

Session 5 - Student: Academic Records

Date: Tuesday, April 12, 2022

Time: 10:45am - 12:15pm

Anthology

Evaluator's Name: _____

	Functionality	Comments
1.	Overview of Student and Faculty access to Academic records and grades - 15 minutes.	
System Configuration		
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.	
18.	Demonstrate the ability to capture a variety of different grades, e.g., final, mid-term, etc.	
Student Records Management		
27.	Demonstrate the ability to create course equivalencies from other institutions.	
26.	Demonstrate the ability to load/enter data to a student's academic history:	
	a. Transfer credits and coursework	
	b. High School GPA	
	c. Previous degrees	
	d. Advanced placement credit	

Evaluation URL:

Session 5 - Student: Academic Records



Date: Tuesday, April 12, 2022

Time: 10:45am - 12:15pm

Anthology

	Functionality	Comments
	e. Credit by examination	
	f. Credits and coursework	
	g. GPA	
	a. Comments	
	b. Degrees awarded	
	c. Certificates awarded	
	d. Noncredit Hours	
29.	Demonstrate the system's ability to place a student's transcript on hold	
30.	Demonstrate the ability to automatically notify a student that their transcript request has been fulfilled	
31.	Show the availability of an audit log that provides information about all transactions that relate to the processing of transcript requests	
32.	Demonstrate the recording of co-curricular activities, e.g., internships, sports team, club, etc.	

Session 5 - Student: Academic Records

Date: Tuesday, April 12, 2022

Time: 10:45am – 12:15pm

Anthology

	Functionality	Comments
33.	Demonstrate the ability to indicate that the student might have academic records stored outside of the system, e.g., microfiche, paper	
41.	Demonstrate how the system automatically adjusts a student's fees when their residency for tuition purposes is changed due to reclassification.	
Registrars Processing		
2.	Demonstrate the ability to generate class rosters with configurable headings e.g., student name, student identification number	
5.	Demonstrate how confidential student data can be suppressed from class rosters – e.g., disabled students.	
17.	Demonstrate the ability to accept the entry of grades via the following:	
	a. Integration with LMS	
	b. Manual data entry	
	c. Web pages	
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	
43.	Demonstration how the system provides reporting for end of semester processing including repeats, incomplete grades etc.	

Session 5 - Student: Academic Records

Date: Tuesday, April 12, 2022

Time: 10:45am - 12:15pm

Anthology

	Functionality	Comments
23.	Demonstrate the ability to generate grade distribution reports	
28.	Demonstrate the ability to send transcripts to other institutions in a wholly electronic manner	
34.	Demonstrate the ability to configure transcripts with the institution's graphics, format, etc.	
36.	Show the ability to outsource transcript production to a third-party provider - including secure data transfer	
37.	Demonstrate enrollment verifications	
38.	Demonstrate how the system integrates with vaccination tracking software.	
40.	Demonstrate how the system verifies that a CCCApply applicant is not a potential hacker/bad actor.	
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.	
45.	Demonstrate how legacy records from the homegrown SIS are handled/archived.	

Session 5 - Student: Academic Records

Date: Tuesday, April 12, 2022

Time: 10:45am - 12:15pm

Anthology

	Functionality	Comments
46.	Demonstrate how the system integrates with imaging software.	
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.	
3.	Demonstrate the ability to integrate with the LMS	
Student Access to Information		
39.	Demonstrate how a student can update their personal information in their portal.	
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	
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	

Session 5 - Student: Academic Records



Date: Tuesday, April 12, 2022

Time: 10:45am - 12:15pm

Anthology

	Functionality	Comments
	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	
35.	Demonstrate how special academic programs with additional accreditation show on the transcript	

Session 5 - Student: Academic Records

Date: Tuesday, April 12, 2022

Time: 10:45am – 12:15pm

Anthology

	Functionality	Comments
24.	Demonstrate the release of grades (once they are finalized) through a secure web site or portal	
Faculty Access to Information		
4.	Demonstrate the ability to auto notify faculty of deadlines to submit census, grade rosters, incomplete grade contracts and positive attendance.	
19.	Demonstrate the real-time edits that are done to check for invalid grades – e.g., cannot assign a W after a certain date	
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	
20.	Demonstrate the ability to enter comments associated with 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.	

Session 5 - Student: Academic Records



Date: Tuesday, April 12, 2022

Time: 10:45am – 12:15pm

Anthology

	Functionality	Comments
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.	
8.	Demonstrate how your solutions could allow an instructor to use a class roster to contact all students in the roster	
9.	Demonstrate how your solution allows instructors to provide overrides for students in their classes – e.g., capacity	
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.	
	a. Early Alert warning/notices	
	b. Attendance into in class (Positive Attendance)	
	c. Non-credit Hours	
	d. Date of last attendance	
	e. Mid-term grades	

Session 5 - Student: Academic Records



Date: Tuesday, April 12, 2022

Time: 10:45am - 12:15pm

Anthology

	Functionality	Comments
	f. Final Grades	
12.	Demonstrate the ability of faculty to submit a grade change	

Session – 5 - Student: Academic Records



Date: Tuesday, April 12, 2022

Time: 10:45am – 12:15pm

Anthology

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