

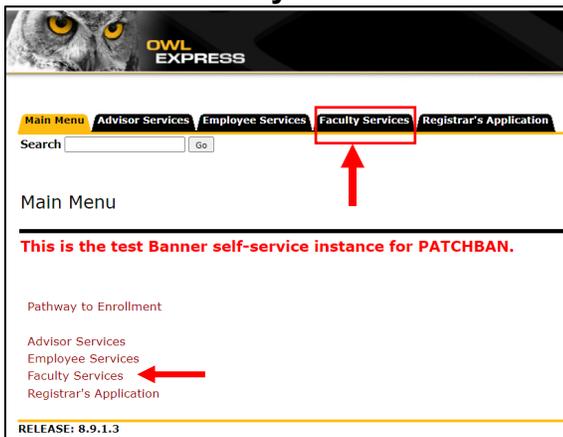
Course Attribute Dashboard- Maintainer Guide

A dashboard user with a Maintainer role has access to update course attributes. This role is for faculty and staff who will request that attribute codes are added or removed for course sections. The maintainer role allows the user to access courses in the Courses to Maintain section of the dashboard Course List page.

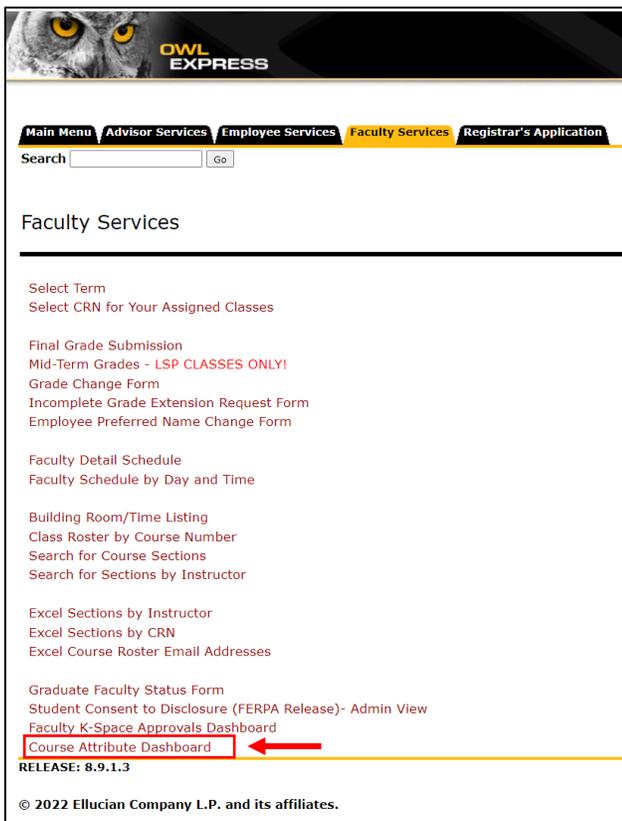
As a Maintainer, the dashboard user selects a term to process and selects courses to view. The user reviews the course details and current course attributes, then selects one or more attributes to add or delete for the selected courses. The dashboard will display verification of the requested changes, email this information to the Maintainer and to the Approvers for the attribute group associated with the requested changes. Upon completion of the requests by an Approver, the Maintainer will receive emails indicating if the request was approved, denied, or sent back for further action.

Accessing the Dashboard

1. Navigate to Owl Express: <https://owlexpress.kennesaw.edu/>
2. Select the “Faculty Services” or “Schedule Builder Tab



3. Select “Course Attribute Dashboard”



Using the Dashboard as a Maintainer

1. Select term to process

On the Course Attribute Dashboard - Select a Term page, select a term to process. The dropdown term list will only display current or future terms.

Click Submit to see the Course Attribute Dashboard - Course List page.

Search

Course Attribute Dashboard - Select a Term

Use the Course Attribute Dashboard to view existing course attributes, request updates, and/or approve requests based on your dashboard role.
Refer to {website hyperlink} and institutional practices for assigning attributes.
Select a term to proceed.

Select a Term:

RELEASE: 8.68

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2. View course list and select course(s) to maintain

Links at the top of the Course Attribute Dashboard - Course List page will allow you to jump to the page sections:

- Courses to Review
- Courses to Maintain
- Courses to Approve

Course Attribute Dashboard - Course List

[Go to Courses to Review](#) [Go to Courses to Maintain](#) [Go to Courses to Approve](#)

The following information will be displayed for available courses:

- Role Code
- CRN
- Section Number
- Subject
- Course Number
- Title
- Department Code
- Department Description
- Attribute Code/Description

Courses to Maintain

Select course(s) to proceed.

If selecting multiple course sections, only select sections that require the same batch action (i.e. add specific attribute, delete specific attribute) and have the same role code.

Select Course:	Role Code	CRN	Section	Subject	Course Number	Title	Department Code	Department Description	Attribute Code/Desc
<input type="checkbox"/>	HIP_MAINTAIN	51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	No attributes
<input type="checkbox"/>	HIP_MAINTAIN	53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	No attributes
<input type="checkbox"/>	HIP_MAINTAIN	53045	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	No attributes

Check the Select Course box next to courses to maintain.

Courses to Maintain

Select course(s) to proceed.

If selecting multiple course sections, only select sections that require the same batch action (i.e. add specific attribute, delete specific attribute) and have the same role code.

Select Course:	Role Code	CRN	Section	Subject	Course Number	Title	Department Code	Department Description	Attribute Code/Desc
<input checked="" type="checkbox"/>	HIP_MAINTAIN	51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	No attributes
<input checked="" type="checkbox"/>	HIP_MAINTAIN	53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	No attributes
<input checked="" type="checkbox"/>	HIP_MAINTAIN	53045	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	No attributes

Note: It is highly recommended to select multiple course sections when requesting to add the same attribute code. Doing this will help limit the number of email responses.

Click the Maintain Courses button located at the bottom of the Courses to Maintain section.

Maintain Courses

[Return to Top of Page](#)

3. Select attributes to Add or Delete

The Course Attribute Dashboard - Maintainer - Selected Courses page will be displayed. The term selected is displayed at the top of the page.

The selected courses will be displayed with the same format and content as the previous page.

Course Attribute Dashboard - Maintainer - Selected Courses

TERM: Summer Semester 2022 (202205)

The current course section attributes are displayed.

Refer to [website hyperlink](#) and institutional practices for assigning attributes.

Selected Courses:

Role Code	CRN	Section	Subject	Course Number	Title	Department Code	Department Description	Attribute Code/Desc
HIP_MAINTAIN	51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	No attributes
HIP_MAINTAIN	53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	No attributes
HIP_MAINTAIN	53045	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	No attributes

Note: If you choose not to request attribute changes at this time, click the Return to Course List button to return to Course Attribute Dashboard - Course List page or click Select a Different Term button to return to the Course Attribute Dashboard - Select a Term page.

Select one or more codes (hold Shift or Ctrl button on keyboard and click the desired codes) in the Attribute Codes box and click either the Add or Delete button.

Available Attribute Codes to Add or Delete:

Attribute Codes: ZSLP Prim: Service Learning
 ZURP Prim: UG Research
 ZWLP Prim: Work Based Learning

ADD DELETE

Return to Course List

Select a Different Term

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Note on Delete Action: When attempting to delete an attribute code that does not currently exist for the course, the overall message “Could not delete selected attributes for any of the selected courses” may be displayed. In addition, the Message column for the impacted course will display “Attribute code does not exist for CRN. Request not submitted.”

Note on Add Action: When attempting to add an attribute code that already exists for the course, the overall message “*** Could not add selected attributes for any of the selected courses***” may be displayed. In addition, the Message column for the impacted course will display “Attribute code already exists for CRN. Request not submitted.”

4. View submission verification

The Maintainer View – Requested Attribute Submission Verification page will display. This page will include a batch number, details about the selected courses and requested change.

Course Attribute Dashboard - Maintainer - Requested Attribute Submission Verification

TERM: Summer Semester 2022 (202205)

The following requested course section attribute change has been successfully submitted.

Batch Number: 6

Selected Courses:

CRN	Section	Subject	Course Number	Title	Department Code	Department Description	Add/Delete	Attribute Code/Desc	Message
51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	
51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	
53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	
53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	
53045	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	
53045	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	

NOTE: The requests submitted and displayed together on this page are considered to be a single batch. Awareness of the requests contained in a batch is important related to emails generated by the approval process. To reduce the number of emails received, messages related to approving, denying, and sending back requests are only generated when all requests in a batch have been completed by an Approver.

5. Check for emails

Submitting a request to add or delete attribute codes will trigger an email with the subject “Course Attribute Dashboard Submission Verification”. The message will contain the same information that is displayed on the Maintainer View – Requested Attribute Submission Verification page. This message will be sent to the dashboard user’s preferred email address.

S schedulebuilder@kennesaw.edu <Office of the Registrar>
To: smele1@kennesaw.edu <Sadie Mele>

Sadie Mele,

You submitted a request for the following attribute updates:

TERM: Summer Semester 2022 (202205)
Batch Number: 6

CRN	Section	Subject	Course Number	Title	Department Code	Department Description	Add/Delete	Attribute Code/Desc	Message
51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	
51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	
53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	
53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	
53045	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	
53045	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	

This request will be routed to the next step for processing.

When an Approver reviews and completes all requests for a single batch, one or more of the following emails may be received:

- Course Attribute Dashboard Request Approved

[EXTERNAL] Course Attribute Dashboard Request Approved

S schedulebuilder@kennesaw.edu <Office of the Registrar>
To: smele1@kennesaw.edu <Sadie Mele>
Tue 6/21/2022 3:56 PM

Sadie Mele,

The following attribute update request(s) have been Approved

TERM: Fall Semester 2022 (202208)

Action	Comment	Date Processed	CRN	Section	Subject	Course Number	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Batch Number
Approved	Approved	21-JUN-2022	81036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	2
Approved	Approved	21-JUN-2022	81037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	2

- Course Attribute Dashboard Request Denied

[EXTERNAL] Course Attribute Dashboard Request Denied

S schedulebuilder@kennesaw.edu <Office of the Registrar>
To: smele1@kennesaw.edu <Sadie Mele>
Tue 6/21/2022 3:56 PM

Sadie Mele,

The following attribute update request(s) have been Denied

TERM: Fall Semester 2022 (202208)

Action	Comment	Date Processed	CRN	Section	Subject	Course Number	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Batch Number
Denied	Does Not Meet Requirements	21-JUN-2022	81038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	2
Denied	Does Not Meet Requirements	21-JUN-2022	81039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	2

• Course Attribute Dashboard Request Sent Back

[EXTERNAL] Course Attribute Dashboard Request Sent Back


 schedulebuilder@kennesaw.edu <Office of the Registrar>
 To: smele1@kennesaw.edu <Sadie Mele>



 Tue 6/21/2022 3:56 PM

Sadie Mele,

The following attribute update request(s) have been Sent Back

TERM: Fall Semester 2022 (202208)

Action	Comment	Date Processed	CRN	Sect	Subj	Course Number	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Batch Number
Sent Back	Does Not Meet Requirements	21-JUN-2022	81033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	2
Sent Back	Sending Back to Confirm Selection is Accurate	21-JUN-2022	81034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	2
Sent Back	Please review again	21-JUN-2022	81035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	2