

## Online or Hybrid AdobeSign form Cheat Sheet

\*\*\* Before completing the Online Delivery Form, we advise the following:

1. Review the template form, which can be found as a word document on the curriculum website: [De Anza Curriculum Website](#). [Click “**Forms**” on the left navigation, then “**Online/Hybrid**” in the drop-down menu]
2. Review the Online/Hybrid Form guide to have an understanding of how to answer the questions on the document. This guide is also located on the curriculum website on the same page specified above.
3. Save a copy of your responses for future reference.
4. Ensure that pop ups are not blocked on your browser: Otherwise, the Adobe Sign form will not open.

\*\*\* The procedure for using the Online/Hybrid Delivery Request form(faculty) is exactly the same as the procedure using the testing instance form under AdobeSign Employee Forms App. **Please use the Online/Hybrid Delivery Request form which is available under AdobeSign Faculty Forms.**

\*\*\* If you have a problem accessing the OnLine/Hybrid Delivery Request form and get “sign-on failure” note like this snapshot



Corporate sign-on failed. Please contact your account administrator.

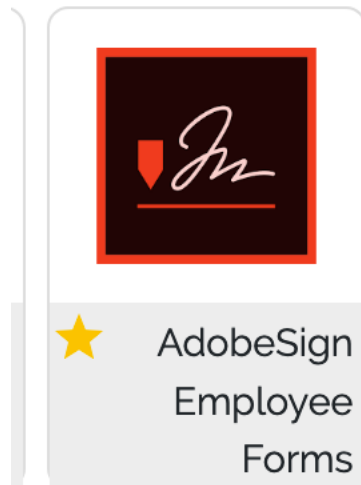
[Return to Home Page](#)

Please submit the following info to:

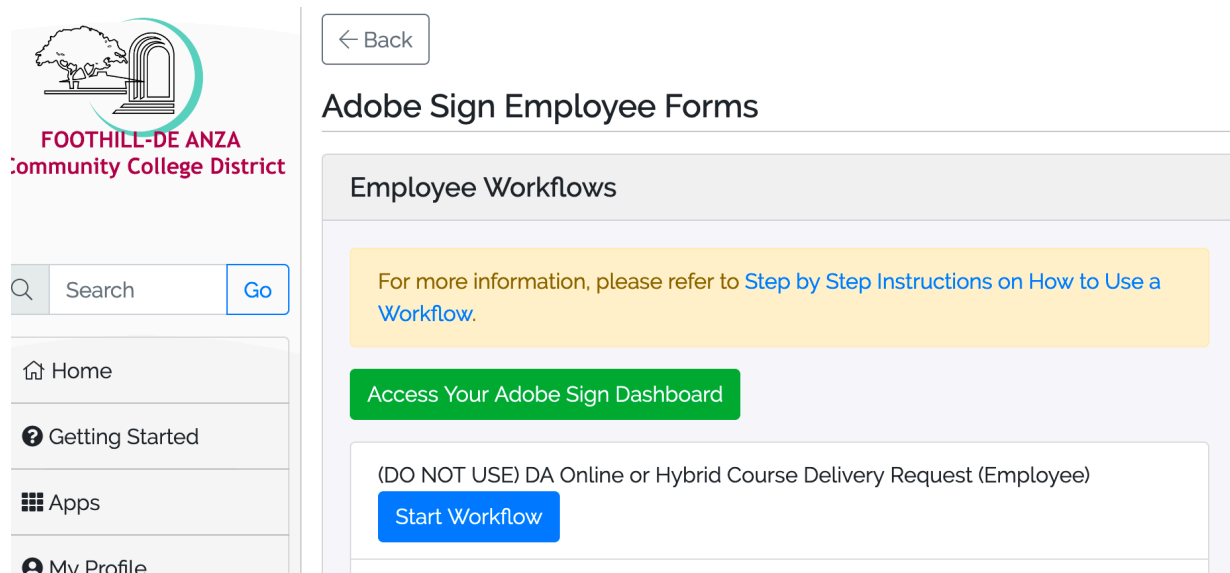
1. support@echosign.com and 2. [changclaire@fhda.edu](mailto:changclaire@fhda.edu)
  - **I have encountered Corporate sign-on failure**
  - **My district email address is: -----**
  - **I provide my consent to delete my individual Adobe Sign account if needed or migrate my existing account to our corporate environment if possible (no data loss)**

Even though the response you get may say that they were overwhelmed by all the issues, it is usually resolved in less than 2 hours.

**Step 1:** Go to MyPortal AdobeSign Faculty Forms App



Double click on AdobeSign Employee Forms Icon, it will open up the list of pre-defined workflows. Look for the DA Online or Hybrid Delivery Request **Start Workflow** icon.



**\*\*\*Remember to allow pop up. You will see a starting page like the following page.**

**Step 2:** Enter the recipient email(s) in the Online or Hybrid Course Delivery Request workflow.

- Yourself (required email)
- Faculty Discipline Expert/Consultant (optional)
- Department Chair (optional)
- Division Dean (required email)
- AVP-Instruction (required email)

The screenshot shows the Adobe Sign interface for a workflow titled "(DO NOT USE) DA Online or Hybrid Course Delivery Request (Employee)". The interface includes a header with the Adobe Sign logo and navigation links (Home, Send, Manage, Reports), and a user profile for doanlucy@fhda.edu. The main content area contains a title, a "How this workflow works?" section with a link to a guide, and a "Recipients" section. The "Recipients" section lists several roles with their respective email addresses or input fields: Requester (Myself), Faculty Discipline Expert/Consultant (Enter recipient email), Department Chair (Enter recipient email), Division Dean (doanmichelle@fhda.edu), and AVP - Instruction (otdoan@yahoo.com). Each recipient entry includes an edit icon, a dropdown menu, and an "Email" button.

Adobe Sign

Home Send Manage Reports doanlucy@fhda.edu

### (DO NOT USE) DA Online or Hybrid Course Delivery Request (Employee)

How this workflow works?  
We recommend the following prior to entering into the AdobeSign workflow. Once the workflow starts, revisions cannot be made. Review the guide available on the Curriculum's website at [http://dilbert.fhda.edu/curriculum/Form\\_online.html](http://dilbert.fhda.edu/curriculum/Form_online.html) and/or; [more](#)

#### Recipients

Requester \*

Myself Email

Faculty Discipline Expert/Consultant

Enter recipient email Email

Department Chair

Enter recipient email Email

Division Dean \*

doanmichelle@fhda.edu Email

AVP - Instruction \*

otdoan@yahoo.com Email


Cc

**Document Name \***

**Message \***

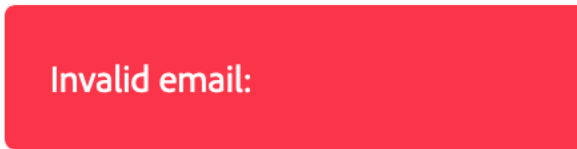
We recommend the following prior to entering into the AdobeSign workflow. Once the workflow starts, revisions cannot be made.  
Review the guide available on the Curriculum's website at [http://dilbert.fhda.edu/curriculum/Form\\_online.html](http://dilbert.fhda.edu/curriculum/Form_online.html) and/or;  
Complete the Word version and send to Brandon Gainer or Lorrie Ranck for review and/or:

**Files**

DA Online or Hybrid Course Delivery Request *		(DO NOT USE) De Anza Online or Hybrid Co urse Delivery Request
--	---	---

Send

\*\*\*If you don't enter required recipients for required signatures, it will show on top of your page "Invalid email" in red box.



**Step 3:** After clicking **Send** icon, it will bring up the Online or Hybrid Course Delivery Request page. \*\*\*Please check out the Message icon prior to fill out the form.

- Message icon will give you the guidance before fill out the form
- "Next Required" will indicate the number of required fields to fill out



### ONLINE OR HYBRID COURSE DELIVERY REQUEST

Start

Course: \*

Title (must match ECMS course outline title): \*

Effective Quarter & Year (Ex. Fall 2017): \*

II: Mode of Delivery (One form must be completed for each request)

Hybrid

Online

Check here to indicate this request is for a temporary

### SIGNATURES

(signifying knowledge and approval of the online and/or hybrid mode of

Click to change

Initiator: Lucy Doan  
Type Name

Signature: Lucy Doan  
Lucy Doan (Jun 4, 2020)

Email: doanlucy@fhda.edu

Faculty Discipline  
Expert/Consultant: Type Name

Signature Date

Department Chair: Type Name

Signature Date

Division Dean: Type Name

Signature: lorrakeranb@gmail.com  
Email: lorrakeranb@gmail.com Date

AVP – Instruction: Lorrie Ranck

Signature: otdoan@yahoo.com  
Email: otdoan@yahoo.com Date

Revised 5/21/2020

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

Click to Sign

After completing fifteen required fields and sign your name, click **Click to Sign** icon. Then it will bring you the following page indicating that you

completed the form and the copy will send to you, Division Dean and AVP – Instruction for required signature.

**Duquesne University**  
**ONLINE OR HYBRID COURSE DELIVERY REQUEST**

Course ID: 10  
Title (must match ECMS course outline title): Introductory Biology  
Effective Quarter & Year (Ex. Fall 2017): Fall 2021

1. Mode of Delivery (One form must be completed for each request)

<input checked="" type="checkbox"/> Hybrid	<input type="checkbox"/> Online	<input type="checkbox"/> Check here to indicate this request is for a temporary or permanent change in the course or significant content or objectives
% Face to Face	% Online	
% Face to Face	% Face to Face	

2. Please describe the exercises, activities, and other class assignments that will be used through the proposed delivery method above to meet the course objectives and student learning outcomes.

3. Explain how the percentages for the mode of delivery you have selected were determined.

You have successfully signed “(DO NOT USE) DA Online or Hybrid Course Delivery Request (Employee)”.

A copy has also been sent to you at doanlucy@fhda.edu for your records. “(DO NOT USE) DA Online or Hybrid Course Delivery Request (Employee)” was sent for signature to ldnakano@gmail.com and Lucy Doan (otdoan@yahoo.com). They will complete “(DO NOT USE) DA Online or Hybrid Course Delivery Request (Employee)” in order, one after the other. As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

#### Reminders

Reminders sent until completion: Every week

You will be alerted if:

- The document you sent has **not been viewed by today at 7:01 PM.**
- The document you sent has **not been signed by Jun 5 at 11:01 AM.**

[Change alert settings](#)

**Step 4:** After the initiator completes and signs the form, it will go to the Division Dean and AVP Instruction in particular order set up in this workflow. (The faculty discipline expert and department chair were optional signers in sign form per Lorrie’s request). So, the form will go in this order sequentially until it is completed by Lorrie. Once completed, everyone (Initiator, Division Dean, and AVP – Instruction) will receive a final copy.