Office of the Registrar
Michigan State University

MACRAO 2003 Annual Meeting

Make the Web Work: Leveraging Technology in Uncertain Times

Kristin Schuette
Information Technologist
schuett1@msu.edu

Scott McMillan
Associate Registrar
dugaldmc@msu.edu

The Problem

- RO
  - Declining Budgetary Support
    - 17% cut last year
  - Declining Staff
    - 52 in 2000
    - 42 in 2003
      - 24 % reduction in less than 3 years

The Problem

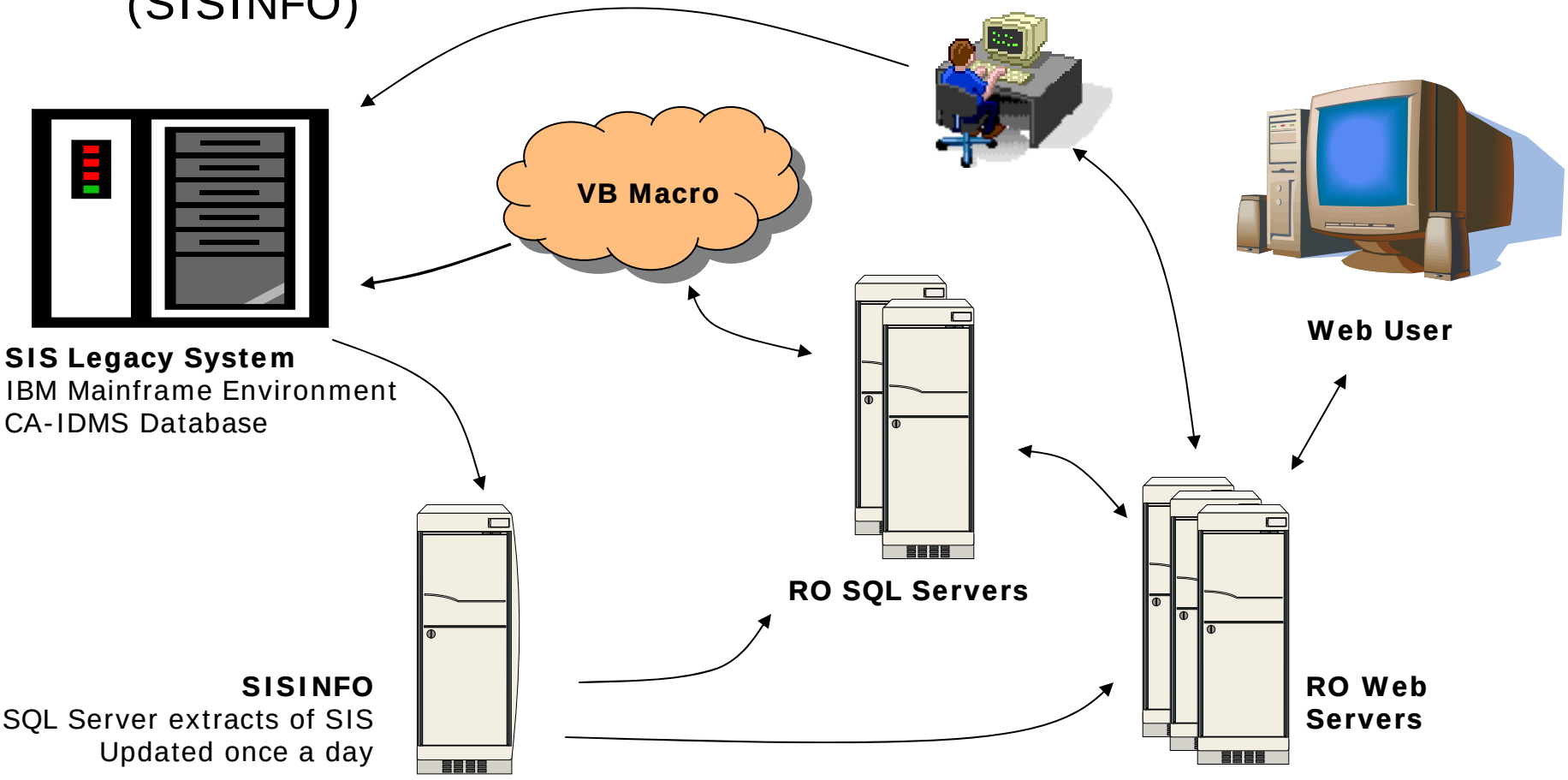
- Across Campus
  - Budget cuts
  - Increased faculty load, fewer Graduate Assistants
  - Reduced administrative staff
  - Increased expectations in turnaround
  - Advanced user needs
  - Technology savvy students

The people

- Populations at MSU
  - 45,000 Students
  - 4,500 Faculty and Academic Staff
  - 3,300 Graduate Assistants
  - 6,100 Staff
  - 2,400,000 Alumni
  - ??? Public

The Environment

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



WWW.REG.MSU.EDU

Past Year Hits

- 600,000 Home Page
- 15,400 Student Logins
- 70,000 Instructor System Logins
- 44,000 Administrator Logins

The Plan

Aggressive campaign to move necessary tasks and tools to the web…

…with a few bonuses…

Student Forms

- Heavy on student input – repetitive data
- Considerable chance of error
- Office hours limiting
- Travel time when student not on campus
- Postage, paper costs
- Staff time – stuffing envelopes
- Delivery delay

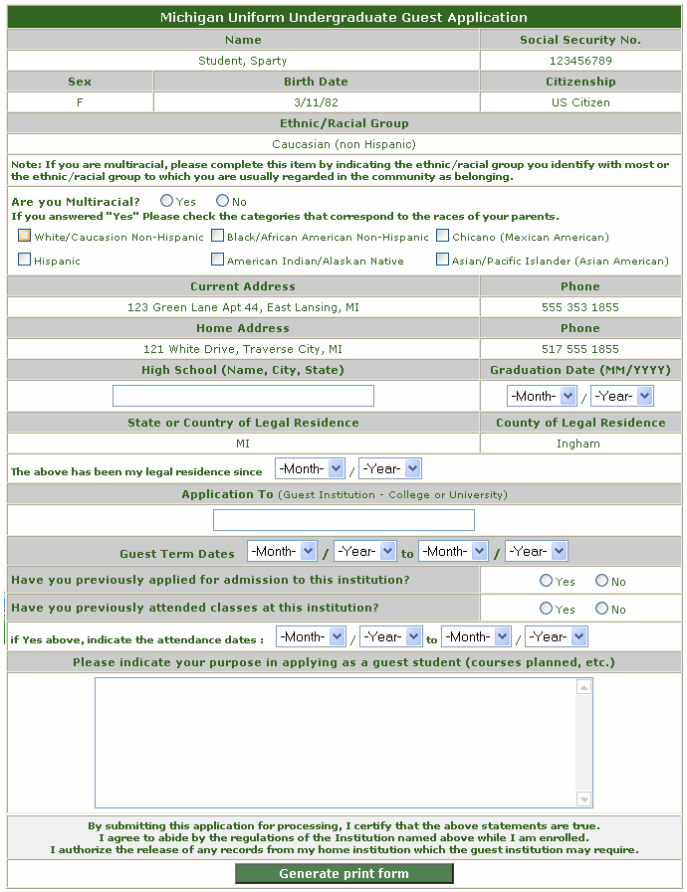
Student Forms

- Solution: Web “Smart Forms”
  - Log in with MSUNetID and password
  - Use SISINFO to complete forms with known data
  - Change forms to better reflect data needs of legacy system
  - Allow students to print “verification” forms from anywhere

Michigan Uniform Undergraduate Guest Application

- MSU students attending other institutions as *Guest Students*
- Most data in SISINFO
- Calculations performed “on-the-fly”
- Signature & seal
- 2,876 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)

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: (Name, City, State) 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: 06/2003 to 08/2003

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

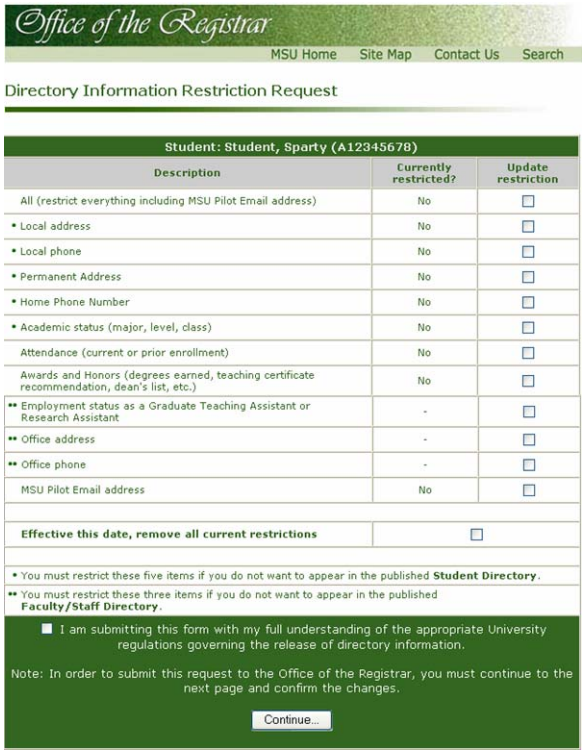
Standing: In Good Standing 'C' Average or Better Eligible to Return

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

Dugald McMillan, Associate Registrar 9/15/2003

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
- 369 since May 2002, 96 since Sept 2003….not advertised



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	☐
• 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	-	☐
•• Office address	-	☐
•• Office phone	-	☐
MSU Pilot Email address	No	☐
Effective this date, remove all current restrictions		☐

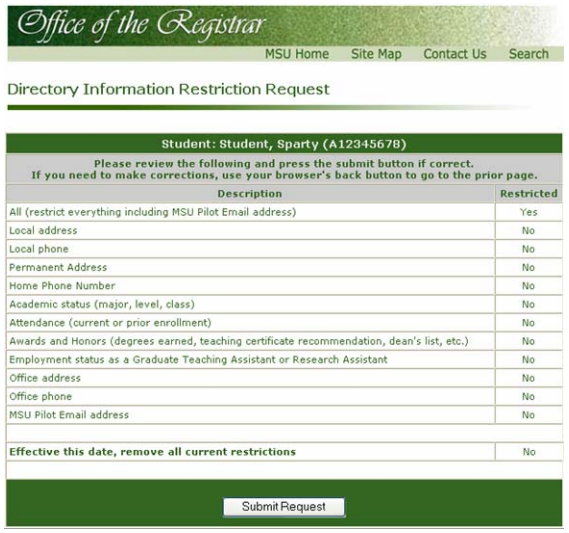
• You must restrict these five items if you do not want to appear in the published **Student Directory**.

•• 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.

Continue...



Office of the Registrar

MSU Home Site Map Contact Us Search

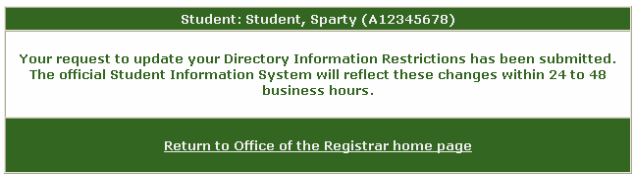
Directory Information Restriction Request

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	No

Submit Request



Student: Student, Sparty (A12345678)

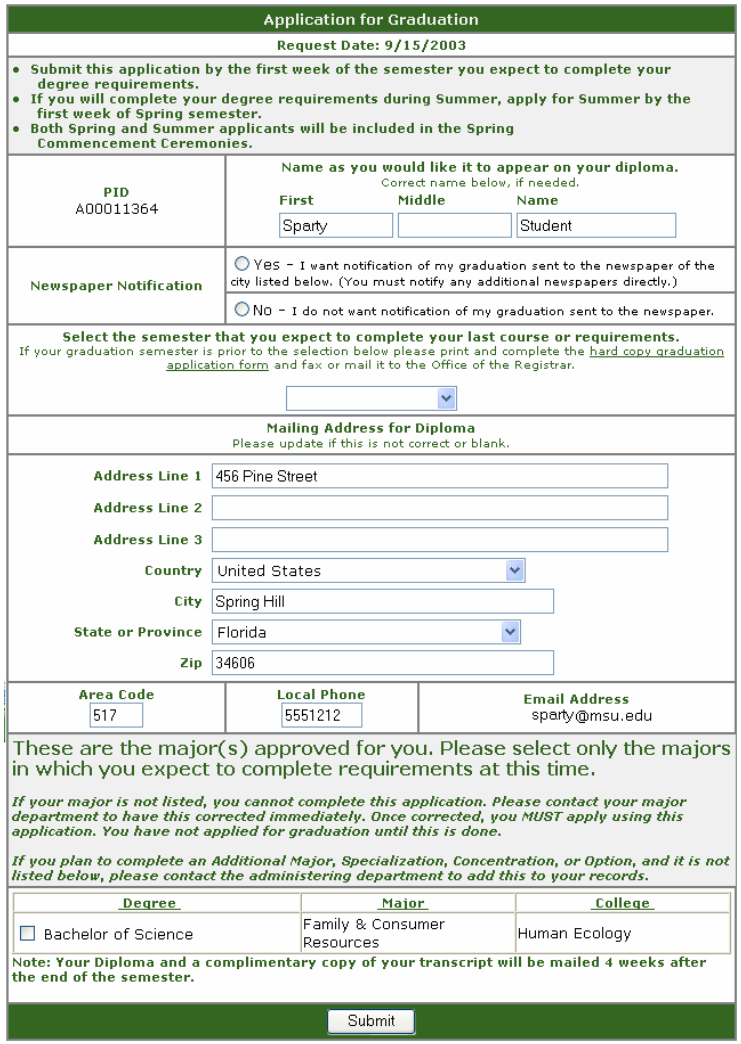
Your request to update your Directory Information Restrictions has been submitted. The official Student Information System will reflect these changes within 24 to 48 business hours.

Return to Office of the Registrar home page

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
- 1,825 applications in last 3 weeks

Graduation Application



Application for Graduation

Request Date: 9/15/2003

- **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.
Correct name below, if needed.

First	Middle	Name
Sparty		Student

Newspaper Notification

- ○ Yes – I want notification of my graduation sent to the newspaper of the city listed below. (You must notify any additional newspapers directly.)
- ○ 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.
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.

Mailing Address for Diploma
Please update if this is not correct or blank.

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	Local Phone	Email Address
517	5551212	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.

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.

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.

Degree	Major	College
☐ 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

Transcript Requests

- Identity Verification – MSUNetID & password or combination of Name, Birth Date, Student Number, 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)
- 20,940 web orders since 1/1/03

Transcript Requests

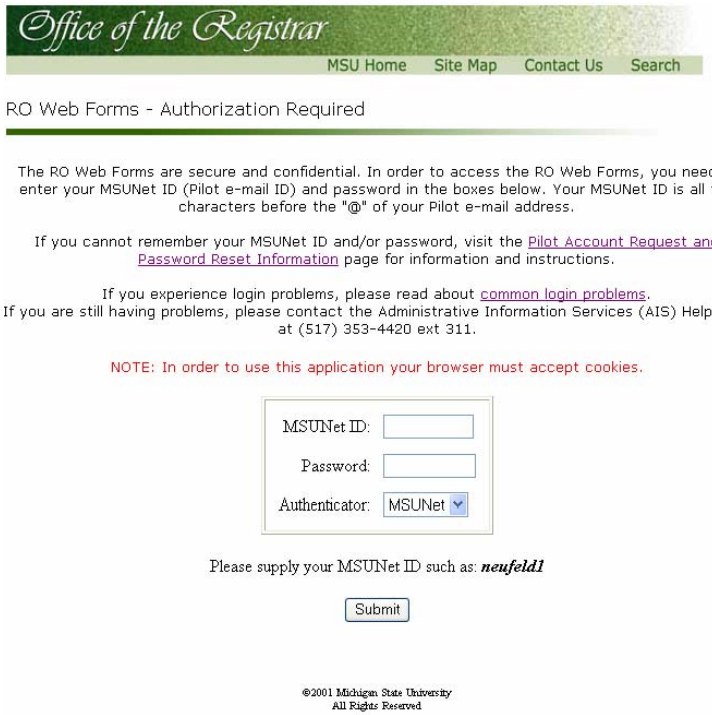
Verify Identity

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	Last Name (Name of record at MSU - no suffixes)	
PID (Student Number)	**Date of Birth (MM/DD/YYYY)**	**SSN (Social Security Number)**

Verify—>



Holds Warning

Transcript Hold on Student Record

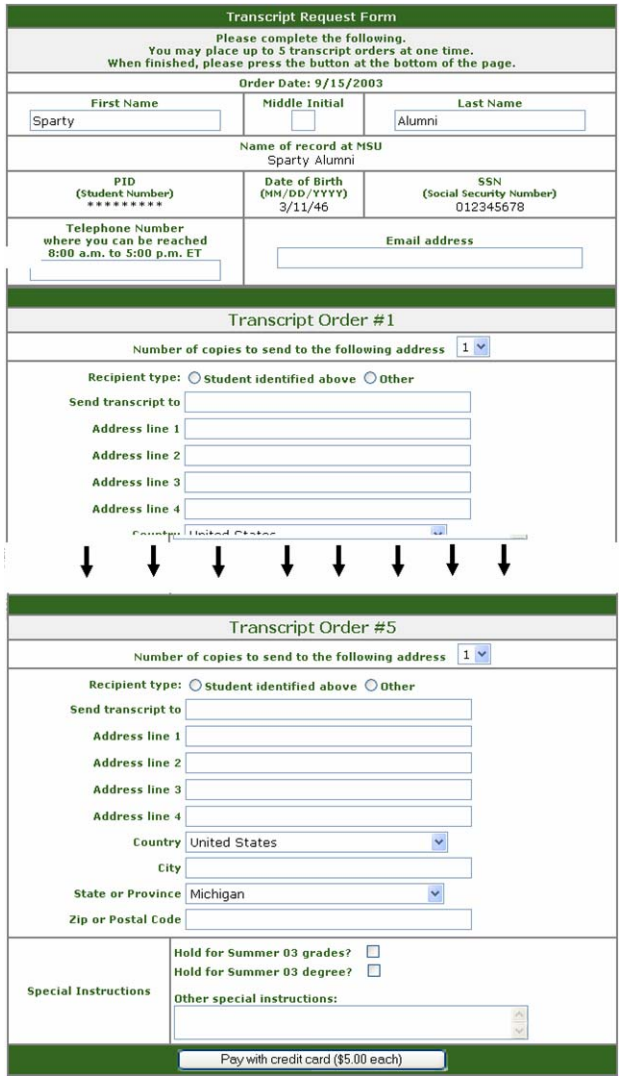
According to MSU records, there are one or more holds for Sparty Student.

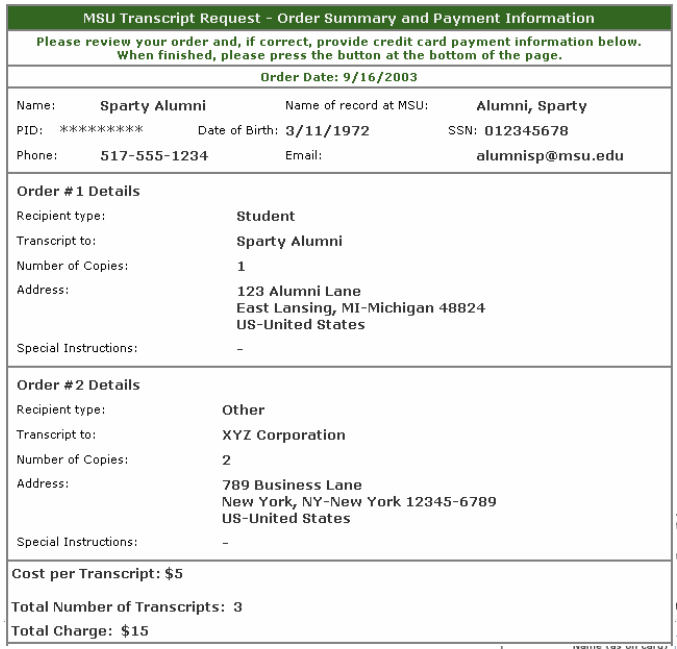
Due to the hold(s), you cannot order a transcript at this time. Once all holds are cleared, you may come back to the transcript request page and order a transcript.

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

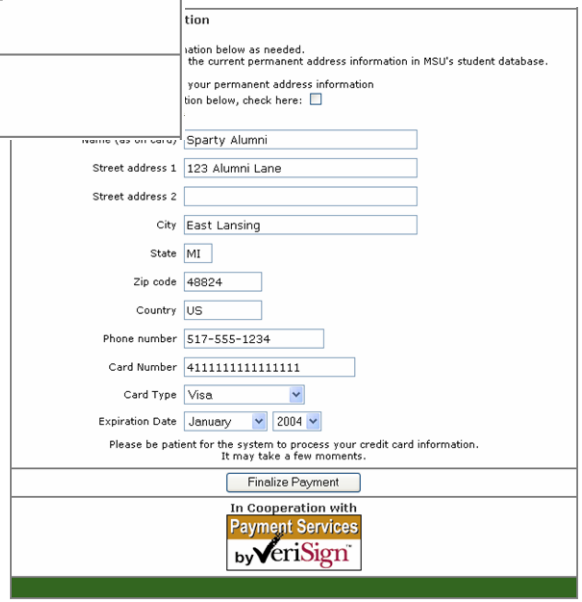
Hold Description	Date of Hold	Office	Address	Phone
Book Overdue	2/25/2003	Library	Circulation Main Library	(517) 355-2333
Del Receivable All Others	8/25/1998	Delinquent Receivables	110 Administration Building	(517) 355-3313
Perkins Loan Overdue	1/7/2003	Federal Loans	140 Administration Building	(517)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

Transcript Requests





Review Order & enter Credit Card Info



Order Details

Transcript Requests

Web Receipt

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: 9/16/2003 9:47:48 AM**

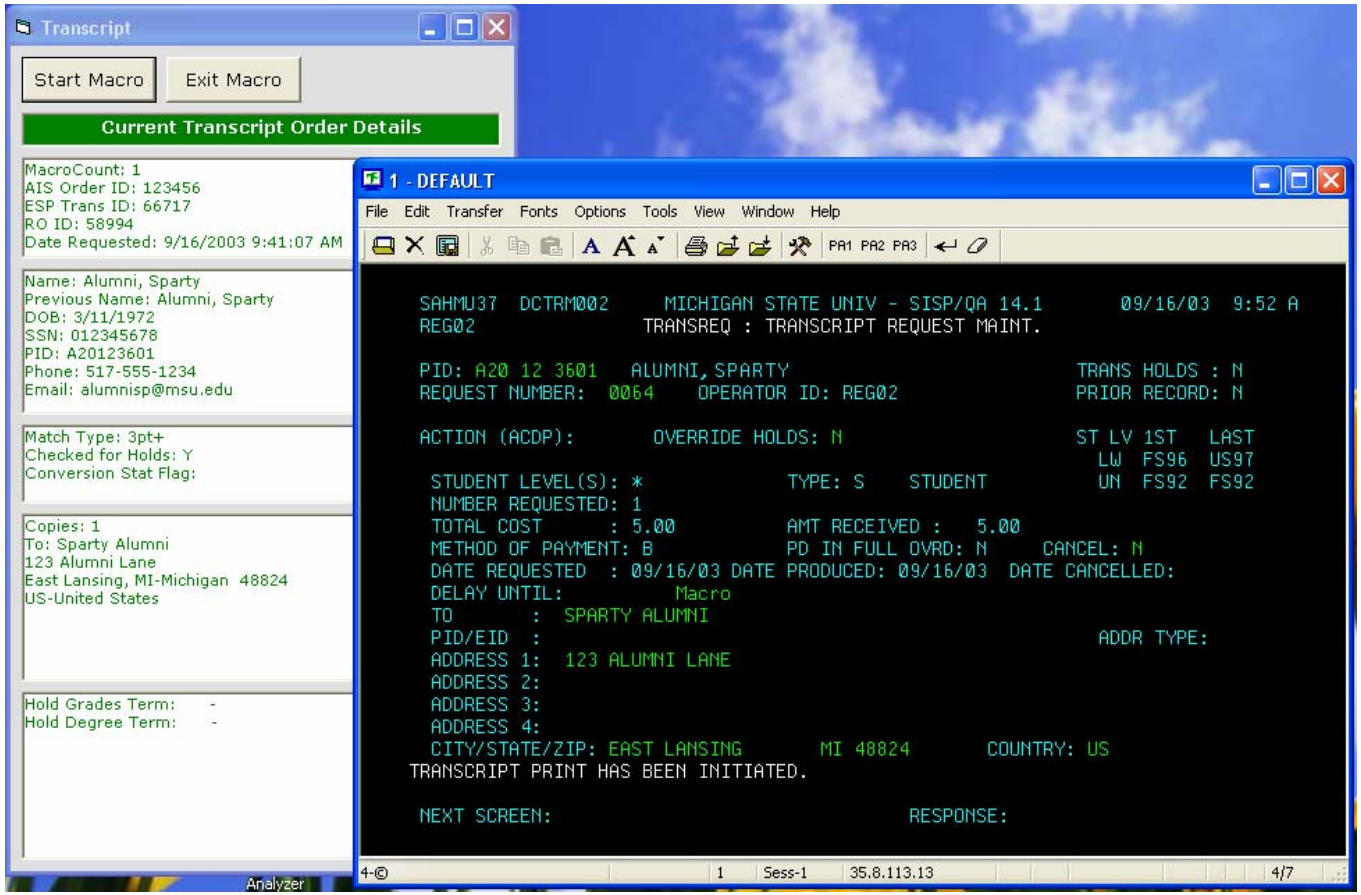
Billed To:	Sparty Alumni 123 Alumni Lane East Lansing, MI 48824 US		

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**."

Transcript Requests

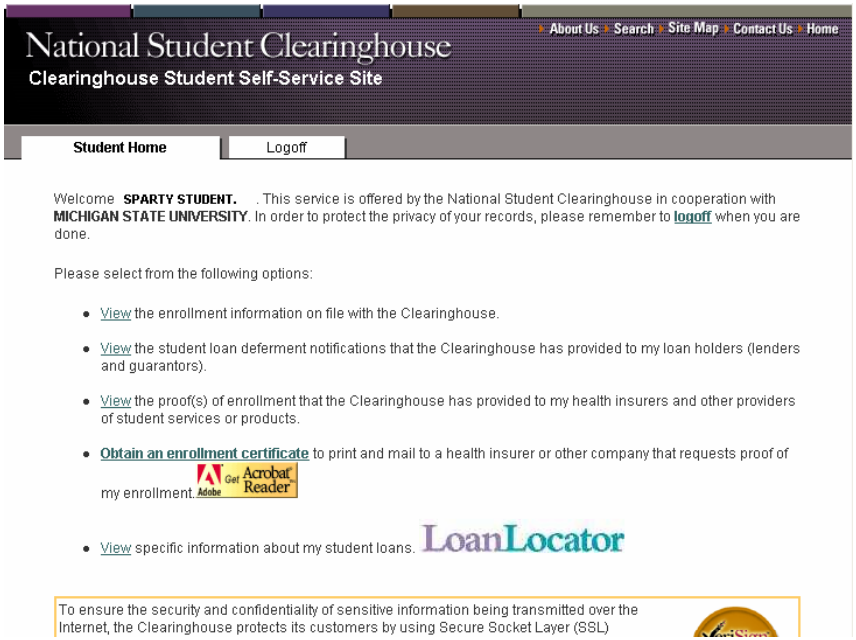
VB Macro to load orders to SIS

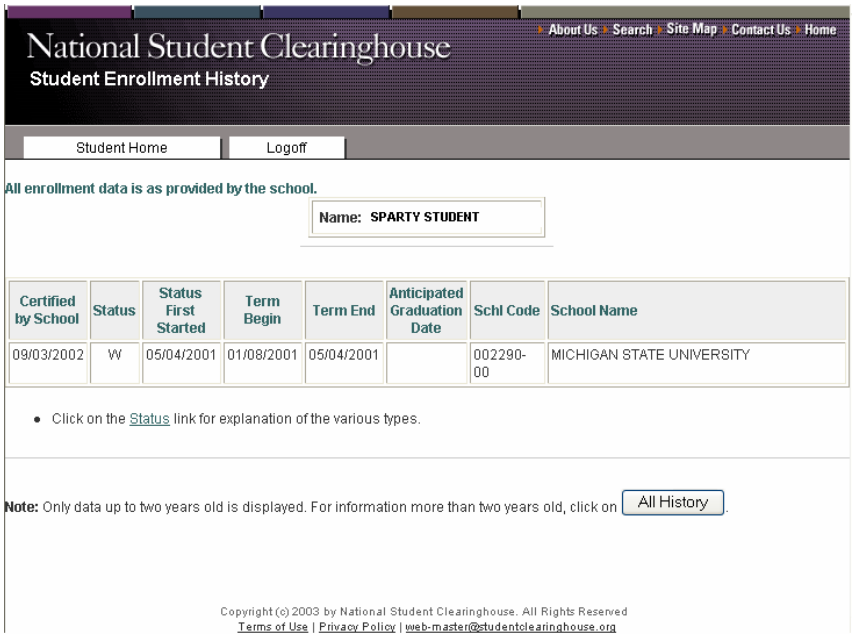


Enrollment Verification

- Students print enrollment verifications through the National Student Clearinghouse
- Secure login on RO site, passed to secure Clearinghouse site
- 808 verifications since 1/1/03
- 7,350 total clearinghouse transactions to-date in 2003

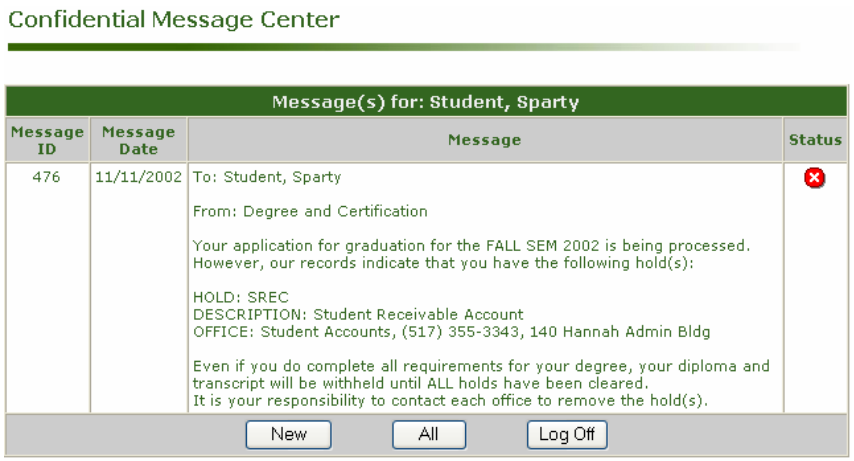
Enrollment Verification





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 confirmation, Degree Denial
- 1,949 messages since 1/1/02



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
- Paper and label costs
- Staff time – packaging reports
- Difficulty and effort in updating distribution lists
- 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 SISINFO
  - 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
- “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

- 832 registered users
- 55 Forms (systems)
- 30 Major Units
- 200+ departments
- 3,320 user-form access records
- 798 user-department access records
- 1,200 hits to security system in last 6 months

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
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
Event Scheduling
IAR Request by PID
Individual Repeat Exception
Instructor Enrollment Changes
Instructor Enrollment Changes Approval
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
Other forms:
Agreement for Completion of (I)Incomplete - pdf
Application for Independent Study - pdf
Forms and Publications Order Form
Grade Attendance Report-pdf
Questions/Comments regarding the RO Web Forms

Kristin Schuette, RO — Tuesday, 9/16/2003

Natural Science Web Forms User Access List

--Log out--

Click here to Add a New User

To Update/Delete a User's access, click on the User's ID.

Legend: blank = no access; Y = access; P=Primary Approver; * = dept secure form

Notes:
'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.

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.

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.

Form Aliases	
If you give someone access to...	He/She will also have access to...
Request for Schedule Change	AOP Seat Reserves
Request for Schedule Change Approval	AOP Seat Reserves Approval
Request for Schedule Change	Instructor Enrollment Changes
Request for Schedule Change Approval	Instructor Enrollment Changes Approval
Withdrawal	Reinstatement

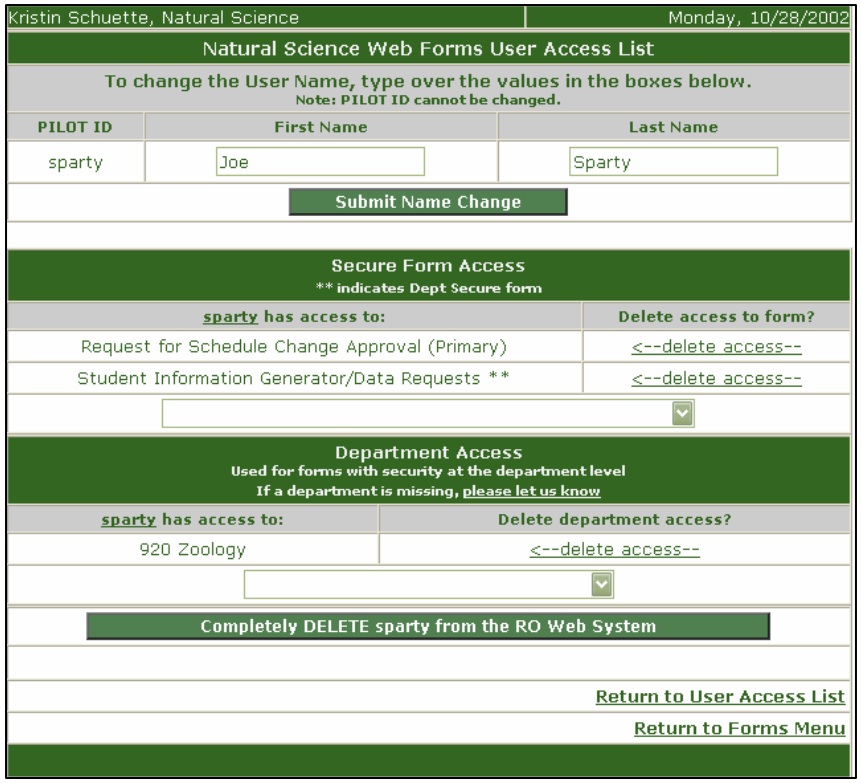
Security System Intro and Matrix

User ID	Name	Dept Access	CEU Course System	CEU Sys Ass Do App
	bib Salehi	798	-	
	stin Schuette	All	-	
	urie Secord	798	-	
	e Sekmistr	574	-	
	aron Shaft	668	-	
	bert Shelton	546	-	
	bbie Simmons	666	-	
	hard Snider	920	-	
sparksc	Cathy Sparks	798	-	
sparty	Joe Sparty	920	-	
stephen9	Robert Stephenson	668	-	
stoker	Phyllis Stoker	546	-	
strongp	Philip Strong	546	-	
stump	Dan Stump	666	-	

Continued...

User ID	Name	IAR Request by PID	Individual Repeat Exception	Instructor Systems*	Request for Schedule Change	Request for Schedule Change Approval	RO Web Forms Security Administration	Student Information Generator/Data Requests*
salehi	Habib Salehi	-	-	-	-	-	-	-
schuett1	Kristin Schuette	-	-	Y	Y	-	P	Y
secordl	Laurie Secord	-	-	Y	Y	-	-	-
sekmistr	Edie Sekmistr	-	-	-	Y	-	-	-
shaft	Sharon Shaft	-	-	-	Y	-	-	-
shelton	Robert Shelton	-	-	-	Y	-	-	-
simmon63	Debbie Simmons	Y	-	-	Y	-	-	-
snider	Richard Snider	-	-	-	-	-	-	-
sparksc	Cathy Sparks	Y	-	-	Y	-	-	-
sparty	Joe Sparty	-	-	-	-	P	-	Y
stephen9	Robert Stephenson	-	-	-	-	-	-	-
stoker	Phyllis Stoker	-	-	-	-	-	-	Y
strongp	Philip Strong	Y	-	Y	Y	-	-	Y
stump	Dan Stump	-	-	-	-	-	-	-

RO Web Security Administration



Specific User Options

Security Log

dbo_Log1 : Table

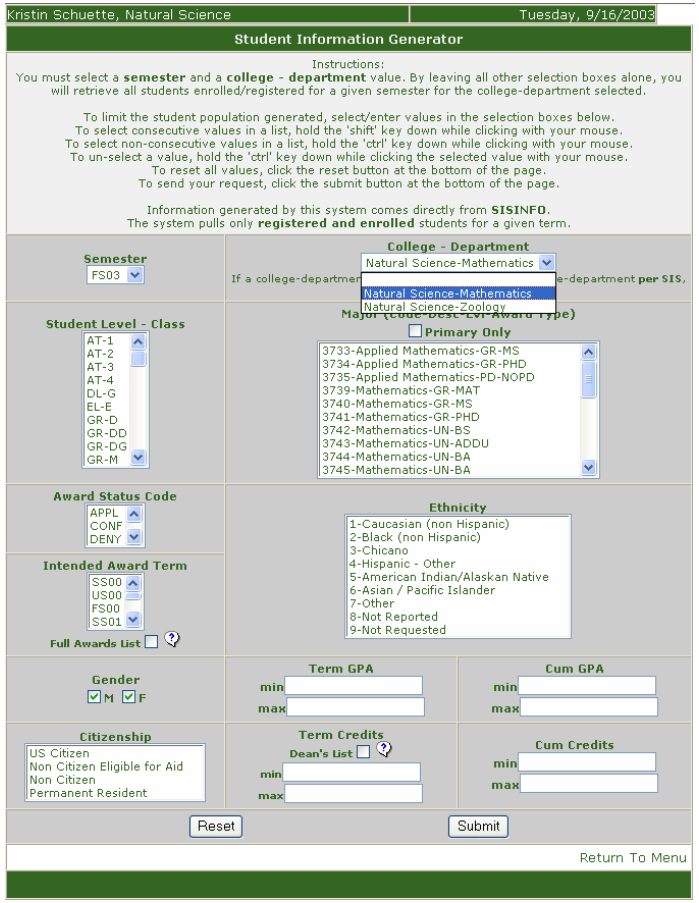
Number	Date	Remarks
282	10/28/2002 2:18:35 PM	schuett1-Added 920 dept limit to sparty in Natural Science
281	10/28/2002 2:17:19 PM	schuett1-Added Primary Status to form 55 to sparty in Natural Science
280	10/28/2002 2:17:19 PM	schuett1-Added form 55 to sparty in Natural Science
279	10/28/2002 2:16:52 PM	schuett1-Added form 88 to sparty in Natural Science
278	10/28/2002 2:14:17 PM	schuett1-Added new user sparty to RO forms.

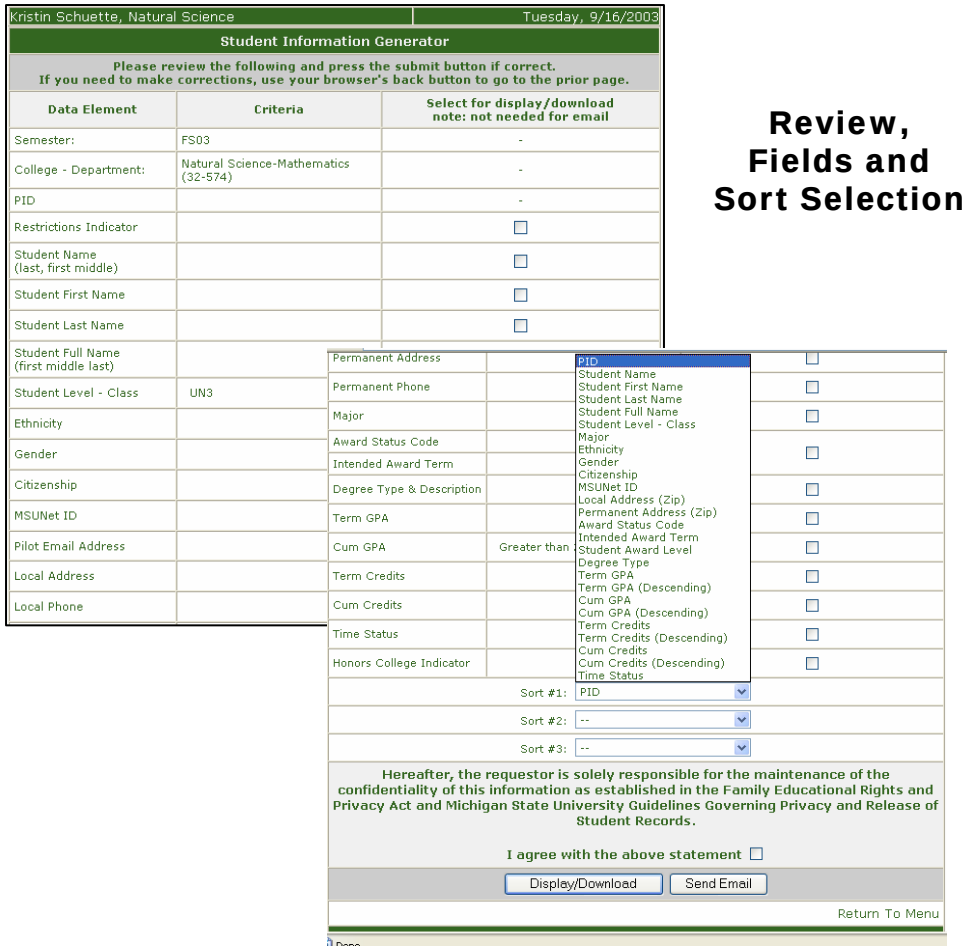
Student Information Generator

- Builds basic queries for academic staff – those with working knowledge of SIS, but lack query writing skills
- 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
- Easy to add to system – future enhancements include displaying ID Images for advisors
- 9,300 queries run in past year

Student Information Generator

Report Criteria





Review, Fields and Sort Selection

Student Information Generator

Display View

Student Information for FS03

Generated by: Kristin Schuette, Natural Science
Date: Tuesday, 9/16/2003

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
A3	n	UN	3	a 2	3.921	Y	3742	Mathematics
A3	n	UN	3	a	2.7434	Y	3742	Mathematics
A2	helle	UN	3	b	2.9629	Y	3742	Mathematics
A3		UN	3	b	3.4545	Y	3742	Mathematics
A3		UN	3	b	3.0847	Y	3742	Mathematics
A2		UN	3	b r	3.6036	Y	3742	Mathematics
A3		UN	3	b	2.7352	Y	3742	Mathematics
A3		UN	3	b d	3.6944	Y	3742	Mathematics
A3		UN	3	b 1	3.7583	Y	3742	Mathematics
A3		UN	3	c 9	2.574	Y	3742	Mathematics
A3		UN	3	fe	3.1416	Y	3742	Mathematics
A3		UN	3	fe	3.9032	Y	3742	Mathematics
A3		UN	3	fe	3.1612	Y	3742	Mathematics
A3		UN	3	fu a	3.7016	Y	3742	Mathematics
A3		UN	3	g	3.6357	Y	3742	Mathematics
A3		UN	3	g	3.9754	Y	3742	Mathematics
A3		UN	3	h)	3.7857	Y	3742	Mathematics
A3		UN	3	h	2.8923	Y	3742	Mathematics
A3		UN	3	h	2.5705	Y	3742	Mathematics
A3		UN	3	h	4	Y	3742	Mathematics
A3		UN	3	jo 5	3.32	Y	3742	Mathematics
A2		UN	3	la	2.7179	Y	3742	Mathematics
A3		UN	3	li	2.75	Y	3742	Mathematics

Email Form

Kristin Schuette, Natural Science | Tuesday, 9/16/2003

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:

From: schuett1@msu.edu

Subject:

Message:

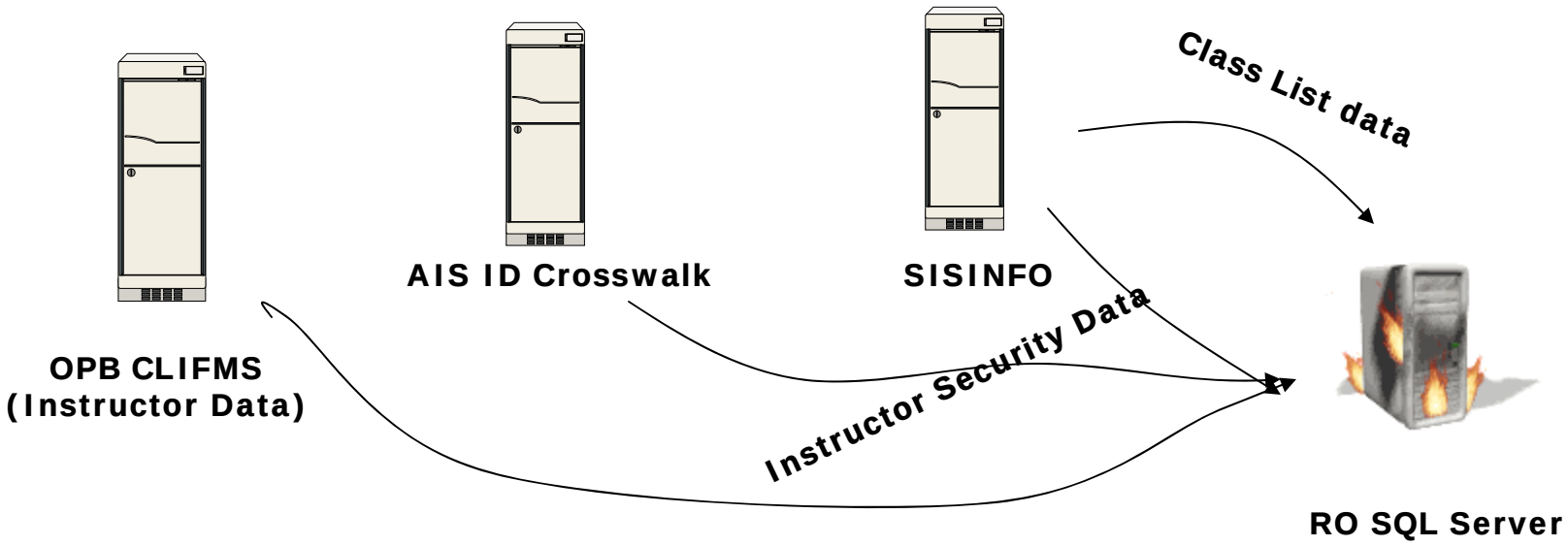
* This email will not be sent to students who do not have a Pilot Email Address *
* You will receive a copy of this email *

Send Email

Return To Menu

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

- 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
- 92,000 hits since 1/1/03

RO Instructor Systems

Class List

Michigan State University
Office of the Registrar
CLASS LIST

Subject	Course	Section	Semester	Course Title	Instructor
ZOL	320	001	FS03	Developmental Biology	KOPACHIK, VANMETER, VINOVERSKI

No.	Name	PID	MSUNet ID	Hnr	Lvl	Cl	Prmry 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	studenly	H	UN	4	ZOOLOGY	4	
6	Student, Robert	A11111117	studentr		UN	4	ZOOLOGY	4	
7	Student, Ryan	A11111118	studenry		UN	4	ZOOLOGY	4	
8	Student, Sally	A11111119	studensa		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: 9/17/2003 8:14:14 AM

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	FS03	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

Email students in a class

Spartan Instructor | 9/17/2003

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;

Send copy to instructor(s)? ☐
Instructor(s): KOPACHIK,WILL JOHN; VANMETER,PAGE ELLEN; VINOVERSKI,VALERIE ANNE

CC:
All CC email addresses must be followed by a semicolon.
example: sparta1@msu.edu; sparta2@msu.edu; sparta3@msu.edu; sparta4@msu.edu;

Subject:

Attach1: Browse...

Attach2: Browse...

Message:

* 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 *

Send Email

Return To Email Class List

Return to Instructor Menu

Since 1/1/03:

36,000 Class Lists Viewed
6,100 Class List Downloads
6,900 Emails sent to Classes
18,000 Class Lists with ID Images

RO Instructor Systems

Select Class(es) to Grade

Grade Reporting Form - Class Selection

Spartan Instructor | 9/16/2003

Instructor Access

Check All | 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	☐

Grade

Administrator Access

Subject: MTH | Course: -Select- | Check All | 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	◉ 4.0 ○ 3.5 ○ 3.0 ○ 2.5 ○ 2.0 ○ 1.5 ○ 1.0 ○ 0.0 ○ I	○ Yes ○ No ○ NR	
2	Student, Emily	A11111112	UN	○ 4.0 ◉ 3.5 ○ 3.0 ○ 2.5 ○ 2.0 ○ 1.5 ○ 1.0 ○ 0.0 ○ I	○ Yes ○ No ○ NR	
3	Student, Joe	A11111113	UN	○ 4.0 ○ 3.5 ○ 3.0 ○ 2.5 ○ 2.0 ○ 1.5 ○ 1.0 ◉ 0.0 ○ I	◉ Yes ○ No ○ NR	
4	Student, Lori	A11111115	UN	◉ 0.0 ○ W	◉ Yes ○ No ○ NR	
5	Student, Lynn	A11111116	UN	○ 4.0 ○ 3.5 ○ 3.0 ◉ 2.5 ○ 2.0 ○ 1.5 ○ 1.0 ○ 0.0 ○ I	○ Yes ○ No ○ NR	
6	Student, Robert	A11111117	GR	○ 4.0 ○ 3.5 ◉ 3.0 ○ 2.5 ○ 2.0 ○ 1.5 ○ 1.0 ○ 0.0 ○ I ○ DF	○ Yes ○ No ○ NR	
7	Student, Ryan	A11111118	UN	◉ V	○ Yes ○ No ○ NR	
8	Student, Sally	A11111119	UN	○ 4.0 ○ 3.5 ◉ 3.0 ○ 2.5 ○ 2.0 ○ 1.5 ○ 1.0 ○ 0.0 ○ I	○ Yes ○ No ○ NR	
9	Student, Sam	A11111110	UN	○ 4.0 ○ 3.5 ○ 3.0 ○ 2.5 ○ 2.0 ○ 1.5 ○ 1.0 ◉ 0.0 ○ I	○ Yes ○ No ◉ NR	
10	Student, Tom	A11111114	UN	◉ W WITHDREW 11/07/03	○ Yes ○ No ○ NR	

Save for later | 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 | 9/23/2003

Select Upload File Type

- Please select an upload file type.
- The upload file must *exactly* 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
○ 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)
○ 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)
◉ 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

Check All | 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	☑

Upload File

C:\My Documents\ZOL320.csv | Browse... | Upload

Upload "Bubble Sheet"

Michigan State University
Office of the Registrar
Grade Reporting Form

Subject	Course	Section	Semester	Course Title
ZOL	320	001	FS03	Developmental Biology

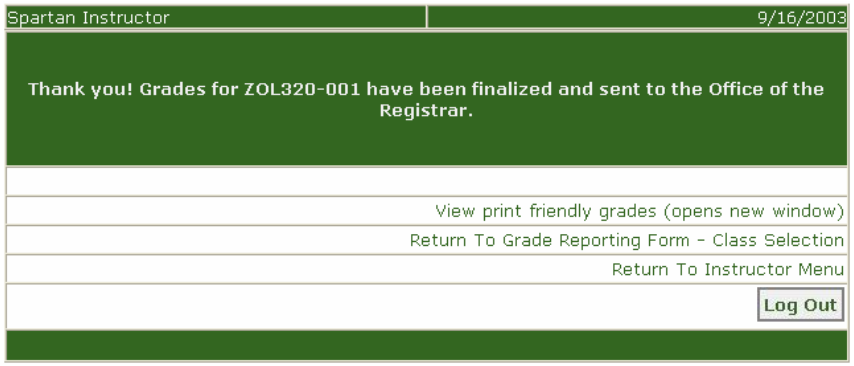
No	Name	PID	Lvl	Grade	If 0.0, did student complete course? (NR = No Record)	If no, last attendance date? (MM/DD/YY)
1	Student, Sam	A11111110	UN	○ ◉ ○ ○ ○ ○ ○ ○ ○ 4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 I	○ ○ ◉ Yes No NR	
2	Student, Alex	A11111111	UN	○ ○ ◉ ○ ○ ○ ○ ○ ○ 4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 I	○ ○ ○ Yes No NR	
3	Student, Emily	A11111112	UN	○ ○ ○ ○ ◉ ○ ○ ○ ○ 4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 I	○ ○ ○ Yes No NR	
4	Student, Joe	A11111113	UN	○ ○ ○ ◉ ○ ○ ○ ○ ○ 4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 I	◉ ○ ○ Yes No NR	
5	**Student, Tom**	**A11111114**	UN	Not found in your file please enter grade. ○ W	○ ○ ○ Yes No NR	
6	Student, Lori	A11111115	UN	◉ ○ 0.0 W	◉ ○ ○ Yes No NR	
7	Student, Lynn	A11111116	UN	○ ○ ○ ◉ ○ ○ ○ ○ ○ 4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 I	○ ○ ○ Yes No NR	
8	Student, Robert	A11111117	GR	◉ ○ ○ ○ ○ ○ ○ ○ ○ ○ 4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 I DF	○ ○ ○ Yes No NR	
9	Student, Ryan	A11111118	UN	◉ V	○ ○ ○ Yes No NR	
10	Student, Sally	A11111119	UN	○ ○ ◉ ○ ○ ○ ○ ○ ○ 4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 I	○ ○ ○ Yes No NR	

Save for later | Submit final grades to Office of the Registrar

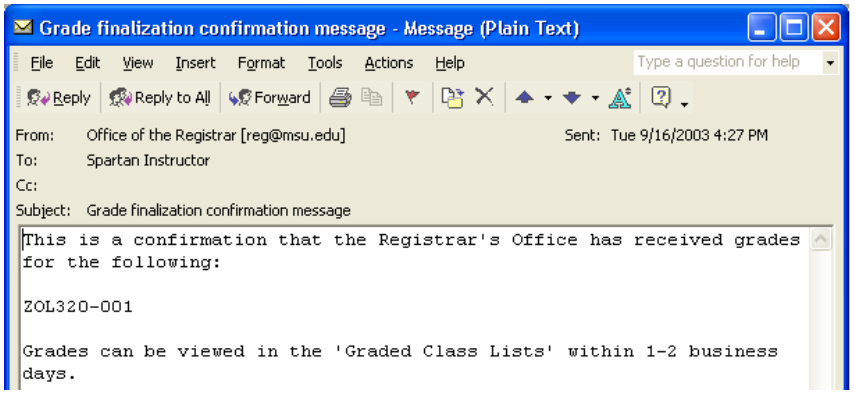
Note: When submitting final grades, the system will automatically check for errors and allow you the opportunity to correct any problems before final submission.

RO Instructor Systems

"Grades Received" Message



Email Confirmation



- Online Grades Pilot in Fall 2002 with Engineering and Natural Science
  - Many others submitted online
- "Cold Turkey" in Spring 2003
  - Both administrators and instructors found the system easy and fast
  - 6,770 Classes (replacing 15,000 bubble sheets)
  - 583 Uploaded
  - 2,628 "Saved for Later"

RO Instructor Systems

- Grade Submission Summary for Administrators
  - 1,220 Hits in SS03

No more lost bubble sheets!

Grade Submission Summary

Spartan Instructor		9/16/2003
Semester: US03		**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: FS03		**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			9/16/2003
Semester: FS03			
Course	**Instructor**	**Finalized**	**NOT finalized**
ZOL 320-001	Finalized by Spartan Instructor(schuett1) on 9/16/2003 4:26:56 PM	x	

Return to Course List

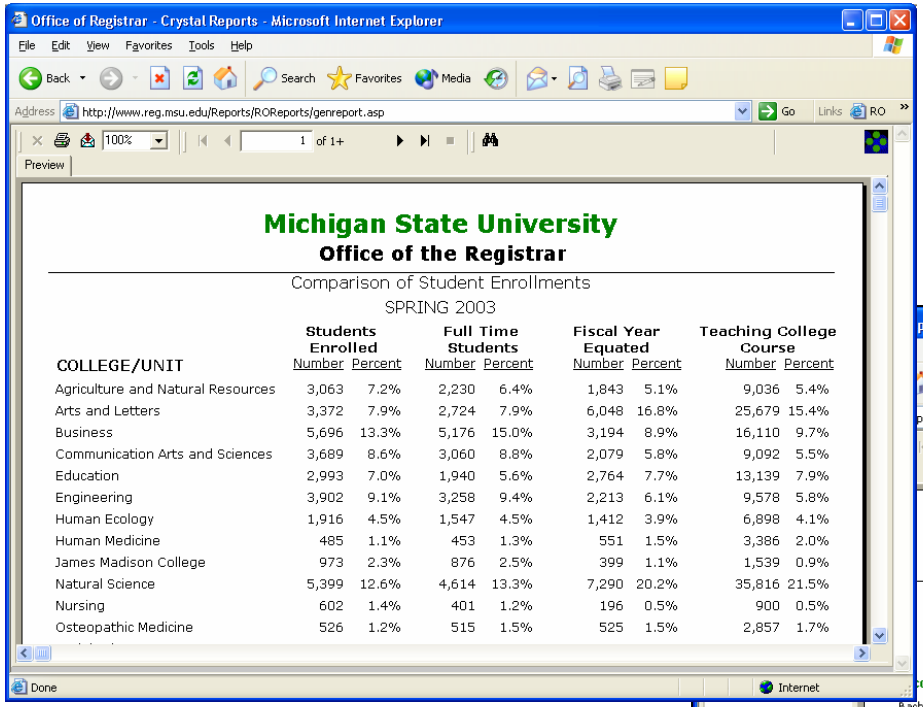
Return to Subject List

Return To Instructor Menu

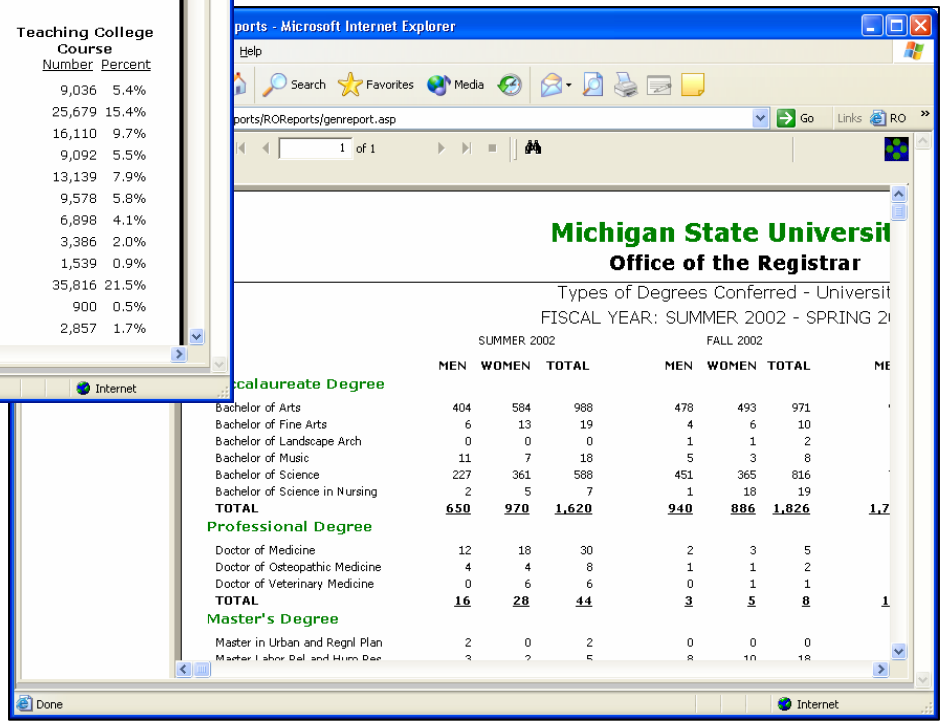
Public Services
Enrollment and Term End Reports

- Official University Reporting
  - Data stored in RO SQL Server, information derived from SISFRZN
  - Reports viewed through Crystal Viewer
  - 23,000 Hits in past year

Enrollment and Term End Reports



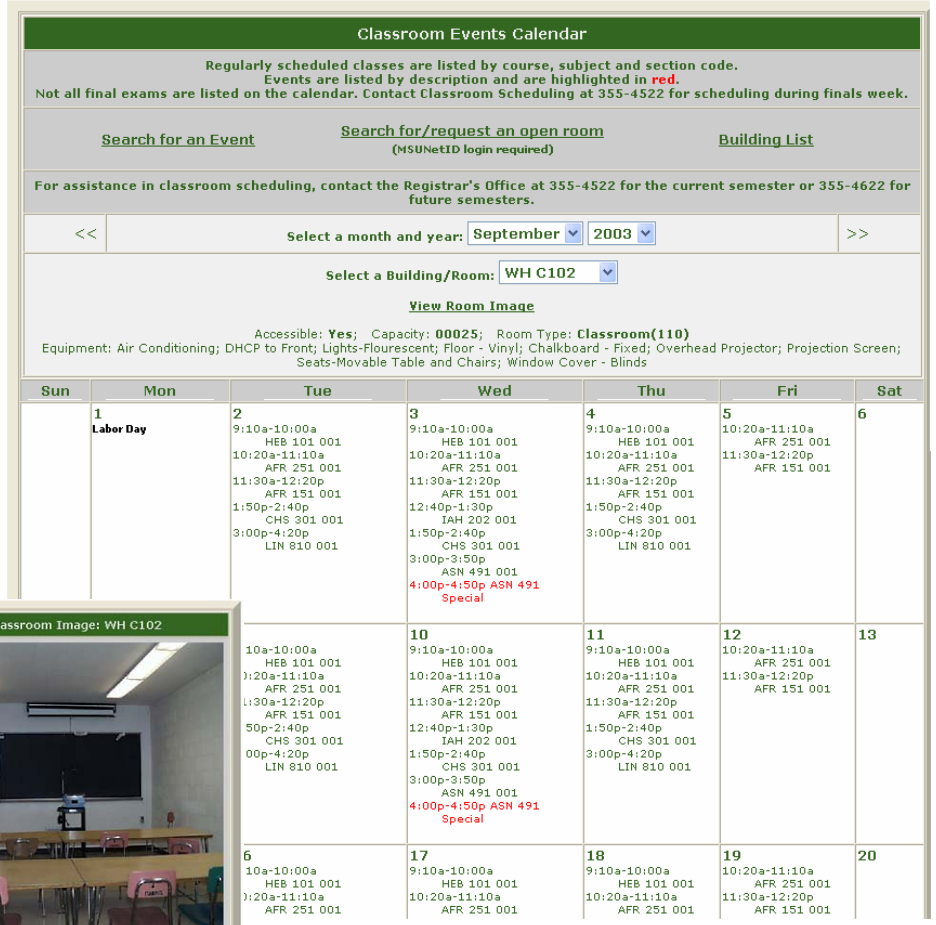
COLLEGE/UNIT	Students Enrolled Number	Students Enrolled Percent	Full Time Students Number	Full Time Students Percent	Fiscal Year Equated Number	Fiscal Year Equated Percent	Teaching College Course Number	Teaching College Course Percent
Agriculture and Natural Resources	3,063	7.2%	2,230	6.4%	1,843	5.1%	9,036	5.4%
Arts and Letters	3,372	7.9%	2,724	7.9%	6,048	16.8%	25,679	15.4%
Business	5,696	13.3%	5,176	15.0%	3,194	8.9%	16,110	9.7%
Communication Arts and Sciences	3,689	8.6%	3,060	8.8%	2,079	5.8%	9,092	5.5%
Education	2,993	7.0%	1,940	5.6%	2,764	7.7%	13,139	7.9%
Engineering	3,902	9.1%	3,258	9.4%	2,213	6.1%	9,578	5.8%
Human Ecology	1,916	4.5%	1,547	4.5%	1,412	3.9%	6,898	4.1%
Human Medicine	485	1.1%	453	1.3%	551	1.5%	3,386	2.0%
James Madison College	973	2.3%	876	2.5%	399	1.1%	1,539	0.9%
Natural Science	5,399	12.6%	4,614	13.3%	7,290	20.2%	35,816	21.5%
Nursing	602	1.4%	401	1.2%	196	0.5%	900	0.5%
Osteopathic Medicine	526	1.2%	515	1.5%	525	1.5%	2,857	1.7%



	SUMMER 2002 MEN	SUMMER 2002 WOMEN	SUMMER 2002 TOTAL	FALL 2002 MEN	FALL 2002 WOMEN	FALL 2002 TOTAL	ME
ccalaureate Degree							
Bachelor of Arts	404	584	988	478	493	971	
Bachelor of Fine Arts	6	13	19	4	6	10	
Bachelor of Landscape Arch	0	0	0	1	1	2	
Bachelor of Music	11	7	18	5	3	8	
Bachelor of Science	227	361	588	451	365	816	
Bachelor of Science in Nursing	2	5	7	1	18	19	
TOTAL	**650**	**970**	**1,620**	**940**	**886**	**1,826**	**1,7**
Professional Degree							
Doctor of Medicine	12	18	30	2	3	5	
Doctor of Osteopathic Medicine	4	4	8	1	1	2	
Doctor of Veterinary Medicine	0	6	6	0	1	1	
TOTAL	**16**	**28**	**44**	**3**	**5**	**8**	**1**
Master's Degree							
Master in Urban and Regnl Plan	2	0	2	0	0	0	

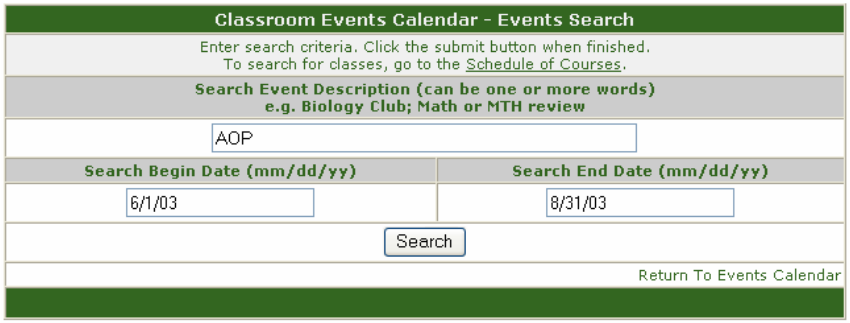
Classroom Events Calendar and Request system

- Calendar View, Event Search, Building List available to public
- Room Images from OPB
- Request for room limited to users with valid MSUNetID and password
- 54,714 hits since 10/25/02



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

AOP

Search Begin Date (mm/dd/yy)	Search End Date (mm/dd/yy)
6/1/03	8/31/03

Search

Return To Events Calendar

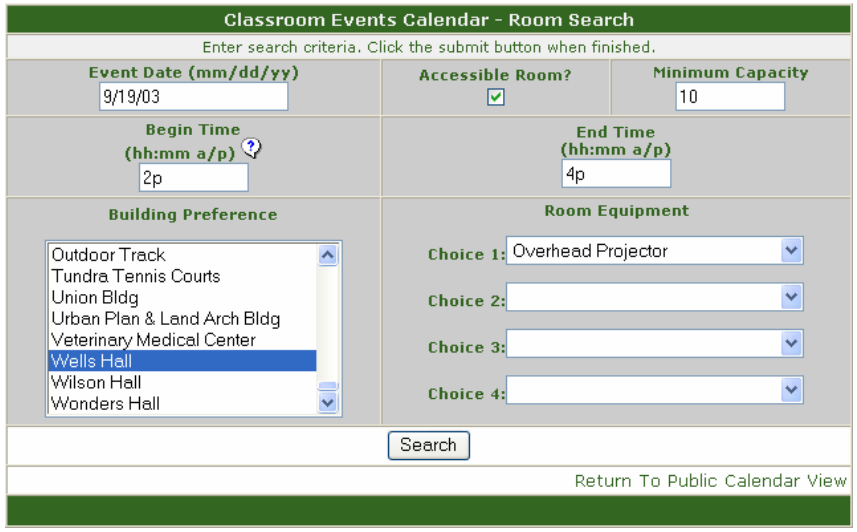
Event Search Results

Classroom Events Calendar - Events Search Results

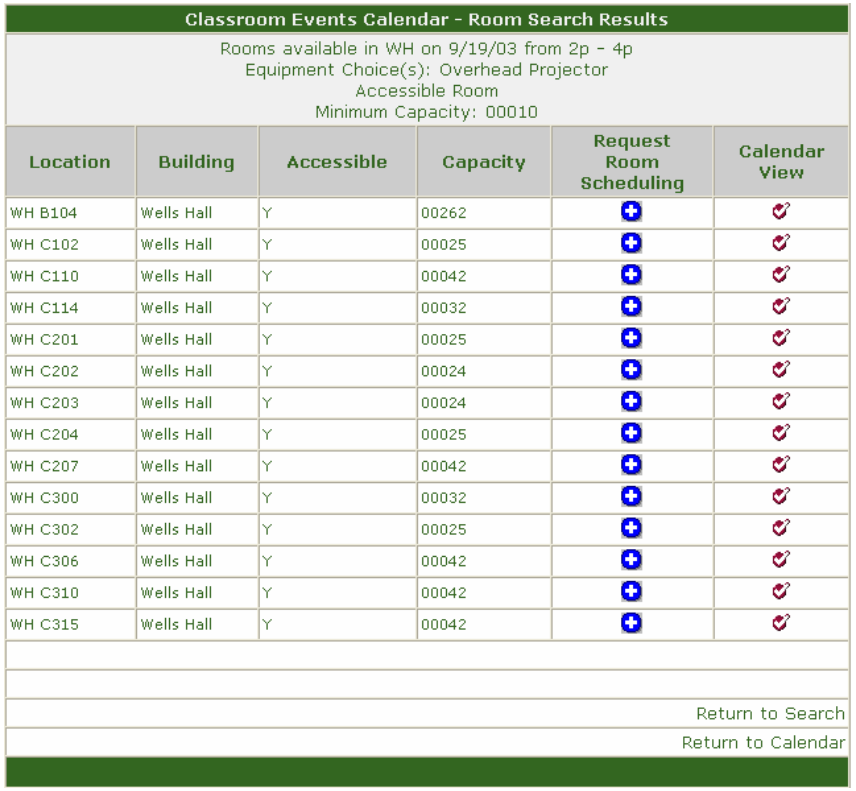
Event Date	Time	Location	Event Description	Calendar View
6/4/2003	10:00a-12p	BCC N100	Ambassador Training for AOP	
6/5/2003	8:30a-11:00a	BCC N100	Ambassador Training for AOP	
6/16/2003	8:00a-1:30p	bkr 555	CJ AOP	
6/16/2003	12:30p-5:00p	BH 217	Soc Sci AOP	
6/23/2003	8:00a-1:30p	bkr 555	CJ AOP	
6/23/2003	12:20p-5:00p	EPP 117	AOP	
6/23/2003	12:30p-5:00p	BH 217	Soc Sci AOP	
7/7/2003	8:00a-1:30p	bkr 555	CJ AOP	
7/7/2003	12n-3:00p	EPP 118	AOP	
7/7/2003	12:30p-5:00p	BH 217	Soc Sci AOP	
7/18/2003	8:00a-1:30p	bkr 555	CJ AOP	
7/18/2003	12n-3:00p	EPP 118	AOP	
7/18/2003	12:30p-5:00p	BH 217	Soc Sci AOP	
7/25/2003	7:00a-10:00p	WH C101	AOP	
7/26/2003	7:00a-10:00p	WH C101	AOP	
7/27/2003	7:00a-10:00p	WH C101	AOP	
7/28/2003	7:00a-10:00p	WH C101	AOP	
7/29/2003	7:00a-10:00p	WH C101	AOP	
7/30/2003	7:00a-10:00p	WH C101	AOP	

Classroom Events Calendar and Request system

Open Room Search

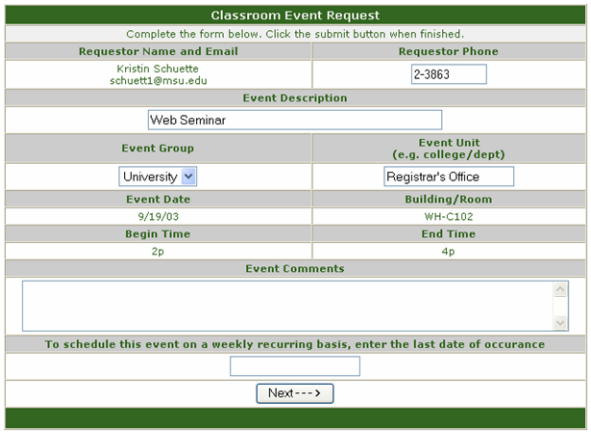


Open Room Search Results

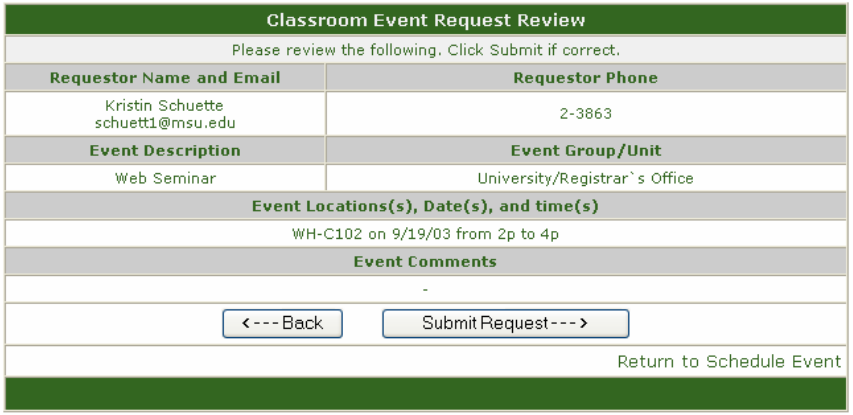


Classroom Events Calendar and Request system

Request Room Details

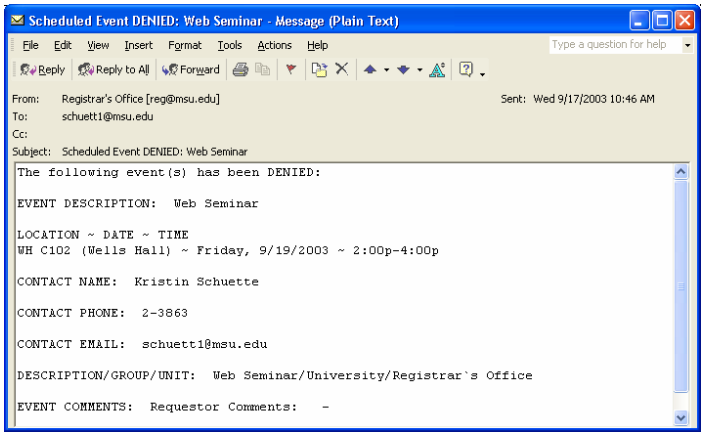


Review Request



Confirmation Message

Verification / Update / Denial Email



Future Projects

- Administrative Actions Forms (20K/year)
- Readmission Application Approval Process
- ANGEL course management system and online grades
- Web Enrollment
- Reengineer current processes using middleware to communicate directly with SIS

Development Strategies

- Choose your projects wisely
  - Do rigorous cost/benefit analysis
  - Avoid luxurious non-essentials
    - "Whale Repellent"
    - "Solution looking for a problem"
  - Do not automate old, unnecessary processes
  - Consider stopping doing things you've always done
  - Start with internal projects
- Define the project scope and expected work schedule and then STICK TO IT! No mission-creep.
- 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
- Keep it simple – usability and accessibility
- Get what you want by giving others what they want
- PUSH!!

Deployment Strategy

- RO
  - Train well to handle calls
  - Provide “internal” tools to assist in problem solving
- Students
  - Necessary? Techno savvy
    - Do not expect students to become “expert” SIS operators
  - Emails for necessary processes
- Faculty and Staff
  - Low “threat” level
  - Communication
  - Training
  - Promote benefits
- Public
  - Home page
  - Verbally

Price of Success

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