

## Granting Course Authorization in Edgewood Express

### Course Authorization Overview

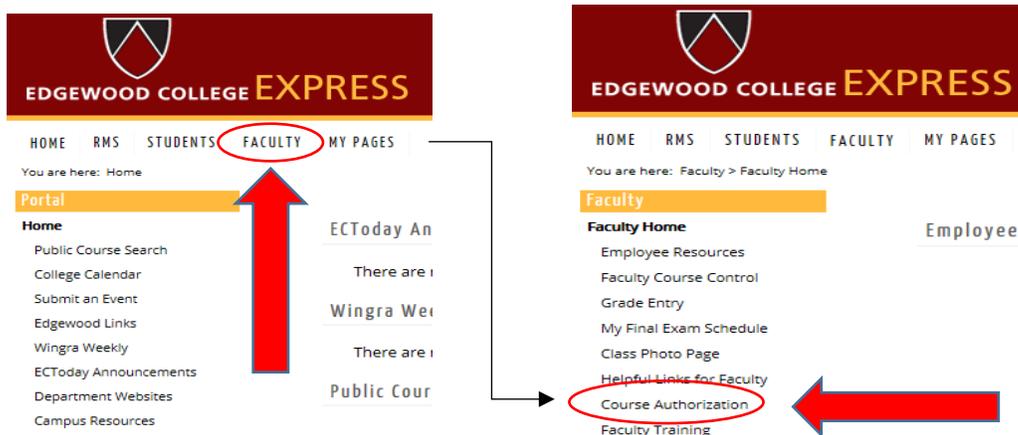
Course Authorization will allow an instructor to grant permission to a student to enroll in their course even if that course is full or the student does not meet a course requisite, or has a scheduling conflict. This function is also used for instructors to grant permission to students for those courses that require the consent of the instructor to enroll. Once course authorization is granted, it is up to the student to enroll themselves into that course via Edgewood Express.

### Course Authorization General Instructions

1. Sign in to Edgewood Express and select “**Course Authorizations**” under the “**Faculty**” tab.
2. Click on the “**Course List**” link at the bottom of the screen to **manage, add, or delete** your course authorizations.
3. Use the drop-down menus on the following screen to select for your desired **term** and then click the appropriate **course** and **section** from the list of courses under “**Courses**”.
4. Once the course details appear on your screen, you will need to click on “**Add New Authorizations**” and then fill in the student **ID number** field to search for the student you would like to add to your course.
5. Once you have entered the student’s **ID number**, hit the “**Search**” button in order to pull up their information and be prompted to select an **authorization condition**.
6. Choose the appropriate **authorization condition(s)** below the student information bar using the small gray check boxes on the left hand side, then click “**Add Authorization(s)**”.
7. The page will refresh to give you a success message and also display the newly added student authorization to your course. You should also be able to see the student’s **name, ID #, the time and date** of authorization, and the name of the **person who added** the student to the course.
8. The student should now be able to self-register for ONLY that specific **course** and **section** using their own Edgewood Express portal.

### Course Authorization Detailed Instructions (with screenshots)

1. Sign in to the web portal at <https://express.edgewood.edu/> using your username and password.
2. Click on the “**Faculty**” tab in the upper left corner to bring up the faculty menu on the web page.
3. Select “**Course Authorization**” under the faculty side bar to access the Course Authorization page.



The main Course Authorization screen will list the **current term**; the **name, number, and section** of each **course** that you are teaching for this term; and also the **number of course authorizations** you have provided for each course and section.

Course Authorization

**Set Options**

Course Authorization

**Set Options**

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a c

Term: Spring 2017  
Division: All

Faculty: Faculty M Test

Course	Total Authorizations
ART 207	1
PSY 872.001	0

[Course List](#)

- In order to add, delete, or change your course authorizations, you will need to click on the **“Course List”** at the very bottom of the main Course Authorization screen.

The **Course List** menu will give you additional options to select the term in the drop-down menu and click on individual courses. To change the **term**, you will need to click on the inverted triangle next to the displayed term to show more options and then click on the appropriate term.

Course Authorization - Course List

**Set Options**

Course Authorization > Course List

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click

Term: Spring 2017 ▼ ←

Courses I am teaching
  All courses I can authorize

Division: All ▼

Department: All Departments ▼

Course	Division	Requisites
ART 207	U	1
PSY 872.001	G	0

- Once you have chosen the appropriate **term**, you may select the course you want to authorize by clicking the appropriate **course name, number, and section** in the list.

#### Course Authorization - Course List

##### Set Options

[Course Authorization](#) > [Course List](#)

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click

Term:  

Courses I am teaching

All courses I can authorize

Division:

Department:

##### Courses Available for Authorizations

Course	Division	Requisites
<a href="#">ART 207</a>	U	1
<a href="#">PSY 872 001</a> 	G	0

Clicking on the course name will pull up the details for that individual **course** and **section**. From this menu, you may **add, delete, or change** the course authorization information for this specific course.

#### Course Authorization - Details

##### Set Options

[Course Authorization](#) > [Course List](#) > [Details](#)

##### RESEARCH ANALYSIS

PSY 872 001 Graduate 3.00 Credits

Capacity:20 Enrollment:14 Waitlisted:0

##### Course Authorization Totals:

All Conditions

[Add New Authorizations](#) 

##### Authorizations Granted

No Course Authorization data was found.

- In order to **add** a new course authorization for a student to enroll in this course, you must click on the **"Add New Authorizations"** link on this page.

*If you need to go back to the course list menu to select a different course or section, you may go back to the course list menu by clicking on **"Course List"** above the course title.*

- After you click “Add New Authorizations”, you will be prompted to fill in the student information for the student you would like to authorize into your course and then click “Search”. It is best to use the student’s **ID number** for your search in order to prevent confusion between students with similar names.

Course Authorization - Add New Authorizations

Set Options

[Course Authorization](#) > [Course List](#) > [Details](#) > Add New Authorizations

RESEARCH ANALYSIS

Graduate 3.00 Credits

Capacity:20 Enrollment:14 Waitlisted:0

To add an authorization for this course, you must first search for a student by entering their name and/or ID in the fields below.

Last Name:  First Name:  ID:

Once you have searched for the student, your options for adding a course authorization should appear underneath the search bar, along with the student’s **name** and **ID number**.

Course Authorization - Add New Authorizations

Set Options

[Course Authorization](#) > [Course List](#) > [Details](#) > Add New Authorizations

RESEARCH ANALYSIS

Graduate 3.00 Credits

Capacity:20 Enrollment:14 Waitlisted:0

To add an authorization for this course, you must first search for a student by entering their name and/or ID in the fields below.

Last Name:  First Name:  ID:

When a student has been retrieved, the window displays the authorization conditions for which you have permission to grant authorization. For authorizations to be saved, the

Student: Ntest, Ninny (Ninny) S ID: 166236		
Add	Authorization Condition	Reason
<input type="checkbox"/>	Capacity	Instructor Prerogative
<input type="checkbox"/>	Course Requisite	Instructor Prerogative
<input type="checkbox"/>	Schedule Conflict	Instructor Prerogative

- You will be prompted to select one or more “Authorization Conditions” that will override certain enrollment blocks that may be placed on a student when they attempt to register in your course without meeting certain enrollment requirements. You must select the most appropriate authorization condition(s) for the specific student you would like to authorize.

**The differences between authorization conditions are as follows:**

- The “Capacity” authorization condition will allow you to grant access to a student even if your class is full or at capacity. It is also used to allow a student to enroll in courses that always require the consent of the instructor, i.e. Independent Study, etc.
- The “Course Requisite” authorization condition will allow a student to enroll in your course who does not meet a course prerequisite or co-requisite, or who has completed a prohibited course.
- The “Schedule Conflict” authorization condition will allow a student to enroll in your course despite having a scheduling conflict with another course that they are taking.

9. Click the small “**add**” check box next to the authorization condition to select your chosen condition, then click the gray “**Add Authorization(s)**” button at the bottom of the page to grant a student authorization into your course under your selected conditions.

Course Authorization - Add New Authorizations

Set Options

[Course Authorization](#) > [Course List](#) > [Details](#) > Add New Authorizations

RESEARCH ANALYSIS

Graduate 3.00 Credits

Capacity:20 Enrollment:14 Waitlisted:0

To add an authorization for this course, you must first search for a student by entering their name and/or ID in the fields below.

Last Name:  First Name:  ID:   [Advanced Search](#)

When a student has been retrieved, the window displays the authorization conditions for which you have permission to grant authorization. For authorizations to be saved, th

Student: Ntest, Ninny (Ninny) S ID: 166236

Add Authorization Condition Reason

<input checked="" type="checkbox"/>	Capacity	Override Approved
<input type="checkbox"/>	Course Requisite	Override Approved
<input type="checkbox"/>	Schedule Conflict	Override Approved



The page will return to the course details for your selected course and should update to now display the student’s name and authorization status in the “**Authorizations Granted**” bar. You should also get a success message above the course title that says “For [student] the course authorization for [authorization condition] has been successfully added”, which means that the authorization has been successfully updated to your course. The student should now be able to **self-register** into the specific course and section you authorized via their own Edgewood Express portal.

The updated course details page will not only tell you the **student** and the **authorization condition** for your course, but it will also allow you to see the **date and time** that a student was granted course authorization and **by whom** they were added. **You are able to remove a student's authorization to enroll in your course at any time.**

[Course Authorization](#) > [Course List](#) > Details

For Ninny S Ntest the course authorization for Capacity has been successfully added.

#### RESEARCH ANALYSIS

PSY 872 001 Graduate 3.00 Credits  
Capacity:20 Enrollment:14 Waitlisted:0

Course Authorization Totals: Capacity: 1

All Conditions  Capacity

[Add New Authorizations](#)

#### Authorizations Granted

Remove	Student	ID	Condition	Reason	Date Added	Added By
<input type="checkbox"/>	Ntest, Nstudent S	166236	Capacity	Instructor Prerogative	3/14/2017 2:31:38 PM	Test, Faculty M

[Remove Authorizations](#)

In order to remove a student's course authorization, simply click on the "remove" check box next to the name of the student whose authorization you wish to remove and then click "Remove Authorizations".

[Course Authorization](#) > [Course List](#) > Details

For Ninny S Ntest the course authorization for Capacity has been successfully added.

#### RESEARCH ANALYSIS

PSY 872 001 Graduate 3.00 Credits  
Capacity:20 Enrollment:14 Waitlisted:0

Course Authorization Totals: Capacity: 1

All Conditions  Capacity

[Add New Authorizations](#)

#### Authorizations Granted

Remove	Student	ID	Condition	Reason	Date Added	Added By
<input checked="" type="checkbox"/>	Ntest, Nstudent S	166236	Capacity	Instructor Prerogative	3/14/2017 2:31:38 PM	Test, Faculty M

[Remove Authorizations](#)

#### Set Options

[Course Authorization](#) > [Course List](#) > Details

For 166236, Ninny S Ntest the course authorization for Course Capacity has been successfully removed.

#### RESEARCH ANALYSIS

PSY 872 001 Graduate 3.00 Credits  
Capacity:20 Enrollment:14 Waitlisted:0

Course Authorization Totals: Capacity: 0

All Conditions  Capacity

[Add New Authorizations](#)

#### Authorizations Granted

No Course Authorization data was found.

This will clear the student's authorization to enroll themselves in that specific course, and you will be returned to the course details page, which should no longer display the student's information under "**Authorizations Granted**". There will also be a confirmation message displayed above the course title that says "For [student] the course authorization for [authorization condition] has been successfully removed".

- *If you need to then add that student or another student to a **different** section or course, you can return to the main Course Authorization page by clicking "**Course Authorization**" on the **Faculty** sidebar and following the above steps to grant course authorization.*

- *If you would like to add another student to the **same** course and section, you may do so by clicking "**Add New Authorizations**" and following the same steps as above.*