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NEW FEATURES IN COURSE OUTLINE BUILDER 4.0:

1. **No splash screen!**
   The “splash” screen that welcomed users to Course Outline Builder was a bit distracting and was also difficult to maintain. It has been removed and now when you enter the Builder, you’ll be taken straight to the My COB Home tab instead.

2. **New Colors/Icons**
   These colors were chosen to provide a higher contrast, making it more obvious what you’re doing and eliminating confusion in your navigation of the Builder.

3. **Voting Date Change**
   The formula has been changed. Items up for vote used to expire and not allow you to vote on the very last day. This has changed so that the deadline day still allows you to cast those last-minute votes for your outlines and Action items.
4. **New BACK ARROW Icon**
   This icon was added to help you navigate the builder more quickly, when you have several items of the same type to edit in the same session. Rather than having to navigate the entire Builder from step 1, if you’ve edited an outline and you’re finished, click the BACK ARROW icon to go back to your Outlines page and edit another.

5. **FINAL VOTE Title added**
   This used to be called “CLOSE DATE”, but now, you can still vote on the last day. So it has been renamed to “FINAL VOTE” to more clearly explain what date you’re looking at.
6. EMAIL FUNCTIONS

Previously, emails were problematic and would not always show correct information to users who needed to be notified that items needed attention.

Now, Emails are grouped and go out once per night with all of that users latest Action Items – in the SAME email – showing every outline that needs review or vote.

Please see the next page for IMPORTANT NOTES!
1. Email Notifications

To SEE NOTIFICATIONS IN OUTLOOK from Course Outline Builder, you MUST redirect your LIVE@EDU email account to your Outlook inbox! To do this, please visit the following link:

http://answers.valenciacollege.edu/ics/support/default.asp?deptID=5572&task=knowledge&QuestionID=1405

And follow the instructions to connect/redirect your LIVE@EDU account to your OUTLOOK email.

THE ABOVE NOTIFICATION IS VITAL FOR THOSE ON VOTER LISTS!

If you know that you are on Course Outline Builder Notification lists and find that you are not receiving notification emails in your Outlook inbox, please follow the link above!