

Train the Trainer Modules: Campus Community

7.3.4 Maintain Participation Data

Introduction

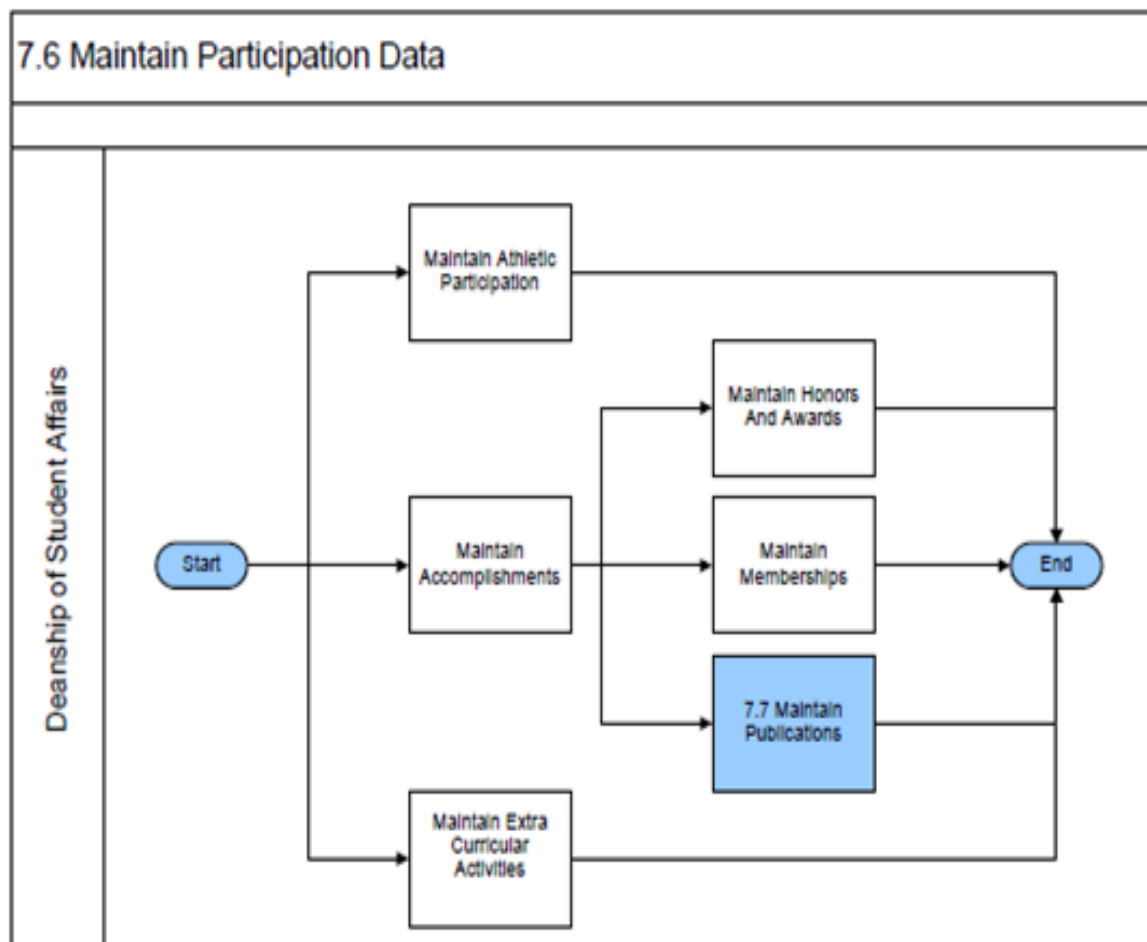
A module to maintain participation data and this training will help you to fully understand all the steps how to maintain participation data in KSAU-SIS.

Understanding the Maintain Participation Data

Maintain Identification Data deals with managing and maintaining participation data of a person. In managing participation data, there are many phases like maintaining athletic participation, maintain accomplishments like honors and awards, memberships, publications etc. maintaining extracurricular activities.

All these components help to maintain participation data of a person.

Business Process Map:



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A. Maintain Athletic Participation

Go to page: Campus Community > Personal Information > Participation Data > Athletic Participation

Athletic Participation

Julianne Binoche CC0004

Sport Find | View All First 1 of 1 Last

*Sport: Swimming

Athlete Information Find | View All First 1 of 1 Last

*Effective Date: 07/16/2004

*Athletic Participation: Active Participant

Current Participant

NCAA Eligible

Comments:

Sport Select the sport in which this individual participates. Values for this field are delivered with your system as translate values. You can modify these translate values.

Athlete Information

Athletic Participation Indicate the level or status of the individual's participation in the specified sport, such as active participant, manager, not recruited, or recruited.

Current Participant Select to indicate that this individual currently participates in this sport.
NCAA Eligible Select to indicate that the individual is eligible to participate on an NCAA (National Collegiate Athletic Association) team for this sport.

Comments Enter comments to further identify or describe the individual's level or status of participation in the specified sport.

➤ How to "Maintain Athletic Participation"

Pre-Requisites:

The following pre-requisites must be fulfilled before uploading photo in the system.

- Person whose athletic participation data have to be managed must exist in the system.

Business Role: Deanship of Student Affairs (User: KS_DSA, Password = "123")

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Execution Steps:

1. Login to system using your credentials
2. Go to page: Campus Community > Personal Information>Participation Data>Athletic Participation
3. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.
4. Enter the following values:

Sport: Select the appropriate value from the list.

Effective Date: Enter the effective date.

Athletic Participation: Select the appropriate value from the list.

Comments: Enter comments if necessary.

5. Click "Save". This will update athletic participation information in the system.

B. Maintain Accomplishments

Go to page: Campus Community > Personal Information>Participation Data>Accomplishments>Honors and Awards

The screenshot shows a web-based form titled "Honors/Awards Detail". At the top right, there are navigation options: "Find | View All", "First", "1 of 1", and "Last". The form contains several fields:

- *Internal/External:** A dropdown menu set to "Internal".
- *Date Recvd:** A date field containing "02/07/1435" with a calendar icon and plus/minus buttons.
- *Academic Institution:** A dropdown menu set to "KSA Univ. of Health Sciences".
- Honor/Award:** A text field containing "BRAWRD" with a search icon, and a label "Best Resident Award" to its right.
- Formal Description:** A text field containing "Best Resident Award".
- Grantor:** An empty text field.
- Career:** An empty text field with a search icon.
- Term:** An empty text field with a search icon.
- Academic Program:** An empty text field with a search icon.
- Tran Level:** A dropdown menu set to "Degr Prog".
- Academic Plan:** An empty text field with a search icon.
- System Generated:** An unchecked checkbox.
- Comment:** A large empty text area.

At the bottom of the form, there are three buttons: "Save", "Return to Search", and "Notify".

Following are important terms that you should need to understand to fully utilized the system:

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Internal/External

Select the type of honor or award that the individual received. Values are: Internal
External

Honor/Award

Select the honor or award that was received. The available honors and awards are from the Honors/Awards Table page.

Career, Academic Program, Academic Plan, Term, and Tran Level (transcript level)

These fields appear when you select Internal. The transcript level that was set on the Honors/Awards Table page for the selected honor or award appears as the default value in the Tran Level field. You can override it to select a different transcript level on which to include this honor or award. Enter values in the other fields as required by your institution for internal honors and awards.

Go to page: Campus Community > Personal Information > Participation Data > Accomplishments > Membership

Memberships

Jehin CC0008

*Organization	Description	Membership Date	Mandate	Mandate Position	Mandate Begin Date	Mandate End Date	
AIT	Association Intl Toastmasters	07/01/20					

Organization and Description Select the code for the organization of which this individual is a member.

Membership Date Enter the date on which the individual's membership began.

Mandate, Mandate Position, Mandate Begin Date, and Mandate End Date

Enter data to describe the organization's mandate or purpose of membership.

➤ How to "Maintain Accomplishments"?

Pre-Requisites:

The following pre-requisites must be fulfilled before updating accomplishment information in the system.

- Person whose identification data have to be managed must exist in the system.

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Execution Steps:

Business Role: Deanship of Student Affairs (User: KS_DSA, Password = "123")

Add/Update Accomplishments Information (Honors and Awards)

1. Login to system using your credentials
2. **Go to page:**Campus Community > Personal Information>Participation Data>Accomplishments>Honors and Awards
3. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.
4. Enter the following values:

Internal/External: Select the appropriate value from the list.

Academic Institution: KSAU

Honor/Award: Select the appropriate value from the list.

Comment: Enter comments if necessary.

5. Click "Save".

For Memberships

6. **Go to page:**Campus Community > Personal Information>Participation Data>Accomplishments>Memberships
7. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.
8. Enter the following values:

Organization: Select the appropriate value from the list.

Membership Date: Enter the date on which the individual's membership began.

9. Click "Save". This will update accomplishment data information in the system.

C. Maintain Extra Curricular Activities

Go to page:Campus Community > Personal Information>Participation Data > Extracurricular Activities

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Extracurricular Activities

Sarah Dominguez CC0010

Activity Detail Find | View All First 1 of 1 Last

Internal / External: Internal + -

Activity: ***Description:**

Start Date: **End Date:** **Interest**

Years Involved **Ninth Grade** **Eleventh Grade** **Postsecondary**
Tenth Grade **Twelfth Grade**

Academic Institution:

Academic Career: **Term:**

Activity Type: **Office Held:**

Time Involvement

Time Unit 1: ***Time Unit:**

Time Unit 2: ***Time Unit:**

Comments:

Internal/External Specify whether the activity in which the individual participates, is within or outside of your institution.

Activity Select the activity code, from the Extracurricular Activities Table page, which represents the activity in which the individual participates.

Description The system displays the description associated with the specific activity code on the Extracurricular Activities Table page.

Start Date Enter the date on which the individual's participation in this activity is scheduled to begin. The default start date is the system's current date. You can override this date.

End Date Enter the date on which the individual's participation in this activity is scheduled to end.

Interest Select to indicate that the individual expresses an interest in participating in this activity while at your institution.

Years Involved Select the appropriate check boxes to indicate the years during which the individual participated in this type of activity.

Academic Institution The system displays the academic institution of the student, unless the student has more than one, in which case you must select the relevant institution.

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Academic Career The system displays the academic career of the student, unless the student has more than one, in which case you must select the relevant career.

Term Specify the term during which this individual is scheduled to participate in this activity.

Activity Type The system displays the activity type associated with the specified activity code on the Extracurricular Activities Table page.

Office Held Specify the office, if any, that this individual holds in this activity, such as captain, EIC, president, treasurer, or vice president. Values for this field are delivered with your system as translate values. You can modify these translate values.

Time Unit 1 and Time Unit 2 Enter the amount of time that the individual devotes to this activity. Enter the number in the first field and select a time period in the second field. Values for the second field are: Days/Month Hrs/Week Wks/Year The default value is Hrs/Week.

If you specify the number of hours per week in the Time Unit 1 field, you should also specify the number of weeks per year that the individual devotes to the activity in the Time Unit 2 field.

Comments Enter comments to further identify or describe the individual's participation in this activity.

➤ How to "Maintain Extra Curricular Activities"?

Pre-Requisites:

The following pre-requisites must be fulfilled before updating extracurricular activities information in the system.

- Person whose identification data have to be managed must exist in the system.

Execution Steps:

Business Role: Deanship of Student Affairs (User: KS_DSA, Password = "123")

1. Login to system using your credentials
2. Go to page: Campus Community > Personal Information > Participation Data > Extracurricular Activities
3. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.
4. Enter the following values:

Internal / External: Select the appropriate value from the list.

Activity: Select the appropriate value from the list.

Start Date: Enter start date of the activity.

End Date: Enter end date of activity.

Academic Institution: KSAU

5. Click "Save". This will update extracurricular activities information in the system.