



University of Wisconsin
Whitewater

University Honors Program

H-Option Website Tutorial for Instructors



TO THE INSTRUCTOR

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 successfully complete an H-Option Project AND earn at least a B (not B-) in the course.

Thank you so much for agreeing to work with your student on an H-Option Project. The University Honors Program would not be able to 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 for taking the time to bring out the best in our students!

**Respectfully,
The Honors Team
honors@uww.edu
(262) 472 1296**



ONE



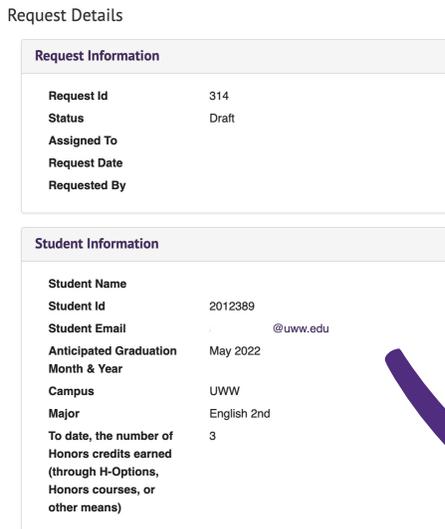
After your student has received your verbal approval to work on an H-Option Project, they will submit their Form 1 proposal to you through the online portal. Once submitted, you will receive an email from noreply@uw.edu with the subject line: **Action Required: Honors Option submission for your student.** Click the link in the email to access your student's proposal. You will be directed to a Net-ID Login page. Enter your UW-W username and password.



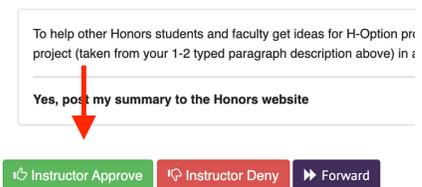
TWO



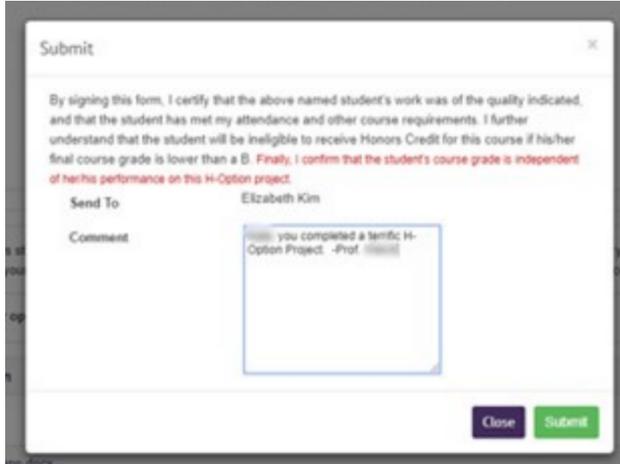
You will be directed to a Request Details page that summarizes the proposal request information, including the student name, ID, e-mail, and your course information.



When you scroll down, you will see your student's project description and information required by the Honors Program. After reading through the student's Form 1 proposal, you have the option to approve (green button) or deny (red button) the project. If you approve the project, it will be sent to the Honors Director for final review. If you deny it, the Form 1 will be returned to your student. This is often done when the project proposal needs revisions.



THREE



The screenshot shows a 'Submit' form with the following content:

By signing this form, I certify that the above named student's work was of the quality indicated, and that the student has met my attendance and other course requirements. I further understand that the student will be ineligible to receive Honors Credit for this course if his/her final course grade is lower than a B. *Finally, I confirm that the student's course grade is independent of her/his performance on this H-Option project.*

Send To: Elizabeth Kim

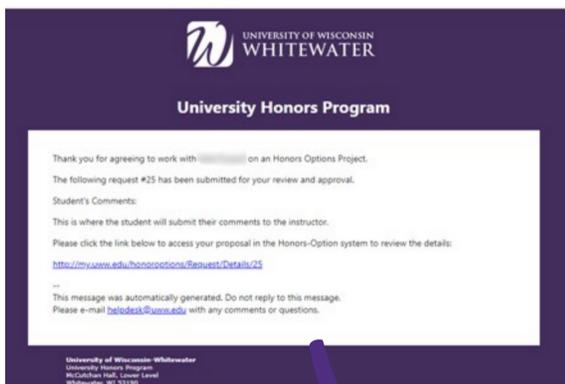
Comment: [Redacted] you completed a terrific H-Option Project. -Prof. [Redacted]

Buttons: Close, Submit

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 both you and the Honors Director approve the project, then you and your student will receive a “green light” e-mail that your proposal was approved.



FOUR



Towards 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.

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 the student's Form 1 submission.

FIVE



Request Details

Request Information	
Request Id	314
Status	Draft
Assigned To	
Request Date	
Requested By	

Student Information	
Student Name	
Student Id	2012389
Student Email	@uww.edu
Anticipated Graduation Month & Year	May 2022
Campus	UWW
Major	English 2nd
To date, the number of Honors credits earned (through H-Options, Honors courses, or other means)	3



To help other Honors students and faculty get ideas for H-Option projects (taken from your 1-2 typed paragraph description above) in 50 characters or less, please write a 1-2 typed paragraph summary of your project. Yes, post my summary to the Honors website

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 before approving the project in the web application.

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 final approval. 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.

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 both approve the project, you and your student will receive a congratulations e-mail for successfully completing the project.

FINAL TIPS

At the bottom of the form pages, there is a History button 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.

At the top of the web application page, there is a tab titled “My Pending Requests.” Look at this page to see if you have any outstanding projects to approve or deny.

The instructor must approve Form 1, or the form will not automatically forward to the Honors Director for approval. This means that your student will encounter problems when trying to complete Form 2 near the end of the semester.

Students are responsible for thinking of a viable project, but feel free to recommend projects that align with your course.

