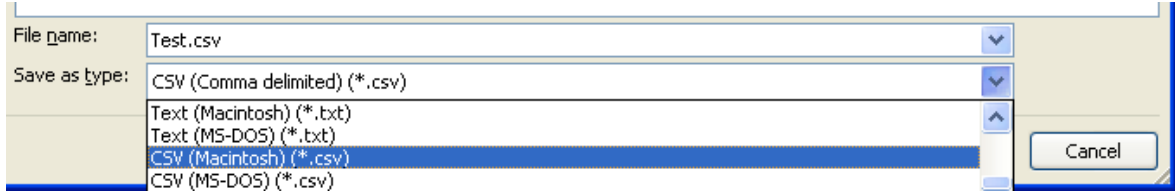


Uploading Students to a Student Group

How to add multiple names/ID's to a student group in a single transaction

Navigation: Records and Enrollment → Career and Program Information → Process Student Groups

1. Save the list with student IDs in Excel as a .csv file. **Student IDs should be in column A and student names should be in column B.**



2. On the Process Student Groups screen, enter your **Run Control ID** and select **Search**. (If you don't have a Run Control, create one by clicking the Add a New Value tab, entering a name for your Run Control and clicking Save. (You may want to use your name as your Run Control.) You can use the Run Control you create for processing future transcript requests.)

Process Student Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#) | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. On the following screen, select **External File** from the **Selection Tool** drop-down menu.

Process Student Groups

Run Control ID: danielle [Report Manager](#) [Process Monitor](#) [Run](#)

Population Selection

Population Selection

Selection Tool:

Attached File: [Upload File](#) [Delete File](#) [View File](#)

File Mapping: [Create File Mapping](#)

3. Select the **Upload File** button.

Process Student Groups

Run Control ID: danielle [Report Manager](#) [Process Monitor](#) [Run](#)

Population Selection

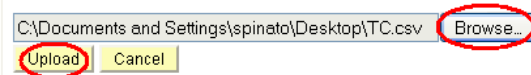
Population Selection

Selection Tool:

Attached File: [Upload File](#) [Delete File](#) [View File](#)

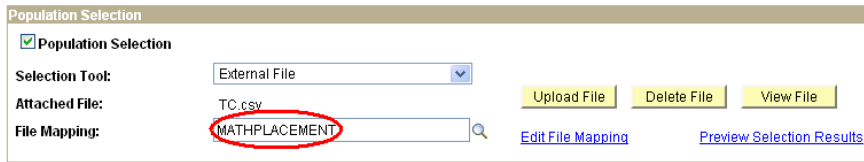
File Mapping: [Create File Mapping](#)

4. Select **Browse** to locate the file for upload and select the **Upload** button.



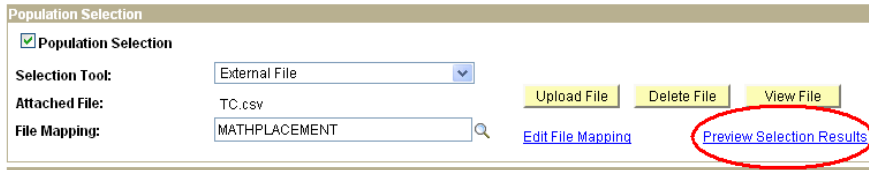
A file selection dialog box showing the path 'C:\Documents and Settings\spinato\Desktop\TC.csv'. The 'Browse...' button is circled in red. Below the path are 'Upload' and 'Cancel' buttons, with 'Upload' also circled in red.

5. Enter **MATHPLACEMENT** in the **File Mapping** field.



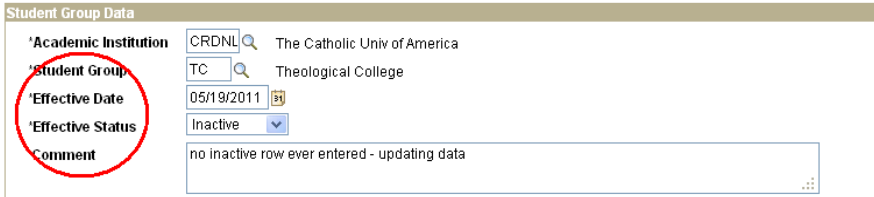
The 'Population Selection' form shows 'External File' as the Selection Tool and 'TC.csv' as the Attached File. The File Mapping field contains 'MATHPLACEMENT' and is circled in red. Other buttons include 'Upload File', 'Delete File', and 'View File'.

6. To verify that the uploaded file has mapped correctly, select the **Preview Selection Results** hyperlink.



The 'Population Selection' form is shown with the 'Preview Selection Results' hyperlink circled in red.

7. Enter **Student Group**, **Effective Date**, **Effective Status**, and **Comment** in the **Student Group Data** section.



The 'Student Group Data' form has several fields circled in red: 'Student Group' (containing 'TC'), 'Effective Date' (containing '05/19/2011'), 'Effective Status' (set to 'Inactive'), and the 'Comment' text area (containing 'no inactive row ever entered - updating data').

8. Select the **Save** button at the bottom left of the screen.



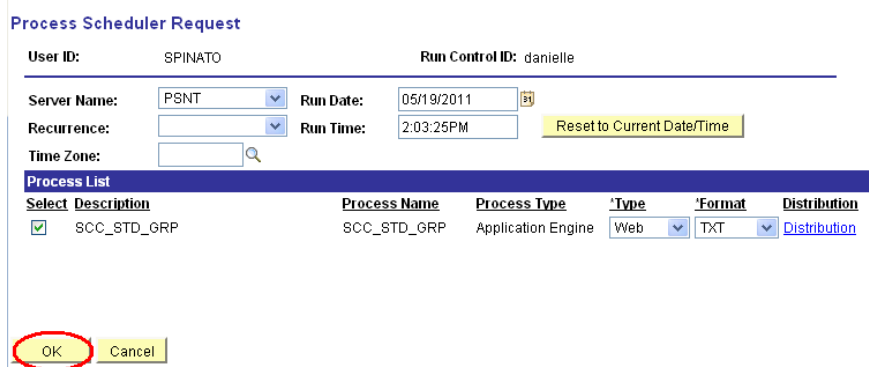
A row of buttons at the bottom of the screen, with the 'Save' button circled in red. Other buttons include 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

9. Select the **Run** button at the top right of the screen.



The 'Run Control ID' section shows 'danielle' and a 'Run' button circled in red. Other links include 'Report Manager' and 'Process Monitor'.

10. On the Process Scheduler Request screen, ensure that **Server Name** is set to **PSNT**, **Type** is set to **Web** and **Format** is set to **TXT** and select the **OK** button.



The 'Process Scheduler Request' form shows 'PSNT' for Server Name, '05/19/2011' for Run Date, and '2:03:25PM' for Run Time. The 'Process List' table below has 'Web' for Type and 'TXT' for Format. The 'OK' button is circled in red.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SCC_STD_GRP	SCC_STD_GRP	Application Engine	Web	TXT	Distribution

11. Select the **Process Monitor** hyperlink to check the status of the process.

Process Student Groups



The 'Process Student Groups' section shows 'danielle' for Run Control ID and a 'Process Monitor' button circled in red. Other links include 'Report Manager' and 'Run'. Below the buttons, it says 'Process Instance:2173744'.