

# Curriculum Manager

## Approve Course/Program Proposals



### LOGIN TO APPROVAL QUEUE



1. Access the [Curriculum Manager Resource Page](#) and click Approval Queue



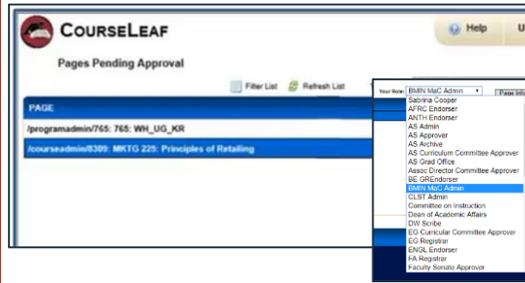
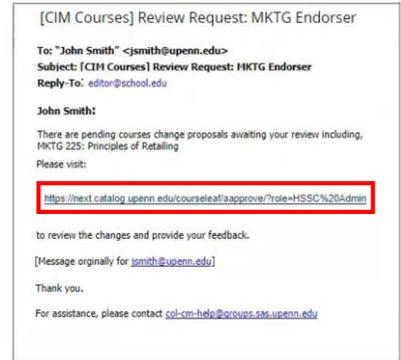
2. Enter your **PennKey** and **Password** then click **Log In**

3. Click the red **Log In Icon**



### APPROVE A COURSE/PROGRAM PROPOSAL

- CM generates different types of alert emails based on the nature of the notification.
  - FYI – informational
  - Prompts for Action
- The link located in the email directs the user to the Approval Queue
- Login to the Approval Queue directly or click the link in the approval email



- If accessing via the email link, the proposal will be selected and “Your Role” will be pre-filled (*Recommended*)
- If accessing directly from the CM Resource page, select your role from the Your Role drop down above the blue bar, then select proposals in your queue for review



### Course Change Request



- The Page Review section displays your proposal’s full detail, including where it is in the workflow and what roles are left to review it
- Click on **Add Comments** if needed to add notes to the proposal. Comments added will be shown at the very bottom of the proposal under **Reviewer Comments**

### APPROVER OPTIONS



- **Edit:** Approver can make minor edits, such as correcting typos, minor text revisions, etc.
- **Rollback:** Approver can rollback to any of the previous workflow steps, including the submitter, when major changes are suggested
- **Approve:** Once review is complete, the Approver can approve the proposal and advance it to the next step within the workflow

- Edits are color-coded so new information displays as **green** and removed information displays as **red with strikethrough**

Course Change Type	This is a substantive change		
Course Subject	WRIT - WRITING PROGRAM	Course Number	
Department	COLLEGE		
College	Arts & Sciences		
Effective Term	Fall 2020	Committee Term	Spring 2020 <del>2019</del>
Academic Level	Undergraduate		
Is this an honors course?			
Print in Catalog?	Yes No		
Is this a topics course?	Yes No		