Subject Proposal Workflow Overview for Approvers

An Approver is a user who has the capability to approve, edit, or rollback a subject proposal. Once approved, the proposal proceeds to the next step in the workflow process.

When a proposal enters the approval step in the workflow, approvers will receive a notification email from MIT Course Catalog Update/Curriculum Review Request. Click on the link provided in the email, or go to https://catalog-dev.mit.edu/courseleaf/approve/ and log into CourseLeaf using an MIT certificate or Kerberos ID and password. If you have a role (check the email; the title of your role will appear at the end of the subject line), select it from the Your Role drop-down menu to see proposals that require your review.

The Page Approval Window opens. It is divided into three main sections: Pages Pending Approval, Page Info/Status Window and the Page Review Window.

Pages Pending Approval List shows proposals that are pending approval. Click on a subject proposal to review it. Click the Refresh List button to see if new proposals have been added since you began your session. You will need to re-select your role from the drop-down menu after refreshing.

Page Info/Status Window contains information tabs for the selected proposal. Here, you can view the proposal’s Workflow Status, Attached Files, and Revision History.

Page Review Window displays the selected proposal. Review content in this window.
Review Actions

The review action buttons display at the top of the Page Review window.

**Edit** opens a separate window. Make all edits, scroll to the bottom of the window when complete, and choose **Save Changes**. Choose **Cancel** to ignore changes.

**Rollback** sends the proposal back to any of the previous steps in the workflow. A window opens that allows you to highlight the step you want to return the proposal to and prompts you for comments about the rollback.

**Approve** sends the proposal onto the next step in the workflow.

Review changes made to the proposal by selecting a user’s name from the **View Changes By** drop-down menu. All Changes are visible by default. Deletions are shown in red, additions in green.

Choose **Hide Changes** to view the document without the color coding or markup.

Page Info/Status Window

Use the tabs to view subject proposal information.

The **Workflow Status** tab shows the steps in the workflow that have been completed and those that are pending.

Supplementary proposal documents, such as syllabi, are listed in the **Attached Files** tab and are hyperlinks usable for downloading.