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March's Movie Mondays

March 7th –How to Correct a Student Withdrawn in Error

March 21st – Setting up Bell Schedules for Attendance Entry

These webinars are pre-recorded. A link to the webinar will be sent out via email, so that you can watch at a time that is convenient for you.

If you aren't receiving the email links, but would like to, send an email to janie@schooloffice.com requesting that your name be added to our STUDENT webinar subscriber list.

Host Your SDS Web System with Us to

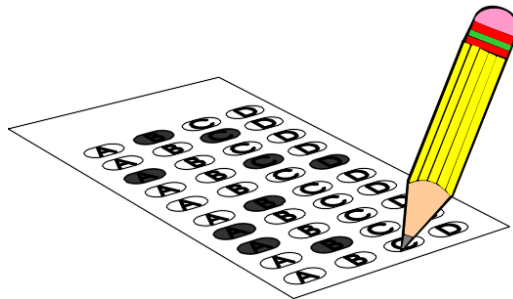
Free Your Mind & Time of Updating and Backing Up Your System!

If your SDS web system is hosted on your server and you simply don't want to think about updating the system, backing up the system, making sure your server is running efficiently and don't want to waste the time or cost of keeping up a server, then consider hosting your site with us. Majority of our clients host with us, why? It frees their time, cost and makes their work time more efficient.

To find out more, let's chat! Call John Litz or Maury Phelan at 800-323-1605 today for more information.

Attention Indiana Clients!

Parchment Transcripts Entry Information



Test Scores and Parchment transcripts – as your databases were prepared for submitting electronic submission via Parchment, your test score data was moved to a new table. A new data entry screen was created for this purpose. The data entry is named **Test Score Entry – Parchment**. We ask that you use this entry screen for ALL of your test score entries going forward. Otherwise these newer scores (since your data conversion) will not be included on your electronic transcript upload.

To do entry in the **Test Score Entry – Parchment** screen, keep in mind that for *each subtest score*, you will do a separate entry. So if the PSAT has 3 parts to it, you'll do 3 entries of data.

If you have any questions, please feel free to contact your SDS support staff for some additional assistance.

http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=test_score_entry_-_parchment



Illinois User Information: Transcript Records Created for IL PARCC

Did You Post Courses Without Final Grades to Transcripts for the PARCC Report?

If you were doing records for the PARCC and created transcript records by posting classes to transcript without a final grade, it would be a good idea to clear those out if you have completed these uploads.

When you go back to processing options and click on compute GPA, put a check in the box that says clear current year transcripts on compute. Be sure to **not** have the box checked that says post transcript records with NO final grade entered.

This will remove all those 2nd semester courses from the transcript records that were created for the Student course assignment for PARCC. This will only remove courses of the current year, it will not remove anything that has been hand entered.

More information can be found at the following Help Console link:

http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=clear_parcc_records_for_second_semester



New Security Feature

A new security feature has been added to Web Financial Office |Administrative Utilities |Security – Application Access, under the Mass Password Reset area.

This will force password changes for the user based on the value entered. When this is initially set, EVERYONE will be forced to change their password the next time they login.

This is a great feature to utilize to keep your users' accounts safer.



Spicy Garlic Lime Chicken

30 minutes and you're done!

INGREDIENTS:

- | | |
|------------------------|--------------------------------------|
| ¾ tsp salt | ¼ dried parsley |
| ¼ tsp pepper | 4 boneless, skinless chicken breasts |
| ¼ tsp cayenne pepper | 1 Tbl olive oil |
| ¼ tsp garlic powder | 2 tsp garlic powder |
| ¼ tsp dried thyme | 3Tbl lime juice |
| 1 / 8 tsp paprika | |
| 1 / 8 tsp onion powder | |



INSTRUCTIONS:

In a small bowl, mix together salt, black pepper, cayenne, paprika, ¼ teaspoon garlic powder, onion powder, thyme and parsley. Sprinkle spice mixture generously on both sides of chicken breasts.

Heat butter and olive oil in a large heavy skillet, over medium heat. Sauté chicken until golden brown, about 6 minutes on each side. Sprinkle with 2 teaspoons garlic powder and lime juice. Cook 5 minutes, stirring frequently to coat evenly with sauce.

Serve with rice and your favorite vegetable!

Recipe courtesy of Allrecipes.com

Editing Individual Passwords for Parent Connect

Have you ever needed to change a Parent Connect password for an individual Student or Parent without reassigning passwords for all students?

The process is quick and secure using the information below:

To edit an individual password in Parent Connect, login to your Parent Connect site as yourself, an office user and not as a parent.

The screenshot shows a web interface with several buttons: 'Reset Password', 'Reset Failed Login Attempts', 'Show Parent Connect Page', and 'Send Databases to SDS'. There is a text input field containing 'h9wmaxjL' next to the 'Reset Password' button. Below these buttons is a dropdown menu labeled 'Parent Password Letters' and a 'Beginning Entry Date' field.

Located at top right of Parent Connect Admin Screen

Select the ID for the student/parent whose password needs changed. Note that a student's name could be listed multiple times depending on if you have assigned multiple ID's and passwords for that student.

- ID's that end in S are *Student* ID's.
- ID's that end in N are *Non-custodial* parent ID's.
- ID's that are numbers are the *Parent* ID's.

Click on the ID that corresponds to the password you wish to change.

Once you have selected the ID whose password needs changed, several buttons will appear in the upper part of the screen along with a box for Reset Password. The user's current password will display in the box. To change the password, click in the box and type the new password. Click the Reset Password button.

Course Tally: How to Get Report to Reflect 2016–17 Grade Level Totals

As you are registering students for next year's classes, remember that the registration record and course tally report will reflect the information contained in the *Next Year* Grade Year field in student information. The first step in beginning the scheduling process is to Copy the course codes and course master to the next year area, but if you don't also copy the grade year to the next year grade year field and "Add 1 to the Grade Year in the Next Year area" as the final step located in the Prepare for Next Year Scheduling area, your grade year on your registration records could be incorrect.

If your course tally is showing that you have the incorrect grade level of students registered for classes, edit your Next Year Grade Year field in Student Information so that the information in that field is correct for all students.

Once the next year grade year field is corrected:

- Click on Administrative Utilities
- Next, click on Control Center
- Locate the "tab" called Student System Adjustments, click on it
- Scroll down to "Correct Grade Year on Registration Records" & click the corresponding "Apply Now" button.
- Once that process is complete, simply run your course tally again and the grade years will reflect the grades the students will be in next year.



http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=how_to_find_the_number_of_students_registered_for_a_class

Note: If you missed the Preparation for Next Year Registration & Scheduling user webinar please contact support and we can assist you.