

SIMS ACCESS LAN INTERFACE (SALI)

USER GUIDE

(updated as of February 2016)



The screenshot shows the main interface of the SIMS Access LAN Interface (SALI). On the left, the title "SIMS ACCESS LAN INTERFACE" is displayed in large, bold letters, with "SIMS" and "LAN" in red and "ACCESS" and "INTERFACE" in blue. To the right of the title is the Brooklyn College seal, which is circular and features a building and the text "COLLEGIUM BROOKLYNENSIS SIGILLUM" and "MCMXXX". Below the title and seal, the copyright information "Copyright © 1997 - 2015 Brooklyn College All Rights Reserved" is shown. A blue warning message states: "IMPORTANT! The information that SALI provides is only accurate as of the prior night since it uses information extracted from SIMS once per day overnight. If you require information that is accurate up to the minute, please consult SIMS directly." At the bottom, there are four buttons: "Student", "Course", "Switch User", and "Exit".

**SIMS
ACCESS
LAN
INTERFACE**



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IMPORTANT! The information that SALI provides is only accurate as of the prior night since it uses information extracted from SIMS once per day overnight. If you require information that is accurate up to the minute, please consult SIMS directly.

Student **Course**

Switch User **Exit**

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CONTACT INFORMATION

For additional assistance or information about SALI:

Irina Shor

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irina@brooklyn.cuny.edu

For questions about or problems with CUNYfirst, SALI access,
or if you need reports that are not available in SALI:

Registrar's Office:

Tel: (718) 581-5693

registrar@brooklyn.cuny.edu

INTRODUCTION

SALI (SIMS Access LAN Interface) is a user-friendly program that provides easy access to student, instructor and class data. Currently, SALI takes the data from CUNYfirst on a nightly basis. The SALI program was designed to provide the following benefits and tools:

Reduced Production Backlog

Because of the many users accessing the CUNYfirst, it is time-consuming to generate reports and retrieve information from the program. SALI provides the user with a user-friendly view of current course and student information without creating a backlog.

Security

Access to SALI requires authorized permission (see [SALI Account Creation Procedure](#)). Each user receives an Access Code that is used to access other BC systems. To assure confidentiality, SALI offers different levels of access. SALI offers 2 levels of security for course information. The user is given access to *all* course information or access to course information only for a *specific department(s)*. Careful consideration should be used when authorizing a SALI user.

Customized Reports

SALI offers *sort* and *export* features that allow the user to generate, rearrange and print reports from the SALI program or other software packages and produce current data in report format. SALI can also produce customized reports in color or black-and-white.

Printing

SALI is programmable to print from your own printer, providing flexibility and convenience.

User Friendly

SALI conveniently accesses and retrieves information via a personal computer so that the user can easily organize a workload. The user can maneuver easily around the screen and instruct SALI with a click of the Mouse. SALI shows a full color display for easy viewing and access to other features.

SALI ACCOUNT CREATION PROCEDURE

A prospective SALI user fills out an application that can be downloaded at <http://portal.brooklyn.edu>, IT tab, Technology Forms channel, SALI Access Request Forms. The form is then signed by the Department Chair or Manager. SALI access is granted by the Registrar.

The Registrar must consider several factors before creating a new SALI account.

- The user must be an active employee.
- The user must have a BC email address.
- Determine if the new user will have access to course information for all departments or for specific department(s) only. Multi-department access is also available.

The minimum hardware and software requirements are:

- 500-megahertz (MHz) 32-bit (x86) or 64-bit (x64) processor
- 128 megabytes (MB) of system memory (RAM)
- 25 megabytes (MB) of available space on the hard disk
- Operating system: Windows XP or higher (or Mac Virtual PC - contact Greg Pemberton from ITS for MAC installation at 718-951-5861)
- Internet access capability

NOTE Multiple users sharing one PC can access SALI.

1. Complete the SALI Application

The prospective user must complete and sign Part A of the application and the Chair/ Manager must fill out Part B.

2. Final Approval and Activation

Fax all completed applications to the Registrar at 718-951-5145. You will get an email when access is approved that include instructions on how to access and load SALI. Users who have access to other BC systems will use the same Access Code to login to SALI. New users will get by email a temporary Access Code that must be changed before using the system for the first time. Use the last 4 digits of your CUNYfirst emplID and the Access Code to login to SALI.

NOTE: CUNYfirst has a different login process and requires a different user name and a password for access.

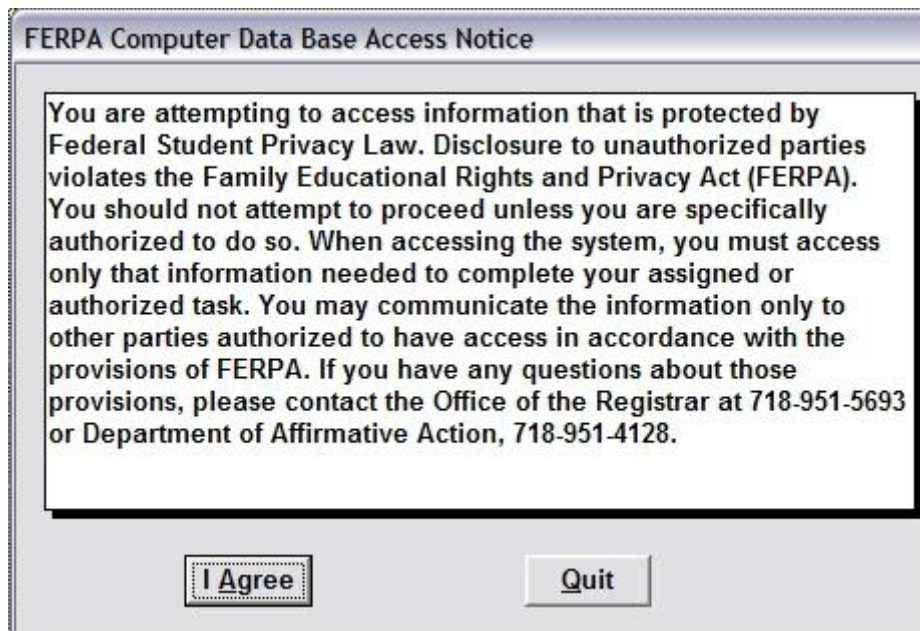
LOAD SALI:

SALI can be loaded at <https://websql.brooklyn.cuny.edu/bcapps>. Login with the last 4 digits of your CUNYfirst emplID and your Access Code. Detailed instructions on how to load SALI are available on the page. SALI is not currently available for home-use.

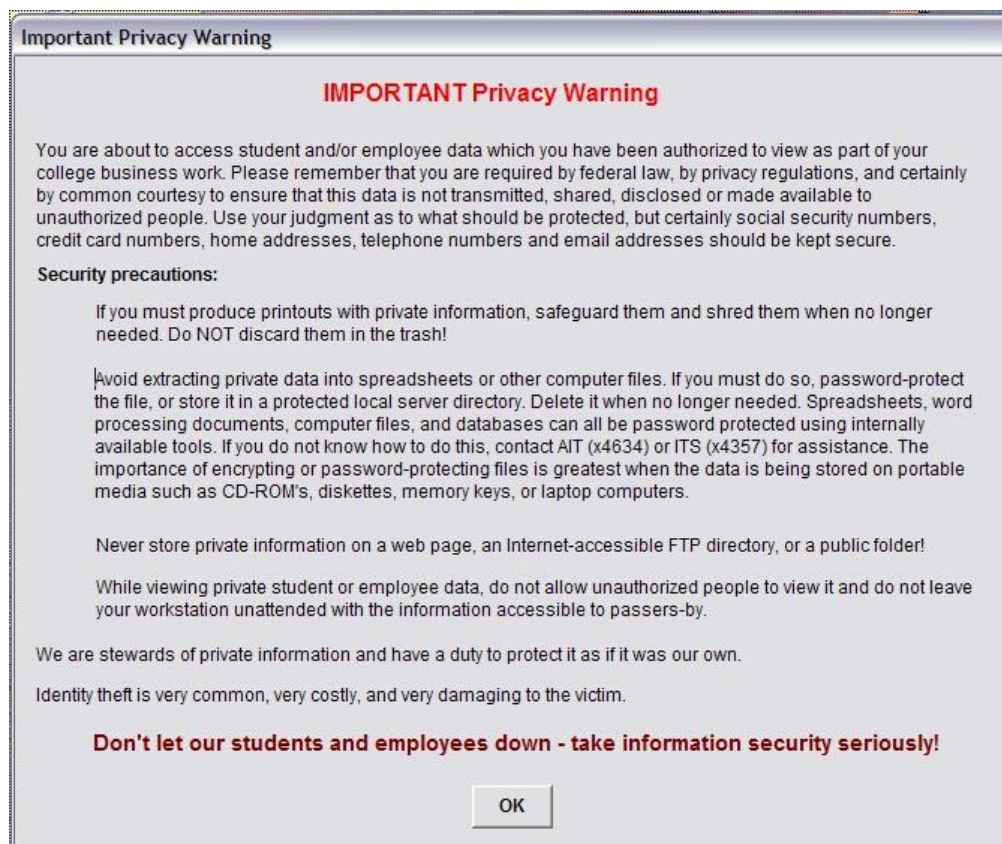
If you forgot your Access Code, you can request a new one at <https://websql.brooklyn.cuny.edu/changeaccesscode>. Follow instructions on the screen or contact Portal Support group at 718-951-5383.

GENERAL INSTRUCTIONS FOR USE OF SALI

1. From the Windows Desktop screen, double click on the SALI icon
The *FERPA Access Notice* appears.
2. Read the disclosure and click [**I Agree**].




3. SALI Privacy Warning appears. Read the disclosure and click "OK" to enter SALI.



4. The *SALI login window* now appears. Type the last 4 digits of your CUNYfirst emplID and an Access Code and click [OK] to access the four (4) major features on the main screen. If this is the first time you are using the Access Code, you will need to change it. Please follow instructions on [Change Access Code](#) page on how to change your Access Code.

Logon



Last 4 digits of CUNYfirst Employee ID:

(can be found at BC Webcentral Portal, My Info tab, My Human Resources Records channel)

Access-code:

Confidentiality and Security
To ensure the confidentiality of your SS# and Access-code, the data entry fields are masked so that a bystander cannot view your entries. In addition, Access-codes are stored in secure databases in encrypted format.

Forgot your Access code?
If you forgot your Access-code, or want to change your Access-code, please visit the page:
<https://websql.brooklyn.cuny.edu/changeaccesscode/>

Problems or questions?
This application was created by I.T.S (718-951-5861) and is managed by the Office of the Registrar (718-951-5148)

OK
Cancel

SALI MAIN SCREEN

The *SALI main screen* now appears that gives you access to the four (4) major features on the main screen.



The image shows the SALI main screen interface. On the left, the text "SIMS ACCESS LAN INTERFACE" is displayed in a large, stylized font where the first letter of each word is red and the rest are blue. To the right of this text is the official seal of Brooklyn College, featuring a building and the Latin motto "COLLEGIUM BROOKLYNENSIS SIGILLUM" with the year "MCMXXX" at the bottom. Below the seal, the copyright notice "Copyright © 1997 - 2015 Brooklyn College All Rights Reserved" is centered. A blue warning message states: "IMPORTANT! The information that SALI provides is only accurate as of the prior night since it uses information extracted from SIMS once per day overnight. If you require information that is accurate up to the minute, please consult SIMS directly." At the bottom, there are four buttons: "Student", "Course", "Switch User", and "Exit".

SIMS
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INTERFACE



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Student Course
Switch User Exit

MAIN SCREEN FEATURES

Under the **Student Menu**, the user can generate the following reports:

- For a single student
- For a group of students
- Student's List of Sections
- Academic summaries
- Transcripts

Under the **Course Menu**, the user can generate the following reports:

- Roster
- Section Schedule
- Open Sections
- Closed Sections
- Section Tallies
- Sections by Instructor
- Roster by Department
- Grade Roster Template for Excel

New Login/Switch User

Allows multiple users to access SALI from the same computer using their last 4 digits of CUNYfirst ID and an Access Code without exiting SALI program.

Exit

Closes SALI and returns to Windows

Exploring SALI Toolbar

The SALI Toolbar has four features:

Student/Course Menu

Open the Student or Course Menu to generate reports.

Tools

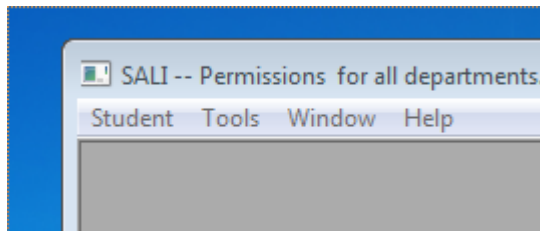
Allow users to access the SALI Messaging System. When using Tools, user can send or receive messages from the support staff in ITS.

This feature is limited and will not interfere with Email.

Window

Offers the standard Windows options, such as Cascade, Tile Horizontal, Tile Vertical or layer active windows.

Help Contains a basic SALI User Guide.



If you leave SALI inactive for longer than 30 minutes, you will be prompted to enter your Access Code again to make sure unauthorized personnel doesn't gain access to the system.



STUDENT MENU

General information

When entering *Student* from the Main Menu, the Student's Menu is revealed automatically.



The user can generate the following reports:

- [Cumulative Information](#)
- [Semester Academic Summary](#),
- [List of Sections](#)
- [Address Labels](#) can be generated via the Students List's Option
- [Transcripts](#)
- [Students Lists](#) (for an individual or specified group of students)

STUDENT CRITERIA: ID/NAME

The *Criteria* screen (see below) appears when using some of the features listed in the Student Menu.

1. Type in 8-digit CUNYfirst ID.
2. Press [Search] button to choose from the list of students. Highlight the student's name you want to select.
3. Select the degree type for that student and press [OK].

The image shows two overlapping screenshots of a software dialog box titled "CRITERIA -- Last Criteria: term=201602". The dialog box has a tabbed interface with tabs for "Section", "Student", "Course", "Instructor", and "Semester". The "Student" tab is active in both. In the top screenshot, the "CUNYfirst ID" radio button is selected, and there is a single text input field. In the bottom screenshot, the "Student Name" radio button is selected, and there are two text input fields labeled "Last" and "First", along with a "Search" button. Both screenshots also show a "Degree" section with a large empty text area. At the bottom of the dialog box are "OK" and "Cancel" buttons.

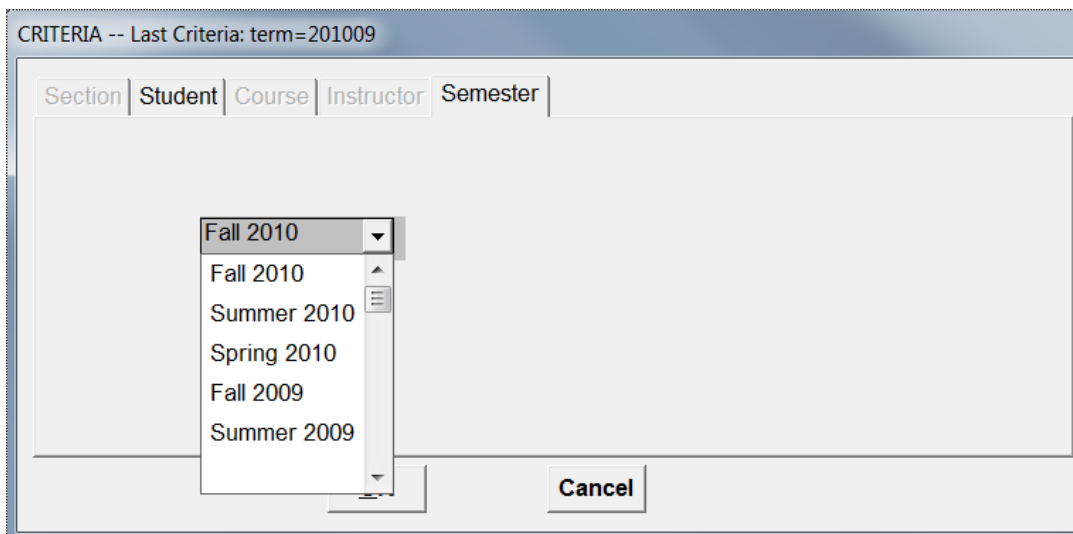
OR

1. Select "Student Name" and type in the student's Last and/or First Name into appropriate boxes.
2. Press [Search] button to choose from the list of students. Highlight the student's name you want to select.
3. Select the degree type for that student and press [OK]

NOTE: When accessing another feature that requires the ID/Name criteria, SALI will automatically reuse the same ID. To retrieve information for a different student, change the CUNYfirst ID or Name.

STUDENT CRITERIA: SECTION/SEMESTER

When selecting a number of features from the Student menu, the Criteria Screen (see below) gives the user an option to access information for the current semester or previous semesters, up to Fall 1996.



Selecting a Semester

1. Click the [Semester Tab] and select the appropriate Semester
2. Click [Student]
3. Type [CUNYfirst ID] or [Name]
4. Click OK

RESULT: The window directly above appears.

STUDENT CUMULATIVE INFORMATION

The Student Cumulative Information Report displays the student's name, CUNYfirst ID, address, telephone number, DOB, Degree, GPA, credits, program and stops codes, and email address on file. NOTE: students who have not attended BC prior to Spring 2013 might not have a CUNYfirst ID.



The screenshot shows a window titled "Student Cumulative Info" with the following information displayed:

Name: TEST, STUDENT D.	Gender: M	
CUNYfirst ID:		
Address: 2900 BEDFORD AVE BROOKLYN, NY 11210		
Phone: (718)951-5441	DOB: 12/15/1955	Degree: UNDERGRAD
CUNY Adm Date: N/A	BC Adm Date: 06/16/1997	
Total Credits Attempted: 119.0	Total Credits Earned: 119.0	GPA: 2.773
BC Email Address:		
Second Email Address:		
Programs:		Stops:

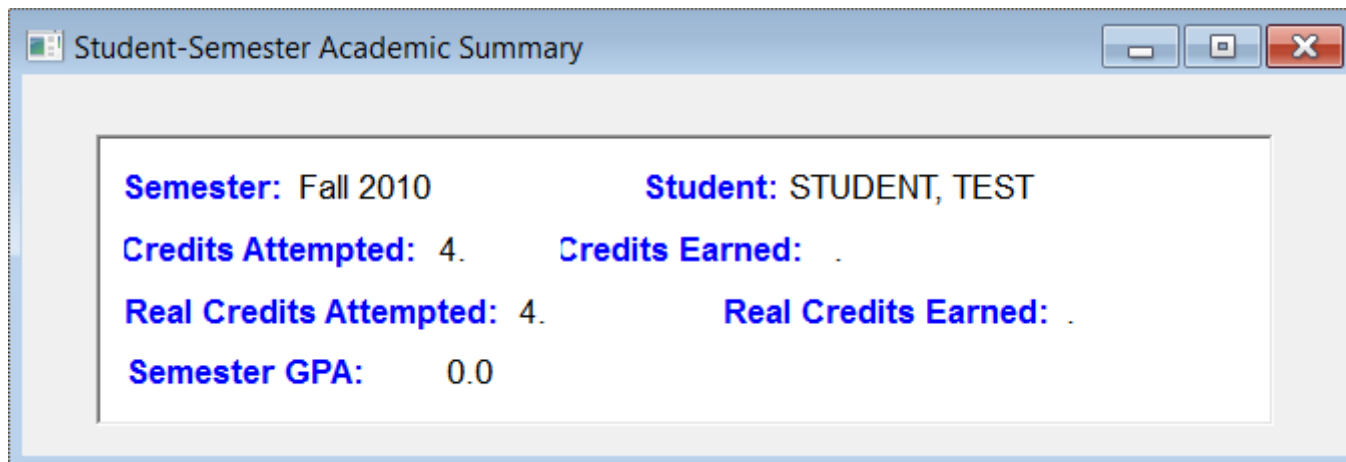
Accessing Student Cumulative Information

1. Click [Cumulative Information] from the Student Menu.
2. Type CUNYfirst ID or Name in the criteria fields
3. Click [OK]

RESULT The window directly above appears.

STUDENT SEMESTER ACADEMIC SUMMARY

The Semester Academic Summary provides current semester information such as *Credits Attempted*, *Credits Earned*, *Real Credits Attempted*, *Real Credits Earned*, and *Semester GPA*.



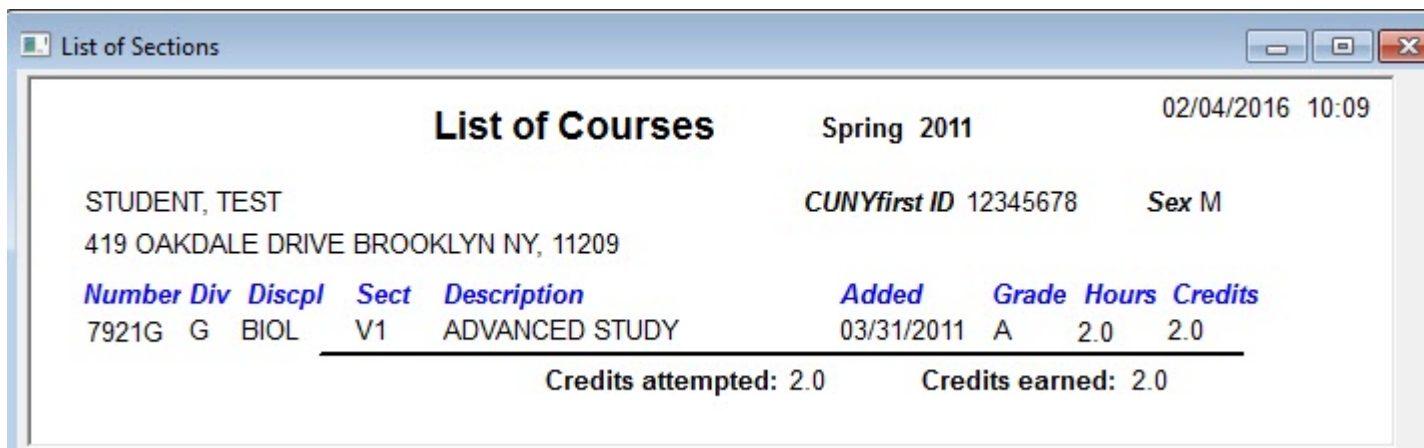
Accessing Student Semester Academic Summary

1. From the Student Menu, click [Semester Academic Summary]
2. Type the CUNYfirst ID or Name
3. Click [OK]

RESULT The window directly above appears.

STUDENT LIST OF SECTIONS

The List of Sections shows all the courses a student will be taking or has taken for a given semester. The user can also access additional information using the *Drill-Down Menu*.



The screenshot shows a window titled "List of Sections" with a blue header bar. The main content area displays the following information:

List of Courses Spring 2011 02/04/2016 10:09

STUDENT, TEST CUNYfirst ID 12345678 Sex M
419 OAKDALE DRIVE BROOKLYN NY, 11209

<i>Number</i>	<i>Div</i>	<i>Discpl</i>	<i>Sect</i>	<i>Description</i>	<i>Added</i>	<i>Grade</i>	<i>Hours</i>	<i>Credits</i>
7921G	G	BIOL	V1	ADVANCED STUDY	03/31/2011	A	2.0	2.0

Credits attempted: 2.0 Credits earned: 2.0

Accessing List of Sections

1. Click [List of Sections] in the Student Menu
2. Enter the Student Name or CUNYfirst ID in the Criteria Window
3. Click OK

RESULT The window directly above appears.

If additional information is required:

4. Position the cursor on a selected item below the titles
5. Right-click your mouse and a Popup Menu will appear.
6. Click [Section Schedule] from the Drill-Down menu. A class schedule for the specified student will appear.
7. Click [Roster] and SALI will generate a roster for the specified course.

STUDENT TRANSCRIPT

The Student Transcript provides the following information:

- Brooklyn College Credits
- Transfer Credits (not available for transfer credits entered after Spring 2013)
- Other Courses (not available for other courses information entered after Spring 2013)
- Graduation Information
- Transcript Comments (not available for comments entered after Spring 2013)

Transcript

BC Credits Transfer Credits Other Courses Grad Info Transcript Comments

02/04/2016 TRANSCRIPT Page 1 of 4

This Transcript is Unofficial. For an Official Transcript apply to the Office of the Registrar.

CUNYfirst ID	12345678
STUDENT, TEST	Sex M GPA 2.965 HS AVG 89.0 CPE Exam H (1)
419 OAKDALE DRIVE BROOKLYN NY, 11209	(718) 999-9999
CUNY Reading P CUNY Writing F CUNY Math P	DEGREE: UNDERGRAD
TOT CR 279.5 CR ATT 168.0 INDX CR 113.0 QP 335.1 LOC CR 115.0 TRF CR 152.5 OTHER CR 0.0	

Summer 1995

Discipline	Hours	Credits	Grade
ACCNT 12 ADV MANAGER ACCTG	3.0	3.0	W
Term Cred Attm 3.0	Term Cred Earn 0.0	Term GPA 0.000	

Spring 1996

Discipline	Hours	Credits	Grade
H&NTR 61 PERS & COMMUN HLTH	3.0	3.0	W
CIS 15 INTRO PRGMG IN C	4.0	4.0	#F
Term Cred Attm 7.0	Term Cred Earn 0.0	Term GPA 0.000	

Fall 1996 C-H 0-150

Discipline	Hours	Credits	Grade
CIS 1.5 INTRO PRGMG IN C	4.0	4.0	@B
Term Cred Attm 4.0	Term Cred Earn 0.0	Term GPA 0.000	

Retrieving a Student Transcript

1. Click [Transcript] from the Student Menu
2. Enter the CUNYfirst ID or Name in the Criteria Screen
3. Select and click the [Degree type]
4. Click [OK]

RESULT The window directly above appears. Move the cursor to the appropriate radio button to access other transcript views or press **ALT** and a corresponded letter (**B** for BC Credits, **T** for Transfer Credits, **O** for Other Courses, **G** for Graduate Info or **C** for Transfer Comments).

STUDENTS LIST CRITERIA SCREEN

1. Choose [Student List] from the Student Menu (see screen shot below). This action generates a report based on categories noted on each tab.

Select Criteria for Alpha List

EXCLUDE Option

Gender | HSAvg | CPE Exams | Citizenship | Concentration | CUNYfirst Major | CUNYfirst Minor

Div | BillCode | AdmCode | GrpCode | Major | Minor | Prgm | Res | Stops | Ethnic | Seek | GPA | Cred | Honors

Sort majors by code
 Sort majors by name

Major 1
 Major 2
 Major 1 OR Major 2

Code	Major
005	ACCOUNTING (BS)
006	ACCOUNTING (CERT)
333	ACCOUNTING (MS)
003	ACCOUNTING -PUBLIC (CPA) (BS)
004	ACCOUNTING WO CPA (BS)
731	ADOLESC SC ED ALT CERT TRANB
631	ADOLESCENCE SCIENCE EDUC MAT A

Save Query | Load Query | Add >> | Remove << | OK | Cancel

(Condition) AND/OR

MAJOR 1 OR 2 =005	AND
GPA BETWEEN 3.000 AND 4	

For Term: Fall 2010

All Students
 Registered
 NOT Registered
 Graduated (contact Registrar for official numbers)
 Applied for Grad

Formatting a Report

Select *All Students* to generate a list of all students presently eligible to register at Brooklyn College (BC).

Click *Registered* to generate a list of students actively registered for a given semester or *NOT Registered* to generate a list of students enrolled at BC but not actively registered.

To change the Term, click [For Term] drop-down menu and select the *appropriate term*. Choose an appropriate tab to identify the *Conditions* of the report.

To place the criteria under *Condition*, click [Add>>]. Move the cursor to the phrase *AND/OR*.

Select AND when moving from a condition in one category to a condition in a different category.

Select OR when moving between condition from the same category.

To delete a selected condition, highlight the appropriate condition and click [Remove]

To Exclude a Condition, click the [EXCLUDE Option box] in the upper-right corner before adding the condition to the list.

IMPORTANT Do *Not* enter AND/OR in the last box

If you need to use the criteria often, click the [Save Query] button

Name the Query and click [OK]

To choose the query that was saved from the list, click [Load Query]

Click [OK] to generate a report.

RESULT Your report is generated.

Defining Conditions

Select Criteria for Alpha List

EXCLUDE Option

Div | BillCode | AdmCode | GrpCode | Major | Minor | Prgm | Res | Stops | Ethnic | Seek | GPA | Cred |
Honors | Gender | HSAvg | CPE Exams | Citizenship | Concentration | CUNYfirst Major | CUNYfirst Minor

Code	Description
C	CITIZEN
D	EXPIRED VISA
I	STUDENT VISA HOLDER
M	PERMANENT RESIDENT
N	NOT ANSWERED

Save Query | Load Query | Add >> | Remove << | OK | Cancel

(Condition)	AND/OR
(MAJOR 1 OR 2 =005)	OR
(MAJOR 1 OR 2 =038)	AND
(ADM CODE = 1)	OR
(ADM CODE = 3)	AND
(CITIZENSHIP <=> EXPIRED VISA)	

For Term: Spring 2012

All Students
 Registered
 NOT Registered
 Graduated
(contact Registrar for official numbers)
 Applied for Grad

When selecting more than one (1) condition within a category, clarify your choices by enclosing the conditions in parentheses. The screen directly above will produce a list of students registered for Spring 2012 who are majoring in Accounting (BS) or Economics (BA) and are either Continuing or New Transfer students who do not have an expired Visa. (*The “exclude option” was used for the last Condition.*)

Select Criteria for Alpha List

EXCLUDE Option

Gender | HSAvg | CPE Exams | Citizenship | Concentration | CUNYfirst Major | CUNYfirst Minor

Div | BillCode | AdmCode | GrpCode | Major | Minor | Prgm | Res | Stops | Ethnic | Seek | GPA | **Cred** | Honors

Credits

Total From: 90

Local To: 300

Save Query (Condition) AND/OR

Load Query (DIVISION = G) AND

Add >> (TOTAL CRED BETWEEN 20 AND 40) OR

Remove << ((DIVISION = D) OR

OK (DIVISION = E) AND

Cancel (TOTAL CRED BETWEEN 90 AND 300) AND

For Term

Fall 2010

All Students

Registered

NOT Registered

Graduated
(contact Registrar for official numbers)

Applied for Grad

Using Parenthesis

1. Open the Parenthesis menu: click the [parenthesis drop-down button] located on the left of the appropriate Condition
2. Enclose the Conditions: Click the [parenthesis drop-down button] on the top-right to reveal the menu and select the parenthesis

Nested Conditions

Nested conditions can be created using parenthesis.

NOTE The number of parenthesis to the left must equal to the number of parenthesis to the right or the query will not load. The conditions given directly above produce a list of Graduate students registered for Fall 2010 who have completed between 20 and 40 credits, or Undergraduate students (both day and evening) who have completed between 90 and 300 credits.

STUDENTS LIST

Students List Summer 2004 Page 1 of 1

***-**-6789 Last Name: STUDENT First Name: TEST Sex: M Phone: (718)951-5861
Address: 2900 BEDFORD AVENUE City: BKLYN State: NY Zip: 11210 Ethnc: NOT ANSW
Div: E Billing: B Adm: 1 Group: 8 Major: 150 Seek: N Prob: Reg: R LstTerm: 09/2004 GradTerm: 02/2000
Cred Attm: 7.0 Cred Earn: 0.0 Eq Cred Attm: 8.0 Eq Cred Earn: 0.0 TotCred: 259.5 GPA: 2.992
IS Average: 89.0 CPE Exam: P Taken (times): 1 Citizenship: TEMPORARY VISA HOLL Stp:

Students List Label Format Get Transcripts

TEST STUDENT
2900 BEDFORD AVENUE
BKLYN NY 11210

TOTAL 1

- Student--Cumulative Info
- Student--SemesterAcadSum
- Student--List of Sections
- Student--Transcript

1. Click [Student] from the Toolbar to retrieve the Menu
2. Click [Students List]
3. Enter the Report Criteria (See *Student List* criteria instructions).

For additional information on a student, use the *Drill-Down Menu*:

1. Right-click your mouse and the Drill-Down Menu will appear
From this menu you can generate reports such as: Cumulative Info, Academic Semester Summary, List of Sections or the Transcript without leaving and the Students List.
2. Click the report you want.

ADDRESS LABELS

Generating Address Labels

In the active window, click [Label Format]

RESULT The labels will be displayed. Load 1.00 x 2.63 30 labels sheets into the printer. Select [Student] menu and select [Print]. Shortcut key CTRL P can also be used.

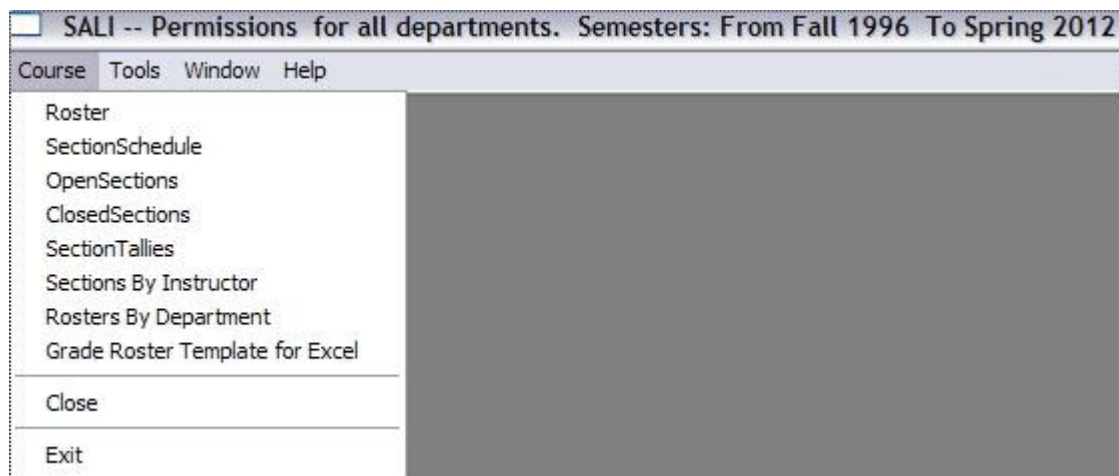
GETTING TRANSCRIPTS

1. Click the [Get Transcripts] button and get the first 100 transcripts from the list.
2. From the student list, right click on each student manually to get additional transcripts.

RESULT The first page of each first 100 transcripts will be displayed.

NOTE The student list result set is sorted by the CUNYfirst ID as default. For instructions on how to re-sort the results, click [here](#).

COURSE MENU



SALI Users can view course information in the Course Menu. The following reports are available:

- [Roster](#)
- [Section Schedules](#)
- [Open Sections](#)
- [Closed Sections](#)
- [Section Tallies](#)
- [Sections by Instructor](#)
- [Rosters by Department](#)
- [Grade Roster Template for Excel](#)

Displaying the SALI Course Menu

1. To switch from Student Menu to Course Menu, click [Exit] from the [Student] menu. The main screen will appear.
2. Click [Course]

RESULT The Course Menu is displayed.

COURSE CRITERIA: REGISTRATION CODE

The Course Criteria must be defined before you can access the Roster. You are required to enter the *Registration Code* of a specific course or Section Parameter to access a specific section.

NOTE: You must have access to the department for which you are trying to access the roster. Otherwise it will come up as empty.

CRITERIA -- Last Criteria: term=201009

Section | Student | Course | Instructor | Semester

Registration Code Section Parameters

Registration Code: 0000

Discipline:
Number:
Division:
Section:

OK Cancel

Bringing Up the *Course Section Roster Criteria* Screen

1. Select *Course* from the SALI Main Screen
2. Select *Course* from the Tool Bar. The *Course Menu* will appear.
3. Click [Roster] to reveal a criteria screen
4. Type the Registration Code
5. Click [Semester] tab to change a semester if needed
6. Click OK

RESULT A roster is generated.

COURSE: SECTION SCHEDULE CRITERIA: SECTION PARAMETERS

The SALI user can enter either the Registration Code or Section Parameters when defining the criteria for the Section Schedule. Either set of information can be obtained from the *List of Sections* in the *Student Menu*, the *Section Tallies Report* in the *Course Menu* or the *Brooklyn College Schedule of Classes*.

CRITERIA -- Last Criteria: term=201009

Section | Student | Course | Instructor | Semester

Registration Code

Section Parameters

Registration Code:

Discipline: PERM

Number: 1

Division: D

Section: V1A

OK Cancel

Using the Section Parameters

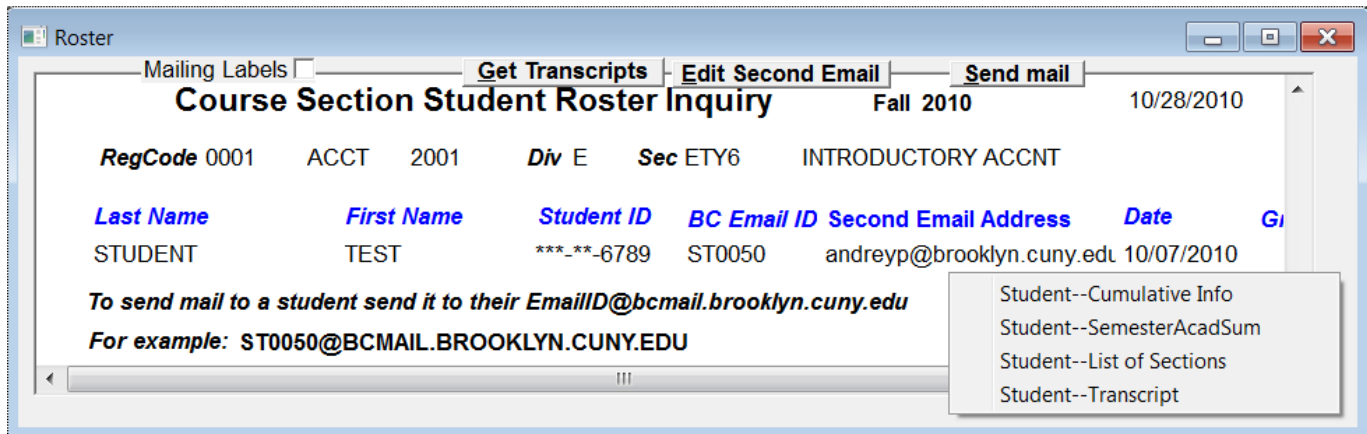
1. Select Course from the Tool Bar
2. Click [Roster] or [Section Schedule] and the above *Criteria* Screen will appear
3. Type the Section Parameters for a specific course. All 4 fields must be completed.
4. Click [Semester] tab to change a semester if needed
5. Click OK

RESULT The roster is generated.

COURSE: ROSTER INQUIRY

The Course Roster lists students in a specified course and provides student's name, CUNYfirst ID, Email address, registration date and grade (if applicable). This screen also allows you to:

- Print Mailing Labels
- Get Transcripts
- Set/Edit Alternative Email Address
- Send Mail to the students in the roster



Making a Student Roster Inquiry

1. Select *Course* from SALI Main Screen
2. Select *Course* from the Tool Bar
3. Select *Roster* from the Course menu
4. Type the *Registration Code or Section Parameters*

For additional information on an individual student

1. Right-click your mouse on the student's *Name*, *CUNYfirst ID* or *Date* to reveal the *Drill-Down Menu* and generate the following reports:
 - Cumulative Information
 - Semester Academic Summary
 - List of Sections
 - Transcripts
2. Left-click on the report you require

RESULT Your report is generated.

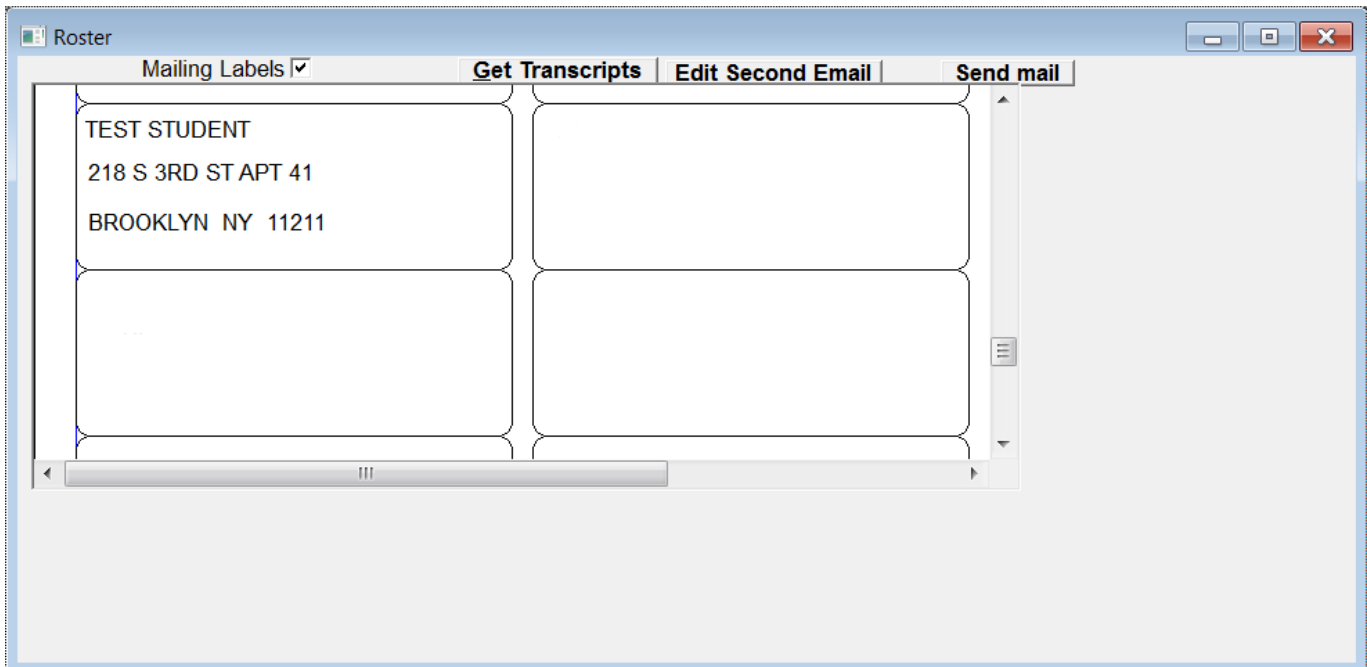
Mailing Labels

Mailing Labels allows the user to print mailing labels for the chosen roster.

Getting Mailing Labels

1. Click the box to the right of [Mailing Labels]

RESULT The mailing labels are generated.

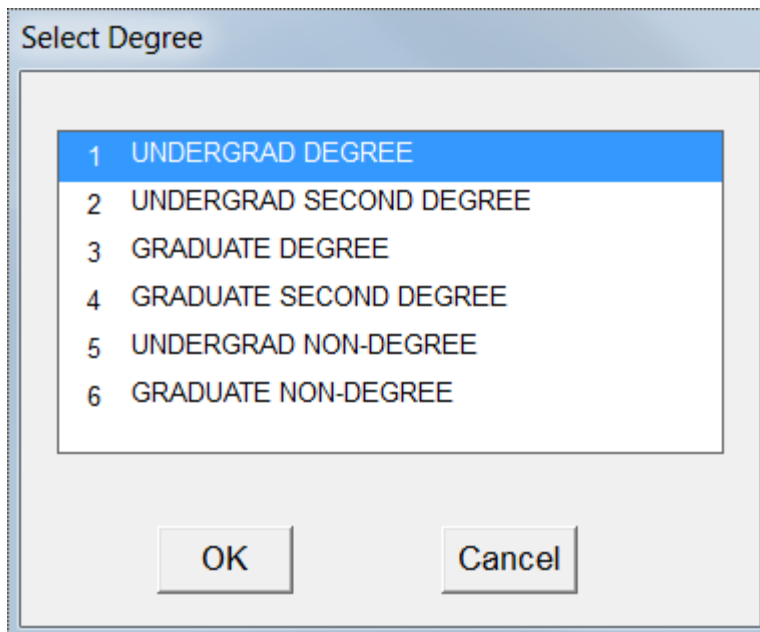


Get Transcripts

Get Transcripts allows the user to generate up to 100 transcripts for the chosen roster.

Getting Transcripts

1. Click the [Get Transcripts] button
2. Select and click the [appropriate degree] for the transcripts



3. Click OK

RESULT The transcripts are generated.

NOTE The roster is sorted by the student's name as default. For instructions on how to re-sort the results, click [here](#).

Set Alternative Email Address

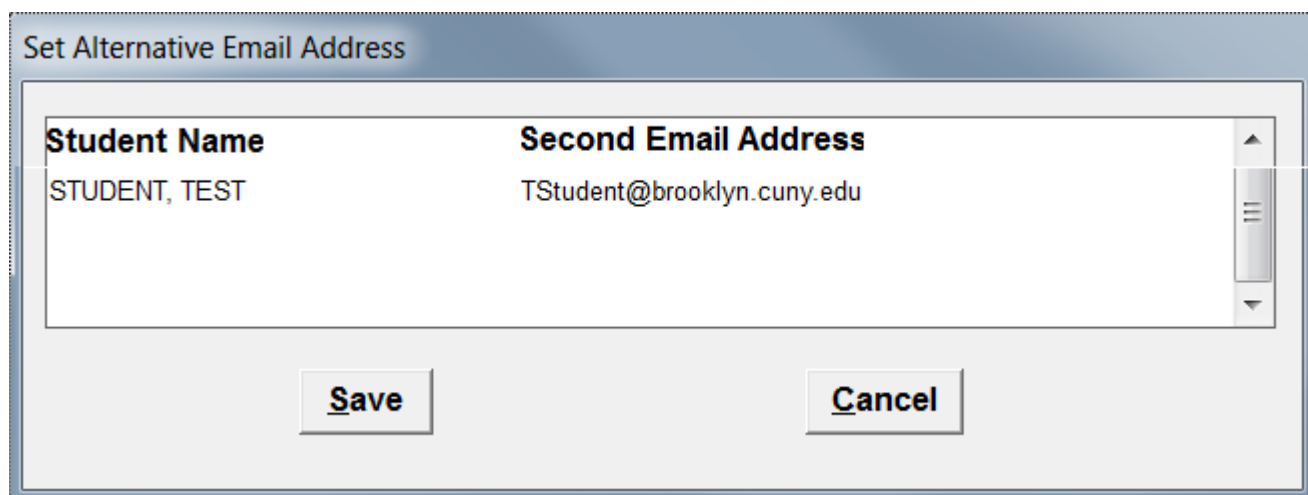
Edit Second Email allows the user to set/change student's private Email address that is used more often than the Email provided by the college.

Setting Alternative Email Address

1. Click the [Edit Second Email] button
2. Type the desired Email address in the Second Email Address column for a student
3. Click Save

RESULT The personal student Email address has been recorded and saved.

NOTE Users can return to the *Set Alternative Email Address screen* at anytime and modify the existing alternate Email address on file.



Student Name	Second Email Address
STUDENT, TEST	TStudent@brooklyn.cuny.edu

Send Email

Send Email allows the user to send Email to the students in the roster. By default, the Second (personal/alternate) email address is used. Users can send an email to all students or some students.

Sending Email

1. Login to your MS Outlook. SALI uses MS Outlook to send out email. You will see the email in your Sent Items folder.
2. As with any Email program, type the subject in the *Subject* field and the message in the *Message* field, attaching a file if desired.
3. Deselect the checkbox for any student to whom you do not want to send the email.
4. Click [Send Email]

RESULT Your Email will be sent.

Name	Email Addr	
STUDENT, TEST	TStudent@brooklyn.cuny.edu	<input checked="" type="checkbox"/>

Buttons: Attach File, Send Email, Exit

Subject:

Message:

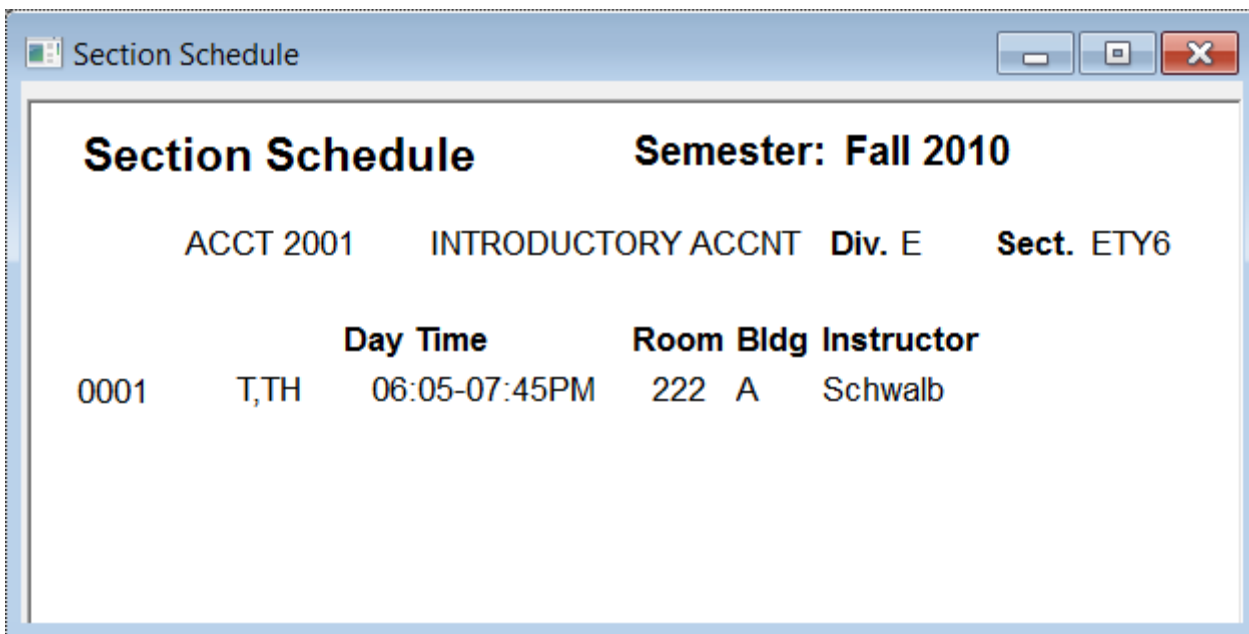
COURSE: SECTION SCHEDULE

The *Section Schedule* provides the course registration number, time, day, instructor, building, division and section of a specified course.

Creating a Course Section Schedule Report

1. Select *Section Schedule* from the Course Menu
2. Type the *Course Registration Number* or the *Section Parameters*
3. Click [OK]

RESULT The Course Section Schedule Report is generated.



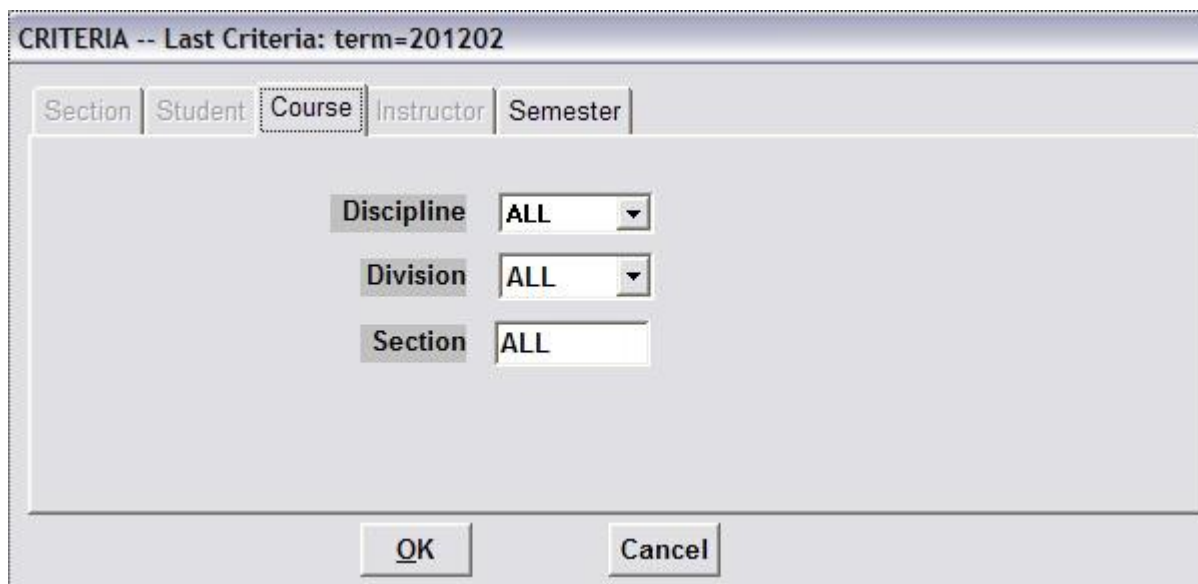
The screenshot shows a window titled "Section Schedule" with standard Windows window controls (minimize, maximize, close). The window content displays the following information:

Section Schedule		Semester: Fall 2010		
ACCT 2001	INTRODUCTORY ACCNT	Div. E	Sect. ETY6	
	Day Time	Room Bldg	Instructor	
0001	T,TH 06:05-07:45PM	222 A	Schwalb	

NOTE Section Schedule does not have a Drill-Down option.

OPEN SECTIONS, CLOSED SECTIONS & SECTION TALLIES

The Criteria Screen appears when selecting *Open Sections*, *Closed Sections* and *Section Tallies* reports.



CRITERIA -- Last Criteria: term=201202

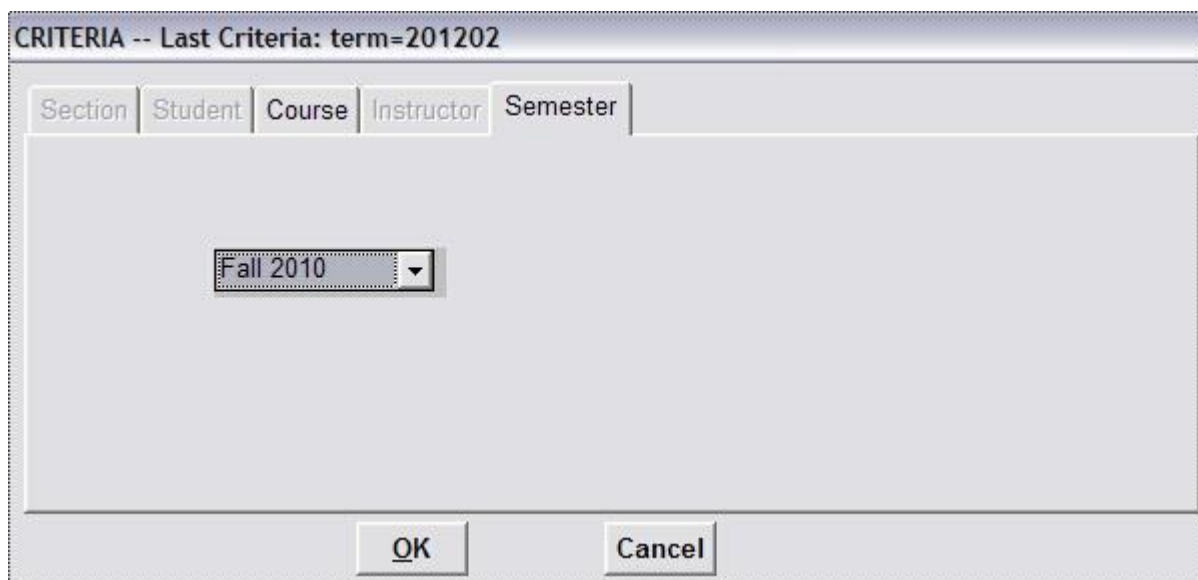
Section | Student | **Course** | Instructor | Semester

Discipline ALL

Division ALL

Section ALL

OK Cancel



CRITERIA -- Last Criteria: term=201202

Section | Student | Course | Instructor | **Semester**

Fall 2010

OK Cancel

Creating a Report

1. Select *Open Sections*, *Closed Sections* or *Section Tallies* from the Course Menu and the Criteria screen will appear.
2. Click the [Course] tab to see the *Discipline*, *Division* and *Section* boxes. NOTE: If you only have access to one department, leave ALL for Discipline and you will only received the info for your department.
3. Click the [Semester] tab to select the appropriate semester
4. Select the desired *Discipline*, or select *All* to get all disciplines to which you have access.

5. Select a specific *Division Code*, or select *All* to retrieve information for all divisions
6. Type the specific *Section Code*, or select *All*
7. Click OK

RESULT The report is generated

COURSE: OPEN SECTIONS REPORT

The *Course Open Sections Report* lists all open sections within each course and displays the number of students enrolled and number of seats available.

The screenshot shows a software window titled "Open Sections" with a report titled "List of Available Sections" for "Fall 2010" dated "11/01/2010 11:11". The report lists several sections with columns for Reg #, Div, Discipln Cd, Num, Sect, Enrolled, and Available. A context menu is visible over the report, with options for "Section Schedule" and "Roster". A secondary window titled "Section Schedule" is open, showing details for "Semester: Fall 2010" and "ACCT 2001 INTRODUCTORY ACCNT Div. D Sect. MY4". The schedule details include "Day Time" (M,W 04:15-05:55PM) and "Room Bldg Instructor" (222 A Widman).

Reg #	Div	Discipln Cd	Num	Sect	Enrolled	Available
0001	E	ACCT	2001	ETY6	49	31
0002	D	ACCT	2001	MY12	78	2
0003	D	ACCT	2001	MY11	78	2
0004	D	ACCT	2001	MY4	70	10
0005	D	ACCT	2001	TY		
1687	D					
2476	D					
2477	E					
4208	D					
0006	E					
0007	E					

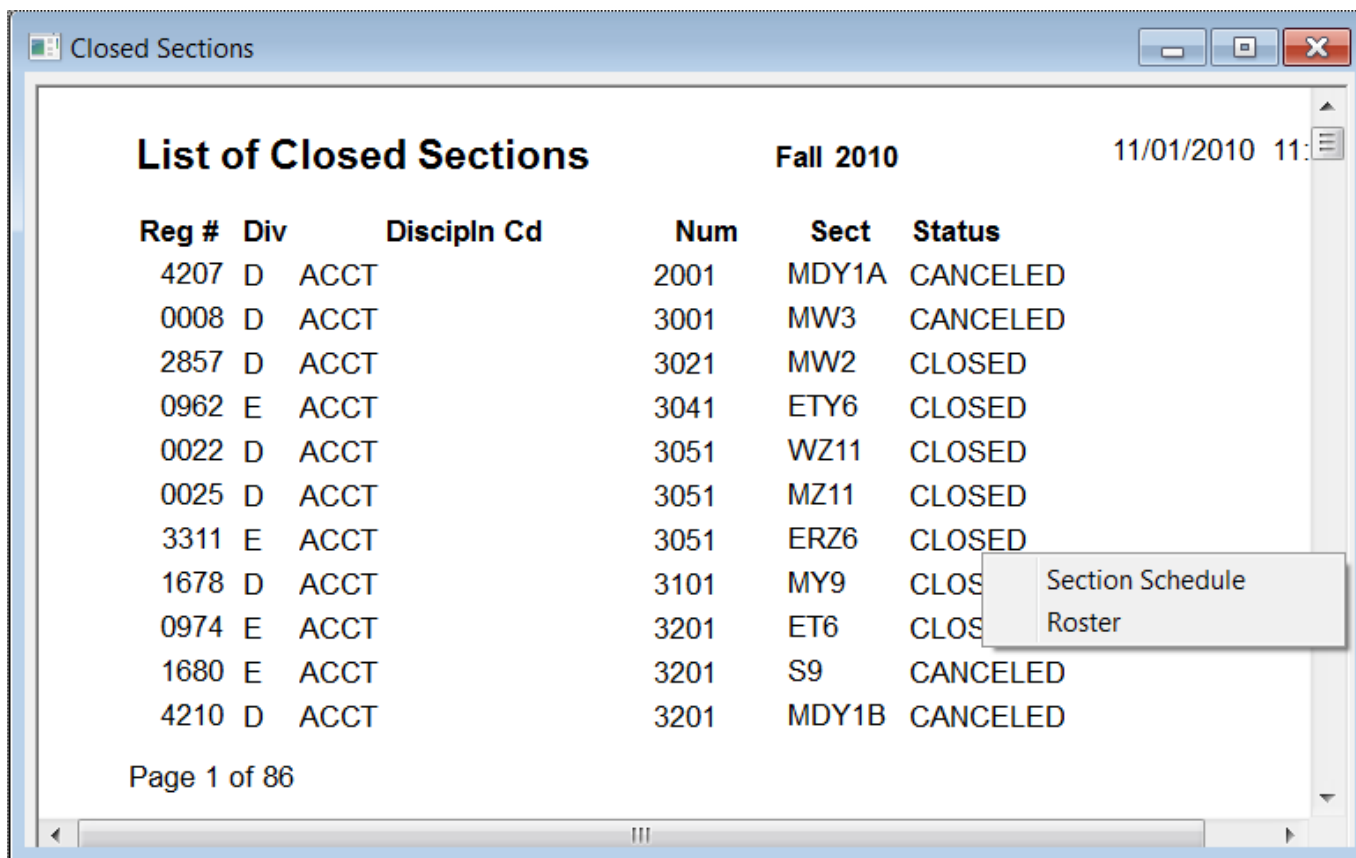
Section Schedule		Semester: Fall 2010		
ACCT 2001		INTRODUCTORY ACCNT	Div. D	Sect. MY4
Day Time	Room Bldg	Instructor		
0004 M,W 04:15-05:55PM	222 A	Widman		

Accessing the Drill-Down menu

1. Place the cursor on any block of information under the titles and right-click your mouse.
2. Select either *Section Schedule* or *Roster* to generate a report for the selected section.

COURSE: CLOSED SECTION REPORT

The *Course Closed Section Report* lists Closed or Canceled sections.



List of Closed Sections Fall 2010 11/01/2010 11:00

Reg #	Div	Discipln Cd	Num	Sect	Status
4207	D	ACCT	2001	MDY1A	CANCELED
0008	D	ACCT	3001	MW3	CANCELED
2857	D	ACCT	3021	MW2	CLOSED
0962	E	ACCT	3041	ETY6	CLOSED
0022	D	ACCT	3051	WZ11	CLOSED
0025	D	ACCT	3051	MZ11	CLOSED
3311	E	ACCT	3051	ERZ6	CLOSED
1678	D	ACCT	3101	MY9	CLOSED
0974	E	ACCT	3201	ET6	CLOSED
1680	E	ACCT	3201	S9	CANCELED
4210	D	ACCT	3201	MDY1B	CANCELED

Page 1 of 86

Accessing the Drill-Down Menu

1. Place the cursor on any block of information under the titles and right-click your mouse
2. Select either *Section Schedule* or *Roster*

RESULT Either a Section Schedule or Roster report is generated.

COURSE: SECTION TALLIES REPORT

The *Course Section Tallies Report* provides Section Tallies for Courses within the disciplines to which the user has access. It lists the following fields:

- Registration code (CUNY first class number)
- Section Parameters
- Course credits
- Class hours
- Number of students registered for classes
- Prime limit to be accepted
- Second limit (the maximum number of over-tallies that can be given for a course)
- Number of seats remaining for each limit

SECTION TALLIES														Fall 2010		11/01/2010		Page 1 of 457	
DIV	DISC	NUM	SECT	REG CODE	DESCRIPTION	INSTRUCTOR	CRED	HRS	EQCRD	STUD REG	PRIME LIMIT	SECND LIMIT	PRIME LEFT	SECND LEFT					
E	ACCT	2001	ETY6	0001	INTRODUCTORY ACCNT	Schwalb	4.0	4.0	4.0	49	80	80	31	31					
D	ACCT	2001	JAN1	1687	INTRODUCTORY ACCNT	Schwalb	4.0	4.0	4.0	0	30	30	30	30					
D	ACCT	2001	MDY1	4208	INTRODUCTORY ACCNT	Feller	4.0	4.0	4.0	21	50	50	29	29					
D	ACCT	2001	MY11	0003	INTRODUCTORY ACCNT	Giladi	4.0	4.0	4.0	78	80	80	2	2					
D	ACCT	2001	MY12	0002	INTRODUCTORY ACCNT	Mctague	4.0	4.0	4.0	78	80	80	2	2					
D	ACCT	2001	MY4	0004	INTRODUCTORY ACCNT	Widman	4.0	4.0	4.0	70	80	80	10	10					
D	ACCT	2001	TY11	0005	INTRODUCTORY ACCNT	Davidoff	4.0	4.0	4.0	61	80	80	19	19					
D	ACCT	2001	TY3	2476	INTRODUCTORY ACCNT	Schwalb	4.0	4.0	4.0	31	80	80	49	49					
E	ACCT	2001	UV0	2477	INTRODUCTORY ACCNT	Schwalb	4.0	4.0	4.0	46	75	81	29	35					
<i>NUMBER OF SECTIONS</i>							9	36.0	36.0	36.0	434	635	641	201	207				
E	ACCT	3001	ER6	0006	INTR MANAGER ACCNT	Seifman	3.0	3.0	3.0	28	45	45	17	17					

Generating a Section Tallies Report

1. Select *Course* from the SALI Main Screen
2. Select *Course* from the Tool Bar and the Course Menu will appear
3. Move the cursor to *Section Tallies* in the Course Menu, to go to the *Section Tallies Criteria Screen*
4. Click [OK]

RESULT The Section Tallies Report is generated.

NOTE Follow the procedure to enter [Section Criteria](#).

NOTE Section Tallies Report does not have a Drill-Down option.

COURSE SECTION BY INSTRUCTOR: CRITERIA SCREEN

The *Course Section by Instructor* is available only to SALI users with access to ALL departments. It provides information about a selected instructor and a detailed course schedule for that instructor.

CRITERIA -- Last Criteria: term=201009

Section | Student | Course | **Instructor** | Semester

Last Name: STAFF

First Initial:

Instructors

STAFF

Search Cancel

OK Cancel

Generating a Report for Course Section by Instructor

1. Click the [Course] menu on the toolbar
2. Click [Section by Instructor] to reveal the Criteria Screen (see sample directly above)
3. Enter the instructor's name or the first few letters and click the [Search] Button.
4. A list of names will appear.
5. Select a name
6. Click OK

RESULT The report is generated.

SECTION BY INSTRUCTOR REPORT

The *Section by Instructor Report* has a Drill-Down Menu that allows the user to generate additional reports without exiting the Instructor's *List of Sections Report*.

List of Sections. Instructor STAFF,										Page 1 of 13
Semester: Spring 2012										03/19/2012
Div	DISC	NUM	SECT	REG CODE	DESCR	CRED	HRS	STUD REG	AVAIL	
D	ARTD	4920	V1	0062	INTRNSHP VIS ART 1	3.0	3.0	5	994	
D	ARTD	5150	V1	3886	RESEARCH ART HIST	3.0	3.0	1	998	
D	ARTD	5070	V1	0063	CREAT ART WKSHOP 1	3.0	3.0	19	980	
D	AR			0064	CREAT ART WKSHOP 2	3.0	3.0	5	994	
D	ARTD	5972	V1	2013	CREAT ART WKSHOP 3	3.0	3.0	3	996	
G	ARTD	7198G	V1	0851	SPECIAL PROBLEMS	3.0	3.0	11	988	
G	ARTD	7199G	V1	1331	SPECIAL PROBLEMS	3.0	3.0	18	981	
G	ARTD	7970X	T6	1925	SPEC PROBS: MEDIA	3.0	3.0	2	12	

Accessing the Drill-Down Menu

1. Right-click the mouse on any item
2. Select [[Section Schedule](#) or [Roster](#)]

Section Schedule					Semester: Spring 2012				
ARTD 7198G		SPECIAL PROBLEMS			Div. G		Sect. V1		
Day Time		Room Bldg			Instructor				
0851		***HTBA*** 00:00-00:00AM			STAFF				

List of Sections							Fall 2011			03/19/2012
STUDENT, TEST				ID ***-**-6789		Sex M				
419 OAKDALE DRIVE BROOKLYN NY, 11209										
Number	Div	Discpl	Sect	Description	Added	Grade	Hours	Credits		
3140	E	BUSN	JAN1	CONSUMER BEHAVIOR	01/06/2012	F	3.0	3.0		
Credits attempted: 3.0						Credits earned: 0				

ROSTERS BY DEPARTMENT

The *Rosters by Department Report* provides a list of all rosters for a specific department for selected semester.



The image shows a dialog box titled "Select Semester and Department". It contains two dropdown menus. The first is labeled "Semester:" and has "Spring 2012" selected. The second is labeled "Department:" and has "ART" selected. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Generating a Rosters by Department Report

1. Click [Course] from the Toolbar
2. Click [Rosters by Department]
3. Select and click a specific semester
4. Choose the department (by default, your department to which you have access will be displayed)
5. Click [OK]

RESULT The report is generated.

NOTE The users will see the list of the departments in the *Select Semester and Department* window to which they have access.

GRADE ROSTER TEMPLATE FOR EXCEL

The *Grade Roster Template for Excel* allows the user to create an Excel spreadsheet for a desired roster.

Accessing the Grade Roster Template for Excel

1. Click [Course] from the Toolbar
2. Click [Grade Roster Template For Excel]
3. Type the [registration code](#) or [section parameters](#)
4. Choose a Semester
5. Click [OK]

RESULT A template screen is displayed.

Generate Roster Template in excel format

To export Roster to Excel include/exclude, name/rename columns. Columns in red are required to export and cannot be changed. You can make any further modifications in Excel.

Include	Column Header
	Last Name
	First Name
	Email Address
<input checked="" type="checkbox"/>	Exam 1
<input checked="" type="checkbox"/>	Exam 2
<input checked="" type="checkbox"/>	Exam 3
<input checked="" type="checkbox"/>	Final Exam
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

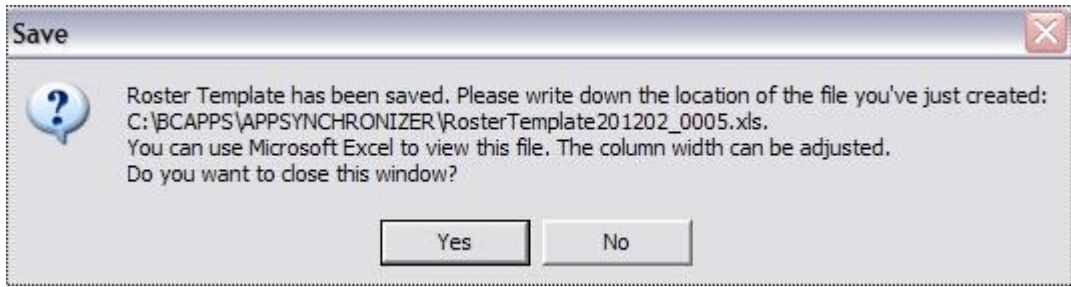
Create Template Close

Users can change the header names (in black) and include or exclude any headers as well as add additional columns.

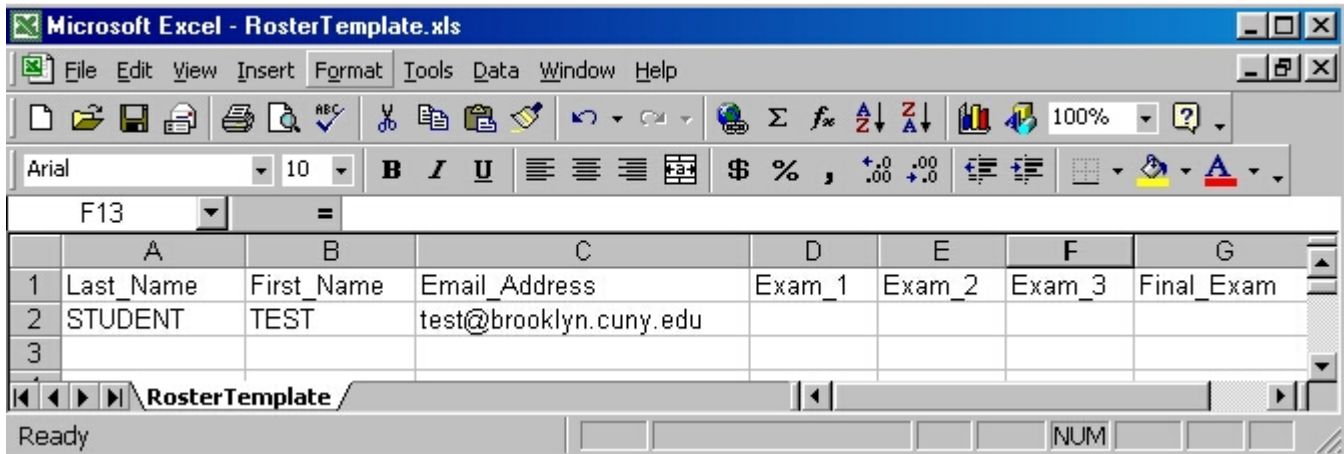
6. Click [Create Template]. The information box below will appear and display the location and the name of the file.

NOTE The given file name will also include the term number and a four-digit registration code.
Example: In RosterTemplate201202_0005.xls, 201202 = Spring 2012
0005 = the registration code

NOTE The program will overwrite the existing file with the same name in the same directory. If you do not wish to overwrite the old file, simply rename it.

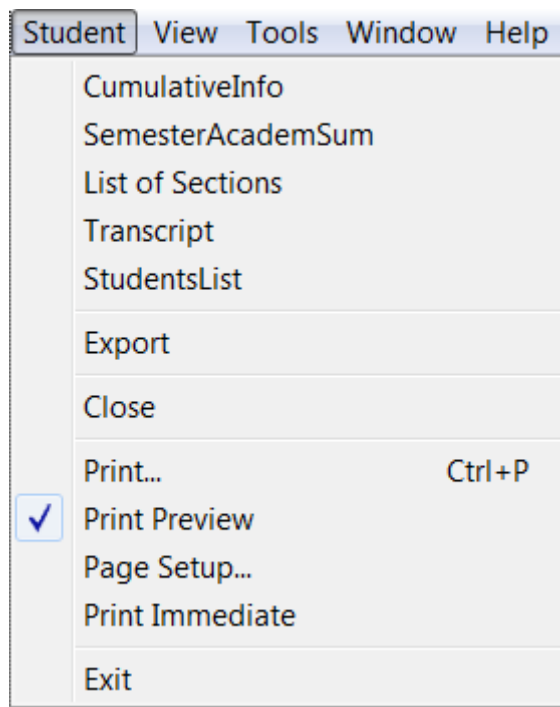
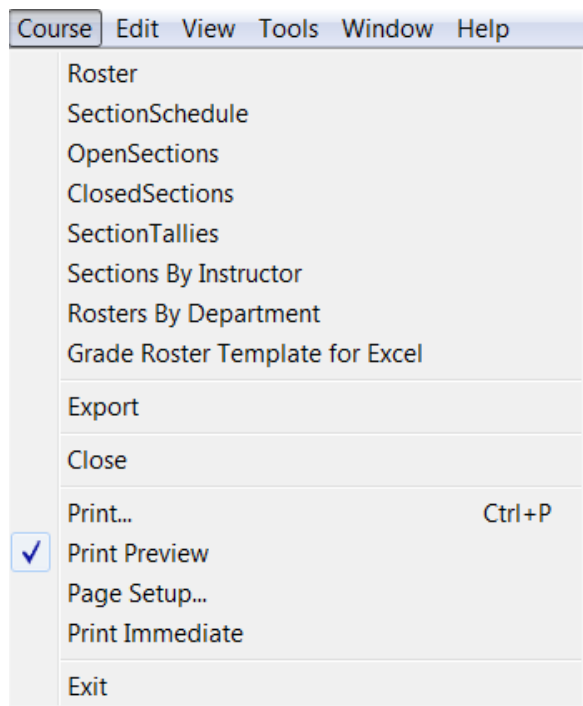


Find the location of your Excel file and open it.



SALI TOOLBAR

Once a report has been generated, the user can access additional features from the *Student/Course Menu* and the *SALI Toolbar*.



Additional features available within this menu are:

- Print
- Export
- Sort
- Exit

When the report is open:

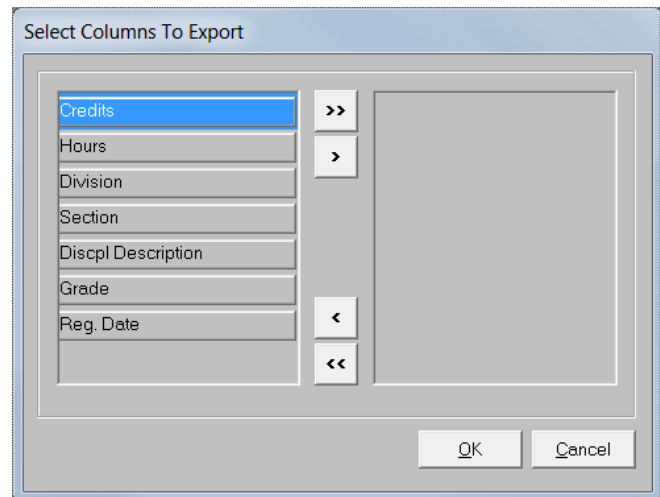
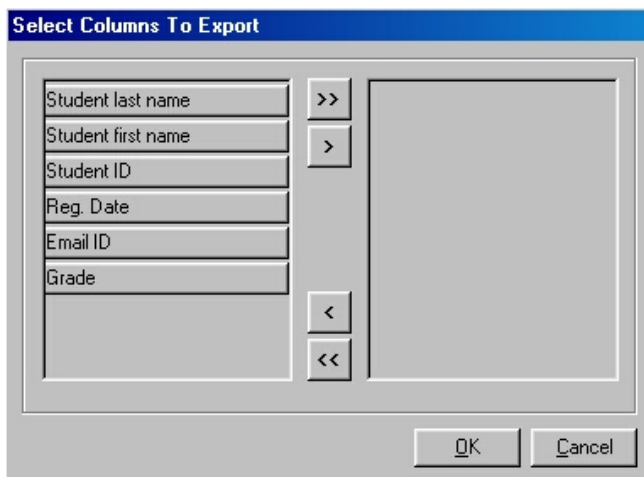
Click [Student] *or* [Course] on the Toolbar and the menu will open.

EXPORTING A REPORT

The *Export* feature is available when using the *List of Sections*, *Students List*, *Course Roster*, *Section Tallies*, *Open Section*, and *Closed Section* reports. Once a report is generated it can be exported to another software application.

Exporting a Report

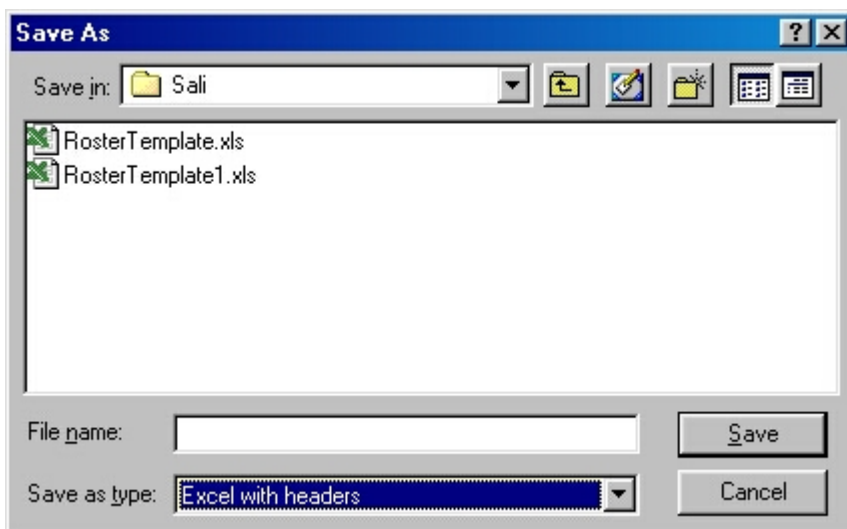
1. Click the [Student] *or* [Course] button from the Main Screen
2. Click [Export]
3. Click column/s to be exported.



4. Place your cursor on the single arrow button pointing to the right and click. It will place the selected criteria in the box to the right.

To export all columns, select the double arrow button facing right.

5. Click [OK]. The *Save As* window will open



6. Choose directory where you want to save your file.
7. Select type at [Save as Type]
8. Type the file name.
9. Click [Save]

RESULT The report is exported.

Retrieving the Exported Report

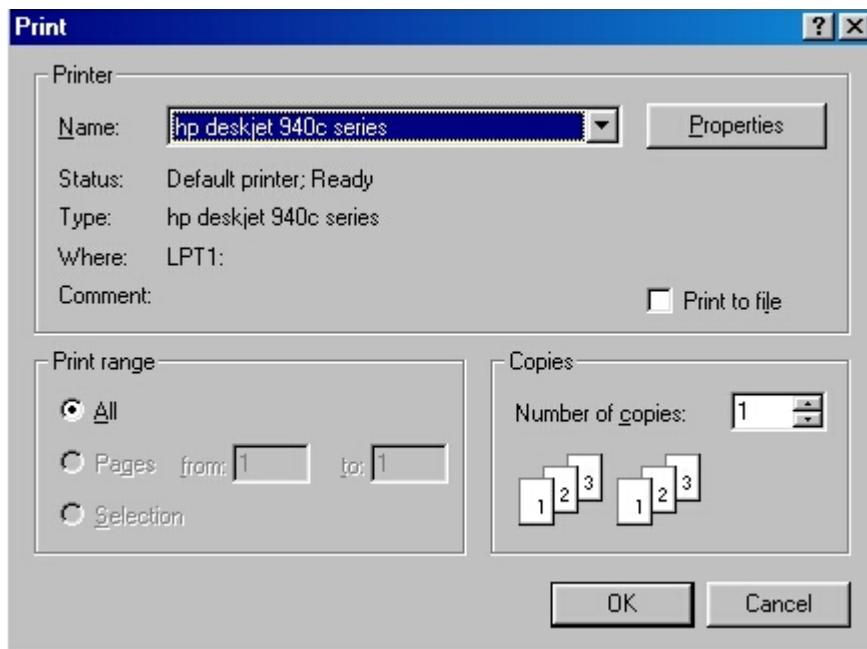
1. Open the software application in which the file was saved
2. Select the appropriate directory and open the file.

PRINT FEATURES

SALI uses *Windows* print features that allow you to print active reports, preview reports, and change page settings.

Printing a Report

1. Click [Course] *or* [Student] from the Toolbar to open the menu
2. Click [Print] to open the window
3. Select and click your print range and number of copies
4. Click [OK]

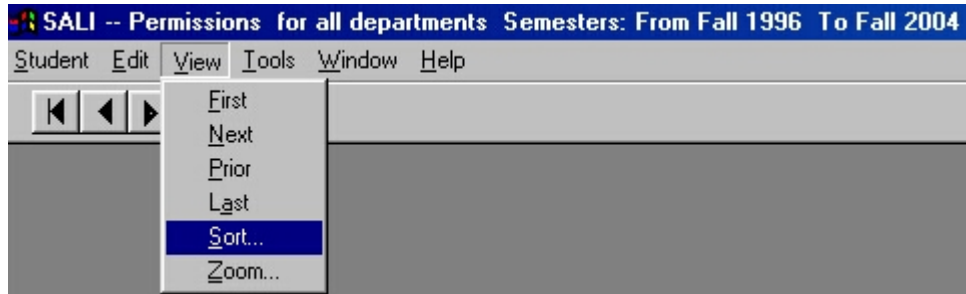


RESULT The report will print.

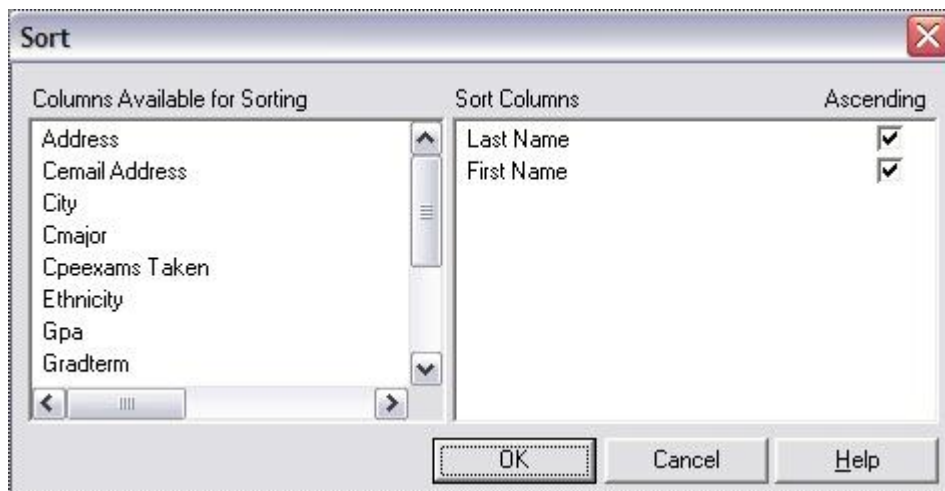
SORT SCREEN

When generating the Student Roster, Students List, and Labels, the reports are sorted according to default settings.

1. Click [View] from the Toolbar



2. Click [Sort] from the menu and the window directly above will be displayed. There are two fields:
LEFT FIELD: *Columns Available for Sorting.*
RIGHT FIELD: *Sort Columns (by which the report is presently sorted)*



3. Move cursor to the left window and select and click a [Heading]
4. Left-click the mouse, hold it down and drag it to the Sort Columns box
5. Release the mouse
6. Click [OK]
7. Repeat for other columns

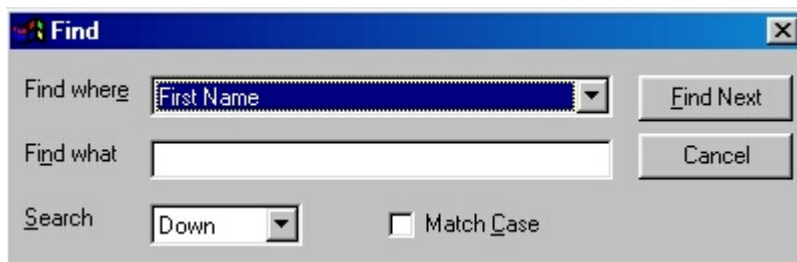
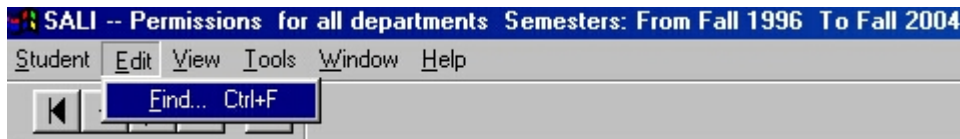
RESULT The report will re-sort according to the new specifications.

FIND FEATURE

After a *Student List* or *Section Tallies* report has been generated, you can locate a specific student or course by using the Find feature.

Using the Find Feature

1. Click [Edit] from the Toolbar
2. Click [Find]. The window directly above will appear.



3. Place the cursor on the arrow to the right of the *Find Where* field and click to open the menu
4. Select and click an option from the *Find Where* field
5. Type the name in the *Find What* field that you are looking for.
6. Choose the option to search *Down* or *Up*
7. Check the box if you want to match case
8. Click the [Find Next] button

RESULT The student or course is located.

SALI MESSAGING SYSTEM: SEND MESSAGES

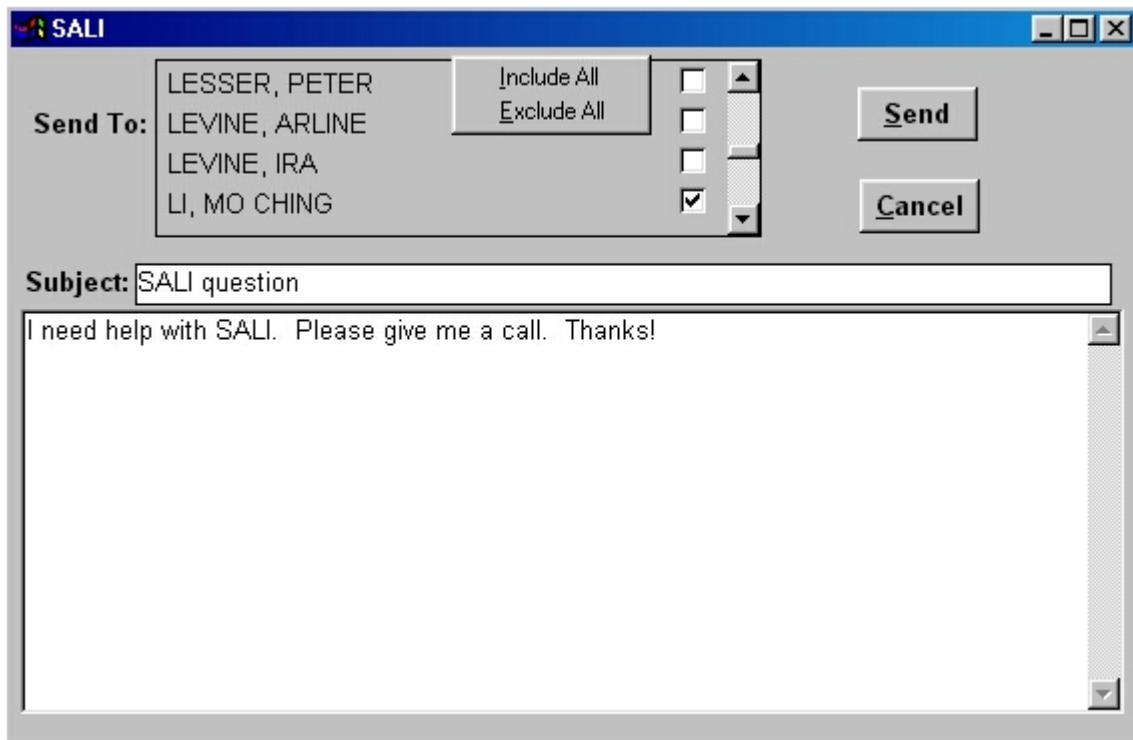
This SALI Messaging System allows SALI users to send mail to other SALI users within SALI system. This feature is limited to the SALI program and does not send messages outside of it.

Sending messages

1. Click either [Student] or [Course].
2. Click [Tools].
3. Select and click [Send Message].



4. Select one or more users by clicking the appropriate box to the right of each name
 - To select *all users*, right-click the mouse in the *Send To* box and a *Drill-Down Menu* will be displayed, as pictured directly below.
 - In the Drill-Down Menu, click [Include All] to send to all names *or* [Exclude All] to clear your choices and begin again.
5. Type subject and text of your message
6. Click Send



RESULT: The message will be sent to the specified individuals.

SALI MESSAGING SYSTEM - RECEIVE MESSAGES

If you have received new SALI messages, the system will prompt "You Have a New Message" when accessing SALI. The most recent message is displayed at the top of the list and is indicated as "New" under the subject area.

Retrieving your SALI Messages

1. In the Main Menu, click [Student] *or* [Course]
2. Click [Tools]
3. Select and click [Check Messages]

