

# Academic Office Release Bulletin February 2013

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# About Release 92\_4 Academic Features

Release 92\_4 for Advantage Academic Office and Summer School/Programs is primarily a maintenance release. Numerous small changes and bug fixes were made to existing features in both the Advantage applications and My BackPack. Those which had affected multiple schools or might be noticeable to users are described in this bulletin. Please see the individual topics for more details.

Please contact <u>Support@senior-systems.com</u> if you have any questions about any of these new features.

# **Academic Office Enhancements**

In addition to the major changes that impact all applications across Advantage, a number of minor enhancements have been made to the Academic Office applications. Most of these enhancements are geared towards usability and user experience, and are the direct result of customer enhancement requests.

#### **Deans Office**

**Discipline Entry Screen Improvements** - The Discipline Entry search screen now displays gender, day/board status, student grade, and total discipline points for each student listed. The description field in Discipline Entry maintenance has been expanded to accept up to 2000 characters. The screen has been adjusted so the description field is larger.

Student Search - Discipline Entry											
길 Open 🌍 Close							Date	01-20-2013	Academic Yr.		ester 3
Search For: Dpen	Name Student Father Mother Other (Name1)	Sort By Cast Name First Name	e (	) Grade ) I.D.	0	ort Order ) Ascending ) Descending			✓ Advi olds up to 2000 chara	10	
Last Name (Sort Key)	Other (Name2)	5004	/ studer			v Infractions	Points Location	1.00	•	Marking Period Trimester 1	Points A
Name		ID	Sex	D/B	Grade	Total Points	Section I.D.		Q. [	Trimester 2	0.00
Catherine Elizabeth Abel		ABEL021	F		8	2				Trimester 3	2.00
Becky Elliott Anderson	[	ANDE032	F		7		Reporting		~ 1		
Decky Ellion Anderson	l	ANDE031	F		8		Faculty		<u> </u>		
Shayna Elaine Anderson		ANTH011	F		5						
		ARCH011	E								

**New Merge Field in Discipline Mailings** - The 'Assigned Faculty' merge field is now available as a merge field in discipline mailings, similar to the way 'Reporting Faculty' is used.

**Attendance Description Field** - The 'Description' field for Class Attendance has been expanded to accept up to 100 characters.

Attendance						
Date	01-13-201	3 to	01-13-20	13		
	0 days					
Marking Period						
Absence Type	Absent Ex	cused		•	Parents Ca	alled
	Absent		Exc	used 📃	Faculty Re	ported
Description						
Duration	-					
o aradon		287 8	800			
Points	1	Count	1			

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## <u>Registrar</u>

**Book Maintenance** - The 'Type' field has been added to the book maintenance search screen, and a 'Comments' field has been added to the book maintenance record.

**Test Score Tab** - Users now have the ability to control test score sort order on the Test Score tab in Registrar and Academic History. You can sort by test score Date or Type, and you can save your settings.

**Updates to the Faculty/Staff Search screen** - Several improvements have been made to the Faculty/Staff search screen:

 Export Faculty/Staff Spouse Information - The Export Faculty/Staff Search screen now includes the ability to search and export spouse name information. These new fields include Spouse Title, Spouse First Name, Spouse Middle Name, Spouse Last Name and Spouse Suffix. This update gives you the ability to create more detailed Faculty/Staff reports.

Column Name	Export	Up
Exp. Level		
Major Teaching Area		Down
Minor Teaching Area		Тор
Spouse Title		<u> </u>
Spouse First Name	<b>V</b>	Select All
Spouse Middle Name	<b>V</b>	Deselect A
Spouse Last Name	<b>V</b>	
Spouse Suffix	<b>V</b>	
Call Doctor?		
Call Ambulance		
Can Treat?		
Status		
Emergency Contact		
Emergency Contact (2)		
Emergency Contact (3)		
Custom Field 7		
Custom Field 8		
Custom Field 9		
Custom Field 10		

Rew Search By Enter [.D.	📝 Edit 👻 🚅		- puor		port								
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<u>F</u> ilter Resu	lts Last Name		▼ Beg	ins With	Ref	▼ resh List		Go To	ude Summer S	ichool Faculty v			
	Name	ID	Room	Internal T	E-mail	Department 🔺	Active	Title	First Name	Spouse Middle Name	Last Name	Suffix	t
John	Goreham	BAR02		1230		Administration			Sarah	THOUS THOMS	Goreham	Mrs.	T
Paul	Ruddick	BEGI1				Administration			Marrissa	D.	Ruddick	Mrs.	T
Sam	Southwick	BR001		1498		Administration			Marcy	Theresa	Southwick	Mrs.	
Geo	ge Rullick	MORG1		1228		Administration			Karen		Rulick		

• **Expanded Character Limit in Job Title field** - The Job Title field in the Faculty/Staff Maintenance Employment tab now supports 100 characters. This update gives you the ability to enter more detailed Job Title descriptions.

Leave Date 06-30-2006 Status Left   Bkground Check, Date   Dob Title Head of Lower School   Location Lower  ADMIN Comments Service History  Type Hire Date Leave Date Comments	Leave Date 06-30-2006 Status Left   Bkground Check Date   Bkground Check Date  Bkground Check Date  Exp Level  Kajor Teaching Area  Minor Teaching Area  Comments  Comments  Service History  Type Hire Date Leave Date New	Current Information	1		Ty	De		Administration	•	
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coation     Lower     Minor Teaching Area       Department     ADMIN     Image: Comments       Comments     Service History       Image: Comment Service History     Image: Comment Service History	coation     Lower     Minor Teaching Area       Department     ADMIN     ▲       Comments     Service History       Type     Hire Date     New       Ourset     Disconcert     New	kground Check Date			Ex	p Level			•	
Comments ADMIN Service History	Department ADMIN Comments Service History Type Hire Date Leave Date New → Current D6:20,2006	ob Title	Head of Lower School	-	Ma	ajor Teachi	ng Area		•	
Comments Service History Type Hire Date Leave Date New	Comments Service History	ocation	Lower	•	Mi	nor Teachi	ng Area		-	
Type Hire Date Leave Date     New     Direct 05:30:2006	Type Hire Date Leave Date     New     New     Decent Decade	)epartment	ADMIN							
→ Current 06:30,2006	→ Current 06:30:2006	Comments			Serv	ice History				
→ Current 06-30-2006	→ Current 06-30-2006 Delete			*			Hire Da		New	
					-	Current		06-30-2006	Delete	
					H					

• Fax Number column has been added to the Faculty/Staff search screen - The Fax Number column is now listed in the Faculty/Staff search screen. This gives you the ability to generate more detailed Faculty/Staff reports and export Fax Numbers in your generated reports.

📰 Faculty / Staff Search								
📄 New 📝 Edit 👻 📄	Delete 【	Option	ns 🕶 🚺	Export -	🕶 🌍 Close			
Search By Enter J.D. Filter Results Last Name	Open		iins With	Refi	▼ resh List		Additional Criteria Active Only Include Summer Go To Name	School Faculty
Name	ID	Room	Internal T	E-mail	Department 🔺	Active	Fax No.	Title
Mr. Paul J. Simon, Jr.	BAR02		5555		Administration		777-777-7777	
Mr. Jones H. Alfred	BEGI1				Administration		555-555-5555	Mrs.
Mrs. Howard Luke Goolio	<u>BR001</u>		1498		Administration		888-888-8888	Mr.
Mrs. Melanie Stouffers	MORG1		1228		Administration		444-444-4444	

Additional Custom Fields added to Faculty/Staff Maintenance screen - Ten additional custom fields have been added to Faculty/Staff Maintenance Search screen. You can access the additional fields by clicking Maintenance > Administration Maintenance > Schools tab > Custom Field Options. Enter information into the Custom fields and then open the Student Maintenance Search screen and the Filter Results drop-down, select Add more criteria, and add your customized fields from the Settings window. Customized fields can be searched on and can be exported into an Excel spreadsheet.

	nistration - ( Lower School )			Custom Prompts - ( Lov	ver School )
Calendar	Periods GPAs	Fran. Groups   Sub Group   Scheduler	Checklist Preferences	Application Student SH	ared Student Shared Faculty
Schools	Terms Marking Per.	Grade Entry Enrollment Acad. Grade:	s Comments Misc. Grade	į No.	Prompt
School		Control Information		1 Call Doctor?	
				2 Call Ambular	nce
School I.D.			Current Year	3 Can Treat?	
School Name	Lower School		iester 1 🔹	4 Emergency 5 Emergency	
Address Line 1	450 Willimarket Ave	Grade Entry Period Trim	iester 1 🔹	6 Emergency	
Address Line 2	Staffordshire, PA 99999	Grade Comments Period Trim	iester 1 🔹 🔻	7 FieldTEST	
Address Line 3		Enable Course Recommen	dation Entry	8	
City/State/Zip				9	
Tel No.	555-555-5555 Fax No. 777-	777-7777		11	
School Code		Max Points for Grade Book		12	
		Custom Field Options	S/P Community Options	13	
		Custom Field Options	S/P Commonly Options	14	
				16	
		ОК	Cancel Print	17	
		00		18	
				20	
					OK Cancel
		Settings		- O X	3
		Table Columns Name Formats Scree	en Settings		
					1
		Column Name Call Ambulance	Visible Search	Up	
		Can Treat?			
				Down	
		Emergency Contact		Top	
		Emergency Contact Emergency Contact (2)			
		Emergency Contact Emergency Contact (2) Emergency Contact (3)			
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		Emergency Contact Emergency Contact (2) Emergency Contact (3) FieldTEST Custom Field 8 Custom Field 9 Custom Field 10 Vehicle Permit ID Vehicle Tag No			
		Emergency Contact Emergency Contact (2) Emergency Contact (3) FieldTEST Custom Field 8 Custom Field 9 Custom Field 10 Vehicle Permit ID Vehicle Tag No Vehicle Tag No			
		Emergency Contact Emergency Contact (2) Emergency Contact (3) FieldTEST Custom Field 8 Custom Field 9 Custom Field 10 Vehicle Permit ID Vehicle Tag No Vehicle Tag No Vehicle Make Vehicle Make			
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		Emergency Contact Emergency Contact (2) Emergency Contact (3) FieldTEST Custom Field 8 Custom Field 9 Custom Field 9 Custom Field 10 Vehicle Tag No Vehicle Tag No Vehicle Make Vehicle Make Vehicle Make Vehicle Color Vehicle Space No Vehicle Issue Date			
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**New Option to Print Reports** - Previously, printing was a mandatory, built-in step of the New Student Transfer report generation process. We have changed this process so that you now have the option to print, or not print, a New Student Transfer report. This update saves you time when generating New Student Transfer reports.

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**Default Settings for Address Records** - Six new preferences have been added to give you control over the default behavior of 'Send Grades' and 'Is Primary' checkboxes for Home, Work, and Other addresses. These fields are available in Registrar. You can select 'Y' to set each option to checked by default, or 'N' to leave each option unchecked when creating new records.

S	chools	Terms	Marking Per.	Grade Entry	Enrollment	Acad. Grades	Comm	ents	Misc. Grade
Ca	alendar	Periods	GPAs	Tran. Groups	Sub Group	Scheduler	Checl	klist	Preferences
iear	ch for: ad	dress		9					
Арр	60.		Description			Value		^	
×	For Home	Addresses, wha	t is the default optic	n for the Is Primary	Address field?	N			
×	For Other /	Addresses, what	is the default optio	n for the Is Primary	Address field?	N			
×	For Work /	Addresses, what	is the default optio	n for the Is Primary	Address field?	N			
н	For Home	Addresses, wha	t is the default optic	n for the Send Gra	des field?	N			
×	For Other /	Addresses, what	is the default optio	n for the Send Grad	des field?	N			
×	For Work /	Addresses, what	is the default optio	n for the Send Grad	des field?	N			
ж	For Home	Addresses, wha	t is the default optic	n for the Send Mai	field?	Ϋ́	Î	-	
۱ppli	cation: (A	II Applications)	-			Definition	Print		
DTE:	Preferenc	es are valid acro	oss all academic ye	ars and schools.		OK	) [ C	ancel	Print

**Run Grades/Comment by Section Report now separates the sections within the report** - The **Run Grades/Comment by Section** report now separates the sections within the report, making it easier for faculty and staff to organize student grade data.

/19-2 719-1 710-1 605-2 605-1 230-1 224-2	LS916-1	-	Period Gra 2/5/201 D Art:Prin	13 3:06		nents	Repor				MP4 page 1
710-1 695-2 695-1 230-1 224-2	5916-1	2			:02PM						page 1
695-2 695-1 220-1 224-2	1591 <del>6-</del> 1	2	D Art:Prin								
230-1 224-2	15916-1	2	D Art: Prin								
224-2				ciples	of Desi	ign(F)					U S 916
			Q1	Q2	EX1	<u>51</u>	Q3	Q4	EX2	<u>S2</u>	Final
	VHIT021	Maxwell D. Whitehead	A	A	A-	<u>A</u>	<u>a</u> 2	<u></u>	LAL	31	A
222-2											
222-1	RES011	Fisher Wallace Pressman	A+	A+	A	Α					A
	UCH013	William Tyler Ruch	A+	A+	А	Α					A
220-1 8-1	OL0011	Joseph Frederick Solomon	A	Α	A	A-					A-
	ALA011	Matthew Thomas Galambos	A	A	A	A					A
6-1	AST011	Scott Douglas Jaster	A+	A	A+	A+					A+
8-2		-									
8-1 в 2-2	URC031	Robert Louis Burch, II	A	A	A-	A-					A-
2-2 C	OOK011	Matthew J. Cook	A	Α	A	Α					A
0-2 т	HOM042	Peter R. Thompson	A	A+	A+	A+					A+
0-1											
6-4											
6-3 6-2											

## Summer School/Programs

For the 92\_4 release, several enhancements were made to the Summer School application to answer requests for general improvement to the online registration process.

**Summer School Online Registration** - Previously, when parents opened the summer registration page, they could create a new account directly from the login screen. We found that some parents with existing My BackPack accounts were creating new accounts on that screen, rather than immediately logging in (perhaps due to forgotten passwords, or simply because they did not realize that existing My BackPack credentials could be used). This meant that many schools had to merge parent My BackPack accounts manually, and adding a level of complexity to maintaining 'clean' records.

Additionally, the screens for managing the approval process for new My BackPack users in Advantage have been improved. Throughout the screens, you will notice larger grids, more available information, and improved options.

**New Online Registration Login Page** - The new login page for Summer School registration has changed. Now, rather than giving parents the option to create a new My BackPack account, we have added a 'Create an Account' button. Clicking the button will walk parents through an account creation wizard. This behavior is more industry standard and will not create additional work for the parent, but requiring the extra step to create a new account will encourage parents with existing accounts to use their account rather than create a new one.

Sign In	
Please enter your user name and password below to sign in.	Welcome to Senior Academy Programs and Camps Registration Page!
User Name:	<b>•</b>
Password: Sign In	STOP
Remember User Name	
CONTRACT STATE	69
For other sign in assistance, please email us at test7@senior-systems.com, or call us at (888) 480-0102.	
I Forgot My User Name/Password	
New user? Click to Create an Account	
Powered by Senior Systems, Inc.	
	Welcome to our campus! We look forward to continuing our tradition of programs that are meaningful and fun for all participants!
	If you are a Senior Academy parent, please proceed to registration by entering your usual login and password information in the Sign In section to the left.
	If you are the parent of a student who does not attend Senior Academy, please create a new account using the link to the left.

**Improved Options on My BackPack Profile Changes Approval Screens** - Previously, modifications and additions to profile information were grouped. Database users could accept or reject items as a group. With this release, you will notice that certain groups of information allow you to accept or reject changes and additions line by line. This is meant to improve your ability to control what new information you accept and discard.

ΞM	r. Rod Cato				
Ę	Biographical			Accept All	Reject All
1	- Preferred Name	changed from 'Rod' to 'Junior'	<b>Review</b>	Accept	Reject
	- Birth Date	added 02-06-1952	<b>Review</b>	Accept	Reject
	- Homepage	added 'www.myblog.com'	<b>Review</b>	Accept	Reject
Ė	Other Addresses				
	🗄 Add		<b>Review</b>	Accept	Reject
8	-Address Line 1	12 South View Rd.			
	- DNP Address	Unchecked			
	City	Tampa			
	State	FL			
	State	FL			

**Enhancements to Select Matching Addresses Screens** - When choosing potentially matching addresses when a new user registered for a My BackPack Summer Registration account, school staff have a number of screens designed to help them decide whether the family's information is already on record. We have added an additional tools to view details to compare address records, so that staff can access more information from these screens.

- More information is available in tool-tips for possible matches.
- There are now two 'View Address' buttons, for both the submitted address and possible matches. The buttons open a screen where you can view Parent/Guardian name, Address, General information, and Comments.

T <mark>he addres</mark> Select the e		natched to existing	y. However, during the approval process an existing family was found, addresses, if possible, so extra addresses will not be created. Possible Matches
Name(s)	Enes Jones	*	Name and Address
		-	Enes Jones 93 Green Ave.
Address	7 Cedar Ave Northboro, MA 01532 555-555-9399 Mother Cell: 555-555-5555 Iwiti3@senior-systems.com	*	Farrwille, VA 23901 555-55555 Mom's Cell: 555-777-7777 ecores@senior-syst Farrwille, VA 23901 555-555-5555 Mom's Cell: 555-777-7777 ecores@senior-systems.com
[	View Address		No match exists. This is a new address.

Some additional minor enhancements were made to the Summer School application.

**Online Enrollment Maximum** - Previously, online enrollment maximums were determined by the number of 'Approved' registrations for a course. This means that someone must manually approve an online registration before it is counted against the online enrollment maximum. Some schools encountered difficulties with this, particularly in situations where enrollment begins and many parents register in a short period of time, well over the enrollment maximum. The system allows these registrations because the registrations are in a 'Pending' status until someone at the school manually approves them.

To prevent online registrations from going over the enrollment maximum without requiring the school to manually process registrations, a new preference is available for Summer School. This preference, "Only use approved registrations when determining the max registration limit?", allows you to decide whether to 'Yes', only count 'Approved' registrations, or 'No', count 'Approved' and 'Pending' registrations against the enrollment maximum. By default, this preference is set to 'Y', which is the existing system behavior. This preference is only available to the schema owner.

RG Only use approved registrations when determining the max registration limit? Set Y to 'N' to include approved and pending.

With this preference enabled, My BackPack checks whether a certain course or program is full twice -- first, when a parent is choosing a course (as in previous versions of the program), and second, upon submission of payment. If between the point of selecting a course and submitting payment, a course's online enrollment maximum is reached by 'Approved' and 'Pending' registrations, the system will tell the parent that the course is full, and that registration cannot be completed. The parent is then able to return to the course selection screen and either join the waitlist for the desired course, or register for a different course.

**Parent Web Accounts Button** - For schools who use My BackPack to publish information to parents but do not have Online Registration, the 'Parent Web Accounts' button is now available on the Address tab in Student Maintenance. Previously, parent web account information was not available in Summer School without Online Registration enabled.

**Publish/Do Not Publish Flag in Global Updates** - The ability to set the 'Do Not Publish' (DNP) flag was added to Global Updates for My BackPack address information.

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**Course Registration Late Fees** - Previously, late fees for online registration were applied to all courses, if a parent incurred a late fee on any course. This caused a problem for parents who registered for a course before late fees went into effect, then registered for additional courses after the late fee date. Now, when late fees are configured to be applied on a course-by-course basis, fees are only applied for courses added after the late fee date.

Late Fee Definition: 10.00 Percent  due Per Course Web Name Late Registration Fee Late Fees are implemented as a Fee Fee Late fee	10.00 Percent   due Per Course
Late Fees are implemented as a	b Name Late Registration Fee