



# Course Revision Flow Chart

Once course is submitted, it is the responsibility of the originator/course author to track the course's progress through the approval process. This can easily be done by doing the following:

- Click **My Proposals** under Track and Check Status for the revised course. This will provide the originator/course author with a list of linear steps and the corresponding comments from a person who has taken action on the course.
- If a particular individual has not taken action, simply send that person an email indicating that the course is awaiting their review and approval.

Also at various steps in the process, the originator/course author is required to review the comments, make necessary changes to the course and move it forward, which can be done by doing the following:

- Click **My Approvals** under Track, select Course Author and click Next. A list of courses will appear
- Click the C! icon for the course to review the comments, the pencil icon to make edits, and return to the My Approvals page to take Action on the Course. Please contact x6317 with any questions regarding this process or your AP&P Representative.