

Dean's List Rules, Reports and Updating Dean's List Results in Banner

Overview

Dean's List Rules and Exclusions are configured on the **Academic Standing Rules (SHAACST)** form in Banner.

NOTE: For updates to the Rules and Exceptions please contact Rob Dixon and Michelle Garcia, and copy the OSSS office at OSSSCoreTeam@uillinois.edu.

The rules are configured for Effective Term and consist of the following parameters:

Term – effective term of Dean's List process

Type of GPA – choices are Institutional or Combined

Type of Hours – choices are Attempted, Earned, Passed, GPA

Minimum Term Hours – specify hours

Minimum Term GPA – specify GPA

Status – DL (Dean's List)

Document Direct Reports - <https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint>

The **Dean's List process** is run in **Audit** and **Update** modes by term and produce the following reports:

- **AUDIT - Preliminary Dean's List** – creates two downloadable Document Direct reports (same data, different file format) using a query based on a minimum term GPA of 3.5 (separate rpt for Nursing – 3.35 GPA).

NOTE: the Preliminary Dean's List reports will include students who meet the GPA, but not hour's requirement.

- **SH2DLST01B Preliminary Dean's List** – separated by college, download as a PDF file.
- **SH2DLST02B Preliminary Dean's List Data** – separated by college, saved as an HTML file, opens in web browser and can be copied/pasted into a spreadsheet.
- **UPDATE – Final Dean's List** – creates four downloadable Document Direct reports (same data, different file format) of students whose Dean's List indicator has been set on SHAINST in Banner for that term.
 - **SH2DLST04B Final Dean's List** - separated by college, download as a PDF file.
 - **SH2DLST05B Final Dean's List Data** - separated by college, saved as an HTML file, opens in web browser and can be copied/pasted into a spreadsheet.
 - **SH2DLST06B Final Dean's Publication List** - separated by college, includes FERPA (confidentiality) indicator, download as a PDF file.
 - **SH2DLST07B Final Dean's Publication List Data** - separated by college, includes FERPA (confidentiality) indicator, saved as an HTML file, opens in web browser and can be copied/pasted into a spreadsheet.

View Dean's List Rules and Exceptions

Dean's List Rules and Exceptions are configured on the **Academic Standing Rules (SHAACST)** form.

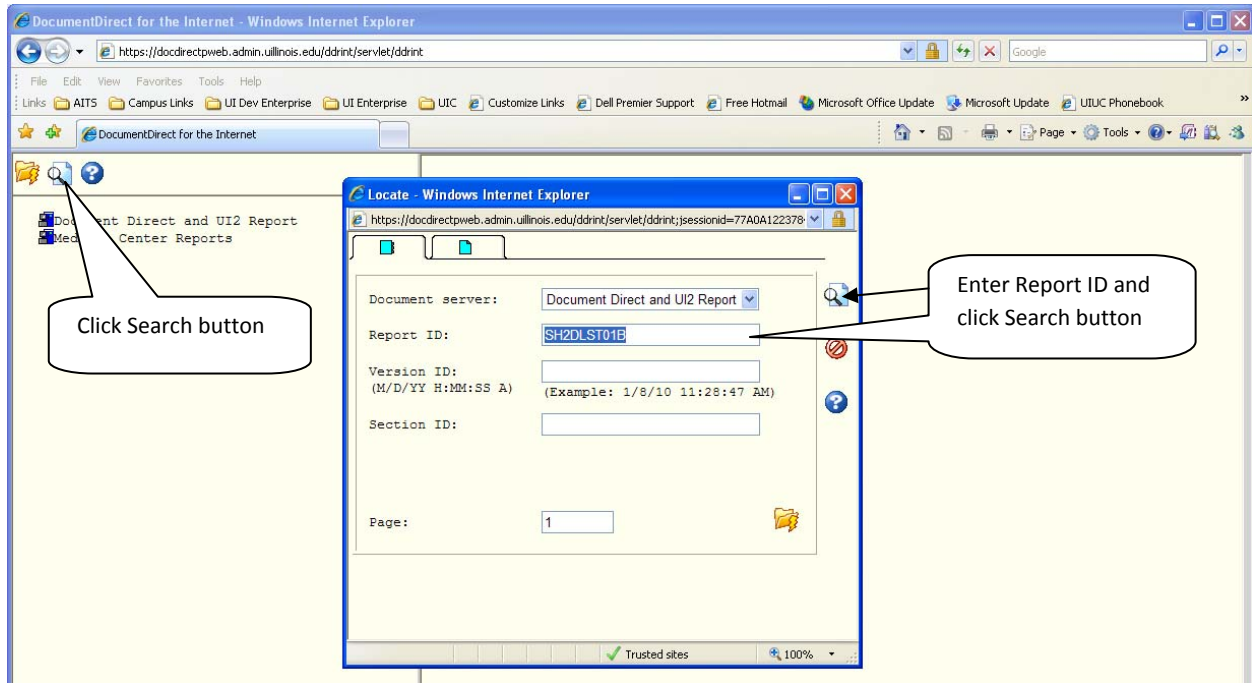
Select **Options > Dean's List and Excl Grade Rules** - Term is Effective Term for that and all future terms. Must be updated if Dean's List is calculated for summer terms or for updated rules/exclusions

View/Download Document Direct Reports

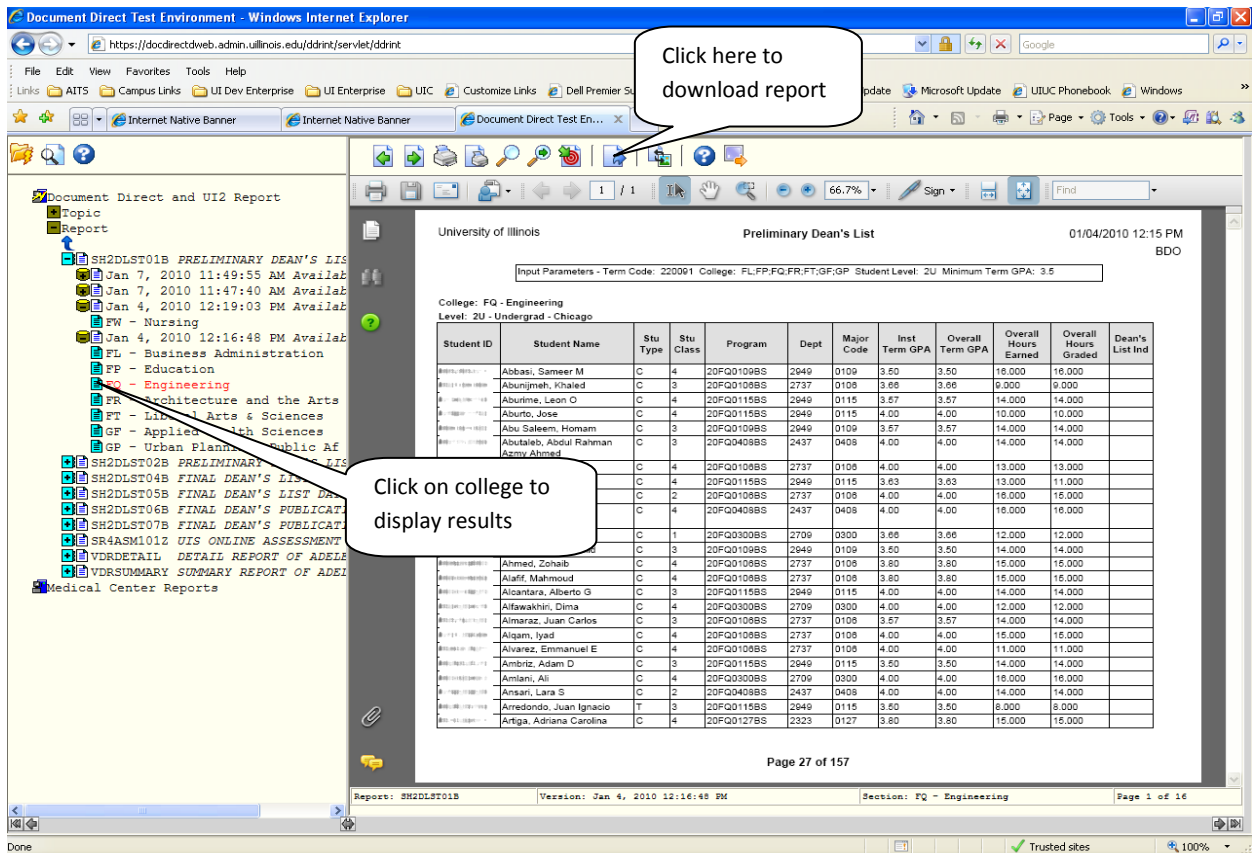
Open a web browser and access Document Direct:

<https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint>

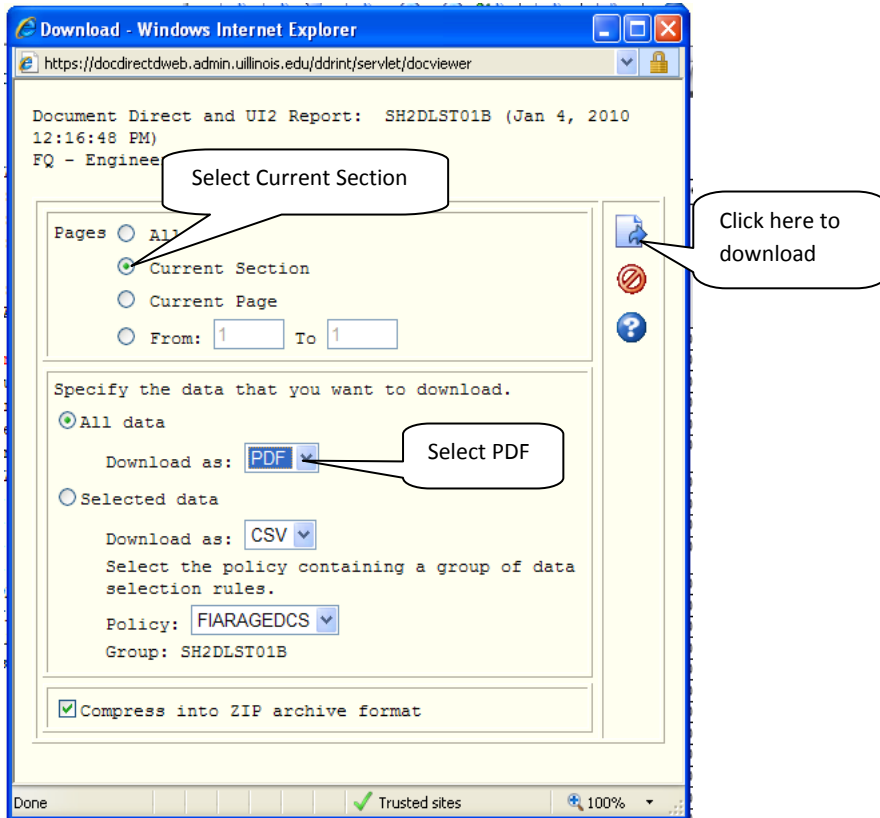
Click on the Search button, enter Report ID and click the search button and log in with your Enterprise ID and password.



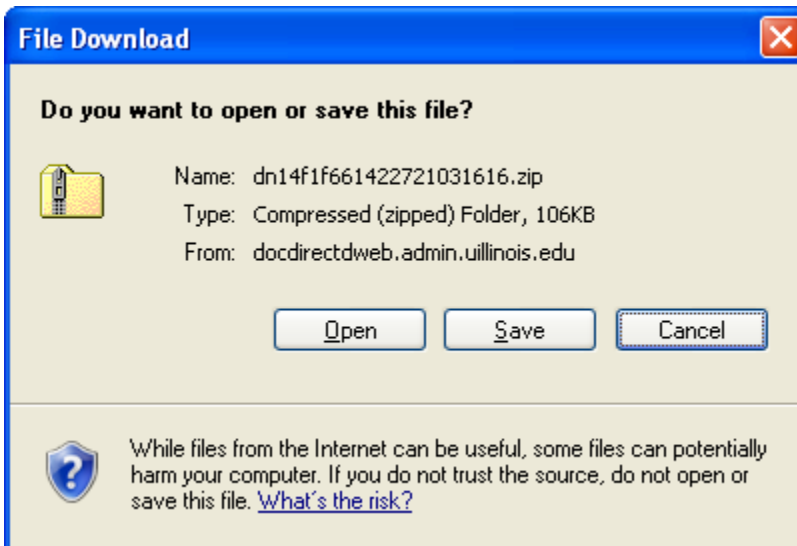
Select report and click on appropriate college and download/save report.



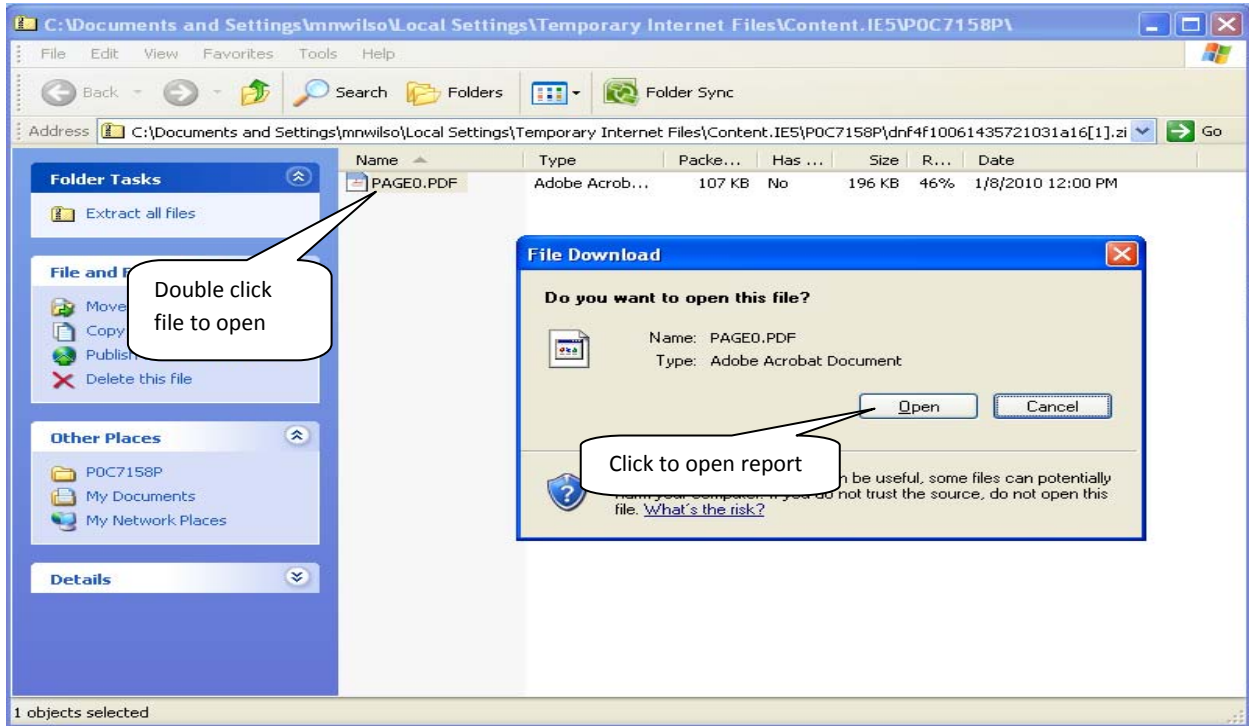
Download/save the report



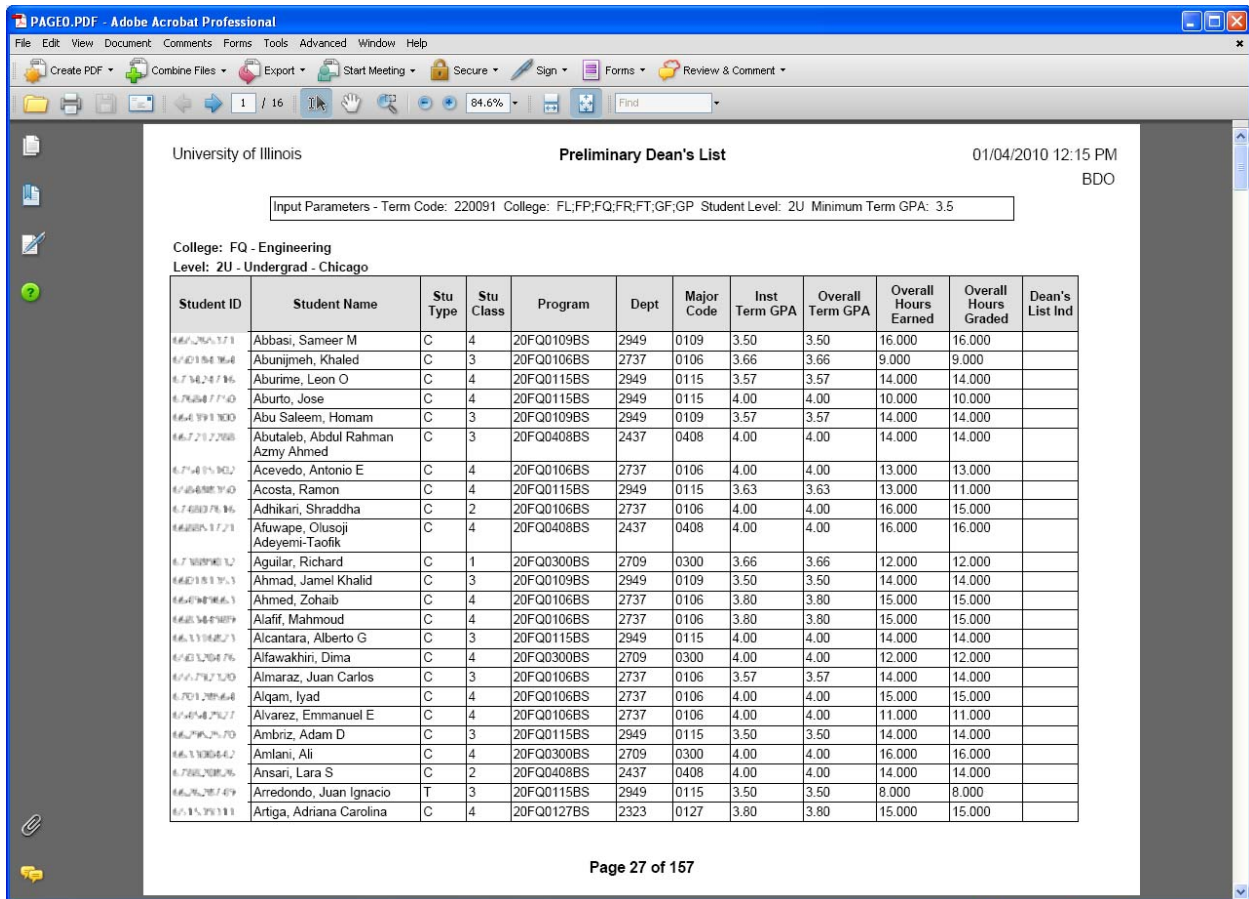
Open the zipped file



Double click on PAGE0.HTML and then click Open in File Download window.



Report displays in PDF format. Save as required.



HTML version report – copy/paste contents into a spreadsheet

Select "Data" version of report

Click cursor on report and use the keys – CTRL A and then CTRL C to copy contents of page

College code	College desc	Student level code	Student level desc	Student Id	Student Last Name	Student First Name	Student MI
FL	Business Administration	2U	Undergrad - Chicago	666081197	Abuzaghl	Ilham	Ali
FL	Business Administration	2U	Undergrad - Chicago	666109271	Adams	Lauren	A
FL	Business Administration	2U	Undergrad - Chicago	666113861	Adams	Nicole	E
FL	Business Administration	2U	Undergrad - Chicago	666142794	Adan	Yolanda	C
FL	Business Administration	2U	Undergrad - Chicago	666192699	Adnan	Aaqib	C
FL	Business Administration	2U	Undergrad - Chicago	666172679	Afifa	Zayna	C
FL	Business Administration	2U	Undergrad - Chicago	6661794110	Afuang	Cesar	M
FL	Business Administration	2U	Undergrad - Chicago	666415424	Ahmed	Mohammed	A
FL	Business Administration	2U	Undergrad - Chicago	666121364	Ahmed	Mustafa	A.M.
FL	Business Administration	2U	Undergrad - Chicago	666408114	Ajampur	Shruthi	C
FL	Business Administration	2U	Undergrad - Chicago	666181712	Ajster	Michael	J
FL	Business Administration	2U	Undergrad - Chicago	666404712	Akai	Mamiko	C

Paste into spreadsheet and save

College code	College desc	Student level code	Student level desc	Student Id	Student Last Name	Student First Name	Student MI	Student Type	Student Class	Program	Dept	Major Code	Inst Term	GPA	Overall Term GPA	Overall Hours Earned	Overall Hours Graded	Deans List Ind
FL	Business Administration	2U	Undergrad - Chicago	666081197	Abuzaghl	Ilham	Ali	C	2	20FL9870 BS	2846	9870	3.82	3.82	17	17		
FL	Business Administration	2U	Undergrad - Chicago	666109271	Adams	Lauren	A	C	1	20FL9870 BS	2846	9870	3.75	3.75	16	16		
FL	Business Administration	2U	Undergrad - Chicago	666113861	Adams	Nicole	E	C	2	20FL3501 BS	2846	3501	3.75	3.75	16	16		
FL	Business Administration	2U	Undergrad - Chicago	666142794	Adan	Yolanda	C	C	3	20FL1000 BS	2656	1000	3.75	3.75	15	12		
FL	Business Administration	2U	Undergrad - Chicago	666192699	Adnan	Aaqib	C	C	2	20FL1432 BS	2846	1432	3.62	3.62	16	16		
FL	Business Administration	2U	Undergrad - Chicago	666172679	Afifa	Zayna	C	C	2	20FL1000 BS	2656	1000	3.5	3.5	18	18		
FL	Business Administration	2U	Undergrad - Chicago	6661794110	Afuang	Cesar	M	C	4	20FL1000 BS	2656	1000	3.5	3.5	12	12		
FL	Business Administration	2U	Undergrad - Chicago	666415424	Ahmed	Mohammed	A	T	2	20FL1000 BS	2656	1000	4	4	64	64		
FL	Business Administration	2U	Undergrad - Chicago	666121364	Ahmed	Mustafa	A.M.	C	4	20FL0075 BS	2691	75	3.75	3.75	12	12		
FL	Business Administration	2U	Undergrad - Chicago	666408114	Ajampur	Shruthi	C	C	3	20FL1000 BS	2656	1000	3.76	3.76	16	13		
FL	Business Administration	2U	Undergrad - Chicago	666181712	Ajster	Michael	J	C	4	20FL1000 BS	2656	1000	3.5	3.5	12	6		
FL	Business Administration	2U	Undergrad - Chicago	666404712	Akai	Mamiko	C	C	3	20FL0074 BS	2785	74	3.7	3.7	10	10		

Save HTML version report to a file.

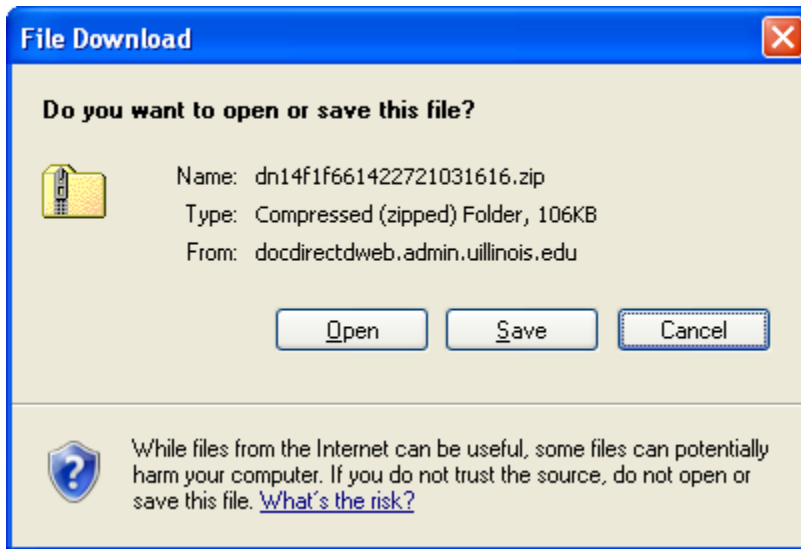
The screenshot shows a web browser window titled "Document Direct Test Environment - Windows Internet Explorer". The address bar shows the URL: <https://docdirectdweb.admin.uillinois.edu/ddrint/servlet/ddrint>. The page content includes a left-hand navigation menu with various report topics, and a main table of student data. Two callout boxes are present: one pointing to a download icon with the text "Click here to download report", and another pointing to a "Data" radio button with the text "Select 'Data' version of report".

College_code	College_desc	Student_level_code	Student_level_desc	Student_Id	Student_Last_Name	Student_First_Name	Student_MI
FL	Business Administration	2U		6.730861892	Abuzaghleh	Ilham	Ali
FL	Business Administration	2U		6.730927753	Adams	Lauren	A
FL	Business Administration	2U		6.730913863	Adams	Nicole	E
	Business Administration	2U	Undergrad - Chicago	6.734279617	Adan	Yolanda	
	Business Administration	2U	Undergrad - Chicago	6.734263939	Adnan	Aaqib	
	Business Administration	2U	Undergrad - Chicago	6.734272799	Afifa	Zayna	
	Business Administration	2U	Undergrad - Chicago	6.73794110	Afuang	Cesar	M
FL	Business Administration	2U	Undergrad - Chicago	6.73415824	Ahmed	Mohammed	A
FL	Business Administration	2U	Undergrad - Chicago	6.731213863	Ahmed	Mustafa	A.M.
FL	Business Administration	2U	Undergrad - Chicago	6.734408156	Ajjampur	Shruthi	
FL	Business Administration	2U	Undergrad - Chicago	6.734781712	Ajster	Michael	J
FL	Business Administration	2U	Undergrad - Chicago	6.74040712	Akai	Mamiko	
FL	Business Administration	2U	Undergrad - Chicago	6.73440913	Alexander	Brian	C
FL	Business Administration	2U	Undergrad - Chicago	6.73413513	Ali	Naurin	
FL	Business Administration	2U	Undergrad - Chicago	6.73154434	Al-Khatib	Abeer	H
FL	Business Administration	2U	Undergrad - Chicago	6.73469179	Alsibaie	Dana	M
FL	Business Administration	2U	Undergrad - Chicago	6.74235176	Alvarado	Gabriel	
FL	Business Administration	2U	Undergrad - Chicago	6.74040394	Amato	Gina	M

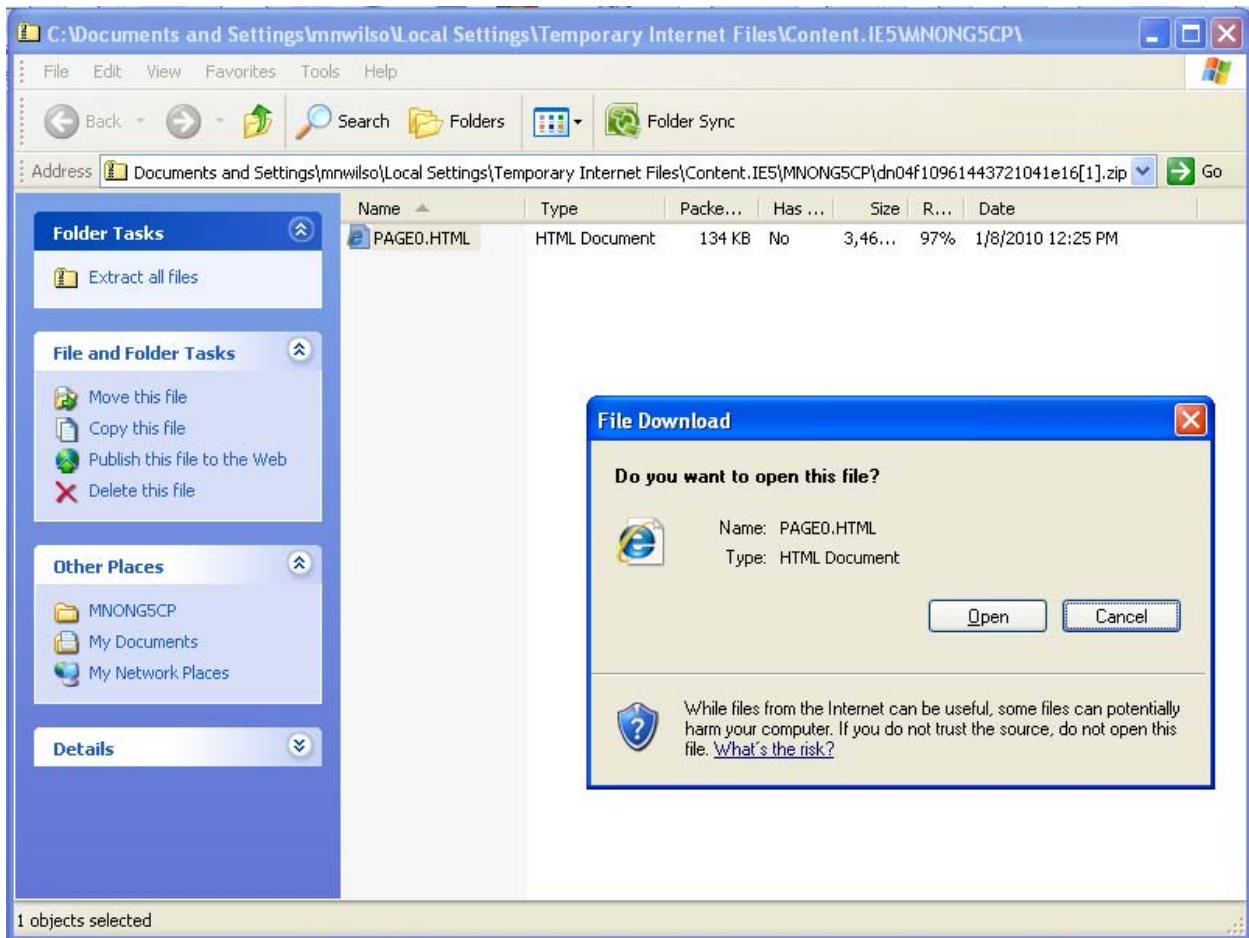
NOTE - The report can only be downloaded for all colleges. Click the Create button.

The screenshot shows a web browser window titled "Download - Windows Internet Explorer". The address bar shows the URL: <https://docdirectdweb.admin.uillinois.edu/ddrint/servlet/docviewer?formType=15&sessio>. The page content displays the report title: "Document Direct and UI2 Report: SH2DLST02B (Jan 4, 2010 12:18:00 PM) report". Below the title is a section for page selection with radio buttons for "All", "Current Section", "Current Page", and "From: 1 To 1". A callout box points to a "Create" button with the text "Click Create button".

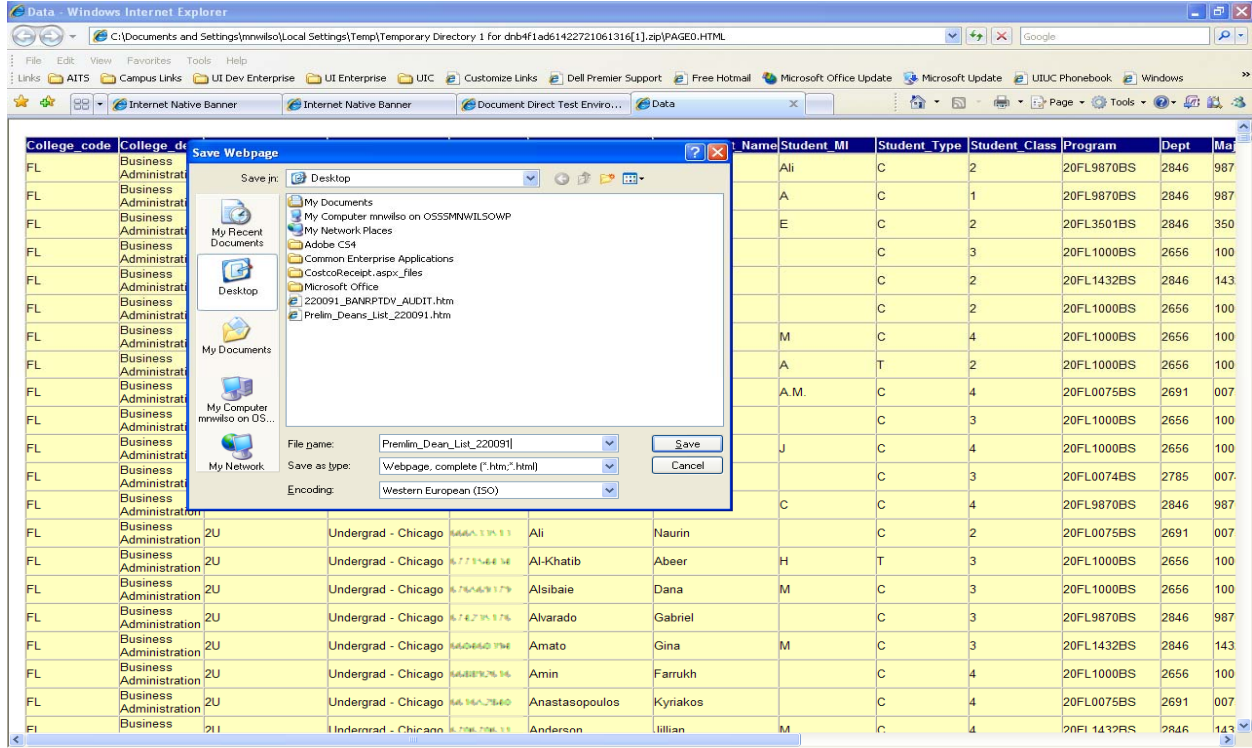
Click Open button



Double click on PAGE0.HTML and then click Open in File Download window.



Report will open as a new tab or in a new browser (depending on your default browser).
 Save report in desired file type.



Update student's Dean's List status on SHAINST as necessary

