AACRAO 2004 Annual Meeting

Make the Web Work: Leveraging Technology in Uncertain Times

Kristin Schuette
Information Technologist
schuett1@msu.edu

Dugald McMillan
Associate Registrar
dugalmc@msu.edu
The Problem

- Declining Budgetary Support
  - 17% cut in 2003
- Declining Staff
  - 52 in 2000
  - 42 in 2004
    - 24% reduction in less than 4 years
The Problem

- Across Campus
  - Budget cuts
  - Increased faculty load, fewer Graduate Assistants
  - Reduced administrative staff
  - Increased expectations in turnaround
  - Advanced user needs
  - Technology savvy students
The people

Populations at MSU
- 45,000 Students
- 4,500 Faculty and Academic Staff
- 3,300 Graduate Assistants
- 6,100 Staff
- Alumni
The Environment

- 3 web programmers (all three hired in last 4 years)
- Legacy system (SIS) with sql server extracts available 24/7 (SISINFO)

**SIS Legacy System**
IBM Mainframe Environment
CA-IDMS Database

**SISINFO**
SQL Server extracts of SIS
Updated once a day

**VB Macro**

**RO SQL Servers**

**Web User**

**RO Web Servers**
WWW.REG.MSU.EDU

Past Year Hits

- 600,000 Home Page
- 30,000 Student Logins
- 100,000 Instructor System Logins
- 46,000 Administrator Logins
The Plan

- Zero Stop

- Aggressive campaign to move necessary tasks and tools to the web...

...with bonuses for all...
Student Forms – Old Style

- Heavy on student input – repetitive data
- Considerable chance of error
- Office hours limiting
- Travel time when student not on campus
- Staff time – data input and mailing
- Postage, paper costs
- Delivery delay
- However...if it isn’t broke...
  - Over 50,000 Address Changes last year
Student Forms – New Style

Solution: Web “Smart Forms”
- Log in with MSUNetID and password
- Use data warehouse to complete forms with known data
- Control user input with drop-down boxes
- Use macros for data input where possible
- Allow students to print “verification” forms from anywhere
Current Student “Smart Forms”

- Transcript Requests
- Graduation Applications
- Guest Applications
- Enrollment Verifications
- Directory Information Restriction Requests
- Confidential Message Center
Transcript Requests

- Electronic Signature
  - MSUNetID & password
  - Name, Birth Date, Student Number and/or SSN
- Check for holds – direct to office with hold and stop order
- Additional benefit: sends updated address information to Change of Address System
- VB Macro uploads data to SIS (128 orders loaded in 7 minutes)
- Over 30,000 web orders in 2003
Transcript Requests

Electronic Signatures

Office of the Registrar

MSU Transcript Request - Identity Validation

Please complete the following.

Note: to send a transcript to a non-educational institution, you must enter your name, date of birth and at least one other point of identification.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PID (Student Number)</th>
<th>Date of Birth (MM/DD/YYYY)</th>
<th>SSN (Social Security Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Verify

Holds Warning

Transcript Hold on Student Record

According to MSU records, there are one or more holds for Sparty Student.

Due to the hold(s), you cannot order a transcript at this time. Once all holds are cleared, you may come back to the transcript request page and order a transcript.

Please contact the office listed by each hold for assistance.

<table>
<thead>
<tr>
<th>Hold Description</th>
<th>Date of Hold</th>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Overdue</td>
<td>2/25/2003</td>
<td>Library</td>
<td>Circulation Main Library</td>
<td>(517) 355-2333</td>
</tr>
<tr>
<td>Del Receivable All Others</td>
<td>8/25/1998</td>
<td>Delinquent Receivables</td>
<td>110 Administration Building</td>
<td>(517) 355-3313</td>
</tr>
<tr>
<td>Perkins Loan Overdue</td>
<td>1/7/2003</td>
<td>Federal Loans</td>
<td>140 Administration Building</td>
<td>(517) 355-5340</td>
</tr>
</tbody>
</table>
Transcript Requests

Review Order & enter Credit Card Info

Order Details

MSU Transcript Request - Order Summary and Payment Information

Please review your order and, if correct, provide credit card payment information below. When finished, please press the button at the bottom of the page.

Order Date: 4/5/2004

Name: Sparty Alumni  Name of record at MSU: Alumni, Sparty
PDU: **********  Date of Birth: 3/3/1972  SSN: 012345678
Phone: 517-555-1234  Email: alumni35p@msu.edu

Order #1 Details
Recipient type: Student
Transcript to: Sparty Alumni
Number of Copies: 1
Address: 123 Alumni Lane
          East Lansing, MI-Michigan 48824
          US-United States
Special Instructions:

Order #2 Details
Recipient type: Other
Transcript to: XYZ Corporation
Number of Copies: 2
Address: 789 Business Lane
          New York, NY-New York 12345-6789
          US-United States
Special Instructions:

Cost per Transcript: $5
Total Number of Transcripts: 3
Total Charge: $15

Transcript Request Form

Please complete the following:
You may place up to 5 transcript orders at one time. When finished, please press the button at the bottom of the page.

Order Date: 4/5/2004

First Name:
Middle Initial: 
Last Name:

Name of record at MSU:
alumni

PDU: **********  Date of Birth: 3/3/1972  SSN: 012345678
Phone: 517-555-1234  Email: alumni35p@msu.edu

Transcript Order #1

Recipient type: Student
Transcript to: Sparty Alumni
Number of Copies: 1
Address: 123 Alumni Lane
          East Lansing, MI-Michigan 48824
          US-United States
Special Instructions: 

Transcript Order #5

Recipient type: Student
Transcript to: Sparty Alumni
Number of Copies: 5
Address: 123 Alumni Lane
          East Lansing, MI-Michigan 48824
          US-United States
Special Instructions:

Order Details

Play with credit card ($50 each)
Transcript Requests

MSU Registrar Transcripts  
Michigan State University  
Registrars Office  
East Lansing, MI 48824

Phone: (517) 355-3300
Phone2:  
FAX: (517) 353-1935
FAX2:

Please print and retain this information for your records. Thank you for your order.

Order ID: reg803369  
Date: 4/05/2004 9:47:48 AM

<table>
<thead>
<tr>
<th>Billed To:</th>
</tr>
</thead>
</table>
|            | Sparty Alumni  
|            | 123 Alumni Lane  
|            | East Lansing, MI 48824  
|            | US

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Part No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Transcript</td>
<td>Transcript</td>
<td>$5.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

| Shipping via | $0.00 |
| Tax          | $0.00 |
| Total        | $15.00 |

This charge will appear on your credit card statement as "Michigan State University."
Graduation Application

- Students may only apply for eligible degrees
- Additional benefit: sends updated address information to Change of Address System
- VB Macro uploads data to SIS (50 applications in 2 minutes)
- Email confirmation of received application upon update in SIS
- 7,000 Spring 2004 applications
Michigan Uniform Undergraduate Guest Application

- MSU students attending other institutions as *Guest Students*
- Most data in data warehouse
- Calculations performed “on-the-fly”
- Signature & seal
- 5,000 generated since Feb 2003
# Michigan Uniform Undergraduate Guest Application

<table>
<thead>
<tr>
<th>Michigan Uniform Undergraduate Guest Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong>: Student Name</td>
</tr>
<tr>
<td><strong>Sex</strong>: M</td>
</tr>
<tr>
<td><strong>Ethnic/Racial Group</strong>: Caucasian (White)</td>
</tr>
<tr>
<td><strong>Are you Multiracial?</strong>: Yes</td>
</tr>
<tr>
<td><strong>Current Address</strong>: 123 Green Ave Apt 44, East Lansing, MI</td>
</tr>
<tr>
<td><strong>Home Address</strong>: 121 White Drive, Traverse City, MI</td>
</tr>
<tr>
<td><strong>Graduation Date</strong>: (MM/YYYY)</td>
</tr>
<tr>
<td><strong>Are you a Freshman?</strong>: Yes</td>
</tr>
<tr>
<td><strong>Application To</strong>: Northern Michigan (Guest Institute)</td>
</tr>
<tr>
<td><strong>Have you previously attended classes at this institution?</strong>: Yes</td>
</tr>
<tr>
<td><strong>Institution currently or last enrolled</strong>: Michigan State University (Home Institution - College or University)</td>
</tr>
<tr>
<td><strong>Enrollment Status</strong>: Currently Enrolled</td>
</tr>
<tr>
<td><strong>Degree Status</strong>: 30 Semesters/Quarter Hours of the 120 Required for the BA Degree</td>
</tr>
<tr>
<td><strong>Standing</strong>: In Good Standing</td>
</tr>
</tbody>
</table>

By submitting this application for processing, I certify that the above statements are true. I agree to abide by the regulations of the institution named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.

I certify that the statements regarding the student identified above are true.

Dugald McMillan, Associate Registrar 4/01/2004
Enrollment Verification

- Students print enrollment verifications through the National Student Clearinghouse
- Secure login on RO site, passed to secure Clearinghouse site
- 1,400 self-verifications in 2003
- 8,400 clearinghouse verifications in last 12 months
Enrollment Self-Verification

Welcome: SPARTY STUDENT. This service is offered by the National Student Clearinghouse in cooperation with MICHIGAN STATE UNIVERSITY. In order to protect the privacy of your records, please remember to logoff when you are done.

Please select from the following options:

- View the enrollment information on file with the Clearinghouse.
- View the student loan delinquency notifications that the Clearinghouse has provided to my loan holders, creditors, and guarantors.
- View the proof of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment. (Select a reader.)
- View specific information about my student loans.

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Sockets Layer (SSL).
Directory Information Restriction Request

- Students can view current directory restrictions and submit update request 24/7
- 1,300 out of 45,000 students have a restriction
- 500+ since form was put on the web in late 2002
Confidential Message Center

- Students can read confidential messages from the RO on a secure site
- Captures “date read”
- Reminder sent for unread messages
- Messages loaded programmatically from other RO Systems: Degree Holds, Withdrawal, Degree Denial
- 2,200 messages in 2003
Faculty and Staff Reports and Forms

- Heavy on RO output – repetitive data, different sorts
- Considerable chance for lost reports and forms
- Delivery time and cost
- Out-dated data once printed
- Staff time – packaging reports
- Who should have access to what? How do I request access? Who has access?
Faculty and Staff Reports and Forms

Solution: Quick and easy tools to complete work on web

- Log in with MSUNetID and password
- RO Web Security System for administrators
- Instructor Security from CLIFMS
- Generate data “on-the-fly” from data warehouse
- Provide new capabilities
RO Web Security Administration

- College Security Administrators have the capability to set access
- Easy web interface
- Clearly conveys user access
- College and Department-level security
  - NEW! Major-level security
- “Primary” Status
- Security Aliases for Forms
- Logs to track security changes
- Resides on RO SQL server – changes take immediate effect
- Access “follows” users throughout web site in session variables
RO Web Security Administration

- 880 registered users
- 57 Forms (systems)
- 30 Major Units
- 200+ departments
- 3,500+ user-form access records
- 900 user-department access records
- 2,000+ hits to security system in last year
Welcome to the Office of the Registrar Online Forms Menu

Please select a form from the list below by clicking on the form name.

- Administrative Action Forms
- AOP Seat Reserves
- AOP Seat Reserves Approval
- CEU Course System
- CRU Course System - Associate Dean Approval
- Class Overrides Request
- Course Scheduling Work Copy
- Degree Deficiencies
- Degree Deficiencies - Associate Dean Approval
- Degree Deficiencies - Graduate
- Degree Deficiencies - Graduate - Approval
- Enrollment Changes
- Enrollment Changes Approval
- Event Scheduling
- SIR Request by PID
- Individual Repeat Exception
- Instructor Systems
- Restatement
- Request for Classroom Space
- Request for RNR Override
- Request for Schedule Change
- Request for Schedule Change Approval
- RO Web Forms Security Administration
- Student Information Generator/Data Requests
- Withdrawal

If you need access to a form, please contact your college security administrator.

Security Administrators:
To assign or remove security administrator status, the Associate Dean of the college must send a request to registrar@kent.edu. The Associate Dean of the college must also send a request to registrar@kent.edu to approve or remove security administrator status. Whether to add or remove access and the person's name and INSURED.

Legend:
* = dept secure form; ** = major secure form

'Primary' status:
'Primary' status in the form approval, e.g., Request for Schedule Change Approval. Only one form approval can be assigned 'primary' status. Assigning 'primary' status to a form approval will remove the primary status from all other approvers for that form. Prima's status simply means that the approver will be displayed first (with 'Primary' next to approver name) when a user selects the approver for that form.

Department Access:
Department Access must be assigned for a user to access Department IT Security forms, e.g., Degree Deficiencies. This is not a user department level security, but allows the user to assign forms to the correct department. Department access of ALL will be considered optional.

Enter the Web Forms Archive

If you gave someone access to a form, he/she will also have access.

<table>
<thead>
<tr>
<th>Form Access</th>
<th>Request for Schedule Change</th>
<th>Request for Schedule Change Approval</th>
<th>Request for Schedule Change Rejection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AOP Seat Reserves</td>
<td>AOP Seat Reserves Approval</td>
<td>Enrollment Changes Approval</td>
</tr>
</tbody>
</table>

Security System Intro and Matrix

Limit list to users with access to the following departments:

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Dept Access</th>
<th>Major Limits</th>
<th>Administrative Action Forms</th>
<th>Archive (read-only) Access to All Forms</th>
<th>Instructor Systems</th>
<th>Instructor Systems - Grades Update Option</th>
<th>Student Information Generator</th>
</tr>
</thead>
<tbody>
<tr>
<td>anderson</td>
<td>S. Anderson</td>
<td>41</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td>-</td>
<td>Y</td>
<td>-</td>
</tr>
<tr>
<td>apple</td>
<td>S. Apple</td>
<td>142</td>
<td>0576</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Y</td>
</tr>
<tr>
<td>baker</td>
<td>B. Baker</td>
<td>574 904</td>
<td>Y</td>
<td></td>
<td>-</td>
<td>Y</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>hamer</td>
<td>T. Hamer</td>
<td>114</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Y</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

All Access in Natural Science
RO Web Security Administration

Natural Science Web Forms User Access List

To change the User Name, type over the values in the boxes below. Note: HTML-style codes cannot be changed.

<table>
<thead>
<tr>
<th>NSUserName</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>anders03</td>
<td>Sparty</td>
<td>Anderson</td>
</tr>
</tbody>
</table>

Submit Name Change

Secure Form Access

* indicates Dept Secure forms, # indicates Major Secure form

<table>
<thead>
<tr>
<th>anders03</th>
<th>Access to:</th>
<th>Delete access to form?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administrative Action Forms *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructor Systems *</td>
<td></td>
</tr>
</tbody>
</table>

Department Access

Used for forms with security at the department level

<table>
<thead>
<tr>
<th>anders03</th>
<th>Access to:</th>
<th>Delete department access?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All - All Deps (college level access)</td>
<td></td>
</tr>
</tbody>
</table>

Major Limitations

Note: If no major limit is specified for a department to which the user has access, the user will have no major limits in that department (i.e. access to ALL students associated with ANY majors in that department).

However, the user may have major limits in other departments.

Used for forms with security at the major level

If a major is missing, please let us know.

 anders03 has no major limitations.

User cannot be limited to specific majors if Department access is ‘All’ Dept = Major = Desc = Level = Award Type

 Completely DELETE anders03 from the RO Web System

Return to User Access List
Return to Forms Menu
Return to RO Forms Menu

Specific User Options

Security Log

<table>
<thead>
<tr>
<th>dbo_Log</th>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Date</td>
</tr>
<tr>
<td>682</td>
<td>1483-004 3:56:19 PM</td>
</tr>
<tr>
<td>681</td>
<td>1483-004 3:56:17 PM</td>
</tr>
<tr>
<td>680</td>
<td>1483-004 3:56:12 PM</td>
</tr>
<tr>
<td>679</td>
<td>1483-004 3:56:08 PM</td>
</tr>
<tr>
<td>678</td>
<td>1483-004 3:56:07 PM</td>
</tr>
</tbody>
</table>
Student Information Generator

- Query Builder - builds basic queries for academic staff – those with working knowledge of SIS, but lack query writing skills
- Student Report – displays internal “transcript” for a student
- One big SQL statement sent to SISINFO with many “if...then...” and “case” clauses
- User’s security settings limit query populations
- Large amounts of data displayed quickly – very little formatting
- Basic table format allows easy print and cut/paste to other programs
- Email capabilities
- 10,000+ queries run in 2003
Student Information Generator

Report Criteria

You must select a semester and a college-department value. By leaving all other selection boxes alone, you will retrieve all students enrolled/registered for a given semester for the college-department selected.

To limit the student population generated, select/deselect values in the selection boxes below.
To select consecutive values in a list, hold the "Shift" key down while clicking with your mouse.
To unselect a value, hold the "Ctrl" key down while clicking the selected value with your mouse.
To reset all values, click the reset button at the bottom of the page.

Information generated by this system comes directly from SISINFO.
The system pulls only registered and enrolled students for a given term.

Query Builder

Review, Fields and Sort Selection

Student Information Generator

Please review the following and press the submit button if correct.
If you need to make corrections, use your browser's back button to go to the prior page.

Data Element Criteria Select for display/download
Semester: PS53 -
College - Department: Natural Science-Mathematics (00-EN)
FID -
Restrictions Indicator -
Student Name (Last, first middle) -
Student First Name Permanent Phone -
Student Last Name -
Student Full Name Student Last Name -
Student Level - Class -
Intended Award Term -
Minor -
Ethnicity -
Gender Term GPA -
Term GPA -
Term GPA -
Term GPA -
Term GPA -
Term GPA -
Term GPA -
Time Status -
Time Status -
Time Status -
Time Status -

I agree with the above statement -
Display/Download -
Send Email -

Return To Menu
# Student Information Generator - Student Report

**Student Report for Student, Sparty (A12345678)**

**Generated by:** Kristin Schwette, RO  
**Date:** Monday, 4/5/2004

## Student ID Image Policy

In accordance with the guidelines put forth under the University's administrative ruling governing the release of student data, and the University Committee on Security and Confidentiality, student digitized images are to be considered confidential data.

As such, student digitized images are provided to appropriate University personnel for these specific purposes: inclusion in various academic processes (e.g., personalized homework assignments, personalized examinations, etc.), for student face/name recognition (e.g., a seating chart), or, for inclusion in an adviser file.

The following requirements must be understood and adhered to:

- Images will only be used for one of the above purposes.
- Images will not be re-transmitted, shared or otherwise reproduced.
- Images will be purged at the end of the term, or other shorter time period.
- If individual students request their images not be used, such requests will be honored.
- If images are used for identification purposes during exams, provisions will be made such that the photo is always presented or detached from the exam itself before grading (preferably by the student or in the student's presence).

By using the Student Report to view the Student Image, you are held responsible for adhering to the above policy. I AGREE.

## Academic History

<table>
<thead>
<tr>
<th>Term</th>
<th>Major Code</th>
<th>Award Type</th>
<th>Program Date</th>
<th>Status Entry Date</th>
<th>Grade</th>
<th>Award Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN</td>
<td>UN</td>
<td>4007</td>
<td>Undergraduate</td>
<td>&quot;Preparing...&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UN</td>
<td>PHD</td>
<td>0410</td>
<td>Bachelor of Arts</td>
<td>&quot;English...&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Major History

<table>
<thead>
<tr>
<th>Start Term</th>
<th>End Term</th>
<th>Student Level Code</th>
<th>Major Code</th>
<th>Major Level</th>
<th>Major Code</th>
<th>Primary Major Level</th>
<th>Primary Major Level Flag</th>
<th>Primary Major Level Flag</th>
<th>College</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td>0140</td>
<td>UN</td>
<td>0410</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04-ARTS</td>
<td>04-LET</td>
</tr>
</tbody>
</table>

## Course Detail

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENG 225</td>
<td>2.5</td>
</tr>
<tr>
<td>ECON 215</td>
<td>2.5</td>
</tr>
<tr>
<td>HIST 225</td>
<td>2.5</td>
</tr>
<tr>
<td>MATH 121</td>
<td>2.5</td>
</tr>
<tr>
<td>PHYS 121</td>
<td>2.5</td>
</tr>
</tbody>
</table>

End Academic Status: GOOD

---

**Return To Menu**
Instructor Security

- Office of Planning and Budgets (OPB): Course Load, Instruction, Funding and Modeling System (CLIFMS)
  - Departments do not have to enter Instructor information more than once
  - OPB gets better data by having more “buy-in”
- Administrative Information Services (AIS): SSN-MSUNetID crosswalk
- Faculty and GA’s identified on section-by-section basis
- Access “follows” users throughout web site in session variables
- Security updated daily, along with Class Lists from SISINFO
RO Instructor Systems

- System available 24/7
- Academic Progress Report Forms
- Class Lists/Graded Class Lists
- Download Class Lists into simple CSV file
- View Student Images
- Email students in a class
- Grade Reporting Form
- EASY Grade Upload
- 150,000+ hits a year
RO Instructor Systems

Class List

Michigan State University
Office of the Registrar
CLASS LIST

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>PID</th>
<th>MSU Net ID</th>
<th>Hor</th>
<th>Lvl</th>
<th>Cl</th>
<th>Primary Mjr</th>
<th>Cr</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student, Alex</td>
<td>A11111111</td>
<td>studentca</td>
<td>UN</td>
<td>3</td>
<td></td>
<td>ZOOLOGY</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student, Emily</td>
<td>A11111112</td>
<td>students</td>
<td>UN</td>
<td>4</td>
<td></td>
<td>ZOOLOGY</td>
<td>4</td>
<td></td>
</tr>
<tr>
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<tr>
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<tr>
<td>8</td>
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<tr>
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<td>ZOOLOGY</td>
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</tr>
</tbody>
</table>

Total Students: 10
Total Credits: 40


Email students in a class

Spartan Instructor

Enter subject and message to send to all students in all sections listed below. To email a subset of students in a section, click on the desired section in the 'To:' box.

Subject: F803

Message:

Send Email

Return To Email Class List

Return To Instructor Menu

In 2003:
50,000 Class Lists Viewed
8,200 Class List Downloads
15,500 Emails sent to Classes
25,000 Class Lists with ID Images
**Select Class(es) to Grade**

Grade Reporting Form - Class Selection

**Instructor Access**

<table>
<thead>
<tr>
<th>Spartan Instructor</th>
<th>Instructor Access</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Check All</td>
</tr>
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</table>

**Semester: US03**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Check section(s)</th>
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</thead>
<tbody>
<tr>
<td>ZOL</td>
<td>494</td>
<td>005</td>
<td>Post deadline (8/18/2003 4PM)</td>
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</tbody>
</table>

**Semester: FS03**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
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<th>Check section(s)</th>
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<tbody>
<tr>
<td>ZOL</td>
<td>320</td>
<td>001</td>
<td></td>
</tr>
</tbody>
</table>

**Grade**

**Electronic "Bubble Sheet"**

Michigan State University
Office of the Registrar
Grade Reporting Form

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Semester</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOL</td>
<td>320</td>
<td>001</td>
<td>FS03</td>
<td>Developmental Biology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>PID</th>
<th>Lvl</th>
<th>Grade</th>
<th>If 0.0, did student complete course? (Yes - No Record)</th>
<th>If no, last attendance date? (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student, Alex</td>
<td>A11111131</td>
<td>UN</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>2</td>
<td>Student, Emily</td>
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<td>UN</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>3</td>
<td>Student, Joe</td>
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<td>UN</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>4</td>
<td>Student, Lori</td>
<td>A11111135</td>
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<tr>
<td>5</td>
<td>Student, Lynn</td>
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<tr>
<td>6</td>
<td>Student, Robert</td>
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<td>GR</td>
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<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>8</td>
<td>Student, Sally</td>
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<td>UN</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
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<tr>
<td>9</td>
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<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>10</td>
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<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
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<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
</tr>
</tbody>
</table>

Note: When submitting final grades, the system will automatically check for errors and allow you the opportunity to correct any problems before final submission.
Select file format and Class(es) to Upload

- Please select an upload file type.
- The upload file must exactly match the specifications below or the upload will fail.
- The first row of the upload file must be field names as specified below.
- Only sections belonging to the same course may be uploaded in the same file.
- Distinct courses must be uploaded separately.
- Click browse to select a file.
- Click upload to load the file.
- More information on upload specifications: Click here!

### Upload File Type

- **CSV-Simple**
  - Field Titles: Term, Subj_Code, Code, Code, Subj_Code, PID, Grade, Reason, Date
  - Field Order: Term, Subject, Section, Course, Section, PID, Grade, Reason, Date

- **Fixed Text**
  - Field Titles: Term, Subj_Code, Code, Code, Code, Code, PID, Grade, Reason, Date
  - Field Order: Term, Subject, Course, Section, PID, Grade, Reason, Date

- **CSV-Classlist**
  - Field: Same as download file from the Instructor System Classlist.
  - Field Order: Subject, Course, Section, PID (All in ascending)

### Instructor Access - Select Course/Section

- **Spartan Instructor**
  - Monday, 4/6/2004
  - **ZOL**
  - **Course**
  - **Section**
  - **Check section(s)**

- **Course List**
  - **Subject**
  - **Course**
  - **Section**
  - **Check section(s)**

### Upload File

- [My Documents\ZOL320.csv]
  - **Browse**
  - **Upload**

---

### Upload “Bubble Sheet”

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
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<td>Student, Emily</td>
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<td>Student, Joe</td>
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</tr>
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<td>UN</td>
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</tr>
<tr>
<td>8</td>
<td>Student, Robert</td>
<td>A11111117</td>
<td>OR</td>
<td>4.0</td>
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</tbody>
</table>
RO Instructor Systems

“Grades Received” Message

Pilot in Fall 2002 and full implementation in Spring 2003

- Both administrators and instructors have found the system to be quick and simple

- Fall 2003
  - 7,000 Classes (replacing 15,000 bubble sheets)
  - 800 Uploaded
  - 2,000+ “Saved for Later”
RO Instructor Systems

- Grade Submission Summary for Administrators
  - 3000+ Hits in 2003

No more lost bubble sheets!
Administrative Action Form System

Review & Signoff

Current Routing Status

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Form Type</th>
<th>Form Start Date</th>
<th>Form Status</th>
<th>Instructor Signoff</th>
<th>Dept Signoff</th>
<th>Coll Signoff</th>
<th>Student Coll Signoff</th>
<th>Processed by RO</th>
</tr>
</thead>
</table>
Classroom Events Calendar and Request system

- Calendar View, Event Search, Building List available to public
- Room Images from OPB
- Request for room limited to users with valid MSUNetID and password
- 85,000 hits in 2003
### Event Search

#### Event Search Results

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Time</th>
<th>Location</th>
<th>Event Description</th>
<th>Calendar View</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2004</td>
<td>7:00p-9:00p</td>
<td>WH B104</td>
<td>AOP Training</td>
<td></td>
</tr>
<tr>
<td>6/15/2004</td>
<td>7:00a-1:20n</td>
<td>EPP 116</td>
<td>Business-Freshman AOP</td>
<td></td>
</tr>
<tr>
<td>6/16/2004</td>
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<td>EPP 116</td>
<td>Business-Freshman AOP</td>
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</tr>
<tr>
<td>6/17/2004</td>
<td>7:00a-1:20n</td>
<td>EPP 116</td>
<td>Business-Freshman AOP</td>
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</tr>
<tr>
<td>6/18/2004</td>
<td>7:00a-1:20n</td>
<td>EPP 116</td>
<td>Business-Freshman AOP</td>
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</tr>
<tr>
<td>6/21/2004</td>
<td>11:00a-4:00p</td>
<td>EPP 116</td>
<td>Business-Transfer AOP</td>
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</tr>
<tr>
<td>6/21/2004</td>
<td>12n-4:00p</td>
<td>BKR 121</td>
<td>PSY AOP</td>
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<tr>
<td>6/21/2004</td>
<td>12n-4:00p</td>
<td>COMP 147</td>
<td>CAS AOP</td>
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</tr>
<tr>
<td>6/23/2004</td>
<td>1:00p-6:00p</td>
<td>BH 314</td>
<td>Social Science AOP</td>
<td></td>
</tr>
<tr>
<td>6/23/2004</td>
<td>7:00a-12n</td>
<td>EPP 116</td>
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<td>EPP 116</td>
<td>Business-Transfer AOP</td>
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<td>BKR 121</td>
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<td>COMP 147</td>
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<td>6/28/2004</td>
<td>1:00p-6:00p</td>
<td>BH 314</td>
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</table>
# Classroom Events Calendar and Request system

## Open Room Search

### Open Room Search Results

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
<th>Accessible</th>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>WM C106</td>
<td>Wells Hall</td>
<td>Y</td>
<td>00632</td>
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<tr>
<td>WM C109</td>
<td>Wells Hall</td>
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</tr>
<tr>
<td>WM C111</td>
<td>Wells Hall</td>
<td>Y</td>
<td>00642</td>
</tr>
<tr>
<td>WM C114</td>
<td>Wells Hall</td>
<td>Y</td>
<td>00632</td>
</tr>
<tr>
<td>WM C200</td>
<td>Wells Hall</td>
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<td>00632</td>
</tr>
<tr>
<td>WM C201</td>
<td>Wells Hall</td>
<td>Y</td>
<td>00625</td>
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<td>WM C202</td>
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<td>Y</td>
<td>00624</td>
</tr>
<tr>
<td>WM C203</td>
<td>Wells Hall</td>
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<td>WM C204</td>
<td>Wells Hall</td>
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<tr>
<td>WM C307</td>
<td>Wells Hall</td>
<td>Y</td>
<td>00642</td>
</tr>
</tbody>
</table>

- **Location**
- **Building**
- **Accessible**
- **Capacity**

**Request Room Scheduling**

**Calendar View**
Classroom Events Calendar and Request system

Request Room Details

Classroom Event Request

Complete the form below. Click the submit button when finished.

Requestor Name and Email
Kristin Schuette
schuette1@msu.edu

Requestor Phone
1-3063

Event Description
Web Seminar

Event Group
University

Event Date
4/5/04

Begin Time
4p

Event Unit
Registrar's Office

End Time
5p

Classroom Event Request Review

Please review the following. Click Submit if correct.

Requestor Name and Email
Kristin Schuette
schuette1@msu.edu

Requestor Phone
2-3063

Event Description
Web Seminar

Event Locations(s), Date(s), and Time(s)

WH-C110 on 4/5/04 from 4p to 5p
WH-C110 on 4/13/2004 from 4p to 5p

Event Group/Unit
University/Registrar's Office

Event Comments

Verification/Update/Denial Email

Scheduled Event REVIEW: Web Seminar

Message (Plain Text)

From: Kristin Schuette
To: Kristin Schuette
Subject: Scheduled Event REVIEW: Web Seminar

LOCATION = DATE - TIME
WH-C110 (Web Seminar) - Tuesday, 4/5/04 - 4:00p-5:00p
WH-C110 (Web Seminar) - Tuesday, 4/13/04 - 4:00p-5:00p

CONTACT NAME: Kristin Schuette
CONTACT PHONE: 1-3063
CONTACT EMAIL: schuette1@msu.edu

DESCRIPTION: Web Seminar

Event Comments

Return to MEU Classroom Events Calendar

Confirmation Message

Classroom Event Request Submission

Thank you. Your request has been submitted to the Office of the Registrar.

You will be notified via email in 1-2 business days if your request is approved.

Requests for final exam week scheduling may take longer to process.

Note: only approved events are displayed on the Events Calendar.
Development Strategies

- Choose your projects wisely
  - Do rigorous cost/benefit analysis
  - Consider stopping doing things you’ve always done
  - Avoid luxurious non-essentials
  - Do not design expert systems

- Define the project scope and expected work schedule and then STICK TO IT! No mission-creep.

- Project Team
  - Establish a small, expert tech/non-tech team empowered to make decisions
  - Short, to-the-point meetings. Do most work via email.

- Synergy! Build systems with common frameworks – makes adding on easier

- Take advantage of resources already in existence

- Get what you want by giving others what they want

- PUSH!!
Deployment Strategies

- **RO**
  - Use “stealth” introductions where possible
  - Train well to handle calls/problems
  - Provide “internal” tools to assist in problem solving

- **Students**
  - No problem!

- **Faculty and Staff**
  - Low “threat” level
  - Communication
  - Training
  - Promote benefits

- **General Rules of Thumb**
  - Address generational differentials
  - Sell the advantages of the new system
  - If they call you, help them!
  - Provide clear instructions where needed
  - Allow criticism and suggestions and ACT if they are of value
Price of Success

- Maintenance
  - Build more, support more

- Problem Solving
  - Phone time
  - Logs are very important

- Documentation

- Success breeds work