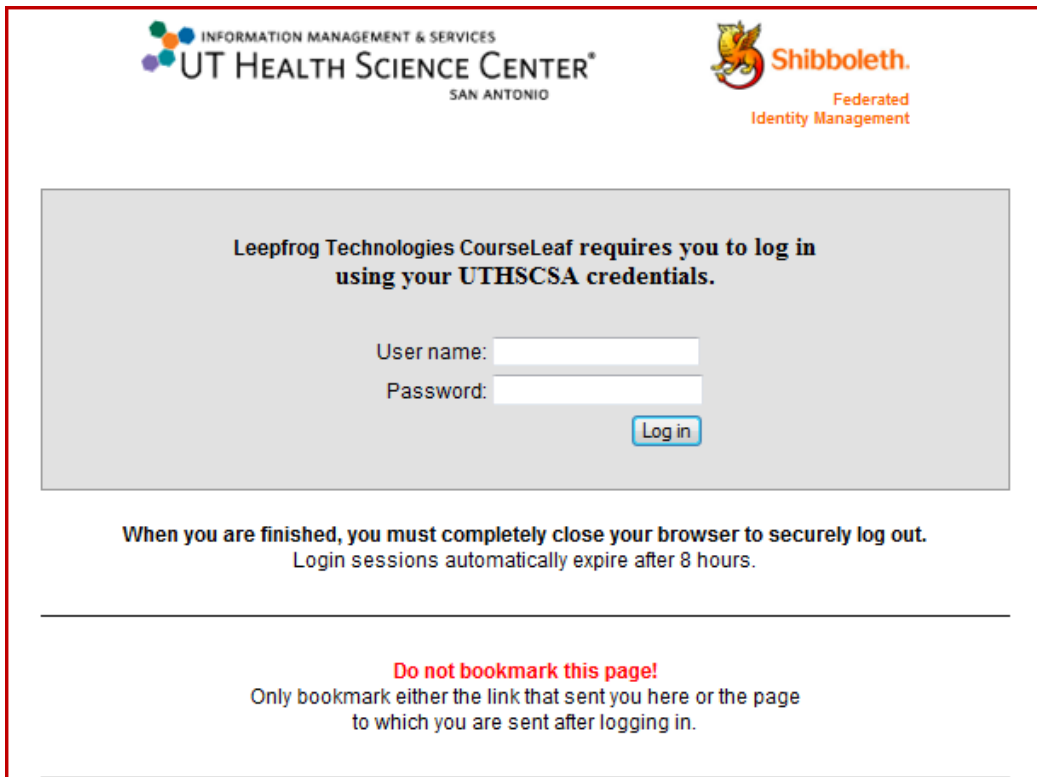


**Steps for Approving Courses on CourseLeaf**

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](mailto: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.*



INFORMATION MANAGEMENT & SERVICES  
**UT HEALTH SCIENCE CENTER**<sup>®</sup>  
 SAN ANTONIO

**Shibboleth.**  
 Federated Identity Management

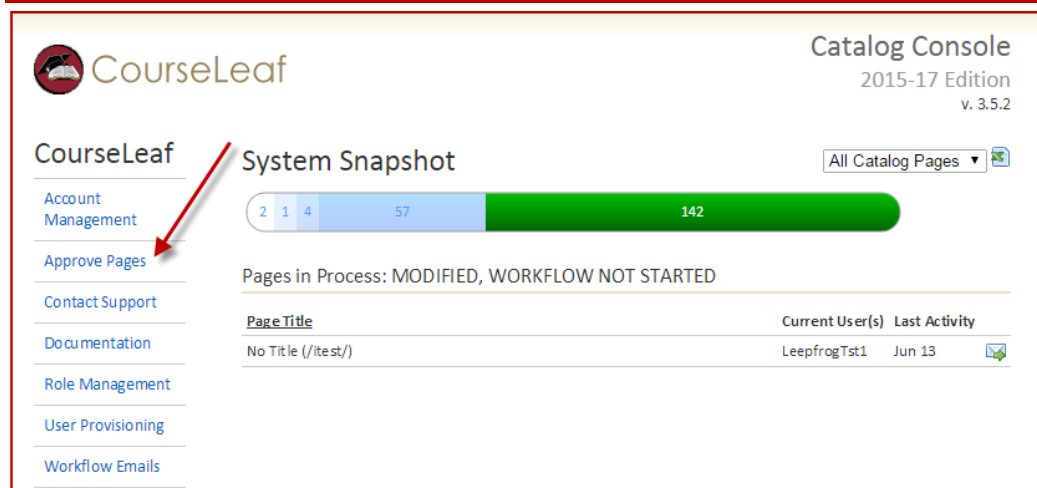
**Leefrog Technologies CourseLeaf requires you to log in using your UTHSCSA credentials.**

User name:

Password:

**When you are finished, you must completely close your browser to securely log out.**  
 Login sessions automatically expire after 8 hours.

**Do not bookmark this page!**  
 Only bookmark either the link that sent you here or the page to which you are sent after logging in.



**CourseLeaf** Catalog Console  
 2015-17 Edition  
 v. 3.5.2

Account Management  
 Approve Pages  
 Contact Support  
 Documentation  
 Role Management  
 User Provisioning  
 Workflow Emails

**System Snapshot** All Catalog Pages

2 1 4 57 142

Pages in Process: MODIFIED, WORKFLOW NOT STARTED

Page Title	Current User(s)	Last Activity
No Title (/itest/)	LeefrogTst1	Jun 13

**Pages Pending Approval** Filter List Refresh List Your Role: Administrator

**PAGE** **USER**

2. Select Desired Page for Review.  
(Options will show once role is chosen)

1. Choose Your Role.

**Page Info** Workflow Status Attached Files Revision History

Title:  
Last Update:  
Template:  
Page Authors:  
Workflow:  
College:  
Department:

**PAGE REVIEW** Hide Changes View Changes By: All Changes Edit Rollback Approve

3. Review information. You may Edit, Rollback, or Approve by clicking on the corresponding button.

**Edit** – 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’.

**Rollback** – 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.*

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