



All Applications Release Bulletin

August 2011

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About Release 92_0

Release 92_0 incorporates new features that cross multiple Senior applications, including significant changes to My Backpack: new customization for landing pages, the ability to publish documents to users, improved handling for forgotten user names/passwords, and email reporting for automatically generated emails. There is also a redesigned Media tab in Student Maintenance and changes to Student Media Import, primarily in support of document publishing. On the technical side, implementing release 92_0 will install some new ActiveX controls on each workstation running Senior applications; depending on a school's level of workstation security, some users may require assistance from the IT department to complete this process. 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.

Required Workstation Software Update

Note: Hosted schools do not need to be concerned with this workstation update; Senior Systems Technology staff will handle this task as part of your hosting service.

Some of the functionality that is being implemented with version 92_0 requires the installation of new ActiveX controls on each computer workstation that runs Senior Systems applications, as well as a new PDF printer driver. This installation must be performed immediately after the 92_0 update, otherwise users will receive errors when attempting to perform certain functions.

Installation of these controls and driver is a one-time process, and can happen in one of 2 ways:

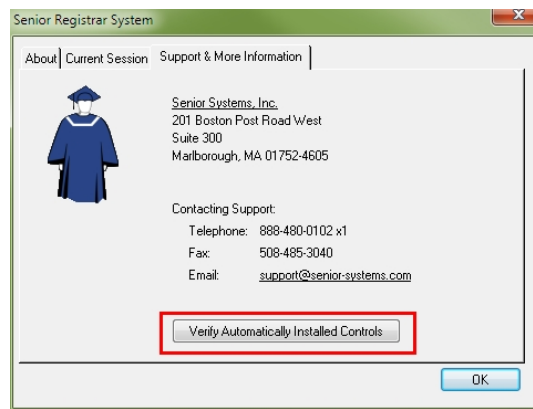
- An administrator can go to each work station and choose to run the System Administration application as an administrator (right-click on SSADMIN.EXE and select 'Run as administrator'). The controls and driver will install automatically. You can verify the correct installation using the procedure detailed below.

OR

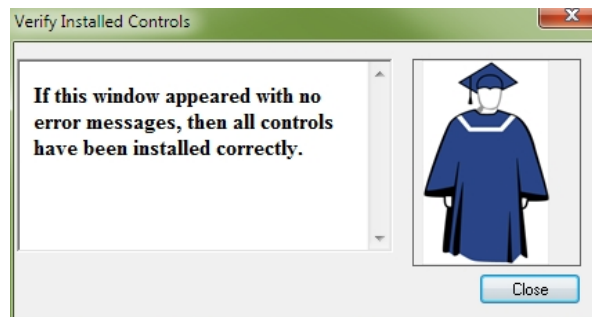
- For schools who have an IT department that would prefer to create a login script, the executable file SENIORSYSTEMSCONTROLS.EXE (located in the Senior\Common folder) must be included in the script (you can choose to run it in silent mode, if desired). The controls and driver will then install automatically the first time that a user on the workstation logs into any Senior Systems application.

To verify that the ActiveX controls are installed for a computer workstation:

1. Select **Help > About ...** from the main menu in any Senior Systems application. Then select the **Support & More Information** tab.
2. Click **VERIFY AUTOMATICALLY INSTALLED CONTROLS**.



3. Check the pop up window for the status. It should look like the example below. If you receive any other messages, please contact Senior System Product Support.



New My Backpack 'Forgot User Name/Password' Process

In addition to the existing 'Forgot Password' logic, there is now the capability for My Backpack users to retrieve their User Name if they have forgotten it, by entering the email address associated with the account. In both cases, the system will automatically generate an email to the user, as well as a temporary (random) password which the user must change immediately upon login.

The link on the My Backpack Login page has been changed to 'I Forgot my Username or Password (Click Here)'.

Clicking on the link takes the user to a page, where he/she can enter a user name or password in the appropriate field and click **GET USER NAME/PASSWORD**. The system displays the message shown below, and the user can then click **BACK TO LOGIN PAGE**.

Changes to Email Templates



In **Email > Template Maintenance** in the Admin Community of My Backpack (**General** tab), there is a new email template to handle the 'forgot user name and password' scenario, so that different text and/or merge fields can be included if desired. Upon database update, the contents of this template are set to be the same as the existing Forget Password template. You can then make changes to the new template text as needed, but be sure to include the Password merge field, since the user will need to know the new temporary password to be able to log in.

Note: Since the existing Forgot Password logic now includes the generation of a random, temporary password, you may want to change the contents of the existing 'Forgot Password' template as well to explain that this temporary password will need to be changed immediately upon login.

Email Template Maintenance

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

Use this page to edit text of your templates

Template Name	Action
Forgot Password	
Forgot Username and Password	

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My Backpack Email Enhancements

There are two new system-wide enhancements to email in My Backpack:

- You can now add attachments to all types of email templates, including automatically generated confirmation email templates (previously attachments were limited just to broadcast email templates). The process to add an attachment to a template is the same as it is to add one during the composition process--just click **ADD A FILE** on the Add/Edit Template screen and select the attachment from your computer or network drive.
- There is a **new Email Status function** in the Admin Community that records and displays any problems encountered when attempting to send automatically generated system emails (such as forgot password, various types of confirmations and acknowledgments, job logs, and giving-related notifications). The system will now re-try every 10 minutes to resend these emails (for up to 30 days), and you have the ability to fix incorrect email addresses, and/or remove failed emails from the list (to cancel the resend operation prior to the 30 day expiration).

Note: Upon database update, this new function is NOT automatically added to any administrator groups in My Backpack. You must add the '**Email > Email Status**' security key to the appropriate group(s) in the My Backpack Admin Community to provide access to this function.

How To Use The Email Status Function

1. Select Email Status from the Email menu in the Admin Community of My Backpack.


Email Status

Logged in as:
 Current School: **Upper School**

Any automatically generated email that fails will appear in the table list below. The Category column will list the type of email that failed. If applicable, you can correct the email address, then click the green check box to save it. The email should then send within 10 minutes.



Examples of automatically generated emails are : Forget Password, Gift/Pledge Acknowledgement, Online Admissions Application Confirmation, Online Enrollment Payment Confirmation.

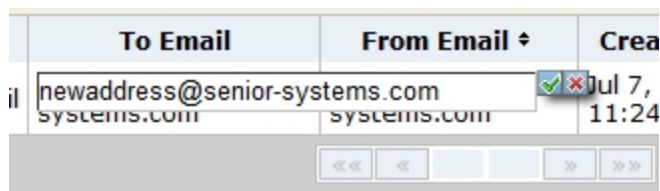
Failed Emails:


Category *	Subject *	To Email	From Email *	Creation Time ▼	Error *	Action
Online Inquiry Confirmation	your email	Unknown@senior-systems.com	system@senior-systems.com	Jul 7, 2011 11:24:42 AM	UnknownHostException: nomail.senior-systems.com	

<< < > >>

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2. **To correct a 'To' email address**, click on it, type the new address in the box, and then click the  check mark to save the change (or click the  icon to cancel the change).



3. **To remove a failed email task from the list**, click the  Delete icon for it in the Action column and then click **OK** to confirm.

Note: The system will attempt to resend failed emails approximately every 10 minutes. You can check back later on to see if problems have been resolved.

Enhancements to Web ID Creation and User Mailing

There are two new features in the System Administration application to facilitate web ID creation and user mailings:

- The Alternate ID field is now available in the merge file for web user mailings, which may be helpful in situations where faculty are also parents.
- You can now use special characters, including period (.), underscore (_), and/or hyphen (-) when automatically generating web IDs for students, parents, and constituents using the Auto Assign Web User function, and you have additional flexibility to remove certain fields from the list that were previously included in the defaults for some types of users, but were not removable.

Auto-Assign Current Parent Web IDs - Step 3 of 5

Select the format for the Web User I.D.

Item	Length
Parent Last Name	10
Period	1
Parent First Name	10
Number sequence	1
Family I.D.	0

☐ Use Number Sequence only if duplicates

Preview

1. Sample Values: Parent Last Name: ADAMS
Period: .
Parent First Name: JOHN
Web ID: ADAMS.JOHN1

2. Sample Values: Parent Last Name: ADAMS
Period: .
Parent First Name: MARGARET
Web ID: ADAMS.MARGARET1

< Back Next > Cancel

New Customization For My BackPack Community Pages

Many schools have requested the ability to add custom information to the My BackPack landing (or "home") page, in order to display additional instructions, links to documents, or announcements to the entire community of My BackPack users, and/or specifically to the Student, Parent, Faculty/Staff, Admin, Alumni, or Prospect Communities, upon user login. With the new Community Pages/Templates Setup function in the Admin Community, you now have significantly expanded and enhanced customization options for My BackPack which allow you to specify any HTML content for display at the top/bottom of the My BackPack landing page (for display to ALL users), and/or add HTML content to the top/bottom of each community section on the landing page (for display only in a specific community). This customization is visible on the home/landing page only, and is in addition to the custom content that can now be displayed at the top of any page in the academic section of the Student/Parent Community (see [New My BackPack Student Parent Community Templates](#)).

Also, with the introduction of document publishing capabilities in My BackPack (see [New Publishing Documents to My BackPack](#)), you can use Community Pages/Templates Setup to perform similar top and bottom customization (by community, if desired) for the 'My Documents' page, which is now available for all users under the My Profile menu.

In addition to normal HTML content and links, you can also create additional web pages of information and/or include links to any common documents that you want to make available to all users, or to all users in the selected community. These might include general information pages and/or links to school policies, forms, pictures, or open letters to members of the community. Keep in mind that any new web pages that you create must be linked from the landing/home page or the My Documents page in order for users to be able to navigate to them.

Note: There is a new '**Administration > Community Pages/Templates 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.

IMPORTANT: Upon database update, no changes will immediately be visible to users in My BackPack. If you wish to use any or all of these new capabilities, you will need to set up, preview, and then activate these features individually.

Customization Segments - Landing Page

Top of All Communities Landing Page

Logged in as: **Ms. Baetty**
Current School: **Middle School**

Admin

Top of Admin Landing Page

 Administration
Online Enrollment Setup

 Grading

 My Profile
My Documents

Bottom of Admin Landing Page

Faculty

Top of Faculty Landing Page

 My Students
Search by last name

 My Classes
My Schedule

Bottom of Faculty Landing Page

Prospects

Top of Prospects Landing Page

Admission Inquiry Form
Online Admission

Bottom of Prospects Landing Page

Alumni

Top of Alumni Landing Page

 Directory
Search by Last Name

 Donations
Make a Pledge, View Outstanding
Pledges or Make a Payment

Bottom of Alumni Landing Page

Students

Top of Student Landing Page

 Academic
Marking Period Grades and Comments

Bottom of Student Landing Page

Bottom of All Communities Landing Page




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- Release 92_0

Customization Segments - My Documents Page



Logged in as: **Mrs. Betsy Anderson**
Current School: **Middle School**

[Top of All Communities Document Page](#)
[Top of Alumni Documents Page](#)
[Top of Student Documents Page](#)
[Top of Parent Documents Page](#)
[Top of Admin Documents Page](#)
[Top of Faculty Documents Page](#)

Display: Only Show Documents For:

Document ↕	Name ↕	Published Date ▼
P/T Conference Invitation	Eliza Anderson	Nov 15, 2011
October Newsletter	Eliza Anderson	Oct 5, 2011
September Newsletter	Eliza Anderson	Sept 5, 2011

[Bottom of All Communities Document Page](#)
[Bottom of Alumni Documents Page](#)
[Bottom of Student Documents Page](#)
[Bottom of Parent Documents Page](#)
[Bottom of Admin Documents Page](#)
[Bottom of Faculty Documents Page](#)

Printable version

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How To Maintain Community Pages Templates

1. Select **Community Pages/Templates 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 community or location.

Community Pages Setup Logged in as: **Ms. Cicely Bend**
Current School: **Upper School**

You can add custom HTML to the landing page and to the Your Documents page. These pages are defined by community so people only see the information relative to who they are.

Group by: Community ▾

Community ▾	Location ▾	Active	Action
Community: Admin Community (4)			
Admin Community	Landing Page (top)	<input type="checkbox"/>	
Admin Community	Landing Page (bottom)	<input checked="" type="checkbox"/>	
Admin Community	Documents Page (top)	<input type="checkbox"/>	
Admin Community	Documents Page (bottom)	<input type="checkbox"/>	
Community: All Communities (4)			
All Communities	Landing Page (top)	<input checked="" type="checkbox"/>	
All Communities	Landing Page (bottom)	<input checked="" type="checkbox"/>	
All Communities	Documents Page (top)	<input type="checkbox"/>	
All Communities	Documents Page (bottom)	<input type="checkbox"/>	
Community: Alumni/Advancement Community (4)			
Alumni/Advancement Community	Landing Page (top)	<input checked="" type="checkbox"/>	
Alumni/Advancement Community	Landing Page (bottom)	<input checked="" type="checkbox"/>	
Alumni/Advancement Community	Documents Page (top)	<input 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/Location combination that you want to work with from the drop-downs and radio buttons at the top of the screen. There can only be one template for each community/location combination, but you can use the dropdowns to navigate between multiple templates without having to return to the previous list screen.

Community: All Communities
 Location: Landing Page bottom
 Template: Preview

HTML: Normal line sp Paragraph Font family Font size

Our current school bulletin is now available! Click [here](#) to download a copy.

If you have any questions about how to use this site, please call **Joanna Vila-Lynch** in the main office at 111-555-4567.

Path: p

Save Done Cancel

Name	URL	Type	Action
School Bulletin June 11	/SeniorApps/dynamicFile/onlineDoc/995/test1.pdf	Document	

Add Web Page Add Document

[Back to Community Pages Setup](#)

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 click **SAVE** at the top or bottom of the screen to save your work as you proceed.

Note: You may notice subtle changes to the background color of the editing window as you switch between template types. The background matches that of the page where the content will be displayed to the user, making it easier for you to visualize the final appearance.

5. If you want to include links to common documents and/or additional web pages, you can:


- **Upload a new document** by clicking **ADD DOCUMENT** at the bottom right of the screen. Enter a Document Name, then click **BROWSE** to navigate to the file on your computer or network. Then click **SUBMIT** to upload.
- **Add/edit a custom web page** by clicking **ADD WEB PAGE** at the bottom right of the screen (for a new web page), or click the Edit icon in the Action column next to the web page name you want to work with. For new pages, enter a title for the web page in the Web Page Name field. Then enter or edit the text as described in step 4. When you are finished, click **SUBMIT** to save changes.

IMPORTANT: To enable users to navigate to this page, it must be linked to from another existing page. If you are setting up for the first time, you will need to type and place the link for this page on the page which links to it, and then insert the URL for the hyperlink. The URL for this custom web page can be found (and then copied and pasted) from the Online Documents section of the screen, which is located below the editing window (scroll down to view, if necessary).

- **Link to an uploaded document or custom web page** by typing the link text into the template, copying the entire URL for the document or web page from the Online Documents section at the bottom of the screen, selecting the link text and clicking  to create the hyperlink, pasting the URL into the Link URL field in the hyperlink dialog, setting other link properties if necessary, and then clicking **INSERT**.

Note: Most hyperlinks in My BackPack do not display with the blue/underline style that is common on many web pages (although links to uploaded documents generally do use the common blue/underline style). If you would like a link to display in the blue/underline style and it currently does not, use the Classes field on the Advanced tab in the Insert/Edit Link window to specify a style named 'normallink'.

You may also want to select a Target of 'blank', so that the link opens in a separate browser tab/window.

6. Preview the page from the perspective of a user at any time by clicking **PREVIEW** (just above the HTML toolbar) to display a popup window showing the current template content, alongside any template content for all other communities. Keep in mind that the preview function includes the content from ALL other templates, regardless of whether or not they are currently 'Active'.
7. When you have finished working with the content, you can click **SAVE** and then use the drop-downs 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.
8. Note that the template is not displayed to users until you activate it. When you are ready to make the template active, just check the 'Active' box for it on the Community Pages/Templates page (or un-check the box to de-activate).
9. **To delete an existing template**, click the  Delete icon for it in the Action column on the Community Pages/Templates page, and then click **OK** to confirm.

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.

New Publishing Documents to My Backpack

There is a new 'My Documents' page in My Backpack. You do not need to add this option to any My Backpack security groups to begin using this feature - the option automatically appears under the My Profile menu for each user once there are any student-related documents published for the user, OR if the header/footer for the page has been configured with an active template for one or more of the user's communities. If there are any unread student-specific documents for the user, the number of unread documents will appear in parentheses next to the My Documents menu item on the landing page, so the user knows when to check for new material. This new feature, combined with the [New Customization For My Backpack Community Pages](#) and [Redesigned Media Tabs](#) provides extensive flexibility for schools to publish student-related documents and provide a wide variety of other documents and additional information to My Backpack user communities.



Regardless of how many different My Backpack communities of which a user is a member, there is only a single My Documents page for each user, incorporating content from all his/her communities. If the user is a student or parent, there may be student-specific published documents available, but all communities can access generic documents intended to be made available to the entire community. You have extensive control over the layout and organization of this page, and you will want to ensure that it is done thoughtfully to ensure a clear, consistent user experience.

Setting Up to Publish "General Access" Documents to My Backpack

Various kinds of documents, such as general letters, forms, information packets, images, or other media items can be made available to all users in a specific My Backpack community, or to all My Backpack users. Links to these documents can appear on the My Documents page (as part of the customized header/footer content) OR on the landing page (also as part of the customized header/footer content) OR you can even create additional custom web pages which can then be linked from any of the customized content on the landing page or the My Documents page.

See [New Customization For My Backpack Community Pages](#) for more details about how to set up this customized content, including uploading documents and linking to make them available to users for viewing, printing, and/or downloading.

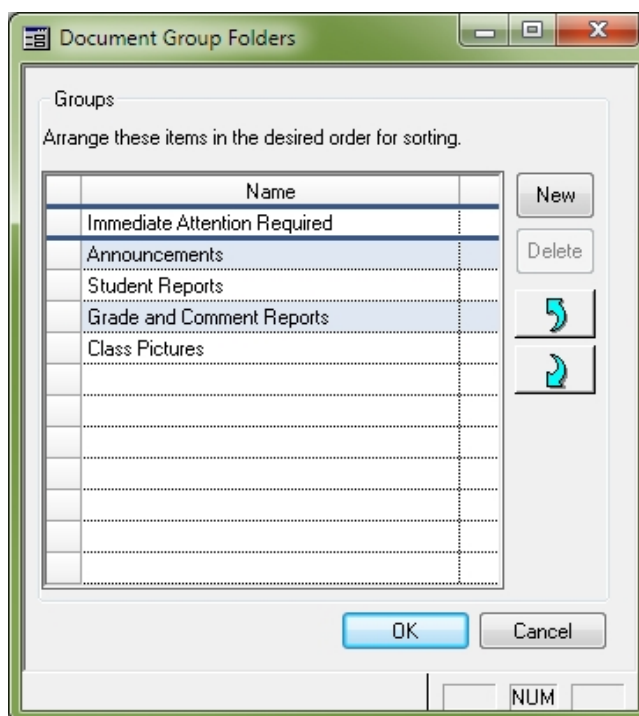
Setting Up to Publish Student-Specific Documents in My Backpack

There are several setup steps you will want to complete before publishing student-specific documents to My Backpack:



Step 1 - If you want to be able to organize these documents into different folders for ease of presentation and navigation by users, 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.

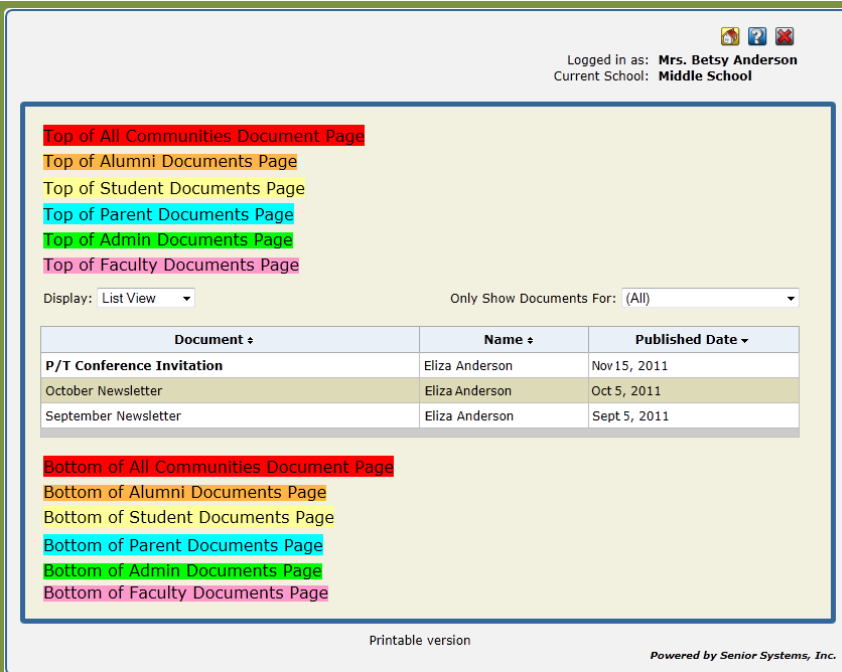


2. **To add or edit document group folders**, create or select the document group folder to work with:
 - **To add a new document group folder**, click **New**. Type the Name into the new blank row in the table.

- **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 now be moved to the root level for all affected users. You can then choose to continue with the operation or cancel.

Step 2 - If desired, customize the header and footer of the My Documents page with any specific information, instructions, or links that you want to make available to the student or parent communities. Use the Community Pages/Templates Setup function in the My Backpack Admin Community (selecting the appropriate templates for the Documents page) to create this custom content. See [New Customization For My Backpack Community Pages](#) for details about how to enter and activate this content. Users will only see the content for their communities; for users with multiple communities, the community-specific content will be laid out as per the sample below:



Logged in as: **Mrs. Betsy Anderson**
Current School: **Middle School**

Top of All Communities Document Page
Top of Alumni Documents Page
Top of Student Documents Page
Top of Parent Documents Page
Top of Admin Documents Page
Top of Faculty Documents Page

Display: List View Only Show Documents For: (All)

Document	Name	Published Date
P/T Conference Invitation	Eliza Anderson	Nov 15, 2011
October Newsletter	Eliza Anderson	Oct 5, 2011
September Newsletter	Eliza Anderson	Sept 5, 2011

Bottom of All Communities Document Page
Bottom of Alumni Documents Page
Bottom of Student Documents Page
Bottom of Parent Documents Page
Bottom of Admin Documents Page
Bottom of Faculty Documents Page

Printable version
Powered by Senior Systems, Inc.

Step 3 - "Publish" student-specific documents to My Backpack. All publishing and user access controls for student-specific documents are contained on the Publishing tab for each media item on the Student Maintenance Media tab. There are some shortcuts, too, for publishing certain types of documents. Student-specific documents can be added to the Media tab for a student (and subsequently be published for the student and/or parents in My Backpack) in any or all of the following ways:

- You can **manually publish individual student media items** by opening the Student Maintenance Media tab for the student, selecting to edit an existing item from the list (or uploading a new media item), and changing the settings on the Publishing tab of the Media Entry Details screen (at least to check the 'Published' box for the item, and then to check the 'Visible' box for one or more users), as described in [Redesigned Media Tabs](#).

Media Entry - (John Elias Anderson)

Media Publishing

Description: Keeler Book Prize Letter

☒ Publish Document

Publishing Options

Publish beginning on: 08-10-2011 at 11:19 AM

Display Group Folder: Miscellaneous Documents

The document displays in this folder.

Person	Type	Visible	Read	Academic Access	Billing Access
John Elias Anderson	Student	<input checked="" type="checkbox"/>	N		
Mrs. Ariel M. Anderson	Parent 1	<input checked="" type="checkbox"/>	N	Y	Y
Mr. Simon John Anderson	Parent 1	<input checked="" type="checkbox"/>	N		Y

☐ Only those with Academic Access ☐ Only those with Billing Access

Preview: Senior Academy Keeler Book Prize Commemorative

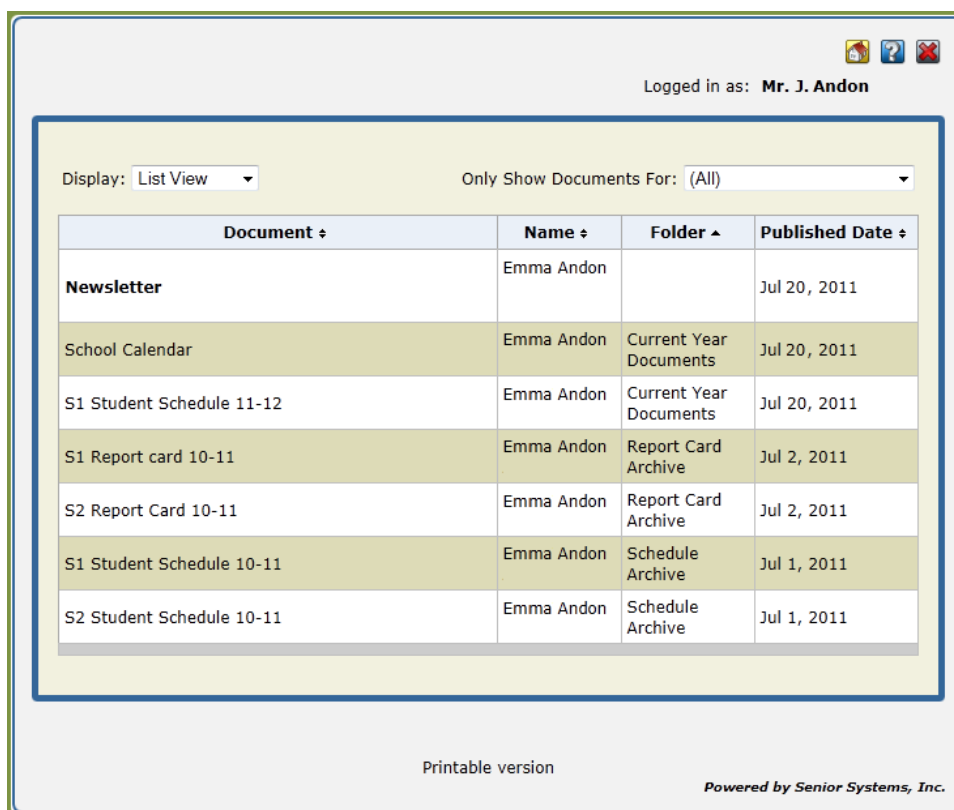
Buttons: Edit, Print, Save As, OK, Cancel

- If your school has [Custom Programming Enhancements](#) for your report cards, progress reports, or transcripts, these student-specific reports can be automatically archived to the Student Maintenance Media tab for each student and optionally published to My Backpack as part of the generation and printing process.
- You can use the **Student Media Import** function in the System Administration application to import media items directly to the Student Maintenance Media tab for a set of students, and optionally have them published to My Backpack as part of the import process. See [Enhanced Student Media Import](#) for more details about how to publish imported documents or images.

Viewing Student-Specific Documents in My Backpack

There is a table for student-specific 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). For parents with multiple students, the documents can be filtered by student. 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.

List View:



Logged in as: **Mr. J. Andon**

Display: **List View** Only Show Documents For: **(All)**

Document	Name	Folder	Published Date
Newsletter	Emma Andon		Jul 20, 2011
School Calendar	Emma Andon	Current Year Documents	Jul 20, 2011
S1 Student Schedule 11-12	Emma Andon	Current Year Documents	Jul 20, 2011
S1 Report card 10-11	Emma Andon	Report Card Archive	Jul 2, 2011
S2 Report Card 10-11	Emma Andon	Report Card Archive	Jul 2, 2011
S1 Student Schedule 10-11	Emma Andon	Schedule Archive	Jul 1, 2011
S2 Student Schedule 10-11	Emma Andon	Schedule Archive	Jul 1, 2011

Printable version

Powered by Senior Systems, Inc.

Folder View:

Logged in as: **Mr. J. Andon**

Display: **Folder View**

Only Show Documents For: **(All)**

Current Year Documents

S1 Student Schedule 11-12

School Calendar

Report Card Archive

S2 Report Card 10-11

S1 Report card 10-11

Schedule Archive

S2 Student Schedule 10-11

S1 Student Schedule 10-11

Emma Andon	Jul 20, 2011
Emma Andon	Jul 20, 2011
Emma Andon	Jul 2, 2011
Emma Andon	Jul 2, 2011
Emma Andon	Jul 1, 2011
Emma Andon	Jul 1, 2011

Printable version

Powered by Senior Systems, Inc.



Redesigned Media Tabs



In this release, there is one minor change to ALL media tabs throughout the applications, and a complete redesign of the Student Maintenance Media tab, primarily in support of document publishing in My BackPack (see [New Publishing Documents to My BackPack](#)):

- **For ALL Media tabs**, the file type when attaching a new media item no longer defaults to 'All Image Files'. Now it simply defaults to 'All Files' so that you can more quickly locate any file you want, without having to change the filter whenever you want to upload a non-image file.
- The **Student Maintenance Media tab** now has a completely new design. Any images or documents attached here can optionally be "published" to the individual students and/or parents in My BackPack on the new My Documents page, and this tab shows the publishing status of each item. In addition, the detail screen for a media item now has some new fields (including optional new security controls for specific documents), and there is a separate tab for all of the new publishing data. See below for more details about how to use all of the new features associated with this enhancement.

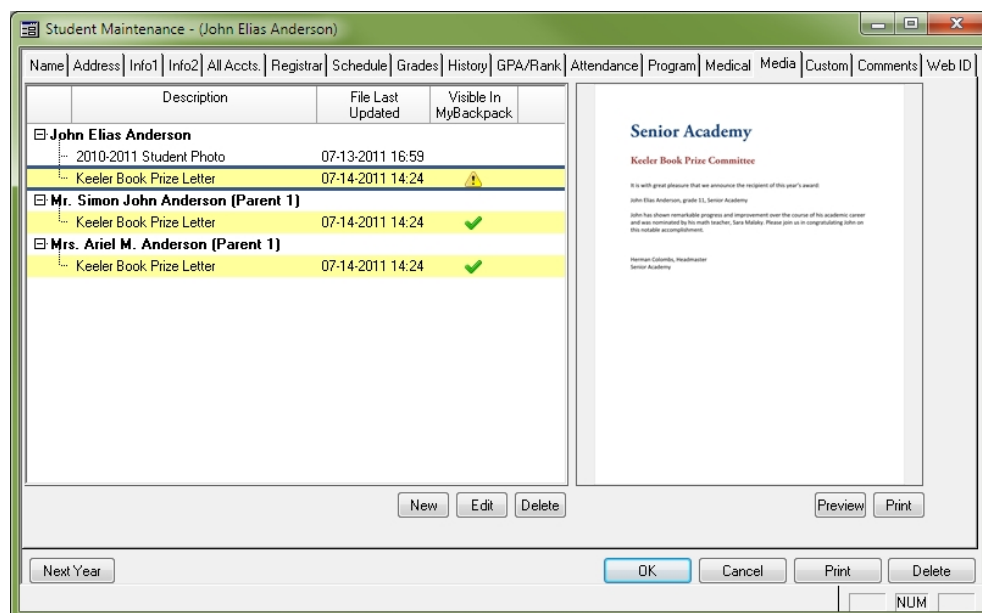
Note: There is also a new related capability for printing report cards or transcripts which allows you to archive these documents to the Student Maintenance Media tab, and from there, to optionally publish them to My BackPack. This is one of the custom enhancements for which Senior Systems will need to make programming changes on a school-by-school basis. See [Custom Programming Enhancements](#) for more details.

Student Maintenance Media Tab

The Student Maintenance Media tab displays all documents or images relating specifically to the student, as well as a list of parents (or in some cases, other people from the student address records) who may have access to specific items via My BackPack. You can expand/contract the lists using the  or  icon next to the names to show or hide which items are available to each person. 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 document 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, the individual meets any academic/billing access requirements for it, AND the user has a My Back-Pack account (note that you CAN publish to a user who doesn't 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, he/she does not have academic or billing access for the student, 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 for any instance of the item to select it and then click **EDIT** (or just double-click) to access the Media Entry Details screen.

All media items are listed under the student name, but only items published to individuals are listed under each additional name. Note that the current default portrait (if any) is always the first item listed for a student; this is the photo that may be used for attendance entry in the Faculty/Staff Community, and/or for the Child Summary in the Parent Community.



The buttons at the bottom of the left pane allow you to upload new media items, edit the details for existing items, or delete media items. Keep in mind that a single media item could be available for access by multiple people, and as such, can be listed multiple times on this screen. When you click on a media item in the table to select it, the yellow highlighting shows other instances where people have access to that same item (as long as you have the lists for each name expanded). If you update or remove a published media item, it is updated or removed for ALL people who have access, since there is only one actual source file.

Student Media Entry Details

The Media Entry details screen, displayed when you add a new media item or edit an existing media item for a student, 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.

Media Entry - (John Elias Anderson)

Media | Publishing

Description: Keeler Book Prize Letter

Category: Academics

☐ Default Image to Display ☒ Transfer

Key Words: [] Edit

Available in: Registrar

Media Security Group: (All)

Location: \\kirschner-c:\users\lkirschner\documents\senior



File Storage Method: Internal (Stored in Database)
(only internal files can be published)

Preview: Senior Academy Keeler Book Prize Committee

Edit Print Save As

OK Cancel

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 students and parents 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	For an image file, you can select one to be the default image to display for the student in My BackPack (usually set for the current student portrait, for example). There can be only one default; selecting a new image as the default automatically de-selects the previous default image.

Field	Usage/Remarks
Transfer	Check this box if the media item should transfer to the Alumni/Development application with the student record.
Key Words	If you wish to list keywords for media items, click EDIT to the right of the field, enter or edit the list of keywords, and then click OK .
Available In	You can indicate whether the media item is available for viewing (internally) just in Registrar or just in Accounts Receivable, 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 items from the list. See the discussion about media security in the next section for more details about media security setup.
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.

Media Entry - (John Elias Anderson)

Media Publishing

Description: Keeler Book Prize Letter

☒ Publish Document

Publishing Options

Publish beginning on: 08-10-2011 at 11:19 AM

Display Group Folder: Miscellaneous Documents

The document displays in this folder.

Person	Type	Visible	Read	Academic Access	Billing Access
John Elias Anderson	Student	<input checked="" type="checkbox"/>	N		
Mrs. Ariel M. Anderson	Parent 1	<input checked="" type="checkbox"/>	N	Y	Y
Mr. Simon John Anderson	Parent 1	<input checked="" type="checkbox"/>	N		Y

☐ Only those with Academic Access ☐ Only those with Billing Access

Senior Academy
Keeler Book Prize Committee

It is with great pleasure that we announce the recipient of this year's award:
John Elias Anderson, grade 11, Senior Academy
John has shown remarkable progress and improvement over the course of his academic career and was nominated by his math teacher, Sara Whaley. Please join us in congratulating John on this notable accomplishment.

Matthew Coleman, Headmaster
Senior Academy

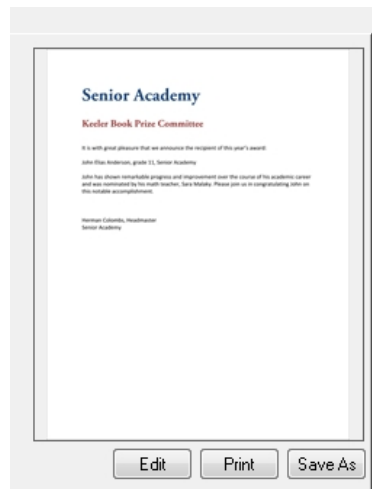
Edit Print Save As

OK Cancel

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 students and parents 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. Only users designated to have access (as specified below) see the item in their list.
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 student-related 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

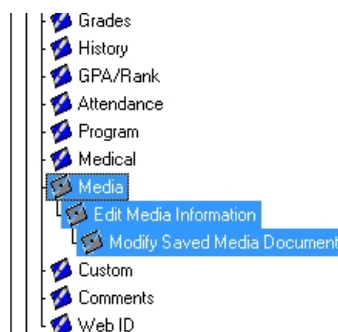
Field	Usage/Remarks
	specify a Display Group Folder, you will receive a warning message when you click OK to save the media entry, indicating that the document will be listed at the root level for the user.
Access Table	The table at the bottom of the left pane displays a list of all individuals who could be provided with access to the media item in My BackPack. This includes names from the P1, P2, and Z address records. For each person, there is a 'Visible' checkbox which you can select to make the item visible to that person on the My Documents page in My BackPack (de-selecting this checkbox <u>removes</u> the item for the person in My BackPack). There are also fields to indicate whether the person has read (viewed) the document yet, and whether he/she has academic and/or billing access for the student. Note that you CAN provide access for a person who does not yet have a My BackPack account; he/she will see the document once an account is created.
Only Those With Academic Access	If you wish to restrict viewing of this media item to only those people who have academic access for the student, check this box. This works in conjunction with the access table above, meaning that someone must be BOTH listed in the table above with the 'Visible' box checked AND that person must have academic access in order for the document to appear in My BackPack for him/her.
Only Those With Billing Access	If you wish to restrict viewing of this media item to only those people who have billing access for the student, check this box. This works in conjunction with the access table above, meaning that someone must be BOTH listed in the table above with the 'Visible' box checked AND that person must have billing access in order for the document to appear in My BackPack for him/her.

- 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'.



Changes to Media-Related Security Keys for Database Users

Previously, there was an '**Edit Media**' security key below (**Registrar, Summer School, or Accounts Receivable**) > **Maintenance** > **Students** > **Media** in the hierarchy. A user had to have this security key in order to add, remove, or change properties for media items. Now that security key has been renamed to '**Edit Media Information**', and there is a new, lower level '**Modify Saved Media Document**' security key that controls whether a user can actually edit the media item itself (for example, to edit the text of the document). Upon database update, this new security key is automatically added for users and groups who previously had the 'Edit Media' security key, so no changes are required unless you want to remove this capability from selected users or groups.



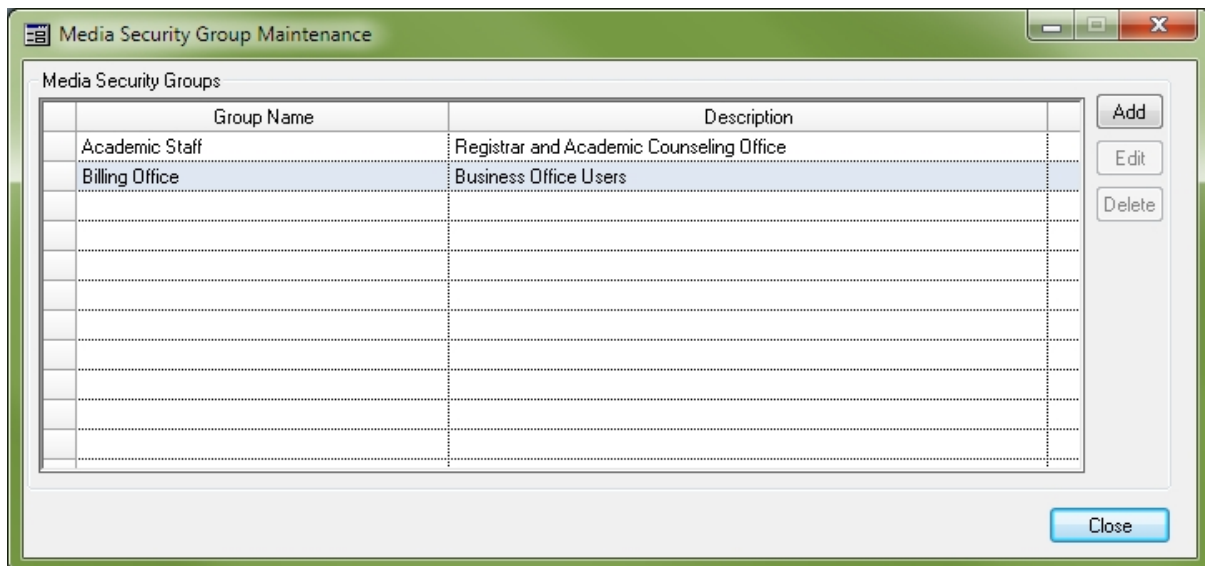
New Feature - Media Security





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 via a new function (Media Security Group Maintenance) on the new Documents menu in the System Administration application. 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. Any user in any of the included groups will then have access to the media item.

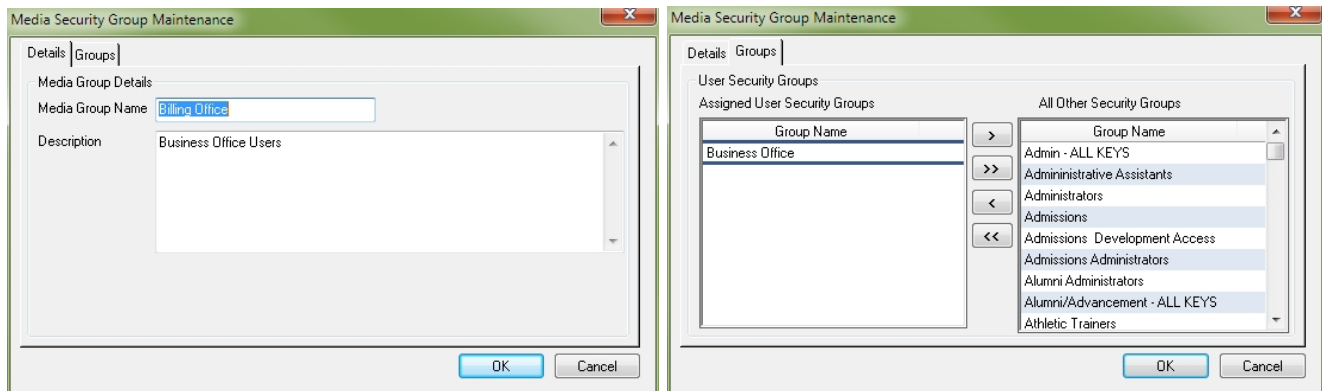
For example, if you have separate database user security groups for 'Staff', 'Lower School Faculty', 'Middle School Faculty', and 'Upper School Faculty', you could set up a media security group called 'Faculty' that includes just the lower, middle, and upper school faculty database users. Any media items that are assigned a Media Security Group of 'Faculty' would be viewable only by database users in the 'Lower School Faculty', 'Middle School Faculty' and 'Upper School Faculty' groups, but would not be viewable by database users who were only in the 'Staff' 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.

To set up or maintain media security groups:

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



2. **To add or edit media security groups**, create or select the media security group to work with:
 - **To add a new media security group**, click **ADD**.
 - **To edit a media security group**, click on the row to select it and click **EDIT**.
 - Enter or edit the Media Group Name and Description on the Details tab, and then click to switch to the Groups tab. Click on a row to select it, and then use the  or  arrow buttons to move database user security groups from one pane to the other (or use one of the  or  arrow buttons to move all groups from one pane to the other), until the group list in the left pane is correct. Then click **OK**.



3. **To remove a media security group**, click on the row to select it and click **DELETE**. Then click **Yes** to confirm.

How To Control Document (Media Item) Publishing To My Backpack

Document publishing to My Backpack requires some advance setup and configuration. Keep in mind that no student media items become available to students and parents without explicitly being selected for publishing. The [New Publishing Documents to My Backpack](#) topic discusses all aspects of publishing setup for student media items as well as other, generic documents that can be made available to an entire My Backpack community.

In My Backpack, there is a new 'My Documents' choice that is part of the My Profile menu for all users (regardless of My Backpack security groups). This menu item only displays if there are one or more documents available for the user, so no one will see this choice until you configure the documents page and/or publish documents to the user.

There are 3 possible ways for you to publish student media items to students and parents in My Backpack:

- You can **manually publish individual student media items** by opening the Student Maintenance Media tab for the student, selecting to edit an existing item from the list (or uploading a new media item), and changing the settings on the Publishing tab of the Media Entry Details screen (at least to check the 'Published' box for the item, and then to check the 'Visible' box for one or more users), as described previously.
- If your school has [Custom Programming Enhancements](#) for your report cards, progress reports, or transcripts, these student-specific reports can be automatically archived to the Student Maintenance Media tab for each student and optionally published to My Backpack as part of the generation and printing process.
- You can use the **Student Media Import** function in the System Administration application to import media items directly to the Student Maintenance Media tab for a set of students, and optionally have them published to My Backpack as part of the import process. See [Enhanced Student Media Import](#) for more details about how to publish imported documents or images.

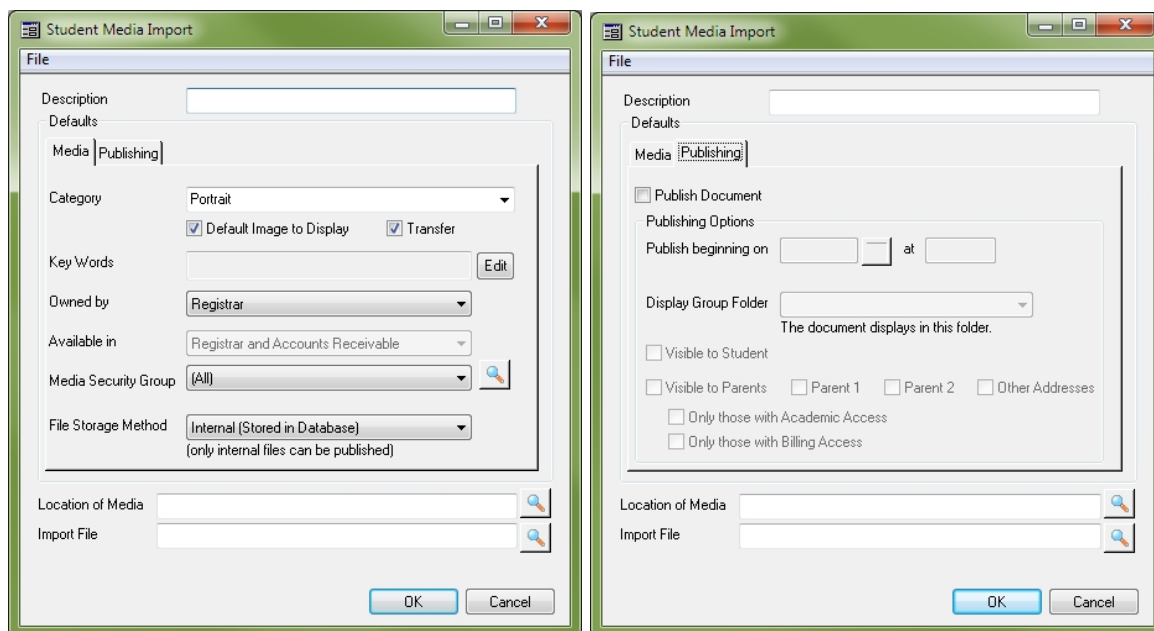
To aid in document organization and navigation for students and parents in My Backpack, you can optionally set up a document group/folder structure. Then, at the time of publishing, you can select the appropriate Display Group Folder for each document. (If there is no Display Group Folder specified, the document is displayed at the "root" level for the user.) See [New Publishing Documents to My Backpack](#) for more information about setting up these folders.

Enhanced Student Media Import

The Student Media Import function has been enhanced in coordination with the [Redesigned Media Tabs](#), and in support of the [New Publishing Documents to My Backpack](#) features. Now, when you import student media items, you can also assign security groups to control access and/or simultaneously publish them to My Backpack, if desired.

Media Import Screens

When you specify the default values for media import items, the screen now has two tabs, reflecting the new design of the Student Media tab in Student Maintenance. The Media tab is similar to the previous Student Media Import screen, but with some fields re-arranged and the addition of the Media Security Group field. The Publishing tab is completely new, and allows you to set some basic publishing parameters for all media items in the import batch. If you do not want to publish these media items to My Backpack at this time, you do not need to make any entries on the Publishing tab.



For the most part, the fields on these screens are the same as those described in [Redesigned Media Tabs](#), however, on the Publishing tab, instead of having a table of users who can potentially view the media item, you can use the check boxes to select which types of users should have the 'Visible' box checked for the item.

As before, after the media files have been loaded, you have the opportunity to view the media list of items to preview, add, edit, or delete individual items before completing the process by clicking **Post**.

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 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.