Provost Forms Documentation

Note:

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

```
┌─Form A──────────────────────────────────────────────────────────────────────────┐
│ My Form A                                                                        │
│ Title                                                               Options      │
│ this is a test                           Edit | Delete | Print | Share | Final Submission │
│ Shared Form A                                                                    │
│ Title          Approved By: ?                                       Options      │
│                 1    2    3    4    5    6    7                                   │
│ Colorguard      ✓    ✓    ✓    ✓    ✓    ✓    ✓                          View      │
│ Submitted Form A                                                                 │
│ Title          Approved By: ?                                       Options      │
│                 1    2    3    4    5    6    7                                   │
│ TEST A          ✓    ✓    ✓    --   --   --   --                        View      │
└──────────────────────────────────────────────────────────────────────────────────┘
```

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.