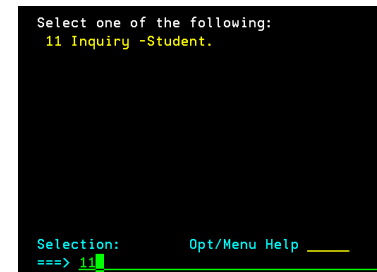


HOW TO . . .



Look Up Student Information

1. Sign on to Administrative Computing.
2. From the MIS Main Menu, type **go asdd** on the command line (your cursor will already be there). Tap the **Enter** key.
3. Before you begin you must choose a semester. Use your **Tab** key to move to the line in front of the current semester. Type an **X** to select it then tap the **Enter** key.
4. Each menu screen shows ten (10) options. You will be using Option #11. Use your **Page Down** key to move to the next screen to see Option #11 (Inquiry—Student). Type the number **11** on the command line and then tap **Enter**.
5. On the Student Alphabetical Driver screen, type the last name of the student, capitalizing the first letter. Tap the **Enter** key.
6. **Tab** down to the line before the student's name. Type an **X** on the line. Tap the **Enter** key.



Boland				
Name	ID Number	City	St	
- Boland-Chase, Ann	769728362	Dunmore	PA	
- Boland, David J	812753319	Clarks Green	PA	
- Boland, Donna M	061043247	Dysart	PA	
- Boland, Elizabeth Kay	479162886	Binghamton	NY	
- Boland, Heather E	136940769	Salamanca	NY	
- Boland, Jennifer L	876686321	Waitsfield	VT	
X Boland, Karen E	973405569	Dunmore	PA	
Boland, Kathleen	440726965	Bernville	PA	
- Boland, Kimberly Elizabeth	613862573	Dunmore	PA	
- Boland, Richard J	045010931	Binghamton	NY	
- Boland, Robert F	290936276	Scranton	PA	
- Boland, Sheryl A	608893260	Pittston	PA	

NOTE: If you type a **W** on the line before the student's name, a "window" will display with the student's address, phone number, e-mail address, and major.

7. Currently there are twenty-two (22) options on the Student Information screen. You can use your **Page Down** key to see them all. You only have access to a few. If you try to enter an area you don't have access to, the following message will appear at the bottom of your screen: *"Please contact MIS for authorization to this job."*

Viewing Grades

1. You can look at a student's grades by choosing Option #5, Inquiry—Curriculum Guide. Type the number **5** on the command line and tap the **Enter** key.
2. Before the grades display, you will need to **Tab** down to the line before their current Open Goal (Major) and type an **X**. Tap the **Enter** key.
3. The first page of grades will display. You need to tap the **Page Down** key to see more information. **Page Up** will also move you back up the Curriculum Guide.

HOW TO . . .



Look Up Student Information

4. You can view a QPA Summary (overall, major, minor, etc.) by pressing the **F6** key.
5. To return back to the previous screen, read the commands at the bottom of the screen. **Enter**, **F3**, or **F12** usually work. Choose the one(s) that are listed.
6. You can also look at a student's grades by choosing Option #16, Inquiry—Quality Point Average/Transcript.
7. Type the number **16** on the command line and tap the **Enter** key. To see detailed, semester-by-semester information, tap the **F2** key.

Viewing Schedules

1. A student's class schedule can be viewed by choosing Option #17, Inquiry—Schedule.
2. Type the number **17** on the command line and tap the **Enter** key.

Printing

The easiest way to print information is to click the **PrtScrn** button (print screen) on the toolbar. However, this will only print one screen at a time. If the information is on multiple screens, you will have to **Page Down** to view the next screen BEFORE you print that one.



Looking Up Another Student

1. Use the **F3** or **F12** keys—make sure you read the screens—until you return to the Student Alphabetical Driver screen.
2. Type the new name directly over the old name; again, be certain to capitalize the first letter. Use the **Delete** key or **Spacebar** to remove letters of the old name that still remain.
3. Tap the **Enter** key and follow the same steps as previously described.

Changing to A Different Semester

1. To “reset” the semester (change it), go back to any menu screen (a screen that has a command line) and hold down the **Shift** key, then tap the **F11** key. Since your keyboard probably only has twelve function keys, this takes the place of tapping the **F23** key. (Shift ADDS twelve to every key.)
2. **Tab** down to the line before the semester and type an **X**. Tap the **Enter** key to select that semester.