HOW TO RE-LAUNCH A COURSE AFTER REQUESTED REVISIONS HAVE BEEN MADE

**Step 1:** Login to Meta using your webadvisor email address. If you’ve forgotten your password, use the “Forgot your password?” link to reset it.

**Step 2:** Click on the “Approvals” tab. If a course is highlighted AND it says “Yes” under “Pending Changes,” the curriculum committee, the SLO committee, and/or the DE committee has requested changes be made the course.

**Step 3:** Click anywhere on the highlighted course.

**Step 4:** Look through the comments to determine what change has been requested. Once you’ve identified what changes need to be made, click on “View Course Proposal” to revise the course.
### Step 5:
After you've made the changes, select "Requested Changes Made" from the pull-down menu AND indicate when (and what) the changes were made.

### Step 6:
Click "Commit"