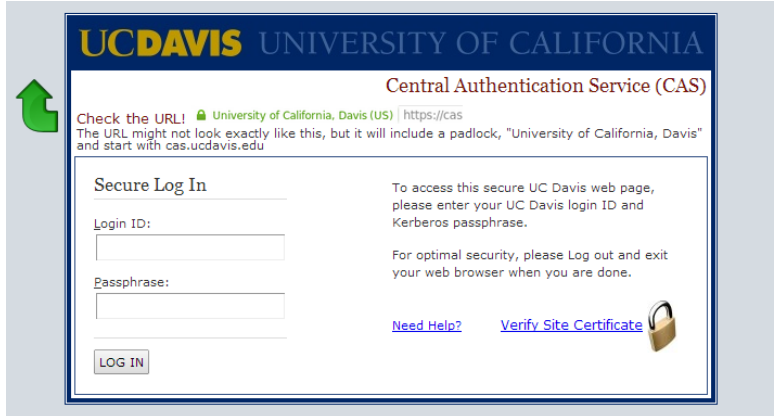


First-Year Seminar Proposal Application Guide

How-To Clone a Proposal

STEP #1: LOGIN

The FYS Proposal Application requires you to log in using your Kerberos ID and Password. The first time you logged in to the application a record was automatically created for you in the system. All of your proposals are tied to that record.



STEP #2: VERIFY/UPDATE INSTRUCTOR INFO

After logging in to the application, verify the data in the Instructor Info section.

- 1 Read all instructions and labels.
- 2 Complete and verify all information in both columns.

NOTE: You must have a valid department chair email address listed in order to submit your proposal. Their approval and v information is tracked.

- 3 When finished updating, click the *SAVE* button. Gold text will appear to indicate the save is successful.

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First-Year Seminar Proposal Application

- Instructor Info

PREVENT DELAYS: Accurately complete all the information below (**NOTE:** Incorrect email addresses for you and your Department Chair will prevent processing of your application; and an incorrect bookkeeper email address will delay grant funding). This information is used for approvals, notifications, and grant funding. Save changes after updates. If you need assistance, contact the [CETL Program Coordinator](#).

1 →	Instructor First Name	<input type="text"/>	Dept Chair First Name	<input type="text"/>
	Instructor Last Name	<input type="text"/>	Dept Chair Last Name	<input type="text"/>
	Instructor Email	<input type="text"/>	Department Chair Email	<input type="text"/>
	Instructor Title	<input type="text"/>	Bookkeeper First Name	<input type="text"/>
	College/School	<input type="text"/>	Bookkeeper Last Name	<input type="text"/>
	Department	<input type="text"/>	Bookkeeper Email	<input type="text"/>

Save **3**

Record is updated.

STEP #3: CLONE PROPOSAL

After reviewing and updating your instructor info you will move to the Proposal List. This section is where you will perform many different tasks: create a proposal, edit an existing proposal, and clone a proposal. All work with a proposal starts here.

- 1 Read all instructions and labels.
- 2 To clone a proposal, locate it in the list. At the far right you will find a link labeled CLONE. Click the link.

- Proposal List

Instructions: Previously created proposals appear below. In this section you can:

- **Create New Proposal:** Use the button below to create a new proposal
- **EDIT:** In your proposal list at far right, choose EDIT to open an existing proposal to make changes
- **CLONE:** In your proposal list at far right, choose CLONE to duplicate an existing proposal to *re-teach the same seminar* again (NOTE: You will need to make updates, save, and submit for department chair approval)

1 →

Show	10	entries	Search:	<input type="text"/>				
CRN	Course	Section	Seminar Title	Academic Year	Quarter	Edit	Clone	Delete
Showing 1 to 10 of 29 entries						◀ Previous	Next ▶	

Create New Proposal

STEP #4a: PROPOSAL DETAILS

Most of the details from the original proposal will appear in the clone. Sections that require updating are in orange (NOTE: Fields only appear in orange this first time. You will have the ability to make changes only at this time of clone creation. The record will lock once you navigate away from the record. You will be able to use the SAVE button this time, but returning to the locked page will only show the SAVE & SUBMIT FOR CHAIR APPROVAL button.)

- 1 Read all instructions and labels.
- 2 Make the necessary changes to the fields highlighted in orange.
- 3 Use the SAVE button to protect your proposal as you make the changes. Click the SAVE & SUBMIT FOR CHAIR APPROVAL button when done. Gold text will appear below the buttons to indicate if the save is successful. Chair approval is required every time you want to teach a proposal.

1 COMPLETE ALL FIELDS: All fields are required. Complete if relevant: Co-Instructor related fields, Affiliated Department, and Books. You can Save and return to complete your proposal across multiple sessions.

Seminar Title: Experimental Music: A look at Pink Floy

Number of Units: 1

Co-Instructor First Name: []

Grading: Letter

Co-Instructor Last Name: []

Class Level, 2nd Pass: Freshman Only

Co-Instructor Email: []

Quarter to be taught: []

Affiliated Department: []

Academic Year: []

Proposed Room: Wellman 1000

Proposed Day(s) of Week: **2** T W R F

Proposed Start/End Time (e.g. 10:00): Start [] End []

Send Weekly Roster?

Description

Goals

Assignments

Grading

Bio(s)

Books

Mini-Grant

Info for Committee

DESCRIPTION: Write a one-paragraph description of the course. What is the course about? What format will the course take and what experiences will students engage in? Write in terms that will make sense to prospective students, addressing key ideas and skills they will learn and activities that will engage a diverse group of students in learning. (NOTE: This information is read by students, voice accordingly. Add Committee specific comments to Info for Committee tab.)

The number one rock group of all time, Pink Floyd has sold 250 million records world-wide. Musically, they are unlike any other band, except for those that have chosen to emulate them. In this course we will explore the three distinct stages of their musical evolution, look at the themes that govern each period, discuss relevancy in the current world, and work at creating our own Floyd-like album using various instrumental pieces by the band and adding our own lyrics appropriate to the chosen period in their music.

2 Mini-Grants will populate with the information from the original proposal. Make changes as desired. If needed, add books, these are not copied as editions change.

Instructions: You can edit your proposal across multiple sessions, saving as you go. Once the details of your proposal are complete and you are ready to begin the approval process, click the *Submit for Chair Approval* button below. Following Department Chair approval the FRS Program Coordinator will begin processing your proposal. Status messages will appear at the top, right, of the Proposal Details area. If you do not see an approval from your Department Chair within one week, we suggest that you follow-up with them as they may have missed our email notification.

3 Save Save & Submit for Chair Approval Create New Proposal

STEP #4b: ADD A BOOK

When completing your proposal in the Proposal Details section, you have the option to specify books used in the seminar. The Program Coordinator will place the order.

- 1 Read all instructions and labels.
- 2 You'll need typical book information: ISBN, Title, Author, and Publisher. This is necessary for ordering the correct book.
- 3 Specify whether the book is required reading and whether you need a desk copy for yourself.
- 4 *SAVE* changes. This will add the book to the book list table. **NOTE: This only saves the book information, you will still need to save the proposal itself if you have made other changes. The SAVE button to save the proposal appears below the tabbed area.**

1 → **BOOKS (Optional):** Please add any books that you require students to use for this seminar.

2

3

4

Show 10 entries Search:

ISBN	Title	Author	Publisher	Required	Copy
There are currently no records to display					

Showing 0 to 0 of 0 entries Previous Next

TROUBLESHOOTING

- **The web page is unresponsive.** If you leave the application sitting for a long period of time it may become unresponsive. Pressing F5 on your keyboard or using the refresh button on your browser will re-load the page. You will need to reselect the proposal you were working on. You may also need to log back in to the application if too much time has passed.
- **I submitted the proposal but nothing happened.** Sometimes there are glitches in the system. Server maintenance, upgrades, changes to the software, and other normal work can also cause issues. Use the contact information provided for assistance. The FYS team will do their best to help you to successfully submit your proposal.
- **How do I know my proposal submitted correctly?** You will see a message in gold by the submit button. You will also receive an email confirmation, usually within five minutes.
- **Is there an auto-save?** The system does not auto-save. You must save your changes. We recommend saving periodically as you work through the proposal.
- **Someone else created my proposal and it is not in my proposal list.** Instructors must enter their own proposals in order to have them linked to their record. You will need to recreate the proposal in your own record.

TIPS

- **SAVE periodically.** This simple step will help ensure that if there is a system glitch you will not lose your entire proposal.
- **Create the proposal in MS Word or similar program first.** If you create it in a text editor you can then copy the information to the FYS application. If there is a system glitch, recreating the proposal will only take a few minutes this way.
- **Keep your Instructor Info up-to-date.** Having incorrect department chair or bookkeeper information will delay your proposal. Whenever you are in process for a proposal, review the information for accuracy.
- **If you are uncertain about whether your proposal saved correctly, contact the FYS Coordinator.** The FYS team is always willing to help you with your proposal. System glitches happen and we are more than happy to verify that your record is well-formed and in the system.

FOR HELP, CONTACT...

FYS Program Coordinator:

fys@ucdavis.edu

(530) 752-1772