

# CIM OVERVIEW

ROLE: APPROVER (UGRD CHAIR)



**STEP ONE**



# STEP THREE

Once you have successfully logged into the Approve Pages menu in CIM, you will need to select your department/school chair from the **Your Role:** dropdown menu.

In the example below, I have selected ASCDEPT Chair – once chosen, CIM will refresh the Pages Pending Approval section to display all submissions that are under review by that particular role.

The image displays two screenshots of the CourseLeaf system interface. The top screenshot shows the 'Your Role' dropdown menu with the following options: Allie Corcoran, ASCDEPT Chair, and PennieSoft. The bottom screenshot shows the 'Pages Pending Approval' section with the following table:

| USER           | PAGE   |
|----------------|--|
| Allie Corcoran | /courseadmin/7992: ASCX 150: Learning and Working in a Digital World - 1 |

# STEP FOUR

As you begin to review the submissions listed under your designated role, you will see red/green markup. ~~Red text~~ with a strikethrough displays information that was deleted from the course or program. **Green text** is information that was added to a course or program/plan. To the right you can see I edited the existing course title of ASCX 150 by adding **TRAINING EXAMPLE** at the end.

Review all red/green markup entered by the initiator to ensure it matches the agreed upon changes proposed by your department or school's internal curriculum review. Please ensure that a clear rationale for each edit has been entered. If the rationale is not clear, your submission will be rolled back by the Curriculum Team or the Curriculum Committee for more information.

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