

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 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 eDrop request (see Notifications at right).
5. Take appropriate action by clicking one of the buttons (see eDrop 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-UIITS-SJS-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-UIITS-SJS-SR-E-APPROVER-1	

2 items found, displaying all items.1

MORE INFO: workflow@indiana.edu

eDrop Request

Student's Name: Ima Student
ID: 0123456789
Term: Spring 2010
Institution: Bloomington
Career: Undergrad
Program: University Div Pre-Business (UDBU1)
Plan: Accounting BSB (ACTGBSPR)
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 Approve accepts the request and sends it to the next person in the process.*

disapprove Disapprove denies the request and sends a notification to the student.

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.

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

Document ID:	1234567	Status:	APPROVED
Initiator:	jdoue	Created:	2010-09-10 12:45:05.0

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.*