

Viewing and Generating WebCAPP Reports

Go to www.iup.edu/ursa to access the IUP Banner Website

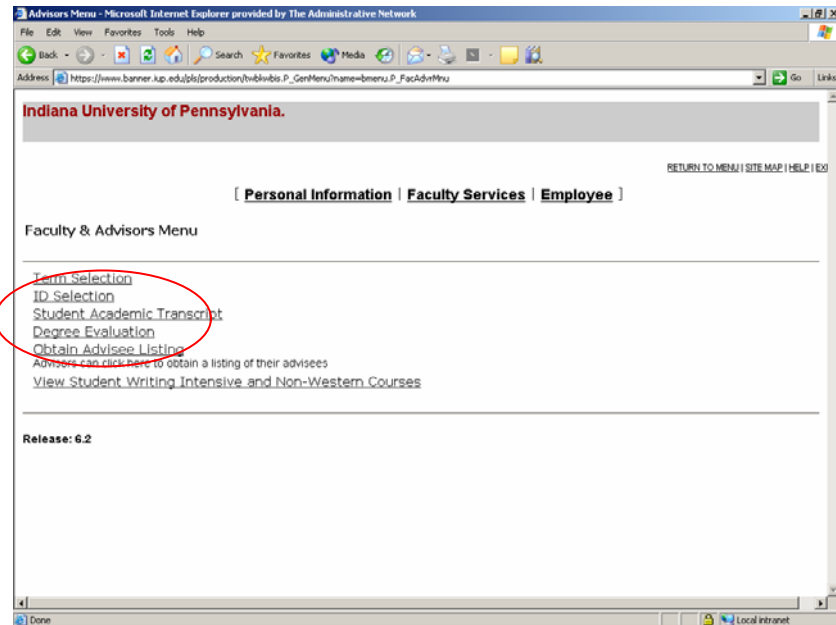
Choose **Login to Secure Area**

Enter your **Banner ID** and **PIN**

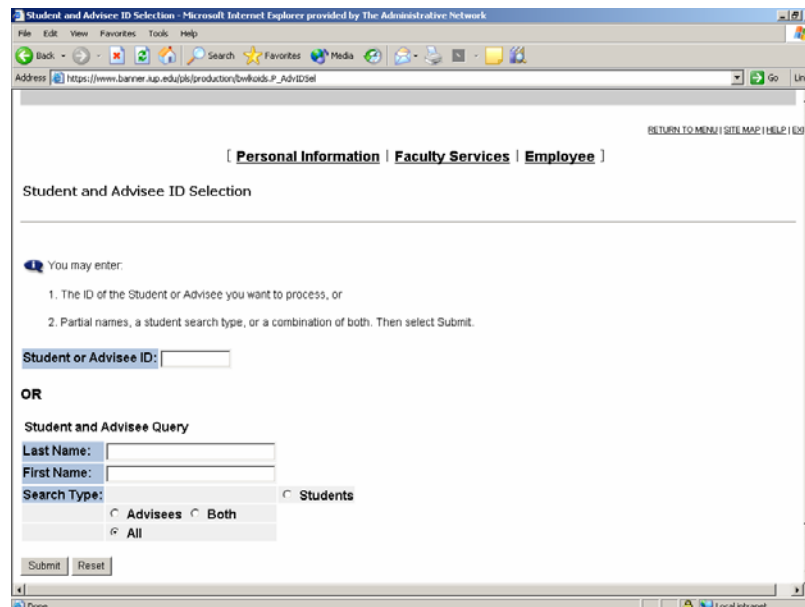
Choose **Faculty & Advisors** menu option

Choose **Advisor Menu**

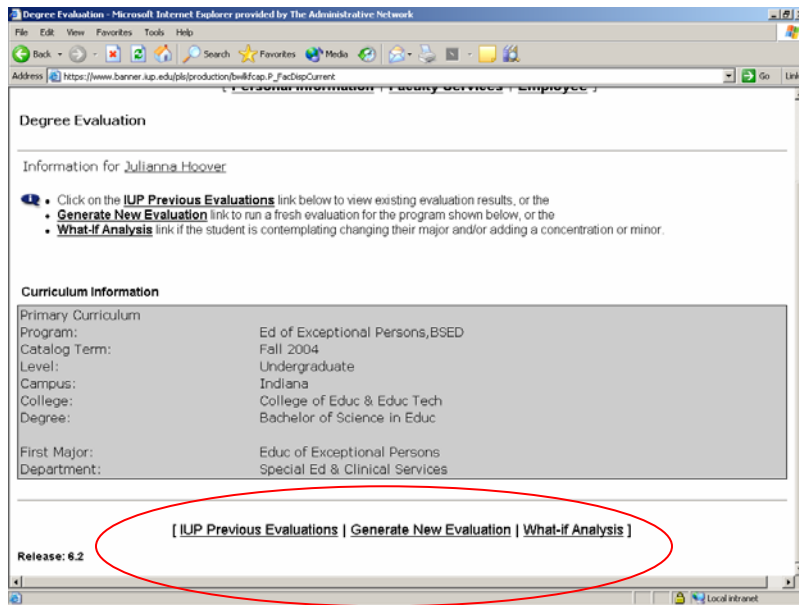
Choose **Degree Evaluation – Select Term**



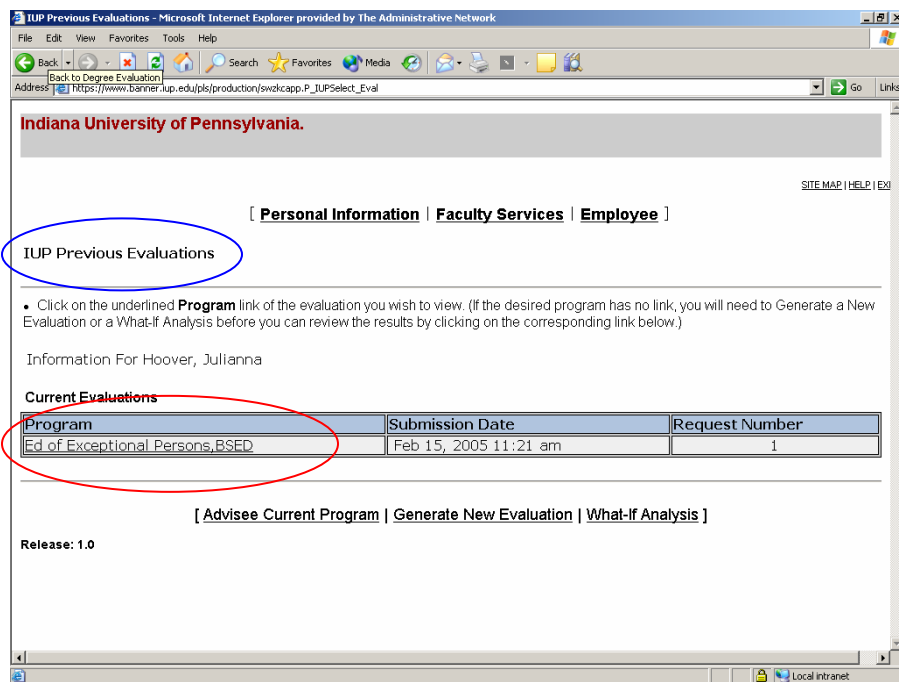
Identify the student by entering their Banner ID or Name. You may enter the entire name or portion of the name using the % as a wild card. Example – Sm% will search for all names beginning with Sm. Further narrow the search by selecting Students – Advisees. The default is All.



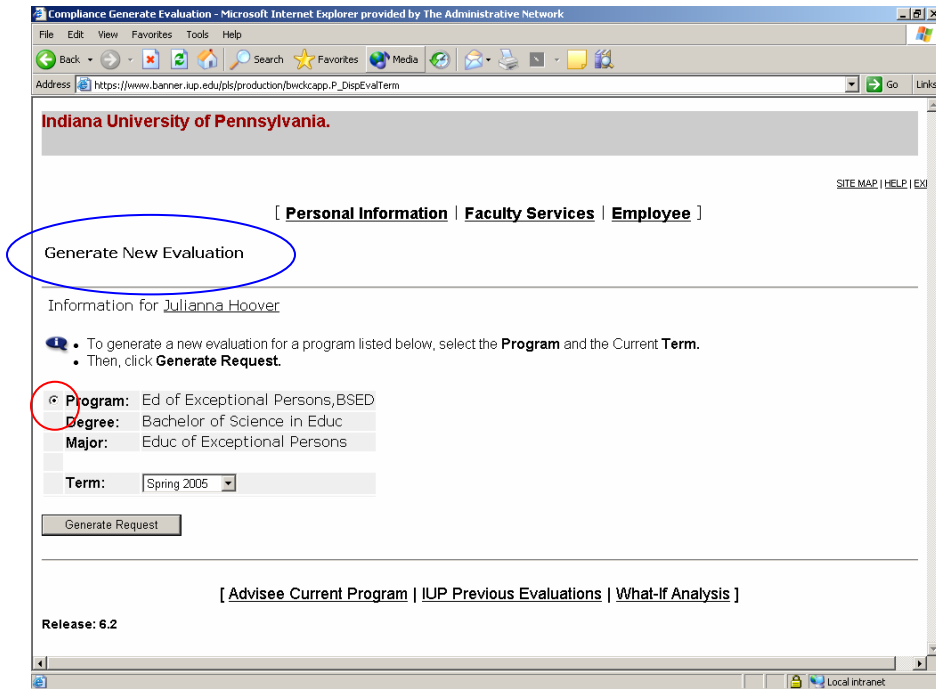
The program(s) for which the student is enrolled will be displayed. Links at the bottom of the screen are your navigation links.



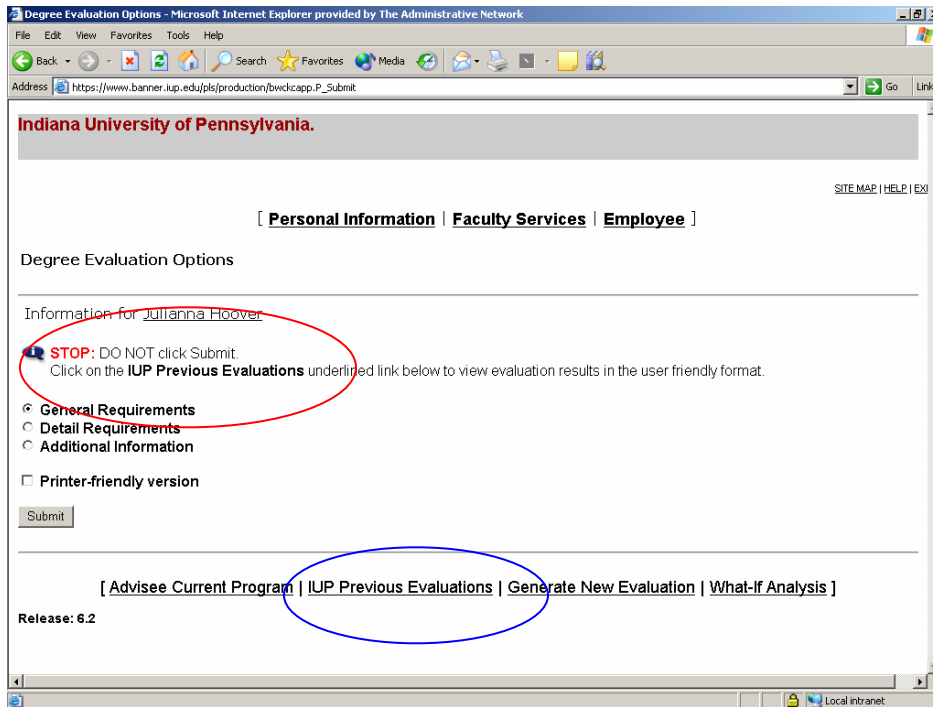
Select **IUP Previous Evaluations** to view an earlier evaluation.



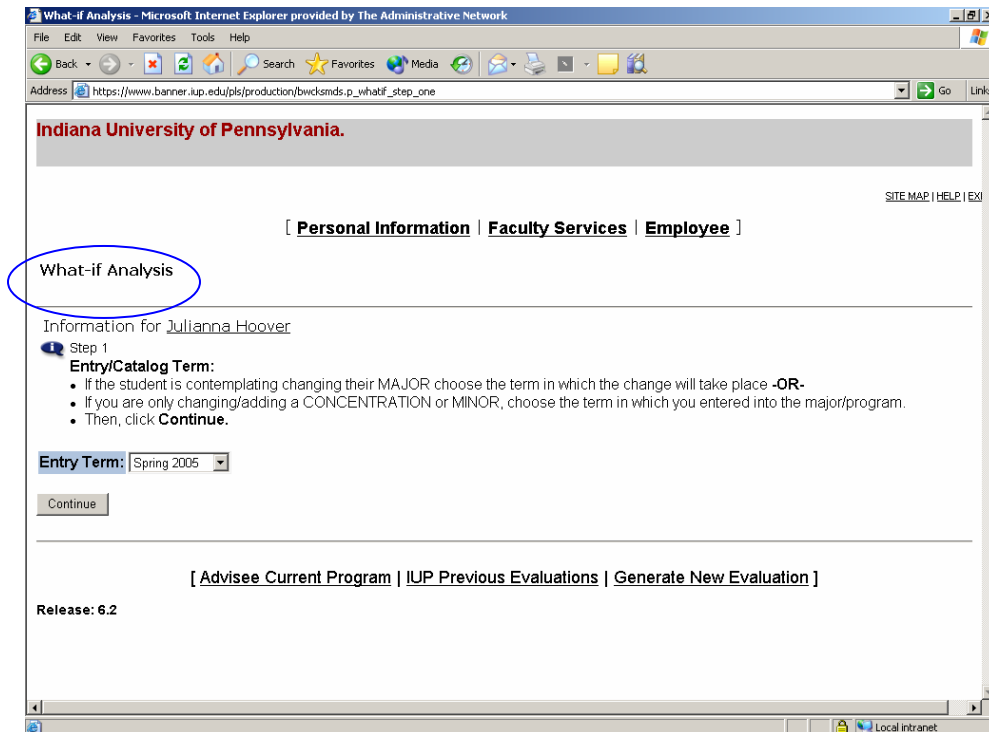
Select **Generate New Evaluation** if a current evaluation does not exist for the student or you wish to run a fresh evaluation for the program the student is currently enrolled in. You may not change the program under this option.



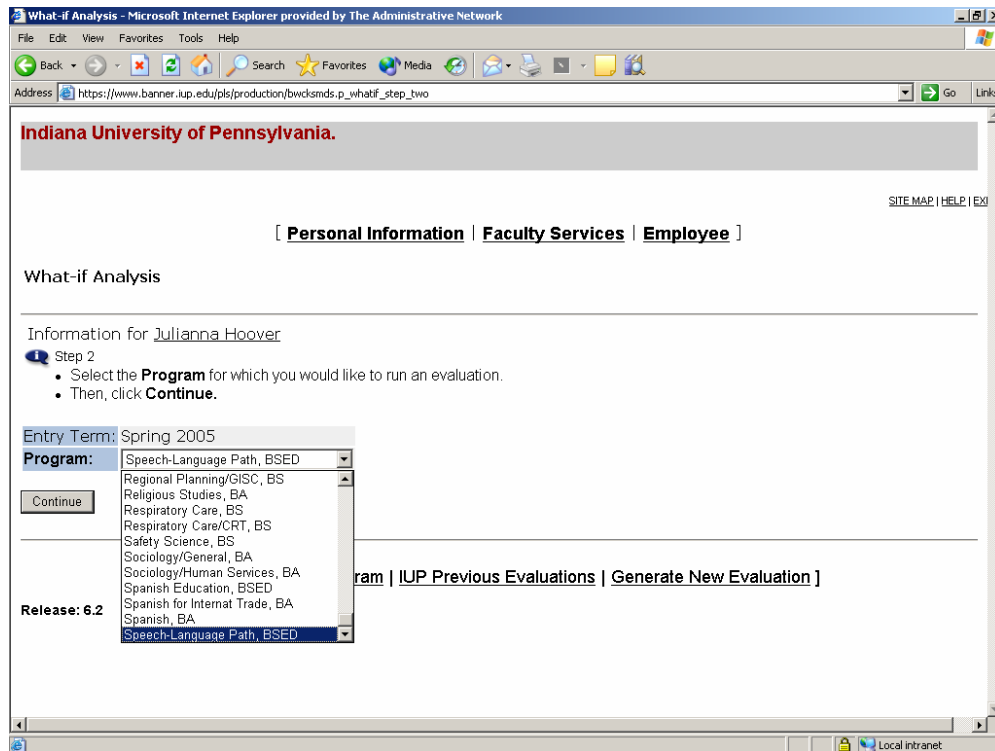
DO NOT SELECT SUBMIT AT THIS SCREEN – IUP has customized the output at this screen.



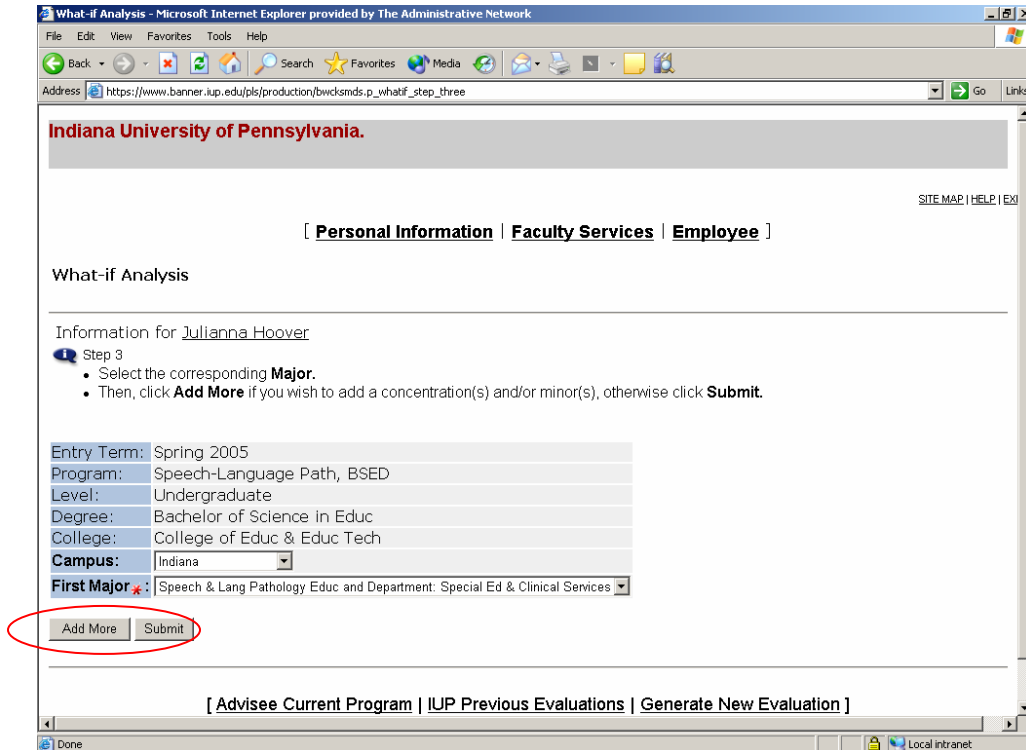
Select **What-If Analysis** when you wish to run an evaluation for a program not currently associated with the student.



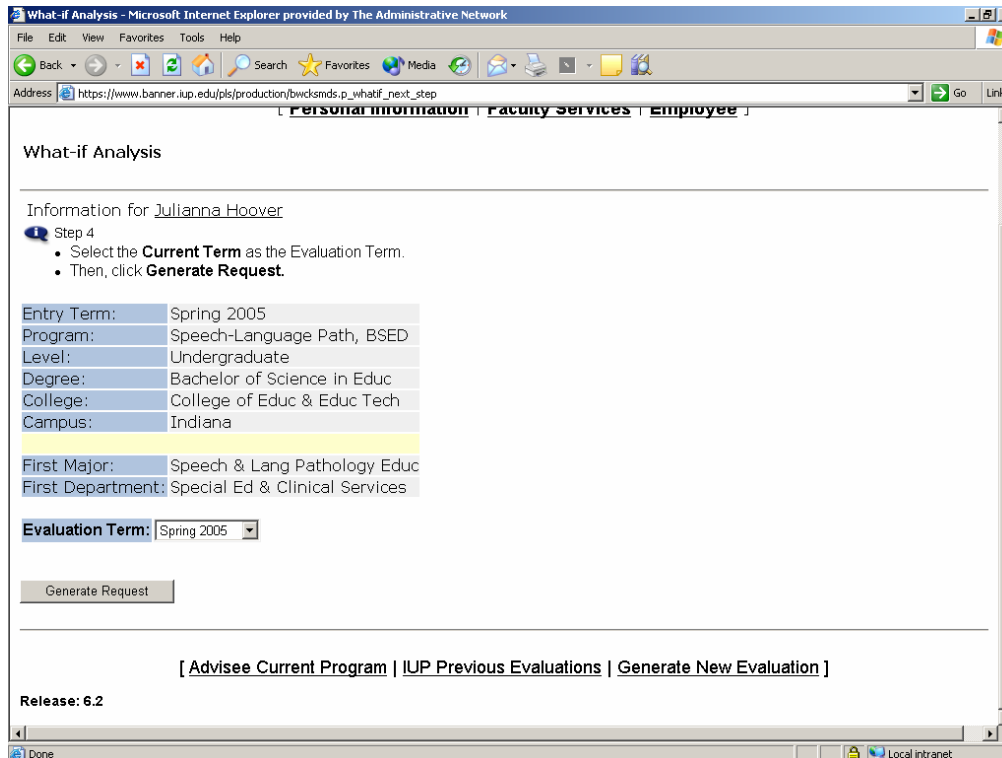
Select a program of study – student's current program will not appear on the list.



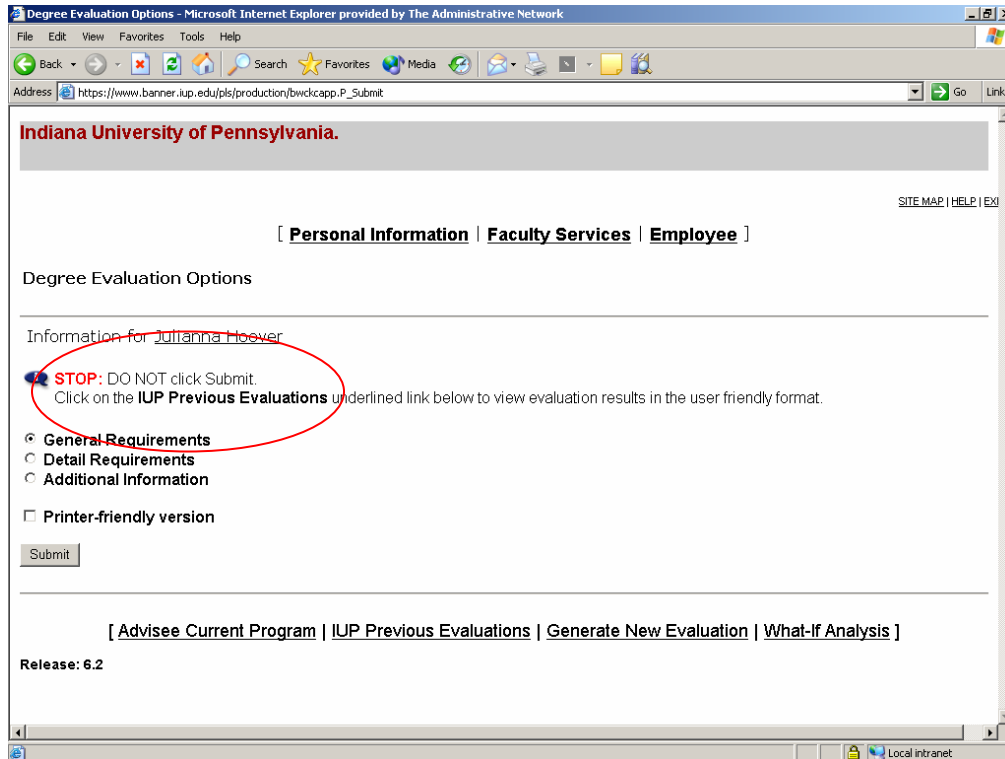
Additional Minors or concentrations may be added here if desired – select **Add More**



All programs, minors or concentrations will appear here for the What-If Analysis



DO NOT SELECT SUBMIT AT THIS SCREEN – IUP has customized the output at this screen.



Select the underlined program link that you would like to review.

