



Datatel - Using EVAL (Evaluate Student Program)

Document Area: Academic Records

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Document Version Control

Version	Date	Author	Change Description
1.0	6/25/08	Lisa Dent	Updated with new procedures format



1 OVERVIEW

Use the Evaluate Student Program (EVAL) screen to produce program evaluations for students on an individual student basis. The evaluation is produced when you save the information on the screen.

The EVAL process offers some default parameters that you may modify according to your preferences.

2 PROCEDURE DETAILS

2.1 Access the EVAL screen

EVAl-Evaluate Student Program








Myrtle Beach SC 29577 Home: [redacted] ID: [redacted] SSN: [redacted]
Program: Master of Bus. Administration in Bus. Administration
GR_MBA_BA Catalog: 2007

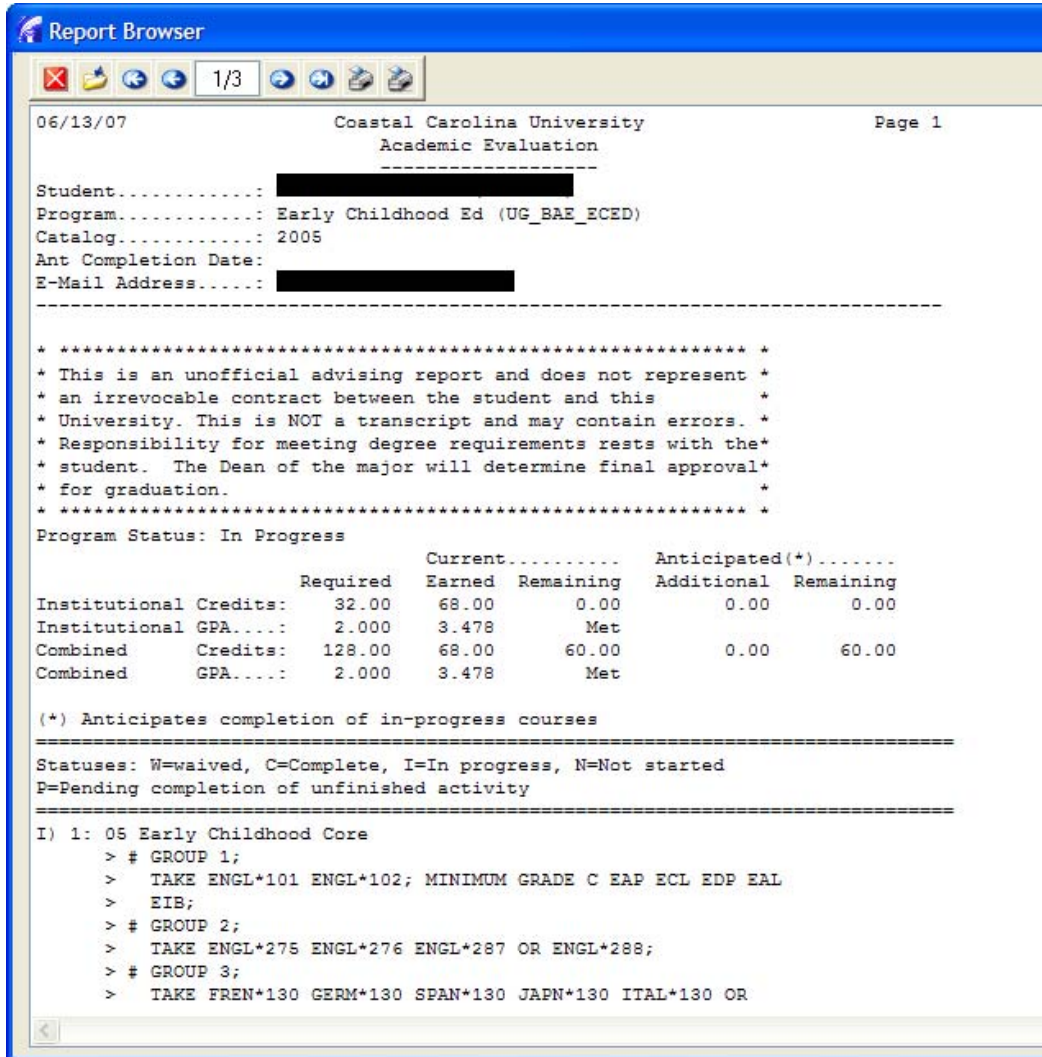
Include Code/Cutoff Date: A All (includes planned) [dropdown] [button]
Format: 1 Single-column Report [dropdown]
Related Courses Policy: F Footnote [dropdown]
Always Show Extra Courses: N [checkbox]
Ignored Statuses: 1 X Deleted [dropdown] [button] 2 W Withdrawn [dropdown] [button] 3 C Cancelled [dropdown] [button]

2.2 Typical Field Values

1. Include
 - a. **A** to include all work, including Planned courses
 - b. **I** to include In-Progress courses
 - c. **R** to include In-Progress as well as Registered/Pre-registered courses.
 - d. **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. Always Show Extra Courses - **NO**
5. Ignored Statuses – List the statuses to NOT include on the Program Evaluation. Defaults are **X Deleted**, **W Withdrawn**, and **C Cancelled**.
6. Save and Update.

2.3 Preview Program Evaluation

The Report Browser will open so you can preview the Program Evaluation on the screen before saving/printing. Navigate through the pages with the   1/2   buttons at the top of the window. Print locally or remotely with   respectively. Or save the file as a .txt for emailing purposes with .



3 ADDITIONAL INFORMATION
