CampusLogin | Students

SAP Report

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SAP Report

1. **SAP Policy Admin Tool**
    a. To access the “SAP Policy” admin tool click the “Students” tab at the top of the page. Then click the “Settings” sub tab. Then select the “Administration” admin tool.
    b. Once there you will see a tab to access the “SAP Policy” admin tool.
    c. Click the “Create New SAP Policy” to create as many different SAP Policies as required for your school.
    d. When creating a new policy, you will see the following fields:
        i. Quarter – This is the number of SAP Checks that you need to report on
        ii. Minimum CGPA - This is the minimum grade that the student needs to have for each check.
        iii. Incremental Evaluation Period (Weeks)- This is the amount of time (measured in weeks) between each SAP Check.
        iv. Incremental Evaluation Period (Hours) – This is the number of hours that must be completed within each SAP Check.
    e. You will need to create all of the different policies that are required for all of your programs.

2. **Associating an SAP Policy to a Program**
    a. To associate a “SAP Policy” to a program you must load the “Program” admin tool by clicking the “Students” tab at the top of the page. Then click the “Settings” sub tab. Then select the “Programs” admin tool.
    b. You can then select the Program and Start Date(s) that you would like to associate your SAP Policy to.
    c. Please note you can have different policies for different starts if required. You are also able to associate the policy to your program template for future starts.
    d. Once you load the program you would like to modify, select the “Modify Program Details” button.

e. You will then see a dropdown for the “SAP Policy” in the “Schedule” section.
f. Select the applicable policy and then click the save button.

3. Viewing SAP Reporting

a. After associating the correct policy to your programs, you are then able to view the SAP Report.
b. To access the “SAP Report” select the “Reporting” flyout from the top right of the page, and then select the “Attendance” sub-tab. You will then see the “SAP Report”
c. You can then select the “Program” and “Start Date” that you wish to view the report by, or you can select no filters to view all students.
d. You will see a column in the report called “Acknowledgement” where you are able to track that you have completed each required SAP Check.
e. In order to select the Acknowledgement for each student, you can click on the “View” button at the far right of the report. This will take you to the attendance tab of the student.

4. Individual Student SAP Check

a. Once on the “Attendance” tab of any student, you will see “SAP Check” section. There you will find a check box for each SAP Check. You can click the check box to acknowledge that the check was complete.
b. This will automatically save the date, the user who clicked the checkbox, and update the report to show that there has been acknowledgement for that SAP Check.