**How to Enter Completion of the Writing Proficiency
Graduation Requirement in Colleague**

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1. **BACKGROUND**
   1.1. Students are required to pass writing proficiency requirements set forth by the university in order to graduate starting May 2013 (start term fall 2009 or later)

2. **PURPOSE**
   2.1. The purpose of this document is to summarize sequence of actions necessary to indicate in the university's student system (Colleague) for the program evaluation that the student has completed the requirement.

3. **SCOPE**
   3.1. This document is intended to be used by department assistants and department chairpersons, and assumes general data entry knowledge of Colleague.

4. **TIMING**
   4.1. Entry of the data should be completed upon confirmation from the department chair that all parts of the writing proficiency requirement have been satisfactorily completed.

5. **INSTRUCTIONS**

   5.1. In the Quick Access box type "TSUM"

   5.2. Enter the student's id and click "OK"

   5.3. Go to the "Other Tests" section (at the bottom)

   5.4. Enter WRITEPROF on the next available line and hit ENTER

   5.5. This will take you to the next screen. You do not need to enter anything on this screen, just SAVE and UPDATE.

   5.6. Click FINISH. This will take you back to the TSUM screen.

   5.7. SAVE and UPDATE to finish out and lookup the next student.

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