



# Datatel - Using BEVL (Batch Program Evaluation)

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Document Area: Academic Records

Prepared By: Lisa Dent

Document Version Control

Version	Date	Author	Change Description
1.0	6/19/08	Lisa Dent	Updated with new procedures format
	07/16/10	SC	Added info about customization to program



# 1 OVERVIEW

Use the Batch Academic Evaluation (BEVL) process to produce academic evaluations in batch. An evaluation report is produced for each student program record selected.

- The fields on this screen are divided into two sections.
- The top section of the screen lets you specify how the evaluations are to be run and formatted. You can also specify whether to update the GRADUATES file.
- The bottom section lets you specify which student programs to evaluate. This can be specified with a saved list, additional selection criteria, or specific student programs.

## 2 PROCEDURE DETAILS

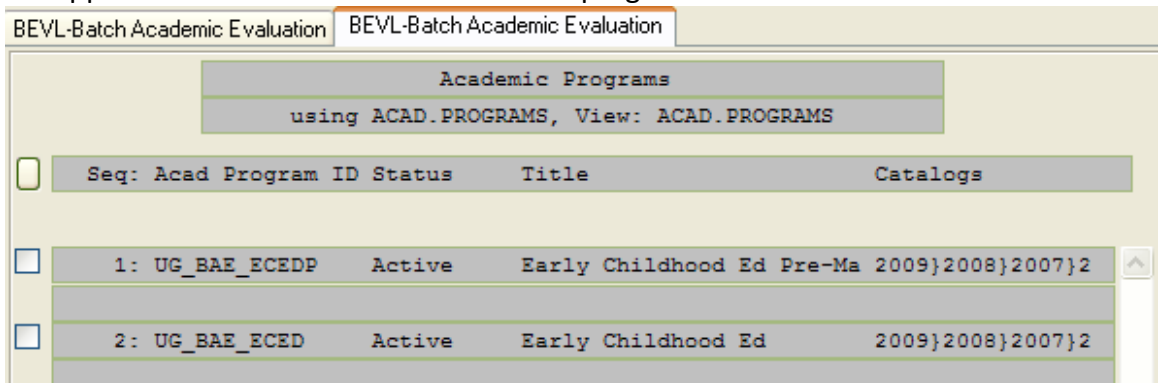
### 2.1 Access the BEVL screen

The screenshot shows the 'BEVL-Batch Academic Evaluation' window. It features a blue header bar and a light beige background. The top section contains several dropdown menus and checkboxes for configuration: 'Include' (set to 'I In-Progress work included'), 'Report Format' (set to '1 Single-column Report'), 'Related Courses Policy' (set to 'F Footnote'), 'Always Show Extra Courses' (checkbox set to 'No'), 'Ignored Statuses' (a list with '1 X Deleted', '2 W Withdrawn', and '3 C Cancelled'), and 'Update Graduates file' (checkbox set to 'No'). Below this is a 'Saved List Name' text box. The bottom section is a table with two columns: 'Student' and 'Programs'. The 'Student' column has seven rows, each with a small numbered box (1-7) and a text input field. The 'Programs' column has seven rows, each with a red rectangular area and a small arrow icon on the right. At the bottom of the table area, there is an 'Additional Selection Criteria' checkbox set to 'No'.

### 2.2 Typical Field Values

1. Include
  - a. **I** to include In-Progress courses
  - b. **R** to include In-Progress as well as Registered/Pre-registered courses.

- c. **C** to include completed work only (this will be helpful if we use Degree Audit for graduating students).
2. Report Format
  - a. **1 Single Column** is easier to read on the computer screen
  - b. **2 Double Column** will save paper when printed
  - c. **HTML** is the default format currently in use by the University
3. Related Courses Policy – F Footnote (keeps the main area of the Program Evaluation clean)
4. Ignored Statuses – List the statuses to NOT include on the Program Evaluation. Defaults are **X Deleted**, **W Withdrawn**, and **C Cancelled**.
5. Update Graduates File – **NO**
6. Saved List Name – If you have created a savedlist of students to run at one time, enter the savedlist name here.
7. Student/Programs – Enter the students name or ID#, and a selection screen will appear. Choose the student’s academic program to be evaluated.



8. Additional Selection Criteria – Typically **NO**. Set to **YES** only if you would like to enter your specific search requirements in query format.
9. Save and Update.

### 2.3 Printer Program Evaluations

1. To print to a printer, select **P Printer Spooler** and input the printer name (ex. REGI4) in the **Printer** field.
2. To view on the screen, select **H Hold/Browse File Output**.
3. Save and Update.

## 3 ADDITIONAL INFORMATION

### 3.1 Customization to BEVL

**07/16/10** - Refer to answernet document 48223.48 for more information. When running a process using the HTML report format, we were receiving the following error and the HTML report was not being generated:

Report Transformation Errors: Transform error-60010: Error during transformation process

Programmer, Mike Wechter, customized BEVL as suggested in this answer document and that fixed the program.

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