Wednesday, October 24, 9:00am - 10:15am

Green IEP: An Intensive English Program Goes almost Paperless

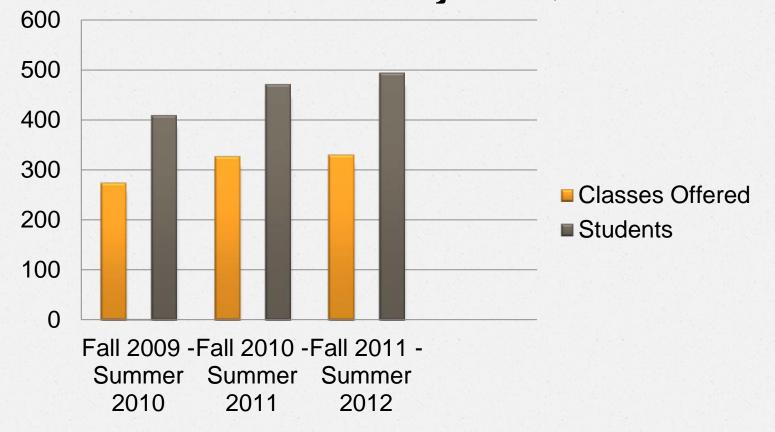
Krairut Phanich, Program Manager English Language Institute University of Utah



Background

- Started issuing I-20s since 1990
- Self-funded program
- Offers noncredit ESL classes as part of Continuing Education
- Has a separate SEVIS School Code from the main campus
- Manages student records from application process to graduation and everything else in between

Enrollment Data (Past three academic years)



Demographics (Past three academic years)

2009-2010
410 students
1. South Korea
2. Japan
3. Saudi Arabia

2010-2011 472 students Japan Saudi Arabia South Korea 2011-2012 495 students Saudi Arabia Japan South Korea

ELI Online Application

How did you find out about our program? -*Please select the session you wish to begin your studies: © Spring 2013 Session 1: Jan. 07 - Mar. 01 © Spring 2013 Session 2: Mar. 11 - May. 03 How long do you plan to study at the ELI? -*Will you need a Certificate of Eligibility/I-20 for a student visa? O Yes O No *Family (Last) Name: Middle Name: *First Name: *Date of Birth: *Gender: • --Male
Female *Country of Birth: *Country of Citizenship: --*E-Mail Address: *Foreign Address(line 1): Foreign Address (line 2): Province/Territory: *City : *Postal Code: *Country: -

Coding & Update

Student Information

INFORMATION REGISTRATION PDF SUMMARY COMMUNICATION ORIENTATION SCHOLARSHIP CURRENT GRADES FORMS

ELI STUDENT INFORMATIO	CHECK LIST						
uNID:	00074071		-	Application Check List	Transfer Stu	lent Sevis Check List	
*Last Name	ELDER	0		Application Fee	Pre-ELI 1-20	Visa	
*First Name	JAMES			Bank Statement	I-94	🔲 I-20	
Middle Name				Sponsorship Agreement	🔲 Visa	I-94	
PS Full Name	JAMES WESLEY ELDER	1		Passport		Liability Form	
Application Email	jelder@aoce.utah.edu			Student Type			_
Personal Email				Agent			
Birth Country	Select From List	•				update	
Program Complete	No Sevis Number Expires:						_
Transfer Out	No - Program - Where			OTHER ITEMS			
				ITEM		LAST CHECKED	
Created By	James Elder @ 11/17/2009 7:18 am			Warning			
			× delete	🔲 Do Not Register ELI Hold		10/08/2012 1:23 pm	
update			- delete	Travel-Return Next Session			
BALANCE DUE INFORMAT	ION			Attendance Probation			
Currently no balance due ir				Travel-Leave of Absence			
SEVIS HISTORY				Grade Probation			
SESSION	BY	DATE CHECKED		Approved Vacation			
CLASS INFORMATION		COMPI	LETE GRADE REPORT	Requested Transfer Out			
Cumulative GPA:				Requires Attention			
SEVIS	CLASS/INSTRUCTOR	GRADE TARDY	ABSENT LA	STUDENT NOTES LIMIT DI SPL	AY TO: 👻		

Orientation & Placement Test

RANGES					4	5			7
ammar:	0-20%		21-35%	6	36-52%	53-70%	71-8	5%	86-100%
tening:	0-20%		21-35%	6	36-55%	56-65%	65-7	7%	78-100%
ading:	40-49%	6	50-59%	6	60-69%	70-79%	80-8	9%	90-100%
UDENT INFORM	ATION								
STUDENT ID)	LAST NAM	1E	FIRS	TNAME	MIDDLE NA	١E	BIRT	H COUNTRY
074071	ELD	ER		JAMES					
ST SCORES/PL	ACEMENT								
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Grammar	Raw Scor	res Leve		cement					
Listening	53	5	5						
	53	5	5						
Listening Reading			4						
	53	5 Placemer	4	Rate	r				
			4	Rate Delis	r •				
Reading	Level	Placemer	4 t Amy		r •				
Reading Writing Speaking	Level 4	Placemer 4	4 t Amy	Delis	T				
Reading	Level 4	Placemer 4	4 t Amy	Delis	T				

Registration 1/3

8:20 TO 9:30	9:40 TO 10:50	11:10 TO 12:20	12:30 TO 1:40
 ELI 110 - 2 (9/) Introduction to Grammar I Annex 1025 cap 13 ELI 200 - 2 (7/) Integrated ESLSkills Course Annex 2224 cap 14 ELI 210 - 2 (7/) Skill Building Grammar II Closed 	 ELI 120 - 2 (9/) Skill Building Writing I Annex 1025 cap 13 ELI 230 - 2 (7/) Skill Building Reading II Closed 	 ELI 130 - 2 (9/) Skill Building Reading I Annex 1025 cap 13 ELI 220 - 2 (7/) Skill Building Writing II Closed 	 ELI 140 - 2 (6/) Skill Building Listening Speak Annex 1025 cap 13 ELI 240 - 2 (7/) Skill Building Listening Speaking II Closed
 ELI 310 - 2 (16/) Skill Building Grammar III Annex 2169 cap 28 ELI 310 - 4 (0/) Skill Building Grammar III Closed 	 ELI 320 - 2 (9/) Skill Building Writing III Annex 2169 cap 28 ELI 320 - 4 (6/) Skill Building Writing III Closed ELI 330 - 4 (0/) Skill Building Reading III Closed 	 ELI 330 - 2 (14/) Skill Building Reading III Annex 2169 cap 28 ELI 340 - 4 (0/) Skill Building Listening Speaking III Closed 	ELI 340 - 2 (11/) Skill Building Listening Speaking III Annex 1018 cap 18
 ELI 410 - 2 (14/) Introduction to Grammar Annex 1032 cap 14 ELI 420 - 4 (13/) Introduction to Writing Annex 1145 cap 18 	 ELI 410 - 4 (14/) Introduction to Grammar Annex 1145 cap 18 ELI 420 - 2 (17/) Introduction to Writing Annex 1035 cap 15 	 ELI 430 - 2 (14/) Introduction to Reading Annex 2003 cap 18 ELI 440 - 4 (14/) Introduction to Listening Spea Annex 2223 cap 16 	 ELI 430 - 4 (14/) Introduction to Reading Annex 2223 cap 16 ELI 440 - 2 (14/) Introduction to Listening Spea Annex 1032 cap 14
 ELI 510 - 2 (16/) Intermediate Grammar I Annex 1213 cap 16 ELI 510 - 8 (15/) Intermediate Grammar I Annex 1210 cap 16 ELI 540 - 4 (11/) Intermediate Listening Speakin Annex 1003 cap 20 ELI 540 - 6 (13/) Intermediate Listening Speakin Annex 2001 cap 20 	 ELI 510 - 4 (13/) Intermediate Grammar I Annex 1003 cap 20 ELI 520 - 2 (14/) Intermediate Writing I Annex 1213 cap 16 ELI 530 - 6 (15/) Intermediate Reading I Annex 2001 cap 20 ELI 530 - 8 (14/) Intermediate Reading I Annex 1210 cap 16 	 ELI 520 - 4 (15/) Intermediate Writing I Annex 1003 cap 20 ELI 520 - 6 (12/) Intermediate Writing I Annex 2001 cap 20 ELI 530 - 2 (18/) Intermediate Reading I Annex 2034 cap 18 ELI 540 - 8 (14/) Intermediate Listening Speakin Annex 1210 cap 16 	 ELI 510 - 6 (14/) Intermediate Grammar I Annex 2001 cap 20 ELI 520 - 8 (14/) Intermediate Writing I Annex 1210 cap 16 ELI 530 - 4 (15/) Intermediate Reading I Annex 1003 cap 20 ELI 540 - 2 (16/) Intermediate Listening Speakin Annex 2034 cap 18

Registration 2/3

DO NOT REGISTER HAS BEEN CHECKED.

update print schedule

show ps enrollment

email student

8:20 TO 9:30	9:40 TO 10:50	11:10 TO 12:20	12:30 TO 1:40
 ELI 105 - 1 (8/8) Grammar Skill Building Annex 1025 (Cap14) ELI 120 - 1 (11/11) Skill Building Writing I Annex 1012 (Cap 14) ELI 200 - 1 (15/15) Integrated ESLSkills Course II Annex 1213 (Cap 15) 	 ELI 110 - 1 (11/11) Introduction to Grammar I Annex 1025 (Cap14) ELI 115 - 1 (9/9) Writing Skill Building Annex 1012 (Cap 14) 	 ELI 125 - 1 (8/8) Reading Skill Building Annex 1025 (Cap14) ELI 140 - 1 (12/12) Skill Building Listening Speak Annex 1012 (Cap 14) 	 ELI 130 - 1 (11/11) Skill Building Reading I Annex 1025 (Cap14) ELI 135 - 1 (8/8) Listening/Speaking Skill Building Annex 1012 (Cap 14)
 ELI 310 - 1 (10/10) Skill Building Grammar III Annex 1032 (Cap 14) ELI 320 - 3 (9/9) Skill Building Writing III Annex 1038 (Cap 14) 	 ELI 310 - 3 (11/11) Skill Building Grammar III Annex 1038 (Cap 14) ELI 320 - 1 (8/8) Skill Building Writing III Annex 1032 (Cap 14) 	 ELI 330 - 1 (777) Skill Building Reading III Annex 1032 (Cap 14) ELI 340 - 3 (8/8) Skill Building Listening Speaking III Annex 1038 (Cap 14) 	 ELI 330 - 3 (8/8) Skill Building Reading III Annex 1038 (Cap 14) ELI 340 - 1 (9/9) Skill Building Listening Speaking III Annex 1032 (Cap 14)
 ELI 410 - 1 (11/11) Introduction to Grammar Annex 1035 (Cap 15) ELI 410 - 5 (13/13) Introduction to Grammar Annex 2003 (Cap 18) ELI 420 - 3 (13/13) Introduction to Writing Annex 1210 (Cap 16) 	 ELI 410 - 3 (14/14) Introduction to Grammar Annex 1210 (Cap 16) ELI 420 - 1 (12/12) Introduction to Writing Annex 1035 (Cap 15) ELI 430 - 5 (14/14) Introduction to Reading Annex 2003 (Cap 18) 	 ELI 430 - 1 (14/14) Introduction to Reading Annex 2003 (Cap 18) ELI 440 - 3 (13/13) Introduction to Listening Spea Annex 1210 (Cap 16) ELI 440 - 5 (13/13) Introduction to Listening Spea Annex 1035 (Cap 15) 	 ELI 420 - 5 (14/14) Introduction to Writing Annex 1035 (Cap 15) ELI 430 - 3 (15/15) Introduction to Reading Annex 1210 (Cap 16) ELI 440 - 1 (11/11) Introduction to Listening Spea Annex 2003 (Cap 18)

Registration 3/3

SEVIS HISTORY					
SESSION	BY		DATI	Е СНЕСК	ED
all 2012 Session 1	Krairut Phanic	h 0	8/27/201	2 2:52 pm	
Summer 2012 Session 1	Krairut Phanic	h 0	5/23/201	2 12:32 pm	ı
CLASS INFORMATION		<u>CC</u>	MPLETE	GRADE F	REPORT
Cumulative GPA: 1.33					
SEVIS CLASS/INST	TRUCTOR	GRADE	TARDY	ABSENT	
Fall 2012 Session 2 (- 12/14) Session GPA:	10/22Next Session:	_	۳		
No enrollment data for ses	sion.				
Fall 2012 Session 1 (- 10/12) Session GPA:	08/20Next Session:	Transfe	er 👻 🌆	1	A+
(227430) <u>ELI 310-003 Skill</u> I <u>II</u> » <u>MAHSHID SHAKOURIAN</u>			4	2	0
(227434) <u>ELI 320-003 Skill</u> » <u>HAZEL ROWE</u>	Building Writing III		7	10	8
(227442) <u>ELI 340-003 Skill</u> <u>Speaking III</u> » <u>JASON MOWER</u>	Building Listening		4	4	3
(227458) ELI 430-003 Intro »DEBORAH RICKS	duction to Reading		10	7	1
Summer 2012 Sessio (05/21 - 07/13) Session GPA: 1.33	on 1 Next Session:	Yes	•	1	A+
(220099) <u>ELI 19-001 ELI S</u> » <u>KORRIN EBIRA</u>	UCCESS	A	0	0	0
(220113) <u>ELI 310-003 Skill</u> I <u>II</u> »MAHSHID SHAKOURIAN		E	4	4	0
(220115) <u>ELI 320-003 Skill</u> » <u>JASON MOWER</u>	Building Writing III	D+	1	2	0
(220117) <u>ELI 330-003 Skill</u> I <u>II</u> »RUBYNARA CARVALHO	<u>Building Reading</u>	C+	1	1	0
(220119) <u>ELI 340-003 Skill</u> <u>Speakinq III</u> » <u>Jennifer Holland</u>	Building Listening	C-	4	2	3

SEVIS Tracking 1/2

Spring 2012 Session 2 Next Session: (03/12 - 05/04) Session GPA:	Home	- 👰	7	•
(194805) ELI 510-008 Intermediate Grammar I » <u>VALENTINA INOZEMTSEVA</u>		0	1	1
(194813) ELI 520-008 Intermediate Writing I »JEREMY HANSEN		0	0	0
(194821) ELI 530-008 Intermediate Reading I »RUBYNARA CARVALHO		0	2	0
(194829) ELI 540-008 Intermediate Listening Speakin » <u>Jennifer Holland</u>		3	0	1
 ✓ Spring 2012 Session 1 Next Session: (01/09 - 03/02) Session GPA: 3.83 	Yes	•	7	4+
(194712) ELI 19-001 ELI Success » <u>GEORGE PLAUTZ</u> » <u>KORRIN EBIRA</u>		0	0	0
(194775) <u>ELI 410-001 Introduction to</u> Grammar »MAHSHID SHAKOURIAN	B+	2	1	0
(194781) ELI 420-001 Introduction to Writing	А	0	0	0

SEVIS Tracking 2/2

SEVIS HISTORY		
SESSION	BY	DATE CHECKED
Fall 2012 Session 1	Krairut Phanich	08/27/2012 9:25 am
Summer 2012 Session 1	Krairut Phanich	05/24/2012 11:26 am

Advising 1/4

OTHER ITEMS

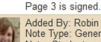
ITEM	LAST CHECKED	LAST UN-CHECKED
Warning		
Do Not Register ELI Hold		
Travel-Return Next Session		
Attendance Probation		
Travel-Leave of Absence	04/30/2012 1:34 🙀	
Grade Probation		
Approved Vacation		
Requested Transfer Out		
Requires Attention		

STUDENT NOTES LIMIT DISPLAY TO:



Added By: Krairut Phanich @ 04/30/2012 1:34 pm Note Type: Leave of Absence (No) Note: Student plans to travel outside of the U.S. Depart 05/09/2012 Return 08/07/2012

- 0



Added By: Robin Sakrison @ 03/13/2012 11:05 am <u>mark irrelevant</u> Note Type: General (No)

Note: Student came in today and said that he was to sick to come to his first 2 classes today.

I told him to email his teachers and if he continues to feel sick to see a doctor and ask for a note.

Advising 2/4

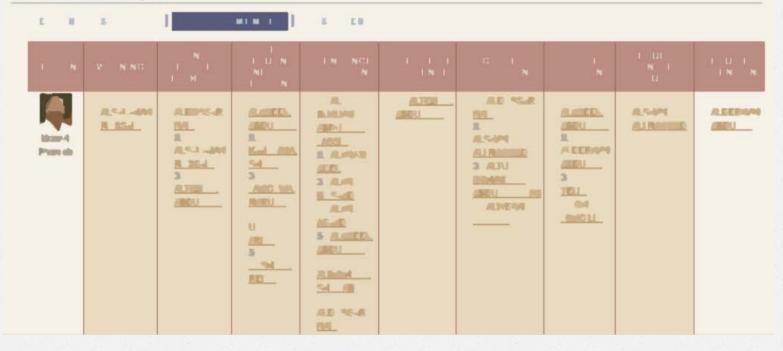
Other Items - Report

Do Not Register ELI Hold	3
<u>Warning</u>	1
Attendance Probation	17
Grade Probation	13
Requested Transfer Out	1
Travel-Return Next Session	5
Travel-Leave of Absence	2
Approved Vacation	4
Requires Attention	2



Advising 3/4

EL Othe tems Rep 1



Advising 4/4 EL Othe tems Rep rt 1 8 C C E 10 5 NJ /BE AREU AN ELIAL AL ACE ALAP AZ . ALCEL

Electronic Document

• I-94

- F-1 visa page
- Financial guarantee
- Octor's note

Instructor System 1/7

Class Attendance Management

This section will allow you to keep track of student attendance.

Use Attendance Feature

Homework/Tests Feature

SESSION/CLASS LIST

Fall 2012 Session: 1 ELI 720-001 Advanced Writing I ELI 871-001 Introduction to University Level Sciences

View Prior Classes

Survey/Grading Management

This section will allow you to mark off objectives and enter final grade information.

Use Survey/Grading Feature

Instructor System 2/7

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Instructor System 3/7

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Instructor System 4/7

Homework Class List For Fall 2012 Session 1 ELL 720 001 Advanced Writing I

Class Glading Bleakd wn

CLASS SUMMARY NFORMAT ON	HOMEWORK	POS	AVG	LOW	HGH	HOMEWORK	POS	AVG	LOW	H GH
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	4 J uma #1Ad pb n	20	91 65%	29	29	10 Juma#3g baszab n	20	97 58%	20	20
C ass Ave age 87 76% G ade B GPA 3 30 C ass H shes Sc e 94 59% G ade A GPA 4 00	5 Juma #2 mm g ab n	29	99 35%	20	20	11 pa aph ase #3	8	63 50%	7	7
Case L wes Se e 6184% G ade D GPA 070	6 RT) pp 112 113	75	73 33%	75	75	12 uil ne g ba izab n	3	87 67%	з	3

STUDENT C	AVG	LTR	GPA	1	2	3	4	5		1		9	10	11	12
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5 Kish Alak	93 72%	A	4.00	3	з	4	69	20	6	4	6	3	63	5	3
6 Goule Y suke	90 BE%	A	370	3	3	4	29	10 1	6	4	6	3	18	6	3
7 Gra Minin	86 47%	B	3 00	3	3	4	20	20	45	4		3	20	5	2
8 Seliha a Han	94 69%	A	4 00	з	з	35	20	29	55	4	6	3	20	V	3
9 Yaka a Sae	93 24%	A	370	3	3	3	60	20	55	4	8	3	69	4	з
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Instructor System 5/7

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Instructor System 6/7

Current Grades For Fall 2012 Session 1 ELI 071 001 Introduction to University Level Sciences

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1 Albatheet, Shehab	45.20% E	37 6%	63 2%	45.8%	NKA
2 Al esa n Nasse	79 63% C	93.2%	88.5%	74 7%	P466
3 Bae Y kyung	84.28% B	92 9%	94.2%	81.3%	PMA.
4 Bagay k. Ousmane	163% E	2.3%	0.0%	18%	NØA
5 Mayakawa iba en	89.43% B	63.6%	06.2%	03.6%	M/A
ish k Shun a	92 95% A	100 0%	50.0%	99 7%	MIA
7 Kameyama Sh a	94.36% A	98.5%	05 E%	94.0%	N/A
B Nanda Fum	95.24% A	98 9%	99 19	94.5%	NM
9 Gian Au	85.89% B	96 6%	88.5%	83.8%	NKA
10 Sawa n Shun	92.78% A	59 6%	78 1%	92.3%	1404
11 Ve a R mu	91 38% A	99.2%	100.9%	88.7%	MMA.
12 Wa anabe Se y	07 61% B	00.7%	100.0%	86.3%	NIA
13 Y k mawh Kana	92.68% A	97 7%	95.4%	91.2%	N/A
14 Y shn Rena	06 58% B	95.4%	100-0%	83.8%	NBA

Instructor System 7/7



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E-mail Blast

Email ELI Students Registered For Session Through Grid

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Individual E-mailing

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Interfacing with other programs

- ELI Online Application & ELI Student Survey
- O Daily PeopleSoft downloads
- Pending set up with Sunapsis

Reports

For Students

- Session Class Schedule
- Session Grade Report
- O Unofficial Grade Report
- Enrollment Verifications

Reports

For Office

- Class Rosters
- F-1 Absences and Tardies Report
- Student Session Grade/GPA Summary
- Flag Reports
- And Checklist For Students Enrolled, Attendance For Students Enrolled, Students Career By Agent, New Student Class Information, Orientation Report, Country of Birth For Students Enrolled, Instructor Grade/Objective Report, Student Grades/Objectives, ELI Report, Instructor Payment Report, Full Report, Full Report Excel, Send Registrations, Note Type Report, Continuing Student Survey, Current Students Photo Release Report, Room Assignments, PS Compare, Active Student Agents, etc.

Challenges

- Resources and technology
- Transition period
- Maintenance and tech support
- Back-up system
- Timing

Special Thanks

Cathy Ota, Database Analyst
James Elder, Web & Data
Judy Kiel, Pixel Wrangler
Lori Jensen, PHP Monster
Rob White, IS Manager