



# **Banner Components for INGRESS**

## **Georgia Enhanced Banner Student and Financial Aid Systems User Documentation**

Version 8.34.1

Information Technology Services

May 2014

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## Table of Contents

Using the Banner Components for INGRESS .....	1
Introduction to the Banner Components for INGRESS .....	1
Purpose .....	1
Target Audience .....	1
Purpose and Scope of Document .....	1
Graphics .....	1
Support .....	2
INGRESS Process Flow .....	3
Description .....	3
Overview .....	4
Implementing the <i>Banner Components of INGRESS</i> .....	6
I. <i>Setting Up Rules and Codes</i> .....	6
Overview .....	6
II. <i>Defining Sections, Persons, and Memberships to INGRESS</i> .....	15
Overview .....	15
Frequency .....	15
Execute ZSRGDIS .....	15
Parameters for ZSRGDIS .....	16
ZSRGDIS Processing Notes .....	16
Sample Files .....	17
INGRESS Processing .....	17
III. <i>Loading Attendance Verification data</i> .....	19
Overview .....	19
Frequency .....	19
Parameters for ZSRIAVR .....	20
Sample Files .....	20
Parameters for ZHRNOSH .....	23
IV. <i>Loading Grade Data</i> .....	26
Overview .....	26
Frequency .....	26
Parameters for ZSRIGRD .....	27
Sample File .....	27
V. <i>Clearing Log Table entries</i> .....	29
Overview .....	29
Frequency .....	29
Parameters for ZSRCLRL .....	29
Sample File .....	29
Appendix A: Document History .....	1
Appendix B: Process Flow .....	1
Appendix C: Common Processing Messages .....	1

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## Using the Banner Components for INGRESS

### Introduction to the Banner Components for INGRESS

#### Purpose

The Intra-Georgia Registration Sharing System (INGRESS) is a multi-institutional registration tool developed by the University System of Georgia. It allows USG institutions offering collaborative online courses to leverage the Banner system for registration, while distributing available seats in shared course sections across multiple institutions sharing those course sections. It also provides the ability for participating institutions to define course sections and enrollment to the USG collaborative Learning Management System (LMS).

Transmission of data between each institution's Banner system and the INGRESS tool is necessary to achieve accurate balancing of available seats and creation of LMS data. The Banner INGRESS components have been developed in order to extract enrollment data from Banner and make it available to the INGRESS tool, and to transfer data from INGRESS back to Banner. Components have also been developed to allow attendance verification and grade data collected through the INGRESS tool to be transferred to each institution's Banner system.

#### Target Audience

This document is used by the functional user that will be setting up and coordinating the exchange of data between Banner and INGRESS.

#### Purpose and Scope of Document

This document describes the Banner components developed to facilitate integration with the INGRESS tool.

This chapter includes the following topics:

- Setting up Rules and Codes
- Defining Sections, Persons, and Memberships to INGRESS
- Loading Attendance Verification Data
- Loading Grade Data
- Clearing Log Table Entries

#### Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.



Steps for recovery or support.



For additional information, see references.



Exercise caution.



## Support

Warning: an error here is critical.

For an URGENT BUSINESS IMPACT issue, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For a NON-URGENT issue, contact the ITS Helpdesk via (1) the Self-Service Support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (User ID and password required. Contact ITS Helpdesk to obtain login credentials.) or (2) Email [helpdesk@usg.edu](mailto:helpdesk@usg.edu). For ITS product and service status updates, go to: <http://status.usg.edu/>. Additional information is available at the ITS Service Level Guidelines and Maintenance Schedule: [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines/](http://www.usg.edu/customer_services/service_level_guidelines/).

## INGRESS Process Flow

**Description** The Banner components for INGRESS are used in conjunction with each other to extract data from Banner and make it available to INGRESS, and to transfer data from INGRESS back to Banner. Most day-to-day processes will be executed automatically at timed intervals and do not require manual intervention, but manual execution of some processes is required.

Students will register for collaborative online courses by utilizing the normal registration processes within Banner at their home institutions. Identification of students who are eligible to register for these courses is handled individually at the institutions. All registration activities, including drops and withdrawals, will take place within Banner. The institution will run a data extraction process to make course section, student, and instructor data available to INGRESS for automatic processing.

Enrollment counts for shared course sections will be processed by the INGRESS tool at regular intervals throughout the day. INGRESS will calculate the total available seats in a shared course section and allocate equal numbers of those available seats to each of the participating institutions. Available seat counts will be updated in Banner after they are calculated by INGRESS.

Student and instructor data for shared course sections will be processed by the INGRESS tool at regular intervals throughout the day. INGRESS will utilize this data to create class rosters in INGRESS.

INGRESS will utilize the course section, student, and instructor data to create xml data files once per day. These files are uploaded into the USG collaborative LMS and used to create or update course sections and enrollments.

Attendance verification is recorded through the INGRESS Faculty Console by faculty members instructing the collaborative online courses. The attendance verification data are made available automatically to each student's home institution. The institutions will load these data into Banner to update the student registration records.

Grades are entered through the INGRESS Faculty Console by faculty members for the collaborative online course sections they are teaching. These grades are made available automatically to each student's home institution. The institutions will load these data into Banner to update the student registration records.

This document details the set up of Banner to allow data to be successfully shared between Banner and INGRESS.

**Overview**

Complete the following steps to set up Banner to allow data to be successfully shared between Banner and INGRESS.

<b>I. Setting Up Rules and Codes</b>		
1.	Set up term codes and part of term codes	SOATERM
2.	Translate term codes	SOAXREF
3.	Establish enrollment status codes	SFAESTS
4.	Establish registration status codes	STVRSTS SFARSTS
5.	Establish the integration configuration settings	GORICCR
6.	Create an integration partner system code	GTVINTP
7.	Create integration partner system rules	GORINTG
8.	Create a cross reference label	STVXLBL
9.	Translate the integration partner codes	SOAXREF
10.	Build grade codes	SHAGRDE
11.	Register/drop/withdraw students from course sections	SFAREGS Self Service



<b>II. Defining sections, Persons, and Memberships to INGRESS</b>		
1.	Execute ZSRGDIS	ZSRGDIS
2.	INGRESS Processing	



<b>III. Loading Attendance Verification Data</b>		
1.	Faculty enters attendance verification data through INGRESS	
2.	Execute ZSRIAVR	ZSRIAVR
3.	Execute ZHRNOSH	ZHRNOSH





<b>IV. Loading Grade Data</b>	
1.	Faculty enters grade data through INGRESS
2.	Execute ZSRIGRD <span style="float: right;">ZSRIGRD</span>



<b>V. Clearing Log Table Entries</b>	
1.	Execute ZSRCLRL <span style="float: right;">ZSRCLRL</span>

## Implementing the *Banner Components of INGRESS*

### I. Setting Up Rules and Codes

#### Overview

Institutions need to set up codes and rules in Banner before extracting data to load into INGRESS. The extraction process will select data for submission to INGRESS based on the codes and rules established in this section.

#### 1. Set up term and part of term codes for the reporting term

Set up term codes on the Term Control form (SOATERM).

Define the part of term code(s) for the reporting term on the Part of Term and Web Registration Controls block. No special part of term value is required to be defined for use with INGRESS.

Part of Term	Description	Start Date	End Date	Number of Weeks	Census One Date	Census Two Date	Incomplete Extension Date	Section Override	Faculty Web Midterm Grades	Faculty Web Final Grades	Faculty Web Wait List
1	Full Term	05-AUG-2012	16-DEC-2012	16	10-OCT-2012	10-DEC-2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*\*\* Dates and codes shown here are for example only and are not an indicator of the codes and dates your institution utilizes.

**2. Translate term codes**

Translate the Banner term code for the reporting term to its equivalent Regents term code value on the EDI Cross Reference Rules form (SOAXREF) using Cross-Reference Label value "RGTTERM". The "Banner Value" is the value the institution uses in Banner; the "Electronic Value" is the Regents Term Code equivalent.

The screenshot shows the 'EDI Cross-Reference Rules' window for label 'RGTTERM'. The table below represents the data visible in the application.

Electronic Label	Electronic Qualifier	Electronic Value	EDI	Web	XML	Banner Value	Description
RGTTERM		20091	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200805	Summer 2008
RGTTERM		20092	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200808	Fall 2008
RGTTERM		20094	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200902	Spring 2009
RGTTERM		20101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200905	Summer 2009
RGTTERM		20102	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200908	Fall 2009
RGTTERM		20104	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201002	Spring 2010
RGTTERM		20111	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201005	Summer 2010
RGTTERM		20112	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201008	Fall 2010
RGTTERM		20114	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201102	Spring 2011
RGTTERM		20121	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201105	Summer 2011
RGTTERM		20122	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201108	Fall 2011
RGTTERM		20124	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201202	Spring 2012
RGTTERM		20131	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201205	Summer 2012
RGTTERM		20132	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201208	Fall 2012
RGTTERM		20134	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201302	Spring 2013
RGTTERM		20141	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201305	Summer 2013
RGTTERM		20142	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201308	Fall 2013
RGTTERM		20144	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	201402	Spring 2014

**2. Translate term codes continued**

Electronic Label	Electronic Qualifier	Electronic Value	EDI	Web	XML	Banner Value	Description
INGTERM		20142	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201308	Fall 2013
INGTERM		20144	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201402	Spring 2014
INGTERM		20151	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201405	Summer 2014
INGTERM		20154	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	201402	Spring 2015
INGTERM		20152	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201408	Fall 2014

Translate the Banner term code to its equivalent INGRESS Common Term Code value on the EDI Cross Reference Rules form (SOAXREF) using Cross-Reference Label value “INGTERM” (will require you to access the STVXLBL table to add the new label ‘INGTERM’). The “Banner Value” is the value the institution uses in Banner; the “Electronic Value” is the INGRESS Common Term Code equivalent.

\*\*\* Term codes and settings shown here are for example only and are not an indicator of the codes and settings your institution utilizes.

**3. Establish enrollment status codes**

Define enrollment status rules in the Enrollment Status Control Form (SFAESTS), if needed. No special enrollment status codes have been established for integration with INGRESS.

Status	Description	Start Date	End Date
AW	Administrative Withdrawal	15-AUG-2012	15-DEC-2012
EL	Eligible to Register	10-MAY-2012	15-DEC-2012
WS	Withdraw Student-W	15-AUG-2012	15-DEC-2012

\*\*\* ESTS codes and dates shown here are for example only and are not an indicator of the codes and dates your institution utilizes.

**4. Establish registration status codes**

Define registration status codes on the Course Registration Status Code Validation form (STVRSTS), if needed. No special registration status codes have been established for integration with INGRESS. Be sure that values for the Status Type field have been defined for all codes.

Status Code	Description	Auto Grade	Print on Schedule	Status Type	Web Indicator	Extension Indicator	System Required	Activity Date
HW	Hardship Withdrawal	W	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
LH	LS Hardship Withdrawal	W*	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
MW	Military Withdrawal	MW	<input checked="" type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
NP	WD Paymnt Pln/Fis Afrs - W	W	<input checked="" type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
NQ	WD Paymnt Pln/Fis Afrs - W*	W*	<input checked="" type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
PP	Do not use		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04-MAY-2000
RE	**Registered**		<input checked="" type="checkbox"/>	Registered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08-JUN-2006
RG	Register - GOML		<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-SEP-2009
RS	Reinstated Student		<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-MAR-2005
RW	**Web Registered**		<input checked="" type="checkbox"/>	Registered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22-AUG-2006
WA	WD Before Mid-Term - W*	W*	<input checked="" type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
WB	WD After Mid-Term - WF*	WF*	<input checked="" type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
WC	WD All Before MT- W*	W*	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
WD	WD All After MT - WF*	WF*	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
WE	WD Before Mid-Term - W	W	<input checked="" type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
WF	WD After Mid-Term - WF	WF	<input checked="" type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
WL	Wait List		<input type="checkbox"/>	Withdrawn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-FEB-2007
WS	WD All Courses Before - W	W	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
WT	WD All Courses After - WF	WF	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
WW	**Web Withdrawal**	W	<input checked="" type="checkbox"/>	Withdrawn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-FEB-2007
XR	Cancel Registration		<input type="checkbox"/>	Dropped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-1997

\*\*\* RSTS codes and settings shown here are for example only and are not an indicator of the codes and settings your institution utilizes.

Define course registration rules in the Course Registration Status Form (SFARSTS). Define codes for each relevant part of term. No special part of term codes or registration status codes have been established for integration with INGRESS.

Status	Description	Affected By Student Status	Start Date	End Date	Voice Response Indicator
DC	Drop Course -The longest title	<input type="checkbox"/>	05-MAY-2012	15-DEC-2012	<input type="checkbox"/>
DD	Drop/Delete	<input type="checkbox"/>	05-MAY-2012	15-DEC-2012	<input type="checkbox"/>
DW	Web Drop	<input type="checkbox"/>	05-MAY-2012	15-AUG-2012	<input type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	05-MAY-2012	15-DEC-2012	<input checked="" type="checkbox"/>
RW	**Web Registered**	<input type="checkbox"/>	05-MAY-2012	15-DEC-2012	<input type="checkbox"/>
WC	WD Course-W	<input type="checkbox"/>	05-AUG-2012	15-DEC-2012	<input type="checkbox"/>

\*\*\* RSTS codes and dates shown here are for example only and are not an indicator of the codes or values your institution utilizes.

**5. Establish the integration configuration settings**

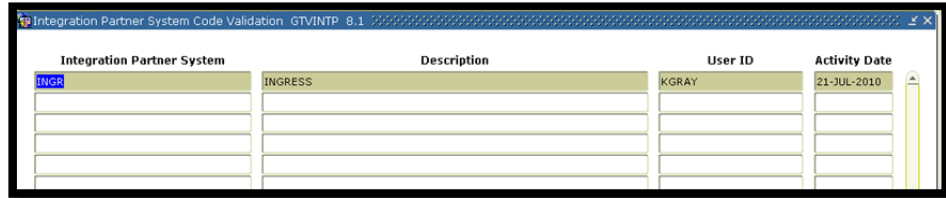
The Integration Configuration Settings form (GORICCR) establishes the rules for integration. The process of 'ELEARNING' is required with the following settings:

- **ACTIVE\_TERM:** The current processing term(s) must be set up as an active term.

- **ICEMAIL:** The email type identifying which email address will be extracted for each person. If multiple email types are defined, the sequence field can be used to establish priority. If the same E-mail Type on the SPAIDEN form, EMAIL tab, or on the GOAEMAL form is used multiple times, the email address identified with the "Preferred" flag will be extracted. If this rule is not established, all persons to be extracted to report to INGRESS must have the "Preferred" flag set on one email address on the SPAIDEN form, EMAIL tab, or on form GOAEMAL.

**6. Create an integration partner system code**

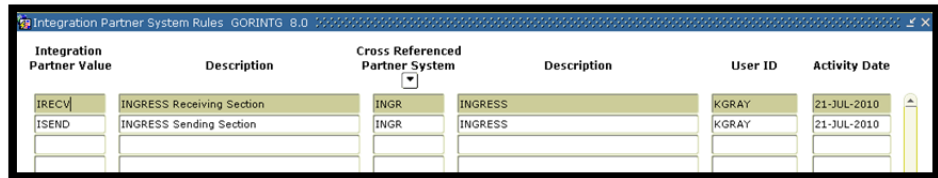
Create a new integration partner system code in the Integration Partner System Code Validation form (GTVINTP). Use the 'INGR' code with a description of 'INGRESS'.



**7. Create integration partner system rules**

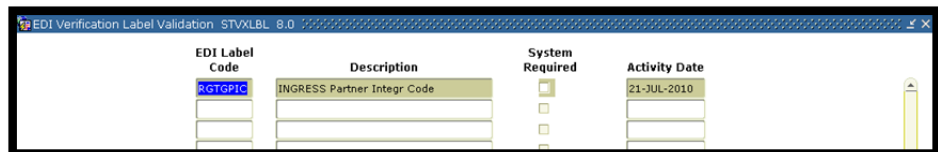
Each course section that will share information through INGRESS will be assigned an Integration Partner Value that will indicate whether the section is a sending or a receiving section of the shared course.

Create integration partner rules on the Integration Partner System Rules form (GORINTG). The following Integration Partner codes are suggested: 'ISEND' with a description of 'INGRESS Sending Section'; and 'IRECV' with a description of 'INGRESS Receiving Section'. Institutional values can be substituted, and multiple values can be used if desired. The corresponding Cross Referenced Partner System will be set to 'INGR' for all codes.



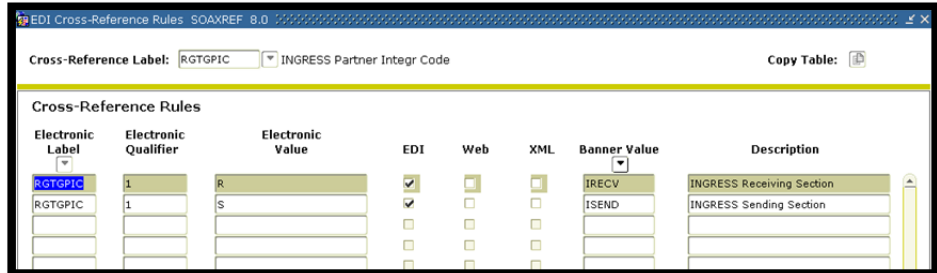
**8. Create a cross reference label**

Create a cross reference label in the EDI Verification Label Validation form (STVXLBL). Use the code 'RGTGPIC' and the description 'INGRESS Partner Integr Code'.



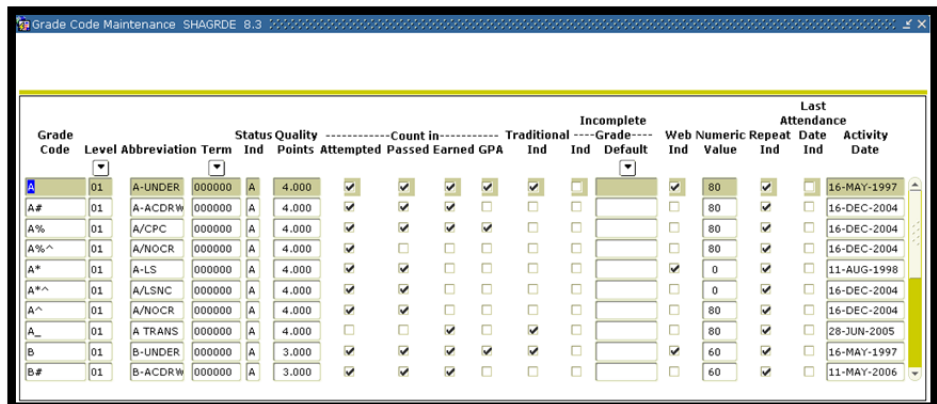
**9. Translate the integration partner codes**

Each Integration Partner Code must be translated on the EDI Cross-Reference Rules form (SOAXREF). The translation will allow INGRESS to identify whether each code indicates a sending or a receiving section. Translate the code(s) for sending sections to the Electronic Value 'S', and the code(s) for receiving sections to the Electronic Value 'R'.



**10. Build grade codes**

Build the grade codes in the Grade Code Maintenance form (SHAGRDE), if needed. No special grade codes have been established to be utilized for INGRESS.



\*\*\* Grade codes and settings shown here are for example only and are not an indicator of the codes and settings your institution utilizes.



**11. Define sections, assign integration partner codes, and define reserved seats**

On the Schedule form (SSASECT) assign an integration partner code to all collaborative online course sections that should be processed by INGRESS. This code will indicate that the section will be shared with other institutions, as well as indicate whether the section is a sending or a receiving section of the shared class.

The screenshot shows the 'Schedule SSASECT 8.6.3.1' window. The top bar includes fields for Term (201208), CRN (10001), Subject (INGR), Course (1234), and Title (INGRESS Test Course 1234). The 'Section Preferences' tab is active, displaying various settings for the course section. Key fields include:
 

- Subject: INGR, INGRESS
- Course Number: 1234, Title: INGRESS Test Course 1234
- Section: 01
- Campus: A, Main Campus
- Status: A, Active
- Schedule Type: 2, Distance Instruction
- Instructional Method: F, Fully at a distance
- Integration Partner: ISEND, INGRESS Sending Section
- Grade Mode, Session, and Special Approval: (empty)
- Duration: 1, 05-AUG-2012 to 15-DEC-2012
- Registration Dates, Start Dates, and Maximum Extensions: (empty)
- Prerequisite Check Method: Basic or None (selected)
- CEU Indicator: (empty)
- Credit Hours: 3.000
- Billing Hours: 3.000
- Contact Hours: 3.000
- Lecture: 3.000
- Lab and Other: (empty)
- Link Identifier: (empty)
- Attendance Method: (empty)
- Weekly Contact Hours: (empty)
- Daily Contact Hours: (empty)
- Print, Gradable, Long Title, Voice Response and Self-Service Available, Tuition and Fee Waiver, Comments, and Syllabus: (checkboxes)

Only the sending section will provide the initial maximum enrollment count for the shared class. Also, only the sending section has the option to use the reserved seat functionality for INGRESS. The value extracted from the "Projected" field in the SSASECT form enables the institution to either maintain a number of seats for their students or to offer a section to other collaborating institutions while not providing seats for their own students. If the sending institution desires not to provide seats for their students, value '999' must be used in the "Projected" field.

Example of reserving seats:

The screenshot shows the 'Schedule SSASECT 8.6.3.1' window with the 'Section Enrollment Information' tab active. The 'Reserved Seats' sub-tab is selected, displaying enrollment details for the course. Key fields include:
 

- Term: 201405, CRN: 84900, Subject: ENGL, Course: 1102, Title: English Composition II
- Enrollment Details:
  - Maximum: 30, Waitlist Maximum: 0, Projected: 15 (indicated by a red arrow)
  - Actual: 0, Waitlist Actual: 0, Prior: 0
  - Remaining: 0, Waitlist Remaining: 0
  - Generated Credit Hours: 0.000
- Census One: Enrollment Count: 0, Freeze Date: 25-JUN-2014
- Census Two: Enrollment Count: 0, Freeze Date: (empty)
- Reserved checkbox: (unchecked)

Example of not providing seats for their own students:

Screenshot of Banner Enrollment Information for course ENGL 1102. The 'Projected' field is set to 999, which is highlighted with a red arrow. Other fields include Maximum (30), Actual (0), Remaining (0), Waitlist Maximum (0), Waitlist Actual (0), Waitlist Remaining (0), Prior (0), and Generated Credit Hours (.000). The 'Reserved' checkbox is checked. Below the enrollment details are sections for 'Census One' and 'Census Two' with enrollment counts and freeze dates.

**Warning**



**IMPORTANT:** If your institution rolls its terms (schedule), the baseline process (SSRROLL) rolls the Projected value to the future term. It is critical for the INGRESS participating institutions to actively and routinely validate the value in the Projected field for accuracy prior to extracting data for INGRESS.

**12. Register/drop/withdraw students in course sections**

Students register/drop through Self Service Banner for all course sections that are part of the collaborative online programs just as they would for any other course section. Students can also be administratively registered, dropped, or withdrawn for course sections through the Student Course Registration form (SFAREGS).

## **II. Defining Sections, Persons, and Memberships to INGRESS**

### **Overview**

The INGRESS Data Extract process (ZSRGDIS) extracts data for shared course sections and makes it accessible for processing by INGRESS. Basic course data, along with information for assigned instructors and enrolled students, are extracted from Banner and stored in the INGRESS intermediate tables housed within the institution's Banner database. These data are used by INGRESS to perform seat balancing functions among multiple institutions sharing the course sections, as well as to define courses, sections, instructors, students, and memberships in the USG collaborative LMS. After INGRESS performs seat balancing functions, the section enrollment data (viewable from the Schedule form (SSASECT), Enrollment Details block) is automatically updated with the calculated maximum and available seats for each section.

### **Frequency**

The ZSRGDIS process should be run to extract course section data whenever new sections are defined and assigned an INGRESS integration partner code, when information for a previously defined section is changed, or when a course section is inactivated or reactivated. It can also be run any number of times during the day for the purpose of updating class rosters in INGRESS. It is *not* necessary to run ZSRGDIS to pick up changes in enrollment counts.

The ZSRGDIS process should be run to pull updated course section, person, and membership data once a day just prior to the daily automated pull of data to be loaded into the USG collaborative LMS.

The process can be run multiple times per day as needed.

### **Execute ZSRGDIS**

The INGRESS Data Extract process is executed from Job Submission (GJAPCTL). The process selects course sections in Banner that have been flagged as sections for which INGRESS should perform seat balancing calculations. If specified, the process will also extract information for assigned instructors and enrolled students. All instructors assigned to these sections and all students with enrollment activity in these sections will be processed by the ZSRGDIS process. A population selection can be used to limit the persons processed; however, it must be used every time the process is run.

The process will create a .lis, .log, and PDF file. The .lis and PDF files will contain success and error messages related to those records being extracted from Banner. The .log file will contain general processing messages and may include error messages not specifically related to a particular data record.

### Parameters for ZSRGDIS

No	Name	Required	Description/Instructions	Default Values
01	Application Code	No	Application Code of the Population Selection	
02	Selection ID	No	ID of the Population Selection	
03	Creator ID	No	ID of the Creator of the Population Selection Rules	
04	User ID	No	ID of the User who selected the Population	
05	Term	Yes	Term for processing. Must be valid on SOATERM	
06	Extract Persons/Memberships	Yes	Y=Yes; N=No	Y
07	Update Person Record	Yes	Update person record data in LMS	N

### ZSRGDIS Processing Notes

Course sections can be inactivated by one of two methods:

1. Set the Status field on the Schedule form (SSASECT) to a value indicating that the section is inactive. This will require the removal of enrollments, instructors, and meeting times prior to inactivating the section. Note that the Status code must be defined on the Section Status Code Validation form (STVSSTS) as Inactive ("Active" field must NOT be checked).

OR

2. Remove the integration partner code value on the Schedule form (SSASECT). This will remove the section from processing through INGRESS and will cause the section and enrollments to be inactivated within INGRESS; however, the section will still be active within the institution's Banner system. The section can be reactivated for INGRESS processing by reinstating the value of the Integration Partner field.

INGRESS automatically processes person data changes for the INGRESS class rosters; however, these changes are not automatically passed on to update person data in the LMS. Parameter 07, "Update Person Record", is used to indicate whether these changes should be sent to the LMS. Changes include name changes, email changes, and third party ID (LMS login id) changes.

## Sample Files

### Sample zsrgridis\_{nnnnnn}.lis

```
05-05-2014 15:17:27                                PAGE: 1
Run No. 839824                                INGRESS Extract Process                ZSRGDIS 8.34.1

Section Data Errors

Person Record Errors

-----

05-05-2014 15:17:27                                PAGE: 2
Run No. 839824                                INGRESS Extract Process                ZSRGDIS 8.34.1

          * * * CONTROL REPORT * * *

Parameter Description                                Parameter Value(s)

Application
Selection
Creator
User ID
Term Code                                201405
Extract Persons/Memberships                Y
Update Person Record                        Y

Number of active sections inserted:           0
Number of active sections updated:           15
Number of active memberships inserted:        0
Number of active memberships updated:         39
Number of active persons inserted:           0
Number of active persons updated:            17

ZSRGDIS 8.34.1 completed successfully
29 lines written to /home/banjob/zsrgridis 839824.lis
```

### Sample zsrgridis\_{nnnnnn}.log

```
Username: Connected.

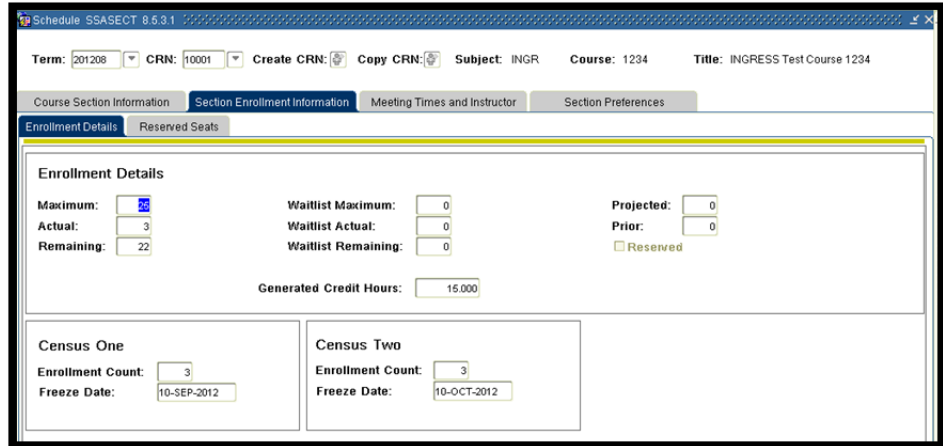
Run Sequence Number.....:
Connected.
Connected.
```

## INGRESS Processing

The data extracted by the ZSRGDIS process are used by INGRESS to perform seat balancing functions among multiple institutions sharing the course section, as well as to define courses, sections, instructors, students, and memberships in both INGRESS and the USG collaborative LMS.

INGRESS will run seat balancing processes automatically at timed intervals throughout the day. Calculations are based on the maximum seats for the shared section (as defined by the sending institution), reserved seats (optional - as defined by the sending institution), the number of filled seats, and the number of institutions sharing the section. After INGRESS performs seat balancing functions, the section enrollment data (viewable from the SSASECT form, Enrollment Details block) are automatically updated with the calculated maximum and

available seats for each section.



The screenshot displays the Banner SSASECT 8.5.3.1 interface. At the top, it shows the Term (201208), CRN (10001), Subject (INGR), Course (1234), and Title (INGRESS Test Course 1234). Below this, there are tabs for Course Section Information, Section Enrollment Information (selected), Meeting Times and Instructor, and Section Preferences. The Section Enrollment Information tab is active, showing Enrollment Details and Reserved Seats. The Enrollment Details section includes fields for Maximum (20), Actual (3), Remaining (22), Waitlist Maximum (0), Waitlist Actual (0), Waitlist Remaining (0), Projected (0), and Prior (0). There is also a checkbox for Reserved and a field for Generated Credit Hours (15.000). Below this, there are two census sections: Census One with an Enrollment Count of 3 and a Freeze Date of 10-SEP-2012, and Census Two with an Enrollment Count of 3 and a Freeze Date of 10-OCT-2012.

INGRESS will automatically pull and process person and membership information at timed intervals throughout the day to build class rosters in INGRESS. Once per day these data are pulled and used to create XML data files for consumption by the LMS. Institutions should run the ZSRGDIS process at least once each day prior to the daily LMS data pull. If updates to class rosters in INGRESS are desired more often, ZSRGDIS can be run multiple times per day. The default value of 'Y' should be indicated for the "Extract Persons/Memberships" parameter.



More information on the INGRESS tool can be found at the INGRESS Commons:

[https://sharepoint.bor.usg.edu/team\\_sites/ingress/SitePages/Home.aspx](https://sharepoint.bor.usg.edu/team_sites/ingress/SitePages/Home.aspx)

### III. Loading Attendance Verification data

#### Overview

Attendance verification data for collaborative online program course sections will be collected through the INGRESS tool and made available to participating institutions. Processing of these data in Banner is a two-step process consisting of the ZSRIAVR process and the ZHRNOSH process.

#### Frequency

The ZSRIAVR and ZHRNOSH processes may be run at any time during the term as frequently as needed. However, it is recommended that the processes are executed following the attendance verification deadline set by the institution. Each time the process is run only the data that has not yet been processed will be loaded.

#### 1. Faculty Enter Attendance Verification Data through INGRESS

Faculty members will enter attendance verification information through the INGRESS Faculty Console for the courses they are instructing for the term. Attendance verification will be entered *once per term* for each course enrollment. Once data entry is complete and attendance verification is submitted for a particular course section, that data is stored in an INGRESS data table. At timed intervals, INGRESS copies these data to an INGRESS intermediate table, ZSRAVER, at each institution sharing the course section. It is stored here until the institution executes the ZSRIAVR process.



More information on the INGRESS tool can be found at the INGRESS Commons:

[https://sharepoint.bor.usg.edu/team\\_sites/ingress/SitePages/Home.aspx](https://sharepoint.bor.usg.edu/team_sites/ingress/SitePages/Home.aspx)

#### 2. Execute the ZSRIAVR Process

The INGRESS Attendance Verification Load process (ZSRIAVR) is used to load attendance verification information into Banner for course sections that are processed by INGRESS. The process reads data that has been stored in the ZSRAVER intermediate table and loads the data into the attendance verification section temporary table (ZTRNOSS) and attendance verification temporary table (ZTRNOSH). All sections are verified since data will only be pushed from INGRESS after an instructor has indicated that all data entry is complete for a particular section. Only data for absent students will be loaded.

The ZSRIAVR process is executed from Job Submission (GJAPCTL). The process will create a .lis, .log, and PDF file. The .lis and PDF files will contain record counts and success and error messages related to those records being loaded into Banner. The .log file will contain general processing messages and may include error messages not specifically related to a particular data record.

**Parameters for ZSRIAVR**

No	Name	Required	Description/Instructions	Default Values
01	Term	Yes	Term for processing. Must be valid on SOATERM	

**Sample Files**

**Sample zsriavr\_{nnnnnn}.lis**

```

11-APR-2014 10:19:36 INGRESS Attendance Verification Load PAGE 1
ZSRIAVR
ID PIDM Name PTRM CRN Course Section Attendance Message
000026409 26409 Danger, Carlos 1 84904 MATH 1101 Q A Record loaded.
000026431 26431 Popeye, Sailor 1 84894 MATH 1101 3 P Student attending - record not loaded.
000026431 26431 Popeye, Sailor 1 84904 MATH 1101 Q P Student attending - record not loaded.
000026435 26435 Jensen, Lori 1 84894 MATH 1101 3 P Student attending - record not loaded.
000026435 26435 Jensen, Lori 1 84904 MATH 1101 Q P Student attending - record not loaded.
000026436 26436 Jensen, Heather 1 84904 MATH 1101 Q P Student attending - record not loaded.
000026466 26466 Jensen, Michael 1 84892 MATH 1101 2 P Student attending - record not loaded.
000026466 26466 Jensen, Michael 1 84894 MATH 1101 3 P Student attending - record not loaded.
000026471 26471 Jensen, Loraine 2 84892 MATH 1101 2 A Part-of-term mismatch - record not loa
ded.
000026471 26471 Jensen, Loraine 1 84904 MATH 1101 Q A Record loaded.
000026508 26508 Jensen, Raven 1 84892 MATH 1101 2 A Record loaded.
000026508 26508 Jensen, Raven 1 84904 MATH 1101 Q P Student attending - record not loaded.
000026616 26616 Jensen, Leslie 1 84892 MATH 1101 2 A Record loaded.
000026616 26616 Jensen, Leslie 1 84904 MATH 1101 Q P Student attending - record not loaded.
@00010384 45348 Golson, Everett 1 84894 MATH 1101 3 A Record loaded.

11-APR-2014 10:19:36 INGRESS Attendance Verification Load PAGE 2
ZSRIAVR
*** REPORT CONTROL INFORMATION - ZSRIAVR 8.34.1 ***
RPTNAME: ZSRIAVR
Term Code: 201402
RECORD COUNT: 15
RECORDS LOADED: 5
    
```

**Sample zsriavr\_{nnnnnn}.log**

```

Username: Connected.
Run Sequence Number.....:
Connected.
Connected.
    
```

All records loaded into the temporary tables will be displayed on the Attendance Verification Form (ZHANOSH). INGRESS courses processed by the INGRESS Attendance Verification Load process (ZSRIAVR) will always display a 'Y' in the 'Ver' (verified) column in the ZHANOSH form since data will only be pushed from INGRESS after an instructor has indicated that all data entry is complete for a particular section.



To review the Attendance Verification Form, use one of the following options:

- Term only
- Term and CRN
- Term and Student ID

*By Term only*

The screenshot shows a web application window titled "Attendance Verification Form ZHANOSH 8.34". At the top, there are input fields for "Term" (set to 201402, Spring 2014), "CRN" (empty), and "ID" (empty). Below these is a table with the following columns: Term, Student ID, Part of Term, Campus Level, CRN, Subject, Course, Section, Hours, Course Title, Instr ID, and Ver. The table contains three rows of data:

Term	Student ID	Part of Term	Campus Level	CRN	Subject	Course	Section	Hours	Course Title	Instr ID	Ver	
201402	000026409	1	A	US	84904	MATH	1101	Q	3.000	Intro to Mathematical Modeling	@00010380	
201402	000026471	1	A	US	84904	MATH	1101	Q	3.000	Intro to Mathematical Modeling	@00010380	
201402	000026508	1	A	US	84976	POLS	1150	98	3.000	Politics & Society	@00010380	Y

*By Term and CRN*

Term	Student ID	Part of Term	Campus Level	CRN	Subject	Course	Section	Hours	Course Title	Instr ID	Ver	
201402	000026409	1	A	US	84904	MATH	1101	Q	3.000	Intro to Mathematical Modeling	@00010380	
201402	000026471	1	A	US	84904	MATH	1101	Q	3.000	Intro to Mathematical Modeling	@00010380	

*By Term and Student ID*

Term	Student ID	Part of Term	Campus Level	CRN	Subject	Course	Section	Hours	Course Title	Instr ID	Ver	
201402	000026409	1	A	US	84904	MATH	1101	Q	3.000	Intro to Mathematical Modeling	@00010380	

**3. Execute the ZHRNOSH Process**

Attendance Verification data are entered through the INGRESS Faculty Console by faculty members instructing the collaborative online courses for sections processed by INGRESS. Since data will only be pushed from INGRESS after an instructor has indicated that all data entry is complete for a particular section, all sections processed through INGRESS are designated as verified sections. The INGRESS Attendance Load process (ZSRIAVR) stages the data in the ZTRNOSH and ZTRNOSS temporary tables until final processing is run using the Attendance Verification process (ZHRNOSH) in update mode.

The ZHRNOSH process is executed from Job Submission (GJAPCTL).

Depending on the selected job submission parameters, the report may continue by displaying ‘SECTIONS FOR WHICH ATTENDANCE IS Verified’ and/or ‘SECTIONS FOR WHICH ATTENDANCE IS Not Verified’. These separate areas will each display the section’s term code, part of term code, CRN, course information, section code, course title, number absent, verified indicator, date verified, and the primary instructor’s name. If INGRESS sections are reported, they will only display in the ‘SECTIONS FOR WHICH ATTENDANCE IS Verified’ area of the report.

In update mode, the process will drop or withdraw the student(s) from the class roster and the Attendance Verification form, depending on selected job submission parameters.

### Parameters for ZHRNOSH

No	Name	Required	Description/Instructions	Default Values
01	Process/Report Term	Yes	Term to be processed/reported (eg: 201405)	
02	Part of Term Code	Yes	Enter specific P-O-T from SFARSTS or % for all P-O-T	
03	Enter Drop/Withdrawal Code	Optional	The course registration status code for drop/withdrawal to be used to update the RSTS code on SFAREGS	
04	Verified Indicator	Optional	A for All Sections; or V for Verified Sections Only	
05	Run Mode	Yes	Enter A for Audit; U for Update; or X for Do Not Process Data (reports only)	
06	Produce Section Reports	Yes	Enter X for No Reports; V for Verified Only; N for Not Verified Only; or A for All	A

**Note:** Parameters 03 and 04 are optional, but can be required depending on the Run Mode selection - RSTS code and the Verified Indicator is not required if the Run Mode is set for reports only.

### Warning



When the Attendance Verification process (ZHRNOSH) is run in update mode, students who have been identified as not attending will be dropped/withdrawn from classes. Likewise, it will remove the student(s) from the Attendance Verification form (ZHRNOSH).

Sample File

```

11-Apr-14 at 10:33:38 Database Attendance Verification Page: 1 ZHRNOSH
ID NAME TERM PTRM CRN MESSAGES
000026471 Jensen, Loraine 201402 1 84922 ***Previously Processed***
Total Class Enrollment for 84922 : 3
000026409 Danger, Carlos 201402 1 84923 ***Previously Processed***
Total Class Enrollment for 84923 : 4
000026431 Popeye, Sailor 201402 1 84973 ***Previously Processed***
Total Class Enrollment for 84973 : 1
000026409 Danger, Carlos 201402 1 84975 ***Previously Processed***
000026435 Jensen, Lori 201402 1 84975 ***Previously Processed***
000026466 Jensen, Michael 201402 1 84975 ***Previously Processed***
Total Class Enrollment for 84975 : 2
000026616 Jensen, Leslie 201402 1 84976 ***Previously Processed***
Total Class Enrollment for 84976 : 2
000026431 Popeye, Sailor 201402 1 84979 ***Previously Processed***
Total Class Enrollment for 84979 : 0
000026466 Jensen, Michael 201402 2 84978 ***Previously Processed***
Total Class Enrollment for 84978 : 0
000026616 Jensen, Leslie 201402 1 84892 ***Processed Successfully***
000026508 Jensen, Raven 201402 1 84892 ***Processed Successfully***
Total Class Enrollment for 84892 : 2
@00010384 Golson, Everett Jabadiah 201402 1 84894 ***Processed Successfully***
Total Class Enrollment for 84894 : 2
000026409 Danger, Carlos 201402 1 84904 ***Processed Successfully***
000026471 Jensen, Loraine 201402 1 84904 ***Processed Successfully***
Total Class Enrollment for 84904 : 4
000026508 Jensen, Raven 201402 1 84976 ***FINAL grade already awarded***
Total Class Enrollment for 84976 : 2
    
```

Sample zhrnosh\_{nnnnnn}.lis

```

11-Apr-14 at 10:33:38 Database Attendance Verification Page: 2 ZHRNOSH

TERM: 201402 POT: $
SECTIONS FOR WHICH ATTENDANCE IS Verified :
TERM PTRM CRN COURSE SECTION TITLE # ABSENT VER VERIF DATE INSTRUCTOR
201402 1 84892 MATH-1101-2 Intro to Mathematical Modeling 0 Y 2014-JAN-14 Elway, Susan
201402 1 84894 MATH-1101-3 Intro to Mathematical Modeling 0 Y 2014-JAN-14 Elway, Susan
201402 1 84904 MATH-1101-Q Intro to Mathematical Modeling 0 Y 2014-JAN-14 Elway, Susan
201402 1 84922 POLS-1150-A Politics & Society 0 Y 2014-JAN-15 Elway, Susan
201402 1 84923 POLS-1150-E Politics & Society 0 Y 2014-JAN-31 Elway, Susan
201402 1 84930 MATH-1101-Z2 Intro to Mathematical Modeling 0 Y 2014-FEB-27 Elway, Susan
201402 1 84935 MATH-1101-Z0 Intro to Mathematical Modeling 0 Y 2014-JAN-31 Broome, Delaine
201402 1 84973 MATH-1101-31 Intro to Mathematical Modeling 0 Y 2014-FEB-28 Elway, Susan
201402 1 84975 POLS-1150-99 Politics & Society 9 0 Y 2014-MAR-13 Elway, Susan
201402 1 PTRM SECTION COUNT: Verified 9

201402 TOTAL SECTION COUNT: Verified 9
NOTE: Report only includes sections with current enrollment.
    
```

11-Apr-14 at 10:33:38 Database Attendance Verification Page: 3 ZHRNOSH

TERM: 201402 POT: %

SECTIONS FOR WHICH ATTENDANCE IS Not Verified :

TERM	PTRM	CRN	COURSE SECTION	TITLE	# ABSENT	VER	VERIF DATE	INSTRUCTOR
201402	1	84895	ECON-2105-2Y	Principles of Macroeconomics	0			
201402	1	84896	MATH-1101-4	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84897	MATH-1101-7	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84898	MATH-1101-8	Intro to Mathematical Modeling	0			
201402	1	84899	MATH-1101-9	Intro to Mathematical Modeling	0			
201402	1	84901	MATH-1101-11	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84902	MATH-1101-12	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84903	MATH-1101-P	Intro to Mathematical Modeling	0			
201402	1	84906	MATH-1101-S	Intro to Mathematical Modeling	0			
201402	1	84907	MATH-1101-T	Intro to Mathematical Modeling	0			
201402	1	84908	MATH-1101-U	Intro to Mathematical Modeling	0			
201402	1	84909	MATH-1101-V	Intro to Mathematical Modeling	0			
201402	1	84911	MATH-1101-X	Intro to Mathematical Modeling	0			
201402	1	84912	MATH-1101-H	Intro to Mathematical Modeling	0			
201402	1	84918	MATH-1101-JI	Intro to Mathematical Modeling	0			
201402	1	84919	MATH-1101-KI	Intro to Mathematical Modeling	0			
201402	1	84920	MATH-1101-LI	Intro to Mathematical Modeling	0			
201402	1	84921	MATH-1101-M	Intro to Mathematical Modeling	0			
201402	1	84924	MATH-1101-ZI	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84925	MATH-1101-ZO	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84926	MATH-1101-Z2	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84927	MATH-1101-Z2	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84929	MATH-1101-N	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84931	MATH-1101-Z2	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84932	MATH-1101-Z2	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84934	MATH-1101-Z2	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84936	MATH-1101-Z1	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84937	MATH-1101-Z2	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84938	MATH-1101-Z4	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84939	MATH-1101-8A	Intro to Mathematical Modeling	0			
201402	1	84940	MATH-1101-4A	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84941	MATH-1101-7A	Intro to Mathematical Modeling	0			
201402	1	84942	MATH-1101-4B	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84943	MATH-1101-4C	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84944	MATH-1101-4D	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84945	BIOL-1100-1A	Biological Processes	0			Broome, Delaine
201402	1	84946	BIOL-1107-3A	Principles of Biology I	0			Broome, Delaine
201402	1	84947	MATH-1101-10	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84948	MATH-1101-12	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84951	MATH-1101-14	Intro to Mathematical Modeling	0			
201402	1	84952	MATH-1101-15	Intro to Mathematical Modeling	0			
201402	1	84953	MATH-1101-16	Intro to Mathematical Modeling	0			
201402	1	84955	MATH-1101-4E	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84956	BIOL-1100-1B	Biological Processes	0			Broome, Delaine
201402	1	84957	MATH-1101-9A	Intro to Mathematical Modeling	0			

11-Apr-14 at 10:33:38 Database Attendance Verification Page: 4 ZHRNOSH

TERM: 201402 POT: %

SECTIONS FOR WHICH ATTENDANCE IS Not Verified :

TERM	PTRM	CRN	COURSE SECTION	TITLE	# ABSENT	VER	VERIF DATE	INSTRUCTOR
201402	1	84958	MATH-1101-11	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84959	MATH-1101-12	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84960	MATH-1101-12	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84961	MATH-1101-Z1	Intro to Mathematical Modeling	0			Broome, Delaine
201402	1	84962	MATH-1101-16	Intro to Mathematical Modeling	0			
201402	1	84963	MATH-1101-15	Intro to Mathematical Modeling	0			
201402	1	84965	MATH-1101-12	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84966	MATH-1101-12	Intro to Mathematical Modeling	0			
201402	1	84968	MATH-1101-12	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84969	MATH-1101-24	Intro to Mathematical Modeling	0			
201402	1	84972	MATH-1101-30	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84976	POLS-1150-98	Politics & Society	1			Elway, Susan
201402	1		PTRM SECTION COUNT:	Not Verified	57			
201402	2	84977	POLS-1150-97	Politics & Society	0			Elway, Susan
201402	2		PTRM SECTION COUNT:	Not Verified	1			
201402			TOTAL SECTION COUNT:	Not Verified	58			

NOTE: Report only includes sections with current enrollment.  
11-Apr-14 at 10:33:38 Database Attendance Verification Page: 5 ZHRNOSH

\*\*\* REPORT CONTROL INFORMATION - ZHRNOSH - GAMOD 8.34 \*\*\*

Term Code : 201402  
Part-of-Term Code : %  
RSTS Code : DD  
Verified Indicator : A  
Run Mode : U  
Section Reports : A  
Report Line Limit : 55

Record Count : 15  
Students Updated : 5

Run ended on 11-Apr-14 at 10:33:39

\*\*\*\* Process completed successfully. \*\*\*\*

### Sample zhrnosh\_{nnnnnn}.log

```

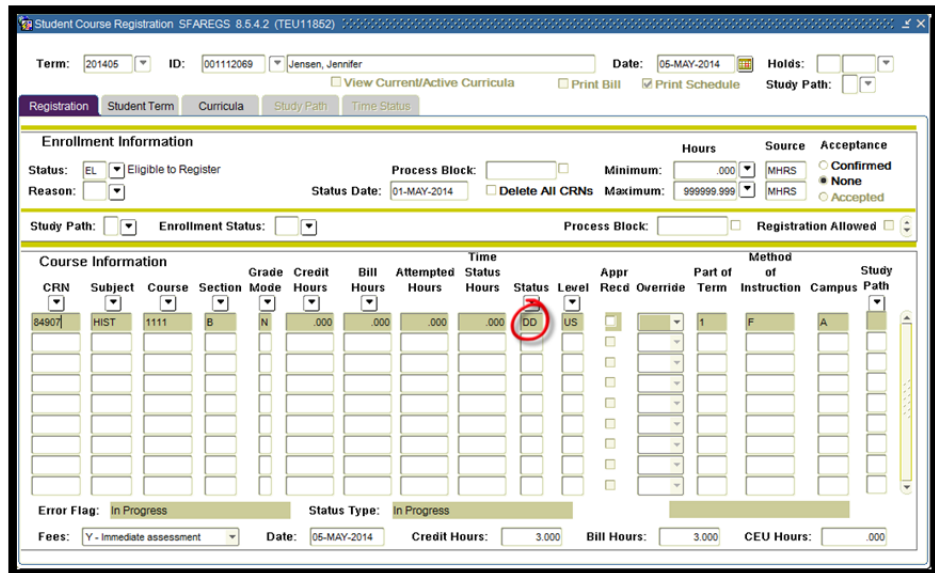
Username: Connected.

RUN SEQUENCE NUMBER:

zhrnosh completed successfully
170 lines written to /home/banjjob/zhrnosh 838806.lis
Connected.
Connected.
    
```

#### 4. Verify Loaded Attendance Verification Data

When run in (U)pdate mode, results of ZHRNOSH processing can be viewed from the SFAREGS form for the term, courses, and students processed. ZHRNOSH will update the registration status code for the student’s class enrollment to the RSTS code entered in parameter 3.



**NOTE:** Additional information regarding Georgia Enhancements ZHRNOSH and ZHANOSH is located in the “Using Attendance Verification” version 8.34 user documentation.

## IV. Loading Grade Data

### Overview

Grade data, both midterm and final, for collaborative online course sections will be collected through the INGRESS tool and made available to participating institutions. Processing of these data in Banner is accomplished by executing the Grade Load process (ZSRIGRD).

### Frequency

The Grade Load process can be executed at any time during the term; however, it is recommended that the process is executed following mid-term grade assignments (if applicable) and final grade assignments. Each time the process is run only the data that has not yet been processed will be loaded.

### 1. Faculty Enter Grades Data through INGRESS

Faculty members will enter grades through the INGRESS Faculty Console for the courses they are instructing for the term. Once data entry is complete and grades are submitted for a particular course section, that data is stored in an INGRESS data table. At timed intervals, INGRESS copies these data to an INGRESS intermediate table, ZSRGRLD, at each institution sharing the course section. These data will be processed to create grade entries in Banner using the ZSRIGRD process.



More information on the INGRESS tool can be found at the INGRESS Commons:

[https://sharepoint.bor.usg.edu/team\\_sites/ingress/SitePages/Home.aspx](https://sharepoint.bor.usg.edu/team_sites/ingress/SitePages/Home.aspx)

### 2. Execute the ZSRIGRD Process

The Grade Load process (ZSRIGRD) loads into Banner grades assigned to students for course sections processed by INGRESS.

ZSRIGRD reads the data that has been stored in the ZSRGRLD intermediate table and loads the data into Banner.

ZSRIGRD is executed from Job Submission (GJAPCTL). The process will create a .lis, .log, and PDF file. The .lis and PDF files will contain record counts and success and error messages related to those records being loaded into Banner. The .log file will contain general processing messages and may include error messages not specifically related to a particular data record.

#### Parameters for ZSRIGRD

No	Name	Required	Description/Instructions	Default Values
01	Term Code	Yes	Enter Banner term code for the grades to be processed.	
02	Grade Type	Yes	Enter 'F' to process final grades, 'M' to process mid-term grades, or 'B' to process both final and mid-term grades.	

#### Sample File

Sample zsrigrd\_{nnnnn}.lis

```

06-MAY-2014 09:29:21          INGRESS Grade Load          PAGE 1
ZSRIGRD
ID      PIDM      NAME              COURSE          SECTION          GRD  DIFF  STATUS          FINAL GRADE -----
001122337 1000587 Tucker-Smith, Willy INGR 1000 Y01    B      Final grade loaded.
100000010 90164847 d'Artagnan, Charles INGR 1000 Y01    B      Final grade loaded.
100000012 90164849 du Vallon, Porthos INGR 1000 Y01    A      Final grade loaded.
--- CRN: 80449          --- Section Final Grades Processed Date: --- UPDATED

100000014 90164853 Fizzwhistlebugmierbagginstopbuggyma INGR 1000 Y02    NG      Not registered; not graded
932066118 90164842 Hill, Barbara      INGR 1000 Y02    A      Final grade loaded.
--- CRN: 80450          --- INGR 1000 Y02 --- Section Final Grades Processed Date: --- UPDATED
    
```

---

```

06-MAY-2014 09:29:21          INGRESS Grade Load          PAGE 2
ZSRIGRD

* * * REPORT CONTROL INFORMATION - ZSRIGRD 8.34.1 * * *

RPTNAME: ZSRIGRD
TERM: 201402
Grade Type: F
Record Count: 5
Records REJECTED for Invalid Student ID or Course Section: 0
Section Final Grades Processed date updated Count: 2
Section Final Grades Processed date updated ERRORS: 0
    
```

3. Verify loaded grade records

Loaded grades can be viewed in the Class Roster form (SFASLST) for the term, courses, and students processed.

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
1	001122337	Tucker-Smith, Willy T.	RE	19-AUG-2010		B	N			3.000
Rolloled <input type="checkbox"/> Grade Comment: <input type="text"/>										
2	100000012	du Vallon, Porthos d.	RE	19-AUG-2010		A	N			3.000
Rolloled <input type="checkbox"/> Grade Comment: <input type="text"/>										
3	100000010	d'Artagnan, Charles d.	RE	19-AUG-2010		B	N			3.000
Rolloled <input type="checkbox"/> Grade Comment: <input type="text"/>										
Rolloled <input type="checkbox"/> Grade Comment: <input type="text"/>										
Rolloled <input type="checkbox"/> Grade Comment: <input type="text"/>										



## V. Clearing Log Table entries

### Overview

The INGRESS Log Table Clearing process (ZSRCLRL) will delete entries from the INGRESS log table, ZSRSMGL, which were generated on or prior to the date supplied as a parameter.

Each time the INGRESS seat balancing process is initiated, 2 entries are made in the ZSRSMGL log table, one when the ZSRSMG1\* process is executed, and one when the ZSRSMG2\* process is executed. If errors are encountered during execution they are also logged into this table. Over time, the log table accumulates a large number of entries, many of which are no longer needed for troubleshooting purposes after a period of time. ZSRCLRL provides a means of clearing entries from the table.

\*Note: ZSRSMG1 and ZSRSMG2 are stored procedures that are executed automatically when INGRESS performs seat balancing functions.

### Frequency

ZSRCLRL can be run at any time during the term as frequently as needed. It is recommended that not all records be deleted from the table unless necessary. Deleting old data records and retaining more recent entries at regular intervals is highly recommended.

### 1. Execute the ZSRCLRL Process

ZSRCLRL is executed from Job Submission (GJAPCTL). The process will create a .lis, a .log, and PDF file. The .lis and PDF files will contain counts of records to be deleted (in Audit mode) or deleted (in Update mode) by the process. The .log file will contain general processing messages.

### Parameters for ZSRCLRL

No	Name	Required	Description/Instructions	Default Values
01	Run Mode	Yes	Enter "A" for Audit Mode, "U" for Update Mode	A
02	Date	Yes	Delete all entries through this date – Format DD-MON-YYYY (default delete all)	30-JAN-2014

### Sample File

Sample zsrclrl\_{nnnnn}.lis

```
05-06-2014 at 09:37:46                                INGRESS Log Clearing Process                                PAGE 1
                                                         ZSRCLRL

*** REPORT CONTROL INFORMATION ***
ZSRCLRL 8.34.1
Run Mode : U
Date : 30-JAN-2014
Report Line Limit : 55
Number of Records to Be Deleted : 353

ZSRCLRL 8.34.1 completed successfully
```

### Sample zsrclrl\_{nnnnn}.log

```
Username: Connected.
RUN SEQUENCE NUMBER: zsrclrl completed successfully
16 lines written to /home/banjob/zsrclrl_823045.115

ZSRCLRL 8.34.1 completed successfully
Connected.
Connected.
```

## Appendix A: Document History

This section details the history of the document and updates made for each modification.

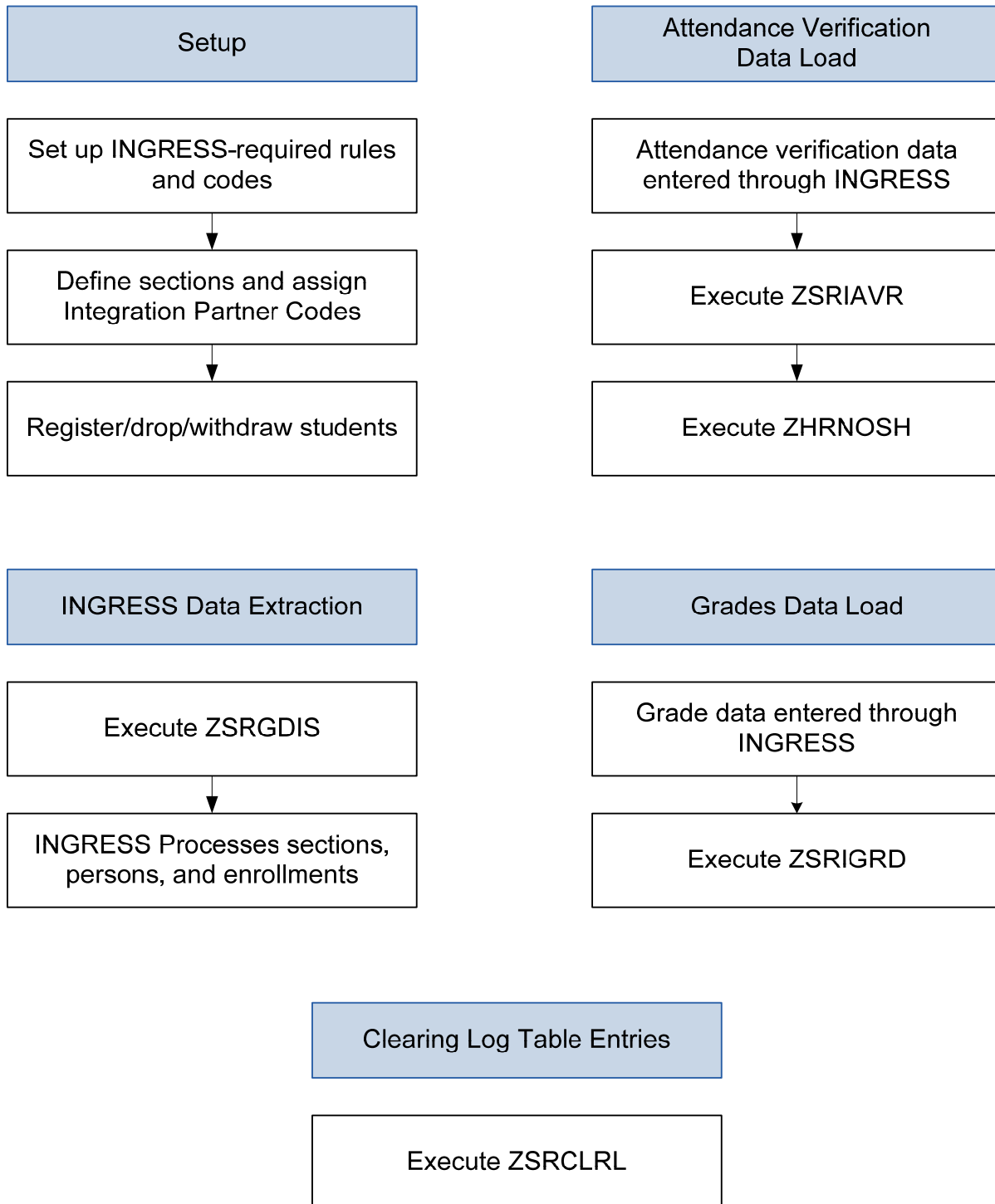
Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 8.4.1, September 17, 2010			Initial release
Georgia Enhancements 8.4.3, October 2010	ZSRSMG1 ZSRSMG2	N/A	Enhanced functionality for stored procedures to more efficiently handle locked data records.
Georgia Enhancements 8.7.1, June 2011	ZSRGDIS ZSRCLRL		ZSRCLRL – new process. ZSRGDIS updates: <ul style="list-style-type: none"> <li>• Extract values for the section credit hours and CIP code.</li> <li>• Extract a value indicating whether a student’s registration status indicates that he is registered, dropped or withdrawn.</li> <li>• Add additional error checks with corresponding error messages.</li> <li>• Add additional information to the process output.</li> <li>• Complete processing in a timelier manner.</li> </ul> ZSRGDIS corrections: <ul style="list-style-type: none"> <li>• Identify the correct record for PIN retrieval and print an error if the PIN is null.</li> <li>• Update error message text to more correctly reflect the error.</li> </ul>
Georgia Enhancements 8.11.1, October 2011	ZSRGDIS		ZSRGDIS correction: <ul style="list-style-type: none"> <li>• Update the course section Start Date in the intermediate table whenever it updates other information for the course section.</li> </ul>
Georgia Enhancements 8.15.1, September 2012	ZSRGDIS		ZSRGDIS enhanced for integration with D2L: <ul style="list-style-type: none"> <li>• Alter the calculation of the End Restrict Date value. The End Restrict Date for each course section is determined by adding 60 days to the end date for Part of Term ‘1’. Use of the census date for the term following the reporting term has been eliminated.</li> <li>• Alter the length of the Course Title field to accommodate up to 50 characters.</li> </ul>

			<p>Although Banner can only store 30 characters in this field, conversion of special characters can result in Course Title values that exceed 30 characters.</p> <p>Document updated to reflect changes and to update screen shots.</p>
Georgia Enhancements 8.25.1 August 13, 2013	ZSRGDIS	14	Updated Screenshot
Georgia Enhancements 8.34.1 May 23, 2014	All		<p>Enhancements for INGRESS 4.0:</p> <ul style="list-style-type: none"> <li>- ZSRGDIS updates <ul style="list-style-type: none"> <li>• Change the ZSRGDIS process name on both the job submission screen and on the title printed on the output/reports to "INGRESS Extract Process".</li> <li>• Update process to populate term code field with new INGRESS term code (translated on SOAXREF for label INGTERM); Update process to populate new Regents' term code field with term code translated on SOAXREF for label RGTTERM; Update process to populate new Banner term code field with term code on SSBSECT for section.</li> <li>• Update process to extract the field labeled "Projected" (if applicable) from the SSASECT form for the new reserved seat functionality for INGRESS.</li> <li>• Update process to provide error message "Projected seats higher than Max seats – Section Not Processed" and to identify the Sending section's CRN, Projected value, and Maximum value.</li> <li>• Process logic is updated to populate new fields in the Person Data Table, ZSRVPER, for new functionality in INGRESS. This update will better position INGRESS processing to be learning management system (LMS) agnostic.</li> <li>• Extract the preferred person email address if there are multiple active email addresses using the ICEMAIL setting.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- ZSRIGRD updates                             <ul style="list-style-type: none"> <li>• Change the ZSRIGRD process name on both the job submission screen and on the title printed on the output/reports to “INGRESS Grade Load”.</li> <li>• Update process to use the new Banner Term Code field.</li> </ul> </li> <li>- ZSRIAVR updates                             <ul style="list-style-type: none"> <li>• Change the ZSRIAVR process name on both the job submission screen and on the title printed on the output/reports to “INGRESS Attendance Load”.</li> <li>• Update process to use the new Banner Term Code field.</li> <li>• Records from the process loads data into the new ZTRNOSS table for each distinct course section, storing information related to the verified/unverified status of attendance verification.</li> </ul> </li> <li>- ZSRCLRL updates                             <ul style="list-style-type: none"> <li>• Update the ZSRCLRL process to use new timestamps in place of the Epoch time stamp start and end time fields previously utilized.</li> </ul> </li> <li>- ZHANOSH updates                             <ul style="list-style-type: none"> <li>• Added the ‘Ver’ column to display verification status for the selected section. Removed the empty column that displayed on the far right of the form. Removed the Academic History icon on the far left of the form. Removed the Subject search button in the detail block. Updated the ‘ID’ column headers to read ‘Student ID’ and ‘Instr ID’. Moved the search buttons in the key block to the right of the data fields to be consistent with other forms. Updated the form to display only the students who have not been updated via the ZHRNOSH process. Aligned the columns to accommodate changes in the</li> </ul> </li> </ul>
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			<p>form.</p> <ul style="list-style-type: none"><li>- ZHRNOSH updates<ul style="list-style-type: none"><li>• Process altered to allow production of reports listing verified and/or unverified classes. Process altered to allow staff to indicate whether they only want to process data for verified sections, or whether they would like to go ahead and process all data that has been entered to-date.</li></ul></li><li>- ZSRIARR<ul style="list-style-type: none"><li>• New procedure to handle array processing for data passed from INRESS to Banner.</li></ul></li></ul> <p>Document updated to reflect changes and to update screen shots.</p>
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## Appendix B: Process Flow



## Appendix C: Common Processing Messages

### ZSRGDIS Messages

Process Level, Section Level, or Student Level Message	Message	Cause	Solution
Process	No ZTVINST Record - Processing Terminated	From ZTVINST, the Home Institution does not have the Home Institution Indicator established	From ZTVINST, the entry for the Home Institution must be established by checking the Home Institution Indicator
Process	Multiple ZTVINST Records - Processing Terminated	From ZTVINST, multiple Home Institution Indicators are established	Remove the duplicate Home Institution indicators in ZTVINST
Process	INGRESS Term not defined or not translated - Processing Terminated	The Banner Term used in parameter 05 is currently not translated under the INGTERM Cross-Reference Label from the Cross Reference Rules form SOAXREF	From SOAXREF, using the INGTERM Cross-Reference Label, the institution's Banner Term Code(s) translation must be established in the Banner Value field. Additionally, the term code in use must be a valid code as identified in STVTERM
Process	Regents Term not defined or not translated - Processing Terminated	The Banner Term used in parameter 05 is currently not translated under the RGTERM Cross-Reference Label from the Cross Reference Rules form SOAXREF	From SOAXREF, using the RGTERM Cross-Reference Label, the institution's Banner Term Code(s) translation must be established in the Banner Value field. Additionally, the term code in use must be a valid code as



			identified in STVTERM
Process	Multiple INGRESS Term Code Translations - Processing Terminated	From SOAXREF, using the INGTERM Cross-Reference Label, the institution's Banner Term Code is translated more than once in the Banner Value field	From SOAXREF, using the INGTERM Cross-Reference Label, remove the duplicate(s) Banner Term Code translation
Process	Multiple Regents Term Code Translations - Processing Terminated	From SOAXREF, using the RGTTERM Cross-Reference Label, the institution's Banner Term Code is translated more than once in the Banner Value field	From SOAXREF, using the RGTTERM Cross-Reference Label, remove the duplicate(s) Banner Term Code translation
Person	Sourced ID missing - Person Not Extracted	From GOATPAD, the Sourced ID field is null for the student(s) or instructor(s)	From GOATPAD, a Sourced ID will need to be established for the student or instructor
Person	PIN is null - Person Not Extracted	From GOATPAD, the PIN field is null for the student(s) or instructor(s) - The PIN field is masked, even if one does not exist	From GOATPAD, a PIN can be established for the student or instructor by clicking the Reset PIN icon by the field
Person	User ID is null - Person Not Extracted	From GOATPAD, the Third Party ID field is null for the student(s) or instructor(s)	From GOATPAD, a Third Party ID can be established for the student or instructor by clicking the Maintenance icon by the field
Person	No Registration Indicator - Person Not Extracted	The student's registration code on SFASTCA for the selected term and CRN is not recognized as enrolled or "Registered"	From STVRSTS, the student's registration code from SFASTCA, for the selected term and CRN, must be checked at the Count in Enrollment indicator and established as

			“Registered” at the Status Type field
Person	No E-mail Address - Person Not Extracted	An email address is not established in either SPAIDEN or GOAEMAL.	An email address needs to be established in either SPAIDEN or GOAEMAL. If one is provided, it must NOT be ‘Inactive’. Additionally, from GORICCR, if not using setting ICEMAIL under the ELEARNING process and establishing an E-mail Type, the “Preferred” flag must be set in SPAIDEN or GOAEMAL
Section	No RGTGPIC translations on SOAXREF - No sections processed	From SOAXREF, a translation for each a Sending section and Receiving section is not established for the Cross-Reference Label RGTGPIC designating the Banner Value for a Sending section and a Receiving Section	From SOAXREF for the Cross-Reference Label RGTGPIC, a translation for Banner Value ‘IRECV’ needs the Electronic Value translation of ‘R’ (Receiving); and a translation for Banner Value ‘ISEND’ needs the Electronic Value translation of ‘S’ (Sending)
Section	S/R Code {code} Invalid	From SOAXREF, the Electronic Value ‘R’ for Receiving (IRECV) and/or Electronic Value ‘S’ for Sending (ISEND) are not in use under the Cross-Reference Label RGTGPIC	From SOAXREF, the translations for both ‘S’ (Sending) and ‘R’ (Receiving) must be assigned under the Cross-Reference Label RGTGPIC
Section	CIP Code is null {CRN}	The subject and course for the CRN does not have a CIP established	From SCACRSE, for the subject and course, a CIP will need

			to be established
Section	Credit Hours Null {CRN}	The Credit Hours for the CRN is not provided on SSASECT	Will need to establish the Credit Hours from SCACRSE for the subject and course
Section	No SSBSECT PTRM START DATE	SSASECT does not have a Part of Term 'Start Date' provided (established from SOATERM for the term code)	From SOATERM, establish the Part-of-Term Start Date in the Base Part of Term block; next, form SSASECT, update the CRN's Part-of-Term fields
Section	End Date for Part of Term 1 not defined	SSASECT does not have a Part of Term 'End Date' provided (established from SOATERM for the term code)	From SOATERM, establish the Part-of-Term 1 End Date in the Base Part of Term block; next, form SSASECT, update the CRN's Part-of-Term fields
Section	Records Not Extracted		Contact ITS for assistance
Section	CRN {CRN} Projected seats of {count} is higher than Max seats of {count} – Section Not Processed	From SSASECT in the Enrollment Details tab, the value in the Projected field is greater (999 is the exception) than the Maximum enrollment field	From SSASECT in the Enrollment Details tab, update the value in the Projected field to a value equal to or less than the Maximum enrollment field's value
Section	Census Date Not Set Up for Term Following the Reporting Term	From SOATERM, for the Part-of-Term 1 in the term following the reporting term, the census date for Part-of-Term 1 is null for term following the reporting term	From SOATERM, for the Part-of-Term 1 in the term following the reporting term,, establish the Census date in the Base Part of Term block

**ZSRIAVR Process**

<b>Process Level or Student Level Message</b>	<b>Message</b>	<b>Cause</b>	<b>Solution</b>
Process	ERROR: Matching Regents Term Code not found for {term} Aborting job.	A Regents Term Code value could not be located for the Banner term code that was entered as a parameter	Translate the Banner term code to its Regents' Term Code equivalent on SOAXREF for label RGTERM
Student	Student not found	A record could not be found in Banner for this PIDM	Verify that the student does exist in Banner with this PIDM. This may require assistance from technical personnel
Student	Course section not found!	The indicated CRN does not exist in the institution's Banner database	Verify that this section does exist in Banner with this CRN. If a change of CRN has occurred, then attendance verification will need to be processed manually for this section
Student	Course section data mismatch - record not loaded.	The indicated CRN was found in Banner, however, the Subject, Course, and Section do not match the data from INGRESS	Contact ITS for assistance
Student	Part-of-term mismatch - record not loaded.	The part of term code associated with this section in Banner does not match the POT code reported by	Contact ITS for assistance

		INGRESS	
Student	Attendance Code not recognizable - record not loaded.	INGRESS reported a NULL value for the Attendance code for this student	Contact ITS for assistance
Student	Attendance Code {code} is not found - record not loaded.	INGRESS reported a value other than P or A for the Attendance code for this student/section	Contact ITS for assistance
Student	Student not enrolled in course section.	A current registration record for this student in this section could not be found. The student may have already been dropped or withdrawn from the class, or INGRESS may have reported the wrong student/section combination	Check the student's registration status for this section on SFAREGS. If the student appears to still be registered for the course, contact ITS for assistance
Student	Error inserting record	An unexpected error was encountered while attempting to load the record into the ZTRNOSH table	Contact ITS for assistance
Student	zsraver_processed_date NOT updated	An unexpected error was encountered while attempting to update the processed date on the ZSRAVER table for this record	Contact ITS for assistance
Student	Student attending - record not loaded.	Student was marked as Attending (Present) – this is an informational message rather than an error. ZSRIAVR does not load information for students who are	No action required

		attending class	
Student	Previously loaded.	Data for this student/section has already been loaded into the temporary table. This is an informational message rather than an error	No action required
Student	Record loaded.	Data load was successful – no error	No action required

**ZSRIGRD Process**

Process Level, Section Level, or Student Level Message	Message	Cause	Solution
Process	ERROR: Matching Regents Term Code not found for {term}. Aborting job.	A Regents Term Code value could not be located for the Banner term code that was entered as a parameter	Translate the Banner term code to its Regents' Term Code equivalent on SOAXREF for label RGTTERM
Section	--- Section Final Grades Processed Date: --- ***ERROR*** No Record	No corresponding record for this section could be found in the ZSRVCRS table	Contact ITS for assistance
Section	--- Section Final Grades Processed Date: --- PREVIOUSLY UPDATED	A record for this section was located in the ZSRVCRS table, and the Final Grades Processed date was previously updated	This is an informational message – data was successfully processed
Section	--- Section Final Grades Processed Date: --- UPDATED	The final grades processed date was successfully updated for this section in the	Grade data successfully processed; however, please contact ITS and report that you are

		ZSRVCRS table	receiving this message. This indicates that an earlier step in grade processing did not complete as expected and may need to be investigated by ITS
Section	--- Section Final Grades Processed Date: --- ***ERROR***	An error was encountered while attempting to update the final grades processed date on the ZSRVCRS table for this section	Contact ITS for assistance
Student	Student not found	A student with the reported PIDM cannot be located in Banner	Verify whether or not the student exists in Banner with this PIDM. This may require assistance from technical personnel. Contact ITS for assistance on next steps
Student	Course section not found (CRN: {crn})	A section with the reported CRN could not be located for this term in Banner	Verify whether or not this section exists in Banner with this CRN. If a change of CRN has occurred, then attendance verification will need to be processed manually for this section. If the CRN is correct, contact ITS for assistance on next steps
Student	Course section data mismatch - grade not entered	The indicated CRN was found in Banner, however, the Subject, Course, and Section do not match the data reported by INGRESS	Contact ITS for assistance
Student	Not registered for course	A current registration	Check the student's

	section	record for this student in this section could not be found. The student may have already been dropped or withdrawn from the class, or INGRESS may have reported the wrong student/section combination	registration status for this section on SFAREGS. If the student appears to still be registered for the course, contact ITS for assistance
Student	Grade not found level: {LEVEL}	The reported grade code could not be found on SHAGRDE as a currently active grade for the level at which this student is registered	Verify that this is a correct grade to be assigned for this course. If not, an applicable grade will need to be determined and posted manually. If the reported grade is valid, contact ITS for assistance
Student	Course Section/Grade not Found	The reported grade code could not be found on SHAGRDE as a currently active grade for the level at which this student is registered  AND  A section with the reported CRN could not be located for this term in Banner	Verify that this is a correct grade to be assigned for this course. If not, the grade will need to be posted manually  AND  Verify that this section does exist in Banner with this CRN. If a change of CRN has occurred, then attendance verification will need to be processed manually for this section
Student	Not registered; Not graded.	In Midterm column: Student was reported with a midterm grade of "NG", and student is not registered in the section  In Final column: Student	No action required



		was reported with a final grade of “NG”, and student is not registered in the section	
Student	Not registered for course section but grade provided	In Midterm column: Student was reported with a midterm grade and student is not registered in the section  In Final column: Student was reported with a final grade and student is not registered in the section	Verify with appropriate personnel whether student should be registered in section and if he/she should receive a grade. Apply manual changes in Banner as needed
Student	Not registered for course section	In Midterm column: Student is not registered for the section and a midterm grade was not reported  In Final column: Student is not registered for the section and a final grade was not reported	No action required
Student	Final grade has been posted: {GRADE}	In MIDTERM column: A load of midterm grades has been requested, but this student already has a final grade posted. Process will not attempt to post a midterm grade after final grade is assigned	If a midterm grade other than “NG” has been reported, and this grade needs to be posted in Banner, manual midterm grade posting will be required
Student	Student already graded: {GRADE}	In Midterm column: Student was reported	If grade posted in Banner is correct, no action is

		<p>with a midterm grade of “NG” or no midterm grade, and has already been awarded a midterm grade in Banner</p> <p>In Final column: Student was reported with a final grade of “NG” or no midterm grade, and has already been awarded a final grade in Banner</p>	<p>required. If posted grade needs to be changed, manual entry will be required</p>
Student	Grade previously posted: {GRADE}	<p>In Midterm column: A midterm grade was reported, but a midterm grade has already been posted in Banner</p> <p>In Final column: A final grade was reported, but a final grade has already been posted in Banner</p>	<p>Check for mismatch between posted grade and grade reported by INGRESS. If reported grade and posted grade match, no action is required. If they do not match, determine if posted grade needs to be updated manually</p>
Student	Student not graded	<p>In Midterm column: A midterm grade of “NG” was reported and a midterm grade has not already been posted in Banner</p> <p>In Final column: A final grade of “NG” was reported and a final grade has not already been posted in Banner</p>	<p>No action required</p>
Student	Invalid grade provided: {grade}	<p>The reported grade code could not be found on SHAGRDE as a currently active grade</p>	<p>Verify that this is a correct grade to be assigned for this course. If not, an applicable</p>

		for the level at which this student is registered	grade will need to be determined and posted manually. If the reported grade is valid, contact ITS for assistance
Student	Grade date reported as null	In Midterm column: A midterm grade was reported, but a corresponding grade date was not. Midterm grade not loaded  In Final column: A final grade was reported, but a corresponding grade date was not. Final grade not loaded	Manual grade entry required  Please report this error message to ITS, as this indicates that INGRESS processes may not be processing grade data correctly
Student	Grade reported as null	In Midterm column: A midterm grade date was reported, but a corresponding grade was not. Midterm grade not loaded  In Final column: A final grade date was reported, but a corresponding grade was not. Final grade not loaded	Contact instructor to determine appropriate grade. Manual data entry will be required  Please report this error message to ITS, as this indicates that INGRESS processes may not be processing grade data correctly
Student	Grade information not reported	In Midterm column: Student does not have a previously posted midterm grade, but no midterm grade/date information was reported through	Contact instructor to determine appropriate grade. Manual data entry will be required

		INGRESS  In Final column: Student does not have a previously posted final grade, but no final grade/date information was reported through INGRESS	
Student	Midterm grade date NOT updated	A student's midterm grade was posted in Banner, but the data record in ZSRGRD could not be updated to indicate the load date	Contact ITS for assistance
Student	Final grade date NOT updated	A student's final grade was posted in Banner, but the data record in ZSRGRD could not be updated to indicate the load date	Contact ITS for assistance
Student	Final grade loaded. OR Midterm grade loaded.	Successful load	No action required
Student	Error loading final grade OR Error loading midterm grade	An error was encountered when attempting to post the student's midterm or final grade for this section	Contact ITS for assistance