How to Approve a Course or Program Change Proposal

1. Navigate to the Approve Pages screen at https://nextcatalog.uark.edu/courseleaf/approve/ or follow the Please Visit link from your automated e-mail.

E-mail for courses:

There are pending course change proposals awaiting your review, including IDES 1003: Basic Course in the Arts: Interior Design Lecture.
Please visit: https://nextcatalog.uark.edu/courseleaf/approve?role=Registrar_Initial
to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email (<mailto:kikula726@uark.edu, kjvestal@uark.edu>) or contact Karen Turner (575-5451) OR Lisa Kulczak (575-7456).

[Message originally for kikula726@uark.edu, kjvestal@uark.edu]

Thank you.
-- CourseLeaf

E-mail for programs:

There are pending program change proposals awaiting your review, including IDES-M: Interior Design Minor.
Please visit: https://nextcatalog.uark.edu/courseleaf/approve?role=Registrar_Initial
to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email (<mailto:kikula726@uark.edu, kjvestal@uark.edu>) or contact Karen Vestal (575-5451) and Lisa Kulczak (575-7456).

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Thank you.
-- CourseLeaf

2. Click the Your Role drop down menu and select the role you will use to review and approve pages. (Example: if you are the designated approver at the HIST department chair level, select that role from the dropdown).

   a. Your role should default in if you follow the Please Visit link from your automated e-mail notification. This will populate the Pages Pending Approval list with pages assigned to that role.

NOTE: Click Refresh List to see if any new pages have been added or if the list doesn’t contain an expected page.

3. Scroll through the Pages Pending Approval list and select the proposal you wish to view.

4. When an item is selected, the Page Info, Workflow Status, Attached Files, Revision History windows along with the Page Review window will be populated with information.
5. Review content in the Page Review area:

a. **View changes made by prior editors**
   Click the **View Changes By** drop down menu and select an editor whose changes you wish to review.

   - The selected editor’s changes are shown in red and green. Red for deleted text, green for new text.

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

b. **Hide Changes**
   Click the **Hide Changes** button to view the document without the color coding or markup.
c. One of three actions may be taken after reviewing the page. Select the appropriate action on the page, Edit, Rollback, or Approve. Buttons for these actions are located in the upper right of the Page Review window. The page may also be left alone and returned to later.

**Approve**: Click Approve to send the page on to the next step in the workflow.

**Edit**: Click Edit to open an Edit Course form allowing you to make changes to the page. After making your edits, Click Approve to send to the next step in the workflow.

**Rollback**: Click Rollback to return the page back to a previous editor. A prompt appears with a comment field to indicate why the page is being rolled back. Click the Roll Back button.

d. Select another page to review, or close your browser window to end your session.