

# Manual

# Introduction to PeopleSoft

Date created: 11 September 2009

Last updated: 11 May 2020

\*\*This document and the information herein is the property of the University of Cape Town and may only be used for training purposes. The reproduction and distribution of the training manual, in whole or in part, is strictly prohibited.



# Contents

Section 1: Contextual Information	4
1.1: Target Audience	4
1.2: Specific Outcomes	4
1.3: Your Role as a Staff Member	4
1.4: Functions and Navigational Paths	4
1.5: Useful Terminology	5
1.5.1: Academic Structure	5
1.5.2: Self Service	6
1.5.3: Campus Community	7
1.5.4: View Students Fee Account	8
1.6: Understanding Student Life Cycle at UCT	9
1.7: Academic Terms at UCT	10
1.8: Academic Structure	11
Section 2: Basic Navigation	12
2.1: Logging In and Out	12
2.2: Navigational Icons	13
2.2.1: Home Icon	13
2.2.3: Actions List Icon	14
2.2.4: NavBar Icon	16
2.2.5: Opening a New Window	16
2.3: Set Up User Defaults	17
Section 3: Navigating to Campus Solutions Administrator	18
3.1: Viewing Student Personal Information	18
3.2: Viewing Grades	20
3.2.1: Mid Term Grades	20
3.2.2: Official Grade	21
3.3: Requesting a Students Academic Record	23
3.4: Academic Record Overview: (This will exclude the students' academic specialisation/major)	26
3.5: View Class Search	27
3.6: Course Counts	28
Section 4: Navigating to Campus Community	30
4.1: Viewing Personal Information	30
4.1.1: Performing a Search Match	31
4.1.2: Biographical Information	33
4.1.3: Emergency Contacts	35
4.1.4: Addresses	37
4.1.5: Languages	38
4.1.6: Relationships	40
4.1.7: UCT Student Bank Account Details	
4.1.8: Identification Data	43
4.1.9: Participation Data	46
4.1.10: Personal Information (Student)	
4.2: Viewing Service Indicators	54



4.2.1: Navigating to Service Indicators	54
Section 5: Navigating to Records and Enrollment	56
5.1: Term Activate a Student	56
5.2: Viewing Student Program/Plan	58
5.3: Useful reports	60
5.3.1: Term Achievement Report	60
5.3.2: Requesting an Academic Standing Report	65
Section 6: Navigating to Curriculum Management	70
6.1: Viewing Course Catalog	70
6.2: Downloading UCT Course List without Photos	72
6.3: Downloading a Class List with Photos	76
Section 7: Navigating to Student Financials	81
7.1: Viewing Students' Fee Account	81
Section 8: Navigating to Reporting Tools	84
8.1: Schedule a Query	86
Section 9: Useful Buttons and Hot Keys	90



# Section 1: Contextual Information

This document introduces the Online Student Administration System namely Campus Solution 9.0, also known as PeopleSoft (PS), to University of Cape Town (UCT) staff. This system manages applications and student records from the time a person has applied to UCT until the time the student graduates at UCT.

# 1.1: Target Audience

This course targets staff that will access and update student information on the Student Administration system.

# **1.2: Specific Outcomes**

- Logging into PeopleSoft
- Navigating in PeopleSoft
- To view student information
- To understand the Student Life Cycle at UCT and its relation to the Student Administration system
- To cover PeopleSoft Terminology, Academic Terms and Course Code Structure.
- To view grades, unofficial transcripts and the number of students enrolled in a course.
- To view Personal Information, Passport and Visa Permit Data, Accommodation Data and Service Indicators
- To view the database of UCT courses
- To view Student Fee Accounts
- To run useful reports and queries
- To set up User Defaults

# **1.3: Your Role as a Staff Member**

- Course Bookings Staff must complete a PS01 form with approval from a Line Manager/Head of Department with all courses required for their operational role. This must be sent to the Student Systems Support (SSS) End User Support Administrator.
- Security To protect your password.

# ▶ Note

Access to the Student Administration Systems is granted within 72 hours after you have attended a PeopleSoft course.

# **1.4: Functions and Navigational Paths**

Function	Navigation Path/Folder
Add/Update a Person	Campus Community>Personal Information>Add/Update Person
Adding a Process Scheduler	PeopleTools>Process Scheduler>Process Monitor
Request	
Addresses	Campus Community>Personal
	Information>Biographical>Addresses/Phones>Addresses
Adhoc Photo List	Campus Community>Personal Information(Student)>Adhoc Photo List
Audit Service Indicators	Campus Community>Service Indicators>Person>Audit Service Indicators
<b>Biographical Information</b>	Campus Community>Personal Information>Biographical
Citizenship and Passport	Campus Community>Personal
Data Information	Information>Identification>Citizenship>Citizenship and Passport
Class list with Photos	Curriculum Management> Class Roster>Print with Photos
Class Search	Self Service>Search >Class Search



Function	Navigation Path/Folder
Counts Per Course	Self Service>Course Counts
Course Catalog Search	Curriculum Management>Course Catalog
-	Setup SACR>User Defaults
Setting up User Defaults	
Electronic Addresses	Campus Community>Personal
	Information>Biographical>Addresses/Phones>Electronic Addresses
Emergency Contacts	Campus Community>Personal Information>Biographical>Emergency
	Contacts
Extracurricular Activities	Campus Community>Personal Information>Participation
	Data>Extracurricular Activities
Individual Photo List	Campus Community>Personal Information(Student)> Photo
Languages	Campus Community>Personal Information>Biographical>Personal
	Attributes>Languages
Manage Service Indicators	Campus Community>Service Indicators>Person>Manage Service
	Indicators
Memberships	Campus Community>Personal Information>Participation
	Data>Accomplishments>Memberships
Names	Campus Community>Personal Information>Biographical>Names
Performing a Search Match	Campus Community>Personal Information>Search Match
Phones	Campus Community>Personal
	Information>Biographical>Addresses/Phones>Phones
Relationships	Campus Community>Personal
	Information>Biographical>Relationships>Relationships
Residency Data	Campus Community>Personal Information>Identification>Residency
UCT Clubs and Societies	Campus Community>Personal Information>Participation
	Data>Accomplishments>UCT Clubs and Societies
UCT Clubs and Societies	Campus Community>Personal Information>Participation
Report	Data>Accomplishments>UCT Clubs and Societies Report
UCT Course list without	Curriculum Management>UCT Course List
Photos	, i i i i i i i i i i i i i i i i i i i
View an Unofficial Transcript	Self Service>View My Advisees>Student Center>Unofficial Transcript
for a student	
View Schedule of Classes	Curriculum Management >Schedule of Classes>Class Search
	Noto
	This is the same information you would access
	when performing a class search under the Self Service folder.
View Student Bank Accounts	Campus Community>Personal Information>Biographical>UCT Student
	Bank Account Details
View Student Fee Account	Student Financials>View Account Summary
UCT Course List	Curriculum Management>Grading>UCT Course List
Viewing Grades	Self Service>View My Advisees>Student Center>Grades
Viewing student information	Self Service>View My Advisees
Visa/Permit Data	Campus Community>Personal Information>Identification>
	Citizenship>Visa Permit Data
UCT at Risk Report	Curriculum Management>Grading>UCT at Risk Report
1.5: Useful Terminology	·

# 1.5: Useful Terminology

# 1.5.1: Academic Structure

Term	Description
Admitted	UCT has made an academic offer to the applicant
Admit Term The year for which the person applies to UCT	
Enrolment	Registering students onto a programme and courses

Matriculate	Matriculation is the process in PeopleSoft whereby applicants become students, and have student records created as opposed to application records. This process takes place after a person is offered an academic place at UCT
Registration	A process whereby students are enrolled in a programme/s and courses
Term Activate	Activating the student for the year in which they are enrolling. This is done annually when students enrol into courses
Transcripts	An academic record of a student

# 1.5.2: Self Service

Term	Description	
Course Catalog	Database of courses offered at UCT.	
Course List	A course list is a report that specifies all the students enrolled in all the classes for	
	a specific course, in a particular year.	
Grade Point	An average percentage, weighted across all courses which have results (final	
Average (GPA)	grades)	
Holds	Items preventing students from enrolling in classes e.g. a hold for an outstanding	
<b>T</b> . I. P. (	fee balance	
To do lists	Checklist items assigned to a student	
	<b>Example</b> If an applicant has not submitted their school leaving results	
	to the Admissions Office, a checklist item will be assigned to the applicant in the	
	system	
Unit	Credit count	
Academic Record	The academic record is intended to provide a view of the student's full UCT	
	academic record.	
	Note Academic records are printed and provided to the student by	
	the Student Records Office	
Course	A course record stores master information such as faculty and subject area	
	<b>Example</b> Humanities Faculty (HUM), Political Studies(POL)	
	what the course consists of e.g. lectures, tutorials, field trips	
	Courses are not tied to an academic year and are therefore not used for enrolment purposes	
Course Offering	An instance of a course that uses the master data held in the course. A course	
ooulse onening	offering has a catalogue number (the UCT course code) and can be scheduled as	
	one or more classes into a term and session	
Class	A class is a scheduled course offering and is linked to a specific academic year	
	(referred to as a term in PS). Classes draw their information from courses. Unlike	
	courses, they can be assigned times and venues.	
	Students are enrolled into valid classes for a particular academic year (i.e.	
<b>-</b>	registration).	
Run Control ID	This is a unique value that is connected to specific parameters (criteria) for a	
User Preferences	report or process. It is user-defined. When you set your user preferences, your preferred values automatically appear	
User Preferences	in certain fields when you log into the system.	
	User preferences can be changed at any time.	
Process Scheduler	Process Scheduler is the system within PeopleSoft that runs and manages	
	processes and reports. This includes reports created in Crystal, PDF files and text	
	files.	
Process Instance	This is a unique number that PeopleSoft attaches to each process that you request	
	to be run in the Process Scheduler.	



# 1.5.3: Campus Community

Term	Description		
Extracurricular	Used at UCT to record a student's participation in activities external to UCT.		
Activities	► Example		
	<b>Example</b> It can be used to specify that a student took a gap year to		
Loouing Authority			
Issuing Authority Issuing Place	The place where a student's visa was granted The company that issued the student's visa		
Memberships	Memberships is used to indicate that a person in the Campus Community is a		
wemberships	member of an organisation external to UCT		
	<b>Example</b> If a student is a member of the Health Professional Council of		
	South Africa, the system's Memberships page can be used to record his or her		
	membership dates and membership number.		
Names	The Names page allows you to add an extra name type for a person. It also allows		
	you to alter the entries for an existing name type.		
	<b>Example</b> You can specify that a person used an alternative name on		
	his or her senior certificate.		
	Every person in PeopleSoft has a record for a primary name type and a preferred		
	name. The primary name is the name that is in a person's ID document (his or her		
	legal name). A preferred name is the name that is to be used in informal		
	communications.		
	When a new person is added to the system, it automatically creates both a primary		
	and a preferred name. At this stage, these names are identical. You may need to		
	update the preferred name, where necessary.		
Personal Attributes	Home language information		
Regional Details	Ethnic group information		
Relationships	Stores relationships between two people within the Campus Community, or		
	between a person in the Campus Community and someone external.		
	UCT will use Relationships to store parent/guardian information for applicants and		
Regidency Data	students under the age of 21 years.		
Residency Data	Residency is used to record a student's fee payer status, i.e. international fee-payer		
Service Indicators	or South African fee-payer. Service indicator functionality allows an individual to either be denied or have		
Service indicators	access to a particular service. At UCT, the uses of service indicators will include		
	denying services such as enrolment and printing of transcripts to students who		
	have not paid fees. Access for maintaining this functionality is limited to Faculties,		
	Admissions Office, Fees Office and International Academic Programmes Office		
	(IAPO).		
	When a service indicator has been assigned to an individual, an icon will appear on		
	system pages related to that individual. Details relating to the service indicator can		
	be viewed by clicking the service indicator icon.		
Biographical	Personal information of a student.		
Information			
Campus	Individuals and organisations are the foundation of Student Administration. Use		
Community	Campus Community to create records for individuals and organisations that make		
	up your institution's community. Thereafter, Campus Community can be used to		
	update, maintain, and track information about the individuals and organisations		
	associated with the institution. Campus Community is used to store the personal		
	information of applicants, registered students and certain categories of academic staff (such as supervisors of postgraduate students). Among the organisations		
	recorded in Campus Community will be high schools, other tertiary institutions and		
	donor organisations.		
	donor organioationo.		



Term	Description	
Campus ID A campus ID is equivalent to a UCT student number. It uses an alpha		
	convention. Example HLMDIO003	
Emergency	Next-of-kin information is stored in Emergency Contacts.	
Contacts		
System / EMPL ID	Every person who has been added to Campus Community will have a unique system ID. On the search pages, fields that ask for ID or Empl ID are asking for this value. A system ID is generated by the system and consists of digits only.  Example 1074926	
User ID	A user ID is the sign-in name that you use to access the system. This is equivalent to your eight digit staff number or your temporary staff number.  Example 01406221 or T0010178	

# **1.5.4: View Students Fee Account**

Term	Description
Account Summary	A summary of a student's fee account information.
Business Unit	University of Cape Town, UCT01.



# 1.6: Understanding Student Life Cycle at UCT

**Student Applies To UCT:** Applicants can apply to UCT via the Online Applications function on the UCT website. Hard copy applications are captured into the system via the **Rapid Capture Component** (**RACC**) in PeopleSoft by the Admissions Office. All applications will have a row of **APPL** (application) status on their record with a first (**FRST**) and/or second (**SCND**) application choice. The applicant's record will then be assessed by the respective Faculty for a possible offer.

Admitted by Faculty: If an applicant meet the requirements for admission at UCT, the respective Faculty will change the applicant's status to ADMIT/FIRM (Admit Firm Offer) or DATA/CONF (Data Change Offer Confirmed) where a conditional offer is confirmed. Once an offer/s has been made (an applicant can apply to two programmes at UCT), the Admissions Office will indicate that the applicant has accepted UCT's offer by adding a DEIN (Intention to Matriculate) row on their record where applicable.

**Registered by Faculty:** Matriculation is the process whereby a student record is created for an applicant. Matriculation and Term Activation is necessary in order to "activate" and register/enrol the student onto a programme and plan at UCT, thereby making applicants students on the system.

**Enrolled into Classes:** The Faculties will then enrol students into courses. Up until the Friday of the first week of term, students can make changes to their programmes of study and courses for various reasons without fee penalties. This first week is also known as the change of curriculum week.

**Student Records Maintenance:** After registration and change of curriculum week, faculties will start assessing and cleaning up students' records.

**Students Marked:** Students will be examined with various assessments designed for each programme offered. Approved exam results will be captured by departmental administrators. The results will then be published on the department's notice boards and student grades in PeopleSoft via Student Self Service.

**FEC Process, Student Becomes a Finalist and Attends Graduation:** Students graduate after they have completed the requirements of their programmes. All graduates will receive an official academic record (Official Transcript) from the Student Records Office.

**RAC Process:** Students who did not complete certain academic requirements for the academic year will go through a Readmissions Appeal Process.





# 1.7: Academic Terms at UCT

The main academic term (11X1) at UCT is from February to November. Health Sciences courses start earlier in January. There are three terms that students are enrolled into, namely the Full Year, Winter Term and Summer Term.

There are three sessions into which courses are scheduled: the full year, Semester 1 and Semester 2. Summer Term and Winter Term courses occur annually in vacation period in June and December.

	Academic Terms: 2020		
suc	Full Year (1) 1201	Winter Term 1203	Summer Term 1205
Sessions	Semester 1		Cont. Ed
Š	Semester 2		Third Term*

\*This occurs between semesters and offers students the opportunity to gain course credits. Thus semester courses are compressed into a four-week block of lectures that occur during June/July (Winter Session) and November/December (Summer Session).





The last letter of the Course Code denotes the session in which the course is offered.

▶ Example F-Fi

F – First Semester, S – Second Semester, W/H/X/Z– full year.



# **1.8: Academic Structure**

UCT offers a full range of undergraduate and postgraduate programmes in six faculties: Commerce, Engineering and the Built Environment, Health Sciences, Humanities, Law and Science. Undergraduate programmes are first degrees such as certificates, diplomas and degrees.

Postgraduate programmes are also pursued for higher qualification by students who have accomplished their first degree programmes. Postgraduate programmes consist of postgraduate diplomas, Honours degrees, Masters and Doctoral programmes.

In PeopleSoft terms, an undergraduate and postgraduate degree refers to the academic career that determines the level of study of a student e.g. Masters / Bachelors. An **Academic Programme** refers to the qualification the student is enrolled into e.g. Masters of Education / Bachelor of Commerce. Programmes have majors or specialisations known as **Plans** in PeopleSoft e.g. Adult Education / Accounting. Once a student has completed the requirements in their programmes, they can qualify for the award of the degree.

All faculties are supported by the Centre for Higher Education Development (CHED) for student development, by the Information Communication Technology Services (ICTS) for computing services, by UCT Libraries which offers a rich and diverse collection of study and research materials, and by Student Affairs for wellness, housing and residence life and to cater for students with disabilities. Refer to the following diagram.





# Section 2: Basic Navigation

This section will cover the following so that you may familiarise yourself with navigating the system:

- Logging in and out
- Understanding navigational icons
- Open a new window
- Set up user defaults

# 2.1: Logging In and Out

In order to login in PeopleSoft, you must have an eight digit staff number and a network password.

- Go to the UCT website: www.uct.ac.za
- Click on the Staff tab

▶ Note

• Scroll down and click on the Login to PeopleSoft Student Administration System hyperlink

You will be required to enter Staff Number and Network Password.

	UNIVERSITY OF CAPE TOWN
En	ter User ID
	rssword
	Sign In Forgot Password ?
	r requires Internet Explorer (IE) users to run in Compatibility view. or greater please ensure you turn off the IE Compatibility View mode.
, t	How to disable Compatibility view in IE Press Alt+T Click on the "Compatibility View Settings" Jnselect "Display intranet sites in Compatibility View" Click "Close"
Сору	right © 2000, 2014, Oracle and/or its affiliates. All rights reserved.

• Your Staff Homepage will appear



► Note

This is the new fluid interface that responds to the form-factor being used. In other words, the size of the display will adapt to various devices with different sized screens e.g. a PC

screen vs a smartphone screen.



• To sign out, click on the Actions List icon and select Sign Out

A Q 🚺 Ø
Personalize Homepage
My Preferences
Help
Sign Out

# 2.2: Navigational Icons

In the top right corner, you will notice the four navigational icons:



Clicking on this will take you back to your staff homepage.



# 2.2.2: Global Search Icon

You can search for various components on PeopleSoft by typing in the search bar and clicking on the **Search** icon.





# 2.2.3: Actions List Icon

You can use the Actions List to personalise your navigation.

While on the Homepage, if you click on the Actions List icon on, the following options appear:



Sign Out

Personalize Homepage – this will allow you to edit the existing tiles on your homepage

Note

My Preferences - this allows you 2 options:

- 1. Automatic Menu Collapse Enabling this personalization causes the left structure menu in Classic Home to automatically collapse when a transaction is selected.
- 2. **Autocomplete** Autocomplete is enabled for any field with a prompt edit defined for it. The system will do a prompt lookup as you type to suggest appropriate values.

< Staff Homepage	My Preferences	A C : Ø
General Settings		
		Restore Defaults Save
<ul> <li>Navigation Personalizations</li> </ul>		
	Automatic Menu Collapse No	
	Autocomplete Yes	



While on a page in PeopleSoft, if you click on the Actions List icon on, the following options appear:

A Q 🗼
Add To Homepage
Add To NavBar
Add To Favorites
My Preferences
Sign Out



Add to Homepage - select the homepage you would like the PeopleSoft page e.g. Maintain Applications to be added on and it will appear as a tile on your Staff

#### Homepage

UNIVERSITY OF CAPE TOWN ITUNIVERIEN MAILANA BUIVERSITET VAN KAAPSKAP Studern Administration System		1	â	Q,	:	٢		
	Supervisor Progress Capture	Classic Home	MoU / PPA Approval WorkCenter					
	Maintain Applications	Service Request Management						
	DIRACLE	ORACLE PEOPLESOFT						



Add to NavBar - the page will appear as a tile in your NavBar.



Add to Favourites - the page will appear in your Favourites.



# 2.2.4: NavBar Icon 🙆

NavBar Menu	Description		
Recent Places	This stores up to 5 of your most recently ac	cessed pages on	PeopleSoft.
	This will include the pages that you have ac	ded to favourites	
+	You may edit your favourites by clicking on sequence in which your favourites appear You may also rename the favourite.		-
	*Favorite Se	quence number	
My Favorites	Academic Program Table	0	-
	Advisee Student Center	0	-
	Change Requests	0	-
Navigator	This shows the usual PeopleSoft categories on a category, it will take you into the sub icon. To go back a category, you woul category or the <b>Back to Root</b> button <b>a</b> to	categories. A cate	egory is indicated by an arrow ack button to go back one



You can personalise the **NavBar** by clicking on the **Personalise Navbar** icon. After which you can drag and drop to reorder the existing tiles.

## 2.2.5: Opening a New Window

After you have navigated to a page on PeopleSoft, to open a new window, click on the **New Window** hyperlink.





# 2.3: Set Up User Defaults

User defaults can be set up in PeopleSoft to display default values on certain pages in PeopleSoft e.g. the Term on the **Quick Enrol a Student** page.

## Navigational path: Set Up SACR>User Defaults

	<b>ନ</b> ସ୍	: 🞯	
NavBar: Nav	igator	•	
i O	Self Service	>	
Recent Places	Campus Community	>	
*	Student Admissions	Set Up SACR	*
My Favorites	Records and Enrollment	Foundation Tables	>
	Curriculum Management	Product Related	>
	Student Financials	User Defaults	
Classic Home	Academic Advisement	>	
	Set Up SACR	>	
	Reporting Tools	>	
	PeopleTools	>	
	My Personalizations		

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the Set Up SACR category
- Click on User Defaults

User ID INT1 Name   Academic Institution UCT01 University of Cape Town   Career Group SetID C   Facility Group SetID University of Cape Town   Facility Group SetID University of Cape Town   Academic Career UGRD Undergraduate   Academic Group EBE Engineering/ Built Environment   Subject Area 2018   Academic Program C	User Defaults 1 User Defaults 2	User Defaults 3	User Defaults 4	Enrollment Override Defaults
Career Group SetID	User ID INT1	Na	me	
Facility Group SetID       Image: Career UGRD       Undergraduate         Academic Career UGRD       Engineering/ Built Environment         Subject Area       Image: Career UGRD         Term       1181       2018         Academic Program       Image: Career UGRD       Image: Career UGRD         Academic Program       Image: Career UGRD       Image: Career UGRD	Academic Instit	tution UCT01	Universi	ty of Cape Town
Academic Career UGRD Q Undergraduate Academic Group EBE Q Engineering/ Built Environment Subject Area Q Term 1181 Q 2018 Academic Program Q Academic Plan Q	Career Group	SetID		
Academic Group EBE C Engineering/ Built Environment Subject Area Term 1181 C 2018 Academic Program Academic Plan	Facility Group	SetID		
Subject Area Term 1181 Academic Program Academic Plan	Academic C	areer UGRD Q	Undergr	aduate
Term 1181 Q 2018 Academic Program Q Academic Plan Q	Academic G	Group EBE	Enginee	ring/ Built Environment
Academic Program	Subject	Area	2	
Academic Plan		Term 1181 🔍	2018	
	Academic Pro	gram 🔍 🔍		
	Academic	Plan	Q	
Academic Sub-Plan	Academic Sub	-Plan	Q	

Notify



You may setup user defaults to fields that are relevant to your operational role. For example, if you deal with undergraduate students, set your Career to UGRD (see above

screenshot).



# Section 3: Navigating to Campus Solutions Administrator

You will be able to view student information in PeopleSoft such as a student's to do list, class schedule, emergency contact numbers, grades, academic records, personal information, class search, course counts and download class list with photos by using the Self Service function.

# 3.1: Viewing Student Personal Information



• Click on the Campus Solutions Administrator category in the main menu drop-down

UNIVERSITY OF CAPE TOWN Student Administration System		Campus Solutions Administrator			Q	:	٢
Student Customer Service	Campus Community	Student Records	Admission Support				

• Click on the Student Customer Service tile



- Click on the Student Services Center category
- Enter the student number into the Campus ID field
- Click on the **Search** button

The search page exists in all PeopleSoft modules to retrieve existing data on the PeopleSoft database. To perform a search in PeopleSoft you may use the following fields:

PeopleSoft ID, Campus ID, National ID, Last Name and First Name.

Note



# ▶ Note

The **Student Center** page will be displayed for the student you entered. You will be able to view the student's **Weekly Schedule**, **To Do List** and **Personal Details**.

Student Center					
Student Center					
Academics					
	📴 Deadlines 🛛	URL	Gradebook		
Change of Curriculum	This Week's Sche	dule	Schedule		Search for Classes
View my Communications	Class	Dates:	10/02/2020 - 16/03/2020		▼ Holds
			ЮРМ - 3:00РМ 5 LT3A		No Holds.
		We 2:0	12/02/2020 - 18/03/2020 00PM - 3:00PM		🔻 To Do List
		JAMES			Certified ExemptionCertificate
		JAMES	30/03/2020 - 11/05/2020 IOPM - 3:00PM		More <b></b>
		Dates:	01/04/2020 - 13/05/2020		▼ Important Sites
	ACC 3004H-LG01	We 2:0 JAMES	00PM - 3:00PM		UCT
	LEC (1017)	Dates:	13/07/2020 - 17/08/2020 IOPM - 3:00PM		Vula Exam TimeTable
		JAMES			Undergraduate Funding
		Dates: We 2:0	15/07/2020 - 19/08/2020 00PM - 3:00PM		Assistance
		JAMES	5 LT3A		As of 1 August 2016, first-time applications for financial aid will
		Mo 2:0	31/08/2020 - 12/10/2020 IOPM - 3:00PM		be handled centrally via NSFAS. For further information
		JAMES	5 LT3A 02/09/2020 - 14/10/2020		on the application process, please refer to <u>Undergraduate</u>
		We 2:0	00PM - 3:00PM		Student Funding.
	ACC 3004H-TL01		10/02/2020 - 06/11/2020		
	TUT (1223)	Room	TBA		
	Home (Street 3649 Musha Tugan SA Cellular 07946	ivhi irmi			
Finances					
My Assount	Account Su	ımmarv			
My Account		u owe 29	,330.00.		
Banking Detail Account Inquiry					
View Clubs and Societies					
Financial Aid View Financial Aid	Cu	rrency use	ed is Rand		
		-			
Admissions					
Admissions					
		(i)	You do not have any pending applic this time.	ations at	
Accept/Confirm your Offer(s) Online Upload of Documents					
Overall Application Status Your Submissions Secondary School Results NBT Results					
So to top					-
Return To Search Notify					

• Click on the Return to Search button to search for other students



# 3.2: Viewing Grades

Grades are official results obtained by a student. There are two types of grades in PeopleSoft: Mid Term grades and Official grades.

Campus Solutions Administrator	Student Customer Service
💱 Student Services Center	Student Services Center Enter any information you have and click Search. Leave fields blank for a list of all values.
Application Summary	Find an Existing Value
Enrollment Summary	▼ Search Criteria
	ID begins with \vee 1360414 Campus ID begins with \vee National ID begins with \vee Last Name begins with \vee First Name begins with \vee Case Sensitive Search Clear Basic Search 📽 Save Search Criteria

• Click on the Campus Solutions Administrator category in the main menu

UNIVERSITY OF CAPE TOWN ITUNIVESTEIT VASEAUA - UNIVERSITEIT VAN KAAPSTAB Student Administration System	Campus Solutions Administrator									
	Student Customer Service	Campus Community	Student Records	Admission Support						
				•						

• Click on the Student Records tile

## 3.2.1: Mid Term Grades

This is a mark obtained by a student based on assessments written within Semester 1, Semester 2 and Full year courses. The midterm grade is used for early identification of students who are academically at risk. The marks are loaded by Departmental Administrators. Students can view the marks by running a progress report on the Student Self Service.

Campus Solutions Administrator	Student Records Collection
📄 Student Grades	Support Access
Enrollment Summary	Enter any information you have and click Search. Leave fields blank for a list of all values.
📄 Request Transcript Report	Find an Existing Value  Search Criteria
Student Academic Record	ID [begins with ~] Menu Name   <= UCT ADM FL
Mid Term Course Grade Average	Menu Name [egins with V UCT_SS_SR_A
	Panel Item Name begins with ✓ UCT_SSS_GRD_AVG_FI Campus ID begins with ✓ SBNJOS003 National ID begins with ✓
	Last Name [begins with ∨]           First Name [begins with ∨]           □ Case Sensitive
	Search Clear Basic Search 🗭 Save Search Criteria

- Click on the Mid-Term Course Grades Average category
- Enter the student number into the Campus ID field
- Click on the Search button



<ul> <li>✓ Student Records Collection</li> </ul>		Mid Term Cour	se Grade Averag	es			Â	Q	:	ø
Mid Term Course Grade Averages ID 1360 Career UGRD Mid Term Course Grade Averages				Institution Select Term	2010 2011 2014 2014 Sum 2019 2020					
Course	Grade 1	Grade 2	Grade 3	Grad	de 4	Grade 5	Grad	es		
CML 2010S Business Law II	52									
ECO 2004S Macroeconomics II										
STA 1000S Introductory Statistics										

• Click on the Select Term hyperlink to view Mid-Term grades for a previous grade

**Note** There is also a **UCT at Risk Report** that can be obtained from the Faculty Office. This report can be requested for all students in a programme for a particular year, and students at risk in a programme for a particular year.

3.2.2: Official Grade

This is the final mark obtained by a student after all assessments planned for the course have been completed.

< Student Records Collection		Mid Term Course Grade Averages							Ø
Mid Term Course Grade Averages									
ID 1360				Institution UCT01					
Career UGRD				Select Term 2019	$\sim$				
Mid Term Course Grade Averages									
Course	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade	es		

• Click on the Student Records Collection category in the main menu

Campus Solutions Administrator	Student Records Collection
📄 Student Grades	Student Grades
Enrollment Summary	Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value
📄 Request Transcript Report	▼Search Criteria
Student Academic Record	ID begins with V
Mid Term Course Grade Average	Academic lastitution begins with $\checkmark$ UCTO1 Q Term $\equiv \checkmark$ Q
	Campus ID begins with V SBNJOS003 National ID begins with V Last Name begins with V First Name begins with V Term Alternate Key E V
	Case Sensitive           Search         Clear         Basic Search         Save Search Criteria

- Click on the Student Grades category
- Enter the student number in the Campus ID field
- Click on the **Search** button



#### Student Grades

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	
Search Criteria	
ID begins with 🖂	
Academic Career = V	$\sim$
Academic Institution begins with $\checkmark$ UCT01	Q
Term = 🗸	Q
Campus ID begins with V SBNJOS00	3
National ID begins with $\checkmark$	
Last Name begins with $\checkmark$	
First Name begins with ∨	
Term Alternate Key = V	Q
Case Sensitive	

#### Search Clear Basic Search 🖾 Save Search Criteria

Search	Results									
View All										
ID	Academic Career	Academic Institution	Term	Short Description	Name		Gender	Date of Birth	Campus ID	National ID
1360414	Undergrad	UCT01	1201	2020	Silan ik	douali	i inter	Autor 1988	1004,012000	999999999999999
1360414	Undergrad	UCT01	1191	2019	Silarik	(intelli	( FORMER )	201017500	10041710000	999999999999999
1360414	Undergrad	UCT01	1145	2014 Sum	Silanis	donali	(And and a second s	1000011000	1004	999999999999999
1360414	Undergrad	UCT01	1141	2014	<b>Bilantik</b>	(Intell	10000	100101-1000	1004,010000	999999999999999
1360414	Undergrad	UCT01	1111	2011	Silamik	donali	(Reality)	10010111000	1004,170000	999999999999999
1360414	Undergrad	UCT01	1101	2010	Starris.	(intelli	( FORMER )	100103-10005	1004,170000	999999999999999

### • Select the Term you would like to view

Student Grad	le Inquiry Te	rm Statistics											
Journal Colling				Camp	ous ID:	04,7730000	1360414		0	Print			
									Repo	rt Manager			
Program	CB001	BCom											
Plan(s)	CB001ACC08	Fin Acc: G	eneral Acc	Stream									
Term 2	2020	C	areer U	ndergrad		Institutio	on l	Jniversity of Ca	pe Towr	ı			
Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	\$	Units Taken	Session	Course Name	
Detail	1017	ACC	3004H	Lecture	LG01			Graded		18.00	Full Year	Taxation II	
Detail	1021	ACC	3020W	Lecture	LG01	74	74	Graded		36.00	Full Year	Financial Report & Analysis	
Detail	1067	ACC	3022H	Lecture	LG02			Graded		18.00	Full Year	Corp Governance II	
Detail	2876	ACC	3023H	Lecture	LG01			Graded		18.00	Full Year	Management Accounting II	
Detail	12566	CML	2001F	Lecture	LG02			Graded		18.00	Semester 1	Company Law	
Detail	7315	PHI	2043S	Lecture	LG01			Graded		18.00	Semester 2	Business Ethics	

• On the Student Grade Inquiry tab, the students Program, Plan, Course Enrollments, Academic Standing (if updated) and Official Grades will be displayed

andi Sharrik				Ca	ampus ID:	1360414	
Academic Ca	reer: U	ndergraduat	e				
		0					
Institution:	Term	University of 1201 202	10 C	vn	Academic Lev	vel - Term Start: Third Year	
Enrollments							
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load Units Earned Towards Acad Load	126.0 36.0
For GPA	36.000	2664.000	74.000	36.000	90.000	Units Taken For Audit	0.0
Not For GPA	0.000			0.000	0.000		
Fransfer Credit							
	Gradeo Units	d Grad Point		A Earne Units		Graded Transfer Units GPA / No GPA	0.0
For GPA	0.00	0.00	0.0	0.0	200	For Units Only	0.0
Not For	0.00		0.00		000	Units Adjustment	0.
GPA	0.00	U		0.0	000	>>> Total Adjusted Transferred Units	0.0
Combined (Enrol	lment + Trai	nsfer Credit U	nits)				
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Combined Earned Units GPA / No GPA	36.0
For GPA	20,000	0004.000	74.000	20,000	00.000	Transfer Credit For Units Only	0.0
	36.000	2664.000	74.000	36.000	90.000	Transfer Credit Units Adjustment	0.
Not For GPA	0.000			0.000	0.000	>>> Total Term Units	36.0

• Click on the Term Statistics tab to view the Students' Academic Year of Study



## Student Systems Support Documentation

Student Grad	le Inquiry Te	rm Statistics									
Jonali Sila	u i i i i			Camp	pus ID:	04,03000	1360414		Print Report Manager		
Program	CB001	BCom							. toport managor		
Plan(s)	CB001ACC08	Fin Acc: G	eneral Acc	Stream							
Term	2020	c	areer l	Indergrad		Instituti	on	University of Cape	e Town		
Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	1017	ACC	3004H	Lecture	LG01			Graded	18.00	Full Year	Taxation II
Detail	1021	ACC	3020W	Lecture	LG01	74	74	Graded	36.00	Full Year	Financial Report & Analysis
Detail	1067	ACC	3022H	Lecture	LG02			Graded	18.00	Full Year	Corp Governance II
Detail	2876	ACC	3023H	Lecture	LG01			Graded	18.00	Full Year	Management Accounting II
	12566	CML	2001F	Lecture	LG02			Graded	18.00	Semester 1	Company Law
Detail	12000										

🐼 Return to Search 👘 Previous in List 📮 Next in List 🔄 Notify

Note	
Note	

To view grades for the previous year(s), click on the Next in List button.

donali (bila	er i iki			Cam	pus ID:	04/13000	1360414		Print Report Manager		
Program	CB001	BCom			CONT				Report Manager		
Plan(s)	CB001ACC08	Fin Acc: Ge	eneral Acc	Stream							
Term	2019	C	areer U	Indergrad		Institutio	on l	University of Cape	e Town		
etail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
etail	1132	CML	2010S	Lecture	LG01	67	67	Graded	18.00	Semester 2	Business Law II
etail	6321	ECO	2004S	Lecture	LG01	61	61	Graded	18.00	Semester 2	Macroeconomics II
etail	2475	STA	1000S	Lecture	LG02	73	73	Graded	18.00	Semester 2	Introductory Statistics

- On the Student Grade Inquiry tab, the students Program, Plan, Course Enrollments, Academic Standing (if updated) and Official Grades will be displayed
- ▶ Note

To view the Academic Year of Study, click on the Term Statistics tab

# 3.3: Requesting a Students Academic Record

This functionality enables you to request one or multiple transcripts at the same time.

Campus Solutions Administrator		Student Records Collection
📄 Student Grades	Request Transcript Report	
Enrollment Summary	Enter any information you have and click Search. Leave	e fields blank for a list of all values.
Request Transcript Report	Find an Existing Value     Add a New Value       Search Criteria	
Student Academic Record	Report Request Nbr begins with V	
📄 Mid Term Course Grade Average	Academic Institution begins with V UCT01	 Q Q
	User ID begins with	jii
	Future Release	
	First Name begins with ✓	
	Correct History Case Sensitive	earch Criteria

- Click on the Request Transcript Report category
- Click on the Add a New Value tab



## The Transcript Request Header page appears

Transcript Request Header	Transcript Request Detail RemeMessages	
	Terral and Te	
Report Request	Nbr 000000000 Request Date 21/08/2018 User ID	
Request Attributes		
*Institution	UCT01 V Linearity of Case Tours	
*Transcript Type		
	Freeze Record	
	Override Service Indicator	
Number of Copies		
Future Release	Immediate Processing •	
Academic Career		
Term		
Print Date	21/08/2018	
Request Reason	T	
	Cancel Request	
Save 🖾 Notify	📑 Add 🗾 Update/Display	t History

- Select UNOFF in the Transcript Type dropdown box
- Click on the Transcript Request Detail tab
- Enter the EMPL ID in the ID field or look up the students EMPL ID

Transcript	Request <u>H</u> eader	Transcri	pt Request D	etail	Report Mess	ages						
	Report Requ	uest Nbr	000000000	On	Request				Pro	cess F	Reques	t
	Transcr	ipt Type	UNOFF	Aca	ademic Record					Prin	ıt	
									Report Ma	nager		
						Persor	nalize   Find   \	View All 🛛 🗔	First (	1	of 1 🜘	Last
*Seq Nbr	*ID		Name				Number of Copies					
1	(	2					1	S	end To		+	-

• Click on the Q Look Up button

Transcript Request Header Transcript Request Detail	Report Messages	
	Look Up ID	×
Report Request Nbr 000000000 0		Help
Transcript Type UNOFF A	Empl ID begins with V	
	National ID begins with 🔻	
	Campus ID begins with V SBNJOS003	
	Last Name begins with 🔻	
"Seq Nbr "ID Name	First Name begins with 🔻	
1 Q	Look Up Clear Cancel Basic Lookup Search Results	
	View 100	First 🕝
	Emp I ID ID Description National ID Date of Gender Name	Campus ID
	1360414 ZAF ID Num 9999999999999 26/03/1990 Male	SBNJOS003

- Enter the Student Number
- Click on the **Look Up** button
- Select the student details from the information displayed

Transcript	Request <u>H</u> eader	Transcr	ipt Request Detail	Report Messages				
	Report Re	equest Nbr	000000000 Or	n Request		Proc	ess Request	
	Trans	script Type	UNOFF Ad	ademic Record			Print	
						Report Mar	nager	
				Person	alize   Find   View	All   🗇 First 🚯	1-2 of 2 🛞	Last
*Seq Nbr	"ID		Name		Number of Copies			
1	1347705	Q			1	Send To	±.	-
2	1311389	a			1	Send To	±	



If you would like to request more than one transcript you will have to add a new row by clicking the Add a New Row ± button. To remove a row, you will have to click the Delete

**Row** – button.



## Student Systems Support Documentation

Transcrip	t Request <u>H</u> eader	Transcript Request D	etail R	eport Messages						
	Report Rec	quest Nbr 003514984	Comple	ted			Pro	cess Red	quest	ij –
	Transo	cript Type UNOFF	Acader	nic Record				Print		
							Report Ma	inager		
				Persona	ize   Find   Viev	V All   💷	First 🔞	1-2 of	2 🕑	Last
Seq Nbr	50	Name		Number of Copies						
1	1347705			1	Send To	View F	Report		+	Ξ
					Send To		Report		+	-

### • Click on the **Process Request** button

Transcrip	t Request <u>H</u> eader	Transcript Request Detail	Report Messages						
	Report Reg	uest Nbr 003514984 C	completed			Pro	ocess Req	uest	ł.
	Transc	ript Type UNOFF A	cademic Record				Print		
						Report Ma	anager		
			Personal	ize   Find   View	AL	First @	1-2 of 2	۲	Las
* Seq Nbr	51D	Name	Number of Copies						
1	1347705		1	Send To	View F	leport		+	-
2	1311389		1	Send To	View F	leport		+	-

• A View Report hyperlink will appear next to each student, click on this hyperlink to view the academic record for a student. Please ensure you allow pop-ups in your browser, as the report will open in a PDF format

		IVERSITY OF CAPE				Page 1 of 6
		ACAD				
		(RETRIEVEI	VIA SELF-SERVICE)			
Name: Campus II Birthdate:				L F F 7 S	itudent Rec Iniversity of Private Bag Condebosch 701 South Africa Telephone	Cape Town X3
Programme Specialisati Specialisati	on:	Beginning o Bachelor of Social Science Psychology Major Economics Major	f Undergraduate Record – – – – 2010	-		
Course BUS ECO ECO PSY SLL SLL STA STA	1007S 1010F 1011S 1001W 1060F 1064F 1000S 1001F	Description Intro to Org Psychology Microeconomics Macroeconomics Psychology I Initial French A Italian Intensive A Statistics 1000 Statistics 1001 Dean's Merit I ist	Level Cro 05 1 05 3 05 3 05 1 05 1 05 1 05 1 05 1	QE 8 8 8 0 6 8 8 8 8 8 8 8 8	Results 70 61 44 70 77 71 66 82	2+ 2- 2+ 2+ 2+ 1 2+ 2- 1
		Academically eligible to continue				
Programme Specialisati Specialisati	ion:	201 Bachelor of Social Science Psychology Major Economics Major	0 Summer			

The academic record will be displayed in PDF format. It will display the following:

- The Student number
- Student birthdate
- Academic Programme
- Academic Plans
- Marks obtained for the subjects enrolled
- Credits for each subject
- Academic Standing



# 3.4: Academic Record Overview: (This will exclude the students' academic specialisation/major)

The students' academic record functionality enables you to view the students' academic record. The functionality does not allow you to print or download the transcript, it can only be used for reference proposes.

<ul> <li>Campus Solutions Administrator</li> </ul>	Student Records Collection
T Student Grades	Academic Record
Enrollment Summary	Enter any information you have and click Search. Leave fields blank for a list of all values.
Request Transcript Report	Find an Existing Value  Search Criteria
Student Academic Record	ID begins with
🔚 Mid Term Course Grade Average	Academic Career is v Student Career Nbr is v Campus ID begins with v SBNJO
	National ID begins with        Last Name begins with        First Name begins with        Case Sensitive       Search     Clear       Basic Search     Save Search Criteria

- Click on the Request Transcript Report category
- Enter the student number in the Campus ID field
- Click on the Search button

#### Academic Record

Student	Academic	Record
---------	----------	--------

Student Name:	Campus ID:	Empl ID: 1343192
	outilput to t	

Year	Prog		Course	G	rade in	fo	Course	G	rade i	nfo	Course	G	irade i	nfo	Course	0	Grade	info
2018	HM042		EDN5500W			90 Y												
2017	HM042	CONT	EDN5507F	79	1	30 Y	EDN5508F	66	2-	30 Y	EDN5509S	82	1	30 Y	EDN5510S	PA	PA	Y
2014	HH001	QUAL	BUS4006W	70	2+	60 Y	BUS4030H	67	2-	60 Y	FTX1005F	83	1	18 Y				
2012	HB001	QUAL	BUS3002F	72	2+	18 Y	BUS3003S	74	2+	18 Y	PSY2009F	74	2+	24 Y	PSY3008F	66	2-	24 Y
2011	HB001	CONT	BUS2014F	75	1	18 Y	BUS2015S	62	2-	18 Y	PSY2006F	69	2-	24 Y	PSY2011F	65	2-	24 Y
			PSY3007S	75	1	24 Y	PSY3011S	70	2+	24 Y	SLL1101F	80	1	18 Y				
2010 Sum	HB001		SLL1002P	89	1	18 Y												
	HZ005																	
2010	HB001	CONT	BUS1007S	70	2+	18 Y	ECO1010F	61	2-	18 Y	ECO1011S	44	SF	18 N	PSY1001W	70	2+	36 Y
			SLL1060F	77	1	18 Y	SLL1064F	71	2+	18 Y	STA1000S	66	2-	18 Y	STA1001F	82	1	18 Y

🔚 Save 🔯 Return to Search 📋 Previous in List 📮 Next in List 🔛 Notify

The academic record will display the following:

- Academic Programme Code
- Marks obtained for the subjects enrolled
- Credits for each subject
- Academic Standing



# 3.5: View Class Search

## Navigational path: Self Service>Search >Class Search

	<b>^</b> Q	: Ø				
NavBar: Navi	igator	0				
Ø	Self Service	>				
Recent Places	Campus Community	>			1	
*	Student Admissions	le Self	Service	Ŧ		
My Favorites	Records and Enrollment	Campu	s Personal Information	>		
Navigator	Curriculum Management	Advisor	r Center	>		
	Student Financials	Search		>		
Classic Home	Academic Advisement	Course	Counts			
	Set Up SACR	Printed	Class List with Photos	•	Search	Ŧ
	Reporting Tools	>		C	lass Search	
	PeopleTools	>				
	My Personalizations					

- Click on the **NavBar** icon
- Click on the Navigator tile
- Click on the **Self Service** category
- Click on the Class Search / Browse Catalog category
- Click on Class Search

Advisor Center Search								
Search for Classes								
Enter Search Criteria								
Search for Classes								
Institution	University of Cape Town	<b>v</b>						
Select at least 2 search criteria. Select Search to view your search results.								
'≂ Class Search	select subject	Subject HUB	Human Biology					
Course Number	is exactly	▼ 1019F						
Course Career		Ŧ						
	🕑 Show Open Classes Only							
	Open Entry/Exit Classes Only							
Additional Search Criteria								
		Clear	Search					

Go to top

- Select the relevant term in the Term dropdown list (e.g. 2020)
- Enter the department code in the Subject Area field (e.g. HUB Human Biology)
- Enter the Course Number in the field (e.g. 1019F)

► Note

If you wish to see open classes only, select the **Show Open Classes Only** checkbox. If this checkbox is not selected, it will show classes that students will are not able to enrol

in for that course.

• Click on the Search button



# **Note** The class search results shows all the meeting dates and times for a scheduled course at UCT.

The following classes match your search criteria Course Subject: Human Biology, Course Number is exactly '1019F', Show Open Classes Only: Yes

					🔵 Open	Closed
			New Search	Mod	ify Search	
class	s section(s) fo	ound				
		atomy & Physic	ology IA			
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
4838	LG01-LEC Semester 1	Mo 10:00AM - 11:00AM Mo 10:00AM - 11:00AM	WA JOLLY WA JOLLY	Staff Staff	10/02/2020 - 30/03/2020 04/05/2020 - 11/05/2020	•
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
12250	LG02-LEC Semester 1	Tu 10:00AM - 11:00AM -	WA JOLLY WA JOLLY WA JOLLY WA JOLLY WA JOLLY WA JOLLY	Staff Staff Staff Staff Staff Staff	11/02/2020 - 31/03/2020 - 02/04/2020 - 03/04/2020 - 03/04/2020 - 14/04/2020 - 12/05/2020 - 16/04/2020 - 16/04/2020 - 17/04/2020 - 15/05/2020 -	•
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
4839	PG01-PRC Semester 1	MoFr 2:00PM - 5:00PM MoFr 2:00PM - 5:00PM	TBA TBA	Staff Staff	10/02/2020 - 20/03/2020 30/03/2020 - 05/06/2020	•
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
4744	SX01-SPE Supp	ТВА	ТВА	Staff	ТВА	•

# 3.6: Course Counts

Course counts will display students enrolled in each course in a particular term.

#### A Q NavBar: Navigator ø Self Service > Ø Campus Community > Student Admissions ( Self Service ∎ Records and Enrollment **Campus Personal Information** > ≣ Curriculum Management Advisor Center > Student Financials Search -----Academic Advisement Course Counts Set Up SACR Printed Class List with Photos Reporting Tools People Tools > My Personalizations

Navigational path: Self Service>Course Counts

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the Self Service category
- Click on Course Counts

Count	per Course		Academic Institution: UCT01
Term			View Results
Term:	<mark>1191</mark> 🔍 2019	Subject:	HUB
			Personalize   Find   🔄   🌉 First 🕢 1-95 of 95 🕟 Last
	Subject	Catalog	Number of Students
	1 HUB	1006F	226
	2 HUB	1014S	52
	3 HUB	1019F	101
	4 HUB	1020S	101
	5 HUB	1022F	43
	6 HUB	1023S	37
	7 HUB	2005F	40
	8 HUB	2015W	80

- Enter the term in the **Term** field (e.g. 1191)
- Enter the subject area in the **Subject** field (e.g. HUB Human Biology)
- Click on the View Results button

► Note	You may click on this <b>Lookup<sup>Q</sup></b> icon to view a list of all of subject areas offered.
► Note	The number you see on the far right hand side of the screen is the number of students enrolled on each course code.
► Note	Click on the <b>Download</b> 👿 icon will export the data on this page to a spreadsheet.



# Section 4: Navigating to Campus Community

The Campus Community function is used to view a student's personal information and service indicators.

**Note** The above displays the **Classic Home** view.

# 4.1: Viewing Personal Information

Navigational path: Campus Community>Personal Information



- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category

The Personal Information component contains the following functionalities:

- Performing a Search Match
- Biographical Information Student's personal information
- Identification Data Student's citizenship and residency
- Participation Data Student's affiliations in UCT clubs and societies



## 4.1.1: Performing a Search Match

The **Search Match** functionality enables you to perform a search to prevent duplicate records from being created in the system.

## Navigational path: Campus Community>Personal Information>Search Match

	A Q	: 🞯	
NavBar: Navi	igator	0	
$\odot$	Self Service	>	
Recent Places	Campus Community	>	Personal Information
My Favorites	Student Admissions	Campus Community	Biographical
	Records and Enrollment	Personal Information	Health Information
	Curriculum Management	Personal Information (Stude	nt) Identification
Navigator		Checklists	Participation Data
		L	Search/Match
			Add/Update a Person

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the Campus Community category
- Click on the **Personal Information** category
- Click on Search/Match

#### Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria  Search Type =  Person  Search Parameter begins with  UCT_SEARCH  Ad Hoc Search  Description begins with	Find an Existing Value	
Search Parameter begins with  UCT_SEARCH	Search Criteria	
Search Parameter begins with  UCT_SEARCH	Search Tune - V Person	
Description begins with 🔻	Ad Hoc Search	
	Description begins with 🔻	
	Search Clear Basic Search 🖾 Save Search Criteria	

- Select **Person** in the **Search Type** dropdown box
- Enter UCT\_SEARCH in the Search Parameter Lookup field
- Click on the Search button



#### Search Criteria

Search Type Person	Ad Hoc Search		
Search Parameter UCT_SEARCH UC	T SEARCH		
Search Result Rule			
Search Result Code UCT_RACC_RESULT Q RAC	CC RESULT PAGE		
Default search result code		Search	Clear All
earch Criteria			
Search Fields	Valu		
First Name Search	JOF	HN	
Last Name Search	SM	ITH	
Date of Birth		81	
Campus Id			
Gender			
National Id			
Middle Menne			
Middle Name			

- Enter UCT\_RACC\_RESULT in the Search Result Code field •
- Enter student first name in the First Name Search field
- Enter student last name in the Last Name Search field
- Click on the **Search** button

# ▶ Note

Enter the first two search fields, First Name Search and Last Name Search. To move on to the next field, press the tab key on your keyboard. Clicking on the "tab" key verifies the serach criteria you have entered against the PeopleSoft database.

#### A Search Results page appears •

Sea	arch Results								
	Search Type Person Ad Hoc Search								
	Search	Parameter	UCT_SEARCH	UC	T SEARCH				
	Search Result Code UCT_RACC_RESULT RACC RESULT PAGE								
	Search Results S	ummary				Return to	Search Criteria		
	Numh	er of ID's Fou	ind 66						
		h Order Numl	ber 90	First Name, Last Nar					
	sults Results2	A statistics of a	I Information		alize   Find   Viev	v All   🖾 🛛 First	🐠 1-20 of 82 🕑 Last		
Re	sults Results2	Empl ID	Name Type	Name Effective	First Name	Last Name	National ID		
		Emprilo		Date	rirst name	Last name	National ID		
1	Carry ID		PRI	11/07/1954					
2	Carry ID		SEN	11/07/1987					
3	Carry ID		PRI	02/09/1996					
4	Carry ID		PRI	29/05/2000					
5	Carry ID		PRI	16/04/1951					
6	Carry ID	1211516	PRI	26/05/1951	John****	Smith*****			
7	Carry ID	1211518	PRI	06/03/1957	John****	Smith*****			
8	Carry ID	1211519	PRI	14/11/1957	John****	Smith*****			
9	Carry ID	1211520	PRI	21/04/1957	John****	Smith*****			
10	Carry ID	1211523	PRI	01/07/1965	John****	Smith*****			
11	Carry ID	1211524	PRI	11/12/1965	John****	Smith*****			
	Noto		You will r	notice that on	the Searc	h Results r	age, the entere		

Note

You will notice that on the Search Results page, the entered name as well as similar names are displayed. You can also view more information on these records by clicking

on the Show all columns icon.



			Empl ID	Name Type	Name Effective Date	First Name	Last Name	National ID	Date of Birth	Gender	Campus ID		
1	Carr	ry ID	1211509	PRI	11/07/1954		Smith****					Person Organizational Summary	Relations With Institution
2	Carr	ry ID	1211511	SEN	11/07/1987		Smith****					Person Organizational Summary	Relations With Institution
3	Carr	ry ID	1211513	PRI	02/09/1996		Smith****					Person Organizational Summary	Relations With Institution
4	Carr	ry ID	1211514	PRI	29/05/2000		Smith****					Person Organizational Summary	Relations With Institution
5	Carr	ry ID	1211515	PRI	16/04/1951		Smith****					Person Organizational Summary	Relations With Institution
6	Carr	ry ID	1211516	PRI	26/05/1951		Smith****					Person Organizational Summary	Relations With Institution
7	Carr	ry ID	1211518	PRI	06/03/1957		Smith****					Person Organizational Summary	Relations With Institution
8	Carr	ry ID	1211519	PRI	14/11/1957		Smith****					Person Organizational Summary	Relations With Institution

# ▶ Note

PeopleSoft, PeopleSoft will remember the ID.

## 4.1.2: Biographical Information

Biographical Information contains the following information about student :

- Names
- Emergency Contact Numbers
- Addresses/Phones/Electronic Adresses
- Personal Attributes such as languages and communication preferences
- Relationships
- Student Bank Account Details

## Navigational path: Campus Community>Personal Information>Biographical>Names



- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the Campus Community category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on Names



#### Names

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value		
Search Criteria		]
ID begins with 🔻		
Campus ID begins with 🔻		
National ID begins with <b>v</b>		
Last Name begins with 🔻		
First Name begins with 🔻		
Include History 🗌 Ca	ase Sensitive	

Search Clear Basic Search 🖾 Save Search Criteria

- Enter the student number on the Campus ID field.
- Click on the Search button

#### Names

		Campus ID:	1343192			
Current Name	es		F	Personalize   Find   \	/iew All   🖾   🔣	First 🕚 1-3 of 4 🕑 Last
Name Type	Name	Effective Date	Status	Updated By	Updated	Name History
Primary		31/01/2017	Active		31/01/2017 10:43:55AM	Name History
Preferred		31/01/2017	Active		31/01/2017 10:38:01AM	Name History
Former1		12/08/2016	Active		12/08/2016 10:25:53AM	Name History
Add/change a	a name					
	Type of Name	Ŧ				
	Effective Date 17/08/2018	St	atus Active		<b>v</b>	
	*Format Using English	Change Format				
	Prefix v					
	First Name	<u></u>	Middle Name			
	Last Name					
	Suffix	Ψ				
4	Display Name					
	Formal Name					
	Name					
Submi	t Reset					
🔚 Save 🔯	Return to Search 🔄 Notify				Update/I	Display // Include History

Student's primary and preferred names are displayed.

▶ Note



# 4.1.3: Emergency Contacts

## Navigational path: Campus Community>Personal Information>Biographical>Emergency Contacts

	<b>ନ</b> ୍	: 🙆				
NavBar: Navi	gator	0				
Ø	Self Service	>			7	
Recent Places	Campus Community	>	Personal Informatio	on 🚡		
	Student Admissions	🖕 Campus Community	Biographical	>		
My Favorites	Student Admissions	Personal Information	Health Information	e Biograp	phical	*
my Pavolites	Records and Enrollment			Addresses/Phones		>
	Curriculum Management	Personal Information (Student)	Identification	Personal Attributes		>
Navigator		Checklists	Participation Data	Relationships		>
			Search/Match	Names		
			Add/Update a Person	Emergenc	y Contacts	
				UCT Stude	ent Bank Acc Detail	

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the Campus Community category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on Emergency Contacts

## **Emergency Contacts**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value					
Search Criteria					
ID begins with V					
Campus ID begins with 🔻					
National ID begins with 🔻					
Last Name begins with V					
First Name begins with V					
Case Sensitive					

Search Clear Basic Search 🖾 Save Search Criteria

- Enter the student number on the Campus ID field
- Click on the Search button



# Student Systems Support Documentation

Emergency Contact Information	Emergency Contact OtherPhone	IS		
	Campus	s ID: 134319	2	
mergency Contact			Find View A	All First 🕙 2 of 3 🕑 Last
	ster Same Address as Individual Same Phone as Individual	v Primary Conta	ct	•
Contact Address				
Country ZAF Q Sout	th Africa			
Address	Edit A	Address		
Contact Phone				
Phone	Extensio	n Country		
Return to Search	Emergency Contact Other	rPhones Campus ID:	1343192	
Description			Find Vie	ew All First 🕚 2 of 3 🕑 La:
				ew All First © 2013 © La
Contact Nan Relationsh		Primary Conta	ict	
Other Phone Numbers for	Emergency Contact		Find View	All First 🕚 1 of 1 🕑 Last
*Phone Type SA Ce	llular 🔻	Phone 1234567	Extension 072	Country +27
🖷 Save 🛛 💇 Return to Search	n 🔛 Notify			

► Note

The student's emergency contact's details are displayed.


## 4.1.4: Addresses

### Navigational path: Campus Community>Personal Information>Biographical>Addresses/Phones> Addresses

	<b>^</b> Q	: 🕑			
NavBar: Navi	gator	•			
$\odot$	Self Service	>		d Disgraphical	Ŧ
Recent Places	Campus Community	>	Personal Information	Biographical	•
	Student Admissions	Campus Community	Biographical	Addresses/Phones	>
My Favorites	Student Admissions	Personal Information	Health Information	Personal Attributes	Addresses/Phones
	Records and Enrollment	Personal Information (Student)	Identification	Relationships	Addresses
	Curriculum Management		identification		Electronic Addresses
Navigator		Checklists	Participation Data	Names	Dharan
			Search/Match	Emergency Contacts	Phones
			Add/Update a Person	UCT Student Bank Acc	: Detail

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the Campus Community category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the Addresses/Phones category
- Click on Addresses

#### Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	
▼Search Criteria	
ID begins with V	
Campus ID begins with 🔻	
National ID begins with 🔻	
Last Name begins with 🔻	
First Name begins with 🔻	
✓ Include History □ Case Sensitive	



- Enter the student number on the Campus ID field
- Click on the Search button

Biographical Details Addresses Res	gional Application Program Data	Applic	atio <u>n</u>	Data	Application School/R	ecruiting
	1700549					
Current Addresses		Perso	nalize	e   Fir	id   View All   🖪   🔣	First 🕢 1 of 1 🕟 Last
Address Type Address	Effective Date	Status	Up	odated	By Updated	Edit/View Address Detail
Home(Street)	05/06/2018	Active		arcelle aggot		Edit/View Address Detai
Add Address		A	dd A	ddre	ss Types	
				*	Home(Street)	
Effective Date 03/02/2020	Status Active				Home(Postal)	
Country ZAF Sout	h Africa				Fee(Billing)	
Address Edit Address	Address Linkage				UCT Residence	
					Fee(Collection)	
Submit	Reset				Fee(Bill Copy)	
oublint	Nobel				Business(Street)	
					Business(Postal)	
					Term(Postal)	
					Term(Street)	
			Activ Expla		dress exists	

## ▶ Note

The student's addresses will be displayed. To view all addresses for the student, click on the **View All** hyperlink.

# ▶ Note

When changing a student's address, the system will validate the postal code with the town / city entered in the address field. Please make sure that the correct town / city and

postal code is entered.

## 4.1.5: Languages

## Navigational path: Campus Community>Personal Information>Biographical>Personal Attributes> Languages

	<b>^ \</b>	: 0			
Bar: Nav	igator	0			
ولعل	Self Service	>		liographical	*
Ont Places	Campus Community	>	Personal Information	Addresses/Phones	>
	Student Admissions	Campus Community	Biographical	Personal Attributes	>
avorites	Records and Enrollment	Personal Information	Health Information	Relationships	🔶 Personal /
		Personal Information (Student)	Identification	Names	Languages
ator	Curriculum Management	Checklists	Participation Data	Emergency Contac	Communicati
	l		Search/Match	UCT Student Bank	Acc Detail
			Searchimatch		
			Add/Update a Person		

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the Campus Community category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the Personal Attributes category
- Click on Languages



#### Languages

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value				
▼ Search	Criteria			
ID	begins with 🔻			
Campus ID	begins with v			
National ID	begins with $ {\bf v}$			
Last Name	begins with $ {\bf v}$			
First Name	begins with v			

Case Sensitive

Search Clear Basic Search 🖾 Save Search Criteria

- Enter the student number on the Campus ID field
- Click on the **Search** button
- ► Note

Langages is for viewing Student's preferred language.

# Languages

					Campus ID	C	1343192		
Languages									
*Language Code		Native	Translator	Teacher	Speak	Read	Write	Evaluation Date	
୦୦୦୦	Chinese				•	•	•	05/06/2012	-
EN Q	English				•	•	•	06/05/2009	-

#### Set Preferred Communication Language



Add



## 4.1.6: Relationships

# Navigational path: Campus Community>Personal Information>Biographical>Relationships> Relationships

	<b>ନ</b> ସ୍	: 🕑			
NavBar: Nav	igator	0			
-lele	Self Service			liographical	<b></b>
$\odot$		· ·	Personal Information	Addresses/Phones	>
Recent Places	Campus Community	>	Personal information	Personal Attributes	>
	Student Admissions	Campus Community	Biographical		
My Favorites	Student Admissions	Personal Information	Health Information	Relationships	>
my ravontes	Records and Enrollment			Names	🔶 Relationships 🚡
	Curriculum Management	Personal Information (Student)	Identification	Emergency Contacts	Relationships
Navigator	Curriculum Management	Checklists	Participation Data	Emergency Contacts	Relationships
				UCT Student Bank Acc	Detail
			Search/Match		
			Add/Update a Person		

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the Campus Community category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the Relationships category
- Click on Relationships

#### Relationships

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Ad	ld a New Value
Search Criteria	
ID begins with 🔻	Q
Relationship Nbr =	
National ID begins with 🔻	
Last Name begins with 🔻	
First Name begins with 🔻	
Relationship =	<b></b>
✓ Include History ✓ Correct	t History 🔲 Case Sensitive
	-
Search Clear Basic	Search 📴 Save Search Criteria

#### Find an Existing Value | Add a New Value

- Enter the student number on the Campus ID
- Click on the **Search** button

## ► Note

The screenshots below displays parent/guardian information such as address, contact number and electronic address.



Relationships Relationship	ddress Relationship Detail				
	Cam	pus ID:			
Relationship					Find View All First 🕢 1 of 1 🕟 Last
Effective Date	05/06/2018	Status Active			
Related ID		Relationship Mother			
Name					
Prefix	Mrs		Suffix		
Sex		Marita	al Status		Guardian Not Applicable
NID Country		M	ID Type IDHIS	National ID	
Comment					
Biographical Details	Legacy	Communication Recipi	ents Joint Comn	nunication Management	
Save Return to Search	🖹 Notify 📿 Refresh			📑 Add 🔰 Update/Display	Jinclude History
Relationships   Relationship Addres	s   Relationship Detail				

## 4.1.7: UCT Student Bank Account Details

Navigational path: Campus Community>Personal Information>Biographical>UCT Student Bank Acc Details

	<b>A</b> Q	: 🔊		
NavBar: Navi	gator	•		le Biographical
$\odot$	Self Service	>		Addresses/Phones
Recent Places	Campus Community	>	Personal Information	- Personal Attributes
-	Student Admissions	Campus Community	Biographical	Relationships
My Favorites	December of December of	Personal Information	Health Information	Names
	Records and Enrollment	Personal Information (Student)	Identification	
Navigator	Curriculum Management	Checklists	Participation Data	Emergency Contacts
		Checklists	Participation Data	UCT Student Bank Acc Detail
			Search/Match	
			Add/Update a Person	

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on UCT Student Bank Acc Detail



#### UCT Bank Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	
Search Criteria	]
ID begins with <b>v</b>	
Campus ID begins with 🔻	
National ID begins with 🔻	
Last Name begins with 🔻	
First Name begins with 🔻	

✓ Include History □ Case Sensitive

Search Clear Basic Search 🖾 Save Search Criteria

- Enter the student number on the Campus ID field
- Click on the **Search** button

# ▶ Note

The Student Bank Acc Details page is displayed below.

		Campus ID	Person ID	1343192
ident Bank Account De	tails	Find View All	First 🕚 1 of	1 🕑 Last
Effective Date:	23/01/2012	Status: Active		
Bank ID:				
Branch Code:				
Bank Account Number:				
Bank Account Name:				
Bank Account Type:				
Updated by:		Date: 23/01/2012	Time: 9:19:25AM	1

# 4.1.8: Identification Data

The Identification component displays citizenship, passport information and residency data of a student.

## 4.1.8.1: Citizenship and Passport

# Navigational path: Campus Community>Personal Information>Identification>Citizenship>Citizenship and Passport

	<b>A</b> C	2 : 🞯					_		
NavBar: Nav	igator	Campus Community	+	Personal Informatio	n	Ĩ	F		
Ø	Self Service	Personal Information		Biographical	4	Ident	> ification	Ŧ	
Recent Places	Campus Community	Personal Information (Student)		Health Information		Citizens			Ŧ
*	Student Admissions	Checklists		Identification	F	Resider	cy Data	Citizenship and Passport	_
My Favorites	Records and Enrollmen	Communications		Participation Data			>	Visa Permit Data	
Navigator	Curriculum Manageme	Service Indicators		Search/Match					
		Organization		Add/Update a Person					
		Student Services Center							

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Identification** category
- Click on the Citizenship category
- Click on Citizenship and Passport

#### **Citizenship and Passport Data**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	
Search Criteria	
ID begins with 🔻	
Campus ID begins with 🔻	
National ID begins with 🔻	
Last Name begins with 🔻	
First Name begins with 🔻	
Case Sensitive	

- Search Clear Basic Search 🖾 Save Search Criteria
  - Enter the student number on the Campus ID field
  - Click on the Search button



On the **Citizenship/Passport** page you can view a student's citizenship and passport numbers.



Citizenship/Passport			
	Campus ID:	0	
Citizenship/Passport		Find View All	First 🕢 1 of 2 🕦 Last
*Country MUS Q Mauritius	Citizenship Status Citizen		• •
Passport Information		Find View All	First 🕚 1 of 1 🕑 Last
*Passport Number 1076096			+ -
Issue Date	Expiration Date	31	
Country MUS Q Mauritius			
State			
City			
Issuing Authority			
Comment		<b>*</b>	
Passport Copy Sub     Passport Exception	mitted Updated UserID: 1 Last Updated:		
Return to Search 1 Previous in List	Next in List		

#### 4.1.8.2: Visa Permit Data

Navigational path: Campus Community>Personal Information>Identification>Citizenship>Visa Permit Data

	<b>ଛ</b> ସ୍	: Ø		
NavBar: Nav	igator	🖕 Campus Community		
Ø	Self Service	Personal Information	Personal Information	
Recent Places	Campus Community	Personal Information (Student)	Biographical	
*	Student Admissions	Checklists	Health Information Citizenship Citizenship	Ŧ
My Favorites	Records and Enrollment	Communications	Identification Citizenship and Passport	
Navigator	Curriculum Management	Service Indicators	Participation Data > Visa Permit Data	
		Organization	Search/Match	
		Student Services Center	Add/Update a Person	

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the Campus Community category
- Click on the **Personal Information** category
- Click on the **Identification** category
- Click on the Citizenship category
- Click on Visa Permit Data



#### Visa Permit Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	
Search Criteria	
ID begins with 🔻	
Campus ID begins with 🔻	
National ID begins with 🔻	
Last Name begins with 🔻	
First Name begins with 🔻	
Include History	ase Sensitive

Search Clear Basic Search 🖾 Save Search Criteria

- Enter the student number on the Campus ID field
- Click on the Search button

The Visa/Permit Data tab displays the type of visa, the issuing place and the expiry date

of the permit.

Note

Visa/Permit Data Port of Entry Data	à		· · · ·
			Campus 1252515
Visa/Permit Data		Find View All	First ④ 1 of 1  Last ID:
	untry ZAF Sth Africa Type SP Study Permit aution Residence Permit	Get Supporting Documents	
Effective	Date 26/01/2009		
Nu	mber Status Granted Date Duration	Status Date 13 Duration Type M	
Date of Entry into Co	untry Expiration Date 31/12/2009		
Issuing Auth	hority PORT LOUIS		
Issue	Place SWAN		
	Permit Submitted Updated UserID: Permit Exception Last Updated:		
Exceptio Commer		h	
Me	edical aid information is now updated on the Medical Aid tab		
Supporting Documents Needed			irst 🕚 1 of 1 🛞 Last
		Request Date Date Received	
MEDICL Med	dical Insurance Certificate		
🖫 Save 🛛 🔯 Return to Search	Notify 🕄 Refresh		Update/Display Include History

# 4.1.9: Participation Data

The **Participation Data** component enables you to view student's extracurricular activities and affiliations in UCT clubs and societies (e.g member of the Badminton Club).

## 4.1.9.1: Extracurricular Activities

# Navigational path: Campus Community>Personal Information>Participation Data> Extracurricular Activities

	<b>ନ</b> ସ୍	: 🙆			
NavBar: Nav	igator	Campus Community	Ŧ		
<b>O</b>	Self Service	Personal Information	Personal Information	on 🚡	
Recent Places	Campus Community	Personal Information (Student)	Biographical	< Participation Data	•
*	Student Admissions	Checklists	Health Information	Accomplishments	>
My Favorites	Records and Enrollment	Communications	Identification	Extracurricular Activities	
Navigator	Curriculum Management	Service Indicators	Participation Data	>	
		Organization	Search/Match		
		Student Services Center	Add/Update a Person		

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Participation Data** category
- Click on Extracurricular Activities

#### Extracurricular Activities

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an E	xisting Value		
▼ Search	Criteria		
			al
ID	begins with	¥	
Campus ID	begins with	¥	
National ID	begins with	Ŧ	
Last Name	begins with	¥	
First Name	begins with	¥	
Case Se	nsitive		



- Enter the student number on the Campus ID field
- Click on the **Search** button

Note

In the following **Extracurricular Activities** page, it shows the student was employed from 2001–2003.



#### Extracurricular Activities

	Campus ID:		1276079			
Activity Detail				Find View All	First 3 2 of 2	🕑 Last
Internal / External	External	<b>▼</b>				+ -
Activity	WRK Q	*Description La	bour Force			
Start Date	01/01/2001	End Date 31	/12/2001	Interest		
Years Involved	Ninth Grade	Eleventh (	Grade	Postsecondary		
	Tenth Grade	Twelfth Gr	rade			
Academic Institution	University of Cape Town	•				
Academic Career	Q			Term		
Activity Type	Employment	•	Office	Held	۲	
	Time Involvement					
	Time Unit 1		*Time Unit	Hours per Week		
	Time Unit 2		*Time Unit	Weeks per Year	Ŧ	
Comments	2001-2003					6

🔚 Save 🔯 Return to Search 🕇 Previous in List 🗐 Next in List 🔄 Notify

#### 4.1.9.2: UCT Clubs & Societies

Navigational path: Campus Community>Personal Information>Participation Data>Accomplishments> UCT Clubs/Societies Management

	<b>ନ</b> ୍	: Ø				
NavBar: Nav	igator	🖕 Campus Community	Ŧ			
Ø	Self Service	Personal Information	Personal Inform	ation 🚡		
Recent Places	Campus Community	Personal Information (Student)	Biographical	Participation Data	Ŧ	
*	Student Admissions	Checklists	Health Information	Accomplishments	> >	
My Favorites	Records and Enrollment	Communications	Identification	Extracurricular Activitie	Accomplishments	Ŧ
Navigator	Curriculum Management	Service Indicators	Participation Data	>	Memberships	
		Organization	Search/Match		UCT Clubs/Societies Management	nt
		Student Services Center	Add/Update a Perso	n	UCT Clubs and Societies Report	t

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the **Campus Community** category
- Click on the Personal Information category
- Click on the Participation Data category
- Click on the Accomplishments category
- Click on UCT Clubs/Societies Management



#### **UCT Clubs/Societies Management**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an E	xisting Value	
Search	Criteria	
ID	begins with V	
Campus ID	begins with V	
National ID	begins with 🔻	
Last Name	begins with v	
First Name	begins with v	
Case Se	nsitive	

Basic Search 🖾 Save Search Criteria Search Clear

- Enter the student number on the Campus ID field •
- Click on the Search button ٠

## ▶ Note

On the Accomplishments category, you will find a UCT Clubs and Societies Report for viewing students who have joined UCT Clubs / Societies. The following screenshot shows that the student was affiliated with the Ballroom Dancing Society.

			Campus ID:	13	11389
			his Year: 2018 to the modify page.	Go To Add Page	
			Personalize   Find   View All		-14 of 14 🕑 L
	Year	Club/Society	Description	Payment Method	Document No
1	2016	HSS	Hindu Students' Society	Fees	010838
_	2015	AOL	Art of Living Society	Fees	010667
3	2014	HSS	Hindu Students' Society	Fees	010276
4	2011	FIT	Fitness Centre	Fees	3801
5	2011	HSS	Hindu Students' Society	Fees	009219
6	2011	UNA	UNITED NATIONS ASSOC OF SA	Fees	009343
7	2010	BDS	Ballroom Dancing Society	Fees	008780
8	2010	HSS	Hindu Students' Society	Fees	008843
9	2010	SDA	Democratic Alliance Stud Org	Fees	008784
10	2009	DIS		Fees	008422
11	2009	FIT	Fitness Centre	Fees	
12	2009	HSS	Hindu Students' Society	Fees	008415
13	2009	RAG		Fees	008504
14	2008	FIT	Fitness Centre	Cash	

🔯 Return to Search 🛛 🤁 Refresh



### 4.1.10: Personal Information (Student)

The Personal Information (Student) component enables you to view a student's photo and affiliations in UCT clubs and societies (e.g member of the Badminton Club).

### 4.1.10.1: Downloading an Individual Photo

### Navigational path: Campus Community>Personal Information (Student)>Identification (Student)>Photo

	<b>ନ</b> ସ୍	: 🕑							
NavBar: Nav	igator	🖕 Campus Community 🚡							
Ø	Self Service	Personal Information							
Recent Places	Campus Community	Personal Information							
*	Student Admissions	Checklists	e Person	al Ir	nformation (S.	🚡			
My Favorites	Records and Enrollment	Communications	Identificat	ion (	(Student)	ldentification (Student)	Ŧ		
	Curriculum Management	Service Indicators	Health Information (St		ation (Student)	Citizenship	>		
Navigator	•	Organization	tion			Photo			
		Student Services Ce	nter			Adhoc Student Photo List			

- Click on the NavBar icon •
- Click on the Navigator tile
- Click on the Campus Community category
- Click on the Personal Information (Student) category
- Click on the Identification (Student) category
- Click on Photo

#### Photo

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value									
Search Criteria									
	ID begins with V		Q						
Academic Ca	reer = 🔻			•					
Nationa	I ID begins with 🔻								
Campu	s ID begins with 🔻								
Last Na	ame begins with 🔻								
First Na	ame begins with 🔻								
Case Sensitive									
		_							
Search	Clear Basic	Search	Save Search Criteria						

Enter the student number on the Campus ID field •



#### • A Photograph page appears

#### Photograph

	Campus ID:	
		<b>±</b>
11 T 12		

#### Return to Search

#### 4.1.10.2: Downloading an Adhoc Student Photo List

Navigational path: Campus Community>Personal Information (Student)>Identification (Student)>Adhoc Student Photo List

	<b>ଛ</b> ସ୍	: Ø						
NavBar: Navi	gator	🖕 Campus Commu	inity	Ŧ				
$\odot$	Self Service	Personal Information >						
Recent Places								
+	Student Admissions	Checklists	e Persor	nal Ir	nformation (S.	🚖		
My Favorites	Records and Enrollment	Communications	Identifica	tion (	(Student)	(\$tudent)		
	Curriculum Management	Service Indicators	Health In	Health Information (Student		Citizenship		
Navigator		Organization		>		Photo		
		Student Services Center				Adhoc Student Photo List		

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the Campus Community category
- Click on the Personal Information (Student) category
- Click on the Identification (Student) category
- Click on Adhoc Student Photo List



## Adhoc Student Photo List

Find an Existing Value	Add a New Value
Run Control ID INT1	



• Click on the Add a New Value tab if this is the first time you are running this process

Your Run Control ID will be your username i.e. your eight digit staff number.

• Click on the Add button



Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search and select an existing Run Control ID from the search results lists.** 

The Adhoc Student Photo List page appears

Adhoc Student Photo List				
Run Control ID:		Report Manager	Process Monitor	Run
Run Control Parameters	s			
*Report Title: EDN *Institution: UCT01	L			
* <b>Term</b> : 1191				
Please note: You will be of	e required to upload a list	Student IDs once y	ou click Run.	
Save Notify			🖡 Add 🛛 🔰 Upo	late/Display

- Enter a Report Title Name on the \*Report Title field
- Select UCT01 from the \*Institution lookup
- Select **Term** from the \***Term** lookup
- Click on the Run button

**Note** Student numbers must be captured on a blank spreadsheet before upload. The spreadsheet file must be in .CSV format. You will have to browse for the file to be uploaded and then click the **Upload** button. See spreadsheet as illustrated:



Image: I										_		23		
File	Hom	e Insert	Page La	ayout F	ormulas	Data	Revi	ew	View Add-I	ns			۵	3
Paste	) 	alibri Bi Z <u>U</u>				General	· ,	A Styles	¦ •= Insert → M Delete →		Sort & Find & Filter * Select *			
Clipb	oard 🗔	Font	6	Alignme		Number	- Es		Cells		Editing			
	E6	-	0	$f_{x}$										~
E	DN101h											_	0	83
	А	В	С	D	E	F		G	н	1	J	К	0	
1	1356185													
2	1370885													
3	1377826													
4														
5														
6														

#### • A File Attachment window appears

File Attachment	×
	Help
Choose File EDN101h.csv	
Upload Cancel	

- Browse for the .CSV file by clicking on the Choose File button
- Click on the **Upload** button
- A Process Scheduler Request page appears

#### **Process Scheduler Request**

	User ID	INT1			Run Control ID	INT1				
:	Server Name Recurrence Time Zone		<b>v</b>		te 20/08/2018 ne 10:56:57AM	) R	leset t	to Curren	it Dai	te/Time
Proce	ss List									
Select	Description		Process Na	me	Process Type	*Type		*Format		Distribution
	Adhoc Stude	ent Photo List	UCT_ADP	H_LST	Application Engine	Web	Ŧ	PDF	۳	Distribution
Ok	Car	ncel								

- Select **PSNT3** from the **Server Name** dropdown box
- Please note that the \*Type is set to Web and \*Format to PDF
- Click on the **OK** button
- Click on the Process Monitor hyperlink



You can also access the Process Monitor via PeopleTools>Process Scheduler>Process Monitor



#### Student Systems Support Documentation

Proce	ess List	Server	List						
View	Process	Reques	st For						
U	ser ID INT	[1	🔍 Туре	▼ La	ast	▼ 1	Days •	Refr	esh
Server Name Instance From Instance To									
Run	Status		<ul> <li>Distributio</li> </ul>	n Status		<ul> <li>Save On Refresh</li> </ul>			
Proc	ess List					Personalize   Find   View	v All   💷   🔣	First 🕚 1 d	of 1 🕑 Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	3614439		Application Engine	UCT_ADPH_LST	INT1	20/08/2018 10:56:57AM PST	Success	Posted	Details

# Go back to Adhoc Student Photo List

- You will be required to monitor the process on the Process List tab
- Click on the Refresh button
- The Run Status must read Success and the Distribution Status must read Posted
- Click on the Go back to Adhoc Student Photo List hyperlink
- Click on the **Report Manager** hyperlink

Adminis	tration	Archives								
View R	eports Fo	r								
Us	er ID INT1		Туре	<ul> <li>Last</li> </ul>	Ŧ		1	Days	Ŧ	Refresh
Status Folder Instance to										
Report	t List		Personalize   Find   View	All   🖾   🔣	First 🕚	1-2 of 2	🕑 Last			
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details			
	1963808	3614439	UCT_ADPH_LST - UCT_ADPH_LS	T.pdf 20/08/2018 10:58:29AN		Posted	Details			
	1963807	3614439	Adhoc Student Photo List	20/08/2018 10:58:08AM		Posted	Details			



Deselect All

Click the delete button to delete the selected report(s)

Go back to Adhoc St	udent Photo List
---------------------	------------------

🔒 Save

• Under the Administration tab, click on the PDF hyperlink

#### EDN1001H

1356185 /	
Second Year	
1370885 /	
PGDipMan Information Systems Information Systems	
Second Year	



# 4.2: Viewing Service Indicators

A service indicator is a condition or flag that is recorded against a student's record. It can be negative or positive. A negative service indicator will be recorded against a student that owes fees and international students.

## 4.2.1: Navigating to Service Indicators

Note

On the **Service Indicators** hyperlink you will find the **Audit Service Indicators** hyperlink that enables auditing of service indicators. Only certain users will have access on this office. IAPO and the Admissions Office.

e.g. the Fees Office, IAPO and the Admissions Office.

### Navigational path: Campus Community>Service Indicators>Person>Manage Service Indicators

	<b>ଛ</b> ସ୍	: 💿			
NavBar: Nav	igator	🖕 Campus Community	Ŧ		
Ø	Self Service	Personal Information	>		
Recent Places	Campus Community	Personal Information (Student)	>		
*	Student Admissions	Checklists 🔶 Service	Indicators	<b></b>	
My Favorites	Records and Enrollment	Communications	]	🖕 Person	
Navigator	Curriculum Management	Service Indicators	>	Manage Service Indicators	
		Organization	>	Audit Service Indicators	
		Student Services Center			

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the **Campus Community** category
- Click on the Service Indicators category
- Click on the Person category
- Click on Manage Service Indicators



#### Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an E	xisting Value			
▼ Search	Search Criteria			
ID	begins with v			
Campus ID	begins with 🔻			
National ID	begins with v			
Last Name	begins with v			
First Name	begins with v			

Case Sensitive

Search Clear Basic Search 🖉 Save Search Criteria

- Enter the student number on the Campus ID field
- Click on the Search button

#### Manage Service Indicators

			Campus I	D:	1252	515			
Display	Effect All	• Inst	titution Unive	ersity of Cape T	own	v	Refresh	ф	
+ Add S	Service Indicator								
Service	e Indicator Summa	агу			Pers	onalize   Find   V	iew All   🖾   🔣	First 🕚 1-	2 of 2 🕑 Last
Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date
ENR	No Enrollment Activities	Immigration document required	UCT01	1161	2016				
ENR	No Enrollment Activities	International Student	UCT01	1101	2010	1101	2010	26/01/2009	

+ Add Service Indicator

🔯 Return to Search 🔄 Notify

A student who has negative service indicators will be shown by an  $^{(2)}$  icon next to their EMPL ID throughout their record on PeopleSoft. A student who has positive service indicators will be shown by an  $^{(*)}$  icon next to their EMPL ID throughout their record on PeopleSoft. For example: <sup>ID:</sup> 1252515 <sup>(\*)</sup> or <sup>ID:</sup> 1592186



# Section 5: Navigating to Records and Enrollment

The **Records and Enrollment** page enables you to view a student's registration information such as the current term for which they are registered at UCT.

# 5.1: Term Activate a Student

A student is term activated by the faculty office once they have been made an offer to study at the University and a student record has been created for them in PeopleSoft via the Matriculation process. This process is done annually to activate the student for each year they enrol.

## Navigational path: Records and Enrollment>Student Term Information>Term Activate a Student

	A 4 i					
NavBar: Navi	igator	0				
Ø	Self Service	Records and Enrollme	ent 🚡			
Recent Places	Campus Community	Student Term Information				
	Student Admissions	Career and Program Inform	<b>J</b>			
My Favorites	Records and Enrollment		Student Term Information			
	Curriculum Management	Enrollment Summaries	Term Activate a Student			
Navigator	Student Financials	Term Processing				
Classic Home	Academic Advisement	Transcripts				
Clussic nome	Set Up SACR	>	Term History			
	Reporting Tools	>				
	PeopleTools	>				
	My Personalizations					

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the Student Term Information category
- Click on **Term Activate a Student**



#### Term Activate a Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value				
▼ Search				
ID	begins with <b>v</b>			
Campus ID	begins with 🔻			
National ID	begins with v			
Last Name	begins with 🔻			
First Name	begins with 🔻			
Case Se	nsitive	,,		

Search Clear Basic Search 🖉 Save Search Criteria

- Enter the student number on the Campus ID field
- Click on the **Search** button
- ▶ Note

You can also view other Careers and Terms for which a student has been registered at

UCT by clicking on the **Previous** or **Next** arrows First **3 2** of **3 (b)** Last. Click on the **Return to Search** button to go back to the **Search Parameters** page.

Term Activation	Enrollment Limit	Student Ses	sion	Terms In <u>R</u> esidence	Term Co	ntrol Dates	Extern	al St <u>u</u> dy			
			C	ampus ID:							
Academic Career Details Find   View All First 🕢 1 of 1 😥 Les							of 1 🕟 Last				
	Academic Career Ur	ndergraduate									
									Find View All	First 🕚 1 of	2 🕟 Last
	Academic	Institution	UCT01	University of C	ape Town				1	<b>P</b>	
		Term	1201	2020	Semester		A	ctivation Da	te 10/02/2020		
	Student	Career Nbr	0	BBusSc in Mar	nagement Stu	dies					
	Override All Acade	mic Levels				Acad	demic	2020			
	Override Proje	cted Level			L	oad Determir	Year	Units			
	Academic Level -	Projected		Second Yr		Form of	Study	Class Enro	llment		
	Academic Level -	Term Start		Second Yr		Academic	Load		Heavy Load		
	Academic Level	Term End		Second Yr		Billing C	areer	UGRD			
	Level Dete	ermination	Units			Eligible To I	Enroll 6				

```
Go to Calculate Tuition
```

🖫 Save 🔯 Return to Search 🖹 Notify

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study



## 5.2: Viewing Student Program/Plan

The Student Program/Plan hyperlink enables you to view a student's academic program and plan information.

# Navigational path: Records and Enrollment>Career and Program Plan Information>Student Program Plan

	A 9. :	Ø		
NavBar: Navi	igator	0		
Ø	Self Service	>		
Recent Places	Campus Community	Records and Enro	oliment 🚡	
*	Student Admissions	Student Term Informa	ation >	
My Favorites	Records and Enrollment	Career and Program	Information >	
Navigator	Curriculum Management	Enrollment Summarie	es >	
	Student Financials	Term Processing	Career and Program Inf	Ŧ
Classic Home	Academic Advisement	Transcripts	Student Program/Plan	
	Set Up SACR	>	Student Career	
	Reporting Tools	>		
	PeopleTools	>		
	My Personalizations			

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the Records and Enrollment category
- Click on the Career and Program Information category
- Click on Student Program/Plan

#### Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value					
Search Criteria					
ID	begins with v				
Academic Career	= •		•		
Student Career Nbr	= •				
Campus ID	begins with v				
National ID	begins with v				
Last Name	begins with v				
First Name	begins with v				
Include History	Case Sens	sitive			

### Search Clear Basic Search 🖾 Save Search Criteria

- Enter the student number on the Campus ID field
- Click on the **Search** button

► Note

You will be required to select the appropriate career in which the student is registered for.

Student Program	Student Plan	Student Sub-Plan	Additional Information	Student Attributes	Student Degrees	
			Campus ID:		<b>16</b> 🕅 💬	
Academic Career:	Under	graduate	Career Requirement Term	Student Car	reer Nbr 0	
					Find View All First	🜒 2 of 7 💽 L
Status:	Active	e in Program				
Effec	tive Date 25/0	1/2019		Effecti	ive Sequence 1	
Progra	m Action MAT	R Matricula	ation		Action Date 25/01/2019	)
Actio	n Reason			Joint Prog A	ppr:	
Academic I	nstitution UCT	01 Universi	ty of Cape Town			
Academic	Program CB2	02 BCom/B	BusSc	Admissions		
Ad	Imit Term 1191	2019		From Appli A	cation pplication Nbr 01012835	
Pequirer	ent Term 1191	2019		Application	Program Nbr 0	
Expected Grad Ter		2019			Campus MAIN	Main
Year of	Program 01 -	First Year		Ac	ademic Load Full-Time	
APT Instance:						
с	ohort Tag					
Last Up	dated On 25/0	1/2019 4:32:07PM				
	By					

#### • Click on the Student Plan tab

► Note

On the **Student Plan** tab, you can view the student's academic plans as displayed in the screenshot below.

Student Program Student Pla	n Student Sub-	Plan Additional Information	Student <u>Attributes</u>	Student Degrees
		Campus ID:		
Academic Career:	Undergraduate	Student Career	Nbr 0 CarReqTe	erm: 2019
			Find View All	First 🕢 1 of 7 🕟 Last
Status:	Active in Program	Admit Term:	2019	
Effective Date	25/01/2019	Effective Se	equence 2	
Program Action:	Program Change	Act	ion Date 25/01/2019	
Action Reason:	Student Choice	Requirement Terr	<b>n:</b> 2019	
Academic Program:	BBusSc MS			
			Find View All	First 🕚 1 of 1 🕑 Last
Academic Plan	CB004FTX04	Finance with Accounting	Specialisation	
Plan Sequence	10	Degree:	QCB002	
Declare Date	25/01/2019	Degree Checkout	Stat:	
Requirement Term	1191 2019	Student Deg	gree Nbr	
Advisement Status	Include	Completion Term	:	



## 5.3: Useful reports

There various reports that you can run, such as the **Term Achievement Report** and **Academic Standing Report in PeopleSoft**.

### 5.3.1: Term Achievement Report

The **Term Achievement Report** can be used to access information on students enrolled in a particular programme. This report also contains information about student's scholarships, population group, South African citizenship status, GPA, enrolled courses passed etc.

# Navigational path: Records and Enrollment>Term Processing>End of Term Processing>Term Achievement Report

	A 9 :	
NavBar: Navi	gator	0
Ø	Self Service	Records and Enrollment
Recent Places	Campus Community	Student Term Information >
*	Student Admissions	Career and Program Information >
My Favorites	Records and Enrollment	Enrollment Summaries >
Navigator	Curriculum Management	Term Processing >
	Student Financials	Transcripts Term Processing
Classic Home	Academic Advisement	End of Term Processing
	Set Up SACR	> Academic Standing Report
	Reporting Tools	> Term Achievement Report
	PeopleTools	>
	My Personalizations	

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the Records and Enrollment category
- Click on the Term Processing category
- Click on the End of Term Processing category
- Click on Term Achievement Report

#### Term Achievement Extract

Find an Existing Value	Add a New Value	
Run Control ID INT1		

Add

• Click on the Add a New Value tab if this is the first time you are running this process



▶ Note

The **Run Control ID** field will be the name of the process that you are about to download. When entering the **Run Control ID**, do not leave spaces between words. You may use

an underscore in place of a space (\_). You can use an existing **Run Control ID** if you requested the same report previously.

- Enter report name in the Run Control ID field
- Click on the Add button

Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search and select an existing Run Control ID from the search results lists.** 

#### • The Term Achievement Extract Parameters tab appears

Term Achievement Extra	act				
Run Control ID	INT1		Report Manager	Process Monitor	Run
Parameters					
*Academic Institution	UCT01	University of Cape Town	Incl	ude Supps?: 🗌	
*Academic Group:	LAW 🔍	Law			
*Academic Career:	DOCT Q	Doctoral			
Term	1181 Q				
Academic Year:	Q				
Academic Program:	LD001	PhD			
🔚 Save 🛛 💇 Return to	Search 🔛 No	tify		📑 Add	Update/Display

# Note

The \*Academic Institution will default as UCT01.

- Select academic group in the \*Academic Group lookup
- Select academic career in the \*Academic Career lookup
- Select term in the Term lookup
- Select academic program in Academic Program lookup

# ▶ Note

You can tick the **Include Supps?** checkbox if you want to include students that have been granted supplementary examinations.

- Click on the **Run** button
- The Process Scheduler Request page appears

#### **Process Scheduler Request**

User ID INT1	Run Control ID INT1					
Server Name PSNT3 Recurrence Time Zone		ate 21/08/2018 ime 12:28:55PM	Re:	set to Current Da	ate/Time	
Process List Select Description	Process Name	Process Type	*Type	*Format	Distribution	
Term Achievement Extract	UCTR0062	SQR Report	Web	CSV T	<b>-</b>	
OK Cancel						

## ▶ Note

Please ensure that the Term Achievement Extract checkbox is ticked.

- Select **Web** in the **\*Type** column
- Select CSV in the \*Format column
- Click on the **OK** button

Run Control ID	01378389		Report Manager	Process Monitor	Run
Parameters					
*Academic Institution	: UCT01 🔍	University of Cape Town	Inclu	ıde Supps?: 🔲	
*Academic Group:	HUM 🔍	Humanities			
*Academic Career:	UGRD Q	Undergraduate			
Term	1191 🔍	2018			
OR Academic Year:	٩				
Academic Program:	HB001 Q	Bachelor of Social Science			

► Note

Once you have clicked on the **Run** button, your report will be allocated an instance number.

• Click on the Process Monitor hyperlink



You can also access the Process Monitor via **PeopleTools>Process** Scheduler>Process Monitor



Proce	ss List	Server List	t						
View	Process	Request F	or						
User ID     INT1     Image: Type     Image: Last     Image: Type     Refresh       Server     V     Name     Image: Type     Image: Type     Refresh       Run Status     V     Distribution Status     V     Save On Refresh									
Proc	ess List					Personalize   Find   View	w All   💷   🔣	First 🕚 1 of	1 🕑 Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	3614489		SQR Report	UCTR0062	INT1	21/08/2018 12:28:55PM PST	Success	Posted	Details







You will have to click on the **Refresh** button until your **Run Status** is **Success** and **Distribution Status** is **Posted**.

• Click on the **Details** hyperlink

#### Process Detail

Process		
Instance	3654304	Type SQR Report
Name	UCTR0062	Description Term Achievement Extract
Run Status	Success	Distribution Status Posted
Run		Update Process
	on Server er PSNT6	<ul> <li>Hold Request</li> <li>Queue Request</li> <li>Cancel Request</li> <li>Delete Request</li> <li>Re-send Content</li> <li>Restart Request</li> </ul>
Date/Time		Actions
Request Cr	eated On 27/08/2018 9:59:02A	M PST Parameters Transfer
Run Anyt	ime After 27/08/2018 9:58:53A	M PST Message Log
	rocess At 27/08/2018 9:59:20A	M PST Batch Timings
Began P		

• Click on the View Log/Trace hyperlink



#### View Log/Trace

Report		
Report ID 1988429	Process Instance 365	54304 Message Log
Name UCTR0062	Process Type SQ	R Report
Run Status Success		
Term Achievement Extract		
Distribution Details		
Distribution Node DISTNODE	Expiration Dat	te 26/09/2018
File List		
Name	File Size (bytes)	Datetime Created
SQR_UCTR0062_3654304.log	1,735	27/08/2018 9:59:34.107000AM
UCTR0062_3654304.out	1,468	27/08/2018 9:59:34.107000AM
uctr0062.csv	4,433	27/08/2018 9:59:34.107000AM
Distribute To		
Distribution ID Type	* Distribution ID	

Return

• Click on the uctrNNNN.csv hyperlink

▶ Note

The report will be opened and displayed in a spreadsheet format.

	Α	В	С	D	E	F	G	Н	I	J	К	L	М	N	0	Р
1	Empl ID	Campus I	[ Name	Programm	Career Nu	Plan 1	Plan 2	Plan 3	Plan 4	Plan 5	Acad Leve	Populatio	SA Citizen	GPA Weig	GPA Term	GPA Cum
2	1225054			EM025	0	EM025CH	01				First Year	Black	SA Citizen	74	74	74
З	1294132			EM025	0	EM025CO	N01				First Year	Black	SA Citizen	0	0	0
4	1295260			EM025	0	EM025AP0	G <b>02</b>				Third Year	Black	SA Citizen	0	0	0
5	1305343			EM025	1	EM025AP0	G <b>O</b> 2				Second Yr	Indian	SA Citizen	0	0	65.67
6	1305685			EM025	0	EM025CO	N01				First Year	Black	SA Citizen	0	0	0
7	1309382			EM025	0	EM025CIV	01				Fourth Yr	Black	SA Citizen	0	0	0
8	1311711			EM025	0	EM025CO	N01				Third Year	White	SA Citizen	0	0	0
9	1312171			EM025	0	EM025CO	N01				First Year	Coloured	SA Citizen	0	0	0
10	1317526			EM025	0	EM025CO	N01				First Year	Non Appli	Internatio	0	0	0
11	1343875			EM025	0	EM025CIV	01				First Year	Coloured	SA Citizen	0	0	0
12	1345954			EM025	0	EM025EEE	04				Fifth Year	Black	Permaner	0	0	0
13	1369270			EM025	0	EM025AP0	G08				First Year	Black	SA Citizen	0	0	0
14	1390664			EM025	0	EM025CH	01				First Year	Black	Internatio	73	73	73
15	1433265			EM025	0	EM025CIV	01				First Year	Black	SA Citizen	0	0	0
16	1516298			EM025	0	EM025AP0	G08				First Year	Black	Internatio	0	0	0
17	1569982			EM025	0	EM025ME	C02				First Year	Black	Internatio	0	0	0
18	1575352			EM025	0	EM025CH	E <b>01</b>				Second Yr	Non Appli	SA Citizen	0	0	0



## 5.3.2: Requesting an Academic Standing Report

The **Academic Standing Report** is used to access students who do not have an academic standing or who have a pending academic standing status. For flexibility, the **Academic Standing Status** will be selectable so that the report could also be used to identify all students with a particular status e.g. those who are dismissed etc.

# Navigational path: Records and Enrollment>Term Processing>End of Term Processing >Academic Standing Report

	A 9 :	
NavBar: Navi	gator	0
Ø	Self Service	Records and Enrollment
Recent Places	Campus Community	Student Term Information >
*	Student Admissions	Career and Program Information >
My Favorites	Records and Enrollment	Enrollment Summaries >
Navigator	Curriculum Management	Term Processing >
	Student Financials	Transcripts 🗧 Term Processing 💽
Classic Home	Academic Advisement	> End of Term Processing 4 End of Term Processing
	Set Up SACR	> Academic Standing Report
	Reporting Tools	> Term Achievement Report
	PeopleTools	>
	My Personalizations	

- Click on the NavBar icon
- Click on the Navigator tile
- Click on the Records and Enrollment category
- Click on the **Term Processing** category
- Click on the End of Term Processing category
- Click on Academic Standing Report



#### UCT Academic Standing

Find an Existing Value	Add a New Value	
Run Control ID INT1		

Add

Click on the Add a New Value tab if this is the first time you are running this process

▶ Note

The **Run Control ID** field will be the name of the process that you are about to download. When entering the **Run Control ID**, do not leave spaces between words. You

may use an underscore in place of a space (\_). You can use an existing **Run Control ID** if you requested the same report previously.

- Enter report name in the Run Control ID field
- Click on the **Add** button

Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search and select an existing Run Control ID from the search results lists.** 

• The Academic Standing parameter page appears

Academic Standing				
Run Control ID INT	1	Report Manager	Process Monitor	Run
Academic Standing	Report			
*Term: *Academic Group:	1171 Q 2017			
Academic Standing S	itatus			
<ul> <li>Dismissed</li> <li>Good Standing</li> <li>Pending</li> <li>Probation</li> <li>Subject to Dismission</li> </ul>	None Not Eligible to Continue			
Save Return to Sea	arch E Notify		🛃 Add 🖉 Up	odate/Display

# ▶ Note

Tick the checkbox for the academic standing(s) you would like to run the report for.

- Select term in the \***Term** lookup
- Select academic career in the \*Academic Career lookup
- Click on the **Run** button
- A Process Scheduler Request page appears



#### **Process Scheduler Request**

User ID INT1	Run Control ID INT1						
Server Name PSNT3 Recurrence Time Zone		te 21/08/2018 ne 12:37:49PM	) Rese	t to Current Dat	te/Time		
Process List							
Select Description	Process Name	Process Type	*Type	*Format	Distribution		
<ul> <li>Academic Standing Report</li> </ul>	UCTR0090	SQR Report	Web	CSV V	Distribution		
OK Cancel							

## ▶ Note

Note

Academic Standing

Please ensure that the Academic Standing Report is ticked.

- Select CSV in the \*Format Column
- Click on the **OK** button

Once you clicked on the **Run** button, your report will be allocated and instance number.

Run Control ID INT	1	Report Manager	Process Monitor
Academic Standing	Report		Process Instance:3614
*Term:	1171 Q 2017		
*Academic Group:	LAW Q Law		
Academic Standing St	tatus		
<ul> <li>Dismissed</li> <li>Good Standing</li> <li>Pending</li> <li>Probation</li> <li>Subject to Dismiss</li> </ul>	■ None ✓ Not Eligible to Continue		
Save 🛛 🖾 Return to Sea	rch 🖹 Notify		📑 Add 🖉 Upd

Click on the Process Monitor hyperlink



You can also access the Process Monitor via **PeopleTools>Process** Scheduler>Process Monitor



#### Student Systems Support Documentation

Proce	ess List	Server Lis	t							
View	Process	Request F	or							
U	ser ID INT	1	🔍 Туре		•	Last	v	1 Days 🔻	Refre	sh
5	Server		Name		Q	Instanc	e From 3614490 I	nstance To	]	
Run S	Status		▼ Dist	ribution Statu	IS		<ul> <li>Save On Refres</li> </ul>	sh		
Proc	ess List						Personalize	Find   View All   💷   🔣	First 🕙 1 of	1 🕑 Last
		-			Process				Distribution	
Select	Instance	Seq.	Process Type		Name	User	Run Date/Time	Run Status	Status	Details



🗟 Save 🔄 Notify



You will have to click the **Refresh** button until your **Run Status** is **Success** and **Distribution Status** is **Posted**.

• Click on the **Details** hyperlink

#### Process Detail

Process	
Instance 3654314	Type SQR Report
Name UCTR0090	Description Academic Standing Report
Run Status Success	Distribution Status Posted
Run	Update Process
Run Control ID Location Server Server PSNT6 Recurrence	<ul> <li>Hold Request</li> <li>Queue Request</li> <li>Cancel Request</li> <li>Delete Request</li> <li>Re-send Content</li> <li>Restart Request</li> </ul>
Date/Time	Actions
Request Created On 27/08/2018 10	0:02:58AM PST Parameters Transfer
Run Anytime After 27/08/2018 10	0:02:16AM PST Message Log
Began Process At 27/08/2018 10	0:03:12AM PST Batch Timings
Ended Process At 27/08/2018 10	):05:29AM PST View Log/Trace
OK Cancel	

• Click on the View Log/Trace hyperlink



Process Instance 3654	314 Message Log
Process Type SQR	Report
Expiration Date	26/09/2018
File Size (bytes)	Datetime Created
1,735	27/08/2018 10:05:29.933000AM PS
60,821	27/08/2018 10:05:29.933000AM PS
1,478	27/08/2018 10:05:29.933000AM PS
*Distribution ID	
	Process Type SQR Expiration Date File Size (bytes) 1,735 60,821

Click on the UCTRNNNN\_ProcessInstanceNumber.csv hyperlink

▶ Note

The report will be open and displayed in a Spreadsheet format. It will show the latest academic standing record for **active students** for the selected term. **Completed (COMP)** 

students are no longer active. The **Progression**, **Posted** and **Batch** fields show the details of the progression code, the progression code status (if it has been captured) as well as **Academic Standing Report** batch number (process instance number) respectively.

	А	В	С	D	E	F	G
1		PeopleSo	ft				
2	Report ID:	UCTR0090	ACADEMI	Page No.	1		
3	Database	PRD	Run Date	30/04/201	8		
4			Run Time	10:46:38			
5	Program	LB002	Bachelor of	of Laws (LB	002)		
6	Acad Stan	Good					
7							
8	Standing	ID	Campus II	Name	Progressio	Posted	Batch
9							
10							
11	CONT	1467243			CONT	Υ	3407303
12	CONT	1538192			CONT	Υ	3407303
13	CONT	1559426			CONT	Υ	3407303
14	CONT	1538301			SUPP	Υ	3407303
15	CONT	1557091			CONT	Υ	3407303
16	CONT	1558527			CONT	Υ	3407303
17	RACC	1542082			SUPP	Υ	3407303
18	CONT	1587110			CONT	Υ	3407303
19	CONT	1545203			CONT	Y	3407303
20	CONT	1543901			CONT	Y	3407303
21	CONT	1586976			CONT	Y	3407303
22	CONT	1028594			CONT	Y	3407303
23	CONT	1463351			CONT	Υ	3407303
24	CONT	1564348			CONT	Y	3407303
25	CONT	1502022			CONT	Υ	3407303
26	CONT	1594273			CONT	Υ	3407303



# Section 6: Navigating to Curriculum Management

The **Curriculum Management** category allows you to view information in the course catalog, how to download a class list with and without photos for a course.

# 6.1: Viewing Course Catalog

A course catalog is a database of all courses that have been offered at UCT, that are currently offered at UCT and it also lists future courses that will be offered at UCT.

## Navigational path: Curriculum Management>Course Catalog>Course Catalog Search

	<b>ନ</b> ପ୍	: 🞯	
NavBar: Nav	igator	0	
Ø	Self Service	>	
Recent Places	Campus Community	🔶 Curriculum Mana	igement 🚡
*	Student Admissions	Course Catalog	>
My Favorites	Records and Enrollment	Schedule of Classes	>
Navigator	Curriculum Management	Enrollment Requirem	ients >
	Student Financials	Class Roster	♦ Course Catalog
Classic Home	Academic Advisement	Grading	Course Catalog
	Set Up SACR	Grading	Course Catalog Search
	Reporting Tools	>	
	PeopleTools	>	
	My Personalizations		

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the Curriculum Management category
- Click on the Course Catalog category
- Click on Course Catalog Search





Course	-1-1		0	
LOUICO	L atal	00	Search	

Search Criteria	
Enter institution and subject. Catalog n	umber is optional.
*Institution University of Ca	ipe Town 🔻
*Subject Area EDN 🔍	Education
Catalog Nbr 5507F	Exact Match 🔻
* Required Field	

Search	
Search	

- Enter the department code in the **\*Subject Area** field or click on the **Lookup** button
- Enter the Catalog Number in the Catalog Nbr field
- Click on the Search button

#### Course Catalog Search

#### Catalog Search Results

University of Cape Town | Education

Return to Search

EDN 5507F - Emerging Technologies & amp; Educational Practices

Course Detail					
Units Grading Basis	30 units Graded				
Course Components	Supplementary Exam Lecture	Optional Required			
Enrollment Information					
Course Attribute	09 Master's				
Description					
This course investigates emerging technologies and educational practices in developing context. This course focuses on the discourse of learning with technologies and ways that these different forms are theorised. Some of the concepts to be covered include frameworks, taxonomies, and new representations of digital learning including mobile and authentic learning etc. This course will investigate the inter-related issues of learning, technology and cognitive change. The course focuses on theories of learning and cognitive change as well as developing an understanding of the effects of technology on cognition. Course members will be involved in constructing/designing curricula that incorporate technology, informed by the theories of learning that we cover during the course. The intention of the course is to generate a view of learning and learners that incorporates current approaches to computer mediated teaching and learning with a view to understanding optiential shifts in pedagogical practices arising from the introduction of novel technology into classrooms					

**Note** On the **Catalog Search Results** page, you can view the course convenor information, an outline of the course and the types of assessment/s for the course e.g. tests.



# 6.2: Downloading UCT Course List without Photos

#### Navigational path: Curriculum Management>Grading>UCT Course List

	<b>^</b> Q	: 🞯	
NavBar: Nav	igator	0	
Ø	Self Service	>	
Recent Places	Campus Community	Curriculum Management 🚡	
*	Student Admissions	Course Catalog >	
My Favorites	Records and Enrollment	Schedule of Classes >	
	Curriculum Management	Enrollment Requirements >	
	Student Financials	Class Roster Grading	∎
Classic Home	Academic Advisement	Grading UCT Course List	
	Set Up SACR	>	
	Reporting Tools	>	
	PeopleTools	>	
	My Personalizations		

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the Curriculum Management category
- Click on the **Grading** category
- Click on UCT Course List

### UCT Course List

Run Control ID INT1

Add

- Click on the Add a New Value tab if it is your first time running the request / process
- Enter a Run Control ID in the Run Control ID field

A Run Control ID is the name assigned to the request / process by yourself.

• Click on the **Add** button

# ▶ Note

Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search and select an existing Run Control ID from the search results lists.**


UCT Course List									
Run Control ID		Report Manager	Process Monitor	Run					
Download Selection Criteria									
Academic Institution:	UCT01 🔍	University of Cape To	own						
Term:	1191 🔍	2019							
Session:	Full Year <								
Subject:	CEM	Chemistry							
Catalog Number:	1009H 🔍								
Only show Students with Supplementary Exams granted::  Show Supplementary as Fail:: DE results only::									
Save Return to Search	Previous in List	Next in List	Notify						



Please note that the three checkboxes can be ticked when downloading a class list for students who have been granted a supplementary exam, failed a supplementary exam

or deferred an exam.

• Click on the Run button

### **Process Scheduler Request**

	User ID	INT1	Run Control ID INT1							
5	Server Name	PSNT3	V	Run Dat	e 21/08/2018	31				
	Recurrence		•	Run Tim	e 3:06:06PM	±	Reset	to Current D	ate	/Time
	Time Zone	Q								
Proce	ss List									
Select	Description		Process Nar	ne	Process Type	*Ту	/pe	*Format		Distribution
•	Course List		UCTU0024		SQR Report	W	/eb 🔻	PDF 1	,	Distribution

OK Cancel

- Select PSNT3 on the Server Name dropdown box
- Select \*Type to Web and \*Format to PDF or CSV
- Click on the **OK** button



## UCT Course List

Download Selection Criteria         Academic Institution:       UCT01 Q       University of Cape Town         Term:       1191 Q       2019         Session:       Full Year          Subject:       CEM Q       Chemistry         Catalog Number:       1009H	Run Control ID		Report Manager Process Monitor	Run
Academic Institution:     UCT01     University of Cape Town       Term:     1191     2019       Session:     Full Year        Subject:     CEM     Chemistry				
Term:     1191     2019       Session:     Full Year        Subject:     CEM     Chemistry	Download Selection Criteria			
Session: Full Year  Subject: CEM Chemistry	Academic Institution:	UCT01 Q	University of Cape Town	
Subject: CEM Q Chemistry	Term:	1191 🔍	2019	
	Session:	Full Year V		
Catalog Number: 1009H	Subject:	CEM	Chemistry	
	Catalog Number:	1009H		
Only show Students with Supplementary Exams granted::  Show Supplementary as Fail::  DE results only::				

🔚 Save 🔯 Return to Search 👘 Previous in List 📲 Next in List 🖹 Notify

- A Process Instance number will be allocated
- Click on the Process Monitor hyperlink

You	can	also	access	the	Process	Monitor	via	PeopleTools>Process
Schee	duler>	Proces	s Monito	r				

### **Process Scheduler Request**

▶ Note

	User ID		Run Control ID	01378389	)	
	Recurrence	<ul> <li>Run Tim</li> </ul>	e 03/02/2020 e 2:04:32PM	R	Reset to Current D	ate/Time
	Pacific Time Zone PST	ne (US)				
Proce	ss List					
Select	Description	Process Name	Process Type	* Type	*Format	Distribution
	Course List	UCTU0024	SQR Report	Web	▼ CSV	<ul> <li>Distribution</li> </ul>



• Click on the Refresh button



The Run Status must be Success and Distribution Status must be Posted.

• Click on the **Details** hyperlink



### Process Detail

Process		
Instance 3654355	Type SQR Report	
Name UCTU0024	Description Course List	
Run Status Success Dist	ribution Status Posted	
Run	Update Process	
Run Control ID Location Server Server PSNT6 Recurrence	<ul> <li>Hold Request</li> <li>Queue Request</li> <li>Cancel Request</li> <li>Delete Request</li> <li>Re-send Content</li> </ul>	Restart Request
Date/Time	Actions	
Request Created On 27/08/2018 10:15:56AM PST	Parameters	Transfer
Run Anytime After 27/08/2018 10:15:51AM PST	Message Log	
Began Process At 27/08/2018 10:16:09AM PST	Batch Timings	
Ended Process At: 27/08/2018 10:16:23AM PST	View Log/Trace	

OK Cancel

• Click on the View Log/Trace hyperlink

Report		
Report ID 1988471	Process Instance 365	54355 Message Log
Name UCTU0024	Process Type SQ	R Report
Run Status Success		
Course List		
Distribution Details		
Distribution Node DISTNODE	Expiration Dat	e 26/09/2018
File List		
Name	File Size (bytes)	Datetime Created
SQR_UCTU0024_3654355.log	1,735	27/08/2018 10:16:23.673000AM PS
UCTU0024 3654355.csv	426	27/08/2018 10:16:23.673000AM PS
	505	27/08/2018 10:16:23.673000AM PS
UCTU0024_3654355.out	000	
UCTU0024_3654355.out		
-	*Distribution ID	

• Click on the UCTUNNNN\_ProcessInstanceNumber.csv hyperlink

You can save the PDF or CSV file to your personal folder.

▶ Note



	A	В	C	D	E	E E	G	н	
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog Nbr	Acad Prog	Grade
2	1704445			1191	1435	CEM	1009H	SB016	
3	1693418			1191	1435	CEM	1009H	SB016	
4	1708393			1191	1435	CEM	1009H	SB001	
5	1698370			1191	1435	CEM	1009H	SB016	
6	1699023			1191	1435	CEM	1009H	SB016	
7	1705394			1191	1435	CEM	1009H	SB016	
8	1686955			1191	1435	CEM	1009H	SB016	
9	1692398			1191	1435	CEM	1009H	SB016	
10	1710738			1191	1435	CEM	1009H	SB016	
11	1655603			1191	1435	CEM	1009H	SB016	
12	1727486			1191	1435	CEM	1009H	SB016	
13	1702168			1191	1435	CEM	1009H	SB016	
14	1697889			1191	1435	CEM	1009H	SB016	
15	1708068			1191	1435	CEM	1009H	SB016	
16	1706219			1191	1435	CEM	1009H	SB016	
17	1727746			1191	1435	CEM	1009H	SB016	
18	1690718			1191	1435	CEM	1009H	SB016	
19	1686929			1191	1435	CEM	1009H	SB016	
20	1702799			1191	1435	CEM	1009H	SB016	
21	1727645			1191	1435	CEM	1009H	SB016	
22	1709444			1191	1435	CEM	1009H	SB016	
23	1699398			1191	1435	CEM	1009H	SB001	
24	1711768			1191	1435	CEM	1009H	SB016	
25	1696184			1191	1435	CEM	1009H	HB001	
26	1726856			1191	1435	CEM	1009H	SB016	
27	1687309			1191	1435	CEM	1009H	SB016	
28	1639829			1191	1435	CEM	1009H	SB016	
29	1689989			1191	1435	CEM	1009H	SB016	

## 6.3: Downloading a Class List with Photos

## Navigational path: Curriculum Management>Class Roster>Print with Photos

	<b>ନ</b> ସ୍	: 🕑		
NavBar: Nav	igator	0		
Ø	Self Service	>		
Recent Places	Campus Community	🔶 Curriculum Mana	agement 🚡	
*	Student Admissions	Course Catalog	>	
My Favorites	Records and Enrollment	Schedule of Classes	>	
Navigator	Curriculum Management	Enrollment Requiren	nents >	
	Student Financials	Class Roster	🖕 Class Roster	Ŧ
Classic Home	Academic Advisement	Grading	Class Roster	
	Set Up SACR	>	Print with Photos	
	Reporting Tools	>		
	PeopleTools	>		
	My Personalizations			

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the Curriculum Management category
- Click on the **Class Roster** category
- Click on **Print with Photos**



## Print with Photos

Find an Existing Value	Add a New Value	
Run Control ID INT1		



- Click on the Add a New Value tab if it is your first time running the request / process
- Enter a Run Control ID in the Run Control ID field

▶ Note

A Run Control ID is the name assigned to the request / process by yourself.

• Click on the Add button

► Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search and select an existing Run Control ID from the search results lists**.

• A selection criteria page appears.

Print with Photos					
Run Control ID	) INT1		Report Manager	Process Monit	tor Run
Run Control Parame	ters				
*Institution:	JCT01				
*Term: 1	1171 🔍	2017			
*Subject Area: E	EDN Q	Education			
*Catalog Nbr:	5507F Q	Emerging Tech & Ed Practices			
*Class Nbr:	7425 🔍				
🔚 Save 🔯 Return to	o Search 📑 Not	iify		📑 Add 🖉	Update/Display

- UCT01 will be defaulted in the \*Institution field
- Enter Term on the \*Term field
- Enter Subject Area on the \*Subject Area field
- Enter Catalog Number on the \*Catalog Nbr field
- Enter Class Number on the \*Class Nbr field

## Note

Please note that you are running a class list, not a course list. Large courses with multiple lecture groups will require multiple photo lists.

• Click on the **Run** button



### **Process Scheduler Request**

User ID INT1		Run Contr	rol ID INT1		
Server Name PSNT3	T	Run Date 21/08/2018	ii)	set to Current Dat	o/Timo
Recurrence	•	Run Time 3:15:29PM	Res	set to Current Dat	e/Time
Time Zone	Q				
Process List					
Select Description	Process Na	me Process Type	*Type	*Format	Distribution
Class List Photos Repor	t UCTCLPH	PSJob	Web	V PDF V	Distribution
OK Cancel					

- Select **PSNT3** from the **Server Name** dropdown box
- Select \*Type to Web and \*Format to PDF
- **Note** The **Type** and **Format** is to identify the file format that you would like to get as the output file.
  - Click on the **OK** button

Print with Photos				
Run Contro	DID INT1		Report Manager	Process Monitor Run Process Instance:3614494
Run Control Para	meters			
*Institution: *Term: *Subject Are *Catalog Nbr *Class Nbr:		2017 Education Emerging Tech & Ed Practices Lecture		
	rn to Search 📔 No			📑 Add 🛛 🖉 Update/Display
A Proc	ess Instance	number is assigned		

Click on the **Process Monitor** hyperlink



You can also access the Process Monitor via **PeopleTools>Process** Scheduler>Process Monitor



## Student Systems Support Documentation

Proce	ss List	Server	List							
View I	Process	Reques	t For							
_	ser ID INT Server	1	<b>Q</b> <b>T</b>	Type Name Distribution	v Q Status	Last Insta	v Ince From 3614494 Instan v Save On Refresh	1 Days v nce To	Refre	esh
Proc	ess List						Personalize   Find	View All   🔄   📑	First 🕚 1 o	f 1 🕑 Las
Select	Instance	Seq.	Proce	ss Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	3614494		PSJo	b	UCTCLPH	INT1	21/08/2018 3:15:29PM PST	Success	Posted	Details

Go back to Print with Photos					
🔒 Save	🖃 Notify				

• Click on the Refresh button



To check the process has ran successfully your Run Status must be Success and Distribution Status must be Posted.

• Click on the Go back to Print with Photos hyperlink

	ith Photo	0S										
	Run C	ontrol IE	) INT1			R	eport Ma	inager	Process M	onitor		Run
Run C	Control	Parame	eters									
	*Institut *Term: *Subject *Catalog *Class N	t Area: E ) Nbr: E		2017 Education & Emerging Tec	ch & Ed Pra	actices						
P Save	Clic			Notify	nyperlin	k			Add	۶U ک	lpdate/Di	splay
•	Clic	k on t	he <b>Admin</b>	istration ta	• •							
• dminist		k on t Archives	he <b>Admin</b>	istration ta	• •							
		Archives	he <b>Admin</b>	istration ta	• •							
/iew Re Use	ration eports Fo	Archives r	Туре		▼ Last	•		1	Days 🔻		Refres	h
/iew Re Use Sta	ration eports Fo r ID INT1 atus	Archives	Type Folder	▼ In	▼ Last stance	•	to	1	Days 🔻		Refres	h
/iew Re Use Sta Report	ration eports Fo r ID INT1 atus	Archives r	Type Folder Persona		▼ Last stance	▼ 3614495 First ④	1-2 of 2	Last	Days 🔻		Refres	h
/iew Re Use Sta Report elect	ration eports Fo r ID INT1 atus List Report ID	Archives r Prcs Instance	Type Folder Persona Description	▼ In	▼ Last stance Request Date/Time 21/08/2018	First Format Acrobat			Days V		Refres	h
Use	ration eports Fo r ID INT1 atus List Report ID 1963862	Archives r Prcs Instance 3614495	Type Folder Persona Description	In Ilize   Find   View All   UCT_CLPH_LST.pdf	Last     stance     Request     Date/Time     24/02/0219	▼ 3614495 First ④ Format	1-2 of 2 Status	<ul> <li>Last</li> <li>Details</li> </ul>	Days V		Refres	h

You will be required to click on the PDF file hyperlink for viewing the class list.



## 2017 Class Roster EDN 5507F

LG01 (Class 7425) Emerging Tech & Ed Practices - Lecture Total Enrolment 5

Days and Times	Room	Instructor	Meeting Dates
16:00 - 19:00			2017-03-13 - 2017-07-14



▶ Note

Educational Technology

First Year

First Year

1200897 /

First Year

1301326 / 1

MEd by crsewrk & dissertation Applied Lang & Lit Studies

MEd by crsewrk & dissertation Educational Technology

You can save the file to your personal folder



# **Section 7: Navigating to Student Financials**

The Student Financials function to view student's fee information and all transactions that took place in the student's account. If you are a departmental administrator, you will not be able to view this.

## 7.1: Viewing Students' Fee Account

## Navigational path: Student Financials>View Account Summary

	<b>ନ</b> ସ୍	: 0		
NavBar: Nav	igator	0		
Ø	Self Service	>		
Recent Places	Campus Community	>		
*	Student Admissions	>		
My Favorites	Records and Enrollment	>		
Navigator	Curriculum Managemen	t >		
	Student Financials	>		
Classic Home	Academic Advisement	🔶 Stud	ent Financials	-
	Set Up SACR	UCT Ge	neral Reporting	3
	Reporting Tools	View Ac	count Summary	1
	PeopleTools	>		1
	My Personalizations			

- Click on the NavBar icon
- Click on the **Navigator** tile
- Click on the Student Financials category
- Click on View Account Summary



### Account Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value		
Search Criteria		
Business Unit = V UCT01	Q	
ID begins with V	_ Q	
National ID begins with V		
Campus ID begins with V		
Last Name begins with V		
First Name begins with <b>v</b>		
Case Sensitive		
Search Clear Basic Search Rear Save Search Note The Business Un • Enter the student number on th • Click on the Search button	nit field is set to UCT01.	
		Account Summary
Summary for all	Terms	
University of Cape Town		
Print Statement	Current Fee Account Balance	66,600.00 ZAR
Term		Term Balance
2020		67,600.00 ZAR

# ▶ Note

The Account Summary page displays the following information:

- Student account Term Balance(s) since the year they have registered at UCT •
- Credit for a student where you see an amount with a minus (-) sign next to it •
- You can print the Account Summary by using the Print Statement button. This can only be used if a • printer has been registered for printing Peoplesoft documents.

## ▶ Note

You can view the account activities for a particular term.

Click on a term's hyperlink e.g. 2019 •



You can view the student account in detail for that term.



#### Account Summary Summary for Term 2019Only Print Statement Return to Current Fee Account Balance University of Cape Town Charge Activity 71,850.00 ZAR Payment Activity -52,850.00 Financial Aid Activity -20.000.00 Anticipated Aid Activity 0.00 Admissions Deposit Activity 0.00 Term Balance -1,000.00 ZAR View Account Detail

Return

### • Click on the View Account Detail hyperlink

		Accou	unt Summary
Account D	etail for Term		
2019		As of Date	03/02/2020
Print S	tatement		
Account Summ	lary		
For Fees querie	es contact 021 650-1704, for Housing queries 021	650-2977	
University of	Cape Town		
-	cape lowin		
Charges			
-	Item Description		Amount Currenc
Charges	-		Amount Currenc Code ,780.00 ZAR
Charges Date Posted	Item Description	7	Code
Charges Date Posted 28/01/2019	Item Description ACC1006F Financial Accentg IA	7	780.00 ZAR
Charges Date Posted 28/01/2019 28/01/2019	Item Description ACC1006F Financial Accntg IA ACC2011S Financial Reporting I	7, 7, 7,	780.00 ZAR ,780.00
Charges           Date Posted           28/01/2019           28/01/2019           28/01/2019	Item Description           ACC1006F Financial Accntg IA           ACC2011S Financial Reporting I           BUS1036S Evidence based Manage	7. 7. 7. 7.	780.00 ZAR 780.00 780.00
Charges           Date Posted           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019	Item Description           ACC1006F Financial Accntg IA           ACC2011S Financial Reporting I           BUS1036S Evidence based Manage           ECO1010F Microeconomics	7. 7. 7. 7. 7. 7. 7.	Code           ,780.00         ZAR           ,780.00         ,780.00           ,780.00         ,780.00
Charges           Date Posted           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019	Item Description           ACC1006F Financial Accntg IA           ACC2011S Financial Reporting I           BUS1036S Evidence based Manage           ECO1010F Microeconomics           ECO1011S Macroeconomics	7, 7, 7, 7, 7, 7, 7,	Code           ,780.00         ZAR           ,780.00         ,780.00           ,780.00         ,780.00           ,780.00         ,780.00
Charges Date Posted 28/01/2019 28/01/2019 28/01/2019 28/01/2019 28/01/2019 28/01/2019	Item Description           ACC1006F Financial Accrtg IA           ACC2011S Financial Reporting I           BUS1036S Evidence based Manage           ECO1010F Microeconomics           ECO1011S Macroeconomics           INF1002F Information Sys 1	7, 7, 7, 7, 7, 7, 7, 7,	Code           ,780.00         ZAR           ,780.00         ,780.00           ,780.00         ,780.00           ,780.00         ,780.00           ,780.00         ,780.00
Charges Date Posted 28/01/2019 28/01/2019 28/01/2019 28/01/2019 28/01/2019 28/01/2019 28/01/2019	Item Description           ACC1006F Financial Accntg IA           ACC2011S Financial Reporting I           BUS1036S Evidence based Manage           ECO1010F Microeconomics           ECO1011S Macroeconomics           INF1002F Information Sys 1           MAM1010F Mathematics 1010	7 7 7 7 7 7 7 7 7 7 7	Code           ,780.00         ZAR           ,780.00
Charges           Date Posted           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019           28/01/2019	Item Description           ACC1006F Financial Accntg IA           ACC2011S Financial Reporting I           BUS1036S Evidence based Manage           ECO1010F Microeconomics           ECO1011S Macroeconomics           INF1002F Information Sys 1           MAM1010F Mathematics 1010           MAM1012S Mathematics 1012	7 7 7 7 7 7 7 7 7 7 7 7 7	Code           ,780.00         ZAR           ,780.00

Total Charges

🕨 Note

On the **Account Detail for the Term** page, you can view all the transactions that took place on the student's account.

71 850 00 ZAR

▶ Note

Account summaries is only for internal use. The Fees Office sends official statements to students on a monthly basis after June.

► Note

Departmental Administrators are prohibited from viewing account summary for students whose debt has been handed over or written off. Students must contact the Fees Office.

		Accoun	t Su	mmaŋ
Summary for all	Terms			
		1041961	0	*
University of Cape Town				ZAR
Term				
2006		ZA	R	
	Message			
	We are unable to display the account at th Please contact the Fees Office on 021 650			
Return to Search 🔄 Notify 📿 Refresh	ОК			



# Section 8: Navigating to Reporting Tools

The Reporting Tools function can be used to learn how to view existing PeopleSoft reports.

## Navigational path: Reporting Tools>Query>Query Viewer

	<b>ଛ</b> ସ୍	: 0
NavBar: Navi	gator	0
Ø	Self Service	>
Recent Places	Campus Community	>
*	Student Admissions	>
My Favorites	Records and Enrollment	>
Navigator	Curriculum Management	🔶 Repo
wavigator	Student Financials	Query
Classic Home	Academic Advisement	Bl Publi
	Set Up SACR	Report I
	Reporting Tools	] >
	PeopleTools	>
	My Personalizations	

- Click on the NavBar icon •
- Click on the Navigator tile
- Click on the Report Tools category
- Click on the Query category •
- Click on Query Viewer .

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By	Query Name	۳	begins with	
Search	Advanced Search			

Enter the Query Name next to begins with field e.g. UCT\_SR\_COURSE\_PHONE\_ALL •

```
Note
```

All query names start with UCT folloed by an underscore (\_). There are many queries categorised in different administrative areas such as Academic Admin (SR) and Fees (FEE), Financial Aid (FIN) and Continuing Education (CE) e.g. UCT\_SR\_COURSE\_PHONE\_ALL or

UCT\_SR\_PERS\_DATA\_CLASS

Click on the Search button •

Search Results

*Folder View All	Folders V								
Query								🤊   🔣 👘 First 🕚 1	of 1 🕑 Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCT_SR_COURSE_PHONE_ALL	Phone Nos for stus on a course	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Click on the HTML hyperlink
- A separate window appears that will require you to complete the parameters for the query



▶ Note

Each query will ask for a different set of parameters.

## UCT\_SR\_COURSE\_PHONE\_ALL - Phone Nos for stus on a course

Term	1181 🔍
Subject	MAM 🔍
Catalog	1000W
View R	esults

- Enter the relevant term in the Term field e.g. 1181
- Enter the subject area in the Subject field e.g. MAM
- Enter the catalog number in the Catalog field e.g. 1000W
- Click on the View Results button

Downle View Al	oad results in Il	: Excel S	preadSheet	GOV TEXT FI	e Xwilfie (2	270 (0)				Fi	irst 1-100	of 942 🕑 Last
	ID	Term	Subject	Catalog	Prefix	First Name	Last	Туре	Country	Phone	Ext	Preferred
4	1305214	1181	MAM	1000W	Mr			CELL				Y
	1368700	1181	MAM	1000W	Miss			CELL				Y
2	1368700 1386106	1181 1181	MAM	1000W 1000W	Miss Ms			CELL				Y Y
2 3												1
2 3 4	1386106	1181	MAM	1000W	Ms			CELL				Y

• You can select to download the results in **Excel SpreadSheet** or **CSV Text File** by clicking on the respective hyperlinks



## 8.1: Schedule a Query

If you receive the following **Query Result Set Too Large** message after clicking the **View Results** button, this means that the amount of data returned is too large to display. You will then have to **Schedule** the query.

Message								
Query Result Set too Large. (124,87)								
Result of 'SQL Fetch' is over the maximum result size speci increase the maximum result size.	fied for f	the application	server.	Modify	your qu	uery or		
ОК								
Search Results								
*Folder View All Folders V								
Query			F	Personal	ize   Fin	d   View All   d	🔊   🔣 🛛 First 🕚 1 (	of 1 🕑 Last
Query Name Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCT_SR_COURSE_PHONE_ALL Phone Nos for stus on a course	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- After searching for the query, click on the **Schedule** hyperlink
- This redirects you to the Add a New Value tab on the Scheduled Query page

## **Scheduled Query**

Find an Existing Value Add a New Value
Private Query N
Query Name UCT_SR_COURSE_PHONE_ALL
Run Control ID TEST

Add

- The Private Query field will default as N
- The Query Name field will default as the query name
- Enter a run control ID with no spaces into the Run Control ID field
- Click on the Add button



Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search and select an existing Run Control ID from the search results lists.** 

• The parameters box appears



	×
	Help
UCT_SR_C	OURSE_PHONE_ALL
Term 1181	Q
Subject MAM	Q
Catalog 1000	N
OK	Cancel
	.:

- Enter the relevant term in the Term field e.g. 1181 •
- Enter the subject area in the Subject field e.g. MAM
- Enter the catalog number in the Catalog field e.g. 1000W •
- Click on the **OK** button •

Schedule Query

The Schedule Query page appears •

Run Control ID TEST		Report Manager	Process Monitor
Query Name UCT_SR_COUR	RSE_PHONE_ALL		
*Description Phone Nos for s	stus on a course		
Update Parameters			
Prompt Name	Value		
STRM	1181		
SUBJECT	МАМ		
CATALOG_NBR	1000W		
OK Cancel A	pply		

- Check that the parameters are correct
- Click on the Apply button •

### **Process Scheduler Request**

User ID		Run Control ID	TEST		
Server Name Recurrence		ate 24/10/2018 me 9:22:42AM	) Res	set to Current [	Date/Time
Time Zone					
Process List					
Select Description	Process Name	Process Type	*Туре	*Format	Distribution
PSQUERY	PSQUERY	Application Engine	Web	▼ TXT	Distribution
OK Cancel					



You may also schedule this query to run at a later date and time by editing the Run Date and Run Time fields.

Click on the OK button •



### Schedule Query

Report Manager	Process Monitor
----------------	-----------------

Process Instance:3693255

Query Name	UCT_SR_COURSE_PHONE_ALL
*Description	Phone Nos for stus on a course

### Update Parameters

Prompt Name	Value	
STRM	1181	
SUBJECT	MAM	
CATALOG_NBR	1000W	

OK Cancel Apply

- A process instance number has been allocated
- Click on the Process Monitor hyperlink

Proce	ss List	Server Lis	t						
View Process Request For									
User ID Q Type V Last V 20 Years V Refresh									
Run Status      V    Instance Form    Instance Form									
Process List Personalize   Find   View All   💷   🤀 First 🕚 1 of 1 🕑 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	3693248		Application Engine	PSQUERY		24/10/2018 9:17:29AM PST	Success	Posted	Details

- Click on the **Refresh** button until the **Run Status** reads **Success** and the **Distribution Status** reads **Posted**
- Click on the **Details** hyperlink

### Process Detail

Process						
Instance 3693248	Type Application	Engine				
Name PSQUERY	Description PSQUERY					
Run Status Success Dis	stribution Status Posted					
Run	Update Process					
Run Control ID TEST	Hold Request					
Location Server	Queue Request					
Server PSNT3	Cancel Request					
Recurrence	Delete Request					
Recurrence	Re-send Content	Restart Reques				
Date/Time	Actions					
Request Created On 24/10/2018 9:18:48AM PS	T Parameters	Transfer				
Run Anytime After 24/10/2018 9:17:29AM PS	T Message Log	View Locks				
Began Process At 24/10/2018 9:18:59AM PS	T Batch Timings					
Ended Process At 24/10/2018 9:19:14AM PS	T View Log/Trace					

• Click on the View Log/Trace hyperlink



### View Log/Trace

Report					
Report ID 2019189	Process Instance 369	93255 Message Log			
Name PSQUERY	Process Type Ap	plication Engine			
Run Status Success					
Phone Nos for stus on a course					
Distribution Details					
Distribution Node DISTNODE	Expiration Date 23/11/2018				
File List					
Name	File Size (bytes)	Datetime Created			
AE_PSQUERY_3693255.stdout	300	24/10/2018 9:24:20.917000AM PS			
UCT_SR_COURSE_PHONE_ALL- 3693255.csv	84,812	24/10/2018 9:24:20.917000AM PS			
Distribute To					
Distribution ID Type	*Distribution ID				
User					

## Click on the QueryName\_ProcessInstanceNumber.csv hyperlink

	Α	В	С	D	E	F	G	Н	I	J	K	L
1	ID	Term	Subject	Catalog	Prefix	First Name	Last	Туре	Country	Phone	Ext	Preferred
2	1305214	1181	MAM	1000W	Mr			CELL				Υ
З	1368700	1181	MAM	1000W	Miss			CELL				Υ
4	1386106	1181	MAM	1000W	Ms			CELL				Υ
5	1391507	1181	MAM	1000W	Mr			CELL				Υ
6	1391507	1181	MAM	1000W	Mr			HOME				N
7	1403119	1181	MAM	1000W	Ms			CELL				Υ
8	1403119	1181	MAM	1000W	Ms			HOME				N
9	1436428	1181	MAM	1000W	Miss			CELL				Υ
10	1443331	1181	MAM	1000W	Mr			CELL				Y



# Section 9: Useful Buttons and Hot Keys

Hot keys are keys that perform an immediate action. To view hot keys, hover over the buttons in PeopleSoft.

Button/Hyperlink	Description
	Dropdown box
Page	
Page Printer	
	Go
🛞 or 🛛 Go	
Q	Look up
Collapse All	Collapse all sections
Expand All	Expand all sections
Go to top	Go to the top of a page
	Collapse section
	Expand section
Search	Search
Advanced Search or Additional Search Criteria	Use advanced search / additional search criteria to narrow your search
New Search	Start a new search
Clear	Clear criteria
Return to Search	Return to the search
View Search Results	Return to search results
Find an Existing Value         Add a New Value	Add a new value or find an existing value
Notify	To notify another user of the information on a particular page via e-mail
View Results	View results
	Download grid data to Excel
Open	Scheduled for the Term
Closed	Not offered for that Term
View a Report that you had previously requested	To view a report that you had previously requested