

Individualized Instruction eForm

How to complete the electronic form for Individualized Instruction
Tutorial for Faculty

MyHusky PeopleSoft Links x Dashboard x +

← → ↻ 🏠 https://sispdev.buad.bloomu.edu:8255/psp/cspdev/EMPLOYEE/SA/s/WEBLIB_HCX

⚙️ Most Visited 🟡 Getting Started 🌐 MyHusky PeopleSoft L...

BLOOMSBURG UNIVERSITY.
MY HUSKY

Dashboard

Home Dashboard

Calendar Schedule

Class Roster

Grade Roster

View Advisees

Lookup Student

Electronic Forms

Class Information

Worklist

Advisor Center

MyHusky Full Site

Dashboard

Hello [redacted]!

Teaching Schedule 2020 Winter

Mon	Tue	Wed	Thu	Fri
You have no classes on this day				

From the Dashboard click on the link to Electronic Forms

Electronic Forms

Electronic Forms

[Grade Change Request](#)

[Petition for Exception Request](#)

[Incomplete Form](#)

[Independent Study](#)

[Individualized Instruction](#)

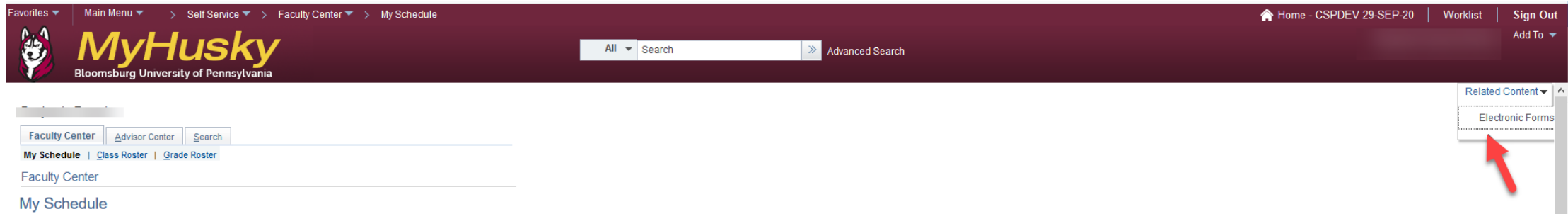
[View Previously Completed/Submitted Forms](#)

eForms you are able to submit will populate the screen

eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

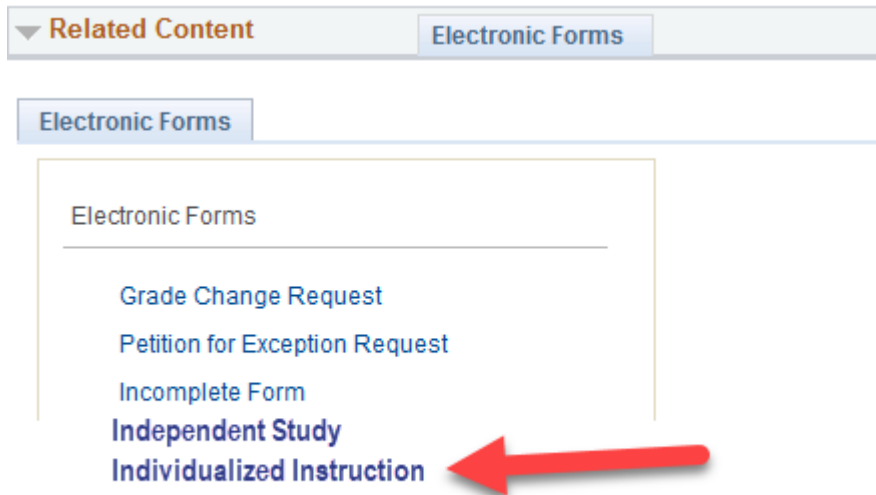
Instructions on this access follows:

Log into the Faculty Center and Click “Related Content” then “Electronic Forms”



The screenshot shows the top navigation bar of the MyHusky website. On the left, there are navigation links: Favorites, Main Menu, Self Service, Faculty Center, and My Schedule. The MyHusky logo and "Bloomsburg University of Pennsylvania" are on the left side. A search bar with "All" and "Advanced Search" options is in the center. On the right, there are links for Home - CSPDEV 29-SEP-20, Worklist, Sign Out, and Add To. Below the navigation bar, there are tabs for Faculty Center, Advisor Center, and Search. Under Faculty Center, there are links for My Schedule, Class Roster, and Grade Roster. A dropdown menu is open on the right side, showing "Related Content" and "Electronic Forms" options, with a red arrow pointing to "Electronic Forms".


Click Individualized Instruction to begin the Form



The screenshot shows the "Electronic Forms" menu. The "Related Content" dropdown is closed, and the "Electronic Forms" dropdown is open. The menu items are: Grade Change Request, Petition for Exception Request, Incomplete Form, Independent Study, and Individualized Instruction. A red arrow points to "Individualized Instruction".

 **SEARCH : Add an Individualized Instruction eForm**

Search by:

Empl ID	Begins Wth ▾	<input type="text" value="987654"/>	
Academic Career	Equals ▾	<input type="text"/>	▾
Campus ID	Begins Wth ▾	<input type="text"/>	
Last Name	Begins Wth ▾	<input type="text"/>	
First Name	Begins Wth ▾	<input type="text"/>	

 Search

 Clear

Enter the BU ID of the student you are requesting the Individualized Instruction for.

Then click "Search"

Application for Individualized Instruction

INSTRUCTOR INFORMATION

Effective Date 10/02/2020

Instructor ID 012345

Name John Smith

STUDENT INFORMATION

BU ID 678901

Student Name Jane Doe

Student Email janedoe@huskies.bloomu.edu

Student Phone 987-654-3210

Academic Plan*

Look Up Academic Plan

Help

Value begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Value	Description
EGGS-BS	Major UCOST EGGS-BS Environ, Geog, & Geol Sci BS
LEGALST-M	Minor UCOLA LEGALST-M Legal Studies Minor
POLISCI-BA	Major UCOLA POLISCI-BA Political Science BA
SPTANGIS-M	Minor UCOLA SPTANGIS-M Spatial Analysis and GIS Minor

COURSE INFORMATION

Term for Individualized* Instruction

Session

Subject Area*

Catalog Nbr*

The instructor and student information will populate the first fields on the form.

From the look up, click the magnifying glass and choose the Plan the Individualized Instruction is being taken for.

Complete the Student Guidelines Checklist by answering the questions via the dropdowns and free text in the box beside the last question.

STUDENT GUIDELINES CHECKLIST

Is student enrolled in a* Degree Program?	<input type="text"/>	Is the course offered* in the requested term?	<input type="text"/>
Was the course* cancelled?	<input type="text"/>	Is the student* graduating in the requested term?	<input type="text"/>
Student Teaching in* term after II?	<input type="text"/>	Was the course* previously taken?	<input type="text"/>
Are there other* options to complete the course?	<input type="text"/>	Has an II previously* been taken?	<input type="text"/>
Why was course not* taken when last offered?	<input type="text"/>		<ul style="list-style-type: none">NoYes

COURSE INFORMATION

Term for Individualized* Instruction 2021 Spring

Session Regular Academic Session

Subject Area* Environ, Geog, & Geol Sciences

Catalog Nbr* FUND OF HYDROLOGY

Maximum Units 3.00

Minimum Units 3.00

Course Title FUND OF HYDROLOGY

Credits for Individualized Instruction

Search

Next

Enter the Course Information:

Pick the term from the drop-down
*** This drop-down populates the current and 2 future terms for scheduling**

Pick the session from the drop-down
*** This drop-down populates any sessions configured in MyHusky for the chosen term**

Pick the subject from the look-up

Pick the catalog number from the look-up
***This look-up DOES NOT populate any courses with the attribute of Independent Study or Internship. All other courses in the subject area will populate the look-up.**

Once the course information is populated the unit value of the course will display

Enter the number of units the Individualized Instruction will be taken for.
*** The credits for Individualized Instruction MUST be with the min and max the course is worth. If it is not you will not be able to submit the form**

Click Next

FILE ATTACHMENTS

Status	Action	*Description	File Name	Remove
1 <input checked="" type="checkbox"/>	View	Course Objectives	2514302020-10-02-14.22.53cpr.pdf	Delete

[Add Row](#)

ACTION ITEMS

	Message Text	Description
1 <input checked="" type="checkbox"/>	Acknowledgement of Student Consent for Course	This eForm is being submitted with full acknowledgement of the student listed on the form.

COMMENTS

[Search](#)

[Submit](#)

[Previous](#)

Attach documentation and choose the description from the drop-down

Check the box in the Action Item to confirm student consent for scheduling of the Individualized Instruction.

Click SUBMIT

Once submitted the Individualized Instruction eForm will route to the:

- Advisor of the major chosen on the form
- Department Chairperson
- Dean
- Office of the Registrar

The Administrative Assistant in the Dean's office will receive an email notification of the request and may view the form as part of their duties in the approval process.

Once fully approved and scheduled the Academic Advisor, Instructor submitting the form and student will receive an email notification.