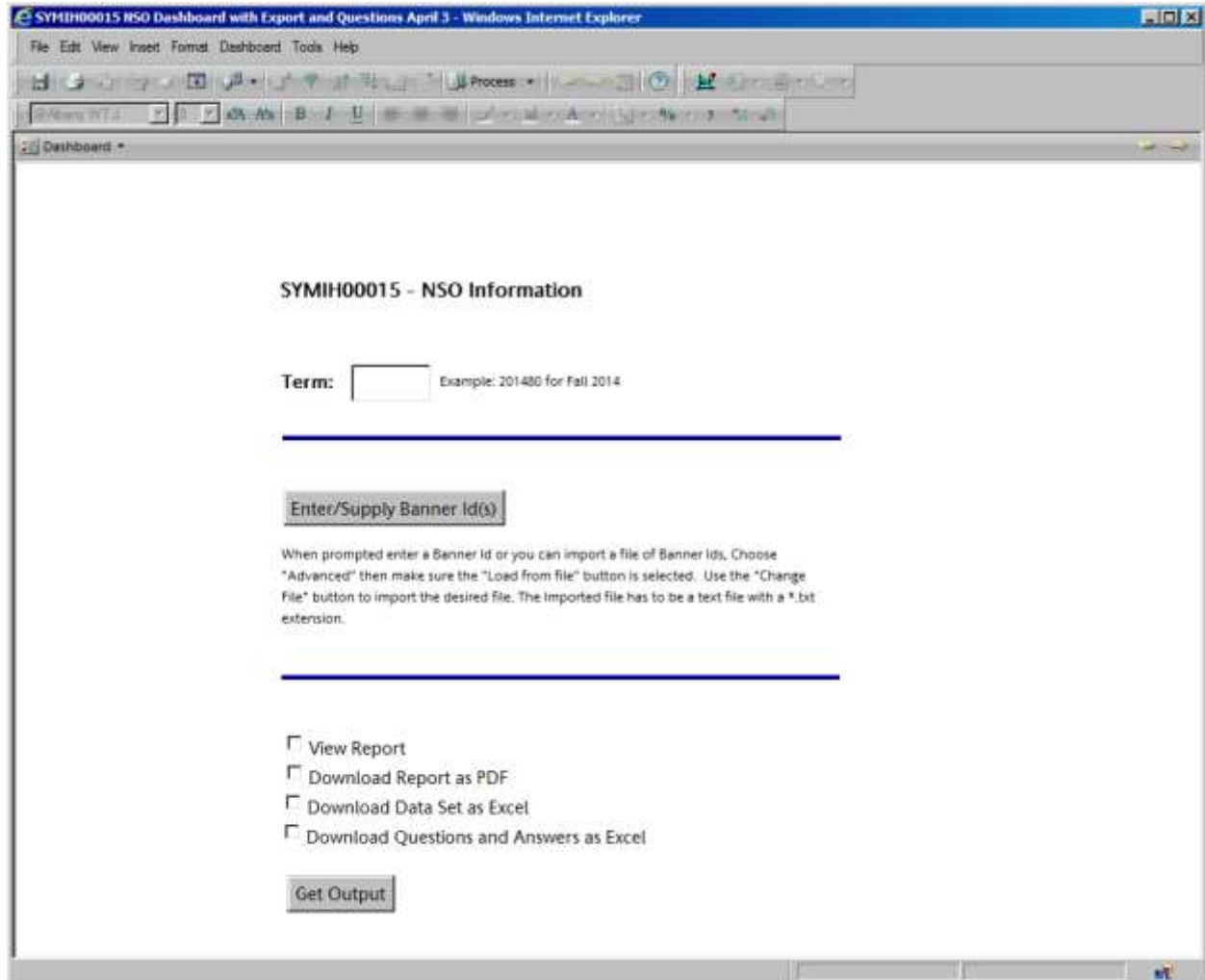


Instructions for NSO Dashboard

Log into myMemphis.

On the Advising or Faculty tab, click on NSO Dashboard in the Advising Forms channel.

The screen below should appear.



The screenshot shows a web browser window titled "SYMHH00015 NSO Dashboard with Export and Questions April 3 - Windows Internet Explorer". The browser's address bar shows "http://www.memphis.edu/...". The page content includes a title "SYMHH00015 - NSO Information", a "Term:" label with an empty text input field and the example text "Example: 201480 for Fall 2014". Below this is a horizontal line and a button labeled "Enter/Supply Banner Id(s)". Underneath the button is a paragraph of instructions: "When prompted enter a Banner Id or you can import a file of Banner Ids. Choose 'Advanced' then make sure the 'Load from file' button is selected. Use the 'Change File' button to import the desired file. The imported file has to be a text file with a *.txt extension." Another horizontal line follows. At the bottom, there are four unchecked checkboxes: "View Report", "Download Report as PDF", "Download Data Set as Excel", and "Download Questions and Answers as Excel". A "Get Output" button is located at the very bottom of the form area.

In the Term field, enter the Admission term of the students you want, for example, 201480 for Fall 2014.

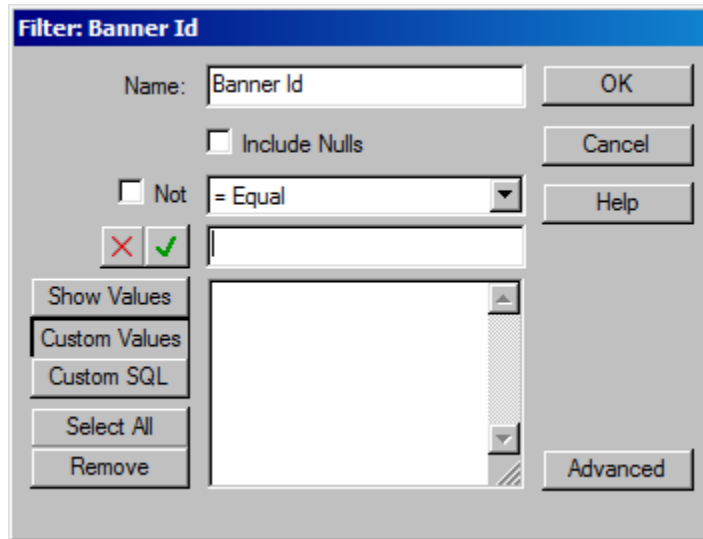
Click Enter/Supply Banner Id(s).

Single Student Profile:

- To look up a profile for one student, click on "Custom Values" and enter the U number in the space provided.
- When the report has run, you will see a small box that says "Process completed. Continue to Output Options"; click OK in that box.
- Click "View Report" to look at the results or print the profile; click "Download Report as PDF" to save it or forward to someone in e-mail. After making the selection, click the "Get Output" button.

Multiple Student Profiles:

- To look up a profile for a list of students, create a .txt file.
 - From “Start” menu, open Notepad (could be in Accessories).
 - Type your list of U numbers or copy from your NSO list and paste in Notepad. Save on your desktop. (*For more specific instructions, see the last page of this document.)
- Click on the “Advanced” button and then on the “Change File” button on the bottom right.



- Double click on the .txt file that you have saved on your desktop.
- Click on “Show Values” and then click “Select All.”
- Click “OK” at the upper right.
- When the report has run, you will see a small box that says “Process completed. Continue to Output Options”; click OK in that box.
- Click “View Report” to look at the results or print the profiles; click “Download Report as PDF” to save it or forward to someone in e-mail. After making the selection, click the “Get Output” button.
[The other two options are “Download Data Set as Excel,” which would give you the information for all students in a spreadsheet, and “Download Questions and Answers as Excel,” which gives the questions and responses to the questions added to the NSO registration site.]

Reading the Profile

- Student Information - In the box on the top left, student information can be viewed, including name, U number, NSO session registered for, birthdate and age, gender, high school and High School GPA. The UM advisor name and Honor code will only display if these have been entered in Banner. The Banner Major is what the student entered on the application; the NSO major was the one selected when the student registered for NSO.

➤ Immunizations –

Immz	Full Time Restricted	Under 18
CP2	Y	Y
MMR2	Y	Y
HEPB	N	Y
MENG	N	Y

CP2 – with a Y in “Full Time Restricted” means student needs to provide proof of the 2nd chicken pox vaccination; 11.99 hours restriction (even if the student has an N for “Under 18)

MMR2 – with a Y in “Full Time Restricted” means student needs to provide proof of the 2nd MMR vaccination; 11.99 hours restriction (even if the student has an N for “Under 18)

HEPB – when there is an N in “Full Time Restricted AND a Y in “Under 18,” the student needs to submit a form signed by parent prior to registration (hepatitis B)

MENG – when there is an N in “Full Time Restricted AND a Y in “Under 18,” the student needs to submit a form signed by parent prior to registration (meningitis)

➤ Test Scores –

Math Placement Test = ALEKS score and date

Developmental Studies Reading, Math, and Writing – students with a 4 are ready for college level courses based on ACT (for MATH, we use the ALEKS to determine what course a student should take)

ACT Best – the best ACT/SAT score for each category pulls from Banner

➤ Transfer Credits – if the student has transfer courses they will display in this section

➤ Holds – ACTIVE holds should display here

➤ Enrolled Classes – if the student has registered for the upcoming term, the courses will display

➤ Dual Enrolled Classes – if the student took college courses in high school that are on the transcript, they will display in this section.

➤ History Requirement – if the student took a year of American history in high school, there will be a 1 under “Subj Years.” If there is no 1, ask the student if he/she had American history in high school, and enter a Petition in UMdegree for students who say they did take American history in high school. For Transfer students, check their transcript to see if they are transferring an American history course.

➤ Questions and Answers – this section shows the questions added to the NSO registration regarding specific interests of the student. Only if the student has registered for NSO will questions and answers be displayed.

1) Have you taken any dual enrollment courses? (yes/no response)

2) Have you taken Advanced Placement/AP exams? (yes/no response)

3) Are you interested in pursuing a healthcare career? (yes/no response)

4) Are you interested in attending law school? (yes/no response)

5) Which of these activities or services are you interested in at the University of Memphis?

Select all that apply.

(drop down list)

6) Healthcare career interests

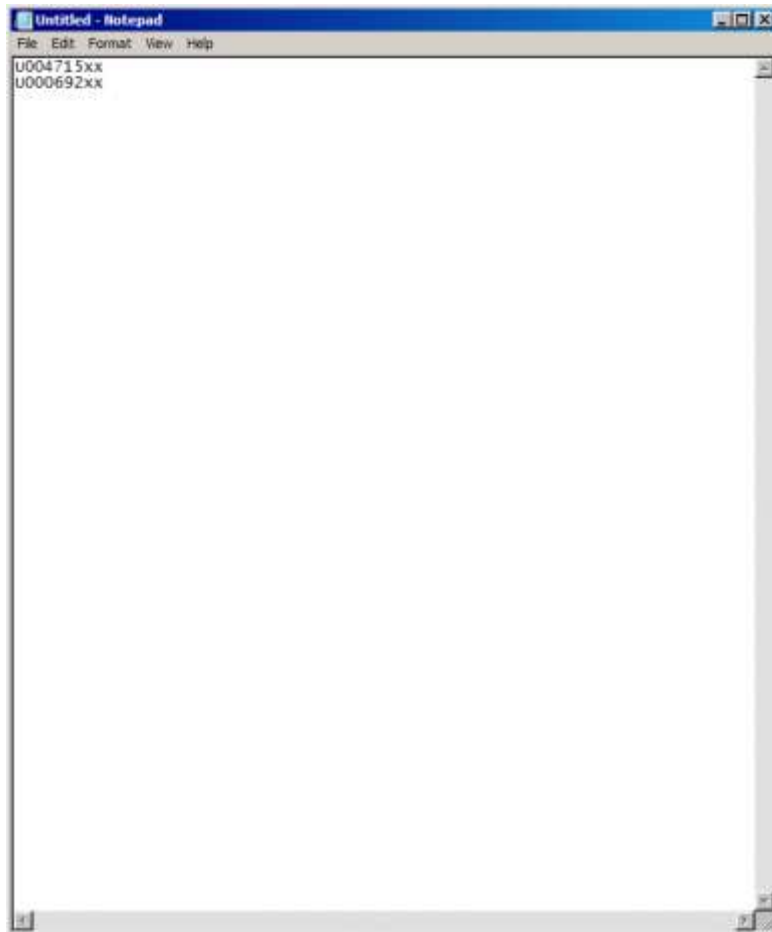
(those who choose yes for number 3 choose career(s) from a drop down list)

Instructions for Saving a .txt file of U numbers

Open an Excel file with the U numbers for the students you want to look up.

Copy the U numbers (highlight the U numbers, click Ctrl and C simultaneously).

Open Notepad (found under Accessories from the Start menu). Click inside the Notepad box, and press Ctrl and V at the same time to paste the U numbers.



Click on File on the Notepad box. Choose "Save As" and save the file with a name you want as a .txt file on your Desktop.