

Honors Option Approvals - Instructor Role

When a student submits an Honors Option Proposal, they are required to specify the Instructor of the course for which they wish to earn Honors credit.

These Proposals are first reviewed by the Honors Office for completeness. When/If they Approve the Proposal, an Approval Email will be sent to the **Drexel email address** of the Instructor. Approvals cannot be assigned to non-Drexel email addresses, so you will need to go to your Drexel email account to view and approve (or reject) the student’s Proposal.

The formatting of the email and your experience responding to it will vary slightly depending upon how you open/view it. Over time, Microsoft plans to standardize the user experience for Approvals, but for now, it will just be a little bit different based on how you check your Drexel email. See below for more detailed instructions.

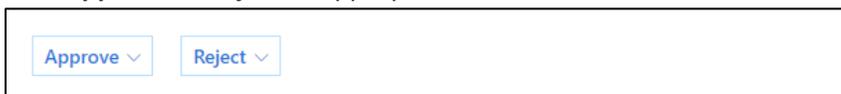
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Outlook 2016 for Windows or Mac or Outlook Online

Outlook 2016 is the “desktop” version of Outlook that most people have installed on their computers. Outlook Online is the version available through <https://outlook.office.com>. The approval message should look and behave the same way in the desktop or web-based version of Outlook.

1. Review the Project Description, Learning Objectives and Methods, all of which will be in the email you receive
2. Click **Approve** or **Reject** as appropriate

A screenshot showing two buttons: "Approve" with a downward arrow and "Reject" with a downward arrow, both in a light blue box.

3. Enter your comments in the “Reason” field; **NOTE: Reason is optional, but if you are Rejecting the proposal, please provide appropriate feedback to the student.**

A screenshot of a text input field labeled "Reason (optional)" with a "Submit" button below it.

4. Click **Submit**; **NOTE: Your choice is not saved until you click Submit!**

Outlook Mobile App (iOS or Android)

If you use Outlook on your mobile device, the email will similar to other versions of Outlook, although it will be formatted to fit your device’s screen. Also like other versions of Outlook, when you select

Approve or **Reject**, you'll have the opportunity to enter a **Reason** (again, this is optional, but recommended when you are **Rejecting** a proposal).

You may also see a message suggesting that you install the [Microsoft Flow App](#) on your device. While this is optional, if you foresee yourself needing to act on these sorts of requests in the future, it does provide a more mobile-friendly interface and even push notifications when new Approvals are sent to you. Also note that the Approvals Center is not specifically for Honors Option Proposals, but is a central location for all sorts of Approvals generated in Office 365, so chances are you'll use the app for other things in the future.

Didn't Get, Can't Find or Otherwise Don't Have the Email?

No worries! Because this is all centrally based in Office 365, all you need to do is:

1. Go to the [Microsoft Flow Approval Center](#)
2. You'll see each a tile/square for pending Approval that's waiting for you
3. Click on the Proposal you wish to act on and it will open up on the right hand side of the window.
4. Scroll down and select **Approve** or **Reject** as appropriate
5. Enter **Comments** if necessary and click **Confirm**