

Student Group Load:

OBJECTIVE: Explain steps taken to use the Student Group Load to assign Student Groups to students using a query or file

CONTENTS:

[LESSON 1 RUNNING THE QUERIES OR CREATING YOUR FILE.. PG. 2](#)

[LESSON 2: RUNNING THE STUDENT GROUP LOAD..... PG.5](#)

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the

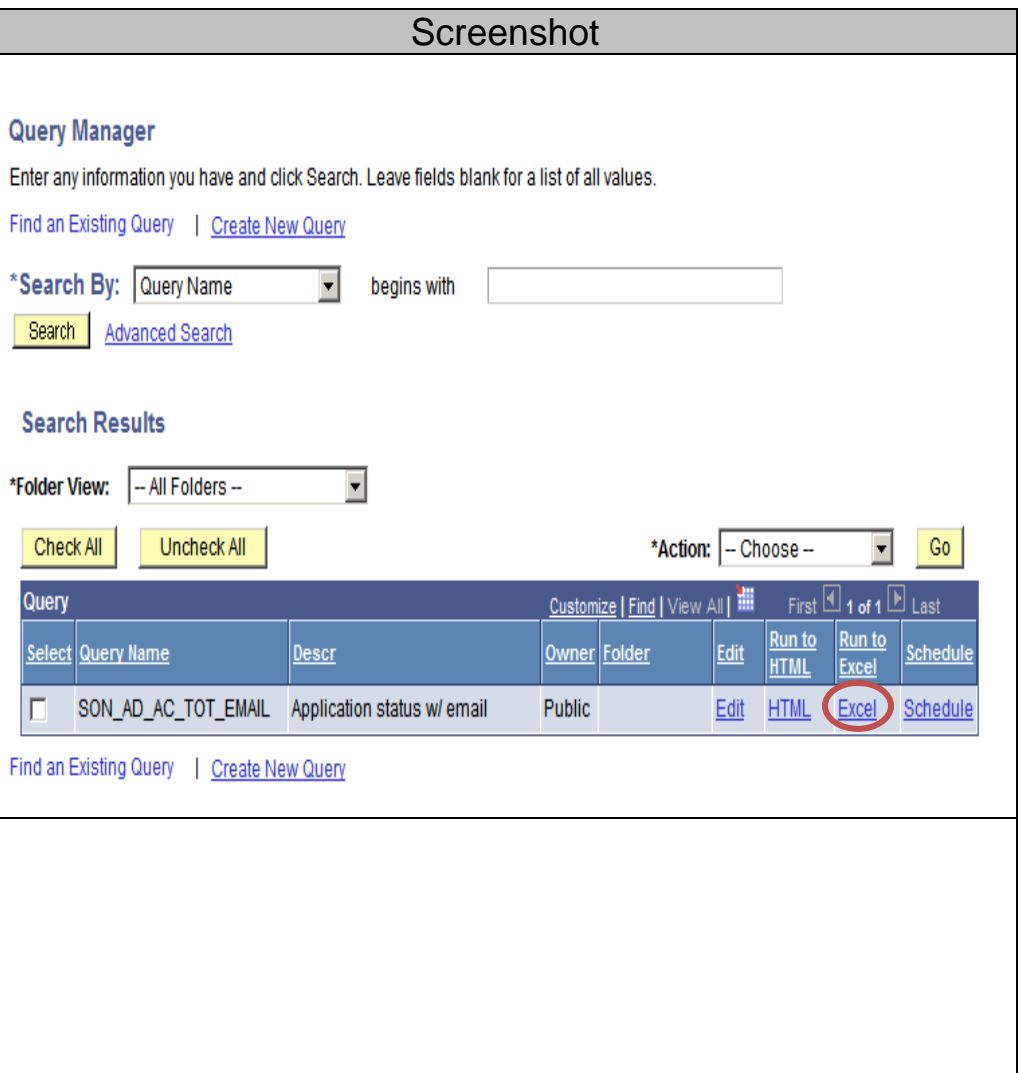
STUDENT RECORDS FUNCTIONAL LEAD
under Student Administration.

Lesson 1: Running the queries or creating your file

Navigation: Home > Reporting Tools > Query > Query Manager

Introduction: Before you can use the Student Group Load, you will need a file of emplids that you need to activate or inactivate a student group for. You can either use a query from PeopleSoft, or create your own file manually.

Using the Query Tool:

Step	Action	Screenshot
1	<p>Navigate to Query Manager and find the query you would like to use</p> <p>Click Excel</p>	 <p>The screenshot shows the 'Query Manager' interface. At the top, there are links for 'Find an Existing Query' and 'Create New Query'. Below that is a search section with a dropdown menu set to 'Query Name' and a text input field. A 'Search' button and a link to 'Advanced Search' are present. The 'Search Results' section shows a dropdown for 'Folder View' set to '-- All Folders --'. There are 'Check All' and 'Uncheck All' buttons, and an '*Action:' dropdown set to '-- Choose --' with a 'Go' button. A table of search results is displayed with columns: Query, Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, and Schedule. The first row is selected, and the 'Run to Excel' link is circled in red. At the bottom, there are links for 'Find an Existing Query' and 'Create New Query'.</p>
2	<p>An excel spreadsheet should open. Delete the first two rows and then all columns of data except the emplids</p>	

3	Once all deletions are complete, save the file as a CSV (Comma delimited) (*.csv) to your desktop	Hint: Name the file according to student group you will be using, such as "PCCR_NOVEMBER.csv"
4	You will get a warning about saving it as a CSV file. Click Yes	

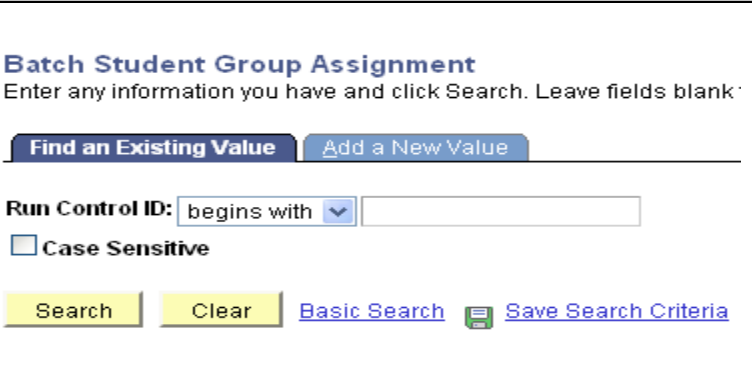
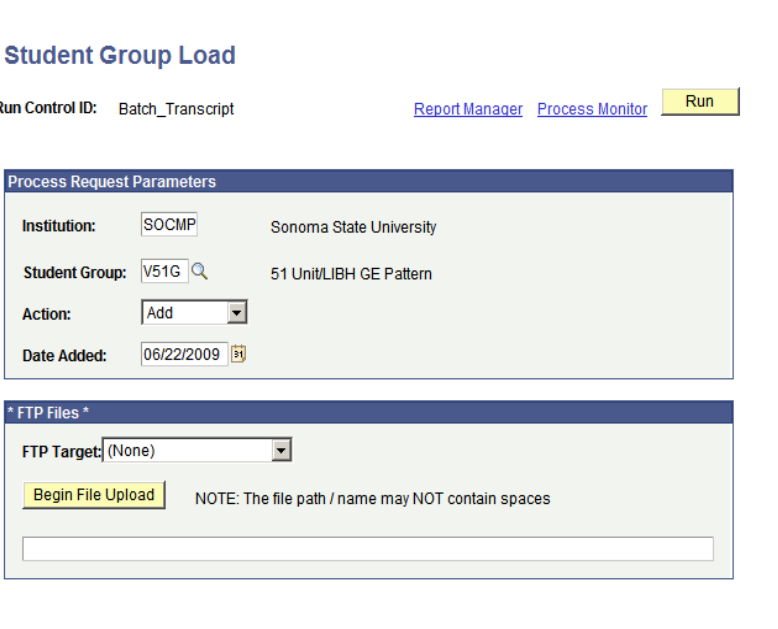
Creating Your Own File:

Step	Action	Screenshot
1	In Excel, enter the emplids that you would like to add to a student group in column 1	
2	*Do not enter other information in any other columns or rows	
3	Save as a CSV (comma delimited) (*.csv) to your desktop. Hint: Name the file according to student group you will be using, such as "PCCR_NOVEMBER.csv"	
4	You will get a warning about saving it as a CSV file. Click Yes	

Lesson 2: Running the Student Group Load


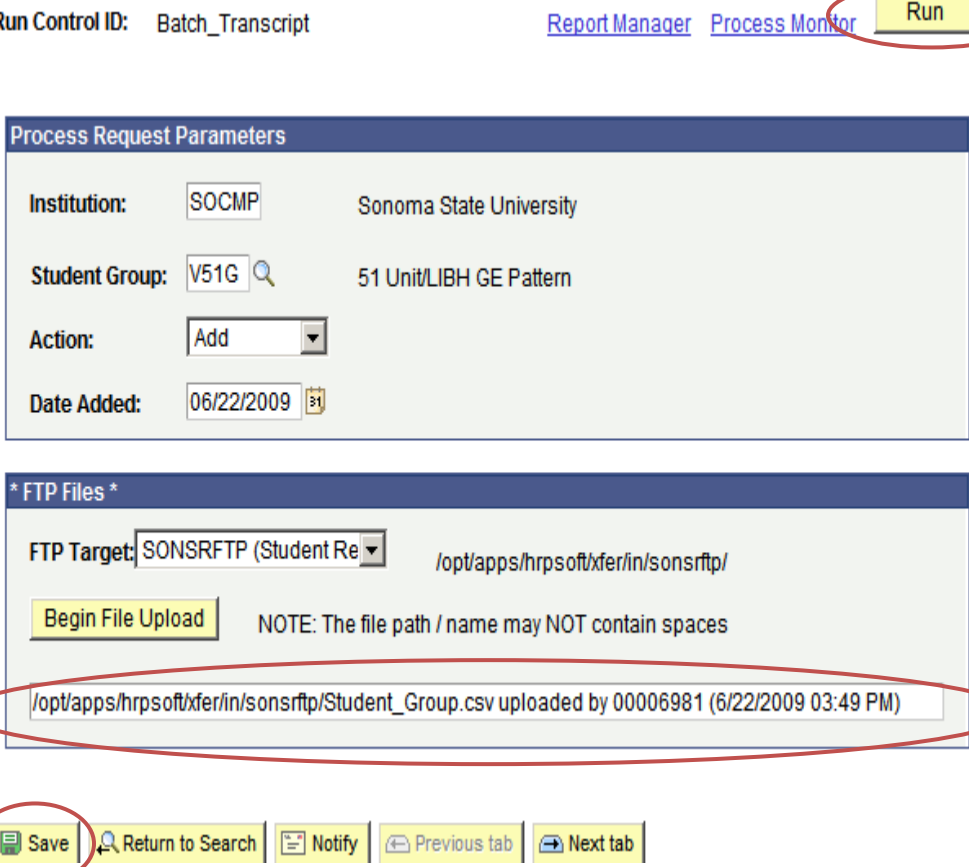
Navigation: Home > SON Customization > SON Campus Solution > Student Records > Process > Student Group Load

Introduction: Before you can use the Student Group Load, you will need a file of emplids that you need to activate or inactivate a student group for. You can either use a query from PeopleSoft, or create your own file manually.





Step	Action		Screenshot
1	If	Then	
	A run control exists and you know the ID...	Enter it in the Run Control ID box and click Search .	
	A new run control needs to be created...	Click on Add a New Value , enter a name for the run control, and click Add .	
2	Select the following Institution: SOCMP Student Group: Use the magnifying glass to find the Student Group you want to use.		

<p>3</p>	<p>Click look-up</p>	<p>Look Up Student Group</p> <p>Search by: <input type="text" value="Student Group"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <p>Searching this table may take a long time. Enter values above before requesting Lookup.</p>
<p>4</p>	<p>Action: Add</p> <p>Date Added: Leave as the defaulted date of today.</p> <p>FTP Target: SONSRTFP (Student Records)</p> <p>Click the Begin File</p>	<p>Run Control ID: Batch_Transcript Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Process Request Parameters</p> <p>Institution: <input type="text" value="SOCMP"/> Sonoma State University</p> <p>Student Group: <input type="text" value="V51G"/> 51 Unit/LIBH GE Pattern</p> <p>Action: <input type="text" value="Add"/></p> <p>Date Added: <input type="text" value="06/22/2009"/></p> <p>* FTP Files *</p> <p>FTP Target: <input type="text" value="SONSRFTP (Student Re"/> /opt/apps/hrpsoft/xfer/in/sonsrftp/</p> <p><input type="button" value="Begin File Upload"/> NOTE: The file path / name may NOT contain spaces</p> <p><input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/></p>

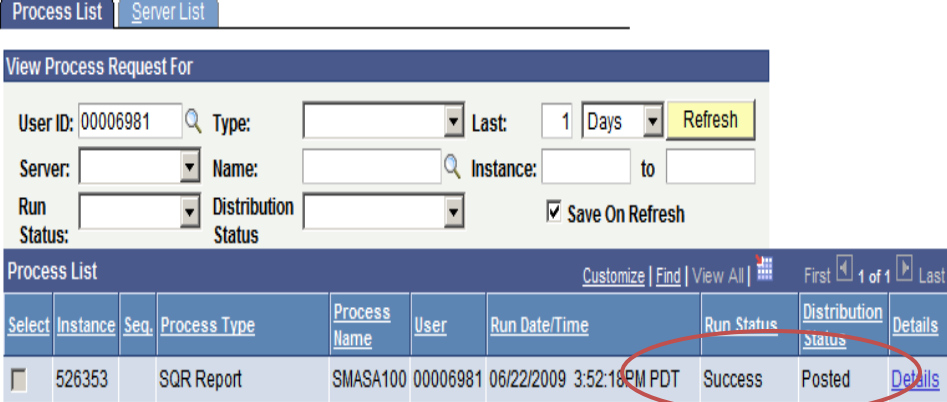
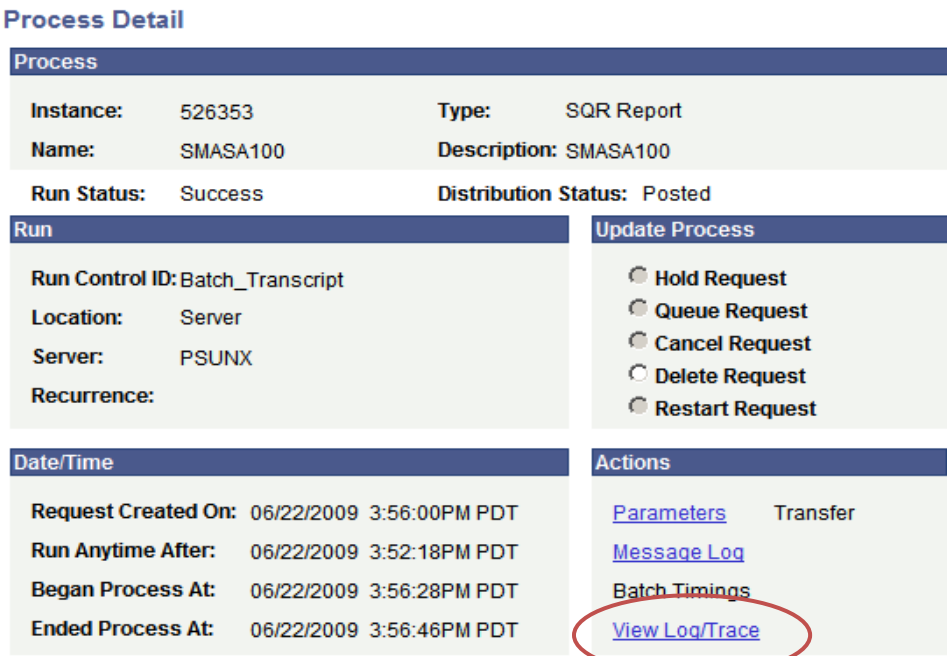
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<p>5</p> <p>Click on the Browse... Select the same file that you saved to your desktop in Step 1</p> <p>Once you've selected the file click on Upload</p>		 <p>The screenshot shows a file upload dialog box with a text input field, a 'Browse...' button, and 'Upload' and 'Cancel' buttons. Red circles highlight the 'Browse...' button and the 'Upload' button.</p>
<p>6</p> <p>Your file should be reflected here.</p>		 <p>The screenshot shows the 'Run Control' interface for 'Batch_Transcript'. It includes a 'Run' button, 'Process Request Parameters' (Institution: SOCOMP, Student Group: V51G, Action: Add, Date Added: 06/22/2009), and '* FTP Files *' section (FTP Target: SONSFRFTP, Begin File Upload button, and a file upload log entry: /opt/apps/hrpsoft/xfer/in/sonsrftp/Student_Group.csv uploaded by 00006981 (6/22/2009 03:49 PM)). A 'Save' button is also visible at the bottom. Red circles highlight the 'Run' button, the file upload log entry, and the 'Save' button.</p>
<p>7</p> <p>Make sure to click SAVE at the bottom of the page</p>		
<p>8</p> <p>Click on Run</p>		

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<p>9</p> <p>Select the following parameters on the Process Scheduler Request</p> <p>Click OK</p>	<p>Process Scheduler Request</p> <p>User ID: 00006981 Run Control ID: Batch_Transcript</p> <hr/> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="06/22/2009"/> </p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="3:52:18PM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/> </p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>SMASA100</td> <td>SMASA100</td> <td>SQR Report</td> <td>Web <input type="text"/></td> <td>PDF <input type="text"/></td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	SMASA100	SMASA100	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution
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<p>10</p> <p>Click on Process Monitor</p>	<p>Run Control ID: Batch_Transcript Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Process Request Parameters</p> <p>Institution: <input type="text" value="SOCMP"/> Sonoma State University</p> <p>Student Group: <input type="text" value="V51G"/>  51 Unit/LIBH GE Pattern</p> <p>Action: <input type="text" value="Add"/> <input type="text"/></p> <p>Date Added: <input type="text" value="06/22/2009"/> </p> <p>* FTP Files *</p> <p>FTP Target: <input type="text" value="SONSRFTP (Student Re"/> <input type="text" value="/opt/apps/hrpsoft/xfer/in/sonsrftp/"/></p> <p><input type="button" value="Begin File Upload"/> NOTE: The file path / name may NOT contain spaces</p> <p><input type="text" value="/opt/apps/hrpsoft/xfer/in/sonsrftp/Student_Group.csv uploaded by 00006981 (6/22/2009 03:49 PM)"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/></p>														

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<p>11</p> <p>Check the run status and click Refresh until you see Success and Posted</p> <p>Once this occurs click on the Details link</p>	
<p>12</p> <p>Click the View Log/Trace File to review what has occurred during the process.</p>	

13	Click on the report	<p>View Log/Trace</p> <p>Report</p> <p>Report ID: 174394 Process Instance: 526353 Message Log</p> <p>Name: SMASA100 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>SMASA100</p> <p>Distribution Details</p> <p>Distribution Node: HSONTRN Expiration Date: 06/24/2009</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_SMASA100_526353.log</td> <td>1,615</td> <td>06/22/2009 3:56:46.000000PM PDT</td> </tr> <tr> <td>smasa100_526353.out</td> <td>9,865</td> <td>06/22/2009 3:56:46.000000PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>00006981</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_SMASA100_526353.log	1,615	06/22/2009 3:56:46.000000PM PDT	smasa100_526353.out	9,865	06/22/2009 3:56:46.000000PM PDT	Distribution ID Type	*Distribution ID	User	00006981
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User	00006981														

<p>14</p> <p>Your report should look something like this</p> <p>Every line you see that says: \$id_PSemplid: 002778755</p> <p>Means that a student group was successfully loaded for that emplid.</p> <p>Every line you see that says: 30:PSEmplid provided but not found 30 Student not found in database</p> <p>This means that PeopleSoft could not find that ID in the system.</p>	<pre> SMASA100.sqr Create/Update Student Group Records SMASA100.sqr Last Updated Create/Update Student Group Records ===== BEGIN AT: 09:50:16 Input Parameters : Institution = SOCMP Student Group = AEOP Action Type = A Date Added = 10-MAR-2008 Filename : /opt/apps/hrpsft/xfer/in/sonadftp/studentgroupload \$id_PSemplid: 001278932 \$id_PSemplid: 001293557 \$id_PSemplid: 001575761 \$id_PSemplid: 001680112 \$id_PSemplid: 001962498 \$id_PSemplid: 001983753 \$id_PSemplid: 001988381 \$id_PSemplid: 002012119 \$id_PSemplid: 002037560 \$id_PSemplid: 002050183 \$id_PSemplid: 002083723 \$id_PSemplid: 002084009 \$id_PSemplid: 002159045 \$id_PSemplid: 002169133 \$id_PSemplid: 002173358 \$id_PSemplid: 002215985 \$id_PSemplid: 002277475 \$id_PSemplid: 002351068 \$id_PSemplid: 002430498 \$id_PSemplid: 002503220 \$id_PSemplid: 002509135 \$id_PSemplid: 002587902 \$id_PSemplid: 002689380 \$id_PSemplid: 002719124 \$id_PSemplid: 002728601 \$id_PSemplid: 002764910 \$id_PSemplid: 002769941 \$id_PSemplid: 002778508 \$id_PSemplid: 002778755 \$id_PSemplid: 001234567 30:PSEmplid Provided but not found : [0 30:Student not found in database : [0 \$id_PSemplid: 003456217 31:PSEmplid Provided but not found : [0 31:Student not found in database : [0 </pre>
<p>15</p> <p>Check the bottom of the report to see if all the records were successful or if there were errors.</p> <p>Reason for errors: ID is incorrect on the file upload.</p>	<pre> ----- Number of Student Groups Records Read : 31 Number of Student Groups Hist Records Inserted : 29 Number of Student Groups Hist Records Updated : 0 Number of Student Groups Records Deleted : 0 Number of Student Group Duplicates Found : 0 Number of Error Records : 2 ----- END AT: 09:50:16 ===== </pre>

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