

University of Oregon College of Education

Tips for voting on Courses or Course Changes via CourseLeaf

1. Click the link in the email and it will take you to a page such as the one below. You will need your duck id and login to access.
2. You will get a message: You are not fully logged in. Please click on the icon to log in. (Click on it)
3. You can review the course by using the scroll bar on the right (#1 below). The syllabi is a hot link at the bottom. If this is a course change – the changes are in green.
4. Once finished with your review you can approve and comment if you wish (#2 below). NOTE: ANY COMMENT is public and will be permanently attached to the course throughout the process, etc. I think it will also state your name – so not anonymous.
5. If there are multiple courses you do not need to go back to your email. You can click on any of the courses listed above (#3 below)

The screenshot displays the 'Course Inventory Change Request' page in CourseLeaf. At the top, a list of courses is shown with arrows pointing to it from box 3. The main content area features the University of Oregon logo and the course title 'FHS 216 : Diversity in Human Services'. Below the title, there is a 'Date Submitted' and 'Last edit' timestamp, and a 'Changes proposed by' field. A 'Banner Status' section indicates the course is 'Active'. The 'General Course Characteristics' section includes contact information for curriculum committees, such as 'Name: Kathy Moxley-South' and 'E-mail: kmoxley@uoregon.edu'. On the right side, there is a 'Vote for Approval' button with a 'View Voting Results' link, and an 'Add Comment' button. Below these buttons is a 'In Workflow' section listing the steps: 1. CPHS Curric Coord Initial Review, 2. CPHS Head, 3. CPHS Curric Coord Final Review, 4. ED Curric Coord Initial Review, 5. ED Curriculum Committee Vote, and 6. ED Faculty Vote. Arrows from box 1 point to the scrollbar on the right, and arrows from box 2 point to the 'Vote for Approval' and 'Add Comment' buttons.

Review status of courses

1. On the right is a list called workflow (#1 below)– if it is green it has already been to that point. If it is grey it is going there later – orange is for current step.
2. If you hover over one of these at bottom of the screen you can see who will be notified to complete this step (#2 below – though not appearing). If you click on it you can send them an email.
3. Right below that “Approval path” you can see when each stop was accomplished (#3 below)

The screenshot displays a web application for reviewing course changes. The main content area shows details for 'FHS 216 : Diversity in Human Services', including submission date, last edit, and proposed changes. A 'General Course Characteristics' section provides contact information for Kathy Moxley-South. On the right side, there is a 'Vote for Approval' button and a 'Workflow' list. The 'Workflow' list consists of 14 steps, with the first four steps (1-4) highlighted in green, indicating they have been completed. Step 5 is highlighted in orange, indicating it is the current step. Steps 6-14 are in grey, indicating they are future steps. Below the workflow list is an 'Approval Path' section showing a list of approvals with dates and names. Arrows point to these sections with numbered labels: 1 points to the 'Workflow' list, 2 points to the bottom of the page, and 3 points to the 'Approval Path' section.

Workflow

1. CPHS Curric Coord Initial Review
2. CPHS Head
3. CPHS Curric Coord Final Review
4. ED Curric Coord Initial Review
5. ED Curriculum Committee Vote
6. ED Faculty Vote
7. ED Dean or Designee
8. ED Curric Coord Final Review
9. UOCC Curric Coord Initial Review
10. UOCC
11. UOCC Curric Coord Final Review
12. Senate
13. Registrar
14. Banner

Approval Path

1. 10/26/15 10:29 am Leslie Stephenson (Igsult): Approved for CPHS Curric Coord Initial Review
2. 10/26/15 10:58 am