

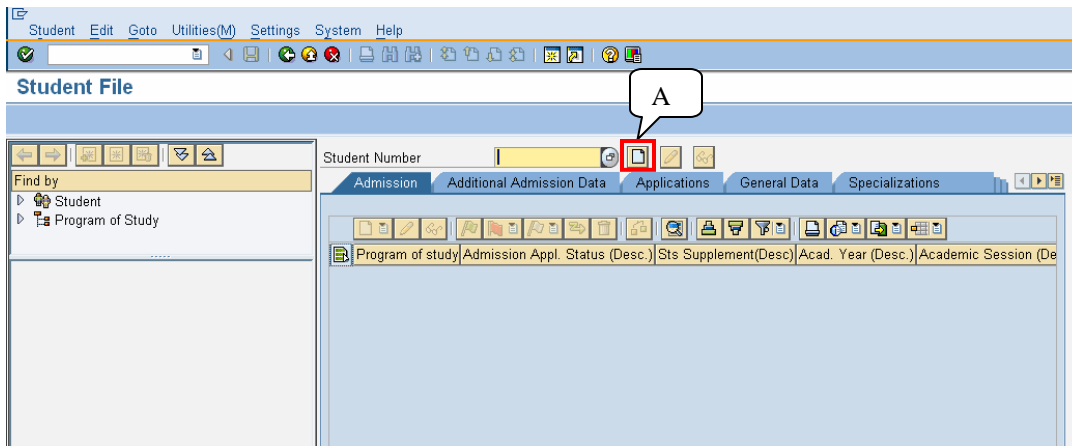
Create a Student

To create a student using Master Data:

- Maintain Student Master Data
- Search for the student by:
 - Typing in the last name of the student in the <<name>> field
 - Typing in the last name, first initial
- Click the Create button (A). The fields will turn from gray to white.

Advanced Searches

Advanced searches are available by choosing the “possibilities” button and searching on items such as SSN, date of birth, etc.



On the **Personal Data** tab, the following fields are required for this exercise:

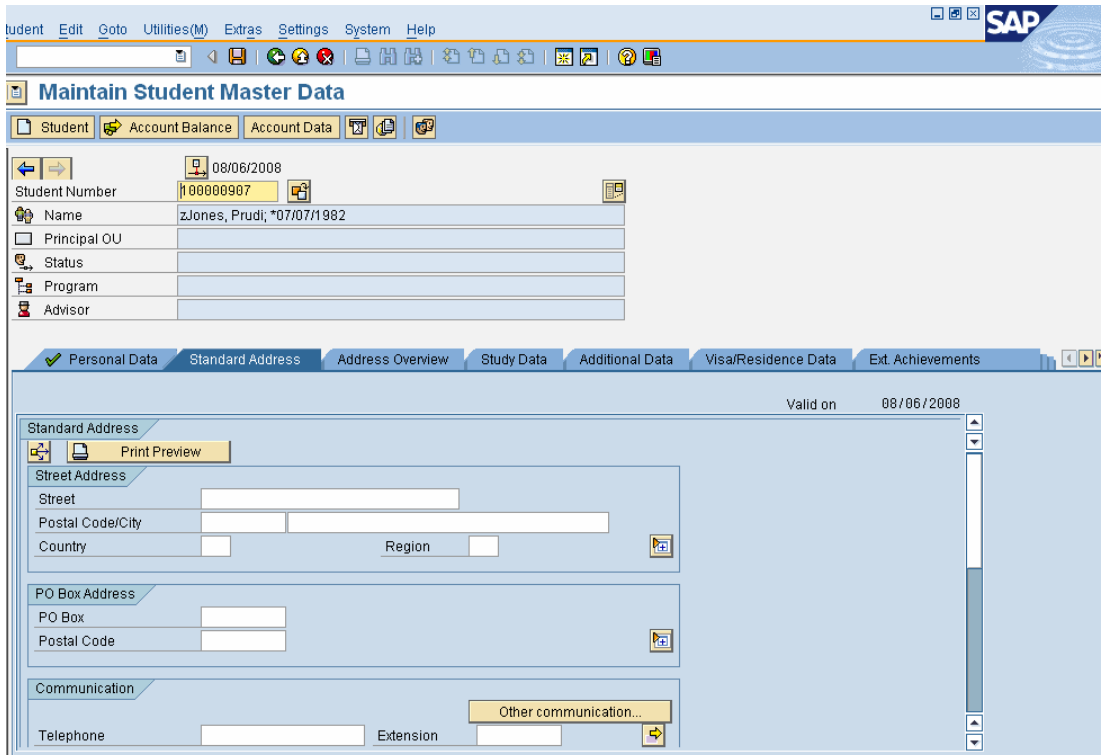
- Select the gender using the radio button.
- Type the Last Name using upper and lower case.
- Type the First Name using upper and lower case.
- Type the Middle Name or Initial using upper and lower case.
- Type the Known As using upper and lower case. This is the name that the person prefers to be called (nickname).
- Type the name at birth. You can enter up to five names, each separated by a semi-colon.
- Type the birth date in MM DD YYYY format.
- Select the Nationality.
- Click Save (B).

The screenshot shows the SAP 'Create Student Master Record' form. The 'Personal Data' tab is selected. A red box highlights the 'Save' button (labeled 'B') in the top toolbar. The form fields are as follows:

Student Number		08/06/2008	
Name			
Principal OU			
Status			
Program			
Advisor			
Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> TBD		
Title			
Last name	<input checked="" type="checkbox"/>		
First name	<input checked="" type="checkbox"/>	Initials	<input type="text"/>
Middle name		Name prefix	<input type="text"/>
Known as		Other title	<input type="text"/>
Name at Birth		Title	<input type="text"/>
ID number		Birthplace	<input type="text"/>
Birth date		Birth ctry/reg.	<input type="text"/>
Died on	<input type="text"/>	Entrd	<input type="text"/>
Nationality	<input type="text"/>	Nat.at Birth	<input type="text"/>
Comm.lang.	English	Other Ntlty	<input type="text"/>
		Marital Stat.	<input type="text"/>

On the **Standard Address** tab the following fields are required:

- Actual Street Address
- City
- Country
- Region. This is the state.
- Address Independent Contact – Telephone with area code and dashes.
- Mobile with area code and dashes.
- Email – please enter the full email address.
- Click Save.



The screenshot shows the SAP 'Maintain Student Master Data' interface. The 'Standard Address' tab is active, showing a form for a student with ID 1100000907, named zJones, Prudi. The form includes sections for Street Address (Street, Postal Code/City, Country, Region), PO Box Address (PO Box, Postal Code), and Communication (Telephone, Extension, Other communication...). The 'Valid on' date is 08/06/2008. The interface includes a menu bar with 'Student', 'Account Balance', and 'Account Data' options, and a toolbar with various icons for navigation and actions.

Student Edit Goto Utilities(M) Extras Settings System Help SAP

Maintain Student Master Data

Student Account Balance Account Data

08/06/2008

Student Number: 100052100

Name: ZJones, Sally, *08/06/1980, Female

Principal OU:

Status:

Program:

Advisor:

Personal Data Standard Address Address Overview Study Data Additional Data Visa/Residence Data Ext. Achievements

Valid on: 08/06/2008

Standard Comm.Method: Dependent -> Independent

Comments:

External Address No.:

Address-Independent Communication

Telephone	<input type="text"/>	Extension	<input type="text"/>	Ctry	US	<input type="button" value="↔"/>
Mobile Phone	<input type="text"/>			Ctry	US	<input type="button" value="↔"/>
Fax	<input type="text"/>	Extension	<input type="text"/>	Ctry	US	<input type="button" value="↔"/>
E-Mail	<input type="text"/>					
Standard Comm.Method	<input type="text"/>			Other communication...		
Independent -> Dependent						

On the **ID NOS** tab the following fields are required:

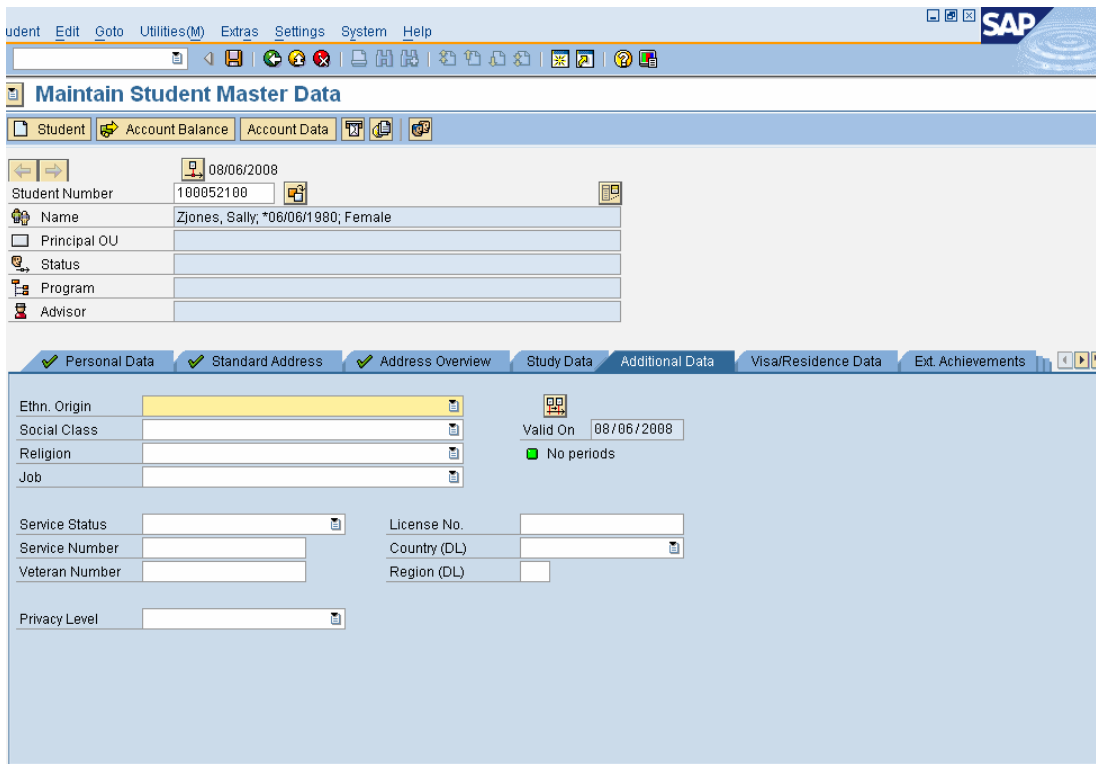
- Social Security Number in the Identification Number field (C).

The screenshot shows the SAP 'Maintain Student Master Data' interface. The 'Identification Nos.' tab is active, displaying a table with columns: IDType, Description, Identification number, Responsible Institution, Entry date, Valid from, and Valid To. The 'Identification number' column is highlighted with a red box, and a callout bubble with the letter 'C' points to it. The 'Valid on' date is 08/06/2008. The student information shown includes Student Number 100052100 and Name Zjones, Sally, *06/06/1980, Female.

IDType	Description	Identification number	Responsible Institution	Entry date	Valid from	Valid To

On the **Additional Data** tab the following fields are required:

- Ethnicity



The screenshot shows the SAP 'Maintain Student Master Data' interface. The 'Additional Data' tab is active, displaying various data fields for a student. The student's name is 'Zjones, Sally, *06/06/1980; Female' and the student number is '100052100'. The 'Ethn. Origin' field is highlighted in yellow. Other fields include 'Social Class', 'Religion', 'Job', 'Service Status', 'Service Number', 'Veteran Number', 'Privacy Level', 'License No.', 'Country (DL)', and 'Region (DL)'. The 'Valid On' date is '08/06/2008' and the status is 'No periods'.

Field	Value
Student Number	100052100
Name	Zjones, Sally, *06/06/1980; Female
Principal OU	
Status	
Program	
Advisor	
Ethn. Origin	
Social Class	
Religion	
Job	
Service Status	
Service Number	
Veteran Number	
Privacy Level	
License No.	
Country (DL)	
Region (DL)	
Valid On	08/06/2008
Status	No periods

On the **External Achievements** tab:

On this tab, you will enter external transcripts from high school and colleges, as well as any external test results.

To create a High School for a student:

- Click the Create button.
- In the External Org field, you may enter either a high school or college. You may search on the high school by using wildcards (*) and a few letters of the name or you may type in the CIP code if you know it (NKU Category Search).
- Press Enter.
- Use the drop down menu to select the Transcript Category.
- The Issue Date defaults to today's date.
- Use the drop down to select the Transcript Status. You may select Final Official, Preliminary (Partial) or Self Reported (what the student entered on the application).
- Enter the From and To Dates in MM/DD/YYYY format. The default for Day is 01 and default for Start Month is 09 and the default for End is 06
- Enter the GPA.
- Enter Class Rank.
- Click Copy.
- Click Save.

The screenshot displays the 'Maintain Student Master Data' application window. The 'Student' tab is active, showing the following information:

- Student Number: 100052100
- Name: Zjones, Sally; *06/06/1980; Female

The 'Header Data' section includes:

- Responsible External Organization: [Field]
- Transmitting Ext. Organization: [Field]
- Ext. Organization: [Field]
- Transcript Attributes: Transcript Cat. [Dropdown], Issue Date: 08/06/2008, Transc. Status: [Dropdown], Registered from: [Field] to [Field]

The 'Result Totals' section has tabs for Degree/Qual., Acad. Sessions, Subjects Taken, Coded Notes, and Comments. The 'Averages (External)' section includes:

- Ext Institution GPA: [Field]
- Cumulative GPA: [Field]
- External Average 2: [Field]
- External Average 3: [Field]

The 'Internally Calculated Average' section includes:

- Average Based on Grad: [Field] (with 'OO' icon)
- Overwrite:
- Calculated Average 2: [Field]
- Calculated Average 3: [Field]

The 'School Data' section includes:

- Rank: [Field]
- Class Size: [Field]
- Eligibility to Return: [Field]
- Eligible to Return on: [Field]

The 'Credits' section is divided into two columns:

- Credits Earned at External Org. (Total)**
 - Attempted credits: 0.00000
 - Graded Credits: 0.00000
 - Earned credits: 0.00000
 - Original Type: [Field]
- Converted Internal Credits (Total)**
 - Attempted credits: 0.00000
 - Graded Credits: 0.00000
 - Earned credits: 0.00000 (with 'Overwrite' checkbox)
 - Credit Type: [Field]

At the bottom of the window, there are buttons for Copy, Delete, and Cancel.

To create a College for a student:

- Click the Create button.
- In the External Org field, you may enter either a high school or college. You may search on the high school by using wildcards (*) and a few letters of the name or you may type in the FIS code if you know it.
- Press Enter.
- Use the drop down menu to select the Transcript Category.
- The Issue Date defaults to today's date.
- Use the drop down to select the Transcript Status. You may select Final Official, Preliminary (Partial) or Self Reported (what the student entered on the application).
- Enter the From and To Dates in MM/DD/YYYY format. The default for Day is 01 and default for Start Month is 09 and the default for End is 06
- Enter the GPA.
- Click Copy.
- Click Save.

The screenshot shows the 'Maintain Student Master Data' application window. The 'Student' section displays the Student Number '100052100' and Name 'Zjones, Sally; *06/06/1980; Female'. The 'Header Data' section includes fields for 'Responsible External Organization' and 'Transmitting Ext. Organization'. The 'Transcript Attributes' section shows 'Transcript Cat.', 'Issue Date' (06/06/2008), 'Transc. Status', and 'Registered from' to 'to' dates. Below this are tabs for 'Result Totals', 'Degree/Qual.', 'Acad. Sessions', 'Subjects Taken', 'Coded Notes', and 'Comments'. The 'Averages (External)' section includes 'Ext Institution GPA', 'Cumulative GPA', 'External Average 2', and 'External Average 3'. The 'Internally Calculated Average' section includes 'Average Based on Grad' (with a 'COO' icon), an 'Overwrite' checkbox, and 'Calculated Average 2' and '3'. The 'School Data' section includes 'Rank', 'Class Size', and 'Eligibility to Return' fields. The 'Credits' section is divided into 'Credits Earned at External Org. (Total)' and 'Converted Internal Credits (Total)', each with sub-sections for 'Attempted credits', 'Graded Credits', and 'Earned credits'. The bottom of the window features a toolbar with 'Copy', 'Delete', and 'Cancel' buttons.

To create External Test Results:

- Click the Create button.
- Select the type of test from the Test Types drop down menu.
- Press Enter.
- Enter the test date in the Test Date field using the MM/DD/YYYY format.
- Please note that the Valid Date is currently defaulted to the end of time. You do not need to enter any data in this field.
- The Entry Date is the date that you are entering the Transcript Category. This defaults to today's date.
- Enter the Source for the test data – You may select OFFE, OFFP, or TRAN
- Enter the SubTest scores. The system will create a composite score.
- Click Copy.
- Click Save.

External Test Results

Student

Student Number: 100052100
 Name: Zjones, Sally; *06/06/1980; Female

Header Data

Test

Test type: [dropdown]
 Description: [text field]
 Test Date: [text field] Entry Date: [text field]
 Valid To: [text field] Session: [dropdown]
 Year: 0 Source: [dropdown]

Total Result

Passed Percentile Rank: 0.00
 Total test sit: [text field] Add'l test percentile: 0.00
 Result Type: Regular Result Status: VALID
 Invaliddate Reason: [dropdown]

Subtests Ext. Org.

Subtest	Ext.Subtest Ds.	Ext.Subtest Result	Perc. Rank	Percentile

Copy Delete Cancel