

## How to Generate Additional Permission Numbers (Faculty)

1. Log into DukeHub
2. Select the Additional Functions tab.

Select Term: 2018 Spring Term ▾

Faculty Classes

Faculty Class List **Additional Functions** Sakai Connect

*\* Please turn off your pop-up blocker before printing a class roster. Instructions can be found [here](#).*

Class Roster	Grade Roster	Course (Class #)	Class Title	Course Dates	Mtg Times - Rooms (cap)	Enroll / Cap	Access	Permission
		PSY 89S - 01 (2885)	FIRST-YEAR SEMINAR (TOP) (SEM) TOPIC: BEYOND REASON:EMPATHY	01/10 to 04/25	WF - 10:05AM to 11:20AM in Sociology Psychology 237 (16)	15 / 15	Approve	

3. Select the icon under the Class Details column for the class.

Faculty Classes

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Course (Class #)	Class Title	Class Details	Synopsis	Textbooks	Evaluation Counts	Trinity Evaluation
PSY 89S - 01 (2885)	FIRST-YEAR SEMINAR (TOP) (SEM) TOPIC: BEYOND REASON:EMPATHY				NA	

4. Select the Create "Add" Perms link.

Class Details: PSY 89S - 01 (2885)

**Enrollment Details**

Enrollment Status	Closed	Class Type	Enrollment	Credits	1
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**Meeting Pattern**

Meeting Number	Facility ID	Facility Description	Days	Meeting Start Time	Meeting End Time
1	7709237	Sociology Psychology 237	WF	10:05AM	11:20AM

**Instructors**

Meeting Number	ID	Name	Instructor Role	Print	Grade Roster Access
1			Primary Instructor	Y	Approve

**Class Topic**

BEYOND REASON:EMPATHY/IDENTITY  
Please contact the Registrar to add or change a topic for this class.

**Class Capacities**

Request Room Cap	15	Enrollment Capacity	15	Wait List Capacity	15
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**Maintain Permission Numbers**

"Add" Permissions	10	"Add" Perms Used	0	<a href="#">View "Add" Perms</a>	<a href="#">Create "Add" Perms</a>
"Drop" Permissions	0	"Drop" Perms Used	0	<a href="#">View "Drop" Perms</a>	<a href="#">Create "Drop" Perms</a>

**Class Attributes**

Attribute	Description	Value	Description
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Close

- Enter the number of permissions, expiration date and check the appropriate overrides. Click the Save Permissions button to finish.

## Class Details: PSY 89S - 01 (2885)

- Gain access to a course offered as instructor consent
- Override a course prerequisite
- Override a course that is closed due to all seats being filled or reserved

To create new permission numbers, the default is to allow for all overrides by indication of a checkmark in each of the boxes: Instructor Consent, Override Prerequisites and Override Enrollment Capacity.

Enter the number of permissions you would like to create, the expiration date and what overrides you would like the permission numbers to have. Press the **Save Permissions** button.

**Permissions to Add**

Number of Permissions  Expiration Date

Consent Required     Requisites Not Met     Closed Class

**save permissions**

- Return to the Faculty Class List tab and select the icon under the Permission column to view the newly generated permission numbers.

## Faculty Classes

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