CIM User's Guide:
Instructions for Reviewers

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Getting to the Approval Page

Navigate to the Approval Page in one of two ways:

- Click the **Page Approval Link** from the email notification you receive

- Use this direct link: https://courseleaf.baylor.edu/courseleaf/approve

Reviewing Program Proposals (1)

1. To filter your pages, click the **Filter** button, then enter the text to filter on. To reset the filter to show all, click **Filter**, then click **OK** with the filter field blank.

2. Click the *Refresh List* button to see if new pages have been added since your last visit

   Note: If your role is not showing in the dropdown, there are no pages assigned to that role

3. Click the **Your Role** drop-down menu at the top of the page and select the role for which you want to review pages (e.g., chair, dean, etc)

Reviewing Program Proposals (2)

1. Scroll through the **Pages Pending Approval** list and select the page to edit

2. When a page is selected, the reports and workflow status window and the **Page Review** window will be populated with information
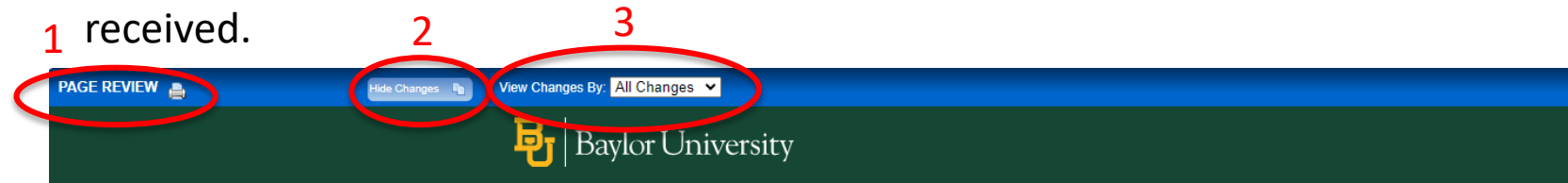
Reviewing Program Proposals (3)

1. Review content in the **Page Review** window (see next slide)

2. Hide changes

   • View the document without color-coding or markup

3. View changes made

   • Click the **View Changes** by drop-down menu and select an editor whose changes you wish to view

   • The selected editor's changes are shown in red and green

   • Red = deleted content, Green = added content

   • Remember that any number of page editors can be in a workflow. Each editor reviews or edits content sent from the editor directly before them in the queue. The changes seen here are changes the selected author made compared to the document they received.

Reviewing Program Proposals (4)

- Choose an action on the page

  1. **Edit –** This will produce a toolbar at the top of the Page Review window for Catalog pages. After editing the page, approve the page to send to the next step in workflow

  2. **Rollback –** Send the page back to a previous editor or approver. A prompt will appear to make comments about why the page is being rolled back. Make comments in the space provided and click **Rollback** in the new window. The page will then be removed from the **Pages Pending Approval** section

  3. **Approve –** Send the page to the next step in the workflow and remove the page from the **Pages Pending Approval** section

  - **Return Later –** The page may be left to review another time. Select another page to review, click **Log Out**, or close the browser window
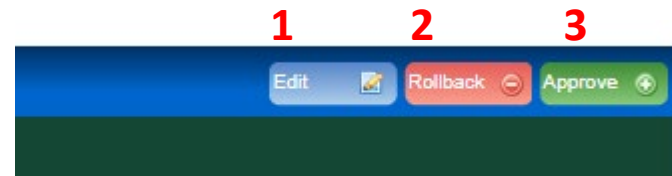
Editing a Program Proposal

- Edits will appear in green (new content) and red (old content)
- In this example, the program name was changed from

"Biology Minor to "Biology and Medical Humanities Minor"

Viewing: **37 : Biology** <u>and Medical Humanities</u> **Minor**

Last approved: 08/04/23 12:46 pm

Last edit: 09/11/23 4:29 pm

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Rolling Back a Program Proposal
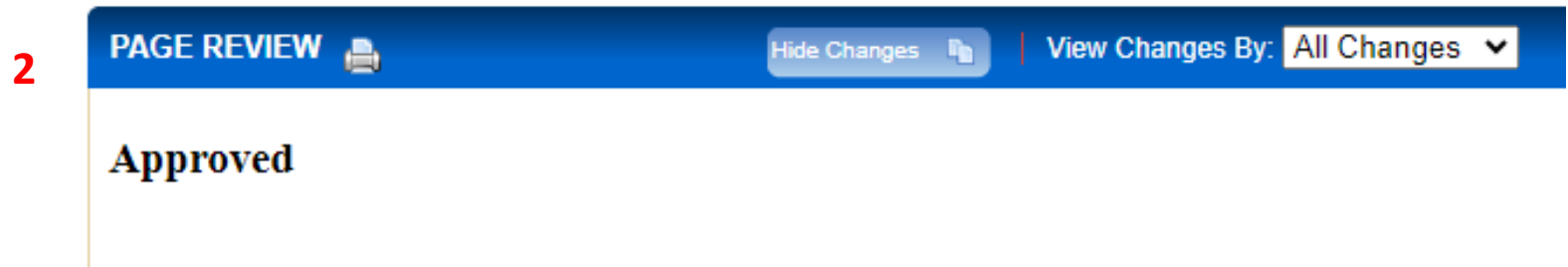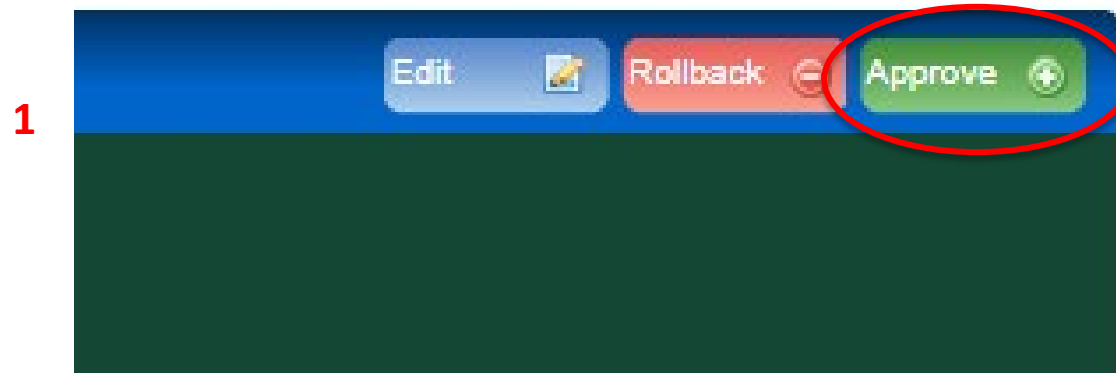

- This process sends the proposal back to the previous editor or approver

- A program might get rolled back because it needs to be corrected or it is missing information

- Make comments in the space provided in the pop-up window and click **Rollback**

- The page will then be removed from the **Pages Pending Approval** section

Approving a Program Proposal

1. Click **Approve**

2. Send the page to the next step in the workflow

For More Information

- Check out the CIM Resources for Faculty and Staff
    - https://registrar.web.baylor.edu/courses-catalogs/cim-curriculum-management-resources-facultystaff