

NAZARBAYEV UNIVERSITY

OFFICE OF THE REGISTRAR

COURSE CATALOG FOR SCHOOL

MANUAL

INTERACTION SM-OR

May, 2017

INTERACTION TYPE SM-OR

OR-OFFICE OF THE REGISTRAR ADMIN

SM-SCHOOL MODERATOR

Step 1. Accessing the Registrar website

Go to <http://registrar.nu.edu.kz>. Click myRegistrar (in the upper right corner).

NOTE: Do not use the internet browser's "BACK" button to navigate through the myRegistrar system.

Step 2. Signing in myRegistrar

Use NU login and password to access myRegistrar.

Step 3. Adding a course to semester

Go to Course Catalog. SM adds a course to the semester either under Courses or Schedule Builder tab.

- Under Courses tab SM selects a course, and clicks the *Add to semester* button at the bottom right of the page to register the course to a particular semester (see **Image 1**).

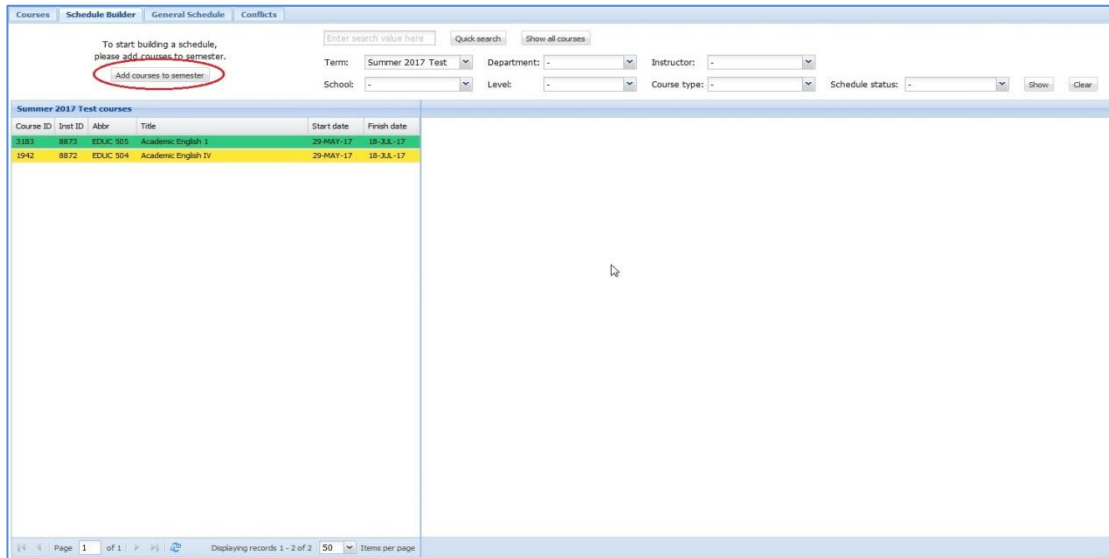
[Image 1] Adding course to semester through Courses tab

The screenshot displays the myRegistrar Course Catalog interface. At the top, there are tabs for 'Courses', 'Schedule Builder', 'General Schedule', and 'Conflicts'. Below the tabs is a search bar with 'Enter search value here' and 'Quick search' buttons. A table of courses is visible, with columns for Course ID, Abbr, Title, Inst ID, Term, School, Department, Cr (US), Cr (ECTS), Level, Status, Full Description, Note, Final exam, Show in CC, and CoRequisite. A modal dialog titled 'Indicate the semester' is open over the course list. The dialog has a text input field labeled 'Add to semester:' and a dropdown menu showing 'Spring 2017' and 'Summer 2017'. There are 'Add' and 'Cancel' buttons at the bottom of the dialog. The 'Add to semester' button is highlighted with a red box in the bottom right corner of the screenshot.

OR

- Under Schedule Builder tab SM clicks the *Add courses to semester* button at the top left to register courses to a particular semester (see **Image 2**).

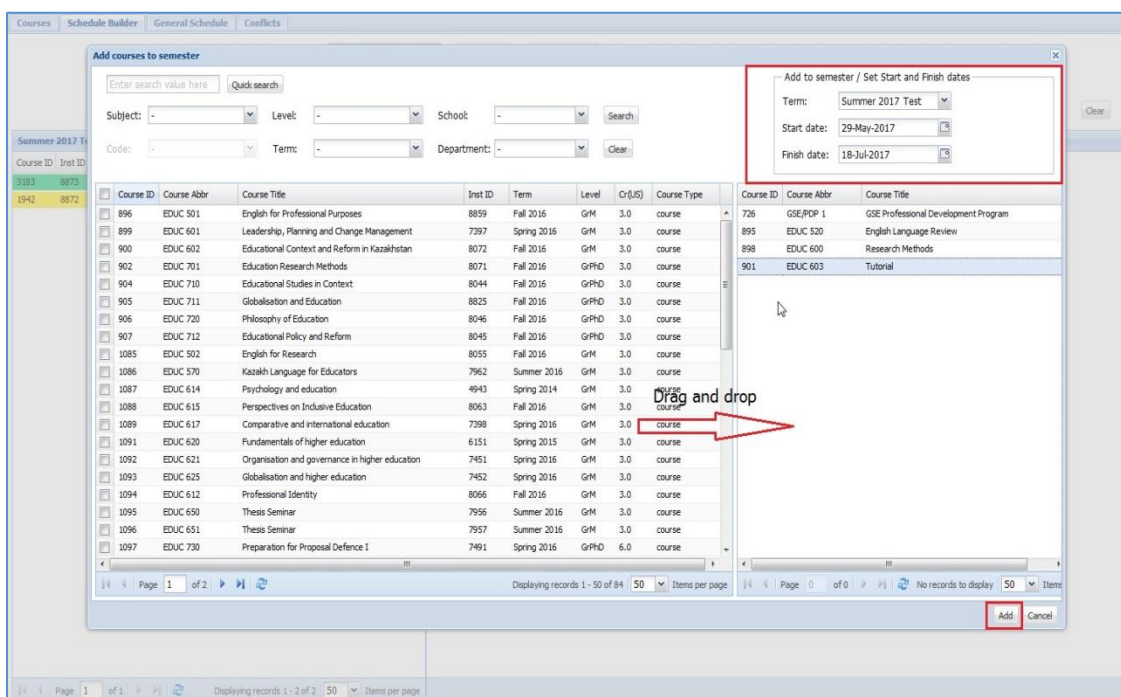
[Image 2] Adding course to semester through Schedule Builder tab



Upon clicking the *Add courses to semester* button an additional section shows up where courses can be registered to the semester by dragging and dropping them from the left to the right half of the section. When completed, press *Add* at the bottom.

NOTE: Before registering courses the term has to be indicated in the upper right corner of the additional section (see **Image 3**). Courses that have been added to the semester and are not yet submitted to OR acquire schedule status as **Recently changed** and get highlighted in orange.

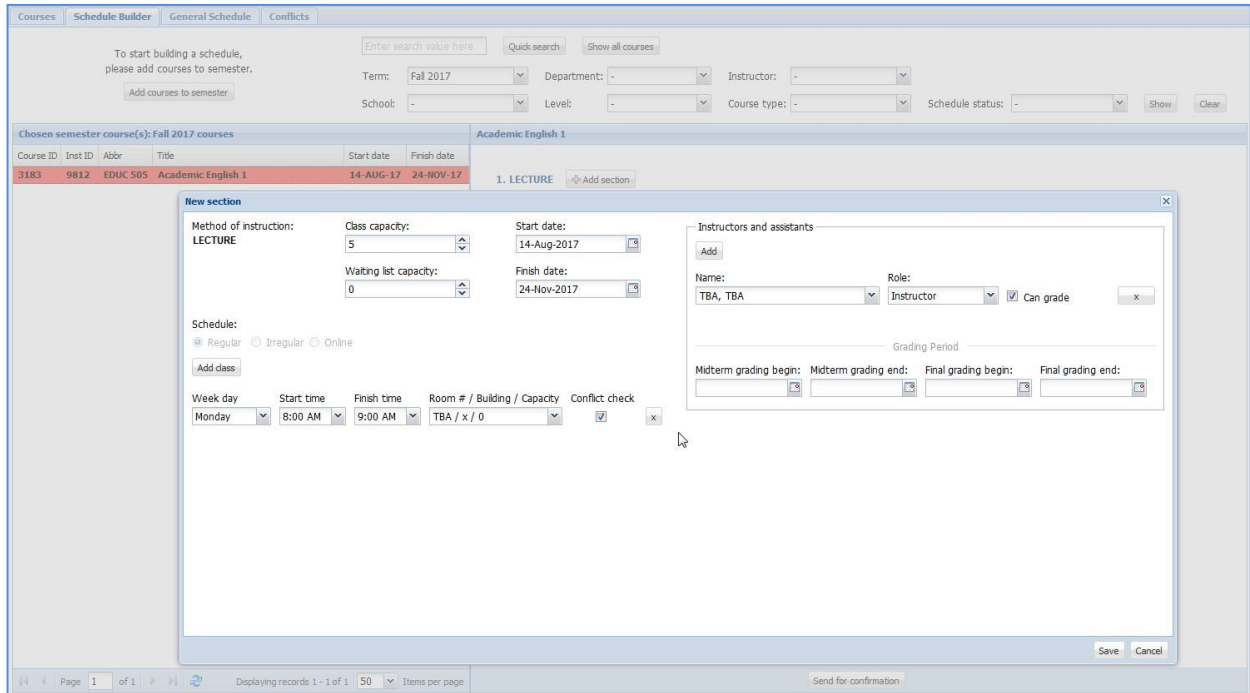
[Image 3] Drag and drop the course for registration



Step 4. Inserting the scheduling data

To schedule a class SM selects the course (highlighted in orange) in the left half of Schedule Builder tab and adds its section (lecture, seminar, etc.) in the right half by indicating class capacity, start and finish dates of the class, instructors and assistants, day, time, room, schedule type in the additional window. . Grading period should be indicated according to dates in the academic calendar. Once completed, press Save (see **Image 4**).

[Image 4] Scheduling a class

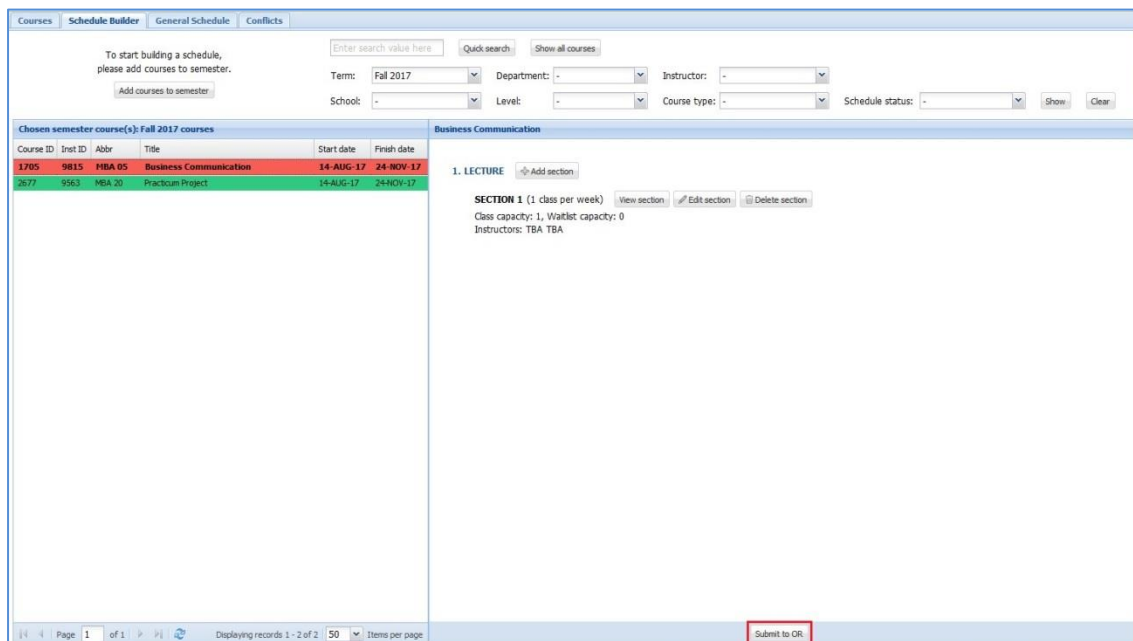


Step 5. Submitting schedule to OR

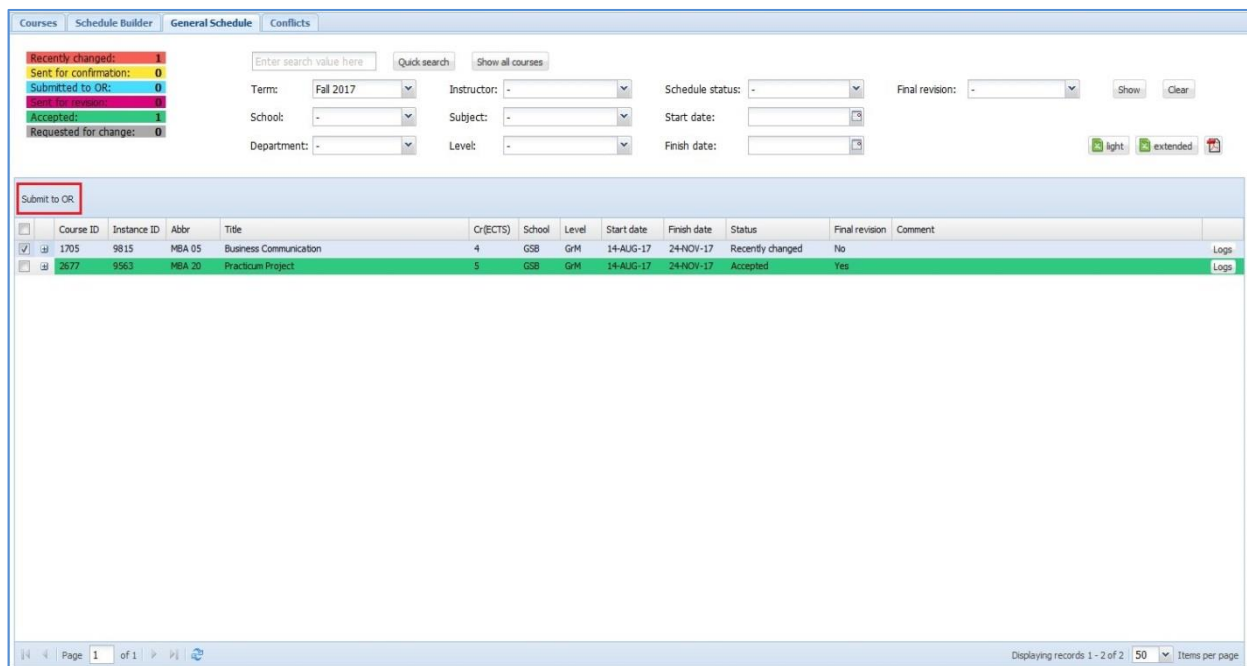
After completing data entry of the schedule, SM submits the schedule to OR by clicking either *Submit to OR* at the bottom of the Schedule Builder page (see **Image 5**) or *Submit to OR* at the top left of course details under General Schedule tab (see **Image 6**).

NOTE: Schedules submitted to OR acquire schedule status as **Submitted to OR** and get highlighted in aqua.

[Image 5] Submitting schedule to OR through Schedule Builder tab



[Image 6] Submitting schedule to OR through General Schedule tab



Step 6. Accepting schedule, or sending it back for revision by OR

OR views and checks the schedule submitted by SM. If there is no need to make any changes in the schedule OR clicks *Accept* at the bottom of Schedule Builder page, or clicks *Accept* at the top left of course details under General Schedule tab. If there is something needs to be changed in the schedule OR sends the schedule for revision to SM by clicking *Send for revision*.

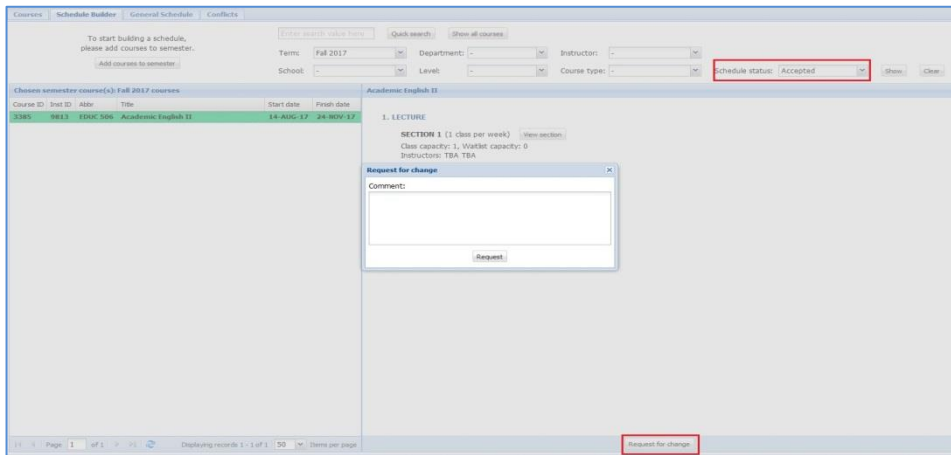
NOTE: OR has access to view, edit and delete sections in the schedule at any time independent of status of the schedule. Schedules accepted by OR acquire schedule status as **Accepted** and get highlighted in green.

Step 7. Sending a request to change the accepted schedule (optional)

SM may request OR to allow them to change the accepted schedules by clicking either *Request for change* under Schedule Builder tab (see **Image 7**) or *Request for change* under General Schedule tab. Brief explanation for change is required in pop-up window (see **Image 8**). As the request gets approved by OR (status change from **Accepted** to **Sent for revision**) SM may start changing the schedule that has been requested, and submit it back to OR upon completion. Further actions proceed from **Step 6**.

NOTE: Schedules that have been requested to change acquire schedule status as **Requested for change** and get highlighted in grey.

[Image 7] Request to change the schedule through Schedule Builder tab



[Image 8] Request to change the schedule through General Schedule tab

