If you are reading this, it is likely that one of your students has submitted or will be submitting an Honors-Option Project through the NEW H-Option Web Application. This PDF is designed to walk you through the steps of reviewing and approving/denying your student’s H-Option project in the H-Option Web Application. If you need clarification on this tutorial, please don’t hesitate to reach out to us at honors@uww.edu.

STEP ONE: After your student has reached out to you in person and has received your OK to work on an H-Option project, they will submit their Form 1 proposal to you through this app. When Form 1 is submitted, you will receive an email from noreply@uww.edu with a subject line: Action Required: Honors Option submission for your student. Click the link in the email to access your student’s proposal.

H-Option Projects allow students in the University Honors Program to convert credits in a regular course into Honors credits. Ideally, H-Option Projects should be collaboratively designed by the student and the instructor. Students earn Honors credits in a regular course if they satisfactorily complete an H-Option project AND earn at least a B in the course.
NEW H-Option Web Application Tutorial for Instructors

Fall 2018

STEP TWO: After clicking the link in your email, you will be directed to a Net-ID Login page where you will enter your UW-W username and password.

STEP THREE: You will be directed to a Request Details page that summarizes the proposal request information, including the student name, ID, e-mail, and your course information.
STEP FOUR: As you scroll down the page, you will see your student’s project description and some other information required by the Honors Program. After you have read through your student’s Form 1 proposal, you have the option to approve the project (green button) or deny the project (red button). If you approve the project (green button), it will be sent to the Honors Director for review. If the project needs revision, you may wish to send it back to your student for updates. Pressing the deny button (red button) will return Form 1 to your student.
STEP FIVE: After clicking APPROVE or DENY, you will be prompted by a pop-up that will allow you to write some feedback for your student and the Honors Director. If you and the Honors Director approve the project, you and your student will receive a “greenlight” e-mail from the director to begin working on the project. From here, you will not be prompted until the end of the semester to approve/deny H-Option Form 2. Form 2 describes the completed project and usually contains the finished project as an attachment.

STEP SIX: At the end of the semester, when your student has completed their project, you will receive an e-mail from noreply\uw.edu with the subject line Action Required: Honors Option submission for your student. This email will look very similar to the one you received at the beginning of the semester. Click on the link in the e-mail to access your student’s H-Option Form 2 submission, which contains the completed project.
STEP SEVEN: After logging in with your UW-W email and password, you will be directed to the Request Details page. This page will look very similar to the Request Details page on your student’s Form 1 submission.
STEP EIGHT: As you scroll down the page you will see your student’s H-Option Form 2. This form will include your student’s attached final project and self-reflection (either typed into the text box or attached). If your student has a project that cannot be uploaded (such as a performance or 3-D art sculpture) please be sure to meet with your student to review the project in person. After you have read through your student’s Form 2 and reviewed their project, you have the option to approve the project (green button) or deny the project (red button). If you approve the project, it will be sent to the Honors Director for review. If the project needs revision, you may wish to send it back to your student for updates. Pressing the deny button (red button) will return Form 2 to your student.
STEP NINE: Similar to what you did in Form 1, after clicking APPROVE or DENY, you will be prompted with a pop-up that will allow you to write comments to your student and the Honors Director. If you and the Honors Director approve the project, you and your student will receive a congratulations e-mail from the director for completing the project.

For tips on useful H-Option features, go to the pages that follow.
TIP ONE: At the bottom of all the form pages, there is a History button (purple) that you can click to review the submission history of the project.

The submission history will include the action that was performed, when the submission was sent, whom it was from, whom it was sent to, and the comments that were written with that submission. This is a handy tool to help you and your student keep track of where you are in this process.
TWO TIPS on the NEW H-Option Web Application for Instructors
Fall 2018

TIP TWO: At the top of the web application page, there is a tab titled “My Pending Requests.” To see if you have any outstanding projects to approve or deny, look on this page.

Thank you so much for agreeing to work with your student on an H-Option Project. The University Honors Program would not be able provide students the opportunity to engage in high-impact educational practices, such as H-Option Projects, without the willingness of professors to mentor students. If you have any comments or suggestions about this process, please feel free to email us at honors@uww.edu. Thank you again!