

INSTRUCTOR APPROVAL OF HONORS CONTRACT PROPOSALS

When student submits a proposal for an Honors Contract, an email with a link to the workflow is sent to the primary instructor notifying them that an action is needed. A link to the Honors Contract guidelines. (<https://nau.edu/honors/student-experience/academics/honors-courses/honors-contract-process/>) is included in the email.

The instructor will review the submitted proposal and approve, deny, or request modification. If an instructor requests modification to a proposal, it is routed back to the student to revise (student is automatically notified by email).

When the proposal is approved, the instructor also has the option to not move the student back into the non-H BbLearn course shell. Most instructors prefer to keep all the students in one course shell, but the option is there if an instructor wants to keep the –H student(s) in a separate BBLearn shell. The instructor is responsible to add the course content in the new BBLearn Honors course shell.

The instructor also enters the email address of their department chair or person that they report to. The student receives an email update once the instructor has submitted a response.

A second reminder email will be sent to the instructor if action has not been taken after two days.

Example screenshot of Unity Client dashboard for Instructors:

The screenshot shows the Unity Client dashboard for Instructors. The interface includes a top navigation bar with tabs for File, Home, Workflow, Document, and Queue Administration. Below the navigation bar is a toolbar with various icons and buttons, including 'Approve', 'Deny', and 'Request Modifications', which are circled in red. The main area displays a table of Honors Contract Proposals. The table has columns for proposal details and submission dates. The 'Instructor Approval' section is expanded in the left sidebar, showing a list of tasks.

Proposal Details	Submitted on
Honors Contract Proposal CS 315 - for TYLER MERLE Empl: [REDACTED]	11/20/2020 11:26:15 AM
Honors Contract Proposal CHM 341 - for TYLER MERLE Empl: [REDACTED]	11/20/2020 11:21:08 AM
Honors Contract Proposal ACC 300 - for KAITLYN BLANKENSHIP Empl: [REDACTED]	11/20/2020 11:15:57 AM
Honors Contract Proposal ACC 300 - for LINDSAY KONIECZNY Empl: [REDACTED]	11/20/2020 10:55:16 AM
Honors Contract Proposal ACC 300 - for TYLER MERLE Empl: [REDACTED]	11/20/2020 10:29:25 AM
Honors Contract Proposal ACC 300 - for TYLER MERLE Empl: [REDACTED]	11/20/2020 10:19:11 AM
Honors Contract Proposal CHM 341 - for KAITLYN BLANKENSHIP Empl: [REDACTED]	11/19/2020 4:51:08 PM
Honors Contract Proposal CINE 383 - for KAITLYN BLANKENSHIP	11/19/2020 12:33:39 PM

Screenshot if proposal approved; check the box if desired. Add email address of Department Chair:

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Instructor Decision

Check if you do **NOT** want the student returned to the non-H shell in BBLearn. Most instructors want all the students in one course shell. If you check the box, the student in the -H section of the class will be in a separate course shell. You will be responsible to add the content in the new Honors shell.

Enter the email address of the department chair or equivalent who will be notified of this transaction.*

@nau.edu

Submit

If proposal denied:

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Instructor Decision

Comments:

enter reason why proposal was denied

Submit

If modifications to proposal are requested:

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Instructor Decision

Requested Modifications *

enter reason proposal denied and an action needed to resubmit proposal

Submit

Web View of OnBase dashboard:

OnBase

LIFE CYCLE VIEW WORK FOLDER

- HC - Honors Contract Proposal
 - Instructor Approval (4)
 - Request Modifications (0)
 - Curriculum Creation (0)
 - Registrar Office (0)
 - LMS Support (1)
- HR - Public Emergency Sick Leave Request
- IRA - Survey Proposal Approval
- ITS - Asset ID & Authorization
- ITS - Business Application Submission

Inbox

Items: 0

Approve Deny Request Modifications