

Course Approval/Denial – User Guide

Audience: Course Requestors



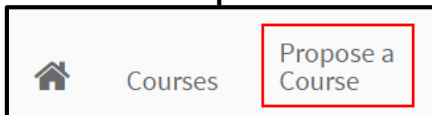
This document is designed to give an overview of the process of revising a denied course and resubmitting for approval.

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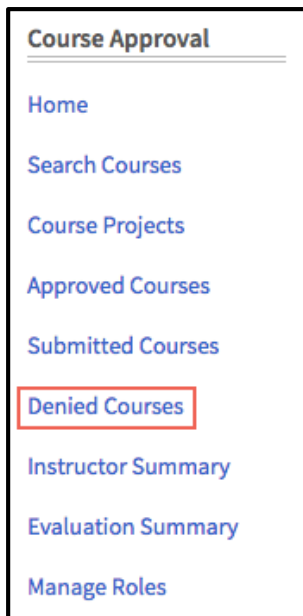
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Reviewing a Course

- Click on the **Propose a Course** tab along the top of the screen.



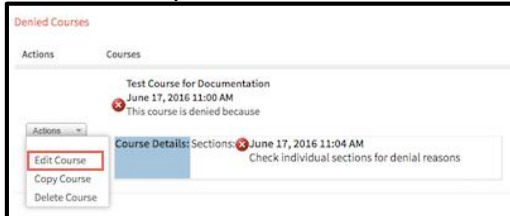
- Click on **Denied Courses** to view a list of courses that are currently awaiting revision.



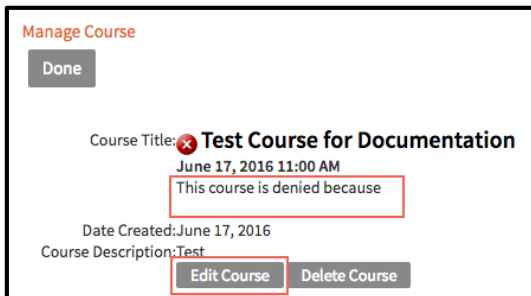
Revising a Denied Course

Revising a Course

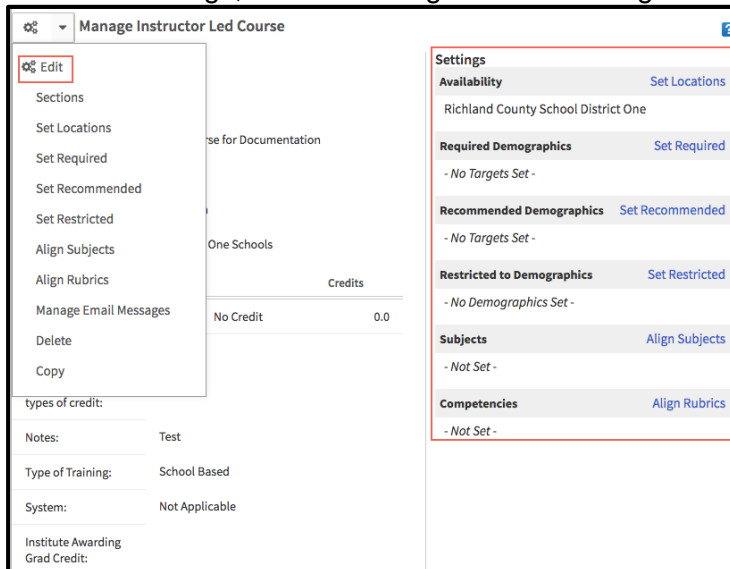
- A list of any denied courses will appear.
- Locate the course you wish to revise, and click on the **Actions** menu.
- From the dropdown, click **Edit Course**.



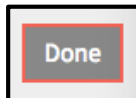
- Review the notes from the course approver.
- Click **Edit Course** to revise course details.



- Determine which parts of the course needs revision.
- To revise course details, click **Edit** in the actions menu.
- To revise settings, use the settings links on the right side of the screen.



- Once complete, click **Done**.



Revising a Section

- Review notes from the course reviewer then click **Edit**.

The screenshot shows a 'Course Details' section with a 'Sections:' tab. A red 'x' icon is next to the 'Edit' button, which is highlighted with a red box. The text 'June 17, 2016 11:04 AM' and 'Check individual sections for denial reasons' are visible. A 'Resubmit For Review' button is also present, with a note: 'All Details must be complete to submit.' A 'Done' button is at the bottom right.

- Click **Edit**.

The screenshot shows a 'Test' section with a red 'x' icon next to the 'Edit' button, which is highlighted with a red box. The text 'June 30, 2016 - August 11, 2016' and '20' are visible. A 'Delete Section' button is also present. A 'Continue' button is at the bottom right.

- Click **Edit** to make any changes to the section details.
- Use the Actions buttons to make any other necessary changes.

The screenshot shows an 'Actions' section with a red box highlighting the 'Manage Instructors / Course Creators', 'Manage Class Times', 'Manage Roster', and 'Course' buttons. The 'Edit' button is highlighted with a red box. A 'Done' button is at the bottom right.

- Once finished, click **Done**.

The screenshot shows a 'Done' button highlighted with a red box.


- Click **Continue**

The screenshot shows a 'Continue' button highlighted with a red box.

- Once the course and section(s) have been reviewed and you are prepared to submit them for the approval process, click **Resubmit for Review**.

Manage Course

Done

Course Title:  **Test Course for Documentation**

June 17, 2016 11:24 AM

This course is denied because

Show/Hide Older Comments


Date Created: June 17, 2016


Course Description: Test


Edit Course


Delete Course


Status Key

 Incomplete


 Denied

 Submitted

 Project

 Approved


Course Details:

Sections: 

Edit

 June 17, 2016 11:21 AM

Check individual sections for denial reasons

 Resubmit For Review

Done