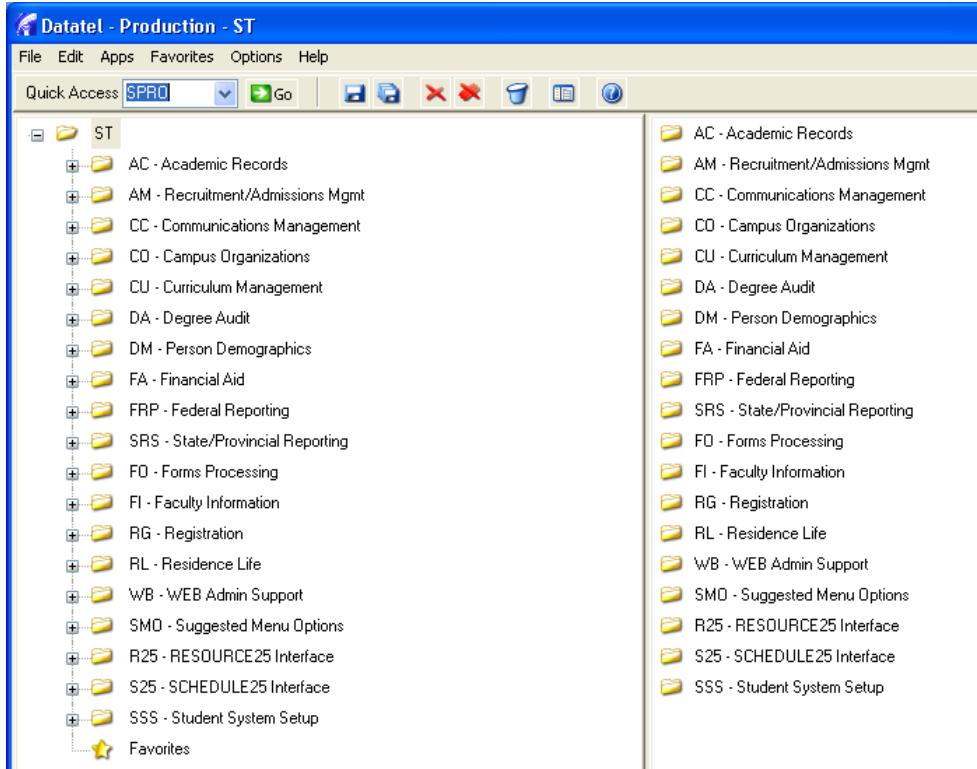
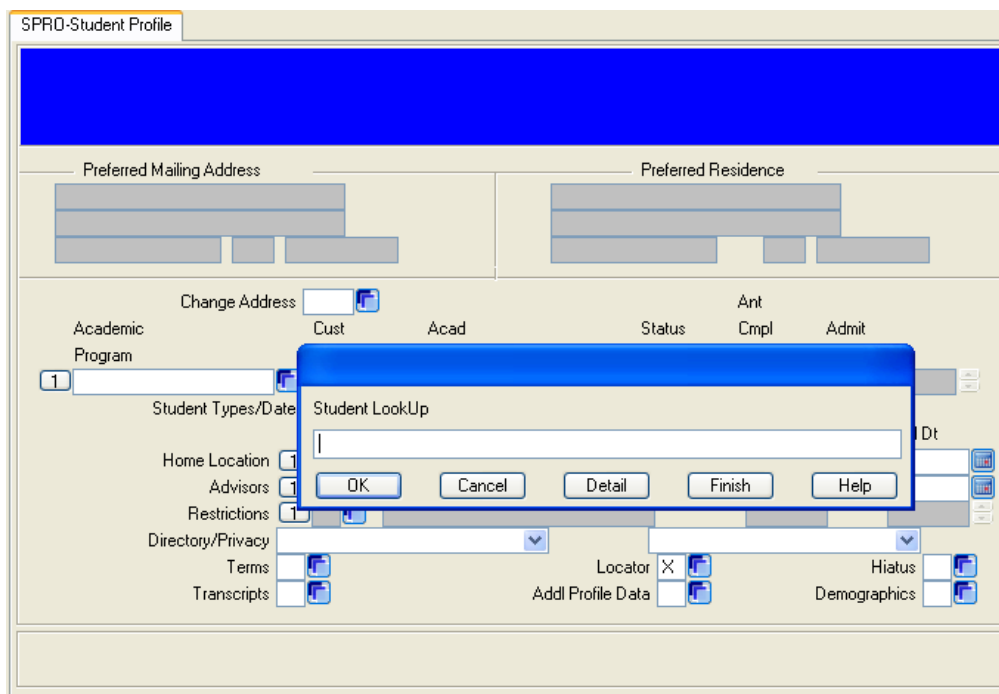


How to Evaluate a Program in Datatel/WebUI

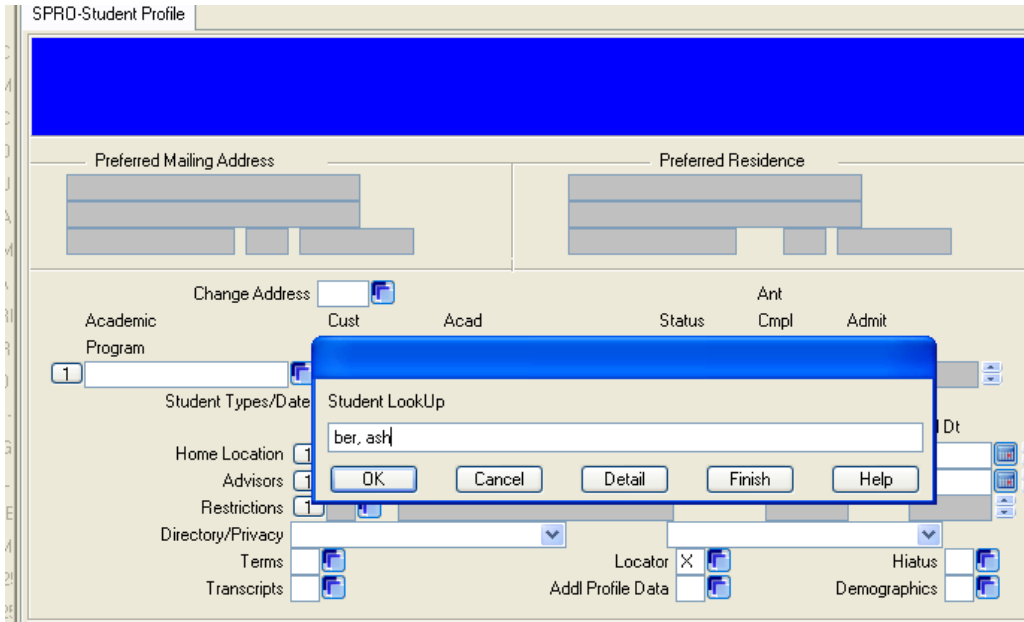
1. In the Quick Access field at the top of the menu page, type **PSPR**



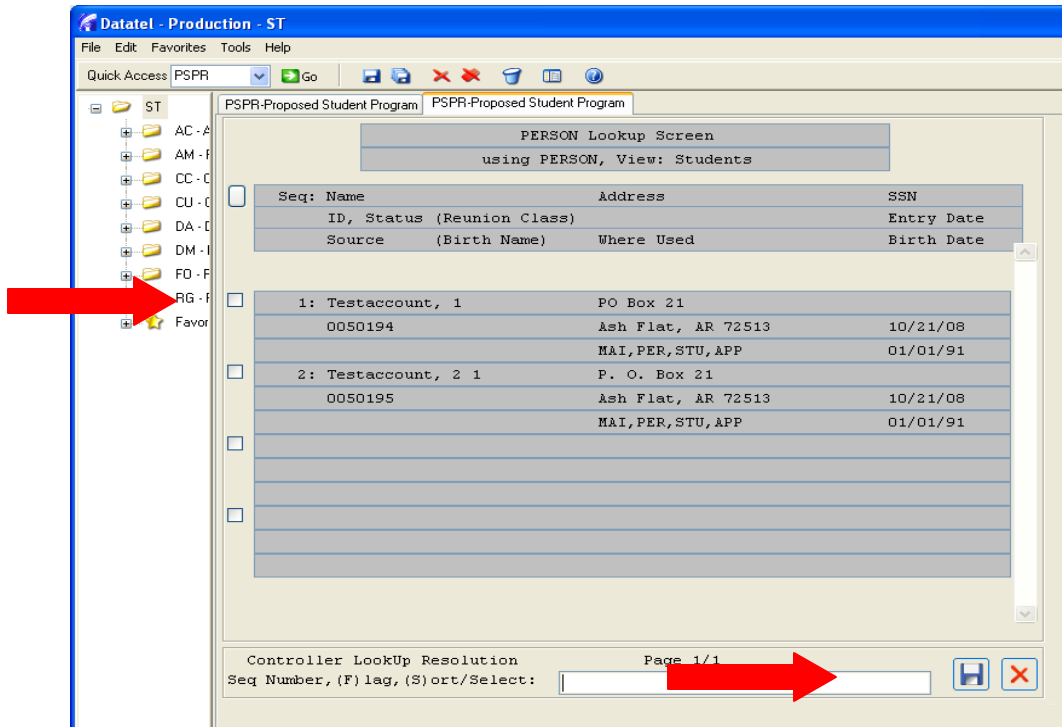
2. You will be prompted by a Student LookUp as shown below:



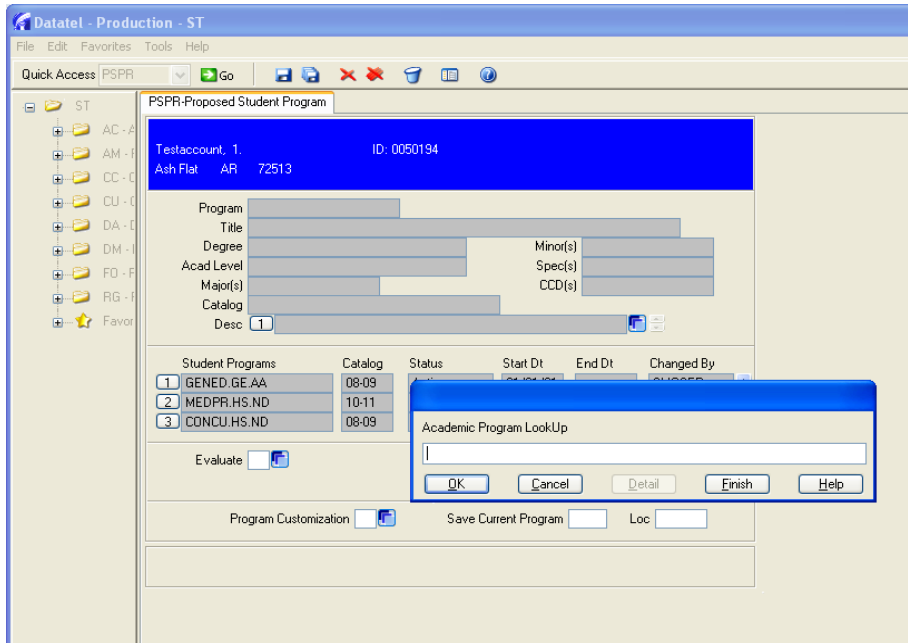
- The recommended format for a student lookup is to use the **first 3 letters of the student's last name/comma/first 3 letters of the student's first** name as shown below:



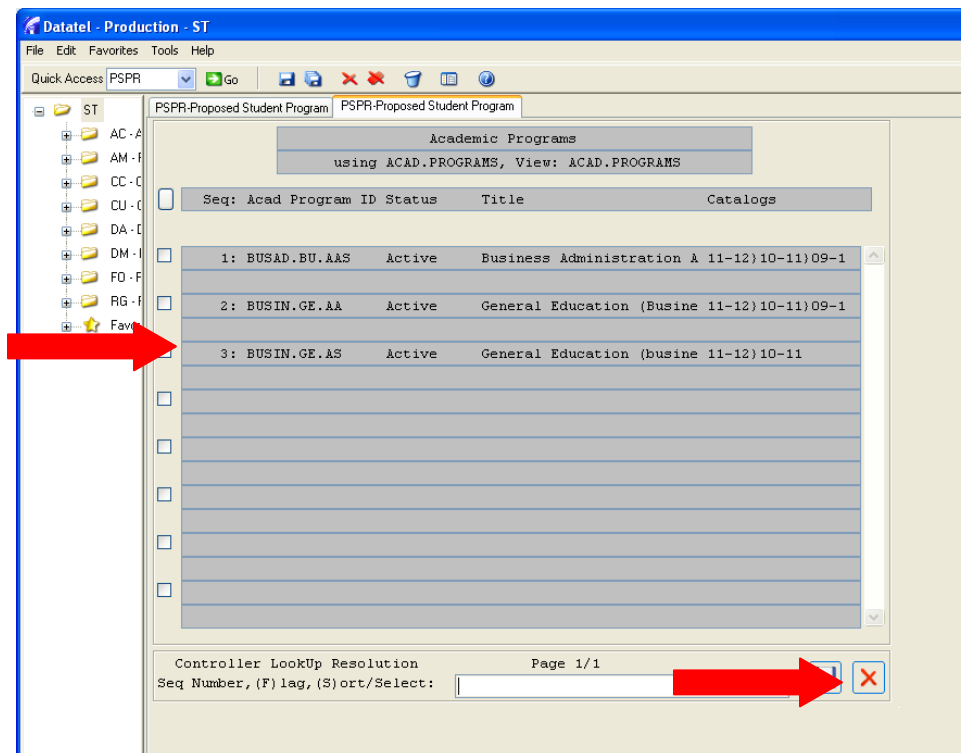
- Enter or Click OK.
- A resolution screen with possible matches will appear on your screen. Select the correct student by clicking in the box next to your selection and then clicking the single disk at the bottom of the resolution screen.



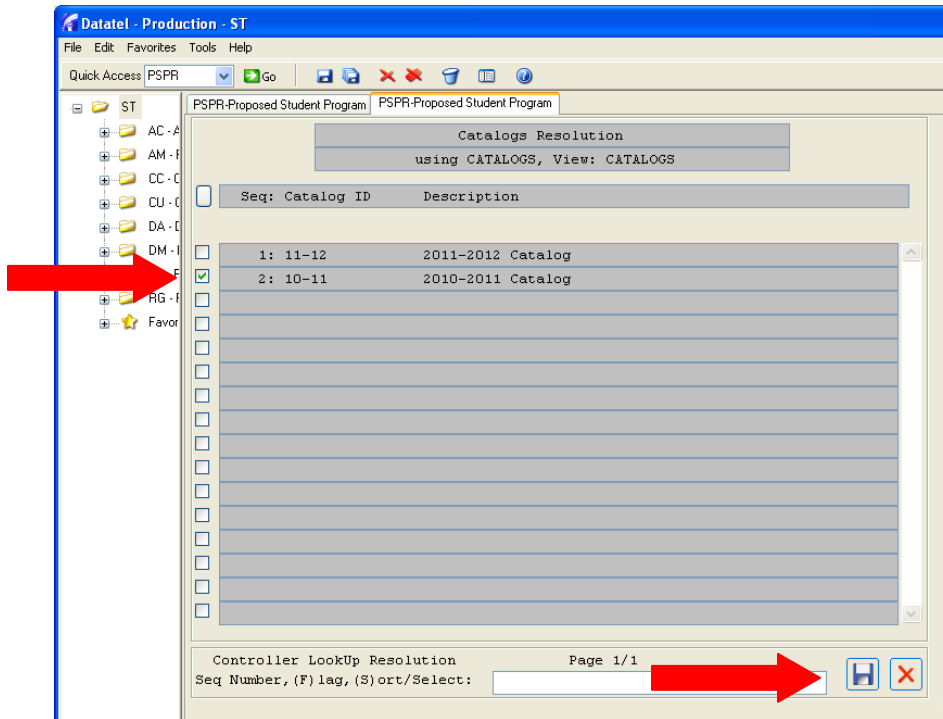
6. Enter Academic Program to evaluate in Lookup Prompt.
7. A Degree Program Code reference sheet was emailed to all faculty



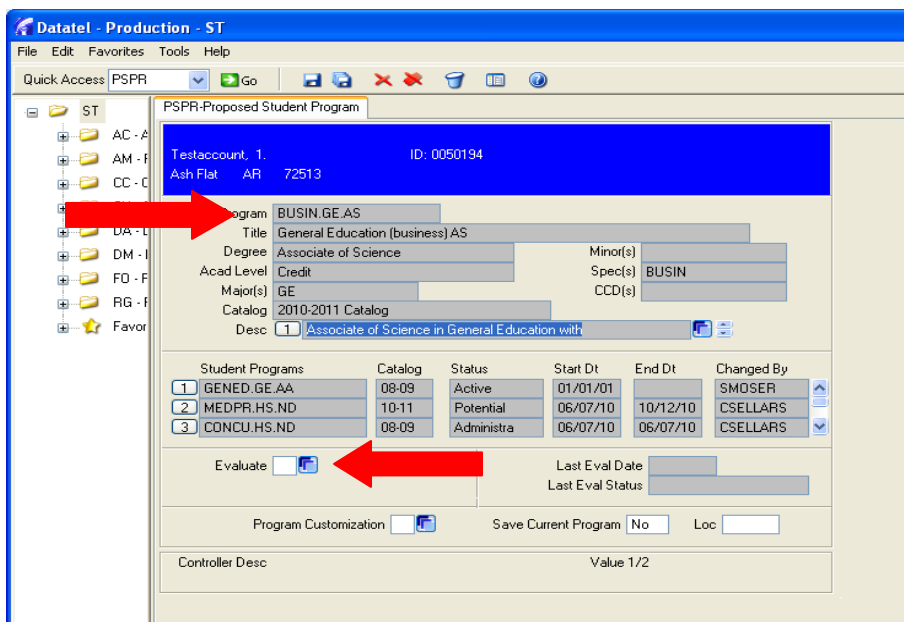
8. A resolution screen with possible matches will appear on your screen. Select the correct program by clicking in the box next to your selection and then clicking the single disk at the bottom of the resolution screen.



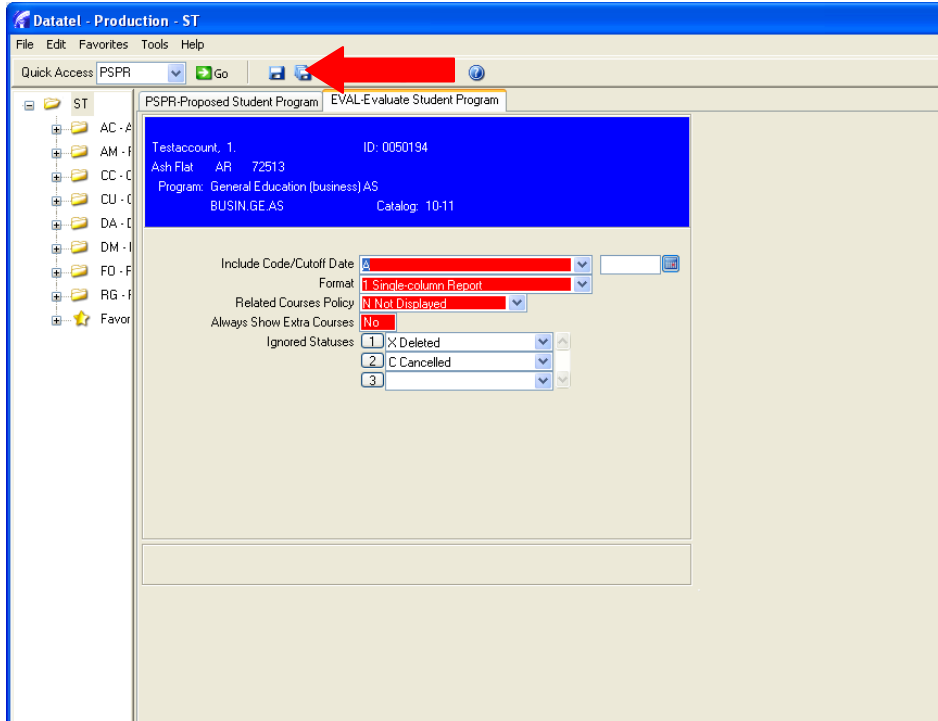
- A Resolution screen will appear prompting you to choose an appropriate catalog year. Select the correct catalog year by clicking in the box next to your selection and then clicking the single disk at the bottom of the resolution screen.



- The PSPR screen will show which “what if” program you have chosen to evaluate.
- Click on blue detail box to evaluate the program.

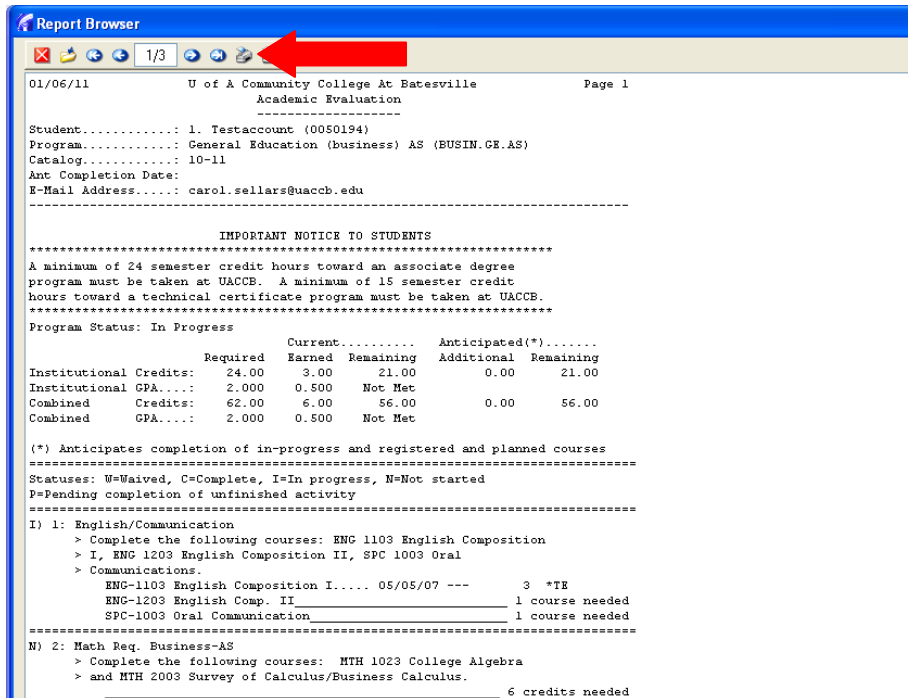


12. Click on blue disk to save and update.



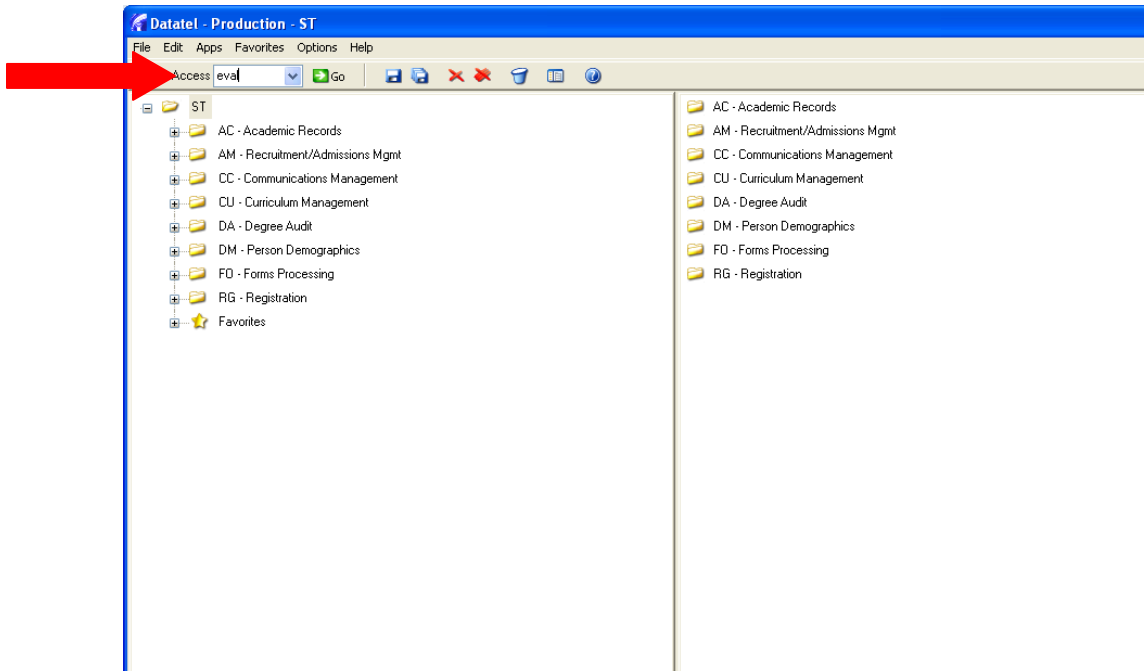
13. Review Program Evaluation.

14. To print a copy, click on local printer icon.

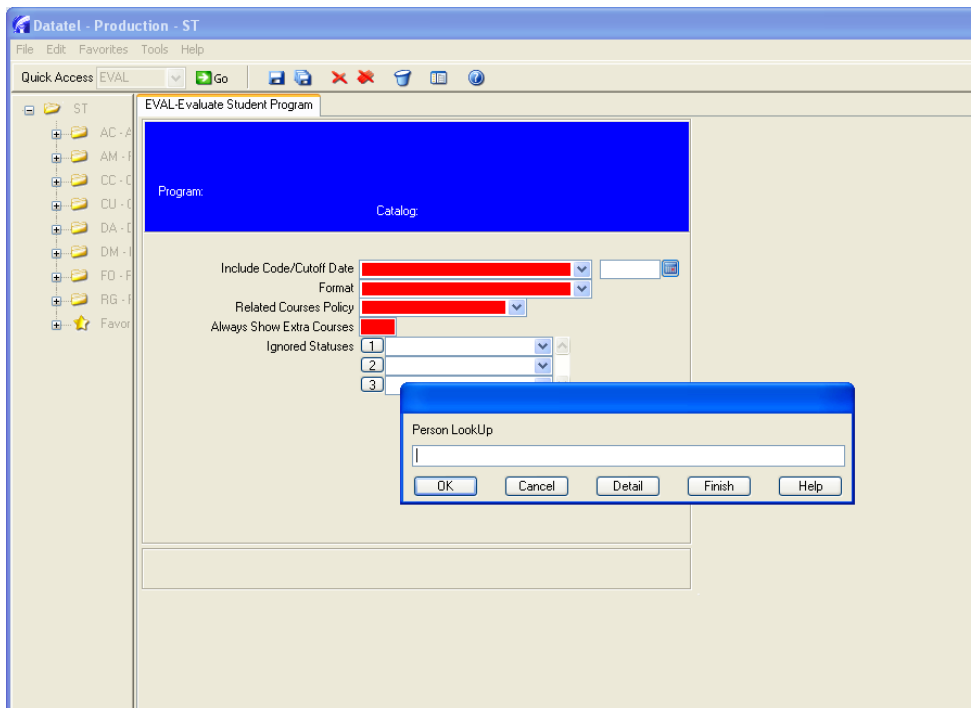


15. When finished, exit out of all screens.

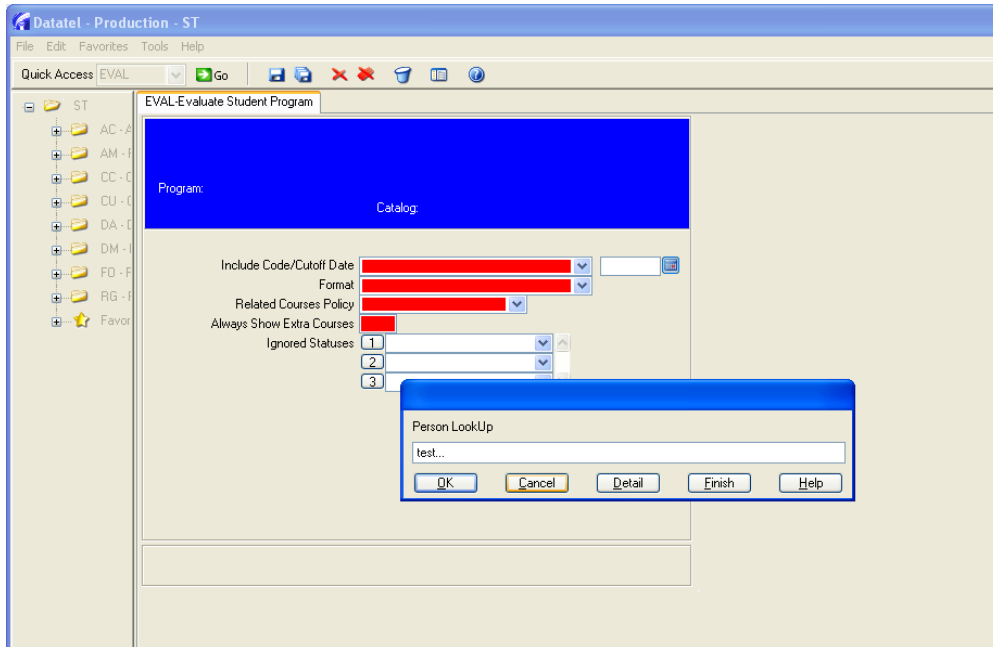
1. In the Quick Access field at the top of the menu page, type **EVAl**



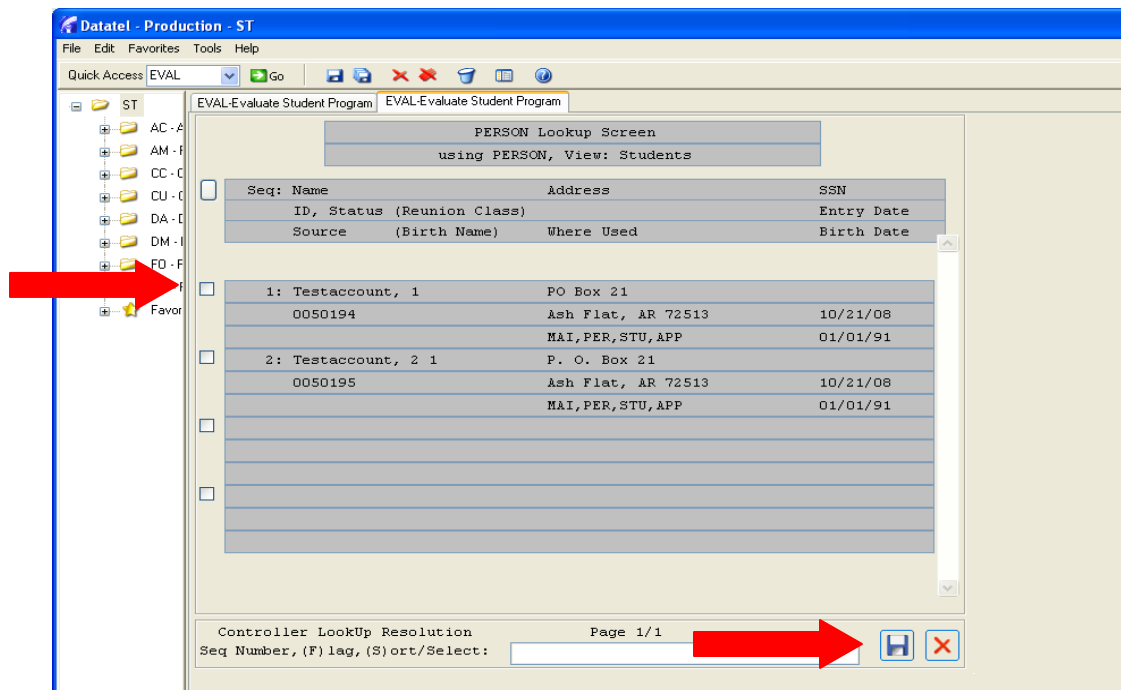
2. You will be prompted by a Student LookUp as shown below:



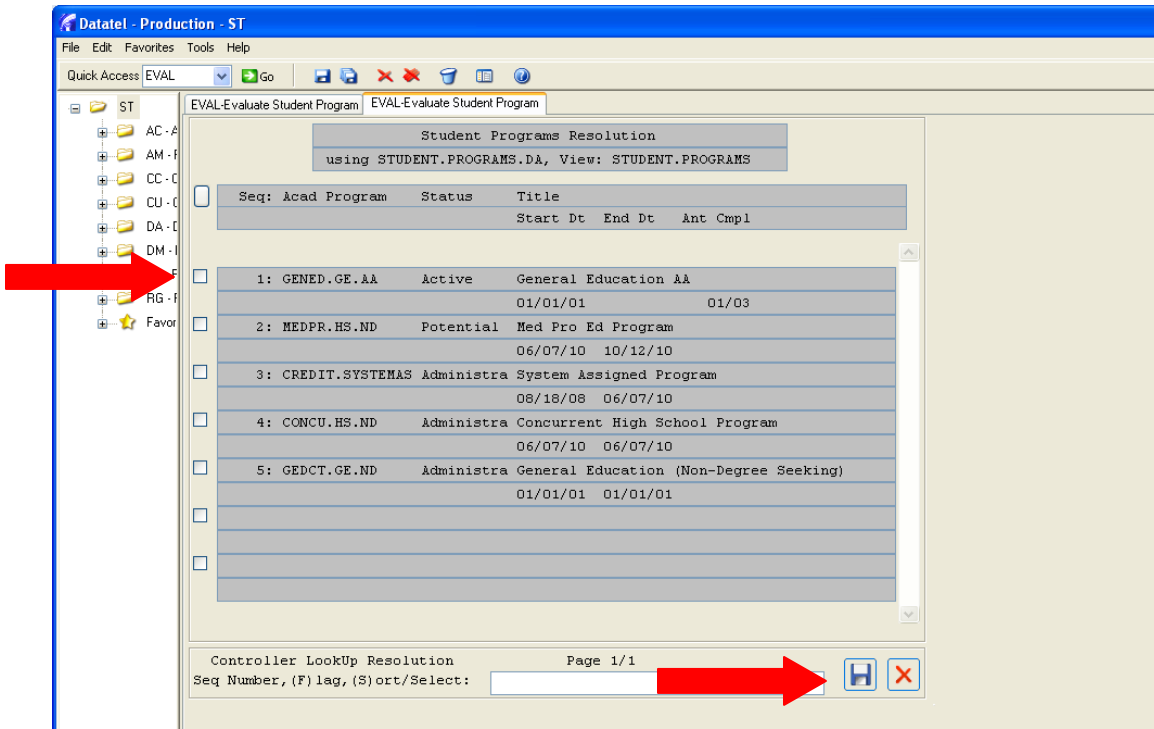
- The recommended format for a student lookup is to use the **first 3 letters of the student's last name/comma/first 3 letters of the student's first** name as shown below:



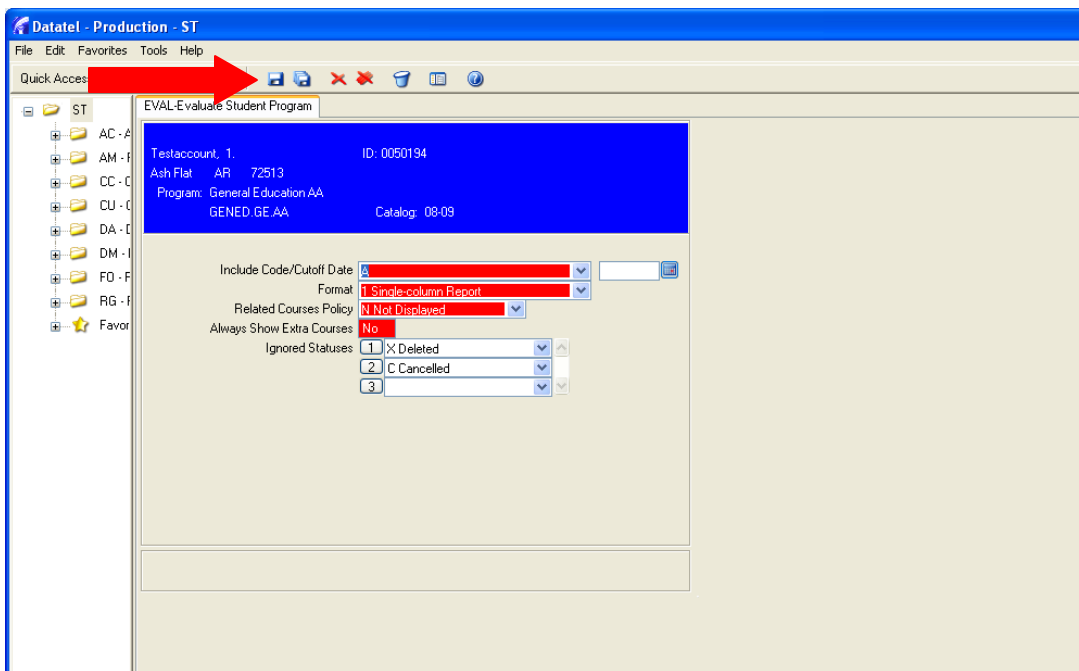
- Enter or Click OK.
- A resolution screen with possible matches will appear on your screen. Select the correct student by clicking in the box next to your selection and then clicking the single disk at the bottom of the resolution screen.



- A resolution screen with student's programs will appear on your screen. Select the correct program by clicking in the box next to your selection and then clicking the single disk at the bottom of the resolution screen.



- Click on blue disk to save and update.



8. Review Program Evaluation.
9. To print a copy, click on local printer icon.

Report Browser

01/06/11 U of A Community College At Batesville Page 1
Academic Evaluation

Student.....: 1. Testaccount (0050194)
Program.....: General Education (business) AS (BUSIN.CE.AS)
Catalog.....: 10-11
Ant Completion Date:
E-Mail Address.....: carol.sellars@uaccb.edu

IMPORTANT NOTICE TO STUDENTS

A minimum of 24 semester credit hours toward an associate degree program must be taken at UACCB. A minimum of 15 semester credit hours toward a technical certificate program must be taken at UACCB.

Program Status: In Progress

	Required	Current.....	Earned	Remaining	Anticipated(*).....	Additional	Remaining
Institutional Credits:	24.00		3.00	21.00		0.00	21.00
Institutional GPA.....:	2.000		0.500	Not Met			
Combined Credits:	62.00		6.00	56.00		0.00	56.00
Combined GPA.....:	2.000		0.500	Not Met			

(*) Anticipates completion of in-progress and registered and planned courses

Statuses: W=Waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity

I) 1: English/Communication
> Complete the following courses: ENG 1103 English Composition
> I, ENG 1203 English Composition II, SPC 1003 Oral Communications.
ENG-1103 English Composition I..... 05/05/07 --- 3 *TE
ENG-1203 English Comp. II 1 course needed
SPC-1003 Oral Communication 1 course needed

N) 2: Math Req. Business-AS
> Complete the following courses: MTH 1023 College Algebra
> and MTH 2003 Survey of Calculus/Business Calculus. 6 credits needed

10. When finished, exit out of all screens.