

# Senior Academic Products Release Bulletin

It is our pleasure to introduce you to the latest enhancements to the Academic products.

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#### Term View Added to Registration by Student Walkin

We have added a Term drop-down list to **REGISTRAR** and **SCHEDULING** which allows you to view classes for a specific term.

#### New Executable Added to Registrar Which Integrates Settings for Custom Reports

We have created a new executable for each school which launches all custom reports settings.

#### Waitlist Maintenance Enhancements in Summer School

**SUMMER SCHOOL**'s Registration function now allows you to specify a preferred section when wait listing a student for a course. You can still register the student for a different section later if needed, but now if a student prefers a specific section over another for any reason.

#### Student Enrollment and Waitlist Totals Added to Master Schedule List Report

We have enhanced the **Master Schedule List** to include total enrollment for all classes, as well as a new column which displays how many students are waitlisted for each section.

### Scrolling Table Windows

We have changed the tables in all **SENIOR SYSTEMS** modules so that you can use the scroll wheel to move up and down.



Most mouse scroll wheels are located here

You must click in the table, selecting it, in order to scroll through the records. Also, make sure that the cursor is not in a field.

#### **Drop-Down List Security**

As of this release, security has been applied to the "enter on the fly" dropdown lists (indicated in reference guides with  $\ll$ ). Your school will determine who will be able to enter data in those fields and who will only be able to select from existing values. (Please see the **System Administration release bulletin** for details.)

# All Applications

#### Faculty/Staff Maintenance Changes

We have made some changes to Faculty/Staff Maintenance for all modules.

#### **Children Attending Checkbox**

Use the Children Attending checkbox to indicate whether the faculty/staff member's children are students at your school.

Faculty	[EB12		Spoure			
Title	Mr. +		Tale	Mrs	-	
Feat	William		Feat	Kally		
Midde			Middle			
Lest	Freedman		Last	Freedman		
Sulfix	-	Active	Sulfix		•	
Information			120000	In the second		
Room Number	51		Gender		B 115-18-1363	
Internal Tel No	150103		SSN	12312-3123	_	
t-Mai	Writeemangyourichoo.e		Alleigies	-	_	
Emergency Contact	Inarry Heedman		Medications	00.22.2000		
Ethnicity Tel No	liser) res.co00	-	Hank Free Date	08.22.2000		
	Children Attending		meann roim Date	100-12-2000		

#### **Employment History**

A Service History table has been added to the Employment tab. When Hire Date field has a date, the system creates the "Type" of Current in the table and fills in the date.

If a faculty member used to work at the school previously, the user can enter New and fill in their past hire and leave dates.

The system sums all Current entries in the Service History table and calculates years of service.

Iame Address Employment Education/Cen	Advisor R	oster Homeroom Roster	Media Custom Cor	ments Web ID	1
Current Information Hire Date 06-07-1995 Leave Date Bitiground Check Date 05-07-1995 Job Tâle Art Teacher	*	Type Status Exp Level Major Teaching Area	Faculty Tenured Senior Studio Arts	-	
Location Classroom Department ART	1	Minor Teaching Area			
	-	Type Hier Di → Current 06-07-19	le Leave Date	New Delete	
	<u>۲</u>	11 Years and 6 Months			
			QK	Gancel	Delete Din

#### Report

The Faculty/Staff List report now has an option for displaying the years of service. If you select this option, you can also choose to calculate the years of service based on a specific date. (If you choose this option, the Gender column will not be included on the report.)

		Faculty/Staff List		
December	27, 2006 11:55 AM	Your School	Page:	
FACULTY	LD. / NAME ADDRESS	TEL NO OTHER ADDRESS	DEPARTMENT NAME	YEARS OF SERVICE ETHNICITY
AB10	Mr. Thomas Abbot 48 Monument Square Concord, MA 01742	5-0101	Fine Art	
	T (978) 369-9200 F			10 Years 4 Months
BY34	Mr. Alan Boylen 65 Loomis Street Bedford MA 01730	5-0055	Physical Education	
	T (781) 275-3858 F			7 Years 6 Months
CT11	Mrs. Brenda Catanese 28 Main Street	5-0011	English	

### Father and Mother E-Mail Addresses Added to Student List Report

Both e-mail addresses from Address Maintenance will now print on the Student List Report.

	Student List					
January 4, 2007 11:09 AM	Your School				Page:	
STUDENT I.D. NAME PARENT 1 NAME AND ADDRES	PARENT 2 NAME AND ADDRESS	GRADE	B/D	GENDER	BIRTH DATE	
ARG101 Jason Aristos Argonis Mr. and Mrs. Jasper Argonis 1771 East Apple Avenue Muskegon, MI 49442		12	В	М	10/30/87	
Home (616) 777-7272 E-Mail Argonaut@aol.com E-Mail2 Kalypso@aol.com Other Phone Typel Cellular Other Phone Not (31) 737-5847						

## **Registrar and Scheduling** Registration by Student Walk-in Now Includes Term View

We have added a term drop-down list to REGISTRAR and SCHEDULING which allows you to view classes for a specific term. You can also view all of your school's terms by selecting ALL.

urses <u>N</u> ew	Deete			chedule	Sort by	Section	I.D.	-	l erm	: [(Al)		-		Show
Course I.D.	Name	Sched ?		Sect	ion I.D.	Co	urse Na	sme	#	Terms	м	T	W	R
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ections Section I.D.	Course Name	Terms	м	τv	/ R	<u>A</u> uto F	M/F/T	<u>S</u> ched Min/0	ife )pt/Ma	Transf sx F	er aculty		Roo	m No.

#### New Executable Added to Registrar Which Integrates Settings for Custom Reports

We have created a new executable for each school which launches all custom reports settings.

This all happens automatically when you first access your custom reports from the Your Reports menu after logging into REGISTRAR. You do not need to do anything. You will however briefly see this message window notifying you of what is happening:

> Please wait... Loading custom reporting module.

Once custom report settings have loaded into memory, you will not see this alert window again in the current REGISTRAR login session.

# **Summer School**

#### **New Waitlist Maintenance Enhancements**

#### **Registration Now Allows Users to Waitlist for a Specific Section**

SUMMER SCHOOL'S Registration function now allows you to specify a preferred section when wait listing a student for a course. You can still register the student for a different section later if needed, but now if a student prefers a specific section over another (e.g., prefers a particular instructor, would like to be in the same class as an already registered friend) you can specify that preference.

G100 A	dvanc	ed Essa	w.					Grade Age 14 - 17
Section	Enro	Iment	Fee	Meetin	g Dates	Meeting	g Times	Override Section
01	20 20	16	¢495.00	From 04201	05/21	Prom 9-00	12:00	
07	20	20	\$495.00	04/01	05/31	9.00	12.00	W/L for specific section 01
02	20	16	\$495.00	04/01	05/31	1.00	3:00	W/I Note
04	20	20	\$495.00	04/01	05/31	1:00	3:00	This section is the only one that fits schedule
Wait List	999	999						If a student is already scheduled for a section, that section will not display.
ſ							<<	Prev Next>>> Finish Cancel
		ι	Jse this	drop	down	list to	specif	the section you want. Your selection

Section preferences and notes entered in Registration display in two new columns we have added to Waitlist Maintenance, described on page 5.

	Name	22	Grade	Gender	W/L Se	t.		Sect	ion	Faci	ulty	Enec	dment	Meetir	ng Dates	Meeting	Times	Roor
Alexa	Prudence	Keeton	S	F	01	Thi		No	L .			Max	Oper	From	To	From	To	Loc
				L	T	-		01	Mr,	Gerald D	uggan	20	16	04/01	05/31	9.00	12:00	200
			1		1	1		02	Mr.	John Cha	ateaune	uf 20	20	04/01	05/31	9:00	12:00	201
					1	1		03	Mrs	Carlene	Philips	20	16	04/01	05/31	1:00	3:00	200
					1			04	Ms.	Elane T	hompso	n 20	20	04/01	05/31	1:00	3:00	201
<b>_</b>						•	l F				$\overline{\ }$	<	ļ	+				ļ
Sort by	Registratio	n Date/Tir	ne.										L					ļ
Address	ddress Telephone Numbers												$\sim$		÷			
831 Salem Rd. (941) 646-9693													-				ļ	
akeland, FL 33801														-			ļ	
akelan	30 EL 33															· · ·		
Lakelan	10, FL 33	001											<u>+</u>	+				<u>-</u>
Lakelan	10, FL 33	001											<u> </u>	1				
Lakelan	10, FL 33							1					<u> </u>				<u> </u>	
Lakelan	10, FL 33							3) <u>S</u> c	hedule S	tudent in	nto Secti	ion	<u> </u>	1	1	Over	mide Se	ction
Lakelan	10, FL 33							3) <u>S</u> c	hedule S	tudent in	nto Secti	ion	<u> </u>	1	<u> </u>	Over	ride Se	ction
elected st	student's sc	hedule	Modify	y				3) <u>S</u> o	hedule S	tudent in	to Secti	ion	1			Over	ride Se	ction
elected st	student's sc	hedule	Modify	,		Enrolin	nent	3) Sc Meetin	hedule S g Dates	tudent in Meeting	nto Secti g Times	ion	tion	Fee	Buildin	Over	nide Sei	ction
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Comments entered during the registration process display in this column. You can read them by scrolling horizontally.

# Address Information Added to Waitlist Maintenance Screen

The Waitlist Maintenance screen has also been enhanced to include address and contact information, as shown here.

This way all of the information you need to contact the student regarding their waitlist status is all in one convenient place.

w	ait List Maintenance - ( EN	G100 - /	Advance	ed Essay )	)	
1	) Select a Student currently wa	it listed for	r this cou	se		2) Select
	Name	Grade	Gender	W/L Sect.		Sect
	Alexa Prudence Keeton	S	F	01	This	No
						01
						02
						03
						04
Ē	च				►	
Г	Sort by Registration Date/Tim	e				
1	Address	- Teleph	one Numi	bers		
Ŀ	1831 Salem Bd	(941)	646-96	93		
L	_akeland, FL 33801					
L						
L						
						3) <u>S</u> c

#### Student Enrollment and Waitlist Totals Added to Master Schedule List Report

We have enhanced the Master Schedule List as shown here to include total enrollment for all classes, as well as a new column which displays how many students are waitlisted for each section.

January 4, 2007 3:58 PM			Summ	er School					Page:	1
		All C	lasses Sor	rted by Section	ID					
SECTION I.D. / NAME	FEE	ROOM	CREDIT	TS SESSIONS	MEETING	ENROLLMENT Max. Tot Open			# Stu. W/L	
ENG100-01 Advanced Essay	495.00	200	0.25	S1,S2	9:00 AM	12:00 PM	20	4	16	
ENG100-02	495.00	201	0.25	S1,S2	9:00 AM	12:00 PM	20	0	20	
ENG100-03	495.00	200	0.25	S1,S2	1:00 PM	3:00 PM	20	4	16	
ENG100-04	495.00	201	0.25	S1,S2	1:00 PM	3:00 PM	20	0	20	
ENG100-W/			0.25				999	1	998	
ENG200-01 American Literature Seminar	495.00	200	0.25	S1,S2	1:00 PM	4:00 PM	20	1	19	
ENG200-02	495.00	201	0.25	S1,S2	1:00 PM	4:00 PM	20	0	20	
ENG200-03	495.00	200	0.25	S1,S2	9:00 AM	12:00 PM	20	6	14	
ENG200-04	495.00	201	0.25	S1,S2	9:00 AM	12:00 PM	20	0	20	
ENG200-W/			0.25				999	1	998	
ENG250-01 Creative Writing Seminar		206	0.25	S1,S2	9:00 AM	12:00 PM	15	11	4	
ENG250-02		207	0.25	S1,S2	9:00 AM	12:00 PM	15	0	15	
ESL100-01 Intensive ESL		103	0.25	S1,S2	1:00 PM	4:00 PM		0	0	
ESL100-02		103	0.25	S1,S2	1:00 PM	4:00 PM		0	0	
ESL200-01 English in Action	495.00	AUD	0.25	S1,S2	9:00 AM	12:00 PM	15	0	15	
ESL200-W/			0.25				999	1	998	
PE 250-01 Advanced Horseback Riding	750.00	500	0.25	S1,S2	1:00 PM	5:00 PM	15	11	4	
PE 250-W/L			0.25				999	1	998	
PE200-01 Horseback Riding	750.00	500	0.25	\$1, <mark>\$</mark> 2	7:00 AM	12:00 PM	10	0	10	
Total Number in List: 19							4226	41	4185	