

Academic Office Release Bulletin

August 2009

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About Release 91_4

Several new features and enhancements have been implemented in the latest release of Senior Systems Academic Office applications, including important changes and new options for Online Admissions, enhanced options and information display for other areas of My BackPack, the ability to automatically assign new Faculty/Staff IDs, and the addition of information about withdrawn students to the Student Maintenance screen in the Enrollment application.

There is also a completely new Online Admissions User Guide, available through the Help Menu in the Admissions application, that details the setup, use, and administration of Online Admissions.


As always, if you have any questions about these new and enhanced features, be sure to contact Senior Systems Product Support for assistance!

New Online Admissions Application Forms and Links (My Backpack)

In order to avoid the compatibility issues related to Adobe PDF forms that have affected some web users (particularly Mac users) and which are therefore beyond our control, version 91_4 allows for HTML online application forms, which do not have any of these compatibility issues. Senior Systems is converting schools' application forms from PDF to HTML format on a school-by-school basis, to ensure that the forms are designed to suit your needs and that the information processes correctly into the database. If you have not already been contacted by Senior Systems personnel regarding this issue, you will be shortly, but feel free to call Product Support for more information in the meantime.

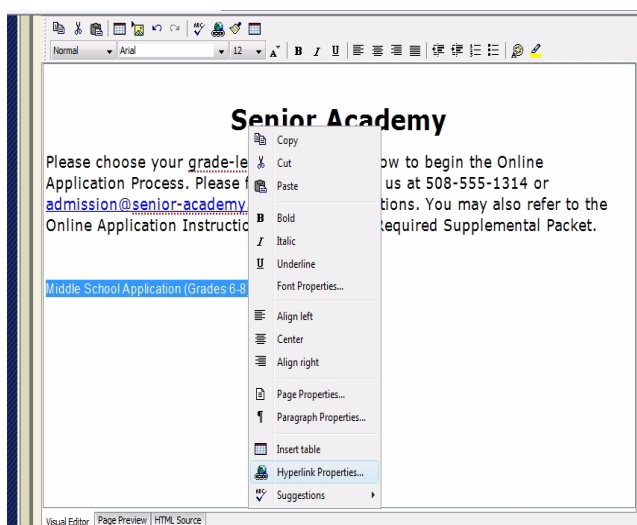
For the most part, this conversion will not require any change in your setup or procedures, however you will need to update the links to the specific application files that appear on your New Application Instruction web page AFTER these new forms have been installed for your school. Below is the procedure that you will use to update the hyperlinks:

To update hyperlinks for new HTML application forms:

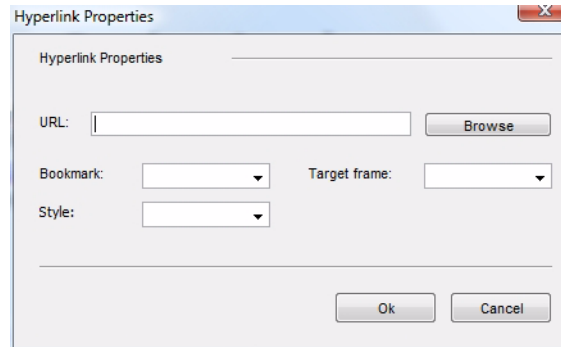
Go to the Documents tab of Online Admissions Setup under Administration in the Admin Community of My Backpack. Click the  Edit icon for the New Application Instruction web page. For each application form that you need to update:

Locate the application form that you will be linking to in the list of online documents in the lower section of the screen, scrolling down if necessary (all application forms display 'Application' in the Type column). Click and drag to select the entire contents of the URL column for that application and press Ctrl-C to copy the text to the clipboard.

Then find or enter the text that the user will click on to access this particular application. Click and drag to highlight and select the text, RIGHT-click on the selected link text and choose Hyperlink Properties.



Click in the URL field, delete existing text, if any, and press Ctrl-V to paste in the new hyperlink text. You can optionally select to change the target frame (for example, to open the application in a separate window) if you would like. Then click OK to complete or update the link.



Repeat this process for each application that is linked on this instruction page, and then click Submit to save changes. It is always a good idea to test the process from the actual page, to make sure you have linked the correct forms to the correct text.

New Online Application Form(s) Update Button

Along with the change to HTML forms for online applications comes a slightly different procedure for updating those forms when you need to make changes to them in the future. While Senior Systems personnel will make the actual changes to the forms, a new button has been added to the Documents tab for Online Admissions Setup to simplify the process of loading those updated form file(s) into the correct location on your My BackPack server.

Note: This function REPLACES the prior version(s) of your online application form(s). You will ONLY use it when you receive a forms update zip file from Senior Systems.

To update application form(s) from a zip file:

Go to the Documents tab of Online Admissions Setup under Administration in the Admin Community of My BackPack. Click the Update Application Form(s) button above the Online Documents section of the page.

The screenshot shows the 'Online Admissions Setup' interface. At the top, there are tabs for 'Online Inquiry', 'Documents', 'Checklists', and 'Online Payment'. The 'Documents' tab is active. Below the tabs, there's a 'Web Page Instructions' table with columns 'Name' and 'Action'. To the right, there's an 'Options' section with checkboxes for 'Allow applicants to upload a picture' and 'Do not allow new applications'. At the bottom, the 'Online Documents' section contains a table with columns 'Name' and 'URL'. Above this table, the 'Update Application Form(s)' button is highlighted with a red circle.

Click Browse to locate the zip file on your computer that was sent to you by Senior Systems. Click Open to select the file, then Submit to upload the new version(s) and replace the previous version(s) of the file(s). A confirmation message displays to indicate a successful update.

The screenshot shows the 'Update Application Form(s)' page. At the top, there are tabs for 'Alumni', 'Admin', 'Faculty', and 'Parents'. The 'Admin' tab is active. The page title is 'Update Application Form(s)'. Below the title, there's a link 'Back to Online Admissions Setup'. The main content area has a text box for 'Upload zip file for new Application Forms (provided to you by Senior Systems)' and a 'Browse...' button. Below the text box, there's another link 'Back to Online Admissions Setup' and two buttons: 'Submit' and 'Cancel'. At the bottom right, it says 'Powered by Senior Systems, Inc.'.

New Online Admissions Website Link URL (My Backpack)

The link that you place on your school website to direct applicants to the registration and sign-in process for online applications has changed. Depending on your server setup, the previous link may continue to work, but we recommend that you update the hyperlink on your website now, to reflect this change and avoid any future problems. (Note that the link to the Online Inquiry form has NOT changed.)

The exact URL for the link is based on your server setup, but follows this format:

`https://server_name/SeniorApps/admissions/admissionsHome.faces`

Note: The URL text is case-sensitive, so be sure to enter the information exactly as shown, except that you need to substitute the name of the server running the My Backpack application for your school for the "server_name" part of the text!


New Online Admissions Close Applications Capability (My Backpack)

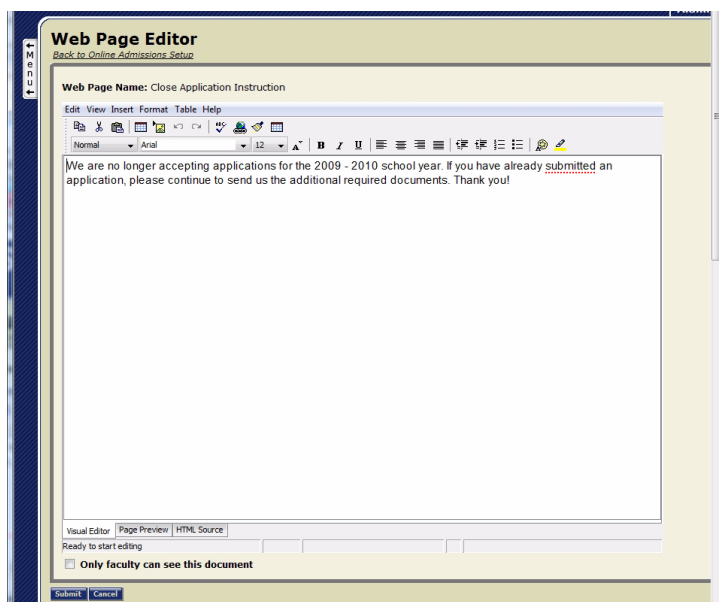
Some schools accept applications year-round, but many have a specific date or volume after which they no longer accept new applications. There is a new checkbox on the Documents tab for Online Admissions Setup that allows you to close the system to new applications while still allowing current applicants to access their accounts, upload photos, make payments, check current status, etc.

When this box is checked, users will see the Close Application Instructions web page text INSTEAD of the New Application Instructions web page text if they attempt to start a new application, and there will be no way for any users to submit a new application or even to submit a saved or partially completed one, as the Edit and Copy column icons are also removed from the Existing/Pending Applications table for current applicants.

Re-opening applications for the year or season is as simple as un-checking the same box and clicking Apply, however, you will first want to review all of your web page text and other settings to make sure that everything has been updated, if necessary, for a new admissions season.

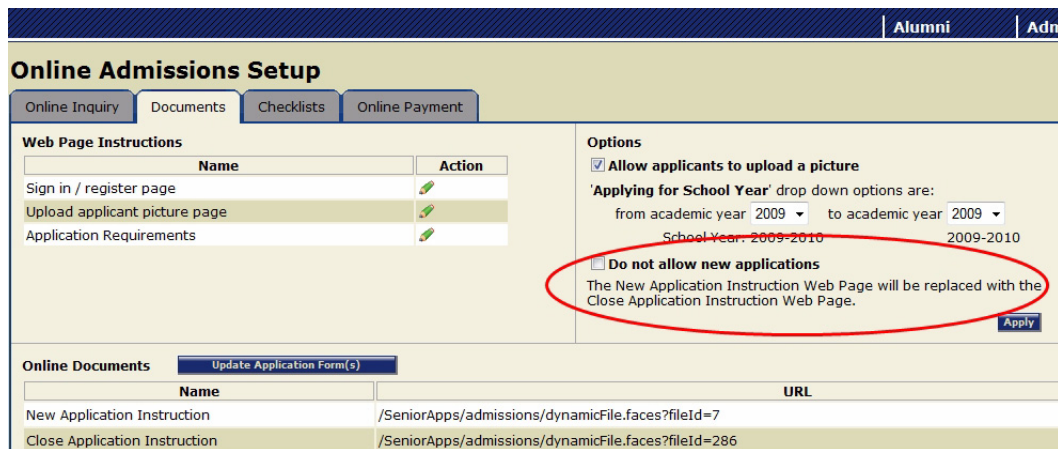
To close online applications:

Go to the Documents tab of Online Admissions Setup under Administration in the Admin Community of My Backpack. Before checking the box to close applications, set up or edit the information that you want to display for users who login or attempt to start a new application by clicking the  Edit icon for the Close Application Instruction page.



Enter or edit the text, using the standard word processing interface. You can control formatting, change size or font, insert images, use color, etc. You can preview the final appearance of the text using the Page Preview tab at the bottom of the screen, returning to the Visual Editor tab if you need to make more changes. When everything is set the way you want, click Submit to save changes.

Then check the '**Do not allow new applications**' box, and click Apply to save the change.



Online Admissions Setup

Online Inquiry Documents Checklists Online Payment

Web Page Instructions

Name	Action
Sign in / register page	
Upload applicant picture page	
Application Requirements	

Options

☒ Allow applicants to upload a picture

'Applying for School Year' drop down options are:
from academic year 2009 to academic year 2009
School Year: 2009-2010 2009-2010

☐ Do not allow new applications
The New Application Instruction Web Page will be replaced with the Close Application Instruction Web Page.

Apply

Online Documents Update Application Form(s)

Name	URL
New Application Instruction	/SeniorApps/admissions/dynamicFile.faces?fileId=7
Close Application Instruction	/SeniorApps/admissions/dynamicFile.faces?fileId=286

New Online Admissions Require Payment Option (My Backpack)

There is now an option that allows you to REQUIRE the online fee payment to complete successfully before an online application will be accepted for submission. Using this option causes users to be automatically directed to the payment page when they click the Submit button for an application. If the user does not make payment, or the payment does not complete successfully, the application is NOT submitted. This option is set via the Online Payment tab for Online Admissions Setup.

Note that selecting this option precludes the use of mailed-in checks, so all payments must be made via credit card or e-checks.

To enable the payment required option:

Go to the Online Payments tab under Administration in the Admin Community of My Backpack. If you currently have the box checked to accept payments via check, you must first uncheck that box. Then check the box to select '**Pay Before Submitting Application**' and click Apply to save the change(s).

Online Admissions Setup

Online Inquiry Documents Checklists **Online Payment**

Web Page Instructions

Name	Action
General Payment Instructions	
Check Payment Instructions	
Check Payment Voucher	

Options

☒ Pay before submitting application.

☐ Financial Aid applicants should be required to pay the application fee

Merchant Account: Sample Merchant Account ▼

☒ Allow credit card payments

Allow: ☐ American Express ☐ Discover ☒ MasterCard ☒ Visa

☐ Add convenience fee ☒ Percentage: %
☐ Amount: \$

☐ Allow payment by check

☒ Allow eCheck payments

☐ Add convenience fee ☒ Percentage: %
☐ Amount: \$

Comment Fields Setup:

Apply

New Online Admissions Field Controls (My BackPack)

For Online Admissions, you can now establish more control over what prospective students and applicants see for two fields:

- **Lead Source** - In this dropdown field for the online inquiry and application forms (frequently labeled "How did you hear about us?" or something similar), you can choose to only display those values from the code table which you feel are appropriate for outsiders to use, and exclude from the dropdown list those that values that are for internal use only. In addition, for those codes that are displayed to outside users, you can change the Web Name, which is the actual wording that those users will see in the dropdown list. This is helpful if you want to use a more standard or user-friendly term than you use internally for a particular code.

To update the use of code values:

By default, these values are all selected to be displayed in My BackPack, with the Web Name set to be the same as the Lead Source Name. To make changes to this list, go to Code Maintenance in System Administration (File > Code Maintenance > select Lead Source). For each code value, there is now a checkbox for My BackPack and a Web Name field:

The screenshot shows a window titled "Code Maintenance" with a "Codes" section. A dropdown menu labeled "Select a code" is set to "Lead Source". Below it is a table with three columns: "Lead Source", "My BackPack", and "Web Name". The table contains the following rows:

Lead Source	My BackPack	Web Name
Alumni	<input checked="" type="checkbox"/>	Alumni
Citigroup Relocation	<input type="checkbox"/>	Citigroup Relocation
Current Family	<input checked="" type="checkbox"/>	Current Family
Dallas Child	<input type="checkbox"/>	Dallas Child
Dallas Family	<input type="checkbox"/>	Dallas Family
Dallas Magazine	<input type="checkbox"/>	Dallas Magazine
Dallas Morning News	<input checked="" type="checkbox"/>	Dallas Morning News
Dallas Teen	<input type="checkbox"/>	Dallas Teen
Faculty	<input checked="" type="checkbox"/>	Faculty

At the bottom of the window, there is an "Access Level" dropdown set to "Editable for ALL", and buttons for "OK", "Apply", and "Cancel". A "NUM" field is also visible at the bottom right.

Only those values that you have checked will appear in the online dropdown field, but all values will still appear (under their usual names) for internal school use. Since all fields are initially checked, you will need to un-check any that you do NOT want to appear in the list for outside users. Then make any changes to the Web Names if necessary, and click Apply or OK to save changes.

- **Checklist Comments** - You can now choose whether or not the Checklist Comments field is displayed when an applicant or parent views the status of application checklist items online. Some schools use this field to enter comments and notes that are for intended for internal use only and which might be mis-interpreted or questioned by applicants and parents.

To suppress the display of checklist comments:

Go to the Checklist tab under Online Admissions Setup. By default, the checkbox for "Display 'School Comments' column (Checklist Notes)"--located just above the Online Documents section--is checked to allow display of the comments field. To remove checklist comments from the user screen, un-check the box and click Apply.

Senior Systems

Alumnae | Admin | Faculty

Admin

- Administration
- Grading
- Directory
- Email
- My Profile

Online Admissions Setup

Online Inquiry | Documents | **Checklists** | Online Payment

School: Pre-School

By School | By Grade

Applicant/Family Information Form	
Family Statement - Remarks from Parent(s)/Guardian(s)	Parent Statement
Confidential Teacher Evaluation	Confidential English Teacher Recommendation
Parent/Guardian Meeting (Pk-4)/Student Interview (5-12)	
CATS Testing Received	
Group Observation	
Official Transcript/Progress Report	Official Transcript Release Form

☒ Display 'School Comments' column (Checklist Notes) **Apply**

Online Documents

Name	URL	Type
Confidential English Teacher Recommendation	/SeniorApps/dynamicFile/English+Recommendation.pdf?fileId=35	Docu

New Login Info Display (My Backpack - All Communities)

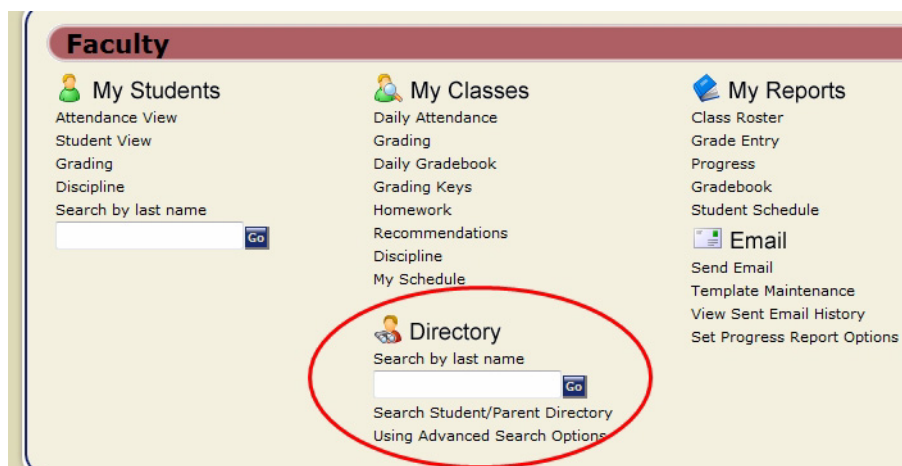
All of the My Backpack screens now show the message "**Logged in as: [NAME]**" at the top of the screen. This is especially helpful for families who have multiple students at the school, or who play multiple roles in the school community and who therefore have more than one login.

For Faculty/Staff community members, the display will also show "**Current School: [SCHOOL NAME]**" below the login name. This is helpful in cases where there are multiple schools or divisions, to distinguish the current school or division under which he/she is currently logged in.

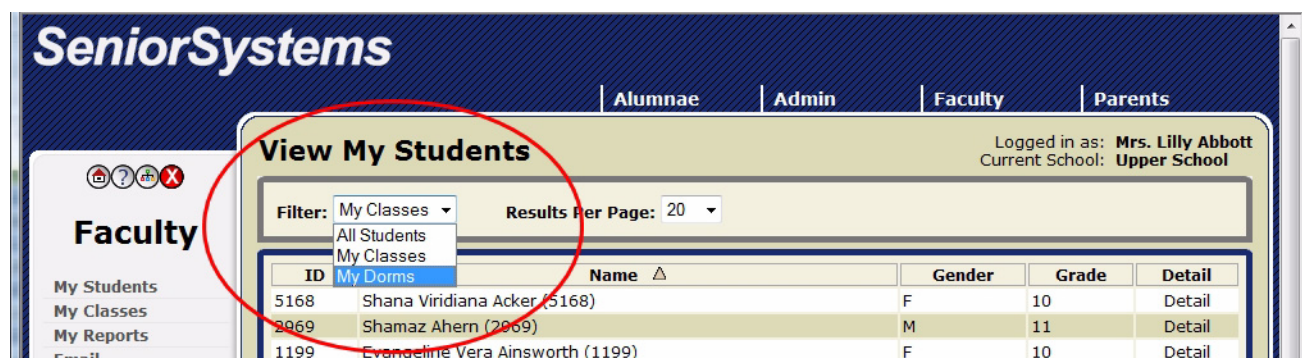


New Faculty/Staff Options (My Backpack)

Student/Parent Directory - In the Directory section of the Faculty/Staff community in My Backpack, teachers and staff can now access the Student/Parent Directory. This is the same directory that was previously only available under the Student and Parent communities. Note that you must have the Senior Systems Student/Parent application installed to make this option available in My Backpack.



My Dorms - When using Student View in the My Students section, faculty and staff now may have a new option in the Filter drop-down list: My Dorms displays all of the dormitory students assigned to the faculty or staff member. This option only displays if the faculty/staff member is set up as a dorm parent.



New Student ID/Course ID Display (My Backpack - Student/Parent Communities)

You can now optionally choose to display the Student ID and/or the Course IDs on the Student Schedule page in My Backpack. The Student ID displays next to the Student Name, and the Course IDs display in a column next to the Course Names.

SeniorSystems

Alumnae | Admin | Faculty | Parents

Logged in as: **Mrs. Lill**
Current School: **Upper S**

Student Schedule

Student: Giovanni David Abbott StudentID: **5987** Student Account: **Middle (Grades 5-8)** Term: **Upper S**

☐ Include Withdrawn Classes

Course Name	CourseID	Faculty	Phone	Room#	Terms	A	B	C	D	E
Acting 1	6570	Mrs. Allene Aguilar	972-628-5497	DANCE	S2	08			08	
Advisory 7	1007	Mrs. Ladonna A. Briscoe	972-628-5591	702	S1,S2	01	01	01	01	01
Composition 7	1070	Mr. Chas Zamora	972-628-5406	704	S1,S2	05	05	05		05
French 7	3070	Mrs. Ladonna A. Briscoe	972-628-5591	702	S1,S2		02	04	05	06
History 7	4070	Mrs. Lilly Abbott	2187	707	S1,S2	06	06	06	06	
Literature 7	1570	Mrs. Polly N. Cote	972-628-5408	706	S1,S2	02		02	02	02
Math 7	2070	Dr. Diamond Bales	972-628-5598	705	S1,S2	09	09	09	09	09
Percussion 7 & 8	6477	Mr. Darrick W. Birch	972-628-5498	BAND	S1,S2		08		08	
Science 7	5070	Dr. Fournier Boyles	972-628-5413	7SC	S1,S2	04	04		04	04
Soccer - Boys	8108	Mr. Chung Wing	972-628-5616	F10	S2	10	10	10	10	10

To enable this feature:

By default, neither of these fields is initially set to display. To enable one or both fields, go to the Schedule tab on the S/P Community Options screen in the Registrar application (Maintenance > Administration Maintenance > Schools Tab > S/P Community Options Button > Schedule Tab). Check to Display Course ID and/or Display Student ID, and click OK twice to save your choices.

S/P Community Options

Control | Schedule | Attendance | Grades

Student Schedule

- ☒ Display Faculty's Internal Telephone No.
- ☒ Display Faculty's E-Mail Address
- ☒ Display Period Start & End Times
- ☒ Display Day of the Week/Rotation
- ☒ Display Course ID
- ☒ Display Student ID

OK Cancel

Automatic Assignment For Faculty IDs (Registrar, Dean's Office, A/R, Summer School)

Just as you can have the system automatically assign an ID when you set up a new student record, you can now choose to do the same for new faculty records. Once this feature is enabled, simply click the Assign button next to the I.D. field on the Name tab of the New Faculty/Staff screen to have an ID automatically assigned and filled in.

Note: As with Student IDs, this feature assigns a numeric value only. You can, however, modify the value in the field after it has been generated (for example, to add or change the first characters to an alpha code) if you prefer to use an alphanumeric ID.

The Last Faculty I.D. field, which can be manually set or changed during configuration, determines the next number to be assigned when the Assign button is next clicked. Keep in mind that if you want to use a particular numbering sequence, you must set the Last Faculty I.D. field to the number **before** the number you want to start with.

For Summer School Users

This feature is enabled and configured separately for the Summer School application. If you have Summer School installed, you can choose whether or not to automatically assign Faculty/Staff IDs for summer school regardless of whether or not you use this feature for the non-summer school applications. You should note, however, that all of the IDs are stored in a single table, so if you have the feature configured for both types of schools, there may be gaps in your numbering sequence for a particular type of school (e.g. if you create a few new faculty/staff records for summer school, then a few for non-summer school, then a few more for summer school, there may appear to be gaps in the numbering sequence if you just view one type).

To enable and configure this feature (all applications EXCEPT Summer School):

By default, this feature is not initially enabled. To enable and configure, go to the I.D. Assignment tab of the Address Administration screen in the Student/Parent application (Maintenance > Administration Maintenance > ID Assignment tab):

The screenshot shows a window titled 'Address Administration' with a tabbed interface. The 'Edit' tab is active, and the 'I.D. Assignment' section is selected. It contains two main sections: 'Student I.D. Assignment' and 'Faculty I.D. Assignment'. In the 'Student I.D. Assignment' section, 'Last Student I.D.' is empty, 'Student I.D. Length' is set to 5, and 'Allow Automatic Student I.D. Assignment' is checked. In the 'Faculty I.D. Assignment' section, 'Last Faculty I.D.' is set to 12, 'Faculty I.D. Length' is set to 5, and 'Allow Automatic Faculty I.D. Assignment' is checked. At the bottom right are 'OK' and 'Cancel' buttons, and a 'NUM' label is visible below the 'Cancel' button.

Check to Allow Automatic Faculty I.D. Assignment, set the Faculty ID field length (must be in the range of 1-5) and (optionally) the Last Faculty I.D. to control the numbering sequence. Click OK to save changes.

To enable and configure this feature for Summer School:

By default, this feature is not initially enabled. To enable and configure, go to the Schools tab of the Administration Maintenance screen in the Summer School application (Maintenance > Administration Maintenance > Schools Tab):

The screenshot shows a window titled 'ID Assignment'. It contains two main sections: 'Last Student ID' and 'Last Faculty ID'. In the 'Last Student ID' section, 'Last Student I.D.' is set to 14, 'Student I.D. Length' is set to 5, and 'Allow Automatic Student ID Assignment' is checked. In the 'Last Faculty ID' section, 'Last Faculty I.D.' is set to 12, 'Faculty I.D. Length' is set to 5, and 'Allow Automatic Faculty ID Assignment' is checked. At the bottom right are 'OK' and 'Cancel' buttons.

Check to Allow Automatic Faculty I.D. Assignment, set the Faculty ID field length (must be in the range of 1-5) and (optionally) the Last Faculty I.D. to control the numbering sequence. Click OK to save changes.

Withdrawn Student Information (Enrollment)

Information about withdrawn students, previously only available in Registrar, Dean's Office, and A/R (Student Maintenance Info 1 tab, Matriculation section), is now displayed on the Student Maintenance screen in Enrollment Management in a new Withdrawn Information section on the Enrollment tab:

The screenshot shows a software window titled "Student Maintenance: 2697 - (Marta B. Ahrens)-Next Year". The "Enrollment" tab is selected. The window is divided into several sections:

- General Information:**
 - Current School: Lower School, Next School: Middle School, D.O.B.: 04-07-1999
 - Current Grade: 4, Repeating: ☐, Next Grade: 5, Age: 10
 - Type: , Student Group: Student, SSN:
 - Admiss Yr.: 2003, Mid Year: ☐, A/R Group: Student, Gender: F
 - Class Yr.: 2017, Status: Invite Back, ☐ Tuition Refund Insurance
 - ☐ Fac/Staff Child, Board/Day: D, ☐ ESL, ☐ Accident Insurance
- Contract:**
 - Contract Print:
 - Cont/Dep Due:
 - Install 1 Due:
 - Rec'd: N, Date:
 - Rec'd: N, Date:
 - Install 2 Due:
 - Deposit Amount: 0.00
 - Discount Amount: 0.00
- Withdrawn Information:**
 - W/D Grade: 5
 - W/D School: Middle School
 - W/D Date: 09-01-2009
 - Re-Enter Date:
 - W/D Year: 2010
 - W/D Notify Date: 07-06-2009
 - W/D Type: Moving
 - W/D Reason: Moving Out of State

At the bottom right, there are "OK" and "Cancel" buttons, and a "NUM" button at the bottom center.

Related Security Key Control:

By default, security for these fields is initially set to allow editing by any users and groups who currently have access rights to the Enrollment tab of Student Maintenance. You can restrict access to prevent editing of this section by unauthorized users by removing the Student Withdrawn Fields security key for the selected user or group of users.

The Student Withdrawn Fields security key is displayed in the application security key list under Enrollment Management > Maintenance > Students > Enrollment. See the System Maintenance Reference Guide or speak to Senior Systems Product Support if you need assistance with changing security settings.