

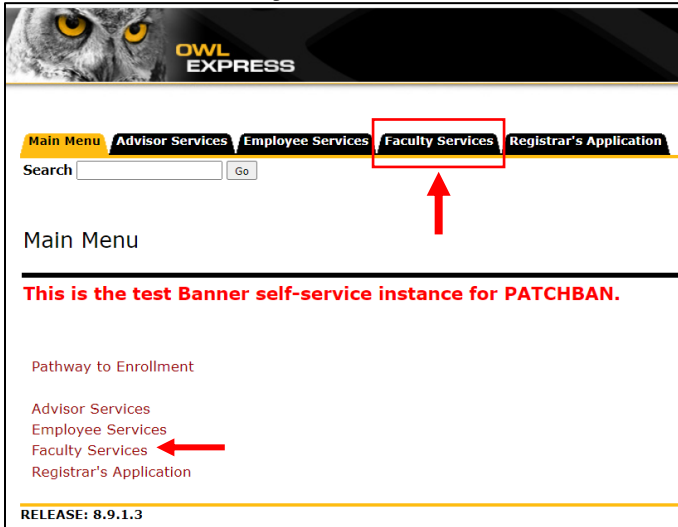
# Course Attribute Dashboard- Review Guide

A dashboard user with a Reviewer role has view-only access to courses. This role is intended for any faculty or staff who should be able to view course attributes for course sections but cannot request changes to the existing attributes. The reviewer role allows the user to access courses in the Courses to Review section of the dashboard Course List page.

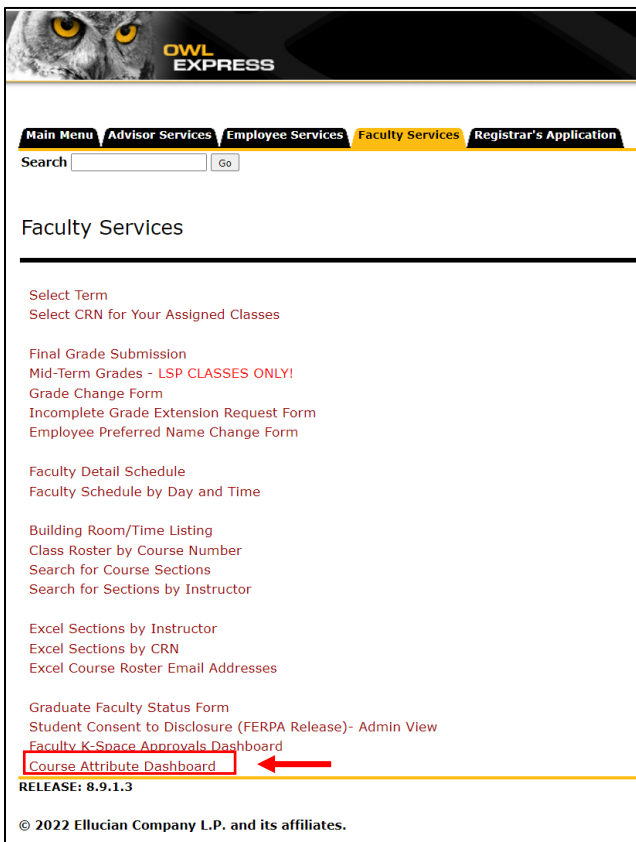
As a Reviewer, the dashboard user selects a term to process, selects courses to view, and reviews the course details and current course attributes.

## Accessing the Dashboard

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



3. Select “Course Attribute Dashboard”

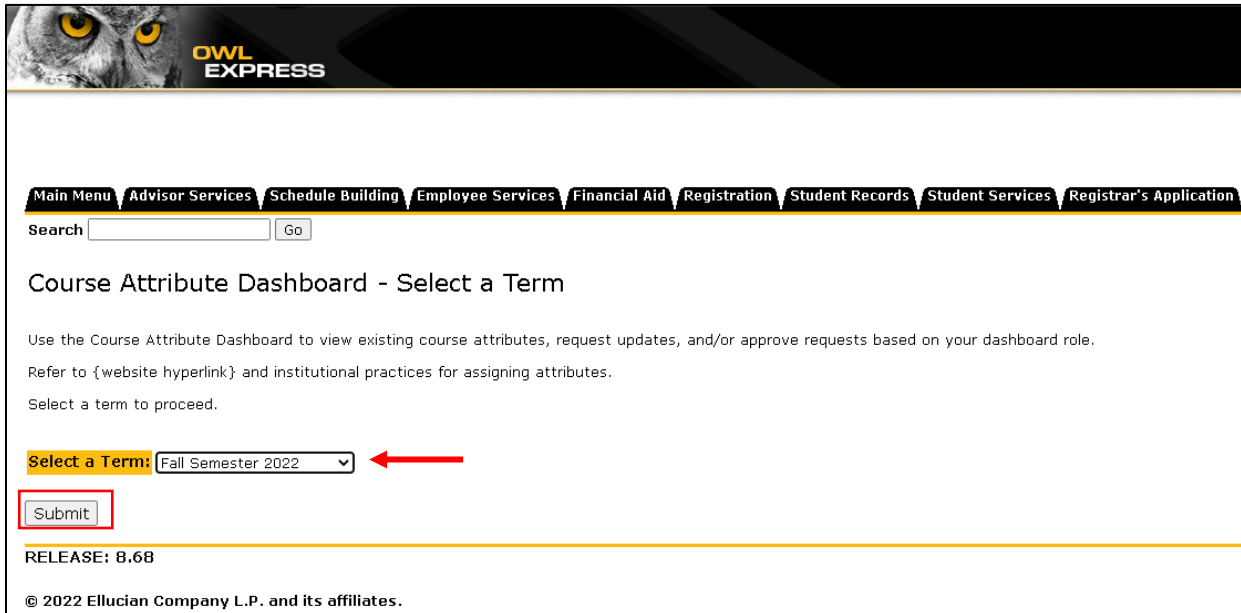


# Using the Dashboard as a Reviewer

## 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

Search  Go

### 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:  ←

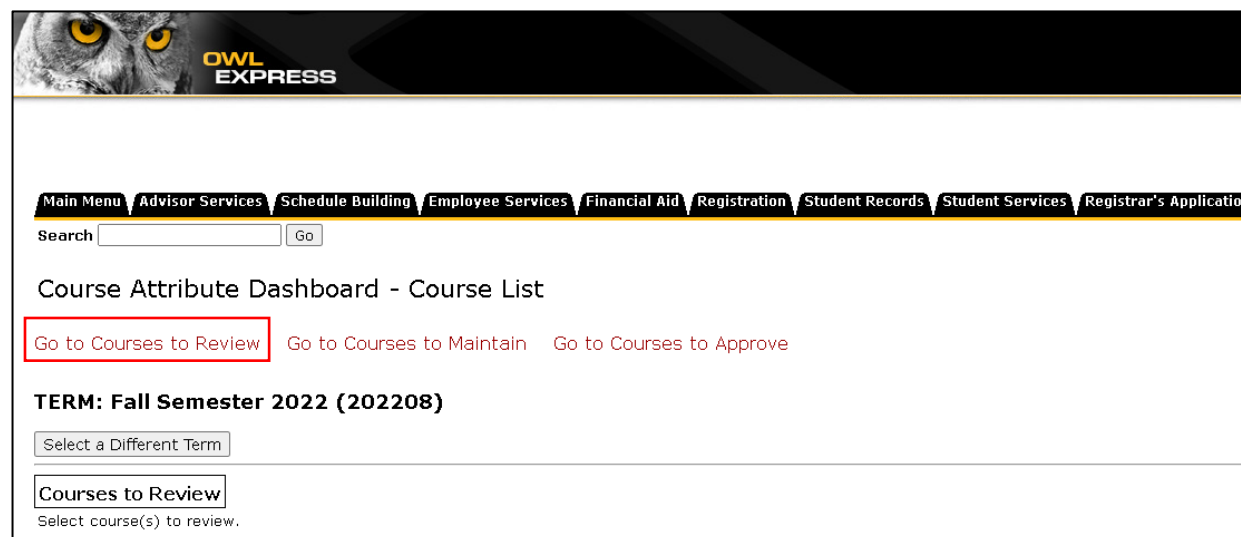
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## 2. View course list and select course(s) to review

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



OWL EXPRESS

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

Search  Go

### Course Attribute Dashboard - Course List

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

Select course(s) to review.

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.

[Main Menu](#)
[Advisor Services](#)
[Employee Services](#)
[Faculty Services](#)
[Registrar's Application](#)

Search

Course Attribute Dashboard - Course List

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

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

←

The following information will be displayed for available courses:

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

Check the Select Course box next to courses to review.

**Courses to Review**  
Select course(s) to review.

Select Course:	CRN	Section	Subject	Course Number	Title	Department Code	Department Description	Attribute Code/Desc
<input type="checkbox"/>	81033	01	ARCH	1000	Introduction to Architecture	ARCH	Architecture	No attributes
<input type="checkbox"/>	81034	02	ARCH	1000	Introduction to Architecture	ARCH	Architecture	No attributes
<input type="checkbox"/>	81035	03	ARCH	1000	Introduction to Architecture	ARCH	Architecture	No attributes
<input type="checkbox"/>	81036	04	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ZWLP Prim: Work Based Learning
<input type="checkbox"/>	81037	05	ARCH	1000	Introduction to Architecture	ARCH	Architecture	ZWLP Prim: Work Based Learning
<input type="checkbox"/>	81038	06	ARCH	1000	Introduction to Architecture	ARCH	Architecture	No attributes
<input type="checkbox"/>	81039	07	ARCH	1000	Introduction to Architecture	ARCH	Architecture	No attributes

←

[Return to Top of Page](#)

### 3. View selected courses

The Course Attribute Dashboard - Reviewer - 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.

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	53045	01	ARCH	2004	Architecture Studio IV	ARCH	Architecture	No attributes
HIP_MAINTAIN	51763	01	ARCH	2013	Accelerated Studio III	ARCH	Architecture	No attributes

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.

Return to Course List

Select a Different Term

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