



Check out our **NEW**
Website by Visiting
www.schooloffice.com

INSIDE THIS ISSUE

Did you know?	1
State Reporting & Transcript Records: Clean Up	2
Web Office Look & Browse: Customize it!	2
Recipe Corner: Pumpkin Chocolate Chip Cookies	3
New Eligibility Reports: No Posting Required!	4
Adding Test Scores: ACT, SAT, ISAT, MEAP, ETC.	5

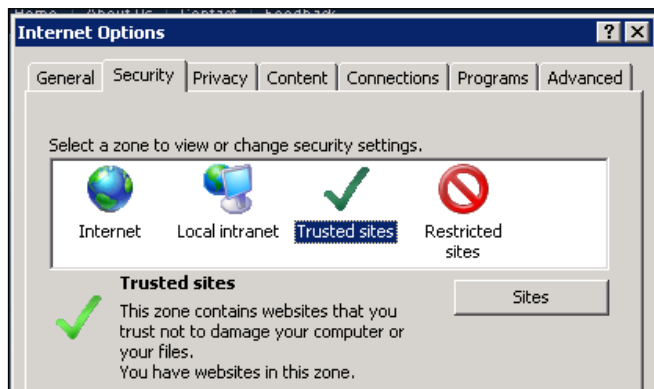
Did you know?

All SDS Users Should Set Site as Trusted Site in Browser

Are you having issues with printing or perhaps you cannot maximize popup windows in Web School Office?

In many instances, simply setting your Web School Office site as a trusted site in your browser will eliminate these types of issues. Our most commonly used browser is Internet Explorer. Below will walk you through how to set your site as trusted site. Refer to your browser's help section if you are using a browser other than Internet Explorer.

1. Go to your Web School Office login page.
2. Click on the "Tools" option on the Internet Explorer Toolbar.
3. Next, click on Internet Options and choose the "Security" tab.
4. Click on the green check mark titled "Trusted Sites". This will illuminate the "Sites" button. Click on it.
5. Your Web School Office site should appear in the box "Add this website to the Zone". Click the Add Button.
6. If you get the message that it requires an https prefix, simply take the check mark out of the box titled "Require Server Verification..." and click the "Add" button again. It should now add to the list.



State Reporting and Transcript Records

With all of the new state reporting requirements for course completion information, schools are being required to create transcript records for students that the schools do not wish to keep. There has always been a way to deactivate those records so that they did not print on a transcript or compute in the cumulative GPA but now there is a way to actually remove those records completely.

You will need to have a current update of your Web School Office and Control Center programs then:

1. Click on Administrative Utilities.
2. Click on Control Center.
3. Click on the Student System Adjustments tab on the left.
4. Now select a grade in the School Location box and then select the School Years that you want removed for that grade.
5. Click in the checkbox called Delete Transcript Records Selected Above.
6. Click the Apply Now button next to Deactivate transcript detail for selected grade/school year(s).
7. When that process is completed, select the next grade and the school years and making sure the box is still checked, click the same Apply Now button until all records are removed. Make sure that you DO NOT select grades 10 – 11 – or 12 grade AND if you have already posted grades to transcript for 9th graders, i.e. at the end of the semester don't clear 9th grade records either.

Remove GPA balance forward for selected grade:	Apply Now	Grades
Remove GPA balance forward and deactivate transcript for selected grade:	Apply Now	09 ▲
Deactivate transcript detail for selected grade/school year(s):	Apply Now	10
		11

Customizing Web Office Look & Browse Demographics

Each District can customize the demographic fields that show on the demographic tab in the Web School Office Look and Browse.

1. Go into Administrative Utilities to the Data View Definition area.
2. Setup a new view based on the demographics table and give it the name of **LookandBrowse Default View**. This will then cause it to be the new demographic tab area in look and browse. You can add any demographic fields you want to the view. This view will activate the next time you login to the Web Office program. (*Note:* This view will not activate in the Teacher Web Look and Browse)

Help Console Link =

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

The screenshot shows the 'Data View Definition' window. At the top, there is a 'Save New View' button and a checkbox 'This is my view only (and my security group's)'. The window is divided into several sections:

- Major View Options:** Includes radio buttons for 'Student Data Entry Views' (selected), 'Other Master & Code Entry Views', and 'Request for Change'.
- View Definition Information:** Includes dropdown menus for 'Default Views', 'Custom Views', and 'View Type' (set to 'Enter Only').
- View Type to Display:** Includes radio buttons for 'Enter' (selected) and 'View'.
- Data Areas:** A dropdown menu set to 'Demographics'.
- Available Fields for View Area:** A list of fields including Ethnic_Code, Birth_Date, Entry_Date, Exit_Date, School_Location, Home_Room, Counselor, Family_Label, Misc_Group, State_Attn_Code, and Rank_with_class.
- Selected Fields for View Area:** A list of fields including Student_Middle_Name, Mail_To_Name, House_Number, Street_Direction, Street_Name_Po_Box, City, State_Province, Zip_Code_Postal_Code, Home_Phone, Grade_Year, Sex, Locker, and Locker_Combobox.

Pumpkin Chocolate Chip Cookies

If you like Pumpkin Pie and Chocolate Chip Cookies, you will love this fusion of two great recipes!

Ingredients

- > 1 Cup shortening
- > 2 Cup sugar
- > 1 Can pumpkin
- > 4 cups flour
- > 2 Teaspoon baking soda
- > 2 Teaspoon baking powder
- > 1 Teaspoon salt
- > 2 Teaspoon cinnamon
- > 2 Teaspoon vanilla
- > 1 regular bag chocolate chips

Directions

1. Preheat oven 375 degrees
2. Cream together shortening, sugar, and pumpkin.
3. Add remaining ingredients and mix.
4. Mix in chocolate chips.
5. Drop by teaspoonfuls onto greased baking sheets. Bake at 375 degrees for 12-15 minutes



New Eligibility Reports– No Posting Required

SDS is continually coming up with ways to make your day to day processes easier. New to SDS reports is a series of reports that deal with determining student eligibility for sports and other activities. These reports use the grades straight out of the teachers' gradebooks and best of all NO POSTING required!

The following reports have been added to the Student Activities report group:

The screenshot shows the 'Student Reports' interface. The 'Report Groups' list on the left has 'Student Activities' selected. The 'Select a Report:' list on the right contains the following reports, with five of them circled in red:

- Activities Eligibility Letter
- Activities Failure Report By Activity
- Activities Failure Report By Student
- Activities Mailing Label/To Parent of
- Activity Eligibility By Activity
- Activity Eligibility By Student
- Gradebook Grades Activities Eligibility Letter
- Manual Eligibility By Student
- Manual Eligibility Collection Sheet
- Selective Gradebook Averages by Activity
- Selective Gradebook Averages by Student
- Selective Gradebook Grades by Activity
- Selective Gradebook Grades by Student
- Student Activity Report by Date/Grade
- Student Activity Report

Gradebook Grades by Activities Eligibility Letter

This report allows users to run eligibility grade letters looking at the grades in the teachers' gradebooks for a selected term.

Selective Gradebook Averages by Activity and Selective Gradebook Averages by Student

These reports allow schools to print a report of grades either by activity or by student for a specified numeric range from the Average in teacher's gradebooks.

This report has been added to the Grades–Teacher Gradebook Reports report group:

The screenshot shows the 'Student Reports' interface. The 'Report Groups' list on the left has 'Grades - Teacher Gradebook Reports' selected. The 'Select a Report:' list on the right contains the following reports, with three of them circled in red:

- Gradebook Collection Report (Eight column)
- Gradebook Collection Report (Wide column)
- Gradebook Detail Summary
- Gradebook Last Updated Report
- Gradebook Progress Report
- Gradebook Report (Grid)
- Gradebook Summary
- Selective Gradebook Grades by Student (Alpha)
- Selective Gradebook Grades by Student (Numeric)



Selective Gradebook Grades by Student (Numeric)

This report allows users to run a report of grades for a specified numeric range from the Average in teachers' gradebooks.

Adding Test scores: SAT, ACT, MEAP, ISAT, ETC.

Now that you have gotten some of your students' test scores back it's important that you know how to input them into Web School Office so that they can go onto transcripts.

1. Setting up Standardized Test Score Headings

1. To setup your test scores go to Data Entry and Changes.
2. Master File and Code File Entry and Changes.
3. Under application choose "All Entry Options," then in the "Entry Options" choose Test Bank/Test Definition.
4. Click  to enter a test and the test definition.
5. Enter the Test Identifier and all the scores that are needed for the test.
6. Click  to save.

Test Identifier:	ACT
Score Code 1:	Eng
Score Code 2:	Math
Score Code 3:	Reading
Score Code 4:	Sci. Reas.
Score Code 5:	Comp
Score Code 6:	
Score Code 7:	
Score Code 8:	
Score Code 9:	

2. How to Manually Add Student Test Scores

1. Go into Data Entry and Changes.
2. Click on Student Information Changes (Horizontal). Test score entry is not available in the vertical entry and changes area.
3. Go up to the "Entry Options" drop down box and choose Test Score Entry Options.
4. Choose the following information to create a "Template" area for test score entry.
5. Choose the school location from the "School" drop down.
6. Choose the grade level from the "Grade" drop down.
7. Choose the test type from the "Select a Test" drop down.
8. In the "Testing Date Box" put in the date as you want it to appear on the transcripts.
9. Click the Green plus sign. This will create a template with the test categories that are setup in the Standardized test score area.
10. You can enter the scores in the box provided for the appropriate student, making sure to click the save diskette before going to a new "Page".
11. When you are finished with your test score entry you can remove the template for all of those without scores for that date by going to the "Delete" area and with the dot in "No Scores" click the black X. Done.

Import Test Scores

This process is done through **SAM-Student Assessment Manager**.

SAM's an analytical connection between your standardized test scores, curriculum, and school improvement.

Contact

John@SchoolOffice.com
For more information

ID	Student Name	Test Date	Eng	Math	Soc.Sci.	Nat.Sci	Comp			
121146	Allbroche, Erin E	06/2010	21	26	30	22	25			
123003	Ardmore, Patricia A	06/2010	25	29	25	18	19			
122023	Bakerston, Margaret E	06/2010	24	22	22	23	18			
122044	Bouvier, Charles T	06/2010	25	20	21	22	19			