

# SMS Tips & Tricks

## Course & Class Management

To display instructor name on the Advisor/Instructor screen (IS2002):  
Enter "Y" in parameter IS0001 on the College Parameter Table (SM5025).

WAOL last drop date different than your quarter last drop date?  
Enter the different date in the Drop Cutoff Day field on IS1002, which will overwrite the same field on the Touchtone (WEB) Configuration screen (SM4012). The Drop Cutoff Day is the last day to drop a class and post a minus transaction.

Course/Class section statuses:  
The codes and descriptions for Section Status 1, 2, 3, and 4 on the course and class records can be found in the answer to question #5 on this site: <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/sms/faqgen.pdf>

What do the highlighted numbers mean at the top of some of the class screens?  
These numbers represent the number of students on the waiting list for that class.

## Admissions - Biographic

Student Unusual Action screen:  
Don't enter anything but a bad debt amount in the Bad Debt Amt field on the Student Unusual Action screen (SM5003). This can cause problems for financial aid students.

Add a new student:  
Always ALWAYS enter SSN first, and THEN press ADD when adding a new student to the system. This will ensure that if a record already exists for the student with that SSN, the same SID will be assigned to the student.

Reserve SIDs:  
You can reserve SIDs for a specific population of students using the Reserve SID process. You can find out how to do this on our web site: <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/sms/reservingSIDs.pdf>

Column Headings on Test Scores screen:  
You can change the headings for the columns on the Test Scores screen (SD1002) by using parameters SD1001 and SD1002 on the College Parameter Table (SM5025). You can change the test column titles that display in Degree Audit using the Degree Audit Display Options configuration page.

Unusual action code log:  
The Student Unusual Action Log Extract (SM5003SR) UDALink procedure and the Backup and Reset SM5003S job (SM5293J) must have exclusive access to the data table – no one can be accessing the Student Unusual Action screen (SM5003) when you run either one. You must run the UDALink procedure before running the job. More information at: <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/sms/student-unusual-action-log.pdf>

I/O error:  
When you get the message "I/O error on SD1002S" – means the file being populated when you add records through the Test Scores screen (SD1002) is full. When you get this error, run job SD5206J to reset the file.

## Registration

Data that highlights on the Registration screen (SM700A):

- Variable Credit field on class is “Y”
- Class is full
- A building, room, days or start time change has occurred on the class and the entry in the SCHD CHG field on the Course Schedule screen (IS1001) matches the entry in parameter SM1001 on the College Parameter Table (SM5025).

Require student email address:

You can require that a student must have an e-mail address in SMS to register for a class with an entry in the WAOL-ID field or with a “3” in the first position of an entry in the DIST-ED field. Enter a “Y” in parameter SM1133 on the College Parameter Table (SM5025). You can also “advise” the student and not block registration by entering an “A” in the parameter. This parameter affects Web Registration and the Registration screen (SM700A).

Overriding blocks on SM700A:

You cannot override more than 4 blocks in one transaction for a student on the Registration screen (SM700A). After 4 overrides, the 5<sup>th</sup> override will cause the screen to lock up. If one of the 5 blocks is related to a student unusual action code, it is suggested you remove the unusual action code, perform the overrides, and then replace the unusual action code.

Web Class Roster:

To display student e-mail addresses on the Web Class Roster, enter “Y” in parameter SM1127 on the College Parameter Table (SM5025). When this parameter is activated, the e-mail address (if one is in SMS) appears in the third column of the roster and replaces the roster data element that normally appears in that column if one was already there.

List of override indicators found on the enrollment transaction screens (SM4010 and SM4011) and what they represent can be found in the answer to question #1 on this site: <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/sms/faqgen.pdf>

What’s the difference between Drop Cutoff Day and Last Drop Date on the Touchtone (Web) Configuration screen (SM4012) and the class record (IS1002)?

Drop Cutoff Day – final date of the session students are allowed to drop classes using web registration without posting a “W” grade to the student’s enrollment record.

Last Drop Date – final date of the session students are allowed to drop classes using web registration.

## Grades & Transcripts

Optional Grading Symbol:

Use parameter SM1006 on the College Parameter Table (SM5025) to identify the grade assigned to a student’s enrollment record when operators “&” and “^” are used on the Registration screen (SM700A).

Post grades directly to enrollment:

To post grades directly to enrollment records when using web grading, enter “Y” in parameter SM1113 on the College Parameter Table (SM5025). If activated, instructors can modify the grades posted to the enrollment record until you run the Post Student Grades to Enrollment job (SM6220J).

Researching grades posted to enrollment:

A DataExpress procedure (SM6100R) is available that produces a list of grade transactions which were made through Web grading, SM6004, SM6005 or job SM6220J. The report is sorted by SID, Name, YRQ, and Item Number. The ability to download this file is also available by selecting the appropriate output file format option. Perfect for researching web grading issues! Additional information available on our web site:

<https://www.sbctc.edu/resources/documents/colleges-staff/it-support/db-reporting/Proc-SM6100R.pdf>

Researching grades posted or changed on the transcript:

You can view the transcript change log on these screens:

# SMS Tips & Tricks

- SM6036 – Display Transcript Log
- SM6037 – Display Transcript Degree Log
- SM6038 – Display Transcript Course Requirements Log

Information about the Transcript Logging process can be found at:

<https://www.sbctc.edu/resources/documents/colleges-staff/it-support/sms/TranscriptLogging.pdf>

Why does a degree title not print on the transcript?

There are two parameters on the College Parameter Table (SM5025) that define the exit codes assigned to degrees that will display the degree title on the transcript. To print the degree title on the transcript, you must make sure the exit code for the degree is included in the two parameters – SM1089 and SM1090.

To block online transcripts:

You can block a student from accessing their unofficial transcript online by entering the unusual action codes that block access in parameter SM1015 on the College Parameter Table (SM5025). This same parameter affects the Student Transcript screen (SM6015).

Class rosters show as “undefined” in the Instructor Briefcase:

If the column headings show as undefined when you bring up a class roster, it means a student in the class has an invalid symbol in their name or email address in SMS. Such as an apostrophe in their last name. You will have to remove it for the class rosters to show correctly.

## Student Progress

Print a report of all a student’s transferred-in courses:

You can print a report of all the courses a student has transferred that have been accepted by your college by pressing F3 PRINT on the Transfer-In Transcript Courses screen (SD3005) after displaying the student record. The report includes all courses accepted by your college using the Transcript Evaluation screen (SD3004) or that were entered on SD3005.

Auto entry of transfer credits on SM2001:

You can automatically update the credits in the TRNSFR COL CR field on the Admissions screen (SM2001) when evaluated credits are accepted on the Transfer Evaluation screen (SD3004) or that were entered on the Transfer-In Transcript Courses screen (SD3005). Enter a “Y” in parameter SM1018 on the College Parameter Table (SM5025). If an entry exists in the TRNSFR COL CR field on SM2001 for a student, the credits are included when assigning registration appointments by total credits earned.

Auto entry of previous college transcripts on SM2001 and SM4002:

When transferred-in courses are accepted for a student, you can have a code automatically entered in the PREV-COL-TRAN1 and PREV-COL-TRAN2 fields on the Admissions screen (SM2001) and the Registration/Admissions screen (SM4002). To set up this process, follow the directions for parameter SM1014 on the College Parameter Table (SM5025) at: <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/sms/sm5025.pdf>

I/O Error:

When you get the message “I/O error on SD3004S” – means the file being populated when you add records through the Transcript Evaluation screen (SD3004) is full. When you get this error, run job SD3101J to clear the file. The job produces a report of all the transactions that occurred on SD3004 since the last time SD3101J was run.

I/O Error:

When you get the message “I/O error on SD3005S” – means the file being populated when you add records on the Transfer-In Transcript Courses screen (SD3005) is full. When you get this error, run job group SG110R to clear the file. The job produces a report of all the transactions that occurred on SD3005 since the last time SG110R was run.

## UDALink (DataExpress)

Screen data elements that don't match their database name:

<u>Name on Screen</u>	<u>Name in Database</u>
DIST-ED	SBCTC-MISC-1
RQST-SET-ID	TUIT-RATE
DSS	HLTH-LIM
DIS	HDCP-STAT

Saving files in UDALink to use with UNIX jobs:

For jobs that use a UDALink file, how you save the file in UDALink determines what you need to enter in the filename parameter of the UNIX job you plan to run. First, you should be selecting the Output Option of #15 – ASCII fixed format when you run the procedure. Next, you can either save the file by identifying which catalog you want to save it to or just name the file and press return, saving it most likely to the GEN catalog. If you identify the catalog, you must include the catalog name when you enter the filename in the job scheduling parameter. For example, let's say you want to assign an unusual action to a group of students you've extracted using UDALink and saved to the RUN catalog. When you schedule SM5230J, you would enter `../RUN/filename` in the SM5230J parameter SM5230-FILENAME, where *filename* is the name of your file. If you don't identify a catalog, it will be saved in the catalog that the procedure is saved in, most likely GEN. In that case you would just type the filename and not the catalog in the job scheduling parameter.

Removing Report Designer :

DataExpress Report Designer (created in procedures prior to Lift & Shift) is not compatible with the new UDALink. If you want to modify a procedure created prior to Lift & Shift that has Report Designer included, you must remove Report Designer from the procedure before you can modify it. To do this, enter the procedure name and comma 2, when you are prompted for the procedure name in the UDALink Maintain function. So, to remove the Report Designer for a procedure called "RunStartReport", you would enter **RunStartReport,2** when you are prompted for the procedure name. After that, you can modify the procedure.

Running procedures that access multiple databases:

When running a procedure that requires you to enter more than one database password, be sure to read the prompts carefully. Many times, the order of the password prompts may not be in the order you expect. For example, you may be trying to enter the SM password when the prompt is asking for the TBL3 password.

## Job Scheduling

WAOL Grades reminder:

When running the process to load WAOL grades to SMS at the end of the quarter, be sure to run SM6244J - **not SM6224J**. SM6224J is the job to purge grade rosters.

Inflated FTEs?

Do not run job group Count Tenth Day Enrollment (SG036R) at the same process level as MIS ½ Reporting (MG001R). If you run them at the same process level for the same YRQ, it could inflate your FTEs.

UU0807J Campus CE Data Upload:

When uploading the Campus CE file to UNIX, you must use the filename, *UU0807S.Data.Pnnn*, where *nnn* is your college code. The "S" in the filename was inadvertently left out of the instructions in a previous email. ☺

Job Documentation:

Always have the job documentation in front of you (or brought up from our web site) when scheduling a job because the parameters may be different. Job documentation is found at: <https://jobdoc.sbctc.edu/>

YRQ Parameter:

The YRQ is case-sensitive when you enter it as a job scheduling parameter. Remember to always have the YRQ in upper case!

## General/Miscellaneous

### I/O error messages:

Previously on the HP3000, you would occasionally get an I/O error on a dataset that was full. With UNIX, the databases do not have maximum capacity so you will never get that error related to a dataset or table in the database. You should only get an I/O error message on a file associated with a screen when the file is full (such as a log file).

What letters can appear at the top of some SMS screens and what do they mean?

<b>A</b>	Student record is archived (student screens)
<b>A</b>	Class has alternate room/instructor record (class screens)
<b>C</b>	Student has a comment record
<b>D</b>	Student has a posted degree
<b>F</b>	Student has accepted a financial aid award
<b>H</b>	Student has a record in history
<b>R</b>	Student has an unusual action that blocks registration
<b>T</b>	Student has a test score record
<b>U</b>	Student has an unusual action that does not block registration
<b>X</b>	Student is missing outcomes data elements
<b>Z</b>	Connection between UNIX and FAM is down

### Next Screen ID field:

The next screen function allows you to press F6 and enter the process ID of the next screen that you want to access without going back to the menu. You can set up certain screens to already have the process ID displayed in the Next Screen field when you press F6 by entering the process ID in the appropriate parameter on the College Parameter Table (SM5025). For example, to display SM4002 in the next screen field when you press F6 on the Registration screen (SM700A), you enter SM4002 in the Character Parameter Value field for parameter SM7001 on the College Parameter Screen. Listed below are the screens that use this functionality and the parameters you use to enable each one. Set up for each screen is a global configuration.

<b>Screen</b>	<b>Parameter #</b>
SD3004 – Transfer Course Evaluation	SD3004
SD3005 – Transfer-In Transcript Courses	SD3005
SM2001 - Admissions	SM2001
SM3001 – Program Enrollment	SM3001
SM3002 – Program Section Waiting List	SM3002
SM3011 – Student Program Enrollment Transactions	SM3011
SM3012 – Program Enrollment Transactions	SM3012
SM4002 – Registration/Admissions	SM4002
SM4010 – Student Enrollment Transactions	SM4010
SM4011 – Course Enrollment Transactions	SM4011
SM5015 - Student Search	SM1087
SM5026 – Student Outcomes	SM5026
SM6052 – Student Course Requirements	SM6052
SM7001/A – Registration	SM7001