CourseLeaf Console – Instructions for Curriculum Reviewers

Getting Started:

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 **all** 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.

As you're reviewing:

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.

Approving Courses / Requesting Changes

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:

For relatively minor changes:

1. Click the blue "Edit" button
2. Select Yes on the "Send Workflow to Initiator" question at the top of the form.

SECTION A - Course Data Elements

Send Workflow to Initiator   ○ Yes   ○ No

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.

Reviewer Comments   [   ]

[Cancel] [Save Changes]

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.

In Workflow
1. SOCS Division Dean
2. Seth Anderson
3. SOCS Division Dean
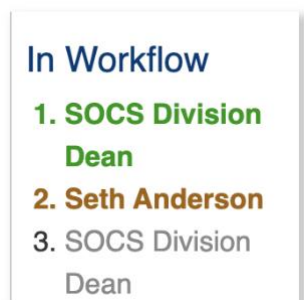
6. Faculty authors are free to accept or reject any comments, unless they deal specifically with issues of Title 5 compliance. Once the faculty author has made any changes they see fit and saved them, they will click the "Approve" button to move the proposal to the next step in Workflow.
7. You will have a chance to review these changes and should either approve the course or repeat this cycle (but only if absolutely necessary).

For major changes that may require rethinking large portions of the course:

1. Click the red "Rollback" button at the top of the Page Review box.
2. In a pop-up "Rollback Page" window, you can choose which step to roll the proposal back to and provide some comments on why you are returning the proposal.

Rollback Page

Rollback to:

Seth Anderson
SOCS Division Dean
Seth Anderson

Comment/Reason:

Rollback   Cancel

3. You will want to roll back the course to the course author (usually the first step) so that they will be able see your comments and make necessary changes. (*Otherwise, you are just sending the proposal to the person who reviewed it before you*.) However, this will cause the proposal to fall out of Workflow.
4. The course author will have to resubmit the course, which will then go through all the subsequent review steps again. This is why we ask that you consider the first option for most requests for changes.