Guide to Graduate School Information System (GSIM)

For Graduate Programs
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What is GSIM?

The Graduate School Information System (GSIM) is an information-management system to support the academic, financial and reporting needs of the Graduate School (GS) and the University’s advanced-degree programs.

GSIM has two core components - academic information and appointment information. Academic Information allows program administrators to access information about students in their program; update information such as advisors and academic progress; and identify academic events or milestones on a student's progress towards attaining their degree. Appointment information allows administrators to identify funding commitments for each term.

For current students, the GS will be able track academic standing and progress (or milestones, which vary by program), funding commitments, and other significant student events (admission to candidacy, leaves, graduation).

How do I get access to GSIM?

GSIM access is restricted to Brown employees. To request access, complete the GSIM access request form from the Graduate School website.

Logging into GSIM

From the Graduate School’s website, click the “For Faculty and Staff” button located on the left side column. It will then take you to the “Information for Faculty and Staff” page where
the link to log into GSIM is located under “Resources”.

Sign in with your Brown username and password. Please note you may need a two factor authentication to log in.

**Main Menu**

When you are logged into SSB, click Graduate School Information System (GSIM) and you will be directed to the GSIM Census Menu.

**GSIM Census Menu**

**Academic Information**

- Select Term and Program
- Select the term and program for which you wish to view or update academic information
- Display Student List
- View a student list for a program, department and term
- Progress Evaluations
- View, Update Progress Evaluations for students of a program, department and term
- Academic Events
- View, Update Academic Event information for students of a program, department and term
- Assign New Primary Advisors
- Create the first primary advisor record for students of a program, department and term
- Assign Advisor
- Assign advisees to an advisor based on the students program, department, term and years in program
- Remove Advisor
- Remove advisees of an advisor based on the students program, department, term and years in program
- Upload Document Batches to BDM
- Batch interface for uploading student documents for storage in Banner Document Management (BDM)

**Appointment Information**

- Select Year and Program
- Select the year and program for which you want to view or update appointment information
- Projected Appointment Data
- View, Update Appointment Projections for students of a program, department and term
- Post 2015 Appointment Management System
- Create, approve, and manage appointments and awards for Summer 2016 and beyond.
- Appointment Management System
- Create, approve, and manage appointments and awards

**Displaying student list**

Clicking on the Display Student List will bring you to the Term and Program Selection, if you have not previously selected the Term and Program. Since Banner is driven by Terms many of the values we will be displaying or updating in GSIM are Term dependent. The Term selection goes back to the Summer of 2007 and will default to the current Term.
Although all Users will have an “All” option that only means all the Programs that they have been given access to.

**GSIM Term Selection**

Select Term: 201910--Fall 2019
Select Program/Dept: ALL

A list of students will appear with the following headers on top.

<table>
<thead>
<tr>
<th>Banner ID</th>
<th>This is the student’s Banner ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>YIP</td>
<td>Year in Program: a calculation of a student’s active Fall and Spring semesters divided by 2</td>
</tr>
<tr>
<td>FYIP</td>
<td>Fiscal year in program</td>
</tr>
<tr>
<td>Student Name</td>
<td>Student’s name but also a link to the student detail screen</td>
</tr>
<tr>
<td>Status</td>
<td>A student’s status in Banner; active or on leave</td>
</tr>
<tr>
<td>Program/Department</td>
<td>The program in which the student is in</td>
</tr>
<tr>
<td>Appointment</td>
<td>The student’s appointment that has been entered into Banner.</td>
</tr>
<tr>
<td>Progress Eval</td>
<td>This is the student’s current academic standing</td>
</tr>
<tr>
<td>Primary Advisor</td>
<td>This is the primary advisor of the student</td>
</tr>
</tbody>
</table>

**Displaying Student details**

When you click on a student’s name in the Student Display list you go to a page with more detailed information about that student.
Updating Student Progress Evaluation

There will be a record for every active semester that programs will need to update.
You can access the update screen by clicking on the words Progress Evaluation at the top of that section. The update screen lets you set the Progress Evaluation for the Term selected originally. There are three values, Good, Satisfactory and Warning. These are color coded to indicate the severity of the status. A Student’s Progress is based on performance in the previous term, not the current term. For example a student’s performance in Spring of 2018 is reflected in their Progress Evaluation for Summer 2018. You can enter or change the Progress Evaluation between the first day of the last month of one Term and the day prior to the beginning of the next Term. There is one exception, however. Once a student has a progress evaluation of Warning it cannot be changed via GSIM. This is due to the seriousness of being on warning for the student. If you place someone in Warning by mistake the Graduate School can correct that.

You can set the Progress Evaluation and hit “Submit” to save. Clicking the “Return to Student Detail” will bring you back without saving changes. When you hit submit you will first go to a confirmation page saying your change was saved. From there you can return to the Student Detail Page or the Progress Evaluation Page.
Uploading Academic Standing and Warning Letters

The student progress evaluations updated in GSIM are complemented by letters explaining the evaluation status. Students who are in Good Standing or Satisfactory Standing only need to have one letter uploaded per Academic Year. Students who are on Warning Status need to have updated warning letters each Term. Additional letters can also be required in certain circumstances, such as for students in their first Term as well as students submitting Dissertation Completion Proposals for sixth-year funding. As with progress evaluations, Academic Standing and Warning Letters are based on a student’s performance in the previous term. Thus, for example, a student’s Academic Standing letter for Summer 2018 reflects their performance in Spring 2019.

To upload academic standing letters, select the “Upload Document Batches to BDM” link from the GSIM Census Menu (located under the “Academic Information” heading). The upload webpage gives instructions for the upload process, including the file naming conventions. It is critical that all letters are named with the Banner ID of the students for whom they are written. If they are not, they will be rejected by the system. Please also note that letters uploaded in this way must be formatted as PDFs.

Once you are on the upload webpage and ready to upload documents, select the Term to which
the documents should be uploaded. Remember that this should be the Term after the student’s last evaluation. The system will then prompt you to select the type of document (for example, Warning Letter). At this point, you can upload up to 20 documents of the same type at the same time. Please note that Academic Standing and Warning Letters must be uploaded separately since they are listed as different types. Once you have selected all of the files to be uploaded, click the “Upload” button. After uploading, you will get a report on which documents uploaded and whether any failed to upload. Documents should be available to view on students’ GSIM pages during the following business day.

**GSIM Batch Upload Instructions**

To upload multiple PDF documents at once to BDM, click the “Upload Document Batches to BDM” link under Academic Information.

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**Upload Document Batches to BDM**

Batch interface for uploading student documents for storage in Banner Document Management (BDM)

**Appointment Information**

- Select Year and Program
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Select the appropriate term to upload documents.

- Please note, all documents must be saved as PDFs. Word documents are not able to be uploaded.
• Program letters should be organized into two folders, “Academic Standing” and “Warning Letters”.
• Chose the files, which have to be individual and not zipped, to upload.
• Each document has to be named using the student’s Banner ID. For example, if a student’s Banner ID is B01234567, you must save the PDF file as “B01234567”. If the name of the file is incorrect, Banner will ignore that file and it will not be uploaded.

A Progress Evaluation (PGE) rating is not required before attaching a letter to a student’s record.

A nightly automated process will perform the uploads into BDM.

Please contact the graduate_dean@brown.edu if your documents do not appear when expected.

**Updating Academic Events**

Academic events are major milestones you expect a student to make while they are working towards their degree. Some of these appear on the transcript, language proficiencies or Advanced to Candidacy. Others do not, Coursework Completed, Preliminary Exams completed. Same as with the Progress Evaluation all Academic Events are displayed on the Student Detail and clicking on the works Academic Events brings you to the screen where you can add delete or edit Academic Events.
Updating Student Advisor

With GSIM each Program can control who is listed as an advisor for each student. In Banner being an Advisor has specific privileges. The most important of these is the ability to see the student’s unofficial transcript. A student will see their primary advisor listed in SSB. All students should have at least one advisor and it will be the responsibility of the Program to set and maintain them. If the Advisor you wish to add is not in the list then clicking the find link will bring up a new window with all advisors in Banner. You can narrow that list down by name, then copy the Advisor’s Banner ID and paste it into the Banner ID field on the Student Advisors Page.

There are multiple types of advisors, however only one can be considered a student’s primary advisor.
**DGAD**  |  Director of Graduate Studies or Program Administrator Academic Department  

**MAST**  |  Master’s Advisor  

**THES**  |  Thesis Advisor  

**PCAD**  |  Program Coordinator of Academic Department  

**DIST**  |  Dissertation Advisor  

**DCOM**  |  Dissertation Committee Member  

**CERT**  |  Graduate Certificate Advisor  

### Updating Academic Comments

The last piece of Academic information that can be updated are Academic Comments. These comments are only stored in GSIM not in Banner, they are visible only to the Graduate School and those with GSIM access to the Program. However please remember that all comments are part of the Student Record.