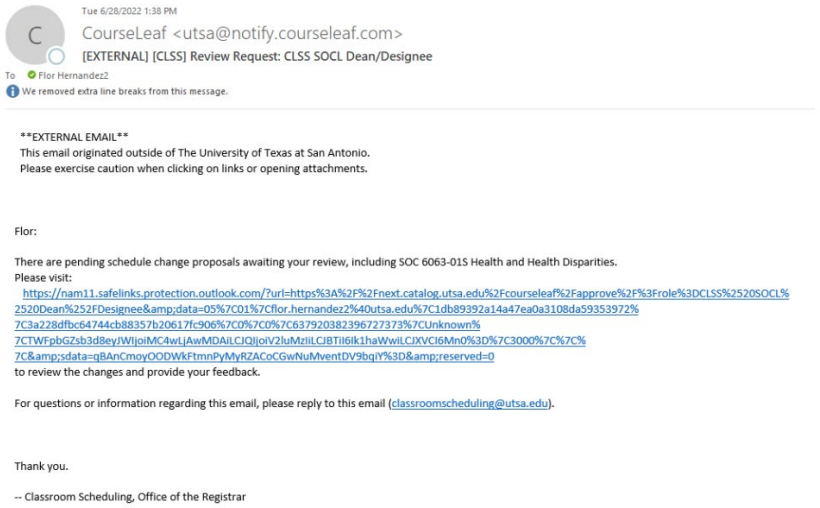
How to Approve Changes in CLSS Courseleaf

When changes are waiting for your approval, you'll receive an email from CLSS like this one:



Tue 6/28/2022 1:38 PM

CourseLeaf <utsa@notify.courseleaf.com>

[EXTERNAL] [CLSS] Review Request: CLSS SOCL Dean/Designee

To Flor Hernandez2

We removed extra line breaks from this message.

EXTERNAL EMAIL
This email originated outside of The University of Texas at San Antonio.
Please exercise caution when clicking on links or opening attachments.

Flor:

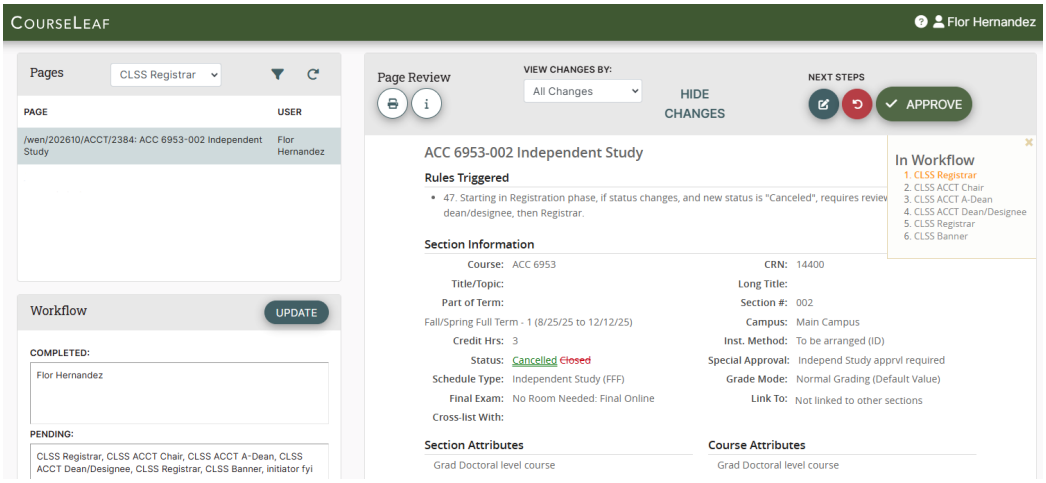
There are pending schedule change proposals awaiting your review, including SOC 6063-01S Health and Health Disparities.
Please visit:
https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnext.catalog.utsa.edu%2Fcourseleaf%2Fapprove%2F%3Frole%3DCLSS%2520SOCL%2520Dean%252FDesignee&data=05%7C01%7Cflor.hernandez2%40utsa.edu%7C1db89392a14a47ea0a3108da59353972%7C3a228dfbc64744cb88357b20617fc906%7C0%7C0%7C637920382396727373%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=qBAnCmoyOODWkFtmnPyMyRZACoCGwNuMventDV9bqiY%3D&reserved=0
to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email (classroomscheduling@utsa.edu).

Thank you.

-- Classroom Scheduling, Office of the Registrar

Click the link to go to the CLSS Approval page:

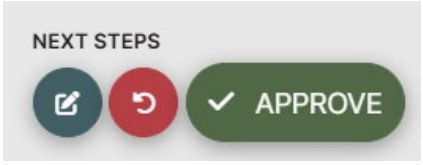


You will see a list of changes waiting for your approval.

Items underlined in **green** and crossed through in **red** show the changes that were made.

Approve, Rollback, or Edit

You may either Approve (Green), Rollback for further changes (Red), or Edit (Blue):

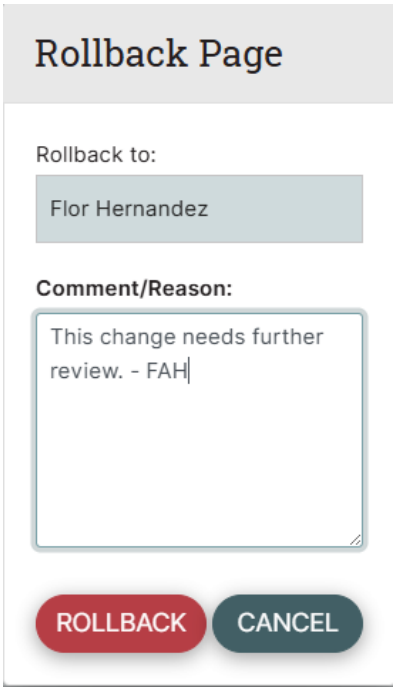


To Approve:

Click the green Approve button to Approve. Changes will proceed to the next step in the workflow

To Rollback:

Click the red Rollback button to roll the changes back – select the role you would like to roll back to. You must enter a comment to explain – please be as detailed as possible and ***include your name or initials***:



To Edit:

Click the blue Edit button to make additional changes. You will be taken to the course record, which you may edit, and save. You can then Approve after making your changes.

Steps in Workflow

The menu under the approval buttons shows the steps in workflow:

Current step is **orange**, previous steps are **green**, future steps are **gray**.

Need help? If you need any assistance with Workflow, email: classroomscheduling@utsa.edu