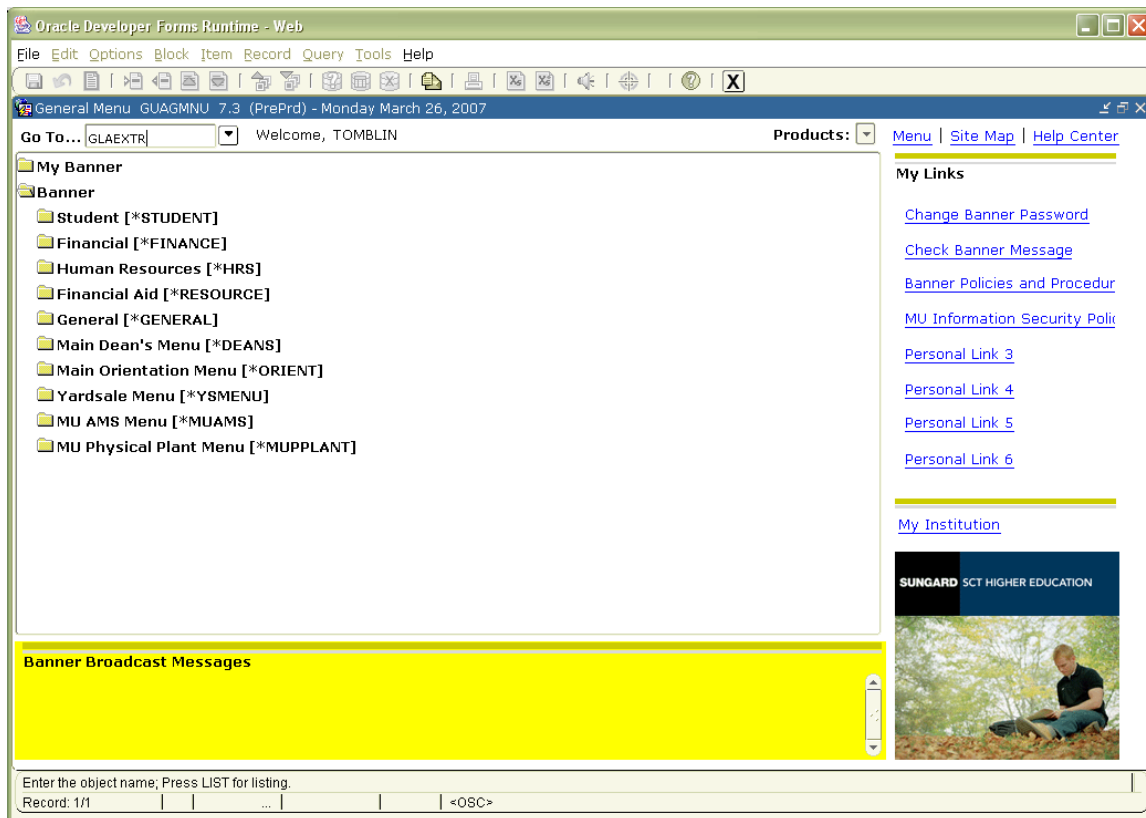


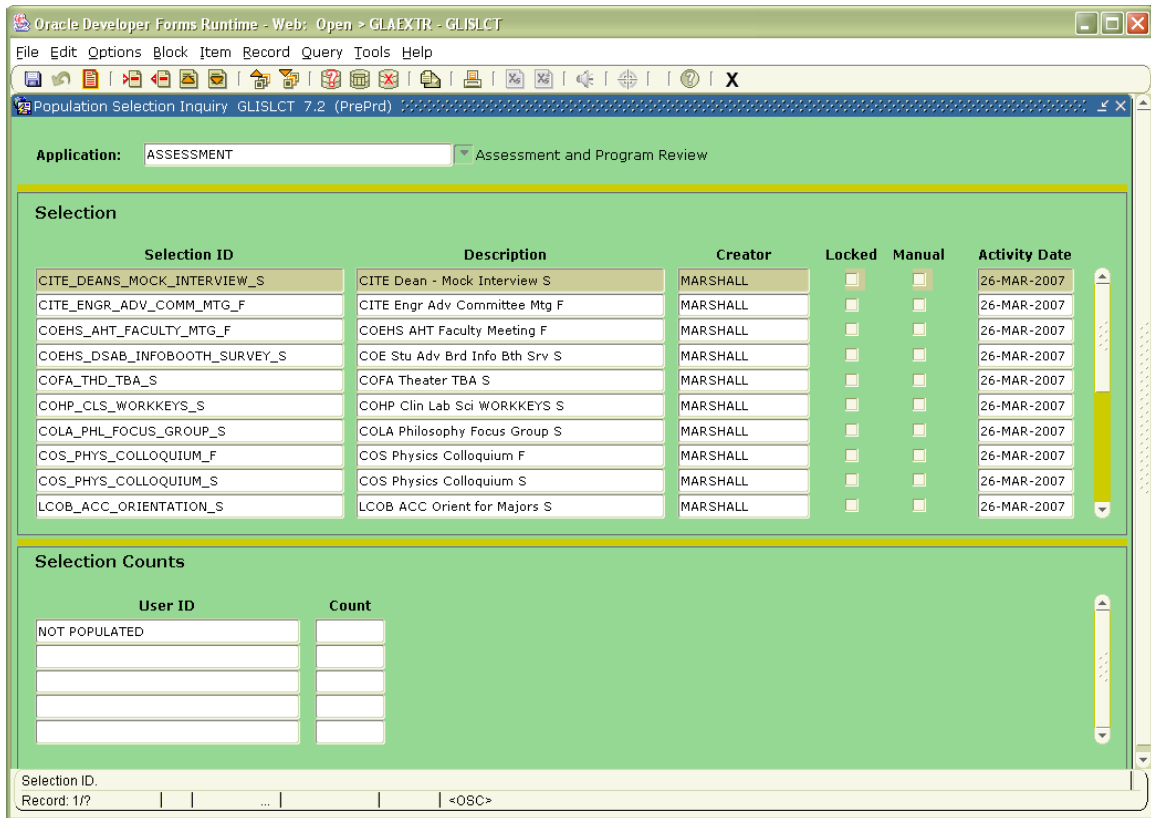
Data Entry Procedures

Assessment Day Prize Drawing

To enter participants in Assessment Day activities, go to Banner form GLAEXTR.

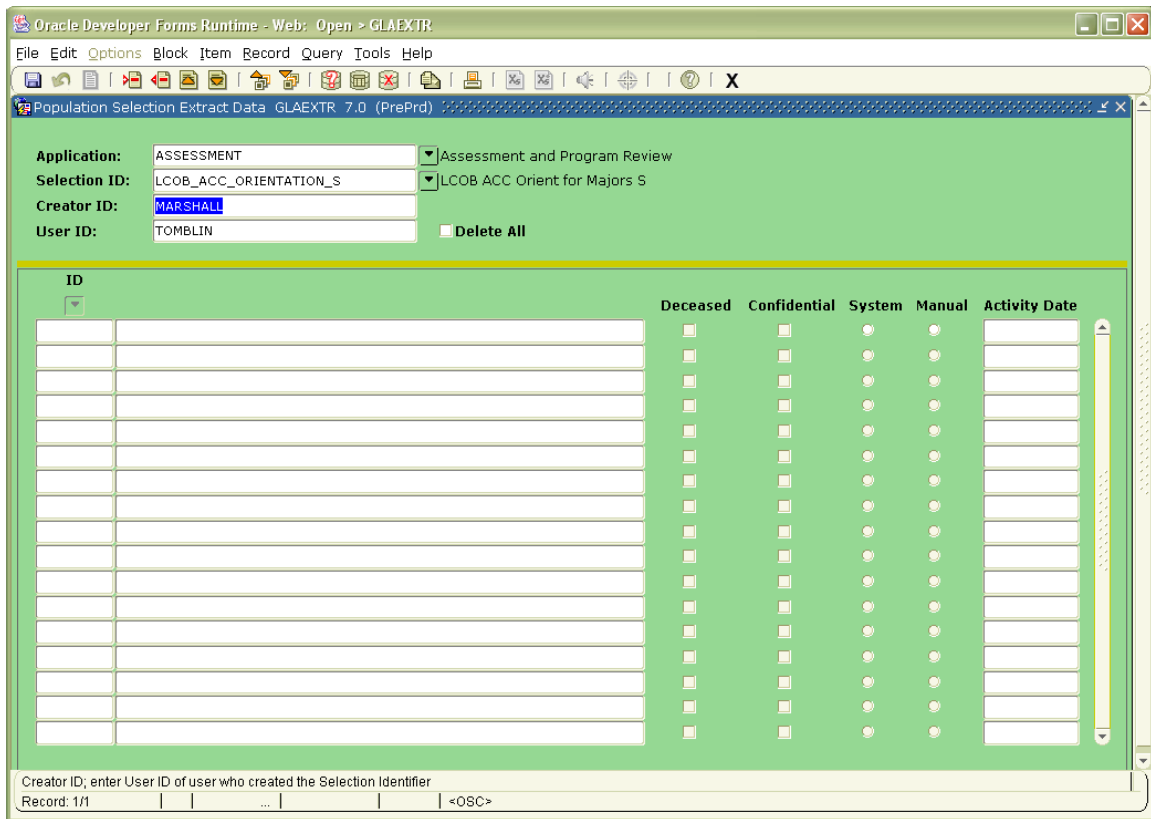


When you open the form, your username will be displayed in the **Creator ID:** and **User ID:** fields. You must first click in the **Creator ID:** field and change it to **MARSHALL**.



Scroll through the listing and locate the **Selection ID** that you want for your Assessment Day survey or activity. Highlight it and click on the Select icon to return to GLAEXTR with the **Selection ID** you chose.

NOTE: The Selection ID's are pre-defined based upon the information submitted by your college/department. Each Selection ID is prefaced with the acronym for your college/department. This listing is in alpha order. The student events have an **_S** at the end of their Selection ID and the faculty events have an **_F** at the end of their corresponding Selection ID. This is to facilitate the drawing of a "student only" prize(s) and a "faculty only" prize(s).



Perform a Next Block function, and you will be presented with a blank listing if this is the first time you have entered MUID numbers for this **Selection ID** or a listing of existing MUID numbers if you have entered some previously and now need to add more.

Enter an MUID into the **ID** field. If you don't know the MUID, perform a lookup using the Search icon located just below the **ID** field header. When you enter the MUID, the person's name will automatically appear. When you have entered the MUID's, click Save to commit the data. You will receive a message (lower left corner) "Transaction complete: 'x' records applied and saved." The 'x' is the number of MUID's you entered before clicking Save.

If you have entered an MUID incorrectly and retrieved the wrong person, highlight the record and click the Remove Record icon.

