

## Workflow Team Minutes

November 30, 2010 2:00pm – 3:00pm  
(☎) – (800) 893-8850 • PIN: 6384 637

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**Attendees:** Pat, Anita, Mary, Patty, Barbara, Susan, Libby, Crystal

Anita, UAF request - trying to do a workflow that automatically allows instructors to post their I grade online, and pops up a window of what the student has to do to complete the course, and allows the instructor to submit it online for final grades once grading is available. Would be useful for UAS, too. UAA does not use incomplete contracts.

### DISCUSSION:

This does not lend itself well to workflow - this request will cause a modification to banner baseline. What we could do is when they hit submit, another process is started that emails the faculty a blank form, or direct them to the workflow product to fill out a form. Quickflow would probably be fine. Possibly have them complete the form before the "I" goes in. Sounds like a quick flow is not the right fit, either. Trigger is when the instructor submits the incomplete grade, send an email to this instructor with the add'l info that we need them to provide us. Can post the incomplete grade, not rolled to history, "I" still recorded on the class list - asking for the trigger to happen once that class rolls to history? UAF needs the paperwork filled out before it goes to history, b/c instructors may not supply the paperwork later.

### GAME PLAN:

When they insert an "I" at UAOnline, it will send the instructor an email "You posted an I for this student for this class, please submit this form." that says you need to fill out this form that requests these four items. Instructor has to log into the form with UA User name (UA ID?) and password. When they click submit, it sends it to the registrar's office. Also want a simultaneous email to the student that "Professor x has submitted a grade, if you have any questions contact your professor at \_\_\_\_\_ (email?). Can't put the grade (I) on this email b/c of FERPA. Delay the automated email to the student until midnight, send the one to faculty immediately. Would love it if we could send an electronic copy of this incomplete form to the student, but until we can post electronic documents to the student's UAOnline account, we need to continue sending paper documents.

Target to complete this is for use in May 2011.

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Drop below full time - handed back to EAS on Oct 5th - looks like housing logic has not been modified, Pat will check with SW on that.

NDS web app - in PROD a few weeks ago.

Military base entrance - will go a week from tomorrow in PREP/LRGP

Registration receipt - week from tomorrow too, possibly one week later.

Expired admissions - no progress, these are the next two to move on.

Admissions application checklist no progress - these are the next two to move on.