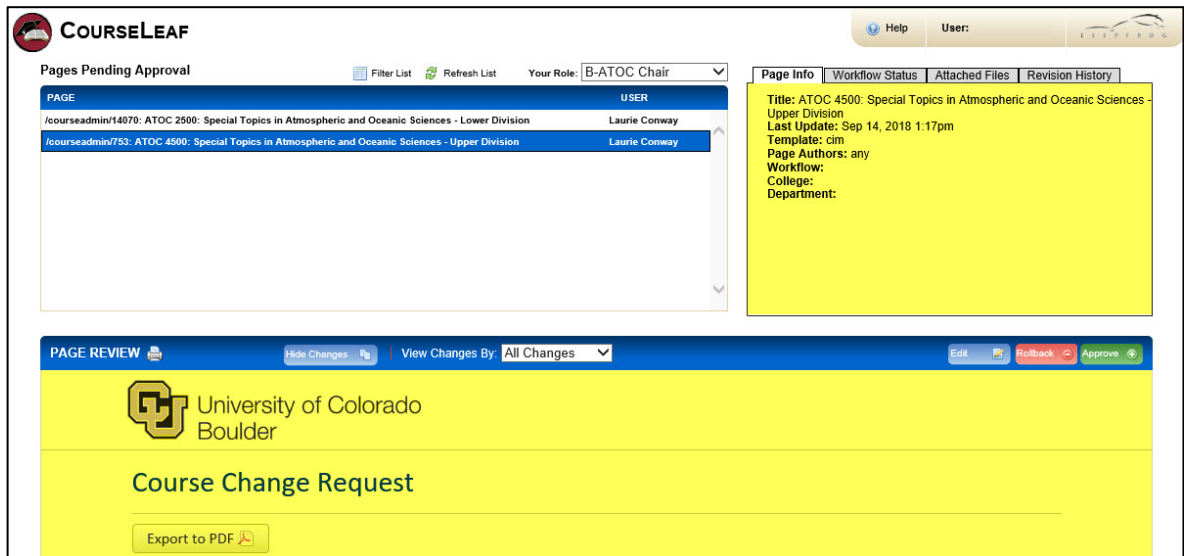
3. **Review the Proposed Changes.**

In the "Page Review" window, all changes made by previous editors will be displayed using green and red markup. The green text indicates additions, while the red text indicates deletions.

Note: There can be any number of editors in a workflow. Each editor reviews or edits the content sent to them by the editor prior to them in the queue.

- **Show/Hide Changes:** To hide the red and green markup, click "Hide Changes." To show it again, click "Show Changes."
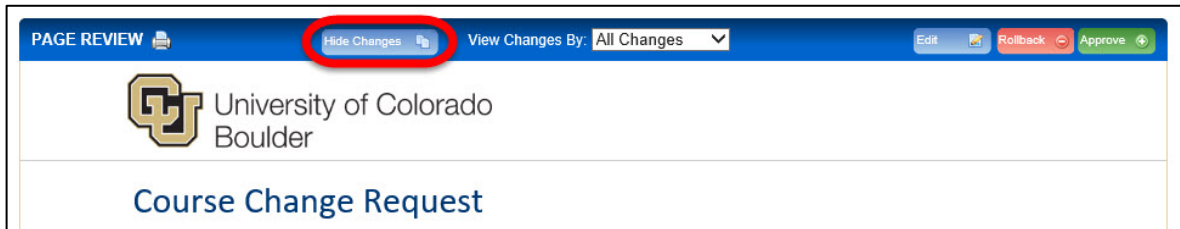
- **View Changes By:** To view changes by a specific editor, click the "View Changes By" drop-down menu and select the editor's name.

    Note: The marked changes are the ones that editor made to the document *they received*. If one or more editors revised the proposal before them, those changes are shown but not marked.

4. **Take Action.**

After you've finished reviewing the proposal, take action by clicking one of the three buttons on the right side of the "Page Review" window.
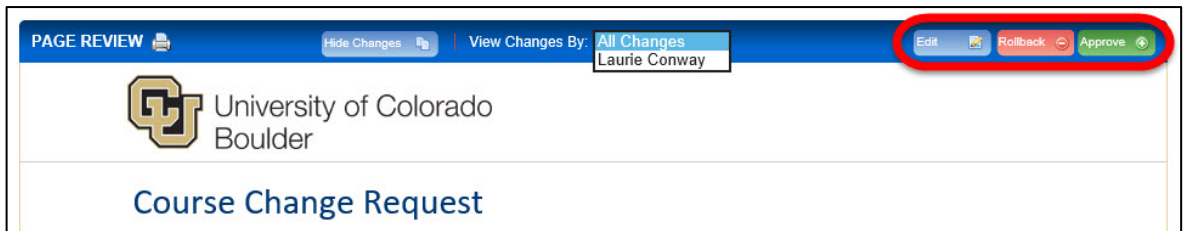
- **Edit:** Open the course change request and modify the proposal.

- **Rollback:** Return the proposal to a previous editor. In the pop-up window, select the editor you want to roll the page back to and type an explanation of why you're returning the page (include your name).

- **Approve:** Move the page forward to the next approver in the workflow.

5. **To review additional proposals, select them from the list at the top of the page. To log out, close your browser window.**