

Class Transactions

Function	Command
Be able to generate a contract in IRM and submit to HR (assignments)	CU IM PA RE PC
Be able to look at a course dictionary record	CU CD MC
Be able to look at a course dictionary history record	CU CD CH
Be able to look at a faculty member's classes	CU IM IC – Instructor ID and Term
Be able to look at sessions and advise staff on appropriate session use	CU CS BC
Look at a class roster	CU CC MR – Reference Number, F6
Look up a faculty member's credentials	CU IM IR
Schedule a class	CU CC MC (or MN for noncredit)
Search for an available room (Facilities system)	FC SM AS
Search for faculty credentialed for a given course	CU IM IB IC
See a room's assigned capacity (Facilities system)	FC IM RU

Student Transactions

Function	Command
Be able to see a student's registration history	RG RS HI
Be able to see a student's SOAP (standards of academic progress)	SR AH SM
Look at a student's application	AD AP CC
Look at a student's holds and overrides	AD HO HO
Look at a student's placement demographics (test scores and placement)	SR TS SP SD
Look at a student's program objective	AD SO MO
Look at a student's status in the limited access process	AD SO LA
Look at a student's transcript (academic history)	SR TR DT
Look at student information in Credit and Collections	RG RS FI
Look at a student schedule	RG RG
Process an override	AD HO OV
Register a student	RG RG
Run a degree audit for any given program objective	DA DA

Finance Transactions

Function	Command
Look up their current budget status on the Finance System	FI GL IP IS – Account Number

Information Transactions

Function	Command
Be able to order batch reports such as faculty load assessment	(See Section F Academic Management Manual)
Run queries on PantherNet (QCLASS)	CU QC QC

Web Transactions

Function	Command
Email all students in a given class	EmployeeWeb – Academic Management
Look at output from a submitted batch job	Employeeweb – Section F (AMM)

Microsoft Office Skills

Function	Command
Be able to compose a simple spreadsheet with calculations	http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx Office 2007 Online Free Training
Be able to set up meetings with Outlook	

Entering PantherNet Commands

DIRECT COMMAND LINE	Enter two letter combinations with spaces - RG RG					
WITH STUDENT ID	Enter Student ID after Command - RG RG/S12345678 – Student ID with no dashes					
F-KEY Functions	F2 – Back one screen	F7 – Scroll Up	F8 -Scroll Down	F9 -Comments Print	F11 -Panel Right	F12 -Main Menu

Academic Reports

Report Name	Web Link
Academic Management Data	http://www.palmbeachstate.edu/x3911.xml
Academic Research Reports	http://www.palmbeachstate.edu/x9597.xml
Interactive (on-demand) reports	http://www.palmbeachstate.edu/x17327.xml
Campus Demographic Profiles	http://www.palmbeachstate.edu/documents/institutional_research/reports/CampusReports.pdf
CCSSE Data and Reports	http://www.palmbeachstate.edu/x14066.xml
Grade Distributions	http://www.palmbeachstate.edu/x3915.xml
Panorama	http://www.palmbeachstate.edu/x11122.xml
Reports Available by Request List	http://www.palmbeachstate.edu/x8246.xml
Seat Occupancy Reports	http://www.palmbeachstate.edu/x8246.xml
Term Trend Reports	http://www.palmbeachstate.edu/x7668.xml

Academic Documents and Forms

Document Name	Web Link
Academic & Class Calendars	http://www.palmbeachstate.edu/x3492.xml
Academic Management Manual	http://www.palmbeachstate.edu/x4223.xml
Add a Class Scheduler Form	http://www.palmbeachstate.edu/x8451.xml
Articulation Agreements	http://www.palmbeachstate.edu/documents/academic_services/articulationagreements.pdf
Catalog	http://www.palmbeachstate.edu/x327.xml
Cluster Meeting Minutes	http://www.palmbeachstate.edu/x4221.xml
Course Outlines	http://www.palmbeachstate.edu/x4247.xml
Deans' Council Minutes	http://www.palmbeachstate.edu/x14439.xml
Department Chair List	http://www.palmbeachstate.edu/x3352.xml
Faculty Handbook	http://www.palmbeachstate.edu/x5880.xml
Full-Time Faculty List	http://www.palmbeachstate.edu/x13046.xml
IAA Agreement	http://www.palmbeachstate.edu/x4238.xml
Request to Add Org Unit Form	http://www.palmbeachstate.edu/x6350.xml
Statewide Articulation Manual	http://www.palmbeachstate.edu/documents/academic_services/statwidearticulationmanual.pdf
Strategic Plan	http://www.palmbeachstate.edu/x17122.xml
Student Handbook	http://www.palmbeachstate.edu/x19187.xml

Academic & State Web Links

Function	Web Link
Academic Leadership Council	http://www.palmbeachstate.edu/x4240.xml
Academic Reference Resources	http://www.palmbeachstate.edu/x3757.xml
Curriculum Development	http://www.palmbeachstate.edu/x4249.xml
Data Request Form for IRE	http://intranet.palmbeachstate.edu/utilities/DataRequest/Public/DataRequestForm.asp
Faculty Credentialing	http://www.palmbeachstate.edu/x4224.xml
Florida Administrative Code	https://www.flrules.org/
Florida Statutes	http://www.flsenate.gov/Statutes/
Learning Outcomes	http://www.palmbeachstate.edu/x10269.xml
Prior Learning Assessment	http://www.palmbeachstate.edu/x4250.xml
Program Contact List	http://www.palmbeachstate.edu/asp/contacts.asp?year_id=10
Program Review	http://www.palmbeachstate.edu/x4248.xml
SACS Reaffirmation & Substantive Change	http://www.palmbeachstate.edu/sacs.xml
State Course Numbering System	http://scns.fldoe.org/
Student Assessment of Courses and Faculty	http://www.palmbeachstate.edu/x11572.xml