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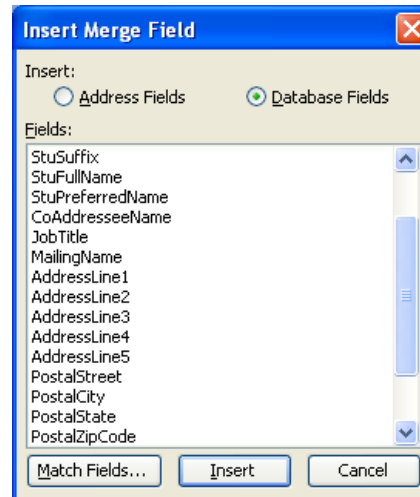
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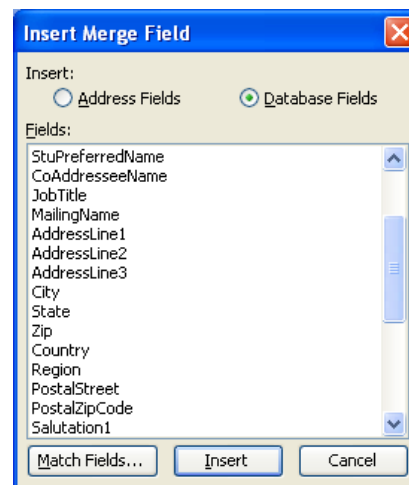
In this release bulletin, the latest enhancements to several modules of the **ACADEMIC OFFICE** are described.

Separate Mail Merge Fields Available for City, State, Zip Code, and Country

Student/Parent Mailings now contains separate mail merge fields for the following fields: **City**, **State**, **Zip Code**, and **Country**. Previously, these values had been contained the **AddressLine4** and **AddressLine5** fields.



Now, each field exists independently.



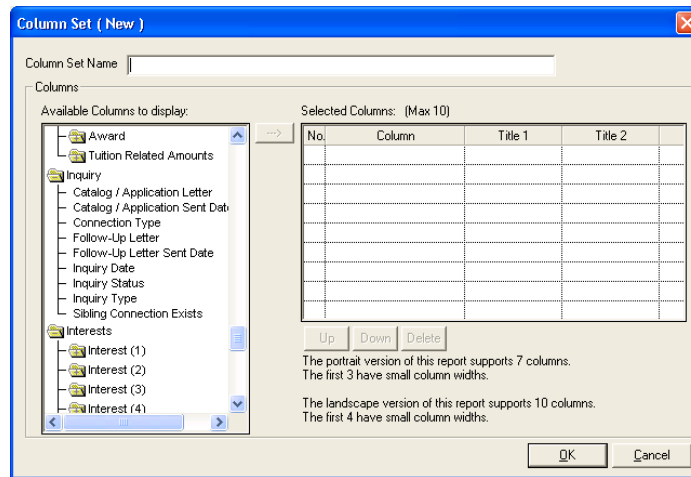
For existing documents, you will have to remove **AddressLine4** and **AddressLine5** from all mail merge documents using the **Student Parent Mailings**. You can then add **City, State, Zip Code, and Country** as needed.

This impacts the **Student/Parent Mailing** window for **Admissions, Student/Parent Addresses, Registrar** and **Financial Aid**. For **Enrollment Management**, the **Enrollment Contracts by Student** merge is affected.

Admissions

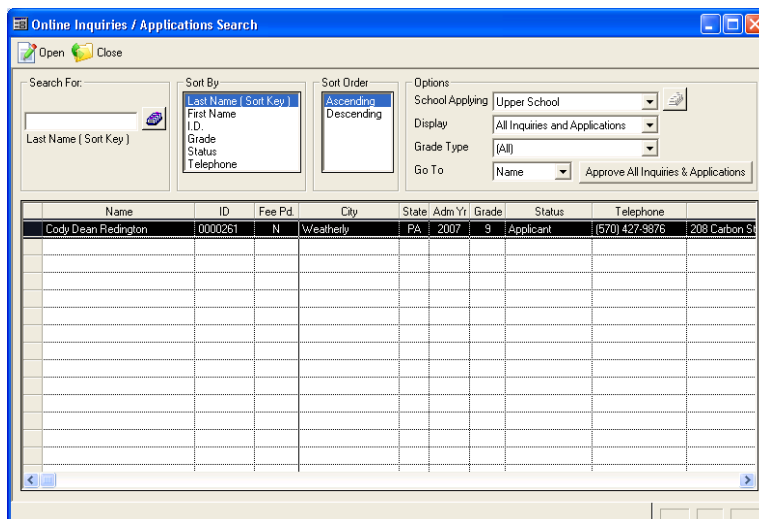
Connection Fields Added to the Inquiry/Applicant Worksheet

In the **Inquiry/Applicant Worksheet Report**, you can add connection fields as one of the selectable items in the **Columns** tab. Open the report, click the **Columns** tab, and select the **Columns** button. Click **New** on the next window and the **Column Set** window opens allowing users to select the columns. Scroll down in the **Available Columns to display** window to view the new **Connection Type** and **Sibling Connection** under the **Inquiry** folder.



Grade Type Added to Online Inquiries/Applications Window

The **Grade Type** field has been added as a filter to the **Online Inquiries/Applications Search** window.



Test Score Import Facility Includes High School Placement

The High School Placement Test (HSPT) has been added as a choice in the **Test Score Import** facility.

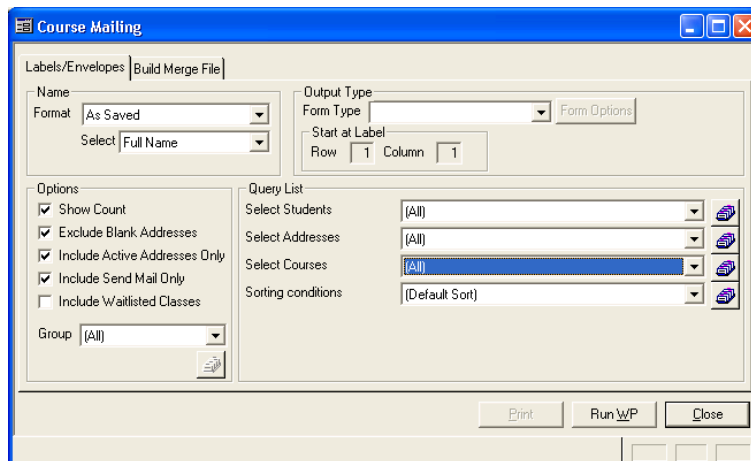
Age Mail Merge Field Added to Student/Parent Mailing

Age has been added as a new mail merge field in **Student/Parent Mailing**.

Summer School

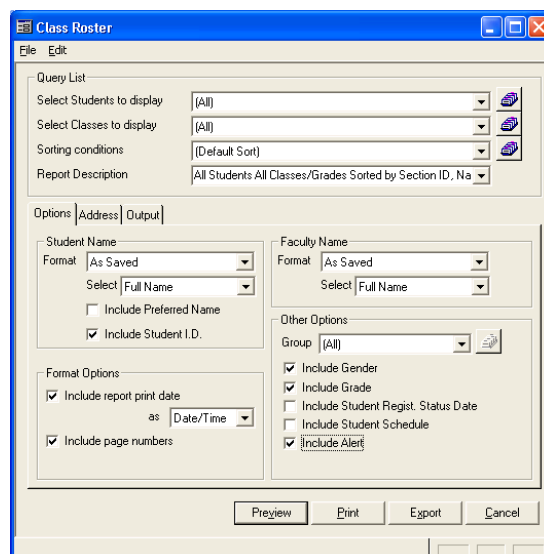
Course Query Added to Course Mailing

From the **Query List**, you are now able to create a query based on course information. This allows you to only include courses that meet certain criteria such as current term only, i.e., **Term1 = Y**.



Class Roster Now Includes Alert Field

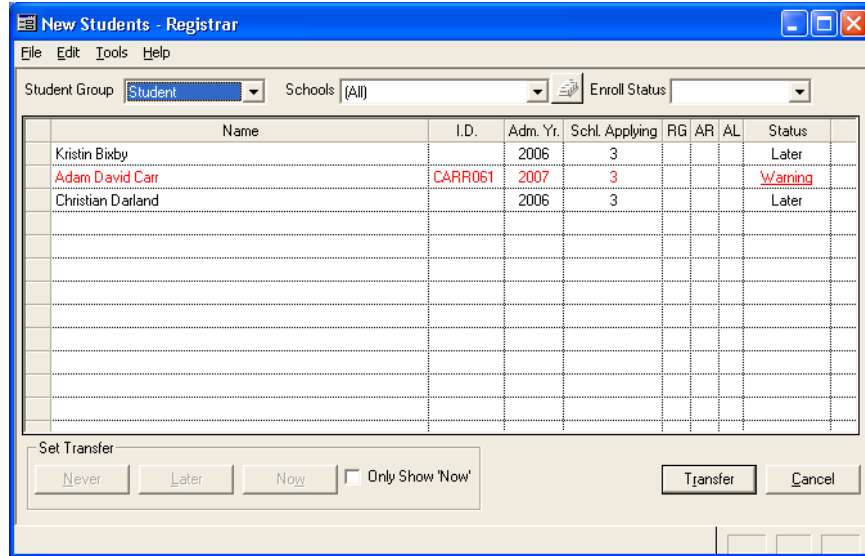
The **Class Roster** can now include **Alerts** from the **Student Maintenance > Name** tab. Select the **Include Alert** checkbox in the **Other Options** field to enable this feature.



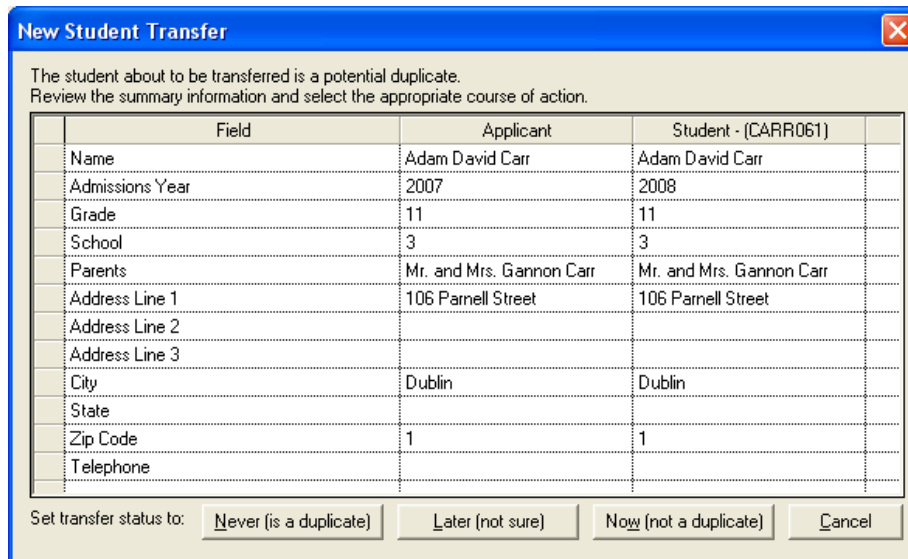
Registrar

New Student Transfer Window Now Flags Potential Duplicate Student Accounts

The **New Student Transfer** window now displays a student in red text if a potential duplicate student account already exists in **Registrar**. The record flags a potential duplicate if the applicant about to be transferred has a matching first name, last name, school, and class year or admissions year to an existing student record.



Under **Status**, click on **Warning** to view the potential duplicate entry.



If you determine that this student already exists, click **Never** to prevent creating a duplicate. If you are unsure, click **Later** and the student will not transfer, allowing you to verify the student's status. Click **Now** if you have determined that there is no duplicate, thereby allowing the student to transfer into **Student Maintenance**.

Student Withdrawal Wizard Enhanced for My Backpack

The **Student Withdrawal** wizard has been enhanced to include a checkbox that, when selected, also clears a student's web ID for **My Backpack**.

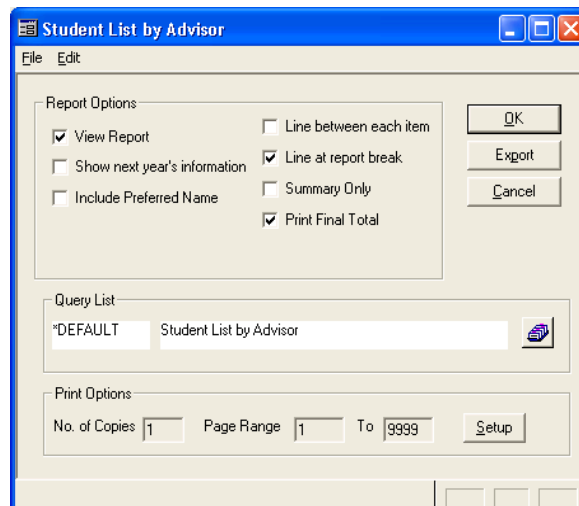
My Backpack Student/Parent Community Default Changed

For customers with the **My Backpack > Student/Parent** community installed, there are changes to the **Section Maintenance** and **Administration Maintenance** windows. In **Section Maintenance**, the default for the **Display in S/P Community** checkbox has been changed from being unchecked to checked.

In **Registrar > Administration Maintenance**, there is now a checkbox in the **S/P Community Options** page giving schools the option to hide section comments to the parents on the **Marking Period Grades and Comments** window.

Checkbox Added to the Student List by Advisor Report

In the **Student List by Advisor** menu, a checkbox has been added to include the student's preferred name in the report.

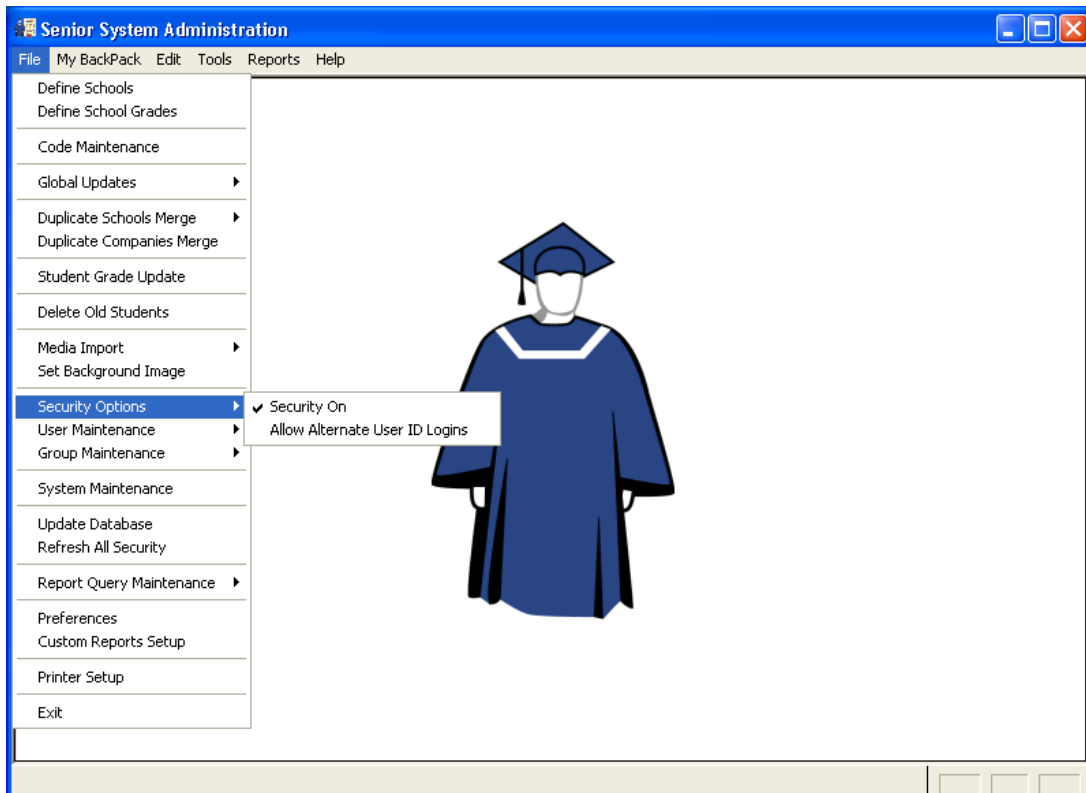


System Administration

Alternate ID Field Allows Login to My Backpack

The **Alternate ID** field in the **User Maintenance** screen is available to be used for login to the client-server or **My Backpack** applications.

To enable this feature, go to **File > Security Options** and select the **Allow Alternate User ID Logins** option.



Dean's Office

Homeroom Teacher Mail Merge Field Added to Mailings

The **Homeroom teacher** mail merge field has been added to both the **Student/Parent Mailing** and the **Discipline Mailing**.

My Backpack

Search by First Name for Faculty/Staff Community

In the **Student Search** area of the **Faculty/Staff Community**, faculty can now search by the student's first name in addition to their last name and student ID.

Student Discipline Visible and Enhancements to Daily Assignments in Student/Parent Community

Parents can now see student discipline from within the **Student/Parent Community**.

The **Daily Assignments and Comment** window has these new features:

On the **Summary** tab, the drop-down will remember the last marking period selected by the parent/student.

On the **Upcoming, Completed and Missing Assignments** tab, the first course that appears in the drop-down now matches the **View: Marking Period** drop-down menu.

E-mail Blast Module Changed for Administrator Community

In the **E-mail Blast** module, the **Delete Completed E-mail Jobs** will now delete jobs marked as "Completed with Errors".