



Colleague

Helpful Hints
to
Get Started

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Terminology Used in Colleague

- **Datatel** Datatel is the company that designed the software used by the district to integrate all facets of the district computer data base.
- **Colleague** Colleague is the name of the software itself.
- **Mnemonic** Mnemonic is the abbreviation of a screen name. Instead of typing in the full name of a screen, an abbreviation is used. Most are 4 alpha characters in length. For example, SHAP is the mnemonic for the Admissions Office to use to enter an admission application. It stands for Short Application Entry.
- **Academic Program** The term *Academic Program* replaces *Majors* from the legacy system.
- **Multi-Valued** A multi-valued field will have the number “1” next to it on the field line. It allows more than one entry in a field. It does not display a lot of information, so it will show one entry line at a time. You can “arrow” down to view other information in multi-valued fields.
- **Look Up(...)** A look up screen provides users with a “look up” command, which appears in the bottom , lower left corner of the screen. When this message appears, it means that the user can look through a database of information of codes that can be used to populate a field. To use this feature, enter three dots “...” for the code file to appear. The only case you will not use the dot, dot , dot feature, is when looking up a person or an institution. To look up a person or institution at the look up prompt, type in the name of the person or institution. Be sure to be as complete as possible when using a name search, or you may be waiting a long time for a response.

Terminology - Continued

- **Code File** A Code File is a large database of information that the system stores in alphabetical order. To find the database, you must enter dot, dot, dot "...", at the "Look Up" prompt.
- **Val Codes** Val Codes are a short database of specific codes to populate a field. When a the Look Up prompt does not appear or a "... search is not successful, obtain code options from the Val Code prompt which is the "bold down arrow" button directly to the right of the field. Click on this bold arrow and the Val Code selection box will appear. Val Codes are usually associated with CAL MIS reporting and are separate from Code Files.
- **Resolution Screen** This is the screen that Code Files appear upon. At the Look Up prompt, enter a "... and a Resolution Screen will appear with the Code files.
- **Detail or Drill** These are the "sideways bold arrow" buttons directly to the right of a field. Click on this button to detail or drill down to another mnemonic (screen) in Colleague. Drill down to multiple screens with this feature to view additional information on the person or institution viewing.

Term Set Up in Colleague

- Colleague allows us to define our terms, formally called semesters in legacy, by a reporting term which breaks down to individual terms.
- The advantage of breaking down terms within a reporting term is that the colleges are able to run reports, statistics, faculty rosters, grading periods, etc. by separate terms, rather than one large reporting term.
- For registration purposes, it is best to run registration by a reporting term so that all classes link to one reporting term. For all other activities, however, it is best to run by term.

FAR

Fall Reporting Term

- FAR - Fall Reporting Term
 - FA – Fall Term – Regular 16 week classes
 - FAM – Fall Mini Term – All Mini and Short Term classes
 - Both FA and FAM report to FAR.
 - Current status is to phase out this set up. SJCC currently reports all classes under FA (no FAM); EVC still uses this set up.

SPR

Spring Reporting Term

SPR – Spring Reporting Term

- SPI – Spring Intersession Term –
 - 3 – 3 ½ week classes
- SP – Spring Regular 16 week term classes
- SPM – Spring Mini Term - All Mini and Short Term classes

SPI, SP and SPM report to SPR

- Current status is to phase out this set up. SJCC currently reports all classes under SPI or SP (no SPM); EVC still uses this set up, but may change for 2005.

SUR

Summer Reporting Term

- Summer Reporting Term
 - SUE – Summer Early starting classes (3 Week)
 - SU – Summer regular term classes (6 Week)
 - SUS _ Summer Short term classes
 - Current status is to phase out this set up.
Discussion is to change to set up all future classes in SU only.

Navigating in Colleague

If you are not a “mouse” user, you can use the keyboard function keys as an alternative for viewing features or processing functions

- F1 FIELD HELP - Use this feature to view detailed “help” information about a specific field.
- F2 DETAIL - When a “sideways bold arrow” button is available on a field line, use this feature to detail or drill down to another screen.
- F4,6,7 FIELD OR ELEMENT JUMPING OR FORWARD - To jump forward in a field or element, use this function.
- F9 FINISH/END - To save a screen with new data that has been entered, use this key. Use of this screen, plus the Update prompt, will exit that screen only and will return to the original screen.
- F10 FINISH/UPDATE - Use this feature to save and update the data that has been entered. This feature will prompt saving and start on another record without going back to the original screen.
- Shift F8 CANCEL - Exit screen without saving the data entered.

Tips and Tracks in Colleague

- **Returning to the last person you were working on...** If you accidentally hit F10 key and want to return to the last person you were working on, type in the “@” key in the Person Look Up box and that person’s information will be brought back. This works the same for last section, course, institution, etc. look up functions.
- **Entering Numbers...**Numbers may be entered without delimiters. It is not necessary to type in “/” for birth date or “- “ when entering SSN or phone numbers. In most cases, the last two digits of the year are needed, unless the field prompts differently.
- **Multi-Valued Fields...**A number “1” box to the left of a field indicates a multi-valued field. After you record an entry on the first line, the entry will disappear and move to the next line, #2. Enter the second line of information, if desired. Continue until all data lines are complete. If it is not necessary to enter additional line entries, hit the return key and the first entry will appear.
- **Date Stamp...**For those people who have updating access to records, you will find that many screens will have a “comments” detail button. If it is desired to make a comment regarding a person that might be important for others to view, or if it is desired to record the date and users name associated with this comment, go to the top of the screen to the EDIT feature. Click on EDIT, and select *Date/Time/Login Stamp* feature to date stamp and person entry this comment.