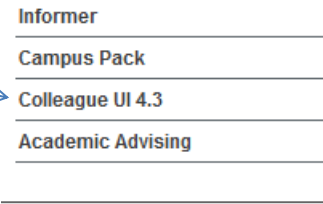


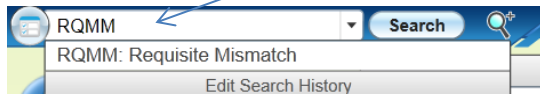
Datatel Help: Identifying Students without Course Prereqs or Coreqs

1. Sign into Datatel Colleague 4.3

- a. Sign into myRoanoke
- b. Click on "Colleague UI 4.3" on the right hand menu
- c. Problem? E-mail support@roanoke.edu



2. Enter RQMM in the search bar at the top and click "Search" or hit "Enter."



3. Respond "yes" to all three questions at the top of the page as appropriate:



4. Enter the course identifier in the following format: 2013FA SOCI 252.



5. Choose the correct section from the list that appears by double-clicking anywhere in the correct box.



6. Click and change the Output Device to "H":



7. Click twice.

8. A report will appear only if there are students missing pre- or co-requisites. The students' names appear on the left. Pre- and co-reqs are listed in the center and the students' grades in each course on the right. Courses in progress will be listed without a grade. In the first example below, the student failed MATH 122 in Spring 2013. In the second example, the student has not taken PHYS 104. Before removing a student from a course, make sure to double-check the exact prerequisites (some are difficult to translate into computer logic) and the student's transcript to see if the requirement has actually been satisfied.

```

(P)Take 1 group;
#
Take CHEM-112 MATH-122 (2294) PHYS-103 PHYS-104;
#
Take CHEM-112 MATH-122 (2294) PHYS-201 PHYS-202;
CHEM-112      08/10 2010FA  C
PHYS-103     08/12 2012FA  C
MATH-122     01/13 2013SP  F
PHYS-104     01/13 2013SP  C-

(P)Take 1 group;
#
Take CHEM-112 MATH-122 (2294) PHYS-103 PHYS-104;
#
Take CHEM-112 MATH-122 (2294) PHYS-201 PHYS-202;
CHEM-112      01/11 2011SP  A-
PHYS-103     08/11 2011FA  A
MATH-122     01/12 2012SP  B
    
```