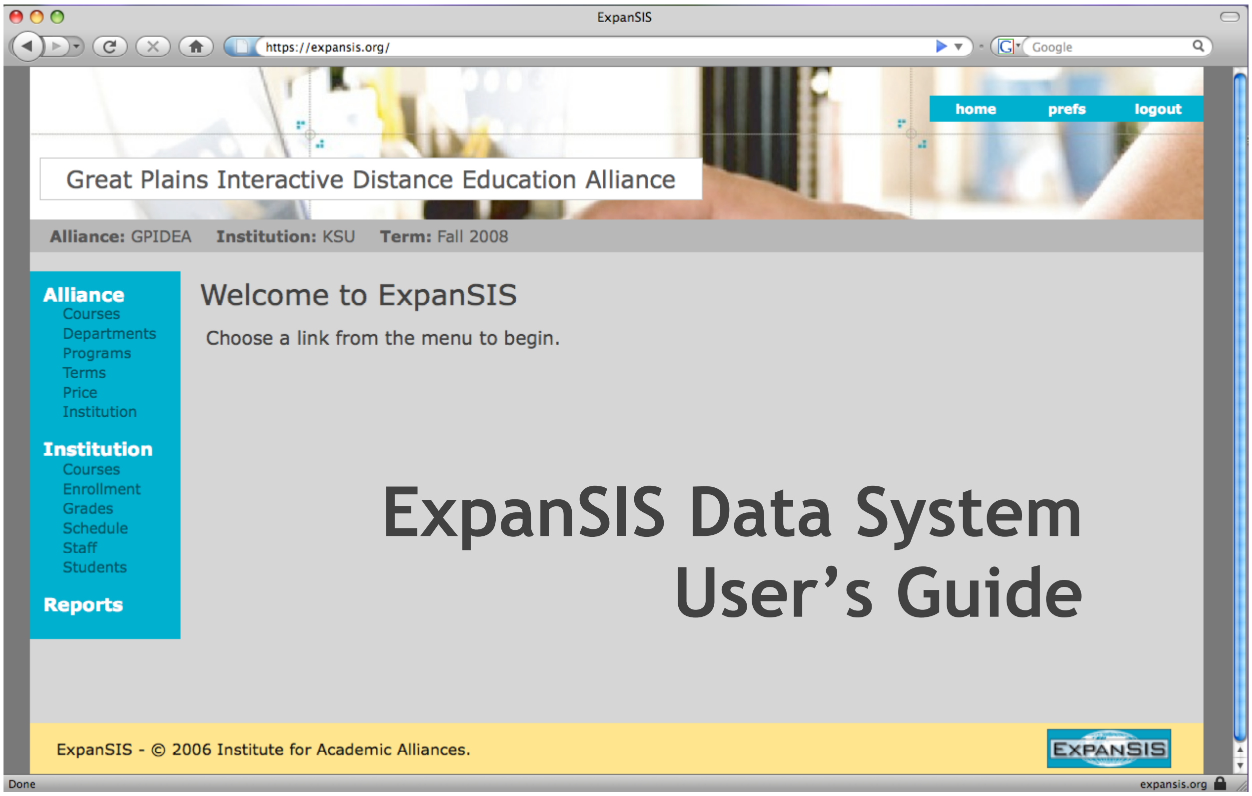
ExpanSIS Data System User’s Guide



The ExpanSIS Data System is a secure, web-based student information system for multi-institution course and program management. ExpanSIS enables the sharing of instructor, student, enrollment, and revenue information across schools participating in collaborative programs. Using ExpanSIS, institutional partners can schedule consortium courses, enroll students in consortium courses, pull up class rosters and grade reports, generate financial reports, and track student progress. The data can also be used for invoicing, benchmarking, preparing reports, program decision=making, and conducting research projects. ExpanSIS does not require special software or hardware. Data are transmitted over a secure Internet connection.

What MAY be released to the public?	*What CAN’T be released to the public?*
Directory Information	**Non-Directory Information**
▪ Name ▪ Local address ▪ Local telephone number ▪ Permanent address ▪ E-mail address ▪ Date & place of birth ▪ Photograph or likeness ▪ College ▪ Curriculum ▪ Enrollment status (full/part-time) ▪ Classification (i.e. graduate student) ▪ Dates of attendance at your institution ▪ Awards & academic honors ▪ Degrees and dates awarded ▪ Most recent educational institution attended ▪ Participation in officially recognized activities & athletic teams ▪ Height & weight of athletes	▪ Social security numbers ▪ Grades ▪ Grade point average (GPA) ▪ Academic warnings/dismissals ▪ Class schedules ▪ Number of credits earned ▪ Gender ▪ Race ▪ Permanent telephone numbers ▪ Emergency names/addresses/telephone ▪ Citizenship ▪ High school attended ▪ Religion ▪ Parent names
Please note: Every student has the right to stop the release of directory information. This is generally noted on the application form itself. Check with your Graduate School or Registrar’s Office to see who maintains those requests on your campus. All university officials MUST honor a Directory Information Hold and prevent the release of such information to the public.	

Acceptable Use

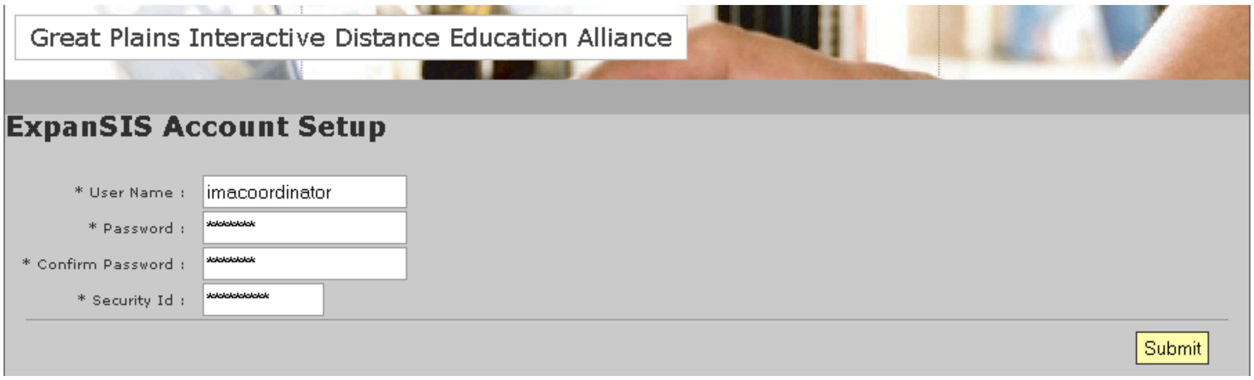
Users granted access to the ExpanSIS Data System must agree to the terms of the ExpanSIS Acceptable Use Policy prior to working with student records in this system.

Creating an account & logging into the ExpanSIS Data System

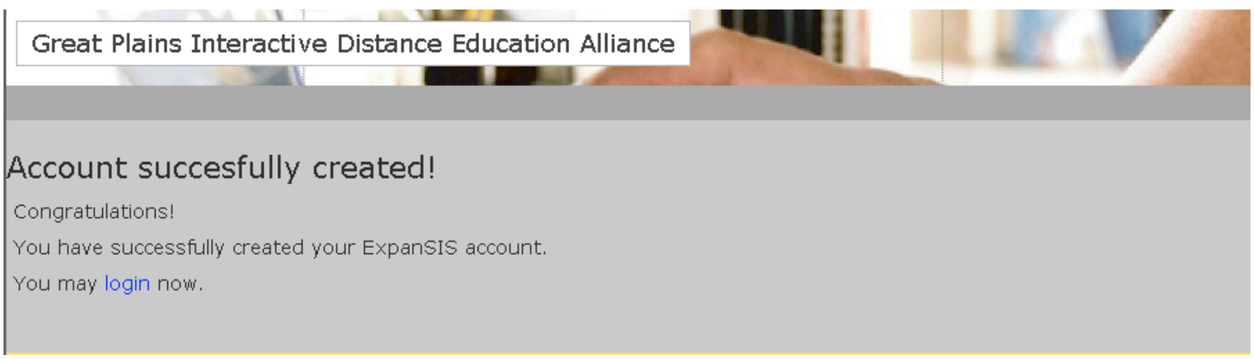
The ExpanSIS system administrator will add each campus coordinator to the system and send an e-mail invitation, like below, asking them to set up an account.


Please go to this URL https://beta.ome.ksu.edu:443/ExpanSIS/jsf/SetupAccount.jsf?key=NMNJ6fw6bvwaJSTiKFfO to setup your account

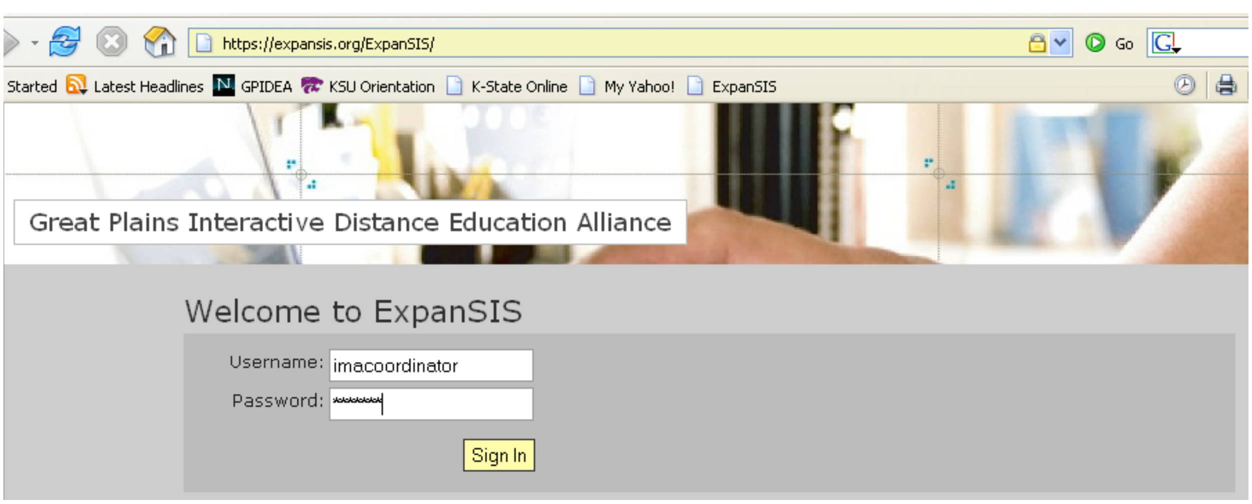
When the e-mail arrives, just click on the unique link provided, or copy and paste the full URL into your browser address line. The URL will bring up the screen below. Users select their own user name and password. Your security ID will be given to you in advance by the system administrator.



After your account has been created, you can click LOGIN to access the system.



Bookmark ExpanSIS at www.expansis.org for future use.

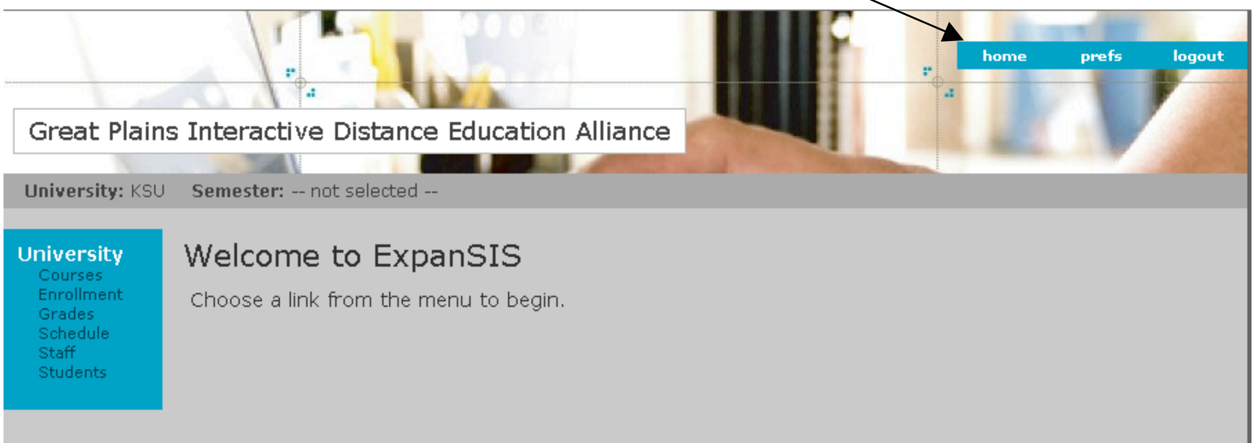


Moving around inside the system

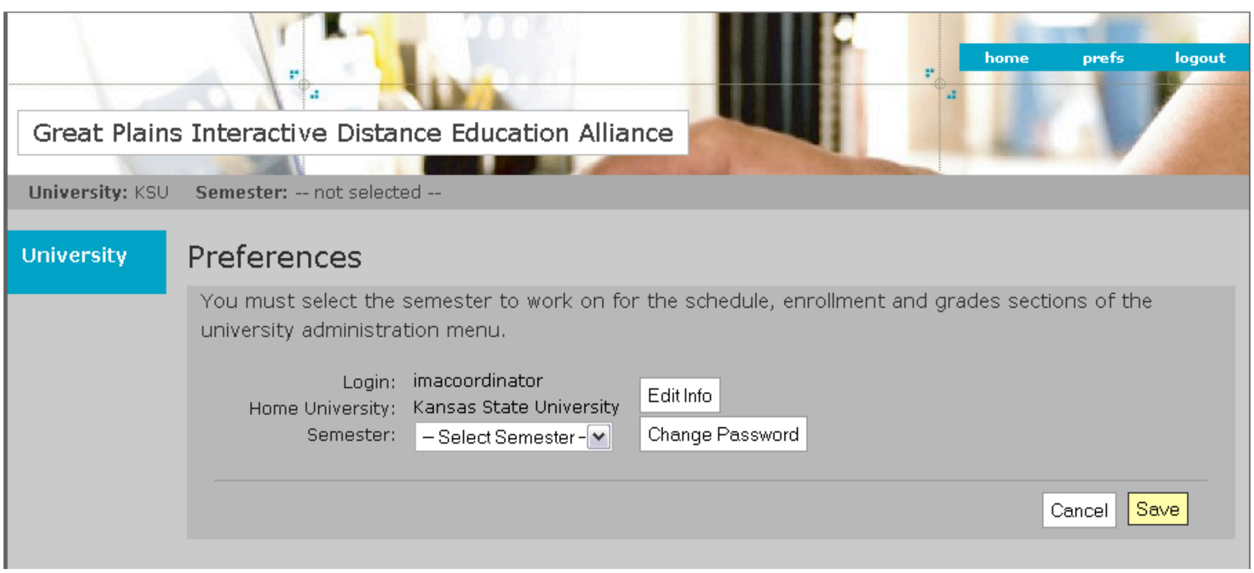
Logging in brings up the home page. Menu options display in the left navigation pane and top right bar.

TIP: After entering information, select CANCEL, SAVE or CREATE on the page to return to the main menu. Do not hit the BACK button on your browser.

Users can always go back to the home page, change preferences, or logout by clicking the links in the top right bar in the system.



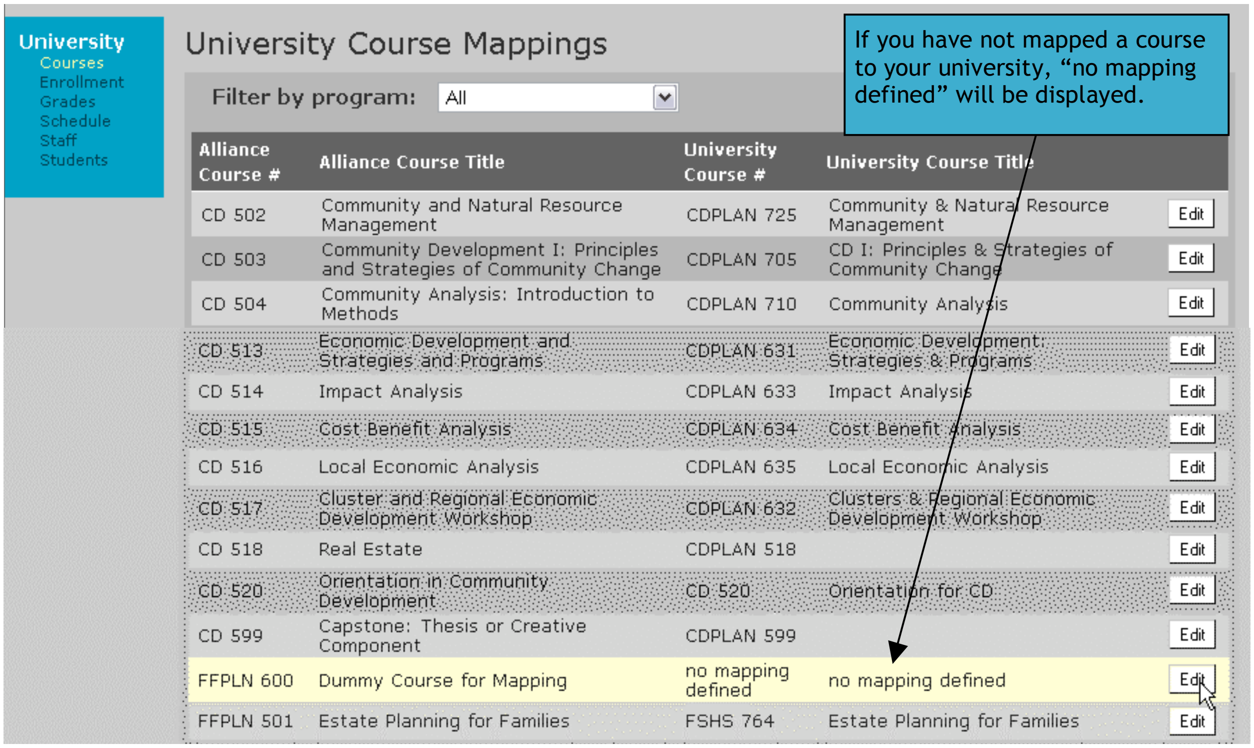
Below the alliance name, the semester you are working in will display in the dark gray bar. If the display indicates the semester is “not selected”, click on the PREFS link in the top right navigation bar and select the appropriate semester. Then click SAVE, not the BACK button. The semester must be selected before you can schedule a course, enroll a student, or enter grades. After you have set the semester, you can move from semester to semester by changing your preferences.



Courses

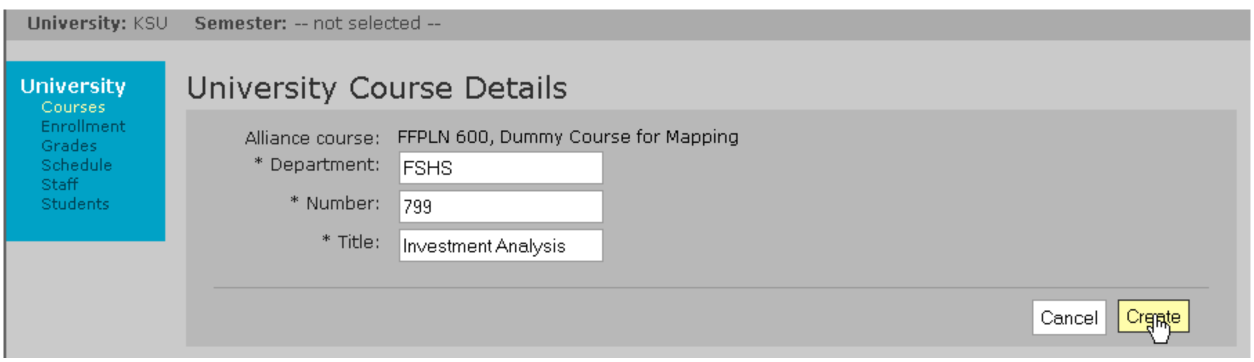
The system administrator enters the details for alliance courses, including the course description and all programs the course is associated with. Each course is assigned an alliance department, number, and title. Courses will then need to be mapped to each institution’s unique department, course number and title. It’s likely that not every alliance course will be mapped for every school.

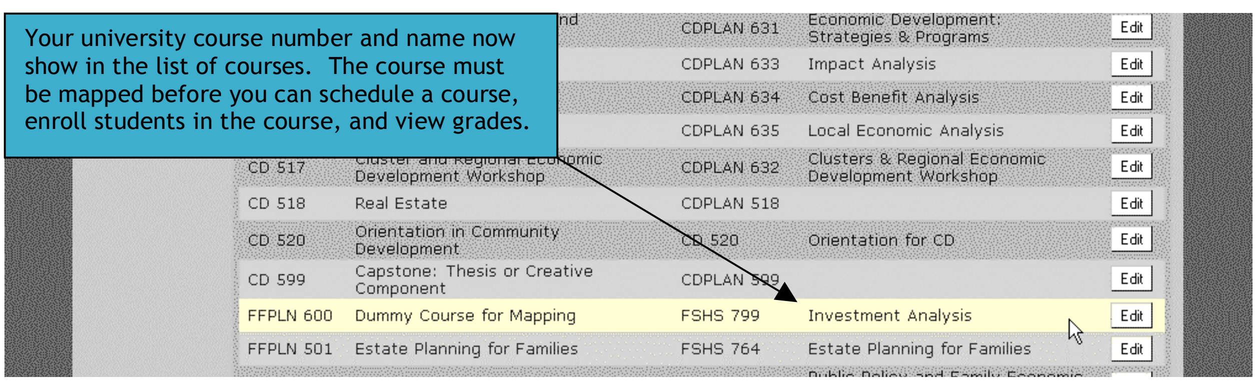
To map a course, select COURSES in the left navigation menu. A list of all alliance courses will be displayed, showing the alliance course number and title and your university course number and title. To map a course, click on the EDIT button to the right of the course.



Alliance Course #	Alliance Course Title	University Course #	University Course Title	
CD 502	Community and Natural Resource Management	CDPLAN 725	Community & Natural Resource Management	Edit
CD 503	Community Development I: Principles and Strategies of Community Change	CDPLAN 705	CD I: Principles & Strategies of Community Change	Edit
CD 504	Community Analysis: Introduction to Methods	CDPLAN 710	Community Analysis	Edit
CD 513	Economic Development and Strategies and Programs	CDPLAN 631	Economic Development: Strategies & Programs	Edit
CD 514	Impact Analysis	CDPLAN 633	Impact Analysis	Edit
CD 515	Cost Benefit Analysis	CDPLAN 634	Cost Benefit Analysis	Edit
CD 516	Local Economic Analysis	CDPLAN 635	Local Economic Analysis	Edit
CD 517	Cluster and Regional Economic Development Workshop	CDPLAN 632	Clusters & Regional Economic Development Workshop	Edit
CD 518	Real Estate	CDPLAN 518		Edit
CD 520	Orientation in Community Development	CD 520	Orientation for CD	Edit
CD 599	Capstone: Thesis or Creative Component	CDPLAN 599		Edit
FFPLN 600	Dummy Course for Mapping	no mapping defined	no mapping defined	Edit
FFPLN 501	Estate Planning for Families	FSHS 764	Estate Planning for Families	Edit

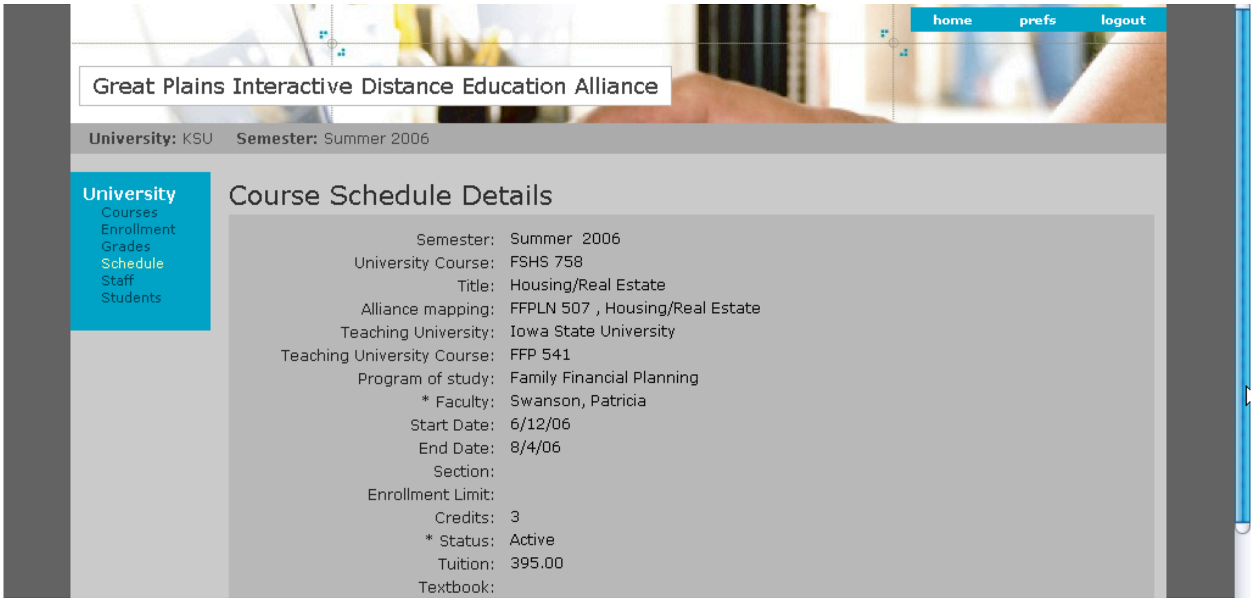
Enter the department, number and title of the course on your campus, then click on CREATE.





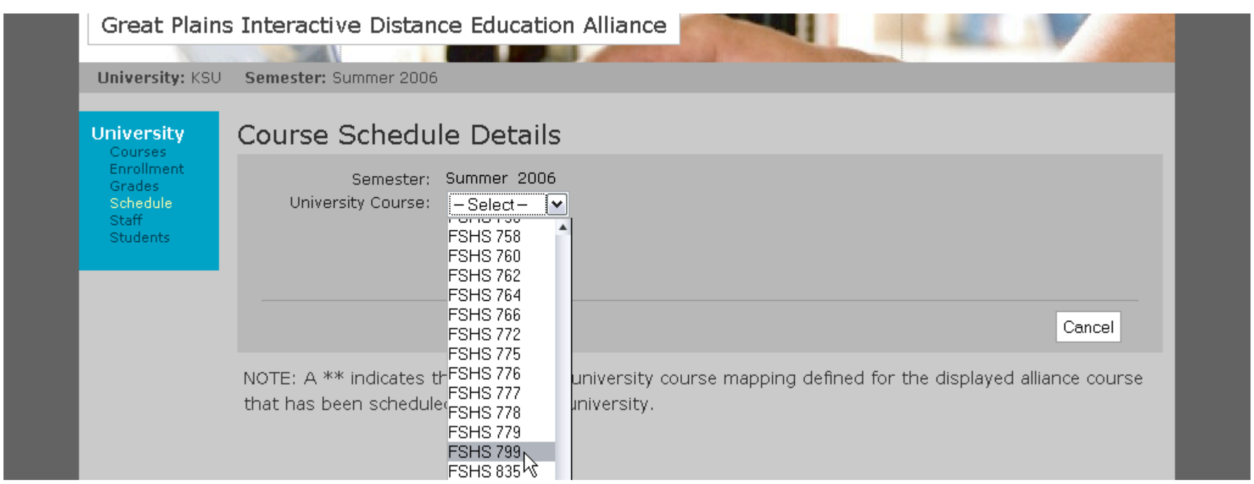
Schedule

Once the alliance courses and program tuition information have been added to the system by the system administrator, campus coordinators can schedule courses taught by their schools. Selecting SCHEDULE in the left menu will display all courses scheduled for the semester you are working in. (Remember, the semester can be changed in the preferences section.) View course information for any scheduled course by clicking on VIEW to the right of the course name. Here, you will find the name of the teaching institution, their course name and number, the instructor with contact information, the number of credit hours, course description, course dates, and textbook information, as shown below.

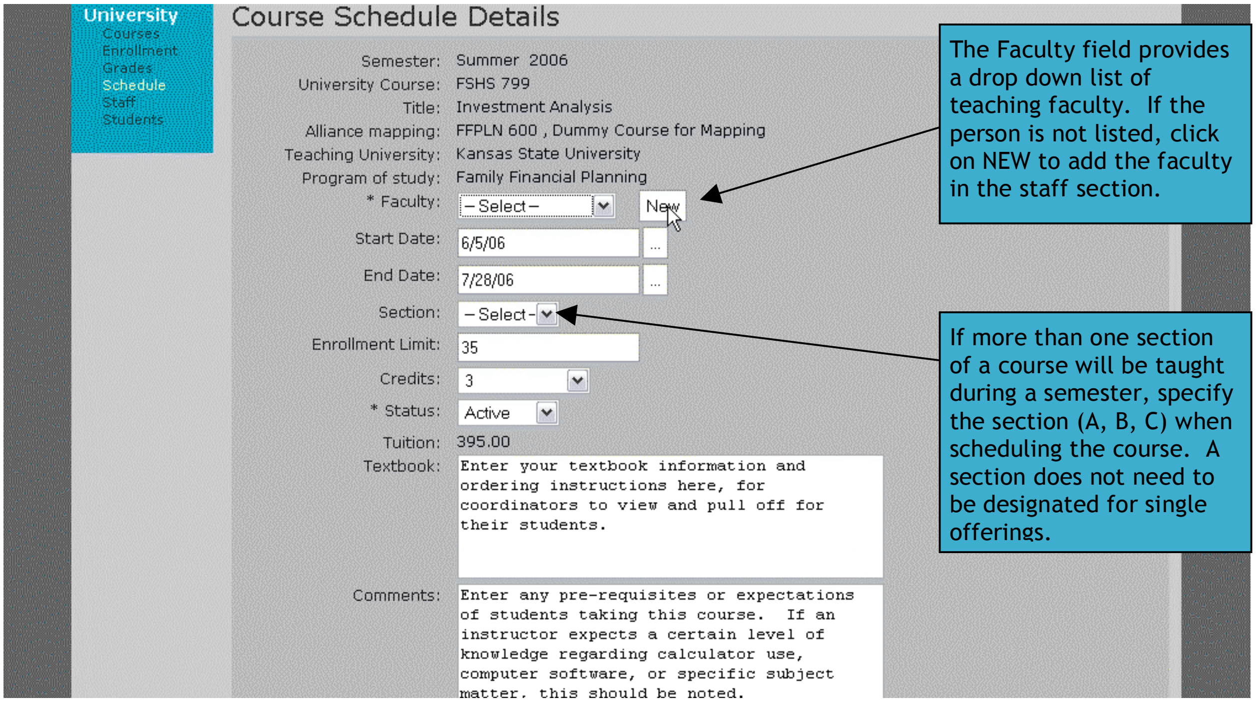


Coordinators can EDIT and DELETE courses; however, a course cannot be deleted after students have enrolled. To schedule a course, click on the SCHEDULE COURSE button below the list of courses.

Next, select the course to be scheduled from the drop down menu. If you have not mapped a course to your university, it will not be in the list of courses. Go map the course first, then return to schedule it.

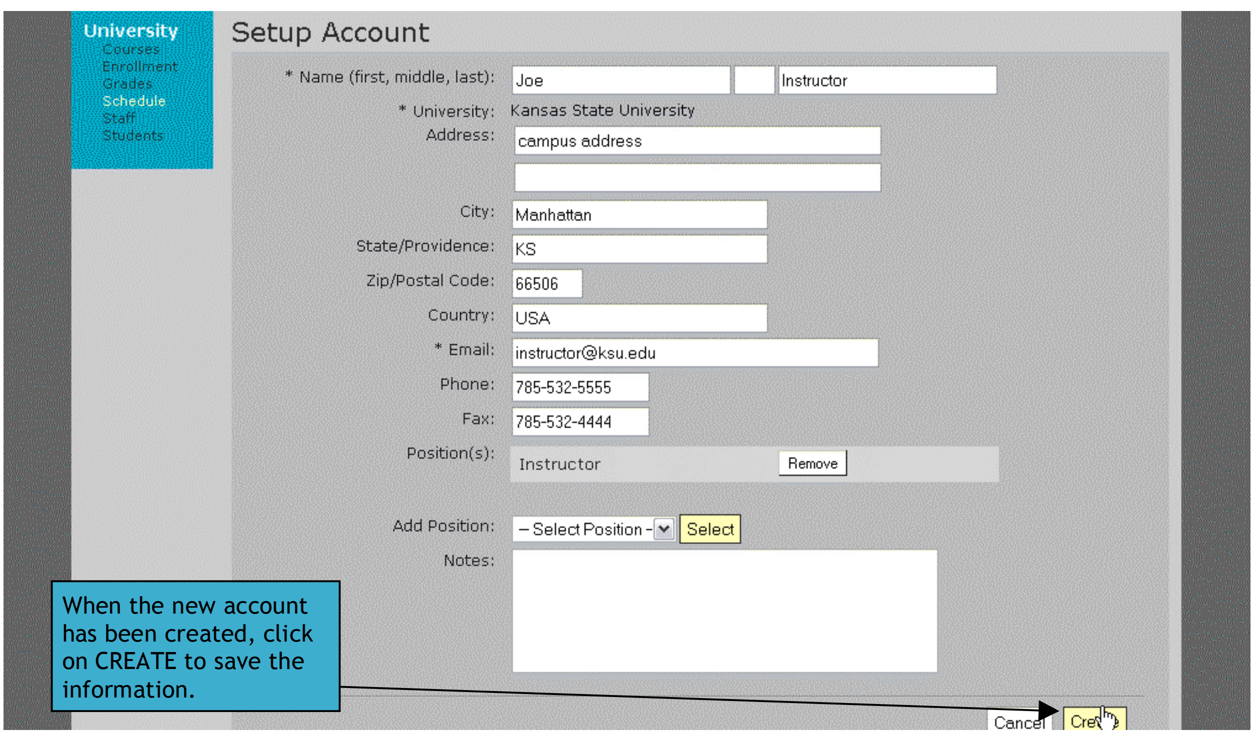


Fill in the fields with information about the course. You can return to this screen to update and add information at anytime. When finished entering course information, be sure to SAVE. The newly scheduled course will now show up in the list of courses for that semester.

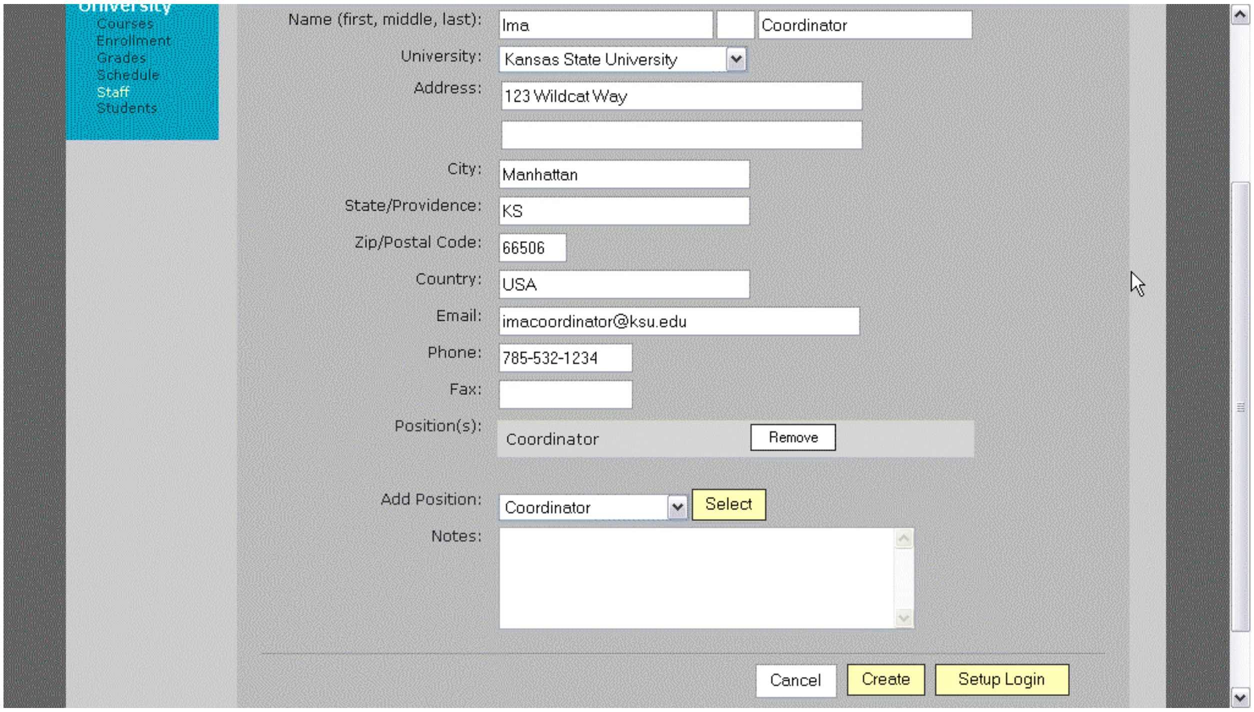


Staff

Set up faculty and staff accounts in the STAFF section. If adding faculty when scheduling a course, the Instructor position will automatically display. If adding people in the Staff section, you will need to select the position from the Add Position drop down box, and then click on SELECT. An individual may have more than one role. To remove a role, click on the REMOVE button in the Position field.

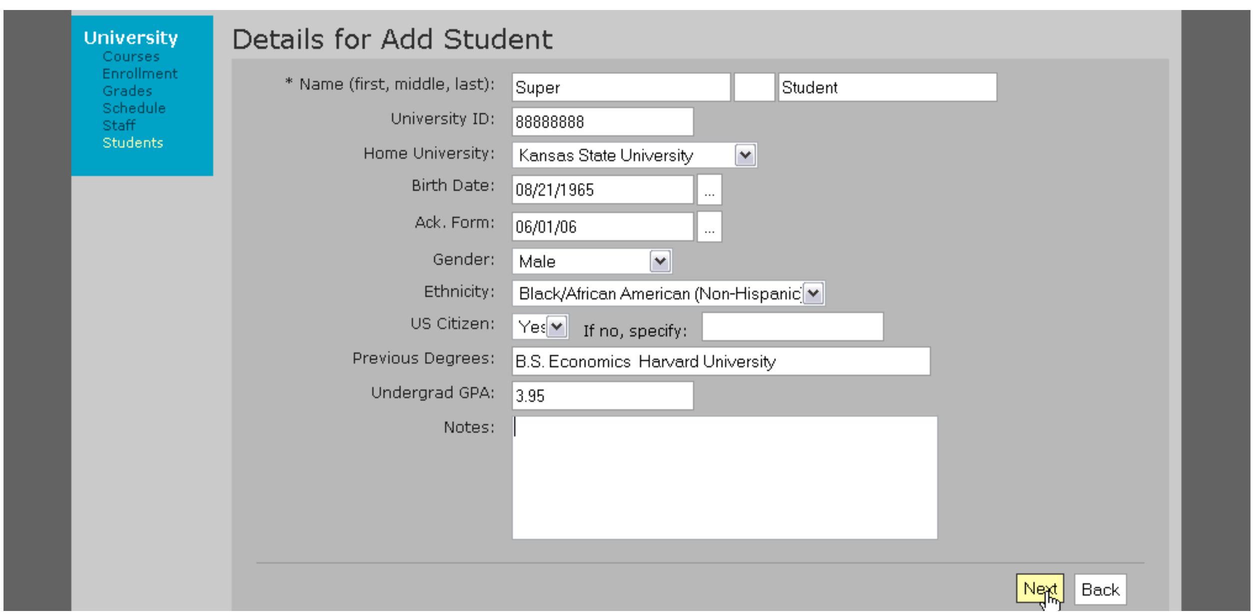


Grant campus coordinators access to the system by selecting SETUP LOGIN. Confirm the user's email address and security ID, then SEND EMAIL INVITE to triggers the account set up email.

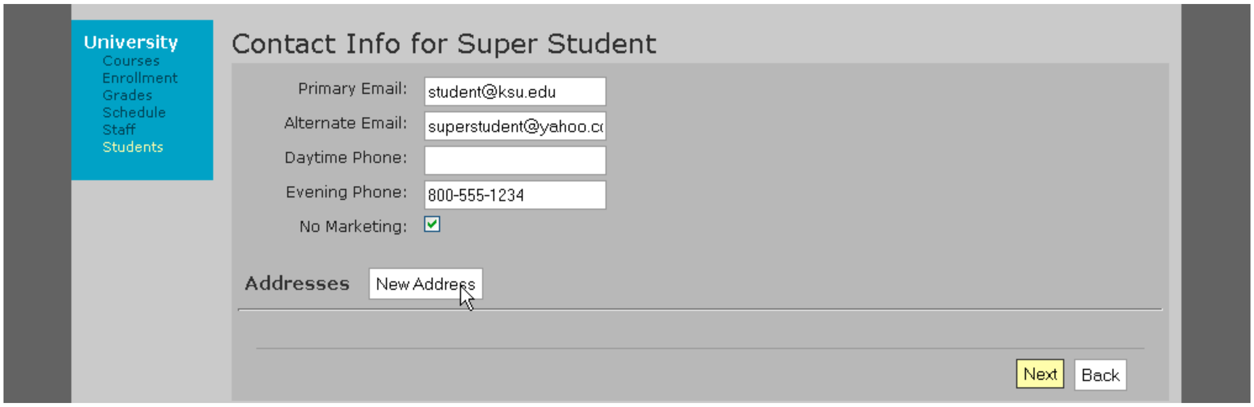


Students

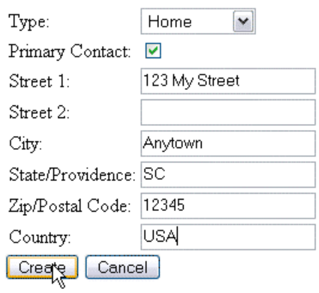
Once a signed Student Acknowledgement form is on file, the student can be added in the STUDENT section of ExpanSIS. To add a student, first search to make sure there is not already a record for the student in the system (see directions below). If there is no existing record, click on ADD NEW STUDENT and fill in all of the fields. Then click the NEXT button.



On the next screen (below), input the student's contact information. To add a mailing address, click on the NEW ADDRESS button. The button opens up a new window. You may have to adjust your browser to allow pop-ups for this site.

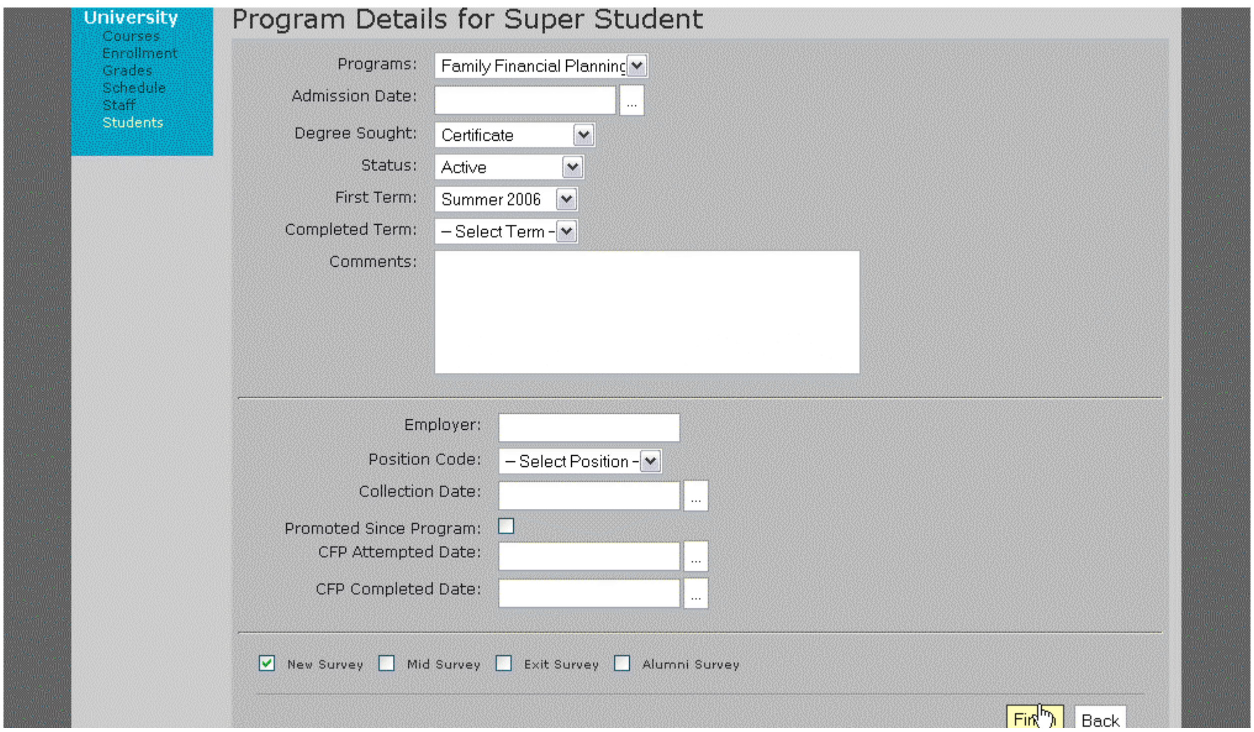


Address:



Be sure to check the Primary Contact box if it's the main address for the student. Click on CREATE when finished. If the system lists a previous address for the student, edit that address and uncheck the Primary Contact box.

When finished entering contact information, click on NEXT to go to the third student screen, which manages the student's program details. Provide the student's program, degree option, and admission date, if appropriate.

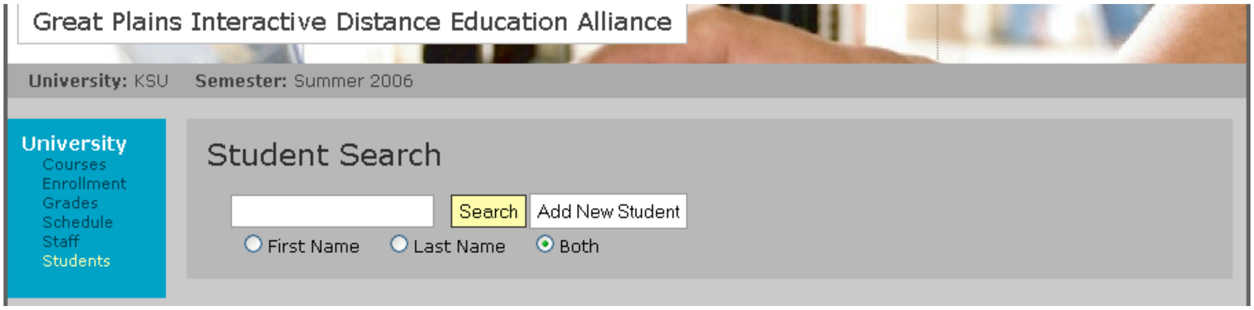


Track a student's status, indicating if they have completed the program, dropped out, or become inactive for a semester. The categories are described below.

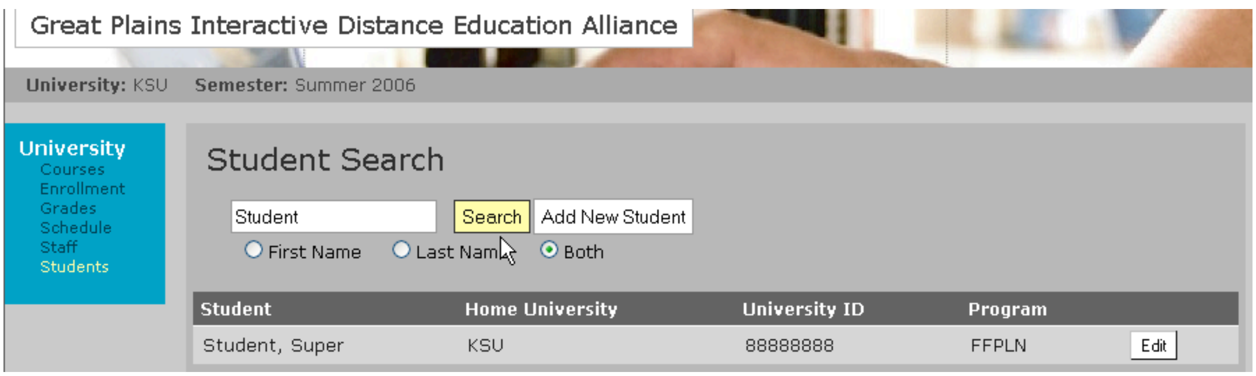
Active: Student is currently enrolled in courses
Inactive: Student is not currently enrolled, but plans to continue pursuing the degree/option.
Dropped: Student has dropped out of the program.
Completed: Student has completed the degree/option.

When finished entering the student information, be sure to select FINISH to save the record. The record can be edited at any time.

Searching for a Student
To search for a student, select the STUDENT link in the left menu, and a search screen will come up. You may search by first name, last name or request a search of both fields. Enter the student's name and click on SEARCH to display similar names. Clicking on SEARCH without entering any information in the field will result in a display of all students enrolled through your university.

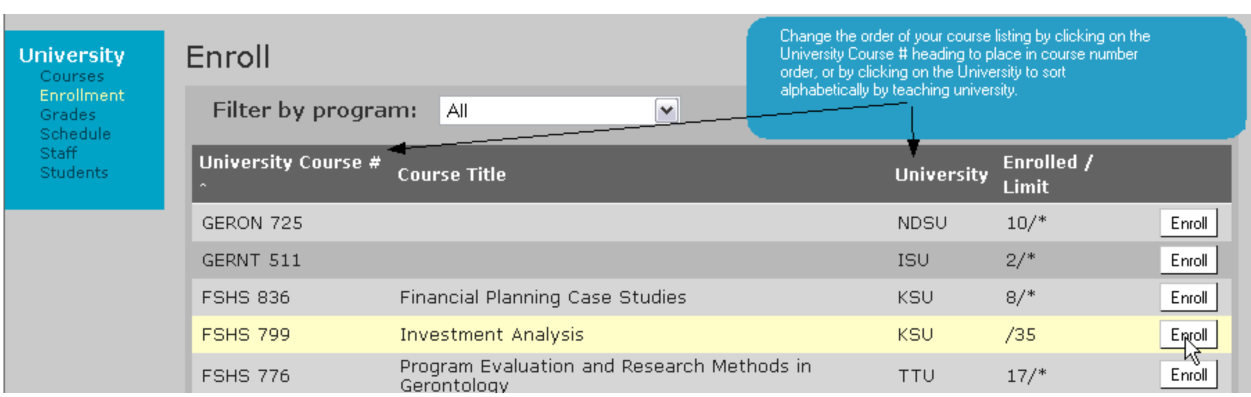


There may be more than one record that matches your search. For example, a search for the last name Wood might bring up students with the names Wood, Garwood and Woodward. The student list provides four categories of information: name, home university, ID, and program. You can sort the data by clicking on the category name at the top of each column. To view or edit the student record, click on EDIT to the right of the correct name. If changes are made to student information, be sure to click on SAVE so that the information is updated in the system. This includes when a new address is created and added to the contact info page. You must SAVE that page to keep the new address in the system.

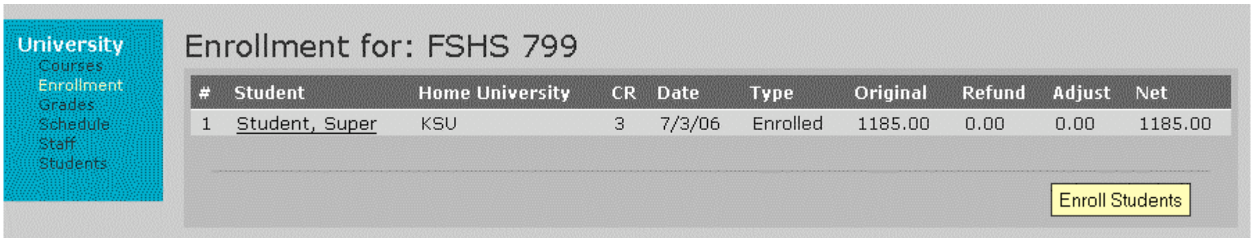


Enrollment

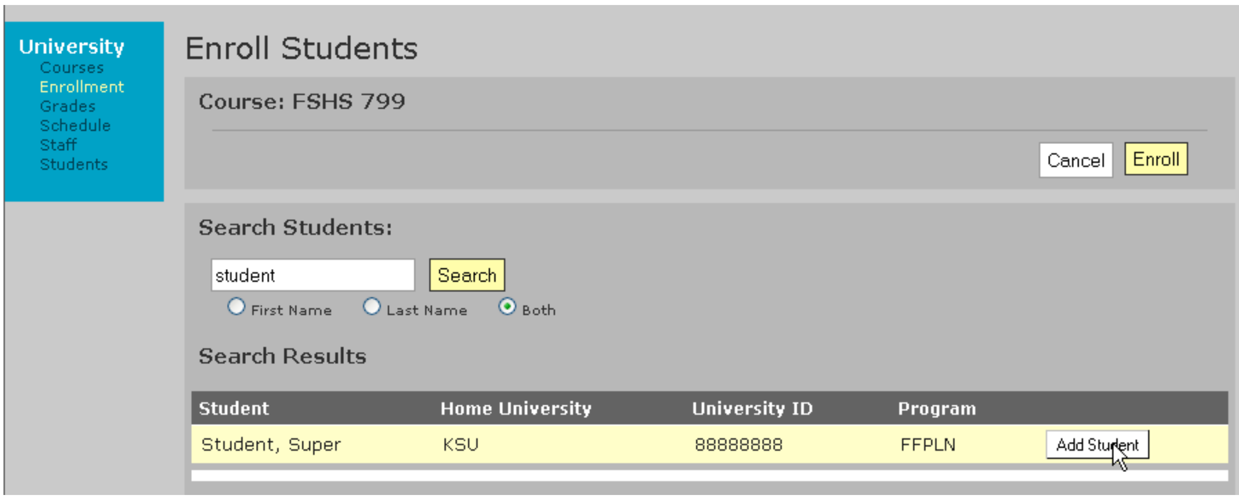
To enroll students in a course taught during the current semester, click on ENROLLMENT in the left menu. The enrollment list will show the number, title, teaching university, number of students already enrolled, and the enrollment limit for each course. Click on ENROLL to the right of the course to view a list of enrolled students and add more students to a course.



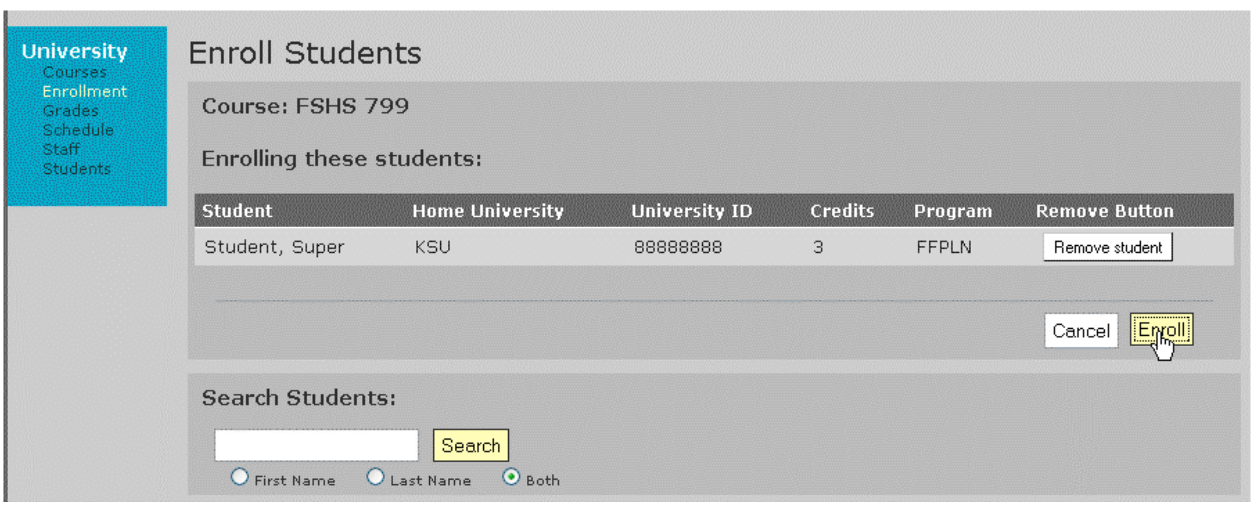
From this page, you can view the list of enrolled students. Click on ENROLL STUDENTS to add students.



Search for the student you wish you add, find the correct student, and click on the ADD STUDENT button to the right of the student's name.



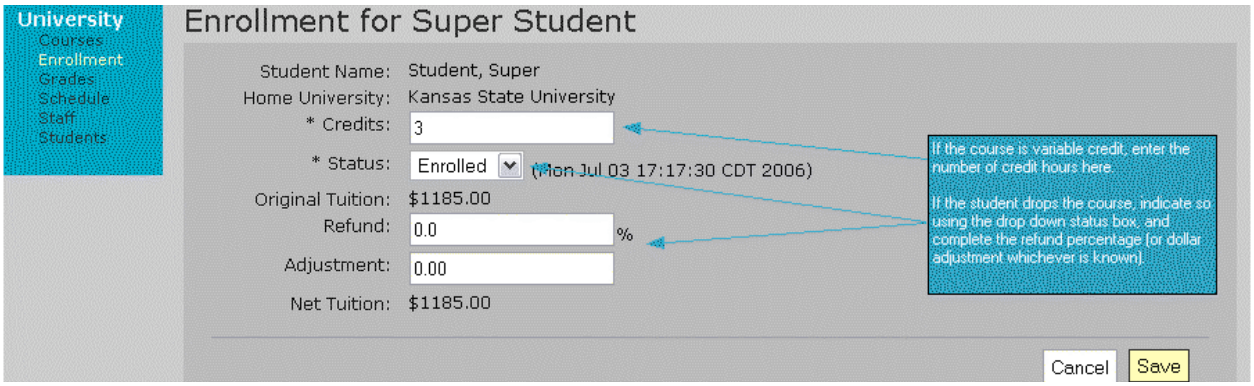
Repeat this process until you have added all students who have enrolled thru your university to take the course. The students you want to add will be listed under the heading *Enrolling these students*. Click on the ENROLL button to all of the students to the course roster. The system will alert you if you are trying to exceed the course enrollment limit. You will then need to remove students until enrollment is at the limit or contact the teaching university to see if they will increase the cap.



To change a student's enrollment status, click on the student's name. The screen below should then be displayed. If the course is a variable credit course, the number of hours can be entered and/or changed here. The student's status can be selected from the status drop down list. Use *Removed* if the student was entered in error (the wrong student was selected for this course to begin with) or if the student drops before the start date of the course. Use *Dropped* if the student enrolled in the course then dropped after the course began. Use *Cancelled* only if the entire course was cancelled.

Be sure to also indicate the refund percentage or the dollar amount refunded (adjustment). When finished with this screen, remember to hit SAVE to exit and save your changes. Please use the following enrollment status categories.

Enrolled: Student is currently enrolled in the course.
Dropped: Student enrolled, then dropped the course after the start date.
Removed: Student did not enroll in this course, or dropped the course before the course began.
Cancelled: Course was cancelled; therefore, the alliance dropped all students from the course.



Grades

Coordinators assign grades to all students taking a course taught by their university and can also view grades for all student enrolled through their university. Click on the GRADES link in the left menu and a list of courses for the current semester is displayed. Filter the list by program, course number, or university. This listing shows the number of students enrolled in the course and the number of grades that have been assigned. Click on VIEW GRADES to display the grades for all students enrolled through your university. If your institution is teaching the course, an EDIT GRADES button is on the right. Click on the EDIT GRADES button to assign or change a student's grade.

View the list of enrolled students only or include dropped students by selecting Yes from the drop down list next to Show Drop. Enter the letter grade in the Grade field, then click on SAVE. The Assigned/Enrolled column will reflect changes made to grades.