Academic & Admissions Release Bulletin

April 2012

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About Release 92_2 Academic & Admissions Features

This Release Bulletin describes the 92_2 Release changes and enhancements to the Advantage Admissions and Academic Office products. Release 92_2 extends the Media tab enhancements that were recently implemented for student and inquiry/applicant records to faculty records as well, including the ability to publish faculty-specific documents to My BackPack. Also, the Schedule Builder/Loader application has undergone a technical upgrade so that the Builder/Loader portion of the program can now run on 64 bit machines. In My BackPack, there is a new Gradebook Snapshot report, and the ability to send report cards and other student-specific documents via broadcast email. Numerous smaller changes and enhancements were made to existing features in both the Advantage applications and My BackPack.

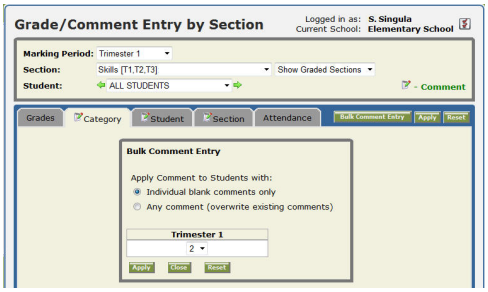
Please contact Support@senior-systems.com if you have any questions about any of these new features.

Admissions & Academic Office Enhancements

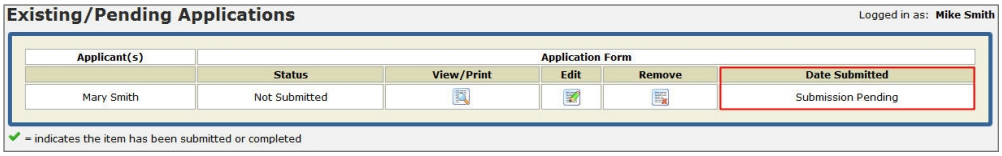
Faculty Media - Any media stored on the Faculty Media tab can now be published to a faculty member's My BackPack account. There are several new fields for faculty media associated with this enhancement, as well as changes to media security. See Faculty Media Tab Enhancements for details.

Sending Report Cards Via Email - A previous enhancement added the ability to publish student report cards to the Student Media tab, along with the ability to publish report cards in My BackPack. To further enhance report card distribution capabilities, you can now attach report card files to emails and/or publish direct links to report cards for secure online access via My BackPack. See How To Send Report Cards In Broadcast Email for details.

Bulk Comment Entry - You can now perform Bulk Comment Entry to add or clear grade comment values, similar to the way you can perform Bulk Grade Entry. To add a default comment value to comment fields, select the desired comment value from the dropdown and click **APPLY**. To clear all comment values, select the blank comment value from the dropdown and choose to apply to students with 'Any comment'.



Customized Date Submitted Text - Parents are able to save partially completed online applications prior to submitting their application for approval. Previously, the system displayed "N/A" in the 'Date Submitted' column for these pending applications. Now, you can enter custom text for pending applications. You will find a new field, labeled 'Text to display in 'Date Submitted' field prior to submission', on the Documents tab of Online Admissions Settings in My BackPack. Enter the desired text in this field. By default, this field's value is set to "N/A" to mimic current system behavior. If you clear this field and leave it blank, nothing will display in the 'Date Submitted' column for pending applications.



Enrollment Status Security Key - A new security key controlling the ability to view a student's enrollment status has been added to the View security trees for Registrar, Deans Office, Scheduling, Placement, Summer School, and Teacher Administration. The Student Enrollment Status key gives you granular control over whether users can see a student's enrollment status in View mode in any of these applications. The key is automatically added to user and group permissions upon database update if the corresponding Maintenance security key was assigned, within any given application security tree(s).

Code Maintenance Change - Citizenship to Country - Previously, some schools could use a field titled 'Country' in code maintenance, while for others, the same field was titled 'Citizenship'. In order to synchronize data structure, that field is now titled 'Country' for ALL schools.

Student/Parent Addresses Application - Splitting Records - Now, you can split a P1 address record using the Student/Parent Addresses application (as long as the address record is not in use by the Alumni/Development application). Previously, users were able to perform the split using Registrar, but encountered an error message when attempting the split with S/P Addresses.

End Of Year Administrative Maintenance Setup - Previously, in order to perform End Of Year in Registrar and/or Summer School, certain fields were required on the Grade Entry tab of Administration Maintenance. If these fields were not filled in (for example, if a school did not use certain features), the system could not successfully complete the EOY process. Now, if the Final Grade row is the only row in use, you will not need to set up additional information to complete EOY. Additional gradebook fields will not be required if they are not in use.

Online Notifications Change - Now, notifications that Online Inquiry and Applicant web users have made profile changes ONLY appear in the Admissions application. Previously, an Enrollment user could see these notifications, but was unable to view changes or clear notifications without access to Admissions.

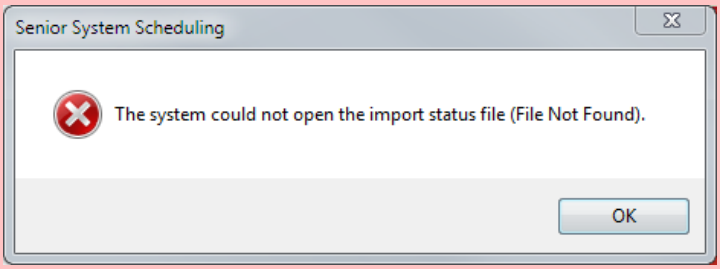
Schedule Builder/Loader System Upgrade - The Schedule Builder/Loader tool has undergone a technical upgrade. Users will notice very little difference between the old and new Builder/Loader. The primary purpose of the upgrade is to make it possible to use the Builder/Loader tool on a 64-bit machine. Previously, users could complete most scheduling setup tasks on any machine, but running the Builder/Loader tool was not compatible with a 64-bit workstation.

IMPORTANT: For non-hosted schools only, there are two Cobol runtime files that MUST be installed on any workstation that will be used to run the new Automatic Builder and/or Loader functions. This is a one-time configuration task that applies only to the workstations that will be using these two functions; all other Scheduling tasks will continue to operate normally for all users. Follow these steps to complete the workstation setup:

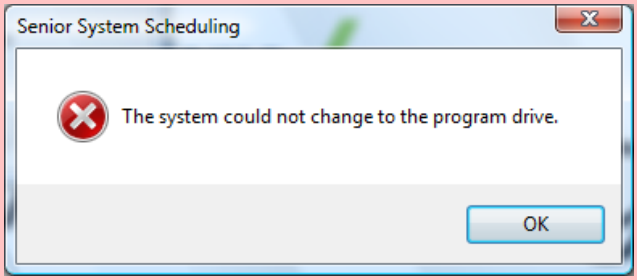
1. Ensure that you are logged into your Windows computer as an administrator.
2. Locate the Common folder on the mapped drive for your Senior Systems applications (usually found at S:\Senior\Common, but your school may map the Senior folder to a different drive than 'S:'). Run each of these executable Fujitsu Cobol installation files:
   fujitsunetcobol80.exe
   fujitsupowercobol80.exe
   Note: There is no "Start" or "Finish" screen for these installation programs. Make sure you allow the first installation to finish (check that the installation icon is gone from your taskbar) before beginning the second one.

Troubleshooting Installation Issues:

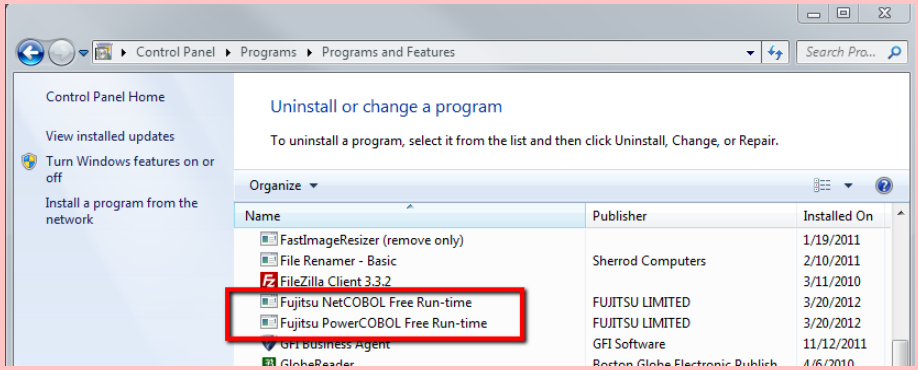
Failure to install these files prior to running the Automatic Builder or Loader will result in the error message below. Installing the runtime files and then re-starting the Scheduling application and re-running the builder or loader should correct the problem.



If there have been any issues with the runtime installation process and/or you have run the Scheduling application from an unmapped drive, you may receive the error below:



In this case, exit the Scheduling application, uninstall the Fujitsu runtimes using the Windows Control Panel Add/Remove Programs utility, and then begin the installation process described above again. (You may need to re-boot your system as well.)

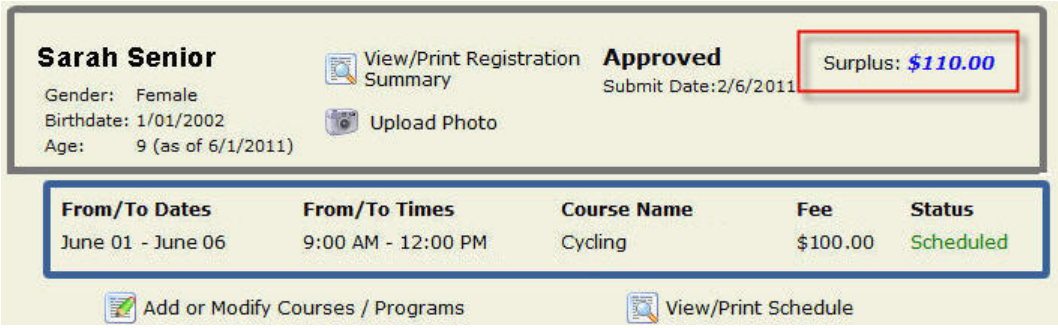


Then, when you restart the Scheduling application, be sure that you are running the program from a mapped system drive.

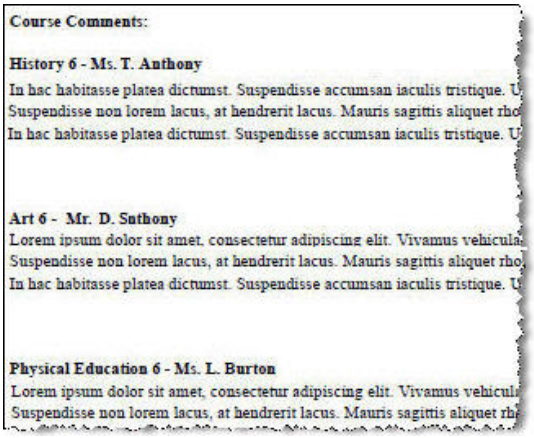
My BackPack Enhancements (General)

My Reports - Simplified Save Settings Option - To minimize confusion, My BackPack does not remember your report settings within a session unless you specifically click **SAVE SETTINGS**. Previously, My BackPack remembered settings for some reports within a single session (but not beyond logout). You still have the ability to save your report settings, but you must explicitly tell the system to do so; if you do not save them, all settings will return to default values each time you return to your report settings screen.

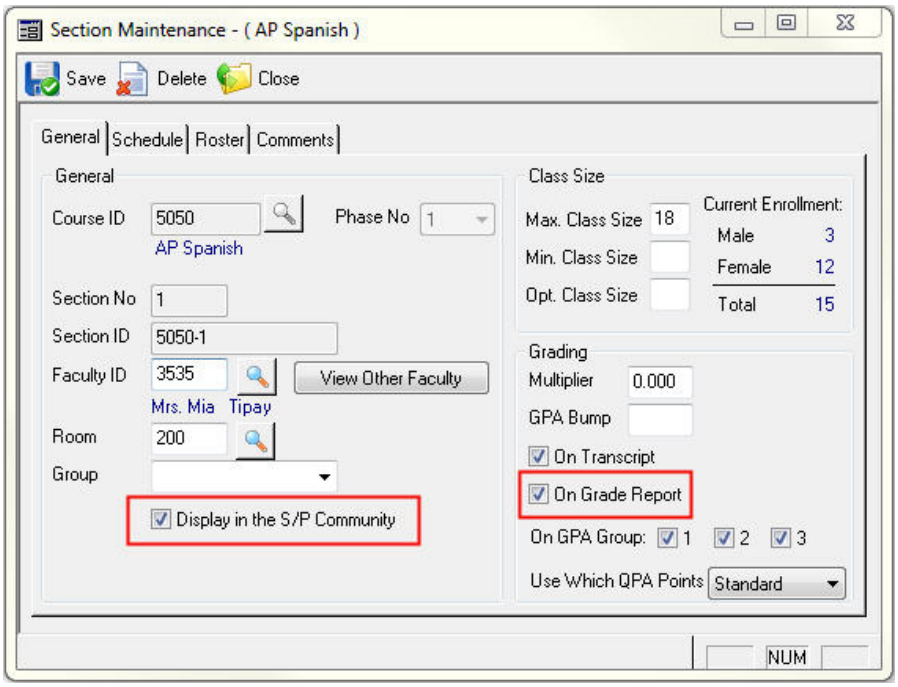
Positive Balances on Program Registration Pages - Now, if a parent has surplus money in their account, the program registration pages in My BackPack reflect that surplus. This feature is particularly useful for schools who allow parents to apply surplus to additional classes or programs, rather than giving refunds.



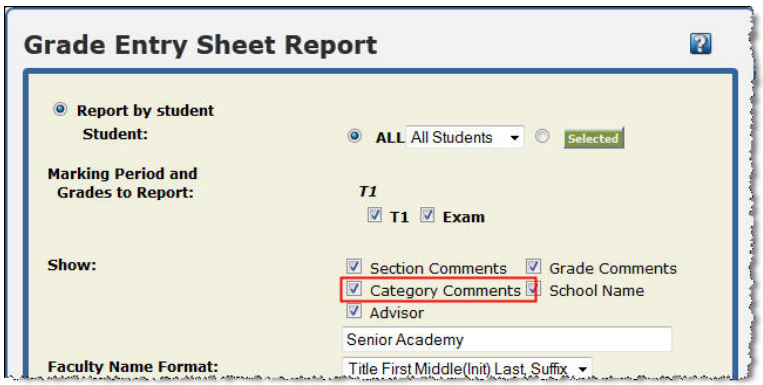
Report Card Format- Now, My BackPack automatically removes extra spacing from the end of comments in Grade and Comment Entry, both when comments are entered in My BackPack and when they are entered via the Advantage Registrar application. When a student's report card is generated, the system automatically inserts a uniform amount of space between comment entries. Previously, this feature existed only in the Registrar application.



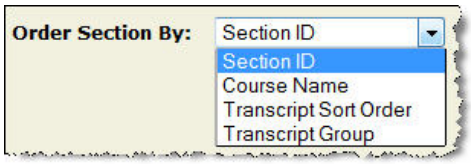
Grade Report Grade and Comment Flag - The logic to determine whether a course is available on a student's Marking Period Grades in My BackPack has been simplified. Now, in order for a grade to appear in My BackPack, both 'Display in the S/P Community' and 'On Grade Report' must be checked in Section Maintenance.



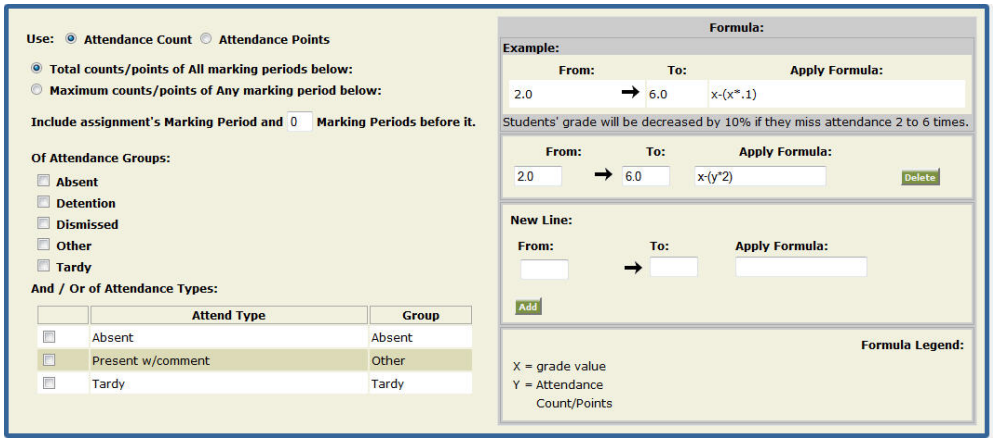
Category Comment Option On Grade Entry Report - When using the Grade Entry report from the My Reports menu of My BackPack, you now have a separate option to include Category Comments, similar to the options on the Grades and Comments report in Advantage Registrar. If you do NOT want category comments to appear on your report, simply clear the checkbox.



Section Order On Grade Entry Report - When running the 'Grade Entry Report', you can now choose the order in which you want to display courses and sections. By default, the sort order is based on section ID, but you can also choose to order by Course Name, Transcript Sort Order, or Transcript Group.



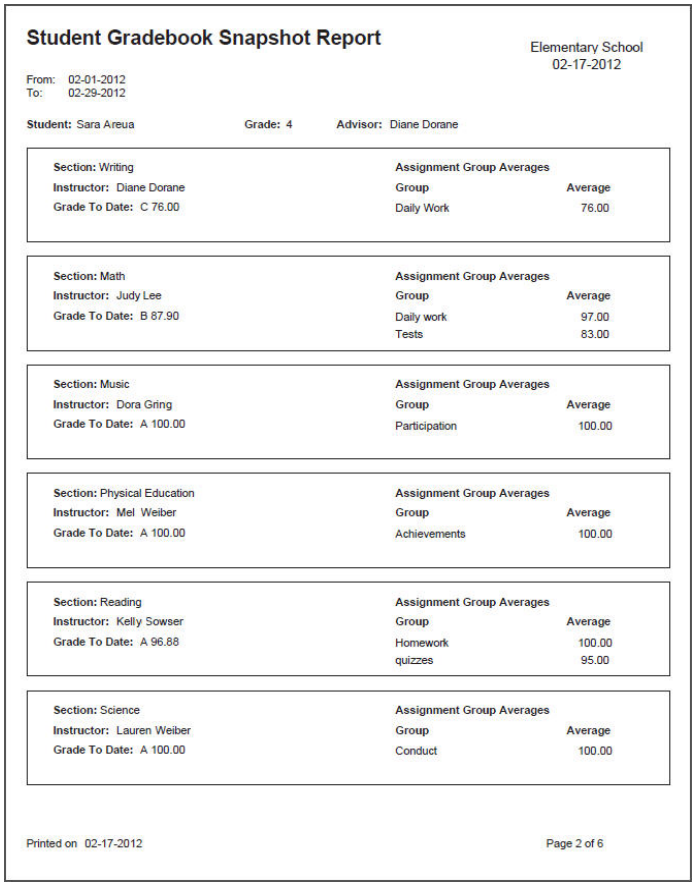
Attendance Policy Changes - You now have more control over how your attendance policy affects marking period grades in Daily Gradebook. The Attendance Rules screen has changed so that you can define how many marking periods to include in calculating how the rule applies to a given marking period grade. For example, if you want to calculate attendance rules for a term that has two marking periods as well as the third and final grade, you would set your attendance rule to 'Include assignment's Marking Period and **2** Marking Periods before' to use attendance counts or points from all three marking periods. If you want to include all previous marking periods in your attendance rule calculation, you can use a very high number, or if you want to use only counts (or points) from the assignment's marking period, you can use '0'.



Gradebook Snapshot Report - This new report is designed to give easy access to students' gradebook data, particularly for non-faculty users or users who need access to gradebook information for groups of students who are not in the user's class(es). For example, this report may be helpful for staff members who may not teach classes, or for a student advisor whose advisees are not in his or her class(es). The report will display the grade to date and current grade assignment group averages as of when the report runs. Options are similar to the existing Progress Report.

The new Gradebook Snapshot report key for My BackPack security groups is found under **Faculty > My Reports**. Users can be granted access to this report for 'My Students' (only those students in the teacher's classes), 'My Advisees', 'All Students', or any combination of the three. This report works in conjunction with the Daily Gradebook, and permissions must be added manually to the user group(s) who should have access to the report. No keys are added automatically upon program update.

Note: For accurate data, gradebooks should be configured to treat marking period grades as running totals.



Student Gradebook Snapshot Report

Elementary School
02-17-2012

From: 02-01-2012
To: 02-29-2012

Student: Sara Areua **Grade:** 4 **Advisor:** Diane Dorane

Section: Writing
Instructor: Diane Dorane
Grade To Date: C 76.00

Assignment Group Averages	
Group	Average
Daily Work	76.00

Section: Math
Instructor: Judy Lee
Grade To Date: B 87.90

Assignment Group Averages	
Group	Average
Daily work	97.00
Tests	83.00

Section: Music
Instructor: Dora Gring
Grade To Date: A 100.00

Assignment Group Averages	
Group	Average
Participation	100.00

Section: Physical Education
Instructor: Mel Weiber
Grade To Date: A 100.00

Assignment Group Averages	
Group	Average
Achievements	100.00

Section: Reading
Instructor: Kelly Sowser
Grade To Date: A 96.88

Assignment Group Averages	
Group	Average
Homework	100.00
quizzes	95.00

Section: Science
Instructor: Lauren Weiber
Grade To Date: A 100.00

Assignment Group Averages	
Group	Average
Conduct	100.00

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How To Send Report Cards In Broadcast Email

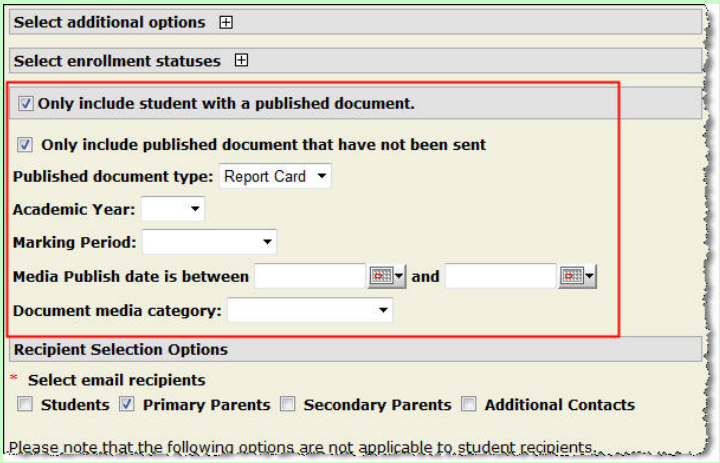
This enhancement builds upon the recently added ability to archive and publish report cards. You can provide report cards (or other student-specific documents) via broadcast email in three different ways:

- as attachments to individual emails
- by emailing direct links to online versions of the report card or document (users log in with user name and password for security)
- by emailing links to users' My Documents pages in My BackPack, where the report card or document is available

Note: See Custom Enhancements Release Bulletin 92_0 for a detailed description of how to archive and publish student report cards.

IMPORTANT: You can send attachments to any individual with an email address on record, but the email links to report cards or My Documents pages will ONLY work if the recipient has a My BackPack user account. If you plan to use email links, see the System Administration reference guide for details about creating parent web accounts.

Tip: This function CAN ALSO be used to attach or send email links to ANY media items that have been published to My BackPack if you don't select a Published Document Type of 'Report Card' (leave the field blank or select 'Unknown'). However, if your school publishes a variety of documents to parents in My BackPack, use caution with this option, and be sure to use the other filters such as Media Publish Date range or Document Media Category to narrow down to the exact media items that you want to include.

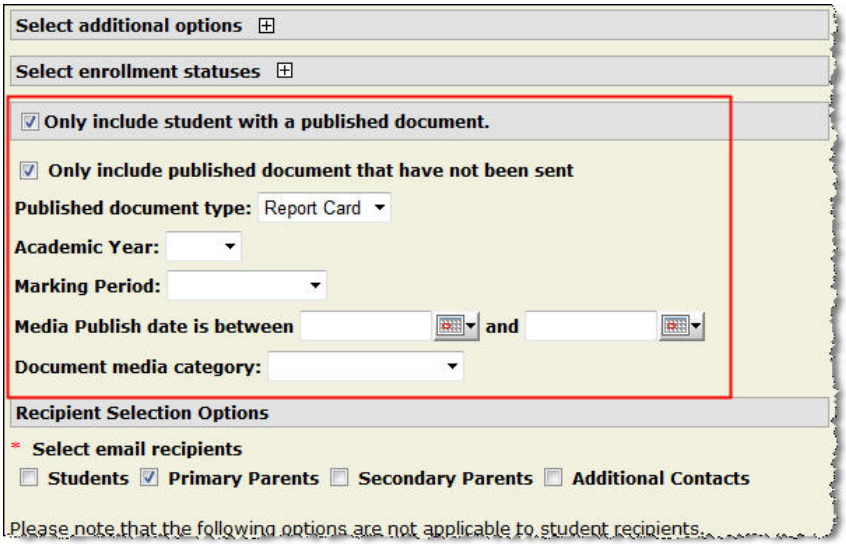


1. In the Admin Community of My BackPack, select **CREATE BROADCAST EMAIL TASK** from the Email menu. In most cases, you will use the **STUDENT/PARENT** tab, and the **BASIC** sub-tab. Make your school and student group selections as usual.

2. Scroll down and click the 'Only include student with a published document' checkbox.

   Use the 'Published Document' options to further specify who you wish to receive the broadcast email. You can choose what type of document to send, for what academic year and/or marking period, and whether you want to send only documents in a specific media category.

   You can also choose to send only the documents that have not yet been sent to your recipients, or documents published within a certain date range.



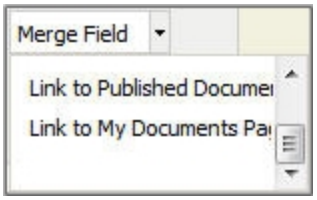
Note: You can set up these options when you publish report cards in Senior Registrar. See Custom Enhancements Release Bulletin 92_0 for report card publishing details.

IMPORTANT: If you do not select a Published Document Type (or select 'Unknown'), then ANY published documents will be selected for inclusion. If your school publishes many documents to My BackPack, use this option with caution, and be sure to use the other fields to further filter your selection of media items to include.

3. Continue to select other options on the screen as appropriate to filter/specify recipients and set other preferences, and enter a Mail History Description at the bottom. Then click **NEXT**.

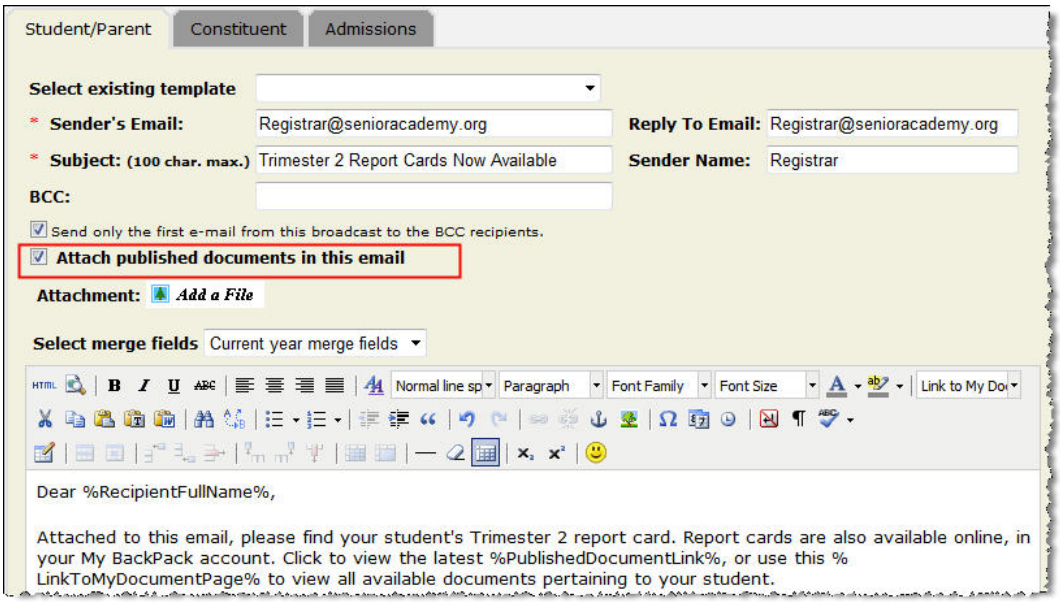
4. Review recipients as you normally do. You can click the **VIEW DETAILS** link to see the full list and to remove recipients if necessary, then click **BACK** when you are finished. Then click **NEXT**.

5. On the email composition page, you can either select an existing email template or create a new broadcast email. Along with the usual information and merge fields, you can include links to your recipients' My Documents pages or directly to their student's report card via the 'Link to Published Document' and 'Link to My Documents Page' merge fields.



Note: Text of the 'Link to Published Document' merge field that appears in your recipients' email will reflect the Document Name, as determined in the Report Card publishing process.

6. If you want to attach the report card or document to the email as a PDF, click the 'Attach published documents in this email' checkbox.



7. Once you have created your email, specified the desired options, and verified that everything is correct, you can click **SEND EMAILS IMMEDIATELY**, or click **NEXT** to schedule your broadcast email.

Tip: You can use the Send Test Email option to double check your settings before sending or scheduling your broadcast email.

8. On the Schedule screen, specify the date and time you wish your broadcast email to be sent. You can optionally enter an email address to receive a job log from the system when the task is complete. Click **FINISH**.

9. Double check your selections on the Confirmation screen. Note that you can check the status of your broadcast email task by selecting **VIEW SCHEDULED EMAIL TASKS** from the Email menu in the Admin Community of My BackPack.

Faculty Media Tab Enhancements

Similar to the recent redesign and enhancements for Student and Inquiry/Applicant Media tabs, the Faculty Media tab has been re-designed. As with student media, any images or documents attached to faculty records in the Accounts Receivable, Summer School, or Registrar applications can optionally be "published" to faculty in My BackPack on the My Documents page, and the media tab shows the publishing status of each item. In addition, the detail screen for a media item has some new fields (including optional new security controls), and there is a separate tab for publishing data. See below for more details about how to use all of the new features associated with this enhancement.

> **Note:** If you intend to publish Faculty community-related documents in My BackPack, keep in mind that faculty members must have a web account to access them. This will not likely be an issue, but it will affect those who may not have used My BackPack previously. You can assign web accounts during new faculty processing, or you can create My BackPack accounts for existing faculty in Faculty Maintenance. See the My BackPack Administrator's Guide (or online help for the Admin Community) for more details about how to create web accounts.

Faculty Media Tab

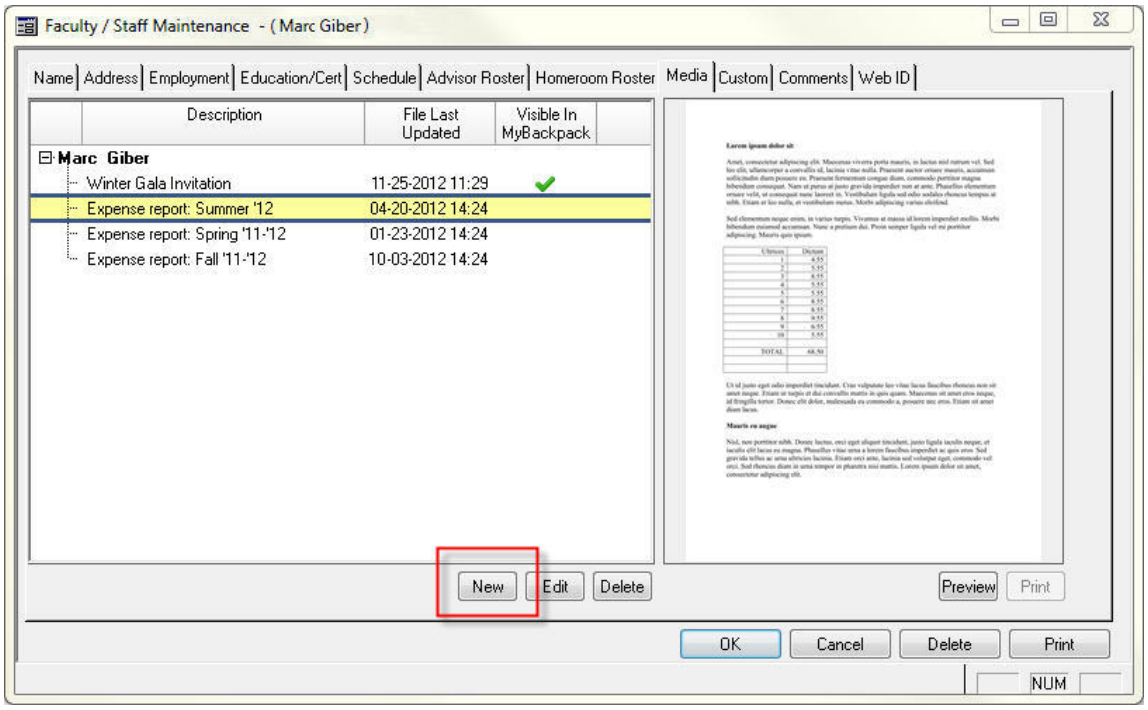
The Faculty Maintenance Media tab displays all files relating specifically to the faculty member. Clicking on a media item in the list displays a thumbnail preview in the right pane (for some file types), and for PDF thumbnails, you can actually scroll through the pages, and/or you can adjust the zoom by right-clicking on the image, selecting 'Zoom', and then selecting an action. There are also buttons below the thumbnail to bring up a full-size preview and/or to print the item (for appropriate file types).

For each media item, you can see the Description, File Last Updated Date, and whether or not it is currently visible in My BackPack on the individual's My Documents page. A ✔ green check indicates that the item is published and the individual can view it in My BackPack, meaning that the document is published (for a past or current date/time) and has been made visible for the user, AND the user has a My BackPack account (note that you CAN publish to a user who does not yet have a My BackPack user account and he/she will automatically have access when the web account is later created). A ⚠ warning icon indicates that the item is published, but is not visible to the individual for some reason (because he/she is not a web user, or the item is published for a future date--hover over the icon to see the reason(s)). To change publishing or access for a media item, click on the row to select it and then click **EDIT** (or just double-click) to access the Media Entry Details screen.

Adding Faculty Media

These enhancements give you several ways to enter and use faculty media files.

- **On the faculty member's record**, you can now upload a file directly to the Media tab. Click **NEW** to browse and navigate to a new file for upload.

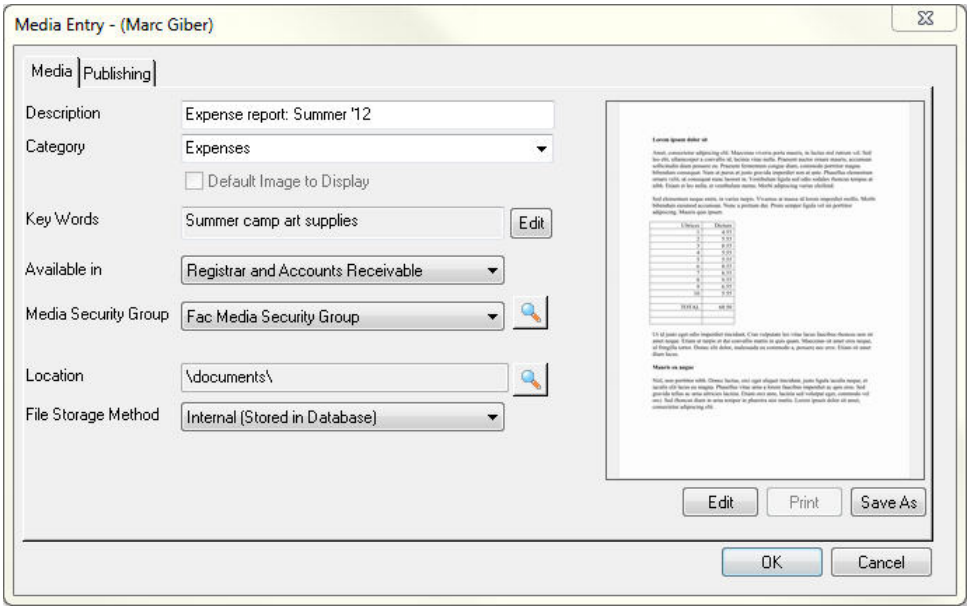


- **Using the media import tool** in the System Administration application, you can upload multiple media files to faculty records at once. See the System Administration Reference Guide for further details about the media import function.

Faculty Media Entry Details

The Media Entry details screen, displayed when you add a new media item or edit an existing media item for a faculty member, has two tabs of information as well as a right pane thumbnail preview:

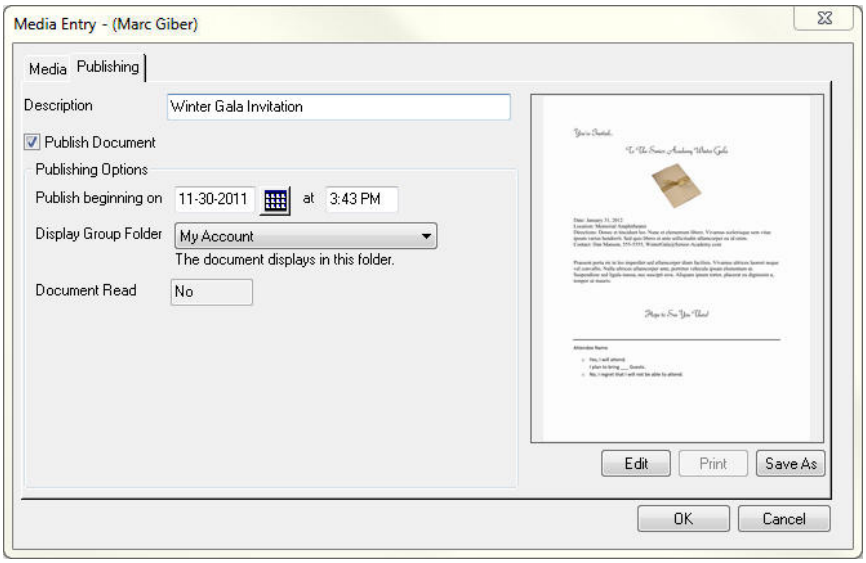
- The **Media tab** includes all of the previously existing fields for media items, with a couple of new additions, as explained in more detail below. These fields relate to the file itself and how it is controlled within the database.



Field	Usage/Remarks
Description	Your name for this item (displayed on both Media Entry tabs); keep in mind that if this item is published in My BackPack, this is the Document Name that web users see.
Category	You can select from the list of media categories defined for your school, if any. This list of categories can be maintained via Code Maintenance in the System Administration application.
Default Image to Display	Use this checkbox to indicate that you want the media file to appear as the individual's default image.
Key Words	If you wish to list key words for media items, click **EDIT** to the right of the field, enter or edit the list of key words, and then click **OK**.

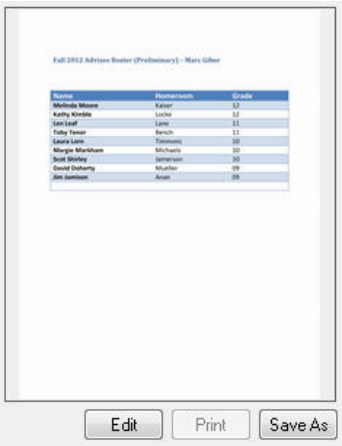
Field	Usage/Remarks
Available In	Indicates whether this item is available in Accounts Receivable, Registrar/Summer School, or both.
Media Security Group	You can assign one or more media security groups to limit internal access to this item to specific user groups. You can select a single group or 'All' from the dropdown, OR select 'Some' or click the Search icon to select multiple groups from the list. See the discussion about media security in the next section for more details about setting up groups.
Location	This displays the location from which the file was uploaded. Click the Search icon to browse and navigate to a new file for upload and then click **OPEN**. If you upload a new file for an existing media item, the prior version will automatically be replaced with the new upload.
File Storage Method	The storage method indicates whether or not the media file itself is stored as part of the database or externally on your network. (Previously, all image files were stored internally, and all other media files were stored externally.) If you plan to publish this file to My BackPack, you will need to select the 'Internal' option. You can change this field at any time to change the storage method (and effectively copy the file to the database or to the network media location).

- The **Publishing tab** is all new, and contains fields related only to publishing the item in My BackPack. If you do not publish any media items to My BackPack, you do not need to use this tab.



Field	Usage/Remarks
Description	Your name for this item (displayed on both Media Entry tabs); keep in mind that if this item is published in My BackPack, this is the Document Name that web users see.
Publish Document	Check this box to "publish" this document to My BackPack, or un-check it to "un-publish" the document. Published documents are displayed in My BackPack on the My Documents page for each user.
Publish Beginning On	If you want to control when the document becomes available in My BackPack, you can enter a future start date and time; otherwise, this field defaults to the current date and time for immediate availability.
Display Group Folder	On the My Documents page in My BackPack, you can optionally group documents into folders for better organization. See the discussion about how to control publishing to My BackPack in a following section for more details about document folder setup and maintenance. If you do not specify a Display Group Folder, you will receive a warning message when you click **OK** to save the media entry, indicating that the document will be listed at the root level for the user.

- The **right pane preview** includes buttons that allow you to edit the actual media item (if possible, based on the file type and the programs available on your system--e.g. you can edit a Microsoft Word document with the MS Word program), print (where applicable), or download a copy to your computer or network using 'Save As'.



Editing Faculty Media

Once a media file has been saved to a faculty member's record, it is possible for a database user to edit the media file on two conditions: the user must have the appropriate security permissions, and the user must have access to the appropriate program to edit the desired file type.

IMPORTANT: Before opening a file for editing, you may need to close all other instances of the program you plan to use if you are already running that program. Otherwise, due to the behavior of some external applications, you may encounter difficulty saving changes to media files stored within your database. For example, if you plan to edit a MS Word file and you already have MS Word open on your computer, you should close all MS Word windows before opening the media file for editing.

To edit a file stored within the database, open the Media Entry screen (from the Faculty Media tab). If you are able to edit the file based on your security permissions and the programs available on your local machine, the **EDIT** button will appear below the file preview pane. The **EDIT** button automatically launches the appropriate program and allows you to edit the file. To save your changes, click the program's Save icon or click **FILE > SAVE**. You may also encounter a dialog asking if you wish to update the document archive. Click **YES** to save changes to the file within your database.

IMPORTANT: DO NOT use Save As or attempt to save in a different location or file folder! If you do so, your changes will NOT be saved in your database.

Media-Related Security for Database Users

Media security for database users can be controlled by a combination of security keys managed in the System Administration application, per user or per user group, and media security groups.

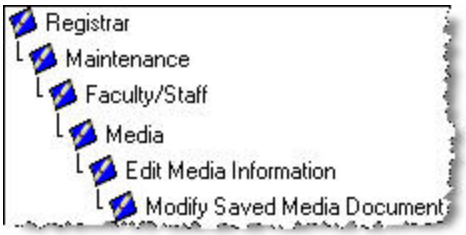
- **Media security keys** - Three faculty media security keys control database users' ability to view and edit media.

  Media - Allows the user to add media to a constituent's record. Users with only the Media key (with none of the media sub-keys) will have read-only access to media files.

  Edit Media Information - Allows the user to edit a media item's settings. Users with this key will be able to edit media file settings on the Media Entry and Publishing tabs.

  Modify Saved Media Document- Allows the user to edit the media item itself (for example, to edit the text of a MS Word document).

  Upon database update, any user (or user group) with the Media key and Edit sub-key automatically receives the two new media security keys. Users (or user groups) with only the Media key before database update will not receive the new media security keys.



- **Media security groups** - You can optionally limit access (for internal database users) to specific media items using the new Media Security Groups feature. Media security groups are set up within the System Administration application, under **Documents > Media Security Group Maintenance**. Each media security group can include one or more user groups (from User Maintenance). You can then assign one or more media security group(s) to a specific media item on the Media Entry Details Media tab. Only the user(s) in the included group(s) will have access to the media item.

  For example, if you have separate database user security groups for 'Advisors', 'Guidance Counselors', and 'Middle School Faculty', you could set up a media security group called 'Placement Testing' that includes just the 'Advisors' and 'Guidance Counselors' database users. Any media that are assigned the Media Security Group 'Placement Testing' would be viewable by database users in the 'Advisors' and 'Guidance Counselors' groups, but would not be viewable by database users who were only in the 'Middle School Faculty' group. Depending on your current setup for database user security groups, you may find it easiest to create some new database user groups just to facilitate the setup for your media security groups.

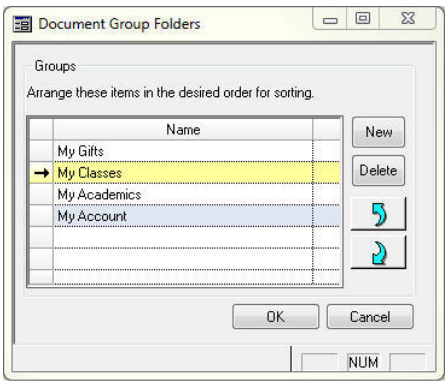
Publishing Faculty Documents to My BackPack

Step 1 - [Optional] Setup for Document Folders for Publishing:

If you want to organize documents into folders in My BackPack for ease of presentation and user navigation, you will need to set up those document group folders ahead of time. Then, at the time of document publishing, you can determine in which folder the document should appear. Keep in mind that you can add new folders later, so you don't have to decide on the entire list in advance.

To set up or maintain document group folders for My BackPack:

1. Select **Documents > Group Folder Maintenance** from the main menu in the System Administration application.



2. **To add or edit document group folders**, create or select the document group folder to work with:

    - **To add a new document group folder**, click **NEW**. Type the Name into the new blank row in the table.
    - **To edit a document group folder**, click on the row to select it. You can then edit the Name field, or use the Up and Down buttons to move it to a different location in the display sequence.
    - Click **OK** to save changes.

3. **To remove a document group folder**, click on the row to select it and click **DELETE**. Then click **YES** to confirm.

Note: If there are any documents currently published to that folder, you will receive a warning that those documents will be moved to the root level for all affected users. You can then choose to continue with the operation or cancel.

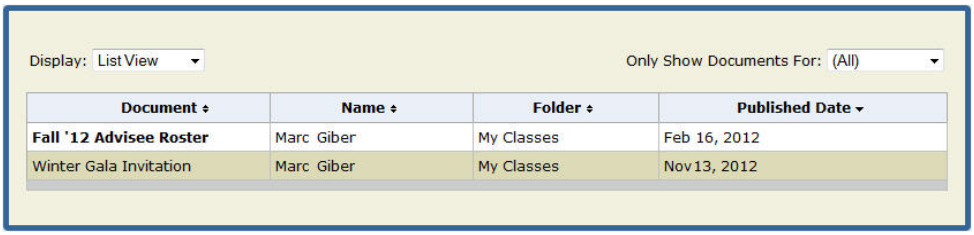
Step 2 - Make Specific Documents Available in My BackPack:

All publishing and user access controls for a media file are found on the Publishing tab of the Media Entry Details screen. To publish a document (or modify a document's publishing settings), open the Faculty Media tab, select to edit an existing item from the list, and change the settings as needed on the Publishing tab of the Media Entry Details screen (at least to check the 'Published' box for the item). Unless you selected to publish for a future date and time, the document(s) will then be available to the faculty member in My BackPack.

Viewing Documents in My BackPack

My BackPack users can access their published documents via the My Documents link on their My BackPack landing page. There is a table for web user documents that is always visible on the My Documents screen. The user can toggle the display for this table between list and folder view. Any "unread" documents will display in bold (and the number of unread documents will appear in parentheses on the landing page next to the My Documents menu item, so users know to check the page when new documents are available). Clicking on a document name opens the document in a separate tab/window where possible; users can download a document using the right-click context menu for Windows or Mac. Some users who are members of other My BackPack communities (such as parents) may already be familiar with using the My Documents page and may also have other types of documents available.

List View:



Folder View: