



ACIS Course/Section Approval: Administrators

These directions will show you how to approve Course(s)/Section(s) submitted to you for approval.

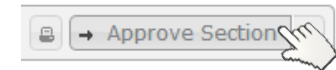
Step 1: Go to Course Approval Tab.



Step 2: In your Tasks Assigned to me container , (1.) access menu by clicking and (2.) select **Open**.

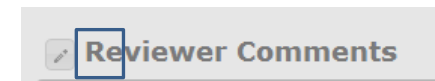
Action	Assigned to Me	No Pending Source	District subs	School subs	Bankable	Submitter	Submitted On	Course #	Section #	Section Title
1.			0	0		CAROL MOLANDER	9/26/2013 2:36 PM	19387	20580	Coaching Theory Timothy Higgins
2.										

Step 3: To the right of the *Review container*, select Approve section if Professional Development details look good.



Course/Section has problems and I do not want to approve, what do I do?

Step 1: Enter Reviewer Comments by selecting the pencil to left of Review Comments.



Step 2: Enter your reason(s) and select Save.

Reviewer Comments

Rejection Justification: Chauncey, It's my birthday. No training allowed.

Save Cancel

Step 3: (1.) access menu by clicking and (2.) select **Return to creator for modification**.

