

*Academic Department  
Quick Steps:*

*Student Records*



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# Table of Contents

<b>Reviewing a Student's Record in StuView</b> .....	<b>1</b>
To search for a single student in StuView .....	2
To search for a group of students .....	3
To print an Internal Transcript from StuView .....	5
To print the Degree Progress Report from StuView .....	6
<b>Reviewing Academic Advisers</b> .....	<b>7</b>
To review advisers for an undergraduate student .....	8
To verify undergraduate adviser assignments .....	9
To enter graduate dissertation advisers .....	10
To see other adviser reports .....	11
<b>Printing Internal Transcripts and Degree Progress Reports</b> .....	<b>13</b>
To display and print a transcript or DPR from StuView .....	14
To print multiple Internal Transcripts .....	15
To print multiple Degree Progress Reports .....	18
<b>Grading</b> .....	<b>23</b>
To search for all grade rosters in your subject area .....	24
To display a grade roster for a specific course .....	25
To search for all grade rosters that have not been approved .....	26
To enter grades for a course .....	27
To approve grades .....	28
To print grade rosters .....	29
Having Trouble? .....	31
<b>Other Student Record Tasks</b> .....	<b>33</b>
To update a student's sub-plan .....	34
To select departmentals .....	35
To propose a new exception for a student .....	36
To Find a Proposed Exception .....	38
<b>Index</b> .....	<b>39</b>



# *Reviewing a Student's Record in StuView*

Use StuView to review biographic and demographic information about students, as well as information about their academic history and courses they have taken or are currently taking.

StuView is accessed through the PeopleSoft Student Records application, which means that you must sign onto PeopleSoft before opening StuView.

***Tip!** If you want to bookmark StuView, add the search page to your favorites in PeopleSoft. Then, once you have signed onto PeopleSoft, you can select this page from your Favorites in the PeopleSoft menu.*

## To search for a single student in StuView

1. Navigate to **Records and Enrollment > StuView**. The StuView Search Criteria page is displayed.
2. If you are searching for a specific student, enter the student's ID in the *EmplID* field if you know it. Otherwise, enter at least the first few characters of the students name in the *Last Name* and *First Name* fields.
3. Click the Search  button. All records that match your search criteria are listed at the bottom of the page.

***Important!*** *If you make a mistake entering search criteria, do **not** click the browser Stop button; let the system complete the search before entering new criteria. Clicking the browser Stop button does not stop database processing in PeopleSoft; it only prevents the display of returned information, and may cause other problems.*

4. To display the student's record in StuView, click on the [View](#) link at the beginning of the row.
5. Look for the information you need by scrolling up and down the pages, clicking the page tabs, and clicking the links at the bottom of the pages.
6. To return to the search page, click the Return  button at the bottom of any StuView page.

## To search for a group of students

When searching for a group of students, you may use several fields to complete your search criteria. For example, to review records of all seniors in the Chemistry department, you would enter values in the *Acad Career* field, the *Class Year* field, the *Academic Program* field, and the *Academic Plan* field, and verify that the *Program Status* field is set to **Active in Program**.



**Note:** For the speediest response, it is best to enter criteria that will limit the number of records returned. For example, a search based on the *Academic Career*, *Class Year*, *Academic Program* and *Academic Plan* will be faster than a search of all undergraduates, based on only the *Academic Career*.

1. Navigate to **Records and Enrollment > StuView**.
2. To search for students who have a specific program action reason, such as students who are on Study Abroad, select the *Action Reason* from the drop-down list.

**Note:** The record will be found only if the specific Action Reason is on the current effective-dated row of the student's record.

3. To search for students with a particular status, such as students who have completed their program, select the *Program Status* from the drop-down list. The default value is **Active in Program**.
4. To limit your search to students in a particular academic career, select **Graduate**, **Special**, or **Undergraduate** from the drop-down list in the *Acad Career* field. When you select the *Acad Career*, the remaining fields are activated appropriately.

**Note:** You can access only the students in careers for which you are authorized.

5. To search for undergraduate students in a specific class, enter the four-digit *Class Year*. To search for graduate students in a particular year of study, enter the two-digit year of study (for example, **G1**) in the *YOS* field. Use the Lookup  button if you need to find the appropriate value.
6. To search for undergraduates in a specific residential college, select the residential college using the Lookup  button in the *College* field.

7. To search for students in a specific academic program, select the *Academic Program* by using the Lookup  button. For undergraduates, the program is the degree program in which the student has enrolled (**AB** or **BSE**). For graduate students, the program is their department.
8. To search for students in a specific plan, enter a value in the *Academic Plan* field. For undergraduates, the plan is the department, certificate, or program code, preceded by a **U**. For graduate students, the plan is the degree program in which they have enrolled.
9. To search for readmitted undergraduates for a selected term, select () the *Undergraduate Readmits Only* checkbox. The *Readmit Term* field will appear. Type the four-digit term code (for example, **1062**) for the term when the student was readmitted.
10. To search for undergraduate visitors only, select () the *Undergraduate Visitors Only* checkbox.
11. Click the Search  button to locate the students who match the criteria. The results of the search are displayed at the bottom of the page.
12. Click the [View](#) link on the line for the student whose record you want to see. The StuView page group is displayed, open to the General page.
13. To return to the search page, click the Return  button at the bottom of any StuView page.

## Having Trouble?

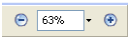


If a search criteria field is not active, make sure that you have selected the appropriate value in the *Acad Career* field.

Table 1: Fields Dependent on Academic Career Selections




To enter a value in this field...	Acad Career Must Be...
<i>Class Year</i>	<b>Graduate</b> or <b>Undergraduate</b>
<i>College</i>	<b>Undergraduate</b>
<i>Academic Program</i>	<b>Graduate</b> or <b>Undergraduate</b>
<i>Undergraduate Readmits Only</i>	<b>Undergraduate</b>
<i>Undergraduate Visitors Only</i>	<b>Undergraduate</b>

In addition, the *Academic Plan* field is only active if you have selected a value in the *Academic Program* field.

## ***To print an Internal Transcript from StuView***

1. Click the [Request Internal Transcript](#) link at the bottom of any of the StuView pages.
2. When the Transcript Request Detail page is displayed, click the [View Report](#) link. The transcript report is displayed in Acrobat in a new browser window.
3. You can review the report in Acrobat, or print it, as needed.
  - To view the report online, you will need to adjust the magnification, using the magnification tools on the Acrobat toolbar: 
  - To print the report, click the Print  button on the Acrobat toolbar, setting your printer options as usual.
4. When you have finished with the report, close the browser window to return to the Transcript Request Detail page.
5. Click the OK or Cancel  button to return to StuView.

# To print the Degree Progress Report from StuView

1. Click the [Degree Progress](#) link at the bottom of any StuView page.
2. When the Degree Progress Report page opens, close the menu by clicking the Collapse Menu  button. This ensures that the report will not be shifted off the left edge of the page when you print.
3. If you want to see all requirements, expand all sections by clicking the expand all  button. To see only the requirements that have not been satisfied, leave the sections as they are originally displayed.
4. Click the browser's Print button, or select **File > Print** from the browser menu.
5. When you are finished with the Degree Progress Report, click the Cancel  button to return to StuView.

## Having Trouble?

If the report does not print properly, select **File > Print Preview** to check the view that will print.

- Check the settings at the top of the window. You may need to change some layout settings; for example, select **As laid out on screen** or **Only the selected frame** rather than **All frames individually** in the center drop-down list box.
- Check the number of pages at the bottom of the window. If the number of pages shows only 1 of 1, do not try to print the report from the Print Preview menu; it will only print the first page. Close the Print Preview window and print from the PeopleSoft report window.

## *Reviewing Academic Advisers*

When a student declares a concentration, the department becomes responsible for assigning all advisers. You will be requested to complete a worksheet of Junior Independent Work and Senior Thesis advisers twice a year to notify the Registrar's Office of the adviser assignments. The Registrar's Office will update PeopleSoft to reflect the appropriate adviser assignments.

You **must** verify the Senior Thesis advisers in PeopleSoft to ensure that the Supervision Report will be correct.

If the department assigns academic advisers to concentrators, these assignments must also be relayed to the Registrar's Office.

***Important!*** *If advisers are not assigned to the student in PeopleSoft, the adviser will not be able to access the student's record online (in StuView).*

### **Entering Graduate Dissertation Advisers**

The Dissertation Adviser is entered in PeopleSoft on the Student Milestones for Depts page. This adviser is the one used for Graduate Re-enrollment, and appears in SCORE and StuView as the student's adviser.

## ***To review advisers for an undergraduate student***

1. Navigate to **Records and Enrollment > StuView** to display student information, including advisers.
2. Locate the student as described in “Reviewing a Student’s Record in StuView,” on page 1.
3. Click on the Advisers tab to see the student’s advisers. The current advisers are displayed in the top section, with their adviser role and email address. These are the advisers that are currently able to see the student’s record in StuView.

**Note:** The independent work advisers (JIW and Sr Thesis) will only see the General tab, not the Courses, Advisers, Actions, and Test Scores / AP tabs. In addition, they will not see the links at the bottom of the page for Internal Transcript, Degree Progress, or Honors and Awards. Academic advisers will see all these tabs and links.

Previous advisers are listed in the second section, in reverse chronological order.

4. Review the existing advisers. If there are any errors in the list of advisers, print a copy of the page, mark your corrections on the page, and send it to the Registrar’s Office. They will make the necessary changes in PeopleSoft.

**Note:** If the adviser is already assigned, but with a different role, you need to inform the Registrar’s Office of the adviser’s new role.

## To verify undergraduate adviser assignments

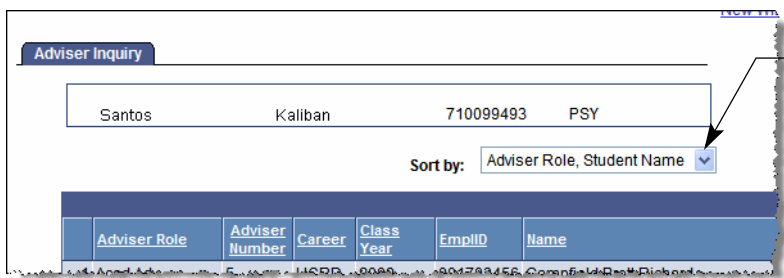
1. Navigate to **Records and Enrollment > Student Background Information > Adviser Inquiry**.
2. Enter the adviser's name, or the first few characters of each name in the *Last Name* and *First Name* fields.
3. Click the Search  button to display the list of advisers that match your criteria.

If only one record matches your criteria, the Adviser Inquiry page is displayed immediately. Otherwise, click on the line for the name of the adviser you want to review.

4. The adviser's name is displayed at the top of the page, along with his or her EmpID and department.

All of the students advised by this person are listed below, with the adviser's role, and the student's career, class year, emplID, name, department, college, and email address.

5. By default, the students are sorted by name. To sort the students in a different order, such as adviser role, career, or career and year, select the desired sort field(s) in the *Sort by* field.



The screenshot shows the 'Adviser Inquiry' page. At the top, there is a search bar with the following criteria: Last Name: Santos, First Name: Kaliban, EmpID: 710099493, and Department: PSY. Below the search bar is a 'Sort by' dropdown menu currently set to 'Adviser Role, Student Name'. An arrow points to this dropdown menu with the text 'Select sort order from drop-down list'. Below the search bar is a table with the following columns: Adviser Role, Adviser Number, Career, Class Year, EmplID, and Name. The table contains one row of data with the following values: Adviser Role: [blank], Adviser Number: [blank], Career: HSPB, Class Year: 2022, EmplID: 901703456, Name: Cornfield, Res\*, Richard [blank].





6. To review the next adviser in the search list, click the Next in List  button. To return to the Search List, click the Return to Search  button. To navigate away from this inquiry, click on the desired menu option, and if prompted, click Cancel .


## To enter graduate dissertation advisors


All graduate students who go through Reenrollment must have a Dissertation Advisor assigned on the Student Milestones for Depts page. Only the first Advisor (Advisor/Evaluator 1) will have appropriate access to Reenrollment for the student.

1. Navigate to **Records and Enrollment > Graduate Records > Student Milestones for Depts**.
2. To find the student, enter all or part of the student's *Last Name* and *First Name* (or, if you know it, the student's EmplID in the *ID* field).

To return a list of all the graduate students in your department, select an *Academic Career* of **Graduate**, and enter your department code in the *Academic Program* field.

3. Click the Search  button. If the system finds more than one record, click the record you want. If the system finds only one record, the Student Milestones for Depts page for the student is displayed.
4. In the *Advisor/Evaluator 1* field, use the Lookup  button to search for the EmplID of the advisor by name. This is the advisor that will have access to the student's Graduate Re-enrollment pages, and will appear in SCORE and StuView as the student's advisor.
5. Enter additional dissertation advisors as follows:
  - If the student has a second advisor, use the Lookup  button in the *Advisor/Evaluator 2* field to search for the EmplID of the second advisor by name.
  - If the student is advised by a committee,
    - Click the *Advised by Committee* checkbox to select () it.
    - Enter the EmplIDs of the committee members, using the Lookup  button for each *Committee Member* field to search for the advisors by name.

**Tip!** To change an advisor, simply use the Lookup  button on the field you need to correct to find the new advisor.

6. To enter an explanation or comment about the dissertation advisor or milestone, type your text in the *Comment* field.
7. Click the Save  button to save the advisors.

## ***To see other adviser reports***

1. Access the Information Warehouse by entering the URL [www.princeton.edu/datamall](http://www.princeton.edu/datamall) in the address bar of your browser.
2. On the Welcome page, click on Enter the Information Warehouse (IW).
3. Sign onto the Information Warehouse by entering your netID in the *User ID* field, and your LDAP password in the *Password* field, and clicking the OK button.
4. If the Cognos 8 Welcome page appears, click on the [Cognos Connection](#) link under View Cognos content.
5. Click on the [Registrar's Office](#) folder link in Public Folders.
6. In the Registrar's Office folder, select [Departmental Reports](#).
7. Locate the report you want to run and click the report name to run the report. (For further information on running Information Warehouse reports, see the Quick Reference card *Accessing Reports in the Data Warehouse*, available online at [www.princeton.edu/userdocs#DataMall](http://www.princeton.edu/userdocs#DataMall).)



# *Printing Internal Transcripts and Degree Progress Reports*






Transcripts are a type of academic record. The internal transcript is an unofficial transcript that contains information on courses the student has taken, including grades, test credit, transfer courses, and departmentals.

The Degree Progress Report (DPR) is used to assess a student's academic progress toward graduation by comparing the student's courses, external work, and test credits to the degree requirements. Until the student declares a concentration, the DPR displays only the degree requirements (AB/BSE). Once the concentration has been declared, all requirements for the department are displayed.

The DPR includes only those courses that apply toward the degree; therefore, failures are not included, although incomplete courses and current enrollments are included.

You can access the internal transcript and Degree Progress Report through StuView, or produce reports for multiple students at once using a batch report process. The batch report process is a 1-step process to request the reports, generate them, and print them.

## ***To display and print a transcript or DPR from StuView***

1. Navigate to **Records and Enrollment > Stuvview**.
2. Enter your search criteria:
  - To search for a particular student, type at least the first few characters of the student's *Last Name* and *First Name*, or type the student's *EmplID*, if you know it.
  - To search for a group of students, enter the appropriate values in the other search fields. Include as many values as possible to speed the search and limit the results.
3. Click the Search  button.
4. In the search results, click the [View](#) link for the student you want to see.
5. In StuView, scroll to the bottom of the page and click the [Degree Progress](#) link to see the Degree Progress Report, or the [Request Internal Transcript](#) link to see the Internal Transcript.
  - To print a Degree Progress Report, click the Collapse Menu  button to close the PeopleSoft menu, and select **File > Print** from the browser menu or click the browser's Print  button. When you are finished with the report, click  to close the report and return to the student's Stuvview page.
  - For an Internal Transcript, click the [View Report](#) link on the Transcript Request Detail page. A browser will open displaying the transcript for the student you selected in PDF format. To print the Internal Transcript Report click . When you are finished with the report, close the browser window that contains the report to return to the Transcript Request Detail page.

## To print multiple Internal Transcripts

Printing transcript reports in batch is a single process that requests, generates, and prints the transcripts in one procedure.

1. Navigate to **Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts**.
2. Enter the the run control ID and click the Search  button. Select your run control ID from the search results list. The Process Transcripts page is displayed, showing the values you used the last time you used this run control. (No run control for this process? See page 16.)

3. Enter the following information:

- a) Make sure the *Academic Institution* is **Princeton University**.
- b) In the *Transcript Type* field, select

**Academic Record**                      For undergraduate transcripts

**Internal Graduate Record**        For graduate internal transcripts

- c) In the *Process Action* field, select **Request, Generate and Print**.
- d) In the Population Selection area, select () *Population Selection*. When the area expands, select the appropriate values in the following fields:




*Selection Tool*                      **PS Query**

*Query Name*                        **TRANSCRIPT\_UGRD\_DEPT** (for undergraduates)

**TRANSCRIPT\_GRAD\_DEPT** (for graduate students)

**TRANSCRIPT\_UGRD\_DEPT\_CMPT** (for undergraduate students who have graduated)

4. Click the [Edit Prompts](#) link next to the *Selection Tool* field. On the Query Prompts page, enter the values to select the desired group of students:
  - a) Make sure the *Academic Institution* is **PRINU**.
  - b) Make sure the *Transcript Type* is **INTRN** for undergraduates or **GRINT** for graduate students.
  - c) In the *Academic Career* field, type **UGRD** or **GRAD**.
  - d) In the *Academic Program* field, type **AB** or **BSE** for undergraduates, or use the Lookup  button to select the graduate program.

5. For undergraduates, there are two additional prompts:
  - a) In the *Academic Plan* field, type **U** and the department code (for example, **UCHM**), or type **U** and click the Lookup  button to select from the plans for which you are authorized.
  - b) To limit the transcripts produced to a single class, in the *Attr Value* field, type the class year.
6. Click OK to return to the run control.
7. To make sure that the prompts will return the right selection of transcripts, click the [Preview Selection Results](#) link, and review the list of students. Click the Return button to return to the run control.
8. Click the Run  button to schedule and run the process:
  - a) In the *Server Name* field, select **PSNT**.
  - b) In the *Type* field, select **Web**.
  - c) In the *Format* field, select **PDF**.
  - d) Click OK to run the report.
9. When you return to the run control, click the [Process Monitor](#) link to check the status of the report.
10. When the Status is Posted, return to the run control and click the [Report Manager](#) link.
11. On the Report Manager page, click the [SSR TSRPT](#) link to display the transcript report. A new window opens, with the report displayed in Acrobat.
12. Click the Print  button on the Acrobat toolbar to print the transcripts. When you are finished, close the window to return to PeopleSoft.

### ***No run control for this process?***

If you have never run this process, there will be no run control for it. To create a run control for the process:

- a) Click the [Add a New Value](#) link at the bottom left of the page.

- b) Enter a name without spaces to identify the run control, using your net ID as the prefix, in the format *netID\_runcontrolname*, where *netID* is your net ID, and *runcontrolname* is the a name that will clearly identify the run control (for example, **SR01\_Transcript\_Grad**, or **SR01\_Transcript\_UGRD**). You should create a separate run control for each report type.

***Important!*** Unlike other PeopleSoft processes, the batch transcript processes require your net ID as part of the run control ID.

For details about naming run controls, see “Running Processes,” on page 94.

- c) Click the Add  button. The Batch Transcript Request page is displayed with blank values.

## To print multiple Degree Progress Reports

*This is a three-step process: you must first request the reports, then generate the reports (page 20), and then print the generated reports (page 20).*

**Note:** These processes can take a while to run, especially for large departments. Check the status on the Process Monitor before continuing with the next procedure, and do not try to restart the job.


### To request multiple Degree Progress Reports:





1. Navigate to **Academic Advisement > Advisement Processes > Generate Report Requests**.
2. If you have run this process before, click the Search  button and select the run control from the search results list. The Generate Report Requests page is displayed, showing the values you selected the last time you ran the process. (No run control for this process? See page 21.)
3. In the *Report Date* field, select today's date.
4. Leave the default value (**01/01/3000**) in the *As of Date* field.
5. Make sure the *Report Type* is **ADVNE**.
6. Select your three-character department code in the *Report Identifier* field. You will use this same identifier in the next two processes to identify your report requests.

**Important!** *It is recommended that you **not** run this process more than once on the same date, since the next steps will process **all** requests in the specified date range with your report identifier, which will take even longer than normal, and result in multiple printouts of each student's DPR.*


7. To request DPRs for all the students in your department or program:
  - a) Select the *Population Selection* checkbox. The *Selection Tool* defaults to **PS Query**.
  - b) Make sure the *Query Name* is **SAA\_RPT\_PROGPLAN\_DEPT**.

- c) Click the Edit Prompts link to review and change the selection criteria.

**Note:** To select the student's plan, type a **U** in the *Academic Plan* field, and then click the Lookup  button. Select the plan from the list.



- d) Click OK when the query prompts are correct. To verify your selections, click the [Preview Selection Results](#) link. A list of the students that match your criteria is displayed.
8. To request DPRs for specified students:
    - a) Uncheck the *Population Selection* checkbox.
    - b) Select the *Use Student Select* checkbox.
    - c) In the *EmplID* field, click the Lookup  button to display the Look Up EmplID page, where you can look up the student's EmplID.
    - d) On the Look Up EmplID page, select **Last Name** in the *Search by* field, and type the student's last name in the *begins with* field. Click the Lookup  button.
    - e) Click on the student's name to return to the Generate Report Requests page. The student's ID will appear in the *EmplID* field.
    - f) To add another student, click the Add Row  button at the end of the row, and repeat Step c through Step e. When you have added all the students for whom you want to run DPRs, continue with the next step.
  9. Click the Run button to open the Process Scheduler Request page.
  10. Set the Process Scheduler parameters:
    - a) Leave the *Server Name* blank.
    - b) Leave the default values of **Web** and **TXT** in the *Type* and *Format* fields.
    - c) Click OK to run the process. You are returned to the Generate Report Requests page. Make a note of the Process Instance number, just below the Run button. This is the number that will identify the process in the Process Monitor.
  11. Click the [Process Monitor](#) link to see the status of the process. When the *Run Status* is **Success**, and the *Distribution Status* is **Posted**, you can continue with the next process. Click the Refresh  button, if necessary, to update the status.

## **To generate the reports:**

1. On the left menu, click the [Generate Advisement Reports](#) link.
2. On the Find an Existing Value page, click the Search  button and select the same run control you used for the first process (Generate Report Requests).
3. On the Generate Advisement Reports page, verify that the *Academic Institution* is **PRINU**, and the *Report Type* is **ADVNE**.
4. In the Additional Run Control Parameters section, enter today's date in the *From* and *To* fields, and select your three character department code as the *Report Identifier*.




**Important!** This procedure will process **all** requests in the specified date range with your report identifier. If you ran the first process more than once on the same date, you will get multiple printouts of each student's DPR, and the process will take even longer than normal.

**Note:** Enter the *To* date first, and then the *From* date, to prevent an error when the *To* date is earlier than the *From* date.

5. Click the Run  button.
6. On the Process Scheduler Request page, set the parameters:
  - a) Leave the *Server Name* blank.
  - b) Leave the default values for *Type* and *Format*.
  - c) Click OK to run the process. You are returned to the Generate Advisement Reports page. Make a note of the Process Instance number, just below the Run button. This is the number that will identify the process in the Process Monitor.
7. Click the [Process Monitor](#) link to see the status of the process. When the *Run Status* is **Success**, and the *Distribution Status* is **Posted**, you can continue with the next process. Click the Refresh  button, if necessary, to update the status.

## **To print the batch reports:**

1. Click on the [Print Batch Reports](#) link in the menu on the left.

2. On the Find an Existing Value page, click the Search  button and select the same run control you used for the first process (Generate Report Requests).
3. On the Print Batch Reports page, verify that the *Academic Institution* is **PRINU**, and the *Report Type* is **ADVNE**.
4. In the Additional Run Control Parameters section, enter today's date in the *To Request Date* and *From Request Date* fields, in that order.
5. Select your three-character department code as the *Report Identifier*.
6. Click the Run  button.
7. On the Process Scheduler Request page, set the parameters:
  - a) Leave the *Server Name* field blank.
  - b) Select a *Type* of **Web**, and a *Format* of **PDF**.
  - c) Click OK to run the process. You are returned to the Print Batch Reports page. Make a note of the Process Instance number, just below the Run button. This is the number that will identify the process in the Process Monitor.
8. Click the [Process Monitor](#) link to see the status of the process. Click the Refresh  button as needed until the *Run Status* is **Success**, and the *Distribution Status* is **Posted**.
9. Click the [Go back to Print Batch Reports](#) link.
10. Click the [Report Manager](#) link, and click the [SAA RPT PRNT Batch Advising Reports](#) link to display the report in Adobe Acrobat in a new browser window. From Acrobat, you can save or print the report, using buttons on the Acrobat toolbar. Close the new window to return to PeopleSoft.

***Tip!** Check the page count at the bottom of the window before printing if you want to know the size of the printout.*

### **No run control for this process?**

If you have never run this process, there will be no run control for it. To create a run control for the process:

- a) Click on the Add a New Value tab.
- b) Enter a name without spaces to identify the run control, such as **DPR\_Reports**.

- c) Click the Add  button. The Generate Report Requests page is displayed, with blank or default values.

# Grading




Grade Roster pages are available only to authorized users. Each term, the Registrar's Office contacts each department to establish which administrative staff should have grade and approve access.

Faculty members and others listed in the Schedule of Classes have grade or approve access, based on their *Grade Access* status defined in the Instructors section of the Schedule CUP or Schedule CAP page (you can verify the status on the Meetings page of the Schedule of Classes page group). To change the grade access for an instructor, open the course in CUP (re-importing as *Schedule Only Y*, if the course has already been approved or posted), and change the *Grade Access* in the Instructors area of the Schedule CUP page.

There are two grade roster types: Mid-Term and Final. You must select the roster type on the search page.

During the grading period, the timeout in PeopleSoft for faculty will be 60 minutes, although the timeout for administrators will not change. This means that if faculty members do not **save** their changes within 60 minutes, they will lose them. Note that this is different from the normal timeout for faculty, which is two hours.




## **To search for all grade rosters in your subject area**

1. Navigate to **Curriculum Management > Grading > Princeton Grade Roster**.
2. If you have not set it as a user default, type **PRINU** in the *Academic Institution* field.
3. In the *Term* field, type the 4-digit term code, or use the Lookup  | button.
4. In the *Subject Area* field, type your 3-character subject code, or use the Lookup  | button.
5. In the *Roster Type* field, type **FIN** to see only final grade rosters, or **MID** to see only mid-term grade rosters (100 or 200 level courses only).
6. Click the Search  button. All of the grade rosters for courses in your department are listed in the search results.
7. Click the course title for the grade roster you want to use.

If the grade roster is locked by another user, a message is displayed to that effect. You may open the roster, but will not be able to make any changes. See “Having Trouble?,” on page 31, for more information.

***Important!*** When you have finished with the grade roster, be sure to return to the Search page by clicking OK to save your data or Cancel to return without saving. Not returning to the Search page leaves the grade roster locked to all other users.




## ***To display a grade roster for a specific course***

1. Navigate to **Curriculum Management > Grading > Princeton Grade Roster**.
2. If you have not set it as a user default, type **PRINU** in the *Academic Institution* field.
3. In the *Term* field, type the 4-digit term code, or use the Lookup  button.
4. In the *Subject Area* field, type your 3-character subject code, or use the Lookup  button.
5. In the *Catalog Nbr* field, type the catalog number, for example, the **101** of **CHM 101**.
6. In the *Roster Type* field, type **FIN** to see only the final grade roster, or **MID** to see only the mid-term grade roster (100 or 200 level courses only).
7. Click the Search  button. The grade roster for the course you specified is listed in the search results.
8. Click the course title for the grade roster you want to use.

If the grade roster is locked by another user, a message is displayed to that effect. You may open the roster, but will not be able to make any changes. See “Having Trouble?” on page 31, for more information.

***Important!*** *When you have finished with the grade roster, be sure to return to the Search page by clicking OK to save your data or Cancel to return without saving. Not returning to the Search page leaves the grade roster locked to all other users.*

## ***To search for all grade rosters that have not been approved***

1. Navigate to **Curriculum Management > Grading > Princeton Grade Roster**.
2. If you have not set it as a user default, type **PRINU** in the *Academic Institution* field.
3. In the *Term* field, type the 4-digit term code, or use the Lookup  button.
4. In the *Subject Area* field, type your 3-character subject code, or use the Lookup  button.
5. In the *Grading Status* field, select **Not Approved**.
6. In the *Roster Type* field, type **FIN** to see only final grade rosters, or **MID** to see only mid-term grade rosters (100 or 200 level courses only).
7. Click the Search  button. All of the grade rosters that have not yet been approved are listed in the search results.
8. Click the course title for the grade roster you want to use.

If the grade roster is locked by another user, a message is displayed to that effect. You may open the roster, but will not be able to make any changes. See “Having Trouble?,” on page 31, for more information.

***Important!*** *When you have finished with the grade roster, be sure to return to the Search page by clicking OK to save your data or Cancel to return without saving. Not returning to the Search page leaves the grade roster locked to all other users.*

## To enter grades for a course

1. Access the grade roster (described in “To display a grade roster for a specific course,” on page 25).
2. When the Grade Roster Type page is displayed, click on the Grade Roster tab to display the grade roster. The grade roster lists all the students in all sections of the course, in alphabetical order by last name.
3. Locate each student, and type the grade in the *Grade Input* field.
4. If you are working on a large class, click the Apply  button frequently to save the grades you have entered without unlocking the grade roster or exiting the page.

**Important!** *There is a 60 minute timeout (for faculty only) during the grading period; if faculty members do not save their changes in 60 minutes they will lose them.*

5. When you are finished with the grade roster, click the OK  button to return to the Grade Roster search results page and unlock the grade roster.

**Note:** The grades are validated when you click Apply  or OK . If you receive a message indicating that there are invalid grades, click the OK button, locate the highlighted entries, and correct them. Then click the Apply  or OK  button again.

6. To check the grade distribution of the grades you have already entered, click the Grade Roster Type tab. When the Grade Roster Type page is redisplayed, the Grade Distribution table will reflect the grades you entered up through the last time you clicked the APPLY  button.
7. When you have entered all the grades for the course, select **Ready for Review** in the *Approval Status* field on the Grade Roster Type page.

**Note:** Once you have changed the status to **Ready for Review**, grades cannot be changed unless you first change the *Approval Status* on the Grade Roster Type page back to **Not Reviewed**.

8. Click the OK  button to save the grades and the approval status.


**Important!** *To return to the Search page without saving, click Cancel. Not returning to the Search page leaves the grade roster locked to all other users.*

## To approve grades

*The department representative has the authority to approve grades for 900-level courses. If the department rep is also the Instructor in Charge for any courses, he or she must also approve grades for those courses.*

1. Access the course as described in “To search for all grade rosters that have not been approved,” on page 26.
2. Review the grade distribution on the Grade Roster Type page, and click the Grade Roster tab to review the individual grades.
3. When you have reviewed the grades, and have determined that they are appropriate, click the Grade Roster Type tab.
4. In the *Approval Status* field, select **Approved**. Today’s date appears in the *Approval Date* field.

**Note:** If a grade must be changed after it has been approved but before it has been posted, you can change the *Approval Status* back to **Not Reviewed**, so that the instructor can change the grades as appropriate. After the grades have been posted, only the Registrar’s Office can change a grade.


5. Click the OK  button to save the approval status and return to the Search page.

**Important!** To return to the Search page without saving, click Cancel. Not returning to the Search page leaves the grade roster locked to all other users.

## To print grade rosters

While the grade rosters can be printed, you should not need to do so, since the instructors can enter the grades online. If you do print a grade roster, all students in all sections of the course will be listed.

1. Navigate to **Curriculum Management > Grading > Grade Roster Report**.
2. Enter the the run control ID and click the Search  button. (No run control for this process? See page 30.)
3. On the Grade Roster Print page, enter the *Term* for which you want to print the grade roster(s). If you know the term code, you can type it; otherwise, use the Lookup  button to locate the term code.
4. In the *Grade Roster* field, select **Mid-Term** or **Final**.
5. To print grade rosters for the entire department:
  - a) If the *Specific Course* checkbox is selected, deselect it.
  - b) In the *Academic Organization* field, type your 3-character department code, or use the Lookup  button.
6. To print grade rosters for one course:
  - a) Select () the *Specific Course* checkbox. The Specific Course area opens, with fields for the subject area and catalog number.
  - b) When the Specific Course area opens, enter the *Subject Area* and the *Catalog Nbr* for the desired course.
7. To print grade rosters for a set of courses:
  - a) Complete Step 6 for the first course.
  - b) Click the Add Row  button under the Scroll Area header.
  - c) Complete Step 6 for the next course.
  - d) Repeat Step b and Step c until you have entered all the courses for which you want to print grade rosters.
8. Click the Run  button to display the Process Scheduler Request page.
9. Schedule and run the report:
  - a) Leave the default value in the *Server Name* field.
  - b) Make sure the Grade Roster Print is selected ()


- c) In the *Type* field, select **Window**.
  - d) In the *Format* field, select **PDF**.
  - e) Click the OK button. A small window pops up, showing the report status as queued.
10. When the report has been processed, the new window expands to display the report in Acrobat. You can print the report using the Print  button in the Acrobat toolbar.
  11. When you are finished with the report, close the window to return to the Grade Roster Print page.

### ***Having trouble with the report display window?***

If the report window remains in Queued status for more than about 5 minutes, there may be a system problem with the server that displays the report. The report may be complete, but just can't be displayed in this window. You can check the status of the report processing:

1. Click on the Grade Roster Print page, which is behind the pop-up report window.
2. On the Grade Roster Print page, click the Process Monitor link to display the Process List, where you can see the status of all the processes you have run.
3. If the *Run Status* is **Success**, and the *Distribution Status* is **Posted**, the report has actually run. To locate the report,
  - a) Click the [Go back to ...](#) link at the bottom of the page.
  - b) On the Grade Roster Print page, click the [Report Manager](#) link.
  - c) On the Report Manager page, the report should be the first one listed. Click the report name in the *Description* column to display the report.

### ***No run control for this process?***

If you have never run this process, there will be no run control for it. To create a run control for the process, click the [Add a New Value](#) link, enter the *Run Control ID*, and click the Add  button. Be sure to use a name that identifies the process, and do not use spaces in the name.

# Having Trouble?

## Is the grade roster locked?

If another user has the grade roster locked when you attempt to access it, a message is displayed indicating who has it locked. Try to access the grade roster at a later time, when the other person has finished with their updates.

It is possible that a person could leave a grade roster locked inadvertently. The following actions will leave the grade roster locked:

- Navigating off the page by selecting a new menu option without returning to the search page.
- Closing the browser window without returning to the search page.
- Signing out of PeopleSoft without returning to the search page.
- Losing the session because of a system malfunction or server problem.

A process is run each night to unlock all grade rosters. If you need to access a locked grade roster before that, ask the person who has the roster locked to open it and close it (by returning to the search page) to unlock it. If the person is unavailable, you can call the Registrar's Office to unlock the grade roster.

## Have you saved your changes?

During the grading period there is a one-hour time-out in PeopleSoft for faculty; for administrators, the time-out remains two hours. This means that if you have not saved (or applied) your changes within that time, you will lose them. To avoid losing your changes, save frequently when entering grades. You can save your changes without returning to the search page by clicking the Apply button. When you click the Apply button, your changes are saved, but the grade roster is not unlocked, and you may continue entering grades.

## You can't enter grades?

If you can open the grade roster, but cannot see grades, you do not have grade or approve access. You can obtain access from the Student Systems Operations Specialist in the Registrar's Office.

If you can open the roster and see grades, but cannot enter them, the roster may have been marked as **Ready for Review** or **Approved**. Change the *Approval Status* on the Grade Roster Type page back to **Not Reviewed** if you need to enter or change a grade.

If the *Approval Status* has been changed to **Approved** and the *Grading Status* is **Posted** or **Posted With Errors**, any grade changes must be sent to the Registrar's Office using a grade change form.



## *Other Student Record Tasks*

### **Entering Sub-Plans (Tracks)**

Department tracks, or sub-plans, are more specialized courses of study that students may choose within their concentration. Sub-plans are linked to the academic plan, and must be entered in PeopleSoft so that the Degree Progress Report (DPR) will correctly reflect the requirements for the degree. If a graduate student has a sub-plan, it will be entered by the graduate admission office or the graduate school office.

### **Selecting Senior Departmentals**





In the Spring term of their senior year, students work with their departments to identify the courses that will be used to calculate honors. There is a worksheet available to help determine which courses to select.



Departmental courses are indicated with an asterisk on the Courses page in StuView.

### **Proposing an Exception**


Student exceptions are used to substitute one course for another required for the degree. In order to show the student's progress correctly in the Degree Progress Report, you must submit the exception.


## To update a student's sub-plan


1. Navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**.
2. In the *Academic Career* field, select **Undergraduate**.
3. Enter all or part of the student's last and first name.
4. Select () the *Include History* checkbox.
5. Click the Search  button. If the system finds more than one record, click the record you want. If the system finds only one record, the Student Program/Plan page for the student is displayed.
6. On the Student Program tab, verify on the navigation header that there are multiple rows. If only one row is indicated, click the Include History  button at the bottom right of the page. This is necessary to allow the system to find the plan row.
7. Add a new effective-dated row by clicking the Add Row  button across from the *Status* field. Today's date appears in the *Effective Date* field.
8. In the *Program Action* field, type **PLNC** or use the Lookup  button to select **Plan Change**
9. In the *Action Reason* field, type:  

<b>DSUB</b>	If a student is declaring a sub-plan
<b>SBPL</b>	If a student is changing a previously declared sub-plan
10. Click the Student Sub-Plan tab. On the Student Sub-Plan page, display the correct plan row, scrolling if necessary, using the navigation controls in the header bar above the *Academic Plan* field.
11. In the *Academic Sub-Plan* field, use the Lookup  button to select the sub-plan.
12. The *Declare Date* field defaults to the declare date of the student's plan.
13. The *Requirement Term* field is automatically populated, based on the Plan term. Leave it unchanged.
14. Click the Save  button

## To select departmentals

1. Navigate to **Records and Enrollment > Career and Program Information > Senior Departmentals**.
2. In the *Academic Plan* field, type **U** followed by your department code or type **U** and click the Lookup  button.
3. To work with a single student, enter either the name (using the *Last Name* and *First Name* fields) or the student's EmplID (using the *ID* field).

To return all seniors in your department, type the *Class Year* in *yyyy* format, or use the Lookup  button.


4. Click the Search  button and select a record to display the student's Senior Departmentals page.
5. Click the **By Subject** radio button to sort the courses by subject.

*Tip!* You can also click the [View All](#) link in the navigation header controls to list all the courses on one page.

6. Click the *Select* checkbox () for each course the student wants to use as a departmental in the honors calculation.




**Note:** Transfer courses can be selected, but because no grade is associated with transfer courses, they will not affect the departmental GPA.

Junior Independent Work, Senior Thesis, and any student-selected Pass/Fail course is not eligible to be a departmental, and cannot be selected.

7. When you have selected all the desired courses, click the Save  button. The Departmentals GPA will reflect the GPA of the selected courses, and the student's enrollment record will have a transcript note of **Departmental** for each selected course.

## To propose a new exception for a student

You can only enter one proposed exception at a time for a student. Once the proposed exception has been processed, it is deleted from the Propose Student Exception page, and you can enter another for that student if needed.

1. Navigate to **Academic Advisement > Student Advisement > Propose Student Exceptions**.
2. Click the Add a New Value tab.
3. In the *EmplID* field, enter the student's 9-digit ID number or use the Lookup  button to search for the student by name.
4. In the *Academic Career* field, type **UGRD**.
5. In the *Academic Program* field, type **AB** or **BSE**.
6. In the *Academic Plan* field, use the Lookup  button or type the plan code for the student's concentration or certificate (**U** followed by the 3-character subject area code, as in **UART**).
7. Click the Add  button.
8. On the Propose Student Exception page, select the radio button that best describes the *Purpose of this Change*.

<b>Course Substitution</b>	To substitute one course for another, such as a 200-level HIS course for a 300-level HIS course.
<b>Course Cognate</b>	To substitute a course outside of the student's department, such as an NES course for an REL elective.
<b>Waive Requirement</b>	To waive a requirement in its entirety, such as waiving a 200-level foreign language requirement because the student started taking their language classes at the 300 level.
<b>Change Nbr of Courses Required</b>	To increase or decrease the number of courses required, such as requiring a student to take five electives instead of four electives.

9. In the *Description/Rationale* field, provide an explanation for the exception being submitted. This description can be a maximum of 250 characters, and must be complete enough to explain what is being done, why the change is needed, and which requirement is affected, so the Registrar's Office can determine where it needs to be included in the report.

If one course is being substituted for another, be sure to include the Subject and Catalog Number for both courses. Some samples include:

**HIS 383 and GEO 499 approved as cognate courses, per Prof. Sprat.**

**ECO 202 prerequisite waived due to score of 5 on AP Stats exam, per Prof. Clementine.**

**Waive Physics requirement due to summer coursework at Harvard, per Prof. Einstein.**

**SOC 227 approved for Individual and Group Behavior requirement, per Prof. Curie.**

10. If the exception was approved by someone other than yourself, type the name of the adviser in the *Approver Name for Exception* field.
11. You can save the page and return to it later if you want to double-check something, or if you are confident that the information is correct, you can submit the proposal.

***Important!*** Once you have submitted the proposed exception, you will not be able to make further changes.

Once the proposed exception is added to the Degree Progress Report, it will be deleted from this page, and additional proposals may be entered.

## To Find a Proposed Exception

If you have saved an exception and want to make changes or submit it, or if you want to check the status of an exception you have submitted, you can search for a proposed exception by student, by department, or by action status.


**Note:** If the proposed exception has already been added to the Degree Progress Report, it will not be available to view here.

1. Navigate to **Academic Advisement > Student Advisement > Propose Student Exceptions**.
2. To search for an exception by student, enter the student's ID number in the *EmplID* field, or use the Lookup button to search for the student by name.
3. To search for all exceptions in your department or plan:
  - a) In the *Academic Career* field, enter **UGRD**.
  - b) In the *Academic Program* field, enter **AB** or **BSE**.
  - c) In the *Academic Plan* field, enter the 4-character plan code, beginning with **U**.
4. To limit the search to a specific *Action Status*, select the status you want from the drop-down list.
5. Click the Search button. If only one exception matches your criteria, it is opened directly. If there are multiple matches, a search results list is displayed. Locate the exception you want in the list and click to open it.

**Note:** If the proposed exception has an *Action Status* of **Submitted**, you will not be able to make any changes.

6. If the proposed exception was saved but not submitted, you may make changes, if necessary.

**Important!** Make sure the proposed exception is correct before continuing. Once you have submitted the proposed exception, you will not be able to make any further changes.

7. If you are ready to submit the proposed exception for inclusion in the Degree Progress Report, click the Submit  button.

## A

- Academic Plan
  - searching by in StuView 4
- Academic Program
  - searching by in StuView 4
- Accessing grade rosters
  - for a subject area 24
- Action Reason
  - searching for students by 3
- Adviser
  - reviewing for students 8
  - verifying assignment 9
  - viewing student records after assigning 7
- Advisor
  - for Graduate Reenrollment 10
- Advisor, dissertation
  - entering or changing 10
- Approving grades 28
- Assigning advisers
  - verifying assignments 9

## B

- Batch printing
  - Degree Progress Report (DPR) 18–21
  - internal transcripts 15

## C

- Certificate
  - searching by in StuView 4
- Changing grades after approval 28
- Class Year
  - searching by in StuView 3
- Committee, dissertation advised by
  - entering 10

## D

- Degree Progress Report (DPR)
  - batch printing
    - step 1, requesting 18–19
    - step 2, generating 20
    - step 3, printing 20

- displaying from StuView 14
  - printing multiple 18–21
  - proposing exception for 36
  - searching for proposed exception for 38

- Department
  - searching by in StuView 4
- Departmentals
  - selecting for honors 35
- Displaying a grade roster
  - for one course 25
- Dissertation advised by committee
  - entering committee members 10
- Dissertation advisor
  - entering or changing 10
- DPR
  - printing multiple 18–21
  - See also* Degree Progress Report (DPR)

## E

- Entering grades 27
- Exception
  - proposing new 36
  - searching for proposed 38

## G

- Grade roster
  - accessing 26
  - accessing for a subject area 24
  - displaying for one course 25
  - printing 29
  - troubleshooting access problems 31
  - unapproved, searching for 26
- Grades
  - approving 28
  - changing after approval 28
  - entering 27
- Grading
  - accessing a grade roster 26
  - approving grades 28
  - entering grades 27
  - timeout during 27
  - troubleshooting 31

Graduate students  
 locating in StuView 3  
 setting the reenrollment advisor 10

**H**

Honors  
 selecting senior departmentals for 35

**I**

Internal Transcript  
 displaying from StuView 14  
 printing in batch 15

**L**

Locating a student's record  
 in StuView 3

**M**

Milestone  
 dissertation advisor, entering or changing 10

**P**

Printing  
 batch DPRs 18–21  
 batch transcripts 15  
 grade rosters 29

Program Status  
 searching for students by 3

Program, graduate degree  
 searching by in StuView 4

**R**

Readmits  
 searching for in StuView 4

Reenrollment Advisor  
 assigning for graduate students 10

Residential college  
 searching by in StuView 3

Reviewing students' advisers 8

Roster, grade  
 accessing 26  
 accessing for a subject area 24  
 displaying for one course 25  
 unapproved, searching for 26

Run Control ID  
 special requirement for batch transcripts 17

**S**

Searching for students by groups  
 in StuView 3

Searching in StuView  
 for groups of students 3

Senior departmentals  
 selecting for honors 35

Special students  
 locating in StuView 3

Status  
 searching for students by 3

Student  
 searching for 3

Student Exception  
 proposing new 36  
 searching for proposed 38

Student groups  
 searching for, in StuView 3

Student records  
 locating with StuView 3

Study Abroad  
 searching for students on 3

StuView  
 displaying the Internal Transcript and DPR  
 from 14  
 searching for a student in 3  
 searching for student groups 3

Sub-plan  
 updating for a student 34

**T**

Timeout  
 during grading period 27  
 during the grading period 23

Tracks  
 updating for a student 34

Transcript reports  
 displaying from StuView 14

Transcripts  
 printing for graduates 15

Transcripts, internal  
 displaying from StuView 14  
 printing batch 15

**U**

Undergraduate students  
 locating in StuView 3

Undergraduate visitors  
 searching for in StuView 4

# Y

Year of Study  
searching by in StuView 3