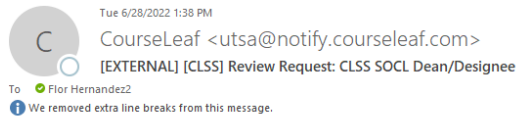


# How To Approve Changes in CLSS Courseleaf

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



**\*\*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:

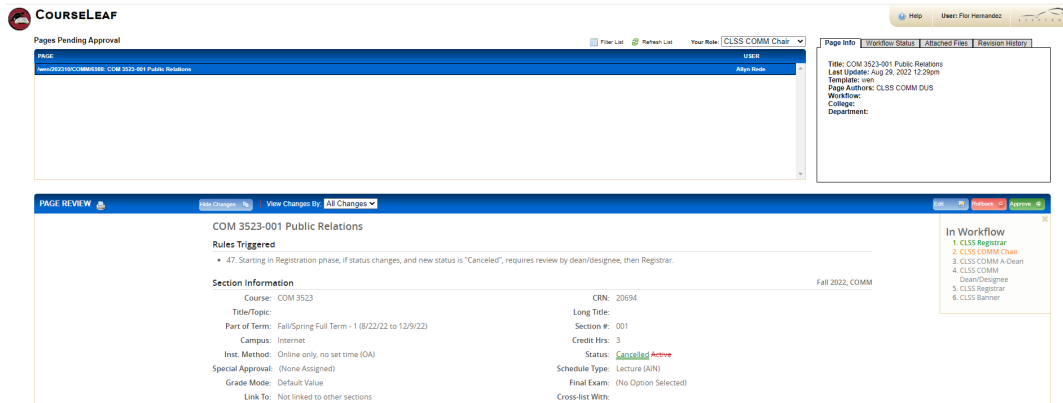
<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnext.catalog.utsa.edu%2Fcourseleaf%2Fapprove%2F%3Frole%3DCLSS%2520SOCL%2520Dean%252FDesignee&data=05%7C01%7CFlor.hernandez2%40utsa.edu%7C1db89392a14a47ea0a3108da59353972%7C3a228dfbc64744cb88357b20617fc906%7C0%7C0%7C637920382396727373%7CUnknown%7C7WfPbGZsb3d8eyjWjioiMC4wLjAwMDAilCjQioiV2luMzlllCjBTlI6ik1haWwlcjXVCl6Mn0%3D%7C3000%7C%7C%7C&spdata=qBanCmoyODWkFtmnPyMyRZACoGwNumventDV9bqiY%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](mailto: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):



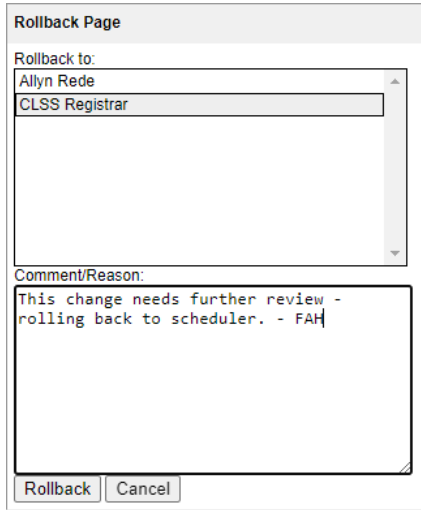
### To Approve:

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 will need to enter a comment to explain – please be as detailed as possible and include your name or initials:



Rollback Page

Rollback to:  
Allyn Rede  
CLSS Registrar

Comment/Reason:  
This change needs further review -  
rolling back to scheduler. - FAH

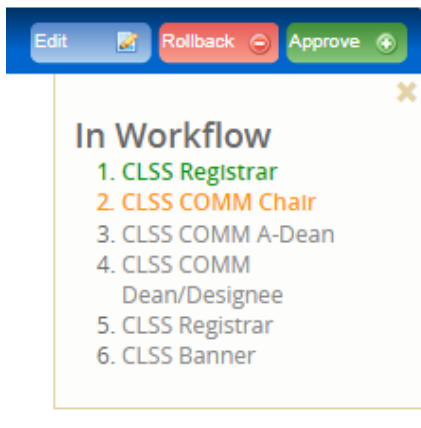
Rollback Cancel

**To Edit:**

Click the Blue Edit button to make additional changes. You will be taken to the course record, which you will 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:



Edit Rollback Approve

**In Workflow**

1. CLSS Registrar
2. CLSS COMM Chair
3. CLSS COMM A-Dean
4. CLSS COMM  
Dean/Designee
5. CLSS Registrar
6. CLSS Banner

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](mailto:classroomscheduling@utsa.edu)