

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.

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
YC - New Course		PSYCH	998 Fake	Originator	Yes	

Step 3: Click anywhere on the highlighted course

Approval Update for Originator
YC - New Course: PSYCH 998 - Fake

View Course Proposal | Course Outline | Impact | All Fields

Action: Select One

Comments

Commit

10/23/2017 11:01 AM	YC Faculty Co-Chair Committee Meeting	Required	Meridith Selden	Minor changes needed	Please make changes and relaunch the course
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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.

Approval Update for Originator
YC - New Course: PSYCH 998 - Fake

[View Course Proposal](#) [Course Outline](#) [Impact](#) [All Fields](#)

Action

Comments

Changes made on Oct. 23

Commit

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"