Add Authorization Spring 2022

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Transitioning the use of add codes



- New Add Authorization
- New faculty module in <u>PAWS Self Serve</u> in Spring 2022
- Add codes will no longer be used to add students to courses
- No more issuing multiple codes
- The Add Authorization gives faculty more control to add students and the ability to rescind them



 Login to PAWs <u>Self-Service</u> using Hartnell ID and password
 Select the Faculty module

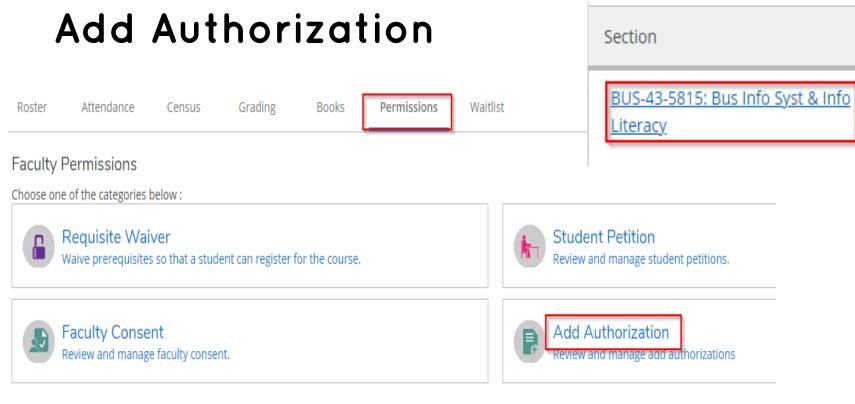
Hello, Welcome to Colleague Self-Service!

Choose a category to get started.





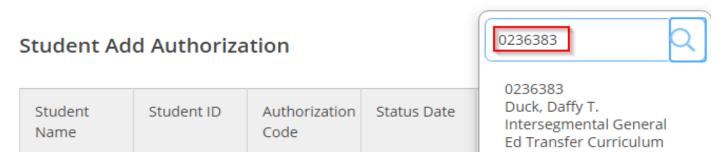
- 3. Select the Section to add students
- 4. Select the Permissions tab & select





5. Search for a student & confirm their details in the dropdown before adding

Back To Faculty Permissions

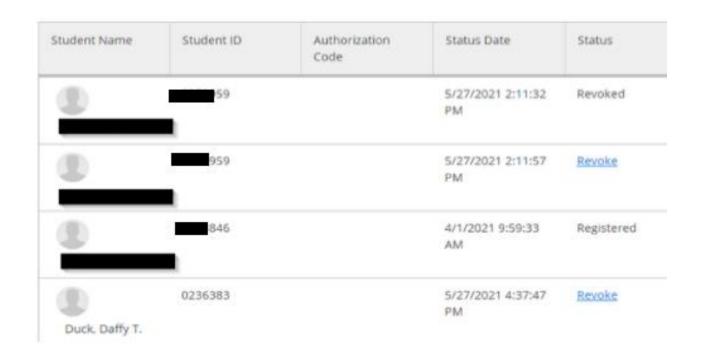


6. Confirm the Add Authorization by selecting OK





You've registered the student!

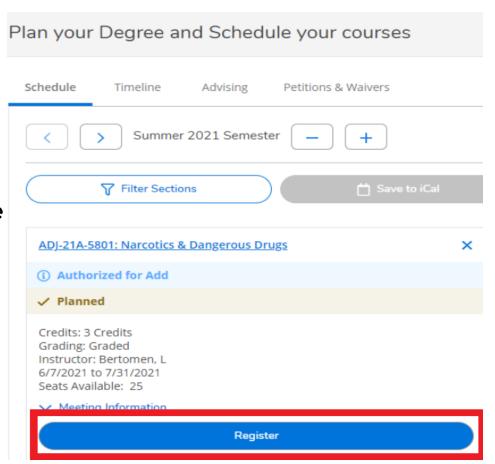


Let the student know they've been added



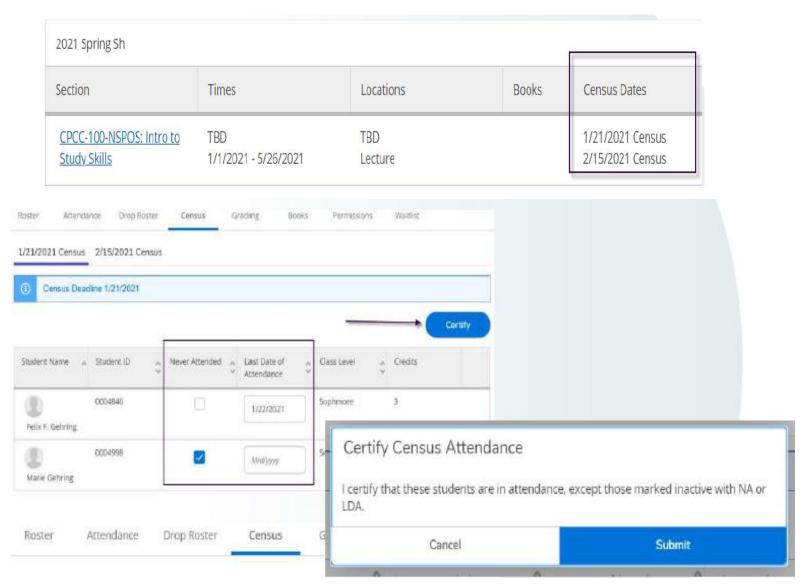
7. Email the students you've authorized to add the course and send them the instructions on how to add the course.

NOTE: Student instructions are included in the presentation documents.



Upcoming Improvements - Census Rosters





Drop Rosters



Roster	Attendance	Drop Roster	Census	Grading B	ooks Perm	issions	Waitlist
Student Name	Student ID	Never Attended	Last Date of Attendance		Class Level	Credits	
Felix F. Gehring	0004846		1/22/202	Select 🕶	Sophmore	3	Drop
Marie Gehring	0004998		M/d/yyyy	Select ~	Senior	3	Drop

Deadline Dates

BUS-43-5818: Bus Info Syst & Info Litera Fall 2021 Semester	су		
Last Day to Add	9/11/2021		
First Day to Drop	8/30/2021		
Last Day to Drop without a Grade	9/9/2021		
Last Day to Drop with a Grade	11/19/2021		
	Close		

Interested in Piloting the Add Authorization?



Timeline

Fall 2021 - Pilot Add Authorization and Drop Rosters

Spring 2022 - Launch Add Authorization and Drop Rosters

Email Maria Ceja (maceja@ Hartnell.edu) to be added to the pilot and have the opportunity to test the new functionality.



Thank you!