**CourseLeaf CAT Tip Sheet**

**Approving a Curriculum Sheet**

* **Curriculum Sheets are Part of the CourseLeaf Catalog (CAT):** CourseLeaf CAT is different than CourseLeaf CIM (which is used for CORs), but the good news is that your approval queue is the same for both!
  + When a curriculum sheet is ready for your review, you'll receive a CourseLeaf notification email with "Catalog page ready for your review" in the subject
* **Direct Link to Your Approval Queue:** <http://courseleaf.foothill.edu/courseleaf/approve>
  + If you use this link (instead of the link in your CourseLeaf notification email), you may need to make a selection in the "Your Role" drop-down menu in order for items to populate for you to review
* **Viewing the "Clean" Curriculum Sheet:** When viewing curriculum sheet revisions in your approval queue, you have the option to hide red/green mark-up by clicking the "Hide Changes" button:



* **Approving the Curriculum Sheet:** Simply click the green "Approve" button to approve the curriculum sheet:

Screenshot from CourseLeaf CIM system to supplement instruction

* **Sending the Curriculum Sheet Backward in Workflow (Rollback):** If you need to send the curriculum sheet back to the faculty author for edits, click the red "Rollback" button:



* A pop-up box will appear, and you will be prompted to enter your explanation for sending the curriculum sheet back to the faculty author (in the "Comment/Reason" section). Your comments will be included in an email notification sent to the faculty author informing them that you have sent the curriculum sheet back to them. They will have the ability to make any necessary edits to the curriculum sheet and resubmit it to workflow

If you have any questions about approving curriculum sheets that are not addressed by this tip sheet, or need any additional guidance on this task, please email [courseleaf@fhda.edu](mailto:courseleaf@fhda.edu).