HOW TO ADD STUDENTS USING ADD AUTHORIZATION

OVERVIEW

In PAWs for Faculty, faculty gave students an add code that the student would use to add into the course, and faculty didn’t have an easy way to revoke that permission.

With the new PAWs Self-Service add authorization, students never see an Add code. Instructors grant a student permission to add a section, which allows that student to enroll. The new system also allows instructors to revoke the permission if a mistake is done.

STEP-BY-STEP INSTRUCTIONS

1. Login to PAWs Self-Service using Hartnell ID and password
2. Select the Faculty module
3. Select the Section to add students
4. The Section details page opens. Select the Permissions tab, and select Add Authorization option
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5. Use the **Search** field on the right to search for a student. Confirm the student’s details in the preview before adding the student.

6. Confirm the Add Authorization by selecting **OK**

7. The list of students who have been added appears below.

There are three different status options a student may have.

**Registered**: The student has successfully added the class after the instructor granted Add Authorization.

**Revoke**: Note that this is a hyperlink. Instructors may revoke Add Authorization once granted.

**Revoked**: The instructor revoked Add Authorization.

8. Email the students you’ve authorized to add the course and send them the instructions on how to add the course.

Questions: ithelp@hartnell.edu
Once Add Authorization has been granted, the student should be instructed to add the section on their PAWs Self-Service. The **Authorized for Add** flag displays on the specific section they have permission for:

This permission is section specific, and is not transferable to another section, or another student.