



# **Student Record**

**Version Date: July 5, 2017**

**Training Guide**  
**Student Record**

# Table of Contents

**Student Record..... 1**

**Student Records Data ..... 1**

- View Active Service Indicators ..... 1
- Print a Transcript..... 9
- View Bio/Demographic Information ..... 17
- Create an Individual Grade Roster ..... 31
- Update Bio/Demographic Data ..... 37
- Print a Grade Roster for a Single Class..... 49
- Create a Grade Roster using the Batch Process ..... 61
- Enter FERPA Information ..... 79
- Add Transcript Messages..... 87
- View Enrollment Summary..... 95
- Create and Print a Class Roster ..... 107
- Print Topic on Transcript ..... 125
- Program Roster ..... 129
- Navigation to View Course Catalog ..... 145
- Add or Delete Service Indicators ..... 153
- Assigning Advisors and Advisees..... 167
- Assigning Advisors to Students ..... 183
- Change a Grade..... 202

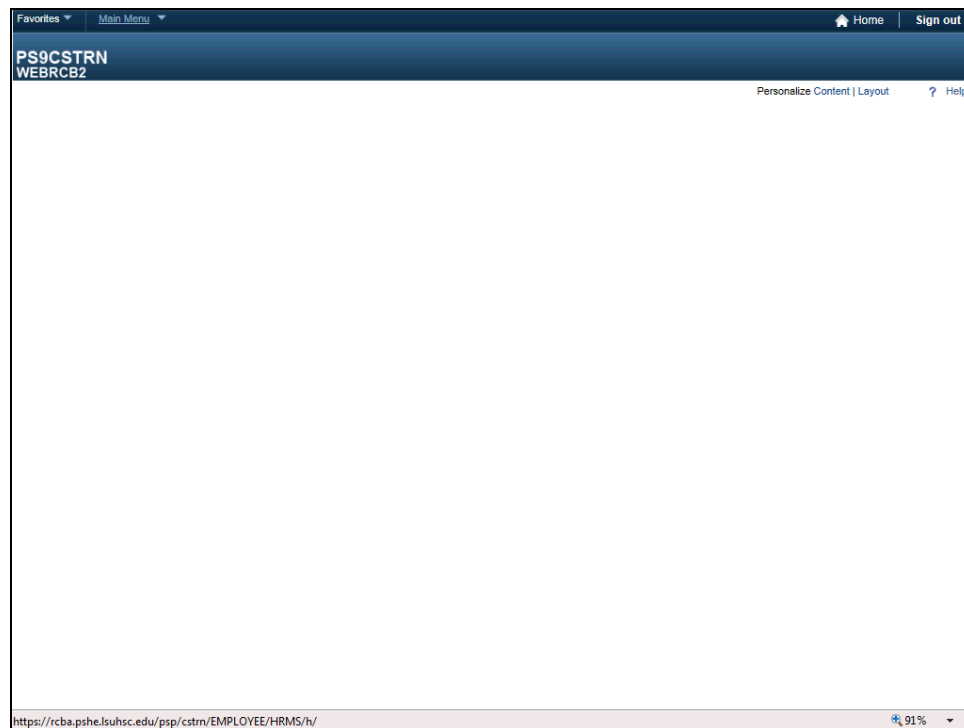
## Student Record



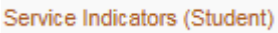
### Student Records Data

#### View Active Service Indicators

##### Procedure

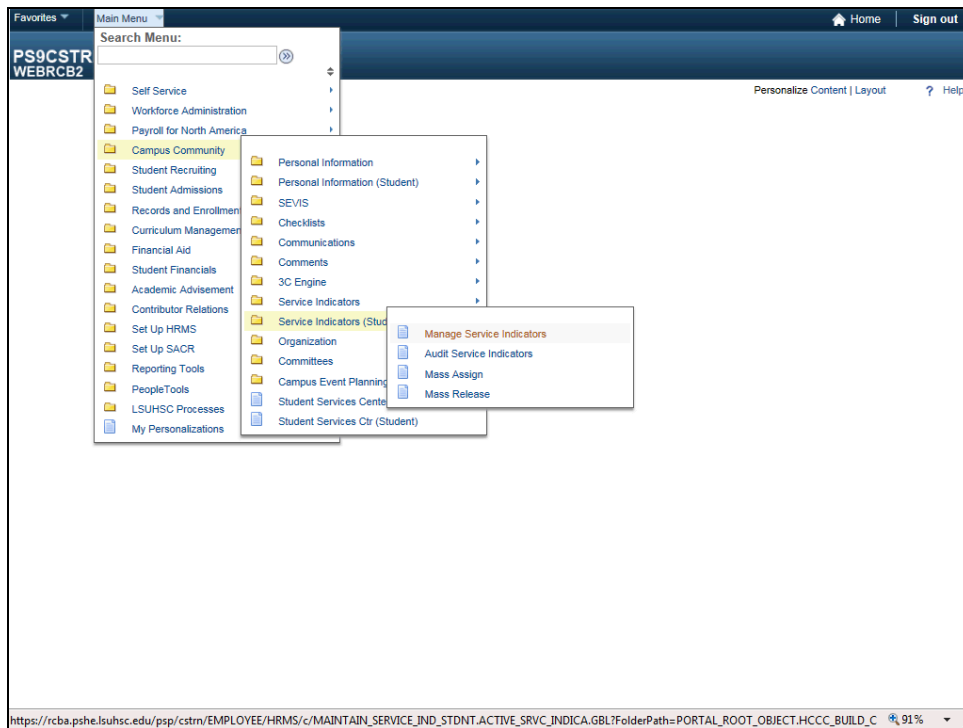
In this topic you will learn how to **View Active Service Indicators**.

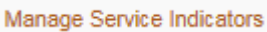
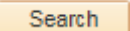


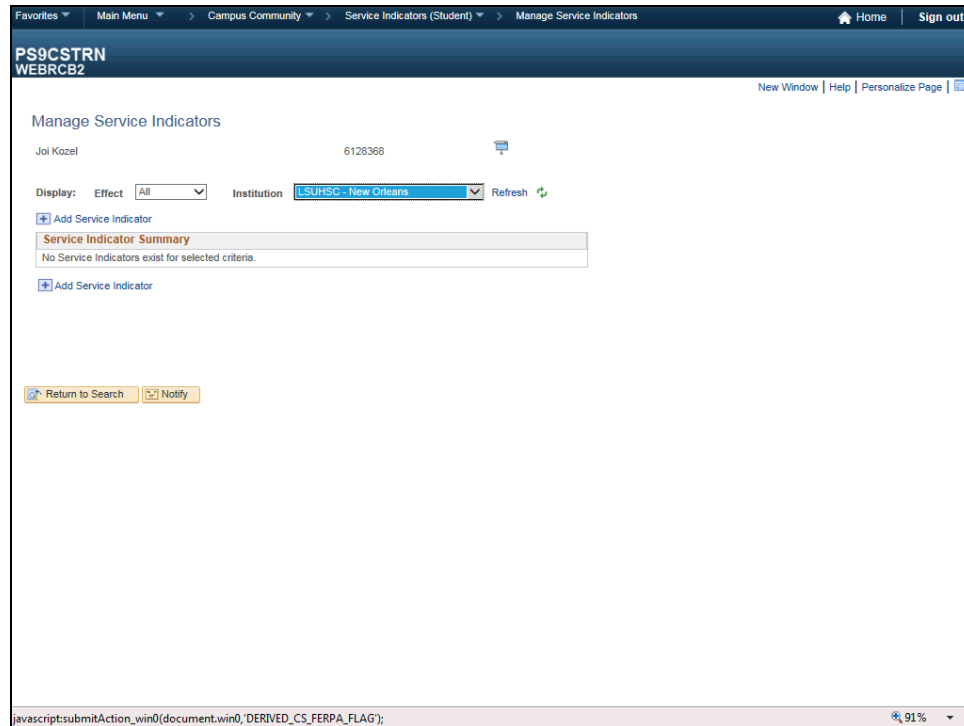
Step	Action
1.	Click the <b>Main Menu</b> link. 
2.	Click the <b>Campus Community</b> link. 
3.	Click the <b>Service Indicators (Student)</b> link. 


# Training Guide

## Student Record



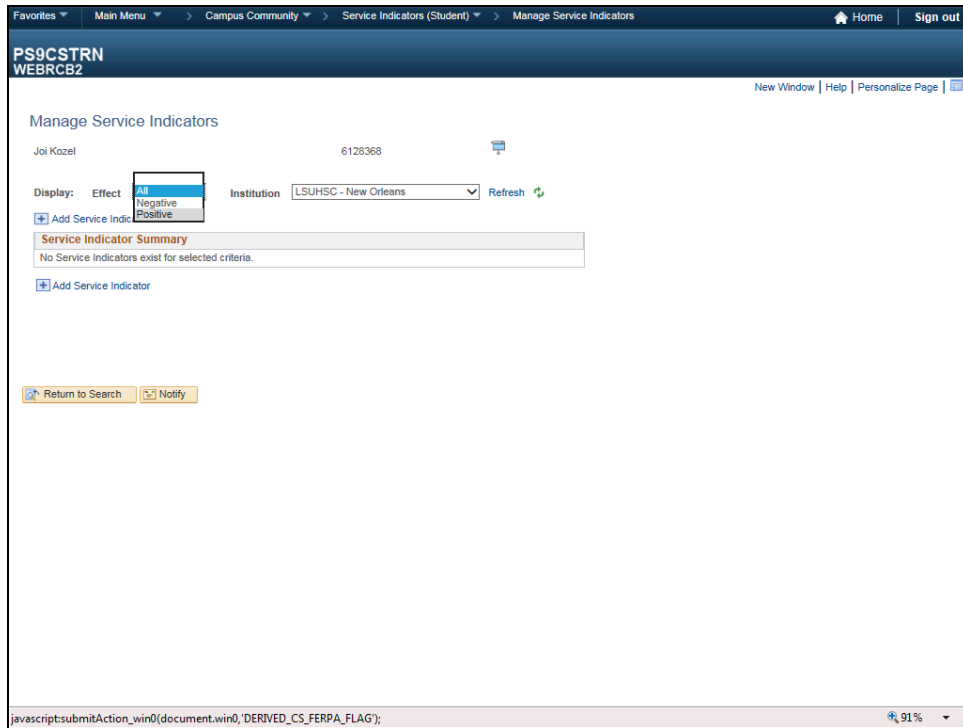
Step	Action
4.	Click the <b>Manage Service Indicators</b> menu. 
5.	Enter the desired information into the <b>ID</b> field. Enter " <b>Empl ID</b> ".
6.	Click the <b>Search</b> button. 

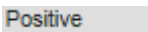


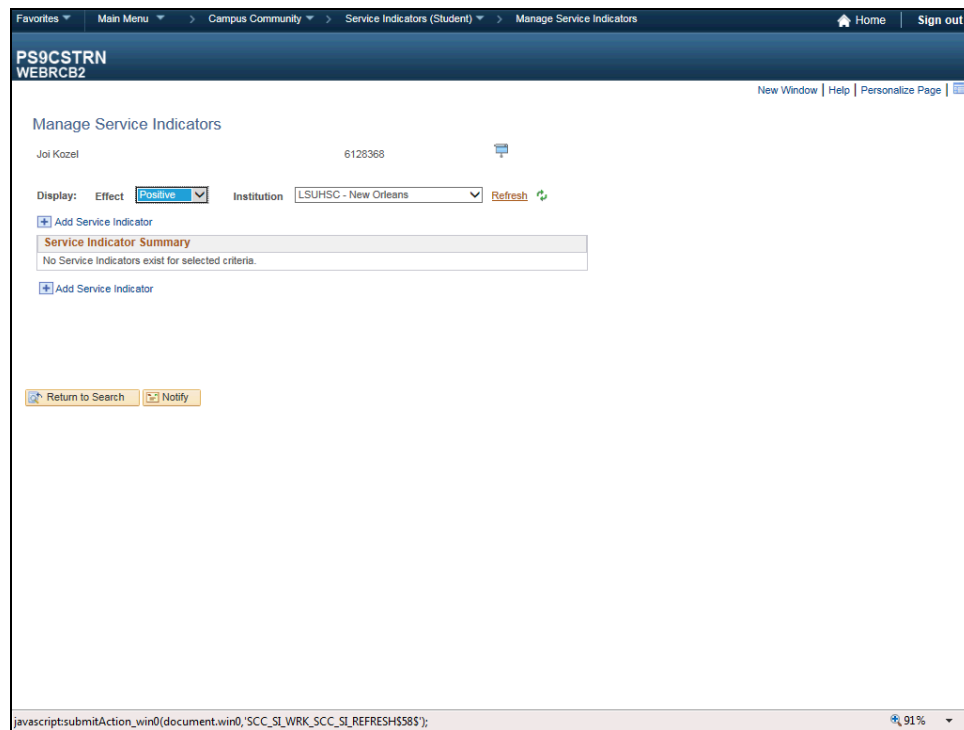
Step	Action
7.	<p>The system defaults to view all service indicators. You can however, view positive and negative service indicators separately.</p> <p>Click the button to the right of the <b>Effect</b> field.</p> 

# Training Guide

## Student Record



Step	Action
8.	Click the <b>Positive</b> list item. 



Step	Action
9.	Click the <b>Refresh</b> link.  <b>Refresh</b>
10.	Click the <b>Effect</b> list.  Positive ▾

# Training Guide

## Student Record

Manage Service Indicators

Joi Kozel 6128368

Display: Effect **Negative** Institution: LSUHSC - New Orleans Refresh

Add Service Indicator

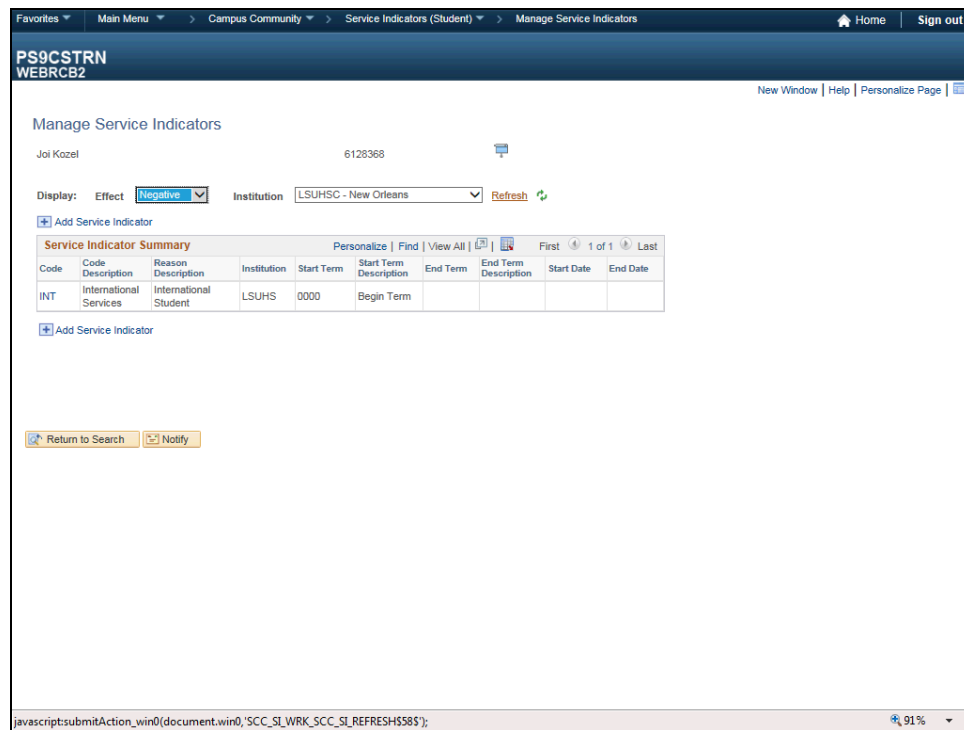
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
INT	International Services	International Student	LSUHS	0000	Begin Term			


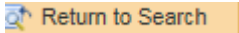
Add Service Indicator

Return to Search Notify

Step	Action
11.	Click the <b>Negative</b> list item.





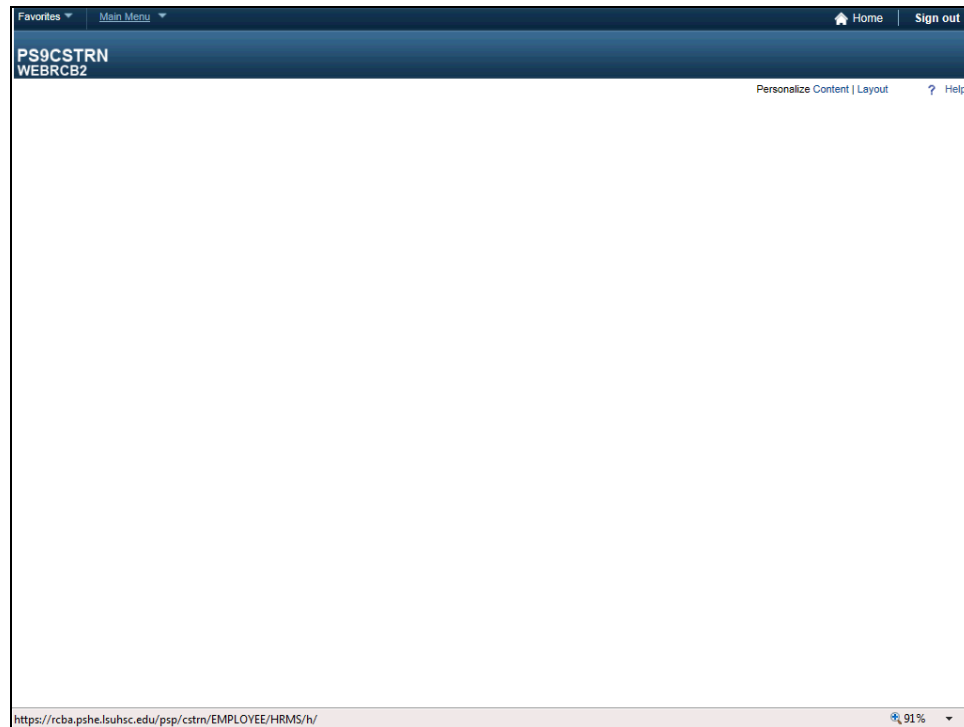
Step	Action
12.	Click the <b>Refresh</b> link. 
13.	Click the <b>Return to Search</b> button. 
14.	This completes <i>View Active Service Indicators</i> . <b>End of Procedure.</b>



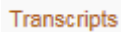
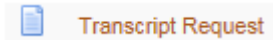
**Training Guide**  
**Student Record**

## Print a Transcript

### Procedure

In this topic you will learn how to **Print a Transcript**.



Step	Action
1.	Click the <b>Main Menu</b> link. 
2.	Click the <b>Records and Enrollment</b> link. 
3.	Click the <b>Transcripts</b> link. 
4.	Click the <b>Transcript Request</b> list item. 

# Training Guide

## Student Record

Transcript Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Current User ID: = WDOOL1

Report Request Nbr: begins with

ID: begins with

Academic Institution: begins with

Transcript Type: begins with

User ID: begins with

Request Date: =

Future Release: =

Term: begins with

Requested Print Date: =

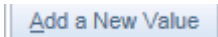
First Name: begins with

Last Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value


Step	Action
5.	Click the <b>Add a New Value</b> tab. 
6.	The Institution should default into the Institution field. If it does not, click the dropdown arrow to the right of the field and select it from the list.

Report Request Nbr: 00000000    Request Date: 03/01/2017    User ID: WDOOL1

\*Institution: **LSUHS**    LSUHSC - New Orleans  
 \*Transcript Type: **(Invalid)**  
 Freeze Record  
 Override Service Indicator

\*Output Destination: **Printer**  
 Number of Copies: **1**  
 Future Release: **Immediate Processing**  
 Academic Career:   
 Term:   
 Print Date: **03/01/2017**  
 Request Reason:   
 Cancel Request

Step	Action
7.	Click the button to the right of the <b>Transcript Type</b> field. 

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Transcripts](#) > [Transcript Request](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

Report Request Nbr: 000000000    Request Date: 03/01/2017    User ID: WDOOL1

\*Institution:     LSUHSC - New Orleans

\*Transcript Type: 

- NERAS
- NMDOF
- NMDLN
- NOFFI**
- NUNOF

e Indicator

\*Output Destination:

Number of Copies:

Future Release:

Academic Career:

Term:

Print Date:

Request Reason:

Cancel Request

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

91%

Step	Action
8.	Click the <b>NOFFI</b> list item. <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 2px; display: inline-block; margin-top: 5px;">NOFFI</div>

Report Request Nbr: 00000000    Request Date: 03/01/2017    User ID: WDOOL1

\*Institution:  LSUHSC - New Orleans  
 \*Transcript Type:  New Orleans Official Transcript  
 Freeze Record  
 Override Service Indicator

\*Output Destination:   
 Number of Copies:   
 Future Release:   
 Academic Career:   
 Term:   
 Print Date:   
 Request Reason:   
 Cancel Request

Step	Action
9.	<p>The Output Destination allows you to either print the transcript or view it as a page.</p> <p>Click the button to the right of the <b>Output Destination</b> field.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text" value="Printer"/> </div>

# Training Guide

## Student Record

Report Request Nbr: 000000000 Request Date: 03/01/2017 User ID: WDOOL1  
 \*Institution:  LSUHSC - New Orleans  
 \*Transcript Type:  New Orleans Official Transcript  
 Freeze Record  
 Override Service Indicator  
 \*Output Destination:    
 Number of Copies:   
 Future Release:   
 Academic Career:   
 Term:   
 Print Date:   
 Request Reason:   
 Cancel Request

Step	Action
10.	Click the <b>Page</b> list item.  <input type="text" value="Page"/>



Favorites > Main Menu > Records and Enrollment > Transcripts > Transcript Request
 Home | Sign out

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page

Request Header | Request Detail | Report Results | Report Errors

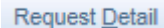
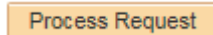
Report Request Nbr: 000000000    Request Date: 03/01/2017    User ID: WDOOL1

\*Institution:  LSUHSC - New Orleans  
 \*Transcript Type:  Nw Orlns Official Transcript  
 Freeze Record  
 Override Service Indicator

\*Output Destination:   
 Number of Copies:   
 Future Release:   
 Academic Career:   
 Term:   
 Print Date:   
 Request Reason:   
 Cancel Request

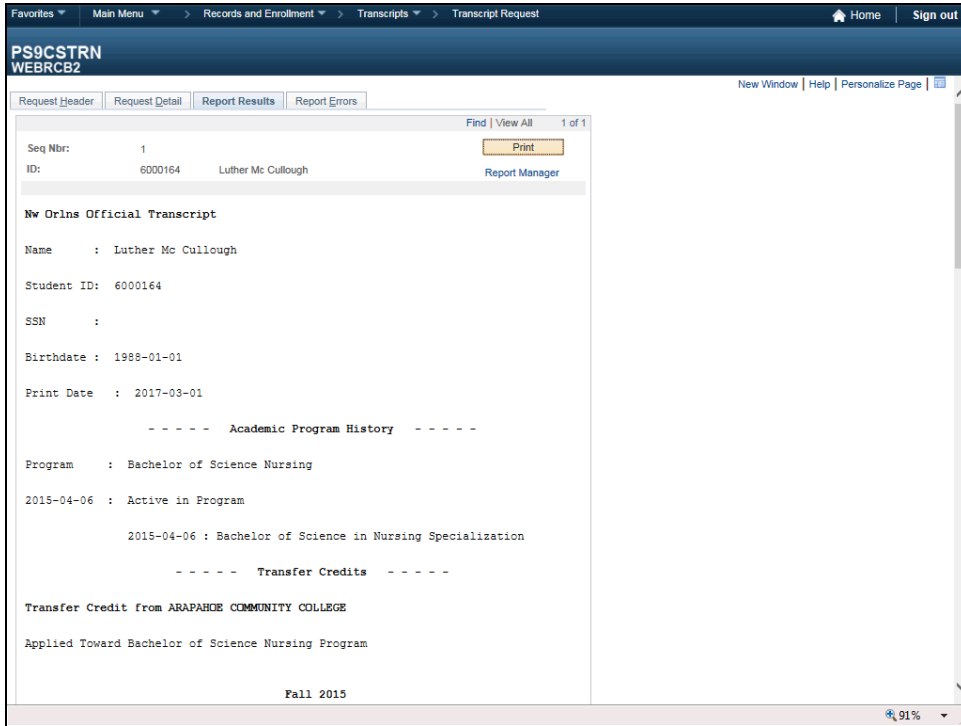
[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

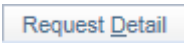
91%

Step	Action
11.	Click the <b>Request Detail</b> tab. 
12.	Enter the desired information into the <b>ID</b> field. Enter " <b>Empl ID</b> ".
13.	Click the <b>Process Request</b> button. 

# Training Guide

## Student Record

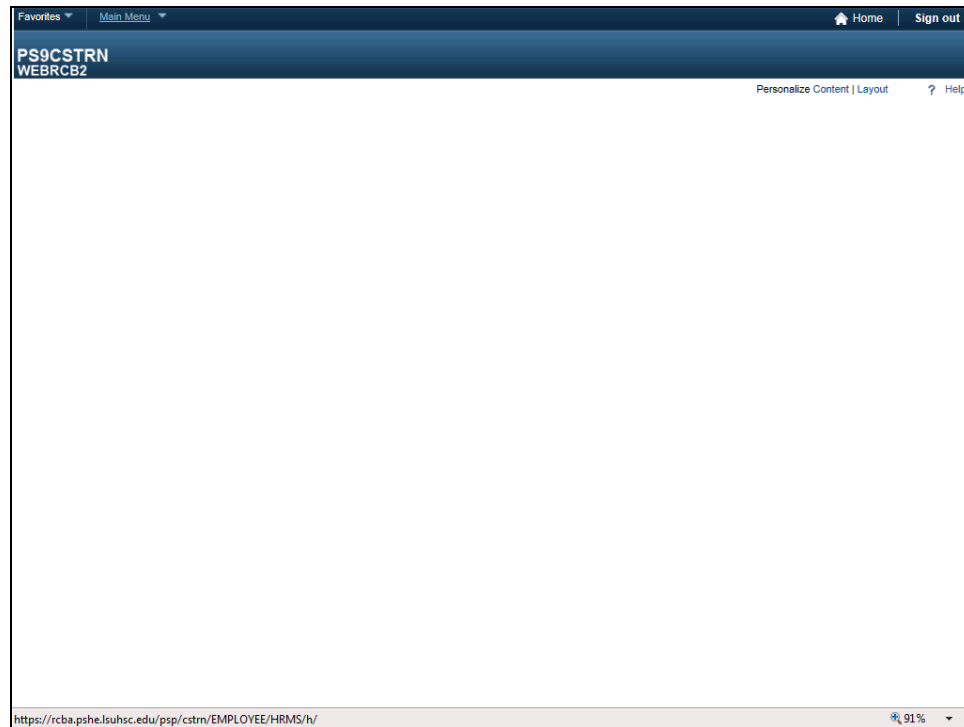


Step	Action
14.	<p>The transcript displays on the page. Scroll down to view additional transcript information. You may print a copy of the transcript by clicking the Print button located at the top right corner of the page.</p> <p>Click the <b>Request Detail</b> tab.</p> <p></p>
15.	<p>This completes <i>Print a Transcript</i>.</p> <p><b>End of Procedure.</b></p>

## View Bio/Demographic Information

### Procedure

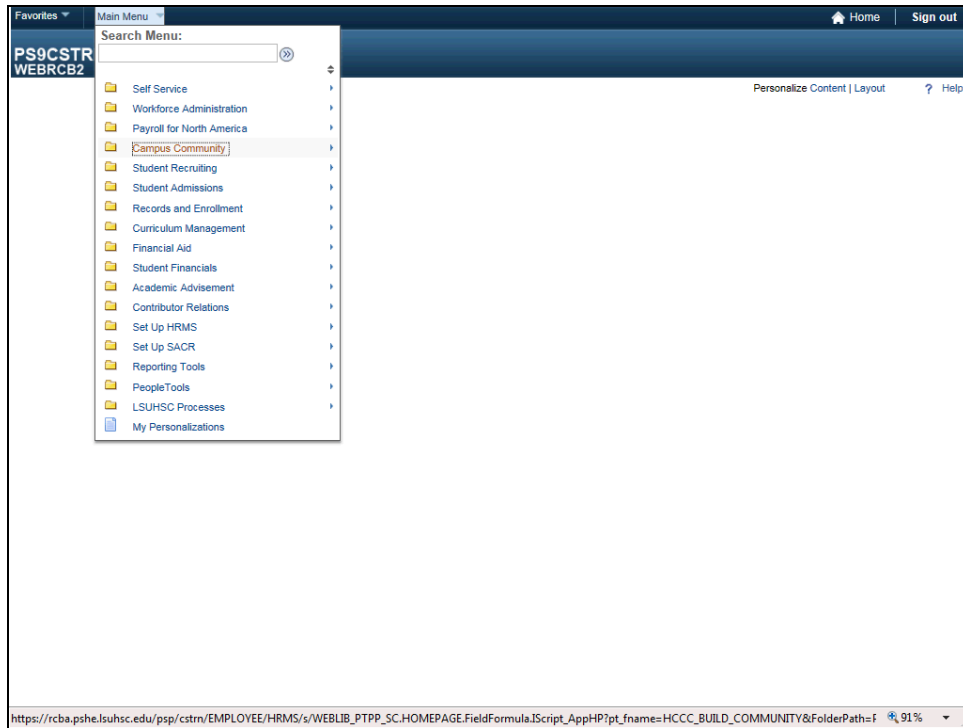
In this topic you will learn how to **View Bio/Demographic Information**.


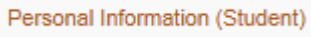


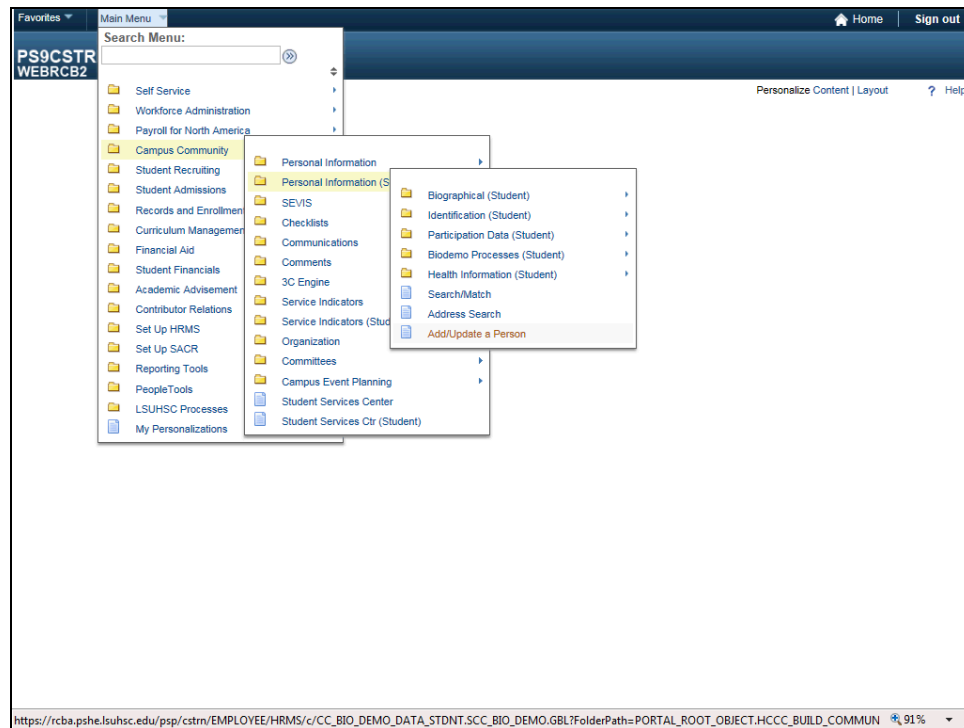
Step	Action
1.	Click the <b>Main Menu</b> link. <a href="#">Main Menu</a>


# Training Guide

## Student Record



Step	Action
2.	Click the <b>Campus Community</b> menu. 
3.	Click the <b>Personal Information (Student)</b> menu. 



Step	Action
4.	Click the <b>Add/Update a Person</b> list item.  <b>Add/Update a Person</b>

# Training Guide

## Student Record

Favorites > Main Menu > Campus Community > Personal Information (Student) > Add/Update a Person
 Home Sign out

**PS9CSTRN**  
**WEBRCB2**
New Window | Help

**Add/Update Person**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

ID:

National ID:

Campus ID:

Last Name:

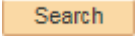
First Name:

Include History  Correct History  Case Sensitive

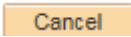
[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

91%

Step	Action
5.	Enter the desired information into the <b>ID</b> field. Enter " <b>Empl ID</b> ".
6.	Click the <b>Search</b> button. 
7.	Click the <b>Names</b> link. <a href="#">Names</a>

The screenshot shows a web application interface for managing student names. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Campus Community', 'Personal Information (Student)', and 'Add/Update a Person'. Below this, the user is logged in as 'PS9CSTRN WEBRCB2'. The main content area is titled 'Names' and contains a table of 'Current Names'. The table has columns for Name Type, Name, Effective Date, Status, Updated By, Updated, and Name History. Below the table is a form titled 'Add/change a name' with the following fields: 'Type of Name' (dropdown), 'Effective Date' (text input with a calendar icon), 'Status' (dropdown), '\*Format Using' (English), 'Prefix' (dropdown), 'First Name' (text input), 'Middle Name' (text input), 'Last Name' (text input), and 'Suffix' (dropdown). At the bottom of the form are 'Submit' and 'Reset' buttons. Below the form are 'OK', 'Cancel', and 'Refresh' buttons. The bottom right corner of the page shows a zoom level of 91%.

Step	Action
8.	<p>You can add or change a name in the Add/Change a name section. Do not make changes to the Current Names section.</p> <p>Click the <b>Cancel</b> button.</p> <p></p>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Personal Information \(Student\)](#) > [Add/Update a Person](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

Luther Mc Cullough 6000164 [Names](#)

**Person Information**

Date of Birth: 01/01/1988 [Birth Information](#) Campus ID:

**Biographical History**

[Find](#) | [View All](#) | First 1 of 1 Last

\*Effective Date: 10/16/2014  
 \*Marital Status: Single As of: 10/16/2014  
 \*Gender: Female

**National ID**

[Personalize](#) | [Find](#) | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number		<input checked="" type="checkbox"/>

[Add](#)

**Contact Information**

**Addresses**

[Find](#) | [View All](#) | First 1 of 2 Last

Address Type: Mailing  
 Effective Date: 06/22/2016  
 Status: Active  
 Country: USA

Address: 6000164 Test Street  
 New Orleans, LA 70112  
 Orleans

**Phone**

*Type	*Phone	Ext	Country	Preferred
Mobile	504/600-0164			<input checked="" type="checkbox"/>

[Add](#)

**Email**

*Type	*Email Address	Preferred
Home	LMc.Cullough@gmail.com	<input type="checkbox"/>
LSUHSC Em	LMc.Cullough@lsuhsc.edu	<input checked="" type="checkbox"/>

[Add](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

javascript:submitAction\_win0(document.win0,'DERIVED\_CC\_SA\_DETAIL\_BUTTON');

Step	Action
9.	Click the <b>Birth Information</b> link.  <a href="#">Birth Information</a>



Birth Information Detail

Birth Location:

Birth Country:  Korea, Republic of

Birth State:

Step	Action
10.	Click the <b>Cancel</b> button. <input type="button" value="Cancel"/>

# Training Guide

## Student Record

[Favorites](#) | [Main Menu](#) | [Campus Community](#) | [Personal Information \(Student\)](#) | [Add/Update a Person](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[Biographical Details](#) | [Addresses](#) | [Regional](#)

Luther Mc Cullough 6000164 [Names](#)

**Person Information**

Date of Birth: 01/01/1988 [Birth Information](#) Campus ID:

**Biographical History** [Find](#) | [View All](#) | First 1 of 1 Last

\*Effective Date: 10/16/2014   
 \*Marital Status: Single  As of: 10/16/2014   
 \*Gender: Female

**National ID** [Personalize](#) | [Find](#) | | | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary	
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>	

[Add](#)

**Contact Information**

**Addresses** [Find](#) | [View All](#) | First 1 of 2 Last

Address Type: Mailing   
 Effective Date: 06/22/2016   
 Status: Active   
 Country: USA

**Phone**

*Type	*Phone	Ext	Country	Preferred
Mobile	504/600-0164	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

**Email**

*Type	*Email Address	Preferred
Home	LMc.Cullough@gmail.com	<input type="checkbox"/>
LSUHSC Em	LMc.Cullough@lsuhsc.edu	<input checked="" type="checkbox"/>

[Add](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

javascript:submitAction\_win0(document.win0,'HR\_LBL\_WRK\_VISA\_PERMIT\_LBL');

91%

Step	Action
11.	Click the <a href="#">Visa/Permit Data</a> link.  <a href="#">Visa/Permit Data</a>

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Personal Information \(Student\)](#) > [Add/Update a Person](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

New Window | Help | Personalize Page

### Visa/Permit Data

[Visa/Permit Data](#) Find | View All First 1 of 1 Last

\*Country:  USA

\*Type:  Student

Classification: Visa

\*Effective Date:

Number:  \*Status:  \*Status Date:

Issue Date:  Duration:  \*Duration Type:

Date of Entry into Country:  Expiration Date:

Issuing Authority:

Issue Place:

Supporting Documents Needed			
*Document ID	Description	Request Date	Date Received
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

91%

Step	Action
12.	Click the <b>OK</b> button. <div style="text-align: center; margin-top: 10px;"> <input type="button" value="OK"/> </div>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Personal Information \(Student\)](#) > [Add/Update a Person](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

Luther Mc Cullough 6000164 [Names](#)

**Person Information**

Date of Birth: 01/01/1988 Birth Information Campus ID:

**Biographical History** [Find](#) | [View All](#) First 1 of 1 Last

\*Effective Date: 10/16/2014

\*Marital Status: Single As of: 10/16/2014

\*Gender: Female

**National ID** [Personalize](#) | [Find](#) | | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

**Contact Information**

[Addresses](#) [Find](#) | [View All](#) First 1 of 2 Last

**Phone**

*Type	*Phone	Ext	Country	Preferred
Mobile	504/600-0164	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

**Email**

*Type	*Email Address	Preferred
Home	LMc Cullough@gmail.com	<input type="checkbox"/>
LSUHSC Em	LMc Cullough@lsuhsc.edu	<input checked="" type="checkbox"/>

[Add](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

javascript:submitAction\_win0(document.win0,'DERIVED\_CC\_SA\_DETAIL\_BUTTONS24\$');

Step	Action
13.	Click the <b>Citizenship</b> link.  <a href="#">Citizenship</a>

PS9CSTRN  
WEBRCB2

Citizenship Detail

Citizenship/Passport

\*Country: KOR Korea, Republic of Citizenship Status: [ ]

Passport Information

\*Passport Number: [ ]

Issue Date: [ ] Expiration Date: [ ]

Country: KOR Korea, Republic of

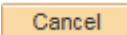
State: [ ]

City: [ ]

Issuing Authority: [ ]

Comment: [ ]

OK Cancel Refresh

Step	Action
14.	Click the <b>Cancel</b> button. 

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Personal Information \(Student\)](#) > [Add/Update a Person](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

Luther Mc Cullough 6000164 Names

**Person Information**

Date of Birth: 01/01/1988 Birth Information Campus ID:

**Biographical History** Find | View All First 1 of 1 Last

\*Effective Date: 10/16/2014 + -

\*Marital Status: Single  As of: 10/16/2014

\*Gender: Female

**National ID** Personalize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

**Contact Information**

**Addresses** Find | View All First 1 of 2 Last

Address Type: Mailing Addresses

Effective Date: 06/22/2016

Status: Active

Country: USA

Address: 6000164 Test Street  
 New Orleans, LA 70112  
 Orleans

**Phone**

*Type	*Phone	Ext	Country	Preferred
Mobile	504/600-0164	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

**Email**

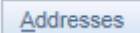
*Type	*Email Address	Preferred
Home	LMc Cullough@gmail.com	<input type="checkbox"/>
LSUHSC Em	LMc Cullough@lsuhsc.edu	<input checked="" type="checkbox"/>

[Add](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

91%

Step	Action
15.	Click the <b>Addresses</b> tab. 

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Personal Information \(Student\)](#) > [Add/Update a Person](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

Luther Mc Cullough 6000164

Current Addresses						
Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Mailing	6000164 Test Street New Orleans, LA 70112 Orleans	06/22/2016	Active	Luther Mc Cullough	06/22/2016 1:07:51PM	<a href="#">Edit/View Address Detail</a>
Legal	6000164 Test Street New Orleans LA, 70112 Orleans	07/21/2015	Active	Diana Wilson	07/21/2015 7:58:18AM	<a href="#">Edit/View Address Detail</a>

Add Address Add Address Types

Effective Date:  Status:

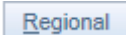
Country:  United States

Address: [Edit Address](#) [Address Linkage](#)

- Home
- \* Mailing
- Business
- Check
- Dormitory
- \* Legal
- Campus
- Other
- Billing
- Other 2
- Permanent
- Preferred
- Veteran
- ISIR Address
- Other
- Other 2
- Work
- SEVIS

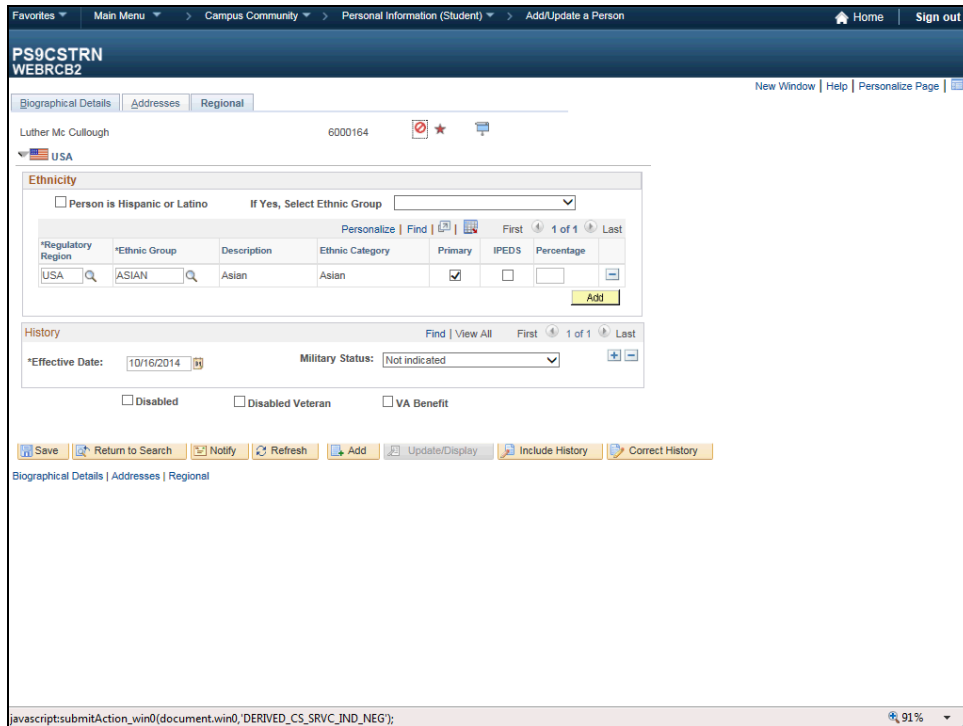
\* Active address exists  
[Explain](#)

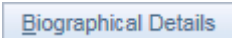
91%

Step	Action
16.	Click the <b>Regional</b> tab. 

# Training Guide

## Student Record



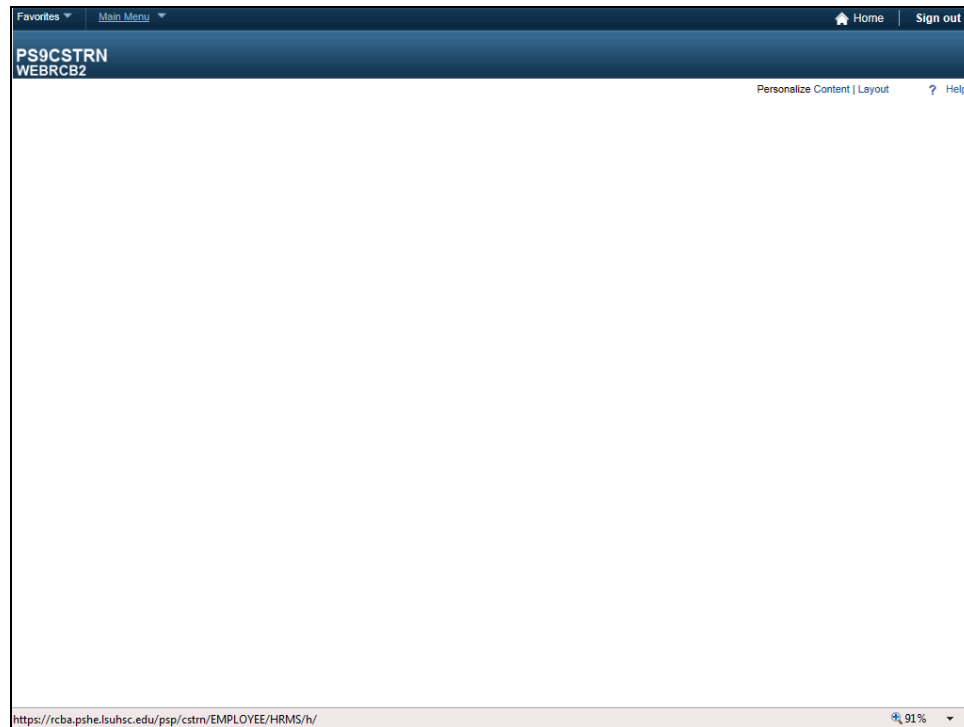
Step	Action
17.	Click the <b>Biographical Details</b> tab. 
18.	This completes <i>View Bio/Demographic Information</i> . <b>End of Procedure.</b>



## Create an Individual Grade Roster

### Procedure

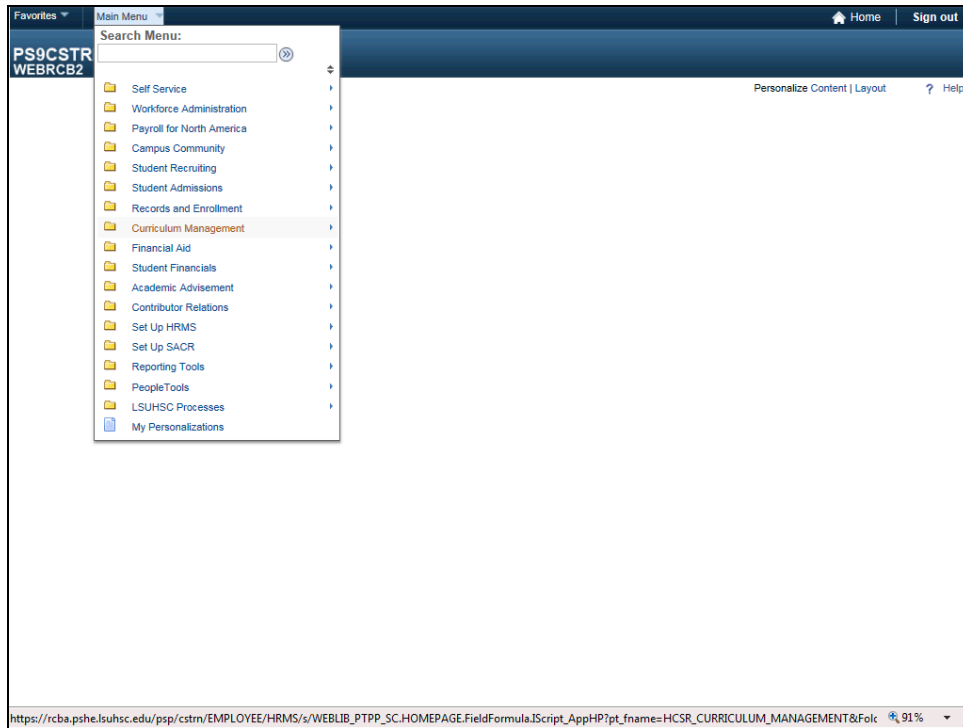
In this topic you will learn how to **Create an Individual Grade Roster**.





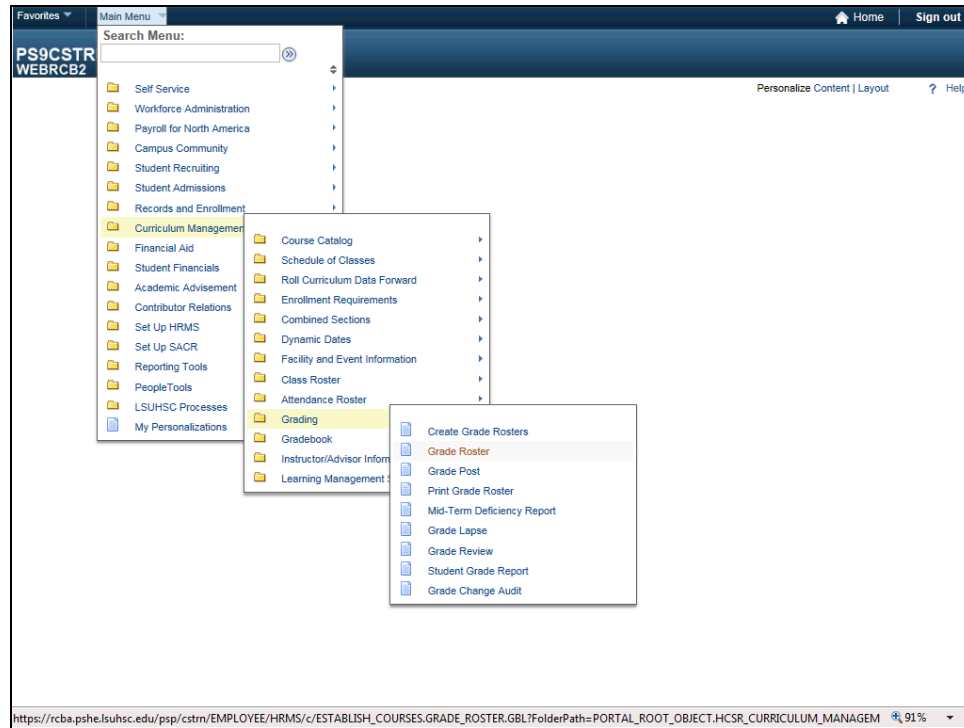
Step	Action
1.	Click the <b>Main Menu</b> link. <a href="#">Main Menu</a>






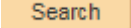
# Training Guide

## Student Record



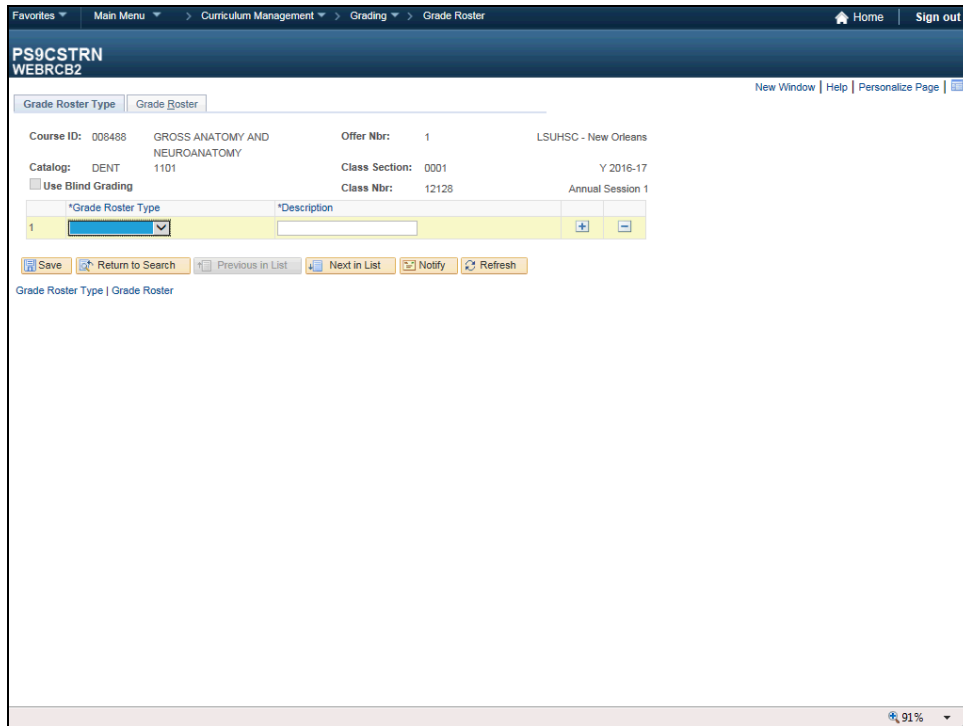
Step	Action
2.	Click the <b>Curriculum Management</b> link. 
3.	Click the <b>Grading</b> link. 




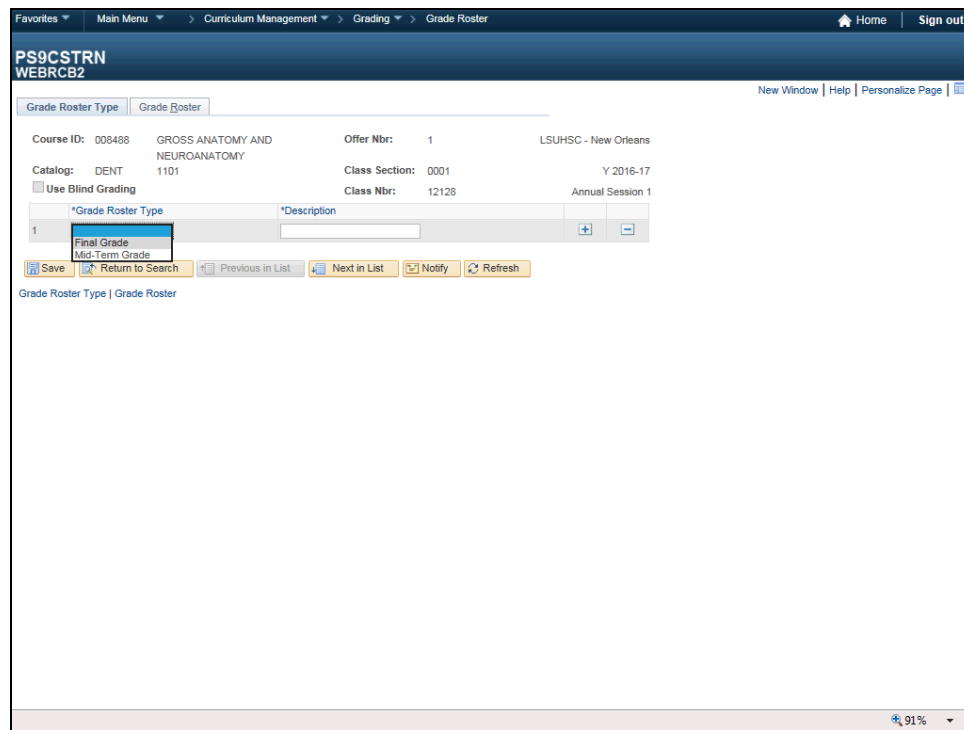
Step	Action
4.	Click the <b>Grade Roster</b> list item. 
5.	Click the <b>Look up Term</b> button. 
6.	Click the <b>1171</b> link. 
7.	Click the <b>Look up Subject Area</b> button. 
8.	Click the <b>BIOCH</b> link. 
9.	Click the <b>Search</b> button. 

# Training Guide

## Student Record



Step	Action
10.	Click the <b>Grade Roster Type</b> list. 



Step	Action
11.	Click the <b>Final Grade</b> list item. <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 2px; display: inline-block; margin-top: 5px;">Final Grade</div>

# Training Guide

## Student Record

Favorites ▾ Main Menu ▾ Curriculum Management ▾ Grading ▾ Grade Roster Home Sign out  
 PS9CSTRN WEBRCB2 New Window | Help | Personalize Page |

Grade Roster Type Grade Roster


Course ID: 008488 GROSS ANATOMY AND Offer Nbr: 1 LSUHSC - New Orleans  
 NEUROANATOMY  
 Catalog: DENT 1101 Class Section: 0001 Y 2016-17  
 Use Blind Grading Class Nbr: 12128 Annual Session 1

*Grade Roster Type	*Description	Final Roster Grading Status	Override	Partial Post
1 Final Grade	Final Grade	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Notify Refresh

Grade Roster Type | Grade Roster

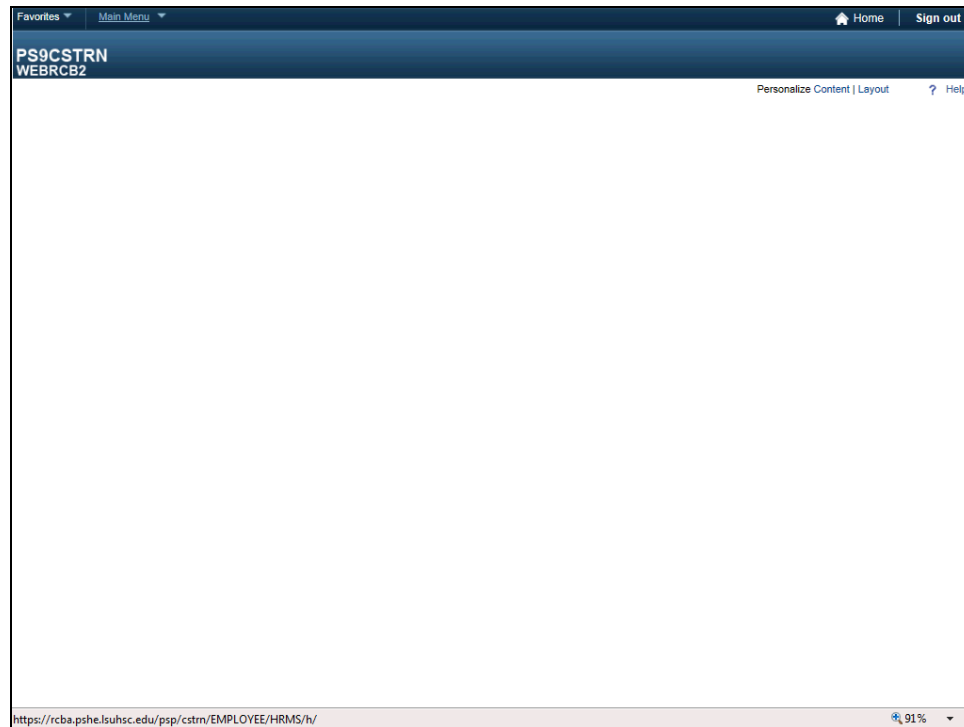
91%

Step	Action
12.	Click the <b>Create</b> button. 
13.	The Grade Roster displays.
14.	This completes <i>View an Individual Grade Roster</i> . <b>End of Procedure.</b>

## Update Bio/Demographic Data

### Procedure

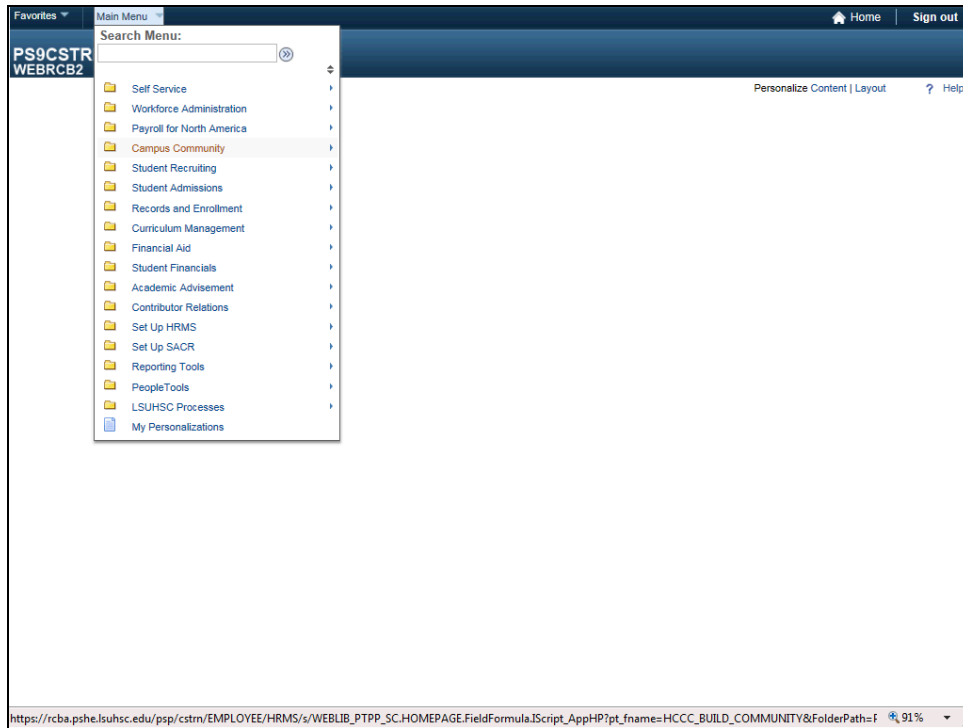
In this topic you will learn how to **Update Bio/Demographic Information**.





Step	Action
1.	Click the <b>Main Menu</b> link. <a href="#">Main Menu</a>

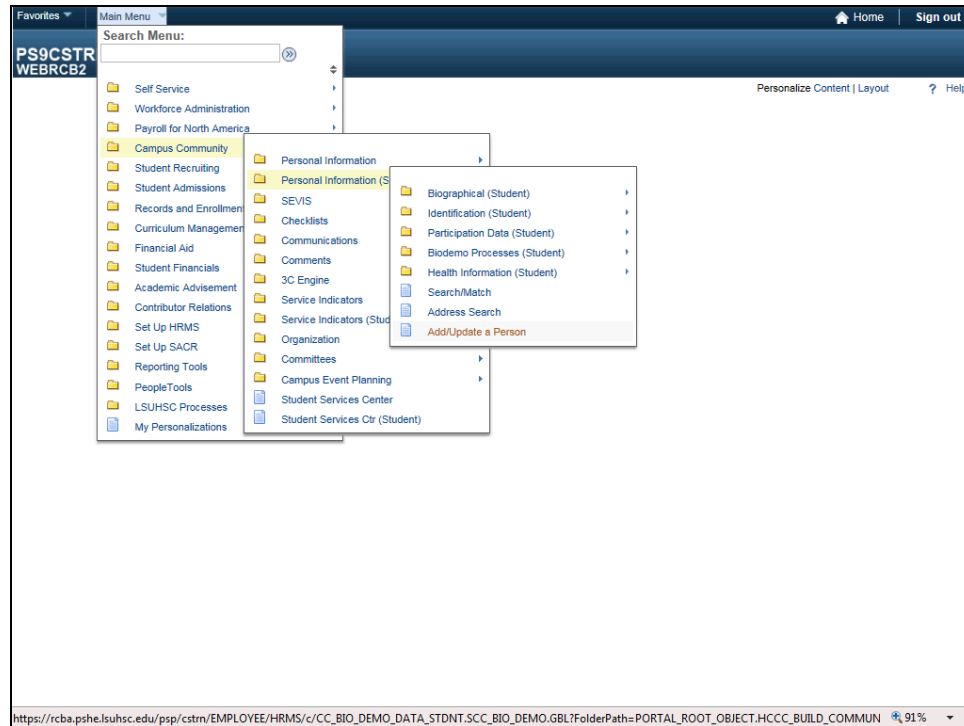
# Training Guide


## Student Record



Step	Action
2.	Click the <b>Campus Community</b> menu. 
3.	Click the <b>Personal Information (Student)</b> menu. 





Step	Action
4.	Click the <b>Add/Update a Person</b> list item. 
5.	Enter the desired information into the <b>ID</b> field. Enter " <b>Empl ID</b> ".

# Training Guide

## Student Record

Add/Update Person  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

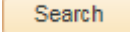


Search Criteria

ID: begins with 6000164 x  
 National ID: begins with  
 Campus ID: begins with  
 Last Name: begins with  
 First Name: begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	Click the <b>Search</b> button. 
7.	Click the <b>Show next row</b> button. 
8.	Click the button to the right of the <b>Marital Status</b> field. 

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Personal Information \(Student\)](#) > [Add/Update a Person](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

Luther Mc Cullough 6000164 Names

**Person Information**

Date of Birth:

Biographical History:

\*Effective Date:

\*Marital Status: **Single**

\*Gender:

National ID:

\*Country:

\*National ID Type:

Social Security Number:

Add

**Contact Information**

Addresses:

Address Type: Mailing

Effective Date: 06/22/2016

Status: Active

Country: USA

Address:

6000164 Test Street  
 New Orleans, LA 70112  
 Orleans

Phone:

\*Type: Mobile

\*Phone: 504/600-0164

Ext:

Country:

Preferred:

Add

Email:

\*Type: Home

\*Email Address: LMc Cullough@gmail.com

Preferred:

Add

Visa/Permit Data

Citizenship

[Biographical Details](#) | [Addresses](#) | [Regional](#)

91%

Step	Action
9.	Click the <b>Married</b> list item. <input type="text" value="Married"/>

# Training Guide

## Student Record

[Favorites](#) | [Main Menu](#) | [Campus Community](#) | [Personal Information \(Student\)](#) | [Add/Update a Person](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[Biographical Details](#) | [Addresses](#) | [Regional](#)

Luther Mc Cullough 6000164 **Names**

**Person Information**

Date of Birth: 01/01/1988 Birth Information Campus ID:

**Biographical History** [Find](#) | [View All](#) | [First](#) | 2 of 2 | [Last](#)

\*Effective Date: 03/03/2017

\*Marital Status: **Married** As of: 10/16/2014

\*Gender: **Female**

**National ID** [Personalize](#) | [Find](#) | | | [First](#) | 1 of 1 | [Last](#)

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

**Contact Information**

[Addresses](#) | [Find](#) | [View All](#) | [First](#) | 1 of 2 | [Last](#)

**Phone**

*Type	*Phone	Ext	Country	Preferred
Mobile	504/600-0164	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

Address Type: Mailing [Addresses](#)  
 Effective Date: 06/22/2016  
 Status: Active  
 Country: USA  
 Address: 6000164 Test Street  
 New Orleans, LA 70112  
 Orleans

**Email**

*Type	*Email Address	Preferred
Home	LMc Cullough@gmail.com	<input type="checkbox"/>
LSUHSC Em	LMc Cullough@lsuhsc.edu	<input checked="" type="checkbox"/>

[Add](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

javascript:DatePrompt\_win0('SCC\_PER\_EFF\_H\_MAR\_STATUS\_DT\$0','SCC\_PER\_EFF\_H\_MAR\_STATUS\_DT\$prompt\$0','450',false);

91%

Step	Action
10.	Enter the desired information into the <b>As of</b> field. Enter " <b>Marriage Date</b> ". 

[Favorites](#) | [Main Menu](#) | [Campus Community](#) | [Personal Information \(Student\)](#) | [Add/Update a Person](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[Biographical Details](#) | [Addresses](#) | [Regional](#)

Luther Mc Cullough 6000164 Names

**Person Information**

Date of Birth: 01/01/1988 Birth Information Campus ID:

**Biographical History** Find | View All First 2 of 2 Last

\*Effective Date: 03/03/2017

\*Marital Status: Married As of: 10/16/2014

\*Gender: Female

**National ID** Personalize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary	
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>	

**Contact Information**

**Addresses** Find | View All First 1 of 2 Last

Address Type: Mailing Effective Date: 06/22/2016 Status: Active Country: USA

Address: 6000164 Test Street New Orleans, LA 70112 Orleans

**Phone**

*Type	*Phone	Ext	Country	Preferred
Mobile	504/600-0164	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

**Email**



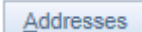
*Type	*Email Address	Preferred
Home	LMc.Cullough@gmail.com	<input type="checkbox"/>
LSUHSC Em	LMc.Cullough@lsuhsc.edu	<input checked="" type="checkbox"/>

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#)

javascript:DatePrompt\_win0('SCC\_PER\_EFF\_H\_MAR\_STATUS\_DTS0','SCC\_PER\_EFF\_H\_MAR\_STATUS\_DTSprompt\$0','450',false);

91%

Step	Action
11.	Click the <b>Show next row</b> button. 
12.	Click the <b>Show previous row</b> button. 
13.	Click the <b>Addresses</b> tab. 

# Training Guide

## Student Record

Navigation: Favorites > Main Menu > Campus Community > Personal Information (Student) > Add/Update a Person

Home | Sign out

PS9CSTRN  
WEBRCB2

Biographical Details | **Addresses** | Regional

Luther Mc Cullough 6000164

**Current Addresses** Personalize | Find | View All | First 1-2 of 2 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Mailing	6000164 Test Street New Orleans, LA 70112 Orleans	06/22/2016	Active	Luther Mc Cullough	06/22/2016 1:07:51PM	<a href="#">Edit/View Address Detail</a>
Legal	6000164 Test Street New Orleans LA 70112 Orleans	07/21/2015	Active	Diana Wilson	07/21/2015 7:58:16AM	<a href="#">Edit/View Address Detail</a>

Add Address Add Address Types

Effective Date: 03/03/2017 Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

Submit Reset

- Home
- \* Mailing
- Business
- Check
- Dormitory
- \* Legal
- Campus
- Other
- Billing
- Other 2
- Permanent
- Preferred
- Veteran
- ISIR Address
- Other
- Other 2
- Work
- SEVIS

\* Active address exists  
[Explain](#)

javascript:submitAction\_win0(document.win0,'SCC\_ADDR\_HSsr1150'); 91%

Step	Action
14.	Click the <b>Edit/View Address Detail</b> link. <a href="#">Edit/View Address Detail</a>

Favorites Main Menu Campus Community Personal Information (Student) Add/Update a Person Home Sign out

PS9CSTRN  
WEBRCB2

Address History New Window | Help | Personalize Page


Address Type Mailing

Address History					Find	First	1 of 1	Last
Effective Date	Country	Status	Address					+
06/22/2016	USA	Active	6000164 Test Street New Orleans, LA 70112 Orleans	Updated	06/22/2016 1:07:51PM			Update Addresses Address Linkage

Updated By Luther Mc Cullough

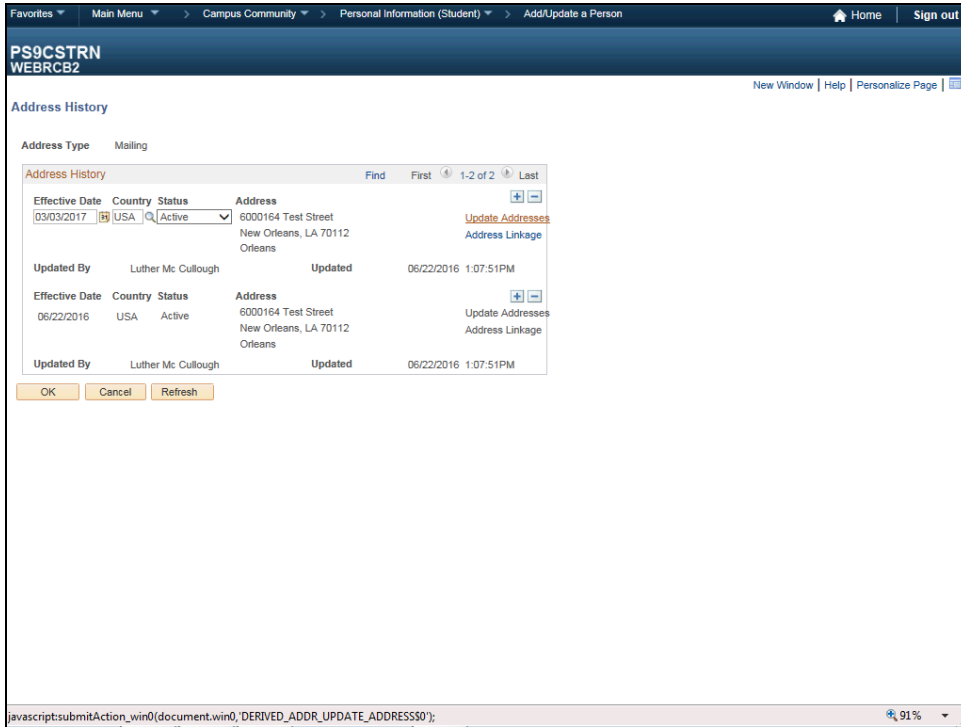
OK Cancel Refresh

javascript:submitAction\_win0(document.win0,'SICField25Snew\$05\$0'); 91%

Step	Action
15.	Click the <b>Add a new row at row 1</b> button. 

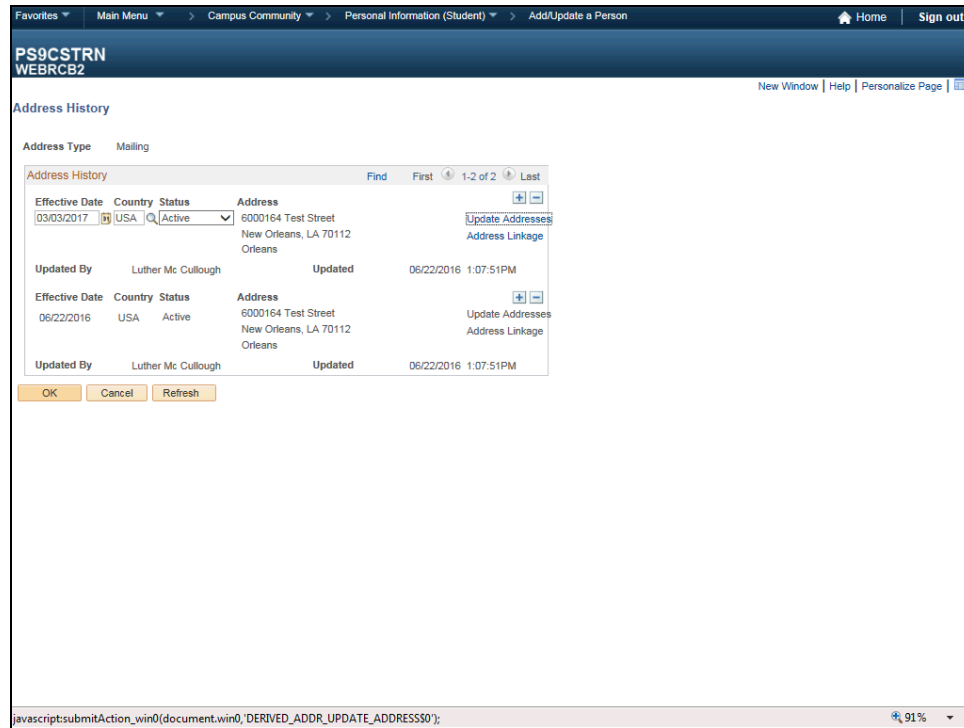
# Training Guide

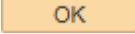
## Student Record



Step	Action
16.	Click the <b>Update Addresses</b> link. <a href="#">Update Addresses</a>
17.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>Address 1</b> ". <input type="text" value="6000164 Test Street"/>
18.	Enter the desired information into the <b>City</b> field. Enter " <b>City</b> ". <input type="text" value="New Orleans"/>
19.	Enter the desired information into the <b>Postal</b> field. Enter " <b>Postal Zip Code</b> ". <input type="text" value="70112"/>
20.	<b>NOTE: The Parish is a required field for all Louisiana students.</b> Enter the desired information into the <b>Parish</b> field. Enter " <b>Parish</b> ". <input type="text" value="Orleans"/>
21.	Enter the desired information into the <b>State</b> field. Enter " <b>State</b> ". <input type="text" value="LA"/>
22.	Click the <b>OK</b> button. <input type="button" value="OK"/>

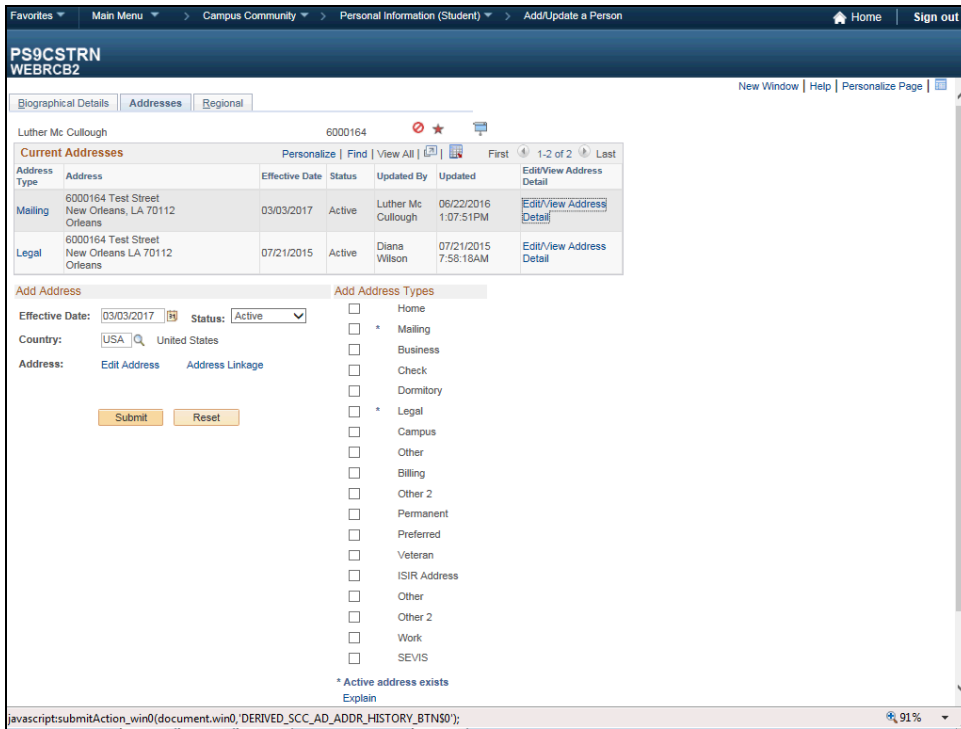


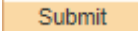


Step	Action
23.	Click the <b>OK</b> button. 

# Training Guide

## Student Record

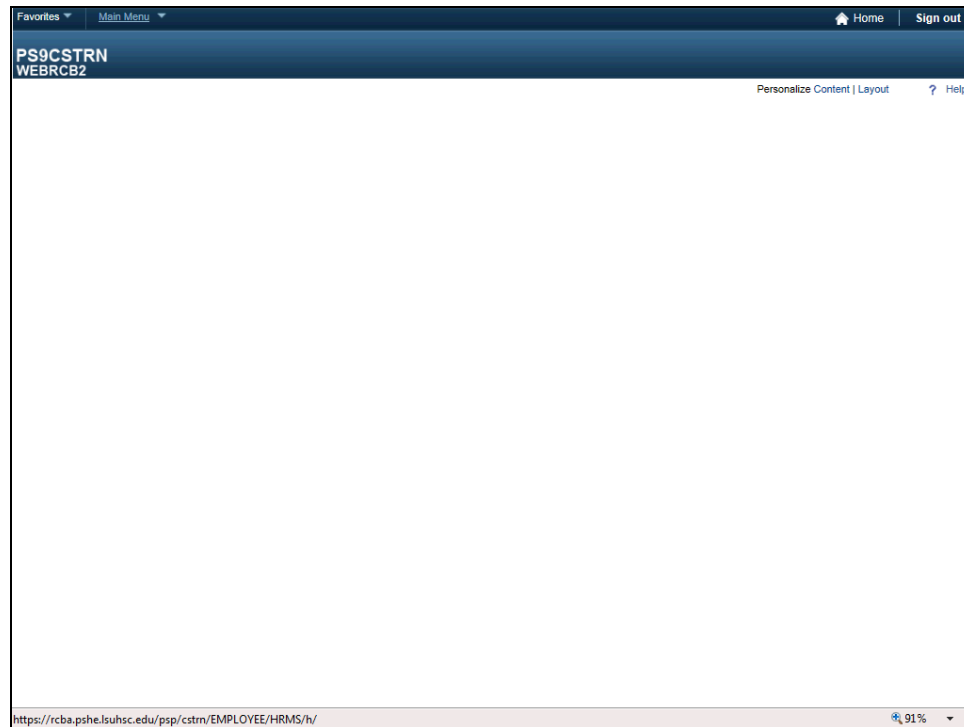


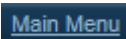



Step	Action
24.	Click the <b>Submit</b> button. 
25.	This completes <i>Update Bio/Demographic Information</i> . <b>End of Procedure.</b>

## Print a Grade Roster for a Single Class

### Procedure

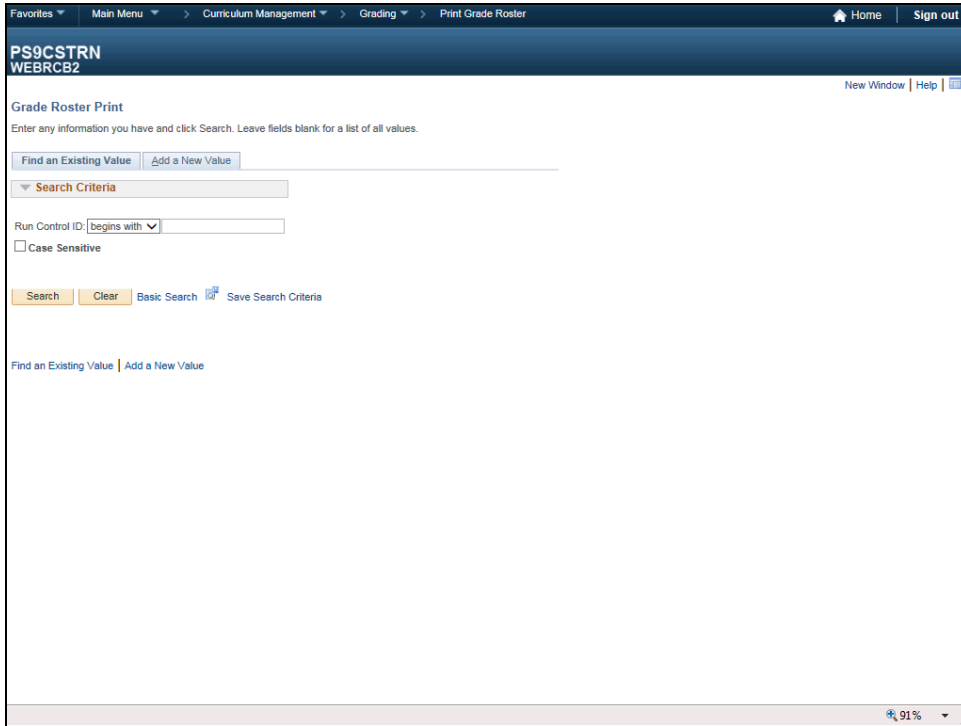
In this topic you will learn how to **Print a Grade Roster for a Single Class**.


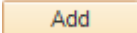



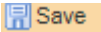
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Curriculum Management</b> menu. 
3.	Click the <b>Grading</b> link. 
4.	Click the <b>Print Grade Roster</b> menu. 

# Training Guide

## Student Record

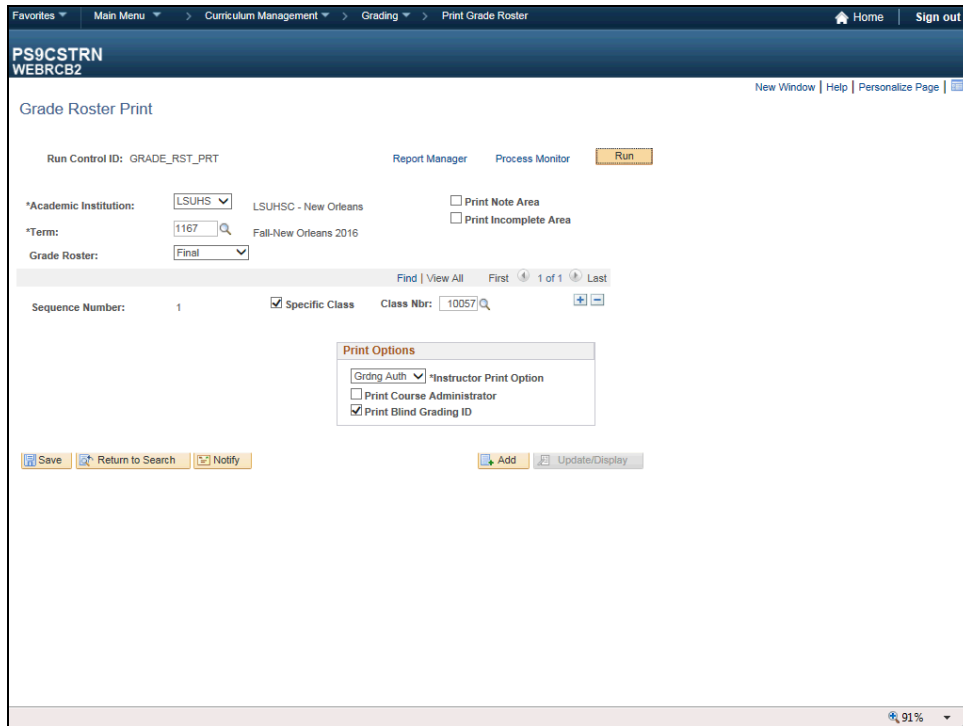



Step	Action
5.	<p>The first time you use Print grade Roster, you will need to create a Run Control ID in order to access the Process Scheduler and print your roster.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p></p>
6.	<p><b>Run Control ID</b> is:</p> <ol style="list-style-type: none"> <li>1. Specific to the end-user's Operator (User) ID;</li> <li>2. Can be entered in upper case, lower case, or mixed case;</li> <li>3. Can be up to 30 characters long;</li> <li>4. Characters can be either number or letters, but <b>cannot</b> include and <b>special characters</b> (e.g. \$, &amp;, #);</li> <li>5. <b>Cannot</b> contain <b>blank</b> spaces; and</li> <li>6. <b>Must</b> be one continuous string of characters or words <b>must</b> be linked by an underscore.</li> </ol> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>GRADE_RST_PRT</b>".</p> <p><input type="text"/></p>
7.	<p>Click the <b>Add</b> button.</p> <p></p>

Step	Action
8.	Enter the desired information into the <b>Term</b> field. Enter " <b>1167</b> ".  <i>NOTE: If you do not know the Term designation, you can search for it by clicking the Look Up Term button.</i>  
9.	Select the box before the <b>Specific Class</b> item.  <input type="checkbox"/> <b>Specific Class</b>
10.	Enter the desired information into the <b>Class Nbr</b> field. Enter " <b>10057</b> ".
11.	Click the <b>Save</b> button.  

# Training Guide

## Student Record



Step	Action
12.	Click the <b>Run</b> button. 

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Print Grade Roster](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

Process Scheduler Request

User ID: WDOOL1      Run Control ID: GRADE\_RST\_PRT

Server Name:        Run Date: 03/03/2017

Recurrence:        Run Time: 9:59:27AM


Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grade Roster Print	SRRSTRPT	SQR Report	Web ▼	PDF ▼	Distribution

91%

Step	Action
13.	Click the button to the right of the <b>Server Name</b> field. 

# Training Guide

## Student Record

Favorites ▾ Main Menu ▾ Curriculum Management ▾ Grading ▾ Print Grade Roster Home Sign out

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page |

**Process Scheduler Request**

User ID: WDOOL1      Run Control ID: GRADE\_RST\_PRT

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grade Roster Print	SRRSTRPT	SQR Report	Web	PDF	Distribution

91%

Step	Action
14.	Click the <b>PSNT</b> list item. <input type="text" value="PSNT"/>



[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Print Grade Roster](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Process Scheduler Request**

User ID: WDOOL1      Run Control ID: GRADE\_RST\_PRT

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grade Roster Print	SRRSTRPT	SQR Report	Web	PDF	Distribution

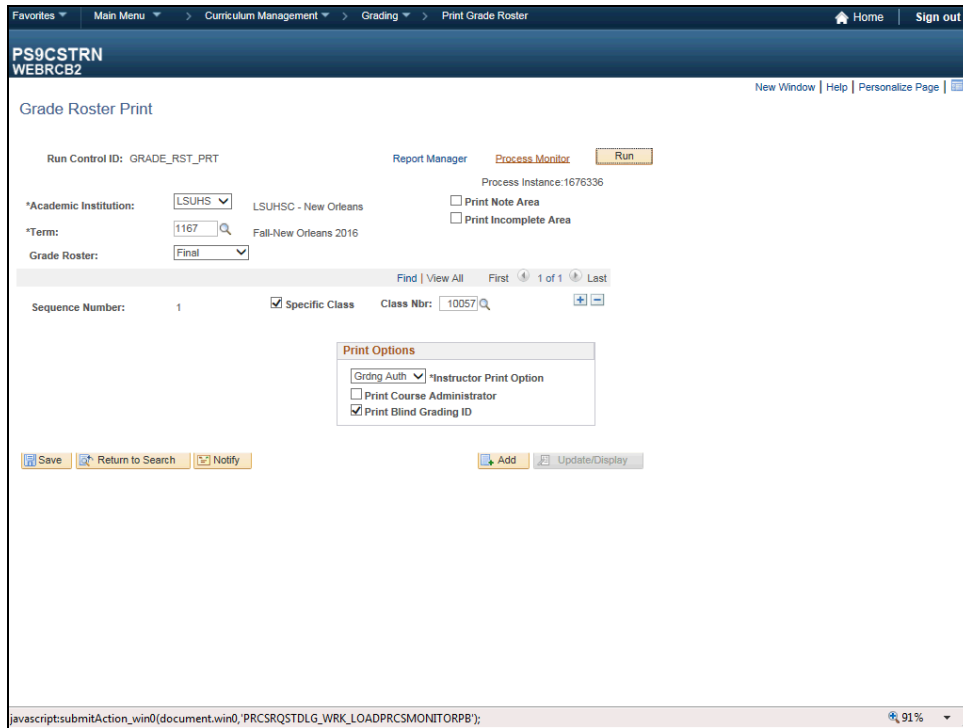
    

91%

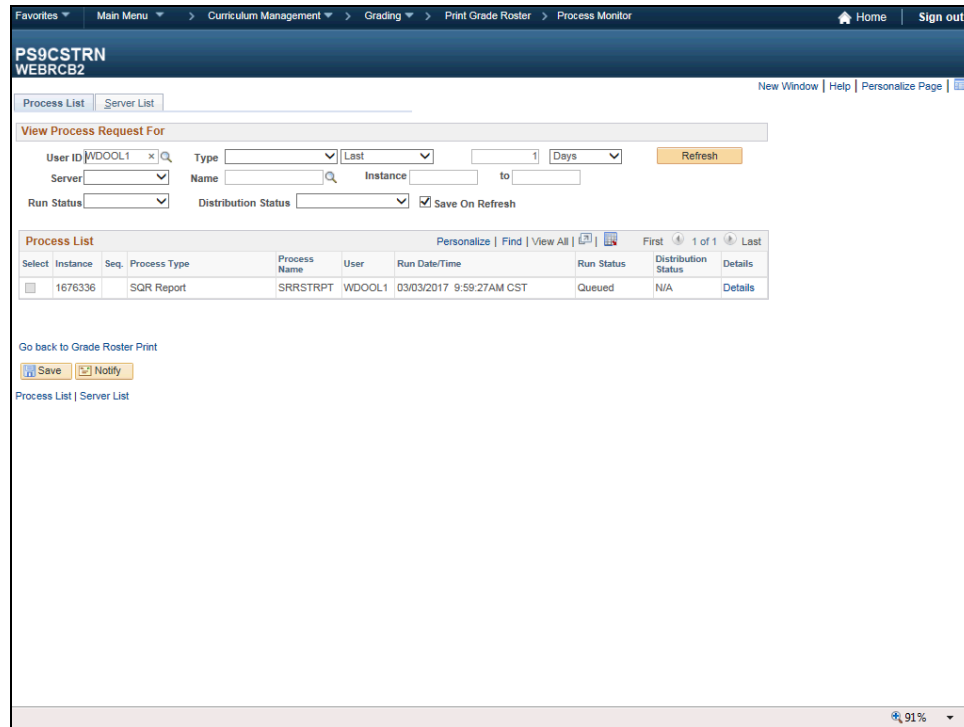
Step	Action
15.	Click the <b>OK</b> button. <input type="button" value="OK"/>


# Training Guide

## Student Record



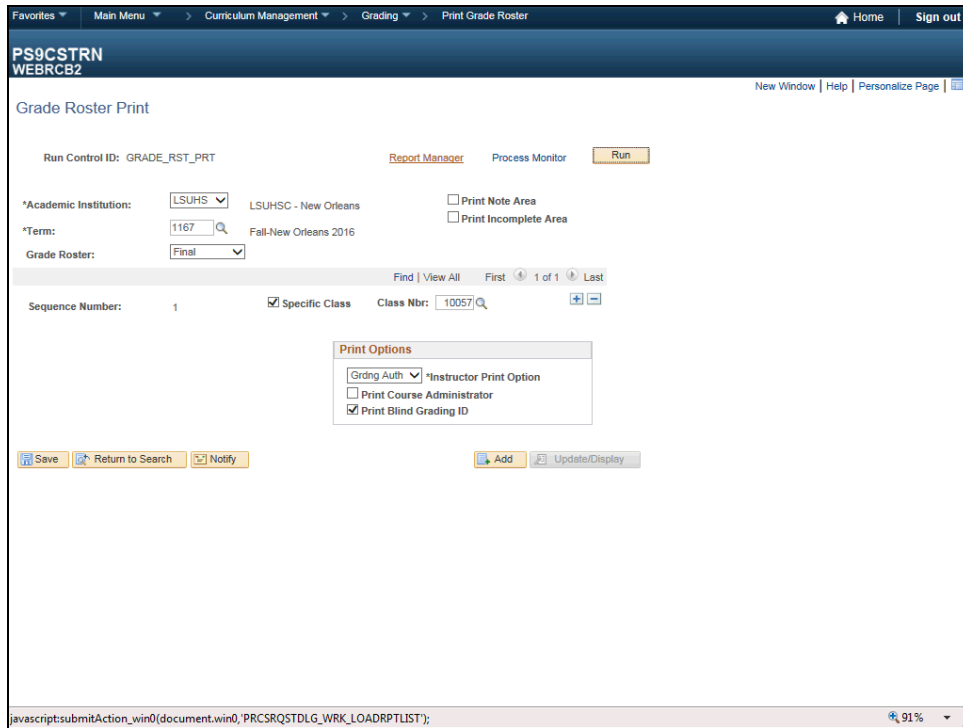
Step	Action
16.	Click the <b>Process Monitor</b> link.  <a href="#">Process Monitor</a>



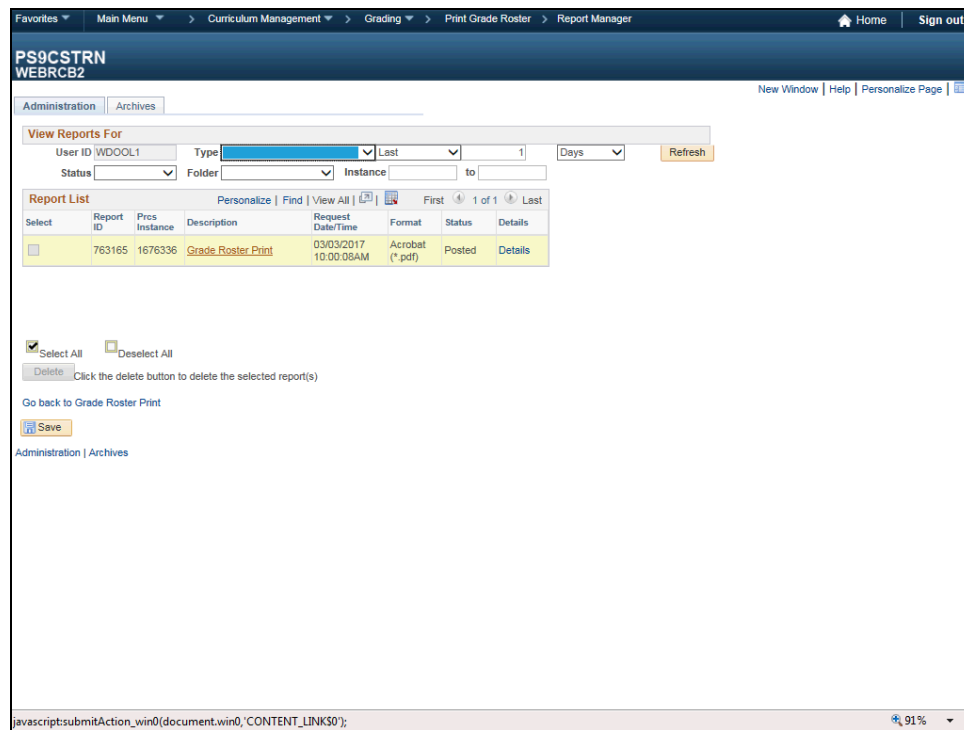
Step	Action
17.	Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted. 
18.	Click the <b>Go back to Grade Roster Print</b> link. <a href="#">Go back to Grade Roster Print</a>

# Training Guide

## Student Record



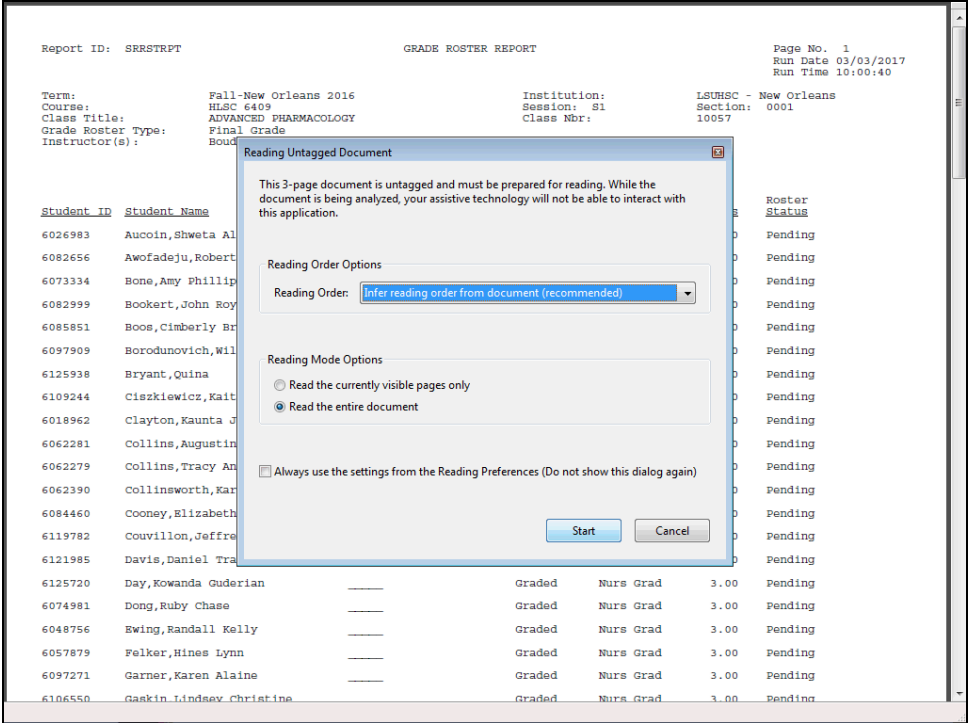
Step	Action
19.	Click the <b>Report Manager</b> link. <u><a href="#">Report Manager</a></u>




Step	Action
20.	Click the <b>Grade Roster Print</b> link. <a href="#">Grade Roster Print</a>

# Training Guide

## Student Record

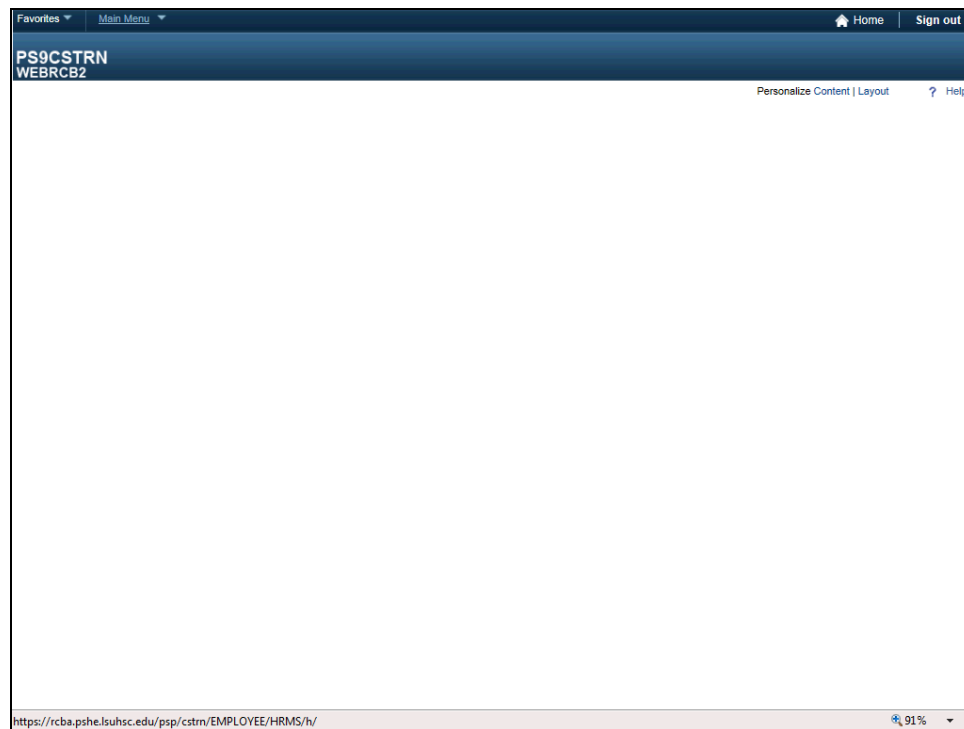






Step	Action
21.	Click the <b>Start</b> button. 
22.	The Grade Roster will display.
23.	This completes <i>Print a Grade Roster for a Single Class.</i> <b>End of Procedure.</b>

## Create a Grade Roster using the Batch Process

### Procedure


In this topic you will learn how to **Create a Grade Roster using the Batch Process.**



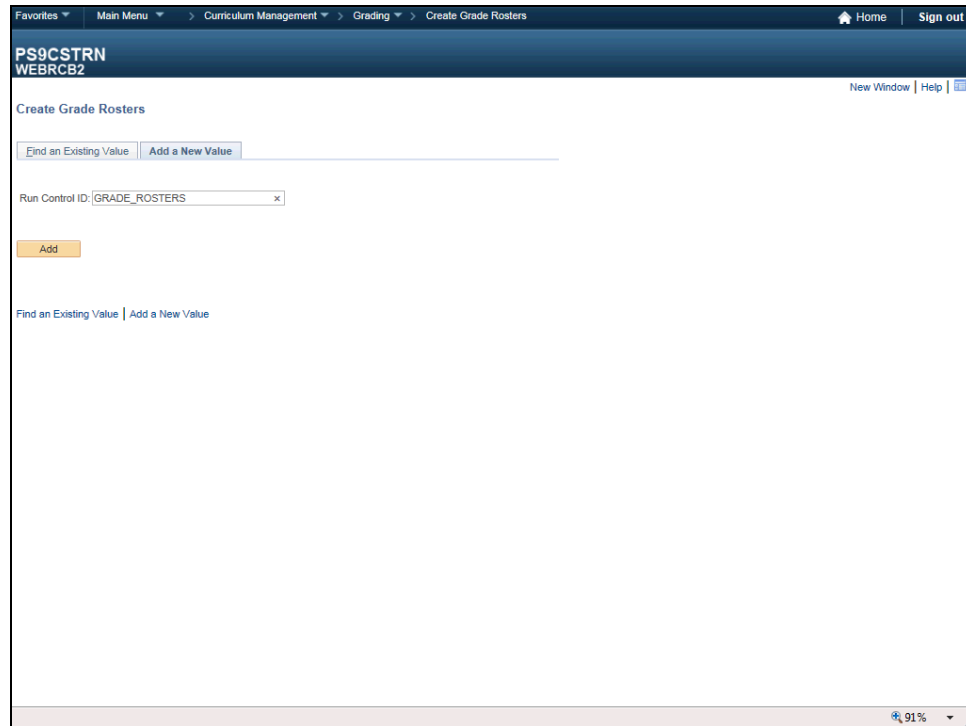
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Curriculum Management</b> link. 
3.	Click the <b>Grading</b> link. 
4.	Click the <b>Create Grade Rosters</b> menu. 

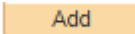
# Training Guide

## Student Record

Step	Action
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>GRADE_ROSTERS</b> ".





Step	Action
7.	Click the <b>Add</b> button. 

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Create Grade Rosters](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page

Create Grade Rosters

Run Control ID: GRADE\_ROSTERS Report Manager Process Monitor Run



\*Academic Institution:  LSUHSC - New Orleans

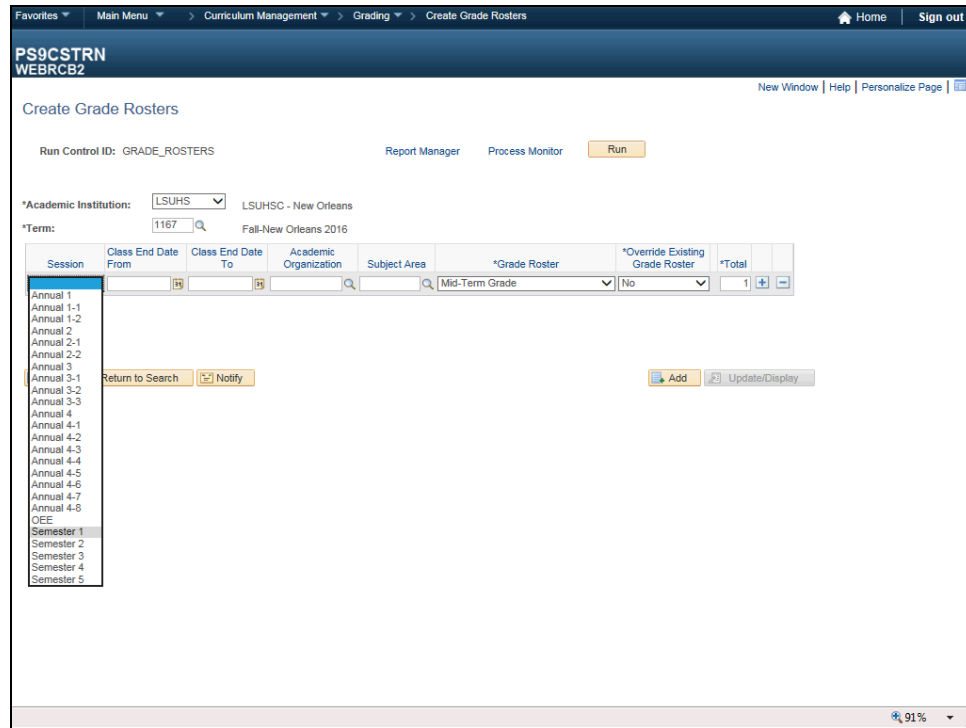
\*Term:  Academic Year 2013-2014

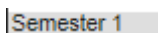
Session	Class End Date From	Class End Date To	Academic Organization	*Grade Roster	*Override Existing Grade Roster	*Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mid-Term Grade	No	1

Save Return to Search Notify
Add Update/Display

91%

Step	Action
8.	Enter the desired information into the <b>Term</b> field. Enter " <b>1167</b> ". 
9.	Click the button to the right of the <b>Session</b> field. 



Step	Action
10.	Click the <b>Semester 1</b> list item. 

# Training Guide

## Student Record

[Favorites](#) | [Main Menu](#) | [Curriculum Management](#) | [Grading](#) | [Create Grade Rosters](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

Create Grade Rosters New Window | Help | Personalize Page


Run Control ID: GRADE\_ROSTERS Report Manager Process Monitor Run

\*Academic Institution:  LSUHSC - New Orleans

\*Term:  Fall-New Orleans 2016

Session	Class End Date From	Class End Date To	Academic Organization	Subject Area	*Grade Roster	*Override Existing Grade Roster	*Total
<input type="text" value="Semester 1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Mid-Term Grade"/>	<input type="text" value="No"/>	<input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>

javascript:Action\_win0(document.win0, RUN\_CNTL\_RSTR\_H\_ACAD\_ORG\$prompt50); 91%

Step	Action
11.	Click the <b>Look up Academic Organization</b> button. 

The screenshot shows the 'Look Up Academic Organization' dialog box. The search criteria are set to Academic Institution: LSUHS and Academic Organization: begins with. The search results table is as follows:

Academic Organization	Description
ADULT	Adult Nursing
<b>AHP,N</b>	Allied Health Prof, NO Campus
ANEST,N	Anesthesiology, N
BIOGEN,N	Biometry & Genetics, N
BMB,N	Biochem & Molecular Bio, N
CB&A,N	Cell Biology and Anatomy, N
CLSC,N	Clinical Laboratory Sci, NO
COMD,N	Communications Disorders, NO
CPSC,N	Cardiopulmonary Science, NO
DENAU,N	Dental Auxiliaries
DENT,N	Dentistry, NO Campus
DERMA,N	Dermatology, N
EEGT	Electroencephalographic Tech
ENDOD	Endodontics
FAMILY,N	Family Nursing
FAMMED,N	Family Medicine, N
GENDEN	General Dentistry
GENETICS,N	Genetics, N
GRADS,N	Graduate Studies, NO Campus
INTERO,N	Interdisciplinary, N
LSUHS	LSU Health Sciences Center
LSUNO	LSUHSC New Orleans
MEDBIB,N	Medical Bibliography, N
MEDDEPT,N	Medicine Department of, NO
MEDNO,N	Medicine in NO, NO Campus
MH&CN	Mental Health & Community Nurs
MIP,N	Mircobio, Immun & Para, N
MTEC,N	Medical Technology, NO
NEURO,N	Neurology, N

Step	Action
12.	Click the <b>AHP,N</b> list item.  <b>AHP,N</b>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Create Grade Rosters](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page

Create Grade Rosters


Run Control ID: GRADE\_ROSTERS Report Manager Process Monitor

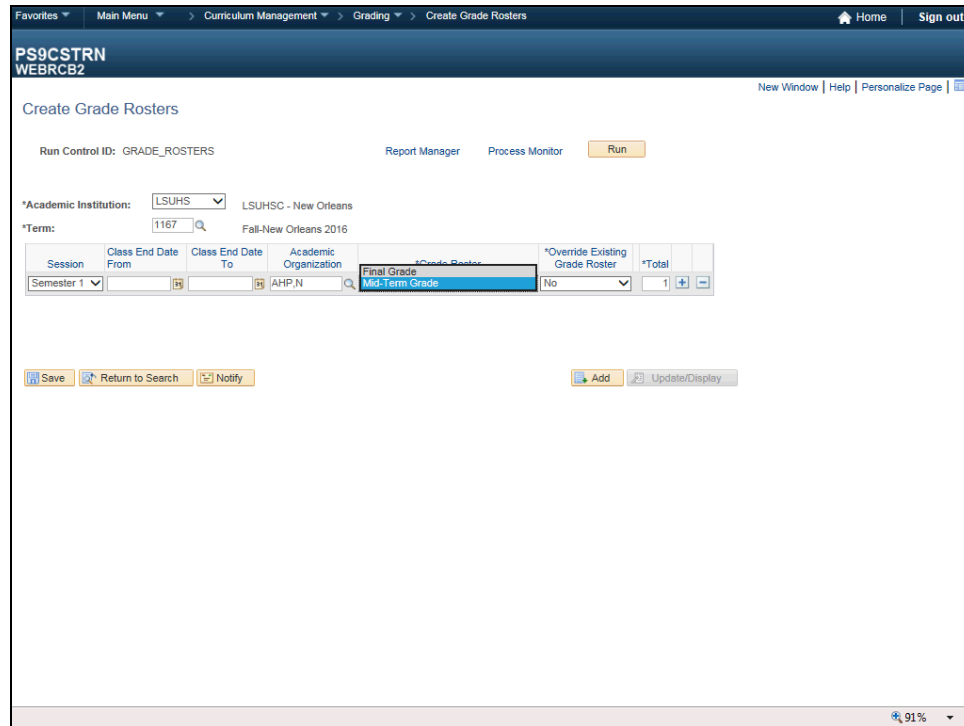
\*Academic Institution:  LSUHSC - New Orleans

\*Term:  Fall-New Orleans 2016

Session	Class End Date From	Class End Date To	Academic Organization	*Grade Roster	*Override Existing Grade Roster	*Total
Semester 1	<input type="text"/>	<input type="text"/>	AHP.N	<input type="text" value="Mid-Term Grade"/>	<input type="text" value="No"/>	1

91%

Step	Action
13.	Click the button to the right of the <b>Grade Roster</b> field. 



Step	Action
14.	Click the <b>Final Grade</b> list item. <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 2px; display: inline-block; margin-top: 5px;">Final Grade</div>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Create Grade Rosters](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page

Create Grade Rosters

Run Control ID: GRADE\_ROSTERS Report Manager Process Monitor [Run](#)

\*Academic Institution:  LSUHSC - New Orleans

\*Term:  Fall-New Orleans 2016

Session	Class End Date From	Class End Date To	Academic Organization	*Grade Roster	*Override Existing Grade Roster	*Total
Semester 1	<input type="text"/>	<input type="text"/>	AHP.N	<input type="text" value="Final Grade"/>	<input type="text" value="No"/>	1

[Save](#) [Return to Search](#) [Notify](#)
[Add](#) [Update/Display](#)

91%

Step	Action
15.	Click the <b>No</b> list item for the Override Existing Grade Roster. <input type="text" value="No"/>
16.	Click the <b>Save</b> button. <input type="button" value="Save"/>



[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Create Grade Rosters](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

Create Grade Rosters

Run Control ID: GRADE\_ROSTERS      Report Manager      Process Monitor      **Run**

\*Academic Institution:  LSUHSC - New Orleans  
 \*Term:  Fall-New Orleans 2016

Session	Class End Date From	Class End Date To	Academic Organization	*Grade Roster	*Override Existing Grade Roster	*Total
Semester 1	<input type="text"/>	<input type="text"/>	AHP.N	Final Grade	No	1

91%

Step	Action
17.	Click the <b>Run</b> button. <div style="text-align: center;"> <input type="button" value="Run"/> </div>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Create Grade Rosters](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

Process Scheduler Request

User ID: WDOOL1      Run Control ID: GRADE\_ROSTERS

Server Name:        Run Date: 03/03/2017


Recurrence:        Run Time: 10:21:40AM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grade Roster Generator	SRPCGGPJ	PS-Job	[(None) ⌵]	[(None) ⌵]	Distribution

91%

Step	Action
18.	Click the button to the right of the <b>Server Name</b> field. 

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Create Grade Rosters](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Process Scheduler Request**

User ID: WDOOL1      Run Control ID: GRADE\_ROSTERS

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grade Roster Generator	SRPCGGPJ	PS.Job	(None)	(None)	Distribution

91%

Step	Action
19.	Click the <b>PSNT</b> list item. <input type="text" value="PSNT"/>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Create Grade Rosters](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

Process Scheduler Request

User ID: WDOOL1      Run Control ID: GRADE\_ROSTERS

Server Name:       Run Date:

Recurrence:       Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grade Roster Generator	SRPCGGPJ	PS-Job	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>	Distribution

91%

Step	Action
20.	Click the <b>OK</b> button. <input type="button" value="OK"/>

[Favorites](#) | [Main Menu](#) | [Curriculum Management](#) | [Grading](#) | [Create Grade Rosters](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Create Grade Rosters**

Run Control ID: GRADE\_ROSTERS | Report Manager | [Process Monitor](#) | [Run](#)

Process Instance: 1676337

\*Academic Institution:  LSUHSC - New Orleans

\*Term:  Fall-New Orleans 2016

Session	Class End Date From	Class End Date To	Academic Organization	*Grade Roster	*Override Existing Grade Roster	*Total
Semester 1			AHP.N	Final Grade	No	1

[Save](#) | [Return to Search](#) | [Notify](#) | [Add](#) | [Update/Display](#)

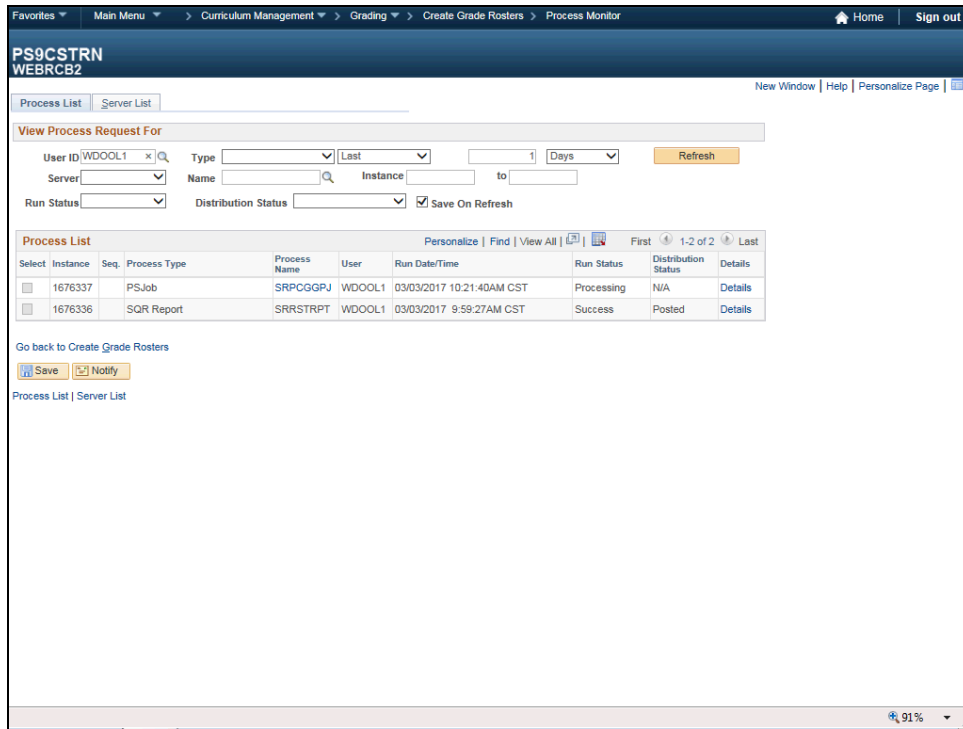
javascript:submitAction\_win0(document.win0,'PRCSRQSTDG\_WRK\_LOADPRCSMONITORPB');


91%

Step	Action
21.	Click the <b>Process Monitor</b> link.  <u><a href="#">Process Monitor</a></u>

# Training Guide

## Student Record



Step	Action
22.	Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted. 
23.	Click the <b>Go back to Create Grade Rosters</b> link. <a href="#">Go back to Create Grade Rosters</a>

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Create Grade Rosters](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

Create Grade Rosters

Run Control ID: GRADE\_ROSTERS [Report Manager](#) Process Monitor [Run](#)

\*Academic Institution:  LSUHSC - New Orleans

\*Term:  Fall-New Orleans 2016

Session	Class End Date From	Class End Date To	Academic Organization	*Grade Roster	*Override Existing Grade Roster	*Total
Semester 1	<input type="text"/>	<input type="text"/>	AHP,N	Final Grade	No	1

[Save](#) [Return to Search](#) [Notify](#)

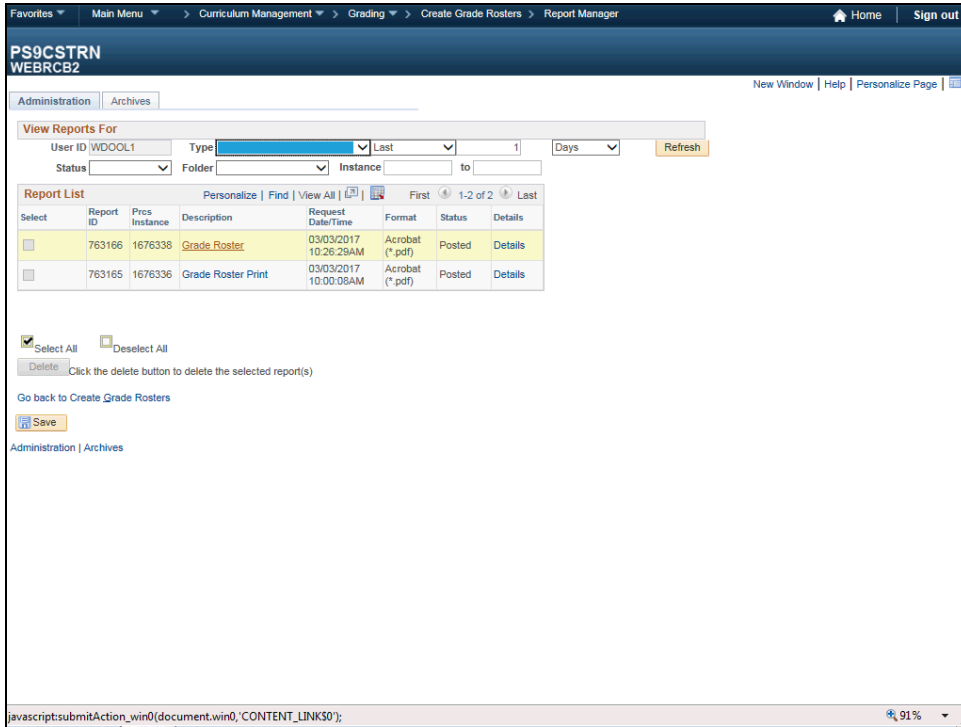
[Add](#) [Update/Display](#)

javascript:submitAction\_win0(document.win0,'PRCSRQSTDG\_WRK\_LOADRPTLIST'); 91%

Step	Action
24.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>

# Training Guide

## Student Record



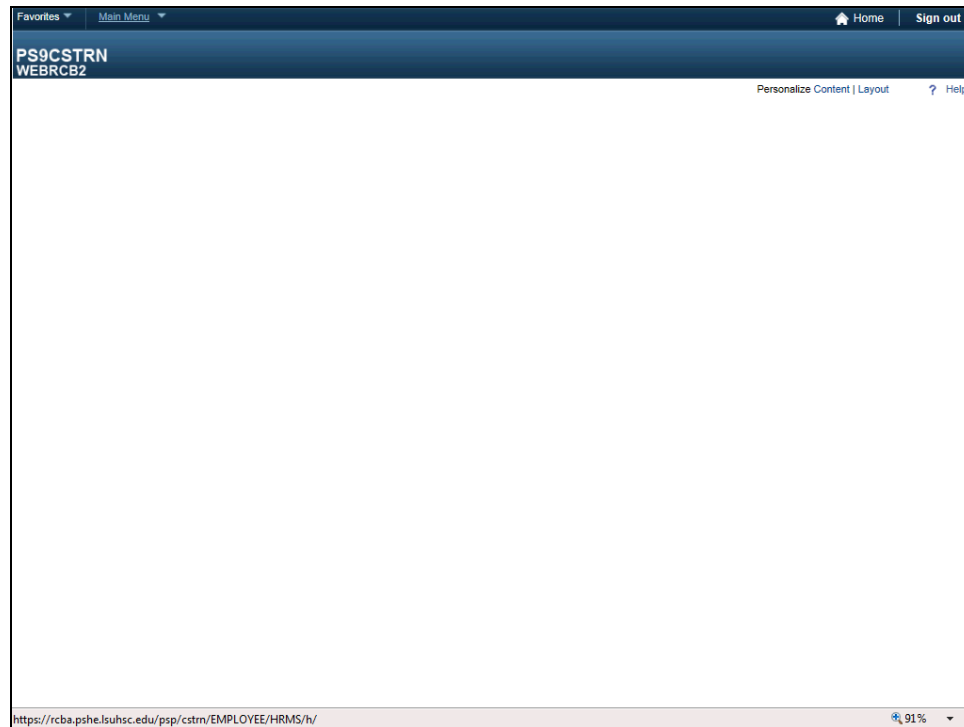
Step	Action
25.	The process is complete when the Status = Posted. To view batch rosters, navigate to the Grade Roster page. <a href="#">Grade Roster</a>
26.	This completes Create a Grade Roster using the Batch Process. <b>End of Procedure.</b>

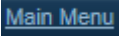






## Enter FERPA Information

### Procedure

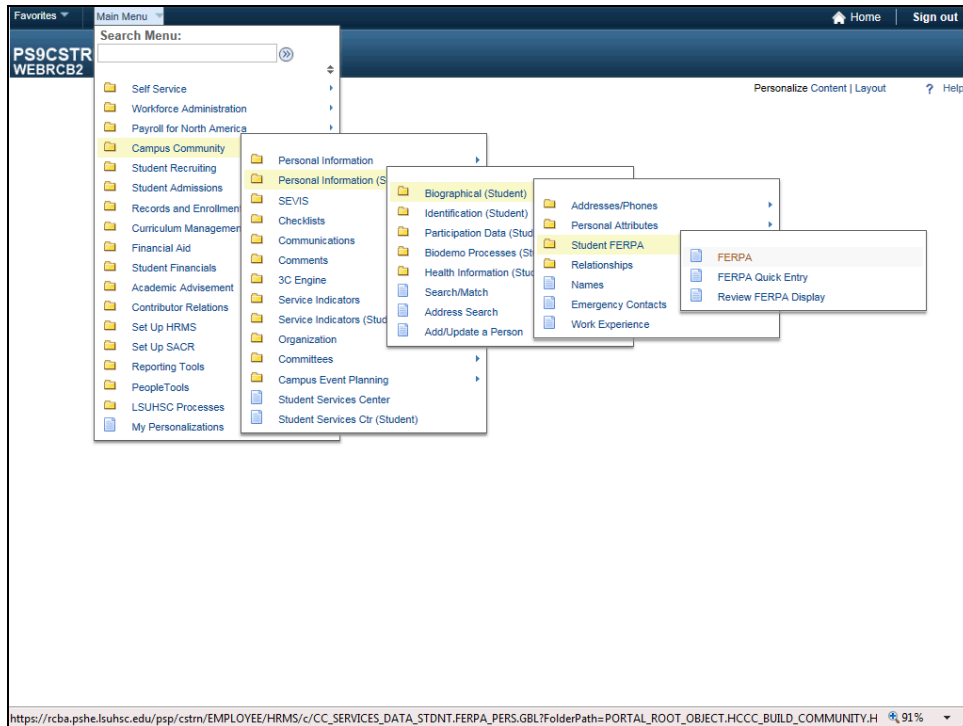
In this topic you will learn how to **Enter FERPA Information**.


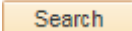


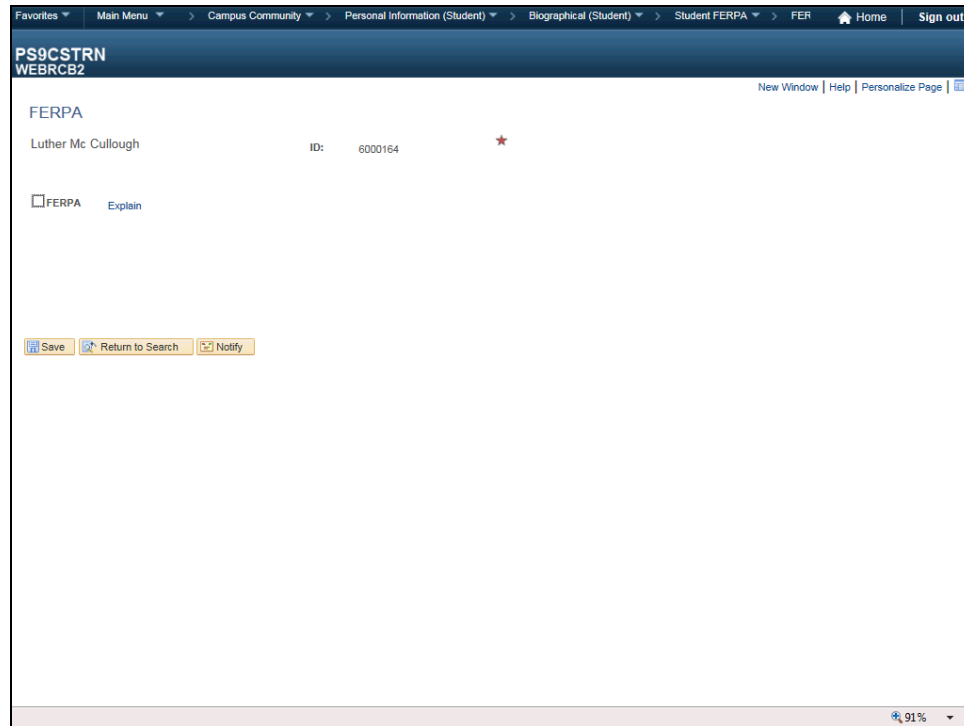
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Campus Community</b> link. 
3.	Click the <b>Personal Information (Student)</b> link. 
4.	Click the <b>Biographical (Student)</b> menu. 
5.	Click the <b>Student FERPA</b> link. 



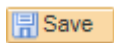
# Training Guide

## Student Record



Step	Action
6.	Click the <b>FERPA</b> list item.  <b>FERPA</b>
7.	Enter the desired information into the <b>ID</b> field. Enter " <b>Empl ID</b> ".
8.	Click the <b>Search</b> button. 

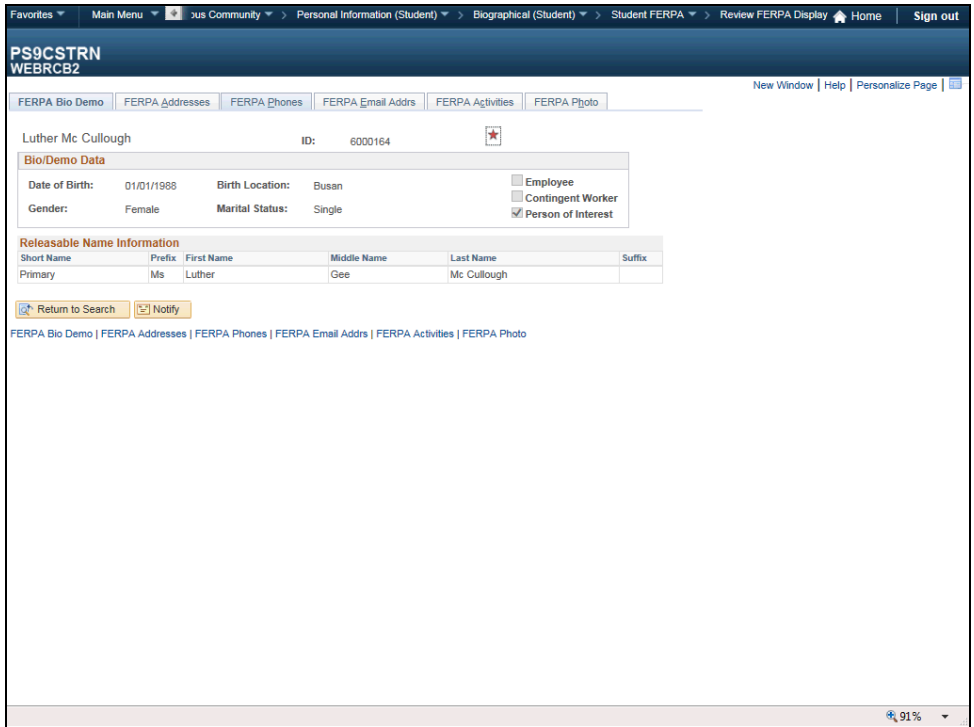


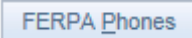


Step	Action
9.	Select the box before the <b>FERPA</b> item. <input type="checkbox"/>
10.	In this exercise you will enter FERPA information to restrict access to a student/s Legal Phone Number.  Click the <b>Look up Record (Table) Name</b> button. 
11.	Click the <b>PHONES_FERPA_VW</b> link. <a href="#">PHONES_FERPA_VW</a>
12.	Click the <b>Look up Field Name</b> button. 
13.	Click the <b>LEGL</b> link. <a href="#">LEGL</a>
14.	Click the <b>Save</b> button. 
15.	Click the <b>Student FERPA</b> button. <a href="#">Student FERPA</a>

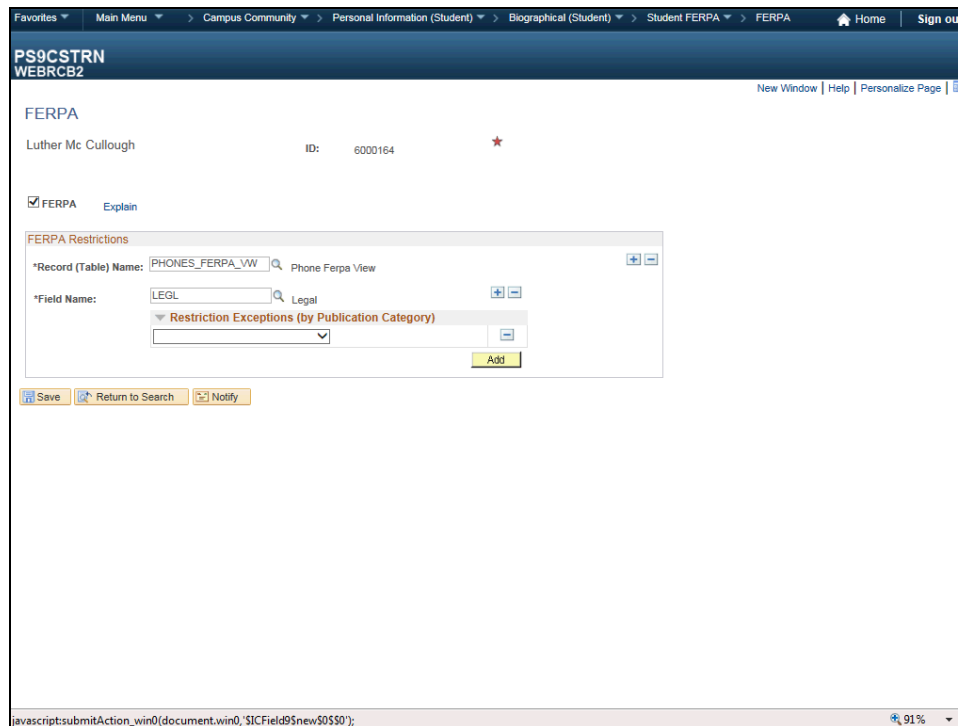
# Training Guide




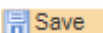



## Student Record

Step	Action
16.	Click the <b>Review FERPA Display</b> list item. 





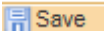


Step	Action
17.	Click the <b>FERPA Phones</b> tab. 
18.	The student's legal phone number is restricted and no longer displays as releasable. Click the <b>Student FERPA</b> button. 
19.	Click the <b>FERPA</b> list item. 

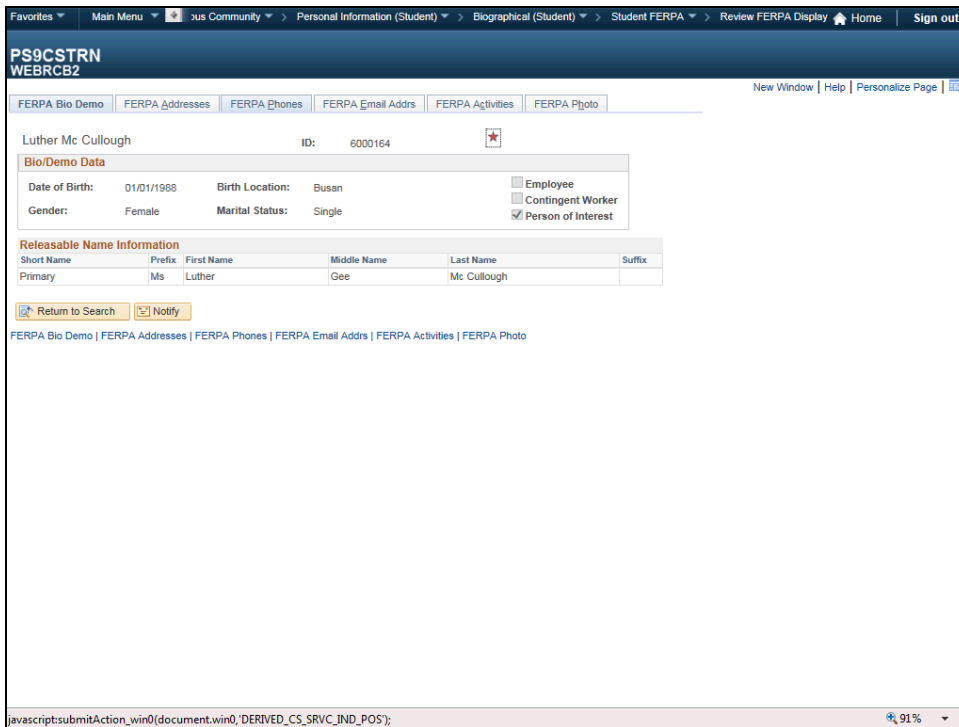



Step	Action
20.	Click the <b>Add a new row at row 1</b> button to restrict another phone number. 
21.	Click the <b>Look up Field Name</b> button. 
22.	Click the <b>CELL</b> link. 
23.	Click the <b>Save</b> button. 
24.	Multiple Records (Tables) can be restricted. In this exercise, you will restrict the Student's Business email address.  Click the <b>Add a new row at row 1</b> button. 
25.	Click the <b>Look up Record (Table) Name</b> button. 
26.	Click the <b>EMAIL_FERPA_VW</b> link. 

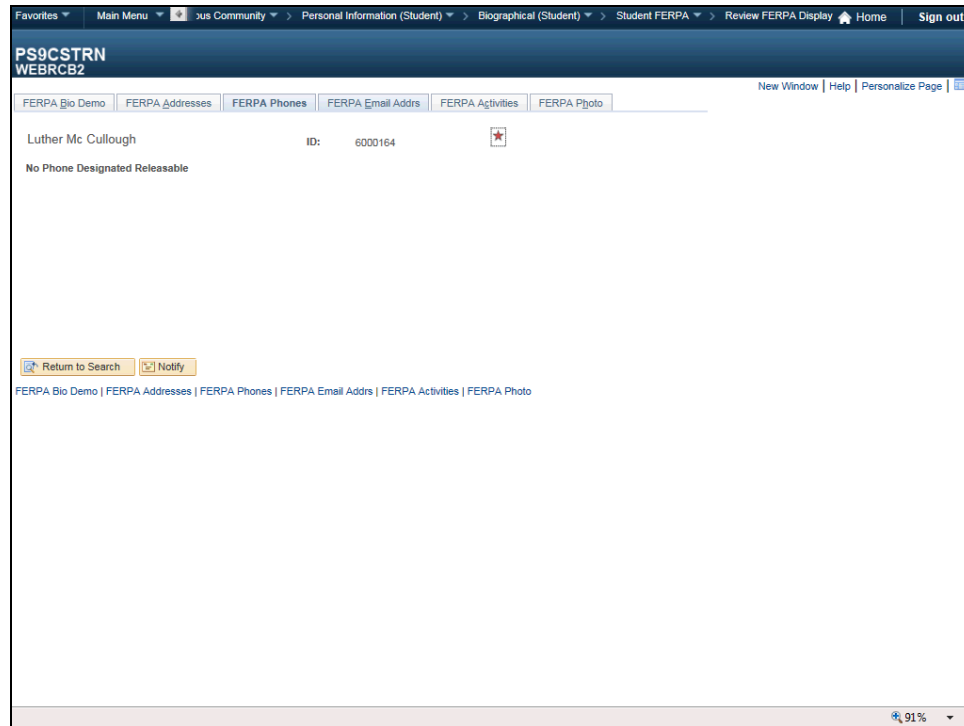
# Training Guide

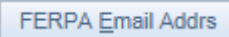
## Student Record

Step	Action
27.	Click the <b>Look up Field Name</b> button. 
28.	Click the <b>BUSN</b> link. 
29.	Click the <b>Save</b> button. 
30.	Click the <b>Student FERPA</b> button. 
31.	Click the <b>Review FERPA Display</b> menu. 



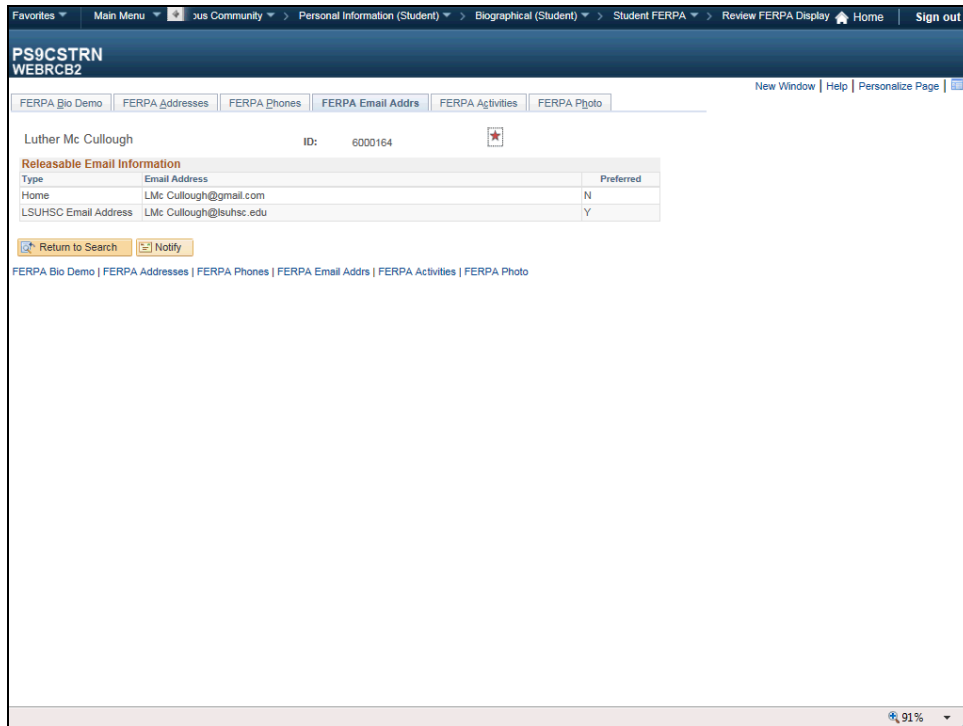
Step	Action
32.	Click the <b>FERPA Phones</b> tab. 

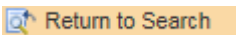


Step	Action
33.	<p>The Students Cell number no longer displays.</p> <p>Click the <b>FERPA Email Addr</b> tab.</p> <p></p>

# Training Guide

## Student Record



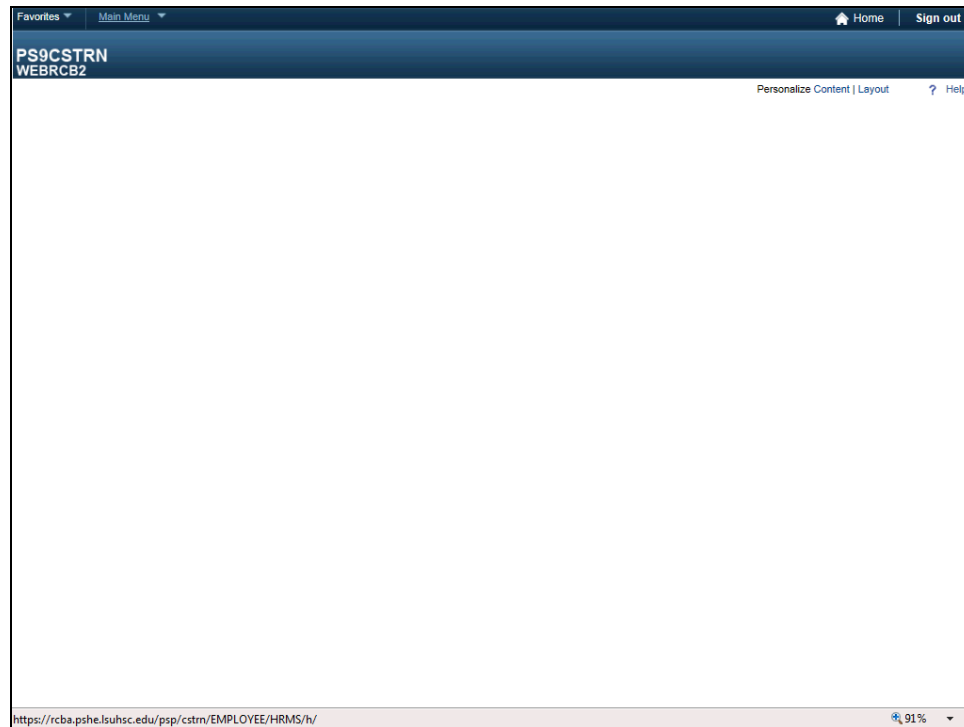
Step	Action
34.	<p>The student's Business email no longer displays.</p> <p>Click the <b>Return to Search</b> button.</p> 
35.	<p>This completes <i>Enter FERPA Information</i>.</p> <p><b>End of Procedure.</b></p>




## Add Transcript Messages

### Procedure

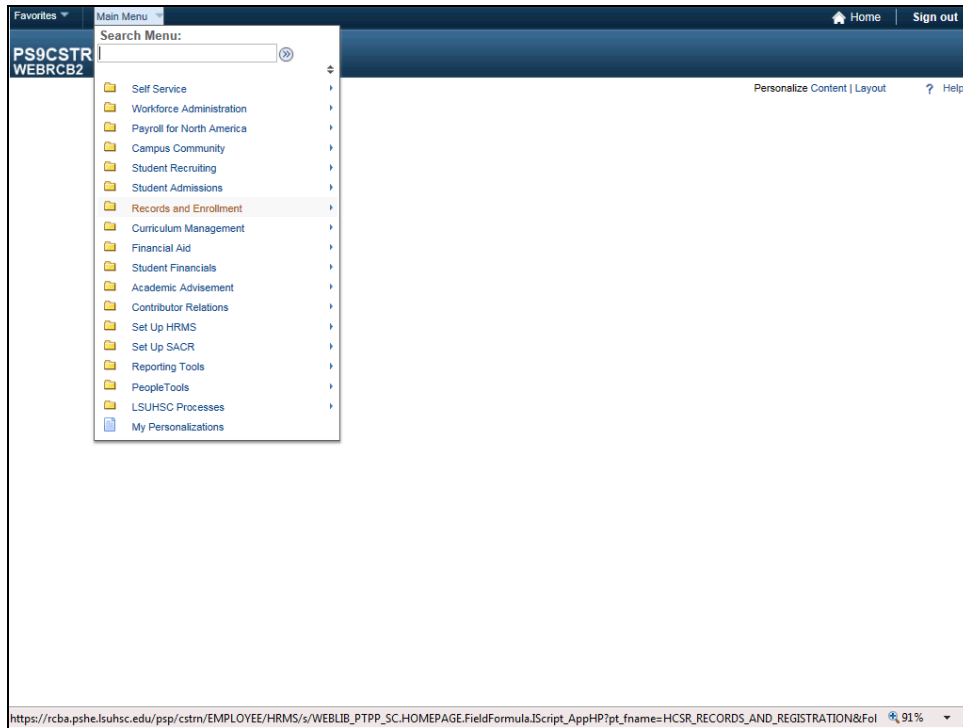
In this topic you will learn how to **Add a Transcript Message**.



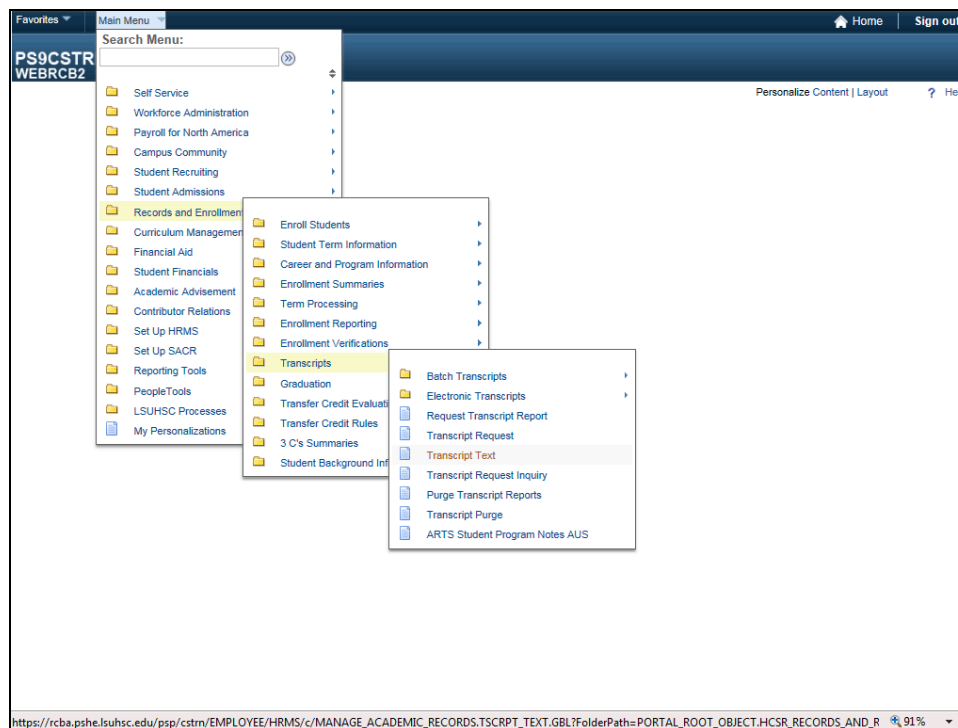
Step	Action
1.	Click the <b>Main Menu</b> link. 

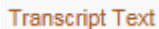
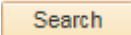
# Training Guide

## Student Record



Step	Action
2.	Click the <b>Records and Enrollment</b> link. <b>Records and Enrollment</b>
3.	Click the <b>Transcripts</b> link. <b>Transcripts</b>



Step	Action
4.	Click the <b>Transcript Text</b> list item. 
5.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>Empl ID</b> ". <i>NOTE: You may also search by Last Name, National ID, etc.</i>
6.	Click the <b>Search</b> button. 
7.	If the student already has a record, click the <b>Add a new row 1</b> button to add another record.
8.	The <b>Relative Position</b> should default to <b>After</b> . If it does not, click the drop-down arrow and select it. <i>NOTE: The Relative Position defines where you want the transcript text to print relative to the Print Loc Seq.</i>

# Training Guide

## Student Record

PS9CSTRN  
WEBRCB2

Transcript Text

Luther Mc Cullough 6000164

Academic Career: NRSU Nursing, Undergraduate

\*Print Loc Seq: 1 \*Relative Position: After \*Print Location: Enrollment

\*Institution: LSUHS LSUHSC - New Orleans

Term: 1167 Fal-N 2016

\*Text Seq Nbr: 1 Transcript Level: Unofficial

**Transcript Report**

Transcript Type: [Search]



Transcript Text: Unofficial Transcript

**Transcript Report COBOL**

Transcript Type: [Search]

Transcript Text: [Search]

Save Return to Search Notify

Step	Action
9.	Click the button to the right of the <b>Print Location</b> field. 
10.	Click the <b>Enrollment</b> list item. 
11.	The Institution designation should default into the Institution field. If it does not, click the drop-down arrow to the right of the field and select it.

Transcript Text

Luther Mc Cullough 6000164

Academic Career: NRSU Nursing, Undergraduate

\*Print Loc Seq: 1 \*Relative Position: After \*Print Location: Enrollment

\*Institution: LSUHS LSUHSC - New Orleans

Term: [Search]

\*Text Seq Nbr: 1 Transcript Level: Unofficial

**Transcript Report**

Transcript Type: [Search]

Transcript Text: Unofficial Transcript


**Transcript Report COBOL**

Transcript Type: [Search]

Transcript Text: [Search]

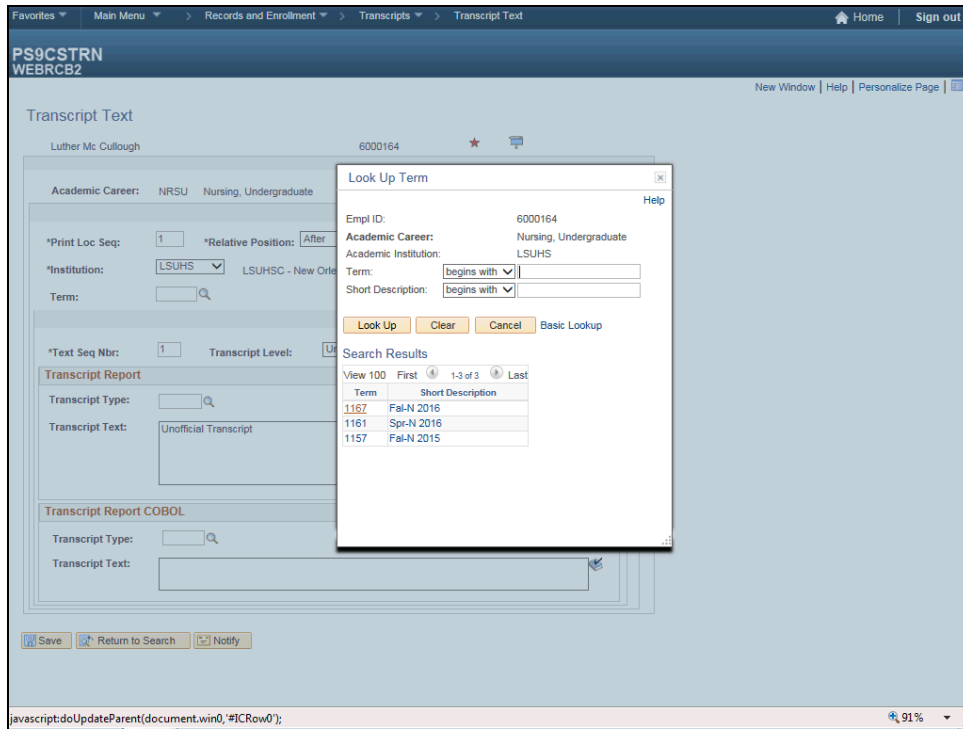
Save Return to Search Notify

javascript:Action\_win0(document.win0,TSCRIPT\_TEXT\_LOC\_STRMSprompt50); 91%

Step	Action
12.	Click the <b>Look up Term</b> button. 

# Training Guide

## Student Record



Step	Action
13.	Click the <b>1167</b> list item.

Transcript Text

Luther Mc Cullough 6000164

Academic Career: NRSU Nursing, Undergraduate

\*Print Loc Seq: 1 \*Relative Position: After \*Print Location: Enrollment

\*Institution: LSUHS LSUHSC - New Orleans

Term: 1167 Fal-N 2016

\*Text Seq Nbr: 1 Transcript Level: [dropdown]

Transcript Report

Transcript Type: [input]


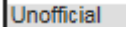
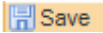
Transcript Text: [text area]

Transcript Report COBOL

Transcript Type: [input]

Transcript Text: [text area]

Save Return to Search Notify

Step	Action
14.	Click the button to the right of the <b>Transcript Level</b> field. 
15.	Click the <b>Unofficial</b> list item. 
16.	Enter the desired information into the <b>Transcript Text</b> field. Enter " <b>Unofficial Transcript</b> ".
17.	Click the <b>Save</b> button. 
18.	This completes <i>Add a Transcript Message</i> . <b>End of Procedure.</b>

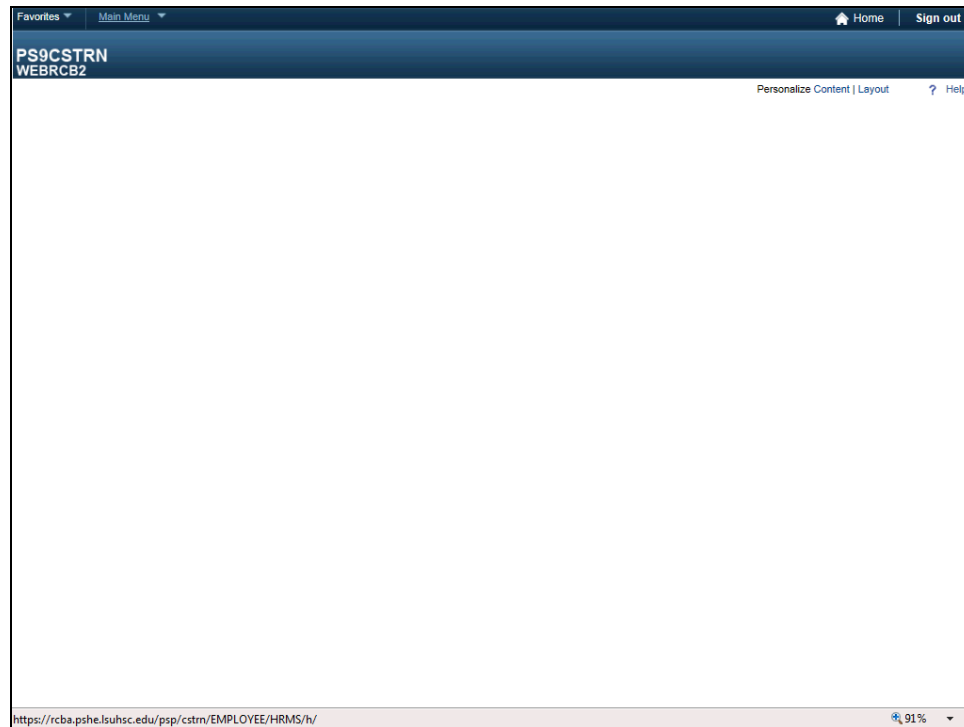
**Training Guide**  
**Student Record**


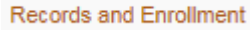



## View Enrollment Summary

### Procedure

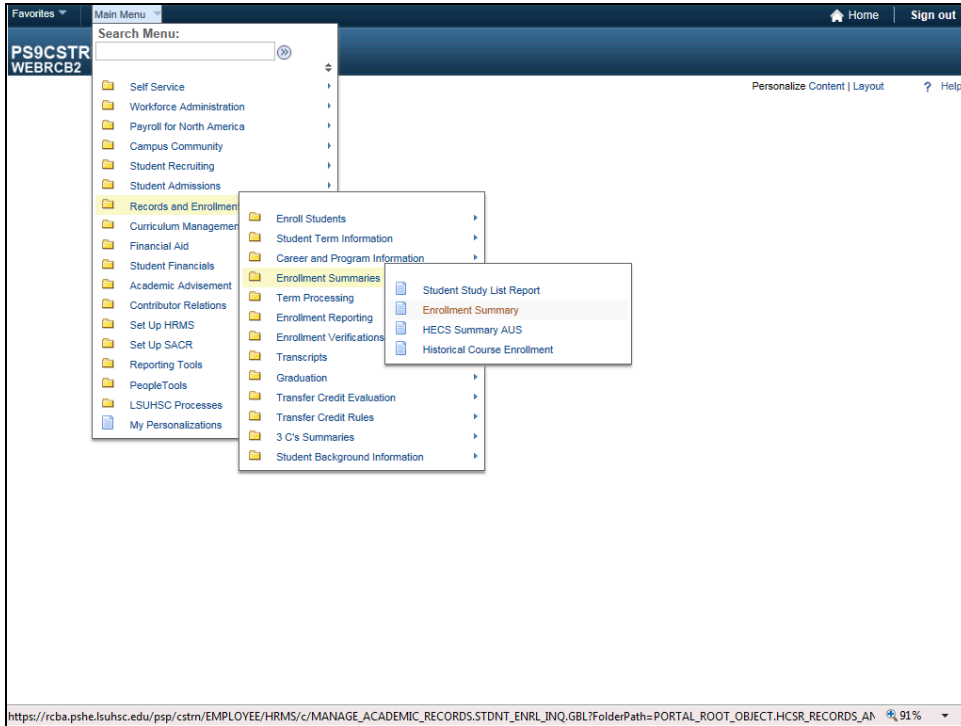
In this topic you will learn how to **View Enrollment Summary**.

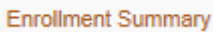
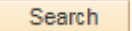



Step	Action
1.	Click the <b>Main Menu</b> link. 
2.	Click the <b>Records and Enrollment</b> link. 
3.	Click the <b>Enrollment Summaries</b> link. 

# Training Guide

## Student Record



Step	Action
4.	Click the <b>Enrollment Summary</b> list item. 
5.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>Empl ID</b> ".
6.	Click the <b>Search</b> button. 
7.	Click the <b>1167</b> link. 

Favorites Main Menu Records and Enrollment Enrollment Summaries Enrollment Summary Home Sign out

PS9CSTRN  
WEBRCB2

Enrollment Summary Term Statistics

Luther M: Cullough 6000164

Find | View All First 1 of 1 Last

Academic Career: Nursing, Undergraduate Find | View All First 1 of 1 Last

Institution: LSUHSC - New Orleans Academic Level - Term Start: Soph II  
Term: 1167 Fall 2016

Enrollments

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	9.000
For GPA	0.000	0.000	0.000	0.000	6.000	Units Earned Towards Acad Load	0.000
Not For GPA	0.000			0.000	3.000	Units Taken For Audit	0.000

Transfer Credit

	Graded Units	Grade Points	GPA	Earned Units	Graded Transfer Units GPA / No GPA	0.000
For GPA	0.000	0.000	0.000	0.000	For Units Only	0.000
Not For GPA	0.000			0.000	Units Adjustment	0.000
					>>> Total Adjusted Transferred Units	0.000


Combined (Enrollment + Transfer Credit Units)

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Combined Earned Units GPA / No GPA	0.000
For GPA	0.000	0.000	0.000	0.000	6.000	Transfer Credit For Units Only	0.000
Not For GPA	0.000			0.000	3.000	Transfer Credit Units Adjustment	0.000
						>>> Total Term Units	0.000

Return to Search Previous in List Next in List Notify Previous tab Next tab

Enrollment Summary | Term Statistics

javascript:submitAction\_win0(document.win0,'DERIVED\_CS\_FERPA\_FLAG'); 91%

Step	Action
8.	Click the <b>Enrollment Summary</b> tab. 

# Training Guide

## Student Record

[Favorites](#) | [Main Menu](#) | [Records and Enrollment](#) | [Enrollment Summaries](#) | [Enrollment Summary](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[Enrollment Summary](#) | [Term Statistics](#)

Luther Mc Cullough      6000164


Term: [Fall-N 2016](#)    Career: [Nurs Ugrd](#)    [LSUHSC - New Orleans](#)    [Print Study List](#)    [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
10032	BIOS	3115	Semester 1	0001	Enrolled	Enrolled	BSN	Graded	3.00
	BASIC STATISTICS		Course Req						
10026	HLSC	3409	Semester 1	0001	Enrolled	Enrolled	BSN	Graded	3.00
	PHARMACOLOGY		Course Req						
10027	HLSC	3410	Semester 1	0001	Enrolled	Enrolled	BSN	Graded	3.00
	PATHOPHYSIOLOGY		Course Req						

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

Enrollment Summary | Term Statistics

javascript:submitAction\_win0(document.win0,'CLASS\_SRCH\_WRK2\_CLASS\_SRCH\_CRIT50');

Step	Action
9.	Click the <b>Course Detail</b> button. 

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Enrollment Summaries](#) > [Enrollment Summary](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

### Enrollment Summary

#### Class Detail

**BIOS 3115 - 0001 BASIC STATISTICS**  
LSUHSC - New Orleans | Fall-New Orleans 2016 | Course Requirement

Class Details	
Status	● Open
Class Number	10032
Session	Semester Session 1
Units	3 units
Class Components	Course Requirement Required
Course ID	000101
Offer Nbr	1
Career	Nursing Undergraduate
Dates	8/17/2016 - 12/2/2016
Grading	Graded
Location	LSUHSC - New Orleans
Campus	New Orleans

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Tu 3:00PM - 6:00PM	TBA	Gail Sinha	08/17/2016 - 12/02/2016

Class Availability			
Class Capacity	100	Wait List Capacity	0
Enrollment Total	25	Wait List Total	0
Available Seats	75		

**Description**

A study of scientific methodology and the use of statistics in design and analysis of studies in the health sciences. Consideration is given to fundamentals of sample selection, measures of central tendency, measures of variation, correlation coefficients, and tests of hypotheses. 3 hours lecture. Prerequisite: college algebra.

**Textbook/Other Materials**

Textbook Assignment Pending (assignments not shown to students)

[Return to Enrollment Summary](#)

javascript:submitAction\_win0(document.win0,'CLASS\_SRCH\_WRK2\_SSR\_PB\_CLOSE'); 91%

Step	Action
10.	Click the <b>Return to Enrollment Summary</b> link. <a href="#">Return to Enrollment Summary</a>

# Training Guide

## Student Record

Navigation: Favorites > Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

Home | Sign out

PS9CSTRN  
WEBRCB2

Enrollment Summary | **Term Statistics**

Luther Mc Cullough 6000164


Term: Fall-N 2016 Career: Nurs Ugrd LSUHSC - New Orleans Print Study List Report Manager

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
10032	BIOS	3115	Semester 1	0001	Enrolled	Enrolled	BSN	Graded	3.00
	BASIC STATISTICS		Course Req						
10026	HLSC	3409	Semester 1	0001	Enrolled	Enrolled	BSN	Graded	3.00
	PHARMACOLOGY		Course Req						
10027	HLSC	3410	Semester 1	0001	Enrolled	Enrolled	BSN	Graded	3.00
	PATHOPHYSIOLOGY		Course Req						

Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab

Enrollment Summary | Term Statistics

javascript:submitAction\_win0(document.win0,'CLASS\_SRCH\_WRK2\_CLASS\_SRCH\_CRIT50'); 91%

Step	Action
11.	Click the <b>Term Statistics</b> tab. 



[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Enrollment Summaries](#) > [Enrollment Summary](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Enrollment Summary](#) | [Term Statistics](#)

Luther Mc Cullough 6000164  

[Find](#) | [View All](#) | First 1 of 1 Last

**Academic Career:** Nursing, Undergraduate [Find](#) | [View All](#) | First 1 of 1 Last

**Institution:** LSUHSC - New Orleans **Academic Level - Term Start:** Soph II  
**Term:** 1167 Fall 2016

**Enrollments**

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	9.000
For GPA	0.000	0.000	0.000	0.000	6.000	Units Earned Towards Acad Load	0.000
Not For GPA	0.000			0.000	3.000	Units Taken For Audit	0.000

**Transfer Credit**

	Graded Units	Grade Points	GPA	Earned Units	Graded Transfer Units GPA / No GPA	0.000
For GPA	0.000	0.000	0.000	0.000	For Units Only	0.000
Not For GPA	0.000			0.000	Units Adjustment	0.000
					>>> Total Adjusted Transferred Units	0.000


**Combined (Enrollment + Transfer Credit Units)**

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Combined Earned Units GPA / No GPA	0.000
For GPA	0.000	0.000	0.000	0.000	6.000	Transfer Credit For Units Only	0.000
Not For GPA	0.000			0.000	3.000	Transfer Credit Units Adjustment	0.000
						>>> Total Term Units	0.000

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Previous tab](#) [Next tab](#)

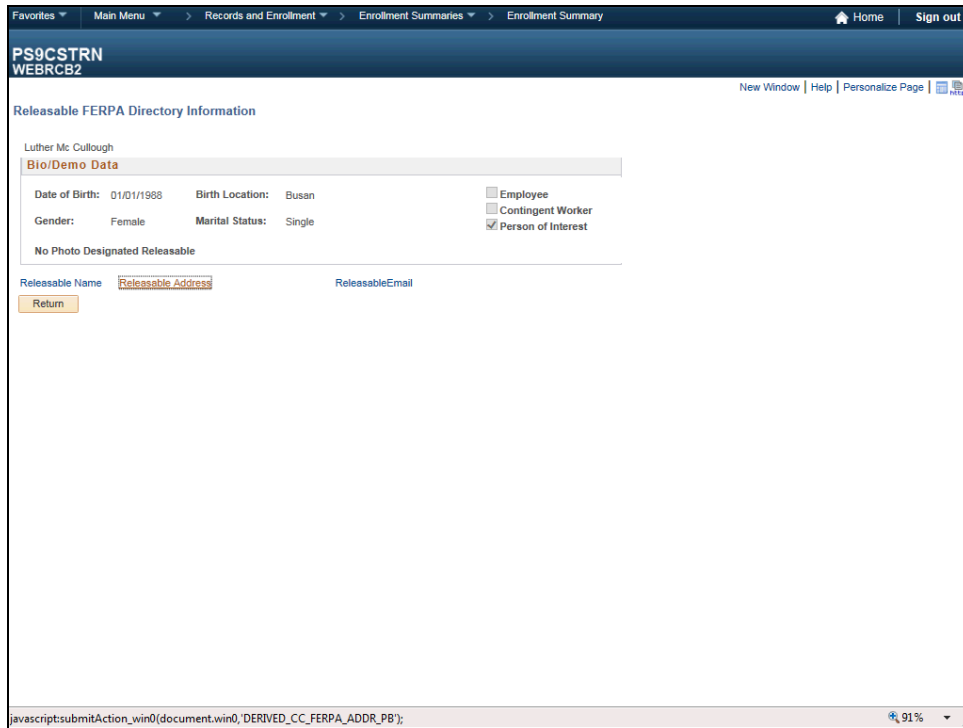
[Enrollment Summary](#) | [Term Statistics](#)

javascript:submitAction\_win0(document.win0,'DERIVED\_CS\_FERPA\_FLAG'); 91%

Step	Action
12.	Click the <b>FERPA</b> button.  <i><b>NOTE: This option will take you to FERPA Information.</b></i>  

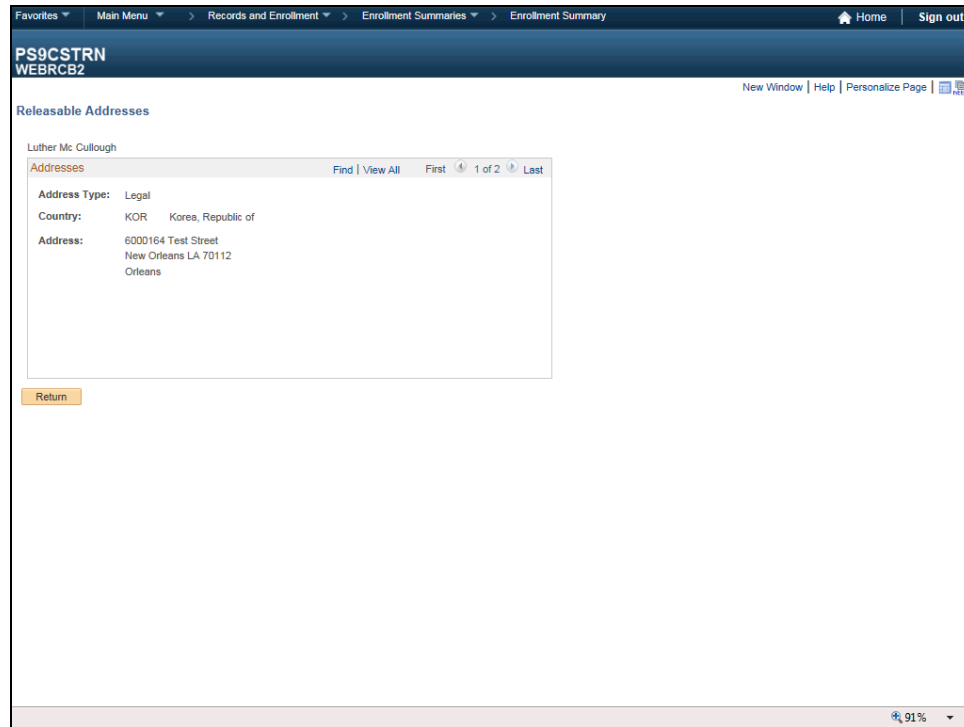
# Training Guide

## Student Record



Step	Action
13.	Click the <b>Releasable Address</b> link.  <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Releasable Address</b> </div>





Step	Action
14.	<p>Click the <b>Return</b> button.</p> <p><i><b>NOTE: This screen shows the Main address is releasable according to the guidelines and policies of FERPA.</b></i></p> <p><b>Return</b></p>

# Training Guide

## Student Record

Favorites Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary Home Sign out  
 PS9CSTRN WEBRCB2  
 New Window Help Personalize Page

**Releasable FERPA Directory Information**  
 Luther Mc Cullough  
**Bio/Demo Data**  
 Date of Birth: 01/01/1988 Birth Location: Busan  Employee  
 Gender: Female Marital Status: Single  Contingent Worker  
 Person of Interest  
 No Photo Designated Releasable  
 Releasable Name [Releasable Address](#) ReleasableEmail

91%

Step	Action
15.	Click the <b>Return</b> button. <input type="button" value="Return"/>

The screenshot displays the 'Enrollment Summary' page for Luther Mc Cullough (ID: 6000164). The page is titled 'PS9CSTRN WEBRCB2' and shows the following details:

- Academic Career:** Nursing, Undergraduate
- Institution:** LSUHSC - New Orleans
- Term:** 1167 Fall 2016
- Academic Level - Term Start:** Soph II

The page contains three main data tables:

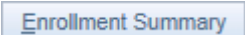
Enrollments						
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	
For GPA	0.000	0.000	0.000	0.000	6.000	Units Taken Towards Acad Load: 9.000
Not For GPA	0.000			0.000	3.000	Units Earned Towards Acad Load: 0.000
						Units Taken For Audit: 0.000

Transfer Credit						
	Graded Units	Grade Points	GPA	Earned Units		
For GPA	0.000	0.000	0.000	0.000		Graded Transfer Units GPA / No GPA: 0.000
Not For GPA	0.000			0.000		For Units Only: 0.000
						Units Adjustment: 0.000
						>>> Total Adjusted Transferred Units: 0.000

Combined (Enrollment + Transfer Credit Units)						
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	
For GPA	0.000	0.000	0.000	0.000	6.000	Combined Earned Units GPA / No GPA: 0.000
Not For GPA	0.000			0.000	3.000	Transfer Credit For Units Only: 0.000
						Transfer Credit Units Adjustment: 0.000
						>>> Total Term Units: 0.000

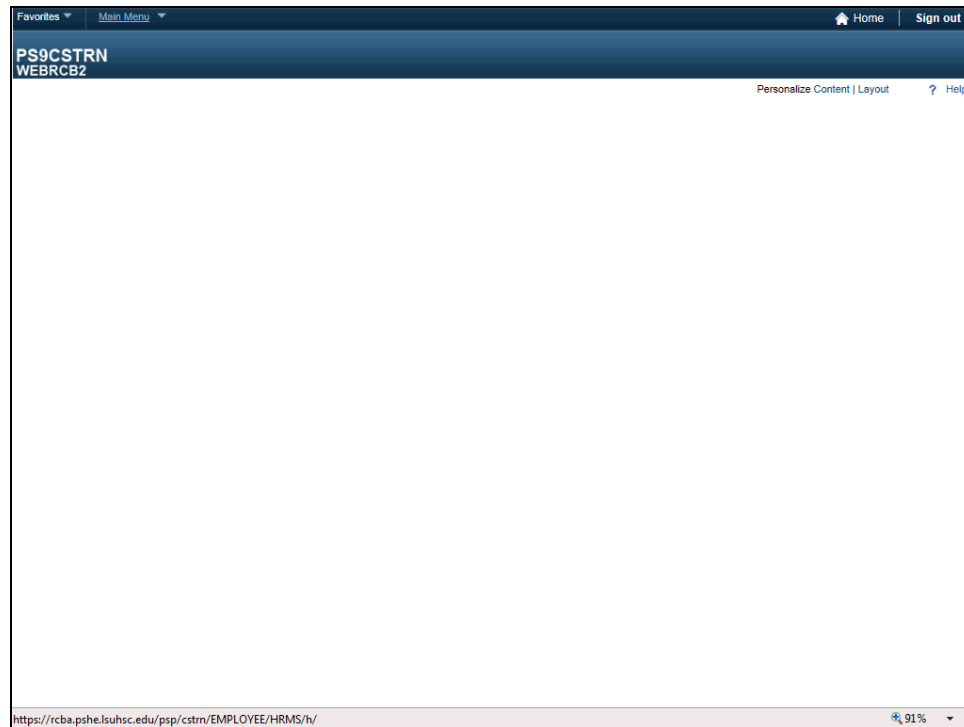
Step	Action
16.	Click the <b>Enrollment Summary</b> tab. 
17.	This completes <i>View Enrollment Summary</i> . <b>End of Procedure.</b>

**Training Guide**  
**Student Record**

## Create and Print a Class Roster

### Procedure

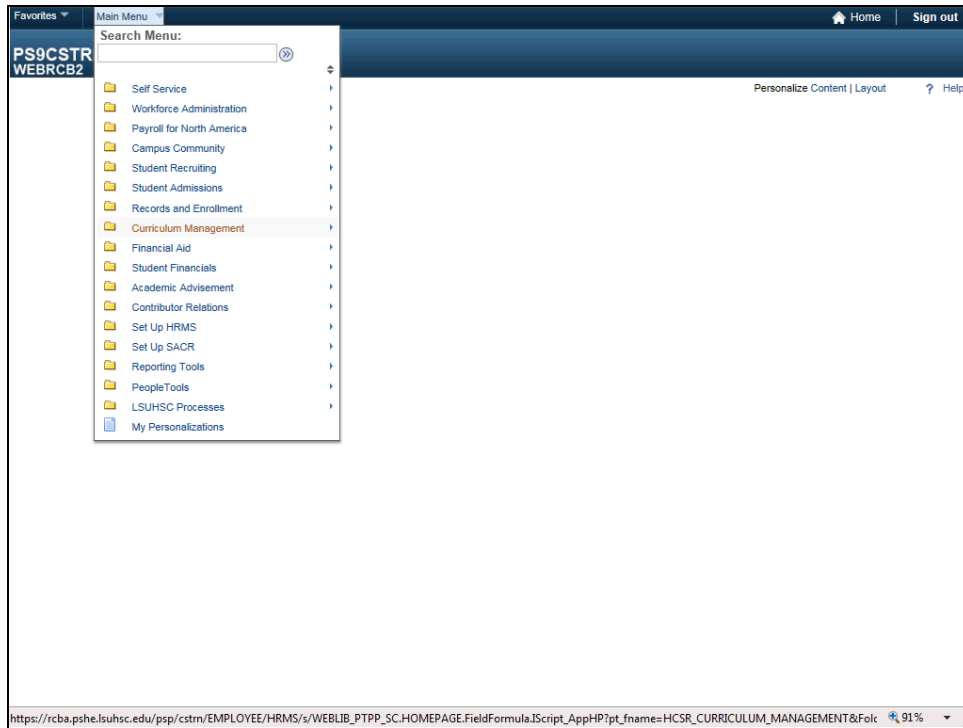
In this topic you will learn how to **Create and Print a Class Roster**.



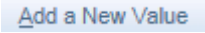
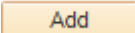
Step	Action
1.	Click the <b>Main Menu</b> link. <a href="#">Main Menu</a>

# Training Guide

## Student Record

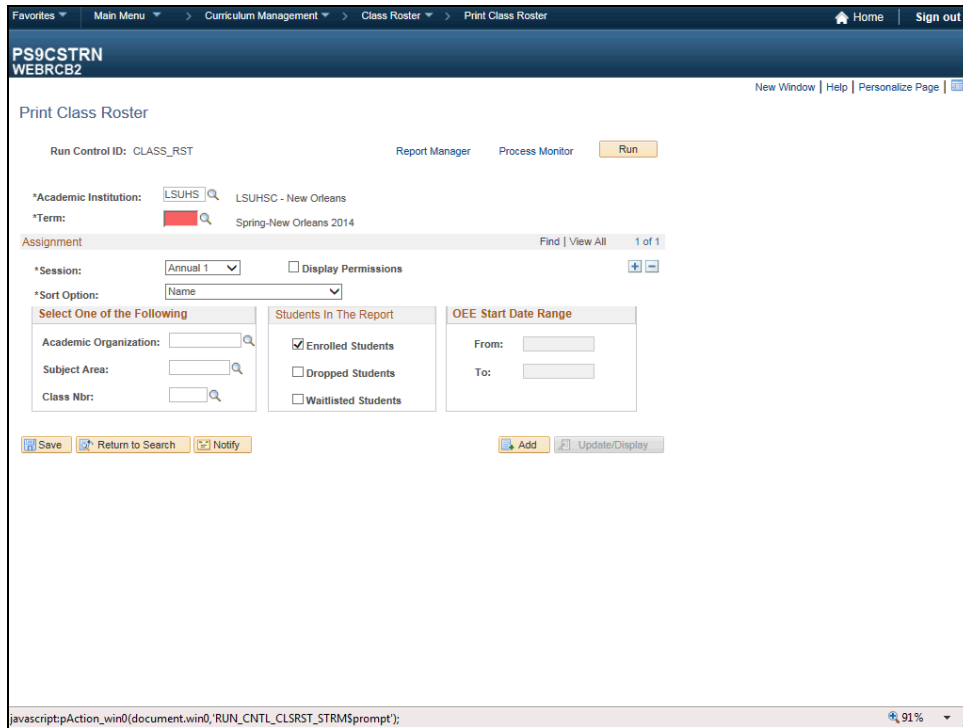




Step	Action
2.	Click the <b>Curriculum Management</b> link. Curriculum Management
3.	Click the <b>Class Roster</b> link. Class Roster
4.	Click the <b>Print Class Roster</b> menu. Print Class Roster

Step	Action
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>CLASS_RST</b> ".
7.	Click the <b>Add</b> button. 

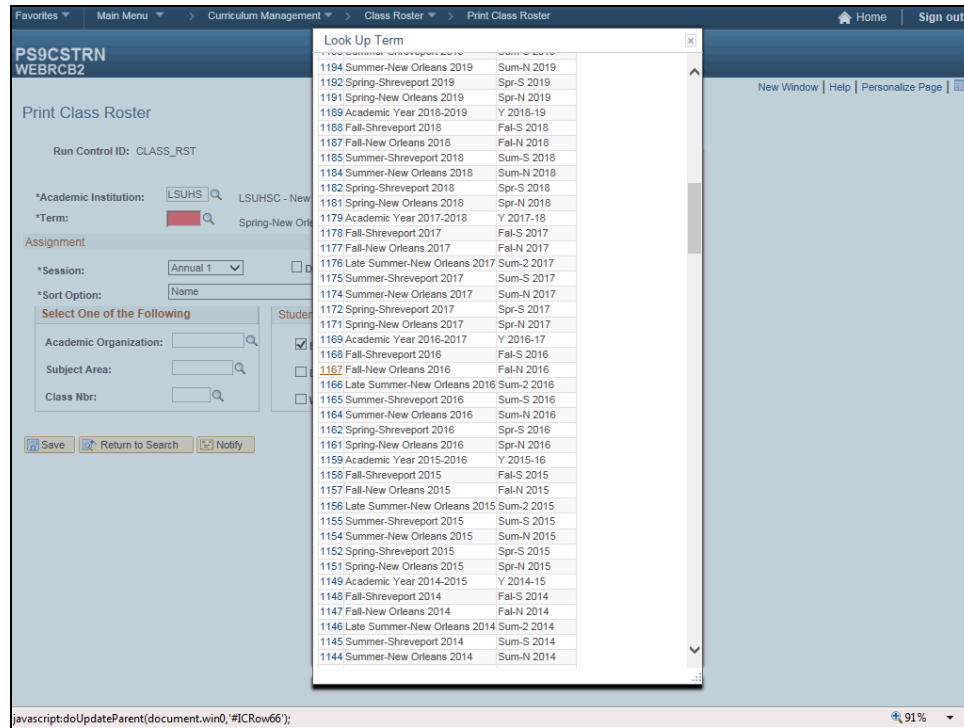
# Training Guide

## Student Record



Step	Action
8.	Click the <b>Look up Term</b> button. 
9.	Click the <b>Down Arrow</b> button of the scrollbar. 


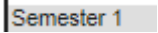





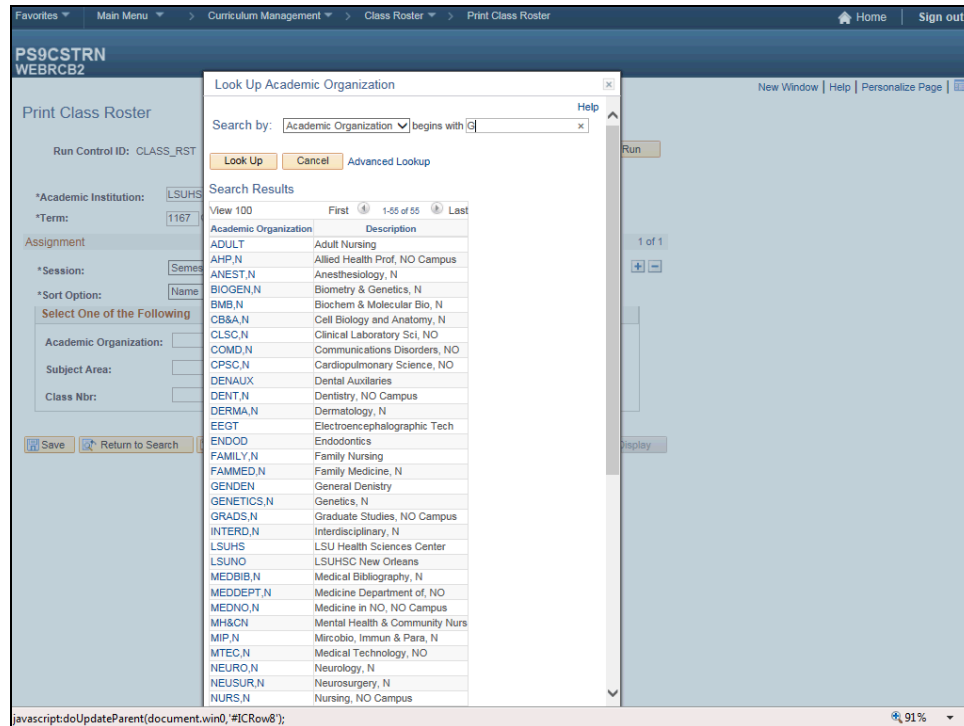
Step	Action
10.	Click the <b>1167</b> link. <span style="border: 1px solid black; padding: 2px;">1167</span>

# Training Guide

## Student Record

Step	Action
11.	Click the button to the right of the <b>Session</b> field. 
12.	Click the <b>Semester 1</b> list item. 
13.	Click the <b>Look Up Academic Organization</b> button. 

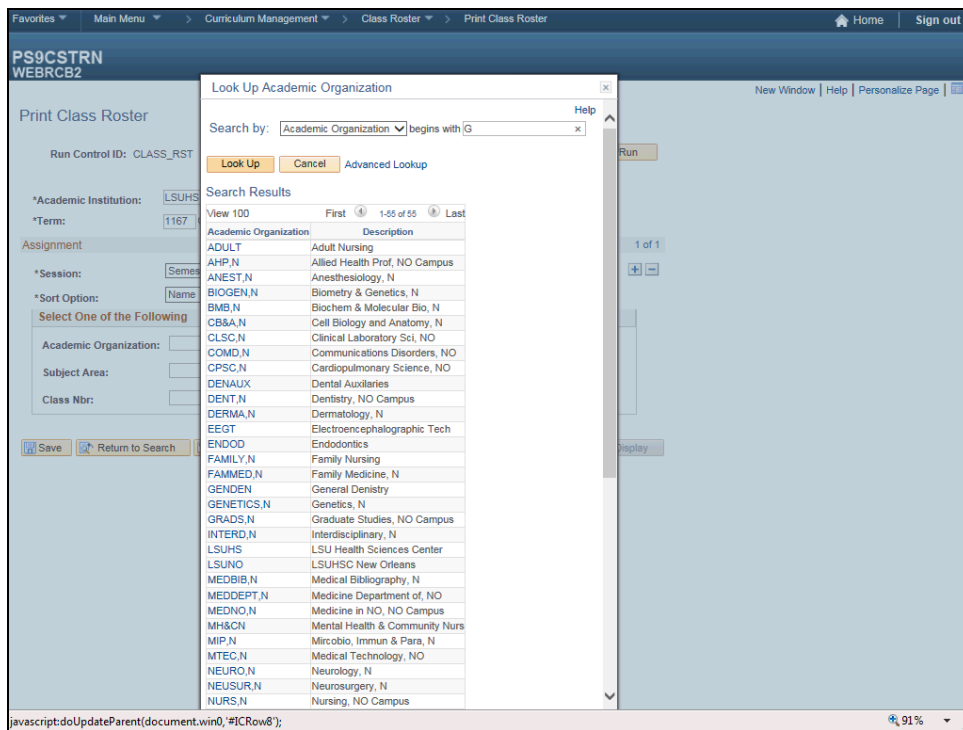
# Training Guide Student Record

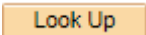
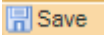


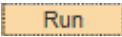
Step	Action
14.	Enter the desired information into the <b>Academic Organization</b> field. Enter "G". <div style="border: 1px solid black; padding: 2px; display: inline-block;">G</div>

# Training Guide

## Student Record



Step	Action
15.	Click the <b>Look Up</b> button. 
16.	Click the <b>GRADS,N</b> link. <a href="#">GRADS,N</a>
17.	Click the <b>Save</b> button. 

Step	Action
18.	Click the <b>Run</b> button. 

# Training Guide

## Student Record

Favorites > Main Menu > Curriculum Management > Class Roster > Print Class Roster
 Home | Sign out

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page

Process Scheduler Request

User ID: WDOOL1      Run Control ID: CLASS\_RST

Server Name:        Run Date: 03/03/2017

Recurrence:        Run Time: 12:42:11PM


Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web <input type="button" value="⌵"/>	PDF <input type="button" value="⌵"/>	Distribution

91%

Step	Action
19.	Click the button to the right of the <b>Server Name</b> field. 

Favorites ▾ Main Menu ▾ Curriculum Management ▾ Class Roster ▾ Print Class Roster Home Sign out

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page |

**Process Scheduler Request**

User ID: WDOOL1      Run Control ID: CLASS\_RST

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	PDF	Distribution

91%

Step	Action
20.	Click the <b>PSNT</b> list item. <input type="text" value="PSNT"/>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Class Roster](#) > [Print Class Roster](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Process Scheduler Request**

User ID: WDOOL1      Run Control ID: CLASS\_RST

Server Name:       Run Date:

Recurrence:       Run Time:

Time Zone:

**Process List**

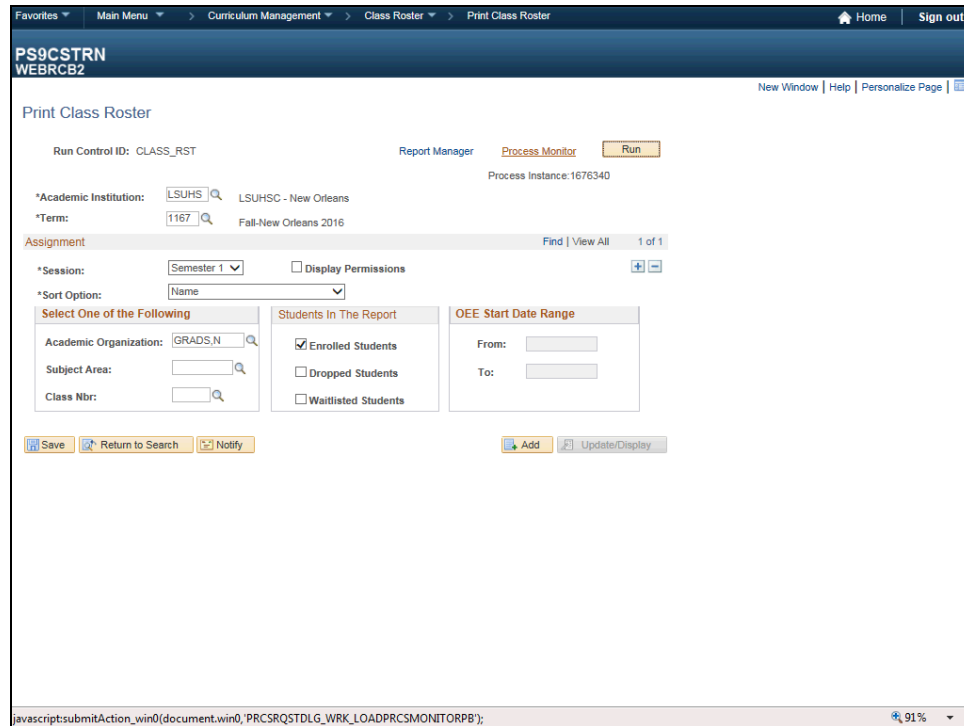
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	PDF	Distribution

91%

Step	Action
21.	Click the <b>OK</b> button. <input type="button" value="OK"/>






Step	Action
22.	Click the <b>Process Monitor</b> link. <u><a href="#">Process Monitor</a></u>

# Training Guide

## Student Record

The screenshot shows the 'Process Monitor' interface for user 'PS9CSTRN' and server 'WEBRCB2'. It includes a navigation breadcrumb, a 'View Process Request For' section with search filters, and a 'Process List' table. The table contains three rows of process instances. A 'Refresh' button is visible in the search section.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1676340		SQR Report	SRCLSRST	WDOOL1	03/03/2017 12:42:11PM CST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1676337		PSJob	SRPCGGPJ	WDOOL1	03/03/2017 10:21:40AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1676336		SQR Report	SRRSTRPT	WDOOL1	03/03/2017 9:59:27AM CST	Success	Posted	<a href="#">Details</a>

Step	Action
23.	Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted. 
24.	Click the <b>Go back to Print Class Roster</b> link. <a href="#">Go back to Print Class Roster</a>

Print Class Roster

Run Control ID: CLASS\_RST [Report Manager](#) Process Monitor [Run](#)

\*Academic Institution:  LSUHSC - New Orleans

\*Term:  Fall-New Orleans 2016

Assignment   Display Permissions [Find](#) | [View All](#) 1 of 1

\*Sort Option:

Select One of the Following

Academic Organization:

Subject Area:

Class Nbr:

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

OEE Start Date Range

From:

To:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

javascript:submitAction\_win0(document.win0,'PRCSRQSTDG\_WRK\_LOADRPTLIST'); 91%

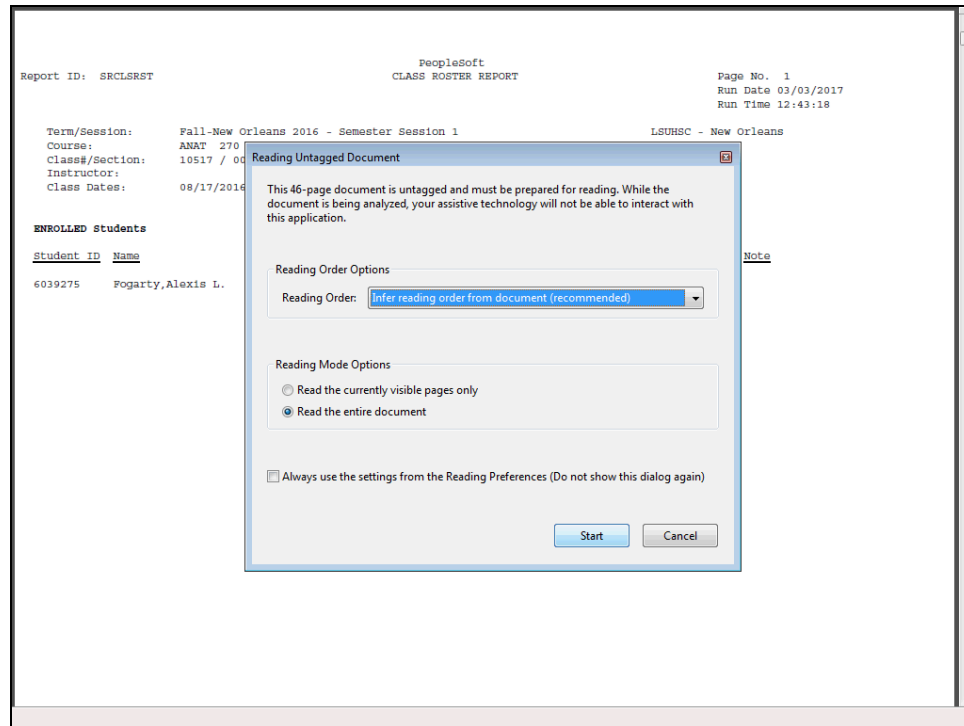
Step	Action
25.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>


# Training Guide

## Student Record

Step	Action
26.	Click the <b>Class Roster</b> link.  <i>NOTE: This will open a new window.</i>  <u><b>Class Roster</b></u>

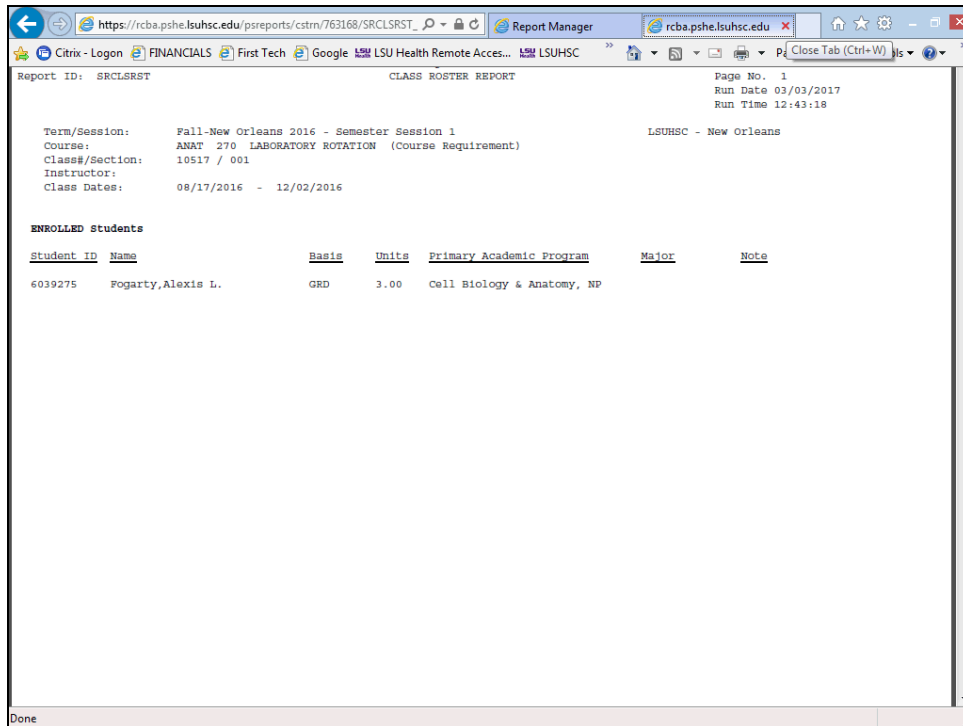
# Training Guide Student Record





Step	Action
27.	Click the <b>Start</b> button. 
28.	The class Roster will display.

# Training Guide

## Student Record

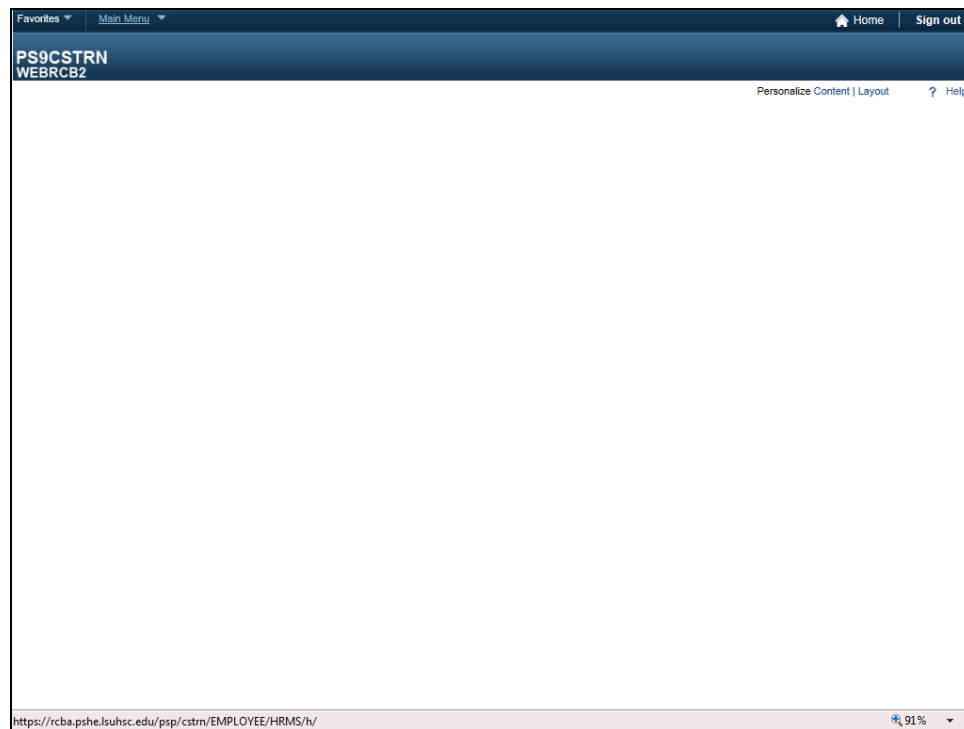





Step	Action
29.	Click the <b>Printer</b> icon to print out a copy of the Class Roster. 
30.	Click the <b>Close</b> button. 
31.	This completes <i>Create and Print a Class Roster</i> . <b>End of Procedure.</b>

## Print Topic on Transcript

### Procedure

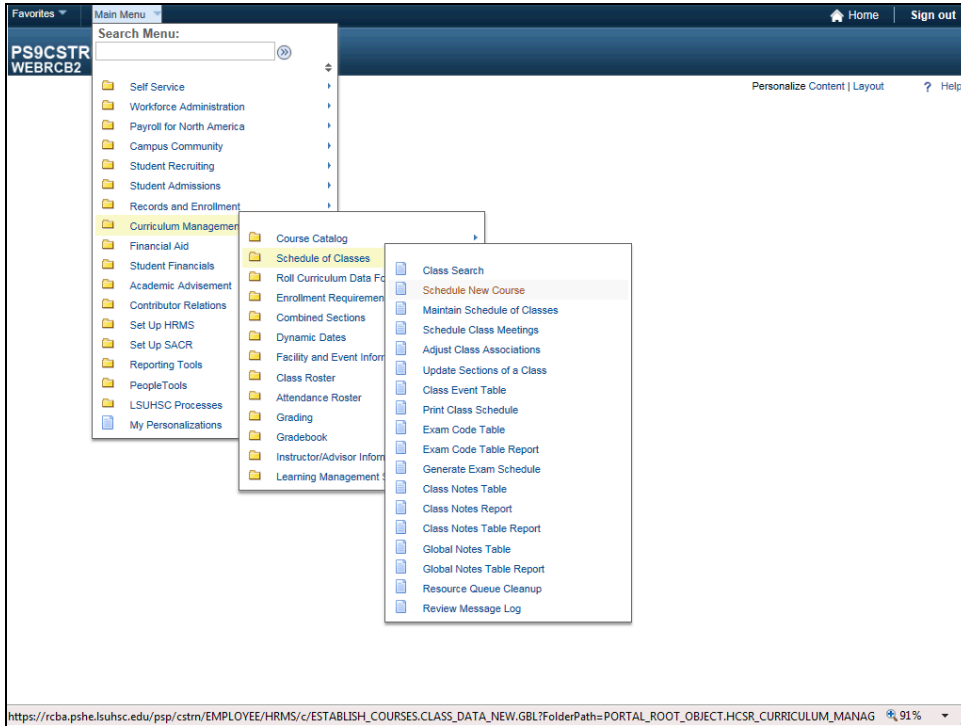
In this topic you will learn how to **Print Topic on Transcript**.





Step	Action
1.	Click the <b>Main Menu</b> link. 
2.	Click the <b>Curriculum Management</b> link. 
3.	Click the <b>Schedule of Classes</b> link. 


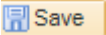
# Training Guide

## Student Record



Step	Action
4.	Click the <b>Schedule New Course</b> list item. 
5.	Enter the desired information into the <b>Term</b> field. Enter " <b>1167</b> ".
6.	Click the <b>EPID</b> link. 



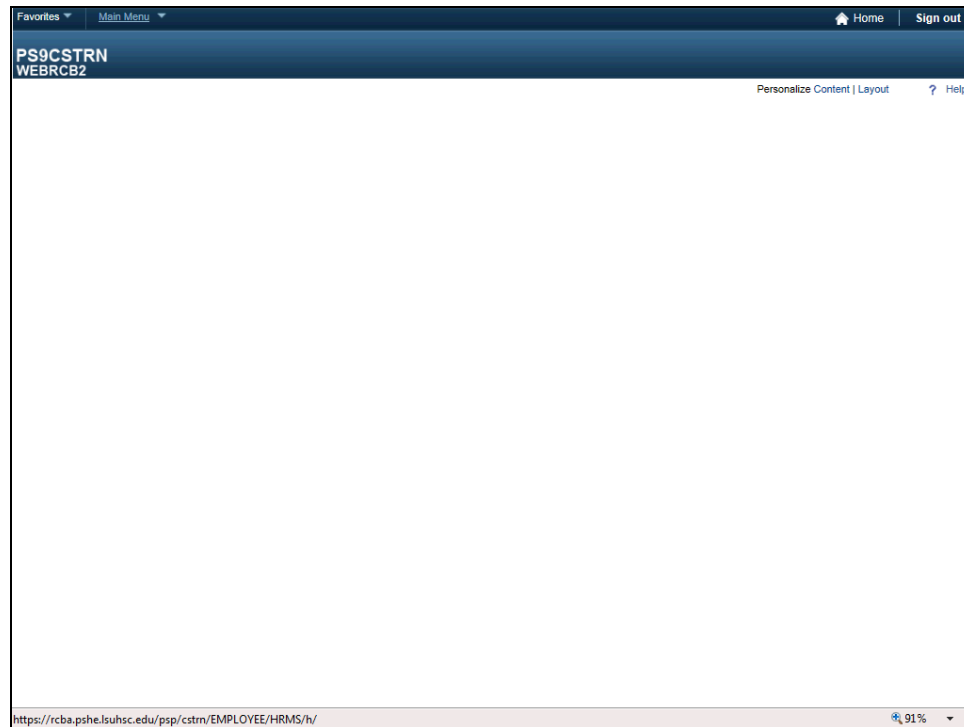
Step	Action
7.	Click the <b>Meetings</b> tab. 
8.	Select the box before the <b>Print Topic On Transcript</b> item. <input type="checkbox"/>
9.	Enter the desired information into the <b>Free Format Topic</b> field. Enter " <b>Free Format Topic</b> ". <input type="text"/>
10.	Click the <b>Save</b> button. 
11.	This completes the <b>Print Topic on Transcript</b> . <b>End of Procedure.</b>

**Training Guide**  
**Student Record**

## Program Roster

### Procedure

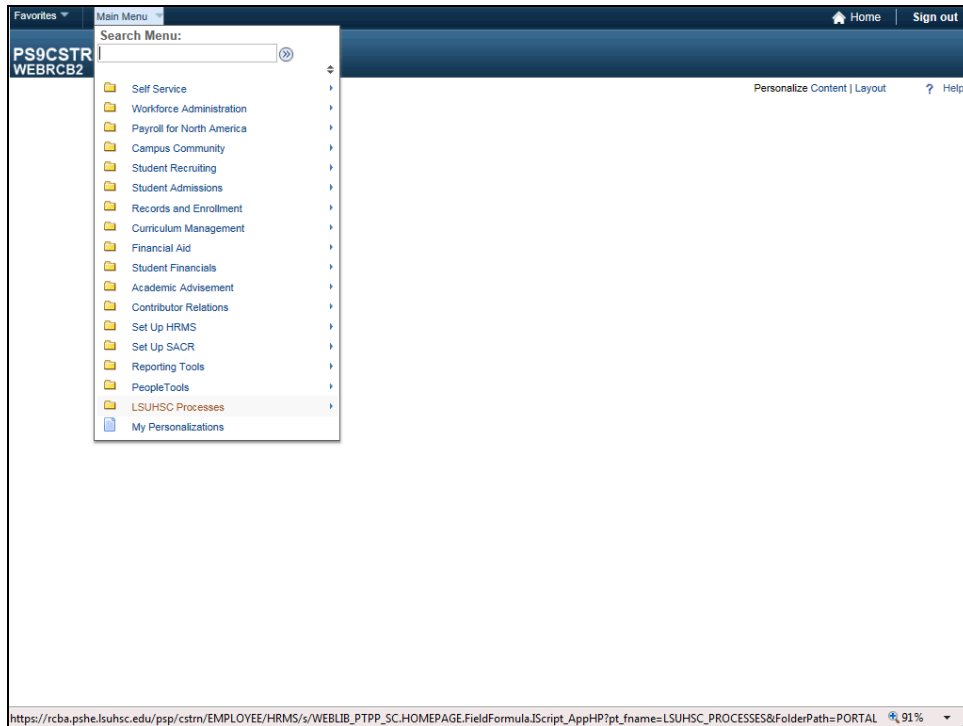
In this topic you will learn how to **Program Roster**.


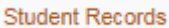




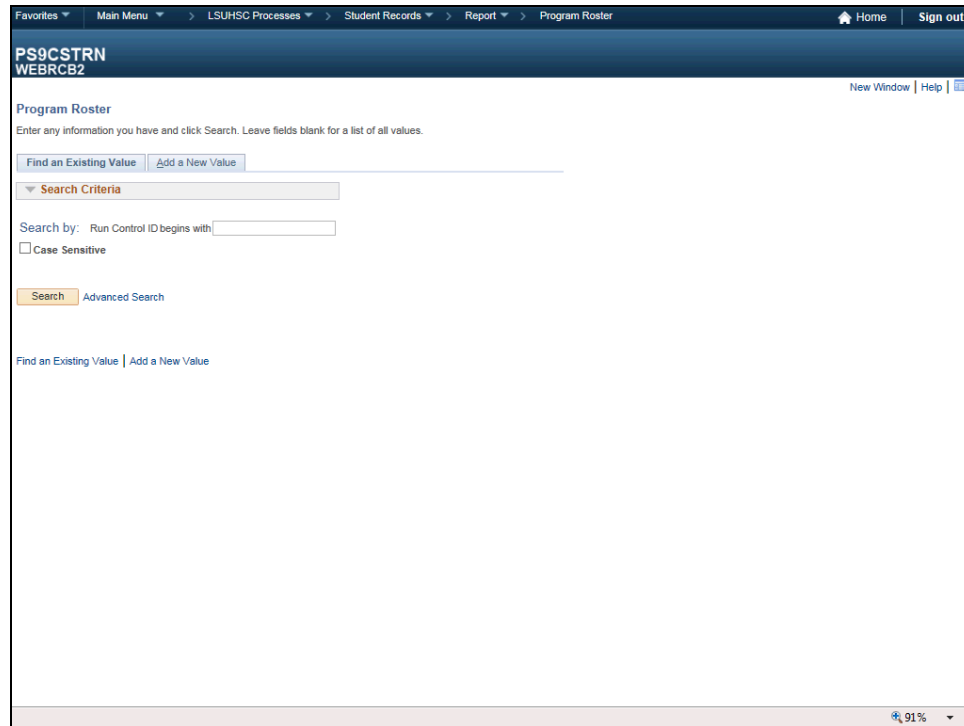
Step	Action
1.	Click the <b>Main Menu</b> button. <a href="#">Main Menu</a>


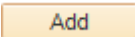
# Training Guide

## Student Record




Step	Action
2.	Click the <b>LSUHSC Processes</b> link. 
3.	Click the <b>Student Records</b> button. 
4.	Click the <b>Report</b> button. 
5.	Click the <b>Program Roster</b> list item. 






Step	Action
6.	Click the <b>Add a New Value</b> tab. 
7.	Enter the desired information into the <b>Run Control ID</b> field. Enter <b>"PROGRAM_ROSTER"</b> .
8.	Click the <b>Add</b> button. 

# Training Guide

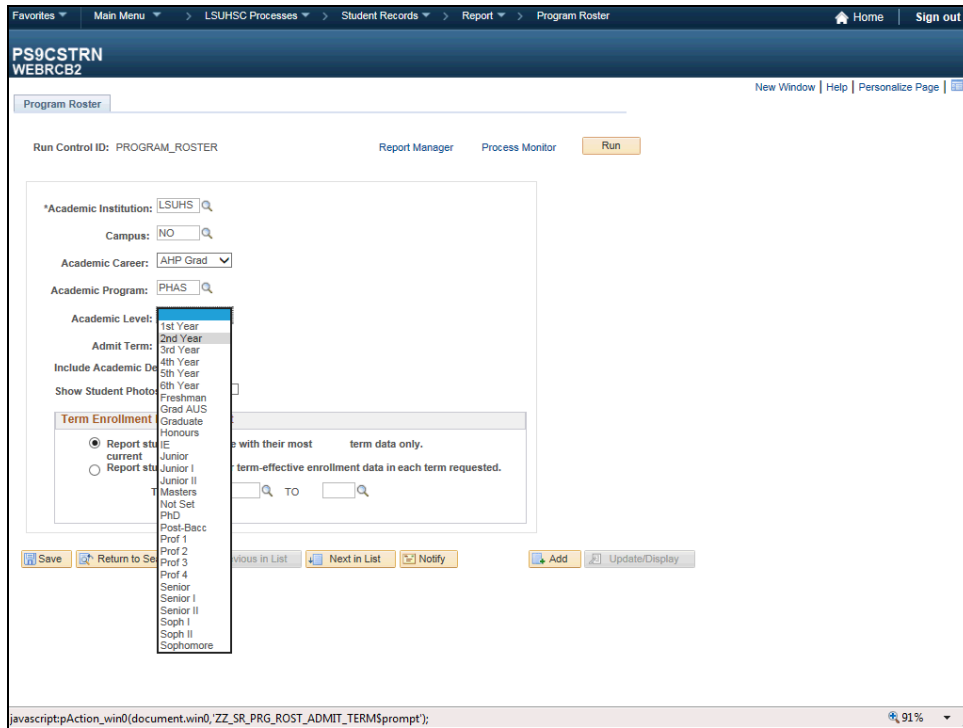
## Student Record

Step	Action
9.	Click the button to the right of the <b>Academic Career</b> field to select the <b>Academic Career</b> . 

Step	Action
10.	Click the <b>Look up Academic Program</b> button to select the <b>Academic Program</b> . 
11.	Click the <b>PHAS</b> link. 
12.	Click the button to the right of the <b>Academic Level</b> field. 

# Training Guide

## Student Record



Step	Action
13.	Click the <b>2nd Year</b> list item.



Run Control ID: PROGRAM\_ROSTER      Report Manager      Process Monitor      Run

\*Academic Institution: LSUHS  
 Campus: NO  
 Academic Career: AHP Grad  
 Academic Program: PHAS  
 Academic Level: 2nd Year  
 Admit Term:   
 Include Academic Detail:   
 Show Student Photos on Rosters:



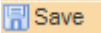
**Term Enrollment Data to Report**

Report students only once with their most current term data only.  
 Report students with their term-effective enrollment data in each term requested.

Term Range:    TO   

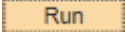
Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

javascript:Action\_win0(document.win0, ZZ\_SR\_PRG\_ROST\_ADMIT\_TERMS\$prompt);      91%

Step	Action
14.	Click the <b>Look up Admit Term</b> button. 
15.	Click the <b>1167</b> link. 
16.	Click the <b>Save</b> button. 

# Training Guide

## Student Record

Step	Action
17.	Click the <b>Run</b> button. 

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Student Records](#) > [Report](#) > [Program Roster](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Process Scheduler Request**

User ID: WDOOL1      Run Control ID: PROGRAM\_ROSTER

Server Name:       Run Date: 03/03/2017

Recurrence:       Run Time: 1:53:38PM


Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SR Program Roster	ZZSR026	Application Engine	Web	TXCT	Distribution

91%

Step	Action
18.	Click the button to the right of the <b>Server Name</b> field. 

# Training Guide

## Student Record

Favorites > Main Menu > LSUHSC Processes > Student Records > Report > Program Roster
 Home Sign out

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page

**Process Scheduler Request**

User ID: WDOOL1      Run Control ID: PROGRAM\_ROSTER

Server Name:       Run Date: 03/03/2017   
 Recurrence:       Run Time: 1:53:38PM   
 Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SR Program Roster	ZZSR026	Application Engine	Web	TXT	Distribution

91%

Step	Action
19.	Click the <b>PSNT</b> list item. <input type="text" value="PSNT"/>

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Student Records](#) > [Report](#) > [Program Roster](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Process Scheduler Request**

User ID: WDOOL1      Run Control ID: PROGRAM\_ROSTER

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SR Program Roster	ZZSR026	Application Engine	Web	TXCT	Distribution

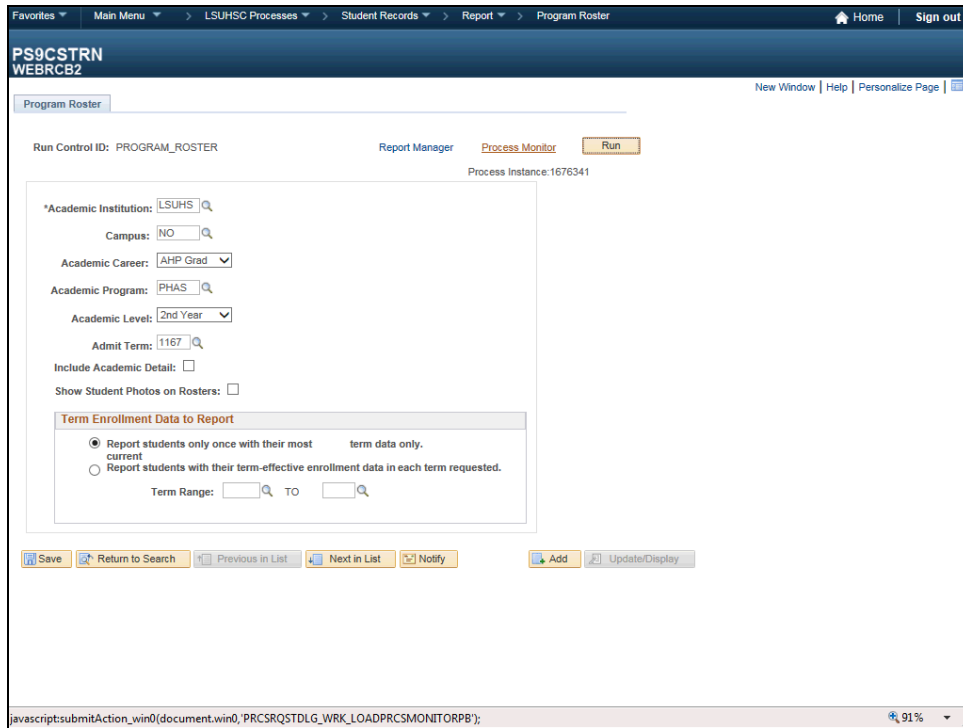
  

91%

Step	Action
20.	Click the <b>OK</b> button. <input type="button" value="OK"/>

# Training Guide

## Student Record



Step	Action
21.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

[Favorites](#) > [Main Menu](#) > [LSUHSC Processes](#) > [Student Records](#) > [Report](#) > [Program Roster](#) > [Process Monitor](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Process List](#) | [Server List](#)

**View Process Request For**

User ID:  Type:   Days

Server:  Name:  Instance:  to:

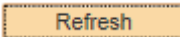
Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1676341		Application Engine	ZZSR026	WDOOL1	03/03/2017 1:53:38PM CST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1676340		SQR Report	SRCLSRST	WDOOL1	03/03/2017 12:42:11PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1676337		PSJob	SRPCGGPJ	WDOOL1	03/03/2017 10:21:40AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1676336		SQR Report	SRRSTRPT	WDOOL1	03/03/2017 9:59:27AM CST	Success	Posted	<a href="#">Details</a>

[Go back to Program Roster](#)

[Process List](#) | [Server List](#)

91%

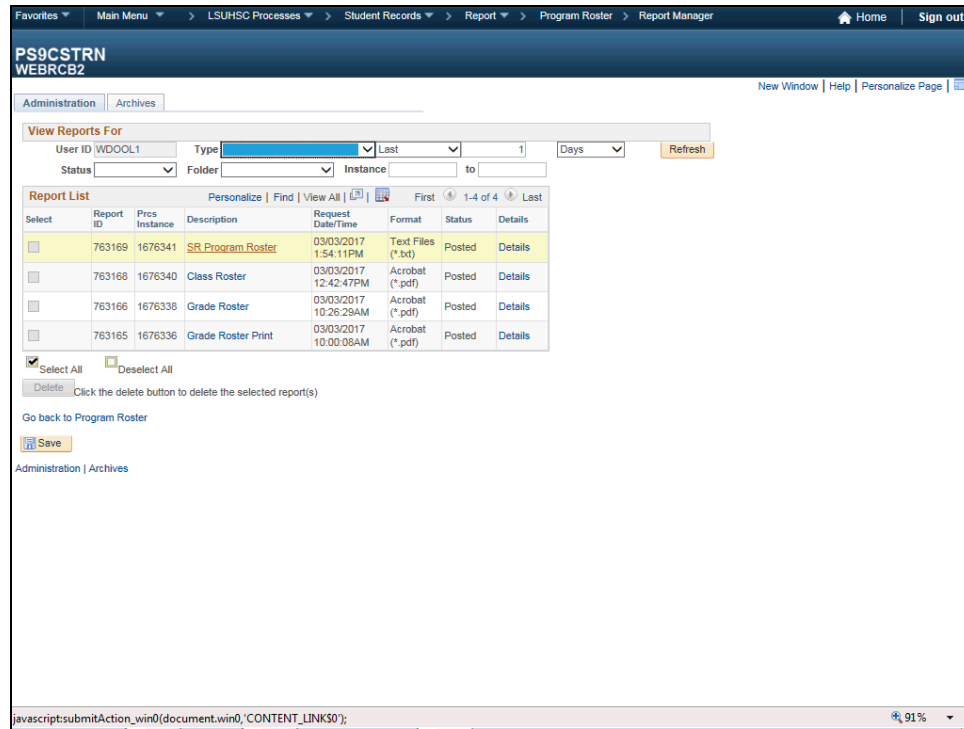
Step	Action
22.	Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted. 
23.	Click the <b>Go back to Program Roster</b> link. <a href="#">Go back to Program Roster</a>

# Training Guide

## Student Record

Step	Action
24.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>





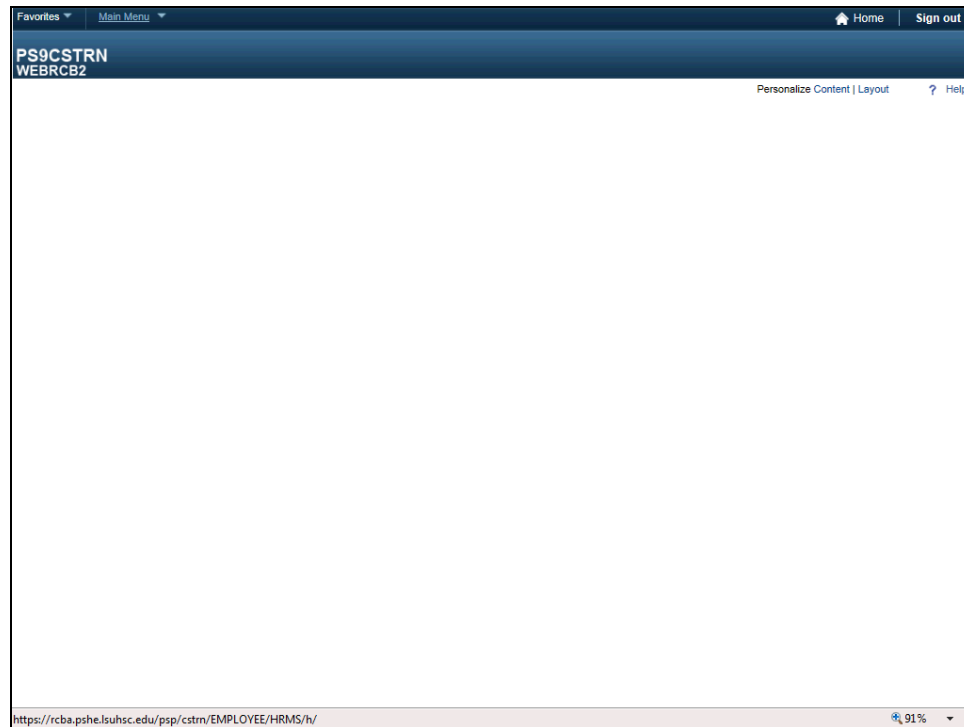
Step	Action
25.	Click the <b>Go back to Program Roster</b> link. <a href="#">Go back to Program Roster</a>
26.	This completes <i>Program Roster</i> . <b>End of Procedure.</b>

**Training Guide**  
**Student Record**

## Navigation to View Course Catalog

### Procedure

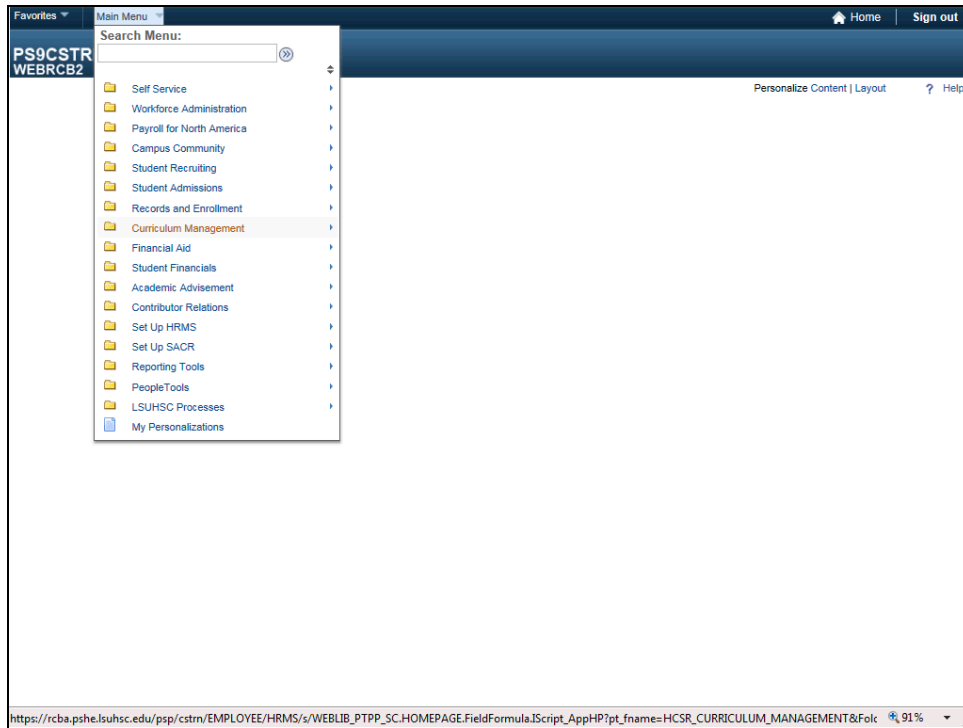
In this topic you will learn how to [Navigation to View Course Catalog](#).



Step	Action
1.	Click the <b>Main Menu</b> link. <a href="#">Main Menu</a>

# Training Guide

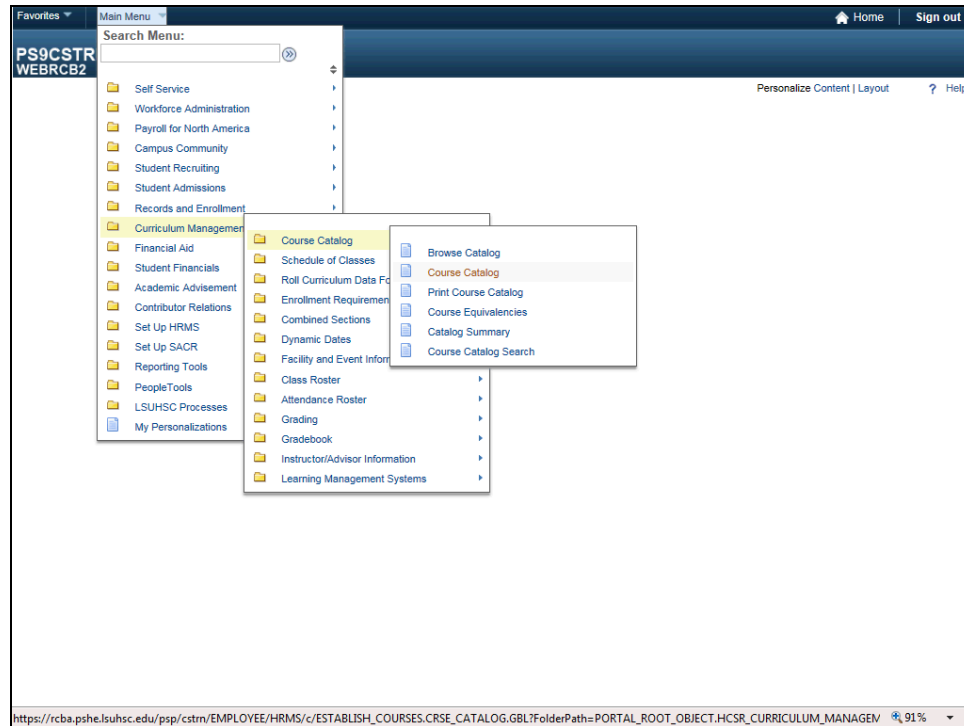
## Student Record


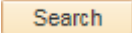


Step	Action
2.	Click the <b>Curriculum Management</b> link. Curriculum Management
3.	Click the <b>Course Catalog</b> link. Course Catalog

# Training Guide

## Student Record



Step	Action
4.	Click the <b>Course Catalog</b> link. 
5.	Enter the desired information into the <b>Course ID</b> field. Enter " <b>Course ID</b> ".
6.	Click the <b>Search</b> button. 

# Training Guide

## Student Record

[Favorites](#) | [Main Menu](#) | [Curriculum Management](#) | [Course Catalog](#) | [Course Catalog](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[Catalog Data](#) | [Offerings](#) | [Components](#) | [GL Interface](#)

Course ID: 009756

Find | View All | First | 1 of 1 | Last

\*Effective Date: 7/01/2014 | \*Status: Active | Course Offering: 1 of 1

\*Description: PC IV ROLE TRANS | NURS 7713

Long Course Title: PRIMARY CARE IV: ROLE TRANSITIONS

Long Description: Primary Care IV: Role Transitions, the final course in a series of four courses, focuses on the leadership knowledge and skills needed for the transition to independent practice and successful development and implementation of exemplars in clinical practice that will prepare the beginning Primary Care Family Nurse Practitioner to meet the health care needs for a healthy society through...

**Course Units/Hours/Count**

Minimum Units: 3.00 | Last Course of Mult Term Seq:

Maximum Units: 3.00 | \*Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 3.00 | Course Count: 1.00

Financial Aid Progress Units: 3.00 | Course Contact Hours: 0.00

**Course Grading**

\*Grading Basis: Graded | \*Grade Roster Print: Component

Graded Component: Laboratory

**Repeat for Credit Rules**

Repeat for Credit | Total Units Allowed: 3.00

Allow Multiple Enroll in Term | Total Completions Allowed: 1

**Additional Course Information**

\*Instructor Edit: No Choice

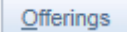
\*Add Consent: No Consent | \*Drop Consent: No Consent

Requirement Designation:

Equivalent Course Group:

Course Attributes:

91%

Step	Action
7.	Click the <b>Offerings</b> tab. 

[Favorites](#) | [Main Menu](#) | [Curriculum Management](#) | [Course Catalog](#) | [Course Catalog](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[Catalog Data](#) | [Offerings](#) | [Components](#) | [GL Interface](#)

Course ID: 009756 Find | View All | First 1 of 1 Last

Effective Date: 07/01/2014 Status: Active  
 Description: PC IV ROLE TRANS

**Course Offering** Find | View All | First 1 of 1 Last

\*Course Offering Nbr:  \*Catalog Nbr: 7713 NURS + -  
 \*Academic Institution: LSUHS  LSUHSC - New Orleans  
 \*Academic Group: NURS  School of Nursing  
 \*Subject Area: NURS  Nursing, General  
 Campus: NO  New Orleans  
 \*Academic Organization: NURS.N  Nursing, NO Campus  
 \*Academic Career: NRSG  Nursing, Graduate  
 Course Typically Offered:   
 Tuition Group:   
 Dynamic Class Date Rule:   
 Allow OEE Enrollment

\*Course Approved:   
 Allow Course to be Scheduled:   
 Exam Only Course:

Catalog Print  
 Print Instructor in Schedule  
 Schedule Print  
 Schedule Term Roll  
 Use Blind Grading  
 GL Interface Required  
 Split Ownership

**Enrollment Requirement Group**  
 Requirement Group:   
 Long Description:

**Taxonomy**  
 CIP Code: 51.1601   
 HEGIS Code:

**Owner** Personalize | Find |  |  | First 1-3 of 3 Last

*Academic Organization	*Percent Owned	Description

91%

Step	Action
8.	Click the <b>Components</b> tab. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">             Components           </div>

# Training Guide

## Student Record

PS9CSTRN  
WEBRCB2

Course ID: 009756

Effective Date: 07/01/2014 Status: Active

Description: PC IV ROLE TRANS

Course Component: Laboratory

\*Course Component: Laboratory

Instructor Contact Hours: [ ]

Default Section Size: 30

Workload Hours: [ ]

OEE Workload Hours: [ ]

\*Final Exam: Yes

Exam Seat Spacing: 1

Provider for Authentication: [ ]

LMS Extract File Type: Blackboard CourseInfo 4

Course Attendance

Instruction Mode: [ ]

\*Attendance Type: [ ]

Use Present  Use Contact Minutes

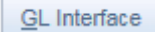
Use Reason  Use To and From Time

Use Tardy  Override Template Date / Time

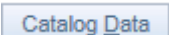
Use Left Early

Room Characteristics Required

*Room Characteristic	Description	*Room Characteristic Quantity
[ ]	[ ]	1

Step	Action
9.	Click the <b>GL Interface</b> tab. 



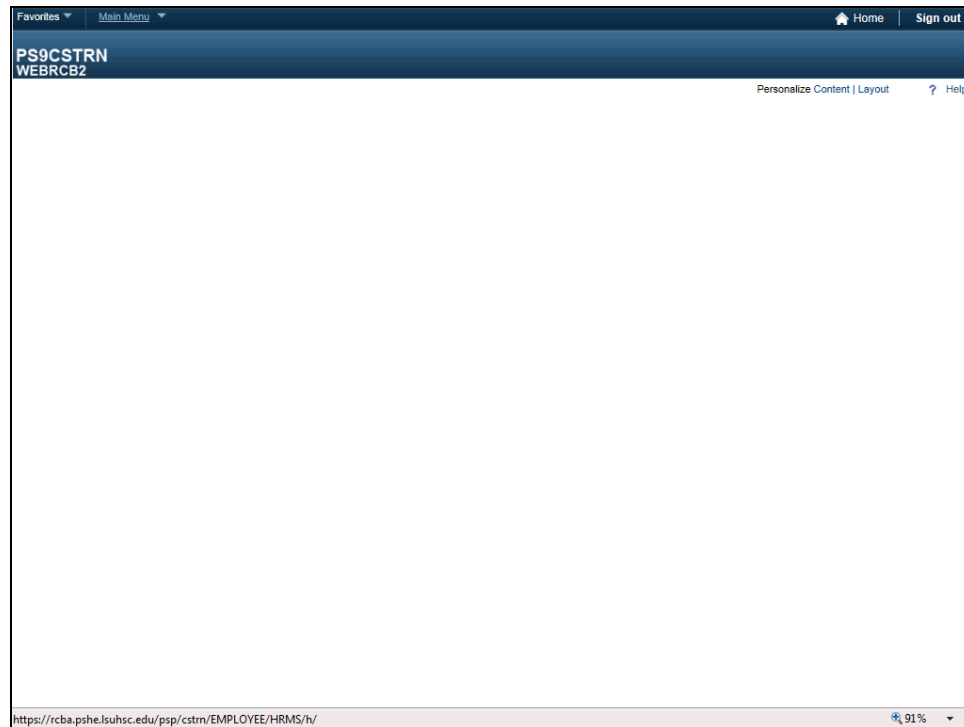
Step	Action
10.	Click the <b>Catalog Data</b> tab.  
11.	This completes <i>Navigation to View Course Catalog</i> . <b>End of Procedure.</b>

**Training Guide**  
**Student Record**

## Add or Delete Service Indicators

### Procedure

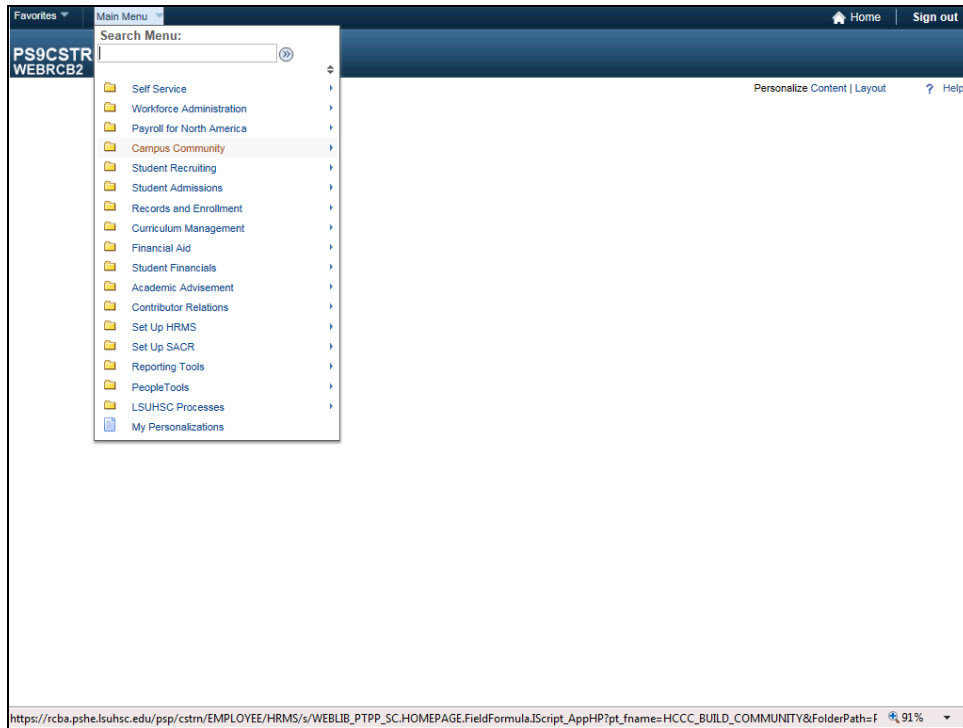
In this topic you will learn how to **Add or Delete Service Indicators**.



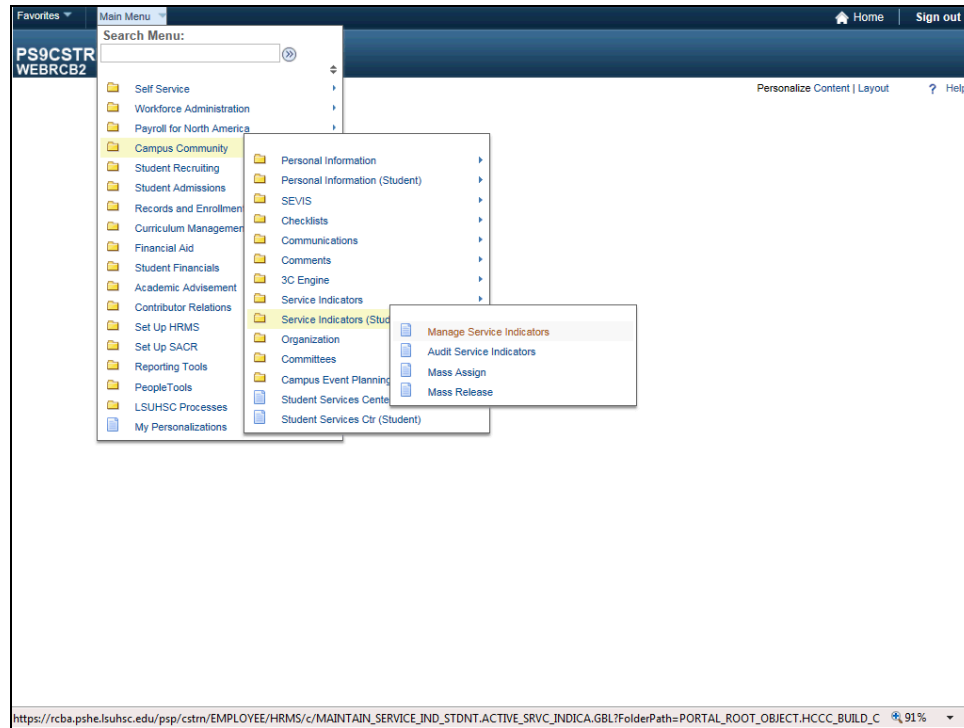
Step	Action
1.	Click the <b>Main Menu</b> link. <a href="#">Main Menu</a>


# Training Guide

## Student Record



Step	Action
2.	Click the <b>Campus Community</b> link. <b>Campus Community</b>
3.	Click the <b>Service Indicators (Student)</b> link. <b>Service Indicators (Student)</b>

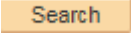



Step	Action
4.	Click the <b>Manage Service Indicators</b> list item. 

# Training Guide

## Student Record

Step	Action
5.	Enter the desired information into the <b>ID</b> field. Enter " <b>Empl ID</b> ".  <i>NOTE: The user many opt to search by National ID, Last Name, etc.</i>

Step	Action
6.	Click the <b>Search</b> button. 
7.	Click the <b>Add Service Indicator</b> button.  <i><b>NOTE: If there is already a Service Indicator in the student record and the user is attempting to enter an additional Service indicator, you will need to insert a row by clicking <u>Add a New Row button (the Plus Sign)</u>.</b></i> 

# Training Guide

## Student Record


[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Service Indicators \(Student\)](#) > [Manage Service Indicators](#)


[Home](#) | [Sign out](#)


**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page

### Add Service Indicator

Luther Mc. Cullough 6000164

\*Institution:   LSUHSC - Shreveport



\*Service Indicator Code:  



\*Service Ind Reason Code:  

Description:


Effect:

**Effective Period**


Start Term:   End Term:  

Start Date:   End Date:  


**Assignment Details**


\*Department:  

Reference:

Amount:  Currency:  

**Contact Information**

Contact ID:   Contact Person:


Placed Person ID:   Placed By:

**Comments**

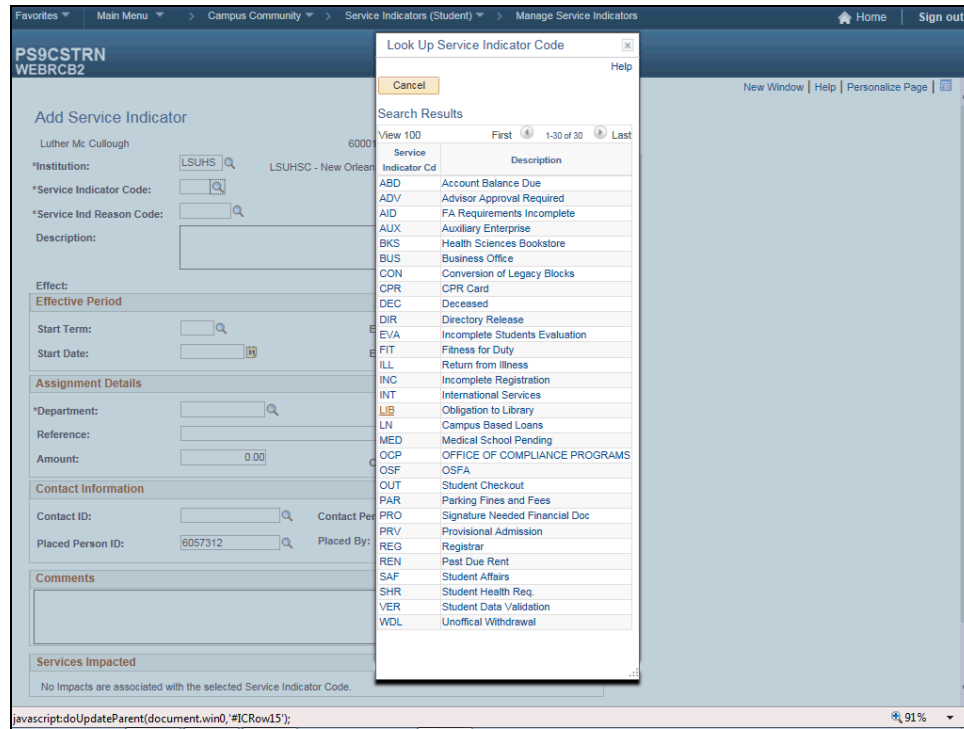
**Services Impacted**


No Impacts are associated with the selected Service Indicator Code.

javascript:Action\_win0(document.win0,'SRVC\_IND\_DATA\_SRVC\_IND\_CD\$prompt\$0'); 91%

Step	Action
8.	Click the <b>Look up Service Indicator Code</b> button. 





Step	Action
9.	<p>Select a <b>Service Indicator Code</b> from the list.</p> <p>Click the <b>LIB</b> link.</p> <p></p>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Service Indicators \(Student\)](#) > [Manage Service Indicators](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Add Service Indicator**

Luther Mc. Cullough 6000164

\*Institution:  LSUHSC - New Orleans  
 \*Service Indicator Code:  Obligation to Library  
 \*Service Ind Reason Code:  Obligation to Library  
 Description:

Effect: Negative

**Effective Period**

Start Term:  Begin Term    End Term:    
 Start Date:     End Date:

**Assignment Details**

\*Department:  STUDENT SERVICES-LSUHSC  
 Reference:   
 Amount:     Currency:

**Contact Information**


Contact ID:     Contact Person:   
 Placed Person ID:     Placed By:

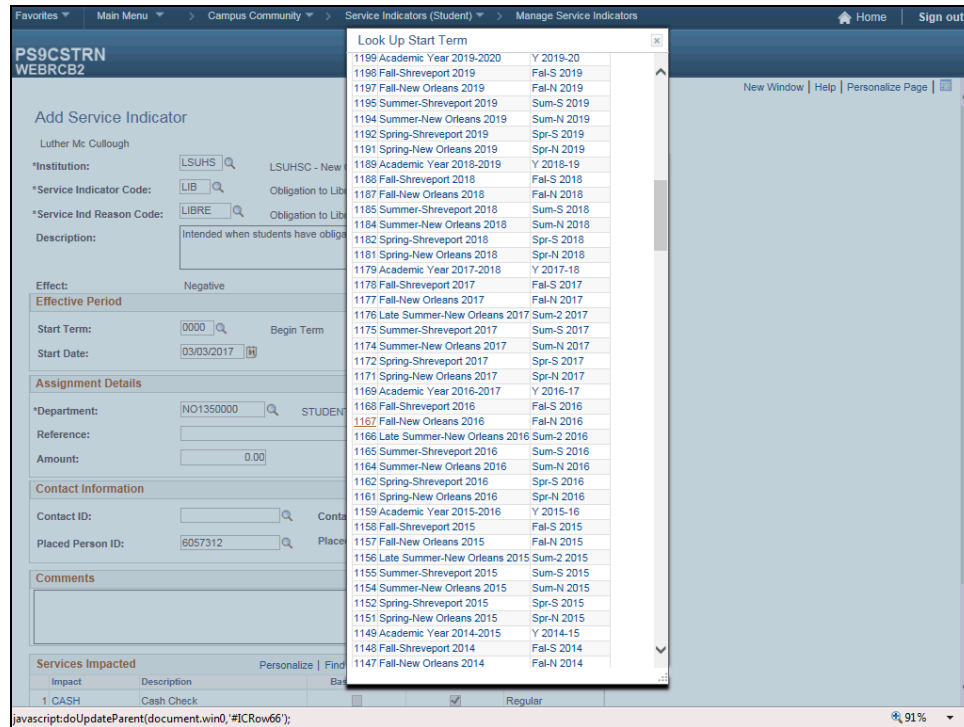
**Comments**

**Services Impacted**    [Personalize](#) | [Find](#) | [View All](#) | | [First](#) | 1-3 of 7 | [Last](#)

Impact	Description	Basis - Date	Basis - Term	Term Category
1 CASH	Cash Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regular

javascript:Action\_win0(document.win0,SRVC\_IND\_DATA\_SRV\_C\_IND\_ACT\_TERM\$prompt\$0); 91%

Step	Action
10.	Click the <b>Look up Start Term</b> button. 



Step	Action
11.	<p>Select a Term from the Search Results.</p> <p>Click the <b>1167</b> link.</p> <p><b>1167</b></p>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Service Indicators \(Student\)](#) > [Manage Service Indicators](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

\*Service Ind Reason Code:   Obligation to Library

Description:

Effect: Negative

**Effective Period**

Start Term:   Fall-N 2016      End Term:

Start Date:        End Date:

**Assignment Details**

\*Department:   STUDENT SERVICES-LSUHSC

Reference:

Amount:       Currency:

**Contact Information**

Contact ID:        Contact Person:

Placed Person ID:        Placed By:

**Comments**

[Personalize](#) | [Find](#) | [View All](#) |       First 1-3 of 7 Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1 CASH	Cash Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regular
2 CHECK	Pay with Check at Cashier	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regular
3 ENVER	Get Enrollment Verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regular

Service Indicator Date Time: 03/03/2017 2:09:25PM

User ID: WDOOL1      Elliot,Kimothea G.

91%

Step	Action
12.	Click the <b>OK</b> button. <div style="text-align: center; margin-top: 10px;"> <input type="button" value="OK"/> </div>

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Service Indicators \(Student\)](#) > [Manage Service Indicators](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**
New Window | Help | Personalize Page

**Manage Service Indicators**  
 Luther Mc Cullough 6000164

Display: Effect  Institution  Refresh


[Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
LIB	Obligation to Library	Obligation to Library	LSUSH	1167	Fal-N 2016			03/03/2017	

[Add Service Indicator](#)

[Return to Search](#) [Notify](#)

91%

Step	Action
13.	Click the <b>Return to Search</b> button. 

# Training Guide

## Student Record

Manage Service Indicators

Luther Mc Cullough 6000164


Display: Effect All Institution: LSUHSC - Shreveport Refresh

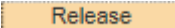
Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
<b>LIB</b>	Obligation to Library	Obligation to Library	LSUSH	1167	Fal-N 2016			03/03/2017	

Add Service Indicator

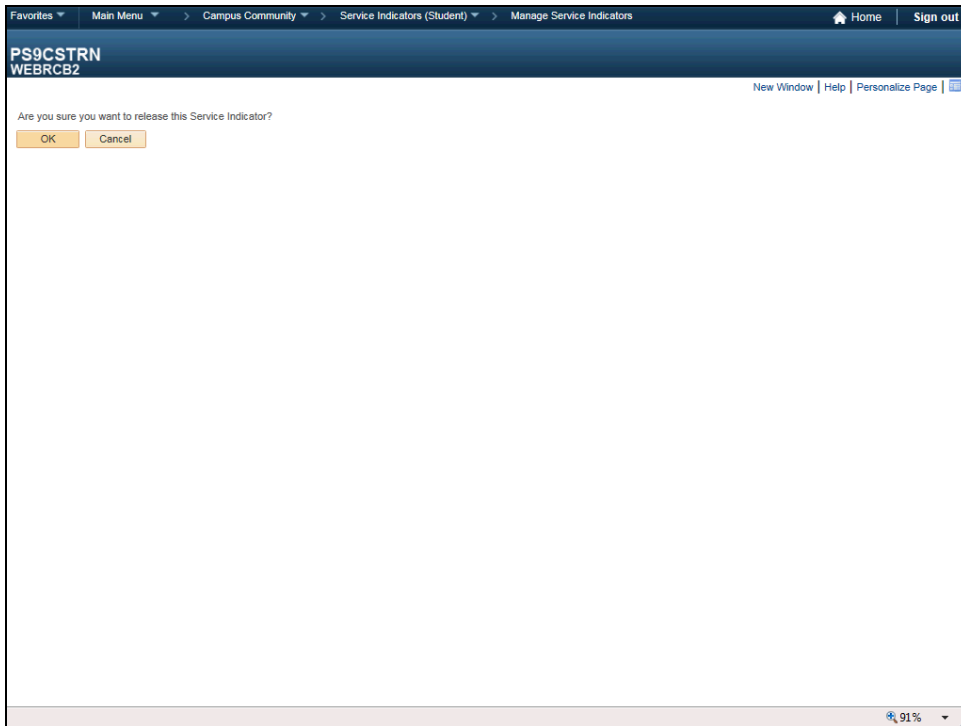
Return to Search Notify

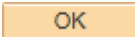
Step	Action
14.	<p>Click an entry in the <b>Code</b> column.</p> <p>Click the <b>LIB</b> link.</p> 

Step	Action
15.	<p>To remove a <b>Service Indicator</b> from a student's record.</p> <p>Click the <b>Release</b> button.</p> <p></p>

# Training Guide

## Student Record



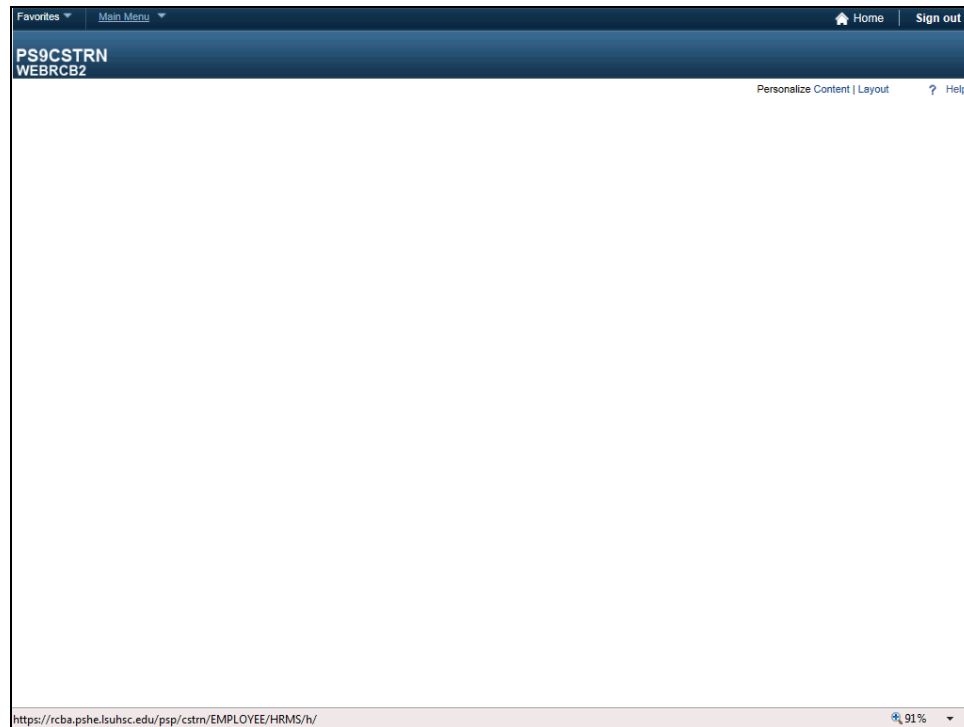
Step	Action
16.	Click the <b>OK</b> button. 
17.	<b>End of Procedure.</b>




## Assigning Advisors and Advisees

### Procedure

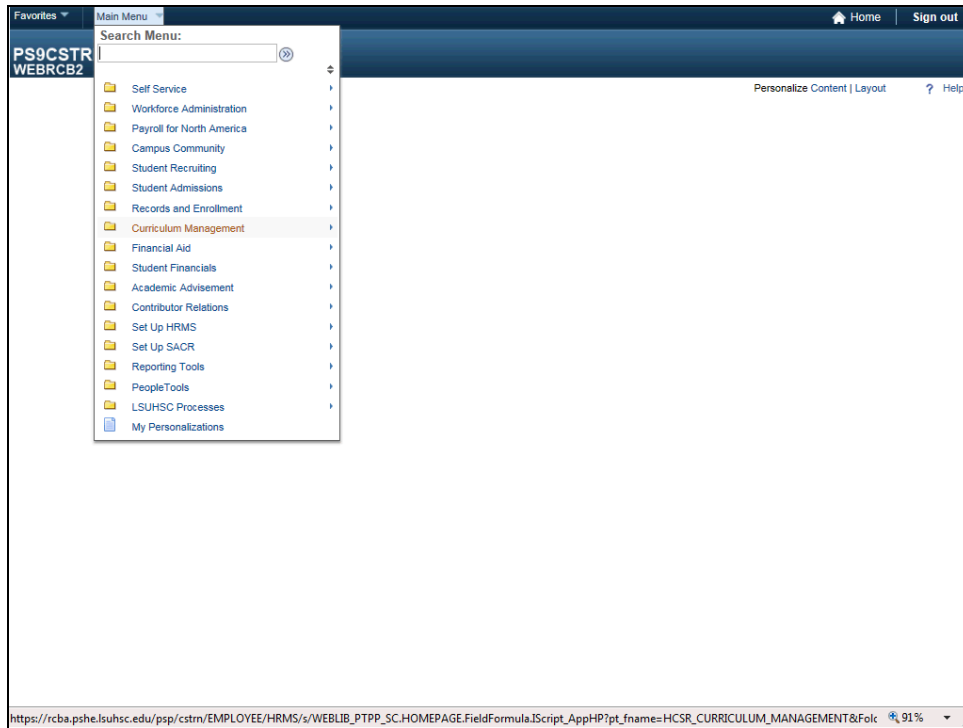
In this topic you will learn how to use the **Instructor/Advisor Table to assign an Advisor.**



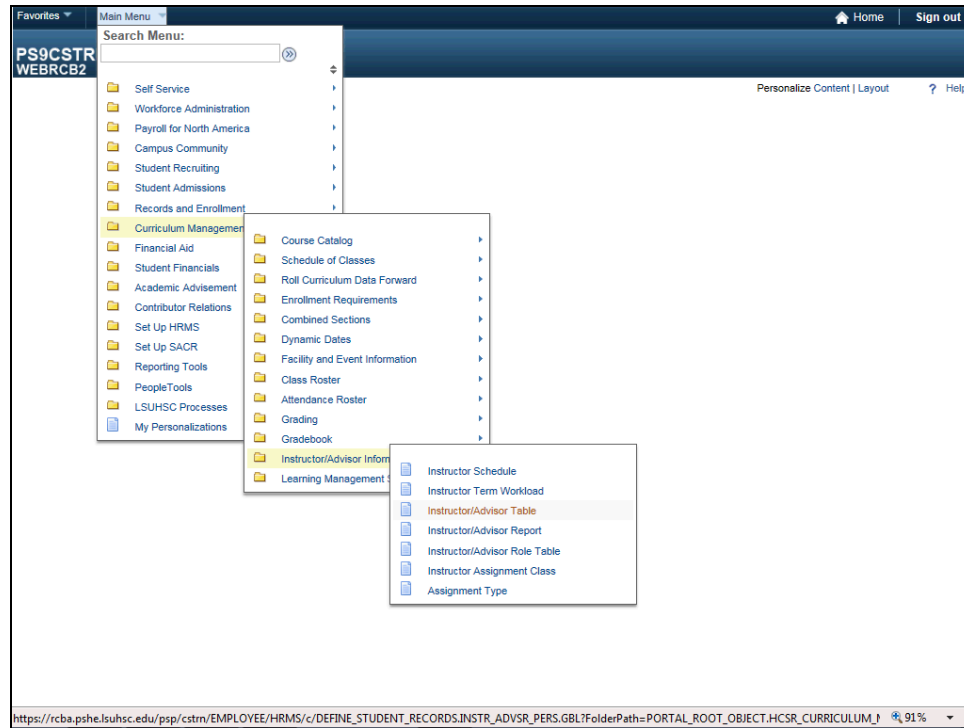
Step	Action
1.	Click the <b>Main Menu</b> link. 

# Training Guide

## Student Record



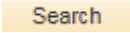
Step	Action
2.	Click the <b>Curriculum Management</b> link. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">Curriculum Management</div>
3.	Click the <b>Instructor/Advisor Information</b> link. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">Instructor/Advisor Information</div>



Step	Action
4.	Click the <b>Instructor/Advisor Table</b> list item.  <b>Instructor/Advisor Table</b>
5.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>Empl ID</b> ".

# Training Guide

## Student Record

Step	Action
6.	Click the <b>Search</b> button. 
7.	<p><b>NOTE: The effective date and status will control <u>only</u> whether or not an instructor/advisor may be selected for assignment to a student.</b></p> <p>Once the advisor is assigned to a student using the Student Advisor page they will remain active as an advisor to that student and have self-service access to that students data whether or not;</p> <p><b>- the effective date or status is active or if the page is deleted</b></p>

Favorites Main Menu Curriculum Management Instructor/Advisor Information Instructor/Advisor Table Home Sign out  
 PS9CSTRN WEBRCB2  
 Instructor/Advisor Table Approved Courses  
 Luther Mc Cullough 6000164  
**Instructor Details** Find | View All First 1 of 1 Last  
 \*Effective Date: 02/28/2017 \*Status: Active  
 \*Instructor Type: Instructor  Advisor  
 \*Academic Institution: LSUHS LSUHSC - New Orleans  
 \*Primary Acad Org: DENT.N Dentistry, NO Campus  
 \*Instructor Available: Available  
**Instructor/Advisor Role** Find | View All First 1 of 1 Last  
 Advisor Number: 1 Percent of Appointment:  
 \*Academic Career: DNTU Dentistry, Undergraduate  
 Academic Program: DH.BS Dental Hygiene, BS  
 Academic Plan: DH.BS Dental Hygiene, Bachelor  
 Academic Sub-Plan:  
 Save Return to Search Notify Update/Display Include History Correct History  
 Instructor/Advisor Table | Approved Courses  
 javascript:DatePrompt\_win0('INSTR\_ADVISOR\_EFFDT\$0','INSTR\_ADVISOR\_EFFDT\$prompt\$0','450',true); 91%

Step	Action
8.	<p><b><i>NOTE: If a future effective date is entered on the Instructor/Advisor page for an advisor, the effective date on the Student Advisor page for <u>any students assigned to that advisor has to match.</u></i></b></p> <p>Click the <b>Choose a date</b> button.</p>

# Training Guide

## Student Record

The screenshot shows the 'Instructor/Advisor Table' interface. The main form is for 'Luther Mc Cullough' (ID: 6000164) with a status of 'Active'. The 'Effective Date' field is currently set to '02/28/2017'. A calendar pop-up is open, showing the month of February 2017. The date '28' is highlighted in red. The calendar also shows the days of the week (S, M, T, W, T, F, S) and the current date (28). The interface includes various navigation and action buttons like 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The bottom of the page shows a JavaScript prompt and a zoom level of 91%.

Step	Action
9.	Select a date from the Calendar or enter the date directly into the Effective Date field. <b>28</b>
10.	You can skip the Status field, <b>Active</b> is the default setting, <b>no changes are required.</b>



The screenshot displays the 'Instructor/Advisor Table' interface. At the top, the user is identified as Luther Mc Cullough with ID 6000164. The 'Instructor Details' section shows the following information:

- Effective Date: 02/28/2017
- Status: Active
- Instructor Type: Instructor
- Academic Institution: LSUHS (LSUHSC - New Orleans)
- Primary Acad Org: DENT.N (Dentistry, NO Campus)
- Instructor Available: Available

The 'Instructor/Advisor Role' section shows:

- Advisor Number: 1
- Percent of Appointment: [empty]
- Academic Career: DNTU (Dentistry, Undergraduate)
- Academic Program: DH.BS (Dental Hygiene, BS)
- Academic Plan: DH.BS (Dental Hygiene, Bachelor)
- Academic Sub-Plan: [empty]




At the bottom of the form, there are several action buttons: Save, Return to Search, Notify (checked), Update/Display, Include History, and Correct History.

Step	Action
11.	Click the button to the right of the <b>Instructor Type</b> field. 
12.	Select the appropriate faculty rank from the list.  Click the <b>Instructor</b> list item. 

# Training Guide

## Student Record

The screenshot shows a web application interface for managing instructor/advisor information. The user is Luther Mc Cullough (ID: 6000164). The form is titled 'Instructor/Advisor Table' and 'Approved Courses'. It contains two main sections: 'Instructor Details' and 'Instructor/Advisor Role'. In the 'Instructor Details' section, the 'Advisor' checkbox is checked. The 'Primary Acad Org' is set to 'DENT,N'. The 'Instructor/Advisor Role' section includes fields for Advisor Number (1), Academic Career (DNTU), Academic Program (DH,BS), and Academic Plan (DH,BS).

Step	Action
13.	<p>Click the <b>Advisor</b> checkbox.</p> <p><i>NOTE: Un-checking the Advisor checkbox and setting the status to inactive appears to have no effect on whether an advisor can see existing advisees; unless the effective date on the Instructor/Advisor Table is on or before the Student Advisor Effective date.</i></p> 
14.	<p>Click the <b>Look up Primary Acad Org</b> button.</p> 
15.	<p>Select from the <b>Primary Acad Org</b> drop-down list.</p> <p>Click the <b>DENT,N</b> list item.</p> 
16.	<p>You can skip the <b>Instructor Available</b> field. <b>Available</b> is the default setting <b>no</b> changes are required.</p>



[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Instructor/Advisor Information](#) > [Instructor/Advisor Table](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

[Instructor/Advisor Table](#) | [Approved Courses](#)

Luther Mc Cullough 6000164

**Instructor Details** Find | View All First 1 of 1 Last

\*Effective Date: 02/28/2017 \*Status: Active

\*Instructor Type: Instructor  Advisor

\*Academic Institution: LSUHS LSUHSC - New Orleans

\*Primary Acad Org: DENT.N Dentistry, NO Campus

\*Instructor Available: Available

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

\*Academic Career: DNTU Dentistry, Undergraduate

Academic Program: DH.BS Dental Hygiene, BS


Academic Plan: DH.BS Dental Hygiene, Bachelor

Academic Sub-Plan:

Save Return to Search Notify Update/Display Include History Correct History

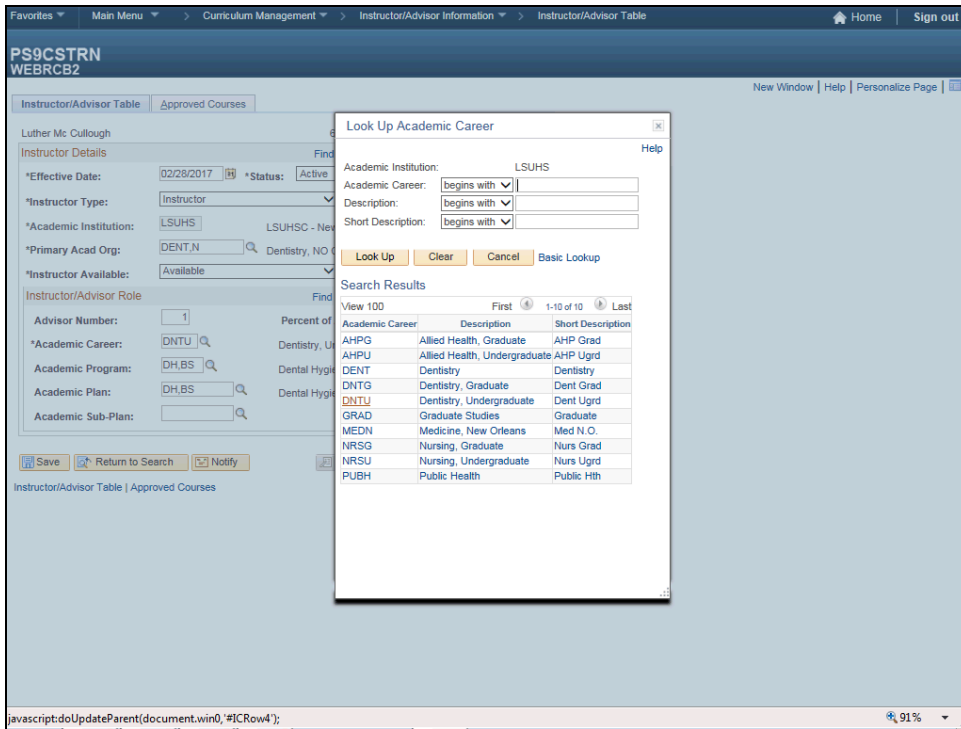
Instructor/Advisor Table | Approved Courses


91%

Step	Action
17.	Click the <b>Look up Academic Career</b> button. 


# Training Guide

## Student Record



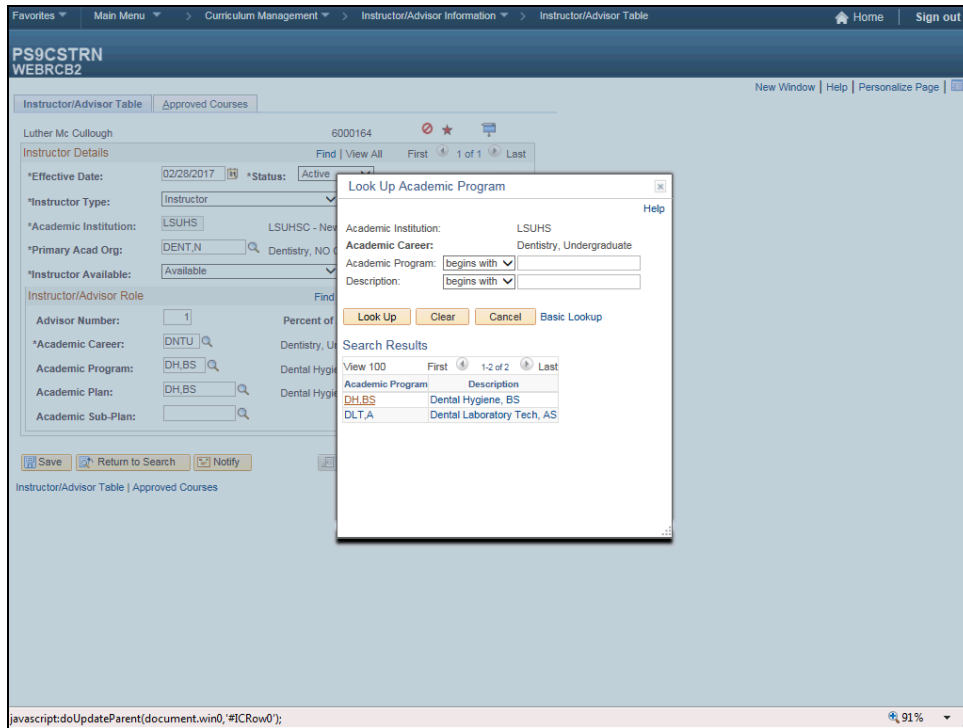
Step	Action
18.	<p>Select an <b>Academic Career</b> form the list.</p> <p>Click the <b>DNTU</b> link.</p> <p></p>


The screenshot shows a web application interface for managing instructor/advisor information. The user is logged in as 'Luther Mc Cullough' (ID: 6000164). The page title is 'Instructor/Advisor Table' and 'Approved Courses'. The form is divided into two main sections: 'Instructor Details' and 'Instructor/Advisor Role'. In the 'Instructor Details' section, the 'Effective Date' is 02/28/2017, the status is 'Active', and the 'Instructor Type' is 'Instructor'. In the 'Instructor/Advisor Role' section, the 'Academic Program' field is set to 'DH.BS' and is highlighted with a magnifying glass icon, indicating it is a required field. Other fields include 'Advisor Number' (1), 'Academic Career' (DNTU), and 'Academic Plan' (DH.BS). The form also includes buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
19.	<p><b><u>The Academic Program field is a required field.</u></b></p> <p>Click the <b>Look up Academic Program</b> button and select an Academic Program from the list.</p> 

# Training Guide

## Student Record



Step	Action
20.	Click the <b>DH,BS</b> link. 

[Favorites](#) | [Main Menu](#) | [Curriculum Management](#) | [Instructor/Advisor Information](#) | [Instructor/Advisor Table](#) | [Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[Instructor/Advisor Table](#) | [Approved Courses](#)

Luther Mc Cullough 6000164

**Instructor Details** Find | View All First 1 of 1 Last

\*Effective Date: 02/28/2017 \*Status: Active

\*Instructor Type: Instructor  Advisor

\*Academic Institution: LSUHS LSUHSC - New Orleans

\*Primary Acad Org: DENT.N Dentistry, NO Campus

\*Instructor Available: Available

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

\*Academic Career: DNTU Dentistry, Undergraduate

Academic Program: DH\_BS Dental Hygiene, BS


Academic Plan: DH\_BS Dental Hygiene, Bachelor

Academic Sub-Plan:

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

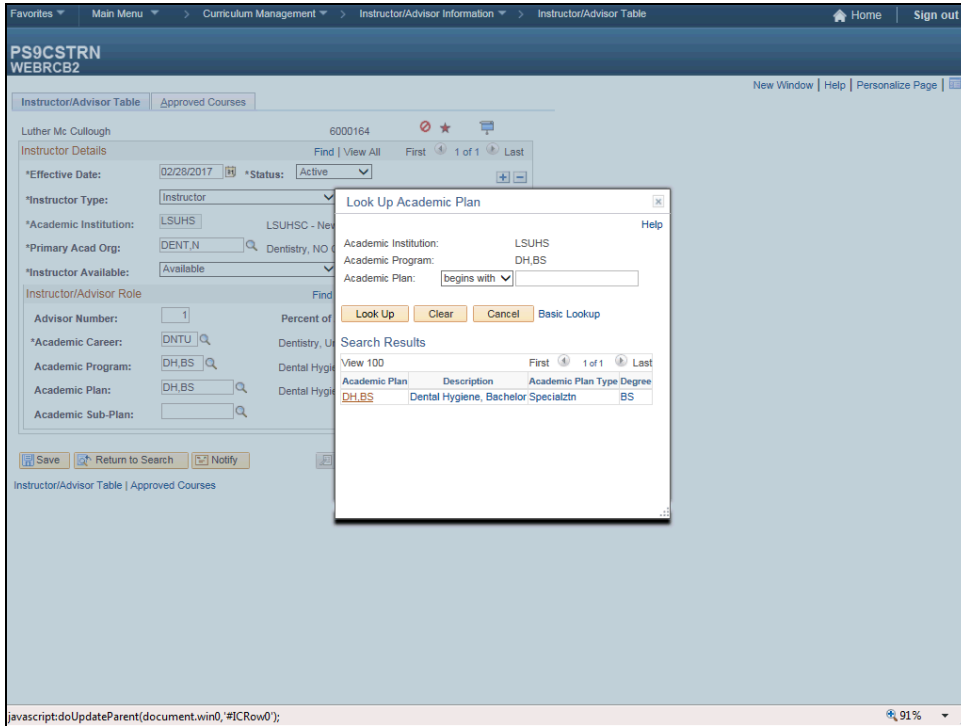
Instructor/Advisor Table | Approved Courses


javascript:Action\_win0(document.win0, INST\_ADV\_ROLE\_ACAD\_PLANSprompt50);

Step	Action
21.	<p>The <b>Academic Plan</b> field is optional. If you choose to include an <b>Academic Plan</b>,</p> <p>Click the <b>Look up Academic Plan</b> button to select from the list.</p> 

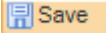
# Training Guide

## Student Record



Step	Action
22.	Click the <b>DH,BS</b> link.  <a href="#">DH,BS</a>
23.	<b><i>NOTE: The Percent of Appointment and Academic Sub-Plan fields are not used.</i></b>
24.	If an advisor is advising students in more than one Program within a career, you need to add another Instructor/Advisor role.  <b><i>NOTE: Advisors will not be given Roles in more than one Career.</i></b>  Click the <b>Plus sign to (+)</b> button.  
25.	Enter the desired information in the following fields for the second Instructor/Advisor Role:  <ul style="list-style-type: none"> <li>•<b>Academic Career:</b></li> <li>•<b>Academic Program:</b></li> <li>•<b>Academic Plan: Entering data in this field is optional</b></li> </ul>
26.	<b><i>NOTE: The Approved Courses tab will not be used.</i></b>

Favorites Main Menu Curriculum Management Instructor/Advisor Information Instructor/Advisor Table Home Sign out  
 PS9CSTRN WEBRCB2  
 Instructor/Advisor Table Approved Courses  
 Luther Mc Cullough 6000164  
**Instructor Details** Find | View All First 1 of 1 Last  
 \*Effective Date: 02/28/2017 \*Status: Active  
 \*Instructor Type: Instructor  Advisor  
 \*Academic Institution: LSUHS LSUHSC - New Orleans  
 \*Primary Acad Org: DENT.N Dentistry, NO Campus  
 \*Instructor Available: Available  
**Instructor/Advisor Role** Find | View All First 1 of 1 Last  
 Advisor Number: 1 Percent of Appointment:  
 \*Academic Career: DNTU Dentistry, Undergraduate  
 Academic Program: DH.BS Dental Hygiene, BS  
 Academic Plan: DH.BS Dental Hygiene, Bachelor  
 Academic Sub-Plan:  
 Save Return to Search Notify Update/Display Include History Correct History  
 Instructor/Advisor Table | Approved Courses  
 91%

Step	Action
27.	Click the <b>Save</b> button. 
28.	This completes the topic on <i>Instructor/Advisor Table to assign an Advisor</i> . <b>End of Procedure.</b>

**Training Guide**  
**Student Record**

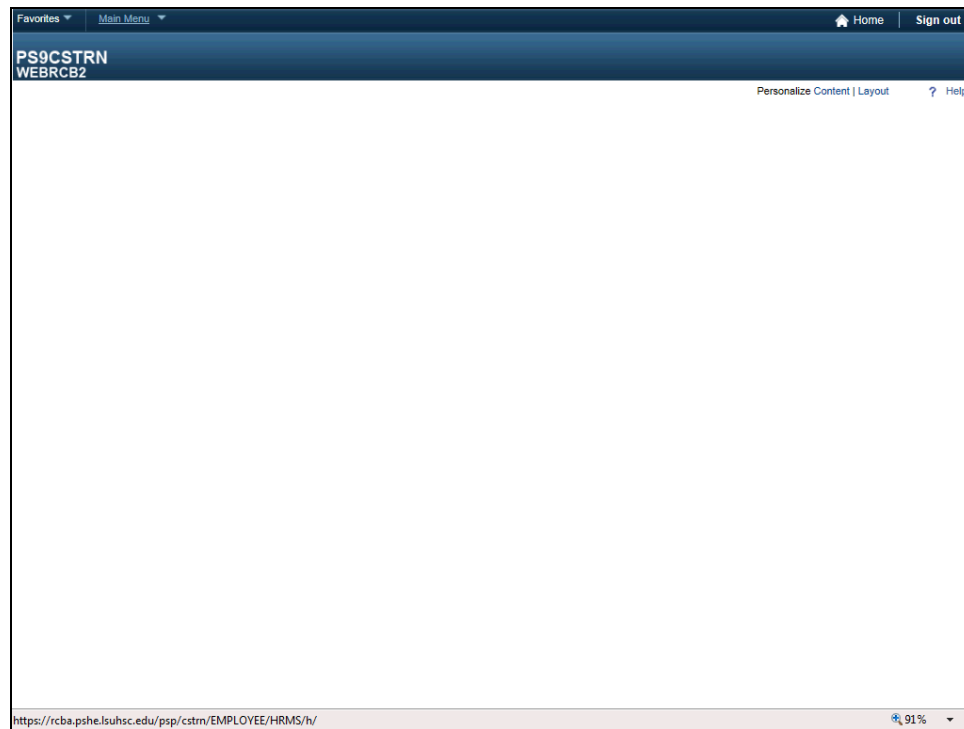



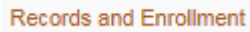
## Assigning Advisors to Students

### Procedure

In this topic you will learn Assigning Advisors to Students.

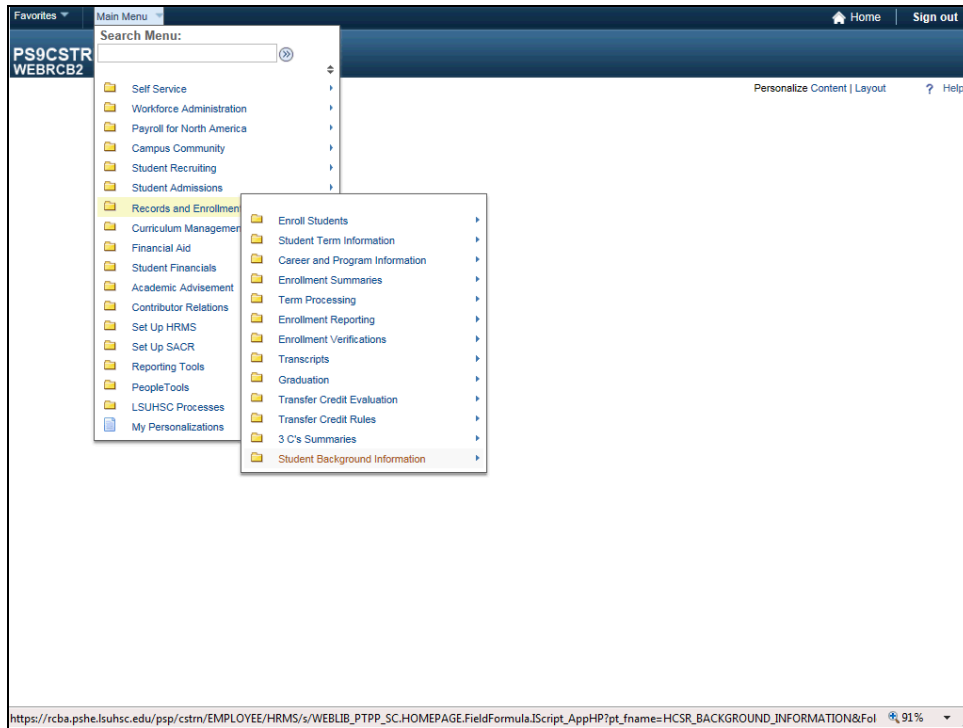
Once the advisor is assigned to a student, the advisor will remain active as an advisor to that student and have self-service access to that student's data regardless of whether or not the effective date or effect status on the instructor himself on the Instructor/Advisor Table page is active or even deleted.




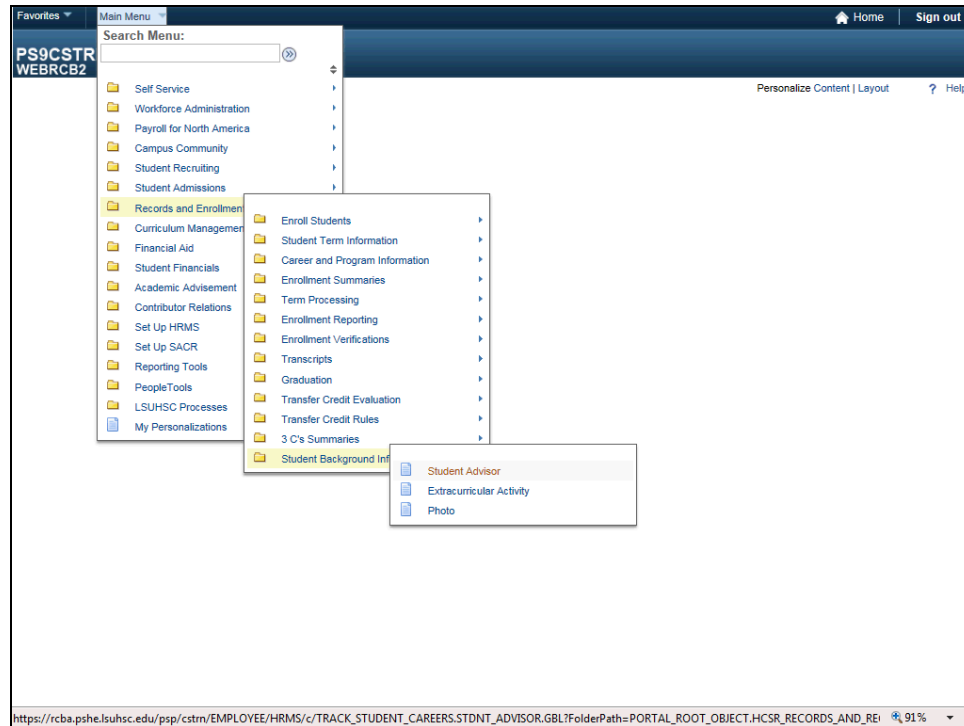
Step	Action
1.	Click the <b>Main Menu</b> link. 
2.	Click the <b>Records and Enrollment</b> link. 

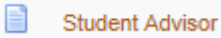
# Training Guide

## Student Record




Step	Action
3.	Click the <b>Student Background Information</b> link. 

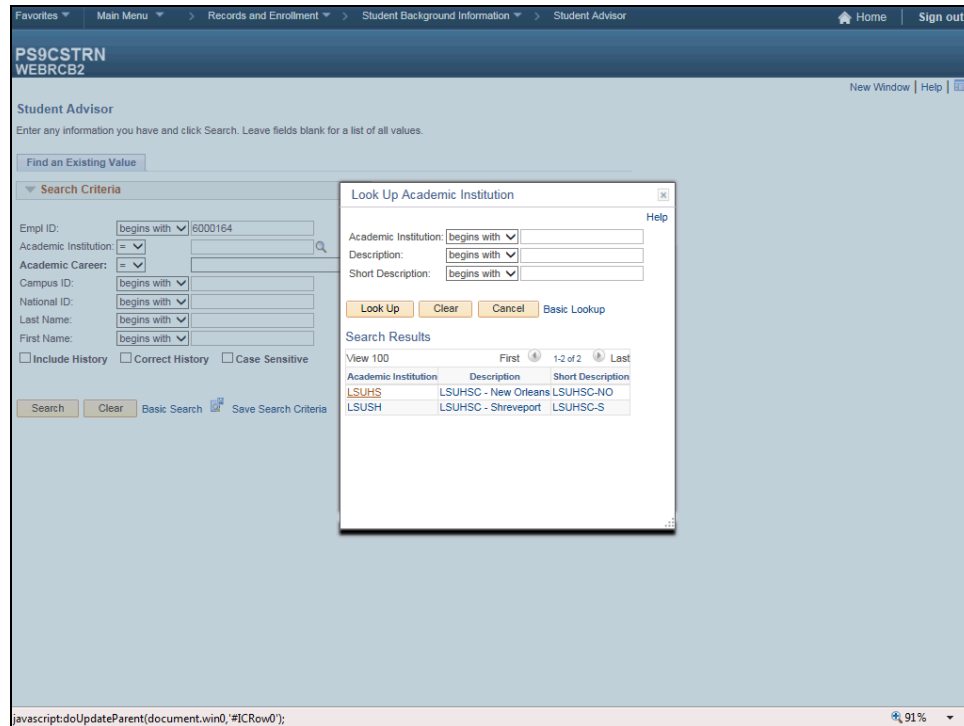


Step	Action
4.	Click the <b>Student Advisor</b> list item. 
5.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>Empl ID</b> ".

# Training Guide

## Student Record

Step	Action
6.	<p>The <b>Academic Institution</b> should default into the field. If it does not,</p> <p>Click the <b>Look up Academic Institution</b> button.</p> 



Step	Action
7.	Click the <b>LSUHS</b> link.  <b>LSUHS</b>
8.	<b>NOTE: The Academic Career is required when searching for a student by Empl ID or Last Name.</b>  Click the button to the right of the <b>Academic Career</b> field.  ▼

# Training Guide

## Student Record

Student Advisor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with 6000164

Academic Institution: = LSUHS

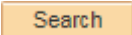

Academic Career: =

- Allied Health, Graduate
- Allied Health, Undergraduate
- Allied Health, Grad-Shreveport
- Allied Health, Ugrad-Shreveport
- Dentistry
- Dentistry, Graduate
- Dentistry, Undergraduate
- Graduate Studies
- Graduate Studies-Shreveport
- Medicine, New Orleans
- Medicine, Shreveport
- Nursing, Graduate
- Nursing, Nurse Anesthesia
- Nursing, Undergraduate**
- Public Health

Search Clear Basic Search

91%

Step	Action
9.	Click the <b>Nursing, Undergraduate</b> list item.

Step	Action
10.	Click the <b>Search</b> button. 
11.	The Academic Institution can also be changed on this page. Click the <b>Look up Academic Institution</b> button. 

# Training Guide

## Student Record

PS9CSTRN  
WEBRCB2

Student Advisor

Luther Mc Cullough 6000164

\*Academic Institution: LSUHS LSUHSC - New Orleans

\*Effective Date: 03/03/2017

\*Advisor Role: Advisor \*Advisor Number: 1

\*Academic Career:

\*Academic Program:

Academic Plan:

Academic Advisor:

Advisor Percentage:


Committee:

Advised by Committee  Must Approve Enrollment

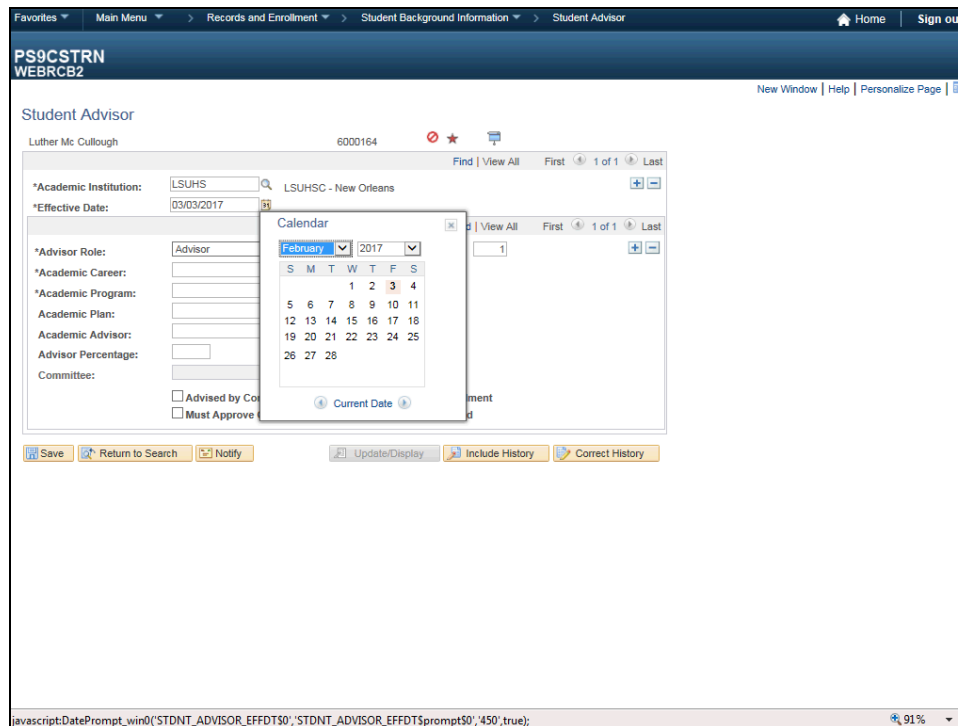
Must Approve Graduation  Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

javascript:DatePrompt\_win0('STDNT\_ADVISOR\_EFFDTS0','STDNT\_ADVISOR\_EFFDTSprompt\$0','450',true); 91%

Step	Action
12.	<p><b><i>NOTE: If a future effective date was entered on the Instructor/Advisor Table page for an advisor the effective date on <u>Student Advisor page</u> for any students assigned to that advisor has to match.</i></b></p> <p>Click the <b>Choose a date</b> button.</p> 





Step	Action
13.	Click the desired date.  28
14.	<p><b><u>Assigning an advisor to a student:</u></b> In this exercise you will assign an advisor to a student.</p> <p><i><b>NOTE: An advisor may see only those students to whom he or she is assigned.</b></i></p> <p><i><b><u>No changes are required for the Advisor Role field. Advisor is the default setting.</u></b></i></p>

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Student Background Information](#) > [Student Advisor](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Student Advisor**  
 Luther Mc Cullough      6000164

   LSUHSC - New Orleans       
 \*Academic Institution:

\*Effective Date:

   \*Advisor Number:     
 \*Advisor Role:

\*Academic Career:

\*Academic Program:

Academic Plan:

Academic Advisor:


Advisor Percentage:

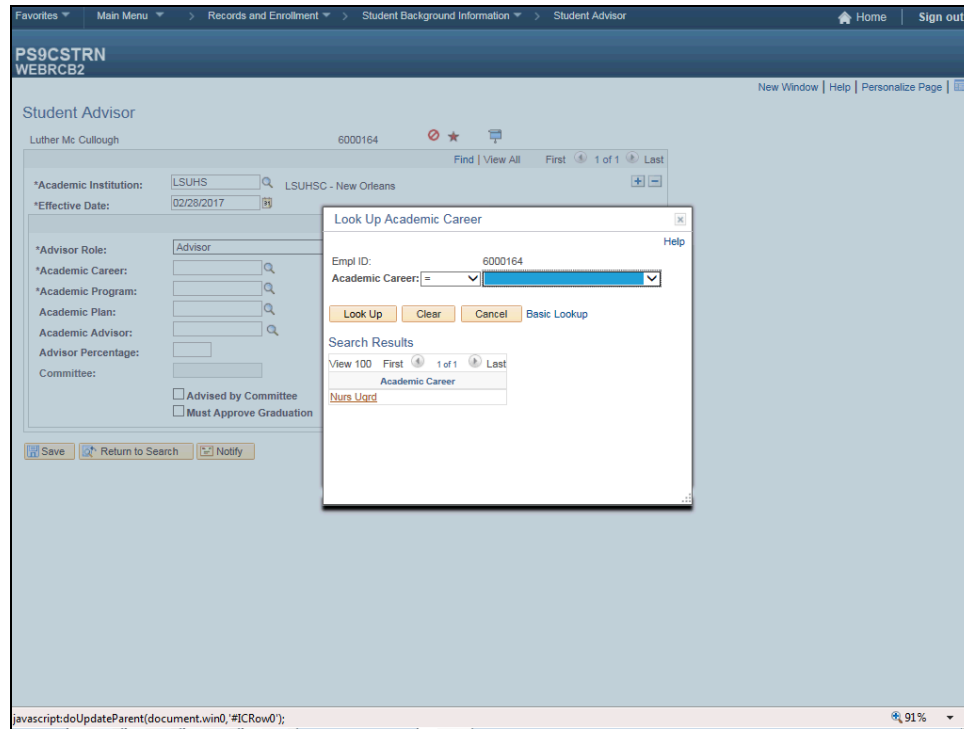
Committee:


Advised by Committee       Must Approve Enrollment  
 Must Approve Graduation       Graduation Approved

javascript:Action\_win0(document.win0,'STDNT\_ADVR\_HIST\_ACAD\_CAREERSprompt\$0');
91%

Step	Action
15.	Click the <b>Look up Academic Career</b> button. 



Step	Action
16.	Click the <b>Nurs Ugrd</b> link. 

# Training Guide

## Student Record

Favorites Main Menu Records and Enrollment Student Background Information Student Advisor Home Sign out  
 PS9CSTRN WEBRCB2 New Window | Help | Personalize Page |


Student Advisor  
 Luther Mc Cullough 6000164

\*Academic Institution:   LSUHSC - New Orleans    
 \*Effective Date:

\*Advisor Role:   \*Advisor Number:     
 \*Academic Career:   Nursing, Undergraduate  
 \*Academic Program:    
 Academic Plan:    
 Academic Advisor:    
 Advisor Percentage:   
 Committee:

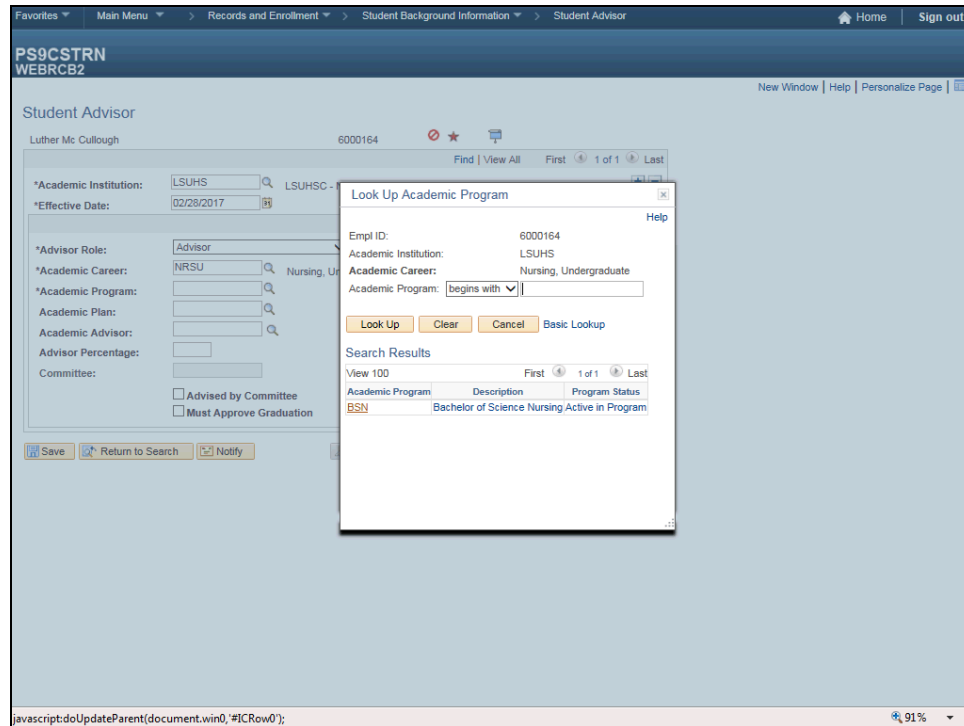
Advised by Committee  Must Approve Enrollment  
 Must Approve Graduation  Graduation Approved

javascript:Action\_win0(document.win0,STDNT\_ADV\_R\_HIST\_ACAD\_PROGSprompt50); 91%

Step	Action
17.	<p>An advisor may be assigned to a student only if the Program on the Advisor's Role matches the Student's Program.</p> <p>Click the <b>Look up Academic Program</b> button.</p> 

# Training Guide

## Student Record



Step	Action
18.	Click the <a href="#">BSN</a> link.

# Training Guide

## Student Record

PS9CSTRN  
WEBRCB2

Student Advisor

Luther Mc Cullough 6000164

\*Academic Institution: LSUHS LSUHSC - New Orleans

\*Effective Date: 02/28/2017

\*Advisor Role: Advisor \*Advisor Number: 1

\*Academic Career: NRSU Nursing, Undergraduate

\*Academic Program: BSN Bachelor of Science Nursing

Academic Plan:

Academic Advisor:

Advisor Percentage:


Committee:

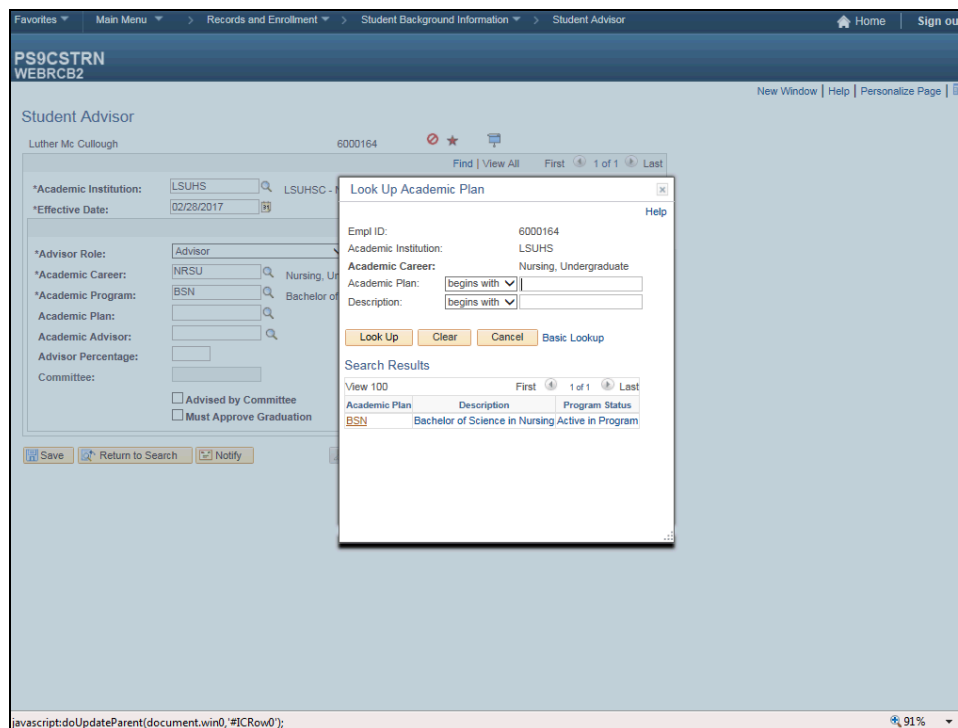
Advised by Committee  Must Approve Enrollment


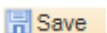
Must Approve Graduation  Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

javascript:Action\_win0(document.win0, 'STDNT\_ADVR\_HIST\_ACAD\_PLANS\$prompt\$0');

Step	Action
19.	<p>The <b>Academic Plan</b> is not a required field. If you wish to input data in the field, Click the <b>Look up Academic Plan</b> button.</p> 





Step	Action
20.	Click the <b>BSN</b> link. 
21.	<b>NOTE: An advisor may be assigned to a student only if the following criteria applies:</b>  <ol style="list-style-type: none"> <li>1. An advisor has been designated as such and given roles using the Instructor/Advisor table page in PeopleSoft including their <b>Institution, Career</b> and <b>Program</b>.</li> <li>2. The Program on the Instructor/Advisor table page matches the students' Program.</li> </ol>
22.	Enter the desired information into the <b>Academic Advisor</b> field. Enter " <b>6011153</b> ".
23.	Click the <b>Save</b> button. 
24.	If you receive the following error message during the SAVE process, check the following conditions in the Instructor/Advisor table.  <ol style="list-style-type: none"> <li>1. Is the Advisor designated as such in the Instructor/Advisor Table?</li> <li>2. The Program on the Instructor/Advisor Table page matches the student's Program.</li> </ol>
25.	<b>NOTE: The following options are not used.</b>  Advised by Committee; Must Approve Graduation; Must Approved Enrollment

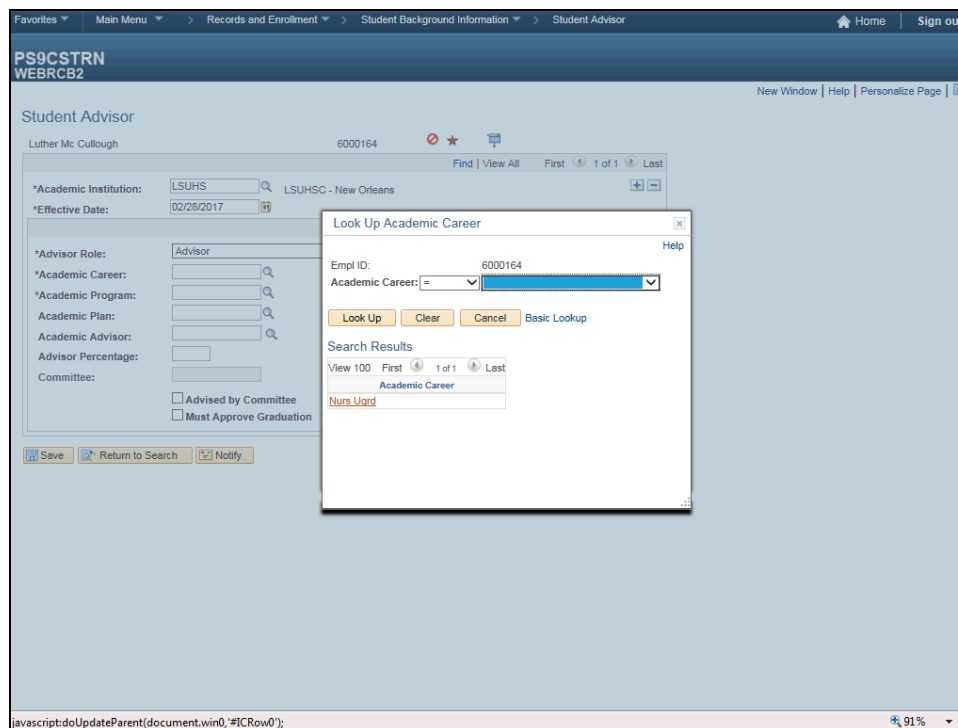
# Training Guide








## Student Record

Favorites Main Menu Records and Enrollment Student Background Information Student Advisor Home Sign out  
 PS9CSTRN WEBRCB2  
 Student Advisor  
 Luther Mc Cullough 6000164  
 \*Academic Institution: LSUHS LSUHSC - New Orleans  
 \*Effective Date: 02/28/2017  
 \*Advisor Role: Advisor \*Advisor Number: 1  
 \*Academic Career: NRSU Nursing, Undergraduate  
 \*Academic Program: BSN Bachelor of Science Nursing  
 Academic Plan: BSN Bachelor of Science in Nursing  
 Academic Advisor: 6073900 Jones, Larae Anne  
 Advisor Percentage:  
 Committee:  
 Advised by Committee  Must Approve Enrollment  
 Must Approve Graduation  Graduation Approved  
 Save Return to Search Notify Update/Display Include History Correct History  
 javascript:submitAction\_win0(document.win0, SICField9\$new\$05\$0); 91%

Step	Action
26.	<p><b>Assigning a student to more than one advisor within the same effective date.</b></p> <p><i>NOTE: A student may be assigned to more one advisor within the same effective date, making both advisors active.</i></p> <p>In this example, the Student is assigned two advisors, therefore both advisors will have the same effective date.</p> <p>Click the <b>Plus Sign on</b> button.</p> <p></p>
27.	<p>Click the <b>Look up Academic Career</b> button.</p> <p></p>





Step	Action
28.	Click the <b>Nurs Ugrd</b> link. 
29.	Click the <b>Look up Academic Program</b> button. 
30.	Click the <b>BSN</b> link. 
31.	Click the <b>Look up Academic Plan</b> button. 
32.	Click the <b>BSN</b> link. 
33.	Click in the <b>Academic Advisor</b> field. 
34.	Enter the desired information into the <b>Academic Advisor</b> field. Enter " <b>6011153</b> ".
35.	<b>NOTE: The Advisor Number field indicates there are two advisors for this student, within the save effective date.</b>
36.	Click the <b>Save</b> button. 

# Training Guide

## Student Record

Student Advisor

Luther Mc Cullough 6000164

\*Academic Institution: LSUHS LSUHSC - New Orleans

\*Effective Date: 02/28/2017

\*Advisor Role: Advisor \*Advisor Number: 2

\*Academic Career: NRSU Nursing, Undergraduate

\*Academic Program: BSN Bachelor of Science Nursing

Academic Plan: BSN Bachelor of Science in Nursing

Academic Advisor: 6011153 Keal, Lori O.

Advisor Percentage:


Committee:

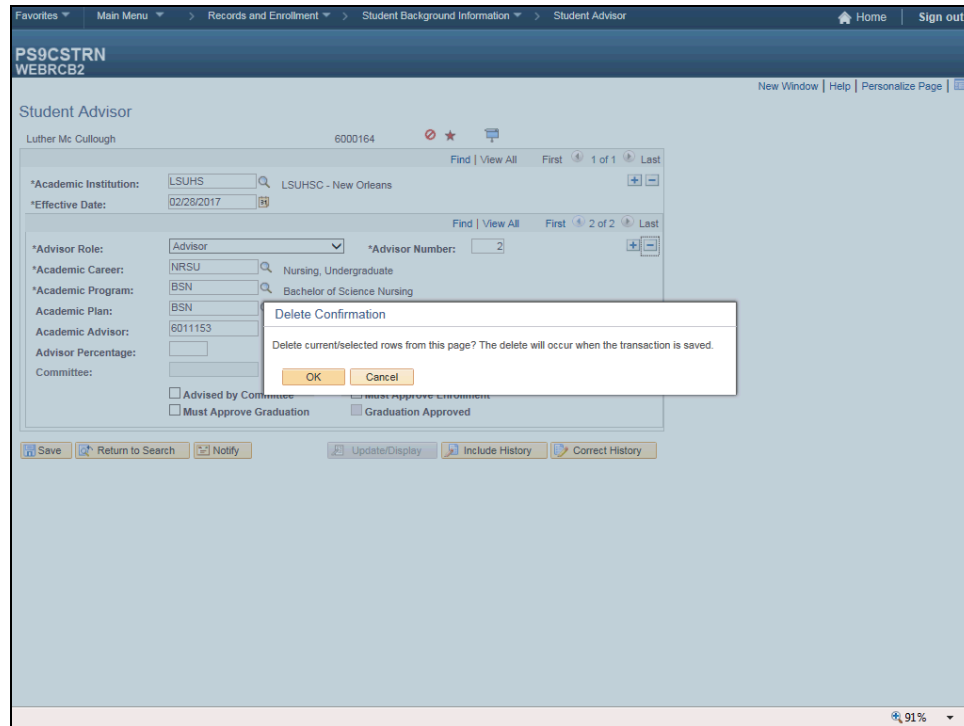
Advised by Committee  Must Approve Enrollment

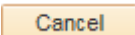
Must Approve Graduation  Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

javascript:DeleteCheck2\_win0('SICField9\$delete\$0\$50');

Step	Action
37.	<p>Deleting an Advisor will be accomplished by the Registrar's Office.</p> <p><b>NOTE:</b> <i>If a student only has one advisor and that advisor needs to be deleted, use the minus sign on the top row of the Student Advisor page.</i></p> <p>Click the <b>Delete row 1</b> button.</p> <p></p>



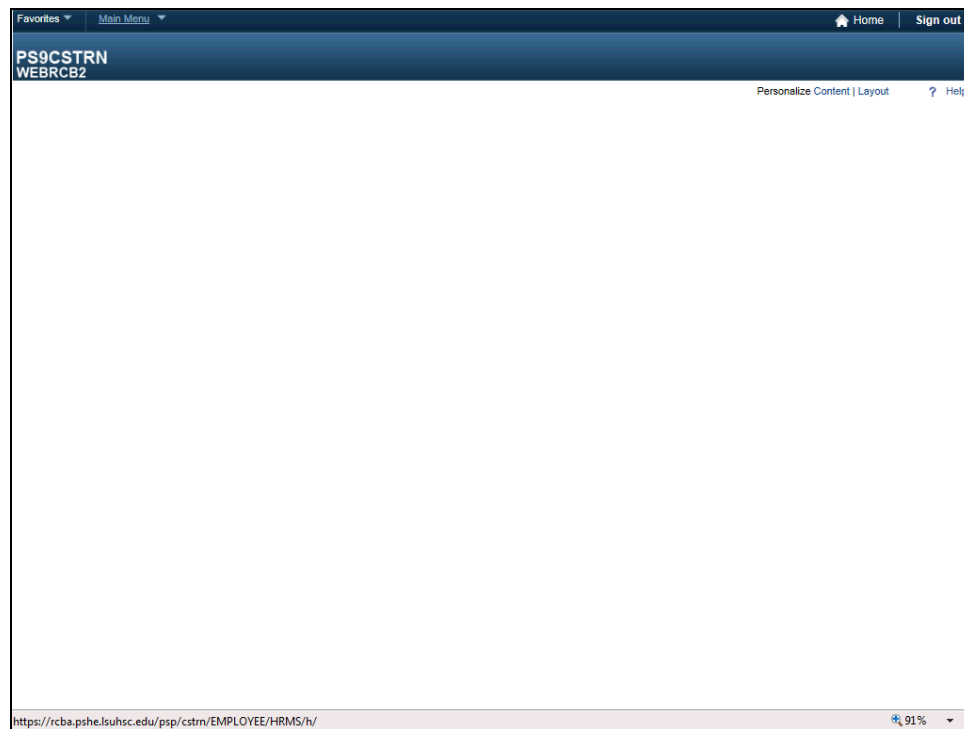
Step	Action
38.	<p>Click <b>OK</b> to continue the delete action, or</p> <p>Click the <b>Cancel</b> button.</p> <p></p>
39.	<p>This completes the topic on <i>Assigning Advisors to Students</i>.</p> <p><b>End of Procedure.</b></p>

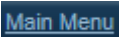
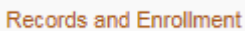


**Training Guide**  
**Student Record**

## Change a Grade

### Procedure



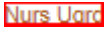




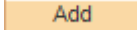
In this topic you will learn how to **Change a Grade**.



Step	Action
1.	Click the <b>Main Menu</b> link. 
2.	Click the <b>Records and Enrollment</b> link. 
3.	Click the <b>Enroll Students</b> link. 
4.	Click the <b>Enrollment Request</b> list item. 

# Training Guide

## Student Record

Step	Action
5.	Click the <b>Add a New Value</b> tab. 
6.	Enter the desired information into the <b>ID</b> field. Enter " <b>6000164</b> ".
7.	Click the <b>Look up Academic Career</b> button. 
8.	Click the <b>Nurs Ugrd</b> link. 
9.	Click the <b>Look up Academic Institution</b> button. 
10.	Click the <b>LSUHS</b> link. 
11.	Click the <b>Look up Term</b> button. 
12.	Click the <b>1167</b> link. 
13.	Click the <b>Add</b> button. 

Enrollment Request

6000164 Luther Mc Cullough  
Nursing, Undergraduate Bachelor of Science Nursing LSUHSC - New Orleans Fall 2016

Enrollment Request ID: 0000000000 Status: Pending

User ID: WDOOL1 [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

\*Action:  Action Reason:

Override Action Date  Action Date:

Wait List Okay

Class Nbr:

Related Class 1:

Related Class 2:

Start Date:

Instructor ID:

Repeat Code:

Transcript Note

Override

Grading Basis:

Units Taken:

Designation:

Permission Nbr:


Take Requirement Designation RD Grade:

Grade Input:

Course Count:

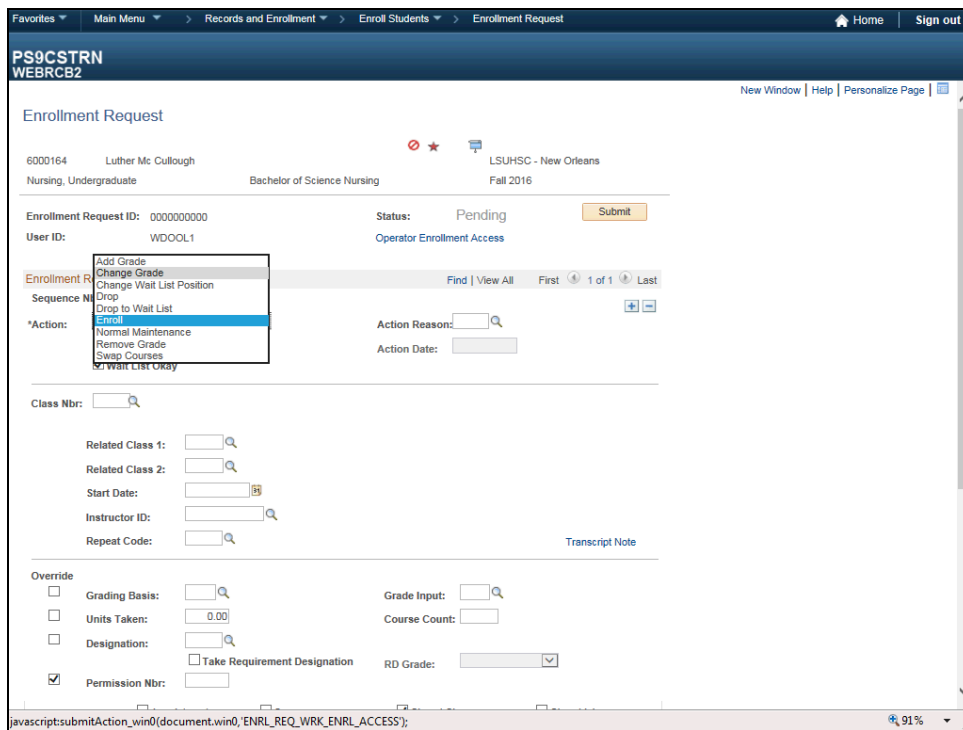
javascript:submitAction\_win0(document.win0,'ENRL\_REQ\_WRK\_ENRL\_ACCESS');

91%

Step	Action
14.	Click the button to the right of the <b>Action</b> field. 




# Training Guide

## Student Record



Step	Action
15.	Click the <b>Change Grade</b> list item. <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 5px;">Change Grade</div>



Step	Action
16.	<p>Click the <b>Look up Class Nbr</b> button.</p> <p>Select a Class Number from the list.</p> 
17.	<p>Enter the desired information into the <b>Class Nbr</b> field. Enter "<b>10026</b>".</p>
18.	<p>Click the <b>Look up Grade Input</b> button.</p> 
19.	<p>Click the <b>A</b> link.</p> 

# Training Guide

## Student Record

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Enroll Students](#) > [Enrollment Request](#)

[Home](#) | [Sign out](#)

**PS9CSTRN**  
**WEBRCB2**

Class Nbr:  Hlth Sci 3409 0001 Course Req PHARMACOLOGY  
 Semester Session 1 Nursing, Undergraduate

Related Class 1:   
 Related Class 2:   
 Instructor ID:   
 Repeat Code:  [Transcript Note](#)

---

**Override**  
 Grading Basis:  Graded      Grade Input:  A  
 Units Taken:       Course Count:   
 Designation:   Take Requirement Designation      RD Grade:

Permission Nbr:

**Additional Overrides**     Appointment     Career     Closed Class     Class Links  
 Requisites     Service Indicator     Time Conflict     Unit Load  
 Dynamic Dates

Drop This Class if Enrolled:

**Error Messages**

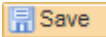
Message Sequence:	Severity:	Last Update DateTime:

[Student Appointments](#)   [Study List](#)   [Term History](#)

javascript:submitAction\_win0(document.win0,'ENRL\_REQ\_WRK\_ENRL\_ACCESS');
91%

Step	Action
20.	Click the <b>Save</b> button. 
21.	<b>End of Procedure.</b>