



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.

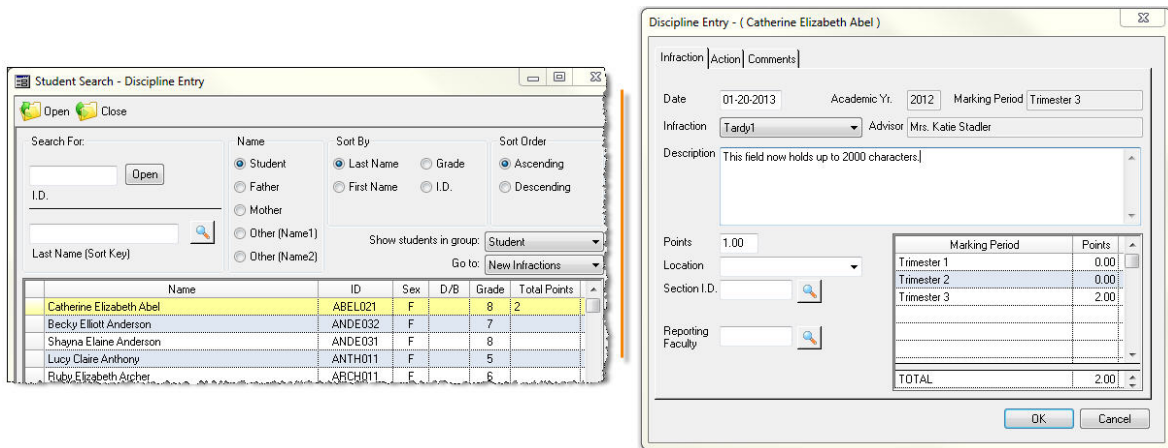
Please contact Support@senior-systems.com if you have any questions about any of these new features.

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.

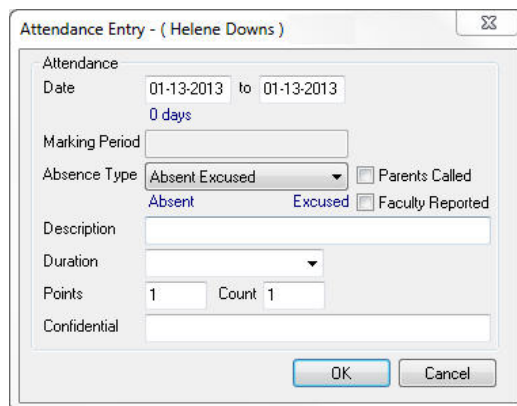
Deans Office

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.



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.



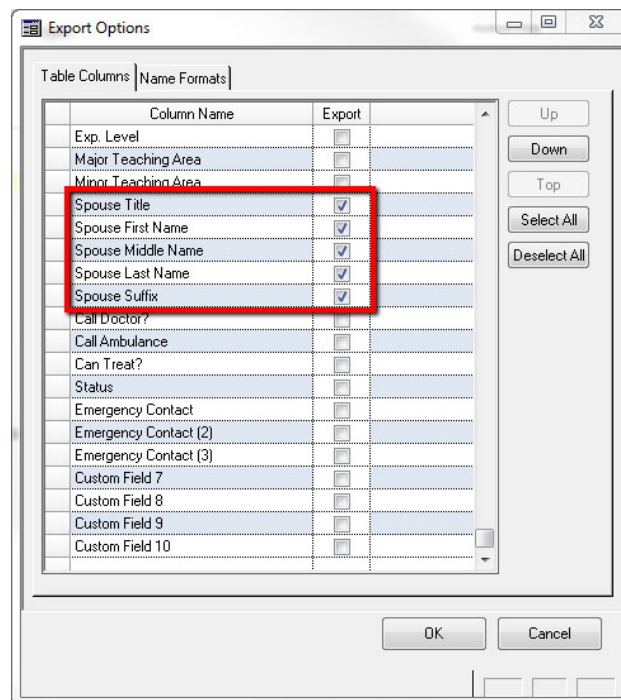
Registrar

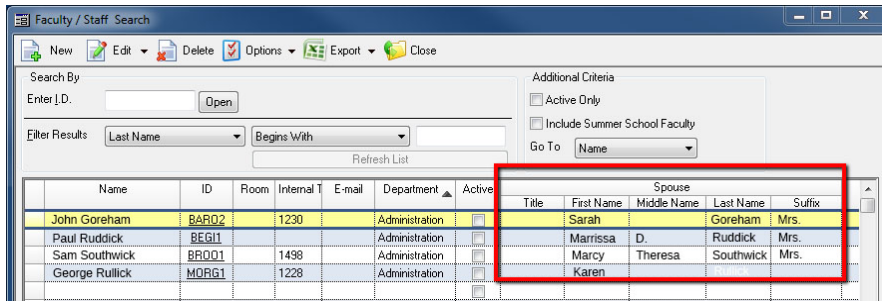
Book Maintenance - The 'Type' field has been added to the book maintenance search screen, and a 'Comments' field has been added to the book maintenance record.

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.

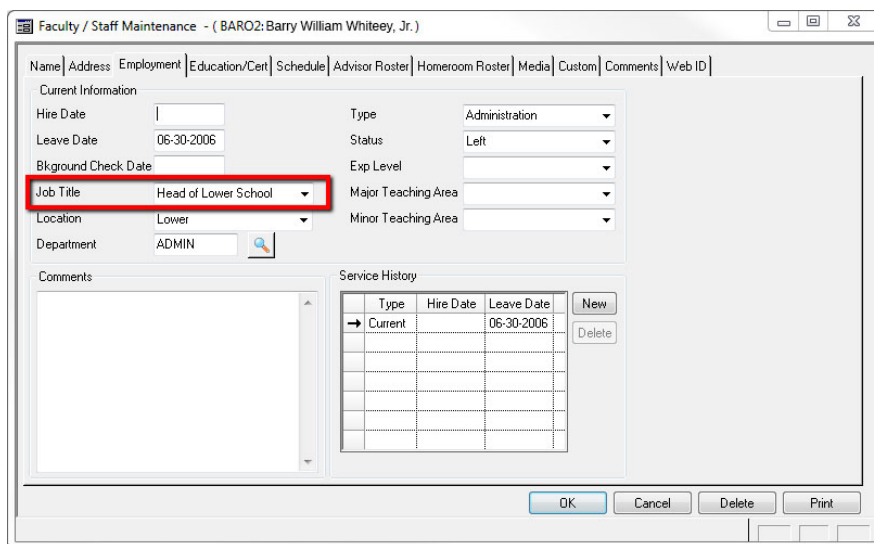
Updates to the Faculty/Staff Search screen - Several improvements have been made to the Faculty/Staff search screen:

- **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.

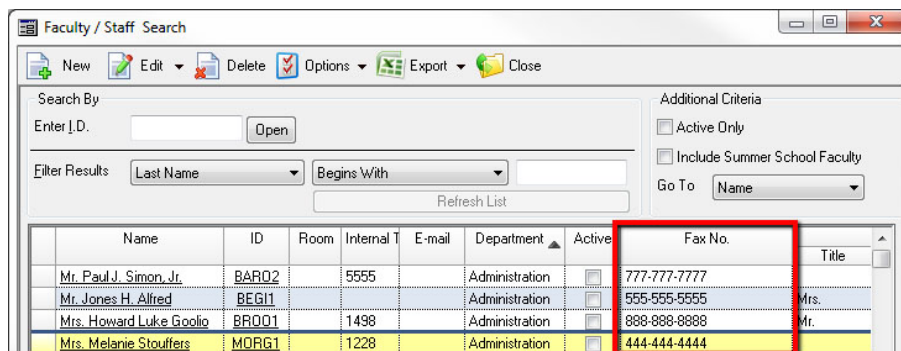




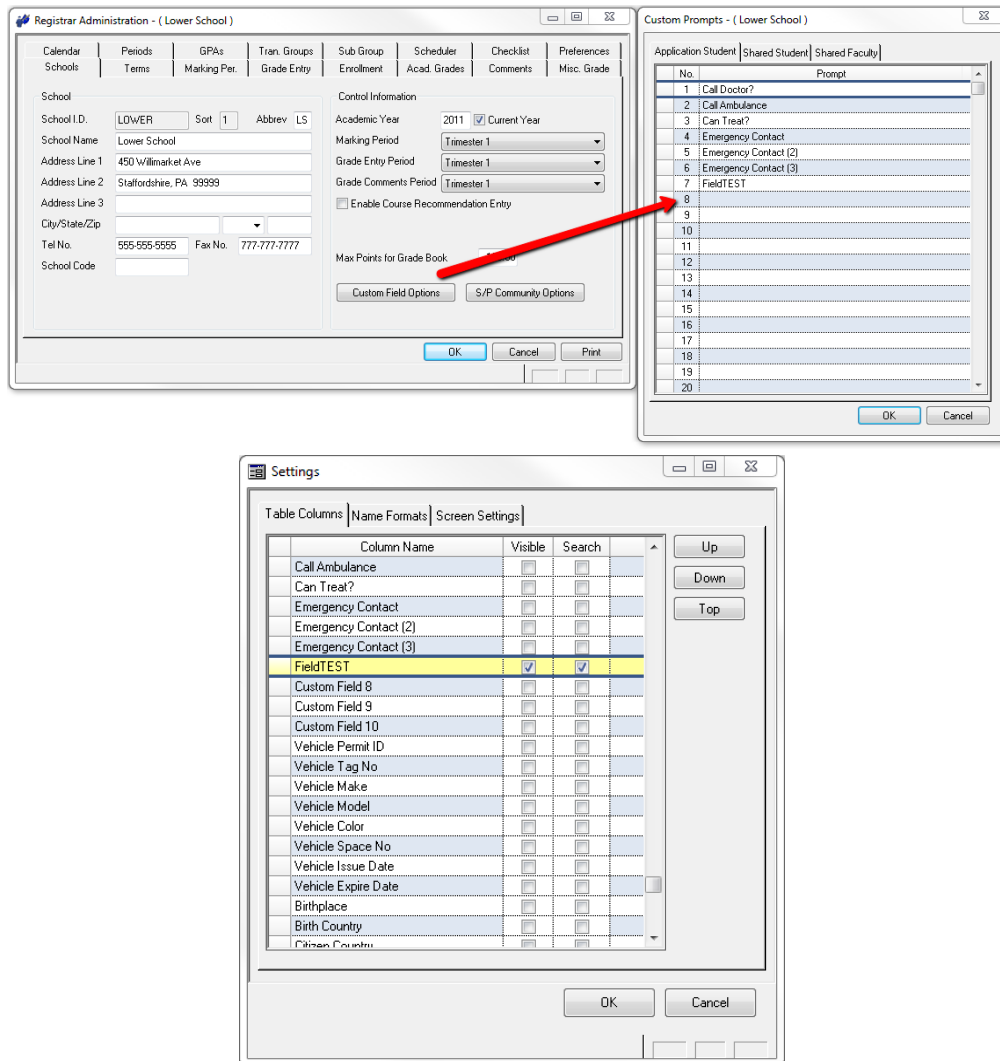
- Expanded Character Limit in Job Title field** - The Job Title field in the Faculty/Staff Maintenance Employment tab now supports 100 characters. This update gives you the ability to enter more detailed Job Title descriptions.



- 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.

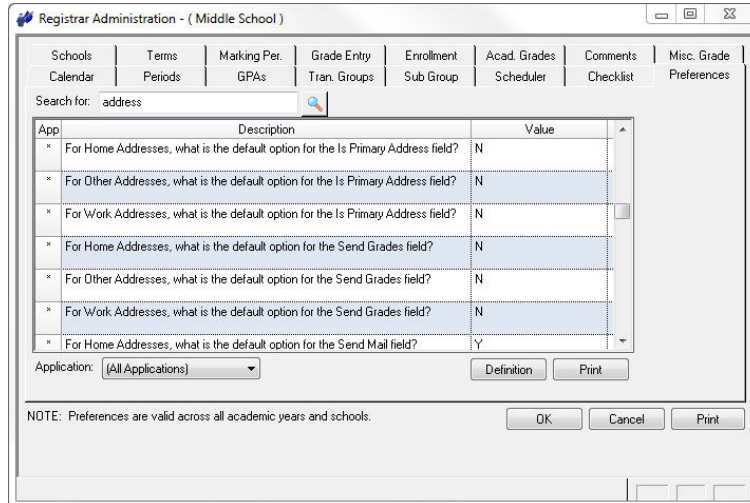


Additional Custom Fields added to Faculty/Staff Maintenance screen - Ten additional custom fields have been added to Faculty/Staff Maintenance Search screen. You can access the additional fields by clicking **Maintenance > Administration Maintenance > Schools** tab > **Custom Field Options**. Enter information 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.

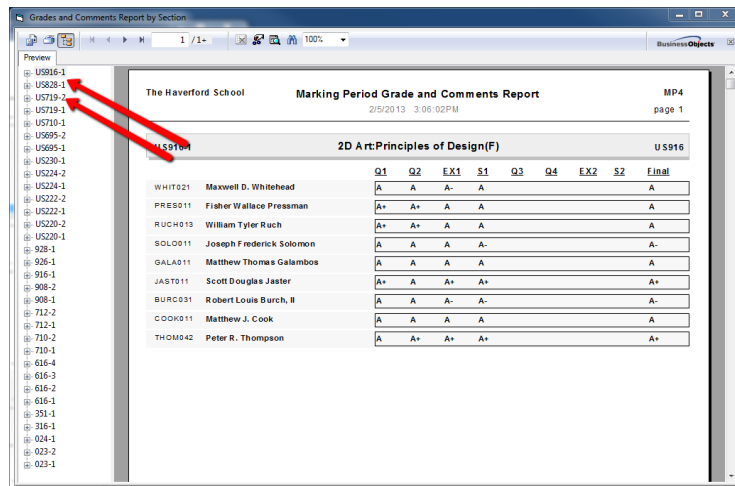


New Option to Print Reports - Previously, printing was a mandatory, built-in step of the New Student Transfer report generation process. We have changed this process so that you now have the option to print, or not print, a New Student Transfer report. This update saves you time when generating New Student Transfer reports.

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.



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.



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.

User Name:

Password: [Sign In](#)

Remember User Name

GO DADDY.COM VERIFIED & SECURED

For other sign in assistance, please email us at atst7@senior-systems.com, or call us at (888) 480-0102.

[Forgot My User Name/Password](#)

New user? Click to [Create an Account](#)

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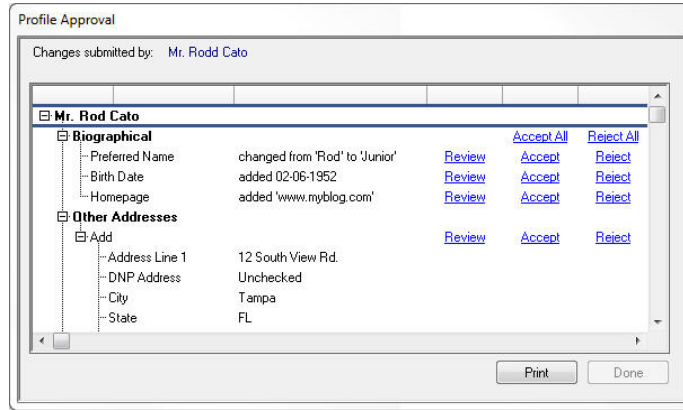
Welcome to Senior Academy Programs and Camps Registration Page!

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.

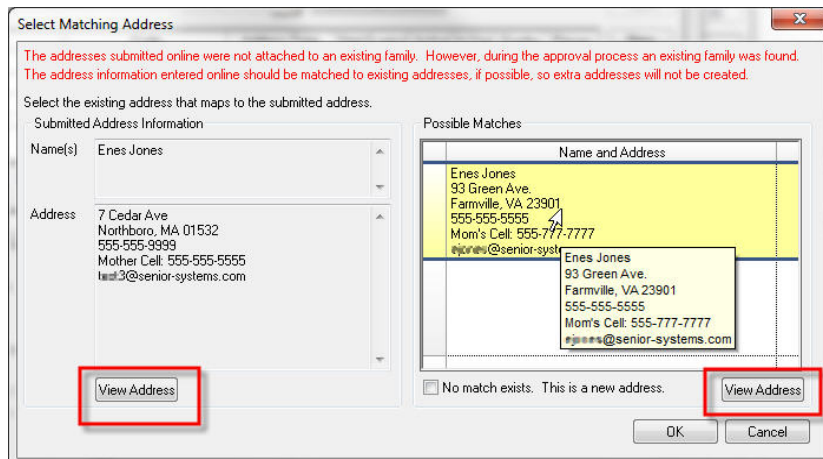
If you are the parent of a student who does not attend Senior Academy, please create a new account using the link to the left.

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.



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.



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.

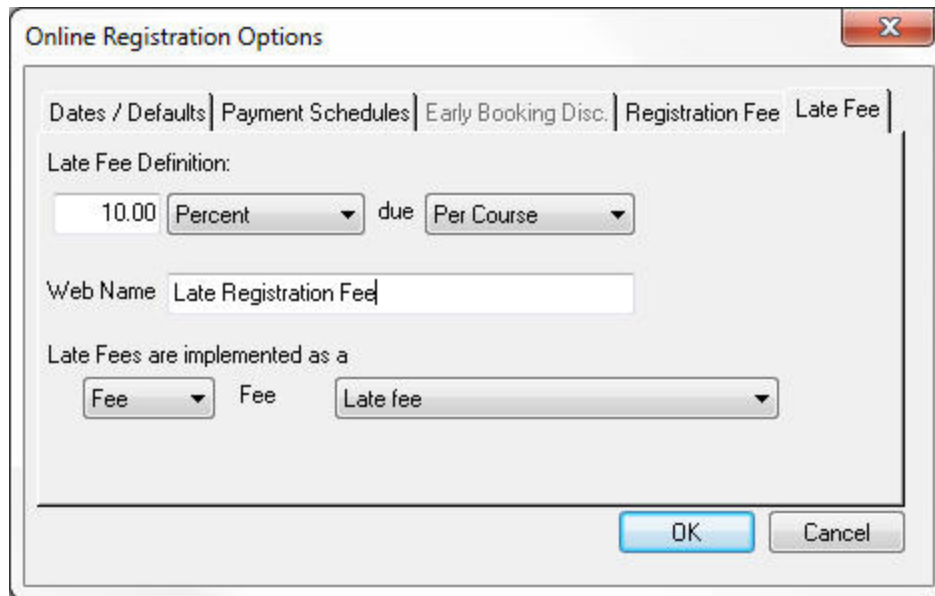
RG	Only use approved registrations when determining the max registration limit? Set to 'N' to include approved and pending.	Y
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With this preference enabled, My Backpack checks whether a certain course or program is full twice -- first, when a parent 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.

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.



The screenshot shows a dialog box titled "Online Registration Options" with a close button (X) in the top right corner. The dialog has five tabs: "Dates / Defaults", "Payment Schedules", "Early Booking Disc.", "Registration Fee", and "Late Fee". The "Late Fee" tab is selected. The "Late Fee Definition:" section contains a text input field with "10.00", a dropdown menu set to "Percent", the word "due", and another dropdown menu set to "Per Course". Below this is a "Web Name" label followed by a text input field containing "Late Registration Fee". The "Late Fees are implemented as a" section has a dropdown menu set to "Fee", the word "Fee", and another dropdown menu set to "Late fee". At the bottom right of the dialog are "OK" and "Cancel" buttons.