

## Review and Approve a Course

-tier review process, the following steps

## Access Course Review

- 1. Click Administration in the tabs along the top of the screen.
- 2. From the Applications menu, select Course Approval Administration.

3. Select Submitted Courses

left.

4. Locate the course you wish to review and dick on the Actions menu.

5. Select Review.

## Review Course Details and Settings

1. Click

3. Select Approved to approve the course, or Denied to send the course back for revision. Then click Save to complete this part of the process.

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Approved:	
Denied:	
mments:	
Save Cancel	
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If Denied	

## **Review Sections**

Every instructor-led course and PLC is required to have at least one section. (Participants enroll in a section.)

1. Scroll down to Sections and dick Review.



- 2. All sections will be listed, with the rst section expanded by default. Review the section details.
- 3. Select Approved to approve the section or Denied to send the section backfor revision. Then dick Save Status.

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4. Scroll down. Click each + to display and review

In the pop-	
sections, you will also determine whether to keep or r	<u>emove the r</u> oom bookings.
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Course Requester for correction	
er veren	າລະສາດຄວະກາດກ <b>ານການ</b> ຄວາມ
an all poster par at the day	area ()/see as a constant
e else will be able to book these rooms for the specified times unless they are manually	Please note: No-on- removed.

The course will now appear in the Denied Courses list.

