

Job Aid

◀

Jump to TOC

Introduction

Many of these forms will have already been set up when you set up CAPP. We will review all of them here to make sure no steps are missed in setting up WebCAPP. Check off each form in the Web Enabled column as you verify the form is web-enabled.

Web	Form Name		
Enabled			
	Process Control Code Validation Form (STVPROC)		
	Originator Code Validation Form (STVORIG)		
	Compliance Print Code Validation Form (STVPRNT)		
	Program Definition Rules Form (SMAPRLE)		
	Program Requirements Form (SMAPROG)		
	Curriculum Rules Form (SOACURR)		
	Term Control Form (SOATERM)		
	WebCAPP Rules Form (SMAWCRL)		
	CAPP Compliance Default Parameter Form (SMADFLT)		
	Crosswalk Validation Form (GTVSDAX)		



Job Aid (Continued)

◀ Jump to TBC

Process Control Code Validation Form (STVPROC)

🙀 Process Control Code Validation STVPROC 7.0 0000000000000000000000000000000000				
				System
	Code	Description	Activity Date	Required
DISPLA	YGRADES	Display Roster Grades	21-MAY-1999	✓
DISPLA	YHOLDS	Display Student Holds	25-DEC-2003	
DISPLA	YTESTS	Display Test Scores	25-DEC-2003	
ENTERG	RADES	Enter Roster Grades	21-MAY-1999	✓
TRANSC	RIPT	Transcript Request	23-MAY-1999	✓
СОМЬГ	ANCE	Compliance Request	18-AUG-2005	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Process Control Code Validation Form (STVPROC).
2	Enter COMPLIANCE in the Code field.
3	Enter Compliance Request in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Job Aid (Continued)

■ Jump to TOC

Originator Code Validation Form (STVORIG)

🙀 Originator Code Validation	STVORIG	7.0 00000000000000000000000000000000000	000000000000000000000000000000000000000
	Code	Description	Activity Date
	ACCT	Student Accounts Office	26-MAR-1987
	WEB	WebCAPP	
	ADMS	Admissions Office	26-MAR-1987
	ALDR	Director of Alumni Relations	05-JUN-1990

Procedure

Follow these steps to create an originator.

Note: You must create a "Web" value to indicate the originator of a compliance request on STVORIG. This information will be recorded on the Compliance Request Management Form (SMARQCM). For more information about SMARQCM, see the *Using Curriculum, Advising and Program Planning with SCT Banner Student* handbook.

Step	Action
1	Access the Originator Code Validation Form (STVORIG).
2	Enter WEB in the Code field.
	Note: If you do not see a blank row, use the Insert Record icon to create one.
3	Enter WebCAPP in the Description field.
4	Click the Save icon.
5	Click the Exit icon.

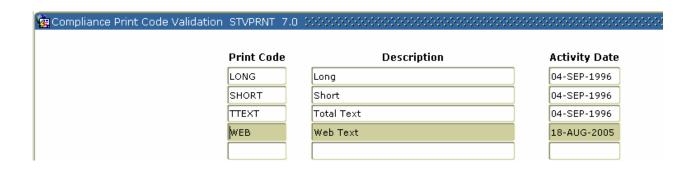


Job Aid (Continued)

⋖ Jump to TOC

Compliance Print Code Validation Form (STVPRNT)

Print codes can be assigned to text in various places for CAPP requirements, such as *Requirement Met Text*, *Met but do not Print*, *Total Text Requirement*, and so on.



Procedure

Follow these steps to create a print code.

Step	Action
1	Access the Compliance Print Code Validation Form (STVPRNT).
2	Enter WEB in the Print Code field.
3	Enter Web Text in the Description field.
4	Click the Save icon.
5	Click the Exit icon.

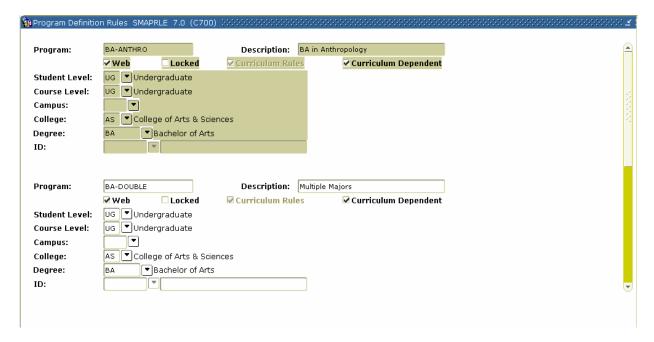


Job Aid (Continued)

Jump to TOC

Program Definition Rules Form

On the Program Definition Rules Form (SMAPRLE) verify the **Web** checkbox is selected for each item you want to make available on the web.



Procedure

Follow these steps to web-enable programs.

Step	Action
1	Access the Program Definition Rules Form (SMAPRLE).
2	Perform an Enter Query function.
3	Enter a program name in the Program field.
4	Perform an Execute Query function (F8).
5	Select the Web checkbox.
6	Click the Save icon.
7	Repeat the steps for each program for which you want to be able to generate degree
	evaluations using WebCAPP.

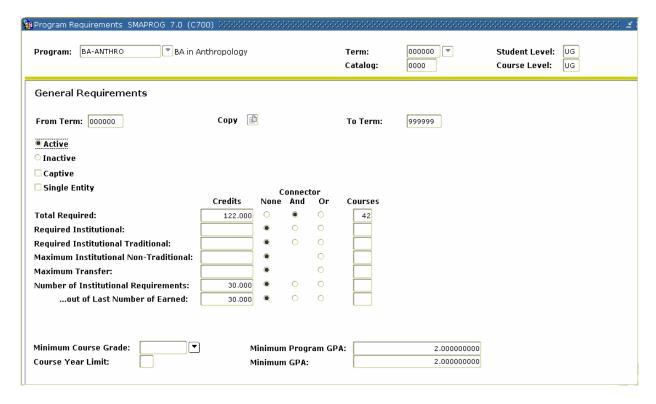


Job Aid (Continued)

■ Jump to TOC

Program Requirements Form

For every program that you want to be active, select the **Active** radio button on the Program Requirements Form (SMAPROG).





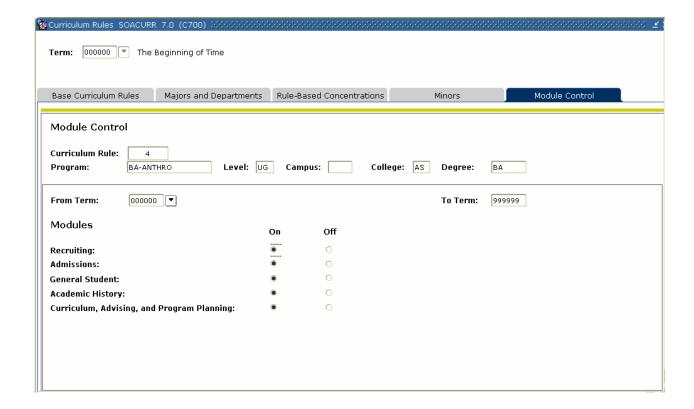
Job Aid (Continued)

■ Jump to TOC

Curriculum Rules Form (SOACURR)

For every program you want associated with the term:

- Make sure that a record exists and that the **Lock** checkbox is selected on the Base Curriculum Rules tab.
- On the Module Control tab, select the **On** radio button for **Curriculum**, **Advising**, and **Program Planning**.



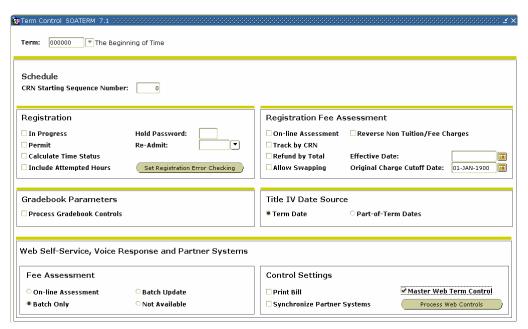


Job Aid (Continued)

■ Jump to TOC

Term Control Form (SOATERM)

On the Term Control Form (SOATERM), click the **Process Web Controls** button then select the **Web Evaluation Term** checkbox in the WebCAPP Controls area.



Procedure

Follow these steps to permit new degree evaluations to be generated for a term.

Step	Action
1	Access the Term Control Form (SOATERM).
2	Enter your term in the Term field.
3	Perform a Next Block function.
4	Click the Master Web Term Control checkbox.
5	Click the <u>Process Web Controls</u> button.
6	Select the Web Evaluation Term checkbox in the Web CAPP Controls area.
7	Click the Save icon.

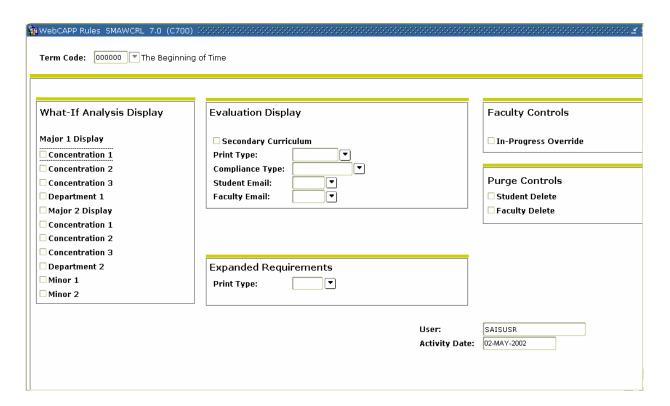


Job Aid (Continued)

■ Jump to TOC

WebCAPP Rules Form (SMAWCRL)

On the WebCAPP Rules Form (SMAWCRL) select the items you want to print on the web.



Procedure

Follow these steps to set WebCAPP rules for evaluation requests.

Step	Action
1	Access the WebCAPP Rules Form (SMAWCRL)
2	Enter your term in the Term field.
3	Under the What-if Analysis Display area, select the curriculum components that you
	want to allow students to run degree evaluations against.
	Note: Major 1 is always required and therefore is not included as a selection.



Job Aid (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Click the Secondary Curriculum checkbox under the Evaluation Display area if you
	want the secondary curriculum to display.
5	Enter a valid print type code in the Print Type/Compliance Type field.
	Notes: The external code should be a print type code entered on STVPRNT. The text
	associated with this print type is displayed in various areas on the General
	Requirements page and Detail Requirements page.
	If no code is designated, no text will be printed.
	Y CONTROL ICA
	You can enter a compliance type from STVCPRT. If the compliance type is entered,
	two types of text can be displayed for the program, area, or group: <i>Met</i> and <i>Unmet</i> .
6	Enter a valid e-mail type code in the Faculty Email Type field.
	Notes This section of a development of the section of CTVDMAL The section
	Note: This external code should be a valid e-mail type on GTVEMAL. The e-mail
	address associated with this code (that is, active) and marked as Preferred and Display
	on Web on GOAEMAL will be displayed.
7	Enter a valid e-mail type code in the Student Email Type field.
	Note: This external code should be a valid e-mail type on GTVEMAL. The e-mail
	address associated with this code (that is, active) and marked as Preferred and Display
	on Web on GOAEMAL will be displayed.
8	Click the Student Delete checkbox under the Purge Controls area if a student can
	delete degree evaluations that he or she ran.
9	Click the Save icon.
10	Click the Exit icon.

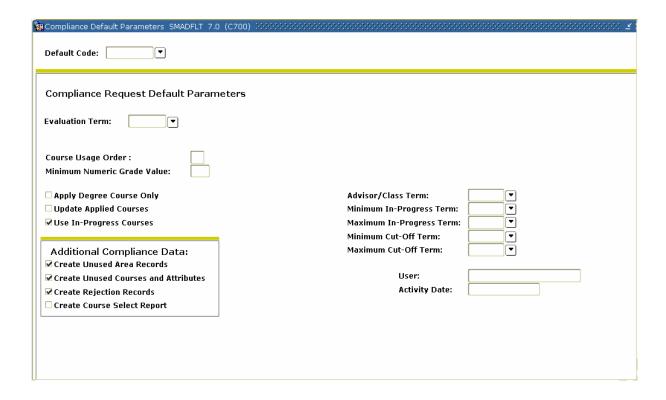


Job Aid (Continued)

■ Jump to TOC

CAPP Compliance Default Parameter Form (SMADFLT)

On the CAPP Compliance Default Parameter Form (SMADFLT) set the default values your institution uses for compliance processing.





Job Aid (Continued)

◀ Jump to TOC

Fields

You will need to populate these fields on SMADFLT to complete the procedure that follows.

Field	Value
Evaluation Term	Enter the term you have been using in other lessons.
Course Usage Order	Enter the code for the order in which you want courses or course
	attributes to be processed. You have three choices:
	C = Chronological Term Order
	T = Descending Term
	G = Descending Grade (default)
Minimum Numeric	Enter the lowest numeric grade value allowed for courses or course
Grade Value	attributes brought in for consideration for compliance.
	You can use this field, for example, to restrict withdrawals or courses
	taken for audit from being considered for compliance.
Apply Degree	Select these check boxes as appropriate for your institution.
Courses Only,	
Update Applied	Refer to the Using Curriculum, Advising, and Program Planning with
Courses	SCT Banner Student handbook for details on how these check boxes
	work.
Create Unused Area	If you want SCT Banner to create output records for unused areas
Records	when a degree evaluation is run, select this check box.
Create Unused	Select this check box if you want SCT to create output records for
Course/Attributes	unused courses or course attributes when a degree evaluation is run.
Create Rejection	Select this check box if you want SCT Banner to create output records
Records	for rejected courses or course attributes when a degree evaluation is
	run.
Create Course Select	Select this check box if you want SCT Banner to create the
Report	Compliance Course/Attribute Selection Report (SMRCMPL) when a
	degree evaluation is run.
	Typically, this feature is used in testing, but because it is a long report,
	you might consider turning it off after testing.
	1 Journal Compact turning it off unter testing.



Job Aid (Continued)

◀ Jump to T0

Fields, continued

Value
Enter the term code for the system to use when selecting the student
classification and advisor information for hardcopy output.
Enter the earliest term from which in-progress courses will be selected
for consideration by the system for a degree evaluation.
The term entered must be the same as or earlier than the maximum in-
progress term.
Enter the latest term from which in-progress courses will be selected
for consideration by the system for a degree evaluation.
Enter the earliest term from which any (in-progress, academic history,
or transfer) courses will be selected for consideration by the system
for a degree evaluation.
The term entered must be the same as or earlier than the maximum
cut-off term.
Enter the latest term from which any (in-progress, academic history, or
transfer) courses will be selected for consideration by the system for a
degree evaluation.
The term entered must be the same as or later than the maximum cut-
off term.

Procedure

Follow these steps to define default values for degree evaluations using the table on the previous pages.

Step	Action
1	Access the Compliance Default Parameter Form (SMADFLT).
2	Enter WEB in the Default Code field.
	Note: This value is defined on the Compliance Default Codes Validation Form
	(STVDFLT) and is required by the system.
3	Perform a Next Block function.
4	Enter values in the fields as indicated in the table above.

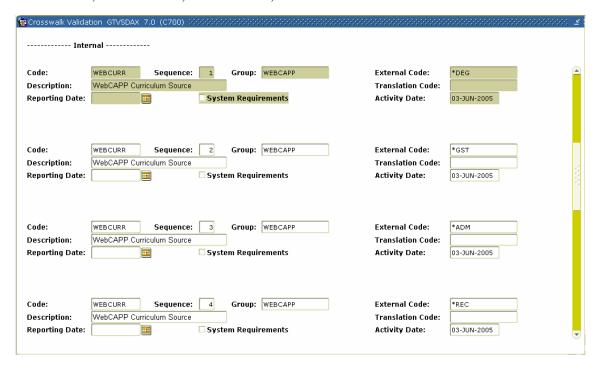


Job Aid (Continued)

Jump to TOC

Crosswalk Validation Form (GTVSDAX)

On the Crosswalk Validation Form (GTVSDAX) define the WEBCURR hierarchy and the DISPTEXT, FACEMAIL, STUEMAIL, and SECONDCURR codes.



Procedure

Follow these steps to define the Crosswalk Validation Form (GTVSDAX) settings using the tables starting on the next page.

Step	Action
1	Access the Crosswalk Validation Form (GTVSDAX).
2	Select Insert from the Record menu.
3	Enter values for each of these fields: Code, Sequence, Group, External Code,
	Description , and System Requirements . (Use the values shown in the tables that
	follow.)
4	Click the Save icon.
5	Repeat steps 1-4 for each rule.
6	Click the Exit icon.



Job Aid (Continued)

⋖ Jump to TBC

Fields

You will need these values entered on GTVSDAX to complete the procedure that follows.

Field	Value
Code	DISPTEXT
Sequence	1
Group	WEBCAPP
External Code	WEB
	You can enter any valid value from the Compliance Print Code Validation Form (STVPRNT).
Description	Display Compliance Text on Web

Field	Value
Code	FACEMAIL
Sequence	1
Group	WEBCAPP
External Code	FAC
	You can enter any valid value from the E-mail Address Type Code Validation Form (GTVEMAL).
Description	Faculty Email Type

Field	Value
Code	STUEMAIL
Sequence	1
Group	WEBCAPP
External Code	STU
	You can enter any valid value from the E-mail Address Type Code
	Validation Form (GTVEMAL).
Description	Student Email Type



Job Aid (Continued)

◀ Jump to TOC

Fields, continued

Field	Value
Code	SECONDCURR
Sequence	1
Group	WEBCAPP
External Code	Y/N
	Y = Secondary curricula are displayed on degree evaluation.
	N = Secondary curricula are not displayed.
Description	Secondary Curriculum Display

WEBCURR

The internal code of WEBCURR uses this hierarchy to determine where and in what order to retrieve the current curriculum record:

Sequence	Description
1 = DEG :	Degree record on the Degree and Other Formal
	Awards Form (SHADEGR)
2 = GST :	General student record on the General Student Form
	(SGASTDN)
3 = ADM :	Applicant record on the Admissions Application
	Form (SAAADMS)
4 = REC:	Recruiting record on the Recruiting Prospect
	Information Form (SRARECR)

The sequence number (1, 2, 3, or 4) associated with the external code determines the order in which records will be displayed on the Current Curriculum page (the first page of the Degree Evaluation option).



Job Aid (Continued)

⋖ Jump to TOC

WEBCURR, continued

For example, if DEG is specified for sequence 1, the Degree record will be displayed first. If DEG is sequence 1 and the student does not have a Degree record, the system looks for the record type specified for sequence 2; if that record does not exist for sequence 2, it goes on to the next sequence number, and so on. If no record is found, the "No Curriculum Record Found" message will be displayed.

Each of the four **Sequence** fields must have a value. If you want to have only one record be used (for example, the Degree record) enter the associated external code for that record for all four sequence numbers or enter an unknown value, such as *xxx* in the other three. If the record(s) in the hierarchy do not exist, the "No Curriculum Record Found" message is displayed.

Fields

These values must be entered on GTVSDAX.

Field	Value
Code	WEBCURR
Sequence	1
Group	WEBCAPP
External Code	*DEG
Description	WebCAPP Curriculum Source

Field	Value
Code	WEBCURR
Sequence	2
Group	WEBCAPP
External Code	*GST
Description	WebCAPP Curriculum Source



Job Aid (Continued)

◀ Jump to TOC

Fields, continued

Field	Value
Code	WEBCURR
Sequence	3
Group	WEBCAPP
External Code	*ADM
Description	WebCAPP Curriculum Source

Field	Value
Code	WEBCURR
Sequence	4
Group	WEBCAPP
External Code	* REC
Description	WebCAPP Curriculum Source