Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

- Colleague is a database program that stores student information on WSU's UNIX computer system.

- If you are new to Colleague, a Colleague Account application (blue form) needs to be completed, signed, and returned to the Finance Office in order for a username and password to be assigned to users needing access to Colleague.

- A Colleague UserID needs to be typed in UPPERCASE letters**.**

- Criteria for a Colleague password are the same as the WSU network password.

  A password MUST be 8 characters in length and include 1 upper case letter + 1 lower case letter + 1 number. Passwords cannot contain any portion of your username or previous passwords.

  Please contact the Information Technologies' Help Desk (IT website or 508.929.8856) if you have any questions. See also Timed Username/Password Expirations document on the IT website (http://uts.worcester.edu/).

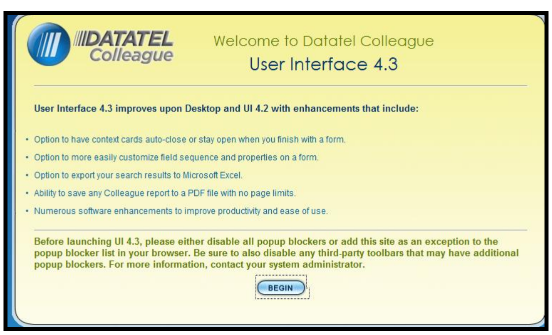
- Be Certain to Follow WSU Policies regarding FERPA .(Family Education Rights and Privacy Act) when working with student information.

  Go to http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html for additional information

Logging Into Colleague UI 4.3

1. Double-click the **UIWeb 4.3** icon on your Desktop.

2. When the "Welcome" screen displays, click the **Begin** button.



3. The Datatel/Colleague Login screen displays.

4. In the UserID box, type the **Colleague UserID** provided to you by Information Technologies. (Usually, 1st initial and 1st six letters of last name – all CAPS e.g. JLANCER)

Colleague UIWeb 4.3 - Basic Features

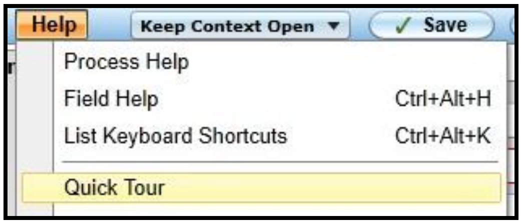
Logging into Colleague (Continued)

5. In the **Password box,** type your Colleague password (case sensitive).
   Then, click the **Login** button or press the **<Enter>** key.

   Colleague User Interface 4.3 opens displaying the “Quick Tour” screen.

6. Watch the tutorial by clicking the forward pointing arrow in the center of the screen, if desired.
   Then, click **inside** the **Don’t Show Me Again checkbox** in order to hide the screen.

   Note: The “Quick Tour” video is <u>available anytime</u> from the Help menu.



If you have difficulty, keep <u>only</u> basic Internet Explorer (or Firefox) toolbars available.

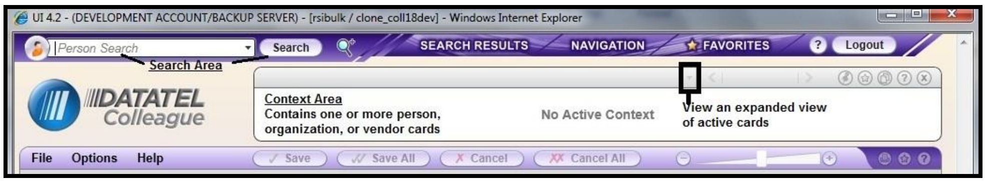
Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

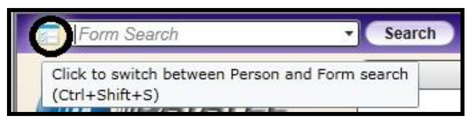
Logging Into Colleague UIWeb 4.3

7. **Once the Quick Tour screen is closed, the UIWeb 4.3 Search and Context areas are visible.**

   Note: For those already familiar with UIWeb 4.0, the method in which cards and forms are chosen has changed since the introduction of UIWeb 4.0. Click the Person / Form Search button to toggle between the two choices. Then, type search criteria in the Search box and click the Search button or Press <Enter>.

   A "Person search" indicates a search for a person, organization, or vendor will be performed. A "Form search" indicates a search for a particular form (e.g. STSC) or category (Financial Forms) will be performed.

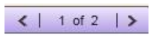




If desired, view the [Colleague UIWeb 4.3 Basic New Features] document to view recent changes**.** The document is located on our http://uts.worcester.edu/ site under the Colleague/Datatel category.

Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

- **A "Person Search" allows a user to locate and work with an individual, group of individuals, vendors, or institutions within the same form. It is a way to populate the Context area (top area of the window) with one or many records, called "Person Cards" in Colleague UI 4.3, before opening a form. Information displayed in the form reflects data stored in Colleague for the person, group, or institution whose card is active (visible in the context area).**

  The Next and previous  record arrows are used to move between desired Person cards.

- **Always be aware of what is active in your context area. It might be necessary to close out both the form AND the context area if there are active records you no longer want to use.**

- **When you're done with a form, it's best to close out the context area instead of the form, especially if you're done with the form and the individual, institution, or groups. That way, you'll clear out your context area and the form and will be starting with a clean slate**.

- **When working with one person, it might be preferable to bring up the form first and perform a standard name lookup**.

The Search Area – Opening a Person Card and Form

1. In the **Search** area, click the round **Person/Form** button until a **Person** displays on the front of the button.

2. Type the **Person's Name** (at least two letters of the Last Name, Two letters of the First Name, separated by a comma) or **Student ID#** for the person (vendor, or institution) whose data you wish to obtain in the Person Search box, and click **Search** or Press <Enter>**.**

   If a group of students has been saved to Favorites (Favorites will be discussed later in this guide), click the Favorites tab to locate them.

   Person Cards that match the requested search criteria display in the Context area.

The Search Area – Opening a Person Card and Form (Continued)

3. **Select a Person card** by typing the **number displayed to the left of the desired card name** in the **Select box at the bottom of the window**. In addition, multiple cards can be selected by **clicking inside the Select All box** at the top of the window **or white boxes to the left of each desired Person's ID** #. Click **Open** at the bottom of the screen or Press <Enter> to display the selected cards in the Context area at the top of the window.

   Selected people cards open in the Context area. The Person card displayed in front is the "active" card. Move between desired cards by clicking the Previous (<) or Next (>) arrows.

   - Colleague uses a "drill-down" approach to access information in its database.
   - Expand folders to view and/or move to different levels within the Colleague's Student System or other Application area.
   - If necessary, use the Navigation tab to locate and open forms by double-clicking the form's icon.

Use the Transcript Course Listing command to display a student's individual transcript on the screen.

Opening the Transcript Course Listing (TRCL) Form

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.

2. Type **TRCL** in the Form Search box and Press **<Enter>** or click the **Search** button

   Since a Person/Student card already is open, the Transcript Groupings LookUp dialog box displays.

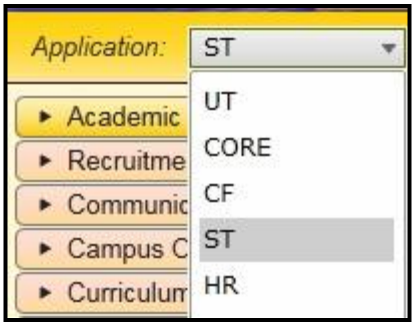
   

   If the TRCL form does not display, the form can be accessed with its icon using a "drill down" approach from the Navigation tab. If the form <u>does</u> display, continue to Number 3.

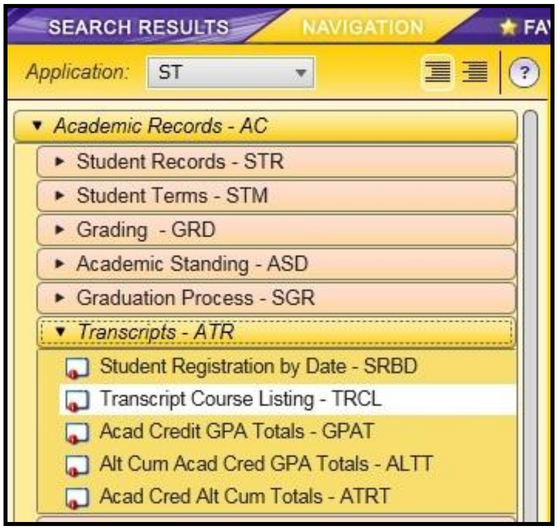
   a. Click the **Navigation tab** to bring it in front of other tabs.

Opening the Transcript Course Listing (TRCL) Form (Continued)

b. If the **ST** Application is not active, select it from the Application drop-down menu.



c. Click **Academic Records**, followed by **Transcripts – ATR** to expand both areas and display their contents.



d. **Double**-click the **TCRL- Transcript Course Listing icon** to open the Transcript Course Listing inquiry form.

Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

Opening the Transcript Course Listing (TRCL) Form (Continued)

3. In the Transcript Groupings LookUp box, enter **UD** for an Undergraduate transcript or **GD** for a Graduate listing.

4. Then, click **OK**.

   If a Person card is <u>not</u> active, in the **Student Lookup box**, type at least the **First Two letters** of the desired student's **Last Name followed by a comma,** the **First Two letters or more** of the student's **First Name**, **OR…** the **Student ID#** for the transcript course listing you wish to obtain from Colleague UIWeb**.** Then, click **OK** or Press <Enter>. A list of Person card(s) matching the typed criteria should display. Locate the desired Person Card and type its number in the **Select #** box at the bottom of the window. Then, click the **Open** button or Press **<Enter>**.

   The Transcript Groupings LookUp box (See Above) should display.

Enter **UD or GD as described above**.

The TRCL- Transcript Course Listing for the active Person card displays.

To export the data into Excel (providing you have appropriate access permissions) click the green X (Export all rows to a .cvs file).

Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

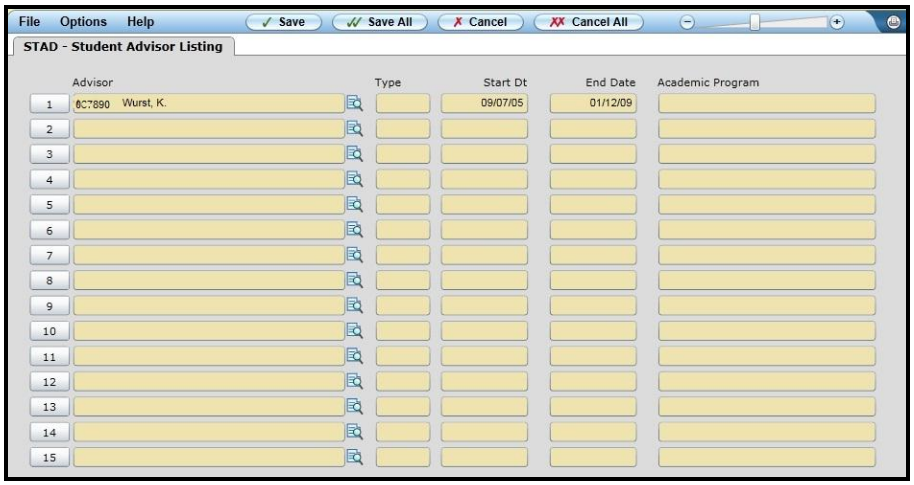
When a student's advisor needs to be added or modified, the Student Advisor Listing form needs to be used.

Modifying a Student Advisor Listing

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.

2. Type **STAD** in the Form Search box and click the **Search** button or Press <Enter>.

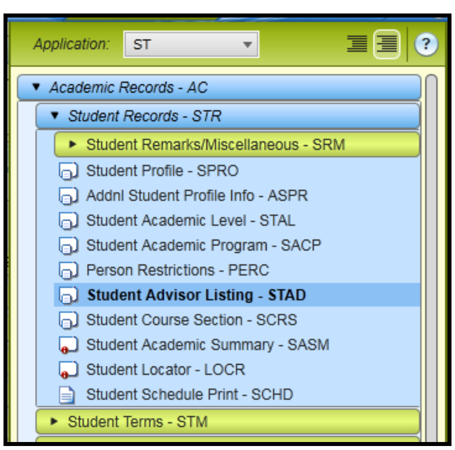
   The STAD form should display.



   a. If the STAD form does not display, the form can be accessed from the **Navigation tab** using a "drill down" approach. Click the **Navigation tab** to bring it in front of other tabs.

   b. If the **ST** Application is not active, select it from the **Application drop-down menu**.

   c. Expand **Academic Records – AC** followed by .**Student Records – STR** to expand and display its contents.

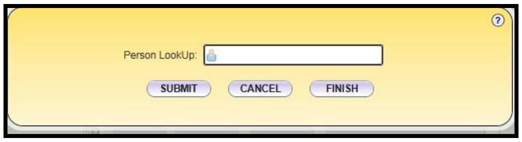


   d. **Double**-click the **Student Advisor Listing – STAD** icon.

Modifying a Student Advisor Listing (Continued)

3. If the Person Card for a student is open and active (displayed in the Context area) or the student's ID # is typed into the Person LookUp box, the STAD form should open with information pertaining to the specified student.

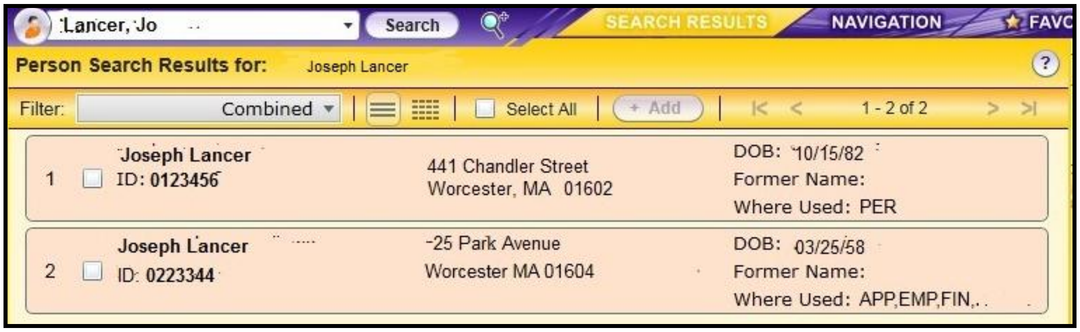
   If a Person Card for a student whose advisor you wish to change is not open, the Person Lookup Dialog box should display.



4. If the **Person LookUp box** displays**,** type the **Student ID number** or at least the first two letters of the student's last name, followed by a comma, a space, and at least the first two letters of the student's first name in the **Person LookUp** box. Then, click **Submit**.

   If a student ID number was entered, the STAD form displays with information pertaining to the specific student.

   If part of a student's name was entered, search results matching the typed criteria display.



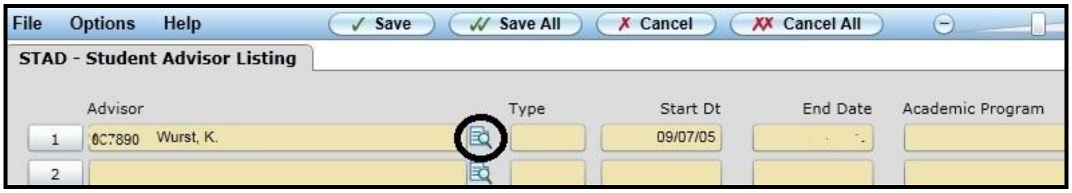
5. In the **Select # box** at the bottom of the screen**, type the number to the left of the desired student's ID number** (i.e. for James Lancer, 1 would be typed) in the Select # box, click **Open** or Press **<Enter>**.

   The STAD form displays with the student's current advisor (if one had been assigned).

Modifying a Student Advisor Listing (Continued)

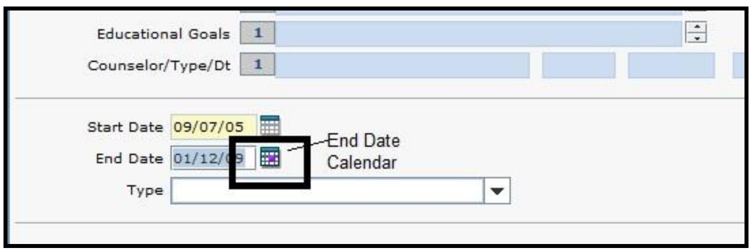
The STAD form displays with the student's advisor(s) listed.

Current advisors should have a Start Date, but no End Date.



6. When the **STAD** form displays, click the **Detail** button to the right of the Advisor you wish to modify.

   The FADT – Faculty Advisee Detail screen displays.



7. If a student is getting a **new faculty advisor, c**lick the **End Date** calendar icon to the right of the current advisor's name and select the **desired last day** the faculty member will serve as the student's advisor. Then, click the **Save** button, followed by **Update**.

   You will be returned to the STAD form.

8. **Add a new faculty advisor** by **clicking the Detail** button to the right of the first **available row number** in the Advisor column. In the STAD graphic at the top of this page, the detail button to the right of row 2 would be selected.

   The Faculty Lookup dialog box displays.

9. Type the desired **Faculty Advisor's ID number** or at least the first two letters of their last name, followed by a comma, a space, and at least the first two letters of their first name in the **Faculty LookUp** box. Then, click **Submit**.

   If a Faculty ID was entered, the STAD form displays with information pertaining to the specific student. The new advisor and start date should be listed, as well.

   If part of the advisor's name was entered, search results matching the criteria display.

10. In the Select # **box** at the bottom of the screen**, type the number to the left of the desired Faculty Advisor's ID number** in the **Select # box**, click **Open** or Press **<Enter>**.

    The FADT – Faculty Advisee Detail screen displays with the current date listed as the starting date.

11. Make certain to **Save** and **Update** the changes.

Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

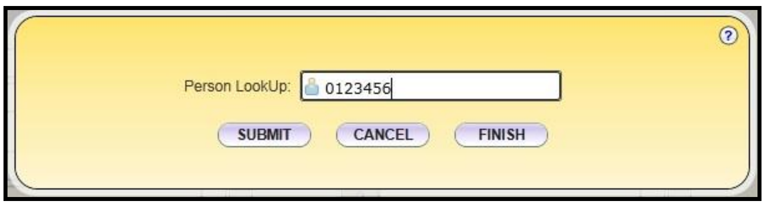
Select **Evaluate Student Program** (Degree Audit) to **obtain a report** that evaluates a student's progress toward competition of academic requirements in their chosen minor or major or one of the fields of study listed on the "What if I Changed My Program of Study" drop-down menu. Faculty members can obtain degree audit reports using WebAdvisor.

Using the Evaluate Student Program – (EVAL) form

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.

2. Type **EVAL** in the Search box and click the **Search** button or Press **<Enter>**.

   If a Person card is not active, the Person LookUp dialog displays.



3. Type the **Person's Name** (At least two letters of the Last Name, Two letters of the First Name, separated by a comma) or a **Student ID#** of the person whose program you wish to evaluate in the Person LookUp box and click **Submit** or Press **<Enter>**.

   Person Cards matching entered criteria display.

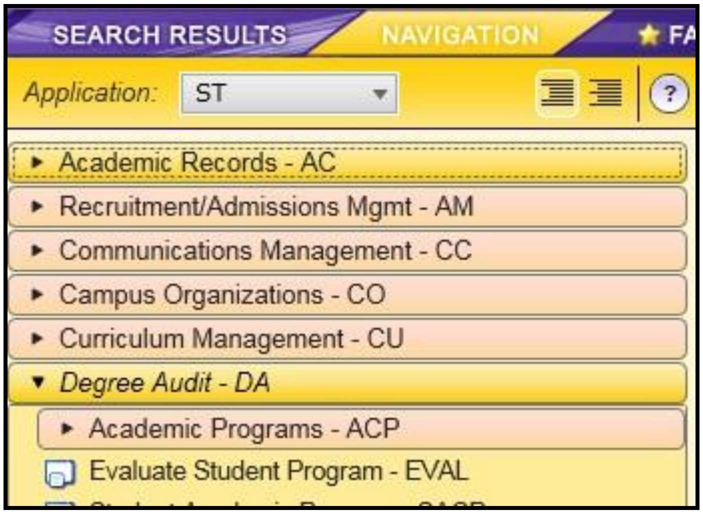
4. **Select** the desired Person card by **clicking inside the white box to the left of the desired ID** #.Or… by or by **typing the number to the left of the desired name** in the **Select box at the bottom of the window**, (i.e. For James Lancer, 1 would be typed in the Select # box) and clicking the **Open** at the bottom of the screen or Pressing **<Enter>**.

Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

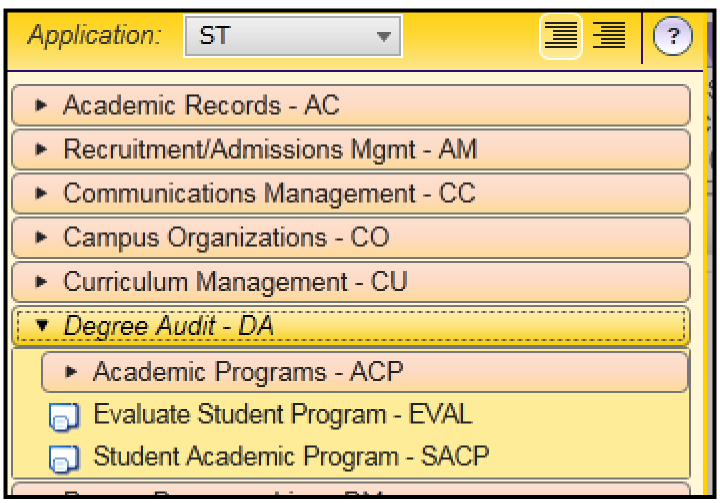
Using the Evaluate Student Program – (EVAL) form

5. If the EVAL form did not display after entering a student's name or ID #, the form can be accessed using a "drill-down" approach from the Navigation tab.

   a. .Click the **Navigation tab** to bring it to the front.



   b. If the **ST** (Student) is not active, select it from the **Application** menu.



   c. Expand **Degree Audit – DA** and double-click the **Evaluate Student Program – EVAL** icon.

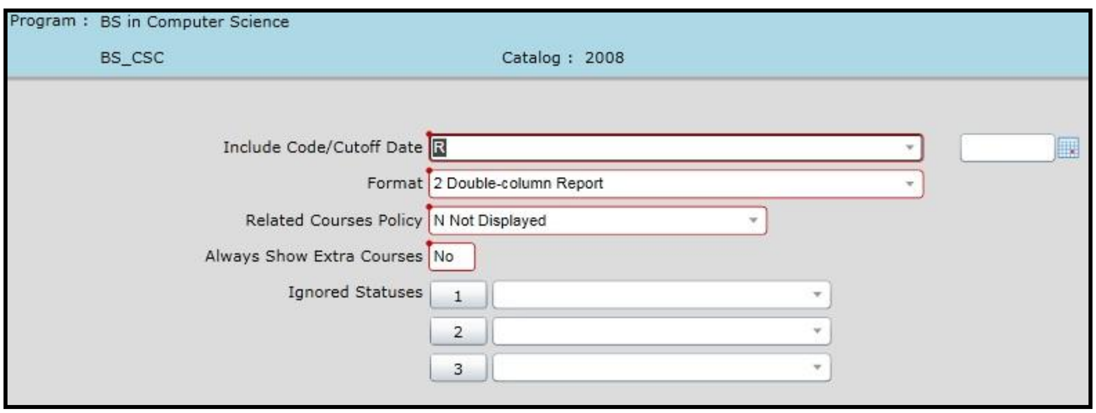
   The Student Program for the requested student displays.

Using the Evaluate Student Program – (EVAL) form (Continued)

When the Evaluate Student Program form is selected, more than one program might be listed.

6. Type the number to the left of the **Academic Program** with the **Status of A** (**Active**) in the **Select** box at the bottom of the form. Then, click **Open** or Press **<Enter>.**

   A screen similar to the one below displays.



NOTE: Please do not change the default settings. They have been selected and tested by WSU programming personnel to produce desired results. If form settings get changed, accuracy cannot be guaranteed.

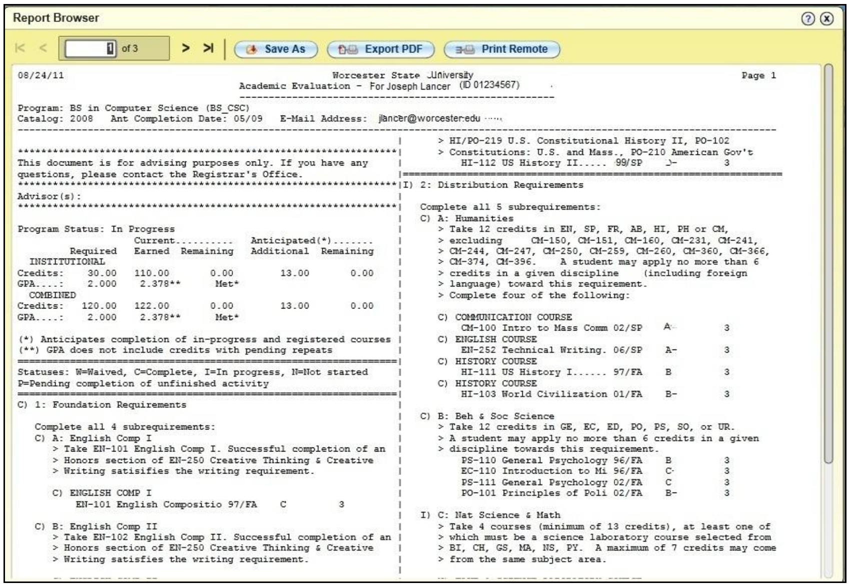
Using the Double-column report saves paper. If a single column report is necessary, that is the only setting that can be changed.

Using the Evaluate Student Program – (EVAL) form (Continued)

7. Click the **Save** button followed by **Update**.

   An alert indicates the report is evaluating and formatting.

   When finished, the Report Browser opens and displays a Degree Audit Report.




```
08/24/11                       Worcester State University                        Page 1
                Academic Evaluation - For Joseph Lancer (ID 01234567)
                ------------------------------------------------------
Program: BS in Computer Science (BS_CSC)
Catalog: 2008   Ant Completion Date: 05/09   E-Mail Address:  jlancer@worcester.edu
------------------------------------------------------------------------------------

*******************************************************************
This document is for advising purposes only. If you have any
questions, please contact the Registrar's Office.
*******************************************************************
Advisor(s):
*******************************************************************

Program Status: In Progress
                      Current..........   Anticipated(*).......
          Required   Earned  Remaining   Additional  Remaining
  INSTITUTIONAL
Credits:    30.00   110.00      0.00        13.00       0.00
GPA....:    2.000    2.378**    Met*
  COMBINED
Credits:   120.00   122.00      0.00        13.00       0.00
GPA....:    2.000    2.378**    Met*

(*) Anticipates completion of in-progress and registered courses
(**) GPA does not include credits with pending repeats
===================================================================
Statuses: W=Waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
===================================================================
C) 1: Foundation Requirements

   Complete all 4 subrequirements:
   C) A: English Comp I
      > Take EN-101 English Comp I. Successful completion of an
      > Honors section of EN-250 Creative Thinking & Creative
      > Writing satisifies the writing requirement.

      C) ENGLISH COMP I
         EN-101 English Compositio 97/FA    C        3

   C) B: English Comp II
      > Take EN-102 English Comp II. Successful completion of an
      > Honors section of EN-250 Creative Thinking & Creative
      > Writing satisfies the writing requirement.

      > HI/PO-219 U.S. Constitutional History II, PO-102
      > Constitutions: U.S. and Mass., PO-210 American Gov't
        HI-112 US History II..... 99/SP    D-        3
===================================================================
I) 2: Distribution Requirements

   Complete all 5 subrequirements:
   C) A: Humanities
      > Take 12 credits in EN, SP, FR, AB, HI, PH or CM,
      > excluding     CM-150, CM-151, CM-160, CM-231, CM-241,
      > CM-244, CM-247, CM-250, CM-259, CM-260, CM-360, CM-366,
      > CM-374, CM-396.    A student may apply no more than 6
      > credits in a given discipline    (including foreign
      > language) toward this requirement.
      > Complete four of the following:

      C) COMMUNICATION COURSE
         CM-100 Intro to Mass Comm 02/SP    A-       3
      C) ENGLISH COURSE
         EN-252 Technical Writing. 06/SP    A-       3
      C) HISTORY COURSE
         HI-111 US History I...... 97/FA    B        3
      C) HISTORY COURSE
         HI-103 World Civilization 01/FA    B-       3

   C) B: Beh & Soc Science
      > Take 12 credits in GE, EC, ED, PO, PS, SO, or UR.
      > A student may apply no more than 6 credits in a given
      > discipline towards this requirement.
         PS-110 General Psychology 96/FA    B        3
         EC-110 Introduction to Mi 96/FA    C-       3
         PS-111 General Psychology 02/FA    C        3
         PO-101 Principles of Poli 02/FA    B-       3

   I) C: Nat Science & Math
      > Take 4 courses (minimum of 13 credits), at least one of
      > which must be a science laboratory course selected from
      > BI, CH, GS, MA, NS, PY.  A maximum of 7 credits may come
      > from the same subject area.
```

   <u>Use print remote</u> and make certain to set the printer to your department's Colleague printer default when they get to the printer definition screen

   If you are not certain what the name of your Colleague UIWeb printer is, contact the Helpdesk by phone (508 929-8856) or by our online [Helpdesk Support Request Form](#).

8. When finished viewing and/or printing the Evaluation Report, click the **Exit Browser** (X) icon in the upper right-hand corner of the **<u>Report Browser window</u>**.

   You will return to the Person LookUp dialog box.

9. If you are finished using the EVAL form, click the **Finish** button to close the form and return to the main Colleague UI window.

Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

- Faculty members can view rosters in their Blackboard course shells or by using WebAdvisor. On occasion, when a roster needs to be viewed or printed by an Administrator or other authorized person who is not a member of our faculty, Colleague UI can be used.

- A list of currently enrolled students displays when either the RSTR or SROS forms are used. If the Add/Drop period is <u>not</u> over, rosters will reflect enrollments for the date the roster is viewed or printed. Final rosters can be obtained after the last day of Add/Drop.

  RSTR Academic Roster Inquiry – Provides a list of students to the screen.
  SROS Creates a roster that is designed to be printed

- In order to conserve paper, please try to print only when necessary.

Using RSTR (Academic Roster Inquiry) to View a Roster

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.

2. Type **RSTR** in the Search box and click the **Search** button or Press **<Enter>**.

   The Course Section LookUp dialog box displays.

   The Course Section LookUp prompt displays

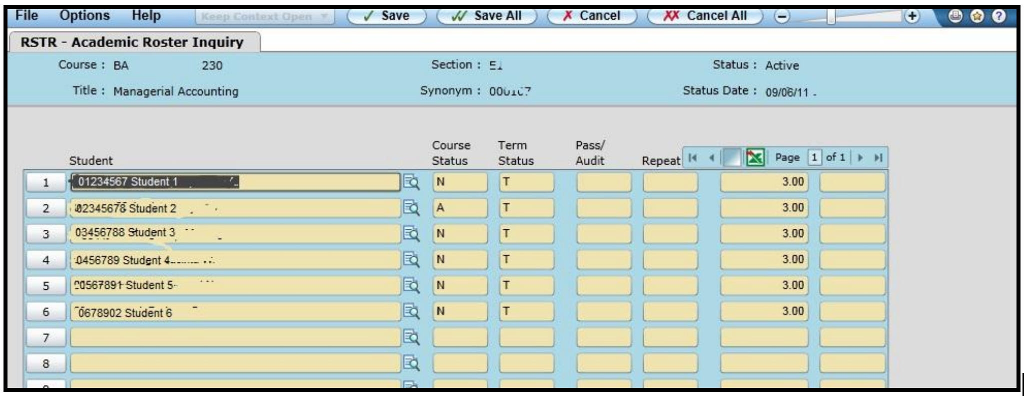
   a. If the **RSTR** - Course Section LookUp box for the Academic Roster Inquiry doesn't display, click the **Navigation** tab.

   b. Make certain the **ST** (Student) Application is active. Then, expand the **Registration - RG Menu***,* and double-click the **RSTR Academic Roster Inquiry** icon.

Using RSTR (Academic Roster Inquiry) to View a Roster (Continued)

3. Type the desired **Course Section** in the Course Section LookUp box (e.g. BA 230 E1) and click **OK** or Press <Enter>.

   The Academic Roster displays a list of enrolled students.



4. When viewing is completed, click **Cancel All** if you do not wish to view another roster, or the **Cancel button** to close the displayed roster and view another roster.

   An alert displays asking if you wish to Cancel or Return to editing.

5. Click **Cancel** again to close the “Cancel or Return to editing” prompt.

   The Course Section LookUp prompt displays and another course section ID can be entered.

6. Enter another **Course Section ID** to view another course roster, or click **Finish** to close the RSTR form and return to the main UIWeb 4.3 screen.

Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

Using SROS (Section Roster) to Print a Roster

- **When Using the SROS – Section Roster screen, it is a good idea to use the Scroll buttons to check that only semesters and faculty for whom you wish to print rosters are listed.**

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.

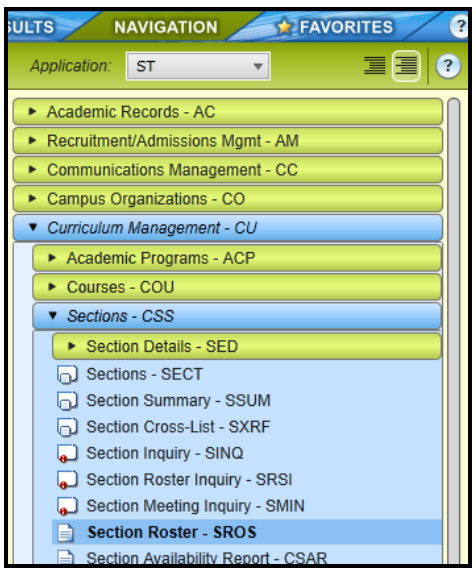
2. Type **SROS** in the Search box, and Press **<Enter>.**

   The Section Roster form displays with criteria requested the last time the form was used.

   View a graphic on the next page.

   a. If the **SROS form** does not display, click the **Navigation** tab. Otherwise, continue to number 3.

   b. Make certain the **ST** (Student) Application is active. Then, expand **Curriculum Management – CU,** followed by **Sections – CSS**. Then, double-click the **SROS Section Roster** icon.

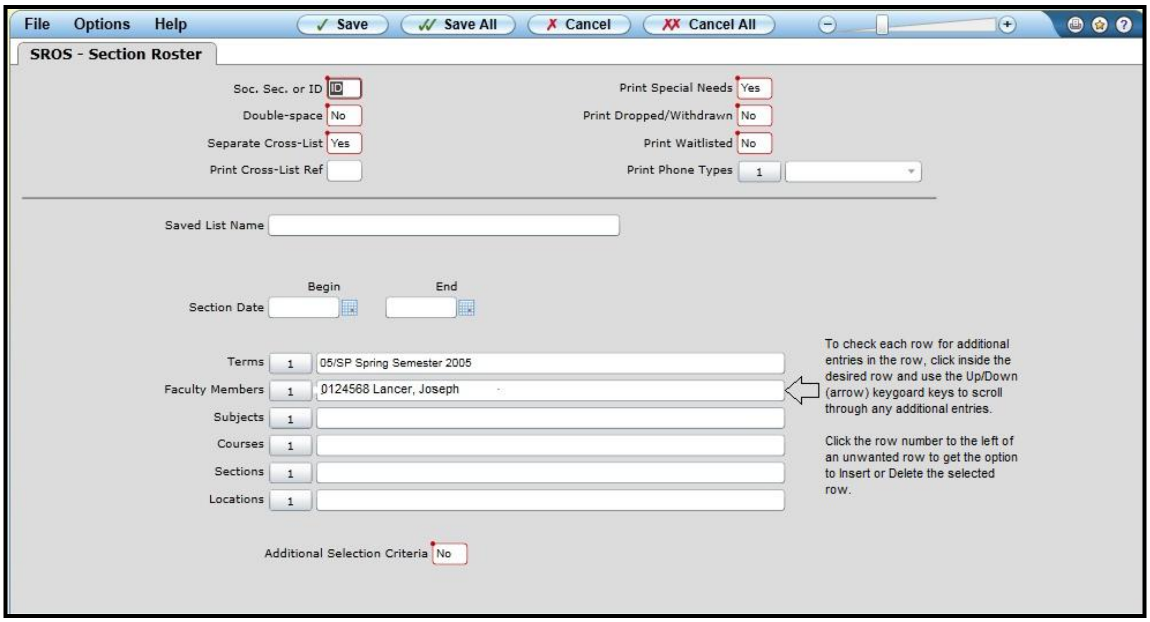


- In order to print desired section rosters using the SROS form, it is necessary to enter the term and name of the faculty member teaching the desired course. In order to narrow down a search, additional information also can be entered.

Using SROS (Section Roster) to Print a Roster

3. Type **SROS** in the Search box, and Press **<Enter>.**

   The Section Roster form displays.



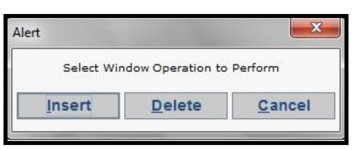
4. If a date already appears beside **Terms click inside the term row and press the Up/Down arrow keyboard keys** to view any additional rows (e. g. 1, 2, 3) that might exist from someone's previous use of the form.

   If additional rows exist, window operation buttons (e.g. 1, 2, 3) change to reflect the current row number.

5. If it is necessary to delete an undesired row (e. g. previous term, faculty member's name) from the lower portion of the screen in order not to print the corresponding information.

   a. Click in the Row (1, 2, 3) you wish to delete and click the row number on the left-hand side.

      The "Select Window Operation to Perform" alert displays.



   b. Click **Delete** to remove the selected row or Insert if you wish to insert a new row.

Rosters – SROS Section Roster (Continued)

6. **Delete any additional rows of previously requested data that do not match your criteria.**

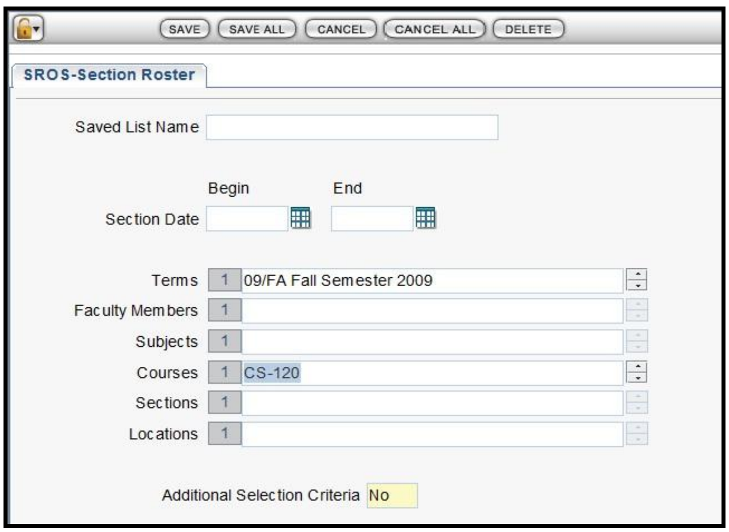
7. Click inside the empty **Terms** field.

8. Type the **Term** for the roster you wish to print in the **YY/MM format** (e.g. **11/FA**) and Press **<Enter>**.

   The next row number displays. Use the Up/Down keyboard keys to move to different rows, when necessary.

9. Enter additional Terms in subsequent rows (e.g. 2, 3), if desired.

10. Click in the **Courses** box and type the **Course Number** for the **roster** you wish to print. Then, Press **<Enter>.**



   A lookup screen might display all course sections matching criteria entered into the form.

   If a lookup screen displays, locate the desired **course** or other requested information on the screen that displays, **type the number** (e.g. 1, 2, 3…) **located to the left of the** requested data in the **Seq Number, (F)lag/ (S)ort box at the bottom of the screen**, and Press **< Enter>.**

11. Use the same process to add Faculty Members, Sections, or other information, if desired, to narrow the search.

Rosters – SROS Section Roster (Continued)

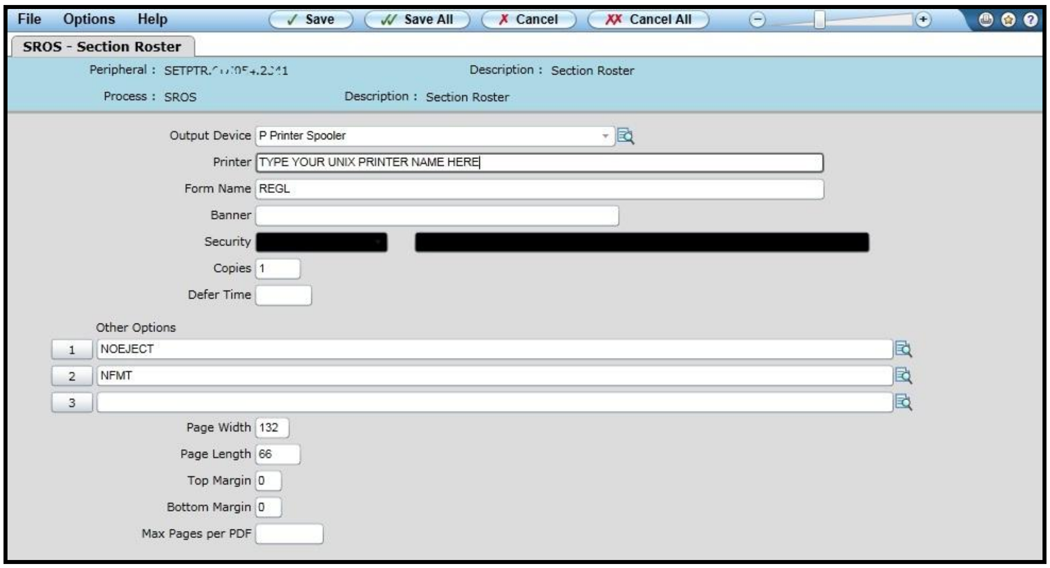
12. When all desired criteria has been typed in the SROS – Section Roster form, click the **Save** button.

The Update, Cancel, Return alert displays.

13. Click **Update** to proceed to the SROS sort screen.

14. Click **Save** followed by **Update** to proceed to the SROS Print screen.

A graphic similar to the one below displays.



15. Beside **Printer**, type the name of the **UNIX printer** (designated area printer to be used for Colleague/UIWeb reports) where you want the roster to print.

Keep in mind that there are two printer names assigned to each UNIX printer. One is used to print in an 8 ½ "by 11" or "portrait" format and the other prints in the 11" by 8 1/2" or "landscape" format. An "L" at the end of a UNIX printer name signifies landscape printing.

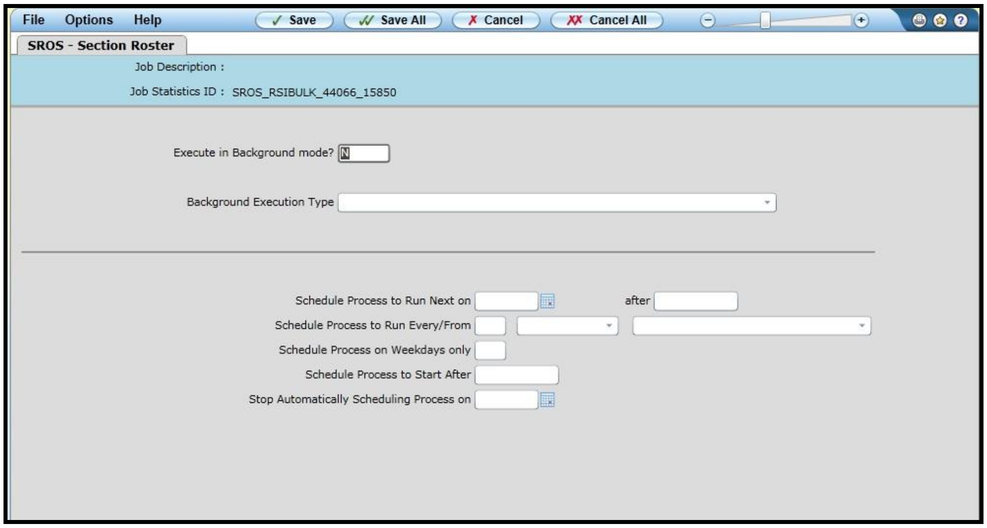
Contact the Information Technologies Helpdesk (508 929-8856, Extension 8856, or use the Helpdesk Support Form) if you need to know the UNIX printer(s) in your area.

16. Click **Save** followed by **Update**.

An SROS Job Description screen displays.

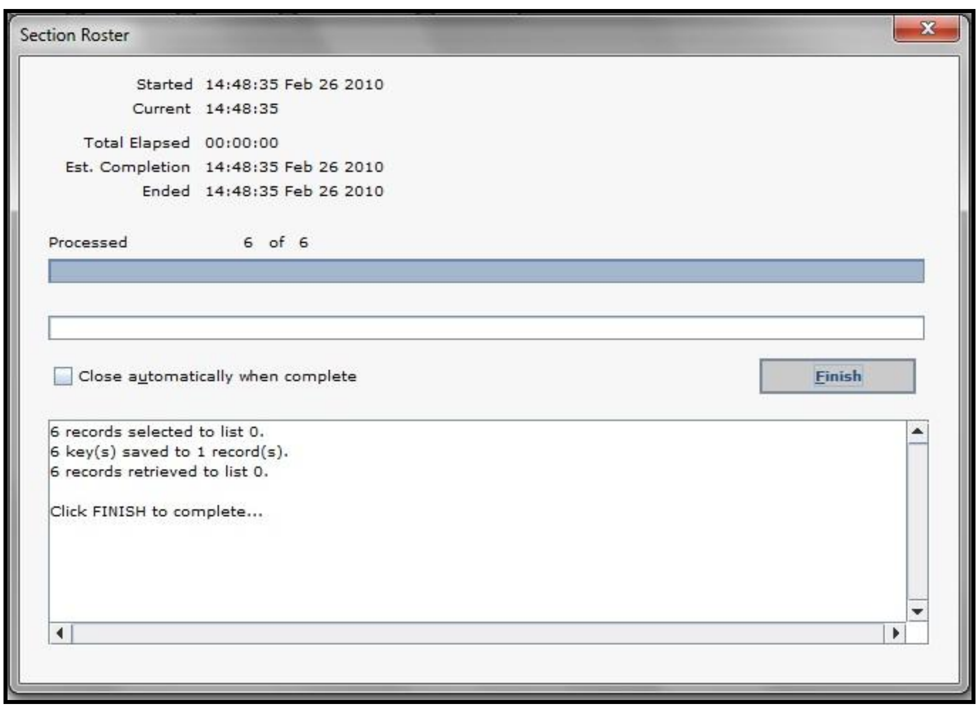
View a graphic on the next page.

Rosters – SROS Section Roster (Continued)



17. Click **Save** followed by **Update** to proceed.

    A screen similar to the one below displays.



18. Click **Finish** to continue processing the print request and send the job to the designated UNIX printer.

- In order for students to be able to register using their name and password, their eligibility needs to be activated.

Using Student Miscellaneous (STMC) to Set a Student's Registration Eligibility

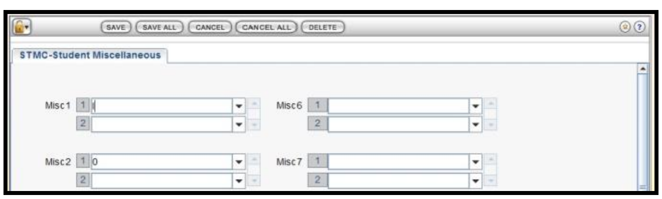
1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.

2. Type **STMC** in the Search box, and Press **<Enter>.**

   If a Person card is not active, the Person LookUp dialog displays.

3. Enter the **Student ID number or two or more letters of the last name, a comma, a space, and two letter of the student's first name** for the student whose registration eligibility you wish to activate. Then, click **OK**.

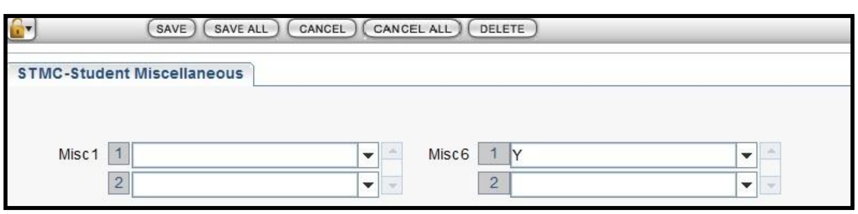
   The **Student Miscellaneous** form displays.



   a. If the **STMC form** does not display, click the **Navigation** tab. Otherwise, continue to number 4 in this instruction guide.

   b. Make certain the **ST** (Student) Application is active. Then, expand **Academic Records – AC,** followed by **Student Records – STR**, and **Student Remarks/Miscellaneous – SRM**. Then, double-click the **Student Miscellaneous –STMC** icon.

4. In the **Misc 6** (First row "1") box, type **Y** to activate registration eligibility**.** Then, click the **Save** button, followed by **Update**.



   You will be returned to the Person LookUp dialog box. Continue entering student ID numbers for all students whose registration eligibility you wish to activate.

5. Click the **Finish** button when you want to close the form and return to the main Colleague UIWeb 4.3 window.

Colleague User Interface 4.3 (UIWeb)
for Administrative Assistants and Chairs

IMPORTANT NOTE REGARDING FERPA GUIDELINES:
Only designated agents of Worcester State University (i.e. department faculty members, chairs, administrative assistants) are authorized to obtain a student's schedule or location in order to perform their official WSU duties.

ANYONE ELSE REQUESTING A STUDENT SCHEDULE OR LOCATION
MUST BE SENT TO OUR <u>WORCESTER STATE UNIVERSITY POLICE DEPARTMENT</u>
(508 929-8911 or 508 929-8044 for emergencies, Wasylean Hall, Room 102-D).

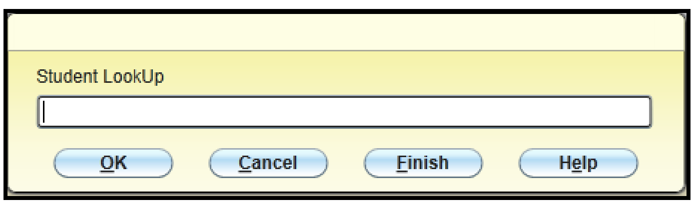
- **Obtain a student's schedule using the Student Schedule Inquiry command.**

Using Student Schedule (STSC) to Obtain a Student's Class Schedule

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.

2. Type **STSC** in the Search box, and click **Search** button or Press <Enter>.

   If a Person card is not active, the Student LookUp dialog displays.



3. Enter the **Student ID number or at least two letters of the last name, a comma, a space, and at least two letters of the first name** for the student whose schedule you wish to view. Then, click **OK**.

   The Term LookUp dialog box displays.

4. Type the **term** for the schedule you wish to view in a **two digit year,** followed by a **forward slash** (/), and a **two digit term format** (i.e. 11/FA or 11/SP). Then, click **OK.**

   The student's schedule for the specified semester displays.

Using Student Schedule (STSC) to Obtain a Student's Class Schedule

5. Click the **Cancel** button when finished viewing the current schedule, followed by **Cancel** when the "Cancel record or Return to editing" Alert displays. Click **Cancel All** to close the form.

   If "Person cards" were used, select the **Next button to proceed to the next student's schedule** if more than one Person card was opened.

Logout of Colleague

1. If you are finished using UIWeb 4.3, make certain to **Logout** by clicking the **Logout** button on the far right-hand side of the window.

2. Close the browser window.