

Approving Changes in CLSS Workflow

1. You will receive an email from CLSS when changes are submitted to workflow that require your approval:

CLSS Schedule Approval Request: IE 101-0 Adv IE/Academic Credit



CourseLeaf Update <wchita@notify.courseleaf.com>
To August, Michele



Tue 10/15/2024 5:22 PM

We removed extra line breaks from this message.

Start your reply all with: [Yes, I approve.](#) [Approved.](#) [I approved it.](#) [Feedback](#)

Hello Michele,

There are pending CLSS SCHEDULE proposals awaiting your approval in your role as Assoc Reg Schedule CLSS, including:
IE 101-0 Adv IE/Academic Credit

Comments, if any:

Please click this link to review the changes and Approve or Rollback:

<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnextcatalog.wichita.edu%2Fcourseleaf%2Fapprove%2F%3DAssoc%2520Reg%2520Schedule%2520CLSS&data=05%7C02%7Cmichele.august%40wichita.edu%7C5a25e3774a674b2c54d508dc67d1f1%7Ce05b6b3f19804b248637580771f44dee%7C1%7C0%7C63864627737415032%7CUnknown%7CTWFBpGZsb3d8eyJWljoIMC4wLjAwMDAICJQjoiV2luMzIlCjBTi6IklhaWwWlCjXVCI6Mn0%3D%7C0%7C7C%7C&sdata=LTSdzVUET%2F%2B5npsJ9untFosEGn0xT1ySMtXZlMwn8%3D&reserved=0>

For questions or additional information regarding this email, please contact the Registrar's Office at:
schedulebuilding@wichita.edu --or-- Allie Paredes (316) 978- 5394

Thank you!

2. Click the link to go to the CLSS Approval page:

The screenshot shows the CourseLeaf 'PAGE REVIEW' interface for 'IE 101-0 Adv IE/Academic Credit'. The page is divided into several sections:

- Page Info:** Title: IE 101-0 Adv IE/Academic Credit; Last Update: Oct 15, 2024 5:22pm; Template: rev; Page Authors: ENGL DUS CLSS; Workflow; College: ; Department: ;
- Rules Triggered:** A red box highlights the message: "Workflow: Room double-booking requires Registrar review."
- Section Information:** Course: IE 101; Title/Topic: ; Part of Term #: 510 (Second Half Term) (10/10/24 to 12/5/24); Credits Hrs: 1.75; Status: Active; Special Approval: (None Assigned); Grade Mode #: Credit/No Credit (Default Value);
- Section Attributes:** UNV (Course from 4-YR School); A (Div A Human+FineArts); FLAC (Liberal Arts Course Fee);
- Restrictions:** Field of Study - Major to INCLUDE; L104 - Intensive English Program; L110 - Intensive English and Academic;
- Instructor:** TBD - Primary - 100%;
- Meeting Pattern:** A table with columns for Pattern, Type, Room, and Dates.
- Course Attributes:** Course from 4-YR School; Div A Human+FineArts; Liberal Arts Course Fee;
- Prerequisites:** ;
- In Workflow:** 1 Assoc Reg Schedule CLSS; 2 Banner CLSS;

This page shows you what changes have been made that are awaiting your approval. Pay particular attention to the Rules Triggered list at the top of the page and any red or green

markup within the document. Items underlined in green are new while those crossed through in red are what was changed.

3. You can either approve, rollback, or edit:



a. Approve

Click the green Approve button to Approve. This will send the approval to the next step in the workflow.

b. Rollback

Click the red Rollback button to roll the changes back to a previous approval step or to the initiator. Choose the role you want to send back to. You will need to enter a comment in the Comment/Reason box to continue. **Be very specific in your reasoning for rolling back in this comment section.** Make sure to be as specific in the comment as possible. Include your name or initials.

Rollback Page

Rollback to:
Alexandrea Paredes

Comment/Reason:
Cannot double book this classroom space.
Choose a different room. - MA

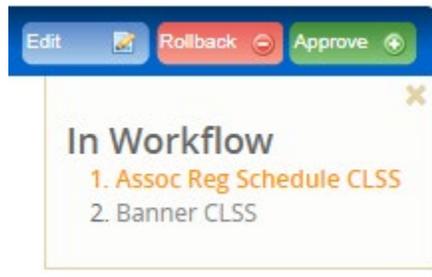
Rollback Cancel

c. Edit

Click the blue Edit button to make changes to the section. This will open the Section Editor where you can make changes directly to the section and save. You can approve after making your changes.

Workflow Steps

Workflow steps are listed under the approval buttons. This shows what steps are required in the workflow. The current step is in orange, previous steps are in green, and future steps are in gray.



Once the request has gone through all the steps in the workflow, the initiator (department schedule builder) will receive an email notifying them that the changes have been approved and have been made.