Assigning a Delegate to Add/Modify Class Descriptions via One.IU

Overview

You can assign a delegate to add class descriptions for your courses via One.IU.

Steps

Assigning a Delegate

1. Log in to one.iu.edu
2. In the Search bar, type “class descriptions” and press ENTER.
3. Click the Manage Class Descriptions (Instructors) task/tile.

The Class Selection page will display.

4. If you teach on multiple campuses, select the Campus and Term for the appropriate class.
5. Click the Delegate link in the far right column for a specific class.
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6. If there is a previously assigned delegate, the delegate’s **Employee Id**, **Network Id** and **Name** will display as in the screen shot above.

7. In the **Delegate Employee Id** field, enter the 10 digit University Id (for the delegate you would like to add).

8. Click **add**. Multiple delegates can be assigned.

Delegates are assigned by class, so the delegate must be manually added to each class for which they should be a delegate.

9. Click **save**.

**NOTE:** You may delete a delegate at any time by clicking **Delete** in the far left column. You may have more than one delegate.

The delegates will access the **Class Description** application by clicking the same task in One.IU as the instructor uses.