

# 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 OneStart (<https://onestart.iu.edu>).
2. Click the **Notifications** tab at the top of the page.
3. Click **Action List** in the left sidebar to see a list of your items.
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

[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 |
|-------------------------|-----------------------------|--|--------------|------------------|-----------|-----------|---------------------|------------------------------|-----------|
| <a href="#">5847735</a> | 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-UIITS-SIS-SR-E-APPROVER-1 |           |
| <a href="#">5848687</a> | 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-UIITS-SIS-SR-E-APPROVER-1 |           |

2 items found, displaying all items.1

MORE INFO: [workflow@indiana.edu](mailto: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
**Approve** accepts the request and sends it to the next person in the process.\*
- disapprove
**Disapprove** denies the request.
- hold
**Hold** allows the reviewer to postpone action on the request for further review.
- add note
**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.*