Steps for Approving Courses on CourseLeaf

Go to https://nextcatalog.uthscsa.edu/courseleaf by copying and pasting the link, or typing the URL into your browser. The link may not work if you CTRL+Click. It is also better to use a browser other than Internet Explorer since it is not always compatible with CourseLeaf. Use UTHSCSA credentials to log in.

Note: Users should receive an email from uthscsa@notify.courseleaf.com notifying the user of the pending course. This email will provide a direct link to forgo the first page of this guide. Be sure to check Junk/Spam folders if email is not delivered to inbox.
– Clicking ‘Edit’ will open a new window. Once edits are made, click ‘Save Changes’ at the bottom of the window. Changes will be saved and viewable, but the course will not move forward in the workflow without the user selecting ‘Approve’.

– Click to send the page back to a previous editor. A window titled ‘Rollback Page’ will appear. Select the user the course should be rolled back to, and make comments in the ‘Comment/Reason’ space provided. 

Note: If rolling back, please add name with comment/reason.

– Click to send the page to the next step in the workflow.