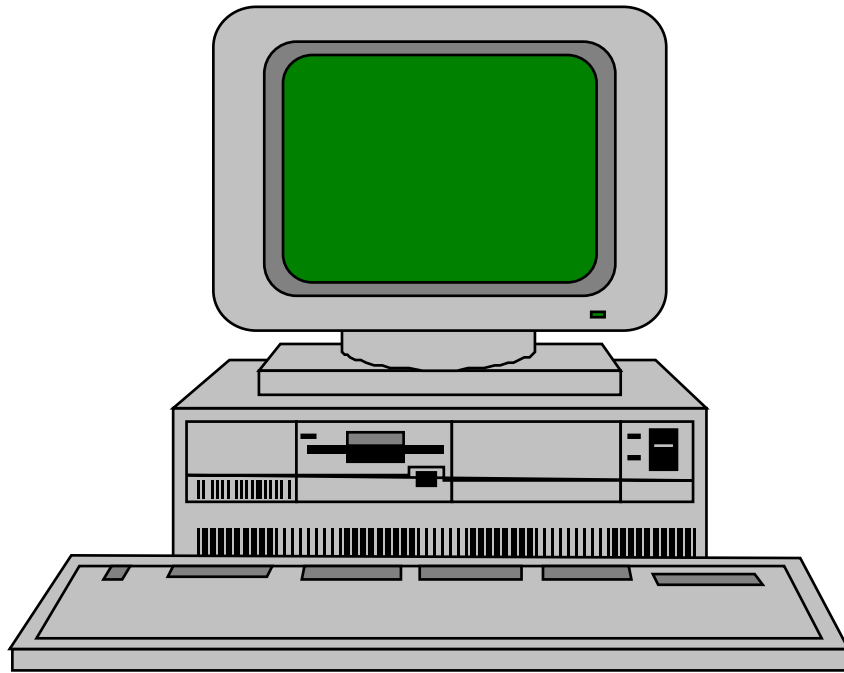


# DATATEL (COLLEAGUE) UIWEB 4.4 WSU POLICE EDITION

---



**WORCESTER**  
STATE  
**UNIVERSITY**

**Roberta Sibulkin**  
**University Technology Services**

December 6, 2012  
Edition 3

This Page Intentionally Left Blank

## Table of Contents

FERPA GUIDELINES .....	5
LOGGING INTO DATATEL UIWEB 4.4 .....	6
LOCATE A STUDENT USING THE STUDENT LOCATOR INQUIRY FORM - (LOCR) .....	10
ACCESS A STUDENT SCHEDULE USING THE STSC FORM.....	13
LOGOUT OF DATATEL UIWEB.....	14
OTHER USEFUL MNEMONICS .....	14

This Page Intentionally Left Blank

## **Datatel UIWEB 4.4 WSU Police Edition**

### **FERPA Guidelines**

#### **IMPORTANT NOTE REGARDING FERPA GUIDELINES:**

**Only designated agents of Worcester State University (e.g. WSU police, department faculty members, chairs, administrative assistants) are authorized to obtain a student's schedule or location in order to perform their official WSU duties.**

**ANYONE ELSE REQUESTING A STUDENT SCHEDULE OR LOCATION  
MUST BE SENT TO OUR WORCESTER STATE UNIVERSITY POLICE DEPARTMENT  
(508 929-8911 or 508 929-8044 for emergencies, Wasylean Hall, Room 102-D).**

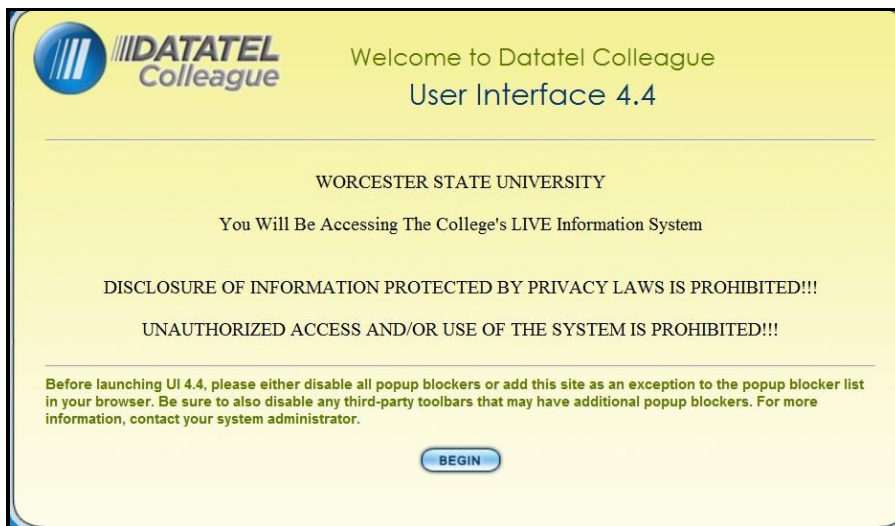
**Additional information regarding Ferpa can be located at  
<http://www.worcester.edu/teamsites/Policies/Wiki%20Pages/Colleague%20and%20FERPA.aspx>**

## Datatel UIWEB 4.4 WSU Police Edition

### Logging into Datatel UIWeb

1. Double-click the **Datatel UIWeb** icon  on your Desktop to access the Login screen.

Colleague UIWeb launches and a “Welcome to Colleague User Interface” screen displays.



If you have difficulty, keep only basic Internet Explorer (or Firefox) toolbars available. Close toolbars such as a “Google”. Then, see if Colleague launches.

2. Click the **Begin** button to proceed to the Login page.



3. In the UserID box, type the **Colleague UserID** (Username typed in **uppercase** letters) provided to you by University Technology Services.

This usually is the first letter of your first name and the first six letters of your last name.

If an [application](#) for using Colleague/UIWeb) hasn't been completed, a blank form can be obtained from the UTS web site ( <http://uts.worcester.edu/> ) under the Colleague/Datatel category.

## Datatel UIWEB 4.4 WSU Police Edition

### Logging into Datatel UIWeb

4. In the **Password box**, type your Colleague/UIWeb password.

Passwords are “case sensitive”, so make certain to type lowercase or capital letters the way your password was created.

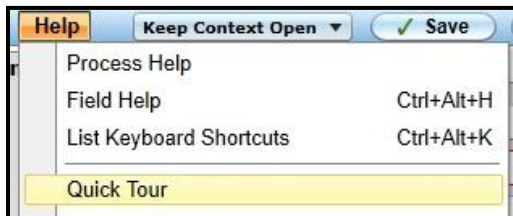
5. Then, click the **LOGIN** button or press **<Enter>** to finalize the selection.

An “authentication” process runs to verify your access credentials, followed by the display of the UIWeb main window.

6. If the “Quick Tour” screen displays, view the “Quick Tour” video or click in the “Do Not Show Me Again” checkbox to hide it from view when UIWeb starts.



7. **Note:** The “Quick Tour” video is available anytime from the Help menu.



8. Click the **Close** button if you do not wish to view the Quick Tour.

## Datatel UIWEB 4.4 WSU Police Edition

- A “Person Search” allows a user to locate and work with an individual, group of individuals, vendors, or institutions within the same form. It is a way to populate the Context area (top area of the window) with one or many records, called “Person Cards” before opening a form. Information displayed in the form reflects data stored in Colleague for the person, group, or institution whose card is active (visible in the context area).

The Next and previous  record arrows are used to move between desired Person cards.

- Always be aware of what is active in your context area. It might be advisable to close out both the form AND the context area if there are active records you no longer want to use.
- WHEN WORKING WITH ONE PERSON, IT MIGHT BE PREFERABLE TO BRING UP THE FORM FIRST AND PERFORM A STANDARD NAME LOOKUP WHEN PROMPTED.

### The Search Area – Opening a Person Card and Form



1. In the **Search** area, click the round **Person/Form** button until a **Person** displays on the front of the button.
2. Type the **Person's Name** (at least two letters of the Last Name, Two letters of the First Name, separated by a comma) or **Student ID#** for the person (vendor, or institution) whose data you wish to obtain in the Person Search box, and click **Search** or Press <Enter>.

If a group of students has been saved to Favorites (Favorites will be discussed later in this guide), click the Favorites tab to locate them.



## Datatel UIWEB 4.4 WSU Police Edition

### The Search Area – Opening a Person Card and Form (Continued)

Person Cards that match the requested search criteria display in the Context area.



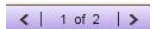
3. Select a Person card by typing the number displayed to the left of the desired card name in the Select box at the bottom of the window.



In addition, multiple cards can be selected by clicking inside the Select All box at the top of the window or white boxes to the left of each desired Person's ID #.

4. Click **Open** at the bottom of the screen or Press <Enter> to display the selected cards in the Context area at the top of the window.

Selected people cards open in the Context area. The **Person card displayed in front is the "active" card**. Move between desired cards by clicking the Previous ( < ) or Next ( > ) arrows



## Datatel UIWEB 4.4 WSU Police Edition

Colleague UIWeb uses a “drill-down” approach to access information in its database.

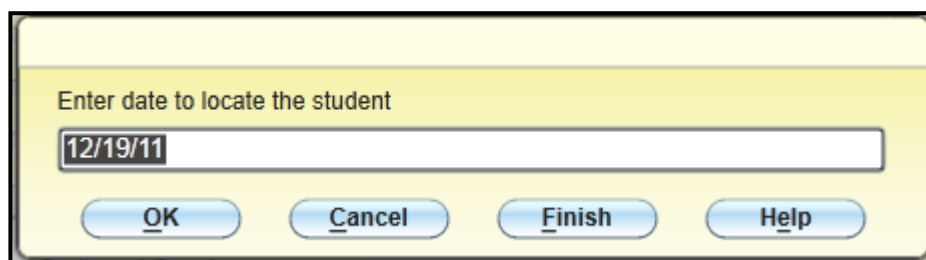
Expand folders to view and/or move to different levels within the Colleague’s Student System or to another Application area (e.g. CF – Financial).

In addition to performing a form “search”, use the Navigation tab to locate and open forms by double-clicking a form’s icon.

### Locate a Student Using the Student Locator Inquiry Form - (LOCR)

In the example below, a person card already is open and active in the Context area. If a person card was not opened first, you would be prompted for a name.

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.
2. Type **LOCR** (Student Locator Inquiry Form) in the Search box, and click the **Search button** or Press <Enter>.



Enter date to locate the student

12/19/11

OK Cancel Finish Help

3. When the “**Enter date to locate the student**” box displays, **enter the date on which you want to locate the desired student** in the **two digit month, day, and year format** (e.g. 12/19/11) and click the **<OK>** button or press <Enter>.
4. **If the “Enter date to locate the student” prompt displayed, continue to page 12.**

If the Student Locator Inquiry form did not display, proceed to the next page to learn how to locate its icon for the form from the Navigation tab.

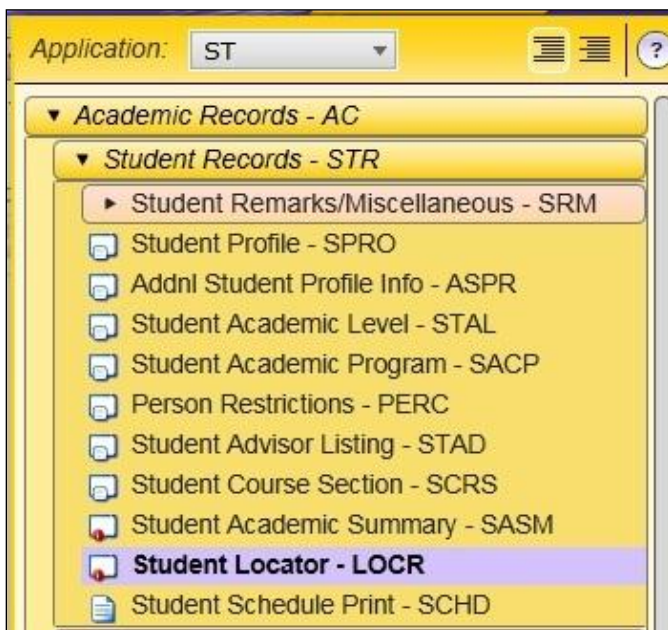
## Datatel UIWEB 4.4 WSU Police Edition

### Locate a Student Using the Student Locator Inquiry Form - (LOCR)

If the LOCR “Enter date to locate the student” box **did not display**, use the directions below to locate the LOCR – Student Locator Inquiry form icon from the Datatel UIWeb Navigation tab.

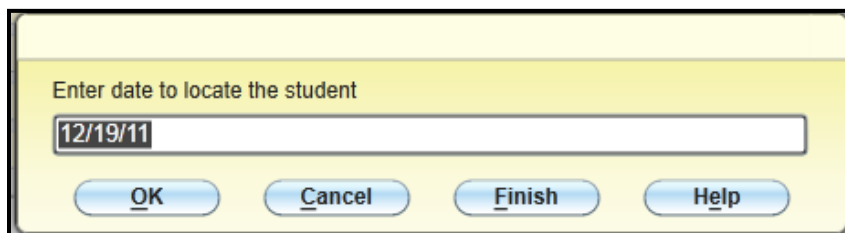
If the LOCR form opened, proceed to

- On the right-hand side of the Search area, click the **Navigation** tab to bring it to the front of the other tabs.
- If the **ST** application is not selected, choose it from the **Application** drop-down menu.  
Icons for items you are authorized to use are listed.
- Click the **black triangle to the left of Academic Records - AC** to expand and display its contents.
- Next, **expand the black triangle to the left of Student Records – STR** to display it’s contents.



- Double-click the **Student Locator – LOCR** icon to open the form.

The Enter date to locate the student dialog box should display.



## Datatel UIWEB 4.4 WSU Police Edition

### Locate a Student Using the Student Locator Inquiry Form - (LOCR) (Continued)

5. Type the date on which you want to locate the student in the **MM/DD/YY** format (2 digit month, a forward slash, 2 digit date, a forward slash, 2 digit year ie: 11/16/10) if the date is different than the one displayed. Then, click the **OK** button or Press <Enter>.

A schedule for the specified student on the specified date should display.

Student Schedule	Start Time	End Time	Page 1 of 1
1 Systems Programming	10:00AM	11:15AM	L 112
2			
3			
4			

6. When finished viewing, click the **Cancel** button.

An Alert displays asking if you want to Cancel the record (information for the person whose card is active and visible on top of the other cards) or Return to editing.

Cancel record or Return to editing

Cancel Return

7. Click Cancel (followed by Cancel) to close the Student Locator screen and check the schedule of another student.

Click Return to remain on the Student Locator screen.

Click **Cancel All** to close the LOCR form.

If additional cards are open, the Discard, Next, or Jump alert displays to allow you to proceed to the next open card, discard the card, or to jump to a specific open card.

A list of records is active. Discard entire list, go to next record or jump to a record?

Discard Next Jump

## Datatel UIWEB 4.4 WSU Police Edition

### Locate a Student Using the Student Locator Inquiry Form - (LOCR)

8. Click **Next** to proceed to the next open card or Jump to proceed to a specific open card if you know it's order in the group of open cards ( ie: 1, 2, 3,...), or Discard to discard the entire list.

Cancel All will close the form and, depending on whether or not “Keep Context Open” or “Auto Close Context” is selected, will close all cards in the Context area (Person Card area at the top of the window) or will close the LOCR form and leave Person cards open in the Context area.



A student's class schedule for a specific semester can be accessed using the Student Schedule form.

This time, try opening the form first. Then, open the Person card for the student whose schedule you want to view.

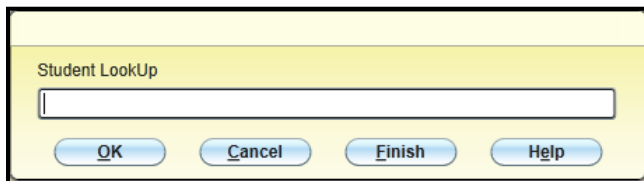
### Access a Student Schedule using the STSC form

- Obtain a student's schedule using the Student Schedule Inquiry command.

### Using Student Schedule (STSC) to Obtain a Student's Class Schedule

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.
2. Type **STSC** in the Search box, and click **Search** button or Press <Enter>.

If a Person card is not active, the Student LookUp dialog displays.

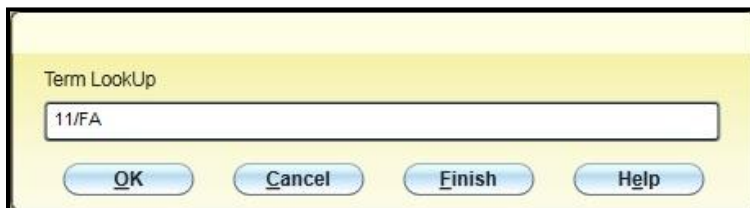


## Datatel UIWEB 4.4 WSU Police Edition

### Access a Student Schedule using the STSC form (Continued)

3. Enter the **Student ID number or at least two letters of the last name, a comma, a space, and at least two letters of the first name** for the student whose schedule you wish to view. Then, click **OK**.

The Term LookUp dialog box displays.



4. Type the **term** for the schedule you wish to view in a **two digit year**, followed by a **forward slash (/)**, and a **two digit term format** (i.e. 11/FA or 11/SP). Then, click **OK**.

The student's schedule for the specified semester displays.

5. Click the **Cancel** button when finished viewing the current schedule, followed by **Cancel** when the "Cancel record or Return to editing" Alert displays. Click **Cancel All** to close the form.

If "Person cards" were used, select the **Next button to proceed to the next student's schedule** if more than one Person card was opened.

### Logout of Datatel UIWeb

1. If you are finished using UIWeb 4.4, make certain to **Logout** by clicking the **Logout** button on the far right-hand side of the window.



2. Close the browser window.

### Other Useful Mnemonics

NAE	Name Address (Must be limited to inquiry)
ADR	Person Addresses (Looking Up Emergency Contact Information in UIWeb)
FCSI	Faculty Schedule Inquiry