



Banner Components for INGRESS

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.34.3

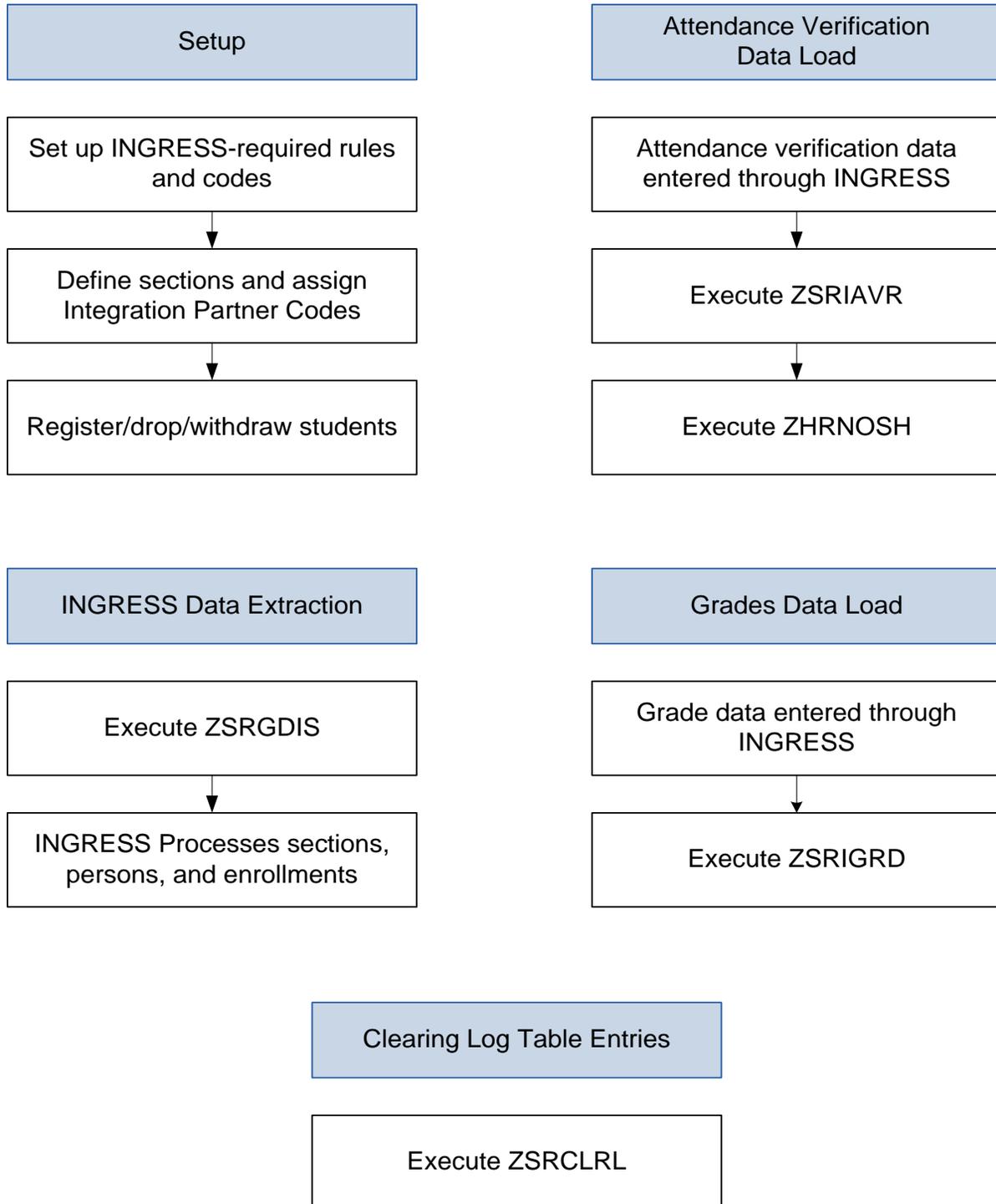
Information Technology Services

March 2015

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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, Memberships, and Demographics 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.



Warning: an error here is critical.

Support

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 (User ID and password required. Contact ITS Helpdesk to obtain login credentials.) or (2) Email 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/.

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 setup of Banner to allow data to be successfully shared between Banner and INGRESS.

Implementing the *Banner Components of INGRESS*

I. *Setting Up Rules and Codes*

A. *Affiliate eCore Institutions and other Collaboratives*

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.

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

I. Setting Up Rules and Codes		
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



II. Defining sections, Persons, and Memberships to INGRESS		
1.	Execute ZSRGDIS	ZSRGDIS
2.	INGRESS Processing	



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



IV. Loading Grade Data	
1.	Faculty enters grade data through INGRESS
2.	Execute ZSRIGRD ZSRIGRD



V. Clearing Log Table Entries	
1.	Execute ZSRCLRL ZSRCLRL

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	15-DEC-2012	16	10-OCT-2012	10-DEC-2012		<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 "RGTERM". The "Banner Value" is the value the institution uses in Banner; the "Electronic Value" is the Regents Term Code equivalent.

Electronic Label	Electronic Qualifier	Electronic Value	EDI	Web	XML	Banner Value	Description
RGTERM		20091	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200905	Summer 2008
RGTERM		20092	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200808	Fall 2008
RGTERM		20094	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200902	Spring 2009
RGTERM		20101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200905	Summer 2009
RGTERM		20102	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200908	Fall 2009
RGTERM		20104	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201002	Spring 2010
RGTERM		20111	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201005	Summer 2010
RGTERM		20112	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201008	Fall 2010
RGTERM		20114	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201102	Spring 2011
RGTERM		20121	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201105	Summer 2011
RGTERM		20122	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201108	Fall 2011
RGTERM		20124	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201202	Spring 2012
RGTERM		20131	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201205	Summer 2012
RGTERM		20132	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201208	Fall 2012
RGTERM		20134	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201302	Spring 2013
RGTERM		20141	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201305	Summer 2013
RGTERM		20142	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201308	Fall 2013
RGTERM		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		20132	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201208	Fall 2012
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		20147	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201401	January 2014
INGTERM		20151	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201405	Summer 2014
INGTERM		20152	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201408	Fall 2014
INGTERM		20154	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201502	Spring 2015
INGTERM		20161	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201505	Summer 2015

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	16-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.

Integration Configuration Settings GORICCR 8.1

Process: ELEARNING eLearning Integration rules
Setting: ACTIVE_TERM Active Term

Configuration Settings

Setting: ACTIVE_TERM Active Term Sequence:
Value: 201202
Description: Spring 2012 User ID: KGRAY Activity Date: 20-JAN-2012
Translation:

Setting: ACTIVE_TERM Active Term Sequence:
Value: 201205
Description: Summer 2012 User ID: KGRAY Activity Date: 21-MAY-2012
Translation:

Setting: ACTIVE_TERM Active Term Sequence:
Value: 201208
Description: Fall 2012 User ID: KGRAY Activity Date: 22-MAY-2012
Translation:

- **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.

Integration Configuration Settings GORICCR 8.1

Process: ELEARNING eLearning Integration rules
Setting: ICEMAIL Email Type for Intcomp.

Configuration Settings

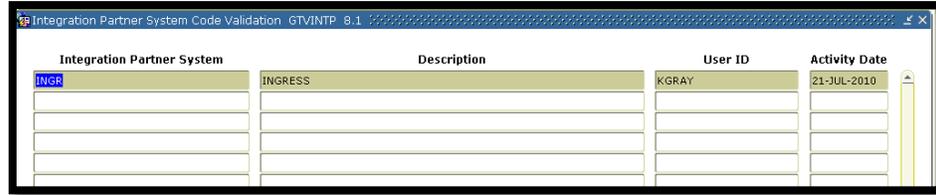
Setting: ICEMAIL Email Type for Intcomp. Sequence: 1
Value: SCHL
Description: School E-mail Address User ID: KGRAY Activity Date: 07-APR-2014
Translation:

Setting: ICEMAIL Email Type for Intcomp. Sequence: 2
Value: HOME
Description: Home E-mail Address User ID: PHARRIS Activity Date: 24-APR-2014
Translation:

Setting: Sequence:
Value:
Description: User ID: Activity Date:
Translation:

6. Create an integration partner system code

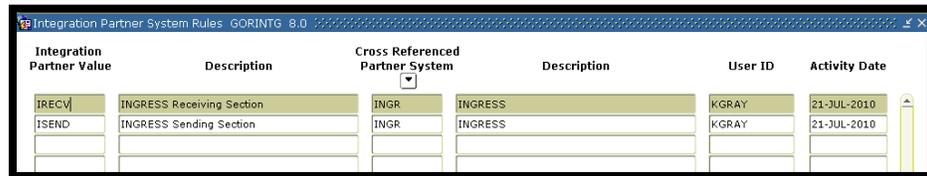
Create a new integration partner system code in the Integration Partner System Code Validation form (GTVINTP). Use the 'INGR' code with a description of 'INGRESS'.



7. Create integration partner system rules

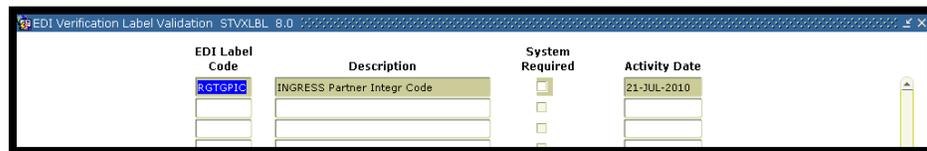
Each course section that will share information through INGRESS will be assigned an Integration Partner Value that will indicate whether the section is a sending or a receiving section of the shared course.

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.



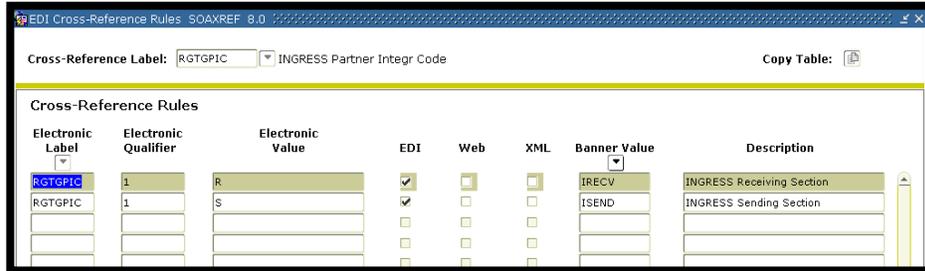
8. Create a cross reference label

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



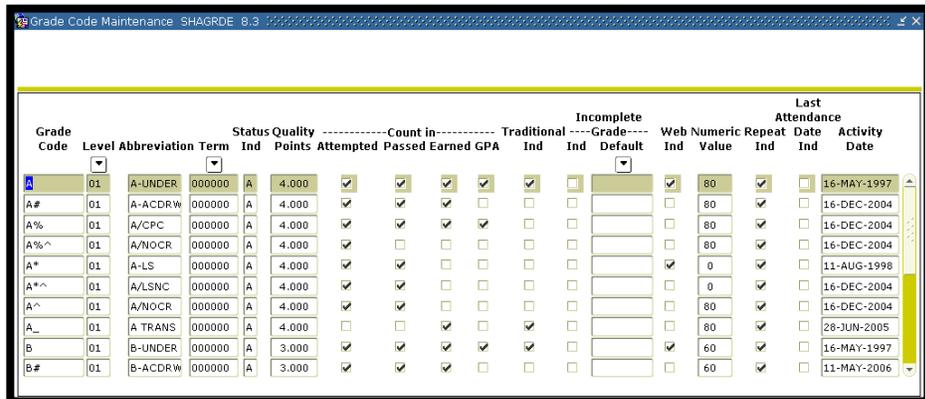
9. Translate the integration partner codes

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 (ISEND) or a receiving (IRECV) section of the shared class. A Grade Mode code is not required for affiliate eCore institutions.

The screenshot shows the 'Schedule SSASECT 8.7' form. At the top, it displays 'Term: 201502', 'CRN: 2054', 'Subject: ACCT', 'Course: 2101', and 'Title: Accounting Principles I'. Below this are tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Section Preferences' tab is active, showing fields for 'Subject', 'Course Number', 'Section', 'Cross List', 'Campus', 'Status', 'Schedule Type', 'Instructional Method', 'Integration Partner' (set to ISEND), 'Grade Mode', 'Session', 'Special Approval', 'Duration', 'Part of Term', 'Registration Dates', 'Start Dates', 'Maximum Extensions', 'Prerequisite Check Method', 'CEU Indicator', 'Credit Hours', 'Billing Hours', 'Contact Hours', 'Lecture', 'Lab', 'Other', 'Link Identifier', 'Attendance Method', 'Weekly Contact Hours', 'Daily Contact Hours', and checkboxes for 'Print', 'Gradable', 'Voice Response and Self-Service Available', 'Tuition and Fee Waiver', 'Long Title', 'Comments', and 'Syllabus'.

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.

The screenshot shows the 'Schedule SSASECT 8.6.3.1' form. At the top, it displays 'Term: 201405', 'CRN: 64900', 'Subject: ENGL', 'Course: 1102', and 'Title: English Composition II'. Below this are tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Section Enrollment Information' tab is active, showing sub-tabs for 'Enrollment Details' and 'Reserved Seats'. The 'Enrollment Details' sub-tab is active, showing fields for 'Maximum', 'Actual', 'Remaining', 'Waitlist Maximum', 'Waitlist Actual', 'Waitlist Remaining', 'Projected' (with a red arrow pointing to the value '15'), 'Prior', 'Reserved', and 'Generated Credit Hours'. Below this are sections for 'Census One' and 'Census Two', each with 'Enrollment Count' and 'Freeze Date' fields.

Example of reserving seats:

Example of not providing seats for their own students:

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).

B. Non-Affiliate eCore Institutions Only

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.

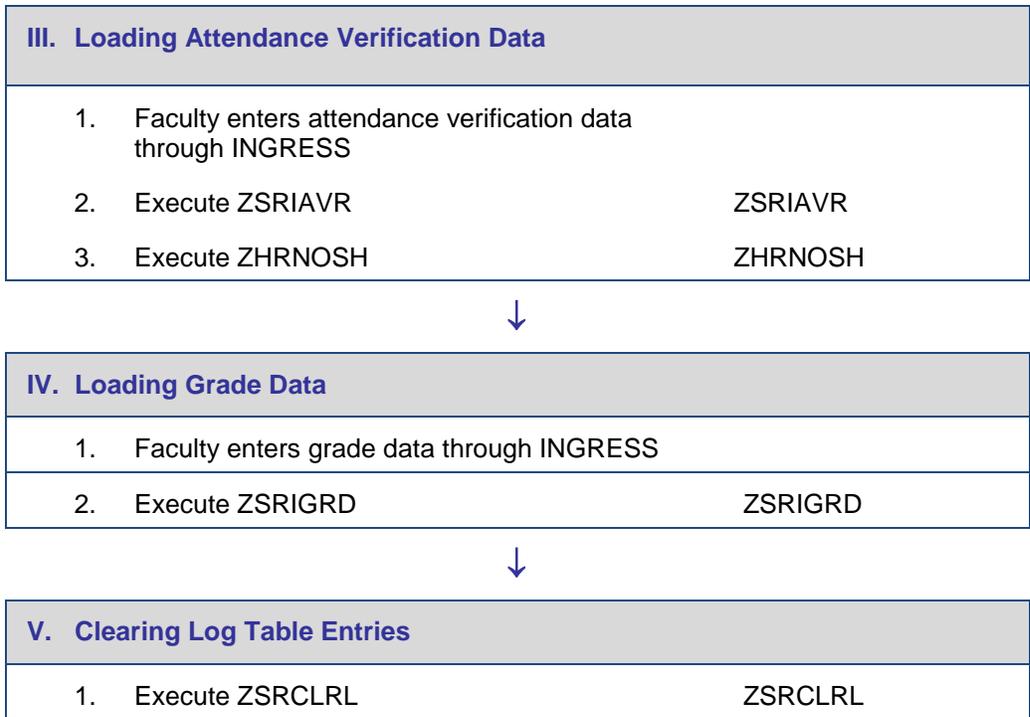
Complete the following steps to set up Banner to allow data to be successfully shared between Banner and INGRESS.

I. Setting Up Rules and Codes		
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.	Translate the Registration Status Codes	SOAXREF
6.	Establish the integration configuration settings	GORICCR
7.	Create an integration partner system code	GTVINTP
8.	Create integration partner system rules	GORINTG
9.	Create a cross reference label	STVXLBL
10.	Translate the integration partner codes	SOAXREF
11.	Build grade codes	SHAGRDE
12.	Set up the Test Code	STVTESE
13.	Set up Pre-requisite	SSAPREQ
14.	Set up Course	SCACRSE
15.	Define Sections	SSASECT
16.	Define Delivery Technology	ZSASECT
17.	Register/drop/withdraw students from course sections	SFAREGS Self Service



II. Defining sections, Persons, and Memberships to INGRESS		
1.	Execute ZSRGDIS	ZSRGDIS
2.	INGRESS Processing	





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 eCore part of term code on the Part of Term and Web Registration Controls block in the Term Control form (SOATERM).

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	18-AUG-2014	12-DEC-2014	15	08-OCT-2014			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	eCore	18-AUG-2014	12-DEC-2015	16	08-OCT-2014			<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 "RGTTTERM". The "Banner Value" is the value the institution uses in Banner; the "Electronic Value" is the Regents Term Code equivalent.

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

**Translate
term
codes -
continued**

Electronic Label	Electronic Qualifier	Electronic Value	EDI	Web	XML	Banner Value	Description
INGTERM		20132	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201208	Fall 2012
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		20147	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201401	January 2014
INGTERM		20151	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201405	Summer 2014
INGTERM		20152	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201408	Fall 2014
INGTERM		20154	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201502	Spring 2015
INGTERM		20161	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	201505	Summer 2015

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. A special registration status code will be established for eCore non-affiliate courses. This code will be assigned to the courses after registration is complete.

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 checked="" 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.



Course Registration Status Form (SFARSTS) needs registration status rules for the eCore part of term for institutions participating as a non-affiliate. The registration status (RSTS) codes will be used to identify the students enrolled in eCore courses as a non-affiliate for reporting purposes.

Status	Description	Affected By Student Status	Start Date	End Date	Voice Response Indicator
RE	**Registered**	<input type="checkbox"/>	18-AUG-2014	12-DEC-2015	<input type="checkbox"/>
RW	**Web Registered**	<input type="checkbox"/>	18-AUG-2014	12-DEC-2015	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	18-AUG-2014	12-DEC-2015	<input checked="" type="checkbox"/>

Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
RE				

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

5. Translate the Registration Status Codes for the non-affiliate eCore

Using the EDI Cross Reference Rules form (SOAXREF), translate the registration status codes that will be used for the eCore (non-affiliate) part of term to the translation rules label 'Regents Count Enrollment' (RGTRSTS). This is the translation of which registration status rules will be processed by the Academic Data Mart as counting in enrollment (i.e. CNTENRLY=yes) or not (i.e. CNTENRLN=no).

Electronic Label	Electronic Qualifier	Electronic Value	EDI	Web	XML	Banner Value	Description
RGTRSTS	RSTS1	CNTENRLN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD	
RGTRSTS	RSTS1	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RE	
RGTRSTS	RSTS10	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WM	
RGTRSTS	RSTS11	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IA	
RGTRSTS	RSTS12	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AD	
RGTRSTS	RSTS13	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W1	
RGTRSTS	RSTS14	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W2	
RGTRSTS	RSTS15	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WC	
RGTRSTS	RSTS16	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WS	
RGTRSTS	RSTS2	CNTENRLN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DA	
RGTRSTS	RSTS2	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	
RGTRSTS	RSTS3	CNTENRLN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CW	
RGTRSTS	RSTS3	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WP	
RGTRSTS	RSTS4	CNTENRLN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WL	
RGTRSTS	RSTS4	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WR	
RGTRSTS	RSTS5	CNTENRLN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AW	
RGTRSTS	RSTS5	CNTENRLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RS	
RGTRSTS	RSTS6	CNTENRLN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DC	

*** Codes and translations shown here are for example only and are not an indicator of the codes your institution utilizes.

6. 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.

7. 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'.

Integration Partner System	Description	User ID	Activity Date
INGR	INGRESS	KGRAY	21-JUL-2010

8. 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.

Integration Partner Value	Description	Cross Referenced Partner System	Description	User ID	Activity Date
IRECV	INGRESS Receiving Section	INGR	INGRESS	KGRAY	21-JUL-2010
ISEND	INGRESS Sending Section	INGR	INGRESS	KGRAY	21-JUL-2010

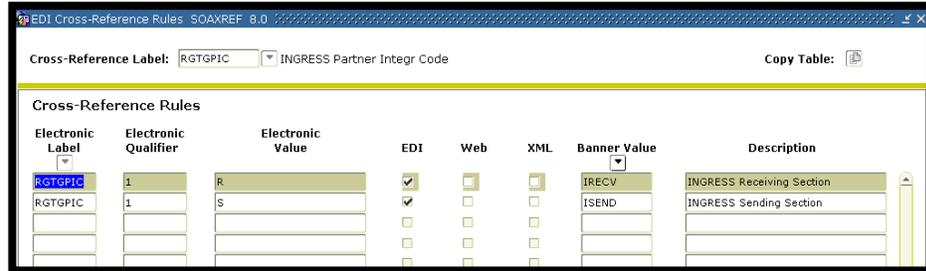
9. Create a cross reference label

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

EDI Label Code	Description	System Required	Activity Date
RGTGPIC	INGRESS Partner Integr Code	<input checked="" type="checkbox"/>	21-JUL-2010
		<input type="checkbox"/>	
		<input type="checkbox"/>	

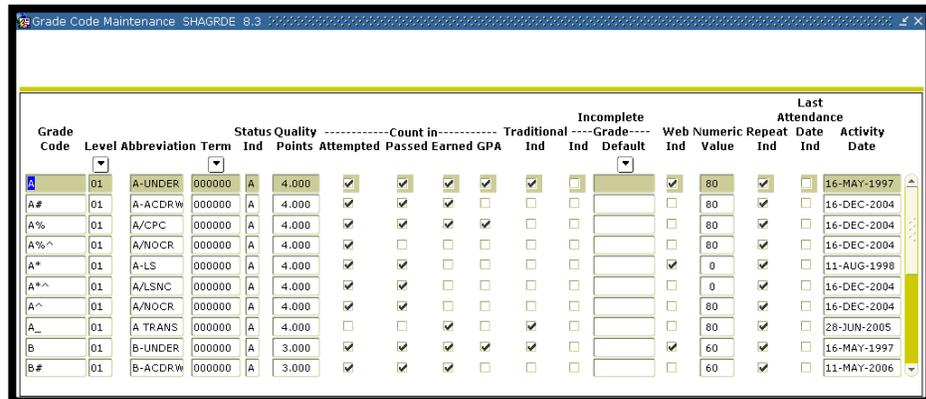
10. Translate the integration partner codes

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'.



11. 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.

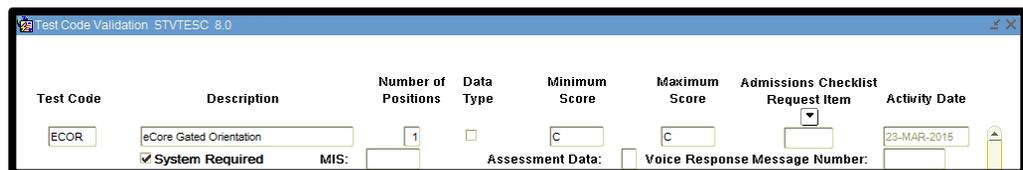


*** Grade codes and settings shown here are for example only and are not an indicator of the codes and settings your institution utilizes.

12. Set up the Test Code for the non-affiliate eCore

Using the Test Code Validation form (STVTESC), set up the Gated Orientation Process test pre-requisite.

- Test Code = ECOR
- Description = eCore Gated Orientation
- Minimum Score = C
- Maximum Score = C
- Data Type should be unchecked to indicate alphanumeric



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

13. Pre-requisite Set up for the non-affiliate eCore

Using the Schedule and Test Score Restrictions form (SSAPREQ), set up the pre-requisite restrictions for the eCore Gated Orientation process that will need to be placed at the section level if the course is not unique to eCore. If a course is unique to eCore at the home institution, this can be done once in the Catalog Prerequisite and Test Score Restrictions form (SCAPREQ).

The screenshot shows the 'Section Test Score and Prerequisite Restrictions' form. At the top, there are dropdown menus for 'Term' (201108) and 'CRN' (80646). Below this, there are two tabs: 'Section Information' and 'Section Test Score and Prerequisite Restrictions', with the latter being active. The main area contains a table with columns: 'And', 'Or', '(', 'Test Code', 'Test Score', 'Subject', 'Course Number', 'Level', 'Grade', 'Concurrency', and ')'. The first row is populated with: '(', 'ECOR', 'C', an empty subject field, empty course number and level fields, and '(None)' in the concurrency field. There are four empty rows below it.

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

14. Course Set up for the non-affiliate eCore

Using the Basic Course Information form (SCACRSE), establish the collaborative course(s) offered through eCore that your institution will be participants in, if they are not currently available. The grade mode code 'T' for 'Transfer' is required in the Grading Mode block for non-affiliate eCore courses.

The screenshot shows the 'Grading Mode' section of the SCACRSE form. At the top, there are dropdown menus for 'Subject' (ENGL - English), 'Course' (1101), and 'Term' (201108). Below this, the 'Course Title' is 'English Composition I'. The 'From Term' is 201108 and 'To Term' is 201408. The main area is a table with columns: 'Grade Mode', 'Description', 'Default', and 'Not Default'. The 'Grade Mode' dropdown is set to 'T'. The 'Description' column lists 'Normal' and 'Transfer'. The 'Transfer' row is highlighted in green, and a red arrow points to the 'T' in the 'Grade Mode' column for that row. The 'Default' and 'Not Default' columns contain radio buttons.

15. Define sections, assign integration partner codes, grade mode code of 'T'

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 (ISEND) or a receiving (IRECV) section of the shared class.

The screenshot shows the 'Section Preferences' tab for SSASECT 8.7. The form includes fields for Subject (ACCT), Course Number (2101), Title (Accounting Principles I), and various hour-based metrics (Credit, Billing, Contact, Lecture, Lab, Other). The 'Integration Partner' is set to 'IRECV' (INGRESS Receiving Section) and the 'Grade Mode' is set to 'T' (Transfer). The 'Part of Term' is set to 'E' (Entirely at a distance) with dates from 06-JAN-2015 to 15-MAY-2015. The 'Prerequisite Check Method' is set to 'Basic or None'.



Grade Mode code "T" for Transfer is required for the non-affiliate eCore (receiving) institution for identification purposes.

16. Define Delivery Technology

On the Georgia Enhanced Schedule Form (ZSASECT), the delivery technology for the courses is defined. Enter the Technology Type for the course, the Percentage the technology type is used and the Primary Indicator for the technology used primarily during the course.

The screenshot shows the 'Delivery Technology' tab for ZSASECT 8.31. The 'Section Technology' table is as follows:

Technology Type	Description	Percentage	Primary Indicator
E	Entirely at a Distance	100	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>

- 17. 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, Memberships, and Demographics 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
08	Extract eCore Demographics	No	N=No; B=eCore Analytics (Affiliate eCore only); E=Non-Affiliate eCore (Non-Affiliate eCore only)	N
09	Ptprm for eCore Analytics	No	For eCore ONLY: Enter Part of Term code or % for all Part of Term codes	
10	Address Priority and Type(s)	Yes if 08=E	For non-affiliate eCore ONLY: Enter address priority and type	
11	Address Selection Date	Yes if 08=E	For non-affiliate eCore ONLY: Enter date to be used in address selection. Format: DD-MON-YYYY	Current Date
12	Phone Priority and Type(s)	Yes if 08=E	For non-affiliate eCore ONLY: Enter phone priority and type	

*Address Priority and Type(s) and Phone Priority and Type(s) can be entered by priority so to search up to multiple values utilizing a hierarchy. Multiple Part of Term codes can be entered.

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 zsrqdis_{nnnnn}.lis

```
Sample zsrqdis_{nnnnn}.lis

11-21-2014 15:49:41                                PAGE: 1
Run No. 845561                                INGRESS Extract Process                ZSRGDIS 8.34.3

Section Data Errors

CRN: 84916 Projected seats: 15 above Max seats: 9 - Section Not Processed

Person Record and Demographic Data Errors

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reproduction, distribution, display or disclosure of this material is prohibited.

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11-21-2014 15:49:41                                PAGE: 2
Run No. 845561                                INGRESS Extract Process                ZSRGDIS 8.34.3

* * * CONTROL REPORT * * *

Parameter Description          Parameter Value(s)

Application
Selection
Creator
User ID
Term Code                      201308
Extract Persons/Memberships    Y
Update Person Record          N
Extract eCore Demographics     N
Pfrm for eCore Demographics    %
Address Priority and Type       1MA
Address Selection Date          21-NOV-2014
Phone Priority and Type         1MA

Number of active sections inserted: 0
Number of active sections updated: 32
Number of active memberships inserted: 0
Number of active memberships updated: 44
Number of active persons inserted: 0
Number of active persons updated: 17
Number of demographics inserted: 0
Number of demographics updated: 0

ZSRGDIS 8.34.3 completed successfully
29 lines written to /home/banjob/
```

Sample zsrqdis_{nnnnn}.log

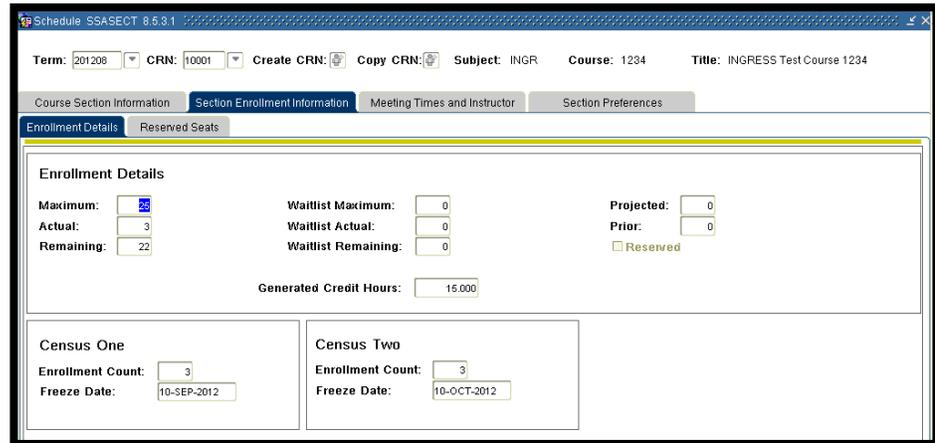
```
Username: Connected.

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 'Enrollment Details' section of the SSASECT 8.6.3.1 interface. At the top, it shows the course information: 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', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Enrollment Details' tab is active, showing a table of enrollment statistics:

Enrollment Details					
Maximum:	<input type="text" value="25"/>	Waitlist Maximum:	<input type="text" value="0"/>	Projected:	<input type="text" value="0"/>
Actual:	<input type="text" value="3"/>	Waitlist Actual:	<input type="text" value="0"/>	Prior:	<input type="text" value="0"/>
Remaining:	<input type="text" value="22"/>	Waitlist Remaining:	<input type="text" value="0"/>	<input type="checkbox"/> Reserved	
Generated Credit Hours: <input type="text" value="15.000"/>					

Below the enrollment details, there are two census sections:

Census One		Census Two	
Enrollment Count:	<input type="text" value="3"/>	Enrollment Count:	<input type="text" value="3"/>
Freeze Date:	<input type="text" value="10-SEP-2012"/>	Freeze Date:	<input type="text" value="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

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

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 8.34.2 * * *
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 6.34". At the top, there are input fields for "Term" (set to 201402, Spring 2014), "CRN", and "ID". 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	000028409	1	A	US	84904	MATH	1101	Q	3.000	Intro to Mathematical Modeling	@00010380	
201402	000028471	1	A	US	84904	MATH	1101	Q	3.000	Intro to Mathematical Modeling	@00010380	
201402	000028508	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: 201505)	
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

[Sample zhrnosh_{nnnnn}.lis](#)

```

11-Apr-14 at 10:33:38      Database      Page: 1
                          Attendance Verif   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
    
```

```

11-Apr-14 at 10:33:38      Database      Page: 2
                          Attendance Verif   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-O     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-B     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          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			
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-J1	Intro to Mathematical Modeling	0			
201402	1	84919	MATH-1101-K1	Intro to Mathematical Modeling	0			
201402	1	84920	MATH-1101-L1	Intro to Mathematical Modeling	0			
201402	1	84921	MATH-1101-M	Intro to Mathematical Modeling	0			
201402	1	84924	MATH-1101-Z1	Intro to Mathematical Modeling	0			Elway, Susan
201402	1	84925	MATH-1101-Z0	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-1100-1E	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_{nnnnn}.log

```

Username: Connected.

RUN SEQUENCE NUMBER:

zhrnosh completed successfully
170 lines written to /home/banjob/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.

The screenshot shows the SFAREGS 8.6.0.3 interface. At the top, it displays 'Student Course Registration: SFAREGS 8.6.0.3'. Below this are fields for Term (201408), ID (001112069), Name (Rssol, Jane), and Date (26-AUG-2014). There are tabs for Registration, Student Term, Curricula, Study Path, and Time Status. The 'Enrollment Information' section includes fields for Status (EL), Reason, Process Block, Status Date (06-AUG-2014), Minimum and Maximum hours, and Source (MHRs). The 'Course Information' table has columns for CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status, Status (circled as 'DD'), Level, Appr Recd, Override, Part of Term, Method of Instruction, Campus, and Study Path. At the bottom, there are fields for Error Flag (In Progress), Status Type (In Progress), Fees (Y - Immediate assessment), Date (06-AUG-2014), Credit Hours, Bill Hours, and CEU Hours.

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

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                                PAGE 1
ZSRIGRD                                INGRESS Grade Load

ID      PIDM      NAME                                COURSE  SECTION  FINAL GRADE
                                SECTION  GRD  DIFF  STATUS
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                                --- Section Final Grades Processed Date: --- UPDATED
    
```

```

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

* * * 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: [dropdown]										
2	100000012	du Vallon, Porthos d.	RE	19-AUG-2010		A	N			3.000
Rolloled <input type="checkbox"/> Grade Comment: [dropdown]										
3	100000010	d'Artagnan, Charles d.	RE	19-AUG-2010		B	N			3.000
Rolloled <input type="checkbox"/> Grade Comment: [dropdown]										
Rolloled <input type="checkbox"/> Grade Comment: [dropdown]										
Rolloled <input type="checkbox"/> Grade Comment: [dropdown]										

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-2015

Sample File

Sample zsrclrl_{nnnnnn}.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_{nnnnnn}.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 27, 2010	ZSRSMG1 ZSRSMG2	N/A	Enhanced functionality for stored procedures to more efficiently handle locked data records.
Georgia Enhancements 8.7.1, June 30, 2011	ZSRGDIS ZSRCLRL		<p>ZSRCLRL – new process.</p> <p>ZSRGDIS updates:</p> <ul style="list-style-type: none"> • Extract values for the section credit hours and CIP code. • Extract a value indicating whether a student’s registration status indicates that he is registered, dropped or withdrawn. • Add additional error checks with corresponding error messages. • Add additional information to the process output. • Complete processing in a timelier manner. <p>ZSRGDIS corrections:</p> <ul style="list-style-type: none"> • Identify the correct record for PIN retrieval and print an error if the PIN is null. • Update error message text to more correctly reflect the error.
Georgia Enhancements 8.11.1, October 21, 2011	ZSRGDIS		<p>ZSRGDIS correction:</p> <ul style="list-style-type: none"> • Update the course section Start Date in the intermediate table whenever it updates other information for the course section.
Georgia Enhancements 8.15.1, September 14, 2012	ZSRGDIS		<p>ZSRGDIS enhanced for integration with D2L:</p> <ul style="list-style-type: none"> • 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

			<p>following the reporting term has been eliminated.</p> <ul style="list-style-type: none"> Alter the length of the Course Title field to accommodate up to 50 characters. 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>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"> ZSRGDIS updates <ul style="list-style-type: none"> Change the ZSRGDIS process name on both the job submission screen and on the title printed on the output/reports to “INGRESS Extract Process”. 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. Update process to extract the field labeled “Projected” (if applicable) from the SSASECT form for the new reserved seat functionality for INGRESS. 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. 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.

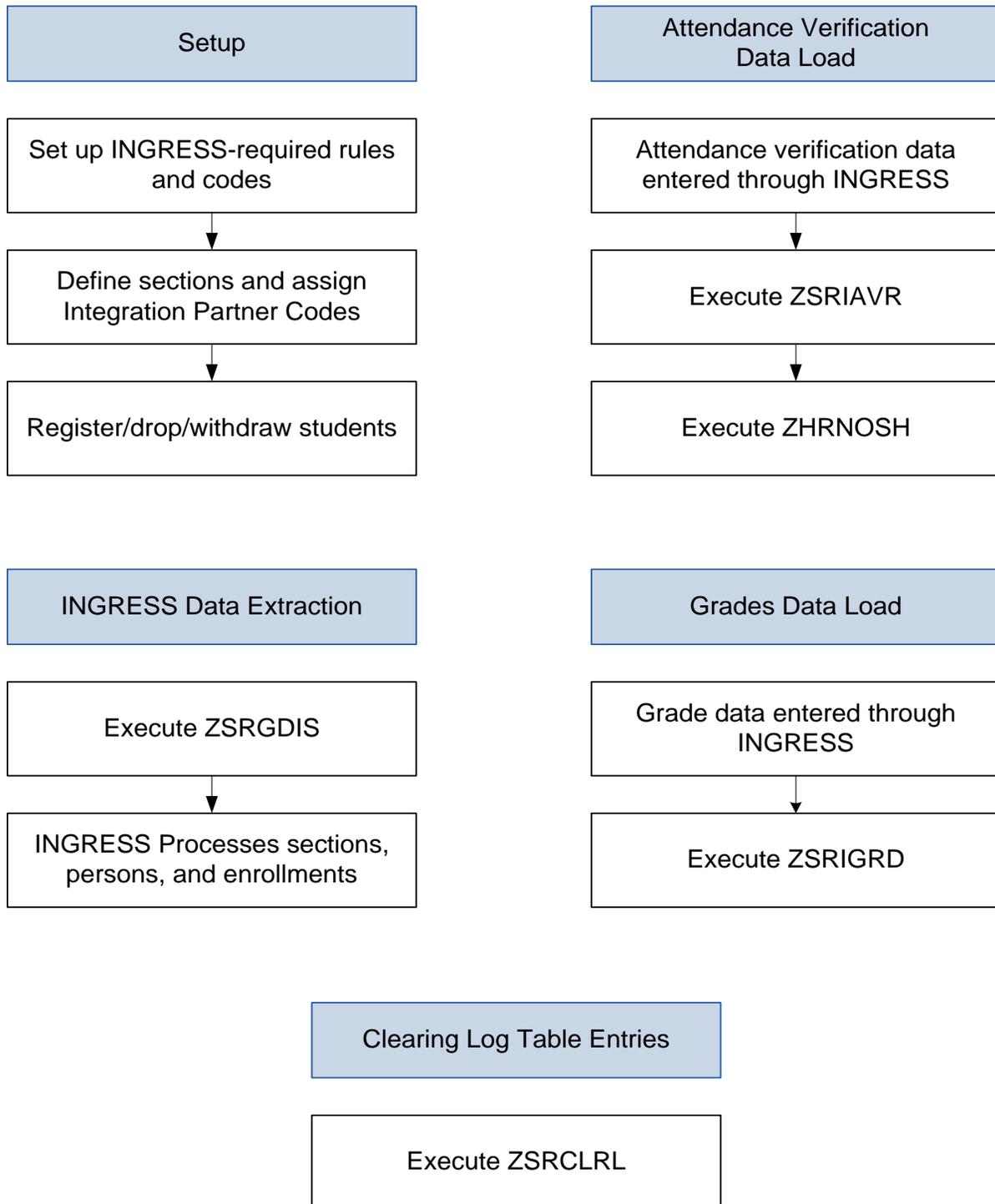
			<ul style="list-style-type: none"> • Extract the preferred person email address if there are multiple active email addresses using the ICEMAIL setting. <p>- ZSRIGRD updates</p> <ul style="list-style-type: none"> • Change the ZSRIGRD process name on both the job submission screen and on the title printed on the output/reports to “INGRESS Grade Load”. • Update process to use the new Banner Term Code field. <p>- ZSRIAVR updates</p> <ul style="list-style-type: none"> • Change the ZSRIAVR process name on both the job submission screen and on the title printed on the output/reports to “INGRESS Attendance Load”. • Update process to use the new Banner Term Code field. • 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. <p>- ZSRCLRL updates</p> <ul style="list-style-type: none"> • Update the ZSRCLRL process to use new timestamps in place of the Epoch time stamp start and end time fields previously utilized. <p>- ZHANOSH updates</p> <ul style="list-style-type: none"> • 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.
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			<p>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 form.</p> <ul style="list-style-type: none"> - ZHRNOSH updates <ul style="list-style-type: none"> • 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. - ZSRIARR updates <ul style="list-style-type: none"> • New procedure to handle array processing for data passed from INRESS to Banner. <p>Document updated to reflect changes and to update screen shots.</p>
<p>Georgia Enhancements 8.34.2 December 12, 2014</p>	<p>ZSRGDIS</p>		<ul style="list-style-type: none"> - ZSRVDEM - New table. - ZSRVCRS_GMOD_CODE – New field. - ZSRGDIS updates: <ul style="list-style-type: none"> • Five new parameters, Extract for eCore Demographics (#08), Ptrm for eCore Analytics (#09), Address Priority and Type (#10), Address Selection Date (#11), and Phone Priority and Type (#12), have been added. • Process logic is updated to provide the error message “Third Party ID is Null – Person Not Extracted” making it consistent with the Third Party Access Audit form (GOATPAD) field name “Third Party ID”. • Process logic is updated to populate the new field ZSRVCRS_GMOD_CODE in the

			<p>Course Section Data Table, ZSRVCRS, for new functionality in INGRESS. This update identifies the non-affiliate eCore sections.</p> <ul style="list-style-type: none"> • Process logic is updated to populate the new Demographic Data Table, ZSRVDEM, for new functionality in INGRESS. The new table provides eCore with the necessary data for analytics and processing of non-affiliate eCore transients. • Process logic is updated to provide several new error messages on the .lis file related to missing data in the new Demographic Data Table, ZSRVDEM. • Changed the “Person Record Errors” section name on the .lis file to “Person Record and Demographic Data Errors”. This update reflects the additional error messages associated with the new Demographic Data Table, ZSRVDEM. • Multiple error messages added <p>ZSRGDIS corrections:</p> <ul style="list-style-type: none"> • Process logic is updated to provide the error message “No Third Party ID or PIN – Person Not Extracted” when a student or faculty member does not have a PIN history and/or Third Party ID history. <p>ZSRIAVR corrections:</p> <ul style="list-style-type: none"> • The load process has been modified to set the default linelimit (Process Submission Controls, GJAPCTL) to 55.
<p>Georgia Enhancements 8.34.3 March 20, 2015</p>	<p>ZSRGDIS</p>		<p>ZSRGDIS corrections:</p> <ul style="list-style-type: none"> • Process logic has been modified to ensure the ZSRVDEM_SSN field

			is not populated when extracting affiliate eCore students (i.g. Extract eCore Demographics = B, for eCore Analytics)
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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
Process	WARNING: eCore Demographics Not Extracted – Parameter 06 must equal 'Y'.	From GJAPCTL, if Parameter 08, Extract for eCore Demographics, equals 'B' or 'E' it's co-dependent on Parameter 06 to equal 'Y' so to Extract Persons/Memberships and Demographics	Return to Parameter 06, enter or select 'Y'
Process	REQUIRED PARAMETER MISSING: {parm name}	From GJAPCTL, if no value provided for a required parameter	Return to the process' parameter set and provide the required parameter
Process	INVALID PTRM FOR TERM: {PTRM list}	From GJAPCTL, if Parameter 08, Extract for eCore Demographics, equals B or E and any Part of Term code value used in Parameter 09 is not valid for the Term selected in Parameter 05	Return to the Part of Term Code parameter and provide a valid Part of Term code for the selected Term
Process	DUPLICATE HIERARCHY VALUES IN ADDRESS PRIORITY AND TYPE	From GJAPCTL, if 2 or more Address Priority and Type parameter values have the same	Return to the Address Priority and Type parameters and correct one or more

		priority number	of the Address Type priorities (number)
Process	DUPLICATE HIERARCHY VALUES IN TELEPHONE PRIORITY AND TYPE	From GJAPCTL, if 2 or more Phone Priority and Type parameter values have the same priority number	Return to the Phone Priority and Type parameters and correct one or more of the Phone Type priorities (number)
Process	INVALID DATE OR FORMAT FOR ADDRESS SELECTION DATE	From GJAPCTL, if an invalid date value is provided for Parameter 11, Address Selection Date. Or date value is not in the format DD-MON-YYYY	Return to the Address Selection Date parameter and provide a valid date or date format (DD-MON-YYYY)
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	Third Party 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 Third Party ID or PIN	From GOATPAD, the Third Party ID field and/or PIN field is null; and the PIN History and/or Third Party History is null	From GOATPAD, a Third Party ID can be established for the student or instructor by clicking the Maintenance icon by the field; and/or a PIN can be established for the student or

			instructor by clicking the Reset PIN 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
Person	No SPAPERS data found – Demographics Not Extracted	No record exists in the SPBPERS table	From SPAPERS, enter all required data
Person	Date of Birth is null – Demographics Not Extracted	The Date of Birth is not established in SPAPERS and SPAIDEN for the student	From SPAPAERS, enter Date of Birth
Person	Gender is null – Demographics Not Extracted	The Gender is not established in SPAPERS and SPAIDEN for the student	From SPAPERS, select Gender

Person	Ethnicity is null – Demographics Not Extracted	The Ethnicity is not established in SPAPERS and SPAIDEN for the student	From SPAPERS, select Ethnicity
Person	Ethnicity Code not defined on STVETHN – Demographics Not Extracted	The value on the SPAPERS form, Ethnicity field is 1) Not translated on SOAXREF and 2) Not defined as a valid value on the table STVETHN	From STVETHN, define the value; and translate on SOAXREF
Person	Race is null – Demographics Not Extracted	The Race is not established in SPAPERS and SPAIDEN for the student	From SPAPERS, select Race
Person	Race Code not defined on GORRACE – Demographics Not Extracted	The value on the SPAPERS form, Ethnicity field is 1) Not translated on SOAXREF and 2) Not defined as a valid value on the table GORRACE	From GORRACE, define the value; and translate on SOAXREF
Person	Address Not Found – Demographics Not Extracted	No active addresses of any of the address types supplied as a parameter values located	From GJAPCTRL, provide an address type that is active and in use in the Address Selection Date parameter
Person	Street Address is null – Demographics Not Extracted	The Street Addressed is not established in SPAIDEN for the student	From SPAIDEN, provide the Street Address in Address Street Line 1
Person	City is null – Demographics Not Extracted	The City is not established in SPAIDEN for the student	From SPAIDEN, enter City
Person	State is null – Demographics Not Extracted	The State is not established in SPAIDEN for the student	From SPAIDEN, enter State
Person	Zip Code is null – Demographics Not Extracted	The Zip Code is not established in SPAIDEN for the student	From SPAIDEN, enter Zip

Person	Valid Telephone Number not found – Demographics Not Extracted	The Area Code and/or the Telephone Number is not established in SPAIDEN for the student	From SPAIDEN, enter Area Code and/or Telephone number
Person	Citizenship is null – Demographics Not Extracted	The Citizenship is not established in SPAPERS for the student	From SPAPERS, enter Citizenship
Person	Citizenship Code not defined on STVCITZ – Demographics Not Extracted	The value on the SPAPERS form, from the Citizenship field, is not defined as a valid value on the STVCITZ table	From STVCITZ, define the value
Person	No ZOARESI data found – Demographics Not Extracted	No record exists in the ZOBRESI table for this person	From ZOARESI, complete the required fields for this person
Person	Country of Citizenship is null – Demographics Not Extracted	The Country of Citizenship is not established in ZOARESI for the student	From ZOARESI, enter Country of Citizenship
Person	Country of Citizenship Code not defined on STVNATN – Demographics Not Extracted	The value on the ZOARESI form, Country of Citizenship field is not defined as a valid value on the STVNATN table	From STVNATN, define the value
Person	State of Residence is null – Demographics Not Extracted	The State of Residence is not established in ZOARESI for the student	From ZOARESI, enter State of Residence
Person	State of Residence Code not defined on STVSTAT – Demographics Not Extracted	The value on the ZOARESI form, State of Residence field is not defined as a valid value on the STVSTAT table	From STVSTAT, define the value
Person	State of Origin is null – Demographics Not Extracted	The State of Origin is not established in ZOARESI for the student	From ZOARESI, enter State of Origin
Person	State of Origin Code not defined on STVSTAT – Demographics Not	The value on the ZOARESI form, State of Origin field is not	From STVSTAT, define the value

	Extracted	defined as a valid value on the STVSTAT table	
Person	County of Residence is null – Demographics Not Extracted	The County of Residence is not established in ZOARESI for the student	From ZOARESI, enter County of Residence
Person	County of Residence Code not defined on STVCNTY – Demographics Not Extracted	The value on the ZOARESI form, County of Residence field is 1) Not translated on SOAXREF and 2) Not defined as a valid value on the STVCNTY table	From STVCNTY, define the value; and translate on SOAXREF
Person	County of Origin is null – Demographics Not Extracted	The County of Origin is not established in ZOARESI for the student	From ZOARESI, enter County of Origin
Person	County of Origin Code not defined on STVCNTY – Demographics Not Extracted	The value on the ZOARESI form, County of Origin field is 1) Not translated on SOAXREF and 2) Not defined as a valid value on the STVCNTY table	From STVCNTY, define the value; and translate on SOAXREF
Person	SSN is null – Demographics Not Extracted	The Social Security Number is not established in SPAPERS and SPAIDEN for the student	From SPAPERS, enter Social Security Number
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: {count} above Max seats: {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	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	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

Process 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 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	The indicated CRN was found in Banner,	Contact ITS for assistance

	loaded.	however, the Subject, Course, and Section do not match the data from INGRESS	
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 INGRESS	Contact ITS for assistance
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	Contact ITS for assistance

		the processed date on the ZSRAVER table for this record	
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 attending class	No action required
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 RGTERM
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 ZSRVCRS table	Grade data successfully processed; however, please contact ITS and report that you are 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 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	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 was reported with a final grade of "NG", and student is not registered in the section	No action required
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	In MIDTERM column: A	If a midterm grade other

	posted: {GRADE}	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	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 with a midterm grade of “NG” or no midterm grade, and has already been awarded a midterm grade in Banner 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	If grade posted in Banner is correct, no action is required. If posted grade needs to be changed, manual entry will be required
Student	Grade previously posted: {GRADE}	In Midterm column: A midterm grade was reported, but a midterm grade has already been posted in Banner In Final column: A final grade was reported, but a final grade has already been posted in Banner	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
Student	Student not graded	In Midterm column: A midterm grade of “NG” was reported and a midterm grade has not already been posted in Banner	No action required

		In Final column: A final grade of "NG" was reported and a final grade has not already been posted in Banner	
Student	Invalid grade provided: {grade}	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	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	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

		loaded	
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 INGRESS In Final column: Student does not have a previously posted final grade, but no final grade/date information was reported through INGRESS	Contact instructor to determine appropriate grade. Manual data entry will be required
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

