




EMT- Enrollment Management Tool

Quick Reference

Before You Begin

Have your Datatel ID and password. If you are unsure of your Datatel credentials or need to reset your password, contact Tammy in ITS @ x07414.

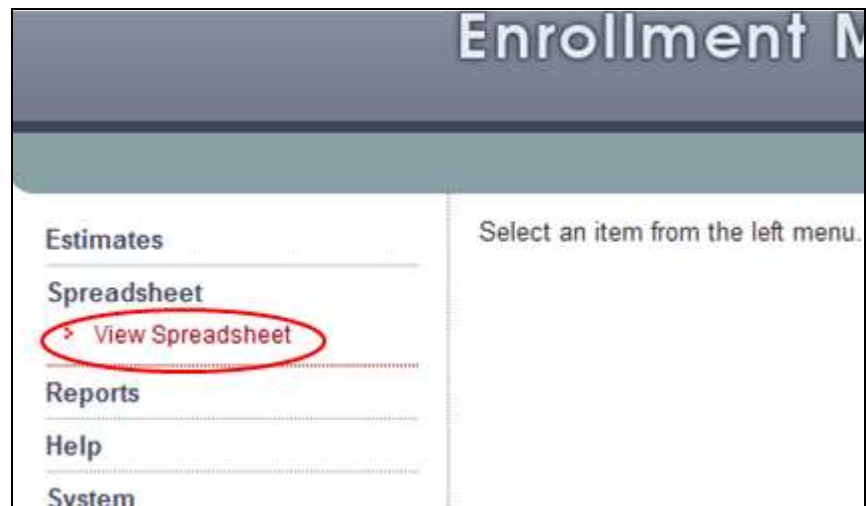
Logging In

Step 1 Go to the EMT website	<p>http://emt-vm/emt</p> <p> Tip: Save the website address under your Favorites for easy access.</p>
Step 2 Enter your Datatel ID and password.	 <p> Tip: The password is case-sensitive, make sure your keyboard is not inadvertently in Caps Lock.</p>

Accessing the EMT Spreadsheet

Step 1

Click "View Spreadsheet" from the left menu.



The screenshot shows the main menu of the Enrollment Management System. The title "Enrollment M" is at the top. On the left, there is a vertical menu with the following items: Estimates, Spreadsheet, View Spreadsheet (highlighted with a red circle), Reports, Help, and System. On the right, there is a message that says "Select an item from the left menu."

Step 2

Enter the desired selection and click "SUBMIT".



The screenshot shows the "View Spreadsheet" form. It contains the following fields and options:

- Reporting Term: 2011FA- Fall 2011 (dropdown menu)
- Location: SAC- Santa Ana College (dropdown menu)
- Residency: ☒ Both Resident and Non-Resident, ☐ Resident Only, ☐ Non-Resident Only
- Apprenticeship: ☒ Include Apprenticeship, ☐ Exclude Apprenticeship

At the bottom right, there is a "SUBMIT" button highlighted with a red circle.

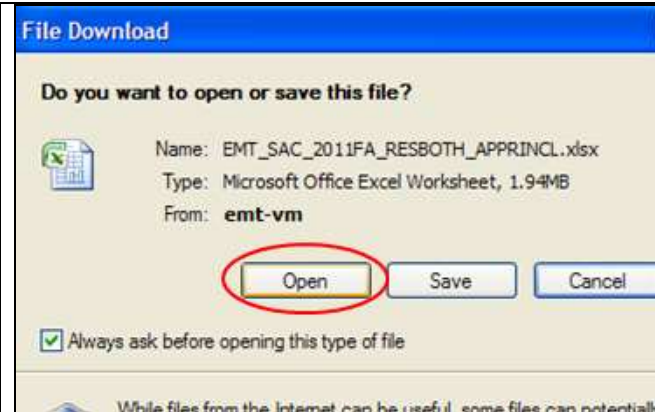
Accessing the EMT Spreadsheet(Cont)

Step 3

The "File Download" window appears. Select "Open".



Tip: When you select "Open", the spreadsheet is read-only. If you want to write to it, you can select "Save" and make a local copy.



EMT_SAC_2011FA_RESBOTH_APPRINCL.xlsx (Read-Only) - Microsoft Excel

HomeInsertPage LayoutFormulasDataReviewViewDeveloperAdd-InsAcrobatTeam

PasteClipboard

Calibri11A[^]_A[^]_A**B***I*U

Alignment

GeneralNumber

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormatCells

ΣSort & Filter

A8

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
1	Campus:				SAC															
2	Reporting Term:				2011FA															
3	Today:				August 16, 2011															
4	Data:				August 15, 2011															
5	Residency:				Both Resident and Non-Resident															
6	Apprenticeship:				Include Apprenticeship															
7	Term Length Multiplier:				16.6															
10					COURSE INFORMATION										COURSE CATALOG VALUES					
11																				
12																				
13																				
14																				
15																				
16																				
17																				

Accessing Reports

Step 1

Select the desired report from the Reports menu item.

Estimates

Spreadsheet

Reports

- > EMT0300 State Apportionment
- > EMT0310 Term Comparison
- EMT0320 Section/Crse Comp**

Select an item from the left menu.

Step 2

Enter the desired selection and click "SUBMIT".

EMT0320- Section vs. Course Comparison

Term: 2011FA- Fall 2011

Location: SCC- Santiago Canyon Colleg

Compare: Section Load

is.. is Less Than Course's

Output Format: Report

SUBMIT

Step 3

The report appears

<div> <div>Term: 2011FA- Fall 2011</div> <div>Location: SCC- Santiago Canyon College</div> <div>Compare: Section Load is Less Than Course's</div> </div> <div> Rancho Santiago Community College District Section vs. Course Comparison </div>																
Course Section No.	ID Start Date Instr Meth	Title End Date Bldg	Acct Meth Room	Su	M	T	W	Th	F	Sa	Time	PT	OL	FT	Course Load Section Load	
ART-186 50306	11563 08/22/11 LEC	Intermediate Stained Glass 12/11/11 W	D-110			T					06:00 PM - 07:00 PM	0.00	0.00	0.00	3.25	0.00
2	LAB	2D	D-110			T					07:00 PM - 10:15 PM					
ART-188B 50310	9943 08/22/11 LEC	Glass Exploration II 12/11/11 W	D-110					Th			06:00 PM - 07:00 PM	0.00	0.00	0.00	3.25	0.00
2	LAB	2D	D-110					Th			07:00 PM - 10:15 PM					

Navigating Reports

- (1) Click this icon to go to the Next Page.
- (2) Click this icon to go to the Previous Page.
- (3) From the drop-down, you can select to "Go to the First Page", or "Go to the Last Page".

The screenshot shows a web application interface. At the top, there is a navigation bar with a search box labeled "Find...", a "2 of 9" page indicator, and a "100%" zoom level. Below the navigation bar, there is a "Main Report" tab. The main content area displays the following information:

Term: 2011FA- Fall 2011
Location: SCC- Santiago Canyon College
Compare: Section Load is Less Than Course's

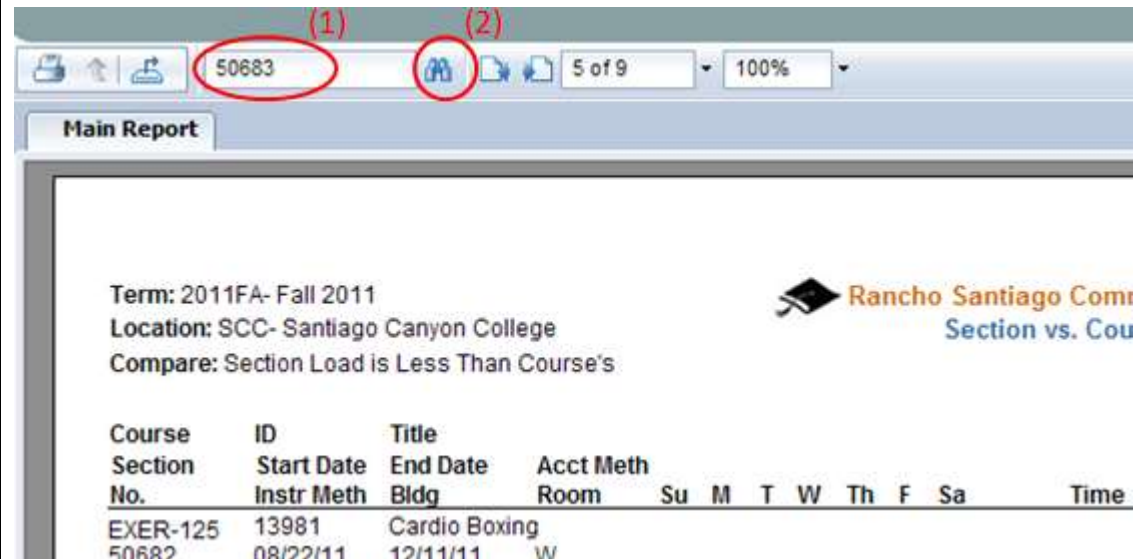
Rancho Santiago Community Co
Section vs. Course Comp

Course Section No.	ID Start Date Instr Meth	Title End Date Bldg	Acct Meth Room	Su	M	T	W	Th	F	Sa	Time
ART-233 50336 1	10543 08/22/11 I FC	Advanced Drawing 12/11/11 2D	W D-109			T		Th			01:30 PM - 02:35 PM

Searching Text in Reports

Step 1

- (1) Enter the text to search for in the search box.
- (2) Click the binoculars icon.



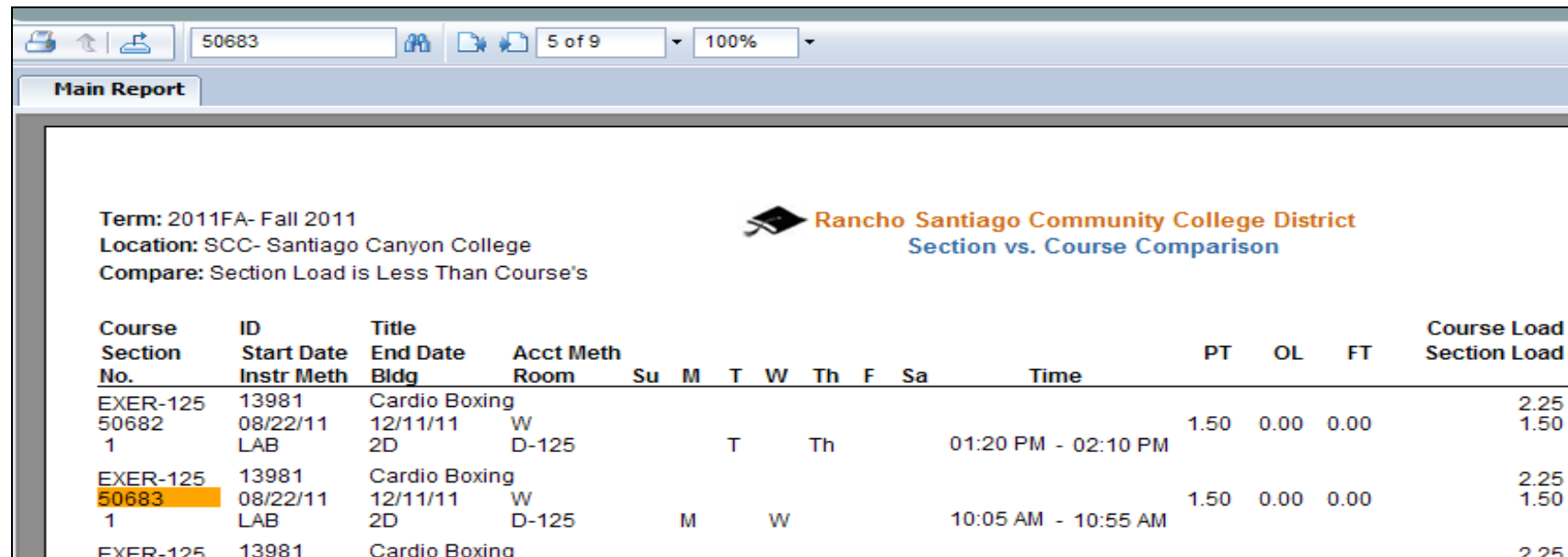
Term: 2011FA- Fall 2011
 Location: SCC- Santiago Canyon College
 Compare: Section Load is Less Than Course's

Rancho Santiago Community College District
 Section vs. Course Comparison

Course Section No.	ID Instr Meth	Title End Date Bldg	Acct Meth Room	Su	M	T	W	Th	F	Sa	Time
EXER-125 50682	13981 08/22/11	Cardio Boxing 12/11/11	W								

Step 2

The first occurrence of the text searched appears highlighted. If you want to continue looking for more occurrences, click the binoculars icon again.



Term: 2011FA- Fall 2011
 Location: SCC- Santiago Canyon College
 Compare: Section Load is Less Than Course's

Rancho Santiago Community College District
 Section vs. Course Comparison

Course Section No.	ID Instr Meth	Title End Date Bldg	Acct Meth Room	Su	M	T	W	Th	F	Sa	Time	PT	OL	FT	Course Load Section Load
EXER-125 50682	13981 08/22/11	Cardio Boxing 12/11/11	W									1.50	0.00	0.00	2.25
EXER-125 50683	13981 08/22/11	Cardio Boxing 12/11/11	W									1.50	0.00	0.00	2.25
EXER-125 50683	13981 08/22/11	Cardio Boxing 12/11/11	W									1.50	0.00	0.00	2.25

Printing Reports

Step 1

Select the printer icon located inside the report (make sure you don't confuse it with the browser's print icon).

Enrollment Management Tool

HOME LOG OUT

Find... 1 of 9 100%

Main Report

Term: 2011FA- Fall 2011
Location: SCC- Santiago Canyon College
Compare: Section Load is Less Than Course's

Rancho Santiago Community College District
Section vs. Course Comparison

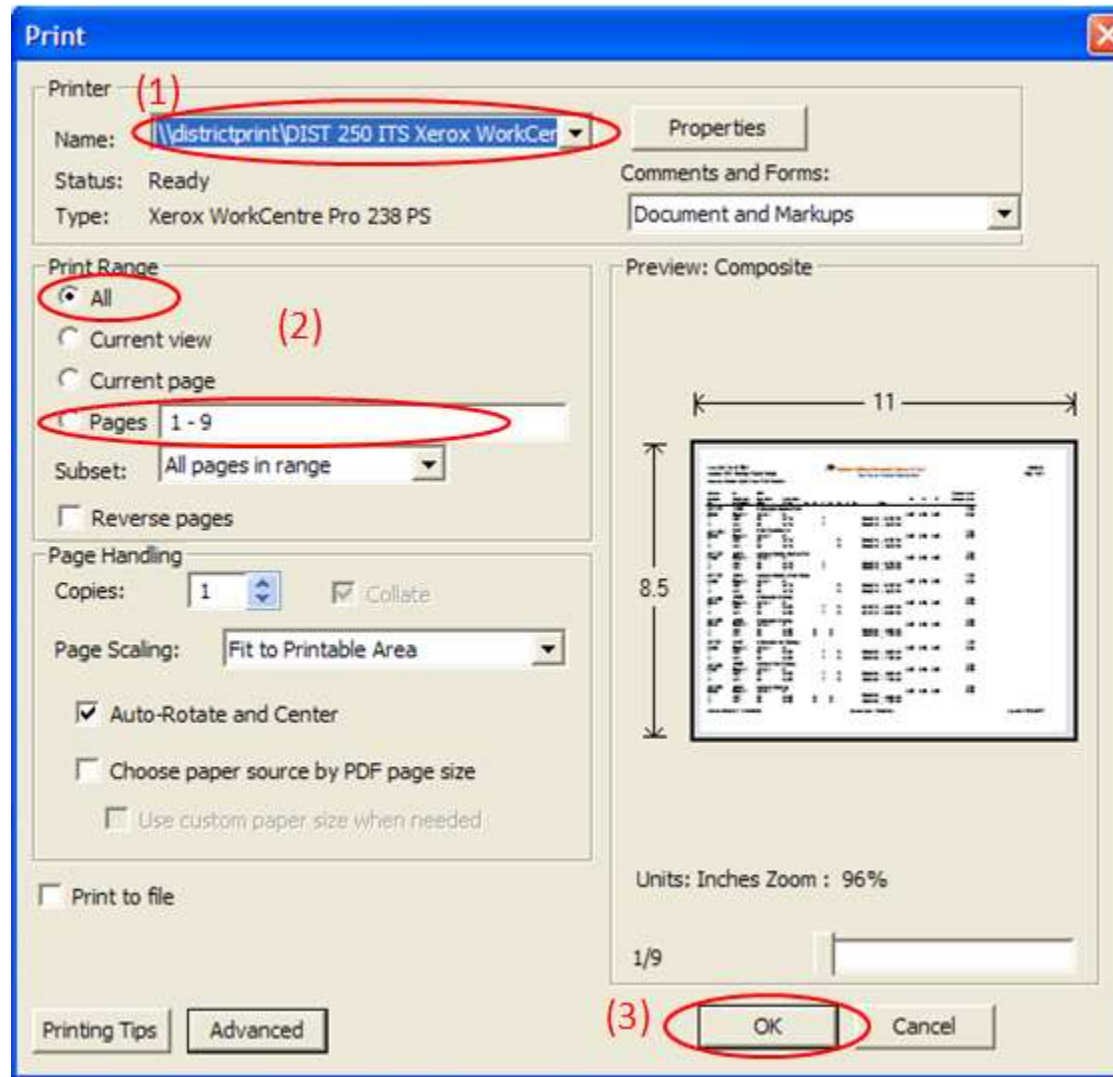
Course Section No.	ID Start Date Instr Meth	Title End Date Bldg	Acct Meth Room	Su	M	T	W	Th	F	Sa	Time	PT	OL	FT	Course Load Section Load
ART-186 50306	11563 08/22/11	Intermediate Stained Glass 12/11/11	W									0 00	0 00	0 00	3.25 0 00

Printing Reports (Cont.)

Step 2

The Print window appears.

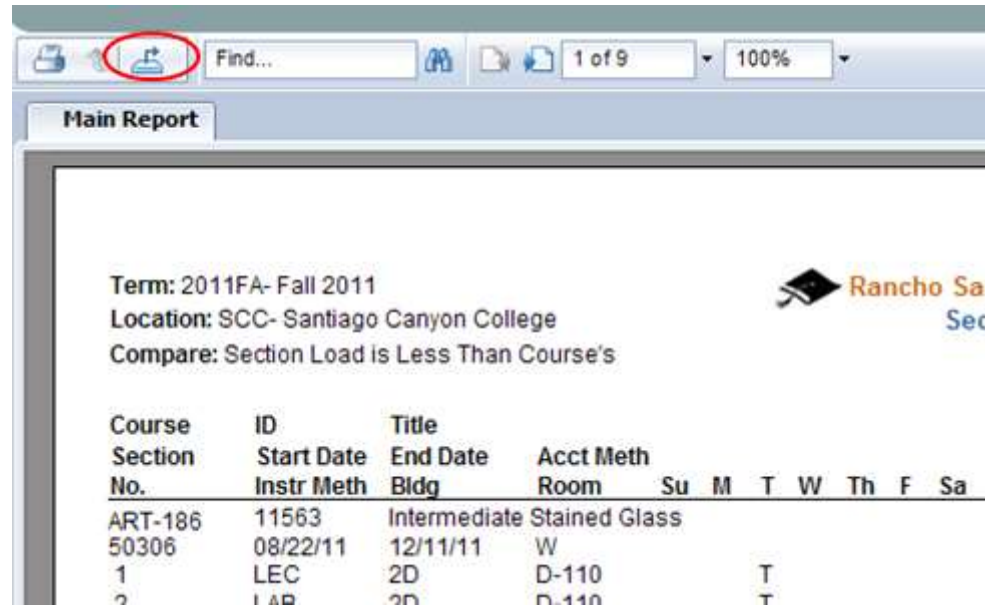
- (1) Your default printer will be selected. You can select another printer from the drop-down if needed.
- (2) You can select to print "All" or click on "Pages" and enter the pages you want to print.
- (3) Click OK.



Exporting Reports

Step 1

Select the export icon located inside the report.



The screenshot shows the 'Main Report' window. At the top, there is a toolbar with several icons. The third icon from the left, which represents an export function, is circled in red. Below the toolbar, the report content is displayed. It includes the following information:

- Term: 2011FA- Fall 2011
- Location: SCC- Santiago Canyon College
- Compare: Section Load is Less Than Course's

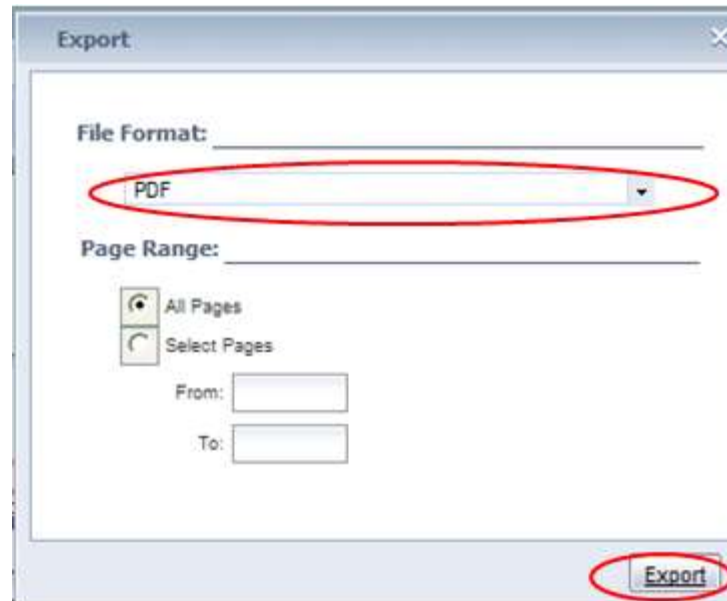
On the right side, there is a logo for 'Rancho Sa Sec' featuring a graduation cap icon. Below this, a table lists course details:

Course Section No.	ID Start Date Instr Meth	Title End Date Bldg	Acct Meth Room	Su	M	T	W	Th	F	Sa
ART-186	11563	Intermediate	Stained Glass							
50306	08/22/11	12/11/11	W							
1	LEC	2D	D-110			T				
2	LAB	2D	D-110			T				

Step 2

Select a file format from the drop-down, for example PDF.

Click the Export button.



The screenshot shows the 'Export' dialog box. It contains the following elements:

- File Format:** A drop-down menu with 'PDF' selected, circled in red.
- Page Range:** A section with two radio buttons: 'All Pages' (selected) and 'Select Pages'. Below 'Select Pages' are 'From:' and 'To:' input fields.
- Export Button:** A button labeled 'Export' at the bottom right, circled in red.

Exporting Reports (Cont.)

Step 3

The File Download window appears.

- (1) Select the desired folder location where to save your file.
- (2) Enter the desired file name.
- (3) Click the Save button.

