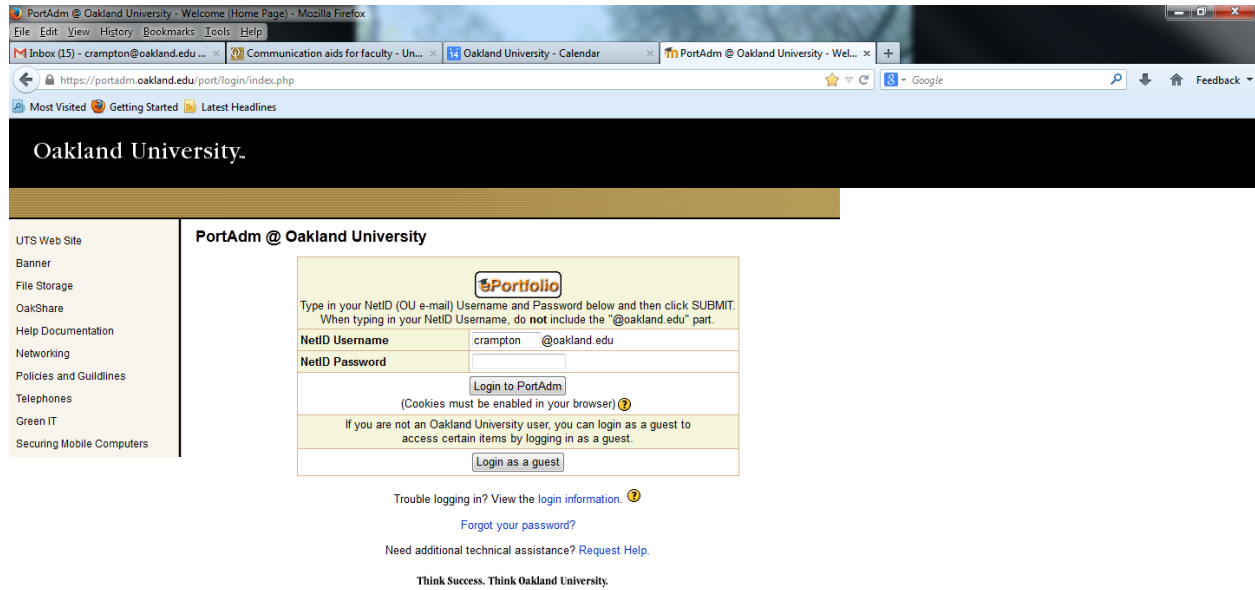


Directions for Retention Database

Visit portadm.oakland.edu and log-in using your NetID username and password



PortAdm @ Oakland University - Welcome (Home Page) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Inbox (15) - crampton@oakland.edu ... Communication aids for faculty - Un... Oakland University - Calendar PortAdm @ Oakland University - Wel...

https://portadm.oakland.edu/port/login/index.php

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PortAdm @ Oakland University

Portfolio

Type in your NetID (OU e-mail) Username and Password below and then click SUBMIT.
When typing in your NetID Username, do not include the "@oakland.edu" part.

NetID Username

NetID Password

(Cookies must be enabled in your browser) ?

If you are not an Oakland University user, you can login as a guest to access certain items by logging in as a guest.

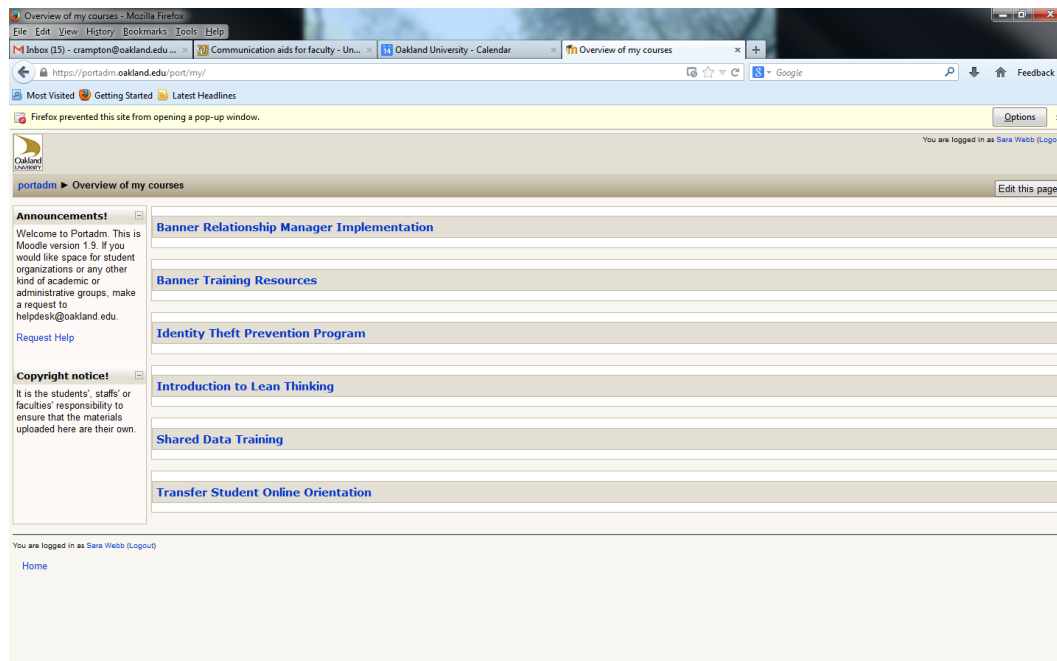
Trouble logging in? View the [login information](#).

[Forgot your password?](#)

Need additional technical assistance? [Request Help](#).

Think Success. Think Oakland University.

Select Banner Training Resources



Overview of my courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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https://portadm.oakland.edu/port/my/

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Firefox prevented this site from opening a pop-up window. Options x

You are logged in as Sara Webb (Logout)

portadm Overview of my courses Edit this page

Announcements!

Welcome to Portadm. This is Moodle version 1.9. If you would like space for student organizations or any other kind of academic or administrative groups, make a request to helpdesk@oakland.edu.

[Request Help](#)

Copyright notice!

It is the students', staffs' or faculties' responsibility to ensure that the materials uploaded here are their own.

Banner Relationship Manager Implementation

Banner Training Resources

Identity Theft Prevention Program

Introduction to Lean Thinking

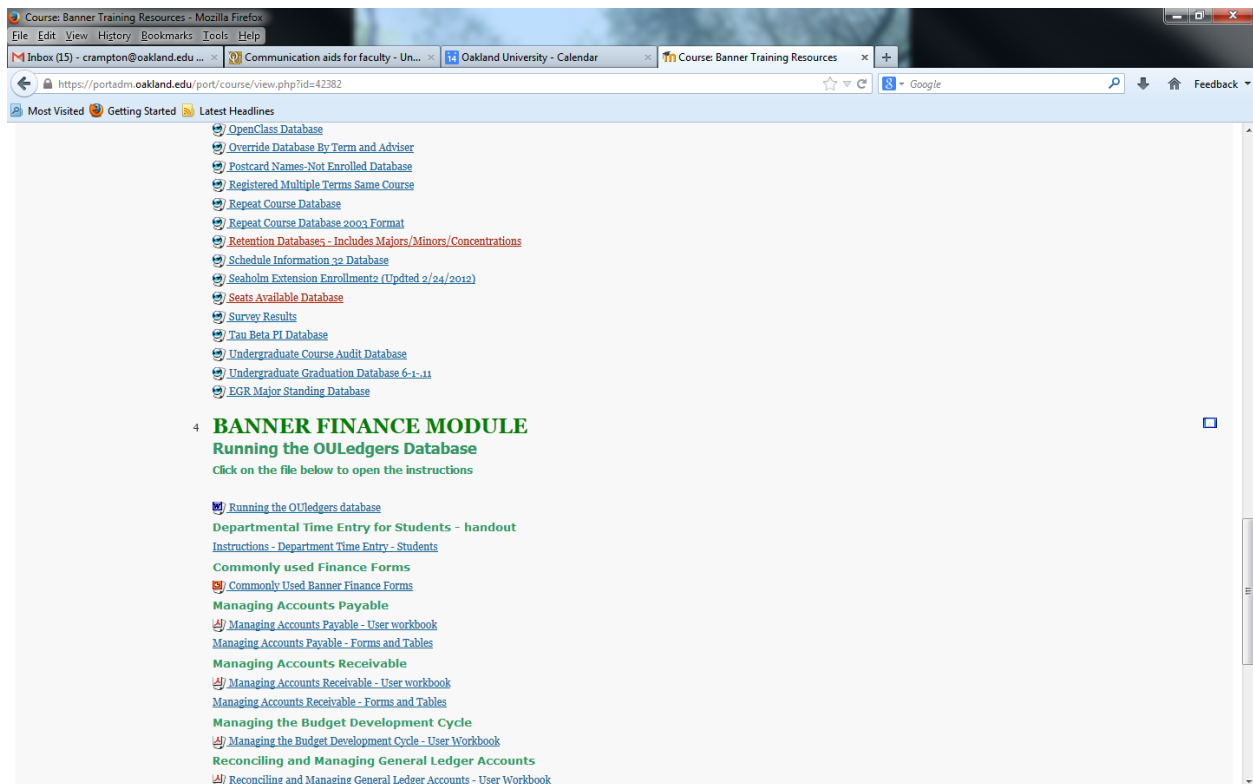
Shared Data Training

Transfer Student Online Orientation

You are logged in as Sara Webb (Logout)

[Home](#)

Scroll down to Joann's Access Databases, and select Retention Database5 – Includes Majors/Minors/Concentrations. You will be prompted to save the file to your computer.



Once saved, open the database. You will be prompted to log-in to Banner.



You may see a pop-up that asks you to Enable Content. Always say "yes."

The first tab of the database, New Students, provides a list of new students (first-year and transfer) for the term and major(s) selected.

Type or select the desired term in the drop down box next to Step 1.

Select the desired major in the drop down box next to Step 2. To select multiple majors, use Control/Click or Shift/Click.

Next, click the **Extract Information for Majors** button next to Step 3.

Once the data is extracted, you can utilize the five buttons at the bottom of the screen to produce different reports.

Preview Report Student Information provides a list of all new students for the term and major(s) selected. It includes student name, Grizzly ID, class standing, mailing address, phone number, OU email, student type (first-time FTIAC or transfer) and First Year Advising Center adviser name, if applicable.

Preview Report by Student Type provides the same information as Preview Report Student Information, but is broken up into separate lists for first-time FTIACs and first-time Transfers.

Preview Adviser Report provides a list of students with Grizzly ID, student type and OU email for each adviser in the First Year Advising Center.

Open Retention Table opens a spreadsheet with all of the information available in the Preview Report Student Information. This spreadsheet can be used to create mailing labels, merge letters or to simply have a database of students.

View Advisers Query opens a spreadsheet with all of the information available in the Preview Adviser Report.

The screenshot displays the 'Enrollment Summary Form' application window. The 'New Students' tab is active, showing a form titled 'New Students - FTIACs - Transfer Students'. The form includes two dropdown menus: 'Type in or Select the term from the drop down box' (labeled Step 1) and 'Select Multiple Majors by Control Click or Shift Click' (labeled Step 2). A list of majors is visible, including 'Undeclared', 'Not Available for this Ma...', 'General Education Progr...', 'Post Bach Additional Min...', 'Graduate Preparatory W...', 'Graduate Guest Student', 'College of Arts and Scien', 'Pre-Liberal Arts', 'Pre-Law', and 'Pre-Med, Dent, Opt, Vet'. A button labeled 'Extract Information for Majors' (labeled Step 3) is positioned to the right of the major list. Below the form, there are five buttons: 'Preview Report Student Information', 'Open Retention Table', 'Preview Report by Student Type', 'Preview Adviser Report', and 'View Advisers Query'. An 'Exit MS Access' button and an 'Updated: 8/30/2013' timestamp are also present. The bottom of the window shows a status bar with 'Record: 1 of 1' and 'No Filter'.

The second tab of the database, Current Enrollment, provides a list of all current students (new and returning) for the term selected.

Type or select the desired term in the drop down box next to Step 1.

Select the desired major, minor and/or concentration in the drop down box next to Step 2. To select multiple options, use Control/Click or Shift/Click.

Next, click the **Extract Information By Majors, Minors, and/or Concentrations** button next to Step 3.

Once the data is extracted, you can utilize the eight buttons at the bottom of the screen to produce different reports.

Preview Majors Report provides a list of all current students for the term and major(s) selected. It includes student name, Grizzly ID, OU email, class standing, total credit hours earned, cumulative grade point average, whether the student is enrolled and registered for the selected term and First Year Advising Center adviser name, if applicable.

The **Preview Minors Report** and **Preview Concentration Report** provide a list of all current students for the term and minor(s)/concentration(s) selected. It includes all the same information as the Preview Majors Report.

The **View Majors Query** opens a spreadsheet with all the information available in the Preview Majors Report. Likewise the **View Minors Query** and **View Concentrations Query** are spreadsheet versions of the accompanying reports.

Once the university-mandated mid-term grade process is complete, you can use this database to determine which student(s) in a major, minor and/or concentration received an unsatisfactory mid-term grade in their course(s), defined as a U or below 2.0. By selecting the **Unsatisfactory Mid-Term Grades Report or Table** button, you can view the information in a report or spreadsheet form. Both options provide the student's Grizzly ID and OU email, as well as the course(s) he/she received an unsatisfactory mid-term grade and the posted mid-term grade.

The screenshot displays the 'Enrollment Summary Form' application. The 'Current Enrollment' tab is active. The main form area is titled 'Current Undergraduate Enrollment By Major'. It features a dropdown menu for 'Term' (Step 1) and a list of majors/minors/concentrations (Step 2). Below this is a 'Preview Information' section with buttons for 'Preview Majors Report', 'Preview Minors Report', 'Preview Concentration Report', 'View Majors Query', 'View Minors Query', 'View Concentrations Query', 'Unsatisfactory Mid-Term Grades Report', and 'Unsatisfactory Mid-Term Grades Table'. The interface also includes a navigation pane on the left and a status bar at the bottom.

The third tab of the database, Term End, provides a list of all current students (new and returning) for the term selected and should only be used once grades for the selected term have been posted.

Type or select the desired term in the drop down box next to Step 1.

Select the desired major or minor in the drop down box next to Step 2. To select multiple options, use Control/Click or Shift/Click.

Next, click the **Extract Grade Information** button next to Step 3.

Once the data is extracted, you can utilize the four buttons at the bottom of the screen to produce different reports.

Preview History Report For Majors provides a list of all current students for the term and major(s) selected. It includes student name, Grizzly ID, OU email, class standing, courses taken, grades earned, term and cumulative grade point averages and First Year Advising Center adviser name, if applicable.

The **Preview History Report For Minors** provides a list of all current students for the term and minor(s) selected. It includes all the same information as the Preview History Report For Majors.

The **View Majors Query** and **View Minors Query** are spreadsheet versions of the accompanying reports.

The screenshot displays the 'Enrollment Summary Form' application window. The 'Term End' tab is active, showing a green background with several interactive elements. At the top, a red-bordered box contains the text: 'IMPORTANT: Run After Grades are Posted Must Run Steps 1, 2, 3 First'. Below this, there are three steps indicated by red boxes: 'Step 1' (a dropdown menu for term selection), 'Step 2' (a dropdown menu for major/minor selection), and 'Step 3' (the 'Extract Grade Information' button). A list of majors/minors is visible, including 'Undeclared', 'Not Available for this Ma', 'General Education Progre', 'Post Bach Additional Min', 'Graduate Preparatory Wc', 'Graduate Guest Student', 'College of Arts and Scien', 'Pre-Liberal Arts', 'Pre-Law', and 'Pre-Med, Dent, Opt, Vet'. At the bottom, there are buttons for 'Preview History Report For Majors', 'Preview History Report for Minors', 'View Majors Query', 'View Minors Query', 'Select to View Major 1 and/or Major 2 Report', 'Select to View Minor 1 and/or Minor 2 Report', 'Select to View Majors Query', 'Select to View Minors Query', and 'Exit MS Access'. A status bar at the bottom indicates 'Record: 1 of 1' and 'No Filter'.

When you are finished, please use the **Exit MS Access** button available on all tabs to close the database.