

Department	
Responsibility/Role	
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Batch Posting

Trigger:

Required Field(s)	Comments

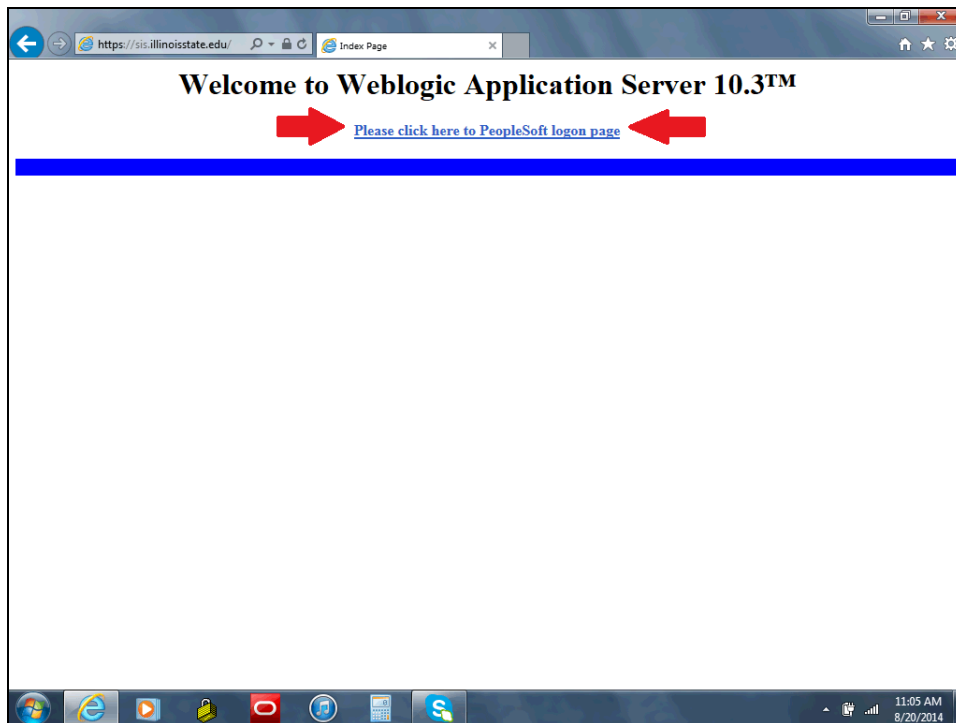
Output - Result(s)	Comments

Additional Information

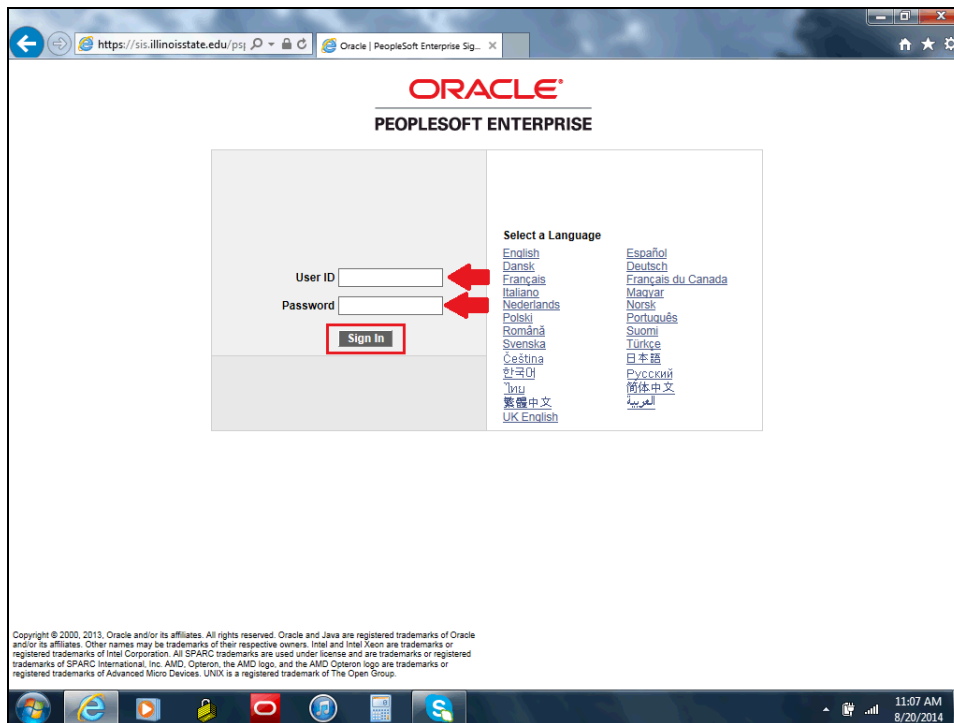
Procedure

In this topic, you will learn how to **Post transfer credit evaluations in batch.**

Step	Action
1.	<p>Processing a student's transfer credit can be a complicated and time-consuming process. Aside from transferring credit from an external organization to your academic institution, you might want to move a student's credit from one academic career to another or from one internal academic institution to another.</p> <p>To facilitate processing transfer credit, use the Batch Transfer Credit feature. This feature enables you to process transfer credit by batch, simplifying your online data entry and reducing processing time. Provided that you have already entered the student's external education record and defined the transfer credit equivalency rules, you can submit a request to have transfer credit modeled for a group of students who match the parameters that you specify. When you submit your request, the system performs the model setup, transfer articulation, and posting processes for all students in the group.</p>



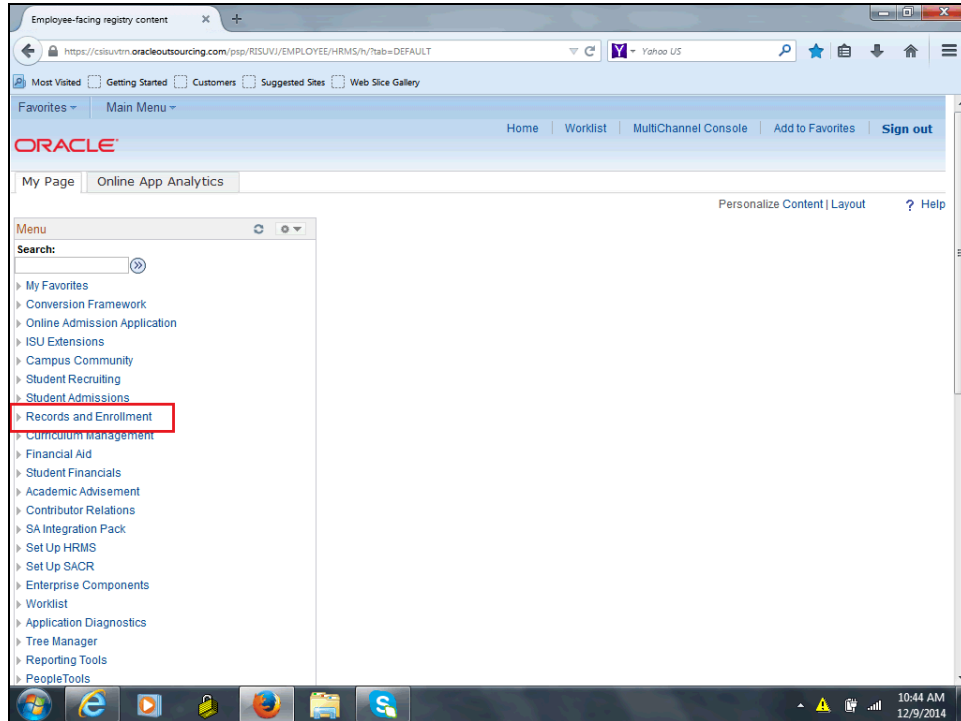
Step	Action
2.	To sign in to Campus Solutions, go to sis.illinoisstate.edu . Click the Please click here to PeopleSoft logon page link.



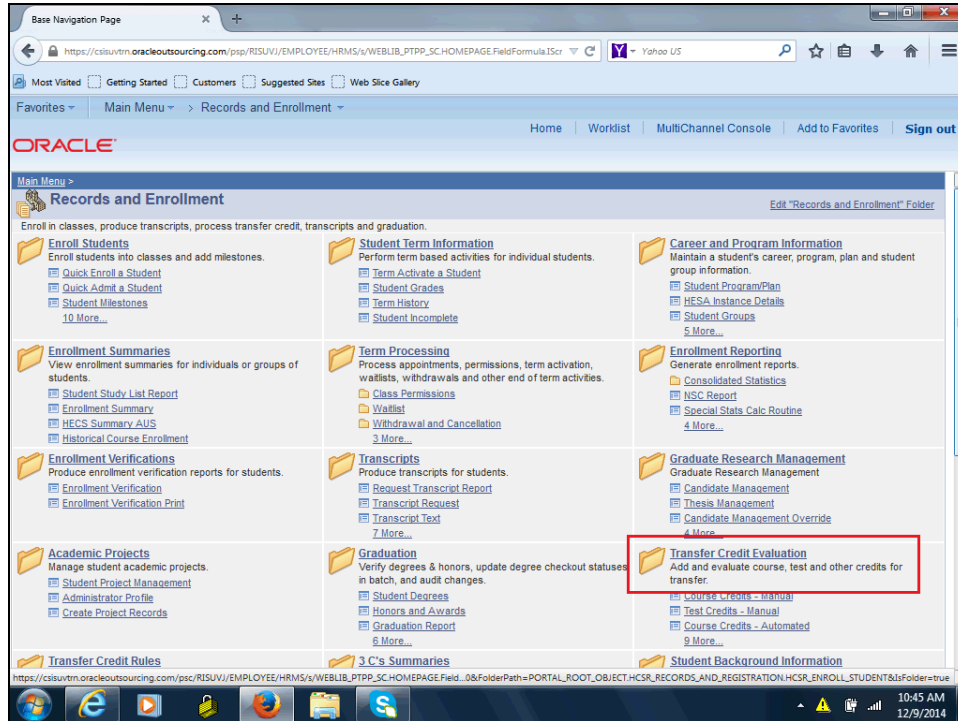
Step	Action
3.	You will be directed to the Campus Solutions logon screen. Enter your User ID and Password then click the Sign In button.

System Process Document

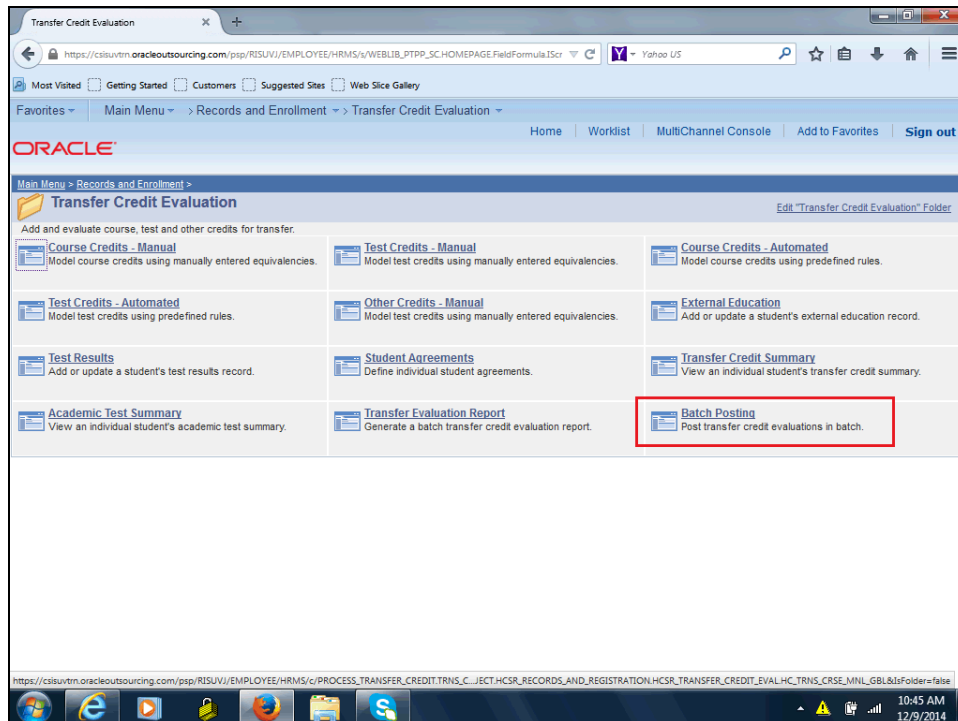
Batch Posting



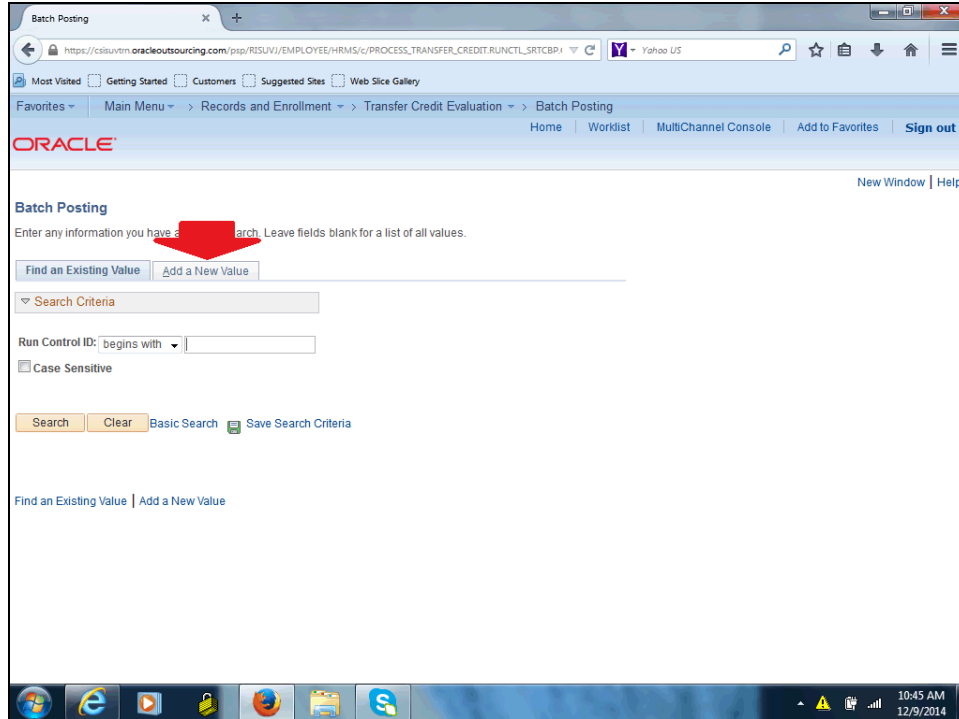
Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p>Transfer Credit Evaluation is within the Records and Enrollment menu.</p> <p>Click the Records and Enrollment link.</p>



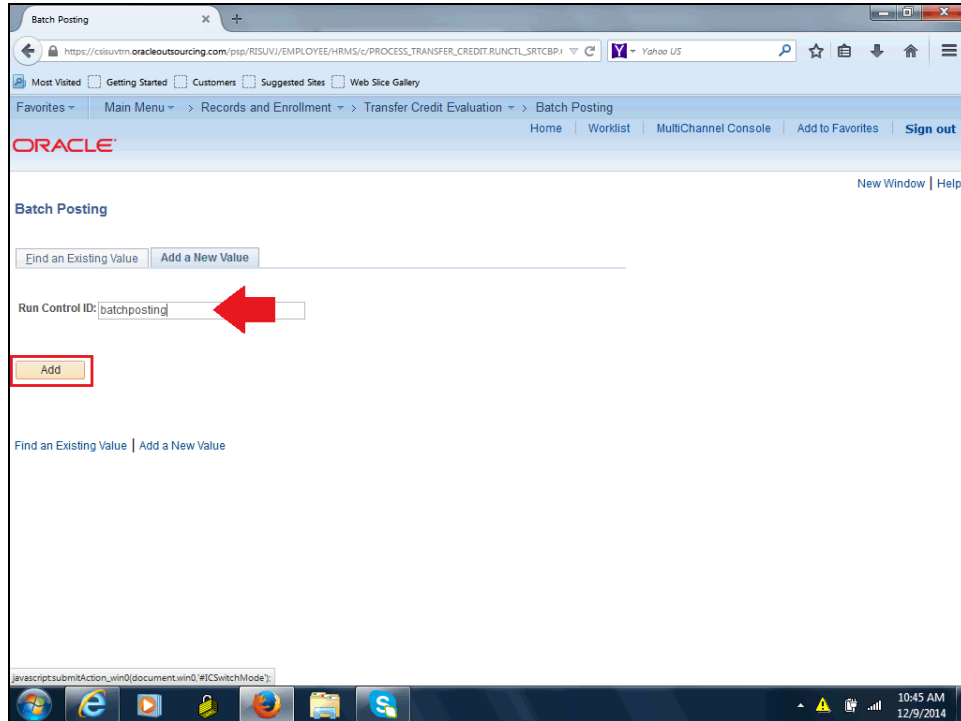
Step	Action
5.	<p>Batch Posting is within the Transfer Credit Evaluation folder.</p> <p>Click the Transfer Credit Evaluation folder link.</p>



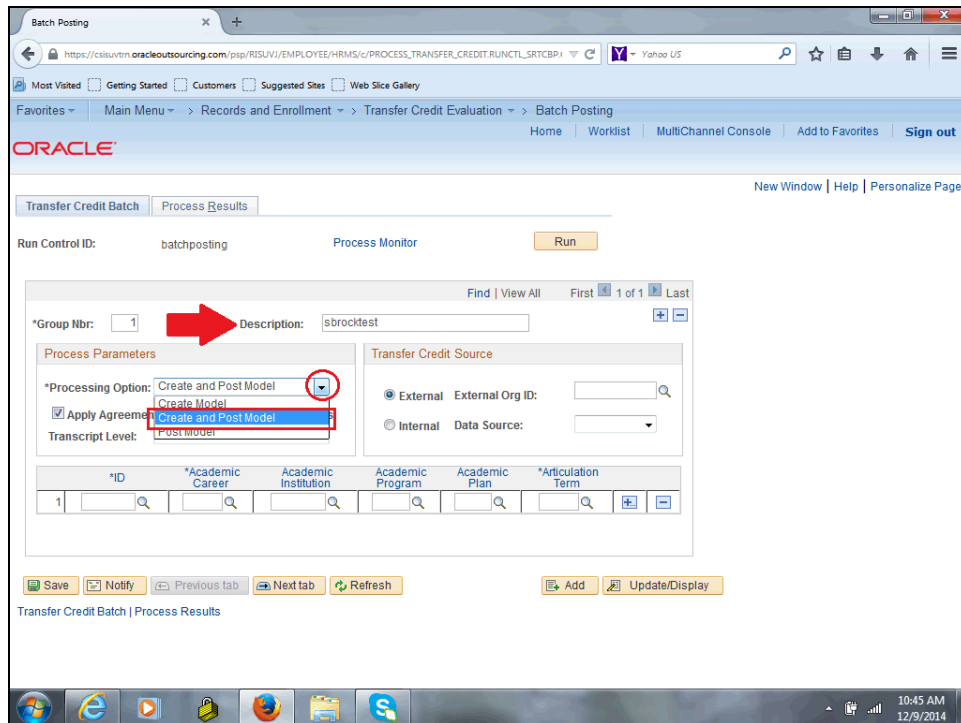
Step	Action
6.	From the Transfer Credit Evaluation folder, click the Batch Posting link.



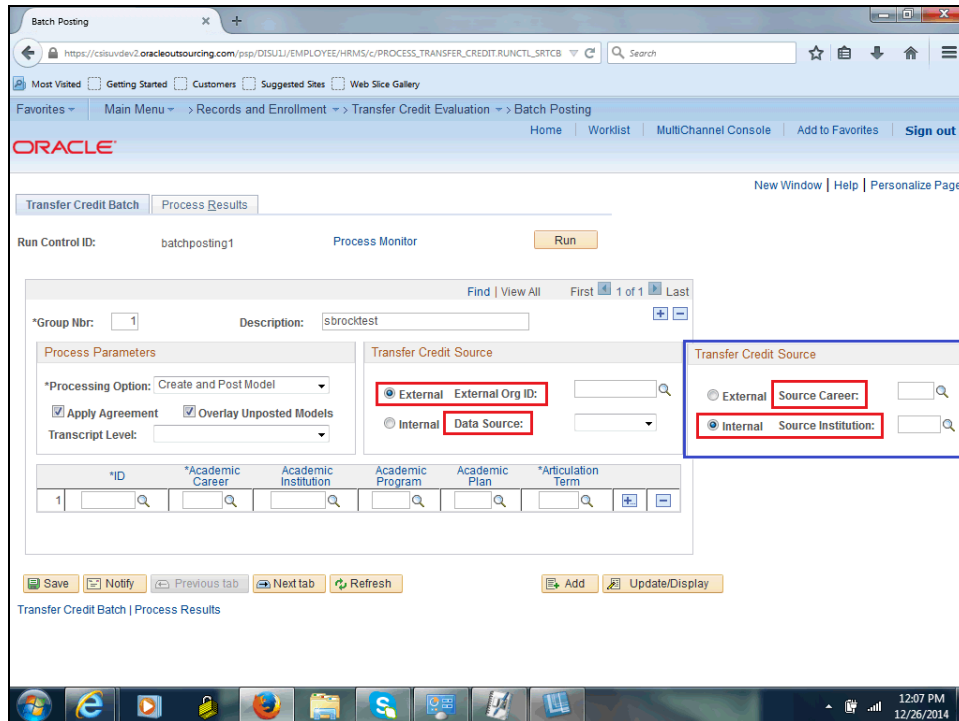
Step	Action
7.	From the Batch Posting screen, click the Add a New Value tab.



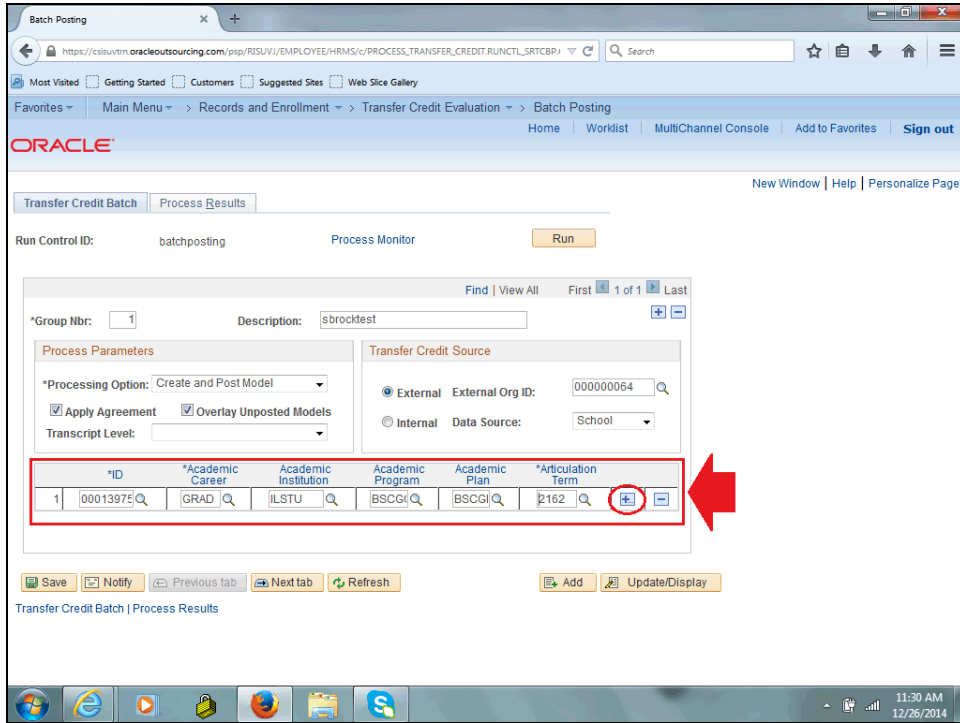
Step	Action
8.	Manually enter a Run Control ID . Click the Add button.



Step	Action
9.	<p>Manually enter a Description.</p> <p>From the Process Parameters section, click the Processing Option drop down menu button and select a value from the list.</p>



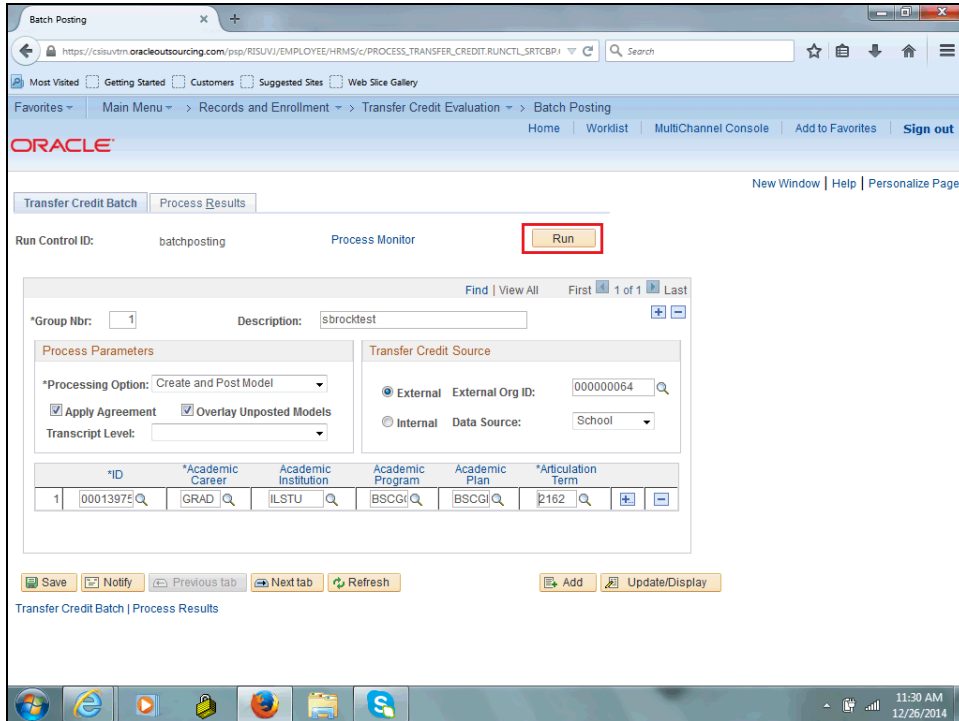
Step	Action
10.	<p>From the Transfer Credit Source section, select the source of the credit.</p> <p>When External is selected, the Source ID lists External Org ID's and Data Source.</p> <p>When Internal is selected, the Source ID lists Source Careers and Source Institution.</p>



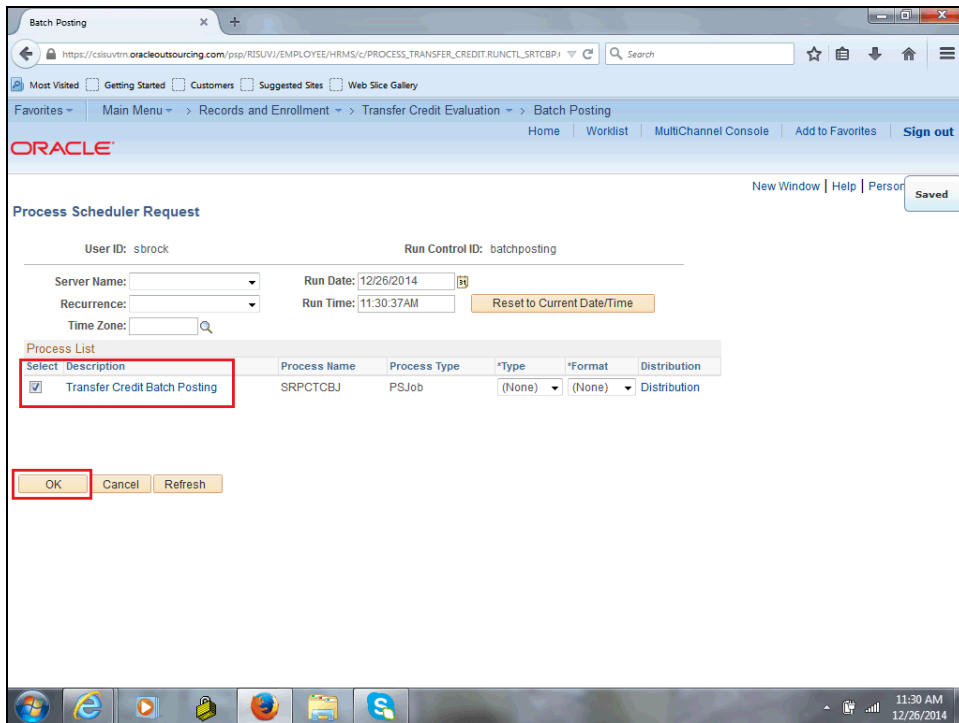
Step	Action
11.	<p>Enter the student ID, Academic Career, Institution, Program, Plan and Term information.</p> <p>To add an additional row, click the + button.</p>

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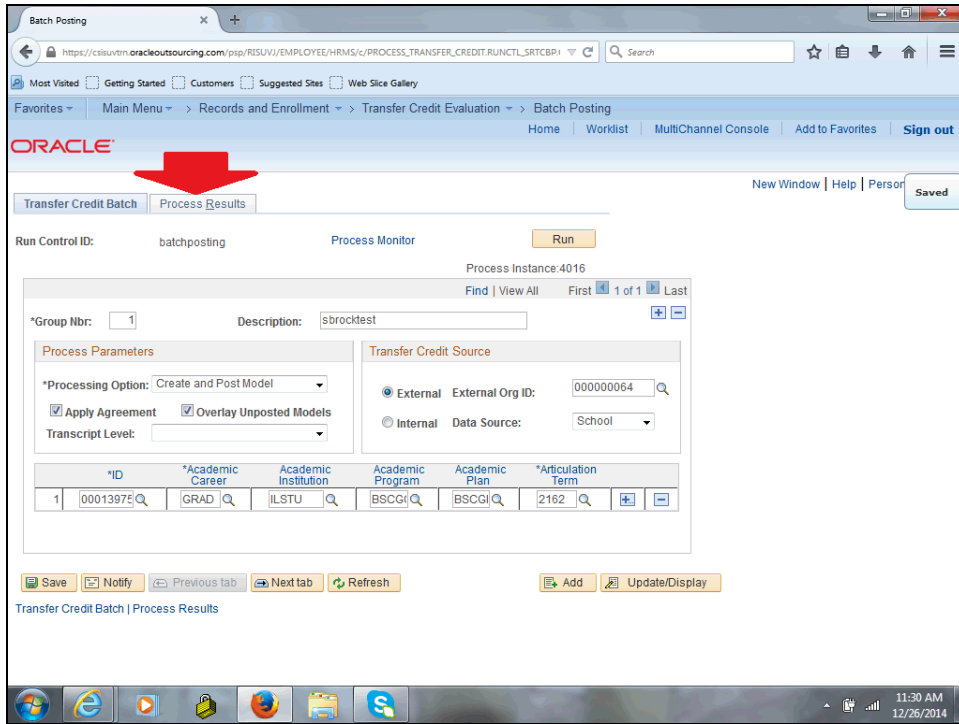
Batch Posting



Step	Action
12.	Click the Run button.



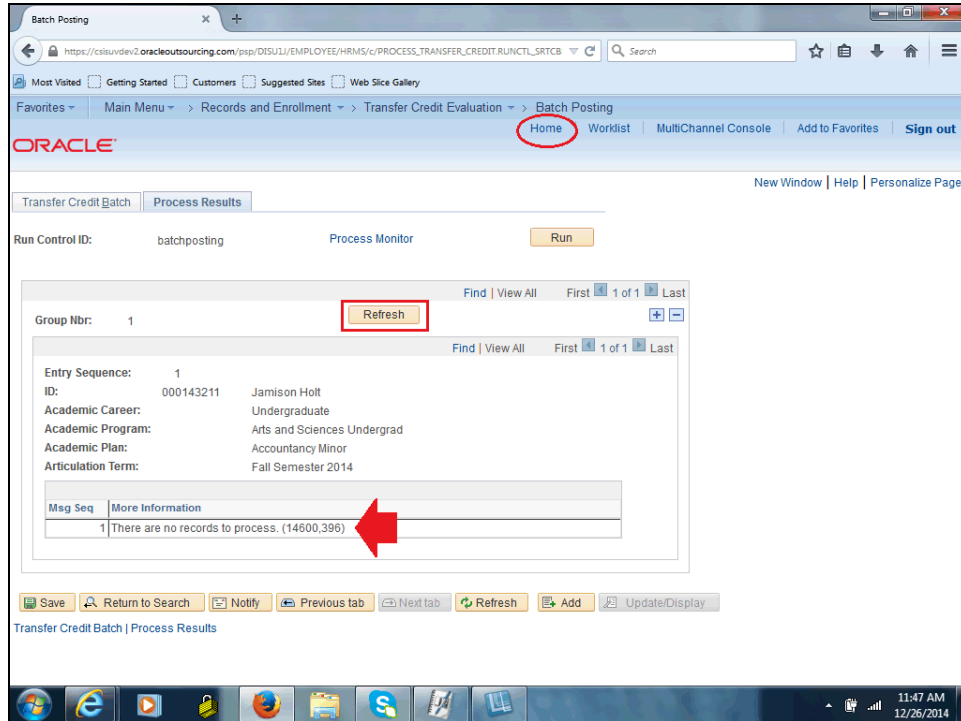
Step	Action
13.	Verify the Transfer Credit Batch Posting job is selected and click the OK button.



Step	Action
14.	To view the results, click the Process Results tab.

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Batch Posting



Step	Action
15.	<p>Click the Refresh button until the message is populated.</p> <p>To return to the Navigation Menu page, click the Home link at the upper right of the screen.</p>
16.	<p>Congratulations, you have completed Posting transfer credit evaluations in a batch.</p> <p>End of Procedure.</p>