

Step 1: Click on the Faculty and Advisors Tools tab from within FlashLine

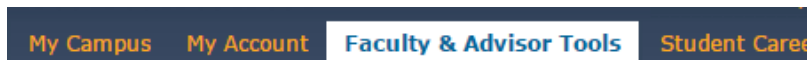


The image shows the top navigation bar of the FlashLine system. On the left is the Kent State University logo. In the center is the 'FlashLine' title. On the right, it says 'Welcome One X Test' and 'You are currently logged in.' Below this, there is a 'Content Layout' link. At the bottom of the bar are five tabs: 'My Campus', 'My Account', 'Faculty & Advisor Tools', 'Student Career Path', and 'Analytics'. The 'Faculty & Advisor Tools' tab is highlighted.

## President's Message



Step 2: Click on the Late Registration Approval link from within the Faculty Toolbox in FlashLine



A navigation bar with four tabs: 'My Campus', 'My Account', 'Faculty & Advisor Tools', and 'Student Career Path'. The 'Faculty & Advisor Tools' tab is highlighted.

### Faculty Toolbox



#### Blackboard Learn

Access your online courses ([Blackboard Support Website](#))

Missing courses in BlackBoard? [Sync your account now.](#)

*Please ensure your courses have been set up in Banner. Consult y*

### Course Signals

#### Course Signals

Access the Course Signals tool for use with your Blackboard Courses.



#### FlashFAST For Faculty

Access course schedules, grading, office hours and more

### Courses, Rosters and Schedules

- [My Class Rosters \( Summary or Detailed \)](#)
- [My Course Schedules](#)
- [My Week at a Glance](#)
- [Early Alert System](#)
- [Barnes & Noble FacultyEnlight - Textbook Adoption](#)
- [Late Registration Approval](#)

### Submit Grades

- [NF/SF Grading](#)

### Step 3: Approve or Deny your pending Late Registration Requests

#### Late Registration Approval

This is a list of students who have requested to add one of your courses during the second week, or its prorated equivalent, of the term. You may either approve or deny these requests. You will Current hours is the total number of credit hours a student is enrolled in for the current term.

#### Pending Late Registration Requests

STUDENT NAME	CREDIT HR	CURRENT HR	CRN	COURSE	TITLE	DECISION
██████████	3	15	13967	GEOL-11042-003	EARTH AND LIFE THROUGH TIME	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

**Graduation Application Term:** Spring 2016  
**Request Status:** Pending  
**Request Submission Date:** 21-JAN-2016, 04:22:09 p.m.  
**Reason:** test 2

---- DIFFERENT CRN ----

STUDENT NAME	CREDIT HR	CURRENT HR	CRN	COURSE	TITLE	DECISION
██████████	3	15	14320	HIST-11051-002	WORLD HISTORY: MODERN	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

**Graduation Application Term:** Spring 2016  
**Request Status:** Pending  
**Request Submission Date:** 21-JAN-2016, 04:21:42 p.m.  
**Reason:** test