

Course Leaf Instructional Guide - Committees

~ Please be aware that Firefox is the preferred browser for using Course Leaf. ~

To view items up for review:

1. Log in at <http://nextcatalog.callutheran.edu/courseleaf/approve/>
2. You will be prompted to log in. Log in using your CLU username and password. If you are not prompted to log in click the icon  COURSELEAF on the far left corner.
3. This page will now open onto the approval page. Make sure that **Your Role** is changed from your user name to show the committee that you are on

Your Role

Your Role

4. Once you have changed it to the committee that you are on you will see a list of items that need to be

Pages Pending Approval  Refresh List Your Role

PAGE	USER
/courseadmin/1511: EDTP 558: Pedagogy for Effective Teaching: Healthy Env	erickson
/courseadmin/1740: PA 508: Sacramento Institute	dcpowell
/courseadmin/1738: PA 512: Communication Skills for Public Administration	dcpowell

reviewed.

5. Click on one and the bottom half of the page will show the proposal along with the where it is in the workflow and any changes in red/green.

PAGE REVIEW  Hide Changes  View Changes By: All Changes Edit  Rollback  Approve 

CALIFORNIA LUTHERAN UNIVERSITY

Course Inventory Change Request

Date Submitted: 06/12/12 3:01 am

Viewing: **EDTP 558 550: Pedagogy for Effective Teaching: Healthy Environments / Integration of Technology in the Classroom** ~~Teaching Special Populations~~

Last edit: 06/12/12 3:01 am

Changes proposed by: erickson

Catalog Pages referencing this course [Teacher Education](#)

Summary of Changes and Rationale: **Edits from Mike Cosenza**

In Workflow

1. Registrar
2. erickson
3. GSOE Dean
4. GPEC Chair
5. Registrar
6. Colleague

6. The **Approve**, **Rollback**, and **Edit** buttons should **only** be used by the committee chair. If you are a member of the committee, please do not use these buttons.

When you get an email to approve/review items:

1. When you receive an email from **Catalog Editor**, please open and review your message. Your email will look something like this:

From: Catalog Editor [mailto:callutheran@notify.courseleaf.com]
Sent: Tuesday, September 25, 2012 4:28 PM
To: [REDACTED]
Subject: [CIM Courses] Course Changes: EPPC Notify

There have been proposed changes to the course ACTV 1xx: Tang Soo Do you may be interested in. You may review these changes by visiting:
<http://nextcatalog.callutheran.edu/courseadmin/?code=ACTV+1xx>

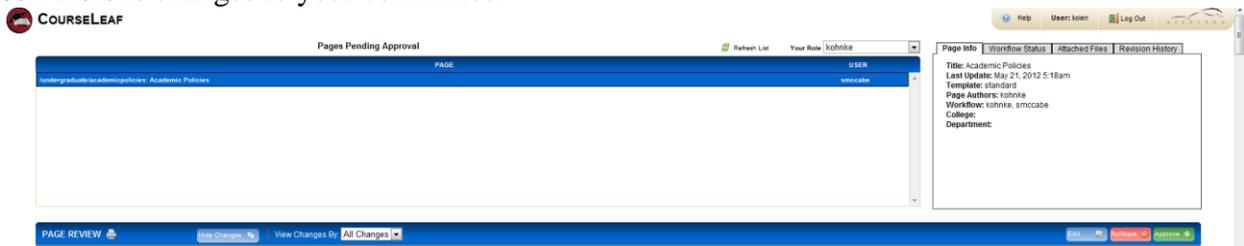
No action on your part is necessary.

For questions or information regarding this email, please reply to this email (koiien@callutheran.edu) or contact Karissa Oien (805-493-3148).

Thank you.

-- CourseLeaf

2. Click on the link that is listed in the email. This will take you to the approval page. Again, make sure that **Your Role** is changes to your committee.



3. You will be able to see any pages that need your approval. Click on the page you would like to review and you will see it appear below the approval box. You can then review the changes that were made and at that point choose to **Edit**, **Rollback**, or **Approve** by clicking the appropriate button.



4. You will need to do this with all the pages in your approval box.

If you have any questions, please contact Maria Kohnke (Kohnke@callutheran.edu) or Karissa Oien (koiien@callutheran.edu).