**CourseLeaf CIM Tip Sheet**

**Approving a COR**

* **Approval Emails vs. FYI Emails:** A quick peek at the email subject will help you tell the difference:
  + "Course ready for your review" in the subject = an approval email
  + "Course submission" in the subject = an FYI email (your approval is not required)
    - FYI emails also state that "your approval is not necessary" in the body of the email
* **Direct Link to Your Approval Queue:** <http://courseleaf.foothill.edu/courseleaf/approve>
  + If you use this link (instead of the link in your CourseLeaf notification email), you may need to make a selection in the "Your Role" drop-down menu in order for items to populate for you to review
* **Viewing the "Clean" COR:** When viewing COR revisions in your approval queue, you have the option to hide red/green mark-up by clicking the "Hide Changes" button:

Screenshot from CourseLeaf CIM system to supplement instruction

* **Division Deans & Articulation Officer:** Please remember to fill out your fields before you approve a COR, because once you approve it, you'll no longer have access to do so.
  + To fill out your fields, click the "Edit" button—the COR will open in a new window. Scroll down to the very bottom of the COR to locate your fields and fill them out (or update them on a COR revision). Click the "Save Changes" button, when you're done
  + Don't forget to approve the COR, once you're ready to do so!
* **Adding a Comment:** If you would like to enter a comment on the COR (or New Course Proposal), click the "Edit" button—the COR will open in a new window. Scroll down to the very bottom of the COR to locate the "Reviewer Comments" section. Once you're done entering your comments, click the "Save Changes" button.
  + Be aware that your comments will be visible to anyone viewing the submission
  + Don't forget to approve the COR/proposal, once you're ready to do so!
* **Approving a COR Also Approves all Associated Forms:** When you approve a COR, remember that you're also approving all supplemental forms filled out within that COR (e.g., Content Review, Stand Alone, Foothill GE, Cross-Listing). So, if you don't feel ready to grant your approval to a supplemental form on that COR, don't click the "Approve" button!
* **No Matter What, You Must Click the "Approve" button!** Adding a comment, filling out the Division Dean & Articulation Officer fields—these things don't approve the COR. You must click that green "Approve" button to approve the COR:

Screenshot from CourseLeaf CIM system to supplement instruction

If you find yourself needing some additional guidance while approving CORs (including instructions for the rollback function), please check out the comprehensive CourseLeaf CIM User Guide, available on [the CCC's CourseLeaf Resources webpage](https://foothill.edu/curriculum/courseleaf.html).