

View of Originator making changes to course proposal and submitting it back into workflow

From the initial landing page, click on the dark gray button at the top marked “Approvals”

Then select the course you want to edit

The screenshot shows the 'Approvals' page with a search bar and a table of proposals. The table has columns for Proposal Type, Organization, Subject, Position, Pending Changes, and Reports. Two proposals are listed, both for '0199 Accelerated Learning Program English' with 'Originator' as the position and 'Yes' for pending changes.

Proposal Type	Organization	Subject	Position	Pending Changes	Reports
New General Education Course Proposal Arts and Sciences		ENGL	Originator	Yes	
New General Education Course Proposal Arts and Sciences		ENGL	Originator	Yes	

From the course screen shown below, you will need to select “View Course Proposal” and make your changes.

The screenshot shows the 'Approval Update for Originator' screen for the course 'New General Education Course Proposal Arts and Sciences: ENGL 0199 - Accelerated Learning Program English'. It includes navigation buttons, an 'Action' dropdown set to 'Changes made', a 'Comments' text area, and a 'Commit' button. Below is a 'History' table.

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Originator	Required	Joan Petrusky	Pending	
12/06/2016 02:41 PM	Curriculum Management	Required	Laurie Johns	Info Missing	The Pre-approval for this course has been reviewed and approved. Please complete full course development by filling in all fields on all tabs, beginning with the "Course Restrictions" tab and excluding the "Codes/Dates" tab.

After you SAVE your changes in the actual Course Proposal, then you will need to return to the screen above and take Action “Changes made”, enter comments if you need to and then click the “Commit” button to send it back into the workflow.