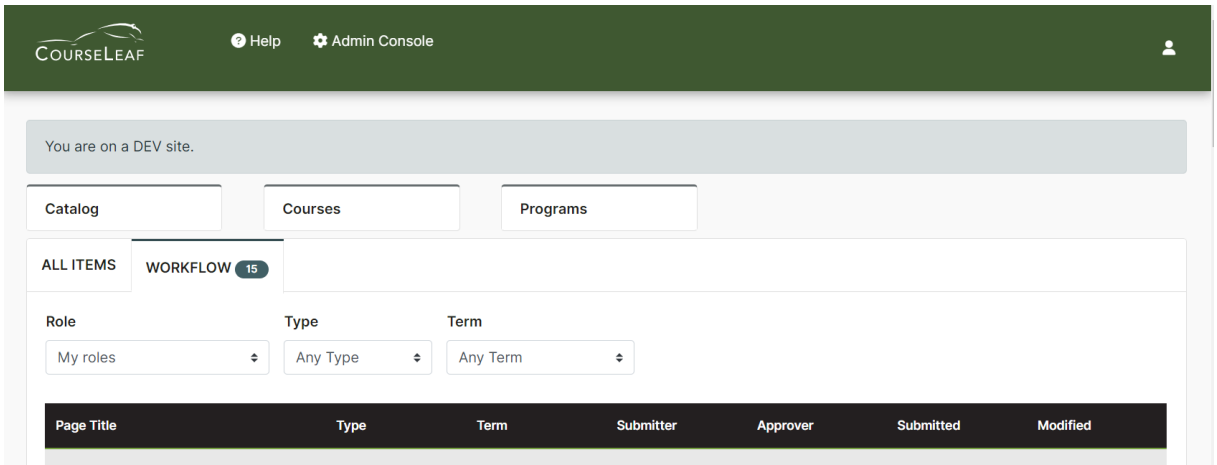
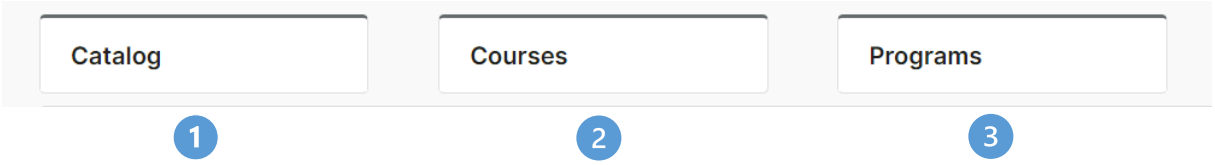
A Sneak Peek into the New CourseLeaf Dashboard



Top Row Navigation

1. **CourseLeaf Logo** – Link to return to the Dashboard home page
2. **? Help** – Link to the new Leepfrog User Community help site
3. **Admin Console** – Link to the CourseLeaf Admin Console *(UNC administrators only)*
4. **CourseLeaf and Account Info** – The person icon in the upper right-hand corner shows the role(s) of the person who is logged in (if there are multiple roles, they will all be listed) and displays the user's log-in information

CourseLeaf Modules

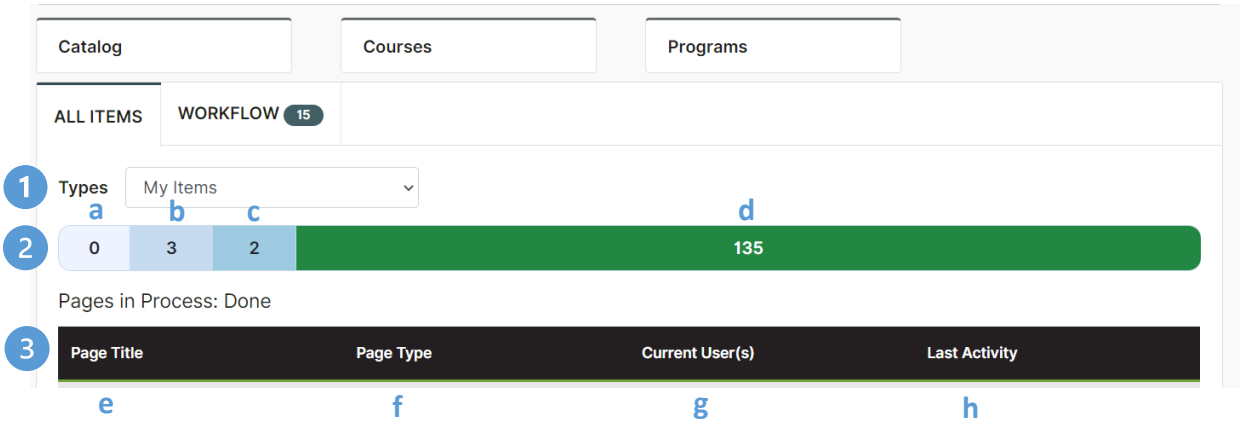


The three Module Cards provide direct links to the following webpages:

1. **The NEXT Catalog:** https://nextcatalog.unc.edu/
2. **CIM-Courses:** https://nextcatalog.unc.edu/courseadmin/
3. **CIM-Programs:** https://nextcatalog.unc.edu/programadmin/

Adapted from the CourseLeaf Support Page: https://luc.courseleaf.com/help/general/courseleaf-dashboard/#text

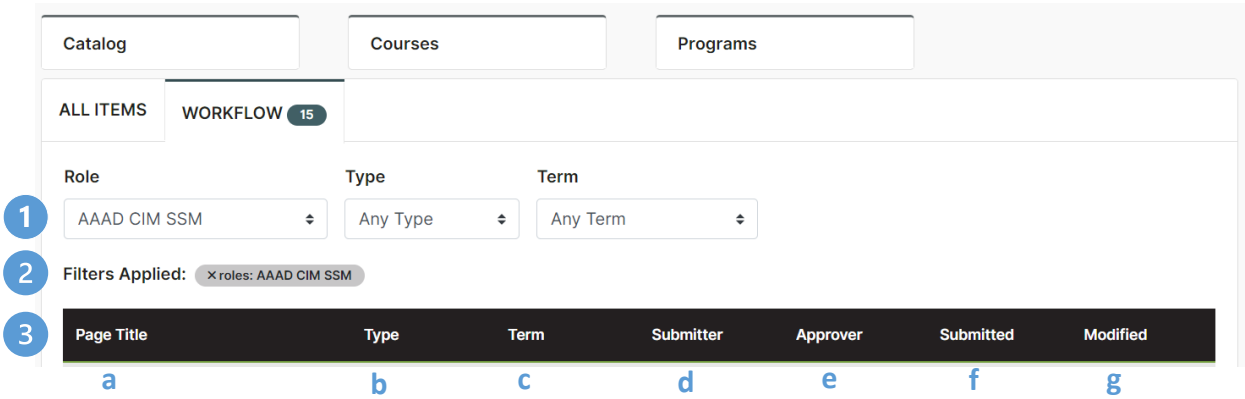
All Items Tab



This table, by default, displays all records assigned to the logged-in user for the Catalog, CIM-Courses, and CIM-Programs.

1. **Types** – The default view of My Items includes a snapshot of where in the process those records are.
2. **Thermometer** – The items displayed in the Thermometer can be changed by selecting another option in the Types dropdown. In the Thermometer, each colored section with a number represents a group of pages with the same status. The colored sections can be clicked on to view the information for those pages, which will be displayed below the Thermometer:
    a. **New or Not Yet Started** – New pages that have not been through workflow
    b. **In Progress or Modified** – Edited pages that have not been submitted to workflow
    c. **Pending, Workflow Started, or In Workflow** – Page is currently in workflow
    d. **Done** – Page has completed all steps in workflow
3. Columns in the **table** are defined below:
    e. **Page Title** – Title of the item (e.g., Department of History)
    f. **Page Type** – Indicates the module the item is assigned to (Course = CIM-Courses, Program = CIM-Programs, Catalog, Shared = Shared Catalog Page)
    g. **Current User(s)** – The User or Role the item is currently assigned to
    h. **Last Activity** – Displays the date of the last action taken on the page

Workflow Tab

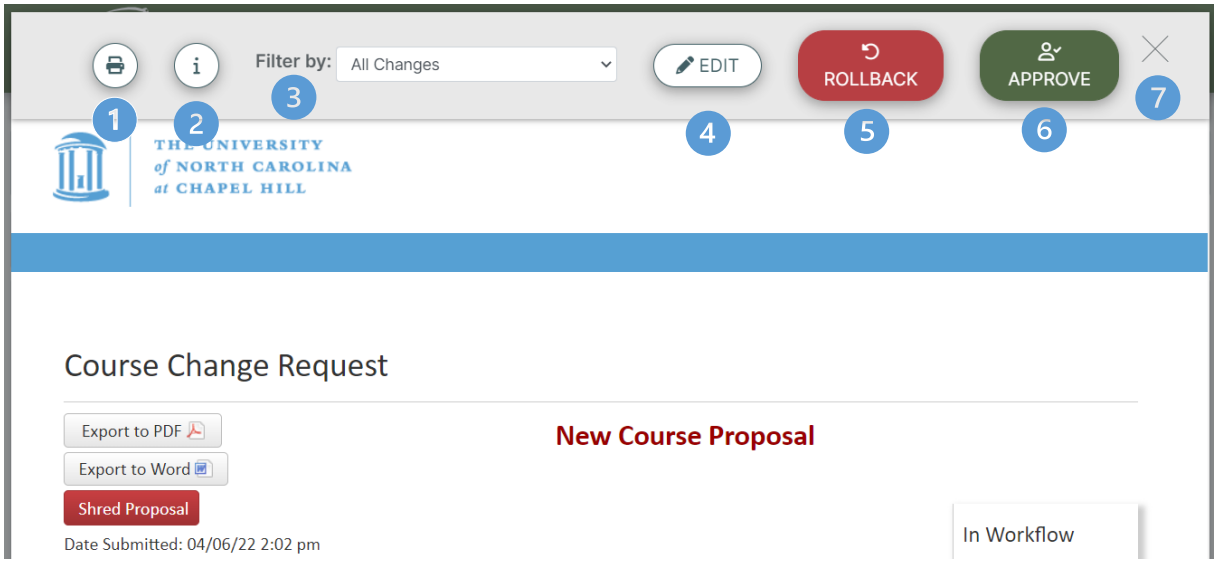


Adapted from the CourseLeaf Support Page: https://luc.courseleaf.com/help/general/courseleaf-dashboard/#text

This table shows any module items needing action from the logged-in user (approve, rollback, edit) on the proposed changes currently in workflow. The number on the workflow tab indicated how many items are assigned to the user.

1. When a logged-in user clicks on the Workflow tab, all the records the user are assigned to in workflow display by default. This is part of the My Roles selection. If the user wants to change the displayed pages, they can use the dropdown for **Roles, Type, and Term** to customize which pages are shown in the Workflow Tab.
2. The **Filters Applied** section shows which filters from the Role dropdown the Role, Type, and Term selection are applied. Users can remove specific rules by clicking the X next to the filter that is applied to their view.
3. All pages in this **table** are hyperlinks that open the new Approve pages in a pop-up on the Dashboard screen. Columns in the table are defined as follows:
    a. **Page Title** – Title of the item in workflow (e.g., History Major, B.A.)
    b. **Type** – Module the item in workflow is from (Courses = CIM-Courses, Program = CIM-Programs, Standard = Catalog, Shared = Shared Catalog Page)
    c. **Term** – Term the item on the workflow is effective for (e.g., fall 2023)
    d. **Submitter** – Initiator of the changes that are in workflow
    e. **Approver** – Role or current user needing to act on the item (e.g., AAAD CIM SSM)
    f. **Date** Submitted – Date the item was submitted to workflow
    g. **Modified** – Date the item was last updated or approved

Approve Pages Window



Clicking on any of the pages on the Workflow table will open the Approve Pages Interface Frame *within* the CourseLeaf Dashboard. This allows users to approve their pages from the CourseLeaf Dashboard without navigating to the previous Approve Pages link.

1. **Print** – Click the printer icon to see a print preview window to print the page

2. **Page Information** – click the blue "i" icon to display the information for that page, including the page title, date the page was last updated, module the page belongs to, page authors, workflow step the page is currently on, college the page belongs to, and department the page belongs to
3. **Filter By** – Allows users to select a user to see the changes that person made to the page. All changes are displayed by default, and allow for the approver to view all the red and green markup from all users
4. **Edit** – Allows the user to edit the page or content that is in workflow
5. **Rollback** – Click rollback to send it back to any steps in workflow (note: you must enter a comment/reason for the rollback)
6. **Approve** – Click Approve when finished reviewing, so the page advances through workflow and is removed from the workflow queue
7. **Close** – Click the "X" in the top right-hand corner to close the Approve Pages Interface and return to the CourseLeaf Dashboard