

# **Guide to Graduate School Information System (GSIM)**

**For Graduate Programs**

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## What is GSIM?

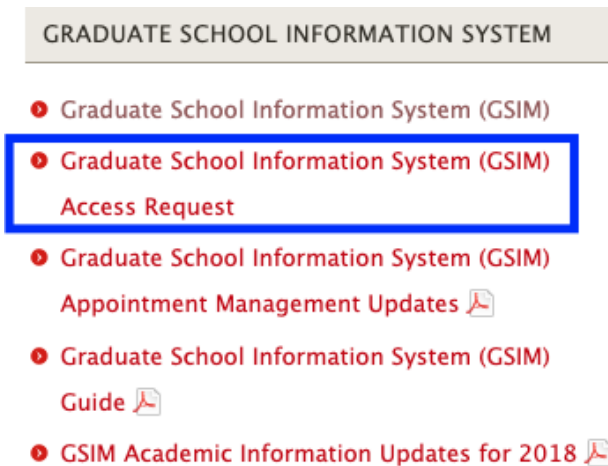
The Graduate School Information System (GSIM) is an information-management system to support the academic, financial and reporting needs of the Graduate School (GS) and the University's advanced-degree programs.

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](#).



\*Please remember that if someone changes their position within Brown that they will keep their access to GSIM until the Graduate School is notified to disable their access.

## 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

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[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

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[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

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## 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:    
 Select Program/Dept:

[Go to Student List](#)

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

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

### 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.

**AM**  
American Studies

**201910--Fall 2019**

Status:	Active (201910)	Degree Pending:	N	Gender:	F
Enrollment Status:	Eligible to Register	Entry Term:	Fall 2019	US Citiz?:	N
Exp Grad Term:	Spring 2020	# of inactive Sem:	0	Ethn:	Non-resident Alien
Year in Program:	.5	# Summers Supported:	0	Race:	
Funding Year:		Credits:	0	Cohorts:	
Enrollment Units:	4				

<b>Progress Evaluation</b>		<b>Academic Events</b>		<b>Advisors</b>		
Term	Evaluation	Event	Date	Eff Term	Advisor	Type Primary
<b>Academic Comments</b>						
Create Date	Comment			Creator	Activity Date	Last User
<b>Secondary Programs</b>						
Start Term	End Term	Program	Complete Date	Withdraw Date	Activity Date	
<b>Appointments</b>						
Term Code	Term Descrip	Appointment	Subject Course #	Student Won	Award Name	
201910	Fall 2019	Scholarship				
<b>Documents</b>						
201910   TRANSCRIPT						
201910   PROGRAM FUNDING LETTER						
201910   ADMISSION DOCUMENTS						
Display Account Details <input type="checkbox"/>						

## Updating Student Progress Evaluation

There will be a record for every active semester that programs will need to update.

<b>Progress Evaluation</b>		<b>Academic Events</b>	
Term	Evaluation	Event	Date
Fall 2019	Good	CAN--Admission to Candidacy	04-DEC-2017
Summer 2019	Good		
Spring 2019	Good		
Fall 2018	Good		
Summer 2018	Good		
Spring 2018	Good		
Fall 2017	None		
Summer 2017	Good		
Spring 2017	Good		



## GSIM Progress Evaluation

PHD_FREN_STU--FREN	
DeTholozany, Pauline Marie Genevie	
Term	Evaluation Code
200810--Fall 2008	None
200720--Spring 2008	Good
200710--Fall 2007	Satisfactory
200620--Spring 2007	Warning
200610--Fall 2006	None
200520--Spring 2006	None
200510--Fall 2005	None

Submit

Return To Student Detail

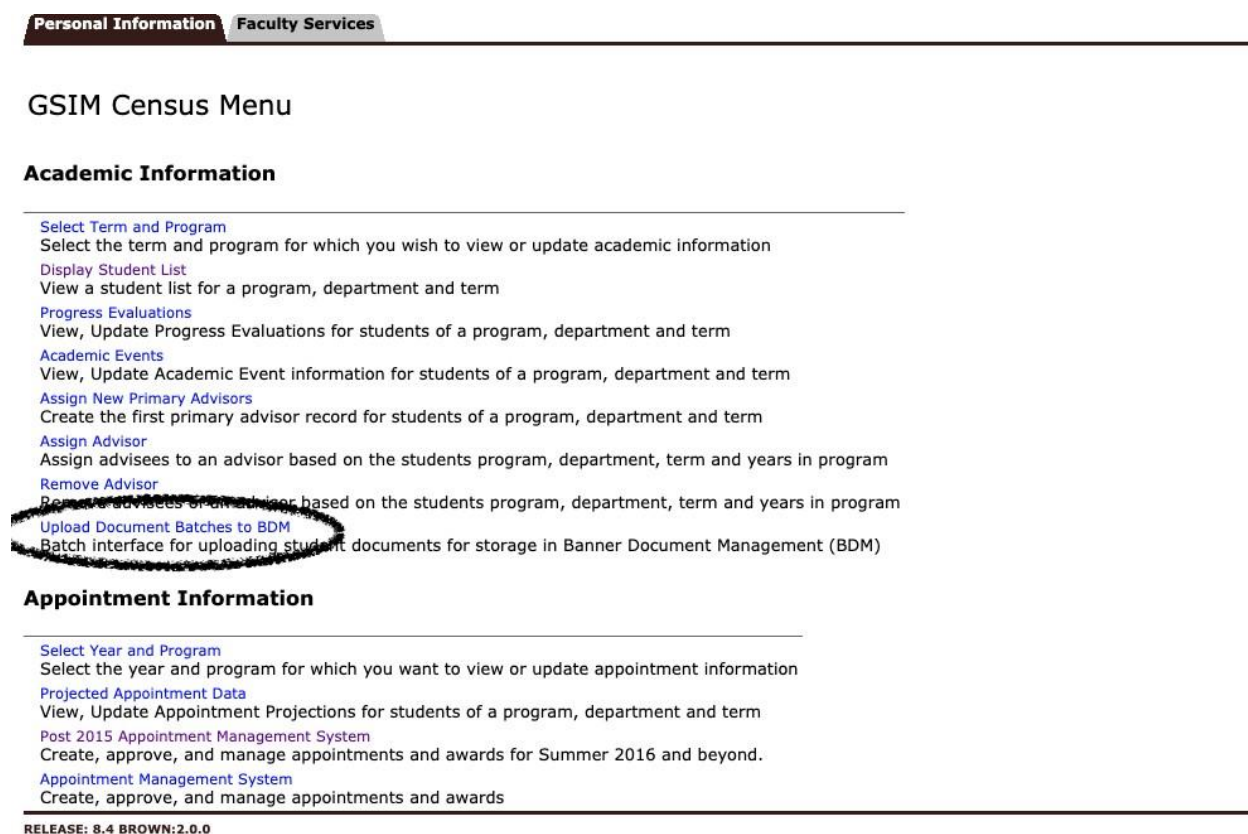
You can access the update screen by clicking on the words Progress Evaluation at the top of that section. The update screen lets you set the Progress Evaluation for the Term selected originally. There are three values, Good, Satisfactory and Warning. These are color coded to indicate the severity of 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.



**Personal Information** **Faculty Services**

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- [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 from 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

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- [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

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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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Remove advisees of an advisor based on the students program, department, term and years in 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](mailto: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.

The screenshot shows a student record page with several sections. The 'Academic Events' section is highlighted with a red circle. Below it are sections for 'Advisors', 'Secondary Programs', 'Appointments', and 'Documents'. At the bottom, there is a checkbox for 'Display Account Details'.

Progress Evaluation		Academic Events		Advisors		
Term	Evaluation	Event	Date	Eff Term	Advisor	Type Primary
Academic Comments				Creator Activity Date Last User		
Create Date	Comment					
Secondary Programs						
Start Term	End Term	Program	Complete Date	Withdraw Date	Activity Date	
Appointments						
Term Code	Term Descrip	Appointment	Subject Course #	Student Won	Award Name	
201910	Fall 2019	Scholarship				
Documents						
201910   TRANSCRIPT						
201910   PROGRAM FUNDING LETTER						
201910   ADMISSION DOCUMENTS						
Display Account Details <input type="checkbox"/>						

AM_AMER_STU--AMST		
<b>Event Code</b>	<b>Effective Date</b>	<b>Delete Record?</b>
<ul style="list-style-type: none"> <li>✓ None</li> <li>AFP--Afrikaans Proficiency</li> <li>AGP--Ancient Greek Proficiency</li> <li>AKP--Akkadian Proficiency Passed</li> <li>AMP--Aramaic Proficiency Passed</li> <li>ARP--Arabic Proficiency Passed</li> <li>ASP--ASL Proficiency Passed</li> <li>BHP--Biblical Hebrew Proficiency</li> </ul>	27-SEP-2019	

## 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.

<b>Progress Evaluation</b>	<b>Academic Events</b>	<b>Advisors</b>
Term Evaluation	Event Date	Eff Term Advisor Type Primary
<b>Academic Comments</b>		
Create Date Comment		Creator Activity Date Last User
<b>Secondary Programs</b>		
Start Term End Term Program		Complete Date Withdraw Date Activity Date
<b>Appointments</b>		
Term Code Term Descrip Appointment		Subject Course # Student Won Award Name
201910 Fall 2019 Scholarship		
<b>Documents</b>		
201910   TRANSCRIPT		
201910   PROGRAM FUNDING LETTER		
201910   ADMISSION DOCUMENTS		
Display Account Details <input type="checkbox"/>		

Effective 201910--Fall 2019				
Banner ID	Advisor	Type*	Prim	Delete
<a href="#">Find</a>	None	DGAD	N	
<a href="#">Find</a>	None	DGAD	N	
<a href="#">Find</a>	None	DGAD	N	

There are multiple types of advisors, however only one can be considered a student's primary advisor.

DGAD	The Director of Graduate Studies and/or the Program Administration for the doctoral program. This setting allows view and edit access of all departmental GSIM records.
MAST	The primary advisor for a student enrolled in a master's program. (This should be used for Open Grad students as well as for master's students not in PhD programs.)
THES	Thesis Advisor: The primary or co-advisor of the master's thesis.
PCAD	The advisor(s) for PhD students at the stage before all candidacy requirements-both those set by the program and those set by the University-have been completed. Pre-candidacy PhD students should have at least one faculty member assigned in this field.
DIST	The primary or co-advisor at the candidacy stage. A faculty member should be assigned in this field for each student when she or he advances to candidacy. Only one advisor can be marked as primary, but this is arbitrary and will not affect reporting.
DCOM	All members of the dissertation committee. Faculty members should be assigned to this field only when the student has advanced to candidacy.
CERT	The faculty advisor responsible for advising students in a doctoral certificate program in which the student is enrolled.

## 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.