



BOSTON COLLEGE

**Eagle**Apps

# Academic Record Guide

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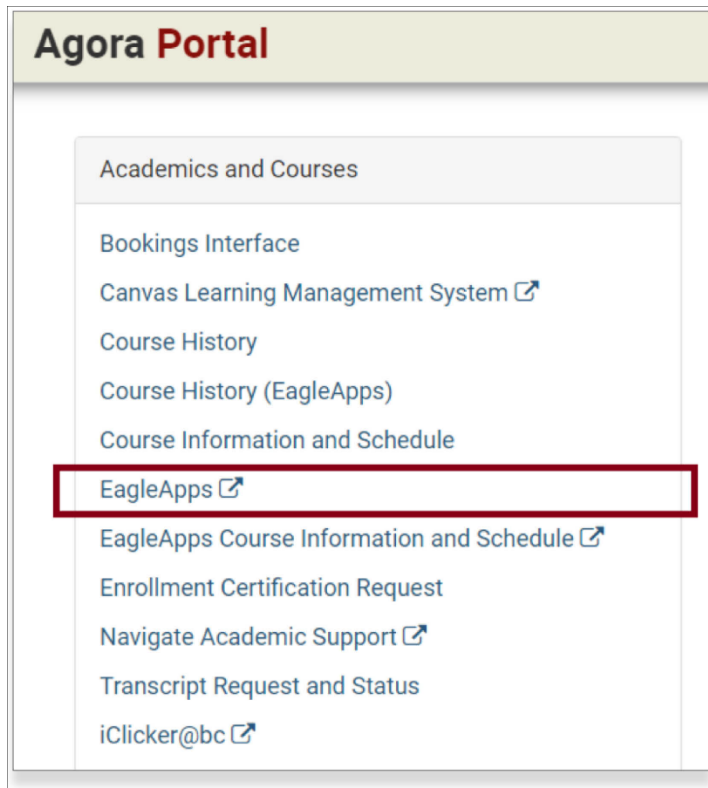
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## Accessing Student Info/Academic Record Tabs

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:



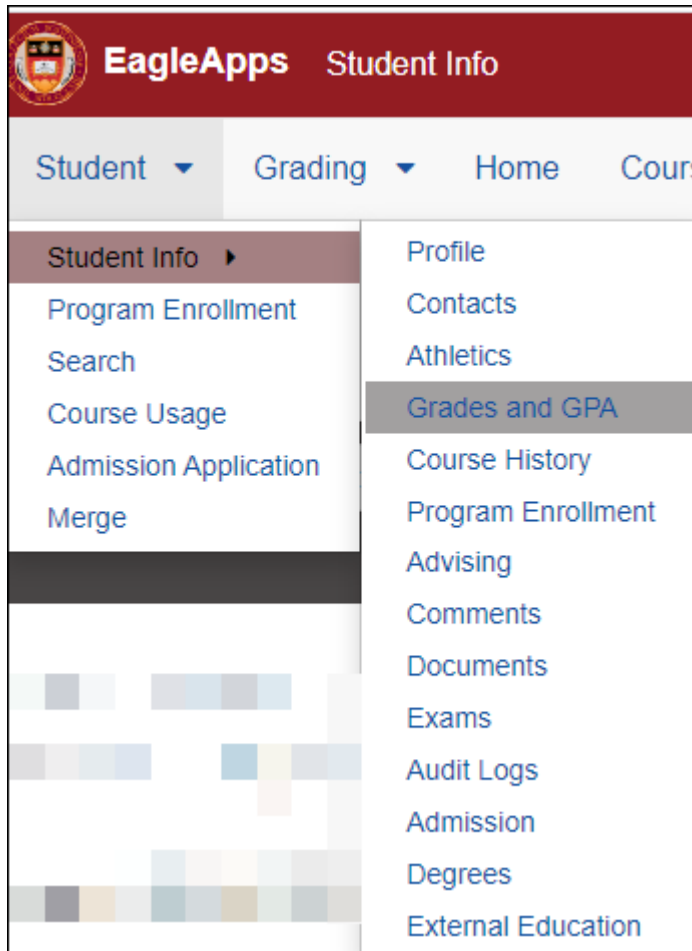
<https://bc.teamdynamix.com/TDClient/2035/Portal/Requests/TicketRequests/NewForm?ID=44796>

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.

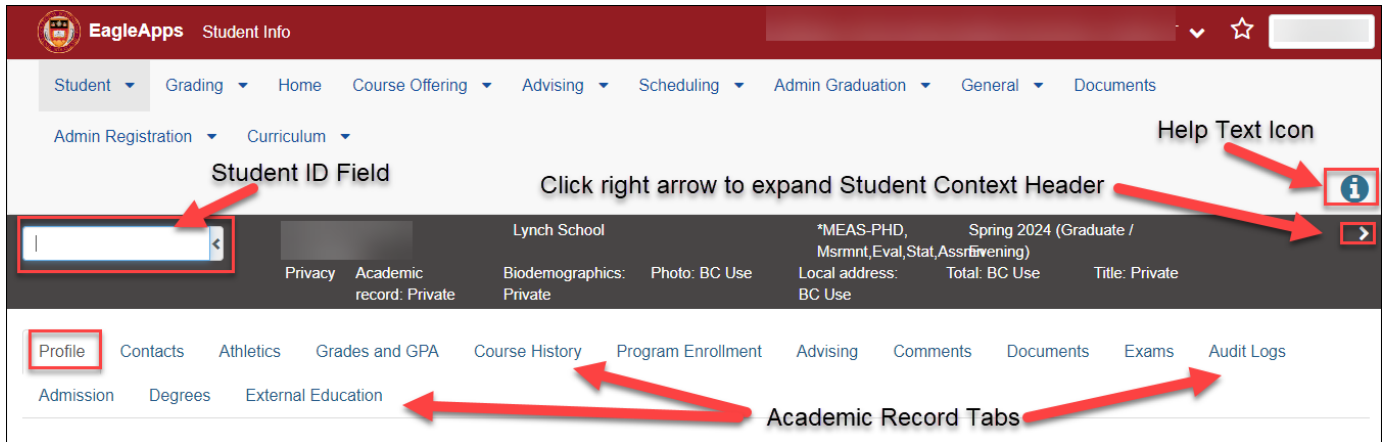
The following example shows the Academic Record tabs that are accessed from the Student Info area in EagleApps.



## 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.

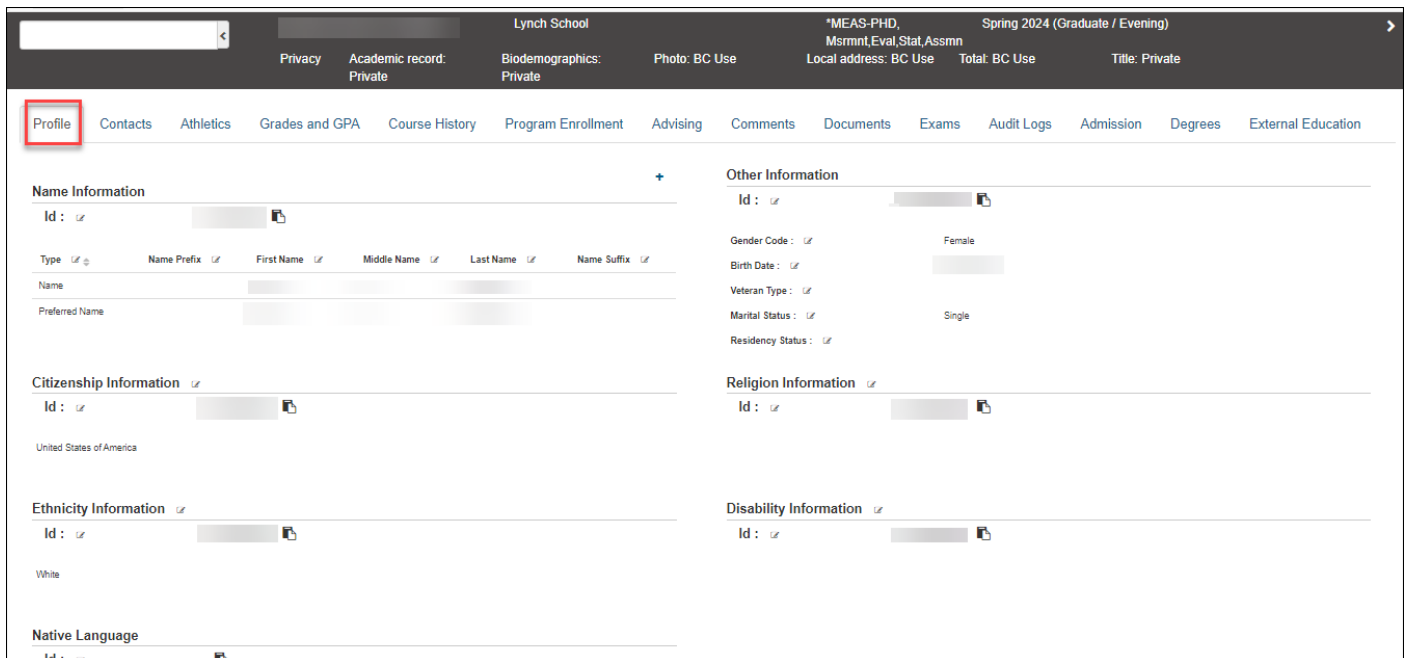


In the main screen, enter the name or ID of the student that you want to view in the Student ID field.

## 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

The screenshot shows the 'Contacts' tab selected in a student profile. The top navigation bar includes 'Lynch School' and 'Spring 2024 (Graduate / Msmnt, Eval, Stat, Assm, Evening)'. Below the navigation bar, the 'Contacts' tab is highlighted. The main content area displays the following information:

- Primary Email :** [Redacted]
- Forwarding Email :** [Redacted]
- Home Phone :** [Redacted]
- Emergency Phone :** [Redacted]
- Cell Phone :** [Redacted]
- Home Address :** [Redacted]
- Local Address :** [Redacted]
- Custodial Parent Address :**
  - Maura Szendey [Redacted]
  - Andrew Szendey [Redacted]
- Custodial Parent Phone :** [Redacted]

## 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.

The screenshot shows the 'Athletics' tab selected in a student profile. The top navigation bar includes 'Lynch School' and 'Spring 2024 (Graduate / Msmnt, Eval, Stat, Assm, Evening)'. Below the navigation bar, the 'Athletics' tab is highlighted. The main content area displays the following information:

- Sports**
- Sport Type** ▾
- Code** ▾
- Name** ▾
- Season** ▾
- Admin Org** ▾
- Date** ▾
- Expiration Reason** ▾
- Action** ▾

A red box highlights the '+ @' button in the top right corner of the table. Below the table, the text 'No Athletic Participant Found!' is displayed.

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

The screenshot shows a dialog box titled "Find Sport and Add to Student". It contains three input fields, each with a clear button (x) and a dropdown arrow:

- Sport Type:** NCAA
- Sport :** BASKETBALL-W
- Season:** 2030-2031 Academic Calendar

A blue **Search** button is located on the right side of the dialog. A **Cancel** button is located at the bottom right of the dialog.

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)

The screenshot shows a student's academic record page for Lynch School. The 'Grades and GPA' tab is selected and highlighted with a red box. Below the navigation bar, the program is identified as 'GSEHD, MA MEAS -'. A 'Cumulative' window is open, showing a table of course data. The table includes columns for Term Name, Course Code, Activity Code, Course Title, State, Instructor Names, Credits Attempted, Assigned Grade Scale, Assigned Grade Value, and Credits Earned Type. The data is sorted by term, with the most recent semester (Spring 2021) listed first.

Term Name	Course Code	Activity Code	Course Title	State	Instructor Names	Credits Attempted	Assigned Grade Scale	Assigned Grade Value	Credits Earned Type
Fall 2018	ERME7462	01	Assessment and Test Construction	Registered	RUSSELL, MICHAEL K	3.0	Letter	3.0	Course
Fall 2018	ERME7466	01	Program Evaluation I	Registered	GATES, EMILY F	3.0	Letter	3.0	Course
Fall 2018	ERME7469	01	Intermediate Statistics	Registered	WARFIELD, MARJORIE	3.0	Letter	3.0	Course
Spring 2019	ERME7467	01	Program Evaluation II	Registered	GATES, EMILY F	3.0	Letter	3.0	Course
Spring 2019	ERME8667	01	General Linear Models	Registered	LI, ZHUSHAN	3.0	Letter	3.0	Course
Spring 2019	ERME8669	01	Psychometrics I: Classical Test Theory & Rasch Models	Registered	LUOLOW, LARRY H	3.0	Letter	3.0	Course
Fall 2019	APSY8851	01	Design of Qualitative Research	Registered	MCQUILLAN, PATRICK J	3.0	Letter	3.0	Course
Fall 2019	ELHE7103	01	Education Law and Public Policy	Registered	MUNIZ CASTRO, RAQUEL	3.0	Letter	3.0	Course
Fall 2019	MESA8864	01	Survey Methods in Educational and Social Research	Registered	HOOPER, MARTIN J	3.0	Letter	3.0	Course
Spring 2020	MESA7581	02	Evaluation and Public Policy	Registered	BRAUN, HENRY I	3.0	Letter	3.0	Course
Spring 2020	MESA8668	01	Multivariate Statistical Analysis	Registered	LI, ZHUSHAN	3.0	Letter	3.0	Course
Spring 2020	MESA8724	01	Technology Enhanced Assessment	Registered	RUSSELL, MICHAEL K	3.0	Letter	3.0	Course
Summer 2020	EDUC8810	01	Academic Writing for Multiple Audiences	Registered	WARGO, JON M	3.0	Letter	3.0	Course
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
Spring 2021	MESA8670	01	Psychometrics II: Item Response Theory	Registered	LI, ZHUSHAN	3.0	Letter	3.0	Course
Spring 2021	MESA8861	01	Multilevel Regression Models	Registered	O'DWYER, LAURA	3.0	Letter	3.0	Course

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



2021 SPRG <span>01-01-2021 - 05-18-2021</span>								Credits Attempted	Credits Earned	GPA	GradePts	GPA	Enrollment Status	Class Standing
School	Level	Degree	Major(s)	Variations(s)	Grad Term	Status		44.0	48.0				Full-time	Freshmen
GSEHD	GRAD	MA, PHD	MEAS-PHD	GSOE016	Spring 2024	Graduate / Evening		0.0	0.0					
Term Name	Course Code	Activity Code	Course Title	State	Instructor Names	Credits Attempted	Assigned Grade Scale	Assigned Grade Value	Credits Earned	Type				
Spring 2021	MESA8870	01	Psychometrics II: Item Response Theory	Registered	LI,ZHUSHAN	3.0	Letter			Course				
Spring 2021	MESA8881	01	Multilevel Regression Models	Registered	O'DWYER,LAURA	3.0	Letter			Course				

2020 FALL <span>09-01-2020 - 12-31-2020</span>								Credits Attempted	Credits Earned	GPA	GradePts	GPA	Enrollment Status	Class Standing
School	Level	Degree	Major(s)	Variations(s)	Grad Term	Status		43.0	48.0				Full-time	Freshmen
GSEHD	GRAD	MA, PHD	MEAS-PHD	GSOE016	Spring 2024	Graduate / Evening		9.0	0.0					
Term Name	Course Code	Activity Code	Course Title	State	Instructor Names	Credits Attempted	Assigned Grade Scale	Assigned Grade Value	Credits Earned	Type				
Fall 2020	MESA7901	01	Introduction to Mathematical Statistics	Registered	BRAUN,HENRY I	3.0	Letter		3.0	Course				
Fall 2020	MESA8882	01	Design of Experiments	Registered	O'DWYER,LAURA	3.0	Letter		3.0	Course				
Fall 2020	MESA9980	01	Seminar in Educational Measurement and Research	Registered	VON DAUER,MATTHIAS	3.0	Letter		3.0	Course				

2020 SUMM <span>06-01-2020 - 08-31-2020</span>								Credits Attempted	Credits Earned	GPA	GradePts	GPA	Enrollment Status	Class Standing
School	Level	Degree	Major(s)	Variations(s)	Grad Term	Status		3.0	3.0				Quarter-time	Freshmen
GSEHD	GRAD	MA, PHD	MEAS-PHD	GSOE016	Spring 2024	Graduate / Evening		3.0	3.0					
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.

Term Name	Course Code	Activity Code	Course Title	State	Instructor Names	Credits Attempted	Type
Fall 2018	ERME7462	01	Assessment and Test Construction	Registered	RUSSELL, MICHAEL K	3.0	Course
Fall 2018	ERME7466	01	Program Evaluation I	Registered	GATES, EMILY F	3.0	Course
Fall 2018	ERME7469	01	Intermediate Statistics	Registered	WARFIELD, MARJORIE	3.0	Course
Spring 2019	ERME7467	01	Program Evaluation II	Registered	GATES, EMILY F	3.0	Course
Spring 2019	ERME8667	01	General Linear Models	Registered	LI, ZHUSHAN	3.0	Course
Spring 2019	ERME8669	01	Psychometrics I: Classical Test Theory & Rasch Models	Registered	LUDLOW, LARRY H	3.0	Course
Fall 2019	APSY8851	01	Design of Qualitative Research	Registered	MCQUILLAN, PATRICK J	3.0	Course
Fall 2019	ELHE7103	01	Education Law and Public Policy	Registered	MUNIZ CASTRO, RAQUEL	3.0	Course
Fall 2019	MESA8864	01	Survey Methods in Educational and Social Research	Registered	HOOPER, MARTIN J	3.0	Course
Spring 2020	MESA7561	02	Evaluation and Public Policy	Registered	BRAUN, HENRY I	3.0	Course
Spring 2020	MESA8668	01	Multivariate Statistical Analysis	Registered	LI, ZHUSHAN	3.0	Course
Spring 2020	MESA8724	01	Technology Enhanced Assessment	Registered	RUSSELL, MICHAEL K	3.0	Course

## 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.

Name	Type	State	Term	Expected Graduation Term	Indicator	Action
Boston College (Contract Year 2018-2019)	University	Enrolled	Fall 2018	Spring 2024		Action ▾ ↗
<a href="#">Graduate Program (Contract Year 2018-2019)</a> Lynch School MSMTEVL STASMT ED RES/MEA/EV	Credential	Enrolled	Fall 2018	Spring 2024	9c8324e0-82bc-452e-8a6c-cd09b5e443e3 ⚠	Action ▾ ↘

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.

Advisor Name	Advisor Department	Advisor Email	Term
	N/A		2021-2022 Academic Calendar

## 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.

Lynch School \*MEAS-PHD, Spring 2024 (Graduate / Msrmt, Eval, Stat, Assessment)

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

**Comments**  Show Effective Only

Create New Comment

Commenter	Comment Type	Date	Text	Action
No Comment Found!				

**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**.

**Select Type for Comment**

Type: General Comment

- Select Type
- Term Note
- Administrative Comment
- General Comment**
- Student-based Comments
- Student General Disciplinary Comment - Private
- Student General Disciplinary Comment - Public
- Student Term Disciplinary Comment - Private
- Student Term Disciplinary Comment - Public

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, Spring 2024 (Graduate / Msmnt, Eval, Stat, Assessment)

Privacy Academic record: PrivateBiodemographics: PrivatePhoto: BC UseLocal address: BC UseTotal: BC UseTitle: Private

ProfileContactsAthleticsGrades and GPACourse HistoryProgram EnrollmentAdvisingCommentsDocumentsExams

Audit LogsAdmissionDegreesExternal 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.

Lynch School \*MEAS-PHD, Spring 2024 (Graduate / Msmnt, Eval, Stat, Assessment)

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

**Add New Exam**

Name	Result Scale Key	Result Value	Type	State	Date	Term	Action
C7 for null	University Administered Exams	P	Student Exam Record Type	Active	2019-2020	Academic Calendar	Action

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.

**Create Combined Exam Taker Result**

<b>Exam :</b>	<input style="width: 95%;" type="text" value="Search Exam by Name"/>
<b>Type:</b>	Exam Taker Type
<b>Date:</b>	<input style="width: 95%;" type="text" value="MM-dd-yyyy HH:mm:ss"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="📅"/>
<b>Academic Year:</b>	<input style="width: 95%;" type="text" value="Search Atp by Name"/>
<b>State:</b>	<input style="width: 95%;" type="text" value="Active"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="✕"/>

## 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.

Lynch School \*MEAS-PHD, Spring 2024 (Graduate / Msrmt, Eval, Stat, Assessment)

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

**Audit Log**

- Get Log Entries For this Term
- Get Log Entries For this Academic Year
- Get Log Entries For Custom Date Range
- Get All Log Entries
- Get Academic Record Access Log Entries

**Get Log Entries**

## 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.

Morrissey College, Arts & Sciences \*Political Science Spring 2024 (Undergraduate)

Privacy Academic record: Private Total: BC Use Title: Private Photo: Private Biodemographics: Private Local address: Private

Profile Contacts Athletics Grades and GPA Course History Program Enrollment Advising Comments Documents Exams Audit Logs

**Admission** Degrees External Education

**Admission**

Export/Download List

Admit Term	Program	State	Date	Is Admitted	Is Deposited	Deferred To	Documents	Action
No Admission Applications Found!								



## 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.

Lynch School \*MEAS-PHD, Spring 2024 (Graduate / Msmnt, Eval, Stat, Assessment 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

Degree	School	School Concentration	Major / Discipline	Concentrations	Minors	Honors	Endorsements	Term Awarded
No Student Credential Record Found!								

## External Education Screen

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

Lynch School \*MEAS-PHD, Spring 2024 (Graduate / Msmnt, Eval, Stat, Assessment 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**

**External Education**

No Course Articulation Found!