

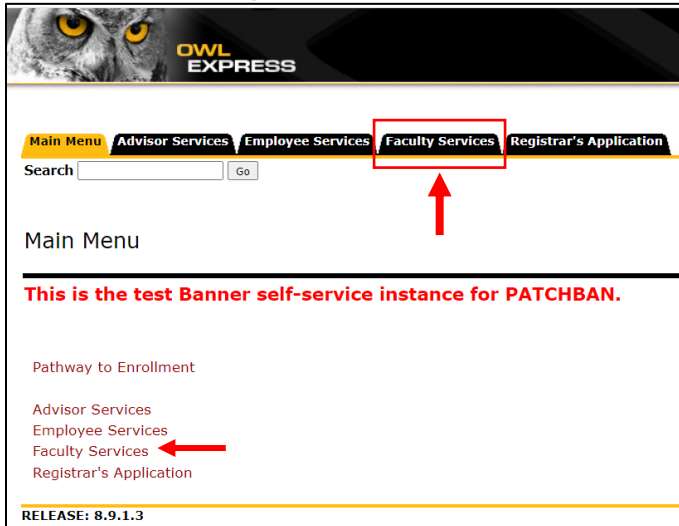
# Course Attribute Dashboard- Approver Guide

A dashboard user with an Approver role has access to certain assigned courses. This role has the ability to approve requested attribute changes for the attribute group to which the role is assigned. The approver role allows the user to access courses in the Courses to Approve section of the dashboard Course List page.

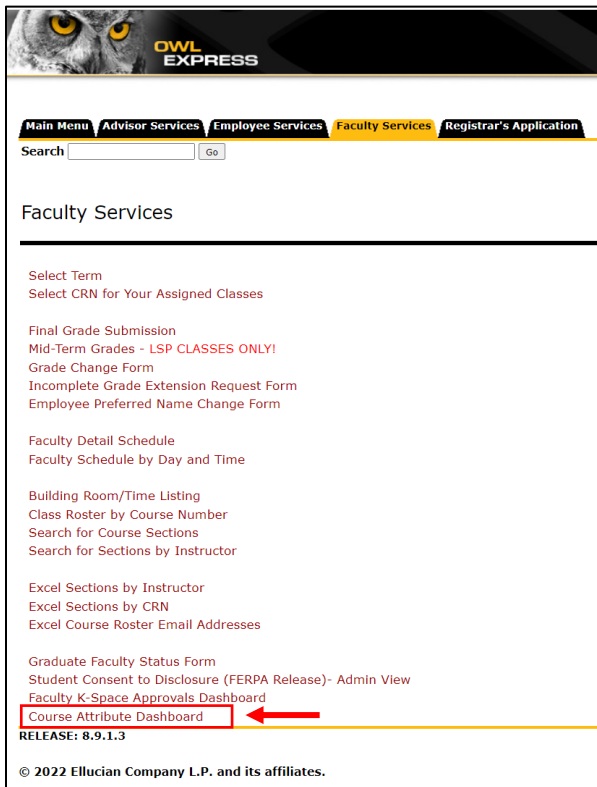
As an Approver, the dashboard user selects a term to process and selects requests to approve, deny, or send back for further action. The Approver is required to enter a comment if denying or sending a request back. The dashboard will display verification of the actions and email this information to the Approver and to the Maintainer who requested the changes upon completion of the requests.

## Accessing the Dashboard

1. Navigate to [Owl Express](#)
2. Select the “Faculty Services” or “Schedule Builder Tab



3. Select “Course Attribute Dashboard”



# Using the Dashboard as an Approver

## 1. Check for “Ready to Review” email

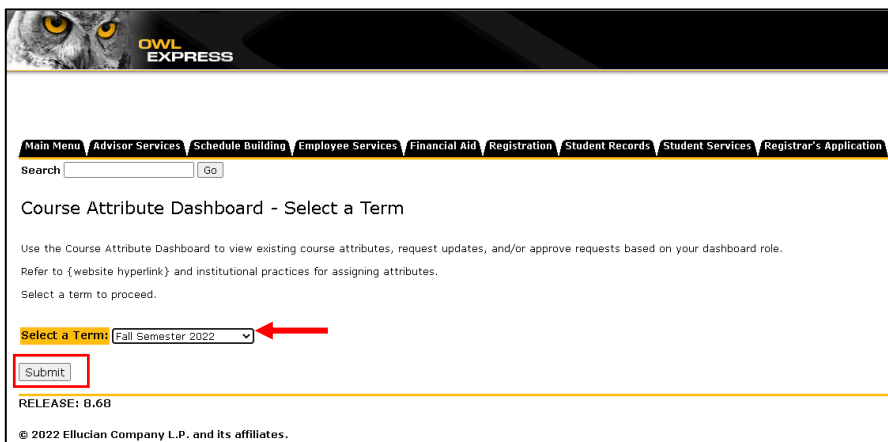
When requests are submitted, the Approver(s) for the attribute group will receive an email with the subject “Course Attribute Dashboard Ready to Review”. This message will contain basic details about the request.

[EXTERNAL] Course Attribute Dashboard Ready to Review

## 2. 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.



## 3. View course list and select course(s) to Approve, Deny, or Send Back

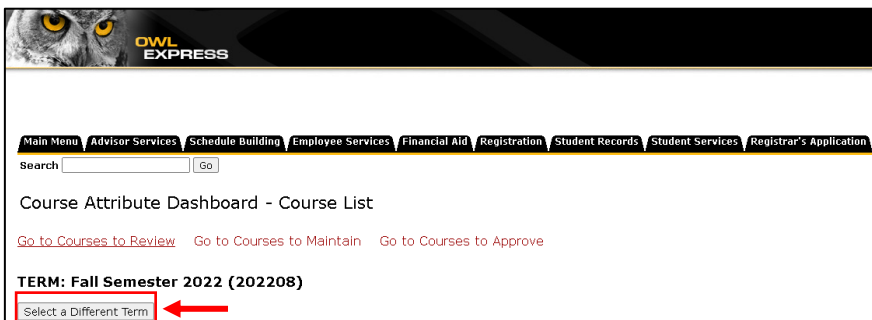
Links at the top of the Course Attribute Dashboard - Course List page will allow you to jump to the page sections:

- 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 term selected is displayed at the top of the page. The Select a Different Term button will take you back to the Course Attribute Dashboard - Select a Term page.



The following information will be displayed for available courses:

- CRN
- Section Number
- Subject
- Course Number
- Title
- Information Icon (hover text displays current attributes)
- Department Code
- Department Description
- Add/Delete
- Attribute Code/Description
- Maintainer Name
- Date Requested
- Batch Number

Check the Select Course box next to courses to process.

**Note:** When selecting multiple course sections, be aware that the same batch action will be taken for all selected sections (i.e. approve request, deny request).

**Courses to Approve**

Refer to (website hyperlink) and institutional practices for assigning attributes.  
 Select requests to approve, deny or send back. Current attributes for the course are available via the information icon. When using the Deny or Send Back options, the Comment field must be populated.  
 NOTE: Email notifications will generate only if all requests for a CRN/Maintainer/date requested are processed.

Select Course:	CRN	Sect	Subj	Course #	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Date Requested	Batch Number
<input type="checkbox"/>	81033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4

Approve Deny Send Back

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**Note:** Hover the cursor over the information icon displays the current attributes associated with the course.

Click the Approve, Deny, or Send Back button located at the bottom of the Courses to Approve section.

**Courses to Approve**

Refer to (website hyperlink) and institutional practices for assigning attributes.  
 Select requests to approve, deny or send back. Current attributes for the course are available via the information icon. When using the Deny or Send Back options, the Comment field must be populated.  
 NOTE: Email notifications will generate only if all requests for a CRN/Maintainer/date requested are processed.

Select Course:	CRN	Sect	Subj	Course #	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Date Requested	Batch Number
<input type="checkbox"/>	81033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3
<input type="checkbox"/>	81033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4
<input type="checkbox"/>	81039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZURP Prim: UG Research	Danielle Herrington	21-JUN-2022	4

Approve Deny Send Back

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#### 4. Enter comments

The selected courses will display on the Course Attribute Dashboard - Approver - Selected Courses page. No comments are required when approving requests, but comments are required to deny or send back a request. Depending on the action to be taken, one of the following messages will be displayed:

- OPTIONAL: Provide comments for course attribute requests when selecting Approve

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Course Attribute Dashboard - Approver - Selected Courses

**TERM: Fall Semester 2022 (202208)**

**OPTIONAL: Provide comments for course attribute requests when selecting Approve**

CRN	Sect	Subj	Course #	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Date Requested	Batch Number	Comment
81033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Approved
81034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Approved
81035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Approved
81036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Approved
81037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Approved
81038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Approved
81039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Approved

←

- REQUIRED: Please provide comments for ALL course attribute requests when selecting Deny

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Search

Course Attribute Dashboard - Approver - Selected Courses

**TERM: Fall Semester 2022 (202208)**

**REQUIRED: Please provide comments for ALL course attribute requests when selecting Deny**

CRN	Sect	Subj	Course #	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Date Requested	Batch Number	Comment
81033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Does Not Meet Requirements
81034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Does Not Meet Requirements
81035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Does Not Meet Requirements
81036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Does Not Meet Requirements
81037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Does Not Meet Requirements
81038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Does Not Meet Requirements
81039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Does Not Meet Requirements

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- **REQUIRED:** Please provide comments for ALL course attribute requests when selecting Send Back

Main Menu | Advisor Services | Schedule Building | Employee Services | Financial Aid | Registration | Student Records | Student Services | Registrar's Application

Search

Course Attribute Dashboard - Approver - Selected Courses

**TERM: Fall Semester 2022 (202208)**

**REQUIRED: Please provide comments for ALL course attribute requests when selecting Send Back**

CRN	Sect	Subj	Course	Title	Dept	Department	Add/Delete	Attribute	Maintainer	Date	Batch	Comment
	#		#		Code	Description		Code/Desc	Name	Requested	Number	
B1033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Please review again
B1034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Sending Back to Confirm Selection is Accurate
B1035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Please review again
B1036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Please review again
B1037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Please review again
B1038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Sending Back to Confirm Selection is Accurate
B1039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	21-JUN-2022	3	Sending Back to Confirm Selection is Accurate

Populate the Comment field as appropriate (up to 2000 characters) and click the Submit button. If comments are not entered when denying or sending back a request, clicking the Submit button will result in a red Stop icon appearing to the left of the Comment field. The request cannot be submitted until the Comment field is populated.

### 5. View verification

The Course Attribute Dashboard - Approver - Verification List page will display. The data shown on this page includes the request specific data, action taken, comment (if entered), and a message field. The Message field will display any errors that may have occurred when saving the record.

Approved:

Course Attribute Dashboard - Approver - Verification List

**TERM: Summer Semester 2022 (202205)**

The following requested course section attribute changes have been successfully processed.

Action	Comment	Date Processed	CRN	Sect	Subj	Course Number	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Batch Number	Message
Approved	Approved	07-JUL-2022	51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	6	

RELEASE: 8.68

Denied:

Course Attribute Dashboard - Approver - Verification List

**TERM: Summer Semester 2022 (202205)**

The following requested course section attribute changes have been successfully processed.

Action	Comment	Date Processed	CRN	Sect	Subj	Course Number	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Batch Number	Message
Denied	Does Not Meet Requirements	07-JUL-2022	51761	W01	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	Sadie Mele	6	

RELEASE: 8.68

Sent Back:

Course Attribute Dashboard - Approver - Verification List

**TERM: Summer Semester 2022 (202205)**

The following requested course section attribute changes have been successfully processed.

Action	Comment	Date Processed	CRN	Sect	Subj	Course Number	Title	Dept Code	Department Description	Add/Delete	Attribute Code/Desc	Maintainer Name	Batch Number	Message
Sent Back	Sending Back to Confirm Selection is Accurate	07-JUL-2022	53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZSLP Prim: Service Learning	Sadie Mele	6	
Sent Back	Sending Back to Confirm Selection is Accurate	07-JUL-2022	53037	W02	ARCH	1241	Design Communication	ARCH	Architecture	ADD	ZWLP Prim: Work Based Learning	Sadie Mele	6	

RELEASE: 8.68

## 6. Check for “Verification” emails


The individual request is now considered complete, however, if other requests were submitted by the Maintainer at the same time, the batch of requests may not be complete. **Emails are only generated after all requests in the batch are completed.** Only the Approver who took action on the requests in the batch for the attribute group will receive an email.

Based on the action, the email will have one of the following subjects:

- Course Attribute Dashboard Approval Verification

**[EXTERNAL] Course Attribute Dashboard Approval Verification**

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 [schedulebuilder@kennesaw.edu](mailto:schedulebuilder@kennesaw.edu) <Office of the Registrar- Course Attribute Dashboard>  
To: [smele1@kennesaw.edu](mailto:smele1@kennesaw.edu) <Sadie Mele>


Sadie Mele,

The following attribute update request(s) have been Approved

- Course Attribute Dashboard Denial Verification

**[EXTERNAL] Course Attribute Dashboard Denial Verification**

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 [schedulebuilder@kennesaw.edu](mailto:schedulebuilder@kennesaw.edu) <Office of the Registrar- Course Attribute Dashboard>  
To: [smele1@kennesaw.edu](mailto:smele1@kennesaw.edu) <Sadie Mele>


Sadie Mele,

The following attribute update request(s) have been Denied

- Course Attribute Dashboard Sent Back Verification

**[EXTERNAL] Course Attribute Dashboard Sent Back Verification**

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 [schedulebuilder@kennesaw.edu](mailto:schedulebuilder@kennesaw.edu) <Office of the Registrar- Course Attribute Dashboard>  
To: [smele1@kennesaw.edu](mailto:smele1@kennesaw.edu) <Sadie Mele>

Sadie Mele,

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