

SCE (School of Continuing Education) Mass Registrations Job Aid

Contents

1. GENERAL INFO	2
1.1 REVISION HISTORY	2
1.2 REVIEW DETAILS	2
1.3 APPROVAL HISTORY	2
2. INTRODUCTION.....	3
2.1 OVERVIEW	3
3. CREATE TEXT FILE:	4
4. FILE UPLOAD:	10
5. POPULATE POPULATION SELECTION:	15
6. VERIFY POPULATION SELECTION:.....	17
7. MASS REGISTER:	20

1. General Info

1.1 Revision History

Author	Version	Date	Description	ection	age
Krupa Patel	1	2/18/2020	Initial draft	All	

1.2 Review Details

Name	Role	Date	Signature
Monica Cantu-Chan	Project implementation director	2/19/2020	
Beverly Heasley	Senior Programmer/ Ananlyst	2/19/2020	
Chuong Tran	Assistant Manager, EAS, IT	2/19/2020	
Antonio Bangloy	Director EAS, IT	2/19/2020	

1.3 Approval History

Name	Role	Date	Signature
Madelyn Arballo	Stakeholder	2/18/2020	
Krystal Yeo	SCE Coordinator	2/18/2020	

2. Introduction

2.1 Overview

A batch of students in EOA (Education for Older Adults), ABE, OCHS require registering for the next term. These students are offered the chance to re-register for the course for the next term since they are currently registered on the course. Staff from the departments visit several off-campus locations to collect the registration cards for these students. Cards are then sent to the registration staff at SCE office to register these students manually in the Banner registration system. Lag of time between students submitting the registration card and student registered in course prevents student from attending the class, as they are waiting on the staff to be registered. Thus, the mass registration process will allow the SCE staff to be able to quickly mass register the students in the respective CRNs.

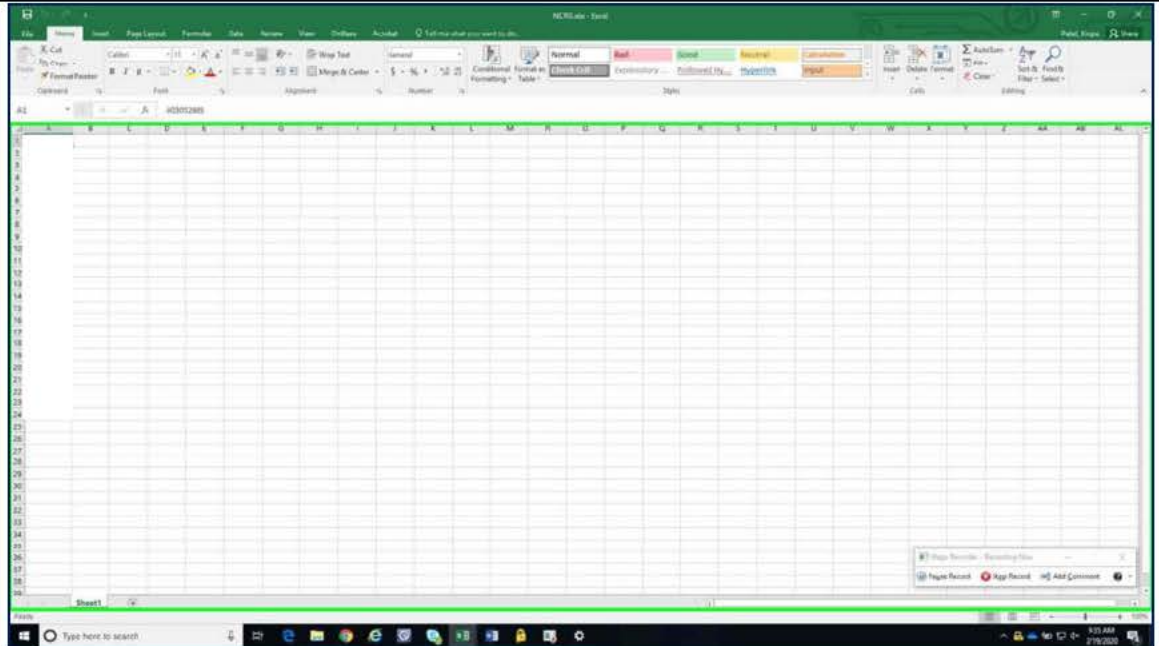
Thus, a mass registration process could expedite the registration process of these students.

3. Create text file:

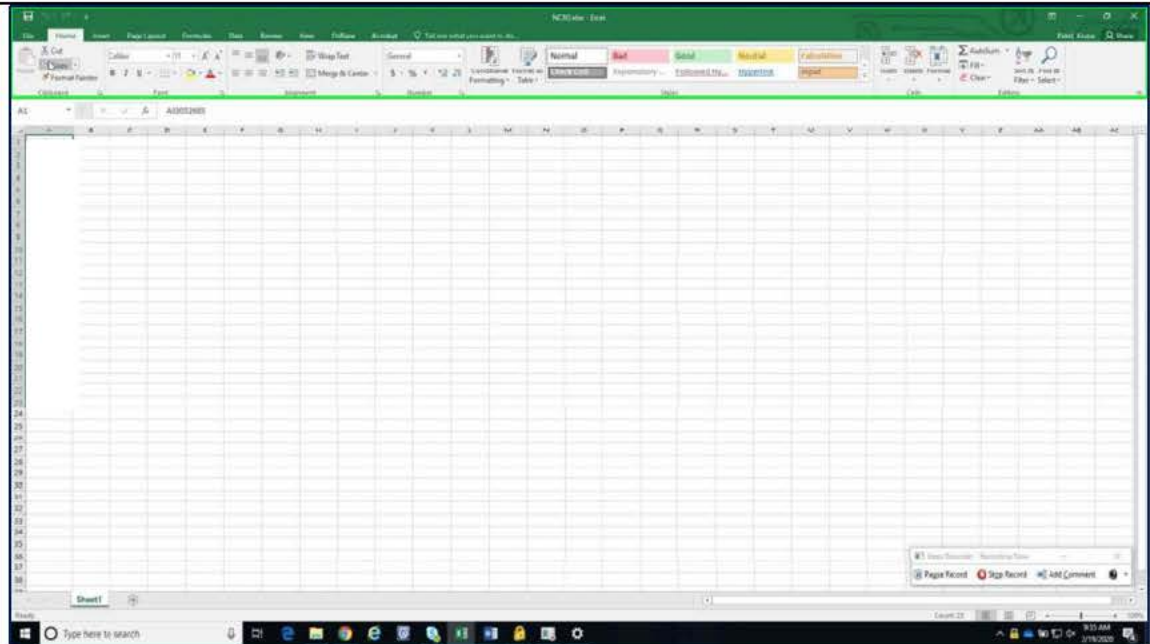
Mass registration process uses the text file with the list of student IDs (A numbers). To create text file, one will need the list of IDs in the excel file. Please note this file can only have list of student IDs without any column header or any other columns. Student ID should not contain any spaces or special characters.

1. Open the excel file with the list of student IDs.

2. Select all the student IDs.

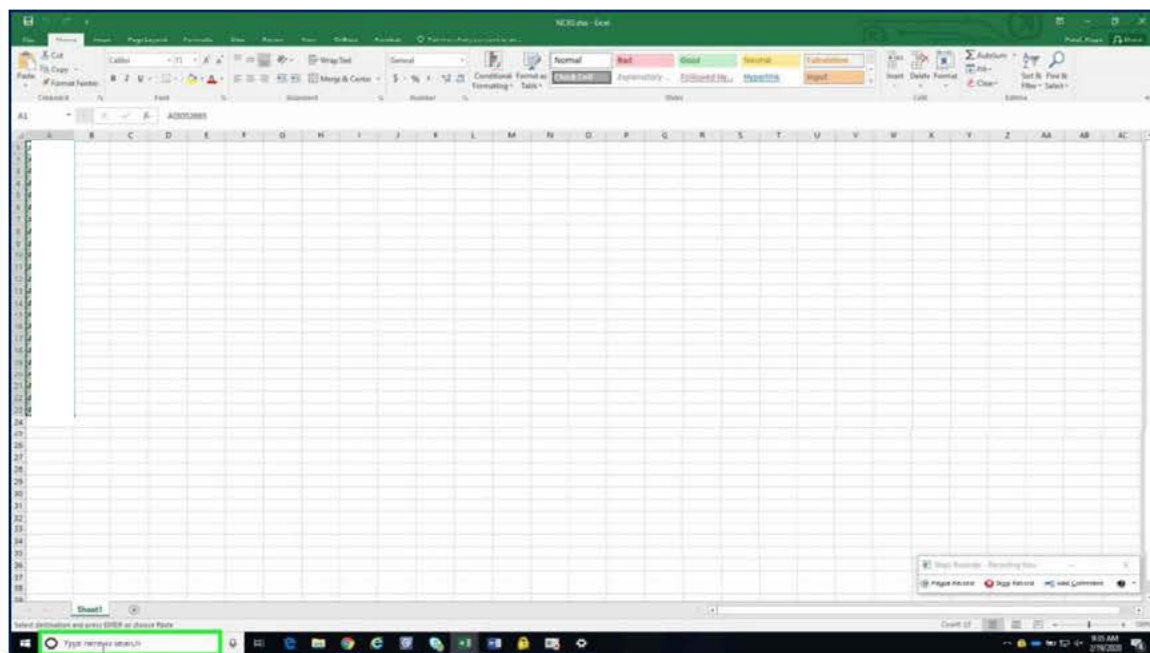


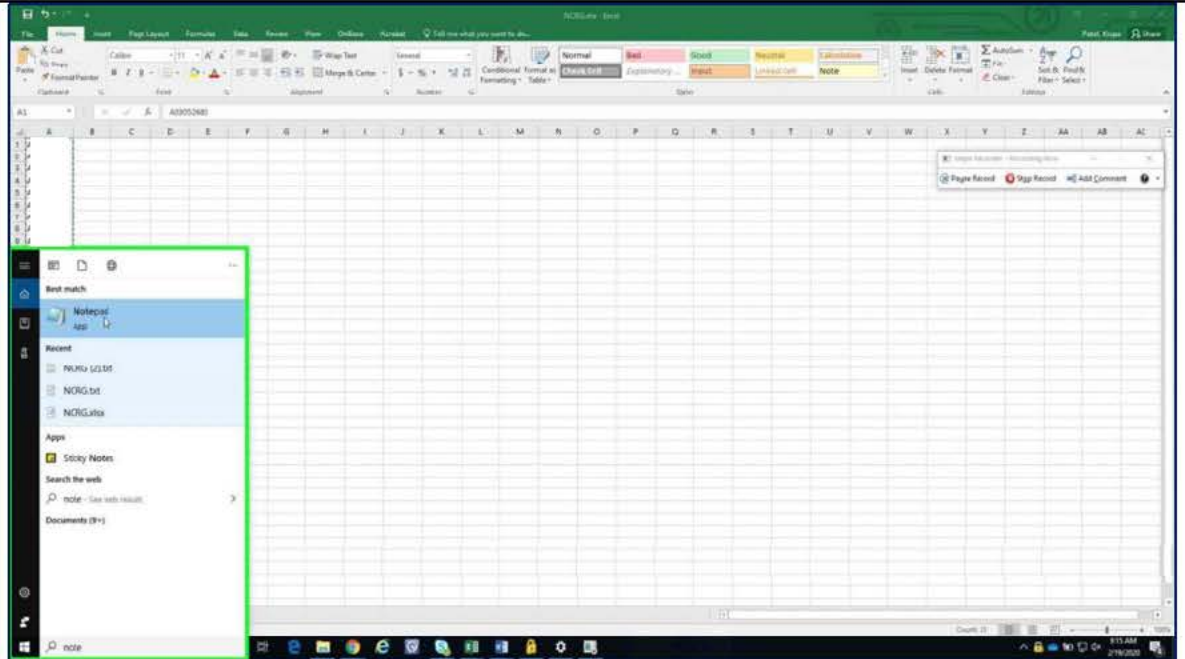
3. Click on copy to copy all the student IDs.



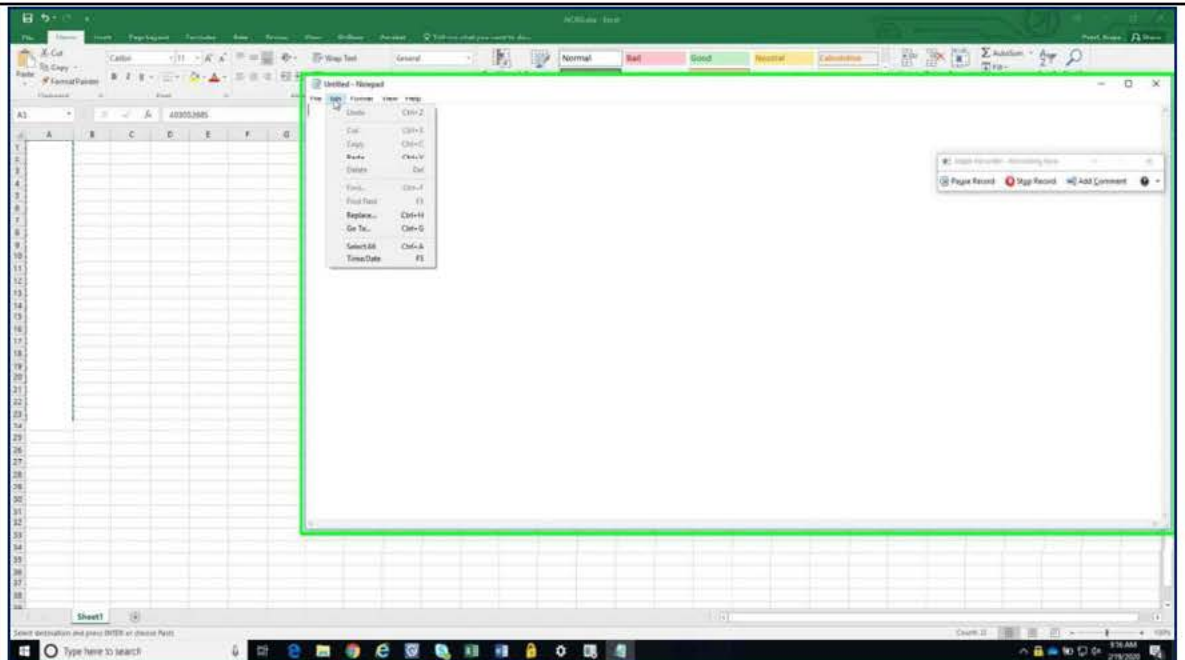
4. Type notepad in the lower left search box.

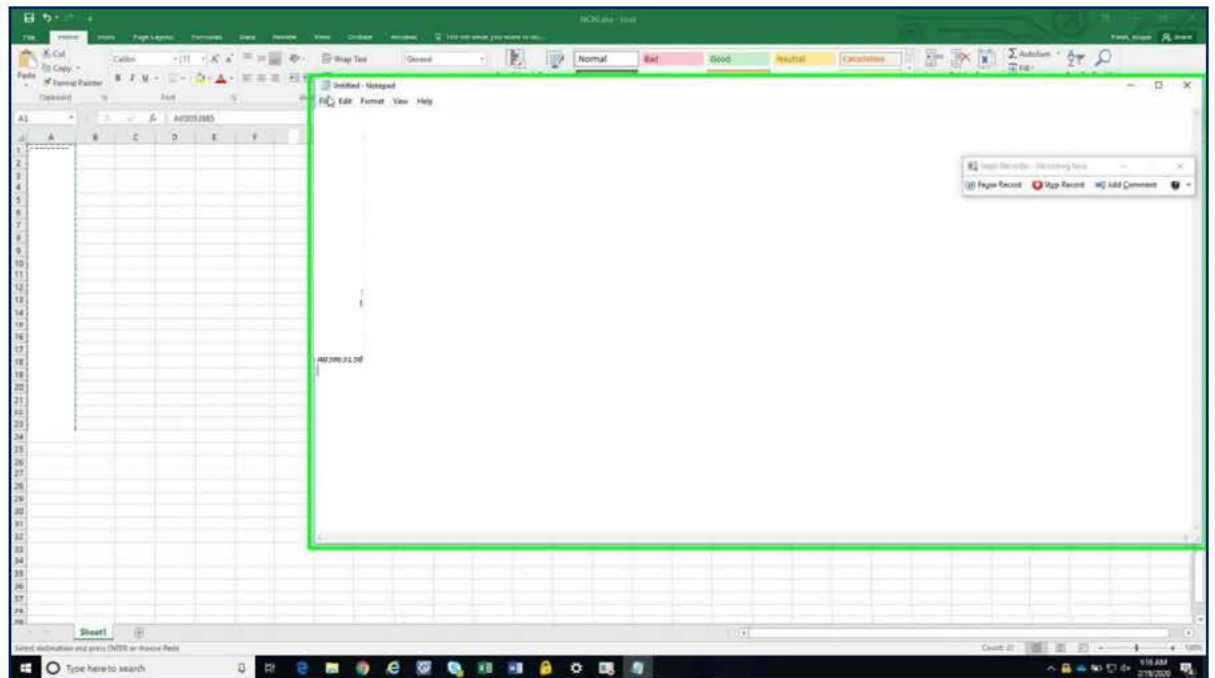
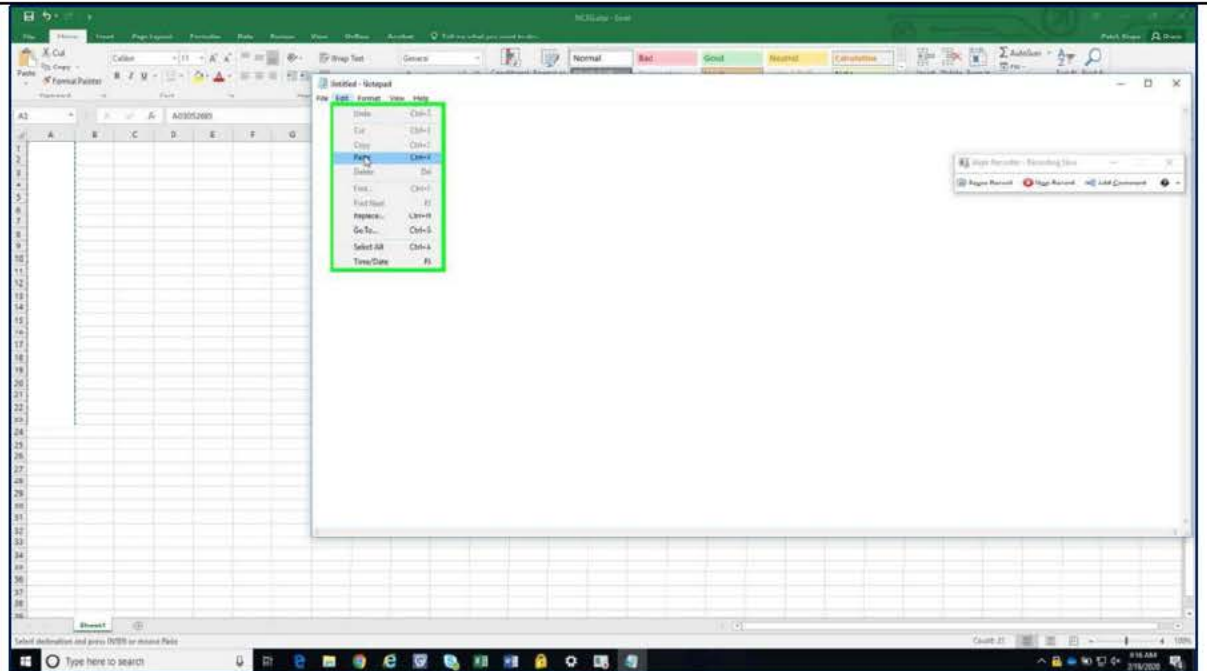
5. Click on Notepad to open notepad.





6. Click on Edit and then Paste to paste the student IDs.

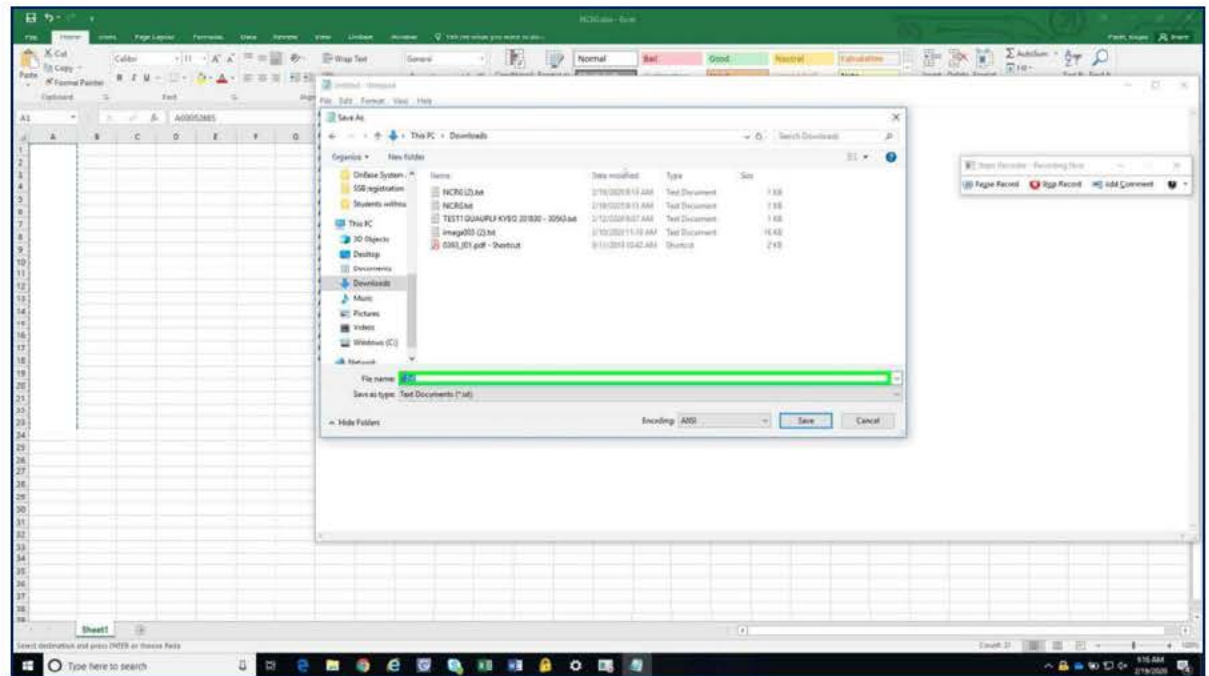
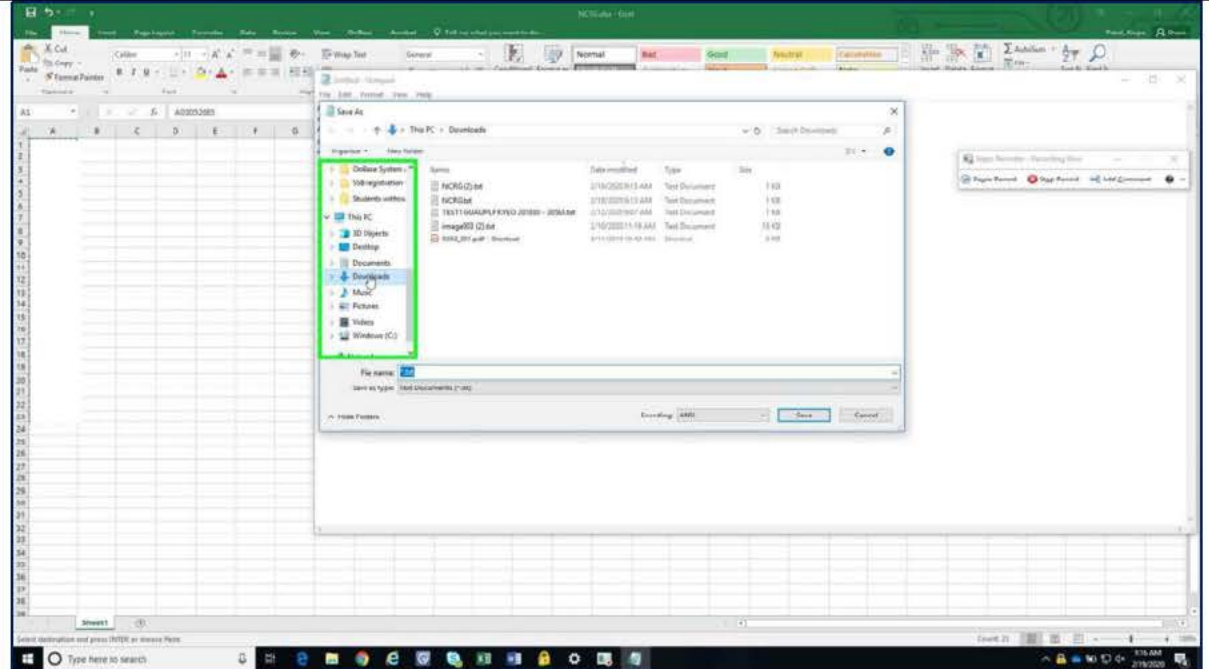


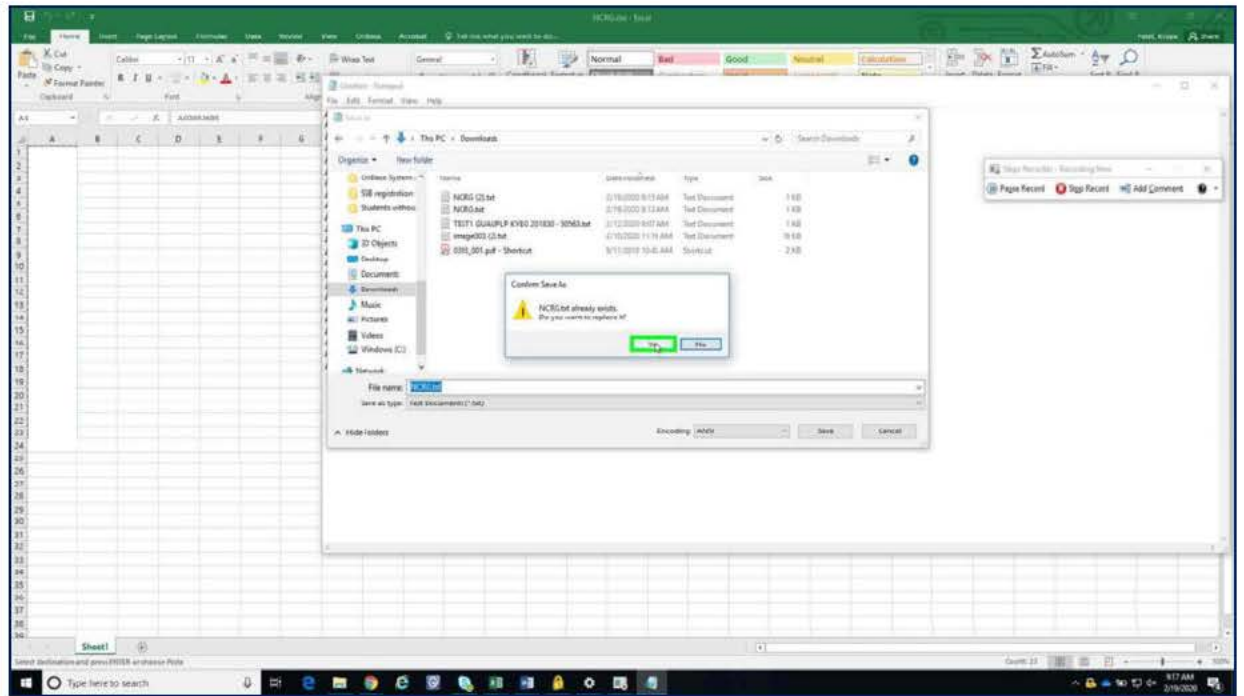
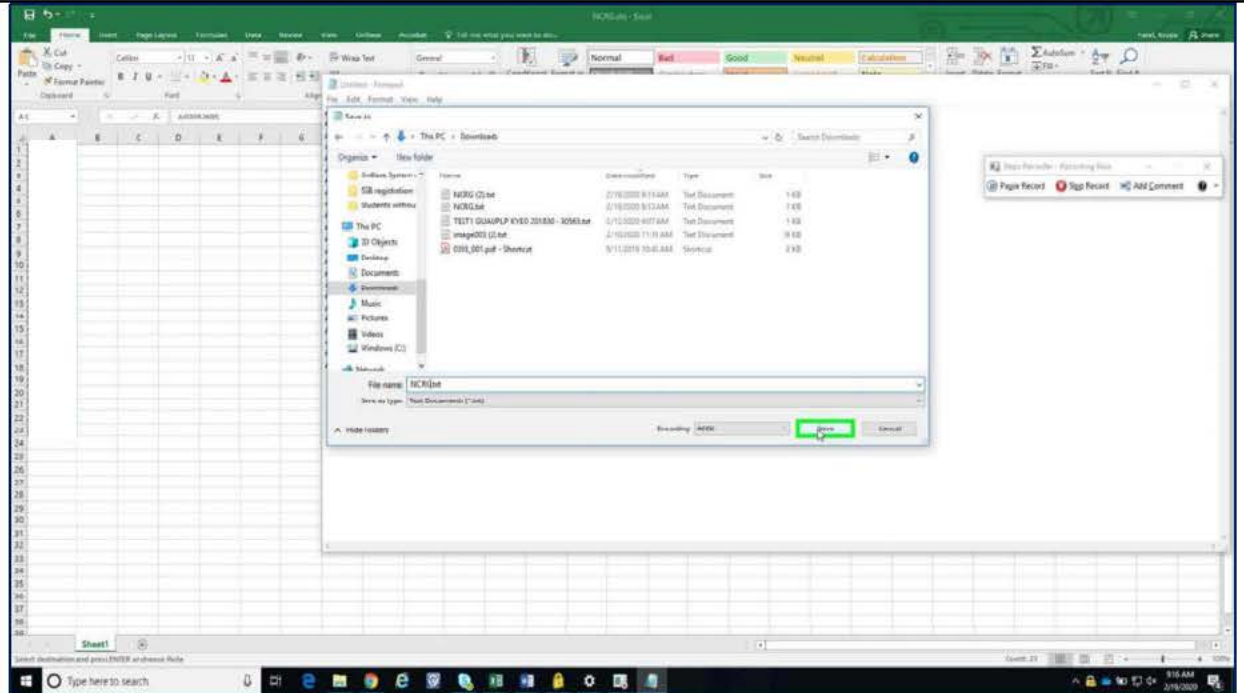


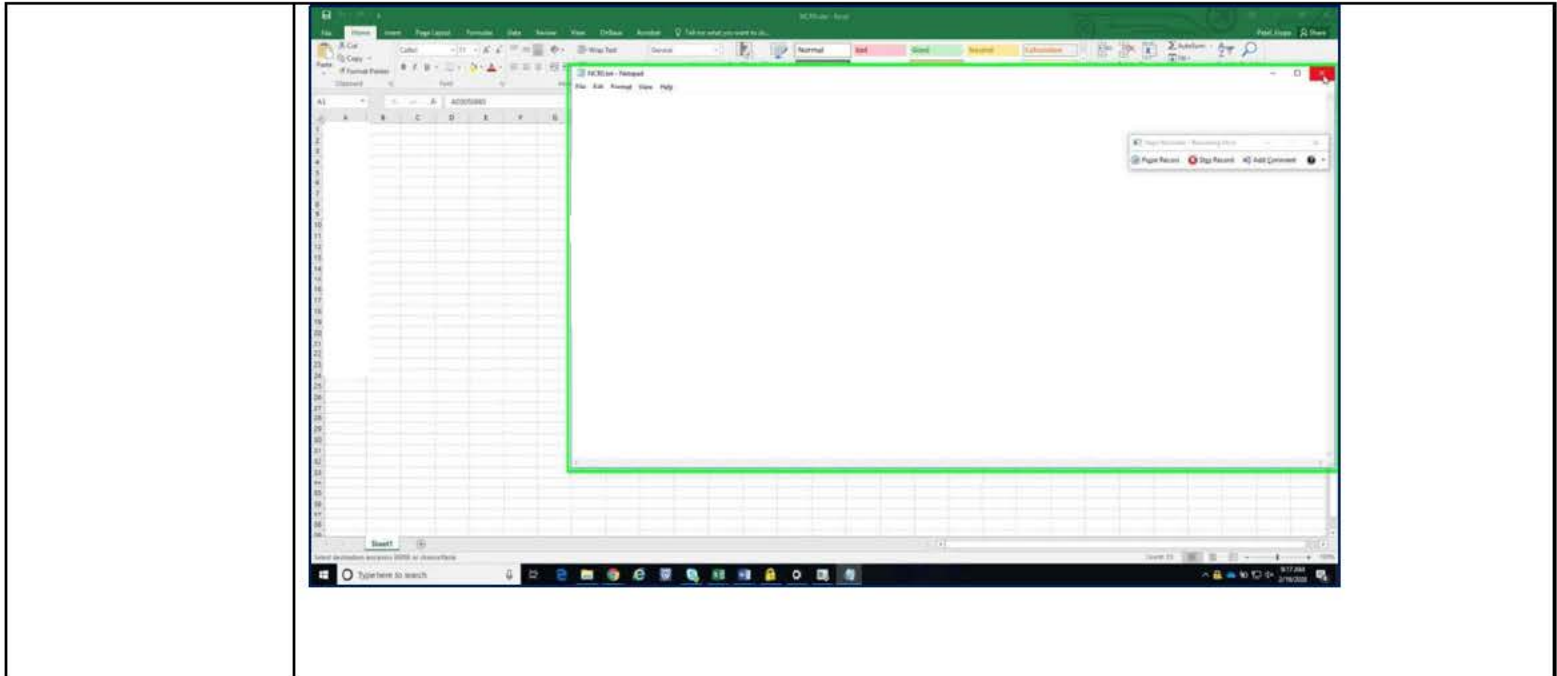
7. Save the file by clicking on File > Save.

8. Save the file in the download folder by opening the download folder and saving by save button.

Note: Make sure that the text file name will always be NCRG.txt. Other file names will not be recognized by the pop sel process.

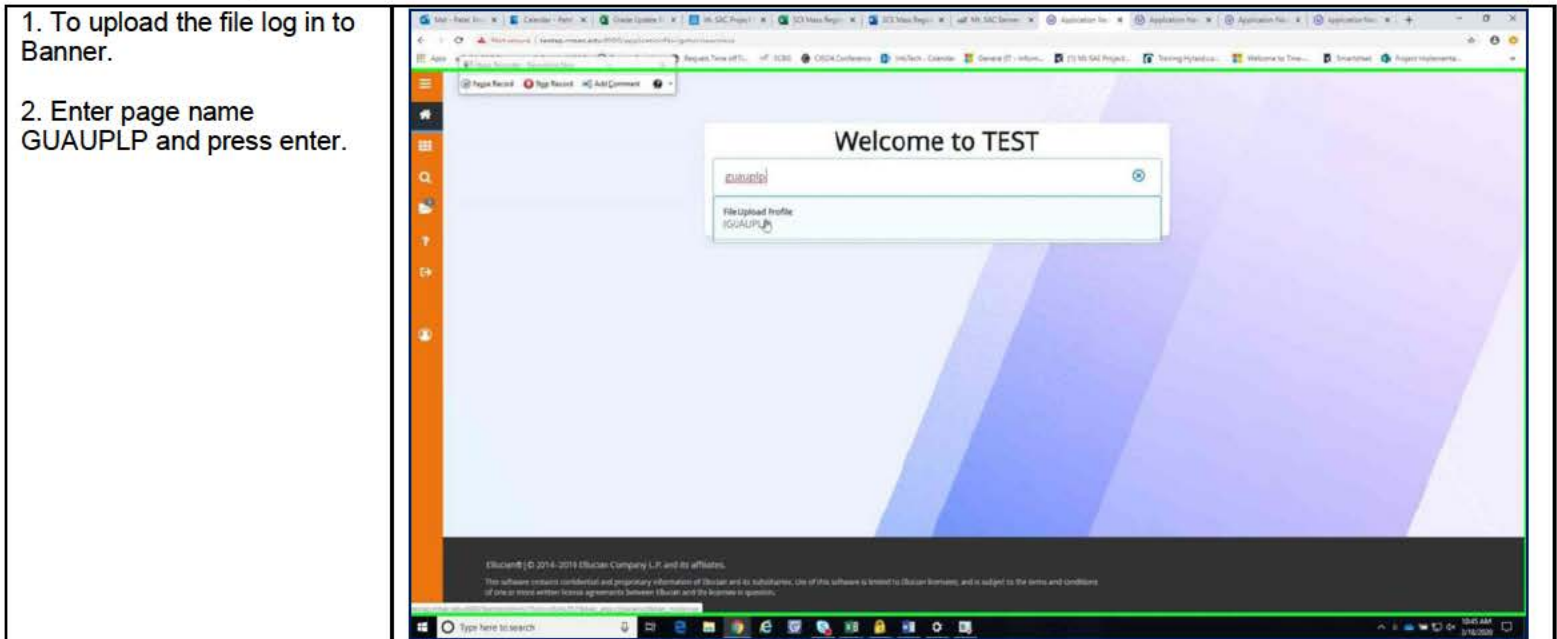




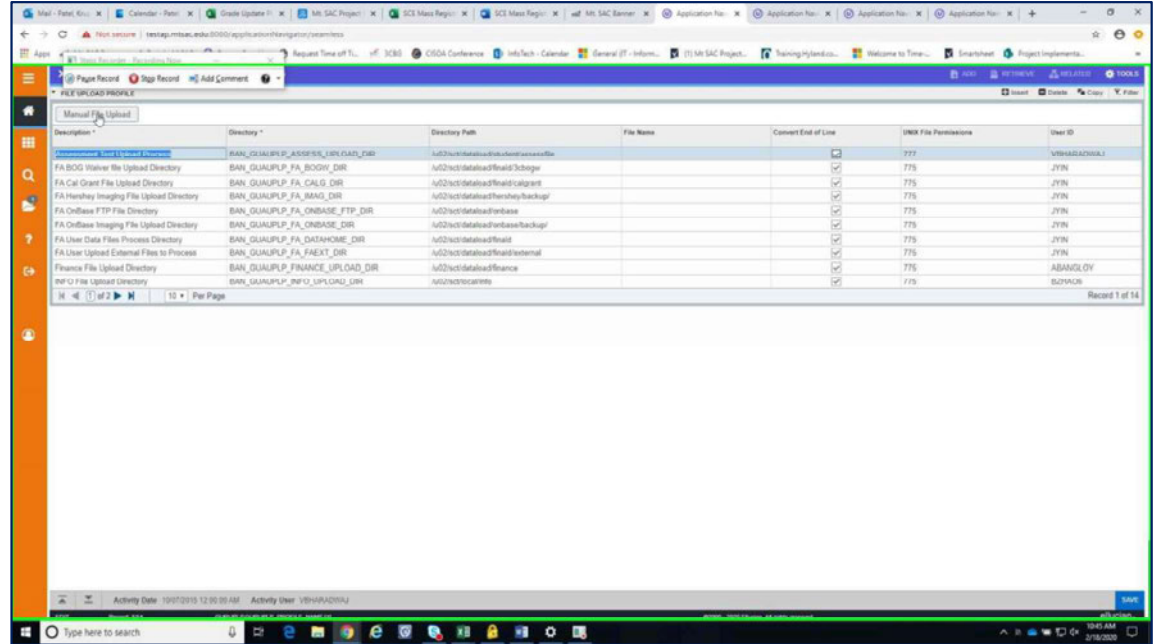


4. File upload:

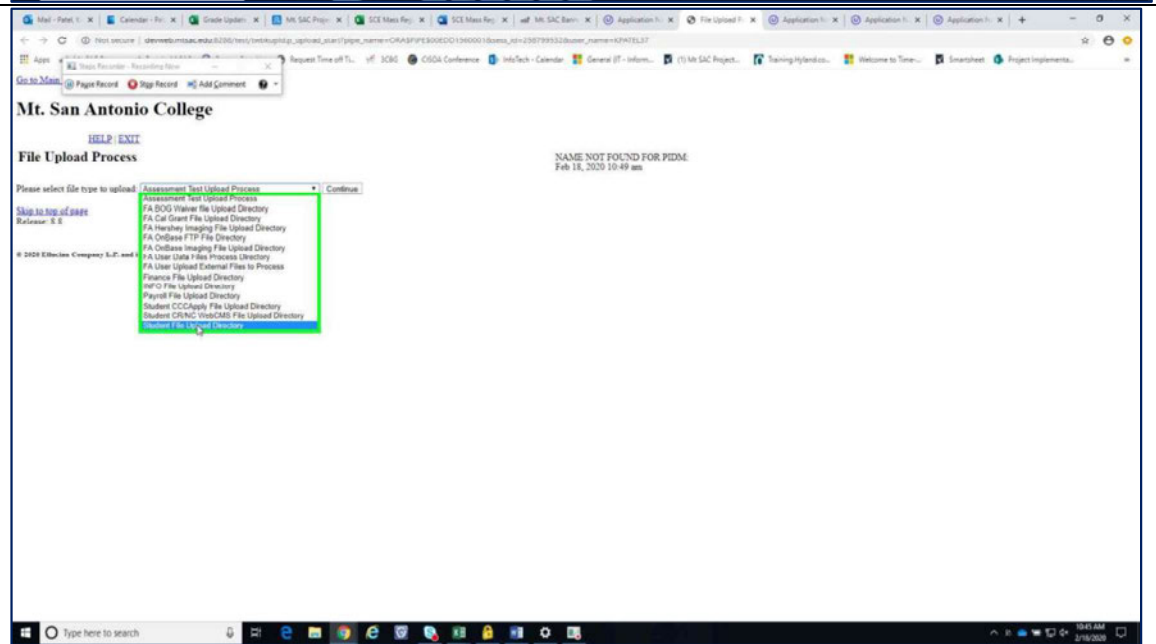
1. To upload the file log in to Banner.
2. Enter page name GUAUPLP and press enter.

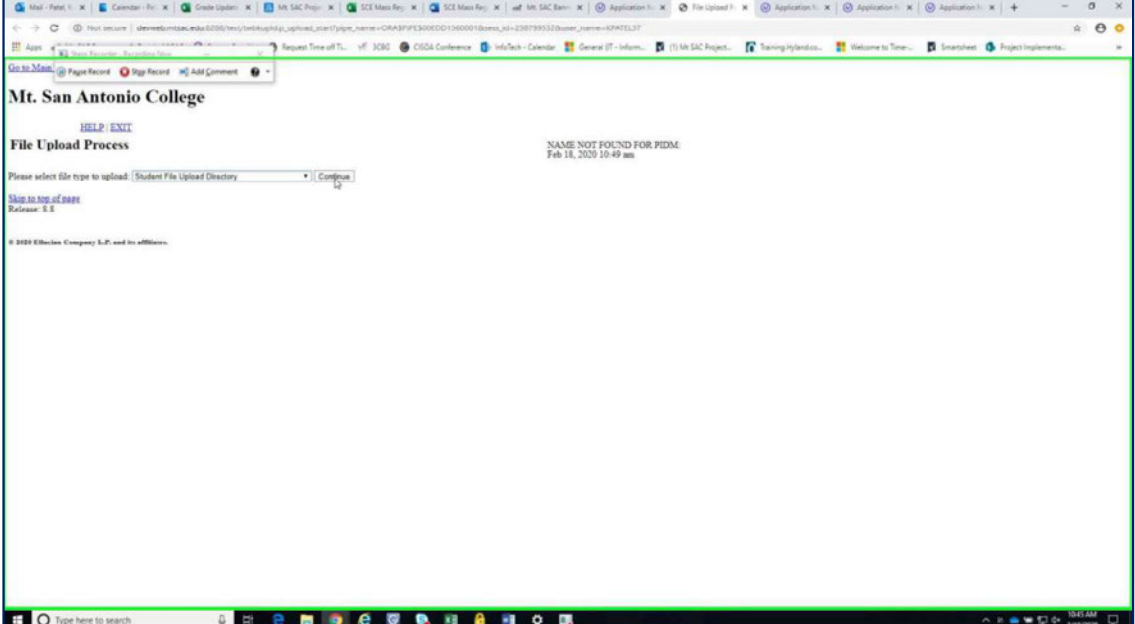
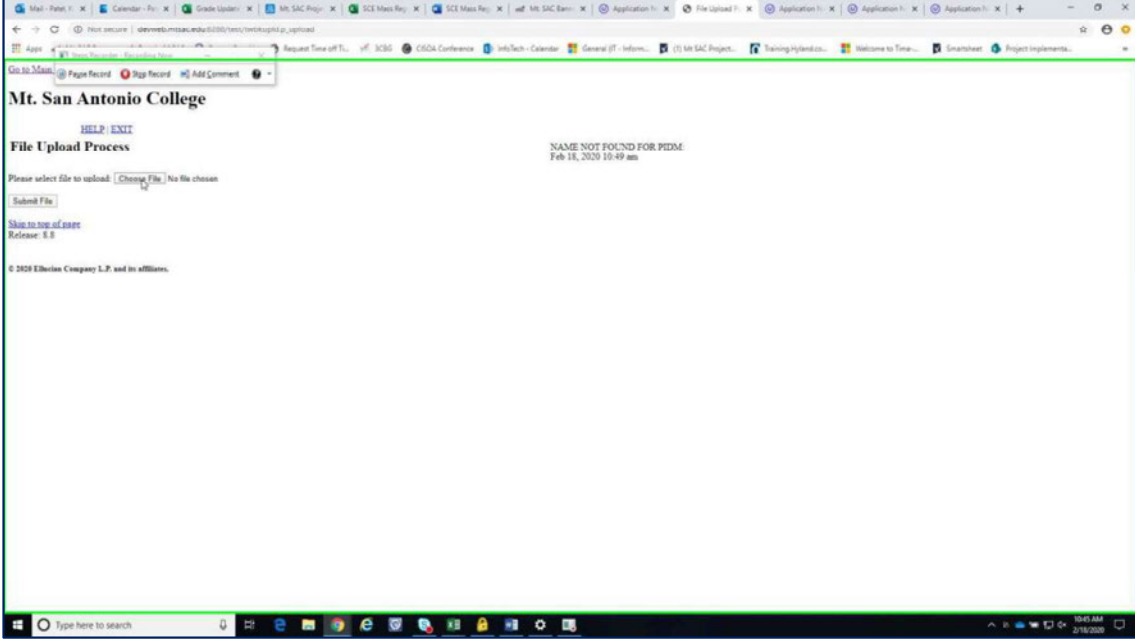


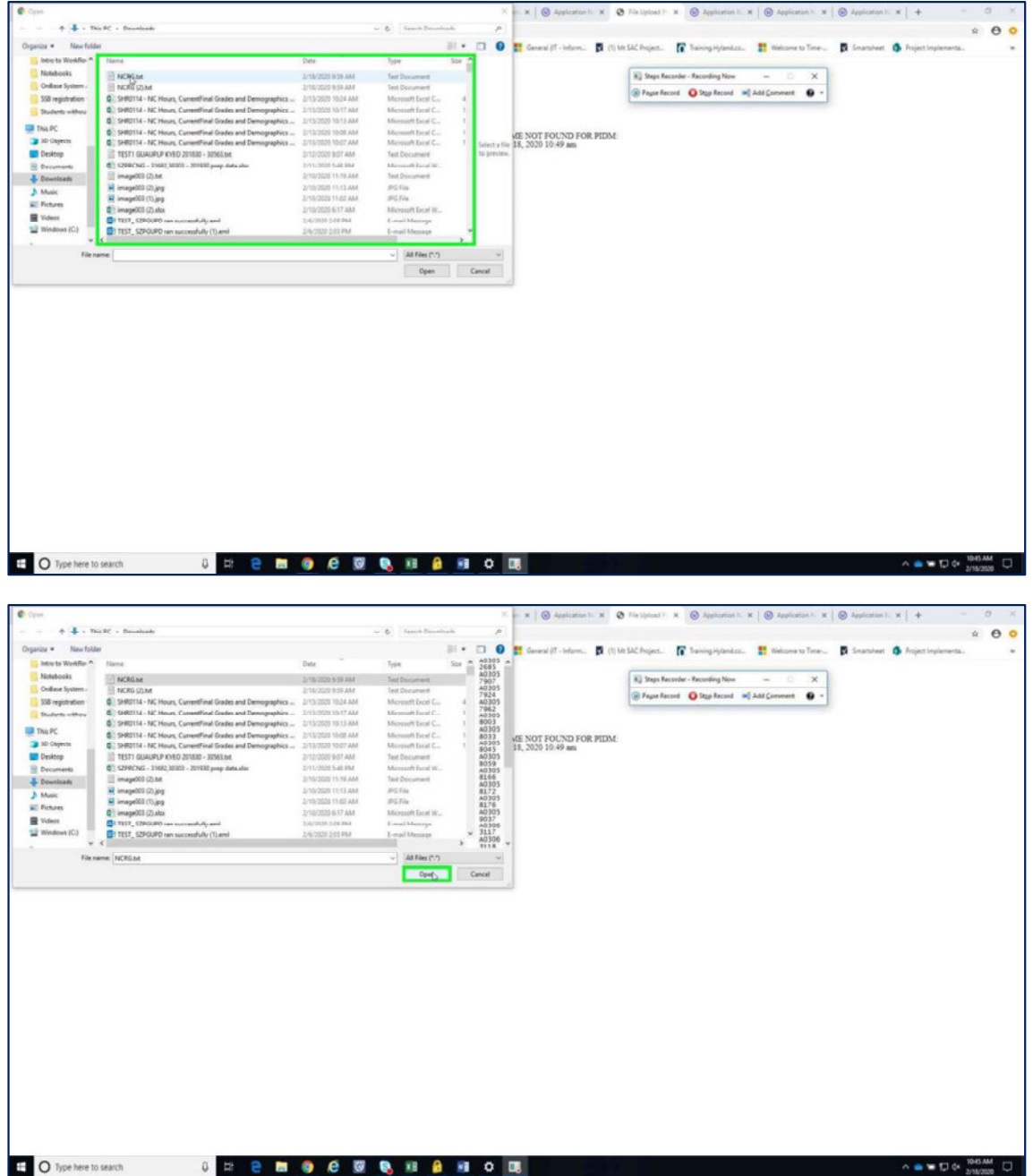
3. Click on the Manual File Upload button to upload the file.



4. Select the file type: Student File Upload Directory option from the drop-down menu.

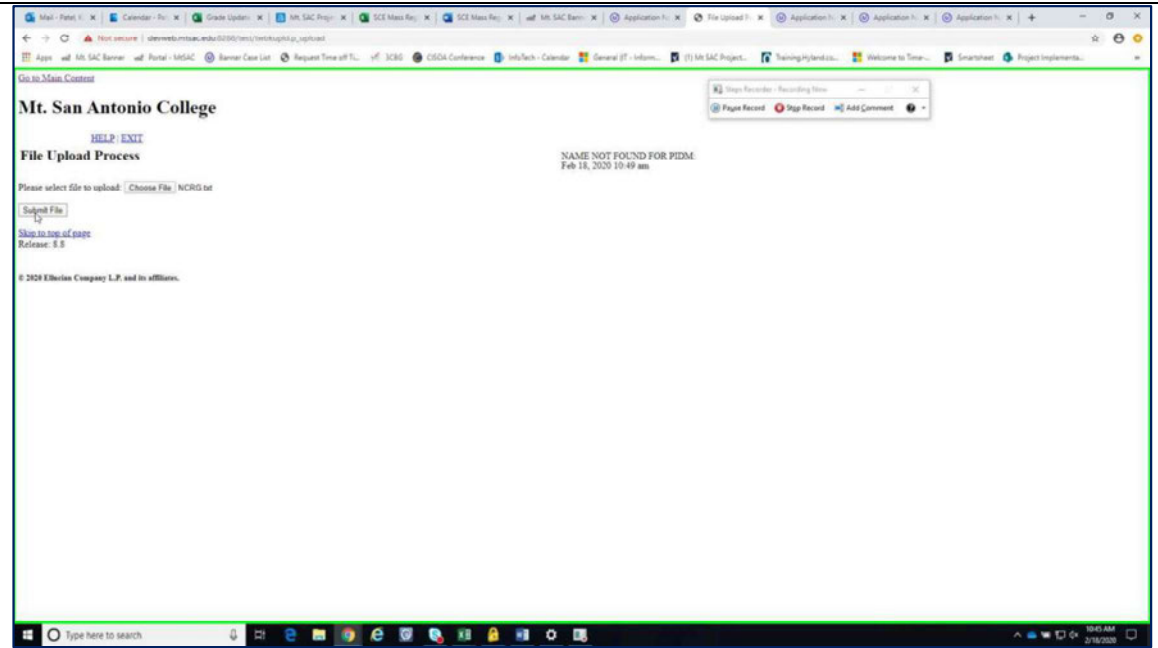


	
<p>5. Click on choose the file button.</p> <p>6. Navigate to Downloads/ Desktop folder to locate NCRG.txt file.</p> <p>7. Click on NCRG.txt file and then click on open.</p>	



8. Click on the Submit File button.

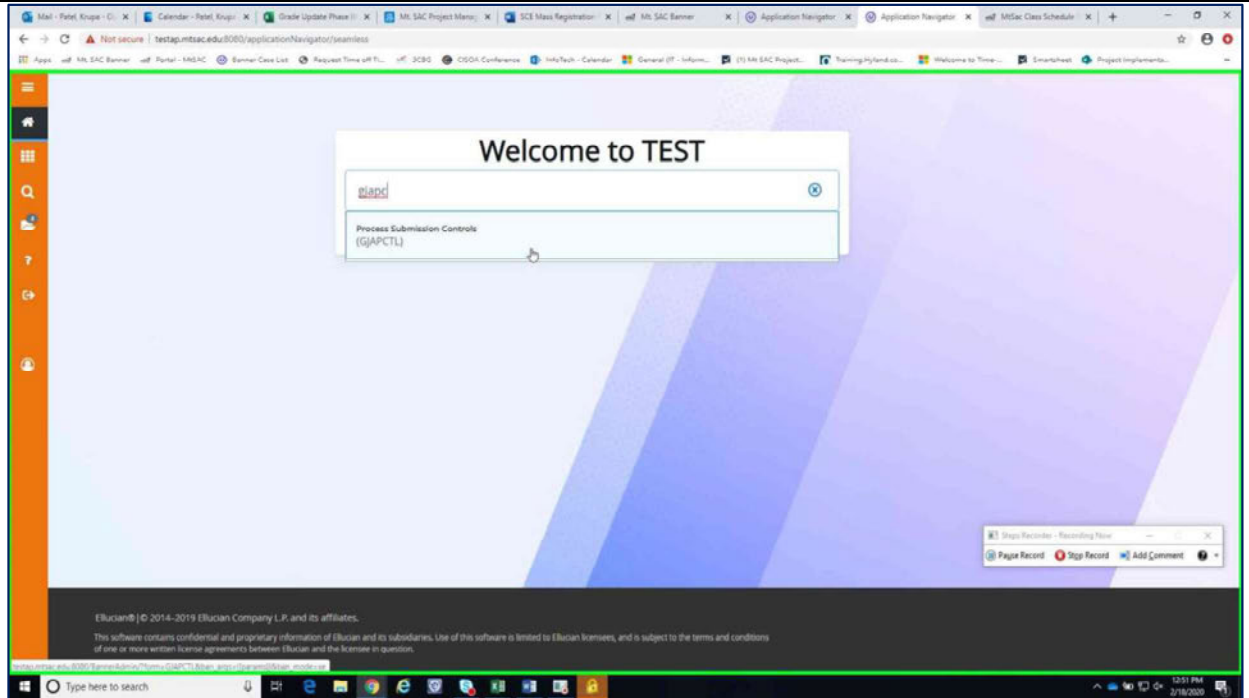
9. You should receive email notification upon successful upload of the file.



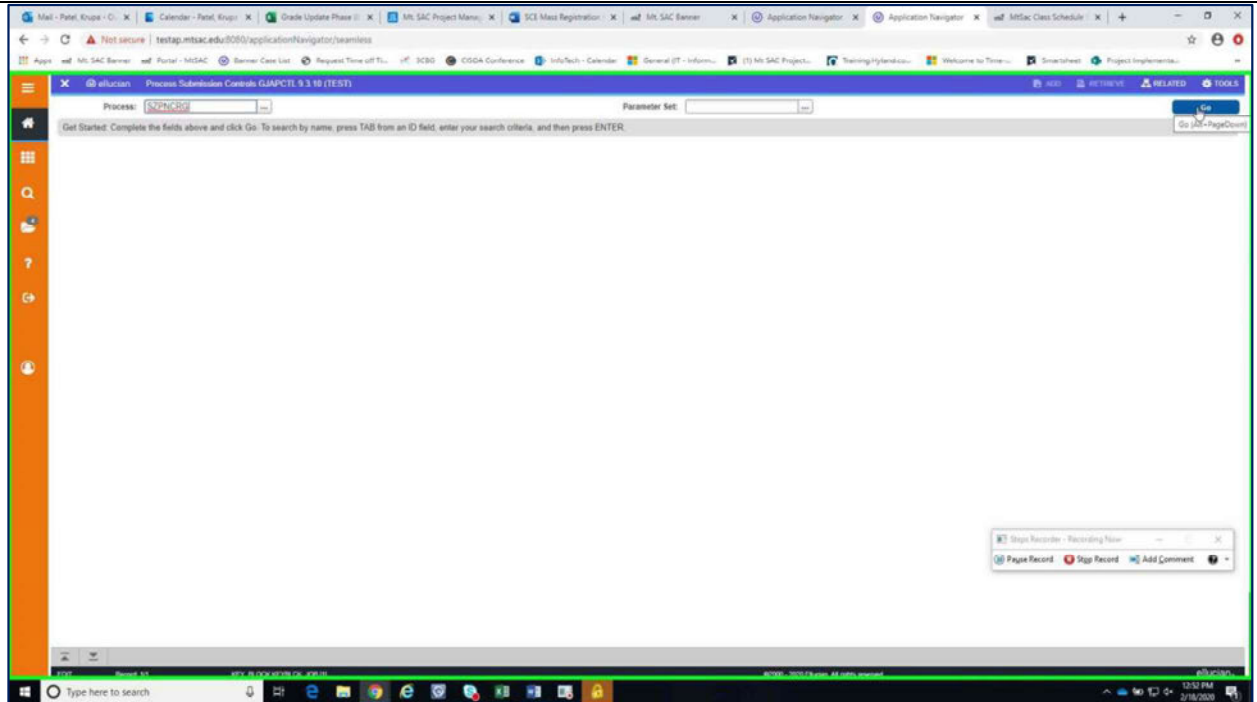
5. Populate population selection:

1. Log into Banner.

2. Type GJAPCTL to go to the job submission page.



3. Enter SZPNCRG as the process name and click on go.



4. On the process submission page enter run control parameters.

5. Term will be the term to which you want the student to register.

6. CRN will be the CRN to which you want the students to be registered.

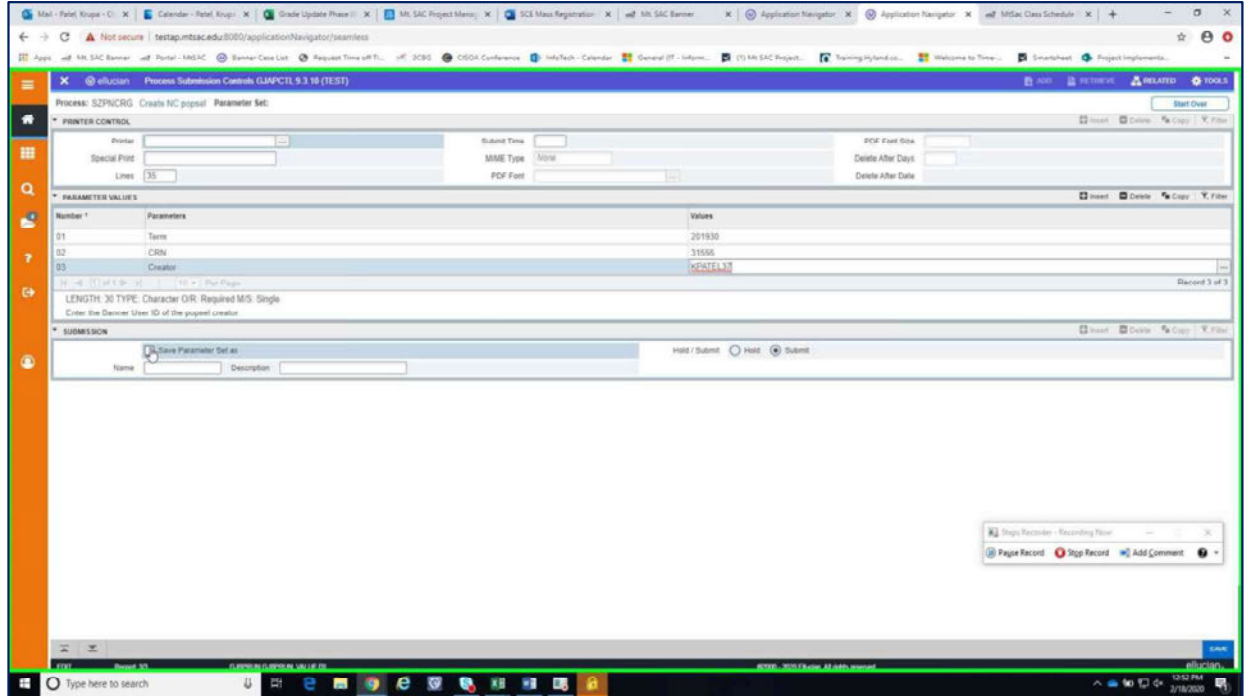
7. Creator will be your username.

Note: username will always be entered in the capital letters, otherwise the process will not populate the pop sel.

8. Check save parameter set as check box under submission for future reference.

9. Click on the Save button to run the process.

10. You should receive the email notification upon successful running of the process.



Process: SZPNCRG Create NC proposal Parameter Set:

Printer Control: Printer: [Field], Special Print: [Field], Lines: 35, Submit Time: [Field], MIME Type: None, PDF Font: [Field], PDF Font Size: [Field], Delete After Days: [Field], Delete After Date: [Field]

PARAMETER VALUES

Number	Parameters	Values
01	Term	201930
02	CRN	31555
03	Creator	KPATEL37

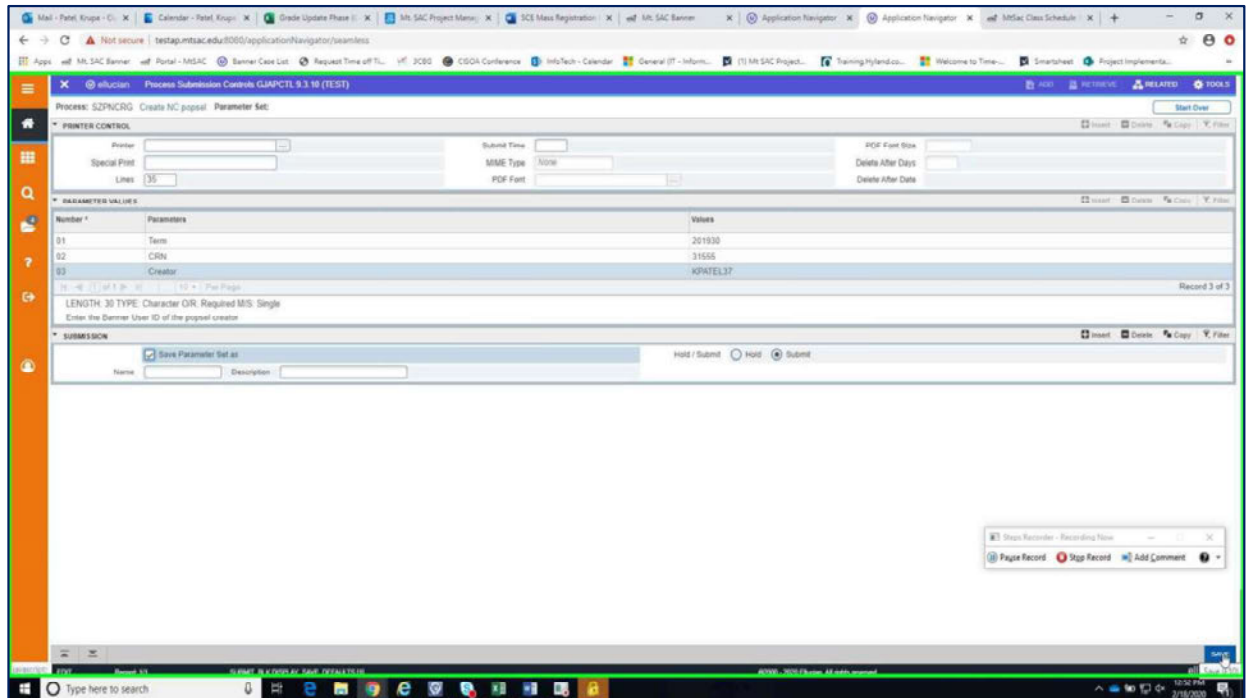
LENGTH: 30 TYPE: Character OR: Required MIS: Single
Enter the Dammer User ID of the proposal creator

SUBMISSION

☒ Save Parameter Set as

Name: [Field] Description: [Field]

Hold / Submit: [Button] Submit: [Button]



Process: SZPNCRG Create NC proposal Parameter Set:

Printer Control: Printer: [Field], Special Print: [Field], Lines: 35, Submit Time: [Field], MIME Type: None, PDF Font: [Field], PDF Font Size: [Field], Delete After Days: [Field], Delete After Date: [Field]

PARAMETER VALUES

Number	Parameters	Values
01	Term	201930
02	CRN	31555
03	Creator	KPATEL37

LENGTH: 30 TYPE: Character OR: Required MIS: Single
Enter the Dammer User ID of the proposal creator

SUBMISSION

☒ Save Parameter Set as

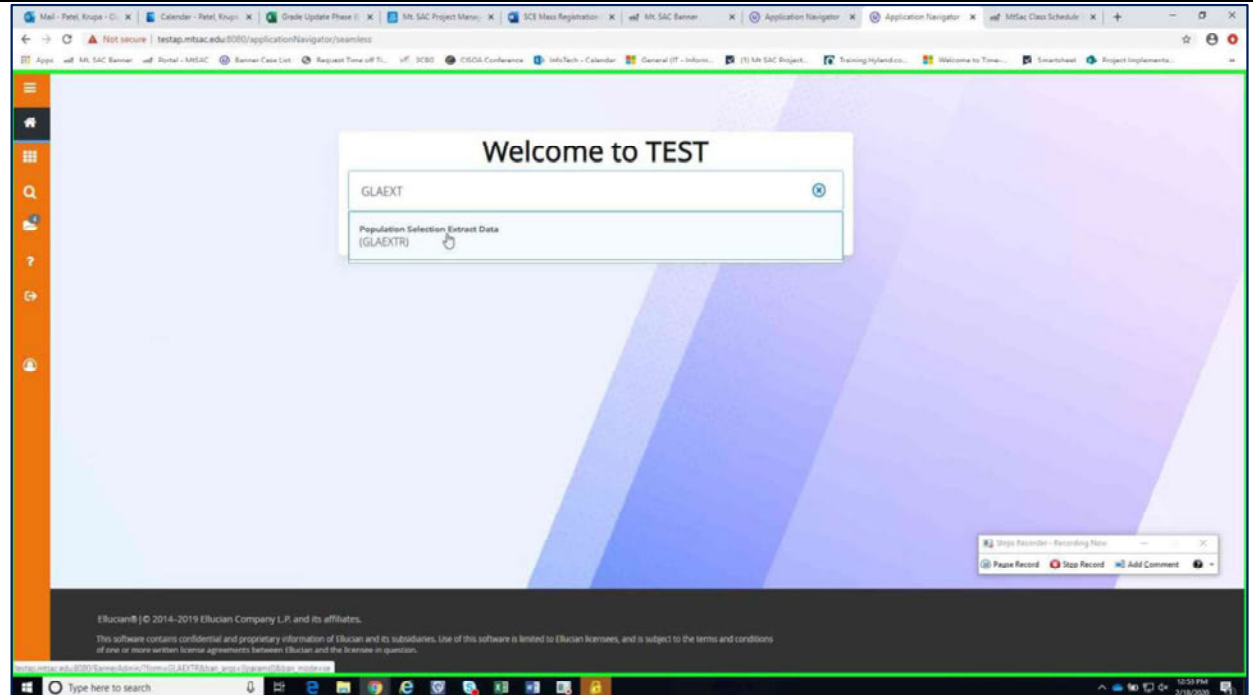
Name: [Field] Description: [Field]

Hold / Submit: [Button] Submit: [Button]

6. Verify population selection:

1. Log into Banner.

2. Go to the page GLAEXTR.



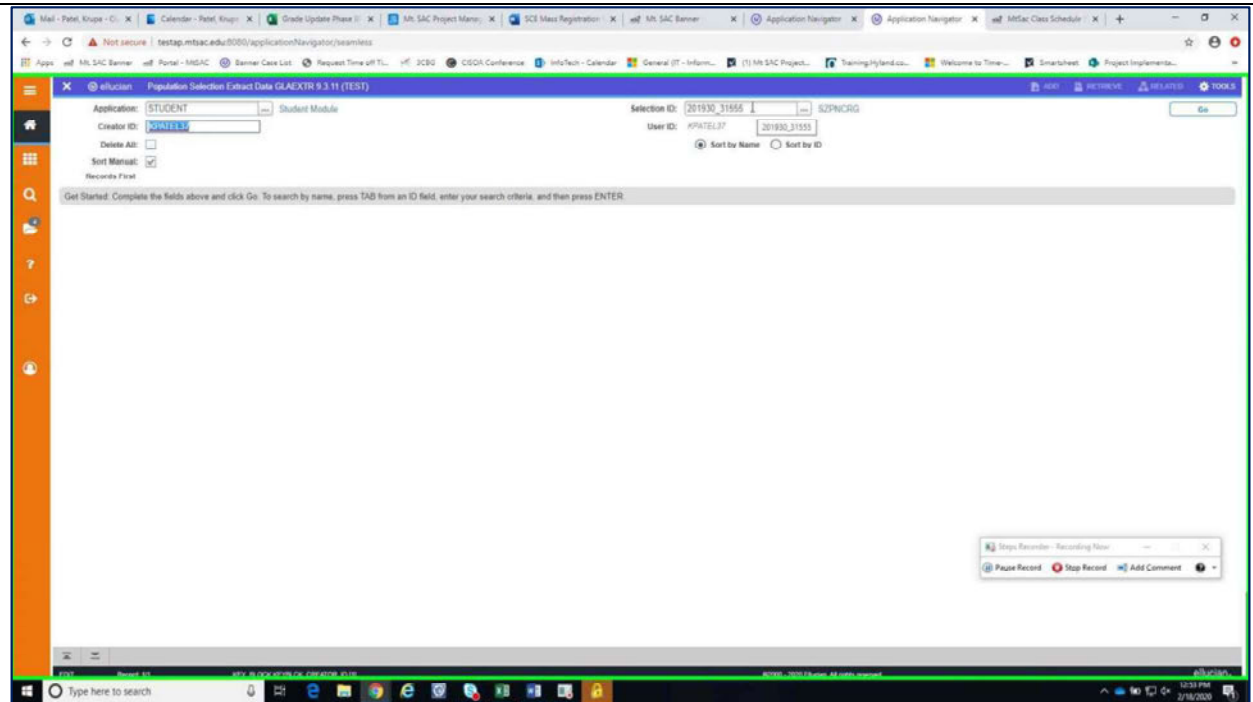
3. Input the parameters.

4. Application will always be STUDENT.

5. Selection ID will always be the TERM_CRN you are registering the students for ex: 201930_31555.

6. The Creator ID will be your username.

Note: Creator ID (username) will always have to be in capital letters.



The screenshot displays the MARSAC application interface. The browser's address bar shows the URL: <https://marsac.mtsac.edu/8000/application/navigation/parameters>. The page title is "Simulation Selection Extract Data GLADYS 6.3.11 (TEST)".

The main content area contains the following search and filter options:

- Application:** A dropdown menu with "STUDENT" selected.
- Selection ID:** A dropdown menu with "2019B_3163" selected.
- User ID:** A dropdown menu with "674751.57" selected.
- Sort by:** Radio buttons for "Sort by Name" (selected) and "Sort by ID".
- Filters:** Checkboxes for "Delete All", "Sort Manual", and "Records First".

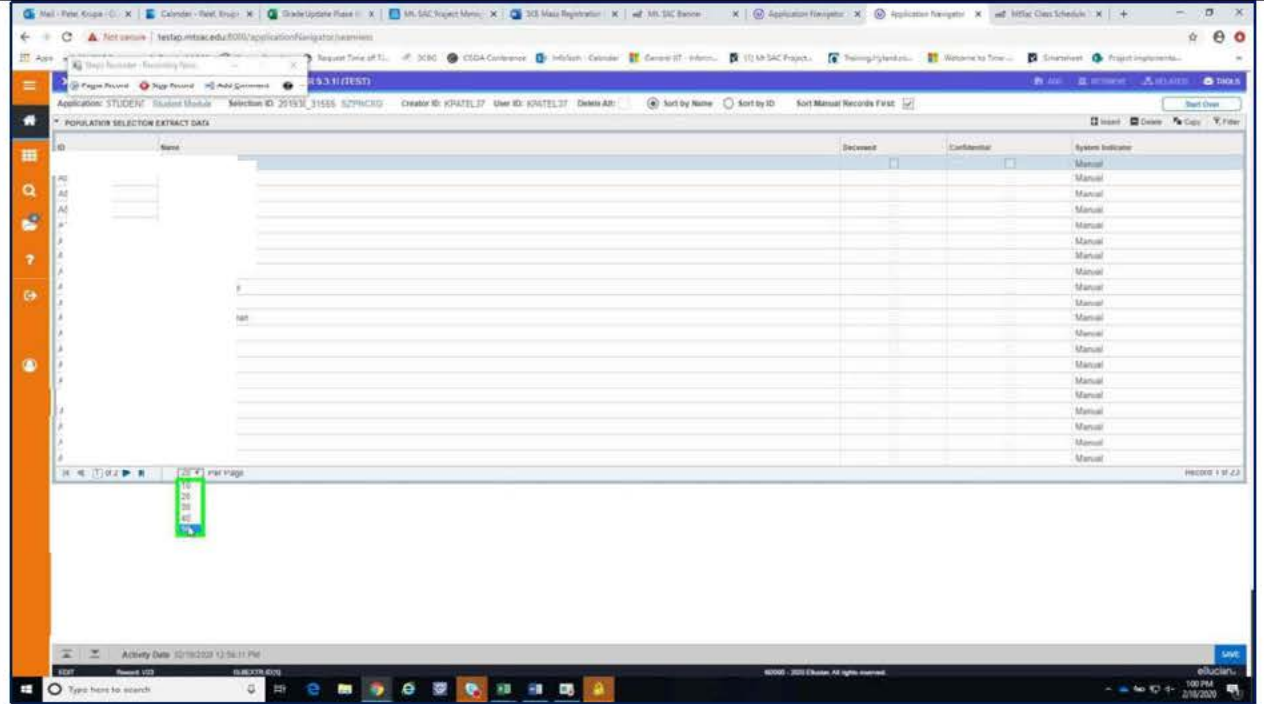
A "Go" button is located in the top right corner. Below the search filters, a message states: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

The bottom of the screen shows a Windows taskbar with various application icons and the system clock displaying 1:53 PM on 2/18/2020.

[illegible]

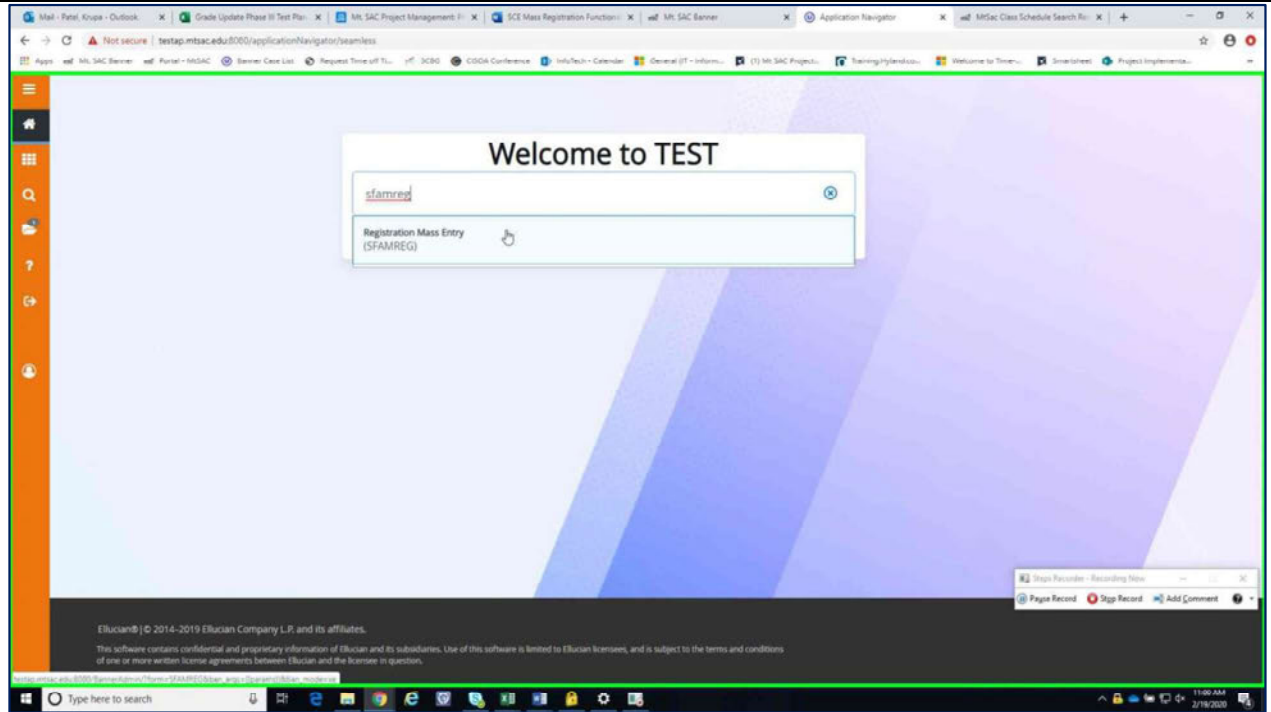
9. Adjust the display of the list from the drop down on the lower middle line.

10. Insert or Delete the students using Insert, Delete buttons on the top left corner.



7. Mass Register:

1. Log into Banner and go to SFAMREG.



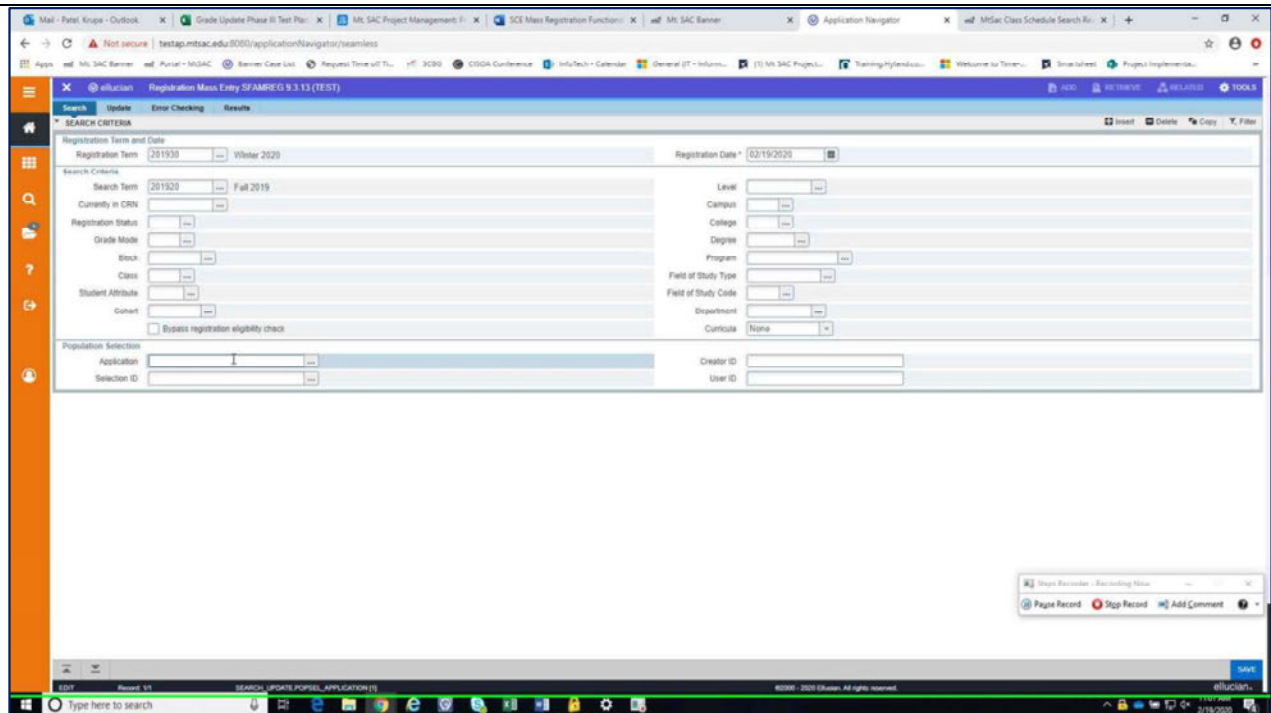
2. Enter the search parameters.

3. Registration term will be the term for which you register the students. Ex: 201930.

4. Search term will be the previous term. Ex: 201920.

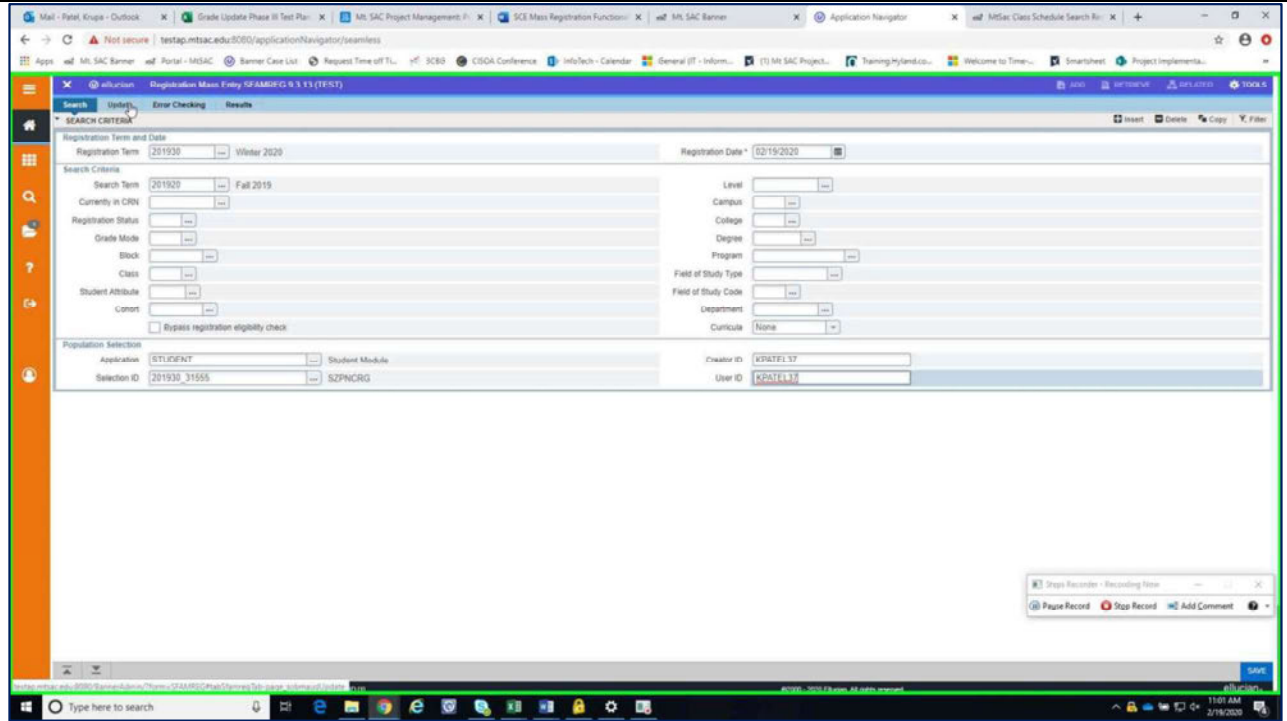
5. Under the Population Selection section, Application will always be STUDENT.

6. Selection ID will always be the TERM_CRN for which you are registering the students. Ex: 201930 31555.



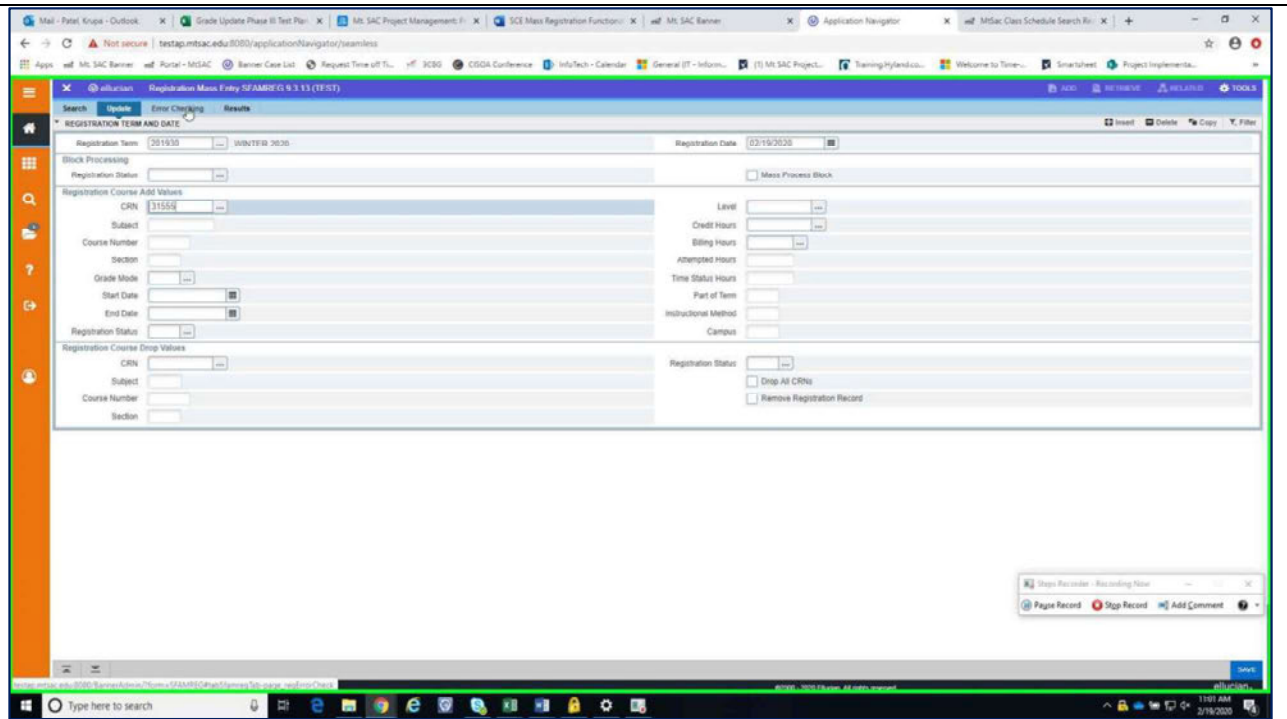
7. Creator ID and User ID will always be the username in capital letters.

Note: Creator ID and User ID will always need to be in capital letters.



8. Go to the second tab – Update.

9. Enter the CRN in the CRN field for the class you want the students to register for. Ex: 31555.



10. Go to the third tab – Error Checking.

11. Set up the error checking as per the screenshot on right. No error checking for all except for time check fatal and holds check warning.

12. Go to the fourth tab – Results.

13. Check the radio button for Select all in the results section to select all the students to be registered.

14. Check the Submit check box under the submission section.

15. Click on Save to mass register the population.

The screenshot shows the 'Registration Mass Entry' application. In the 'RESULTS' section, the 'Select All' radio button is selected. Below the table, in the 'SUBMISSION' section, the 'Submit' checkbox is checked. The 'Save' button is visible at the bottom right.

This screenshot is identical to the one above, showing the 'RESULTS' section with 'Select All' selected and the 'Submit' checkbox checked in the 'SUBMISSION' section. The 'Save' button is at the bottom right.

16. Verify the message column

for any registration errors. Message column will display whether the students were successfully registered or not.

The screenshot displays the SCE Mass Registration application interface. At the top, there's a navigation bar with tabs for 'Search', 'Update', 'Error Checking', and 'Results'. The 'Results' tab is active, showing a table of student registration results. The table has columns for 'Student ID', 'First Name', 'Last Name', 'Email', 'Phone', 'Registration Date', 'Status', 'Message', and 'Action'. The 'Status' column contains values like 'Registered', 'Not Registered', and 'Error'. The 'Message' column provides details for each status, such as 'Registration request successful' or 'Registration request failed'. A green banner at the top right indicates 'Mass Entry processing has been completed'. Below the table, there are buttons for 'Print for Job Submission' and 'Batch Process ID'. A small window at the bottom right shows 'Page Record', 'Add Comment', and 'Add Record' options.