

May 2019

OASIS Academic History: Viewing, Editing and Reporting

Viewing Information

This method is best for looking up individual or relatively few students.

MANAGE>ACADEMIC HISTORY>VIEW/ENTER DATA

- Search for and select the student whose data you wish to view
- The data you are authorized to view may be accessed on the appropriate tab.

Editing Information

To edit data that you are authorized to change, simply click on EDIT ON in the upper-right side above the tabs.

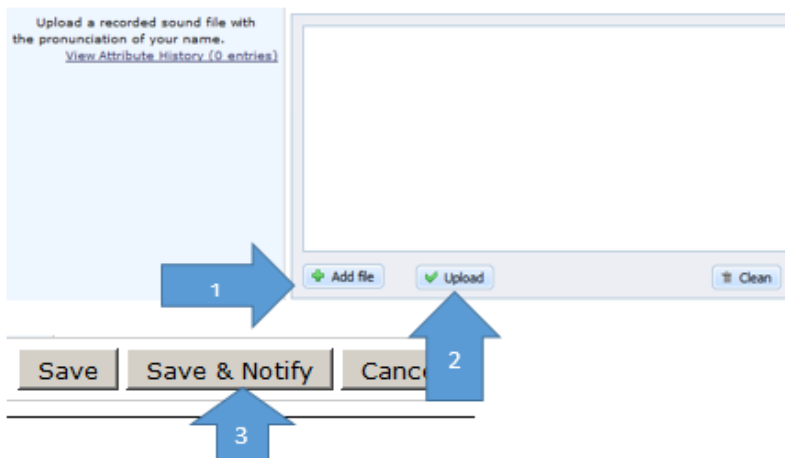
This will change the appearance of the fields, so that you may edit text fields and/or import files. After updating a student's academic history record, be sure to hit SAVE & NOTIFY to retain your changes and to generate appropriate emails alerting relevant users of the update.

Test Student <small>(View Student Level Info)</small>												Edit On
Admissions/Entering Student Data	Student Health Services	Mailboxes, Lockers, Clickers & Pagers	Exams Delay Requests	Clinical Skills Exam (CSE) Documentation	Exemptions	Advancement & Fitness Committees	Misc. Documentation	Final Record	WCHN, CT	West Palm Beach, FL	UVMMS Clerkships	EMMC

To upload a file:

1. Click on ADD FILE to browse for the file on your computer
2. Click on UPLOAD to upload the file
3. Then hit SAVE & NOTIFY

If you need to delete an uploaded file, use the "Clean" button



Generating a Report

MANAGE>REPORTS

- Report = Academic History
- Select the appropriate year and student level(s)
- Include only the academic history field(s) you wish to populate
- Choose your preferred output method.

Note that if wish to access attached files, select “View Report” on screen. You will have the option of exporting to a CSV file from here if you choose.