Provost Forms Documentation

Note:

- Form A will be discussed. All other forms follow the same steps.

**Form A**

- **My Form A**
  - This will list all Form A’s that have been saved, but not yet submitted.
  - If there are no forms it will just say there are none.
  - User can “Edit”, “Delete”, “Print”, “Share”, “Final Submission” in this section.

- **Shared Form A**
  - This will list all forms that someone has shared with you.
  - User will be able to see the progress of that form.
  - User can only “View” a form in this section.

- **Submitted Form A**
  - This will list all Form A’s that have been submitted.
  - User can see the progress of their submitted forms.
  - User can only “View” a form in this section.

**Edit**: User can edit his/her saved Form A.

**Print**: User can view his/her saved Form A.

**Share**: See below (Image and text)

**Final Submission**:

- Clicking this link will cause a pop-up that notifies the user that they will not be able to edit the form if they proceed.
- Upon approving they are ready to submit, an email will be sent to the Academic Chair for whichever College/Department that was selected on the form.
- Clicking this link starts the entire approval process.

**Approved By**:

- Numeric representation of the steps of the approval process.
• A green check mark will be displayed if it has been approved at a certain level.
• If a form does not need to go to the Core Curriculum Committee, then a green check will automatically appear for that level.
• There is a “?” next to “Approved By:” each time. It is a link that will display a legend that indicates the relationship between numbers and their respective position.

Share:
• User can share his/her saved Form A with any CCU user.
• User must enter the CCU username of the person they wish to share with.
• Upon typing the first 3 letters of the name, a list will appear and you can click on a user’s name or the logo.
• Each form is independent in regards to sharing. If you want to share all of your forms with a certain person, you have to manually add them to each respective form.