



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

The screenshot shows the 'COURSES @ BROWN' interface. On the left is the 'Course Search' panel with a search bar, filters for 'Spring 2019' and 'Undergraduate and Graduate', a checkbox for 'Include Independent Study Courses', and a 'FIND COURSES' button. Below this is a 'SUGGESTIONS' section with buttons for 'COURSES I'M TEACHING' (with a red circle containing the number 4), 'INSTRUCTOR PREFERENCES', 'COURSES IN A CONCENTRATION', and 'COURSES IN A MASTERS PROGRAM'. The main panel on the right is titled 'Preferences' and contains the 'Override E-mails' section. A 'Frequency' dropdown menu is open, showing the following options: 'Daily' (highlighted in blue), 'Weekly', 'Hourly', and 'Immediate'. A red arrow points to the 'Immediate' option. At the bottom right of the 'Preferences' panel is a 'SAVE PREFERENCES' button.

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' web application. The top navigation bar includes a hamburger menu, the text 'COURSES @ BROWN', and a user greeting 'Welcome, Sherry'. The main interface is divided into three sections:

- Course Search:** Features a search bar with the placeholder 'title, tag, subject, CRN or keyword'. Below it are dropdown menus for 'Spring 2019' and 'Undergraduate and Graduate'. A checkbox for 'Include Independent Study Courses' is checked. A sidebar on the left contains several red buttons: 'FIND COURSES', 'COURSES I'M TEACHING' (with a red bubble containing the number 7), 'INSTRUCTOR PREFERENCES', 'COURSES IN A CONCENTRATION', and 'COURSES IN A MASTERS PROGRAM'. A red arrow points from the 'COURSES I'M TEACHING' button to the search results.
- Search Results:** Displays 'Found 1 course'. The result is 'AFRI 0550 African American Health Activism from Emancipation to AIDS'. It includes a red bubble with the number 4, the section 'S01', the time 'TTh 1-2:20p', and the instructor 'S. Gubata'. Below this is a 'Search Criteria' section showing 'Term: Spring 2019' and 'COURSES I'M TEACHING'.
- AFRI 0550 Course Details:** The title is 'African American Health Activism from Emancipation to AIDS'. It lists 'Section S01, CRN 25626' for 'Spring 2019'. It shows 'Maximum Enrollment: 19 / Seats Avail: 0' and 'Last Updated 11/11/2018, 1:55:38 AM'. Under 'Important Notes', there are three warning icons with text: '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' states: 'This historical survey course examines African American activism and social movements from Emancipation to the contemporary period through the lens of African American access to health resources. By paying close attention to how social and cultural aspects of medicine impact access and quality of care by race, gender, and sexuality, the course examines how segregation, poverty, incarceration, and policing shaped activism and healthcare. The course develops a sense of how African American activists crafted responses to different historical crises including Reconstruction, Jim Crow, Civil Rights, and the War on Drugs by the demands they made for specific resources.' At the bottom right, there is a red button labeled 'MANAGE COURSE' with a red bubble containing the number 4. A red arrow points from the 'MANAGE COURSE' button in the sidebar to this 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 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 this are 'SUGGESTIONS' for 'COURSES I'M TEACHING' (with a red circle 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 search criteria box shows 'Term: Spring 2019' and 'COURSES I'M TEACHING'. The course details for 'AFRI 0550' include '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 warnings: '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 is empty. At the bottom, there are two buttons: 'MANAGE OVERRIDES' (highlighted with a red box and a red circle 4) and 'VIEW REGISTERED CLASS LIST'.

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 a web interface for managing override requests for the course 'AFRI 0550'. The interface includes a sidebar on the left with course information, a main content area with a list of requests, and a bottom navigation bar. A red box highlights the 'SORT BY: Time Received' dropdown menu and the text 'Sorting is grouped by status (Open, Approved, Denied, Registered)'.

Time	Student	Course	Request	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"/>

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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.

## AFRI 0550 - Override Requests

Reset Search

n S01, CRN 25626 in Spring 2019

SORT BY: Time Received

Sorting is grouped by status (Open, Approved, Denied, Registered)

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

Reset Search

Bachelors, Letty

11/12/2018 @ 12:09p

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.

SUBMIT

MARK DENIED

MARK APPROVED

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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.

rch AFRI 0550 - Override Requests Welcome, Sh

Section S01, CRN 25626 in Spring 2019 SORT BY: Time Received Sorting is grouped by status (Open, Approved, Denied, Registered)

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"/>

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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](mailto: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

Arch AFRI 0550 - Override Requests Reset Search

Section S01, CRN 25626 in Spring 2019 SORT BY: Time Received Sorting is grouped by status (Open, Approved, Denied, Registered)

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"/>
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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.