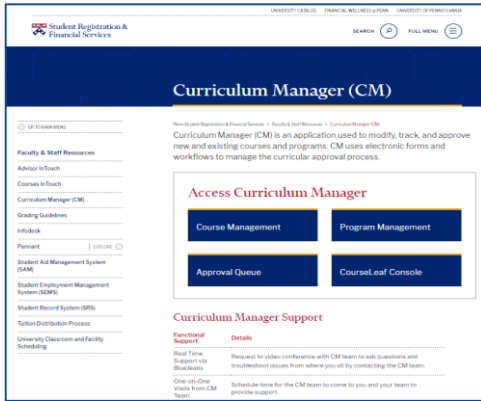


Curriculum Manager

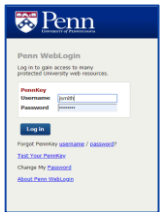
Approve Course/Program Proposals



LOGIN TO APPROVAL QUEUE

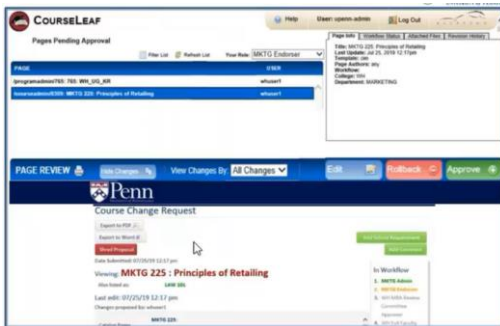
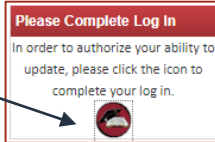


1. Access the [Curriculum Manager Resource Page](#) and click Approval Queue



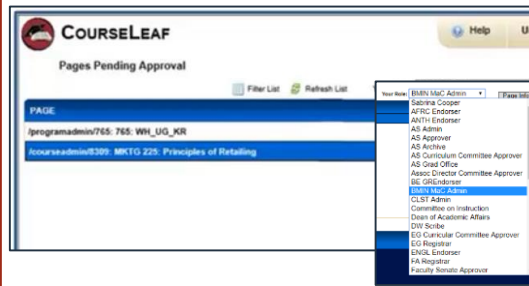
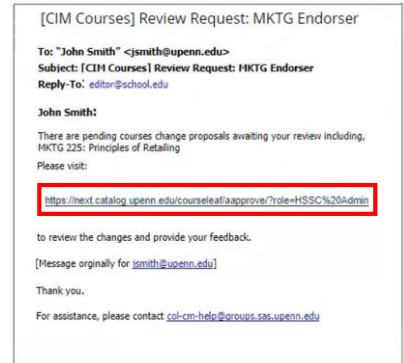
2. Enter your Username and Password then click **Log In**

3. Click the red **Log In Icon**



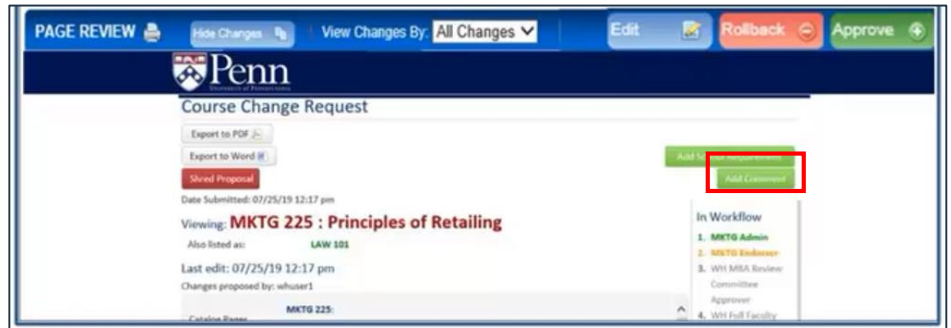
APPROVE A COURSE/PROGRAM PROPOSAL

- CM generates different types of alert emails based on the nature of the notification.
 - FYI – informational
 - Prompts for Action
- The link located in the email directs the user to the Approval Queue
- Login to the Approval Queue directly or click the link in the approval email



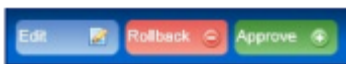
- If accessing via the email link, the proposal will be selected and “Your Role” will be pre-filled
- If accessing directly from the CM Resource page, select the appropriate proposal from the Page list and then select the appropriate role for the proposal selected

• **FYI:** If you have multiple roles in your School/Center, you will need to select which role is needed for approval



- The Page Review section displays your proposal’s full detail, including where it is in the workflow and what roles are left to review it
- Click on **Add Comments** if needed to add notes to the proposal. Comments added will be shown at the very bottom of the proposal under **Reviewer Comments**

APPROVER OPTIONS



- **Edit:** Approver can make minor edits, such as correcting typos, minor text revisions, etc.
- **Rollback:** Approver can rollback to any of the previous workflow steps, including the submitter, when major changes are suggested
- **Approve:** Once review is complete, the Approver can approve the proposal and advance it to the next step within the workflow

- Edits are color-coded so new information displays as **green** and removed information displays as **red with strikethrough**

Course Change Type	This is a substantive change	
Course Subject	WRIT - WRITING PROGRAM	Course Number
D12		
Department	COLLEGE	
College	Arts & Sciences	
Effective Term	Fall 2020	Committee Term
		Spring 2020 2019
Academic Level	Undergraduate	
Is this an honors course?		
Print in Catalog?	Yes No	
Is this a topics course?	Yes No	