

AACRAO – 2007

**Adobe & MS Word: Creating Interactive Forms,
User Documentation, and Training Materials**

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Session: 1231

First Impressions *Will* Make You or Break You.

- User documentation and training
- Group training sessions
- Personal training sessions
- Virtual training sessions
- Screen Help

Forms, Documentation, & Screen Help

- Create training and user documentation (i.e. academic/degree audit evaluations).
- Create interactive forms for students to complete online, then print.
- Online screen help – using key messages

Getting Started

- **Adobe 7.0 or 8.0 Acrobat (Standard or Professional)**
 - NOT Adobe Reader (free)
 - Budget friendly: <http://createpdf.adobe.com/>
(5 documents free)
- **MS Word – any version**
 - Template maker (.dot). May need to install manually
- **Online screen help**
 - No software...just a keep it simple approach.

.PDF Maker 101

2006-07 ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE POLICY

Students who receive the minimum score for an exam will receive four semester credits toward their degree. Grinnell only awards credit from a score report form received directly from The College Board for Advanced Placement (AP) or an official transcript received directly from International Baccalaureate (IB). **It is the student's responsibility to know that AP/IB credits will be cancelled upon successful completion ("D" grade or better) of any equivalent Grinnell course as noted below.** All credits are divisional and not included in departmental credit limitations. Questions concerning placement should be directed to members of the appropriate department. Exam names apply to both AP and IB unless otherwise noted. *The minimum score for most Advanced Placement Examinations is four; exceptions being English Literature (5), computer science AB (3) and mathematics BC (3).*

EXAM NAME	EQUIVALENT GRINNELL COURSE	NOTES
Art History	Art 103	Students who receive a 5 on the Advanced Placement exam in Art History will be exempted from Art 103. Students with a score of 4 may, upon consultation with the department be exempted from Art 103.
Art Studio/Design	None	The Art Department must view the portfolios of all students taking the exam. Credits are only awarded upon approval from the Art Department.
Biology	None	
Chemistry	CHM 129	
Classics - Latin Literature	None	
Classics - Vergil	None	
Computer Science A	MAT/CSC 103 and CSC 105	Students cannot receive credit for both A and AB exams. Unless students are prepared to skip CSC 153 or both CSC 151 and CSC 152 by placement in and successful completion (C grade or better) of a computer science course beyond CSC 153, these credits will not count toward the Computer Science major.
Computer Science AB (also IB)	MAT/CSC 103, CSC 105, 151, 152, 153	<i>Minimum score accepted is 3.</i> Students cannot receive credit for both A and AB exams. Unless students are prepared to skip CSC 153 or both CSC 151 and CSC 152, these four credits will not count toward the Computer Science major. Students who receive a score of four or five will be awarded four additional credits, pending initial placement in and successful completion (C grade or better) of a computer science course at the 200-level or higher.
Environmental Science	None	
Microeconomics	ECN 111	
Macroeconomics	ECN 111	
English - Lang/Comp	None	
English - Literature/Comp (also IB English A1)	ENG 120	<i>Minimum AP score accepted is 5.</i> Only those students who receive a score of 5 on the AP exam or 7 on the IB exam are exempted from ENG 120 as a prerequisite.
French Language	FRN 101	
French Literature	FRN 101	
German	GRM 101	
History - American	HIS 111, 112	
History - European	HIS 101	
Mathematics AB	MAT 123, 124, 131	Students who receive a score of 3 will be granted four credits pending initial placement in, and subsequent completion (C grade or better) of MAT 133. Students may not receive credit for both the AB and BC exams.
Mathematics BC and IB	MAT 123, 124, 131	<i>Minimum AP score accepted is 3.</i> Students who receive a score of 4 or 5 on the AP exam or 6 or 7 on the IB exam will be granted four additional credits, pending initial placement in, and successful completion (C grade or better) of MAT 215. Students may not receive credit for both the AB and BC exams.
Music Theory	MUS 112	

Two .PDF Creation Options

1. Add the Adobe tool bar (see View—Toolbars) and click “Convert to Adobe PDF” icon.
2. Use standard print option and select Adobe PDF as your printer.

The screenshot shows the Microsoft Excel interface with the 'Print' dialog box open. The 'Printer' list in the dialog has 'Adobe PDF' selected. In the background, the Excel toolbar has a red circle around the 'Convert to Adobe PDF' icon. The spreadsheet data is as follows:

	A	
1	Students who receive the credit directly from The College to know that AP/IB credit and not included in department AP and IB unless otherwise noted (3) and mathematics BC	
2	EXAM NAME	
3	Art History	
4	Art Studio/Design	
5	Biology	
6	Chemistry	
7	Classics - Latin Literature	
8	Classics - Vergil	
9	Computer Science A	MAT/CSC 103 and CSC 105
10	Computer Science AB (also IB)	MAT/CSC 103, CSC 105, 151, 152, 153
11	Environmental Science	None

Additional text from the spreadsheet:

Students cannot receive credit for both A and AB exams. Unless students are prepared to skip 151 and CSC 152 by placement in and successful completion (C grade or better) of a computer science course, these credits will not count toward the Computer Science major.

Minimum score accepted is 3. Students cannot receive credit for both A and AB exams. Unless to skip CSC 153 or both CSC 151 and CSC 152, these four credits will not count toward the Computer Science major. Students who receive a score of four or five will be awarded four additional credits, pending successful completion (C grade or better) of a computer science course at the 200-level or higher.

Finished!

Adobe Reader - [apinfo.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 100% Help Search Web Embed video and audio in Adobe PDF

2006-07 ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE POLICY

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EXAM NAME	EQUIVALENT GRINNELL COURSE	NOTES
Art History	Art 103	Students who receive a 5 on the Advanced Placement exam in Art History will be exempted from Art 103. Students with a score of 4 may, upon consultation with the department be exempted from Art 103.
Art Studio/Design	None	The Art Department must view the portfolios of all students taking the exam. Credits are only awarded upon approval from the Art Department.
Biology	None	
Chemistry	CHM 129	
Classics - Latin Literature	None	
Classics - Vergil	None	
Computer Science A	MAT/CSC 103 and CSC 105	Students cannot receive credit for both A and AB exams. Unless students are prepared to skip CSC 153 or both CSC 151 and CSC 152 by placement in and successful completion (C grade or better) of a computer science course beyond CSC 153, these credits will not count toward the Computer Science major.
Computer Science AB (also IB)	MAT/CSC 103, CSC 105, 151, 152, 153	Minimum score accepted is 3. Students cannot receive credit for both A and AB exams. Unless students are prepared to skip CSC 153 or both CSC 151 and CSC 152, these four credits will not count toward the Computer Science major. Students who receive a score of four or five will be awarded four additional credits, pending initial placement in and successful completion (C grade or better) of a computer science course at the 200-level or higher.
Environmental Science	None	
Microeconomics	ECN 111	
Macroeconomics	ECN 111	
English - Lang/Comp	None	
English - Literature/Comp (also IB English A1)	ENG 120	Minimum AP score accepted is 5. Only those students who receive a score of 5 on the AP exam or 7 on the IB exam are exempted from ENG 120 as a prerequisite.
French Language	FRN 101	
French Literature	FRN 101	
German	GRM 101	
History - American	HIS 111, 112	
History - European	HIS 101	

1 of 2

This document is now ready to include as a link on your office web page.

Creating Interactive Forms

(Basic Adobe Tools)

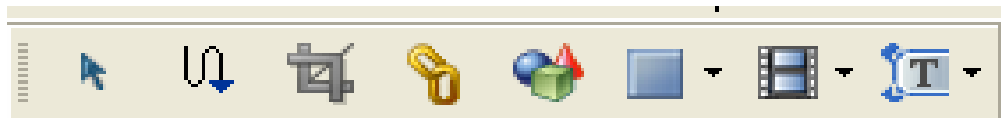
- Tasks Tool Bar



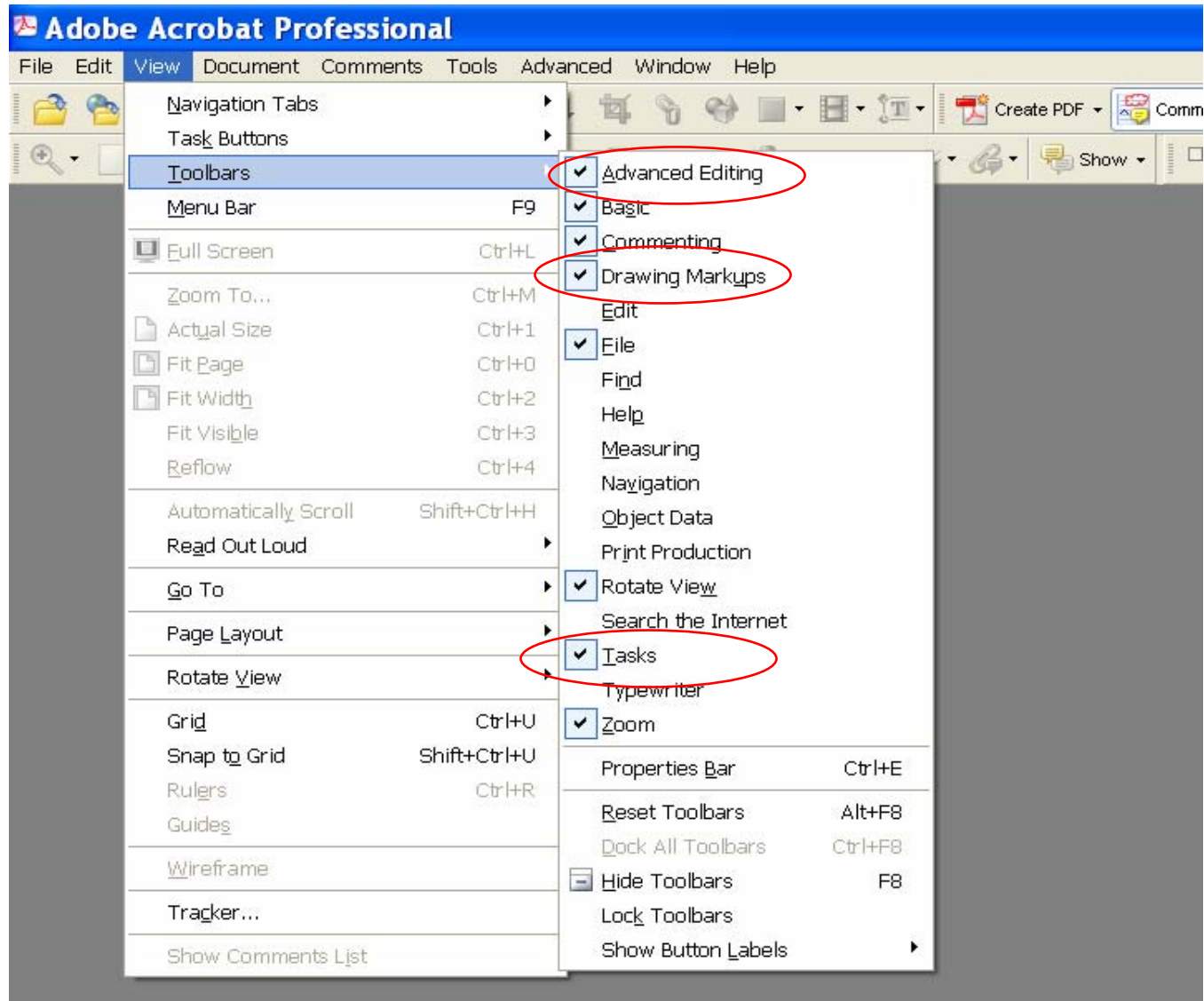
- Drawing/Markups Tool Bar



- Advanced Editing Tool Bar



Where Are the Tool Bars?



Note Tool (Task Tool Bar)

Acrobat Professional - [Acad Eval note highlight.pdf]

Edit View Document Comments Tools Advanced Window Help

Note Tool

Note Properties

Appearance General Review History

Icon: Color: Opacity: 100%

Checkmark
Circle
Comment
Cross
Help
Insert Text
Key
New Paragraph

Locked

Close

03/03/05

Grinnell College

Academic Evaluation - For Suzie Student (000111322)

Program: (BA02)
Catalog: 2002 Ant Completion Date: 05/06 Email Address: EMAIL@GRINNELL.EDU

This evaluation is provided for advisement. It is not an official record. Please report any additions or corrections to the Registrar's Office (registrar@grinnell.edu)

NOTE: Only transcripts (not academic evaluation) grade point averages are official.

A T T E N T I O N

Your final semesters at Grinnell are fast approaching. Review your Academic Evaluation carefully, and contact the Registrar's Office if you have questions.

CAMPUS BOX: 15-71
ADVISER(S): Adviser name here

STANDING: 2nd Semester, 3rd Year

Program Status: In Progress

	Credits	Total Crs	In (*)
GRINNELL CREDITS ONLY			
Required	100.00	76.00	24.00
Earned			
Remaining			
Progress			
Remaining			

Division: Humanities
Division Credits Applied: 8
Dept: ALTERNATE LANGUAGE
Dept: ART
Credits: 8
ART-140.....
ART-240.....
Dept: CHINESE & JAPANESE
Dept: CLASSICS (GREEK & LATIN)
Dept: ENGLISH
Dept: FRENCH
Dept: GENERAL LITERATURE
Dept: GERMAN
Credits: 12
ENG-APLG..... 07/01/02 --- 4 *NE
SPN-APLG..... 07/01/02 --- 4 *NE
ENG-APLT..... 07/01/02 --- 4 *NE
Dept: MUSIC
MUS-122..... 2004/SP S 1
Dept: PHILOSOPHY
Dept: RELIGIOUS STUDIES
Dept: RUSSIAN
Dept: SPANISH
Credits: 8
SPN-217 2002/FA R+ 4

Don't forget to follow .PDF Maker 101 steps to get your document into Acrobat!

Highlight Tool (Task Tool Bar)

Adobe Acrobat Professional - [Acad Eval note highlight.pdf]

File Edit View Document Comments Tools Advanced Window Help



Note Tool Text Edits Stamp Tool



- Highlight Text Tool
- Underline Text Tool
- Cross-Out Text Tool
- Show Highlighting Toolbar

Click options → properties to change color of highlight and add header.

03/03/05

Grinnell College
n - For Suzie Student (000111222)

Page 1

Program: (BA02)

Catalog: 2002 Ant Completion Date: 05/06 Email Address: EMAIL@GRINNELL.EDU

This evaluation is provided for advisement. It is not an official record. Please report any additions or corrections to the Registrar's Office (registrar@grinnell.edu)

NOTE: Only transcripts (not academic evaluation) grade point averages are official.

A T T E N T I O N

Your final semesters at Grinnell are fast approaching. Review your Academic Evaluation carefully, and contact Stephanie Henning in the Registrar's Office if you have questions or concerns

Sample Highlight

2/19/2007 12:04:0 PM

Options

Advisor Name: Suzie Student

Credits: 8

ART-140..... 2003/SP A- 4

ART-240..... 2004/FA B+ 4

Dept: CHINESE & JAPANESE

Dept: CLASSICS (GREEK & LATIN)

Dept: ENGLISH

Dept: FRENCH

Dept: GENERAL LITERARY STUDIES

Dept: GERMEN

Hover Results—Notes and Highlights

The screenshot shows the Adobe Reader interface with the file "Acad Eval note highlight.pdf" open. A blue arrow points to the Adobe Reader icon in the title bar. A red circle highlights the "Sample Highlight" tooltip that appears when hovering over the student's name, "Suzie Student". Another red circle highlights the "Sample Note Tool" tooltip that appears when hovering over a note icon in the document. The document content includes a header with the date "03/03/05", the institution "Grinnell College", and the student's name "Suzie Student". It also contains a table of academic credits and a list of departmental credits.

Adobe Reader - [Acad Eval note highlight.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 79% Search Web

03/03/05 Grinnell College Page 1

Academic Evaluation - For (Suzie Student) (000111222)

Program: (BA02)
Catalog: 2002 Ant Completion Date: 05/06 Email Address: EMAIL@GRINNELL.EDU

This evaluation is provided for advisement. It is not an official record. Please report any additions or corrections to the Registrar's Office (registrar@grinnell.edu).
NOTE: Only transcripts (not academic evaluation) grade point averages are official.

A T T E N T I O N

Your final semesters at Grinnell are fast approaching. Review your Academic Evaluation carefully, and contact Stephanie Henning in the Registrar's Office if you have questions or concerns.

CAMPUS BOX: 15-71
ADVISER(S): Adviser name here

STANDING: 2nd Semester, 3rd Year

Program Status: In Progress

Required	Credits	Total Crs	In (*)
GRINNELL CREDITS ONLY			
Credits: 100.00	76.00	24.00	24.00
REQUIRED DEGREE CREDITS			
Credits: 124.00	96.00	28.00	12.00
GPA: 3.840	Met		16.00

(*) Anticipates completion of in-progress and registered courses

Statuses: N=waived, C=Complete, I=In progress, N=Not started

Division: Science
Division Credits Applied: 8
Dept: BIOLOGICAL CHEMISTRY

Sample Highlight
Advisee Name: Suzie Student

Sample Note Tool
AP/IB credits. Applied as divisional credit not departmental.

Open in
Reader (you
have to close
Acrobat)

Drawing/Mark-ups

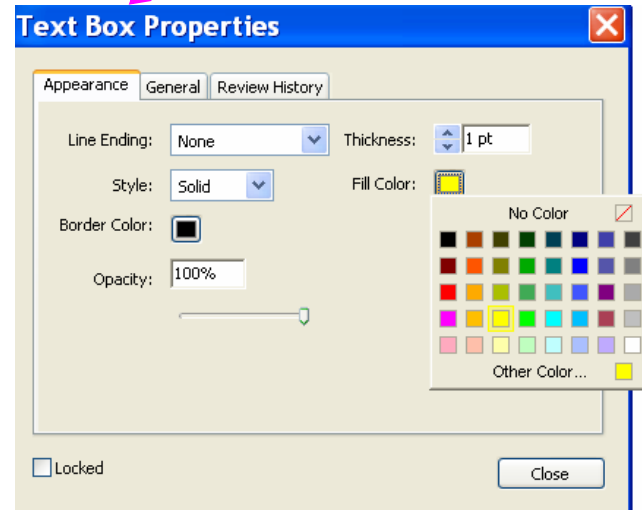
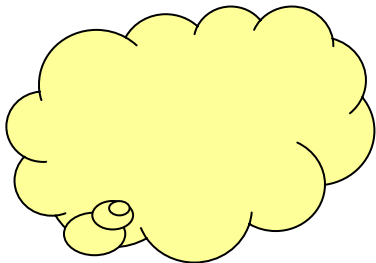


Callout samples

Text Boxes/Arrows

You can format boxes, callouts, clouds and arrows by right clicking the object and selecting properties.

Text goes here



Fill-in Forms -- Adobe

1. Create your form in MS Word (or Excel).
2. Print to Adobe PDF
3. Note the PDF will open in Adobe Reader. CLOSE Reader and open the document in Acrobat.

Transcript sample.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

150% Times New Roman 14

OFFICIAL TRANSCRIPT REQUEST

Office of the Registrar
Grinnell College

Phone: 641-269-3450
Fax: 641-269-4937

Date _____

Student ID # _____ Last Name _____

Birthdate _____ Telephone _____

Transcript limit policy:
Unlimited transcripts when specific individual address
Current Students: 5 transcripts per transcript request
Former Students and Alumni: 15 transcripts per address

Please send _____ transcript(s) to:
Recipient _____
Address _____
City _____ State _____ Zip _____

Send transcript now OR Defer processing until current courses are graded.

Signature _____

NOTE: Grinnell College will not release transcripts without authorization from the student. Transcripts will not be issued if any college accounts are delinquent.

Print

Printer: Adobe PDF

Status: Idle

Type: Adobe PDF Converter

Where: My Documents

Comment:

Page range: ☒ All ☐ Current page ☐ Selection ☐ Pages: _____

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Print what: Document

Print: All pages in range

Copies: Number of copies: 1

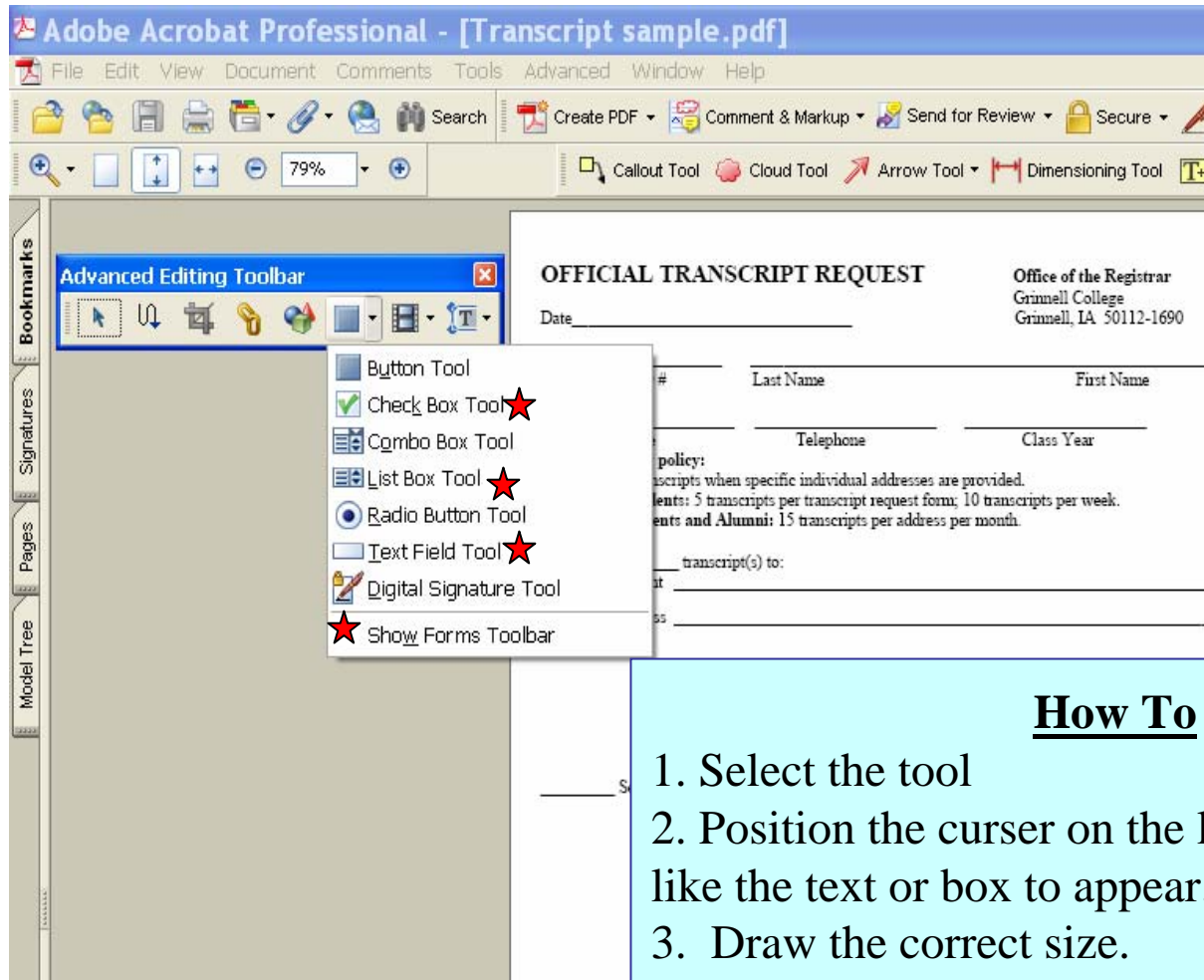
☒ Collate

Zoom: Pages per sheet: 1 page

Scale to paper size: No Scaling

Options... OK Cancel

Fill-in Forms Using Adobe



★ Favorites ★

1. Check box tool
2. List box tool
3. Text field tool
4. Show forms tool bar

How To

1. Select the tool
2. Position the cursor on the line where you'd like the text or box to appear.
3. Draw the correct size.

Defining Field Properties

Text Field Properties

General Appearance Options Actions Format Validate Calculate

Name: DOB

Tooltip:

Common Properties

Form Field: Visible ☐ Read Only

Orientation: 0 degrees ☐ Required

☐ Locked

Close

Text Field Properties

General Appearance Options Actions Format Validate Calculate

Borders and Colors

Border Color: Line Thickness: Thin

Fill Color: Line Style: Solid

Text

Font Size: 12 Text Color:

Font: Helvetica



Other Color...

☐ Locked

Close

Most Common Definitions (Tabs)

1. General: Name the tag and define if entry is required
2. Appearance: Font and colors
3. Format: Date, time, custom, etc.

Text Field Properties

General Appearance Options Actions Format Validate Calculate

Select format category: Date

m/d
m/d/yy
m/d/yyyy
mm/dd/yy
mm/dd/yyyy
mm/yy
...

Example of current format: 02/20/2007



Use the Date format category to display only the date or both date and time values. Use the Time format category to display only the time.

☐ Locked

Check Box Properties

General Appearance Options Actions

Check Box Style: Check

Export Value: Check

Circle
Cross
Diamond
Square
Star

is checked by default



Check boxes should be used to create lists of items where zero or more items can be selected at once. To make a list of items where only one item can be selected, use radio button fields.

☐ Locked

Close

List Box Property Definitions

le.pdf]

help

Select [Icons] 79% [Icons] Help Search Web Y!

your records. Print For

OFFICIAL TRANSCRIPT REQUEST

Office of the Registrar
Grinnell College
Grinnell, IA 50112-1690

Phone: 641-269-3450
Fax: 641-269-4937

Date _____

Student ID # _____ Last Name _____ First Name _____ Middle Initial _____

Birthdate _____ Telephone _____ Class Year _____

Transcript limit policy:
Unlimited transcripts when specific individual addresses are provided.
Current Students: 5 transcripts per transcript request form; 10 transcripts per week.
Former Students and Alumni: 15 transcripts per address per month.

Please send _____ transcript(s) to:

Re:

5

1

2

3

4

5

City _____ State _____ Zip _____

☐ Send transcript now OR ☐ Defer processing until current courses are graded.

Signature

NOTE: Grinnell College will not release transcripts without authorization from the student. Transcripts will not be issued if any college accounts are delinquent.

List Box Properties

General Appearance **Options** Actions Selection Change

Item: Add

Export Value:

Item List:

1	<div>Delete</div> <div>Up</div> <div>Down</div>
2	
3	
4	
5	

☐ Sort items
☐ Multiple selection
☐ Commit selected value immediately

Select an item in the list to make it the default choice.

☐ Locked

Close

Completed Form!

Adobe Reader - [Transcript sample.pdf]
File Edit View Document Tools Window Help
Save a Copy Search Select 125% Help Search Web
You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records. Print Form Highlight fields

OFFICIAL TRANSCRIPT REQUEST

Date 02/20/2007

Office of the Registrar
Grinnell College
Grinnell, IA 50112-1690

Phone: 641-269-3450
Fax: 641-269-4937

Student ID # _____ Last Name Henning First Name _____ Middle Initial _____

Birthdate _____

Transcript limit policy:
Unlimited transcripts when specific
Current Students: 5 transcripts per
Former _____ **s and Alumni:** 15 _____

Please send 5 transcript(s) to:

Re 1
2
3
4
5

City _____ State _____ Zip _____

☒ Send transcript now OR ☐ Defer processing until current courses are graded.

Signature _____

NOTE: Grinnell College will not release transcripts without authorization from the student. Transcripts will not be issued if any college accounts are delinquent.

Save a Blank Copy of this Form
Save a Blank Copy of this Form
Data typed into this form will not be saved. Adobe Reader 7 can only save a blank copy of this form.
Please print your completed form if you would like a copy for your records. Print Form
Don't show again
Save a Blank Copy Cancel

MS Word Form (Benefits Summary)

- **Fill-in fields** – Users can enter text.
Document creator sets parameters such as default text, text format, and length.
- **Drop-down list box** – Restricts available choices.
- **Check boxes** – Good for yes/no questions.
- Unlike Adobe forms, MS Word forms can be filled in then *easily* e-mailed.

Forms 101 (MS Word)

1. Create your form in Word.
2. Save As a Document Template (.dot)
3. **Add Forms Tool Bar**
(View→Tool Bars→Forms)

Enrollment Limit (default 30) ____

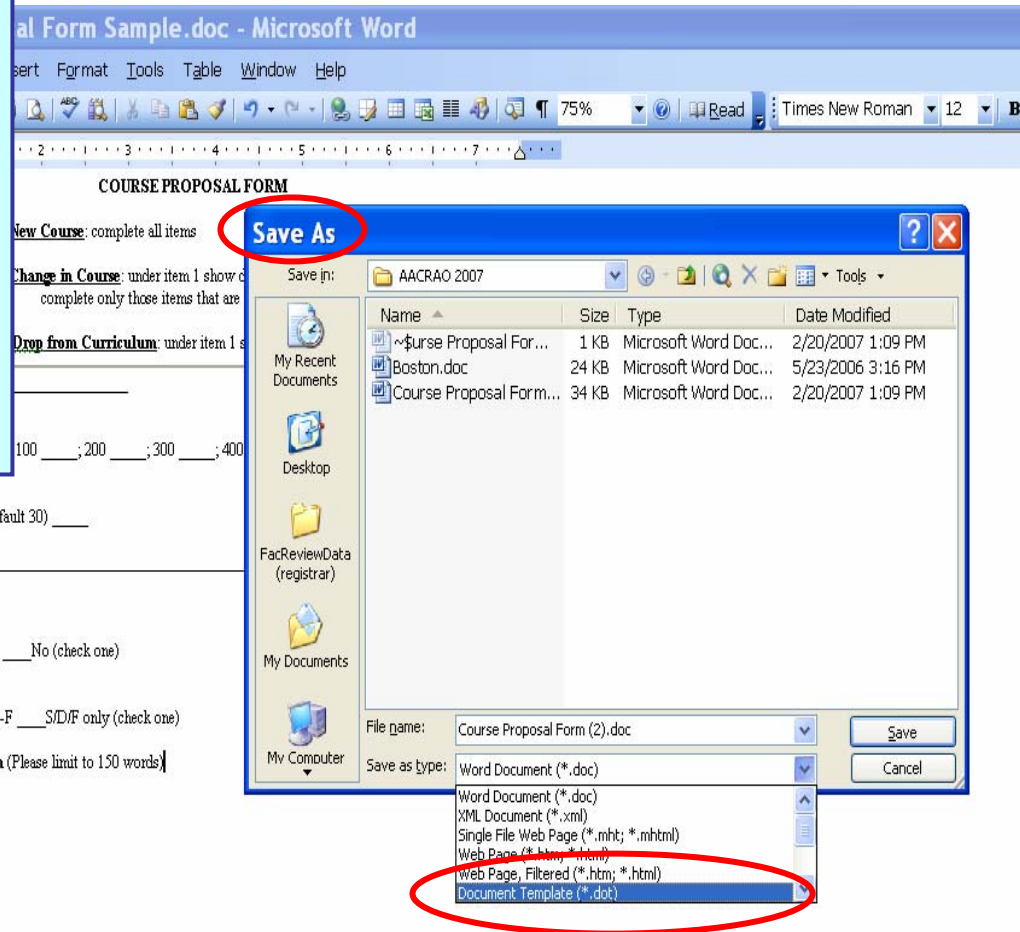
Catalog title: _____

Credits: ____

Repeatable? ____ Yes ____ No (check one)

Grade option: ____ A-F ____ S/D/F only (check one)

3. Catalog description (Please limit to 150 words)



Text Form Field Options

1. Place cursor where you'd like a text box.
2. Click ab on Forms tool bar.
3. Double click shaded box to open Text Form Field Options

Course Proposal Form (2).dot - Microsoft Word

File Edit View Insert Format Tools Table Window Help

1 2 3 4 5 6 7

COURSE PROPOSAL FORM

CHECK ONE: ab **New Course**: complete all items

ab **Change in Course**: under item 1 show department and present course number; then complete only those items that are to be changed.

ab **Drop from Curriculum**: under item 1 show department and present course number

Department:

Requested course level: 100 ; 200 ; 300 ; 400 ; (check one)

Enrollment Limit (default 30)

Catalog title: (limit 35 characters, including spaces)

Credits:

Repeatable? ☐ Yes ☐ No (check one)

Grade option: A-F S/D/F only (check one)

Catalog description (Please limit to 150 words)

Text Form Field Options

Text form field

Type: Regular text Default text: 30

Maximum length: Unlimited Text format:

Run macro on

Entry: Exit:

Field settings

Bookmark: Text2

☒ Fill-in enabled

☐ Calculate on exit

Add Help Text... OK Cancel

Text Form Field Options

Text form field

Type: Regular text Default text:

Regular text Number Date Current date Current time Calculation Entry:

Text format:

Exit:

Field settings

Bookmark: Text1

☒ Fill-in enabled

☐ Calculate on exit

Add Help Text... OK Cancel

Text Form Field Options

Text form field

Type: Regular text Default text:

Maximum length: 35 Text format: Uppercase

Run macro on

Entry: Exit:

Field settings

Bookmark: Text4

☒ Fill-in enabled

☐ Calculate on exit

Add Help Text... OK Cancel

Check Boxes

1. Place cursor where you'd like a check box.
2. Click check box on Forms tool bar.
3. Double click shaded box to open Check Box Form Field Options

COURSE PROPOSAL FORM (2).dot - Microsoft Word

File Edit View Insert Format Tools Table Window Help

75%

COURSE PROPOSAL FORM

CHECK ONE: ☐ **New Course:** complete all items
☐ **Change in Course:** under item 1 show department and present course number.
☐ **Drop from Curriculum:** under item 1 show department and present course number.

Department: _____

Requested course level: 100 ____; 200 ____; 300 ____; 400 ____

Enrollment Limit (default 30) 30

Catalog title: (limit 35 characters, including spaces) _____

Credits: _____

Repeatable? ☐ Yes ☐ No (check one)

Grade option: ☐ A-F ☐ S/D/F only (check one)

Catalog description (Please limit to 150 words) _____

Check Box Form Field Options

Check box size
☐ Auto ☒ Exactly: 14 pt

Default value
☒ Not checked ☐ Checked

Run macro on
Entry: _____ Exit: _____

Field settings
Bookmark: Check3
☒ Check box enabled
☐ Calculate on exit

Add Help Text... OK Cancel

Drop-Downs

Course Proposal Form (2).dot - Microsoft Word

File Edit View Insert Format Tools Table Window Help

COURSE PROPOSAL FORM

CHECK ONE: ☐ **New Course**: complete all items ☐ **Change in Course**: under item 1 complete only those items that are to be changed. ☐ **Drop from Curriculum**: under item 1 show department and present course number.

Department:

Requested course level: 100

Enrollment Limit (default 30) 30

Catalog title: (limit 35 characters, including spaces)

Credits:

Repeatable? ☐ Yes ☐ No (check one)

Grade option: ☐ A-F ☐ S/D/F only (check one)

Catalog description (Please limit to 150 words)

Forms

Drop-Down Form Field Options

Drop-down item: 100

Items in drop-down list: 100, 200, 300, 400

Add Remove

Run macro on Entry: Exit:

Field settings Bookmark: CrsLevel

☒ Drop-down enabled ☐ Calculate on exit

Add Help Text... OK Cancel

1. Place cursor where you'd like a drop-down.
2. Click drop down icon on the forms tool bar.
3. Double click shaded box to open Drop-Down Form Field Options

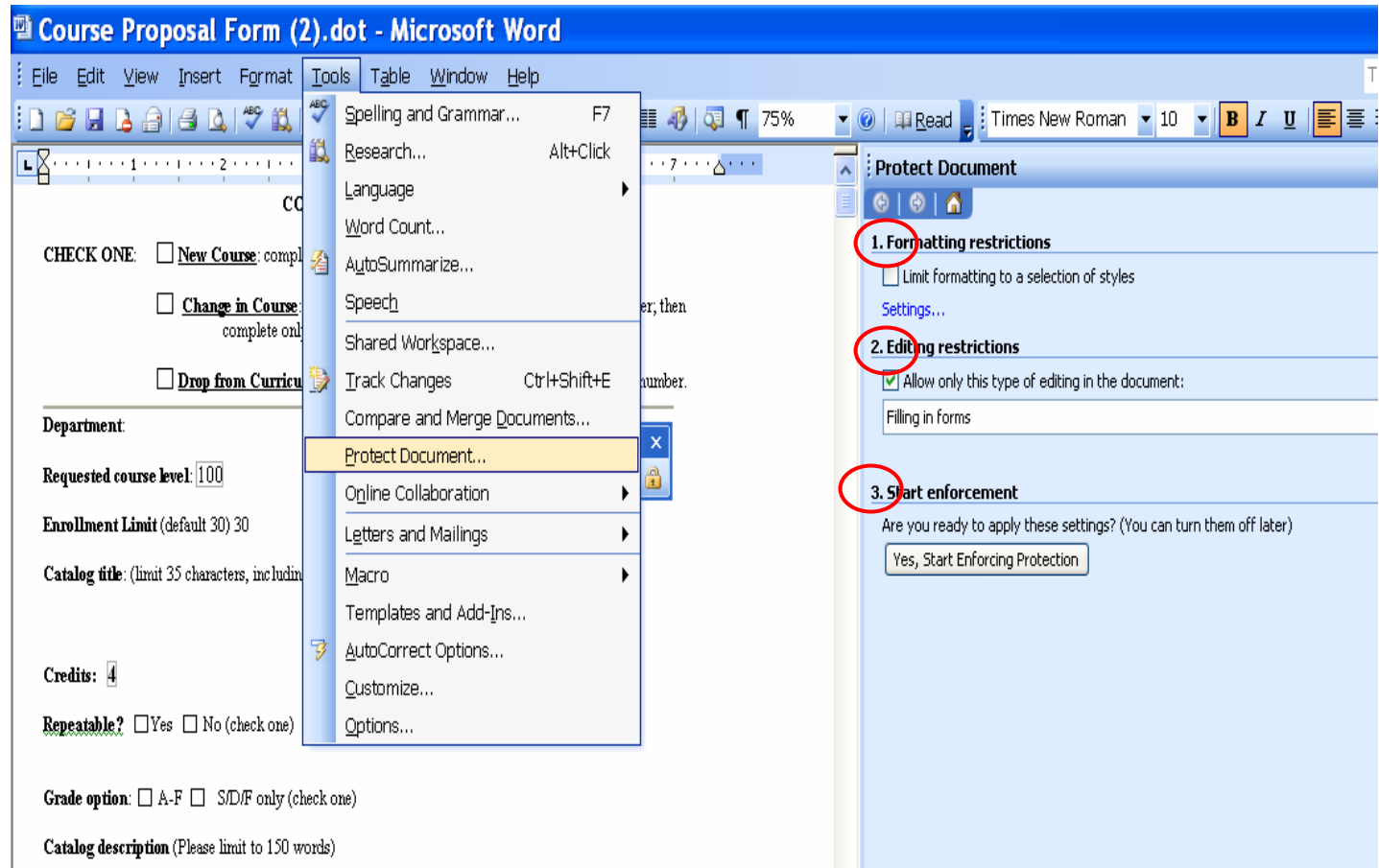
Protect Document!

Very Important

The form is not available for use until you select 'Protect Document'.

AND

To make future changes, you must 'unprotect' document, edit, then protect again.



Finished Form

Course Proposal Form (2).dot - Microsoft Word

File Edit View Insert Format Tools Table Window Help

75%

COURSE PROPOSAL FORM

CHECK ONE: ☒ **New Course:** complete all items

☐ **Change in Course:** under item 1 show department and present course number; then complete only those items that are to be changed.

☐ **Drop from Curriculum:** under item 1 show department and present course number.

Department: Political Science

Requested course level: 100

Enrollment Limit: 100

Catalog title: (limit 100 characters, including spaces)

Politics of International Relations

Credits: 4

Repeatable? ☐ Yes ☒ No (check one)

Grade option: ☒ A-F ☐ S/D/F only (check one)

Catalog description (Please limit to 150 words) A study of the evolving relations between nations in the period since 1939, focusing on U.S. foreign policy. The crucial decisions of the Cold War and post Cold War evaluated against the standard of the rational national actor, taking into account distortions caused by the bureaucratic, bargaining, personality, psychological, societal, momentum, and communications factors. Prerequisites: POL 101 or permission of instructor.

Grinnell D/F Form

FOR STUDENTS WHO RECEIVE A FINAL GRADE OF D OR F IN A COURSE

To: Registrar

From: Prof. C. Shell
(Instructor's Name/Signature)

Date: 5/26/06

Re: Suzie Student
(Student Name)

History 295
(Course ID)

American Civil War
(Course Title)

Grade received: ☒ D ☐ F
(please check one)

Please note below the reason(s) for this student's grade, providing as much commentary as possible to assist the Committee in Academic Standing in determining students' status:

BACKGROUND/SKILLS

- ☐ Apparent reading problem
- ☐ Vocabulary ☐ Comprehension
- ☒ Apparent writing problem
- ☐ Technical (grammar, structure)
- ☐ Content (concepts, organization, analytical reasoning)
- ☐ Insufficient high school background for course
- ☐ Insufficient lower level course background for course (missing pre-requisites or poor performance in a pre-requisite)
- ☐ Poor study skills
- ☐ Other

APTITUDE/CONCEPTUAL UNDERSTANDING

- ☐ Apparent lack of conceptual understanding
- ☐ Problems with abstract reasoning
- ☒ Problems with applied reasoning
- ☐ Other

Did the student's behavior in class suggest an attitude or approach to the work that showed a lack of involvement, distaste or boredom with it? What was the behavior?

- ☒ Poor class attendance
- ☒ Lack of class participation
- ☒ Did not take the final examination
- ☒ Did not complete final paper(s)
- ☐ Did not complete assignments (specify:)
- ☐ Completed assignments after deadlines
- ☒ Stopped attending course (date of last attendance: last class before Spring Break)
- ☐ Grade student would have received had he/she completed the course with the same quality of work as submitted before he/she stopped attending
- ☒ Other Probably would have received a C if she had attended any classes or finished the course after Spring Break

PERSONAL PROBLEMS

- ☐ Personal problems hindered progress
- ☐ Medical problems hindered progress
- ☐ Other

COMMENTS: (Please give as much detail as possible, including quiz, exam and/or paper grades during the semester.) Suzie had somewhat spotty attendance before Spring Break, but she completely stopped coming after break, and she never communicated with me nor responded to any attempts to communicate on my part. She did not do the research paper or the final exam for the class. She had completed two papers, one C and one C+ and the midterm exam, a C, before she stopped coming. She completely checked out!

What Are Key Messages?

“You have a point to make—whether to educate, discuss, promote or advocate. Within every text, key messages are the messages you want your audience to remember and react to. They are *The Message*, the essence.”

Newman, J (2006), “*Literacy and Learning/Business Writing/Key Messages*”.

Retrieved 2/19/2007 from <http://www.lupinworks.com/roche/pages/keyMessages.php>

Delivering Information

Key Messages

- **Concise**: avoid jargon and acronyms
- **Active**: make every sentence active
- **Positive**: talk about what one can do, not what you can't
- **Short**: one memorable sentence, 10-15 seconds to say
- **Specific**: address a particular challenge and audience

Creating Key Messages – Online Grading Screen *Before*

Step 1: Select a Semester.

You can edit and enter grades *on-line* from Monday, December 5, until noon, Tuesday, December 27. **Please note that the entry will be closed promptly at noon on December 27.**

Please be aware that due to security reasons you have approximately 30 minutes to enter grades so it is important to have all your grades prepared before you begin entry. If you are interrupted or want to stop entry, click 'submit' on the grade entry screen to save the entries you have already made. You can go back and add more grades or change those you have previously entered; however, **no** grade entry or changes will be allowed after noon, Tuesday, December 27.

(117 words)

Creating Key Messages – Online Grading Screen *After*

You can edit and enter grades *on-line* beginning the first day of exams week each semester. Online access ends promptly at noon on the grading deadline day.

N O T I C E

Have your grades ready to enter before proceeding. Due to security reasons you have approximately 30 minutes to enter grades.

(53 words!)

2nd Screen Before

- Step 2: Grade Entry. - Enter grades in the Grade column below. The system will only accept valid grades (see below) and you should enter all final grades at once. You can use the 'tab' key, down arrow or mouse to advance to the next grade. Do NOT use the 'Enter' key during grade entry. This will submit your grades. Enter all your grades and click submit. Failure to enter all your grades in a timely fashion may result in a system generated log-out (this is a security feature). It is recommended that you prepare all your grades and then enter them. *Grade entry access closes at noon, Tuesday, December 27.*

Valid Grades: A, A-, B+, B, B-, C+, C, D and F. (S grades for S/D/F only courses are allowed.)

Special Grades: Grades of I, NGR, AU (audit), and W must be approved and entered by the Registrar. (For more information click the help button.) Students who received a W grade (by withdrawing from a course) will not appear on this listing.

(174 words!)

2nd Screen After

- Step 2: Grade Entry. - **Enter grades** in the grade column **below**. The system will only accept valid grades (see below) and you should enter all final grades at once. **You can use the tab key, down arrow or mouse to advance to the next grade.** Do NOT use the 'Enter' key during grade entry. This will submit your grades. Enter all your grades and click submit. Failure to enter all your grades in a timely fashion may result in a system generated log-out (this is a security feature). It is recommended that you prepare all your grades and then enter them. *Grade entry access closes at noon, Tuesday, December 27.*

Valid Grades: A, A-, B+, B, B-, C+, C, D and F. (S grades for S/D/F only courses are allowed.)

Special Grades: Grades of I, NGR, AU (audit), and W must be approved and entered by the Registrar. (For more information click the help button.) Students who received a W grade (by withdrawing from a course) will not appear on this listing.

Click the 'HELP' button above for additional information

(50 words—grades excluded!)

Wrap up/Questions

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