eAdd Instructions for Instructors

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

Using eAdd

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 eAdd request (see Notifications at right).

5. Take appropriate action by clicking one of the buttons (see eAdd request below).

Notifications

Action List

✗workflow   Preferences   Refresh Action List   Filter   Clear Filter

Action List

Filtered by Document Title

2 items found, displaying all items.1

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Route Log
5847735	SIS SR Drop Course Document	Drop Class#5420, BUS-K 201, IUBLA, UGRD, University Div Pre-Business, Accounting BSB	EXCEPTION	COMPLETE			08:56 PM 02/26/2010	BL-UITS-SIS-SR-E-APPROVER-1	
5848687	SIS SR Add Course Document	Add Class #8205, JOUR-C 201, IUBLA, UGRD, Business Undergraduate, Finance BSB	EXCEPTION	COMPLETE			08:29 PM 02/28/2010	BL-UITS-SIS-SR-E-APPROVER-1	

2 items found, displaying all items.1

MORE INFO: workflow@indiana.edu

eAdd Request

Student's Name:	Ima Student
ID:	0123456789
Term:	Spring 2010
Institution:	Bloomington
Career:	Undergrad
Program:	University Div Pre-Business (UDBU1)
Plan:	Accounting BSB (ACTGBSBPR)
Administrative Center	PS1PRD

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	5420	Instructor, Jane	MW 5:45 PM-6:35 PM (BUS417) 01/11/2010-05/07/2010
Lecture	5446	Instructor, John	F 11:15 AM-12:05 PM (BUS219) 01/11/2010-05/07/2010

If all pending requests are approved, total units for the term will be: 14.0
Minimum enrollment units for this term: 12.0
Maximum enrollment units for this term: 19.0

Enrollment information for this class:

Cur Enrollment	31	Pending Adds	0
*Projected Enrollment	28	Pending Drops	1
Max Enrollment	33	Dropped with W	2
Req Room Capacity	30		

*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops - Dropped with W's

Note (viewable by student & approvers):

(approve) (disapprove) (cancel document) (hold) (add note)

Approve accepts the request and sends it to the next person in the process.*

Disapprove denies the request.

Hold allows the reviewer to postpone action on the request for further review.

Add Note allows information to be added to the request. If you add a comment, be sure to click Add Note before taking another action, or the note will not be saved.

Note: eAdd 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 eAdd request, the instructor will receive an e-mail stating that a student has requested to add the instructor's course. The instructor may click on the link provided in the e-mail and follow the steps to add the student to the course. However, if the instructor has multiple eAdd requests to approve, it is more expedient to begin with the Action List in OneStart.

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