Offerings Planner – Proof Copy

This is how to generate a Proof Copy in MAUI. The Proof Copy for a specific session will be available as soon as the session replication occurs.

1) Log into MAUI (http://www.mauui.uiowa.edu).

2) From MAUI HOME screen, click Registrar tab.

3) Click Offerings Planner.
   ➢ Please Note – To find the exact Replication of Session date, see below.
Academic Calendar – Finding Session Dates

This is how to find specific session dates in the Academic Calendar.

1) Log into MAUI (http://www.maui.uiowa.edu).

2) From MAUI HOME screen, click Registrar tab.

3) Click Academic Calendar.

Registrar

Academic Record
- Academic Record Dashboard

Academic Structure
- Academic Calendar
- Academic Organizations
- Programs of Study

Course Management
- Ad Astra Configuration
- Classroom Information
- Course Library
- Course Offerings
- ISIS Course Browse Text
- Offerings Planner

Workflow Administration
- Course Approval
- Planner Workflow
- Grades Workflow
- Click here to review the Planner Workflow Inbox

Registrar Data Warehouse
- Extracts

Registration
- Registration Configuration

Other
4) You will receive the Academic Calendar dashboard.
   
   A. Select the desired Session from drop down list.
   
   B. You can use the Search box as described below.
   
   C. The Registrar Dates is the default tab. Click on desired tab to see dates for the other areas.
   
   D. You can sort the Description, Begin Date, and End Date fields to find desired date.
      
      Replication of session is the highlighted example.
4) Click **Proof Copy**.

5) You will receive the **Proof Copy** screen.
   
   A. Select the desired **Session**.
   
   B. Select one (or more) of the following filters - **Course Subject**, **Management Type**, **Course Level**.
   
   C. Click **Add All** (or **Remove All**) to add all (or remove) **Field Options** to the proof copy, **OR** click on each option individually.
   
   D. Click **Go**.
6) You will receive the following message.
7) Check your email for the pdf proof copy.

- Below is a sample pdf proof copy.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time &amp; Location</th>
<th>Reg Status</th>
<th>Planner Status</th>
<th>Opt.</th>
<th>Hours Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1200 (11:00) 9001</td>
<td>First-year Seminar: Subtitle Food and Cuisine in the Archaeological Record</td>
<td>3:30P - 4:45P MW 208 CB</td>
<td>Open</td>
<td>Approved</td>
<td>15 1 Restricted to first-year undergraduates</td>
</tr>
<tr>
<td>ANTH 1200 (11:00) 9002</td>
<td>First-year Seminar: Subtitle: Issues in Anthropology: How India Came to America</td>
<td>3:30P - 4:45P T</td>
<td>Open</td>
<td>Approved</td>
<td>15 1 Restricted to Honors Program members</td>
</tr>
<tr>
<td>ANTH 1200 (11:00) 9003</td>
<td>First-year Seminar: Subtitle: Bollywood, Curry and Temples</td>
<td>2:30P - 3:45P MW 112 MH</td>
<td>Open</td>
<td>Approved</td>
<td>15 1 Restricted to first-year undergraduates</td>
</tr>
<tr>
<td>ANTH 1201 (11:00) 9001</td>
<td>Issues in Anthropology: Subtitle: The Anthropology of Colonialism</td>
<td>11:30A - 12:30P MW 132 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25 3</td>
</tr>
<tr>
<td>ANTH 1202 (11:00) 9001</td>
<td>Issues in Anthropology: Subtitle: The Anthropology of Slavery</td>
<td>3:30P - 4:45P TH 117 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25 3</td>
</tr>
<tr>
<td>ANTH 1203 (11:00) 9001</td>
<td>Issues in Anthropology: Subtitle: The Anthropology of War</td>
<td>12:30P - 1:30P MW 132 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25 3</td>
</tr>
<tr>
<td>ANTH 1204 (11:00) 9001</td>
<td>Issues in Anthropology: Subtitle: The Anthropology of Virtual Worlds</td>
<td>6:30P - 7:45P MW 13:2 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25 3</td>
</tr>
<tr>
<td>ANTH 1205 (11:00) 9001</td>
<td>Issues in Anthropology: Subtitle: The Anthropology of Immigration</td>
<td>5:00P - 6:15P MW 132 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25 3</td>
</tr>
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<td>ANTH 1206 (11:00) 9001</td>
<td>Issues in Anthropology: Subtitle: The Anthropology of Science Fiction &amp; Fantasy</td>
<td>9:30A - 10:45A MW 132 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25 3</td>
</tr>
<tr>
<td>ANTH 1207 (11:00) 9001</td>
<td>Issues in Anthropology: Subtitle: The Anthropology of Cultural Anthropology</td>
<td>6:30P - 7:45P MW 132 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25 3</td>
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