

WSC0890: ACADEMIC SUMMARY



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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SELECTION METHODS

STUDENT ID (ALL STATUS CODES)

Allows the user to select an individual student or multiple students to review. The output provides the academic summary for the selected student(s). The output will include data for students designated with all student status codes.

ADVISOR ID (ACTIVE STUDENTS ONLY)

Allows the user to select an individual advisor or multiple advisors. The output provides the academic summary for all students assigned to the selected advisor(s). The output will include data for students designated with an active student status code.

SPORTS CODE (ACTIVE STUDENTS ONLY)

Allows the user to select an individual sports code or multiple sports codes. The output provides the academic summary for all students assigned to the selected sports code for the selected semester. The output will include data for students designated with an active student status code.

DEPARTMENT AND/OR PROGRAM (ACTIVE STUDENTS ONLY)

Allows the user to select an individual department and/or program code or department and/or program codes. The output provides the academic summary for all students assigned to the selected department, program, campus code, and/or student level. The output will include data for students designated with an active student status code.

INSTRUCTIONS

1. Log into Crystal using your AU Credentials and accept DUO via your preferred prompts. <https://crystal.augusta.edu/BOE/BI>

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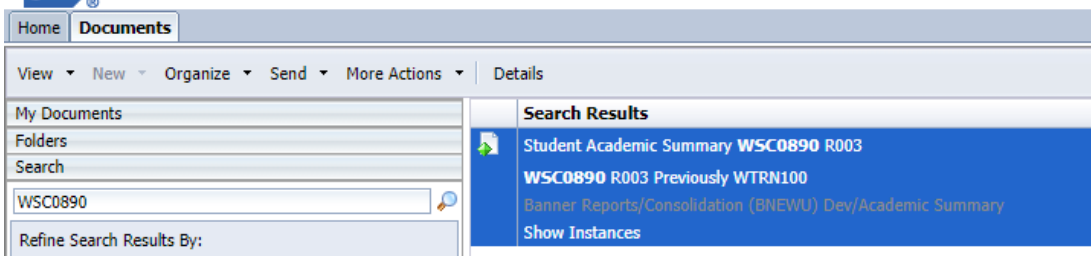
Sign in with your JagID. If you have an issue signing in, please contact the service desk at 706-721-4000.



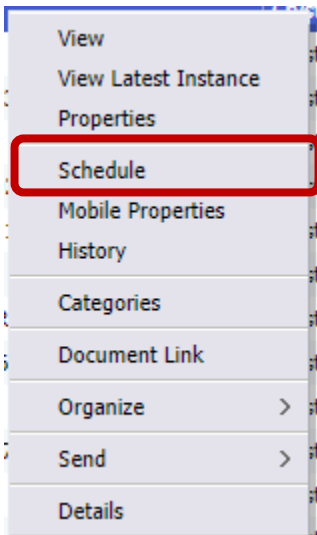
2. Use the top right menu to search the full report number – WSC0890, then click the magnifying glass.



3. Click the report title to highlight the report listing blue.

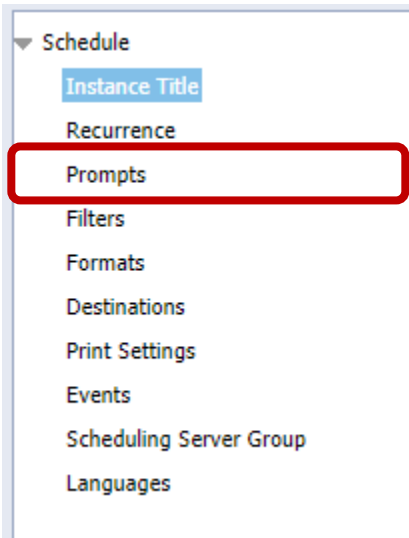


4. Right click the highlighted report listing to open the report options.
5. Click “Schedule” from the option list.

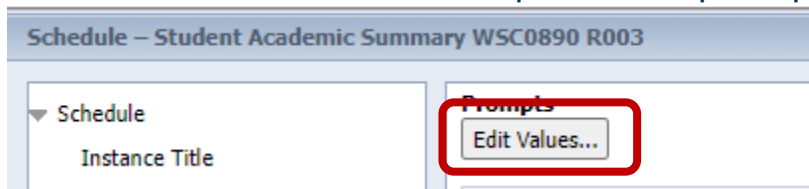


6. Choose “Prompts” from the options in the left menu.

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7. Choose “Edit Values” to update the prompts, as needed.



PROMPT OPTIONS

Selection Method: Student ID (All Status Codes)

Enter the prompts as listed in the chart below. Prompts highlighted in green are required. The prompts in gray, should remain as listed.

Prompt Options	Prompt
* Selection Method	Student ID (All Status Codes)
* Student ID	Enter one or more student IDs
* Advisor ID	*VALUE - *Select one or more advisor IDs
* Sports Code	*VALUE - Select one or more sports codes
* Sports Term Code	*VALUE - Select a sports term code
* Department Code	*VALUE - *Select a department code
* Program Code	*VALUE - Select a program code
* Campus Code	*VALUE - Select one or more campus codes
* Student Level Code	*VALUE - Select a student level code

Selection Method: Advisor ID (Active Students Only)

Enter the prompts as listed in the chart below. Prompts highlighted in green are required. The prompts in gray, should remain as listed.

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Prompt Options	Prompt
* Selection Method	Advisor ID (Active Students Only)
* Student ID	Enter one or more student IDs
* Advisor ID	Select one or more advisor IDs
* Sports Code	*VALUE - Select one or more sports codes
* Sports Term Code	*VALUE - Select a sports term code
* Department Code	*VALUE - *Select a department code
* Program Code	*VALUE - Select a program code
* Campus Code	*VALUE - Select one or more campus codes
* Student Level Code	*VALUE - Select a student level code

Selection Method: Sports Code (Active Students Only)

Enter the prompts as listed in the chart below. Prompts highlighted in green are required. The prompts in gray, should remain as listed.

Prompt Options	Prompt
* Selection Method	Sports Code (Active Students Only)
* Student ID	Enter one or more student IDs
* Advisor ID	*VALUE - *Select one or more advisor IDs
* Sports Code	*VALUE - Select one or more sports codes
* Sports Term Code	*VALUE - Select a sports term code
* Department Code	*VALUE - *Select a department code
* Program Code	*VALUE - Select a program code
* Campus Code	*VALUE - Select one or more campus codes
* Student Level Code	*VALUE - Select a student level code

Selection Method: Department and/or Program (Active Students Only)

Enter the prompts as listed in the chart below. Prompts highlighted in green are required. The prompts in gray, should remain as listed.

Prompt Options	Prompt
* Selection Method	Department and/or Program (Active Students Only)
* Student ID	Enter one or more student IDs
* Advisor ID	*VALUE - *Select one or more advisor IDs
* Sports Code	*VALUE - Select one or more sports codes
* Sports Term Code	*VALUE - Select a sports term code

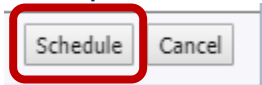
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* Department Code	*VALUE - *Select a department code
* Program Code	*VALUE - Select a program code
* Campus Code	*VALUE - Select one or more campus codes
* Student Level Code	*VALUE - Select a student level code

8. Once updated to the required parameters, click OK in the bottom right corner. The current window will close, and you will return to the “Prompts” menu.



9. Click “Schedule” to run the report. This will open a new window with the report history listing.



10. When the report is complete, the status will update to “Success”.

Instance Time ▾	Title	Status	Created By
Month Day, Year HH:MM	Report Title	Success	Your Username

11. Click the “Instance Time” of the report to open the output.

Instance Time ▾	Title	Status	Created By
Month Day, Year HH:MM	Report Title	Success	Your Username

CONTACT

If you have any additional questions, please contact our office at banneraccess@augusta.edu.