





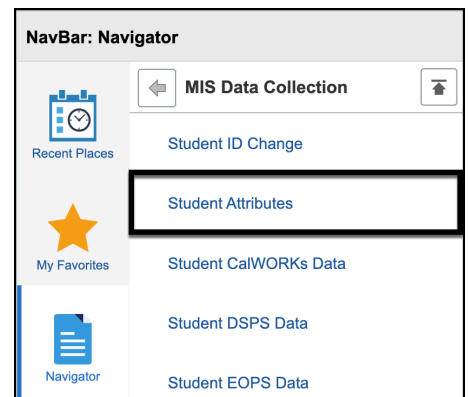
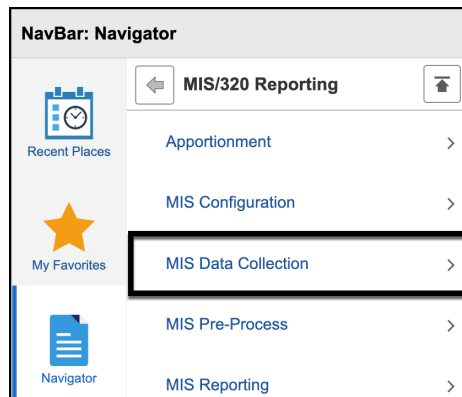
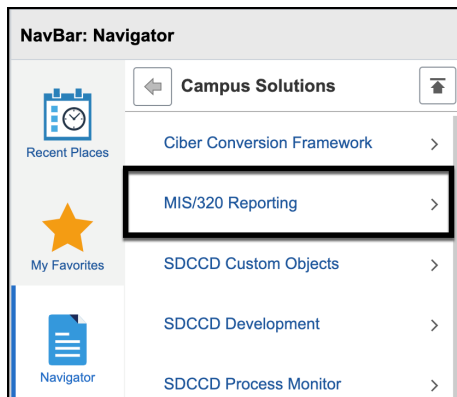
ADDING A STUDENT ATTRIBUTE – SG21

DESCRIPTION

This Job Aid will go over the process of adding an SG21 student attribute and its corresponding value for Work Based Learning activities.

INSTRUCTIONS

STEP	Instructions
1)	Click on the Compass icon  and then click on the Navigator icon  to navigate to: Campus Solutions > MIS/320 Reporting > MIS Data Collection > Student Attributes





STEP	Instructions
2)	<p>A. On the MIS Student Attributes page, click on the Add a New Value tab.</p> <p>B. Enter the following information:</p> <ul style="list-style-type: none">• Empl ID field – Enter the student’s 10-digit ID number.• Academic Career – enter the appropriate career for the WBL activity.• Campus – Enter or select the appropriate college/campus for the WBL activity. <p>C. Click the Add button.</p>

The screenshot shows the 'MIS Student Attributes' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a black border and a circled 'A'. Below the tabs, there is a form with four fields: 'Empl ID' (value: 0123456789), 'Academic Institution' (value: SDCCD), 'Academic Career' (value: CE), and 'Campus' (value: CCHAV). The entire form area is enclosed in a black border with a circled 'B'. Below the form, there is an 'Add' button with a black arrow pointing to it, labeled with a circled 'C'. At the bottom of the page, there are two tabs: 'Find an Existing Value' and 'Add a New Value'.



STEP	Instructions
3)	Enter SG21 into the Student Attribute field . Ensure you tab out of the field.

The screenshot shows the 'Student MIS Attributes' form for Wednesday Addams (ID: 0123456789). The form includes fields for Academic Institution (SDCCD), Academic Career (CE), and Campus (CCHAV). Below these is the 'Student Attributes' section with a search bar containing 'SG21' and a dropdown menu showing 'Work Based Learning'. A callout box highlights the search bar and the dropdown menu.

STEP	Instructions
4)	The Effective Date field will default to today's date. Update the Effective Date to the date the activity took place by entering the effective date or selecting it through the calendar look up icon.

The screenshot shows the 'Student MIS Attributes' form with the 'Effective Date' field highlighted. A callout box says 'Enter the Effective Date or'. Another callout box says 'Use the Calendar to select the Effective Date'. A calendar pop-up is shown with the date 08/05/2023 selected. The form also shows the 'Student Attribute' field with 'SG21' and 'Work Based Learning'.



STEP	Instructions
5)	Enter the term value in the Reporting Term field and tab out of the field or select the term from the reporting term look up menu by clicking on the magnifying glass icon.

Student MIS Attributes

Wednesday Addams 0123456789

Academic Institution:	SDCCD	San Diego Community Coll Dist
Academic Career:	CE	Continuing Education
Campus:	CCHAV	Cesar Chavez

Student Attributes

Find | View All First 1 of 1 Last

*Student Attribute: Work Based Learning

Student Attribute Values

Find | View All First 1 of 1 Last

*Effective Date: Effective Sequence: 1 ***Reporting Term:**

*Attribute Value:

Comments:

Save Notify Refresh Add Update/Display Include History Correct History



STEP	Instructions
6)	Click on the magnifying glass to the right of the Attribute Value field to select the appropriate SG21/WBL activity code. Note: If you are unclear on which value(s) to select, review the SG21 Reporting Framework and check-in with your work-based learning coordinator to determine the appropriate value(s) for each class section.

Student MIS Attributes
Wednesday Addams 0123456789

Academic Institution: SDCCD San Diego Community Coll Dist
Academic Career: CE Continuing Education
Campus: CHAV Cesar Chavez

Student Attributes Find | View All First 1 of 1 Last

*Student Attribute: SG21 Work Based Learning

Student Attribute Values Find | View All First 1 of 1 Last

*Effective Date: 08/05/2023

*Attribute Value:

Comments:

Save Notify Refresh

Look Up Attribute Value

Academic Institution: SDCCD
Student Attribute: SG21
Student Attribute Value: begins with
Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results
View 100 First 1-24 of 24 Last

Student Attribute Value	Description
A1	APPRENTICESHIP
A2	CAPSTONE PROJECT
A3	CLINICAL EXPERIENCES
A4	COOPERATIVE WORK EXP
A5	INTERNSHIP UNPAID
A6	INTERNSHIP PAID
A7	ON-THE-JOB-TRAINING
A8	RESEARCH-BASED FIELD EXP
B1	CLSRM PRJCT W/ INDUSTRY
B3	JOB SHADOWING
B4	MENTORSHIP
B5	SIMULATED WORKPLACE EXP
B6	SERVICE LEARNING
B7	STUDENT ENTERPRISE
B8	VOLUNTEER/COMM SERVICE
C1	CAREER FAIR
C2	FIELD TRIPS
C3	CAREER SPEAKERS
C4	MOCK INTERVIEW
C5	CAREER READINESS
C6	WORKPLACE/COMPANY TOUR
C7	INFORMATIONAL INTERVIEWS
N	DID NOT PARTICIPATE
X	UNKNOWN/UNREPORTED



STEP	Instructions
7)	If multiple SG21 values are required for a student (for the same career and campus), click the plus button, and repeat steps 4-6.

Student MIS Attributes

Wednesday Addams 0123456789

Academic Institution: SDCCD San Diego Community Coll Dist
Academic Career: CE Continuing Education
Campus: CCHAV Cesar Chavez

Student Attributes Find | View All First 1 of 1 Last

*Student Attribute: SG21 Work Based Learning

Student Attribute Values Find | View 1 First 1 of 1 Last

*Effective Date: 08/05/2023 Effective Sequence: 1 *Reporting Term: 2235

*Attribute Value: C1 CAREER FAIR

Comments:

Save Notify Refresh Add Update/Display Include History Correct History

STEP	Instructions
8)	Click the Save button.

Student MIS Attributes

Wednesday Addams 0123456789

Academic Institution: SDCCD San Diego Community Coll Dist
Academic Career: CE Continuing Education
Campus: CCHAV Cesar Chavez

Student Attributes Find | View All First 1 of 1 Last

*Student Attribute: SG21 Work Based Learning

Student Attribute Values Find | View 1 First 1 of 1 Last

*Effective Date: 08/05/2023 Effective Sequence: 1 *Reporting Term: 2235

*Attribute Value: C1 CAREER FAIR

Comments:

Save Notify Refresh Add Update/Display Include History Correct History



STEP	Instructions
9)	<p>OPTIONAL: If entering multiple students at a time, after saving, click the Add button on the bottom of the page to move on to the next student.</p> <p>Clicking the Add button will direct the user back to the Add a New Value entry page (Step 2). Repeat Steps 2-8 for new student entries.</p>

Student MIS Attributes

Wednesday Addams 0123456789

Academic Institution: SDCCD San Diego Community Coll Dist
Academic Career: CE Continuing Education
Campus: CCHAV Cesar Chavez

Student Attributes Find | View All First 1 of 1 Last

*Student Attribute: Work Based Learning + -

Student Attribute Values Find | View 1 First 1 of 1 Last

*Effective Date: Effective Sequence: 1 *Reporting Term:

*Attribute Value: CAREER FAIR

Comments:

Save Notify Refresh **Add** Update/Display Include History Correct History

STEP	Instructions
10)	End of Process.