



Office of the
University Registrar

Section Title Change Workflow

User Guide

September 2010

Document Title	Section Title Change Form and Workflow -- User Guide
Issue Date	June 2010
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Copyright	Kent State University and SunGard Higher Education, 2009
Process Owner	Office of the University Registrar
Get help with this process	Academic Schedule Center. acadschedctr@kent.edu IS Technical Training, istraining@kent.edu
Get help with Workflow Access	Contact the Help Desk, 672-HELP (330-672-4357)
Get Documentation	This document and related documentation is available online at http://www.kent.edu/is/training/documentation.cfm

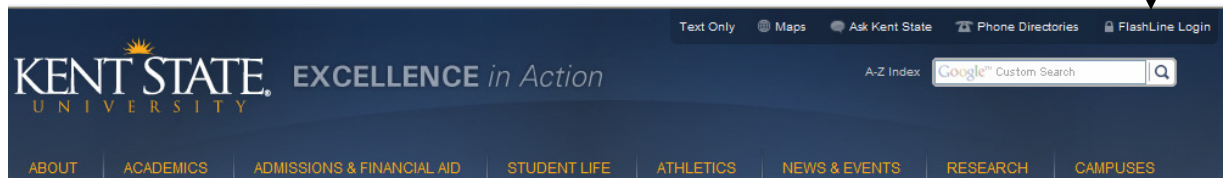
SECTION TITLE CHANGE WORKFLOW

The use of this workflow will allow Schedulers to submit section-level title changes for a specific subset of courses electronically to the Registrar's office for processing. Only Schedulers will be able to access and submit requests, however, a proxy may be assigned if necessary.

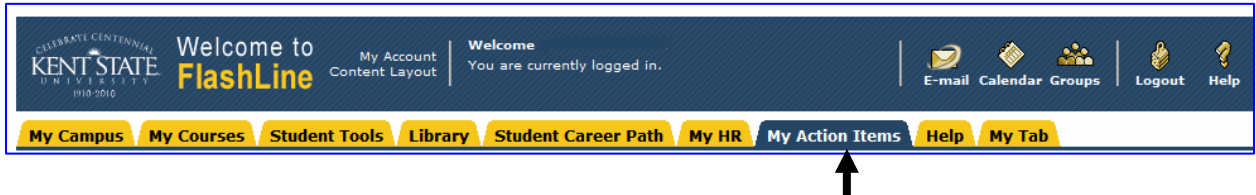
This workflow filters specifically on courses which end in %91, %93, %95, %97 and Geog 40292, 50292.

Accessing the Workflow

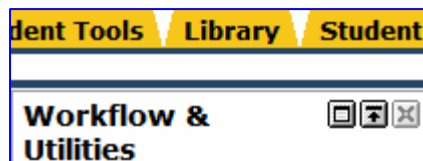
1. Access FlashLine using your FlashLine ID and Password



2. Select the "My Action Items" tab



3. Locate **Workflow & Utilities**

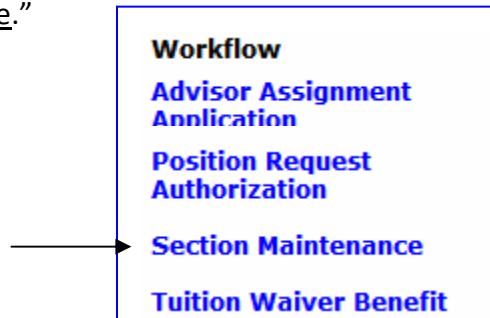


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Accessing the Work flow (Cont'd)

4. Within **Workflow & Utilities** locate the “**Workflow**” channel, and search for “Section Maintenance.”



The Section Title Change Workflow will open, and present the Scheduler with the opportunity to either begin a New Section Title Change, OR to search for one already in progress or completed.

A screenshot of a web application interface for Kent State University. The header includes the Kent State University logo, a 'Name:' field, an 'Organization:' field, and a 'Submission Date: 6/7/2010'. Below the header is a yellow bar with the text 'Section Title Change'. The main content area contains a checkbox labeled 'Begin a New Section Title Change Workflow:', followed by '- OR -', and a link 'Click here to search for Historical Workflow'. At the bottom, a red note states: 'NOTE: This form is for section title changes only. No other requests will be accepted.'

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Create a New Section Title Change Workflow

NOTE: If Academic History such as grades published should exist for a course, Title Changes will not be allowed. Only current or future sections may have changes submitted.

1. Click in the **BOX** located to the right of option 'Begin a New Section Title Change Workflow.

2. You will have search parameters to indicate the term, campus, college, etc. As selections are made by the Scheduler, additional fields will be activated for selections.

Use the 'Search' function (drop down ) , to view, then select your options.

3. Using the 'Search' function (drop down ) select the appropriate 'Term' for the Title Change to be effective.

Create a New Section Title Change Workflow (Cont'd)

4. Select the appropriate campus for the section.

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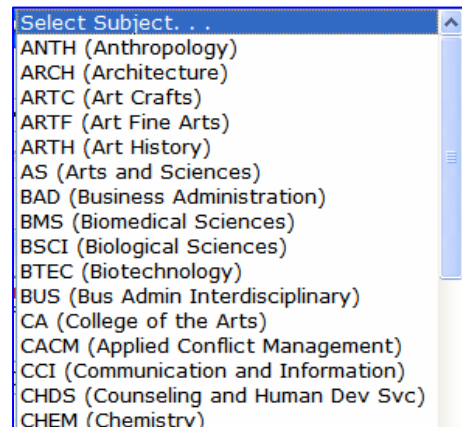
SECTION TITLE CHANGE WORKFLOW

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*Campus:

5. Entering the 'College' is optional. An example of a 'College' would be 'College of Nursing', etc. (Entering the College will help in filtering One's choices)

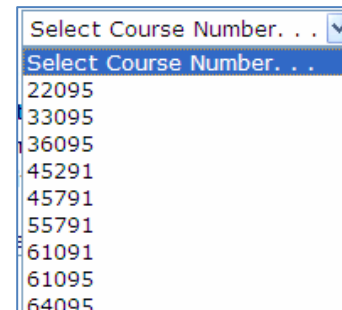
6. Enter the 'Subject'. Use the search function to locate the appropriate subject. Note the subjects are in abbreviated Alphabetical order.



Select Subject. . .

- ANTH (Anthropology)
- ARCH (Architecture)
- ARTC (Art Crafts)
- ARTF (Art Fine Arts)
- ARTH (Art History)
- AS (Arts and Sciences)
- BAD (Business Administration)
- BMS (Biomedical Sciences)
- BSCI (Biological Sciences)
- BTEC (Biotechnology)
- BUS (Bus Admin Interdisciplinary)
- CA (College of the Arts)
- CACM (Applied Conflict Management)
- CCI (Communication and Information)
- CHDS (Counseling and Human Dev Svc)
- CHEM (Chemistry)

7. Once the Subject has been selected, the '**Course Number**' should be entered. Use the drop down function to locate courses.




Select Course Number. . .

Select Course Number. . .

- 22095
- 33095
- 36095
- 45291
- 45791
- 55791
- 61091
- 61095
- 64095

NOTE: Banner will filter specifically for courses which end in %91, %93, %95, %97 and *Geog 40292, 50292.*

Create a New Section Title Change Workflow (Cont'd)

8. Select the '**Section**' which you want to change. Use the 'search'  function to locate the section number.

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NOTE: Once the section has been selected:

- a. the CRN associated with that section will auto fill,
- b. current section status will auto fill
- c. if available, the Primary Instructor and additional instructors will auto fill
- d. the current Section title will auto fill
- e. if available, any previous (historical) section titles will display at the bottom of the screen (based on the previous year's information).

College: College of Technology (CT) (Optional)

*Subject: TECH (Technology)

*Course Number: 33095

*Section Number: 001 CRN: enCampus

Current Section Status: A

Instructor(s): Primary - Primary instructor not assigned Other (if any): No instructors assigned

Current Section Title: ST:APPL SCI AND TECH

This course has not been graded and can be changed.

*New Section Title:

NOTE: Please do not use the following restricted characters: (/*, */ , ~, - , \, & , %,)

Previous Section Title(s): 9 record(s) found.

Description	Select Title
ST: ENGINEERING PROJECT	Select
ST: ENVIRONMENT AND TECHNOLOGY - HONORS	Select
ST: MECH SYS FOR CONST MGRS	Select
ST: ECON FOR TECH	Select
ST: LEAN MFR 2	Select
ST: LEAN MANUFACTURING	Select
ST: ADV APPS SOLID MODELING	Select
ST: IT TROUBLESHOOTING	Select
ST: REINFORCED PLASTICS	Select

Create a New Section Title Change Workflow (Cont'd)

9. Enter the new section title in the “**New Section Title**” field. Do NOT use restricted characters.

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***New Section Title:**

NOTE: Please do not use the following restricted characters: (/*, */, ~, - , \, &, ", %)

If one of the previous titles is to be re-used, it may be chosen by using the **'Select'** button

Previous Section Title(s): 9 record(s) found.	
Description	Select Title
ST: ENGINEERING PROJECT	Select
ST: ENVIRONMENT AND TECHNOLOGY - HONORS	Select

10. If any additional comments are desired, such as a description of the course, those may be entered in the **'Comments'** field.

***New Section Title:**

NOTE: Please do not use the following restricted characters: (/*, */, ~, - , \, &, ", %)

Previous Section Title(s): 1 record(s) found.

Description	Select Title
ST: CLASSROOM-BASED DISCUSSION	Select

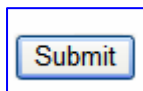
NOTE: Section titles are populated based upon sections offered in the last year. Prior section titles will not appear.

Comments (250 Character Maximum):

NOTE: Please do not use the following restricted characters: (~*/\--)

NOTE: This form is for section title changes only. No other requests will be accepted.

11. Submit the Title Change by clicking on the **'Submit'** button located at the bottom of the screen.



Create a New Section Title Change Workflow (Cont'd)

12. Confirmation of the submission will be presented for review, and may be printed if desired.

You have successfully submitted this Section Title Change.

To see this document in the history view, open the application from the "Workflow & Utilities" channel on the "My Action Items" tab in Flashline.

[Print](#)

Section Title Change Information:	
Reference Number: SMTC000013	Date: 6/14/2010
Workflow Status: Submitted	
Owner: Office of the University Registrar, (330) 672-3131, acadschedctr@kent.edu	
Term: 201110	
Campus: Kent Campus	

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Note: the information includes the date and name of the person submitting the request in the History section.

Returned Workflow

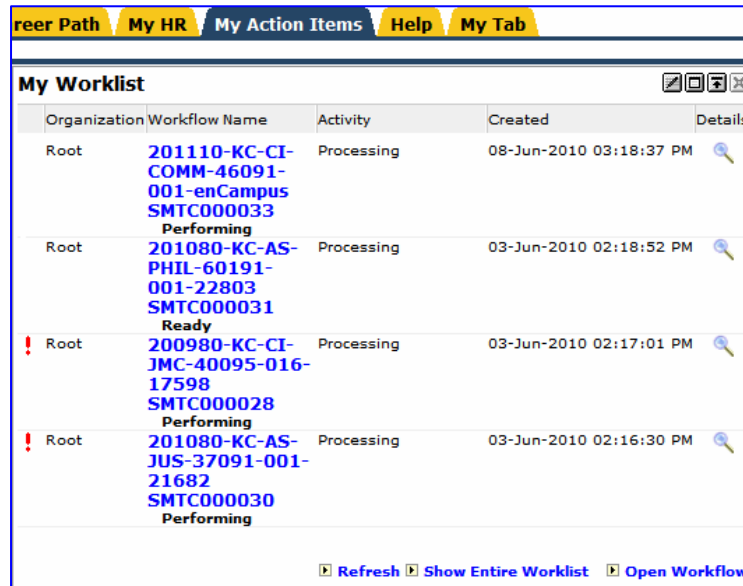
Once the Workflow has been submitted, it will be forwarded to the appropriate area within the Registrar's Office for review and processing in the Banner system.

If there is an issue with the title, or an error of any type, the processor will return the request to you for correction.

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Those Workflows that are returned will be located in *FlashLine* > *'My Action Items' tab* > *'My Worklist' section*



Organization	Workflow Name	Activity	Created	Details
Root	201110-KC-CI-COMM-46091-001-enCampus SMT000033 Performing	Processing	08-Jun-2010 03:18:37 PM	
Root	201080-KC-AS-PHIL-60191-001-22803 SMT000031 Ready	Processing	03-Jun-2010 02:18:52 PM	
Root	200980-KC-CI-JMC-40095-016-17598 SMT000028 Performing	Processing	03-Jun-2010 02:17:01 PM	
Root	201080-KC-AS-JUS-37091-001-21682 SMT000030 Performing	Processing	03-Jun-2010 02:16:30 PM	

[Refresh](#) [Show Entire Worklist](#) [Open Workflow](#)

Page Definitions

Worklist Banner

Organization	Will always be identified as 'Root'. This is not editable.
Workflow Name	Data name assigned to each individual workflow. Notice it will indicate the campus, college, course, section and CRN.
Activity	Indicates activity related to the submitted workflow. It may be in the system being processed, or it may indicate it has been denied.

Page Definitions (Cont'd)

Created	The date and time the workflow was created
Details	A magnifying glass icon indicates there are details regarding the workflow. Click on the icon, and more information will be given regarding the title change.

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Found in the far right column. An Alert to indicate this is an item which has been sitting on the Processor's worklist for more than 2 business days and needs immediate attention. For Schedulers, this will be seen if the Processor has returned the workflow to you for changes and it has been sitting on your worklist for more than 2 business days.

Urgent

Located under the Workflow Name column. This means changing the title is urgent. This needs to be processed ASAP

Performing

Located in the Workflow Name column. A status that indicates the workflow has been selected by the Scheduler and is being edited, or requested changes have been made, but not as yet submitted.

Ready

Located in the Workflow Name column. A status indicating the workflow has not as yet been selected for editing by the Scheduler. However, once it is selected, its status will hange to performing.

Bottom of the Worksheet

Refresh

When selected, this will refresh the entire Worklist.

NOTE: The Worklist does NOT automatically refresh itself.

Show Entire Worklist

When selected, this opens the worklist in a different window view.

Organization	Workflow	Activity	Priority	Created
Root	201110-KC-CI-COMM-46091-001-enCampus SMT000033	Processing	Normal	08-Jun-2010 03:18:37 PM
Root	201080-KC-AS-PHIL-60191-001-22803 SMT000031	Processing	Urgent	03-Jun-2010 02:18:52 PM
Root	200980-KC-CI-JMC-40095-016-17598 SMT000028	Processing	Urgent	03-Jun-2010 02:17:01 PM
Root	201080-KC-AS-JUS-37091-001-21682 SMT000030	Processing	Urgent	03-Jun-2010 02:16:30 PM

Page Definitions (Cont'd)

Open Workflow

When selected this will open the Worklist, along with additional options the Scheduler may work with.

Organization	Workflow	Activity	Priority	Created
Root	201110-KC-CI-COMM-46091-001-enCampus SMT000033	Processing	Normal	08-Jun-2010 03:18:37 PM
Root	201080-KC-AS-PHIL-60191-001-22803 SMT000031	Processing	Urgent	03-Jun-2010 02:18:52 PM
Root	200980-KC-CI-JMC-40095-016-17598 SMT000028	Processing	Urgent	03-Jun-2010 02:17:01 PM
Root	201080-KC-AS-JUS-37091-001-21682 SMT000030	Processing	Urgent	03-Jun-2010 02:16:30 PM

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Workflow Status Search

Allows the Scheduler to search for a specific Workflow

Workflow Status Search Results Workflow

Organization	Workflow Specifics Name	Business Process Name	Status	Created	Completed
0 - 0 of 0 First Previous Next Last Go to page: <input type="text"/>					

Search

Workflow Organization:

Workflow Specifics Name:

Business Process Name:

Definition Organization: Name and Version:

Start Date: To


End Date: To

Status:

Editing a Returned Workflow

1. If an item has been returned to the originator, it will appear in the Worklist, and will be identified as having been **"Returned For Edit"**.

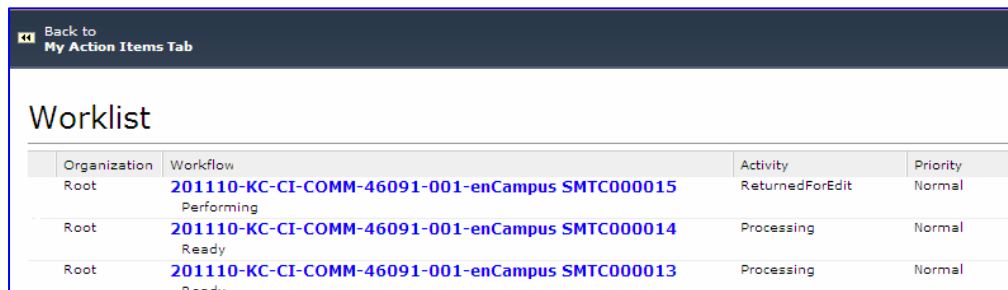
My Worklist Workflow

Organization	Workflow Name	Activity	Created	Details
Root	201110-KC-CI-COMM-65091-001-enCampus SMTC000016 Ready	ReturnedForEdit	21-Jun-2010 11:06:31 AM	

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2. Select the item by clicking on the Workflow name.

The complete Worklist will display.



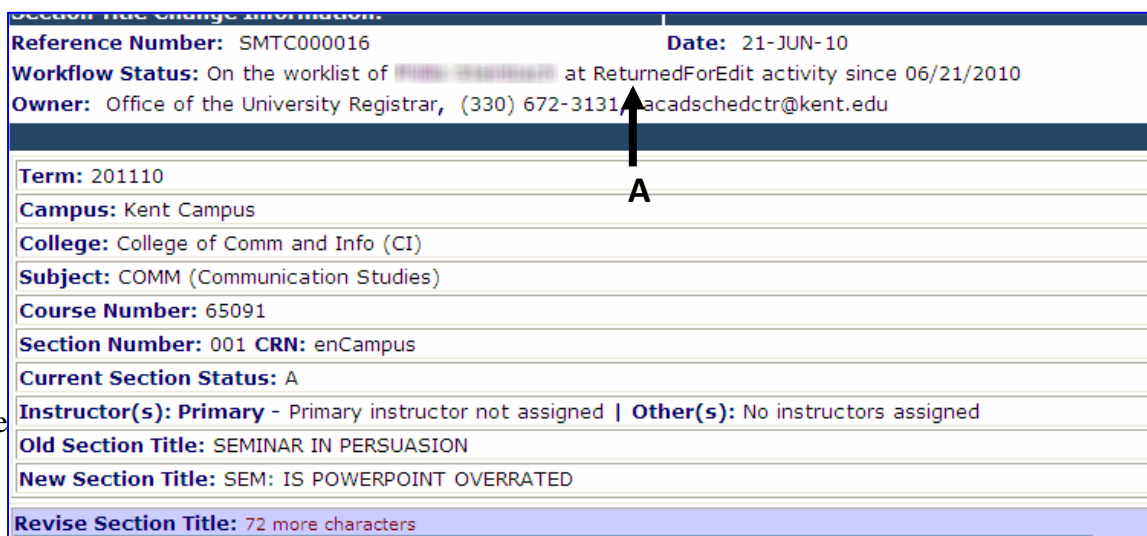
Organization	Workflow	Activity	Priority
Root	201110-KC-CI-COMM-46091-001-enCampus SMTC000015 Performing	ReturnedForEdit	Normal
Root	201110-KC-CI-COMM-46091-001-enCampus SMTC000014 Ready	Processing	Normal
Root	201110-KC-CI-COMM-46091-001-enCampus SMTC000013 Ready	Processing	Normal

3. Click on the Workflow to be edited.

The original Workflow form will open.

An example is given on the following page.

Editing a Returned Workflow (Cont'd)



Section Title Change Information:

Reference Number: SMTC000016 **Date:** 21-JUN-10

Workflow Status: On the worklist of [redacted] at ReturnedForEdit activity since 06/21/2010

Owner: Office of the University Registrar, (330) 672-3131, acadshedctr@kent.edu

Term: 201110

Campus: Kent Campus

College: College of Comm and Info (CI)

Subject: COMM (Communication Studies)

Course Number: 65091

Section Number: 001 **CRN:** enCampus

Current Section Status: A

Instructor(s): **Primary** - Primary instructor not assigned | **Other(s):** No instructors assigned

Old Section Title: SEMINAR IN PERSUASION

New Section Title: SEM: IS POWERPOINT OVERRATED

Revise Section Title: 72 more characters

Septe

SECTION TITLE CHANGE WORKFLOW

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Items to pay attention to on this form:

- A The Banner field indicates this form has been ***Returned For Edit***.
- B **Comments**. The Processor indicated the reason for returning this Workflow to the Scheduler.

Editing a Returned Workflow (Cont'd)

4. In the 'Revised Section Title' block, the Scheduler will make the necessary changes.

Septem

Term: 201110
Campus: Kent Campus
College: College of Comm and Info (CI)
Subject: COMM (Communication Studies)
Course Number: 65091
Section Number: 001 CRN: enCampus
Current Section Status: A
Instructor(s): Primary - Primary instructor not assigned Other(s): No instructors assigned
Old Section Title: SEMINAR IN PERSUASION
New Section Title: SEM: IS POWERPOINT OVERRATED
Revise Section Title: 64 more characters
SEM: THE EFFECTIVE USE OF POWERPOINT

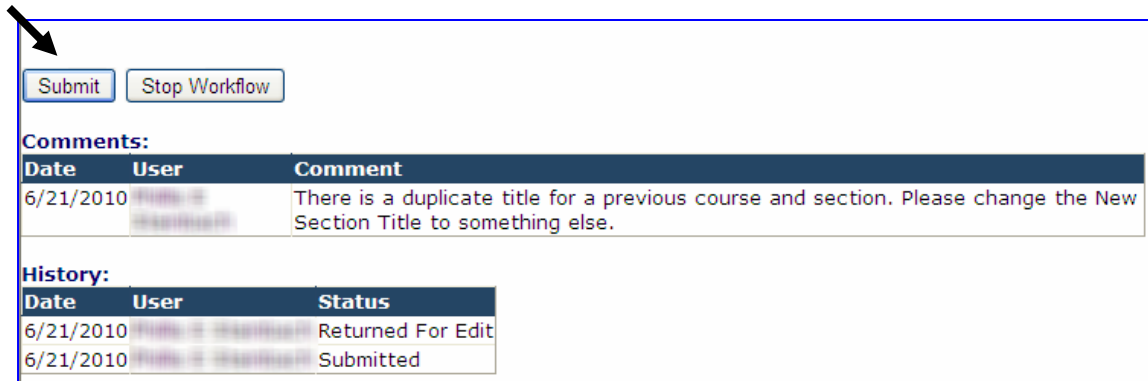
NOTE: Please do not use the following restricted characters: / * % () \ & " ' & #

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Notice the Old Section Title is shown, as is the New Section Title which was submitted by the Scheduler and then returned for edit.

The Revised Section Title is the one that will now be re-submitted for processing.

5. Submit for Processing by clicking the **'Submit'** button.



Submit **Stop Workflow**

Comments:

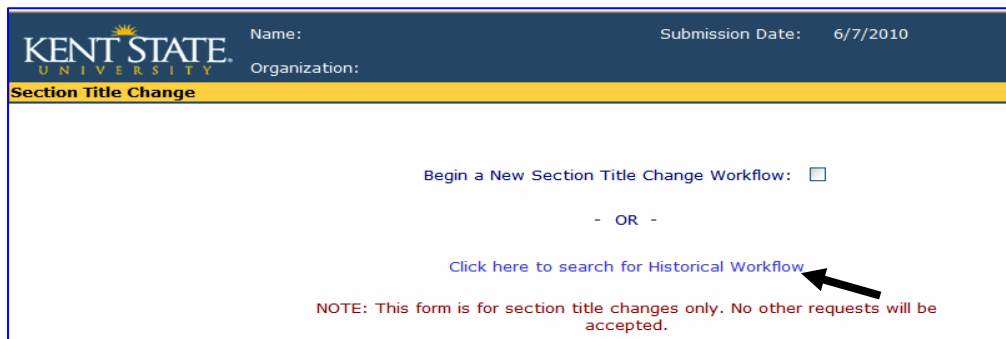
Date	User	Comment
6/21/2010	Patricia C. [redacted]	There is a duplicate title for a previous course and section. Please change the New Section Title to something else.

History:

Date	User	Status
6/21/2010	Patricia C. [redacted]	Returned For Edit
6/21/2010	Patricia C. [redacted]	Submitted

Historical Workflow

A search may be performed for historical workflows. Accessing this information is done through the Section Title Change main screen.



KENT STATE UNIVERSITY Name: Submission Date: 6/7/2010
Organization:

Section Title Change

Begin a New Section Title Change Workflow: ☐

- OR -

[Click here to search for Historical Workflow](#)

NOTE: This form is for section title changes only. No other requests will be accepted.

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1. Click on the line “Click here to search for Historical Workflow”.
2. The Search fields will open.

The screenshot shows the 'Section Title Change' search interface. At the top, it displays the user's name 'Phillis E Steinbach' and the submission date '6/14/2010'. Below this, the organization is listed as 'Project Management'. The main heading is 'Section Title Change'. Underneath, there is a 'Search' section with instructions: 'Enter search criteria below. Use the percent (%) character as a wild card in any field to match on similar values.' The 'Workflow Information' section contains three input fields: 'Workflow Name:', 'Start Date Range: (mm/dd/yyyy)', and 'End Date Range: (mm/dd/yyyy)'. Each date range field has a 'To' field next to it. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Reset'. A link '<< Go Back to Main Menu' is located at the very bottom.

- 2.1. If the Workflow Name is known, it may be entered. The Workflow Name is automatically assigned by the system at the time the Workflow is initiated. It will start with the prefix “SMTC” followed by several zeros and digits. Ex: SMTC000030.
- 2.2. If the creation date is known, the start and end date range may be entered
- 2.3. All fields may be left blank and the search can be performed for ALL Section Title Changes submitted.

Historical Workflow (Cont'd)

3. The information retrieved in the example is a search for ALL Section Title Change workflows which have been submitted.

The screenshot shows the search results for the 'Section Title Change' workflow. The table has 7 columns: 'Select', 'ID', 'Name', 'Current State', 'Running Start', and 'Stop'. There are 7 records found. Each record has a 'Select' button next to its ID. The 'Name' column contains a long alphanumeric string followed by 'enCampus SMTC000014' through 'SMTC000008'. The 'Current State' column shows 'started.running' for the first two records and 'stopped.completed' for the remaining five. The 'Running Start' column shows dates from 06/14/2010 to 06/11/2010. The 'Stop' column is empty for the first two records and contains dates from 06/11/2010 to 06/11/2010 for the remaining five.

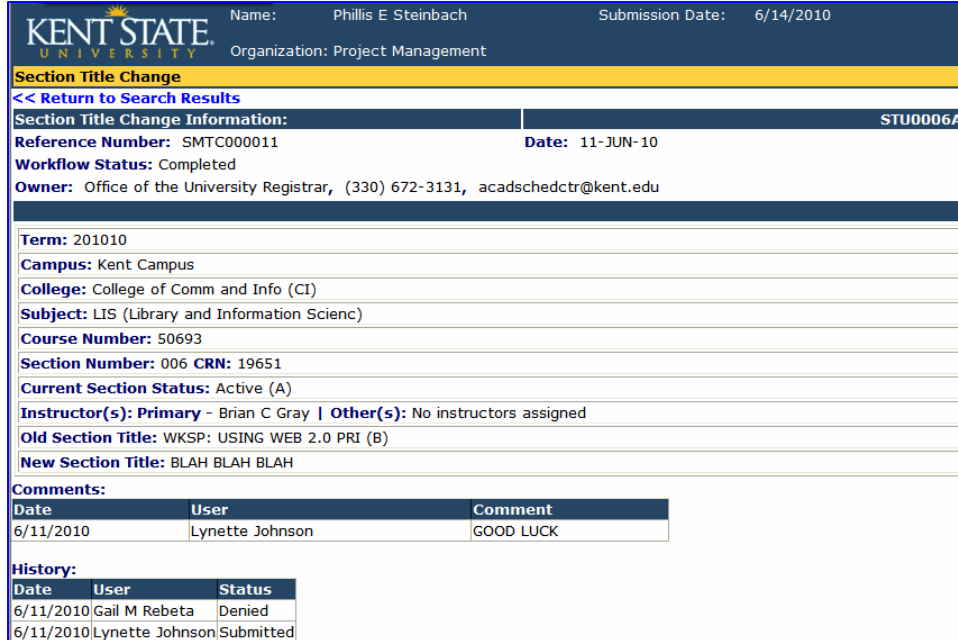
Select	ID	Name	Current State	Running Start	Stop
Select	3963887	201110-KC-CI-COMM-46091-001-enCampus SMTC000014	started.running	Y 06/14/2010	
Select	3963871	201110-KC-CI-COMM-46091-001-enCampus SMTC000013	started.running	Y 06/14/2010	
Select	3961273	201110-KC-CT-TECH-33095-001-enCampus SMTC000012	started.running	Y 06/11/2010	
Select	3961186	201010-KC-CI-LIS-50693-006-19651 SMTC000011	stopped.completed	06/11/2010	06/11/2010
Select	3961170	201010-KC-BU-ACCT-43095-001-20925 SMTC000010	stopped.completed	06/11/2010	06/11/2010
Select	3961154	201110-KC-BU-BAD-60095-006-enCampus SMTC000009	stopped.completed	06/11/2010	06/11/2010
Select	3961138	201060-KC-AE-ID-41095-001-10131 SMTC000008	stopped.completed	06/11/2010	06/11/2010

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4. Locate the workflow you choose to review.

Click on the **Select** button 

The details of the workflow will display.



KENT STATE UNIVERSITY Name: Phillis E Steinbach Submission Date: 6/14/2010
Organization: Project Management

Section Title Change

[<< Return to Search Results](#)

Section Title Change Information: STU0006A

Reference Number: SMTC000011 **Date:** 11-JUN-10
Workflow Status: Completed
Owner: Office of the University Registrar, (330) 672-3131, acadschedctr@kent.edu

Term: 201010
Campus: Kent Campus
College: College of Comm and Info (CI)
Subject: LIS (Library and Information Scienc)
Course Number: 50693
Section Number: 006 **CRN:** 19651
Current Section Status: Active (A)
Instructor(s): **Primary** - Brian C Gray | **Other(s):** No instructors assigned
Old Section Title: WKSP: USING WEB 2.0 PRI (B)
New Section Title: BLAH BLAH BLAH

Comments:

Date	User	Comment
6/11/2010	Lynette Johnson	GOOD LUCK

History:

Date	User	Status
6/11/2010	Gail M Rebata	Denied
6/11/2010	Lynette Johnson	Submitted

Historical Workflow (Cont'd)

5. When finished reviewing the data, you can return to the Search Results by clicking on the prompt at the top of the screen.



KENT STATE UNIVERSITY Name: _____ Organization: _____

Section Title Change

[<< Return to Search Results](#)

Section Title Change Information:

SECTION TITLE CHANGE WORKFLOW

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Proxy

Schedulers should designate another department person who has the authority to create and submit Section Title Changes in the event they are out of the office. The Proxy, of course, must also have system access.

Designate a Proxy Approver





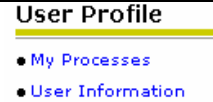
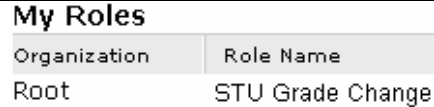
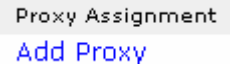
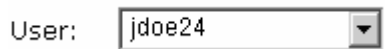
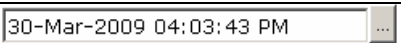
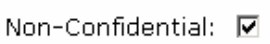

The Scheduler function may be delegated to another individual.

- Only the Scheduler can enable or disable a proxy.
- Proxy management must be done from a KSU campus or KSU VPN computer.
Remember to do this before leaving the office. (Or request a VPN account from the Help Desk.)
- If the person you wish to designate as proxy does not appear on the User list (step 8) request access by sending an email to the Records Services mailbox at recrdsvc@kent.edu.
Do this several weeks in advance of your anticipated absence.

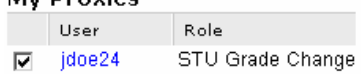
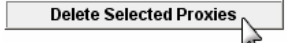
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- Notify Registrar Records Services of any staffing changes that affect this workflow.

1	Log in to FlashLine at http://www.kent.edu or your campus web page.	
2	Click the Action Items tab	
3	Locate the Worklist , usually at upper right on this tab.	
4	Click Open Workflow for a full-screen view.	
5	Under the User Profile section (on the right side of the screen) click User Information .	
6	Look for the My Roles pane. Locate the Role Name STU Grade Change Approvers .	
7	Follow the Role entry to the rightmost column, and click Add Proxy .	
8	From the User list, select the FlashLine ID of the person who will be your proxy.	
9	Click the ... button to select Effective From and Effective To dates for the proxy assignment.	
10	Click the Non-Confidential checkbox.	
11	Click the Save button.	

Delete a Proxy Assignment

1	To cancel an assignment before the designated date, log in as above. Under My Proxies , checkbox the assignment you wish to delete.	
2	Click the Delete Selected Proxies button.	

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