

# Approve Pages

**Step 1** – Access Approve Pages by the below link:

<https://nextcatalog.registrar.iastate.edu/courseleaf/approve/>

Approve Pages is used for the editing, rollback, and approval of courses and catalog editing. A user's role needs to be defined in CourseLeaf Role Management. If a department's role has changes or if you are unable to access catalog pages, please notify Jenni Keitges, Heidi Christensen, or Jessie Vosseller.

**Step 2** – Select Your Role drop down box to find your role management position. The Page Pending Approval section will list all courses or catalog pages that require your role review and approval.

**Pages Pending Approval** Filter List Refresh List Your Role: Registrar pre-check

PAGE	USER
/courseadminx/1253- JL MC 140X: Identity, Diversity and the Media	mfd

**Page Info** Workflow Status Attached Files Revision History

Title: JL MC 140X: Identity, Diversity and the Media  
Last Update: Feb 21, 2020 11:00am  
Template: cim  
Page Authors: any  
Workflow:  
College:  
Department:

**PAGE REVIEW** Hide Changes View Changes By: All Changes Edit Rollback Approve

**IOWA STATE UNIVERSITY**

**X Change Request**

Shred Proposal **Experimental Course Recirculate Proposal** In Workflow

The Workflow Status tab will show you the role that completed steps ahead of your role. It will also show you the roles pending in the approval workflow process.

**Page Info** **Workflow Status** Attached Files Revision History

Completed:  
mfd

Pending:  
Registrar pre-check, JL MC Curr Chair, JL MC Chair, sih, LAS Coordinator, aslagell fyi fyiall, Scheduling

Update Pending Workflow

**Step 3** – Select the course or catalog page that needs review. The course or page details will be displayed below.

**Step 4** – Select the Edit, Rollback, or Approve button in this review process.

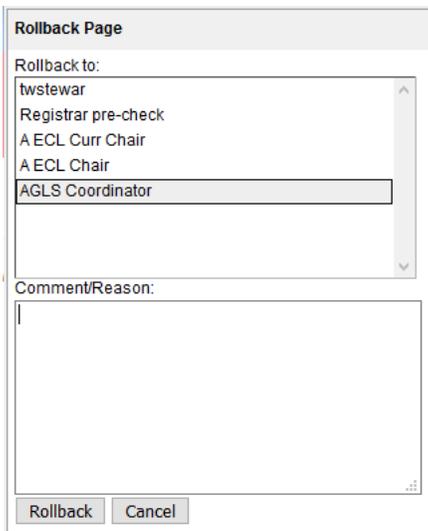
**Edit** – Editing the course or catalog page will allow you to edit the course. Make sure you Save Changes. If others in workflow need to approve edits, make sure you Rollback the request to the appropriate role.

If your role is first in the workflow and the green Start Workflow button is available at the bottom left hand corner, then select Start Workflow to move the catalog pages to the next role in the workflow process.

To view changes made by others in the approval process, you can also select the View Changes By functionality (found on the Page Review blue ribbon).



**Rollback** – Rollback will return the course or catalog page to the role indicated.

A screenshot of a 'Rollback Page' dialog box. The dialog has a title bar 'Rollback Page'. Below the title bar, there is a section labeled 'Rollback to:' with a list of roles: 'twstewar', 'Registrar pre-check', 'A ECL Curr Chair', 'A ECL Chair', and 'AGLS Coordinator'. The 'AGLS Coordinator' role is currently selected. Below the list is a text area labeled 'Comment/Reason:'. At the bottom of the dialog, there are two buttons: 'Rollback' and 'Cancel'.

**Approve** – Approving the course or catalog page will push the course or page to the next role for approval.

