

Academic Office Release Bulletin

December 2008

This release bulletin contains a description of the latest enhancements to modules within **Academic Office**.

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ADMISSIONS

New Default Column on the Letters tab of Administration Maintenance for Inquiry Letters

On the **Letters** tab in **Administration Maintenance** window (figure 1), there is now a **Default** column that allows you to select the default inquiry letter to be used for new inquiry records.

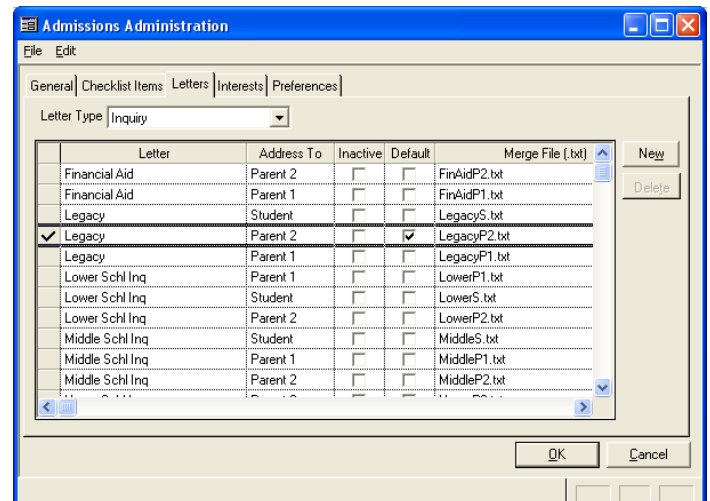


FIGURE 1. Administration Maintenance, Letters tab

On the **Letters** tab, next to **Letter Type**, select **Inquiry** from the drop-down list. The **Default** column displays with a checkbox. Select the checkbox next to the inquiry letter that you would like to have fill in automatically in the **Catalog/ App** field when a new Inquiry record is created.

This is useful to schools that only have one letter to send out to the families.

Online Admissions Status Field Now Displays on Main Admissions Window

A field has been added to the main **Admissions** window (figure 2) that indicates the status of online inquiries/applications for schools using our **Online Admissions** system.

Below the toolbar, next to **Online Inquiries/ Applications awaiting approval, Online Admissions** records that have not yet been approved are displayed.

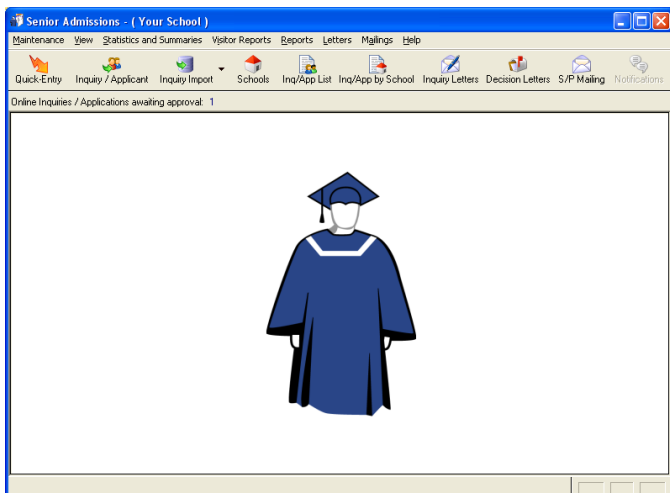


FIGURE 2. Main Admissions Window

New Option to Clear Online Admissions User Accounts

On the **End-of-Year Update** menu, a checkbox has been added to **Clear Online Admissions User Accounts**. If your school has **Online Admissions**, by selecting this checkbox, you can clear all of the user accounts that have been created to date.

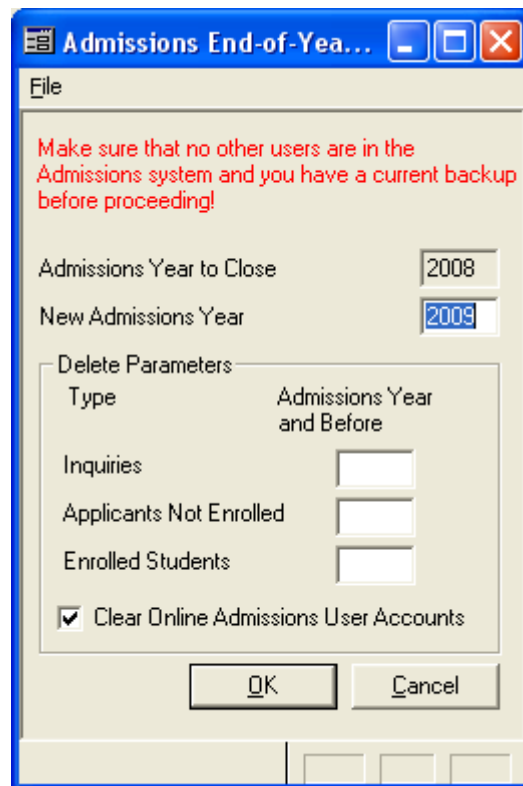


FIGURE 3. Admissions End-of-Year Update

FINANCIAL AID

New Fields Display on the Children tab of Financial Aid Maintenance

When you select a student from the **Children** tab in **Financial Aid Maintenance** (figure 4), there is now a **Group** field, and a **Status** field.

These fields can be displayed using the scroll arrow at the bottom of the window. The **Group** field displays which group the student belongs to whether it be **student** or **graduate**. The **Status** field displays the student's current enrollment status, such as **returning** or **enrolled**.

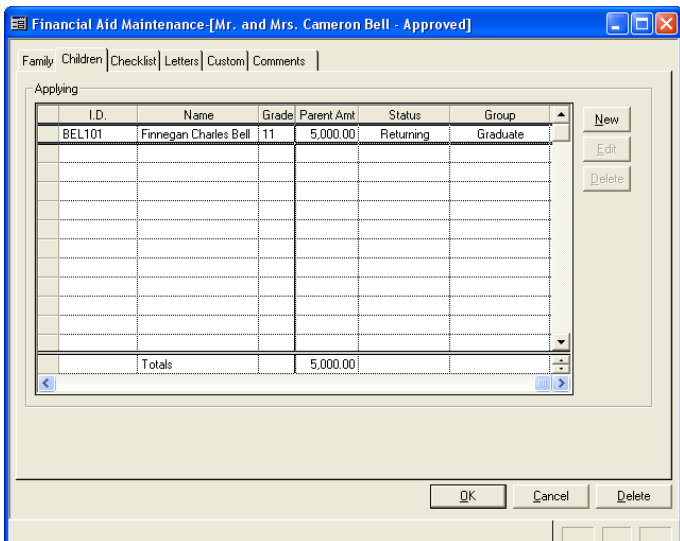


FIGURE 4. Financial Aid Maintenance

Update. The **Bulk Grade Entry** menu (figure 6) appears.

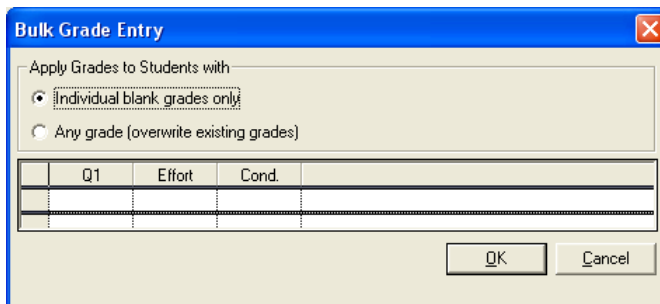


FIGURE 6. Bulk Grade Entry

You can select the **Individual Blank Grades** or **Any Grade** radio button, then enter the grade that you would like to update below.

Click **OK** to assign the grade to all students in the section.

REGISTRAR

Bulk Grade Update Has Been Added to Grade Maintenance Menus

A **Bulk Grade Update** button has been added to the **Grade Maintenance By Section** (figure 6) and **Grade Maintenance By Student** menus.

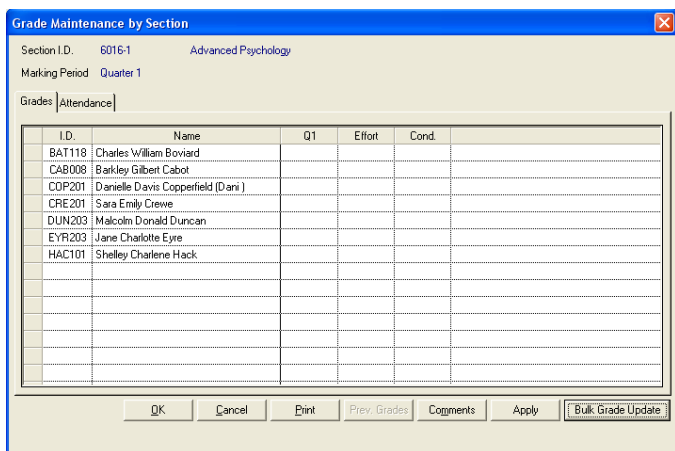


FIGURE 5. Grade Maintenance by Section

DEAN'S OFFICE

More Options Added to Student/Parent Mailing

On the **Student/Parent Mailing** menu (figure 7), three new checkboxes have been added to the options.

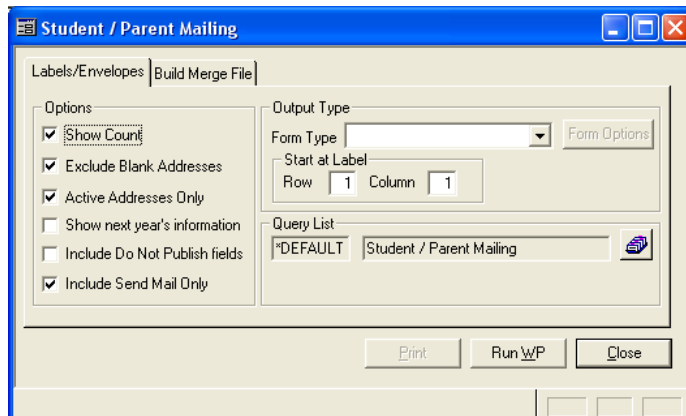


FIGURE 7. Student/Parent Mailing

The **Bulk Grade Update** button allows you to enter a grade once, then assign that grade to each of the records in the list.

To use this feature, on the **Grade Maintenance by Section** menu, then click **Bulk Grade**

For the **Student/Parent Mailing**, you can now select **Show next year's information**, **Include Do Not Publish fields**, and **Include Send Mail Only**.

PLACEMENT

Visitors List Report Now Displays AM and PM Time Fields

Before this update, you were only able to enter a date for a visit to a school. Now, in the **School Maintenance** window, on the **Visit/Deadline** tab (figure 8), you can enter the date and time for the upcoming visit.

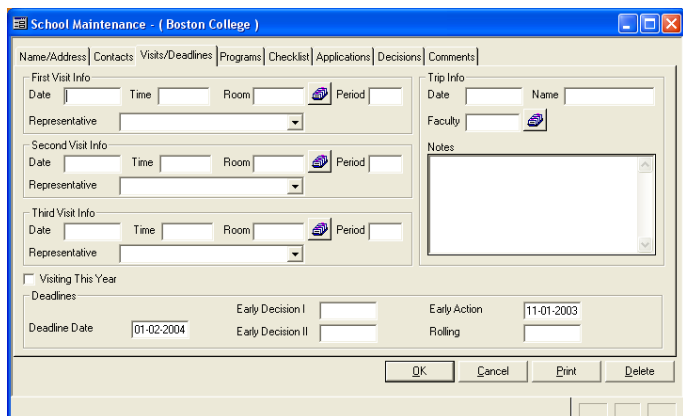


FIGURE 8. School Maintenance

If you enter a date and time in the **School Maintenance** window, when you run the **Visitor's List** report, visits will be sorted by **Date**, then **Time**.

MBP FACULTY/STAFF

New Display Option for Grading Menu

From the **Grading** menu, whether you select **My Classes** or **My Students**, you can now select to display **All Sections** or just the **Graded Sections** from the **Sections** drop-down menu (figure 9).

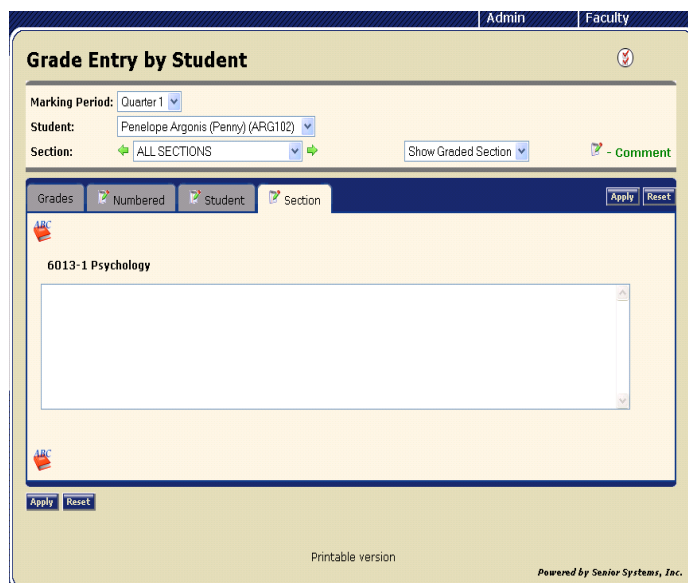


FIGURE 9. Grade Entry by Student

Graded sections are defined as those marked with the **On Grade Report** checkmark in **Registrar > Section Maintenance**.

MBP ADMINISTRATORS

General Tab Added to E-Mail Template Maintenance

The **General** tab has been added to the **E-mail Template Maintenance** menu (figure 10) that enables your school to control the "I forgot my password" e-mail response.

Please make sure to add this tab to any user group that should have control over managing this template.

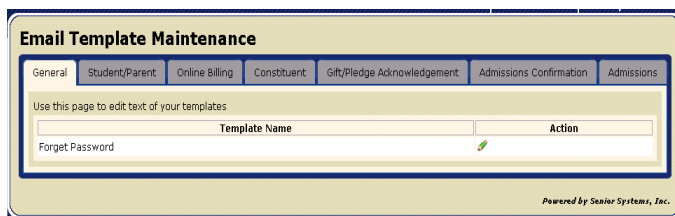


FIGURE 10. Email Template Maintenance

Select the edit icon next to the **Forget Password** template to open the **Editing Template** (figure 11).

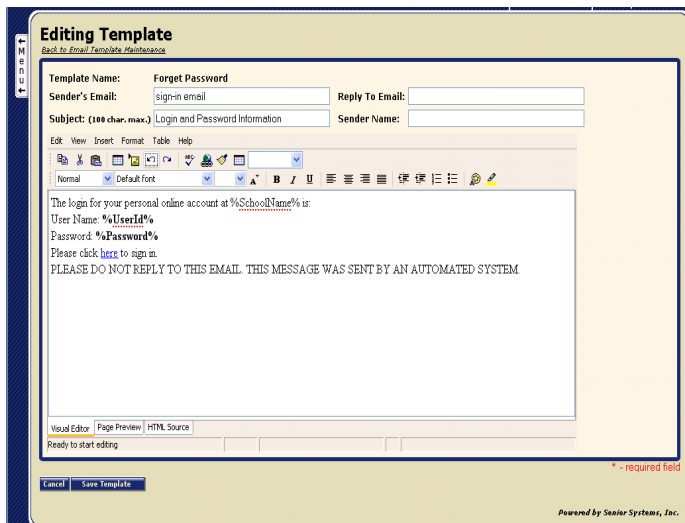


FIGURE 11. Editing Template

MBP ADMISSIONS

In the **Admissions Confirmation E-mail** templates, student merge fields have been added.

Also, on the **Online Inquiry** form (figure 12), a field called **E-mail 2** has been added to accommodate additional e-mails.

Address

* Address Line1:

Address Line2:

Address Line3:

* City:

* State/Zip: TX

Country:

* Phone:

E-Mail:

E-Mail2:

FIGURE 12. Online Inquiry Form, Address