

Session 5 - Student: Academic Records

Date: Tuesday, March 29, 2022

Time: 10:45am – 12:15pm

Ellucian

Evaluator's Name: _____

	Functionality	Comments
1	Overview of Student and Faculty access to Academic records and grades – 15 minutes.	
39	Demonstrate how a student can update their personal information in their portal.	
3	Demonstrate the ability to integrate with the LMS	
11	11e.Mid-term grades	
6	Demonstrate the ability of Faculty/Advisor to access the academic records of students within their courses or assigned as advisees and the ability to secure this access if allowed by institutional policy.	
11a	Demonstrate the ability of faculty to enter the following into the student academic record via self-service or mobile applications. Early Alert warning/notices	
4	Demonstrate the ability to auto notify faculty of deadlines to submit census, grade rosters, incomplete grade contracts and positive attendance.	
38	Demonstrate how the system integrates with vaccination tracking software.	
Course Rosters and information for Faculty		
2	Demonstrate the ability to generate class rosters with configurable headings e.g., student name, student identification number	
7	Demonstrate the faculty's access to various forms of course rosters. Please include, but not limited to: active, add/drop, inactive, all student, class contact rosters, rosters for Cross-listed classes.	
5	Demonstrate how confidential student data can be suppressed from class rosters – e.g., disabled students.	

Evaluation URL:

Session 5 - Student: Academic Records

Date: Tuesday, March 29, 2022

Time: 10:45am – 12:15pm

Ellucian

	Functionality	Comments
8	Demonstrate how your solutions could allow an instructor to use a class roster to contact all students in the roster	
10	Demonstrate the ability of faculty to communicate with student registered in their individual course through the designated contact methods.	
11	Demonstrate the ability of faculty to enter the following into the student academic record via self-service or mobile applications.	
	b. Attendance into in class (Positive Attendance)	
	c. Non-credit Hours	
	11d. Date of last attendance	
Faculty/Advisor Access to Academic Records of Students		
9	Demonstrate how your solution allows instructors to provide overrides for students in their classes – e.g., capacity	
11	11e. Midterm Grades	
11	11f. Final Grades	
25	Demonstrate the ability to record “Incompletes” and track them for follow up action. Ability to set an end date on an Incomplete grade along with the grade it converts to if not completed by that date	
12	Demonstrate the ability of faculty to submit a grade change	
18	Demonstrate the ability to capture a variety of different grades, e.g., final, mid-term, etc.	

Session 5 - Student: Academic Records

Date: Tuesday, March 29, 2022

Time: 10:45am – 12:15pm

Ellucian

	Functionality	Comments
19	Demonstrate the real-time edits that are done to check for invalid grades – e.g., cannot assign a W after a certain date	
Registrar's Processing: Faculty Grade Entry		
17	Demonstrate the ability to accept the entry of grades via the following:	
	a. 17a-Integration with LMS	
	b. Manual data entry	
	c. Web pages	
20	Demonstrate the ability to enter comments associated with grades	
16	Demonstrate the use of tables/rules that enable the definition of grading scales e.g., A, B, C, D, F, W. Additionally, demonstrate the ability to assign numerical values to such grades.	
21	Demonstrate the ability to search for grades that are missing or not yet reported	
22	Demonstrate the ability to change a grade (with proper authority). Additionally demonstrate the availability of an audit log that captures a history of grade changes	
	Demonstrate the ability to generate grade distribution reports	
Student Access to Academic Records		
13	Demonstrate the ability of students to review the following Academic Information via self-service or mobile	
	a. Academic Program, Degree, Ed Goal	
	b. Grades entered per session or term	
	c. Academic history, standing and grades	

Session 5 - Student: Academic Records

Date: Tuesday, March 29, 2022

Time: 10:45am – 12:15pm

Ellucian

	Functionality	Comments
24	Demonstrate the release of grades (once they are finalized) through a secure web site or portal	
14	Demonstrate the student's ability to request a copy of their transcript via web self-service, including the following:	
	a. Request for an unofficial transcript	
	b. Request for an official transcript	
	c. Number of copies	
	d. Recipient (and address)	
	e. Date that the transcript should be sent	
	f. Option to send immediately, after next grading period, after degree/certificate posted	
	g. Online payment for any fees for "rush" delivery	
	h. Online payment of any fees for "regular" delivery	
15	Alternatively, show how transcript requests can be integrated with a third-party provider – e.g., Parchment	
30	Demonstrate the ability to automatically notify a student that their transcript request has been fulfilled	
37	Demonstrate enrollment verifications	
32	Demonstrate the recording of co-curricular activities, e.g., internships, sports team, club, etc.	
34	Demonstrate the ability to configure transcripts with the institution's graphics, format, etc.	
35	Demonstrate how special academic programs with additional accreditation show on the transcript	

Session 5 - Student: Academic Records



Date: Tuesday, March 29, 2022

Time: 10:45am – 12:15pm

Ellucian

	Functionality	Comments
29	Demonstrate the system’s ability to place a student’s transcript on hold	
Registrar’s Processing: Academic History/Transcripts		
26	Demonstrate the ability to load/enter data to a student’s academic history: <ul style="list-style-type: none"> a. Transfer credits and coursework 	
	<ul style="list-style-type: none"> b. High School GPA 	
	<ul style="list-style-type: none"> c. Previous degrees 	
	<ul style="list-style-type: none"> d. Advanced placement credit 	
	<ul style="list-style-type: none"> e. Credit by examination 	
	<ul style="list-style-type: none"> f. Credits and coursework 	
	<ul style="list-style-type: none"> g. GPA 	
	<ul style="list-style-type: none"> a. Comments 	
	<ul style="list-style-type: none"> b. Degrees awarded 	
	<ul style="list-style-type: none"> c. Certificates awarded 	
	<ul style="list-style-type: none"> d. Noncredit Hours 	
	46	Demonstrate how the system integrates with imaging software.

Session 5 - Student: Academic Records

Date: Tuesday, March 29, 2022

Time: 10:45am - 12:15pm

Ellucian

	Functionality	Comments
27	Demonstrate the ability to create course equivalencies from other institutions.	
28	Demonstrate the ability to send transcripts to other institutions in a wholly electronic manner	
36	Show the ability to outsource transcript production to a third-party provider - including secure data transfer	
31	Show the availability of an audit log that provides information about all transactions that relate to the processing of transcript requests	
33	Demonstrate the ability to indicate that the student might have academic records stored outside of the system, e.g., microfiche, paper	
45	Demonstrate how legacy records from the homegrown SIS are handled/archived.	
41	Demonstrate how the system automatically adjusts a student's fees when their residency for tuition purposes is changed due to reclassification.	
42	Demonstrate how the system allows for custom residency determination rules beyond residency flags when processing the CCCApply application.	
44	Demonstrate how the system allows A&R to generate fee reversal requests to Accounting.	
40	Demonstrate how the system verifies that a CCCApply applicant is not a potential hacker/bad actor.	

Session 5 - Student: Academic Records



Date: Tuesday, March 29, 2022

Time: 10:45am - 12:15pm

Ellucian

	Functionality	Comments
47	Demonstrate how the system handles record merges and how this is communicated to other 3rd party systems that may have duplicated records of the same student.	

Session – 5 - Student: Academic Records



Date: Tuesday, March 29, 2022

Time: 10:45am – 12:15pm

Ellucian

Evaluator's Name: _____

Evaluation Form
Perceived Strengths of Vendor Solution:
Perceived Weaknesses of Vendor Solution:
Additional Comments:
Acceptability of Vendor Solution: <input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation URL: