



Academic Senate Office  
Dean's and Department Chair's IDEA Approval Instructions

1. You will receive an email notification letting you know an IDEA Evaluation Request has been completed and needs your approval.
2. Click the link in the email to "Approve or Comment and Reject".
3. You will be asked to log into the system.
4. The following form will appear and provide the name of the instructor and the selected courses.
5. Review the selected courses.
6. Click "Approve" to complete this request, or you can add a note and click "Reject" and ask the instructor to revise their selections.
7. **To select your own courses for evaluation, click the "New" tab in the top right.**

The screenshot shows the 'Course Evaluation Requests' interface. At the top, there is a navigation bar with a 'List' tab highlighted. Below this, there are 'Reject' and 'Approve' buttons. A 'Notes' text area is visible. The main content area shows a 'Request' card with the following details:

- Requestor Email:** sp13user02@csustan.edu
- Selected Courses:**
  - 2016-FL-CDEV3140-004, 2016-FL-PSYC3140-004 - Human Development I: Childhood - Required - Hybrid - 36 Students

Callouts provide additional instructions:

- A callout pointing to the 'List' tab says: "By clicking the 'List' tab you can see a list of all the faculty who have made selections in your department."
- A callout pointing to the 'Approve' button says: "Click Approve to complete. If you would like to request a change, add a note and click Reject. This will send an email to the requestor to modify their request."
- A callout pointing to the 'Selected Courses' section says: "Review selected courses here."

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