

Approval Job Aid



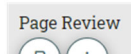
Completing an Approval form moves a proposal to the next step in the workflow.

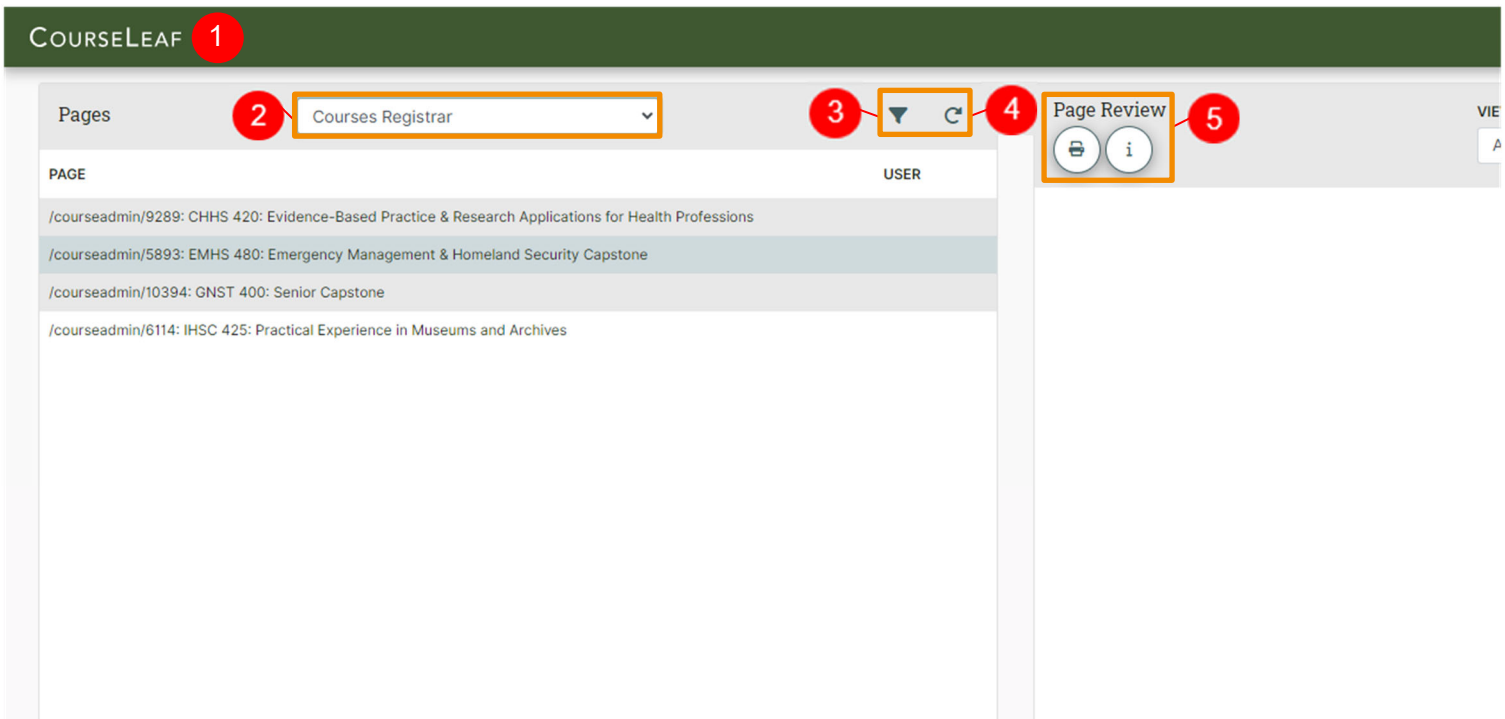
As someone with Approval responsibility, review the edits and reviews for your level (Department, College, CRC). When you decide the proposal is ready to move to the next step in the workflow, click the Approval button.

Use this link to the approval page to begin your review:

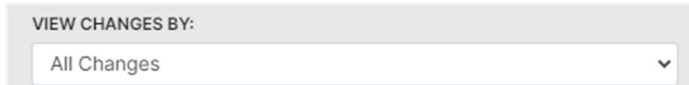
<https://bulletin-working.uakron.edu/courseleaf/approve/>

STEPS FOR REVIEWING AND APPROVING PROPOSALS

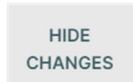
1. After navigating to the link above, users will see the page shown below.
2. Select the pages, based on the appropriate role, from the dropdown menu
3. Filter List  : Enter a Filter Value to limit the results displayed
4. Refresh List  : Resets Filter List and the Pages to default.
5. Page Review options  : These buttons allow for printing and review of page details.



6. Select the desired proposal to review from the list that populates:



7. View Changes By : Choose from the list to view changes made by other users that are included in the roles in which you are set as an approver. Note: Any role not tasked with approvals will not appear in the list.



8. Show/Hide Changes : Use this button to toggle visibility of changed proposal fields. Allows approver to easily identify deleted, added, or updated values.

9. Then use the buttons in the top left to:

- Edit
- Rollback
- Approve

COURSE LEAF

Pages Courses Registrar

| PAGE | USER |
|--|----------------|
| coursesadmin10289 CHS 420 Evidence-Based Practice & Research Applications for Health Professions | Kristine Kraft |
| coursesadmin10293 EM-4 480 Emergency Management & Homeland Security Capstone | Kristine Kraft |
| coursesadmin10294 GNST 400 Senior Capstone | Kristine Kraft |
| coursesadmin1014 HSC 425 Practical Experience in Museums and Archives | Jodi Keams |

Page Review

VIEW CHANGES BY: All Changes

HIDE CHANGES

NEXT STEPS:

The University of Akron

Course Change Request

New Course Proposal

Export to PDF

Export to Word

Shared Proposal

Date Submitted: 08/14/24 4:20 pm

Viewing: **GNST 400 : Senior Capstone**

Last edit: 08/14/24 4:20 pm

Changes proposed by: Kristine Kraft (link)

Programs referencing this course: [General Studies, BS](#)

Author - Proposed

| Author | Author's Email |
|---------------|------------------|
| Katie Carrone | kc24@uakron.edu |
| Janet Bean | jbean@uakron.edu |
| Eris Kraft | ink@uakron.edu |

Projected term of implementation - Term and Year: Fall 2024

Is the current proposal dependent on a related program proposal? Yes

Related Program Proposals: [General Studies, BS](#)

Is the current proposal dependent on a related course proposal? No

In Workflow

- OREN Chair
- General Education Advisory Committee Chair
- Curriculum Review Committee chair
- Institutional Research
- Faculty Senate Chair
- Provost's Office
- Courses Registrar
- workday

Approval Path

- 08/14/24 4:21 pm Kristine Kraft (ink): Approved for OREN Chair
- 08/27/24 10:02 am Kathryn Carrone (kc24): Approved for General Education Advisory Committee Chair
- 08/28/24 10:23 am Kristine Kraft (ink): Approved for