[Instructors] Alternative Method for Approving Honors Option Requests

When a student submits an Honors Option request, the instructor for the course should receive an email with instructions and a link to open the Approval form. However, there are a variety of reasons that could prevent that email from arriving successfully, so there is an alternative method for instructors to access and approve those requests. That is what we will walk you through now.

1. Go to the Honors Program SharePoint page by clicking this link: https://colleges.moss.drexel.edu/pennoni/students/
2. Under Quick Links in the top left, click Instructor Dashboard:

3. In the left hand panel of the page, you’ll see any requests for which you are the named instructor. On the top right corner, you’ll see a Tasks heading with two groups below it: Pending Tasks and Completed Tasks.
4. Under Pending Tasks, locate the request you wish to review and click on the title (it’ll be “Honors Option request for [course name & number]”)

5. In the top part of the form, you can review the information provided by the student in the request. Scroll to the bottom to act on (Approve or Reject) the request. You can also include comments to the student in the Comments field; this is especially important if you’re rejecting their request. Finally, click Approve or Reject as appropriate.

6. When the form closes, the page will refresh and you’ll now see that task under Completed Tasks.