



WS No. IA

Banner Training Workshop

Manually Entering Scores into Banner

Wednesday, January 8, 2009
Testing Lab, 3rd Floor, Holland Hall

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Division of Technology and Administrative Services
Tennessee State University

Descriptive Information

Course Title: Manually Entering Compass Test Scores into Banner

General Description and Purpose:

This workshop explains/demonstrates how to manually enter one or more test scores into a Banner record. It is specifically designed for Compass Test Scores only.

The purpose is to allow data entry of Compass Test Scores immediately upon completion of the test so that academic advisement can occur on the same day.

Prerequisite: Access to Internet Native Banner (INB) – Database for entering student information

Duration of Course: 1 Hour

Target Audience: Designated staff from the Testing Center and Academic Enrichment and Advisement

What is Banner?

Banner Student brings together administrative and academic functions to make it easier to manage data while giving students and faculty secure online access to the information they need. This is a product of SunGard Higher Education.

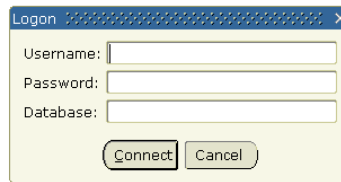
Logging into Internet Native Banner (INB)

Access TSU homepage Go to: <http://orbiter.tnstate.edu:9099>

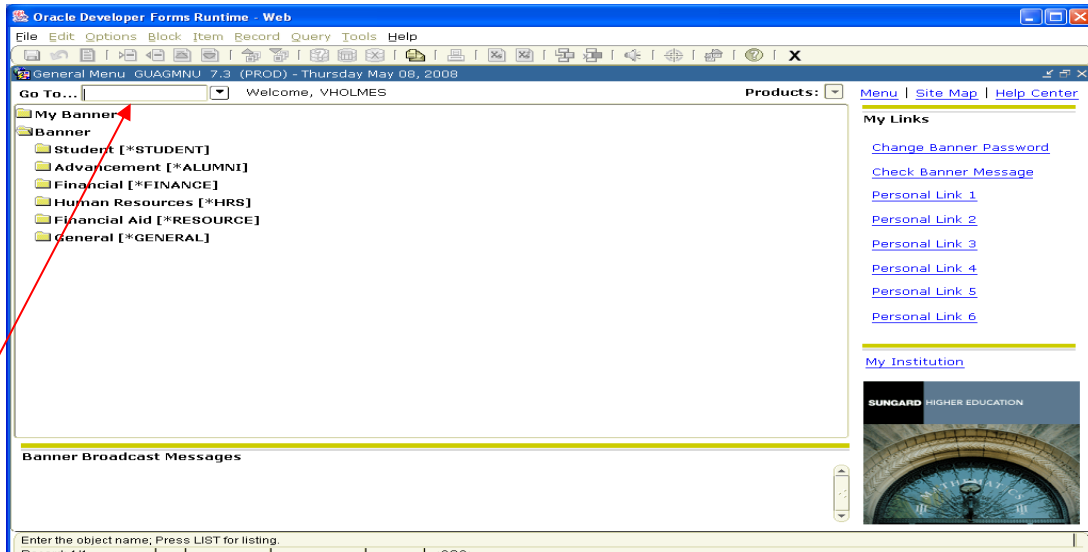
This is the Login menu: Click on Production Database [PROD]



This is the logon dialog box. Enter the username and password. Click on Connect.



You have successfully entered BANNER LAND

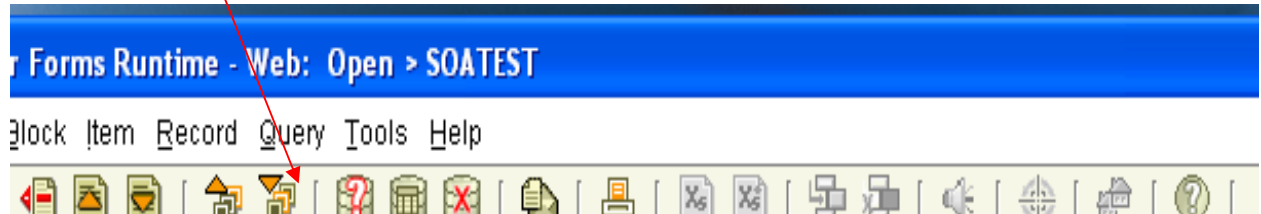


Access Forms by entering your selection in the "GO TO" box and hit enter key

The Main Menu provides an overview of the menus, forms and jobs on Banner. Use the Main Menu to navigate through Banner.

To enter test score information

1. Access the Test Score Information Form (SOATEST).
2. Enter the student's ID.
3. Hit next block



4. Go to the Test Score Information block.

Test Code	Description	Test Score	Test Date	Admission Request	Source	Equivalency Indicator	Revised or Recentered
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Enter the Test Code Column 1 Above (See list of codes on next page.)
6. Enter the Test Score Column 2 Above
7. Enter the Test Date Column 3 Above (Date test was taken)
8. Save by clicking on disk.
9. After the proper advisement and removal of any DSP holds, the student can now register for courses.

Go to SZADEF to review required DSP placement courses. Hit next block to display courses.

The screenshot shows the SZADEF web application. At the top, there's a navigation bar with the title 'Academic Deficiency Summary SZADEF 7.3 [MC:6.4.2] (TGTF)'. Below this, there are search and filter options, including a dropdown for 'T00152822' and a text input for 'Word, Tamika M.'. On the right, there are buttons for 'Update Deficiency Requirement Status', 'Create A89', 'Delete A89', 'Create DSP', and 'Delete DSP'. The main content area is divided into two sections: 'High School Course Deficiency' and 'Best Score Deficiency'. Both sections have a table with columns for 'Academic Deficiency Code', 'Description', 'Record Creation Source', 'Status', 'Status Date', 'Term', 'CRN', 'Course Subject', 'Course Number', 'Transfer Course', and 'Comments'. The 'High School Course Deficiency' table has one row with a status of 'R - Required'. The 'Best Score Deficiency' table has five rows with descriptions like 'Basic Mathematics', 'Elementary Algebra', 'Intermediate Algebra', 'Reading II', and 'Study Skills', all with a status of 'R - Required' and a status date of '15-DEC-2008'.

Compass Test Codes - Screen: STVTESC

CM01	Compass Math Pre-Algebra	2	<input checked="" type="checkbox"/>	1
	<input checked="" type="checkbox"/> System Required MIS: DSP			
CM02	Compass Math Algebra	2	<input checked="" type="checkbox"/>	1
	<input checked="" type="checkbox"/> System Required MIS: DSP			
CM1B	Best Compass Math Pre-Algebra	2	<input checked="" type="checkbox"/>	1
	<input checked="" type="checkbox"/> System Required MIS: DSP			
CM2B	Best Compass Math Algebra	2	<input checked="" type="checkbox"/>	1
	<input checked="" type="checkbox"/> System Required MIS: DSP			
CR01	Compass Reading Area	2	<input checked="" type="checkbox"/>	1
	<input checked="" type="checkbox"/> System Required MIS: DSP			
CR1B	Best Compass Reading Area	2	<input checked="" type="checkbox"/>	1
	<input checked="" type="checkbox"/> System Required MIS: DSP			
CW01	Compass Writing Area	2	<input checked="" type="checkbox"/>	1
	<input checked="" type="checkbox"/> System Required MIS: DSP			
CW1B	Best Compass Writing Area	2	<input checked="" type="checkbox"/>	1

Compass Course Placement Score Ranges

TEST AREA	SCORE RANGE	STUDENT PLACEMENT
READING	1 - 48	DSPR 0700
	49 - 79	DSPR 0800
	80 - 99	College Level
WRITING	1 - 37	DSPW 0700
	38 - 74	DSPW 0800
	75 - 99	College Level - English 1010
MATH	Pre-Algebra: 0 - 29	DSPM 0700
	30 - 100	DSPM 0800
	Algebra General: 0 - 19	Pre-algebra placement/DSPM 0700
	20 - 27	DSPM 0800
	28 - 49	DSPM 0850
	50 - 100	College Math