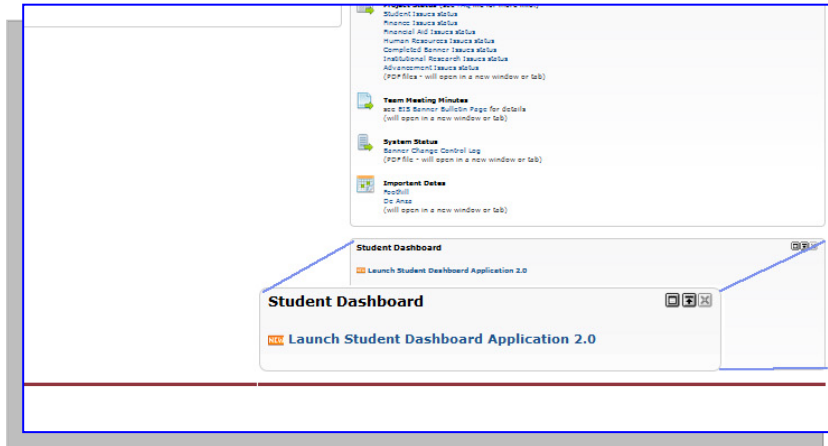


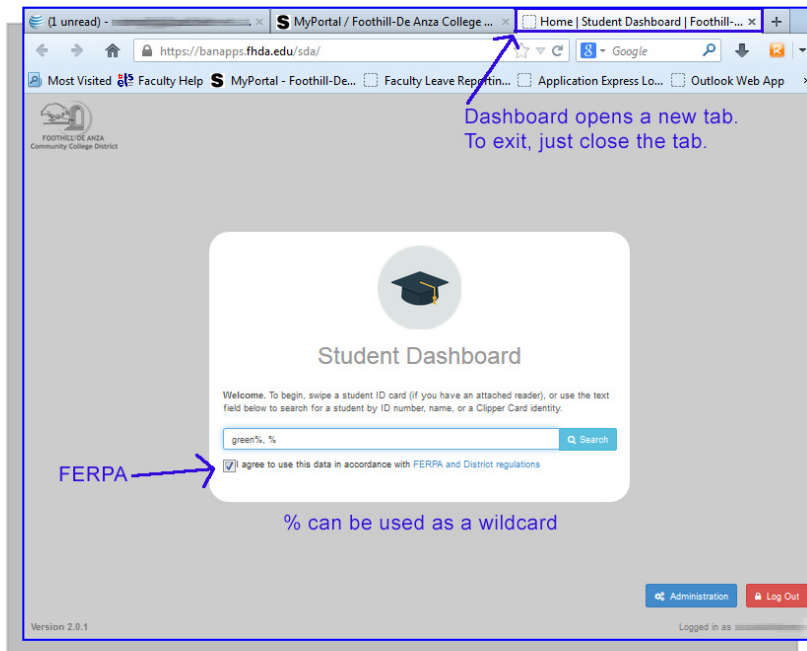
## Student Information Dashboard 2 – User Instructions

The Student Information Dashboard is for staff, administrators and select groups who need to view specific information about a student on an ad-hoc basis. It is used only for viewing data. Internet Native Banner (INB) is the avenue for entering data into Banner. Permission to view specific types of data will be granted by Admissions and Records (A&R) on both campuses. You will only be granted the permissions that provide access to student data that is required for you to do your job as specified by the federal Family Educational Rights and Privacy Act (FERPA). Access to Disabled Students and EOPS views will only be authorized with the permission of those groups.

If you have permission to use the Dashboard, the link will display on the bottom right hand corner of the Employees tab:



To use the application, check the FERPA statement box or an error message displays. You will only be required to check the box once per session.



You can search for a student by their 8-digit campus-wide ID number, by part or their entire name or clipper card ID.

If you have a magnetic stripe reader\* attached to your system, you can access a student's information by swiping his/her student ID card.

The format for a name search is "Last, first". It is not case sensitive and you can use "%" as a wildcard. The search below will return all students whose last name starts with "green" and first name starts with "s".

\*A recommended vendor is Barcodes Inc., and here is a direct link to the recommended MSR from MagTek: <http://www.barcodesinc.com/magtek/part-21040145.htm>

The part number from MagTek is 21040145, and it is a **keyboard emulation** with **dual head** functionality so that cards can be swiped in either direction. This is the only model that has been tested and certified to work with the application

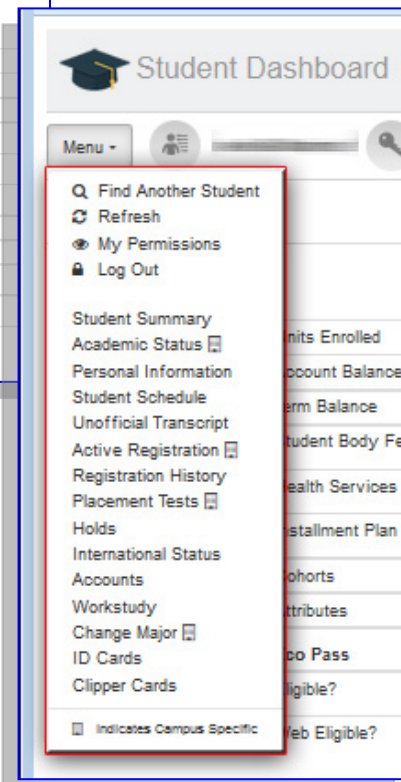
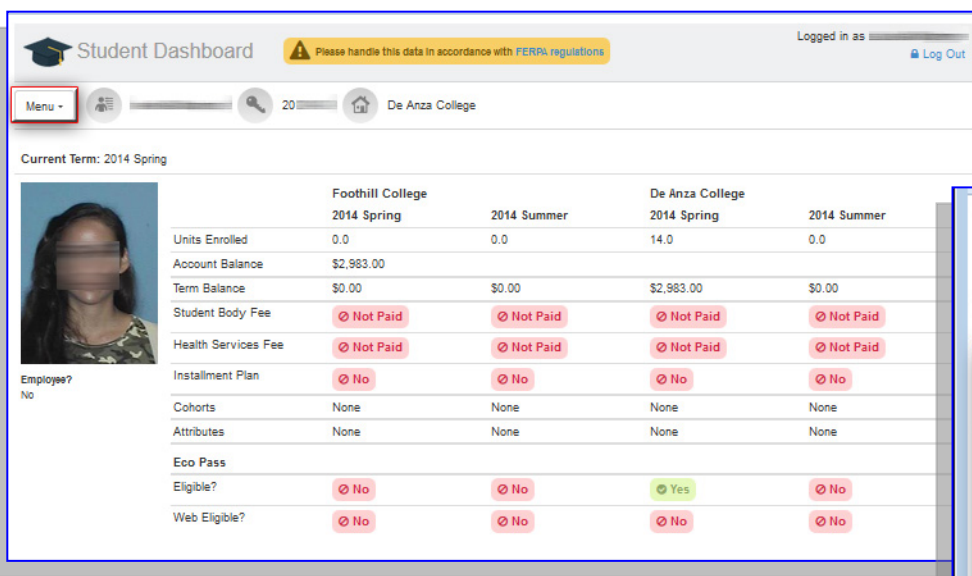


Up to 800 names will be returned for each search. The total number of names which match the search criteria is displayed under Search Results. Students who have attended both Foothill and De Anza will display a button for each college. If the search identifies only one student, the Student Summary screen will display.

To view a student’s information, click the appropriate college button.

Most of the views combine the data from both colleges. Only Academic Status, Active Registration, Disabled Students and EOPS screens are college specific.

Records marked confidential will display a warning that the student has requested Confidentiality.



The first screen is the student summary screen. The information on this screen is used by various campus groups to determine if a student is eligible for items such as a Student Body card, health benefits and/or an Eco Pass. To view the other information you been given access to, click the Menu button.

The menu will only display options you have the permission to view. If you are only allowed to see some of the data on a view, you will see a red message in those fields.

The Student Information Dashboard is not for use by Faculty. All of the information needed by faculty can found on their class rosters. The only exception is faculty, such as counselors, who deal with students on a one on one basis. To gain access complete the request form, have your supervisor or director sign it and then to submit to the Dean of A&R of your campus.