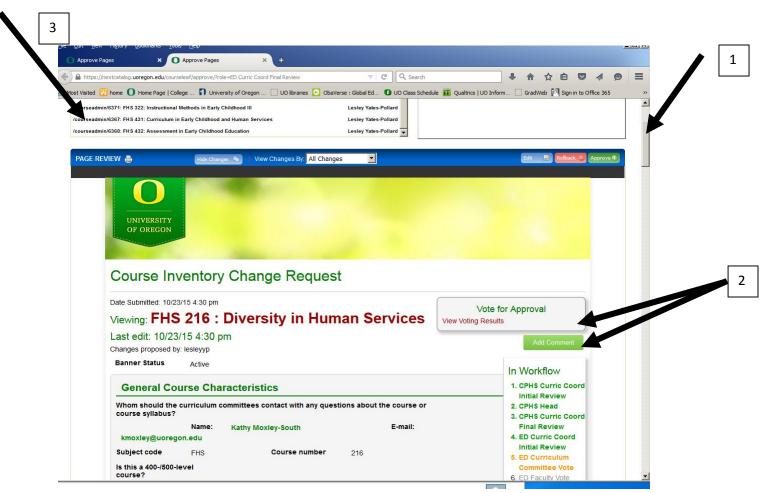
## **University of Oregon College of Education**

## 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)



## **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)

