

To review or approve proposals that have started workflow, log in to the Course Management Information system with your Brown credentials. Click the Courseleaf icon to completely log in.

**COURSELEAF**

Pages Pending Approval Filter List Refresh List Your Role: USER

PAGE	USER
Loading...	

**Please Log In**  
 You are not fully logged in.  
 Please click on the icon to log in.

PAGE REVIEW Hide Changes | View Changes By:

**APPROVE/REVIEW COURSES:**

You can use the link embedded in the email notification or you may bookmark a direct link on your browser specific to your role. The link would be: <https://nextbulletin.brown.edu/courseleaf/approve/?role=AFRI> **Review** where your dept code would replace the 'AFRI' in this example.

**COURSELEAF**

Pages Pending Approval Filter List Refresh List Your Role: **AFRI Review**

PAGE	USER
/courseadmin/13309: AFRI 0005A: more testing	Sherry Gubata
/courseadmin/13312: AFRI 2000A: test for training	Rebecca Bardsley

PAGE REVIEW Hide Changes | View Changes By: **All Changes**

Select the course to review and scroll down to see the details below. As a Department Approver, you may edit, rollback, or approve as well as add comments.



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

BROWN UNIVERSITY

### Course Change Request

Export to PDF Shred Proposal **New Course Proposal** Add Comment

Date Submitted: 11/10/23 10:20 am

Viewing: **AFRI 0005A : more testing**

Last edit: 11/10/23 10:20 am

Changes proposed by: Sherry Gubata (sherry\_gubata)

**Course Proposal**

Effective Term	Winter 2024	Course Number	0005A
Subject Code	AFRI - Africana Studies		
Department	AFRI - Africana Studies		
Limit course to certain levels?	No		

**In Workflow**

1. AFRI Review
2. CCC Fast Track Review
3. Registrar
4. Banner

If you click the blue Edit button, a new window will open for you to make changes. Edit as needed and scroll to the bottom to click Save Changes.

### Approval Path

Path Selection Fast Track

Reviewer

Comments

Cancel Save Changes



If you click the red Rollback button, you can send the proposal back to the proposer for editing. You will need to enter a Comment/Reason for the originator to review for editing. The proposal can then be resubmitted through the Workflow process.


The screenshot shows a 'Rollback Page' dialog box on the left. It has a 'Rollback to:' field with 'Sherry Gubata' selected. Below it is a 'Comment/Reason:' text area containing the text 'Please update the course description.' A blue arrow points from this text area to the 'Add Comment' button in the workflow interface on the right. The workflow interface shows a green 'Add Comment' button and a section titled 'In Workflow' with a list: '1. AFRI Review' and '2. CCC Fast Track Review'. Above the workflow, there are 'Edit' and 'Rollback' buttons. A speaker icon is visible in the bottom right corner.

If you click the green Approve button, the page will update and the proposal will proceed to the next role in the workflow.

The screenshot shows a 'PAGE REVIEW' interface. At the top, there is a blue header bar with 'PAGE REVIEW' on the left, 'Hide Changes' and 'View Changes By: All Changes' in the middle, and 'Edit', 'Rollback', and 'Approve' buttons on the right. A blue arrow points to the 'Approve' button. Below the header, the word 'Approved' is displayed in a large font. A speaker icon is visible in the bottom right corner.

You can see each role in the workflow on the proposal page. The red bolded role is the active one.

## Course Change Request

Export to PDF 

**Shred Proposal**

Date Submitted: 11/13/23 4:17 pm

Viewing: **AFRI 2000A : test for training**

Last edit: 11/13/23 4:17 pm

Changes proposed by: Rebecca Bardsley (rebecca\_bardsley)

### New Course Proposal

**Add Comment**

**In Workflow**

- 1. AFRI Review**
2. Registrar
3. Banner

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**Course Proposal**

You can then use the Refresh list icon to display the remaining courses to be reviewed.



## COURSELEAF

**Pages Pending Approval**

 Filter List

 Refresh List

Your Role: AFRI Review v

PAGE	USER
/courseadmin/13313: AFRI 0006C: training course	Sherry Gubata
/courseadmin/13312: AFRI 2000A: test for training	Rebecca Bardsley

If you click the green Add Comment button prior to approving, you can add a comment that will become part of the proposal as it moves forward through the workflows. Please note that this comment is saved and stored throughout the life of the proposal so make sure to be cognizant that others may see it.



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## Course Change Request

Export to PDF

### New Course Proposal

Add Comment

Date Submitted: 11/13/23 4:17 pm

Viewing: **AFRI 2000A : test for training**

Last edit: 11/13/23 4:17 pm

Changes proposed by: Rebecca Bardsley (rebecca\_bardsley)

This is a great course!

Save Cancel

### Course Proposal

Effective Term      Fall 2024

