

# Student Administration Upgrade

## 8.5 Features Overview






Student Administration has been upgraded! This upgrade results in enhancements to navigation and searching within Student Administration. For those who access student information in SA, you will notice some subtle changes in look and feel, as well as new features. The changes you encounter are meant to enhance your productivity as you work within SA.

**SA requires that you are running the most recent browser versions: Firefox 3.6.13, Safari 5, Chrome 6, or Internet Explorer 8.**

**Please note that you will not be able to add new pages to PS Favorites until the end of March 2011. Existing PS Favorites will continue to work as usual.**

### Overview of Enhancements

Click on the Enhancement link to view details, and screen captures, about the enhancement.

Enhancement	Prior Version	New Version	Impact
<a href="#">New Breadcrumb Menu</a>	The Main Menu was available on the left side of the screen at all times.	The Main Menu is only visible via the <i>PSMenu</i> link. The Breadcrumb menu is now visible at the top of the SA page at all times.	New navigation in SA. The menu structure and navigation to pages remain the same.
<a href="#">PS Favorites</a>	Available via the Main Menu in SA. Named "Favorites."	Available via the Breadcrumb Menu in SA. Now named " <i>PS Favorites</i> ."	New navigation in SA. The same functionality exists, it is just accessed using the breadcrumb menu.
<a href="#">Recently Used</a>	Not Available.	Click on <i>PS Favorites</i> to view a list of the previous five pages viewed by the user.	Similar to browsing history in Internet Explorer. Allows for easier navigation to recently viewed pages in SA.
<a href="#">New Home Link</a>	Link to return to the Home Page, with the Left Menu navigation is labeled Home.	The link to return to the home menu is labeled <b>PS Menu</b> .	Same functionality.
<a href="#">New Lookup Pop-up Windows</a>	Clicking on the lookup icon  opened a new page in SA.	Clicking on the lookup icon  displays a pop-up window. The original view of the table remains visible in the background.	Available where the lookup icon is displayed. This feature provides for easier navigation, and allows you to continue to view the original page from which you selected the lookup icon.
<a href="#">New Processing/Saving Symbol</a> 	Upon processing or saving in SA, a small word that stated Processing or Saving would appear in the upper right corner of the screen.	Upon processing or saving in SA, a symbol appears in the upper right corner of the screen.	Available whenever you select data or save data in SA.
<a href="#">New Zoom option to display additional information</a> 	If additional search criteria are available to view, click on View All to view all search results.	Visible within a table on a page in SA. Click on the Zoom icon  to view additional values for the table. A pop-up window with a complete list of all values for the table displays. The View All feature remains.	Works just like the View All feature. When available within a page, click on the icon to display the View All results as a pop-up window. The original view of the table remains intact in the background.
<a href="#">Printing in Internet Explorer</a>	Print directly from the page using IE functionality. If more than one page of data exists, only the first page of data would print.	Print directly from the page, but you first must <b>right click and Select All</b> prior to printing using IE functionality.	The Select All step ensures that all pages of a multiple page document will print.
<a href="#">Printing in Firefox</a>	Print directly from the page using Firefox functionality. If more than one page of data exists, only the first page of data would print.	Print directly from the page, but you first must <b>right click and select This Frame → Print Frame</b> .	The Print Frame step ensures that all pages of a multiple page document will print.

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### Navigation Changes

★ [Campus Solutions \(HR & SA\)](#)  
For administrative use only

SA Users who access Student Administration via the Campus Solutions (HR & SA) link within the Staff or Faculty Center pages will notice changes to the menu structure

### Main Screen (Home Page)

When you first log into SA, the **Main Menu, or Home Page**, appears unchanged. Click on the  to expand the menu items, as usual.

The Icon menu will also appear as usual when you select from the Main Menu.

What does change is after selecting your desired menu option, the Left Menu navigation is no longer visible on the page. It is replaced by the Breadcrumbs, or Swan, menu at the top of the page.

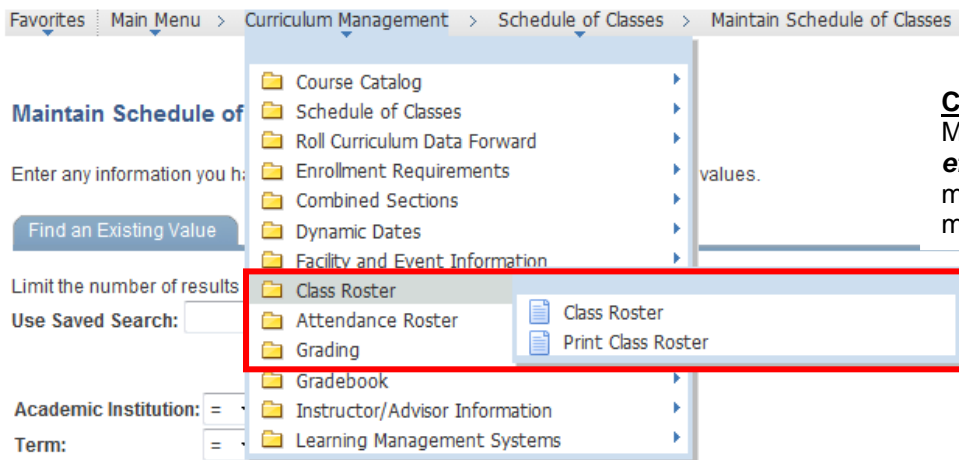
**PS Menu** – Use this link to display the left navigation menu within SA.

**Sign out of PeopleSoft** – Use this link to sign out of PeopleSoft and myUMBC.



### Breadcrumbs and Cascading Menus

You now can utilize the breadcrumb path at the top of the page. This is an efficient way of moving within the application. The breadcrumb path remains at top of the screen so you can view your path.



**Cascading Menus**  
Menus now appear in a **cascading effect**. This way it is easy to view menus and their associated sub-menus.

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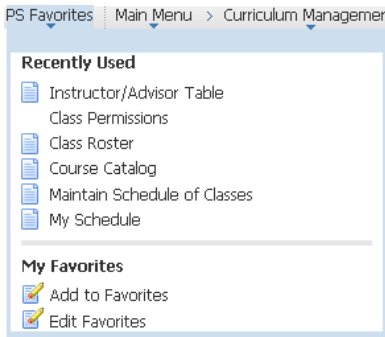
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### Favorites

(This feature will be available at the end of March 2011. You can continue to use existing Favorites already saved in SA, but you will not be able to add new Favorites until the end of March 2011.)

**PS Favorites** now appear at the top of the screen as part of the Breadcrumb menu. The same features and functionality remain.

Click on **PS Favorites** to access saved favorites, add or edit favorites.



### Recently Used

New to SA is the Recently Used feature, which is available within PS Favorites from the Breadcrumb menu. Recently Used displays the last five pages in which you navigated within SA. To navigate to one of the pages displayed in Recently Used, click once on the displayed page name.

### New Pop-up Windows

When searching for information within SA, the lookup window now displays in the *foreground* of your screen while the page from which you launched the search continues to display in the background.

#### Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

Case Sensitive

[Basic Search](#)

**Look Up**

**Look Up Subject Area**

Academic Institution:

Subject Area:

Academic Organization:

Description:

[Basic Lookup](#)

**Search Results**

View 100 First 1-106 of 106 Last

Subject Area	Academic Organization	Description
ADPS	PSYCHOLOGY	Leave/Absence Appl Dvlpmnt Psyc
AFAM	AFRICANAST	African American Studies
AFST	AFRICANAST	Africana Studies
AGNG	ESCHAGING	Management of Aging Services
AMST	AMERICANST	American Studies
ANCS	ANCIENTST	Ancient Studies
ANTH	SOCIOLOGY	Anthropology
ADMB	BIOI SCI	Applied Molecular Biology

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### *New Processing/Saving Symbol*

After selecting Save on a page or perform another task that requires SA to process information you will see a new processing/saving symbol.



### *New Zoom Option to display additional information*

In some tables, you will find a  option to zoom in and display an entire list of information in a pop-up window. This feature displays all results within a table. It is most valuable when all records within a table are not able to be viewed on one page.

Permission to Add Permission to Drop

Course ID:	052689	Course Offering Nbr:	1
Academic Institution:	UMBC	Term:	Spring 2011
Subject Area:	CHEM	Instructor:	Undergrad Chemistry
Catalog Nbr:	300		Analytical Chemistry

Class Section Data Find | View All | First 3 of 4 Last


Session:	1	Regular Academic Session	Class Nbr:	5929	Class Status:	Active
Class Section:	3		Class Type:	Enrollment Section		
Component:	Laboratory		Instructor:	Carpenter, Tara S. LaCourse, William R		

Student Specific Permissions

▼ Defaults

Expiration Date:	02/08/2011			
Permission Valid For:				
Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:  Generate  Set All Permissions to Issued

Class Permission Data Customize |  | First 1-5 of 5 Last

General info   Permission   Comments									
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	63670	2500126701	Shehata, Rana L	<input checked="" type="checkbox"/>	TK86442	01/19/2011	Used	01/19/2011	02/08/2011
2	817363	2000165016	Keazor, Onyeka M	<input type="checkbox"/>			Used	01/29/2011	02/08/2011
3	28998	1000012736	Yu, Calvin	<input type="checkbox"/>			Used	01/31/2011	02/08/2011
4	64866	2500048227	Tchuente, Stephanie	<input type="checkbox"/>			Used	01/30/2011	02/08/2011
5	185089	2500051465	Patel, Kuntal S	<input checked="" type="checkbox"/>	TK86442	01/31/2011	Used	01/31/2011	02/08/2011

Save Return to Search Previous in List Next in List Notify

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The Zoom option displays a pop-up window with a view of the *complete* list.

Click the **Return** button to close the pop-up window.

Class Permission Data										
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	
1	63670	2500126701	Shehata,Rana L	<input checked="" type="checkbox"/>	TK86442	01/19/2011	Used	01/19/2011	02/08/2011	
2	817363	2000165016	Keazor,Onyeka M	<input type="checkbox"/>			Used	01/29/2011	02/08/2011	
3	28998	1000012736	Yu,Calvin	<input type="checkbox"/>			Used	01/31/2011	02/08/2011	
4	64866	2500048227	Tchuate,Stephanie	<input type="checkbox"/>			Used	01/30/2011	02/08/2011	
5	185089	2500051465	Patel,Kuntal S	<input checked="" type="checkbox"/>	TK86442	01/31/2011	Used	01/31/2011	02/08/2011	

Return

### Printing in SA

Printing from within the SA application has specific steps to ensure the entire page is printed. **CAREFULLY** follow the directions for printing from the appropriate browser.

### Printing from IE 8

1. Navigate to any PeopleSoft page. For example, the Class Roster page.
2. In IE, **right mouse click** on page and select **"Select All."**

AMST 100 - 01      Intro. to American Studies

Lecture (2233)      [Class Detail](#)

Spring 2011 | Regular Academic Session | UMBC | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:15PM	ACADEMIC BUILDING IV 150	Beth Oertel	01/26/2011 - 05/12/2011

\*Enrollment Status:

Enrollment Capacity: 60      Enrolled: 33

ID	Name	Grade Basis	Units	Program and Plan	Level	Email Address
1 3000184643	Alves,Deven John	Graded	3.00	Undergraduate Degree - Undergraduate Studies	Freshman	
2 3000273639	Brown,Jessica Michelle	Graded	3.00	Undergraduate Degree - Undergraduate Studies	Freshman	
3 2500043888	Danji,Daniel	Graded	3.00	Undergraduate Degree - Political Science - BA	Junior	
4 2000197301	Drude,Alexander N	Graded	3.00	Undergraduate Degree - Chemical Engineering	Junior	
5 3000171821	Eckhoff,Andrew Sullivan	Graded	3.00	Undergraduate Degree - Environmental Science - BS	Freshman	

Back

Forward

Save Background As...

Set as Background

Copy Background

**Select All**

Paste

Blog with Windows Live

E-mail with Windows Live

Translate with Live Search

All Accelerators

Create Shortcut

Add to Favorites...

View Source

Encoding

Print...

Print Preview...

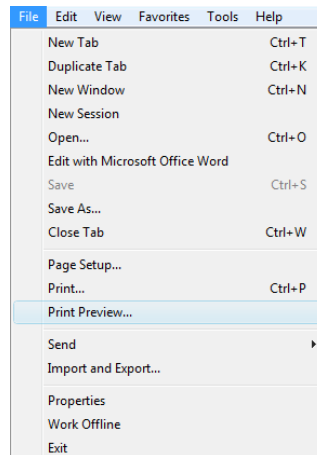
Refresh

Export to Microsoft Excel

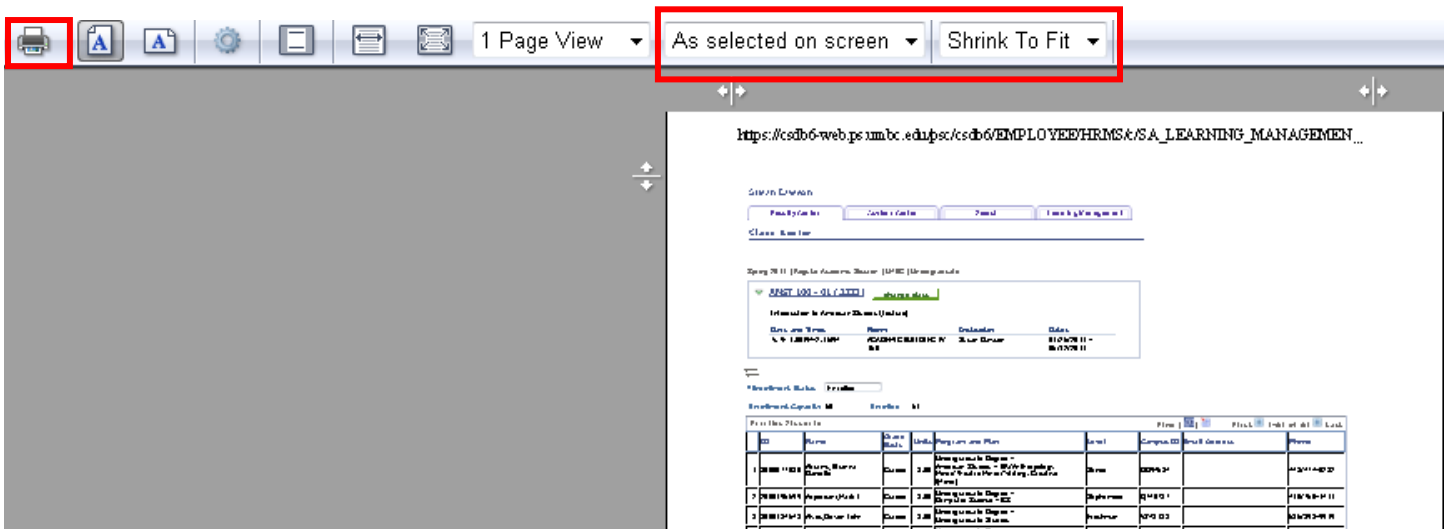
3. Select **File > Print Preview**

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4. Select "As selected on screen" and "Shrink to Fit" from the Print Preview window.



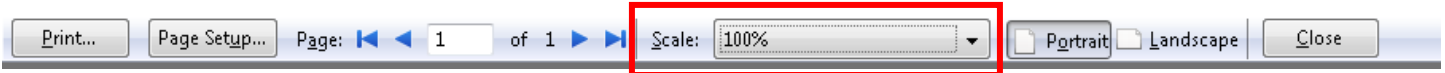
5. Click the Print Icon. 

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### Printing in Firefox

Note: To ensure the page prints correctly, first navigate to **File** → **Print Preview**, and ensure the Scale is set to 100%. If you notice the width of the page does not entirely fit on the page, modify this setting to the scale that is appropriate for your computer. Once you set the scale, it remains until you reset it again.



### Steps:

1. Navigate to any PeopleSoft page.
2. Click once on the page you are currently viewing.
3. Right mouse click on page and select "This Frame > Print Frame."

AMST 100 - 01      Intro. to American Studies  
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5 3000171821	Eckhoff,Andrew Sullivan	Graded	3.00	Undergraduate Degree - Environmental Science - BS	Beth Oertel

The image shows a screenshot of a PeopleSoft page with a right-click context menu open. The menu is positioned over the 'Enrolled Students' table. The 'This Frame' option is highlighted with a red box, and its sub-menu is also open, with 'Print Frame...' highlighted with a red box.

4. The Printer window appears. Select the correct printer and click **OK**.

