COLLEAGUE ACCESS TO STUDENT INFORMATION

Colleague for Advisors and Administrators
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Colleague – Student – Advisor Menu

Open your web browser and point to http://datatel.philau.edu

Select ‘production’ as your environment, use your Network username and password.

Say ‘Yes’ or ‘Ok’ to any security warnings that may come up.

Click on the drop down menu and select ‘Apps’ and then ‘ST’. You may have to repeat this twice to get to the correct application.

Click on the key icon to expand your workflow options.
Transcript Course Listing

Student Transcript Course Listing - Use the Transcript Course Listing (TRCL) screen to view a list of a student's academic credit by transcript groupings. The TRCL screen displays a list of all of the student's courses and the associated:

* grade earned
* credits attempted
* credits completed
* credit calculated
* academic term
Student Academic Credit Detail

SACD – drill down from TRCL – Student Academic Credit Detail

Detail to the Student Academic Credit Detail (SACD) from TRCL screen to view additional information about each record, including:

* academic level
* credit type
* grade scheme
* attempted, completed and GPA credit/CEU totals
* replaced code
Student Academic Transcript

Use the Student Academic Transcript (STAT) screen to view a summary of a student's academic credit records sorted by criteria defined for the transcript grouping and also by credit type.

**Transcript Grouping** - Use UG for undergraduate, GR for Graduate or COMB for combined.

You can detail to the Academic Credit Total Detail (ACTD) screen to view all of the student academic credit records that make up a given line item.
Student Schedule

STSC – Student Schedule

Information you need before using the screen –
Colleague ID for the student or their full name
Term Code

Use the Student Schedule (STSC) screen to view a student's schedule as a result of an immediate registration or for the purpose of doing an inquiry on a student’s schedule.

The screen displays the Section name, credits, start and end dates, term, faculty name, building, room and time information.
Section Roster Information

SRSI – Section Roster Inquiry

Use the Section Roster Inquiry (SRSI) screen to view cross listed section faculty and student information for a course section.

You can detail down to SPRO from SRSI
**Student Profile**

You can detail down to SPRO (Student Profile) from SRSI.

SPRO lists student program, program status, DAY/EVE/GRA information. You can also drill down to LOCR that will list the student’s classes for any given day. Drill down to NAE or ADSU through the Demographics hook and see student information. You can also see student transcript information by drilling down through the Transcript hook on this screen. The list of all academic program codes and their descriptions is attached to this document.
Use the Faculty Advisees (FADV) screen to view the advisees that are assigned to a faculty member. You can detail to the Faculty Advisee Detail (FADT) screen to view complete information about a specific advisee.
Faculty Workload

FWKL – Faculty Workload Screen

Use the Faculty Workload (FWKL) screen to view the instructional workload for a faculty member. When you first enter this screen, you are prompted to enter the faculty member and a date for your search. This screen displays workload data for the range of dates you specify.
Faculty Schedule

FCSI – Faculty Schedule Inquiry Screen

Use the Faculty Schedule Inquiry (FCSI) screen to view a faculty member's detailed teaching schedule.
Student Section Roster

SROS – Student Section Roster

PLEASE DO NOT CHANGE ANY OTHER PARAMETERS OTHER THAN WHAT IS MENTIONED IN THIS DOCUMENT.

1. Enter HOME and BUS for Phone types.
2. Type in the Term Code – term codes start with the two character year codes for example, 03 for 2003, 04 for 2004 … followed by SP for spring, FL for fall and SM for summer. Term code examples…03SP, 04SM, 05FL.
3. Enter the section name here. If you know the section name, type it in with ‘-‘ where appropriate…if you are not sure of the name-follow instructions on the next page.
4. Update out of the screen.

If you know the name of the section, skip the next page.
That will take you to the previous screen. Update out of the SROS.

Select the Section by clicking on the white box next to the desired item.

Click Update to save out of the screen and go back to the previous screen.
5) Update out of the next three screens.
6) Press Enter and a report browser screen will bring the following information up –

Click on Print Icon to send it to your default network printer.

Print the report and then click on the ‘X’ to go back to your menu.