

The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Basic Advisor Training Manual



THE UNIVERSITY *of*
NEW ORLEANS



Basic Advisor

Welcome to the **Basic Advisor** module! This module contains the information and tools needed to learn the common task an Advisor I performs while working with students.

Goal To have the skills and knowledge to Advise Students

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

1. View and Print Advising Transcript
2. View Enrollment Summary
3. View Student Schedule
4. View Student Addresses
5. View Student Grade Record
6. Remove Permissions
7. Add/Remove Service Indicators (Holds)

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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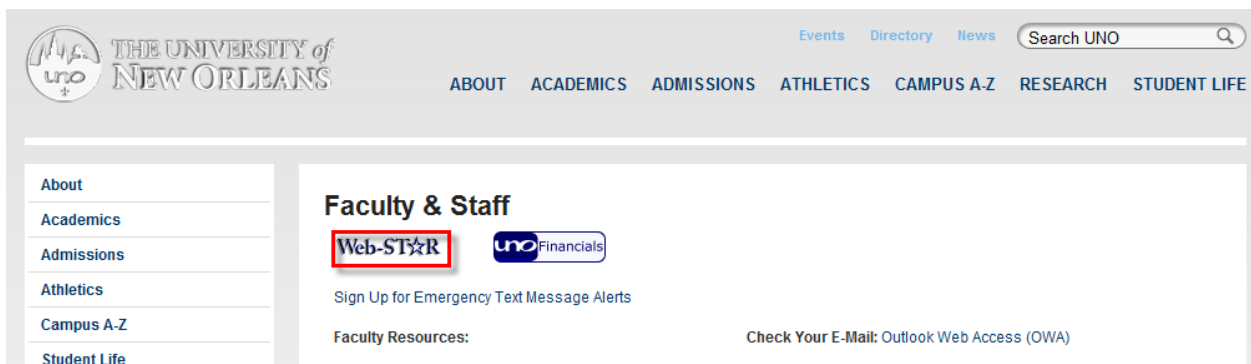
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Navigation to Web-STAR

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.



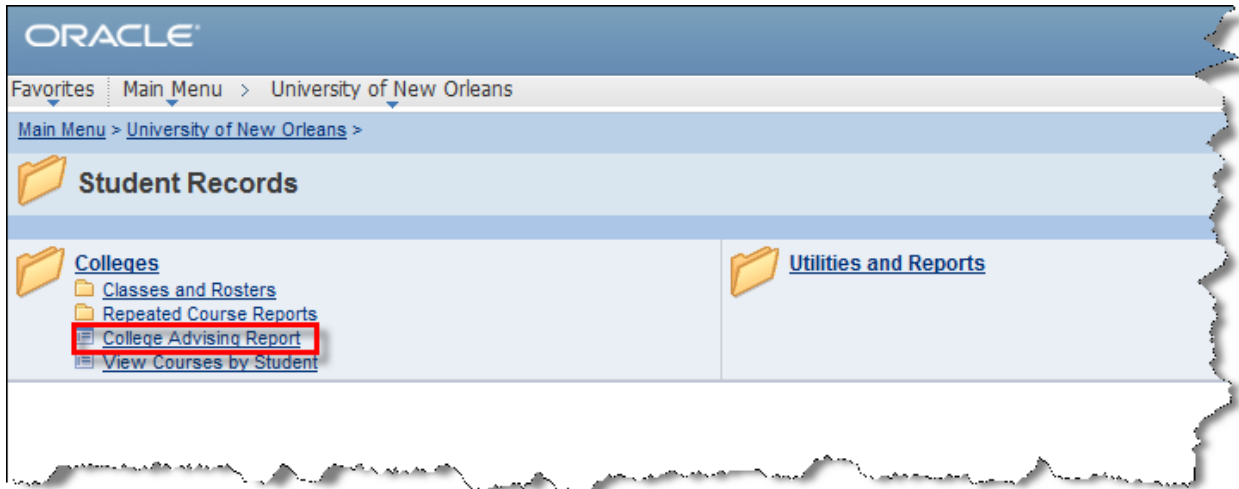
Step 5. Enter your UNO username and password. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.

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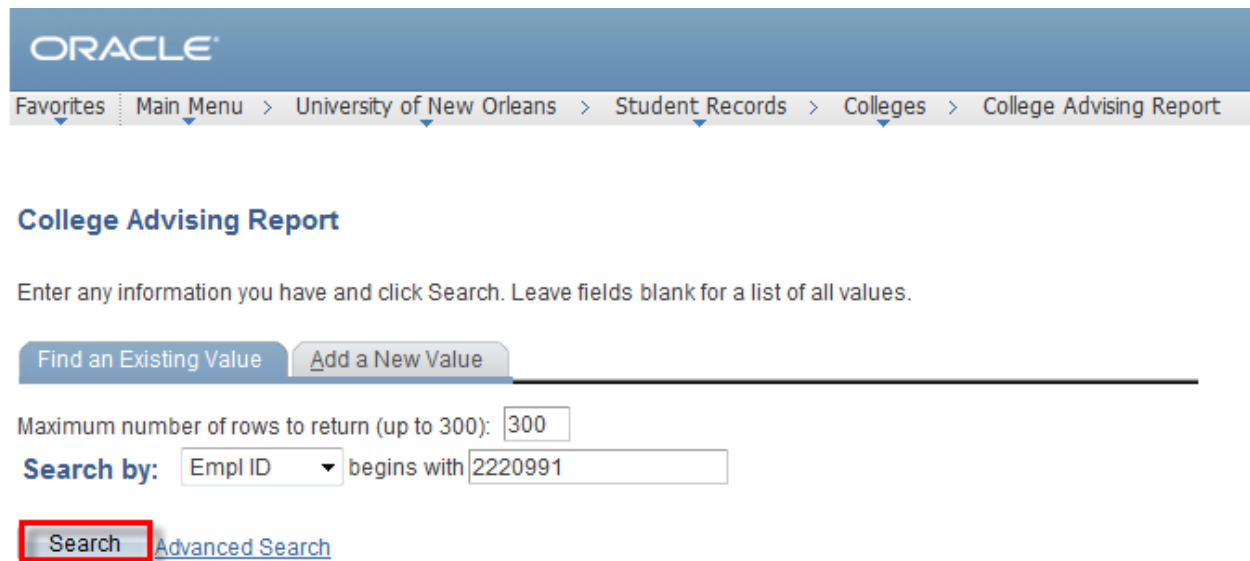
<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</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																								
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UK English																									
<p>Set Trace Flags</p>																									

Viewing and Printing the College Advising Transcript

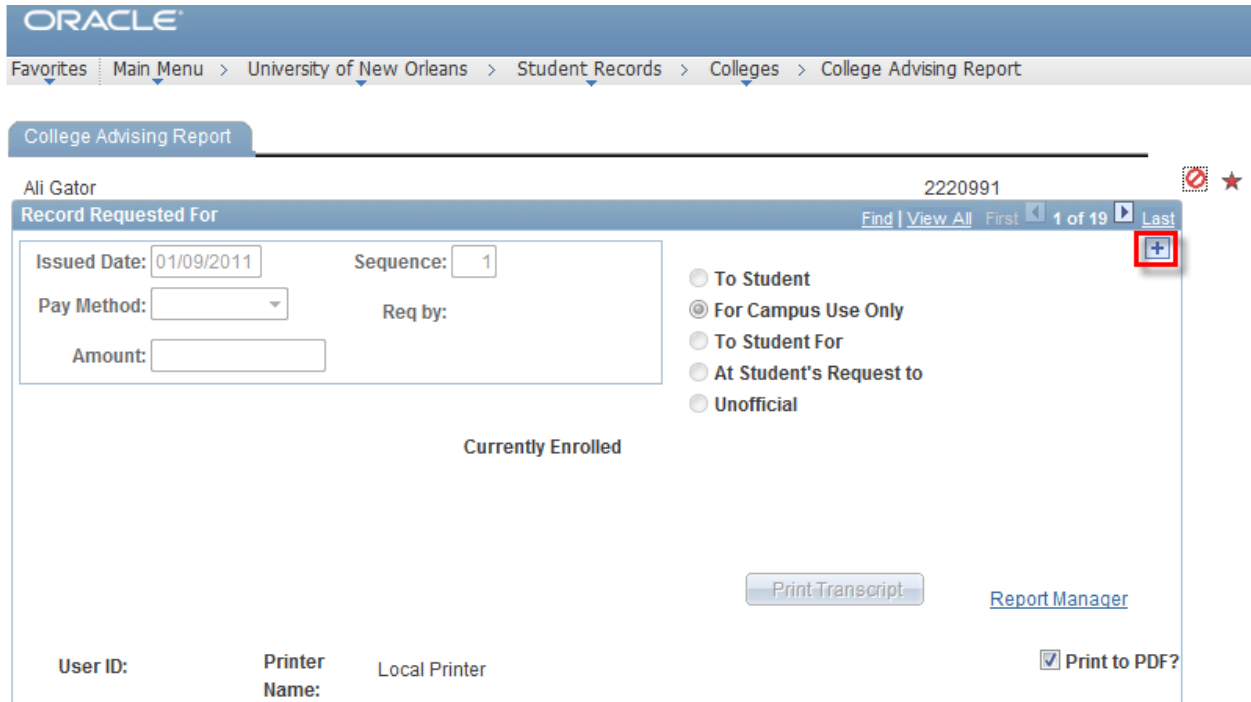
Step 1. Navigate to University of New Orleans, Student Records, Colleges, College Advising Report.




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.

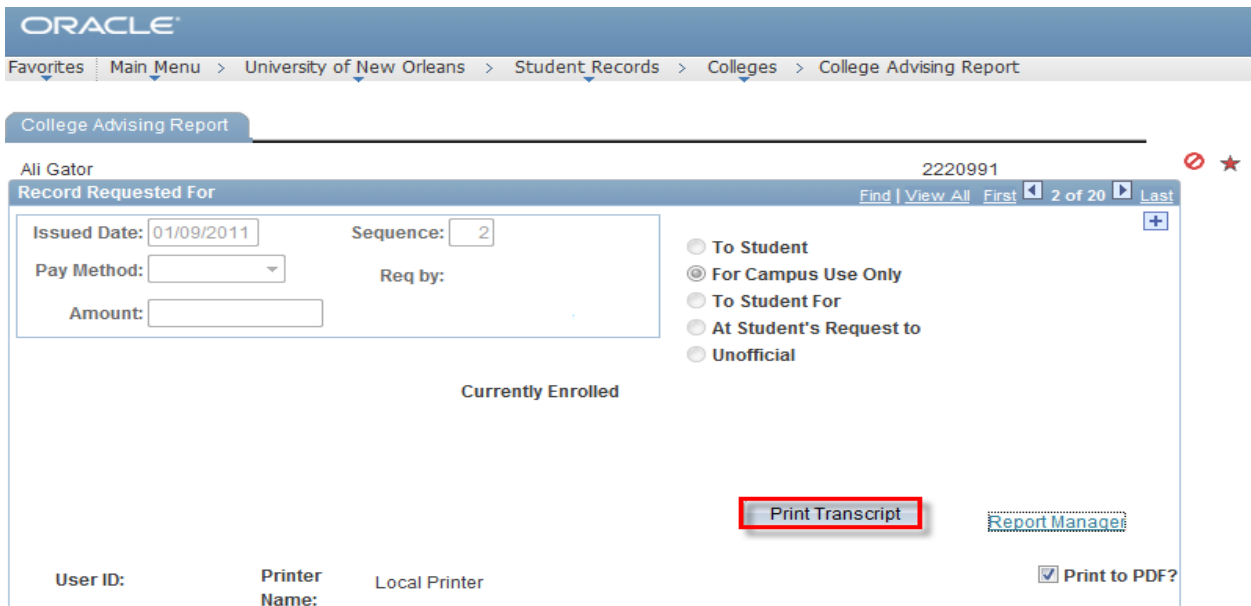


Step 3. Select the plus icon  to add a row.



The screenshot shows the Oracle College Advising Report interface. At the top, there is a navigation bar with "Favorites", "Main Menu", "University of New Orleans", "Student Records", "Colleges", and "College Advising Report". Below this is a sub-header "College Advising Report". The main content area displays a record for "Ali Gator" with ID "2220991". The record is titled "Record Requested For" and shows "Issued Date: 01/09/2011" and "Sequence: 1". There are input fields for "Pay Method", "Amount", and "Req by:". A service indicator panel on the right lists options: "To Student", "For Campus Use Only", "To Student For", "At Student's Request to", and "Unofficial". The status "Currently Enrolled" is displayed. A "Print Transcript" button is visible, and a plus icon in the top right corner of the record area is highlighted with a red box. At the bottom, there is a "User ID:" field, a "Printer Name:" field with "Local Printer" selected, and a "Print to PDF?" checkbox which is checked.

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  service indicator icon.



This screenshot is similar to the previous one, showing the Oracle College Advising Report interface for the same student, "Ali Gator" (ID 2220991). The record is now "Record Requested For" with "Issued Date: 01/09/2011" and "Sequence: 2". The "Print Transcript" button is highlighted with a red box. The service indicator panel on the right is visible, and the status "Currently Enrolled" is shown. The "Print to PDF?" checkbox at the bottom is checked.

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

The screenshot shows the Oracle College Advising Report interface. At the top, there is a navigation breadcrumb: Favorites | Main Menu > University of New Orleans > Student Records > Colleges > College Advising Report. Below this is a header for 'College Advising Report' with the user name 'Ali Gator' and ID '2220991'. A search bar contains 'Record Requested For' with options for 'Find', 'View All', 'First', '2 of 20', and 'Last'. There are input fields for 'Issued Date' (01/09/2011), 'Sequence' (2), 'Pay Method', 'Amount', and 'Req by'. On the right, there are radio button options: 'To Student', 'For Campus Use Only' (selected), 'To Student For', 'At Student's Request to', and 'Unofficial'. A 'Print Transcript' button and a 'Report Manager' button (highlighted with a red box) are visible. At the bottom, there is a 'Print to PDF?' checkbox which is checked.


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

The screenshot shows the Oracle navigation tabs: List, Explorer, Administration (highlighted with a red box), and Archives.

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

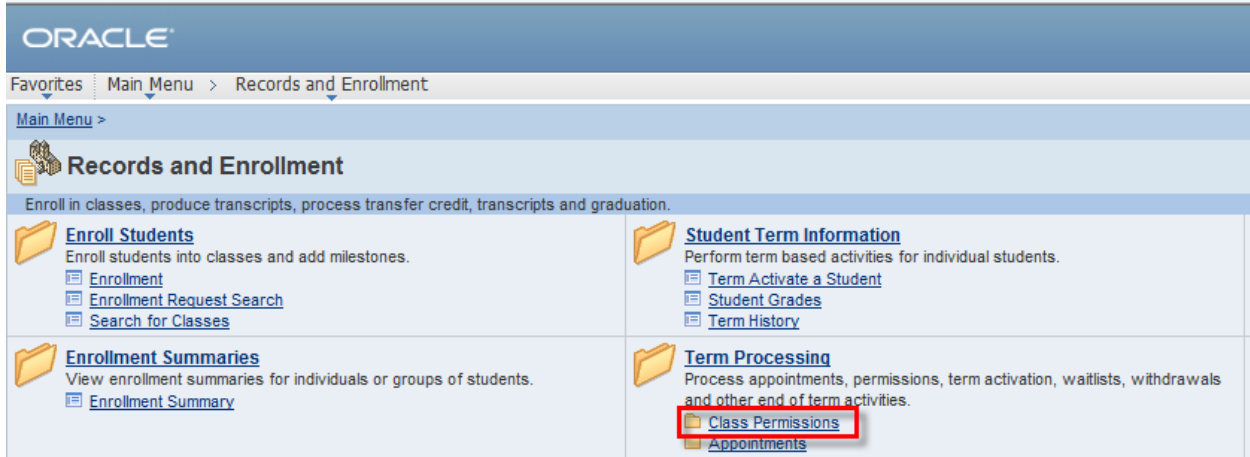
Step 9. To print select the print  icon.

Class Permissions

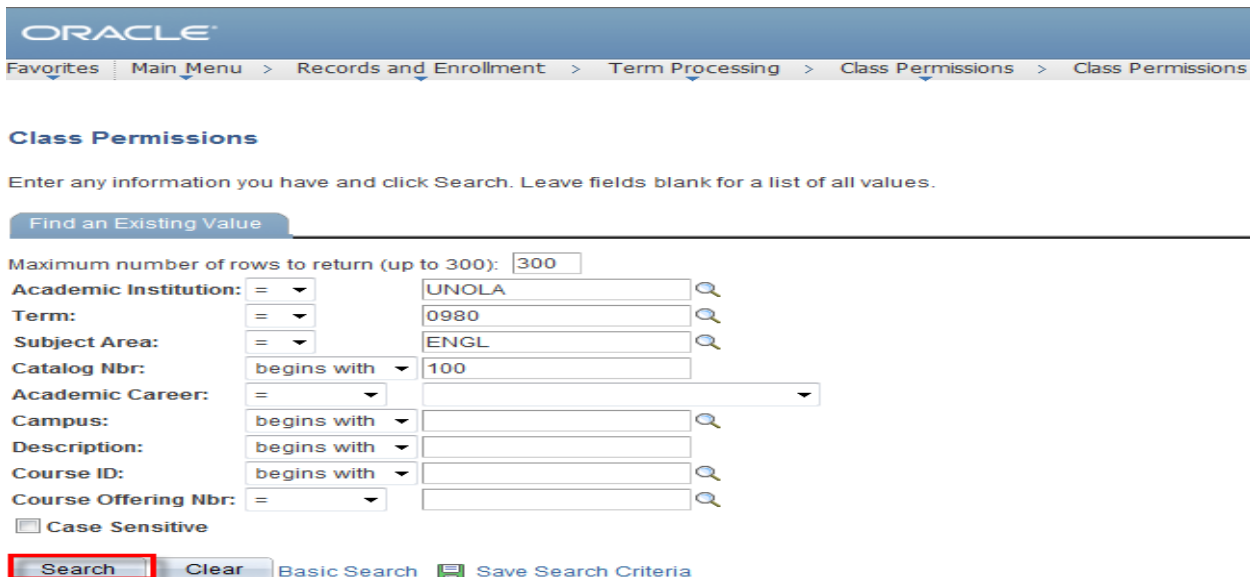
Class permissions give permission for student to add a full class, a consent of department class and freshman into a graduate course. Class permissions will not allow students to take more classes than their unit load dictates.

Add Class Permissions

Step 1.	Navigate to Records and Enrollment, Term Processing, Class Permission.
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Step 2.	Enter the desired information into the Subject Area and Catalog Nbr fields. four- digit semester for the course, or select the magnifying class to look up a valid semester code.
Step 3.	Enter the abbreviation for the subject area of the course (e.g. ENGL, CHEM, or select the magnifying class to look up a valid subject code.
Step 4.	Enter the four digit catalog number for the course.
Step 5.	Click the Search button.




Step 6. Select the plus icon to add a new row.

Use the previous button to add the student to a different section of the course.

Use the plus icon to allow a student to register for the selected course.

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		12/17/2010	+	-
2				Used	04/05/2010	12/17/2010	+	-
3				Used	04/16/2010	12/17/2010	+	-

- | | |
|----------------|---|
| Step 7. | <p>Note: Notice because this is a class permission you must make sure you select the correct section by clicking on the row numbers.</p> <p>Enter the student ID.</p> |
| Step 8. | <p>Select the General Info Tab. Your user name/ID will auto populate the Issued field. Notice the Expiration Date defaults If you do not want to use this date it can be changed.</p> <p>Note: If there is already one or more student for this section, you must click the “Add New Row” button to insert a new row. Do not type over existing ID numbers.</p> |
| Step 9. | <p>Select the save  Save button.</p> |

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Favorites | Main Menu > Records and Enrollment > Term Processing > Class Per

Permission to Add | **Permission to Drop**

Course ID: 004953 Course Offering Nbr:
Academic Institution: University of New Orleans
Term: 2010 Fall Undergrad
Subject Area: ENGL English
Catalog Nbr: 100 Intensive Engl Intl

If the course selected has more than one section, use the next row and previous row buttons to select the appropriate section.

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Section Class Nbr: 10668 Class Status: Active
Class Section: 001 Class Type: Enrollment Section
Component: Seminar Instructor: Gaffney, Barbara M

Student Specific Permissions

Defaults

Expiration Date: 12/17/2010

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Assign More Permissions: Generate

Class Permission Data Cus 1 of 1 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1		2220991	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Save Return to Search Notify

If another student exist, select the add a row button to add additional students.

Remove Class Permissions

Step 1.	Navigate to the Class Permissions page.
Step 2.	Locate the student ID and name in the Class Permission Data section. Note: Check the Status column to see whether or not the student has already added the class.
Step 3.	To remove the permission before they use it, click the “Delete Row” icon.

ORACLE

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add | **Permission to Drop**

Course ID: 002949 Course Offering Nbr: 1
 Academic Institution: University of New Orleans
 Term: 2010 Fall Undergrad
 Subject Area: PSYC Psychology
 Catalog Nbr: 1000 General Psychology

Class Section Data Find | View All First 1 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 12017 Class Status: Active
 Class Section: 001 Class Type: Enrollment Section
 Component: Lecture Instructor:

Student Specific Permissions

Defaults

Expiration Date: 12/17/2010

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: Generate

Class Permission Data First 1-3 of 3 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		12/17/2010	+	-
2				Used	04/05/2010	12/17/2010	+	-
3				Used	04/16/2010	12/17/2010	+	-

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

Step 4.	The Delete Confirmation page will appear. Select OK.
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Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

Step 5.	Click the save  button.
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Service Indicators: Including Holds & Flags

Service indicators are used as negative  indicators that prevent individuals from receiving certain services or positive  indicators that designate special services to be provided. Examples of service indicators are:

- Transcript Holds
- Registration Hold
- Past Due Balance
- Advising Holds
- Perkins MPN

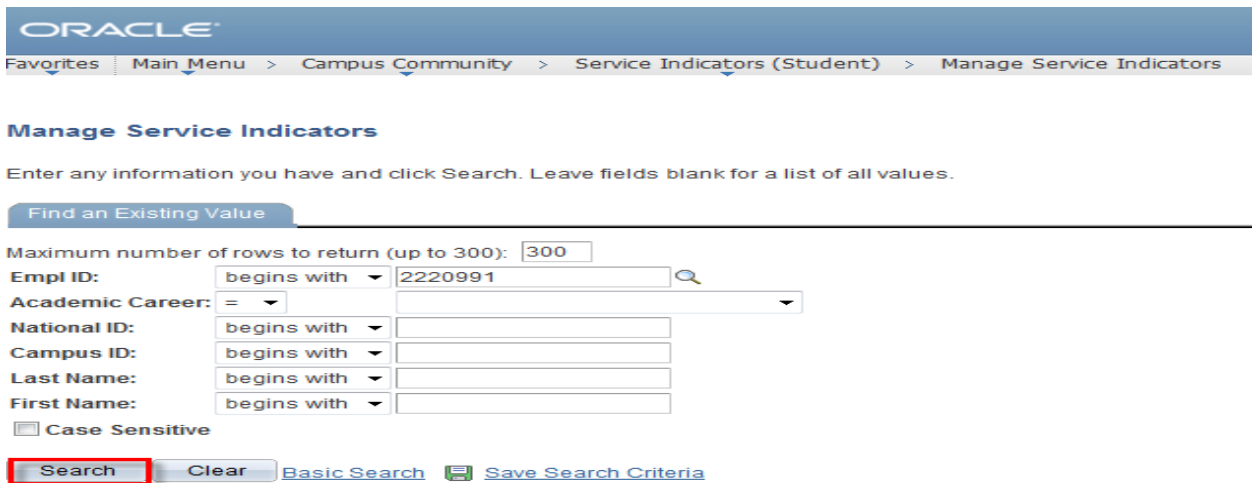
Service Indicator Inquiry

Step 1.	Navigate to Campus Community, Service Indicators (Student), Manage Service Indicators.
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The screenshot shows the Oracle Campus Community interface. The breadcrumb trail is: Favorites | Main Menu > Campus Community. The main menu is expanded to show 'Campus Community'. Under 'Campus Community', there are several folders: 'Personal Information', 'Personal Information (Student)', 'Checklists', 'Communications', 'Service Indicators', and 'Service Indicators (Student)'. The 'Service Indicators (Student)' folder is expanded, and the 'Manage Service Indicators' link is highlighted with a red box.

Step 2.	Enter the Student ID in the Empl ID field or use the Last Name and First Name fields.
Step 3.	Click the search button.



The screenshot shows the 'Manage Service Indicators' search interface. The breadcrumb trail is: Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators. The page title is 'Manage Service Indicators'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a search bar with the placeholder text 'Find an Existing Value'. Below the search bar, there are several search criteria fields: 'Maximum number of rows to return (up to 300): 300', 'Empl ID: begins with 2220991', 'Academic Career: =', 'National ID: begins with', 'Campus ID: begins with', 'Last Name: begins with', and 'First Name: begins with'. There is a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.

Step 4. Select the desired Academic Career from the search results. If you enter an ID you will return to the Manage Service Indicators page. If you search by name and more than one record is met, a list of search results will display.

Search Results

View All First 1-3 of 3 Last

Empl ID	Academic Career	National ID Country	NID Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
2220991	Non Credit	USA	SSN	*****2013	10/12	Male	Gator, Ali Test Student	(blank)	GATOR	ALI
2220991	Graduate	USA	SSN	*****2013	10/12	Male	Gator, Ali Test Student	(blank)	GATOR	ALI
2220991	Undergrad	USA	SSN	*****2013	10/12	Male	Gator, Ali Test Student	(blank)	GATOR	ALI

Step 5. Click on the link in the Code column to view the details of the service indicator.

Manage Service Indicators

Ali Gator 2220991

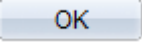
Display: Effect All Institution University of New Orleans Refresh

[+ Add Service Indicator](#)

Service Indicator Summary Customize | Find | View All | First 1-3 of 3 Last

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADV	Advising Required	Advising Required	UNOLA	0980	2010 Fall				
AGE	Past Due Balance	Aged from Credit History	UNOLA	0000	Begin Term			11/18/2010	
NOD	Do Not Drop	Registered and Paid	UNOLA	0830	2005 Fall			08/16/2005	


[+ Add Service Indicator](#)

Step 6. The Edit Service Indicator page displays the details of the indicator. Click  button to return to the Manage Service Indicator page.

ORACLE

Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Edit Service Indicator

Ali Gator 2220991 

*Institution: University of New Orleans


*Service Indicator Code: Advising Required

*Service Ind Reason Code: Advising Required

Description:

Please contact your academic advisor to discuss your class schedule.

Effect: Negative

Effective Period			
Start Term:	<input type="text" value="0980"/> 2010 Fall	End Term:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/> 

Assignment Details			
*Department:	<input type="text" value="8200600000"/> Enrollment Management	Reference:	<input type="text"/>
Amount:	<input type="text" value="0.000"/>	Currency:	<input type="text" value="USD"/>

Contact Information			
Contact ID:	<input type="text"/>	Contact Person:	<input type="text"/>
Placed Person ID:	<input type="text"/>	Placed By:	<input type="text"/>
Placed Method:	Manual	Release Process:	

Add a Service Indicator

Step 1.	The Manage Service Indicators page is used to view service indicators assigned to and individuals ID. To add a service indicator to the selected student, Select the “ Add Service Indicator ” link or the add service indicator icon. Note: You will only be allowed to add service indicators if you have been granted permission.
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ORACLE

Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Manage Service Indicators

Ali Gator 2220991

Display: Effect All Institution University of New Orleans Refresh

+ Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADV	Advising Required	Advising Required	UNOLA	0980	2010 Fall				
AGE	Past Due Balance	Aged from Credit History	UNOLA	0000	Begin Term			11/18/2010	
NOD	Do Not Drop	Registered and Paid	UNOLA	0830	2005 Fall			08/16/2005	

Step 2.	The Institution should default to UNOLA. If it does not to select the Institution from the Lookup List by clicking the magnifying glass to the right of the field. Select UNOLA .
Step 3.	Select a Service Indicator Code . To select a service indicator Code form the Lookup List, click the magnifying glass to the right of the fields. You will see the codes that you have security access to choose.
Step 4.	Select a Service Indicator Reason Code . To select a service indicator Reason Code from the Lookup List, click the magnifying glass to the right of the field. Note: Only reason codes that are associated with the specific service indicator on the Service Indicator Codes page are available. The system will display the effect associated with the service indicator code you select, either Positive or Negative. The system will also populate the Department field based on the department entering the Service Ind.
Step 5.	Select Start Term . To select the start term from the Lookup List, click the magnifying glass to the right of the field. Note: Selecting an End Term is optional.
Step 6.	Select Start Date . This is the date the Service Indicator becomes active. To select the start date click on the calendar picker. Note: Start Term and Start Dates are minimum requirements. Note: Selecting an End Date is optional. In the Contact ID field, enter the ID and name of the person to contact with question about this service indicator.
Step 7.	Enter additional comments in the comment section if necessary. Note: Anyone who has access to view service indicators will be able to see this information.

Step 8. Select the Apply button. **Note:** If you click ok, the service indicator is not saved and the page will return to the list of Service Indicators on the Mange Service Indicators page.

ORACLE

Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

*Institution: University of New Orleans

*Service Indicator Code: Advising Required

*Service Ind Reason Code: Advising Required

Description:

Effect: Negative

Effective Period

Start Term: 2011 Spr End Term:

Start Date: End Date:

Assignment Details

*Department: Enrollment Management

Reference:

Amount: Currency:

Contact Information

Contact ID: Contact Person:

Placed Person ID: Placed By:

Comments

Services Impacted

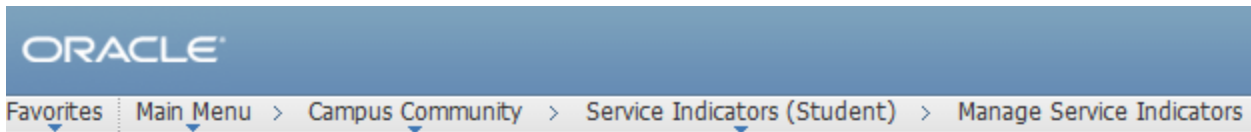
Impact	Description	Basis - Date	Basis - Term	Term Category
1 IENR	Initial Enroll	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time: 12/14/2010 2:32:38PM

User ID: Gafeny,LaToyia Dounyelle

Delete a Service Indicator

Step 1.	Navigate to the service indicator page.
Step 2.	Enter the Student's ID in the ID field or use the Last Name and First Name fields.
Step 3.	Click on the Search button.



Manage Service Indicators

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

Step 4. If you enter an ID you will return to the Manage Service Indicators page. If you search by name and more than one record met your search criteria, the search results will display. If there is a list returned, click on any link for the appropriate service indicator in the Code column.

ORACLE

Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Manage Service Indicators

Ali Gator 2220991

Display: Effect **All** Institution University of New Orleans Refresh

+ Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADV	Advising Required	Advising Required	UNOLA	0980	2010 Fall			12/14/2010	
ADV	Advising Required	Advising Required	UNOLA	0980	2010 Fall				
AGE	Past Due Balance	Aged from Credit History	UNOLA	0000	Begin Term			11/18/2010	
NOD	Do Not Drop	Registered and Paid	UNOLA	0830	2005 Fall			08/16/2005	

+ Add Service Indicator

Step 5. Click the release button. This button only appears if you have security to remove specific Service Indicators.

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Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Edit Service Indicator

Ali Gator 2220991

Release

*Institution: UNOLA University of New Orleans

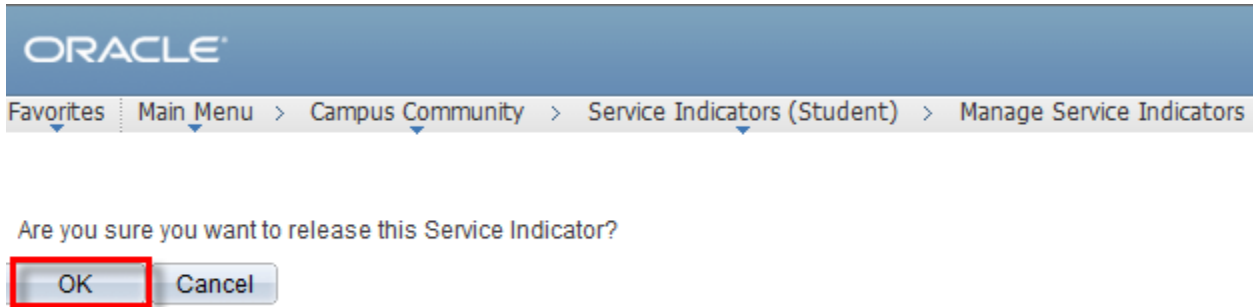
*Service Indicator Code: ADV Advising Required

*Service Ind Reason Code: ADV Advising Required

Description: Please contact your academic advisor to discuss your class schedule.

Effect: Negative

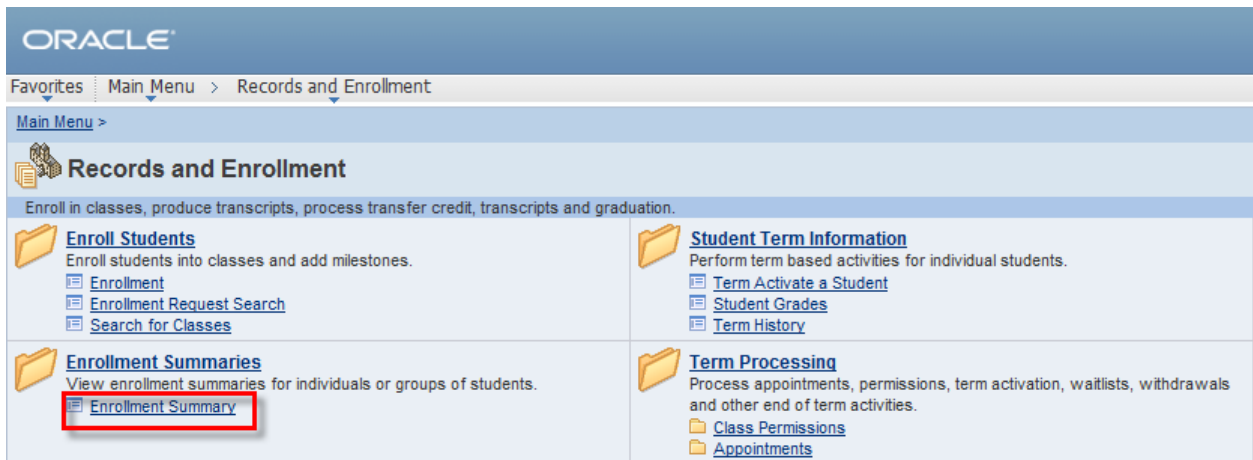
Step 6. Select the OK button to release and save.




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.



Step 2.	Enter the student's 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.

ORACLE

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

Enrollment Summary


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


Find an Existing Value

Maximum number of rows to return (up to 300):

ID: begins with

Academic Career: =

Academic Institution: begins with 


Term: = 

Campus ID: begins with


National ID: begins with

Last Name: begins with

First Name: begins with

Term Alternate Key: = 

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

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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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	2100	Regular	001	Enrolled	Enrolled	MEDUC	Graded	3.00
	Principles of Accounting		Lecture						
12299	URBN	6700	Regular	001	Enrolled	Enrolled	MEDUC	Graded	3.00
	Urban Spatial Analysis		Lecture						

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

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

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	2100	Regular	001	Enrolled	Enrolled	MEDUC	Graded	3.00
	Principles of Accounting		Lecture						
12299	URBN	6700	Regular	001	Enrolled	Enrolled	MEDUC	Graded	3.00
	Urban Spatial Analysis		Lecture						

[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.

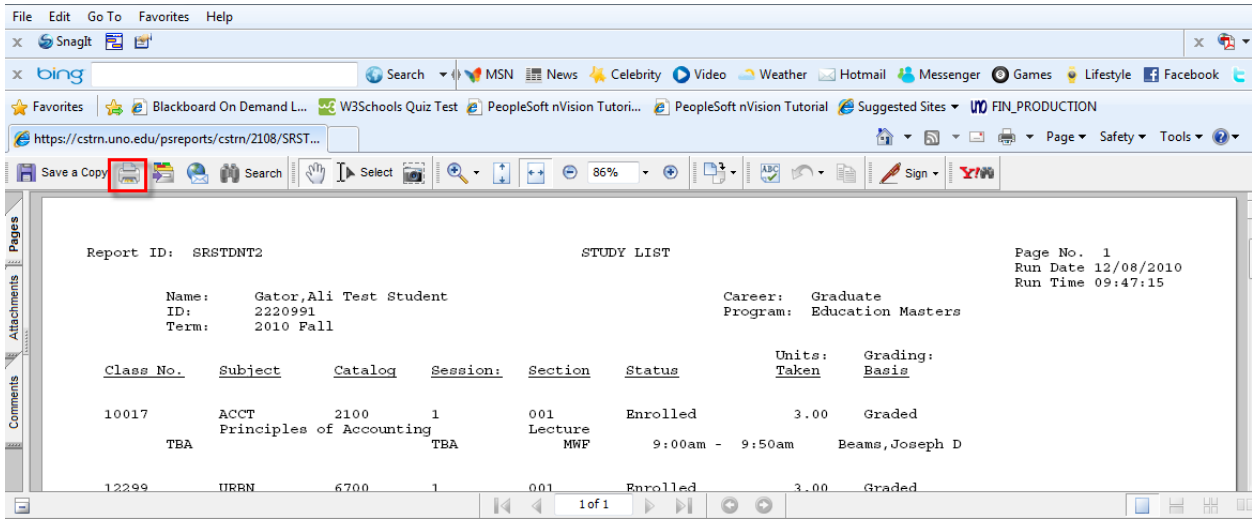
The screenshot shows the Oracle Enrollment Summary page for user Ali Gator (ID: 2220991). The page includes navigation tabs for Enrollment Summary and Term Statistics. Below the user information, there are links for Print Study List and Report Manager (highlighted in red). A table lists two enrolled courses: 10017 (Principles of Accounting) and 12299 (Urban Spatial Analysis). At the bottom, there are navigation buttons like Return to Search, Previous in List, Next in List, Previous tab, and Next tab.

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.

The screenshot shows the Oracle Report List page. It features a search filter section with fields for User ID (E2131545), Type, Last, and Days, along with a Refresh button. Below this is a table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The entry for Report ID 2108 and Prcs Instance 1880402 has a description of 'Individual Student Study Rpt' which is highlighted in red.

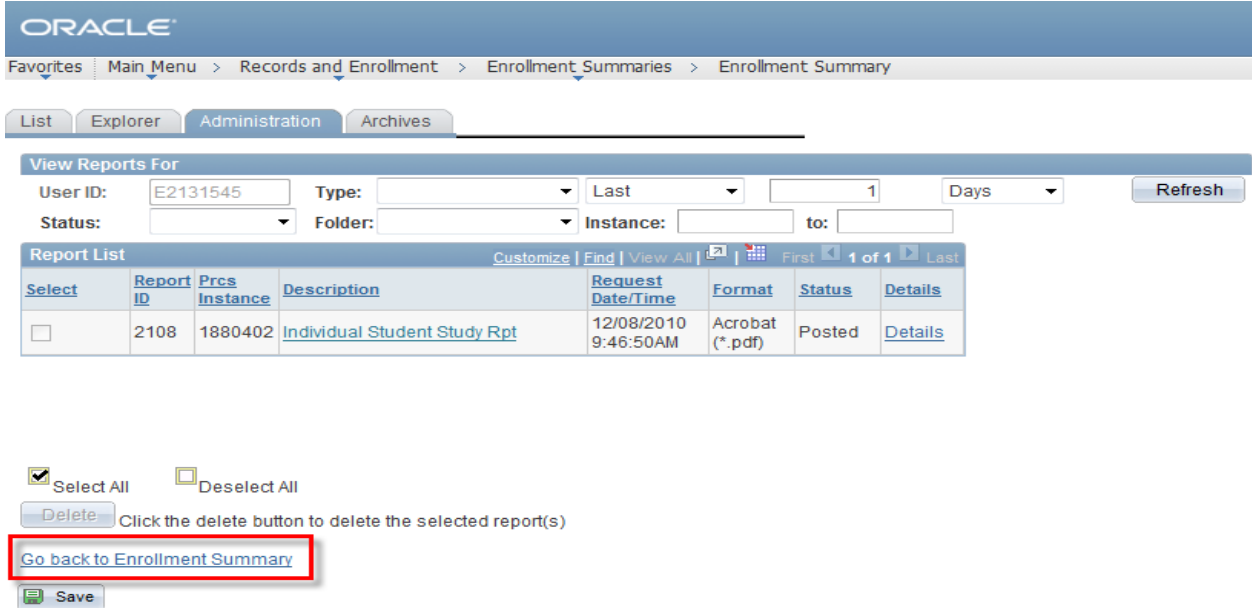
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2108	1880402	Individual Student Study Rpt	12/08/2010 9:46:50AM	Acrobat (*.pdf)	Posted	Details

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



View Course Detail

Step 10. To view the course detail, close the report window if you decided to print the study list and select the **“Go back to Enrollment Summary”** link and repeat **Steps 1-5.**



Step 11. Select the magnifying glass next to the Class Number to view the course detail.

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	2100	Regular	001	Enrolled	Enrolled	MEDUC	Graded	3.00
	Principles of Accounting		Lecture						
12299	URBN	6700	Regular	001	Enrolled	Enrolled	MEDUC	Graded	3.00
	Urban Spatial Analysis		Lecture						

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

Enrollment Summary | [Term Statistics](#)

Step 12. The Class Detail page is displayed.

Class Detail

ACCT 2100 - 001 Principles of Accounting

University of New Orleans | 2010 Fall | Lecture

[Return to Enrollment Summary](#)

Class Details			
Status	Open	Career	Undergraduate
Class Number	10017	Dates	8/21/2010 - 12/17/2010
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	University of New Orleans
Class Components	Lecture Required	Campus	Main Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 9:00AM - 9:50AM	TBA	Joseph Beams	08/21/2010 - 12/17/2010

Enrollment Information	
Enrollment Requirements	Sophomore Standing Required Sophomore Standing Required

Class Availability			
Class Capacity	120	Wait List Capacity	0
Enrollment Total	41	Wait List Total	0
Available Seats	79		

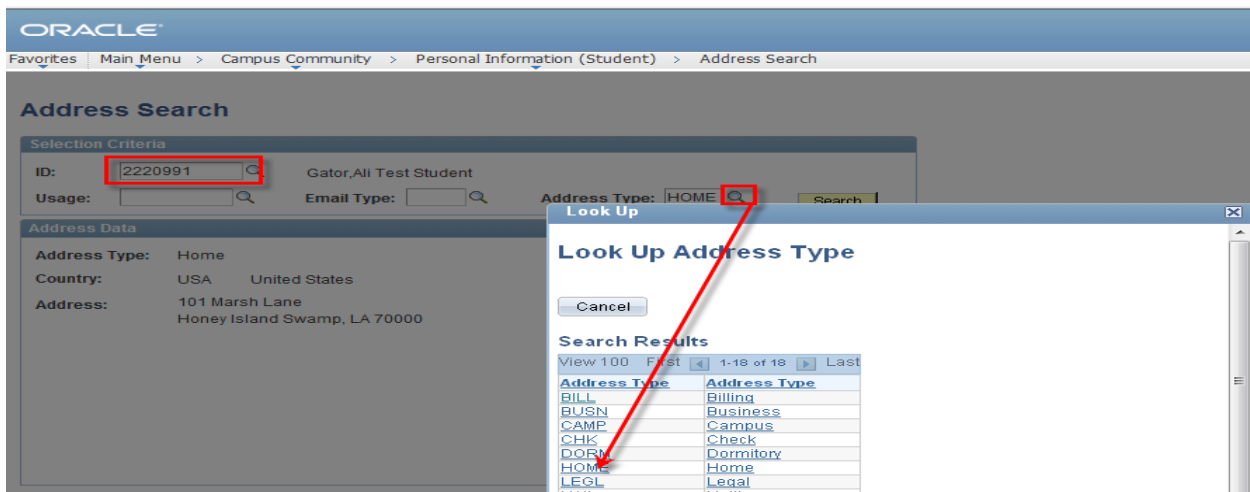
Description
Offered each semester. Not open to students in remedial English or remedial mathematics. Not open to freshmen. An introduction to the accounting model and financial statement preparation with emphasis on the concepts and terminology needed to understand a typical corporate report. Topics covered include: current and long-term assets current and longterm liabilities, stockholders' equity, revenues and expenses.

View Student Addresses

Step 1. Navigate to Campus Community, Personal Information (Student) Address Search



Step 2. Enter the students ID number and select the magnifying glass next to the Address Type field.



Step 3. Select the search button. The Address page will appear and display the address on file for the student. **Note:** It is possible for a student to have several different addresses.


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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The screenshot shows the Oracle Basic Advisor interface. The breadcrumb trail is: Favorites > Main Menu > Records and Enrollment. The 'Records and Enrollment' section is active, displaying a grid of menu items:

- Enroll Students**: Enroll students into classes and add milestones.
 - Enrollment
 - Enrollment Request Search
 - Search for Classes
- Enrollment Summaries**: View enrollment summaries for individuals or groups of students.
 - Enrollment Summary
- Student Term Information**: Perform term based activities for individual students.
 - Term Activate a Student
 - Student Grades** (highlighted with a red box)
 - Term History
- Term Processing**: Process appointments, permissions, term activation, waitlists, withdrawals and other end of term activities.
 - Class Permissions
 - Appointments

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.

The screenshot shows the 'Student Grades' search page in the Oracle Basic Advisor. The breadcrumb trail is: Favorites > Main Menu > Records and Enrollment > Student Term Information > Student Grades. The page title is 'Student Grades'. Below the title, it says: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. The search criteria are as follows:

- Maximum number of rows to return (up to 300): 300
- ID: begins with (highlighted with a red box)
- Academic Career: =
- Academic Institution: begins with 
- Term: = 
- Campus ID: begins with
- National ID: begins with
- Last Name: begins with
- First Name: begins with
- Term Alternate Key: = 

There is a checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

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](#)

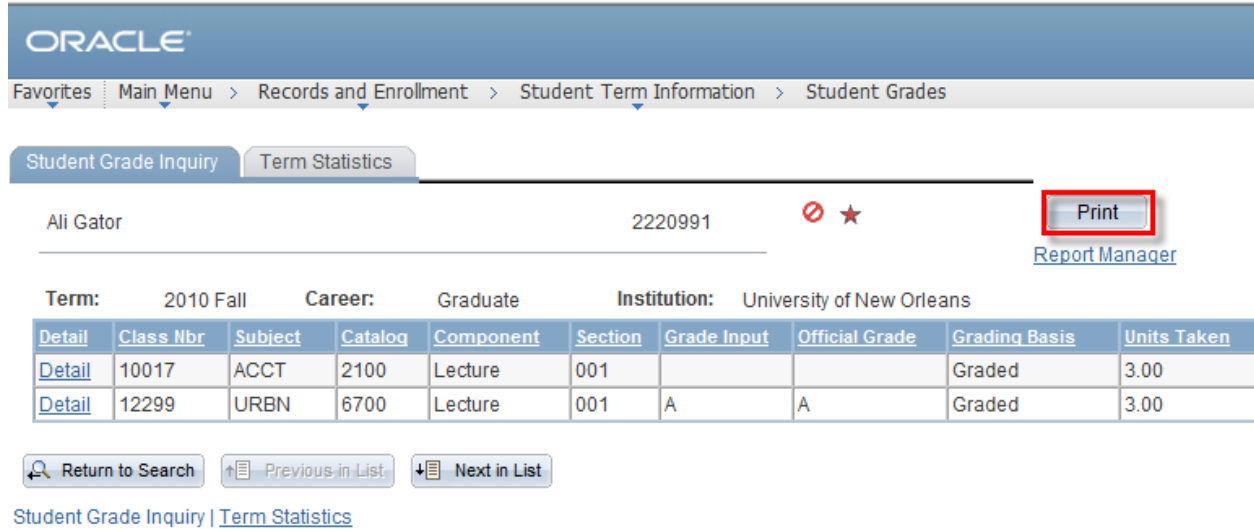
[Report Manager](#)

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](#)



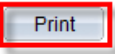
Step 6. To print the grade report select the Print  button.



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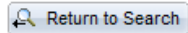
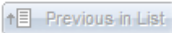
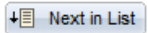
Favorites | Main Menu > Records and Enrollment > Student Term Information > Student Grades

Student Grade Inquiry | Term Statistics

Ali Gator 2220991    [Report Manager](#)

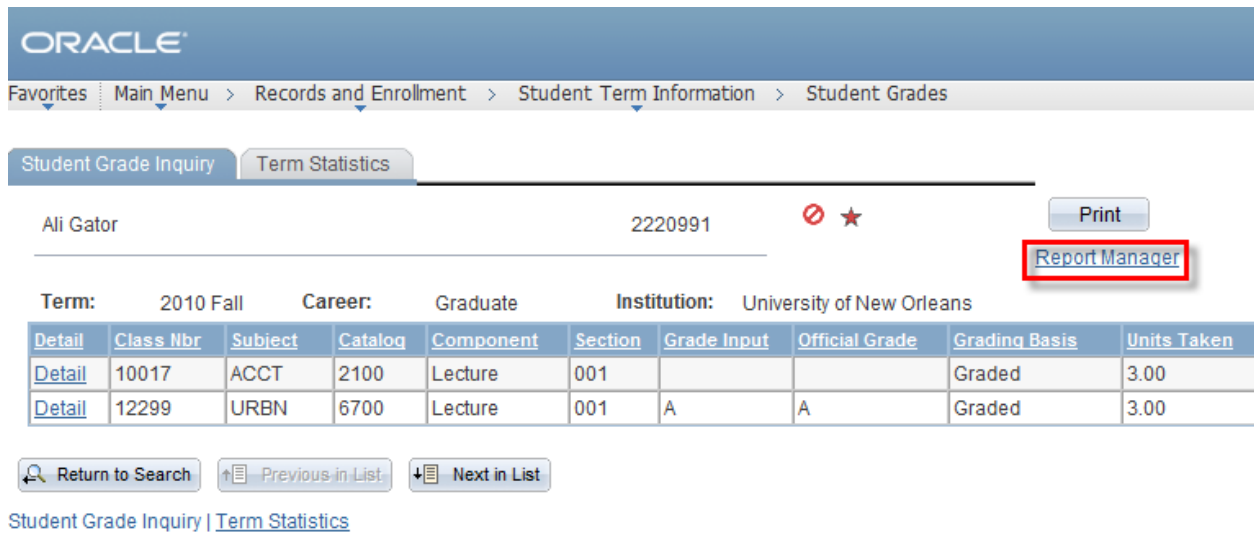
Term: 2010 Fall Career: Graduate Institution: University of New Orleans

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

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





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



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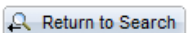
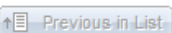
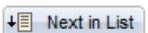
Favorites | Main Menu > Records and Enrollment > Student Term Information > Student Grades

Student Grade Inquiry | Term Statistics

Ali Gator 2220991    

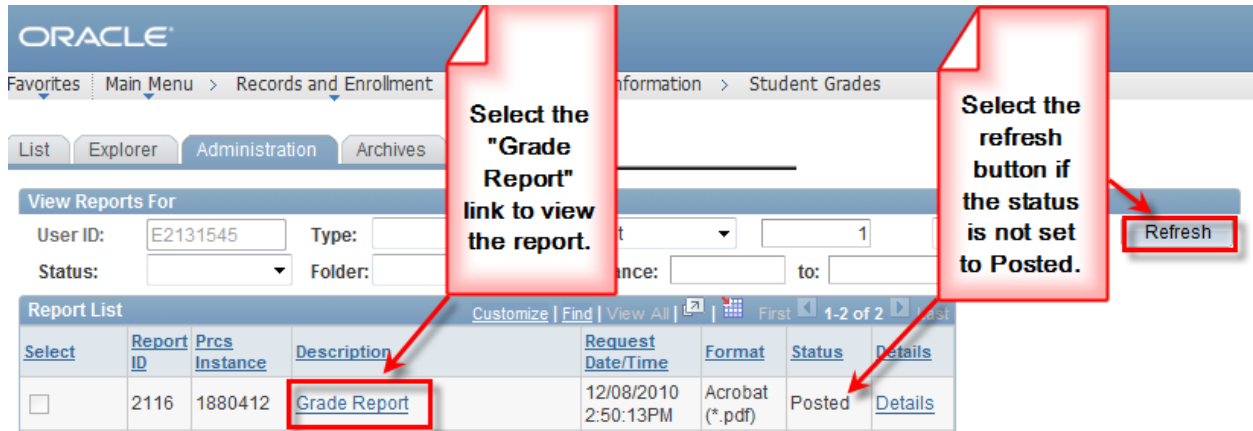
Term: 2010 Fall Career: Graduate Institution: University of New Orleans


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

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

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.

