CIM User’s Guide:
Instructions for Reviewers
Getting to the Approval Page

- Navigate to the Approval Page in one of three ways:
  - Go to the CourseLeaf Console and select **Approve Pages**, located under the CourseLeaf heading
  - Click the **Page Approval Link** from the automated workflow email
  - Use this direct link: [https://courseleaf.baylor.edu/courseleaf/approve](https://courseleaf.baylor.edu/courseleaf/approve)
Approving Program Proposals

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 account for which you want to review and approve pages.

   - If you use the link from the automated email, your role will be pre-selected for you.
Approving Program Proposals, cont.

• Scroll through the Pages Pending Approval list and select the page to edit
• When a page is selected, the reports and workflow status window and the Page Review window will be populated with information

Course Change Request

Date Submitted: 09/07/23 4:33 pm
Viewing: HON 3100 : test Advanced Readings & Research
Last edit: 09/07/23 4:33 pm
Approving Program Proposals, cont.

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.
Editing a Program

- Edits will appear in green (new content) and red (old content)
- In this example, the credit hours were changed from 1 to 4

Course Credit Information

The course number you selected indicates this is to be a variable hour class. Please enter the minimum and maximum credit hours per term proposed for this course.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>4 ±</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeatable</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of repeats</td>
<td>2</td>
</tr>
<tr>
<td>For maximum credits</td>
<td>2</td>
</tr>
</tbody>
</table>
Approving Program Proposals, cont.

- Choose an action on the page
  - **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
  - **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
  - **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
For More Information

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