

# Approval Process in Leepfrog:

This document provides an overview regarding how the approval process works through the Leepfrog Curriculum system. This provides specific navigation to approving a proposal and instructions on how to approve a proposal, and also instructions on how to “Rollback” a proposal instead of approving.

## Navigation for Approving Courses and Programs:

1. Navigate to <https://nextcatalog.uni.edu/courseleaf/approve> (for all proposals)
2. Enter your CATID and password
3. Choose OK

A proposal must be listed at a specific workflow level (at least to department head approval level) before it will show up on the following screen to be approved. **You will receive an email notification for each proposal that reaches your approval level in workflow.**

When you enter <https://nextcatalog.uni.edu/courseleaf/approve> you will get the following screen.

Please note the following circled items in the following screenshot:

**Your Role** – when proposals are done loading, use the drop down to find your designated role (i.e., as department head, COE Curriculum Chair, college senate chair, college dean, etc.) – since you are signing in under your CATID and password, you will only see your role when you scroll down.

**Section to the left** – when you choose “your role” all proposals which are at your approval level will be listed. You will need to approve these one by one or “rollback” as deemed necessary. (Note: there are no proposals listed in screenshot below because no proposals have been entered and submitted yet.)

The screenshot displays the COURSELEAF interface for "Pages Pending Approval". At the top, there is a navigation bar with "Help", "User: Loading...", "Log Out", and the LEEPFROG logo. Below this, the main content area is titled "Pages Pending Approval" and includes "Filter List" and "Refresh List" buttons. A dropdown menu labeled "Your Role:" is circled in red, with a red arrow pointing to it from the text above. Below the dropdown is a table with columns "PAGE" and "USER", which is currently empty and circled in red. To the right of the table is a "Page Info" sidebar with tabs for "Page Info", "Workflow Status", "Attached Files", and "Revision History". The sidebar lists fields: Title, Last Update, Template, Page Authors, Workflow, College, and Department. At the bottom, a blue navigation bar contains "PAGE REVIEW" with a printer icon, "Hide Changes" with a document icon, "View Changes By: All Changes" with a dropdown arrow, and "Edit", "Rollback" (with a red arrow icon), and "Approve" (with a green checkmark icon) buttons.

Please note the following circled items in the following screenshot (which is same screenshot of above but designating different circled items):

When you click on a proposal at “your role” level, the proposal information will show up in the [Page Review](#) area.

**Edit** – when you click on the blue [Edit](#) button you can edit the proposal, as appropriate. However, the decision has been that any edits to a proposal will be “rolled back” to the originator of the proposal to perform the edits so everyone in workflow approvals (including originator) are aware of any changes. (See Rollback below.)

**Rollback** – when you click on the red [Rollback](#) button you can rollback the proposal, as appropriate. This would be the case if any designee/committee in the workflow indicated the proposal needed to be edited or the proposal was denied – the decision has been that any edits to a proposal will be “rolled back” to the originator of the proposal to perform the edits so everyone in workflow approvals (including originator) are aware of any changes. When you click on the “rollback” button you can choose who you are rolling it back to and also enter a message regarding why the proposal is being rolled back.

**Approve** – when you click on the green [Approve](#) button and review the approval and enter OK, the proposal will be approved and move to the next approval level in workflow.

**You need to do this for each proposal currently listed within “your role”.**

The screenshot displays the COURSELEAF web application interface. At the top left is the COURSELEAF logo. The main navigation bar includes 'Help', 'User: Loading...', 'Log Out', and a LEEP FROG logo. Below this is a 'Pages Pending Approval' section with a 'Filter List' button, a 'Refresh List' button, and a 'Your Role:' dropdown menu set to 'USER'. A table with columns 'PAGE' and 'USER' is shown, with the content area displaying 'Loading...'. To the right of the table is a 'Page Info' panel with tabs for 'Page Info', 'Workflow Status', 'Attached Files', and 'Revision History'. The 'Page Info' tab is active, showing fields for Title, Last Update, Template, Page Authors, Workflow, College, and Department. At the bottom of the screenshot is a 'PAGE REVIEW' section with a 'Hide Changes' button, a 'View Changes By:' dropdown menu set to 'All Changes', and three buttons: 'Edit', 'Rollback', and 'Approve'. Red arrows from the text above point to these three buttons.

# Navigation to “Rollback” a Course or Program Proposal in Workflow:

When a course proposal needs to be “rolled back” to a previous designee in workflow, it is done through the same navigation as approving the proposal, in which a “rollback” is an option rather than approving.

1. Navigate to <https://nextcatalog.uni.edu/courseleaf/approve> (for all proposals)
2. Enter your CATID and password
3. Choose OK

**Rollback** – click on the proposal under “Pages Pending Approval” and the proposal details will appear under “Page Review”. When you click on the red **Rollback** button you can rollback the proposal, as appropriate, (rather than approving the proposal). This would be the case if any designee/committee in the workflow indicated the proposal needed to be edited or the proposal was denied – **the decision has been that any edits to a proposal will be “rolled back” to the originator of the proposal to perform the edits so everyone in workflow approvals (including originator) are aware of any changes.** When you click on the “rollback” button you can choose who you are rolling it back to and also enter a message regarding why the proposal is being rolled back.

**When a proposal is rolled back to the originator, it must go through all approval levels in the workflow again.**

The screenshot displays the COURSELEAF web application interface. At the top left, the COURSELEAF logo is visible. The main navigation bar includes "Help", "User: Loading...", and "Log Out". The "Pages Pending Approval" section shows a table with columns for "PAGE" and "USER", and a "Loading..." message. The "Page Review" section is active, showing a "Page Info" tab with fields for Title, Last Update, Template, Page Authors, Workflow, College, and Department. At the bottom of the "Page Review" section, there are buttons for "Edit", "Rollback", and "Approve". A red arrow points from the "Rollback" button to the text in the previous block.

Rachelle Kidwell  
Assistant Registrar  
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