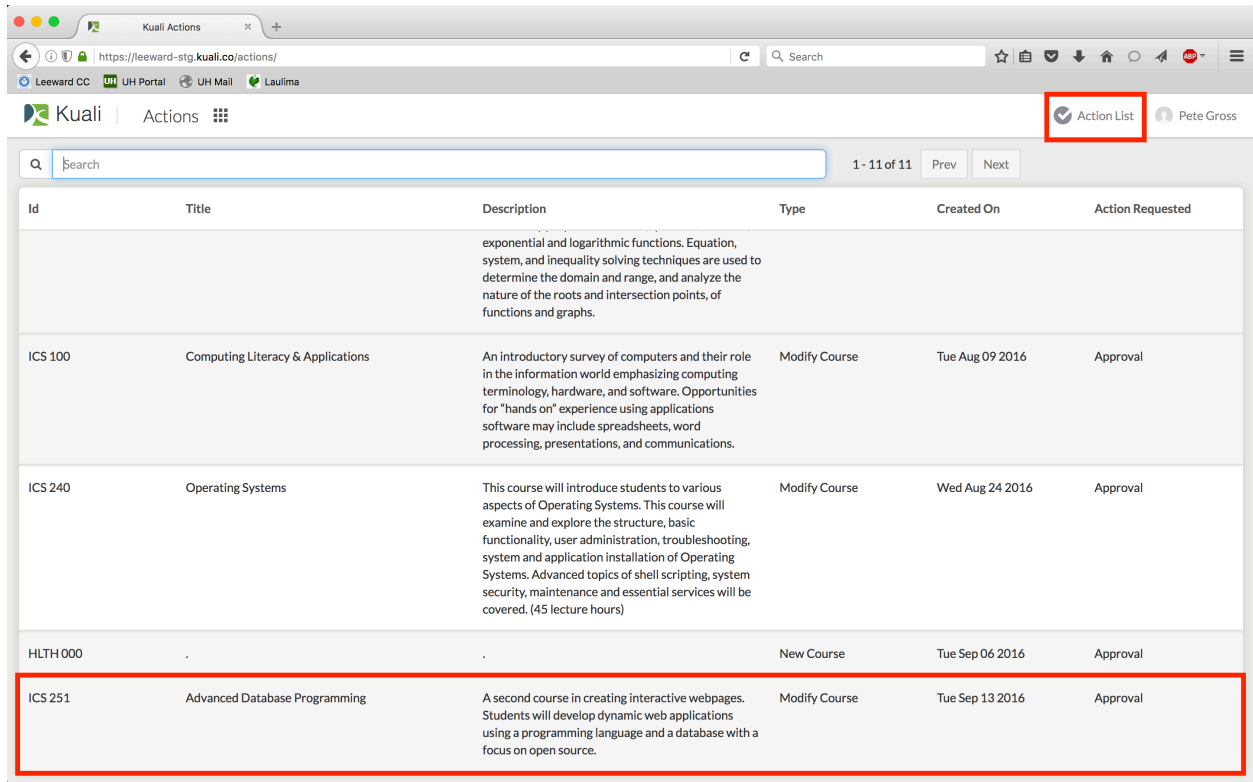


How to send a proposal back to the proposer

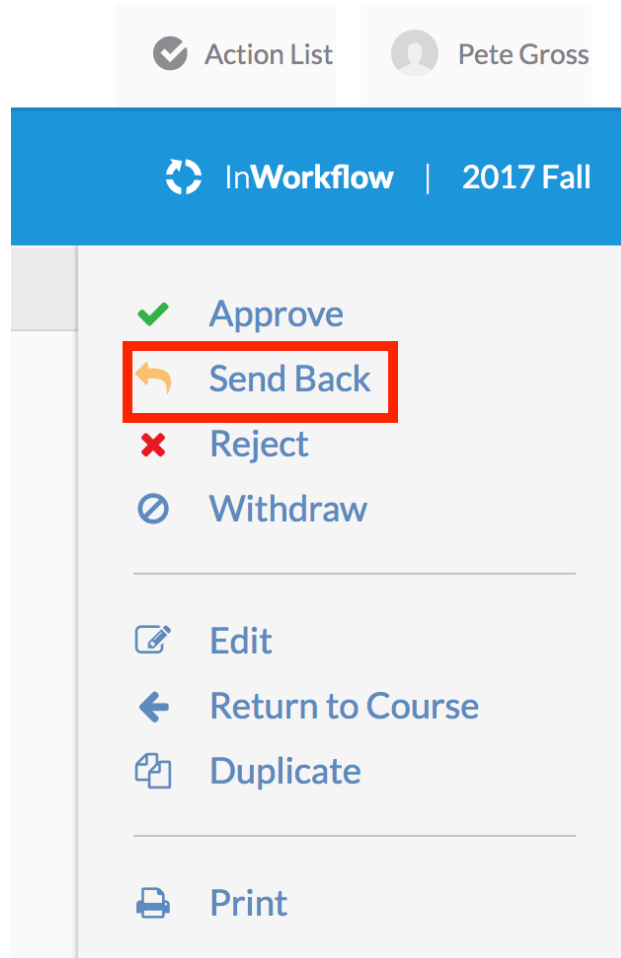
1. Select the course from you action list. In my example I am going to use ICS 251.



The screenshot shows a web browser window with the URL <https://leeward-stg.kualu.co/actions/>. The page title is "Kuali Actions" and the user is logged in as "Pete Gross". There is a search bar and navigation buttons. A table lists several course actions, with the row for "ICS 251" highlighted in red.

Id	Title	Description	Type	Created On	Action Requested
		exponential and logarithmic functions. Equation, system, and inequality solving techniques are used to determine the domain and range, and analyze the nature of the roots and intersection points, of functions and graphs.			
ICS 100	Computing Literacy & Applications	An introductory survey of computers and their role in the information world emphasizing computing terminology, hardware, and software. Opportunities for "hands on" experience using applications software may include spreadsheets, word processing, presentations, and communications.	Modify Course	Tue Aug 09 2016	Approval
ICS 240	Operating Systems	This course will introduce students to various aspects of Operating Systems. This course will examine and explore the structure, basic functionality, user administration, troubleshooting, system and application installation of Operating Systems. Advanced topics of shell scripting, system security, maintenance and essential services will be covered. (45 lecture hours)	Modify Course	Wed Aug 24 2016	Approval
HLTH 000	.	.	New Course	Tue Sep 06 2016	Approval
ICS 251	Advanced Database Programming	A second course in creating interactive webpages. Students will develop dynamic web applications using a programming language and a database with a focus on open source.	Modify Course	Tue Sep 13 2016	Approval

2. On the right side click **Send Back**.



The image shows a user interface for an 'Action List' for 'Pete Gross'. A blue header bar contains a refresh icon, the text 'InWorkflow | 2017 Fall', and a vertical sidebar on the left. The main content area displays a list of actions: 'Approve' (green checkmark), 'Send Back' (orange arrow, highlighted with a red box), 'Reject' (red X), and 'Withdraw' (blue circle with slash). Below these are 'Edit' (pencil icon), 'Return to Course' (blue arrow), and 'Duplicate' (two document icons). At the bottom is 'Print' (printer icon).

✓ Action List Pete Gross

🔄 InWorkflow | 2017 Fall

- ✓ Approve
- ↩ Send Back
- ✗ Reject
- ⊘ Withdraw

- ✎ Edit
- ← Return to Course
- 📄 Duplicate

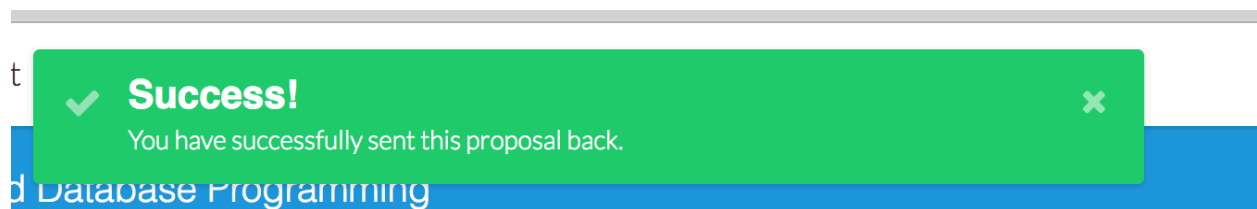
- 🖨 Print

4. In the new window use the Prev button to navigate to the **Proposer** and select to **Me** option in **Come Back To**. Next, add in any comments (this is required, so one must be entered). Finally, click **Send Back**.

The screenshot shows a 'Send Back' form with the following elements highlighted by red boxes:

- The 'Send Back' title bar at the top.
- The 'Send Back To:' section, which includes a dropdown menu with 'Proposer' selected and a 'Prev' button.
- The 'Come Back To:' section, which includes radio buttons for 'Me' (selected) and 'Back Through Workflow'.
- The '*Comment' section, which includes a text input field containing the text 'Please see email about changes.' and a 'Send Back' button.

5. You should see the following appear on your screen if you did it correctly.



6. The proposer will see the following in the proposal. Notice the orange box and the location in the workflow is set to Proposer.

ICS 251 | Advanced Database Programming

Proposal Information


Workflow Status
> undefined > Proposer
Pete Gross - Review


Sent Back!

This item has been sent back to you. Please make the appropriate changes and re-approve.


From: Pete Gross **Comment:** Please see email about changes.

Proposer

 **Proposer**



Prev Next

 **Pete Gross**
Review 8-10-2016