



Student Information System
User's Guide
With Tutorial



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Dedication

Student Ascent System will honor Darwin Glazier

The Ascent Student System with its multi-tab student records and native web access will be part of the Ascent product line and is announced and dedicated in honor and memory of Darwin Glazier, its first product manager. Darwin passed away with a sudden heart attack in May of 2005. Though he had been challenged with a number of health issues, his passing was untimely and unexpected.

Darwin loved working with software and with student administrative applications. He was dedicated and committed to his family and to his customers. He worked and lived with a passion. The student application is part of his legacy and we are proud, with permission from his family, to honor and remember him by dedicating this software to his memory and honor.

Darwin helped us establish a new tradition in software development which involves those who use the software to be involved in its continuous improvement. Software does not need to be used for a few years and then discarded. Customers can be directly involved in seeing that software meets their needs.

With open source, members help direct continuously improving software. Darwin embraced and exemplified these concepts. And if a particular area or group of school districts has a unique need or priority, there is a structure for their need to be met. Darwin exemplified going the extra mile with each customer. But he didn't view anyone as customer - we were all partners. Darwin helped us begin this path; we continue it.

Free enterprise seems to create swings back and forth between monopoly with limited choice, or variety at high expense. Open source is a new option in a participatory middle ground. We continue this new path, remembering and honoring Darwin Glazier.

Accessing Menu Items

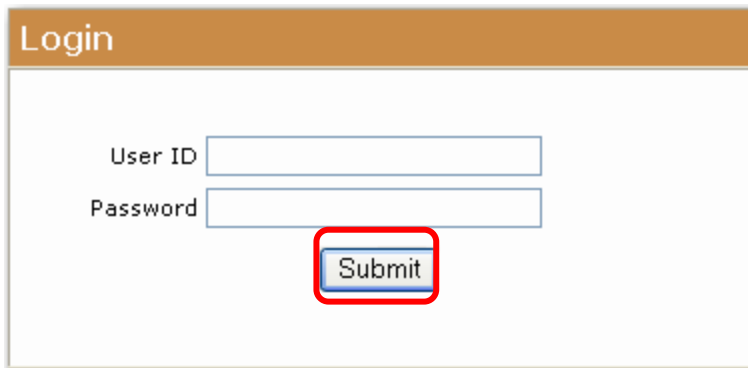
Tutorial - Ascent Web link and log-in

1. Open your Web browser and navigate to the Ascent Web link. Your school district will supply the URL, or Web address for this link. It should look something like this:



Sample of a Web Link

2. After clicking on the Web link ([Start AEE](#) or something similar), a login screen will appear:

A screenshot of a login screen titled "Login" in a brown header. Below the header are two input fields: "User ID" and "Password". Below the "Password" field is a "Submit" button, which is highlighted with a red rectangular border.

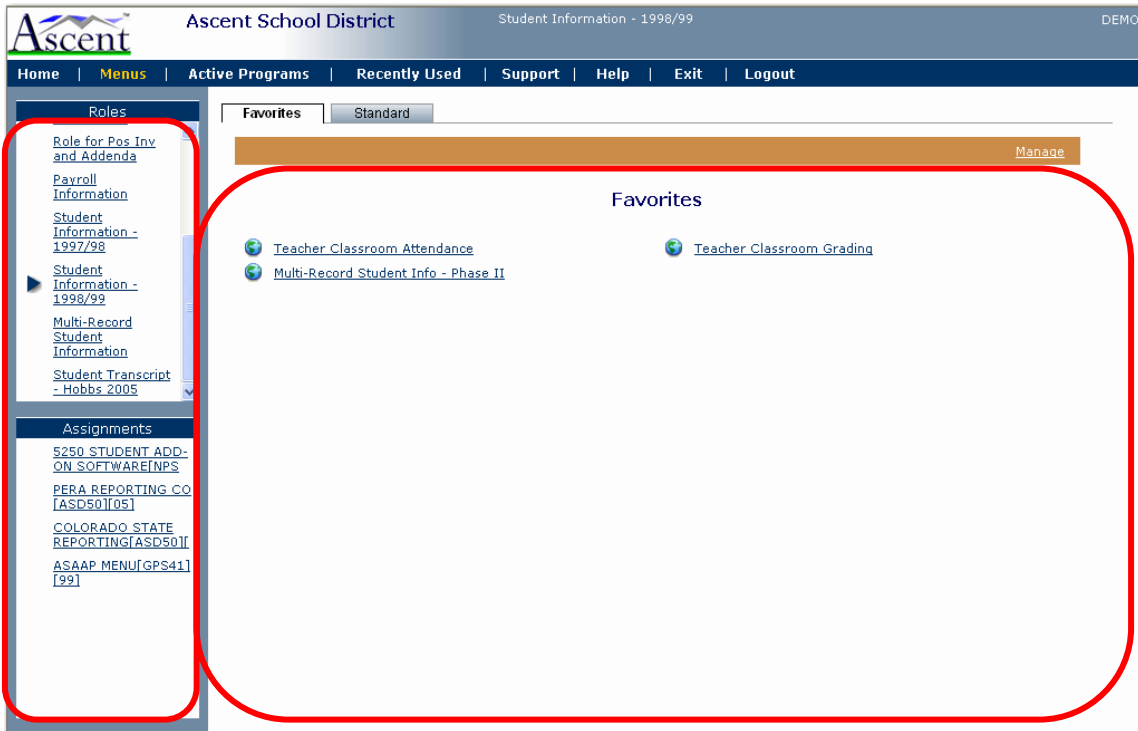
Ascent Login Screen

3. Enter your AS/400 user identification and password. They may be the same as your network ID and password—check with your system administrator.
4. Press the **Enter** key or click the **Submit** button. The school district screen will be displayed.



School District Screen

5. Within the AEE header there is a blue bar with **Menu** as the second option. By clicking on the **Menu** button (as above), the program menu screen (below) will appear.

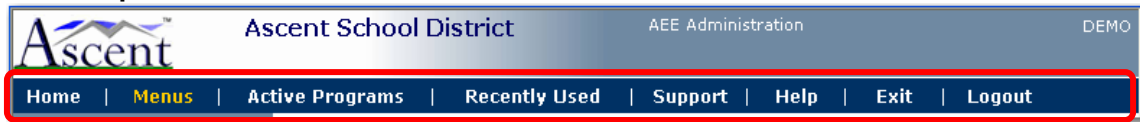


Program Menu Screen - With Favorites Tab Open

6. This screen has two parts—**Roles** and **Assignments** (on the left) and Menu selections (on the right). As you choose different roles or assignments, your menu selections within those roles will be updated. This gives you the opportunity to maintain various applications. Clicking on **Student Information** within the Roles panel will bring up the menu selections for the Student Information System.

Screen Details

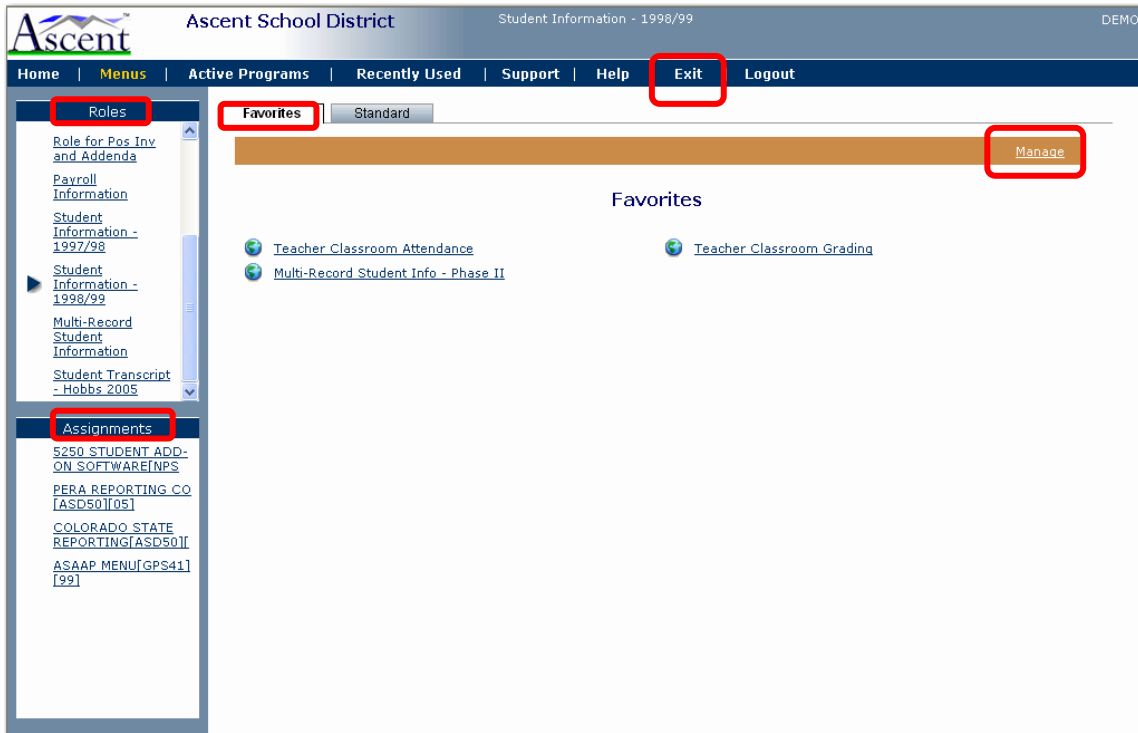
Menu Options



Home	Return to the district home page
Menus	Displays the program menu screen
Active Programs	Shows a list of all active programs (ones currently open)
Recently Used	Lists programs most recently used
Support	Link to your local support team
Help	Link to program help files (when activated)
Exit	Exit current program and return to Program Menu
Logout	Logout of all programs and return to the login screen

Note: The upper part of the screen contains a description of the current role selected (AEE Administration) and the User ID (DEMO). After a program is selected, the program title will display under the User ID.

Your district may also place other information here, such as the district or school name.



Program Menu Screen - With Favorites Tab Open

Roles

Supplies a list of the various Ascent applications that can be accessed. A blue arrow indicates which data set is active. Different applications can be accessed with the click of the mouse.

Assignments

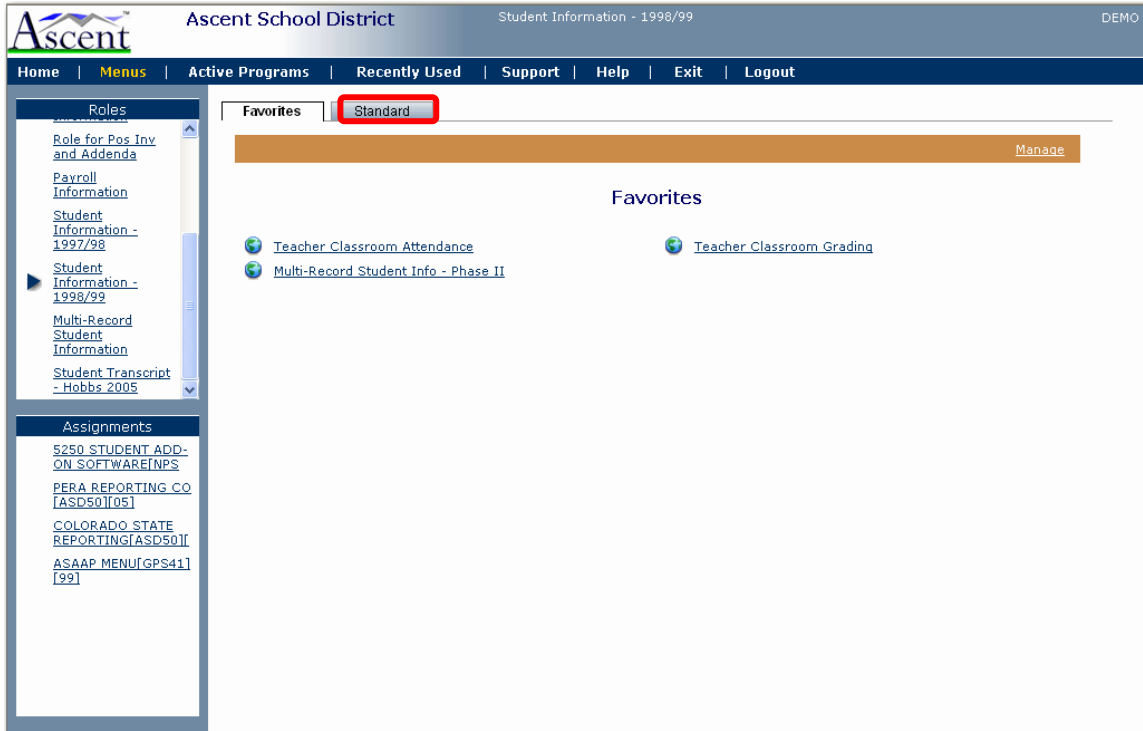
Supplies a list of the various ACS™ 5250 assignments. Accessing a menu item from the list will initiate a 5250 emulation session within AEE. To end a 5250 application, simply click the **Exit** button.

Favorites

This tab displays a list of your favorite menu items. These items are added to your favorites list by selecting them from the Standard tab.

Manage

This option allows you to manage your list of favorite menu items. You can remove or change the order of menu items after selecting this option.



Program Menu Screen with the Standard Tab Open

Standard

This tab displays a list of all programs that you are currently authorized to use. This list is defined and maintained by your system administrator. With the Standard tab opened, you can add selections to your favorites menu by clicking on the ★ star closest to the option to be added.

Program Screen Design

Select	Student Name	ID / Account	District	School	Class Level	Actions
<input type="checkbox"/>	BARGASS, MIRANDA LOUISE	14196	NPS	688	09	
<input type="checkbox"/>	BARTAM, NACOLE A	21270	NPS	688	09	
<input type="checkbox"/>	BATTLAMAM, BILLY BOB ALLEN	9195	NPS	688	10	
<input type="checkbox"/>	BELK, ERICA MARIE	1214	NPS	688	10	
<input type="checkbox"/>	BEMK, JR., BENEDICT ROBERT	19068	NPS	688	10	
<input type="checkbox"/>	BERDSELL, HILARY RAE	777	NPS	688	10	
<input type="checkbox"/>	BEREEM, LEAH M	21290	NPS	688	10	
<input type="checkbox"/>	BESMER, AMANDA JOY	735	NPS	688	09	
<input type="checkbox"/>	BIRKHFILD, MIKAL C	21576	NPS	688	09	
<input type="checkbox"/>	BIRTIM, SARA MARIE	21145	NPS	688	09	

Program Screen Example



After selecting one or more records, you may select to edit them. Usually this action bar is used after selecting multiple records.



Select All: places checks in all of the select boxes—both displayed and not displayed. All of the records can be viewed by paging through them.

Select Page: places checks in the select boxes of the current page of records.

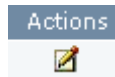
Select None: removes all of the check marks from all of the select boxes.



Places the program in add mode, where new students may be added to the district. This feature is only presented to employees who are authorized to add students.

Select	Student Name	ID / Account	District	School	Class Level	Actions
<input type="checkbox"/>	BARGASS, MIRANDA LOUISE	14196	NPS	688	09	
<input type="checkbox"/>	BARTAM, NACOLE A	21270	NPS	688	09	
<input type="checkbox"/>	BATTLAMAM, BILLY BOB ALLEN	9195	NPS	688	10	
<input type="checkbox"/>	BELK, ERICA MARIE	1214	NPS	688	10	
<input type="checkbox"/>	BEMK, JR., BENEDICT ROBERT	19068	NPS	688	10	
<input type="checkbox"/>	BERDSELL, HILARY RAE	777	NPS	688	10	
<input type="checkbox"/>	BEREEM, LEAH M	21290	NPS	688	10	
<input type="checkbox"/>	BESMER, AMANDA JOY	735	NPS	688	09	
<input type="checkbox"/>	BIRKHFILD, MIKAL C	21576	NPS	688	09	
<input type="checkbox"/>	BIRTIM, SARA MARIE	21145	NPS	688	09	

Program Screen Example



If you wish to edit a single record, simply click on the appropriate action button for that record.



Edit



The arrow buttons allow various paging options.

- Goto First page
- Goto Prior page
- Goto Next page
- Goto Last page

Student Records

Overview

The Student Records program allows Administrators, Counselors, Teachers, and Staff quick access to student data. Student information has been broken down into eleven tabs—Basic, Family, Contacts, Profile, Reg/Alert, Tags, Enroll Hist, Attendance, Schedule, Grades, and Transcripts.

Tutorial - Accessing and Maintaining

After selected Student Information within the **Roles** panel, select the menu option of [Multi-Records Student Info](#).



Program Menu Screen

Search Screen

The Multi-Record Student Information program begins with a search screen. This screen provides options to search for a single student or multiple students. The ability to add a new student to the District may be accomplished from this screen by using the add student wizard. This technique will now be described in detail.

Ascent School District Student Information - 1998/99 DEMO
Multi-Record Student Info - Phase II

Home | Menus | Active Programs | Recently Used | Support | Help | Exit | Logout

Students by Name

Last Name [begins with] _____ First Name [begins with] _____ School 688 District NPS Search Clear

Students by Name Position to Student Name _____ Goto

579 Results Rows per page 10 Page 2 of 58 Go to page _____

Select	Student Name	ID / Account	District	School	Class Level	Actions
<input type="checkbox"/>	BARGASS, MIRANDA LOUISE	14196	NPS	688	09	
<input type="checkbox"/>	BARTAM, NACOLE A	21270	NPS	688	09	
<input type="checkbox"/>	BATTLAMAM, BILLY BOB ALLEN	9195	NPS	688	10	
<input type="checkbox"/>	BELK, ERICA MARIE	1214	NPS	688	10	
<input type="checkbox"/>	BEMK, JR., BENEDICT ROBERT	19068	NPS	688	10	
<input type="checkbox"/>	BERDSELL, HILARY RAE	777	NPS	688	10	
<input type="checkbox"/>	BEREEM, LEAH M	21290	NPS	688	10	
<input type="checkbox"/>	BESMER, AMANDA JOY	735	NPS	688	09	
<input type="checkbox"/>	BIRKHFILD, MIKAL C	21576	NPS	688	09	
<input type="checkbox"/>	BIRTIM, SARA MARIE	21145	NPS	688	09	



579 Results Rows per page 10 Page 2 of 58 Go to page _____

Student Records -Search Screen

1. After selecting [Multi-Record Student Info](#), begin the process of creating a new student record by clicking the [Add Student](#) option.

Add Student Wizard – Panel 1

The [Add Student](#) link calls the add student wizard. One of the main purposes of this panel is to check for duplicate student records. If a similar record is found, it will be listed with a warning error allowing you to cancel or continue. If it is determined that a student has already been added, click [Cancel](#). It is always recommended to search for a student's name before selecting the [Add Student](#) option.

		Reset	Cancel	NEXT ▶
District and School:	*	NPS	688	WASHINGTON HIGH SCHOOL
Name: (Last,First,Middle)	*	<input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> Suffix <input type="text"/>
Gender:	*	<input checked="" type="radio"/> M	<input type="radio"/> F	
Birth date:	*	<input type="text"/>		
Birth City:		<input type="text"/>	state or province	<input type="text"/>
Ethnic Group	*	<input type="text"/>		
Class Level:	*	<input type="text"/>		
Student's Telephone:		616	<input type="text"/>	<input type="checkbox"/> Unlisted
Student File ID:		<input type="text"/>		*NEXT
		Reset	Cancel	NEXT ▶

- This screen allows you to enter the student's information. Required fields have asterisks in front of them.
 - Name** is the Last, First, Middle, and Other names of the student.
 - Suffix** examples include Jr., Sr., II, III, etc.
 - Gender** is either M(ale) or F(emale).
 - Birth date** is the date of birth of the student.
 - Birth City** is the city where the student was born.
 - Birth state or province** is the State or province of birth.
 - Ethnic Group** is defined by the district. The popup icon will supply a list of all valid ethnic codes.
 - Class Level** is the grade level of the student. A popup icon is available to supply a list of valid ethnic codes.
 - Student's Telephone** begins with a three digit area code which is defaulted. It is followed by the seven digit phone number. Check the **Unlisted** box if the phone number is unlisted.

- **Student File ID** is defaulted to *NEXT. This causes the system to assign the next available Student File ID number. School districts may select to assign their own unique Student File ID of up to nine digits.

Reset blanks out any changes. This allows re-entry before continuing.

Cancel ends the add process and returns to the search screen.

NEXT causes the add process to proceed to the next screen.

3. After entering the student's information, proceed by clicking **NEXT**.

		Reset	Cancel	NEXT ▶
District and School:	*	<input type="text" value="NPS"/>	<input type="text" value="688"/>	WASHINGTON HIGH SCHOOL
Name: (Last,First,Middle)	*	<input type="text" value="WOODRING"/>	, <input type="text" value="JOHN"/>	<input type="text"/> Suffix <input type="text"/>
Gender:	*	<input checked="" type="radio"/> M	<input type="radio"/> F	
Birth date:	*	<input type="text" value="12/25/86"/>		
Birth City:		<input type="text"/>	state or province	<input type="text"/>
Ethnic Group	*	<input type="text" value="E"/>	WHITE/NOT HISPNC	
Class Level:	*	<input type="text" value="12"/>	TWELFTH GR	
Student's Telephone:		<input type="text" value="616"/>	<input type="text"/>	<input type="checkbox"/> Unlisted
Student File ID:		<input type="text" value="*NEXT"/>		
		Reset	Cancel	NEXT ▶


Student Records Screen - In Add Mode

Add Student Wizard – Panel 2 (Family Information)

This screen is displayed after the **NEXT** option has been selected from panel 1.

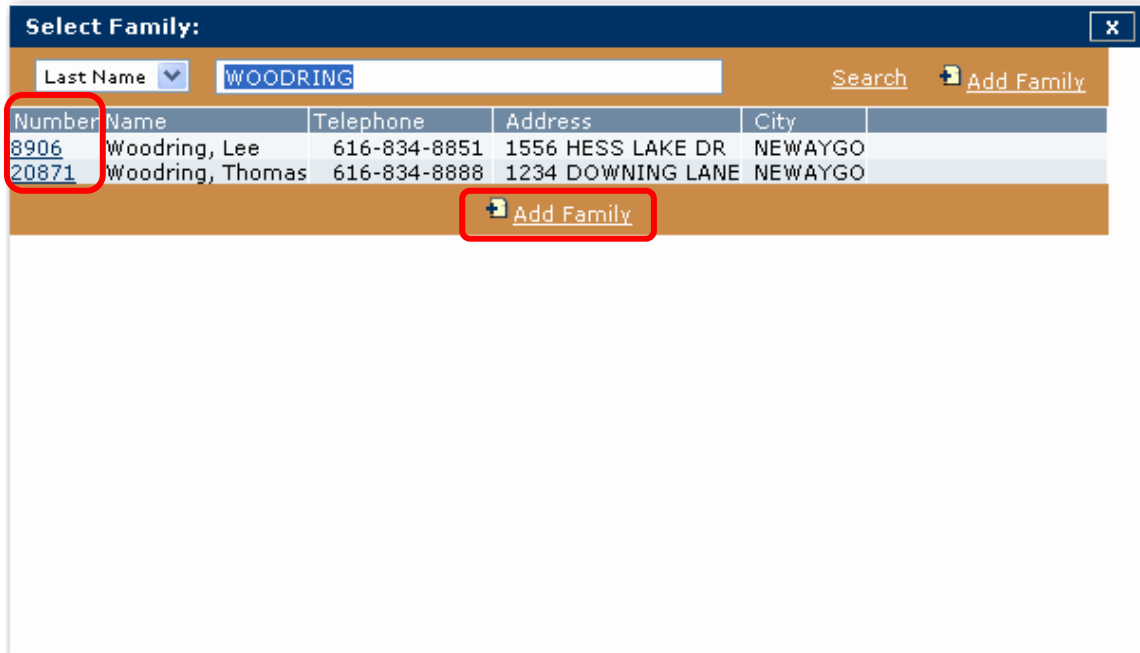
Ascent School District		Multi-Record Student Information		SDMA01V2	
Multi-Record Student Info - Phase II					
Home	Menus	Active Programs	Recently Used	Support	Help Exit Logout
Back		Cancel	Reset	NEXT	
Student Name:	WOODRING, JOHN	Age:	18	M	
Lives with Family 1:	* None	Relationship	Emergency Call Sequence		
Primary Guardian	*(Unspecified guardian)				
Secondary Guardian	*(Unspecified guardian)				
Family 2:	* None				

Student Records Screen - In Add Mode


- **Lives with Family 1** is a required field. A popup icon  will display a list of all families already on the system.
 - **Family 2** is also selected through a popup icon.
4. Use the popup icon to display the Select Family window.

Add Student Wizard – Panel 2a (Select Family)


This window is displayed after the popup icon button  has been selected from panel 2.



Number	Name	Telephone	Address	City
8906	Woodring, Lee	616-834-8851	1556 HESS LAKE DR	NEWAYGO
20871	Woodring, Thomas	616-834-8888	1234 DOWNING LANE	NEWAYGO

- A Drop-Down  Menu is available to search by Last Name, First Name, Telephone, Address, or Number of the parent.
- **Search Filed** is defaulted to the family's last name. By entering another name in place of the family name (**WOODRING**) and clicking **Search** or pressing **Enter**, other family records can be selected. This field will accept an asterisk at the end of a name. For example, **WOOD*** would bring up all families that begin with WOOD, such as Wood, Woodring, and Woodward.
- **Number** is a link to the family record. It is either assigned by the system or entered manually for districts having a unique number convention.
- **Add Family** is a link allowing new families to be added to the student system as student records are added.

5. At this point there are three choices.

- If the student's family is on the provided list, select it by clicking on the appropriate family number.
- If the student's family is not on the list, begin a new search by using a combination of the dropdown  menu and changing **WOODRING** to whatever is appropriate, and then click the [Search](#) option.
- If the student's family has not been entered into the school's records, create a new family record by selecting the [Add Family](#) option.

Add Student Wizard – Panel 2b (Add Family Information)

This screen is displayed after selecting the [Add Family](#) option from panel 2a. This panel allows the family record to be added at the time a new student record is being entered. Enter the information for the student's primary guardian. A secondary guardian can be added later through the **Family** tab.

The screenshot shows the 'Add Family Information' form in the Ascent School District system. The form is titled 'Multi-Record Student Information' and 'Multi-Record Student Info - Phase II'. It includes a navigation bar with 'Home', 'Menus', 'Active Programs', 'Recently Used', 'Support', 'Help', 'Exit', and 'Logout'. The form itself has a header with 'Submit', 'Reset', and 'Return' buttons. The main form area contains the following fields:

- New Family Number:** *Next
- Call Seq#:** 1
- Last Name:** WOODRING
- First Name:**
- Middle Name:**
- Title:**
- Relationship:**
- Home:** House Nbr, Prefix, Street Name, Type, Suffix, Unit, City, State, Zip Code, Home Telephone, City Code, Map Grid, Unlisted checkbox.
- Mail:** House Nbr, Prefix, Street Name, Type, Suffix, Unit, City, State, Zip Code.
- Work:** Employer, Occupation, Federal checkbox.
- Phone:** Type, Number, Extension.
- E-mail:**
- Print:** Labels, Report card, Attendance letter, Discipline letter, Schedule (all checked).

Field Descriptions

- **New Family Number** can either be assigned by the system or entered manually for school districts that have their own unique numbering convention.
- **Call Seq #** controls the order of the contacts on the contact list. Contacts with the lowest call sequence number will appear first on the contact list, and should be called first. The primary guardian should receive one of the lowest numbers.
- **Last Name** is the guardian's last name.
- **First Name** is the guardian's first name.
- **Middle Name** is the guardian's middle name.

- **Title** used by the guardian. Examples include Dr., Mr., Mrs., Ms.
- **Relationship** of this guardian to the student. Examples include Father, Mother, Uncle, or Aunt.

Home

- **House Nbr** is the house number of the home address.
- **Prefix** examples are North, South, East, West, etc.
- **Street Name** is the name of the street for the home address.
- **Type** is the street type. Examples include Ave, St, Cir, or Rd.
- **Suffix** examples include North, South, Apt., etc.
- **Unit** is the apartment unit number.
- **City** is the city name of the home address.
- **State** is the two character State code.
- **Zip Code** is the postal code.
- **Home Telephone** is the area code and phone number for the student's home.
- **Unlisted** should be checked if the home phone number is unlisted.

Mail

If the mailing address fields are left blank, the home address information will be copied into the mailing address fields by the system.

- **House Nbr** is the house number of the mailing address.
- **Prefix** examples are North, South, East, West, etc.
- **Street Name** is the name of the street for the mailing address.
- **Type** examples include Ave, St, Rd, etc.
- **Suffix** examples include North, South, Apt., etc.
- **Unit** is the apartment unit number.

- **City** is the city name of the mailing address.
- **State** is the two character State code.
- **Zip Code** is the postal code.

Work

- **Employer** is the employer's name or place of work.
- **Federal** should be checked if the guardian is a federal employee or lives in federal housing.
- **Occupation** of the guardian.

Phone

- **Type** of phone. Examples are Work, Home, Cell, Pager, etc.
- **Number** is the phone number of the guardian. The type for the first number is defaulted to "WORK."
- **Extension** is the phone extension of guardian.
- **E-mail** is the email address of the guardian.

Print

- **Labels** should be checked if the guardian's name should be printed on labels.
- **Report card** should be checked if the guardian should receive a copy of the student's report card.
- **Attendance letter** should be checked if the guardian should receive a copy of the student's attendance letter.
- **Discipline letter** should be checked if the guardian should receive a copy of the student's discipline letter.
- **Schedule** should be checked if the guardian should receive a copy of the student's schedule.

Link Descriptions

- [Submit](#) is a link to submit any changes that have been made back to the student system.
- [Reset](#) is a link to blank out any changes made since the last submit. This allows re-entry before submitting.
- [Return](#) is a link used to go back to the previous screen.

Add Student Wizard – Panel 3 (Basic Information)

This screen is displayed after the **NEXT** option has been taken from panel 2.

Ascent School District Multi-Record Student Information SDMA01V2
Multi-Record Student Info - Phase II

Home | Menus | Active Programs | Recently Used | Support | Help | Exit | Logout

Back Reset Cancel **FINISH**

Student Name:	* WOODRING, JOHN	Age: 16	M
Current District:	* NPS	School: 688	Grade level: 12
Transferred from:			
Enrollment Date:	* 12/16/05	<input checked="" type="checkbox"/> Enroll now?	
Register/Sub:	* <input type="checkbox"/> <input type="checkbox"/>		
Entry Code:	* <input type="checkbox"/>		
Comment:	<input type="text"/>		
Load:	1		
Year of Graduation	* <input type="checkbox"/>	*Missing	
Native Language	<input type="checkbox"/>		
Ethnic Group	E	WHITE/NOT HISPNC	
Parent/Lives With	<input type="checkbox"/>		
Lunch,Code	<input type="checkbox"/>		
Health Alert,	<input type="checkbox"/>		
Township	<input type="checkbox"/>		
County	<input type="checkbox"/>		
Non-Conventional=X	<input type="checkbox"/>		
Non-Res Dist Code	<input type="checkbox"/>		
Parttime FTE	<input type="checkbox"/>		
Birth Certificate=X	<input type="checkbox"/>		
Swim Test Not Pass=X	<input type="checkbox"/>		
All Day Kindergarten	<input type="checkbox"/>		
Student File ID:	426798		

Field Descriptions

- **Student Name** displays the student's name, age, and gender.
- **Current District** displays the District, School and grade level of the student.
- **Transferred from** is used to record the name of the previous school or district attended by the student.
- **Enrollment Date** is the date the student enrolls during the current school year. It defaults to the current date.

- **Enroll Now?** If this box is checked, the student will be enrolled as part of the Add Student process which causes the Register/Sub and Entry Code to be required fields. If a student should not be enrolled until the next school year, uncheck this box. If the student's enrollment date is not known or is uncertain, uncheck this box—students can always be enrolled at a later time through the Enroll Hist tab.
- **Register/Sub** is a register code setup by the district. A popup icon will display a list of district defined options. Our example of **C12 M** is a code for **12th Grade Boys**.
- **Entry Code** has a popup icon to list codes defined by the district.
- **Comment** may contain any notes about the entry.
- **Load** values are used to count membership days at a school. They are defined by the district. The system default is 1.
- **Client Specific Attributes** are uniquely identified by each individual the School District. The following are examples of client specific attributes. These attributes can be identified as required or non-required. Popup icons are available to choose the appropriate attribute code.

The screen image shown above gave the following examples of client specific attributes:

Year of Graduation
 Native Language
 Ethnic Group
 Parent/Lives With
 Lunch Code
 Health Alert
 Township
 County
 Non-Conventional=X
 Non-Res Dist Code
 Part time FTE
 Birth Certificate=X
 Swim Test Not Pass=X
 All Day Kindergarten

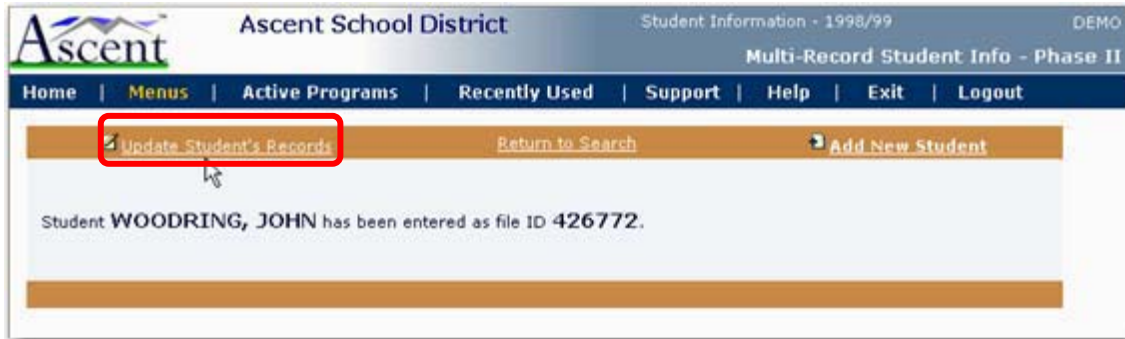
- **Alternate ID:** The Alternate ID is a fifteen digit number that may also be used to identify each student. This number is used frequently to enter a mandated State unique number.
- **Student File ID** is a nine digit number that uniquely identifies each student in a School District.

Link Descriptions

- **Back** is a link used to return to the previous page.
 - **Reset** is a link to blank out any changes made since the last submit. This allows re-entry before submitting.
 - **Cancel** is a link that allows you to cancel the add process. It returns you back to the Search screen.
 - **FINISH** is the link that completes the add process for the student record.
6. After entering the student's basic information, click the **FINISH** link.

Add Student Wizard – Panel 4 (Confirmation)

This screen is displayed after the **FINISH** option has been taken from panel 3. It confirms that the student has been added successfully, and displays the Student's name and file ID. To install student pictures see Appendix B.



Link Descriptions

- **Update Student's Records** is a link back to the student just entered, allowing entry of the additional information.
 - **Return to Search** is a link that will return you to the Search screen.
 - **Add New Student** is a link to restart the Add New Student wizard process for another student. This feature would be used when a high volume of new students needs to be added quickly, leaving optional student information to be added at a later date.
7. For the purposes of this tutorial, we will continue to update the current student's record by reviewing all of the Student Record tabs. To do this, click the **Update Student's Records** option.

Basic Tab

The Basic tab contains basic information about a student. Most of this information is required by the student system, and was populated through the Add Student Wizard. Information on this tab is used throughout the entire student system.

The screenshot shows the 'Basic' tab of a student information system. The student's name is JOHN WOODRING, with a student ID of 426772. He is 18 years old, in Grade 12, and is currently at Washington High School. The form includes various fields for personal information, enrollment history, and administrative data.

Field	Value
File ID	426772
Alternate ID	
Name (Last, First, Middle, Other, Sfx)	WOODRING, JOHN
Birth date	12/25/86
Birth Place	
State	
Gender	M
Age	18
Restricted	<input type="checkbox"/>
Privacy Act	<input type="checkbox"/>
Orig Enrol	10/20/05
Transferred	
Lives with	Woodring, Lee; Woodring, Annette
Phone	231; <input type="checkbox"/> Unlisted
District	NPS
School	688
Grade Level	12
Last Year	
This Year	
Next Year	
Year of Graduation	06
Native Language	
Ethnic Group	E
Non-Res Dist Code	
Parent/Lives With	
Parttime FTE	
Lunch, Code	
Birth Certificate=X	
Health Alert	
Swim Test Not Pass=X	
Township	
All Day Kindergarten	
County	

1. The required fields for the Basic tab have already been populated through the Add Student Wizard process. This tab allows the correction and addition of basic student information.

Link Descriptions

- **Submit** is a link to submit any changes you have made back to the student system.
- **Reset** is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
- **Printable View** is a link that opens a window displaying the data in a printable form. This window contains a print option which produces a report that can be sent home to parents for verification.

Field Descriptions

- **File ID** is a unique 9 digit number that identifies each student at a district level. Numbers can be assigned manually or automatically by the system. It is recommended to allow the system to assign this number to assure uniqueness.

Name

- **Last** is the student's last name.
- **First** is the student's first name.
- **Middle** is the student's middle name.
- **Other** could be used to record a nickname or maiden name, etc.
- **Sfx** stand for suffix. Examples include Jr., Sr., II, III.
- **Birth date** is the Student's date of birth.
- **Birth Place** is the city of the student's birth.
- **State** is the State of the student's birth.
- **Gender** is either M(ale) or F(emale).
- **Age** is the student's age. It is calculated by the program.
- **Restricted** should be checked when the parents request the student's information be kept private.
- **Privacy Act** is used by some schools to signify that a Privacy Act form has been sent to the parents.

- **Orig Enrollment** is the date the student was enrolled. This field is informational only. It may represent the first time a student enrolled in the district. It is not required by the system.
- **Transferred** is used to record the name of the school or district previously attended by the student.
- **Lives with** displays the parent/guardian that the student lives with. Selecting the link associated to their name will present further information. The **Unspecified guardian** link indicates a secondary guardian has not been entered.
- **Phone** is the student's home phone number.
- **Unlisted** should be checked when the phone number is unlisted.

Last Year

- **District** is last year's District ID.
- **School** is last year's School ID.
- **Grade Level** is last year's grade level.

This Year

- **District** is this year's District ID.
- **School** is this year's School ID.
- **Grade Level** is this year's grade level.

Next Year

- **District** is next year's District ID.
- **School** is next year's School ID.
- **Grade Level** is next year's grade level.
- **Client Specific Attributes** are defined on a district level. There are 16 attributes available. Attribute fields can be identified as required or non-required. The screen image shown above gave the following examples of client specific attributes:

Year of Graduation	County
Native Language	Non-Conventional=X
Ethnic Group	Non-Res Dist Code
Parent/Lives With	Part time FTE
Lunch Code	Birth Certificate=X
Health Alert	Swim Test Not Pass=X
Township	All Day Kindergarten

Family Tab

The Family Tab is broken down into two parts. The first part contains the names and relationships associated with Family 1 and Family 2. Family names can be edited by simply clicking on them. The second part of this tab contains a list of other students from both households. Access authority is discussed in Appendix A.

Ascent School District Student Information - 1998/99 DEMO
Multi-Record Student Info - Phase II

Home | **Menus** | Active Programs | Recently Used | Support | Help | Exit | Logout

Return to Search

Selected Students
▶ WOODRING, JOHN

WOODRING, JOHN Age: 18 District: Ascent Public Schools
Student #: 426772 Grade: 12 School: Washington High School
Phone #: 231-000-0000 Gender: M

Enroll Hist Attendance Schedule Grades Transcripts
Basic **Family** Contacts Profile Reg / Alerts Tags


JOHN presently lives with:

Family ID	Relationship	Calling sequence
Family 1: 8906		
<u>Woodring, John</u>	FATHER	1
<u>Woodring, Joan</u>	STEP-MOTHER	
Family 2: *None		


Other students living with either of the above families:

Student ID	Name	Sex	Age	Grade	School	District
426775	WOODRING, MARY	F	17	10	688	NPS

- Through the Add Student Wizard, the required fields have been populated. Begin the process of adding a **Family 2** by clicking the popup icon.
 - Submit** is a link to submit any changes that have been made back to the student system.
 - Reset** is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
 - Family 1** contains information regarding the family the student resides with. The underlined guardian name is a link that will display further information. If Family 1 needs to be updated, a popup icon will supply a list of families that already exist in the student database.
 - Family 2** contains information regarding the secondary family. It is updated in the same way as **Family 1**.

In the **Add Student Wizard** portion of the documentation, we discussed adding and selecting families. Family 2 can be removed or deleted by clicking on the  popup icon. This will bring up the Select Family window:

Number	Name	Telephone	Address	City
*None				
40838	Schafer, Todd		SADDLEBACK	OOLOGAH
4801234567	Schafer, Todd	800-555-2189	123 S SADDLEBACK WAY	KINGFISHER

Remove Family 2 by clicking the [*None](#) link. Then click the  in the upper right portion of the window. The change will appear on the Family tab. Click [Submit](#) and the change will be recorded.

- **Other students living with either of the above families** contains a list of students currently residing with Family 1 and Family 2. This list is presented in the lower portion of the Family tab. Students are displayed by Student IDs, along with names, genders, ages, grades, and schools. The system automatically maintains this information as families are selected. Students with the same family numbers will be shown on this list.
2. After selecting a family, click [Submit](#) or press **Enter**. If there are no errors, there will be a message confirming that the **Family data was updated**:

Note: Family data updated for student 426772.

JOHN presently lives with:

Family	Name	Relationship	Calling sequence
Family 1: 8906	Woodring, John	FATHER	10
	Woodring, Joan	STEP-MOTHER	90
Family 2: 20876	Smith, Sam	STEP FATHER	
	Smith, Helen	MOTHER	

Other students living with either of the above families:

Student ID	Name	Sex	Age	Grade	School	District
426775	WOODRING, MARY	F	17	10	688	NPS

3. Proceed to the **Contacts** tab by clicking on it.

Contacts Tab

A student may have many contacts associated with their student record. Contacts do not need to reside with students; they may be aunts, uncles, relatives, neighbors, doctors, dentist, non-custodial parents, etc. The order of the contact list is modified by changing the numbers in the calling sequence column.

Ascent School District Multi-Record Student Information SDMA01V2
Multi-Record Student Info - Phase II

Home | **Menus** | Active Programs | Recently Used | Support | Help | Exit | Logout

Return to Search

Selected Students
▶ WOODRING, JOHN

WOODRING, JOHN Age: 18 District: Ascent Public Schools
Student #: 426772 Grade: 12 School: Washington High School
Phone #: 231-222-3333 Gender: M

Enroll Hist Attendance Schedule Grades Transcripts
Basic Family **Contacts** Profile Ben/Alerts Tags

Submit Reset Add Persons to Contact List

Calling Sequence	Contact Name	Relationship	Phone 1	Phone 2	Relationship
10	Woodring, John	Father	616-000-0000	616-834-8851	
20	Smith, Helen	Mother		226-333-5555	
80	Smith, Sam	Step Father	226-323-4444	226-234-9999	
90	Woodring, Joan	Step-Mother	698-1372	616-834-8851	

Submit Reset Add Persons to Contact List

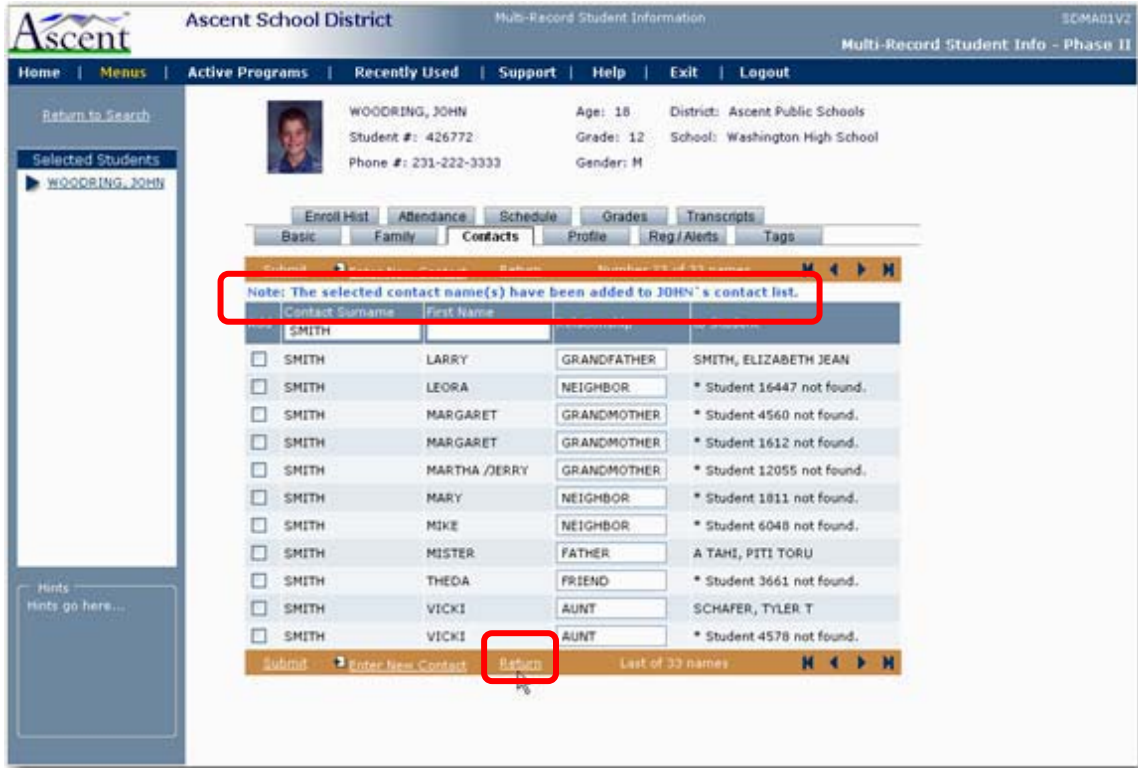
1. Through the Add Student Wizard and Family tab, the parental contacts have been added. Parents and guardians are listed in call sequence number order. To add a contact, click the [Add Persons to Contact List](#) link.
 - [Submit](#) is a link to submit any changes back to the student system.
 - [Reset](#) is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
 - [Add Persons to Contact List](#) is a link that allows contacts to be searched by name and added to a student's contact list. This avoids both duplication and re-entering of data.
 - [Contact Names](#) are links that allow editing of information associated with the contact. Any changes made to a contact will be reflected on all students associated with that contact, with two exceptions—the Call Sequence and Relationship fields are stored on a per student basis.

2. Clicking the [Add Persons to Contact List](#) link brings up a list of contacts with the same surname as the student. Different names can be listed by changing the [Contact Surname](#). A contact is selected by placing a check in the box next to their name, and then clicking [Submit](#).

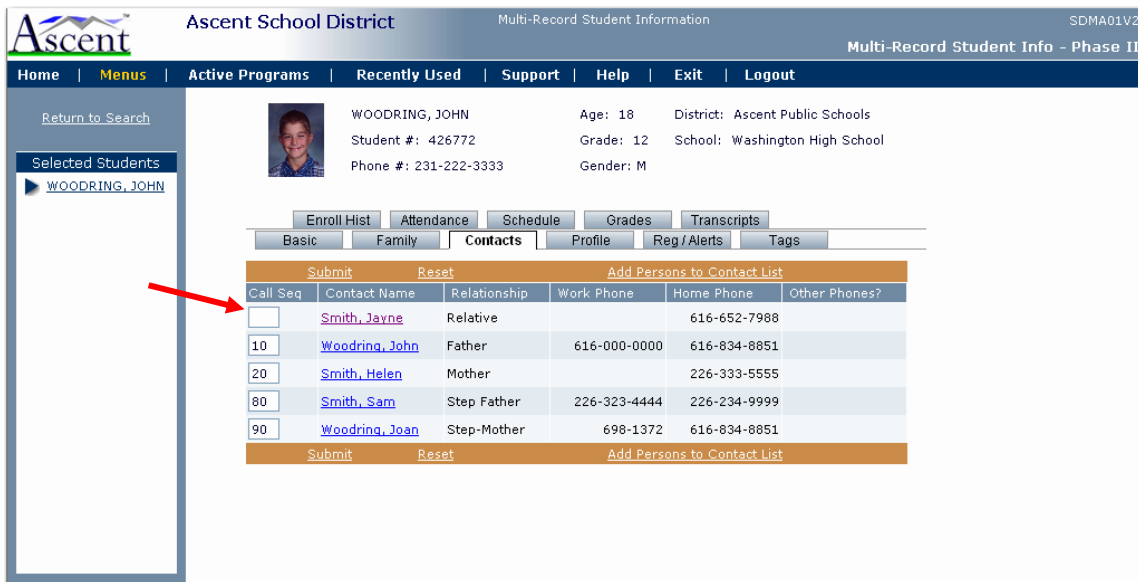
The screenshot shows the Ascent School District Multi-Record Student Information system. The student profile for JOHN WOODRING is displayed at the top, with details such as Age: 18, District: Ascent Public Schools, Grade: 12, School: Washington High School, Student #: 426772, and Phone #: 231-222-3333. Below the profile, there are tabs for Enroll Hist, Attendance, Schedule, Grades, and Transcripts. The 'Contacts' tab is active, showing a list of contacts with the same surname as the student. The list has a 'Submit' button on the left and a 'Return' button on the right. A red arrow points to the 'Submit' button. A red box highlights the 'Submit' button and the 'Return' button. The contact list is as follows:

Submit	Contact Surname	First Name	Relationship	to Student
<input type="checkbox"/>	SMITH	DIANNE	FRIEND	SWETT, TANNER
<input type="checkbox"/>	SMITH	DIANNE	FRIEND	DOOD, ARRON S BIZWAX III
<input type="checkbox"/>	SMITH	DORIS	FRIEND	DOOD, ARRON S BIZWAX III
<input type="checkbox"/>	SMITH	DORIS	FRIEND	SCHAFER, TYLER T
<input type="checkbox"/>	SMITH	DORIS	FRIEND	SWETT, TANNER
<input type="checkbox"/>	SMITH	DORIS	FRIEND	BLIMDILL, CHAD ALLEN
<input type="checkbox"/>	SMITH	DOUG	NEIGHBOR	* Student 12995 not found.
<input type="checkbox"/>	Smith	Doug	BROTHER	DOOD, ARRON S BIZWAX III
<input checked="" type="checkbox"/>	SMITH	JAYNE	RELATIVE	* Student 4491 not found.
<input type="checkbox"/>	SMITH	KATHY	neighbor	SCHAFER, TYLER T
<input type="checkbox"/>	SMITH	KATHY	GRANDMOTHER	* Student 18060 not found.

- There will be a message confirming: **The selected contact name(s) have been added to the student's contact list.**



- The contact will be placed on the top of the contact list, allowing quick entry of a Call Sequence number.



- Proceed to the **Profile** tab by clicking on it.

Contact Detail Screen

This screen is accessed by selecting either the [Enter New Contact](#) link or by selecting one of the [Contact Name](#) links. This allows the update of contact information. A contact can also be deleted from the student's record by selecting the [Delete](#) option, which is available in change mode.

Ascent School District Multi-Record Student Information SDMA013
Multi-Record Student Info - Phase

Home | **Menus** | Active Programs | Recently Used | Support | Help | Exit | Logout

Return to Search

Selected Students
▶ WOODRING, JOHN

WOODRING, JOHN
Age: 18 District: Ascent Public Schools
Student #: 426772 Grade: 12 School: Washington High School
Phone #: 231-222-3333 Gender: M **ALERT**

Enroll Hist Attendance Schedule Grades Transcripts
Basic Family **Contacts** Profile Reg / Alerts Tags

Submit Reset Return

Call Seq#	Last Name	First Name	Middle Name	Title	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home:					
	House Nbr	Prefix	Street Name	Type	Suffix Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip Code		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Home Telephone					
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Unlisted		
Mail:					
	House Nbr	Prefix	Street Name	Type	Suffix Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City	State	Zip Code		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Work:					
	Employer	Occupation			
	<input type="text"/>	<input type="checkbox"/> Federal <input type="text"/>			
Phone:					
	Type	Number	Extension		
	WORK	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
E-mail:					
	<input type="text"/>				
Print:					
	<input type="checkbox"/> Labels	<input type="checkbox"/> Report card	<input type="checkbox"/> Attendance letter	<input type="checkbox"/> Discipline letter	<input type="checkbox"/> Schedule

Link Descriptions

- [Submit](#) is a link that submits any changes back to the student system.
- [Reset](#) is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
- [Return](#) is a link used to go back to the previous screen.

Field Descriptions

- **Call Seq #** controls the order of the contacts on this page. Highest priority contacts should be given the lowest sequence numbers causing them to appear first on the list.
- **Last Name** is the contact's last name.
- **First Name** is the contact's first name.
- **Middle Name** is the contact's middle name.
- **Title** of the contact. Examples are Dr., Mr., Mrs., Ms., etc.
- **Relationship** of this contact to the student. Examples include Father, Mother, Uncle, Aunt, Doctor, Dentist, etc.

Home

- **House Nbr** is the house number of the home address.
- **Prefix** examples include North, South, East, West, etc.
- **Street Name** is the name of the street for the home address.
- **Type** examples include Ave, St, Rd, etc.
- **Suffix** examples include North, South, Apt., etc.
- **Unit** is the apartment unit number.
- **City** is the name of the city for the home address.
- **State** is the two character State code.
- **Zip Code** is the postal code.
- **Telephone** is the home telephone number.
- **Unlisted** should be checked if the phone number is unlisted.

Mail

If the mailing address fields are left blank, the home address information will be defaulted into the mailing address fields by the system.

- **House Nbr** is the house number of the mailing address.
- **Prefix** examples include North, South, East, West, etc.
- **Street Name** is the name of the street for the mailing address.
- **Type** examples include Ave, St, Rd, etc.
- **Suffix** examples include North, South, Apt., etc.
- **Unit** is the apartment unit number.
- **City** is the name of the city for the mailing address.
- **State** is the two character State code.
- **Zip Code** is the postal code.

Work

- **Employer** is the employer's name or place of work.
- **Federal** can be used to identify if the residing parent is a federal employee or lives within federal housing.
- **Occupation** of the contact.

Phone

- **Type** is the device type of the phone number. Examples include Work, Home, Cell, Pager, etc.
- **Number** is the phone number of the contact.
- **Extension** is the phone extension of contact.
- **E-mail** is the email address of the contact.

Print

- **Labels** should be checked if mailing labels should be printed for the current family member.
- **Report card** should be checked if the family member should receive a copy of the student's report card.
- **Attendance letter** should be checked if the family member should receive a copy of any student's attendance letters.
- **Discipline letter** should be checked if the family member should receive a copy of any student's discipline letters.
- **Schedule** should be checked if the family member should receive a copy of the student's schedule.

Profile Tab

The Profile tab is informational only. There is no data entry. This tab has been designed to give school administrators a convenient way to access the most commonly requested items. Access authority is discussed in Appendix A.

Ascent School District Multi-Record Student Information SDMA01
Multi-Record Student Info - Phase

Home | Menus | Active Programs | Recently Used | Support | Help | Exit | Logout

Return to Search

Selected Students
WOODRING, JOHN

WOODRING, JOHN
Age: 18 District: Ascent Public Schools
Student #: 426772 Grade: 12 School: Washington High School
Phone #: 231-222-3333 Gender: M

Enroll Hist Attendance Schedule Grades Transcripts
Basic Family Contacts Profile Reg / Alerts Tags

Printable View

Student Locator

Birthdate: 12/25/86 Age 18 Ethnicity WHITE/NOT HISPNC
Family Phone: 616-834-8851
Home Address: 1556 HESS LAKE DR SR
NEWAYGO , MI 49337
Mailing Address: 1556 HESS LAKE
NEWAYGO , MI 49337

Family Information

Primary: WOODRING, JOHN Employer: CONSTRUCTIVE SHEET METAL
616-232-5555
Secondary: WOODRING, JOAN Employer: STEELCASE
616-698-1372

Emergency Contact Information

Call Seq	Contact Name	Relationship	Telephone	Ext
10	WOODRING, JOHN	FATHER	Work	616-232-5555
10			Home	616-834-8851
20	SMITH, HELEN	MOTHER	Home	226-333-5555
81	SMITH, SAM	STEP FATHER	Home	226-234-9999
90	WOODRING, JOAN	STEP-MOTHER	Work	616-698-1372

Registration Information

Locker: Home Room: HR Teacher:
Enrolled: 11/01/05 Register:

Class Schedule

Term	Period	Subject	Teacher	Room	Days	Course	Section
		(none)					

For ease and clarity this screen has been divided into five sections:

- **Student Locator**
- **Family Information**
- **Emergency Contact Information**
- **Registration Information**
- **Class Schedule**

Field Descriptions

Student Locator

- **Birth date** is the student's date of birth.
- **Age** is the student's current age.
- **Ethnicity** is the Ethnic Group as contained in the Client Specific Attributes.
- **Family Phone** is the phone number of the residence where the student presently lives.
- **Home Address** is the residence where the student presently lives.
- **Mailing Address** for the student.

Family Information

- **Primary** is the primary contact associated with the family record.
- **Secondary** is the secondary contact associated with the family record.

Emergency Contact Information

- **Call Seq** controls the order of the contact on the contact list—lower numbers appear first on the list. In case of an emergency, contacts should be called in the order established on the contact list.
- **Contact Name** is the name of the contact.
- **Relationship** of the contact to the student.
- **Telephone** is the phone number of the contact.
- **Ext** is the telephone extension number of the contact.

Registration Information

- **Locker** is the student's locker number.
- **Home Room** is the student's home room number as defined in the Reg/Alerts tab.
- **HR Teacher** is the home room teacher's name.
- **Enrolled** is the date the student was enrolled in the current year.
- **Register** is the most recent register and sub register selected on the Enroll History tab. Registers are defined on a district level. Most schools use this field to defined different student groups that need to be reported to the State. Frequently the register will contain the student's grade level and the sub register will be the student's gender.

Class Schedule

- **Term** of the year.
- **Period** of the day.
- **Subject** is the class identifier. Example: Algebra 1.
- **Teacher** displays the teacher's name.
- **Room** location of the class.
- **Days** the class is offered.
- **Course** identifier that uniquely identifies the class.
- **Section** of the day the class occurs.

Link Description

- **Printable View** is a link that opens a window displaying the data in a printable form. This window contains a print option which produces a report that can be sent home to parents.

Reg/Alerts Tab

The Reg/Alerts tab has two parts—registration information and student alerts. School personnel can easily identify students with **ALERTs**. This tab contains further details about each alert. If more information is needed, the homeroom teacher and the student’s counselor can be reached by school personnel.

Ascent School District Multi-Record Student Information SDMA01V2
Multi-Record Student Info - Phase II

Home | **Menus** | Active Programs | Recently Used | Support | Help | Exit | Logout

Return to Search

Selected Students

WOODRING, JOHN

WOODRING, JOHN Age: 18 District: Ascent Public Schools
Student #: 426772 Grade: 12 School: Washington High School
Phone #: 231-222-3333 Gender: M

Enroll Hist Attendance Schedule Grades Transcripts
Basic Family Contacts Profile **Reg / Alerts** Tags

Submit Reset Printable View

Homeroom Teacher: Morning Bus: Counselor:
Homeroom: Afternoon Bus: Locker:

Alerts

Tag	Description	Category
	No alerts recorded.	

1. Enter registration information. Alerts are updated from the Tags tab. Homeroom Teacher, Counselor, and Homeroom have popup icons to display district defined information. Morning Bus, Afternoon Bus, and Locker information may also be entered.

Link Descriptions

- **Submit** is a link that submits any changes you have made back to the student system.
- **Reset** is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
- **Printable View** is a link that opens a window displaying the data in a printable form. This window contains a print option which produces a report.

Field Descriptions

Registration Information

- **Homeroom Teacher** is the name of the homeroom teacher. A popup icon will display a list of valid teachers.
- **Morning Bus** is the number of the bus the student takes to school.
- **Counselor** is the name of the counselor currently assigned to the student. A popup icon will display a list of valid teachers.
- **Homeroom** is the room identifier of the student's homeroom. A popup icon will display a list of valid homerooms.
- **Afternoon Bus** is the number of the bus the student takes home.
- **Locker** is a six character locker identifier.

Alerts

- **Tag** is the three character Tag ID. Only tags defined as alert tags will be displayed on this tab. Alert tags are defined on a District level. They are created by placing an exclamation point (!) at the end of the tag description.

Tags can be restricted to a particular group of users. This is done at the District level by defining a tag as restricted and giving it a category. Users are then given access to the restricted tag category.

- **Description** of the tag.
- **Category** is defined by the District. Usually tags that are given a category are restricted to a group of users.

- After entering the required information, click **Submit** or press **Enter**. If there are no errors, there will be a message confirming that the **Registration information was updated**.

The screenshot shows the Ascent School District Multi-Record Student Information system. The student profile for JOHN WOODRING is displayed, including his photo, age (18), grade (12), and school (Washington High School). The 'Reg / Alerts' tab is selected, and a confirmation message 'Complete: Registration information updated.' is shown. The 'Submit' button in the message bar is highlighted with a red box. Below the message, there are sections for Homeroom Teacher (MR. TOBEY), Morning Bus, Counselor (MRS. MARTIN), Homeroom (SHOP), Afternoon Bus, and Locker. An 'ALERTS' section shows 'No alerts recorded.' The 'Tags' tab is also highlighted with a red box.

- Proceed to the **Tags** tab by clicking on it.

Tags Tab

The Tags tab displays tags that have been assigned to the student. Restricted tags are only displayed to users who have been granted access.


The screenshot shows the Ascent School District Multi-Record Student Information system. The student profile for JOHN WOODRING is displayed, including his age (18), district (Ascent Public Schools), grade (12), school (Washington High School), and phone number (231-222-3333). The 'Tags' tab is selected, showing a table with columns for 'Description' and 'Category'. A red arrow points to a popup icon in the 'Description' column. A dropdown menu is open, listing various tags such as 'AAA: Deficiency Report Labels', 'ACT: Act Test Scores', 'ALA: Attendance Letter Labels', 'ART: Arts', 'ATH: Athlete !', 'BAN: Band, Jones', 'BAS: Basketball', 'BBJ: Boys Jv Baseball Team', 'BSK: Basketball', 'BTK: Boys Track', 'CBP: Court/Bethany Christian Placement', 'CHJ: Jv Cheerleader', 'CHO: Chorus', and 'CHV: Varsity Cheerleader'. The table also includes 'Reset' and 'Add Tag' links for each row.

1. To add a tag, click on the popup icon. This will display a list of valid tags. Select a tag by clicking on it.

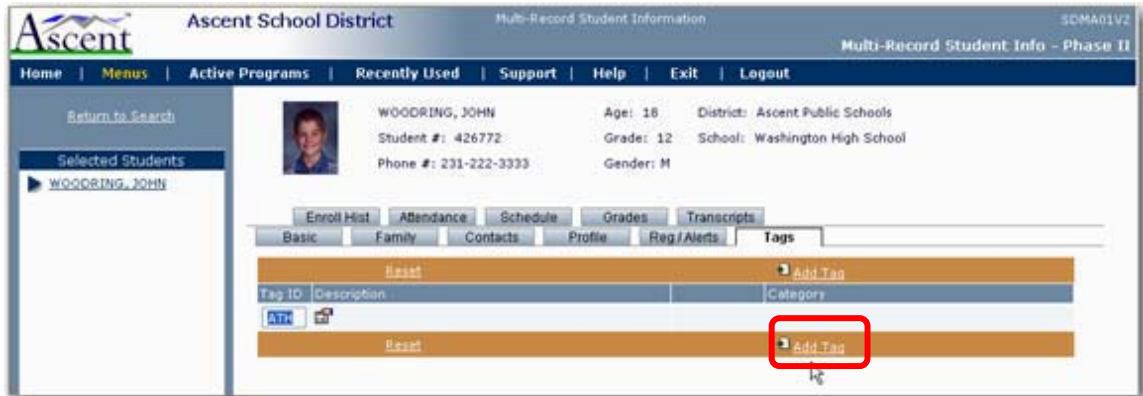
Command Descriptions

- **Reset** is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
- **Add Tag** is a link to confirm that a selected tag should be added.

Field Descriptions

- **Tag ID** is three characters long. Each Tag ID is a link that will expand and possibly allow editing of tag information. Users with “add” authority will have an entry box under the tag column permitting them to select student tags. A popup icon  will display tags as authorized and defined by the School District.
- **Description** of the tag. Alert tags will end with an exclamation point (!). We recommend adding at least one space before the exclamation point. This helps alert tags to stand out and be readily distinguished from other tags.
- **Category** is defined by the District. Usually tags that are given categories are restricted to a group of users.

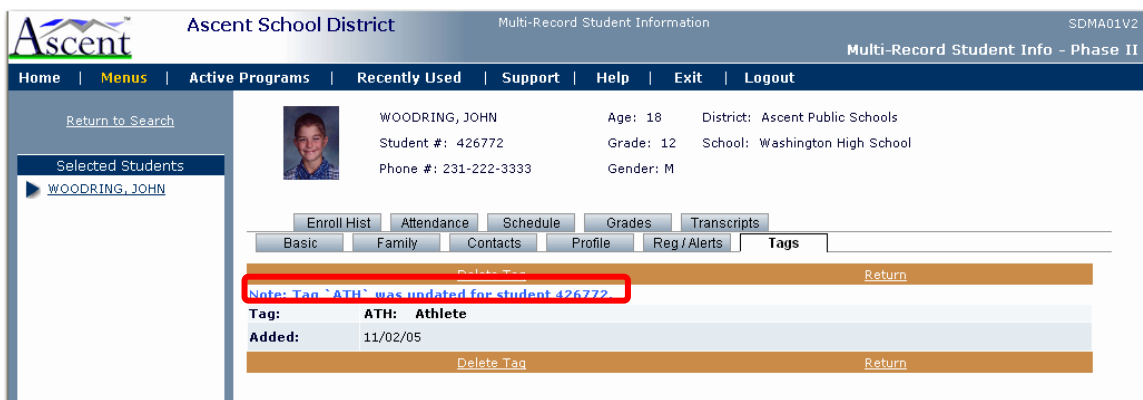
2. Once a tag has been selected, click the [Add Tag](#) link.



3. Click the [Confirm Add](#) link.



4. There will be a message confirming that the **Tag was updated for the student.**



5. Proceed to the **Enroll Hist** tag by clicking on it.

Enroll Hist Tab

This tab contains a list of current enrollment information. Placing a check in **Show Prior Years**, causes all recorded enrollment history to be displayed. Enrollment History changes can only be made for the current School Year. Access authority is discussed in Appendix A.

The screenshot displays the 'Multi-Record Student Information' interface for student JOHN WOODRING. The student's details include: Age: 18, District: Ascent Public Schools, Grade: 12, School: Washington High School, Student #: 426772, Phone #: 231-222-3333, and Gender: M. A red **ALERT** message is visible. The 'Enroll Hist' tab is selected, showing a table for 'School Year 98:' with columns for Date, Code, Register, Comment, Load, School, and District. A red arrow points to the 'Show Prior Years' checkbox, which is currently unchecked. An 'Add' button is highlighted with a red box in the bottom right corner of the table area.

1. To enroll a new student, click the **Add** option.
 - **Printable View** is a link that opens a window displaying the data in a printable form. This window contains a print option which produces a report.
 - **Add** is a link to the **Add Enrollment Record** screen.

Add Enrollment Record

After clicking on the [Add](#) link, additional enrollment information will be required for the student. The [Add](#) link can be used for students who are either adding or dropping from the enrollment register.

The screenshot shows the Ascent School District Multi-Record Student Information system. The page title is "Multi-Record Student Info - Phase II". The student's name is WOODRING, JOHN, with a photo. Student #: 426772, Age: 18, District: Ascent Public Schools, Grade: 12, School: Washington High School, Phone #: 231-222-3333, Gender: M, and a red **ALERT** status. The form includes tabs for "Enroll Hist", "Attendance", "Schedule", "Grades", and "Transcripts". Below these are sub-tabs for "Basic", "Family", "Contacts", "Profile", "Reg./Alerts", and "Tags". The form fields are: School Year: 98; District: NPS; School: 688; Transaction Date: * 11/03/05 Thursday; Code: * [input]; Register/sub: * [input]; Comment: SCHOOL REGULAR; Load: 1. There are "Submit", "Reset", and "Return" buttons at the top and bottom of the form.

Link Descriptions

- [Submit](#) is a link that submits any changes to the student system.
- [Reset](#) is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
- [Return](#) is a link used to go back to the previous screen.

Field Descriptions

- **School Year** is the current school year.
- **District** is the District ID defined by the district.
- **School** is the School ID defined by the district.
- **Transaction Date** is defaulted to the current date. Enter the date of entry or withdrawal.

- **Code** is the entry or withdrawal code. A popup icon will list the codes defined by the district.
 - **Register/sub** is a register code setup by the district. A popup icon will display a list of district defined options. Our example of **C12 M** is a code for **12th Grade Boys**.
 - **Comment** is usually used to indicate the reason for entry or withdrawal.
 - **Load** values are used to count membership days at a school. They are defined by the district. The system default is 1.
2. After entering the student's enrollment information, click **Submit** or press **Enter**. If there are no errors, there will be a message confirming: **The enrollment entry was added.**

Ascent School District Multi-Record Student Information SDMA01V2
Multi-Record Student Info - Phase II

Home | **Menus** | Active Programs | Recently Used | Support | Help | Exit | Logout

Return to Search

Selected Students
▶ WOODRING, JOHN

WOODRING, JOHN Age: 18 District: Ascent Public Schools
Student #: 426772 Grade: 12 School: Washington High School
Phone #: 231-222-3333 Gender: M **ALERT**

Enroll Hist Attendance Schedule Grades Transcripts
Basic Family Contacts Profile Reg/Alerts Tags

Submit Reset Return

Complete: The enrollment entry was added.

School Year: 98

District: NPS
School: 688

Transaction Date: * 05/25/98 Monday

Code: * E ENTRY

Register/sub: * C12 M 12TH BOYS

Comment: 1ST ENROLL

Load: 1.

Submit Reset Return

3. Proceed to the **Attendance** tab by clicking on it.

Attendance Tab

The Attendance tab gives School administrators quick access to a student's attendance records, allowing them to view and possibly update data when authorized. This tab has been organized into three sections. The first section contains the **From** and **Through** dates of the data currently selected. As these dates are adjusted, the data that appears on this screen change accordingly. The second section contains a summary of absences by type (Absent, Excused, and Tardy) giving a count of each, with a break down by period. The third section is a listing of absences by date.

The screenshot shows the Ascent School District Multi-Record Student Information system. The student profile for JOHN WOODRING is displayed, including his photo, student number (426772), age (18), grade (12), and school (Washington High School). A red **ALERT** message is visible. The Attendance tab is selected, showing a summary of absences by type for the period from 08/26/97 to 06/03/98. The summary table shows zero absences for all categories: Absent (A), Absent(Au), Absent(Ae), Excused (E), and Tardy (T). Below the summary is a table for absences by date, with columns for Date, Day, Reason, and days of the week (EM, 1, 2, 3, XY, 5, 6, 7).

From	Through	Search	Print	Show Reason Codes	Add
08/26/97	06/03/98			<input type="checkbox"/>	

Absence Type	Count
Absent (A)	0
Absent(Au)	0
Absent(Ae)	0
Excused (E)	0
Tardy (T)	0

Date	Day	Reason	EM	1	2	3	XY	5	6	7

Selection Options

- **From** is the beginning date of the absences displayed on this screen.
- **Through** is the ending date of the absences displayed on this screen.
- **Search** is used after changing the **From** and **Through** dates. Clicking **Search** updates the data being presented on the screen.
- **Print** is a link that opens a window displaying the data in a printable form. This window contains a print option which produces a report that can be sent home to parents.
- **Show Reason Codes** if checked causes the absences by date to display the reason codes. If unchecked the absences by date will display the absence types.

- [Add](#) is a link to display the **Add Absence Record** screen.

Period Absences by Type displays counts for each period based on the From and Through dates selected.

- **Absent (A)** is the number of periods that have an “A” recorded as the absent type. A total count and a count for each period are presented. Absence types of “A” reduce the student’s calculated ADA (Average Daily Attendance).
- **Absent(Au)** is a subset of the Absent (A) count showing the total of unexcused absences recorded for the student. There is a detail count for each period.
- **Absent(Ae)** is a subset of the Absent (A) count showing the total excused absences recorded for the student. There is a detail count for each period.
- **Excused (E)** is the number of periods that have an “E” recorded as the absent type. A total count and a count for each period are presented. Absence types of “E” do not reduce the student’s calculated ADA (Average Daily Attendance).
- **Tardy (T)** is the number of periods that have a “T” recorded as the absent type. A total count and a count for each period are presented. Absence types of “T” do not reduce the student’s calculated ADA (Average Daily Attendance).

Period Absences by Date

- [Date](#) is a link to the **Absence Record**, allowing the record to be updated.
- [Day](#) of the week the absence occurred.
- [Reason](#) is the daily absence reason code with a short description.
- **Period** is usually the absence type entered for the period. If the Show Reason Code box is checked, the reason code will be displayed instead.

Add Absence Record

The Add Absence screen is displayed after clicking the [Add](#) link. From this screen, student absences can be recorded for all class periods. Period absences are defaulted to present. It is important to understand School District attendance policies before entering absences.

The screenshot shows the Ascent School District Multi-Record Student Info - Phase II interface. The student's name is JOHN WOODRING, age 18, grade 12, and school Washington High School. The status is **ALERT**. The interface includes a navigation menu with options like Home, Menus, Active Programs, Recently Used, Support, Help, Exit, and Logout. The main content area shows the student's profile and a table for recording absences for the date 11/09/05 (Wednesday). The table has columns for PERIOD, PRESENT, ABSENT, TARDY, EXCUSED, and REASON. The PRESENT column is selected for all periods (A1-A4, B1-B4). There are also links for Submit, Reset, and Return.

PERIOD	PRESENT	ABSENT	TARDY	EXCUSED	REASON
Mark All Periods	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
A1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
A2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
A3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
A4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
B1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
B2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
B3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
B4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>


Link Descriptions

- [Submit](#) is a link that submits changes to the student system.
- [Reset](#) is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
- [Return](#) is a link used to go back to the previous screen.
- [Mark All Periods](#) is a link that marks all periods for the entire day. After selecting either absent or excused to the right of the [Mark All Periods](#) link, click the [Mark All Periods](#) link. All periods will be marked with your selection. The [Mark All Periods](#) link should not be used to mark the student present for all periods. In that case an absence record is not needed. If an absence record was generated for a student by mistake, simply delete the record.

Field Descriptions

- **Date** is automatically defaulted to the current date. Absences for dates other than the current date can be entered by simply changing this field. If a student absence record has already been created for a desired date, then select that date from the absence by date section of the screen.
- **Reason** is used when entering a daily absence reason. A popup icon will display a list of all valid Absence Reason Codes.
- **PERIOD** is a list of all attendance periods.
- **PRESENT, ABSENT, TARDY, EXCUSED** can be selected for any of the listed class periods, or the [Mark All Periods](#) option could be used as explained above.
- **REASON** is use when entering **Period** absences. A popup icon will display a list of all valid Absence Reason Codes.

Schedule Tab

The Schedule tab displays a student's schedule. A dropdown option  allows the selection of school terms. The printable view option gives School personnel the ability to print a student's schedule for a single term or for the entire school year.



Ascent School District Multi-Record Student Information SDMA01V2
Multi-Record Student Info - Phase II

Home | **Menus** | Active Programs | Recently Used | Support | Help | Exit | Logout

Return to Search

Selected Students
▶ SCHAFFER, TYLER T

SCHAFFER, TYLER T Age: 16 District: Ascent Public Schools
Student #: 1736 Grade: 11 School: Washington High School
Phone #: 231-555-1795 Gender: M **ALERT**

Enroll Hist Attendance **Schedule** Grades Transcripts
Basic Family Contacts Profile Reg / Alerts Tags

All terms [Printable View](#)

SEM 1 - June 1, 1999 through December 20, 1999

Period	Term	Subject	Teacher	Room	Course	Sec	Days
1	SEM 1	Art I	Ms. Purcell	C-5: Art	LAT101	1	MTWRF
2	SEM 1	Geography	Reese-Pumford	C-11: Con Math	CGO101	2	MTWRF
3	SEM 1	Art I	Ms. Purcell	C-5: Art	LAT101	1	TW
3	SEM 1	Phys Ed Boy	Mr. Puff	GYM: Gym	MPB101	3	MTWRF
XY	SEM 1	Physical Sci	Mr. Youmans	C-7: Sci	DPS101	4	MTWRF
5	SEM 1	English Prep	Mrs. Cole	C-12: Apl Com	BENGP1	5	MTWRF
6	SEM 1	Algebra I	Mr. Duchemin	C-10: Bas Alg	EAL101	6	MTWRF
7	SEM 1	Ac Sup Cent	Mrs. Atwood	C-20: High Math	ZSH001	7	MTWRF

SEM 2 - January 15, 2000 through May 31, 2000

Period	Term	Subject	Teacher	Room	Course	Sec	Days
1	SEM 2	Art I	Ms. Purcell	C-5: Art	LAT102	1	MTWRF
2	SEM 2	Health	Mr. Puff	C-15: Resource Rm	MHE102	2	MTWRF
3	SEM 2	Geography	Mr. Gracik	C-19: Hist	CGO102	3	MTWRF
XY	SEM 2	Physical Sci	Mr. Youmans	C-7: Sci	DPS102	4	MTWRF
5	SEM 2	English Prep	Mrs. Cole	C-12: Apl Com	BENGP2	5	MTWRF
6	SEM 2	Algebra I	Mr. Duchemin	C-10: Bas Alg	EAL102	6	MTWRF
7	SEM 2	Ac Sup Cent	Mrs. Atwood	C-20: High Math	ZSH002	7	MTWRF

[Printable View](#)

Hints
Hints go here...

Link Description

- **Printable View** opens a new window with the selected schedule information. This window contains a print option which will print the selected student's schedule.

Field Descriptions

- **Period** of the day the course is taught.
- **Term** of the year the course is taught.
- **Subject** is a short description of the course.

- **Teacher** is the name of the teacher.
- **Room** location of the class.
- **Course** identifier of the class.
- **Sec** is the section of the day the class occurs.
- **Days** of the week the course is taught.

Grade Tab


The Grade tab gives school personnel the ability to look up a student's grades for the current school year. Usually school districts will also give a limited number of individuals the ability to correct student grades and comments. School terms can be displayed with or without comments.

The screenshot shows the Ascent School District Multi-Record Student Information system. The student profile for SCHAFER, TYLER T. is displayed, including personal information and a list of courses with their respective grades. The 'Grades' tab is active, and the 'Q1 Report' dropdown menu is set to 'Q1'. The 'Comments' checkbox is checked, and the 'Submit' button is highlighted.

Per	Course	Sec	Title	Q1	CM1
XY	DPS101	4	Physical Sci	A	
XY	DPS102	4	Physical Sci	A	
1	LAT101	1	Art I	A	
1	LAT102	1	Art I	A	
2	CGO101	2	Geography	A	
2	MHE102	2	Health	A	
3	MPB101	3	Phys Ed Boy	B+	
5	BENGP1	5	English Prep	B+	
5	BENGP2	5	English Prep	A	
6	EAL101	6	Algebra I	A+	
6	EAL102	6	Algebra I	A	
7	ZSH002	7	Ac Sup Cent	B	

Command Descriptions

- **Dropdown Menu** of Terms allows the selection of district defined grading terms.
- **Comments** when checked causes teacher comments to be displayed; when unchecked only grades will be displayed.
- **Submit** is a link that submits any changes to the student system.
- **Reset** is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.

- **Grades** have a popup icon that will display a list of all valid grades. The cursor must be within a grade field when selecting this icon.
- **Comments** have a popup  icon that will display a list of all the district defined comment codes. The cursor must be within a comment field when selecting this icon.

Field Descriptions

- **Per** is the period of day.
- **Course** identifier of the class.
- **Sec** is the course section number.
- **Title** of the course.
- **Grade Titles** are defined by the district for a selected term.
- **Comment Titles** are defined by the district.

Transcripts Tab

The Transcripts tab contains the permanent transcript history of the student. This tab is primarily used by schools needing to track a student's cumulative GPA. Grading and credit information are also used by secondary schools. This screen is summarized into two or more parts: Cumulative Information, and then Course Information organized by school year. Cumulative Information includes the current GPA, Credits Earned, Credits Attempted, Class Ranking, and the current Posted date.

Ascent School District Multi-Record Student Information SDMA01V2
Multi-Record Student Info - Phase II

Home | Menus | Active Programs | Recently Used | Support | Help | Exit | Logout

Return to Search

Selected Students
DEEM, DIANA LYNN

DEEM, DIANA LYNN
Age: 21 District: Ascent Public Schools
Student #: 1740 Grade: 11 School: Washington High School
Phone #: 555-555-6211 Gender: F **ALERT**

Enroll Hist Attendance Schedule Grades **Transcripts**

Basic Family Contacts Profile Reg / Alerts Tags

[Add Transcript](#)

Cumulative Information:
GPA 3.95149
Credits Earned 5.55 Credits Attempted 5.55
Student was not ranked.

School Year 1997

Dis	Sch	Year	Term	Course	Description	Grade	GPA	Credit	Req
NPS	688	1997	1	n/a	ALGEBRA I	A-	Y	0.5	MTH
NPS	688	1997	1	n/a	ALGEBRA I	B	Y	0.5	MTH
NPS	688	1997	2	MA9D	ALG I AB REG	A	Y	0.75	
NPS	688	1997	2	LA	LANGUAGE ARTS	B	Y	0.8	

School Year 1998

Dis	Sch	Year	Term	Course	Description	Grade	GPA	Credit	Req
NPS	688	1998	1	BENG11	ENGLISH I	A-	N	0.5	ENG
NPS	688	1998	1	CGO101	GEOGRAPHY	A-	Y	0.5	SS
NPS	688	1998	1	DPS101	PHYSICAL SCI	B	Y	0.5	SCI
NPS	688	1998	1	JBD101	BAND	A-	Y	0.5	OTH
NPS	688	1998	1	MHE101	HEALTH	A-	Y	0.5	HTH
NPS	688	1998	1	EGE201	GEOMETRY	B+	Y	0.5	MTH

[Add Transcript](#)

Hints
Hints go here...

Link Descriptions

1. Click the [Add Transcript](#) link to add a new transcript record.
 - [Course](#) is a link. Each underlined course can be clicked on allowing the associated course information to be updated.

Transcripts Detail Screen

This screen allows a student's course information to be entered manually. This feature is used for students who have transferred from other schools.

The screenshot displays the 'Multi-Record Student Info - Phase II' interface for student JOHN WOODRING. The student's profile includes a photo, name, age (18), district (Ascent Public Schools), grade (12), school (Washington High School), and phone number (231-222-3333). A red 'ALERT' message is visible next to the gender field. The 'Transcripts' tab is selected, showing a form with fields for District, School, Fiscal Year, Class Level, Grade Title, Course ID, Course Description, Term, Graduation Requirement, Final Grade, Grading Level, Grade Points Earned, and Grading Absences. The form includes 'Submit', 'Reset', and 'Return' buttons at the top and bottom.

Field	Value
District	NPS Ascent Public Schools
School	688 WASHINGTON HIGH SCHOOL
Fiscal Year	98
Class Level	12 TWELFTH GR
Grade Title	
Course ID	
Course Description	Used in GPA
Term	
Graduation Requirement	
Final Grade	Credit attempted Credit earned
Grading Level	
Grade Points Earned	0 Calculate
Grading Absences	Excused: Unexcused:

Link Descriptions

- **Submit** is a link that submits any changes you have made to the student system.
- **Reset** is a link that blanks out any changes made since the last submit. This allows re-entry before submitting.
- **Return** is a link used to go back to the previous screen.

Field Descriptions

- **District** is the District ID where the credits were earned. A popup icon is available if the credits were earned within your district.

- **School** is the School ID where the credits were earned. A popup icon is available if the credits were earned within your district.
- **Fiscal Year** in which credit was earned.
- **Class Level** of student when there the credit was earned.
- **Grade Title** for the time period of credit.
- **Course ID** of the class.
- **Course Description** of the class.
- **Used in GPA** should be checked if the course should be considered in the GPA calculation.
- **Term** associated with grading period.
- **Graduation Requirement** is the appropriate Graduation Requirement for this course. If the district uses the Graduation Requirement feature a popup icon will be available.
- **Final Grade** is the final grade for the course. This is a popup icon which will list district defined grades.
- **Credit attempted** is the number of credit attempted for the course.
- **Credit earned** is the number of credits earned for the course. This is dependent on the credit available for this course defined in the course description and the grade point value.
- **Grading Level** of the final grade to be applied to this course.
- **Grade Points Earned** for the course.
- **Calculate** should be check if Grade Points Earned is to be calculated by the system.
- **Grading Absences** is the total excused and unexcused grading absences. If your district has elected not to use grading absences, the system will not display these fields.

2. After entering the student's transcript information, click **Submit** or press **Enter**. If there are no errors, there will be a message confirming: **Transcript record was added.**

The screenshot displays the 'Multi-Record Student Info - Phase II' interface for Ascent School District. At the top, the navigation bar includes 'Home', 'Menus', 'Active Programs', 'Recently Used', 'Support', 'Help', 'Exit', and 'Logout'. The student profile for JOHN WOODRING is shown, with details such as Age: 18, District: Ascent Public Schools, Grade: 12, School: Washington High School, and Gender: M. A red 'ALERT' message is visible. The 'Transcripts' tab is active, showing a form for adding a transcript record. A red box highlights the 'Submit' button and the confirmation message 'Complete: Transcript record added.' The form fields include: District (NPS), School (688), Fiscal Year (98), Class Level (09), Grade Title (FG1), Course ID (EAL10L), Course Description (ALGEBRA I), Term (1), Graduation Requirement (Y), Final Grade (A), Grading Level (2), and Grade Points Earned (0.835). The 'Used in GPA' checkbox is checked. The bottom of the form has buttons for 'Submit', 'Reset', 'Delete', 'Add Transcript', and 'Return'.

3. To select another student click the [Return to Search](#) link.

Classroom Attendance

Overview

The Classroom Attendance program simplifies the process of recording student attendance, saving time and increasing the accuracy and availability of student attendance records.

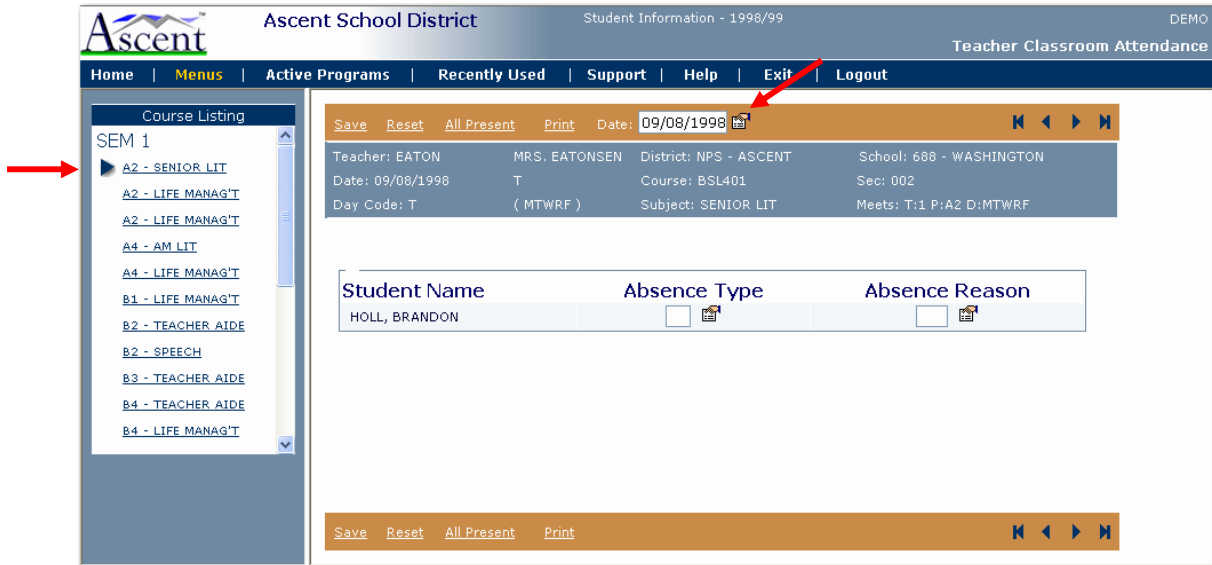
Tutorial - Accessing and Maintaining

On the program menu screen, having selected Student Information within the **Roles** panel, select the menu option of [Teacher Classroom Attendance](#).



Program Menu Screen

The **Classroom Attendance** program contains a list of courses on the left. To select a different course simply click on it. As courses are selected, a list of students enrolled in the course is displayed. The date is defaulted to today's date.



Classroom Attendance Program

Link Descriptions

- **Course Listing** is the panel on the left which contains a list of the courses taught by the selected teacher within the indicated term. A blue arrow indicates which course is currently selected. A different course is selected by clicking on it. A red check by the course indicates that attendance has been recorded.
- **Save** is an option that saves the data currently on the screen.
- **Reset** blanks out any changes made since the last save. This allows re-entry before saving.
- **All Present** is used when there are no students absent or tardy. Simply click this link and a red checkmark will appear signifying attendance has been recorded.
- **Print** opens the print window, allowing the selected data to be printed.

Field Descriptions

- **Date** is defaulted to today's date. A popup icon provides the ability to record absences for other dates. After selecting a date, the system will display the selected date. A setup option can be taken on the district level to only allow the current date to be selected.

- **Absence Type** can be entered or selected through the popup icon which displays a list of valid absence types.
 - **Absence Reason** can be entered or selected through a popup icon which displays a list of valid absence reasons. A setup option can be taken on the district level to remove the Absence Reason feature from this screen.
1. Begin the attendance process by making sure the date is correct. If you are recording absences for a date other than today's date, the date will need to be selected by clicking the popup icon next to the date. This will cause a calendar to appear:



Click the left < arrow to move back a month. Click the right > arrow to move ahead a month. Multiple clicks will move the calendar either back or ahead multiple months. The v button will cause a dropdown menu of either months or years to appear. After selecting the month and the year, select the day by clicking on it. This will cause the calendar to disappear. Users who are only allowed to enter attendances for the current date will not have access to the calendar.

If you are recording absences for courses other than the first course of the day, select a course by clicking on it. The blue ► arrow will automatically move to the selected course, and a new list of students will appear.

Ascent School District Student Information - 1998/99 DEMO Teacher Classroom Attendance

Home | Menus | Active Programs | Recently Used | Support | Help | Exit | Logout

Course Listing

SEM 1

- A2 - SENIOR LIT
- A2 - LIFE MANAG'T**
- A2 - LIFE MANAG'T
- A4 - AM LIT
- A4 - LIFE MANAG'T
- B1 - LIFE MANAG'T
- B2 - TEACHER AIDE
- B2 - SPEECH
- B3 - TEACHER AIDE
- B4 - TEACHER AIDE

Save Reset All Present Print Date: 09/01/1998

Teacher: EATON MRS. EATONSEN District: NPS - ASCENT School: 688 - WASHINGTON

Date: 09/01/1998 T Course: KLM101 Sec: 001

Day Code: T (MTWRF) Subject: LIFE MANAG'T Meets: T:1 P:A2 D:MTWRF

Student Name	Absence Type	Absence Reason
DUWUUSU, KEVIN L	<input type="checkbox"/>	<input type="checkbox"/>
JIHMSIM, AMANDA E	<input type="checkbox"/>	<input type="checkbox"/>
KLIRK, ADAM J	<input type="checkbox"/>	<input type="checkbox"/>
SCHAFFER, ERIN C	<input type="checkbox"/>	<input type="checkbox"/>
THRIITT, TABATHA L	<input type="checkbox"/>	<input type="checkbox"/>
TUFFURU, NICHOLAS J	<input type="checkbox"/>	<input type="checkbox"/>

Save Reset All Present Print

- Absence types and absence reasons can either be selected through the popup icon, or entered directly. If all students were present click the [All Present](#) link. Otherwise the system will assume that attendance has not been taken.

The screenshot displays the 'Teacher Classroom Attendance' software interface for Ascent School District. The top navigation bar includes 'Home', 'Menus', 'Active Programs', 'Recently Used', 'Support', 'Help', 'Exit', and 'Logout'. The main area is divided into a left sidebar for 'Course Listing' and a central data entry section. The sidebar lists various courses, with 'A2 - LIFE MANAG'T' selected and marked with a red checkmark. The central section shows a date of '09/01/1998' and a confirmation message 'Save was successful.' in a red-bordered box. Below this is a table with columns for 'Student Name', 'Absence Type', and 'Absence Reason'. The table contains six rows of student data, with 'SCHAFER, ERIN C' having an absence type of 'T' and a reason of 'LB'. Navigation buttons for 'Save', 'Reset', and 'Print' are visible at the top and bottom of the data entry area.

Student Name	Absence Type	Absence Reason
DUWUUSU, KEVIN L	<input type="checkbox"/>	<input type="checkbox"/>
JIHMSIM, AMANDA E	<input type="checkbox"/>	<input type="checkbox"/>
KLIRK, ADAM J	<input type="checkbox"/>	<input type="checkbox"/>
SCHAFER, ERIN C	T	LB
THRIITT, TABATHA L	<input type="checkbox"/>	<input type="checkbox"/>
TUFFURU, NICHOLAS J	<input type="checkbox"/>	<input type="checkbox"/>

- Classroom attendance is not complete until either the [Save](#) or the [All Present](#) option has been pressed. There will be a message confirming the **Save was successful**. Another course can then be selected. A red check mark by a course indicates that attendance has been taken.
- After taking attendance for all of the desired courses, click the [Exit](#) button to end the program.

Classroom Grading

Overview

The Classroom Grading program simplifies the process of recording student grades, saving time and increasing the accuracy and availability of student grades. It is designed to record major milestone grades such as mid-term, quarter, and semester grades.

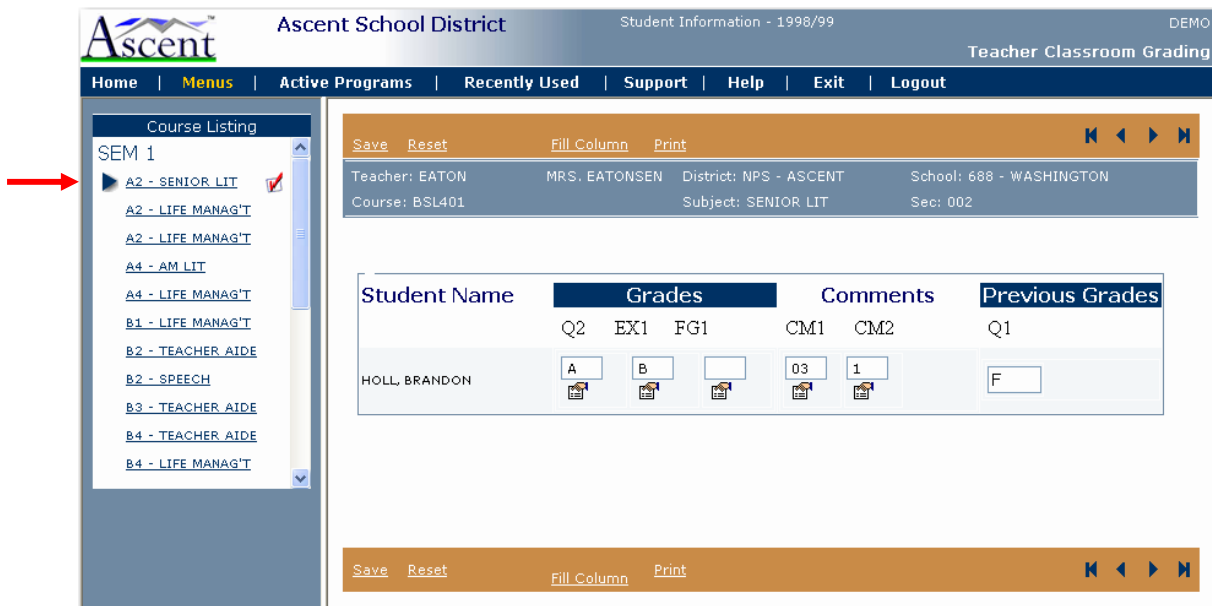
Tutorial - Accessing and Maintaining

On the program menu screen, having selected Student Information within the **Roles** panel, select the menu option of [Teacher Classroom Grading](#).



Program Menu Screen

The **Classroom Grading** program contains a list of courses on the left. To select a different course simply click on it. As courses are selected the list of students enrolled in the course will be displayed.



Classroom Grading Program

Link Descriptions

- **Course Listing** is the panel on the left which contains a list of the courses taught by the selected teacher. A blue arrow indicates which course is currently selected. A different course is selected by clicking on it. A red check by the course indicates that grades have been saved.
- **Save** is an option that saves the data currently on the screen.
- **Reset** blanks out any changes made since the last save. This allows re-entry before saving.
- **No Grades** is an option that is available until grades have been saved. Clicking on **No Grades** indicates the course has no grades associated with it. This option could be used when a course has been cancelled, or for a class like study hall where no grades will be given.
- **Fill Column** is used to default a grade for all students within a class. Give the first student a default grade and click **Fill Column**. All students will be given the default grade. Grades can then be changed individually.
- **Print** opens the print window, allowing the selected data to be printed.

Field Descriptions

- **Column Headings** are determined by the system administrator. They consist of three character code, such as Q2, EX1, FG1, etc. Each district can determine their own grade codes, such as A, A-, etc. Grade code can also be numeric. Grade codes can be selected by clicking on the popup icon closest to the entry box.

1. If you are recording grades for a course other than the first course of the day, select the course by clicking on it. The blue ► arrow will automatically move to the selected course, and a new list of students will appear.

The screenshot displays the Ascent School District Teacher Classroom Grading interface. The top navigation bar includes 'Home', 'Menus', 'Active Programs', 'Recently Used', 'Support', 'Help', 'Exit', and 'Logout'. The main content area is divided into three sections:

- Course Listing (Left):** A vertical list of courses for SEM 1 and SEM 2. A red arrow points to the 'A2 - LIFE MANAG'T' course under SEM 1, which has a blue right-pointing arrow next to it.
- Course Details (Top Right):** A summary box showing: Teacher: EATON, MRS. EATONSEN; District: NPS - ASCENT; School: 688 - WASHINGTON; Course: KLM101; Subject: LIFE MANAG'T; Sec: 001.
- Student Grades Table (Center):** A table with columns for Student Name, Grades (Q2, EX1, FG1, CM1, CM2), Comments, and Previous Grades (Q1). Each grade cell contains a text input field with a popup icon.

Student Name	Grades					Comments	Previous Grades
	Q2	EX1	FG1	CM1	CM2		
DUWUUSU, KEVIN L.	B	B-		12			B
JIHMSIM, AMANDA E.	A+	A-			21		B+
KLIRK, ADAM J.	F	C		19	41		B+
SCHAFFER, ERIN C.	C	F					F
THRIITT, TABATHA L.							A*
TUFFURU, NICHOLAS J.							B+

- Valid grades and comments are defined on a district level. They can either be selected through the popup icon, or entered directly. Grade or Comments can be defaulted by using the Fill Column option as explained above.

The screenshot displays the 'Teacher Classroom Grading' interface for Ascent School District. The top navigation bar includes 'Home', 'Menus', 'Active Programs', 'Recently Used', 'Support', 'Help', 'Exit', and 'Logout'. The main area is divided into a left sidebar for 'Course Listing' and a central table for 'Student Information'.

The 'Course Listing' sidebar shows two semesters (SEM 1 and SEM 2) with various course options. The 'Student Information' table is currently set for Teacher: EATON, MRS. EATONSEN, District: NPS - ASCENT, School: 688 - WASHINGTON, Course: KLM101, and Subject: LIFE MANAG'T. A message box above the table states 'Save was successful.'.

Student Name	Grades			Comments		Previous Grades
	Q2	EX1	FG1	CM1	CM2	
DUWUUSU, KEVIN L.	B	B-		12		B
JIHMSIM, AMANDA E.	A+	A-			21	B+
KLIRK, ADAM J.	F	C		19	41	B+
SCHAFFER, ERIN C.	C	F				F
THRIITT, TABATHA L.	C	C		13		A*
TUFFURU, NICHOLAS J.	B	D		06		B+

- Classroom grading is not complete until the Save option has been taken. There will be a message confirming the **Save was successful**. A red check by the course indicates that grades have been saved. Another course can then be selected.
- After entering grades for all the desired courses, click the Exit button to end the program.