

# Class Features

The Class Features page has two new options:

- **Copy-Over** (ability 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)

2020 Fall				2021 Spring			
5765	RUSS 102-001	BASIC RUSSIAN II	Enrolled:9				
	TBA	01/19/2021-05/14/2021	MWF: 10:10 AM-11:00 AM				
	TBA	01/19/2021-05/14/2021	TH: 10:00 AM-10:50 AM				
2465	RUSS 102-002	BASIC RUSSIAN II	Enrolled:15				
	TBA	01/19/2021-05/14/2021	MWF: 12:20 PM-01:10 PM				
	TBA	01/19/2021-05/14/2021	TH: 12:30 PM-01:20 PM				
3519	RUSS 102-003	BASIC RUSSIAN II	Enrolled:9				
	TBA	01/19/2021-05/14/2021	MWF: 01:25 PM-02:15 PM				
	TBA	01/19/2021-05/14/2021	TH: 01:30 PM-02:20 PM				

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

**Student Admin WorkCenter**

**Notification**

This is our shot! Help the University keep an accurate count of those vaccinated.  
This is our shot! Help the University keep an accurate count of those vaccinated.  
Check billing and due dates for Maymester and Summer I sessions  
New option for Change Employment Status ePARs  
New for Fall 2021: pay your education expenses monthly - interest free.  
There is a new process in Report Manager to view reports that are older than one day.  
Internet Explorer issue: The scroll bar disappears when you resize your screen window.

**Announcement**

**This is our shot!**  
If you've been vaccinated...  
complete the **COVID-19 Vaccination Certification form**  
Check the Notifications tile for more info

**Admin WorkCenter Links**

- TIM
- Touchnet Admin
- BuyCarolina
- Academic Calendar
- Blue Course Evaluation System
- Works P-Card
- Vendor Invoice Submission Page
- SPMS - Surplus Property
- CBM
- Bill Presentation
- UAS
- Finance Website
- Carolina Talent
- COVID-19 Vaccine Certification

Student Admin WorkCenter

Julie Dockens

Faculty Center | Advisor Center | Search | Learning Management

My Schedule | Class Roster | Grade Roster

Faculty Center

**My Schedule**

2021 Spring | UNC-Chapel Hill Change Term View Personal Data Summary

Select display option  
 Show All Classes  Show Enrolled Classes Only

Icon Legend | Class Roster | Photo Roster | Academic Progress Report | Grade Roster

My Teaching Schedule > 2021 Spring > UNC-Chapel Hill

My Teaching Schedule > 2021 Spring > UNC-Chapel Hill

CR	Pic	APR	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	**NEW* Class Features
			BIOL 101-001 (2282)	PRINCIPLES OF BIOL (Lecture)	244	TuTh 9:30AM - 10:45AM	TBA	Jan 19, 2021- May 14, 2021	<a href="#">Class Features</a>

## 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](#).

**Class Features**

**Class Features**

BIOL 101 Section 001 Course ID 004320

PRINCIPLES OF BIOL Last Updated 11/29/20 9:57:30AM by leek

Julia Dockens [Copy Features to Other Classes](#)

Tuesday Thursday 75 min 09:30 AM - 10:45 AM [Add Class Features Proxy](#)

Remote Only - Synchronous

Students try to balance structure, flexibility, and their own strengths in their class schedules. Particularly now, students require information about classes as they plan their upcoming semester. Course descriptions rarely provide all the information students seek around class structure, attendance, cost, and more. Your answers to the following questions can help students find the information they need to understand the expectations of your class when they register, rather than waiting until the first day of class to obtain the official syllabus. Completing this may serve as a communication mechanism for students not yet enrolled, may reduce the number of emails you receive before the first day, and may reduce the number of drop/adds to your course in the first week of the semester. You may upload a DRAFT syllabus, FAQs, or any other document that includes or supplements the information in the form below.

**Information below may be updated until 11:59PM on January 25, 2021 for Spring 2021 classes. Students will see the following disclaimer:**

*All information on this page and any uploaded documents are provided to help you get an idea of the expectations for this class and are considered DRAFT only. In the upper right corner of the page you can see the date when the information was last updated. **The syllabus provided to students on the first day of classes is the official contract between you and your instructor.***

**Document Uploads**

Attached File	Date/Time	Uploaded by	Add	
			<a href="#">Add</a>	<a href="#">+</a>

*Files are limited to 5Mb and must be of type .doc, docx, or .pdf.*

- When an instructor clicks on the [Copy Features to Other Classes](#) 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.

### Class Features Copy-To

To duplicate the Class Features from one class to another, you must be the Instructor or Class Features Proxy for the selected classes. If a class is not showing as an option, either you are not listed as an instructor or Class Features Proxy for that class, or it is not listed in ConnectCarolina. To copy the Class Features for a class from a prior term, go to your Faculty Portal and use the navigations on the left to see your teaching schedules from prior terms and follow the Copy-Over link from that Class Features page.

Term: 2021 Spring

Class: BIOL 101 001 PRINCIPLES OF BIOL

#### COPY FEATURES OVER TO:

Term	Class Nbr	Subject	Catalog Nbr	Section		
<input type="text" value=""/>	<input type="text" value=""/>					<input type="button" value="+"/> <input type="button" value="-"/>

Once you have submitted the page, the action cannot be reversed, and you would need to make changes either by manual update to each Class Features page or by using the Copy-Over function again using the desired data.

- When the instructor clicks the [Add Class Features Proxy](#) 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.

### Class Features Proxy

703192101 Julia Dockens  
603000 ITS - EA-Connect Carolina

Adding a Proxy for Class Features for your classes allows those users access to view and add details to those pages only. To remove a proxy, use the Existing Proxies grid to select the "Remove" checkbox and submit the page.

\*Term:  2021 Spring

Person Selected:

Select User for all Classes

Class Nbr	Subject	Nbr	Section	Class Title	Class Features Proxy
2282	BIOL	101	001	PRINCIPLES OF BIOL	<input type="checkbox"/>
2283	BIOL	101	002	PRINCIPLES OF BIOL	<input type="checkbox"/>

#### Existing Proxies

Class Nbr	Subject	Nbr	Section	Class Title	Class Features Proxy	Remove
2282	BIOL	101	001	PRINCIPLES OF BIOL	Nevin Johnson	<input type="checkbox"/>
2283	BIOL	101	002	PRINCIPLES OF BIOL	Nevin Johnson	<input type="checkbox"/>

Submit

Return

#### Audit Trail

Term	Proxy PID	Proxy Name	Action	Class Nbr	Subject Catalog.Section	Operator ID	DateTime
2212	730040166	Nevin Johnson	ADD	2283	BIOL 101.002	eseward	04/14/2021 4:05:02PM
2212	730040166	Nevin Johnson	ADD	2282	BIOL 101.001	eseward	04/14/2021 4:05:02PM

ITS Proxy Manager  
proxy-mgr@unc.edu

Results

By Date

ITS Proxy Manager  
Notification of Class Features ...  
For Term 2021 Spring, Fri 4/16  
Inbox

ITS Proxy Manager  
Notification of Class Features ...  
For Term 2021 Spring, Fri 4/16  
Inbox

### Notification of Class Features Proxy Addition

ITS Proxy Manager  
To  Dockens, Julie

For Term 2021 Spring, you have been added as a Class Features Proxy for the following classes: BIOL 101.001.

**\*\*Please do not reply to this email\*\***

## 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.

Student Admin WorkCenter

703192101 Julia Dockens  
603000 ITS - EA-Connect Carolina

\*Term:  2021 Spring

1-1 of 1 | View All

Class Nbr	Subject	Nbr	Section	Class Title	Instructor	Class Features
2282	BIOL	101	001	PRINCIPLES OF BIOL	Tanicha Hart	<a href="#">Class Features</a>

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

**Class Features**

**Class Features**

BIOL 101 Section 001 Course ID 004320

PRINCIPLES OF BIOL Last Updated 11/29/20 9:57:30AM by leek

Tanicha Hart

Tuesday Thursday 75 min 09:30 AM - 10:45 AM

Remote Only - Synchronous

[Copy Features to Other Classes](#)

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