ALLIANT SOFTWARE (Green Screen)
FACULTY/STAFF GUIDE

Note: Student or faculty numbers may be substituted for social security numbers in all instances.

The ALLIANT/400 administrative software now utilized by the college provides more capabilities. The purpose of this booklet is to provide users with a list of steps and examples for those tasks they utilize most often. Full time faculty have access to the "green screens" and the WEB SUITE. Because of connectivity issues, adjunct faculty will only have use of the WEB SUITE. Since faculty and staff use ALLIANT programs sporadically, the "how and where" details may become fuzzy. This guide will provide a reference for those fuzzy moments.

GENERAL GREEN SCREEN INFORMATION
The "Green screen" software requires that IBM/AS400 software is installed on your PC. Two "screen/computer" icons must be present on your desk top for this operation. Clicking on these icons and providing the requested information will begin the "sessions" needed to use this phase of the software. If they are not present, contact the MIS department for assistance.

GREEN SCREEN SIGN-ON
1.   Begin an AS/400 session and a printer session by double clicking the corresponding icons on your desk top.
2.   Sign on using the user ID and password provided by the MIS department (this is not the same ID and password used on the WEB).
3.   After completion of sign-on you will be presented with the FERPA screen, press enter. The next screen will be your printer assignment, press enter. The next screen will be the ALLIANT/400 main menu.

MAKE SURE THAT YOUR "CAPS LOCK" IS IN THE "ON" POSITION

REGISTRATION USING GREEN SCREEN
Green screen registration is restricted to full-time or on campus faculty.
1.   Your cursor will be positioned at the bottom of the screen on the command line. With caps lock in the ON position, type   IN   and press enter.
2.   You will be taken to the "INFORMATION MENU." As an advisor, you have access and authority to all options on this menu. You may execute these options by typing IN and the letters preceding the option you wish to execute. Type INAIC and press enter to execute the advisor options for registration.

3. You will see the current term displayed. The term may be changed if necessary. Press enter and your name will appear. The cursor will be positioned between "population" and the "F1" option.
4. Pressing F1 will give you a listing of all students assigned to you for advisement. Pressing F2 will give you a list of currently active students assigned to you. Pressing F3 will position the cursor beside the word [Student] and you may enter any student number regardless of his advisor assignment. PRESS F3
5. Enter the student's student number and press enter.
6. The student's name will appear with a list of possible actions you may need to take concerning this student at the top of the screen. Each option has a corresponding number which you will enter in the blank spaces before the student's number. Place a 7 in the space. Press enter. You will see the term for which you are registering this student. Press enter again. Remember that this option is only valid during pre-registration, registration, and the drop-add period. (If you receive an error because you do not have authorization to use DP LC, call Kyna Bowman.)
7. The student's information will appear at the top of the screen and the cursor will be positioned beside the number 1. Enter a valid section number (this field is 5 digits, you must enter leading zeros) and press enter. The corresponding course will appear on the schedule and the cursor will position itself beside the # 2. Continue to enter courses until the schedule is complete.
8. Press enter once again to position the cursor in the bottom left hand corner of the screen.
9. Press F3 to process. You will be shown a screen with the student's charges and his financial aid awards.
10. Press F12, you will return to the previous screen. At this point you may print the student's schedule by clicking on the printer icon on your menu bar. Press F12 again, you will return to the screen where you entered the student's social security number. You are ready to register another student.
11. You may exit the program at any time by continuing to press F12 until you return to the information menu.
12. Before ending a 400 session, always type, on the command line, "SIGNOFF" and press enter. You may then "X" out of the green screens.

ATTENDANCE VERIFICATION THROUGH GREEN SCREEN
Attendance verification requires the instructor to verify those students who
Have stopped attending, never attended, or were never on roll.

1. Your cursor will be positioned at the bottom of the screen on the command line. With caps lock in the ON position, type   IN   and press enter.

2. You will be taken to the "INFORMATION MENU." As an instructor, you have access and authority to all options on this menu. You may execute these options by typing IN and the letters preceding the option you wish to execute. Type INIIC and press enter to execute the advisor options for registration.

3. You will see the current term displayed. Press enter and your name will appear along with a list of the classes assigned to you for the term.

4. The "registrar's request" will appear in red in the upper right side of the screen. Press F7 to respond.

5. The next screen identifies the control number of the request with due date and status. Place an M (for maintain) in the space before the control number and press enter.

6. Choose the course you wish to verify and place an M in the space provided. Press enter.

7. The next screen provides you with a list of registered students for that class. Place the appropriate code (listed in the top left corner of the screen) in the space before the student's name and the last date of attendance if the student is no longer attending.

8. The green screen offers an additional option not found on the web suite. You may enter the student number, name, and a brief comment on a student who is not appearing on your roll by pressing F3. In essence you may unofficially add him to your roll, but you must have a valid student number for the student. Otherwise, the information will not be stored.

9. When the exceptions have been identified and data entered,
PRESS F1. This places an * beside all other attending students.

10. PRESS ENTER one more time. This saves everything you have done.

11. Press F2 to SUBMIT, and this verification is complete.

12. Press F12 to return to the previous screen. You may click on another course and repeat the steps needed to complete verification of your remaining classes.

13. Pressing F12 numerous times will ultimately take you back to the original menu.

GRADE ENTRY ON GREEN SCREEN

1. With caps lock "ON", type on the command line, GRIRG. This acronym stands for GRADE MENU, INSTRUCTOR RECORD GRADE. Press enter.

2. The term for grade entry will display. Press enter.

3. A list of all classes assigned to you in the semester schedule will be displayed. Place an "X" in the space before the class for which you wish to record grades and press enter.

4. A list of registered students for that class will display. Fill each space with the appropriate grade for the student. No blank spaces or numeric grades are allowed in this field.

5.   High school students will have a space for their numeric grade.

6.   You must enter a "last date of attendance" for any student who has withdrawn or received a grade of "I" or "F". This date is used by Financial Aid.

7.   Press Enter. Failure to press enter before exit will result in loss of the data entered.

8.   You now have the ability to print your grades. (One copy must be signed and returned to the registrar's office at the end of the term. Print additional copies for your records if desired.) You may access the posted section using the same sequence above for printing, but no grade changes are allowed. Press F6 to print your grades.

9.   As with all AS400 options, pressing F12 one or more times will return you to previous screens or menus.

UPDATE AUTHORIZATION GREEN SCREENS

Using the "green screens," type INAIC. Press Enter. F1 lists all your assigned advisees, F2 – advisees for the current term, and F3- requires you to provide a valid social security number. Press F3 and enter a valid social security number. Press enter. The student appears with a blank before the student number. There are 7 options available (listed in white lettering in the upper left area of the screen). Place a 6 in the blank space and press enter. The action taken will be reflected beneath the A U heading in the form of Y or N beside the Catlg field.

The GREEN SCREEN options for viewing and printing of student transcripts are separate entries. To view a transcript type, INTI. Enter a student number and press enter. Cumulative data will appear. Press F1 and use page up and page down to view the entire transcript. Printing a transcript is accomplished by typing INPT and pressing enter. Place an M or P in the space by "address" and press enter. Enter the student number and press enter. Enter the number of copies desired and press enter then F12.