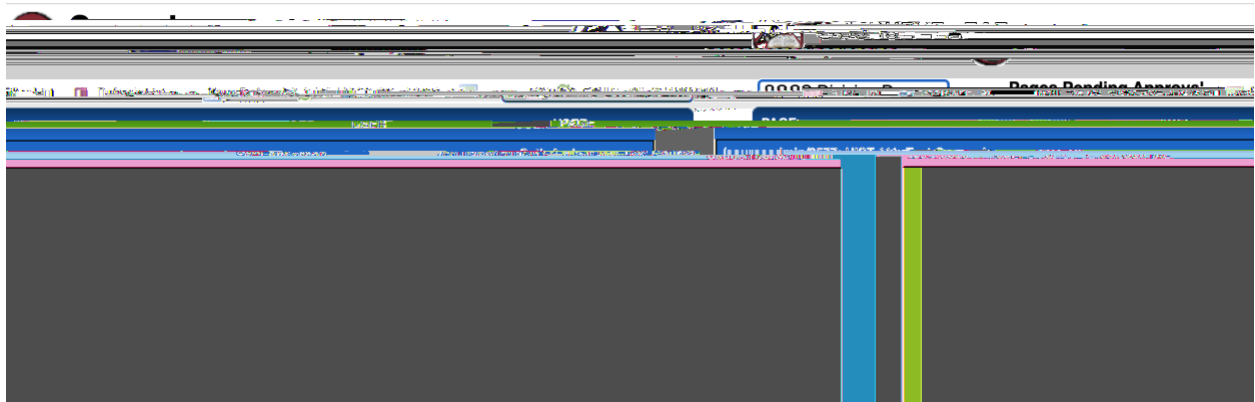


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Go to the CourseLeaf Console: <https://nextcat.napavalley.edu/courseleaf/approve/> and log in with the same username (excluding @napavalley.edu) and password you use for NVC's single sign-on.

Select your role from the drop-down menu (if you have any options to select).

In the "Pages Pending Approval" box, you should see a list of courses that need review. Deans will only see the courses in their divisions. Faculty Reviewers will see \_\_ courses at their step and should only review the courses they have been assigned by the Curriculum Committee Faculty Co-Chair.



When you click on a proposal, the full course outline will appear in the "Page Review" box directly below.

For modified courses, you can see a marked-up version showing what has changed (green for new text, ~~red and crossed out~~ for deleted text). Click the "View Changes By" drop-down menu to see previous versions.

For new courses, carefully review all fields in the proposal. (See Checklist for Curriculum Reviewers). You may make comments in the Reviewer's Comments box at end of the form, but do not make changes to the proposal.

To approve a course with no changes requested, click the green "Approve" button at the top of the Page Review box. This will move the proposal to the next step in Workflow.



To request changes of the faculty author, you have two options:

1. Click the blue "Edit" button
2. Select Yes on the "Send Workflow to Initiator" question at the top of the form.
  
3. Write your comments in the Reviewer's Comments field at the end of the form. (For very extensive comments you may also want to reach out to the faculty author directly over email and copy the Curriculum Committee Faculty Co-Chair.) Make no other changes to the form.
  
4. Then click the "Save Changes" button. (This will close the pop-up edit window.)
5. Now click the green "Approve" button at the top of the Page Review box. This will add the faculty author to Workflow as an additional step and send out an automated email telling them to review your comments.

6. Faculty authors are free to accept or reject any comments,

