



# Academics/Admissions Release Bulletin

## August 2011

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### About Release 92\_0

Release 92\_0 provides several new enhancements that enable significant customization of certain screens in the Student/Parent Community of My Backpack, the ability to separately control publishing of grades and comments to My Backpack, a completely new comment approval function and process, expanded Student Alert field, and enhanced security for Program Maintenance. There are also many smaller changes and enhancements, as we constantly work to improve the functionality and usability of the Senior Academic and Admissions product lines. In addition, please be sure to consult the All Applications Release Bulletin for 92\_0, as that document describes several significant new features and enhancements that affect Senior Registrar and My Backpack in particular. As always, please contact Senior Systems Product Support if you have any questions about these new and enhanced features!

Release 92\_0 also implements a framework that allows schools to use HTML formatting for student comments and/or to archive/publish to My Backpack student-specific documents such as

report cards. Due to the customized nature of these documents, implementing these features requires custom programming on a school-by-school basis. If your school is interested in implementing either or both of these new features, see [Custom Programming Enhancements](#) for contact details.

## New Student/Parent Community Options in Registrar

**Note:** These new features are in addition to, and work in conjunction with, the [New My BackPack Student Parent Community Templates](#) which provide other capabilities for customizing the academic-related pages that students and parents see in My BackPack.

In Registrar, the Student/Parent Community Options for each division (accessed via Administration Maintenance) now include more controls that allow you to easily turn on/off displays for student schedule, grades, discipline, and attendance information, and to separately turn on/off display of associated announcement text. For the Student Schedule, you can also select a default view format (List or Chart), and you can still select whether or not to include various data fields in the list form of the schedule.

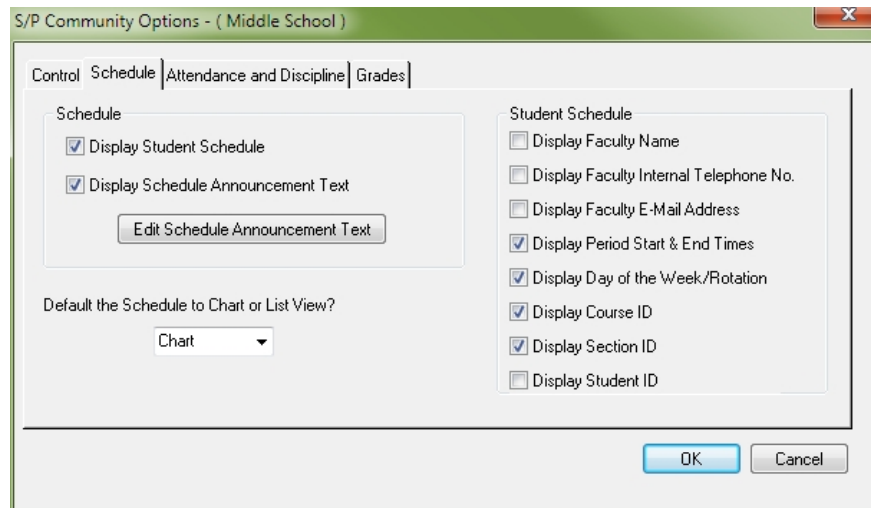
In addition, you can now use an HTML editor to format announcement text for schedule, attendance, discipline, and grades. Announcement text is now edited by clicking a button to access an editing screen, in order to accommodate the new HTML formatting features.

Remember that all of these settings and text are specified by division, so you can use different features and have different announcements for different divisions, as applicable. To access these newly enhanced screens, just select Maintenance > Administration Maintenance from the main menu in the Registrar application, select the appropriate division, and then click **S/P COMMUNITY OPTIONS**. After making changes on the appropriate tab(s), click **OK** to save changes.

### **Student Schedule Display**

On the Schedule tab of the Student/Parent Community options, you can now:

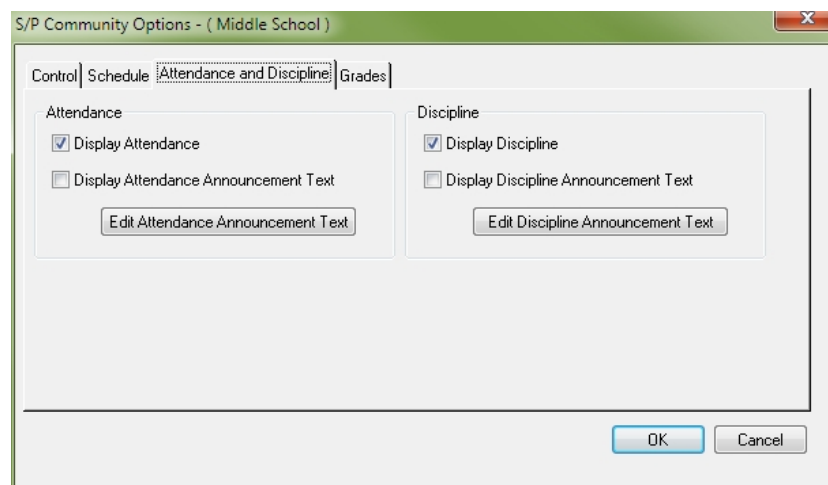
- select whether or not the student schedule is available for display, using the 'Display Student Schedule' checkbox
- select whether or not Section ID appears on the schedule display in list view (in addition to all of the previously selectable fields)
- set the default view to either 'List' or 'Chart'
- select whether or not to display schedule announcement text using the 'Display Schedule Announcement Text' checkbox (and easily format this text using HTML options and/or cut and paste from word processing)



## **Attendance and Discipline Display**

On the Attendance and Discipline tab of the Student/Parent Community options, you can now:

- select whether or not the student attendance data is available for display, using the 'Display Attendance' checkbox
- easily select whether or not to display attendance announcement text using the 'Display Attendance Announcement Text' checkbox (and easily format this text using HTML options and/or cut and paste from word processing)
- select whether or not the student discipline data is available for display, using the 'Display Discipline' checkbox (this is a new capability)
- select whether or not to display discipline announcement text using the 'Display Discipline Announcement Text' checkbox (and easily format this text using HTML options and/or cut and paste from word processing)



## **Grades Display**



On the Grades tab of the Student/Parent Community options, you can now select whether or not to display the grade announcement text using the 'Display Grade Announcement Text' checkbox (and easily format this text using HTML options and/or cut and paste from word processing).

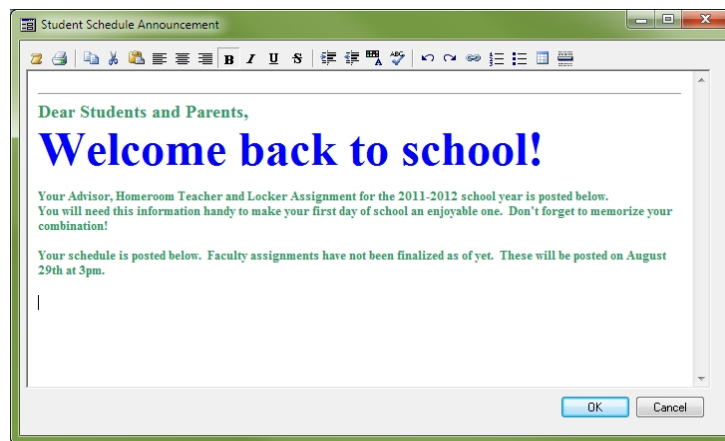
The screenshot shows a dialog box titled "S/P Community Options - ( Middle School )". It has four tabs: "Control", "Schedule", "Attendance and Discipline", and "Grades". The "Grades" tab is selected. Inside the dialog, there are two main sections. The left section, titled "Marking Period Grades", contains a checked checkbox for "Display Grade Announcement Text" with an "Edit Grade Announcement Text" button below it, and another checked checkbox for "Publish Section Comments". The right section, titled "Student Transcript", contains a "Course Sorting" dropdown menu set to "Course Name", a "Daily Grades" section with a "Grade To Date" dropdown menu and a "Display as" dropdown menu set to "Defined in Gradebook", and a "Publish Assignments" checkbox which is unchecked. Below the "Publish Assignments" checkbox is a text input field labeled "Days after Due Date". At the bottom right of the dialog are "OK" and "Cancel" buttons.

Note that it is also possible now to separately control the publishing for grades and comments. See [Separate Publishing to My Backpack For Grades and Comments](#) for details.

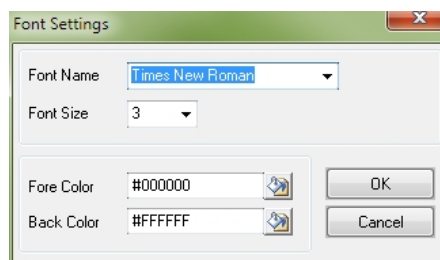
## **Entering/Editing HTML Announcement Text**

To enter/edit announcement text for the associated pages in My BackPack, you must click **EDIT [TYPE] ANNOUNCEMENT TEXT** on the appropriate tab to access the HTML text editing screen. This screen displays a formatting toolbar at the top, and editing works in a similar fashion to a word processing program.

The HTML formatting toolbar provides for the most common text editing features. You can click on the  icon to toggle between WYSIWYG and HTML code format on the screen. There is also a new print capability available by clicking the  print icon (note that this is not a report of any kind; it only prints the text from the screen).



The  Modify Font icon allows you to make several common types of font style changes:



**Tips:** Font size selections for this editor use the older-style HTML sizes 1-7, rather than a point size. Size 3 roughly corresponds to 12 pt. text, with the lower numbers being smaller and the higher numbers being larger. Always preview to make sure your content appears as intended!

You can also cut and paste more extensively formatted text from MS Word or other word processing programs; always be sure to double-check the results if you use the cut-and-paste technique!

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## New My Backpack Student Parent Community Templates

In My Backpack, there is a new **Student/Parent Community Setup** function in the Admin Community, which allows you to define division-specific templates for the upper sections of the screens that are displayed to students and parents on the following Student/Parent Community pages:

- Student Schedule
- Student Calendar
- Student Attendance
- Student Grades and Comments
- Grades and Comments History
- Daily Assignments and Comments
- Student Discipline

These custom templates can include a variety of student information fields from the database, as well as any other standard information, links, or images (HTML content) that you want to display. You control all formatting for the display and select data merge fields to include using the My Backpack HTML editor. After creating a new template, it is not viewable in the Student/Parent Community until you choose to make it 'Active'; there is a special Preview function that allows you to see how the page will look with actual student data so you can check your work without having to make the template active.

If you have also specified announcement text for some of these pages, that will display in addition to and above the template content, so be sure to consider that when laying out your page. Note that if a custom template is not defined or is not selected to be active for a specific division, then the display will default to the current standard display for My Backpack.

**Note:** There is a new '**Administration > Student/Parent Community Setup**' security key in the My Backpack Admin Community that corresponds to this new menu item. It is NOT automatically added to any My Backpack security groups upon database update, so you must manually add this function to any Admin My Backpack group(s) that will need to use it.

## How To Maintain Template Content for Student/Parent Community Academic Pages
















1. Select **Student/Parent Community Setup** from the Administration menu in the My BackPack Admin Community. Any existing templates are displayed in the table. You can group or sort the table by type of page or by school/division.

**Student/Parent Community Setup** Logged in as: **Ms. Cicely Bend**  
Current School: **Upper School**



Add or edit templates to display custom headers for specific pages in the Student/Parent Community. Templates are created and applied by division, and can include any HTML formatted content as well as student-specific data that you select using merge fields. The template contents are displayed below the standard My BackPack header information, and below any Announcement Text (as defined in Registrar), where applicable. If no template exists for a specific page type and division (or it exists but is not currently designated to be 'Active'), then only the standard My BackPack header and Announcement Text will display to students and parents.

Templates can be set up for the following Student pages: Schedule, Calendar, Attendance, Grades and Comments, Grades and Comments History, Daily Assignments and Comments, and Discipline. Click Add New Template or Copy an existing template if the Page Type/Division combination that you want to work with is not listed here.

Group by: Community Page ▾


Community Page ^	School ^	Active	Action
Community Page: Student Discipline (1)			
Student Discipline	Lower (Grades 1-4)	<input checked="" type="checkbox"/>	  
Community Page: Grades and Comments History (1)			
Grades and Comments History	Upper School	<input checked="" type="checkbox"/>	  
Community Page: Student Schedule (3)			
Student Schedule	Lower (Pre-k and K)	<input type="checkbox"/>	  
Student Schedule	Middle (Grades 5-8)	<input checked="" type="checkbox"/>	  
Student Schedule	Upper School	<input checked="" type="checkbox"/>	  

[Add New Template](#)

2. To add a new template or edit an existing template, click **ADD NEW TEMPLATE** OR, as a shortcut, click the  Copy icon in the Action column for an existing template page to copy its content to a new template, OR find the page/division combination in the table, and click the  Edit icon in the Action column.
3. Select the Community Page Title and the School Division that you want to work with from the dropdowns at the top of the screen. There can only be one template for each page/division combination, but you can use the dropdowns to navigate between multiple templates without having to return to the previous list screen.



#### 4. Enter or edit the page content as desired.

- The HTML editing toolbar provides word-processing style editing capabilities. If you need assistance with using this editor, click the  Help icon in My BackPack, and select the 'How To Use The HTML Editor' topic near the top of the left navigation pane.
- You can include any of the merge fields listed by positioning your cursor, and then clicking the field name. (For custom fields, select the field name from the dropdown and then click **ADD.**)
- You can click **SAVE** at the bottom of the screen to save your work as you proceed.

**Community Page:** Grades and Comments History








































**School:** Upper School

You can add merge fields by clicking following links.

Student ID	Advisor Id	Advisor Name	Current Grade
Student Tel. No	Student Email	Homeroom teacher name	Homeroom Number
Dorm Name	Dorm Room	Dorm Parent	Locker Block
Locker Block Description	Locker Number	Lock Combination	Grade Type
Class Year	Admissions Year	Student Group	Enrollment Status
Board or Day	Birth Date	Gender	Ethnicity
Religion	Place Of Worship		
Transportation Type (AM)	Transportation Route (AM)	Transportation Stop (AM)	
Transportation Type (PM)	Transportation Route (PM)	Transportation Stop (PM)	

Custom Field: 1 (AUP) **Add**


**Template:** **Preview**

HTML  **B** **I** **U** **ABC**                                         

5. **Important:** Preview the page from the perspective of a student or parent at any time:

- Click **PREVIEW** (just above the HTML editing toolbar).
- Enter a Student ID, or select one from the dropdown, and click **PREVIEW**.
- Close the Preview page when you are finished examining the content.

**Tip:** If you have copied a template from one division to another, be sure to double-check any custom fields, since usage for these can vary by division.

6. When you have finished working with the content, you can click **SAVE** and then use the dropdowns at the top of the screen to navigate to another template, or click **DONE** to save and return to the template list on the Student/Parent Community Setup page.
7. Note that templates are not displayed to students or parents until you activate them. When you are ready to make a template active, just check the 'Active' box for it on the Student/Parent Community Setup page (or un-check the box to de-activate).
8. **To delete an existing template**, click the  Delete icon for it in the Action column on the Student/Parent Community Setup page, and then click **OK** to confirm.

## Separate Publishing to My Backpack For Grades and Comments

Previously, you could choose to publish grades and comments to My Backpack or not, but you could not select to publish only grades, or only comments of a particular type. You can now control the publishing of grades and each type of comments separately. The S/P Community sub-tab of the Grade Entry tab in Registrar Administration Maintenance now has separate publishing checkboxes for each grade entry period, and for each type of data (grades, student comments, comment categories, and numbered comments).

Upon database update, any grade entry periods which are currently set to publish grades will also be set to publish all relevant types of comments. To fine-tune the controls for publishing, you can adjust these settings for each division by selecting **Maintenance > Administration Maintenance** from the main menu in the Registrar application, selecting the **Grade Entry tab** and **S/P Community sub-tab**, checking/un-checking the appropriate boxes, and then clicking **OK**.

Marking Period	Grade Entry Period	Settings	S/P Community Publish Settings				
			Display As	Grades?	Comments?	Categories?	Numbers?
MP1	Marking Period 1	Letter		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MP2	Marking Period 2	Letter		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MP2	Exam 1	Letter		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MP2	Semester 1	Letter		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MP3	Marking Period 3	Letter		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MP4	Marking Period 4	Letter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MP4	Exam 2	Letter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MP4	Semester 2	Letter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MP4	Final Grade	Letter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHECK	Check Period	Letter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard Grade Book S/P Community

OK Cancel Print

NUM

**Note:** This screen is based on Grade Entry Periods rather than Marking Periods, in order to enable publishing controls for special grading periods such as 'Check Period', however comments are only associated with marking periods. So, if you check or un-check to publish or un-publish comments, any other checkboxes for the same marking period will also be updated automatically. To minimize confusion, the Marking Period column has been added to the left side of this screen, and the Marking Period and Grade Entry Period columns are locked to prevent scrolling out of view.

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## New Comment Approval Processing

For schools who have or wish to implement a student comment review and approval process prior to publishing, there are two new functions on the Grading menu in Registrar/Teacher Administration and Summer School to facilitate review and approval--Comment Approval By Section and Comment Approval By Student. Comment approval is an optional feature which is enabled and configured by school division, and which is not automatically enabled upon database update. The display of comment approval status and review notes for teachers can be turned on and off at the appropriate times during the academic year when comment approval and revision takes place.

Each division is configured with its own Approval Status values, allowing the system to adapt to your particular work flow. There is one pre-defined status of 'Pending' which is automatically assigned when teachers initially enter their comments. You can then define various other types of statuses, at least one of which must correspond to 'Approved', but you can set up multiple types or levels of approval if you so desire. You will probably also want to set up a status of 'Needs Revision' or something similar for cases where comments are not approved and require further editing by the teacher.

During the review and approval process, the approver can enter notes for future reference and/or to advise the teacher regarding any changes requested. The Approval Status and Notes are viewable by the teacher on the grading/comment entry screens in Registrar/Teacher Administration, Summer School, and My BackPack. Once a teacher makes a change to a comment, it automatically returns to a 'Pending' status to allow for subsequent review and approval.

**Note:** The Approval Status of comments does not affect whether or not comments are viewable to students and parents in My BackPack. The publishing of comments in My BackPack is now controlled separately from the publishing of grades using the Student/Parent Community Publish Settings on the Registrar Administration Maintenance Grade Entry tab, S/P Community sub-tab, for each division, as described in [Separate Publishing to My BackPack For Grades and Comments](#).

## Comment Approval Screen

The Comment Approval screen is a multi-section workspace that allows you to view and access a variety of helpful information as you review and approve student comments:

Student ID	Student Name	T1	Exam	Effort	Cond.	Approval Status	Comment Text	Category Values	Comment Numbers
00023	Doris Doe	A	A-			Pending	✓		
00024	Harold Hamm	B	A-			Pending	✓		
00026	John Jones	A-	A+			Pending			
00025	Sally Sandish	C+	B			Pending	✓		

The top screen section displays a **summary for all the students in the section or all the class sections for a student**, including grades, comment approval status, and checkboxes to indicate which type(s) of comments currently exist. As you click on a row to select a student or class section, the lower sections of the screen change to display the appropriate data. In this top section there are also helpful buttons to access **student information**: the student data record (view mode only), student schedule, and custom reports (such as report cards) where available. You can also filter the list to show only records with 'Pending' status comments.

The bottom section of the screen includes a **tabbed comment viewing area**, where you can view all applicable comment types for the student in the class section, and an **approval work area** where you can change the approval status and/or enter notes or revision requests viewable by the teacher, or just use the Quick Approval feature to quickly approve and move to the next record. Also in this area are action buttons to save and optionally move to the next record in the list. Below the comment viewing area is **class section faculty information**, with helpful buttons to view faculty schedule or additional faculty, where applicable.

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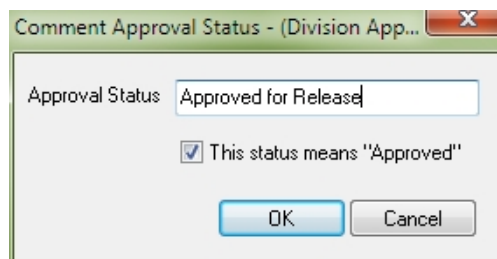
## **Enabling and Configuring Comment Approval**

For divisions where you wish to use comment approval, you must:

**1. Create the list of Approval Status values that you will use.** To enable comment approval for a division, you must create at least one status that is defined to equal 'Approved'. The 'Pending' status is set automatically by the system and cannot be changed or deleted, but you can create as many additional statuses as you need to accommodate your workflow.

To set up Approval Status values:

- Select **Maintenance > Administration Maintenance** from the main menu in the Registrar application and then select the division to work with and click **OK**.
- Select the **Comments** tab and click **DEFINE STATUS**.
- Make changes as needed to add, edit, and/or delete Status values:
  - **To add a new status**, click **NEW**. Enter a value for the status, and, if this status represents an approval, click to select the 'This status means "Approved"' checkbox, and then click **OK**.



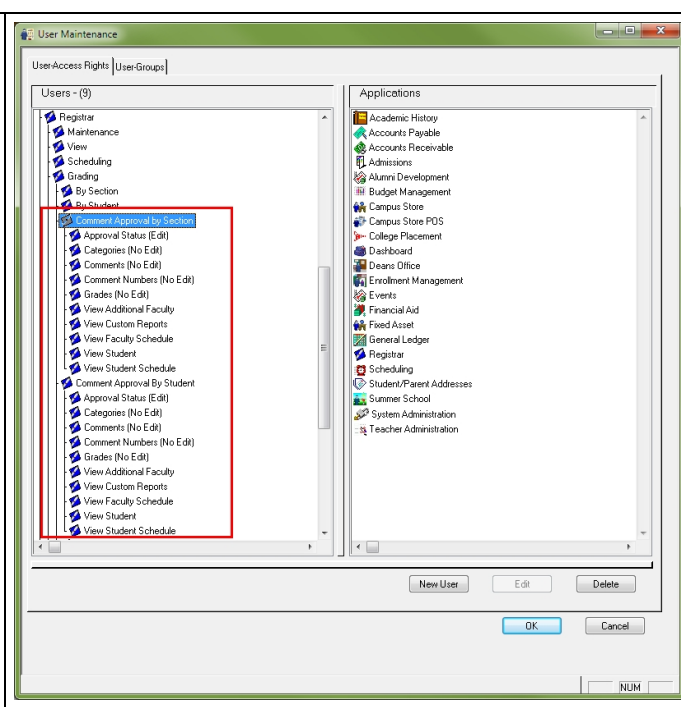
- **To edit a status**, click on the row to select it and then click **EDIT**. Make changes as needed and click **OK**.
  - **To delete a status**, click on the row to select it, click **DELETE**, and then click **YES** to confirm.
- **If you are ready to turn on status display to faculty** (as described in step 3 below), click to select the 'Display Approval Status in Grading' checkbox.
- When you are finished, click **CLOSE**, then click **OK** to close Administration Maintenance. Repeat these steps for each division that will use comment approval.

**2. Assign the appropriate Registrar security keys to personnel (users or security groups) who will be reviewing and approving comments.** Each comment approval function has a set of security keys to control access to various features. These keys are not initially assigned during database update, so you will need to add them for existing users and security groups who should have access.

The security keys are located in the security tree under **Registrar > Grading**. There are identical sets for **Comment Approval By Section** and **Comment Approval By Student**, which are designed to default to the most common security situation for comment approval. Note that some of these security keys (those with '(No Edit)' in the name) are 'reverse' security keys, meaning that they prevent access to the associated functionality. For example, the 'Comments (No Edit)' security key prevents the approver from being able to actually edit the comment text. To allow one of these functions (such as the ability to edit comment text), REMOVE the security key (e.g. 'Comments (No Edit)' ) that is preventing access from the user or security group.

### Security Keys for Comment Approval (separate sets By Section/By Student)

Approval Status (Edit)  
Categories (No Edit)  
Comments (No Edit)  
Comment Numbers (No Edit)  
Grades (No Edit)  
View Additional Faculty  
View Custom Reports  
View Faculty Schedule  
View Student  
View Student Schedule



**3. Turn on/off the display of comment Approval Status and Notes to faculty on the Grading screens at the appropriate times of year.** Note that this display only applies to the Current Marking Period, as defined for the division in Administration Maintenance, although the Approval Status and any Status Notes for all marking periods remain available via the Registrar Comment Approval functions throughout the year.

To turn comment approval for Grading on or off:

- Select **Maintenance > Administration Maintenance** from the main menu in the Registrar application and then select the division to work with and click **OK**.
- Select the **Comments** tab and click **DEFINE STATUS**.
- Click to select or de-select the 'Display Approval Status in Grading' checkbox.
- Click **CLOSE**, then click **OK** to close Administration Maintenance.

### **How To Review/Approve Student Comments**

1. Select **Grading > Comment Approval By Section** or **Grading > Comment Approval By Student** from the main menu in the Registrar application.
2. Use the filters at the top of the Search screen to narrow the list and select the section or student that you wish to work with. As with other search screens, you can sort, select, re-size, and re-organize the columns on the screen, and you can save all of these settings to customize the screen with your usual choices.

**Note:** You will normally be working with comments for the current Grade Comments Period (as defined in Administration Maintenance for the division), however, if you want to view comments and approval data for another marking period, you can select it from the dropdown. Note that on grading screens in Registrar/Teacher Administration and My Backpack, teachers will only see approval data for the current Grade Comments Period, and therefore will not receive notice if you make any changes to data in other marking periods.

3. The Comment Approval screen displays the students in the selected class section, or the classes for the selected student, with the first one on the list highlighted and selected. The bottom section of the screen applies to the row selected in the top section, and as you click to select a different row at the top, the bottom section updates accordingly. You can optionally filter the list to display only records that have comments with a pending status using the 'Pending Only' checkbox. For each selected student/class section, you can then:
  - **View all applicable comment types**, by selecting from any applicable Comment tabs, as well as section comments. Depending on how security is set for your system, you may or may not also be able to edit comment text or values.



- **Use any of the available informational buttons** to view student information, student or faculty schedules, and/or custom reports for your school such as report cards. Note that depending on how security is set for your system, you may or may not have access to all of these features. Also, depending on security settings, you may be able to make changes to student grades from this screen.
- **Select a new Approval Status** for the currently displayed record using the Approval Status dropdown. You can optionally enter Status Notes if you wish to send feedback to the teacher, or wish to record information for future reference. Then click **SAVE** or **SAVE AND NEXT** to save changes and/or move to the next record in the list.
- **Use the Quick Approval area** to easily update the status, optionally clear any Status Notes, and move to the next record in the list. The Status and checkbox selections you make here are saved so that you can use this feature to quickly navigate through the entire list, performing the same action for each.

Section ID 2220-2 AP Statistics

Marking Period Trimester 1

Class Roster

Student ID	Student Name	T1	Exam	Effort	Cond.	Approval Status	Comment Text	Category Values	Comment Numbers
00023	Doris Doe	A	A-			Pending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00024	Harold Hamm	B	A-			Pending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00026	John Jones	A-	A+			Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00025	Sally Sandish	C+	B			Pending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

View Student  
Schedule  
Reports  
☐ Pending Only

Comments Categories Number Section Comments

Doris is doing very well this trimester, and I expect her progress to continue. She completes all homework on time and had a very solid performance on her exam.

Approval Status: Pending

Status Notes

Quick Approval

Status: Pending

☐ Clear Status Notes on Approval

Approve and Next Record

Save and Next Save Close

Faculty Information  
Mrs. Lilly Abbott  
2187  
[lilly\\_abbott@senioracademy.org](mailto:lilly_abbott@senioracademy.org)

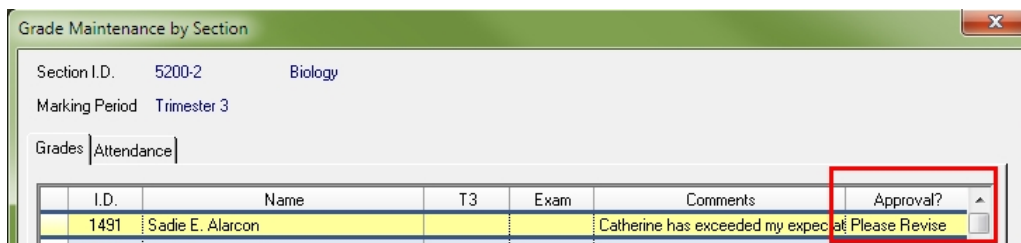
Schedule  
Additional Faculty

4. When you have finished, click **CLOSE** to return to the Search screen, where you can select another class section or student if desired.

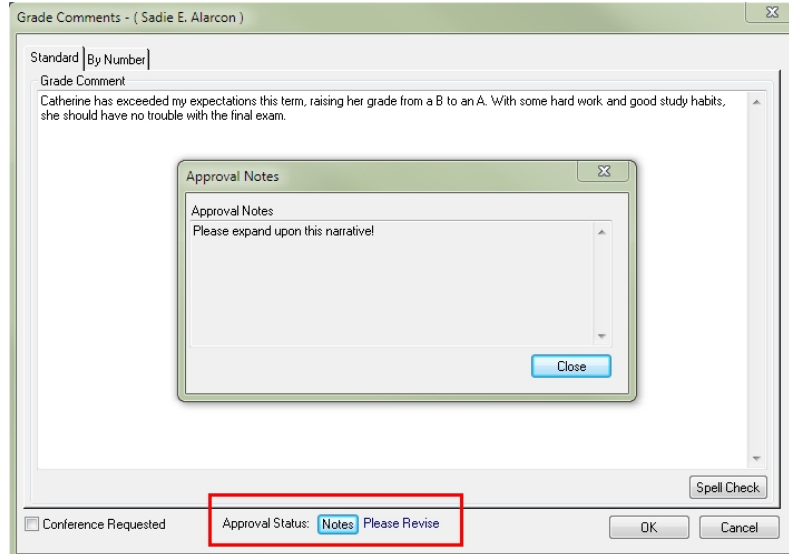
## **Display to Faculty on Registrar and My Backpack Grading Screens**

When you have turned on display of comment status information for faculty on the Grading/Comment Entry screens in Registrar/Teacher Administration and My Backpack, teachers will be able to see the current Approval Status and any applicable Status Notes. If a faculty member edits comments after the status has been changed in one of the Comment Approval functions, the Approval Status is automatically reset to 'Pending' to allow for a subsequent review and approval.

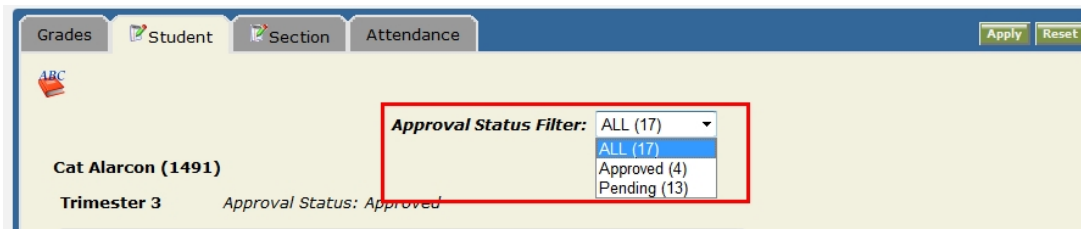
**In Registrar/Teacher Administration**, the Approval Status is shown on the Student or Section Grading screen as well as on the Comments Entry screen.



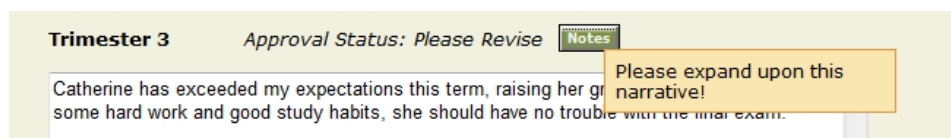
If there are approval notes, the teacher can click the **NOTES** button to view the note text in a pop up window.



**In My BackPack**, a teacher can filter the Comment Entry screen to show only those comments with a particular status, to facilitate working only with comments that have not yet been approved, for example.



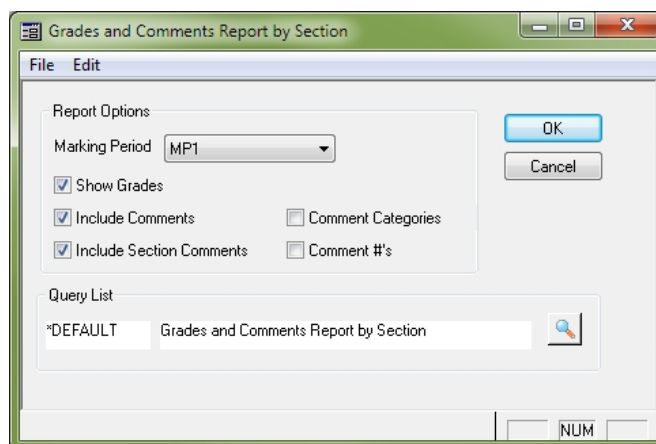
If there are any approval notes, clicking the **NOTES** button will launch a pop up with the note text.



## New Grade and Comment Report

A new report has been added to the Reports > Grade Reports menu in Registrar and Summer School: **Grades/Comments By Section**. This report is also available from the Reports button on the Comment Approval screens. Any user who currently has the security key for the Grade List Report will automatically receive the new security key for this new report.

This report combines grades and all comment types (as selected in the report options) onto a single report for one or more sections.



Upper School

Marking Period Grade and Comments Report

Trimester 3

8/10/2011 3:08:48PM

page 2

202H-1

Geometry Honors

Mrs. Miriam Carr

### Section Comments

The early portion of the Honors Geometry curriculum this trimester has included the basics of trigonometry. Sine, cosine and tangent functions have been used to solve right triangles. Currently, the class is working on a unit that focuses on special quadrilaterals such as parallelograms, squares, trapezoids and rhombuses.


There will be a final exam this trimester on Tuesday, February 24 at 1:30 p.m.

This final will be comprehensive over all material covered in the first two trimesters of the course and will last for two hours.

		<u>MT3</u>	<u>T3</u>	<u>Exam</u>
4580	Alex Abbott		B	
5913	Callie Queen Agnew		C+	
Callie has brought her grade up this term through hard work and an excellent group project presentation. I look forward to teaching her again next year in Algebra 2!				
3401	Louis Zachary Baptiste		A	
5883	Angeline Barringer		B-	
1378	Jason Beaudoin		A-	
3375	Beatriz Danielle Benge		A-	
4571	Michael Reid Borden		A+	
5953	Brianna Alexandra Brinkman		B+	
1943	Aurora Anna Bunn		B-	
5023	Jerry Alvin Windsor		A	
1234	Nettie M. Woodward		A	

## Expanded Student Alert Field

The student Alert field, previously limited to 60 characters and displayed only on the Name tab in Student Maintenance, has been expanded to allow multiple lines of text with up to 2000 characters, so you can include more extensive information and/or multiple alerts. It is also now displayed in the Faculty/Staff Community of My BackPack on the Student tab of the Student Directory Details screen (for groups who have the appropriate security key). In situations where the full text is not visible in the text box without scrolling, you can hover the cursor over the field to view the entire contents, and editing the field in Student Maintenance now requires you to explicitly click a button, to help prevent inadvertent changes to the data.

**Note:** To edit the Alert field, click the  button to the right of the field. Edit the field contents in the Dialog box and click **OK**.

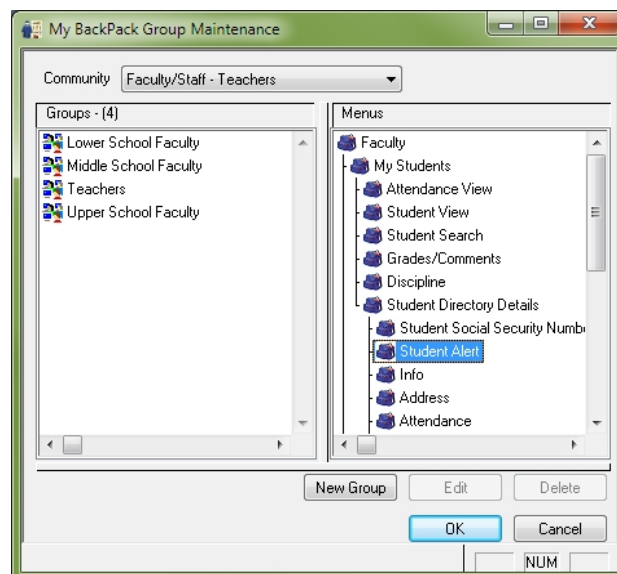
The student Alert field has also been expanded in the Summer School application. Keep in mind that the Alert field in a Summer School student record is not shared with any other linked student records, however, when adding a new student in Summer School and linking to an existing student record, the contents of the Alert field will be copied to the new Summer School student record, where it can then be modified or deleted if necessary.

## **My BackPack**

Student    Family    Schedule    Attendance    Discipline    Grades    Daily Assignments and Comments					
ID:	BALL021	Grade:	3	Gender:	Male
D.O.B.:	03-25-2002	SSN:		Board/Day:	Day
Student Group:	Student		Enrollment Status:	Enrolled	
Entry Date:		Entry Grade:	K		
Re-Entry Date:		Diploma Date:			
Admission Year:	2007	Class Year:	2020		
E-Mail:					
Alert:					
Allergic to Peanut Butter - Epipen available in Nurse's Office					

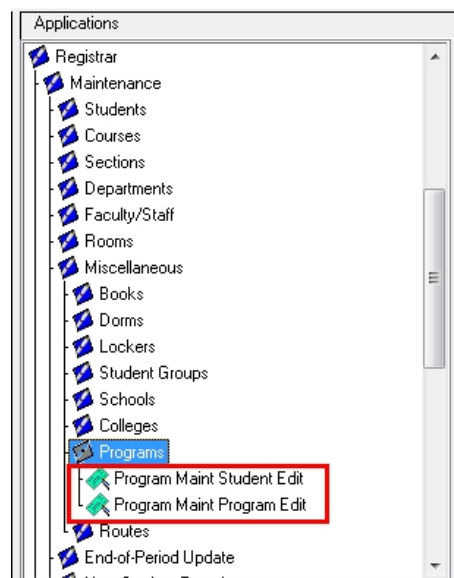
This display and edit of this field in My BackPack is also now controlled via security key, in a fashion similar to the Social Security Number field. For My BackPack Faculty/Staff Community security groups, this new Student Alert key is found under My Students > Student Directory Details.

**Note:** Upon database update, this security key is NOT automatically included for any existing security groups, so you will need to add this key for any faculty/staff groups who should be able to view or edit this data.



## Enhanced Security for Program Maintenance

Security for the Program Maintenance function has been enhanced to allow for separate editing access for each tab (Program and Students). Previously, there was only a single security key for Program Maintenance, so anyone who had the ability to add and maintain the student list for a program was also able to edit the program information itself. Now, there are two new security keys below the Programs key that control editing for each tab.



The new keys are located in the security key hierarchy at **Registrar > Maintenance > Miscellaneous > Programs > Program Maint Student Edit/Program Maint Program Edit**. If a user has one Edit key but not the other, he/she can edit the data on that tab, but can only view the data on the other. This setup can be used, for example, to give a coach access to add students to a program roster, but not to modify program data itself.

If a user has the Programs security key but does not have either of the Edit keys, he/she can only view program data (on both tabs), but cannot make any changes.

**Note:** Upon database update, any user or group that currently has the Programs security key will automatically receive the two new Edit keys. If you want to restrict editing access for users, you will need to remove the appropriate Edit key(s) from the users and/or groups.

## Display Letter and Number Grades in My Backpack

You now have the option to display both letter and number grades to students and parents in My Backpack. Previously, you could select either numbers or letters, but not both together. You can still choose to display only numbers or only letters. This new display option can be set for each grade using the Display As field on the Grade Entry tab, S/P Community sub-tab, in Registrar Administrative Maintenance for each division.

Letter grade only

Number grade only

Both letter and number grades

Student	Course Name	Faculty	View	Mid-Trimester 1	Trimester 3
			Comments	T1	T3 Exam
Adam Albert	Spanish III	Mr. Hogan-Vones		A-	B+ 89.0 A 97.0
	Algebra 8	Mr. Chris Blocker		79.0	C+
	Chinese (Mandarin)	Mr. Eric Bright		A 97.0	B+
	Volleyball-Boys	Mr. Coleman Blair		p	

GPA Name	Value
Trimester 1 GPA	3.445
Cumulative GPA	2.874

## How To Change Grade Display Options

1. Select **Maintenance > Administration Maintenance** from the main menu in the Registrar application. If necessary, select the Division and Academic Year from the dropdown and click **OK**.
2. Click to select the Grade Entry tab, then the S/P Community sub-tab. Scroll over to the Display As column. Use the drop-down options to choose how you want each grade to appear to students and parents.

Marking Period	Grade Entry Period	Name	Abbrev	Sort	Display As	Grade
Mid-Trimester 1	Mid-Trimester 1	Mid-Trimester 1	MT1	1	Letter	<input type="checkbox"/>
Mid-Trimester 1	Trimester 1	Trimester 1	T1	2	Letter	<input type="checkbox"/>
Trimester 1	Trimester 1 Exam	Trimester 1 Exam	Exam	3	Letter	<input type="checkbox"/>
Mid-Trimester 2	Mid-Trimester 2	Mid-Trimester 2	MT2	4	Letter	<input type="checkbox"/>
Trimester 2	Trimester 2	Trimester 2	T2	5	Letter	<input type="checkbox"/>
Trimester 2	Trimester 2 Exam	Trimester 2 Exam	Exam	6	Letter	<input type="checkbox"/>
Mid-Trimester 3	Mid-Trimester 3	Mid-Trimester 3	MT3	7	Letter	<input type="checkbox"/>
Trimester 3	Trimester 3	Trimester 3	T3	8	Letter	<input type="checkbox"/>
Trimester 3	Trimester 3 Exam	Trimester 3 Exam	Exam	9	Letter	<input type="checkbox"/>
CHECK	Check Period	Check Period	CHECK	10	Letter and Number	<input type="checkbox"/>

Standard Grade Book S/P Community

OK Cancel Print

NUM

3. Click **OK** to save changes.



## Faculty/Staff Progress Report Access For Advisees

As an advisor, you can now print Progress Reports for any of your advisees from the Daily Assignments and Comments tab of the Student Directory Details in My BackPack. This makes it easier to review or assemble progress information for an advisee directly from the Faculty/Staff Community of My BackPack. When you click the 'Printable Version' link at the bottom of the Daily Assignments and Comments tab of the Student Directory Details, the Progress Report selection screen opens with new, expanded options at the top:

- The dropdown list of class section gradebooks from which you can select displays gradebooks for all classes that include the student whose details are shown on the screen.
- In addition to the options for printing for 'All' or 'Selected' students, there is now an option to print only for 'My Advisees', so that you can limit the progress reports to just your advisees in the selected class section. Note that if you have multiple advisees in this class section, all of them will print at once when using this option (if you just want a single advisee, you can use the 'Selected' option to choose the individual student).



**Progress Reports** Logged in as: **Mr. John Doe**  
Current School: **Upper School**

**Gradebook:** (US718-1) Civil War History [S1,S2] [A] ▼

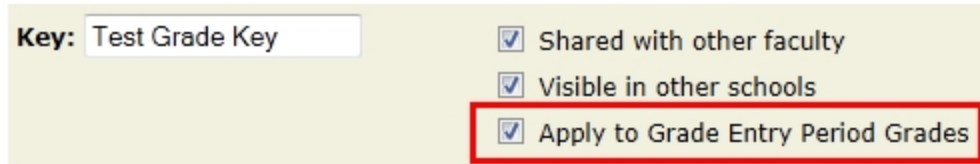
**Students:** ☐ All ☒ **My Advisees** ☐ Selected

The 'My Advisees' option for selecting students is also now available when you print progress reports from your own gradebooks or from the Reports menu in the Faculty/Staff Community of My BackPack, however, you will not have access to other teachers' gradebooks from these screens; you must use the Student Directory Details screen (of a student who is in a particular class section) to access progress reports from other gradebooks.

**Note:** Each advisor must be assigned to a My BackPack security group that includes the Progress Report security key to access this feature. Normally teachers who use Daily Gradebook for their own classes will already have this security key.

## New Option For Daily Gradebook Grading Keys

Grading keys allow teachers to assign custom grading scales to individual students. They can serve a variety of purposes, including to simplify progress report grades or to scale grades independently of a school's default grading system. Now, teachers can select (for each custom grade key) whether or not Daily Gradebook grades that are sent to Registrar/Summer School should reflect that grading key when it is assigned to a particular student. There is a new checkbox for this option on the screen for creating or editing grading keys.



Key: Test Grade Key

- ☒ Shared with other faculty
- ☒ Visible in other schools
- ☒ Apply to Grade Entry Period Grades

When creating or editing a grading key, check the 'Apply to Grade Entry Period Grades' if you want to send grades to Registrar/Summer School as calculated by the grading key. Leave that box unchecked if you want the grading key to be ignored when updating to Registrar/Summer School.

## Debit Account Funding Through Online Enrollment

You can now allow parents to fund student debit accounts by a preset amount at the time of Online Enrollment, as long as your Online Enrollment payment setup is configured to allow for custom types of payments (i.e. is not set to just use the Deposit Amount from Enrollment Management) and as long as you use the same cash account for both debit accounts and all online enrollment deposits. At the bottom of the Online Payment tab for Online Enrollment Setup (accessed via the Admin Community of My BackPack), the Type field dropdown now includes at the bottom of the list any eligible debit accounts that you have enabled for use in My BackPack:

☐ Use the deposit amount from Enrollment Management

**Payment Amounts**

Type	From Grade	To Grade	Name	Amount	Action
Debit Account - Student Bank			Student Bank (Replenish)	250	
Enrollment Deposit					
Other Enrollment Deposit					
Tuition Amount					
Other Charges					
Prepay Amount					
Debit Account - Student Bank					

[Add Amount](#)

Powered by Senior Systems, Inc.

For assistance with using this website, please email us at [support@senior-systems.com](mailto:support@senior-systems.com) or call us at (888) 480-0102 ext. 1.

If you want to set up multiple preset funding amounts for the same debit account, you can just add multiple payment items to the list, and parents will be able to select the one they prefer at the time of payment.

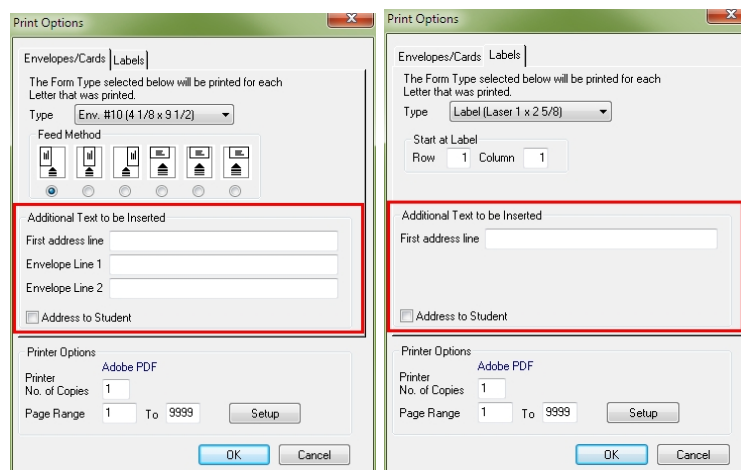
**Note:** You will only see a specific debit account available in the Type dropdown IF all of your divisions use the same cash account for online enrollment deposit payments (as set in Accounts Receivable **Maintenance > Administration Maintenance > Accounts Receivable, Online Payments Setup button, Enrollment tab**), AND IF this is the same cash account that is defined for the debit account.

## Misc Enhancements to Academic Office

The following minor enhancements and changes are also included in the 92\_0 release for Admissions and Academic Office:

### Admissions

- Stanine scores have been added to the SSAT import map, so you can now import stanine scores for SSAT results (stanines were previously only available for the ISEE import).
- Setup for the Online Inquiry Form has been enhanced to allow you to set blank default values for drop-down fields. If you then designate one of these fields as a required field, you will effectively force users to make a choice for the field, whereas in the past, the default choice would be filled in, but you couldn't be sure that a user actually intended to choose that option.
- The Grade Type and Recipient's Preferred Name fields are now available as merge fields for Admissions and Student/Parent Broadcast Emails in My BackPack.
- When printing envelopes or labels for system-defined letters, you now have the option to 'Address to Student' and/or to insert standard text before the address (one line for labels, up to 3 lines for envelopes or postcards):



### Enrollment Management

- The option to publish online enrollment contracts (and other documents) from PDF templates has been removed from the Publish Contracts tab, since all schools are now using the new HTML online contract templates.

- Online enrollment contracts are now published to parents regardless of the setting for the Send Mail flag on the address, and therefore the 'Include Send Mail Only' checkbox has been removed from the screen.
- The Enrollment Status column is now included on the Online Enrollment Contract search screen. It is located to the far right, but can be re-positioned as you prefer.
- Reports that allow for the selection of a Student Group (or 'All') now have a 'Some' option for this criterion, which allows you to select a specific set of student groups.

## **Registrar**

- Advisors running the Grade Entry Sheet report in the Faculty/Staff Community of My Back-Pack now have an option to include the Section Instructor Name when they run this report for their advisees.
- The Department ID and Department Name fields have been added for display and/or search on the Section Maintenance search screen.
- Previously, end of year processing deleted any information about additional faculty (beyond the primary teacher) associated with a course section. Now, this information is retained as part of the student's academic history. To view this information, click **VIEW OTHER FACULTY** next to the Faculty ID field on the Section tab in a student's Academic History.
- A student's GPA now recalculates and re-displays correctly on the GPA/Rank tab as soon as a grade is changed on the History tab. To avoid conflicting updates prior to saving the student record, when you manually change a GPA on the GPA/Rank tab, you must now click a small button in the field to bring up an editing screen. Clicking **OK** on the editing screen then saves the new GPA value.



- The Comment View/Edit screens in the Grading functions (By Student and By Section) have been re-designed to place Comment Categories on a separate tab, rather than in the bottom half of the Standard (narrative comments) tab. This provides both additional space to view/edit narrative comments, and an expanded view for categories that will reduce the need for scrolling. Also, all applicable comment types have been added to the bottom of the Previous Grades pop-up window in Grading, and to the bottom of the Grades tab in Student Maintenance.
- In Daily Gradebook, you can now set up rounding or truncating options for any calculated grades that you add manually (this option was already available for marking period grades defined in Registrar). This choice is set on the Calculation tab for the manually added calculated grade in Gradebook Setup:

Calculation Comments

\* Name: Q2 Project

\* Abbrev: Q2PR

\* Due Date: 01-12-2011

This grade is: a marking period grade

Calculation Type: Total points calculation

\* Display:

☐ Points ☒ Percent ☒ Letter ☐ Total Points

Bell Curve:

☐ This grade should have a bell curve on it.

Mean:

Deviation:

The number grade of this assignment will:

☐ use the number as is, do not round or truncate

☒ round the number to the nearest whole number

☐ truncate the number to whole number

[Back to Gradebooks / Setup](#)

Submit Reset Cancel

- Registrar exports can now include any or all of the four 'Other' Phone Types and associated Numbers.
- Student/Parent Mailing exports can now include Teacher ID and Name for the Homeroom Teacher, and the Homeroom Teacher Sort Key.
- Previously, student address information flagged as 'Do not publish in My Backpack' could still be viewed by members of the Faculty/Staff Community. Now, any address information that is flagged as 'Do not publish in My Backpack' will not be displayed in any My Backpack community.

- The Street Address is now displayed on the Company Search screen when maintaining parent work addresses, to help in identifying the correct record for companies with multiple addresses.
- All of the fields relating to student vehicles (except Notes) are now available for display and/or search on the Student Maintenance search screen.

**Dean's Office**

- In the My BackPack Faculty/Staff Community, there is now a running character count for the Description field when you enter an infraction, to avoid inadvertently exceeding the 254 character limit.

**Summer School**

- The Enrollment Status field is now available for display and/or search on the Student Maintenance search screen.



## Custom Programming Enhancements

With release 92\_0, Senior Systems has put the framework into place to support two custom programming enhancements that many schools have been requesting:

- **HTML capabilities for student comments** - allows teachers to apply standard HTML formatting to comment text that will carry over to report cards (and other grading reports) and all screen displays for students and parents in My Backpack, including Progress Reports. You can turn this feature on or off by division, and by type of comments (grade or section comments).
- **Automated Archiving/Publishing to My Backpack for report cards and transcripts** - your student report cards, progress reports, and transcripts can be automatically archived to the Student Maintenance Media tab, and can also optionally be published to students and parents in My Backpack. These archived items are not deleted during end of year processing, as student report cards currently are, and so provide an easy method to keep these documents permanently associated with the student.

Neither of these new features is automatically available, as each of them requires programming changes to your school's custom report cards, transcripts, and potentially other custom reports. The amount of programming work required will vary by school, and some schools may also want to use this opportunity to convert to Crystal Reports for their report cards and transcripts.

If your school is interested in implementing either or both of these new features, please send an email to [reports@senior-systems.com](mailto:reports@senior-systems.com) with your requests. Please include the name of the report, the school division in your request. We will contact you and review your school's data and requirements, schedule the necessary programming with our development team, and help coordinate the implementation of these features for your system.