Add/Modify Class Descriptions via One.IU (Delegates)

Overview

As a delegate, you can add class descriptions for courses via One.IU.

Steps

Adding a New Class Description

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

The Instructor Selection page is displayed.

If you are assigned as a delegate for different faculty members, you will see them listed as in the screen shot above.

4. Click on the Instructor’s name to update the appropriate class description.
The Class Selection page is displayed.

5. Click the class number link in the Class column.
6. You can add your **Class Description** or copy a previous class description.

7. To copy a previous description, click **view**. The inventory will only include descriptions entered into this system. It will not include descriptions used prior to its implementation.

8. To view the class descriptions that this instructor has on file, click **view** next to the correct class.
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NOTE: The Last Updated information is displayed at the top of the page. It lists the User Id of the person who last updated the Class Description as well as a date and time stamp of when it was updated.

9. Click at the bottom of the page. This will copy the class information and allow you to edit it.

10. Enter or review the Faculty Provided Class Description (required if search tags aren’t provided). Students will be able to perform a keyword search on the Class Description.

11. Enter or review the Faculty Provided Search Tags (required if description isn’t provided). Students will be able to perform a keyword search on the Search Tags.

12. Enter or review the Faculty Provided Class Webpage/URL (optional).

13. Enter or review the Faculty Provided Bibliography (optional) information.

14. If you would like to display the information to students, click the Display class description checkbox. Students will be able to use the Class Descriptions when searching for and registering for classes.
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15. Click save.
16. You can return to the Class Description application at any point to modify the description.

Viewing a Class Description in the Student Information System (SIS)

1. Sign-in to one.iu.edu.
2. In the Search bar, type “schedule of classes” and press ENTER.
3. Click on the Schedule of Classes task. This can also be seen via the Student Center.
4. Enter the class information and click search.
5. Locate the correct class and click details.
6. The Faculty Provided Description, Bibliography and Tags will show at the bottom of the page.
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Faculty Provided Description

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minim veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?"

Bibliography

Quis autem vol eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

Faculty Provided Tags

nisi ut aliquid

Class URL

http://www.classurl.com