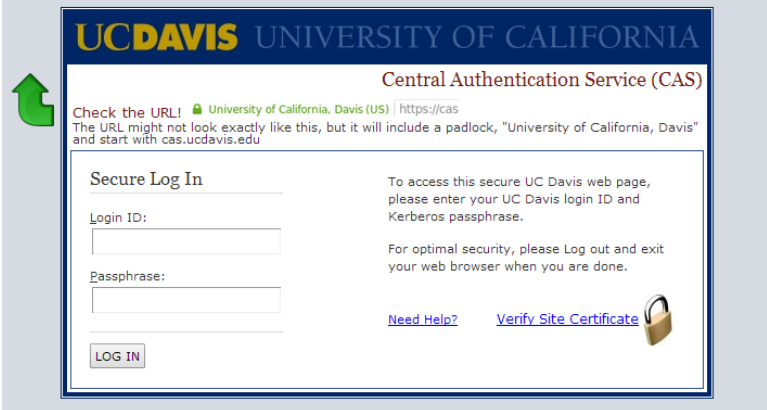


First-Year Seminar
Proposal Application Guide
How-To Committee Comments


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.



UC DAVIS UNIVERSITY OF CALIFORNIA

Central Authentication Service (CAS)

Check the URL!  University of California, Davis (US) | <https://cas>
The URL might not look exactly like this, but it will include a padlock, "University of California, Davis" and start with cas.ucdavis.edu


Secure Log In

Login ID:

Passphrase:

To access this secure UC Davis web page, please enter your UC Davis login ID and Kerberos passphrase.

For optimal security, please Log out and exit your web browser when you are done.

[Need Help?](#) [Verify Site Certificate](#) 

LOG IN

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.

UCDAVIS

UCDAVIS
CENTER FOR EXCELLENCE IN TEACHING AND LEARNING

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](#).

<div style="display: flex; align-items: center;"><div style="margin-right: 10px;">1 →</div><div><p>Instructor First Name <input type="text"/></p><p>Instructor Last Name <input type="text"/></p><p>Instructor Email <input type="text"/></p><p>Instructor Title <input type="text"/></p><p>College/School <input type="text"/></p><p>Department <input type="text"/></p></div></div>	<div style="display: flex; align-items: center;"><div style="margin-right: 10px;">2</div><div><p>Dept Chair First Name <input type="text"/></p><p>Dept Chair Last Name <input type="text"/></p><p>Department Chair Email <input type="text"/></p><p>Bookkeeper First Name <input type="text"/></p><p>Bookkeeper Last Name <input type="text"/></p><p>Bookkeeper Email <input type="text"/></p></div></div>
--	---

3

Record is updated.

STEP #3: EDIT 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 edit a proposal, locate it in the list. At the far right locate a link labeled EDIT. Click the link to open the selected proposal in Proposal Details.

- Proposal List

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

- 1 →
 - **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)

Show entries Search:

CRN	Course	Section	Seminar Title	Academic Year	Quarter	
			Experimental Music: A Look at Pink Floyd			Edit Clone Delete

Showing 1 to 10 of 29 entries ◀ Previous Next ▶

[Create New Proposal](#)

STEP #4: COMMITTEE COMMENTS

The details you entered for the proposal will have loaded in to the Proposal Details section. Below this section you will find a new section called Committee Comments.

- 1 Read all instructions and labels.
- 2 Review the committee comments.
- 3 Make any necessary changes to the tabbed sections (Description, Assignments, Grading, etc). Remember, students will read this content so voice your entries in a way appealing to them.
- 4 Use the *SAVE* button to protect your proposal as you make the changes by periodically saving. When you are finished making all changes and are ready to sign-off, click on the

Description

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.)

Wooahoo! Pink Floyd were an English rock band formed in London. They achieved international acclaim with their progressive and psychedelic music. Distinguished by their use of philosophical lyrics, sonic experimentation, extended compositions and elaborate live shows, they are one of the most commercially successful and musically influential groups in the history of popular music.

1 → **Committee Comments and Final Submit:** Please review the FRS Committee Comments below for revisions to your proposal. Click the *Submit Final* button when done. NOTE: After submitting the final revision this record will lock. You will be unable to edit.

4 Save Save & Submit Final Create New Proposal

- Committee Comments

The comments below are based on the FRS Committee review. Please read all comments and make the necessary changes to your proposal. When you have completed the updates you will need to click the button *Submit Final*. (NOTE: This will lock the proposal from future edits.) The FRS Coordinator will then perform final processing on the proposal then email you the final details.

Strengths

It is about the Floyd.

Concerns/Weaknesses

Not enough seats for topic.

2

Suggestions

Watch all the movies. Listen to all the music. Including solo stuff.

Required Revisions

Nope.

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