

Undergraduate Advising Database

Introduction

The undergraduate advising database is used to track advising progress of students in the College of Business and Technology.

The database is made up of a backend, containing the actual data, and two or more front-end systems that contain the menus, queries and other tools for accessing and reporting from the data.

Database Instructions

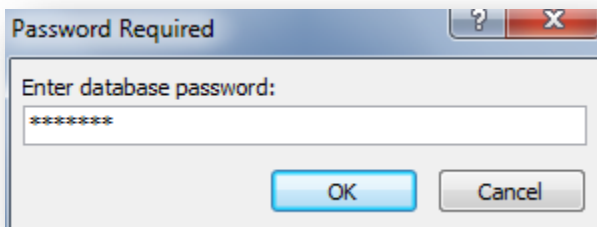
Database filenames

The database is currently kept on a network drive in the College of Business and Technology and is accessed automatically when the menu system is used. Current filename for the menu system is **Advising Student Database Menu**, or some variation. The menu systems used to access the database are distributed to the users based on their needs and level of permission.

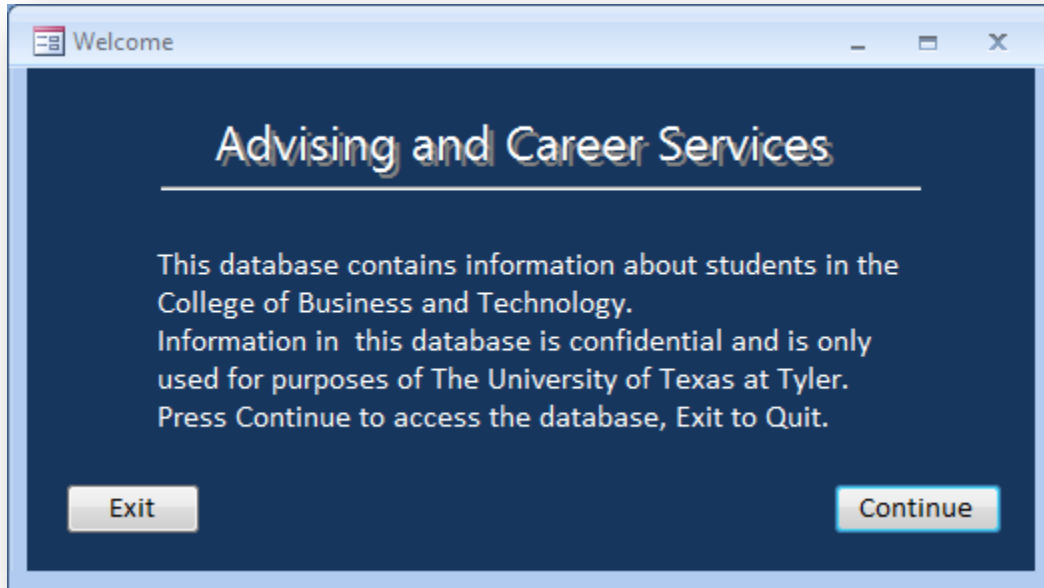
Opening the database

Open the database using the menu system or shortcut on your desktop. This requires access to the network drive where the data is stored.

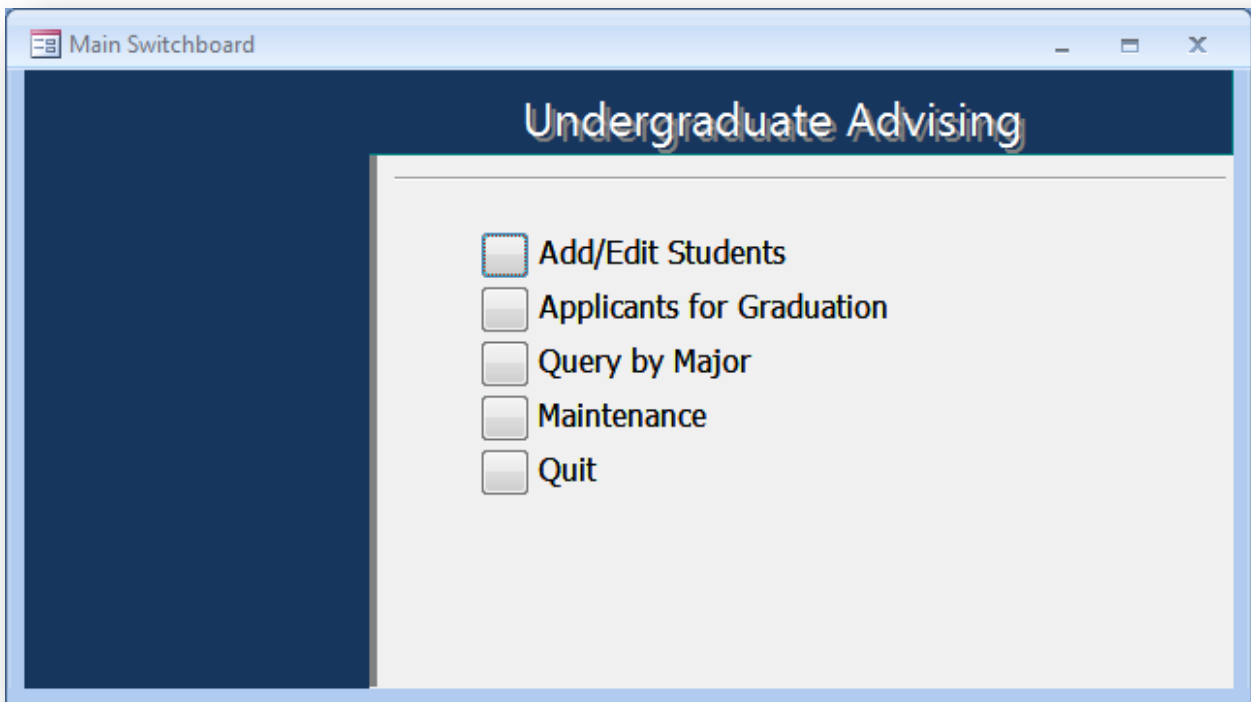
When opened, you will need to enter the password ***** when requested.



The following notice will display.



Press Continue to go to the Main Switchboard. The Main Switchboard will vary depending on the user's access level. One level of access only permits read-only access to the database, and limited options. The illustrations are from the advising office menu system.



Editing Student Records

In order to add new students to the database, select Add/Edit Students. The screen will be displayed to allow you to enter the required information for the selected student.

The screenshot shows a web application window titled "Students". At the top, there are three main sections: "Add Student" (a button), "Search" (with three input fields for "Last, First", "First Last", and "Campus ID", plus an "Old ID" field), and "Filter" (with a "Major" dropdown set to "All" and a "Save" button). Below these is a table with columns "POPS ID", "Student ID", "Status", and "Class". The first row contains the values "5000116056", an empty field, "A", and "Senior". A "Preview Student Page" button is to the right of the table. Below the table is a form for the student's details, including "Last Name" (Bell), "First Name" (Dana), "Middle Name" (Lynn), "Email Address" (dbell10@patriots.uttyler.edu), "Address" (607 Pam Drive), "Home Phone" ((903) 581-8830), "City" (Tyler), "State" (Texas), "Postal Code" (75703), "Work Phone", and "Cell Phone" ((903) 520-0862). There are also dropdowns for "Degree" (BBA), "Major" (ACCT), "2nd Major" (NonBus), "MinorID", and "Graduation Semester" (Spring 2012). A "Visit Logs" section includes checkboxes for "Admitted" and "Degree Plan", a "Degree Plan Year" dropdown (2008-2010), and a log entry for "11/1/2010" with an "Add Log Entry" button and an "Advisor" field. The "Spring Schedule" field is empty. At the bottom, there are navigation controls showing "1 of 1" visit logs, "No Filter", and a "Search" button.

Search and Filter

From the Main Switchboard select Add/Edit Students. From the dropdown under the Search section at the top of the screen, select the student to be edited. Users can select students from the Search area using First or Last name, as well as either student ID.

The Filter area allows the user to filter based on Major. Buttons are also available for navigating the records listed.

Add Student **Search** **Filter**

Last, First Major All

First Last

Campus ID Old ID

Navigation: Home, Previous, Next, End, Save

You can either use the dropdown arrow or begin typing a name in the field and pressing enter when the correct name or number is displayed. Many students will only have one ID in the database.

Students

Add Student **Search** **Filter**

Last, First **Bell, Dana (5000116056)** Major All

First Last **Bell, Dana (5000116056)**

Campus ID **Bell, Dana (5000116056)**

POPS ID 5000116056

Last Name Bell

Address 607 Pam Drive

City Tyler

Degree BBA **Major** ACCT **2nd Major** NonBus **MinorID** **Graduation Semester** Spring 2012

Home Phone (903) 581-8830 **Cell Phone** (903) 520-0862

Archive Data

Date Last Seen 11/1/2010

Reason for Visit: Spring Schedule

Notes:

Visit Logs

Admitted Degree Plan

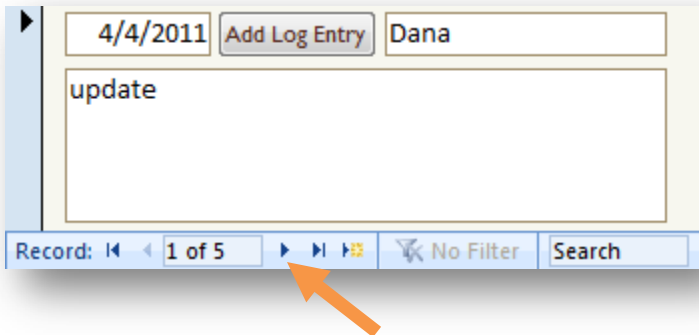
Degree Plan Year 2008-2010

Record: 1 of 2 No Filter Search

Visit Records

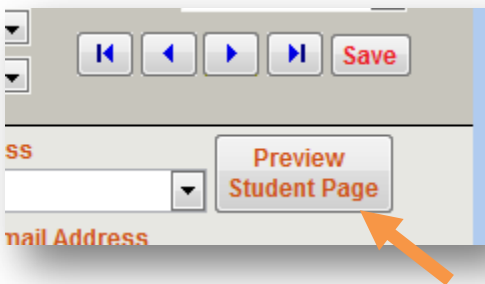
The database maintains records of visits to the Advising office at the bottom of the form, and displays the most recent visit. Navigate the visit records with the associated arrows. Log entries are displayed in reverse chronological order, with the last entry on top.

When updating information in a record, add appropriate notes to the Visit Logs section at the bottom of the form. Click on Add Log Entry to add a new visit record. The name will already be filled in from the system from which you access the database. The date will default to the current date, but can be changed to record prior visits.



Student Visit Sheets

The Preview Student Page can be used to display a report listing all recorded visits to the Advising office for the current student displayed. Click on the Preview Student Page button.



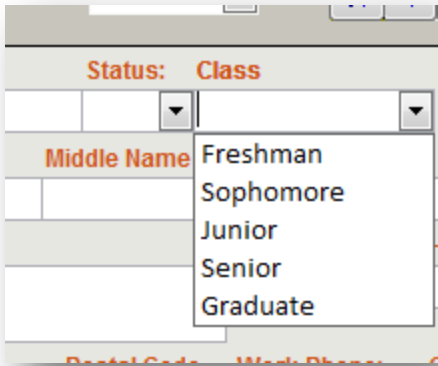
When the print is displayed, click on Print to print a copy and select the options needed based on your system.

Adding Student Records

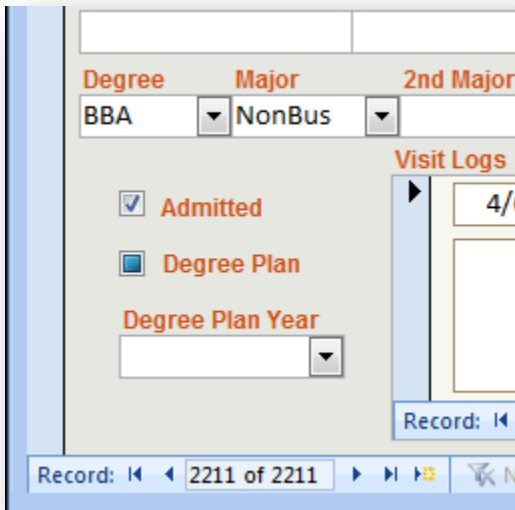
Click on the Add Student button to bring up a new blank form. Add Student will not be available to users with read-only access.

The screenshot displays the 'Students' application window. At the top left, there is a button labeled 'Add Student'. To its right are 'Search' and 'Filter' sections. The 'Search' section contains three input fields: 'Last, First', 'First Last', and 'Campus ID'. The 'Filter' section includes a 'Major' dropdown menu set to 'All' and a 'Save' button. Below these are navigation arrows. The main form area is divided into several sections: 'POPS ID', 'Student ID', 'Status', and 'Class' with dropdown menus; a 'Preview Student Page' button; 'Last Name', 'First Name', 'Middle Name', and 'Email Address' input fields; 'Address' and 'Home Phone' input fields; 'City', 'State', 'Postal Code', 'Work Phone', and 'Cell Phone' input fields; 'Degree', 'Major', '2nd Major', 'MinorID', and 'Graduation Semester' dropdown menus. A 'Visit Logs' section features a date field with '4/25/2011', an 'Add Log Entry' button, and a name field with 'Dana'. At the bottom, a status bar shows 'Students', navigation arrows, '2231 of 2231', 'No Filter', and a 'Search' button.

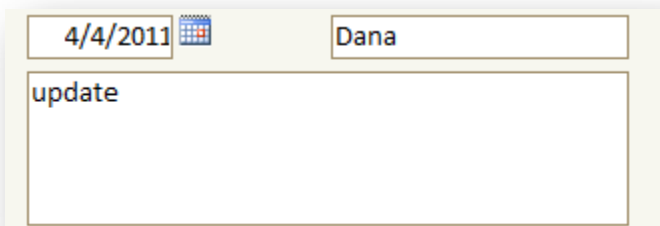
As you enter data in the fields, you can press tab to go to the next field. Some fields are dropdowns, where you can select the downward pointing arrow and select the correct entry.



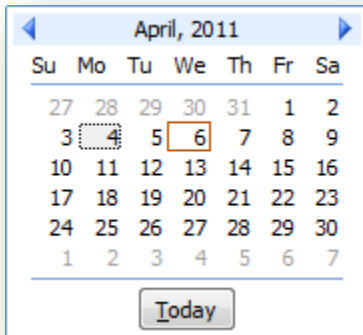
Checkboxes have three settings. If filled with blue, no entry has been made. If checked, the entry has been selected, meaning “Yes”. If unchecked, the entry has been unselected, meaning “No”, the item has not been completed or selected.



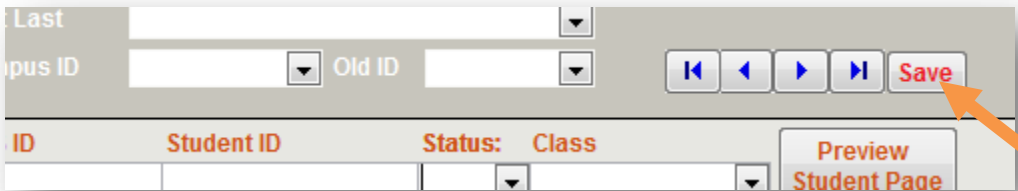
When a field asks for a date, a calendar icon displays next to the field when you are in the field.



Either enter the date in the proper format or click on the icon to bring up a calendar that enables you to select the date.

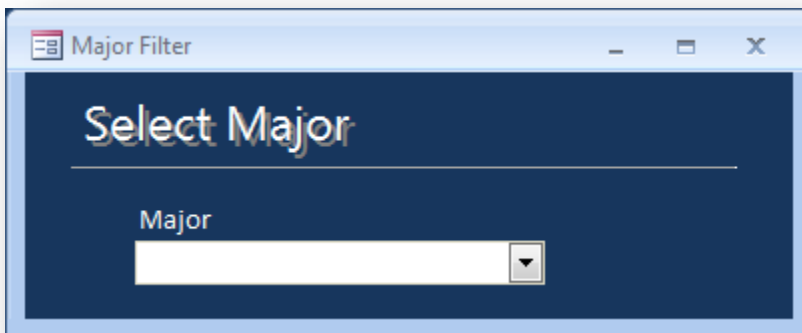


When complete, click on Save at the top of the form to ensure that all of the data on the form is saved to the database.



Query by Major

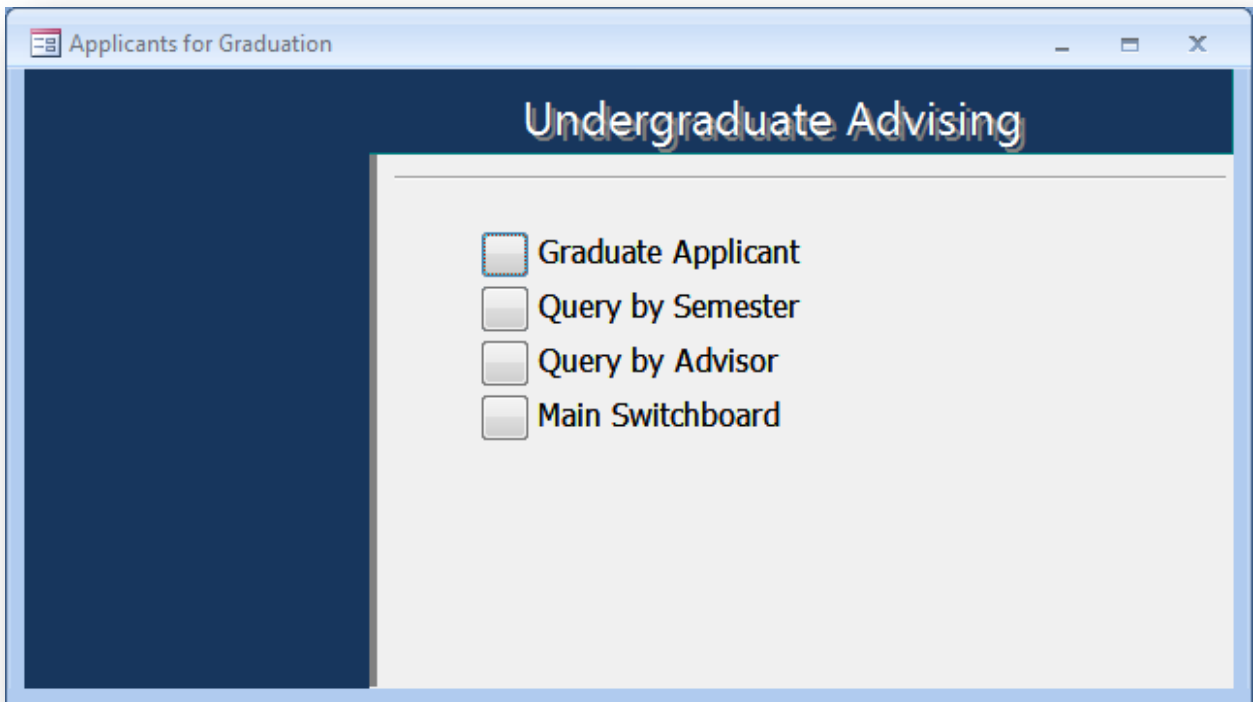
From the Main Switchboard, users can get a list of students in a certain major. This option will display a filter box where the selected major can be selected.



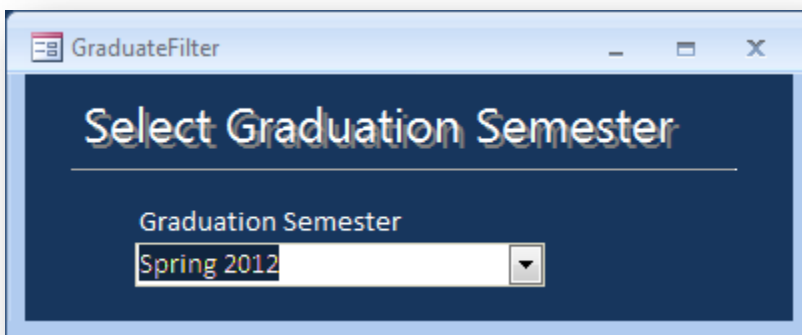
When the major has been selected, a datasheet will be displayed showing all students with the selected major. This list will list both first and second major, however, existing data may not have second major in the student record.

Applicants for Graduation

A separate form is available for updating student information for students applying for graduation. From the Main Switchboard select the Applicants for Graduation option. This will bring up the Applicants for Graduation screen. Select Graduate Applicant.



Select the Graduation Semester from the dropdown menu on the pop-up screen.



This will display the Graduation applicant form. Most of the information is the same on the form, except that tracking information is listed on the right side.

Students

Add Student **Search** **Filter**

Last, First:

First Last:

Campus ID: Old ID:

Grad Date: Spring 2012

POPS ID 9000116056 **Student ID**

Graduation Semester Spring 2012 **Degree** BBA **Major** NonBus

Last Name North **First Name** Henry **Middle Name** George **Email Address** hgnorth@hgnorth.com

Address **Advisor** **GPA**

City **State** **Postal Code** **Home Phone**

Notes

Visit Logs

4/6/2011	Dana
----------	------

Address Correct Attending Ceremony Approved

Tracking

Rcd Bus 131

Out To Advisor

In From Advisor

Out To Professor

In From Professor

Out To Dept Chair

In From Dept Chair

Out Dean

In Dean

Rtned To Registrar

Letter Sent:

Record: 1 of 1 No Filter Search

Record: 2 of 2 Filtered Search

The graduation applicant screen has several options not available in the initial screen.

When students apply for graduation they are assigned a senior advisor. The dropdown for the advisor is useful in assigning students to advisors equally. The number beside the advisor indicates the number of students assigned to that advisor.

Advisor	GPA	In Fro
Gordon	ACCT 0	In Fro
Kapka	ACCT 0	Out T
Willis	ACCT 0	In Fro

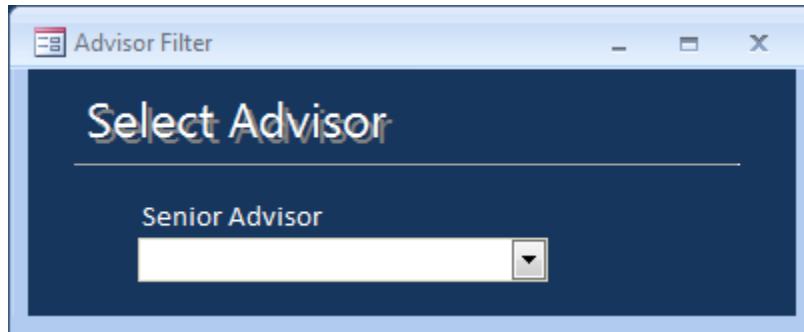
Cell Phone (903) 520-0852

Graduation Queries

Queries are also available from the Applicants for Graduation menu. Queries are displayed in datasheet view.

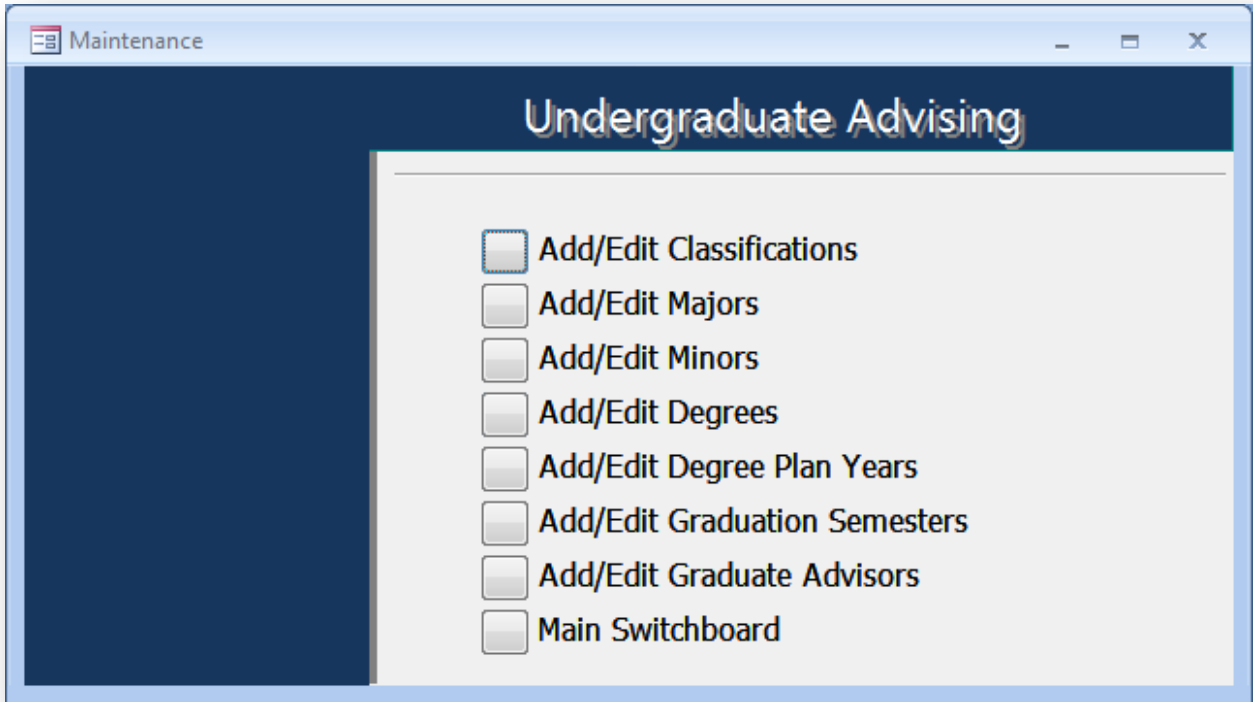
The Query by Semester query lists the users based on the semester selected. The same semester selection option used in the graduate form selection is available for this option.

Additionally, the Query by Advisor query is available to list advisors and the students that have been assigned to them.

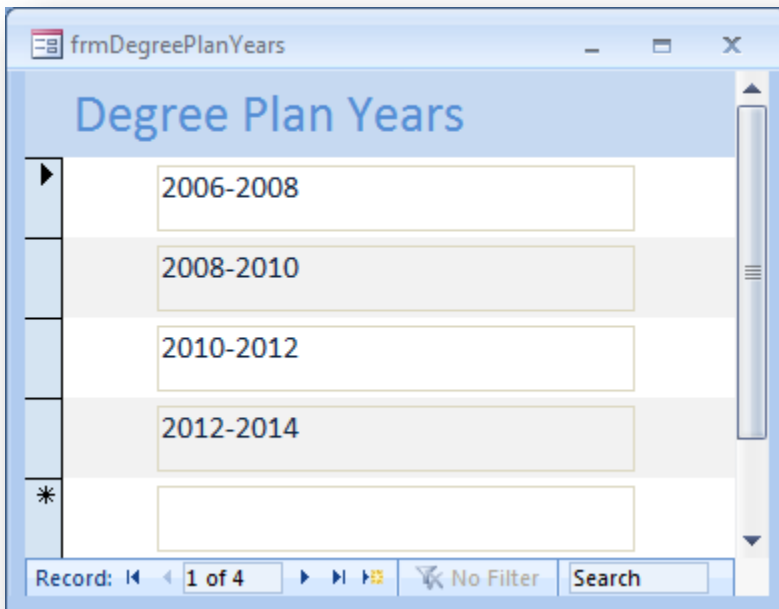


Maintenance

Editing the tables provides additional options available from the dropdown menus. From the Main Switchboard select Maintenance. This option is not available in read—only versions of the system.



Select one of the options to edit the table or add new items to be made available.



Note that these tables link to the records in the student table. Any change to an entry in one of the Maintenance tables will change the entry for each student with that entry selected. This can be useful in some cases. For example, if an advisor is replaced by another advisor, changing the advisor name in the table will re-assign all students with the old advisor to the new advisor.

Advisor Name	Major Abbr.
Davis Gatchet	MANA
Fagan	MANA
Flores	MANA
Gordon	ACCT
Kapka	ACCT
Pandey	FINA
Rutherford	MARK
Shin	FINA
St. John, J.	MANA
Tarter	MANA
Willis	ACCT
Wooldridge	MARK
Wu	FINA
Young	MANA

Record: 1 of 14 No Filter Search