

Batch Updating of Student Sub-Plans

OBJECTIVE:

This module explains the steps involved in adding a Sub-Plan to a batch of students.

CONTENTS:

LESSON 1 ADDING A SUB-PLAN TO A BATCH OF STUDENTS 2

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at

<http://www.sonoma.edu/cms/contact.shtml> to locate the

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under Student Administration.

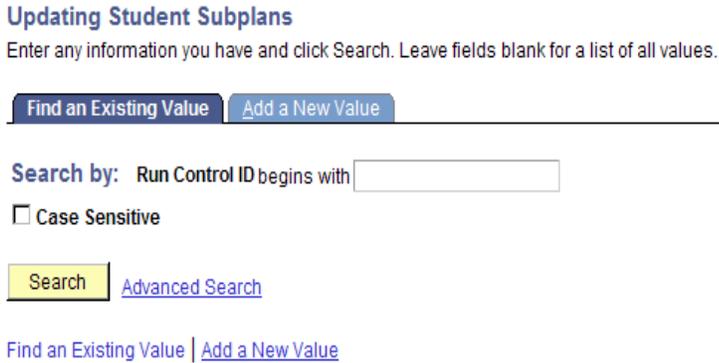
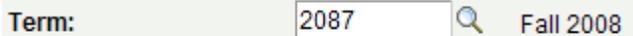
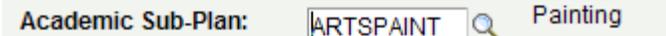
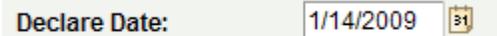
STUDENT RECORDS

STAFF - <http://www.sonoma.edu/cms/documentation/>

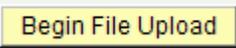
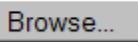
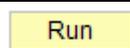
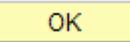
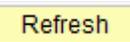
Last Update: 9/3/09

Lesson 1:

Navigation: SON Customizations > SON Campus Solutions > Student Records > Process > Updating Student Subplans

Step	Action	Screenshot						
1.	Enter the run control ID for this process, or search for an existing run control to use.	 <p>Run Control ID: begins with <input type="text"/></p>						
2.	<table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>A run control exists and you know the ID...</td> <td>Enter it in the Run Control ID box and click Search.</td> </tr> <tr> <td>A new run control needs to be created...</td> <td>Click on Add a New Value, enter a name for the run control, and click Add.</td> </tr> </tbody> </table>	If	Then	A run control exists and you know the ID...	Enter it in the Run Control ID box and click Search .	A new run control needs to be created...	Click on Add a New Value , enter a name for the run control, and click Add .	 <p>Updating Student Subplans Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
If	Then							
A run control exists and you know the ID...	Enter it in the Run Control ID box and click Search .							
A new run control needs to be created...	Click on Add a New Value , enter a name for the run control, and click Add .							
3.	Enter the term you wish to run the process for.	 <p>Term: <input type="text" value="2087"/> <input type="button" value="Search"/> Fall 2008</p>						
4.	Enter the Academic Plan, if you do not know the academic plan you can click on the magnifying glass to get a list.	 <p>Academic Plan: <input type="text" value="ARTS-BA"/> <input type="button" value="Search"/> Art Studio (BA)</p>						
5.	Enter in the Academic Sub-Plan, if you do not know the academic plan you can click on the magnifying glass to get a list.	 <p>Academic Sub-Plan: <input type="text" value="ARTSPAINT"/> <input type="button" value="Search"/> Painting</p>						
6.	Enter in the Declare Date	 <p>Declare Date: <input type="text" value="1/14/2009"/> <input type="button" value="Calendar"/></p>						

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7.	Enter in the Requirement Term	Requirement Term: 2087  Fall 2008				
8.	Under *FTP File* select your FTP Target by clicking on the drop down arrow.	FTP Target: SONSRFTP (Student Records) 				
9.	Click the yellow Begin File Upload button					
10.	Click the grey Browse button to select the file. (Make sure the file is saved as a .csv file and that it only contains ID numbers.)	C:\Documents and Setting 				
11.	Click the yellow Upload button					
12.	Click the yellow Run button in the top right hand corner					
13.	Make sure the Server Name is PSUNX	Server Name: PSUNX 				
14.	Click the yellow OK button					
15.	Click the blue Process Monitor link in the top right hand corner	Process Monitor				
16.	Click the yellow Refresh button					
17.	Until the Run Status reads Success and the Distribution Status reads Posted	<table border="1"> <tr> <td>Run Status</td> <td>Distribution Status</td> </tr> <tr> <td>Success</td> <td>Posted</td> </tr> </table>	Run Status	Distribution Status	Success	Posted
Run Status	Distribution Status					
Success	Posted					
18.	Click on the blue Details link	Details				
19.	Click on the blue View Log/Trace button	View Log/Trace				

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20.	Click on the blue Trace File link	Trace File
21.	Make sure the Records Read matches what was Successfully Added.	<pre> ***** Summary ***** Records Read : 1.000000 Invalid records found : 0.000000 Processing : 1.000000 Successful Add - Prog : 1.000000 Successful Add - Plan : 1.000000 Successful Add - SubPlan : 1.000000 Successful Add - Attrb : 0.000000 Successful Add - Cred : 0.000000 </pre>