



Colleague Removing Student Restrictions with XCDR

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. Remove student 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. Type XCDR in the Quick Access Menu (Fig. 2) and click **Go**.

Fig. 1

Fig. 2

2 Remove student restrictions.

- a. Choose **C Change** from the **Action** drop-down menu. (Fig. 3)



If you are unsure as to which restriction to use, enter ellipses [...] to see a list of restrictions. You may select more than one restriction on this screen. However, you may only remove restrictions that are available within your department.

- b. Click the **calendar** icon and select an end date from the calendar. This date will mark the end of the restriction's effect.
- c. (Optional) In the **Comments** field, enter any comments that will be available on the student's Colleague record.

Fig. 3

Fig. 4

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

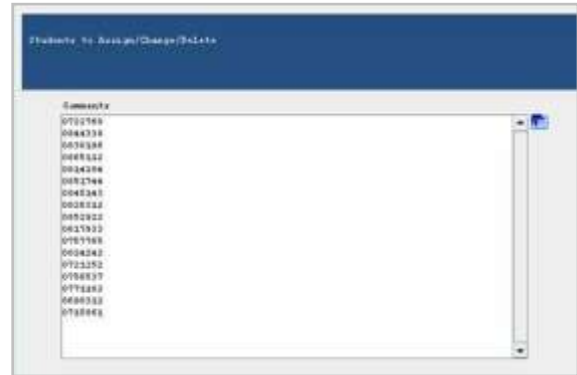


Fig. 6

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).

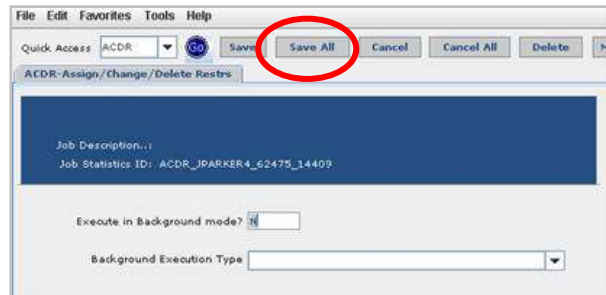


Fig. 7

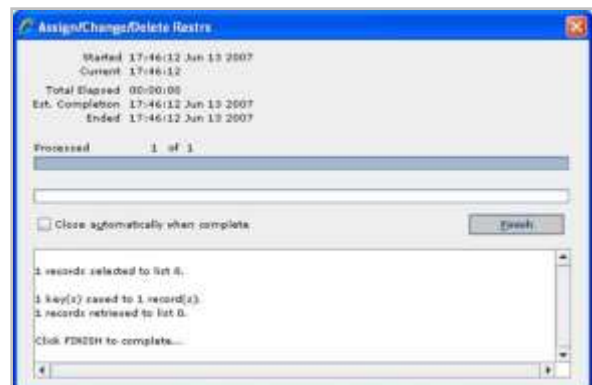


Fig. 8



Helpdesk
940-898-3971
helpdesk@twu.edu
<https://portal.twu.edu/helpdesk>

Training Team
trainer@twu.edu
<https://portal.twu.edu/iss-training/>

