

# 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									
ID: SSN: Myrtle Beach SC 29577 Home:									
Program: Master of Bus, Administration in Bus, Administration GR_MBA_BA Catalog: 2007									
Include Code/Cutoff Date 🛛 All (includes planned)									
Format									
Related Courses Policy	F Footnote								
Always Show Extra Courses	N								
Ignored Statuses	1 X Deleted								
	2 W Withdrawn								
	3 C Cancelled 💽 🗹								

#### 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 Defaults are **X Deleted**, **W Withdrawn**, and **C Cancelled**.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 Brower will open so you can preview the P	'rogr	ram	Evalua	ation	on t	the screen before
saving/printing. Navigate through the pages with the	6	3	1/2	0	3	buttons at the top of
the window. Print locally or remotely with 🙋 🙋 res	pect	tively	/. Or s	save	the	file as a .txt for
emailing purposes with 🐸.						

Report Browser					
🔀 ڬ 🔇 🔾 1/3 🥥	333				
06/13/07 Student Ea Program Ea Catalog 20 Ant Completion Date: E-Mail Address	Aca  arly Childh	demic Ev	a University aluation UG_BAE_ECED;		Page 1
* This is an unofficial * an irrevocable contra * University. This is N * Responsibility for me * student. The Dean of * for graduation.	advising act between NOT a trans seting degr the major	report a the stu cript an ee requi will de	nd does not dent and th: d may conta: rements rest termine fina	represent * is * in errors. * ts with the* al approval* *	
Program Status: In Prog	iress	~			
	Demoderad			Anticipated Additional	
Institutional Credits:			Remaining 0.00		C.00
Institutional GPA:	2 000	3 478	Met	0.00	0.00
			60.00	0.00	60.00
Combined GPA:					
(*) Anticipates complet	ion of in-	progress	courses		
Statuses: W=waived, C=0 P=Pending completion of				started	
<pre>I) 1: 05 Early Childhod &gt; # GROUP 1; &gt; TAKE ENGL*10: &gt; EIB; &gt; # GROUP 2; &gt; TAKE ENGL*27; &gt; # GROUP 3; &gt; TAKE FREN*130;</pre>	ENGL*102; ENGL*276	ENGL*287	OR ENGL*288	8;	
<	SERM 130	SPAN 150	UNFN-130 1.	TAL 130 OK	

## **3 ADDITIONAL INFORMATION**