Small Class Report: Chair Approval
Quick Reference Guide

Please contact smallclassreport@txstate.edu for problems accessing reports or permissions issues.

Browser Requirements

Through your Web browser, logging in provides full access to the application.

Supported Web Browsers

Windows computers: Internet Explorer, Firefox and Chrome

Macintosh Computers: Safari, Firefox and Chrome

Logging on to the Portal

1. Go to the report site: https://tim.txstate.edu/smallclassreport
   On the login page, enter your NetID (e.g. zzz99) and password.
2. Click Login.

Navigating the Home Screen

After you login successfully, you will see the Home Screen. Important messages regarding the Small Class Report application will be on the Home Screen.

To access the report, click the Chair Justifications link in the left-hand menu.

NOTE: From the Chair Justifications menu you will be able to not only submit classes for Dean approval, you can also view classes that are awaiting approval, or have already been approved or denied.

Submitting a class (or classes) to the Dean for approval

1. Use the dropdown menus to select a Term and Status by which to search.
2. Click Get Small Classes to view all classes meeting qualifications selected in the menus.
   (see image at right)
   The most recent Term and the status Submitted to Chair are selected by default.
3. Choose a Justification using the dropdown menu.
   (see image at left)
4. Click the checkbox (or checkboxes) to the left of all classes you wish to submit.
5. Click Submit to Dean to submit all selected classes to the Dean using the Justification selected.
   (see image below)
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**Navigating the Home Screen**

After you login successfully, you will see the **Home Screen**. Important messages regarding the Small Class Report application will be on the **Home Screen**.

To access the report, click the **Dean Approvals** link in the left-hand menu. From the Dean Approvals menu you can not only approve classes, you can also view classes that are have already been approved or denied.

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**NOTE:** You will have access to both the Chair Justifications and Dean Approvals menus, make sure to click on Dean Approvals.

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**Approving (or Denying) a Class (or Classes)**

1. Use the dropdown menus to select a **Term** and **Status** by which to search.
2. Click the **Get Small Classes** to view all classes meeting qualifications selected in the menus. (see image at left)

   **The most recent Term and the status Submitted to Dean are selected by default.**

3. Select the **Approve** or **Deny** button before clicking the checkbox to the left of the class (or classes) to submit. A table will open above the class listing containing all classes selected. (see image at left)

4. Enter comments in the box provided for each class. To reset the comment box, click **Remove** to clear each individual box.

5. Click **Submit** to approve or deny the request.

Requests marked **Approve** will be included on the report with a status of **Approved by Dean**.

Requests that are marked **Deny** will be sent back to the Chair for justification and resubmittal.