

CCLP TA Batch Functionality

The following information is presented in this documentation.

- I. General overview of the TA Batch functionality
- II. Adding TAs to secondary sections
- III. Adding TAs to primary sections that do not have secondary sections
- IV. Running the TA Batch

I. General Overview of TA Batch Functionality

The CCLP has new functionality, the TA Batch Process, which will be implemented in fall 2011. The TA Batch functionality runs once per quarter for a specific term and is sent by each department as a separate process, triggered by a department user. It sends to the Office of the Registrar:

- all TAs on primary sections, for those courses that do not have secondary sections
- all TAs on secondary sections (or Instructors if they are leading the discussion)

Prior to the TA Batch being sent by a department for a given quarter:

- TAs do not get sent to the Office of the Registrar via the batch process or a one-off process.
- TAs can be added, modified or deleted at any time.

After the TA Batch has been sent by a department for a given quarter:

- One-offs are required to add or delete TAs on any section.

Note:

- Instructor information that is being sent in the TA Batch should contain actual Cruz IDs not Temporary Cruz IDs. TMP Cruz IDs will result in blank data being received by AIS for that individual.
- CA information can be added in the CCLP, but it is not sent nor entered into AIS.

II. How to Add One or More TAs to a Secondary Section

TA information for secondary sections are sent in the TA Batch. Subsequent changes to TA assignments will need to be done in a one-off.

Note: There is no automatic update of temporary Cruz IDs. You must update the temp Cruz ID on either the Support or Faculty menu in order for the actual name of the individual to be sent. Individuals with TMP CruzIDs will go over as blank.

Ltr	STS	Proj Enrl	AIS Init Enrl	Canceled	Activity Type	Days	Start	End	Room Name	Instr Type
E	STS	26	26	TTH	03:00 PM	05:00 PM	B	B	Baskin Paint E101	
Christopher, Daniel Ad										
F	STS	26								

Enter Section Info

Sec ltr: F, Proj Enrl: 26, AIS Init Enrl: 26, Canceled: , Activity Type: STS

Days, Start, End, Room Name, Dept GA, Features, Features

CruzID# Name (Last, First) Instr Type

Habel, E
Hannah, .

Enter Section Info

Sec ltr: F, Proj Enrl: 26, AIS Init Enrl: 26, Canceled: , Activity Type: STS

Days, Start, End, Room Name, Dept GA, Features, Features

CruzID# Name (Last, First) Instr Type

shabel, Habel,
PI
TA
CA

Continue

Create Date: 10/21/11
Sec Sched: 575
Class ID:
AIS Cat ID: 016
AIS Class ID:
Last Mod By:

1). From *Sched Dev - Scheduling Tab* open the *secondary section* popup by clicking on the blue arrow. On a blank row, click on the *CruzID* field.

2). Select a TA from the list. TAs should have real Cruz IDs not TMP (unless it is for a placeholder).

3). Click on the *Instr Type* field and select as appropriate (TA, PI, or CA). CAs are CLP centric and not sent or entered into AIS.

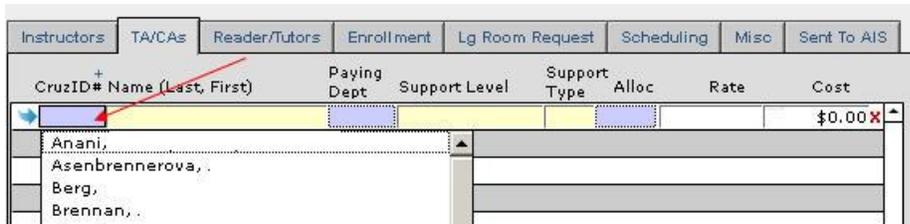
4). If you wish to add another TA, click the arrow on the blank row and repeat steps 2 and 3. Otherwise skip to step 5.

5). Click *Continue* to close the secondary section popup.

III. Adding TAs to Courses Without Secondary Sections

TA information for courses without secondary sections is sent in the TA Batch. Subsequent changes to TA assignments will need to be done in a one-off.

Note: There is no automatic update of temporary Cruz IDs. You must update the temporary Cruz ID on either the Support or Faculty menu in order for the actual name of the individual to be sent. Individuals with TMP CruzIDs will go over as blank.



CruzID#	Name (Last, First)	Paying Dept	Support Level	Support Type	Alloc	Rate	Cost
	Anani,						\$0.00
	Asenbrennerova, .						
	Berg,						
	Brennan, .						

- 1). From *Sched Dev*, click on the *TA/CAs* tab. Click on the *CruzID* field.
- 2). Select a TA from the list.
- 3). If you have additional TAs or CAs click on the *CruzID* field of a blank row (repeat steps above).

IV. Running the TA Batch

The TA Batch is triggered by a department CCLP user once per quarter. The data goes to a queue for processing by the Registrar's Office.

Before sending the TA Batch, make sure that you have finalized all of your TA assignments and updated Temp IDs to have valid Cruz IDs.



Division	Dept	Dept Full Name	Batch Qtr to Send	Send TA Batch Tonight!
HU	HIS	History	2118	<input type="checkbox"/>

This is the term that you are setting for the TA Batch

Click to Send TA Batch Tonight

Division	Dept	Dept Full Name	Batch Qtr to Send	Send TA Batch Tonight!
HU	HIS	History	2120	<input checked="" type="checkbox"/> Are you sure? You can still change your mind TODAY.

Once you click the Send TA Batch Tonight checkbox, the term indicated in the Batch Qtr to Send column advances to the next term.

1). Click on the *Admin* menu, the *Send TA Batch* screen appears.

2). From the *Send TA Batch* screen, note the value of the *Batch Qtr to Send*.

3). Click the *Send TA Batch Tonight!* checkbox. The term in the *Batch Qtr to Send* column advances to the next term.

4). If you change your mind about sending the TA Batch tonight, you can uncheck the checkbox.

5) Close the window. You will return to the Welcome screen.

Data that has been sent in the TA Batch will appear the following day as a row in the Sent To AIS tabbed area.

Xlisting	Sec#	Dept	Subject	Course#	AIS Transfer Date	Cancel
1	01	ECON	ECON	1	9/28/2011	<input type="checkbox"/>
Xfer Type		TA Batch				

To display, click the blue arrow.