



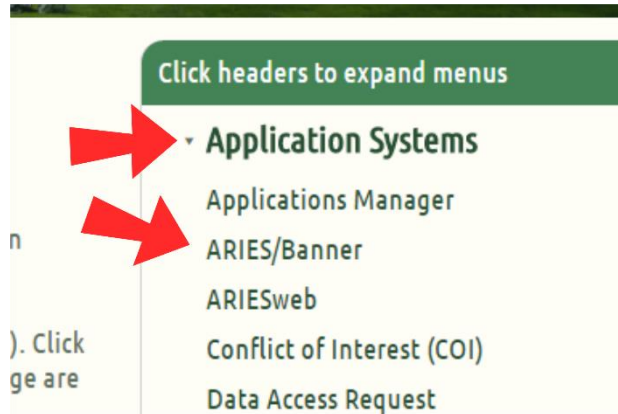
SCAIT IN ARIES GUIDE

Accessing SCAIT

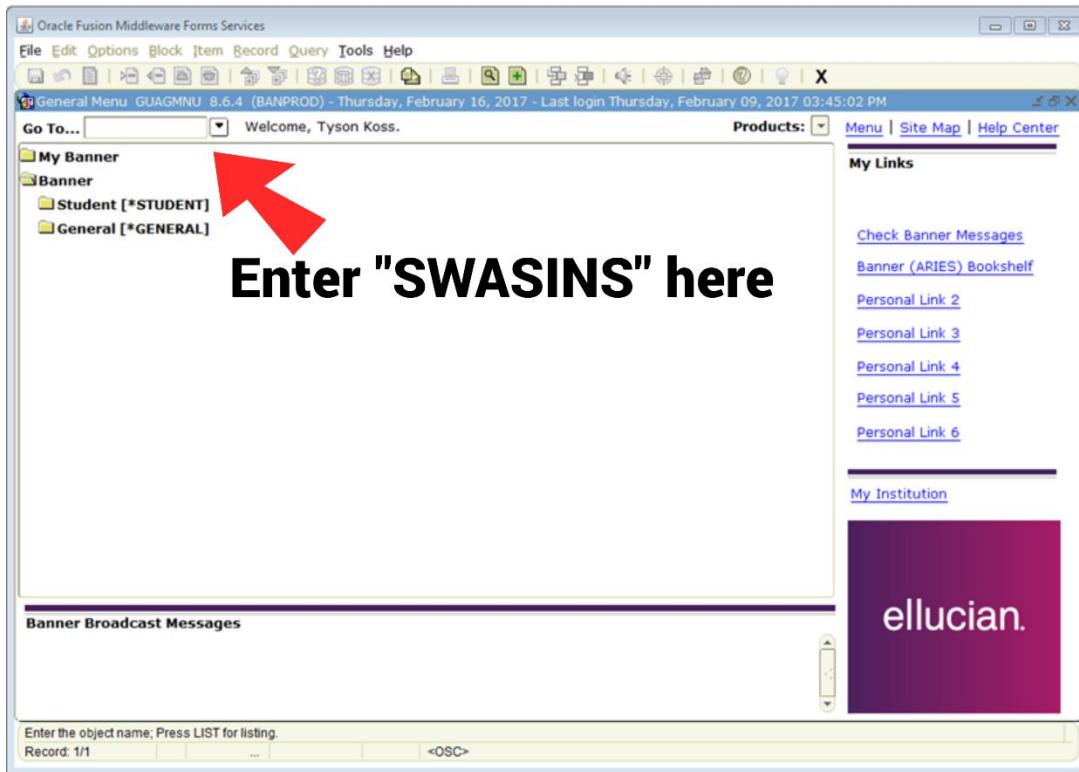
The link to SCAIT is found on the Administrative Applications and Resources page, which you can find via the CSU homepage under “Resources” or click here:

<https://aar.is.colostate.edu/>

Once on the page, expand the Application Systems header by clicking on the triangle/arrow. The “ARIES/Banner” link is what we’re looking for. Click it, and you will be directed to the “SCT Banner Login” screen. Enter your CSU EID and password.



Once your credentials are accepted, you should get a pop-window (make sure that your browser is set to allow popups) that looks like this:



In order to enter your instructors, credit department and instructor percentages, enter “SWASINS” (without quotes) in the “Go To...” field and hit enter. Once you do, you’ll have access to the SWASINS form.



The great and powerful SWASINS Form

This is the wellspring of student credit hour data, originally known as the Instructor Changes form. Below you can see the form with important components highlighted and labelled.

Once the form is open, you'll need to enter the term you want to edit. The format for the term is YYYYM-0. That is to say, the year, month in which the term begins, and a zero.

For example:



- Summer 2016 = "201660"
- Fall 2016 = "201690"
- Spring 2017 = "201710"

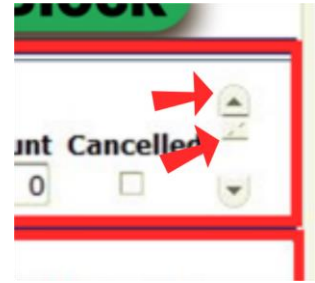
Click in the term field above the Course Schedule Block and enter the term code. If you have entered an appropriate code, the term name should appear to the right of the field. If so, click in the "Dept" field in the Course Schedule Block and all the courses with which you have access should be retrieved in the form in department then course order.



Navigating through your courses.

At the right of each section, you will notice sliders with up and down arrows. You can use these sliders to navigate by clicking and dragging the bar, or clicking on the up and down arrows.


You can also search for a specific course with the Course Reference Number (CRN) or subject and course. Press F11 to enter query mode, or click the query icon in the Action Icon Row . This will clear your course schedule data and you can enter the CRN or subject or course into the appropriate fields. Once your identifying data is entered, click the “Execute Query” icon . The form will retrieve your desired course.




You can also use a wildcard (%) to search for a wider range of data. For example, if you enter “11%” into the department field and ‘execute’ the query, all courses in the College of Agricultural Sciences will be retrieved (limited to all the courses with which you have access). Navigate through them using the up and down arrows or slider.

Entering Data

Once you have the course selected in which you want to enter an instructor, credit department, and/or instructor percentage, click in the “CSU ID” field in the Instructor Changes Block, or click the next block icon. Enter the instructor’s nine digit CSU ID and hit the tab key. If this is the first to be entered in the course the instructor will appear, the Primary checkbox will be marked, and the instructor percentage will be 100%.

Save your transaction by pressing the save icon .

If you receive an error message that says, “Faculty does not have an active assignment. Please contact SCAIT administrator” don’t panic. Most likely this means the instructor hasn’t yet been added to the system. Send an email to tyson.koss@colostate.edu or sara.manning@colostate.edu with the instructor’s name and CSU ID.

To delete or replace an instructor, click on the instructor’s ID in the Instructor Changes Block. Click the “remove record” icon in the Action Icon Block.  Once the instructor is removed, make any desired changes, such as adding a new one, and save your transaction. The record can be saved without an instructor.

In the event you don’t know an instructor’s ID, you can use the search function. Click in an empty field under the CSU ID function and click the down arrow to the right. This will open the faculty/advisor screen. Click in the “Last Name” box and enter the instructor’s last name. This is case sensitive, so remember to capitalize the first letter. You can also use the wildcard function here (e.g., use “John%” to get all last names that begin with “John”. You can use as many or as few characters as you need.) Click on the execute query icon, or press F11, and a list of instructors will fill the screen. Double click your desired instructor’s CSU ID and the name will be returned to the SWASINS screen.



Adding the Instructor Percentage

The instructor percentage is necessary to calculate the amount of student credit hours which are assigned to the instructor, which then goes to the assigned department and college. You can enter the percentages that you see fit or, in the case of variable credit courses, use the Variable Credit “Pick List”.

To enter percentages manually, simply click in the Instructor Percent field and enter the desired number. Press Enter, tab, or click into another field to lock in that percentage. Be aware that in order to save the form, a primary instructor must be checked and the instructor percentages must equal 100%. If they aren’t, you will be given an error message, and won’t be able to save the form.

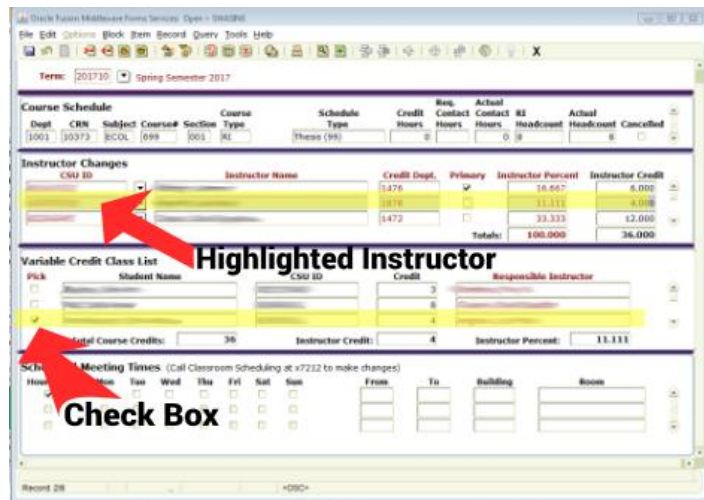
Variable Credit Classes

The Variable Credit Class List is only available after census date (12th day of class). After census date, you will be notified that your variable credit courses will be available in SCAIT. When you see your variable credit courses, please be aware that online Resident Instruction Students are listed and the number should match the total RI Headcount in the Course Schedule block. Student who add or drop a course after census will not be reflected in the RI Headcount, but *will* be included in the Actual Headcount.

Instructors, credit departments, and instructor percentages can be added in the same manner as above. However, you can also use the Variable Credit Class list to assign students to responsible instructors.

Using the Pick List

The pick list was created to aid in the assignment of credit percentages. In some variable credit courses, the number of students and instructors would make it extremely tedious to calculate and assign instructor percentages. This process will do it for you. In order to assign a student to an instructor, highlight the instructor by clicking in the CSU ID field. Their row will turn gray and you can then check the boxes in the pick list for all of the students you want to assign to them. Be aware, however, that you can also assign percentages manually. Again, the screen will not let you save unless the percentages equal 100%.



Helpful Reports For You

SCAIT users also have access to three reports to assist with entering instructors in SCAIT. To access these reports, enter SWASREP in the ARIES General Menu (where you enter SWASINS to access your courses). A popup menu will appear, with buttons to access your three reports. The reports are:

Variable Credit Class List – This report will provide a list of the variable credit courses to which you have access, and the names of the Resident Instruction students enrolled in them.



Preliminary Semester Course Report – This report will show the courses to which you have access. The data includes sections, instruction types, total headcount, RI Headcount, credit hours, required contact course, course reference number, instructor, instructor percentage, building and room, meeting times, and actual contact hours.

Missing Instructor Report – This report will show your courses which are missing instructors. *Please note, that if an instructor is not listed in a section as an instructor, he or she will not be able to access Canvas or issue grades.*

A couple of notes about entering grades: Any instructor can add a grade for any student within a course. If a student adds a variable credit course after census date or is a CSU employee, they will not be listed on the variable credit course listed in SCAIT. However, the student's instructor must be added to SCAIT so the instructor can add a grade for the student. The instructor should be added to the course with an instructor percentage of zero. If the instructor is already listed for another student, no change is necessary.

If you have any questions or need more information, please don't hesitate to contact us.

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