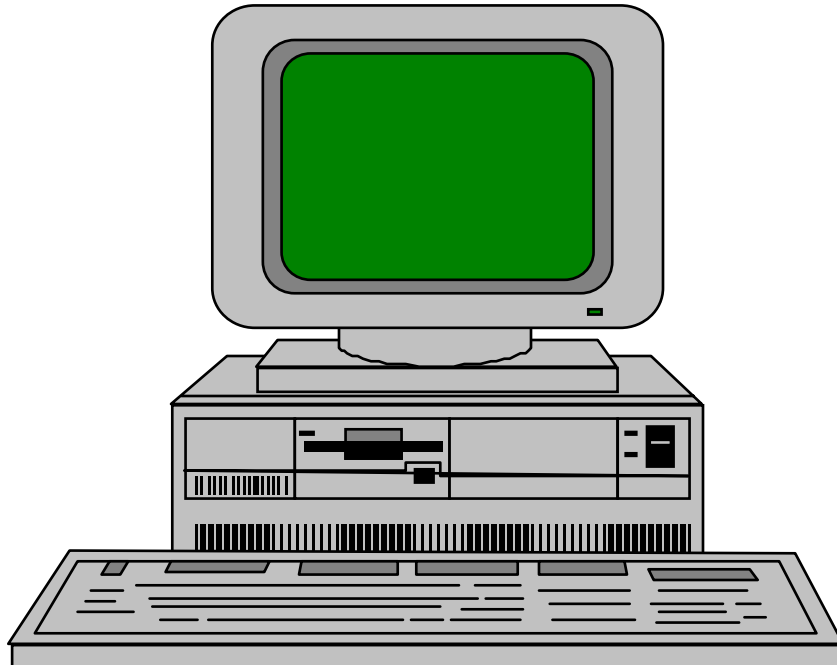


COLLEAGUE

USING USER INTERFACE

FOR SECRETARIES AND CHAIRS



Roberta Sibulkin
Information Technologies

November 18, 2003

This Page Intentionally Left Blank

Table of Contents

Colleague Introduction.....	4
IMPORTANT TIPS	4
Logging Into Colleague	5
Transcripts.....	6
Transcript Course Listing (<i>TRCL</i>)	6
Student Advising Transcript (<i>XRGK</i>)	9
Rosters.....	14
Academic Roster Inquiry (<i>RSTR</i>)	15
Basic Navigation.....	17
Section Roster Inquiry (<i>SRSI</i>)	19
Section Roster (<i>SROS</i>)	21
Setting Student Registration Eligibility (<i>STMC</i>)	26
Student Schedule Inquiry (<i>STSC</i>)	28
Course Section Availability Report (<i>CSAR</i>).....	31
Unix Printer Names.....	35
Colleague Commands	38
Majors	39





Colleague Introduction

Colleague is the database program that stores student information on our UNIX computer system.

In order to access the information that you need, it is important to understand how to locate it.

User Interface (UI) is a shell application that gives Colleague a Windows look and feel. You will be able to use UI to access the information you need to obtain from our Unix Colleague database.


IMPORTANT TIPS

1. When using Colleague, the **CAPS LOCK must be activated**.
2. Mnemonics, letters that represent particular screens, help make it easier to remember how to locate those screens.
3. There are four types of forms.
 - A. Maintenance  .
Used to enter and change data
 - B. Processing 
Starts a program that manipulates a record or group of records “behind the scenes”
 - C. Inquiry 
Enables viewing, but not editing, of database information.
 - D. Reports 
Allow generation of a report
4. Three dots (...) can be entered at Lookup prompts to narrow search criteria. **DO NOT USE THIS TECHNIQUE TO LOOKUP PEOPLE OR ORGANIZATIONS.** Since the dots would indicate a search for all persons or organizations, this method would tie up our system. Narrow the search down by including the student’s name, Colleague ID, SS#, or partial name (*For Example, Brown, Rob or Sib...*).

Logging Into Colleague

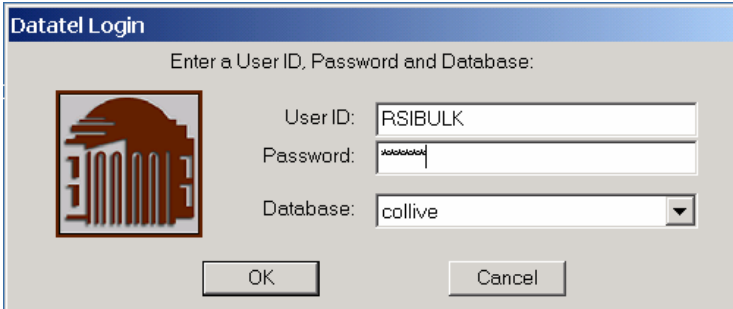
🖥️ Login to the Colleague system.

1. Press the **<Caps Lock>** key.

2. Double-click on the **Colleague/Datatel** icon  on your desktop to open User Interface..


- *The icon may be labeled either Colleague or Datatel (the name of the company that produces Colleague and User Interface).*
- *You may also have a Datatel Terminal icon used to access Colleague in terminal mode.*
- *In the training lab, choose Start/Programs/Datatel/Datatel.*

3. Log into User Interface with the Unix username and password given to you by our Unix Administrator.



Datatel Login

Enter a User ID, Password and Database:



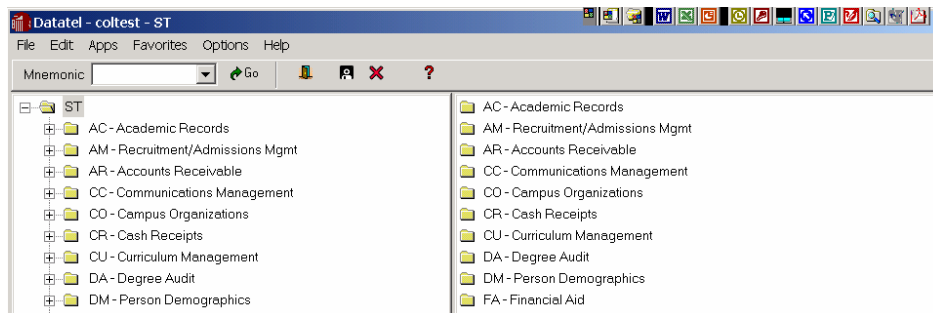
User ID:

Password:

Database:

OK Cancel

4. Click **<OK>**.



- *The Student System screen displays with several buttons that are new in Version 17.*
- *If the ST folder is not visible at the top of the window, select ST from the Apps menu.*



Transcripts

Transcript Course Listing (*TRCL*)

User Interface uses a “drill-down” approach for accessing information from the database.

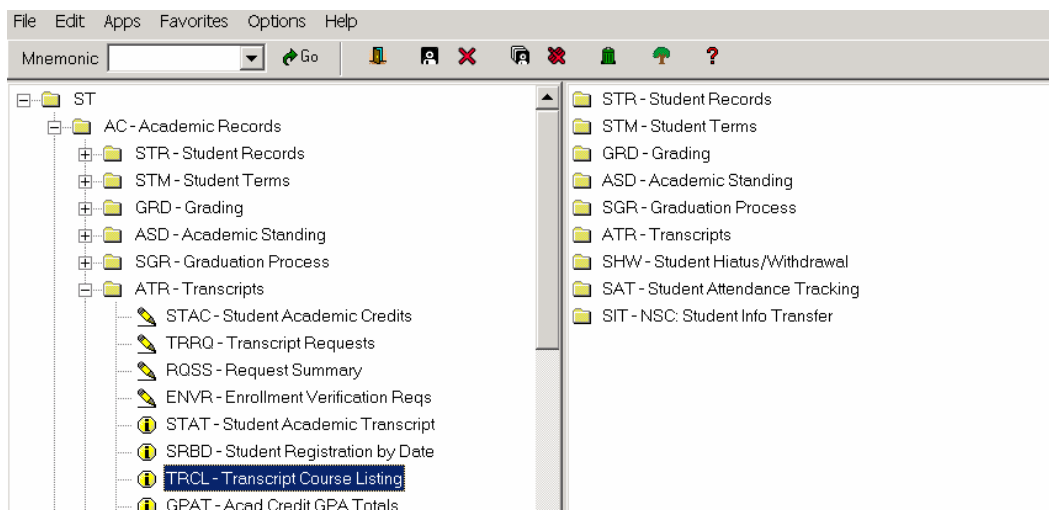
- ◆ Expand folders to view and/or move to different levels within the Colleague’s Student System.

Custom screens used to access inquiry transcripts have been developed by our Information Technologies programming staff.

- ◆ Please read the screen prompts carefully and have the following information available:
 1. Name of UNIX printer to which you will be printing
 2. Type of transcript you wish to print (*UD Undergraduate, GD Graduate*).
 3. Student’s ID number or name

The Transcript Course Listing command is used to display a student’s individual transcript on screen.

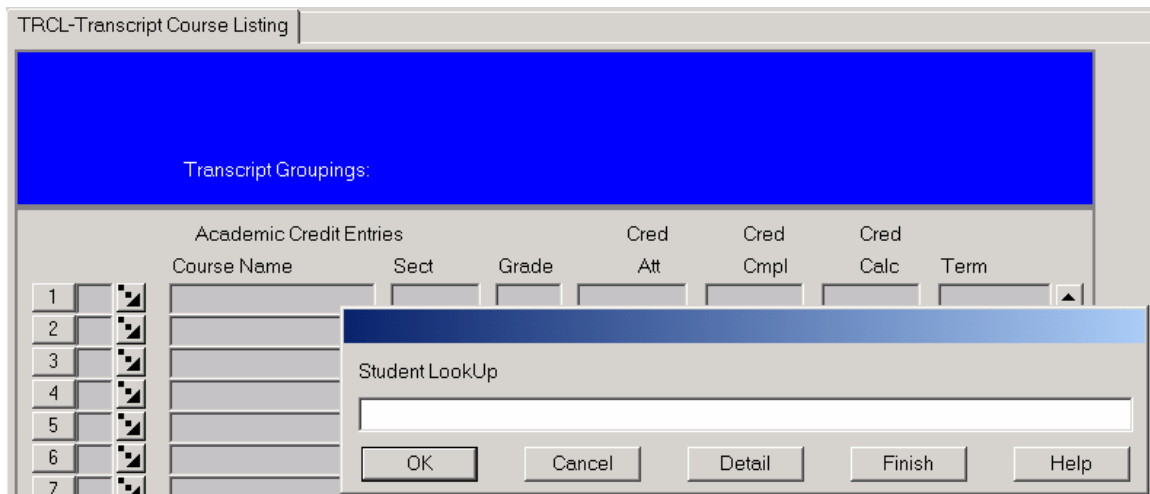
1. Expand the **ST** folder by clicking on the **+sign** to the left of the folder name.
2. Expand the **AC - Academic Records** folder, followed by the **ATR - Transcripts** folder.
3. Double-click on the **TCRL- Transcript Course Listing** icon, (or type TRCL in the mnemonic’s box and press <Enter>) to open the Transcript Course Listing inquiry screen.




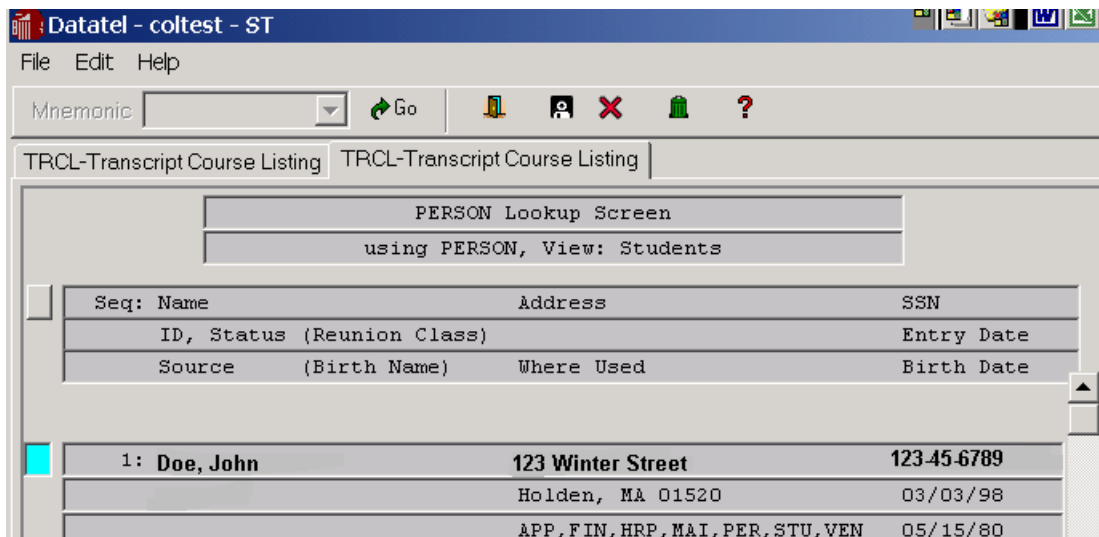
- *The Transcript Course Listing dialog box displays.*

Transcript Course Listing (TRCL)

4. In the Student LookUp box, **type the name or student ID** for the person who's individual transcript you wish to view .



- *The Person LookUp screen displays.*
5. When the Person Lookup Screen displays, **click beside the name** of the student who's transcript you wish to view and click on the *Save* button  .



Transcript Course Listing (TRCL)

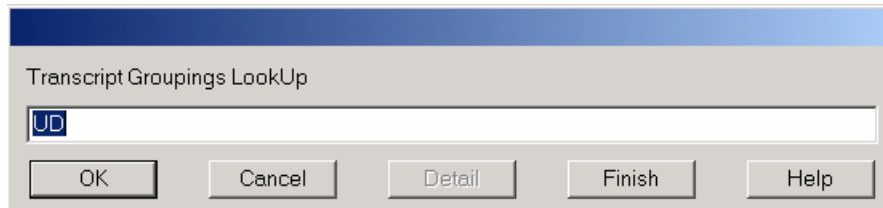
- In the Transcript Groupings LookUp box type the letters that are appropriate for the type of transcript you wish to run.

GD Graduate

UD Undergraduate Regular


UN Undergraduate Non-Degree

UR Undergraduate 2nd Degree

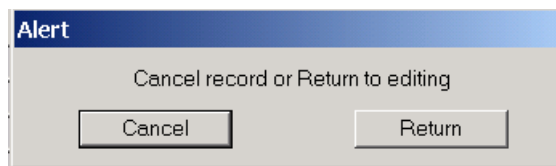


- Click **OK**.

- The transcript appears for viewing. Use the Scroll bar and/or Up and Down arrows, if necessary.*

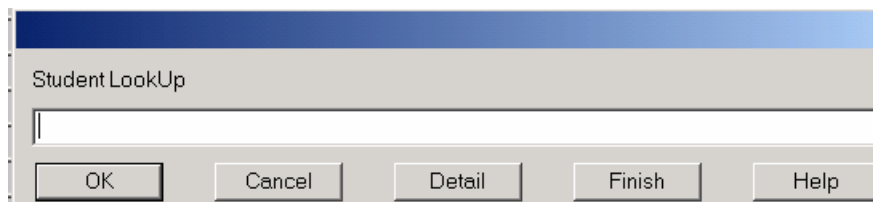
- Click **Close** (*The X at the top of the window*)  when done viewing.

- The Cancel record or Return to editing alert displays.*



- Click Cancel to close the transcript.

- The Student LookUp box displays.*




- Enter another student's ID or name if desired or click **Finish** to return to the main UI screen.



Student Advising Transcript (XRGK)

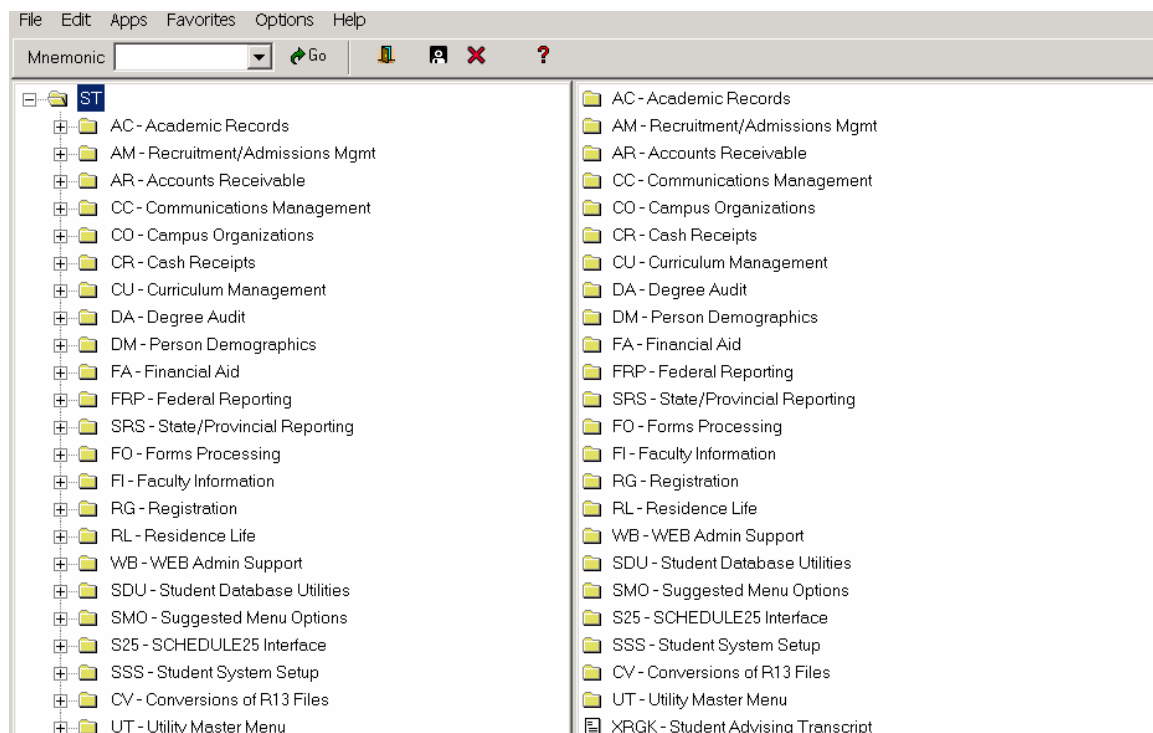
Custom reports (reports using mnemonics beginning with an X) have been developed by our Information Technologies programming staff.

- ◆ Custom reports are run in terminal mode. Therefore, the traditional Colleague screens display.
- ◆ Please read the screen prompts carefully and have the following information available:
 4. Name of UNIX printer to which you will be printing
 5. Type of transcript you wish to print (*UD Undergraduate, GD Graduate*).
 6. Student's ID number or name

 Use the drill-down approach to locate the XRGK custom report.

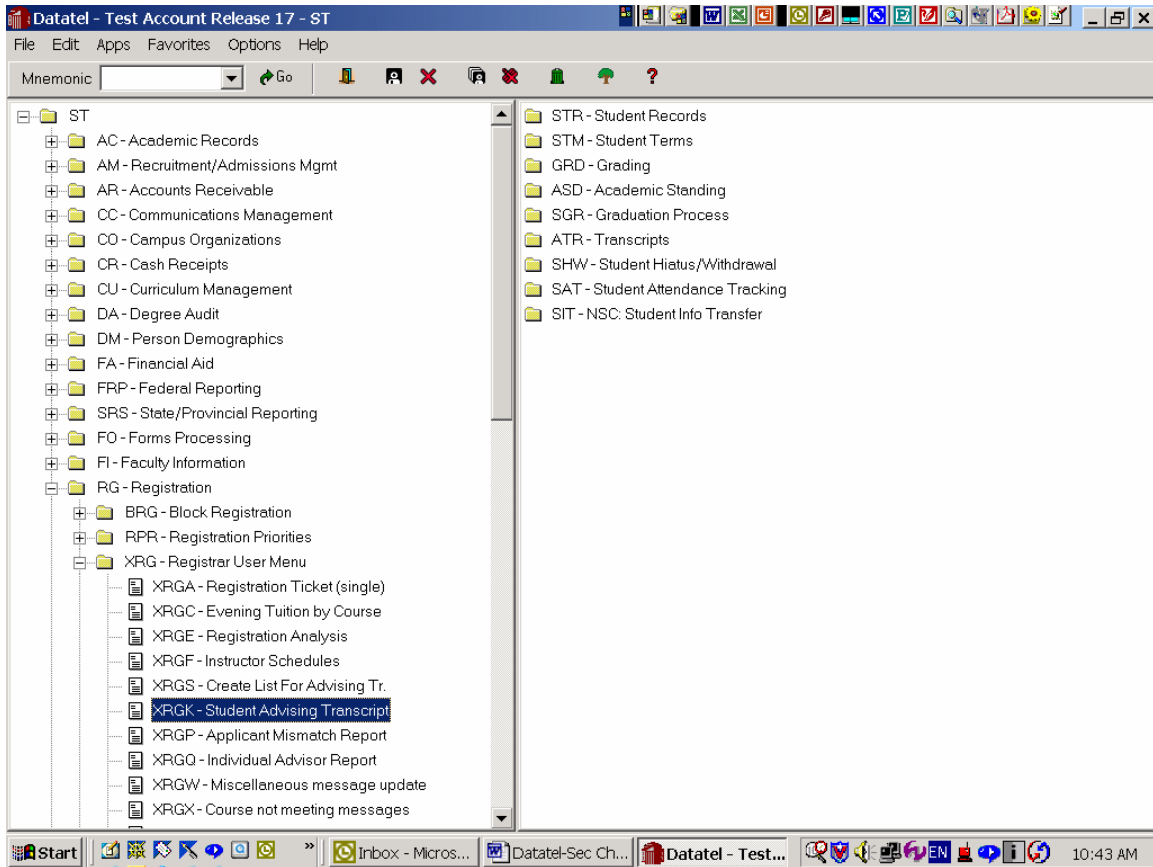
- *This is used for advising and does not print on official paper.*

1. Expand the **ST** folder by clicking on the **+sign** to the left of the folder name.

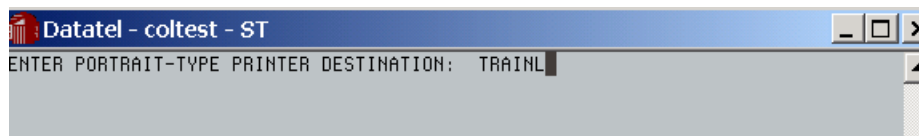


Student Advising Transcript (XRGK)

- Expand the **RG - Registration** folder.



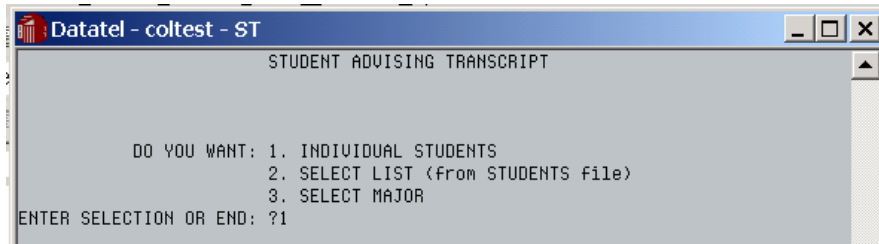
- Expand the **XRG** folder which contains many of our WSC custom reports.
- Double-click on the **XRGK** | XRGK - Student Advising Transcript icon to run the Student Advising Transcript report.
- Enter the **name of the UNIX printer** to which you want to print and press <Enter>.
 - *For Unix printer names, refer to the back of this training guide or call the Information Technologies Helpdesk (X 8856).*



- Type **1** (*Individual Students*) and Press <Enter>.



Student Advising Transcript (XRGK)



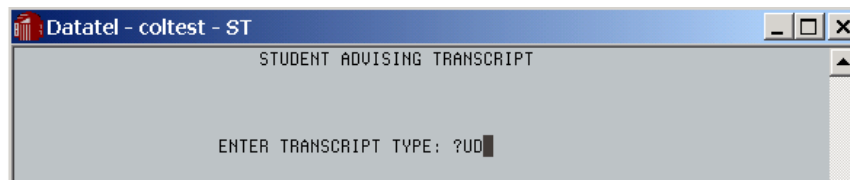
7. Use the guide below to **enter the appropriate letters for the type of transcript you wish to print** and press, **<Enter>**.

GD Graduate

UD Undergraduate Regular

UN Undergraduate Non-Degree

UR Undergraduate 2nd Degree

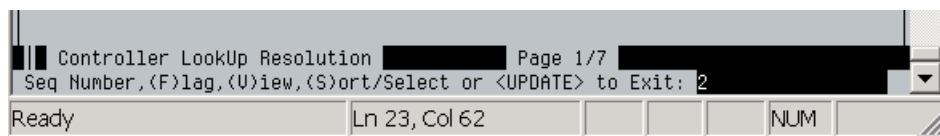


8. At the Person Lookup prompt, enter the **student's ID number or name** and press **<Enter>**.

- *To narrow a search, try typing Lastname or Lastname, First initial.*
- *The ellipsis (...) can be used in some Lookup fields, but is not supported in "Person" or "Organization" lookups such as this.*
- *Repeat for each additional student transcript you wish to print.*



9. If a student name was entered in Step 5, **type the number corresponding to the name of the person whose transcript you wish to print** and press **<Enter>**..



Student Advising Transcript (XRGK)

10. Type **END** and press **<Enter>** when finished entering all desired student ID numbers or names.



11. If you wish to include the current academic term, press **<Enter>** when prompted. If not, type **N**.

- Pressing **<Enter>** selects the bracketed choice. *[NL]* represents a carriage return or the **<Enter>** key. In the example *< [NL]/N >*, pressing **<Enter>** for the prompt below will include the current academic term. If the current year is not desired, type *N*.

```
Do you wish to print the Current Term Schedule <[NL]/N>: █
```

12. If you requested that the current semester be included in the transcript, type the **Term and Year in the YY/XX format** and press **<Enter>**.

```
Please Enter Current Term <YY/XX>: 02/FA
```

13. If you wish to sort the records by course, type **YES** and press **<Enter>**.

```
Sort Transcript records by course [YES/NL]?
```

14. If you wish to choose from one of the following types of sorts, enter the appropriate number prior to pressing **<Enter>** a second time.

```
DO YOU WISH TO SORT BY: 1. NAME
                        2. ID NUMBER
                        3. ADVISOR
                        4. BOX NUMBER
                        5. MAJOR
ENTER SELECTION OR [NL]: 3 █
```

- A screen similar to the one below displays your selected criteria and ask if this is what you would like to print.

Student Advising Transcript (XRGK)

```
SELECT STUDENTS 0287650 0233436 BY EVAL 'EXTRACT(X.STU.ADVISOR.NAME,1,1,0)' BY
STU.SORT.NAME

                CURRENT TERM: 02/SP
                SORT BY COURSE: N
                PRINT CURRENT SCHEDULE: Y

IS THIS WHAT YOU WANT? (INLJ,N,END): #
```


11. If this is what you want, Press **<Enter>** to continue. If not, type END
12. Press **<Enter>** a second time.
 - *This should send the transcript(s) to the printer and return you to the Student System screen.*

Rosters

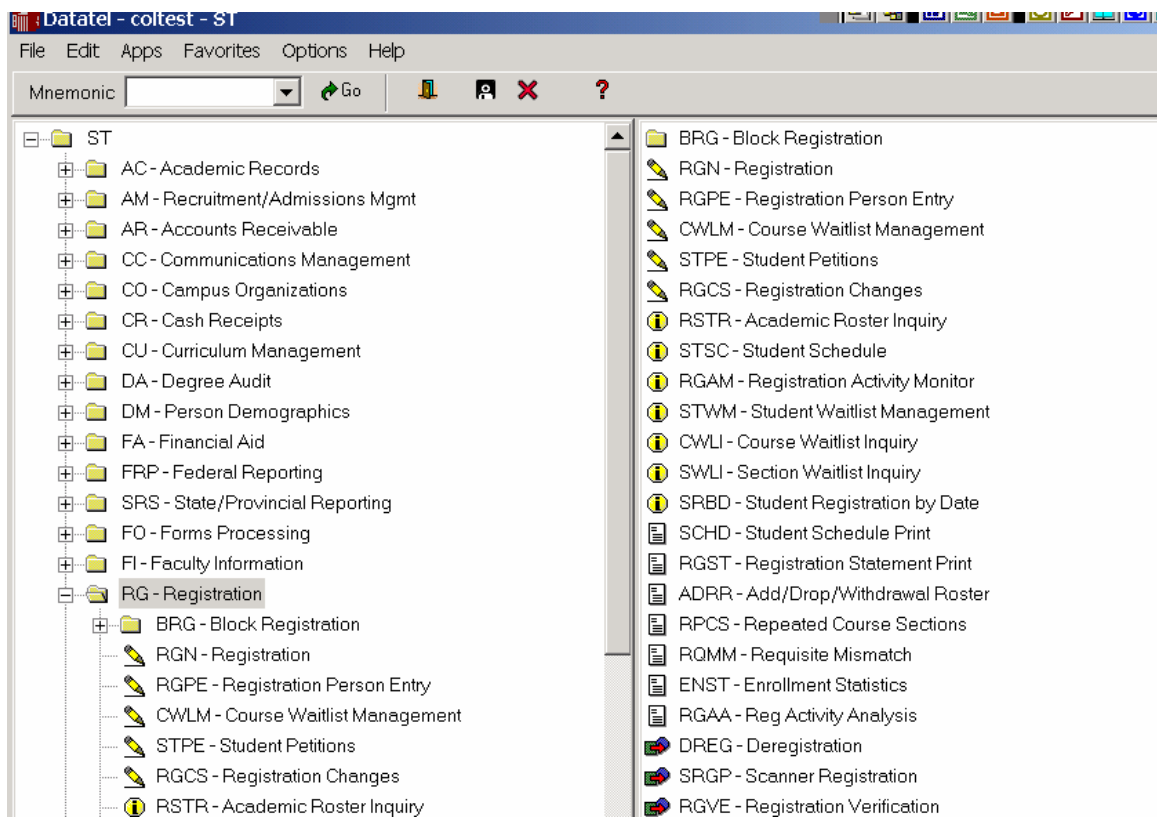
Several commands can be used to create student rosters.

SRSI	Inquiry – More information regarding course section and lists students
RSTR	Inquiry – Gives information about students
SROS	Creates an actual roster that can be printed

- *Use SROS to obtain an “up to the minute” list of students.*

 Use the drill-down approach to view an Academic Roster.


2. Expand the **ST** folder by clicking on the **+sign** to the left of the folder name..

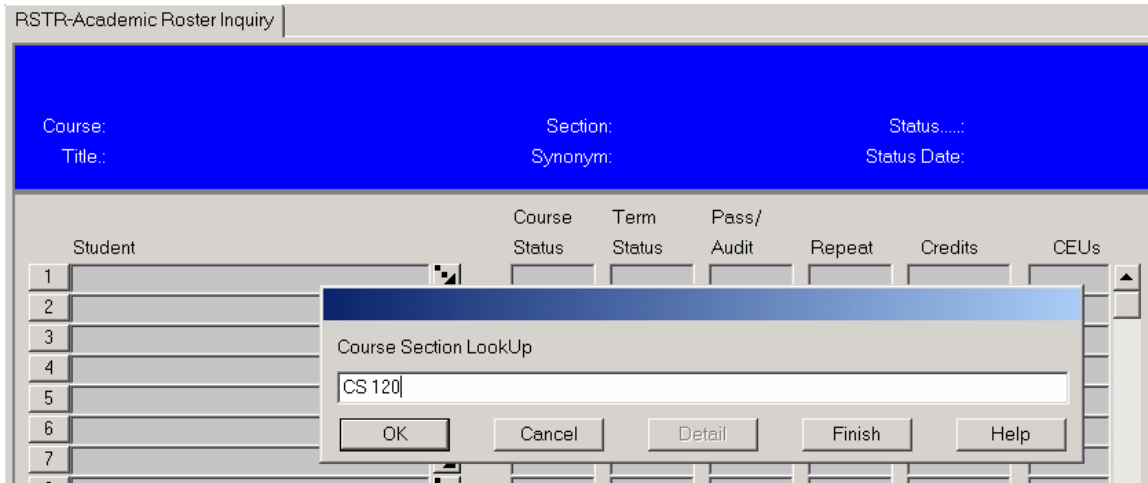


3. Expand the **RG – Registration** folder.

- *Forms, Inquiry screens, and reports contained in the folder display.*

Academic Roster Inquiry (RSTR)

4. Double-click on the  RSTR **RSTR – Academic Roster Inquiry** icon. to access the Academic Roster Inquiry screen.
 - *The Academic Roster Inquiry screen opens displaying a Course Section Lookup window.*



NOTE: Only one person can access the same screen at one time. Otherwise, the database will “lock-up”.

5. Type the **Course number** (*EN 262 or CS 120 for example*) for the roster you wish to view and press <Enter> or click <OK>.

Academic Roster Inquiry (RSTR)

If there is more than one section of the course, a list of current offerings from which you can select will display..

Seq	Course	Sect	Term	Course Title	Location	Instructor	Status	Start Date
1:	CS	120	O1	O2/FA Microcomputer Appl in Bu		Ogozalek, V Z	Active	09/03/02
			09/01/02 12/31/02 ST	107	B TR		11:30AM 12:45PM	
2:	CS	120	O2	O2/FA Microcomputer Appl in Bu			Cancelled	09/03/02
3:	CS	120	E1	O2/FA Microcomputer Appl in Bu		Brenneman, B.	Active	09/03/02
			09/01/02 12/31/02 ST	107	B W		06:00PM 09:00PM	

6. “Flag” the section (s) you wish to view by **clicking in the box (s) to their left.**

- Check semester dates to make certain the desired rosters are accessed.

Seq	Course	Sect	Term	Course Title	Location	Instructor	Status	Start Date
<input checked="" type="checkbox"/>	1:	CS	120	O1	O2/FA Microcomputer Appl in Bu	Ogozalek, V Z	Active	09/03/02
			09/01/02 12/31/02 ST	107	B TR		11:30AM 12:45PM	
<input type="checkbox"/>	2:	CS	120	O2	O2/FA Microcomputer Appl in Bu		Cancelled	09/03/02
<input checked="" type="checkbox"/>	3:	CS	120	E1	O2/FA Microcomputer Appl in Bu	Brenneman, B.	Active	09/03/02
			09/01/02 12/31/02 ST	107	B W		06:00PM 09:00PM	

Controller LookUp Resolution Page 1/3 **SAVE** [Printer Icon] [Close Icon]



Seq Number, (F)lag, (S)ort/Select: _____

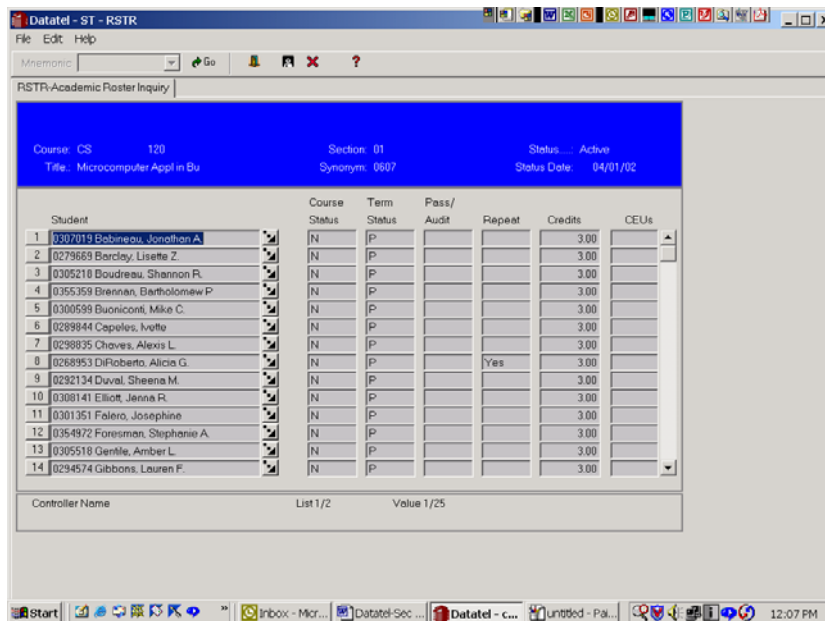
7. Click on the **Save** button (*lower right-hand corner*).

- A roster for the first flagged group displays.


Academic Roster Inquiry (RSTR)

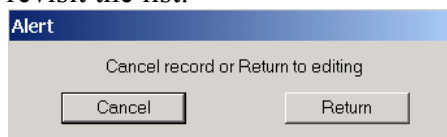
Basic Navigation

- ◆ Select **Function Help** from the *Help* menu to view a list of commonly used Function and keyboard shortcuts.
 - Press <Tab> to scroll forward through rows in a group.
 - Press the <Page Down> or <Page Up> keys to move backwards or forwards through row-oriented groups.
 - Click on the **Detail**  button to obtain detailed information on the selected record.
- 8. Click on the **Detail**  to view a detail screen of information about the selected record.



Student	Course Status	Term Status	Pass/Audit	Repeat	Credits	CEUs
1 0307019 Bobineau, Jonathon A.	N	P			3.00	
2 0279669 Barclay, Lisette Z.	N	P			3.00	
3 0305218 Boudreau, Shannon R.	N	P			3.00	
4 0305359 Brennan, Bartholomew P.	N	P			3.00	
5 0300599 Buoniconti, Mike C.	N	P			3.00	
6 0298844 Capelos, Ivette	N	P			3.00	
7 0298835 Chaves, Alexis L.	N	P			3.00	
8 0268953 DiRoberto, Alicia G.	N	P		Yes	3.00	
9 0292134 Duvel, Shaena M.	N	P			3.00	
10 0308141 Elliott, Jenna R.	N	P			3.00	
11 0301351 Falero, Josephine	N	P			3.00	
12 0354972 Foreman, Stephanie A.	N	P			3.00	
13 0305518 Gentile, Amber L.	N	P			3.00	
14 0294574 Gibbons, Lauren F.	N	P			3.00	

- 9. When viewing is completed and/or you wish to view an additional roster, click on the  **Close** button.
 - An alert will display asking if you wish to Cancel or Return to editing.
 - ◆ Click Cancel to close the list of records.
 - ◆ Click Return to revisit the list.



Academic Roster Inquiry (RSTR)

10. Click **Cancel** to close the displayed list of records.

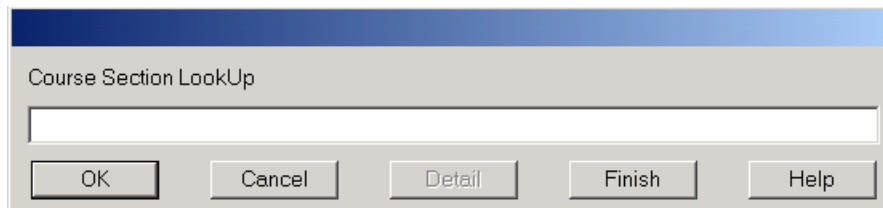
- *An alert will display asking if you wish to discard the list, go to the next record, or jump to a particular record*



- ◆ Click Discard to close the displayed list and return to the Course Lookup window.
- ◆ Click Next to View an additional list (*if one was flagged in step 5*) from your selected group.
- ◆ Click Jump to specify a particular list (*1, 3, etc*) from your selected group.


11. Click **Discard** to close the displayed list.


12. On the Course Section Lookup screen, click **Finish** to complete your RSTR inquiries and return to the main User Interface window.

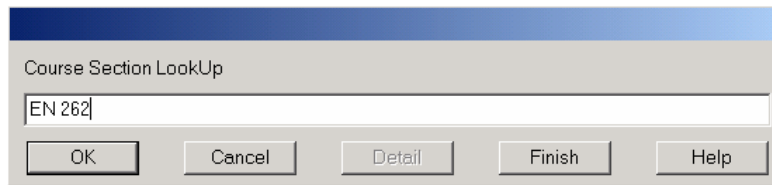


Section Roster Inquiry (SRSI)

The Section Roster Inquiry provides a list of class participants plus information on meeting times and faculty.

 Perform a Section Roster Inquiry and view the type of information that displays.

1. Expand the **ST** folder, if it is not already expanded.
2. Expand the **CU** (*Curriculum Management*) folder.
3. Expand the **CSS** (*Sections*) folder.
4. Double-click on the **SRSI**  **SRSI** (*Section Roster Inquiry*) icon to open the form.
 - *The Section Roster Inquiry form opens displaying a Course Section Lookup window.*
5. Type the **Course Section** (*EN 262 or CS 120, for example*) you wish to view and press **<Enter>** or click **<OK>**.

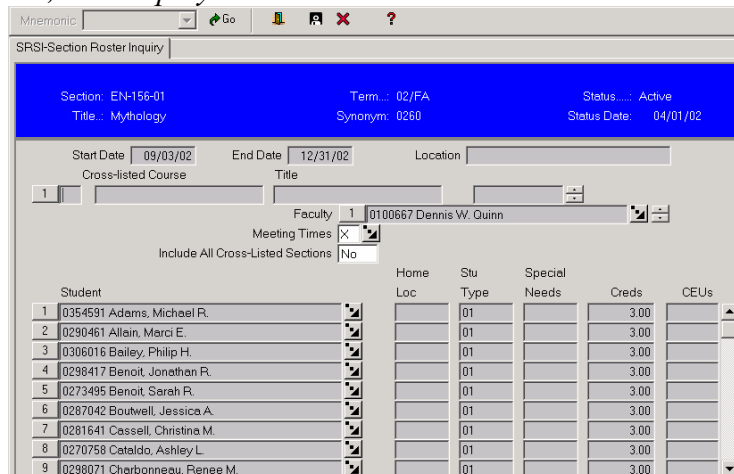


Course Section LookUp

EN 262

OK Cancel Detail Finish Help

- *If there is more than one section for the course, “**Flag**” the section (s) you wish to view (as described previously on page 11). Then, click on the **Save** button in the lower right-hand corner.*
- *A section roster, containing faculty information and meeting times not shown using RSTR, will display*



Mnemonic: [dropdown] Go [icon] [icon] [icon] [icon] ?

SRSI-Section Roster Inquiry

Section: EN-156-01 Term: 02/FA Status: Active
Title: Mythology Synonym: 0260 Status Date: 04/01/02

Start Date: 09/03/02 End Date: 12/31/02 Location: [dropdown]

Cross-listed Course: [dropdown] Title: [dropdown]


Faculty: 1 0100667 Dennis W. Quinn

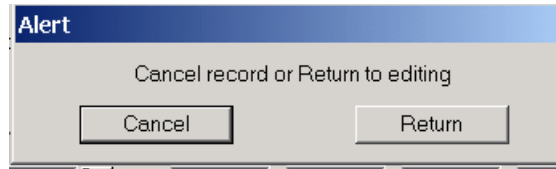
Meeting Times: [dropdown]

Include All Cross-Listed Sections: No

Student	Home Loc	Stu Type	Special Needs	Creds	CEUs
1 0354591 Adams, Michael R.		01		3.00	
2 0290461 Allein, Merci E.		01		3.00	
3 0306016 Bailey, Philip H.		01		3.00	
4 0298417 Benoit, Jonathon R.		01		3.00	
5 0273495 Benoit, Sarah R.		01		3.00	
6 0287042 Boutwell, Jessica A.		01		3.00	
7 0281641 Cassell, Christina M.		01		3.00	
8 0270758 Cataldo, Ashley L.		01		3.00	
9 0298071 Charbonneau, Renee M.		01		3.00	

Section Roster Inquiry (SRSI)

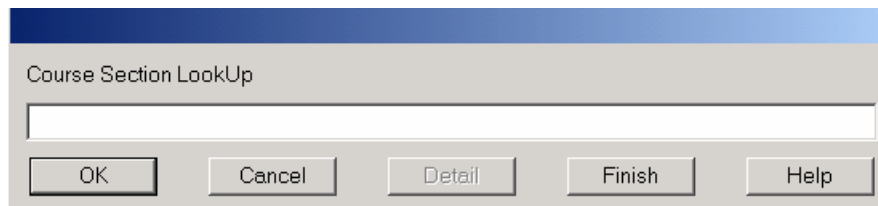
6. Click on the **Cancel**  button to close the form.
7. Click **Cancel** in the Alert window to close the form or Return to continue to view.



- *If rosters for more than one section were flagged, an Alert will ask if you want to Discard the active list, view a previous list, or Jump to a specific record.*



8. For this exercise, click **Discard** to discard the current list.
 - *The Course Section Lookup window displays.*
9. Enter another course number or click **Finish** to exit and return to the main ST window.

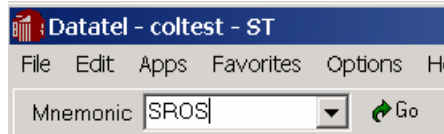


Section Roster (SROS)

The Section Roster report creates a roster that can be printed. The report will generate a list of registered students based on the date the report is run. The list may vary until the completion of the Add/Drop period.

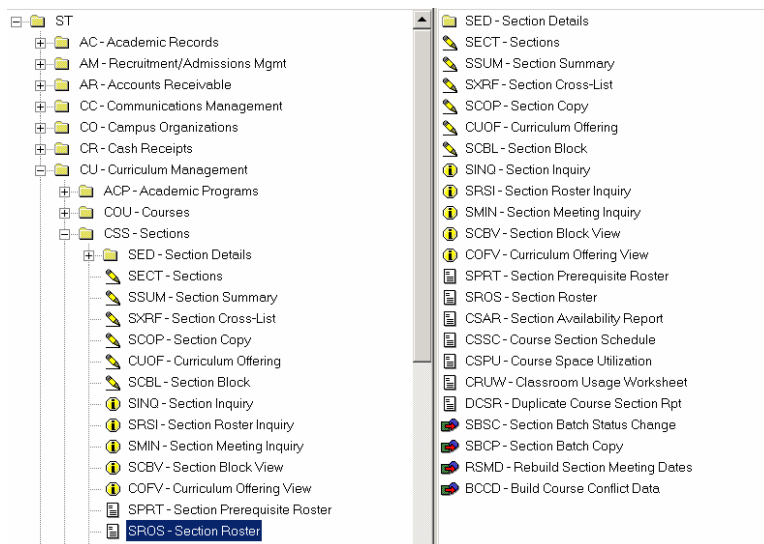
- ◆ When the Section Roster Form opens, it displays criteria that was requested by you or another WSC employee the last time the SROS report was run.
- ◆ It is necessary to clear existing criteria that is not desired for your report.
- ◆ Be careful to note the numbers beside the criteria areas. For example, if there is a 2 beside Faculty Members, that means two faculty names have been entered in that criteria area. If you only wish to generate information for a specific faculty member, make certain you clear the name of the second person.

1. Enter **SROS** at the mnemonics prompt and press **<Enter>** or click **GO** to access the Section Roster form.



- You also may expand the **ST** folder and use the following steps locate and open the SROS report form.

1. Locate and expand the **CU** (Curriculum Management) folder.
2. Expand the **CSS** (Sections) folder.
3. Double-click on the **SROS** report icon.




Section Roster (SROS)

2. Enter the appropriate criteria for the roster(s) you wish to generate.

1. Enter the term in the 02/FA format.
2. Type the faculty member's last name.
3. Enter Course # desired.

To Delete Existing Criteria:

1. Click on the number beside the criteria you wish to delete to select it.
2. When the Alert message appears, click on the Delete button to remove the highlighted criteria.
3. If a number other than 1 displays, use the  up/down arrows to display additional criteria.

Mnemonic: SROS

SROS-Section Roster

Soc. Sec. or ID: ID

Double-space: No

Separate Cross-List: Yes

Print Cross-List Ref: []

Print Special Needs: Yes

Print Dropped/Withdrawn: No

Print Waitlisted: No

Print Phone Types: 1

Alert: Select Window Operation to Perform

Buttons: Insert, Delete, Cancel

Section Date: []

Terms: 1 02/FA Fall Semester 2002

Faculty Members: 2 0245740 Donald Vescio


Subjects: 1

Courses: 1

Sections: 1

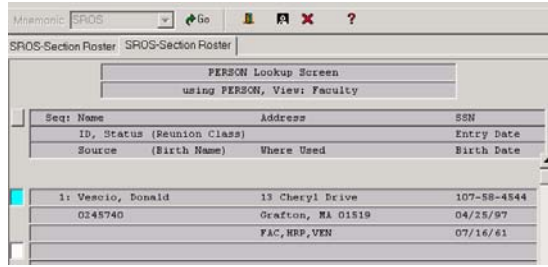
Locations: 1

Additional Selection Criteria: No

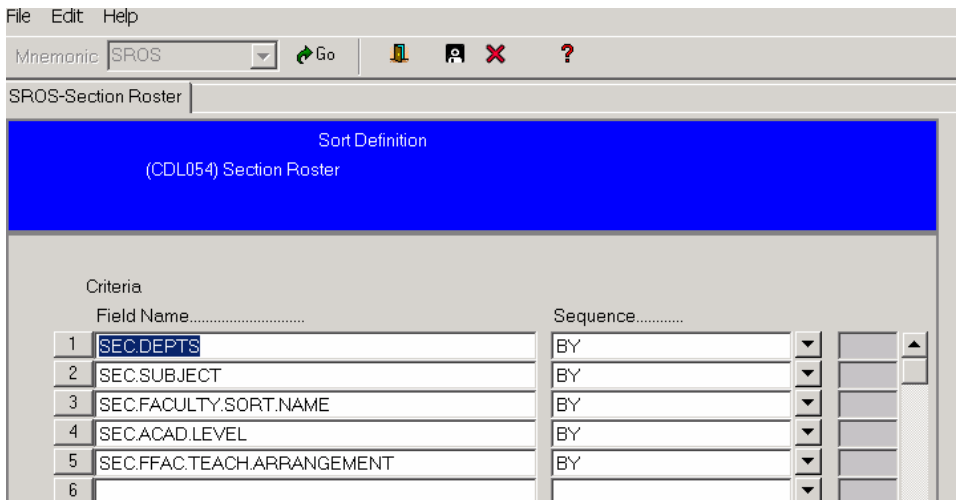
3. Once all of the desired criteria has been entered, click on the **Save**  button to continue processing the Section Roster report and **Update** if prompted.

- If new criteria was entered prior to clicking on Save, a screen similar to the one below may display. If so, click beside the correct name (or other type of information) to "flag" it. Then, click on the **Save and Update** buttons, if prompted..

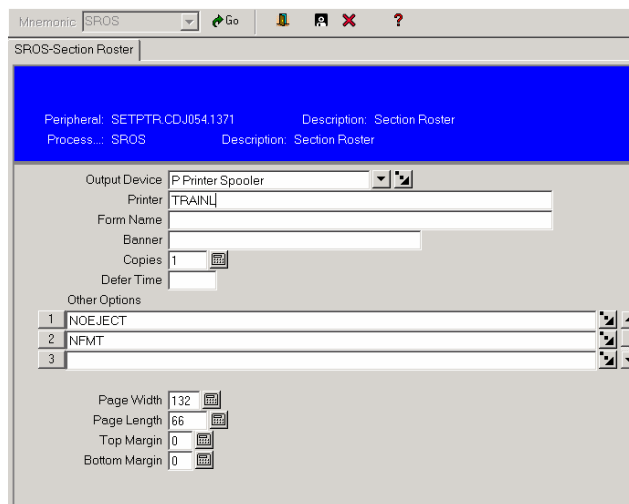
Section Roster (SROS)



- *The sort definition screen appears.*

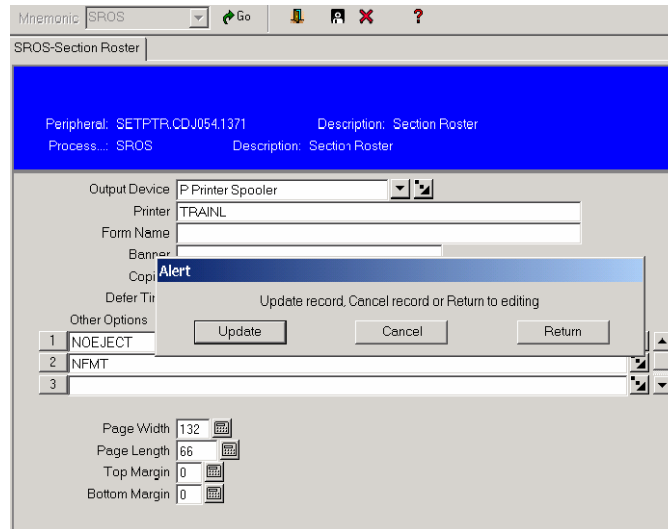


4. Click on the **Save** button to accept the default sorting order and click **Update** when the next Alert message displays.
5. Enter the **name of the Unix printer** in your area (*CD4MP OR CD4MPL, for example*) and indicate how many **copies** of the roster you wish to print.



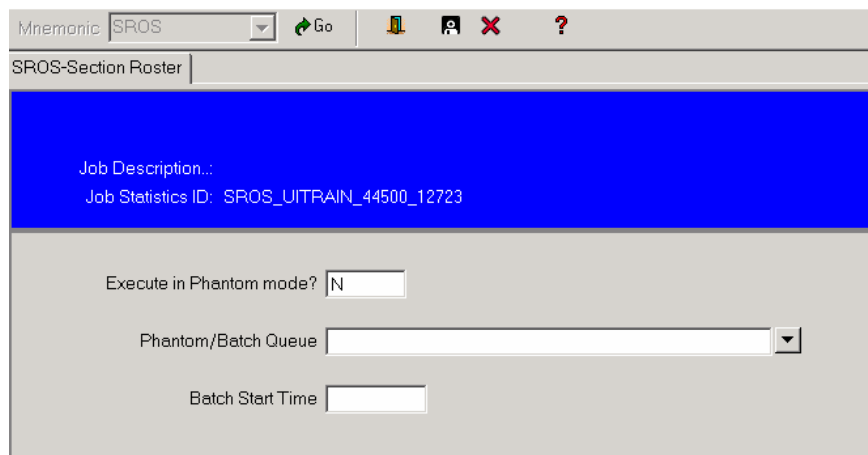
Section Roster Report (SROS)

- Click on the **Save** and **Update** buttons once again.



The screenshot shows the SROS-Section Roster form. At the top, there is a Mnemonic dropdown set to 'SROS' and a 'Go' button. Below this, the form title is 'SROS-Section Roster'. A blue header bar contains 'Peripheral: SETPTR.CDJ054.1371' and 'Description: Section Roster'. Below the header, there are fields for 'Process...' (SROS) and 'Description: Section Roster'. The main form area includes: 'Output Device' (P Printer Spooler), 'Printer' (TPAINL), 'Form Name', 'Banner', 'Copies', 'Defer Tin', and 'Other Options'. An 'Alert' dialog box is overlaid on the form, displaying the message 'Update record, Cancel record or Return to editing' and three buttons: 'Update', 'Cancel', and 'Return'. At the bottom, there are input fields for 'Page Width' (132), 'Page Length' (66), 'Top Margin' (0), and 'Bottom Margin' (0).

- When the following screen displays, click on the **Save** and **Update** buttons once again to accept the default settings.

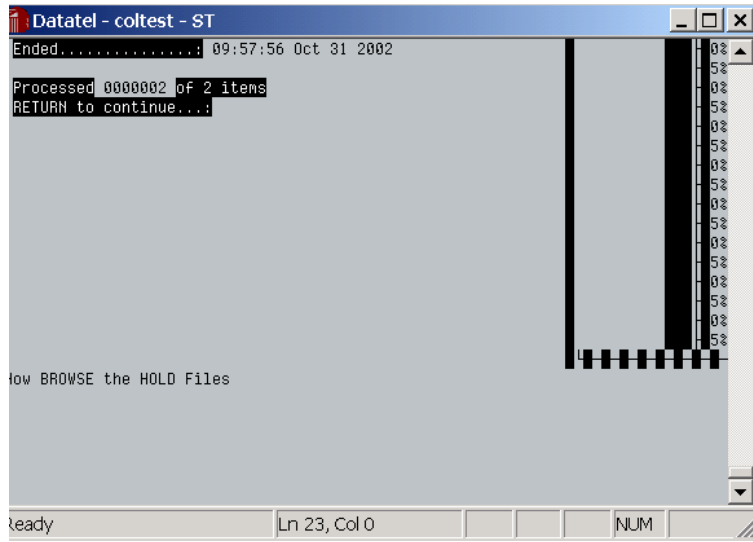


The screenshot shows the SROS-Section Roster form. At the top, there is a Mnemonic dropdown set to 'SROS' and a 'Go' button. Below this, the form title is 'SROS-Section Roster'. A blue header bar contains 'Job Description..' and 'Job Statistics ID: SROS_UITRAIN_44500_12723'. Below the header, there are input fields for 'Execute in Phantom mode?' (N), 'Phantom/Batch Queue' (dropdown menu), and 'Batch Start Time' (input field).

- *Colleague processes the information, which might take several minutes, and a screen similar to the one below displays.*

- . At the prompt, press **<Enter>** to continue.

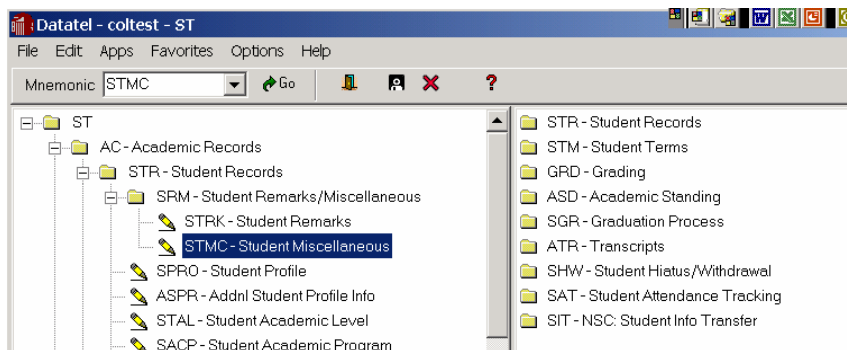
Section Roster Report (SROS)



Setting Student Registration Eligibility (STMC)

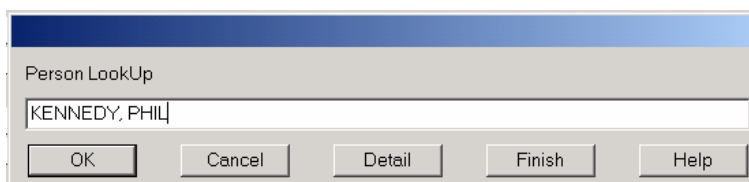
In order for students to be able to register using their name and password, their eligibility needs to be activated.

1. Either type **STMC** in the Mnemonic box and **Press <Enter>** or expand the ST folder (ST/AC/STR/SRM/STMC icon) to locate and double-click on the STMC-Student Miscellaneous form icon.



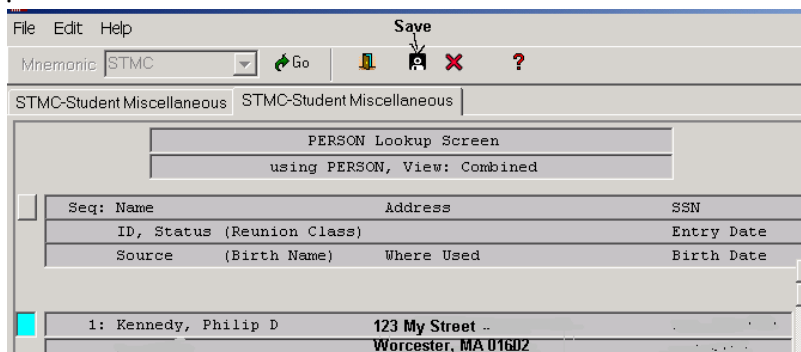
- *The STMC form opens and the Person Lookup box displays.*

2. In the Person Lookup box, type the **Name or Student ID** for the student whose eligibility you wish to activate.



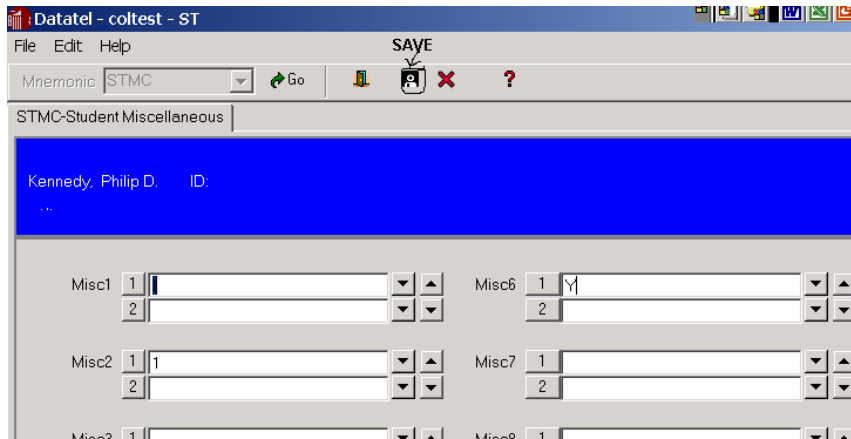
3. Click **<OK>** or Press **<Enter>**.

- *The STMC screen displays listing student(s) matching the information entered in step 7.*

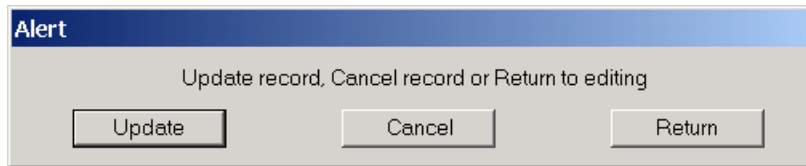


4. **Click in the box beside the student you wish to select** and click on the **Save** button (*See graphic next page*).

Setting Student Registration Eligibility (STMC)




- The STMC screen for the specified student displays.
- 5. Click beside Misc6, type a **Y**, and click on the **Save button** (Refer to graphic above).
- An alert displays asking if you wish to “Update” the record, “Cancel” this action, or “Return” to the STMC screen for editing.



- 6. Click on the **Update button**.
- The student’s eligibility information should be activated.
- 7. Repeat the above procedures to set the eligibility for additional students or click on the **Finish button** if done.
- You will be returned to the Datatel User Interface screen.
- 8. To log out of User Interface, select **File/Exit**.

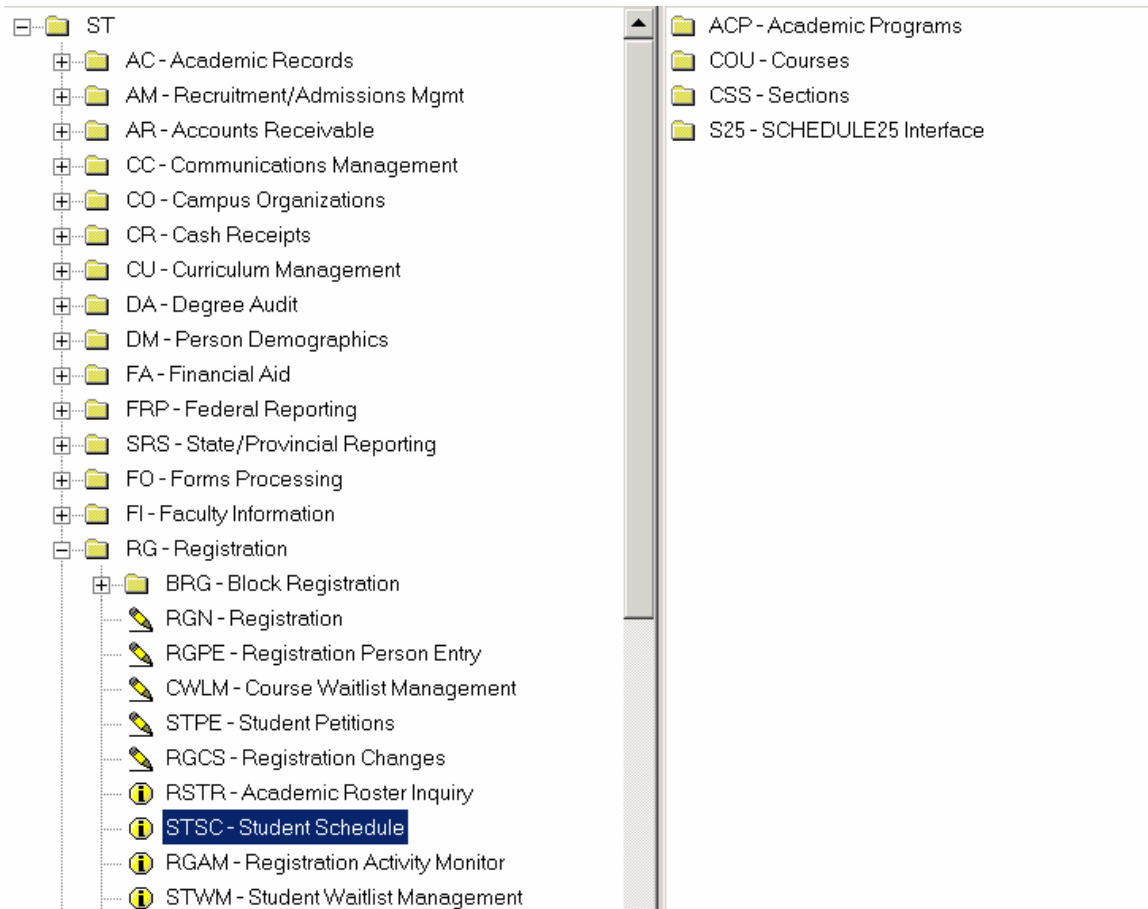
Student Schedule Inquiry (STSC)

To obtain a student's schedule for a particular semester, use the Student Schedule Inquiry command.

 Use Student Schedule Inquiry to obtain a student schedule.

1. Expand the **ST** folder by clicking on the **+sign** to the left of the folder name.
2. Expand the **RG – Registration** folder.

- *Forms, Inquiry screens, and reports contained in the folder display..*

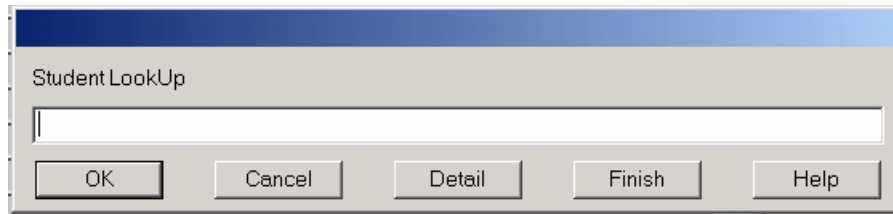


3. Double-click on the **STSC**  **STSC** (*Student Schedule*) icon.

- *The Student schedule inquiry form opens displaying a Student Lookup window.*

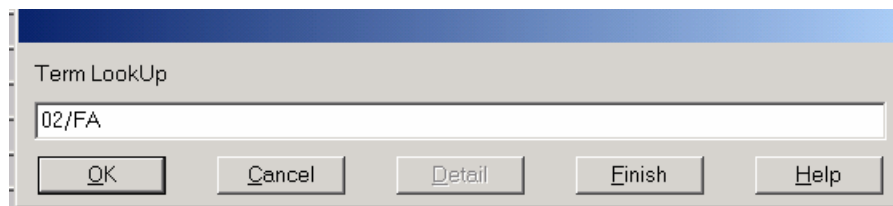
Student Schedule Inquiry (STSC)

1. Enter a **student's Name or ID** and press **<Enter>**



The screenshot shows a dialog box titled "Student LookUp". It features a text input field at the top, which is currently empty. Below the input field are five buttons: "OK", "Cancel", "Detail", "Finish", and "Help".

2. If prompted, flag the desired student(s) as described on page 11 of this booklet and click **Save**.
3. At the Term Lookup prompt, type the year and semester for the schedule you desire.

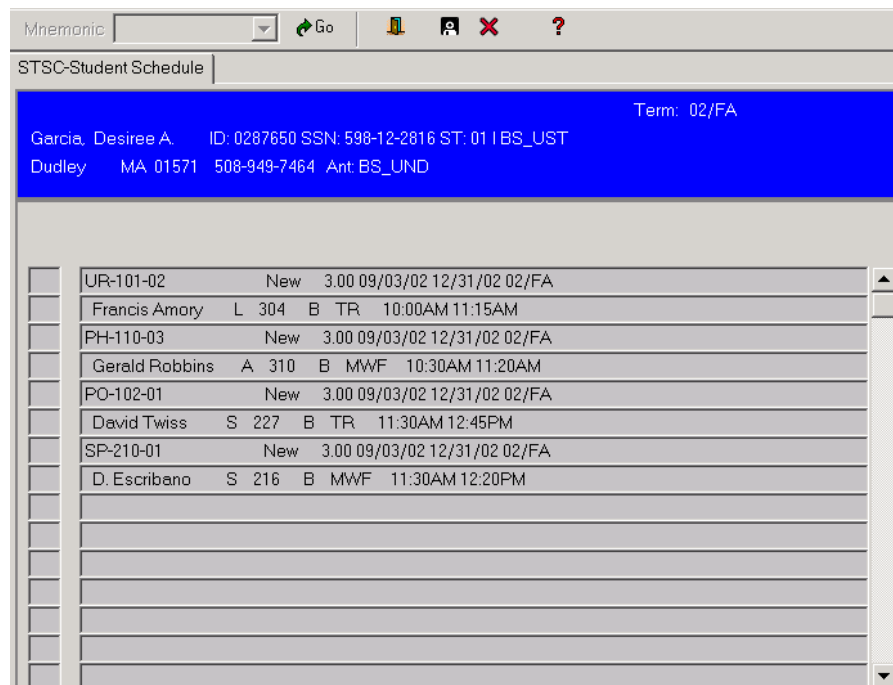


The screenshot shows a dialog box titled "Term LookUp". The text input field contains the value "02/FA". Below the input field are five buttons: "OK", "Cancel", "Detail", "Finish", and "Help".

- For Example: 02/FA or 03/SP

4. Press **<Enter>** or click **<OK>**.

- The student's schedule displays.




The screenshot shows the main window of the STSC-Student Schedule application. At the top, there is a "Mnemonic" dropdown menu and a "Go" button. Below this, the window title is "STSC-Student Schedule". The main content area has a blue header bar with the text "Term: 02/FA". Below the header, there is a list of student information:

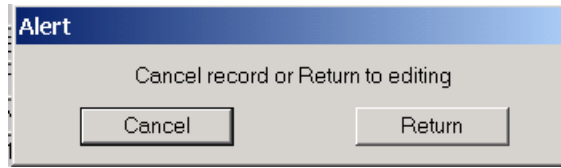
Garcia, Desiree A.	ID: 0287650	SSN: 598-12-2816	ST: 01	IBS_UST
Dudley	MA 01571	508-949-7464	Ant	BS_UND

Below the student information, there is a list of course sections with checkboxes on the left:

<input type="checkbox"/>	UR-101-02	New	3.00	09/03/02	12/31/02	02/FA
<input type="checkbox"/>	Francis Amory	L 304	B	TR	10:00AM	11:15AM
<input type="checkbox"/>	PH-110-03	New	3.00	09/03/02	12/31/02	02/FA
<input type="checkbox"/>	Gerald Robbins	A 310	B	MWF	10:30AM	11:20AM
<input type="checkbox"/>	PO-102-01	New	3.00	09/03/02	12/31/02	02/FA
<input type="checkbox"/>	David Twiss	S 227	B	TR	11:30AM	12:45PM
<input type="checkbox"/>	SP-210-01	New	3.00	09/03/02	12/31/02	02/FA
<input type="checkbox"/>	D. Escribano	S 216	B	MWF	11:30AM	12:20PM

Student Schedule Inquiry (STSC)


5. Click **Cancel**  to close the current record.



5. In the *Alert* window, click **Cancel** or press <Enter>.
6. At the Student lookup prompt, type another Student number or click **Finish** to return to the main User Interface screen.

OTHER HELPFUL MNEMONICS:

LOCR – ST/AC (*Academic Records*)/STR (*Student Records*)/LOCR  


TRCL – ST/AC/ATR (*Transcripts*)/TRCL  TRCL - Transcript Course Listing

SASM – ST/AC/STR (*Student Academic Records*)/SASM  SASM - Student Academic Summary

Course Section Availability Report (CSAR)

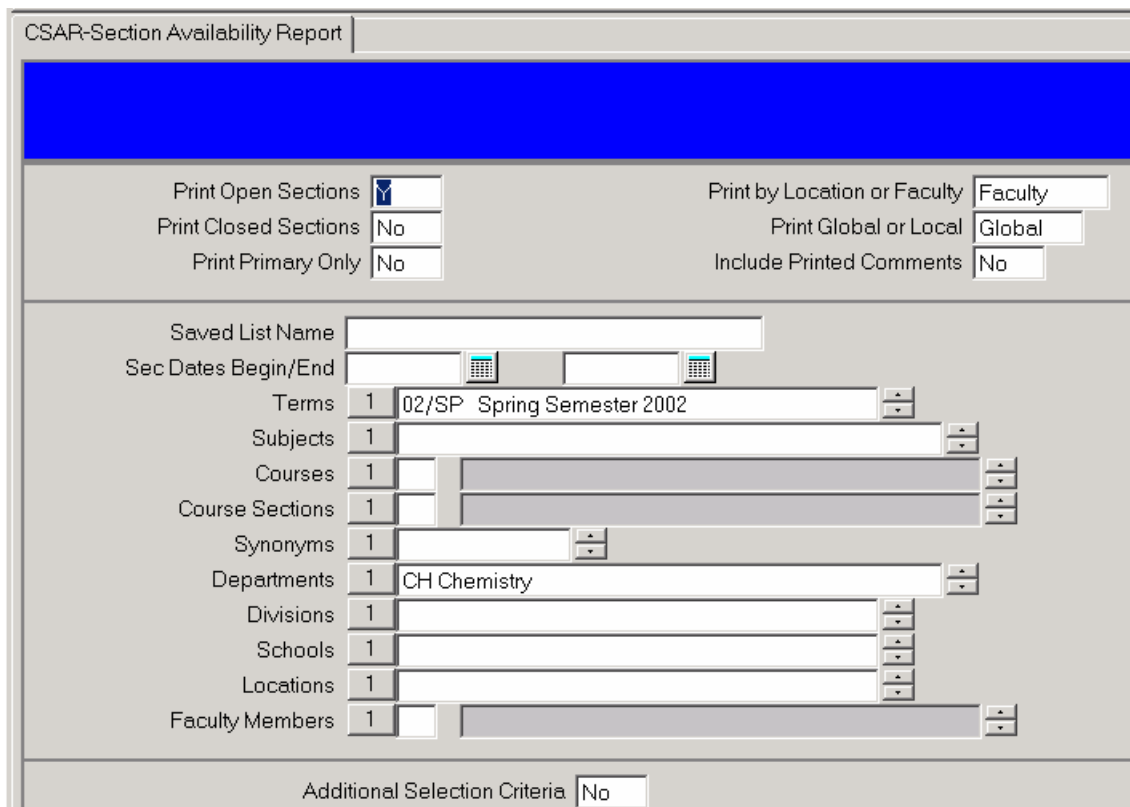
Course Section Availability Report provides a report listing open and/or closed sections.

 Use CSAR to obtain a report listing enrollment information.

1. Expand the **ST** folder.
2. Expand the **CU Curriculum Management** folder.
3. Expand the **CSS sections** folder.
4. Double-click on the **CSAR**  CSAR - Section Availability Report icon.

- *The Course Section Availability Report displays.*

- *Existing criteria entered on the report needs to be deleted or changed*



CSAR-Section Availability Report

Print Open Sections

Print Closed Sections No

Print Primary Only No

Print by Location or Faculty Faculty

Print Global or Local Global

Include Printed Comments No

Saved List Name

Sec Dates Begin/End

Terms 1 02/SP Spring Semester 2002

Subjects 1

Courses 1

Course Sections 1

Synonyms 1

Departments 1 CH Chemistry

Divisions 1

Schools 1

Locations 1


Faculty Members 1

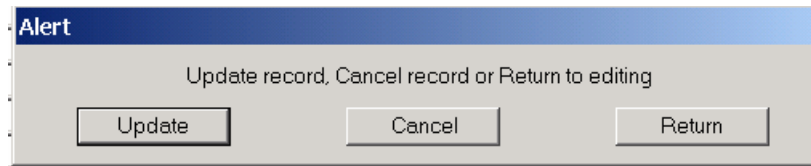
Additional Selection Criteria No

5. Highlight and change or delete existing criteria to meet your needs.

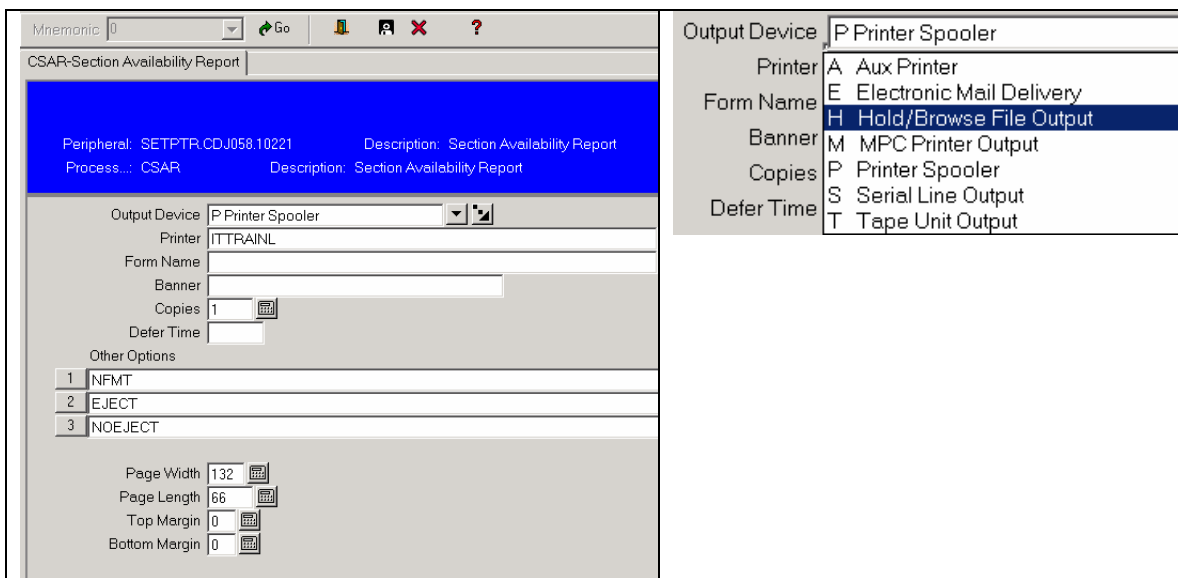
- *Make certain to enter the correct printer name.*

CSAR (Course Section Availability Report)

- Once the desired criteria is entered, click on the **Save**  button .
 - An alert displays asking if you wish to update the record or return to editing.



- Click on the **Update** button.
 - The Section Availability Report Print screen displays.
 - To View on screen, rather than send to the defined Unix printer, choose **Hold/Browse File Output** from the Output Device drop-down menu.
 - To send to the Unix printer, choose **P Printer Spooler**.

A screenshot of a terminal window showing the CSAR-Section Availability Report print screen. The window title is "Mnemonic [0] Go [Print] [Close] [Help]". The main content area has a blue header with "Peripheral: SETPTR.CDJ058.10221" and "Description: Section Availability Report". Below this, there are fields for "Output Device" (set to "P Printer Spooler"), "Printer" (set to "ITTRAINL"), "Form Name", "Banner", "Copies" (set to "1"), and "Defer Time". There are also "Other Options" listed as "1 NFMT", "2 EJECT", and "3 NOEJECT". At the bottom, there are fields for "Page Width" (132), "Page Length" (66), "Top Margin" (0), and "Bottom Margin" (0). On the right side, there is a dropdown menu for "Output Device" with the following options: "P Printer Spooler", "A Aux Printer", "E Electronic Mail Delivery", "H Hold/Browse File Output" (highlighted), "M MPC Printer Output", "P Printer Spooler", "S Serial Line Output", and "T Tape Unit Output".

- In order to view, rather than print, choose **H Hold/Browse File Output** from the Output Device drop-down menu.
- Press **<Enter>** to continue processing the request for the Course Section Availability Report.

CSAR (Course Section Availability Report)

10. Press <Enter> or click on the Update button to proceed.

Mnemonic

CSAR-Section Availability Report

Job Description..
Job Statistics ID: CSAR_UIADMIN_39817_12626

Execute in Phantom mode?

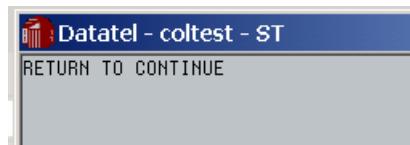
Phantom/Batch Queue

Batch Start Time

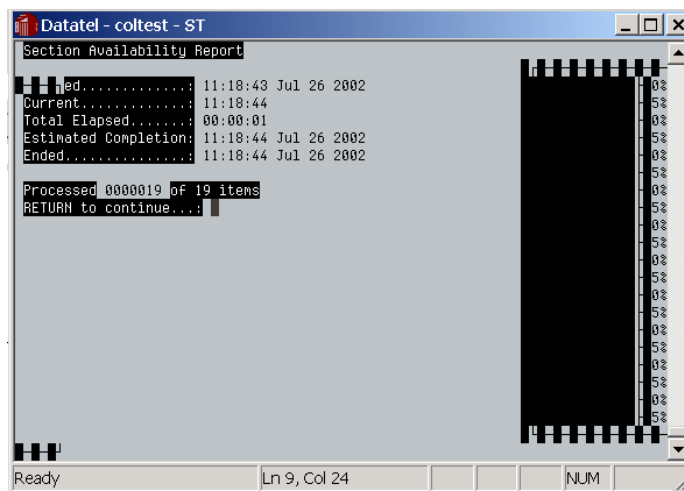
Alert
Update record, Cancel record or Return to editing

11. Press <Enter> to continue.

- Due to the choice made in Step 7 to Hold/Browse File Output, the data will be processed and visible on screen.



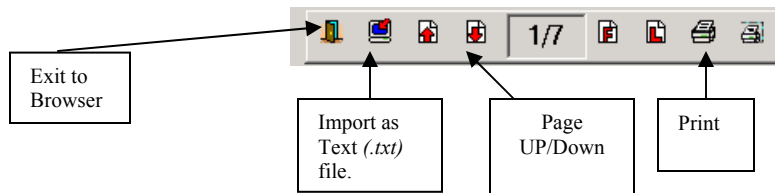
12. Press <Enter> to continue.



CSAR (Course Section Availability Report)

The report will be visible on screen (or sent to the printer if selected in Step 7).

Several options can be chosen from the Report Browser toolbar.




Jul 26 2002
11:18

SECTION AVAILABILITY REPORT OPEN SECTIONS BY FACULTY GLOBAL

FACULTY: Alan D. Cooper
TERM : 02/SP

Course Section/ Synonym	Title/ Faculty Members	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap
CH-111-03 001406	Intro Gen/Organic/Biochem I 0159984 Alan D. Cooper	ST 213	MWF	11:30AM 01/15/02 12:20PM 05/15/02	50	4.00	0	20
		B						
CH-111-04 001407	Intro Gen/Organic/Biochem I 0159984 Alan D. Cooper	ST 421	R	08:30AM 01/15/02 11:20AM 05/15/02	24			
		B						
CH-111-04 001407	Intro Gen/Organic/Biochem I 0159984 Alan D. Cooper	ST 213	MWF	11:30AM 01/15/02 12:20PM 05/15/02	50	4.00	0	20
		B						
CH-111-04 001407	Intro Gen/Organic/Biochem I 0159984 Alan D. Cooper	ST 421	R	11:30AM 01/15/02 02:20PM 05/15/02	24			
		B						

13. Click on the **Exit Browser**  button to return to the main User Interface screen.

14. To exit User Interface and Log Out of Colleague, choose **Exit** from the *File* menu or click on the *Exit* button.



Unix Printer Names

Each department has printers that have been configured for use with our Unix system. Since Colleague is a database that runs under the Unix operating system, it is necessary to **know the name of the Unix printer** from which you want your rosters to print.

Printer Name (<i>Dept, Printer Type, Portrait or Landscape</i>)
AA4500
AA4500L
AA4M
AA4ML
ACSER5M
ACSER5ML
ADM5SI
ADM5SIL
ADMLAB
AID5M
AID5ML
ART4MP
ART4MPL
ATH4
ATH4L
BIO4100
BIO4100L
BO5SI
BO5SIL
BUR4100
BUR4100L
BUS4M
BUS4ML
CD4MP
CD4MPL
COM4050
COM4050L
CS4050
CS4050L
EDU4MP
EDU4MPL
EXT4100
EXT4100L
FA5SI
FA5SIL
FAFAAWD
FALAB
FATKLP
FIN
FINL

Unix Printer Names

Printer Name <i>(Dept, Printer Type, Portrait or Landscape)</i>
GRA4000
HEA4050
HEA4050L
HIS4MP
HIS4MPL
HR4050
HR4050L
LAN4100
LAN4100L
LEA4MP
LEA4MPL
MAT4MP
MAT4MPL
NUR1600
NUR1600L
NUR4050
NUR4050L
NUR4100
NUR4100L
OCC4050
OCC4050L
PAY4300
PAY4300L
PLA4500
PLA4500L
PRE4050
PRO4000
PRO4000L
PSY4050
PSY4050L
REG5SI
REG5SIL
RES4050
RES4050L
RES4600
RES4600L
SAC4050
SAC4050L
SCI4050
SCI4050L
STU4MP
STU4MPL
URB5M
URB5ML

Unix Printer Names

Printer Name (<i>Dept, Printer Type, Portrait or Landscape</i>)
TRAIN
TRAINL
URB5M
URB5ML

Colleague Commands

SINQ	Section Inquiry	I
SRSI	Section Roster Inquiry	I
SROS	Section Roster Print	R
CSAR	Section Availability	R
CSSR	Course Section Schedule	R
LOCR	Student Locator	I
ADAS	Advisor Assignment	P
SCHD	Student Schedule Print	R
SASM	Student Academic Summary	I
RSTR	Academic Roster Inquiry	I
STAT	Student Academic Record	I
TRCL	Transcript Course Listing	I
GPAT	Academic Credit GPA	I
TRAN	Transcript Print	R
RGN	Registration	M
STSC	Student Schedule	I
ENST	Course Enrollment Stats	R
NAE	Name Address (Must be limited to inquiry)	
XRGK	Student Advising Transcript (Custom)	

Majors

APM	Applied Mathematics		SOC	Sociology
BIO	Biology		SPA	Spanish
BSA	Business Admin		SPE	Speech Path/Aud
BTN	Biotechnology		UCJ	Undeclared CJ
CH2	Community Health		UED	Undeclared ED
CHE	Chemistry		UST	Urban Studies
CHN	Community Health Nursing		XXX	Dummy for Course Reg
CMH	Community Health		PHY	Physics
CMN	Communications		PSY	Psychology
COM	Communications Disorders		SEC	Secondary Education
CRJ	Criminal Justice			
CSC	Computer Science			
ECH	Early Childhood Ed			
ECO	Economics			
EDU	Education			
ELE	Elementary Education			
ENG	English			
FRE	French			
GEO	Geography			
HCA	Health Care Admin			
HED	Health Education			
HES	Health Studies			
HIS	History			
HSM	Human Service Mgt.			
MAT	Mathematics			
MIA	Media			
MNM	Nonprofit Mgt.			
MOT	Masters, Occ Therapy			
MPT	Masters, Phys Therapy			
MSE	Middle/Sec Ed			
NAT	Natural Science			
NAX	Natural Science (ET)			
NUG	Nursing (Track1)			
NUR	Nursing (Track 2)			
OT1	Occ Therapy (T1)			
OT2	Occ Therapy (T2)			