SASIxp™ Basic Applications Guide

Pearson Digital Learning Part Number 606 000 271 A

Third Edition (November 2003)
Revision A (April 2004)

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

SASIxp and NCS ABACUSxp are trademarks of Pearson Digital Learning.

Macintosh is a registered trademark of Apple Computer, Inc.

Microsoft and Windows are registered trademarks of Microsoft Corporation.

Adobe and Reader are registered trademarks of Adobe Systems Incorporated.

Copyright © 2000–2004 Pearson Digital Learning. Printed in the USA. All rights reserved. No part of this book may be reproduced in any form or by any means without permission in writing from Pearson Digital Learning.

Contents

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Navigating in Adobe® Reader®

Adobe® Reader® enables you to view and print files saved in Adobe Portable Document Format (PDF). PDF is a universal format that can be viewed, navigated, and printed. You can locate information quickly by performing full-text searches of PDF documents, or move through documents one page at a time.

To get full information about Reader options, Pearson Digital Learning recommends that you become familiar with and use the Reader Guide located in the Help pull-down menu. It is easy to understand and very useful.

This guide introduces these Reader tool bar features:

If this is your first time using Reader, click the Next Page button on the tool bar located at the top of the screen, or press Page Down on your keyboard.

Navigation

Tool Bar Buttons

The tool bar and scroll bars provide several ways to move through a document. Tool bar buttons, located at the top of the screen, enable you to move between or within documents.

Copyright © 2000–2004 Pearson Digital Learning

Use these six tool bar buttons for navigation.

Navigation Button	Icon	Description
First Page		Jumps to the first page in the current document.
Previous Page		Moves to the last page you viewed in the current document.
Next Page		Moves to the next page in the current document.
Last Page		Jumps to the last page in the current document.
Go to Previous View		Jumps back to a page or document you already viewed.
Go to Next View		Jumps forward to a page or document you already viewed.

Hypertext

PDF documents also can contain hypertext—text that jumps you to another page or document when clicked. Blue text often indicates a hypertext link, but hypertext can be any color.

To check for hypertext, move the open hand cursor over the text. If the open hand changes to a pointing hand, the text is linked. To view a linked document, click once on hypertext. The program moves to the related topic for you to read.

Bookmarks

Bookmarks are a special feature of Reader. The Bookmark palette displays to the left of the screen. It contains a list of a document's major sections. Click text in the Bookmark palette to jump to another location. Use the Show/Hide Navigation Pane button on the tool bar to hide or display the Bookmark palette.

Copyright © 2000–2004 Pearson Digital Learning

Full-text Search

Tool Bar Buttons

Five tool bar buttons enable you to find text in the current document or search for text across many documents. The first button, displaying only the binoculars icon, enables you to *Find* text only in the current document.

Use the four remaining buttons to perform a full-text *Search* across documents.

Search Buttons	***Icon***	***Description***
Search		Displays the Adobe Reader Search window where you type your search text and select the index to search.
Search Results		Displays the Search Results window enabling you to view another document that matches your search criteria.
Previous Highlight		Moves back to a previous page in the current document containing highlighted text.
Previous Highlight		Moves back to a previous page in the current document containing highlighted text.

Searching Across Documents

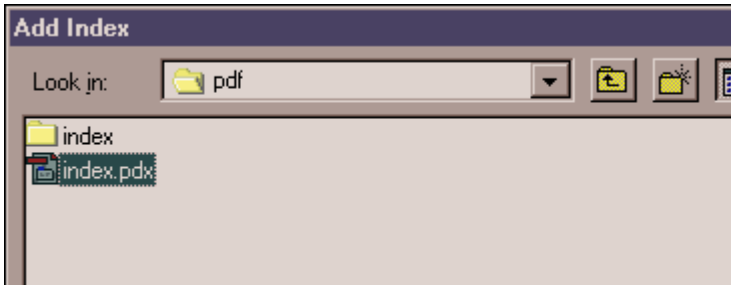
The first time you perform a search, you must add the index you want to search. Then, enter the search words and select documents to review from the search results list.

Adding Indexes

1. Click Search on the tool bar. The Adobe Reader Search window displays.
2. Click Indexes. The Index Selection window displays available indexes. If the window is blank, or does not display the index you want, click Add.

Copyright © 2000–2004 Pearson Digital Learning

3. In the Add Index window, select **index.pdx** – typically located in the same directory as the documents you are viewing. Click Open.



The name of the index is now selected as an available index in the Index Selection window.

4. Click OK.

Searching Selected Indexes

1. Click Search on the tool bar. The Adobe Reader Search window displays.
2. Type your search words. Click Search. The Search Results window displays a list of documents containing items that match your search.

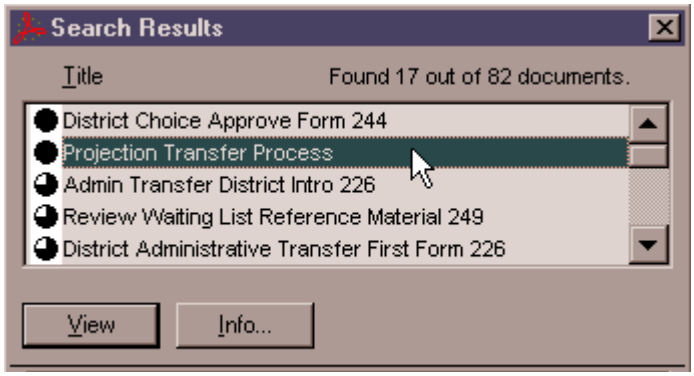
> If the Search button is dimmed or your search results do not relate to the topic you want, confirm the correct index has been added.

3. Double-click the name of the document you want to view. The words that match your search are highlighted in the document.

Copyright © 2000–2004 Pearson Digital Learning

4. Click the Previous Highlight or Next Highlight button on the tool bar to move through the document.

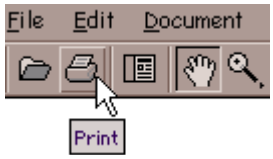
> If you do not find the information you need, click the Search Results button on the tool bar to display the Search Results window. Select a new document to view.



Printing PDF Documents

Reader enables you to specify a range of pages to print in the Print dialog box. Refer to the Current Page field on the status bar to determine the current page number and total number of pages in the document.

1. Navigate to the page or document you want to print.
2. Click the Print button on the tool bar at the top of the screen, or choose File | Print. The Print dialog box displays.



3. Specify the printer, page range, number of copies, and other options. Click OK.

Copyright © 2000–2004 Pearson Digital Learning

Tips

Rollover Feature

Use the rollover feature to learn the names of the tool bar buttons. Place the cursor over a tool bar button and pause briefly. The button name displays.

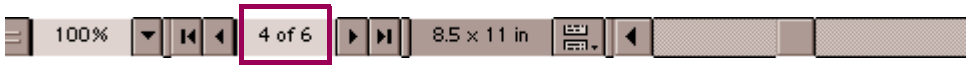
Help

To get full information about Reader options, Pearson Digital Learning recommends that you become familiar with and use the Reader Guide located in the Help pull-down menu.

Function	***Description***
F7	Displays the Menu bar.
F8	Displays the tool bar.
Help	The Reader Guide is available under Help on the Menu bar. Press F7 to display the Menu bar.

Status Bar

This bar is located at the bottom of the window. Look at the status bar when you want information on the current document, for example, the current page number and total number of pages in the document.



Copyright © 2000–2004 Pearson Digital Learning

Hand Tools

These three hand cursors help you navigate within and between documents.

Cursor	*Description*
Open Hand	The open hand is the default cursor.
Pointing Hand	The pointing hand displays when you move the cursor over linked text. Click the text to jump to another page or document.
Grabbing Hand	The grabbing hand moves the page on the screen. Place the open hand on the page, hold down the left mouse button, and move the mouse up or down to move the page. Use this feature in addition to the scroll bar to move up and down in a document.

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Using SASIxp™ Educational Software

This section provides information about the basics of using SASIxp™ educational software. No matter which atoms you use, the basic program functions behave the same way. This section provides an overview to guide you as you work with the SASIxp software.

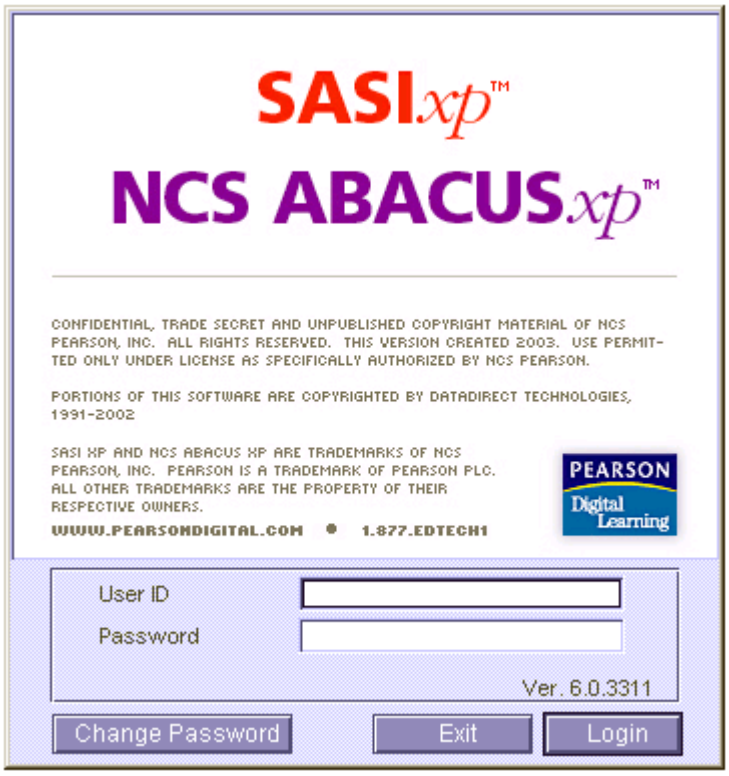
Starting and Logging In

1. Double-click the SASIxp icon. The Welcome window displays.
2. In the *User ID* field, type your SASIxp user ID.
3. Tab to the *Password* field and type your password. (For security reasons, asterisks display instead of your password.)
4. Click Login. You also can press the Return key (Macintosh®) or the Enter key (Windows®).

   If the system displays a message, you typed an invalid user ID or password. Click OK to clear the message. Retype your user ID and password in the Welcome window fields. Click Login.

Copyright © 2000–2004 Pearson Digital Learning

After three failed login attempts, the system displays a message indicating that the program will quit. Click OK to clear the message and return to the Macintosh Desktop or to Windows.



If the Welcome window is idle for five minutes before you log in, the SASIxp educational software closes automatically.

Exiting the SASIxp Software

From the File menu, select Quit to exit from the SASIxp software.

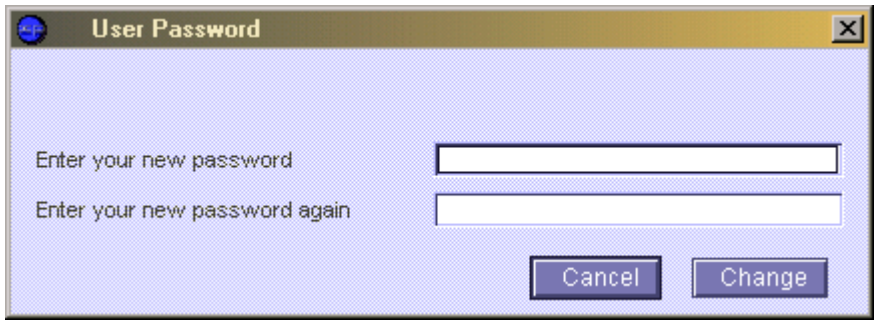
Copyright © 2000–2004 Pearson Digital Learning

Setting Up and Changing Passwords

A SASIxp Security Officer assigns your initial system password. You can change your password at any time from the Welcome window or from the lockout screen used to hide the SASIxp desktop.

Changing Your Password

1. Double-click the SASIxp icon. The Welcome window displays.
2. In the *User ID* field, type your SASI user ID.
3. In the *Password* field, type your SASI password. For security reasons, asterisks display instead of your password.
4. Click Change Password. The User Password window displays.



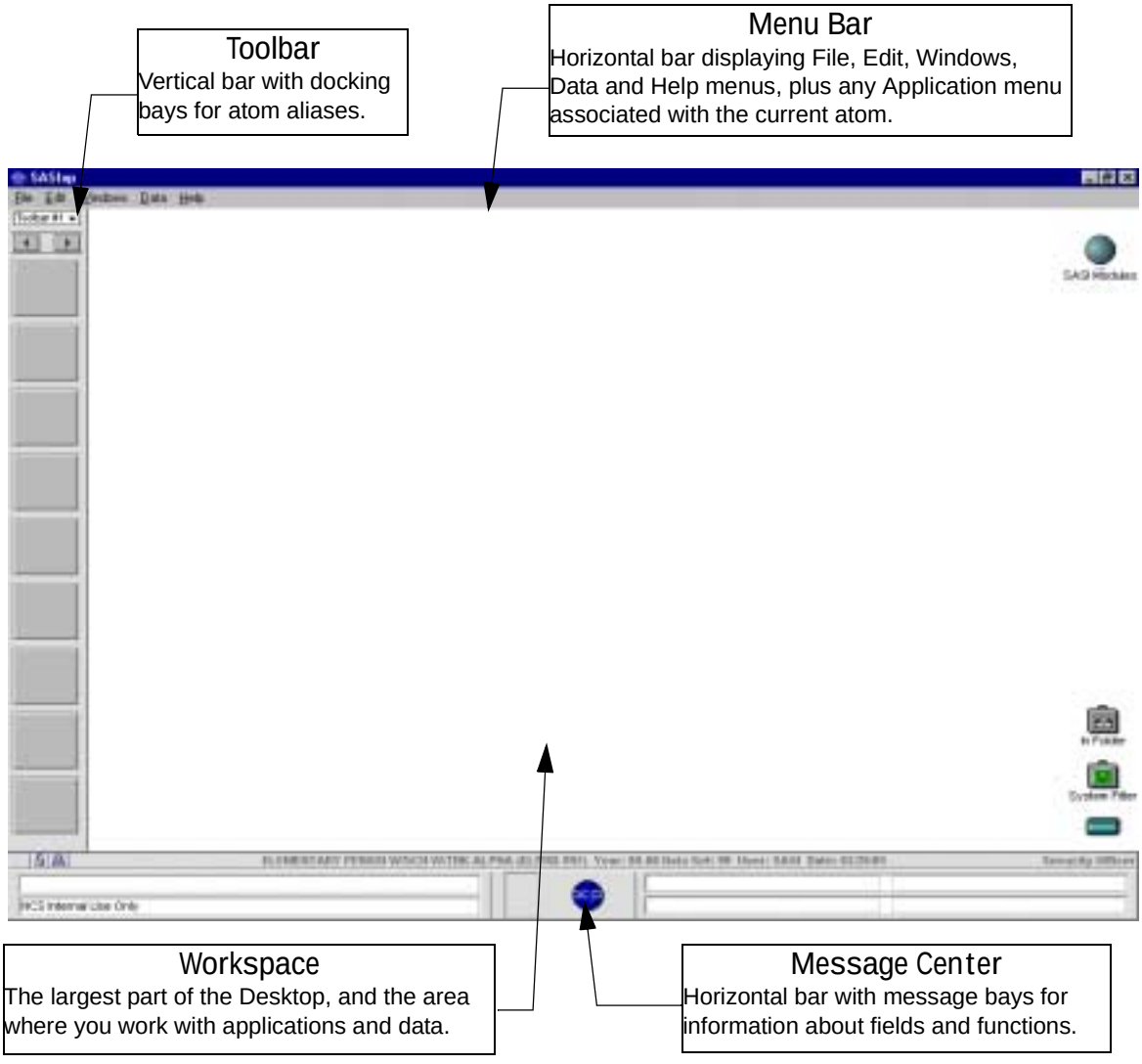
5. In the *Enter your new password* field, type a new password.
6. In the *Enter your new password again* field, retype your new password.
7. Click Change to record your password and return to the Welcome window.
8. Click Login to log in using your new password. You also can click Exit to save your password and quit the program.

Copyright © 2000–2004 Pearson Digital Learning

Touring the Desktop

The SASIxp desktop is your working environment. The desktop consists of four main components:

- Menu Bar
- Toolbar
- Workspace
- Message Center



Copyright © 2000–2004 Pearson Digital Learning

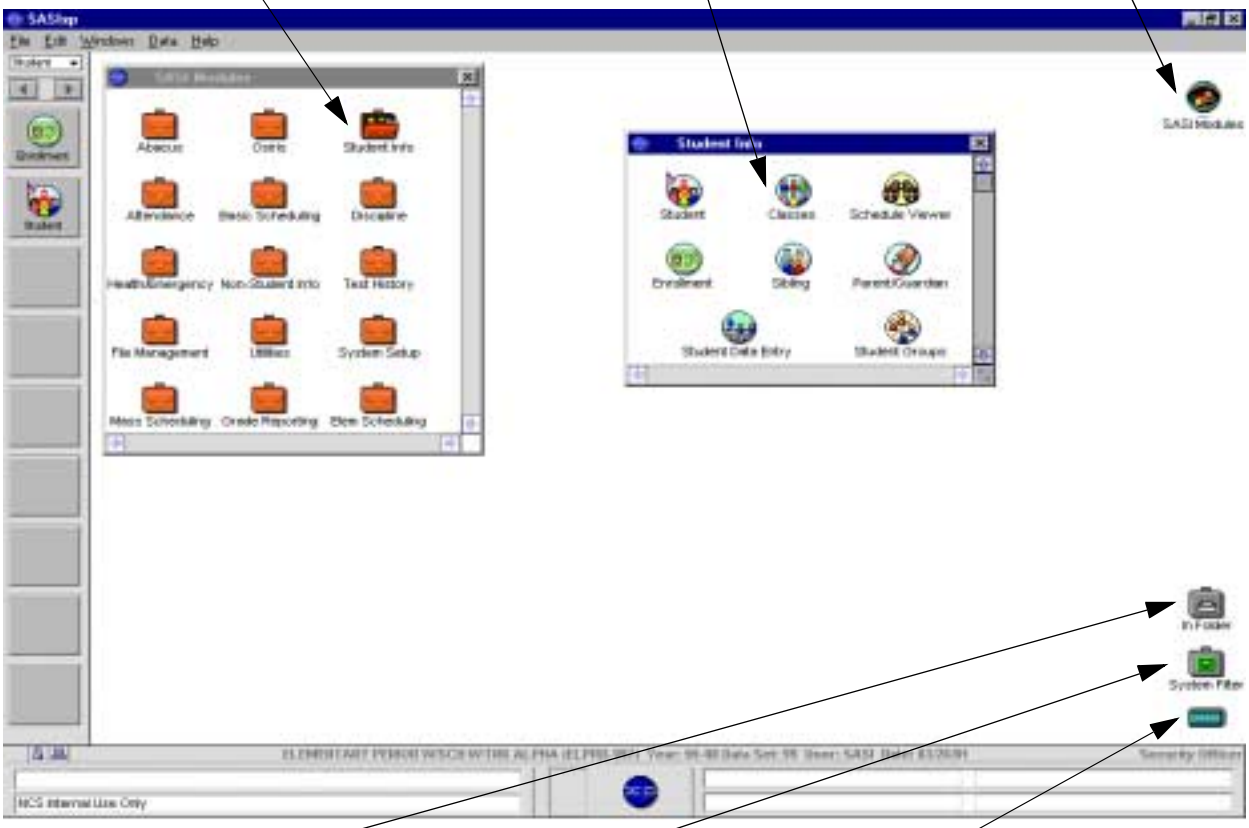
Workspace Items

- SASIxp Modules Globe
- Folders
- Atoms
- In Folder
- System Folder
- Eraser

Folders
Storage areas for atoms and other folders.

Atoms
Basic components of the SASIxp software, atoms run applications and display data.

SASI Modules Globe
Contains the folders and application atoms set up by the System Administrator.



In Folder
Receives atoms from other users over the network.

System Filter Folder
Contains active filter atoms.

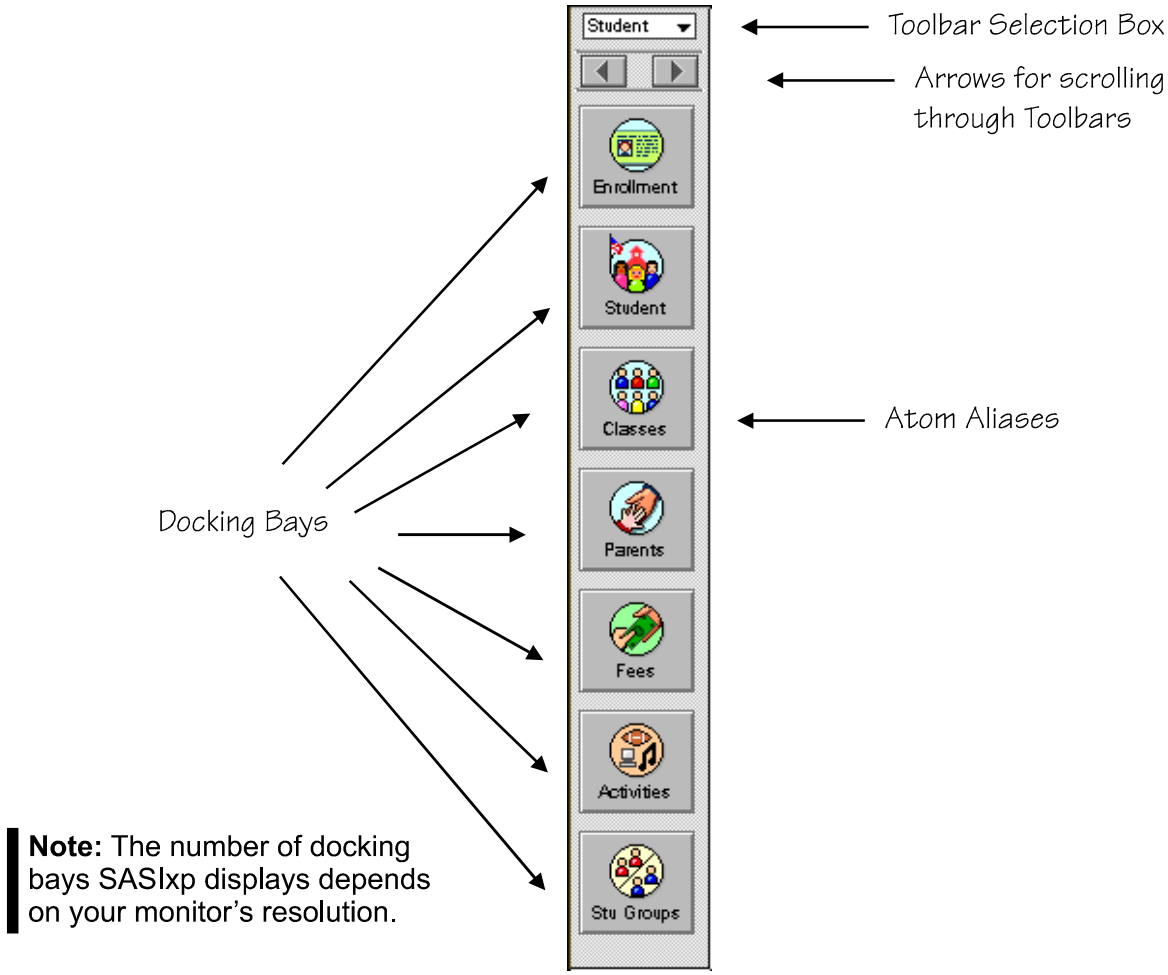
Eraser
Removes folders, atoms, and atom aliases from the Desktop.

Copyright © 2000–2004 Pearson Digital Learning

Toolbar

The Toolbar displays on the left side of the desktop. It provides a place to store aliases for atoms that you use frequently so that the atoms are easy to find and readily accessible. An alias represents an atom that is stored elsewhere on the desktop. You can click an alias in the toolbar to open the atom and use it.

- Create multiple toolbars with different atoms for different tasks.
- Create multiple aliases for one atom and store in different toolbars.
- Create an alias for any SASIxp atom (system-supplied or user-created).



Note: The number of docking bays SASIxp displays depends on your monitor's resolution.

Copyright © 2000–2004 Pearson Digital Learning

Creating a Toolbar

1. From the Toolbar Selection Box, select the New Toolbar option. The system displays a window for naming the new toolbar.
2. In the *Enter New Toolbar Name* field, type a name for the new toolbar.
3. Click OK to create and save the new toolbar. The new toolbar displays with empty areas.
4. Open the folder that contains the atom that you want to add to the toolbar.
5. Click the atom, then drag and drop it into any empty bay on the toolbar. This step creates an atom alias in the toolbar while the original atom remains in the same location. The system displays the same icon for the atom alias that is used by the original atom.
6. Repeat steps 4 and 5 until you have aliases for all the atoms that you want. The toolbar is saved automatically.

Displaying a Toolbar

From the Toolbar Selection Box, select a toolbar. You also can use the Forward/Back arrows to cycle through a list of available toolbars.

Opening Atoms with an Alias

1. Display the toolbar that contains the atom alias that you want.
2. Click the atom alias on the toolbar to open the atom. You can work with pages and data in the atom as you normally would.

Renaming Toolbars

1. Display the toolbar that you want.
2. From the Toolbar Selection Box, select the Rename Toolbar option. The system displays a window for renaming the toolbar.
3. Type a new name for the new toolbar.
4. Click OK to save the new toolbar name.

Copyright © 2000–2004 Pearson Digital Learning

Removing Aliases from a Toolbar

1. Display the toolbar that you want.
2. Hold down the Option key (Macintosh) or the Alt key (Windows) and click the alias that you want to remove, then drag and drop it over the Eraser icon in the lower right corner of the workspace. The Eraser moves back and forth as chalk dust displays, and the system places the removed atom alias in the Eraser folder.
3. From the File menu, select the Empty Eraser option to remove the atom alias and all other erased contents from the system permanently.

Emptying Toolbars

1. Display the toolbar that you want to empty.
2. From the Toolbar Selection Box, select the Empty Toolbar option. The system removes all aliases from the toolbar but retains the name of the toolbar. You can add new aliases to the toolbar at this point.

Deleting Toolbars

1. Display the toolbar that you want to delete.
2. From the Toolbar Selection Box, select the Delete Toolbar option. The system removes the toolbar contents and name so that they are no longer accessible.

Toolbar Exercise

1. Create a new toolbar named ‘Student.’
2. Open the SASI Modules Globe.
3. Open the Student Info folder.
4. Create atom aliases in the new toolbar for these atoms:
   - Enrollment atom
   - Student atom
   - Parent Guardian atom
5. Open the Health/Emergency folder.
6. Create atom aliases in the new toolbar for these atoms:
   - Emergency atom
   - Health atom

Copyright © 2000–2004 Pearson Digital Learning

7. Remove the Enrollment atom alias from the toolbar.
8. Display another toolbar.
9. Display the toolbar named ‘Student.’
10. Open the Student atom from the toolbar.
11. Close the Student atom using the close box in the title bar.
12. Empty the toolbar named ‘Student.’
13. Delete the toolbar named ‘Student.’
14. Close all remaining open folder windows at once.

Message Center

The Message Center is located at the base of the SASIxp desktop. It contains four information bays, two on either side of the XP icon. A Mini Pic box that displays photos is located next to the XP icon.

Screen Area	***Description***
Top Left Information Menu	Displays a description of any desktop component or field where the mouse pointer is currently pointing. As you move the mouse pointer around the desktop, the displayed information changes.
Lower Left Information Menu	Displays the customer identification assigned to you. When you use functions that take time, such as queries or reports, the lower left bay displays a progress bar that indicates how much of the function is complete. The progress bar or an error message temporarily covers the customer identification information. This bay also displays any error messages generated when you enter data or perform a function.

Copyright © 2000–2004 Pearson Digital Learning

Screen Area	Description
Right Information Menu	Provides a Personal Data Center designed to display supplemental data as you work in atom screens that do not contain fields for that data. You can select up to four data fields to be used (two in each bay). For example, as you are working in the Health atom, you might display birth date and teacher from the Student atom. As you're working in the Attendance atom, you might display Enter Date from the Enrollment atom.
Status Bar	Spans the top of the Message Center and displays: ● Name of the school ● Number of the school ● School year currently selected ● The current ABACUSxp™ data set ● User ID used for log in ● Current date The bar indicates if the user is a Security Officer. Double-click the status bar to display the Change School/Year window.
Mini Pic	Displays an individual's photo (if available) when the record for a student, teacher, or staff member is active. Double-click the photo to display a larger photo for use with screens that don't display photos.
XP Icon	Displays the version of the software in the top left information bay when you position the cursor on the logo.

Copyright © 2000–2004 Pearson Digital Learning

Icons in the Status Bar

Table 1:

Finder Icon (Macintosh only). Click this icon to temporarily drop to the Macintosh Finder to work with other programs without exiting the SASIxp educational software (open screens remain open and on display). To return to the SASIxp educational software, click again on the Finder icon.

Data Lock Icon. Click this icon to put all data fields in view-only mode so that data cannot be entered or accidentally changed. To unlock data, click this icon again, enter your password in the dialog box provided, and click OK.

Screen Lock Icon. Click this icon to hide the SASIxp desktop behind a lockout screen so that data cannot be viewed. To unlock the screen, enter your password in the field provided and click OK. To quit the application, click Exit.

Filter Atom Icon. This icon displays only if a Filter atom is contained in the System Filter folder and thus active. It serves as a reminder that a filter is active. You can click this icon as a shortcut to opening the System Filter folder.

Personal Data Center

The two bays on the right side of the Message Center provide you with a Personal Data Center. The Personal Data Center enables you to display supplemental data (from the Student file only) as you work in atom forms that do not contain fields for that data. Each data bay hold two fields so you can display up to four fields in the Personal Data Center.

Copyright © 2000–2004 Pearson Digital Learning

SASIxp Software Considerations

- As you display different records within an atom, data in the information bays displays for the currently selected record.
- As you open different atoms, the fields used in the information bays remain the same. You can select new fields at any time.
- Data does not display in information bay fields if there is no link between these fields and the current form. For example, Parent/ Guardian data does not display if you are working in the Teacher form.

Selecting Fields for Information Menus

1. Open the Student atom.
2. Click and hold any available data field even if it is blank. A dotted line displays around the selected field.
3. Drag the dotted outline over one of the Personal Data Center fields and drop it there. The system activates the selected field within the Personal Data Center.

Replacing Fields in Information Menus

1. Open the Student atom.
2. Click and hold any available data field in the form even if it is blank. A dotted line displays around the selected field.
3. Drag the dotted outline over a Personal Data Center field that already contains an active form field and drop it there. The system activates the newly selected data form field in the Personal Data Center.

Removing Fields from Information Menus

Hold down the Option key (Macintosh), the Alt key (Windows), or the right mouse button (Windows) then click each field you want to remove. The system removes the field from the Personal Data Center.

Copyright © 2000–2004 Pearson Digital Learning

Drag-and-Drop Capabilities

The drag-and-drop capability gives you added speed and flexibility in working with folders, atoms, screens, and fields. You can move objects around the desktop and access data with a click of the mouse button. Examples of what you can do include:

- Drag and drop folders and atoms to reposition them on the desktop.
- Drag and drop a student record field from one screen onto another screen.
- Drag and drop a student record field from one screen onto any student-related atom to open that atom and display the student's record.
- Drag and drop fields from a record or list to create a data atom for that record or list. You can then double-click that atom to instantly access the record or list.
- Drag and drop an atom into a toolbar bay to create an alias for that atom. Click the alias to open the atom.

Using the Drag-and-Drop Technique

1. Click any object on the desktop (field, student photo, atom, folder) until an outline displays around it, then hold down the mouse button while dragging the mouse across the desktop.
2. Release the mouse button to drop the object onto the desktop, into an open or closed folder, or onto an atom icon or an open atom screen. When an object is over an atom, brackets display. When an object is over a closed folder, directional arrows display.

Copyright © 2000–2004 Pearson Digital Learning

Folders

Folders store atoms. They are represented on the desktop by briefcase icons. You can arrange folders any way you want on the desktop. You can also create your own folders to store and organize user-generated atoms or atom aliases.

Opening a Folder

Double-click a briefcase icon to open a folder. You can open as many folders as you want simultaneously. These folders remain open in the background as you work with other SASIxp items and functions.

Activating an Open Folder

Click anywhere in the folder screen. Black lines display around the folder's title bar to indicate the folder is active, and the folder displays in the foreground of the desktop.

OR

Display the Windows menu from the desktop menu bar. This menu includes all open folders and atoms. Select a folder from the menu.

Repositioning an Open Folder in the Workspace

1. Click and hold the mouse button anywhere on the folder's title bar. An outline displays around the folder window indicating that the folder is mobile.
2. Drag and drop the folder to a new position in the workspace.

Viewing Items in Folders by Name or Icon

From the File menu on the desktop menu bar, select the View by Name option to display folders by their names.

OR

From the File menu on the desktop menu bar, select the View by Icon option to display folders with their icons.

Copyright © 2000–2004 Pearson Digital Learning

Viewing Atoms Beyond a Window Edge

Use the horizontal and vertical scroll bars that display on an open folder window when the open folder contains atoms (or other folders) that are not immediately visible.

Copying Atoms from a Folder

1. Double-click any folder.
2. Hold down the Option key (Macintosh) or the Alt key (Windows), then drag and drop any atom within that folder into the Workspace.

Resizing Folders

1. Click Resize in the lower right corner of an open folder. An outline displays around the folder indicating it is mobile.
2. Use the mouse to drag the lower right corner of the outline to the left or right, or upward or downward, depending on what size and shape you want the window to be.
3. Release the mouse button when the window is the size that you want.

Closing Folders

Click anywhere in an open folder to make it the active folder and bring it to the foreground of the desktop. You can then:

- Use the Close button in the left corner of the title bar (Macintosh).
- Double-click the Control-menu box in the left corner of the title bar (Windows).

Closing All Open Folders

Depending on your system, you can close all folders at once.

- Hold down the Option key and click the Close button of the active folder at the foreground of the desktop (Macintosh).
- Hold down the Alt key and double-click the Control-menu box in the left corner of the title bar (Windows).

Copyright © 2000–2004 Pearson Digital Learning

Creating Folders

Create an unlimited number of folders in the SASIxp system. You can use folders for many purposes, such as storing different types of atoms (data, report, query, or filter atoms). Also, you can move folders that you create within the workspace and you can copy atoms into them.

Creating New Folders

1. From the File menu, select the New Folder option. The system displays the screen for creating folders.
2. In the top field of the screen, select a folder storage area from the list.
3. In the *Save as* field, enter a name for the new folder.
4. Click Save to create and save the new folder (or click Cancel to discard the folder). A briefcase icon for your new folder displays in the selected storage area.
5. Click the new folder. From the File menu, select Info. From this option, you can enter a folder description, assign a Hot Key, or lock the folder.

Adding or Copying Atoms to Open Folders

Click the atom that you want to add to the open folder, then drag-and-drop it into the folder.

If you want to add a copy of an atom to the open folder, hold down the Option key (Macintosh) or the Alt key (Windows), then click the atom, and drag and drop it into the open folder. The original atom remains unaffected while a copy is stored in your folder.

Adding Atoms into Closed Folders

1. Click the atom that you want to add to the closed folder, then drag it over the folder icon until the folder icon is highlighted.
2. Drop the atom onto the folder when four arrows point to the folder's center to indicate that the item is positioned correctly over the folder.

Copyright © 2000–2004 Pearson Digital Learning

Erasing Folders

1. Click and hold the folder that you want to delete.
2. Drag and drop the folder over the Eraser icon in the lower right corner of the workspace. The Eraser moves back and forth as chalk dust displays, and the system places the selected folder in the Eraser folder.

- To restore an erased folder, double-click the Eraser folder. From the Eraser folder, select the folder to restore, then drag and drop it back into the workspace. (Any items that you leave in the Eraser folder remain there until you permanently delete them.)
- To delete the erased folder permanently, select Clean Eraser from the File menu. The system permanently deletes all items in the Eraser folder.

Folder Exercise

1. Create a new folder and name it ‘Enrollment.’
2. Open the SASI Modules Globe.
3. Open the Student Info folder, then copy the Enrollment atom and the Student atom into the Enrollment folder.
4. Open the Enrollment folder.
5. Copy the Parent Guardian atom from the Student Info folder into the Enrollment folder.
6. Reposition the Enrollment folder window to the center of the workspace.
7. Resize the Enrollment folder window to accommodate the three atoms.
8. Close both open folders at once.
9. Erase the Enrollment folder.
10. Clean the Eraser on the desktop.

Copyright © 2000–2004 Pearson Digital Learning

Menu Bar

The menu bar displays File, Edit, Windows, and Data menus with options for use in within the system. It also displays menus for each active application atom.

You can use most options on the File and Windows menus with all folders and atoms. You can also use options on the Edit and Data menus with all atoms. Use of options on menus that display when an atom is active is limited to the active atom.

Working with Menus

When you click any SASIxp menu, one or more menu options display below the menu. Active menu options display in black. Inactive options are dimmed, indicating these options are unavailable.

You must open an atom to display the menu and menu options that apply specifically to that atom.

Selecting Options from SASIxp Menus

Click a folder or atom (to highlight it) so that you can use menu options that apply to folders and atoms. When you select a menu option for a folder or atom, the option applies only to those folders or atoms that you highlighted.

- Macintosh: Click the menu name in the menu bar and continue to hold the mouse button to display the menu option. Use the mouse to highlight the option that you want, then release the mouse to select the option.
- Windows: Click the menu name in the menu bar. The menu options display until you click an option on the menu.

Use SASIxp Hot Keys to select some menu options. Hot keys display to right of the menu option name on the menu. Hot keys are letters preceded by the command symbol ⌘ (Macintosh) or by Ctrl + (Windows). Hold down the Command key or Control key while pressing the letter assignment to select the menu option.

Copyright © 2000–2004 Pearson Digital Learning

File Menu Options

T

Option	Description
New Folder **Ctrl+N or ⌘N**	Enables you to create folders. Contains a *Save As* field for naming new folders and enables you to specify where a folder should be stored.
Open **Ctrl+O or ⌘O**	Opens a selected folder or atom. Click a closed folder or atom icon to select it. You also can open folders and atoms by double-clicking them.
Close **Ctrl+W or ⌘W**	Closes a selected folder or atom. Click a closed folder or atom icon to select it.
View by Name **OR** **View By Icon**	Enables you to view atoms in an open folder by name in alphabetical order. If the atoms in a folder are already displayed by name, this option is called View by Icon.
Atom / Form Info **Ctrl+I or ⌘I**	Displays a window with information about the selected folder or atom. If an atom is open, this option is entitled Form Info.
Duplicate **Ctrl+D or ⌘D**	Copies an atom so that it can be stored in more than one location on the desktop. To copy an atom, first click it to select it. From the File menu, select Duplicate Atom. You can also hold down the Option key – Macintosh, or the Alt key – Windows, click the atom, then drag the outline that displays to the workspace. Data changes performed after opening any copy of the atom get reflected in all atom copies.
Install Atom	Installs an atom from the network on your SASIxp desktop.
Save Desktop **Ctrl+S or ⌘S**	Saves the desktop in its current arrangement. If any atoms are open, this option is called Save Data. You can also use this option to save data on the currently selected form.

Copyright © 2000–2004 Pearson Digital Learning

Option	Description
Find Atom	Locates a folder or atom. Use the lists to select entries for the first two fields (defaults are *name* and *starts with*, respectively) and type data in the third field. Your search criteria to locate the Emergency atom might read *name starts with emergency*. Click Find. The system highlights the atom that matches your criteria. The system might open a folder to locate the atom. You can search on partial words in the third field – *stu* for student.
Find Atom Again	Finds the next atom or folder that matches your Find Atom search criteria. You might get a copy of the atom or a different atom that begins with the same letters.
Page Setup	Displays window with setup options for printing atoms and reports. Settings include paper size and page orientation.
Print **Ctrl+P or ⌘P**	Prints an open screen on the desktop. If multiple items are open, the active item (in the foreground) prints.
Clean Eraser on Desktop	Permanently deletes all contents – atoms and folders – in the Eraser.
Quit **Ctrl+Q or ⌘Q**	Enables you to exit from the SASIxp educational software and return to the Macintosh desktop or to Windows. The system saves the current desktop arrangement and closes any open atoms.

Edit Menu Functions

Function	Description
Undo **Ctrl+Z or ⌘Z**	Undoes the entry you just typed. With the cursor still positioned in the same field, select *Undo*. The text is removed and the previous entry is restored.

Copyright © 2000–2004 Pearson Digital Learning

Function	Description
Cut **Ctrl+X or ⌘X**	Copies and removes the data from a field. Highlight the field contents, then select Cut. You can use the *Paste* function immediately to put the cut contents into a different field on any form.
Copy **Ctrl+C or ⌘C**	Copies data in a field. Highlight the field contents, then select *Copy*. You can use the *Paste* function immediately to put the copied contents into a different field on any form.
Paste **Ctrl+V or ⌘V**	Puts cut and copied data into a field. Click the field in which you want to put the cut or copied data, then select Paste.
Clear	Removes data from a field. Highlight the field contents then select *Clear*.
Select All	Selects all closed folders and all atoms in open folders. You can move them all, erase them all, or select the same option for them all, such as Open or Atom Info. Click once anywhere on the desktop to deselect all items.

Windows Menu Functions

Function	Description
Arrange Windows	Arranges all open forms in an overlapped cascading pattern so that the Title Bar of each one is visible. Most forms cascade from the upper left corner of the workspace. The forms display in the order in which you opened them with the most recently opened form visible at the front.
Names of Open Folders and Atoms	Displays the names of all open folders and atoms. This function makes it easy to find forms hidden behind other forms. Select an item from this list to display it on top.

Copyright © 2000–2004 Pearson Digital Learning

Data Menu Functions

Function	*Description*
Find **Ctrl+F or ⌘F**	Clears all form fields and enables you to search the active form according to criteria you specify in any field.
Add **Ctrl+A or ⌘A**	Clears the displayed form and enables you add a new record to a file.
Delete	Permanently removes a selected record from the system file.
Inactivate	Inactivates a selected record, but maintains it in the file.
Next **Ctrl+] or ⌘]**	Advances to the next available record, like the Forward arrow.
Previous **Ctrl+[or ⌘[**	Returns to the previous record, like the Backward arrow.
Sort List	Enables you to organize a matrix list according to the values in one or more matrix columns. Click a column heading, then select this option to sort by the selected column.
Reset Columns Width	Resets all matrix widths to their original size.
Export List	Exports matrix data to a file in a format compatible for use with other applications, such as spreadsheets or word processing applications.
Graph	Displays matrix data in various graph formats. Select one column or hold down the Shift key and click the heading for each column you want to include in the graph.

Copyright © 2000–2004 Pearson Digital Learning

Function	Description
Show Item Boxes	Displays gray outlines around all editable fields in the selected screens. This function makes it easier to see where each field begins and ends. The name of the function changes to Hide Item Boxes after item boxes display. Item Boxes display for all forms if this option is selected in your User record.
Show Control Buttons	Displays three buttons at the bottom of all data forms. On the left and right are larger versions of the Forward/Backward Arrows found at the top of forms. In the center is a magnifying glass that quickly activates the Find mode.

Atom Menu Options

Atom menus list the functions and reports available for specific atoms. These atom-specific menus display in the menu bar when an atom is opened and change as you open different atoms.

Help Menu Options

Option	Description
SASIxp Help	Opens the SASIxp help system.
Online Documentation	Opens the Adobe® Reader® and the SASIxp Online Training Guides. See Navigating in Adobe® Reader®.

Atoms

The SASIxp software contains two atom types:

- Program-generated atoms
- User-generated atoms

Copyright © 2000–2004 Pearson Digital Learning

Program-Generated Atoms

Program-generated atoms open SASIxp software that display data forms for viewing records. Many of these atoms activate their own atom-specific application menu on the desktop menu bar. Program-generated atoms typically remain grouped in folders by related function. The system identifies these atoms as Action atoms in the Message Center.

User-Generated Atoms

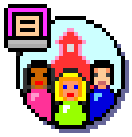
Atoms that you create from application or that are program-generated atoms use the same icon as the originating atom. However, these atoms display a special symbol in the upper left corner to help you identify them as user-generated.

Table 2:

Data atoms enable you to save single or multiple records in separate atoms. You can open these atoms to quickly access records. The symbol for a data atom is an orange data form.

Query atoms enable you to save the results of query statements for repeated use. The symbol for a Query atom is a yellow question mark.

Filter atoms enable you to save query statements as filters for screening data so that only certain records are available when you print reports or perform a Find. The symbol for a Filter atom is a green funnel.



Report atoms are used to save custom reports for repeated use. The symbol for a Report atom is a pink page emerging from a printer.

Copyright © 2000–2004 Pearson Digital Learning

Opening an Application Atom from the Workspace

Double-click the atom. You also can click the atom to highlight it, then go to the File menu and select the Open option.

Opening Atoms with an Alias

1. Find the toolbar that contains the atom alias for the atom that you want to open.
2. Click the atom alias to launch and use the atom as usual. You can open additional atoms without closing any open atoms.

Activating Open Atoms

Click anywhere in the atom form. Black lines display around the atom window's title bar to indicate the atom is active, and the atom displays in the foreground of the desktop.

OR

Display the Windows menu from the desktop menu bar. This menu includes all open atoms and folders. Select an atom from the menu.

Closing Atoms

Click anywhere in an open form to make it the active form in the foreground of the desktop. You can then:

- Click Close on the atom form.
- From the File menu, select the Close option.
- Use the Close button in the left corner of the title bar (Macintosh).
- Double-click the Control-menu box in the left corner of the title bar (Windows).

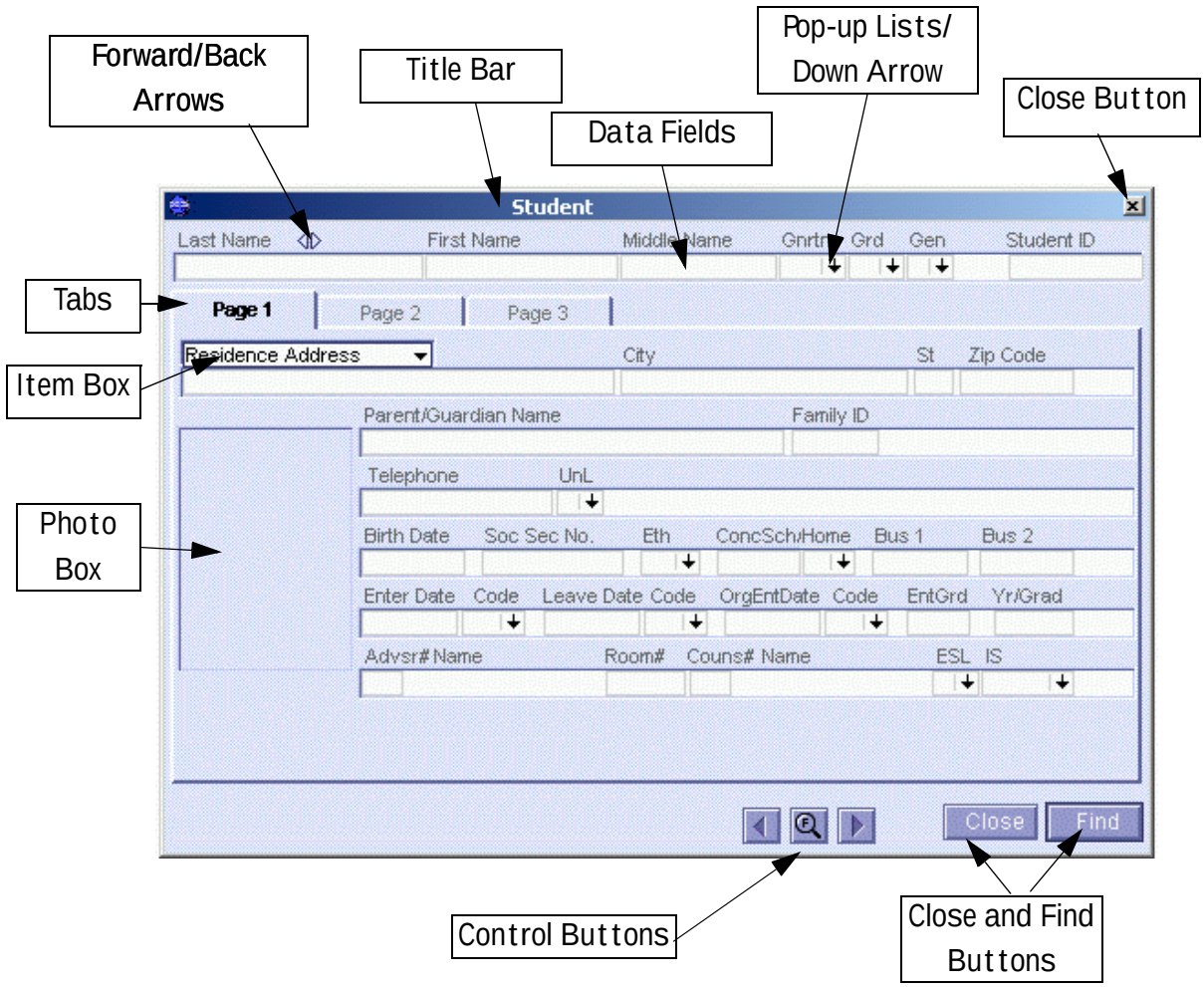
Closing All Open Atoms

Click in any open screen to make it active in the foreground of the desktop. Close all open atoms simultaneously using one of these steps:

- Hold down the Option key and click the Close button of the active folder at the foreground of the desktop (Macintosh).
- Hold down the Alt key and double-click the Control-menu box in the left corner of the title bar (Windows).

Copyright © 2000–2004 Pearson Digital Learning

Screen Elements



Atom Screen Elements

Element	*Description*
Close Button	Closes an atom screen with one click.

Copyright © 2000–2004 Pearson Digital Learning

Element	Description
Control Buttons	Optional buttons that display at the bottom of forms. The left and right control buttons are larger versions of the forward/ backward arrows at the top of data forms. The center button is a magnifying glass that activates the Find mode. From the Data menu, select Show Control Buttons to display the buttons in an individual form.
Data Fields	Display data in atom screens. As you move the mouse pointer over data fields, each field's label displays in the top left bar of the Message Center along with the number and type of characters (alpha or numeric) the field accepts.
Down Arrow	Displays in fields that contain pop-up lists of predefined field values.
Find Button	Starts the Find function, which enables you to display one or more records that match criteria you define.
Forward and Back Arrows	Enable you to advance forward or backward through individual records displayed in a screen. Forward and backward arrows are located next to the first data field heading.
Item Boxes	Optional gray boxes that outline all data fields in a screen to make it easier to see where each field begins and ends. From the Data menu, select Display Item Boxes to display boxes in individual screens.
Link Arrows	Small arrows in atom screens that provide links to other atoms. In some cases, arrows point to fields where data came from another atom. Click a link arrow to launch the second atom. When you close the second atom, you return to the original screen.
Page Selection Box and Up and Down Arrows	Enable you to access additional pages in atoms. Click the page box to display a pop-up list of available pages, then use the mouse to select a page. Click the arrows in the box to the left to select pages sequentially. Dark arrows indicate whether pages are available before or after the one currently displayed.
Tabs	An alternative to Page Box and Up and Down Arrows for accessing additional pages in atoms. A tab indicates the name of the page that displays when you click the tab.
Photo Box	Displays a photo in the Student, Teacher, and Staff screens when one is available for the current record.

Copyright © 2000–2004 Pearson Digital Learning

Element	Description
Pop-up Lists	Contain program-defined values or school-defined values for an atom field. To select a pop-up list item, you can: ● Click the field to display the list and continue to hold the mouse button while selecting the item you want. ● Click the field to display the list, then release the mouse. Use the mouse to click the item on the list that you want. ● Click the field to display the list, then release the mouse. Use the up and down arrow keys to highlight the item in the list that you want, then press Enter.
Program-defined Values	Hard-coded values delivered with the system that cannot be changed. Examples include the values for UnL – Unlisted Phone Number, and Ctz – Citizenship in the Student atom. See Defining and Using Student Demographics.
Save and Undo Buttons	Replace the Find button when you change or enter data in a screen. Select Save to save new entries or select Undo to restore previously saved data.
School-defined Values	Can be customized according to the needs of your school. Values that need only a simple description, such as ethnic codes or English proficiency codes, are set in the Tables atom. Values requiring more data, such as the discipline codes, are defined in unique Definition atoms.
Scroll Bars	Enable you to view data beyond the edge of the display area.
Title Bar	Displays at the top of open atom window with the atom name and the name of any record displayed. You can click the title bar to drag the screen to a new position in the workspace. You can also close an atom from here. ● Click the Close box – Macintosh). ● Double-click the Control-menu box – Windows. ● Click the X – Windows 95.

Copyright © 2000–2004 Pearson Digital Learning

Displaying Records in a Screen

Display the data screen that you want, then use one of these methods:

- Click the Forward/Backward arrows at the top of the screen to move sequentially among records.
- From the Data menu, select the Next or Previous option. You also can use the menu option hot keys.
- Use the Find function accessed from the Data menu or by clicking the magnifying glass icon at the bottom of the screen.

Finding One Record

1. Display the screen in which you want to locate a record.
2. From the Data menu, select the Find option. You also can click the magnifying glass icon in the data form. The system clears all data form fields.
3. Enter search criteria in any available fields.
    - **Specific Values**: You can use specific values such as last name or student ID to find records. The system displays the first record that matches your specified criteria.
    - **Partial Values**: You can enter only part of a value such as the first three letters of a last name. The system displays the first record that matches your specified criteria. (Use the Forward arrow to advance to subsequent records that match the partial value that you specified.)
4. Click Find (or press the Return or Enter key) to display records that match your criteria.

Data Functions

Data menu functions are used to add, modify, or delete field information on atom screens. Most SASIxp atoms use the same procedures for these common functions. Links to the Data Functions section display throughout this document.

Adding New Records

1. Open the appropriate atom.
2. Find the student's record.

Copyright © 2000–2004 Pearson Digital Learning

3. From the Data menu, select Add atom function. For example, from the Data menu in the Classes atom, select Add Classes.
4. Click any field or use the Tab key to advance to a field.
5. Enter data in the field.
   - In a blank field, begin typing.
   - Highlight existing data, then begin typing to replace it.
   - In a field with a pop-up list, click the arrow to display the list. Use the mouse to select a value from the list.
6. Click to select a check box to activate an option or click again to clear the checkbox.
7. Tab to another field or click in another field, and perform data entry.
8. Click Save to save the data you entered in the form or click Undo to restore any data that was saved previously in the record.
9. Click Close.

Modifying Existing Records

1. Open the appropriate atom.
2. Find the student's record.
3. Select the screen, tab, or page you want to modify.
4. Click on the fields and make changes by entering new data or making a new selection from a list.
5. Click Save or Undo to close the record without saving changes.
6. Click Close.

Deleting Records

1. Open the appropriate atom.
2. Find the student's record
3. Click on the *Ln* field of the record you want to delete.
4. From the Data menu, select the Delete atom function. For example, from the Data menu in the Classes atom, select Delete Classes.
5. Click Save or Undo to close the record without saving changes.
6. Click Close.

Copyright © 2000–2004 Pearson Digital Learning

Running Reports

Many menus within atoms of the SASIxp™ educational software contain options to create reports. Reports vary among atoms, and the atom from which you run a report determines what kind of information can display in the report.

Typically, you define parameters like student grade and gender or effective dates for the report. The system produces generic reports and enables you to create customized reports that you can save and reuse.

You can preview reports, print reports immediately, or send reports to the Job Queue. Your workstation must be set up for print previews so that you can display reports instead of printing them. If your workstation is attached to a printer, directly or through a network, you can print reports any time.

If you do not want to tie up your workstation while a report prints, you can send the report to the Job Queue where reports print in the order in which they are received or at a time you specify when you send the report.

Generic versus Custom Reports

The system displays the Report Interface when you select any report from an application menu. From this screen, you can choose to run generic reports—default system reports—or you can customize reports by defining report parameters.

- To run a generic report, define certain parameters on a one-time basis and leave most of the report unchanged. Parameters enable you to specify the range of records to include in a report. Not all reports include parameter fields that you can define.
- To create a customized version of a generic report, enter a report subtitle, define parameters, and modify the sort order. You can save custom reports, which are saved in their own report atoms and added to the available report group with other custom and existing generic reports. Generic reports remain unchanged when you create custom reports. You can access custom reports from the Report atom or from the Report Interface. The custom feature is not available for all reports.

Copyright © 2000–2004 Pearson Digital Learning

Guidelines for Using Sort Fields

When you display the custom section of the Report Interface, some report sort fields can:

- Display blank.
- Contain mandatory sort values that display in bold type.
- Contain default sort values.

Sort field values define the basic organization of a report. You can modify the report organization by:

- Selecting sort values in addition to these values.
- Moving mandatory or default values to different fields.
- Replacing default values.
- Deleting default values. (You cannot delete mandatory sort values.)

You also can select either ascending or descending order for any sort field, or decide whether a page break should occur after each group defined by a mandatory sort field.

Report Interface

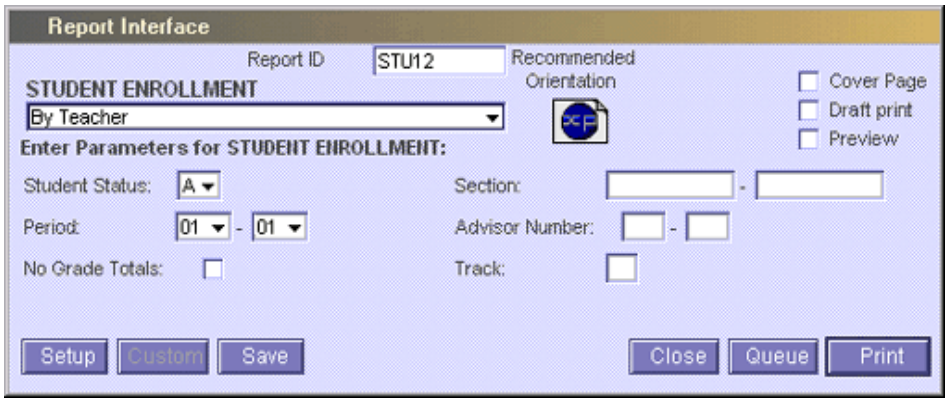
The Report Interface displays anytime you select a print report option from the application menu. This screen consists of two sections:

- Print Section – for running generic system reports
- Custom Section – for creating customized reports

The Print Section of the Report Interface always displays. From here, you can select a report type from the list, define parameters, specify page setup, choose to print, and access the customization section of the screen.

Copyright © 2000–2004 Pearson Digital Learning

The Custom Section of the screen displays only if you choose the Custom button. From the custom fields, you can select values by which to sort the report, and specify sort orders for the fields.



Many SASIxp reports have eliminated the Custom button on the Report Interface. These reports display with tabs for the Print, Custom, and other groups of user selections for printing reports.

Report Interface Fields

Field Name	Description
Report Title Field	Displays in the upper-left corner of the screen with the report title above it. The pop-up list displays the system's generic report and any saved custom reports. A lower case 'us' for user displays next to custom report titles. The pop-up list contains the *Generic Report*, which cannot be changed.
Report ID	Displays the report ID assigned by the SASIxp educational software. Report IDs provide a short and quick reference to a report. In some cases, a report's SASIxp ID may be the same as its SASI III name. The ID for the generic version of a report cannot be changed.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Orientation Indicator	Indicates whether the default page orientation for a report is portrait (vertical) or landscape (horizontal). Click Setup to change page orientation.
Cover Page	Enables you to specify whether to include a cover page with a report, when selected.
Draft Print	Enables you to select draft print mode for dot-matrix printers. This is generally used to print on 11 x 14 paper. When you select draft print mode, you must also select the paper size in the Setup window (Macintosh) or the Control Panel-Printers (Windows). This prints the reports in the resident font for the printer, usually Courier 12pt. This font is much larger than the font used when Draft Print is not selected. Therefore, if you attempt to print in draft mode on 8 1/2 x 11 paper, some columns may be truncated.
Print Preview	Displays the report instead of printing it, when selected. To view the report, click Preview. On a tabbed report interface, select the Custom tab and then select the Screen option button.
Report Parameter Fields	Enables you to specify the range of records to include in a report, for example, grade range, gender, and date range. You can specify beginning and ending parameters to limit data included in a report. Otherwise, most reports will include all data. You can limit data included in a report even further by specifying beginning data only. The program only includes data that matches the beginning parameters. Field options vary by report.
Setup Button	Displays a screen with print setup options.

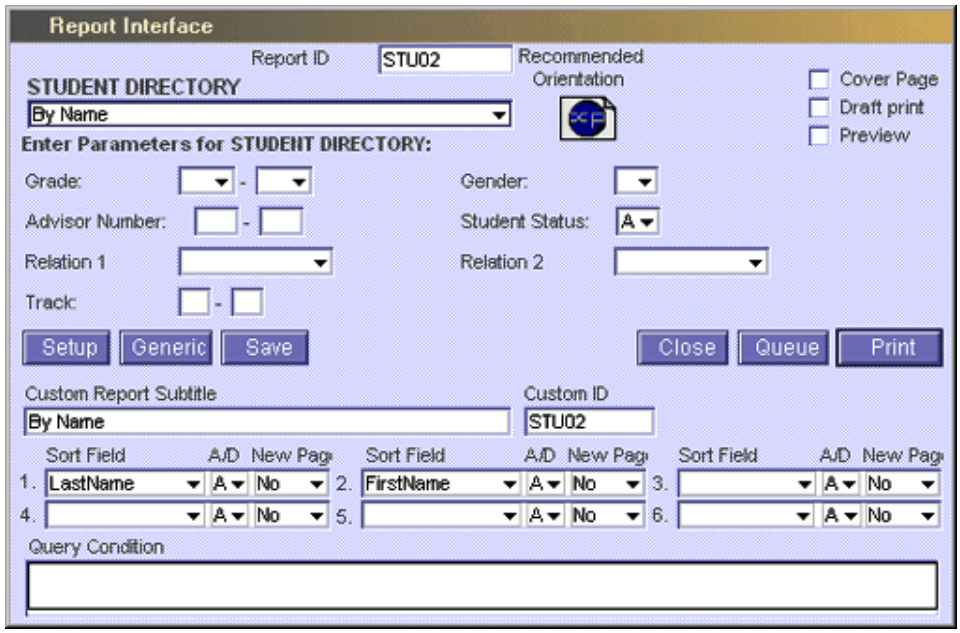
Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Custom Button	Displays the custom section of the Report Interface. From here, you can enter a subtitle for a report, select sort fields, or enter a Query statement. When the custom section is displayed, the Custom button is replaced with the Generic button. Click this button to clear the custom section from the screen.
Save Button	Saves your custom reports. The system stores custom reports in report atoms.
Close Button	Closes the Report Interface. Keep in mind that simply closing the Report Interface does not save any data. To save changes, you need to use Save.
Queue Button	Sends the print job to the Job Queue. The report is printed by the Job Queue Server so that your workstation does not become tied up while the printing occurs. You can also specify that printing occur at some time in the future.
Print Button	Prints one or more hard copies of a report. Click Print to display the Print Control screen. From this screen, you can select the range of pages to print and other settings used by your printer.

Copyright © 2000–2004 Pearson Digital Learning

Custom Reports

You can display the Custom Section of the Report Interface by clicking Custom. The Custom Section consists of *Sort fields* that specify how to organize data in a report. Some fields may contain required sort values while others are blank. Values can be selected in multiple fields for a multi-level sort. *Sort fields* work in conjunction with parameter fields to produce the range of data specified in the designated order.



Custom Report Fields

Field Name	*Description*
Custom Report Subtitle	Enables you to enter a subtitle for a custom report. When you print the report, the subtitle displays below the generic report title. Use the subtitle to indicate what is unique about the customized version of the report. If you save the custom report, the Report Interface displays the custom report in the pop-up list the next time you access the report.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Custom ID	Enables you to enter your own ID for a custom report. Use this to run a report from the Atom Navigation atom. To indicate which generic report a custom report was derived from, you might want to base the custom ID on the generic ID. For example, if the generic ID is MST03, you could use MST03-A as the custom ID.
Sort Fields	Organizes data in a report. Reports can be sorted on up to six fields. Use the first *Sort field* first, the second *Sort field* second, and so on. For example, if you select Grade in the first sort field in a student report, student records are organized first by grade levels. If you select Gender in the second Sort field, students records are organized by gender within each grade level.
A/D Fields	Determines the order in which data is sorted. Ascending order – from first to last alphabetically or numerically Descending order – from last to first alphabetically or numerically. There is an A/D field for each Sort field. For example, if you select Grade in the first sort field, and you select a descending sort order, student records are organized from highest to lowest grade levels.
New Page Fields	Determine whether a page break occurs after each group of records defined by a mandatory Sort field. Although there is a New Page field for each Sort field, page breaks only occur for mandatory Sort fields. If you select No, page breaks do not occur.
Query Statement	Enables you to enter a query condition to define additional parameters in the Report Interface. For example, if you only want male students, enter 'Gender = M'. Note the condition IF is not required. Query statements are optional.

Copyright © 2000–2004 Pearson Digital Learning

Printing Generic Reports

1. Open the application atom that contains the report you want to print.
2. From the atom application menu, select a generic report. The system displays the Report Interface with the name of the Generic Report in the title field.
3. To limit records in your report, type information into the parameter fields or select item from the pop-up lists.
4. Click Setup if you want to change page orientation or page size for the report.
5. Select the Cover Page checkbox if you want to print a report cover page.
6. Click Print to print the report immediately or click Queue to send the report into the Job Queue.
7. Click Close to close the Report Interface.

Saving Generic Reports in Report Atoms

1. In the report Interface, click Save. You can do this before or after printing. The Atom Info screen displays.
2. In the fields of the Atom Info screen, enter unique identifying information for the report.
3. Select the checkbox next to the *Locked* field to lock the Report atom.
4. Click OK to save the new report and return to the report interface or click Close to return to the report interface without saving the report.

   Remember that Close does not delete the report atom itself. To remove the atom from the workspace, you need to drop it on the Eraser. When you close the Report Interface, you'll see the new Report atom in the workspace. This is a duplicate of the atom from which it originated. A printer symbol displays on report atoms to identify them.

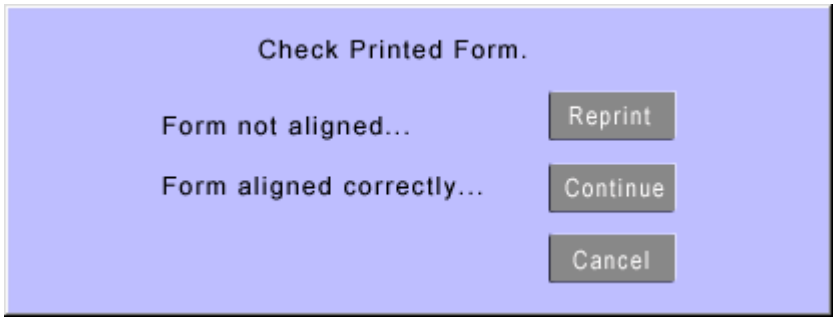
Copyright © 2000–2004 Pearson Digital Learning

Checking Alignment for Preprinted Forms

When you print reports that use preprinted forms (such as report cards, scan sheets, and transcript labels), the SASIxp software gives you a chance to ensure that the printed report aligns with the form. There are two ways of aligning reports, depending on whether you are using a dot matrix printer or a laser printer.

Dot Matrix Printer

1. Select the print option from either the report interface or from a form in a scanning atom. The first page prints out as a test page. The Check Printed Form dialog box displays.



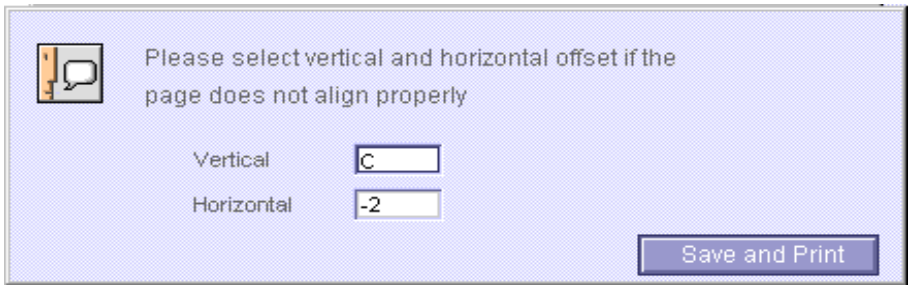
2. Go to the printer and make sure the alignment is correct for the form you are using.
   - If the form is not aligned correctly, adjust it in the printer and click Reprint in the dialog box to print another test page. Continue making adjustments and clicking Reprint until the form is aligned correctly. Then click Continue to print the rest of the job.
   - If the form is aligned correctly, click Continue to print the job.

Laser Printer

To align the ‘slug’ marks on a laser scan form, follow these steps:

Copyright © 2000–2004 Pearson Digital Learning

1. From the Attendance Scanning atom, select Print. The Check Printed Form displays.
2. Place the mouse pointer on the Reprint button and press the Control key (Windows) or Command key (Apple) at the same time. An alignment dialog box displays.



"+" values move the printed areas down or to the right

"-" values move it up or to the left

3. Each value "+" or "-", offsets the mark approximately 1/100 of an inch in the appropriate direction, but different printers can offset the printed marks in slightly different increments. You can keep entering values in this window until the “slug” marks are centered exactly in the appropriate circles, boxes, brackets, or bubbles.
4. Select Continue to finish printing the scanner forms once the marks are lined up properly. The system remembers these settings and it will not have to be done again unless a different form is used.

> For example: A +10 in the Vertical field and a +30 in the Horizontal field will change the alignment of the printed marks down and to the right.

Customizing Reports

You can customize any generic report by modifying parameters, sort order, or by adding a subtitle. If you want to reuse a customized report version, save it in a report atom. Any custom report you save is added to the report group for the generic report. You can then access a custom report from either the report atom or from the report interface.

Copyright © 2000–2004 Pearson Digital Learning

Creating Custom Reports

1. From the atom application menu, select the generic report that you want to modify. The report interface displays.
2. In any parameter field, enter parameters to limit the range of records included in the report.
3. Click Setup if you want to change page orientation, reduce page size, or specify other printer settings.

   The recommended orientation indicator at the top of the report interface displays the recommended report orientation.
4. Click the Cover Page check box to print a report cover page.
5. Click Custom to display the custom section of the report interface.
6. In the *Subtitle* field, type a custom report name.
7. In the *Custom ID* field, enter an ID for the custom report.
8. In the *Sort* fields, select sort values for the report.
   - If the field contains a mandatory value that is bold, that value and any values in the fields that follow shift one field to the right.
   - If the field contains a default value, the value is replaced by the value you select.
9. In the *A/D* fields next to the *Sort* fields, select ascending or descending sort order.
10. In the *New Page* fields, select No – no page breaks, or Yes – page breaks, for mandatory sort fields.
11. In the *Query Statement* field, type a query statement if you want to use one in addition to parameters. The system assumes IF in the statement so you do not have to type it.
12. Click Print to print the report immediately or click Queue to send the print job to the Job Queue.
13. Click Close to exit without saving the custom report.

    If you want to save the custom report, click Save before or after you print the report. The Atom Info screen displays.
14. Enter information in the available fields—name, short name, description, hot key—of the Atom Info screen.
15. Select the *Locked* check box to lock the Report atom in place.

Copyright © 2000–2004 Pearson Digital Learning

16. Click OK to save your data and return to the report interface (or click Close to return to the report interface without saving data in Atom Info).

    Remember that Close does not delete the report atom itself. To remove the atom from the workspace, you need to drop it on the Eraser. When you close the report interface, you'll see the new Report atom in the workspace. This is a duplicate of the atom from which it originated. A printer symbol displays on report atoms to identify them.

Printing Existing Custom Reports

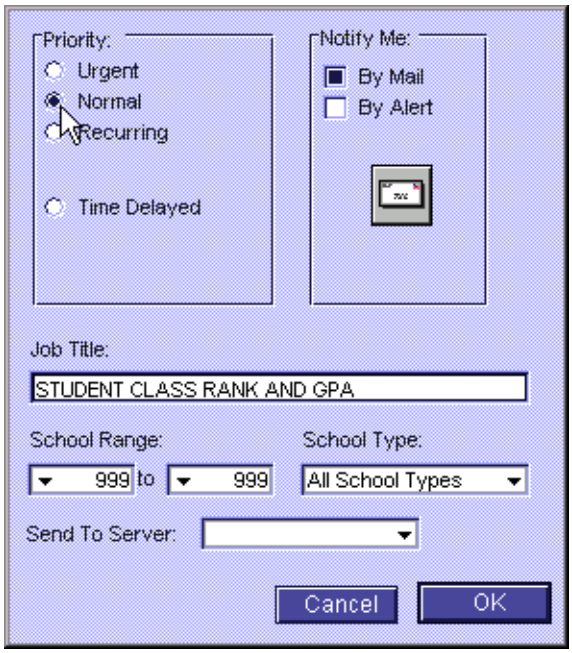
1. Double-click the Report atom for a custom report. (You can also go to the atom application menu and select the generic report, then select the custom report from the Title field in the report interface.) The report interface displays.
2. Select parameters in available parameter fields.
3. Click Custom to change sort order. **See Creating Custom Reports.** Click Setup to display the Printer screen to change page orientation, reduce page size, or specify other printer settings.

   The recommended orientation indicator at the top of the Report Interface displays the recommended report orientation.
4. Select the Cover Page check box to print a report cover page.
5. Click Print to print the report immediately or click Queue to send the print job to the Job Queue.
6. Click Close.

Copyright © 2000–2004 Pearson Digital Learning

Sending Reports to the Job Queue

The report interface includes a Queue button that enables you to send print jobs to the Job Queue so that you can continue using the SASIxp educational software without waiting for a report to print. You have several options for scheduling print jobs to process, for example, during the evening when no one uses the printer.



Job Queue Option Fields

Field Name	Description
Priority	
Urgent	Processes ahead of all other jobs in the queue.
Normal (Default)	Processes in the order received.
Recurring	Process as a recurring pattern job. This selected option displays the Pattern Name field from which you can select or create a recurring pattern.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Pattern Name	Recurring pattern for the print job. Select from a list of existing patterns or create a new pattern with the *Create…* item.
Time Delayed	Specifies the date and time that the report is created and printed.
Notify Me	
By mail	Sends a message to your In folder.
By Alert	Displays an alert on the screen with the status of the printing job.
Job Title	Title of the report being sent to the queue.
School Range	Enables you to queue a report for a range of schools. The default in both the *From* and *To* fields is the number of the school you are logged into. To print a range of schools, select the appropriate school numbers in the *From* and *To* fields.
School Type	Enables you to select one school type to use for the defined range: • All school types • Secondary • Elementary, no schedules • Elementary, with schedules
Send to Server	Enables you to select one of the available job queue servers from the list of servers defined in the Tables Definition atom.

Copyright © 2000–2004 Pearson Digital Learning

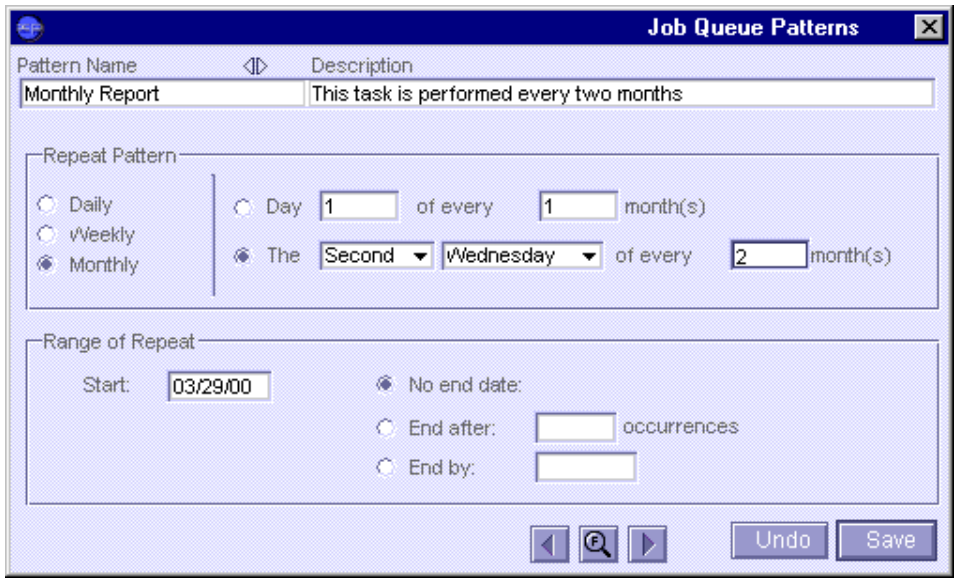
Creating Job Queue Patterns

The Job Queue Patterns atom (in the Utilities folder) enables you to create a recurring pattern to process repeat print jobs.

Job Queue Patterns Screen

The Job Queue Patterns atom enables you to create multiple repeating job print patterns. The Job Queue Patterns screen displays when you open the Job Queue Patterns atom. It also displays from the Job Queue Manager when you select the Recurring print job option and choose to create a new recurring pattern.

When you access the Job Queue Patterns atom from the Job Queue Manager, you can only add patterns. To modify or delete job queue patterns, or perform any other tasks with the atom, you must open the Job Queue Patterns atom directly.



Copyright © 2000–2004 Pearson Digital Learning

PEARSON Digital Learning

Job Queue Patterns Fields

Field Name	Description
Pattern Name	The name of this job queue pattern. When you save the pattern and select the *Recurring* option on the job queue form, the pattern name displays on the pop-up list of available pattern names.
Description	The brief description of the job queue pattern.
Daily Repeat Pattern	
Daily	Processes the task once each day, or once per set number of days.
Every __ Day(s)	Processes the task every set number of days. For example, type a 1 in this field to process a task every day, or type 3 to process the task every third day.
Every Weekday	Processes a task daily Monday through Friday.
Weekly Repeat Pattern	
Weekly	Processes the task on a particular day each week, or once per set number of weeks.
Repeat every __ week(s) on __	Processes a task once every set number of weeks on specified days. For example, you can choose to generate student report cards every 9 weeks on Friday.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Monthly Repeat Pattern	
Monthly	Processes the task on a particular day on a monthly basis, or once per set number of months.
Day __ of every __ month(s)	Processes a task on a specific day every set number of months. For example, you can choose to generate progress reports on day 10 of every 2 months.
The __ __ of every __ month(s)	Processes a task on a specific weekday every set number of months. For example, you can choose to generate parent letters on the 2nd Wednesday of every 2 months.
Range of Repeat	
Start	The date the recurring process begins. The default is the date you create the pattern.
End Date options	*No End Date* –The system continues to process the task regularly from the start date onward.
End After: __ Occurrences – The system stops processing the task after a specific number of occurrences.	*End By: __* – Specifies a date after which the task no longer repeats.

Using the Job Queue Patterns Atom

Use the Job Queue Patterns atom to add, delete, or modify a recurring pattern, and to change a pattern name or the description of a job queue. **See Data Menu Functions.**

Inactivating a Recurring Pattern

If you no longer want the system to process a recurring pattern, but you do not want to delete it from the job queue permanently, you can inactivate it.

Copyright © 2000–2004 Pearson Digital Learning

1. Open the Job Queue Patterns atom.
2. Find a pattern name to inactivate.
3. From the Data menu, select Inactivate Pattern. Brackets enclose the pattern name at the top of the screen, indicating that the pattern is inactive.
4. Click Close.

Activating an Inactive Recurring Pattern

This procedure enables you to reactivate an inactive pattern so the system processes it on a recurring basis.

1. Open the Job Queue Patterns atom.
2. Find the inactive pattern name that you want to activate. Brackets enclose inactive patterns.
3. From the Data menu, select Activate Pattern. The pattern name displays without brackets, indicating that the pattern is active.
4. Click Close.

SASIxp Terminology

Term	*Definition*
Alias	Represent an atom or folder stored in another part of the desktop, and serves as a shortcut to opening the atom or folder. Aliases are docked in toolbars.
Atoms	Basic program component used to run applications and open data screens.
Application Atoms	Program-generated atoms that open applications, menus, screens.
Data Atoms	User-generated atoms for saving a record used extensively. Can be dropped onto other atoms to open them and automatically display data on the entity in the Data atom.
Filter Atoms	User-generated atoms for saving data filters.

Copyright © 2000–2004 Pearson Digital Learning

Term	Definition
Query Atoms	User-generated atoms for saving queries.
Report Atoms	User-generated atoms for saving reports.
Briefcase	Icon that represents a folder.
Desktop	The total SASIxp environment, including the Toolbar, Message Center, Menu Bar, and Workspace.
Docking	Term used for positioning an atom alias in a toolbar.
Folders	Briefcase icons that represent storage areas for atoms and other folders.
Link Arrows	Small arrows in atom screens that provide links to other atoms.
Menu Bar	Horizontal bar at the top of the desktop displaying the File, Edit, Windows, Data and Help (Windows) Menus, and any application menu associated with the atom currently active.
Message Center	Horizontal bar at the base of the desktop with four message areas displaying messages on fields and functions.
Object	Any item or group of items on the SASIxp desktop that can be moved by dragging and dropping, such as an atom, folder, or field within a screen.
Records	Related pieces of information within a data file. For example, each record in the Student file represents one student, and each record in the Health Incident file represents one incident for an individual student.
Toolbar	Vertical bar on the left side of the desktop with docking areas for atom aliases.
Workspace	The largest part of the desktop and the area in which you work with applications and data.

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Enrolling Students

Use the Enrollment atom (in the Student Info folder) before entering student information or using other student-related functions in the SASIxp™ software.

As you enter and save basic data, the SASIxp software automatically creates the Student records and Attendance records where you can enter data for each enrolled student. You can create records in other student-related atoms as needed.

> The Enrollment Validation Definition atom is in the System Setup folder. This atom enables you to validate student data during the student enrollment process using validation rules defined by your school or district.

Using Enrollment Screens

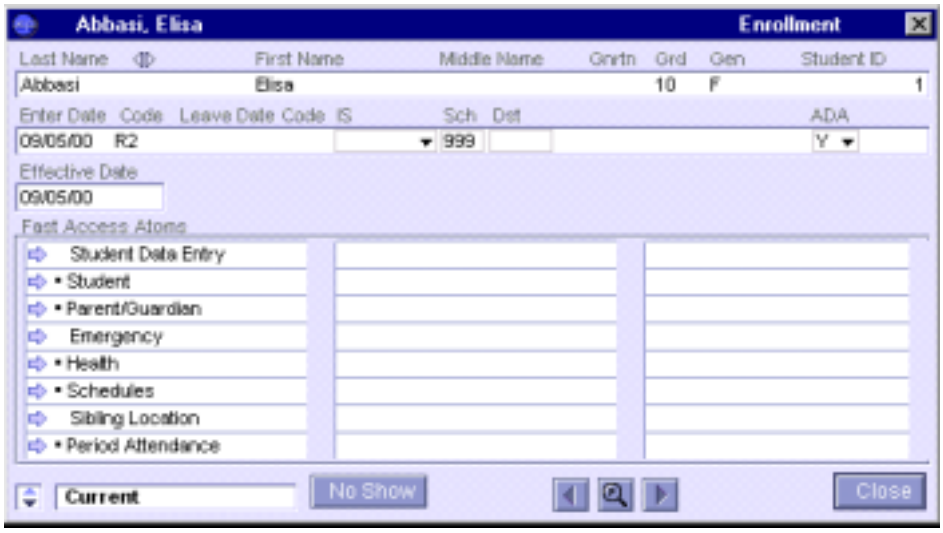
Use the two Enrollment screens to add or modify student data. See Data Menu Functions.

- Current Screen
- History Screen

Copyright © 2000–2004 Pearson Digital Learning

Current Screen

The Current screen enables you to add and inactivate students, and update enrollment records with the latest changes in a student's enrollment status.



Current Fields

This atom contains standard header fields for student information within your school. The chapter, Standard SASIxp Header Fields, defines header fields for this and other atoms. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

Field Name	Description
Last Name	Student's last name.
First Name	Student's first name.
Middle Name	Student's middle name.
Gnrtn	Student's generation code, such as Jr. or Sr.
Grd	Student's grade.
Gen	Student's gender.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Trk	Attendance track to which a student is assigned. This field only displays in schools using a track schedule.
Student ID	Student's ID number.
Enter Date	Most recent date the student enrolled at your school. The system records any previous enrollment dates in the Enrollment History matrix. Although you can enter a date prior to the first date in the Attendance Calendar, Attendance Totals only reflect data entered on or after the first date in the Calendar.
Enter Code (ENT table)	Code indicating the circumstances under which a student enrolled at your school. If the school defined a default code in the School atom, this displays here automatically when you enroll a student.
Leave Date	The date a student left your school. The system records any previous leave dates in the Enrollment History matrix. If you enter a future date, the program does not inactivate the student until that date. The Leave Date is either the last day of enrollment or the first day of non-enrollment, depending on how the school is set up.
Leave Code (LVE table)	Code indicating the circumstances under which a student left your school. If the school defined a default code in the School atom, this code displays automatically when you inactivate a student.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
IS Code (SET table)	Instructional Setting code that flags a student as participating in a special program where attendance needs to be reported separately, such as Special Ed. All students tagged with a specific Instructional Setting code in the Enrollment atom are grouped together in Monthly Attendance by Student and Monthly Attendance Summary Reports. This field displays only if it has been identified as a Data Change Affecting Enrollment on the Enrollment page of the School atom.
Sch	School number for the school a student attends. In most cases, this number is your school's number from the School atom. Usually, this number is the system default. If the student attends more than one campus, the home school displays.
Dst	Number of the school district in which a student resides.
Tch	Teacher number for the teacher to whom a student is assigned. This number can be the student's advisor or homeroom teacher. At Daily Attendance schools, this teacher's class is the one used for attendance. Teacher numbers entered here automatically display in student records in the Student atom. This field displays only if it was selected in the School atom as a Data Change Affecting Enrollment.
Teacher Name	Name of the teacher to whom a student is assigned. The system completes this field automatically when you select a *Teacher Number* and exit that field. If your school is set up as an elementary school without schedules, the system builds class lists from the Teacher data here. This field displays only if it was selected in the School atom as *a Data Change Affecting Enrollment*.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
ADA	Enables you to indicate a student's eligibility for ADA. The system defaults to Y. • Y = Yes • N = No • A = Half Day a.m. • P = Half Day p.m. • M = Full Day a.m. • E = Full Day p.m. • C = Concurrent means concurrently enrolled. Use this code only for district integration.
Effective Date	Date that a change to a student's enrollment status becomes effective. When you enroll or inactivate a student, the date in the *Enter Date* or *Leave Date* field is entered automatically in the *Effective Date* field. What happens when you make other changes depends on the setup in the School atom. If you select *Enable automatic update of effective dates*, the program automatically enters the current date as the *Effective Date*. If you select *Disable automatic update of enter dates*, you need to enter the date.
User Codes	Fields for school-defined codes used to track information that affects enrollment. Only user codes that require the tracking of Enter or Leave data for attendance purposes are included here. These codes are defined as data changes affecting enrollment on the Enrollment tab in the School atom.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
No Show	Use this button to inactivate the records of students who enroll at school but do not show up during registration. If a student already has a schedule and you click No Show then Save, the system displays a message prompting you to choose the method you want for handling the student's class information. • Delete – The system permanently removes the student's classes from the current schedule, and does not record the student in class history. • Drop – The system permanently removes the student's classes from the current schedule. The classes are tagged with an N code so you can identify them if the student reactivates. **Note:** Select Drop if you might want to later restore classes for a No Show student. • Retain – The student's classes are unchanged. To reactivate a No Show student, use the Activate function on the Data menu. If any class history classes are tagged N, the system displays a message indicating the student has dropped courses, then asks if you want to restore the student's schedule. • Select Yes to reactivate the student and move the classes from class history to the student schedule file. • Select No to reactivate the student and have the previous classes remain in class history.

Copyright © 2000–2004 Pearson Digital Learning

Enrolling Students

In addition to enrolling students, you can use the Enrollment atom to update enrollment records with new data such as changes in teachers or instructional settings. You also can work from this atom to revise enrollment histories, change the Name/ID line, and to inactivate, reactivate, or delete students. See Data Menu Functions.

You must have Security Officer rights, or have been assigned rights in the User atom, by a Security Officer, to access the Delete Student option on the Data menu. If you don't have these rights, the option is dimmed.

These data fields are required to enroll a student:

- Last Name
- First Name
- Gender
- Grade
- Enter Date
- Enter Code

After you save a student enrollment record, you can open a Fast Access atom and enter other data related to that student or you can add another student enrollment record.

Enrolling New Students

1. Open the Enrollment atom.
2. From the Data menu, select the Add Student option. The number of the school you are logged into displays in the *Sch* field and the current date displays in the *Enter Date* fields. (Asterisks display in the *Student ID* field if your school has set up this field for automatic entry of permanent numbers.)
3. In the *Last Name, First Name, Middle Name*, and *Gnrtn* fields, type the student's name information. (The *Middle Name* and *Gnrtn* fields are optional.)
4. In the *Grd* field, select the student's current grade from the pop-up list.
5. In the *Gen* field, select the student's gender from the pop-up list.
6. In the *Trk* field (if displayed), select the student's track assignment from the pop-up list.

Copyright © 2000–2004 Pearson Digital Learning

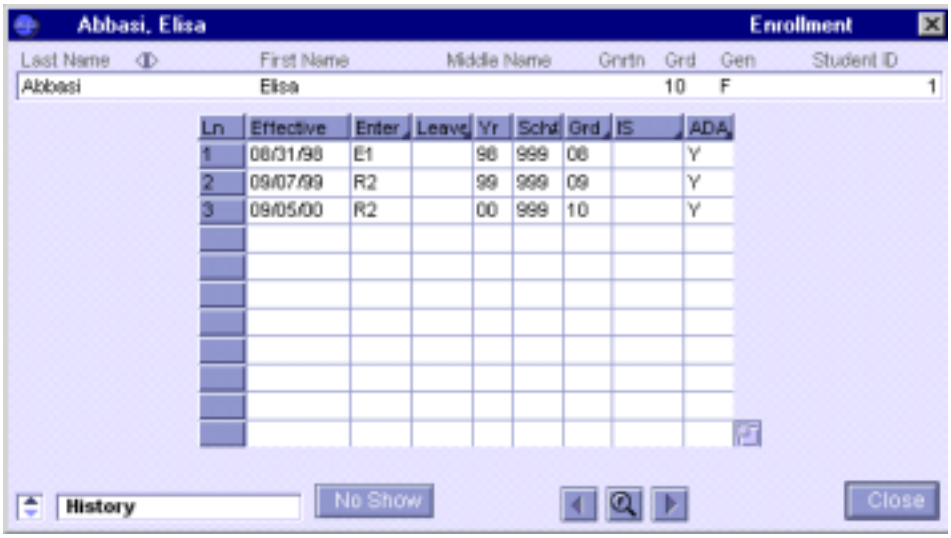
7. In the *Student ID* field when there are no asterisks, type a permanent student identification number. (The system alerts you to duplicate IDs at your school only.)
8. Review the *Enter Date* field and change the default enrollment date. (Remember that Attendance totals do not reflect data for enrollment dates prior to the first date in the Attendance Calendar.)
9. In the *Enter Code* field, select a code from the pop-up list if the system does not automatically supply a default code.
10. If the *IS* field displays, select an instructional setting from the pop-up list.

    The system automatically enters your school number in the *Sch* field.
11. In the *Dst* field, type your school district number.
12. If the *Tch* field displays, click the Link Arrow to display the teacher list from the Teacher List atom (this remains open). For subsequent students, click the Teacher list to move it to the front of the Enrollment form. Drag and drop the teacher number to the *Tch* field. The teacher number displays and the system automatically enters a name in the *Teacher Name* field.
13. Skip the *Effective Date* field because the system automatically supplies data when you save the record.
14. In the first *User Code* field (if displayed), select a user code from the pop-up list. (Only user codes that were identified in the School atom and that affect student enrollment are available.)
15. Click Save. Saving the record automatically adds a line of history to the Enrollment History matrix and creates a record in the Student file and the Daily or Period Attendance files.

Copyright © 2000–2004 Pearson Digital Learning

History Screen

The History screen enables you to review and revise each student's complete enrollment record for a specific school year. Use the Change Enrollment History option on the Enrollment menu to unlock the fields on the History screen.



History Fields

Field Name	Description
Ln	Line number for each row.
Effective	Effective date for each change in a student's enrollment status, including changes in grade, teacher, IS, and so on.
Enter	Enter code selected for each enrollment date in the student's history at your school.
Leave	Leave code selected for each leave date in the student's history at your school.
Yr	Year of the student's enrollment.
Sch#	Number of each school a student has attended. In most cases, this number is the same as the number for your school.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Grd	Student's grade level at the time of each enrollment status change.
Trk	Each new student track assignment.
IS	Each student Instructional Setting Code change.
Tch	Teacher number for each new teacher to whom a student is assigned.
Tch Name	Teacher name for each teacher to whom a student is assigned.
ADA	Enables you to indicate a student's eligibility for ADA. • Y = Yes • N = No • A = Half Day a.m. • P = Half Day p.m. • M = Full Day a.m. • E = Full Day p.m. • C = Concurrent means concurrently enrolled. This code is used only for district integration. The default is Y for all students.

Activating and Inactivating Students

You can work from the Enrollment atom to delete, inactivate, or activate students using options on the Data menu. The Inactivate option on this menu changes to Activate when an inactive record displays.

These data fields are required to activate a student:

- Leave Date
- Leave Code

Copyright © 2000–2004 Pearson Digital Learning

Inactivating Student Records

1. Open the Enrollment atom and display the Current screen.
2. Locate the student's record.
3. From the Data menu, select Inactivate Student. By default, the system enters the current date in the *Leave Date* field. As necessary, you can manually change the date.
4. In the *Leave Code* field, select a code from the pop-up list. The system may automatically enter a default leave code depending on your school's setup.
5. Click Save to inactivate the student. In all Student atoms, parentheses display around a student's name to indicate inactive status.

> If your school is set up as an elementary school with schedules or as a secondary school, the system displays a dialog box asking if you want to drop the student from all classes.

Reactivating Records

1. Open the Enrollment atom and display the Current screen.
2. Locate the student's record.
3. From the Data menu, select the Activate Student option.
   - The system erases data in the *Leave Date* field.
   - The system also enters the current date in the *Enter Date* field but you can change this manually if necessary.
   - The system maintains the student leave data and continues to display it in the Enrollment History screen.
4. In the *Enter Code* field, select a code from the pop-up list if the system does not automatically supply a default code.
5. Click Save to reactivate the student. In all Student atoms, parentheses disappear from around a student's name to indicate active status.

Marking Students as No Shows

1. Open the Enrollment atom and display the Current form.
2. Locate the student's record.

Copyright © 2000–2004 Pearson Digital Learning

3. Click No Show. The system puts parentheses around the student's name to indicate that the student is inactive, and puts an 'n' in the status field in the ASTU file
4. Click Save. The system displays a dialog box.

> The No Show button displays only if you activate it in the No Show field on the Enrollment page of the School atom.
>
> When you mark a student as a No Show, the system automatically deletes any active service programs in which the student is enrolled. The system does not delete any service program history records that contain exit date and reason data.

5. In the dialog box, select a method for handling student classes:
   - Delete – Permanently delete the student's classes from the current schedule.
   - Drop – Delete the student's classes from the current schedule but save the classes as history. You can reactivate the classes later.
   - Retain – Leave the student's classes unchanged.

Deleting Student Records

1. Open the Enrollment atom and display the Current form. (The Delete function is available only from the Current form in the Enrollment atom.)
2. Locate the student's record.
3. From the Data menu, select Delete Student. The system display a dialog box with two buttons.
4. Click OK to delete the student from the system. All data associated with that student in all Student atoms is permanently removed.

   OR

   Click Cancel to not delete student data.

Copyright © 2000–2004 Pearson Digital Learning

Enrollment Atom Menu Options

Options on the Enrollment menu enable you to unlock the fields on the history matrix so you can perform changes to student enrollment data. Normally, schools lock enrollment fields to prevent accidental change.

Another Enrollment menu option enables you to display or hide dots beside Fast Access atoms that contain records. Dots indicate that data has been entered in an atom for the selected student.

Changing Data in the Name...ID Line

1. Open the Enrollment atom and display the Current screen.
2. Locate the student record that you want.
3. From the Enrollment menu, select Change Name...ID Line.
4. Go to any fields that you want to change. Type new date or select a different item from the pop-up list.
5. Click Save.

Changing Enrollment History

You can unlock the Enrollment History matrix and modify and delete data.

1. Open the Enrollment atom and display the History page.
2. From the Enrollment menu, select Change Enrollment History.
3. Go to any fields that you want to change. Type new data or select a different item from the pop-up list.

   To delete a line of enrollment history, click the Ln number for the row to be deleted. Make sure the row is highlighted. (The first row cannot be deleted because it displays a student's original enter date.)
4. Click Save.

Show Student Data

You can identify the Fast Access atoms that contain records for the current student.

- To automatically display dots next to Fast Access atoms for all students, select the Show Data Exists in Enrollment option in the User atom.

Copyright © 2000–2004 Pearson Digital Learning

- To search records quickly, use the Show Student Data option to temporarily deactivate the dot feature. Once you find a record, select Show Student Data again to display the dots.

Fast Access Atoms

The Enrollment atom also enables you to access quickly all the atoms that your school defines as critical to maintaining essential student data. These atoms display in a list on the Enrollment screen and are opened using Link Arrows.

You must save a student's basic data from the Enrollment atom before you can work within other atoms to add information about the student.

Adding Supplemental Data the Fast Access Way

1. Open the Enrollment atom and display the Current page.
2. Locate the student's record.
3. Click the Link Arrow for any Fast Access atom. The first page in the selected atom displays with the top line completed with header data from the Enrollment atom.
4. Go to fields in which you want to record information. Type data or select an item from the pop-up list.
5. Click Save.
6. Click Close to return to the Enrollment atom.

Copyright © 2000–2004 Pearson Digital Learning

Defining and Using Student Demographics

Student Atom

The Student atom (in the Student Info folder) enables you to enter, maintain, and view demographic data for students at your school. The Student atom consists of three tabs and accepts information that becomes part of the student's unique records.

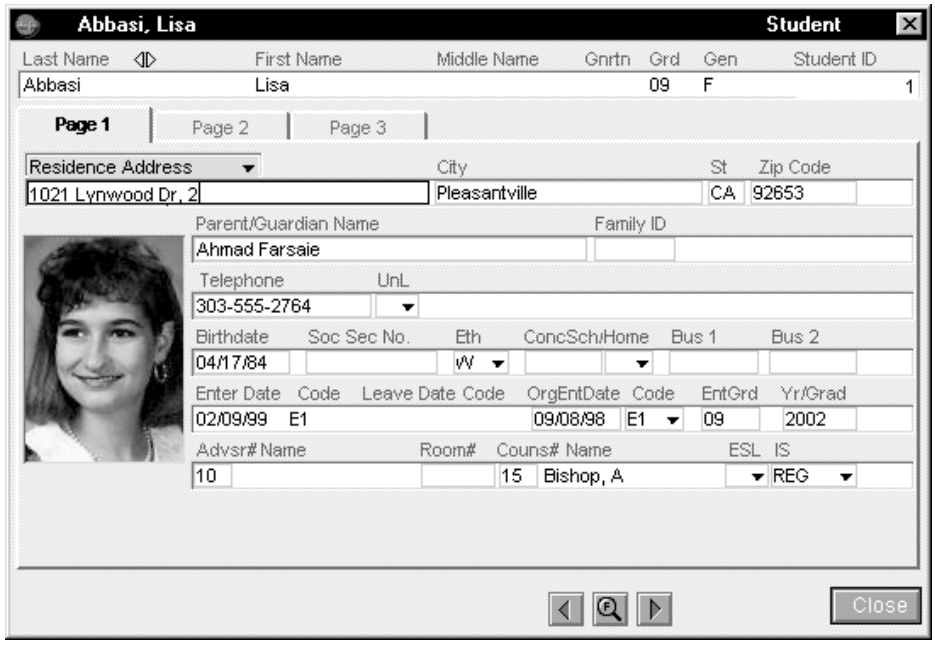
All fields within the three tabs of the student screen are optional. You can enter data depending on the information available and the needs of your school. Student labels, rosters, and reports are generated based on data from the student screen. You can return to the student screen as often as necessary to update data. See Data Menu Functions.

Use the three Student tabs to add or modify student data:

- Student Page 1
- Entering Student Data
- Student Page 3

Copyright © 2000–2004 Pearson Digital Learning

Student Page 1



Student Page 1 Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

Copyright © 2000–2004 Pearson Digital Learning

You can change this data using one of two atoms within the SASIxp™ software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Address	Student's residential and mailing address. If street validation is turned off in the School atom, the mailing address fields display by default. If street validation is turned on in the School atom, the residence address is the default and the system validates the street address of this student. • If the student lives within the school enrollment area, the system completes the residence city, state, postal code, grid code, and bus stop information from the data in the Street file. • If the student does not live within the school enrollment area, the system prompts you to enter an attendance permit code and date. To enter a fractional address, such as 1055 ½ E. Main, type **1055 1/2** (including the slash). Decimal point entries are not valid.
City	City portion of a student's address.
St	State portion of a student's address.
Zip Code	Zip code portion of a student's mailing address. Type a hyphen if you include the 4-digit extension.
Parent/Guardian Name	Name of the primary parent or guardian. This name should match the parent or guardian identified as the responsible adult in the Parent Guardian atom.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Family ID	ID number that enables you to link siblings at the same school. Locate siblings using the Sibling atom. See Establishing Sibling Records. The system assigns the same family ID to each sibling when you use the Sibling atom.
Telephone	Student's home phone number. Type number with or without spaces. The system inserts hyphens.
UnL	Indicates whether a student's home phone number is listed or unlisted in the student directory.
Country	The province in which the student resides. Displays if the Province check box is selected on the Localization screen of the School atom. See Defining and Using Student Demographics.
Birthdate	Student's date of birth.
Soc Sec No.	Student's Social Security Number. Type number with or without spaces. The system inserts hyphens.
Eth (ETH table)	Student's ethnic code.
ConcSch/Home	Displays two data fields: • *ConcSch* is the number of any school a student attends concurrently with the home school, such as a continuation school or school for the handicapped. • *Home* enables you to indicate whether the concurrent school is the home school. A selected box indicates that the concurrent school and home school are the same. These fields cross-reference students with records at multiple schools.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Bus 1 and *Bus 2*	Information on buses used by students, such as the number of the bus a student takes or the number of his or her bus route.
Enter Date	Date a student entered your school. If a student has re-enrolled, the most recent *Enter Date* displays. The system enters data from the Enrollment atom. The field is locked on the Student atom.
Code (ENT table)	Indicates the circumstances under which a student enrolled at your school. If a student has re-enrolled, the most recent *Enter Code* displays. The system automatically enters data from the Enrollment atom. The field is locked on the Student atom. See Defining and Using Student Demographics.
Leave Date	Date a student left your school. The system automatically enters data from the Enrollment atom. The field is locked in the Student atom.
Code (ENT table)	Indicates the circumstances under which a student left your school. The system automatically enters data from the Enrollment atom. The field is locked in the Student atom.
OrgEntDate	Original Enter Date for the first time a student enrolled at your school. This date differs from the date in the *Enter Date* field if the student has enrolled at your school more than once. The system automatically enters data from the Enrollment atom, but you can change it.
Code (ENT table)	Original Enter Code for the first time a student enrolled at your school. This code may differ from the code in the *Enter Code* field if the student has enrolled at your school more than once. Data is entered here automatically from the Enrollment atom. You can override it by selecting an item from the pop-up list of school-defined Enter Codes.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
EntGrd	Student's grade at the first time of enrollment at your school. The system automatically enters data from the Enrollment atom. See Enrolling Students.
Yr/Grad	Student's year of graduation. The system automatically completes this field based on the student's grade at the time of enrollment (but this year can be changed later). This information prints in the *Class Of* field on transcripts.
Tchr# (Advsr#)	Teacher number for the teacher currently assigned to a student. If the teacher is flagged as a data change affecting enrollment on the School atom, the system automatically enters data from the Enrollment atom. See Enrolling Students.
Name	Name of the teacher currently assigned to a student. The system automatically enters data from the Enrollment atom.
Room#	Number of a student's current homeroom.
Couns#	Number of the guidance counselor assigned to a student or of the teacher assigned as a guidance counselor.
Name	Name of the guidance counselor assigned to a student.
ESL (ENG table)	Indicates a student's proficiency level in English.
IS (SET table)	Instructional Setting code indicating any special program in which the student is enrolled. The system automatically enters data from the Enrollment atom if the field has been identified as a change affecting enrollment.
Effective Date	Indicates date of any change to enrollment.

Copyright © 2000–2004 Pearson Digital Learning

Entering Student Data

All fields within the pages of the student screen are optional. You can enter data depending on the information available and the needs of your school. Student labels, rosters, and reports are generated based on data from the student form. You can return to the student screen as often as necessary to update data.

Completing Student Records from the Student Tabs

1. Open the Student atom and display Student Page 1.
2. Locate the student record.
3. In the Address field on Page 1, enter the student's mailing or residential address.

   If the street validation feature has been turned on in the School atom, the system automatically supplies information to the remaining address fields for students who live in the enrollment area. For students who do not live in the enrollment area, the system prompts you to enter an attendance permit code and date.

   If the street validation has not been turned on in the School atom, you need to manually enter data in all address fields.

   > The SASIxp software accepts fractional addresses, such as 1055 1/2 E. Main Street. To enter this fractional address, type **1055 1/2** (include the slash) and the system converts the number to a fraction. Decimal point entries are not valid.
   >
   > If you type an address fraction without a separating space, the system inserts the space for you. For example, if you type 9871/2 West, the system converts the address to 987 1/2 West when you click Save.

4. For the remaining fields on Student Page 1, type data or select an item from the pop-up list.
5. When you finish entering data on Page 1, display Student Page 2.
6. For all fields on Student Page 2, type data or select an item from the pop-up list.
7. When you finish entering data on page 2, display Student Page 3.
8. For all fields on Student Page 3, type data or select an item from the pop-up list.

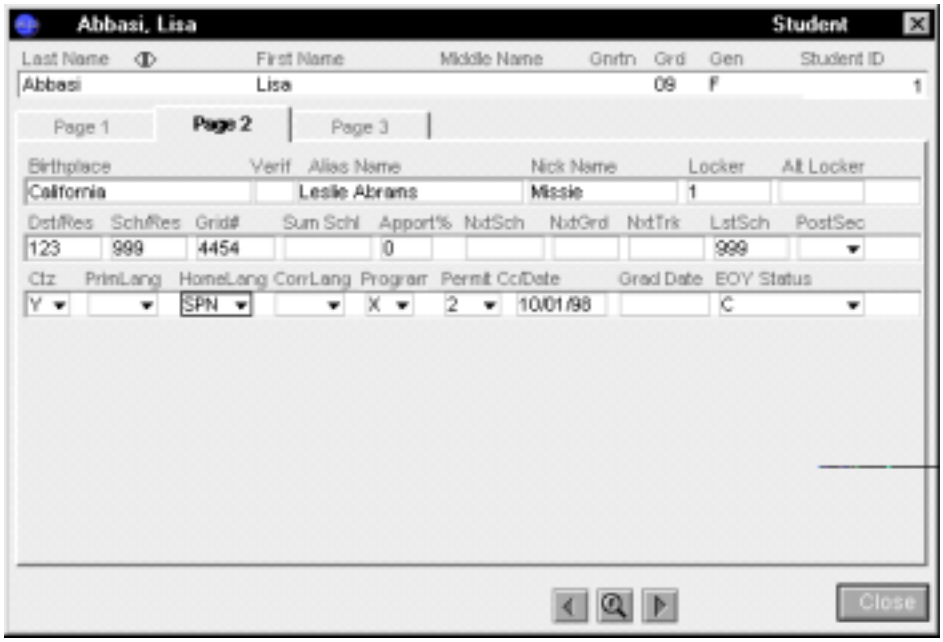
Copyright © 2000–2004 Pearson Digital Learning

9. In the check boxes that display on the lower half of Student Page 3, select each condition that applies to the student.

   Next to the *DrvTrnElig* check box is a date field where you must enter the date on which a student is eligible for driver training if you select the *DrvTrnElig* check box.

10. Click Save to save data entered on all tabs of the Student screen.

Student Page 2



Student Page 2 Fields

Field Name	*Description*
Birthplace	Student's place of birth.
Verif	Indicates whether the student has provided a document verifying place of birth.
Alias Name	Any alternate last name the student uses instead of his or her given name.
Nick Name	Any nickname by which the student is known.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Locker	Number of the student's main locker.
Alt Locker	Number of an additional locker assigned to the student.
Dst/Res	Number of the school district in which the student resides.
Sch/Res	School number for the school near which the student resides. The system enters this number with information from the Enrollment atom. In most cases, this number is the same as the number for your school. It differs when a student from outside your district, or from a different area within your district, has been allowed to attend your school.
Grid#	Displays the geographic grid number indicating the location of the student's residence.
Sumr Schl	School number for the school at which the student attends summer classes.
Apport%	Percentage of full-day apportionment allowed, based on student attendance.
NxtSch	Number of the next school the student is scheduled to attend after leaving your school. This field is used as part of the end-of-year procedures for students in the highest grade level in the current school.
NxtGrd	Enables you to indicate next year's grade level for students who are promoted more than one grade or held back.
NxtTrk	Number for the next attendance track assignment for the student. This field is used as part of end-of-year procedures if the student's track changes next year.

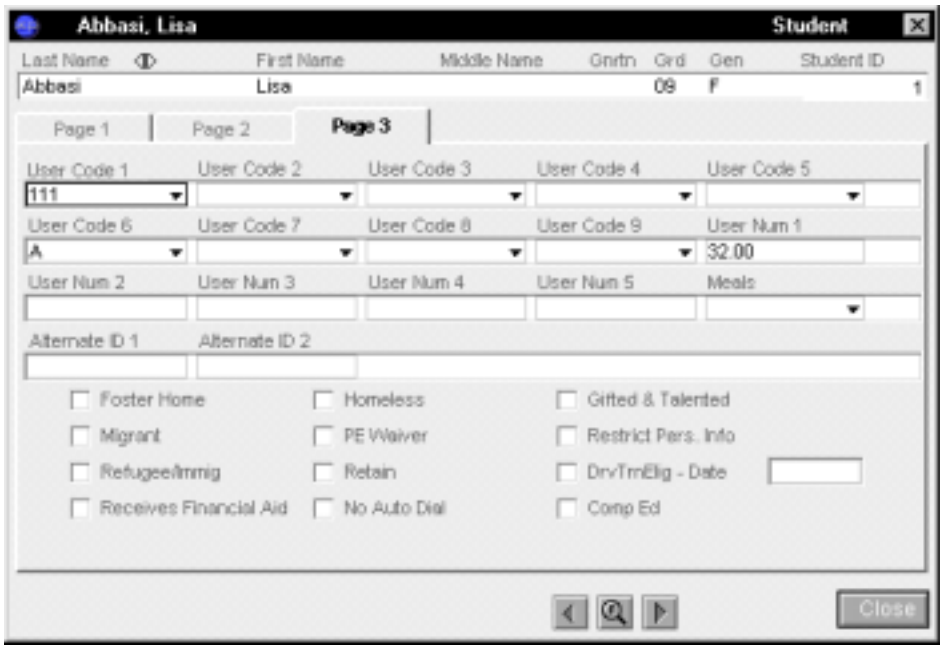
Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
LstSch	Number of the school the student attended last. The Feeder School Option of New Year Rollover process automatically completes this field.
PostSec (PST table)	Code indicating the student's post-secondary plans.
Ctz	Code indicating the student's citizenship status.
PrimLang (LNG table)	Language in which student is most fluent.
HomeLang (LNG table)	Language spoken in a student's home.
CorrLang (LNG table)	Language in which letters to a parent or guardian should be written.
Program	Indicates whether the student is enrolled in a special program, such as LEP or other program. • **X** = Yes • **Blank** = No
Permit Cd (ATP table)	Attendance permit code for permit that allows a student from another school (in or out of your district) to attend your school. **Note:** The system clears this field if the student's address is within the district boundaries during street validation.
Date	Date the attendance permit was issued.
Grad Date	Actual date that the student graduated. This date defaults from the effective date entered on the Graduate Students screen in the New Year Rollover atom, or you can enter it manually.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
EOY Status (EOY table)	End of year status is a state-specific field that indicates the student's status at the end of the year; for example, C for completed, G for graduated, R for retained, and P for promoted.

Student Page 3



Student Page 3 Fields

Field Name	Description
User Codes 1-9	Fields for all user codes defined by the school and state for tracking student information. You can display up to nine user codes (UC1–UC9).
User Num 1-5	You or your state can define a number for tracking student information (UC11–UC13).

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Meals (FRL table)	Indicates whether the student participates in the Free and Reduced Meals Program.
Alternate ID 1 & 2	You can use these fields for the first and second alternate IDs assigned to the student.
Disciplinary User Code	Code populated from the ASTU file in the Student atom, which is not an input file in ADIS. This is a read-only field.
Foster Home	Indicates whether the student resides in a foster home.
Homeless	Indicates whether the student is homeless.
Gifted & Talented	Indicates whether the student is in the Gifted and Talented program (GATE).
Migrant	Indicates whether the student lives with a migrant family.
PE Waiver	Indicates whether the student is excused from taking physical education.
Restrict Pers. Info	Indicates whether the student's personal data can only be released to the primary parent or guardian.
Refugee/Immig	Indicates if the student is a refugee or immigrant.
Retain	Indicates whether the student has been retained.
DrvTrnElig - Date	Indicates whether the student is eligible for driver's training. If this check box is selected, you also need to enter the date the student becomes eligible in the *Date* field.
Receives Financial Aid	Indicates whether the student is eligible to receive financial aid. This field is used by the Tuition atom.
No Auto Dial	Indicates whether phone calls to the student's home should not be made by an auto dialer.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Comp Ed	Indicates whether the student participates in a Compensatory Education program.

Adding New Students from Student Atom

You can easily add a new student enrollment record while working from an existing student record in the Student atom. Open the Enrollment atom (by selecting Add Student from the Data menu) and perform work in it while the Student atom remains active in the background. When closing the Enrollment atom, the system return you to the same student record that you left in the Student atom.

1. Open the Student atom.
2. From the Data menu, select Add Student. The system opens the Enrollment atom and displays a blank enrollment screen.
3. Enroll the student.
4. When you finish working from the Enrollment atom, click Close to return to the student record that you left in the Student atom.

Student Menu Reports

Report Name	Description
Enrollment Report (STU12)	Reports the number of students assigned to each teacher. No custom sort fields are available for this report.
Three Across Student Directory (STU01)	Produces a student directory indicating student name, gender, grade level, and birth date.
Student Directory (STU02)	Produces a list of the students enrolled in the currently active school.
Name and Address Labels (STU03)	Produces labels for mailings to parents. Each label includes parent or guardian name, student name, address, and a comment text field.

Copyright © 2000–2004 Pearson Digital Learning

Report Name	Description
Class Rank and GPA (STU05)	Prints a list of students indicating their current class rank in alphabetical order or by class rank.
Schedules (STU07)	Prints a list of all students on file and their current class schedules.
Add-Drop Listing (STU08)	Provides a list of students to be added to, or dropped from, class rosters or attendance scanner sheets. Teachers can use this list to update their attendance forms.
Data Labels (STU09)	Produces labels displaying a variety of student data including student name and ID, grade level, gender, enrollment date, parent or guardian name, home phone, and home address.
Name and School Labels (STU21)	Produces labels displaying school name, student name, and grade level (but no address).
Birthday Listing (STU25)	Provides a list of student birthdays including day of month, student name, age, and address.
Locator Cards 2-Across (STU31)	Produces locator cards in index card format. Data includes parent or guardian name, home phone, enrollment date, address, student name and ID, birth date, gender, grade level, name of school, today's date, and counselor name.
Locator Card 1-Across (STU32)	Produces locator cards to accommodate split-week schedules and can be printed using the SASI-0036 form.
Class Rosters/ No Schedules (STU40)	Produces a roster of students organized first by teacher then by grade level. This report option is dimmed unless displaying the Student List.

Copyright © 2000–2004 Pearson Digital Learning

Report Name	Description
Class Rosters/ With Schedules (STU41)	Produces a roster of students organized first by teacher then by section numbers within each grade level. Data includes student name and ID, home phone, teacher number, and teacher name.
Special Class List (STU43)	Lists students for each section, period, course or grade, and teacher. Each row includes student information and a space for comments at the end of the row.
Grid Distribution (STU97)	The number of students for each point on the district or school's geographic grid.
Ethnic Distribution (STU98)	Provides a report indicating a school's ethnic distribution by grade level and gender. The report prints numerically in ascending order by grade.
Duplicate ID List (STU47)	Indicates all students who have duplicate numbers in the site and server files if district integration is used.
Demographic Report (STU30)	Displays pupil count information required by the State of California for California Basic Educational Data System (CBEDS).
Student Master List (STU10)	Displays student name, grade, homeroom, teacher name and number, emergency phone number, home phone number, address, parent or guardian relationship, parent or guardian first and last name, and work phone number and extension.
Student Register (STU45)	Summarizes student information, parent or guardian contacts, and course schedules for use by personnel who don't have access to the SASIxp educational software. The report is sorted by student name.

Copyright © 2000–2004 Pearson Digital Learning

Attaching Student Photos

Use the Attach Student Photo option to attach a photo to Page 1 of the Student screen. The student's photo then displays in the photo box in student-related atom screens and in the Mini Pic box in the Message Center whenever that student's record displays.

1. Open the Student atom.
2. Locate the student's record.
3. From the Student menu, select Attach Student Photo.
4. Select the student's picture file from the appropriate directory. The image displays in the Crop/Zoom Image box.
5. Click the image and drag it to the appropriate position.
6. Adjust the magnification, if necessary.
7. Click OK. The image displays on the Student screen.

Changing Data in Name...ID Line

Unlocks the top line in each page of the Student screen so that you can make changes to data (Last Name, First Name, Middle Name, Grade, Gender, and Student ID). Changes display in all records for the student.

1. Open the Student atom.
2. Locate the student's record.
3. From the Student menu, select Change Name...ID Line.
4. Click the field you want to change and enter new data.
5. Click Save.

Locating Students

School personnel frequently need to find student records to add, modify or delete information. There are several ways to find student records within the SASIxp™ software, depending on what record is needed.

Copyright © 2000–2004 Pearson Digital Learning

To find a student, use the Find function within any atom that contains a student record. If you want to add, modify or delete a student's record, it is most efficient to perform the Find in the same atom as the record. For example, if you want to schedule a conference with a student, perform the Find in the Conference atom. If you want to record a disciplinary action for a student, perform the Find in the Discipline atom.

There are three ways to activate the Find function:

- From the Data menu, select Find Student.
- Press the Ctrl and F keys simultaneously.
- Click the magnifying glass on the atom screen.

You can make the search as broad or specific as needed, depending on what student information you know. To find a student, complete as much information as possible in these student fields:

- First Name
- Last Name
- Student ID Number
- Phone
- Address
- Parent or Guardian

Finding Students

1. Open an atom that contains student records. The system reads from the ASTU file.
2. From the Data menu, select Find Student.
3. Enter your search criteria in as many student information fields as you can. Entering more information narrows the search and fewer students display in the matrix.

   For example, entering A* in the Last Name field generates a matrix of all students whose last names begin with the letter A. Entering Anderson in the Last Name field generates a matrix of all students whose last name is Anderson.
4. From the matrix, double-click the line number (ln) corresponding to the student you want to find. The student's information displays in the atom where you performed the Find function.
5. Modify or delete the student's record as needed.

Copyright © 2000–2004 Pearson Digital Learning

Locating Students on Campus

Sometimes, it's necessary to locate a student within the school, for example, a parent arrives to pick up a student. Depending on the grade level of the student, the student's location is stored in different atoms.

Locating an Elementary Student

1. Open the Student atom and display Page 1.
2. Find the student's record. The room where the student is assigned is shown in the *Room#* field.

Locating Middle School or High School Students

1. Open the Classes atom.
2. Find the student's record. The student's entire class schedule, including room number, displays.

Copyright © 2000–2004 Pearson Digital Learning

Creating Parent or Guardian Profiles

The Parent Guardian atom (in the Student Info folder) enables you to create, maintain, and view address and employment information for the primary parent or guardian for a student and for any additional adults responsible for a student.

You can enter or update information in the Parent Guardian screen at any time, according to the needs of your school. See Data Menu Functions.

Entering or Modifying Parent Guardian Data

The Parent Guardian atom consists of two pages:

- Personal/Employment Page
- Using the Parent Guardian Atom

Personal/Employment Page

Use the Personal/Employment page to enter and view most information related to a student's parents or guardians. This page accepts information about only one parent or guardian at a time.

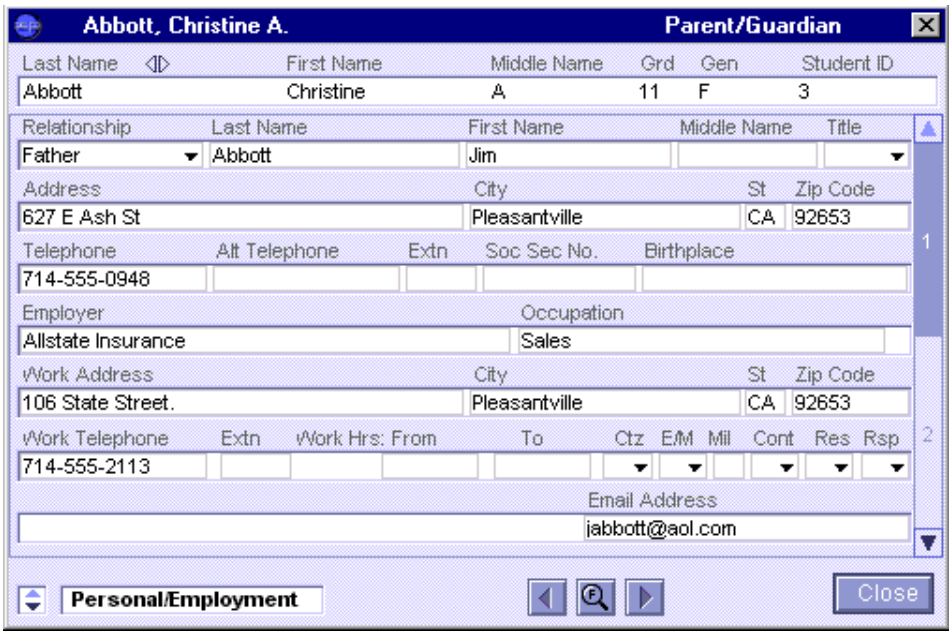
You can add as many parent/guardian records as needed for each student. Add the parent or guardian who assumes primary responsibility for the student first, since that parent/guardian record displays first by default. Subsequent parents and guardians may be added for adults such as non-custodial parents or step-parents.

These data fields are required to enter parent or guardian data:

- Relationship
- Last Name

Copyright © 2000–2004 Pearson Digital Learning

- First Name



Personal/Employment Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

You can change this data using one of two atoms within the SASIxp™ software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Relationship (REL table)	Identifies the relationship of the parent or guardian to the student.
Last Name	Last name of the parent or guardian.
First Name	First name of the parent or guardian.
Middle Name	Middle name of the parent/guardian.
Title (TTL table)	Title that the parent or guardian prefers on correspondence.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Address	Mailing address (street or P.O. box) for the parent or guardian. The system automatically enters student address information from the Student atom when you select a relationship. See Defining and Using Student Demographics. You can change this field if necessary.
City	City portion of the parent/guardian mailing address. The system automatically enters student address information from the Student atom when you select a relationship. You can change this field if necessary.
St	State portion the parent or guardian mailing address. The system automatically enters student address information from the Student atom when you select a relationship. You can change this field if necessary.
Zip Code	Zip code portion of the parent or guardian mailing address. Enter a hyphen if you include the 4-digit extension. The system automatically enters student address information from the Student atom when you select a relationship. You can change this field if necessary.
Telephone	Home phone number of the parent or guardian. The system automatically enters student address information from the Student atom when you select a relationship (but you can change it). The system automatically enters this number in the Phone Numbers atom. See Viewing Student Phone Numbers.
Alt Telephone	Any alternate number such as a pager or cellular phone for the parent or guardian. The system automatically displays this number in the Phone Numbers atom.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Extn	Extension for the alternate phone number. The system automatically displays the extension with the alternate phone number in Phone Numbers atom.
Soc Sec No.	Social Security Number of the parent or guardian.
Birthplace	Birthplace of the parent or guardian.
Employer	Name of the company at which the parent or guardian is employed.
Occupation	The occupation of the parent or guardian.
Work Address	Address (street or PO Box) of the parent or guardian employer.
City	City portion of an employer's address.
St	State portion of an employer's address.
Zip Code	Zip code portion of an employer's address. Enter a hyphen if you include the four-digit extension.
Work Telephone	Work phone number for the parent or guardian. The system automatically displays this number in the Phone Numbers atom.
Extn	Any extension to be used with the work phone number. The system automatically displays this number in the Phone Numbers atom.
Work Hrs: From/To	• The *From* field indicates the hour that the parent or guardian typically arrives at work. • The *To* field indicates the hour that the parent or guardian typically leaves work. Enter the three digits for the time of day. The system inserts the colon and a.m. or p.m.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Ctz	Citizenship status of the parent or guardian. This field defaults to Y – US Citizen when you add a record.
E/M	The extra mailings (*E/M*) field indicates whether school mailings should be sent to an additional parent or guardian. Select X for each additional parent or guardian (and leave the *Rsp* field blank in his or her record). This field enables you to print extra labels for that adult. An X in the *Rsp* field tells the system to print labels only for the primary parent or guardian.
Mil	Indicates whether the parent or guardian's military status entitles the school to special funding.
Cont	Indicates whether the parent or guardian is allowed contact with a student.
Res	Indicates whether a student resides with this parent or guardian. This field defaults to X-Student Resides Here when you add a record.
Rsp	Whether the parent or guardian has primary responsibility for the student. Select X in the record for the primary parent or guardian. This field tells the system to print mailing labels for the primary parent or guardian. Leave this field blank in records for additional parents or guardians.
Email Address	Email address that can be used to contact the parent or guardian.

Using the Parent Guardian Atom

You can add as many parent/guardian records as needed for each student. The primary parent or guardian should be added first as they are the default when the record displays. Subsequent parents or guardians may be added and others such as non-custodial parents or step-parents.

Copyright © 2000–2004 Pearson Digital Learning

Adding the First Parent/Guardian Record

1. Open the Parent Guardian atom.
2. Locate the student record you want.
3. In the *Relationship* field, select the appropriate relationship to the student. (The system automatically enters address and phone number data from information in the Student atom. You can change this data.)
4. For all other fields on the Personal/Employment screen, type data or select items from the pop-up list.
5. Display the Comments screen to enter any additional information related to the parent/guardian.
6. Click Save to save the data in both forms.

Adding Additional Parent/Guardian Records

1. Open the Parent Guardian atom.
2. Locate the student record you want. (The system displays the first parent/guardian record entered for the student.)
3. From the Data menu, select Parent Guardian.
4. In the *Relationship* field, select the appropriate relationship to the student. The system enters address and phone number data from information in the Student atom, but you can change this data.
5. For all other fields on the Personal/Employment screen, type data or select items from the pop-up list.
6. Display the Comments screen to enter any additional information related to the parent/guardian.
7. Click Save.

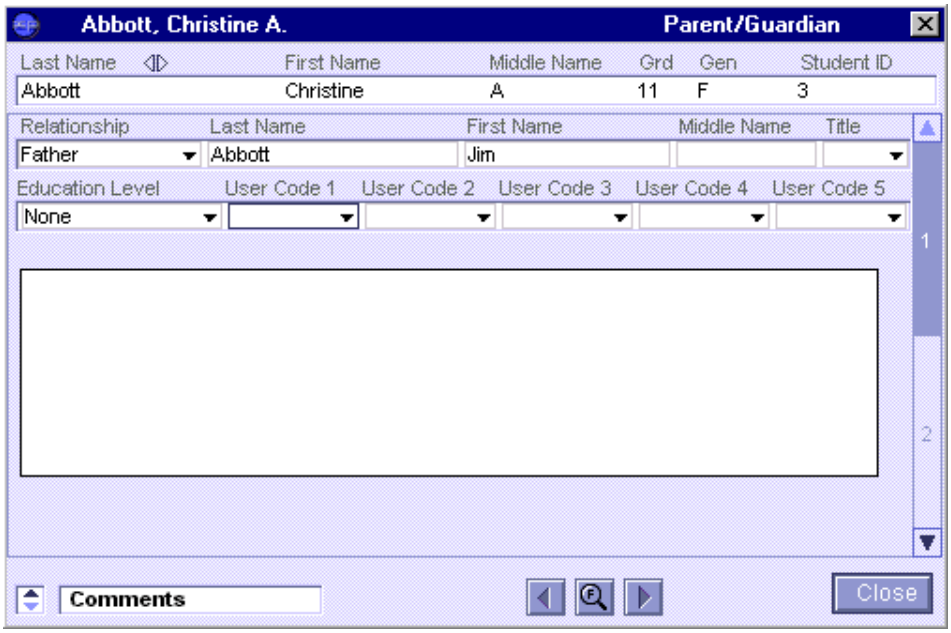
Deleting Parent/Guardian Records

1. Open the Parent Guardian atom.
2. Locate the student record you want.
3. Use the multi-record selection bar to display the parent/guardian record to be deleted.
4. From the Data menu, select Delete Parent Guardian.
5. Click Save to delete the parent guardian record from the database.

Copyright © 2000–2004 Pearson Digital Learning

Comments Screen

The Comments screen exists primarily so that you can record additional information about a student's parent or guardian. You can note custody arrangements, special family situations, or instructions regarding to whom a student can be released on this screen. You can also use the Comments screen complete or modify field information. See Data Menu Functions.



Comments Fields

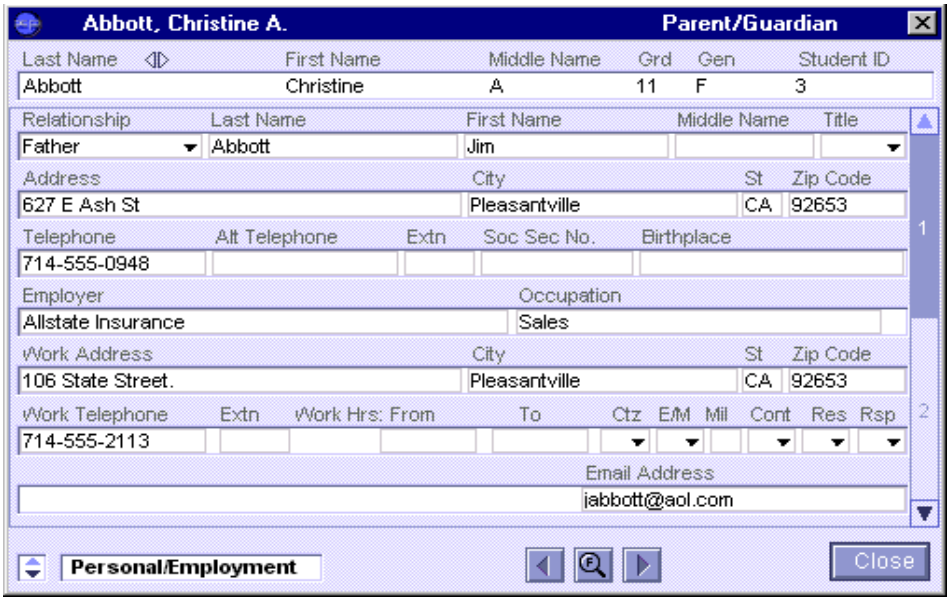
Field Name	Description
Education Level (EDU table)	Highest education level attained by the parent or guardian.
User Codes 1–5 (PG1-PG5 table)	Enables you to record any type of parent/ guardian data the school wants to track. The system displays up to five user codes.
Comments	Large text field for entering additional parent/ guardian information. For example, you might note custody arrangements, special family situations, or instructions regarding to whom a student can or cannot be released.

Copyright © 2000–2004 Pearson Digital Learning

Multi-Record Selection Bar

The multi-record selection bar displays the number of parents or guardians assigned to each student. The bar displays on the right side of both the Personal/Employment and Comments screens in the Parent Guardian atom. It provides quick access to all the parent/guardian records for a student.

Numbers for each parent/guardian are assigned in the order that the parents and guardians are added for the student. Use the arrows to move through the parent/guardian records in consecutive order.



Parent/Guardian Menu Report

Report	*Description*
Parent Labels (PRN01)	The parent/guardian labels display parent/ guardian name, student name, and home address including city, state, and zip code. Run these labels for the Extra Mailings Only or for the Responsible Party Only.

Copyright © 2000–2004 Pearson Digital Learning

Defining Emergency Records

The Emergency atom (in the Health/Emergency folder) enables you to create, maintain, and view emergency records for a student. A student emergency record contains all the medical alert and contact information necessary to contact a student's parent or guardian in case of a medical emergency.

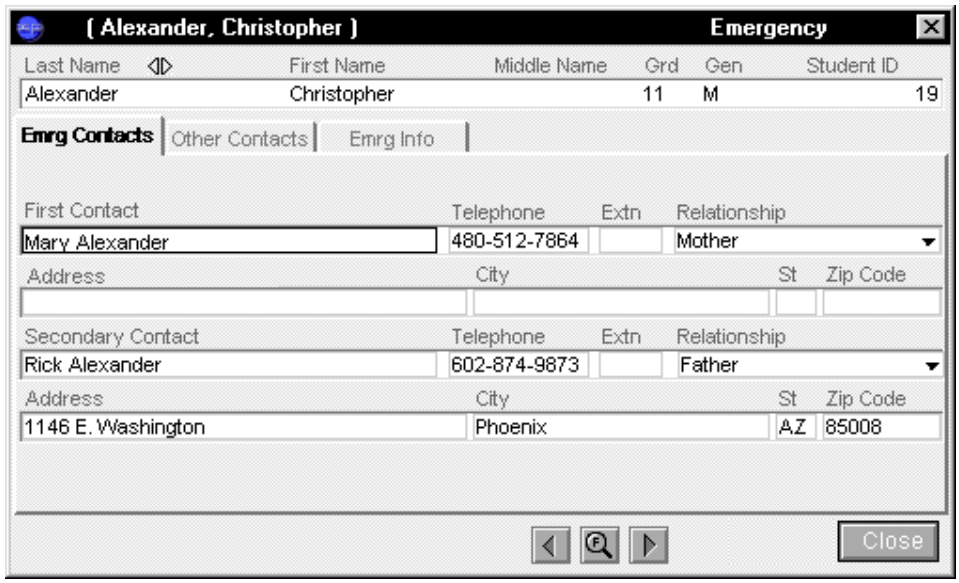
Working with Emergency Records

Add, update, and delete a student's emergency record in all three tabs of the Emergency atom. See Data Menu Functions.

- Emergency Contacts Tab
- Other Contacts Tab
- Emergency Information Tab

Emergency Contacts Tab

Use the Emrg Contacts Tab to enter and view information about a student's primary and secondary emergency contacts.



Copyright © 2000–2004 Pearson Digital Learning

Emergency Contacts Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

You can change this data using one of two atoms within the SASIxp™ software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

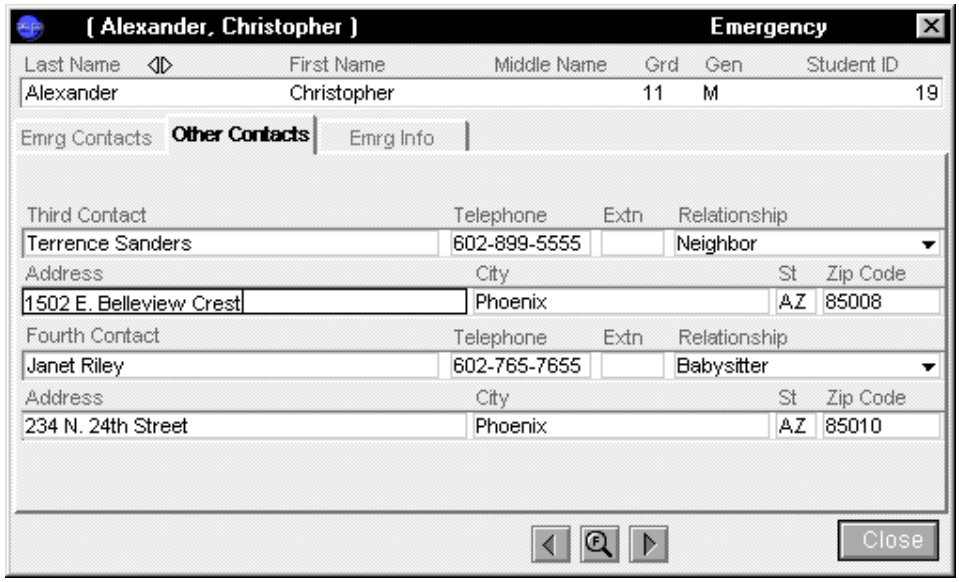
Field Name	Description
First Contact	Name of the first person to contact in an emergency, normally the student's parent or guardian.
Telephone	Phone number of the primary emergency contact. The system automatically displays this number in the Phone Numbers atom.
Extn	The extension, if any, to the phone number of the primary contact.
Relationship (EMR table)	Primary contact's relationship to the student.
Address	Street address or PO Box portion of primary contact's address.
City	City portion of primary contact's address.
St	State portion of primary contact's address.
Zip Code	Zip code portion of primary contact's address. Type a hyphen if you include the four-digit extension.
Secondary Contact	Name of person to contact if primary contact cannot be reached.
Telephone	Phone number of the secondary emergency contact. The system automatically displays this number in the Phone Numbers atom.
Extn	Any extension to the phone number of the secondary contact.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Relationship (EMR table)	Secondary contact's relationship to the student.
Address	Street address or PO Box portion of secondary contact's address.
City	City portion of secondary contact's address.
St	State portion of secondary contact's address.
Zip Code	Zip code portion of secondary contact's address. Type a hyphen if you include the four-digit extension.

Other Contacts Tab

Use the Other Contacts tab to list other persons to notify if the first and second contact is unavailable in an emergency.



Copyright © 2000–2004 Pearson Digital Learning

PEARSON Digital Learning

Other Contacts Fields

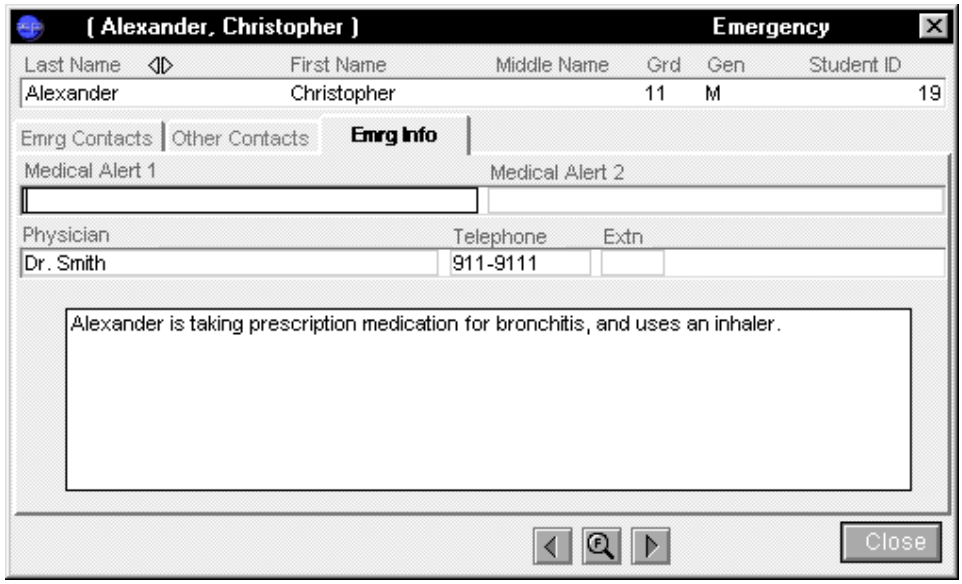
Field Name	Description
Third Contact	Name of the third emergency contact.
Telephone	Phone number of the third emergency contact.
Extn	The extension, if any, to the phone number of the third contact.
Relationship	The third contact's relationship to the student, which you select from a drop-down list - EMR table.
Address	Street address or PO Box portion of the third contact's address.
City	City portion of third contact's address.
St	State portion of third contact's address.
Zip Code	Zip code portion of third contact's address.
Fourth Contact	Name of fourth emergency contact.
Telephone	Phone number of the fourth emergency contact.
Extn	Any extension to the phone number of the fourth contact.
Relationship	Fourth contact's relationship to the student - EMR table.
Address	Street address or PO Box portion of the fourth contact's address.
City	City portion of the fourth contact's address.
St	State portion of the fourth contact's address.
Zip Code	Zip code portion of the fourth contact's address.

Copyright © 2000–2004 Pearson Digital Learning

Emergency Information Tab

Use the Emrg Info tab to record information about a student's medical conditions and physician.

The large *Comment* field under the physician information accepts up to 32,000 characters. Use the *Comment* field to explain medical conditions, note medications taken by a student, or record medical equipment required for a medical condition.



Copyright © 2000–2004 Pearson Digital Learning

PEARSON Digital Learning

Emergency Information Fields

Field Name	Description
Medical Alert 1	Primary medical condition that might affect a student, such as diabetes or asthma.
Medical Alert 2	Secondary medical condition that might affect a student, such as allergies.
Physician	Name of the doctor to contact in case of an emergency.
Telephone	Phone number of the doctor to contact in an emergency. The system automatically displays this number in the Phone Numbers atom.
Extn	Extension to the doctor's phone number.
Comments	Text area. Everyone with access to the Emergency atom can read these comments.

Using the Emergency Atom

Adding Emergency Records

1. Open the Emergency atom and display the Emergency Contacts screen (from the Emrg Contacts tab).
2. Locate the student record you want.
3. For all fields, type data or select an item from the pop-up list.
4. Display the Other Contacts screen.
5. For all fields, type data or select an item from the pop-up list.
6. Display the Emergency Information screen.
7. For all fields, type data or select an item from the pop-up list.
8. Click Save.

Copyright © 2000–2004 Pearson Digital Learning

Deleting Emergency Records

1. Open the Emergency atom.
2. Locate the student that you want.
3. From the Data menu, select the Delete Emergency option. The system displays a dialog box.
4. Click OK to confirm deletion of the student emergency record.

Emergency Menu Report

Report Name	*Description*
Student Contact Form (EMG01)	Prints a form with student emergency and health information. This form is sent home with children so that parents or guardians can verify the school's data on file. The form contains a signature line for each parent or guardian included on the form.

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

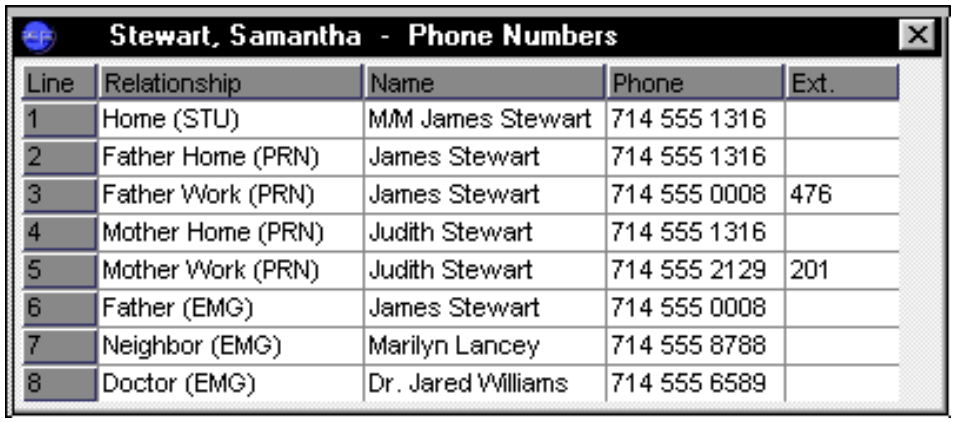
Viewing Student Phone Numbers

The Phone Numbers atom (in the Student Info folder) enables you to locate student telephone numbers quickly. This is a view-only atom. It displays all phone numbers, including parent/guardian numbers and emergency contacts, that are available for a student.

Viewing the Phone Numbers Screen

You must display a student record in another atom before the Phone Numbers screen displays any data (it remains blank). If you have multiple student records open in other atoms then open the phone numbers atom, the screen displays the numbers for the most recently active student record—the one in which you were just working. If you leave the Phone Numbers atom open while working in other atoms, the Phone Numbers screen displays the numbers for the record in the active atom.

Phone Numbers Screen



Line	Relationship	Name	Phone	Ext.
1	Home (STU)	M/M James Stewart	714 555 1316	
2	Father Home (PRN)	James Stewart	714 555 1316	
3	Father Work (PRN)	James Stewart	714 555 0008	476
4	Mother Home (PRN)	Judith Stewart	714 555 1316	
5	Mother Work (PRN)	Judith Stewart	714 555 2129	201
6	Father (EMG)	James Stewart	714 555 0008	
7	Neighbor (EMG)	Marilyn Lancey	714 555 8788	
8	Doctor (EMG)	Dr. Jared Williams	714 555 6589	

Copyright © 2000–2004 Pearson Digital Learning

Phone Numbers Fields

Field Name	Description
Line	Line number for each phone number.
Relationship	Relationship between the student and the individual whom the phone number contacts. Also identifies the atom in which each phone number is stored (STU for Student, PRN for Parent Guardian, EMG for Emergency).
Name	Name of the individual to whom the phone number belongs.
Phone	Each phone number (including area codes if entered in other atoms).
Ext.	Any extension available for a phone number.

Changing a Phone Number's Original Record

1. Open the Phone Numbers atom.
2. Double-click any field within a row. The system opens the atom in which the phone number is stored (for example, the Parent/Guardian atom).
3. Edit the phone number information in the atom where it is stored.
4. Click Save.

> If the change you're making is to the Student file and a match exists in the Parent/Guardian file, a message displays prompting you to update those records as well. Click Yes to update the records.

5. Click Close. The system returns you to the Phone Numbers screen, which displays the new phone number information.

Copyright © 2000–2004 Pearson Digital Learning

Using the Student Data Utility

The Student Data Entry atom (in the Student Info folder) is a tool that enables you to add student information into the system using one atom instead of multiple atoms. Unlike all other atoms, which record unique information, the Student Data Entry atom serves as a tool for collecting information that is recorded in various files.

Entering or Modifying Student Data

The Student Data Entry atom contains multiple data entry screens with various fields for student data input. Settings in the Student Data Entry Definition atom determine the fields that display in the Student Data Entry atom and how they are arranged.

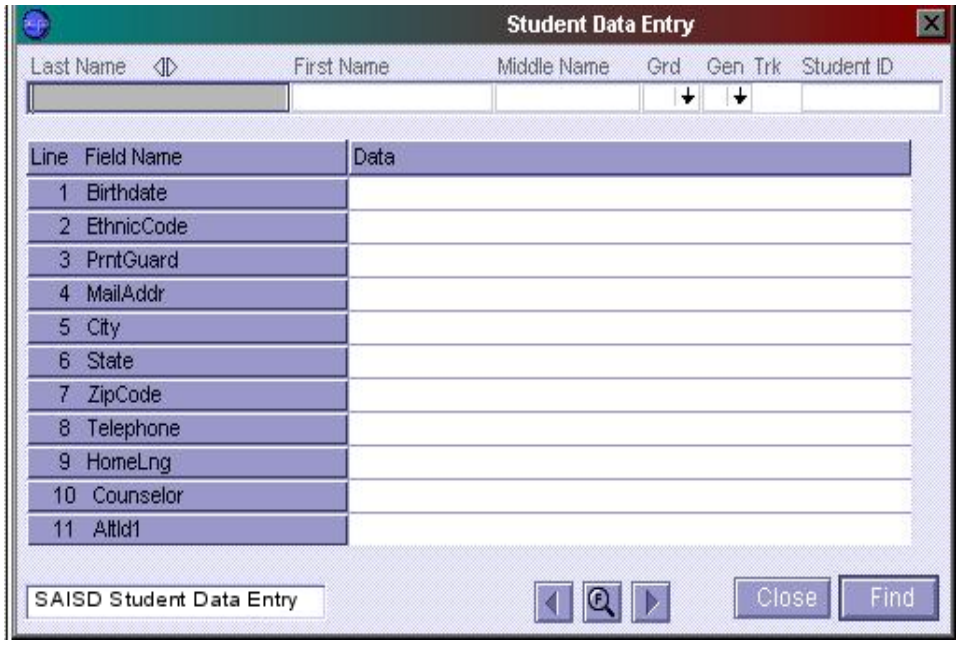
A student must be enrolled using the Enrollment atom before you can use the Student Data Entry atom to record new, or change existing, student information. When you locate a student record in the Student Data Entry atom, any existing student information displays in the fields.

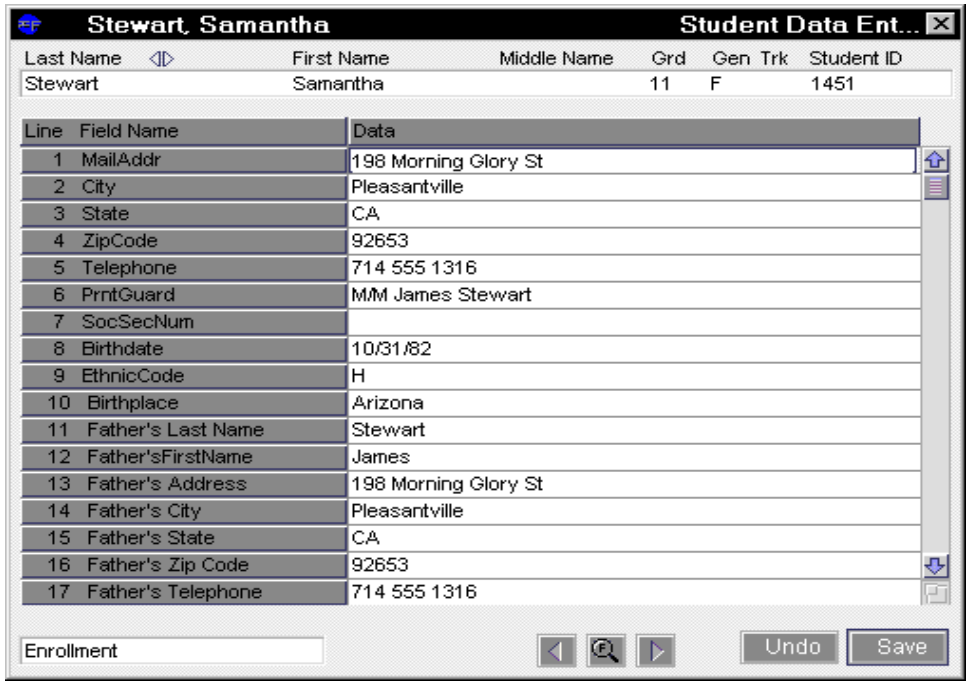
Changes to existing information performed in this atom are recorded permanently in the system.

Copyright © 2000–2004 Pearson Digital Learning

Student Data Entry Screen

The Student Data Entry screen varies depending on the fields set up by your system administrator in the Data Entry Definition atom. This is one example of a data entry screen:





Copyright © 2000–2004 Pearson Digital Learning

Student Data Entry Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

You can change this data using one of two atoms within the SASIxp software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Line	Line number for each row.
Field Name	Field name from the Data Entry Definition file or the label (if you entered one).
Data	Displays information you recorded previously in this field. You can replace existing information.

Entering Data in the Student Data Entry Screen

These instructions indicate how to use the Student Data Entry atom to enter student data, which is recorded in multiple student information files.

1. Open the Student Data Entry atom.
2. Locate the student's record.
3. Locate the appropriate fields for data entry and enter data.

> If you are adding information to the parent/guardian file and have not entered a first or last name for the parent, the record is not added, and an error message displays.

4. Click Save.

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Establishing Sibling Records

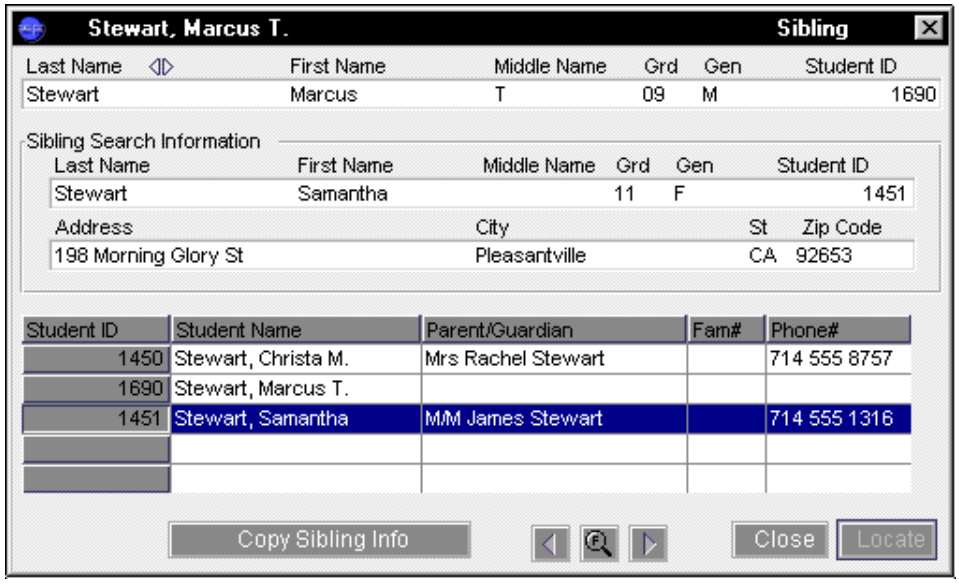
Use the Sibling atom (in the Student Info folder) as a tool to save data entry time when a new student has a sibling who is already enrolled at your school. This atom reviews information available for one sibling from the Student, Parent/Guardian, and Emergency atoms. Then it duplicates that data in records for the newly enrolled sibling.

Only data that could be common to both students is copied to the new sibling's record. Unique data (such as birth date and Social Security Number) is left blank for you to complete.

The system establishes a unique Family ID the first time that you use the Sibling atom for related students. The unique family number also applies to future siblings who enroll if you use the Sibling atom.

Sibling Screen

The Sibling screen enables you to search for existing sibling data, then copy that data to the records for the new sibling.



Copyright © 2000–2004 Pearson Digital Learning

Sibling Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*. You can change this information using one of two atoms within the SASIxp software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Sibling Search Information	Search fields for information about a previously enrolled sibling. The system copies information from these fields to the record of the new sibling. Fields include: *Last Name*, *First Name*, *Middle Name*, *Grade*, *Gender*, *Student ID*, and all *Address* fields. The *Track* field also displays for track schools. To narrow the search, complete additional fields.
Student ID	Identification numbers assigned to each student located by the search.
Student Name	Complete name of each student located by the search.
Parent/Guardian	Parent or guardian name of each student located by the search.
Fam#	Family number assigned to each student.
Phone#	Phone number of each student located by the search.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Find/Locate Button	Find enables you to locate the new sibling whose records require information. When the new sibling record displays, the Find button becomes the Locate button. Locate enables you to search for the sibling who is already enrolled and has records at your school. The system displays all students who match the criteria that you enter in the Sibling Search Information fields.
Copy Sibling Info Button	Copies Student, Parent/Guardian, and Emergency data from the existing sibling records to new sibling record. The button becomes available when you select a student from the matrix of students who match your search criteria.

Copying Sibling Data

You must enroll a new sibling student before you can use the Sibling atom to copy sibling data. Remember to use the Student and Emergency atoms to enter data that is unique to a newly enrolled sibling after you have copied common data using the Sibling atom.

1. Open the Sibling atom.
2. Find the student's record. The header displays the student's data from the Enrollment atom, and the new student's last name displays in the *Last Name* field in the Sibling Search Information section.
3. Search for the student's siblings using the fields in the Sibling Search Information section. Type data or select an item from the pop-up list in each field you want to use as search criteria.

   To clear all information in fields within the Sibling Search Information section, select Clear Sibling Search Info from the Sibling menu.
4. Click Locate to display students who match the selected criteria.
5. Click the Student ID to highlight the row of information to copy. The Copy Sibling Info button becomes active.
6. Click Copy Sibling Info to copy the highlighted row of data into the record of the student who displays on the header of the Sibling screen. If a confirmation message displays, click OK to proceed.

Copyright © 2000–2004 Pearson Digital Learning

7. Click OK to clear the system message indicating that data was copied successfully.
8. Click Close to exit from the Sibling atom.
9. Open the Student and Emergency atoms to enter data that is unique to the newly enrolled sibling.

Sibling Menu Option

Clear Sibling Search Information

Clears all fields in the Sibling Search Information section. By default, the system enters the last name of the student on the top line of the Sibling screen in the *Last Name* field.

Copyright © 2000–2004 Pearson Digital Learning

Entering and Maintaining Health Records

The Health atom (in the Health/Emergency folder) enables you to create, maintain, and view health records for a student. A student's health record contains data on visits to the school nurse and other health-related incidents that occur at school or affect a student's attendance or performance at school. The health record also contains a record of required immunizations and vaccination dates for each student.

Health Record Tabs

The Health atom consists of five tabs:

- Health History Tab
- Immunizations Tab
- Medical Tab
- Health Screening Tab
- Scoliosis Screening Tab

Caution

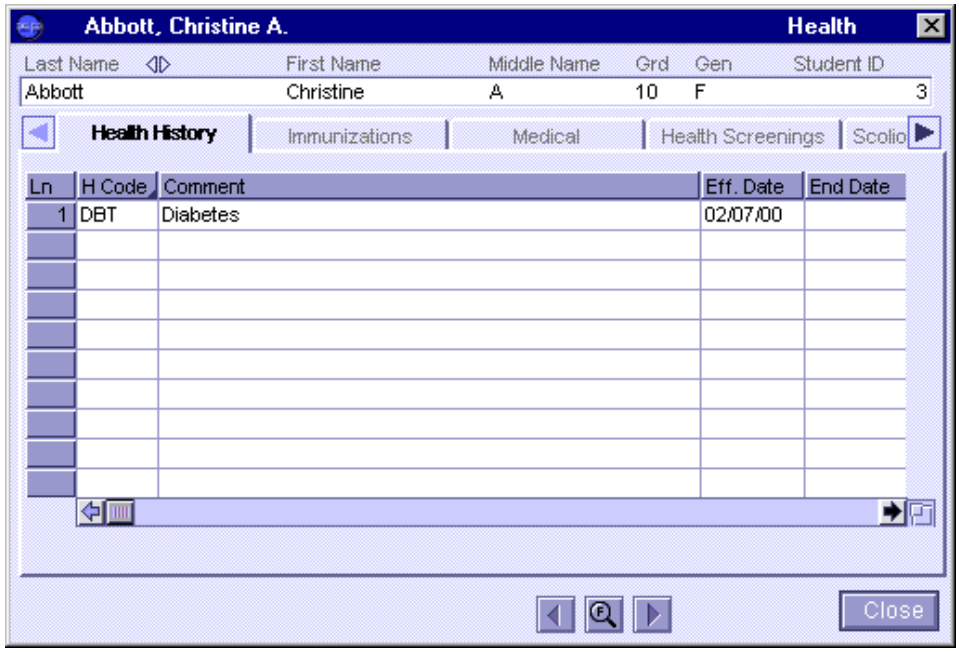
Deleting health records permanently removes them from the system. You cannot restore deleted records; you must recreate them.

Health History Tab

The Health History tab displays a row for each health-related incident that occurs at school or that affects a student's attendance or school performance.

Copyright © 2000–2004 Pearson Digital Learning

Use this tab to add, update or delete a student's health incident record. See Data Menu Functions. You do not need to complete a record in the Health History tab unless a student experiences a health incident.



Health History Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

You can change this data using one of two atoms within the SASIxp™ educational software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Ln	Displays the line number for each incident. Double-click a line number to display the detail screen for an incident.
H Code (HLD table)	Pop-up list of school-defined health codes for each incident.

Copyright © 2000–2004 Pearson Digital Learning

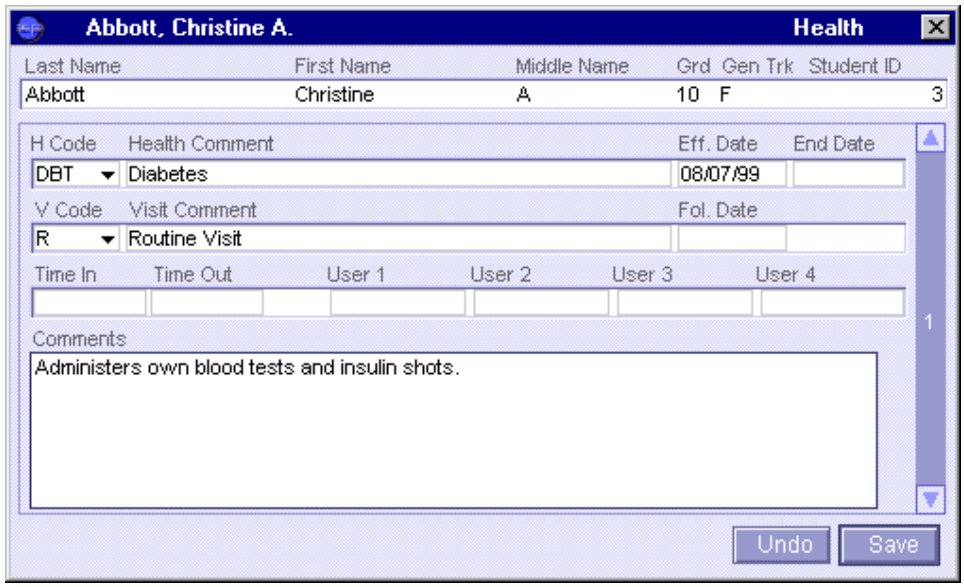
Field Name	Description
Comment	Description of the 3-letter code. Although comments display automatically when you select a code, you can change them according to your needs. For example, if you select the code BRK and the comment "broken bone" displays, you can change it to "broken finger."
Eff. Date	Displays the date each health incident began. This field automatically defaults to the current date (but you can change it).
End Date	Displays the date each health incident ended. For some health incidents (such as allergies) there may not be an end date.
V Code (VST table)	Displays the code that describes the type of visit that was made.
Visitation Comment	Description of the visitation code. This field displays automatically but you can change it or add to it.
Fol Date (Follow up date)	Displays the date when the student should be checked again.
Time In	Displays the time the incident occurred. Enter four digits, and the system enters the colon and a.m. or p.m.
Time Out	Displays the time the incident ended. Enter four digits, and the system enters the colon and a.m. or p.m.
User 1–4	User-defined health codes.

Health History Detail Screen

The Health History Detail screen displays data related to a single health incident. The fields in this screen correspond to columns in the Health History tab. The screen also includes a *Comments* field for additional

Copyright © 2000–2004 Pearson Digital Learning

incident information. You can access a detail screen by double-clicking the line number of any record in the Health History tab. Use this screen to add or update a student's health history record. See Data Menu Functions.



Health History Detail Field

Field Name	Description
Comments	A large text field for typing additional information related to a specific health incident. The field accepts over 32,000 characters. A scroll bar displays on the right side when the field becomes full.

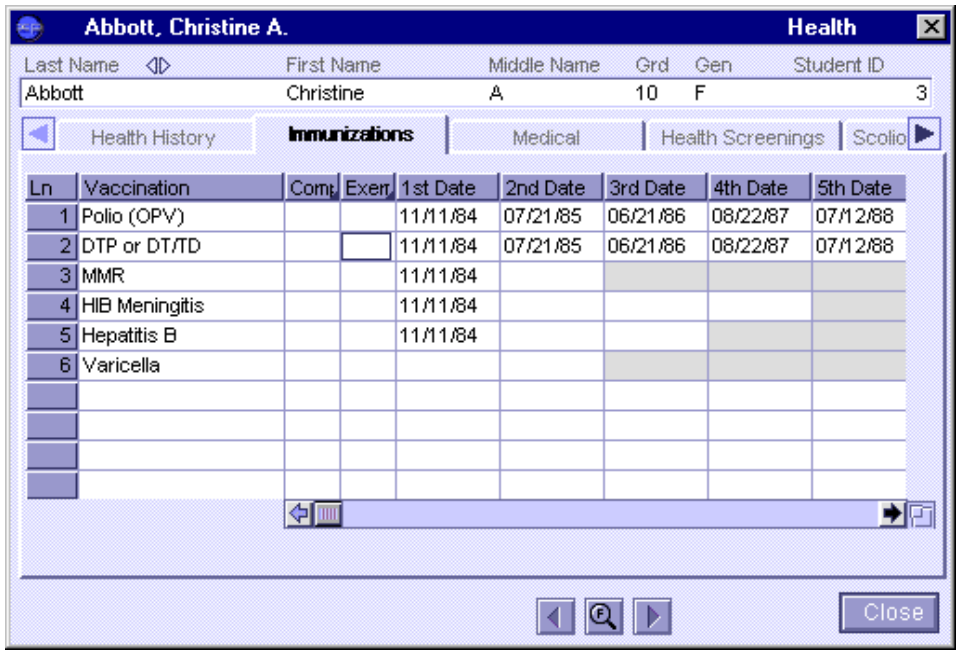
Immunizations Tab

The Immunizations tab displays data related to separate immunization records. It includes a row for each immunization required for a particular student. The tab allows a maximum of 10 required dosages for any immunization type.

When a dosage date cell is shaded, a dosage is not required. The number of unshaded date cells in a vaccination row indicates the number of required dosages. Immunization requirements are defined in the Vaccine Definition atom.

Copyright © 2000–2004 Pearson Digital Learning

Enter data in the Immunizations tab for all students so that your school maintains a record of required vaccination information. Use this tab to add, delete, or update a student's immunization record. See Data Menu Functions.



Immunizations Fields

Field Name	Description
Ln	Displays the line number for each vaccination row. Double-click a line number to display the detail screen for a vaccination.
Vaccination	Displays the name of each required vaccination. These names are automatically entered from the Vaccine Definition atom.
Compliant (CMP table)	Indicates whether the student is in compliance with the indicated immunization.
Exempt (EXE table)	Displays an exempt code letter if the student is exempt from vaccination. (Exempt students may display as non-compliant for the immunization.)

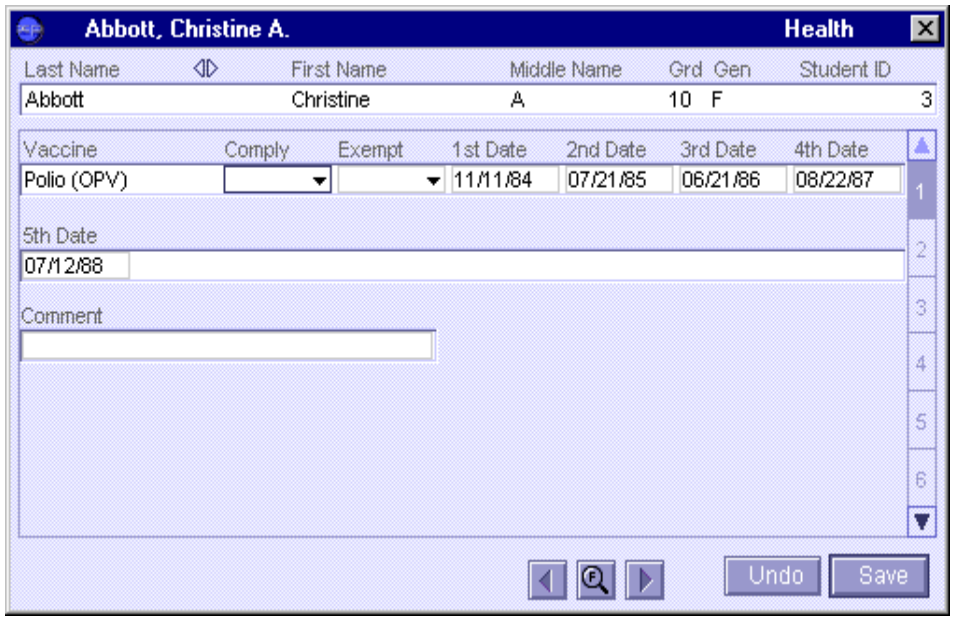
Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
1st Date	Displays the date the first required dosage was administered.
2nd Date – 10th Date	These columns contain the dates that additional dosages were administered. In columns where a dosage is required for a vaccination, the cells are unshaded and unlocked. In columns beyond the last dosage required, the cells are shaded and locked.

Immunization Detail Screen

The Immunization Detail screen displays the data related to a single immunization record. The fields in this screen correspond to columns in the Immunizations tab. The detail screen also includes a *Comments* field for additional immunization information.

You can access an immunization detail screen by double-clicking the line number of any record in the Immunizations tab. Use this screen to add or update a student's immunization record. See Data Menu Functions.



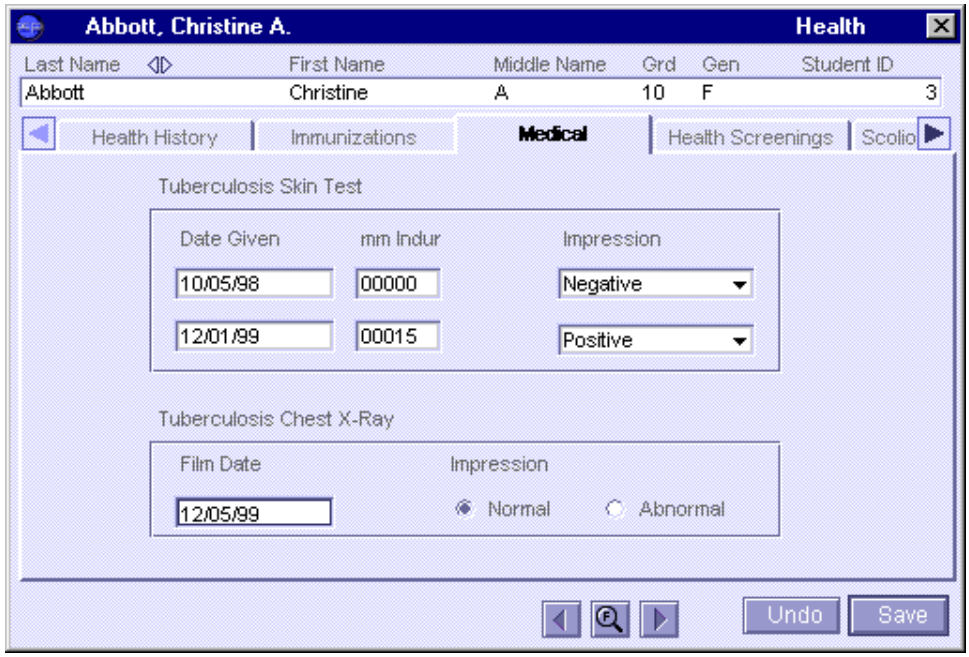
Copyright © 2000–2004 Pearson Digital Learning

Immunization Detail Field

Field Name	Description
Comment	A field for additional comments about a particular immunization.

Medical Tab

The Medical tab enables you to record information about tuberculosis skin tests and chest x-rays. Use this tab to add or update a student's Tuberculin skin test record. See Data Menu Functions.



Medical Tab Fields

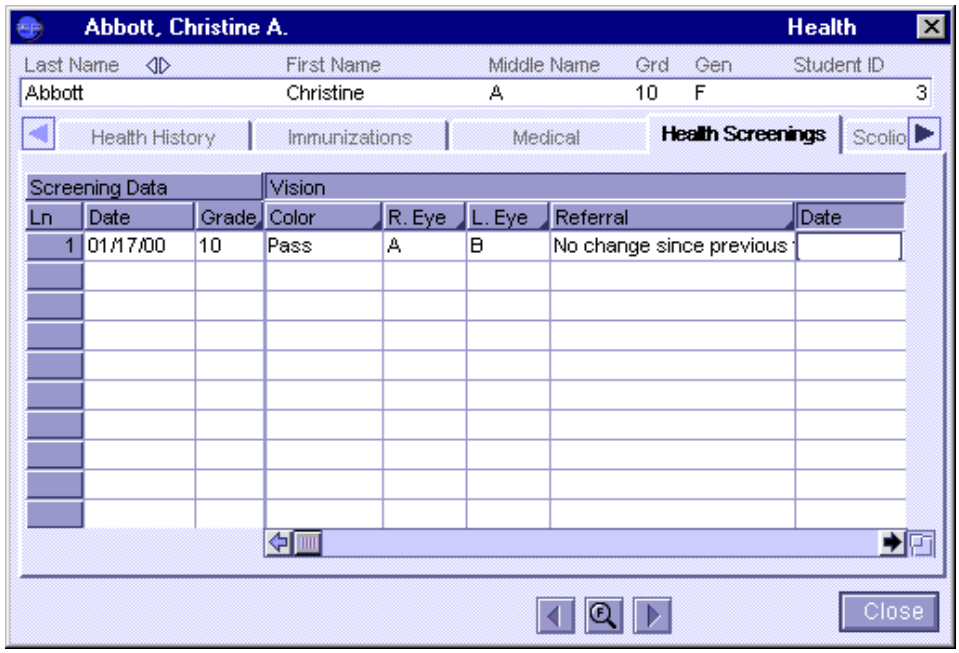
Field Name	Description
Date Given	Date of skin test.
mm indur	Size of induration in millimeters.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Impression	Indicates whether skin test was positive, negative, or not taken. If marked positive, the Tuberculosis Chest X-Ray section displays.
Film Date	Date of chest x-ray.
Impression	Indicates whether chest x-ray was normal or abnormal.

Health Screening Tab

The Health Screening tab enables you to record information about screenings and referrals for vision and hearing. It also enables you to record height and weight information. Use this tab to add or update a student's health screening record. See Data Menu Functions.



Copyright © 2000–2004 Pearson Digital Learning

Health Screening Tab Fields

Field Name	Description
Ln	Displays the line number for each screening record. Double-click a line number to display the detail screen for a screening.
Date	The date the screening was performed. The default is the current date, but you can change the date.
Grade	Student's grade at time of screening.
Vision	
Color (EYE table)	Displays color blindness reading.
R Eye (VTR table)	Select screening results from the pop-up list. The code letter for the results displays in this field.
L Eye (VTR table)	Select screening results from the pop-up list. The code letter for the results displays in this field.
Referral (RCT table)	Identifies action taken based on screening results.
Date	Date the referral was acted upon.
Aid (VHA table)	Select a corrective aid (such as glasses) from the pop-up list. Leave blank if no aid was prescribed.

Copyright © 2000–2004 Pearson Digital Learning

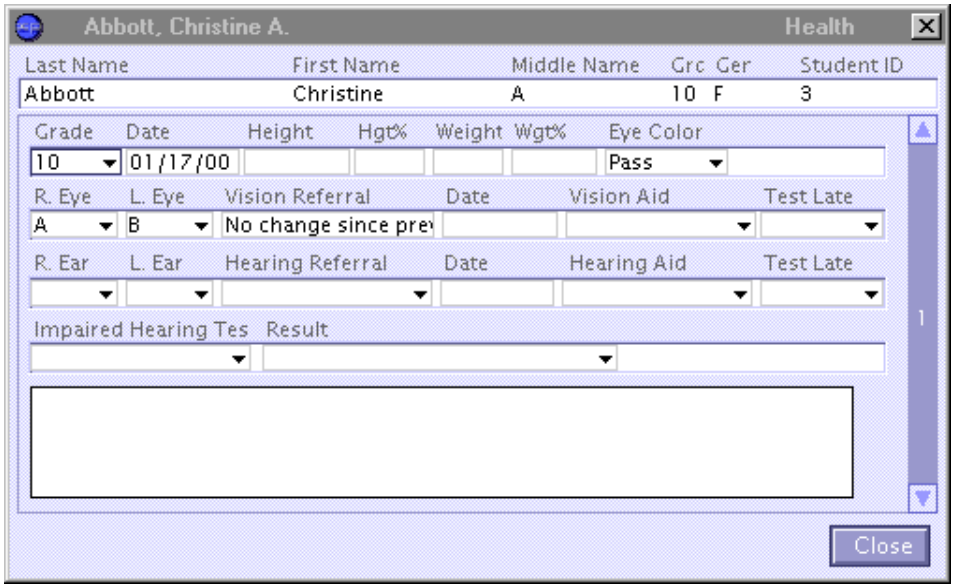
Field Name	Description
Hearing	
R Ear *(HTR table)*	Select screening results from the pop-up list. The code letter for the results displays in this field.
L Ear (HTR table)	Select screening results from the pop-up list. The code letter for the results displays in this field.
Referral (RCT table)	Identifies action taken based on screening results.
Date	Date the referral was acted upon.
Aid (VHA table)	Select a corrective aid (such as hearing aid) from the pop-up list. Leave blank if no aid was prescribed.
Height	
Height	Student's height in inches and hundredths (for example, 66.25).
Pct	Percentile ranking of this student's height measurement based on averages for age and gender.
Weight	
Weight	Student's weight in pounds.
Pct	Percentile ranking of this student's weight measurement based on averages for age and gender.

Health Screening Detail Screen

The Health Screening Detail screen displays the data related to a single screening record. Most fields in this screen correspond to columns in the Health Screening tab. You can access a health screening detail screen by double-clicking the line number of any record in the Health Screening tab. Use this screen to add or update a student's health screening record. See Data Menu Functions.

Copyright © 2000–2004 Pearson Digital Learning

Use the Health Screenings Detail screen to record information about specific screenings. This data include details related to vision, hearing, height, and weight.



Health Screening Detail Fields

These fields display only on the Health Screening Detail screen.

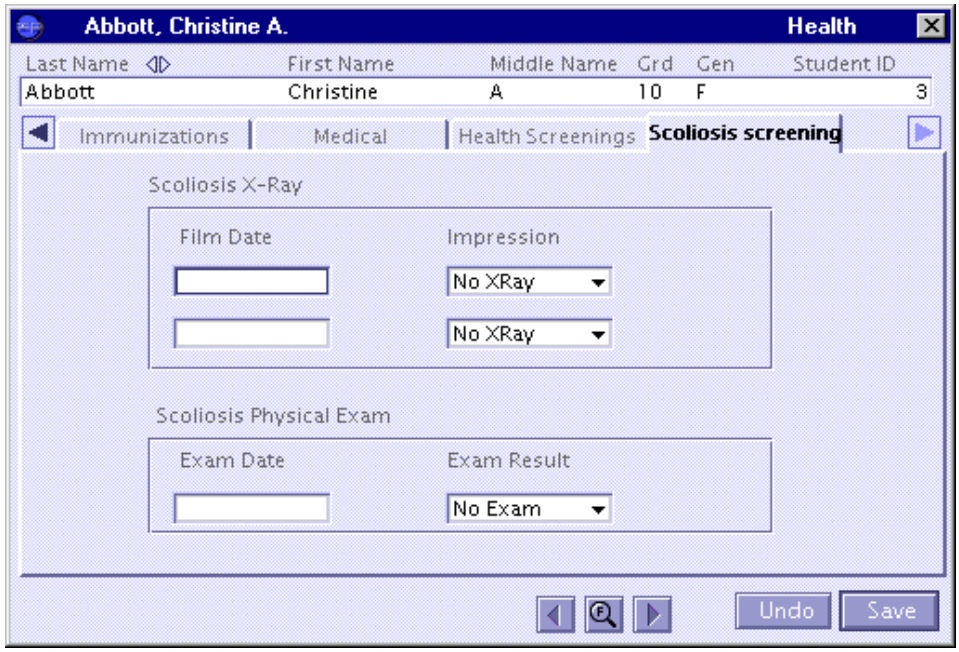
Field Name	*Description*
Vision	
Test Late	If the test was performed late, select Yes from the pop-up list. If the test was not late, leave this field blank.
Hearing	
Test Late	If the test was performed late, select Yes from the pop-up list. If the test was not late, leave this field blank.
Impaired Hearing Test	If the student was given an impaired hearing test, select Yes from the pop-up list. If no impaired hearing test was given, leave the field blank.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Result (HTR table)	If an impaired hearing test was administered, select a result from the pop-up list.
Comments	You can use this area to enter notes about this specific health screening.

Scoliosis Screening Tab

This tab enables you to record information about screenings and referrals for scoliosis. Use this tab to add or update a student's scoliosis screening record. See Data Menu Functions.



Scoliosis Screening Fields

Field Name	Description
Film Date	Date the scoliosis X-ray was taken.
Impression	Results of the scoliosis X-ray. Select Normal, Abnormal, or No X-ray.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Exam Date	Date the scoliosis physical exam was performed.
Exam Result	Results of the scoliosis physical exam. Select Failed, Passed, or No Exam.

Adding Scoliosis Records

1. Open the Health atom, and find the appropriate student record.
2. Select the Scoliosis Screening tab.
3. In the *Film Date* field, enter the date of the first scoliosis X-ray.
4. Select the results of the X-ray.
5. In the *Exam Date* field, enter the date the scoliosis physical exam was given.
6. Select the results of the physical exam.
7. Click Save, or click Undo to undo all changes on this page.
8. Click Close.

Entering Data in Health History Screen

You do not need to complete a record in the Health History matrix unless a student experiences a health incident.

Adding Health Incidents

1. Open the Health atom and display the Health History form.
2. Locate the student record that you want.
3. From the Data menu, select the Add Health option. The system adds a new incident row and enters the current date in the *Eff. Date* field (you can change this date).
4. From the *H Code* column cell in the incident row, select a health code from the pop-up list. The code description displays in the *Comments* field (you can change the description).
5. In the *End Date* column, type the end date for the health incident. This field can be completed later if you don't know the date.

Copyright © 2000–2004 Pearson Digital Learning

6. From the V Code column cell in the incident row, select a visitation code from the pop-up list. The description for the code displays in the *Comment* field (you can change this description).
7. In the *Fol. Date* field, type a follow-up date if applicable.
8. Click Save.

Adding Health Incident Comments

1. Open the Health atom and display the Health History form.
2. Locate the student record that you want.
3. Double-click the line number (Ln) for the incident. The incident must already have been saved in the system. The Health History Detail screen displays.
4. In the *Comments* field, enter any notes related to the specific health incident.
5. Click Save.

> You can enter comments for multiple health incidents associated with one student prior to saving all new incident comments. Use the multi-record selection bar to display various incident forms, enter comments in each of them, then click Save to save comments in all of the student's health incident records.

Entering Data in Immunizations Screen

Entering Vaccination Dates

1. Open the Health atom and display the Immunizations screen.
2. Locate the student record that you want.
3. Type known vaccination dates into unshaded cells within the matrix. Shaded cells mean dosages are not required.
4. Click Save. If you need to enter a comment, follow Steps 5 -8.
5. Double-click the line number (Ln) for the incident. The incident must be in the system. The Immunization Detail screen displays.
6. In the *Comments* field, enter any notes (up to 15 characters) related to the student's immunization record.

Copyright © 2000–2004 Pearson Digital Learning

7. Click Save to save the new data.
8. Click Close to return to the Immunization screen.

Adding Exemption Codes for Immunizations

1. Open the Health atom and display the Medical tab.
2. Locate the student record that you want.
3. In the *Exempt* field for the particular immunization, select an item from the pop-up list.
4. Click Save.

Updating Compliance Fields for Students

1. Open the Health atom.
2. From the Health menu, select the *Update Compliance Fields* option.

   The system examines all vaccination dates for all students and updates the compliance fields.

Entering Data in Medical Screen

Adding Tuberculin (TB) Skin Test Records

1. Open the Health atom and display the Medical tab.
2. Locate the student record that you want.
3. In the first *Date Given* field, type the date of the first TB test.
4. In the first *mm Indur* field, type the size of the swelling in millimeters.
5. In the first set of *Impression* field options, select Positive, Negative or Not Tested.
   - *Not Tested* or a *Negative* result requires no additional data input. Click Save.
   - A *Positive* result requires additional input. The system displays the Chest x-ray window.
6. For the chest X-ray results, click Normal or Abnormal.
7. Click Save.
8. Click Close.

Copyright © 2000–2004 Pearson Digital Learning

Entering Health Screening Information

Use the Health Screenings Detail screen to record information about specific screenings. This information include details related to vision, hearing, height, and weight.

1. Open the Health atom and display the Health Screenings screen.
2. Locate the student record that you want.
3. From the Data menu, select the Add Screening option. The system adds a new incident row and enters the current date in the *Date* field. You can change this date.
4. Enter health screening data directly into the Health Screening screen or display the Health Screening Details screen to enter a health screening record. For all health screening fields, type data or select an item from the pop-up list.
5. Click Save.

Health Menu Options

Vaccine Definitions

Activate the Vaccine Definition atom to view or edit the core list of immunizations used in the Immunizations screen. Typically, the list consists of immunizations required by the state. You can add a non-required immunization such as Tetanus shots.

Update Compliance

When running this program, the system examines the dates for all immunizations for each student. It performs updates accordingly. If no immunization records were added for a student, updating compliance adds AIMM records to display as N (not compliant) in the *Compliance* field.

Copyright © 2000–2004 Pearson Digital Learning

Health Menu Reports

Report Name	*Description*
Immunization Record (IMM01)	Produces a report displaying student immunization records with the dates of each vaccination. You can use preprinted IMM forms with this option.
Health Code Count (IMM02)	Lists the health code and the total instances of that code for a selected group of students or for all students.
Immunization Count (IMM03)	Lists the total number of students that have taken each vaccination defined in your system.
Immunization Compliance (IMM04)	Status of student's compliance with required vaccinations.
Immunization Summary (IMM05)	Displays individual student immunization records with dates of each vaccination. Similar to IMM01, except you can print on plain-paper rather than preprinted IMM forms.

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

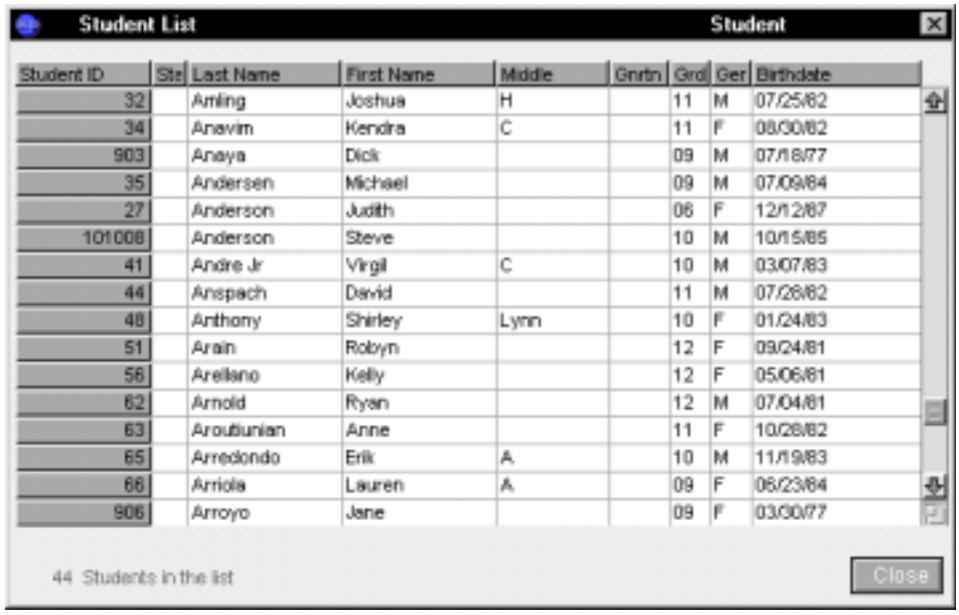
Creating Matrixes

A matrix displays when you use the Find function to search for multiple records that match criteria you specify. Below each matrix, the system displays the number of records in the list. Scroll bars enable you to view data beyond what displays on the screen. The matrix for each atom contains its own set of rows and columns that display atom data.

Working with Results from Multiple Records

From a matrix with multiple records that results from a Find, you can:

- View the list of records that matches specified search criteria.
- Print the entire matrix or selected rows and columns.
- Display individual records in the currently active screen.
- Export matrix data to a file to use with other applications.
- Display matrix data in graph form.



Copyright © 2000–2004 Pearson Digital Learning

Matrix Rows

Each matrix displays a record found during a search. Each row can be labeled as Student ID, User ID, Course ID, or Section ID depending on the type of atom from which you performed the Query.

Matrix Columns

The standard matrixes contain these columns:

- Columns for student data are labeled Student ID, Sta (status), Last Name, First Name, Middle (initial), GNRTN (generation), Grd (grade), Gen (gender), and Birthdate.
- Columns for user data are labeled User ID, User Name, Year, School, User Class, and Discipline Security Level (DSL).
- Columns for course data are Course ID, Title, Low, High, Du (Duration), Dept, Alternate ID 1, and State ID 1.
- Columns for section data are Section ID, Course, Period, Sem (Semester), Course Title, Tch #, Teacher Name, and Seats (# available for each section).

Columns for other fields display in matrixes if you specify search criteria in those fields. For example, if you perform a Find on the *Ethnic Code* field, the resulting matrix contains the *Student ID*, *Status*, *Last Name*, *First Name*, *Middle Initial*, *Grade*, *Gender*, *Birthdate*, and *Ethnic Code* fields.

Resizing Matrixes

You can resize matrixes or screens that display as, or contain, matrixes. Widening a matrix enables you to display all or most columns without resizing the columns or using the horizontal scroll bar.

Click and hold the Resize button that displays in the lower right corner of matrix (under or next to a scroll bar) then drag the mouse in the direction that you want to enlarge or shrink the matrix:

- Drag right to widen a matrix.
- Drag left to reduce matrix width.
- Drag down to elongate a matrix.
- Drag up to shorten a matrix.

Copyright © 2000–2004 Pearson Digital Learning

Creating Matrixes within Student

1. Open the Student Atom.
2. Click the magnifying glass to get in the Find Mode OR Control F.
3. Enter an asterisk (Shift + 8) in any of the fields on the Student Form OR a letter.
4. Click the Find Button OR press the enter key.

Finding Multiple Records that Display Matrixes

1. Display any atom screen.
2. Determine the fields on which you want to perform a Find, then enter search criteria into the fields:

Search Criteria	***Description***
Letter *	One letter followed by an asterisk produces a matrix listing all records that begin with the letter (wildcard search).
Partial Information *	One or more letters or numbers followed by an asterisk produces a matrix listing all records that begin with the specified letters or numbers.
Letter or Partial Information > or < or :	One or more letters (or numbers) followed by one of these signs produces a matrix listing all records that are greater than, less than, or contain the specified criteria, respectively.
*	An asterisk produces a matrix listing all available records from the selected atom.

3. Select a value from the pop-up list if one is available.
4. Click Find or press Enter for the system to begin searching for records that match your specified criteria. A progress bar displays in left Message Center. When the search is complete, the system displays a matrix listing all records matching your criteria.

Copyright © 2000–2004 Pearson Digital Learning

Finding Specific Records in Matrixes

Use the scroll bar arrows or the scroll button on the right side of the matrix to display matrix records.

Displaying One Record from the Matrix

Double-click the ID column (or click the ID column then click Open). The system displays the record in the screen.

Displaying Multiple Records from the Matrix

1. Hold down the Shift key and click the ID for each record that you want. Ensure that each row becomes highlighted.
2. Double-click the ID in any highlighted ID field or just click Open. The selected records display in separate atom forms in reverse alphabetic or numeric order. Click anywhere in an open screen to move it to the foreground and designate it as the active screen.

Deselecting Highlighted Rows and Columns

Click the Student ID column heading in the matrix to remove highlighting from all previously selected rows and columns.

Closing Single Screens Opened from a Matrix

Click Close in the atom screen for each open record. You can also click the Close box (Macintosh), click the X (Windows 95), or double-click the Control-menu box (Windows) in the upper right corner of the title bar. If you typed data into the form, click Save or Undo prior to closing. You can still see the matrix.

Closing Screens Opened from Matrixes

To close all open forms at once (including the matrix), hold down the Option key and click the Close box (Macintosh), hold down the Alt key and double-click the Control-menu box (Windows). You can also hold down the Alt key and click the X (Windows 95) in the title bar of the active window.

Copyright © 2000–2004 Pearson Digital Learning

Sorting Records in Matrixes

Sort records in a matrix by ascending and descending order in one column or multiple columns. Double-click a column heading to sort records in a matrix. You also can click a column heading then go to the Data menu and select the Sort List option. Records sort in ascending order:

- If you sort by Last Name, the matrix list displays records in alphabetical order by last name.
- If you sort by Grade, the matrix list displays records from the lowest to the highest grade. Students display alphabetically by last name within each grade.
- If you sort by Gender, the matrix list displays records first by females then by males. Students display alphabetically by last name within each gender.

Sorting Matrixes in Reverse Order

Hold down the Option key (Macintosh) or the Alt key (Windows) and double-click a column heading or double-click the right mouse button (Windows). Records sort in descending order:

- If you reverse sort by Last Name, the matrix list displays records in reverse alphabetical (from Z to A) order by last name.
- If you reverse sort by Grade, the matrix list displays records from the highest to the lowest grade. Students display in reverse alphabetical order by last name within each grade.

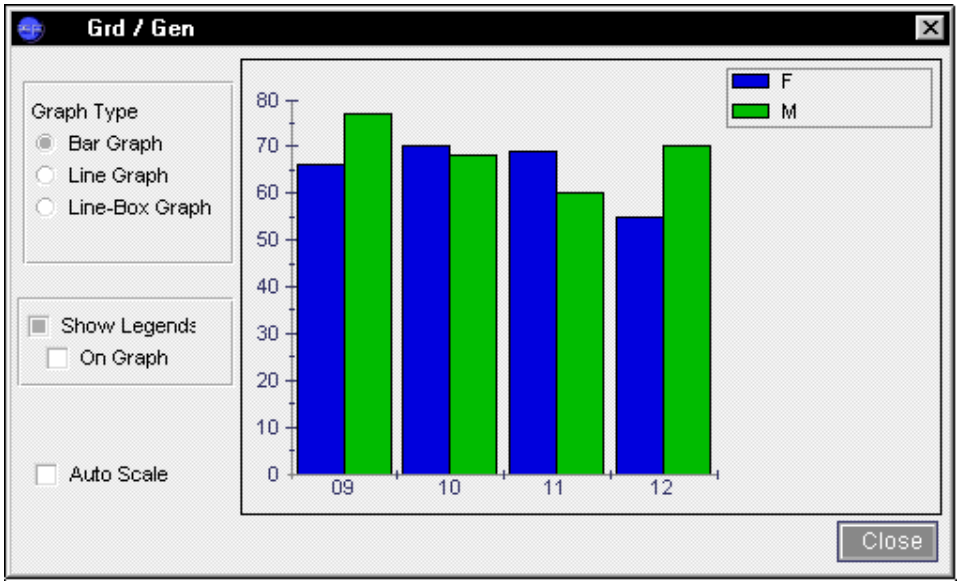
Performing Multi-Level Sorts

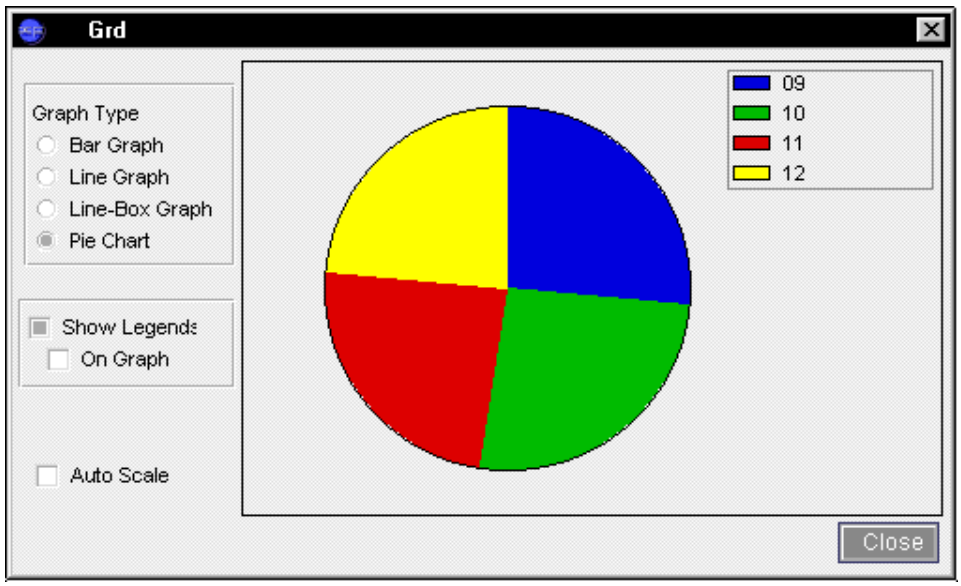
1. Hold down the Shift key and click each column heading in the order in which you want to sort.
2. From the Data menu, select the Sort List option or double-click the last column selected. The matrix list displays records sorted in ascending order by each column in the order you selected them.
    - If you sort first by Last Name then by Gender, the matrix list displays records in ascending alphabetical order by last name. Within each letter of the alphabet, all female students display prior to male students, for example, Jennifer Brown displays before Christopher Brown.
    - If you sort first by Gender then by Last Name, the matrix list displays all females prior to males. Within each gender, students display in ascending alphabetical order by last name.

Copyright © 2000–2004 Pearson Digital Learning

Graphing Matrixes

Use the Graph option on the Data matrix to display matrix data in graphical format. You can then select from options for displaying the graphed data.





Copyright © 2000–2004 Pearson Digital Learning

Graph Window Options

Option	Description
Bar Graph	Displays matrix values in terms of bars. The horizontal graph axis reflects values from the first column selected. Bars reflect values from the second column selected. You can click any bar to display coordinate values at that point. The first coordinate is for the value on the horizontal axis while the second coordinate is value for the bar at the first coordinate. It displays the total value represented by bars with the same color.
Line Graph	Displays matrix values in terms of lines. The horizontal graph axis reflects values for the first column selected. Lines reflect values from the second column selected. Each line is color coded to distinguish it from other lines. You can click anywhere on a line to display what that line represents. You can also check the legend in the upper right corner of the Graph window.
Line-Box Graph	Displays matrix values in lines with small boxes. The horizontal axis reflects values for the first column selected. Lines reflect values from the second column selected. The color-coded boxes on each line enable you to display the values at graph coordinates. Simply click a box to display coordinate values at that point. The first coordinate is for the value on the horizontal axis while the second coordinate displays the value on the line at the first coordinate. It also displays the total value represented by the line.

Copyright © 2000–2004 Pearson Digital Learning

Option	Description
Pie Chart	Displays values from each column in a pie chart. Each value is color-coded. If you selected a Grade column from a matrix, the pie chart displays a slice for each grade level. Click any slice to display the value for that slice. Using the Grade example again, the first value is for the grade level represented by the slice; the second value is for the number of students at that grade level; and the third value is for the total number of students represented in the matrix. The pie chart option is only available if one column has been selected in the matrix.
Show Legends	Enables you to display or remove a legend indicating what each color code represents in a graph. Select this option (the default setting) to display the legend in the upper right corner of the Graph window. Clear the check box to remove the legend.
On Graph	Enables you to display a legend directly over a graph instead of to the right of the graph. Click the check box to expand the graph until the right side is positioned under the legend.
Auto Scale	Enables you to scale a graph automatically.

Graphing Matrixes

1. Hold down the Shift key and click two column headings.
2. From the Data menu, select the Graph option. The Graph window displays with the matrix in bar graph format and the names of the two selected columns in the title bar.
3. In the Graph Type selection area, click the check box next to any other type of graph you want displayed.
4. Clear the *Show Legends* check box if you do not want to display the Legend or select the *On Graph* check box to position the legend directly over the graph.
5. Select the Auto Scale check box to automatically scale the graph.

Copyright © 2000–2004 Pearson Digital Learning

6. From the File menu, select Print if you want to print the graph.
7. Click Close to exit from the Graph window.

Exporting Matrixes

Use the Export List option on the Data menu to export matrix data into a file that can be used by another application, such as word processing or spreadsheet application.

You can export matrix data from matrix regardless of whether the matrix was produced by a Find or query or is part of an atom form. You must display the matrix before you export its data.

The file format used for exported SASIxp™ lists is compatible with a variety of other applications. When you open an exported matrix in a word processing application, it displays the same rows and columns as the matrix in the SASIxp software.

Exporting Lists

1. Display a matrix.
2. From the Data menu, select the Export List option. The system displays a Save dialog box.
3. In the *Export file name* field, type the name of the file. Also, type the name of the folder or directory where the file should be stored if the one displayed is not correct.
4. Click Save to export and save the data into the specified location. You can now open file in another application.

Creating Data Atoms for Lists

These instructions indicate how to create a user-generated data atom for a list of records.

1. Open any atom.
2. Perform a Find using criteria that results in a matrix of the student records that you want.
3. Hold down the Shift key and click the ID of each student that you want to include in the Data atom. Ensure that the row for each student you want is highlighted.

Copyright © 2000–2004 Pearson Digital Learning

4. Click and hold any cell in the matrix. A dotted line displays around the selected cell.
5. When you see the dotted line around the selected cell, drag the dotted outline into the workspace and drop it. When you drop the field, the system displays the same SASIxp atom icon where the original data is stored except that an orange data atom symbol indicates that the new atom is a user-generated Data atom. A word list also displays underneath along with the name of the first student in the list. This Data atom contains the list of all students that you selected from the matrix.
6. To assign another name to the atom, click the new Data atom, then go to the File menu and select the Atom Info option. From this option, you can give the atom a different name, enter a description, assign a Hot Key, or lock the atom. Ensure that all screens are closed to avoid accidentally changing the active window.

Matrix Exercise

1. Open the Student Info folder.
2. Open the Student atom.
3. Use the first letter of your last name followed by an asterisk (*) to create a matrix of all the students whose last name begins with that letter.
4. Sort the matrix by gender.
5. Perform a multiple record sort first by gender first then by grade.
6. Create a graph by selecting the Gender column then the Grade column.
7. Close the graph, then close the matrix.
8. Click the magnifying glass on the Student atom screen.
9. In the *Grade* field, select any grade from the pop-up list and create a matrix for student in the selected grade.
10. Perform a reverse sort by first name.
11. Display the Student screen for any three students in the matrix.
12. Close one Student screen.
13. Close the remaining screens at one time.

Copyright © 2000–2004 Pearson Digital Learning

Entering Discipline Incidents

The Discipline folder contains two atoms for documenting and tracking discipline incidents.

- Use the Discipline atom to create, maintain, and view student discipline records. These records contain information about disciplinary infractions that students commit at school.
- Use the Discipline Codes atom to define disciplinary infractions.

This chapter explains how to use the Discipline and Discipline Codes atoms.

Working with Discipline Incidents

Add, modify, or delete discipline information for students at your school using the Discipline atom. See Data Menu Functions. For more detail, see also Using the Discipline Screens.

Caution

Deleting a discipline record permanently removes it from the system. You cannot restore deleted records; you must re-create them.

Before beginning this process, use the Backup/Restore atom in the File Management folder to back up your discipline records.

Discipline Menu Options

The Discipline pop-up menu lists options to access Discipline Codes, create the Disposition Table, and print discipline reports.

Discipline Codes

This option opens the Discipline Codes atom so you can view or change the list of school-defined discipline codes used in the Discipline matrix.

To add or delete codes, see Performing Setup for Discipline in the *SASIxp™ Setup and Administration Training Guide*. Whether you have access to this option depends on the security level assigned to you. The option is dimmed if you do not have access.

Copyright © 2000–2004 Pearson Digital Learning

Create Disposition Table

This option converts disposition data from SASIxp software version 3.2 or earlier to the table and format used by SASIxp software version 3.5 and later. If you entered dispositions for any discipline item before installing SASIxp software version 3.5 or later, you must convert the old disposition information to a new format before adding information on additional dispositions.

Discipline Menu Reports

To print a discipline report from the Discipline pop-up menu, select the report name as shown in this table.

Report Name	*Description*
Discipline Report (DIS01)	Discipline report by student with each student's data on a separate page. This report also includes free-form comments from the Discipline atom.
Discipline Listing (DIS02)	List of disciplinary incidents by student.
Student Demerits (DIS03)	List of students with a specified number of demerits or more.
Discipline Summary (DIS04)	Total number of incidents for each discipline code and total number of incidents per month.
Discipline Report (DIS01J)	The Discipline Report prints discipline incidents on a student-by-student basis.

Discipline Overview Screen

The Discipline overview screen displays when you open the Discipline atom in the Discipline folder. This screen displays a matrix of all the incidents in a student's discipline record for the current school year. From this matrix, you can access detail screens to display specifics for a single discipline incident.

Copyright © 2000–2004 Pearson Digital Learning

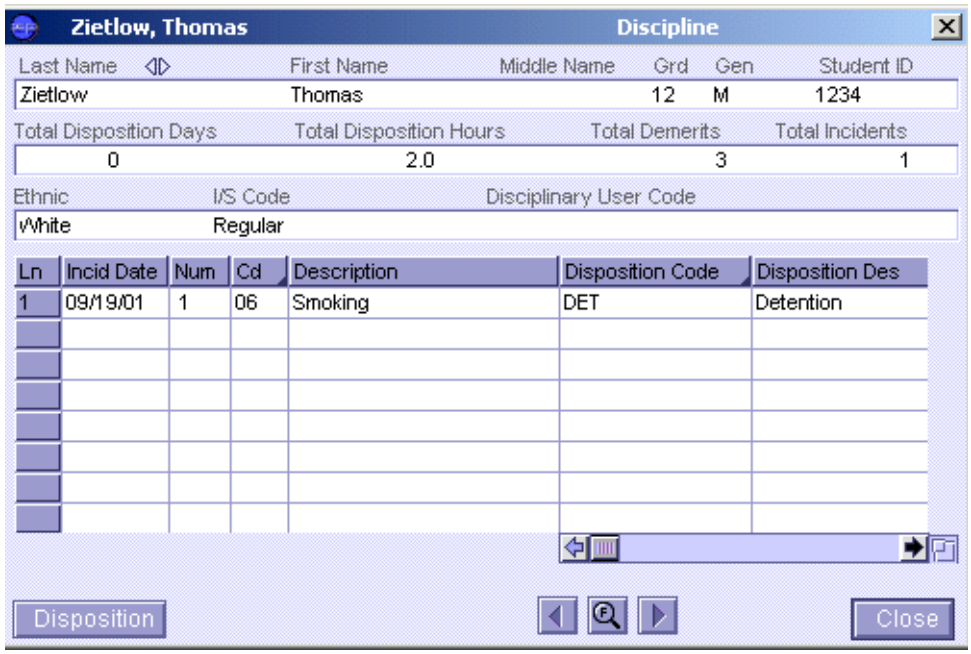
The top line of the Discipline screen and all detail screens fill automatically with the student's name, grade level, gender, ID, and track if the school uses tracks.

The Discipline matrix displays a row for each discipline infraction a student commits at school. Columns contain data such as incident dates, discipline codes, and a description of each incident.

Double-click a row to access detail screens. These screens display data for a single discipline incident and also provide space for entering comments. See Discipline Detail Screen. Fields in the detail screen correspond to columns in the matrix. While you cannot view all columns in the Discipline matrix at the same time without scrolling, you can view all fields in a detail screen at once.

To update or delete discipline incidents, you can work from either the overview screen matrix or a detail screen. However, to add incidents, you must work from a detail screen. See Adding Discipline Incidents.'

Use the Discipline overview screen to add, update, or delete information from a student's discipline record. See See Data Menu Functions. and See Using the Discipline Screens..



Copyright © 2000–2004 Pearson Digital Learning

Discipline Overview Screen Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom are *Last Name, First Name, Middle Name, Grd, Gen, and Student ID*.

You can change this information from two atoms within the SASIxp software. See Defining and Using Student Demographics and Enrolling Students.

You can also change the header fields on the Discipline screens without changing them in other atoms. See the *SASIxp™ File Definition Pro User's Guide.*

On the Discipline overview screen, the header fields are read-only.

Field Name	Description
Total Disposition Days	Total days of consequence time for all of this student's disciplinary incidents as listed on this screen.
Total Disposition Hours	Total hours of consequence time for all of this student's disciplinary incidents as listed on this screen.
Total Demerits	Total demerits for all of this student's disciplinary incidents as listed on this screen.
Total Incidents	Total of this student's disciplinary incidents as listed on this screen.
Ethnic	Ethnicity code.
I/S Code [Instructional Setting Code]	Instructional setting (regular or special education) as specified in the Student atom.
Disciplinary User Code (Disc User Code)	User-defined disciplinary code (from the DUC table).
Ln [Line Number]	Line number for each incident row. Click the line number to highlight and select a row. Double-click it to display the detail screen for a discipline incident.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Incid Date [Incident Date]	Date the discipline incident occurred.
Num *(Incd #)* [Incident Number]	Number of disciplinary incident. This value increments automatically when new incidents are added.
Cd *(Disc Cd, Des Cd)* [Discipline Code]	Numeric discipline code for each discipline infraction a student commits. This field is required. Codes, descriptions, security levels, and demerits are defined in the Discipline Codes atom.
Description *(Disc Description)* [Discipline Description]	Description corresponding to the numeric discipline code and entered automatically when you select that code. Descriptions are defined with the codes in the Discipline Codes atom and cannot be changed on this screen.
Disposition Code *(Disp Cd, Disposition)*	Abbreviation for the consequence, or disciplinary action, selected from the pop-up list. Disposition codes are defined in the Disposition Table in the Tables atom. Shading in this field indicates more than one disposition for this incident.
Disposition Des *(Disp Description, Disp Desc)* [Disposition Description]	The full description of the disciplinary action listed in abbreviated form in the *Disposition Code* field.
Disposition Num *(Disp #, Disp Num)* [Disposition Number]	Number of the disposition for this incident. Disciplinary incidents can have multiple dispositions. Shading in this field indicates more than one disposition for this incident.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Incid Loc [Incident Location]	Where the incident took place.
Demerits (Dmt)	Number of demerits for each incident. Demerits are entered automatically when you select the discipline code (*Cd* on the Discipline screen), but you can modify them as needed. Demerits are defined with the codes in the Discipline Codes atom.
Referred By	Name of the person who alerted the school office to the incident.
Refer Date	Date the incident was referred to the office.
S/L [Security Level]	Security level (0-9) required for access to information about the incident. The higher the security level, the more limited the access. You cannot view data for an incident if your security level is lower than the security level for that incident. Security levels for infractions are defined with codes in the Discipline Codes atom. Discipline security clearance levels are defined in the *Dis Sec Lvl* (Discipline Security Level) field in the User atom.
Action Setting (Act Setting)	ID the setting or campus where the disciplinary action took place.
Action Length (Act Length, Len)	Length in hours or days of the actual disciplinary action.

Copyright © 2000–2004 Pearson Digital Learning

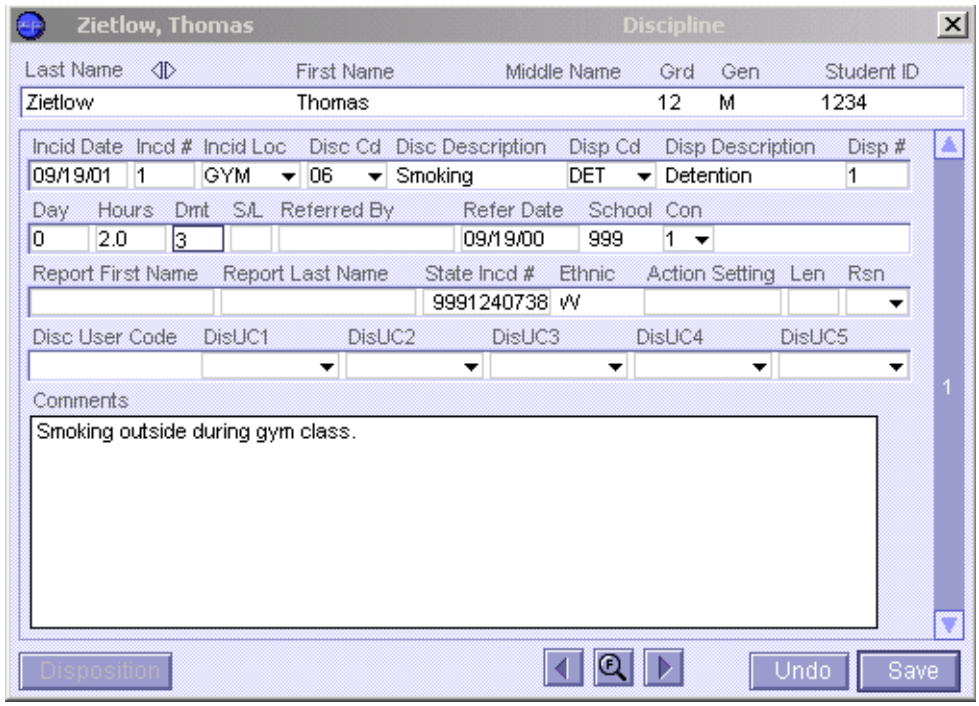
Field Name	Description
Diff. Reason *(Rsn, Diff Reasons)* [Different Reason]	Code for the reason, if the actual length of the disciplinary action differs from the days and hours assigned in *Day* and *Hours* on the Discipline detail screen and *Disp Days* and *Disp Hrs* on the Disposition screen. For example, if a student was assigned a five-day suspension but served only three days, a code is needed to explain the difference. Values for this field come from the DLD table.

Discipline Detail Screen

The Discipline detail screen displays information for a single disciplinary incident. Access the detail screen by double-clicking the line number of any discipline record in the Discipline overview screen.

Copyright © 2000–2004 Pearson Digital Learning

Fields in this detail screen are the same as fields in the Discipline overview screen; however, the detail screen also includes a *Comments* field. Use this screen to add or update a student's discipline record. See Data Menu Functions.



Discipline Detail Screen Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom are *Last Name, First Name, Middle Name, Grd, Gen, and Student ID*.

You can change this information using one of two atoms within the SASIxp software. See Defining and Using Student Demographics and Enrolling Students.

You can also change the header fields on the Discipline screens without changing them in other atoms. See the *SASIxp™ File Definition Pro User's Guide*

On the Discipline overview screen, the header fields are read-only.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Incid Date [Incident Date]	Date each discipline incident occurred.
Incd # *(Num)* [Incident Number]	Number of disciplinary incident on a specific date. This value increments automatically as incidents are entered.
Incid Loc [Incident Location]	Where the incident took place
Disc Cd *(Cd, Des Cd)* [Discipline Code]	Numeric code for each discipline infraction a student commits. This field is required. Codes, descriptions, security levels, and demerits are defined in the Discipline Codes atom.
Disc Description *(Description)* [Discipline Description]	Description corresponding to the numeric discipline code and entered automatically when you select that code. Descriptions are defined with the codes in the Discipline Codes atom and cannot be changed on this screen.
Disp Cd *(Disposition Code, Disposition)*	Abbreviation for the consequence, or disciplinary action, selected from the pop-up list. Disposition codes are defined in the Disposition Table in the Tables atom. Shading in this field indicates more than one disposition for this incident.
Disp Description *(Disposition Des, Disp Desc)* [Disposition Description]	The full description of the disciplinary action listed in abbreviated form in the *Description Code* field. Shading in this field indicates more than one disposition for this incident.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Disp # *(Disposition Num, Disp Num)* [Disposition Number]	Number of the disposition for this incident. Disciplinary incidents can have multiple dispositions. Shading in this field indicates more than one disposition for this incident.
Day *(Disp Days)* [Disposition Days]	Number of days for the disciplinary action for that incident.
Hours *(Disp Hrs)* [Disposition Hours]	Number of hours for the disciplinary action for that incident.
Dmt *(Demerits)*	Demerits associated with the discipline for that incident. Demerits are defined in the Discipline Codes atom.
S/L [Security Level]	Security level (0-9) required for access to information about the incident. The higher the security level, the more limited the access. You cannot view data for an incident if your security level is lower than the security level for that incident. Security levels for infractions are defined with codes in the Discipline Codes atom. Discipline security clearance levels are defined in the *Dis Sec Lvl* (Discipline Security Level) field in the User atom.
Referred By	Name of the person who alerted the school office to the incident.
Refer Date	Date the incident was referred to the school office.
School	School number.

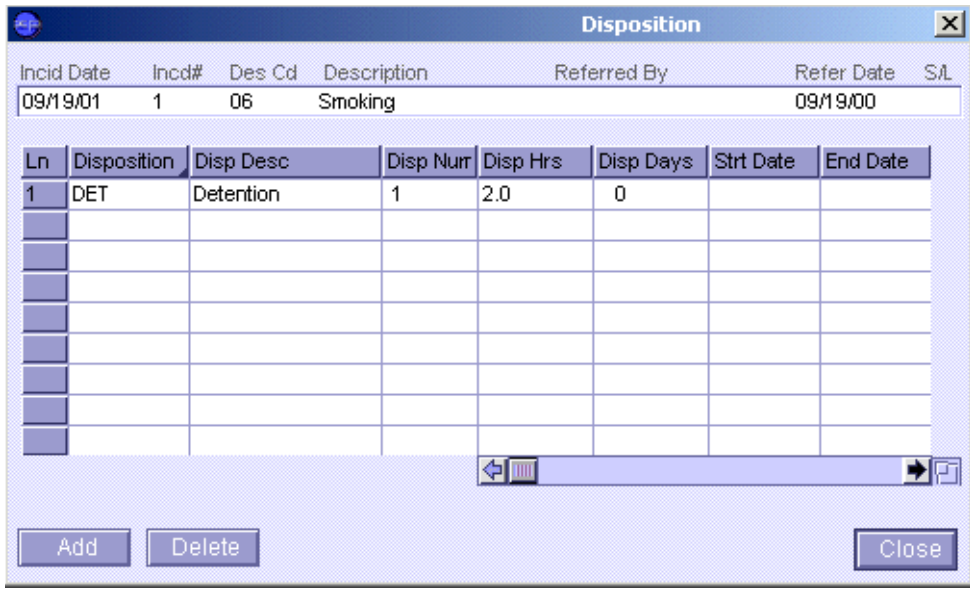
Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Con *(Incd Context)* [Incident Context]	Context of the incident (from the ILC table): • During school hours. • Outside school hours at school-sponsored activity. • Outside school hours at non-school-sponsored activity.
Report First Name	First name designated in the incident report.
Report Last Name	Last name designated in the incident report.
State Incd # [State Incident Number]	Number assigned to incident on state incident report.
Ethnic	Ethnicity code.
Action Setting *(Act Setting)*	ID number of the campus where the disciplinary action took place.
Len *(Action Length,* *Act Length*	Hours or days for the disciplinary action.
Rsn *(Diff Reason,* *Diff Reasons)* [Different Reason]	Code for the reason, if the actual length of the disciplinary action differs from the days and hours assigned in *Day* and *Hours* on the Discipline detail screen and *Disp Days* and *Disp Hrs* on the Disposition screen. For example, if a student was assigned a five-day suspension but served only three days, a code is needed to explain the difference. Values for this field come from the DLD table.
Disc User Code [Discipline User Code]	User-defined discipline code (stored in the DUC table).
DisUC1 [Discipline User Code 1]	User-defined discipline code (stored in the DU1 table).

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
DisUC2 [Discipline User Code 2]	User-defined discipline code (stored in the DU2 table).
DisUC3 [Discipline User Code 3]	User-defined discipline code (stored in the DU3 table).
DisUC4 [Discipline User Code 4]	User-defined discipline code (stored in the DU4 table).
DisUC5 [Discipline User Code 5]	User-defined discipline code (stored in the DU5 table).
Comments	User Comments

Disposition Screen



Copyright © 2000–2004 Pearson Digital Learning

Disposition Fields

Field Name	Description
Incid Date [Incident Date]	Date each discipline incident occurred.
Incd# *(Num)* [Incident Number]	Number of disciplinary incident on a specific date. This value increments automatically as incidents are entered.
Des Cd *(Disc Cd, Cd)* [Discipline Code]	Numeric code for each discipline infraction a student commits. This field is required. Codes, descriptions, security levels, and demerits are defined in the Discipline Codes atom.
Description *(Disposition Des, Disp Desc, Disp Description)* [Disposition Description]	The full description of the disciplinary action listed in abbreviated form in the *Description Code* field. Shading in this field indicates more than one disposition for this incident.
Referred By	Name of the person who alerted the school office to the incident.
Refer Date	Date the incident was referred to the school office.
S/L [Security Level]	Security level (0-9) required for access to information about the incident. The higher the security level, the more limited the access. You cannot view data for an incident if your security level is lower than the security level for that incident. Security levels for infractions are defined with codes in the Discipline Codes atom. Discipline security clearance levels are defined in the *Dis Sec Lvl* (Discipline Security Level) field in the User atom.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Ln *[Line Number]*	Number of the line or row describing an incident.
Disposition (Disposition Code, Disp Cd)	Abbreviation for the consequence, or disciplinary action, selected from the pop-up list. Disposition codes are defined in the Disposition Table in the Tables atom. Shading in this field indicates more than one disposition for this incident.
Disp Desc *(Disposition Des, Disp Description)* [Disposition Description]	The full description of the disciplinary action listed in abbreviated form in the *Disposition Code* field. Shading in this field indicates more than one disposition for this incident.
Disp Num *(Disposition Num, Disp #)* [Disposition Number]	Number of the disposition for this incident. Disciplinary incidents can have multiple dispositions. Shading in this field indicates more than one disposition for this incident.
Disp Hrs *(Hours)* [Disposition Hours]	Number of hours for the disciplinary action for the incident.
Disp Days *(Day)* [Disposition Days]	Number of days for the disciplinary action for the incident.
Strt Date	Starting date for the disciplinary action for the incident.
End Date	Ending date for the disciplinary action for the incident.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
TimeIn	Starting time of the disciplinary action for the incident. Enter four digits, and the system completes the colon and the a.m. or p.m.
TimeOut	Ending time of the disciplinary action for the incident. Enter four digits, and the system enters the colon and the a.m. or p.m.
Action Taken By	Name of the individual who carried out the disciplinary action for the incident.
Tch Conference [Teacher Conference]	Indicates (*Y* or *N*) whether a teacher conference was held regarding the incident.
Pre Act [Previous Action]	Any previous actions taken regarding this incident (from the PRV table).
PrevAct2 [Previous Action 2]	Any additional previous actions taken regarding this incident (from the PRV table).
Act Setting *(Action Setting)*	Setting or campus of the disciplinary action.
Act Length *(Len, Action Length)*	Length of the actual disciplinary action.
Diff Reasons *(Rsn, Diff. Reason)*	Code for the reason, if the actual length of the disciplinary action differs from the days and hours assigned in *Disp Days* and *Disp Hrs* on the Disposition screen and *Day* and *Hours* on the Discipline detail screen. For example, if a student was assigned a five-day suspension but only served three days, a code is needed to explain the difference. Values for this field come from the DLD table.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Incd Context (Con) [Incident Context]	Context of the incident (from the ILC table): • During school hours. • Outside school hours at school-sponsored activity. • Outside school hours at non-school-sponsored activity.
Notes	Any comments on the disposition.

Using the Discipline Screens

For general instructions on using the Discipline and Disposition screens, see Data Menu Functions. For specific instructions to add, delete, or update data using these screens, see the procedures that follow.

Converting Discipline Disposition Data

1. Open the Discipline atom.
2. From the Discipline menu, select Create Disposition Table.
3. Click *Create* to continue. The system displays a message in the Message Center when the conversion process is complete. Click *Cancel* to stop the process.

Adding Discipline Disposition Information

1. Open the Discipline atom and find the student record you want.
2. Click the line number (*Ln*) to highlight the incident for which you want to add disposition information.
3. Click Disposition to display the Disposition screen.
4. Click Add.
5. Complete the fields as needed.
6. Click Save, or click Undo to erase the data.
7. Click Close.

Copyright © 2000–2004 Pearson Digital Learning

Adding Discipline Incidents

Only discipline incidents at or below the Discipline security level assigned to you in your user record are displayed in Discipline records. Incidents coded at higher security levels are not shown.

1. Open the Discipline atom and find the student record you want.
2. From the Data menu, select Add Incident to display a detail screen. The data shown in the top line of the matrix defaults to this screen and the *Incid Date* (Incident Date) field defaults to today's date.
3. If the Incident occurred on a different date, backspace over the filled date and type the correct date.
4. In the *Disc Cd* (Discipline Code) field, select a discipline code from the list.

   The code you select displays here and in the *Cd* (Code) field on the overview screen. The code description displays in the *Disc Description* (Discipline Description) field, the security level for the code displays in the *S/L* (Security Level) field, and demerits for the code display in the *Dmts* (Demerits) field.

   If the discipline code you select is marked *Y* for credit in the Discipline Codes atom, the hours are recorded here as negative numbers and subtracted from the total hours for the student.
5. In the *Referred by* field, enter the name of the person who reported the incident.
6. In the remaining fields, enter any other available data or replace the default values as needed.
7. Click *Save*. The new incident displays in the matrix. To undo changes, click *Undo*.
8. Click *Close*.

Updating Discipline Incidents

1. Open the Discipline atom and find the record you want.

   You can work from either the Discipline overview screen matrix or the detail screen for a single incident. To access the detail screen, double-click the line number for that incident on the overview matrix.
2. Click the first field to be changed.
3. Type a new entry or select a new choice from a pop-up list.

Copyright © 2000–2004 Pearson Digital Learning

4. Tab to any additional fields you want to change and type or select new data.
5. To save new entries when working in the Discipline matrix, click *Save*. You must save before you can view the detail screen. To undo changes, click *Undo*.
6. Click *Close*.
7. If you have been working in a detail screen, click *Close* to return to the Discipline overview screen matrix.

Deleting Discipline Incidents

1. Open the Discipline atom and find the student record you want.
2. Click the line number for the incident you want.
3. From the Data menu, select Delete Incident. The row for the incident is cleared from the matrix and the number for the incident is removed from the Multi-Record Selection Bar in detail screens.
4. Click *Save* to store your results or click U*ndo* to undo the changes.
5. Click *Close*.

Copyright © 2000–2004 Pearson Digital Learning

Incident Reporting

Using Incident Reporting, the school site personnel can record and produce corresponding reports of school crime incidents with varying levels of details, including the number of offenders and victims per incident. The Incident Reporting folder resides in the Discipline folder and contains two atoms for Incident Reporting Setup and Incident Reporting:

- Use the Incident Reporting Setup atom to customize the Incident Reporting atom with parameters that will ensure your system complies with individual State and Federal Incident Report requirements.
- Use the Incident Reporting atom to collect and maintain data items related to school incidents in order to comply with individual State and Federal Incident Report requirements.

Working with Incident Reporting Setup atom

Incident Reporting Setup atom enables the user to define or modify parameters to customize the Incident Reporting atom. The parameters specified here will be provided to the user on the Incident Reporting atom screens for selection.

Copyright © 2000–2004 Pearson Digital Learning

Incident Reporting Setup Options

This section describes how to set up the Incident Reporting system according to your school's needs.

The Incident Reporting Setup matrix contains standard read-only header fields to identify the school that is currently logged in. The header fields are

Field Name	Description
Sch #	The School Number from the School atom.
School Name	The School Name from the School atom.
Alternate #	The Alternate School Number from the School atom.

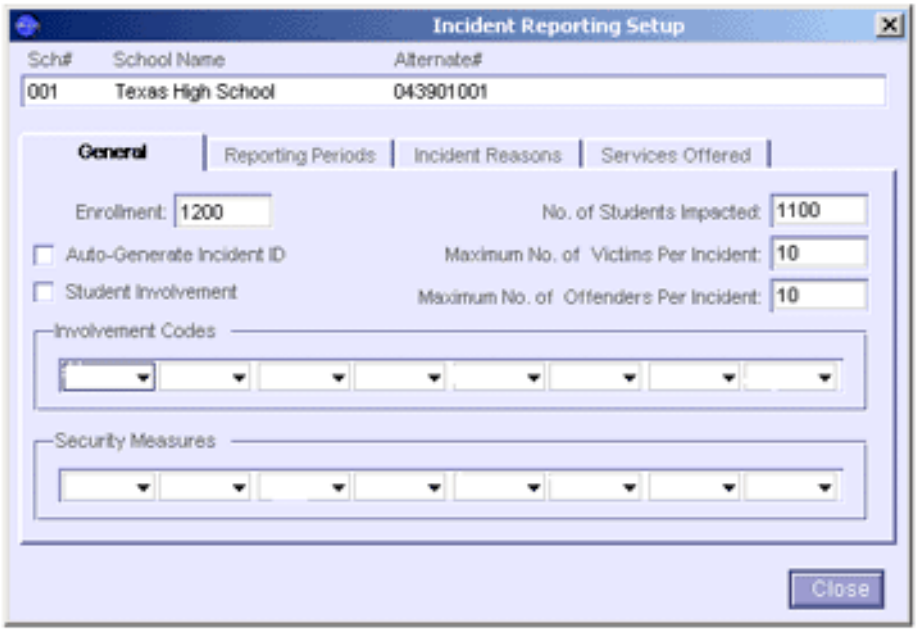
The Incident Reporting Setup matrix contains tabs for:

- General (information on offenders, victims, involvement codes, and security measures)
- Reporting Periods
- Incident Reasons
- Services Offered

Copyright © 2000–2004 Pearson Digital Learning

General Tab

Use this tab to add or modify general information applicable to every incident that is stored using Incident Reporting. This tab includes number of students enrolled, number of students impacted, maximum number of victims and offenders allowed per incident, involvement codes, and security measures.



General Fields

Field Name	Description
Enrollment	Number of students enrolled.
No. of Students Impacted	The number of students who were served or impacted by the prevention services or activities during the current school year. This value should not be higher than the value in the Enrollment field.

Copyright © 2000–2004 Pearson Digital Learning

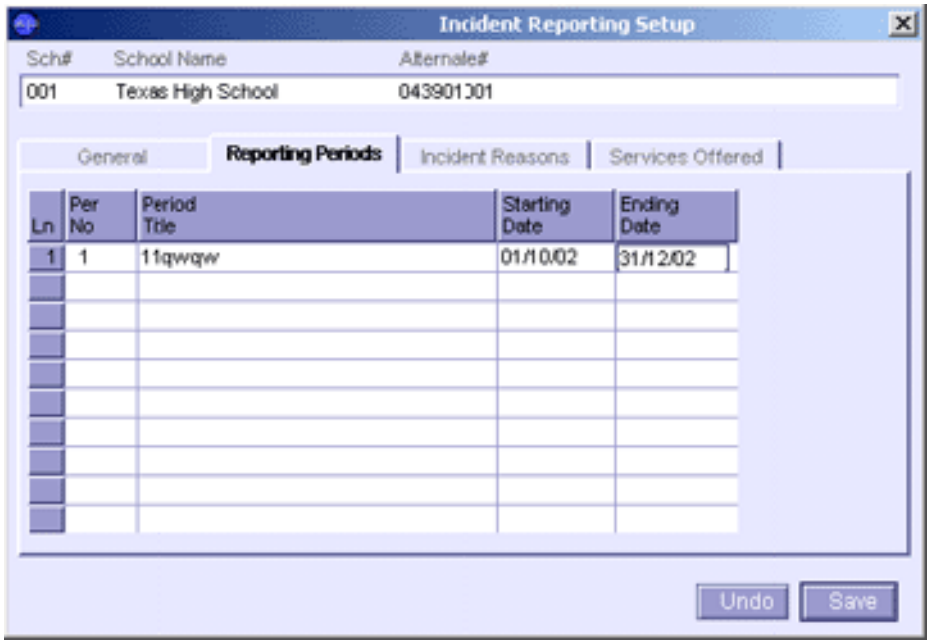
Field Name	Description
Maximum No. of Victims Per Incident	Maximum permissible number of victims that can be specified in an incident. A zero or a blank value indicates no limit.
Maximum No. of Offenders Per Incident	Maximum permissible number of offenders that can be specified in an incident. A zero or a blank value indicates no limit.
Auto-Generate Incident ID	This check box is selected by default to auto-generate Incident ID. To manually assign Incident ID, clear the check box. **Note:** If this check box is reselected after clearing it, a message related to database problems displays asking confirmation from the user whether to continue with the reselected auto-generate option.
Student Involvement	Select this check box to indicate whether students are involved in designing, delivering, or critiquing drug or violence prevention programs.
Involvement Codes	Relevant community involvement codes that the school participates in. At most, eight codes can be selected simultaneously. Table IRA, Involvement Code, defines the values for the pop-up list in this field.
Security Measures	Relevant security measures taken at the school. At most, eight codes can be selected simultaneously. Table IRB, Security Measures, defines the values for the pop-up list in this field.

When you enter or select data in any field, click Save to record the addition or changes to the General Tab, or click Undo to cancel all changes before moving to another tab.

Copyright © 2000–2004 Pearson Digital Learning

Reporting Periods Tab

Use this tab to add and maintain the Incident Reporting periods. Data in this matrix includes titles and date ranges for the incident reporting periods.



Reporting Fields

Field Name	Description
Ln	Line number of the reporting periods.
Per No	Unique period number to identify a reporting period.
Period Title	Title for the reporting period.
Starting Date	Starting date of the reporting period. This field is mandatory.
Ending Date	Ending date of the reporting period. This field is mandatory and will be validated to ensure that it occurs on or after the starting date.

Copyright © 2000–2004 Pearson Digital Learning

Adding/Modifying Reporting Periods

1. Open the Incident Reporting Setup atom.
2. Click the Reporting Periods tab.
3. To add a new record, select Add Period from the Data menu, or press Ctrl+A.
4. To modify an existing record, click on any field withinthe relevant record.
5. Enter or modify data in the relevant fields.
6. Click Save to record the addition or changes made to this tab, or click Undo to cancel all changes before moving to another tab.

Incident Reasons Tab

Use the matrix in the Incident Reasons tab to define incident codes, their descriptions, and other related information.

Copyright © 2000–2004 Pearson Digital Learning

Incident Reasons Fields

Field Name	Description
Ln	Line number of the Incident Reasons matrix.
Code	The Incident Code field defines the code value of the incident reasons to be used. **Note:** Once defined, these codes will be used as the pull-down menu for Incident Code pop-up in the Incident Reporting atom.
Alt Code	The Alternate Code field defines an additional code to be associated with an incident.
Incident Title	Short description of the Incident Code.
Incident Type	Select options from a pop-up list to define the type of incident. Table IRC, Incident Type, contains the codes for this pop-up list.
Include in Reports	Click the cell to toggle between X (Yes) and blank (No) to indicate whether this incident code is to be reported.

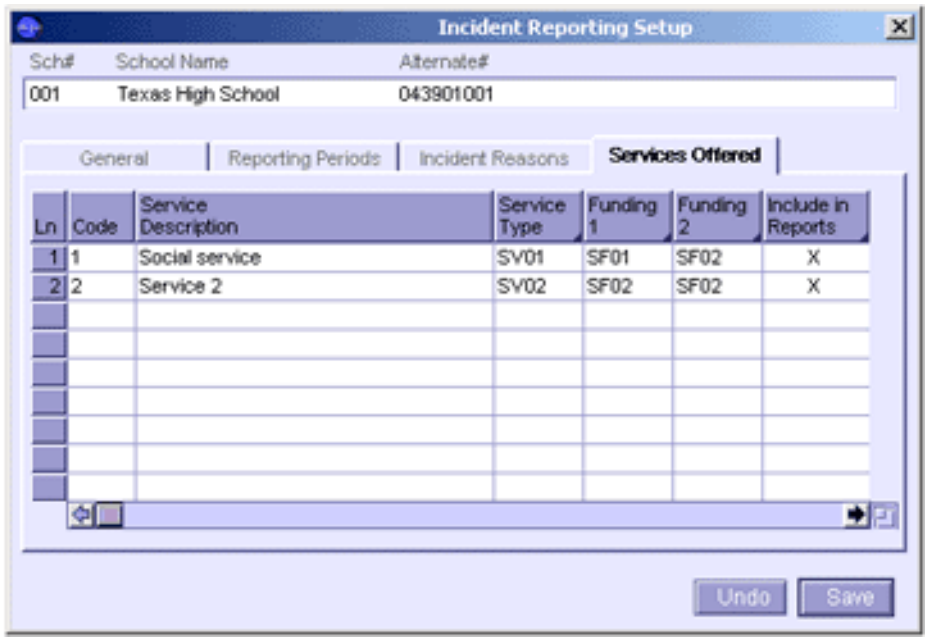
Adding/modifying Incident Reasons

1. Open the Incident Reporting Setup atom.
2. Click the Incident Reasons tab.
3. To add a new record, select Add Reason from the Data menu, or press Ctrl+A.
4. To modify an existing record, click on any field of the relevant record.
5. Enter or modify data in the relevant fields.
6. Click Save to record the addition or changes made to this tab, or click Undo to cancel all changes before moving to another tab.

Copyright © 2000–2004 Pearson Digital Learning

Services Offered Tab

Defines the services offered codes, descriptions, and other related information.



Copyright © 2000–2004 Pearson Digital Learning

Services Offered Fields

Field Name	Description
Ln	Line number of the Services Offered matrix.
Code	Defines the code values of the Services Offered.
Service Description	Short description for the Services Offered.
Service Type	A drop down list in which the user can define a classification of the service. Example: This table can be used to identify if a service is education-related. Table IRD, Service Type, contains the codes for this pop-up list.
Funding 1, Funding 2	A dropdown list that denotes the funding that this service type has. Example: SDSFCA, or state specific. Table IRE, Service Funding, contains the funding codes for this pop-up list.
Include in Reports	Click the cell to toggle between X (Yes) and blank (No) to indicate whether this Incident Code is to be reported.
UC 1, UC 2, UC 3	Fields defined by the users to give themselves greater flexibility in the use of Incident Reporting.

Copyright © 2000–2004 Pearson Digital Learning

Adding/Modifying Services Offered

1. Open the Incident Reporting Setup atom.
2. Click the Services Offered tab.
3. To add a new record, select Add Service from the Data menu, or press Ctrl+A.
4. To modify an existing record, click on any field of the relevant record.
5. Enter or modify data in the relevant fields.
6. Click Save to record the addition or changes made to this tab, or click Undo to cancel all changes before you click on another tab.

Copyright © 2000–2004 Pearson Digital Learning

Working with Incident Reporting atom

The Incident Reporting atom enables the school site personnel to collect data related to school crime incidents and record it in their school administrative software package. Incident Reporting differs from Student Discipline infractions because the data is collected on the basis of incident, not by student.

Incident Reporting Options

The Incident Reporting atom consists of eight fields and four tabs:

- Incident Identification (8 fields)
- General
- Victim Profile
- Offender Profile
- Related Factors

The values in the pop-up lists seen on different screens within this atom are populated based on the parameters set in the Incident Reporting Setup atom. See Working with Incident Reporting Setup atom for more information.

Incident Identification

This pane contains fields to identify the incident occurrence.

Copyright © 2000–2004 Pearson Digital Learning

Incident Identification Fields

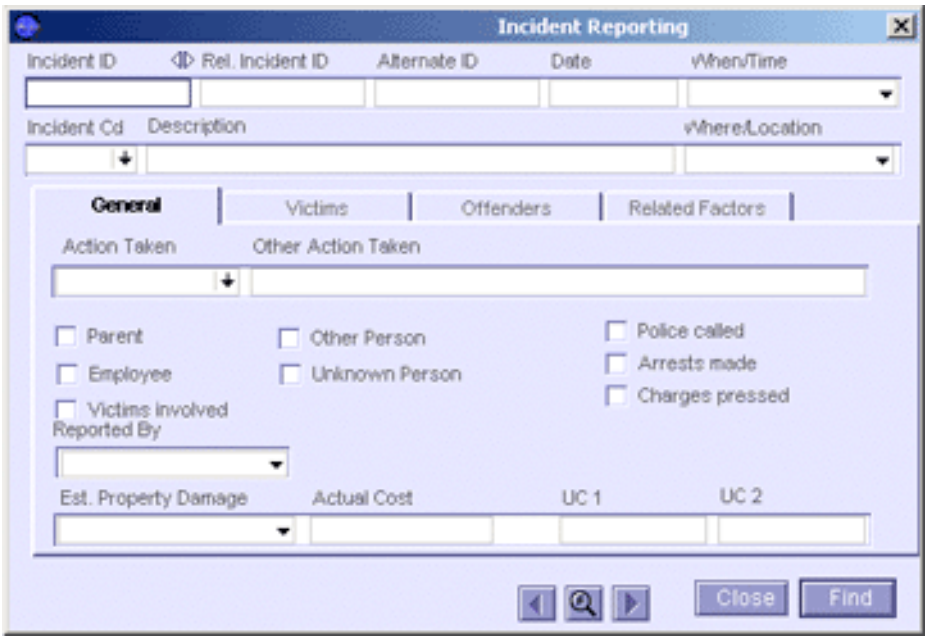
Field Name	Description
Incident ID	Unique Incident ID that can be auto-generated or manually entered. **Note:** Once set to manual, the ID should not be set to auto.
Rel. Incident ID	The Related Incident ID allows a user to manually link the current incident with other incidents.
Alternate ID	An additional ID field that could be used for an Alternate ID as per user's choice.
Date	The date on which the incident occurred. This field defaults to the system date but can be modified.
When/Time	Indicates the time of the day that an incident occurred. Table IRF, Time Period, contains the values for this pop-up list.
Incident Cd	Indicates the type of incident. Table IRC, Incident Reasons, contains the values for this pop-up list.
Description	Description that defaults to the short description of the Incident Code. This can be overwritten to be replaced or to include a new description.
Where/Location	Indicates the location where an incident occurred. Table IRL, Incident Location, contains the values for this pop-up list.

Click Save to record the addition or changes made to this pane, or click Undo to cancel all changes before moving to another tab.

Copyright © 2000–2004 Pearson Digital Learning

General Tab

This tab contains fields to record data items to describe a specific incident.



Copyright © 2000–2004 Pearson Digital Learning

General Fields

Field Name	Description
Action Taken	Indicates what action was taken as a result of this incident. Table IRG, Action Taken, contains the values for this pop-up list.
Other Action Taken	Defines information on additional action taken.
Parent	Select this check box to indicate whether parents of students were involved in this incident.
Employee	Select this checkbox to indicate if an employee was involved in this incident.
Victims Involved	Select this checkbox to indicate if there were any victims as a result of this incident.
Other Person	Select this checkbox to indicate if a person other than a student or employee was involved in this incident.
Unknown Person	Select this checkbox to indicate if an unknown person was involved in this incident.
Police called	Select this checkbox to indicate if the Police were called as a result of this incident.
Arrests made	Select this checkbox to indicate if any arrests were made as a result of this incident.
Charges pressed	Select this checkbox to indicate if any charges were pressed against the offenders in this incident.

Copyright © 2000–2004 Pearson Digital Learning

<table>
<tr><th>Field Name</th><th>Description</th></tr>
<tr><td>Reported By</td><td>Indicates the person who reported this incident. Table IRR contains defined values that are referenced for selection from a pop-up list.

<table>
<tr><th>Value</th><th>Description</th></tr>
<tr><td>1</td><td>Student</td></tr>
<tr><td>2</td><td>Teacher</td></tr>
<tr><td>3</td><td>Administrator</td></tr>
<tr><td>4</td><td>Other School Staff</td></tr>
<tr><td>5</td><td>Police</td></tr>
<tr><td>6</td><td>Non School Personnel</td></tr>
<tr><td>7</td><td>Unknown</td></tr>
</table>

Note: These values can be modified in the Table IRR as per user requirements and would change accordingly in the pop-up list.</td></tr>
<tr><td>Est. Property Damage</td><td>Select from this pop-up to indicate estimated property damaged as a result of this incident.

Table IRI, Estimated Cost, contains the values for this pop-up list.</td></tr>
<tr><td>Actual Cost</td><td>Indicates the actual cost of the property that was damaged.</td></tr>
<tr><td>UC 1, UC 2</td><td>User can record any additional information about the incident in these two fields.</td></tr>
</table>

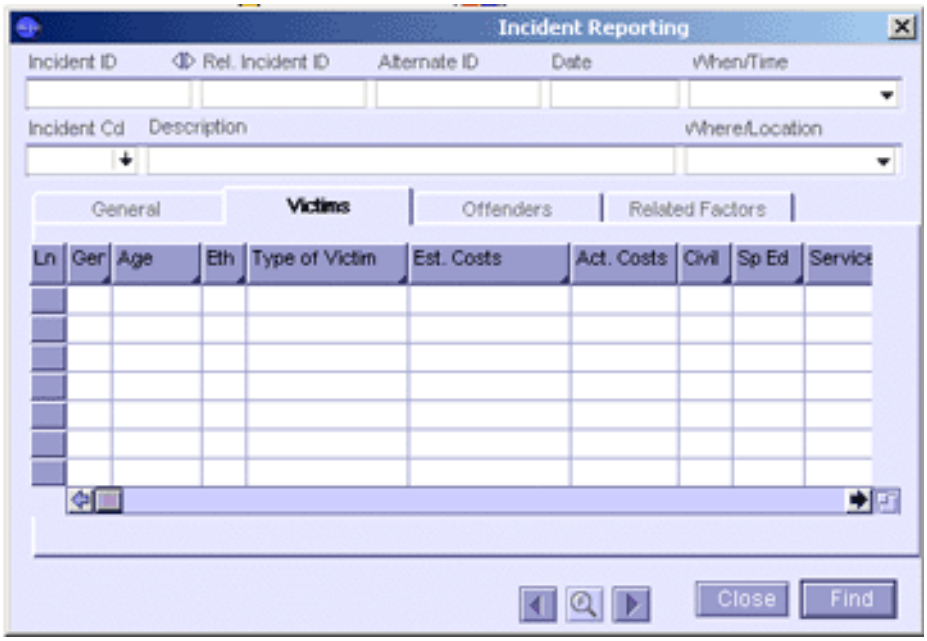
Copyright © 2000–2004 Pearson Digital Learning

To find, add or delete an incident:

1. Open the Incident Reporting atom.
2. Click the General tab.
3. To find an incident, from Data menu, select Find Incident, or press Ctrl+F.
4. To add an incident, from Data menu, select Add Incident or press Ctrl+A.
5. To delete an incident, from Data menu, select Delete Incident.
6. Click Save to record the addition, modification or deletion made to this tab, or click Undo to cancel all changes before moving to another tab.

Victims Tab

Determines the demographic and other information used to identify the victims of an incident.



Copyright © 2000–2004 Pearson Digital Learning

Victims Fields

Field Name	Description
Ln	Line number of the Victim Profile matrix.
Gen	Indicates the gender of the victim. Table GEN contains the values for this pop-up list.
Age	Indicates the age of the victim. Table IRJ, Age, contains the values for this pop-up list.
Eth	Indicates the ethnicity of the victim. Table ETH contains the values for this pop-up list.
Type of Victim	Indicates the type of victim. Example: classified employee, parent volunteer etc. Table IRK, Victim/Offender Type contains the values for this pop-up list.
Est. Costs	Indicates the estimated costs (in dollars) to the victim as a result of this incident. Table IRI, Estimated Cost, contains the values for this pop-up list.
Act. Costs	Indicates the actual costs (in dollars) to the victim as a result of this incident.
Civil	Select this checkbox to indicate whether civil damages are being pursued by the victim of this incident.
SpEd	Indicates values for Special Education codes. Table IRS, Special Education, contains defined values for this pop-up list. See Special Education Codes

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Services 1, Services 2	Indicates the services provided to the victim of this incident. Table IRD, Services Offered, provides the values for these two pop-up lists.

Special Education Codes

Value	Description
NSE	Not Special Education
GT	Gifted
AUT	Autism
TBI	Traumatic Brain Injury
MR	Mental Retardation
SLD	Special Learning Disabilities
HI	Hearing Impaired
VI	Visually Impaired
OHI	Other Health Impaired
OI	Orthopedic Impaired
SLI	Speech/Language Impaired
DB	Deaf/Blind
EC	Emotionally Conflicted
DD	Developmentally Delayed
MD	Multiple Disabilities
ED	Emotionally Disturbed

Copyright © 2000–2004 Pearson Digital Learning

PEARSON Digital Learning

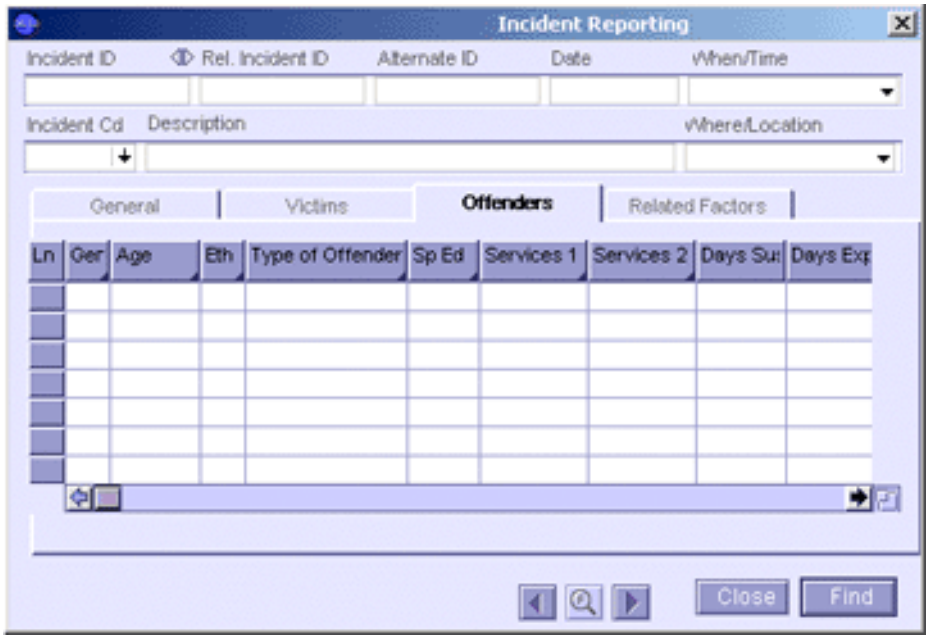
Adding/modifying Victims Profile

1. Open the Incident Reporting atom.
2. Click the Victims tab.
3. To add a new record, select Add Victim from the Data menu, or press Ctrl+A.
4. To modify an existing record, click on any field of the relevant record.
5. Enter or modify data in the relevant fields.
6. Click Save to record the addition or changes made to this tab, or click Undo to cancel all changes before moving to another tab.

Note: The user is not allowed to add more victims than the maximum number of victims per incident which is specified on the General tab of the Incident Reporting Setup atom.

Offenders Tab

Determines the demographic and other information used to identify a specific offender of an incident.



Copyright © 2000–2004 Pearson Digital Learning

Offenders Fields

Field Name	Description
Ln	Line number of the Offender Profile matrix.
Gen	Indicates the gender of the offender. Table GEN contains the values for this pop-up list.
Age	Indicates the age of the offender. Table IRJ, Age, contains the values for this pop-up list.
Eth	Indicates the ethnicity of the offender. Table ETH contains the values for this pop-up list.
Type of Offender	Indicates the type of offender. Example: classified employee, parent volunteer etc. Table IRK, Victim/Offender Type, contains the values for this pop-up list.
SpEd	Indicates values for Special Education codes. Table IRS, Special Education, contains defined values for this pop-up list. See Special Education Codes
Services 1, Services 2	Indicate the services provided to the offender. Table IRD, Services Offered, provides the values for these pop-up lists.
Days Sus	Indicates the number of days the offender was suspended as a result of this incident.
Days Exp	Indicates the number of days the offender was expelled as a result of this incident.
Days Alt	Indicates the number of days the offender was in an Alternate Placement Program as a result of this incident.
Corp	Select this checkbox to indicate if the offender received corporal punishment as a result of this incident.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Days Alt Placement SE	Indicates the number of days the special education offender was in an Alternate Placement Program as a result of this incident.
Hearing Officer	Select this checkbox to indicate if a Hearing Officer removed the offender from the normal educational setting.

Adding/modifying Offenders Profile

1. Open the Incident Reporting atom.
2. Click the Offenders tab.
3. To add a new record, select Add Offender from the Data menu, or press Ctrl+A.
4. To modify an existing record, click on any field of the relevant record.
5. Enter or modify data in the relevant fields.
6. Click Save to record the addition or changes made to this tab, or click Undo to cancel all changes before moving to another tab.

Note: The user is not allowed to add more offenders than the maximum number of offenders per incident which is specified on the General tab of the Incident Reporting Setup atom.

Copyright © 2000–2004 Pearson Digital Learning

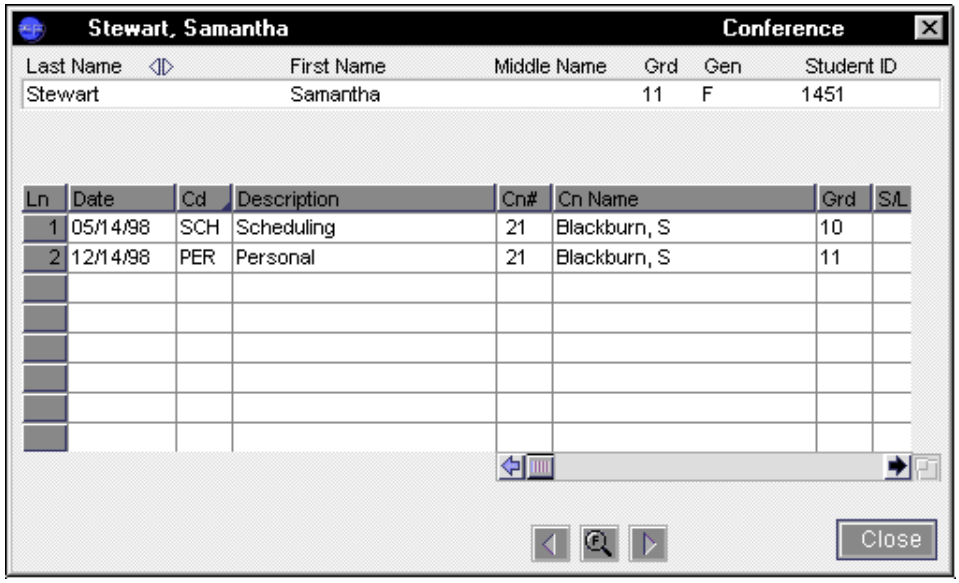
Copyright © 2000–2004 Pearson Digital Learning

Scheduling Conferences

The Conference atom (in the Student Info folder) enables you to schedule, maintain, and view conference data for specific students. Conference records may indicate the date and subject of a student conference, and which personnel attended the conference.

Conference Screen

The Conference screen displays data related to conferences for a particular student. It includes a row for each specific conference. Use the conference screen to add, update, or delete a student's conference record. See Data Menu Functions.



Conference Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

Copyright © 2000–2004 Pearson Digital Learning

You can change this data using one of two atoms within the SASIxp software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Ln	Line number for each conference record.
Date	Date for the conference record (defaults to the current date).
Cd	Code for the conference type. Select from the pop-up list of items defined in the Conference Codes atom.
Description	Conference code description is read-only.
Cn#	Counselor Number. This number defaults to the counselor number on the student's record, if one exists, but can be changed.
Cn Name	Name associated with the counselor number selected in the previous field.
Grd	Grade level of the student when this conference took place. Defaults to the student's current grade, but you can change the grade.
S/L	Security level assigned to the conference code you selected in the *Cd* field. Read-only field.
Referred by	Person who referred the student for a conference.
Refer Date	Date of the conference referral.
Notif Date	Date the student or parents received notification of a scheduled conference.
Fol Up Date	Date to perform follow-up to the conference.

Copyright © 2000–2004 Pearson Digital Learning

Adding Conference Records

1. Open the Conference atom.
2. Locate the student record that you want.
3. From the Data menu, select Add Conference. The system displays the Conference Detail screen and enters the current date in the *Date* field. You can change the date.
4. In the *Cd* field, select a conference code from the pop-up list.
5. In the *Cn#* field, verify that the correct counselor number displays. Change the number if required. The system displays the counselor name.
6. For all other fields in the Conference Detail screen, type data or select an item from the pop-up list.
7. Click Save.

Deleting Conference Records

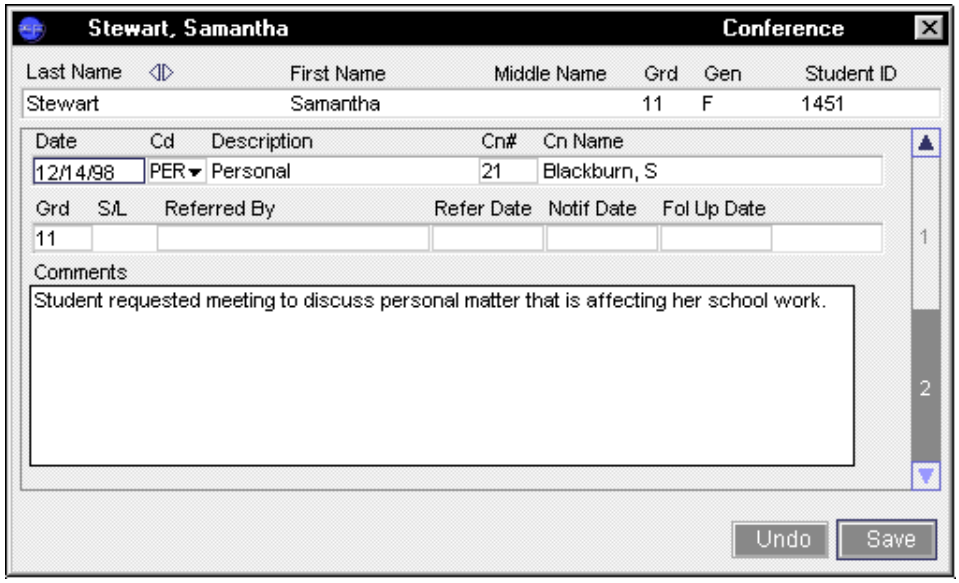
1. Open the Conference atom and display the Conference screen.
2. Locate the student record that you want.
3. Click the line number (*Ln)* for the row of information to be deleted. Ensure that the row is highlighted.
4. From the Data menu, select Delete Conference.
5. Click Save to delete the conference record from the database.

Conference Detail Screen

The Conference Detail screen displays information for a single student conference. Fields in this screen correspond to columns in the Conference screen. The detail screen also includes a *Comments* field for additional conference information. Display the Conference Detail screen by double-

Copyright © 2000–2004 Pearson Digital Learning

clicking the line number of any record in the Conference screen. Use this screen to add, update, or delete a student's conference records. See Data Menu Functions.



Conference Detail Field

Field Name	*Description*
Comments	Text field where you can enter up to 32,000 characters to record information about the conference. This field is available only on the detail screen.

Conference Menu Option

Conference Codes

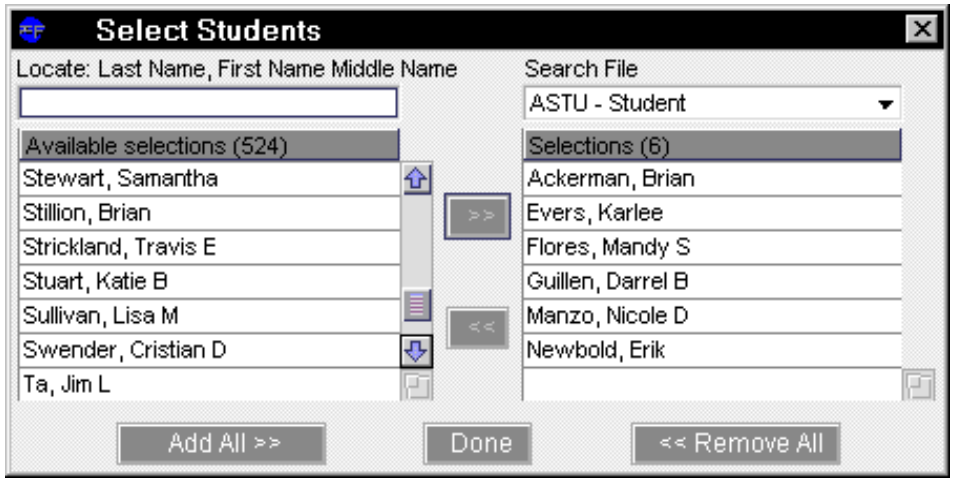
These codes activate the Conference Codes atom enabling you to view the list of school-defined conference codes in the Conference screen. Use this list to add, delete, or modify codes. You can only view codes that are at, or below, the Conference Security Level assigned to you.

Copyright © 2000–2004 Pearson Digital Learning

Using Generic Selection

The Generic Selection atom (in the Utilities folder) is a tool that provides fast access to records for one or more files within a specific atom by displaying lists of student names based criteria you specified. Once a student list displays, select the student names for which you want to locate records. Then drag and drop the student names onto the Student atom icon to simultaneously open their records.

Generic Selection Screen



Generic Selection Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

Copyright © 2000–2004 Pearson Digital Learning

You can change this data using one of two atoms within the SASIxp software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Locate	Performs search based on student information entered. For example, type W to find students whose last name begins with W or type Wilson to find students whose last name is Wilson. The system locates records more quickly with more specific search data.
Search File	Performs search based on file selected. For example, to access records for specific teachers, select the ATCH-Teacher option. A list of key data for this atom displays in the *Available Selections* field. Notice that the file name in the title bar at the top of the screen changes as different search files you select.
Available Selections	Displays a list of records for the selected search file. Highlight items and move them to the *Selections* field. The matrix title displays the number of items available for selection.
Selections	Selected items from the *Available Selections* field display in this field once you move them. From this field you drag and drop selections into the atom containing the records you want to access. The matrix title bar displays the number of records selected at any time.

Buttons on Generic Selection Form

Button	Description
>>	Moves highlighted items from the *Available Selections* list to the *Selections* list.
<<	Returns highlighted items from the *Selections* list to the *Available Selections* list.

Copyright © 2000–2004 Pearson Digital Learning

Button	Description
Scroll Bars	If a scroll bar displays to the right of the *Available Selections* or *Selections* column, use it to quickly review items and locate a specific one.
Add All	Copies all items from the *Available Selections* list to the *Selections* list.
Remove All	Returns all items in *Selections* list and places to the *Available Selections* list.
Done	Closes the Generic Selection atom.

Navigating within Generic Selection

1. Open the Generic Selection atom.
2. In the *Search File* field, select a search file from the pop-up list.
3. Find the items you want.
   - Enter the key data in the *Locate* field and press Enter.
   - Scroll until the item displays, then release the mouse, displaying the selection in the *Available Selections* list.
4. Transfer items from the *Available Selections* list to the *Selections* list using one of these methods:
   - Click to highlight one item or hold down the Shift key and highlight several items. Click the >> button.
   - Double-click each item you want to move.
5. To open records for the selected items, highlight all items in the *Selections* list. Drag and drop these items onto an atom icon.
   - Dropping a single item onto a closed atom icon opens the atom to the required record.
   - Dropping a single item onto an open atom icon closes the current record and opens the record for the item just dropped.
   - Dropping multiple items onto a closed atom icon displays a list containing the selected items (key data). You can open one record at a time or multiple records.

     Double-click the item to display the data record to open a single record.

Copyright © 2000–2004 Pearson Digital Learning

Highlight all items, then click the Open key to open multiple records. Multiple records cascade in ascending order.

- Dropping multiple items onto an open icon atom opens a screen for each record. Multiple records cascade in ascending order.

  Notice that the key data displays in the screen's title bar to identify the record. Click the title bar to move a record to the front.

Copyright © 2000–2004 Pearson Digital Learning

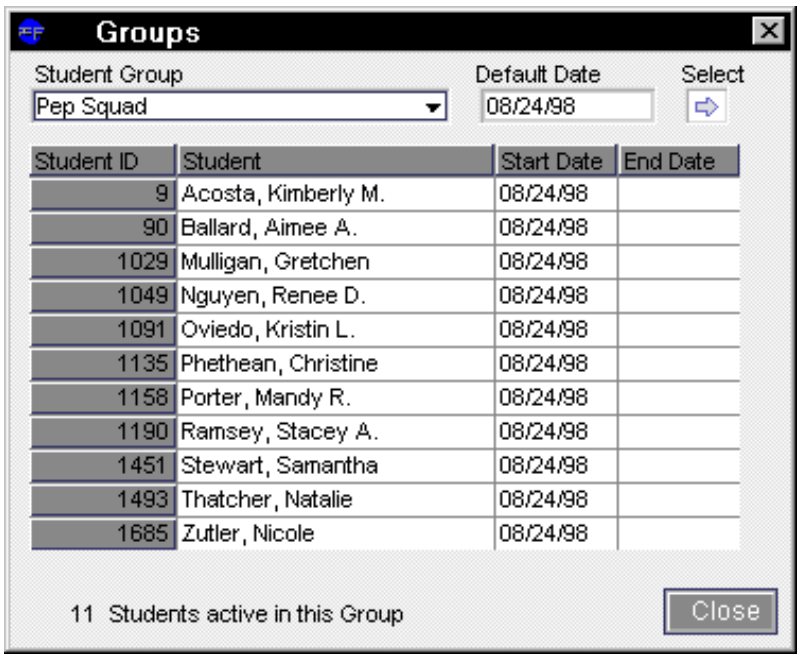
Establishing Student Groups

The Student Groups atom (in the Student Info folder) enables you to add students to groups such as marching band, girls' basketball, or the National Honor Society. Organizing students into group lists enables you to run reports by group and to mass change attendance by group. For example, if the marching band is not present one day due to participation in a battle of the bands event, you can use the Mass Change Attendance function to mark records for all band members with Activity for that day.

Once your school has set up a list of student groups in the Groups table (GRP) in the Tables Definition atom, you can add students to groups at any time. Take this action at the beginning of the school year or as students join groups during the course of the year.

Groups Screen

The Groups screen lists all students in a selected group. Select different groups from the list in the *Student Group* field. The system adds students to groups in alphabetical order. You can sort them by *Student ID*, *Start Date*, or *End Date* by double-clicking headings for these field columns.



Copyright © 2000–2004 Pearson Digital Learning

PEARSON Digital Learning

Groups Fields

Field Name	Description
Student Group (GRP table)	Groups set up for your school in the Groups table (GRP) in the Tables Definition atom. When you select a group from the list, currently participants display. All functions you perform in the screen (such as adding, inactivating, or deleting students) apply to the specified student group.
Default Date	Enables you to specify a date for the system to enter automatically in *Start Date* cells or *End Date* cells. These dates become defaults that are used when you add students to a group or inactivate students from a group. You can change these dates. If you don't enter any dates, the system uses the current date.
Select Arrow	Opens the Generic Selection atom. Use the Generic Selection atom to add students to each group.
Student ID	Unique identification number for each student in the selected group. Click this to select a student.
Student	Name of each student in the selected group.
Start Date	Date a student joined the group. The system automatically enters the date displayed in the *Default Date* field in the top line (you can change the date).
End Date	Date that a student left the group. Students with end dates are no longer active in the group. Inactive students are not included on group reports or in mass change attendance by group. The system automatically enters the date displayed in the *Default Date* field when you select Inactivate Student from the Data menu (you can change this date).

Copyright © 2000–2004 Pearson Digital Learning

Adding Students to Groups

The most efficient way to add students to a group is to identify them from the Generic Selection atom in the Utilities folder. You can also drag and drop one or more students from anywhere in the system, including a matrix produced by a Find or Query.

1. Open the Student Groups atom.
2. In the *Student Group* field, select a group from the pop-up list. The system automatically enters the current date in the *Default Date* field, which represents the start date for all students you are about to enter. You can change this date.
3. Add students using one of these methods:
   - Click the *Select Arrow* to open the Generic Selection atom. Click and highlight one student record or hold down the Shift key and click to highlight multiple records. Then click the arrow to put selected students on the Selections list. You also can put students on this list by double-clicking their records. Click Done in the Generic Selection atom.
   - Produce a matrix of student names using a Find or Query. Click to highlight one student record or hold down the Shift key and click to highlight multiple records. Drag and drop the selected records onto the Student Groups matrix.
4. Click Save.

Inactivating and Deleting Group Members

You can use the Student Groups atom to inactivate and delete students from groups. Inactivating a student enables you to determine that the student once belonged to the group although the student is not included in group reports or affected by mass change attendance by group. Deleting a student erases any record of that student's group participation. See Data Menu Functions.

Inactivating Students in Groups

1. Open the Student Groups atom.
2. In the *Student Group* field, select a group from the pop-up list. The system automatically enters the current date in the *Default Date* field, which represents the end date for all students that you inactivate. You can change this date.

Copyright © 2000–2004 Pearson Digital Learning

3. Click the Student ID number of the student to be inactivated. Ensure that the row is highlighted. To select multiple students, hold down the Shift key and click student ID numbers.
4. From the Data menu, select Inactivate Student. The system automatically enters the specified default date in the *End Date* field for each selected student.
5. Click Save to inactivate students.

Copyright © 2000–2004 Pearson Digital Learning

Identifying Home Languages

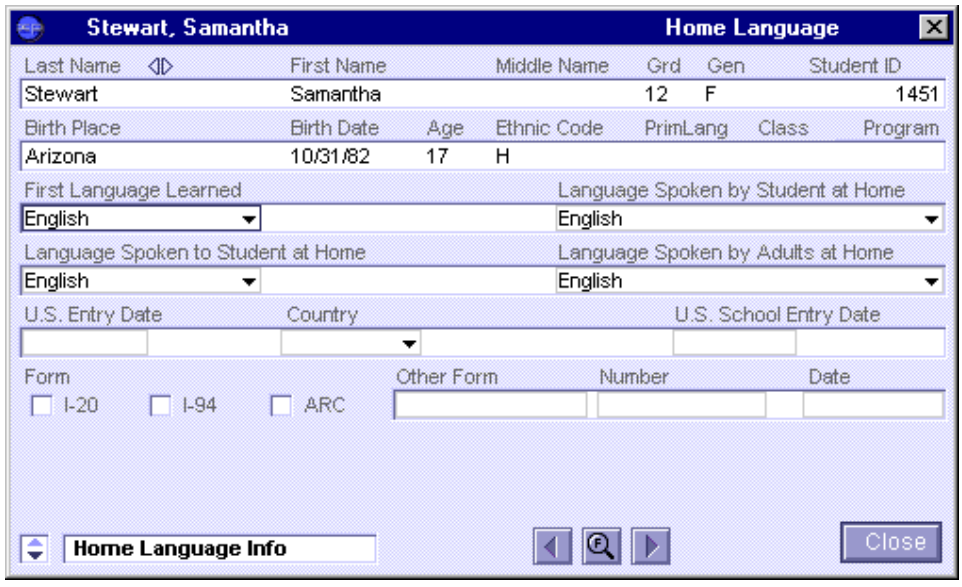
The Home Language atom (in the Student Info folder) enables you to record data about what languages are used to communicate in a student's home. Information includes the first language learned by the student, the language spoken to the student at home, and the language spoken by adults at home. This atom also records information about a student's entry and residency in the United States.

Complete or update a home language record at any time, according to the needs of your school. See Data Menu Functions.

The Home Language atom consists of two screens:

- Home Language Info Screen
- Home Language Comments Screen

Home Language Info Screen



Copyright © 2000–2004 Pearson Digital Learning

Home Language Info Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

On this screen the header fields are read-only.

Field Name	Description
Birth Place	Student's place of birth (view only).
Birthdate	Student's date of birth (view only).
Age	Student's age (view only).
Ethnic Code (ETH table)	Student's ethnic code (view only).
PrimLang (LNG table)	Language in which the student is most fluent (view only).
Class (ENG table)	Indicates a student's English proficiency classification.
Program (ENG table)	Indicates whether the student is enrolled in a special program like LEP. If you select Yes, an X displays in the field. If you select No, the field remains blank. This field defaults from the Program field on Tab 2 of the Student atom.
First Language Learned (LNG table)	Language student first learned to speak in the home.
Language Spoken by Student at Home (LNG table)	Language student speaks at home.
Language Spoken to Student at Home (LNG table)	The language adults speak to the student in the home.

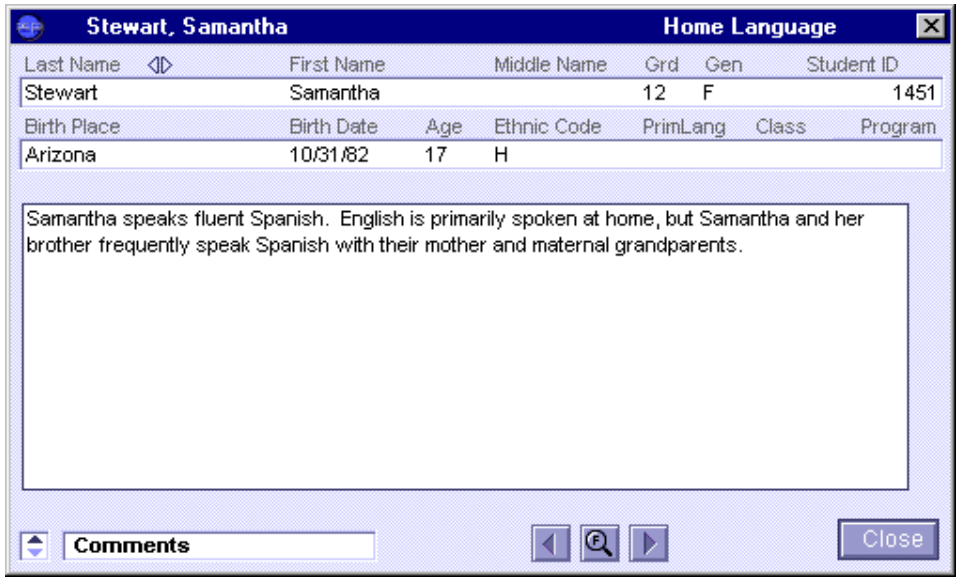
Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Language Spoken by Adults at Home (LNG table)	The language adults speak and read in the home. This is the correspondence language to use when writing letters to the student's parents.
U.S. Entry Date	Date that the student entered the United States.
Country (CTR table)	Student's country of birth.
U.S. School Entry Date	First date that the student enrolled in a school in the United States.
Form I-20, I-94, ARC	A selected checkbox for any of these forms indicates that the selected Immigration form has been filed for the student.
Other Form	Displays the description of a form other than I-20, I-94, and ARC that has been filed for the student.
Number	Number corresponding to the form description entered in the *Other Form* field.
Date	Date that the form described in the *Other Form* field was filed for the student.

Copyright © 2000–2004 Pearson Digital Learning

Home Language Comments Screen

The Home Language Comments screen exists primarily so that you can record additional data about a student's home language environment. You might note information such as a student's need for an interpreter.



Printing Home Language (AHLN) Data

You can print home language records in the Home Language file (AHLN) using the Query atom.

To send the query results to a file, select Export File from the Data menu in the Query atom. This sends a file containing the query results to the destination you select. You can then format the file using Teach Text (Macintosh) or Notepad (Windows).

Sample AHLN Query Statement

```
DISPLAY AHLN ASTU LastName FirstName PermNum Language2
IF Language2 <> " "
```


Copyright © 2000–2004 Pearson Digital Learning

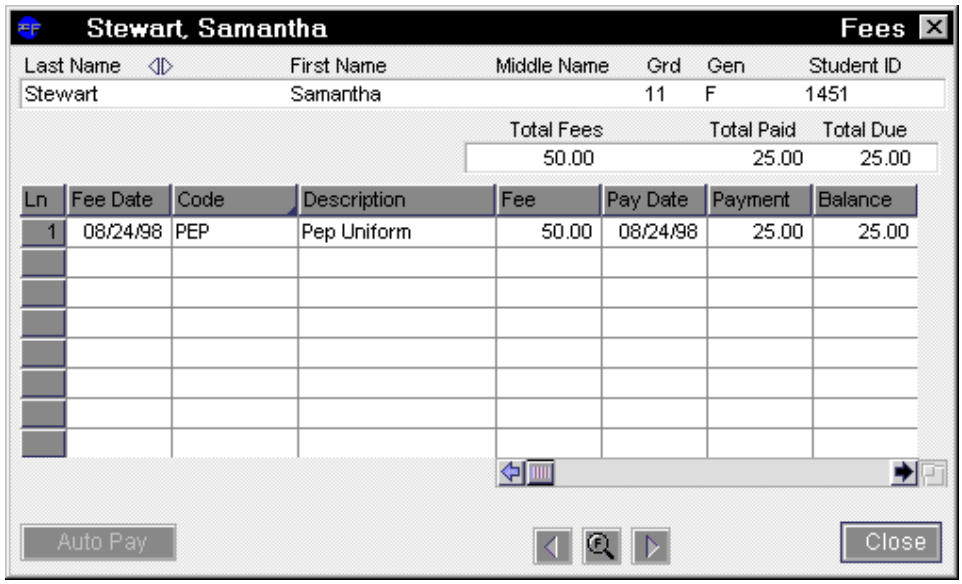
Recording Student Fees

The Fees atom (in the Student Info folder) enables you to record and track any school fees that a student incurs, such as lab fees or library fines. You can track any payments and balances due. The AutoPay feature enables you to mark all unpaid fees as paid in full for a particular student. Use the Fees atom to charge, modify, or delete student fees. See Data Menu Functions.

The Fees atom consists of two screens:

- Fees Screen
- Fees Detail Screen

Fees Screen



Fees Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

Copyright © 2000–2004 Pearson Digital Learning

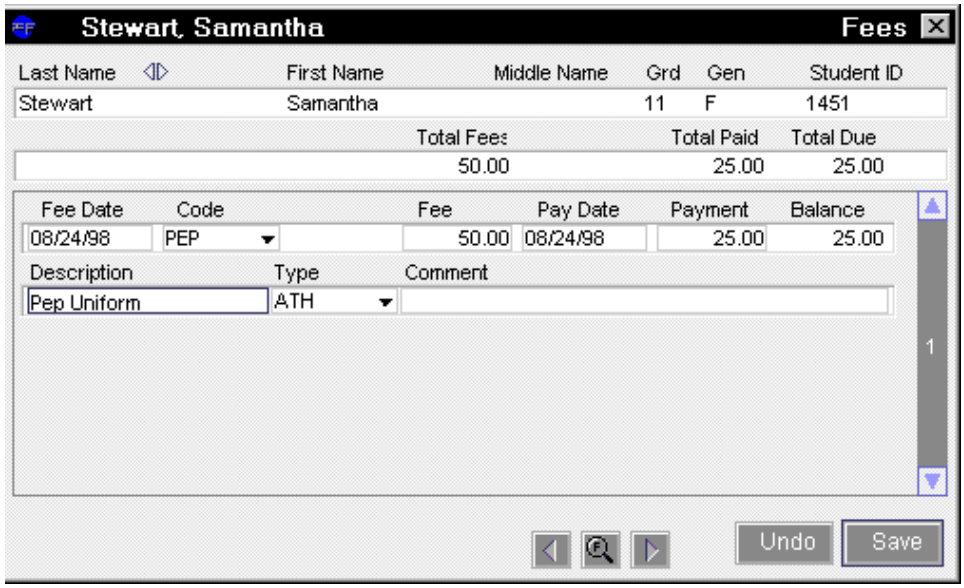
You can change this data using one of two atoms within the SASIxp software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Total Fees	Total amount of all fees owed by the student.
Total Paid	Total amount of the fees owed that has been paid.
Total Due	Balance that is still owed on all fees.
Fee Date	Date the student fee was charged. The system default is the current date but you can change it).
Code	Fee code. Fee codes are established in the Fee Codes atom and are already associated with descriptions and amounts.
Description	The fee code description (displays automatically when you exit the *Code* field). You can change this if necessary.
Fee	The fee amount (displays automatically when you exit the *Code* field). You can change this if necessary.
Pay Date	Receipt date of student fee (defaults to system date but you can change it).
Payment	Dollar amount received from a student toward fees due.
Balance	Dollar amount due from the student toward fees due.
Type	Fee type defined in the Fee Code atom for each specified fee. You can overwrite a fee type with your own fee type.
Comment	Text field that accepts up to 50 characters.

Copyright © 2000–2004 Pearson Digital Learning

PEARSON Digital Learning

Fees Detail Screen



Paying Student Fees

1. Open the Student Fees atom.
2. Find the student's record.
3. In the *Payment* field, enter the payment amount.

> If the payment amount equals the entire balance due for a particular fee, highlight the entire fee row and click AutoPay so that the system automatically completes the *Payment* field and enters the current date in the *Pay Date* field.

> If the payment amount equals the entire amount for all outstanding fee balances, highlight all rows in the Fees matrix and click AutoPay so that the system automatically completes all *Payment* fields and enters the current date in all *Pay Date* fields.

4. Click Save.

Copyright © 2000–2004 Pearson Digital Learning

Fees Menu Report

Report Name	*Description*
Fees Report (FEE01)	This report displays a list of all students who owe fees. There is a summary and detail version of this report.

Fees Menu Option

Fee Codes

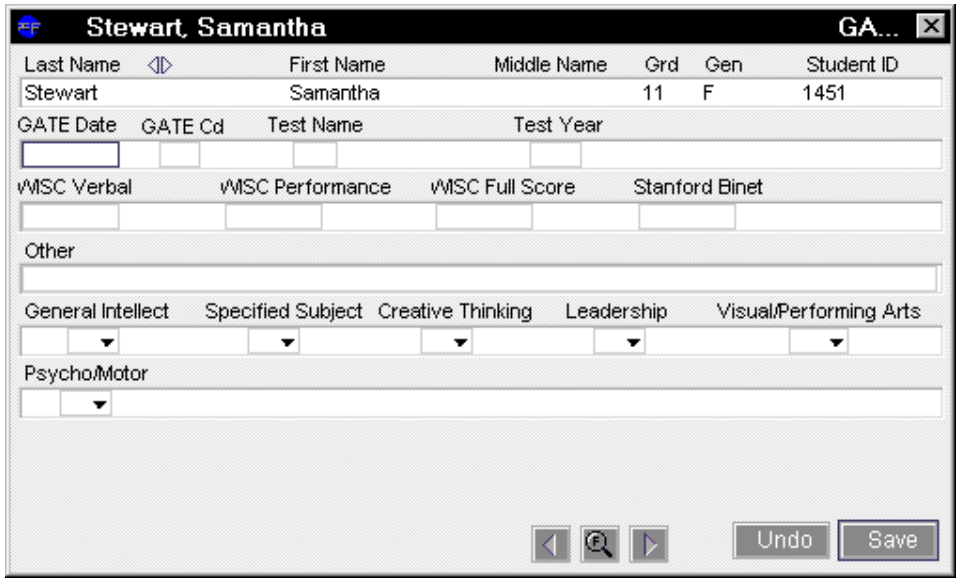
Opens the Fee Codes atom to view the list of fee codes. You can add codes as necessary.

Copyright © 2000–2004 Pearson Digital Learning

Entering GATE Student Information

The GATE atom (in the Student Info folder) enables you track gifted and talented program information and tests taken by a student. Add, modify, or delete gifted and talented records using the Data menu. See Data Menu Functions.

GATE Screen



GATE Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

Copyright © 2000–2004 Pearson Digital Learning

You can change this data using one of two atoms within the SASIxp software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
GATE Date	Displays the date when the student entered the Gifted and Talented program.
GATE Cd	Indicates the GATE code for the test taken by the student.
Test Name	Displays the name of the test taken by the student.
Test Year	Indicates the year that the student took the test.
WISC Verbal	Indicates the student's verbal score on the Wechsler Intelligence Scale for Children (WISC) exam.
WISC Performance	Indicates the student's WISC performance score.
WISC Full Score	Indicates the student's total WISC score.
Stanford Binet	Indicates the student's score on the Stanford Binet test.
Other	Displays comments about the student's Gifted and Talented program participation.
General Intellect (G01 table)	Indicates whether the student has demonstrated superior intelligence, potential in several fields, or an ability to perform complex mental tasks.
Specified Subject (G02 table)	Indicates whether the student has demonstrated superior ability or potential in a specific subject area.
Creative Thinking (G03 table)	Indicates whether the student has demonstrated outstanding imagination, innovation, or creative reasoning skill.

Copyright © 2000–2004 Pearson Digital Learning

Field Name	Description
Leadership (G04 table)	Indicate whether the student has demonstrated a natural ability to influence others.
Visual/Performing Art (G05 table)	Indicate whether the student has demonstrated superior ability in art, music, drama, or other performing arts.
Psycho/Motor (G06 table)	Indicates whether the student has demonstrated superior ability in either fine motor skills or athletic endeavors.

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

Maintaining Student Service Programs

The Student Service Program atom (in the Student Info folder) enables you to track student enrollment in your school's service programs. You can track dates that students enter and exit programs as well as student reasons for leaving the programs. Service programs and service program levels are defined in the Service Program Definition atom.

The Student Service Program enables you to run a process at the end of the school year that automatically enters exit codes and exit dates for student participating in all active service programs. At the beginning of the next school year, you can run a process to re-enroll students in programs in which they previously participated.

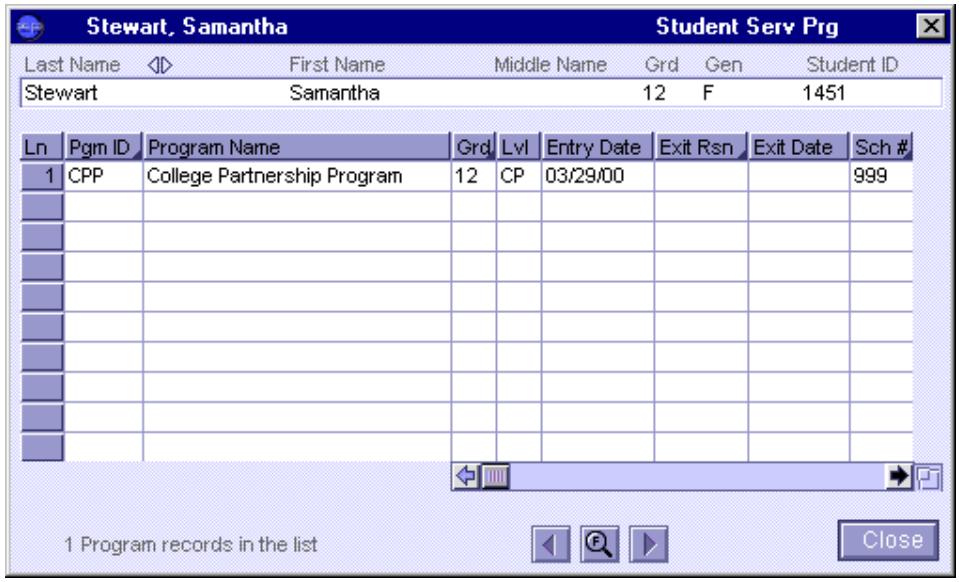
> You cannot use the Student Service Program unless the service program exit reason codes have been defined in the Tables Definition atom. The exit reason codes are contained in the PXR table.

Using the Service Program

You can add or remove students from service programs at your school using this function. Once a student is added to a service program, you can modify information in that record, whether the student's participation is current or occurred previously. See Data Menu Functions.

Copyright © 2000–2004 Pearson Digital Learning

Student Service Program Screen



Student Service Program Fields

This atom contains standard header fields for student information within your school. The standard header fields in this atom begin with *Last Name* and end with *Student ID*.

You can change this data using one of two atoms within the SASIxp software. See Defining and Using Student Demographics. See Enrolling Students. On this screen the header fields are read-only.

Field Name	Description
Ln	Line number for the service program.
Pgm ID	Service program identification number.
Program Name	Name of the service program.
Grade	Grade at which the student entered the service program.
Level	Service program level.
Entry Date	Date the student entered the service program.

Copyright © 2000–2004 Pearson Digital Learning

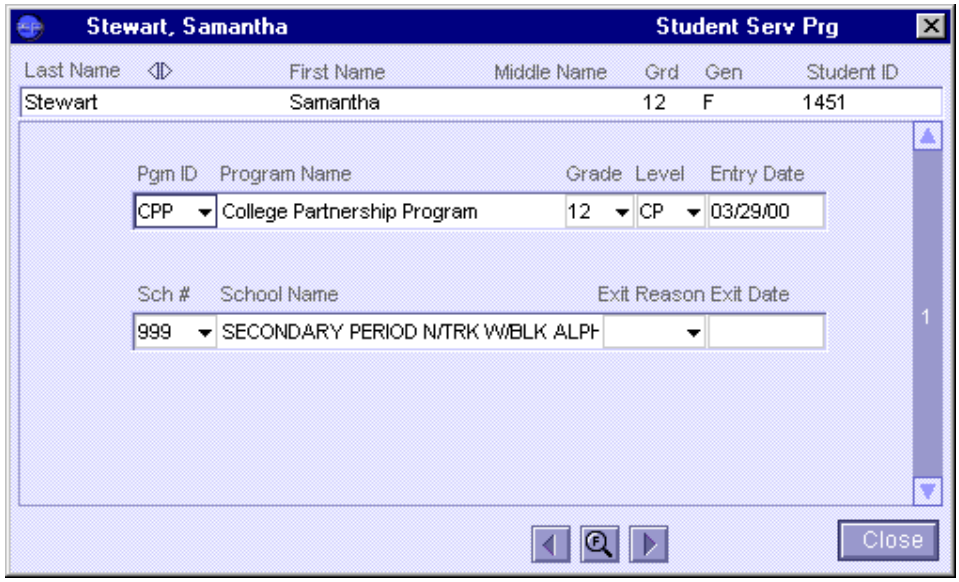
Field Name	Description
Exit Reason	Reason the student left the service program.
Exit Date	Date the student left the service program.
Sch#	Number of the school offering the program.
School	Name of the school that offers the program.
Tch Num	Teacher's permanent identification number. Selections from the pop-up list include all valid teacher numbers. This information displays from the ASPS file.
Tch Serv Type	Teacher service type. This field is linked to the Tch Num field. As soon as you enter a Teacher Number, this field automatically populates with the Teacher Service Type that corresponds to that Teacher Number.
Teacher Name	Abbreviated teacher's name This field is linked to the Tch Num field. When you enter a Teacher Number, this field automatically populates with the Teacher Name that corresponds to that Teacher Number.
Minutes	Amount of minutes each week the student spends on the identified program.

Student Service Program Detail Screen

The Student Service Program detail screen displays data related to a service program. The fields in this screen correspond to columns in the Student Service Program screen. Access the detailed screen by double-clicking the line number of any record in the Student Service Program

Copyright © 2000–2004 Pearson Digital Learning

screen. The detail screen displays when Add Program is selected from the Data menu. You can edit student service programs in both the Student Service Program screen and the detail screen.



Service Programs Menu Reports

Report Name	*Description*
Current Enrollment Report (PGM01)	Lists students currently enrolled in one or more service programs.
Cumulative Report (PGM02)	Lists students currently or formerly enrolled in one or more service programs.
Student Profile (PGM03)	Lists service programs for one or more students.

Service Programs Menu Options

Service Programs Codes

Use the Service Program Definition atom to define service programs.

Copyright © 2000–2004 Pearson Digital Learning

Performing Year End Processes

Use the Year End Process to close all active service programs automatically at the end of the school year. Service programs remain active until the student record reflects an exit date and exit reason. The year end process does not affect student service program records that already have an exit date and exit code.

The Year End Process enters a default exit date for each active service program. This exit date is based on the last day of school for the term and track in which the student is enrolled. Term and track information must be defined in the Term Duration page of the School atom.

The Year End Process enters a default exit reason for each active service program. Service program exit reasons must be defined in the Enrollment page of the School atom.

The system automatically flags all service programs that were closed using the Year End Process. This function can be used to reactive students in service programs at the beginning of the next school year.

1. Open the Student Service Program atom.
2. From the Service Programs menu, select Year End Process.
3. When the system displays a message stating that all open service program records are closed for the year end, click OK to proceed.

Performing Beginning Year Processes

Use the Beginning of Year Process to create student service program records automatically at the start of a new school year. The new records are based on service program records that were closed using the Year End Process at the end of the previous school year.

The Beginning of Year Process does not create service programs for programs with the migration option set to 1 (No Migration) or for students who are no longer qualified to participate in the programs. For example:

- A former 8th grade student attends a new school for 9th grade. The student's service program migration option is 2 (Migrates at Same School Only). The system does not re-enroll this student in the service program because the student no longer attends the school.
- A former 10th grade student participated in a service program with the migration option set to 3 (Always Migrates). This year the student is in 11th grade but the service program has a migration limit of 10th grade. The system does not re-enroll this student in the service program because the student's grade prohibits eligibility.

Copyright © 2000–2004 Pearson Digital Learning

1. Open the Student Service Program atom.
2. From the Service Programs menu, select Beginning of Year Process.
3. When the system displays a message stating that service programs previously closed by the end of year process will be migrated if possible, click OK to proceed.

Copyright © 2000–2004 Pearson Digital Learning

Tracking Student Activities

Use the Student Activities atom (in the Student Info Folder) to record current and historical data about a selected student's student activities and eligibility status. The system stores this data in the Student Activities file (AACT). The atom has two tabs:

- Student Activities Tab
- Student Activities History Tab

The Student Activities tab displays current activity summary records. From this tab, you can access another screen containing additional current information for the selected activity.

Student Activities Information

Some fields on the Student Activities atom display information from either the ACT table or AARQ file.

- If you chose to create the AARQ file in the Activities Setup atom, this file displays.
- If you chose not to create this file (if you choose not to use the Activity Setup or Activity Requirements atoms), the ACT table displays.

This atom contains standard header fields for student information within your school. The standard header fields in this atom are read-only and begin with *Last Name* and end with *Student ID*.

Activities Menu Reports

Report Name	*Description*
Summary Report by Student (ACT01)	Lists activities in which students participate for the current school year. This report is sorted by student, and provides a list of all the activities in which each student participates.

Copyright © 2000–2004 Pearson Digital Learning

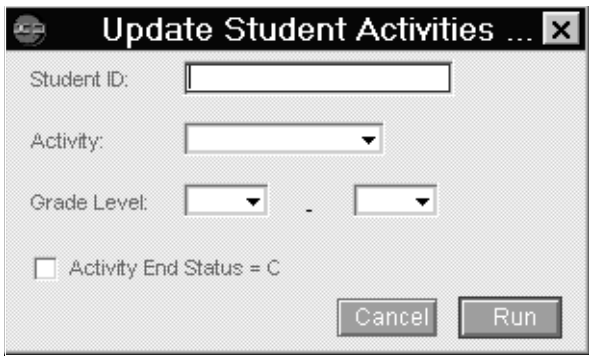
Report Name	Description
Summary Report by Activity (ACT02)	Lists activities in which students participate during the school year. This report is sorted by activity, and provides a list of all students participating in each activity.
Activity History Report (ACT03)	Lists all current and past activities for each student. It may be attached to student transcripts.
Change of Eligibility (ACT04)	Lists students whose eligibility status has changed for an activity. This report also prints requirement deficiencies that caused a student to become ineligible.
Teacher Mandate Report (ACT05)	Reports students who are ineligible for all activities because of unacceptable classroom behavior.

Activities Menu Options

Updating History Records

This process changes the status of current records to history records, where applicable.

1. Open the Student Activities atom.
2. From the Activities menu, select Update Student Activities History. The Update Student Activities screen displays.



3. Enter the appropriate parameters. Select one of these parameters:
   - Student ID – Enter one student ID, or leave blank to process all.

Copyright © 2000–2004 Pearson Digital Learning

- Activity – Select one activity code, or leave blank to process all.
- Grade Level – Select a range of grade levels, or leave blank to process all.
- Activity End Status – Select the checkbox to process completed activities only, or leave blank to process all activities.

4. Click Run, or click Cancel to return to the Student Activities screen without updating.

   If you click Run, the system checks the activity records according to the parameters you select and moves data to the Student Activities History Tab as appropriate.

Determining Eligibility for Student Activities

The Comparison Update process compares and updates student data to determine if a student is eligible to participate in the student activities displayed on his or her record. The comparison takes place between data entered in the Activity Requirements atom and data entered in the Student Activities atom. The system uses the results of this process to update the *Elig Status* field with the appropriate status code and records the date of the process in the *Elig Date* field.

> This process provides a snapshot of data at the time the process is run. The system maintains this data until you run the process again. If you plan to run reports that depend on data from the Comparison Update process, run this process immediately before running the reports.

Before you run the Comparison Update process, you must set up and maintain data in the following atoms:

- Grades
- Student
- Update Course History
- Activity Setup
- Activity Requirements
- Student Activities

You must also run the following processes before you run the Comparison Update process.

- Calculate Cumulative GPAs for Students (Update Course History atom)
- Update Student Activities History (Student Activities atom)

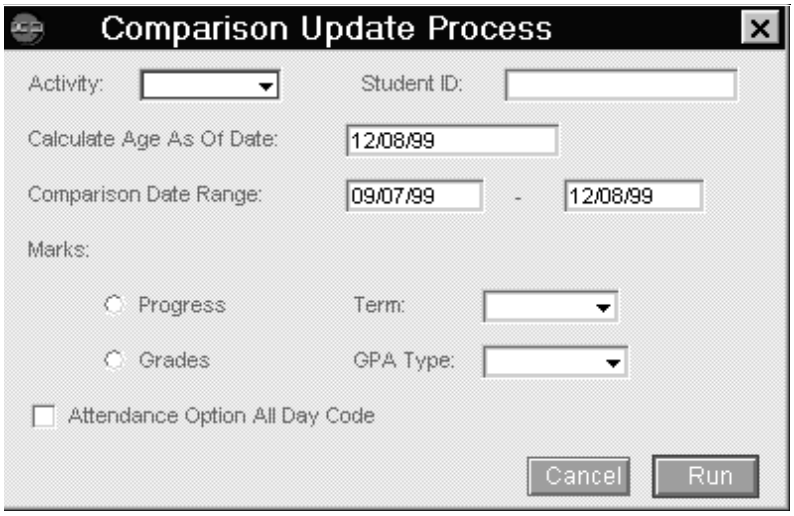
Copyright © 2000–2004 Pearson Digital Learning

The system performs the following functions during the Comparison Update process.

1. Moves the following data from current to previous status:
   - *Elig Status* to *Prev Status*
   - *Elig Date* to *Prev Date*
   - *Curr GPA* to *Prev GPA*
2. Updates the following calculated fields:
   - Curr GPA
   - Age
3. These fields are updated during the Update Eligibility Process:
   - Current GPA
   - Prev GPA
   - Age
   - Curr Credits Att
   - Curr Credits Failed
   - Minimum Mark Failed
   - Num Absences
   - Num Classes
   - Discipline Failed
4. These fields are updated by Update Course History and are used in the Update Eligibility Process:
   - Cumm GPA
   - Cumm Credits ATT
   - Cumm Credits Earned
5. Compares all eligibility data in each student's activity records (Student Activities atom) to the activity requirement data in the AARQ file (Activity Requirements atom) for each activity code listed for that student.
6. Updates the student's *Elig Status* and *Elig Date* fields in the Student Activities atom, based on the results of this process.

Copyright © 2000–2004 Pearson Digital Learning

Comparison Update Process Screen



Comparison Update Process Fields

Field	Description
Activity	Activity, from the pop-up list (AARQ file). Leave blank to process all activities.
Student ID	Student's ID. Leave blank to process all students.
Calculate Age As Of Date	As of date (MMDDYY). The system uses this date to determine if the student is of the appropriate age to participate.
Comparison Date Range	Date range (MMDDYY). Leave blank to process the entire school year.
Marks (Progress)	Type of marks to process. Select the checkbox to deselect this field and have the system process grade marks.
Term	Term duration, from the pop-up list.
Marks (Grade)	Type of marks to process. Select the checkbox to deselect this field and have the system process progress marks.

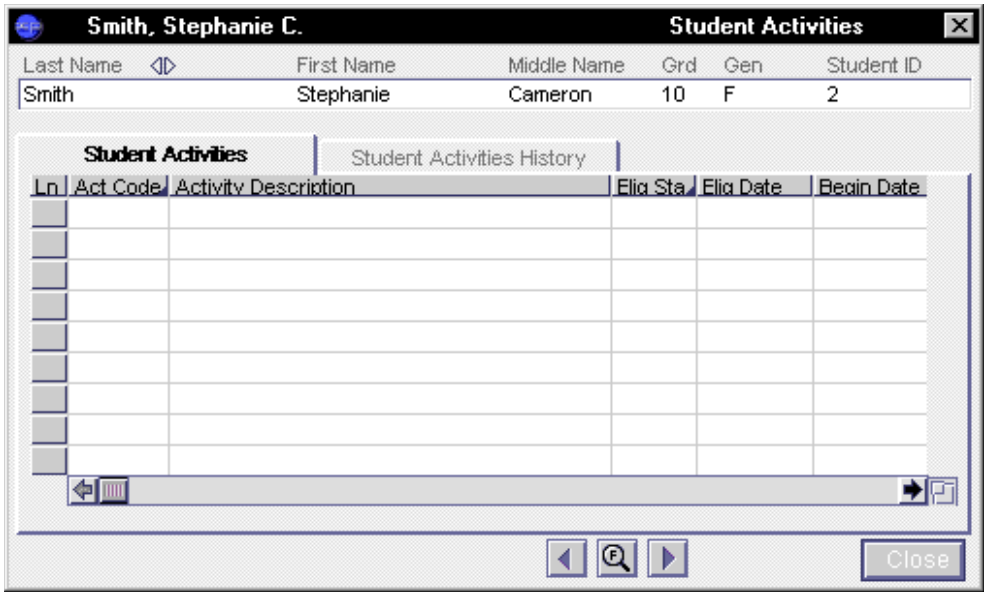
Copyright © 2000–2004 Pearson Digital Learning

Field	Description
GPA Type	GPA type for both the cumulative and current GPA.
Attendance Option All Day Code	Attendance type to process. Select the checkbox to process using all-day attendance.

Running the Comparison Update Process

1. Open the Student Activities atom.
2. From the Activities menu, select Comparison Update Process. The Comparison Update Process screen displays.
3. Enter the parameters for the process.
4. Click Run, or click Cancel to return to the Student Activities atom.

Student Activities Tab



Copyright © 2000–2004 Pearson Digital Learning

PEARSON Digital Learning

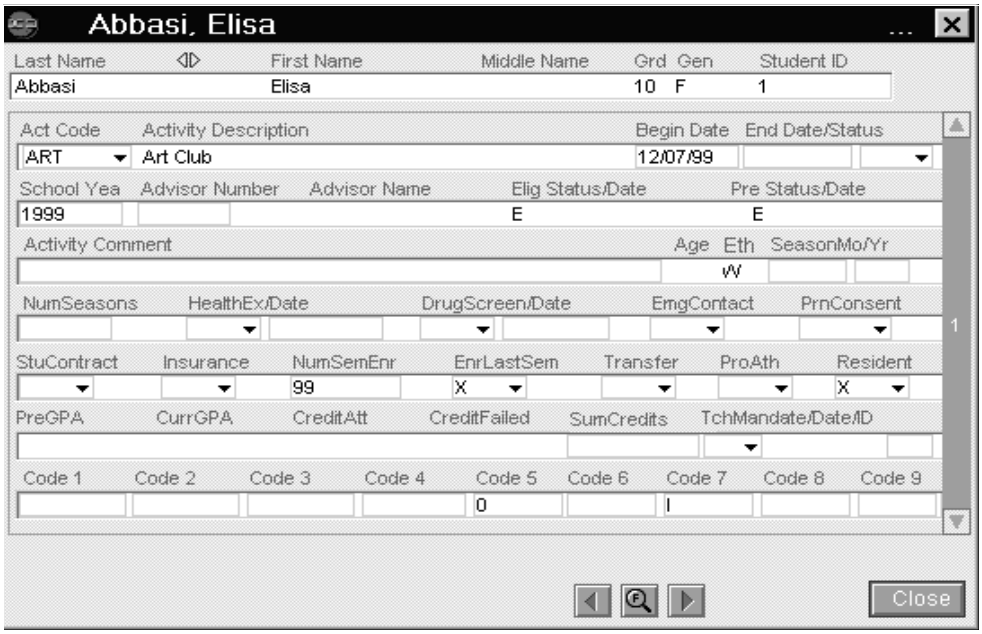
Student Activities Fields

Field	Description
Ln	Line number in the matrix.
Act Code	Code indicating the activity in which the student participates, from the pop-up list (ACT table or AARQ file).
Activity Description	Description of the activity (30 characters). When an activity code is selected, the description defaults from the ACT table or AARQ file.
Elig Status	Student's eligibility status. Select one: • E (Eligible), which is the default • I (Ineligible) • P (Probation) • W (Waived) • N (Not Active – Not Enrolled) • R (Eligible with Restrictions) • S (Eligible with Special Restrictions)
Elig Date	Date the displayed eligibility status became effective (MMDDYY). Defaults to the value calculated when the Comparison/Update process was last performed.
Begin Date	Date the student began participating in the activity (MMDDYY). The default is the current date.
End Date	Date the student completed participation in the activity (MMDDYY).
Sch Year	School year in which the student participated in the activity (YYYY). The default is the current year.
Advsr #	Advisor number of the teacher monitoring the activity.

Copyright © 2000–2004 Pearson Digital Learning

Field	Description
Name	Name of the teacher monitoring the activity (defaults from the Teacher atom when the advisor number is entered).
Activity Comment	Comments regarding the student's participation in the activity.

Student Activities Detail Screen



Student Activities Detail Fields

The Student Activities detail screen contains all the fields of the Student Activities tab, in addition to other information fields.

Data from these fields initially defaults to the Student Activities detail screen. Any changes made to these fields display on both screens, regardless of the screen on which you enter the changes.

You can display the detail screen by double-clicking any *Ln* field on the Student Activities tab. The field you select determines which record displays. For example, if you click COMP (Computer Club), the student record for that activity displays.

Copyright © 2000–2004 Pearson Digital Learning

The following table describes the additional fields.

Field	Description
Pre Status/Date	Code indicating the student's previous eligibility status. Select one: • E (Eligible), which is the default • I (Ineligible) • P (Probation) • W (Waived) • N (Not Active – Not Enrolled) • R (Eligible with Restrictions) • S (Eligible with Special Restrictions) Also indicates the date that the previous eligibility status became effective (MMDDYY). Defaults to the value calculated when the Comparison/Update process was last performed.
Age	Student's age at the time of eligibility. Defaults to the value calculated when the Comparison/Update process was last performed.
Eth	Student's ethnic code (ETH table). This information comes from the ASTU file for each student.
End Date	Ending date of an activity.
Status	Code indicating the student's completion status at the end of the activity season. Enter either: • C (Completed Activity Season) • D (Did Not Complete Activity Season)
SeasonMo	Season month (MM) for the activity (defaults from the Activity Requirements atom).
Yr	Season year (CCYY) for the activity (defaults from the Activity Requirements atom).

Copyright © 2000–2004 Pearson Digital Learning

Field	Description
NumSeasons	Number of seasons the student has participated in the activity.
Health Ex	Whether the student received a health exam. Enter either Y (Yes) or Blank (No). The default is Blank.
Date	Date that the student received the health exam (MMDDYY). This date must be after the health date listed in the Activity Requirements atom.
Drug Screen	Indicates whether a student has failed a drug test.
Date	Date that the drug screen was administered (MMDDYY).
EmgContact	Whether the student has an emergency contact. Enter either Y (Yes) or Blank (for No). The default is Blank.
PrnConsent	Whether the student has parental consent to participate in the activity. Enter either Y (Yes) or Blank (for No). The default is Blank.
StuContract	Whether the student has signed a contract regarding participation in the activity. Enter Y (Yes) or Blank (No). The default is Blank.
Insurance	Whether the student has health insurance. Enter either Y (Yes) or Blank (No). The default is Blank.
NumSemEnr	Number of semesters that the student has been enrolled in this school.
EnrLastSem	Whether student was enrolled in this school last semester. Enter either Y (Yes) or Blank (No). The default is Blank.
Transfer	Whether the student transferred from another school. Enter either Y (Yes) or Blank (No). The default is Blank.

Copyright © 2000–2004 Pearson Digital Learning

Field	Description
ProAth	Whether the student is a professional athlete. Enter either Y (Yes) or Blank (No). The default is Blank.
Resident	Whether the student resides in this school district. Enter either Y (Yes) or Blank (No). The default is Blank.
PreGPA	Student's previous Grade Point Average (GPA). Defaults to the value calculated when the Comparison/Update process was last performed.
CurrGPA	Student's current GPA. Defaults to the value calculated when the Comparison/Update process was last performed.
CreditAtt	Number of credits the student attempted.
CreditFailed	Number of credits the student failed.
SumCredits	Number of summer school credits the student earned.
TchMandate	Code indicating a teacher mandate affecting eligibility. Select one of these codes: • E (Eligible), which is the default • I (Ineligible) • P (Probation) • W (Waived) • N (Not Active – Not Enrolled) • R (Eligible with Restrictions) • S (Eligible with Special Restrictions) You can enter the Ineligible code during a scanning process. All other codes require manual input. This field overwrites the Elig Status after you run the Compare Update process.

Copyright © 2000–2004 Pearson Digital Learning

Field	Description
Date	Date when the teacher mandate became effective (MMDDYY). The default is the current date.
ID	Identification number of the teacher responsible for the teacher mandate.
Code 1–9	User-defined information. You can define up to nine codes.

Using the Student Activities Atom

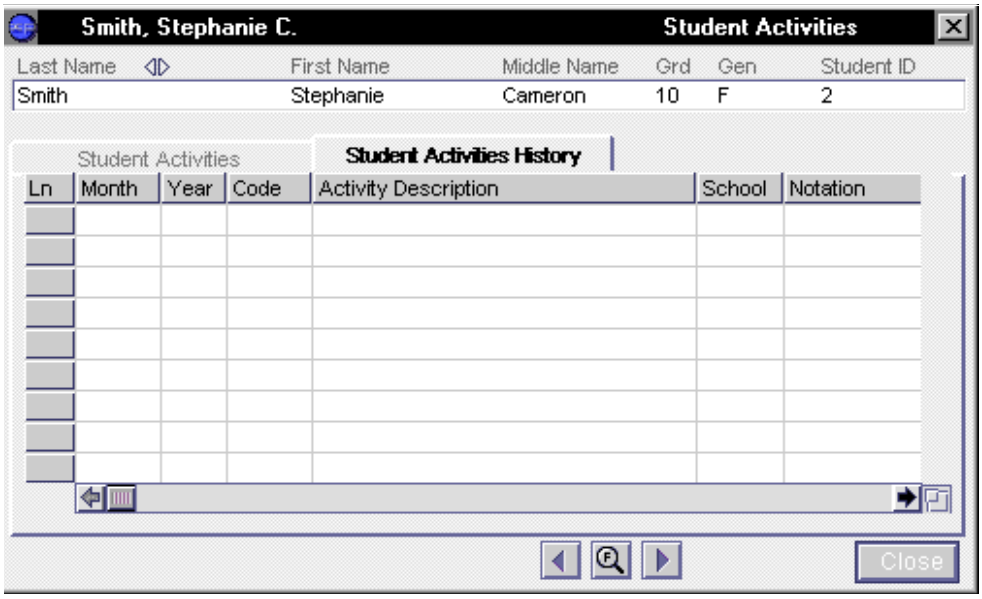
You can use the Student Activities tab of the Student Activities atom to add, delete, or modify records regarding the current activities in which a student participates. See Data Functions. Each line in this tab represents one activity summary record for the selected student. Each of the selected student's activity summary records contains current information on the specified activity.

After you add a record using the tab, you can access the detail screen. You can use this screen to add, delete, or modify records using the same process you do for the summary form. The detail screen contains all of the fields on the Student Activities tab, plus additional information fields. Data from the fields on the tab initially defaults to the detail screen. Any changes made to these fields display on both screens, regardless of the screen on which the changes were entered.

Use the selection bar on the detail screen to go to another activity record for the selected student without returning to the Student Activities tab.

Copyright © 2000–2004 Pearson Digital Learning

Student Activities History Tab



Student Activities History Fields

Field	Description
Month	Season month (MM) for the activity (defaults from the Student Activities tab).
Year	Season year (YYYY) for the activity (defaults from the Student Activities tab).
Code	Code indicating the activity in which the student participates (defaults from the Student Activities tab).
Activity Description	Description of the activity (defaults from the Student Activities tab).
School	Identification number of the student's school of residence (defaults from the Student atom)
Notation	Comments, if applicable.

Copyright © 2000–2004 Pearson Digital Learning

Modifying Records Using Student Activities History Tab

Use the Student Activities History tab to update an existing student's activity record in the AACT file.

1. Open the Student Activities atom and display the Student Activities History tab.
2. Find the student's record you want to modify.
3. From the Data menu, select one of the following options:
   - Add Activity
   - Delete Activity
4. Click Save to save your changes, or click Undo to not save changes.

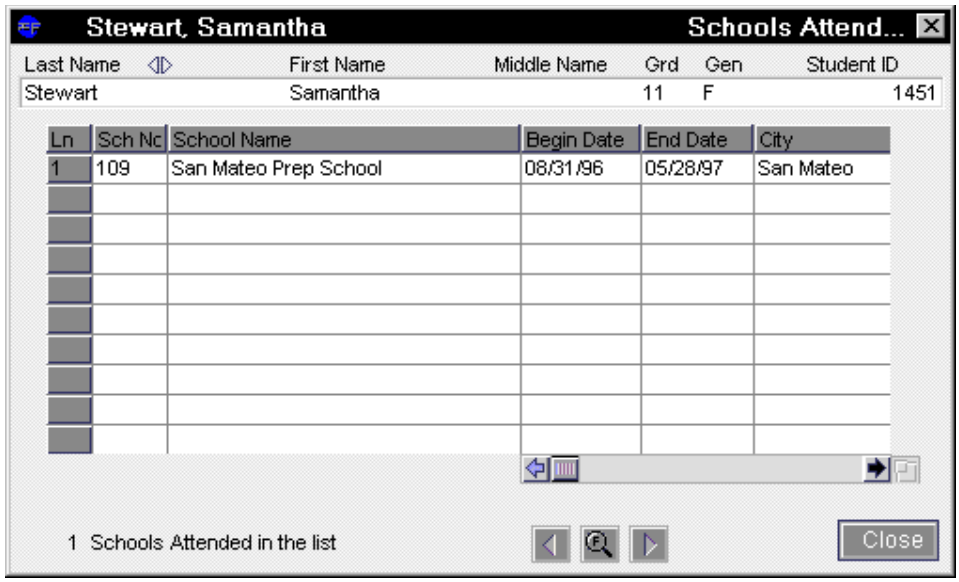
Copyright © 2000–2004 Pearson Digital Learning

Identifying Schools Previously Attended

Use the Schools Attended atom (in the Student Info folder) to maintain a record of schools that a student formerly attended. Make entries either manually or by using a function of the Update Course History atom.

Schools Attended Screen

The Schools Attended screen records which schools a student has attended, the school's location, and the student's attendance record at that school. You can enter or update data in the Schools Attended screen at any time, according to the needs of your school. See Data Menu Functions.



Schools Attended Screen Fields

This atom contains standard header fields for student information within your school.

Copyright © 2000–2004 Pearson Digital Learning

The standard header fields in this atom begin with *Last Name* and end with *Student ID*. The header fields are read-only.

Field Name	Description
Ln	Line number for each school row.
Sch No	Number assigned to each school attended previously. This is a required field.
School Name	Name of each school attended previously.
Begin Date	Date a student enrolled at each previous school.
End Date	Date a student left each previous school.
City	City of each previous school.
State	State of each previous school.
Province	Canadian province for the school (if applicable).
Country	Country of each previous school.
Grade	Student's grade in each previous school.
Membership	Membership in each previous school.
Days Absent	Days the student was absent in each previous school.
Days Present	Days the student was present in each previous school.

Copyright © 2000–2004 Pearson Digital Learning

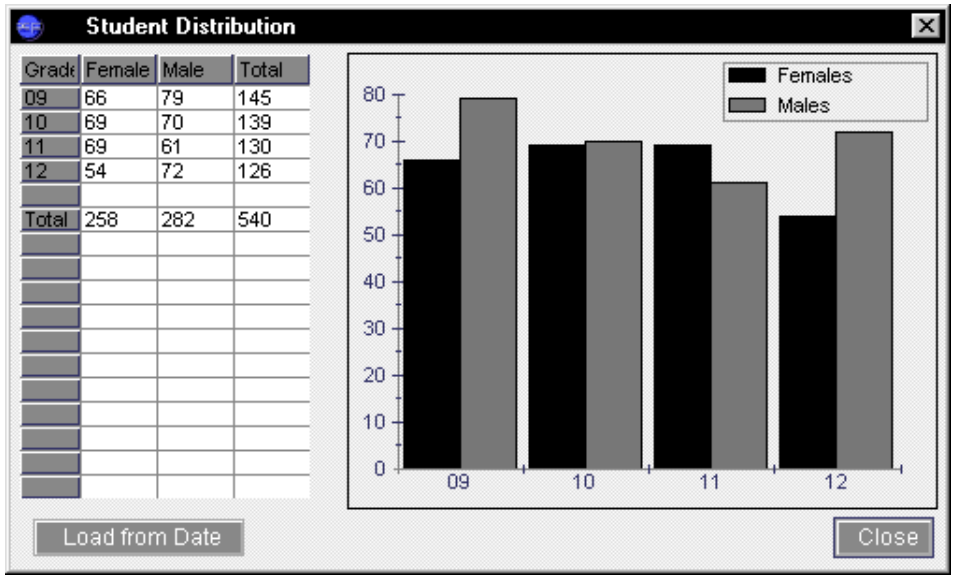
Checking Student Distribution

The Student Distribution atom (in the Student Info folder) enables you to check the current student distribution or enrollment totals for the entire student body. This read-only atom displays distribution totals by grade level and gender.

The system displays data in a matrix and on a bar graph. You cannot modify enrollment totals from this atom. This atom provides a feature that enables you to export distribution data from the system for use with other applications.

The Student Distribution atom does not open if the system date is not within the attendance calendar dates.

Student Distribution Screen



Copyright © 2000–2004 Pearson Digital Learning

Viewing Student Distribution

When you open the Student Distribution atom, the system scans the student database to determine current enrollment totals. The system displays a message asking you to wait while this occurs.

Screen Element	*Description*
Matrix	Matrix on the student distribution screen displays distribution numbers and totals. For each grade, the matrix displays the number of male and female students as well as the total enrollment for that grade. The matrix also displays the number of males and females among the entire student body. Finally, the matrix displays the total current enrollment for the entire student body.
Bar Graph	Bar graph on the Student Distribution screen displays a bar for the total number of males and the total number of females in each grade. The bottom axis indicates grade, and the side axis indicates student numbers. The legend indicates which color represents which gender.
Load From Date	When you click Load from Date, the system displays a dialog box prompting you to enter a specific date for loading enrollment totals. Enter a date then click OK to load enrollment data. Alternatively, click Cancel to stop.

Copyright © 2000–2004 Pearson Digital Learning

Deleting Orphan Records

Use the Delete Orphan Records atom (in the Utilities folder) to delete orphan records of students or teachers for the current year and current school.

When you delete teacher records in the ATCH file (See *Deleting a Teacher Record* on page 87 of the *SASIxp™ Setup and Administration Training Guide*) or delete student records in the ASTU file (See Deleting Student Records on page 70.), related records remain intact in other files.

This atom enables you to delete such orphan records from the files you select.

Working with Delete Orphan Records Atom

You must be a Security Officer with administrative privileges to access this atom.

Delete Orphan Records Screen

Copyright © 2000–2004 Pearson Digital Learning

Delete Orphan Records Atom Options

Option	Description
Student	Select this checkbox when you want to delete orphan records of students.
Teacher	Select this checkbox when you want to delete orphan records of teachers.

Delete Orphan Records Atom Buttons

Button Name	Description
Run	Click **Run** to delete the orphan records for the selected options.
Cancel	Click **Cancel** to close the Delete Orphan Records atom.

Selecting Files to Delete Orphan Records

1. Open the Tables Definition atom from the System Setup folder (See *Using the Tables Definition atom* on page 31 of the *SASIxp™ Setup and Administration Training Guide*.)
2. Click the Table List tab.
3. Select Utilities from the list in the **Group** field. The left matrix displays the tables named STU and TCH.
4. Select STU for students or TCH for teachers in the left matrix. The matrix on the right side displays the names and description of files that contain records related to the table you select.

   Note: The tables - STU and TCH - are supplied with the SASIxp software. The Delete Orphan Records procedure will not function if these table names are changed.

5. Use the **Add** and **Del** buttons on the right matrix to add or delete file name(s) that are related to STU or TCH tables.

   Note: If you add files that are not related to the table selected in the left matrix, such files will be ignored during the Delete Orphan Records process.

Copyright © 2000–2004 Pearson Digital Learning

Deleting Orphan Records

Follow these steps to delete orphan records of students and teachers from the SASIxp application:

1. Close all open atoms on the SASIxp desktop.
2. Open the Delete Orphan Records atom.

> **Note:** A warning message displays if the system detects other atoms open on the SASIxp desktop. Click **OK** to close all other open atoms.

3. Select the **Student** checkbox if you want to delete orphan records of students or select the **Teacher** checkbox if you want to delete orphan records of teachers. Select both the checkboxes if you want to delete orphan records of both students and teachers.
4. Click **Run**.

> **Note:** If there are no file names related to the STU or the TCH tables in the Table Definition atom, an error message displays prompting you to enter the file name(s) in the Utilities group on the Table List tab of the Table Definition atom.

Viewing the Log File information

When the process of deleting orphan records completes, a message displays the status of the process and the location of the generated log file.

The log file contains:

- The date and time
- The name of the user who deleted the orphan records
- The file name of every deleted orphan record
- The number of deleted orphan records in every file
- The status of the process — displays as "Orphan Record Deletion process successfully completed" when the process is successful or as "Orphan Record Deletion process aborted" if the process aborts.

> **Note:** When you run the process again, the new log information is appended to the previously created log file.

Copyright © 2000–2004 Pearson Digital Learning

Copyright © 2000–2004 Pearson Digital Learning

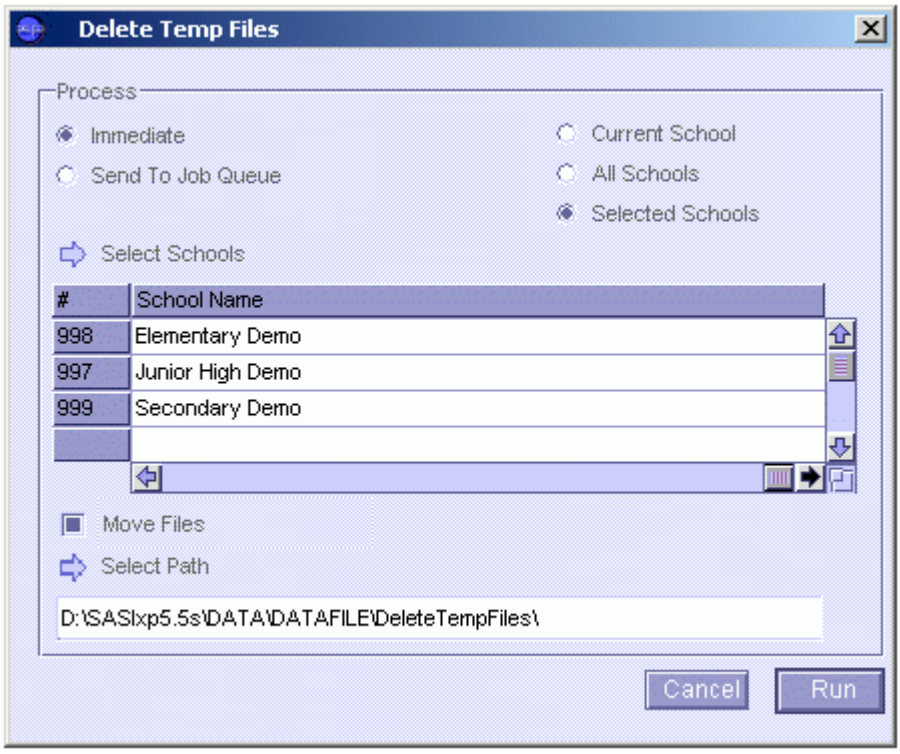
Deleting Temporary Files

The Delete Temp Files atom (in the Utilities folder) enables you to delete temporary files from the datafile folder or move them to another location.

Working with Delete Temp Files atom

The temporary files in the datafile folder can be deleted or moved by a Security Officer with administrative privileges.

Delete Temp Files Screen



Copyright © 2000–2004 Pearson Digital Learning

Delete Temp Files Atom Fields

Field	Description
Immediate	Deletes or moves the qualified and non-qualified temporary files immediately.
Send To Job Queue	Sends the process of deleting or moving the qualified and non-qualified temporary files to the application's job queue server.
Current School	Selects the qualified and non-qualified temporary files for the current school and displays the current school name and number in the Schools matrix.
All Schools	Selects the qualified and non-qualified temporary files for all schools defined in the School atom and displays the school names and numbers in the Schools matrix.
Selected Schools	Displays the **Select Schools** arrow icon, which enables you to select the schools for which you want to delete the qualified and non-qualified temporary files.
Select Schools	Enables you to select the schools you want from a generic selection window. The selected schools are listed in the Schools matrix. **Note:** The **Select Schools** option displays only when you choose the **Selected Schools** option.
Move Files	Moves the qualified and non-qualified temporary files to a mapped location of your choice or to a default location if you do not specify a path.

Copyright © 2000–2004 Pearson Digital Learning

Field	Description
Select Path	Enables you to specify a path where you want to move the qualified and non-qualified temporary files. The path you specify displays in the text box below this option. A default path displays in the text box if you do not specify a path. **Note:** The **Select Path** option displays only when you select the **Move Files** checkbox.

Deleting or Moving Temporary Files

Follow these steps to delete or move all the qualified and non-qualified temporary files from the datafile folder:

1. Close all open atoms on the SASIxp desktop.
2. Open the Delete Temp Files atom.

   Note: A warning message displays if the system detects other atoms open on the SASIxp desktop. Click **OK** to close all other open atoms. A message displays prompting you to take a backup of the datafiles before proceeding. Click **OK**.

3. Choose from the following options on the atom screen:
   - **Immediate** — To move or delete the files immediately
   - **Send To Job Queue** — To send the deletion process to the job queue.
4. Select the schools you want. Choose from the following options:
   - **Current School** — To select the temporary files for the current school
   - **All Schools** — To select the temporary files for all schools defined in the School atom
   - **Selected Schools** — To select multiple schools of your choice.

   Note: The **Select Schools** arrow icon displays when you choose the **Selected Schools** option. Click the icon to select the schools you want.

Copyright © 2000–2004 Pearson Digital Learning

5. Select the **Move Files** checkbox if you want to move the temporary files from the datafile folder to another folder.

   Note: Delete the moved files manually from the new location if you no longer need them.

6. The **Select Path** arrow icon displays when you select the **Move Files** checkbox. Click the arrow icon to select the path where you want to move the temporary files. The path you specify displays in the text box below the icon.

   Note: The system selects a default path when you do not specify the location for moving the files.

7. Click **Run**.

8. On completion, a message displays the location of the log file for the deletion process.

   Note: If an error occurs during the process, a message indicating the error displays.

Copyright © 2000–2004 Pearson Digital Learning