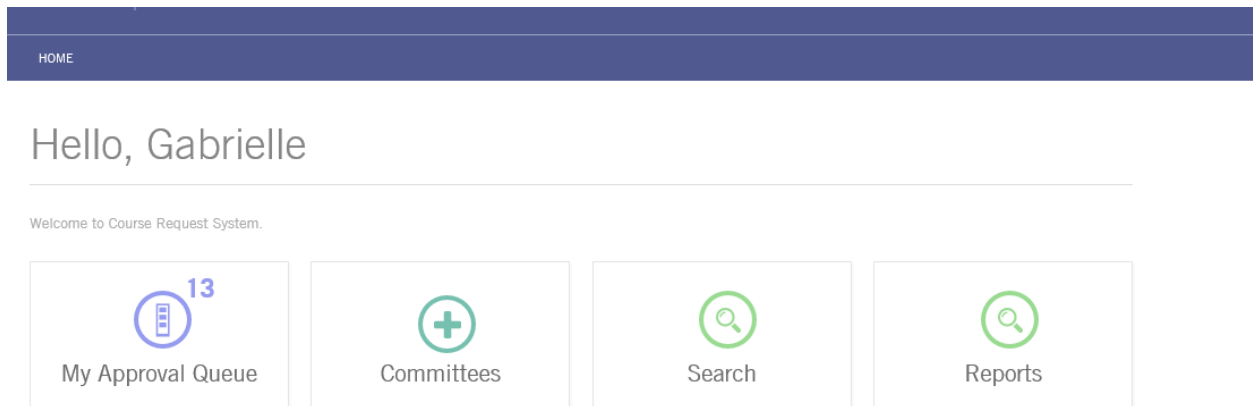


Training Screen Shots for Approvers

Approver queue

The approver queue has 4 queues that pertain to an approver

1. My Approval Queue
2. Committees Queue
3. Search Queue
4. Reports Queue



Per policy college queues receive course proposals after the reviewer

Courses will be in the My Approval Queue

1. My Approval Queue
 - i. This queue is where the approver will select which courses to be approved.
 - ii. Selecting the All/None button will select all course you want to approve.
 - iii. Unselecting the All/None button will uncheck all the courses.
 - iv. All courses that have been routed to the committee for review will appear here.

APPROVAL QUEUE

As an Approver

Search Table

 All/None

APPROVE

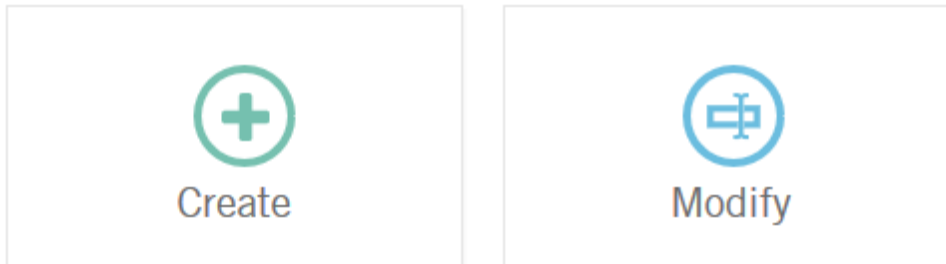
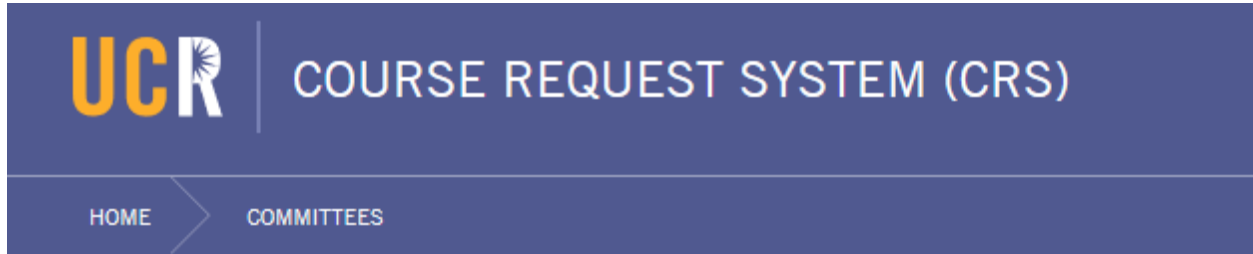
Proposal ID	Course	Cross List	Effective Term	Course Title	Action	Submitted On	Open for Review	
<input type="checkbox"/> 64958	AHS 002H		Spring 2018	HNRS CORRESPONDING TO 002	New	07/13/2017 01:53:48PM	No	OK: Concerns:
<input type="checkbox"/> 14378	AHS 124	LNST 124	Winter 2018	CONCPTL ART IN LATIN AMERICA	New	05/18/2017 07:44:14AM	No	OK: Concerns:
<input type="checkbox"/> 67614	ANTH 165J		Spring 2018	ANTHROPOLOGICAL METHODS	New	09/01/2017 02:52:34PM	No	OK: Concerns:
<input type="checkbox"/> 21254	CPLT 037	JPN 037	Winter 2018	OTAKU WRDLWDE:G11N JAPAN MEDIA	New	05/18/2017 11:46:10AM	No	OK: Concerns:
<input type="checkbox"/> 63295	CPLT 117	JPN 117	Winter 2018	JAPANESE SUBCULTURE:THEA & MUS	New	06/02/2017 02:09:55PM	No	OK: Concerns:
<input type="checkbox"/> 99287	DNCE 100		Winter 2020	UPPER DIVISION DANCE	New	07/13/2017 02:01:58PM	No	OK: Concerns:
<input type="checkbox"/> 144745	ECON 143		Winter 2018	ENVIRONMENTAL ECONOMICS	Change	09/06/2017 08:17:38AM	No	OK: Concerns:
<input type="checkbox"/> 182117	ECON 143C		Winter 2018	ECOL ECON&ENVIRNMNTL VALUATION	Discontinue	09/06/2017 08:03:40AM	No	OK: Concerns:
<input type="checkbox"/> 147588	ECON 143C		Winter 2018	ECOL ECON&ENVIRNMNTL VALUATION	Discontinue	09/06/2017 08:18:00AM	No	OK: Concerns:
<input type="checkbox"/> 12816	GSST 175	ETST 175	Spring 2018	GNDR, ETHNCTY, & BRDRS	Change	05/18/2017 03:18:30PM	No	OK: Concerns:
<input type="checkbox"/> 20167	JPN 116	CPLT 116	Winter 2018	JAPAN AND ITS OTHERS	New	05/18/2017 03:18:43PM	No	OK: Concerns:

2. Committees queue

2a. This queue is to create a committee for the review of the courses (if you decided you want the faculty to review the courses individually before they come to the Executive or Graduate or Committee on Courses meeting

- i. Select Create
- ii. Select Committee Information to create the Committees
- iii. Enter in the Committee Name
- iv. Enter in the Start Date for when the Academic year will start
- v. Enter in the End Date for when the Academic year will end.

vi. Select Next section



Committee



Committee Information

COMMITTEE INFORMATION	
Committee Name:	<input type="text" value="CHASS 1"/>
Start Date:	<input type="text" value="09/28/2017"/>
End Date:	<input type="text" value="06/15/2018"/>



[NEXT SECTION](#) →

3. Modify

- i. In Modify you will see all the committees that were created
- ii. Select the Committee Name that needs to have information updated if the dates were not entered as you created the committee

HOME
COMMITTEES
MODIFY

COMMITTEE LISTS

Committee Name	Start Date	End Date	Created By	Created On	
CHASS	09/28/2017 12:00:00AM	06/15/2018 12:00:00AM	Gabrielle Brewer	09/07/2017 10:22:45AM	
NO COMMITTEE NAME			Gabrielle Brewer	09/07/2017 11:04:50AM	

NOTE: Search, this function in the Committees will be removed. To search you will go to the main queue.

2b. COURSE REVIEW DATES Section

- iii. Enter in Course Review Dates for the actual review of the courses (when the faculty will be allowed to review the courses you will assign to their queue), first day the faculty can review the courses in their queue.
- iv. Enter in the close date of when faculty will no longer be allowed to enter comments

HOME
COMMITTEES
MODIFY
MODIFY COMMITTEE

Committee

COMMITTEE INFORMATION

COURSE REVIEW DATES

COMMITTEE MEMBERS

COURSE ASSIGNMENT

CNAS Committee


COURSE REVIEW DATES

Open: Close: + -















Opened For Review	Closed For Review	
<input type="text" value="10/05/2017"/>	<input type="text" value="10/05/2018"/>	<input type="button" value="📄"/> <input type="button" value="🗑️"/>

← PREVIOUS SECTION
NEXT SECTION →

- v. Multiple dates can be added for the entire Academic year or keep it simple and only add dates as your meetings are scheduled
 - Select the + to add multiple dates
 - Enter in another date
 - select +
 - Select the ✖ to update your review date if you want to change the review dates
 - Enter in the new date

- Select  to save the new date

Committee

COMMITTEE INFORMATION	<h3>Course Review Dates</h3> <div>COURSE REVIEW DATES</div> <p>Open: <input type="text"/> Close: <input type="text"/>  </p> <table border="1"><thead><tr><th>Opened For Review</th><th>Closed For Review</th><th></th></tr></thead><tbody><tr><td><input type="text" value="09/07/2017"/></td><td><input type="text" value="09/08/2017"/></td><td> </td></tr><tr><td><input type="text" value="10/23/2017"/></td><td><input type="text" value="10/25/2017"/></td><td> </td></tr></tbody></table> <p>← PREVIOUS SECTION NEXT SECTION →</p>	Opened For Review	Closed For Review		<input type="text" value="09/07/2017"/>	<input type="text" value="09/08/2017"/>	 	<input type="text" value="10/23/2017"/>	<input type="text" value="10/25/2017"/>	 
Opened For Review		Closed For Review								
<input type="text" value="09/07/2017"/>		<input type="text" value="09/08/2017"/>	 							
<input type="text" value="10/23/2017"/>		<input type="text" value="10/25/2017"/>	 							
COURSE REVIEW DATES										
COMMITTEE MEMBERS										
COURSE ASSIGNMENT										

2c. COMMITTEE MEMBERS (adding or removing)

- vi. Using the Search field called Enter Name or UCR Net id enter in the Faculty name
- vii. Select the appropriate faculty by selecting the **+** at the end of the row for the selected Faculty

As faculty is added your committee will be formed

Committee

COMMITTEE INFORMATION

COURSE REVIEW DATES

COMMITTEE MEMBERS

COURSE ASSIGNMENT

Committee Members

COMMITTEE MEMBERS

Enter Name or UCR Net Id

CURRENT COMMITTEE MEMBERS

Name	NetId	Email	Department	Affiliation	Title	
Christopher Chase-Dunn	chriscd	christopher.chase-dunn@ucr.edu	Sociology	Faculty	Distinguished Professor, Sociology	
Randolph C Head	rhead	randolph.head@ucr.edu	History	Faculty	Professor	
Susan J Laxton	slaxton	susan.laxton@ucr.edu	History Of Art	Faculty	Assistant Professor	

[< PREVIOUS SECTION](#)

[NEXT SECTION >](#)

2d. COURSE ASSIGNMENT queue

- viii. Select the box of the courses you want this committee to review between September 29, 2017 and October 5, 2017
- ix. In the course assignment queue there will be two different forms
 - The top form will be the courses not assigned to the CHASS 1 committee
 - The bottom form will be the courses assigned to the CHASS 1 committee

Committee

COMMITTEE INFORMATION							
COURSE REVIEW DATES							
COMMITTEE MEMBERS							
COURSE ASSIGNMENT							
Course Assignment							
COURSE ASSIGNMENT FOR CHASS							
List of available courses to assign to this committee							
Assigned	Term	Course	Cross lists	Course Title	Submitted By	Submitted Date	
<input type="checkbox"/>	Winter 2018	MCS 167	AST 187; SEAS 177;	TRANSNATIONAL VIETNAMESE CINEMA	Haixing Dong	05/18/2017 03:18:59PM	
<input type="checkbox"/>	Spring 2018	AHS 002H		HNRS CORRESPONDING TO 002	Katelyn Robinson Leviton	07/13/2017 01:53:48PM	
<input type="checkbox"/>	Winter 2018	AHS 124	LNST 124;	CONCEPTUAL ART IN LATIN AMERICA	Haixing Dong	05/18/2017 07:44:14AM	
<input type="checkbox"/>	Spring 2018	ANTH 165J		ANTHROPOLOGICAL METHODS	Melinda Miller	09/01/2017 02:52:34PM	
<input type="checkbox"/>	Winter 2020	DNCE 100		UPPER DIVISION DANCE	Katelyn Robinson Leviton	07/13/2017 02:01:58PM	
<input type="checkbox"/>	Winter 2018	ECON 143C		ECOLOGICAL ECONOMICS AND ENVIRONMENTAL VALUATION	Melinda Miller	09/06/2017 08:18:00AM	
<input type="checkbox"/>	Winter 2018	ECON 143		ENVIRONMENTAL ECONOMICS	Melinda Miller	09/06/2017 08:17:38AM	

	2018	143		ECONOMICS	Miller	08:17:38AM
<input type="checkbox"/>	Winter 2018	ECON 143C		ECOLOGICAL ECONOMICS AND ENVIRONMENTAL VALUATION	Melinda Miller	09/06/2017 08:03:40AM
<input type="checkbox"/>	Spring 2018	GSST 175	ETST 175;	GENDER, ETHNICITY, AND BORDERS	Haixing Dong	05/18/2017 03:18:30PM
<input type="checkbox"/>	Winter 2018	MCS 167	AST 187; SEAS 177;	TRANSNATIONAL VIETNAMESE CINEMA	Haixing Dong	05/18/2017 03:18:59PM
<input type="checkbox"/>	Winter 2018	AHS 124	LNST 124;	CONCEPTUAL ART IN LATIN AMERICA	Haixing Dong	05/18/2017 07:44:14AM
<input type="checkbox"/>	Spring 2018	GSST 175	ETST 175;	GENDER, ETHNICITY, AND BORDERS	Haixing Dong	05/18/2017 03:18:30PM

List of courses already assigned to this committee

Assigned	Term	Course	Cross lists	Course Title	Submitted By	Submitted Date
<input checked="" type="checkbox"/>	Winter 2019	MUS 100		TOPICS IN MUSIC	Katelyn Robinson Leviton	07/13/2017 02:07:10PM
<input checked="" type="checkbox"/>	Winter 2018	JPN 116	CPLT 116;	JAPAN AND ITS OTHERS	Haixing Dong	05/18/2017 03:18:43PM
<input checked="" type="checkbox"/>	Winter 2018	CPLT 117	JPN 117;	JAPANESE SUBCULTURE: THEATER AND MUSIC	Haixing Dong	06/02/2017 02:09:55PM
<input checked="" type="checkbox"/>	Winter 2018	CPLT 037	JPN 037;	OTAKU WORLDWIDE: THE GLOBALIZATION OF JAPANESE MEDIA AND ITS SUBCULTURES	Haixing Dong	05/18/2017 11:46:10AM

[← PREVIOUS SECTION](#)

3. SEARCH queue

- a. Select Search
- b. Enter in the Course subject and course number with a space in between (ETST 001)
- c. Select Active in the Course Status to see courses that are currently Active in Banner Test. (Banner Production and Banner Test are not the same)

HOME SEARCH

SEARCH

Course Number/Title: Course Status:

Course	Cross Lists	Course Titles	Courses Related
ETST 001		RACE & ETHNICITY:INTRO	Click for Courses related
ETST 001H		HON INTRO TO RACE & ETHNICITY	Click for Courses related

< < 1 > >

- d. Select Discontinued/Inactive for courses that are discontinued or inactive in Banner test

HOME SEARCH

SEARCH

Course Number/Title: Course Status:

Course	Cross Lists	Course Titles	Courses Related
CHEM 112A		ORGANIC CHEMISTRY	Click for Courses related

< < 1 > >

- e. Select courses that are pending either in CRS or in Banner test.

HOME SEARCH

SEARCH

Course Number/Title: Course Status:

Course	Cross Lists	Course Titles	Courses Related
AST 123	SEAS 123 ANTH 126 DNCE 123 MUS 123	SOUTHEAST ASIAN PERFORMANCE	DNCE 123;SEAS 123;ANTH 126;MUS 123;

< < 1 > >

- f. Select blank to get active, discontinued/inactive or pending review to have the search come back with all courses in Banner test

HOME SEARCH

SEARCH

Course Number/Title Course Status

Course	Cross Lists	Course Titles	Courses Related
BCH 010		INTRO TO NUTRITION	
BCH 015		INTROD BIOCHEM LAB	
BCH 021		ADVENTURES IN BIOCHEMISTRY	
BCH 095		TOPCS IN BCH FR CAREER PLANING	NASC 093;NASC 091;BCH 095;
BCH 096		INTRO-HUMANTARIAN&HLTHCARE SRV	BCH 098I;
BCH 097		RESEARCH TUTORIAL	
BCH 098H		FRESHMEN SEMINAR:LIVING SYSTMS	
BCH 098I		IND INT-HUMNTARN/HLTHCAR ARENA	
BCH 100		ELEMENTARY BIOCHEMISTRY	Click for Courses related
BCH 101		INTRO BIOCHEMICAL LABORATORY	BCH 162;BCH 198I;BCH 102;
BCH 102		INTRODUCTORY BIOCHEM LAB	
BCH 110A		GENERAL BIOCHEMISTRY	Click for Courses related
BCH 110B		GENERAL BIOCHEMISTRY	Click for Courses related
BCH 110C		GENERAL BIOCHEMISTRY	Click for Courses related
BCH 111	ENTM 111	GENOMCS OF HUMAN DISEASE VCTRS	
BCH 112		INTERMED BIOCHEMSTRY LAB	
BCH 120		TOPICS IN HUMAN BIOCHEMISTRY	

BCH 132		RADIOISOTOPES LAB	
BCH 153	BPSC 153 BIOL 153	PLANT GENOMICS & BIOTECHN LAB	BIOL 109;
BCH 162		ADVNC D BIOCHEMISTRY LABORATORY	BCH 189;CHEM 166;
BCH 180A		METHODS IN GENE REGULATION	
BCH 180B		METHODS IN CHROMATIN RESEARCH	
BCH 180C		METHODS IN CELL SIGNALING	
BCH 180E		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180F		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180G		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180I		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180J		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180K		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180M		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180N		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180O		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180P		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180Q		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180R		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180S		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180T		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 180U		ADVNC D METHODS IN BIOCHEMISTRY	
BCH 182		BCH LAB-RECOM DNA TECHS	
BCH 183	BPSC 183	PLANT BCH&PHARM PLNT METABLTS	
BCH 184		TOPICS IN PHYSICAL BIOCHEMISTRY	CHEM 241;BCH 241;BCH 210;BCH 186;CHE 150;
BCH 185		MOLECULAR EVOLUTION	

BCH 183	BPSC 183	PLANT BCH&PHARM PLNT METABLTS	
BCH 184		TOPICS IN PHYSICAL BIOCHEMISTRY	CHEM 241;BCH 241;BCH 210;BCH 186;CHE 150;
BCH 185		MOLECULAR EVOLUTION	
BCH 186		TOPICS IN MOLECULAR BIOENERGETICS	
BCH 187		FUNDAMENTALS OF ENZYMOLOGY	
BCH 188		INTRO TO ORAL PRESENTATIONS	
BCH 189		ADV ANALYSIS OF BIOCHEM METHODS	
BCH 189A		READ&ANALYZE-SCIENTIFIC ARTICLES	
BCH 190		SPECIAL STUDIES	
BCH 197		UNDERGRADUATE RESEARCH	Click for Courses related
BCH 198I		INTERNSHIP IN BIOCHEMISTRY	
BCH 204	ENTX 204 CMDB 204	GENOME MAINTENANCE & STABILITY	
BCH 205	PLPA 205 BPSC 205 MCBL 205 CMDB 205 GEN 205	SIGNAL TRANSDUCTION PATHWAYS-MICROBES&PLANTS	
BCH 209	CMDB 209 GEN 209	RIBONUCLEIC ACID (RNA) BIOL	
BCH 210		BIOCHEM OF MACROMOLECULES	BCH 264;
BCH 210A		BIOCHEM OF MACROMOLECULES	
BCH 210B		BIOCHEM OF MACROMOLECULES	
BCH 211		MOLECULAR BIOLOGY	ENTM 243;
BCH 211A		MOLECULAR BIO&BIOCHEM REGULATION	
BCH 211B		MOLECULAR BIO&BIOCHEM REGULATION	
BCH 212		SIGNAL TRANSDUCTION&BIOCHEM REG	
BCH 222		ADV BIOCHEMISTRY LABORATORY	
BCH 230E		ADVANCED TOPICS IN BIOCHEMISTRY	

4. Reports

- a. There will be reports in this queue.

