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: <u>https://owlexpress.kennesaw.edu/</u>
- 2. Select the "Faculty Services" or "Schedule Builder Tab

OWL EXPRESS		
Main Menu Advisor Services Employe Search 60	ee Services Faculty Services Registrar's A	pplication
Main Menu	T	
This is the test Banner self-	-service instance for PATCHBA	NN.
Pathway to Enrollment		
Advisor Services Employee Services Faculty Services Registrar's Application		
RELEASE: 8.9.1.3		

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.

OWL EXPRESS
Main Menu Advisor Services Schedule Building Employee Services Financial Aid Registration Student Records Student Services Registrar's Application SearchGo
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: Fall Semester 2022
Submit
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 Role Code CRN Section Subject Course Title Attribute Department Department Course: Number Code Description Code/Desc HIP MAINTAIN 51761 W01 ARCH 1241 ARCH Design Communication Architecture No attributes HIP_MAINTAIN 53037 W02 ARCH ARCH 1241 Architecture No attributes Design Communication 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 cours If selecting r role code.	e(s) to proceed. multiple course se	ctions, c	only select	sections t	nat require th	ne same batch action (i.e. add specific	attribute, delete	specific attribute) a	nd have the same
Select Course:	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: 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.



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 Att	Course Attribute Dashboard - Maintainer - Selected Courses											
TERM: Summer Semester 2022 (202205)												
The current cours Refer to {website	e section hyperlir	n attribute nk} and in:	s are displ stitutional	ayed. practices for assign	ing attributes.							
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 Attribu	te 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
RELEASE: 8.68	

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.

Cour	se Att	ribute	Dashboard -	Maintainer - Re	equested Attrik	oute Submission Ve	erification		
TERM	l: Sumn	ner Ser	nester 2022 (202205)					
The follo	owing requ	ested cou	rse section attribute	change has been successfi	ully submitted. 🗲	-			
Batch	Number:	6							
Selecte	ed Cours	es:							
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	
FOOAF	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	
53045			2001						

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.

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Sadie N	/lele,								
You sul	omitted a red	quest for the	e following attribute u	pdates:					
TERM:	Summer Se	mester 202	2 (202205)						
Batch	Number: 6								
CRN	Number: 6 Section	Subject	Course Number	Title	Department Code	Department Description	Add/Delete	Attribute Code/Desc	Message
CRN 51761	Section W01	Subject ARCH	Course Number 1241	Title Design Communication	Department Code ARCH	Department Description Architecture	Add/Delete ADD	Attribute Code/Desc ZSLP Prim: Service Learning	Message
CRN 51761 51761	Section W01 W01	Subject ARCH ARCH	Course Number 1241 1241	Title Design Communication Design Communication	Department Code ARCH ARCH	Department Description Architecture Architecture	Add/Delete ADD ADD	Attribute Code/Desc ZSLP Prim: Service Learning ZWLP Prim: Work Based Learning	Message
CRN 51761 51761 53037	Section W01 W01 W02	Subject ARCH ARCH ARCH	Course Number 1241 1241 1241 1241	Title Design Communication Design Communication Design Communication	Department Code ARCH ARCH ARCH	Department Description Architecture Architecture Architecture	Add/Delete ADD ADD ADD	Attribute Code/Desc ZSLP Prim: Service Learning ZWLP Prim: Work Based Learning ZSLP Prim: Service Learning	Message
CRN 51761 51761 53037 53037	Section W01 W01 W02 W02	Subject ARCH ARCH ARCH ARCH	Course Number 1241 1241 1241 1241 1241	Title Design Communication Design Communication Design Communication Design Communication	Department Code ARCH ARCH ARCH ARCH	Department Description Architecture Architecture Architecture Architecture	Add/Delete ADD ADD ADD ADD	Attribute Code/Desc ZSLP Prim: Service Learning ZWLP Prim: Work Based Learning ZSLP Prim: Service Learning ZWLP Prim: Work Based Learning	Message
CRN 51761 53037 53037 53045	Section W01 W01 W02 W02 01	Subject ARCH ARCH ARCH ARCH ARCH	Course Number 1241 1241 1241 1241 1241 2004	Title Design Communication Design Communication Design Communication Architecture Studio IV	Department Code ARCH ARCH ARCH ARCH ARCH	Department Description Architecture Architecture Architecture Architecture Architecture	Add/Delete ADD ADD ADD ADD ADD	Attribute Code/Desc ZSLP Prim: Service Learning ZWLP Prim: Work Based Learning ZSLP Prim: Service Learning ZWLP Prim: Service Learning ZSLP Prim: Service Learning	Message

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

EKINA	L] Cou	rse Atti	ribute	Dashb	board Reque	st App	proveu										
sched To: sm	lulebuilc nele1@ke	ler@kenr nnesaw.ed	n <mark>esaw.ec</mark> u <sadie< td=""><td>lu <off< b=""> Mele></off<></td><td>ice of the Regi</td><td>trar></td><td></td><td></td><td></td><td></td><td></td><td>ė</td><td>•</td><td>ථ</td><td>← Tue</td><td>« 6/21/202</td><td>→ 2 3:56</td></sadie<>	lu <off< b=""> Mele></off<>	ice of the Regi	trar>						ė	•	ථ	← Tue	« 6/21/202	→ 2 3:56
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The to	nowing a		ipuute re	quost(s)	nare seen tipp												
TERM	l: Fall Ser	nester 20)22 (2022	208)													
TERM: Action	E Fall Ser	Date Processed	022 (2022) CRN Sect	208) t Subj Cot	urse Title	Dept Code	Department Description	Add/Delete	e Attribute Code/Desc	Maintainer Name	Batch Number						
TERM: Action Approve	I: Fall Ser	Date Processed 21-JUN- 2022	022 (2022 CRN Sect 81036 04	208) t Subj Cot Nut ARCH 100	urse mber 70 Introduction Architecture	Dept Code	Department Description	Add/Delete	Attribute Code/Desc ZWLP Prim: Work Based Learning	Maintainer Name Sadie Mele	Batch Number 2						

Course Attribute Dashboard Request Denied

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Batch Number
2
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Course Attribute Dashboard Request Sent Back

[EXT	ERNAL	Course Attribut	e Dashbo	oard Req	uest S	Sent Bacl	ĸ						
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	Sadie Mele,												
	The foll	owing attribute update	e request(s) h	ave been Se	ent Bac	k							
	TERM:	Fall Semester 2022 (2	02208)										
ſ	Action	Comment	Date Processed	CRN Sec	t 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