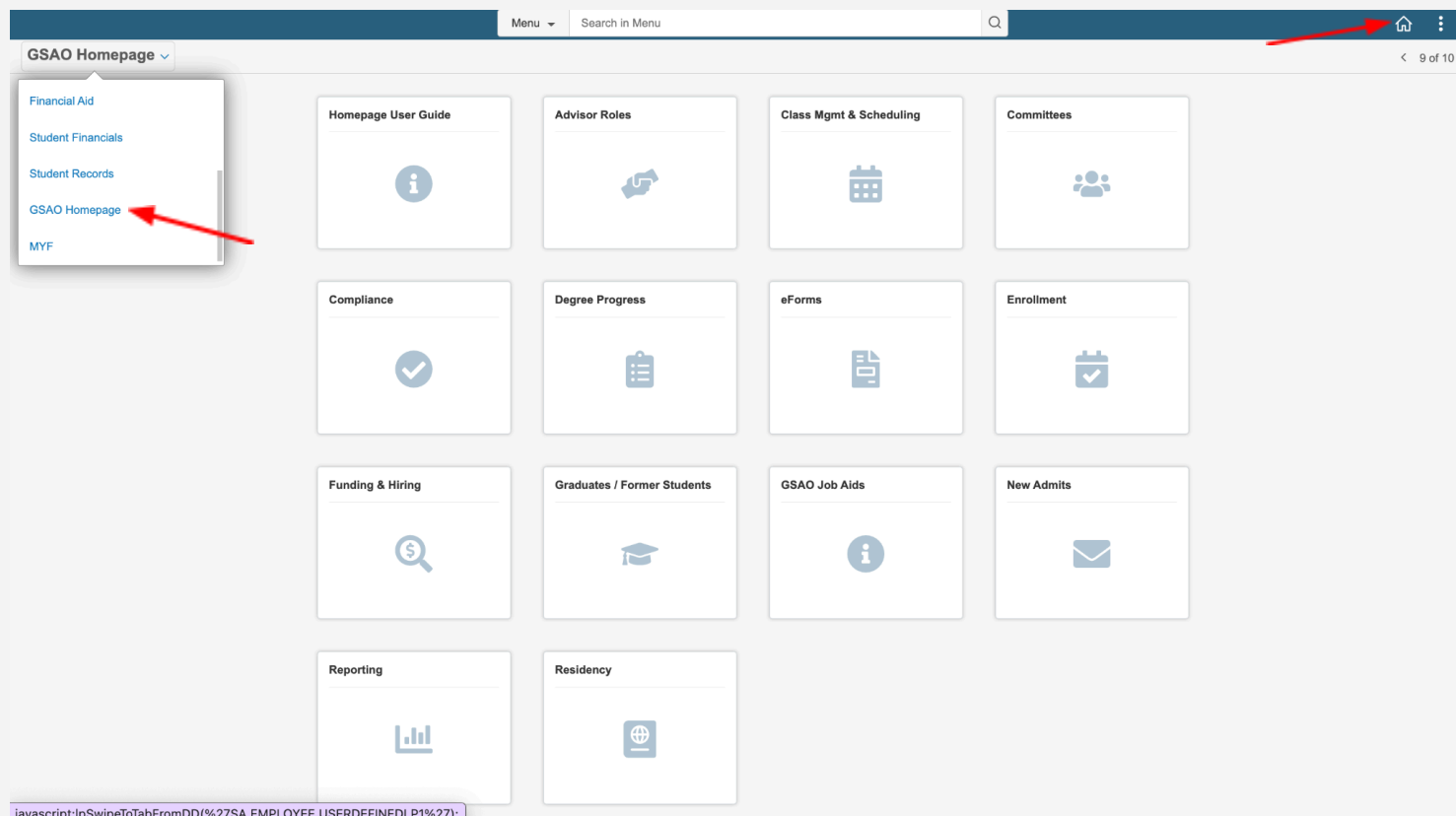


## SIS Job Aid #254

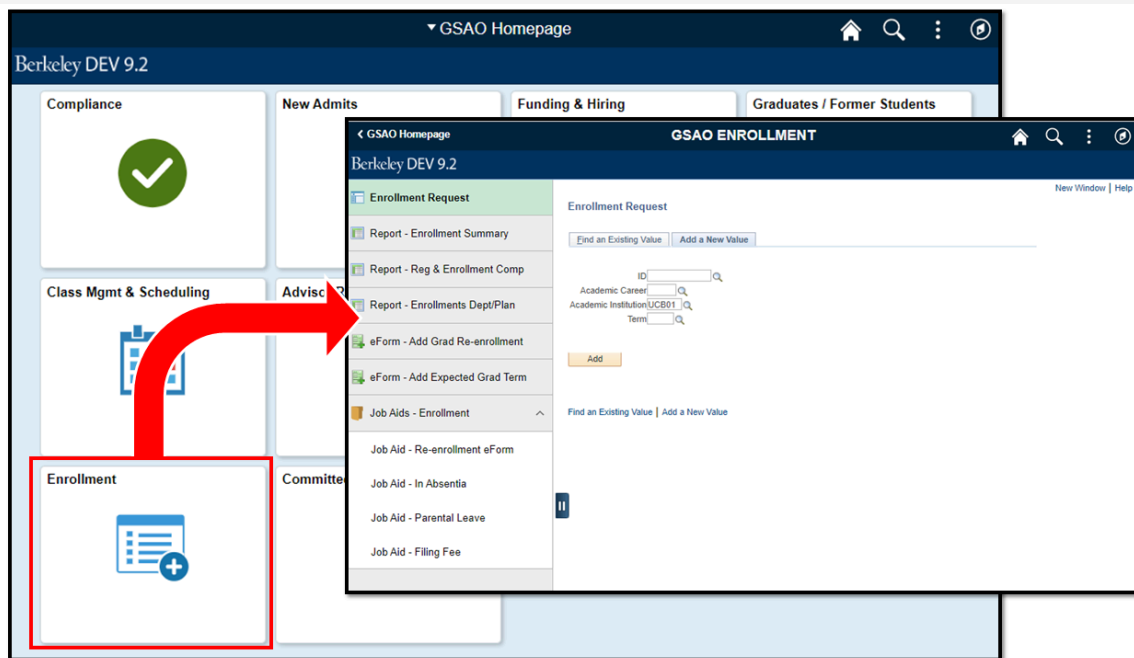
This guide is intended for staff. It describes how to navigate the GSAO Homepage, which is a central place for graduate advisors to access Campus Solutions functionality, including reports, eForms, and job aids.

The GSAO Homepage consists of tiles that contain relevant resources, links, and reports. Most GSAOs will see the GSAO Homepage when logging in to SIS or clicking the Home icon at the top right. If not, you can find it by clicking on the Homepage drop down and selecting the GSAO Homepage from the list.



# Berkeley | Student Information Systems

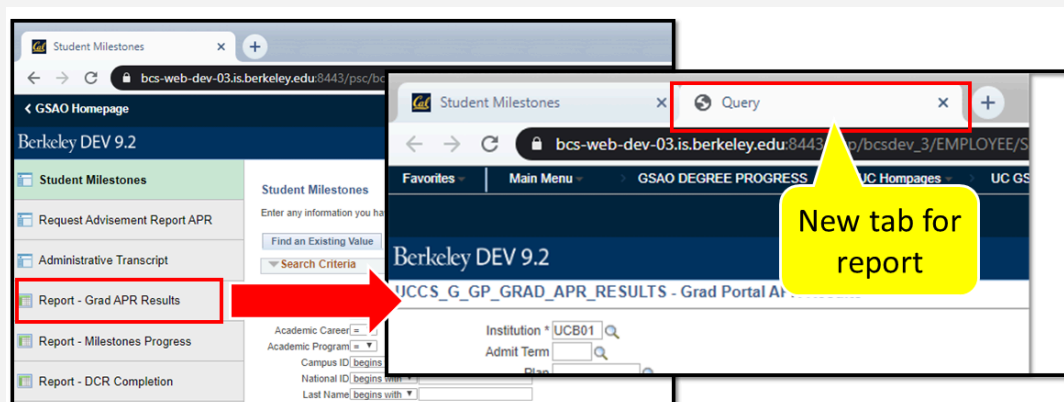
Each tile will open to a new page. Along the left will be a navigation menu. The first item will be opened in the main window.



## Reports

Reports in the GSOA Homepage have key features, which may differ from the Reporting Center.

1. Reports open in a new tab, so that you may continue using Campus Solutions while referencing the report.



# Berkeley | Student Information Systems

2. **Term** refers to the enrollment term and *always defaults to current term*.
3. **Acad Plan** defaults to all plans that you manage. If the report has **My Plans Only**, unchecking it will allow you to see plans that you don't manage as well.

Berkeley DEV 9.2

UCCS\_G\_GP\_MILESTONES - Milestones by Plan Flat View

Institution: UCB01

Plan:

Sub-Plan:

Admit Term:

SID:

Milestone:

Milestone Level:

Grad Div:

Milestone Only: ☐

**My Plans Only** ☒

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (19725 kb)

View All

Row	SID	Name	Plan List	Milestone 1	Milestone 2	Milestone 3
1	30	Ar	African American Studies PhD			
2	30	Bc	African American Studies PhD			
3	30	Cc	African American Studies PhD			
4	30	Fc	African American Studies PhD			

*Note: A yellow callout bubble points to the Plan field with the text: "Only your plans if left blank"*

4. Within a report, the student **Name** column opens a new tab with details about the student.

Berkeley DEV 9.2

UCCS\_G\_GP\_DEGREES\_CONFERRED - Degrees Conferred

Institution: UCB01

Completion term from: 2182

Completion term to:

Admit Term:

Acad Plan:

Sub-Plan:

Degree:

Include Backdated: ☐

**My Plans Only** ☒

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1864 kb)

View All

Row	SID	Name	Degree	Completion Term
101	24	A	Doctor	2018
102	30	A	Master	
103	23	A	Doctor	
104	30	Albert	Master	
105	24	A	Doctor	
106	30	A	Master Admin	

*Note: A red arrow points from the Name column of the main table to a secondary window.*

Berkeley DEV 9.2

UCCS\_G\_GP\_BIO\_DEMO- Student Bio/Demo

Download results in: Excel Spreadsheet CSV Text File XML File (7 kb)

View All

Row	SID	Labels
1	30	
2	Preferred Name	Al
3	Legal Name	Al
4	Campus Email	ra
5	Program Status	Av
6	Plan (Sub-plan)	Av
7	Admit Term	21
8	EGT	21
9	Term Units	11
10	Visa	N
11	Grad Status	N
12	Academic Standing	G
13	Most Recent Term	21

## Menus

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This section lists the complete navigation menu for each tile on the dashboard.

### Compliance

- Manage Service Indicators
- Report - Service Indicators
- Report - Student at Risk CNP
- Report - Enrollment Compliance
- eForm - Add Exceptions
- Job Aid - Place / Release SI
- Job Aid - Exceptions eForm

### New Admits

- Checklist Management - Person
- Report - Grad SIR
- Report - Checklist Status
- Report - Admit Checklist
- Slate GradApp - Manage
- Slate GradApp - Lookup
- Slate Query Fellowship Results
- Job Aid - Add Checklist Item
- Job Aid - Updating Checklist

### Graduates / Former Students

- Student Program / Plan
- Student Degrees
- Report - Degrees Conferred
- Report - Committee by Member
- Report - Committee Mbrs by Plan

### Funding & Hiring

- Funding / Awards
  - Award Entry
  - Report - Awards by Student
  - Award Entry Approver
  - Compy Award Entry Batch
  - Report - Unapplied Awards
- ASE / GSI Hiring
  - Report - Appt Eligibility
  - Report - Appointment History
  - Report - Appointments by Dept
- Student Financials Payments
  - View Customer Accounts
  - View Payments
  - Website - Student Billing Serv
  - Report - Awards by Student
- Report - Outstanding Charges
- eForm - Add Grad Exceptions
- Job Aids
  - Job Aid - Dept Award Entry
  - Job Aid - Batch Award Entry
  - Job Aid - Approve Dept Awards
  - Job Aid - Revise Posted Award
  - Job Aid - Charge Priorities
  - Job Aid - Grad Div Award Entry
  - Job Aid - Search for Stu Award
  - Job Aid - Find Existing Award
  - Job Aid - Summer Award Entry
  - Job Aid - Create New Item Type

## Class Mgmt & Scheduling

- Maintain Schedule of Classes
- Schedule New Course
- Compliance Dashboard
- Job Aid - Class Scheduling

## eForms

- GT eForm Workcenter
- eForm - Evaluate Student eForm
- eForm - Update Student eForm
- eForm - View Student eForms
- eForm - Add Academic Plan Change
- eForm - Add Committees
- eForm - Add Expected Grad Term
- eForm - Add Exceptions
- eForm - Add Grad Re-enrollment
- eForm - Add Qualifying Exam
- Job Aid - eForms

## Degree Progress

- Student Milestones
- Request Advisement Report APR
- Administrative Transcript
- Report - Grad APR Results
- Report - Milestones Progress
- Report - DCR Completion
- eForm - Add Academic Plan Change
- eForm - Add Expected Grad Term
- Job Aids - Degree Progress
  - Job Aid - Milestones
  - Job Aid - View APR
  - Job Aid - APR Exceptions
  - Job Aid - Change CPP eForm

## Advisor Roles

- Report - Active Advisor

## Enrollment

- Enrollment Request
- Report - Enrollment Summary
- Report - Red & Enrollment Comp
- Report - Enrollments Dept / Plan
- eForm - Add Grad Re-enrollment
- eForm - Add Expected Grad Term
- Job Aids
  - Job Aid - Re-Enrollment eForm
  - Job Aid - In Absentia
  - Job Aid - Parental Leave
  - Job Aid - Filing Fee

## Committees

- Manage Committees
- Student Milestones
- Report - Committee by Member
- Report - Committee Mbrs by Plan
- eForm - Add Committees
- eForm - Add Qualifying Exam
- Job Aids - Committees
  - Job Aid - QE Application
  - Job Aid - Qual Exam Video
  - Job Aid - Advance to Candidacy
  - Job Aid - Candidacy Video

## Residency

*This tile is managed by the Office of the Registrar*