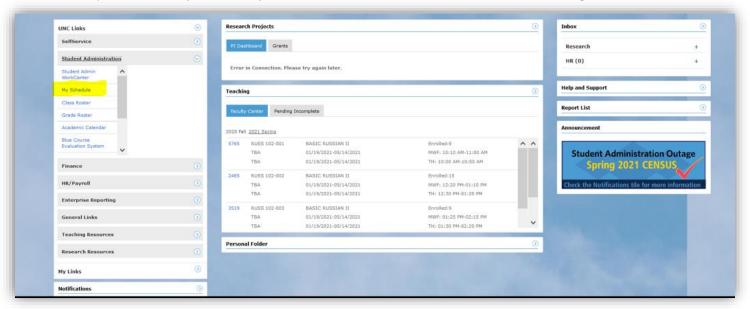
Class Features

The Class Features page has two new options:

- Copy-Over (abilty to copy class features and documents from one class section to another)
- Proxy (ability to designate another user to have access to add class features for your class)

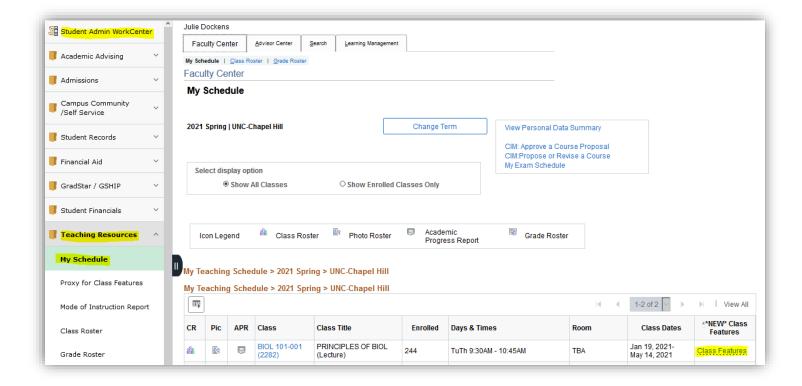
Navigation to Class Features:

• Option 1: Faculty Portal > My Schedule (Class Features link next to each class listing)



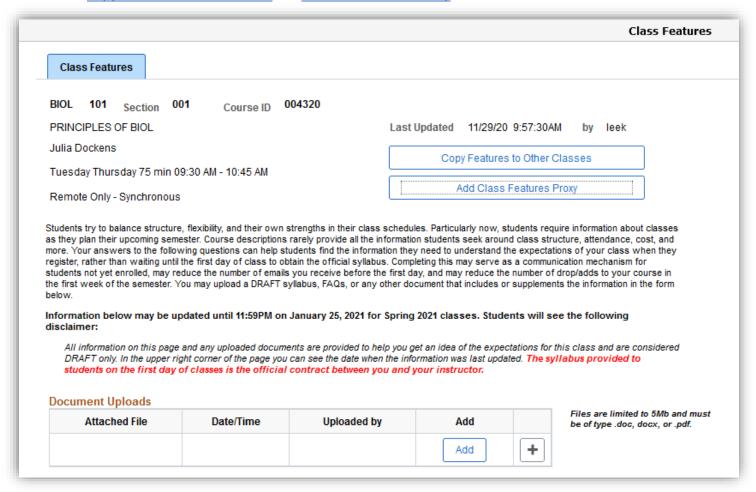
Option 2: Admin WorkCenter Homepage > Student Admin WorkCenter tile > Teaching Resources > My
Schedule (Class Features link next to each class listing)



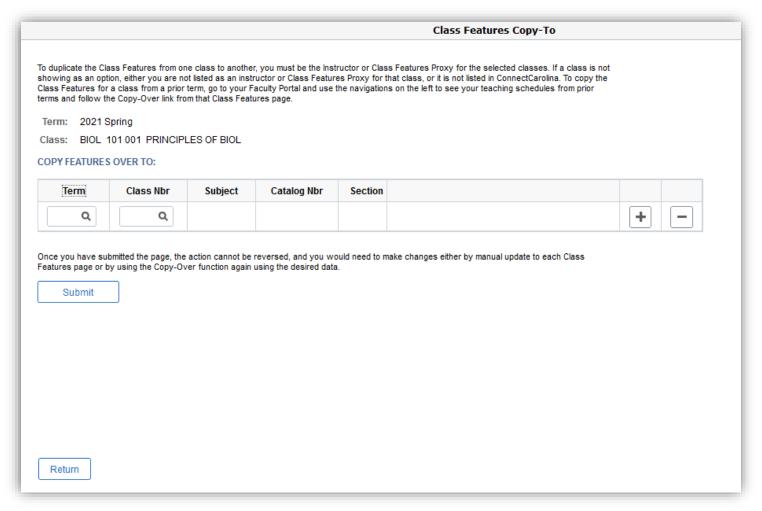


Enhancements: Copy-Over Feature and Proxy

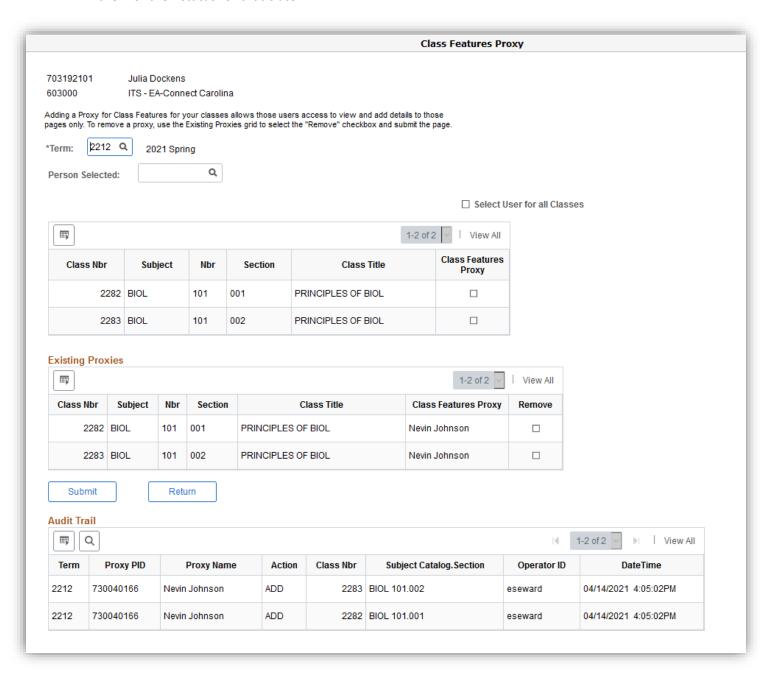
 On the Class Features page, instructors will see two new buttons in the top right of the page for Copy Features to Other Classes and Add Class Features Proxy.



• When an instructor clicks on the <u>Copy Features to Other Classes</u> button, they see the screen below that indicates the class that will be copied at the top. The user will need to select a term and a class number to copy over the class features (which includes uploaded documents). The only classes that will return in the search are classes for which the user is listed as the instructor or Class Features Proxy. The plus button (+) will add a row to the grid and the user can select multiple classes in the case of multiple sections of the same class. When the page is submitted, the user will get a message indicating that the action was successful. The copy-over action cannot be reversed. To make any adjustments to the other classes at that point, the user would need to execute another copy-over action or would need to go into those Class Features pages to make any needed adjustments.



• When the instructor clicks the <u>Add Class Features Proxy</u> button, they can select a term and search for an employee to designate as their Class Features Proxy for one or more of the instructor's classes which are listed on the page. Users can remove a proxy in the second grid on the page, and the third grid shows the audit history of actions. Users added or removed as a Class Feature Proxy will receive an email notifying them of their status for that class.

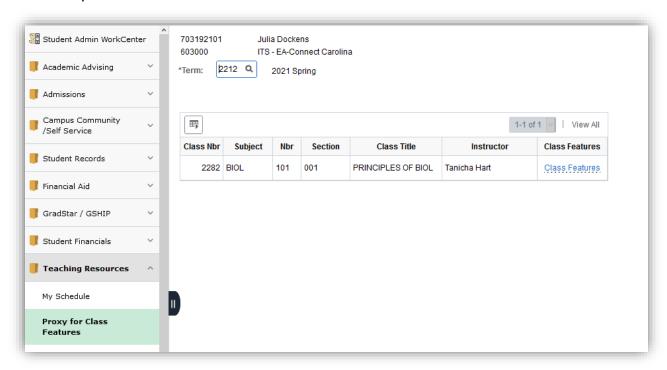




Navigation and View for Class Feature Proxy:

Admin WorkCenter Homepage > Student Admin WorkCenter tile > Teaching Resources folder > Proxy for Class Features

- All classes will be listed on this page for which a user has been given proxy access.
- The Proxy can select a different term to find their proxy access for other terms.
- The Proxy clicks on the Class Features link next to each class.



On the Class Features page, the Copy-Over feature is available, but a Proxy cannot add other Proxy users for the class.

