

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

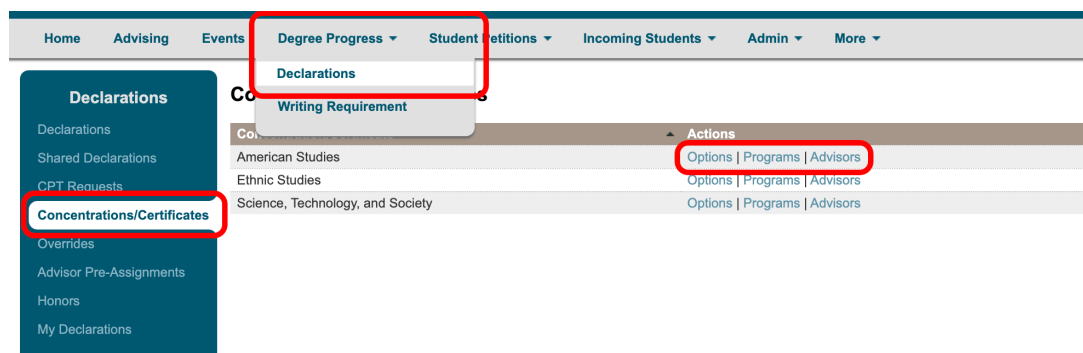
Stephanie Obodda - 2020-07-16 - Comments (0) - ASK


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](#).

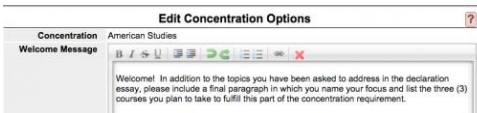
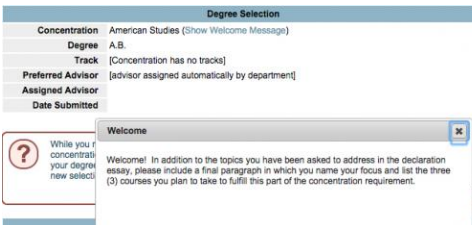
Go to Degree Progress > Declarations tab > Concentrations/Certificates. Click Options. (The Advisors link allows you to update your roster of advisors. See [instructions](#).)



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).

Course Plan Mssg & Extra Questions

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

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.

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.

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

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 \(749.61 KB\)](#)