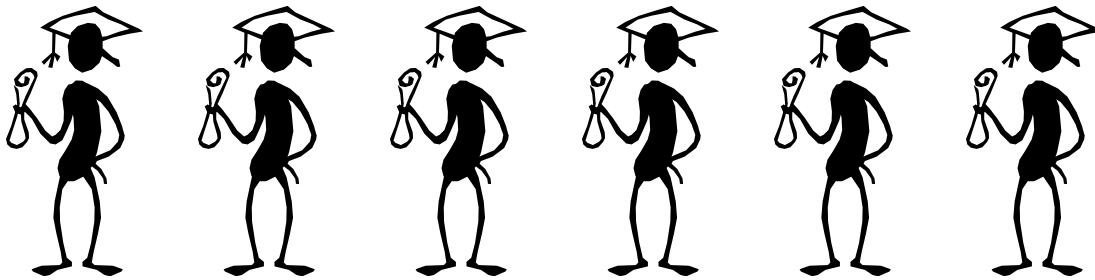


Cloning in ACRES

I hear people mention “cloning” in ACRES. What is cloning and how do I clone a form in ACRES?



Cloning is used to copy information from one proposal to a new blank proposal. It can be a time saving feature; however, you must use it wisely and with thoughtful planning or you may have quite a bit of clean-up to do.

First of all, we suggest you print a hard copy of the proposal you want to change. Once you have chosen the appropriate form, make a copy of the Planning Worksheet that matches the type of form you will be submitting (page 243). Read the proposal and write your changes in on the Planning Worksheet.

Next, logon to ACRES and query the proposal you want to copy. This time I want to find NTR240 and make some changes to it. Here’s one way to query for the course:

ACRES - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: https://ac.transfer.org/cgi-bin/WebObjects/acres.voa/0/wo/164x75v32NPPy27M9M/10.33.0.1

Reports | Download Data | Home | Logout
 Create Subset | SQL Queries | Review Group | My Depts - In Process | My Depts - Approved

Summary: * 240

Form Type:

Department: NTR - Nutrition / Dietetics

Date Created: to

Date Submitted: to

Date Completed: to

Form Owner:

Status: Approved Filter: All Forms

Query

3 Record(s) Found

Summary # Owner #	Status #	Form Type # Department #	Created # / Submitted # Completed #	A = Approved NR = Needs Revision X = Not Approved	
View NTR 240 Clinical Nutrition By Lisa Koehring	Approved	Modified Course Form NTR - Nutrition / Dietetics	08/20/2008 / 09/01/2008 01/20/2009	District Chair or Program Manager	A
				CLASS Office (Curriculum Bulletin)	A
				Notice of Curriculum Change	A
				Curriculum Comm. Agenda (CLASS)	A
				Curriculum Committee	NR
				Curriculum Mentor	A
				Curriculum Committee	A
				Dean of Academic Services	A
				Banner Information System	A
				Outline Management	A
				CLASS Office (catalog)	A
CAS Coursebank	A				

Done

start | Info - Microsoft Out... | 2009-10 | 11 Additional ACRES... | Fantasy - Microsoft C... | ACRES - Microsoft Int... | 8:57 PM

(For more information on the Query feature in ACRES, please see page 117.)

Here's another way to query. One way is not better than the other. They will both give you a list with the course you want.

You need to determine which proposal is the most current and clone that one. You can do that by looking at the dates listed for each proposal under "Created/Submitted." These dates reflect the date it was created, submitted, and completed.

The screenshot shows the ACRES web application interface. At the top, there are navigation links: Reports | Download Data | Home | Logout. Below these are links for Create Subset | SQL Queries | Review Group | My Depts - In Process | My Depts - Approved. A search form is visible with fields for Summary (nr240), Form Type, Department, Date Created, Date Submitted, Date Completed, Form Owner, Status (Approved), and Filter (All Forms). A 'Query' button is at the bottom of the form. Below the form, a table displays search results. The table has columns for Summary, Status, Form Type, Department, and Created / Submitted / Completed. A legend indicates A = Approved, NR = Needs Revision, and X = Not Approved. The table lists various roles and their approval status. The most recent proposal is highlighted with a blue 'View' button on the left.

Summary	Status	Form Type	Department	Created / Submitted / Completed	Approval
NTR 240 Clinical Nutrition By: Lisa Koehring	Approved	Modified Course Form NTR - Nutrition / Dietetics		08/20/2008 / 09/01/2008 01/20/2009	A
					District Chair or Program Manager
					CLASS Office (Curriculum Bulletin)
					Notice of Curriculum Change
					Curriculum Comm. Agenda (CLASS)
					Curriculum Committee
					Curriculum Mentor
					Curriculum Committee
					Dean of Academic Services
					Banner Information System
					Outline Management
					CLASS Office (catalog)
					CAS Coursebank

Having found the most current proposal, click the blue "View" button on the left hand side of the screen. This will open up the proposal and you can see the course information directly after the approval chain.

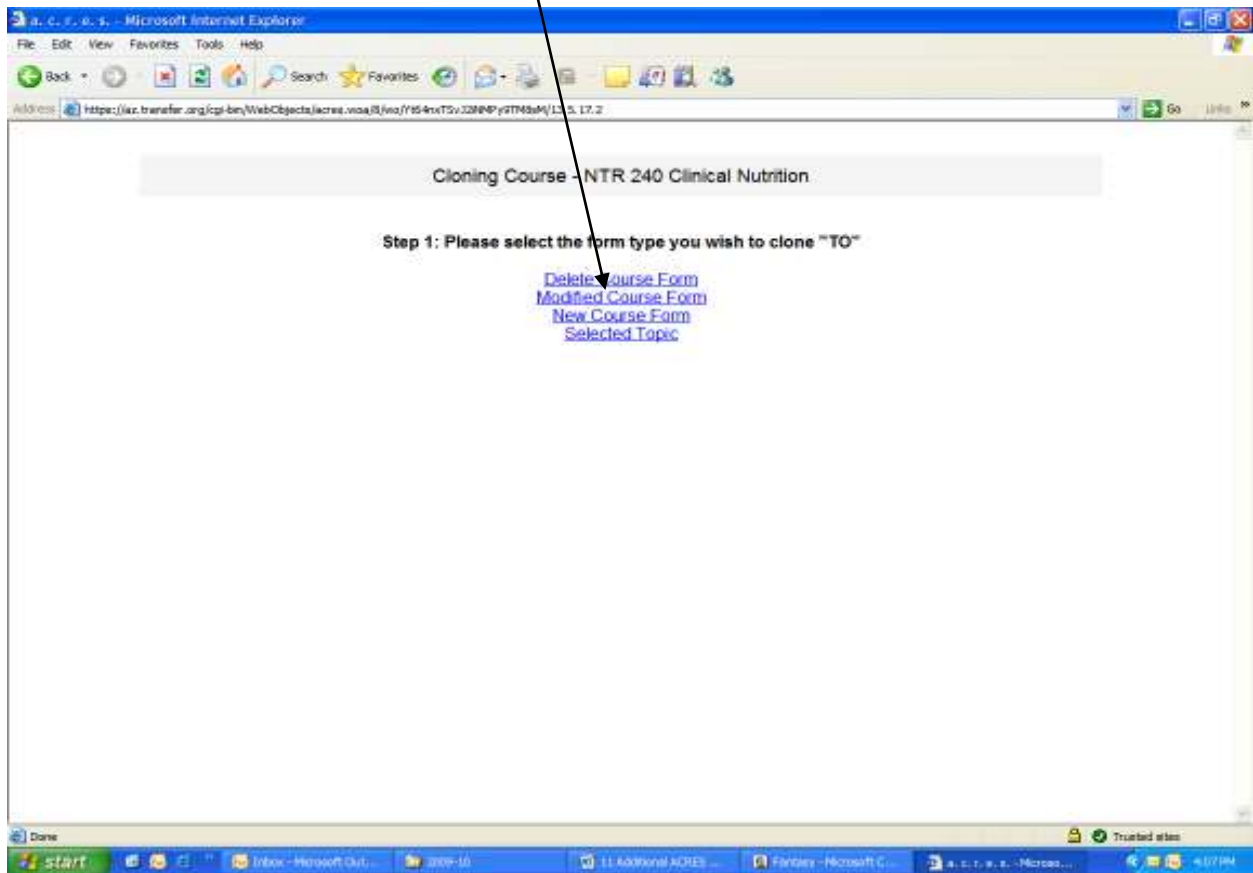
Simply click on “Clone Form” in the upper left hand corner to begin the cloning process.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web page titled "Modified Course Form" for Central Arizona College, NTR 240 Clinical Nutrition. The page includes a navigation bar with links for "View Comments (0)", "Clone Form", and "Print View". Below the navigation bar is a table with 12 rows of course information. An arrow points from the text above to the "Clone Form" link.

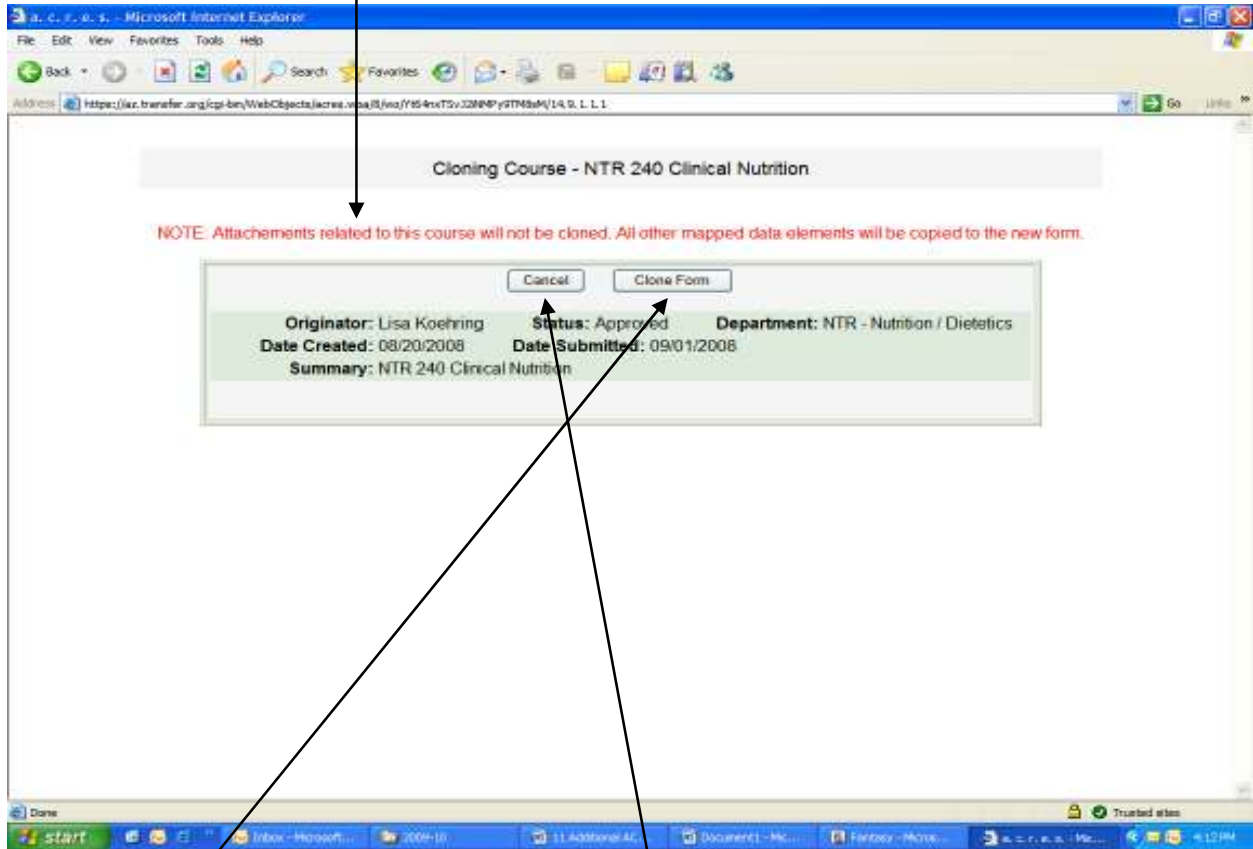
#	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments
1	District Chair or Program Manager - NTR - Nutrition / Dietetics	Completed	Approved	09/01/2008	Lisa Koehring	
2	CLASS Office (Curriculum Bulletin) - NTR - Nutrition / Dietetics	Completed	Approved	09/02/2008	Aileen Portley	Curriculum Bulletin 9-2-08
3	Notice of Curriculum Change - NTR - Nutrition / Dietetics	Completed	Approved	09/11/2008	Aileen Portley	Notice of Curriculum Change Completed 9-10-08.
4	Curriculum Comm. Agenda (CLASS) - NTR - Nutrition / Dietetics	Completed	Approved	10/13/2008	Jennie Lee Voyce	Curriculum Committee agenda 10-16-08
5	Curriculum Committee - NTR - Nutrition / Dietetics	Completed	Needs Revision	11/03/2008	Linda Day	Sending back for revisions per proposer's request.
6	Curriculum Mentor - NTR - Nutrition / Dietetics	Completed	Approved	11/04/2008	Linda Day	Lisa has made the recommended changes.
7	Curriculum Committee - NTR - Nutrition / Dietetics	Completed	Approved	11/07/2008	Jennie Lee Voyce	Approved 11-6-08
8	Dean of Academic Services - NTR - Nutrition / Dietetics	Completed	Approved	11/07/2008	Julian Easter	
9	Banner Information System - NTR - Nutrition / Dietetics	Completed	Approved	11/13/2008	Linda Day	
10	Outline Management - NTR - Nutrition / Dietetics	Completed	Approved	11/18/2008	Linda Day	Outline has been created and saved to the shared drive.
11	CLASS Office (catalog) - NTR - Nutrition / Dietetics	Completed	Approved	11/20/2008	Linda Day	Information has been uploaded to working catalog.
12	CAS Coursebank - NTR - Nutrition / Dietetics	Completed	Approved	01/20/2009	Mary Menzel	Verified in u select/CAS.



The next screen asks which form you would like to submit. Since I want to make changes, I will select “Modified Course Form.” Had I wanted to remove the course from the course bank, I would have chosen “Delete Course Form.” If I wanted to start a new course that is not in the course bank, I would have chosen “New Course Form” or the “Selected Topic” form depending on my goal.

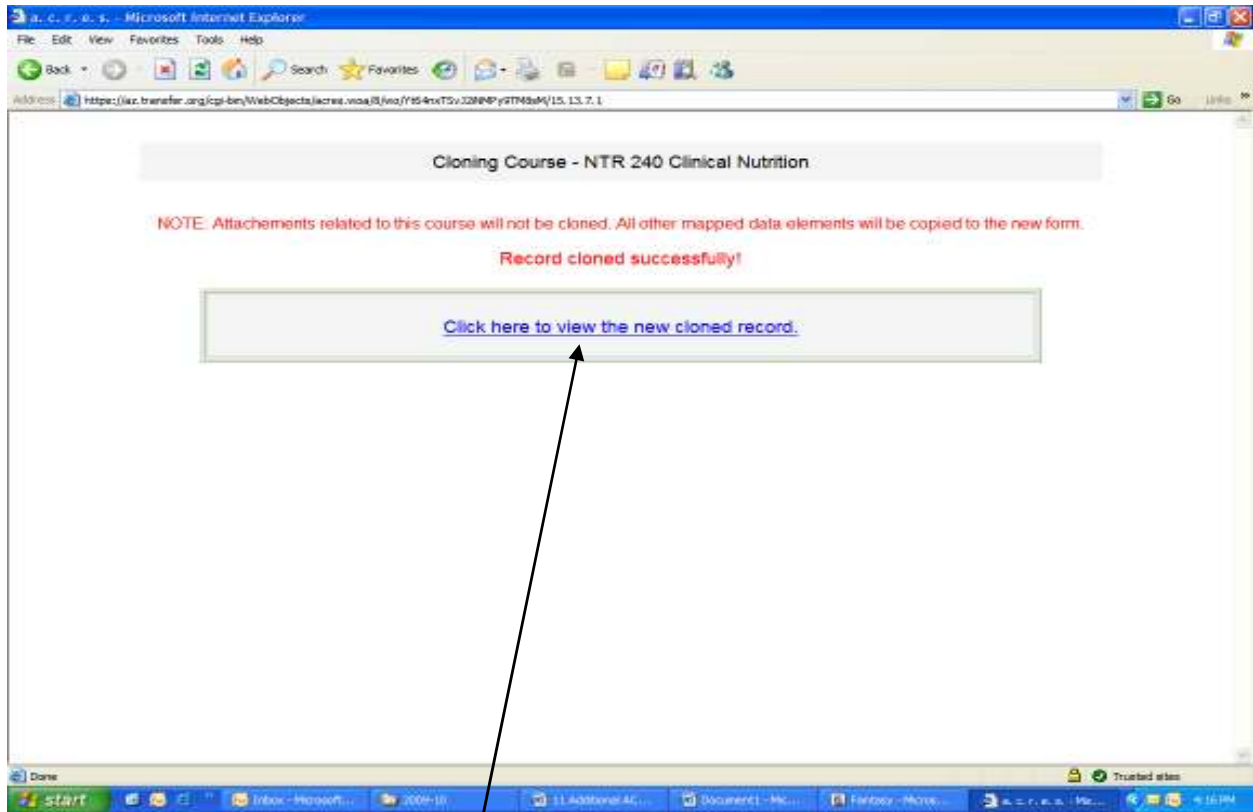


The next screen reminds you that the attachments will NOT be copied. That includes AGECE forms. They do not automatically carry over.

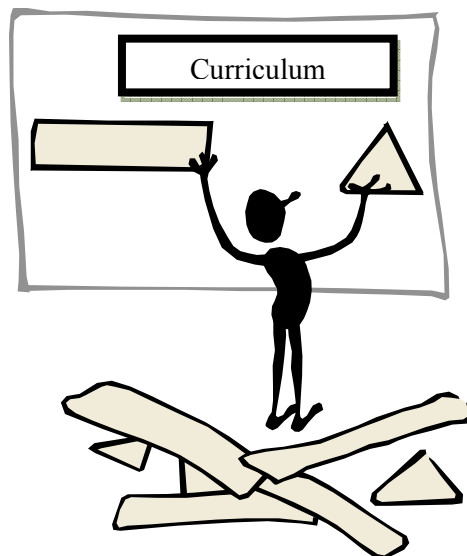


You may stop this process by clicking "Cancel" or you may continue by clicking "Clone Form."





This screen tells you that the proposal was cloned successfully, but it reminds you that attachments are not cloned – you will have to reattach them. **THIS INCLUDES AGECE FORMS.** You will have to reattach all AGECE forms. Click on the link provided to go to the new proposal.



When the form opens, it will have all the fields for you to change as you wish. This new form will list you as the proposer/form owner.

The screenshot shows a web browser window titled "ACRES - Microsoft Internet Explorer". The address bar displays the URL: <https://ac.transfer.org/cgi-bin/WebObjects/acres.woa/R/wq/Y154xTSyJ2fNPYyTMsM/15.13.9.1>. The page content includes a "Delete Form" link on the left and "Print View | Home | Logout" links on the right. The main heading is "Modified Course Form" for "Central Arizona College". A "Save Changes" button is centered below the heading. The form fields are as follows:

- * Old Course Prefix: NTR
- * Old Course Number: 240
- * Old CreditHours: 3
- Old Course Title: Clinical Nutrition
- Old Catalog Description: The role of nutrition in the prevention and treatment of diseases.
- Old Pre/Co Requisite: NTR141; or NTR104 and NTR141D
- * Division: [Dropdown menu]
- * Department: NTR - Nutrition / Dietetics
- * Course Prefix: NTR
- * Course Number: 240
- * Credit Hours: 3
- * Course Title: Clinical Nutrition
- * Effective Semester: [Dropdown menu]
- * Effective Year: [Text input]
- * Terms Offered: [Dropdown menu]
- * Teaching Methods: Internship Lab Lecture Practicum Recitation Studio

Be sure to click the “Save Changes” button often so you won’t lose any of your work. The cloned form is just like a form you begin from the home page of ACRES; however, this cloned form has much of the information copied over from the original form. This feature allows you to make changes without retyping the whole document again!

REMINDER:

Don't forget to attach any AGEC forms or other documentation that is important to the evaluation and review of your proposal.

ACRES always reminds you that attachments did not carryover when the form was cloned!

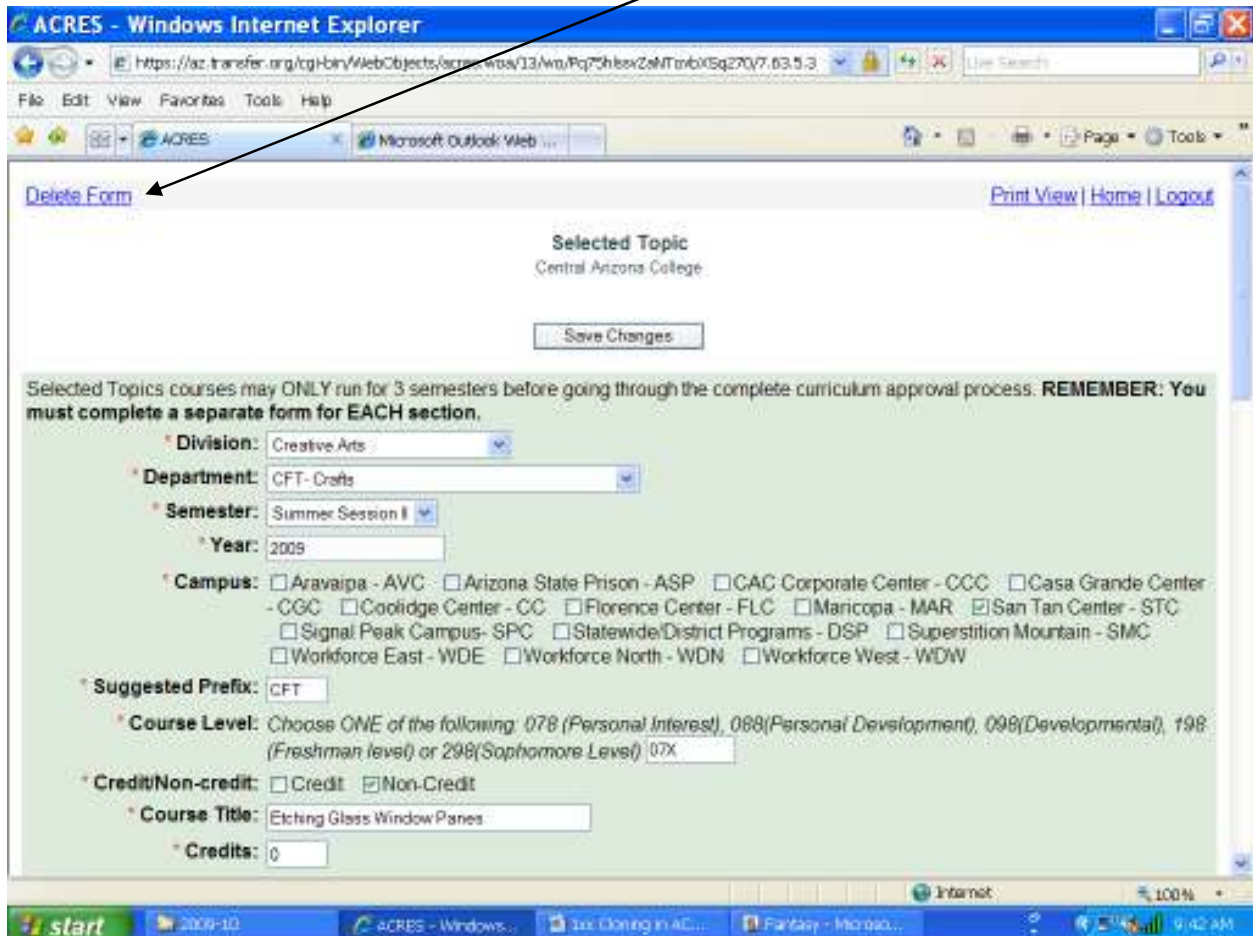
PLEASE REATTACH THE AGEC FORMS!

If the AGEC forms are not attached, the reviewers will assume you no longer want the AGEC designation.

For assistance in attaching forms to the proposal, please see page 145.

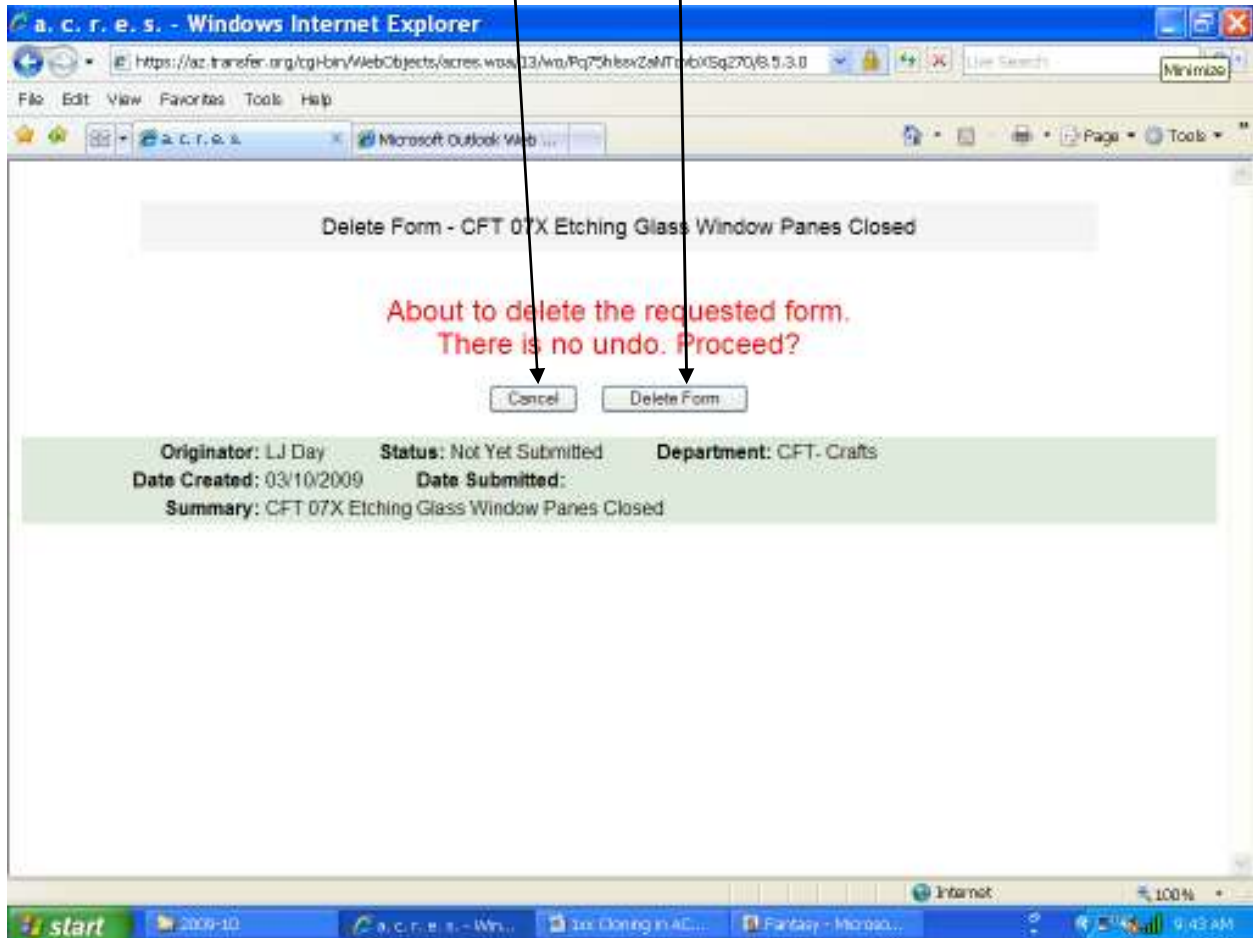
What do I do if I clone something in error or I decide I don't want to submit the cloned form?

Quite simply, delete the form. Deleting the form is simple. Look at the top of the ACRES screen (not the browser) and find the “Delete Form” button on the left hand side and click.



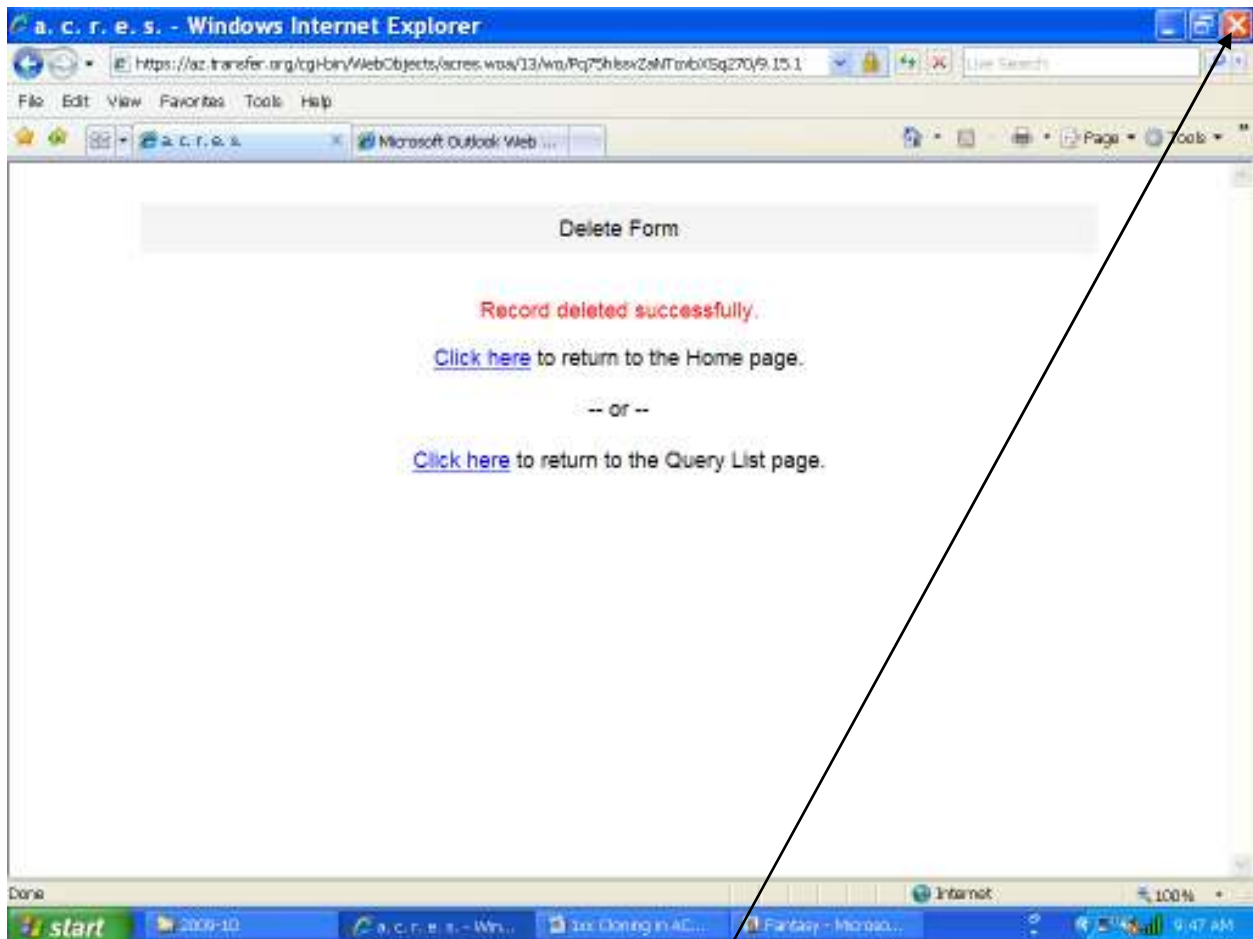
The next screen provides a chance for you to stop the deletion.

To stop the deletion, click on “Cancel.” If you want to continue with removing this proposal from ACRES, click on “Delete Form.” Once you click on the “Delete Form” link, the proposal will be gone from ACRES and will no longer be retrievable.



After the form is deleted, ACRES will ask you where you want to go next. It's your choice according to what you want to accomplish. As you can see in the screen shot below, you may go to the ACRES home page or return to the queried list.

Please don't close out from this screen.

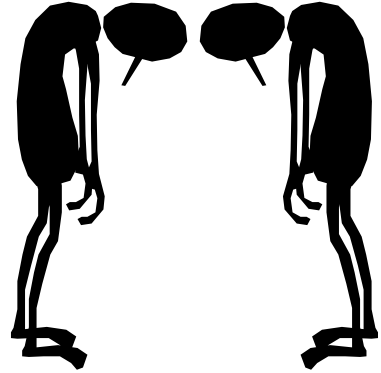


If you are finished in ACRES, please go to the home page and click on “Logout of ACRES.” Please do not “X” out! If you “X” out, you remain logged in to the server and will be taking up bandwidth someone else could be using. Always use the “Logout” link provided inside ACRES.

What do I do if I accidentally delete something I shouldn't have?

If it wasn't a cloned proposal:

Call the Curriculum Office and we will weep bitterly with you! If you come by the office, we will provide chocolate to provide energy for you to retype the whole thing again!



If it was cloned from another proposal:

Simply, clone it again and make your changes!

If you used one of the planning worksheets, just cut and paste from the copy saved on your computer.

