
Transfer Articulation Extraction Process (ZORTRAX) Workbook

**Information Technology Services
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Transfer Articulation Extraction Process (ZORTRAX) Introduction

Purpose

The GATRACS project has been designed to provide Georgia institutions with a transfer articulation portal that will help students throughout the state evaluate what institution they would like to be admitted based on which courses transfer to that institution. In order to accomplish this, the GATRACS team has partnered with Decision Academic to leverage their software interface.

A new process, the Transfer Articulation Extraction Process (ZORTRAX), has been designed to extract data from Banner and feed it to the GATRACS portal, designed by Decision Academic. Decision Academic uses a tilde delimited file format with three separate files in order to transfer this data. This process will extract the data from banner and reformat it in three TXT files which can then be imported into the GATRACS portal.

There are two parts to this workbook:

- Initial Data Load
- Running Updates

Target Audience and Frequency

This workbook is designed for Admissions, Records, and Academic Affairs Personnel who maintain and update both the institutional catalog and the transfer articulation catalog for the various incoming transcripts received at an institution. This process is designed to be run once to collect all data and run again to collect any updates to the system since the last upload.

Section 1: Initial Data Load

The initial data load steps should be followed the very first time the Transfer Articulation Extraction Process (ZORTTRAX) is used to upload either catalog and/or transfer articulation data for a specific transfer institution. Please follow the steps below to make sure all data is included in your initial load. Please keep in mind if you have any campus business practices that would report courses that are not part of your academic offerings, you may need to filter your results using the additional parameter filters.

Initial Data Load Steps

When running the ZORTTRAX process for the first time, include all the courses possible. Be sure to set the following parameters for an optimal output.

1. Enter a 'Y' in the Report Catalog parameter.
2. Enter the current term for the Effective Term parameter.
3. Enter the SBGI code of the transfer institution created in setup into the Transfer Institution parameter.
4. Enter an 'N' in the Changes only parameter.
5. Enter SCBDESC or SCRTEXT in the Course Description Parameter.

The screenshot shows the 'Process Submission Controls' window for GJAPCTL 8.3.0.2. The 'Process' dropdown is set to 'ZORTTRAX'. The 'Parameter Set' dropdown is empty. In the 'Printer Control' section, 'Printer' is set to 'DATABASE' and 'Special Print' is empty. 'Lines' is set to 55 and 'Submit Time' is empty. The 'Parameter Values' section displays a table of parameters and their values:

Number	Parameters	Values
01	Report Catalog	Y
02	Effective Term	201108
03	Subject	
04	Course Number (Low)	
05	Course Number (High)	
06	Level Code	
07	Schedule Type Code	
08	College Code	

Below the table, there is a note: 'LENGTH: 1 TYPE: Character O/R: Required M/S: Single'. A question 'Extract catalog into the Course_Details file? Y or N.' is also present. The 'Submission' section at the bottom includes options for saving the parameter set, naming it, describing it, and choosing 'Hold' or 'Submit'.

Section 2: Running Updates

Any time after the initial data load, you can load updates to either your catalog or the transfer articulation system. If you are loading transfer articulation information for a transfer institution that has not been loaded before, follow the Initial Data Load steps.

Steps for Running Updates

When updating your catalog or transfer articulation data for an institution that has been submitted once before, you only need to include changes. To help with identifying these changes, the ZOATRAX process has a Last Date run parameter that will search for and report appropriate records that have an activity date on or after the date entered.

1. Enter a 'Y' in the Report Catalog parameter.
2. Enter the current term for the Effective Term parameter.
3. Enter the SBGI code of the transfer institution created in setup into the Transfer Institution parameter.
4. Enter a 'Y' in the Changes only parameter.
5. Enter the date the ZORTRAX process was last run in the Last run date parameter.
6. Enter SCBDESC or SCRTEXT in the Course Description Parameter.

The screenshot shows the 'Process Submission Controls GJAPCTL 8.3.0.2' window. At the top, 'Process: ZORTRAX' is selected from a dropdown, and 'Transfer Articulation Extract' is chosen from a list. Below this, the 'Parameter Set:' field is empty. The main area is divided into sections: 'Printer Control' (Printer: DATABASE, Special Print: empty, Lines: 55, Submit Time: empty), 'Parameter Values' (a table mapping parameters to values), and 'Submission' (options to save parameter set, name, description, hold, or submit).

Number	Parameters	Values
01	Report Catalog	Y
02	Effective Term	201108
03	Subject	
04	Course Number (Low)	
05	Course Number (High)	
06	Level Code	
07	Schedule Type Code	
08	College Code	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Extract catalog into the Course_Details file? Y or N.

Submission

Save Parameter Set as Name: _____ Description: _____ Hold Submit

Section 3: Viewing the Output (Optional)

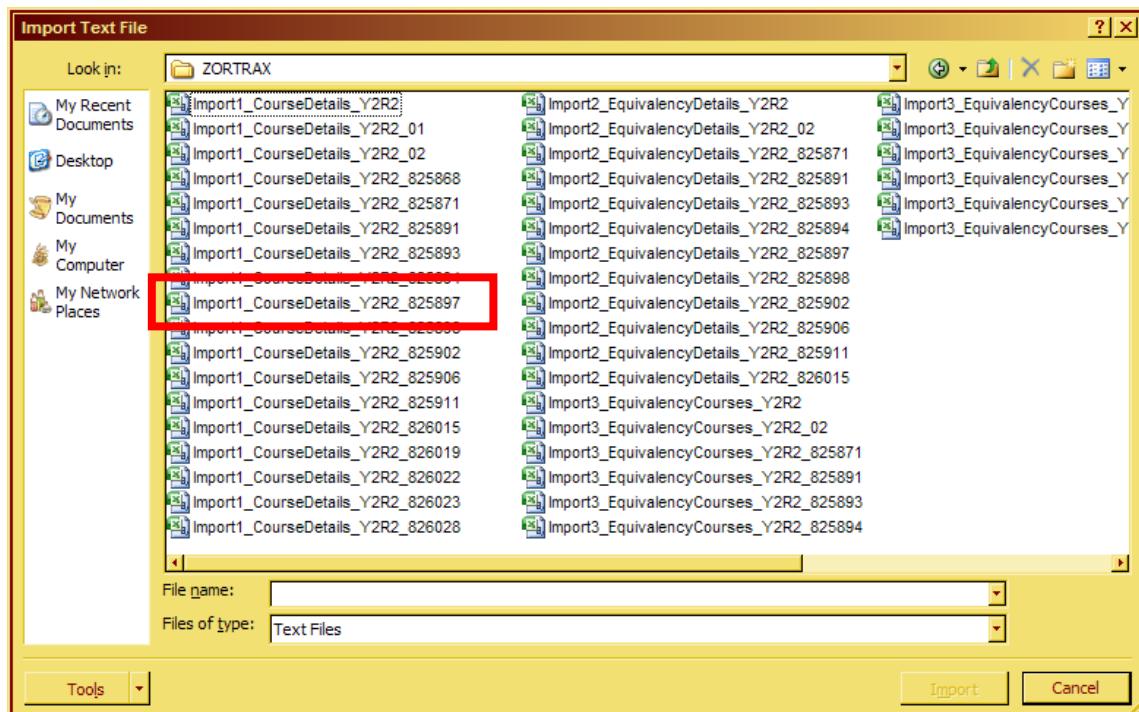
After you have run the ZORTTRAX process, depending on the parameters used, one to three TXT files will be created. In order to view these files, you can import them in Microsoft Excel. When sending the files to be loaded, you will have to send them in their original .TXT format.

Importing files into Microsoft Excel

1. Save or move the TXT files to your local hard drive.
2. Open Microsoft Excel.
3. Click on the Data tab and chose Get External Data from Text.

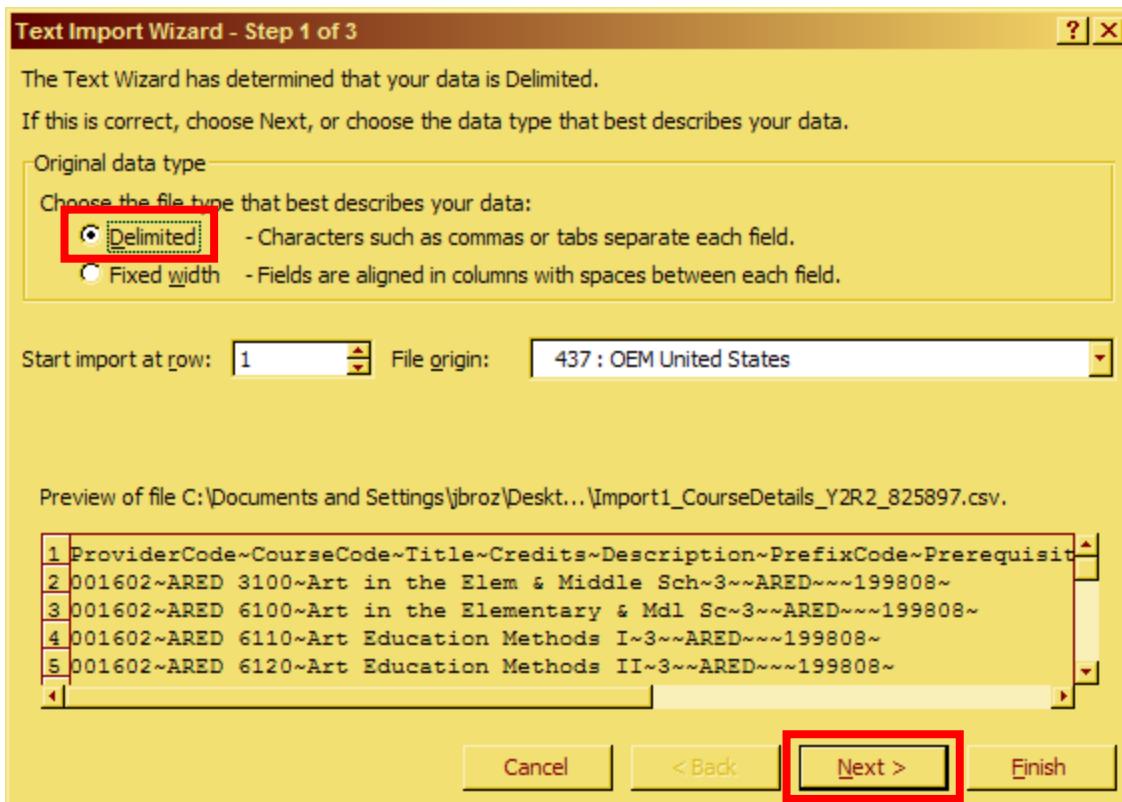


4. Navigate to the TXT files and chose the one you wish to view.

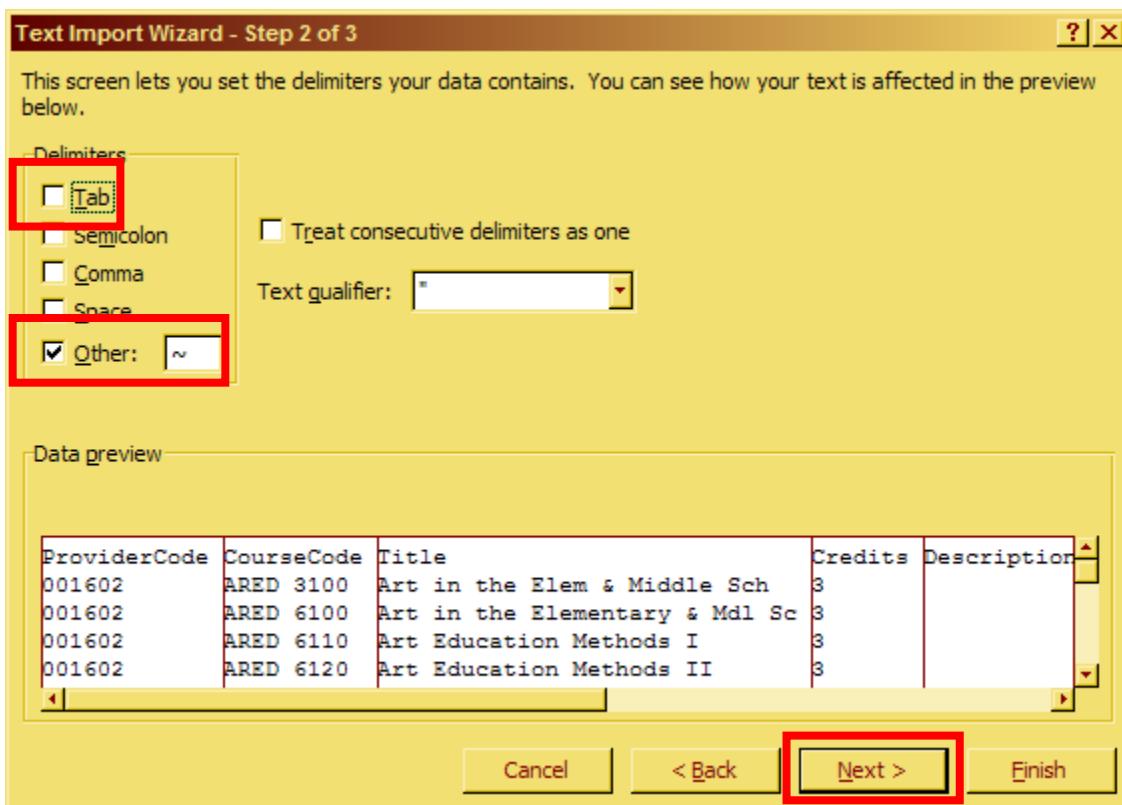


5. Click Import.
6. Choose Delimited and Next on the Text Import Wizard.

Section 3: Viewing the Output

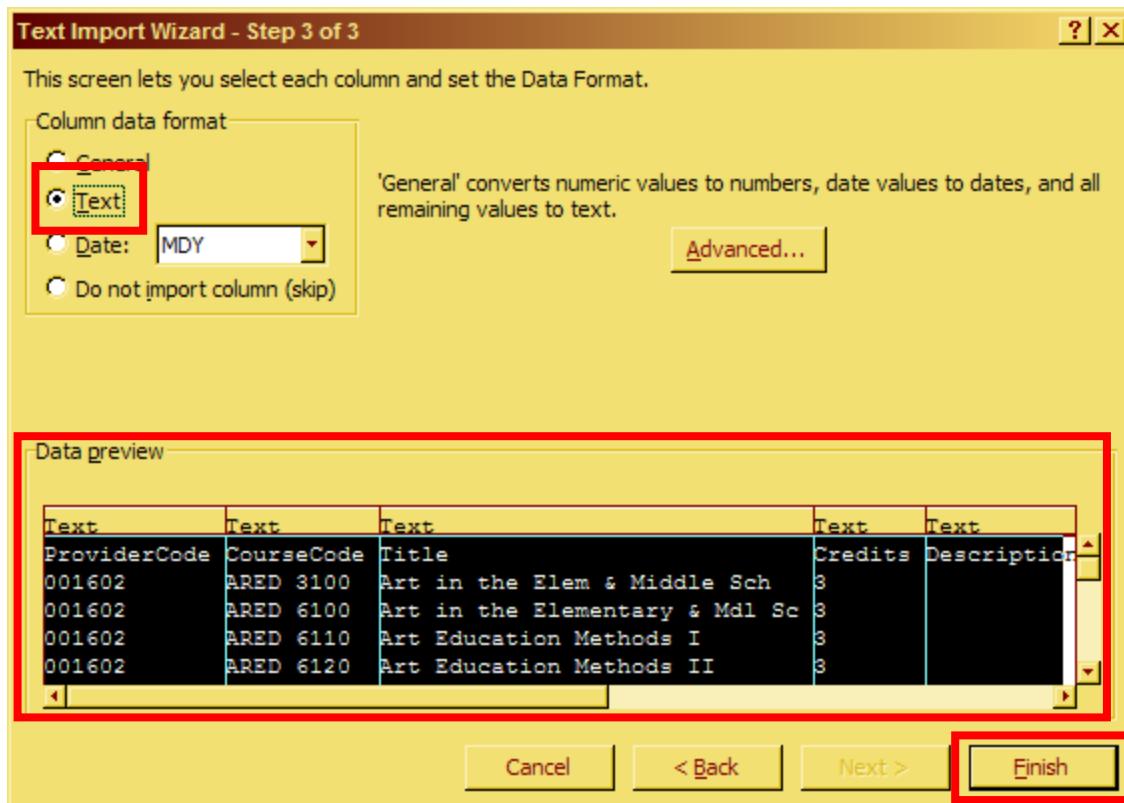


7. Clear the Tab Delimiter, check Other, Place a tilde in the other block, and click next.

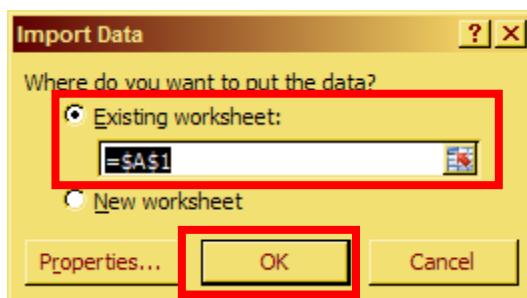


Section 3: Viewing the Output

- Highlight the first column in the Data Preview window, hold down the Shift key, and click the last column in the Data Preview window.



- Select the Text radio button and select Finish.
- A popup box will appear asking you where to place the data. Enter “=\$A\$1” in the Existing worksheet box and click OK.



- All the information in the TXT file should now appear in Excel.

Section 3: Viewing the Output

A	B	C	D	E	F
ProviderCode	CourseCode	Title	Credits	Description	PrefixCode
1	001602	ARED 3100 Art in the Elem & Middle Sch	3		ARED
2	001602	ARED 6100 Art in the Elementary & Mdl Sc	3		ARED
3	001602	ARED 6110 Art Education Methods I	3		ARED
4	001602	ARED 6120 Art Education Methods II	3		ARED
5	001602	ARED 6150 Teach Multiculture thru Art	3		ARED
6	001602	ART 101 Basic Design Clr	5		ART
7	001602	ART 103 Introduction to Art	5		ART
8	001602	ART 204 Black and White Design	4		ART
9	001602	ART 205 Color Design	4 to 5		ART
10	001602	ART 206 Three-Dimensional Design	4		ART
11	001602	ART 207 Drawing I	5		ART
12	001602	ART 210 Art History Survey I	3 to 5		ART
13	001602	ART 211 Art History Survey II	3 to 5		ART
14	001602	ART 291 Honors Seminar	2		ART
15	001602	ART 292 Honors Seminar	2		ART
16	001602	ART 307 Drawing II	5		ART
17	001602	ART 314 Art In Element/Middle School	5		ART
18	001602	ART 315 Art Ed Methods-Element School	5		ART
19	001602	ART 316 Art Ed Meth-Middle/High Schoo	5		ART
20	001602	ART 320 Printmaking-Intaglio	5		ART
21	001602	ART 321 Printmaking-Lithography	5		ART
22	001602	ART 322 Commercial Design	5		ART
23	001602	ART 323 Printmaking-Silkscreen	5		ART
24	001602	ART 340 Painting I	5		ART
25	001602	ART 341 Watercolor Painting	5		ART
26	001602	ART 348 Amer Art	5		ART
27	001602	ART 350 Women in the Arts	5		ART
28	001602	ART 351 The Modern World	5		ART
29	001602	ART 352 American Art	5		ART
30	001602	ART 360 Weaving I	5		ART
31	001602	ART 361 Weaving II	5		ART
32	001602	ART 363 Basketry	5		ART
33	001602	ART 380 Sculpture	5		ART
34	001602	ART 384 Jewelry	5		ART
35	001602	ART 386 Ceramics I	5		ART
36	001602	ART 387 Ceramics II	5		ART
37	001602	ART 39A Special Topics	1		ART