Advisors: Options for Customizing what students see when they start a declaration in your area (including managing the Writing Requirement Upload Option)

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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.

Go to Degree Progress > Declarations tab > Concentrations/Certificates. 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.
Welcome Message

Keep your messages short!

Advisor Selection Method

An advisor must be assigned before a declaration can be approved. Fields with 1 advisor should select "By First Name" 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 Message

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

Course Attributes

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).

Welcome Message appears as a pop-up

The Welcome Message appears as a pop-up.

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.

Course Plan Message

Remember that you need 15 upper level courses to complete the requirements of the concentration. You need three focus courses. You need four seminars. You may take up to four courses from outside the department if and ONLY if they fit in your bonus.

Here's what a student course plan would look like using the 5 attributes on the left.
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 essay was written.

See more of what students see by clicking these ASK Tutorials

Questions? Email advising_sidekick@brown.edu

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