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

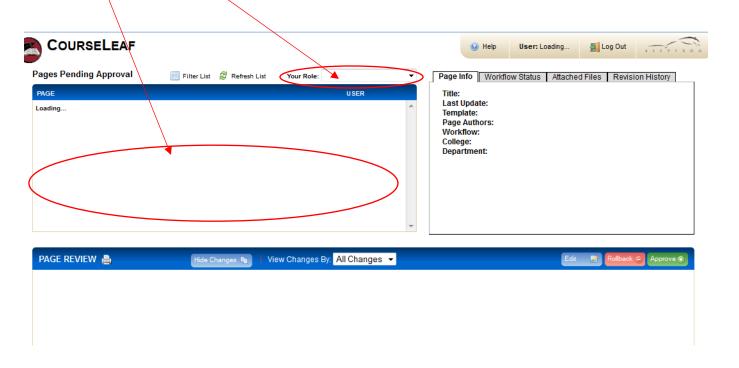
A proposal must be listed at a specific workflow level (at least to department head approval level) before it will show up on the following screen to be approved. You will receive an email notification for each proposal that reaches your approval level in workflow.

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.)



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

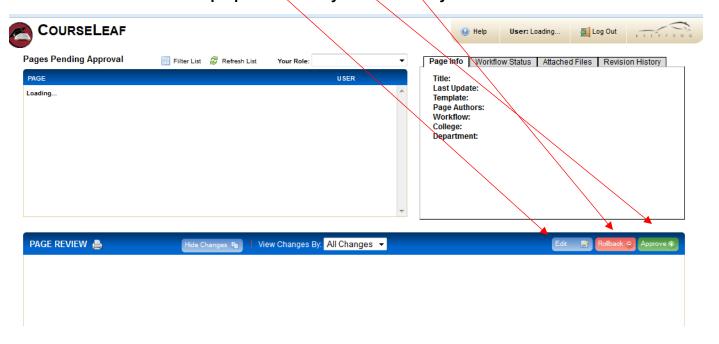
When you click on a proposal at "your role" level, the proposal information will show up in the Page Review area.

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".



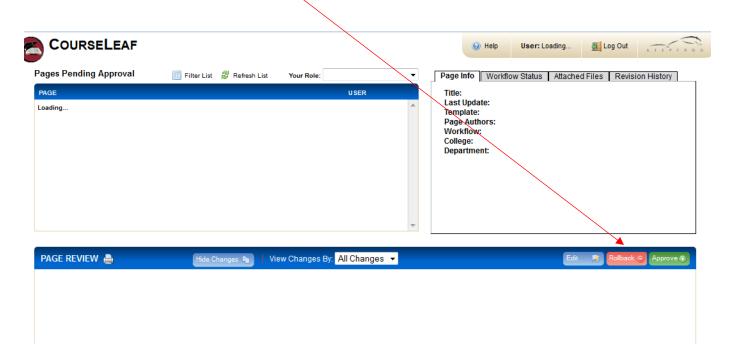
Navigation to "Rollback" a Course or Program Proposal in Workflow:

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.



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