

# Custom Programming Enhancements Release Bulletin

August 2011

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# About Release 92\_0 Custom Features

This supplemental Release Bulletin describes two new features that can be made available to schools that have arranged for the required custom programming enhancements. These features allow HTML formatting for student comments and archiving/publishing student report cards, progress reports, and transcripts. 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.

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.

#### **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.

## HTML Capabilities for Comments

After custom programming enhancements by Senior Systems, you can now choose to optionally convert grade and/or section comments to HTML, which allows teachers to apply standard HTML formatting to comment text that will carry over to report cards (and other grading reports) and all displays to 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). In order to maintain consistency of text formatting for report cards, your school may want to establish guidelines for teachers regarding the use of particular styles and formats, such as font size and style, use of color, insertion of images, etc.

**IMPORTANT:** These text features may not display on all types of reports.

At this time, the only text formatting features that are supported for report cards (other than font/color/size) are bold, italic, underline, strike-through, and alignment (e.g. centering). For schools where faculty enter comments via My BackPack, certain features of the HTML editor have been disabled, but it is still possible to paste text with formatting that will not render correctly on report cards, so teacher training will be essential.

Should you later choose to disable this feature and convert comments back to text, you will lose all HTML formatting in that process.

### How To Enable HTML Comments

**Note:** You must perform this task for each division for which you want to enable HTML comments. Note that this change is applicable to ALL academic years, regardless of the academic year that you select in Administration Maintenance.

- 1. Select **Maintenance** > **Administration Maintenance** from the main menu in the Registrar application. Then select the Division and Academic Year and click **OK**.
- 2. Select the Comments tab, and click **HTML COMMENTS** on the right side of the screen (this button is disabled until you have contacted Senior Systems Product Support and all custom programming has been completed for your school).

💋 Registrar Adm	inistration						<b>- 0 X</b>
Calendar Schools	Periods Terms	GPAs Marking Per.	Tran. Groups Grade Entry	Sub Group Enrollment	Scheduler Acad. Grades	Checklist Comments	Preferences Misc. Grade
Comment Numb	ers	Co	mment			Comment	Text Comments

3. Click **CONVERT COMMENTS TO HTML** for the appropriate type of comments (grade or section) and then click **YES** to confirm. (To convert HTML comments back to text, you would instead click **CONVERT COMMENTS TO TEXT**.)

HTML Comments HTML comments are set per division. This set	etting will be in effect for all academic years.
This setting should not be changed without a change. Not all reports can support HTML co	
It is strongly recommended that you do not us Senior Systems, Inc. to ensure that it will wor	
Grade Comments	Section Comments
Currently set to Text	Currently set to Text
Convert Comments to HTML	Convert Comments to HTML
Convert Comments to Text	Convert Comments to Text
	Close

4. The counter displays the number of records as it processes and informs you when they have been updated. You can now select to convert the other comment type, or click **CLOSE** if you are finished.

#### Entering/Editing HTML Comments

On the My BackPack and Registrar/Teacher Administration Comment Entry screens for grading, the text entry area changes to display a formatting toolbar at the top, and editing works in a similar fashion to a word processing program.

• In Registrar, the toolbar provides for the most common text editing features. You can click on the 🗷 icon to toggle between WYSIWYG and HTML code format on the screen. There is also a new print capability available by clicking the 🖪 print icon (note that this is not a

report; it only prints the text from the screen). The Modify Font icon allows you to make several common types of font style changes.

Grade Comments - ( Art )	×
Standard By Number         Grade Comment         2       3       1       1       5       1	*
Font Settings	
Font Size 3 -	

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

۵

2

#000000

#FFFFFF

Fore Color Back Color 0K

Cancel

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

• In My BackPack, the student comment entry screens utilize the standard HTML editor for My BackPack, which has an extensive toolbar for HTML formatting. Note that on the student comment entry screens, you will need to click an **EDIT COMMENT** button to access the HTML editing window for each comment block (because the editor toolbar increases screen length, scrolling is kept to a minimum by only expanding the edit window for one student at a time). If you need assistance with using this editor, click the Rel Help icon in My BackPack, and select the 'How To Use The HTML Editor' topic near the top of the left navigation pane.





**IMPORTANT:** Several of the HTML Editor buttons have been disabled for comment entry in My BackPack because these features will not render correctly on report cards. Specifically you cannot use HTML indent, sub- and super-script, horizontal lines, or bullets/numbered list features. At this time the only text formatting features that are supported for report cards (other than font/color/size) are bold, italic, underline, strikethrough, and alignment (e.g. centering). Please use caution if you paste text from MS Word or other sources which may contain unsupported text features.

### Archiving and Publishing Report Cards and Transcripts

After custom programming enhancements by Senior Systems, you can now archive copies of student report cards, progress reports, and transcripts to the Student Maintenance Media tab. Any items stored on the student media tab may also optionally be published to students and parents in My BackPack, so this process can be used to publish these documents electronically.

#### How To Archive/Publish Student-Specific Documents

- 1. Proceed with your normal process to create and review report cards, transcripts, or other student-specific documents prior to printing.
- 2. Once you are satisfied that the content is correct and complete, click **ARCHIVE** on the Report creation screen.

📰 Report Card	- • ×
File Edit	
Report Options          View Report         Include Comments         Marking Period       Quarter 4         Honor Roll Grade       Final Grade         Report Date       05-27-2011	OK Export Archive Cancel
Query List *DEFAULT Report Card	
Print Options No. of Copies 1 Page Range 1 To 9999	Setup

- 3. If applicable, select the marking period grades to include on the report from the pop-up dialog and click **OK**.
- 4. Select the Archive options as desired and click **NEXT.** You can optionally modify the Document Name and, if you are archiving again for the same marking period, you can choose whether or not to 'Overwrite Duplicate Documents'. The fields in the Media/Archive section correspond with fields on the student Media tab, and you can adjust these if needed to set the values correctly for this document.

Archive/Publish Option	s
Document Name	Report Card - Final 2010-2011
-Media/Archive Informa	Verwrite Duplicate Documents
Category	Report Card 👻
	Transfer to Development upon graduation
Key Words	Edit
Available in	Registrar 🔹
Media Security Group	(All) • <
File Storage Method	Internal (Stored in Database)    (only internal files can be published)
	Next >> Cancel

**Note:** Except for the special category of Portrait (which is a hard-coded system value used for student photos), the values for the Category field are defined using Code Maintenance in System Administration (Media Category). The Media Category is only used to filter media items when later creating queries to view student media. Your school may want to set up a special media category for Report Cards, but this is completely optional.

5. Select the Publish options as desired and click **NEXT**. If you want to publish this document to My BackPack, be sure to check the 'Publish Document' checkbox, and set or adjust the other security and display controls as needed. If you do NOT want to publish to My BackPack, simply un-check the 'Publish Document' checkbox.

Archive/Publish Option	is 🗾 💌
Document Name	Report Card - Final 2010-2011
	Verwrite Duplicate Documents
🔽 Publish Document	
Publishing Options	
Publish beginning on	06-09-2011 🗰 at 12:00 AM
Display Group Folder	Report Cards 🗸
	The document displays in this folder.
Bestrict viewing to	only those with Academic Access
	only those with Billing Access
Visible only to Web	users ed allows web users created later to immediately view)
(Leaving unchecke	
	<< Prev Next >> Cancel

**Note:** If you wish to publish to a specific display group folder, it must already exist. See <u>Setting Up Display Group Folders for Publishing to MBP</u> for more details about how to set up these folders.

6. Check your settings and then click **FINISH** to begin the archive process.

chive/Publish Options	
Setting	Yalue
Document Name	Report Card - Final 2010-2011
Overwrite Duplicates	Yes
Category	Report Card
Transfer	Yes
Key Words	
Available in	Registrar
Media Security Group	(All)
File Storage	Internal (Stored in Database)
Publish Document	Yes
Publish Start Date	Monday, July 25, 2011 10:30 AM
Display Group Folder	Report Cards
Academic Access Only	Yes
Billing Access Only	No
Visible Only To Web Users	No
	<< Prev Finish Cancel

7. Once the files have been archived, the Import Complete dialog is displayed, and you can optionally choose to save a merged PDF copy of all the reports (if you have not already done so prior to beginning the archive/publish process). To save a merged PDF copy, click YES, navigate and enter the file name, and then click SAVE, OR just click No to skip creating a PDF. The report is now available on the Student Maintenance Media tab for each student, and, if you chose to publish to My BackPack, is viewable on the My Documents screen for the appropriate My BackPack users.

== S	tuc	ent Maintenance - (Isabelle Ca	arina Alasa)				
Nam	neÌ	Address Info1 Info2 All Accts.	Registrar Schedule	Grades   I	History GPA/R	ank A	Attendance Program Medical Media Custom Comments Web ID
		Description	Updated	Doc. Is Published	Has Access		Academic Your 2010-2011
Ð	lşa	belle Carina Alasa					END OF YEAR GRADE REPORT
	4	Report Card - Final	07-20-2011 10:20	<b>V</b>			
Ð	Dŗr.	Kenneth Alasa (Parent 1)					ARRANGER, FA, ALLO VA, M. ANDRES, TAN, ARRAY
	L.,	Report Card - Final	07-20-2011 10:20	<b>V</b>			Marking Provide Annulles 1 Brain: September 24, 2019
Ð	Dr.	Sandra Alasa (Parent 1)					Obs         Date         S1         0.1 <th0.1< th=""> <th0.1< th=""> <th0.1< th=""></th0.1<></th0.1<></th0.1<>
	L.,	Report Card - Final	07-20-2011 10:20	1			0026 0702014 000 000 000 000 000 000 000 000 000
				New	Edit Del	ete	Preview
N	ext	Year					OK Cancel Print Delete

			👩 😰 🛎
		Logge	d in as: Dr. Sandra Alasa
Display: List View			Isabelle Carina Alasa 🔻
Document +	Name *	Folder *	Published Date 🕶
Report Card - Final 2010-2011	Isabelle Carina Alasa	Report Cards	May 27, 2011
Print	able version		
		Pou	wered by Senior Systems, Inc.

#### Setting Up Display Group Folders for Publishing to MBP

You can optionally choose to set up folders that are used to organize and group the published documents that users see on their My Documents page in My BackPack. For example, you might want separate folders for academic items like Report Cards and Transcripts, Parent Newsletters, Student Awards, Athletic Schedules, etc. These folders are purely for ease of presentation and navigation by users, and if a document is not assigned to a display group folder, it will just display in the root level list. If you want to use display group folders, they must be set up in advance, so that you will be able to select the correct folder when you publish media items to My BackPack.

Following is an example of a screen in My BackPack where some of the documents are assigned to display group folders. Users can expand and contract the view for each folder, or they can select List View which shows all documents in a single list:

#### **Folder View:**

	Logge	d in as: Mr. J. Andon
Display: Folder View 👻	Only Show Documents For:	(All) 🔻
Current Year Documents	_	
S1 Student Schedule 11-12	Emma Andon	Jul 20, 2011
School Calendar	Emma Andon	Jul 20, 2011
Card Archive     S2 Report Card 10-11	Emma Andon	Jul 2, 2011
S1 Report card 10-11	Emma Andon	Jul 2, 2011
Schedule Archive           S2 Student Schedule 10-11	Emma Andon	Jul 1, 2011
S1 Student Schedule 10-11	Emma Andon	Jul 1, 2011
	Printable version	Powered by Senior Systems, In

#### **List View:**

Display: List View	Only Show Docume	nts 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

## 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.

B Document Group Folders	_ <b>D</b> X
Groups Arrange these items in the desired order for sorting.	
Name	New
Immediate Attention Required	
Announcements	Delete
Student Reports	
Grade and Comment Reports	5
Class Pictures	2
ОК	Cancel
NUM	

- 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 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.