



Academics/Admissions

Release Bulletin

December 2010

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About Release 91_9

In this release, there are significant enhancements to Admissions and Online Admissions, such as the ability to display decisions online, online access for paper-based applicants, and converting temporary web users to parent accounts. Several smaller changes have also been made to enhance the user experience for applicant parents. Email confirmations for certain transactions in Online Admissions, Online Enrollment, and Online Summer School Registration can now be customized by division. In other academic applications, there are also some new query nodes and choices, a re-designed Academic History screen with additional school, marking period and credit information, a Bulk Grade Entry capability for My Backpack, and a brief comment display added to the Grading screen.

As always, please contact Senior Systems Product Support if you have any questions about these new and enhanced features!



Enhancements To Admissions/Online Admissions

A number of changes have been made to enhance the user experience with Online Admissions, and there are some additional minor enhancements to the Admissions application. Some of these are described in more detail on the following pages.

Minor Enhancements To Inquiry/Applicant Maintenance

- The Custom Field size has been expanded to 100 characters.
- Two new columns are available for the Inquiry/Applicant Search screen to indicate whether or not the prospect is an Online Inquiry or an Online Applicant (displayed as checkboxes).

New Information On Parents' Online Admissions Home Screen

Applicant(s)	Application Form					Upload	Application	Application
	Status	View/Print	Edit	Remove	Date Submitted	Student Picture	Fee Payment	Requirements
Alicia Byrne	Received				✓ 10/27/2010		Waived	

- The Application Status on the parent's Online Admissions Home screen will now change to 'Received' after the application has been approved by school personnel.
- In the case where the application fee has been waived by school personnel, '**Waived**' will display instead of the '**Pay**' link on the parent's Online Admissions Home screen.

Confirmation Emails

In the case where a current parent submits an online application for another child, the confirmation email will now only be sent to the parent whose web user account submits the application, rather than sending to both parents on the P1 address.

Also, you now have the ability to optionally configure separate email templates by division for the confirmation emails which are sent when a user submits an online inquiry or application. See [Confirmation Emails By Division](#) for details about how to set up these custom templates.

Online Display For Admissions Decisions

As described in the following section, at the school's discretion, admissions decisions may now be displayed in the Status field on the parent's Online Admissions Home screen. See [Display Admissions Decisions Online](#) for more details.

Assignment of Parent Web User Accounts

For applicants who do not apply online, a web user account can now be set up to allow the parent to submit payment and/or to access checklist items and status information. Also the temporary web user accounts created by parents for Online Admissions can now be converted to permanent parent accounts if desired, thus allowing new parents to keep their user names and passwords as they join the school community, and facilitating the Online Enrollment process.

See [Management of Online Applicant Parent Web Users](#) for more details about these features.

Display Admissions Decisions Online

If you use Online Admissions for My BackPack, you can now optionally choose to display admissions decisions in the Status field of the Online Admissions Home screen. Only the decisions that you select will be displayed, only for applications with an Admissions Year within the range of years indicated on the Documents tab in Online Admissions Setup, and only during a specified date/time period. You can also designate a Web Name (online text to be displayed) for each decision that you choose to show.

Decisions Tab in Admissions Administration Maintenance

To facilitate this new feature, the code table listing all possible decisions has been moved from Code Maintenance in the System Administration application to a tab in Admissions Administration Maintenance. Two fields have been added for each decision - a 'Publish in MBP' checkbox to indicate if this decision is one that you want to display in My BackPack, and a Web Name for the actual text that should display to parents.

At the bottom of the tab, there are also Display From and To fields for MBP-Viewable Decisions, where you will specify the exact range of dates/times when the decisions are displayed. (Outside of this range, the usual value of 'Received' will be displayed in the Status field.) You will need to update these fields on an annual basis to display new decisions. If these fields are left blank, no decisions are displayed.

Admissions Administration

File Edit

General Checklist Items Letters Decisions Interests Preferences

Decision	Abbrev	Sort Order	Default Type	Include In EM	Publish in MBP	Web Name
Accepted	ACC	990	Accepted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Accepted
Declined	DEC	150		<input type="checkbox"/>	<input type="checkbox"/>	
Denied	DEN	160	Reject	<input type="checkbox"/>	<input type="checkbox"/>	
Enrolled	ENR	999		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enrolled
Incomplete	INC	70	Incomplete	<input type="checkbox"/>	<input type="checkbox"/>	
Waitpool	WP	180	Waitpool	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Waitlisted

MBP-Viewable Decisions

Display from 10-01-2010 4:00 PM to 03-31-2011 12:00 AM

OK Cancel

To set up or maintain online decision display:

1. Select **Maintenance > Administration Maintenance** from the main menu in the Admissions application, and then click to select the **Decisions** tab.
2. **For each decision that you want to display online**, click on the row to select it, and then click **EDIT**. Click to select the 'Display in My BackPack' checkbox if it is not already checked, and edit the Web Name field if desired. Then click **OK** to save changes. Repeat this process for all relevant decisions.

Decision Maintenance

Decision

Name Accepted

Abbreviation A

Sort Order 20

Letter Type

Scope

☒ Include in Enrollment Management

☒ Display in My BackPack

Web Name Accepted

Web Users

Online Web Users who create their own IDs can be converted into parent web accounts during the application process. Check this box if setting an Applicant to this decision should attempt to link the online web account to a parent.

☐ Attempt to link the online web user to a parent to create a parent web account

OK Cancel

Note: See [Management of Online Applicant Parent Web Users](#) for more details regarding the use of the checkbox in the Web Users section of the screen.

3. **To set the date and time for decision display**, use the Calendar icons to select the date, and then manually edit the time if you wish to use a time other than 12:00 AM.
4. Click **OK** to save changes.

Management of Online Applicant Parent Web Users

Previously, the temporary web accounts created by applicant parents during the online admissions process were not able to be used for the Parent Community web user accounts that are assigned when a student is ultimately accepted and enrolls in the school, and applicants who did not submit their applications online were not able to pay or access any information regarding their applications online. New features now make it possible to set up web user accounts for parents who did not apply online, and to convert online application web accounts to become new My Backpack Parent Community accounts, thereby allowing parents to continue using the user name and password that they themselves have created, and smoothing the process for Online Enrollment.

There is also a new Change Family ID Address task which allows you to merge parent web accounts as part of the change process. This feature addresses the problem that occurs when an existing parent inadvertently creates a new account to submit an application for another child, and then ends up with two separate web accounts that are not linked to each other (and so he/she cannot see the new application in his/her existing parent account). See the [91_9 All Applications Release Bulletin](#) for more details about how to use this feature.

Because schools have different preferences regarding if and when online users should be converted to My Backpack Parent Community accounts, there are several ways to accomplish this, and there are three new Admissions system preferences that affect how these features operate for your school. Note that although you can assign My Backpack security groups at any time, parent web accounts do not need a security group to access the Prospects Community, which contains both Online Admissions and (where appropriate) Online Enrollment.

To make best use of these new features, your school should first decide at which point in the admissions and enrollment process you would like to transfer/assign Parent Community web accounts to applicant parents, when you wish to assign the appropriate My Backpack security groups, and whether you want to use automatic or manual processes (or some combination of both).

Important: If your school uses Online Enrollment, note that it is no longer necessary to assign a Parent Community security group to enable the Online Enrollment function for parents of accepted students; these parents simply need to have a Parent Community web account, which can be created or converted at any point in the Admissions process. The Online Enrollment option will appear on the Prospect Community menu if any students in the family have a published enrollment contract.

Even though a new applicant parent may be assigned to a Parent Community web account, and may or may not also be assigned to a Parent Community security group, he/she can still only access the Prospects Community of My Backpack until such time as

the applicant is converted to a student record and the parent account is designated to have academic access for the student.

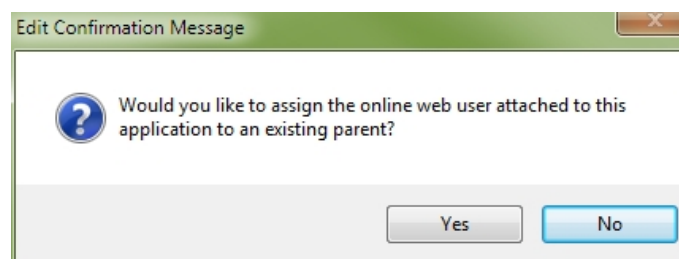
Online Account Access For Offline Applicants

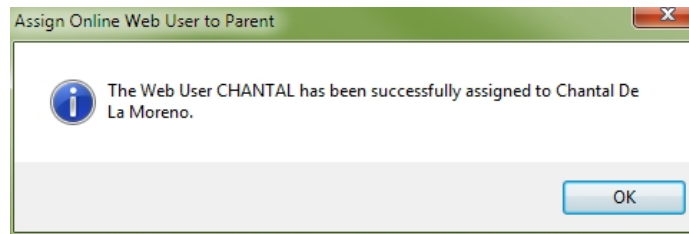
After you have entered data from a paper or other type of offline application into Inquiry/Applicant Maintenance, you can create a parent web account which can be used to pay the application fee, upload a photo, and/or access information about checklist items for the application. (If you publish decisions online, this account can also be used to find out the decision.) Simply use the existing capability to create a parent web account using the **PARENT WEB ACCOUNTS** button on the Address tab of Inquiry/Applicant Maintenance, and the application will automatically be available via the Online Admissions function in the Prospects Community.

Conversion of Online Applicant Accounts to Parent Web Accounts

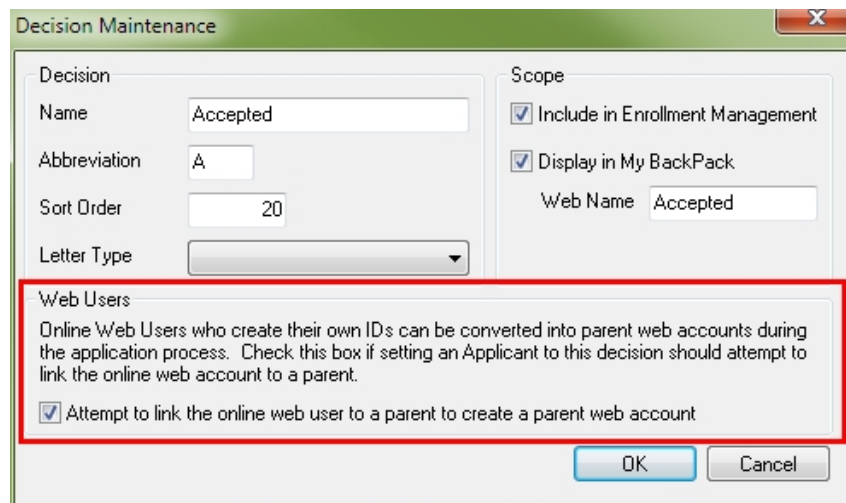
There are several ways to accomplish this task, including both automatic and manual options:

- **Automatically Assign at time of Application Approval** - There is a system preference that indicates whether or not you want to automatically assign a parent web account (only for the parent who submitted the online application) at the time of application approval. If this preference is set to 'Y', the approval user will be prompted as to whether he/she wants to assign the parent web account when first saving the approved record; if the user clicks 'Yes', the system attempts to automatically create the parent web account. Keep in mind that this will only happen when approving applicants individually (i.e. it will NOT automatically assign web users when you use the **APPROVAL ALL** button on the Online Inquiries/Applications Search screen), and the system will only be able to automatically assign the account if the parent First and Last Names match one of the parents from the application. (If these do not match, the approval user will be prompted to select which parent corresponds to the name of the online submitter.) There is a second system preference that determines whether or not the Web User Maintenance screen should then open to allow assigning of My Backpack security groups (and/or the creation of a new web user account for another parent, etc.).





- **Automatically Assign at time of Decision (e.g. Accepted students only)** - Decision Maintenance has now been moved to a tab of Administration Maintenance in the Admissions application. There is a new checkbox for each decision to indicate whether the system should try to automatically convert the parent web account whenever this decision is entered for an applicant. Note that this option only works when assigning decisions to applicants individually, and does not apply to the Applicants Decision Update function. The system will only be able to automatically assign the account if the parent First and Last Names match one of the parents from the application. (If these do not match, the user will be prompted to select which parent corresponds to the name of the online submitter.) There is a system preference that determines whether or not the Web User Maintenance screen should then open to allow assigning of My BackPack security groups (and/or the creation of a new web user account for another parent, etc.).



- **Manually Assign at any point in the process** - You can use the 'Assign Online Web User To Parent' Address Task at any time to convert an online user to a parent web account. When selecting this task, you must then select which parent corresponds to the online web user account. There is a system preference that determines whether or not the Web User Maintenance screen should then open to allow assigning of My BackPack security groups. See the [91_9 All Applications Release Bulletin](#) for more details about how to use this feature.

New System Preferences

The new system preferences for these features can be accessed on the Preferences tab of Administration Maintenance in the Admissions application. Upon database update, they are initially set as shown below:

App	Description	Value
AD	What validation should be performed for Inquiry Letter Type (W=Warn, E=Error, Space=None)?	W
AD	When approving an online application, should the web user who submitted the application be assigned to a parent web account?	N
AD	When AUTOMATICALLY assigning online web users to parents, should the Web User Maintenance window appear so groups can be assigned?	N
AD	When assigning online web users to parents via the ADDRESS TASK, should the Web User Maintenance window appear so groups can be assigned?	Y
AD	What is the default Decision for Reports (Inquiry, Applicant, All)?	Applicant
AD	On Reports that support this option, how should the reports default to printing student name? [A]s Saved, [L]ast, [F]irst, [M]iddle, [P]referred	A
AD	On Reports that support this option, how should the reports default to printing	F

Application: Admissions

Definition Print

OK Cancel

NUM

Confirmation Emails By Division

There is a new capability in My BackPack allowing you to optionally customize confirmation email templates by division for Online Admissions (inquiry and application), Online Enrollment (contract submission), and Online Summer School Registration (registration), so that, for example, you could have different text in response to a preschool application than you have to an upper school application. There is also the capability to deactivate a template (thereby preventing any confirmation emails from being sent for that transaction type), without having to delete the contents of the template, making it easier to reactivate at a later time. If there are no active templates that apply to a specific transaction, then no confirmation email is sent.

There are now two types of templates on the Confirmation tab of Template Maintenance in the Admin Community of My BackPack:

- The **default templates** are used unless there is a superceding custom template for the specific division. You can now activate or de-activate these using a checkbox on the Confirmation tab.

Note: Upon update all current templates become the default template, and all default templates that contain any text are set to 'Active', so that no changes are necessary if you do not need to customize confirmation emails by division.

- You can create and maintain a single **custom template** for each type of transaction for each applicable division. If an active custom template does not exist for the school/division, then the default template is used. You can add, edit, and delete custom templates as needed, and you can activate or de-activate them to control when they are used in place of the default template.

Note: For online inquiries, the custom template will not apply unless your inquiry form includes the 'School Applying To' field, so that the system is able to determine the correct division.

How To Set Up and Maintain Custom Confirmation Email Templates

1. Select **Template Maintenance** from the Email menu in the Admin Community of My BackPack. Then click to select the **Confirmation** tab.

Email Template Maintenance

General Student/Parent Online Billing Constituent Admissions Gift/Pledge Acknowledgement Confirmation

Use this page to edit text of confirmation emails and to create, edit or delete school/division specific email templates.

Default Templates

	Active	Action
Online Inquiry Confirmation	<input checked="" type="checkbox"/>	
Online Admissions Account Creation Confirmation	<input checked="" type="checkbox"/>	
Online Admissions Application Confirmation	<input checked="" type="checkbox"/>	
Online Enrollment Contract Submission Confirmation	<input checked="" type="checkbox"/>	
Online Enrollment Payment Confirmation	<input checked="" type="checkbox"/>	
Online Summer School Account Creation Confirmation	<input type="checkbox"/>	
Online Summer School Registration Confirmation	<input type="checkbox"/>	

Custom Templates

	School	Active	Action
Online Inquiry Confirmation	Pre-School	<input checked="" type="checkbox"/>	
Online Inquiry Confirmation	Middle School	<input checked="" type="checkbox"/>	
Online Inquiry Confirmation	Lower School	<input checked="" type="checkbox"/>	
Online Admissions Application Confirmation	Middle School	<input checked="" type="checkbox"/>	
Online Admissions Application Confirmation	Lower School	<input checked="" type="checkbox"/>	
Online Summer School Registration Confirmation	Summer on the Hill	<input type="checkbox"/>	

[Add A New Template](#)

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- To activate or de-activate an existing template, simply check or un-check the Active check-box.
- To create a new custom template**, click **ADD A NEW TEMPLATE**. Select the Template Type and School/Division from the dropdowns at the top of the screen, and then complete the template contents in the usual way. When you are finished, click **SAVE TEMPLATE**. Note that the new template is automatically activated; click to uncheck the 'Active' box on the Confirmation tab if you do not want the template to be active yet.

Adding Template

Logged in as: Nancy McIntosh
Current School: Special Programs

Back to Email Template Maintenance

Template Type: Online Inquiry Confirmation
School: Middle School
Sender's Email: sgb@senior-academy.org
Reply To Email:
Subject: (100 char. max.) Thanks for your inquiry!
Sender Name: Senior Academy Admissions

HTML ABC Paragraph Font family Font size Student First

Dear %RecipientFirstName%,

Thanks for your inquiry to the Senior Academy Middle School for your student % StudentFirstName%! We will mail you an informational packet, but please be sure to also check out the [Middle School Admissions](#) page on our website, where you will find lots of helpful information.

We look forward to meeting you soon!



Senior Academy Admissions

Path: p

Back to Email Template Maintenance

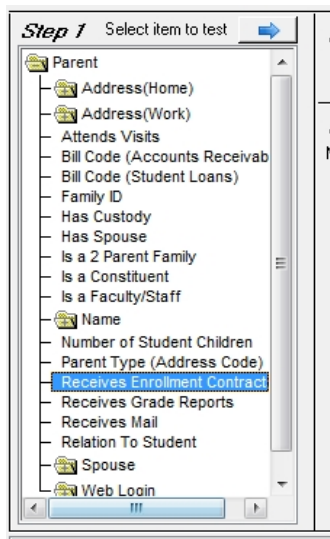
[Cancel](#) [Save Template](#)

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4. **To edit an existing custom template**, click the  Edit icon next to the template. Make changes as necessary (you cannot change the Template Type or School/Division) and click **SAVE TEMPLATE**.
5. **To delete an existing custom template**, click the  Delete icon next to the template, then click **OK** to confirm.

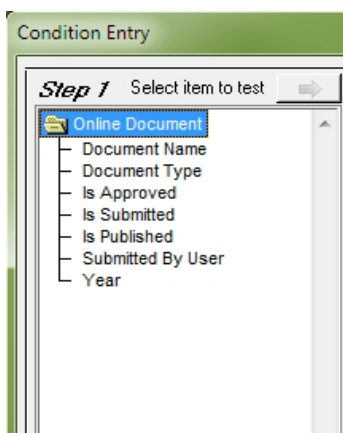
New Auto Assign Web User Query Choice

During the Auto Assign Web Users to Parents (Current or Applicant) function, you can now select parents based on whether or not their addresses are designated to receive enrollment contracts. This can be helpful when you want to create parent accounts to allow the use of Online Enrollment. The query item is named 'Receives Enrollment Contracts' and is located under the Parent query node.



New Online Documents Query Node

There is a new Online Document node for Student queries in Enrollment Management that includes data related to online contracts and additional documents. You can select by Document Name and Type ('EnrollmentContract' or 'Other'), whether or not the document has been published, submitted, and/or approved, the User ID for the person who submitted the document, and the enrollment year.



Re-Designed Academic History Screen

The Academic History sub-tab of the History tab in Student Maintenance has been re-designed to provide more information in an easier-to-read format. Grades and credits are organized by academic year/grade and then by school/division. Each data set includes total credits earned, and you have the ability to expand or contract to show/hide individual courses and grades. There are now up to 10 grades displayed (with corresponding grade entry period headings for the school/division), along with the Course ID and Credits Earned for each course. This screen still only includes grades that are marked as 'On Transcript' for that year.

Year	Grade	ID	Course	Cred.	MT1	T1	Exam	MT2	T2	Exam	MT3
2008	11	A.W. Brown Fellowship Charter Scho		2.00	MT1	T1	Exam	MT2	T2	Exam	MT3
		2340	Advanced Precal.	2.00							
2008	11	Upper School		33.00	MT1	T1	Exam	MT2	T2	Exam	MT3
2007	10	Upper School		42.00	T1	T2	T3	SS			
		1020	English 10	6.00	B+	B+	A-				
		2030	Algebra II	6.00	A-	B	B-				
		3130	Spanish III	6.00	A-	B	C+				
		4045	Atlantic Exp. 10	6.00	B+	B+	B+				
		5350	Science 10	6.00	B+	B-	B				
		6010	Drawing	2.00		P					
		6070	Sculpture	2.00			P				
		6090	Digital Imaging	2.00	A-						
		8220	Soccer-Boys	2.00		P					
		8280	Life Guard Training	2.00			P				
		9900	Computer Tutorial	2.00	P						
		ADV 2009	Advisory	0.00							

Click the Expand or Contract icons to adjust the display for the data you wish to view. You can also lock and resize columns, save table settings for the display window, and export data in a similar fashion to other table windows in the Senior applications (right-click on table header for menu).

Comment Display On Grading Screen

On the Grade Entry screens in the Registrar and Teacher Administration applications, you can now see the first few characters of any marking period student comments displayed to the right of the grading column(s). The extent of the comment that is viewable will depend on how many grading columns you have and how much space is available. The purpose of this display is not to be able to read the entire comment, but to be able to see at a glance which students have comments entered for them and which do not.

Grade Maintenance by Student

Student I.D.	5219	Jeremy Andrew Agnew
Marking Period	Trimester 3	<button>Bulk Grade Update</button>

I.D.	Name	T3	Exam	Effort	Cond.	Commr
1010-3	English 09					
202H-2	Geometry Honors	A	A-	A	A	Jeremy has excell
3220-1	Latin II					
4005-7	Atlantic Exp. 9	B+				
5300-2	Chemistry	A-	A-			After a slow start t
6410-1	Singers I					
7040-9	Classroom Wellness					
ADV2012-LUI	Advisory					
CLASSMEE-2012	Class meeting					

OK
 Cancel
 Comments
 Apply

Bulk Grade Entry in My Backpack

There is now a Bulk Grade Entry capability in My Backpack similar to the Bulk Grade Update function in the Registrar and Teacher Administration applications. This allows a teacher to save time when all or most students in a section are to receive the same grade(s) for a marking period; there is also a similar version of this function that enables the entry of a single grade to all courses for a student, which may be useful in certain situations. Using this function, a teacher can apply the desired grade to all students in a section (or courses for a student), or just to currently blank grades. Note that this function only facilitates the grade entry process - individual grades can still be edited before saving/applying the changes to the student records, which happens when you click the **APPLY** button at the bottom of the screen.

IMPORTANT: Use the option to apply a grade to ALL students with care, as it overwrites any existing values. When you select this option, you will receive a warning message requiring you to confirm that you want to proceed.

Note: These instructions describe how to apply a grade to all students in a section. To apply the same grade to all courses for a single student - select **Grades/Comments** from the My Students menu and follow a similar pattern.

1. Select **Grades/Comments** from the My Classes menu in the Faculty Community of My Backpack.
2. Select the appropriate Marking Period and class Section from the dropdowns, if necessary.
3. From the Grades tab, click **BULK GRADE ENTRY**. Then click to select the appropriate option to apply to blank grades only or to apply to any (all) grades. If you select 'Any grade', you will be prompted to confirm that you wish to overwrite existing grades.

Grade/Comment Entry by Section

Marking Period: Quarter 1
 Section: (MATH-SP-2) Special Topics in Math [SEM1.SEM2]
 Student: ALL STUDENTS

Show Graded Sections

Grades | Numbered | Student | Section | Attendance

Bulk Grade Entry | Apply | Reset

Bulk Grade Entry

Apply Grades to Students with

☒ Individual blank grades only

☐ Any grade (overwrite existing grades)

Quarter 1

Q1 Q1 Ex

Apply Close

Student	Quarter 1	
	Q1	Q1 Ex
Doe, Doris (00022)		
Jones, John (00020)		

Grade Key

Apply Reset

- Use the grade dropdowns in the Bulk Grade Entry box to select or enter the appropriate grade(s). If you are using the 'Any grade' option, you can also clear a grade field for all students by leaving the field blank.
- Click **APPLY** (in the Bulk Grade Entry box) to insert the value(s) in the grading table below. You can then click **CLOSE** to return to normal grade entry, where you can change individual grades if desired.

Grade/Comment Entry by Section

Marking Period: Quarter 1
 Section: (MATH-SP-2) Special Topics in Math [SEM1.SEM2]
 Student: ALL STUDENTS

Show Graded Sections

Grades | Numbered | Student | Section | Attendance

Bulk Grade Entry | Apply | Reset

Bulk Grade Entry

Apply Grades to Students with

☒ Individual blank grades only

☐ Any grade (overwrite existing grades)

Quarter 1

Q1 Q1 Ex

B B

Apply Close

Student	Quarter 1	
	Q1	Q1 Ex
Doe, Doris (00022)	B	B
Jones, John (00020)	B	B

Grade Key

Apply Reset

- Once all grading is complete and correct, click **APPLY** at the bottom of the screen to save the grading table contents. (If you exit without applying, no changes are made to student grades.)