

## Directions for Course Inventory Reviewers

Once the initiator clicks on the save and submit button for a New Course/Course Change/Course Alteration/Delete the chair of the Curriculum Committee (for some this will be department level and for some this will be the college level) will receive an e-mail similar to the following:

jpross:

There are pending course change proposals awaiting your review, including ENGL 999: test course.

Please visit:

<https://futurecatalog.wvu.edu/courseleaf/approve/?role=jpross>  
to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email ([catalog@mail.wvu.edu](mailto:catalog@mail.wvu.edu)) or contact 304-293-5355.

Thank you.

-- CourseLeaf

The Curriculum Chair will then decide whether they want all members of the committee to review the course or if they only want specific members to review the course and will e-mail the appropriate persons the link shown in the e-mail above.

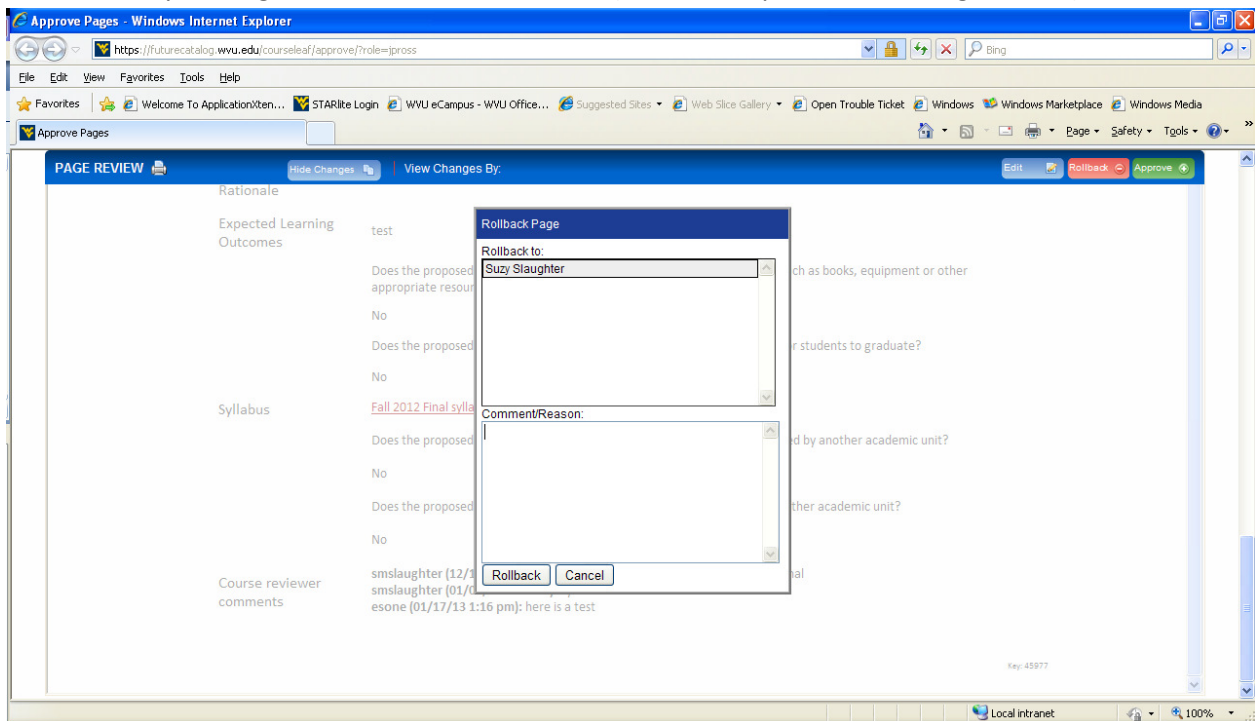
The link will take them to the approval page :

The screenshot displays the 'Approve Pages' interface in Internet Explorer. The browser address bar shows the URL: <https://futurecatalog.wvu.edu/courseleaf/approve/?role=jpross>. The page title is 'Approve Pages'. The main content area shows a table of 'Pages Pending Approval' with one entry: '/courseadmin/45977: ENGL 999: test course' by user 'Suzy Slaughter'. A 'Page Info' sidebar on the right shows details for 'ENGL 999: test course', including 'Last Update: Jan 22, 2013 8:30am', 'Template: cim', and 'Page Authors: any'. At the bottom, a 'PAGE REVIEW' section displays the West Virginia University logo and the text 'Course Inventory Change Request' and 'Course Change' in red, with a status of 'In Workflow'.

By scrolling down the reviewer will be able to see all of the information on the course. If the reviewer would like to add a comment – constructive criticism (i.e. they notice that something is misspelled or a learning outcome does not meet the requirements), they can do this by clicking on the BLUE edit button. When you click on the Blue edit button a new window will open – scroll to the bottom of the page and you will see a box marked Course Reviewer Comments, type your comments in this box. Then click on the Save changes button.

**Please note that the only person who should touch the RED Rollback Button or the Green Approve Button is the Chair of the Committee.**

Once the Committee and Chair have discussed the course the chair will either send the course back for corrections by clicking on the RED Rollback Button (which will open the following window)



In this window the chair will select the person/level that they wish to return the course to and add comments/directions for correcting – these comments should be kept brief but must also make sense. Then click Rollback. NOTE: once the course is rolled back it will have to be sent back through the workflow process to be advanced.

If the committee/chair feel that the course is fine as is then the chair simply needs to click on the Green Approve button to advance the course to the next stage in the workflow process.

Have additional questions – send an e-mail to [registrar@mail.wvu.edu](mailto:registrar@mail.wvu.edu) or call 304-293-5355.