Overview

The Academic Essentials tab allows you to see a student’s progress towards their degree program in a glance. The three main areas are: 1) Graduation Requirements; 2) General Education and Major Requirements; and 3) Additional Information. Advisors with the correct permissions may enter advisor exceptions and advisor notes.

Print View

The Academic Essentials tab can be printed by clicking the print icon on the top right of the screen. The print view includes the Graduation Requirements, General Education and Major Requirements, Courses Not Yet Classified, Non-Applicable Courses, Advisor Notes, and an audit of advisor exceptions which can be printed or saved as a PDF.

Options are available to limit report details, include attribute requirement courses, remove audit of advisor exceptions, and remove advisor notes.
Graduation Requirements Totals

The column on the left allows you to view a student’s progress towards graduation requirements such as GPA, Credits, and Attribute(focus) requirements. The status column indicates if a requirement is

- ✔ Complete
- ✔ Tentatively complete
- ✗ Incomplete

A description of each requirement can be viewed by moving your mouse over the requirement name. Click the View All checkbox at the top of the section to see more details about each requirement, including courses that are applied to the Attribute (Focus) requirements.

<table>
<thead>
<tr>
<th>GPA Requirements</th>
<th>Required</th>
<th>I have</th>
<th>Remaining</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Manoa GPA</td>
<td>2.00</td>
<td>3.44</td>
<td></td>
<td>✔</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Credit Requirements</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Total Credits (Earned and In-Progress)</td>
<td>120.00</td>
<td>65.00</td>
<td>55.00</td>
<td>✗</td>
</tr>
<tr>
<td>Earned Credits</td>
<td></td>
<td>40.00</td>
<td></td>
<td></td>
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<tr>
<td>In-Progress Credits</td>
<td></td>
<td>25.00</td>
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<thead>
<tr>
<th>Additional Credit Requirements</th>
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</thead>
<tbody>
<tr>
<td>Total Manoa Credits</td>
<td>30.00</td>
<td>55.00</td>
<td>0.00</td>
<td>✔</td>
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<tr>
<td>Total Transfer Credits</td>
<td></td>
<td>10.00</td>
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<thead>
<tr>
<th>Non Intro (NI) / Upper Division (UD)</th>
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</thead>
<tbody>
<tr>
<td>Total UD Credits</td>
<td>45.00</td>
<td>3.00</td>
<td>42.00</td>
<td>✗</td>
</tr>
<tr>
<td>Earned UD Credits</td>
<td></td>
<td>3.00</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Focus Requirements</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Oral Communication (OC) course is required for graduation. Min grade is a D (not D-) and CR/NC grade option is not allowed. Includes earned and in-progress OC courses.</td>
<td>1 upper division (300 or 400 level)</td>
<td>1</td>
<td>0</td>
<td>✔</td>
</tr>
</tbody>
</table>
STAR Automatic Prorate of Focus Requirements (Manoa Only)

Starting in May 2013, STAR automatically prorates focus requirements for students with Non-UH System credits. Each level of prorate is identified as a “Step” in STAR. Advisors may continue to manually prorate requirements as needed.

The following restrictions apply:
- Only applies to students with non-UH system credits
- Excludes AP, CLEP, and IB credits
- Counts non-UH system credits taken prior to the student’s first course at Manoa

**Total WI (Prorate Step 1)**
A total of 4 Writing Intensive (WI) courses are required for graduation (adjusted based on 37-54 non-UH System transfer credits). Min grade is a D (not D-) and CR/NC grade option is not allowed. Includes earned and in-progress WI courses.

**Total WI (Prorate Step 2)**
A total of 3 Writing Intensive (WI) courses are required for graduation (adjusted based on 55-88 non-UH System transfer credits). Min grade is a D (not D-) and CR/NC grade option is not allowed. Includes earned and in-progress WI courses.

**Total WI (Prorate Step 3)**
A total of 2 Writing Intensive (WI) courses are required for graduation (adjusted based on 89+ non-UH System transfer credits). Min grade is a D (not D-) and CR/NC grade option is not allowed. Includes earned and in-progress WI courses.

**Ethical/Oral (Prorate Step 2)**
1 upper division (300 or 400 level) Contemporary Ethical Issues (ETH) or Oral Communication (OC) course is required for graduation (adjusted based on 55-88 non-UH System transfer credits). Min grade is a D, no CR/NC, & includes in-progress courses.

**Example:**
Student with 63.88 non-UH System transfer credits (Prorate Step 2)

<table>
<thead>
<tr>
<th>Focus Requirements (Earned and In-Progress)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total WI (Prorate Step 2)</td>
</tr>
<tr>
<td>Upper Division WI</td>
</tr>
<tr>
<td>HAP</td>
</tr>
<tr>
<td>Ethical/Oral (Prorate Step 2)</td>
</tr>
</tbody>
</table>

**Technical details:**
Uses the GPA term table to determine student’s first semester at the institution and counts the external transfer credits prior to the first semester.

We add 20 to the student’s first semester at the institution and pull semesters below that to indicate:
- Fall gets up to Winter and its extensions (eg: 201410 -> 201430)
- Spring gets up to Summer and its extensions (eg: 201430 -> 201450)
- Summer gets up to Summer and its extensions (eg: 201440 -> 201460... effectively still summer)
General Education and Major Requirements

The middle column allows you to see the student’s general education (GenEd), major, and minor requirements. The status of each requirement (Complete, Tentatively Complete, or Incomplete) appears to the right.

A description of each requirement can be viewed by moving your mouse over the requirement name. Details about transfer courses can be viewed by moving your mouse over the campus name or by clicking View All checkbox. Click the requirement name or status for details about the requirement, including courses approved for the requirement.

The STAR office runs a batch update at the end of the semester and if all requirements with a Foundation (or Diversification) designation are Complete, then a comment is added at the top of the student's program that the Foundation (or Diversification) requirement has been met.

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<td>Written Communication (FW)</td>
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<tr>
<td>Fall 2016</td>
<td>FW-WRITTEN...</td>
<td>ENG 100A</td>
<td>A-</td>
<td>3.00</td>
<td>Manoa</td>
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<td>Symbolic Reasoning (FS)</td>
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<tr>
<td>Spring 2016</td>
<td>FS-SYMBOLI...</td>
<td>MATH 251A</td>
<td>CR</td>
<td>4.00</td>
<td>Advanced P...</td>
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<td>Global &amp; Multicultural Perspectives (GP)</td>
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<td>Diversity - Arts, Humanities &amp; Lit (DA, DH, DL)</td>
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<tr>
<td>Fall 2017</td>
<td>DA-DIV ART...</td>
<td>COMG 251</td>
<td>***</td>
<td>3.00</td>
<td>Manoa</td>
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<td>Diversity - Natural Sciences (DB, DP, DY)</td>
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<td>BIOL 171</td>
<td>A</td>
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<td>Fall 2015</td>
<td>DP-DIV-PHY...</td>
<td>CHEM 151</td>
<td>B-</td>
<td>3.00</td>
<td>Manoa</td>
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<tr>
<td>Fall 2015</td>
<td>DY-DIV-LAB...</td>
<td>CHEM 161L</td>
<td>A</td>
<td>1.00</td>
<td>Manoa</td>
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<td>Diversity - Social Sciences (DS)</td>
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<tr>
<td>Summer 2016</td>
<td>DS-EDEF</td>
<td>EDEF 310</td>
<td>A+</td>
<td>3.00</td>
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<tr>
<td>Spring 2016</td>
<td>DS-ECON</td>
<td>ECON DS</td>
<td>CR</td>
<td>3.00</td>
<td>Advanced P...</td>
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<td>Hawaiian/Second Language (Grad. Req.)</td>
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<tr>
<td>Spring 2017</td>
<td>HSL 101</td>
<td>FIL 101</td>
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<td></td>
<td>Advanced Placement Exam (CB), (Econ-Mic) 3... Focus: DS,</td>
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<tr>
<td>Fall 2017</td>
<td>HSL 102</td>
<td>FIL 102</td>
<td>***</td>
<td>4.00</td>
<td>Manoa</td>
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</tbody>
</table>
General Education and Major Requirements – Detail View

Upon clicking the requirement name or status, a new window will appear with details about the requirement.

**Requirement Status:**
This section provides a description of the rules that must be met to pass the requirement. Each rule will indicate if it is Complete, Tentatively Complete, or Incomplete.

**Courses Taken:**
This section displays the courses the student has taken that count towards the requirement.

**Courses Approved for Requirement:**
This section displays the courses approved for the requirement. The dropdown boxes allow you to filter the courses displayed by instructional method (Standard, Distance – Completely Online, or Off Site) and by campus that meet the requirement. Courses displayed in red are excluded and cannot be used to fulfill the requirement.

A description of each course can be viewed by moving your mouse over the course.

### Area Requirements

<table>
<thead>
<tr>
<th>Requirement Status</th>
<th>Courses Taken</th>
<th>Courses Approved for Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GLOBAL-Requirement</strong></td>
<td>Semester</td>
<td>Course</td>
</tr>
<tr>
<td>Complete</td>
<td>Spring 2017</td>
<td>FGA-GLO</td>
</tr>
<tr>
<td>Sub-Requirement: Complete</td>
<td>Fall 2016</td>
<td>FGB-GLO</td>
</tr>
</tbody>
</table>

**Course Title:** Survey of Global Art I  
**Last Semester Offered:** Fall 2017  
**Course Type:** Standard

**Fall Semester**

- **Last Semester:** Fall 2017  
- **Days Offered:** Mon, Tue, Wed, Thu, Fri  
- **Times Offered:** Morning, Afternoon  
- **Avg Percent Full:** 94%  
- **# of Sections:** 24  
- **Avg Sect AIZE:** 18  

Campus: Manoa  
Instructional method: Standard  
View All Courses:  
Next:  

- **Course:** FGA-GLOBAL  
  - **Area:** ANTH 151  
  - **Campus:** Manoa
- **Course:** FGA-GLOBAL  
  - **Area:** ART 175  
  - **Campus:** Manoa
Additional Information

The column on the right shows Courses Not Yet Classified, Non-Applicable Courses, Courses that may not transfer, Advisor Notes, and Events and Actions.

Courses Not Yet Classified

The Courses Not Yet Classified section contains courses that have not yet been classified into a General Education, Major, or Minor course requirement, although it could potentially apply. These courses may be applicable as elective credits and count towards graduation requirements, including total credits and focus requirements. In-progress courses appear in red.

Details about transfer courses can be viewed by moving your mouse over the campus name or by clicking View All checkbox.

Non-Applicable Courses

The Non-Applicable Courses section contains courses that generally do not apply to a degree program, including repeated courses, courses with non-passing grades, and courses that have been placed there by an advisor.
Courses that are not OR do not transfer(ed)

The Courses that are not OR do not transfer(ed) section contains courses that the student has taken at another institution that have not currently been transferred to the student’s campus. For example, there could be grade restrictions, repeat policies, etc. For clarification of the eligibility for transfer, please consult with the campus admissions and records office.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Gr</th>
<th>Cr</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>CHNS 101</td>
<td>C</td>
<td>4</td>
<td>U of Hawaii Ka...</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>CHNS 102</td>
<td>A</td>
<td>4</td>
<td>U of Hawaii Ka...</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>PSY 100</td>
<td>A</td>
<td>3</td>
<td>U of Hawaii Ka...</td>
</tr>
</tbody>
</table>

Advisor Notes

Advisors with the correct permissions may add notes by clicking the Add New link. Advisor notes may be edited by the person who entered the note by clicking the Edit button (grey pencil icon). Each note in the Advisor Notes section can be expanded by clicking the Show More link.

If a student has been assigned an advisor in Banner, then the advisor’s name will appear on the top right of this section.
Events and Actions

The Events section displays degree events such as applying to a degree program or petitioning to graduate. The Action section displays academic actions including Dean's List, Probation, Suspension, and Dismissal.

Reports

At the bottom of the Academic Essentials page, additional report options are listed by Campus, Transfer, Combination, Individual and High School.

Campus Report by Semester or Department:
Shows all courses taken at the student’s primary campus sorted by semester or department

Transfer Report by Semester or Institution:
Shows all transfer courses evaluated by a student’s primary campus, sorted by semester or institution

Combination Report by Semester or Department:
Combination of campus report and transfer report, sorted by semester or department

Individual Report by Semester or Semester (Short):
Shows all courses taken at the student’s primary campus, can be filtered by semester

High School
Shows high school data self-reported by student
Search for Students

At the top of the screen, you may click the Student Search button to open the search window. Enter the student’s last name, first name, and campus, and then click the Find Student button. Results from your search will appear below. Click the arrow to look up the student’s record.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Student ID</th>
<th>Birth Year</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Jane</td>
<td></td>
<td>111111111</td>
<td>1996</td>
<td>KAP</td>
</tr>
<tr>
<td>Smith</td>
<td>Jane</td>
<td>L</td>
<td>222222222</td>
<td>1993</td>
<td>MAU</td>
</tr>
<tr>
<td>Doe</td>
<td>John</td>
<td>Y</td>
<td>333333333</td>
<td>1994</td>
<td>MAN</td>
</tr>
</tbody>
</table>

For quicker searches, you may enter part of the student’s name (ex. Chris for names such as "Christopher" or "Christina"). Results are limited to 200 student IDs.

Are You Stuck

Have a question or an issue? Click on the Are You Stuck button at the top of the screen to open a popup window to submit your question. The STAR office will be notified of your submission and will get back to you as soon as possible.
GPS Registration

GPS Registration is a new registration system based on a student’s individual academic plan. Advisors and students may personalize the plan to fit their unique college experience.

Features include:

- Registering for classes that count directly towards the student’s degree/credential so they don’t go off track
- A visual calendar of the classes the student is choosing and how they fit together
- Direct integration of the student’s class schedule into their Google calendar
- Fast Search Engine to find exactly what class the student wants, when they want it or by any instructor
- Easily switch classes using the add/drop options
- Search for classes at any UH campus

Step-by-step instructions are available on the STAR help website: http://www.star.hawaii.edu/help/#/docs

To Begin Registration
Click on Register button
What If Journey

The What If Journey takes the student’s current courses and applies it to the degree program selected to portray the progress the student would have if they changed their degree program.

You may switch to the Advanced View to select multiple majors or minors.

Step 1: Select the campus, school, and degree for the What If Journey

Step 2: Select the major/minor

Step 3 (Optional): Select a secondary major/minor

Step 4: Click Submit to view What If Journey
Overview

The Batch tab allows you to upload a text file (.TXT) of Banner IDs to be processed in the background. When the processing is complete, you may run the reports in the bottom section. Please note, only advisors with the correct permissions may run batch reports. Please contact your campus STAR representative if you would like to request this permission.

Please note, batch reports are only available on the same day as the file upload.

Upload files need to be text (.TXT) files containing Banner IDs of the students you would like to process – each on a separate line with a maximum of 500 IDs per file.

```
TestBatch1.txt - Notepad
File Edit Format View Help
11111111
22222222
33333333
44444444
55555555
```

The batch tab is divided into three sections:

- Top Section: Upload files to be processed (batch reports or advisor notes)
- Middle Section: Files that have been uploaded In the last 15 days
- Bottom Section: Reports that can be run for each uploaded file

Upload Files for Batch Reports

Click the Upload New File(s) for Batch Reports button to upload your file. A new window will appear for you to select the type of report and your file to be uploaded.
**Step 1: Choose the type of report for which the file will be processed**

The first step is to select the type of report for which you would like your file to be processed.

The simple reports option allows you to run the campus, transfer, combination, and individual reports only.

The advanced reports option allows you to run the simple reports plus the Academic Essentials Report. There are three options for this report:

- Standard: will run the student’s academic essentials report for the current degree program
- Grad Check: will run the student’s academic essentials report for a selected graduation semester
- What If: will run the student’s academic essentials report for a What If degree program

Generally, the remaining reports are used by the STAR office to update information in other projects.

All of the above reports may be run with the option to exclude in-progress courses.

---

**Step 1**

**Choose the type of report for which the file will be processed.**

- Simple reports (No Academic Pathway)
- Advanced reports (Includes Academic Pathway report)
- Advanced reports (Includes Academic Pathway report) for grad check
- Advanced reports run through "What if scenario"
- Insert/Update Student Success
- Percent Complete Analysis (STAR Team)
- Velocity Analysis (STAR Team)
- Optional: Exclude In-Progress Courses in My Batch Report

---

**Step 2: Upload your file**

The second step is to select your upload file. Click Choose File to select your file, then click Upload and Process.

---

**Step 2**

Upload your file. [Max size: 50 kB]
Please put a maximum of 500 IDs per TEXT (.txt) file. Sample text file

Choose File  No file chosen

Upload and Process
Step 3: Check the status of your upload

Step 3 shows you the status of your upload file, a green checkmark indicates that it was uploaded successfully. A red x indicates that there was an error with the upload. The most common error is an invalid file type.

Step 3

Check the status of your upload.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TestBatch1.txt</td>
</tr>
<tr>
<td>Checkmark</td>
</tr>
<tr>
<td>batchStep3.png</td>
</tr>
<tr>
<td>Error</td>
</tr>
</tbody>
</table>

Check Status of Batch Upload

After uploading your file, you may check the status of your batch upload by clicking the Status button (inProgress or Completed).

- 1: Processed IDs in File:"TestBatch2.txt" User:"starhelp" Date: Sep 12 2017 3:12 FM submitted as 'AcademicJourney' inProgress
- 2: Processed IDs in File:"TestBatch1.txt" User:"starhelp" Date: Sep 12 2017 3:11 FM submitted as 'reportsOnly' Completed

Another window will appear displaying the progress of each uploaded Banner ID. When the progress of all uploaded Banner IDs indicate Completed, you may run the reports for the selected batch upload.

If your batch upload appears to be stuck (no longer processing), please contact the STAR office to enable the “Re-Submit Stuck Batch” button to restart your batch upload.

Close Window

In Progress - Is This Batch Stuck?

If there is a network error (or similar type error), then the button below will become enabled allowing you to restart that batch run file from where it left off. If the button is not enabled, it means the batch is still running fine.

Re-Submit Stuck Batch
Running Batch Reports

To run a batch report, first select your batch upload file in the middle selection. Then click one of the report options in the bottom section.

**Campus Report by Semester or Department:**
Shows all courses taken at the student’s primary campus sorted by semester or department

**Transfer Report by Semester or Institution:**
Shows all transfer courses evaluated by a student’s primary campus, sorted by semester or institution

**Combination Report by Semester or Department:**
Combination of campus report and transfer report, sorted by semester or department
One Department option allows you to download the batch course information for one course alpha (ex: PSY)

**Individual Report by Semester or Semester (Short):**
Shows all courses taken at the student’s primary campus, can be filtered by semester

**Academic Essentials Report (for advanced reports only):**
Print view of Academic Essentials report including Graduation Requirements, General Education and Major Requirements, Courses Not Yet Classified, Non-Applicable Courses, Advisor Notes, and an audit of advisor exceptions.

Options are available to limit report details, include attribute requirement courses, remove audit of advisor exceptions, and remove advisor notes.

**Student Percentage Complete Report:**
This download provides the percentage complete for the student’s academic essentials (for all student IDs run as advanced reports). This report was the brainchild of Dave Loeding.

**Velocity Analysis:**
Generally, this report is only run by the STAR office.
Insert Batch Advisor Notes

Advisors with the correct permissions may insert batch advisor notes (i.e., insert the same advisor note for multiple students). Upload files need to be text (.TXT) files containing Banner IDs of the students you would like to process – each on a separate line with a maximum of 500 IDs per file.

Step 1: Upload batch file

The first step is to select your upload file. Click Choose File, then click Upload. If your upload was successful, it will display a success message in green. If there was an error, it will display a failure message in red. The most common error is an invalid file type.

Step 2: Type Message and Submit Note

The next step is to type the advisor note message (or choose a message template), select if the student will be notified of the note via email, then click Submit.
Overview

The Courses tab allows you to view a student’s courses with full details and includes both campus and transfer courses.

### Advanced Options

Advisors with the correct permissions may enter course exceptions and create substitute objects.

The information on the Courses tab may also be downloaded to Excel.