

APPROVING A PAGE IN CourseLeaf



Tulane

NOTIFICATION OF PAGE TO APPROVE

- Navigate to the Catalog Console or click the Page Approval link in from the automated email received.
- Pages Pending Approval can be viewed at:
<https://nextcatalog.tulane.edu/courseleaf/approve/>

UPON NOTIFICATION OF A PAGE TO
REVIEW, YOU CAN EITHER APPROVE IT
OR ROLL IT BACK IF MORE EDITS
SHOULD BE MADE.

APPROVING A PAGE

- **The Page Approval Window Has Three Main Sections**
- **(1)Pages Pending Approval (upper left):** Use this list to select the page desired to review. The page selected will appear in the Page Review window. Click the **Your Role** drop down to select the role you wish to view. When a role is selected, the Pages Pending Approval list will be populated with pages that require review, editing, or approval from the selected role. Click Refresh List to see if new pages have been added since last visited or if the list doesn't contain an expected page.
- **(2)Page Info/Status (upper right):** Review basic page information and the workflow status of the selected page here. Click the various tabs to view different reports. Click Workflow Status to review and update workflow progress (*See instruction below*).
- **(3)Page Review (bottom):** Review the selected page here, then approve it, edit it, or send it back to a previous editor in the workflow. Review changes made by various editors in the workflow by clicking the **View Changes By** drop down and selecting the editor to review.

SAMPLE URL@tulane.edu

Pages Pending Approval 1

Filter List Refresh List Your Role: amgarza

PAGE	USER
/undergraduate/schoolofbusinessadministration/programsofstudy/economicsandfinance: Economics and Finance	jogunther
/graduate/generalinformation/academicinformation/mastersanddoctoraldegrequirements: Master's and Doctoral Degree Requirements	jogunther

Page Info Workflow Status Attached Files Revision History

Title: Master's and Doctoral Degree Requirements
Last Update: Mar 2, 2016 12:30pm
Template: standard
Page Authors: lwallace1, ycopeland1
Workflow: amgarza
College:
Department:

2

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



Catalog Home	A-Z Index	Print / Download Options
2016-17 Catalogue		Home > Graduate Catalog > General Information > Academic Information > Master's and Doctoral Degree Requirements
All Courses		
Graduate Catalog		Master's and Doctoral Degree Requirements

1. Click the **Your Role** drop down menu at the top of the page and select the account for which you want to review and approve pages. If you use the link from the automated email, your role will be pre-selected for you
2. **Note:** Click the *Refresh List* button to see if new pages have been added since your last visit or if the list doesn't contain an expected page

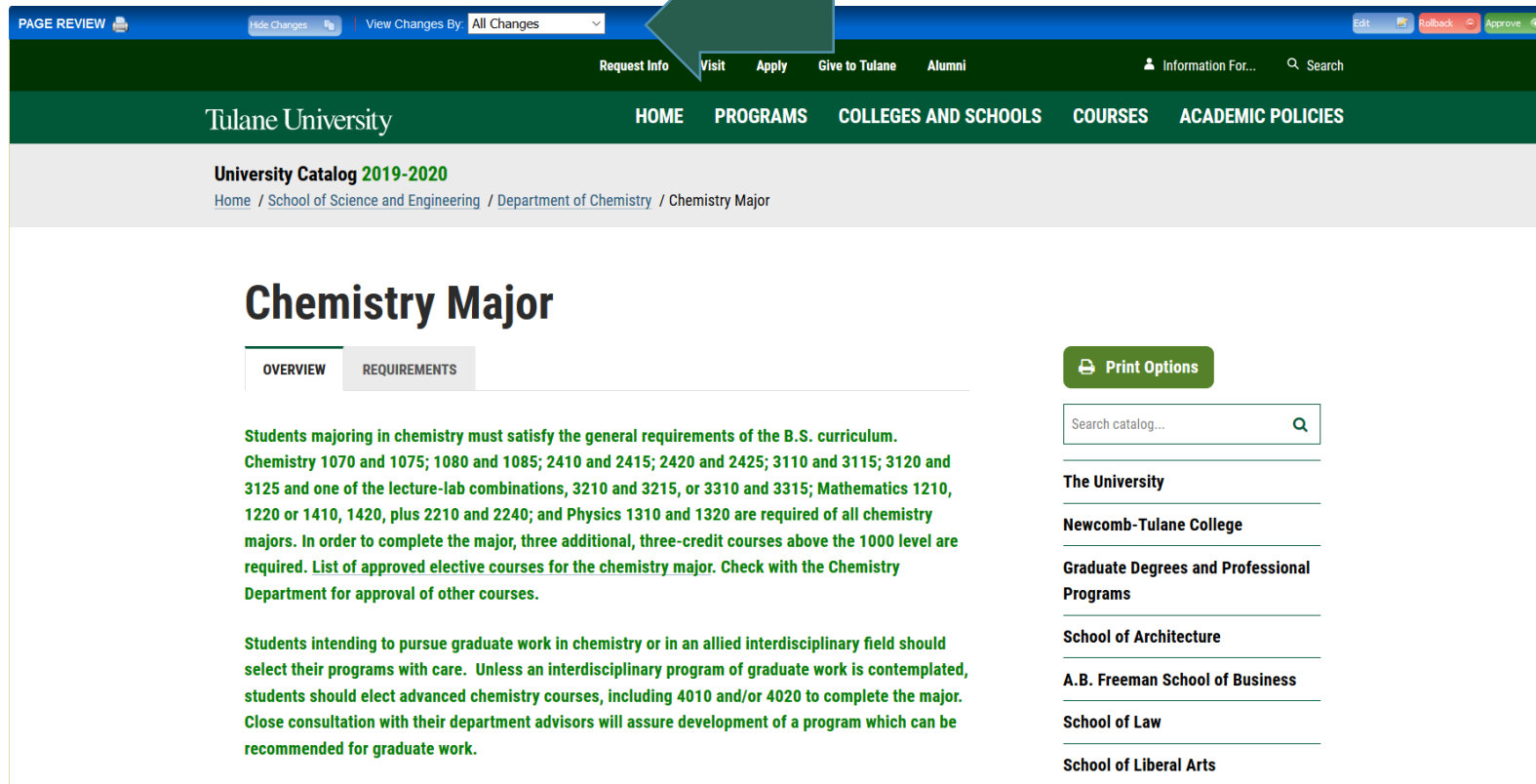
The screenshot displays the COURSELEAF interface. At the top, there is a navigation bar with 'Help', 'User: Traci Hees', and 'Log Out'. Below this is a 'Pages Pending Approval' section with a table containing one entry: '/science-engineering/chemistry/chemistry-major: Chemistry Major' by 'Jessica Stephenson'. A 'Your Role' dropdown menu is set to 'Chemistry Curr Membr'. A tooltip on the right provides details for the 'Chemistry Major' page: Title: Chemistry Major, Last Update: Jan 8, 2019 2:34pm, Template: standard, Page Authors: Chemistry Admin, Workflow: Chemistry Curr Member, School of Science and Engineering Dean's Office, Catalog Editor, College: SE, Department: Chemistry. Below the table is a 'PAGE REVIEW' section with options to 'Hide Changes', 'View Changes By: All Changes', and buttons for 'Edit', 'Rollback', and 'Approve'. The main content area shows the Tulane University navigation menu and the 'Chemistry Major' page with tabs for 'OVERVIEW' and 'REQUIREMENTS'. A 'Print Options' button and a search bar are also visible.

•**Review content in the Page Review window.**

•**View changes made:** Click the View Changes by drop down menu and select an editor whose changes you wish to review.

- The selected editor's changes are shown in red and green: red for deleted text, green for new text.
- Remember that any number of page editors can be in a workflow. Each editor reviews or edits content sent from the editor directly before them in the queue. The changes seen here are changes the selected author made compared to the document they received.

•**Hide Changes:** View the document without color coding or markup.



The screenshot shows the Tulane University website with a page review overlay. The overlay includes a 'PAGE REVIEW' header with a 'Hide Changes' button and a 'View Changes By' dropdown menu set to 'All Changes'. A green arrow points to this dropdown menu. Below the overlay is the main website content for the 'Chemistry Major' page, including a navigation menu, breadcrumb trail, and two columns of text. The right column contains a 'Print Options' button and a list of university departments.

Chemistry Major

OVERVIEW | REQUIREMENTS

Students majoring in chemistry must satisfy the general requirements of the B.S. curriculum. Chemistry 1070 and 1075; 1080 and 1085; 2410 and 2415; 2420 and 2425; 3110 and 3115; 3120 and 3125 and one of the lecture-lab combinations, 3210 and 3215, or 3310 and 3315; Mathematics 1210, 1220 or 1410, 1420, plus 2210 and 2240; and Physics 1310 and 1320 are required of all chemistry majors. In order to complete the major, three additional, three-credit courses above the 1000 level are required. List of approved elective courses for the chemistry major. Check with the Chemistry Department for approval of other courses.

Students intending to pursue graduate work in chemistry or in an allied interdisciplinary field should select their programs with care. Unless an interdisciplinary program of graduate work is contemplated, students should elect advanced chemistry courses, including 4010 and/or 4020 to complete the major. Close consultation with their department advisors will assure development of a program which can be recommended for graduate work.

Print Options

Search catalog...

The University

Newcomb-Tulane College

Graduate Degrees and Professional Programs

School of Architecture

A.B. Freeman School of Business

School of Law

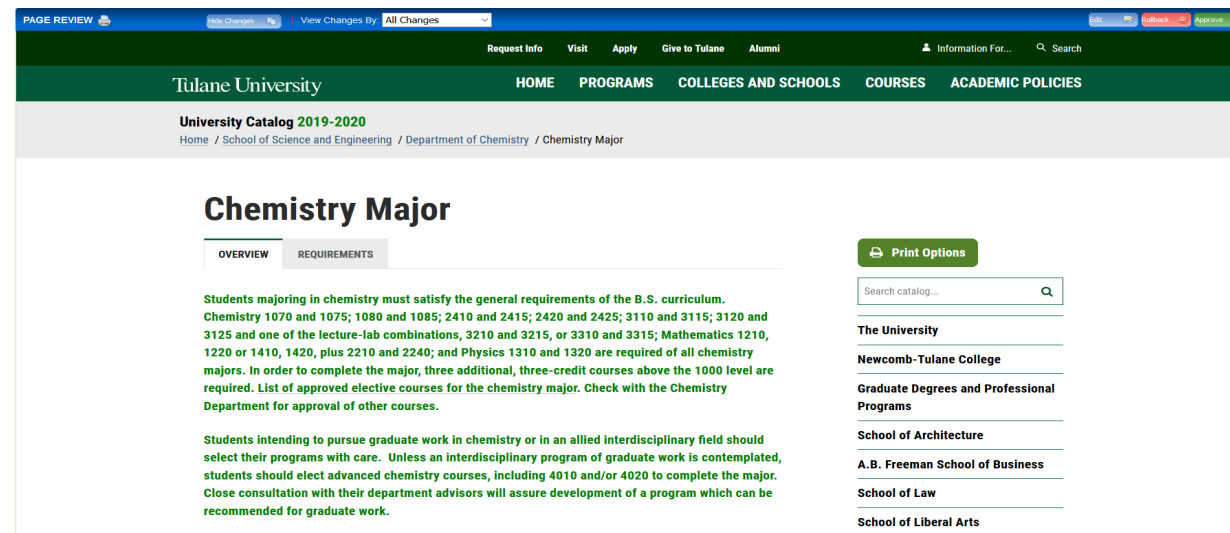
School of Liberal Arts

Choose an action on the page. One of four actions may be taken after reviewing the page. To edit, rollback, or approve the page, click the appropriate button in the upper right of the Page Review window. The page may also be left alone and returned to later. **Edit the page:** Click Edit to make changes to the page. This will produce a tool bar at the top of the Page Review window. Visit the Page Body or Set Up/Title instructions for how to make the desired edits. After editing the page, approve the page to send it to the next step in the workflow.

•**Rollback the page:** Click Roll Back to send the page back to a previous editor. A prompt will appear to make comments about why the page is being rolled back. **Make comments in the space provided and click Rollback in the new window.**

•**Approve:** Click Approve to send the page on to the next step in the workflow.

•**Leave the page for another time:** The page may be left for another time. Select another page to review, or click Logout



The screenshot shows a web browser window with a 'PAGE REVIEW' header. The page content is from Tulane University's University Catalog 2019-2020, specifically the Chemistry Major page. The page has a green navigation bar with links for HOME, PROGRAMS, COLLEGES AND SCHOOLS, COURSES, and ACADEMIC POLICIES. Below the navigation bar is a breadcrumb trail: Home / School of Science and Engineering / Department of Chemistry / Chemistry Major. The main content area features a 'Chemistry Major' heading and two tabs: 'OVERVIEW' and 'REQUIREMENTS'. The 'OVERVIEW' tab is active, displaying text about the general requirements of the B.S. curriculum. To the right of the main content is a 'Print Options' button and a search bar. Below the search bar is a list of schools: The University, Newcomb-Tulane College, Graduate Degrees and Professional Programs, School of Architecture, A.B. Freeman School of Business, School of Law, and School of Liberal Arts. In the top right corner of the browser window, there are buttons for 'Edit', 'Rollback', and 'Approve'. A green arrow points to the 'Approve' button.

IF ROLLING BACK A PAGE, ADD SPECIFIC COMMENTS SO THE EDITOR KNOWS EXACTLY WHAT EDITS NEED TO BE MADE. ONCE THE CHANGES HAVE BEEN MADE, YOU WILL RECEIVE NOTIFICATION AGAIN TO APPROVE THE PAGE.

Chemistry / Chemistry Major

Rollback Page

Rollback to:
Jessica Stephenson

Comment/Reason:

Rollback Cancel

general and 241
210 and
ysics 13
litional,
ie chemi

chemistry or in an allied interdisciplinary field should
disciplinary program of graduate work is contemplated,
including 4040 and/or 4000 to complete the minor



For more help, please visit CourseLeaf Help at

<https://help.courseleaf.com/general/console/approve-pages/>

Or

jarchibald@tulane.edu
504-865-5220



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