

Instructors and Advisors: Setting User Defaults

Concept

User Defaults are a convenient and time-saving feature that allows SIS users to select values to default in commonly used search and data entry fields like Academic Institution, Academic Career, and Term. User Defaults can be easily edited when needed; for instance, when a term ends and a new term begins, the default Term value can be changed so that the new term appears by default. Users can also choose not to use a default value when it appears in a data entry or search field. For example, if GRAD (Graduate) appears in an Academic Career field by user default, but the user wants to use the UGRD (Undergraduate) career instead, the user can simply delete GRAD out of the field and type in UGRD.

Procedure

Use the following steps to set default values for commonly used fields and criteria, such as Term and Academic Career.

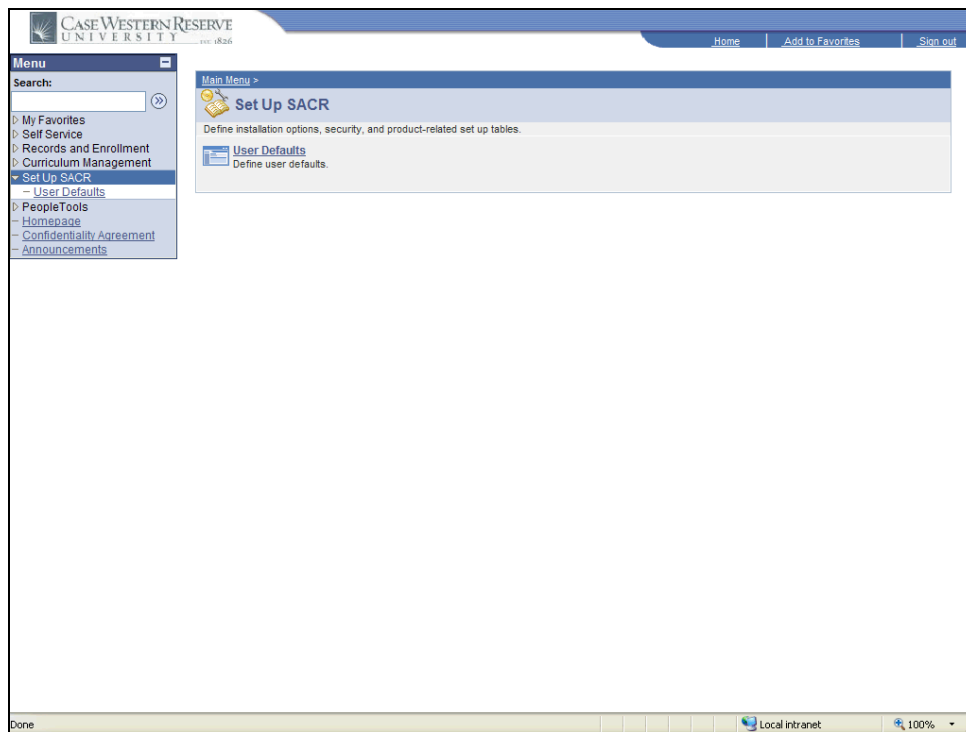


Step	Action
1.	When SIS opens, click the Expand Menu button to the left of the Faculty Center. 

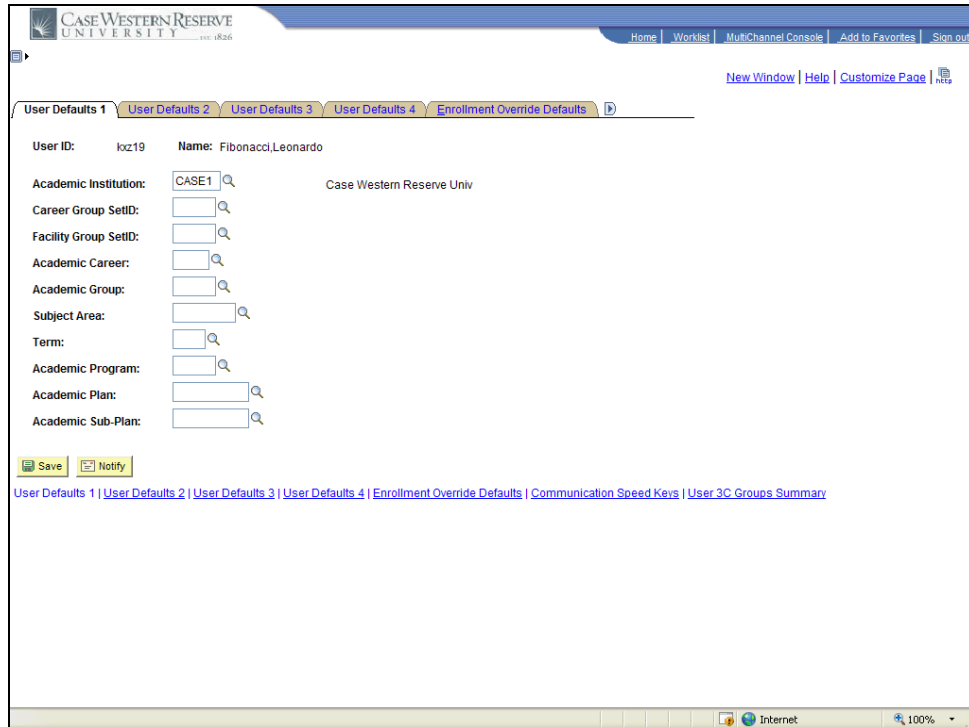
Training Manual







Instructors and Advisors: Setting User Defaults

Step	Action
2.	The main menu appears. Click the Set Up SACR link.



Step	Action
3.	Click the User Defaults link.

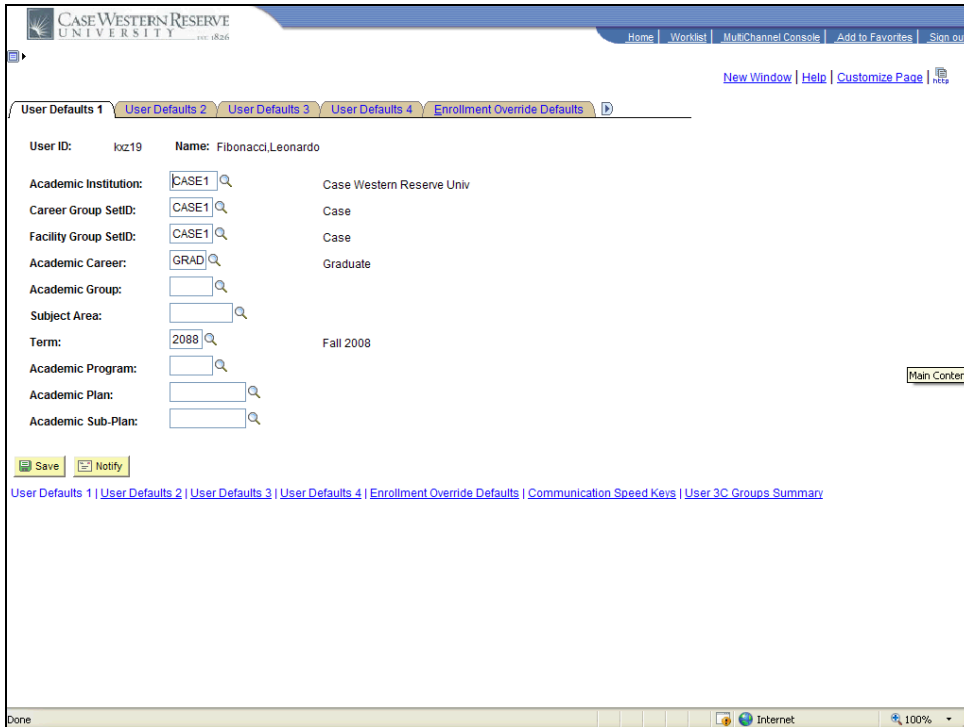


Step	Action
4.	The User Defaults 1 tab appears. The Academic Institution is already set to CASE1 because it is the only value applicable to that field. Click the Look up Career Group SetID button. 
5.	Select the CASE1 item. 
6.	Click the Look up Facility Group SetID button. 
7.	Select the CASE1 item. 
8.	Click the Look up Academic Career button. 
9.	Select the Academic Career that you use the most.
10.	Click the Look up Term button. 

Training Manual

Instructors and Advisors: Setting User Defaults

Step	Action
11.	<p>Select the term that you view most often.</p> <p>For example, if it is currently the Spring 2008 term, but the Faculty Center opens to the Fall 2008 term because students are enrolling in your upcoming classes, select Spring 2008 to make the Faculty Center open to that term automatically.</p> <p>Spring 2008</p>

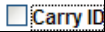



The screenshot shows a web browser window displaying the 'User Defaults' configuration page for Case Western Reserve University. The page has a blue header with the university logo and navigation links like 'Home', 'Worklist', and 'MultiChannel Console'. Below the header, there are several tabs: 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. The 'User Defaults 4' tab is currently selected. The main content area shows the following information for user 'Fibonacci, Leonardo' (User ID: loz19):


- Academic Institution: CASE1 (Case Western Reserve Univ)
- Career Group SetID: CASE1 (Case)
- Facility Group SetID: CASE1 (Case)
- Academic Career: GRAD (Graduate)
- Academic Group: [Empty field]
- Subject Area: [Empty field]
- Term: 2008 (Fall 2008)
- Academic Program: [Empty field]
- Academic Plan: [Empty field]
- Academic Sub-Plan: [Empty field]

At the bottom of the form, there are 'Save' and 'Notify' buttons. A 'Main Content' button is also visible on the right side. The browser's status bar at the bottom shows 'Done' and 'Internet' with a 100% zoom level.

Step	Action
12.	<p>Click the User Defaults 4 tab.</p> <p>User Defaults 4</p>

Step	Action
13.	Click the Carry ID option. 

 Select the Carry ID option to have the system carry the ID of the last entered (or selected) individual from search box to search box and from page to page. If the Carry ID option is selected, the ID number will not have to be re-entered repeatedly when you modify or review data for an individual or organization.

Step	Action
14.	Click the Save button. 
15.	This completes the process of selecting and setting User Defaults of use to Instructors and Advisors. End of Procedure.