

Administrative Specialist Quick Guide to MyNaropa

MyNaropa: <https://my.naropa.edu/ICS/>

(Login is found in the upper-right corner of the page)

Viewing Class Lists:

- Once you are logged in, click on the **Faculty and Advising** tab;
- Click on the Class Lists and Course Information link found under **Administrators** heading on the main page;
- Set Term to correct term;
- Use the arrow to the (far) right of the Course Code field to select the course;
- Click on View Courses;
- Click on the arrow next to “Select Area...” found under “Go Directly To” to the right of the class title;
- Select Class Lists and you will see the students registered for your course.

If you'd like the waitlisted students to appear on your class list:

- Once you see your class list, you will see “Set Options” near the top of the page, directly under the “Course Info- Class Lists...” heading, click on Set Options;
- Check “Include Waitlisted” under Search Options;
- Hit Save and you will then see the waitlisted students with the status of “Waitlisted” instead of “Registered”.

Sending Email to All Students:

- Once you see the class list, click on the Send an Email to All students link found at top and bottom of class list;
- Remember to check the “Send a copy to myself” box – otherwise you won't have a copy of the email;
- Use the “Attach File” option if you'd like to send an attachment;
- Hit Send;

Sending Email to Selected Students:

- Once you see the class list, check the box next to each student to whom you'd like to send an email;
- Click on the Send an Email to Selected Students link found at top and bottom of class list;
- Remember to check the “Send a copy to myself” box – otherwise you won't have a copy of the email;
- Use the “Attach File” option if you'd like to send an attachment;
- Hit Send;

How to Add Course Authorizations in MyNaropa For classes you are teaching:

- Click on Faculty and Advising tab;
- Click on the [Course Authorization](#) link found under **Administrators** heading on the main page;
- Set the Term to correct term;
- Click on “Course List” link, found below your list of courses;
- Click on the course for which you are adding an Authorization;
- Click on Add New Authorizations link, found to the right of the page;
- Enter student’s name or ID, hit Search;
- Click on “Add” box for the Authorization(s) you want to enter;
- Select appropriate reason;
- Click on Add Authorizations;
- Inform student that the Authorization has been added and that s/he will now need to register for the course.

For classes you are NOT teaching but which are within your School:

- Click on Faculty and Advising tab;
- Click on the [Course Authorization](#) link found under **Administrators** heading on the main page;
- Set the Term to correct term;
- Click on “Course List” link, found below your list of courses;
- Select the “All Courses I Can Authorize” option and select the appropriate program;
- Click on the course for which you are adding an Authorization;
- Click on Add New Authorizations link, found to the right of the page;
- Enter student’s name or ID, hit Search;
- Click on “Add” box for the Authorization(s) you want to enter;
- Select appropriate reason;
- Click on Add Authorizations;
- Inform student that the Authorization has been added and that s/he will now need to register for the course.

Another way to View Waitlists

- (If you want to see a student’s position on the waitlist before adding an Authorization for Capacity)
- Click on Faculty and Advising tab;
- Click on Waitlist Order, found under the Faculty heading;
- Set the Term to Fall 2012 (or whatever term you are adding an authorization for);
- Be sure the Program is set correctly to either Graduate or Undergraduate;
- Click on View Waitlist Order;
- Find the student. Classes are listed alphabetically and students are listed under those classes in the order which they were added to the waitlist (1st student name on next to your course number is the 1st on the waitlist, etc.).

Types of Authorizations

Course Requirements: This type of Authorization is to be added for a student who does not meet the basic course requirements set by the School. For example, a course may be open to only a specific major such as Religious Studies but an Undeclared student may want to take the course. By adding a Course Authorization for this student, you are allowing him or her to register, regardless of major.

Course Requisites: If a course requires a pre-requisite that is not part of a student's Naropa transcript, this type of Authorization will need to be added. For example, a Photography II class has a pre-requisite of Photography I but you may feel that the student's life experience would enable him or her to be successful in a Photography II class. Adding an Authorization for Course Requisite will allow him or her to register for the course.

(Note: If you are unsure whether to enter an Authorization for Course Requirement or Course Requisite for a student, you can enter both for them. This will not hurt anything and will ensure the student is able to register smoothly for your course.)

Schedule Conflict: If a student is already registered for a class that may overlap your course, s/he will not be able to register. If you feel that the overlap is not significant, you can add an Authorization for Schedule Conflict that will allow the student to register for both classes.

Capacity: If your class is full but you'd like to allow a particular student to over-enroll your course, adding an Authorization for Capacity will allow him or her to register for your course, regardless of how many students are already registered – once they have dropped themselves from the waitlist. Please use caution and best judgment when adding this Authorization. Students expect that they will be added to your course based on their position on the waitlist. If a student is #1 on the list and learns that other students were bumped ahead and allowed to bypass the waitlist to register, it is likely that s/he will be very upset. Only in extremely special circumstances should you add this Authorization for a particular student.

Submitting Grades

A grading reminder will be sent out via faculty Naropa.edu emails near the end of the semester. Please be sure to check that email account for further information and instructions.

- Go to MyNaropa, <https://my.naropa.edu/ICS/>;
- Enter your username and password in top right corner of page;
- Click on Faculty and Advising tab;
- Click on Grade Entry (found under Faculty);
- Click on View Course List;
- Select correct Program and Term for which you are entering grades;
- Click on the course for which you are entering grades;
- Enter grades for one or all students;
- Click on Save;
- Wait for circulating blue arrow to finish and you will receive a message that grades have successfully been submitted.