End Of Term Processing I

Cindy Taylor
October 30, 2009

Session Rules

- Audio will only be available for the instructor.
- Questions may be entered in the ‘text chat window’ at any time during the session.

End of Term Processing

- General list of processes and procedures required to roll course grades to academic history, calculate GPAs, and update academic requirements based on those grades
- Order of processing may vary by institution

- End of Term Processing I
  - Focus on Baseline processes
- End of Term Processing II
  - Focus on Georgia Enhancements
  - Monday, November 30, 2009

Topics for Discussion

- Audit versus Update
- Creating an Institutional End of Term Procedures Manual
- Enter final grades
- Roll grades to academic history
- Check for repeated courses
- Calculate GPAs
- Update Academic Standing
- Update Student Type
- Generate Grade Mailers

Audit versus Update

- Most processes have audit/report and update modes
- Audit provides preview of how the records will be updated. No data is changed.
- Review audit output for errors or inconsistencies
- Confirm audit output follows processing rules
- Processes can typically be run multiple times in audit mode if manual cleanup needs to occur prior to running in update mode
- Run in update mode
- Update mode adds, changes, or deletes data

Creating an Institutional End of Term Procedures Manual

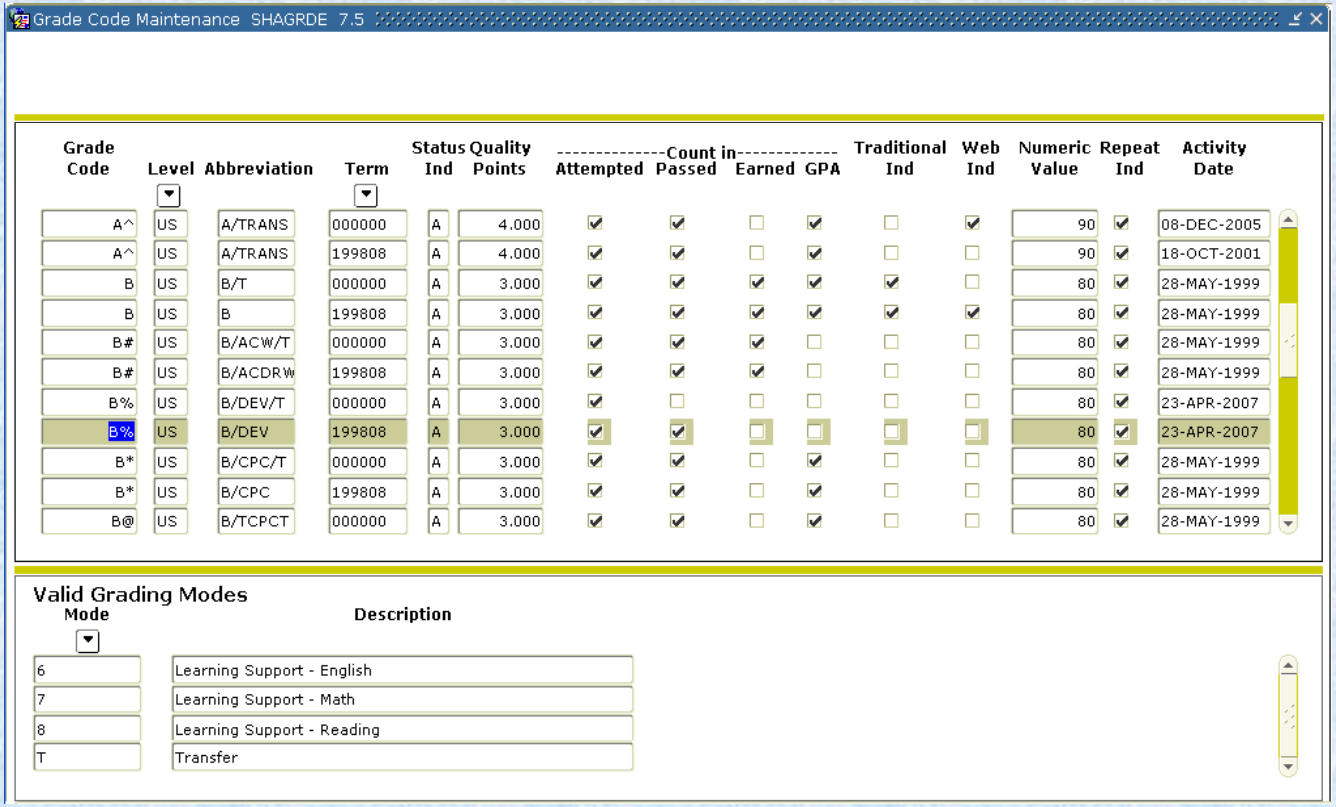
- Create institutional procedures manual for end of term processes
  - Keep an electronic copy for easy updating
- Include screenshots of rules, parameters, sample reports
- Update document when Banner upgrades occur
  - Parameters change
  - Process enhancements
- Outline responsibilities
  - Which office or staff member does what and when
  - Coordinate processing schedule
  - Notify other offices as necessary

Creating an Institutional End of Term Procedures Manual

- List any tips or tricks to make process go smoother
  - Ensure test scores entered
  - Disable grade entry access
  - No transcript printing until processing complete
  - Make Self-Service Banner users aware that grades, GPAs, academic standing, and holds may change during processing

Enter Final Grades

- Grade codes defined on Grade Code Maintenance form (SHAGRDE) with valid grade modes

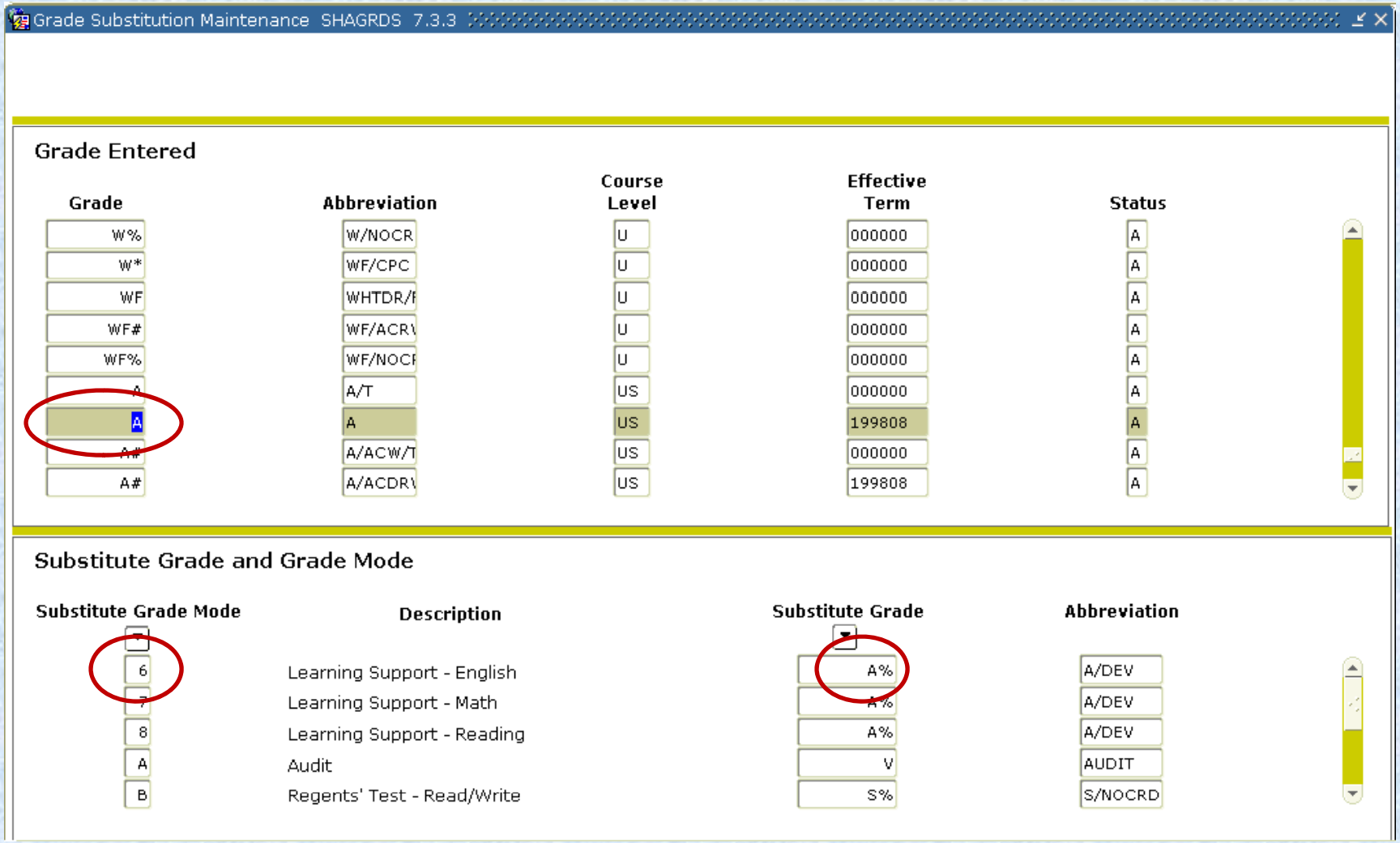


Enter Final Grades

- Grade Substitution Maintenance form (SHAGRDS)
- Ensure that the grade posted on the student's record is in agreement with the grading mode for the course

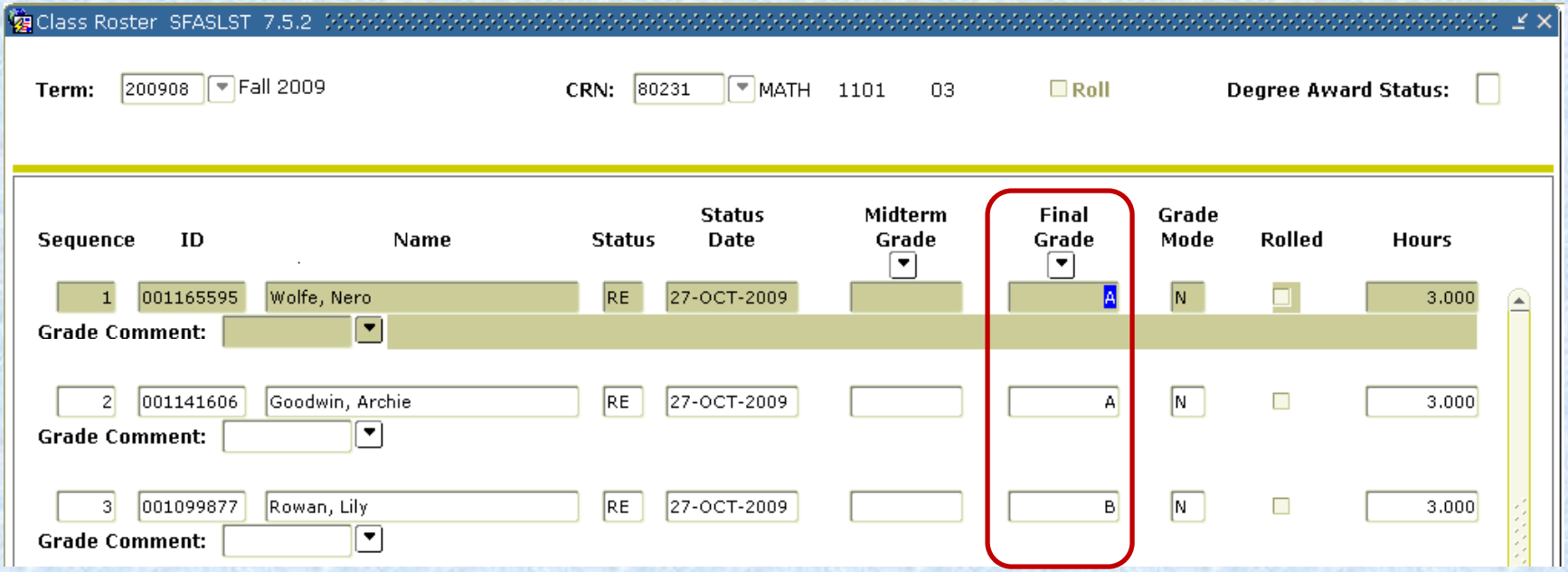
- ***Example:*** Instructor enters "A" on the class roster for a student in a Learning Support course (grade mode 6) instead of "A%".

Enter Final Grades



Enter Final Grades

- Enter grades on:
  - Class Roster (SFASLST)
  - Class Attendance Roster (SFAALST)
  - Faculty and Advisor Self-Service



Enter Final Grades

- Helpful Tips:
  - Set a deadline for final grade entry
  - Run Instructor Schedule process (SIRASGQ) for list of all courses by instructor
    - Helpful for checking in printed/signed class rosters

26-OCT-2009 15:30:21 Database PAGE 2
200708 Instructor Schedules SIRASGQ

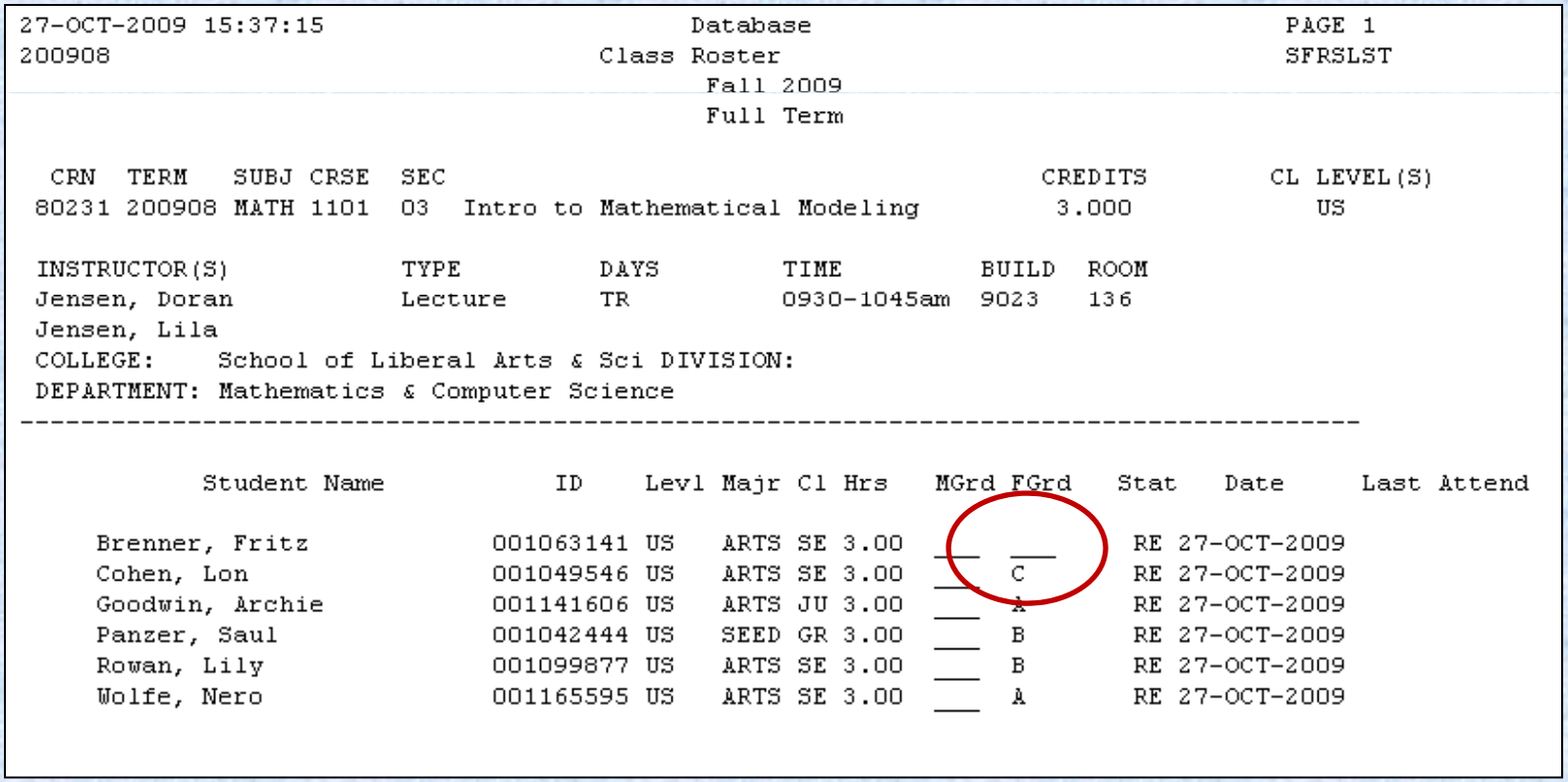
INSTRUCTOR NAME: Nancy Drew
INSTRUCTOR ID: 000044208

I N S T R U C T I O N A L

CRN	PT	SUBJ	CRSE	SEC	NO	SCHD	HOURS	START	END	M	T	W	R	F	S	U	BEG	END	BUILDING	ROOM	MAXIMUM	ACTUAL	CROSS LIST	C
80081	1	ARTS	4850	01	01	A	3.000	02-AUG-07	02-DEC-07	M		W					0800	0915am	3063	101	25	1		
80533	1	IDST	2315	07	01	A	3.000	02-AUG-07	02-DEC-07	M		W					0930	1045am	3063	101	28	1		
82084	1	IDST	2315	06	01	A	3.000	02-AUG-07	02-DEC-07	M		W					0200	0315pm	3063	101	28			
84669	1	ARTS	4950	01	01	A	3.000	02-AUG-07	02-DEC-07		T		R				0400	0515pm	3063	101	25			
84855	1	ARTS	4992	01	01	H	3.000	02-AUG-07	02-DEC-07								TBA							

Enter Final Grades

- Run Class Roster process (SFRSLST) with No Grade Report Option parameter set to Y
  - Will only print rosters that do not have all grades entered



27-OCT-2009 15:37:15 Database PAGE 1
200908 Class Roster SFRSLST
Fall 2009
Full Term

CRN	TERM	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
80231	200908	MATH	1101	03	Intro to Mathematical Modeling	3.000		US

INSTRUCTOR(S)	TYPE	DAYS	TIME	BUILD	ROOM
Jensen, Doran	Lecture	TR	0930-1045am	9023	136
Jensen, Lila					

COLLEGE: School of Liberal Arts & Sci DIVISION:
DEPARTMENT: Mathematics & Computer Science

Student Name	ID	Levl	Majr	Cl	Hrs	MGrd	FGrd	Stat	Date	Last Attend
Brenner, Fritz	001063141	US	ARTS	SE	3.00			RE	27-OCT-2009	
Cohen, Lon	001049546	US	ARTS	SE	3.00		C	RE	27-OCT-2009	
Goodwin, Archie	001141606	US	ARTS	JU	3.00		A	RE	27-OCT-2009	
Panzer, Saul	001042444	US	SEED	GR	3.00		B	RE	27-OCT-2009	
Rowan, Lily	001099877	US	ARTS	SE	3.00		B	RE	27-OCT-2009	
Wolfe, Nero	001165595	US	ARTS	SE	3.00		A	RE	27-OCT-2009	

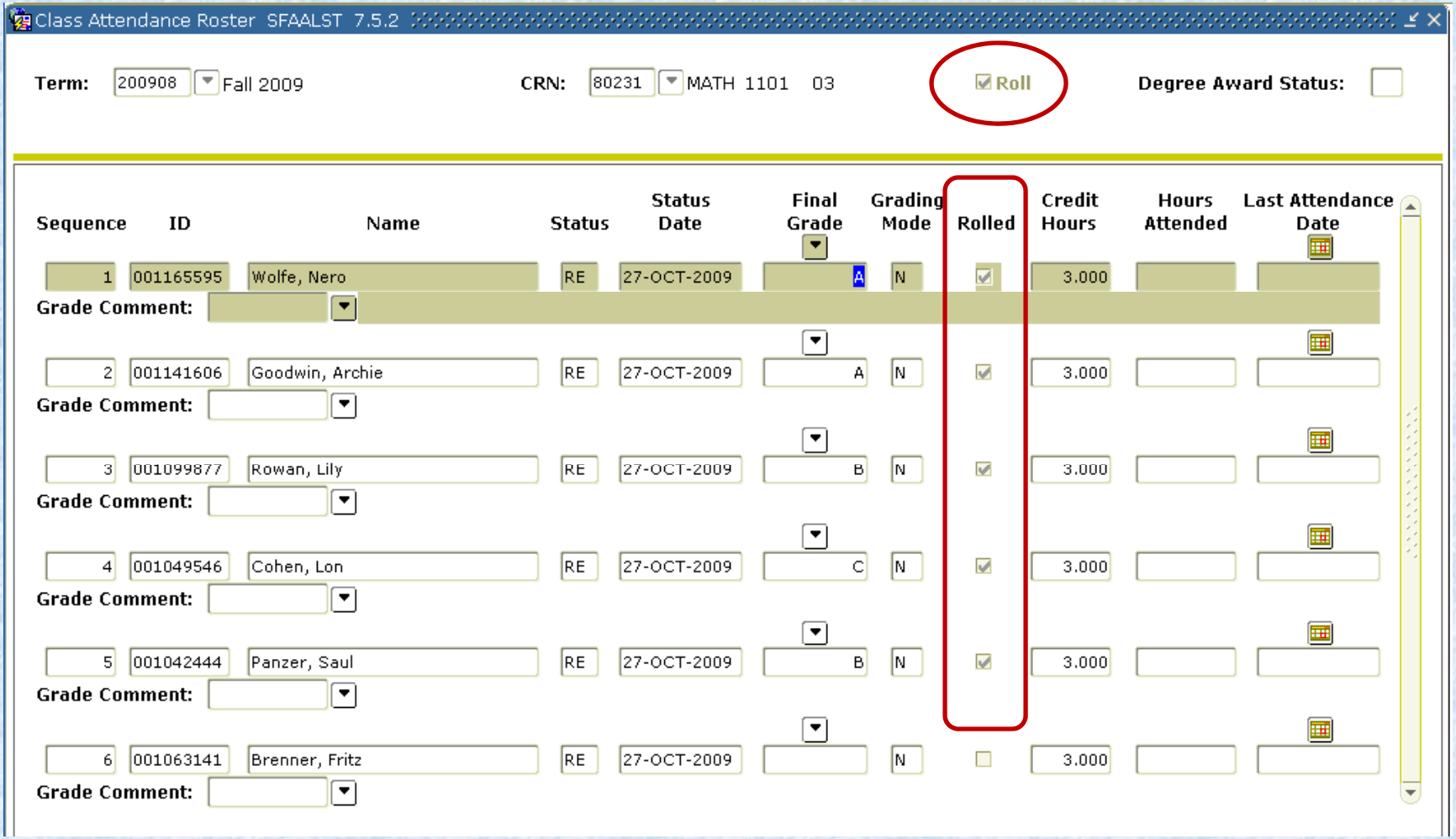
Roll Grades to Academic History

- Grades can be rolled to academic history from:
  - Class Roster (SFASLST)
  - Class Attendance Roster (SFAALST)

- Check the Roll box in the Key Block.
- Perform a Next Block function to enter grades.
- Grades will rolled to academic history when the record is saved.

- Check your institutional policy to determine if grades can be rolled for individual courses

Roll Grades to Academic History



Roll Grades to Academic History

- Grade Roll to Academic History process (SHRROLL)
- Print Selection parameter allows for errors only or all grades
  - Helpful in Audit mode to determine if any errors may be encountered
- Ensure substitute grades update correctly

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27-OCT-2009 16:01:01                          Database                          PAGE 1
200708 Fall 2007                  Grade Roll To Academic History                SHRROLL



80006    1    MUST 2110  Introduction to Music Therapy              Degree  Levl  Coll  Majr  Seq  Cmp  Pgm
999666333 Robin, Rocking                 Rolled to Academic History     BBA    US    05    ACCT  1         BBA-ACCT

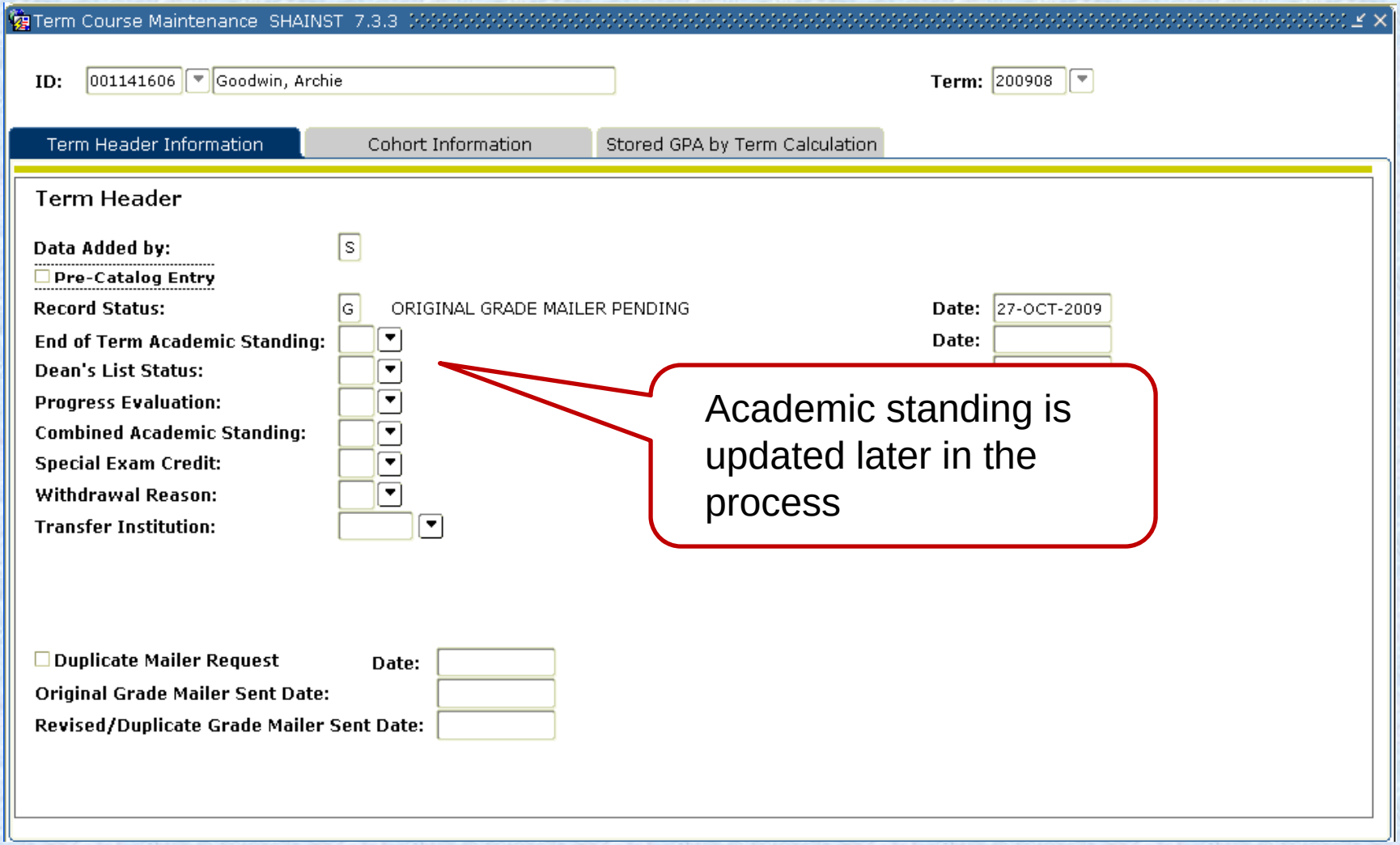


80413    1    ENGL 1101  English Composition I                      Degree  Levl  Coll  Majr  Seq  Cmp  Pgm
@00010095 Baxter, Luke                   Rolled to Academic History     BA     US    01    BIOL              BA-BIOL
```

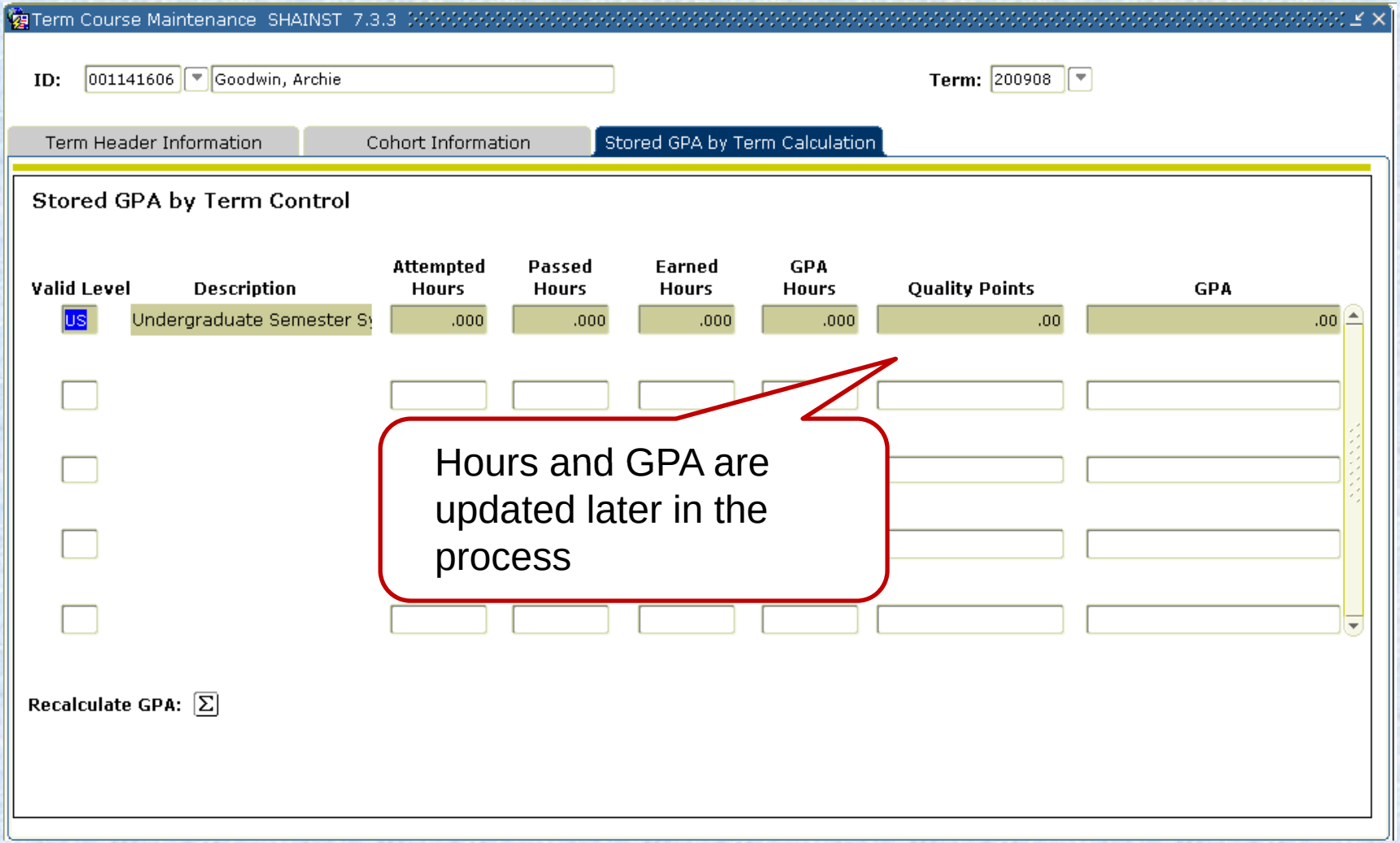
Roll Grades to Academic History

- Creates term record on Term Course Maintenance form (SHAINST)
- Perform Next Block function 4 times to access Course Maintenance form (SHATCKN)
- Grades listed as Original Entry
  - After roll, grade changes are manually entered on SHATCKN
- Course is now visible on Term Sequence Course History form (SHATERM) but academic standing and GPA are not updated
  - Do not generate transcripts yet

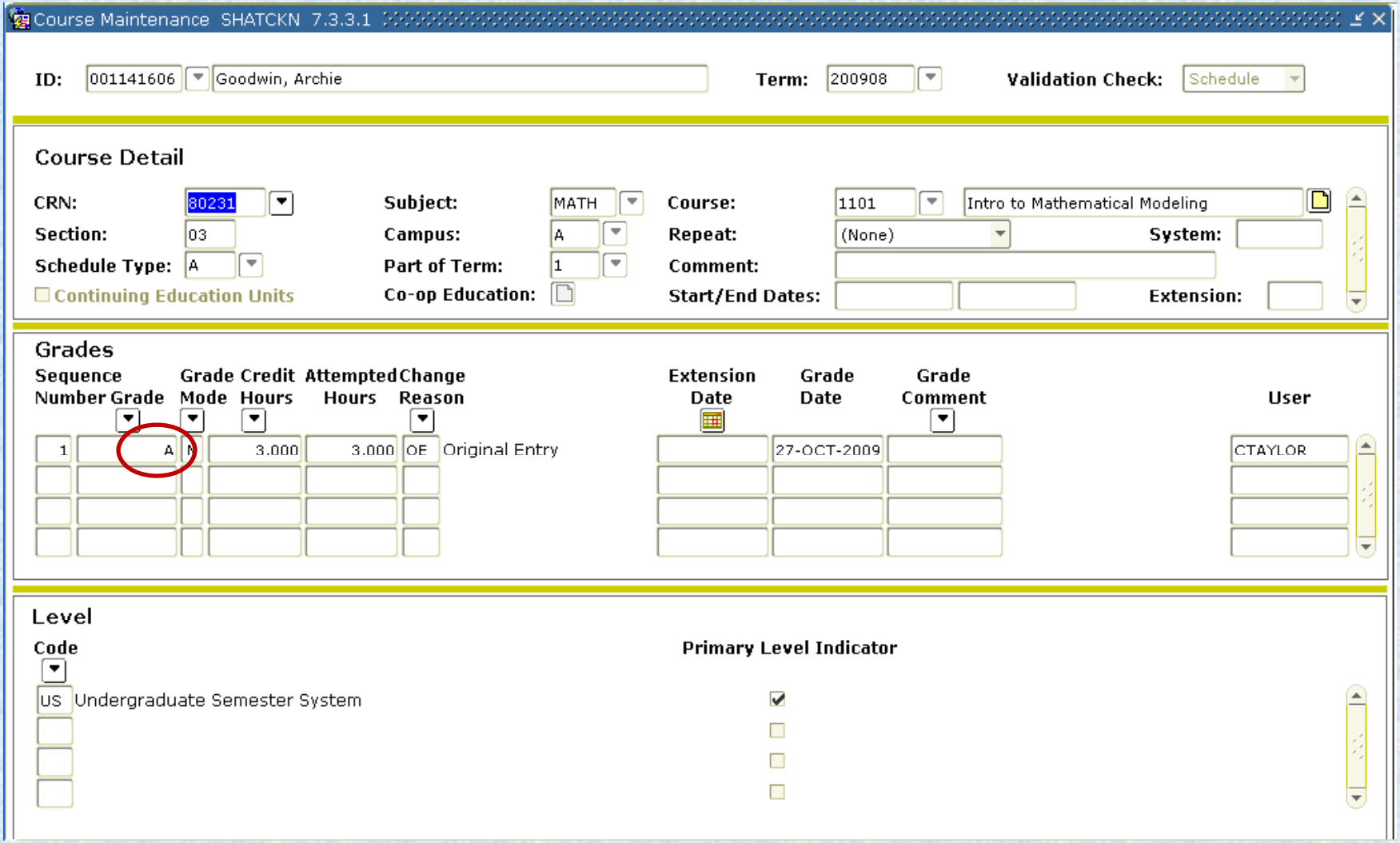
Roll Grades to Academic History



Roll Grades to Academic History



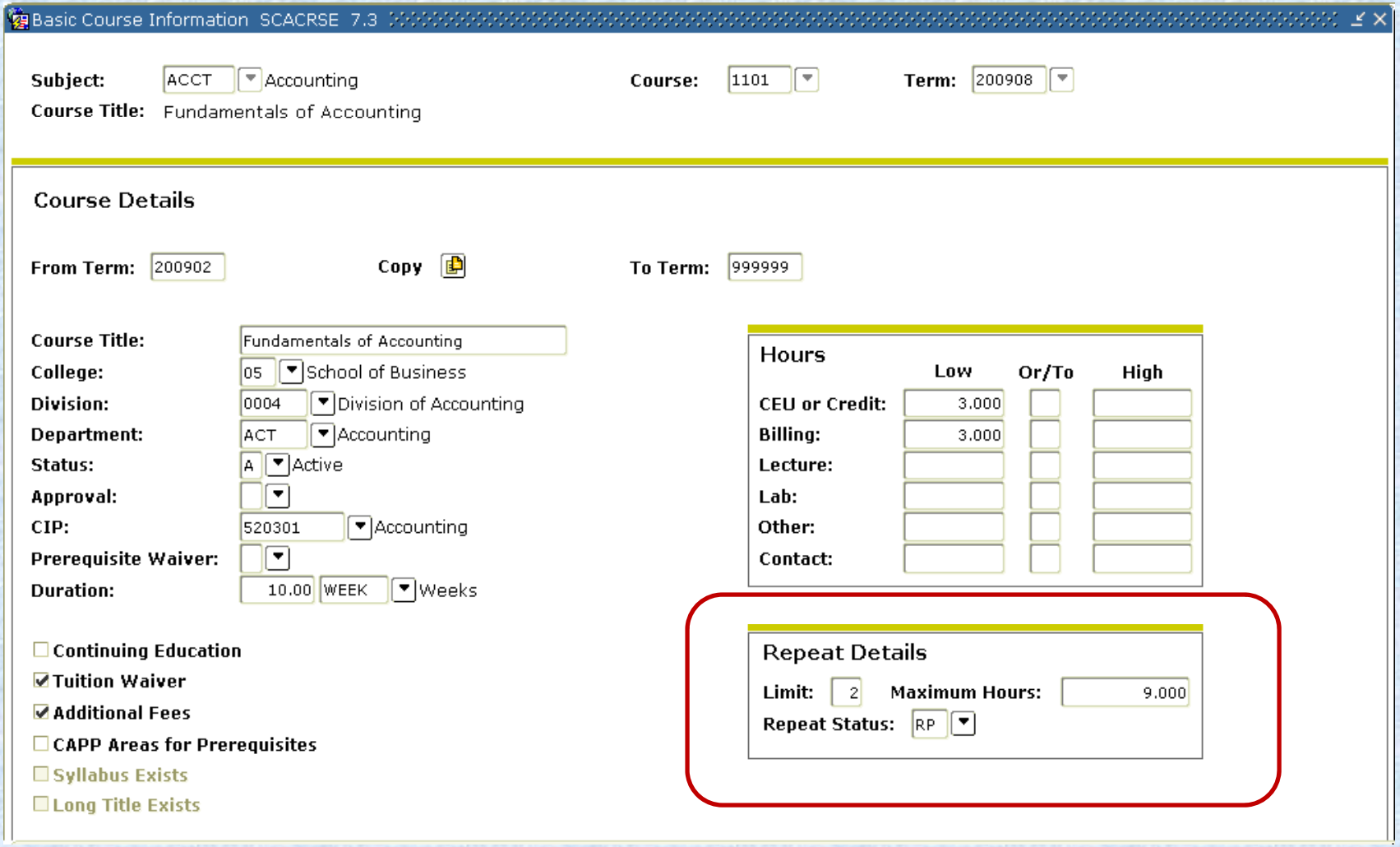
Roll Grades to Academic History



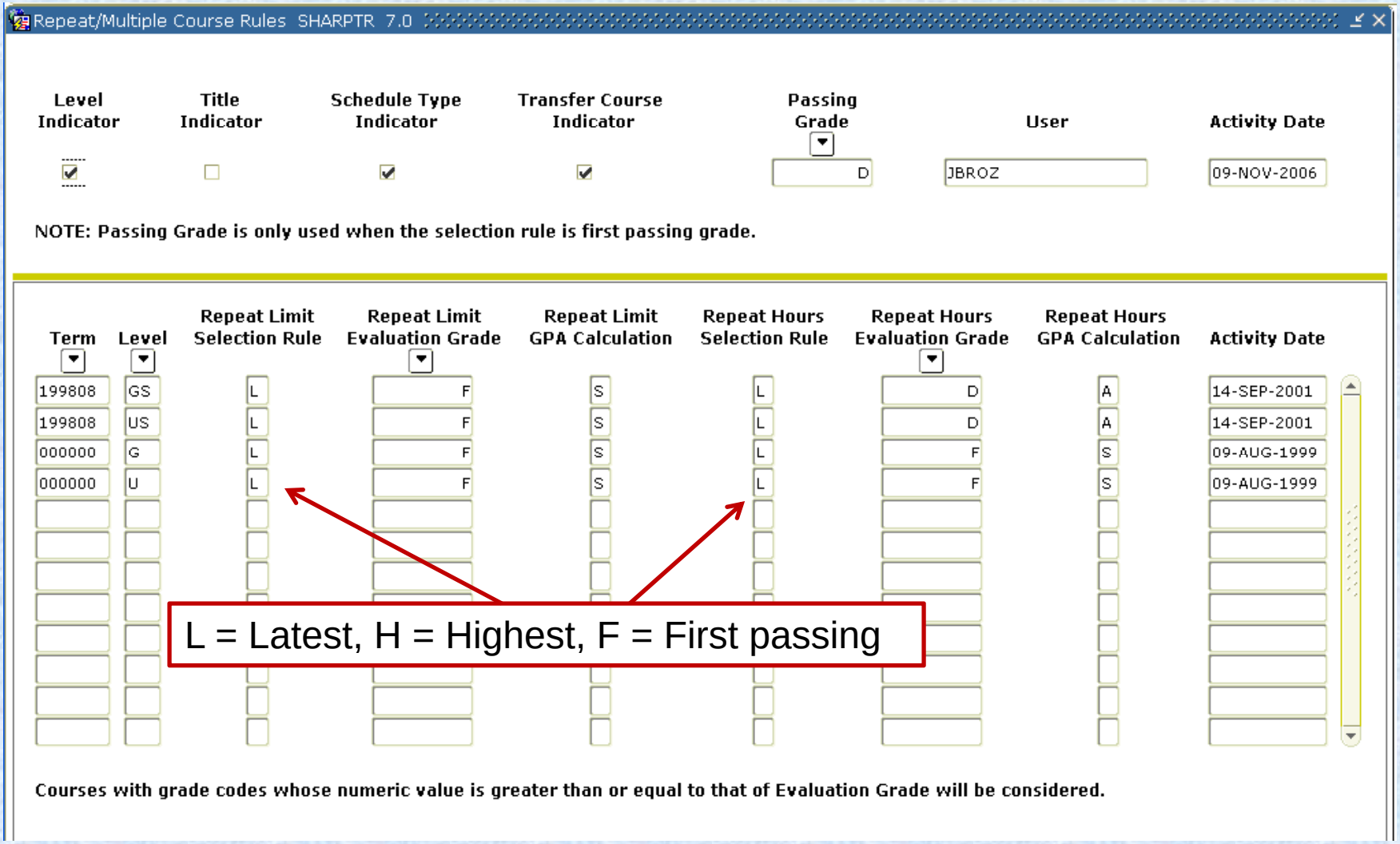
Check for Repeated Courses

- Repeat limits are set for specific courses on Basic Course Information form (SCACRSE)
- Overall repeat rules built on Repeat/Multiple Course Rules form (SHARPTR)
- Determine what courses are considered repeats and how they will be used in the GPA calculation

Check for Repeated Courses

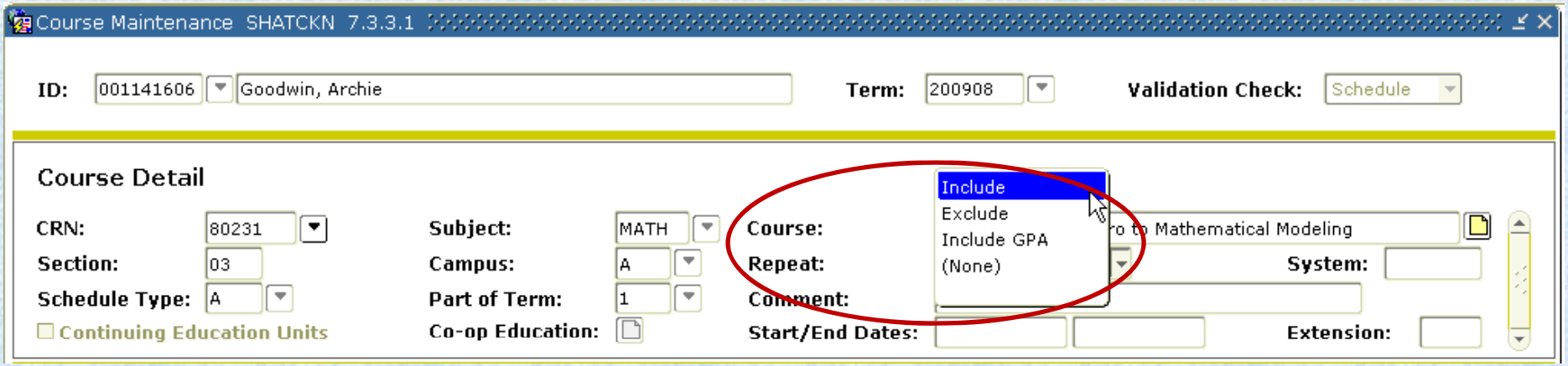


Check for Repeated Courses



Check for Repeated Courses

- Repeat/Equivalent Course Check process (SHRRPTS)
- Compares current term coursework against all prior terms
- Excludes repeated courses from GPA calculation
- Sets the Repeat flag on SHATCKN



Check for Repeated Courses

27-OCT-2009 20:10:35 Database PAGE 1
200708 Repeat/Equivalent Course Check SHRRPTS

ID Name Crse Repeat Count Crse Repeat Credits
001122334 Shawn Carter 0

Term	CRN	Subj	Crse	Sec	Schd Type	Grade	Level	Hours	Repeat Messages
200708	80483	ACCT	2102	01	A	F	US	3.000	I SYSTEM
200508	80490	ACCT	2102	02	A	C	US	3.000	E SYSTEM

ID Name Crse Repeat Count Crse Repeat Credits
001122334 Shawn Carter 0

Term	CRN	Subj	Crse	Sec	Schd Type	Grade	Level	Hours	Repeat Messages
200708	80006	MUST	2110	01	A	B	US	3.000	I SYSTEM
200508	80006	MUST	2110	01	A	B	US	3.000	E SYSTEM

ID Name Crse Repeat Count Crse Repeat Credits
100000015 Gomer E Pile 0

Term	CRN	Subj	Crse	Sec	Schd Type	Grade	Level	Hours	Repeat Messages
200708	80413	ENGL	1101	03	A	C	US	3.000	I SYSTEM

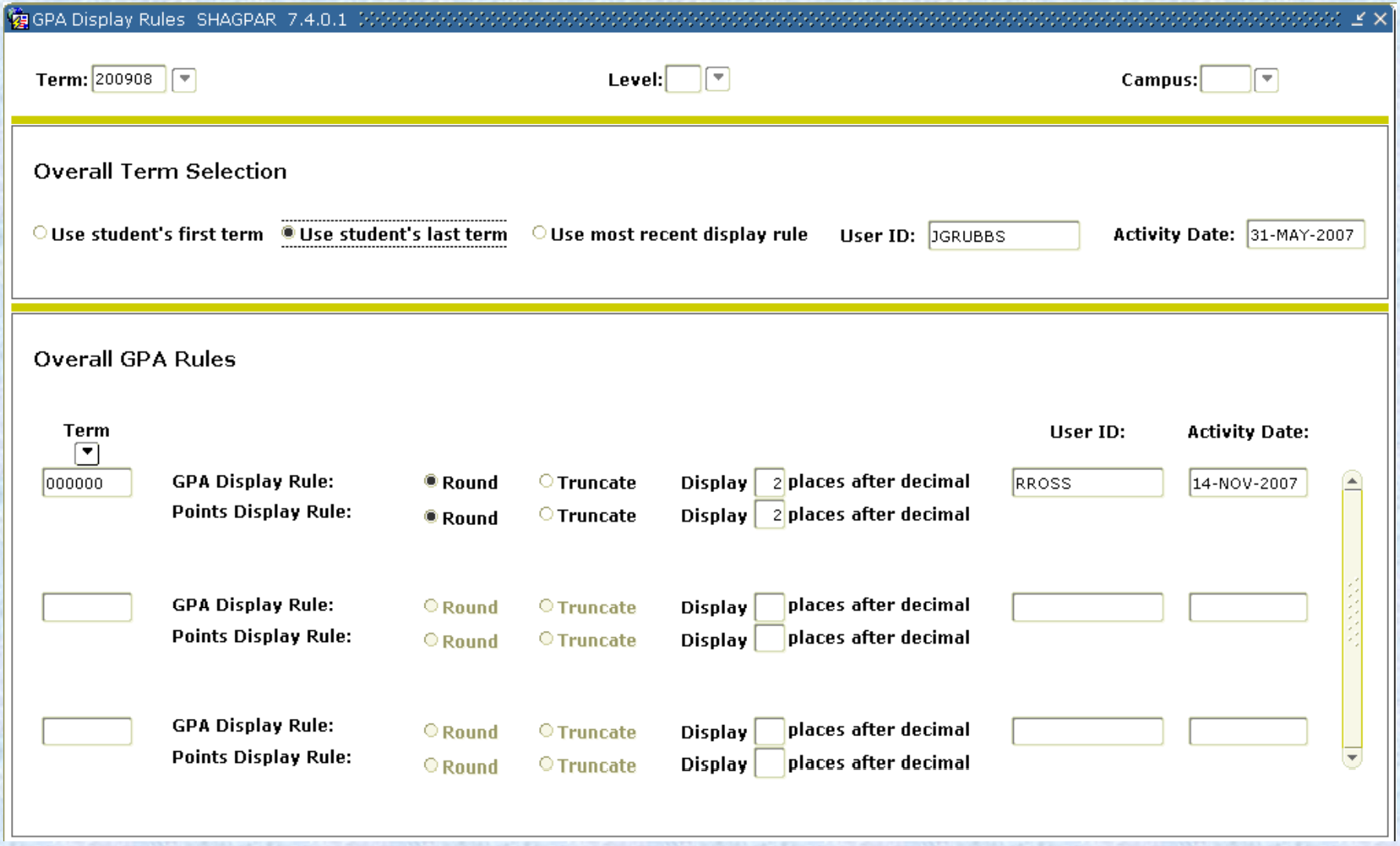
ID Name Crse Repeat Count Crse Repeat Credits
268268268 Waylon Smithers 0

Term	CRN	Subj	Crse	Sec	Schd Type	Grade	Level	Hours	Repeat Messages
200708	80078	PHYS	2211	01	A	B	US	3.000	I SYSTEM
200608	80117	PHYS	2211	01	A	B	US	3.000	E SYSTEM

Calculate GPAs

- Be sure that all processes that impact GPA are performed first
- Build rules on GPA Display Rules form (SHAGPAR)

Calculate GPAs



Calculate GPAs

- GPA Calculation process (SHRCGPA)
  - Updates term and cumulative grade point averages
  - All – all students enrolled for term
  - Rolled – sections rolled to history or grade changes for term
  - Collector – courses excluded by SHRRPTS; recalculates all terms with excluded courses
- No audit mode

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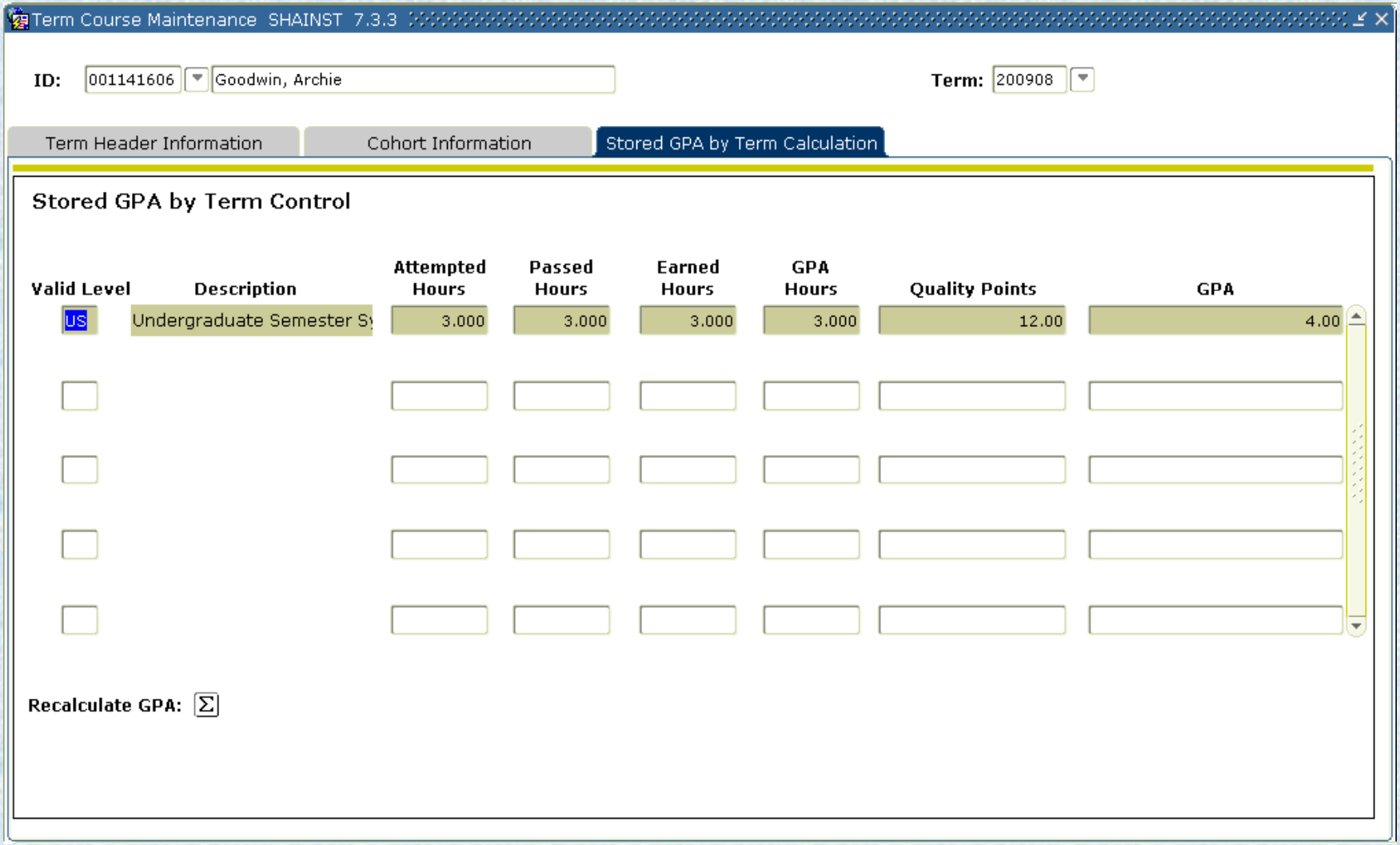
27-OCT-2009 20:32:11                          Database                          PAGE 1
200908                                        Calculate GPA                     SHRCGPA

                          * * * REPORT CONTROL INFORMATION - SHRCGPA - Release 7.0 * * *

SELECTION IDENTIFIER:
APPLICATION CODE:
CREATOR ID:
TERM: 200908
SELECT (A)ll OR (R)olled OR (C)ollector: A

RECORD COUNT: 5
```

Calculate GPAs



Calculate GPAs

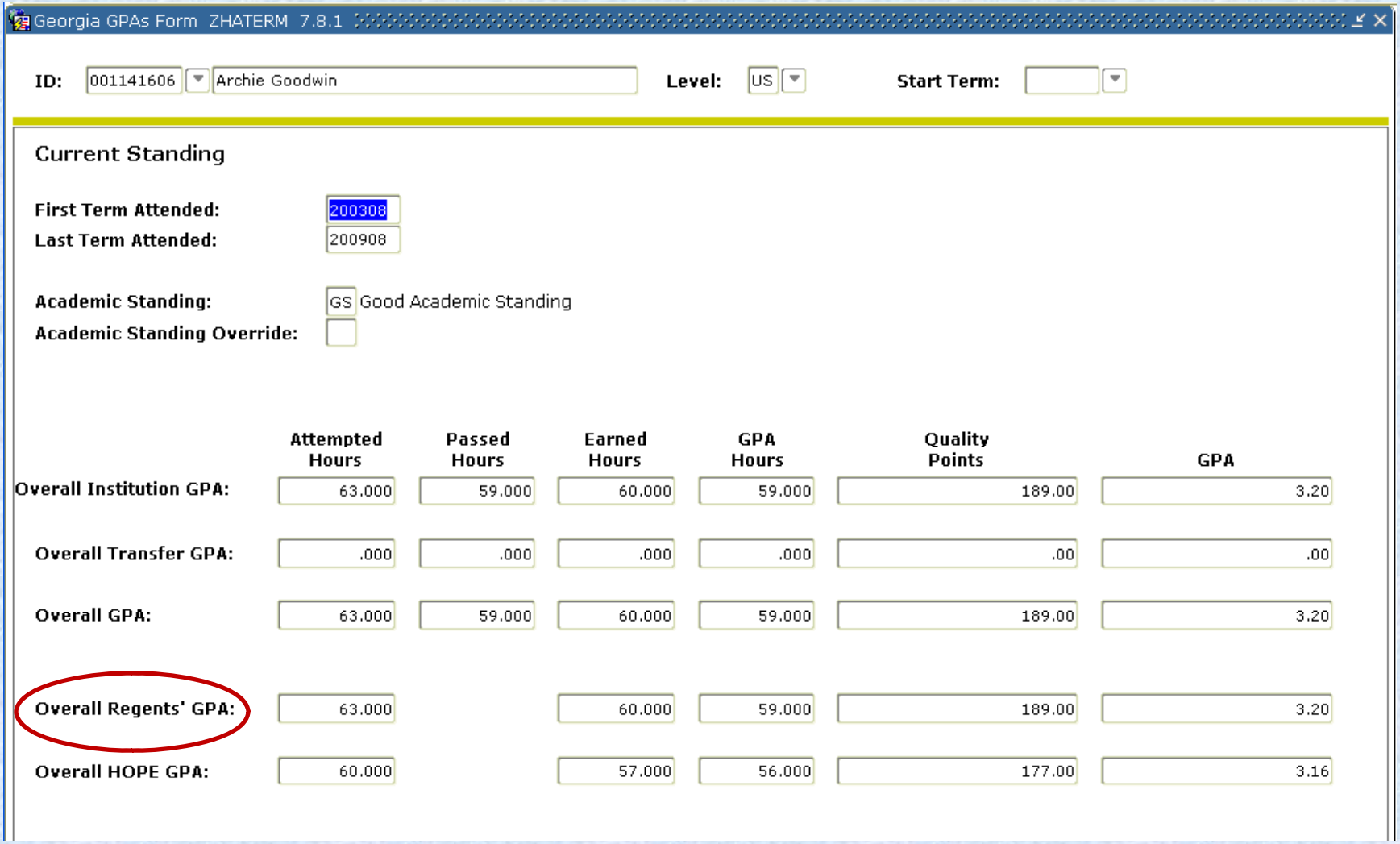
- Regents' GPA process (ZORRGPA)
- Calculate the GPA required for USG reporting purposes and to display the Regents' GPA on the transcript
- The baseline GPA calculation process (SHRCGPA) must be run for the previous and current terms before running ZORRGPA.
- The ZORRGPA process calculates the Regents' GPA using passed hours and is truncated at two decimal positions. Calculation of the Regents' GPA *does* include Repeats and Academic Renewals and *does not* include Learning Support courses and courses with Non-standard grades (Pass, Fail, Satisfactory, and Unsatisfactory). Only courses with the Count In Passed hours indicator set to Y on SHAGRDE are used in the calculation.

Calculate GPAs

27-OCT-2009 20:39:12 Database PAGE 1
200908 REGENTS GPA RECALCULATION ZORRGPA - 7.0

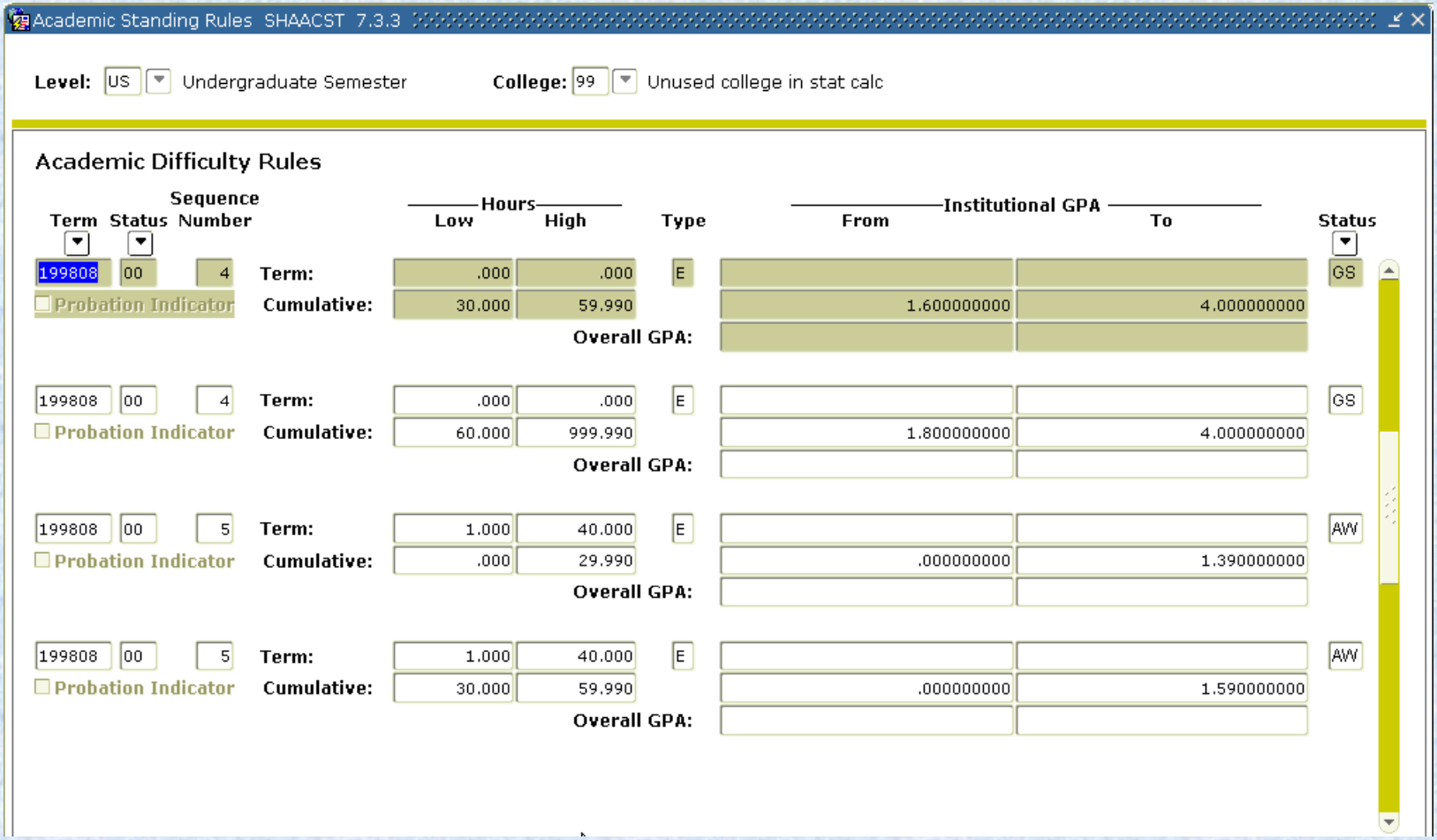
NAME	ID		LEVEL	TERM	ATTEMPT	COMPLETE	PASSED	GPA-HRS	QUAL-PTS	GPA
Goodwin, Archie	001141606	TERM ---->	US	200908	3.00	3.00	3.00	3.00	12.00	4.00
			US	200502	16.00	13.00	12.00	12.00	42.00	3.50
			US	200408	14.00	14.00	14.00	14.00	48.00	3.42
			US	200402	15.00	15.00	15.00	15.00	42.00	2.80
			US	200308	15.00	15.00	15.00	15.00	45.00	3.00
		CUMU ---->	US	200908	63.00	60.00	59.00	59.00	189.00	3.20
			US	200502	60.00	57.00	56.00	56.00	177.00	3.16
			US	200408	44.00	44.00	44.00	44.00	135.00	3.06
			US	200402	30.00	30.00	30.00	30.00	87.00	2.90
			US	200308	15.00	15.00	15.00	15.00	45.00	3.00

Calculate GPAs



Update Academic Standing

- Academic Standing Rules form (SHAACST)



Update Academic Standing

- Calculate Academic Standing Report (SHRASTD)
- Stored in term header on SHAINST

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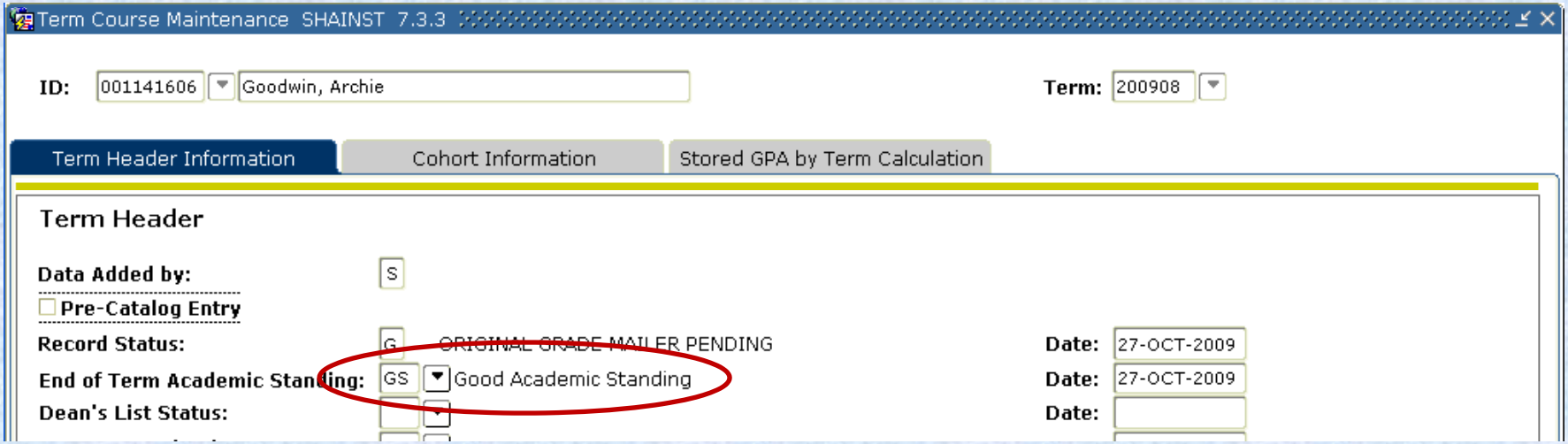
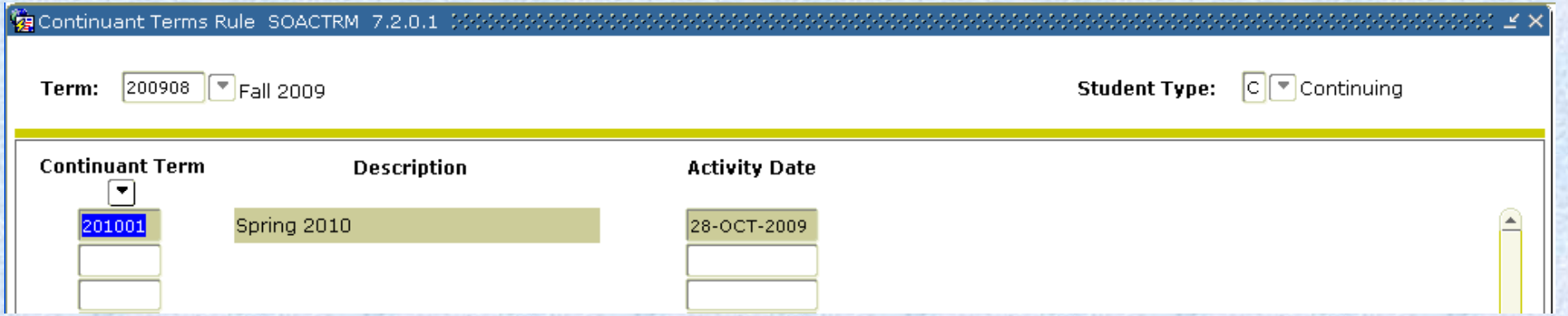
27-OCT-2009 20:50:54                                    Database                                                    PAGE 1
200908                                          Calculate Academic Standing                                         SHRASTD

ID        NAME                          Prev - New Academic Standing          Max        Hrs          Dean's List
                                                                              Prev       New
001049546 Lon Cohen                     GS - GS Good Academic Standing
001141606 Archie Goodwin                GS - GS Good Academic Standing
001042444 Saul Panzer                   GG - GG Graduate Good Standing
001099877 Lily Rowan                    GS - GS Good Academic Standing
001165595 Nero Wolfe                    GS - GS Good Academic Standing
```



Update Student Type

- Continuant Term Rules Form (SOACTRM)
- Determine which terms constitute consecutive enrollment
- If student is Transfer this term, becomes Continuing next term



Update Student Type

- Student Type Update Process (SHRTYPE)
- Update student type on the General Student record based on the rules created on SOACTRM

28-OCT-2009 08:30:17 Database PAGE 1
200508 Student Type Update / AUDIT SHRTYPE

STUDENT NAME	ID	CURRENT STUDENT TYPE	UPDATED STUDENT TYPE
Bubba, Hubba	753753753	B New Freshman	C Continuing
Butterfinger, Blizzard	763763763	B New Freshman	C Continuing
Longstocking, Pippi	892892892	B New Freshman	C Continuing

Generate Grade Mailers

- Grade Mailer Report (SHRGRDE)
- Parameters allow institutional decisions about what data to print on the mailer
- May depend on design of the paper mailer
- Must run SHRROLL, SHRRPTS, SHRCGPA, and SHRASTD before SHRGRDE
- Mailer status displays on SHAINST
- No audit mode

Generate Grade Mailers

Subj	Crse	Sec	P/T	Cmp	Title	Grd	Creds	EarnHr	GPA Hr	QualPt	GPA
ENGL	5227	01	1	A	Milton	A	3.00	3.00	3.00	12.00	

Santa Clause 122512251 200708 Total 3.00 3.00 12.00 4.00
123 Main Street
North Pole, GA 30303
United States of America

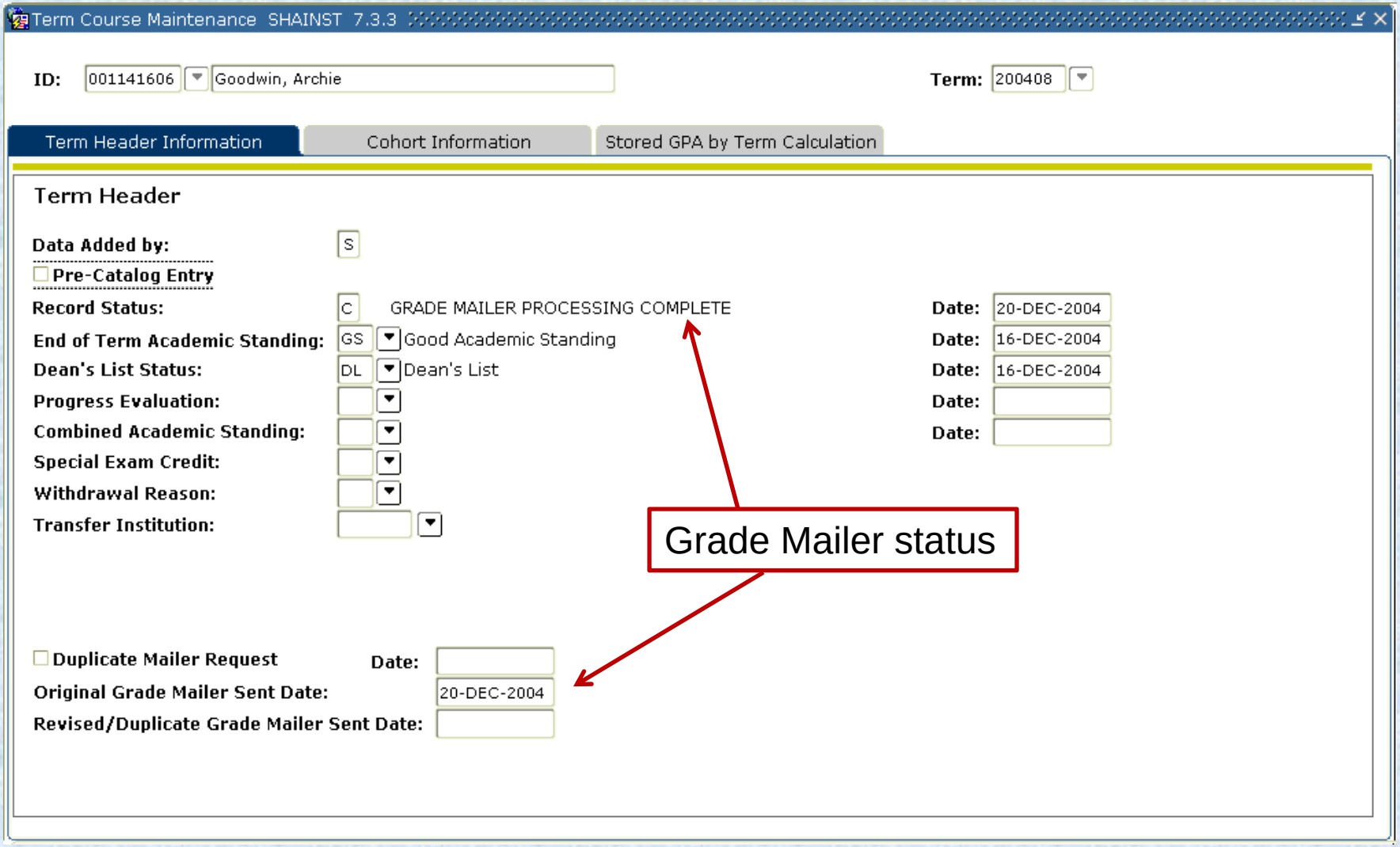
Cumulative 3.00 3.00 12.00 4.00

Major
English

Academic Standing
Graduate Good Standing

Graduate Semester Syste Fall 2007 Overall 3.00 3.00 12.00 4.00

Generate Grade Mailers



Reminder

- General list of processes and procedures required to roll course grades to academic history, calculate GPAs, and update academic requirements based on those grades
- Order of processing may vary by institution

- End of Term Processing I
  - Focus on Baseline processes
- End of Term Processing II
  - Focus on Georgia Enhancements
  - Monday, November 30, 2009

Resource Documents

- Banner Production Support website
  - https://www.usg.edu/banner/
- Academic Georgia Requirements document
  - https://www.usg.edu/banner/7x/docpdf/2008/gamods/userdocs/gamods7_13academic_June08.pdf
- Banner Student User Guide

Questions

Participant Poll

Your participation in this session is important to us. Please be sure to fill out the participant poll. Include your name and the names of all participants in the room with you and the institution name.

Additional OIIT Resources and Support

- To create a new or update an existing production down, business interrupting (emergency) support request, call the OIIT Helpdesk immediately
  - 706-583-2001
  - 1-888-875-3697 (toll free in Georgia)
- For anything else, contact the OIIT Helpdesk at
  - http://www.usg.edu/customer_services (self-service support request) or
  - E-mail helpdesk@usg.edu

Note: Self-Service requires login using a user ID and password. Contact the OIIT Helpdesk at helpdesk@usg.edu to obtain self-service login credentials.

Survey

We want to hear your questions, comments, and critiques. Please be sure to fill out the survey following the presentation.