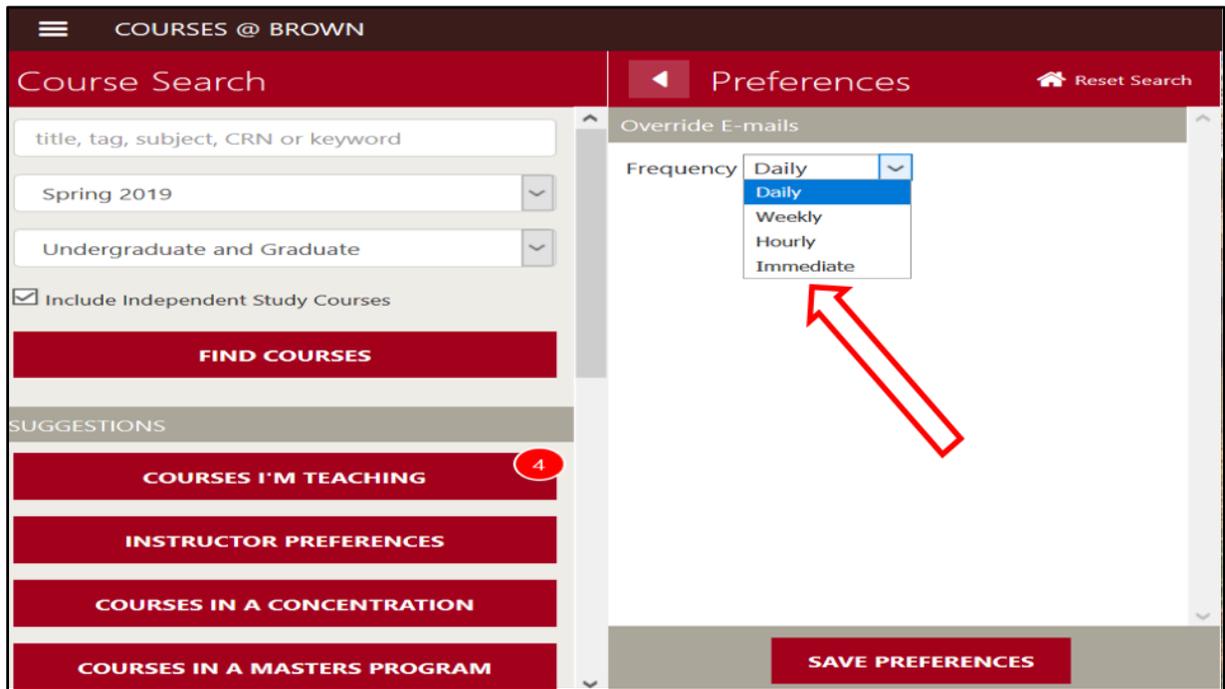


A new process in the Courses@Brown application will give faculty the ability to manage override requests coming from students for the courses they are teaching and will eliminate the need for override PINs, allow for some waitlist management, and should cut down on student emails to you regarding obtaining an override.

Please be mindful that it is not advisable to use a combination of override pins and this new request list functionality in tandem with each other for a particular course. So if you are going to continue to use override PINs it would be advisable to ask your department manager to possibly adjust the course description.

To get started, navigate to <https://cab.brown.edu> and log in using the Sign In link in the upper right corner. Once logged in, if there are new pending override requests from students, a notification bubble will appear in “Courses I’m Teaching” button in the sidebar



Please note that you will receive email notifications to your brown.edu account when students request overrides for your courses and they are still pending and haven't been viewed. You can set your preferences for receiving these emails by using the Instructor Preferences from the side panel. The default will be a Daily digest, but depending on time of year you may set it to Weekly, Hourly, or Immediate as you wish.

Now let's move on to Override management.

The screenshot displays the COURSES @ BROWN interface. On the left, the 'Course Search' sidebar includes a search bar, filters for 'Spring 2019' and 'Undergraduate and Graduate', and a 'FIND COURSES' button. Below the sidebar are buttons for 'COURSES I'M TEACHING' (with a red notification bubble containing the number 7), 'INSTRUCTOR PREFERENCES', 'COURSES IN A CONCENTRATION', and 'COURSES IN A MASTERS PROGRAM'. The main area shows 'Search Results' for 'AFRI 0550 African American Health Activism from Emancipation to AIDS'. A red arrow points from the 'COURSES I'M TEACHING' button to the search results. The search results list shows 'AFRI 0550 African American Health Activism from Emancipation to AIDS' with a red notification bubble containing the number 4. The detailed view for 'AFRI 0550 African American Health Activism from Emancipation to AIDS' includes 'Section S01, CRN 25626', 'Spring 2019', 'Maximum Enrollment: 19 / Seats Avail: 0', and 'Last Updated 11/11/2018, 1:55:38 AM'. The 'Important Notes' section contains three warning messages: 'Your eligibility for this course cannot be determined; please read the registration restrictions carefully.', 'This section is full', and 'Instructor override required'. The 'Course Description' section provides a detailed overview of the course. A red arrow points from the 'MANAGE COURSE' button (with a red notification bubble containing the number 4) in the bottom right corner to the 'MANAGE COURSE' button.

To manage override requests, whether new and bubble appears or not, select the appropriate term and click the Courses I'm Teaching button. In this example, I've selected Spring 2019 and Include Independent Study Courses as my settings. The notification bubble shows four pending requests. Click the search Results box to expand the view to show your course details, then click the Manage Course button.

The screenshot shows the Banner course search interface. On the left, the 'Course Search' sidebar includes a search input field, filters for 'Spring 2019' and 'Undergraduate and Graduate', and a 'FIND COURSES' button. Below this are 'SUGGESTIONS' for 'COURSES I'M TEACHING' (with a red circle containing the number 7), 'INSTRUCTOR PREFERENCES', 'COURSES IN A CONCENTRATION', and 'COURSES IN A MASTERS PROGRAM'. The main 'Search Results' area shows 'Found 1 course' and a list entry for 'AFRI 0550 African American Health Activism from Emancipation to AIDS' with a red circle containing the number 4. Below the list are 'Search Criteria' (Term: Spring 2019) and 'COURSES I'M TEACHING'. The right-hand pane displays details for 'AFRI 0550 African American Health Activism from Emancipation to AIDS', including 'Section S01, CRN 25626', 'Spring 2019', and 'Maximum Enrollment: 19 / Seats Avail: 0'. It also lists 'Important Notes' such as 'Your eligibility for this course cannot be determined; please read the registration restrictions carefully.', 'This section is full', and 'Instructor override required'. At the bottom of this pane, the 'MANAGE OVERRIDES' button is highlighted with a red circle and has a red circle containing the number 4 next to it. Below it is the 'VIEW REGISTERED CLASS LIST' button.

In addition to the manage overrides button notice you now have a way to go directly to your registered class list in Banner. This was added simply out of convenience. For the purposes of this tutorial simply click the Manage Overrides link

The screenshot shows the 'AFRI 0550 - Override Requests' page. At the top, there is a navigation bar with 'COURSES @ BROWN' and a 'Welcome, Shi' message. Below this is a red header with 'AFRI 0550 - Override Requests' and 'Reset Search' buttons. The main content area is divided into a left sidebar and a main list. The sidebar contains course information for 'Health Activism from AIDS' and a 'MANAGE COURSE' button. The main list shows a table of override requests with columns for date, student name, course code, and request text. A red box highlights the 'SORT BY: Time Received' dropdown menu and the text 'Sorting is grouped by status (Open, Approved, Denied, Registered)' below it.

Date	Student Name	Course Code	Request Text	Status
11/12 12:22p	UGStudent, Suzie	06 LACS-AB	Can you grant me an override for your course please?	<input type="checkbox"/>
11/12 12:18p	SampleMPH, Pat	GP ANTH-PHD,P...	Please grant me an override.	<input type="checkbox"/>
11/12 12:09p	Bachelors, Letty	01 COE-AB-BUSE...	I would like an override for your class please.	<input type="checkbox"/>
11/5 12:25p	Student, Andy	02	is full.. need code	<input type="checkbox"/>

Override requests will be stored by the date and time received and then by status (pending, approved, etc.). You can use the Sort By filter to alter the sorting to view by name, semester level, or program. Many will find this helpful if managing a waitlist of sorts.

The screenshot displays the 'AFRI 0550 - Override Requests' interface. The main panel shows a list of requests with columns for student name, course, and request text. The 'Request Detail' panel on the right shows information for 'Bachelors, Letty', including student information, semester level, concentrations, and the request text. A red arrow points to the 'Request Text' field in the detail panel. At the bottom, there are buttons for 'SUBMIT', 'MARK DENIED', and 'MARK APPROVED'.

Request ID	Student Name	Course	Request Text	Status
11/12 12:09p	Bachelors, Letty	01 COE-AB-BUSE...	I would like an override for your class please.	<input type="checkbox"/>
11/12 2:29p	SampleMPH, Pat	GP ANTH-PHD,P...	Please grant me an override.	<input checked="" type="checkbox"/>
11/12 2:16p	UGStudent, Suzie	06 LACS-AB	Can you grant me an override for your course please?	<input checked="" type="checkbox"/>
11/5 12:25p	Student, Andy	02	is full. need code	<input checked="" type="checkbox"/>

Request Detail for Bachelors, Letty:

- Student Information:**
 - Semester Level: 01
 - Concentration(s): Commerce, Organ, Entrepreneur - AB (Business Economics), Political Science - AB (Theory)
- Request Text:** I would like an override for your class please.

Buttons: SUBMIT, MARK DENIED, MARK APPROVED

If you click the student's name in your Dashboard list, you can view more detailed information about the student such as multiple concentrations or the full request rationale provided by the student. You can also approve or deny the request from the Request Details panel. You can also use the email icon in the Dashboard to contact the student if necessary. Emails will be sent and returned through your email client and not visible through the C@B tool.

The screenshot displays a web interface for managing override requests. At the top, the title is 'AFRI 0550 - Override Requests'. Below the title, there is a search bar and a 'Reset Search' button. The main content area shows a list of requests for 'Section S01, CRN 25626 in Spring 2019'. The requests are sorted by 'Time Received'. The list contains four entries:

Time	Student	Course	Request Text	Status
11/12 12:09p	Bachelors, Letty	01 COE-AB-BUSE...	I would like an override for your class please.	<input type="checkbox"/>
11/12 2:16p	UGStudent, Suzie	06 LACS-AB	Can you grant me an override for your course please?	<input checked="" type="checkbox"/>
11/12 12:18p	SampleMPH, Pat	GP ANTH-PHD,P...	Please grant me an override.	<input checked="" type="checkbox"/>
11/5 12:25p	Student, Andy	02	is full.. need code	<input type="checkbox"/>

A red arrow points to the checkbox for the request from 'Student, Andy'. At the bottom right, there is a red 'SUBMIT' button. A small red circle with the number '1' is visible in the bottom left corner of the interface.

You can approve or deny requests by simply clicking the status checkboxes in the student rows and then the Submit button. An email will be sent to students to inform them that the override has been granted or denied. If approved they can then register for the course directly through courses@borwn – no code is needed. If denied they cannot register nor will they be able to request another one and clutter your request roster

The screenshot displays the 'AFRI 0550 - Override Requests' page. At the top, it shows 'Section S01, CRN 25626 in Spring 2019' and 'SORT BY: Time Received'. The sorting is grouped by status (Open, Approved, Denied, Registered). The table below lists requests:

Time Received	Student Name	Course Code	Request Text	Status
11/12 12:09p	Bachelors, Letty	01 COE-AB-BUSE...	I would like an override for your class please.	<input type="checkbox"/>
11/12 2:29p	SampleMPH, Pat	GP ANTH-PHD,P...	Please grant me an override.	<input checked="" type="checkbox"/>
11/12 2:16p	UGStudent, Suzie	06 LACS-AB	Can you grant me an override for your course please?	<input checked="" type="checkbox"/>
11/5 12:25p	Student, Andy	02	is full.. need code	<input checked="" type="checkbox"/>

A red box highlights a red 'X' icon in the first column of the third row. A 'SUBMIT' button is located at the bottom right of the interface.

If a student removes your course from a cart, the cart icon will display with the red strikethrough. This might help you to manage your waitlist and subsequently deny requests that have been removed from carts. Once a request has been denied, the student cannot request it again.

In addition and which is critical for those using the tool as a waitlist, if you have previously approved an override but the student has not registered you can simply click on the green indicator and switch to red X, click submit, and then grant an override to the next student you desire on your request roster.

You cannot take any additional action on a request once a student has registered for the course as indicated by the grey checkmark.

As a final note, only students who have requested overrides are on this roster. Students who are able to simply register without an override or restriction will be on your registered class list in Banner web which you can use the button you saw earlier under manage course.