

AACRAO 2004 Annual Meeting

Make the Web Work: Leveraging Technology in Uncertain Times

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The Problem

➤ RO

- Declining Budgetary Support
 - 17% cut in 2003
- Declining Staff
 - 52 in 2000
 - 42 in 2004
 - 24 % reduction in less than 4 years



The Problem

➤ Across Campus

- Budget cuts
- Increased faculty load, fewer Graduate Assistants
- Reduced administrative staff
- Increased expectations in turnaround
- Advanced user needs
- Technology savvy students

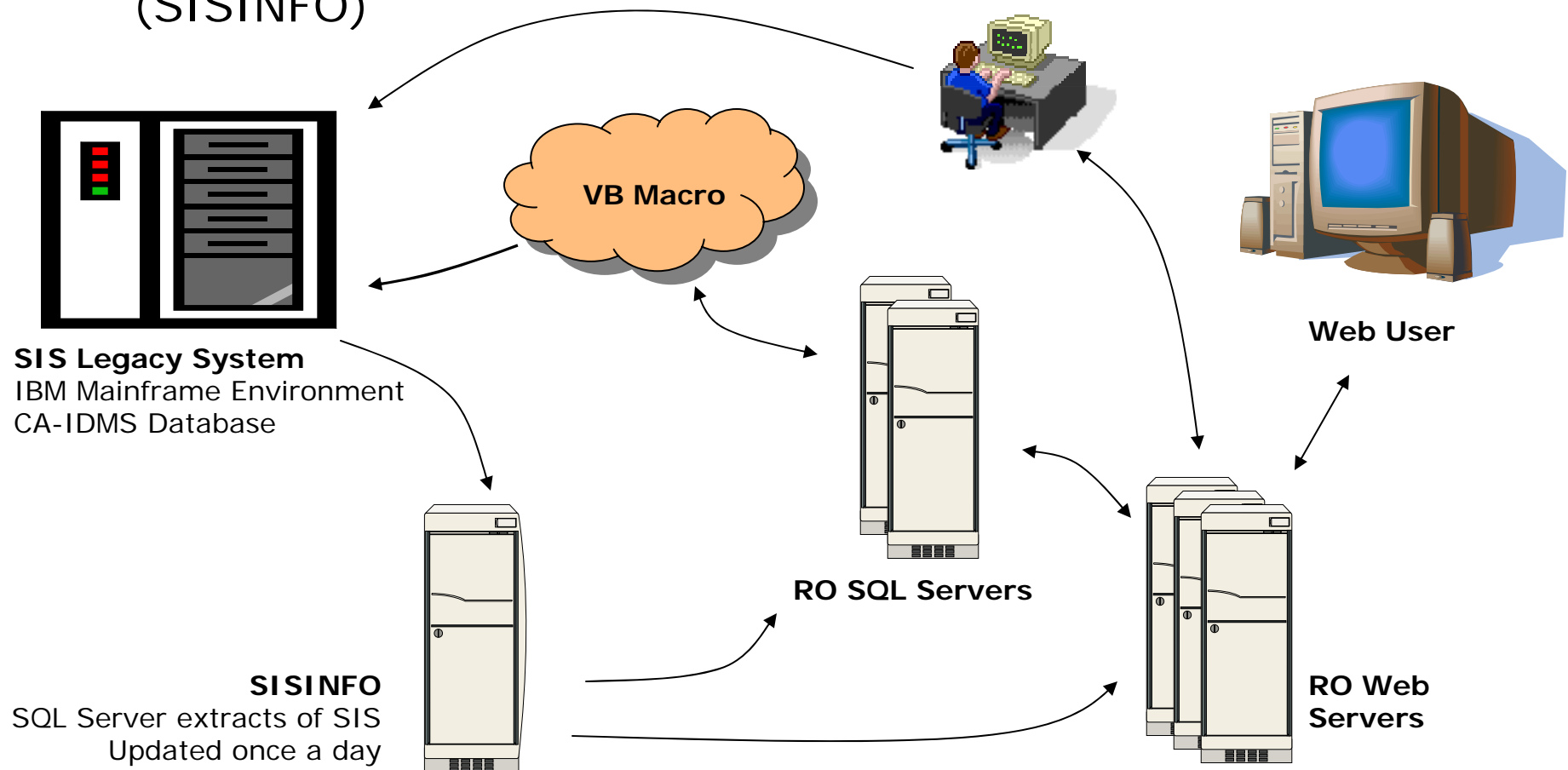


The people

- Populations at MSU
 - 45,000 Students
 - 4,500 Faculty and Academic Staff
 - 3,300 Graduate Assistants
 - 6,100 Staff
 - Alumni

The Environment

- 3 web programmers (all three hired in last 4 years)
- Legacy system (SIS) with sql server extracts available 24/7 (SISINFO)





WWW.REG.MSU.EDU



Past Year Hits

- 600,000 Home Page
- 30,000 Student Logins
- 100,000 Instructor System Logins
- 46,000 Administrator Logins



The Plan

- Zero Stop
- Aggressive campaign to move necessary tasks and tools to the web...

...with bonuses for all...



Student Forms – Old Style

- Heavy on student input – repetitive data
- Considerable chance of error
- Office hours limiting
- Travel time when student not on campus
- Staff time – data input and mailing
- Postage, paper costs
- Delivery delay
- However...if it isn't broke...
 - Over 50,000 Address Changes last year



Student Forms – New Style

- Solution: Web “Smart Forms”
 - Log in with MSUNetID and password
 - Use data warehouse to complete forms with known data
 - Control user input with drop-down boxes
 - Use macros for data input where possible
 - Allow students to print “verification” forms from anywhere



Current Student “Smart Forms”

- Transcript Requests
- Graduation Applications
- Guest Applications
- Enrollment Verifications
- Directory Information Restriction Requests
- Confidential Message Center



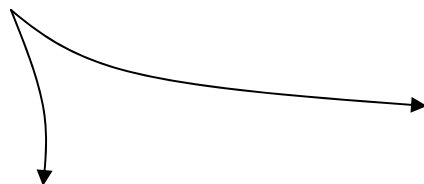
Transcript Requests

- Electronic Signature
 - MSUNetID & password
 - Name, Birth Date, Student Number and/or SSN
- Check for holds – direct to office with hold and stop order
- Additional benefit: sends updated address information to Change of Address System
- VB Macro uploads data to SIS (128 orders loaded in 7 minutes)
- Over 30,000 web orders in 2003



Transcript Requests

Electronic Signatures



MSU Transcript Request - Identity Validation

Please complete the following.
Note: to send a transcript to a non-educational institution, you must enter your name, date of birth and at least one other point of identification.

First Name <input type="text"/>	Last Name (Name of record at MSU - no suffixes) <input type="text"/>	
PID (Student Number) <input type="text"/>	Date of Birth (MM/DD/YYYY) <input type="text"/>	SSN (Social Security Number) <input type="text"/>

Verify →



RO Web Forms - Authorization Required

The RO Web Forms are secure and confidential. In order to access the RO Web Forms, you need to enter your MSUNet ID (Pilot e-mail ID) and password in the boxes below. Your MSUNet ID is all the characters before the "@" of your Pilot e-mail address.

If you cannot remember your MSUNet ID and/or password, visit the [Pilot Account Request and Password Reset Information](#) page for information and instructions.

If you experience login problems, please read about [common login problems](#). If you are still having problems, please contact the Administrative Information Services (AIS) Help Desk at (517) 353-4420 ext 311.

NOTE: In order to use this application your browser must accept cookies.

MSUNet ID:

Password:

Authenticator:

Please supply your MSUNet ID such as: *neufeld1*

Submit

Holds Warning

Transcript Hold on Student Record

According to MSU records, there are one or more holds for Sparty Student.

Due to the hold(s), you cannot order a transcript at this time. Once all holds are cleared, you may come back to the transcript request page and order a transcript.

Please contact the office listed by each hold for assistance.
Note: The Office of the Registrar cannot clear holds for other offices.

Hold Description	Date of Hold	Office	Address	Phone
Book Overdue	2/25/2003	Library	Circulation Main Library	(517) 355-2333
Del Receivable All Others	8/25/1998	Delinquent Receivables	110 Administration Building	(517) 355-3313
Perkins Loan Overdue	1/7/2003	Federal Loans	140 Administration Building	(517) 355-5140



Transcript Requests

Transcript Request Form		
Please complete the following. You may place up to 5 transcript orders at one time. When finished, please press the button at the bottom of the page.		
Order Date: 4/5/2004		
First Name Sparty	Middle Initial	Last Name Alumni
Name of record at MSU Sparty Alumni		
PID (Student Number) *****	Date of Birth (MM/DD/YYYY) 3/11/46	SSN (Social Security Number) 012345678
Telephone Number where you can be reached 8:00 a.m. to 5:00 p.m. ET	Email address	
Transcript Order #1		
Number of copies to send to the following address 1		
Recipient type: <input type="radio"/> Student identified above <input type="radio"/> Other		
Send transcript to		
Address line 1		
Address line 2		
Address line 3		
Address line 4		
Country: United States		
↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓		
Transcript Order #5		
Number of copies to send to the following address 1		
Recipient type: <input type="radio"/> Student identified above <input type="radio"/> Other		
Send transcript to		
Address line 1		
Address line 2		
Address line 3		
Address line 4		
Country: United States		
City		
State or Province: Michigan		
Zip or Postal Code		
Special Instructions	Hold for Summer 03 grades? <input type="checkbox"/> Hold for Summer 03 degree? <input type="checkbox"/> Other special instructions:	
Pay with credit card (\$5.00 each)		

MSU Transcript Request - Order Summary and Payment Information		
Please review your order and, if correct, provide credit card payment information below. When finished, please press the button at the bottom of the page.		
Order Date: 4/5/2004		
Name: Sparty Alumni	Name of record at MSU: Alumni, Sparty	
PID: *****	Date of Birth: 3/11/1972	SSN: 012345678
Phone: 517-555-1234	Email: alumniisp@msu.edu	
Order # 1 Details		
Recipient type:	Student	
Transcript to:	Sparty Alumni	
Number of Copies:	1	
Address:	123 Alumni Lane East Lansing, MI-Michigan 48824 US-United States	
Special Instructions:	-	
Order # 2 Details		
Recipient type:	Other	
Transcript to:	XYZ Corporation	
Number of Copies:	2	
Address:	789 Business Lane New York, NY-New York 12345-6789 US-United States	
Special Instructions:	-	
Cost per Transcript: \$5		
Total Number of Transcripts: 3		
Total Charge: \$15		

Review Order & enter Credit Card Info



nation
ormation below as needed.
n is the current permanent address information in MSU's student database.
f your permanent address information
ation below, check here:

1) Sparty Alumni
1 123 Alumni Lane
2
City East Lansing
State MI
Zip code 48824
Country US
Phone number 517-555-1234
Card Number 4111111111111111
Card Type Visa
Expiration Date January 2004

Please be patient for the system to process your credit card information.
It may take a few moments.

Finalize Payment



Order Details



Transcript Requests

MSU Registrar Transcripts
Michigan State University
Registrars Office
East Lansing, MI 48824

Phone: (517) 355-3300
Phone2:
FAX: (517) 353-1935
FAX2:

Please print and retain this information for your records. Thank you for your order.

Order ID: reg803369

Date: 4/05/2004 9:47:48 AM

Billed To:	Sparty Alumni 123 Alumni Lane East Lansing, MI 48824 US		
-------------------	--	--	--

Qty.	Part No.	Description	Unit Price	Total Price
3	Transcript	Transcript	\$5.00	\$15.00
			Shipping via	\$0.00
			Tax	\$0.00
			Total	\$15.00

This charge will appear on your credit card statement as "Michigan State University."



Graduation Application

- Students may only apply for eligible degrees
- Additional benefit: sends updated address information to Change of Address System
- VB Macro uploads data to SIS (50 applications in 2 minutes)
- Email confirmation of received application upon update in SIS
- 7,000 Spring 2004 applications

Application for Graduation		
Request Date: 4/5/2004		
<ul style="list-style-type: none">• Submit this application by the first week of the semester you expect to complete your degree requirements.• If you will complete your degree requirements during Summer, apply for Summer by the first week of Spring semester.• Both Spring and Summer applicants will be included in the Spring Commencement Ceremonies.		
PID A00011364	Name as you would like it to appear on your diploma. <small>Correct name below, if needed.</small>	
	First Sparty	Middle Name Student
Newspaper Notification	<input type="radio"/> YES - I want notification of my graduation sent to the newspaper of the city listed below. (You must notify any additional newspapers directly.) <input type="radio"/> NO - I do not want notification of my graduation sent to the newspaper.	
Select the semester that you expect to complete your last course or requirements. <small>If your graduation semester is prior to the selection below please print and complete the hard copy graduation application form and fax or mail it to the Office of the Registrar.</small>		
▼		
Mailing Address for Diploma <small>Please update if this is not correct or blank.</small>		
Address Line 1	456 Pine Street	
Address Line 2		
Address Line 3		
Country	United States ▼	
City	Spring Hill	
State or Province	Florida ▼	
Zip	34606	
Area Code 517	Local Phone 5551212	Email Address sparty@msu.edu
These are the major(s) approved for you. Please select only the majors in which you expect to complete requirements at this time. <small>If your major is not listed, you cannot complete this application. Please contact your major department to have this corrected immediately. Once corrected, you MUST apply using this application. You have not applied for graduation until this is done.</small> <small>If you plan to complete an Additional Major, Specialization, Concentration, or Option, and it is not listed below, please contact the administering department to add this to your records.</small>		
<u>Degree</u>	<u>Major</u>	<u>College</u>
<input type="checkbox"/> Bachelor of Science	Family & Consumer Resources	Human Ecology
Note: Your Diploma and a complimentary copy of your transcript will be mailed 4 weeks after the end of the semester.		
Submit		



Michigan Uniform Undergraduate Guest Application

- MSU students attending other institutions as *Guest Students*
- Most data in data warehouse
- Calculations performed “on-the-fly”
- Signature & seal
- 5,000 generated since Feb 2003



Michigan Uniform Undergraduate Guest Application

Michigan Uniform Undergraduate Guest Application		
Name		Social Security No.
Student, Sparty		123456789
Sex	Birth Date	Citizenship
F	3/11/82	US Citizen
Ethnic/Racial Group		
Caucasian (non Hispanic)		
<small>Note: If you are multiracial, please complete this item by indicating the ethnic/racial group you identify with most or the ethnic/racial group to which you are usually regarded in the community as belonging.</small>		
Are you Multiracial? <input type="radio"/> Yes <input type="radio"/> No <small>If you answered "Yes" Please check the categories that correspond to the races of your parents.</small>		
<input type="checkbox"/> White/Caucasian Non-Hispanic <input type="checkbox"/> Black/African American Non-Hispanic <input type="checkbox"/> Chicano (Mexican American) <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander (Asian American)		
Current Address		Phone
123 Green Lane Apt 44, East Lansing, MI		555 353 1855
Home Address		Phone
121 White Drive, Traverse City, MI		517 555 1855
High School (Name, City, State)		Graduation Date (MM/YYYY)
		-Month- / -Year-
State or Country of Legal Residence		County of Legal Residence
MI		Ingham
The above has been my legal residence since -Month- / -Year-		
Application To (Guest Institution - College or University)		
Guest Term Dates -Month- / -Year- to -Month- / -Year-		
Have you previously applied for admission to this institution? <input type="radio"/> Yes <input type="radio"/> No		
Have you previously attended classes at this institution? <input type="radio"/> Yes <input type="radio"/> No		
if Yes above, indicate the attendance dates : -Month- / -Year- to -Month- / -Year-		
Please indicate your purpose in applying as a guest student (courses planned, etc.)		
<div style="border: 1px solid gray; height: 100px;"></div>		
<small>By submitting this application for processing, I certify that the above statements are true. I agree to abide by the regulations of the Institution named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.</small>		
Generate print form		



Michigan Uniform Undergraduate Guest Application

Name: Student, Sparty Social Security No: 123456789
 Sex: F Birth Date: 3/11/82 Citizenship: US Citizen
 Ethnic/Racial Group: Caucasian (non Hispanic)
Note: If you are multiracial, please complete this item by indicating the ethnic/racial group you identify with most or the ethnic/racial group to which you are usually regarded in the community as belonging.
 Are you Multiracial? No
 Current Address: 123 Green Lane Apt 44, East Lansing, MI Phone: 555 353 1855
 Home Address: 121 White Drive, Traverse City, MI Phone: 517 555 1855
 High School: Traverse City High, Traverse City, MI Graduation Date: 06/2000
 State or Country of Legal Residence: MI County of Legal Residence: Wayne
 The above has been my legal residence since: 03/1983
 Application To: Northern Michigan (Guest Institution - College or University)
 Guest Term Dates: 06/2004 to 08/2004
 Have you previously applied for admission to this institution? No
 Have you previously attended classes at this institution? No
 Please indicate your purpose in applying as a guest student (courses planned, etc.):
 I would like to take the basic Math requirement near home this summer.

By submitting this application for processing, I certify that the above statements are true. I agree to abide by the regulations of the Institution named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.

Institution currently or last enrolled: Michigan State University (Home Institution-College or University)
 Enrollment Status: Currently Enrolled
 Degree Status: 29 Semester/Quarter Hours of the 120 Required for the BA Degree
 Standing: In Good Standing 'C' Average or Better Eligible to Return

I certify that the statements regarding the student identified above are true.

Dugald McMillan, Associate Registrar 4/04/2004





Enrollment Verification

- Students print enrollment verifications through the National Student Clearinghouse
- Secure login on RO site, passed to secure Clearinghouse site
- 1,400 self-verifications in 2003
- 8,400 clearinghouse verifications in last 12 months



Enrollment Self-Verification



National Student Clearinghouse
Clearinghouse Student Self-Service Site


About Us Search Site Map Contact Us Home

Student Home Logoff

Welcome **SPARTY STUDENT**. This service is offered by the National Student Clearinghouse in cooperation with **MICHIGAN STATE UNIVERSITY**. In order to protect the privacy of your records, please remember to [logoff](#) when you are done.

Please select from the following options:

- [View](#) the enrollment information on file with the Clearinghouse.
- [View](#) the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- [View](#) the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment. 
- [View](#) specific information about my student loans. 

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) 

National Student Clearinghouse
Student Enrollment History

About Us Search Site Map Contact Us Home

Student Home Logoff

All enrollment data is as provided by the school.

Name: **SPARTY STUDENT**

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Schl Code	School Name
09/03/2002	W	05/04/2001	01/08/2001	05/04/2001		002290-00	MICHIGAN STATE UNIVERSITY

- Click on the [Status](#) link for explanation of the various types.

Note: Only data up to two years old is displayed. For information more than two years old, click on [All History](#).

Copyright (c) 2003 by National Student Clearinghouse. All Rights Reserved
[Terms of Use](#) | [Privacy Policy](#) | web-master@studentclearinghouse.org



Directory Information Restriction Request

- Students can view current directory restrictions and submit update request 24/7
- 1,300 out of 45,000 students have a restriction
- 500+ since form was put on the web in late 2002

Office of the Registrar
MSU Home Site Map Contact Us Search

Directory Information Restriction Request

Student: Student, Sparty (A12345678)

Description	Currently restricted?	Update restriction
All (restrict everything including MSU Pilot Email address)	No	<input type="checkbox"/>
• Local address	No	<input type="checkbox"/>
• Local phone	No	<input type="checkbox"/>
• Permanent Address	No	<input type="checkbox"/>
• Home Phone Number	No	<input type="checkbox"/>
• Academic status (major, level, class)	No	<input type="checkbox"/>
Attendance (current or prior enrollment)	No	<input type="checkbox"/>
Awards and Honors (degrees earned, teaching certificate recommendation, dean's list, etc.)	No	<input type="checkbox"/>
** Employment status as a Graduate Teaching Assistant or Research Assistant	-	<input type="checkbox"/>
** Office address	-	<input type="checkbox"/>
** Office phone	-	<input type="checkbox"/>
MSU Pilot Email address	No	<input type="checkbox"/>

Effective this date, remove all current restrictions

• You must restrict these five items if you do not want to appear in the published **Student Directory**.
** You must restrict these three items if you do not want to appear in the published **Faculty/Staff Directory**.

I am submitting this form with my full understanding of the appropriate University regulations governing the release of directory information.

Note: In order to submit this request to the Office of the Registrar, you must continue to the next page and confirm the changes.



Office of the Registrar
MSU Home Site Map Contact Us Search

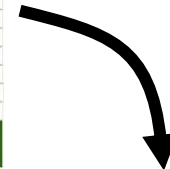
Directory Information Restriction Request

Student: Student, Sparty (A12345678)

Please review the following and press the submit button if correct.
If you need to make corrections, use your browser's back button to go to the prior page.

Description	Restricted
All (restrict everything including MSU Pilot Email address)	Yes
Local address	No
Local phone	No
Permanent Address	No
Home Phone Number	No
Academic status (major, level, class)	No
Attendance (current or prior enrollment)	No
Awards and Honors (degrees earned, teaching certificate recommendation, dean's list, etc.)	No
Employment status as a Graduate Teaching Assistant or Research Assistant	No
Office address	No
Office phone	No
MSU Pilot Email address	No

Effective this date, remove all current restrictions



Student: Student, Sparty (A12345678)

Your request to update your Directory Information Restrictions has been submitted. The official Student Information System will reflect these changes within 24 to 48 business hours.

[Return to Office of the Registrar home page](#)



Confidential Message Center

- Students can read confidential messages from the RO on a secure site
- Captures "date read"
- Reminder sent for unread messages
- Messages loaded programmatically from other RO Systems: Degree Holds, Withdrawal, Degree Denial
- 2,200 messages in 2003

Confidential Message Center

Message(s) for: Student, Sparty			
Message ID	Message Date	Message	Status
476	4/06/2004	To: Student, Sparty From: Degree and Certification Your application for graduation for the FALL SEM 2002 is being processed. However, our records indicate that you have the following hold(s): HOLD: SREC DESCRIPTION: Student Receivable Account OFFICE: Student Accounts, (517) 355-3343, 140 Hannah Admin Bldg Even if you do complete all requirements for your degree, your diploma and transcript will be withheld until ALL holds have been cleared. It is your responsibility to contact each office to remove the hold(s).	

New All Log Off



Faculty and Staff Reports and Forms

- Heavy on RO output – repetitive data, different sorts
- Considerable chance for lost reports and forms
- Delivery time and cost
- Out-dated data once printed
- Staff time – packaging reports
- Who should have access to what? How do I request access? Who has access?



Faculty and Staff Reports and Forms

- Solution: Quick and easy tools to complete work on web
 - Log in with MSUNetID and password
 - RO Web Security System for administrators
 - Instructor Security from CLIFMS
 - Generate data "on-the-fly" from data warehouse
 - Provide new capabilities



RO Web Security Administration

- College Security Administrators have the capability to set access
- Easy web interface
- Clearly conveys user access
- College and Department-level security
 - NEW! Major-level security
- “Primary” Status
- Security Aliases for Forms
- Logs to track security changes
- Resides on RO SQL server – changes take immediate effect
- Access “follows” users throughout web site in session variables



RO Web Security Administration

- 880 registered users
- 57 Forms (systems)
- 30 Major Units
- 200+ departments
- 3,500+ user-form access records
- 900 user-department access records
- 2,000+ hits to security system in last year



RO Web Security Administration

Forms Menu

Welcome to the Office of the Registrar Online Forms Menu	
Please select a form from the list below by clicking on the form name - or - log in to the system now...	
If you need access to a form, please contact your college security administrator	
Administrative Action Forms	
AOP Seat Reserves	
AOP Seat Reserves Approval	
CEU Course System	
CEU Course System - Associate Dean Approval	
Class Overrides Request	
Course Scheduling Work Copy	
Degree Deficiencies	
Degree Deficiencies - Associate Dean Approval	
Degree Deficiencies - Graduate	
Degree Deficiencies - Graduate - Approval	
Enrollment Changes	
Enrollment Changes Approval	
Event Scheduling	
IAR Request by PID	
Individual Repeat Exception	
Instructor Systems	
Reinstatement	
Request for Classroom Space	
Request for RNR Override	
Request for Schedule Change	
Request for Schedule Change Approval	
RO Web Forms Security Administration	
Student Information Generator/Data Requests	
Withdrawal	
Enter the Web Forms Archive	
Pid Search	
Questions/Comments regarding the RO Web Forms	

Krstin Schuette, RO		Monday, 4/5/2004													
Natural Science Web Forms User Access List Log Out															
Ferpa Guidelines															
All student information on this site is protected by FERPA. Only those with a <i>need-to-know</i> should be authorized for systems with student information. Please review the guidelines at www.test.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp .															
<p>INSTRUCTIONS:</p> <p>To Update/Delete a User's access, click on the User's ID.</p> <p>Click here to Add a New User</p> <p>Security Administrators: To assign or remove security administrator status, the Associate Dean of the College must send a request by email to Ginny Angeil (gngelly@msu.edu), Associate Registrar. The email should indicate whether to add or remove access and the person's name and MSUNetID.</p> <p>Legend: blank = no access; Y = access; P=Primary Approver; * = dept secure form; # = major secure form</p> <p>'Primary' status: 'Primary' status is for form approvers, e.g. Request for Schedule Change Approval. Only one form approver can be assigned 'primary' status. Assigning 'primary' status to a form approver will remove the 'primary' status from any others approvers for that form. 'Primary' status simply means that the approver will be displayed first (with '(primary)' next to approver's name) when a form user selects the approver for his/her form.</p> <p>Department Access: Department Access must be assigned for a user to access Department Secure forms, e.g. Degree Deficiencies. This not only ensures department level security, but allows the RO to assign forms to the correct department personnel. Users with department access of 'All' will be considered college-level personnel.</p>	<p>NEWS:</p> <p>New Form!! The new form "Archive (read-only) Access to All Forms" will allow a user in a department to view all RO Forms in the Archive, whether or not the user has access to "process" the particular form. This may be helpful when you want staff to be able to see past forms, but not be able to submit the form (s) him/herself.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Form Aliases</th> </tr> <tr> <th>If you give someone access to...</th> <th>He/She will also have access to...</th> </tr> </thead> <tbody> <tr> <td>Request for Schedule Change Approval</td> <td>AOP Seat Reserves</td> </tr> <tr> <td>Request for Schedule Change Approval</td> <td>AOP Seat Reserves Approval</td> </tr> <tr> <td>Request for Schedule Change Approval</td> <td>Enrollment Changes</td> </tr> <tr> <td>Request for Schedule Change Approval</td> <td>Enrollment Changes Approval</td> </tr> <tr> <td>Withdrawal</td> <td>Reinstatement</td> </tr> </tbody> </table>	Form Aliases		If you give someone access to...	He/She will also have access to...	Request for Schedule Change Approval	AOP Seat Reserves	Request for Schedule Change Approval	AOP Seat Reserves Approval	Request for Schedule Change Approval	Enrollment Changes	Request for Schedule Change Approval	Enrollment Changes Approval	Withdrawal	Reinstatement
Form Aliases															
If you give someone access to...	He/She will also have access to...														
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Request for Schedule Change Approval	Enrollment Changes														
Request for Schedule Change Approval	Enrollment Changes Approval														
Withdrawal	Reinstatement														

Security System Intro and Matrix

Limit list to users with access to the following department: All Access in Natural Science								
User ID	Name	Dept Access *	Major Limits #	Administrative Action Forms ⁺	Archive (read-only) Access to All Forms ⁺	Instructor Systems [*]	Instructor Systems - Grades Update Option ⁺	Student Information Generator
anderson8	Sparty Anderson	All		Y	-	Y	-	-
apple112	Sparty Apple	142	3576	-	-	-	-	Y
bakert	Green Baker	574 604		Y	-	Y	-	-
barner	Tracy Barner	114		-	-	Y	-	-



RO Web Security Administration

Natural Science Web Forms User Access List

To change the User Name, type over the values in the boxes below.
Note: MSUNet ID cannot be changed.

MSUNetID	First Name	Last Name
anderson8	<input type="text" value="Sparty"/>	<input type="text" value="Anderson"/>

Secure Form Access
* indicates Dept Secure form # indicates Major Secure form

anderson8 has access to:

Accessed Form	Delete access to form?
Administrative Action Forms *	<--delete access--
Instructor Systems *	<--delete access--

Department Access
Used for forms with security at the department level
If a department is missing, please let us know

anderson8 has access to:

Accessed Dept	Delete department access?
All - All Depts (college level access)	<--delete access--

Major Limitations
Note: If no major limit is specified for a department to which the user has access, the user will have no major limits in that department (i.e. access to ALL students associated with ANY majors in that department).
However, the user may have major limits in other departments.

Used for forms with security at the major level
If a major is missing, please let us know

anderson8 has no major limitations.

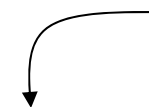
User cannot be limited to sepecific majors if Department Access is 'All'

[Return to User Access List](#)
[Return to Forms Menu](#)
[Return to RO Forms Menu](#)

Specific User Options



Security Log



dbo_Log1 : Table			
Number	Date	Remarks	
682	4/5/2004 3:56:19 PM	schuett1-Added form 88 to apple112 in Natural Science	
681	4/5/2004 3:56:17 PM	schuett1-Removed form 99 from apple112 in Natural Science	
680	4/5/2004 3:56:12 PM	schuett1-Removed form 22 from apple112 in Natural Science	
679	4/5/2004 3:56:00 PM	schuett1-Added form 99 to bakert in Natural Science	
678	4/5/2004 3:55:57 PM	schuett1-Added 574 dent limit to bakert in Natural Science	



Student Information Generator

- Query Builder - builds basic queries for academic staff – those with working knowledge of SIS, but lack query writing skills
- Student Report – displays internal “transcript” for a student
- One big SQL statement sent to SISINFO with many “if...then...” and “case” clauses
- User’s security settings limit query populations
- Large amounts of data displayed quickly – very little formatting
- Basic table format allows easy print and cut/paste to other programs
- Email capabilities
- 10,000+ queries run in 2003



Student Information Generator Query Builder

Report Criteria

Kristin Schuette, Natural Science Monday, 4/5/2004

Student Information Generator

Instructions:
You must select a **semester** and a **college - department** value. By leaving all other selection boxes alone, you will retrieve all students enrolled/registered for a given semester for the college-department selected.

To limit the student population generated, select/enter values in the selection boxes below.
To select consecutive values in a list, hold the 'shift' key down while clicking with your mouse.
To select non-consecutive values in a list, hold the 'ctrl' key down while clicking with your mouse.
To un-select a value, hold the 'ctrl' key down while clicking the selected value with your mouse.
To reset all values, click the reset button at the bottom of the page.
To send your request, click the submit button at the bottom of the page.

Information generated by this system comes directly from **SISINFO**.
The system pulls only **registered and enrolled** students for a given term.

Semester
FS03

College - Department
Natural Science-Mathematics

Student Level - Class
AT-1
AT-2
AT-3
AT-4
DL-G
EL-E
GR-D
GR-DD
GR-DG
GR-M

Award Status Code
APPL
CONF
DENY

Intended Award Term
SS00
US00
FS00
SS01

Full Awards List

Gender
 M F

Citizenship
US Citizen
Non Citizen Eligible for Aid
Non Citizen
Permanent Resident

Term GPA
min:
max:

Cum GPA
min:
max:

Term Credits
Dean's List

Cum Credits
min:
max:

Ethnicity
1-Caucasian (non Hispanic)
2-Black (non Hispanic)
3-Chicano
4-Hispanic - Other
5-American Indian/Alaskan Native
6-Asian / Pacific Islander
7-Other
8-Not Reported
9-Not Requested

Major (Code - Desc - Lvl - Award Type)
 Primary Only
3733-Applied Mathematics-GR-MS
3734-Applied Mathematics-GR-PHD
3735-Applied Mathematics-PD-NOPD
3739-Mathematics-GR-MAT
3740-Mathematics-GR-MS
3741-Mathematics-GR-PHD
3742-Mathematics-UN-BS
3743-Mathematics-UN-ADDU
3744-Mathematics-UN-BA
3745-Mathematics-UN-BA

Reset **Submit**

Return To Menu

Kristin Schuette, Natural Science Monday, 4/5/2004

Student Information Generator

Please review the following and press the submit button if correct.
If you need to make corrections, use your browser's back button to go to the prior page.

Data Element	Criteria	Select for display/download note: not needed for email
Semester:	FS03	-
College - Department:	Natural Science-Mathematics (32-574)	-
PID		-
Restrictions Indicator		<input type="checkbox"/>
Student Name (last, first middle)		<input type="checkbox"/>
Student First Name		<input type="checkbox"/>
Student Last Name		<input type="checkbox"/>
Student Full Name (first middle last)		<input type="checkbox"/>
Student Level - Class	UN3	<input type="checkbox"/>
Ethnicity		<input type="checkbox"/>
Gender		<input type="checkbox"/>
Citizenship		<input type="checkbox"/>
MSUNet ID		<input type="checkbox"/>
Pilot Email Address		<input type="checkbox"/>
Local Address		<input type="checkbox"/>
Local Phone		<input type="checkbox"/>

**Review,
Fields and
Sort Selection**

Permanent Address	<input type="checkbox"/>
Permanent Phone	<input type="checkbox"/>
Major	<input type="checkbox"/>
Award Status Code	<input type="checkbox"/>
Intended Award Term	<input type="checkbox"/>
Degree Type & Description	<input type="checkbox"/>
Term GPA	<input type="checkbox"/>
Cum GPA	Greater than <input type="checkbox"/>
Term Credits	<input type="checkbox"/>
Cum Credits	<input type="checkbox"/>
Time Status	<input type="checkbox"/>
Honors College Indicator	<input type="checkbox"/>

Sort #1: PID

Sort #2: --

Sort #3: --

Hereafter, the requestor is solely responsible for the maintenance of the confidentiality of this information as established in the Family Educational Rights and Privacy Act and Michigan State University Guidelines Governing Privacy and Release of Student Records.

I agree with the above statement

Display/Download **Send Email**

Return To Menu



Student Information Generator Query Builder

Display View

Student Information for FS03									
Generated by: Kristin Schuette, Natural Science Date: Monday, 4/5/2004						College: (32) Natural Science Department: (574) Mathematics # of Records: 91			
PID	Student Name	Student Level Code	Class Code	MSUNetID	CumGPA	Primary Lvl Flag	Major Code	Major Desc	
A0		UN	3	a	2	3.921	Y	3742	Mathematics
A0		UN	3	a		2.7434	Y	3742	Mathematics
A0		UN	3	b		2.9629	Y	3742	Mathematics
A0		UN	3	b		3.4545	Y	3742	Mathematics
A0		UN	3	b		3.0847	Y	3742	Mathematics
A0		UN	3	b	r	3.6036	Y	3742	Mathematics
A0		UN	3	b		2.7352	Y	3742	Mathematics
A0		UN	3	b	d	3.6944	Y	3742	Mathematics
A0		UN	3	b	1	3.7583	Y	3742	Mathematics
A0		UN	3	c	9	2.574	Y	3742	Mathematics
A0		UN	3	fi		3.1416	Y	3742	Mathematics
A0		UN	3	fi		3.9032	Y	3742	Mathematics
A0		UN	3	fi		3.1612	Y	3742	Mathematics
A0		UN	3	fi	a	3.7016	Y	3742	Mathematics
A0		UN	3	g		3.6357	Y	3742	Mathematics
A0		UN	3	g		3.9754	Y	3742	Mathematics
A0		UN	3	h)	3.7857	Y	3742	Mathematics
A0		UN	3	h		2.8923	Y	3742	Mathematics
A0		UN	3	h		2.5705	Y	3742	Mathematics
A0		UN	3	h		4	Y	3742	Mathematics
A0		UN	3	jc	s	3.32	Y	3742	Mathematics
A0		UN	3	le	i	2.7179	Y	3742	Mathematics
A0		UN	3	li		2.75	Y	3742	Mathematics

Email Form


Kristin Schuette, Natural Science		Monday, 4/5/2004
Student Information Generator - Email a Message		
Please fill out the following form. Once you hit submit, the email CANNOT be retrieved and will be sent immediately. All students will be emailed via BCC (Blind Carbon Copy) to protect his/her right to privacy.		
To:	<input type="text"/>	
From:	schuett1@msu.edu	
Subject:	<input type="text"/>	
Message:	<div style="border: 1px solid gray; height: 150px;"></div>	
* This email will not be sent to students who do not have a Pilot Email Address * * You will receive a copy of this email *		
<input type="button" value="Send Email"/>		
Return To Menu		



Student Information Generator

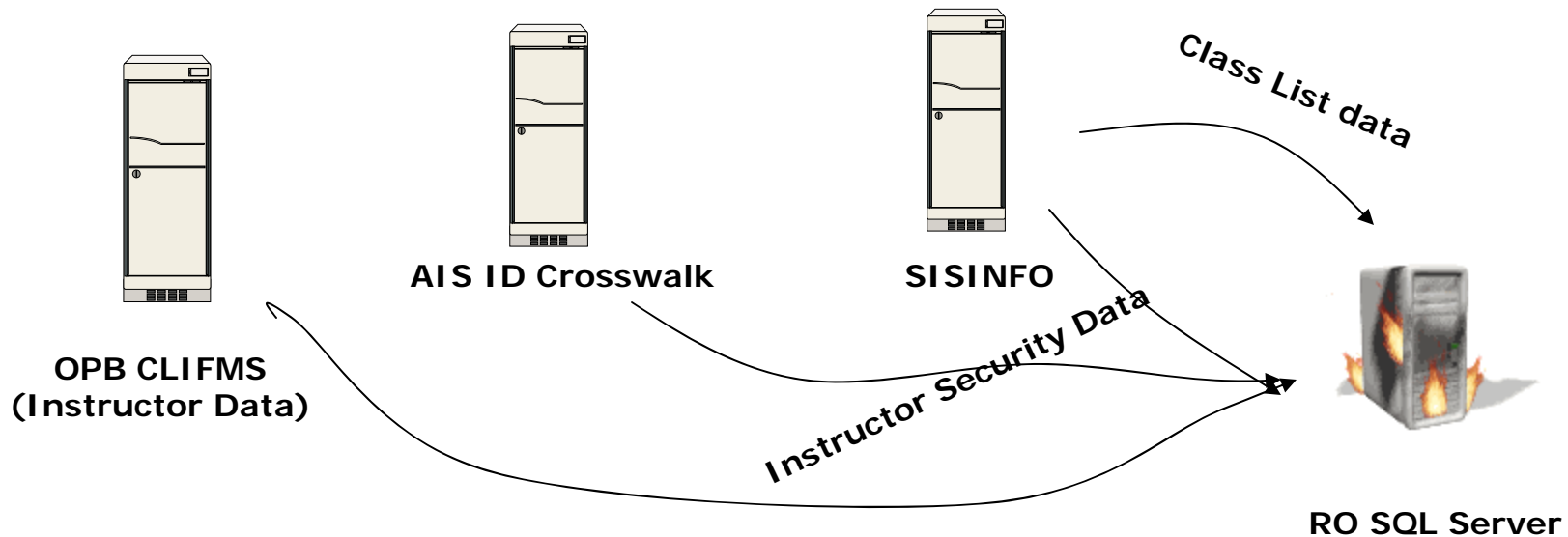
Student Report

Kristin Schuette, RO	Monday, 4/5/2004
Student Information Generator - Student Report	
Enter a PID below.	
You may view a student report if the student has ever had a major in your College/Department.	
Information generated by this system comes directly from, and is limited by, SISINFO .	
TO PRINT THE REPORT: In your browser's print setting (page setup), reduce the right and left margins to no more than 1/2 inch .	
Student ID Image Policy	
In accordance with the guidelines put forth under the University's administrative ruling governing the release of student data, and the University Committee on Security and Confidentiality, student digitized images are to be considered confidential data.	
As such, student digitized images are provided to appropriate University personnel for these specific purposes: inclusion in various academic processes (e.g. personalized homework assignments, personalized examinations, etc.), for student face/name recognition (e.g., a seating chart), or, for inclusion in an adviser file.	
The following requirements must be understood and adhered to:	
<ul style="list-style-type: none"> • Images will only be used for one of the above purposes. • Images will not be re-transmitted, shared or otherwise reproduced. • Images will be purged at the end of the term, or other shorter time period. • If individual students request their images not be used, such requests will be honored. • If images are used for identification purposes during exams, provisions will be made such that the photo is always separated or detached from the exam itself before grading (preferably by the student or in the student's presence). 	
By using the Student Report to view the Student Image, you are held responsible for adhering to the above policy.	
I AGREE <input checked="" type="checkbox"/>	
PID <input type="text" value="A12345678"/>	
<input type="button" value="Submit"/>	
Return To Menu	

Student Information Generator - Student Report											
Student Report for Student, Sparty (A12345678)											
Generated by: Kristin Schuette, RO Date: Monday, 4/5/2004											
AWARD HISTORY											
Student Level Code	Award Stat Code	Term	Major Code	Award Type	Program Desc	Status Entry Date	Hrs Coll	Award Honor	College	Dept	
UN	ENDD		4007	No Degree - Undergrad-H	Prenursing	5/17/2000	N		33-NURSING	616 NURSING	
UN	PEND		0648	Bachelor of Arts	English	3/28/2001	N		04-ARTS & LET	264 ENGLISH	
MAJOR HISTORY											
Start Term	End Term	Student Level Code	Major Code	Major Desc	Primary Major Flag	Major Flag	Primary Lvl Flag	College	Dept		
F500	F500	UN	4007	Prenursing	P		Y	33-NURSING	616-NURSING		
S501		UN	0648	English	P		Y	04-ARTS & LET	264-ENGLISH		
Course Detail											
CRSE	CR	GRD	RR	H	TITLE	CRSE	CR	GRD	RR	H	TITLE
UNDERGRADUATE CREDIT						SPRING SEM 2002 - Registered - UN2					
FALL SEM 2000 - Registered - UN1						ANP 201 3 3.0 Sociocultural Diversity					
ATL 150	4	3.5			Write: Evolution of Amer Thght	ENG 210	4	2.5			Intro to the Study of English
ISS 225	4	2.5			Power Authority & Exchange (D)	ISB 202	3	1.5			Appl Envir & Organizational Bio
SSC 290	1	3.5			Selected Topics in Soc Sci	Term Credits: 10		Cumulative Credits: 45			
Term Credits: 9			Cumulative Credits: 9			Term GPA: 2.3499		Cumulative GPA: 2.6443			
Term GPA: 3.0555			Cumulative GPA: 3.0555			End Academic Status: GOOD					
End Academic Status: GOOD						SUMMER SEM 2002 - Registered - UN2					
SPRING SEM 2001 - Registered - UN1						ISP 201 3 1.0 Conc of Reality thr Phys Sci					
FCE 225	3	3.0			Ecol Lifespan Human Devel Fam	KIN 106C	1	2.5			Bowling I
HNF 150	3	1.5			Intro To Human Nutrition	SOC 215	3	0.0	NR		Race and Ethnicity
ISS 325	4	2.5			War and Revolution (I)	Term Credits: 4		Cumulative Credits: 49			
MTH 1825	3	0.0	PR		Intermediate Algebra	Term GPA: 0.7857		Cumulative GPA: 2.3942			
Term Credits: 10			Cumulative Credits: 19			End Academic Status: GOOD					
Term GPA: 1.8076			Cumulative GPA: 2.318			FALL SEM 2002 - Registered - UN2					
End Academic Status: GOOD						ENG 310A 4 2.5 Literature in English to 1660					
SUMMER SEM 2001 - Registered - UN1						SPN 101 4 3.0 Elementary Spanish I					
IAH 201	4	3.5			U.S. & The World (D)	Term Credits: 8		Cumulative Credits: 57			
MTH 1825	3	2.0	SR		Intermediate Algebra	Term GPA: 2.75		Cumulative GPA: 2.4416			
Term Credits: 7			Cumulative Credits: 26			End Academic Status: GOOD					
Term GPA: 2.8571			Cumulative GPA: 2.7307			SPRING SEM 2003 - Student Withdrawal - UN3					
End Academic Status: GOOD						ENG 350 3 W African-American Literature II					

Instructor Security

- Office of Planning and Budgets (OPB): Course Load, Instruction, Funding and Modeling System (CLIFMS)
 - Departments do not have to enter Instructor information more than once
 - OPB gets better data by having more “buy-in”
- Administrative Information Services (AIS): SSN-MSUNetID crosswalk
- Faculty and GA’s identified on section-by-section basis
- Access “follows” users throughout web site in session variables
- Security updated daily, along with Class Lists from SISINFO





RO Instructor Systems

Welcome to the RO Instructor Systems Menu		Log Out
Spartan Instructor	Monday, 4/5/2004.	
INSTRUCTOR ACCESS		
You are listed as an instructor for the following:		
FS03: ZOL 320-001; ZOL 320-002; ZOL 320-003; ZOL 320-004; ZOL 320-005; ZOL 320-006; ZOL 320-007		
View access for all terms		
If the classes listed above are not correct, please contact the department offering the course.		
ADMINISTRATOR ACCESS		
Your authorization college is: Natural Science		
You have access to the following departments: 574 920		
You have access to enter grades.		
If you are an administrator and need access to this system contact your college security administrator.		
This information is released to you in compliance with the Federal Family Educational Rights and Privacy Act (FERPA). You are solely responsible for the maintenance of the confidentiality of said information.		
Instructor Systems minimum browser requirements		
Frequently Asked Questions		
Instructions for Online Grades		
Instructions for Grade Upload		
Academic Progress Report Forms - Instructors Only		
Academic Progress Report Results - Support Staff Only		
Academic Progress Report Status & Archive		
Class Lists and Graded Class Lists		
Class Lists with Student Images		
Email Students in a Class		
Spring 2004 Grade Reporting Schedule		
INSTRUCTORS ARE URGED TO SUBMIT THEIR GRADES WITHIN 72 HOURS AFTER THE FINAL EXAMINATION.		
Grade Reporting Form		
Grade Upload		
Grade Submission Summary - Administrators Only		
Grade Reporting Form Archive		
Agreement for Completion of (I)Incomplete (pdf form)		
Questions/Comments		
Department Administrator Information		
Online Forms Menu		

- System available 24/7
- Academic Progress Report Forms
- Class Lists/Graded Class Lists
- Download Class Lists into simple CSV file
- View Student Images
- Email students in a class
- Grade Reporting Form
- *EASY* Grade Upload
- 150,000+ hits a year



RO Instructor Systems










Class List

Michigan State University Office of the Registrar CLASS LIST									
Subject	Course	Section	Semester	Course Title			Instructor		
ZOL	320	001	F503	Developmental Biology			KOPACHIK, VANMETER, VINOVERSKI		
No.	Name	PID	MSUNet ID	Hnr	Lvl	Cl	Pmry Mjr	Cr	Grade
1	Student, Alex	A11111111	studenta		UN	3	ZOOLOGY	4	
2	Student, Emily	A11111112	studente		UN	4	ZOOLOGY	4	
3	Student, Joe	A11111113	studentj		UN	4	LBS-SC-MGT	4	
4	Student, Lori	A11111115	studentl		UN	3	ZOOLOGY	4	
5	Student, Lynn	A11111116	studently	H	UN	4	ZOOLOGY	4	
6	Student, Robert	A11111117	studentr		UN	4	ZOOLOGY	4	
7	Student, Ryan	A11111118	studentry		UN	4	ZOOLOGY	4	
8	Student, Sally	A11111119	studentsa		UN	4	ZOOLOGY	4	
9	Student, Sam	A11111110	students		UN	4	ZOOLOGY	4	
10	Student, Tom	A11111114	studentt	H	UN	3	ZOOLOGY	4	
Total Students: 10			Total Credits: 40						
Generated: 4/07/2004 8:14:14 AM									

Email students in a class

Spartan Instructor		Monday, 4/5/2004
Semester: FS03	Enter subject and message to send to all students in all sections listed below. To email a subset of students in a section, click on the desired section in the 'To:' box.	
To:	ZOL 320-001;	
	<input type="checkbox"/> Send copy to instructor(s)? <small>Instructor(s): KOPACHIK,WILL JOHN; VANMETER,PAGE ELLEN; VINOVERSKI,VALERIE ANNE</small>	
CC:	<small>All CC email addresses must be followed by a semicolon. example: sparta1@msu.edu; sparta2@msu.edu; sparta3@msu.edu; sparta4@msu.edu;</small>	
Subject:	<input type="text"/>	
Attach1:	<input type="text"/>	<input type="button" value="Browse..."/>
Attach2:	<input type="text"/>	<input type="button" value="Browse..."/>
Message:	<div style="border: 1px solid gray; height: 100px;"></div>	
<small>* This email will not be sent to students who do not have an MSUNet ID (Pilot ID) * * To protect student confidentiality, all students will be sent this email via blind carbon copy * * A copy of this email will also be sent to your MSUNet ID (Pilot ID) email address * * Total email attachment(s) size should not exceed 1MB *</small>		
<input type="button" value="Send Email"/>		
Return To Email Class List		
Return to Instructor Menu		

Class List with ID Images

CONFIDENTIAL		Michigan State University Office of the Registrar CLASS LIST with IMAGES			CONFIDENTIAL	
Subject	Course	Section	Semester	Course Title	Instructor	
ZOL	320	001	F503	Developmental Biology	KOPACHIK, VANMETER, VINOVERSKI	
						
A11111111 Student, Alex		A11111112 Student, Emily		A11111113 Student, Joe		
						
A11111115 Student, Lori		A11111116 Student, Lynn		A11111117 Student, Robert		
						
A11111118 Student, Ryan		A11111119 Student, Sally		A11111110 Student, Sam		

In 2003:

50,000 Class Lists Viewed
8,200 Class List Downloads
15,500 Emails sent to Classes
25,000 Class Lists with ID Images



RO Instructor Systems

Select Class(es) to Grade

Grade Reporting Form - Class Selection

Spartan Instructor		Monday, 4/5/2004	
Instructor Access			
		<input type="button" value="Check All"/>	<input type="button" value="Uncheck All"/>
Semester: US03			
Subject	Course	Section	Check section(s)
ZOL	494	005	Past deadline (8/18/2003 4PM)
Semester: FS03			
Subject	Course	Section	Check section(s)
ZOL	320	001	<input type="checkbox"/>
<input type="button" value="Grade"/>			
Administrator Access			
Subject:	MTH	Course:	-Select-
		<input type="button" value="Check All"/>	<input type="button" value="Uncheck All"/>
No Classes found. Please select subject, course combination.			
Return To Instructor Menu			

Electronic "Bubble Sheet"

Michigan State University Office of the Registrar Grade Reporting Form																	
Subject	Course	Section	Semester	Course Title													
ZOL	320	001	FS03	Developmental Biology													
No	Name	PID	Lvl	Grade		If 0.0, did student complete course? (NR = No Record)	If no, last attendance date? (MM/DD/YY)										
1	Student, Alex	A11111111	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
2	Student, Emily	A11111112	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
3	Student, Joe	A11111113	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
4	Student, Lori	A11111115	UN	<input type="radio"/> 0.0	W								<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
5	Student, Lynn	A11111116	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
6	Student, Robert	A11111117	GR	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
7	Student, Ryan	A11111118	UN	<input type="radio"/> v									<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
8	Student, Sally	A11111119	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
9	Student, Sam	A11111110	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>	
10	Student, Tom	A11111114	UN	WITHDREW 11/07/03										<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
				<input type="button" value="Save for later"/>		<input type="button" value="Submit final grades to Office of the Registrar"/>											
Note: When submitting final grades, the system will automatically check for errors and allow you the opportunity to correct any problems before final submission.																	



RO Instructor Systems

Select file format and Class(es) to Upload

Spartan Instructor		Monday, 4/5/2004	
Select Upload File Type			
<ul style="list-style-type: none"> Please select an upload file type. The upload file must <i>exactly</i> match the specifications below or the upload will fail. The first row of the upload file must be field names as specified below. Only sections belonging to the same course may be uploaded in the same file. Distinct courses must be uploaded separately. Click browse to select a file. Click upload to load the file. More information on upload specifications. Click here! 			
Upload File Type	Specifications		
<input type="radio"/> CSV-Simple	Field Titles: Term, Subj_Code, Crse_Code, Sctn_Code, PID, Grade, Reason, Date Fields: Term(4), Subject(4), Course(5), Section(3), PID(9), Grade(3), Reason(3), Date(8) Sort Order: Subject, Course, Section, PID (All in ascending)		
<input type="radio"/> Fixed Text	Field Titles: Term, Subj_Code, Crse_Code, Sctn_Code, PID, Grade, Reason, Date Fields: Term(4), Subject(4), Course(5), Section(3), PID(9), Grade(3), Reason(3), Date(8) Sort Order: Subject, Course, Section, PID (All in ascending)		
<input checked="" type="radio"/> CSV-Classlist	Fields: Same as download file from the Instructor System Classlist . Sort Order: Subject, Course, Section, PID (All in ascending)		
Instructor Access - Select Course/Section			
		<input type="button" value="Check All"/>	<input type="button" value="Uncheck All"/>
Semester: FS03			
Subject	Course	Section	Check section(s)
ZOL	494	005	Past deadline (3/08/2004 4PM)
Semester: SS04			
Subject	Course	Section	Check section(s)
ZOL	320	001	<input checked="" type="checkbox"/>
Upload File			
C:\My Documents\ZOL320.csv		<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

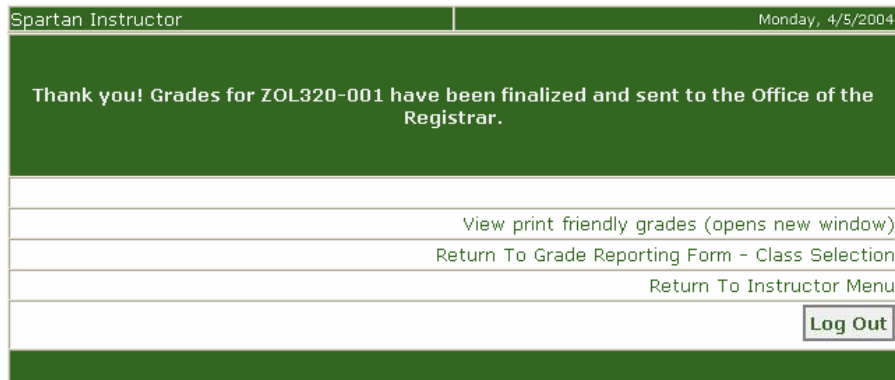
Upload "Bubble Sheet"

Michigan State University Office of the Registrar Grade Reporting Form						
Subject	Course	Section	Semester	Course Title		
ZOL	320	001	SS04	Developmental Biology		
No	Name	PID	Lvl	Grade	If 0.0, did student complete course? (NR = No Record)	If no, last attendance date? (MM/DD/YY)
1	Student, Sam	A11111110	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
2	Student, Alex	A11111111	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
3	Student, Emily	A11111112	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
4	Student, Joe	A11111113	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
5	Student, Tom	A11111114	UN	Not found in your file please enter grade.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
6	Student, Lori	A11111115	UN	0.0 W	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
7	Student, Lynn	A11111116	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
8	Student, Robert	A11111117	GR	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1 DF	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
9	Student, Ryan	A11111118	UN	v	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
10	Student, Sally	A11111119	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
<input type="button" value="Save for later"/>			<input type="button" value="Submit final grades to Office of the Registrar"/>			
Note: When submitting final grades, the system will automatically check for errors and allow you the opportunity to correct any problems before final submission.						

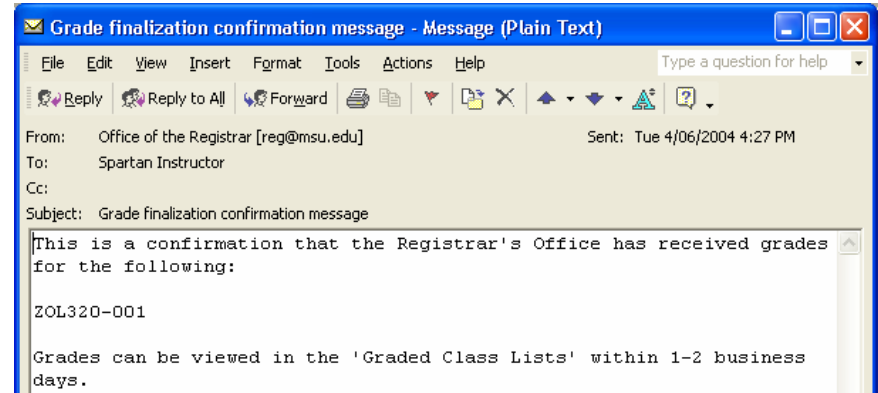


RO Instructor Systems

"Grades Received" Message



Email Confirmation



- Pilot in Fall 2002 and full implementation in Spring 2003
 - Both administrators and instructors have found the system to be quick and simple
 - Fall 2003
 - 7,000 Classes (replacing 15,000 bubble sheets)
 - 800 Uploaded
 - 2,000+ "Saved for Later"



RO Instructor Systems

- Grade Submission Summary for Administrators
 - 3000+ Hits in 2003

No more lost bubble sheets!

Grade Submission Summary

Spartan Instructor		Monday, 4/5/2004	
Semester: FS03		Click on specific subject to view detail	
Subject	# of sections finalized	# of sections NOT finalized	
MTH	53	39	
PLB	0	1	
ZOL	15	22	
Semester: SS04		Click on specific subject to view detail	
Subject	# of sections finalized	# of sections NOT finalized	
ZOL	1	0	
Return To Instructor Menu			

Grade Submission Summary

Spartan Instructor		Monday, 4/5/2004	
Semester: SS04			
Course	Instructor	Finalized	NOT finalized
ZOL 320-001	Finalized by Spartan Instructor(schuett1) on 4/05/2004 4:26:56 PM	*	
Return to Course List			
Return to Subject List			
Return To Instructor Menu			



Administrative Action Form System

Administrative Action Form System		Log Out
Kris Schuette, RO	Monday, 4/5/2004	
View your Administrative Action Form System Access		
Add A Course		
Course/Section Change		
Credit Hour Change		
Drop A Course		
Extension of Conditional Grade		
Grade Change		
Grading Option Change		
Late Drop with Grade		
Late Drop without grade		
Move Courses to New Level		
Review/Sign off on pending forms		
Current Status and Archive List		
Search forms based on PID		
Instructor Menu		
Online Forms Menu		

System Menu



"To-do" List



Administrative Action Form System - Form Review							
To Review a form below, click on the button next to the form you wish to review.							
		LEGEND:					
✓ - form approved		? - waiting for review		X - approval not needed			
Student Name	Form Type/ID	Form Start Date	Instructor Signoff	Dept Signoff	Coll Signoff	Student Coll Signoff	
Robinson, Dandrea Channell A31330673	Grade Change #303	3/26/2004	Review?	✓	?	?	
Robinson, Dandrea Channell A31330673	Grade Change #301	3/26/2004	Review?	✓	?	?	
Tse, Cheuk Yin A32145046	Grade Change #300	3/26/2004	Review?	✓	?	?	
Return to Administrative Action Form System Menu							



Administrative Action Form System

Administrative Action Form

Please review the following form.
Indicate whether you approve, add any needed comments and press the button at the bottom of the page.

Grade Change Form ID #303

Semester
US03

PID	Name	Level-Class	Associate Dean Student's College
[REDACTED]	[REDACTED]	UN-3	20-Human Ecology Waiting for review

Associate Dean College Offering Course	Department Chairperson Offering Course
08-Broad College of Business Waiting for review	009-Accounting and Information Systems Approved by Lisa Hurley on 3/26/2004

Subject	Course	Section	Instructor
ACC	201	101	BOKEMEIER, CHARLES Waiting for review

Credits	Change Grade From	Change Grade To	Date Student Completed Work <small>used for conditional grades only mm/dd/yy</small>
3	1.0	1.5	-

Reason for Grade Change
test

Additional Comments
-

For definitions related to the University's Grading Systems and Correction of Grades, see [General Procedures and Regulations](#) section of Academic Programs.

Instructor Review

As the Instructor, I Approve Deny this request.

If you deny this request, please comment

Review & Signoff



Current Routing Status



Administrative Action Form System - Current Status and Archive List

details for a specific form, click on the Form ID for the specific form you wish to view.

View most recent forms

LEGEND: - form approved ? - waiting for review x - approval not needed

Form Type	Form Start Date	Form Status	Instructor Signoff	Dept Signoff	Coll Signoff	Student Coll Signoff	Processed by RO
Grade Change	4/2/2004	Routing	✓	✓	✓	?	-
Extension of Conditional Grade	3/30/2004	Routing	✓	✓	?	?	-
Extension of Conditional Grade	3/30/2004	Routing	✓	✓	?	?	-
Grade Change	3/30/2004	Routing	?	✓	?	?	-
Grade Change	3/30/2004	Routing	✓	?	?	?	-
Grade Change	3/29/2004	Approved & Processed	✓	✓	✓	✓	✓
Grade Change	3/29/2004	Routing	?	✓	?	?	-
Grade Change	3/29/2004	Approved & Processed	✓	✓	✓	✓	✓
Grade Change	3/29/2004	Approved & Processed	✓	✓	✓	✓	✓

- [302](#)
- [308](#)
- [307](#)



Classroom Events Calendar and Request system

- Calendar View, Event Search, Building List available to public
- Room Images from OPB
- Request for room limited to users with valid MSUNetID and password
- 85,000 hits in 2003

Classroom Events Calendar

Regularly scheduled classes are listed by course, subject and section code.
Events are listed by description and are highlighted in red.
Not all final exams are listed on the calendar. Contact Classroom Scheduling at 355-4522 for scheduling during finals week.

[Search for an Event](#) [Search for/request an open room](#) (MSUNetID login required) [Building List](#)

For assistance in classroom scheduling, contact the Registrar's Office at 355-4522 for the current semester or 355-4622 for future semesters.

<< Select a month and year: **September** 2003 >>

Select a Building/Room: **WH C102** [View Room Image](#)

Accessible: **Yes**; Capacity: **00025**; Room Type: **Classroom(110)**
Equipment: Air Conditioning; DHCP to Front; Lights-Flourescent; Floor - Vinyl; Chalkboard - Fixed; Overhead Projector; Projection Screen; Seats-Movable Table and Chairs; Window Cover - Blinds

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day	2 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 1:50p-2:40p CHS 301 001 3:00p-4:20p LIN 810 001	3 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 12:40p-1:30p IAH 202 001 1:50p-2:40p CHS 301 001 3:00p-3:50p ASN 491 001 4:00p-4:50p ASN 491 Special	4 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 1:50p-2:40p CHS 301 001 3:00p-4:20p LIN 810 001	5 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001	6
7	8	9	10 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 12:40p-1:30p IAH 202 001 1:50p-2:40p CHS 301 001 3:00p-3:50p ASN 491 001 4:00p-4:50p ASN 491 Special	11 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 1:50p-2:40p CHS 301 001 3:00p-4:20p LIN 810 001	12 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001	13
			17 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001	18 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001	19 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001	20

MSU Classroom Image: WH C102





Classroom Events Calendar and Request system

Event Search

Classroom Events Calendar - Events Search	
Enter search criteria. Click the submit button when finished. To search for classes, go to the Schedule of Courses .	
Search Event Description (can be one or more words) e.g. Biology Club; Math or MTH review	
<input type="text" value="AOP"/>	
Search Begin Date (mm/dd/yy)	Search End Date (mm/dd/yy)
<input type="text" value="6/1/04"/>	<input type="text" value="8/1/04"/>
<input type="button" value="Search"/>	
Return To Events Calendar	

Event Search Results

Classroom Events Calendar - Events Search Results				
Event Date	Time	Location	Event Description	Calendar View
6/1/2004	7:00p-9:00p	WH B104	AOP Training	
6/15/2004	7:00a-12n	EPP 116	Business-Freshman AOP	
6/16/2004	7:00a-12n	EPP 116	Business-Freshman AOP	
6/17/2004	7:00a-12n	EPP 116	Business-Freshman AOP	
6/18/2004	7:00a-12n	EPP 116	Business-Freshman AOP	
6/21/2004	11:00a-4:00p	EPP 116	Business-Transfer AOP	
6/21/2004	12n-4:00p	BKR 121	PSY AOP	
6/21/2004	12n-4:00p	COM 147	CAS AOP	
6/21/2004	1:00p-6:00p	BH 314	Social Science AOP	
6/23/2004	7:00a-12n	EPP 116	Business-Freshman AOP	
6/24/2004	7:00a-12n	EPP 116	Business-Freshman AOP	
6/25/2004	7:00a-12n	EPP 116	Business-Freshman AOP	
6/28/2004	11:00a-4:00p	EPP 116	Business-Transfer AOP	
6/28/2004	12n-4:00p	BKR 121	PSY AOP	
6/28/2004	12n-4:00p	COM 147	CAS AOP	
6/28/2004	1:00p-6:00p	BH 314	Social Science AOP	
6/29/2004	7:00a-12n	EPP 116	Business-Freshman AOP	



Classroom Events Calendar and Request system

Open Room Search

Classroom Events Calendar - Room Search		
Enter search criteria. Click the submit button when finished. Be sure to include time needed for set-up and clean-up.		
Event Date (mm/dd/yy) 4/6/04	Accessible Room? <input checked="" type="checkbox"/>	Minimum Capacity 10
Begin Time (hh:mm a/p) ? 4p	End Time (hh:mm a/p) 5p	
Building Preference	Room Equipment	
<ul style="list-style-type: none"> Outdoor Track Tundra Tennis Courts Union Bldg Urban Plan & Land Arch Bldg Veterinary Medical Center Wells Hall Wilson Hall Wonders Hall 	Choice 1: Overhead Projector Choice 2: Choice 3: Choice 4:	
Search		
Return To Public Calendar View		

Open Room Search Results

Classroom Events Calendar - Room Search Results					
Rooms available in WH on 4/6/04 from 4p - 5p Equipment Choice(s): Overhead Projector Accessible Room Minimum Capacity: 00010					
Location	Building	Accessible	Capacity	Request Room Scheduling	Calendar View
WH C106	Wells Hall	Y	00032	+	✓
WH C109	Wells Hall	Y	00042	+	✓
WH C111	Wells Hall	Y	00042	+	✓
WH C114	Wells Hall	Y	00032	+	✓
WH C200	Wells Hall	Y	00032	+	✓
WH C201	Wells Hall	Y	00025	+	✓
WH C202	Wells Hall	Y	00024	+	✓
WH C203	Wells Hall	Y	00024	+	✓
WH C204	Wells Hall	Y	00025	+	✓
WH C206	Wells Hall	Y	00042	+	✓
WH C207	Wells Hall	Y	00042	+	✓
WH C211	Wells Hall	Y	00042	+	✓
WH C212	Wells Hall	Y	00042	+	✓
WH C216	Wells Hall	Y	00032	+	✓
WH C302	Wells Hall	Y	00025	+	✓
WH C307	Wells Hall	Y	00042	+	✓



Classroom Events Calendar and Request system

Request Room Details

Classroom Event Request	
Complete the form below. Click the submit button when finished.	
Requestor Name and Email	Requestor Phone
Kristin Schuette schuett1@msu.edu	2-3863
Event Description	
Web Seminar	
Event Group	Event Unit (e.g. college/dept)
University	Registrar's Office
Event Date	Building/Room
4/6/04	WH-C106
Begin Time	End Time
4p	5p
Event Comments	
<input type="text"/>	
To schedule this event on a weekly recurring basis, enter the last date of occurrence	
4/13/04	
<input type="button" value="Next---->"/>	

Confirmation Message

Classroom Event Request Submission
Thank you. Your request has been submitted to the Office of the Registrar.
You will be notified via email in 1-2 business days if your request is approved. Requests for final exam week scheduling may take longer to process.
Note: only approved events are displayed on the Events Calendar.
Return to MSU Classroom Events Calendar

Review Request

Classroom Event Request Review	
Please review the following. Click Submit if correct.	
Requestor Name and Email	Requestor Phone
Kristin Schuette schuett1@msu.edu	2-3863
Event Description	Event Group/Unit
Web Seminar	University/Registrar's Office
Event Location(s), Date(s), and time(s)	
WH-C106 on 4/6/04 from 4p to 5p WH-C106 on 4/13/2004 from 4p to 5p	
Event Comments	
-	
<input type="button" value=" <---Back"/>	<input type="button" value="Submit Request--->"/>
Return to Schedule Event	

Verification/Update/Denial Email

Scheduled Event DENIED: Web Seminar - Message (Plain Text)

From: Reg, Email
To: Schuette, Kristin
Cc:
Subject: Scheduled Event DENIED: Web Seminar

Sent: Tue 4/6/2004 7:55 AM

The following event(s) has been DENIED:

EVENT DESCRIPTION: Web Seminar

LOCATION ~ DATE ~ TIME
WH C106 (Wells Hall) ~ Tuesday, 4/6/2004 ~ 4:00p-5:00p
WH C106 (Wells Hall) ~ Tuesday, 4/13/2004 ~ 4:00p-5:00p

CONTACT NAME: Kristin Schuette
CONTACT PHONE: 2-3863
CONTACT EMAIL: schuett1@msu.edu
DESCRIPTION/GROUP/UNIT: Web Seminar/University/Registrar's Office

EVENT COMMENTS:
Requestor Comments: -
Event Scheduling Comments:



Development Strategies

- Choose your projects wisely
 - Do rigorous cost/benefit analysis
 - Consider stopping doing things you've always done
 - Avoid luxurious non-essentials
 - Do not design expert systems
- Define the project scope and expected work schedule and then **STICK TO IT!** No mission-creep.
- Project Team
 - Establish a small, expert tech/non-tech team empowered to make decisions
 - Short, to-the-point meetings. Do most work via email.
- Synergy! Build systems with common frameworks – makes adding on easier
- Take advantage of resources already in existence
- Get what you want by giving others what they want
- **PUSH!!**



Deployment Strategies

- RO
 - Use “stealth” introductions where possible
 - Train well to handle calls/problems
 - Provide “internal” tools to assist in problem solving
- Students
 - No problem!
- Faculty and Staff
 - Low “threat” level
 - Communication
 - Training
 - Promote benefits
- General Rules of Thumb
 - Address generational differentials
 - Sell the advantages of the new system
 - If they call you, help them!
 - Provide clear instructions where needed
 - Allow criticism and suggestions and ACT if they are of value



Price of Success

- Maintenance
 - Build more, support more
- Problem Solving
 - Phone time
 - Logs are very important
- Documentation
- Success breeds work