

Agreement on Deliverables for Credit – Graduate Research Credits

Each term faculty teaching research are required to communicate the course requirements needed to satisfy the research objective of the course. The new **Agreement on Deliverables for Credit** functionality will provide a mechanism for tracking this communication.

For each term, there is a new supplemental data engine field that has been added to SOATERM in Banner that will need to be turned on and off when it is time to capture this information from the faculty. The functionality works similar to the current **Initial Course Participation** functionality. It will be the responsibility of the Office of the Registrar to turn this on each term based on the schedule chosen by Grad School.

This functionality applies to all faculty that will be teaching any course that has a course number of 59800, 59900, 69800 and 69900. The capability exists to add additional courses by subject and/or course number. Any additions to this list must be requested by sending an email to the Student Systems Competency Center at BannerSupport@purdue.edu.

Below are the procedures for opening the functionality and for faculty to record their agreement on deliverables.

Opening Agreement on Deliverables for Credit – Registrar

1. In the Banner page SOATERM, go to the **Part of Term and Web Registration Controls** tab
2. Highlight the specific part of term you want to open

The screenshot shows the 'Part of Term and Web Registration Controls' tab in the SOATERM interface. A table lists various parts of terms with columns for description, start/end dates, number of weeks, census dates, and extension dates. The 'Full Term' row is highlighted in red.

Part of Term *	Description *	Start Date *	End Date *	Number of Weeks *	Census One Date *	Census Two Date	Incomplete Extension Date	Section Override	Faculty Web Midterm Grades	Faculty Web Final Grades
Full Term		01/07/2019	05/04/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AN	Anderson	01/07/2019	05/04/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO	Columbus	01/07/2019	05/04/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DY	Indianapolis	01/07/2019	05/04/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FB	First 8 Weeks	01/07/2019	03/03/2019	8	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KO	Kokomo	01/07/2019	05/04/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LF	Lafayette	01/07/2019	05/04/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LFF	Lafayette First 8 weeks	01/07/2019	03/03/2019	8	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LFS	Lafayette Second 8 Weeks	03/04/2019	05/04/2019	8	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NA	New Albany	01/07/2019	04/30/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PNK	Westville	01/07/2019	05/04/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUC	Hammond	01/07/2019	05/04/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RI	Richmond	01/07/2019	04/26/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS	Second 8 Weeks	03/04/2019	05/04/2019	8	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SB	South Bend	01/07/2019	05/02/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VN	Vincennes	01/14/2019	05/10/2019	16	01/11/2019		06/14/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click on the **More Information** button at the top right of the page

The screenshot shows the same table as above, but with the 'More Information' button highlighted in red in the top right corner of the table area.

4. Enter the value of “Y” to turn on the **Agreement on Deliverables for Credit** functionality for the chosen part of term

The screenshot shows the 'Supplemental Data SOATERM 9.3.10 (QUAL)' form. It has a table with columns for 'Required' and 'Comment'. The 'Graduate Research Credits' row has a red box around the 'Y' value in the 'Required' column.

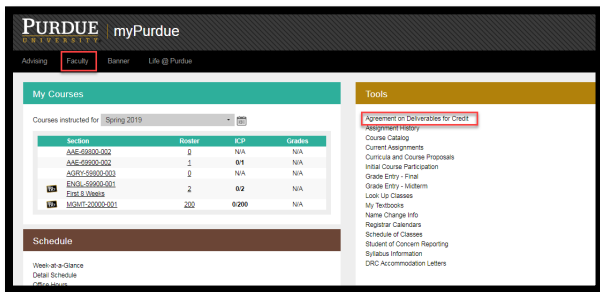
Required	Comment
<input type="checkbox"/>	Initial Course Participation Reporting
<input checked="" type="checkbox"/>	Graduate Research Credits

These steps make the functionality active for all faculty teaching research credit courses with course numbers of 59800, 59900, 69800 and 69900.

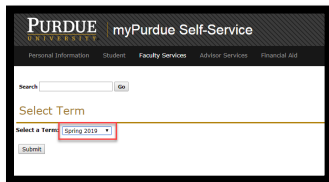
Faculty Processing of Agreement on Deliverables for Credit – Faculty

Once the time has come to start capturing the agreement that faculty have communicated the course requirements to students, they will log in to myPurdue and complete the agreement for all of the students in their research courses. The deadline for submission is the end of the second week of classes each term.

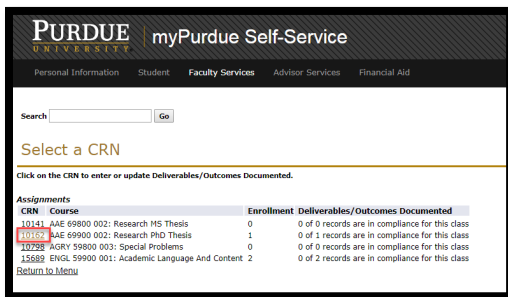
1. Log in to <https://mypurdue.purdue.edu>
2. The functionality can be accessed via a link called **Agreement on Deliverables for Credit** in the Tools channel on the Faculty tab



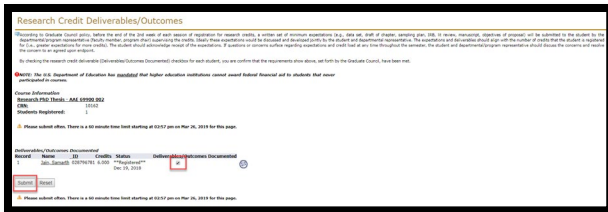
3. When you go to the **Agreement on Deliverables for Credit** page, you will be asked to select the term. Once you select a term, click on Submit



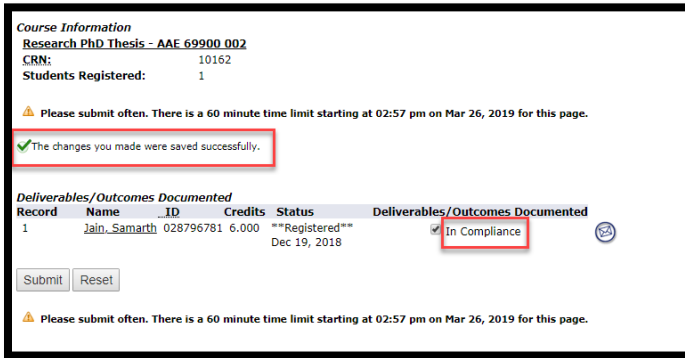
4. The page will direct to a list of research courses being taught with the enrollment found in each. Click on the CRN to submit your agreement of deliverables for credit



5. Click the checkbox next to each student that you have communicated the course requirements to and then click Submit



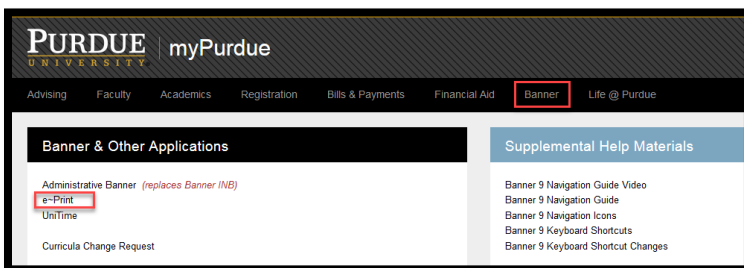
6. Once you submit you will receive a success message and the term “In Compliance” will appear



7. Repeat this process for all of your research courses

Reporting Component

1. A UC4 job will produce a nightly report that shows the following details:
 - a. College
 - b. CRN
 - c. Subject
 - d. Course number
 - e. Number of students enrolled
 - f. Number of students acknowledged
 - g. Number of students not acknowledged
 - h. Instructors of the section
2. This report will be produced and stored in Banner ePrint. To get to the report follow the steps below.
 - a. In myPurdue on the Banner tab, there is a link called e~Print. Click on this link and it will open the ePrint repository.



b. Click on Enter to go to the available reports

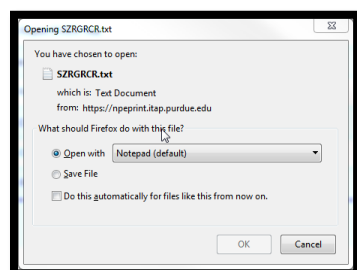


- c. Search for the report named SZRGRCR using the drop down list at the bottom of the page

Report	Description	Latest Date
SZRGRCR	Research Credit Accountability Report	Fri May 24, 2019 1:16pm
RZRSIFE	State Information File Process Report EVEN Year	Thu May 23, 2019 10:54am
RZRSILE	State Information File Load Report EVEN Year	Thu May 23, 2019 10:54am
RZRSIPO	State Information File Process Report ODD Year	Thu May 23, 2019 10:54am
RZRSISE	State Information File SFA Report EVEN Year	Thu May 23, 2019 10:54am
RZRSIFO	State Information File Flag Change Report ODD Year	Thu May 23, 2019 10:54am
RZRSIFE	State Information File Flag Change Report EVEN Year	Thu May 23, 2019 10:54am
RZRSIEO	State Information File Error Report ODD Year	Thu May 23, 2019 10:54am

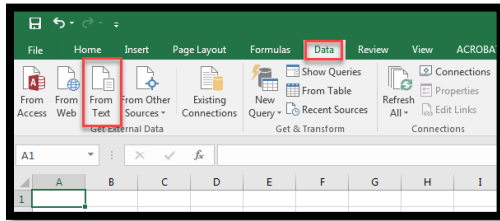


- d. Then click on the Text icon to open the file in Notepad
- i. Note: If you open the file, the data will not look nice in this format. In Firefox, the prompt gives you the option to Save File so you can do that in order to skip to step e rather than opening the file
- e. Do a save as and save the text file to a directory of your choice

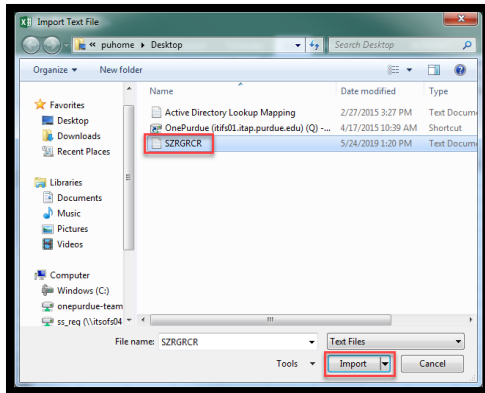


- f. Open Microsoft Excel and create a new workbook

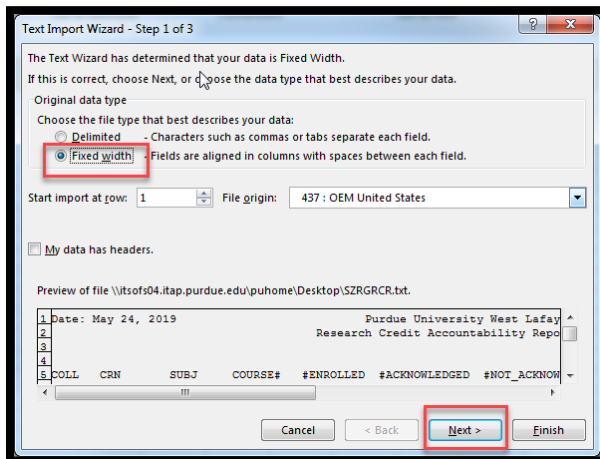
g. In the new Excel file, click on the Data tab and then select From Text



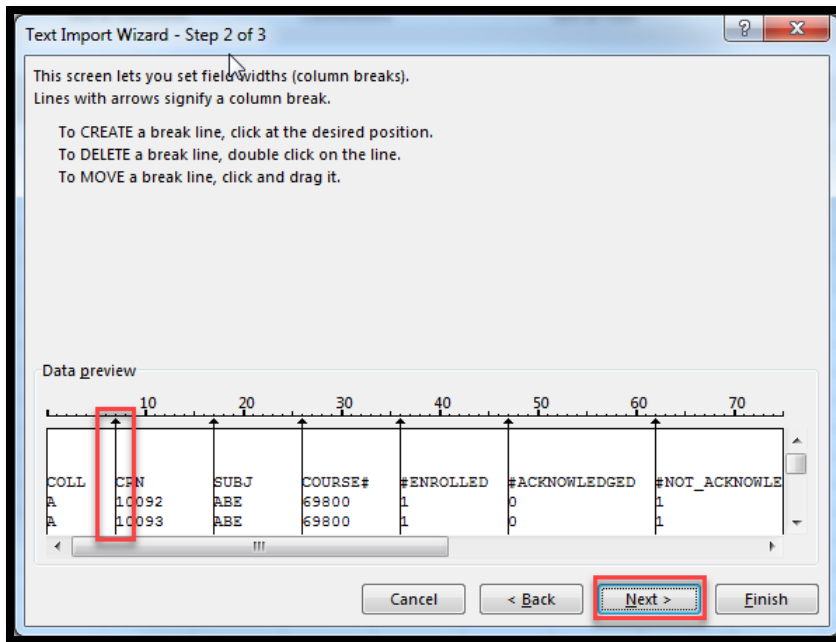
h. In the search window, find the saved text file and select it and then click Import



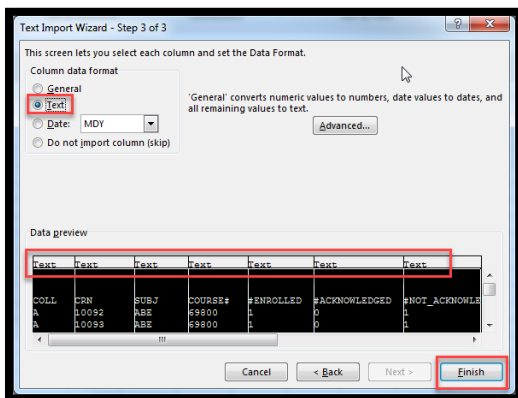
i. A Text Import Wizard dialog box will appear. Make sure the Fixed Width radio button is selected and then click Next.



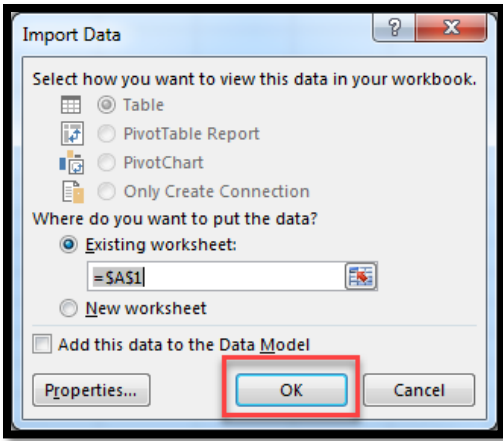
j. Align the arrows in the Data Preview box so that they start at the beginning left of each column header. Then click Next.



- k. Optionally, in the next window you can set all of the columns to text values. This is particular helpful when there are PUID's in a file as it will retain the leading zero. This report doesn't have anything that needs a leading zero so you wouldn't have to take this step. If you highlight all of the columns at once, then click on the Text radio button and then click Finish.



- l. On the final window, simply click OK to open the data in the Excel sheet.



	A	B	C	D	E	F	G	H
1	Date: M	ay 24, 201	9		Pu	rdue University	West Lafayette	Time: 13:15:12
2					Research	Credit Accounta	bility Report for 2	01930
3								
4								
5	COLL	CRN	SUBJ	COURSE#	#ENROLLED	#ACKNOWLEDGED	#NOT_ACKNOWLEDGED	INSTRUCTORS
6	A	10092	ABE	69800	1	0	1	01
7	A	10093	ABE	69800	1	0	1	01
8	A	10098	ABE	69800	1	0	1	02
9	A	10099	ABE	69800	2	0	2	02
10	A	10100	ABE	69800	1	0	1	01
11	A	10103	ABE	69800	1	0	1	01
12	A	10104	ABE	69800	1	0	1	02
13	A	11887	ABE	69800	3	0	3	02
14	A	12382	ABE	69800	1	0	1	03
15	A	16592	ABE	69800	1	0	1	01
16	A	18993	ABE	69800	1	0	1	02
17	A	19885	ABE	69800	1	0	1	01
18	A	19887	ABE	69800	3	0	3	02
19	A	10107	ABE	69900	1	0	1	01
20	A	10108	ABE	69900	1	0	1	01
21	A	10109	ABE	69900	4	0	4	01
22	A	10110	ABE	69900	1	0	1	01
23	A	10113	ABE	69900	1	0	1	01
24	A	10117	ABE	69900	1	0	1	01
25	A	10120	ABE	69900	1	0	1	01
26	A	10121	ABE	69900	3	0	3	02
27	A	10122	ABE	69900	1	0	1	01
28	A	10123	ABE	69900	1	0	1	01
29	A	10124	ABE	69900	2	0	2	01
30	A	11888	ABE	69900	1	0	1	02