

**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	<a href="http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx">http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx</a> Office 2007 Online Free Training
Be able to set up meetings with Outlook	

**Entering PantherNet Commands**

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

**Academic Reports**

Report Name	Web Link
Academic Management Data	<a href="http://www.palmbeachstate.edu/ire/online-research-and-data/academic-management-data.aspx">http://www.palmbeachstate.edu/ire/online-research-and-data/academic-management-data.aspx</a>
Academic Research Reports	<a href="http://www.palmbeachstate.edu/ire/online-research-and-data/research-reports-and-surveys.aspx">http://www.palmbeachstate.edu/ire/online-research-and-data/research-reports-and-surveys.aspx</a>
Interactive (on-demand) reports	<a href="http://www.palmbeachstate.edu/ire/online-research-and-data/interactive-reports.aspx">http://www.palmbeachstate.edu/ire/online-research-and-data/interactive-reports.aspx</a>
Campus Demographic Profiles	<a href="http://www.palmbeachstate.edu/ire/documents/reports/CampusReports.pdf">http://www.palmbeachstate.edu/ire/documents/reports/CampusReports.pdf</a>
CCSSE Data and Reports	<a href="http://www.palmbeachstate.edu/ire/ccsse-2011.aspx">http://www.palmbeachstate.edu/ire/ccsse-2011.aspx</a>
Grade Distributions	<a href="http://www.palmbeachstate.edu/panorama/panorama-2006/student-performance/overall-course-grade-distribution.aspx">http://www.palmbeachstate.edu/panorama/panorama-2006/student-performance/overall-course-grade-distribution.aspx</a>
Panorama	<a href="http://www.palmbeachstate.edu/panorama/">http://www.palmbeachstate.edu/panorama/</a>
Reports Available by Request List	<a href="http://www.palmbeachstate.edu/ire/DataReports.aspx">http://www.palmbeachstate.edu/ire/DataReports.aspx</a>
Seat Occupancy Reports	<a href="http://www.palmbeachstate.edu/ire/online-research-and-data/interactive-reports.aspx">http://www.palmbeachstate.edu/ire/online-research-and-data/interactive-reports.aspx</a>
Term Trend Reports	<a href="http://www.palmbeachstate.edu/ire/online-research-and-data/research-reports-and-surveys.aspx">http://www.palmbeachstate.edu/ire/online-research-and-data/research-reports-and-surveys.aspx</a>

**Academic Documents and Forms**

Document Name	Web Link
Academic & Class Calendars	<a href="http://www.palmbeachstate.edu/academicaffairs/calendars-acad-class-mtg.aspx">http://www.palmbeachstate.edu/academicaffairs/calendars-acad-class-mtg.aspx</a>
Academic Management Manual	<a href="http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-management-manual">http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-management-manual</a>
Articulation Agreements	<a href="http://www.palmbeachstate.edu/documents/academic_services/articulationagreements.pdf">http://www.palmbeachstate.edu/documents/academic_services/articulationagreements.pdf</a>
Catalog	<a href="http://www.palmbeachstate.edu/catalog">http://www.palmbeachstate.edu/catalog</a>
Cluster Meeting Minutes	<a href="http://www.palmbeachstate.edu/academicservices/faculty-information/cluster-meeting-minutes.aspx">http://www.palmbeachstate.edu/academicservices/faculty-information/cluster-meeting-minutes.aspx</a>
Course Outlines	<a href="http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx">http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx</a>
Deans' Council Minutes	<a href="http://www.palmbeachstate.edu/academicservices/committees/joint-deans-council/meeting-datesminutes.aspx">http://www.palmbeachstate.edu/academicservices/committees/joint-deans-council/meeting-datesminutes.aspx</a>
Department Chair List	<a href="http://www.palmbeachstate.edu/academicaffairs/department-chairs.aspx">http://www.palmbeachstate.edu/academicaffairs/department-chairs.aspx</a>
Faculty Handbook	<a href="http://www.palmbeachstate.edu/academicservices/faculty-information/faculty-handbook.aspx">http://www.palmbeachstate.edu/academicservices/faculty-information/faculty-handbook.aspx</a>
Faculty Development Course	<a href="http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-development-online-course.aspx">http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-development-online-course.aspx</a>
Full-Time Faculty List	<a href="http://www.palmbeachstate.edu/academicaffairs/ft-faculty-instructors.aspx">http://www.palmbeachstate.edu/academicaffairs/ft-faculty-instructors.aspx</a>
IAA Agreement	<a href="http://www.palmbeachstate.edu/transfer/articulation/interinstitutional-articulationtech-prep/career-pathways-formerly-tech-prep.aspx">http://www.palmbeachstate.edu/transfer/articulation/interinstitutional-articulationtech-prep/career-pathways-formerly-tech-prep.aspx</a>
Off-Campus College Activity	<a href="http://www.palmbeachstate.edu/documents/academic_services/off_campus_forms.pdf">http://www.palmbeachstate.edu/documents/academic_services/off_campus_forms.pdf</a>
Request to Add Org Unit Form	<a href="http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-management-manual/request-to-add-org-unit-form.aspx">http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-management-manual/request-to-add-org-unit-form.aspx</a>
Statewide Articulation Manual	<a href="http://www.palmbeachstate.edu/documents/academic_services/statwidearticulationmanual.pdf">http://www.palmbeachstate.edu/documents/academic_services/statwidearticulationmanual.pdf</a>
Strategic Plan	<a href="http://www.palmbeachstate.edu/academicaffairs/strategic-planning-2012-2017.aspx">http://www.palmbeachstate.edu/academicaffairs/strategic-planning-2012-2017.aspx</a>
Student Handbook	<a href="http://www.palmbeachstate.edu/catalog/studenthandbook/default.aspx">http://www.palmbeachstate.edu/catalog/studenthandbook/default.aspx</a>

**Academic & State Web Links**

Function	Web Link
Academic Leadership Council	<a href="http://www.palmbeachstate.edu/academicservices/committees/academic-leadership-council/default.aspx">http://www.palmbeachstate.edu/academicservices/committees/academic-leadership-council/default.aspx</a>
Academic Reference Resources	<a href="http://www.palmbeachstate.edu/academicservices/information-and-reference/">http://www.palmbeachstate.edu/academicservices/information-and-reference/</a>
Curriculum Development	<a href="http://www.palmbeachstate.edu/curriculum-development/default.aspx">http://www.palmbeachstate.edu/curriculum-development/default.aspx</a>
Data Request Form for IRE	<a href="http://intranet.palmbeachstate.edu/utilities/DataRequest/Public/DataRequestForm.asp">http://intranet.palmbeachstate.edu/utilities/DataRequest/Public/DataRequestForm.asp</a>
Faculty Credentialing	<a href="http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-credentialing-tools/online-faculty-credentialing-database.aspx">http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-credentialing-tools/online-faculty-credentialing-database.aspx</a>
Florida Administrative Code	<a href="https://www.flrules.org/">https://www.flrules.org/</a>
Florida Statutes	<a href="http://www.flsenate.gov/Statutes/">http://www.flsenate.gov/Statutes/</a>
Learning Outcomes	<a href="http://www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes/default.aspx">http://www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes/default.aspx</a>
Prior Learning Assessment	<a href="http://www.palmbeachstate.edu/prior-learning/">http://www.palmbeachstate.edu/prior-learning/</a>
Program Contact List	<a href="http://www.palmbeachstate.edu/asp/contacts.asp?year_id=10">http://www.palmbeachstate.edu/asp/contacts.asp?year_id=10</a>
SACS Reaffirmation & Substantive Change	<a href="http://www.palmbeachstate.edu/sacs.xml">http://www.palmbeachstate.edu/sacs.xml</a>
State Course Numbering System	<a href="http://scns.fldoe.org/">http://scns.fldoe.org/</a>
Student Assessment of Courses and Faculty	<a href="http://www.palmbeachstate.edu/ire/student-assessment-of-courses-and-faculty/">http://www.palmbeachstate.edu/ire/student-assessment-of-courses-and-faculty/</a>