BOSTON COLLEGE

EagleApps

Academic Record Guide

Contents

Accessing Student Info/Academic Record Tabs

1. Sign in to the Agora Portal using your BC credentials.
2. Select the EagleApps link in the Academics and Courses area.
   If you don't see the link as shown below, and you require access, please submit a Student Services Access Request ticket using the link below:
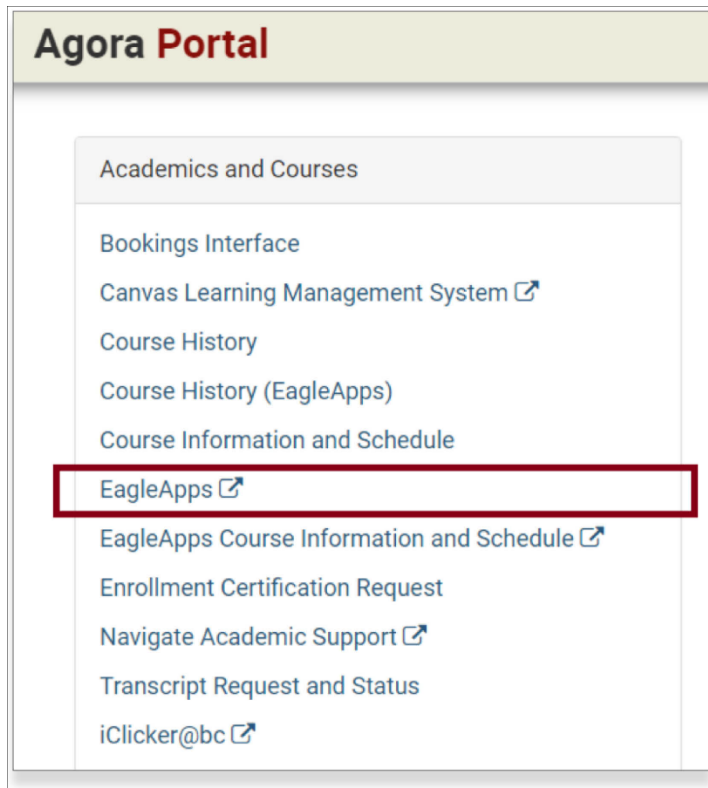
Access requests are generally approved and granted within 48 hours.

About the Academic Record Tabs

This Academic Record tabs are primarily used by Department Administrators, Student Advisors, and Student Services. The majority of the tabs only allow you to view academic information about a student, although a few tabs allow you to add and edit certain parameters.

The following example shows the Academic Record tabs that are accessed from the Student Info area in EagleApps.
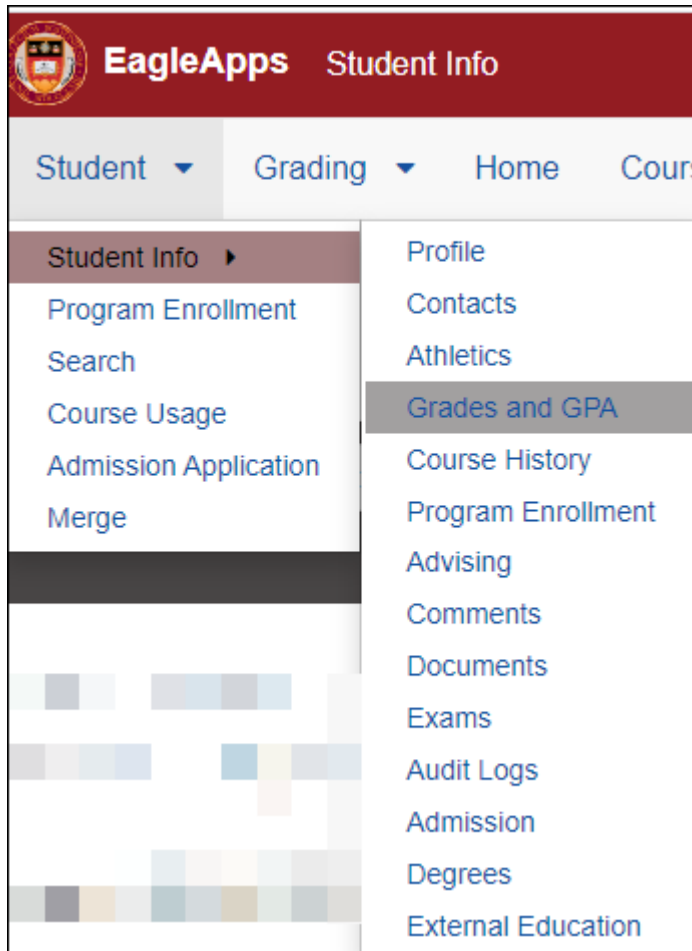
Basic Navigation

When you open any of the Academic Record tabs, the main screen will look very similar to the sample screen below. It contains:

- A field in the upper left-hand corner of the screen where you can enter a student's name or ID.
- A black student context header that displays the student's name, ID, school, major, and security settings. Click the right arrow (**>**) to display a photograph of the student (if available).
- A letter **i** icon provides screen level help about student registration.
- Academic Record tabs are displayed at the top of the screen.
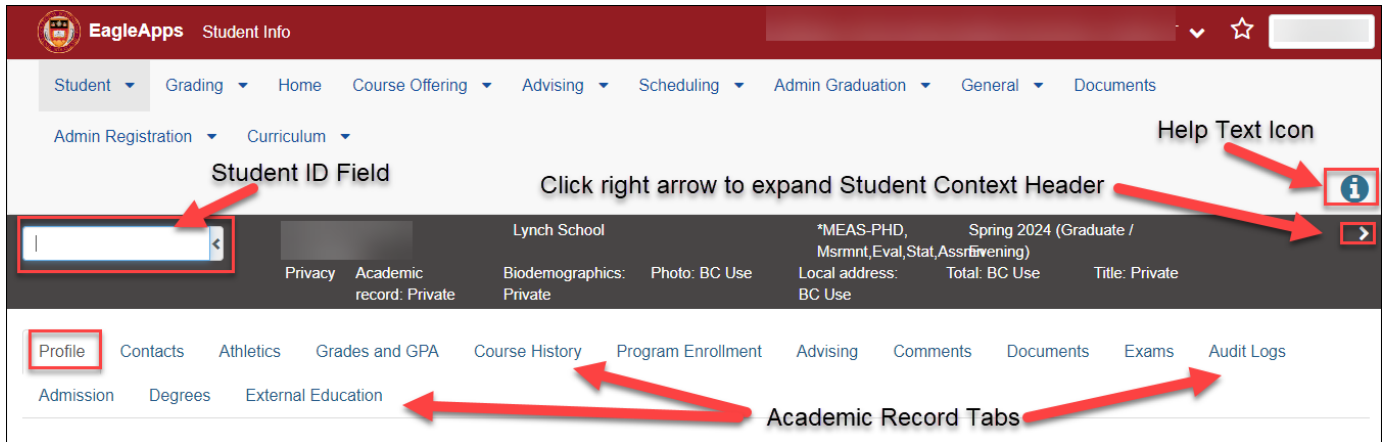
In the main screen, enter the name or ID of the student that you want to view in the Student ID field.

Profile Screen

The **Profile** screen provides basic demographic information about the student. This information includes

- The student's ID
- The student's date of birth
- The student's religious affiliation (if any)
- The student's ethnicity
- The student's disability (if any)
- The student's native language
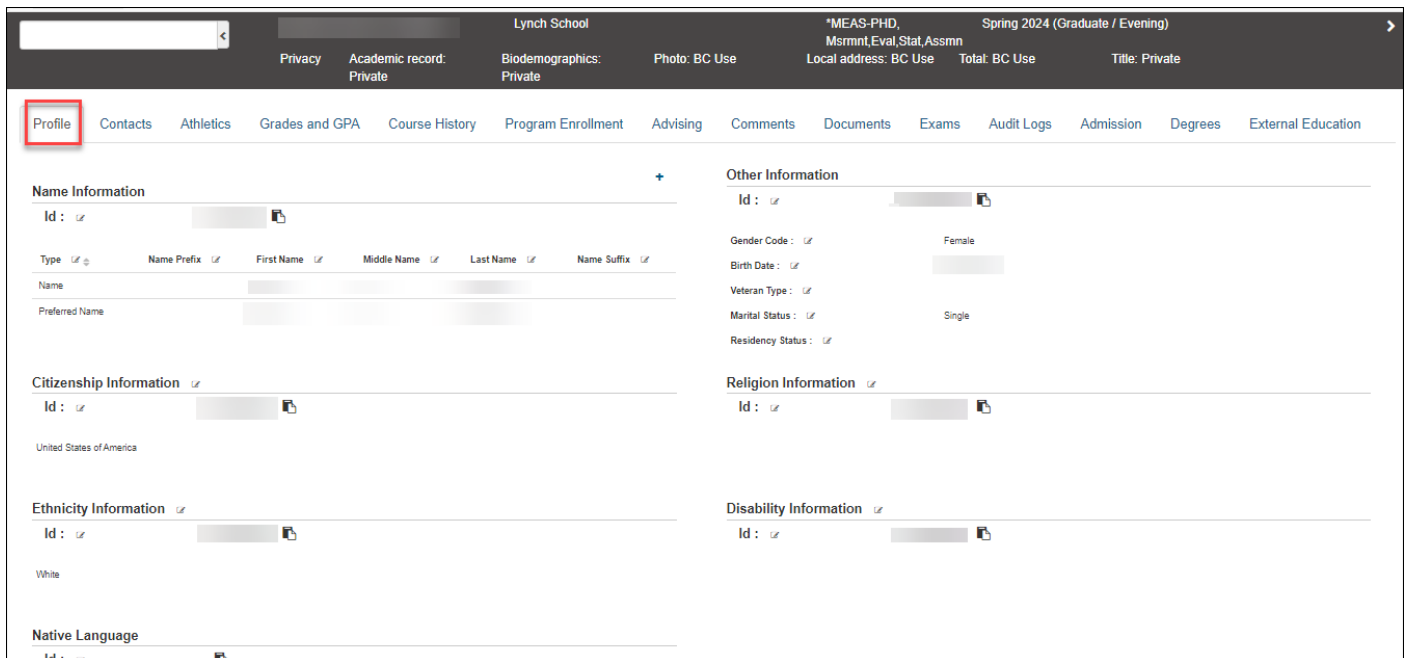
Contacts Screen

The **Contacts** screen provides the following information about the student:

- Primary email address (usually the student's BC email address)
- Forwarding email address (if any)
- Home phone and cell Phone (may be the same phone number)
- Emergency phone number
- Home address
- Local address (BC campus address)
- Custodial parents' address and phone number

Athletics Screen

The **Athletics** screen enables sports coaches to register students for a sport.

The **Find Sport and Add to Student** drop-down menu enables you to select a sport type, search for a sport by name, and select a season when the sport is played.

Click the **Plus** (**+**) sign next to Actions to display the **Find Sport and Add to Student** Dialog. The drop-down menu provides three selections:

- The Sport Type
- Search for a sport by name
- Select the season when the sport is played

Click the **L** inside the circle to display the **Sport Change History** dialog. The drop-down menu allows you to update the following information:

- The Sport Type
- The Code Name of the sport
- The season when the sport is played
- The administering organization for the sport
- The date when the sport starts
- The reason the student is no longer allowed to participate in this sport

Grades & GPA Screen

The **Grades & GPA** screen provides a running history of the student's GPA since the first semester of enrollment at Boston College, continuing up to the current semester.

This screen allows you to view an at-a-glance historical view of the student's courses, credits attempted, program that the student is enrolled in, GPA credits, GPA points, grade points, and GPA.

This is considered sensitive student data and only a subset of users at Boston College are authorized to view this data per FERPA regulations. Users not authorized to view grades and GPA data do have access to course history information for the student via the Course History tab.

The **Cumulative** window lists the following information:

- The student's GPA
- The number of credits attempted
- The number of credits earned
- The student's GPA
- The term that the student was enrolled
- Related course information is listed, which includes the Course Code, Course Title, Course State (for example, Registered), Instructor's Name, and the Assigned Value for the Course (Letter Grade, Pass/Fail, or Audit)

Grades and GPA information for individual semesters is displayed in separate windows under the Cumulative window, with the most recent semester listed first.

2021SPRG 💬
01-01-2021 - 05-18-2021

School	Level	Degree	Major(s)	Varations(s)	Grad Term	Status
GSEHD	GRAD	MA, PHD	MEAS-PHD	GSOE016	Spring 2024	Graduate / Evening

C — Credits Attempted 54.0 | Credits Earned 48.0 | GPA Credits | GradePts | GPA
T — Credits Attempted 6.0 | Credits Earned 0.0 | GPA Credits | GradePts | GPA | Enrollment Status Result Full-time | Class Standing Freshmen

Term Name	Course Code	Activity Code	Course Title	State	Instructor Names	Credits Attempted	Assigned Grade Scale	Assigned Grade Value	Credits Earned	Type
Spring 2021	MESA8670	01	Psychometrics II: Item Response Theory	Registered	LI,ZHUSHAN	3.0	Letter			Course
Spring 2021	MESA8861	01	Multilevel Regression Models	Registered	O'DWYER,LAURA	3.0	Letter			Course

2020FALL 💬
09-01-2020 - 12-31-2020

School	Level	Degree	Major(s)	Varations(s)	Grad Term	Status
GSEHD	GRAD	MA, PHD	MEAS-PHD	GSOE016	Spring 2024	Graduate / Evening

C — Credits Attempted 48.0 | Credits Earned 48.0 | GPA Credits | GradePts | GPA
T — Credits Attempted 9.0 | Credits Earned 9.0 | GPA Credits | GradePts | GPA | Enrollment Status Result Full-time | Class Standing Freshmen

Term Name	Course Code	Activity Code	Course Title	State	Instructor Names	Credits Attempted	Assigned Grade Scale	Assigned Grade Value	Credits Earned	Type
Fall 2020	MESA7601	01	Introduction to Mathematical Statistics	Registered	BRAUN,HENRY I	3.0	Letter		3.0	Course
Fall 2020	MESA8862	01	Design of Experiments	Registered	O'DWYER,LAURA	3.0	Letter		3.0	Course
Fall 2020	MESA9960	01	Seminar in Educational Measurement and Research	Registered	VON DAVIER,MATTHIAS	3.0	Letter		3.0	Course

2020SUMM 💬
06-01-2020 - 08-31-2020

School	Level	Degree	Major(s)	Varations(s)	Grad Term	Status
GSEHD	GRAD	MA, PHD	MEAS-PHD	GSOE016	Spring 2024	Graduate / Evening

C — Credits Attempted 39.0 | Credits Earned 39.0 | GPA Credits | GradePts | GPA
T — Credits Attempted 3.0 | Credits Earned 3.0 | GPA Credits | GradePts | GPA | Enrollment Status Result Quarter-time | Class Standing Freshmen

Term Name	Course Code	Activity Code	Course Title	State	Instructor Names	Credits Attempted	Assigned Grade Scale	Assigned Grade Value	Credits Earned	Type
Summer 2020	EDUC8810	01	Academic Writing for Multiple Audiences	Registered	WARGO,JON M	3.0	Letter		3.0	Course

Course History Screen

The **Course History** screen provides a comprehensive, at-a-glance view of all the courses that a student has taken since enrolling at Boston College.

The student's course history is listed for each term of their enrollment and includes:

- The program in which the student is enrolled
- The Course Title and Course Code
- The Term when the course was taken
- The State of the course (for example, Registered)
- The names of the instructors who taught the course
- The number of course credits attempted.

Program Enrollment Screen

The **Program Enrollment** screen allows you to:

- View the student's current active programs
- Submit an Add/Drop/Change Request
- Manage Student Separations
- View a student's Enrollment Request History

Note that you may not be authorized to perform some tasks within the Program Enrollment module.

Detailed information about Program Enrollment is explained in the following documentation and videos:

- [EagleApps Program Enrollment Tutorial Videos](#)
- [EagleApps Program Enrollment Guide](#)

NOTE: Use your BC login credentials to log into the site.

Advising Screen

The Advising screen displays the following information about the student's academic advisor:

- The Advisor's name
- The Advisor's academic department
- The Advisor's email address
- The Advisor's physical address
- The term that the student is assigned to this particular advisor

NOTE: Advisor assignments will be managed in EAB Navigate. At this time no updates can be made to advisor assignments in EagleApps.

Comments Screen

The **Comments** screen allows you to perform the following functions:

- Search for a specific comment by the commenter's name, comment type, date when the comment was written, or the comment's text.
- Edit the following fields by selecting the **Pencil** icon:
    - The Commenter who wrote the comments
    - The Comment Type, such as a general comment or a term note
    - The date when the comment was written
    - The text of the comment
- Create a new comment

NOTE: Comments are viewable by users with Academic Record Access and are subject to FERPA regulations.

To create a new comment:

1. Click the **Create New Comment** button.
2. In the **Select Type for Comment** dialog, select a **Comment Type** from the drop-down menu, then click **Continue**.

3. Enter your text in the **Text Description** field, or copy and paste text from a Word document here.
4. (Optional) Select the **Show Toolbar** check box to open the format editor.
5. Click **Save** to save your comment.

Add Comment

Type: General Comment

Text :
                    Show Toolbar ☐

Auto-expire :   ☐

Save Cancel

Documents Screen

The **Documents** screen allows you to view documents in Etrieve by clicking the **View Etrieve Documents** link to display a list of documents.

Note: Use your BC credentials to log into Etrieve.

You can also upload documents into Etrieve.

1. Browse to find the document(s) you want to upload,
2. Drag and drop the document(s) into the **Browse** window.
3. Click **Upload All** to upload your document(s) into Etrieve.

| | | | Lynch School | | *MEAS-PHD, Msrmnt,Eval,Stat,Assmnt | Spring 2024 (Graduate / Evening) | | > |
| Privacy | Academic record: Private | Biodemographics: Private | Photo: BC Use | Local address: BC Use | Total: BC Use | Title: Private |

| Profile | Contacts | Athletics | Grades and GPA | Course History | Program Enrollment | Advising | Comments | **Documents** | Exams |
| Audit Logs | Admission | Degrees | External Education |

☐ **Show Effective Only**   **View Etrieve Documents**

Drop here
or Click to Browse Files

⊕Upload   All

Document Type ⇕	Type ⇕	Name ⇕	Description ⇕	State ⇕	Valid Date ⇕	Action ▼
			No Document Relation Found!			

Exams Screen

The **Exams** screen allows you to view and update existing university or non-university exams.

You can also create a new exam by following the instructions below:

To create a new exam:

1. Click **Add New Exam**.
2. In the Exam Catalog drop-down menu, select one of the following options:
   - University Exams
   - Standardized Exams (typically done by a third party)
3. Click **Create New**.
4. From the **Exam Catalog** drop-down menu, select either **University Exams** or **Standardized.**
5. Search for an exam by name from the drop-down menu.
6. Use the calendar to select a date when the exam will be taken.
7. Select an academic year when the exam will be taken.
8. Select a state (such as Massachusetts) where the exam will be taken.
9. Click **Save** to the exam.
   Click **Cancel** to return to the previous screen. A Cancel Confirmation message will display.

Audit Logs Screen

The **Audit Logs** screen allows you to view various types of audit logs for a specific student.

To view audit logs for the current term, the current academic year, all log entries, and academic record access log entries:

1. Select the radio button next to the audit log category that you want to view.
2. Click the **Get Log Entries** button to view the log entries that you selected.

To view audit log entries for a custom date range:

1. Use the calendar to select a date range.
2. Click the **Get Log Entries** button to view the log entries that you selected.
   Your selected log entries include the following information:

   - User – The person that made the audit log request.
   - Type of audit log request (for example, Informational).
   - Entry - Lists the name of the person who requested information about the student.
   - Timestamp - Provides the date and time that the audit log request was made.
   - State - Lists if the audit log request was made in writing.

Click the **Action** drop-down menu or the down arrows to view details about a specific audit log entry.

Click the **Get Log Entries** button to download an Excel spreadsheet version of audit log entries to your computer.

Admission Screen

The **Admission** screen displays student admissions information that is imported from Boston College's Admissions system.

Student admission information includes:

- **Admit Term**: The time period when the student applied.
- **Program**: The program to which the student applied.
- **State**: The current state of the student's application.
- **Date**: The date that the student applied.
- **Is Admitted**: Indicates whether or not the student is admitted.
- **Is Deposited**: Indicates whether or not the student's deposit is paid.
- **Deferred To**: Indicates the term to which the applicant deferred.

Degrees Screen

The **Degrees** screen allows you to view the following information about a student:

- Student's degree
- School the student attended and the school's concentration
- Student's major and minor disciplines
- Honors awarded (if any)
- Endorsements (if any)
- Term when the student's degree was awarded.

External Education Screen

The Student Info External Education screen displays information about courses taken at colleges or universities other than Boston College.