

# Student Administration Upgrade






## 8.5 Self-Service Features Overview

Student Administration has been upgraded! This upgrade results in enhancements to both 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.

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

### 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>	Navigation within SA was not available to self-service users.	A Breadcrumb menu is now visible at the top of the SA page at all times.	New navigation in SA. Allows you to move between SA tasks without navigating back to myUMBC.
<a href="#">Direct Access to SA Training Materials from within SA</a>	Access training materials only via the SA website.	A link directly within SA to direct you to the training materials on the SA website.	Training materials available when you need to use them.
<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 page 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="#">Ability to change default search results limit</a>	When performing a search, all search requests returned up to 300 results.	You can select the number of results to display for each search request.	Available where you are initially requested to search for records in PeopleSoft; i.e., Class Permissions.
<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 visible 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 click on the page, then <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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### User Interface and Navigation Changes

#### Main Screen

When accessing SA tasks via myUMBC you are presented with a new look to your screen.

#### Breadcrumbs

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

Selected menus appear in a **cascading effect**. This way it is easy to view menus and their associated sub-menus allowing you to move to other SA tasks without having to navigate back to myUMBC.

**PS Menu** – For Administrative Users of SA. This link will display the left hand menu.

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

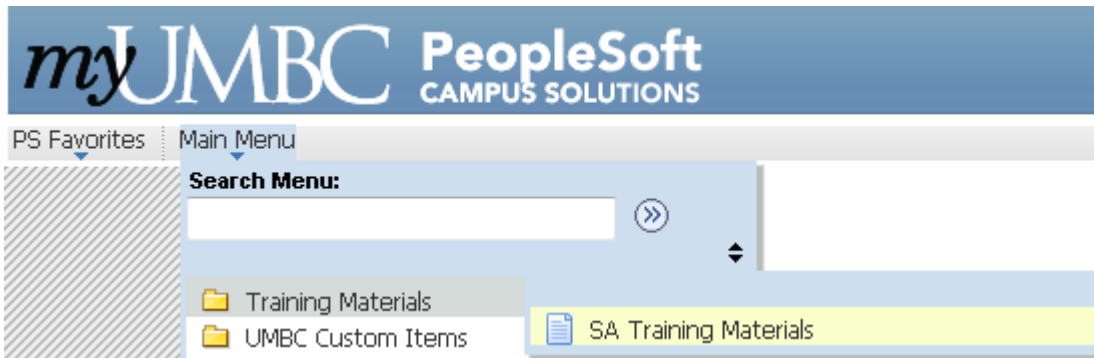
The screenshot shows the myUMBC PeopleSoft interface. At the top, a breadcrumb path is highlighted in red: [PS Favorites](#) > [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#). A callout box points to this path with the text: "Breadcrumbs identify the navigation to your location, or page, in SA." In the top right corner, a "Sign out of PeopleSoft" link is highlighted in red, with a callout box stating: "Click this link to sign out of SA." On the left side, a cascading menu is shown with options: "My Schedule", "Class Roster", and "Grade Roster". A callout box points to this menu with the text: "Cascading Menu appears when you click once on a breadcrumb menu item." Below the breadcrumb path, the user's name "Anthony McGurrin" is displayed. Further down, there are options to "change term" and "Select display option:" with radio buttons for "Show All Classes" and "Show Enrolled Classes Only". An "Icon Legend" section includes "Class Roster", "Grade Roster", and "Learning Management". The main content area is titled "My Teaching Schedule > Spring 2011 > UMBC" and contains a table of class information.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">ENGL 100-10 (4221)</a>	Composition (Lecture)	22	MoWeFr 8:00AM - 8:50AM	ACADEMIC BUILDING IV 011	Jan 26, 2011 - May 12, 2011
<a href="#">ENGL 273-01 (2739)</a>	Int Creative Wtg-Poetry (Lecture)	25	MoWeFr 10:00AM - 10:50AM	MATHEMATICS/PSYCHOLOGY 104	Jan 26, 2011 - May 12, 2011
<a href="#">ENGL 391-04 (5088)</a>	Adv Expos & Argument (Lecture)	25	MoWeFr 11:00AM - 11:50AM	SONDHEIM HALL 209	Jan 26, 2011 - May 12, 2011

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### *Direct Access to SA Training Materials from within SA*

From the Main Menu, select Training Materials > SA Training Materials and you will be directed to the SA website where you can access a variety of self-paced training materials to walk you through SA tasks by role.



### *New Lookup 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.

#### UMBC Advising Center



### *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.



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### *Ability to change default Search Results limit*

At the top of a search page you see a new option that allows you to adjust the maximum number of results displayed for your search. Prior to the upgrade, the search results always displayed up to 300 results. Now, you can adjust the search limit to return between 1 and 300 results. This allows for the system to display the results of your search more quickly. Please note that the maximum amount any search can display at a time is 300.

#### Class Permissions

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):

Use Saved Search: AMSTPERMISSIONS

Enter a number between 1 and 300.

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Additional information about the number of search results appears at the top of results displayed.

[Basic Search](#)  [Delete Saved Search](#)

**Search Results**

Only the first 15 results of a possible 42 can be displayed.

[View All](#)



First 1-15 of 15 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UMBC1	2112	AMST	100	Undergrad	MAIN	Intro. to American Studies	052123	1
UMBC1	2112	AMST	200	Undergrad	MAIN	Multicultural America	052126	1

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

You will find a  option to zoom in and display an entire list of information in a pop-up window. The Degree Audit is an example of a report that has a zoom  option.

UMBC Undergraduate Graduation Requirements General Education Program

**Not Satisfied:** The following are Graduation Requirements as outlined for students graduating under the General Education Program pattern.

120 Academic Credits

**Not Satisfied:** Completion of a minimum of 120 academic credits


(Note: Academic credits exclude LRC, ELC, pre-college-level coursework, and physical-activity courses).

In-progress coursework (any coursework in which the student is officially enrolled) is included in this count, with the exception of repeated in-progress coursework.

- Units: 120.00 required, 108.00 taken, 12.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ENGL 100A	<a href="#">Composition</a>	4.00	Fall 2008	A	✓
ENGL 231	<a href="#">Intro World Lit I</a>	3.00	Spring 2009	C	✓
ENGL 373	<a href="#">Creative Writing-Poetry</a>	3.00	Fall 2009	B	✓
GWST 380	<a href="#">Women/Gender In Asia</a>	3.00	Spring 2010	B	✓
HIST 101	<a href="#">American History To 1877</a>	3.00	Fall 2007	CRT	✓
HIST 102	<a href="#">Amer Hist Since 1877</a>	3.00	Fall 2007	CRT	✓
HIST 103	<a href="#">East-Asian Civilization</a>	3.00	Fall 2007	B	✓
JDST 100	<a href="#">Intro Judaic Studies</a>	3.00	Fall 2009	B	✓
MLL 190	<a href="#">The World Of Language I</a>	3.00	Fall 2008	B	✓
MLL 322	<a href="#">Women And The Media</a>	3.00	Spring 2009	B	✓

View All  First 1-10 of 34 Last

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.

Course	Description	Units	When	Grade	Status
ENGL 100A	<a href="#">Composition</a>	4.00	Fall 2008	A	✓
ENGL 231	<a href="#">Intro World Lit I</a>	3.00	Spring 2009	C	✓
ENGL 373	<a href="#">Creative Writing-Poetry</a>	3.00	Fall 2009	B	✓
GWST 380	<a href="#">Women/Gender In Asia</a>	3.00	Spring 2010	B	✓
HIST 101	<a href="#">American History To 1877</a>	3.00	Fall 2007	CRT	✓
SPAN 201	<a href="#">Intermediate Spanish I</a>	4.00	Spring 2009	B	✓
STAT 121	<a href="#">Intro Statistics:Soc Sci</a>	4.00	Fall 2007	C	✓
THTR 104	<a href="#">Intro To Costume</a>	3.00	Spring 2008	B	✓

View 10 First 1-34 of 34 Last

Return

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### 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 your desired page in SA.
2. In IE, click once on the page you are viewing, then **right mouse click** on page and select **"Select All."**

AMST 100 - 01      Intro. to American Studies  
Lecture (2233)      [Class Detail](#)

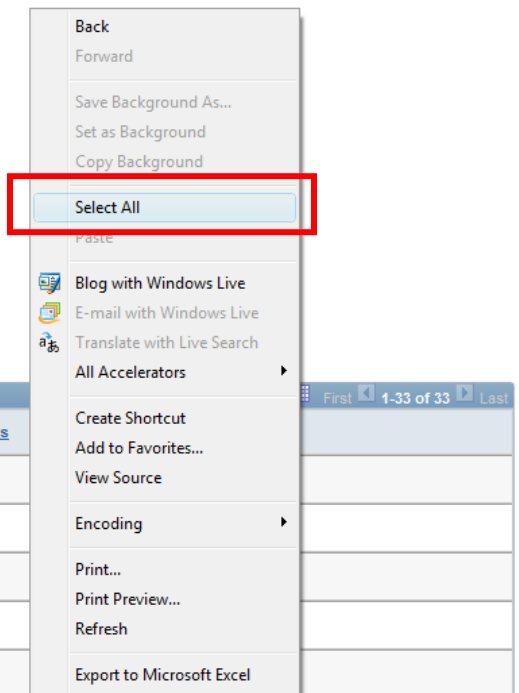
Spring 2011 | Regular Academic Session | UMBC | Undergraduate

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

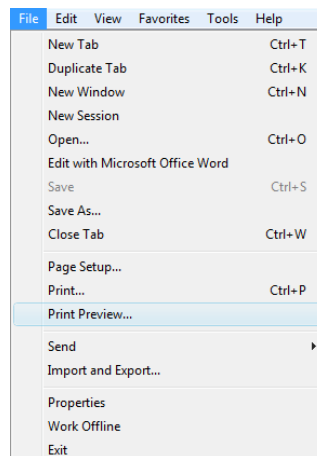
\*Enrollment Status:

Enrollment Capacity: 60      Enrolled: 33

Enrolled Students						
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	



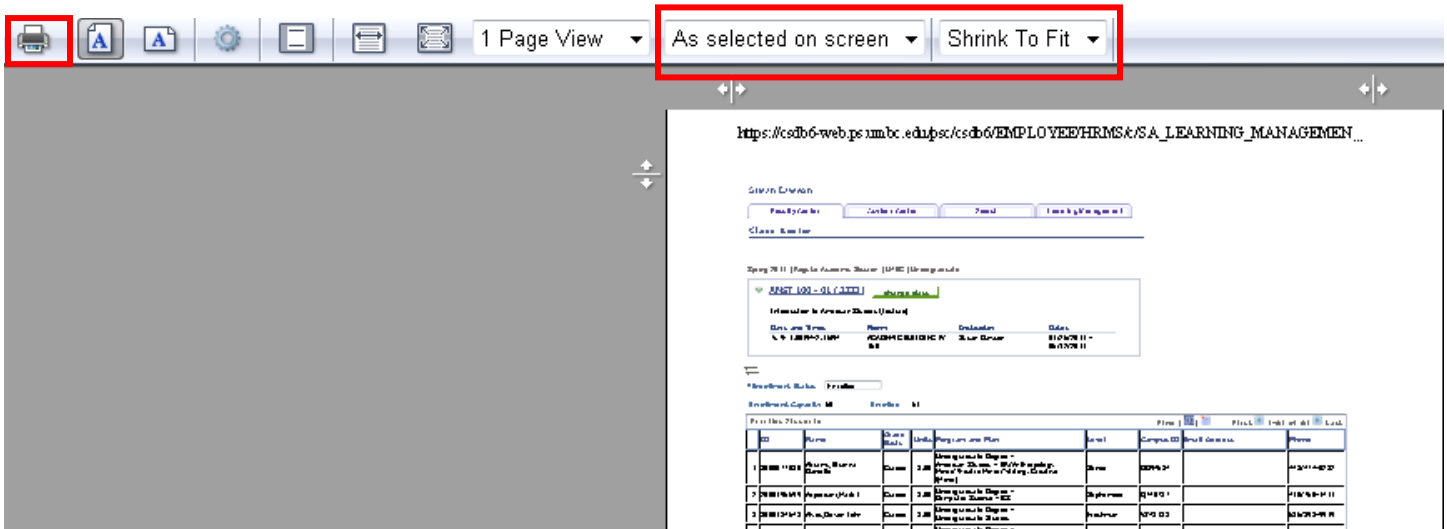
3. Select **File > Print Preview.**



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



5. Click the Print Icon.

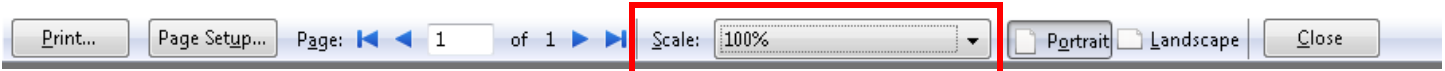


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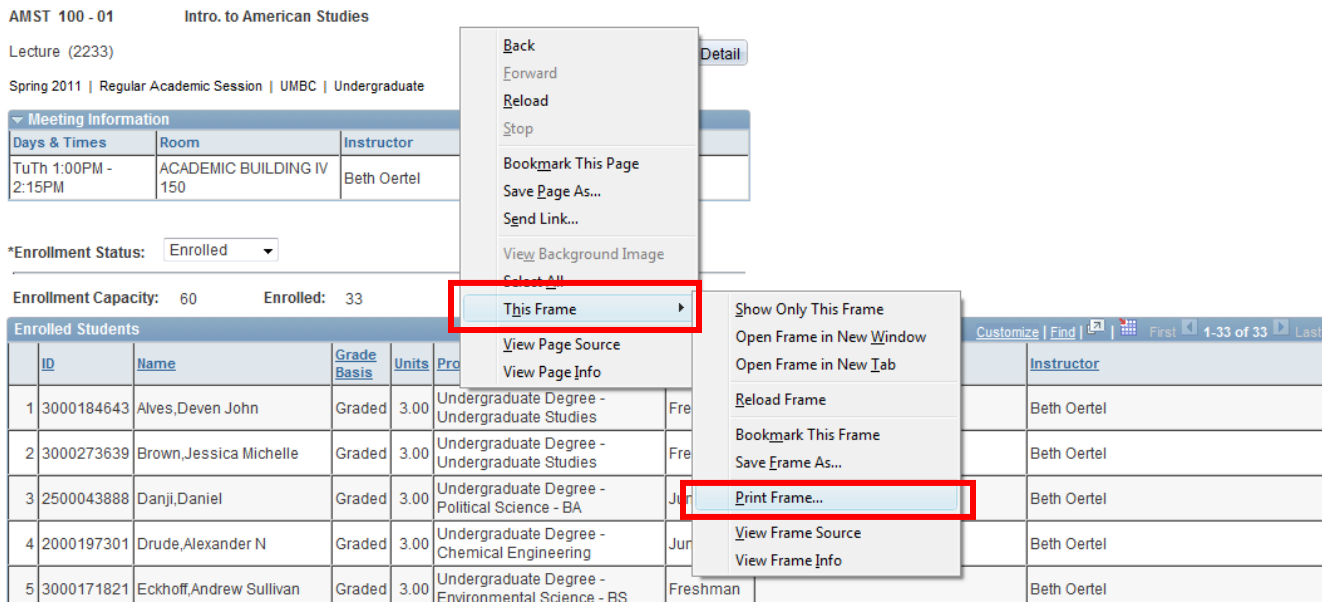
### Printing in Firefox

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."**



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

