Updating Learner Outcome in SHADEGR

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Overview of the form SHADEGR

SHADEGR, the Banner form for degree and other formal awards, is used to view, update and change learner outcome (degree record) information on a student's record. The student's outcome (degree) record should always be in sync with the student's learner record. Updates to curricula information are **NOT** done in this form. All curriculum updates should be done in SFAREGS or SGASTDN.

This form is used to view and update the graduation status of students as well as to add or remove students to the graduation list (also available on Minerva). The Admissions, Recruitment and Registrar's Office (ARRO) also uses this form to add honours and awards when the Student Affairs Office can no longer perform this task using the Faculty Approval form on Minerva (i.e., in cases when deadlines have passed).

Accessing the correct outcome record

Before you begin

In Banner version 7, the Degree Summary form SHADGMQ (which is accessed by clicking on the drop down arrow next to **Degree Sequence** in the key block of SHADEGR) may bring in a previously accessed term. This results in no records or partial records appearing in the Learner Outcome Summary Block.

It is important to clear all fields (other than **ID**) in the key block of this form (SHADGMQ) to ensure that you view all possible degree records. Then proceed to select the record that you are updating in SHADEGR.

Steps	1 Access SHADEGR from the **Go to** field in the Main Menu
	2 In the **ID** field, enter the ID of the student whose record you want to update.
	3 Click on the drop down arrow next to **Degree Sequence** to look up the degree sequence number of the record you want to update.
	4 Clear all fields, except for the **ID** field.
	5 **Next block** to Learner Outcome Summary to view all possible outcome records and their assigned Sequence Number.
	Tip: The **Curricula Summary - Primary** and the **Field of Study Summary** blocks display the curricula of the record that is selected in the **Learner Outcome Summary** block.
	6 Double click on the record to select and bring it into SHADEGR.
	7 **Next Block** to Learner Outcome Information block in the Learner Outcome Tab.

Note	The curricula information is now carried into SHADEGR so you can see which outcome (Degree) record you are updating.

Updating learner outcome information

1   In **Outcome Status**, click on the drop down arrow to access the 3 different status options:

- SO - Not Graduating
- AG - Applying to Graduate

Students with this status appear on the graduation list for the graduation term indicated.

- AW - Awarded (Graduated)

Changing an outcome status from SO to AS

2   Double click on the AG status to bring it in the **Outcome Status** field.

3   In the **Graduation Information** box, enter the graduation term (i.e., the term the student has finished all their courses).

4   Tab to **Graduation Year** to auto-populate the field.

5   Save (F10).

Note

Values in the **Graduation Status** field of FA - Approved or RE - Not Approved are populated when Student Affairs submits their decision on the Graduation Approval Form on Minerva.

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   • SO - Not Graduating

   • AG - Applying to Graduate

   • Students with this status appear on the graduation list for the graduation term indicated.

   • AW - Awarded (Graduated)

Changing an outcome status from AS to SO

2. Double click on the SO status to bring it into **Outcome Status**.

3. In the **Graduation Information** box, remove values from **Graduation Term** and **Graduation Year**.

4. Save (F10).

   Note

   If a Graduation Status has been added (i.e., the field is populated with either FA or RE), then the decision must be changed to "Pending" by Student Affairs on the Graduation Approval Form on Minerva.

   If the form has been closed for updates a request must be made to the records department in ARRO to have this field cleared centrally.