



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

Pages Pending Approval Companion Guide

Companion Guide for CourseLeaf Software's Pages
Pending Approval



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Version Control Table

Version #	Author	Purpose/Change	Date
1.0	Marissa Tornatore	Initial Draft	8/16/2022
1.1	Marissa Tornatore	Review and updates to Initial Draft	9/26/2022

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Summary

This companion guide will walk users through how to use CourseLeaf's Pages Pending Approval workflow queue. General and specific information for Catalog (CAT and CIM Program Editing), Course Proposal Forms (CIM Courses), and Academic Structure (CIM Programs).

Related SOPs and Companion Guides

- CU Denver Registrar Office CAT Training Guide
- UCC CourseLeaf SOP
- How to Fill Out a Course Proposal (CIM)
- How to Propose and Edit to an Existing Course (CIM)
- How to Inactivate a Course (CIM)
- How to Reactivate a Course (CIM)
- CIM Programs/Academic Structure Companion Guide

General Information

Approve Pages AKA Workflow

The Approve Pages website allows users who are part of a workflow to edit, rollback, or approve a page or form.

The Page Approval Window Has Three Main Sections:

COURSELEAF

Pages Pending Approval 1

Filter List Refresh List Your Role: CU Denver Catalog

PAGE	USER
/cu-denver/about-cu-denver: About CU Denver	Kristie Siedlecki
/cu-denver/about-catalog-archive-information: About the Catalog and Archive Information	Marissa Tornatore
/cu-denver/about-cu-denver/administration: Administration	Kristie Siedlecki
/cu-denver/undergraduate/advising-other-student-services/advising: Advising	Joel Perez
/cu-denver/undergraduate/advising-other-student-services: Advising and Other Student Services	Joel Perez
/cu-denver/undergraduate/graduation/applying-graduation: Applying for Graduation	Allison Diekhoff
/cu-denver/about-cu-denver/campus: Campus	Kristie Siedlecki
/cu-denver/graduate/records-registration/registration/candidate-degree: Candidate for Degree	Kristie Siedlecki
/cu-denver/undergraduate/advising-other-student-services/advising/center-undergraduate-exploration-advising: Center for Undergraduate Exploration and Advising	Joel Perez
/cu-denver/undergraduate/graduation/commencement-ceremony: Commencement Ceremony	Allison Diekhoff

Page Info | Workflow Status | Attached Files | Revision History

Title: About CU Denver
Last Update: Oct 18, 2021 3:56pm
Template: standard
Page Authors: CU Denver Registrar
Workflow: CU Denver Catalog
College:
Department: 2

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

1. **Pages Pending Approval (upper left):** Use this list to select the page or form desired to review. The page or form selected will appear in the Page Review window. Click the **Your Role** drop-down to select a role to view/edit. When a role is selected, the Pages Pending Approval list will be populated with pages or forms that require review, editing, or approval from the selected role. Click **Refresh List** to see if new pages or forms have been added since last visited or if the list doesn't contain an expected page.
2. **Page Info/Status (upper right):** Review basic page or form information and the selected page's or form's workflow status. Click the various tabs to view different information about a given page or form.



3. **Page Review (bottom):** Review the selected page or form here, then approve it, edit it, or send it back to a previous user in the workflow. Review changes made by various users in the workflow by clicking the **View Changes By** drop-down and selecting the users to review.

How to Access Approve Pages

1. Navigate to <https://nextcatalog.ucdenver.edu/courseleaf/approve/> or click the **Page Approval link** from the automated email
 - The Page Approval email is auto generated by our vendor
 - The Pages Pending Approval queue website is behind Single Sign On (SSO) and users need to be provisioned into the CourseLeaf software to view the pages and forms.

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Web login

Please sign in with your university credentials.

Username or email
tornatma

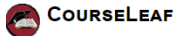
Password
.....

Sign In

[Forgot your password?](#)
[Need help?](#)
[Privacy Policy](#)

- If a user is unable to log in, they will need to email courses@ucdenver.edu and/or cusisdev@ucdenver.edu to determine the next steps to be provisioned
2. Click the **Your Role** drop-down menu at the top of the page and select the role in which you want to review and approve pages or forms
 - While a user's name will be one of the options in the drop-down menu, users do not have pages/forms routed directly to their names. Pages/forms are routed to a role, not a specific person
 - If you use the link from the automated email, your role will be pre-selected for you
 - **Note:** Click the *Refresh List* button to see if new pages/forms have been added since your last visit or if the list doesn't contain an expected page/form

How to Take Action on a Page or Form



1. Navigate to nextcatalog.ucdenver.edu/courseleaf/approve or click the **Page Approval** link from the automated email
 - This email is auto generated by our vendor
2. Click the **Your Role** drop-down menu at the top of the page and select the role you want to review and approve pages or forms
 - If you use the link from the automated email, your role will be pre-selected for you
 - **Note:** Click the **Refresh List** button to see if new pages/forms have been added since your last visit or if the list doesn't contain an expected page
3. Scroll through the **Pages Pending Approval** list and select the page or form to review or edit
 - When a page or form is selected, the reports and workflow status window and the Page Review window will be populated with information
 - To filter your pages or forms, click the **Filter List** button, then enter text to filter on. You may filter on any text in the URL or title shown in the Pages Pending Approval window. To reset the filter to show all, click Filter, then click **OK** with the filter field blank
4. Review content in the **Page Review** window:
 - **View changes made:** Click the **View Changes By** drop-down menu and select the individual whose changes you wish to review
 - The selected individual's changes are shown in red and green: red for deleted text, green for new text. For Catalog Editing- If there are multiple tabs on a page, the user will need to click on each tab to view all changes
 - Important note: changes made by the Registrar's Office Catalog Team to create/update roles and workflows AND to route pages into the first step of the workflow are also considered edits. These changes will not have red/green markup.
 - Remember that any number of individuals can be in a workflow. Each individual reviews or edits content sent from the individual directly preceding them in the queue. The changes seen here are changes the selected individual made compared to the document they received
 - **Hide Changes:** View the document without color-coding or markup
5. Choose an action on the page. One of four actions may be taken after reviewing a page/form. To edit, rollback, or approve the page/form, click the appropriate button in the upper right of the Page Review window. The page/form may also be left alone and returned to later.



- **Edit the page:** Click **Edit** to make changes to the page/form. This will produce a toolbar at the top of the Page Review window. After editing the page/form, approve the page/form to send it to the next step in the workflow
- **Roll back the page:** Click **Rollback** to send the page/form back to a previous user. This does not mean the user is rejecting or denying a page/form. The rollback feature is utilized to have users in previous steps in the workflow make an edit themselves or to ask for clarification. A prompt will appear to make comments about why the page/form is being rolled back. Make comments in the space provided and click Rollback in the new window
 - An email will be generated and sent to the user(s) in the role along with the comment generated
- **Approve:** Click **Approve** to send the page/form on to the next step in the workflow
 - **No warning is generated when a page/form is approved asking if the user is sure they want to approve a page.**
 - Only approve pages when the page would be considered ready for publishing for the catalog or when the CIM form would be considered ready for processing by the Registrar's Office.
- **Leave the page for another time:** The page/form may be left for another time. Select another page/form to review, or click **Logout**

Information Specific to CIM Courses (New, Editing, and Inactivation)

- All forms will have the title of Course Change Request no matter the action being taken
 - This is a delivered form name from our vendor



Information Specific to CIM Courses (New and Editing Course Proposal Form)

The screenshot displays the COURSELEAF interface for a 'Course Change Request'. The main form area shows details for a 'New Course Proposal' for 'ACCT 1000: New Course Testing the Bridge with ACCT 1000'. Key elements include:

- Export to PDF:** A button labeled 'B' for exporting the form.
- Shred Proposal:** A button labeled 'D' for deleting the proposal.
- Date Submitted:** 08/16/22 2:28 pm, labeled 'E'.
- Viewing:** 'ACCT 1000: New Course Testing the Bridge with ACCT 1000', labeled 'F'.
- Last edit:** 08/16/22 2:28 pm, labeled 'H'.
- Changes proposed by:** admin, labeled 'I'.
- Title:** 'New Course Proposal', labeled 'C'.
- Workflow:** A vertical list of steps labeled 'G':
 - CU Denver RO CU-SIS Dev
 - UCC New NOI
 - UCC Full Course Proposal
 - BUSN Sig Authority
 - CU Denver RO CU-SIS Dev
 - PeopleSoft
 - CU Denver RO CU-SIS Dev
 - admin
- Approval Path:** A vertical list labeled 'J' showing:
 - 08/16/22 2:36 pm admin: Approved for CU Denver RO CU-SIS Dev

- 1.
2. Important areas to review on the form include the following:
 - a. Pages Queue
 - i. The queue of all the forms in a given workflow step
 - ii. All Course Proposal Forms will start with following page name: /courseadmin
 - b. Export to PDF
 - i. Allows user to export the form to a PDF page
 - c. New Course Proposal
 - i. Type of form being submitted
 1. This title of the form is visible because this is a New CIM Courses/ Course Proposal form being submitted.
 2. If the form is being used to edit an existing course, this title will not be present, and the Ecosystem will be present instead
 - a. The Ecosystem shows all the pages in CAT where this course is referenced



Course Change Request

- b.
- d. Shred Proposal
 - i. Allows a user to delete the request
- e. Date Submitted
 - i. The day the form was submitted and sent to the first step in the workflow
- f. Viewing
 - i. Matches the form that is selected in the Pages Queue/the name of the course
- g. In Workflow
 - i. The workflow steps for any given form
 1. If a step is in green- this means that step reviewed and approved the form
 2. If a step is in orange/yellow- this means the form is currently in that queue (color varies on computer monitors)
 3. If a step is in grey- this means the form has not gone to that step yet OR if a form was rolled back, the form has not yet returned to that step
- h. Last edit
 - i. Shows the last day/time edits were made to this form
- i. Changes proposed by
 - i. Shows the user who submitted the form
- j. Approval Path
 - i. Shows which users in which queues approved or rolled back a form and what day/time this action took place



Information Specific to CIM Courses (Inactivating Course Proposal Form)

The screenshot displays the COURSELEAF interface for a 'Course Change Request'. At the top, there's a 'Pages Pending Approval' section with a table listing a page for 'courseadmin1457: CRJU 2041: Criminological Theory'. Below this is the 'PAGE REVIEW' section, which shows the details of the selected request. The form includes several key elements: an 'Export to PDF' button, a 'Shred Proposal' button, a 'Date Submitted' field (09/26/22 6:23 am), a 'Viewing' field (CRJU 2041 : Criminological Theory), a 'Last edit' field (09/26/22 6:23 am), and a 'Changes proposed by' field (admin). A dropdown menu for 'Catalog Pages' lists 'Criminal Justice (CRJU)', 'Criminal Justice Minor', 'Criminal Justice_BA/MCI', and 'Law Enforcement Certificate'. The 'Justification for this inactivation request' field contains 'Testing Purposes Only'. At the bottom, the 'Offered at' section shows 'Course: CRJU - Criminal Justice' and 'Course Number: 2041'. On the right side, a sidebar displays the 'In Workflow' steps: '1. PAFF Sig Authority', '2. CU Denver RO CU-SIS Dev', '3. PeopleSoft', and '4. CU Denver RO CU-SIS Dev'. Below this is the 'Approval Path' section, showing a single step: '1. 09/26/22 6:29 am admin: Approved for PAFF Sig Authority'.

- 1.
2. Important areas to review on the form include the following:
 - a. Pages Queue
 - i. The queue of all the forms in a given workflow step
 - ii. All Course Proposal Forms will start with following page name: /courseadmin
 - b. Export to PDF
 - i. Allows user to export the form to a PDF page
 - c. Shred Proposal
 - i. Allows a user to delete the request
 - d. Course Inactivation Proposal
 - i. This is the type of form being submitted
 - e. Date Submitted
 - i. The day the form was submitted and sent to the first step in the workflow
 - f. Viewing
 - i. Matches the form that is selected in the Pages Queue/the name of the course
 - g. In Workflow
 - i. The workflow steps for any given form



1. If a step is in green- this means that step reviewed and approved the form
 2. If a step is in orange/yellow- this means the form is currently in that queue (color varies on computer monitors)
 3. If a step is in grey- this means the form has not gone to that step yet OR if a form was rolled back, the form has not yet returned to that step
- h. Last edit
 - i. Shows the last day/time edits were made to the form
 - i. Changes proposed by
 - i. Shows the user who submitted the form
 - j. Catalog Pages Referencing this course
 - i. The Ecosystem shows all the pages in CAT where this course is referenced
 - k. Approval Path
 - i. Shows which users in which queues approved or rolled back a form and what day/time this action took place
 - l. Justification for this inactivation request
 - i. Part of form where user enters why course is being inactivated

Information Specific to CIM Programs (New, Editing, and Inactivation)

- All forms will have the title of Program Change Request no matter the action being taken
 - This is a delivered form name from our vendor



Information Specific to CIM Programs (New Academic Structure Form and also incorporates degree requirement editing)

The screenshot shows a web interface for a 'Program Change Request' form. At the top, there's a 'Pages Pending Approval' section with a 'PAGE REVIEW' button. Below that, the form title is 'New Program Proposal'. Key fields include 'Export to PDF', 'Shred Proposal', 'Date Submitted: 08/15/22 8:57 am', 'Viewing: 13 : Test for UCC Process', 'Last edit: 08/15/22 8:57 am', and 'Changes proposed by: admin'. A 'Program/Academic Structure Request Form' section contains a table of metadata:

Offered at	CU Denver
Catalog Unit	Business School
School/College	Business School
Department/Program	Business School
What type of program is this/what type of CU-SIS code is this?	(CU-SIS Plan Code) - Major
Academic Level	Undergraduate

On the right, there's an 'Add Comment' button and a workflow list:

- In Workflow**
 - 1. CU Denver RO Acad Structure
 - 2. CU Denver UCC
 - 3. CU Denver Bursar
 - 4. CU Denver OIRE
 - 5. CU Denver FASO
 - 6. CU Denver Regent
 - 7. CU Denver CDHE
 - 8. CU Den RO Acad Structure
 - 9. CU Denver Catalog
- Approval Path**
 - 1. 08/16/22 4:38 pm admin: Approved for CU Denver RO Acad Structure

1. Important areas to review on the form include the following:
 - a. Pages Queue
 - i. The queue of all the forms in each workflow step
 - ii. Academic Structure forms AND CIM Programs Edit forms (the information from the Degree Requirements tab for program pages) will start with following page name: /programadmin
 - b. Export to PDF
 - i. Allows user to export the form to a PDF page
 - c. New Program Proposal
 - i. This title is visible because this is a New CIM Program/ Academic Structure Form being submitted.
 - ii. If the form is being used to an existing course, this title will not be present, and the Ecosystem will be present instead
 1. The Ecosystem shows all the pages in CAT where this program is referenced
 - d. Shred Proposal
 - i. Allows a user to delete the request
 - e. Add Comment
 - i. Allows a user to make a comment about the form; this is different from editing, as this is only commenting on the contents of the form itself
 - f. Date Submitted
 - i. The day the form was submitted and sent to the first step in the workflow



- g. Viewing
 - i. Matches the form that is selected in the Pages Queue/the name of the program
- h. In Workflow
 - i. The workflow steps for any given form
 1. If a step is in green- this means that step reviewed and approved the form
 2. If a step is in orange/yellow- this means the form is currently in that queue (color varies on computer monitors)
 3. If a step is in grey- this means the form has not gone to that step yet
- i. Last edit
 - i. Shows the last user to make edits to this form
- j. Changes proposed by
 - i. Shows the user who submitted the form
- k. Program/Academic Structure Request
 - i. The form itself
- l. Approval Path
 - i. Shows which users in which queues approved or rolled back a form and what day/time this action took place

Information Specific to CIM Programs (Edit Degree Requirements in CAT)

The screenshot displays the COURSELEAF interface for a 'Program Change Request'. The main content area shows details for '7: Biology, BS', including submission date, last edit, and changes proposed by 'admin'. A sidebar on the right provides a workflow overview with three steps: 'CLAS Catalog Editor' (green), 'CU Den RO Acad Structure' (orange), and 'CU Denver Catalog' (grey). Below the workflow is an 'Approval Path' table showing a single approval by 'admin' on 08/18/22 at 4:32 pm.

- 1.
2. Important areas to review on the form include the following:
 - a. Pages Queue



- i. The queue of all the forms in each workflow step
 - ii. Academic Structure forms AND CIM Programs Edit forms (the information from the Degree Requirements tab for program pages) will start with following page name: /programadmin
- b. Export to PDF
 - i. Allows user to export the form to a PDF page
- c. Shred Proposal
 - i. Allows a user to delete the request
- d. Add Comment
 - i. Allows a user to make a comment about the form; this is different from editing, as this is only commenting on the contents of the form itself
- e. Date Submitted
 - i. The day the form was submitted and sent to the first step in the workflow
- f. Viewing
 - i. Matches the form that is selected in the Pages Queue/the name of the program
- g. In Workflow
 - i. The workflow steps for any given form
 1. If a step is in green- this means that step reviewed and approved the form
 2. If a step is in orange/yellow- this means the form is currently in that queue (color varies on computer monitors)
 3. If a step is in grey- this means the form has not gone to that step yet
- h. Last edit
 - i. Shows the last user to make edits to this form
- i. Changes proposed by
 - i. Shows the user who submitted the form
- j. Ecosystem
 - i. Shows all the pages in CAT where this program page is referenced
- k. Approval Path
 - i. Shows which users in which queues approved or rolled back a form and what day/time this action took place



Information Specific to CIM Programs (Inactivating a Program through Academic Structure)

The screenshot displays the COURSELEAF interface. At the top, there's a 'Pages Pending Approval' section with a table listing a page: '/programadmin/ 6 : Architecture, BS' by user 'admin'. Below this is the 'PAGE REVIEW' section for a 'Program Change Request'. The form title is 'Program Inactivation Proposal'. Key elements include:

- Export to PDF:** A button with a warning that a deleted record cannot be edited.
- Shred Proposal:** A red button to delete the request.
- Program Inactivation Proposal:** A dropdown menu currently set to 'Program Inactivation Proposal'.
- Add Comment:** A green button to add a comment.
- Date Submitted:** 09/26/22 6:51 am.
- Viewing:** 6 : Architecture, BS.
- Last edit:** 09/26/22 6:51 am.
- Changes proposed by:** admin.
- Catalog Pages Using this Program:** Architecture, BS.
- Final Catalog:** 2022-2023.
- Rationale for Inactivation:** Text Purposes Only.
- In Workflow:** A list of steps: 1. CU Denver Bursar, 2. CU Denver OIRE, 3. CU Denver FASO, 4. CU Den RO Acad Structure, 5. CU Denver Catalog.
- Approval Path:** 1. 09/26/22 6:52 am admin: Approved for CU Denver Bursar.

- 1.
2. Important areas to review on the form include the following:
 - a. Pages Queue
 - i. The queue of all the forms in a given workflow step
 - ii. Academic Structure forms AND CIM Programs Edit forms (the information from the Degree Requirements tab for program pages) will start with following page name: /programadmin
 - b. Export to PDF
 - i. Allows user to export the form to a PDF page
 - c. Shred Proposal
 - i. Allows a user to delete the request
 - d. Program Inactivation Proposal
 - i. This is the type of form being submitted
 - e. Add Comment
 - i. Allows reviewer to comment on the form
 - f. Date Submitted
 - i. The day the form was submitted and sent to the first step in the workflow
 - g. Viewing
 - i. Matches the form that is selected in the Pages Queue/the name of the program
 - h. In Workflow



- i. The workflow steps for any given form
 - 1. If a step is in green- this means that step reviewed and approved the form
 - 2. If a step is in orange/yellow- this means the form is currently in that queue (color varies on computer monitors)
 - 3. If a step is in grey- this means the form has not gone to that step yet OR if a form was rolled back, the form has not yet returned to that step
- i. Last edit
 - i. Shows the last day/time edits were made to the form
- j. Changes proposed by
 - i. Shows the user who submitted the form
- k. Catalog Pages Using this Program
 - i. The Ecosystem shows all the pages in CAT where this course is referenced
- l. Approval Path
 - i. Shows which users in which queues approved or rolled back a form and what day/time this action took place
- m. Final Catalog and Justification for this inactivation request
 - i. Part of form submitted where user enters when the last time this program should be in a catalog and why the program is being inactivated

Additional Tips & Notes

- Be sure to click **Approve** when finished so the page or form advances through the workflow
- All changes are visible by default. Click **Hide Changes** to view only the final text. Changes are also viewable by user

Troubleshooting & Points of Contact

Contact Name	Title	Email
Marissa Tornatore	Assistant Registrar for Catalog and Curriculum Management	courses@ucdenver.edu
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