

Submitting HS Universal IDs (PEIMs) for Dual Credit Students

This process document is intended for select ISD staff for the purpose of submitting HS Universal IDs (UIDs/PEIMs) for Dual Credit students enrolled at San Jacinto College. By the end of this document, users should be able to accomplish the following.

- Log into Argos Web Viewer
 - Access & run the Dual Credit ISDs Dashboard
 - Export data from the Dual Credit ISDs Dashboard
 - Save Output to the Dual Credit Teams site
-

Brief Instructions



Logging into Argos Web Viewer:

1. Navigate to the [Argos Web Viewer by Evisions](#).
2. Login with your SJC issued username and password.
3. New users should create a new password if prompted to do so.

Accessing & Running the Dual Credit ISDs Dashboard:

1. Click the Dual Credit ISD parent folder.
2. Click the Dual_Credit_ISD_Report.
3. Click to open the PEIMS Data Sharing tab.
4. Select from required parameters.
 - A. Term
 - B. ISD
 - C. High School
 - D. Campus
 - E. Student Type
5. Read and agree to the FERPA agreement, then click Submit to run the report.

Exporting Data from the Dual Credit ISDs Dashboard:

1. Click Export All to CSV from the gear menu .
2. Click the Apply button.
3. Click the Downloads icon  and select your file.

Saving High School UID Report to the Dual Credit Teams Site:

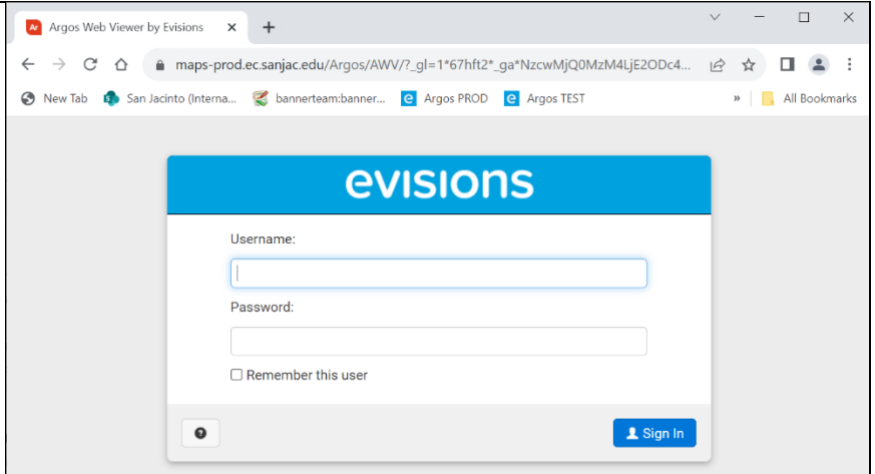
1. Save your document as a CSV file and use the appropriate naming format.
[\[High School Name\]_UID_\[DATE SUBMITTED\]](#) **Example:** North Shore HS_UID_091223
2. Go to the Dual Credit Site in Teams.
3. Click your school's channel and then the Files tab.
4. Click to open the FAST UIDs (PEIMs) folder.
5. Click Upload and Files, then browse for and open your CSV.

Detailed Instructions

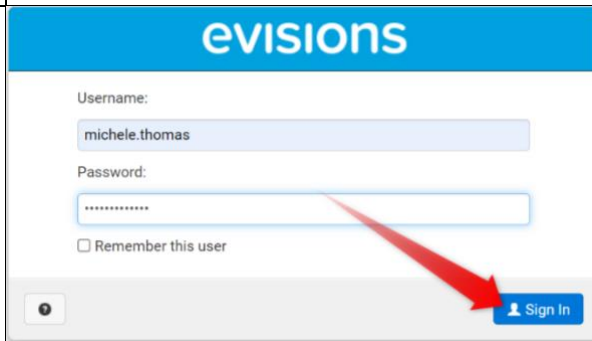
Logging into Argos Web Viewer:

1. In your web browser, navigate to the [Argos Web Viewer by Evisions](#).

NOTE: This site may be unavailable during periodic weekend maintenance.

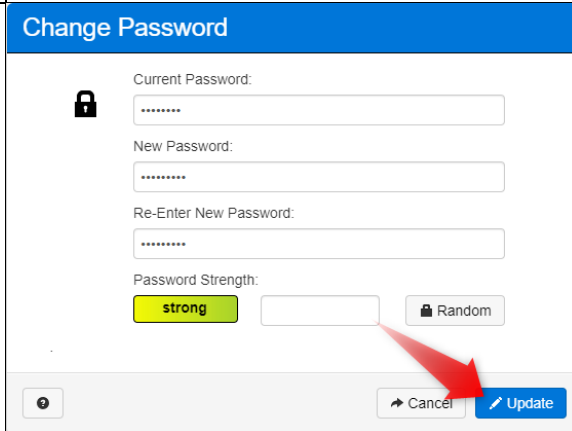


2. Login with your SJC issued username (first name.last name) and password and click the **Sign In** button.



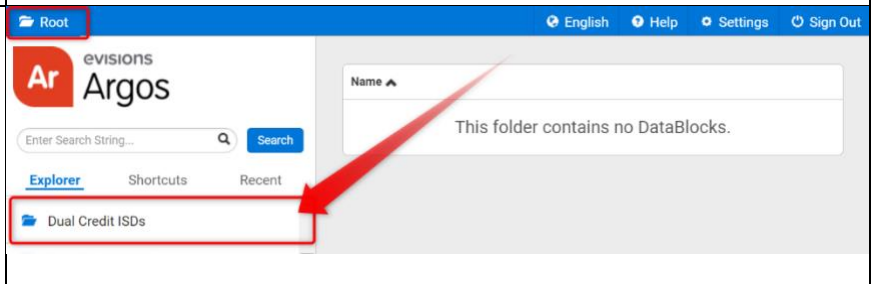
3. Evisions prompts new users to create a new password. In the Change Password dialog box, enter your initial password, a new password, then reenter to confirm the new password before clicking the **Update** button.

NOTE: Report Evisions access issues to Sonia Townsend, SJC's Dean of Dual Credit Partnerships, at sonia.townsend@sjcd.edu. Be sure to indicate that you are an ISD employee attempting to access the Dual Credit ISD Dashboard on Evisions.

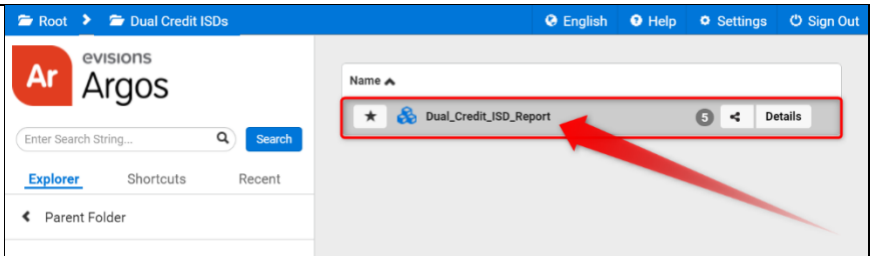


Accessing & Running the Dual Credit ISDs Dashboard:

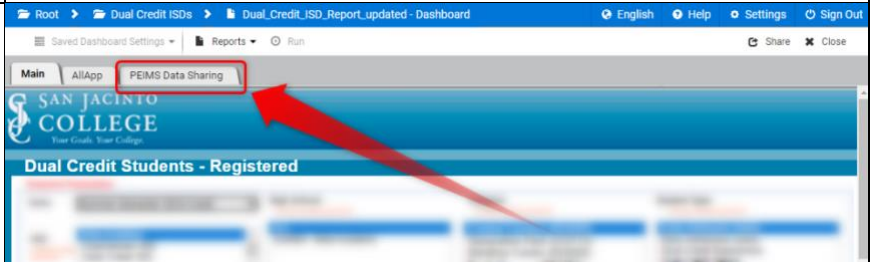
1. On the Argos Root page, click the **Dual Credit ISDs parent folder**, in the left pane, to view its content.



2. In the right pane, click to open the **Dual_Credit_ISD_Report**.



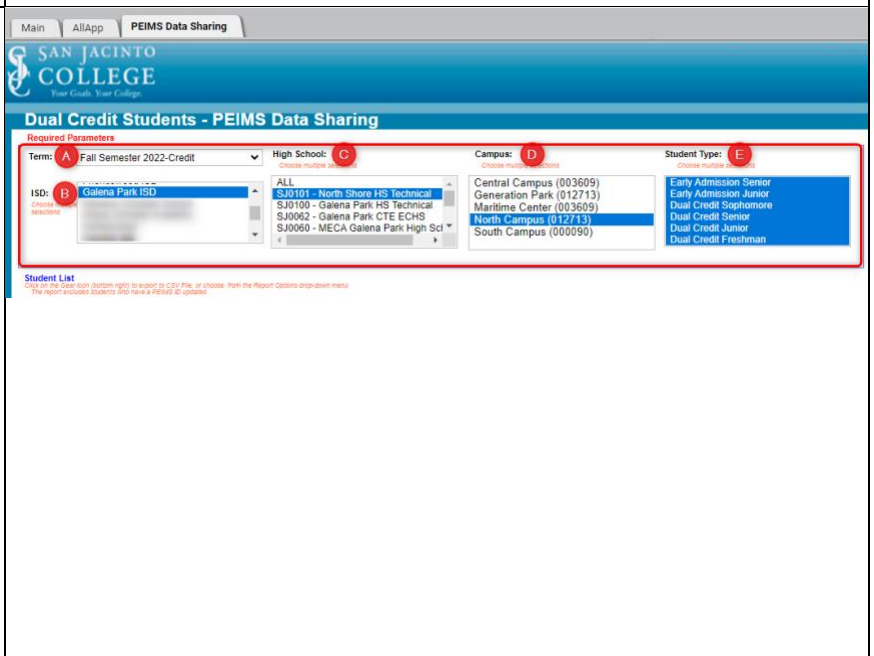
3. On the Dual Credit ISD Report, click to open the **PEIMS Data Sharing** tab in the top, left corner.



4. Select from **required parameters**:

- A. **Term** – this is the term for which you are providing student PEIMs.
- B. **ISD** – this is the name of your school’s district.
- C. **High School** – this is the name of your school.
- D. **Campus** – this is the SJC campus attended by your students.
- E. **Student Type** – this is the type of student you are providing PEIMs for.

NOTE: Hold down the Shift key on your keyboard and click to select multiple parameter values (i.e., select all six Student Types).



- Read the **FERPA agreement** on the right side of the page and click the checkbox to agree. Checking the box will enable the **Submit** button, which you can then click to run the report.

Student data will populate in the Student List Section at the bottom of the page. This may take several minutes.

IMPORTANT NOTE: Students appearing in the Student List on the PEIMS Data Sharing tab, have not had a UID/PEIM reported to SJC. To view students with reported UIDs/PEIMs, see the Dual Credit Students – Registered Report on the Main tab.

Student Type:
 Choose multiple selections
 Early Admission Senior
 Early Admission Junior
 Dual Credit Sophomore
 Dual Credit Senior
 Dual Credit Junior
 Dual Credit Freshman

You must agree to the security statement in order to view Dual Credit ISD information. Student education records shared between high school partners and SJCD shall be maintained in accordance with the Family Educational Rights and Privacy Act ("FERPA") and will be kept confidential.

Agree

Main | AllApp | PEIMS Data Sharing

Dual Credit Students - PEIMS Data Sharing

Required Parameters

Term: Fall Semester 2022-Credit
 High School: ALL
 Campus: Central Campus (003609), Generation Park (012713), Maritime Center (003609), North Campus (027413), South Campus (000090)
 Student Type: Early Admission Senior, Early Admission Junior, Dual Credit Sophomore, Dual Credit Senior, Dual Credit Junior, Dual Credit Freshman

ISD: Galena Park ISD, Genesis Christian School, Grace Christian Academy, Homeschool, Humble ISD

Student List

HS Code	High School	Id	Last Name	First Name	DOB	PEIMS Uid
SJ0101	North Shore ...					
SJ0101	North Shore ...					
SJ0101	North Shore ...					
SJ0101	North Shore ...					
SJ0101	North Shore ...					
SJ0101	North Shore ...					
SJ0101	North Shore ...					
SJ0101	North Shore ...					
SJ0101	North Shore ...					
SJ0101	North Shore ...					

Main | AllApp | PEIMS Data Sharing

Dual Credit Students - Registered

Required Parameters


Term: Fall Semester 2022-Credit
 High School: ALL
 Campus: Central Campus (003609), Generation Park (012713), Maritime Center (003609), North Campus (027413), South Campus (000090)
 Student Type: Early Admission Senior, Early Admission Junior, Dual Credit Sophomore, Dual Credit Senior, Dual Credit Junior, Dual Credit Freshman

ISD: Galena Park ISD, Genesis Christian School, Grace Christian Academy, Homeschool, Humble ISD

Student List

HS Code	High School	Id	PEIMS Uid	Last Name	First Name	Student Email	Personal Email	CRN	Subject	Course Numbr	Section
SJ0101	North Shore ...							12374	PPFB	1443	201
SJ0101	North Shore ...							12373	PPFB	1408	201
SJ0101	North Shore ...							12373	PPFB	1408	201
SJ0101	North Shore ...							12373	PPFB	1408	201
SJ0101	North Shore ...							13018	HART	1407	201
SJ0101	North Shore ...							11556	GOVT	2305	233
SJ0101	North Shore ...							15017	MDCA	1205	204
SJ0101	North Shore ...							11538	MDCA	1313	202
SJ0101	North Shore ...							11538	MDCA	1313	202
SJ0101	North Shore ...							13491	POFT	1301	202

Exporting Data from the Dual Credit ISDs Dashboard:


- Click the gear icon  at the bottom, right corner of the screen, and select **Export All to CSV** from the list of options that displays.

Filter

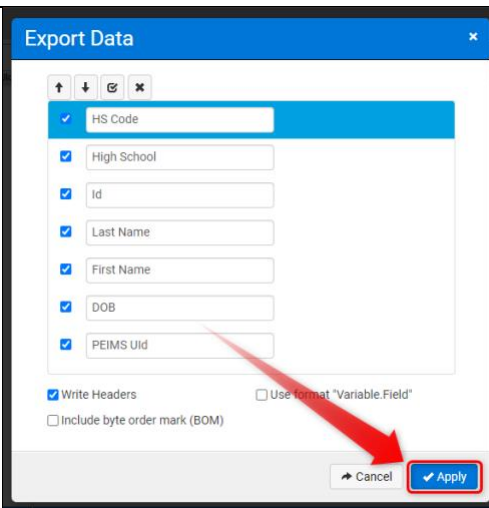
Order Columns


Export All to CSV

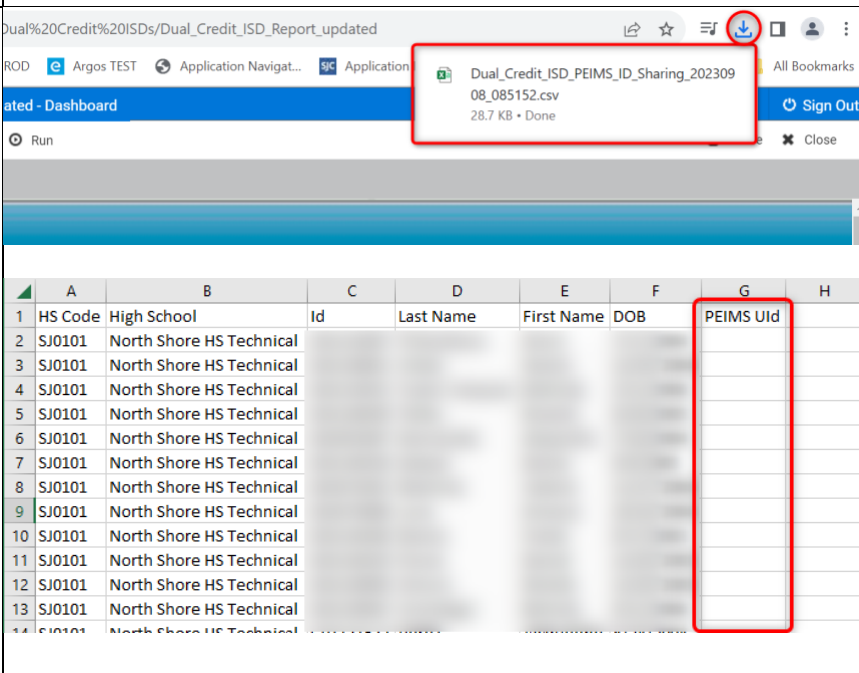
Export Selected to CSV



- Review data options in the Export Data dialog box, select/deselect data fields as desired, then click the **Apply** button.



- Click the message that displays at the top, right side of the screen or click the Downloads icon  in the top, right corner and choose your file from the list that displays.



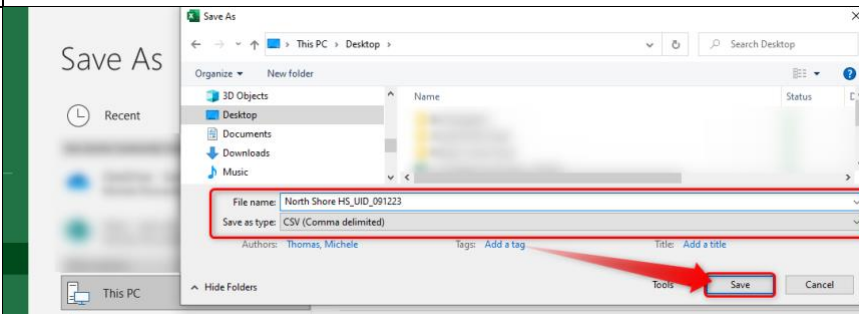
NOTE: The file opens in Microsoft Excel, where you can enter student PEIMS in the designated column.

Saving High School UID Reports to the Dual Credit Teams Site:

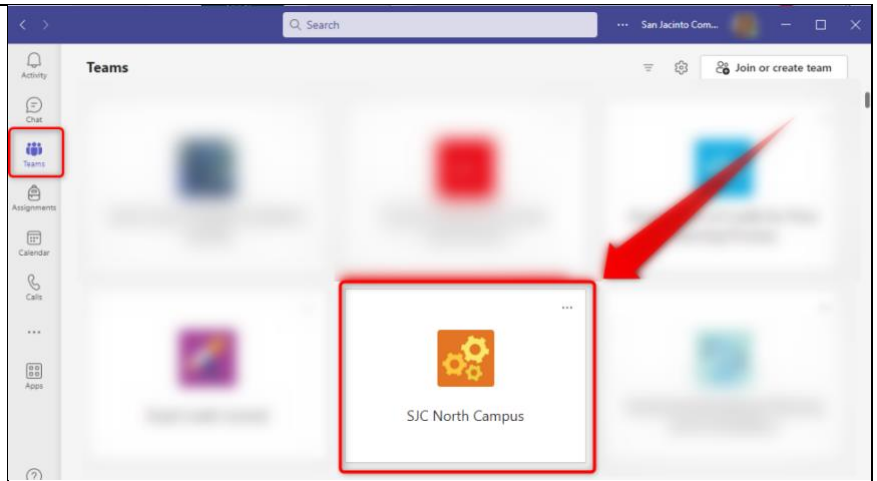
- After adding student UIDs (PEIMs), save your document as a CSV (Comma delimited) (*.csv) file and use the following naming format.

[High School Name]_UID_[DATE SUBMITTED]

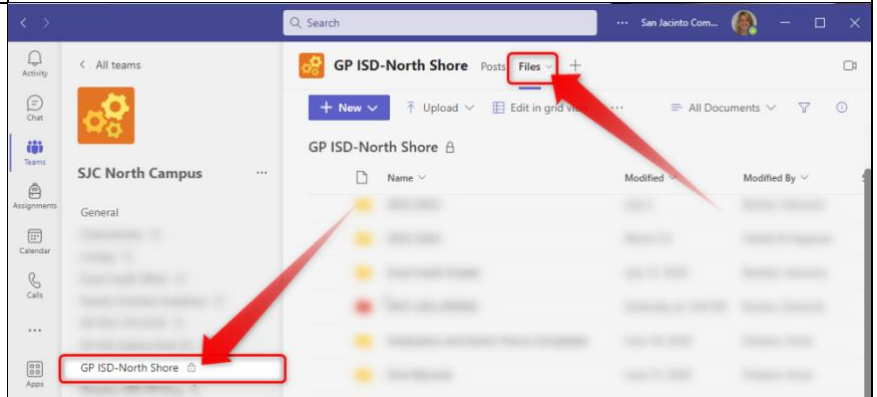
Example: North Shore HS_UID_091223



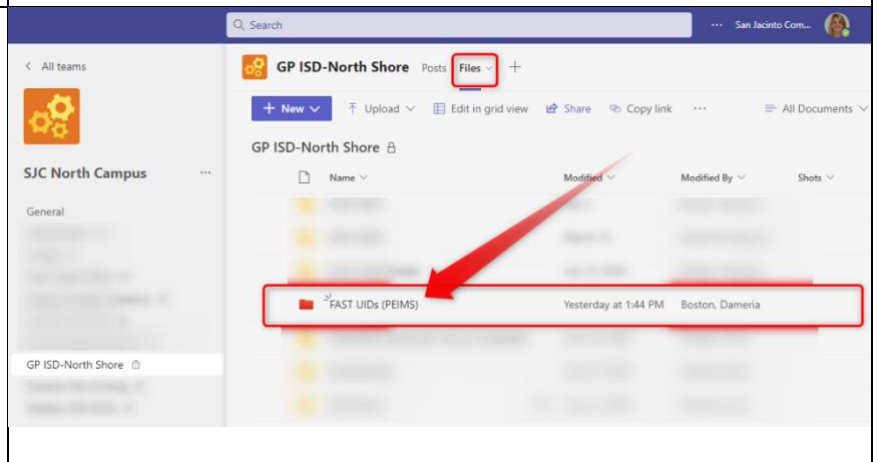
2. Login to **Microsoft Teams** and navigate to the **Dual Credit** site for the appropriate SJC Campus.



3. Click **your school's** channel on the left side of the page, then click the **Files** tab at the top.



4. Click to open the **FAST UIDs (PEIMS)** folder.



5. Click the Upload button at the top of the page and choose Files. Then browse for and open your CSV file.

NOTE: You can also drag and drop your CSV file into the FAST UIDs (PEIMS) folder.

