

Academic Office

Release Bulletin

April 2009

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CHANGES IMPACTING MULTIPLE SENIOR SYSTEMS' APPLICATIONS

New Search Windows

For all **Senior Systems'** applications, the **Search** window has been enhanced to offer greater search capabilities and ease of use.

Refer to the **New Search Window** release bulletin for a full description of the new **Search** windows and other enhancements.

ACCOUNTS RECEIVABLE, REGISTRAR, DEAN'S OFFICE, CAMPUS STORE, PLACEMENT, SUMMER SCHOOL, AND ENROLLMENT MANAGEMENT

Assign New Security Keys

There are new security keys that provide greater access management for multiple **Senior Systems'** applications.

Refer to the **Security Keys** release bulletin for a full description of the new security keys and how they can be used to manage access to windows, tabs, and fields.

ACCOUNTS RECEIVABLE, ADMISSIONS, DEAN'S LIST, FINANCIAL AID, PLACEMENT, REGISTRAR, AND SUMMER SCHOOL

New Merge Fields Added to Student/Parent Mailing

Family ID and Addr Code merge fields have been added to the **Student/Parent Mailing**.

DEAN'S OFFICE, PLACEMENT, REGISTRAR, AND SCHEDULING

Export Student's Age

You can now export the student's **Age (as of today)** when you select **Create/Run Export**. The student's age appears on the **Export** window in the **Biographical > Birth Date** folder (figure 1).

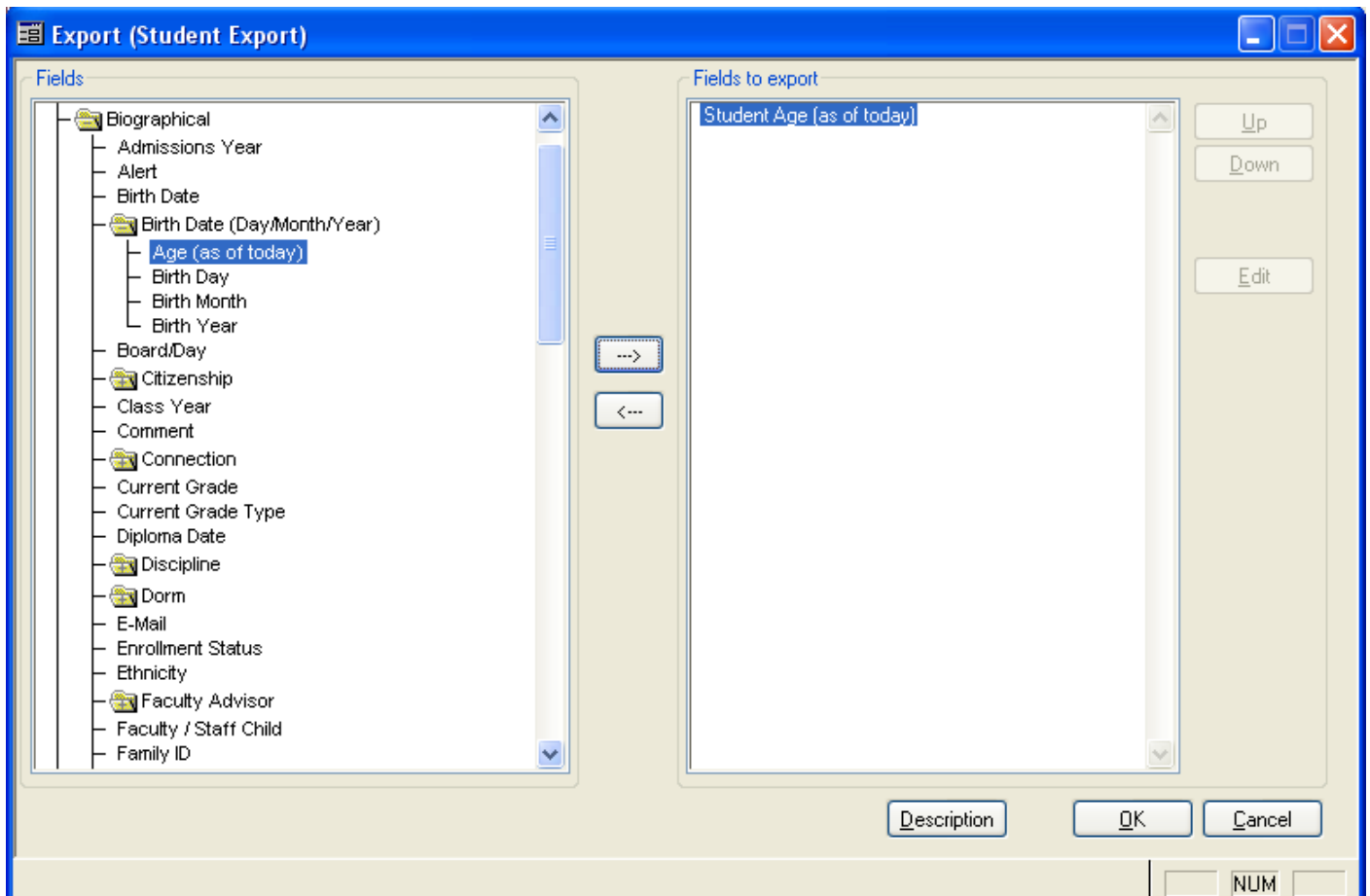


FIGURE 1. Student Export

ENROLLMENT MANAGEMENT

Send Contract added to Address Table

If you have **Enrollment Management** installed, you can now indicate which addresses are to be sent the enrollment contract. The **Send Contract** field can be found on the **General** tab within the **Address Maintenance** window. Select the **Address Maintenance** window, and then select the **General** tab (figure 2).

The screenshot shows the 'Address Maintenance - (Mr. and Mrs. Dallas Abbott)' window with the 'General' tab selected. The window is divided into several sections:

- Info:** Address Type (dropdown), Active From (dropdown), To (dropdown), Primary Address (checkbox), Primary Summer Address (checkbox), Send Mail (checkbox), Send Contract (checkbox), Emergency Contact (checkbox), and Originator (text field with 'AD').
- Used By:** Acct Rec. (checkbox), Loans (checkbox), Registrar (checkbox), Alum Dev. (checkbox), Admiss. (checkbox), and Linked To Constituent I.D. 21407 (Constituent Main).
- Salutations:** Formal (dropdown with 'Mr. and Mrs. Abbott'), Informal (dropdown with 'Dallas and Lilly'), and Other (dropdown with 'Lilly and Dallas').

At the bottom of the window, there is a 'Parent 1' text field and three buttons: 'OK', 'Cancel', and 'Delete'.

FIGURE 2. Address Maintenance, General

Note: The **Send Contract** checkbox is not automatically flagged when you run the 9_13 update.

To update the **Send Contract Flag** to **Y** for multiple addresses, use the Global update feature.

Use this procedure to run a Global Update:

1. Log into **System Administration**.
2. From the **Maintenance** menu, select **Global Updates > for Addresses**.
3. From the **Global Updates for All Schools** window (figure 3), select the **Address** category.

4. For **Select an item to update**, select **Send Contract Flag**.
5. For **Select those with this value**, select **(All)**.
6. For **Update to this value**, select **Y**.

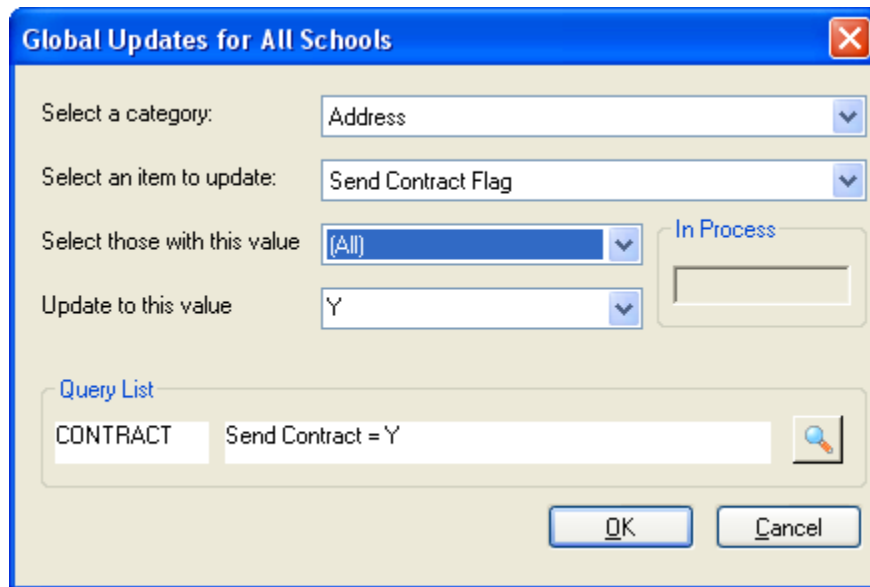


FIGURE 3. Global Updates for All Schools

7. Under **Query List**, click the search icon to open the **Query List** window.
8. Create a query that will select the addresses you want to update. In this example the query has been named **Send Contract = Y**.
9. Click **New** to enter your query parameters. Some possible examples are:
 - ADDR_CODE = P1** and **ACTIVE_CODE = Y** and **AR_GROUP = Student**
 - or,
 - BILL_CODE = Original** and **ACTIVE_CODE = Y** and **AR_GROUP = Student**
10. Click **OK**.

From **Enrollment Management**, when you build enrollment contracts, you can create an Address query with **Send Enrollment Contract is checked** for a query parameter.

From the **Student Maintenance, Address** tab (figure 4), you can see which address is flagged as the **Send Contract Address**. If an Other (Z) address is marked for **Send Contract**, it appears on the **Contract** sub tab within the **Address** tab.

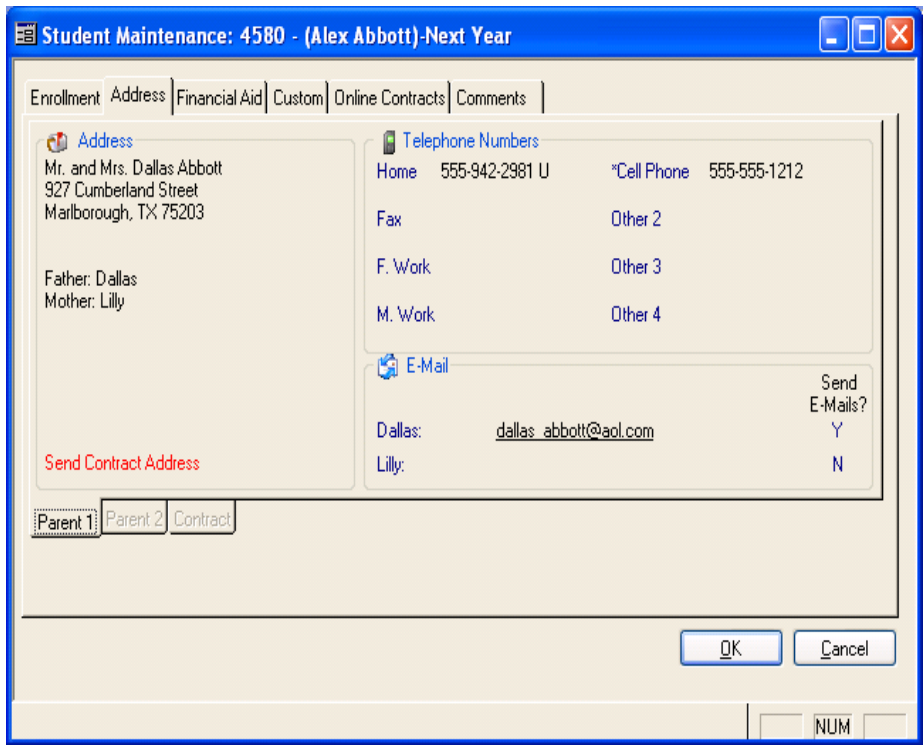


FIGURE 4. Student Maintenance, Address

Financial Aid Application Status appears in Enrollment Management

A student's financial aid application status (figure 5), as defined in our **Financial Aid** application, can now be viewed from **Enrollment Management**. From **Student Maintenance**, select the **Financial Aid** tab (figure 5) to view the financial aid application status.

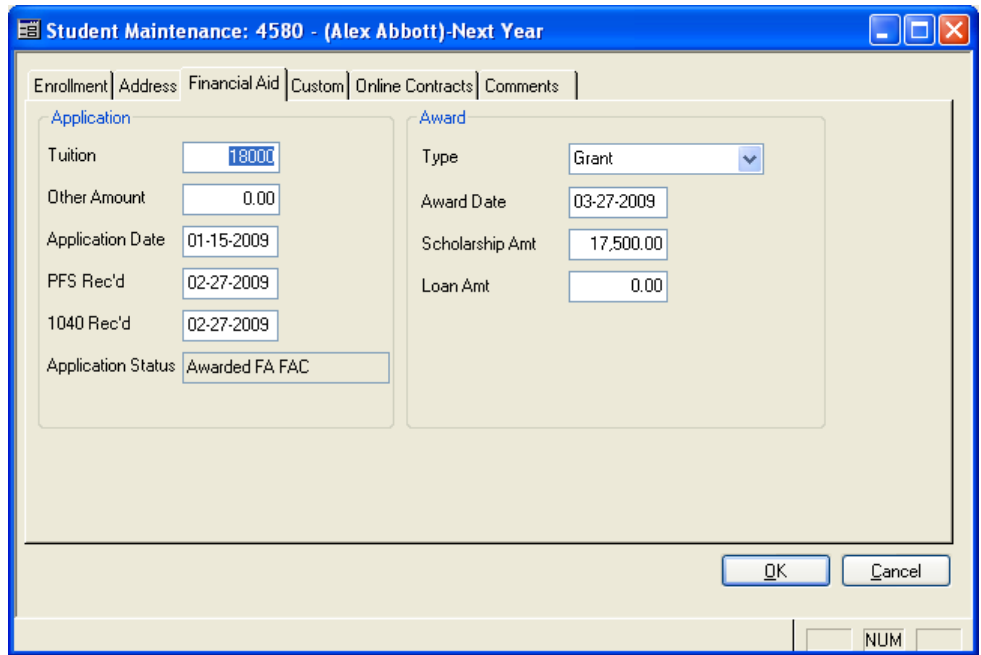


FIGURE 5. Student Maintenance, Financial Aid

MY BACKPACK ADMIN COMMUNITY

New Fields on Student/Parent Basic Tab

The **Student/Parent Broadcast Email Task** now has an additional option that allows you to exclude students with a specific admissions year. This time of year (Spring) is when new students for next year (Admissions Year of 2009) become enrolled in your school. If you want to send a broadcast email to your current students and parents only, you can easily accomplish this on the **Create Broadcast Email** page (figure 6) by checking **Exclude Students with Admissions Year of** and selecting your current admissions year.



FIGURE 6. Create Broadcast Email

New Merge Fields for Admissions Email Templates

On the **Admissions Email Editing Template** page (figure 7), new merge fields are available for the recipients full, first, middle, and last name, and for the **My Backpack** login and password.

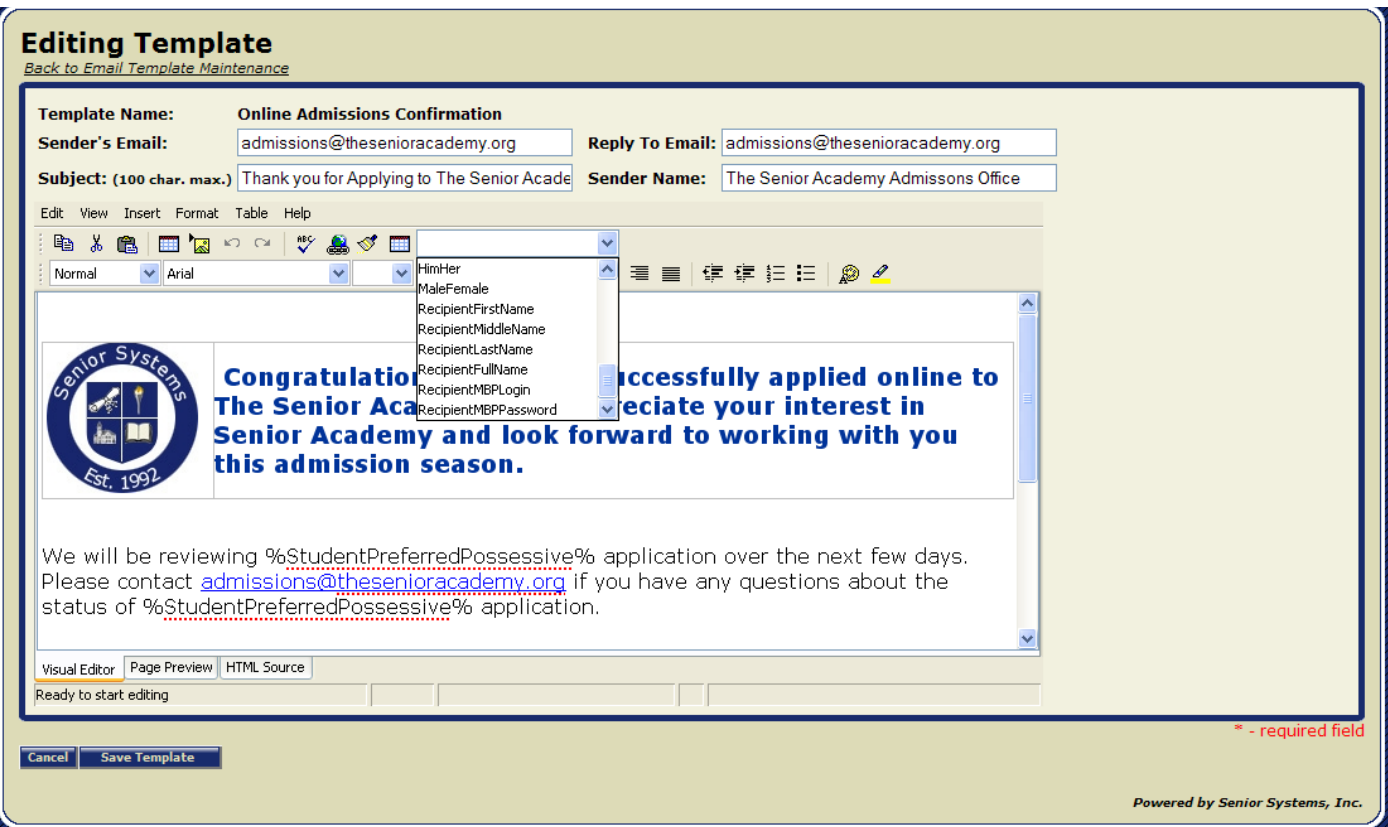


FIGURE 7. Admissions Editing Template

MY BACKPACK FACULTY/STAFF COMMUNITY

Student Preferred Name Added to Template Maintenance

The student preferred name has been added as a selection to the merge field list in **Faculty > Template Maintenance**.

Number of Characters in Comment Window Appears on Grading Page

On the **Grade Entry by Section** page (figure 8), for the **Student** and **Section** tabs, the number of characters typed in the comments window is now calculated and appears on the page. This is helpful if you are trying to limit your comments to a specific number of characters. When you click **Apply**, the latest character count appears. Note that a carriage return counts as two characters.

Grade Entry by Section

Marking Period: Semester 1

Section: (6471-01) Beginning Guitar [S1] [03] Show All Sections

Student: ALL STUDENTS - Comment

Grades Category Student Section Apply Reset

Diego Bob Arnett (3151)

Semester 1

Diego did a great job in guitar class. He struggled early on with some of the playing assignments, but gained confidence as we went through the trimester and finished on a great note (no pun intended!). I encourage Diego to visit a music store and find some song books that he likes so that he can continue his playing. And I would also like to see him in the Guitar II class this year or next. I enjoyed working with him!

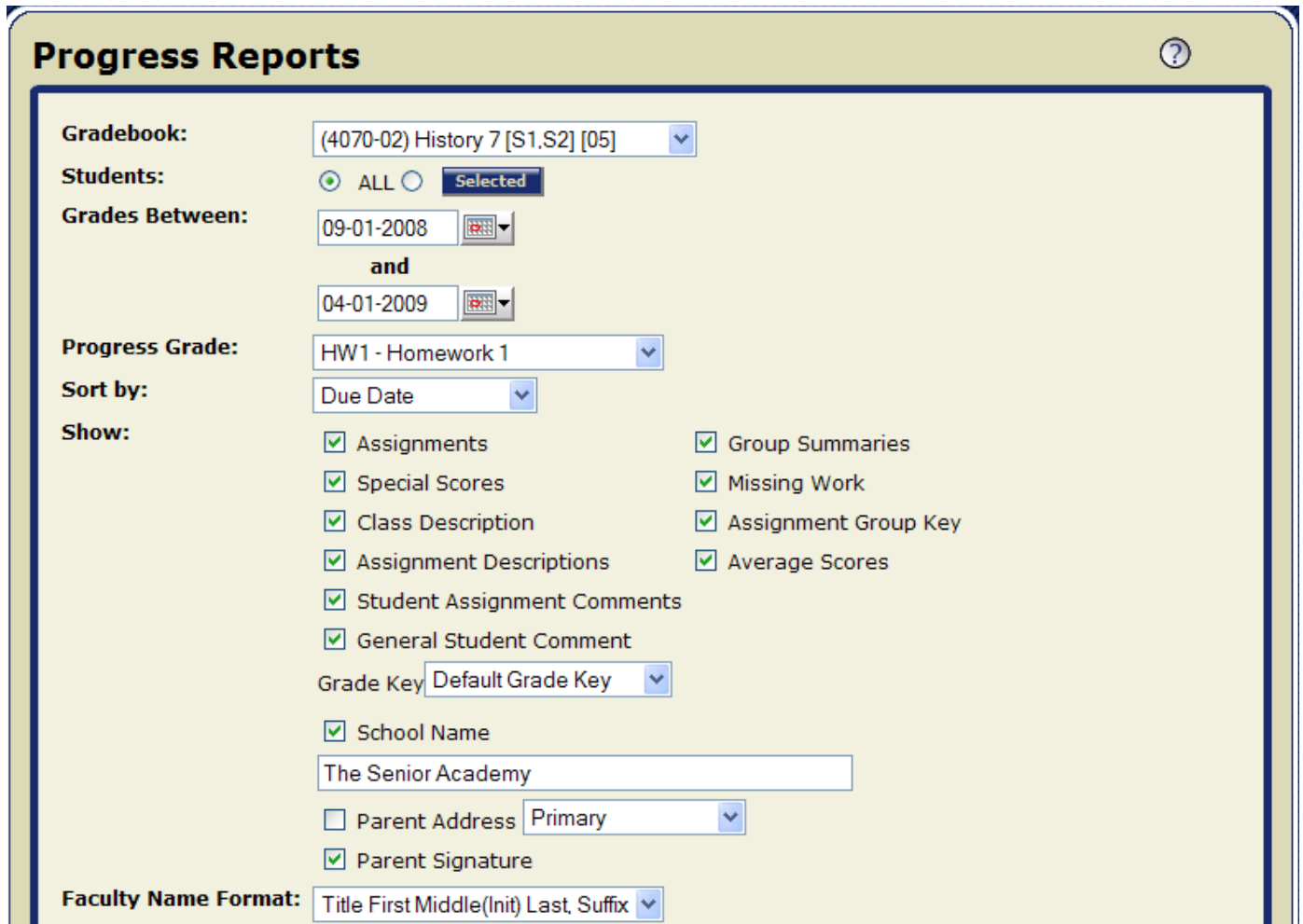
Conference Requested Character Count: 422

Mid-Semester 1

FIGURE 8. Grade Entry by Section, Student tab

Parent Signature Line added to Progress Report Options

For student's progress reports, you can now add a line for the parent signature. From the **Progress Reports** options page (figure 9), under **Show:**, check **Parent Signature** to add a parent signature line.



Progress Reports ?

Gradebook: (4070-02) History 7 [S1.S2] [05] ▼

Students: ALL Selected

Grades Between: 09-01-2008 ▼ and 04-01-2009 ▼

Progress Grade: HW1 - Homework 1 ▼

Sort by: Due Date ▼

Show:

- Assignments
- Special Scores
- Class Description
- Assignment Descriptions
- Student Assignment Comments
- General Student Comment
- Parent Signature
- Group Summaries
- Missing Work
- Assignment Group Key
- Average Scores

Grade Key: Default Grade Key ▼

School Name
The Senior Academy

Parent Address Primary ▼

Faculty Name Format: Title First Middle(Init) Last, Suffix ▼

FIGURE 9. Progress Report Options

Advisor's name added to Class Roster and Grade Entry Reports

You can now include the Advisor name of a student on the **Class Roster** and **Grade Entry Sheet** reports.

From the **Class Roster Report** page (figure 10) or **Grade Entry Sheet** page, under **Options**, check **Advisor**.

Class Roster Report



Select Sections to Display:

Section ID	Course Name	Block Name	Terms
<input type="checkbox"/> 6471-01	Beginning Guitar	03	S1
<input type="checkbox"/> 4070-01	History 7	02	S1,S2
<input checked="" type="checkbox"/> 4070-02	History 7	05	S1,S2
<input type="checkbox"/> 4070-03	History 7	04	S1,S2
<input type="checkbox"/> 4070-04	History 7	02	S1,S2
<input type="checkbox"/> 4070-05	History 7	06	S1,S2

Format Options:

Standard

- Grade
- Gender
- Board/Day
- Birth Date
- Show Lines
- Advisor

School Name:

The Senior Academy

Student Name Format:

Full Name

Include Preferred Name

Faculty Name Format:

Title First Middle(Init) Last, Suffix

View Report In:

HTML (.htm)

FIGURE 10. Class Roster Report

MY BACKPACK STUDENT/PARENT COMMUNITY

New Security Key for Discipline Details

There is a new security key that manages parents ability to view the **Details** of discipline records from the **Student Discipline** page (figure 11). Students and parents with access to the **Student Discipline** page can click **Details** to display more information.

When you run the 9_13 update, any student or parent with access to the **Student Discipline** page is automatically granted the new security key allowing them to view **Details**. To remove the ability to view **Details**, log into **System Administration** and remove the security key for that security group.

Student Discipline

Student: Student Account: **Upper School**

Marking Period:

Date	Type	Points	Action	Letter Sent	Status	
11/10/2008	Cell phone usage	1.0	Disciplinary Warning	11/10/2008		Details
9/19/2009	Dress Code	0.0	E-mail to Advisor			Details
Total:		1.0				

Marking Period	Points
Mid-Trimester 1	0.0
Trimester 1	1.0
Mid-Trimester 2	0.0
Trimester 2	0.0
Mid-Trimester 3	0.0
Trimester 3	0.0
Total:	1.0

Group	Points
Minor	1.0
Total:	1.0

Printable version

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FIGURE 11. Student Discipline

On the **Student Discipline Details** page (figure 12), information relative to the incident appears.

Student Discipline

Student: Student Account: **Upper School**



INFRACTION DETAILS

Date:	11/10/2008	Academic Year:	2009
Infraction:	Cell phone usage	Marking Period:	Trimester 1
Description:	Was talking on his phone and did not hang up immediately when asked to.		
Points:	1.0		
Location:			
Section:		Reporting Teacher:	(1733) Mr. Del Ashford

ACTION

Action:	Disciplinary Warning	Location:	
Teacher Assigned:			

DURATION

Duration:			
From:		To:	
Status:		Status Date:	

NOTIFICATION

Letter:	Disciplinary Warning	Sent Date:	11/10/2008
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FIGURE 12. Student Discipline Details Page

View Student's GPA

GPA's now appear on the **Marking Period Grades and Comments** page (figure 13), and **Historical GPA's** appear on the **Grades and Comments History** page.

Student Grades and Comments

Trimester 2 Grades will be posted next Tuesday. (Customizable Text per division/school)

Student: Student Account: **Upper School**

Course Name <small>△</small>	Faculty	View Comments	Trimester 1 T1
Advisory	Mr. Darell Whelan		
Atlantic Experience 9	Mr. Drew Bedford		B+
Chemistry	Mrs. Lynne Armstead		A-
Chinese II	Mr. Darell Whelan		A-
English 09	Dr. Dane V. Bass		B
Football	Mr. Currie Wright		P
Geometry Honors	Mrs. Miriam Carr		B+

GPA Name	Value
Trimester 1 GPA	3.4
Cumulative GPA	3.4

Print Grades Only Print Grades and Comments Marking Period:

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FIGURE 13. student's Grades and Comments

To manage publication of GPAs, log into **Registrar**, select **Administration Maintenance**, and then select the **GPA** tab (figure 14).

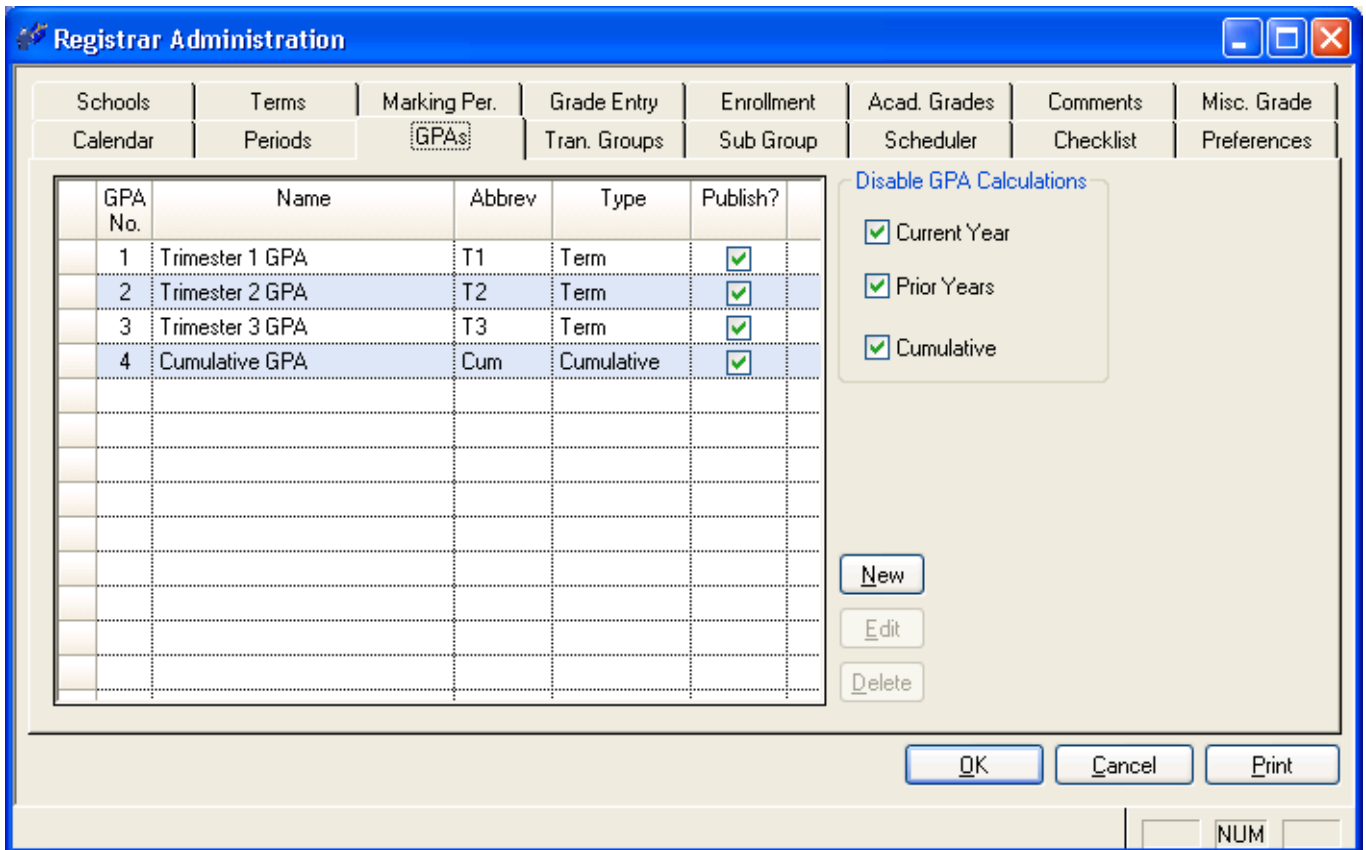


FIGURE 14. Registrar Administration, GPAs

You can use the **Publish?** flag to determine whether or not to publish GPA's to students and parents in the **My Backpack Student/Parent** community.

GPA's that are published only appear if the student has a value for that GPA. If no value has been entered, the GPA name does not appear. When you double-click a GPA, the **GPA Maintenance** window (figure 15) appears.

FIGURE 15. GPA Maintenance

Under **S/P Community Options**, click **SP Community** to publish the GPA as well as customize the GPA Web name.