

Student Information System

Summer School Edition

BOCES Summer School User Guide for District Coordinators

Version 1.0

 **Summer School**
Student Information System

About BOCES Summer School | Contact Info | Tech Support

User Name:

What are you doing this summer?

Take the summer school classes at BOCES.
View the 2004 Class & Exam Catalog 



Questions? Call 716-376-8297

Districts, Students, & Parents

- ▶ Course & Exam Catalog 2004
- ▶ Course & Exam Master Schedule 2004
- ▶ Driver Education Information
- ▶ Summer School Registration Procedures
- ▶ Frequently Asked Questions (FAQ)



Teachers

- ▶ Summer School SIS User Guide
- ▶ Summer School SIS Training Information
- ▶ Frequently Asked Questions (FAQ)



Summer School 2004 Calendar



☼ May 02, Sunday	Registration Starts
☼ June 30, Wednesday	Registration Drop Deadline
☼ July 01, Thursday	Class Starts
☼ June 30, Wednesday	Registration Ends
☼ May 03, Monday	First Day of Regents Exam
☼ October 23, Saturday	Last Day of Regents Exam
☼ August 15, Sunday	Last day of Class

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BOCES Coordinators

Summer School Management

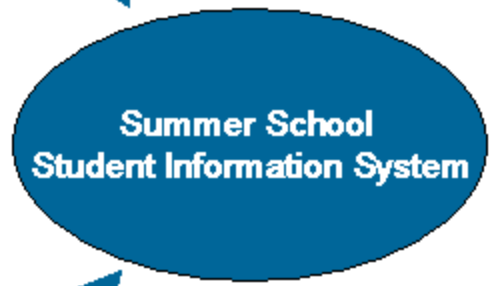
- Summer School Set Up
- Course & Exam Scheduling
- Districts and Teachers User Accounts
- Districts & Schools Management

Fill in for Districts & Teachers

- Student Registration
- Student Information Updating
- Student Attendance & Grade book

Tools

- Daily Registration & Attendance Bulletin
- Registration Watch List & Reshuffling
- Automatic Billing Statements
- Reports Center



District Coordinators

District Student Registration & Information & District Management

- Register students for Classes/Exams
- Update student information (parents, emergency contacts, IEP, etc)
- Update district/school information

Tools

- Daily Registration & Attendance Bulletin
- Monitor student academic progress (attendance, reports cards, grade book, etc)
- Automatic Billing Statements
- Reports Center



Teachers

Classroom Management

- Class Roster
- Take Class Attendance
- Enter Class Gradebook

Tools

- Reports for Each Class

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What does the District Coordinator Do?

The Summer School District Coordinator has up to the minute access to information about how students from their District are doing in their BOCES Classes. The Summer School District Coordinator's task includes registering students for classes and exams, updating student information, monitoring student attendance and academic progress.

Note: To access help click on the "Help" icon in the upper right hand corner of any screen.

Section 1: Viewing Summer School Information

How to View the Master Course Schedule

1. From the "Courses, Exams Catalog & Schedules" Section
2. Click on "Master Course Schedule" Tab
3. Click "Print Friendly Page" button on far right to format for printing. (File, Print)

How to View the Master Exam Schedule

1. From the "Courses, Exams Catalog & Schedules" Section
2. Click on "Exam Mater Schedule" Tab
3. Click "Print Friendly Page" button on far right to format for printing. (File, Print)

How to View the Course Catalog

1. From the "Courses, Exams Catalog & Schedules" Section
2. Click the "Course Catalog" Tab
3. Click "Print Friendly Page" button on far right to format for printing. (File, Print)

Section 2: Registering Your Students

How to Add a New Summer School Student

1. From the "Students & Registrations" Section
2. Click "Add a New Summer School Coordinator"
3. Enter required Personal Information on the "Personal" tab for each student. (Filling in as much information as you have about the student will help us provide your student better service).
4. Click "Add New Summer School Student"
5. Additional Tabs are now available, additional student information should be inputted.

Note: Only the BOCES Summer School Coordinator can add information in the "Note from Summer School Admin" text box. Only the District Coordinator can add information to the "Note from District" text box.

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Section 3: Monitoring Student Progress

The Student Information System allows the School District Coordinator to review each student's progress, from grades to period-by-period attendance, in real-time. As a District Coordinator you have access to the records for all of your students. As always, call the Summer School Principal should any concerns arise.

How to View Summer School Students

1. From the "Students & Registrations" Section
2. Click "Summer School Students A-Z"
3. Students are alphabetical by last name. Click the [A-B-C](#) hyperlink to view students with last names starting with A, B or C, or click the [All](#) hyperlink to view all students.

You can register the student for a new Class or Exam by clicking the green Register New Class/Exam Icon. Click the Edit Icon to view or update the students' information. Clicking the Delete Icon will remove this student (and their registrations) from the database.

How to Browse/Search Student Registrations

1. From the "Students & Registrations" Section
2. Click "Browse/Search Student Registrations"
3. Students are alphabetical by last name.
4. Browse students by, Class Periods, Regents & RCT Exams, Course Types, Class Roster, or Grade Level
5. The drop down menu will be updated based on which search option is selected
6. Click "Details" view additional information and/or to Update any information about the Student

How to View Report Cards

1. From the "Reports Center" Section
2. Click to select the "Report Cards & Attendance" option from the drop down menu
3. Find the report labeled **Report Cards**, then Click "View Report" under the report description.

How to View Attendance Reports

1. From the "Reports Center" Section
2. Click to select the "Report Cards & Attendance" option from the drop down menu
3. Find the report labeled **Attendance Report**, then Click "View Report" under the report description.

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Section 4: Viewing District Billing Information

The Student Information System generates billing information automatically based on the price of the class/exam and the registration data. District Coordinators can view their anticipated Summer School bill at anytime.

How to View District Billing Information

1. From the "Billing" Section
2. Click "District Billing Statement"

How to View Your Cost Per Student

1. From the "Billing" Section
2. Click "Billing Statements by Student"
3. Click "Details" for the student you would like to view a detailed cost breakdown.

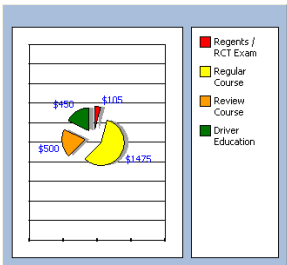
[\[EXPORT TO EXCEL \(.XLS\)\]](#)

Summer School District Billing Statement

School Year: 2004 Summer
District: Austin Academy Print Date: Friday, :

District Billing Overview

Total # of Regular Courses	6
Total Cost of Regular Courses	\$1,475.00
Total # of Review Courses	2
Total Cost of Review Classes	\$500.00
Total # of Driver Education	1
Total Cost of Driver Education	\$450.00
Total # of Exams	3
Total Cost of Exams	\$105.00
Total Enrollment (# of Unduplicated Students)	4
Total Cost to District:	\$2,530.00



- Regents / PCT Exam
- Regular Course
- Review Course
- Driver Education

Billing Details by Student

Name: 2005, test	Student ID: 1172	School Year: 2004
District: Austin Academy	School: Austin Academy	Phone:

Section 5: Report Center Information

Many reports are available to District Coordinators through the Student Information System: Summer School Edition. The District Coordinator has instant access to information such as, the total number of students registered from their district, each individual students' report cards, and a listing of students enrolled in a certain class or exam.

Registration Reports

Student Class and Exam Time Schedules

Description: The report lists the schedules of classes and exams for each student in your district. The students are listed in alphabetical order. Details such as class period time, location, and exam date will be listed for each student.

Registration Totals by Course and Course Section

Description: The report lists the total enrollment in each course section of all districts at BOCES Summer School

Drop Summary by Student, Class, Exams, Drop Date

Description: The report lists the details of all classes and exams dropped, including the student name, classes dropped, exams dropped, date dropped and the drop reason for students in your district.

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How to View Registration Reports

1. Mouse over the “Reports Center” Section
2. Click “Registrations” Tab
3. Click “View Report” for the category you wish to view

Student Information Reports

Mailing Labels for Students of Your District

Description: The report generates the mailing labels for all enrolled students from district.

Mailing Labels for Students' Primary Parent(s)/Guardian(s) of Your District

Description: The report generates all the mailing labels for the primary parents/guardians contacts of all students enrolled from your district.

Note: The addresses for the primary parent/guardian must be in the system to generate the labels.

Medical Concerns

Description: The report lists the medical concerns of all students enrolled from your district.

IEP

Description: The report lists students from your district with IEP requirements. If their IEP documents have been received electronically, the report lists the name of the IEP document received and the date it was received.

How to View Student Reports

1. Mouse over the “Reports Center” Section
2. Click “Student Information” Tab
3. Click “View Report” for the report you wish to view

Courses & Exams Reports

Summer School Course Catalog

Description: The report will lists details of each course offerings such as topics covered, price, length, at BOCES summer school

Summer School Master Schedule

Description: The report lists the time schedule and details of all class sections at BOCES summer school.

BOCES Regents/RCT Exam Master Schedule

Description: The report lists the details of all exams scheduled at BOCES summer school.

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How to View Courses & Exam Reports

1. Mouse over the “Reports Center” Section
2. Click “Courses & Exams” Tab
3. Click “View Report” for the category you wish to view

Reports Cards & Attendance

Report Cards

Description: The report generates all report cards for all students enrolled from your district.

Attendance Report

Description: The report generates the attendance record of all students from your district within a selected date range.

Frequent Absentee Report

Description: A Hot List of students from your district with more than 2 absences.

How to View Report Cards & Attendance Reports

1. Mouse over the “Reports Center” Section
2. Click “Report Cards & Attendance” Tab
3. Click “View Report” for the category you wish to view

Billing Reports

Billing Statement of Your District

Description: The report generates the billing report by student of your district.

[View Report](#)

How to View Billing Reports

1. Mouse over the “Reports Center” Section
2. Click “Billing” Tab
3. Click “View Report” for the category you wish to view

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Section 6: Updating District Information

How to View District Information

1. Mouse over the “My District” Section
2. Click “View/Update My District Information” Tab

How to Update District Information

1. Mouse over the “My District” Section
2. Click “View/Update My District Information” Tab
3. Update the information about your District.
4. Click “Save District Updates”

How to View School Information for your District

1. Mouse over the “My District” Section
2. Click “View/Update My District Schools” Tab or Click “Add New/Update District School(s)”
3. Scroll down to view the entire list.

How to Update School Information for your District

1. Mouse over the “My District” Section
2. Click “View/Update My District Schools” Tab or Click “Add New/Update District School(s)”
3. To Edit School Information click the pencil icon to edit.
4. Update information
5. Click “Save”

How to View District Coordinator

1. Mouse over the “My District” Section
2. Select “District Coordinators A-Z” from the drop down menu or Click the “District Coordinators A-Z” tab.

How to Update District Coordinator Information

1. Call the BOCES Summer School Principal.

How to Change Your Password

1. Click “Profile” in the upper right hand corner, below the blue navigation bar.
2. Update your account information
3. Click “Update My Personal Info”
4. Click the “Account Info” Tab
5. Enter your new password in the “Password: “ field
6. Retype same new password in “Confirm Password” field
7. Click “Update My Account Info”

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Section 7: Working with Excel and Data Download Options

The Student Information System: Summer School Edition has eliminated the need for duplicate data entry processes to create reports in different formats. This will enable you to:

- Create custom mailing labels for students in your summer school program
- Merge your billing information with your budget spreadsheet
- Include data reports in a PowerPoint presentation
- Print customized report cards for your student records

How to Export Data to Microsoft Excel

1. Mouse over the “Reports Center” Section on the blue navigation bar
2. Click on one of the Report Categories
3. Select the Report you wish to export
4. Click “View Report” hyperlink
5. Make sure the drop down in the upper right hand corner says “Export to Excel (*.xls)” and click on “Export”
6. A File Download window will pop-up
7. Click “Save”
8. Choose where you want to save this file (desktop, special folder, etc.)
9. Under “File name” give your report a new name (don’t use an extension other than “.xls” at the end of your file name.)
10. Click “Save”

How to View Data Exported to Microsoft Excel

1. Double click the icon associated with your newly created Excel file or
2. Open Microsoft Excel
3. Click on the Office button (in pre-2004 versions of Excel, Click File on the top menu bar), then Open from the drop down list
4. Find the file you saved, highlight it by clicking it
5. Click “Open” in the bottom right of the window
6. The Excel file will open. Use the scroll bars on the right hand side and bottom to view the data.

Create Mailing Labels (or Envelopes) with Mail Merge using MS-Office 2007 or MS-Office 2010

1. Open Microsoft Word 2007 or Microsoft Word 2010.
2. Bring up the “Mailings” menu of the ribbon.
3. Click on the “Start Mail Merge” button, then select “Step by Step Mail Merge Wizard...”.

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4. A window will appear on the right side of the screen that asks you to select your document type. If you want to print labels, then click on the radio button for “labels”. If you want to print envelopes, choose “envelopes”.
5. Click “Next: Starting Document”
6. If you are printing labels, click on “Label options...”. If you are printing envelopes, click on “Envelope options...”.
7. A popup window will appear that asks you to choose the type of labels (or envelopes) that you will be printing to. You should choose the label type (or envelope type) that matches the label sheets (or envelopes) that you will be loading into your printer.
8. When you have selected your label type (or envelope type), then click on the “OK” button, which will close the popup window.
9. Click on “Next: Select Recipients”
10. Under “Use An Existing List”, click on “Browse...”
11. In the popup window that appears, select the saved Excel file which you created earlier when you ran the Summer School SIS Report (e.g., “Mailing Labels for Students of Your District”) and exported that report to an Excel File.
12. Click the “Open” button
13. At this point, you may see a popup window that says: “Error has occurred: External table is not in the expected format”. You can ignore that error, and just click on the “Ok” button. You may then see another popup window titled “Data Link Properties”. If you see this window, then click on the “Cancel” button to close that window. You may then see a popup box that says: “External table is not in the expected format”. Just click on the “Cancel” button, and the data import process will continue.
14. If a pop-up window asks “Entire Spreadsheet”, then Click “OK”.
15. You should now see a popup window that contains a list of names and addresses. Click on the “OK” button.
16. Click on “Next: Arrange Your Labels” (for envelopes, click on “Next: Arrange Your Envelopes”).
17. Click on “Address block...” and a popup window will appear that shows you how each label will look. If you like how it looks, then click on the “OK” button.
18. Click on the button that says “Update All Labels”.
19. Click on “Next: Preview Your Labels” (for envelopes, click on “Next: Preview Your Envelopes”).
20. Click on “Next: Complete the Merge”
21. Before you print your labels, it would be a good idea to save them as a MS-Word Document. You can save your labels by looking at the upper left corner of your

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screen, and clicking “File -> Save As...” in Office 2010 (or, in Office 2007, clicking on the office button, and choosing “Save As...”).

22. After saving your labels as a Word Document, you should look at the right side of your screen where it says “Complete the Merge”, and click on “Print...”

Create Mailing Labels with Mail Merge using MS-Office 2003

1. Open Microsoft Word 2003
2. Click “Tools” from the top menu bar, then point your mouse at “Letters and Mailings”, and then select “Mail Merge” from the drop down window (if “Letters and Mailings” isn’t a choice, click the double down arrows at the bottom of the drop down box to view all options)
3. The “Mail Merge” window will open on the right side of your screen.
4. Next to “Select Document Type” click the radio button that says: “Labels”
5. Click “Next: Starting Document”
6. Where it says: “Change Document Layout”, click on “Label options...”
7. A popup window will appear that asks you to choose the type of labels that you will be printing to. You should choose the label type that matches the label sheets that you will be loading into your printer.
8. When you have selected your label type, then click on the “OK” button, which will close the popup window.
9. Click on “Next: Select Recipients”
10. Under “Use An Existing List”, click on “Browse...”
11. In the popup window that appears, select the saved Excel file which you created earlier when you ran the Summer School SIS Report (e.g., “Mailing Labels for Students of Your District”) and exported that report to an Excel File. Note: You may need to change the “Files of Type” that are displayed at the bottom of the popup. If necessary, select a “Files of Type” of: “Excel Files (*.xls)”.
12. Click the “Open” button
13. At this point, you may see a popup window that says: “ODBC Excel Driver Login Failed - External table is not in the expected format.” If you see this message, then click on the “Cancel” button, and the data import process will continue.
14. If a pop-up window asks “Entire Spreadsheet”, then Click “OK”.
15. You should now see a popup window that contains a list of names and addresses. Click on the “OK” button.
16. Click on “Next: Arrange Your Labels”
17. Click on “Address block...” and a popup window will appear that shows you how each label will look. If you like how it looks, then click on the “OK” button.

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18. Click on the button that says “Update All Labels”.
19. Click on “Next: Preview Your Labels”
20. Click on “Next: Complete the Merge”
21. Before you print your labels, it would be a good idea to save them as a MS-Word Document. You can save your labels by looking at the upper left corner of your screen, and clicking on “File -> Save As...”
22. After saving your labels as a Word Document, you should look at the right side of your screen where it says “Complete the Merge”, and click on “Print...”

Printing Mailing Labels

1. Put the Mailing Label paper in your printer
2. From the Mail Merge created mailing labels, Click File then Print
3. Set your print opens then Click “Ok”

Create Envelopes Using Mail Merge in Microsoft Word 2003

- Run Microsoft Word 2003 and open a new Word document
 - ◆Go to: Tools – Letters and Mailings – Mail Merge

A series of six steps will appear on the right of your screen.

- Select document type
 - ◆Choose envelopes and click the “Next” button at the bottom of the screen
- Change document layout
 - ◆Choose envelope options → Size 10 → Click “OK” → Click “Next”
- Select recipients
 - ◆Choose “Use an existing list” – locate your Excel or MS-Word file (which you created earlier by exporting a Summer School SIS Mailing Labels Report to Excel or MS-Word) – click “Open” – click “Next”
(This will bring up your list of students. You can edit the list at this point, if needed.)
- Arrange your envelope
 - ◆Locate where you want your address to fall on the envelope. Set the left margin at about 3.5” and hit the enter key to move the cursor to where you would like the name/address to start.
 - ◆Choose address block – This opens up an option screen. Select your preferences – Click “OK” – Click “Next”.
- Preview your envelopes – Click “Next”
- Complete the merge

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How to export data to Microsoft Word

1. Mouse over the “Reports Center” Tab
2. Click on one of the selections
3. Click “View Report” Tab
4. Click on “Export to Word” box in the upper right hand corner of the page
5. Click on the box marked “Export”
6. Click on “Save”
7. Choose where you want this information stored (desktop, special folder, etc.)
8. Under “File name” give your report a name (make sure you have the file extension of “.doc” at the end of your file name.
9. Click “Save”

You Can Also Create Mailing Labels using older products like MS-Office 2000

1. Open Microsoft Word 2000
2. Click “Tools” from the top menu bar, then select “Mail Merge” from the drop down window (if “Mail Merge” isn’t a choice, click the double down arrows at the bottom of the drop down box to view all options)
3. The “Mail Merge Helper” pop-up window will open
4. Next to Step 1, “Main Document” click “Create”
5. Select “Mailing Labels” from the drop down menu
6. Select “Active Window” from the pop-up box if you were working in a new Microsoft Word page. Select “New Main Document” if you want to leave the current Word document undisturbed.
7. Next to Step 2, “Data Source” click “Get Data”
8. Select the saved Excel file which you created earlier when you ran the Summer School SIS Report (e.g., “Mailing Labels for Students of Your District”) and exported that report to an Excel File. Note: You may need to change the “File of Type” that are displayed at the bottom of the popup. Select All Excel Files (.xls) near the bottom of the list.
9. Click the “Open” button
10. If a pop-up window asks “Entire Spreadsheet” Click “OK”
11. Click “Set Up Main Document”
12. Select the product number of the mailing labels you intend to use from the list on the lower left hand side of the pop up window, Click “Ok”
13. Insert the merge fields into your mailing label template. Click “Insert Merge Field” and choose the first merge field to include in your mailing label, add any spaces

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or returns that should appear in your label, then Click “Insert Merge Field” to select the second merge field.

14. Click “OK” on bottom right when all Merge Fields have been included.

15. Next to Step 3 click “Merge”

Section 8: General Reminders

If you typically have your computer remember your passwords, please turn that service off when using the online student information system. When you use the auto-remember password service, your username and password is saved on your computer hard drive. A devious individual with access to your computer, either physically or by connecting through the network, could retrieve your password. Please take caution to protect your password.

How to Turn off “AutoComplete” Passwords for Security

1. In Internet Explorer go to the tools menu, click internet options,
2. Click the “Content” tab
3. Under Personal information click “AutoComplete”
4. Select the check boxes for AutoComplete options

Choosing a Good Password

Choosing a good password is very important. You want to make it as difficult as possible for a hacker to figure out your password. Listed below are some tips for helping you chose your password.

- Avoid using first and last names
- Avoid using spouse and children’s names
- Avoid using a login name
- Avoid easily obtainable information about yourself, such as license plate numbers, telephone numbers, social security numbers, your street address, etc.
- Mix and match your password using different letters, capital letters and numbers.
- Use a password of more than 6 characters
- Use a password you can type quickly without looking at the keyboard to avoid anyone watching you type.
- Use a password that is easy for you to remember

System Requirements

Client Computer Requirements

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- PC Web Browser: Microsoft Internet Explorer 5.x and above or Firefox 1.x and above recommended. The system runs on all the major browsers.
- MAC Web Browser: Firefox 1.x and above recommended. The system runs on all the major browsers.