eDrop Instructions for Instructors

eDrop will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline for each session.

Using eDrop

1. Log into One.IU (https://one.iu.edu).
2. Search for Kuali: Action List
3. Select the application
4. Click a Document ID link to view an eDrop request (see Notifications at right).
5. Take appropriate action by clicking one of the buttons (see eDrop request below).

Notifications

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delecorator</th>
<th>Date Created</th>
<th>Workgroup Request</th>
<th>Route Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS2730</td>
<td>SIS SR Drop</td>
<td>Course Document</td>
<td>Exception</td>
<td>Complete</td>
<td></td>
<td></td>
<td>08-21-2010</td>
<td></td>
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</tr>
<tr>
<td>SIS4697</td>
<td>SIS SR Add</td>
<td>Course Document</td>
<td>Exception</td>
<td>Complete</td>
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eDrop Request

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DROP CLASS REQUEST:

BUS K 201 THE COMPUTER IN BUSINESS, Units: 3.0, Regular Academic Session
Component       Class#       Instructor        Day & Time (Location) Meeting Dates
Discussion      3320         Instructor, Jane   MW 9:05 AM-9:25 AM (USUI411) 01/12/2010-05/07/2010
Lecture         3346         Instructor, John    F 11:15 AM-12:00 PM (USUI204) 01/11/2010-05/07/2010

Once a reviewer takes action, the status of the request will be reflected in the top right corner of the page.

**Note:** eDrop is available to all currently enrolled IU Bloomington students, with the exceptions of students in the Maurer School of Law and Kelley Direct. For ease in processing an eDrop request, the reviewer will receive an e-mail stating that a student has requested to drop a course. The reviewer may click on the link provided in the e-mail and follow the steps to allow the student to drop. However, if the reviewer has multiple eDrop requests to approve, it is more expedient to begin with the Action List in OneStart.

*After the reviewer approves an eDrop, it will route automatically to the appropriate official (advisors, department course authorities, school deans, et al.) for approval.*