



Colleague Adding Student Restrictions

The XCDR mnemonic is available to both instructors and staff to add or remove restrictions from several students in a single batch process. Restrictions can automatically prevent students from registering for classes or provide warnings during the registration process. You must have access to the Colleague mnemonic XCDR to use this tool.

1. Log into Colleague and access the XCDR application.
2. Add the restrictions.
3. Enter the student information.
4. Save the entry.

Detailed Instructions

1 Log into Colleague.

- a. Enter your portal **Username** and **Password** (Fig. 1)
- b. Select **LIVE** in the database.
- c. Click **Login**.
- d. Enter XCDR in the Quick Access Menu (Fig. 2) and click **Go**.



Fig. 1

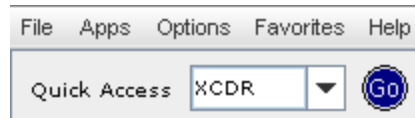


Fig. 2

2 Add student restrictions.

- a. Choose **A Add** from the **Action** drop-down menu. (Fig. 3)
- b. Enter a Restriction. (Fig. 4)

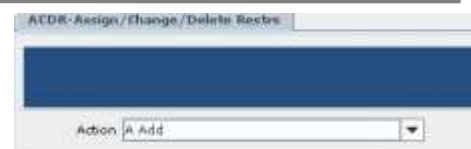


Fig. 3



Remember: Enter ellipses [...] to see a list of restrictions. You may select more than one restriction on this screen. However, you may only add restrictions that are available within your department.

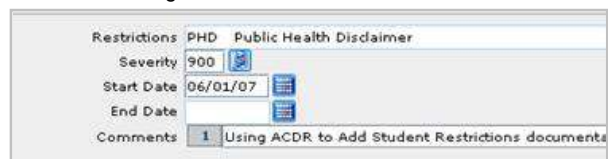


Fig. 4

- c. Enter the severity number of the restriction in the **Severity** field.
- d. Click the **calendar** icon to select a start date from the calendar. This date will mark the beginning of the restriction's effect.
- e. (Optional) In the **Comments** field, enter any comments that will be available on the

Severity can range from 1 to 999. Any severity over 70 will prevent the student from registering for classes. If severity is left blank, the student will still be able to register.

3 Enter student information.

To add students one at a time:

- Enter names into the **Students** field (Fig. 5).
- Click **Save All**.

To add a list of students:

- Click one of the blue buttons next to the **Students** fields.
- Enter a list of student names or Colleague IDs(Fig. 6).
- Click **Save All**.
- Click **Save All** again.



Fig. 5



Fig. 6

4 Save the entry.

- Click the **Save All** button. (Fig 7)
- Wait for the process to finish then click **Finish** in the confirmation window (Fig. 8).

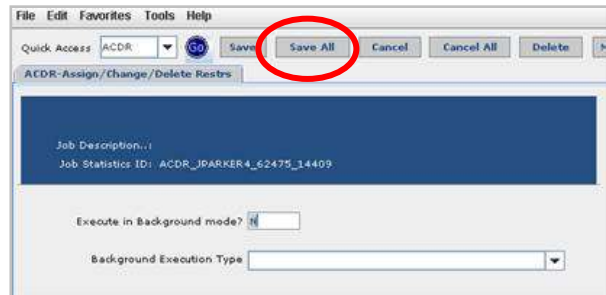


Fig. 7



Fig. 8



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