Pre-Requisite Verification Dashboard

Purpose
To streamline the review of student prerequisites needed for the course the student is currently enrolled in.

Description
This interactive Argos dashboard finds all students enrolled in a given course and subject and indicates whether or not the student meets the prerequisites to stay enrolled in the course. The dashboard is designed to quickly see on the screen the information needed to either a) create an override b) send an email or c) request the course to be dropped. These three options can be completed with a click of a button.

For assistance, or to schedule training, contact Amanda Geilman.
amandageilman@weber.edu  x6052
Find the ‘Security Access’ app in your eWeber portal

Choose ‘Request Security’ in the drop down menu

Choose the Prerequisite Verification Reports folder

Click add to submit the request

*You will not be granted access to the folder until you have scheduled training with Amanda Geilman in the Registrar’s Office. Email amandageilman@weber.edu or call x6052 to set up training.
**Step 1:** Go to [https://report.weber.edu](https://report.weber.edu) or click on the Reporting app in your eWeber portal.
Step 2: Choose whether you want to view the Argos report in Web Viewer or Client. You may need to download and install the Evisions Application Launcher. You will need admin rights to install the application.

Enterprise Reporting
Evisions Argos is an enterprise reporting solution that gives you quicker access to the data that you need to run your institution. Argos makes reporting simple, delivering insights that enable you to make timely, better-informed decisions.
Step 3: Click on the Prerequisite Verification Dashboard – Data Warehouse
Step 4: Fill in the filters.

Choose the semester

Choose the second option to see all the statuses – Failed, Passed, Passed with in-Progress Course

If the course you’re looking up is not offered as a concurrent enrollment course, having the box checked will make no difference in the report results.

Put in the subject and course number (i.e. BTNY 3583). It doesn’t matter whether the subject is lowercase or uppercase.

Or, if you only want to look at a specific CRN, put in the CRN here.

If you’re running this report on a weekly or monthly basis and only want to review any new students who have registered, customize the date. Otherwise, leave it as the default.
**Step 5:** With your filters now filled in, click on the student details tab.

**Step 6:** And then click ‘Display Information’
The course prerequisites are displayed here.

Prerequisite Status will display as Failed, Passed, Course Override, or Passed with in-Progress Course.

Here's the subject and course number you looked up.

These are all the CRNs set up for that subject and course number. In this case, BTNY 3583 only has one section set up for Fall 2018: CRN 22614.

You may notice students registered for a course who have declared a non-related program of study.

Until you click on a student, no student data will display in the fields below.
We can look at this student’s WSU PreReq History, Transfer Pre-Req History, and Test Scores to determine whether it may be appropriate to give an override, or drop them from the class.

Now that I have chosen to review student #8, I can see the student details below.
This student is showing as **passed** in the prerequisite status because they successfully completed MATH 1050 and CHRM 1210 prior to registering for CHEM 1220.
The status is **course override** because they were given a pre-req override for CRN 20142. This override allows the student to be registered for CMT 2210 even though CMT 1220 is still in-progress.
This student has a status of **failed** because they have not completed the MATH requirement and are only registered for one of the CHEM requirements for a future semester (Fall 2018). If the student had completed both MATH, and CHEM 1220 prior to registering for BTNY 3583, the status would be passed.

### Example of Failed Status

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Course #</th>
<th>Grade Code</th>
<th>Repeat Course</th>
<th>Attribute(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>MATH 1050</td>
<td>1210</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2018</td>
<td>CHEM 1220</td>
<td>1213</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Due to the sensitive nature of these data, please download responsibly. Any exported data must be encrypted. Click on this statement for more information.
The student’s prerequisite status is Passed with In-Progress Course because the student is currently enrolled in ANTH 1000 this summer. By successfully completing that class, the student will have fulfilled the requirements for ANTH 3600. When grades post, if the student gets the minimum required grade, the status will change to Passed. If they do not earn the minimum grade, the status will change to Failed.
A student will show as failed in the case that they are currently registered for the course (i.e. ECON 4970 in Summer 2018), but are registered for the pre-requisite in a future term (i.e. registered for ECON 2899 in Fall 2018). The student will show as passed with in-progress if they are registered for the pre-requisite in the current term.

This student’s status is showing as passed with in-progress because they are currently enrolled in one of the pre-reqs for ECON 4970.

Status will change to passed or failed depending on the outcome of the course when grades post.

This student’s prerequisite status shows as failed because they are registered for one of the classes that will satisfy the pre-req for ECON 4970 in a future term, therefore the grade code shows Future Semester.

Status will change to passed with in-progress in the Fall semester if they are still currently enrolled in it.
The status is passed with concurrent because the student is registered for PEP 3290 and registered for the pre-req PEP 2000 in a future semester, and the catalog shows these classes can be taken at the same time. The asterisk (*) next to the pre-req at the top of the screen indicates this class can be taken concurrently.
If you decide to grant an override, or want to notify the registration office to drop the student from the course, you can use the functions below.

The majority of the time, you would select the Pre-Requisites Override. This action will enter it into Banner. If you realize you granted an override in error, you will need to go into Banner to correct it. Contact the Registration Office (x7780) if you need help with a correction.

When you decide to take action to request course drop, use the Email Options box to select the type of email you will be sending. A list will populate in the Email/Drop Semester History box for audit purposes, and also flag the students in the Pre-Requisite Emails and Drop Reports dashboard so you can pull a list of all the email addresses for students you need to notify and send a BCC to them. Or, simply copy and paste the student email address from the student information provided in the dashboard and email the students individually.

Now that your emails are recorded, choose the reason for requesting the course drop and click drop course. The registration office will be notified and complete the drop.

The majority of the time, you would select the Pre-Requisites Override. This action will enter it into Banner. If you realize you granted an override in error, you will need to go into Banner to correct it. Contact the Registration Office (x7780) if you need help with a correction.
If preferred, you can generate the report in an Excel spreadsheet. Data will be limited.

**Step 1.** Choose ‘Reports’ at the top.

**Step 2.** Then select ‘Data Extract - All Data’

**Step 3.** Then click ‘Run’
Glossary

_Argos_...refers to the application where the Pre-Requisite Verification Dashboard is stored. You can access Argos through your eWeber portal under ‘reporting’ or by typing report.weber.edu into your internet browser.

_Data Extract_...refers to the excel sheet that can be pulled from the Pre-Requisite Verification Dashboard if preferred over working in the Argos screen.

_Drop Request_...refers to the action taken by the department to request the registrar’s office drop the identified student(s) from a class.

_Emails_...Record emails for audit purposes. You can also find the student email to notify students they are being dropped on the dashboard.

_Prerequisite Status_... A short description as to whether the student has met the course prerequisites to be enrolled in a given course.

Passed - The student has met the course prerequisites to remain enrolled in the course.

Passed with in-progress: The student is currently enrolled in a prerequisite course. Once a grade is assigned the student will migrate to either Passed or Failed.

Passed with Concurrent – The student is currently enrolled in a pre-requisite course which has the concurrency indicator.

Course Override - While the student may not have met the course prerequisites, the department has allowed the student to remain enrolled in the course.

Failed - The student has not met the course prerequisites to remain enrolled in the course. The department will review the student's record and make the decision to either override the failure or to begin the procedure to drop the student from the course.

_Pre-Requisite Verification Dashboard_... This interactive Argos dashboard finds all students enrolled in a given course and subject and then whether or not the student meets the prerequisites to stay enrolled in the course. The dashboard is designed to quickly see on the screen the information needed to either a) create an override b) send an email or c) request the course to be dropped. These three options can be completed with a click of a button.

_Security Access_... the application in the eWeber portal where employees can request access to various reports
Prerequisite Emails and Drops Report

Use this report to pull a list of students you’ve flagged as needing to be notified by email of a drop.

Click the drop down button at the top for “reports” then choose the excel list to generate a list of all the students you flagged as needing to be notified. Click Run. The file will download. Copy and paste the email addresses into a BCC.

The date auto-populates today's date and your username.
Co-Requisite Verification Dashboard

Due to the sensitive nature of these data, please download responsibly. Any exported data must be encrypted. Click on this statement for more information.

This dashboard works similarly to the pre-requisite verification dashboard. This is used to check whether a student is enrolled in both co-requisites.
Not sure what pre-requisites are on a certain course? Use the Courses with Prerequisites Report.

Notice the asterisk on some courses, which tell us those can be taken concurrently or at the same time as the class the pre-req is set for. Students can take CHEM 1220 at the same time as CHEM 1210.

The report tells us for CHEM 1220, the pre-requisites are (MATH 1050 or MATH 1080) AND CHEM 1210.
Do you have students who have taken the same course several times and are having difficulty passing the class? Run the Course Repeat Verification report.

This student has taken MATH 1050 a number of times, and then passed with a B- in 201910. Other students may not have achieved a passing grade, but enrolled in the course multiple times.