

Batch SAP Evaluation-081108

1.	Navigate: Financial Aid > Satisfactory Academic Progress > Process SAP.
2.	The process requires a Run Control ID . Either use an existing one or create a new one. To create a new Run Control ID, click the Add a New Value tab.
3.	Enter a name for the new Run Control ID.
4.	Click the Add button.
5.	Enter your Institution in the Academic Institution field. Enter the Academic Career . If your institution processes SAP by aid year, the Term field will disappear. Alternatively, if you set up SAP processing by term, the Aid Year field will not be available. Fill in the Aid Year or Term field - whichever is available.
6.	You can run the SAP process in report only mode, in update mode or in update and report mode. Click the Processing Option pull-down menu to select the mode.
7.	If you select Report Only mode, the Update Using Most Recent Evaluation Term checkbox disappears. Report Only mode does not change any student's SAP value. Instead it reports on the calculated SAP for each student considered, enabling you to review the failures and perhaps take remedial actions before updating the students' records. Once you are ready to update, rerun the process using either Update Only or Update and Report .
8.	Select the Update using most recent evaluation term (pass 2) checkbox to use the most recent term with data, in the case where the student does not have data for the evaluation term specified in set up. Select Skip Status and Actions if you don't want to include the set up status and actions rules in the calculation. Select Don't Run if SAP Status Exists if you don't want to reevaluate students who already have SAP status. If you select this option, the two Update Options are not available. Select the Calc SAP Status Change Only option to update the student's record if there is no SAP status or if the Calc SAP status code changes. Select the Any Calculation Value Change option to calculate a new SAP record if none exists or if any value has changed regardless of whether the Calc SAP status code changes.
9.	To process a selected set of students rather than all eligible students, click the Student Override checkbox.
10.	The Student Override option enables you to enter a list of student IDs to process. If you do not check Student Override , all students ready to be processed will be picked up.
11.	Click the Run button.
12.	Click the OK button.
13.	Click the Process Monitor link.

Quick Guide



14.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> ..
15.	If you ran in either Report Only or Update and Report, you can view the process results in the report. Click the Review Report Data link.
16.	Enter the ID of the staff person who ran the process or the Run Control ID used and click the Search button.
17.	The report lists all the students processed (the IDs have been deleted in the example), along with their calculated SAP status. The various tabs show details on which tests the students met or failed. In the example shown, one student had his SAP status overridden manually prior to the batch run. The recalculation during the batch process did not change the overridden value.
18.	The Process Info tab tells you which term provided the statistics for the calculation.
19.	End of Procedure.