

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

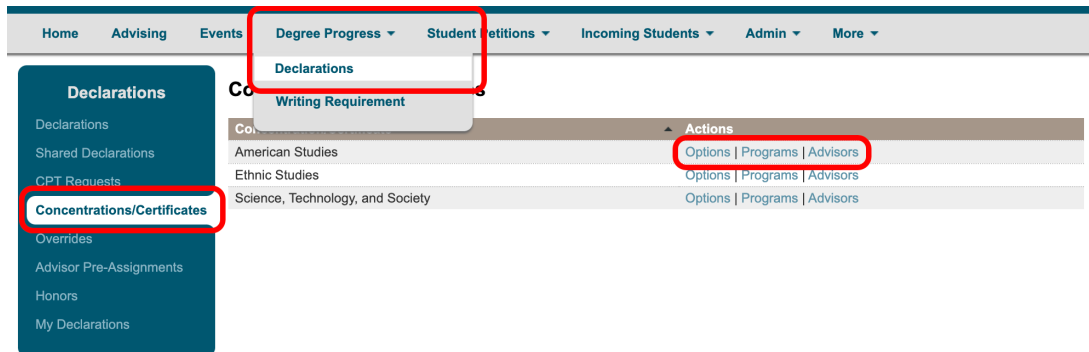
Stephanie Obodda - 2026-04-28 - Comments (0) - ASK


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](#).

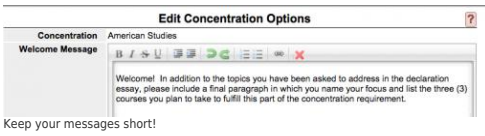
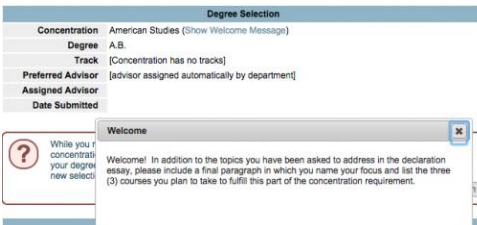
Go to Degree Progress > Declarations tab > Concentrations/Certificates. Click Options. (The Advisors link allows you to update your roster of advisors. See [instructions](#).)



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.

Field	Advisor View	Student View
Welcome Message	 <p>Keep your messages short!</p>	 <p>The Welcome Message appears as a pop-up.</p>

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).

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 Mssg & Extra Questions

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

Student view of the course plan message, in this case, a reminder of concentration distribution requirements.

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

Institution	Course	Title	Term	Grade	Focus	Junior Seminars	Senior Seminars	Seminars	Outside the department: limit 4; must also be focus courses
Brown	HIST 1960	American Empire Since 1890	2011-Spring	A					
Brown	AMCV 1650A	Amer Advertising	2011-Fall	A					
Brown	HIST 1790	Political Movements in Twentieth Century America	2011-Fall	B					
Brown	AMCV 1010	Intro to American Studies	2012-Spring	A					
Brown	ENGL 1710P	American Literature and the Civil War	2012-Spring	A					
Brown	AMST 1700G	Public Memory: Representations of 9/11	2012-Fall	B					
Brown	AMST 1700J	The Teen Age: Youth, Society and Culture in Early Cold War America	2014-Fall	A					
Brown	AMST 1650A	Global South: Race, Gender, and Politics	2014-Fall	A					
Brown	AMST 1650K	Asian American/Social Justice	2014-Fall	A					
Brown	AMST 1900L	Transpacific Popular Culture	2016-Spring	A					

Key: **I** Overlaps with another declaration (term/grade) - course plan term does not match academic history. **C** Overlaps with another declaration (term/grade) - course plan term does not match academic history. **Green checkmark** New course. **Red X** Removed course. **Blue C** Changed attribute. **Red arrow** Icon Key.

Insert comments, visible to student and other advisors or just you

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

Writing Req. Upload

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.

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

See more of what students see by clicking these [ASK Tutorials](#)

Questions? Email advising_sidekick@brown.edu

Attachments

- [ASKGuideOptionsforCustomizingDeclarations.pdf \(749.61 KB\)](#)