SCAIT TRAINING AND INFORMATION

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Office of Institutional Research, Planning and Effectiveness

Fall 2023

Agenda

1. **What** *is* Institutional Research, Planning and Effectiveness?
2. **Why?**
3. **How** do I?
4. **What the** [🦉]?
5. Who has questions?

Institutional Research, Planning and Effectiveness

- Part of the Provost and Exec VPs ofc, under the Vice Provost for Planning and Effectiveness

- Official Data Repository

- Completes Mandatory Reporting to Federal and State Agencies

- Research and reports to aid in decision making for CSU leadership

- "…provides vision and leadership to the reporting, institutional research, assessment, strategic planning and accreditation activities of the institution."
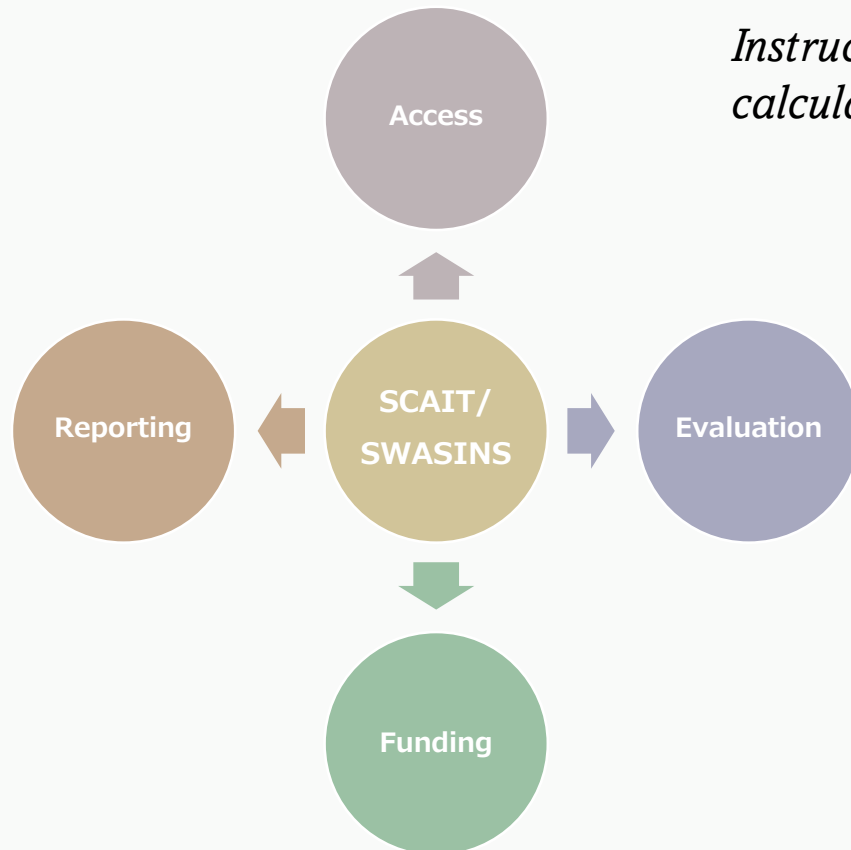
"For want of a nail, the shoe was lost.
For want of a shoe, the horse was lost.
For want of a horse, the rider was lost.
For want of a rider, the battle was lost.
For want of a battle, the kingdom was lost,
And all for the want of a horseshoe nail."

Why?

What you do is critical for your department and the University community

It's all connected

Instructors and Instructor Percentage entered in SCAIT are used to calculate student hour production, but that's not all.

- ACCESS: Canvas, Ariesweb, Grade Entry

- EVALUATION: Digital Measures, Student Credit Hour Production

- FUNDING: Student Credit Hour production used in budgeting

- REPORTING: Student Credit Hours required in state and federal reporting, CDHE, Dept. of Education, and more

Access

Reporting

SCAIT/ SWASINS

Evaluation

Funding

How do I?

- Instructor Entry Basics

  - *Fixed credit courses*

  - *Variable credit courses*

- Other Reports

Accessing SCAIT Forms

- Instructions: https://www.ir.colostate.edu/scait/

- https://aar.is.colostate.edu/ (Administrative Applications and Resources)
  - "Banner Administrative Pages"
  - Global Protect login requirement (new)

- TOOLS AVAILABLE
  - SWASINS: The Workhorse. Used for instructor and percentage entry
  - SWASREP: The Darkhorse. Often overlooked, Variable Credit Class List (populates after census) and Missing Instructor Edit report
  - Course Detail by Department: Lists courses, instructors, instructor percentages, etc.

08/31/2023

Navigating SWASINS

No need to scroll through all your courses to get where you need to go when you filter

- <u>TERM</u>: Year, month term starts (approx.) and a zero: 202360, Summer 2023

- <u>FILTER</u>: CRN is your best option, but not the only option.

- <u>PER PAGE</u>: Display more than one record at a time

- <u>NAVIGATION ARROWS</u>: Scroll through your courses, instructors and students

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Fixed Credit Courses

- Instructors to be entered by census date

- Instructor percentages are at your department's discretion

  - Can be entered at 0%

    - Administrators for grade entry, etc.

  - Make sure the total is 100%

    - The percentage is how the student credit hours are allocated to the instructor, department, and college

Variable Credit Courses

- Instructors to be entered *after* census date, when the variable credit students are populated (Registrar's office data process)
- Instructor percentages are at your department's discretion
  - The "pick list" is there to help calculate the percentage; no function outside of SCAIT
  - Can be entered at 0%
    - Administrators for grade entry, etc.
  - Make sure the total is 100%
    - The percentage is how the student credit hours are allocated to the instructor, department, and college

What the [🦉]?

- Common issues and error messages

Common Error Messages

"Faculty Not Active"

- New Faculty that need to be activated
- Not an automatic HR process
- Send me name and CSU ID number and I'll activate

"Faculty assignment session has no Meeting Times"
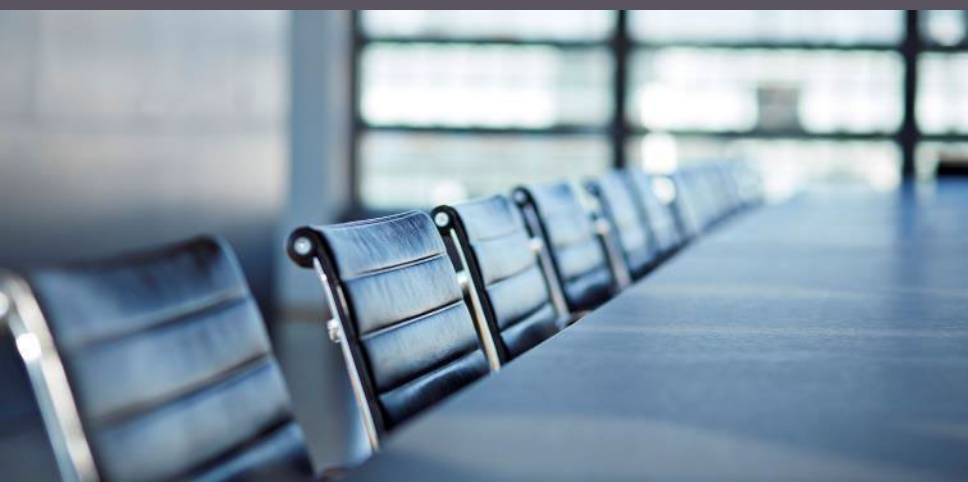
- Can be fixed by the Registrar's office
- roomscheduling@colostate.edu

"Concurrency Violation Error"

- Known glitch
- Occurs when you save the SWASINS form then continue editing w/o exiting.
- All at once, or batch entry

Issues Outside of SCAIT

- I have some knowledge, but just enough to be dangerous. Rely on the experts.

- Overrides – Registrar's Office –

  - https://registrar.colostate.edu/contact-us/

- Canvas – Canvas College Coordinators

  - https://canvas.colostate.edu/canvas-coordinators/

  - CanvasHelp@colostate.edu

Take-aways

- **#1 – What you do in SCAIT is important for the U, your College and Department, but most importantly, for your people.**

- **I'm here to help**

Who has ?

- Questions?

- Live Demo

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- Instructions: https://www.ir.colostate.edu/scait/

- https://aar.is.colostate.edu/ (Administrative Applications and Resources)

- TOOLS AVAILABLE

  - SWASINS: (examples)

    - Fixed Credit:

    - Variable Credit:

  - SWASREP

  - Course Detail by Department: Lists courses, instructors, instructor percentages, etc.

THANK YOU

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