

The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Advanced Academic Support Training Manual



THE UNIVERSITY *of*
NEW ORLEANS



Advanced Academic Support

Welcome to the **Advanced Academic Support** module! This module contains the information and tools needed to learn the common tasks an Academic Support specialist performs while working with students.

Goal To have the skills and knowledge to provide support to Students

Participate Objectives at the end of this module, you will be able to.....

1. View and Print Advising Transcript
2. View Enrollment Summary
3. View Students Grades

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.

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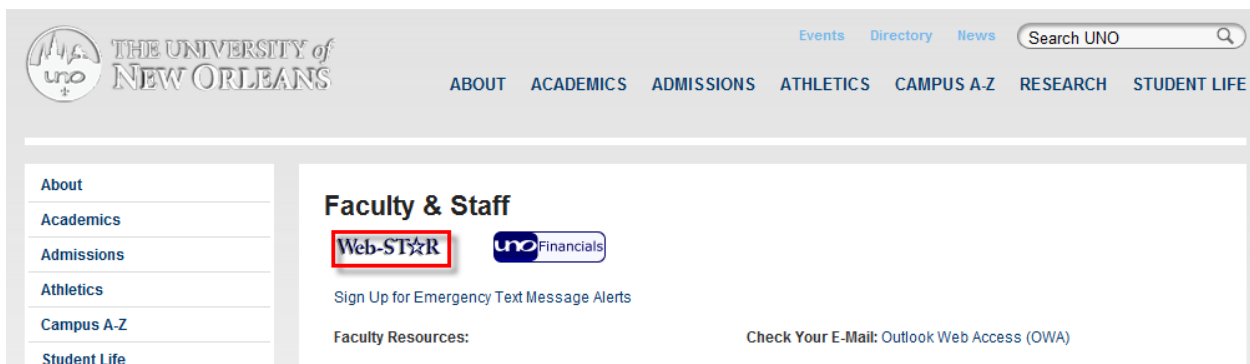
Advanced Academic Support

Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: http://www.uno.edu/
Step 2.	Select the Faculty & Staff link.



Step 3.	Select the Web-STAR logo.
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Step 4. Select the **Faculty/Staff** link.



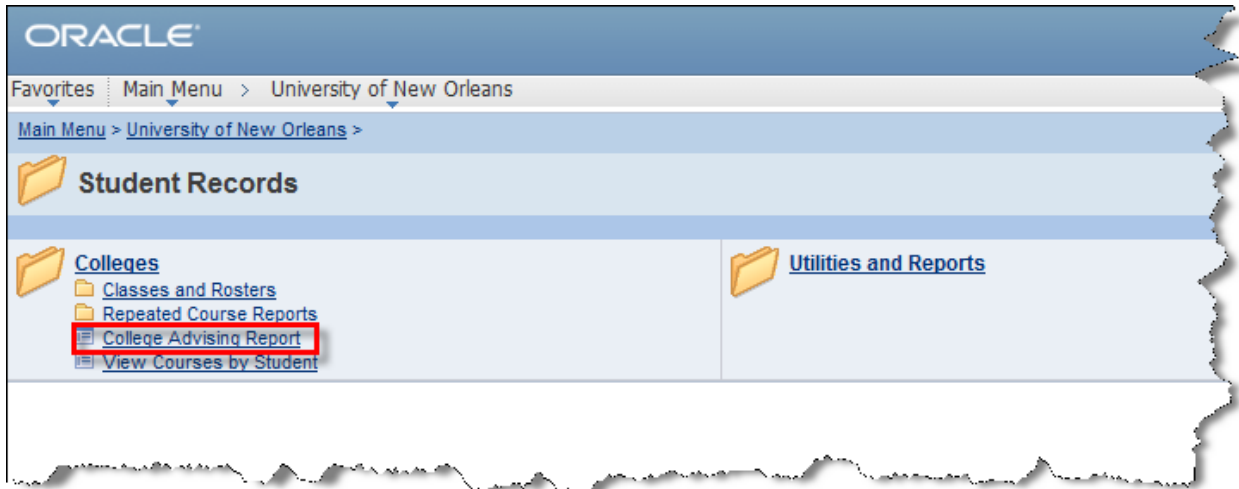
Step 5. Enter your UNO **username** and **password**. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.

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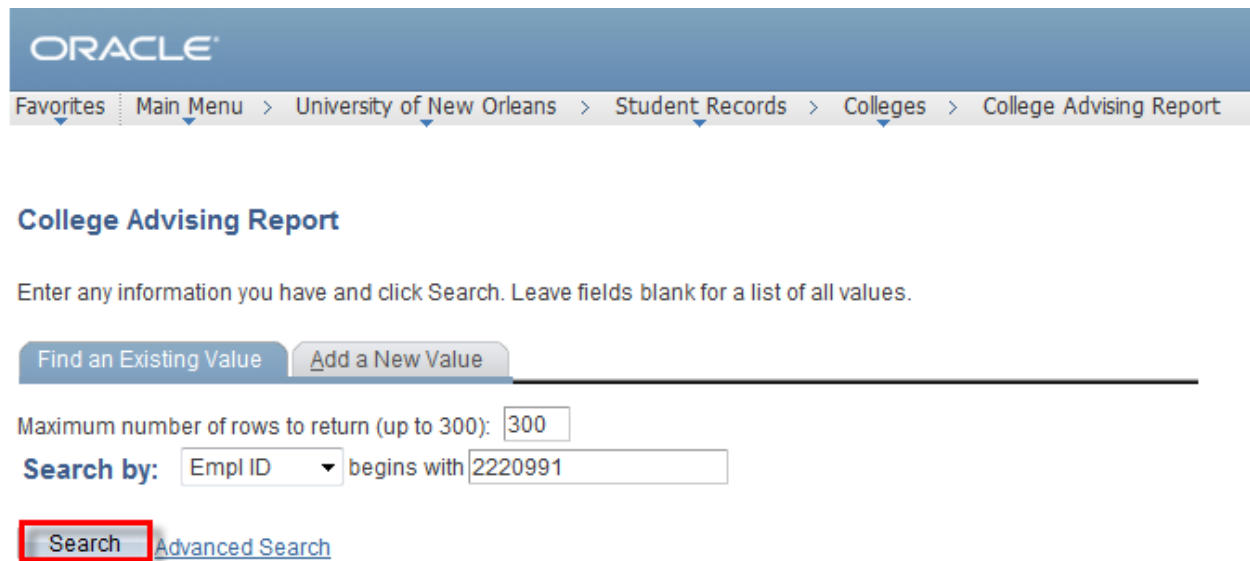
<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p> <p style="text-align: center;">Set Trace Flags</p>	<p>Select a Language:</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Suomi</td> <td>Svenska</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> <tr> <td>UK English</td> <td></td> </tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																								
Dansk	Deutsch																								
Français	Français du Canada																								
Italiano	Magyar																								
Nederlands	Norsk																								
Polski	Português																								
Suomi	Svenska																								
Čeština	日本語																								
한국어	Русский																								
ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

Viewing and Printing the College Advising Transcript


Step 1. Navigate to University of New Orleans, Student Records, Colleges, College Advising Report.



Step 2. Enter the **students ID** and click the **Search** button. **Note:** If you do not know the students ID number click the [Advanced Search](#) link to search by the SSN or last and first name.



Advanced Academic Support

Step 3. Select the plus icon  to add a row.

ORACLE

Favorites | Main Menu > University of New Orleans > Student Records > Colleges > College Advising Report

College Advising Report

Ali Gator 2220991

Record Requested For Find | View All First 1 of 19 Last

Issued Date: 01/09/2011 Sequence: 1

Pay Method: [dropdown] Req by:


Amount: [input]

- To Student
- For Campus Use Only
- To Student For
- At Student's Request to
- Unofficial

Currently Enrolled

Print Transcript Report Manager

User ID: Printer Name: Local Printer Print to PDF?

Step 4. Select the **Print Transcript** button. **Note:** If the student has a transcript hold, a message box will appear. Check the service indicator panel to view the reason by selecting the .

ORACLE

Favorites | Main Menu > University of New Orleans > Student Records > Colleges > College Advising Report

College Advising Report

Ali Gator 2220991

Record Requested For Find | View All First 2 of 20 Last

Issued Date: 01/09/2011 Sequence: 2

Pay Method: [dropdown] Req by:

Amount: [input]

- To Student
- For Campus Use Only
- To Student For
- At Student's Request to
- Unofficial

Currently Enrolled

Print Transcript Report Manager

User ID: Printer Name: Local Printer Print to PDF?

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Step 5. To retrieve the transcript select the **“Report Manager”** link.

Step 6. Select the **Administration** Tab.

Step 7. Select the **“Transcript”** link in the Description column.

Select	Report ID	PrCs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2209	1880841	Transcript	12/14/2010 4:10:22PM	Acrobat (*.pdf)	Posted	Details

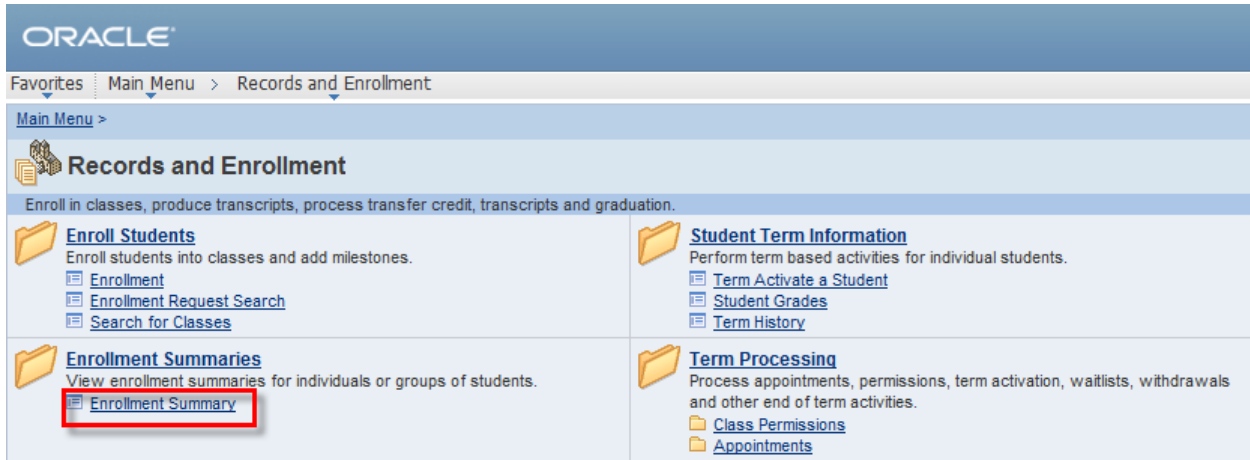
Step 7. A PDF version of the transcript will display in a separate window.


Step 8. To print select the print  icon.

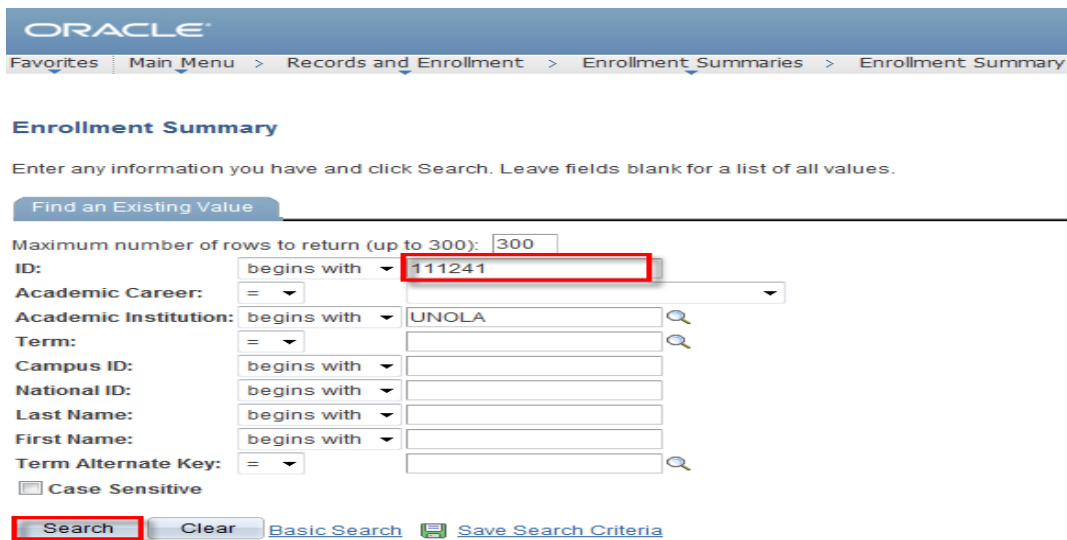
Enrollment Summary (Student Schedule)

The Enrollment Summary enables you to view a summary of the student’s academic schedule. You can view summaries of both enrollment and term statistics.

Step 1.	Navigate to Records and Enrollment, Enrollment Summaries, Enrollment Summary.
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Step 2.	Enter the students ID in the ID field.
Step 3.	Select the Search button. Note: The term field can be used to narrow your search. You can use the Lookup Term button  to select a specific term.



Step 4.	The search results will display each term the student is enrolled in for the term. Select the desired term by clicking on the term or short description link.
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Advanced Academic Support

Search Results

View All



ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth
2220991	Graduate	UNOLA	0980	2010 Fall	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0960	2010 Spr	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0950	2009 Fall	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0940	2009 Sum	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0920	2008 Fall	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0910	2008 Sum	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0810	2005 Spr	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0780	2004 Spr	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0770	2003 Fall	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0760	2003 Sum	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0755	2003 Splnt	Gator, Ali Test Student	Male	10/12
2220991	Graduate	UNOLA	0750	2003 Spr	Gator, Ali Test Student	Male	10/12

Step 5. The Enrollment Summary will display.



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Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

Enrollment Summary | Term Statistics

Ali Gator 2220991  

Term: 2010 Fall Career: Graduate University of New Orleans [Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
 10017	ACCT Principles of Accounting	2100	Regular	001	Enrolled	Enrolled	MEDUC	Graded	3.00
 12299	URBN Urban Spatial Analysis	6700	Regular	001	Enrolled	Enrolled	MEDUC	Graded	3.00

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

Enrollment Summary | [Term Statistics](#)

Advanced Academic Support

Print Enrollment Summary (Student Schedule)

Step 6. To print Enrollment Summary select the **Print Study List** link.

ORACLE

Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

Enrollment Summary | Term Statistics

Ali Gator 2220991

Term: 2010 Fall Career: Graduate University of New Orleans

[Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
10017	ACCT Principles of Accounting	2100	Regular Lecture	001	Enrolled	Enrolled	MEDUC	Graded	3.00
12299	URBN Urban Spatial Analysis	6700	Regular Lecture	001	Enrolled	Enrolled	MEDUC	Graded	3.00

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

Enrollment Summary | [Term Statistics](#)

Step 7. To retrieve the report, select the **“Report Manager”** link.

ORACLE

Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

Enrollment Summary | Term Statistics

Ali Gator 2220991

Term: 2010 Fall Career: Graduate University of New Orleans

[Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
10017	ACCT Principles of Accounting	2100	Regular Lecture	001	Enrolled	Enrolled	MEDUC	Graded	3.00
12299	URBN Urban Spatial Analysis	6700	Regular Lecture	001	Enrolled	Enrolled	MEDUC	Graded	3.00

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

Enrollment Summary | [Term Statistics](#)

Advanced Academic Support

Step 8. The Enrollment Summary is listed in the Report List. Select the **“Individual Study Rpt”** link in the description column to display the PDF. **Note:** If the report status is processing and not posted, click on the **Refresh** button. You may need to repeat this more than once.

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Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

List Explorer Administration Archives


View Reports For

User ID: E2131545 Type: [dropdown] Last: [dropdown] 1 Days: [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [input] to: [input]

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2108	1880402	Individual Student Study Rpt	12/08/2010 9:46:50AM	Acrobat (*.pdf)	Posted	Details

Step 9. A PDF version of the report will open in a separate window. Select the print  icon to print the report.

File Edit Go To Favorites Help

Search MSN News Celebrity Video Weather Hotmail Messenger Games Lifestyle Facebook

https://cstrn.uno.edu/psreports/cstrn/2108/SRST...

Save a Copy [Print icon] Search Select 86%

Report ID: SRSTDNT2 STUDY LIST Page No. 1
Run Date 12/08/2010
Run Time 09:47:15

Name: Gator, Ali Test Student Career: Graduate
ID: 2220991 Program: Education Masters
Term: 2010 Fall

Class No.	Subject	Catalog	Session	Section	Status	Units Taken	Grading Basis
10017	ACCT Principles of Accounting	2100	1	001 Lecture MWF	Enrolled	3.00	Graded
	TBA		TBA		9:00am - 9:50am		Beams, Joseph D
12299	UERN	6700	1	001	Enrolled	3.00	Graded

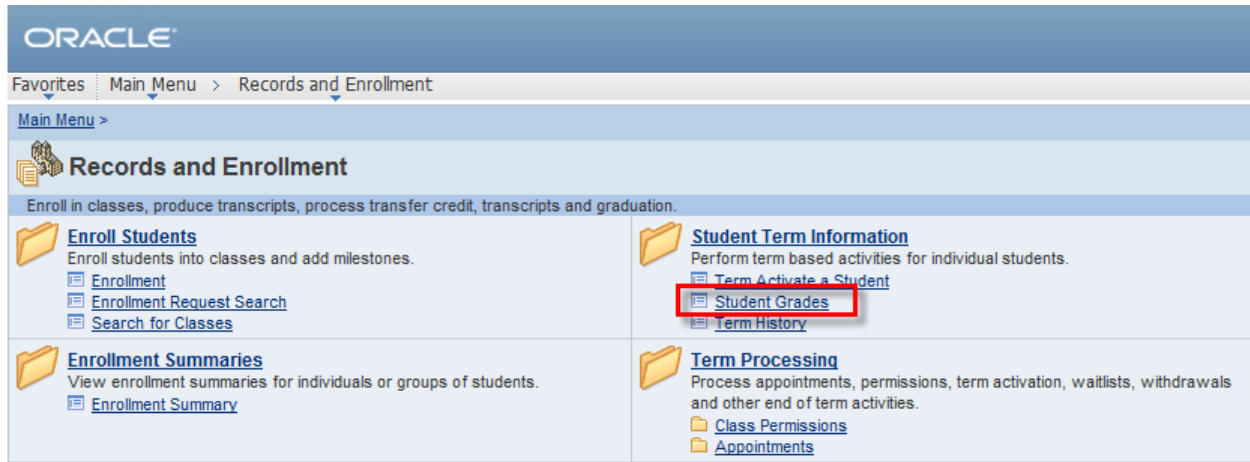
1 of 1


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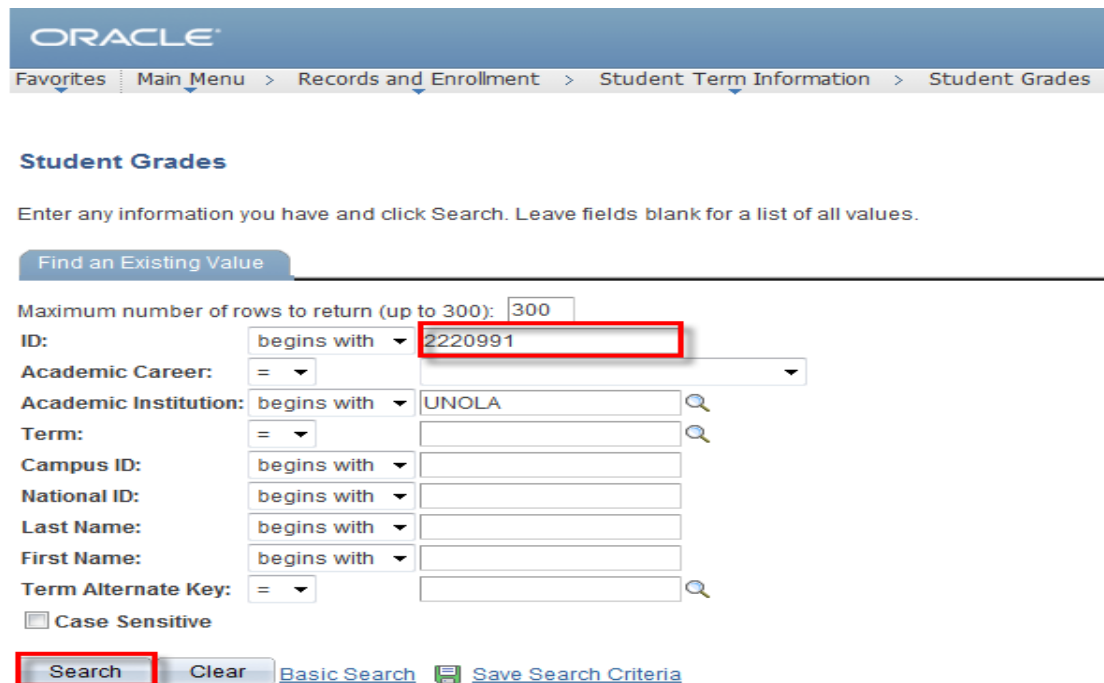
Student Grades (By Term)

The student grade inquiry allows you to review grades for a student within a term

Step 1.	Navigate to Records and Enrollment, Student Grades.
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Step 2.	Enter the student's ID number. Note: The term field can be used to narrow down the search. You can use the Lookup Term  button to return a list of valid values.
Step 3.	Select the Search button.



Advanced Academic Support

Step 4. Select the link with the desired term.

Search Results

View All

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender
2220991	Graduate	UNOLA	0980	2010 Fall	Gator, Ali Test Student	Male
2220991	Graduate	UNOLA	0960	2010 Spr	Gator, Ali Test Student	Male
2220991	Graduate	UNOLA	0950	2009 Fall	Gator, Ali Test Student	Male
2220991	Graduate	UNOLA	0940	2009 Sum	Gator, Ali Test Student	Male
2220991	Graduate	UNOLA	0920	2008 Fall	Gator, Ali Test Student	Male
2220991	Graduate	UNOLA	0910	2008 Sum	Gator, Ali Test Student	Male
2220991	Graduate	UNOLA	0810	2005 Spr	Gator, Ali Test Student	Male
2220991	Graduate	UNOLA	0780	2004 Spr	Gator, Ali Test Student	Male
2220991	Graduate	UNOLA	0770	2003 Fall	Gator, Ali Test Student	Male

Step 5. The grades for the selected term will display.

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[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Student Term Information](#) > [Student Grades](#)

[Student Grade Inquiry](#) | [Term Statistics](#)

Ali Gator 2220991
[Print](#)

[Report Manager](#)

Term: 2010 Fall **Career:** Graduate **Institution:** University of New Orleans

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken
Detail	10017	ACCT	2100	Lecture	001			Graded	3.00
Detail	12299	URBN	6700	Lecture	001	A	A	Graded	3.00

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

Advanced Academic Support

Step 6. To print the grade report select the [Print](#) button.

ORACLE

Favorites | Main Menu > Records and Enrollment > Student Term Information > Student Grades

Student Grade Inquiry | Term Statistics

Ali Gator 2220991

[Print](#)
Report Manager

Term: 2010 Fall Career: Graduate Institution: University of New Orleans

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken
Detail	10017	ACCT	2100	Lecture	001			Graded	3.00
Detail	12299	URBN	6700	Lecture	001	A	A	Graded	3.00

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

Student Grade Inquiry | [Term Statistics](#)

Step 7. To retrieve the report, select the [Report Manager](#) link.

ORACLE

Favorites | Main Menu > Records and Enrollment > Student Term Information > Student Grades

Student Grade Inquiry | Term Statistics

Ali Gator 2220991

[Print](#)
[Report Manager](#)

Term: 2010 Fall Career: Graduate Institution: University of New Orleans

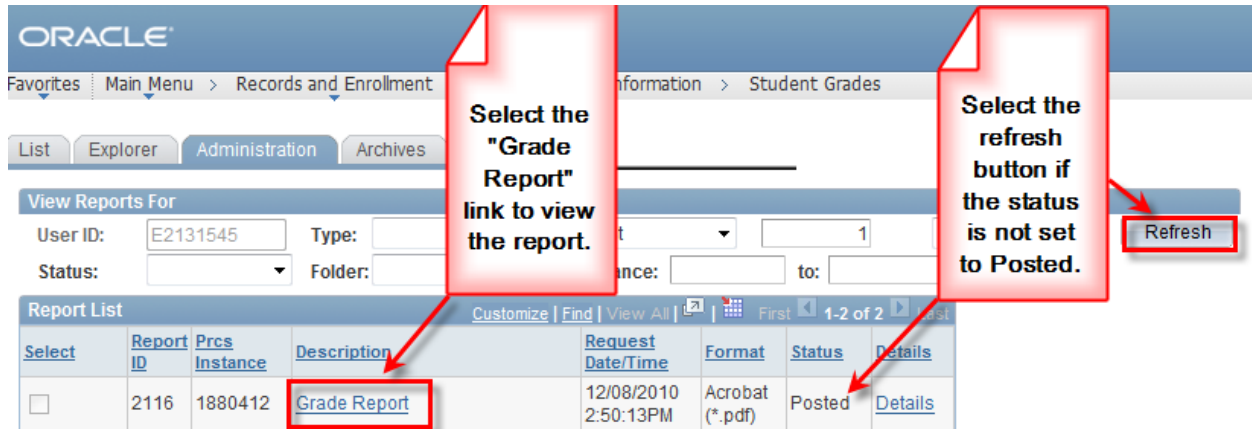
Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken
Detail	10017	ACCT	2100	Lecture	001			Graded	3.00
Detail	12299	URBN	6700	Lecture	001	A	A	Graded	3.00


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

Student Grade Inquiry | [Term Statistics](#)

Advanced Academic Support

Step 8. The Grade Report is listed in the Report List. Select the **“Grade Report”** link in the description column to display the PDF. **Note:** If the report status is not posted, click on the **Refresh** button. You may need to repeat this more than once.



Step 9. A PDF version of the report will open in a separate window. Select the print  icon to print.

