SeniorSystems

Academics/Admissions Release Bulletin
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In this bulletin...

About Release 91_7

This release adds new features to **Online Summer School Registration**, including the ability to allow parents to upload a student photo and to customize the fields displayed on the registration page. Relating to the **Admissions** application, see the **All Applications Release Bulletin 91_7** for details about the new Applicant/Parent Web User Mailing feature.

As always, please contact Senior Systems Product Support if you have any questions about these new and enhanced features!

New Setup Options For Online Summer School Registration

There are some new options in Online Summer School Registration Setup that allow you to:

- Provide the opportunity for parents to **upload a photo** for each registrant. This photo can then be added to the Media tab in the student record during the approval process for online registrations, and will display with the header information for the child on the Online Summer School Registration Home page.

- **Customize some of the fields** (and their associated labels) that are displayed on the Online Summer School Registration Home page for students and their selected/scheduled courses. These are configured separately for each school/division if you have more than one summer or extended program division.

Photo Upload

To enable the photo upload capability, you must check the 'Allow Registrants to Upload a Picture' box on the Documents tab of Summer School Registration Setup and click **APPLY**.

You can also customize the text that parents see at the top of the photo upload page in the same manner that you customize other pages for Online Summer School Registration, by clicking the Edit icon next to the page name in the Web Page Instructions section on the Documents tab of the Summer School Registration Setup screen. After editing, click **SUBMIT** to save changes.
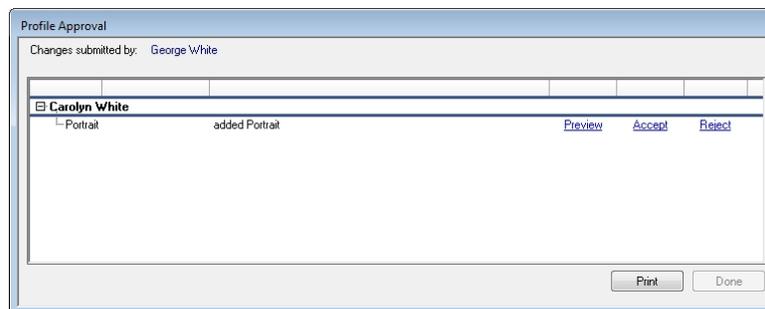
On the Online Summer School Registration Home page, registrants will see the [Upload Photo] Upload Photo icon after they have submitted a registration. Clicking on the icon takes them to the Upload Picture page, where they can browse to select and upload a picture or delete the current picture:
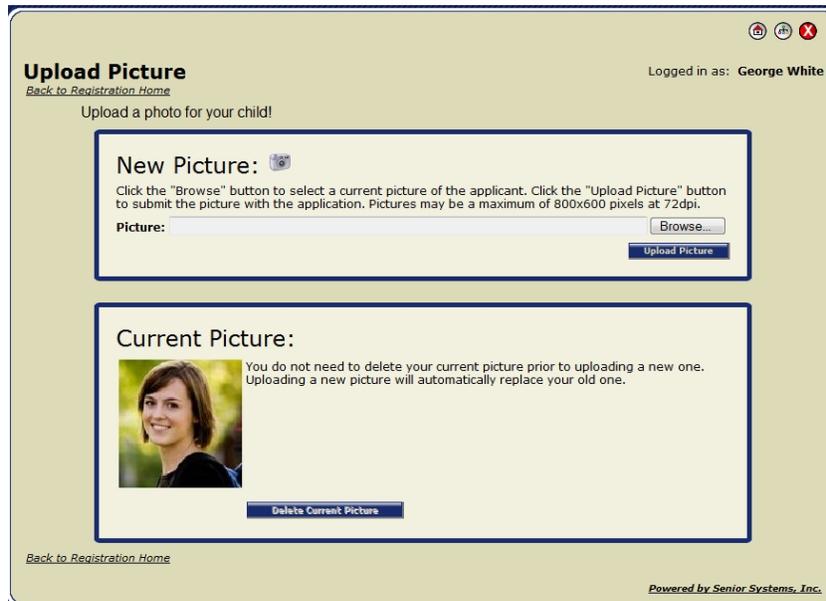
After upload, the picture appears next to the student information on the parent's Online Summer School Registration Home page:

There will also be a new step in the online registration approval process that allows you to preview and accept or reject the photo for the Media tab of the student record:

Customizing Fields on the Summer School Registration Home Page

There is a new Options Tab for Online Summer School Registration Setup so that you can customize the Student Name format and other headings for the Online Summer School Registration Home screen. These settings are specific to each school/division if you have multiple summer or extended programs.

To customize Online Summer School Registration screen headings:

1. Select **Summer School Registration Setup** from the Administration menu in the Admin Community of My BackPack. Then select the **Options** tab, and if applicable, use the School dropdown to select the school/division that you want to work with.

2. Select a Student Name Format from the dropdown, and make sure that there is a check mark next to each field that you want to display on the screen. If necessary, edit the Label for the fields that you have selected to display to reflect the field title that you want to display to parents, and/or select a Format from the dropdown where applicable.

3. If you want to re-sequence the fields/columns within a section, click on the Field Name for the field you want to move, and then click **FIRST**, **UP**, **DOWN**, and/or **LAST** as needed to re-position it. Repeat this process until all the fields are sequenced the way you want.

4. Click **APPLY** to save changes.