Dublin City University - Computer Services Department

Student Records System

Graduation Menu

User Manual

If you experience any problems operating the system, please contact the Computer Services Helpdesk on Ext: 5007

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Appendices

Logging on to the System

1. Using your mouse, double click with the Left button while pointing to the ITS system icon, or Telnet and choose 'sas_p' or 'Maurs'.
2. Enter, in lowercase, your user name at the login prompt and your password as prompted and press return. The following menu is then automatically displayed:

```
Telnet - maurs                                                    _ □ ×
File  Edit  Host  Options  Help

Menu : NGRAD        Date : 25-AUG-2000 13:54  Ver : 10.1       User : TOTAL
                    =======  DUBLIN CITY UNIVERSITY  =======
                    =======  TEST SYSTEM FOR GRADUATION  =======

   Select One Of The Following :

                1.< Details of Registration/Results
                    of a Student
                2.< Print Pass Lists
                3.> Annual Qualification Criteria
                4.> Maintain Default Ceremony Information
                5.> Auto Generate Graduation Details
                6.> Graduation Details (Extract)
                7.> Print Graduation Scrolls




                Q.> Return To Previous Menu

   Your Selection : ^[[28~

For Help, press F1                                    13:54 PM   25/08/0
```

Where a user is presented with a different menu on log-on, you can navigate to this menu, or any other menu by entering / followed by the menu name at the 'Your Selection' prompt, and pressing the enter key. e.g./NGRAD.

Menu: NGRAD

The symbols beside the menu options within the ITS system have the following meaning:
+ Selecting an option with this symbol beside it takes the user to a further menu;
> Indicates that the user has 'Update' access to this option, i.e. where relevant the user can update student data on the system;

< Indicates that the user has 'Select' access to the option, i.e. the user can view the data but cannot update it.

Menu Options

1. Details of Registration/Results of a Student
2. Print Pass Lists
3. Maintain Default Ceremony Information
4. Annual Qualification Criteria
5. Generate Graduation Detail
6. Print Graduation Scrolls

Option 1 - Details of Registration/Results of a Student

This is one of the most useful screens within the Student System. It provides biographical (Block 1), registration information and overall results (Block 2 and 3) and subject information and examination results (Block 3) in respect of a student. A student's record can be queried using a student number or student surname.

Alternatively you can use a 'wild card' character – '**%'** as follows:

On Student Number:
%99% - displays all students with 99 anywhere in the student number;
%99 - displays all students with a student number ending in 99;
99% - displays all students with a student number beginning in 99.

On First Name or Surname:
%nn% - displays all students with nn appearing anywhere in their first name or surname, depending on whether the parameters are entered in the first name or surname field;
%nn - displays all students with a surname or first name ending in nn;
nn% - displays all students with a surname or first name starting with nn.

Using the arrow keys, ↓ and ↑, you can scroll from record to record until the required record is found.

On selecting option 1, a screen as depicted in Fig. 1 below is displayed. Press Function Key 11 (F11 - Enter Query Key), on the top row of your keyboard and the Enter query message is displayed at the bottom of the screen:

To search for a particular student, enter the student number and press F12 (Execute Query Key). The student's details are then displayed.
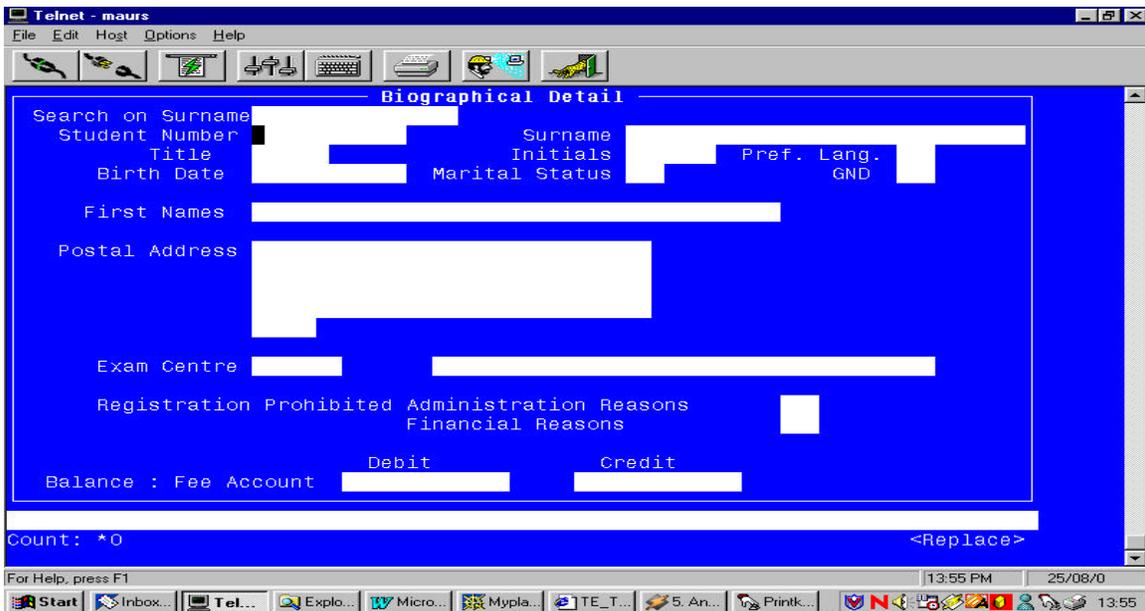
Fig. 1 – Block 1: Biographical Information.
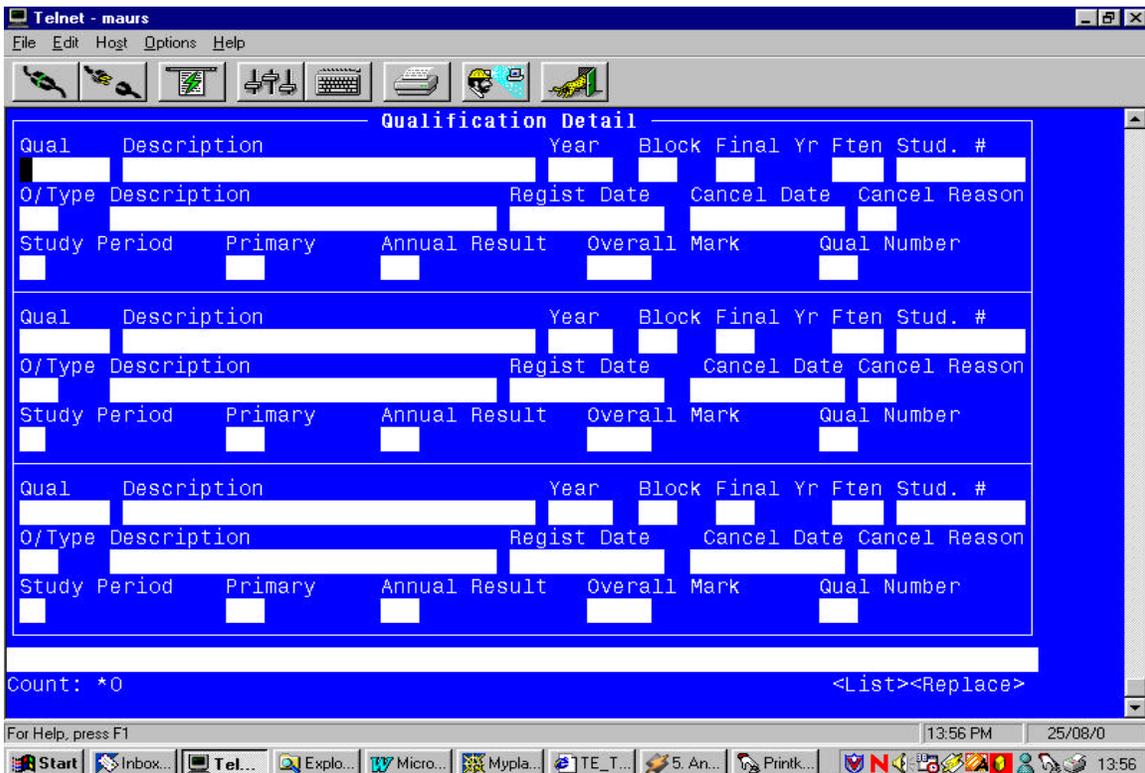
Block 2 – Registration Information and Overall Results

Telnet - maurs

File Edit Host Options Help

```
┌─────────────────────── Subject Detail ───────────────────────┐
│ Exam Info Suppressed For Cycles  [    ] [    ] [    ] [    ] [    ] │
│                                                               │
│                    Student Number [        ]                  │
│  Subject   Subject                        Subject             │
│  Code      Description                    Number Year   Block │
│  [      ]  [                           ]  [    ] [    ]  [   ] │
│                                                               │
│  Registration Cancellation Qualification  Offering Exam   Exam   Exemption │
│  Date         Date         Code    Number Type     Month  Type   TypeCode  │
│  [        ]   [        ]   [     ] [     ] [   ]    [   ]  [   ]  [   ]     │
│                                                               │
│  Class   Practical  Tutorial  Exam    Exam     Year   Exam    Final  Exam   │
│  Group   Group      Group     Group   Granted  Mark   Mark    Mark   Result │
│  [   ]   [   ]      [   ]      [   ]   [   ]    [   ]  [   ]   [   ]  [   ]  │
│                                                               │
│  Tests  [  ][  ][  ][  ][  ][  ][  ][  ]   Half Period Mark [   ] │
│                                                               │
│         [  ][  ][  ][  ][  ][  ][  ][  ]   Attendance Factor [   ] │
│                                                               │
│         [  ][  ][  ][  ][  ][  ][  ][  ]   Sapse Indicator   [   ] │
│                                                               │
│                                                               │
│ Count: *O                              <List><Replace>        │
└───────────────────────────────────────────────────────────────┘
```

For Help, press F1   13:56 PM   25/08/0

Start | Inbox... | Tel... | Explo... | Micro... | Mypla... | TE_T... | 5. An... | Printk... | 13:56

Block 3 – Subject Information and Examination Results

Option 2 - Print Pass Lists

The Pass Lists menu gives the user the list of graduates for the specified year. To generate this list, the user must first enter the selection criteria for the required list. This report can be run to the screen (for viewing) or to PC Disk, and will show the list of students who have passed the specified year. To generate the report the user is prompted for a number of parameters as follows:

- *Academic Year.* Enter the Academic Year for which the student/s are graduating e.g. 2000.
- *Qualification Code.* Enter the relevant Qualification Code for which the report is required, e.g. AR. A list of valid Qualification Codes is included in the appendix.
- *Study Period.* Enter the Year of Study for which the report is required and which is valid for the qualification entered, e.g. 1 - or All study periods.
- *Exam Month.* Enter the Exam Month for which the results are being entered, e.g. 1 (Semester 1), 5(Semester 2), or 8(Autumn Repeats).
- *Letter Code.* Press Return on the Letter Code.
- *Contact Person.* Press Return on the Contact Person.

Option 3 – Annual Qualification Criteria

Before the user selects the 'Maintain Default Ceremony Information', s/he must go to the Annual Qualification Criteria screen (option 3), and make sure that the Qualifications that are being processed for graduation exist for that year. Also, the 'Check Annual Result For Qualification Awarded' must be set to 'Y' for all qualifications to be processed.
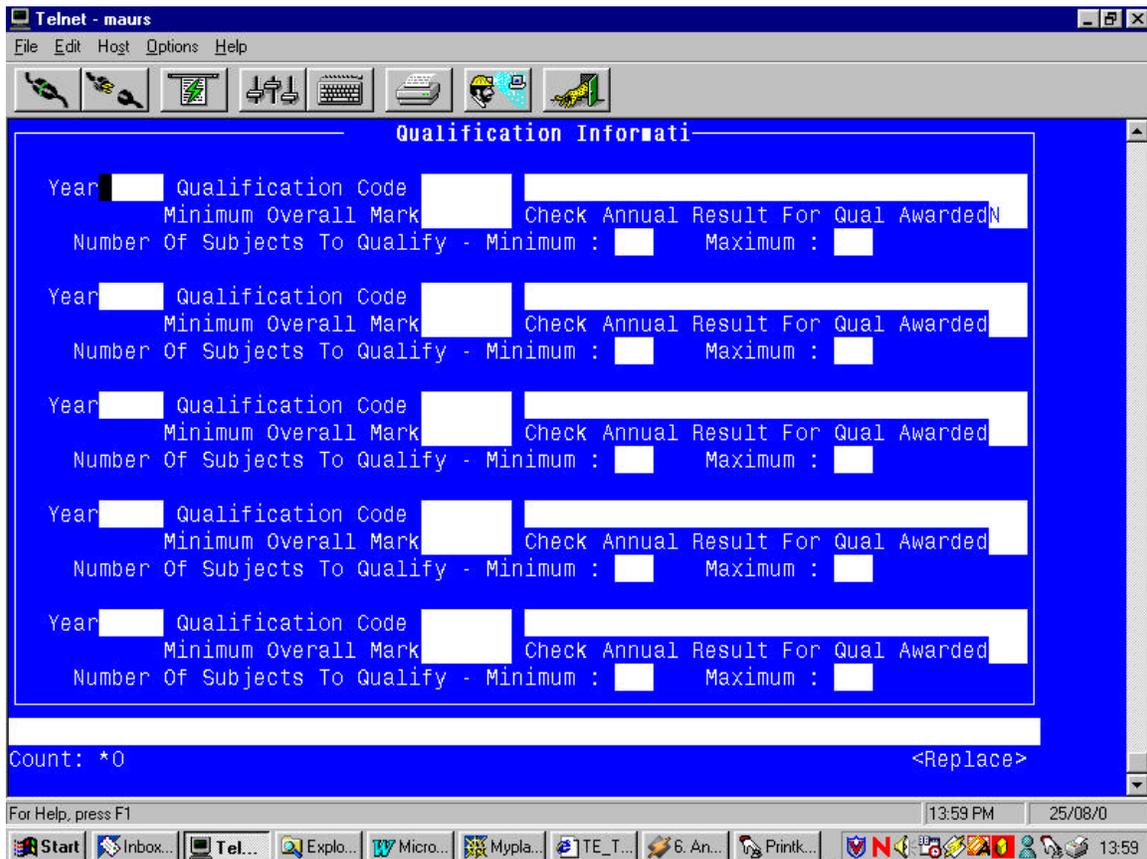
Option 4 - Maintain Default Ceremony Information

In this screen the user must enter the criteria for those who will be graduating. To enter students into the system for graduation, the user must first enter the selection criteria for the required Qualification and Year, as follows:

- *Year.* Enter the Year for which the graduation will take place.
- *Qualification.* Enter the relevant Qualification Code for which the graduation is required, e.g. AR. A list of valid Qualification Codes is included in the appendix.
- *Decision Date.* Enter the date on which the Exam Boards took place.
- *Ceremony Date.* Enter the date on which the graduation will take place.

- *Time.*   Enter the time on which the graduation will take place.

Option 5 - Auto Generate Graduation Detail

This report populates the Annual and Qualification Results table where the user can query the graduates on the second block of the Annual and Qualification Criteria screen (option 4). To generate the population of this table the user is prompted for a number of parameters as follows:

- *Calendar Year.*   Enter the Academic Year for which graduation is being entered, e.g. 2000.
- *Qualification Code.*   Enter the Qualification Code for which the graduation is required, e.g. AR. A list of valid Qualification Codes is included in the appendix.
- *Study Period.*   Press Return on the Study Period.
- *Faculty Code.*   Press Return on the Faculty Code.
- *Order.*   Enter the Order in which you wish to view the report i.e. A/N - Alphabetic or Numeric.
- *Trial/Update.*   Enter the option Trial if you wish only to do a test run to view the information. Enter Update if you wish to perform a permanent change in the table.

NB: This option <u>must</u> be run before Option 6 – Graduation Detail (Extract).

Option 6 - Graduation Detail(Extract)

This report gives the user a list of graduates and the details of when they are to graduate. The report should be sent to PC Disk or to Screen if the user only wishes to view the information. The following criteria must be entered:

- *Calendar Year.*   Enter the Calendar Year for which the graduation is taking place e.g. 2000.
- *Qualification Code.*   Enter the Qualification Code for which the students are graduating e.g. AR. A list of valid Qualification Codes is included in the appendix.
- *Start Award Date.*   Enter the date the graduates are to be awarded.
- *End Award Date.* Enter the date the graduates are to be awarded. (Enter the same date).
- *Student Numbers to ASCII File.*   Enter Yes or No.
-

The report will now be located on the local drive as **its.dwn**. From here, it needs to be opened in word and a number of minor alterations need to be made to the file. This should then be saved by the user as *.lis (i.e. CA.lis).
A copy of this list can now be given to the Library and the Finance Office.

Option 7 – Print Graduation Scrolls

The user can now generate the graduation scrolls. The graduation scroll/s will be printed on Parchment paper by the designated printer. Ensure that the required paper is loaded into the printer before running this program. The following criteria will be requested by the program:

- *Calendar Year.* Enter the Calendar Year for which the graduation is taking place e.g.2000.
- *Qualification Code.* Enter the Qualification Code for which the student/s is/are graduating.
- *Student Number or All.* Enter the Student Number for an individual parchment or enter **All** for all of the parchments for the specified Qualification Code.

MENU: DCU1
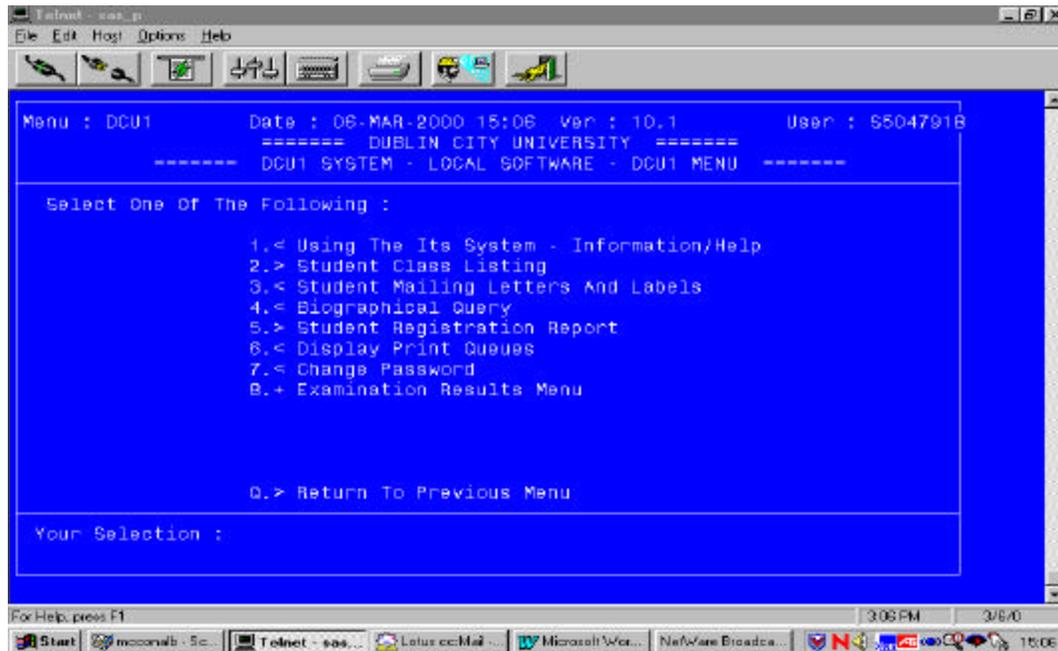
Option 1 – Using the ITS System – Information/Help

This is a basic Information/Help facility that will be developed in conjunction with the Registrar's Office and System Users. This facility is intended to assist users in using the functions provided by the Easy to Use Menu within the Student Records System, and will be a text based facility.

Option 2 – Student Class Listing

This option facilitates the printing of a Student Class list for a particular Calendar Year and Qualification. The list is sorted by Student Number, then Student First name and Surname, within Period of Study, and includes the following details:

- Student Number
- Student Surname and First Name
- Home Telephone Number
- Period of Study
- Registration Date
- Cancellation Date (if relevant)
- Academic Year

1. On selecting this option you will be prompted for the destination of the output, which can either be to Screen, a PC Disk, or to a network printer. Enter your selection and press return.
2. The system then prompts for:
   - ***Enter Calendar Year (N4)* :** Enter the required four digit year, e.g. 2000, and press the Enter key.
   - ***Enter Qualification Code (A6)* :** Enter the required -qualification code and press the Enter key. A list of valid -qualification codes is included in the appendix.
   - ***Enter Study Period (A1) or [ALL]*:** Enter the required Study Period code and press the Enter key, or press the enter key only to accept the default value of All. A list of Study Period codes is included in the appendix.
   - ***Enter Block Code (A2) or [ALL]* :** Enter the required Block code and press the Enter key, or press the Enter key only if you will to select the default option – ALL Block Codes. A list of valid Block codes is included in the appendix.

3. The specified report is then output to the required destination. If the screen option is selection and ':' appears on the bottom of the screen, it indicates that there are further pages to view. Press the Enter key to view the next page, or enter 'q' to quit and return to the output destination selection screen. The final page of the report is marked 'End of Report' and a (EOF): indicator is displayed at the bottom of the screen. If you wish to exit from the screen view of the report, enter q at the : prompt and press the Enter key. This will bring you back to the destination selection menu. Enter Q to exit form this function.

Option 3 – Student Mailing Letters and Labels

This option facilitates the printing of Student Mailing Letters and/or Labels sorted by Student Number, then Student First name and Surname within Period of Study and Qualification, and includes the following details:
   - Student Number
   - Qualification
   - Period of Study
   - Student First Name and Surname
   - Student Address

1. On selecting this option you will be prompted for the destination of the output, which can either be to Screen, a PC Disk, or to a network printer. Type in your selection and press the enter key.
2. The system then prompts for:

- *Enter Calendar Year (N4)* **:** Enter the required four digit year, e.g. 1999, and press the Enter key.
- *Enter Qualification Code (A6)* **:** Enter the required -qualification code and press the Enter key.
- *Enter Study Period (A1)* **:** Enter the required Study Period code and press the Enter key.
- *Enter Block Code (A2)* **:** Enter the required Block code and press the Enter key.
- *Enter Student Number or (ALL) (N7)* **:** Enter the required Student Number, or press the Enter key to select All if you wish to generate a Letter/Label for all students matching the criteria.
- *Enter L(E)tter Or L(A)bel (E/A):* If you wish to print a letter, enter E for a Letter and press the Enter key. If you wish to print labels, enter A for Label and press the Enter key. In both cases you will subsequently be requested to enter a Letter Code. This should be one of the standard Letter/Label codes set up for your department/area.

3. The specified output is then sent to the selected destination.

Option 4 – Biographical Query

Option 4 allows you to view the Biographical details of a specific student using a student number/name/alternative name in the query. Alternatively you can use a 'wild card' character – '**%**' as follows:

On Student Number:
      %99% - displays all students with 99 anywhere in the student number;
      %99   - displays all students with a student number ending in 99;
      99%   - displays all students with a student number beginning in 99.

On First Name or Surname:
      %nn% - displays all students with nn appearing anywhere in their first name or surname, depending on whether the parameters are entered in the first name or surname field;
      %nn   - displays all students with a surname or first name ending in nn;

nn%   - displays all students with a surname or first name starting with nn.
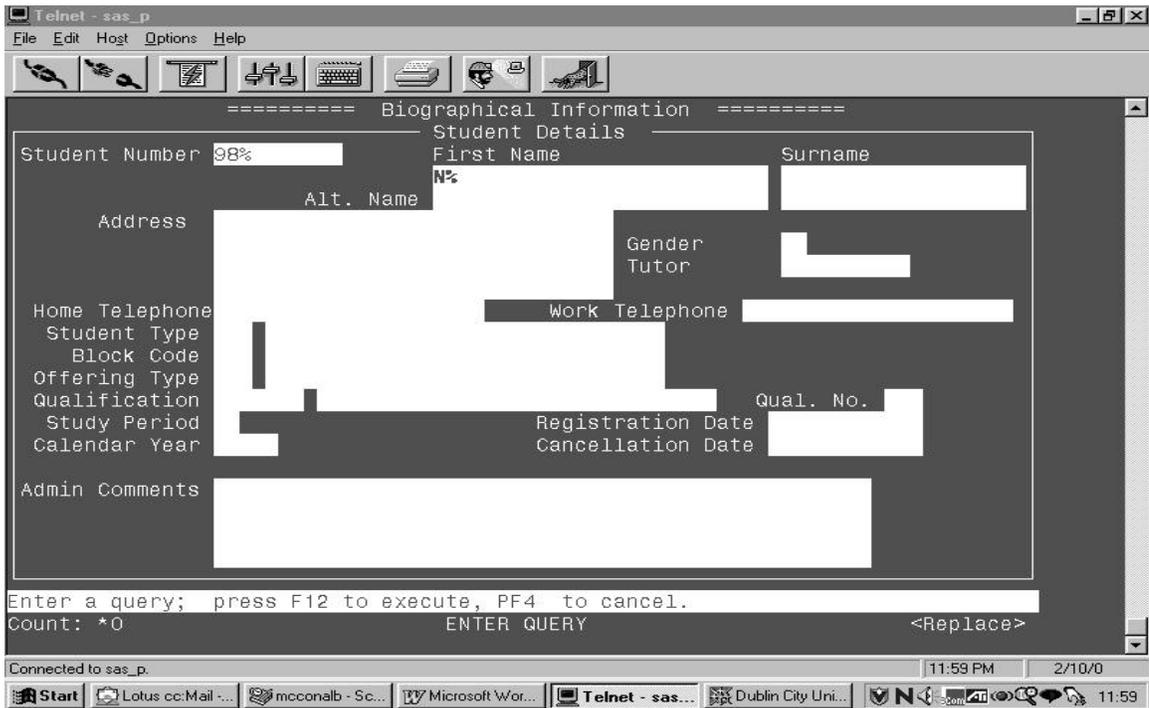
Fig. 2

On selecting option 4, a screen as depicted in Fig. 2 above is displayed. Press Function Key 11 (F11 - Enter Query Key), on the top row of your keyboard and the Enter query message is displayed at the bottom of the screen:

To search for a particular student, enter the student number and press F12 (Execute Query Key). The student's details are then displayed.

Where the student number is not known to you, enter the Student's first name and/or surname, or part thereof (using the wild card symbol - %), and the system will display any records on the student database which match the criteria entered.

In the example in Fig. 2 above, all students with a Student ID Number starting with 98 and a first name starting with N will be displayed.

Option 5 – Student Registration Report

This option allows for the printing of a Student Registration Report based on criteria entered by the user. The report details the following student information:
- Academic Year
- Student Number;
- Student Name;

- Qualification;
- Period of Study;
- Qualification Offering Type and Description;
- Cancellation Date for Qualification (where relevant);
- Whether it is a Primary Qualification;
- Qualification Number;
- Codes and Descriptions for all modules for which a student is registered.

The report can be sorted alphabetically, by Student Surname, or numerically by Student Number, depending on the user selection. For each student, modules are listed alphabetically within Period of Study.

1. On selecting option 5 you will be prompted first for the destination of the report, then the selection criteria for the report as follow:

   - ***Enter Calendar Year (N4) or <ENTER> to quit* :** Enter the required four digit year, e.g. 1998, and press the Enter key.
   - ***Enter Qualification Code (A6) or <ENTER> to quit* :** Enter the required -qualification code and press the Enter key.
   - ***Enter Study Period (A1) or [ALL]:*** Enter the required Study Period code and press the enter key or press Return to accept the [All] default.
   - ***Enter Subject Code (A7) or [ALL]* :** Enter the required Subject code and press the Enter key, or press the Enter key only if you will to select the default option – ALL Subject Codes.
   - ***Enter Student Number (N9) or [ALL]:*** If the report is required in respect of one student, enter the required student number. If the report is required for all students, by pressing the Enter key the default value of ALL is selected.
   - ***Sort Order (A)lphabetically / [N]umerically*:** Enter A if you wish to report to be sorted alphabetically by Student Name, or N if you wish the report to be sorted numerically by Student Number.

The format of the report is as follows:

```
001 1998 97035157  Anderson,Frankie       AC1      (01-DUBLIN FULL-TIME )    Primary
qual-1
        0-YEAR LONG                        BE151        CS151        MS125
PS153
        1-SEMESTER 1 (SEP-JAN)   BE101        CS101        PS122
```

```
        2-SEMESTER 2 (FEB-MAY)   BE102          CS102          CS104          PS123


002 1998 97565687  Brennan,Claire Delores F AC1      (01-DUBLIN FULL-TIME)     Primary
qual-1
        0-YEAR LONG                        BE151          CS151          MS125
PS153
        1-SEMESTER 1 (SEP-JAN)   BE101          CS101          PS122
        2-SEMESTER 2 (FEB-MAY)   BE102          CS102          CS104          PS123
```

Option 6 – Display Print Queues

The Display Print Queues allows a user to view the entries on their network printer(s) and if required cancel a print queue entry by selecting the print entry when prompted.

Option 7 – Change Password

Option 7 allows a user to change their password. On selecting this option you will be prompted first for your old password, and then your new password.

The recommended standard for user passwords is eight alphanumeric characters using both upper and lower case.