









Terminology, Information and Hints for the AD/CC Module

SIS Terminology	Definition
Academic Career	Designates all course work undertaken by a student at a specific Academic Institution that is grouped together in a single student record. For example: Credit, Non-Credit, and Clock Hour are academic careers.
Academic Institution	An institution code and number, PCC01, GCC02, GWC03, MCC04, SCC05, RSC06, SMC07, CGC08, PVC09, EMC10, MSC11, SWSC12. Note: Throughout the system you will use Academic Institution as a key value to group data into tables and search against those tables to extract data.
Academic Plan	An area of study that exists within an academic career/academic program.
Access Key	An access key is an ALT + key + Enter combination that just moves the focus to a specific field on the current page. The action will not be performed until the user presses Enter. These key combinations apply only to the buttons found within the page being used and may not be relevant to all pages.
Add	 Data entry mode used to create a new record within the system.
Address Usage	A grouping of address types defining the order in which the address types are used. (Example: Bill = Bill, Mail, Home, ISIR)
Admit Term	Admit term represents the first term of enrollment.
As Of Date	The last date for which a report or process includes data. This field could also be the date for which the current data is displayed.
Biographical Details	Demographics that might include data such as Name, Address, Phone Number, etc.
Campus	Designates a College or Skill Center.
Category	A broad grouping to which specific comments or communications (context) are assigned. Category codes are also linked to 3C access groups allowing data-entry or view-only privileges across functions to be assigned to specific users.
Campus Community	Campus Community data is shared student information.
Career	Designates all course work undertaken by a student at a specific Academic Institution that is grouped together in a single student record As student could have the following careers: Credit/Non-Credit/Clock Hour
Checkbox	<input checked="" type="checkbox"/> Small square box that operates as a toggle switch for a data field that can have one of two values.
Checklists	List of requirements that can be monitored and tracked toward progression of completion.

SIS Terminology	Definition
Class Number	<p>The terminology used in legacy is Section number.</p> <p>A system assigned, unique identifying number associated for each course and the term it is scheduled through the <i>Schedule New Course-Basic Data</i> page.</p>
Class Section	<p>A unique identifier for identical course offerings scheduled within a session. MCCCD will use a four-digit numbering scheme for each subject area beginning with 0001.</p> <p>The class section helps track the number of sections offered and is used for setting up the Auto Enroll feature.</p>
Class Status	<p>A class status can be: Active, Stop Further Enrollment, Cancelled Section, or Tentative Section.</p> <p>SIS populates this field from the <i>Schedule New Course – Enrollment Cntrl</i> page.</p>
Comments	<p>A free form field that enables a user to add comments (anecdotal notes).</p>
Communications	<p>Communications (letters, email, phone call, personal contact, facsimiles, etc.) enable an institution to track and analyze all contact, both outgoing and incoming, with students, staff, constituents, and organizations inside and outside the institution.</p>
Component	<p>Consists of one or several pages to perform a specific function, or functions.</p>
Correction	<p>Data entry mode that allows the user to make changes to all data in the panel group.</p>
Course Catalog	<p>The terminology used in legacy is Course bank.</p>
Course Offering Number	<p>This number is created in the course catalog and represents your college number.</p>
Current Data	<p>Data that has an effective date closest to the current date, without going past it, is considered to be the current data for that record.</p>
Data Entry Mode	<p>Determines what you can see and do on a particular page (e.g., Update/Display, Include History, Correct History).</p> 
Degree or Certificate	<p>The terminology used in legacy is Plan.</p>
Description	<p>A description—up to 30 characters—for the value you are defining. This description may be used in searches, display text, and reports throughout the system.</p> <p>See also Short Description and Long Description.</p>
Drop-Down List	<p>Vertical bar that appears to the right of the field that will display valid values from a translate table.</p>
Edit Box	<p>Rectangular box in which data is entered. The length of the database field determines the size of the edit box.</p>

SIS Terminology	Definition
Effective Date	<p>A method of dating information. Information can be predated to add historical data to the system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, values are not deleted; a new value with a current effective date is entered.</p> <p>The Effective Date also defines when the Status that you select is valid.</p> <p>An Effective Date is a column in a table that is a key but it is not a search key.</p>
Effective Sequence	Only one action can happen at a time, so on some panels, there is an effective sequence giving order to events happening on the same effective date.
Enrollment Actions Reasons	The terminology used in legacy is Drop codes.
Enrollment Cancellations	The terminology used in legacy is Purge.
Enrollment Status	A classes is designated to be in Open or Closed status based on when enrollment capacity is met.
Error Message	Text may appear when the user attempts to save data. It is a message alerting the user that the system has identified incorrect data or is missing data.
External Organizations	Other colleges, businesses, high schools, etc.
Favorites	Also known as Bookmarks, works as a shortcut for accessing components and pages that a user will need to access often.
Field Types	<p><input type="text"/> Edit Box – a free form edit box.</p> <p><input type="text"/> Edit box with a dropdown is a formatted edit box.</p> <p><input type="text"/> Drop-Down List Box with prompt presents user with a search page to view valid values on system tables.</p> <p><input type="text"/> Drop-down list will display the valid values of a translate table.</p>
Free Format Text	New functionality allowing you to enter a freehand note or edit a preexisting note.
Hot Key	A hot key performs an immediate action without the user pressing Enter. These keys apply only to the buttons found within the page being used and may not be relevant to all pages.
Hypertext Link	Connects one piece of information to a related piece of information. Clicking on a hypertext link takes the user directly to the linked destination.
ID	Unique system generated identification code for an individual in the system.
Inquiry Access	A type of security access that permits the user to only view data.
Institution	The terminology used in legacy is College.
Key	A way to uniquely identify a record. For example, ID is a key in identifying a person's record.

SIS Terminology	Definition
Long Description	A long description—up to 250 characters—for the value you are defining. This description may be used in searches, display text, and reports throughout the system. See also Description, Formal Description and Short Description .
National ID	Identification code used by countries to track information on their residents for identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number
Org ID (Organization ID)	Unique identification code for an organization associated with your institution. Field name is generally EXT_ORG_ID
Page	Pages give the user the ability to enter new data, view, modify, or delete existing data (Legacy Screens).
Page Tab	These tabs are located at the top of the page and will coincide with links located at the bottom of the page. Clicking on either the tab or the link will allow a user to navigate through various pages within a component.
Process Monitor	This hyperlink takes the user to the Process List page where the status of submitted process requests can be viewed.
Program	Entity to which a student is admitted (Credit, Clock, Non Credit).
Prompt	 Prompting is used to select from a list of valid values. Prompting displays another Search page from which the user can select a value from the retrieved a list of values.
Quick Admit	Admitting an individual for a specific term.
Quick Enroll	Registering a student.
Radio Button	 A small, round button that appears next to an option. A small black dot appears when you click on the button.
Report Manager	This hyperlink takes the user to the Report List page where they can view report content or check the status of a report.
Required Field	A field in which data must be entered or the operator will receive an error message when attempting to save the record.
Requirement Term	The terminology used in legacy is Catalog Year.
Row Buttons	Within various pages throughout the system, you have the ability to insert rows of data to include all applicable values and details. To include this information on a page, you are provided with the Insert Row  and Delete Row  buttons. These buttons are commonly associated with scroll areas.
Run	This button takes the user to the Process Scheduler request page where they can specify the location where a process or job runs.
Run Control	A type of online page that is used to begin a process. A set of parameters are entered in order to create a report and the run control can be named and saved to be used repeatedly for running the same report.
Run Control ID	Unique ID to associate each user with his/her own run control table entries. The Run Control ID also identifies specific run control settings for a page.

SIS Terminology	Definition
Scroll Area	 <p>The header area of the scroll area may display a navigation bar to access hyperlinks for viewing a previous, next, top, or bottom row. Scroll areas enable you to scroll through multiple rows of data or view all rows at one time. The number of rows is displayed in this area , e.g. 1 of 4, 2 of 4, etc.</p> <p>Scroll areas are a way of grouping multiple fields of data. Scroll Areas provide push buttons and hyperlinks in navigation bars, enabling the user to scroll through multiple rows of a data.</p> <ul style="list-style-type: none"> ▪ First means the most recent row and Last is the oldest. (In essence each time you add a newer row it is put at the top of the table). ▪ The default scroll area contains a data navigation bar with navigation buttons to move between rows Scroll Action Buttons such as a View All hyperlink. ▪ Inside the scroll area are Row Action Buttons  on each row of data that enable the user to insert or delete rows. ▪ Row Counter, Find, and View All options may be available <p>Pages/Scroll Areas may also display Borders around your scroll area or Row Separators displaying a horizontal rule as a visual division between rows of data</p>
Search/Match	Search function that provides institutions a way to verify whether an individual already exists in the database to prevent duplicate records.
Seasonal Address	An address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
Service Indicator	Used to provide or limit access to services for an individual and when applied to a record may prevent an individual from receiving certain services or privileges. The terminology used in legacy is Hold.
Short Description	A short description—up to 15 characters—for the value you are defining. This description may be used in searches, display text, and reports throughout the system. See also Description, Formal Description and Long Description.
Status	The Status field usually is associated with the Effective Date field. You can select a Status of Active or Inactive . Select Active when adding a new value. Select Inactive when your institution will no longer be using the value. When you change the Status you should insert a new Effective Dated row.
Student Record	An individual’s system ID becomes a Student Record, once the individual has been activated in a career (Credit, Clock, Non-Credit).
Student Self Service	On-line Registration
Tab	The tab key may be used to move from field to field for data entry. The system will recognize and format data in specific fields, upon completion of this keystroke.

SIS Terminology	Definition
Term	<p>A grouping for classes and tuition; a period of time a campus has determined as an instructional accounting period.</p> <p>The term code consists of 4 digits (ie: 4046).</p> <ul style="list-style-type: none"> • The first number represents an arbitrary number chosen to correspond to the 21st century. • The second and third numbers represent the year. • The fourth number represents the term of spring (2), summer I (4), summer II (5) or fall (6).
Term Activation	Activates an individual for a specific term giving them the ability to register.
3C Group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . A method of assigning or restricting access privileges. A 3C group enables the user to group specific communication categories, checklist codes, and comment categories. The 3C group can then be assigned inquiry-only access or update access, as appropriate.
Translate Table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
Update Access	A type of security access that permits the user to edit and update data.
User Defaults	<p>Once a user has set his/her User Defaults, the system then automatically loads default values into data pages for that particular user ID. The user default settings that are established in the User Defaults component can be overridden on any page in the system.</p> <p>User defaults (which are optional) can save time and minimize data entry errors.</p>
User ID	The system identifier for the individual who generates a transaction.

Effective Dating

An Effective Date is a column in a table that is a key but it is not a search key. Effective dates maintain history, current, and future information in tables. To retain history, a new data row can be added and identified by the date when the information goes into effect.

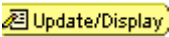


To retain history, when updating existing information, a new data row can be added and identified by the date when the information goes into effect (an Effective Date).

Effective dates maintain history, current, and future information in tables. You can use the information to look at what has happened up to now and plan for the future.

The system categorizes effective-dated rows into three basic types:

Type	Function
History	Data rows that have effective dates earlier than the current data row. There can be more than one row.
Current	The data row with the date closest to—but not greater than—the system date. Only one row can be the current row. Only one row is the current row.
Future	Data rows that have effective dates later than the system date. There can be more than one row.

The page action buttons are located in the toolbar at the bottom right of each page on which they are applicable. A grayed out button indicates the page is currently in that mode.

Action Mode Button	View	Change	Insert New Rows
 Update/Display	Current, Future	Future Only	Effective date greater than or equal to current row.
 Include History	History, Current, Future	Future Only	Effective date greater than or equal to current.
 Correct History	History, Current, Future	All existing rows	No effective date restrictions

In many of the organizational and other SIS tables, the Effective Date must be set to indicate when the data is to go into effect. This requirement serves two purposes:

- It enables the maintenance of complete chronological history of all of the data.
- It works as a cross-reference, as the system constantly compares the effective dates to tables. This is critical for ensuring that data selected from prompt tables is valid as of the effective date of the data.

Status Field

On many tables there will be a field called Status. This field can be used to inactivate a row of data in a table. Any data row that is inactive will not be available for users when they are entering transactions.

To "delete" an entry in an effective-dated table, SIS recommends that you do not physically delete the entry, but inactivate the row, as follows:




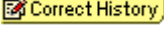

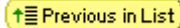

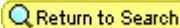
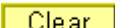
- Insert a new row by clicking the icon (Row Insert) on the Effective Date field.
- Enter the date the entry becomes inactive as of the Effective Date.
- Change the Status field to Inactive.




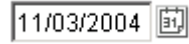
Century Dates







When a two digit year is entered, SIS sets the century to "19" if the year entered is greater than 50. Otherwise, we set the century to "20".



For example, the user enters 011560 in a date field. The system displays this entry as 01/15/1960. The user enters 011549 and the system displays this entry as 01/15/2049.e Status field to Inactive

SIS Action Types

Action Type	Action (The action the user selects tells SIS the type of activity to perform on the database).
 Update/Display	<p>The default when you enter a page is Update/Display. With Update/Display, you can either update or display information about a high-level key.</p> <p>To update information, insert a new row of data for the high-level key by using the insert button  (insert a new piece of paper to the file folder).</p> <p>The only restriction when using this action type is when you enter or review a row of data within the system; the effective date must be greater than the date on the current row.</p>
 Include History or <input type="checkbox"/> Include History	<p>This action type works the same way as Update/Display, but will allow the user to review not only Current and Future rows of information, but also History rows of data.</p>
 Correct History or <input type="checkbox"/> Correct History	<p>Correct History is the most powerful of action types. When you choose this option, you can do it all! View, change, and insert rows of data regardless of the effective date.</p> <p>Note: Only specific job duties will be granted security access to this mode.</p>
 Save	<p>Stores data in the system that is entered on a page and updates all the pages of the component.</p> <p>The system briefly displays the “Saved” message in the upper right hand corner of the page.</p>
 Previous in List	<p>Displays the data for the previous data row in the users search results.</p> <p>This button appears gray if the user didn’t select the data row from a search results list, if there was only one row in the list, or if the data displayed is the first row.</p>
 Next in List	<p>Displays the data for the next data row in the users search results.</p> <p>This button appears gray if the user didn’t select the data row from a search results list, if there was only one row in the list, or if the data displayed is the last row.</p>
 Return to Search	<p>Returns to the Search Results list.</p>
 Clear	<p>Clears any information entered into fields on a panel.</p>

Action Type	Action (The action the user selects tells SIS the type of activity to perform on the database).
New Window	<p>Hyperlink that appears in the top right hand corner of every page.</p> <p>This link can be used to open up a new window. Multiple windows may be open simultaneously allowing a user to multi-task.</p>
<input checked="" type="checkbox"/>	<p>Check Box – Small square box that enables or disables an option.</p> <p>Typically, the user selects the check box by clicking within it; this adds a check mark and the option(s) become enabled. Click it again to <i>clear</i> the check box and the option is disabled.</p>
<input type="radio"/>	<p>Radio Button – Small round button that represents one option in a group of mutually exclusive options.</p> <p>Only one radio button in a group can be selected at one time (by clicking it).</p>
	<p>Drop-Down List Box – Rectangular box similar to an edit box with a prompt button within the box.</p> <p>Clicking the prompt button expands the box to display a list of valid values from which the user can select a single option.</p>
	<p>The magnifying glass that appears to the right of several of the edit boxes is a Prompt Button.</p> <p>Clicking the prompt button, or pressing Alt+5 while in the field containing the prompt, opens a separate page that allows you to search the database for the data you need.</p> <p>After selecting the correct data, the system automatically returns you to the original page.</p>
	<p>Edit Box – Rectangular box into which the user can enter data.</p> <p>The size of the edit box—the number of characters you can enter—is determined by the length of the database field. Edit boxes for fields with prompt tables have a prompt button to the right.</p>
	<p>Date Field – Edit box used to record month, date, and year.</p>
Email Address	<p>Link – Hyperlink that could appear anywhere on any page.</p> <p>This link generally is used to open a page to add additional information.</p>

Action	Action (The action the user selects tells SIS the type of activity to perform on the database).
Add a New Value or 	<p>You use the action of Add to create new rows with new search keys in a table. Search keys are the fields displayed on the top of the search dialog page that uniquely identify a row of data.</p> <p>For example, when you add a new department, the system creates the new value as a new search key in the Department Table. If you think of it in terms of a file cabinet, you are adding a new file folder to the filing cabinet.</p>
	<p>Scroll Area – An area where entry fields are arranged in a framed area with a navigation bar. Each row may contain  buttons. A scroll area behaves like a grid, in that each occurrence represents one row of data in the database.</p> <p>Scroll areas are a way of grouping multiple fields of data. Scroll Areas provide push buttons and hyperlinks in navigation bars, enabling the user to scroll through multiple rows of a data.</p>  <ul style="list-style-type: none"> ▪ First means the most recent row and Last is the oldest. (In essence each time you add a newer row it is put at the top of the table). ▪ The default scroll area contains a data navigation bar with navigation buttons to move between rows Scroll Action Buttons such as a View All hyperlink. ▪ Inside the scroll area are Row Action Buttons  on each row of data that enable the user to insert or delete rows. ▪ Row Counter, Find, and View All options may be available <p>Pages/Scroll Areas may also display Borders around your scroll area or Row Separators displaying a horizontal rule as a visual division between rows of data</p> <p>The header area of the scroll area may display a navigation bar to access hyperlinks for viewing a previous, next, top, or bottom row. Scroll areas enable you to scroll through multiple rows of data or view all rows at one time. The number of rows is displayed in this area , e.g. 1 of 4, 2 of 4, etc.</p>
	<p>You can insert rows of data using the Insert a New Row button. The button appears at the end of a row. It enables the user to insert rows in the grid or scroll area; however, it does not create a new search key, but copies the existing data to a new row. The inserted row appears under the current row.</p>



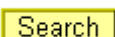
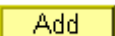
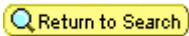
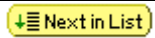
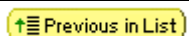


Action	Action (The action the user selects tells SIS the type of activity to perform on the database).
	<p>You can delete rows of data using the Delete Row button. Select the row you want to delete by using the navigation header or by clicking a field in the row. Click the Delete Row button. The system confirms the deletion asking if you want to proceed. It also reminds you that the row will not be deleted from the database until you save the transaction; however, the row is automatically removed from the grid or scroll area.</p>
	<p>When entering information in a date field, you can select the date prompt button to the right of the field to help you choose a date.</p> <p>Clicking the button opens a small calendar that displays the current month. Alternatively, you can press Alt+5 while in the field containing the calendar prompt to open the calendar.</p> <div data-bbox="756 814 1162 1220" data-label="Image"> </div> <p>To change the calendar month, select the drop-down list box arrow for the month. To change the year, select the drop-down list box arrow for the year. Click the correct day of the month to select the day. Pressing the Escape key cancels and closes the calendar.</p>

Access Keys and Other Keyboard Functions

Access keys move the focus of your cursor to a specified field on the current page. Pressing *Enter*] executes the command—the equivalent of clicking the button with the normal select mouse button.

The table below outlines the shortcuts to use in place of clicking the equivalent action button with the mouse. After pressing the desired key combination from the list below, you must then press the *[Enter]* key to execute the action.

NOTE: Some access keys have multiple actions assigned to them, and their usage depends on the currently active page.

Access Key	Button or Link	Function
[Alt] + 1 + Enter	   	<p>Moves focus to the Save button on a Toolbar page.</p> <p>Moves focus to the OK button on a secondary page.</p> <p>Moves focus to the Search on a Search or Lookup page.</p> <p>Moves focus to the Add on a Search or Lookup page.</p>
[Alt] + 2 + Enter		Return to Search Results page.
[Alt] + 3 + Enter		View the next row in a list when button is active.
[Alt] + 4 + Enter		View the previous row in list when button is active.
[Alt] + 9 + Enter	Home >	Toggle between Menu items in the breadcrumbs.
[Alt] + \ + Enter	 	Toggle between action modes on the toolbar in a transaction page.

The table below outlines the keyboard strokes to use in place of clicking in the field with the mouse.









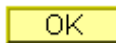
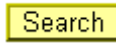
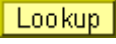
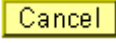
Keyboard Stroke	Function
Shift + Home	Highlights an entire field when the cursor is at the beginning of the line.
Shift + End	Highlights an entire field when the cursor is at the end of the line.
Tab	Used to proceed from field to field.
Shift + Tab	Tabs from field to field in reverse.
Ctrl + Z	Undoes the last thing a user has typed.

Keyboard Shortcuts

Working in an Internet browser-based environment can often be very mouse intensive. There are many keyboard navigation alternatives to using the mouse in the browser. These are called Keyboard Shortcuts.

Keyboard Shortcut keys perform an immediate action. When you press any of the key combinations below, the designated function occurs.

NOTE: Several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

Hot Key	Button or Link	Function
[Alt] + 5	 	Opens lookup page. Opens the calendar prompt.
[Alt] + 7		Inserts a row in the grid or scroll area.
[Alt] + 8		Deletes a row in the grid or scroll area.
[Alt] + .		Next set of rows in grid or scroll area. [Alt] +(period)
[Alt] + ,		Previous set of rows in a grid or scroll area. [Alt] + (comma)
[Alt] + ‘	 	View all of the rows in a grid or scroll area. Return to viewing the first row in a grid or scroll area.
[Alt] + \	Add a New Value Find an Existing Value	Toggles between Add and Update on the Search page
[Ctrl] + K	-----	Displays a keyboard information page
[Enter]	  	Activates the Okay button where appropriate. On a Search page, activates the search button. On a Lookup page, activates the Lookup button.
[Esc]		Activates the cancel button where appropriate.

Internet Explorer Tips

Tips for working in Internet Explorer:

Key Selection	Function
F11	Toggle between Full Screen and regular view of the browser window
Shift + F10	Display a shortcut/pop up menu for a link
Up Arrow	Scroll toward the beginning of a document
Down Arrow	Scroll toward the end of a document
Page Up	Scroll toward the beginning of a document in larger increments
Page Down or Space Bar	Scroll toward the end of a document in larger increments
Ctrl + W	Close the current window

Editing tips:

Key Selection	Function
Ctrl +X	Remove the selected items and copy them to the Clipboard
Ctrl +C	Copy the selected items to the Clipboard
Ctrl +V	Insert the contents of the Clipboard at the selected location