ASK Guide: Options for Customizing what students see when they start a declaration in your area (including allowing a writing sample to meet phase II of the writing requirement)

You (or someone designated as a “declaration manager”) may customize what prospective concentrators see upon starting a declaration in your field. You may add unique messages, concentration-specific questions, & “Course Attributes” that require students to specify which requirement a course will satisfy. You may also allow your concentrators (‘18 and later) to upload a writing sample to satisfy phase II of the writing requirement.

STEP 1: Log on to ASK.

Select the Declarations tab > then Concentrations. Click Options. (The Advisors link allows you to update your roster of advisors. See instructions.)

Look for the icon, available on most pages, for instructions or tips.

STEP 2: Proceed as directed on the site. The table below illustrates both the advisor and the student view of various options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Advisor View</th>
<th>Student View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Message</td>
<td><img src="image" alt="Edit Concentration Options" /> Welcome Message</td>
<td>The Welcome Message appears as a pop-up.</td>
</tr>
<tr>
<td></td>
<td>Keep your messages short!</td>
<td></td>
</tr>
</tbody>
</table>
**Advisor Selection Method**

An advisor must be assigned before a declaration can be approved. Fields with 1 advisor should select “By First ...” to automatically assign students to a faculty member. You can also allow students to select their advisors or to indicate a preference (you’ll need to assign an advisor).

**Course Plan Mssg & Extra Questions**

You can add questions and choose the length of the text field or drop-down menu.

If students could select an advisor or indicate a preference, a drop-down would appear with the names of advisors for this concentration or track.

Student view of the course plan message, in this case, a reminder of concentration distribution requirements.
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This feature could replace internal worksheets where students identify distribution requirements within the concentration. You can choose whether a requirement can be met by **one course** (like a senior seminar) or **many courses** (like a focus area).

This feature is invisible to students UNTIL you turn it on by **checking** the appropriate box below.

Here’s what a student course plan would look like using the 5 attributes on the left.
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Check the **opt-in** box, then list your guidelines or rubric in the field below. You’ll receive an email once the upload is submitted.

To see submissions, click **More > Writing Requirement**, then **requests** on the left. Click **view** to see the student’s upload.

Next, download the document and select **Yes** or **No** in the **Approve request** drop-down. You may also choose to **delegate** this request to another faculty member by entering their name, for example the instructor of the course in which the

Upon clicking **submit a writing sample**, students see your instructions and can upload a document:
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essay was written.

See more of what students see by clicking these ASK Tutorials

Questions? Email advising_sidekick@brown.edu