

# Using the Self-Service Student Information Status Summary Page

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

Version *8.9.5* 

**Information Technology Services** 

March 2012

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# Using the Self-Service Student Information Status Summary page Introduction to Student Information Status Summary page

### Purpose

As part of the Student System Consolidation Project, ITS provided an enhancement for displaying student advisement and status information in a single Self-Service Banner web page (Student Information Status Summary) for access by both advisors and students. Information such as basic student status, program of study, academic standing, Regents' GPA, test scores, Georgia Requirements status (ZOAGARP), HOPE & Zell Miller eligibility, transfer credits, and student attributes (including GTP information) would be available in one location. This page is available in the baseline Student Self- Service web product as well as Faculty and Advisor Self-Service.

**Target Audience** 

Institutional staff who are responsible for maintaining Self-Service Banner as well as advisors who will utilize the Self-Service Student Information Status Summary page.

Purpose and Scope of Document

This document explains how to setup web display rules and access the Student Information Status Summary page as a student and faculty/advisor.

### **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.



Warning: an error here is critical.

#### References



For information about the baseline product, see *Using SCT Banner User Manual for Accounts Receivable, Financial Aid, and Student.* 

### Support

For additional ITS resources and support, contact the ITS HELPDESK:



Web <a href="http://www.usg.edu/customer\_services">http://www.usg.edu/customer\_services</a>

(self-service ticket submission)

E-mail <u>helpdesk@usg.edu</u>

For urgent or production down situations, call the ITS HELPDESK:

Local 706-583-2001

Toll free within 1-888-875-3697

Georgia

### **Self-Service Student Information Status Summary Process Flow**

### **Description**

Displaying student advisement and status information on the Student Information Status Summary page allows the student and advisor to view all the needed information without accessing multiple Self-Service Banner web pages. Information such as basic student status, program of study, academic standing, Regents' GPA, test scores, Georgia Requirements status (ZOAGARP), HOPE & Zell Miller eligibility, transfer credits, and student attributes (including Guaranteed Tuition Plan attributes) is available in one location. In addition, each institution can control the display (turn on or off) of information blocks on the web page separately for students and advisors using GTVSDAX rules.

Overview of Student Information Status Summary page

Complete the following steps to implement and access the Student Information Status Summary page in Self-Service Banner.

I. Set Up Validation Codes and Rules		
1.	Add STVNCRQ to Web Display Tables Validation form	STVVTAB
2.	Build the Student Attribute Codes, including GTP attributes	STVATTS
3.	Build Web Display Rules	SOAWDSP
4.	Turn information blocks on/off	GTVSDAX



### II. Viewing the Student Information Status Summary

- 1. Accessing the page as a Student
- 2. Accessing the page as an Advisor
- 3. Viewing the Student Information Status Summary

### Implementing the Self-Service Student Information Status Summary

### I. Set Up Validation Codes and Rules

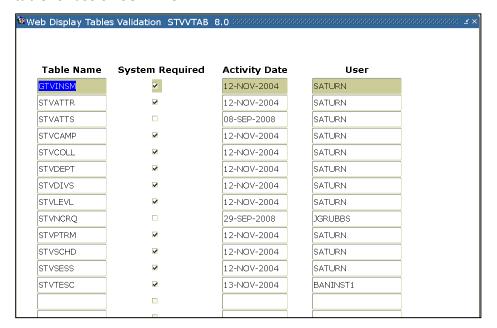
#### Overview

The Web Display Tables Validation form (STVVTAB) enables validation forms for use on the Web Display List Customization form (SOAWDSP). SOAWDSP allows the institution to select which validation codes are available for display on the Student Information Status Summary page. On the Crosswalk Validation form (GTVSDAX), the Internal Group codes "ZTSKSISS" identifies rules for Student Self-Service and "ZTLKSISS" for Faculty and Advisor Self-Service.

1. Verify Web
Display Tables
Validation form
(STVVTAB)

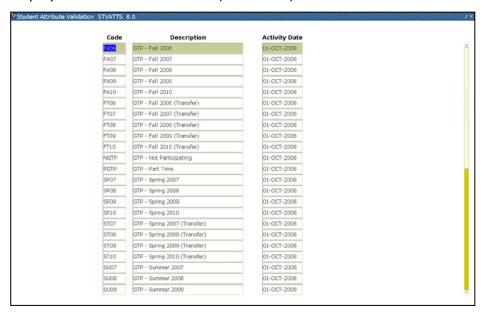
To enable the validation codes on the Non-Course Requirements Code Validation form (STVNCRQ) for display in the Georgia Requirements information block, the STVNCRQ validation table must exist on the Web Display Tables Validation form (STVVTAB). The STVATTS validation table must also exist on STVVTAB for Student Attribute Validation form (STVATTS)

Confirm that STVNCRQ and STVATTS records exist on STVVTAB. Do not check the System Required indicator. This will enable the validation table for use on SOAWDSP.



2. Build the Student Attribute Codes (STVATTS)

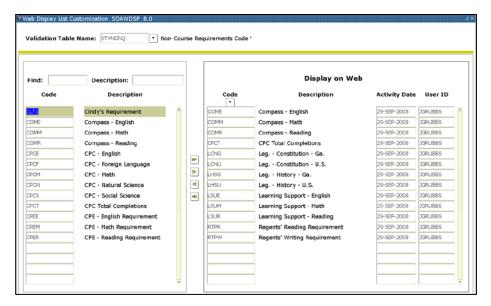
Attribute codes for Guaranteed Tuition Plan are established in the Student Attribute Validation form (STVATTS). The attribute codes are required in the validation form to allow for the entry into the Additional Student Information form (SGASADD) and for the Web Display List Customization form (SOAWDSP).



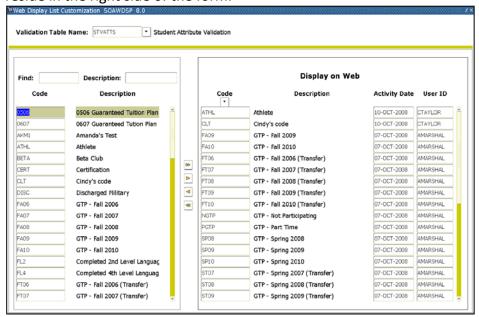
3. Build Web Display Rules (SOAWDSP)

The Web Display List Customization form (SOAWDSP) is used to define which validation codes will be displayed in Self-Service Banner.

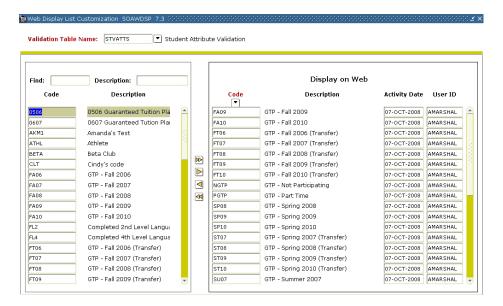
Enter "STVNCRQ" in the Validation Table Name field in the KeyBlock and perform a NextBlock function. The left side of the form will contain all values in the Non-Course Requirements Code Validation form (STVNCRQ). Use the directional arrows in the center of the form to move any codes you want to display on the web page to the right side of the form. Only the codes on the right side of the form will be displayed in the Georgia Requirements block of the Student Information Status Summary page.



Additionally, the Student Attribute Code Validation (STVATTS) will require validation in the Web Display List Customization form (SOAWDSP). In the Validation Table Name enter STVATTS and perform a next block function. The attributes established on STVATTS will be displayed in the left side of the form. The attribute codes that will be displayed on the Student Information Status Summary page must reside in the right side of the form.



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# 4. Turn information blocks on/off (GTVSDAX)

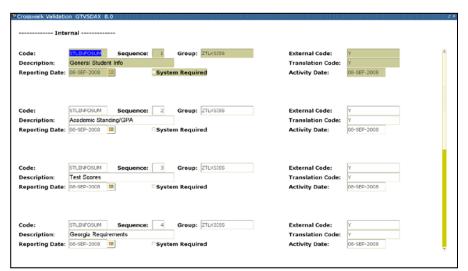
The Crosswalk Validation form (GTVSDAX) is used to turn the Student Information Status Summary page information blocks on and off as needed for both Student Self-Service and Advisor Self-Service. This functionality allows the user to tailor the information displayed based on audience and institutional need.

The Student Information Status Summary page consists of eight information blocks.

- General Student Info
- Academic Standing and GPA
- Test Score
- Georgia Requirements
- Regents' GPA
- HOPE Eligibility Status
- Zell Miller Eligibility Status
- Transfer Credit
- Student Attributes

On GTVSDAX, the Group Code "ZTSKSISS" identifies rules for Student Self-Service and "ZTLKSISS" for Faculty and Advisor Self-Service.

The Internal Code Sequence Number denotes the order in which the blocks display on the self-service page. External Code "Y" turns the block on while "N" turns it off.



### II. Viewing the Student Information Status Summary

#### **Overview**

The Student Information Status Summary page can be viewed within the secure area of both Student Self-Service and Advisor Self-Service.

1. Accessing the page as a Student

Log into Banner as a Student and access the Student and Financial Aid area. Select "View Student Information".



Select the current registration term. This will ensure that the appropriate term-based student data is retrieved.

Registration Term



Select the transcript level and type. This will be used to retrieve the course level, academic standing, and GPA information.

### Academic Transcript Options



Georgia Enhancements 8.9.5 User Documentation Self-Service Student Information Status Summary

## 2. Accessing the page as an Advisor

Log into Banner as an Advisor and access the Faculty and Advisors Menu. Only staff with the Advisor indicator checked on the Faculty/Advisor Information form (SIAINST) will be able to access the Advisor menu.

### **Faculty Services**

Term Selection

**CRN Selection** 

Add or Drop Classes

Summary Class List

Mid Term Grades

Final Grades

Faculty Detail Schedule

Week at a Glance

Electronic Gradebook by Component

Student Information Menu

Display student information; View a student's schedule; View a student's TranGuide.

Advisor Menu

Change a student's Advisor; Change a student's Major; Apply/Release Advisor Holds.

Office Hours

Sylabus

Syllabus info

Attendance Verification

Student Detail Schedule

Faculty Grade Summary

Advisee Grade Summary

View/Release Holds

Release holds from students/advisees assigned to you.

Role Selection

Choose Faculty or Advisor role. Only affects View/Release Holds.

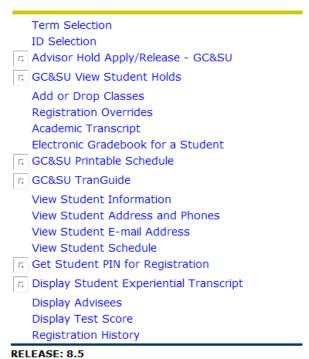
Search Selection

Search for one student or all. Only affects View/Release Holds.

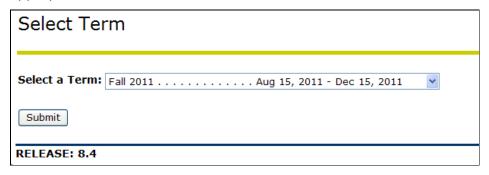
RELEASE: 8.5

Select "Student Information Menu" and then select "View Student Information".

### Student Information



Select the current registration term. This will ensure that the appropriate term-based student data is retrieved.



RELEASE: 8.4

[ ID Selection ]

Enter an ID or search for a student. Verify that the correct student is returned.

### Student and Advisee ID Selection You may enter: 1. The ID of the Student or Advisee you want to process, or 2. Partial names, a student search type, or a combination of both. Then select Submit. Student or Advisee ID: OR Student and Advisee Query Last Name: First Name: Search Type: O Students Advisees O Both All Submit Reset RELEASE: 8.4 Student Verification 🗆 Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again. One Student is the name of the student or advisee that you selected. Submit

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Select the transcript level and type. This will be used to retrieve the course level, academic standing, and GPA information.

### Academic Transcript Options

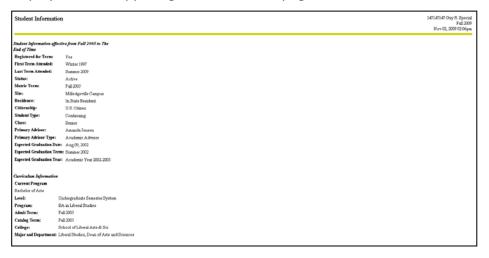
Select the transc	ript level and transcript type.
Transcript Level:	Undergraduate Semester System ▼
Transcript Type:	Indistrial Magic Co-Conspiratr 💌
Submit	

[ View Holds | Request Printed Transcript | Transcript Request Status ]

RELEASE: 8.9.5

3. Viewing the Student Information Summary

The standard Self-Service Banner static display information will be displayed in the upper right corner of the page.



The Student Information Status Summary page consists of seven information blocks.

- General Student Info
- Academic Standing and GPA
- Test Score
- Georgia Requirements
- Regents' GPA
- HOPE Eligibility Status
- Zell Miller Eligibility Status
- Transfer Credit
- Student Attributes

NOTE: If all display blocks are enabled but the student's record does not contain information to be displayed in a particular block, a message similar to the one below will be displayed.



No transfer data available.

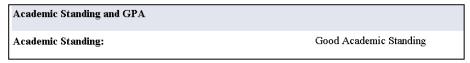
### **General Student Info block**

The General Student Info block contains the same information as the baseline bwskgstu.P\_StuInfo page. An e-mail link has been added next to the Primary Advisor information.



### Academic Standing and GPA block

The Academic Standing and GPA block contains the students current academic standing based on the term and level selected when accessing this page. The transcript totals information is selected and formatted in the same manner as the unofficial academic transcript display (bwskotrn.P\_ViewTran).



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### **Test Score block**

The Test Score block contains the same information as the baseline test score (bwlktest.P\_FacDispTest) page as well as utilizing the SOAWDSP rules for STVTESC.

Test Scores		
Test Description	Test Score	Date Taken
SAT Verbal	800	Apr 03, 2006
CPE - English Test	82	Oct 12, 2005
CPE - Math Test	60	Oct 12, 2005
COMPASS Writing	95	Oct 12, 2005
COMPASS Reading	95	Oct 13, 2005

### **Georgia Requirements block**

The Georgia Requirements block displays information from the Georgia Requirements form (ZOAGARP) based on the display rules established on SOAWDSP for STVNCRQ.

Georgia Requirements		
Requirement	Status	Date
COME (Compass - English)	Satisfied-Regents/Legislative	28-OCT-05
COMM (Compass - Math)	Satisfied-Regents/Legislative	28-OCT-05
COMR (Compass - Reading)	Satisfied-Regents/Legislative	28-OCT-05
CPCT (CPC Total Completions)	Required	20-JAN-09
LCNG (Leg Constitution - Ga.)	Required	11-OCT-05
LCNU (Leg Constitution - U.S.)	Required	11-OCT-05
LHSG (Leg History - Ga.)	Required	11-OCT-05
LHSU (Leg History - U.S.)	Required	11-OCT-05
RTPR (Regents' Reading Requirement)	Required	11-OCT-05
RTPW (Regents' Writing Requirement)	Required	11-OCT-05
LSUE (Learning Support - English)	Required	12-OCT-05
LSUM (Learning Support - Math)	Required	12-OCT-05
LSUR (Learning Support - Reading)	Required	12-OCT-05

### **Regents' GPA block**

The Regents' GPA block contains the student's Regents' GPA and associated hours and quality points.

Regents GPA	
Level:	Undergraduate Semester System
Attempted Hours:	84.00
Earned Hours:	74.66
GPA Hours:	73.33
Quality Points:	226.00
Regents GPA:	3.08

### **HOPE Eligibility Status block**

The HOPE Eligibility block contains the student's current HOPE status as well as GPA.

45 6.7.1	
HOPE Eligibility Status	
HOPE Status:	Currently Eligible
HOPE Attempted Hours:	39.00
HOPE GPA:	3.07
As of this date:	11/17/2011

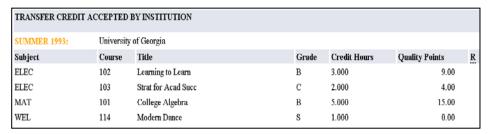
### **ZELL Eligibility Status block**

The ZELL Eligibility block contains the student's current Zell Miller status as well as GPA.

ZELL Eligibility Status	
ZELL Status:	Currently Eligible
ZELL Attempted Hours:	39.00
ZELL GPA:	3.30
As of this date:	11/23/2011

### **Transfer Credit block**

The Transfer Credit block contains the student's transfer articulation information. The transfer information is selected and formatted in the same manner as the unofficial academic transcript display (bwskotrn.P\_ViewTran).



### **Student Attributes block**

The Student Attributes block contains the student's attribute information for the term effective and any subsequent terms the attribute is effective. Expired attributes will also display on the web page. Attributes must be assigned to the student record in SGASADD to display in this block.

Student Attributes	
Attribute Code:	FA06
Description:	GTP - Fall 2006
Effective Term:	199701
End Term:	200502
Attribute Code:	ATHL
Description:	Athlete
Effective Term:	200508
End Term:	200808

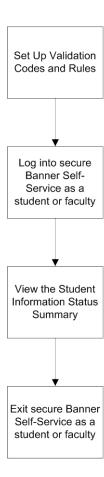
### **Appendix A: Document History**

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

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 7.13.1, June 30, 2006	NA	NA	Original
Georgia Enhancements 7.17, December 19, 2008	STVVTAB, STVATTS, SOAWDSP, GTVSDAX	Multiple	Addition of Student Attributes information block and associated setup.
Georgia Enhancements 7.20, June 2009	ztsksiss.P_StuInfo	11-12	Addition of primary advisor e-mail information.
Georgia Enhancements 8.0, March 31, 2010	NA	All	Updated screenshots for 8.0
		B-1	Addition of Process Flow Diagram
Georgia Enhancements 8.3,	NA	All	Updated screenshots for 8.3
June 30, 2010			Enhancement to display the accurate HOPE Eligibility status when a User manually updates the status on the HOPE Eligibility Form (ZHAHOPE)
Georgia Enhancements 8.7,	NA	NA	Updated screenshots for 8.7
March 31, 2011			Enhancement to display the accurate HOPE Eligibility status when a term record does not exist in the Accumulation block of the HOPE Eligibility Form (ZHAHOPE).
Georgia Enhancements 8.9.4, December 16, 2011	ztsksiss.P_StuInfo	Multiple	Updated screenshots for 8.9.4. Enhancement to display Zell Miller Eligibility Status for Students
Georgia Enhancements 8.9.5,	Ztlksiss.P_FacStuInfo	13	Upgraded screenshot for 8.9.5
March 9, 2012			Enhancement to display Zell Miller Eligibility Status for Advisors

### **Appendix B: Process Flow**

Self-Service Student Information Status Summary



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