

Online Course Proposal tool for staff in a Proxy role
(for Staff)

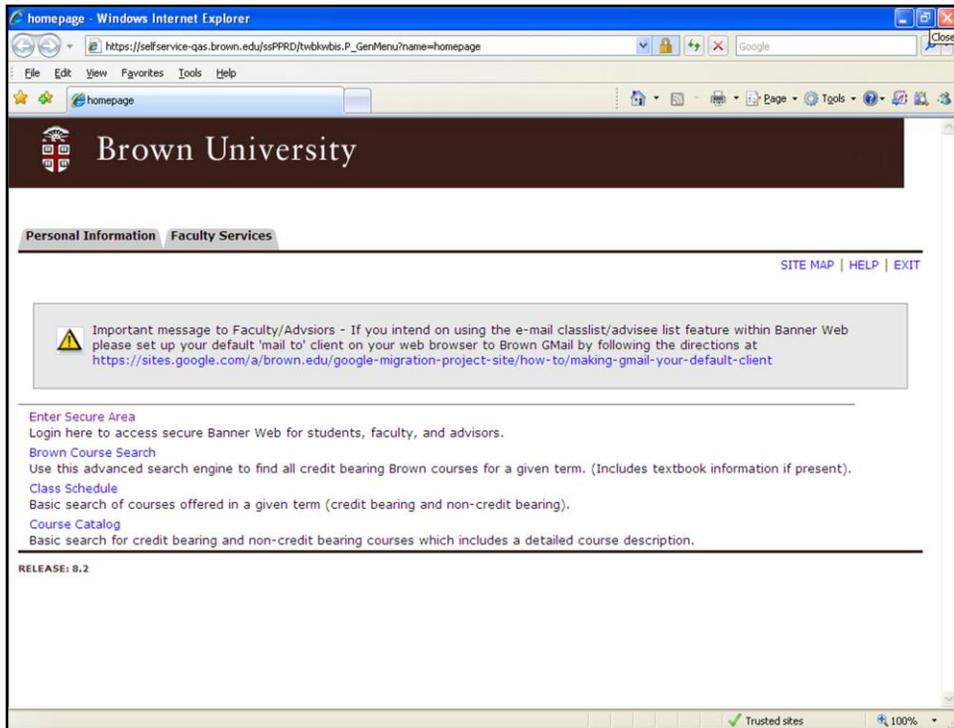
Thank you for visiting the Online Course Proposal Web Tutorial for Brown University staff members in a proxy role.

<https://selfservice.brown.edu>

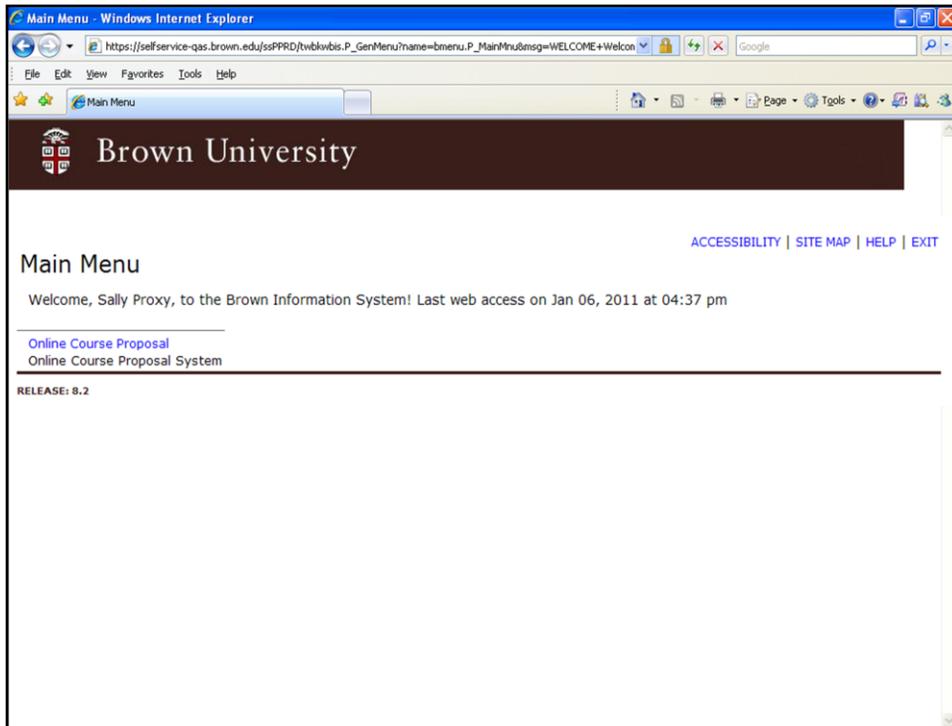
-or-

“Banner Web” link from the Staff gateway on the Brown homepage

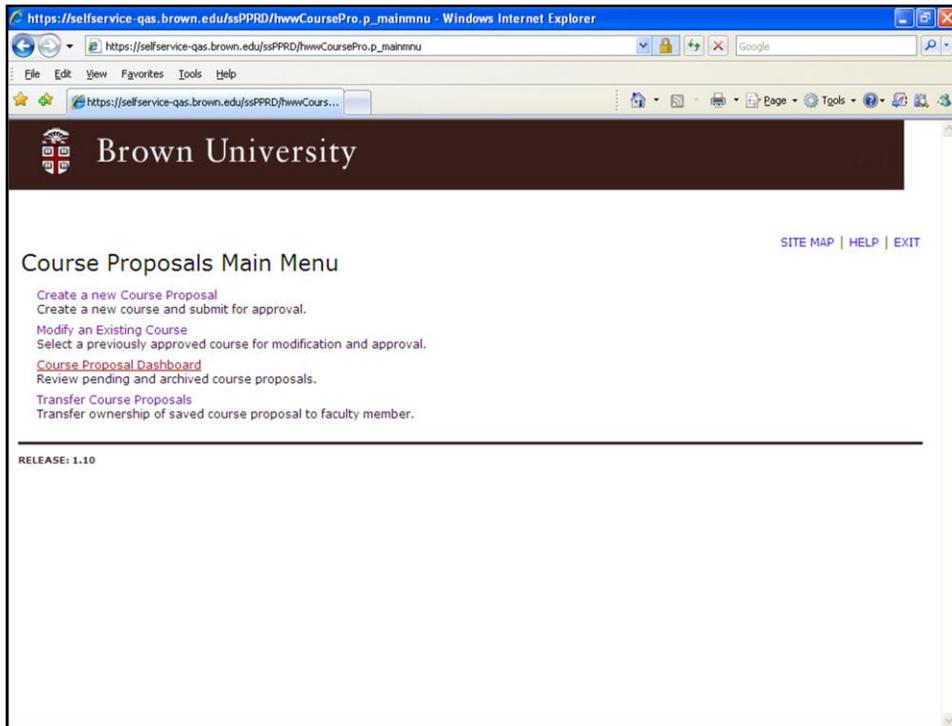
To access Self Service Banner, you will need to login to <https://selfservice.brown.edu> or use the Banner Web link from the Staff gateway on the Brown homepage.



Log in to the Secure Area via the Brown Authentication process



Once logged in, you should see a similar menu that is specific to your role in Banner. From this menu, select the Online Course Proposal link. At any time should you have questions on the tool or particular curriculum council guidelines as they relate to course proposals, use the HELP links on the top right hand corner of each screen.



Next, select the Menu Link for the appropriate action. In the “proxy” role, you will be able to enter proposals for new courses or modify course that have been previously approved and exist in Banner. For a detailed tutorial on those two options, please view the “Course Proposal - New and Modify for faculty & staff” tutorial. This screencast will focus on using the Dashboard and transferring proposals to a faculty member. We’ll look at the Course Proposal Dashboard first.

Course Proposal Dashboard [New Proposal](#) [Modify Course](#)

--Filter by Term-- --Filter by Subject-- --Filter by Status-- All Proposals

Term	New	Course	Status	Details	Status Date	Comments
Spring 2011	N	EDUC-2350	Archived	Approved by Registrar. Pushed into Banner.	11/11/2010	No
Summer 2011	Y	ETHN-1111	Saved	Saved to be finished and submitted for processing.	11/12/2010	No Delete
Summer 2011	N	EDUC-1970	Archived	Approved by Registrar. Pushed into Banner.	11/11/2010	No
Fall 2011	N	AFRI-1970	Archived	Approved by Registrar. Pushed into Banner.	11/11/2010	No
Spring 2013	Y	GISP-0199	Archived	Approved by CCC. Pushed into Banner.	11/12/2010	No
Fall 2014	Y	EDUC-2345	Archived	Approved by CCC. Pushed into Banner.	11/10/2010	Yes
Spring 2016	N	HIST-0002	Under Review	Submitted and under Department Review.	11/15/2010	No Withdraw
Spring 2016	N	GISP-0199	Archived	Approved by Registrar. Pushed into Banner.	11/12/2010	No
Summer 2016	N	EDUC-2345	Archived	Approved by CCC. Pushed into Banner.	11/12/2010	No
Spring 2017	N	EDUC-0700	Saved	Saved to be finished and submitted for processing.	11/11/2010	No Delete
Spring 2017	N	EDUC-2070B	Archived	Approved by Registrar. Pushed into Banner.	11/12/2010	No
Spring 2017	N	EDUC-0800	Archived	Approved by CCC. Pushed into Banner.	11/11/2010	No

[Proposal Menu]

The dashboard provides you with a quick summary of your proposals and their status— saved, under review, archived, etc. as well as a review of any comments made on a particular proposal. Proposals entered for new courses will have a ‘Y’ indicator in the “New” column. An ‘N’ signifies a modification to a course that already exists in Banner. If you have saved (but not yet submitted) a proposal, you may access it from the dashboard to make changes, complete it, or permanently delete it by using the button to the far right of the row. If you have submitted a proposal, you may withdraw it to revise data and re-submit, or subsequently delete it if you wish. Note: you can only withdraw or delete a proposal that you have created up until the department review stage. Click the course code link to access the proposal to view the summary, complete data entry, or to view any comments made.

Course Proposal Dashboard

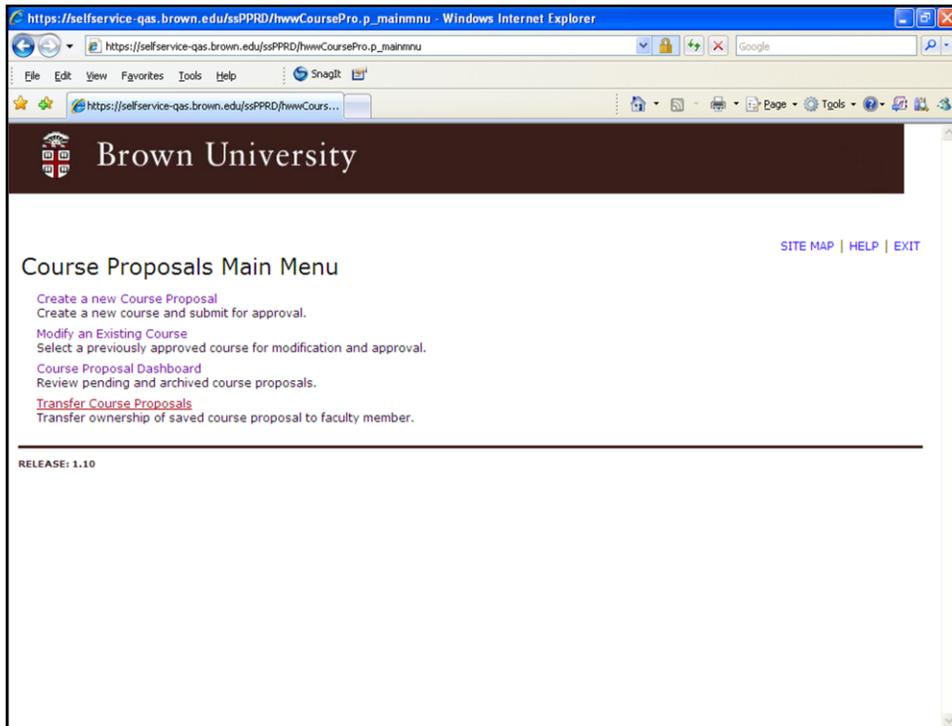
Spring 2017 --Filter by Subject-- --Filter by Status-- All Proposals

Term	New	Course	Status	Comments	Status Date	Comments	Delete
Spring 2017	N	EDUC-0700	Saved	and submitted for processing.	11/11/2010	No	Delete
Spring 2017	N	EDUC-2070B	Archived	Approved by Registrar. Pushed into Banner.	11/12/2010	No	
Spring 2017	N	EDUC-0800	Archived	Approved by CCC. Pushed into Banner.	11/11/2010	No	

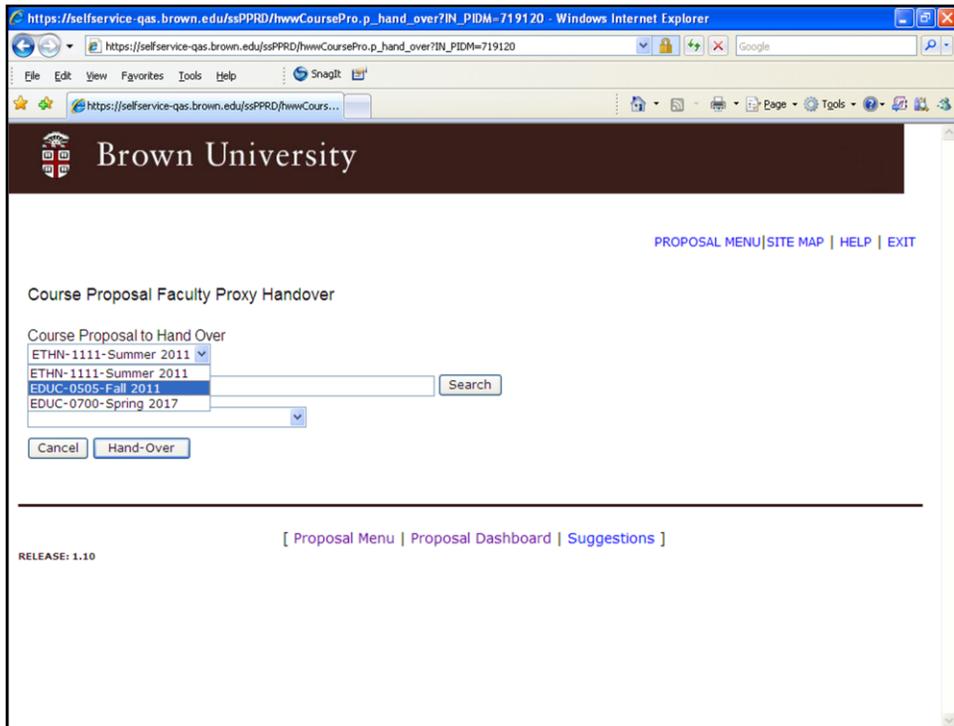
[Proposal Menu]

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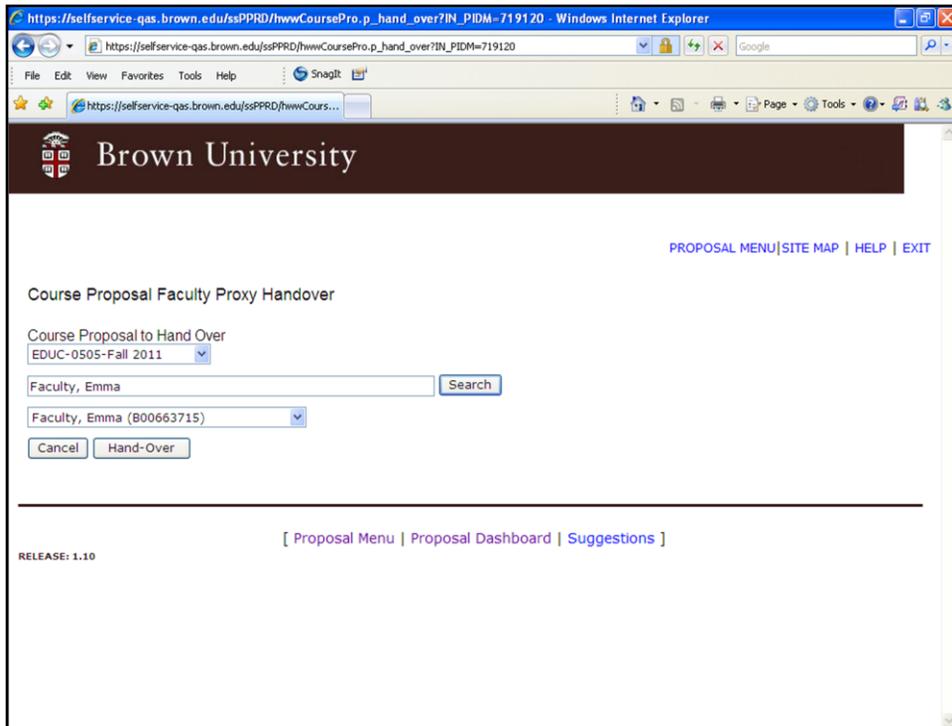
In the proxy role, the dashboard list may get quite long. You can use the filters to limit your view to a particular term or status. The filter settings will be saved if you return to the dashboard during your Banner session – remember to reset them to view all entries again. Use the Proposal Menu links to return to the menu screen.



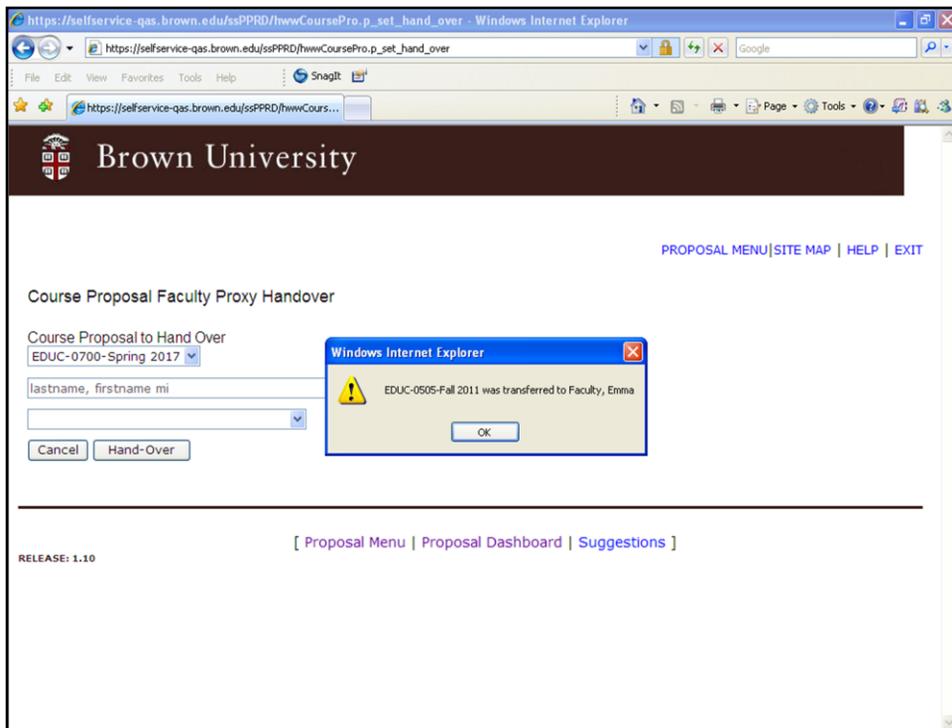
A course proposal entered by a proxy may be transferred to a faculty member who has an active faculty record in Banner. This transfer releases the proposal to the instructor who may then make any changes to the saved proposal and submit for approval when ready. Click the Transfer Course Proposal link to begin that process.



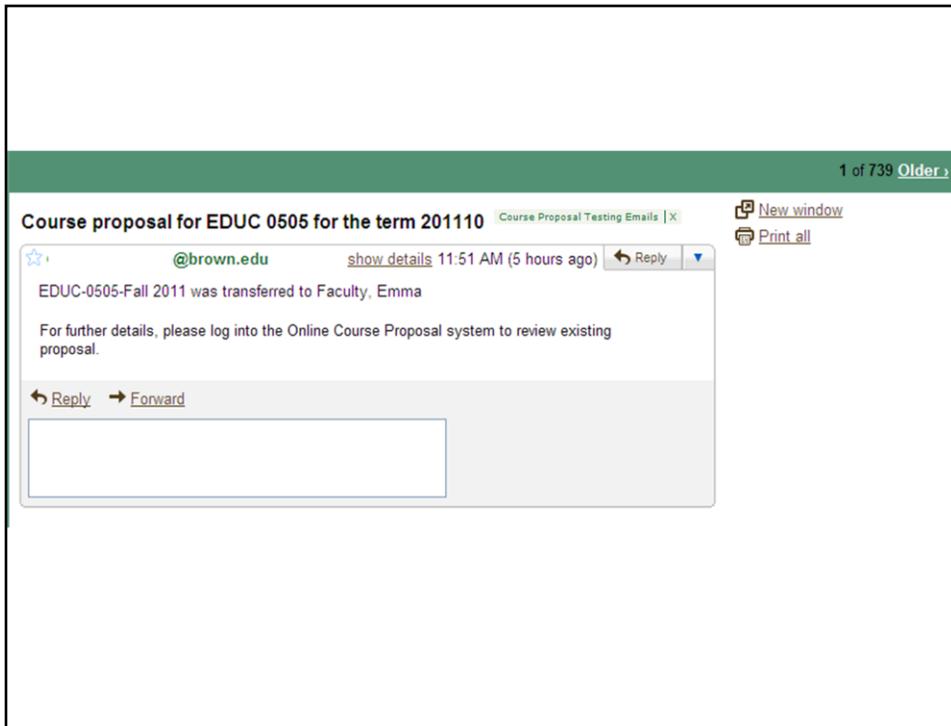
Use the drop down list to display all the proposals that you have entered that are eligible for transfer to an instructor.



Enter the last name, first name of the instructor to be assigned and click the Search button. Please be sure to click the Search button to locate the instructor. If you press the enter key, the search will not execute and you will get a browser error message. The instructor's name and Banner ID will default to the field below. Should two names appear, feel free to contact the Faculty and Academic Department Support division in the Office of the Registrar to verify which one is correct. Click the Hand-Over button to transfer the proposal to the faculty member.



A confirmation message will appear – click ok and use the CoursePro Menu or Dashboard links to exit the handover page. The transferred course will no longer appear in your dashboard list. The faculty member you assigned now has control of the proposal and may edit or submit for approval.



When you transfer a proposal to a faculty member, an email notification will be sent to the instructor to advise him or her of the handover. You will no longer be able to view the proposal in your proxy role, but the instructor will have access through his or her Proposal Dashboard. Thank you for using this Banner Web tutorial.