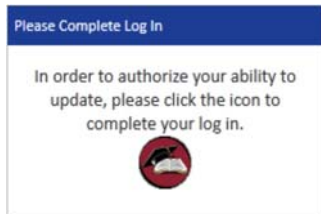


COURSELEAF — CIM Quick Reference Guide

Approvers & Reviewers

Getting Logged In

1. Navigate to <http://nextcatalog.umkc.edu/courseleaf> (or use the 'page approval' link from automated email) using the Firefox browser
2. Use your UMKC SSO log in name and password to log in
3. Please complete log in by clicking the icon as displayed in the image below:



How to Access the Page Approval Window

1. In the left hand navigation, click "Approve Pages" to navigate to the "Page Approval" window.
2. After the page loads (may take a few moments), click the **Your Role** drop down at the top of the page and select the role for which you need to review and/or approve pages. This will populate the Pages Pending Approval list with pages assigned to that role. *Note: Click Refresh List to see if new pages have been added since your last visit or if the list doesn't contain an expected page.*

How to Review a Page / Comment, Edit, Roll Back, Approve

1. Scroll through the Pages Pending Approval list (*upper left*) and select the page to review. When a page is selected, the reports and workflow status window (*upper right*) and the Page Review window (*bottom*) will be populated with information.
2. Review content in the Page Review area:
 - 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.
 - Hide Changes: to view the document as it is without color coding or markup, click "Hide Changes".
3. Choose an action on the page. Based on your role, one of four actions may be taken after reviewing the page: comment, edit, roll back, or approve the page. Buttons for these are located in the upper right of the Page Review window. The page may also be left alone and returned to later.
 - **Comment:** Click the green 'Comment' button to indicate your review is complete or note your questions and/or concerns about the course.
 - **Edit the page:** Click "Edit" to make changes to the page. This will produce a tool bar at the top of the Page Review window. Visit the Page Body or Set Up/Title instructions for how to make the desired edits. After editing the page approve the page to send it to the next step in the workflow.
 - **Roll back the page:** Click "Roll Back" to send the page back to a previous editor. A prompt will appear to make comments about why the page is being rolled back for re-edits. Make comments in the space provided and click "Roll Back" in the new window.
 - **Approve:** Click "Approve" to send the page on to the next step in the workflow.