

# SAS<sup>®</sup>Ixp™ Classroom Training Guide

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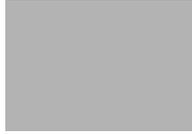
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## Course Description

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### Classroom for Teachers

This course provides classroom teachers with an introduction to the basic concepts and operation of the SASIxp Classroom module. It includes login/logout procedures, accessing classes and student information, adding, dropping and moving students on the seating chart, taking attendance, and assigning academic and citizenship grades and comments.

### Expected Outcomes for Teachers

Upon completion of this course, the participant will be able to:

- Start SASIxp Classroom.
- Use the SASIxp Classroom screen functions.
- Access classes taught.
- Add new students to the seating chart.
- Remove dropped students from the seating chart.
- Move students onto, and within, the seating chart.
- Take attendance.
- View a student's attendance record.
- View a student's supplemental data forms.
- View a student's grades and standardized test records.

### Classroom for Administrators

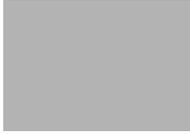
This course provides administrators with an introduction to the basic concepts and operation of the SASIxp Classroom module. It includes login/logout procedures, working with the teacher selection and class selection screens, setting up attendance preferences, creating and maintaining the seating file, and running the No Attendance by Teacher report (CLS01).



## Expected Outcomes for Administrators

Upon completion of this course, the participant will be able to:

- Start SASIxp Classroom.
- View a list of teacher's classes.
- View a teacher's class information.
- Set up attendance preferences.
- Create the seating file.
- Maintain the seating file.
- Run the No Attendance by Teacher report.



## SASxp Classroom

---

Classroom is a SASxp module created especially for teachers. Designed around an on-screen seating chart complete with student photos, it provides a class management system you can use to quickly perform administrative tasks right at a classroom workstation (Macintosh or Windows).

You work directly from seating charts to take attendance. You can instantly locate the student data you need in the classroom by clicking photos in seating charts and selecting functions from menus. In addition, Classroom enables you to:

- Create and arrange seating charts.
- Add and remove students from seating charts.
- Update attendance.
- Enter grades.
- View student demographic, emergency, health and immunization, and discipline records as well as student test scores.



## Integration with the SASIxp Educational Software

As a fully-integrated module of SASIxp™, Classroom runs in the SASIxp environment and shares its graphic user interface. It also features the same power and ease of use that are hallmarks of SASIxp.

Once you start Classroom and select a class, you can access both SASIxp and Classroom features in the SASIxp environment however, it is recommended that you work in each system separately.

The seating chart for the class displays on the desktop, Classroom menus are added to the SASIxp menu bar, and other Classroom features become available for your use. Because SASIxp Classroom is integrated with SASIxp, all information comes from central data files on the school file server and is the latest information available.

As soon as you select a class, you are alerted to any adds or drops. After taking attendance, you can be alerted to any students needing readmit slips. The SASIxp database is also updated instantly whenever you take attendance or record grades in SASIxp Classroom.

## Classroom Basics

The SASIxp Classroom module is started with its own CLASSxp icon directly from the Macintosh or Windows desktop.

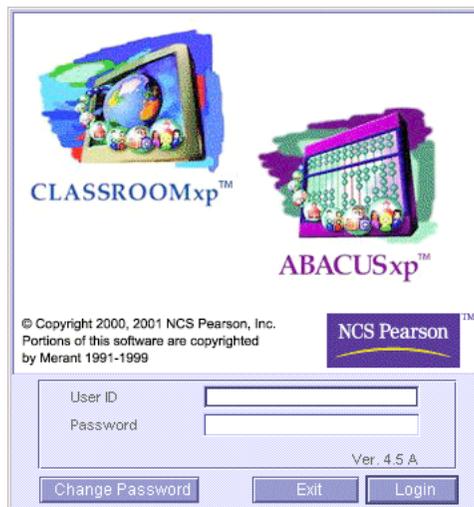
How SASIxp Classroom starts depends on whether you are a teacher or an administrator (the system determines which type of user you are by checking your user record when you login):

- If you are a teacher, SASIxp Classroom starts when you double-click the CLASSxp icon. Features are available right away.
- If you are an administrator, SASIxp Classroom does not start until you select a teacher (which logs you in as that teacher) and select one or more of the teacher's classes. It is at this point that SASIxp Classroom features become available. You can then use SASIxp Classroom features alone, use other SASIxp features alone, or use features from both together. When you finish working with SASIxp Classroom, you can close the last class without exiting from SASIxp.



## Starting and Logging In to SASIxp Classroom

Both teachers and administrators start SASIxp Classroom by double-clicking the CLASSxp icon on the Macintosh or Windows desktop (you must be connected to the network first). You then log in using the Welcome Window that displays.



The system determines whether you are a teacher or an administrator (Security Officer) and which SASIxp folders and atoms (if any) have been assigned to you.

If you are a teacher, you have access to your own classes and to SASIxp Classroom features. You also have access to any SASIxp folders and atoms have been assigned to you.

User IDs and passwords are initially assigned by an administrator. Unless the administrator assigns a special password, it is the same as your user ID. You can change your password using the Change Password option available from the Welcome Window or from the lockout screen.

### Login Steps for Teachers

Teachers log in to SASIxp Classroom by:

#### Logging in to SASIxp Classroom

1. Double-click the CLASSxp icon. The Welcome Window displays.
2. In the *User ID* field, type your SASIxp Classroom User ID.



3. In the *Password* field, type your password. (For security reasons, asterisks display instead of your password).
4. Click Login (or press Enter).
  - If you have only one class, the SASIxp desktop displays with the seating chart for your class. In addition, the message “Loading students, please wait” displays in the message center.
  - If your school uses schedules and you have more than one class, the system displays the Class Selection window.
5. Select a class from the Class Selection window (if your class is not displayed already) by double-clicking the name of the class (or click the class name once then press Enter).

## Changing Your Password

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

The image shows a standard Windows-style dialog box titled "User Password". It has a title bar with a globe icon on the left and a close button (X) on the right. The main area of the dialog is light gray and contains two text input fields. The first field is labeled "Enter your new password" and the second is labeled "Enter your new password again". Below these fields are two buttons: "Cancel" and "Change".

5. In the *Enter your new password* field, type a new password.
6. In the *Enter your new password again* field, re-type your new password.

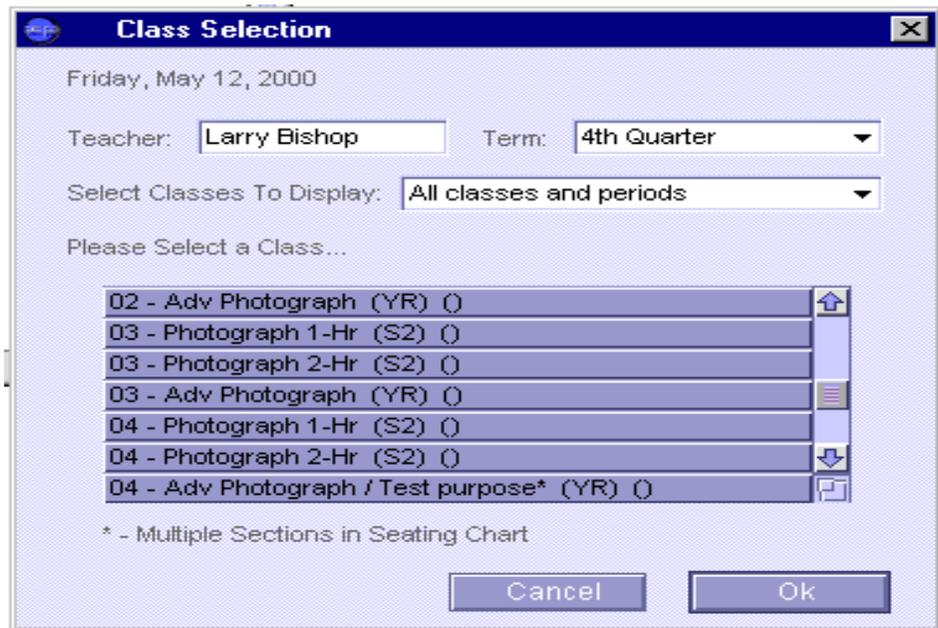


7. Click Change to record your password and return to the Welcome window.
8. Click Login to log on to SASIxp Classroom using your new password. (You can also click Cancel to save your password and close the Welcome Window or click Exit to quit SASIxp Classroom).

## Using the Class Selection Window

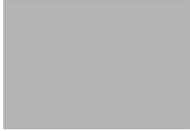
Select the classes you want to work with from the Class Selection window. This window displays the current date, teacher, default term, period, and course title for each class assigned to the teacher during the term selected.

If you have only one class, the system bypasses the Class Selection window and automatically displays the seating chart for your class.



## Opening One Class

From the Class Selection window, double-click the line for the class (or click once to highlight then click OK). Use the scroll bar to scroll through the list of classes.



## Displaying Classes for a Different Term

1. In the *Term* field, display the pop-up list of terms by clicking the arrow.
2. Highlight the term that you want. When you release the mouse button, the new term displays in the *Term* field, and the system displays classes for the selected term.

## How to Close Classes, Log Out and Quit Classroom

When you finish with a particular task in SASIxp Classroom, you can close the class, log out of Classroom, or exit from the SASIxp system.

### Closing a Class

Select the Close Class function from the Class menu to exit the current class (or classes) and return to the Class Selection window.

### Logging Out of SASIxp Classroom

From the Class menu, select the Logout option. You will not exit completely from the SASIxp system. The Welcome window displays enabling another user to log into the system. Use this feature when two or more teachers are sharing a workstation.

### Quitting SASIxp Classroom

From the File menu, select the Quit option (Command/Control Q) to exit completely from the SASIxp system and return to the Macintosh or Windows desktop. The system saves your desktop arrangement including any open folders before quitting.

### Things to keep in mind:

- If you are a teacher and you click Cancel instead of selecting another class, the Welcome Window displays. From this window, you can either log back in or click Cancel and exit SASIxp Classroom.
- If you are a teacher with only one class, selecting Close Class displays the Welcome window. From here, you can either log in again or click Cancel to exit from SASIxp Classroom.



## A Look at Classroom Features

When you open a class, the SASIxp Classroom seating chart for that class displays on the desktop, Classroom menus become available on the menu bar, and other Classroom features become available for use in the SASIxp environment.

The main features of SASIxp Classroom are:

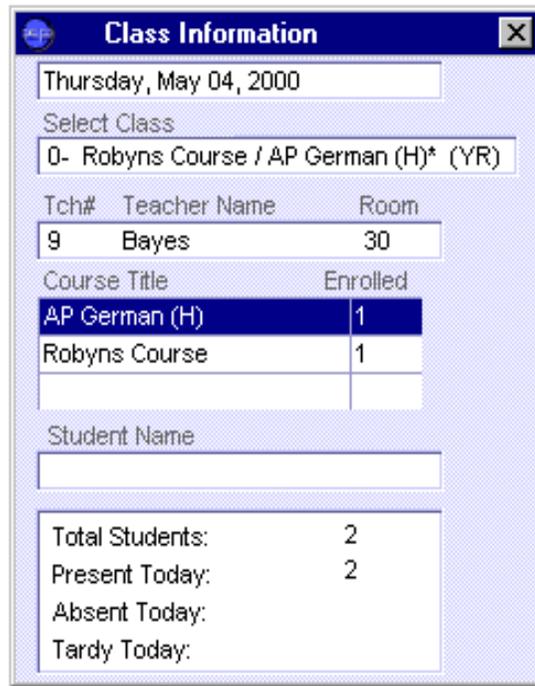
- Seating Chart — Displays the names and photos of the students in the selected class or classes. When you select one or more photos in a seating chart, the data forms that you select from SASIxp Classroom menus are for those selected students.
- Class Information Window — Displays basic information for the selected class including date, period, term, teacher, course title, student name, total students in class, and total number of students who are present, absent, or tardy.
- Student and Class Data Forms — Contain data for individual students or for an entire class. To display data forms, you select them from the three SASIxp Classroom menus.
- Class, Personal, and Performance Menus — List of SASIxp Classroom functions. These display in the menu bar next to the File, Edit, Windows, and Data menus available for SASIxp.

### Class Information Window

The Class Information window displays basic information on one selected class. To open the Class Information window, select the Class Info option from the Class menu. You can also tell the system to display Class Information automatically each time you locate a class by setting this option using Teacher Preferences in the Class menu.



The Class Information window remains open until you click the Close box (Macintosh), double-click the Control-menu box (Windows) in the top left corner, or click the close box (Windows 95) in the upper right corner.



### Class Information Window Fields

| <b>Field</b>                        | <b>Description</b>   |
|-------------------------------------|--|
| <i>Date</i>                         | Current day of week and calendar date.   |
| <i>Select Class</i>                 | Displays the period, name and term of the selected class.  |
| <i>Tch#/Teacher Name/ Room</i>      | Displays the teacher number, teacher name and room number of the selected class.   |
| <i>Course Title/Number Enrolled</i> | Name of each course taught during the selected period and the number of students enrolled in each. Up to eight courses per period can be listed. |



| <i>Field</i>        | <i>Description</i>   |
|---------------------|--|
| <i>Student Name</i> | Name of the student currently selected. As you move the mouse pointer over the seating chart, the name of each student displays in this field. If two or more classes are displayed in the seating chart, then the course title of his or her section is highlighted in the <i>Course Title</i> field. |
| <i>Totals</i>       | Total number of students enrolled in the class, as well as the total number present, absent, and tardy on the current date. Totals change as you take attendance.  |

## Working with Data Forms

Data forms display records for individual students or for an entire class. The data comes from the school's central SASIxp files, and almost all displayed data has been entered by school staff members in various SASIxp atoms.

The exceptions are attendance data and grading data. Teachers can enter attendance data using the Take Attendance function on the Class menu in SASIxp Classroom. Depending on the update rights assigned to all Classroom users, you can update attendance in Class Attendance, Period Attendance, or Daily Attendance records. Teachers can enter grading data in Class Grades, Grades, and Progress records.

The data forms used for SASIxp Classroom are the same as the corresponding forms used for SASIxp. However, to open data forms in SASIxp Classroom, you select them from SASIxp Classroom menus instead of launching them from atoms.

Data form availability depends on how your school and security have been set up. Not all forms are available all the time.

### Available Data Forms

- Demographic
- Class Schedule
- Student Attendance
- Period Attendance



- Parent/Guardian
- Emergency
- Health
- Immunization
- Discipline
- Notes
- Student Grades
- Student Progress
- Student Course History
- Student Test Scores
- Full Student Data
- Student Test Scores
- Class Attendance
- Class Grades

## SASlpx Classroom Menus

Most selections on the SASlpx Classroom menus enable you to display forms or to perform functions such as taking attendance. Available menu items display in black, and unavailable menu items are dimmed out. Functions for individual students become available only when you select one or more students in the seating chart.

### Class Menu Functions

The Class menu in SASlpx Classroom consists of these functions:

| <i>Function</i>        | <i>Description</i>  |
|------------------------|---|
| <i>Class Info</i>      | Opens the Class Information window.   |
| <i>Take Attendance</i> | Enables you to take attendance for the current day or period.<br><br><b>Note:</b> You can take attendance using the seating chart by clicking once on a student to mark them as absent or twice on the student to mark them as tardy. |



| <i>Function</i>                 | <i>Description</i>  |
|---------------------------------|---|
| <i>All Students Are Present</i> | <p>It is mandatory to click on this menu item when there is 100% attendance in the class.</p> <p><b>Note:</b><br/>This option is enabled if</p> <ol style="list-style-type: none"> <li>1. The “Paperless Environment” option is set in the General tab of the School atom.</li> <li>2. It has not been selected earlier at the time of attendance.</li> </ol> <p>This option is disabled if</p> <ol style="list-style-type: none"> <li>1. You open a class again after the “Paperless Environment” option is set and you log 100% attendance in a class once.</li> <li>2. Even a single student in the class has an absent record.</li> </ol> |
| <i>Show Class Attendance</i>    | Displays the section ID, course number, period, semester, course title, teacher number, teacher name and seats for the selected class.  |
| <i>Show Student List</i>        | Displays a list of all students in the selected class including students not displayed in the seating chart.  |
| <i>Show Readmits</i>            | Displays a list of students who need readmit slips.   |
| <i>Show Students Entering</i>   | Displays a list of students being added to the selected class.  |
| <i>Show Students Leaving</i>    | Displays a list of students being dropped from the selected class.  |
| <i>Use Seating Charts</i>       | Displays a submenu listing the default seating charts (Alphabetical) and any charts you have created using the Seating Charts function. You can display the selected class in one of these charts by selecting it from the list.  |



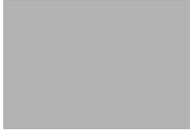
| <i>Function</i>       | <i>Description</i>  |
|-----------------------|---|
| <i>Seating Charts</i> | Enables you to create up to seven seating charts. This function is also used to remove created seating charts.  |
| <i>Print Report</i>   | Displays a submenu listing three reports: <ul style="list-style-type: none"> <li>• Class Roster – not available.</li> <li>• Seating Chart – not available.</li> <li>• Class Attendance – Report Interface for ATP17 (period attendance schools) or ATD17 (daily attendance schools).</li> </ul>   |
| <i>Preferences</i>    | Displays a submenu listing Teacher Preferences and Class Preferences. By selecting one of these options, you can set preferences for a variety of system features.  |
| <i>Close Class</i>    | Closes the currently selected class and returns you to the Class Selection window, if you are a teacher with more than one class. If you are a teacher with only one class, selecting Close Class displays the Welcome window. <p><b>Note:</b> You cannot close the class if all students in the class are present and the menu 'All Students Are Present' is not selected.</p> |
| <i>Logout</i>         | Logs you out of SASIxp Classroom and displays the Welcome window enabling another teacher sharing the same workstation to log in to the system. <p><b>Note:</b> To completely exit from SASIxp, select Quit from the File menu.</p>   |



## Personal Menu Functions

The Personal menu in SASIxp Classroom consists of these functions:

| <i>Function</i>           | <i>Description</i>  |
|---------------------------|---|
| <i>Demographic</i>        | Displays the student form for a selected student.   |
| <i>Class Schedule</i>     | Displays the class schedule for a selected student.   |
| <i>Student Attendance</i> | Displays the daily attendance record for a selected student.<br><b>Note:</b> This function is available only if your school uses daily attendance.    |
| <i>Period Attendance</i>  | Displays the period attendance record for a selected student.<br><b>Note:</b> This function is available only if your schools uses period attendance. |
| <i>Parent/Guardian</i>    | Displays the parent/guardian record for a selected student.   |
| <i>Emergency</i>          | Displays the emergency record for a selected student.   |
| <i>Health</i>             | Displays the health record for a selected student.  |
| <i>Discipline</i>         | Displays the discipline record for a selected student.  |
| <i>Notes</i>              | Displays a form for viewing and entering notes about a selected student.  |
| <i>Full Student Data</i>  | Displays all the data forms for a selected student. (It may take some time to display all the forms).   |



## Performance Menu Functions

The Performance menu in SASIxp Classroom consists of these functions:

| <i>Function</i>               | <i>Description</i>  |
|-------------------------------|---|
| <i>Class Grades</i>           | Displays the grade and progress reporting record for an entire class. If a class includes more than one course, double-click on the Section ID for the course whose records you wish to view. |
| <i>Student Grades</i>         | Displays the grade reporting record for a selected student.   |
| <i>Student Progress</i>       | Displays the progress reporting record for a selected student.  |
| <i>Student Course History</i> | Displays the course history record for a selected student.  |
| <i>Student Test Scores</i>    | Displays the test scores to date for a selected student.  |



# 2

## Attendance

---

The Classroom functions required for taking and tracking attendance are:

| <i>Functions</i>             | <i>Descriptions</i>   |
|------------------------------|---|
| <i>Take Attendance</i>       | Enables you to take attendance for each day or each period.   |
| <i>Student Attendance</i>    | Displays the daily attendance record for a selected student. Available only if your school is set up for taking daily attendance.<br><b>Note:</b> This function is accessed from the Personal menu.   |
| <i>Period Attendance</i>     | Displays the period attendance record for a selected student. Available only if your school is set up for taking period attendance.<br><b>Note:</b> This function is accessed from the Personal menu. |
| <i>Show Class Attendance</i> | Displays the attendance record for all the students in the selected class.  |



| <i>Functions</i>     | <i>Descriptions</i>  |
|----------------------|--|
| <i>Show Readmits</i> | Displays a list of students who require readmit slips due to an unverified absence for the previous day. To display readmits automatically after you take attendance, select this as a preference using Teacher Preferences under Preferences on the Class menu. |

## Take Attendance Function

SASlxp Classroom lets you record student attendance for the current day, class or period. If your school is set up to take attendance by class, block classes (classes lasting more than one period) are displayed on a single line in the Class Selection window and attendance is only taken once during the class. However, if your school takes period attendance, each period of a block class (a class lasting more than one period) is listed separately and attendance must be taken for each period the class meets.

To begin taking attendance select the The Take Attendance function from the Class menu. Each time you click a particular student photo in the seating chart, a different attendance code displays. You can select from a maximum of 12 attendance reasons defined by your school.

The available codes and the order in which they display as you click student photos get defined in the Attendance Preferences atom. The default system attendance reasons are Unverified, Tardy and Present.



As you take attendance, totals change in the Class Information window. When you complete taking attendance, the system immediately updates records in SASIxp Daily or Period Attendance files.

| Per. 7 : French Ii [CHART 1] <span style="float: right;">✕</span> |                   |               |                  |               |                |
|---|-------------------|---------------|------------------|---------------|----------------|
| Dustin Bock   | Stacy Morales     | Dianna Alaev  | Nicholas Morrell | Walter Zachry | Noura Nolan    |
| Karen Lowry   | Michelle Madrigal | Jared Edwards |                  | Rachel Hicks  | Michael Castro |
| Carrie Salas  | Austin Henson     | Erica Lords   | Kerri Slater     | David Lawson  |                |
|   |                   |               |                  |               |                |
|   |                   |               |                  |               |                |

You can use the Take Attendance function as many times as necessary throughout the day to modify attendance status or correct errors. For example, you might change a student's status from Absent to Tardy or from Absent to Present with a legitimate office pass.

You can change the attendance reason type of a student through Period Attendance, Daily Attendance, Mass Change, and the Classxp module. You require Update or All security rights at the Field and File levels in the Security atom for AATD (Daily Attendance) or AATP (Period Attendance) in order to change the attendance.

To modify attendance information for a previous day or period, you must work from either the Student or Period Attendance atom or the Class Attendance atom. The number of days you can go back to modify attendance information and whether you can modify the attendance codes used on prior days is determined by an administrator when the Attendance Preferences atom is set up.



Update rights are the same for all SASIxp Classroom users. If an administrator wants to update data beyond the time limit set for SASIxp Classroom, then the administrator needs to do this from the SASIxp educational software.

## Before Taking Attendance

- Acknowledge any students entering or leaving. Adds and drops display automatically when you open a class.

If a student is inactivated for a future date using the Enrollment atom, you must answer "No" to the system question "Do you want this student's dropped classes in grading?" in order for Classroom to recognize when the date occurs and display the Student Leaving window correctly.

- Make sure all students in the class are displayed so that you can take attendance accurately. You can check this by displaying the Student List from the Class menu. If any students are listed in the Out of Chart part of the list, drag their names into the seating chart.
- Ensure that the seating chart is the active window. If another window is active, the Take Attendance function is not active.

## Taking Attendance

1. From the Class menu, select the Take Attendance function. The system displays the current date (from the network file server) and this message replaces the menu bar at the top of the desktop:

Taking Attendance - click here when finished  
(current date)

2. Click a student's photo to begin cycling through the list of absence reason codes defined by your school. Continue clicking the photo until the appropriate attendance reason code displays.

If the school office has already entered a verified absence for the student, then that absence code displays and you are not able to change it.

If a student left the class, you are not able to assign attendance status to that student.

3. Click another student photo to assign an attendance reason to the student in the same way.



4. Repeat steps 2 and 3 until you complete taking attendance.
5. Click the Taking Attendance message at the top of the window. The menu bar returns with the Class Information window and the system immediately updates the SASIxp attendance file.

## Daily Attendance Function

The Daily Attendance function is available only if your school is set up as a Daily Attendance school. To view daily attendance records for individual students, select one or more students in the seating chart. From the Personal menu, select the Student Attendance option.

Daily attendance records contain year-to-date attendance data for the selected students. This data includes a list of days that a student was marked absent or tardy, and a student's year-to-date attendance totals by absence reason and reason type.

Daily attendance data for each student also gets reflected in Class Attendance records displayed by the Show Class Attendance function.

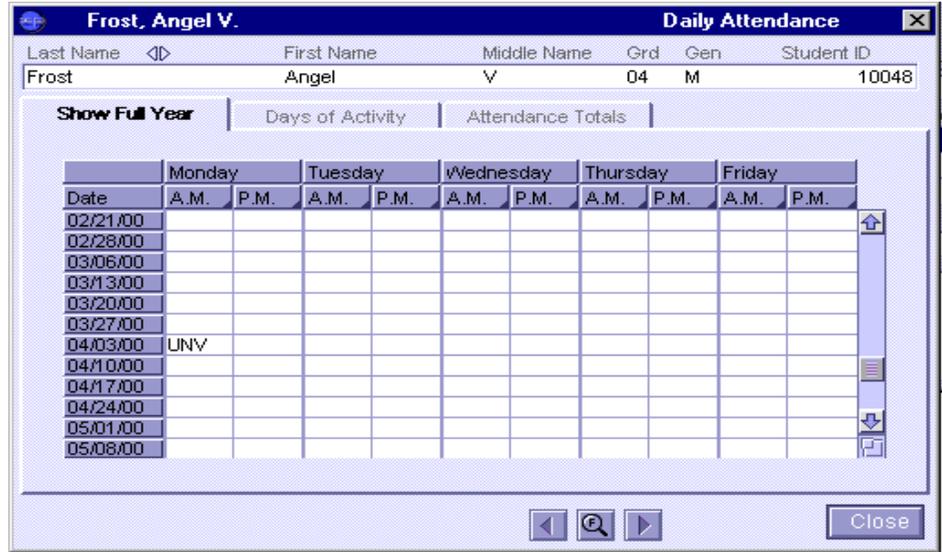
You can work from daily attendance records to update attendance data. Whether you can update an attendance record, and how far back you can go to perform updates, depends on the number of days defined in the Attendance Preferences atom.

The Daily Attendance function displays three tabs:

- Show Full Year
- Days of Activity
- Attendance Totals

### Show Full Year Tab

The Daily Attendance Show Full Year tab contains the school's Attendance Calendar with a date for each school day (or half-day). Blank cells indicate that a student was present. Absence reason codes indicate that a student was absent or tardy and why. Cells marked N/E indicate that the student was not enrolled in school on that day. The screen displays codes for holidays, vacation, staff development, and other non-attendance days as well.



### Show Full Year Fields

| <i>Field</i>      | <i>Description</i>   |
|-------------------|--|
| <i>Date</i>       | Displays the starting date for each week in the school Attendance Calendar (starting dates fall on Mondays).   |
| <i>Day fields</i> | Displays attendance data for day of the week (M - F). Monday is the starting day. Saturday displays only if the <i>Meet on Saturday</i> option is selected in the School atom. |

### Days of Activity Tab

The Daily Attendance Days of Activity tab displays all dates with attendance activity other than present. The dates displayed on this screen are those for which the student was marked absent or tardy in the Full Year tab or in the Class Attendance atom. You can update absence reasons from this screen.

The Days of Activity screen contains the same absence data as the Full Year tab. The difference is that the Days of Activity screen displays data only for those dates on which a student was marked absent or tardy.

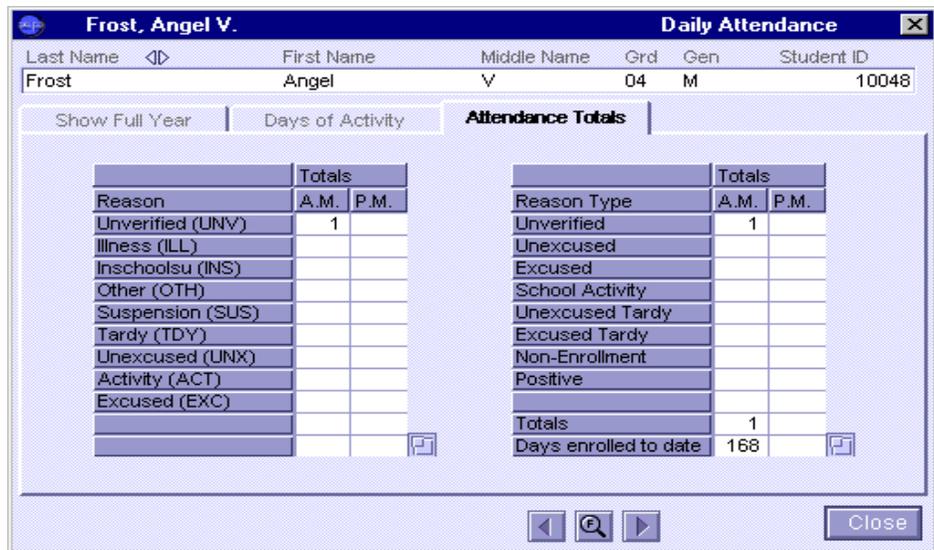




## Attendance Totals Tab

The Daily Attendance Totals tab displays two matrices containing a student’s absence totals for each absence reason and each reason type. A particular absence type may include several absence reasons.

For example, absences for Illness and Activity may both get classified as an Excused absence type. Totals are calculated from data entered in the Daily Attendance Show Full Year screen. The last two rows of the Reason Type matrix contain the absence total to date and days enrolled to date.



## Attendance Totals Matrices

| Field                 | Description  |
|-----------------------|--|
| Absence Reason matrix | Each row contains data for one reason. The Reason column displays the absence reason name and code. The Totals column displays a student’s year-to-date total for the reason. (Sub-columns for AM and PM display under the Totals heading if your school is set up for half-day attendance). |



| <i>Field</i>              | <i>Description</i>  |
|---------------------------|---|
| <i>Reason Type matrix</i> | Each row contains data for one absence reason type. The <i>Reason Type</i> column displays the name of each system-supplied absence reason type. The <i>Totals</i> column displays a student's year-to-date total for each reason type. The last two rows contain the student's absence total to date and the days enrolled to date. (Sub-columns for AM and PM display for half-day attendance). |

## Period Attendance Function

The Period Attendance function is available only if your school is a secondary school or an elementary school that uses schedules and is set up for Period Attendance. To view period attendance records for individual students, select a student from the seating chart, then select Period Attendance from the Personal menu.

Period attendance records enable you to view a list of periods that a student was marked absent or tardy and to view a student's year-to-date attendance totals for each period by absence reason and type.

You can work from period attendance records to update attendance data. Whether you can update a period attendance record, and how far back you can go to perform updates, depends on the number of days defined in the Attendance Preferences atom.

The Period Attendance function displays four tabs:

- Full Year
- Days of Activity
- Reason Totals
- Type Totals

### Full Year Tab

The Period Attendance Full Year tab contains a row for each date in the Attendance Calendar and columns for each period defined in the School atom. It also includes an *All Day* column to enter a student's attendance for the entire day. Blank cells indicate that a student was present. Absence reason codes indicate that a student was absent or tardy and why.



Cells marked N/E indicate that the student was not enrolled in school on that day. The tab displays codes for holidays, vacation, staff development, and other non-attendance days.

| Ackerman, Brian   |            | Period Attendance |     |     |            |   |   |   |   |  |  |
|---|------------|-------------------|-----|-----|------------|---|---|---|---|--|--|
| Last Name   | First Name | Middle Name       | Grd | Gen | Student ID |   |   |   |   |  |  |
| Ackerman  | Brian      |                   | 12  | M   | 5          |   |   |   |   |  |  |
| <span style="border: 1px solid black; padding: 2px;">Full Year</span> <span style="border: 1px solid black; padding: 2px; margin-left: 10px;">Days of Activity</span> <span style="border: 1px solid black; padding: 2px; margin-left: 10px;">Reason Totals</span> <span style="border: 1px solid black; padding: 2px; margin-left: 10px;">Type Totals</span> |            |                   |     |     |            |   |   |   |   |  |  |
|   | All        | Bell Periods      |     |     |            |   |   |   |   |  |  |
| Date  | Day        | 1                 | 2   | 3   | 4          | 5 | 6 | 7 | 8 |  |  |
| 05/04/00 (B)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/05/00 (A)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/08/00 (A)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/09/00 (B)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/10/00 (A)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/11/00 (B)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/12/00 (A)  |            |                   |     | UNV | UNV        |   |   |   |   |  |  |
| 05/15/00 (A)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/16/00 (B)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/17/00 (A)  |            |                   |     |     |            |   |   |   |   |  |  |
| 05/18/00 (B)  |            |                   |     |     |            |   |   |   |   |  |  |

### Full Year Tab Fields

| <i>Field</i>                     | <i>Description</i>   |
|----------------------------------|--|
| <i>All Day</i>                   | Displays the all-day code for a student's attendance on a particular date. Entries in this column affect apportionment reports and get reflected in the monthly attendance summaries that SASIxp prints.   |
| <i>Attendance Period Columns</i> | Display a student's attendance data for each period on a particular date. There is a column for each period defined in the School atom. Period columns are grayed if a student is not enrolled in classes during those periods. (These columns are labeled <i>Bell Periods</i> if your school is set up using period rotation or scheduling cycles). |



## Days of Activity Tab

The Period Attendance Days of Activity tab displays all dates with attendance activity (other than present) in one or more periods. These are the dates on which a student was marked absent or tardy in the Period Attendance Full Year tab or in the Class Attendance atom.

The Period Attendance Days of Activity tab contains the same rows and columns as the Full Year tab. The difference is that the Days of Activity tab displays only data for dates on which a student was marked absent or tardy for one or more periods.

| Last Name    |     | First Name       |              | Middle Name   | Grd | Gen         | Student ID |      |     |   |  |
|--------------|-----|------------------|--------------|---------------|-----|-------------|------------|------|-----|---|--|
| Ackerman     |     | Brian            |              |               | 12  | M           | 5          |      |     |   |  |
| Full Year    |     | Days of Activity |              | Reason Totals |     | Type Totals |            |      |     |   |  |
| Date         | Day | All              | Bell Periods |               |     |             |            | Type |     |   |  |
|              |     |                  | 1            | 2             | 3   | 4           | 5          | 6    | 7   | 8 |  |
| 09/08/99 (A) |     |                  |              |               |     |             |            |      | TDY |   |  |
| 09/13/99 (A) |     |                  |              |               |     |             |            |      | TDY |   |  |
| 09/16/99 (B) |     |                  |              |               |     |             |            |      | TDY |   |  |
| 09/20/99 (A) |     |                  |              |               |     |             |            |      | TDY |   |  |
| 03/03/00 (A) |     |                  |              |               |     |             | TDY        |      |     |   |  |
| 04/03/00 (A) |     |                  |              | UNV           |     |             |            |      |     |   |  |
| 05/12/00 (A) |     |                  |              |               | UNV | UNV         |            |      |     |   |  |

## Days of Activity Tab Fields

| Field   | Description  |
|---------|--|
| All Day | Displays the all-day code for a student's attendance on a particular date. Entries in this column affect apportionment reports and get reflected in the monthly attendance summaries that SASIxp prints. |



| <i>Field</i>                     | <i>Description</i>   |
|----------------------------------|--|
| <i>Attendance Period Columns</i> | Display a student's attendance data for each period on a particular date. There is a column for each period defined in the School atom. Period columns are grayed if a student is not enrolled in classes during those periods. (These columns are labeled <i>Bell Periods</i> if your school is set up using period rotation or scheduling cycles). |

### Reason Totals Tab

The Period Attendance Reason Totals tab displays totals for a particular student's absence reasons by period and by day. The totals are calculated from data entered in the Period Attendance Full Year tab or the Class Attendance atom.

|                  |     | Attendance absence totals by Period and Reason |   |   |   |   |   |   |   |
|------------------|-----|--|---|---|---|---|---|---|---|
| Reason           | Day | 1  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Unverified (UNV) |     |  |   | 1 | 1 | 1 |   |   |   |
| Truant (CUT)     |     |  |   |   |   |   |   |   |   |
| Doctor APP (DA)  |     |  |   |   |   |   |   |   |   |
| Testing (T)      |     |  |   |   |   |   |   |   |   |
| Illness (ILL)    |     |  |   |   |   |   |   |   |   |
| Other (OTH)      |     |  |   |   |   |   |   |   |   |
| Suspended (SUS)  |     |  |   |   |   |   |   |   |   |
| Tardy (TDY)      |     |  |   |   |   | 1 |   | 4 |   |
| Unexcused (UNX)  |     |  |   |   |   |   |   |   |   |
| Activity (ACT)   |     |  |   |   |   |   |   |   |   |
| Ill Waiver (VWA) |     |  |   |   |   |   |   |   |   |
| Excused (EXC)    |     |  |   |   |   |   |   |   |   |

### Reason Totals Tab Fields

Each row contains data for one absence reason. There can be up to 50 absence reasons, all of which are defined by your school during user setup. Each absence reason gets assigned an absence reason type. Absence types are system-defined and cannot be modified.



## Type Totals Tab

The Period Attendance Type Totals tab displays a student's total for each absence reason type by period and by day. A particular absence type may include several absence reasons. For example, absences for Illness and Activity may both get classified as an Excused absence type.

Absence type totals are calculated from data entered in the Full Year tab. Absence types, rather than Absence Reasons, are generally used for apportionment reporting.

| Type                  | All | Attendance absence totals by Reason Type |    |    |   |    |   |    |   |
|-----------------------|-----|--|----|----|---|----|---|----|---|
|                       | Day | 1  | 2  | 3  | 4 | 5  | 6 | 7  | 8 |
| Unverified            |     |  |    | 1  | 1 | 1  |   |    |   |
| Unexcused             |     |  |    |    |   |    |   |    |   |
| Excused               |     |  |    |    |   |    |   |    |   |
| School Activity       |     |  |    |    |   |    |   |    |   |
| Unexcused Tardy       |     |  |    |    |   | 1  |   | 4  |   |
| Excused Tardy         |     |  |    |    |   |    |   |    |   |
| Non-Enrollment        |     |  |    |    |   |    |   |    |   |
| Positive              |     |  |    |    |   |    |   |    |   |
| Totals                |     |  | 1  | 1  |   | 2  |   | 4  |   |
| Percent of Absence    |     |  | 12 | 12 |   | 25 |   | 50 |   |
| Days enrolled to date | 173 |  |    |    |   |    |   |    |   |

## Type Totals tab Fields

Each row contains data for one absence reason type. The *Totals* row displays total absences to date for each reason type. The *Percent of Absence* row displays what percentage of the total absences occurred in each period. The *Days Enrolled to Date* row displays the total number of days to date that the student has been enrolled in school.

## Show Class Attendance Function

To view the attendance record for an entire class, go to the Class menu and select the Show Class Attendance option. The Class Attendance screen displays daily attendance or period attendance data for the last 40 days in the school Attendance Calendar (only 20 days display if your school is set up for half-days).



Students display in alphabetical order by last name in the left column of the screen. All columns to the right display days in the Attendance Calendar.

Data entered when you take attendance in SASIxp Classroom gets reflected in student class attendance records as well as in individual student attendance records for daily or period attendance.

You can work from class attendance records to update attendance data. How many attendance days you can go to perform updates depends on the number of days defined in the Attendance Preferences atom.

If you have more than one class displayed in the seating chart and you select the Show Class Attendance option, the system displays a screen listing all classes. Double-click a class to display attendance data for that class. A shaded class indicates the class does not meet.

| Section ID           | Course | Period | Sem | Course Title   | Tch# | Teacher  |
|----------------------|--------|--------|-----|----------------|------|----------|
| 0607-01              | 0607   | 06     | YR  | Adapted PE     | 5    | Anton, A |
| 06000000000000000001 | 0500   | 06     | YR  | Math A         | 5    | Anton    |
| 66666666666666666666 | 0505   | 06     | YR  | Algebra I      | 5    | Anton    |
| 06000000000000000002 | 0614   | 06     | YR  | Beg Comp Gymns | 5    | Anton    |
|                      |        |        |     |                |      |          |
|                      |        |        |     |                |      |          |
|                      |        |        |     |                |      |          |
|                      |        |        |     |                |      |          |
|                      |        |        |     |                |      |          |
|                      |        |        |     |                |      |          |
|                      |        |        |     |                |      |          |
|                      |        |        |     |                |      |          |

Close

## Updating Data from Class Attendance

Whether you can update daily or period attendance data in the Class Attendance screen is determined by the Attendance Preferences set up. Any changes that you make are reflected in individual student records as well as in the class attendance records.

To update either daily attendance or period attendance data from a class attendance record, you can click cells in the Class Attendance screen and select absence reasons from the school-defined list that displays (this includes choices for present and tardy). When you select an absence



reason for a cell that already contains data, the existing data is replaced. Changes or new entries are reflected in students' daily attendance or period attendance records.

## Updating Data in the Class Attendance Screen

1. From the Class menu, select the Show Class Attendance option.
2. Locate the student (row) and the date (column) for which you want to update attendance data. (You might need to use the scroll bars).
3. Click the cell for the student and date that you want to display a pop-up list of attendance reasons, and select a reason from the list. (The cell remains blank if you select the Present option).

To mark a student present at a positive attendance school, select the Absence Type from the pop-up list defined with a type of Positive (Present, Positive, and so on.).

4. Click Save to save the updated data (or click Undo to restore original data).

|          |          |        |       |          |       |      |         |       |          |      |      |
|----------|----------|--------|-------|----------|-------|------|---------|-------|----------|------|------|
| Bookmark | Contents | Search | Usage | Glossary | Print | Back | Forward | First | Previous | Next | Last |
|----------|----------|--------|-------|----------|-------|------|---------|-------|----------|------|------|





# 3

## Class Menu

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A number of SASIxp Classroom functions are designed for use on a class-wide basis as opposed to use with individual students only. Nearly all class-related functions are listed on the Class menu. The exception is Class Grades, which is listed on the Performance menu.

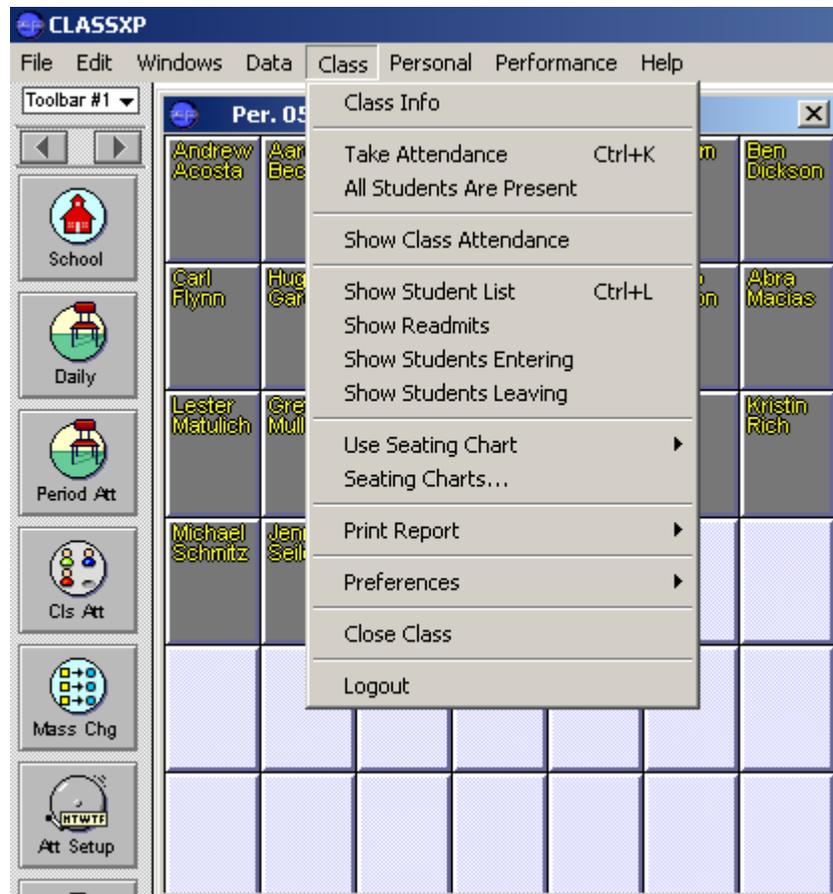
Class-related features and functions include the Class Information window, attendance functions, seating chart functions, and class grades. The class-related functions discussed in this section are:

- Show Student List – Displays a list of all students in the class, including those not displayed in the seating chart.
- Show Students Entering – Displays a list of students entering the selected class.
- Show Students Leaving – Displays a list of students being dropped from the selected class.
- Close Class – Closes the selected class and returns you to the Class Selection window where you can select another class or exit from SASIxp Classroom.

## All Students Are Present Function

This menu enables you to confirm 100% attendance in the class. Before exiting the seating chart, it is mandatory to click this option if all the students in the class are present

The All Students Are Present option is enabled if and only if Paperless Environment is set and all the students of the selected class are present. If any student has been marked absent, this option gets disabled.





## Procedure for Setting up Paperless Environment

1. Open the SASIxp.ini file.
2. In the SASIxp.ini file, enter UseAttendMonitoring = True in the Monitoring section.
3. Save the SASIxp.ini file.
4. Close the file.
5. Run the SASIxp application.
6. Open CLASSxp.
7. Select a teacher from the Teacher Select window.
8. Select the class from the Class Selection window.
9. Take attendance using the Seating Charts and the Take Attendance procedure.
10. If all the students in the class are present, select **All Students Are Present** from the menu.

This option gets disabled if there is an absence record.

11. Close Class.

If you attempt to close the class without selecting the All Students Are Present menu in case of 100% attendance, you get an error message stating "All students are present. Select the option 'All Students Are Present' from the Class Menu before exiting".

When this option is selected, an 'AllPresent' entry is made in the Attendance Inspector atom along with the Section ID/Advisor No., Date, Time and the User ID of the person making the entry.

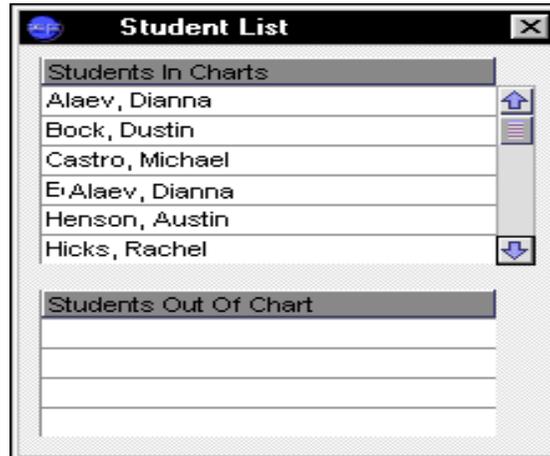
## Show the Student List Function

From the Class menu, select the Show Student List function (or use Command/Control L) to view a list of all students in the current class or classes. You can use the list as a reference or as an aid in setting up seating charts. The Student List consists of two sections:

- Students in Chart (those who display in the seating chart). A scroll bar displays when the section contains more than six students.



- Students Out of Chart (those who are enrolled in the class but do not display in the seating chart). A scroll bar displays when the section contains more than five students.

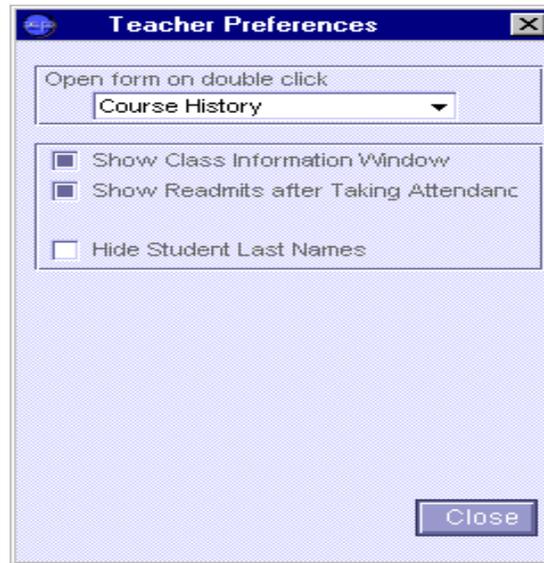


## Setting Preferences

SAS1xp Classroom enables you to choose default settings for a variety of system features. From the Class menu, you can access Preferences that display the Teacher Preferences window and the Class Preferences window.



## Teacher Preferences Window

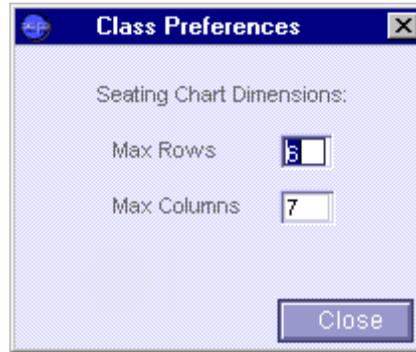


## Teacher Preferences Window Fields

| <b>Field</b>                                 | <b>Description</b>  |
|--|---|
| <i>Open form on double-click</i>             | Determines which student information form opens automatically when you double-click a student in the seating chart. You can select another form from the pop-up list. |
| <i>Show Class Information Window</i>         | Determines whether Class Information displays automatically.  |
| <i>Show Readmits After Taking Attendance</i> | Determines whether readmits display automatically after you take attendance. Scheduled for version 4.0.   |
| <i>Hide Student Last Names</i>               | This option determines if you want to hide students' last names so that only their first names display in seating charts.   |



## Class Preferences Window



### Class Preferences Window Fields

| <i>Field</i>                      | <i>Description</i>   |
|-----------------------------------|--|
| <i>Maximum Seating Chart Size</i> | Enables you to set your own defaults for the maximum seating chart size for the selected class. System defaults are six rows and seven columns (which accommodates 42 students). You can customize the seating chart size. |

### Displaying a Preference Window

From the Class menu, select the Preferences option. The system displays a submenu. From the submenu, select Teacher Preferences or Class Preferences to display the Teacher Preferences window or the Class Preferences window.

### Selecting Preferences

Specify among the available preferences in either the Teacher Preferences window or the Class Preferences window.

### Saving Preferences

Click Save or press Enter to save preferences. To restore previous settings before you exit from the window, click Close.



## Setting Rows and Columns in Class Preferences

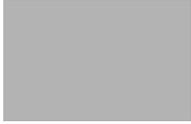
1. In the *Rows* field, type a new number for rows in the seating chart.
2. In the *Columns* field, type a new number for columns in the seating chart.
3. Click **Save** to save the new seating chart size.

## Working with Seating Charts

The first time you select a class, the seating chart displays in alphabetical order by student with the chart name *Alphabetic*. This chart always remains in alpha-order. The user may create an unlimited number of custom seating charts. Custom seating charts may be rearranged in any order and may also exclude specified students from the chart. Such custom charts might be used when more than one class meets in the same classroom during the same period. A custom seating chart may also be created by selecting the *Seating Charts* option from the **Class** menu. Enter a name for the new chart in the *Chart Name field* and click **Duplicate**. This creates a copy of the alphabetic chart. You can then rearrange the students displayed in the chart to create a new custom chart. Up to six new seating-charts using the *Seating Charts* function on the **Class** menu. To display a class in any of the available arrangements, go to the **Class** menu and select the *Use Seating Chart* function.

### Things to keep in mind:

- If you want to move a student to a seat that is beyond the edge of the chart, you can resize the chart or use the scroll bars to display more of the seating chart. You can also drag the student's photo to edge of chart and continue to hold it as the window scrolls to the seat you want. When the seat you want displays, release the mouse to drop the student photo onto the seat.
- You can scroll through student photos on a seating chart by clicking the vertical and horizontal scroll bars.
- The system saves any changes you make to a seating chart under the title of the current seating chart.
- You can work from the *Student List* on the **Class** menu to move students in and out of seating charts.



## Seating Charts Window



## Seating Charts Window Fields

| <b>Field</b>                         | <b>Description</b>   |
|--------------------------------------|--|
| <i>Chart Name</i>                    | Displays the name of the chart selected in the list of available charts. You can use this field to enter new seating chart titles or change existing titles.   |
| <i>Available Seating Charts List</i> | Lists all available seating charts. The system accommodates an unlimited number of chart titles. To change the default seating chart, click another chart name in the list. To display a class in one of the charts, click the chart name. |
| <i>Add Button</i>                    | Enables you to add a blank seating chart. Adding a seating chart in the Seating Charts window also adds that chart to the list displayed by the Use Seating Chart option.  |



| <i>Field</i>               | <i>Description</i>  |
|----------------------------|---|
| <i>Remove Button</i>       | Enables you to remove a seating chart. Removing a seating chart in the Seating Charts window also removes that chart from the list displayed by the Use Seating Chart option. |
| <i>Change Button</i>       | Enables you to change the name of an existing seating chart.  |
| <i>Duplicate Button</i>    | Enables you to create a new seating chart by duplicating an existing chart. You can perform modifications to the new chart.   |
| <i>Student List Button</i> | Enables you to display the student list from the Seating Charts window. You can then add students to, or remove students from, seating charts.                                |

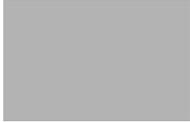
## Working With Seating Charts

The Use Seating Chart function on the Class menu enables you to display a class in any seating chart that exists for the selected class. Seating charts may vary among classes.

The Use Seating Chart function displays the list of existing seating charts as well as the Alphabetical chart defined by the system for each class. The seating charts are displayed in the order they were created.

### Displaying a Chart

1. From the Class menu, select the Use Seating Chart function. The system displays a submenu of all existing seating charts for the class.
2. Select the chart that you want. The class displays in the seating chart arrangement that you use. The system also places a check mark next to the selected seating chart arrangement.
3. You may also select the seating chart you want to use as the default, by clicking its name on the Seating Charts pop-up list from the Class menu.



## Creating Seating Charts

Use the Seating Charts function on the Class menu to create seating chart arrangements. The system displays the Seating Charts window.

To create a seating chart, you use the Seating Charts function on the Class menu. This brings up the Seating Charts window. You can create an unlimited number of different seating arrangements for each class. You supply the name for each seating arrangement that you define, and you can change the names of any existing seating chart titles. You can also change or delete existing seating chart arrangements.

## Things to Keep in Mind

- When you add a new seating chart, the chart remains blank until you add students to it.
- The most efficient way to create a seating chart is to duplicate an existing chart. That way you can work from a chart with an existing student population, and add or delete students as required without having to add all new students.
- If you rearrange an existing seating chart, the new arrangement is saved automatically under the old chart's name.
- You cannot remove the alphabetical seating chart that comes with SASlxp Classroom.
- You cannot remove the last seating chart in the Seating Charts window if only one chart is listed.

## Creating a New Seating Chart

1. From the Class menu, select the Seating Charts option.
2. In the *Chart Name* field, type a name for the new chart.
3. Click Add. The system displays a blank seating chart. (The new seating chart is now available from the Seating Charts and the Use Seating Charts functions).
4. Click Student List to display the list of students currently enrolled in the class.
5. In the Student Out of Chart section of the student list, click student names then drag and drop them into the Students in Chart section.



6. The system displays student photos in the seats on the charts and adds the students' names to the Student In Chart section of the student list. You can drag the student photo into the position of your choice.
7. Close the student list. (Click once on the Close box for Macintosh or double-click the Control menu box in the upper left corner for Windows).
8. Close the Seating Charts window. (Click once on the Close box for Macintosh or double-click the Control menu box in the upper left corner for Windows). The system saves the new seating chart.

### Removing a Seating Chart

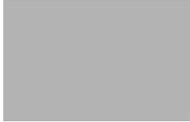
1. From the Class menu, select the Seating Charts function.
2. Select the chart title for the chart that you want to remove. (You cannot remove a chart if it is the only one in the list).
3. Click Remove. The system displays a message asking you to confirm deletion of the chart.
4. Click OK to delete the chart permanently from the list of available seating charts for that class.

### Changing a Seating Chart Name

1. From the Class menu, select the Seating Charts option.
2. Select a chart from the list available. The title displays in the *Chart Name* field.
3. In the *Chart Name* field, type a new chart name.
4. Click Change. The new name replaces the old name on the list of available charts accessed from both the Seating Charts and Use Seating Charts functions.

### Duplicating a Seating Chart

1. From the Class menu, select the Seating Charts option.
2. Select the chart you want to copy from the available list. The class displays in the selected chart.
3. Click Duplicate. The system copies the selected chart and duplicates its name followed by a unique number in the *Chart Name* field.



4. Rename the new chart by typing a different name in the *Chart Name* field. Click Change.
5. Rearrange the new chart by moving students or by working from the Student List (click Student List to display this list).
  - Move students on the chart by clicking student names in the Students Out of Chart section then dragging and dropping them onto available seats.
  - Move students out of the chart by clicking their names in the Students In Chart section then dragging and dropping them into the Students Out of Chart section.

## Moving Students into a Seating Chart

You have two options:

The preferred method is to click student names in the Students Out of Chart section then drag and drop them into the Students In Chart section where names display in alphabetical order and photos display in the next available seats.

OR

Click student names in the Students Out of Chart section then drag and drop them onto available seats where their photos display.

## Moving Students Out of a Seating Chart

Click student names in the Students In Chart section of the Student List then drag and drop the names into the Students Out of Chart section of the Student List. The system removes student photos from the seating chart.

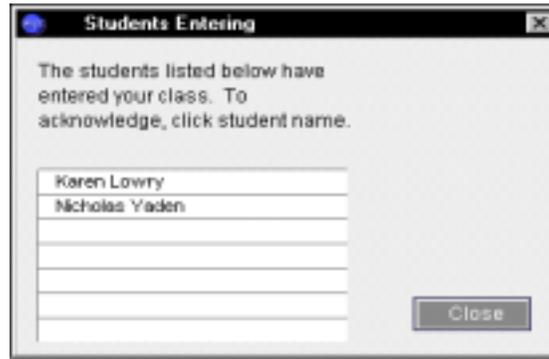
# Show Students Entering Function

SASixp Classroom automatically displays the names of new students entering a class when you first open the class. You can either acknowledge new students at that point or you can acknowledge them later using the Show Students Entering function on the Class menu.

This function displays the same window that displays when you open a class with new students. New students are listed in this window until you click their names to acknowledge them.



Whether you acknowledge added students right away or later, you must do so before you take attendance for the period or the day.



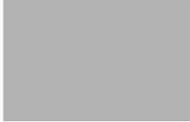
## Acknowledging an Add Right Away

Pearson Education Technologies recommends acknowledging adds immediately.

1. Open a class. The system displays a window with all adds (new students) for that class if any exist.
2. Click the name of an added student. The system marks the student with a dot and adds the student to the Students Out of Chart section of the Student List. You can add this student to the seating chart now or later.

OR

3. Click the name of an added student then drag and drop that student onto an available seat in the seating chart. The system marks the student name with a dot and adds the student to the Students In Chart section of the Student List.
4. Close the window. If the Student List displays, close this in the same way.



## Acknowledging an Add Later

Pearson Education Technologies recommends acknowledging adds immediately.

1. Open a class. The system displays a window with all adds (new students) for that class if any exist.
2. Close the window that displays the new students.
3. Later go to the Class menu and select the Show Students Entering option to display the window of new students again.
4. Click the name of an added student. The system marks the student with a dot and adds the student to the Students Out of Chart section of the Student List. You can add this student to the seating chart now or later.

OR

5. Click the name of an added student then drag and drop that student onto an available seat in the seating chart. The system marks the student name with a dot and adds the student to the Students In Chart section of the Student List.
6. Close the window. If the Student List displays, close this in the same way.

## Show Students Leaving Function

SASlxp Classroom automatically displays the names of students leaving a class when you first open the class. (In addition, the system tags the student photos as DROPPED).

You can either acknowledge dropped students immediately or you can acknowledge them later using the Show Students Leaving function on the Class menu.

This function displays the same window that displays when you open a class with drops. Dropped students are listed in this window until you click their names to acknowledge that they are leaving the class.

Acknowledging drops later enables you to continue working with that student until you finish gathering notes and data about that student's time in your class. However, you cannot take attendance for dropped students.



### Acknowledging a Drop Right Away

1. Open a class. The system displays a window with all dropped students for that class if any exist.
2. Click the names of all dropped students. The system marks the students with a dot.
3. Close the window. The system removes the selected students from the Student List and from the seating chart.

### Acknowledging a Drop Later

1. Open a class. The system displays a window with all dropped students for that class if any exist.
2. Close the window that displays the dropped students.
3. Later go to the Class menu and select the Show Students Leaving option to redisplay the window of dropped students.
4. Click the names of all dropped students. The system marks the students with a dot.
5. Close the window. The system removes the selected students from the Student List and from the seating chart.

|                          |                          |                        |                       |                          |                       |                      |                         |                       |                          |                      |                      |
|--------------------------|--------------------------|------------------------|-----------------------|--------------------------|-----------------------|----------------------|-------------------------|-----------------------|--------------------------|----------------------|----------------------|
| <a href="#">Bookmark</a> | <a href="#">Contents</a> | <a href="#">Search</a> | <a href="#">Usage</a> | <a href="#">Glossary</a> | <a href="#">Print</a> | <a href="#">Back</a> | <a href="#">Forward</a> | <a href="#">First</a> | <a href="#">Previous</a> | <a href="#">Next</a> | <a href="#">Last</a> |
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# 4

## Personal Menus

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This section covers the SASIxp Classroom forms and functions used for displaying personal student data such as demographic information, discipline information, and health information. You can access forms that display the data for individual students from the Personal menu.

The information that displays in personal data forms comes from your school's central data files in SASIxp atoms. The top line of each form displays the same view-only data for each student:

- Name
- Grade Level
- Gender
- ID
- Track (if your school uses tracks)

For most student personal data forms, you can view data but you cannot modify data unless you have been assigned security rights to the files that contain the student data. Even if you have security rights, you may find that certain fields on a student personal data form are locked.

Although you typically cannot modify data in student forms, SASIxp Classroom enables you to create and maintain extensive notes for individual students.



The personal forms and functions discussed here are:

| <i>Field</i>              | <i>Description</i>  |
|---------------------------|---|
| <i>Demographic</i>        | Displays the demographic data for a selected student.   |
| <i>Class Schedule</i>     | Displays the class schedule for a selected student.   |
| <i>Student Attendance</i> | Displays the daily attendance record for a selected student (for schools using Daily Attendance).   |
| <i>Period Attendance</i>  | Displays the period attendance record for a selected student (for schools using Period Attendance).   |
| <i>Parent/Guardian</i>    | Displays the parent/guardian record for a selected student.   |
| <i>Emergency</i>          | Displays the emergency record for a selected student.   |
| <i>Health</i>             | Displays the health record for a selected student.  |
| <i>Discipline</i>         | Displays the discipline record for a selected student.  |
| <i>Notes</i>              | Enables you to enter extensive notes on a selected student. You can maintain one notes record for each of your students.  |
| <i>Full Student Data</i>  | Displays multiple information forms for a selected student. You can either use the default display (all information forms on the Personal and Performance menus) or set a display of your choice. |

## Demographic Function

To view the demographic profile for a student, click the student in the seating chart. From the Personal menu, select the Demographic option (or use Command/Control D). This displays the Student forms with student demographic data that comes from the SASIxp Student atom.



The student Demographic function displays three pages:

- Student Page 1 displays the basic student information needed most often such as address, primary parent/guardian name, home phone, and birth date.
- Student Page 2 displays additional student information such as alias or nickname, locker number, school of residence, next school or grade, last school, post-secondary plans, citizenship, and language.
- Student Page 3 displays user codes and data that applies to a student's home circumstances, promotion/retention status, driver training eligibility, and so on.

### Student Page 1

### Student Page 1 Fields

| <i>Field</i>   | <i>Description</i>  |
|----------------|---|
| <i>Address</i> | Student's residential and mailing addresses (if both were entered when the student was enrolled). |
| <i>City</i>    | City part of a student's mailing address.   |
| <i>St</i>      | State part of a student's mailing address.  |



| <b>Field</b>                 | <b>Description</b>   |
|------------------------------|--|
| <i>Zip Code</i>              | Zip code portion of a student's mailing address (US or Canadian).  |
| <i>Parent/Guardian Name</i>  | Name of the student's primary parent or guardian.  |
| <i>Family ID</i>             | ID number that enables you to link siblings at the same school.  |
| <i>Telephone</i>             | Student's home phone number.   |
| <i>UnL</i>                   | Indicates whether a student's home phone number is listed or unlisted. (X indicates unlisted, Blank indicates listed).   |
| <i>Birthdate</i>             | Student's date of birth.   |
| <i>Soc Sec No.</i>           | Student's Social Security Number.  |
| <i>Eth</i>                   | Student's ethnic code.   |
| <i>ConcSch/Home</i>          | The three digit number of any school the student is attending concurrently with the home school such as a continuation school or school for the handicapped. (X in the <i>Home</i> field indicates that the concurrent school and home school are the same, Blank indicates that they are not the same). |
| <i>Bus 1</i><br><i>Bus 2</i> | Information on buses used by the student (such as the number of the bus a student takes or the number of his or her bus route).  |
| <i>Enter Date</i>            | Date the student entered your school. If the student re-enrolled, the most recent enter date displays.   |
| <i>Code</i>                  | Enter code selected for the enter date displayed. This code indicates the circumstances under which the student enrolled at your school. If the student re-enrolled, the most recent enter code displays.  |
| <i>Leave Date</i>            | Date the student left your school.   |



| <i>Field</i>          | <i>Description</i>  |
|-----------------------|---|
| <i>Code</i>           | Leave code selected for the leave date displayed. This code indicates the circumstances under which the student left your school.   |
| <i>OrgEntDate</i>     | Original enter date for the first time a student enrolled at your school. This differs from the date in the <i>Enter Date</i> field if the student has enrolled at your school more than once.    |
| <i>Code</i>           | Original enter code for the first time a student enrolled at your school. This may differ from the code in the <i>Enter Code</i> field if the student has enrolled at your school more than once. |
| <i>EntGrd</i>         | Student's grade at the first time of enrollment at your school.   |
| <i>Yr/Grad</i>        | Student's year of graduation.   |
| <i>Tchr # (Advsr)</i> | Teacher number or advisor number for the teacher currently assigned to the student.   |
| <i>Name</i>           | Name of the teacher or advisor currently assigned to the student.   |
| <i>Room #</i>         | Number of the student's current home room.  |
| <i>Couns #</i>        | Number of the guidance counselor assigned to a student or of the teacher assigned as the guidance counselor.  |
| <i>Name</i>           | Name of the guidance counselor assigned to the student.   |
| <i>ESL</i>            | Indicates the student's proficiency level in English.   |
| <i>IS</i>             | Instructional setting code indicating any special program in which the student is enrolled.   |



## Student Page 2

## Student Page 2 Fields

| <i><b>Field</b></i> | <i><b>Description</b></i>   |
|---------------------|---|
| <i>Birthplace</i>   | Student's place of birth.   |
| <i>Verif</i>        | Indicates whether the student has provided a document verifying place of birth. |
| <i>Alias Name</i>   | Any alternate last name the student uses instead of his or her given name.      |
| <i>Nick Name</i>    | Any nickname by which the student is known.                                     |
| <i>Locker</i>       | Number of the student's main locker.  |
| <i>Alt Locker</i>   | Number of an additional locker assigned to the student.                         |
| <i>Dst/Res</i>      | Number of the school district in which the student resides.                     |



| <i>Field</i>       | <i>Description</i>   |
|--------------------|--|
| <i>Sch/Res</i>     | School number for the school near which the student resides. In most cases, this is the same as the number for your school. However, it is different in cases where a student from outside your district (or from a different area within your district) has been allowed to attend your school. |
| <i>Grid #</i>      | Displays the geographic grid number indicating the location of the student's residence.  |
| <i>Summer Schl</i> | School number for the school at which the student attends summer classes.  |
| <i>Apport%</i>     | Percent of full-day apportionment allowed based on student attendance. Scheduled for version 4.0.  |
| <i>NxtSch</i>      | Number of the next school the student is scheduled to attend after leaving your school.  |
| <i>NxtGrd</i>      | Indicates next year's grade level for students who are promoted more than one grade or held back.  |
| <i>NxtTrk</i>      | Number for the next attendance track assignment for the student.   |
| <i>LstSch</i>      | Number of the school the student attended last.  |
| <i>PostSec</i>     | Code indicating the student's post-secondary plans.  |
| <i>Ctz</i>         | Code indicating the student's citizenship status.  |
| <i>PrimLang</i>    | Language in which the student is most fluent.  |
| <i>HomeLang</i>    | Language spoken in the student's home.   |
| <i>CoorLang</i>    | Language in which letters to a parent or guardian should be written.   |



| <i>Field</i>              | <i>Description</i>   |
|---------------------------|--|
| <i>Program</i>            | Indicates whether the student is enrolled in a special program like LEP (X indicates Yes, Blank indicate No).  |
| <i>Permit Code</i>        | Attendance permit code for permit allowing a student from another school (in or out of your district) to attend your school.   |
| <i>Date</i>               | Date an attendance permit was issued.  |
| <i>Grad Date</i>          | Date that the student graduates.   |
| <i>End of Year Status</i> | A state-specific field that indicates the student's status at the end of the year. Choices might include C for completed, G for graduated, R for retained, and P for promoted. |

### Student Page 3

Ackerman, Brian
Student

|           |            |             |       |     |     |            |
|-----------|------------|-------------|-------|-----|-----|------------|
| Last Name | First Name | Middle Name | Grnth | Grd | Gen | Student ID |
| Ackerman  | Brian      |             |       | 12  | M   | 5          |

Page 1
Page 2
Page 3

|                      |                      |                        |                      |                      |
|----------------------|----------------------|------------------------|----------------------|----------------------|
| User Code 1          | User Code 2          | User Code 3            | User Code 4          | User Code 5          |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| User Code 6          | User Code 7          | User Code 8            | User Code 9          | User Num 1           |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| User Num 2           | User Num 3           | User Num 4             | User Num 5           | Meals                |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| Alternate ID 1       | Alternate ID 2       | Disciplinary User Code |                      |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/>   |                      |                      |

|   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Foster Home            | <input type="checkbox"/> Homeless     | <input type="checkbox"/> Gifted & Talented   |
| <input type="checkbox"/> Migrant                | <input type="checkbox"/> PE Waiver    | <input type="checkbox"/> Restrict Pers. Info   |
| <input type="checkbox"/> Refugee/Immig          | <input type="checkbox"/> Retain       | <input type="checkbox"/> DrvTrnElig - Date <input style="width: 50px;" type="text"/> |
| <input type="checkbox"/> Receives Financial Aid | <input type="checkbox"/> No Auto Dial | <input type="checkbox"/> Comp Ed   |

⏪ 🔍 ⏩
Close



## Student Page 3 Fields

| <b>Field</b>                  | <b>Description</b>  |
|-------------------------------|---|
| <i>User Codes</i>             | Fields for all user codes defined by the school and state for tracking student information.                             |
| <i>User Num</i>               | Fields for all user code numbers defined by the school and state for tracking student information.                      |
| <i>Alternate ID 1 &amp; 2</i> | First and second alternate ID's assigned to the student.  |
| <i>Meals</i>                  | A selected check box indicates that the student participates in the Free and Reduced Meals Program.                     |
| <i>Foster Home</i>            | A selected check box indicates that the student resides in a foster home.   |
| <i>Homeless</i>               | A selected check box indicates that the student is homeless.  |
| <i>Gifted &amp; Talented</i>  | A selected check box indicates that the student is in the Gifted and Talented program.                                  |
| <i>Migrant</i>                | A selected check box indicates that the student lives with a migrant family.  |
| <i>PE Waiver</i>              | A selected check box indicates that the student is excused from taking physical education.                              |
| <i>Restrict Pers. Info</i>    | A selected check box indicates that the student's personal data can only be released to the primary parent or guardian. |
| <i>Refugee/Immig</i>          | A selected check box indicates that the student is a refugee or immigrant.  |
| <i>Retain</i>                 | A selected check box indicates that the student has been retained.  |



| <i>Field</i>                  | <i>Description</i>   |
|-------------------------------|--|
| <i>DrvTrnElig</i>             | A selected check box indicates that the student is eligible for driver's training. The field next to this indicates the date on which the student is eligible for this training. |
| <i>Receives Financial Aid</i> | A selected check box indicates that the student is eligible to receive financial aid.  |
| <i>No Auto Dial</i>           | A selected check box indicates that phone calls to the student's home should not be placed by an auto dialer.  |
| <i>Comp Ed</i>                | A selected check box indicates that the student participates in a Compensatory Education program.  |

## Class Schedule Function

To view the class schedule for a student, click the student in the seating chart. From the Personal menu, select the Class Schedule option. This displays a Classes screen with the student's schedule for the current term (information comes from the SASIxp Classes atom).

Classes that the student dropped during the current school year display in the History screen from the Classes atom.

There are three pages in the Classes atom:

- Classes Screen
- Other Info Form
- History Screen

### Displaying Detail Pages

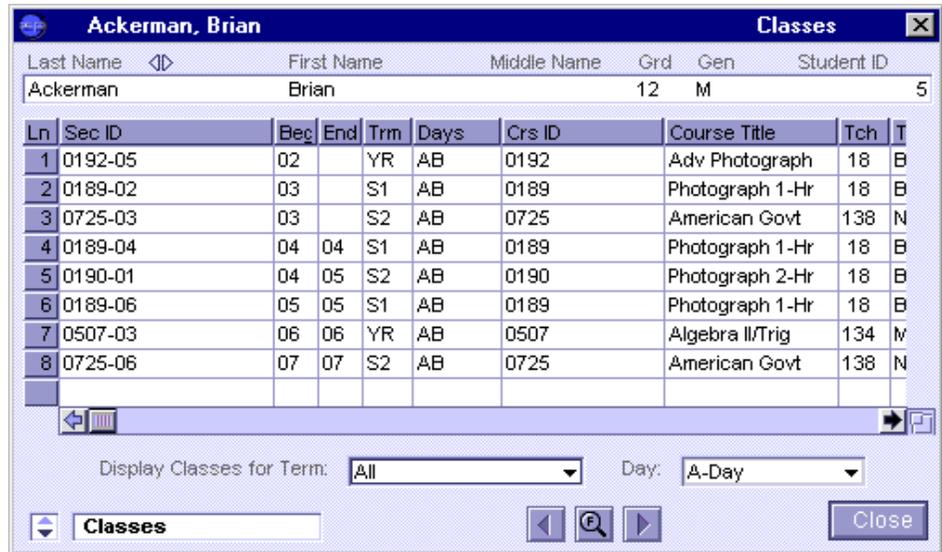
To display a detail form for a particular class, double-click the line number for that class in either the Classes screen or the History screen. Once you display the detail form for a class, you can remain in that form and display detail forms for other classes using the Multi-Record Selection Bar on the right side of the page.



The Multi-Record Selection Bar contains a number for each class in either the Classes screen or the History screen. Click any number to display a detail form for a different class for the same student. Use the scroll bar to scroll through the numeric selections in consecutive order.

### Classes Screen

The Classes screen displays data for each section to which a student is assigned. From the Classes screen, you can double-click any line number to display a detail page for any class in which a student is enrolled.



### Classes Fields

| Field      | Description   |
|------------|---|
| Section ID | Section number assigned to the class for a particular period and teacher. |
| Beg        | Starting period for the section.  |
| End        | Ending period for the section.  |
| Term       | Term duration for the section.  |



| Field               | Description  |
|---------------------|--|
| <i>Days</i>         | Days of the scheduling cycle that the section meets (displays only if your school is set up to use scheduling cycles). |
| <i>Crs ID</i>       | Course number assigned to the course. (If the course has multiple sections, all sections have the same course number). |
| <i>Course Title</i> | Name of the course.  |
| <i>Tch</i>          | Teacher number of the teacher assigned to the section.   |
| <i>Teacher Name</i> | Name of the teacher assigned to the section.   |
| <i>Room</i>         | Room number where the section meets.   |

### Other Info Form

The Other Info form displays scheduling information that affects a student's placement in classes. This information can include teams to which the student is assigned, the lowest and highest period to which a student can be assigned, and a balance code.

| Last Name | First Name | Middle Name | Grd | Gen | Student ID |
|-----------|------------|-------------|-----|-----|------------|
| Ackerman  | Brian      |             | 12  | M   | 5          |

| Team | Low Prd | High Prd | Balance | House |
|------|---------|----------|---------|-------|
|      | 00      | 08       |         |       |

Other Info



### Other Info Form Fields

| <i>Field</i>    | <i>Description</i>   |
|-----------------|--|
| <i>Team</i>     | Any team or teaching group to which the student is assigned. |
| <i>Low Prd</i>  | Earliest period the student can take a class.                |
| <i>High Prd</i> | Latest period the student can take a class.                  |
| <i>Balance</i>  | Code used to balance a class. Scheduled for version 4.0.     |

### History Screen

The History screen displays any course sections that students have dropped from their schedules during the current year. You can double-click a record to display a detail page for the dropped class.

| Ln | Sec ID             | Beg | End | Trm | Days | Crs ID           | Course Title    | Tch | I |
|----|--------------------|-----|-----|-----|------|------------------|-----------------|-----|---|
| 1  | 06181111111111-010 | 02  |     | YR  | AB   | 06181111111111   | Adv Dance       | 27  | B |
| 2  | 999999999999       | 02  |     | S1  | AB   | 9999999999999999 | Test Case       | 5   | A |
| 3  | 020000000000000001 | 03  |     | YR  | AB   | 14444444444444   | Robyns Course   | 9   | B |
| 4  | 0100-03            | 03  | 03  | YR  | AB   | 0100             | Job queue       | 203 | R |
| 5  | 0189-03            | 03  | 03  | S2  | AB   | 0189             | Photograph 1-Hr | 18  | B |
| 6  | 0190-02            | 04  | 05  | S1  | AB   | 0190             | Photograph 2-Hr | 18  | B |



### History Fields

| <i>Field</i>        | <i>Description</i>   |
|---------------------|--|
| <i>Section ID</i>   | Section number for the selected section of a course. Section numbers are unique for a specific period and teacher. |
| <i>Beg</i>          | Beginning period for the section.  |
| <i>End</i>          | Ending period for the section.   |
| <i>Term</i>         | Term duration for the section.   |
| <i>Crs ID</i>       | Number of the course. One course number can have multiple sections.  |
| <i>Course Title</i> | Name of the course.  |
| <i>Tch</i>          | Teacher number of the teacher assigned to the section.   |
| <i>Teacher</i>      | Name of the teacher assigned to the section.   |
| <i>Drop Date</i>    | Date a student dropped the section.  |

### History Detail Form

Ackerman, Brian
Classes

|           |            |             |         |            |
|-----------|------------|-------------|---------|------------|
| Last Name | First Name | Middle Name | Grd Gen | Student ID |
| Ackerman  | Brian      |             | 12 M    | 5          |

Class History

|            |     |     |      |        |                 |
|------------|-----|-----|------|--------|-----------------|
| Section ID | Beg | End | Term | Crs ID | Course Title    |
| 0189-03    | 03  | 03  | S2   | 0189   | Photograph 1-Hr |

|     |           |      |
|-----|-----------|------|
| Tch | Teacher   | Room |
| 18  | Bishop, L | 115  |

|            |          |                          |                          |                             |                            |
|------------|----------|--------------------------|--------------------------|-----------------------------|----------------------------|
| Start Date | End Date | Teacher Aide             | Override Term            | Include in Grading          | Tag                        |
| 03/03/00   | 04/02/00 | <input type="checkbox"/> | <input type="checkbox"/> | No <input type="checkbox"/> | D <input type="checkbox"/> |

Close



## History Detail Form Fields

| <b>Field</b>                            | <b>Description</b>  |
|---|---|
| <i>Section ID</i>                       | Section number for the selected section of a course. Section numbers are unique for a specific period and teacher.                              |
| <i>Beg</i>                              | Beginning period for the section.   |
| <i>End</i>                              | Ending period for the section.  |
| <i>Term</i>                             | Term duration for the section.  |
| <i>Crs ID</i>                           | Number of the course. One course number can have multiple sections.   |
| <i>Course Title</i>                     | Name of the course.   |
| <i>Tch</i>                              | Teacher number of the teacher assigned to the section.  |
| <i>Teacher</i>                          | Name of the teacher assigned to the section.  |
| <i>Start Date</i>                       | Date a student started the section.   |
| <i>Teacher Aide</i>                     | Indicates whether the student is a teacher aide for the section.  |
| <i>Override Term</i>                    | Term code displaying which term of a year-long class the student is enrolled in. Data displays here only if a student is taking a partial term. |
| <i>Merge Grades from Dropped Course</i> | Displays the number for the dropped class if the grade for that class should be merged with the grade for the current class.                    |
| <i>Tag</i>                              | Indicates whether a section was added or dropped (A indicates Added, D indicates Dropped).  |

## Parent/Guardian Function

You can view the parent/guardian records with address and employment information for a selected student. Click the student in the seating chart. From the Personal menu, select the Parent/Guardian option to display the parent/guardian records. The system retrieves data from the information entered in the Parent Guardian atom. The first record that displays consists of information for the primary parent or guardian of the student. The Parent Guardian atom consists of two pages:

- Personnel/Employment Form
- Comments Form

### Displaying Additional Parent/Guardian Records

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 form and the Comments form in the Parent Guardian atom, and it provides you with 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 scroll through the parent/guardian records in consecutive order.

### Personal/Employment Form

| Ackerman, Brian         |               |                |             |            |            | Parent/Guardian   |      |     |                                      |  |  |
|-------------------------|---------------|----------------|-------------|------------|------------|---|------|-----|--------------------------------------|--|--|
| Last Name               | First Name    | Middle Name    | Grd         | Gen        | Student ID |   |      |     |                                      |  |  |
| Ackerman                | Brian         |                | 12          | M          | 5          |   |      |     |                                      |  |  |
| Relationship            | Last Name     | First Name     | Middle Name | Title      |            |   |      |     |                                      |  |  |
| Father                  | Ackerman      | Robert         |             |            |            |   |      |     |                                      |  |  |
| Address                 |               | City           | St          | Zip Code   |            |   |      |     |                                      |  |  |
| 2540 Country Hills #160 |               | Pleasantville  | CA          | 92653      |            |   |      |     |                                      |  |  |
| Telephone               | Alt Telephone | Extn           | Soc Sec No. | Birthplace |            |   |      |     |                                      |  |  |
| 714-555-4822            |               |                |             |            |            |   |      |     |                                      |  |  |
| Employer                |               |                | Occupation  |            |            |   |      |     |                                      |  |  |
|                         |               |                |             |            |            |   |      |     |                                      |  |  |
| Work Address            |               | City           | St          | Zip Code   |            |   |      |     |                                      |  |  |
|                         |               |                |             |            |            |   |      |     |                                      |  |  |
| wWork Telephone         | Extn          | Work Hrs: From | To          | Ctz        | E/M        | Mil   | Cont | Res | Rsp                                  |  |  |
| 714-555-6720            |               |                |             |            |            |   |      |     |                                      |  |  |
| Email Address           |               |                |             |            |            |   |      |     |                                      |  |  |
|                         |               |                |             |            |            |   |      |     |                                      |  |  |
| Personal/Employment     |               |                |             |            |            | <input type="button" value="Previous"/> <input type="button" value="Find"/> <input type="button" value="Next"/> |      |     | <input type="button" value="Close"/> |  |  |



## Personal/Employment Form Fields

| <i>Field</i>         | <i>Description</i>   |
|----------------------|--|
| <i>Relationship</i>  | Identifies the relationship of the parent/guardian to the student. (REL table) |
| <i>Last Name</i>     | The last name of the parent/guardian.  |
| <i>First Name</i>    | The first name of the parent/guardian.   |
| <i>Middle Name</i>   | The middle name of the parent/guardian.  |
| <i>Title</i>         | The title that the parent/guardian prefers on correspondence. (TTL table)      |
| <i>Address</i>       | Mailing address (street or PO box) for the parent/guardian.                    |
| <i>City</i>          | The city part of the parent/guardian's mailing address.                        |
| <i>State</i>         | The state part the parent/guardian's mailing address.                          |
| <i>Zip Code</i>      | The zip code part of the parent/guardian's mailing address.                    |
| <i>Telephone</i>     | Home phone of the parent/guardian.   |
| <i>Alt Telephone</i> | Any alternate number such as a beeper or car phone for the parent/guardian.    |
| <i>Extn</i>          | The extension for the alternate phone number.                                  |
| <i>Soc Sec No.</i>   | The social security number of the parent/guardian.                             |
| <i>Birthplace</i>    | The birthplace of the parent/guardian.   |
| <i>Employer</i>      | The name of the company at which the parent/guardian is employed.              |
| <i>Occupation</i>    | The occupation of the parent/guardian.   |
| <i>Work Address</i>  | The address (street or PO box) of the parent/guardian's employer.              |



| <i>Field</i>            | <i>Description</i>   |
|-------------------------|--|
| <i>City</i>             | The city part of an employer's address.  |
| <i>State</i>            | The state part of an employer's address.   |
| <i>Zip Code</i>         | The zip code part of an employer's address.  |
| <i>Work Telephone</i>   | The work phone number for the parent/guardian.   |
| <i>Extn</i>             | Any extension to be used with the work phone number.   |
| <i>Work Hrs: Frm/To</i> | The <i>Frm</i> (from) field indicates the hour that the parent/guardian typically arrives at work. The <i>To</i> field indicates the hour that the parent/guardian typically leaves work.  |
| <i>Ctz</i>              | The citizenship status of the parent/guardian (Y is US citizen, N is Not a US citizen, Blank is Unknown).  |
| <i>E/M</i>              | Indicates whether Extra Mailings should be sent to this parent or guardian in addition to the primary parent or guardian. X indicates Yes for Extra Mailings and tells SASIxp to print extra labels for that adult. Blank indicates that the individual does not receive mailings. An X in the <i>Rsp</i> field tells the system to print labels for the primary parent or guardian. |
| <i>Mil</i>              | Indicates whether the parent/guardian military status entitles the school to special funding. (X indicates for Not Eligible, Blank indicates Eligible).  |
| <i>Cont</i>             | Indicates whether the parent/guardian is allowed contact with a student. (X indicates Contact is Not Allowed, Blank indicates Contact is Allowed).   |



| Field      | Description  |
|------------|--|
| <i>Res</i> | Indicates whether a student resides with the parent/guardian. (X indicates student resides with parent/guardian, Blank indicates student does not reside with parent/guardian).  |
| <i>Rsp</i> | Indicates whether the parent/guardian has primary responsibility for the student. (X indicates Responsible for Student, Blank indicates Not Responsible for Student). An X tells the system to print mailing labels for the primary parent/guardian. Leave blank for additional parents/guardians. |

### Comments Form

The Comments form displays additional information or comments about the parent or guardian of a student.



## Comments Form Fields

| <i>Field</i>           | <i>Description</i>   |
|------------------------|--|
| <i>Education Level</i> | Highest education level achieved by the parent/guardian.   |
| <i>User Codes 1-5</i>  | Displays special school-defined parent/guardian data.  |
| <i>Comments</i>        | Additional parent/guardian information such as custody arrangements, special family situations, or instructions regarding to whom a student can or cannot be released. |

## Emergency Function

You can view emergency information including important medical alerts and contact information for a selected student. Click the student in the seating chart. From the Personal menu, select the Emergency option to display emergency records. The system retrieves data from the information entered in the Emergency atom. The Emergency atom consists of two pages:

- Emergency Contacts Form
- Other Contacts Form
- Emergency Information Form



## Emergency Contacts Form

The Other Contacts form displays the same information for third and fourth emergency contacts.

## Emergency Contacts Form Fields

| Field                | Description  |
|----------------------|--|
| <i>First Contact</i> | Name of the first person to contact in an emergency. This may or may not be the student's primary parent or guardian (it could be a relative, neighbor, or baby sitter). |
| <i>Telephone</i>     | Phone number of the primary emergency contact.   |
| <i>Extn</i>          | Any extension to the phone number of the primary contact.  |
| <i>Relationship</i>  | First contact's relationship to the student (such as Brother, Aunt, Friend).   |
| <i>Address</i>       | Street address or PO box portion of primary contact's address.   |
| <i>City</i>          | City part of primary contact's address.  |



| <i>Field</i>             | <i>Description</i>   |
|--------------------------|--|
| <i>St</i>                | State part of primary contact's address.   |
| <i>Zip Code</i>          | Zip code portion of primary contact's address (U.S. or Canadian).                  |
| <i>Secondary Contact</i> | Name of next person to contact in case the primary contact cannot be reached.      |
| <i>Telephone</i>         | Phone number of the secondary emergency contact.                                   |
| <i>Extn</i>              | Any extension to the phone number of the secondary contact.                        |
| <i>Relationship</i>      | Secondary contact's relationship to the student (such as Neighbor or Baby Sitter). |
| <i>Address</i>           | Street address or PO box part of secondary contact's address.                      |
| <i>City</i>              | City part of a secondary contact's address.  |
| <i>State</i>             | State part of a secondary contact's address.                                       |
| <i>Zip Code</i>          | Zip code part of a secondary contact's address (U.S. or Canadian).                 |



### Emergency Info Form

### Emergency Info Form Fields

| <b>Field</b>           | <b>Description</b>   |
|------------------------|--|
| <i>Medical Alert 1</i> | Primary medical condition that might affect a student (such as diabetes or asthma).  |
| <i>Medical Alert 2</i> | Secondary medical condition that might affect a student (such as allergies).   |
| <i>Physician</i>       | Name of the doctor to contact in an emergency.   |
| <i>Telephone</i>       | Phone number of the doctor to contact in an emergency.   |
| <i>Extn</i>            | Any extension to the doctor's phone number.  |
| <i>Comments</i>        | Additional medical information such as medications taken by a student or medical equipment required for a medical condition. |



## Health Function

You can view student health information that might affect a student's performance or attendance and records of health incidents that occurred at school or during the school year. You can also view student immunization information.

Click the student in the seating chart. From the Personal menu, select the Health option to display health records. The system retrieves data from information entered in the Health atom. The Health atom consists of four pages:

- Health History Screen
- Immunizations Screen
- Medical Form
- Health Screenings Screen

### How to Display Health Records

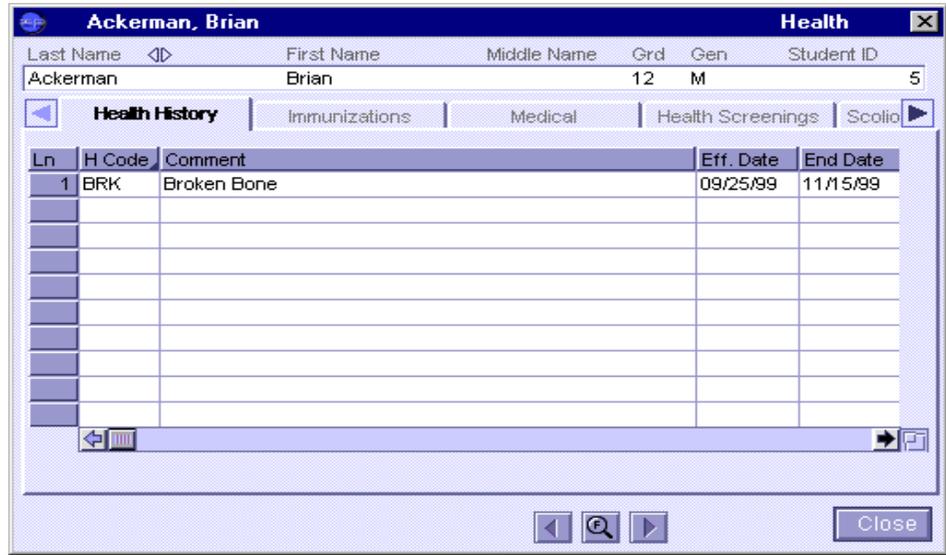
Each screen in the Health atom consists of multiple records for a student. To view more detail about a particular health record in a screen, double-click the line number for the record that you want to display a detail form. (You can also highlight the record row then click Open). Fields in detail forms correspond to columns in matrices. To remove highlighting from rows, click the *Ln* column heading.

If you display a detail form for a particular health record, the multi-record selection bar displays on the right when there is more than one record in the health screen. Click a number on the multi-record selection bar to view a detail form for another record.



## Health History Screen

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



## Health History Fields

| <i>Field</i>     | <i>Description</i>   |
|------------------|--|
| <i>Ln</i>        | Displays the line number for each incident. Double-click a line number to display the detail form for an incident. |
| <i>Code</i>      | Displays the school-defined code for an incident.  |
| <i>Comment</i>   | Description of the three-letter code (such as “broken bone” for a BRK code).                                       |
| <i>Eff. Date</i> | Date the health incident began.  |
| <i>End Date</i>  | Date the health incident ended. For some health incidents (such as allergies) there may not be an end date.        |



| <i>Field</i>                     | <i>Description</i>                                       |
|----------------------------------|--|
| <i>V Code</i>                    | The code that describes the type of visit that was made. |
| <i>Visitation Comment</i>        | Description of the visitation code.                      |
| <i>Fol Date (Follow up date)</i> | Date when the student should be checked again.           |
| <i>Time In</i>                   | The time the incident occurred.                          |
| <i>Time Out</i>                  | The time the incident ended.                             |

## Immunizations Screen

The Immunizations screen displays data related to separate immunization records. It includes a row for each immunization required for a particular student. The screen allows a maximum of six required vaccinations for any immunization type. If a vaccination date cell is shaded, then a vaccination is not required. The number of unshaded date cells in a vaccination row indicate the number of required vaccinations. Immunization requirements are defined in the Vaccine Definition atom.

| Ln | Vaccination    | Comp | Exem | 1st Date | 2nd Date | 3rd Date | 4th Date | 5th Date |
|----|----------------|------|------|----------|----------|----------|----------|----------|
| 1  | Polio (OPV)    |      |      | 11/15/82 | 07/14/83 | 06/17/84 | 08/14/85 |          |
| 2  | DTP or DT/ID   |      |      | 11/15/82 | 07/14/83 | 06/17/84 | 08/14/85 |          |
| 3  | MMR            |      |      | 11/15/82 |          |          |          |          |
| 4  | HIB Meningitis |      |      | 11/15/82 |          |          |          |          |
| 5  | Hepatitis B    |      |      | 11/15/82 |          |          |          |          |
| 6  | Varicella      |      |      |          |          |          |          |          |



## Immunizations Fields

| <i>Field</i>                     | <i>Description</i>   |
|----------------------------------|--|
| <i>Ln</i>                        | Line number for each vaccination row. Double-click a line number to display the detail form for an immunization.   |
| <i>Vaccination</i>               | Name of the required vaccination.  |
| <i>Compliant</i>                 | Indicates whether the student is in compliance with the indicated immunization.  |
| <i>Exempt</i>                    | Displays an exempt code letter if the student is exempt from vaccination. (Exempt students may display as non-compliant with the immunization).  |
| <i>1st Date</i>                  | Displays the date the first required vaccination for each immunization was administered.   |
| <i>2nd Date through 6th Date</i> | These columns contain the dates that additional vaccinations for each immunization were administered. In columns where a vaccination is required, the cells are unshaded. In columns beyond the last vaccination required, the cells are shaded. |



## Medical Form

The Medical form displays information about tuberculosis skin tests and chest X-Rays.

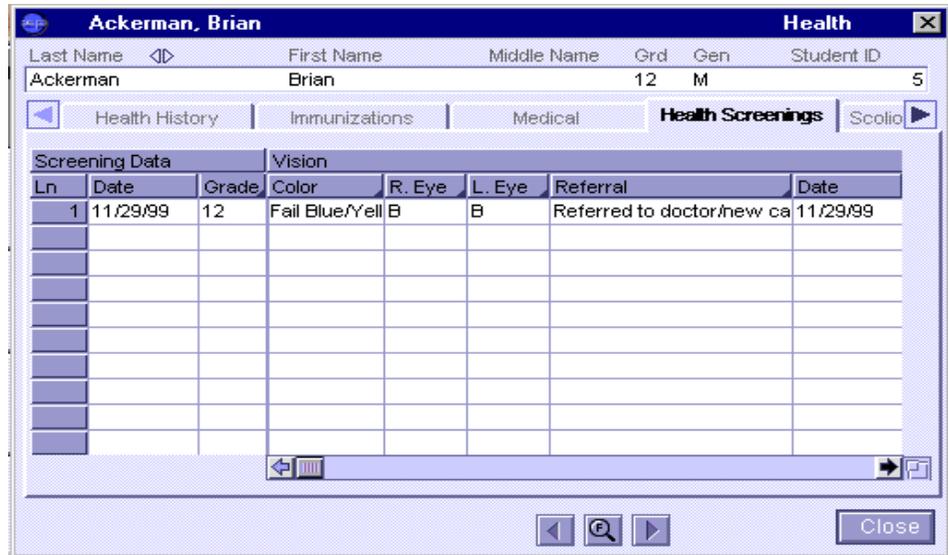
## Medical Form Fields

| <b>Field</b>                          | <b>Description</b>   |
|---------------------------------------|--|
| <i>Date Given</i>                     | Date of skin test.   |
| <i>mm indur</i>                       | Size of swelling in millimeters.   |
| <i>Impression (Positive/Negative)</i> | Indicates whether skin test was positive or negative. If marked positive, the Chest X-Ray window displays. |
| <i>Film Date</i>                      | Date of chest X-Ray.   |
| <i>Impression (Normal/Abnormal)</i>   | Indicates whether chest x-ray was normal or abnormal.  |



## Health Screening Screen

The Health Screening screen displays student information about screenings and referrals for vision and hearing. It also displays student height and weight information.



## Health Screenings Fields

| Field         | Description  |
|---------------|--|
| <i>Ln</i>     | Displays the line number for each screening record. Double-click a line number to display the detail form for a screening. |
| <i>Date</i>   | The date the screening was performed.  |
| <i>Grade</i>  | Student's grade when the screening was performed.  |
| <i>Vision</i> |  |
| <i>Color</i>  | Displays eye color (EYE table).  |
| <i>R Eye</i>  | Displays code letter for right eye screening results.  |



| <i>Field</i>    | <i>Description</i>  |
|-----------------|---|
| <i>L Eye</i>    | Displays code letter for left eye screening results.  |
| <i>Referral</i> | Identifies action taken based on screening results.   |
| <i>Date</i>     | Date the referral was acted upon.   |
| <i>Aid</i>      | Displays vision corrective aid (blank indicates none).  |
| <i>Hearing</i>  |   |
| <i>R Ear</i>    | Displays code letter for right ear screening results.   |
| <i>L Ear</i>    | Displays code letter for left ear screening results.  |
| <i>Referral</i> | Identifies action taken based on screening results.   |
| <i>Date</i>     | Date the referral was acted upon.   |
| <i>Aid</i>      | Displays hearing corrective aid (blank indicates none).                                       |
| <i>Height</i>   |   |
| <i>Height</i>   | Student's height in inches and hundredths (for example, 66.25).                               |
| <i>Pct</i>      | Percentile ranking of this student's height measurement based on averages for age and gender. |
| <i>Weight</i>   |   |
| <i>Weight</i>   | Student's weight in pounds.   |



| <i>Field</i>           | <i>Description</i>   |
|------------------------|--|
| <i>Pct</i>             | Percentile ranking of the student's weight measurement based on averages for age and gender. |
| <i>Test Late Field</i> | Yes indicates the test was performed late. Blank indicate that test was not performed late.  |

## Discipline Function

To view discipline records for a student, click the student in the seating chart. From the Personal menu, select the Discipline option to display the Discipline screen of the student's entire disciplinary history (information comes from the SASIxp Discipline atom). From the Discipline screen, you can double-click a line number to display a detail page for a discipline incident record.

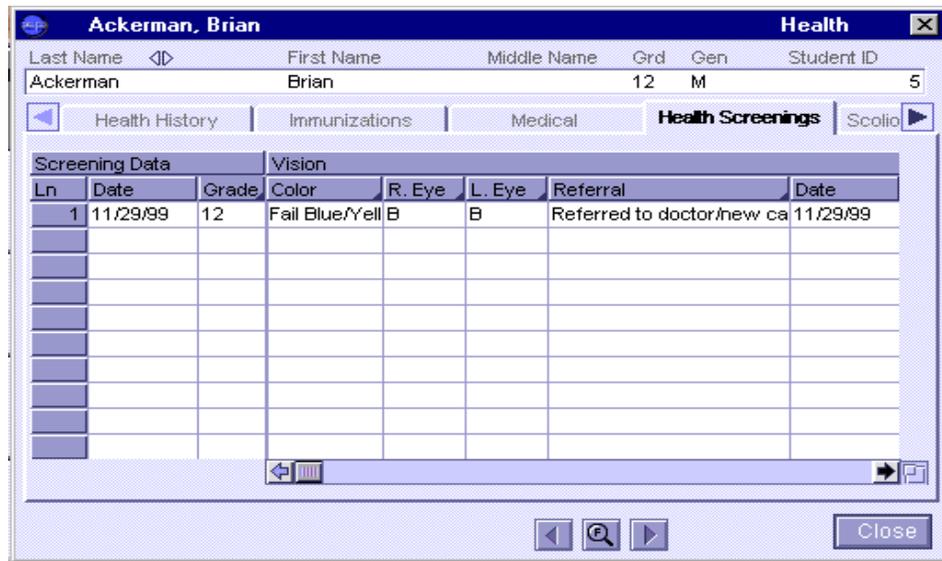
You can view only those disciplinary incidents that are marked with a security level that is the same, or lower than, your security level assignment in your User record.

Once you display the detail form for a disciplinary incident, you can remain in that form and display detail forms for other incidents using the Multi-Record Selection Bar on the right side of the page.



## Discipline Screen

The Discipline screen displays data related to disciplinary infractions that a particular student commits at school. It includes a row for each disciplinary infraction. You may need to use the scroll bar or resize the screen to view additional screen fields.



## Discipline Fields

| <b>Field</b>       | <b>Description</b>   |
|--------------------|--|
| <i>Ln</i>          | Displays the line number for each discipline incident record. Double-click a line number to display the detail form for an incident. |
| <i>Incid Date</i>  | Displays the date each discipline incident occurred.   |
| <i>Cd</i>          | Displays a code for each disciplinary infraction a student commits.  |
| <i>Description</i> | Displays descriptions that indicate what each discipline code represents.  |
| <i>Referred By</i> | Displays the name of the person who alerted the school office to an incident. This person might be a counselor, teacher, or parent.  |



| <b>Field</b>  | <b>Description</b>  |
|---|---|
| <i>Refer Date</i>   | Displays the date that the incident was referred to the office.   |
| <i>S/L</i>  | Displays the security level required for access to information about the incident. The higher the security level, the more serious the incident and the more limited the access. Security levels are defined along with codes in the Discipline Codes atom. Discipline clearance levels are defined in the <i>Dis Sec Lvl</i> field (Discipline Security Level) in the User atom. |
| <i>Days</i>   | Displays the number of days for the disciplinary action for each incident.  |
| <i>Hrs</i>  | Displays the number of hours for the disciplinary action for each incident.   |
| <i>Dmts</i>   | Displays the demerits for each incident. Demerits are defined in Discipline Codes atom.   |
| <i>Prev Action 1 and 2</i>                                | Any previous actions taken regarding this incident. There are two columns for previous actions.   |
| <i>Incid Loc 1 and 2</i>                                  | The location(s) in which the incident took place.   |
| <i>Incid Con</i>  | The context of the incident:  |
| <i>During school hours.</i>                               |   |
| <i>Outside school hours at school-sponsored activity.</i> | Outside school hours at non-school-sponsored activity.  |
| <i>Tch Conf</i>   | Indicates whether a teacher conference was held regarding the incident.   |
| <i>Time In</i>  | Displays the time the incident or detention started. Enter four digits, and the system completes the colon and the AM or PM.  |



| Field                     | Description   |
|---------------------------|---|
| <i>Time Out</i>           | Displays the time the incident or detention ended. Enter four digits, and the system completes the colon and the AM or PM.                                |
| <i>Action Setting</i>     | The campus where disciplinary action occurred.  |
| <i>Action Length</i>      | The actual length of the disciplinary action.   |
| <i>Diff. Reason</i>       | The code for the reason that the actual disciplinary time served (Action Length) is different from the original disciplinary time required (Days or Hrs). |
| <i>Disposition button</i> | Select an incident then click this button to enter incident disposition information on the Disposition page.  |

### Discipline Detail Form

The Discipline Detail form displays information for a single disciplinary incident. The fields in this form are the same as the fields in the Discipline screen; however, the detail form also includes a *Comments* field.

**Stewart, Marcus T.** Discipline

|           |            |             |     |     |            |
|-----------|------------|-------------|-----|-----|------------|
| Last Name | First Name | Middle Name | Grd | Gen | Student ID |
| Stewart   | Marcus     | T           | 09  | M   | 1690       |

|            |        |             |                 |            |     |
|------------|--------|-------------|-----------------|------------|-----|
| Incid Date | Des Cd | Description | Referred By     | Refer Date | S/L |
| 10/30/98   | 14     | Dress Code  | Roland Thurston | 10/30/98   |     |

|     |     |     |          |           |           |          |         |          |
|-----|-----|-----|----------|-----------|-----------|----------|---------|----------|
| Day | Hrs | Dmt | Prev Act | Prev Act2 | Incid Loc | Tch Conf | Time In | Time Out |
|     |     |     |          |           |           | N        |         |          |

|                |               |              |           |
|----------------|---------------|--------------|-----------|
| Action Setting | Action Length | Diff. Reason | Incid Con |
|                |               |              |           |

Comments

Student violated dress code by wearing halloween costume. Student removed halloween costume and became dress code compliant after second request by Mr. Thurston.

Navigation: Undo Save





## Notes Function

SASixp Classroom enables you to record extensive notes on each student in all of your classes. You can maintain a notecard of information about each of your students.

Before you create a student notecard, be sure the ANOT file has been created.

You can choose how to use the Notes function. For example, you can records assignment objectives, track student performance, or jot down observations about a student. The large text field of your individual notecards can accept over 32,000 characters. You can add to notes as well as the Cut, Copy, and Paste features on the Edit menu.

### Notes Form

| Last Name | First Name   | Middle Name | Grd    | Gen Trk | Student ID |
|-----------|--------------|-------------|--------|---------|------------|
| Edwards   | Jared        | M           | 12     | M       | 6555       |
| Course    | Course Title | Room        | Credit |         |            |
| 0472      | French II    | 124         | 10.00  |         |            |

Comments

Jared is an excellent student but his joking is sometimes disruptive to the class, especially when we organize into workgroups.

Close Save

### Using Notecards

These instructions indicate how to use notecards.



## Entering Notes in a Notecard

1. Click a student in the seating chart.
2. From the Personal menu, select Notes (or use Command/Control N). The notecard for the selected student displays.
3. Click inside the notecard and begin typing. (A scroll bar displays on the right if you begin to fill the area).
4. Click Save to save your student notes.

## Printing a Notecard

1. Click a student in the seating chart.
2. From the Personal menu, select Notes (or use Command/Control N). The notecard for the selected student displays.
3. From the File menu, select Print (or use Command/Control P). A dialog box displays with the name of the selected student in the *Printout Title* field. The system automatically selects the Format as a Window option.
4. Click OK to print the notecard.

As you work in a notecard, it's a good idea to periodically select Save from the File Menu to save the text entered. The form remains open and you can then enter more text.

## Full Student Data Function

You can use the Full Student Data function to display multiple data forms at once instead of one form at a time. From the Personal menu, select the Full Student Data function (or use Command/Control F).

The system defaults to opening all forms available on the Personal and Performance menus when you select the Full Student Data function. The forms are arranged in a cascaded pattern with each title bar visible.

You can redefine the forms that open by default using the Set Full Data function. Hold down the Option key (Macintosh) or the Alt key (Windows) and go to the Personal menu where the Set Full Data function becomes available.



## Selecting Forms for Full Student Data

1. Click any student in the seating chart.
2. Open the student data forms that you want to include in the Full Student Data function. (Forms for individual students are listed on the Personal and Performance menus).
3. Rearrange the forms if you want.

## Arranging Student Information Forms

- To move an open form in front of all other forms open, click anywhere on the form that you want in front.
- To move an open form in front of all other open forms and into a different position, click and hold the form title bar and drag the form to where you want it.
- To arrange forms in a cascade pattern, go to the Windows menu and select Arrange Windows.



# 5

## Using Performance Functions

This section discusses the SASIxp Classroom forms and functions that you can use to display performance data for individual students and entire classes. You can access performance data forms and functions from the Performance menu.

Functions for individual students include:

- Viewing and entering grades.
- Viewing and entering progress report grades.
- Viewing course histories and test score histories.

Functions for entire classes include viewing and entering grades.

When you enter student grades in SASIxp Classroom, the system saves them in SASIxp files used by the Grades and Class Grades atoms as well as other grade reporting atoms. Administrators can use the grade reporting atoms to post grades by teacher, calculate student GPAs, print report cards, and print grade or progress reports.

The functions covered in this section are:

| <i>Function</i>     | <i>Description</i>                                       |
|---------------------|--|
| <i>Class Grades</i> | Displays the grade reporting record for an entire class. |



| <i>Function</i>               | <i>Description</i>  |
|-------------------------------|---|
| <i>Student Grades</i>         | Displays the grade reporting record for an individual student.    |
| <i>Student Progress</i>       | Displays the progress reporting record for an individual student. |
| <i>Student Course History</i> | Displays the course history records for an individual student.    |
| <i>Student Test Scores</i>    | Displays the test scores to date for an individual student.       |

## Class Grades Function

The Class Grades function enables you to view the class-specific grade record for each student enrolled in a selected class (whereas the Student Grades function enables you to view all class grade records for an individual student). To display the Class Grades matrices for the class displayed in the seating chart, go to the Performance menu and select the Class Grades option.

From either Class Grades matrices that displays, you can view all student grades that have been entered to date, record student grades, and view credits attempted for all students in the class. Any grades that you record or update in the Grades matrices or in the Class Grades matrices display and update in both the Grades and Class Grades atoms and files.

The Class Grades function displays two pages:

- Show All Data Matrix
- Show Marks Only Matrix

The difference between these two pages is that the Show All Data matrix can display student grades, conduct codes, work habits, comment codes, absence/tardy data, and credits attempted for the reporting period depending on how your school is set up. (This setup information is defined in the Grading Setup folder). The Show Marks Only matrix displays only student grades for each reporting period. Both matrices include the same Student Information fields.

You can double-click any student record in either Class Grades matrix to display all grade records for the selected student.



### Class Grades Show All Data Matrix

| 0205, English 12    |            |                    |                            |              |        |        |         |             |         |      | Class Grades |  |
|---------------------|------------|--------------------|----------------------------|--------------|--------|--------|---------|-------------|---------|------|--------------|--|
| Section ID          | Tch#       | Teacher Name       | Course ID                  | Course Title | Period | Ending |         |             |         |      |              |  |
| 0205                | 147        | Pope, P            | 0443                       | English 12   | 02     | 02     |         |             |         |      |              |  |
| Student Information |            |                    | First Quarter Grade Report |              |        |        |         | Second Seme |         |      |              |  |
| Ln                  | Student ID | Student Name       | 1st Qtr                    | Cond         | vWH    | Cmt 1  | All Abs | All Tdy     | 2nd Qtr | Cond |              |  |
| 2                   | 300        | Coffey, Jeffrey    | C+                         |              |        |        |         |             |         |      |              |  |
| 3                   | 580        | Gunn, Paul         | A-                         |              |        |        |         |             |         |      |              |  |
| 4                   | 675        | Horsfall, Kevin L. | D                          |              |        |        |         |             |         |      |              |  |
| 5                   | 889        | Luong, Jason S.    | B+                         |              |        |        |         |             |         |      |              |  |
| 6                   | 1030       | Mungia, Evan A.    | B+                         |              |        |        |         |             |         |      |              |  |
| 7                   | 1097       | Palafox, Ben H.    | C                          |              |        |        |         |             |         |      |              |  |
| 8                   | 1146       | Pintor, Natalie S. | B                          |              |        |        |         |             |         |      |              |  |
| 9                   | 1379       | Shyffer, Thomas J. | A-                         |              |        |        |         |             |         |      |              |  |
| 10                  | 1494       | Theis, Vincent     | B                          |              |        |        |         |             |         |      |              |  |

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### Class Grades Show Marks Only Matrix

| 0205, English 12    |            |                    |           |                    |           |         |         |                    |           |         | Class Grades |  |
|---------------------|------------|--------------------|-----------|--------------------|-----------|---------|---------|--------------------|-----------|---------|--------------|--|
| Section ID          | Tch#       | Teacher Name       | Course ID | Course Title       | Period    | Ending  |         |                    |           |         |              |  |
| 0205                | 147        | Pope, P            | 0443      | English 12         | 02        | 02      |         |                    |           |         |              |  |
| Student Information |            |                    | First Q   | Second Semester Gr |           |         | Third   | Second Semester Gr |           |         |              |  |
| Ln                  | Student ID | Student Name       | 1st Qtr   | 2nd Qtr            | Sem1 Exam | 1st Sem | 3rd Qtr | 4th Qtr            | Sem2 Exam | 2nd Sem |              |  |
| 2                   | 300        | Coffey, Jeffrey    | C+        |                    |           |         |         |                    |           |         |              |  |
| 3                   | 580        | Gunn, Paul         | A-        |                    |           |         |         |                    |           |         |              |  |
| 4                   | 675        | Horsfall, Kevin L. | D         |                    |           |         |         |                    |           |         |              |  |
| 5                   | 889        | Luong, Jason S.    | B+        |                    |           |         |         |                    |           |         |              |  |
| 6                   | 1030       | Mungia, Evan A.    | B+        |                    |           |         |         |                    |           |         |              |  |
| 7                   | 1097       | Palafox, Ben H.    | C         |                    |           |         |         |                    |           |         |              |  |
| 8                   | 1146       | Pintor, Natalie S. | B         |                    |           |         |         |                    |           |         |              |  |
| 9                   | 1379       | Shyffer, Thomas J. | A-        |                    |           |         |         |                    |           |         |              |  |
| 10                  | 1494       | Theis, Vincent     | B         |                    |           |         |         |                    |           |         |              |  |

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## Class Grades Matrices Fields

| <b>Field</b>                                   | <b>Description</b>   |
|--|--|
| <i>Student Information</i>                     |  |
| <i>Ln</i>                                      | Line number of each student grade record for the class.  |
| <i>Student ID</i>                              | The unique identification number of the student.   |
| <i>Student Name</i>                            | The student's name.  |
| <i>Reporting Period</i>                        |  |
| <i>Mark Description columns</i>                | Contain academic grades earned by each student in the class. There can be multiple mark columns for each reporting period depending on your school's grading setup.  |
| <i>Cond</i>                                    | If displayed, represents the conduct code earned for the class.  |
| <i>W/H</i>                                     | If displayed, represents the code for the student's work habits.   |
| <i>Cmt columns</i>                             | If one or more columns displays, represents comment code for the student.  |
| <i>Absence/Tardy Column (All Abs, All Tdy)</i> | If displayed, represents total student absences or tardies. The column headings depend on your school's setup for reporting attendance data here. Totals may be defined as cumulative or limited to each marking period. |
| <i>Credits Attempt.</i>                        | If displayed, represents number of credits the student attempted to earn upon completion of the class. Your school can automatically enter credits by running Update Grades.   |



## Recording Class Grades

You can enter data in any *Reporting Period* fields on either Class Grades matrix. However, it is possible that credit and attendance information already exists in the student record. If this is the case, then you should not replace data in those fields on the matrices (data you enter in those fields can be overridden with data from the Grades atom entered by an administrator). The pop-up lists with school-defined items that are available in many of the Reporting Period fields enable you to enter data that is consistent with your school's grading system.

### Entering Grades and Codes

1. Locate the row for the student record that you want.
2. Display the Class Grades matrix from which you want to work.
3. Go to the appropriate mark field for the current reporting period. Select a grade from the pop-up list.
4. In all other fields displayed for that student record, determine whether you want to enter data. Use the pop-up lists in each field to enter data.
5. Click Save to save your data (or click Undo to erase data or to restore original data if you updated existing information).
6. Click Close to close the Class Grades matrix.

## Student Grades Function

The Student Grades function enables you to view all class grade records for an individual student (whereas the Class Grades function enables you to view the class-specific grade record for each student enrolled in a selected class). To display the Grades matrices for a particular student, click the student in the seating chart then go to the Performance menu and select the Student Grades option.

From either Grades matrix that displays, you can view all of a student's grades that have been entered to date by all of the student's teachers. As a teacher, you can also enter grades for students in your classes. Any grades that you record or update in the Grades matrices or in the Class Grades matrices display and update in both the Grades and Class Grades atoms and files.



The Student Grades function displays two pages:

- Show All Data Matrix
- Show Marks Only Matrix

The difference between these two pages is that the Show All Data matrix can display student grades, conduct codes, work habits, comment codes, absence/tardy data, and credits attempted for the reporting period depending on how your school is set up. (This setup information is defined in the Grading Setup folder). The Show Marks Only matrix displays only student grades for each reporting period. Both matrices include the same Class Information fields.

Besides using the Student Grades function, you can also view individual student grade records by double-clicking a student record in either Class Grades matrix.

### Grades Show All Data Matrix

| Class Information |         |         |        |                 |              | First Quarter Grade Report |      |     |       |         |         |
|-------------------|---------|---------|--------|-----------------|--------------|----------------------------|------|-----|-------|---------|---------|
| Ln                | Beg Per | End Per | Crs-ID | Crs Title       | Teacher Name | 1st Qtr                    | Cond | W/H | Cmt 1 | All Abs | All Tdy |
| 1                 | 02      | 02      | 0492   | Spanish II      | Camey, J     | A-                         |      |     |       |         |         |
| 2                 | 03      | 03      | 0553   | Biology Basics  | Glantz, L    | B+                         |      |     |       |         |         |
| 3                 | 04      | 04      | 0428   | Wld Lit/Comp 10 | Hufferd, M   | A                          |      |     |       |         |         |
| 4                 | 05      | 05      | 0506   | Geometry        | Simmerman, G | B-                         |      |     |       |         |         |
| 5                 | 06      | 06      | 0714   | Wld His/Culture | Thomas, J    | B                          |      |     |       |         |         |
| 6                 | 07      | 07      | 0624   | Soccer (GA)     | Perrance, J  | C+                         |      |     |       |         |         |
|                   |         |         |        |                 |              |                            |      |     |       |         |         |
|                   |         |         |        |                 |              |                            |      |     |       |         |         |
|                   |         |         |        |                 |              |                            |      |     |       |         |         |

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### Grades Show Marks Only Matrix

| Robles, Bonnie    |         |            |        |                 |              |         |         |                 |         |         |         | Grades |  |  |  |
|-------------------|---------|------------|--------|-----------------|--------------|---------|---------|-----------------|---------|---------|---------|--------|--|--|--|
| Last Name         |         | First Name |        | Middle Name     |              | Grd     | Gen     | Student ID      |         |         |         |        |  |  |  |
| Robles            |         | Bonnie     |        |                 |              | 10      | F       | 1243            |         |         |         |        |  |  |  |
| Class Information |         |            |        |                 |              |         | First   | Second Semester |         | Third   | Second  |        |  |  |  |
| Ln                | Beg Per | End Per    | Crs-ID | Crs Title       | Teacher Name | 1st Qtr | 2nd Qtr | Sem1 Exam       | 1st Sem | 3rd Qtr | 4th Qtr |        |  |  |  |
| 1                 | 02      | 02         | 0492   | Spanish II      | Camey, J     | A-      |         |                 |         |         |         |        |  |  |  |
| 2                 | 03      | 03         | 0553   | Biology Basics  | Glantz, L    | B+      |         |                 |         |         |         |        |  |  |  |
| 3                 | 04      | 04         | 0428   | Wld Lit/Comp 10 | Hufferd, M   | A       |         |                 |         |         |         |        |  |  |  |
| 4                 | 05      | 05         | 0506   | Geometry        | Simmerman, G | B-      |         |                 |         |         |         |        |  |  |  |
| 5                 | 06      | 06         | 0714   | Wld His/Culture | Thomas, J    | B       |         |                 |         |         |         |        |  |  |  |
| 6                 | 07      | 07         | 0624   | Soccer (GA)     | Perrance, J  | C+      |         |                 |         |         |         |        |  |  |  |
|                   |         |            |        |                 |              |         |         |                 |         |         |         |        |  |  |  |
|                   |         |            |        |                 |              |         |         |                 |         |         |         |        |  |  |  |
|                   |         |            |        |                 |              |         |         |                 |         |         |         |        |  |  |  |
| Show Marks Only   |         |            |        |                 |              | NGA     | 0.000   |                 |         |         |         |        |  |  |  |
| Close             |         |            |        |                 |              |         |         |                 |         |         |         |        |  |  |  |

### Grades Matrices Fields

| Field                    | Description   |
|--------------------------|---|
| <i>Class Information</i> |   |
| <i>Ln</i>                | Line number for each class in a student's grade record. |
| <i>Beg Per</i>           | Starting period for the class.                          |
| <i>End Per</i>           | Ending period for the class.                            |
| <i>Crs-ID</i>            | Identification number of the course.                    |
| <i>Crs Title</i>         | Name of the course.                                     |
| <i>Teacher Name</i>      | Name of the teacher for the class.                      |
| <i>Reporting Period</i>  |   |



| <b>Field</b>                                    | <b>Description</b>   |
|---|--|
| <i>Mark Description columns</i>                 | Contain academic grades earned by the student in each the class. There can be multiple mark columns for each reporting period depending on your school's grading setup.  |
| <i>Cond</i>                                     | If displayed, represents the conduct code earned for the class.  |
| <i>W/H</i>                                      | If displayed, represents the code for the student's work habits.   |
| <i>Cmt columns</i>                              | If one or more columns displays, represents comment code for the student.  |
| <i>Absence/Tardy columns (All Abs, All Tdy)</i> | If displayed, represents total student absences or tardies. The column headings depend on your school's setup for reporting attendance data here. Totals may be defined as cumulative or limited to each marking period. |
| <i>Credits Attempt.</i>                         | If displayed, represents number of credits the student attempted to earn upon completion of the class. Your school can automatically enter credits by running Update Grades.   |

## Recording Student Grades

You can enter data in any Reporting Period fields on either Grades matrix. However, it is possible that credit and attendance information already exists in the student record. If this the case, then you should not replace data in those fields the matrices (data you enter in those fields can be overridden with data from the Grades atom entered by an administrator). The pop-up lists with school-defined items that are available in many of the Reporting Period fields enable you to enter data that is consistent with your school's grading system.



## Entering Grades and Codes

1. Locate the row for the student record that you want.
2. Display the Grades matrix from which you want to work.
3. Go to the appropriate mark field for the current reporting period. Select a grade from the pop-up list.
4. In all other fields displayed for that student record, determine whether you want to enter data. Use the pop-up lists in each field to enter data.
5. Click Save to save your data (or click Undo to erase data or to restore original data if you updated existing information).
6. Click Close to close the Grades matrix.

## Student Progress Function

The Progress function enables you to view all class progress records for an individual student. To display the Progress matrices for a particular student, click the student in the seating chart then go to the Performance menu and select the Student Progress option.

From either Progress matrix that displays, you can view all of a student's progress marks that have been entered to date by all of the student's teachers. As a teacher, you can also enter progress marks for students in your classes.

The Progress function displays two pages:

- Show All Data Matrix
- Show Marks Only Matrix

The difference between these two pages is that the Show All Data matrix can display student grades, conduct codes, work habits, comment codes, absence/tardy data, and credits attempted for the reporting period depending on how your school is set up. (This setup information is defined in the Grading Setup folder). The Show Marks Only matrix displays only student grades for each reporting period. Both matrices include the same Class Information fields.



### Progress Show All Data Matrix

| Aguilar, Mike     |         |            |        |                 |              |                            |      |            |       | Progress |         |         |                  |
|-------------------|---------|------------|--------|-----------------|--------------|----------------------------|------|------------|-------|----------|---------|---------|------------------|
| Last Name         |         | First Name |        | Middle Name     |              | Grd                        | Gen  | Student ID |       |          |         |         |                  |
| Aguilar           |         | Mike       |        | A               |              | 12                         | M    | 13         |       |          |         |         |                  |
| Class Information |         |            |        |                 |              | First Quarter Grade Report |      |            |       |          |         |         |                  |
| Ln                | Beg Per | End Per    | Crs-ID | Crs Title       | Teacher Name | Mark                       | Cond | W/H        | Cmt 1 | Cmt 2    | All Abs | All Tdy | Credits Attempt. |
| 1                 | 01      | 01         | 0443   | English 12      | Waslosky, T  | B+                         |      |            |       |          | 0       | 0       | 10.00            |
| 2                 | 02      | 02         | 0189   | Photograph 1-Hr | Bishop, L    | A                          |      |            |       |          | 0       | 0       | 5.00             |
| 3                 | 03      | 03         | 0507   | Algebra II/Trig | Bridge, L    | B                          |      |            |       |          | 0       | 0       | 10.00            |
| 4                 | 04      | 04         | 0320   | Adv Art Study   | Sullenger, R | A-                         |      |            |       |          | 0       | 0       | 5.00             |
| 5                 | 05      | 05         | 0560   | Concept Physics | Glantz, L    | C+                         |      |            |       |          | 0       | 0       | 10.00            |
| 6                 | 06      | 06         | 0726   | Economics       | Yates, M     | A-                         |      |            |       |          | 0       | 0       | 5.00             |
|                   |         |            |        |                 |              |                            |      |            |       |          |         |         |                  |
|                   |         |            |        |                 |              |                            |      |            |       |          |         |         |                  |
|                   |         |            |        |                 |              |                            |      |            |       |          |         |         |                  |
|                   |         |            |        |                 |              |                            |      |            |       |          |         |         |                  |

### Progress Show Marks Only Matrix

| Aguilar, Mike     |         |            |        |                 |              |                 |                 |            |  | Progress |  |  |  |
|-------------------|---------|------------|--------|-----------------|--------------|-----------------|-----------------|------------|--|----------|--|--|--|
| Last Name         |         | First Name |        | Middle Name     |              | Grd             | Gen             | Student ID |  |          |  |  |  |
| Aguilar           |         | Mike       |        | A               |              | 12              | M               | 13         |  |          |  |  |  |
| Class Information |         |            |        |                 |              | First Quarter G |                 |            |  |          |  |  |  |
| Ln                | Beg Per | End Per    | Crs-ID | Crs Title       | Teacher Name | Mark            | Credits Attempt |            |  |          |  |  |  |
| 1                 | 01      | 01         | 0443   | English 12      | Waslosky, T  | B+              | 10.00           |            |  |          |  |  |  |
| 2                 | 02      | 02         | 0189   | Photograph 1-Hr | Bishop, L    | A               | 5.00            |            |  |          |  |  |  |
| 3                 | 03      | 03         | 0507   | Algebra II/Trig | Bridge, L    | B               | 10.00           |            |  |          |  |  |  |
| 4                 | 04      | 04         | 0320   | Adv Art Study   | Sullenger, R | A-              | 5.00            |            |  |          |  |  |  |
| 5                 | 05      | 05         | 0560   | Concept Physics | Glantz, L    | C+              | 10.00           |            |  |          |  |  |  |
| 6                 | 06      | 06         | 0726   | Economics       | Yates, M     | A-              | 5.00            |            |  |          |  |  |  |
|                   |         |            |        |                 |              |                 |                 |            |  |          |  |  |  |
|                   |         |            |        |                 |              |                 |                 |            |  |          |  |  |  |
|                   |         |            |        |                 |              |                 |                 |            |  |          |  |  |  |
|                   |         |            |        |                 |              |                 |                 |            |  |          |  |  |  |



## Progress Matrix Fields

| <b>Field</b>  | <b>Description</b>   |
|---|--|
| <i>Class Information</i>                            |  |
| <i>Ln</i>   | Line number of course progress record.   |
| <i>Beg Per</i>                                      | Starting period for the class.   |
| <i>End Per</i>                                      | Ending period for the class.   |
| <i>Crs-ID</i>                                       | Identification number for the course.  |
| <i>Crs Title</i>                                    | Name of the course.  |
| <i>Teacher Name</i>                                 | Name of the teacher for the class.   |
| <i>Reporting Period</i>                             |  |
| <i>Mark columns</i>                                 | Contains the progress mark earned by the student in each class. There can be multiple mark columns for each reporting period depending on your school's grading setup.   |
| <i>Cond</i>   | If displayed, represents the conduct code earned for the class.  |
| <i>W/H</i>  | If displayed, represents the code for the student's work habits.   |
| <i>Cmt columns</i>                                  | If one or more columns display, represents the comment code for the student.   |
| <i>Absence/Tardy columns<br/>(All Abs, All Tdy)</i> | If displayed, represents total student absences or tardies. The column headings depend on your school's setup for reporting attendance data here. Totals may be defined as cumulative or limited to each marking period. |
| <i>Credits Attempt.</i>                             | If displayed, represents number of credits the student attempted to earn upon completion of the class. Your school can automatically enter credits by running Update Grades.   |



## Recording Progress Grades

You can enter data in any Reporting Period fields on either Progress matrix. However, it is possible that credit and attendance information already exists in the student record. If this the case, then you should not replace data in those fields the matrices (data you enter in those fields can be overridden by an administrator). The pop-up lists with school-defined items that are available in many of the Reporting Period fields enable you to enter data that is consistent with your school's grading system.

### Entering Progress Marks and Codes

1. Locate the row for the student record that you want.
2. Display the Progress matrix from which you want to work.
3. Go to the appropriate mark field for the current reporting period. Select a progress mark from the pop-up list.
4. In all other fields displayed for that student record, determine whether you want to enter data. Use the pop-up lists in each field to enter data.
5. Click Save to save your data (or click Undo to erase data or to restore original data if you updated existing information).
6. Click Close to close the Progress matrix.

## Course History Function

The Course History function enables you to view all courses that a student has taken to date (from freshman year) with significant course and student information such as grade received, school year, student grade level, and course attendance data. Information can include data from other schools. You can also view student GPA calculations and class rank information, credit summaries, and academic notes from a student's entire high school year career.

To display the Course History pages for a particular student, click the student in the seating chart then go to the Performance menu and select the Student Course History option.

The Course History function displays four pages:

- Course History Matrix
- Academic Summary Form
- Credit Summary Matrices



- Narrative Comments Form

Administrators use the Course History features to print student transcripts, graduation requirement reports, and graduation status reports.

### Course History Matrix

### Course History Matrix Fields

| <b>Field</b>     | <b>Description</b>  |
|------------------|---|
| <i>Ln</i>        | Line number of the student's course history record.                           |
| <i>Mth</i>       | Calendar month that the grade reporting period ended and the mark was earned. |
| <i>Yr</i>        | Year that the grade reporting period ended and the mark was earned.           |
| <i>Crs-ID</i>    | ID number of the course for which the mark was earned.                        |
| <i>Crs Title</i> | Course title as defined in the Course atom.                                   |
| <i>Mark</i>      | Mark earned for the course.   |



| <b>Field</b>            | <b>Description</b>  |
|-------------------------|---|
| <i>Credit Attempted</i> | Credit attempted for the course.  |
| <i>Credit Completed</i> | Credit earned for the course.   |
| <i>School Year</i>      | School year during which the course was taken. (If the school year was 98-99, then 98 displays).  |
| <i>Term</i>             | Term the course was taken (1 for first semester, 2 for second semester, and so on).   |
| <i>Grd</i>              | Student's grade level while enrolled in the course.   |
| <i>Rpt Tag</i>          | Repeat tags indicate that the student took the course previously. They also indicate whether a repeated course counts toward a student's credit totals. |
| <i>Citz</i>             | Citizenship mark earned for the course (from the grade reporting record).   |
| <i>Att1</i>             | The first attendance total for the course (from the grade reporting record). Data depends on your school's setup.                                       |
| <i>Att2</i>             | The second attendance total for the course (from the grade reporting record). Data depends on your school's setup.                                      |
| <i>GPA</i>              | Cumulative GPA for the default GPA defined by the school.   |



## Academic Summary Form

The view-only Academic Summary form enables you to review summary information for a student's GPA and academic credits.

| Last Name | First Name | Middle Name | Grd | Gen | Student ID |
|-----------|------------|-------------|-----|-----|------------|
| Oviedo    | Kristin    | L           | 12  | F   | 1091       |

**GPA Summary**

Class Rank out of 121

|                   |                      |    |
|-------------------|----------------------|----|
| ACA: Academic GPA | <input type="text"/> | 46 |
| TOT: Total GPA    | <input type="text"/> | 44 |
| GP3: CSU GPA      | <input type="text"/> | 46 |
| GP4: Type 4 GPA   | <input type="text"/> | 46 |

**Credit Summary**

|                   |        |                   |        |
|-------------------|--------|-------------------|--------|
| Credits Attempted | 197.50 | Credits Completed | 197.50 |
|-------------------|--------|-------------------|--------|

Academic Summary Close

## Academic Summary Form Fields

| Field                    | Description  |
|--------------------------|--|
| <b>GPA Summary</b>       |  |
| <i>GPA Types</i>         | GPA abbreviations and descriptive types (defined in the GPA Definitions atom). The cumulative total for each GPA type displays to the right. |
| <i>Class Rank out of</i> | Indicates the student's class size and the student's academic placement within the class.  |
| <b>Credit Summary</b>    |  |
| <i>Credits Attempted</i> | Number of credits the student has attempted to complete.   |
| <i>Credits Completed</i> | Number of credits the student has completed to date.   |



## Credit Summary Matrices

The view-only Credit Summary matrices display a student's progress toward meeting graduation requirements within requirement groups and subject areas. When you click a requirement group in the first matrix, the credits for each subject area in that group display in the second matrix.

## Credit Summary Matrices Fields

| Field                           | Description  |
|---------------------------------|--|
| <i>Requirement Group Matrix</i> |  |
| <i>Ln</i>                       | Line number of the Requirement Group.  |
| <i>Requirement Group</i>        | The name of the Requirement Group to which credit summary information applies. Select the line number of the requirement group to display totals required for the subject areas. |
| <i>Subject Area Matrix</i>      |  |
| <i>Ln</i>                       | Line number of the subject area and related credit summary totals.   |



| <b>Field</b>                 | <b>Description</b>  |
|------------------------------|---|
| <i>Subject Area</i>          | Subject area for which the credit information applies. Subject areas are the same for each Requirement Group, but credits change depending on the requirement group that you select.  |
| <i>Credits Reqd</i>          | Number of credits required within the subject area to meet Requirement Group specifications.  |
| <i>Total Compl</i>           | Number of credits completed to date within the subject area for the specified Requirement Group.  |
| <i>Now Enr</i>               | Indicates potential credits when the student is currently enrolled in a course within the subject area.   |
| <i>Still Needed</i>          | Total credits in the <i>Total Completed</i> and <i>Now Enrolled</i> fields are subtracted from the <i>Credits Reqd</i> field to determine the number of credits <i>Still Needed</i> to meet subject area requirements for a selected Requirement Group. |
| <i>Credit Summary Fields</i> |   |
| <i>Credits Attempted</i>     | The number of credits the student has attempted to complete in the subject area for the selected Requirement Group.   |
| <i>Credits Completed</i>     | The number of credits the student has completed to date in the subject areas for the selected Requirement Group.  |



## Narrative Comments Form

The Narrative Comments form displays additional comments regarding the student's high school career. For example, comments might note achievement awards and any special recognition received by the student, or they might note college courses taken by the student.

| Last Name | First Name | Middle Name | Grd | Gen | Student ID |
|-----------|------------|-------------|-----|-----|------------|
| Oviedo    | Kristin    | L           | 12  | F   | 1091       |

This field accepts comments.

Narrative Comments

Undo Save

## Student Test Scores Function

The Student Test Scores function enables you to view a student's test history with scores and ranking information. Test information covers all standardized tests that a student has taken from freshman year to the current date. Test history information comes from the SASIxp Standardized Testing atom and covers standardized student tests such as CTBS, SAT, DAT, and PH.

To display the Standardized Testing History matrix for a particular student, click the student in the seating chart then go to the Performance menu and select the Student Test Scores option.



## Standardized Testing Matrix

| Lambourne, Maria |            |                  |           |     |            | Std. Testing |  |
|------------------|------------|------------------|-----------|-----|------------|--------------|--|
| Last Name        | First Name | Middle Name      | Grd       | Gen | Student ID |              |  |
| Lambourne        | Maria      | R                | 11        | F   | 817        |              |  |
| Ln               | Test ID    | Test Description | Test Date | Grd | Month      | Off-site     |  |
| 1                | 1234       | Test             | 10/04/96  | 09  | October    |              |  |
| 2                | 1234       | Test             | 12/14/97  | 10  | December   |              |  |
| 3                | 1234       | Test             | 09/04/98  | 11  | September  |              |  |
|                  |            |                  |           |     |            |              |  |
|                  |            |                  |           |     |            |              |  |
|                  |            |                  |           |     |            |              |  |
|                  |            |                  |           |     |            |              |  |
|                  |            |                  |           |     |            |              |  |
|                  |            |                  |           |     |            |              |  |
|                  |            |                  |           |     |            |              |  |

You can double-click any row in the matrix to display a detail form for the selected test record. The test detail form provides this test information:

- Test parts
- Maximum possible score
- Raw score
- Standard or scale score
- Grade equivalent of raw score
- Percentile ranking of student's score relative to other students
- Stanine score
- Normal equivalent
- Mastery of the test part

From the test score detail form, use the multi-record selection bar to view detail forms for other student standardized test information records.

## Standardized Testing Matrix Fields

| <i>Field</i>       | <i>Description</i>       |
|--------------------|--------------------------|
| <i>Test ID</i>     | Identifier for the test. |
| <i>Description</i> | Description of the test. |



| <i>Field</i>     | <i>Description</i>   |
|------------------|--|
| <i>Test Date</i> | Date the test was taken.   |
| <i>Grd</i>       | Student grade level at the time the test was taken.  |
| <i>Month</i>     | Month the test was taken.  |
| <i>Off-site</i>  | Indicates whether the test was taken at school or at another location (Blank indicates at school, Y indicates off-site). |



# 6

## Classroom for Administrators

---

Classroom is a SASIxp module created especially for teachers. Designed around an on-screen seating chart complete with student photos, it provides a class management system teachers use to quickly perform administrative tasks at their classroom workstation (Macintosh or Windows).

By clicking photos in seating charts and selecting functions from menus, the teacher can instantly take attendance and locate any student data needed in the classroom. In addition, SASIxp Classroom enables the teacher to:

- Create and arrange seating charts.
- Add new students to seating charts.
- Remove dropped students from seating charts.
- Update attendance.
- Enter student grades.
- View student demographic, emergency, health and immunization, and discipline records as well as student test scores.



## SASlxp Integration

As a fully-integrated module of the SASlxp educational software, Classroom runs in the SASlxp environment and shares its graphic user interface. It also features the same power and ease of use that are hallmarks of the SASlxp educational software.

Pearson Education Technologies recommends that you work in each environment separately.

The version of the SASlxp educational software that contains the Classroom module is referred to as SASlxp Classroom (or just Classroom). Unlike other SASlxp modules, you open the Classroom module from the Macintosh or Windows desktop with its own icon.

As an administrator, you log in to Classroom and select a teacher and class to access Classroom features. The seating chart for the selected class displays on the desktop, SASlxp Classroom menus are added to the SASlxp menu bar, and other features become available for use.

Because SASlxp Classroom is fully integrated with SASlxp software, all information comes from central data files on the school file server and is the latest information available. As soon as you select a class, you are alerted to any added or dropped students. After taking attendance, you can be alerted to students needing readmit slips. In turn, when you take attendance or record grades in SASlxp Classroom, the SASlxp database is updated instantly.

## Full Integration

For administrators, full integration means that when you run SASlxp Classroom, you can:

- Use SASlxp functions alone.
- Log in as a teacher, open a class, and use SASlxp Classroom features alone.

Administrators who do not run SASlxp Classroom need only the SASlxp icon or alias. Administrators who run SASlxp Classroom need two icons, or aliases, one for the SASlxp educational software and another for SASlxp Classroom.

If you are an administrator who wants to run both SASlxp and SASlxp Classroom, you must use the CLASSxp icon or alias.



## Classroom Functions

When you select a class (or the system selects one automatically), the SASIxp Classroom seating chart for that class displays on the desktop. SASIxp Classroom menus become available on the menu bar, and other SASIxp Classroom functions become available for use in the SASIxp environment. (The SASIxp environment includes the toolbar, message center, menu bar, SASI Modules Globe, and more.) You can open only one class at a time.

SASIxp Classroom includes:

- **Seating Chart** — Displays the names and photos of the students in the selected class. When you select one or more photos in a seating chart, the screens that you select from SASIxp Classroom menus are for those selected students.
- **Class Information Window** — Displays basic information about the selected class including date, period, term, teacher, course title, student name, total students in class, and total number of students who are present, absent, or tardy.
- **Student and Class Screens**— Contain data for individual students or for an entire class. To display screens, you select them from the three SASIxp Classroom menus.
- **Class, Personal, and Performance Menus** — List SASIxp Classroom functions. These menus display in the menu bar next to the File, Edit, Windows, and Data menus available for SASIxp software.

## Starting Classroom as an Administrator

The SASIxp Classroom module is different from other SASIxp modules in that you open it directly from the Macintosh or Windows desktop with its own CLASSxp icon.

Administrators may have both SASIxp and SASIxp Classroom icons on their desktop. You must use the CLASSxp icon to run both at the same time.

The system recognizes you as an administrator when you log in to the SASIxp Classroom using the CLASSxp icon. As an administrator, you have access to all classes for all teachers and to any folders and atoms that you have access to in the SASIxp environment.



Many SASIxp Classroom functions are not available until you select a teacher (which logs you in as that teacher) and one of the teacher's classes. Then SASIxp Classroom functions and menus become available. When you finish working with SASIxp Classroom, you can close the class without exiting from Classroom.

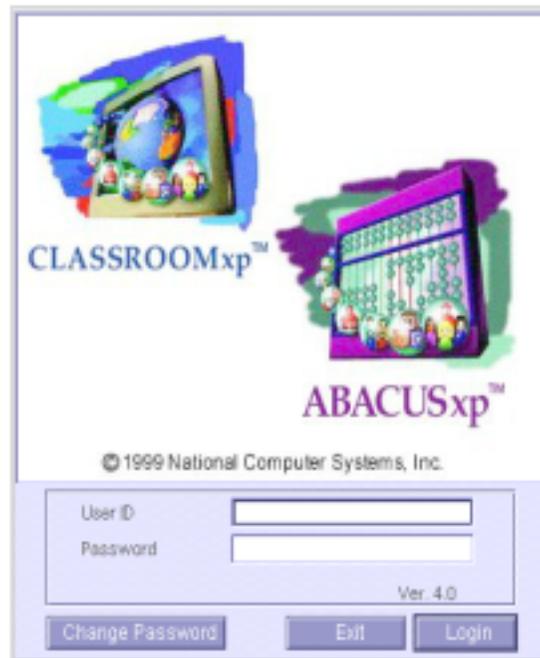
When teachers log in to the system, Classroom starts immediately. Teachers have access to their own classes and to SASIxp Classroom functions. They can also access any SASIxp folders and atoms that have been assigned to them by an administrator.

Both teachers and administrators connected to the network start SASIxp Classroom by double-clicking the CLASSxp icon from the Macintosh or Windows desktop. You then log in from the Welcome window that displays.

## Login Steps for Administrators

Administrators use these instructions to log in to SASIxp Classroom:

1. Double-click the CLASSxp icon. The Welcome window displays.



2. In the *User ID* field, type your SASIxp Classroom User ID.



3. In the *Password* field, type your password. (For security reasons, asterisks display instead of your password.)
4. Click Login (or press Enter). The system displays the SASIxp desktop.
5. Open the Classroom folder from the SASI Modules list. (If the SASI Modules list is not displayed, double-click on the SASI Modules globe on the desktop. You will have access to the same folders and atoms as you do in the SASIxp environment.)
6. Double-click the Teacher Selection atom. The system displays the Teacher Selection window.
7. Double-click the name of the teacher that you want to log in as.
  - If the teacher has only one class, the seating chart for that class automatically displays on the SASIxp desktop. In addition, the message “Loading students, please wait” displays in the message center.
  - If your school uses schedules and the teacher has more than one class, the system displays the Class Selection window.
8. Select a class from the Class Selection window (if the class is not displayed already) by double-clicking on the name of the class.

## Changing Your Password

You can change your password from either the Welcome window or the lockout screen used to hide the SASIxp desktop.

The image shows a standard Windows-style dialog box titled "User Password". It features a title bar with a small globe icon on the left and a close button (X) on the right. The main area of the dialog contains two text input fields. The first field is labeled "Enter your new password" and the second is labeled "Enter your new password again". At the bottom of the dialog, there are two buttons: "Cancel" and "Change".

## Changing a Password from the Welcome Window

1. Double-click the CLASSxp icon. The Welcome window displays.
2. In the *User ID* field, type your SASIxp Classroom User ID.



3. In the *Password* field, type your SASIxp Classroom password. (For security reasons, asterisks display instead of your password.)
4. Click Change Password. The system displays the User Password window.
5. In the *Enter your new password* field, type a new password.
6. In the *Enter your new password again* field, re-type your new password.
7. Click Change to record your password and return to the Welcome window.
8. Click Login to log on to SASIxp Classroom using your new password. (You can also click Cancel to save your password and close the Welcome window or click Exit to quit SASIxp Classroom.)

### Changing a Password from the Lockout Screen

1. Click the Screen Lock icon in the status bar above the message center. (If a time has been entered in the *Minutes before Screen Locked* field in your User record, the lockout screen displays automatically at that time interval.)
2. In the *Password* field, type your SASIxp Classroom password.
3. Click Change Password. The system displays the User Password window.
4. In the *Enter your new password* field, type a new password. (For security reasons, asterisks display instead of your password.)
5. In the *Enter your new password again* field, re-type your new password.
6. Click Change to record your password and return to the lockout screen (or click Cancel to restore your previous password).
7. Click OK to save your password and return to the system (or click Exit to save your password and quit SASIxp Classroom).

## Selecting Teachers and Classes

For administrators, the first step in using SASIxp Classroom is to select a teacher after you log in to the system. When you select from the Teacher Selection window, you are logged into the system as the selected teacher.



SASlpx Classroom functions and menus become available to you after you select a class from the Class Selection window.

## Using the Teacher Selection Window

The Teacher Selection window lists all the teachers at your school by last name in alphabetical order (this list comes from the Teacher List atom created in the SASlpx educational software).

Administrators display the Teacher Selection window by opening the Teacher Selection atom from the Classroom folder.



1. Open the Teacher Selection atom from the Classroom folder. The system displays the Teacher Selection window.
2. Double-click the name of the teacher you want to work with from the list displayed. You can move up or down through the list using the scroll bar. The system displays the Class Selection window with a list of classes taught by the selected teacher.

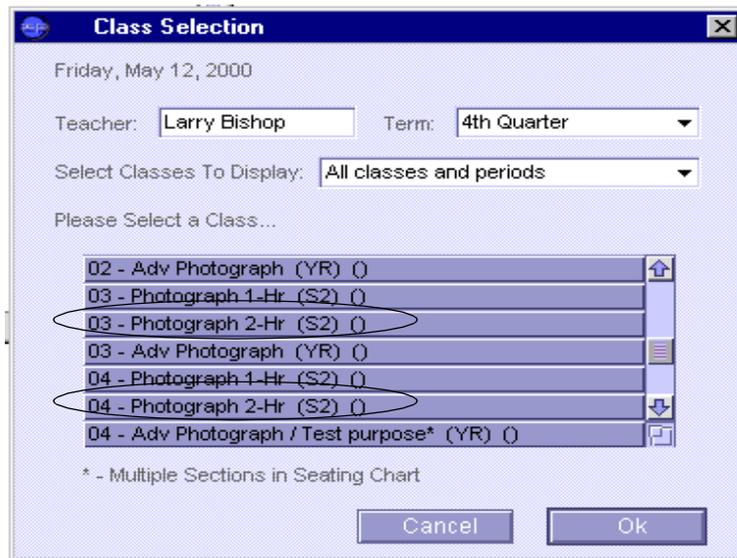
## Using the Class Selection Screen

The Class Selection screen lists all classes taught by the selected teacher. The system does not display this window for teachers who teach only one class or if your school does not use schedules (instead, the class seating

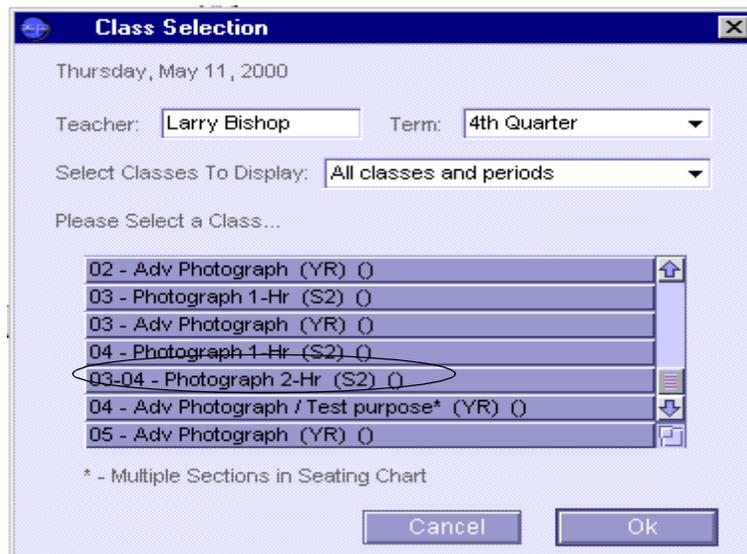


chart displays). Classes display for the selected term only. The current term is the default selection. If a teacher teaches more than one class during a period, the classes are combined on one line.

If a teacher teaches a block class (one class that lasts more than one period) and your school takes attendance by period, each period of the block class is listed separately in the Class Selection window.



If a teacher teaches a block class (one class that lasts more than one period) and your school takes attendance by class, all periods for the block class appear on one line in the Class Selection window.





You can access any class from the Class Selection window. The Class Selection window displays the current date, selected teacher, current (default) or selected term, type of classes you want to display, and a list of classes taught by the selected teacher, including the period and course title of each class.

## Opening a Class

1. Open the Teacher Selection atom. The system displays the Teacher Selection window.
2. Select a teacher name in the list. The system displays the Class Selection window with a list of all classes taught by the selected teacher.
3. Check the *Term* field to ensure that you are looking at the class for the term that you want (this field defaults to the current term). Select another term from the pop-up list if necessary.
4. The *Select Classes to Display* field tells you what type of classes are currently displayed. Select another type from the pop-up list if necessary.
5. Select a class in the list. The system displays the class seating chart and the Class Information screen.

## How to Close, Log Out, and Quit Classes

When you finish a task in SASIxp Classroom, you can close the class, log out, or exit from the SASIxp software.

### Closing a Class

Use the Close Class function when you want to exit from the current class (or classes) and return to the Class Selection window and choose another class to open.

### Logging Out of SASIxp Classroom

From the Class menu, select the Logout option. You will not exit completely from the SASIxp software. The Welcome window displays so that another person can log into the system. (This feature is handy when two or more teachers share a workstation or when an administrator has been working with one or more teachers using the Teacher Selection window.)



## Quitting SASIxp Classroom

From the File menu, select the Quit option (Command/Control Q) to exit completely from the SASIxp software and return to the Macintosh or Windows desktop . Before quitting, the system saves your desktop arrangement including any open folders.

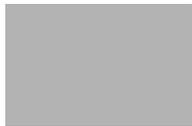
As an administrator, closing the Class Selection window deactivates all SASIxp Classroom functions. To reactivate SASIxp Classroom functions, you must select a teacher and class. When teachers close the Class Selection window or close the seating chart for their only class, the Welcome window displays.

## Setting Up Attendance Preferences

You perform attendance setup for SASIxp Classroom using the Attendance Preferences atom (from the Classroom folder). The Attendance Preferences atom enables you to define:

- The attendance reasons that are available when you click student photos in class seating charts to take attendance. Each time you click a student photo, a different attendance reason displays. The system continues to cycle through the attendance reason list as you continue to click the student photo.
- The order in which attendance reasons display when you click student photos in class seating charts to take attendance.
- How attendance should be taken for block classes (classes that last more than one period).
- The attendance update rights available to all SASIxp Classroom users. These update rights determine how many days you can go back to change attendance reasons and how attendance should be taken (for example, from the seating chart on a daily basis).

As an administrator, you need to work from SASIxp software to go back further to update attendance reasons.



## Attendance Preferences Screen

| Seq | Abbr | Title      | Type            |
|-----|------|------------|-----------------|
| 1   | UNV  | Unverified | Unverified      |
| 2   | TDY  | Tardy      | Unexcused Tardy |
| 3   | DA   | Doctor APP | Excused         |
| 4   | T    | Testing    | School Activity |

Allow changes to attendance for...

Day(s)  Attendance From Seating Chart Only

Mark Attendance By:  Period  Class

Close

## Performing Attendance Setup for Classroom

1. Open the Attendance Preferences atom (from the Classroom folder). The system displays the Attendance Preferences screen.

The order in which the attendance reasons display in rows of the matrix determines the order in which the reasons display as you click student photos in the seating chart. Add attendance reasons to this matrix in the order that you want them to display when taking attendance. The last attendance code on the list must be "Present." "Present" displays as a blank line in the Attendance Preferences screen.

2. In the *Abbr* field, select an attendance reason code from the pop-up list (which you access by clicking on the code you wish to change or in the next blank line of the *Abbr* column). When you exit this field, the description and type for the code displays in the *Title* and *Type* fields. To remove an attendance reason code, select Present from the pop-up list.
3. You can continue to add attendance reasons codes to the matrix until you reach the limit of 12.



4. In the *Allow changes to Attendance for \_\_\_ Day(s)* fields, type the number of days (0 – 180) that users can go back to update attendance. (Entering 0 means that the users have no update rights beyond the current day.)
5. Check the *Period* or *Class* checkbox to determine how attendance is taken.
  - If a teacher teaches a block class (one class that lasts more than one period) and you select *Class*, all periods for the block class appear on one line in the Class Selection window.
6. Check the *Attendance from Seating Chart only* checkbox if you want attendance taken exclusively using the seating chart.
  - Pearson Education Technologies recommends that attendance always be taken from the seating chart.
7. Click Save to save the data.
8. Click Close to exit the Attendance Preferences screen.

## Creating the Seating File

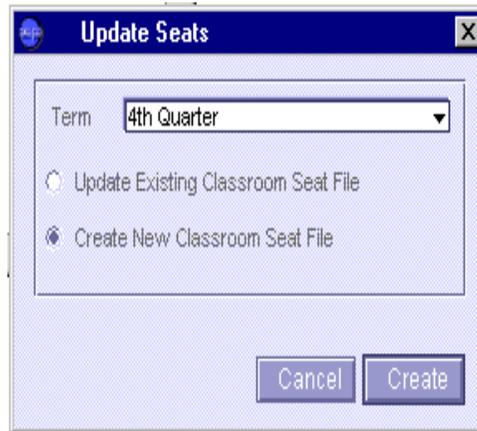
Five data files (ACXA, ACXC, ACXH, ACXP and ACXS) control SASIxp Classroom. These files store data for the Classroom module including the students in each class, student status within classes, where student photos display in a seating chart and other information.

To create the Seating file, you must run the Update Seats atom (using the *Create New Classroom Seat File* option) after students have been scheduled in classes. This option automatically creates a default “Alphabetical” seating chart for each class.

All other users must be logged out of SASIxp Classroom when you run the Update Seats atom. You can run Update Seats manually, allow the seating file to be updated in real-time, or schedule Update Seats to run during off-hours using the Send Update Seats to JobQ function from the Seats menu.



The seating file can be updated manually from the Update Seats atom (using the *Update Existing Classroom Seat File* option). Run this option every night so that seating charts reflect changes in student schedules.



### Creating a New Seating File

1. Open the Update Seats atom (from the Classroom folder).
2. Select the *Create New Classroom Seat File* option.
3. Click Create. The system displays this message:  
Existing Seat file will be deleted, proceed?
4. Click OK to proceed (or click Cancel to abandon the creation process). A progress bar displays in the message center, along with these messages:  
Loading All Students, Loading the Master Schedule, Processing Student Schedules, and Creating Seat file.

Do not use Update Seats between the time student schedules have been revised using the Update Classes atom and the start of a new school term.

## Maintaining SASIxp Classroom

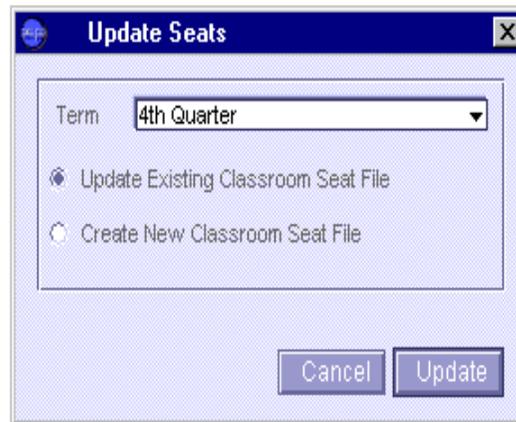
The only maintenance you need to perform for SASIxp Classroom files is to update the Seating file. You should perform this update at the end of every school day or schedule nightly updates using the Job Queue, to incorporate any changes teachers have made to seating charts as well as



changes to student schedules. The update function works for all classes, including split-week classes. The School file can also be set to make the Update in real-time.

All other users must be logged out of SASIxp Classroom when you run the Update Seats atom.

Based on student class adds and drops reflected in the Seating file, SASIxp Classroom automatically prints lists of students entering or leaving classes when classes are opened.



## Updating the Seating File Manually

1. Open the Update Seats atom (from the Classroom folder).
2. Select the *Update Existing Classroom Seat File* option.
3. Click Update (or click Cancel to abandon the update process). The system displays this message:  
Loading All Students, Preprocessing Seat File,  
Loading the Master Schedule, Processing Student  
Schedules, and Updating Seat file.

You may not want to update the seating file between the time student schedules have been revised using the Update Classes atom and the start of a new school term to allow teachers to continue entering grades and other information easily.



## Updating the Seating File in Real-Time

Allowing the seating file to be updated in real-time (as changes are being made) can consume a significant portion of your school's network resources. Pearson Education Technologies recommends that schools with limited network resources not allow real-time updating.

You may not want to allow real-time updates to the seating file during the first few days of each term because of the potential for a large number of changes being made at the same time.

## Updating the Seating File Using Job Queue

The JobQ server enables you to schedule updates to the Seating file. Using JobQ enables you to update seats when no other users are using the system and helps ensure all users have the most current information. Send Update Seats to JobQ is accessed through the Seats menu. You have four scheduling options when you update seats using the Job Queue:

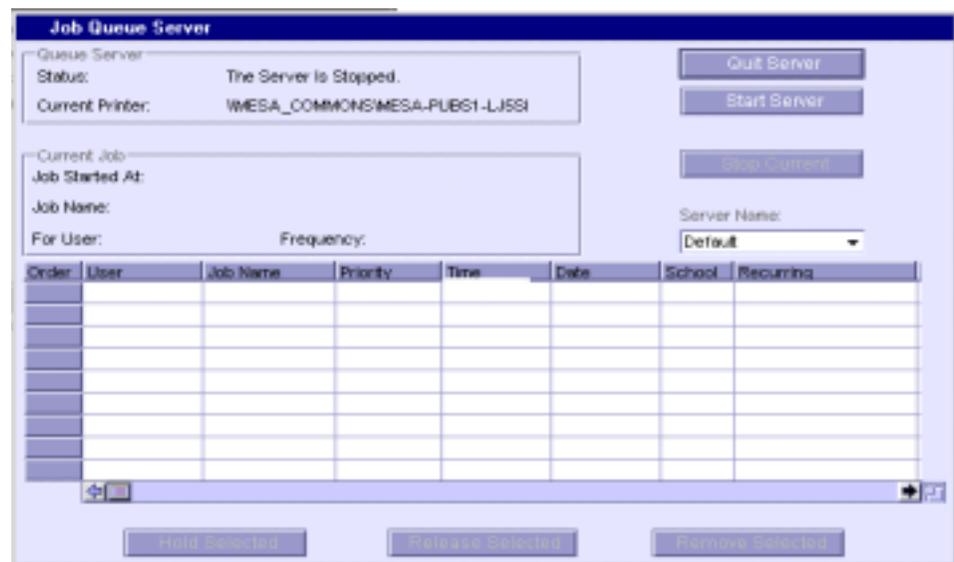
| <i>Option</i>      | <i>Description</i>   |
|--------------------|--|
| <i>Urgent</i>      | Enables you to update seats immediately.   |
| <i>Normal</i>      | Adds the update seats job to the list of other pending jobs on the Job Queue Server. |
| <i>Recurring</i>   | Enables you to schedule multiple updates for the future.                             |
| <i>Timed Delay</i> | Enables you to schedule a single update at a specified date and time in the future.  |



## Setting Up and Starting the Job Queue Server

The Job Queue server needs to be set up only once. You do need to start the server every day you want to update the seating file if your school does not have a dedicated server or a workstation functioning solely as a server.

1. Open the Job Queue Server atom (from the Utilities folder).



2. A message displays stating:  
"Warning: Starting the Job Queue will close all open forms!"

Click OK to continue. The system displays the Job Queue Server screen.

3. Select Default from the pop-up list in the *Server Name* field.
4. Click Quit Server. The systems displays the Welcome window.

You will need to log back into SASIxp Classroom after quitting the server.

5. Open the Update Seats atom (from the Classroom folder). The Send Update Seats to JobQ option is now available from the Seats menu.



## Manually Scheduling Updates Using Job Queue

1. Open the Update Seats atom (from the Classroom folder).
2. Select Send Update Seats to JobQ from the Seats menu. The system displays the Send Update Seats to Job Queue parameters screen.

3. Select the Priority to assign to updating the seating file.
  - If you select Urgent, the update runs immediately (or as soon as you start the server). If you select Normal, the task will be added to the list of jobs pending on the server.
4. Select the method by which you want to be notified when the seating file has been updated from the *Notify Me* field.
5. Select the server to send the job to from the pop-up list in the *Send to Server Field*.
6. Click OK to send the task to the server.
7. Start the server, if necessary. You will be notified when the update is complete.



## Scheduling a Single Update Using Job Queue

1. Open the Update Seats atom (from the Classroom folder).
2. Select Send Update Seats to JobQ from the Seats menu. The system displays the Send Update Seats to Job Queue parameters screen.
3. Select Timed Delay in the *Priority* field. Two fields appear on the screen (*Time* and *Date*) enabling you to enter the exact day and time you want the update to be run.

Priority:

Urgent

Normal

Recurring

Time Delayed

Time: 4:04PM

Date: 05/11/00

Notify Me:

By Mail

By Alert

Job Title: Update Seats

School Range: 999 to 999

School Type: All School Types

Send To Server:

Cancel OK

4. Select how you wish to be notified when the task has been completed from the *Notify Me* field.
5. Select the server to send the job to from the pop-up list in the *Send to Server* field.
6. Click OK.
7. Start the server, if necessary. Update Seats will run at the specified time and date. The system will notify you when the update is complete.



## Creating Patterns for Job Queue

Before you can run regular updates using Job Queue, you must create at least one pattern for it.

1. Open the Update Seats atom (from the Classroom folder).
2. Select Send Update Seats to JobQ from the Seats menu. The system displays the Send Update Seats to Job Queue parameters screen.
3. Select Recurring in the *Priority* field.
4. Select Create from the pop-up list appearing beneath Recurring in the Priority field. The system displays the Job Queue Patterns screen.

5. Type a name for the pattern you are creating in the *Pattern Name* field.
6. Type a brief description of the pattern in the *Description* field.
7. Select how often you want the pattern to repeat.
8. Enter a Start date (the system uses today's date as the default).
9. Select when you want the pattern to end, either after a specific number occurrences or on a specific date.
10. Click Save. The system displays the message: "Add new record?"

Click OK. The system displays the Job Queue parameter screen. You can now schedule updates using the pattern you just created.

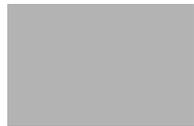


## Scheduling Multiple Updates Using Job Queue

If no patterns exist in the pop-up list, you must create at least one pattern before you can schedule multiple updates.

1. Open the Update Seats atom (from the Classroom folder).
2. Select Send Update Seats to JobQ from the Seats menu. The system displays the Send Update Seats to Job Queue parameters screen.
3. Select Recurring in the *Priority* field. The system displays a field, where you can select from a list of previously created patterns for performing updates on a regular basis.

4. Select the method by which you want to be notified when the seating file has been updated in the *Notify Me* field.
5. Select the server you wish to send the job to from the pop-up list in the *Send to Server* field.
6. Click OK to send the task to the server.
7. Start the server, if necessary. Updates will run according to the selected pattern. The system will notify you when each update is complete.



## Running the CLS01 Report

Administrators can run the CLS01 report from the Class Attendance atom to list the teachers who still need to take attendance for the current calendar day.

Pearson Education Technologies recommends that you quit the SASIxp Classroom environment, log into SASIxp software and run this report from that environment. However, if you must run this report from the SASIxp Classroom environment, Pearson Education Technologies recommends that you log out of Classroom then log back in, especially if you have been working as one or more teachers through the Teacher Selection window. This process clears any system filters that may still be active.

You can run this report for each period, individual teachers or at the end of each day. Teachers who have already taken attendance in SASIxp Classroom are not included in the report.

This report is intended for the current date only. If you attempt to run the report for a previous date you may get unreliable information.

Report information includes:

- Date for the report information.
- Period number (at period attendance schools).
- Term for the report information.
- Course titles and ID.
- Days on which each class meets.
- Teacher name and number for each class.
- Room number of each class.

### How To Run the CLS01 Report

1. Open the Class Attendance atom (from the Attendance folder).
2. From the Class-Attendance menu, select the Tch Not Taken Attend (CLS01) option. The system displays the CLS01 report interface.
3. Check the *Date* field to ensure it displays the current date.
4. In the *Period* field, select a range of periods to include on the report from the pop-up list. To print data for only one period, select a range of only that period. If no range is selected, the system defaults to all periods.

|          |          |        |       |          |       |      |         |       |          |      |      |
|----------|----------|--------|-------|----------|-------|------|---------|-------|----------|------|------|
| Bookmark | Contents | Search | Usage | Glossary | Print | Back | Forward | First | Previous | Next | Last |
|----------|----------|--------|-------|----------|-------|------|---------|-------|----------|------|------|



5. In the *Teacher Num* field, type the number of a specific teacher or a range of teachers to include on the report. If these fields are left blank, the report runs for all teachers.
6. Click Print to print the report.



## SASlxp Features in Classroom

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This section provides you with an overview of the features within SASlxp Classroom.

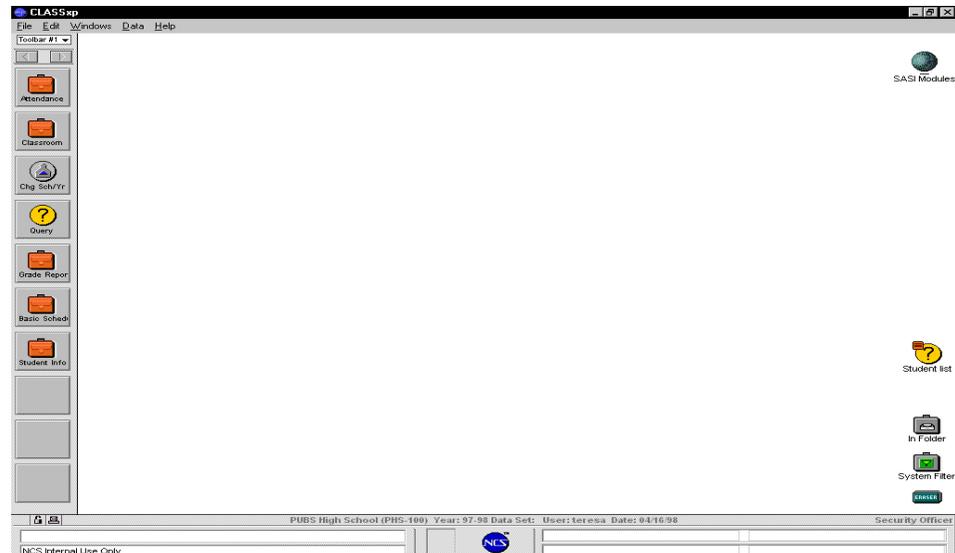
### A Look at SASlxp Features

Most SASlxp features are available for use along with SASlxp Classroom. If you have been assigned folders and atoms, they are available on the Classroom desktop. However, you only need folders and atoms if you perform SASlxp functions outside of the SASlxp Classroom module. You can access all SASlxp Classroom functions from SASlxp Classroom menus.



## SASlxp Desktop Features

The desktop provides the working environment for SASlxp and SASlxp Classroom. The desktop includes the workspace, the toolbar, the message center, the menu bar, and other system features.



## Workspace

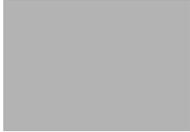
The workspace is the area from which you view and work with SASlxp features, functions, and data. The SASlxp Classroom seating chart displays in the workspace when you open a class. Data forms also display in the workspace when you open them from Classroom menus or from SASlxp atoms.

## SASlxp Modules Globe

The globe icon represents all folders and atoms that are assigned to you. It enables you to access all items assigned to you by the SASlxp administrator.

## Folders

Folders (represented on the desktop by briefcase icons) store atoms. An open briefcase indicates that the folder is open on the desktop. Double-click a briefcase icon to open a folder.



You can create your own folders to store and organize data atoms that you create for student records. From the File menu, select the New Folder option.

## Atoms

Atoms launch SASIxp applications that display data forms allowing teachers to review records (the same forms are used for SASIxp Classroom). They may also be used by Security Officer not currently logged in as a teacher to activate application menus.

Double-click an atom to launch it. You can leave atoms open in the workspace background as you work with other data. Click the atom data form anytime to display it in front of your other work.

SASIxp contains both system-supplied atoms and user-created atoms. System atoms are represented by picture icons. User-created atom icon pictures display a special symbol to identify them.

- Data atoms are used to save records in separate atoms. You can open these atoms to quickly access records. The symbol for a data atom is a data form.
- Query atoms are used to save query statements for repeated use. The symbol for a Query atom is a question mark.
- Filter atoms are used to save query statements as filters for screening data so that only certain records are available when you print reports or search for specific information. The symbol for a Filter atom is a funnel.
- Report atoms are used to save reports for repeated use. The symbol for a Report atom is a printer with a page printing out.

## System Filter Folder

The System Filter folder contains atoms created by queries. The queries in filter atoms work in the background to screen data so that only certain records are available when you run reports, perform a Find, or perform another query. Represented by a briefcase with a picture of a funnel, the System Filter folder cannot be erased or moved. Filter atoms are active while they are stored in the System Filter folder. Removing a filter from this folder deactivates it. You may find that a Security Officer has locked one or more filters in the System Filter folder.



## In Folder

The In folder receives any mail or user-created atoms sent to you over the network via the Send atom. User-created atoms can contain reports, queries, forms, and so on. Represented by a briefcase icon with a picture of an in-basket, the In folder cannot be erased or moved. A red arrow displays on the In folder icon when an atom or e-mail message is received. You can open atoms from the In folder or move them to another folder, to the workspace, or to the toolbar. Use the Eraser to remove them from the desktop.

## Eraser

You can use the eraser, located in the lower right corner of the desktop, to remove an object. Click and hold the item that you want to remove, drag it over the Eraser icon, then release the mouse button. The Eraser moves back and forth and you see chalk dust. The icon for the item that you just removed moves into the Eraser window. You must double-click the Eraser to view removed items. From the Eraser window, you can drag items back onto the desktop to restore them. You can permanently delete erased objects if you go to the desktop file menu and select the Clean Eraser option.

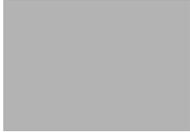
## Toolbar

The Toolbar displays on the left side of the desktop. It provides a place to make atoms that you use frequently easy to find and readily accessible. A toolbar icon is an alias that represents an atom stored elsewhere on the desktop. You can double-click an alias in the toolbar to launch the atom as usual.

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

## Message Center

The Message Center (located at the base of the desktop) contains four information bays, a status bar with system icons, and the Mini Pic box for displaying photos.



- The top left bay displays a description for what the mouse pointer is currently pointing to (such as a field in a form or a desktop component). The information displayed changes as you move the mouse.
- The lower left bay displays any error messages generated when you perform a function. This bay also displays progress bars that indicate how much of a function has been completed.
- The right bays enable you to display data from up to four fields. You can use these bays when you are working in forms that do not contain fields that you want to view. As you move among records, the data in these bays displays data relevant to the current record.
- The Mini Pic Box automatically displays any photo attached to the record that you display. Double-clicking the Mini Pic displays a larger floating photo for use with forms without photos.

## Status Bar

The Status Bar displays the name and number of the school that you are currently logged into, the school year logged into, the User ID used to log in, and the current date. It also contains several system icons that you can click once to use.

- **Data Lock Icon** — Displays all data-form fields in a view-only mode so that data cannot be changed accidentally. To unlock data, click this icon again, enter your password in the field provided, then click OK.
- **Screen Lock Icon** — Hides the SASIxp desktop behind a lockout screen so that data cannot be viewed or changed by unauthorized users. You can use this icon to hide the screen whenever you want, even if your screen is locked automatically at a time interval set in your user record. To unlock the screen, enter your password in the Password field provided then click OK. To quit SASIxp Classroom from here, click Exit.
- **Finder Icon** — Enables Macintosh users to drop to the Macintosh desktop without exiting from SASIxp Classroom (open forms as well as the toolbar remain displayed). To redisplay the full SASIxp desktop, click the icon again. Windows users can drop to the Windows Program Manager by clicking the minimize button in the upper right corner of the SASIxp screen. This minimizes Classroom to an icon in Windows. Double-click the icon to redisplay the SASIxp desktop.
- **Filter Icon** — This displays when a Filter atom is contained in the System Filter folder. It serves as a reminder that one or more filters are active. You can click this icon as a shortcut for opening the System Filter folder. This icon is always active for teachers logged into Classroom.

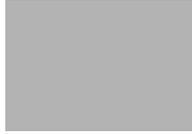


## Menu Bar

The Menu Bar displays File, Edit, Windows, and Data menus with functions for use in both SASIxp and SASIxp Classroom. When SASIxp Classroom is running, it also displays the Class, Personal, and Performance menus. When an application atom is activated, the menu bar displays any application menu available for that atom.

## File Menu Functions

| <b>Function</b>       | <b>Description</b>  |
|-----------------------|---|
| <i>New folder (N)</i> | Enables you to create folders. Contains a <i>Save As</i> field for naming new folders and enables you to specify where a folder should be stored. The top field displays the storage area currently selected and contains a list of all the folders currently open (you can select a storage area from here). The list below the top field displays any folders or atoms contained in the selected storage area (atoms display in italics). To select a storage area from this list, click a folder then click once on the Open button. A fast way to select the desktop as the storage area is to click Desktop. |
| <i>Open (O)</i>       | Opens a selected folder or atom. Click a closed folder or atom icon to select it. (You can also open folders and atoms by double-clicking them).  |
| <i>Close (W)</i>      | Closes a selected folder or atom. Click a closed folder or atom icon to select it.  |
| <i>View by Name</i>   | 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 <i>View by Icon</i> , which enables you to view atoms in an open folder by icon.   |



| <b>Function</b>         | <b>Description</b>   |
|-------------------------|--|
| <i>Duplicate (D)</i>    | Enables you to copy 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.  |
| <i>Atom Info (I)</i>    | Displays information form that provides the name, short name, description and atom type properties of the selected atom. Also allows a hotkey to be specified for launch date of the atom.   |
| <i>Install Atom</i>     | Enables you to install an atom from the network on your SASIxp desktop.  |
| <i>Save Desktop (S)</i> | Enables you to save 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.  |
| <i>Find Atom</i>        | Enables you to quickly locate a folder or atom without searching through folders on the desktop. Use the lists to select entries for the first two fields (defaults are <i>name</i> and <i>starts with</i> , respectively) and type data in the third field. Your search criteria to locate the Emergency atom might read <i>name starts with emergency</i> . Click Find. The system highlights the atom that matches your criteria (the system may open a folder to locate the atom). You can search on partial words in the third field ( <i>stu</i> for student). |
| <i>Find Atom Again</i>  | 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.   |



| <b>Function</b>                | <b>Description</b>  |
|--------------------------------|---|
| <i>Page Setup</i>              | Displays setup options for printing atom data forms and reports. Settings include paper size and page orientation.  |
| <i>Print (P)</i>               | Prints an open window or form on the desktop. If multiple items are open, the active item (in the foreground) prints.   |
| <i>Clean Eraser on Desktop</i> | Permanently deletes all contents (atoms and folders) in the Eraser. Double-click the Eraser window to open it and check its contents before emptying it. For any item that you do not want to delete permanently, drag it onto the desktop before deleting Eraser contents. |
| <i>Quit (Q)</i>                | Enables you to exit from SASIxp and return to the Macintosh desktop or to Windows. The system saves the current desktop arrangement and closes any open atoms.  |

## Edit Menu Functions

| <b>Function</b>  | <b>Description</b>   |
|------------------|--|
| <i>Undo (Z)</i>  | 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.                          |
| <i>Cut (X)</i>   | Copies 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. |
| <i>Copy (C)</i>  | 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.   |
| <i>Paste (V)</i> | 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.  |



| <i>Function</i>   | <i>Description</i>  |
|-------------------|---|
| <i>Clear</i>      | Removes data from a field. Highlight the field contents then select Clear.  |
| <i>Select All</i> | 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 de-select all items. |

### Windows Menu Functions

| <i>Function</i>                        | <i>Description</i>  |
|--|---|
| <i>Arrange Windows</i>                 | 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 folders display in the order in which you opened them with the most recently opened folder visible at the front. |
| <i>Names of Open Folders and Atoms</i> | Displays the names of all open folders and atoms. This makes it easy to find forms hidden behind other forms. Select an item from this list to display it in the forefront.   |



## Data Menu Functions

| <i>Function</i>            | <i>Description</i>  |
|----------------------------|---|
| <i>Find (F)</i>            | Clears all form fields and enables you to search the active form according to criteria you specify any form field.  |
| <i>Add (A)</i>             | Enables you add a new record to a file.   |
| <i>Delete</i>              | Permanently removes a selected record.  |
| <i>Inactivate</i>          | Inactivates a selected record (but maintains it in the file).   |
| <i>Next (J)</i>            | Advances to the next available record (like the Forward arrow).   |
| <i>Previous (I)</i>        | Returns to the previous record (like the Backward arrow).   |
| <i>Sort List</i>           | 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. You can sort by multiple columns if you hold down the Shift then click each column heading in the order in which you want the system to perform the sort. |
| <i>Reset Columns Width</i> | Resets all matrix widths to their original size. To resize a matrix column, click the right edge of its heading so that a cursor with left and right arrows displays. Then drag the cursor to resize the column width.  |
| <i>Export List</i>         | Exports matrix data to a file in a format compatible for use with other applications (such as spreadsheets or word processors).   |
| <i>Graph</i>               | Enables you to display 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.   |



| <i>Function</i>             | <i>Description</i>   |
|-----------------------------|--|
| <i>Show Item Boxes</i>      | Displays gray outlines around all editable fields in the selected form. This 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. |
| <i>Show Control Buttons</i> | 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.  |
| <i>Atom Menu Functions</i>  | Atom menus list the functions and reports available for specific atoms. These atom-specific menus display in the menu bar when an atom is launched and change as you open different atoms.   |

Please note that application atom menus are only available if you are a Security Officer who is not currently logged in to the Classroom module. (You are logged in to Classroom if you already selected a teacher and a class).

## Working with Data Forms

The data forms available in SASIxp Classroom are the same as the forms used in SASIxp atoms. These forms display records for students or classes. The number of pages in each data form varies. Some pages display as data matrices (columns and rows that contain data cells) and some pages contains a series of data fields.

The records displayed in data forms come from the central school data files contained in SASIxp atoms. Many data forms available in SASIxp Classroom contain view-only records meaning that you cannot enter data into, or modify, the records unless you have security rights to the files that contains those records.



You can use specific data forms to record attendance and enter grades in grade reporting and progress reporting records. In addition, you may be able to update attendance for a certain number of days or periods in the past, depending on the attendance update rights assigned to all SASIxp Classroom users at your school.

Administrators can view records for previous years using the Change/School Year atom. All records displayed in SASIxp Classroom are for the current school year unless a Security Officer has modified your User record so that you log into a different school year.

You can display data forms using class seating charts and menus on the menu bar. Once a data form displays, you can:

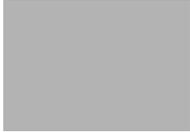
- Locate other records in that form.
- Perform a Find to view a list of records.
- Create a data atom for one record or for a list of records. You can then launch that atom to quickly access the record or record list.
- Drag and drop a data atom onto any other SASIxp application atom to display additional information.

## Displaying a Data Form for One Student

1. Display the class seating chart.
2. Click the student in the seating chart. The system outlines the student photo in red and activates menu options that apply to students.
3. Go to the Personal menu or the Performance menu and select the data form option that you want. The system displays the data form with information about the selected student.

## Displaying Data Forms for Multiple Students

1. Display the class seating chart.
2. Select all students in the seating chart by holding down the Shift key and clicking each student in the chart. The system outlines each student photo in red and activates menu options that apply to students.
3. Go to the Personal menu or the Performance menu and select the data form option that you want. The system displays multiple data forms (one for each student) with information about each selected student.



## Display All Data Forms for One Student

1. Display the class seating chart.
2. Click the student in the seating chart. The system outlines the student photo in red and activates menu options that apply to students.
3. From the Personal menu, select the Full Student Data option.

## Clearing Selected Students

Click any empty seat in the seating chart. The red outline that displays around the photo of selected students disappears, and menu options applying to students become unavailable.

## Displaying Additional Records in Forms

Once you have displayed one record in a data form, you can display other records using these methods:

- Click the Forward/Backward arrows at the top of the form or in the Control buttons at the bottom of the form. This displays the next or previous student in the seating chart (or the next or previous class if you selected more than one class in the Class Selection window). A red outline moves over student photos as you continue to click these items. Hold down the mouse button to scroll more quickly.
- Go to the Data menu and select the Next or Previous option. This displays the next or previous student in the seating chart.
- Go to the Data menu and use the Find function to search for records. This function enables you to locate quickly the records you want without having to display all record one at a time. This is useful if you are displaying more than one class in the seating chart.

## Finding Records

The Find function (on the Data menu) enables you to locate one or more records quickly without having to scroll through all records one at a time. This function clears the current form of all data so that you can enter search criteria into available fields. The Find button displays in the lower right corner of the active data form. You can also click the magnifying glass at the bottom of the form to activate the Find function. This function is available only when a data form is open.



Depending on the search criteria that you enter, Find may display one record or a matrix of records that meet your criteria. From a matrix, you can select the record that you want to view in the data form. You can also view multiple records depending on your system's RAM (Random Access Memory). It takes about 8mb of RAM to display 15 forms at once.

## Finding Records

1. Display the data form that you want.
2. From the Data menu, select the Find option. You can also click the magnifying glass icon in the data form. The system clears all data form fields.
3. Enter search criteria in any available fields.
4. Click Find or press Enter.

Depending on the search criteria that you enter, the system displays the record that matches your criteria or a matrix of records that match your criteria.

## Displaying Records from a Find Matrix

The matrix produced by the Find function displays a list of all the records for students in the seating chart that match your search criteria. You can view the number of records found if you scroll to the end of the matrix.

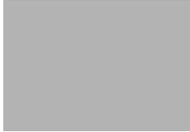
From a matrix list, you can select one or more records to display in the active data form (the matrix remains open in the background). Each record displays in a separate data form.

## Locating One Record in the Active Form

Double-click any ID in the Student ID column. You can also click an ID then click Open. The record displays in the active data form.

## Locating Multiple Records in the Active Form

1. Hold down the Shift key and click the ID for each record that you want (ensure that each row becomes highlighted).
2. Click Open. The selected records display in separate data forms in the order that they display in the matrix.



## Closing a Record Opened from a Matrix

Click Close in the data form for each open record. You can also click the Close box (Macintosh) or double-click the Control-menu box (Windows) for each record.

To close ALL open forms at once (including the matrix), hold down the Option key and click the Close box (Macintosh) or hold down the Alt key and double-click the Control-menu box (Windows) in the top form.

## Using SASIxp Features with Classroom

As you work with SASIxp Classroom, you can take advantage of a variety of SASIxp features to work more quickly and efficiently. For example, you can:

- Use SASIxp's drag-and-drop capability in a number of ways to move students into seating charts, to display a different record in an open data form, or to create data atoms for storing records or lists.
- Create folders for storing and organizing any atoms you create.
- Use toolbars to display aliases for any atoms and folders you create (or for any atoms and folders that have been assigned to you).
- Use the data bays in the message center to display additional data as you work in forms that do not contain fields for that data.

## Drag-and-Drop Capability

The drag-and-drop capability in SASIxp gives you added speed and flexibility in working with forms and records. You can:

- Drag and drop folders and atoms to move them on the desktop.
- Drag and drop a student record field from one form onto another form to display that student's record in the second form.
- Drag and drop a student record field from one form onto any student-related atom to launch that atom and display the student's record in the atom form.
- Drag and drop fields from a record or from a 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. Double-click the alias to launch the atom.



## Using the Drag-and-Drop Technique

1. Click any object on the desktop (field, student photo, atom, folder) and hold down the mouse button while dragging the mouse across the desktop.
2. Release the mouse button to drop the object. When an object is over a closed atom, brackets display. When an object is over a closed folder, directional arrows display.

## Creating Data Atoms

Data atoms enable you to save a record or list separate from the atom in which the data is originally stored. You can then access that record or list instantly by double-clicking the atom that you create to store the selected data. Creating data atoms means that you do not have to use the Find function or recreate a list every time you want to access specific data. When you save a list of records in a data atom, you can still display individual records by double-clicking items in the list.

If you have access to the Query atom, you can create Query and Filter atoms. If you have access to application atoms, you can create Report atoms.

To create data atoms in SASIxp Classroom, you can drag and drop form fields and matrix fields into the workspace or you can drag and drop student photos from the seating chart into the workspace. Use the photo method to create a data atom for just the Student form or for the default form selected in Teacher Preferences.

## Creating a Data Atom for One Record

1. Display any data form then display a student record in the data form if the form is designed for individual students.
2. Click and hold any available data field in the form. A dotted line displays around the selected field.
3. When you see the dotted line around the selected field, 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 a small orange data form symbol indicates the new atom is a Data atom.
4. Click the new Data atom then go to the File menu and select the Info option. From this option, you can give the atom a different name, enter a description, assign a Hot Key, or lock the atom.



## Create a Data Atom for a List of Records

1. Display any data form then display a student record in the data form if the form is designed for individual students.
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.
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 a small orange data form symbol indicates the new atom is a 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. Click the new Data atom then go to the File menu and select the Info option. From this option, you can give the atom a different name, enter a description, assign a Hot Key, or lock the atom.

## Displaying the Record Inside a Data Atom

Launch the Data atom to display the record or list contained in the atom. You can work with records in the Data atom as you would in any other atom.

## Creating Folders

You can create your own folders to store and organize data atoms that you create for student records. You can move items into folders that you create by dragging and dropping them or by copying them.

### Creating a New Folder

1. From the File menu, select the New Folder option. The system displays the window for creating folders.
2. In the top field of the window, select a folder storage area from the list.
3. In the Save as field, type 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 then go to the File menu and select the Info option. From this option, you can enter a folder description, assign a Hot Key, or lock the folder.

## Adding Atoms to an Open Folder

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 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 to a Closed Folder

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. Drop the atom onto the highlighted folder.

## Using Data Fields in the Message Center

You can use the four data fields (or the Personal Data Center) in the right bays of the Message Center to display data that is not contained in the form that you are currently viewing. For example, while looking at Health atom data forms, you might want to know student birth dates and teachers, neither of which displays in any health atom data forms. You can see this information, however, if you include these fields in the Message Center. Data in Message Center fields changes to reflect information for the student currently selected as different records are displayed in the data form.

## Things to keep in mind:

- As you move among records, the data in the Personal Data Center fields displays data relevant to the current record.
- The fields in the Personal Data Center remain there until you select new fields.
- Since the top line of data displays the same student information in all data forms, you might want to select other fields to display in the Personal Data Center.



## Selecting Fields for Information Bays

1. Display any data form designed for individual students.
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 one of the Personal Data Center fields and drop it there. The system activates the selected data form field in the Personal Data Center.

## Replacing Fields in Information Bays

1. Display any data form designed for individual students.
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 data form field and drop it there. The system activates the newly selected data form field in the Personal Data Center.

## Removing Fields from Information Bays

Hold down the Shift and Option keys (Macintosh) or the Shift and Control keys (Windows), then click each field you want to remove. The system removes the data form field from the Personal Data Center.

## Using Toolbars

You can use the toolbar to display aliases for application atoms that are assigned to you or for any atoms that you create. An atom alias represents an atom that is actually stored somewhere else on the desktop. You can launch an atom from an atom alias on the toolbar without having to search through folders to find the original atom.

You can create more than one toolbar, and aliases for the same atom can exist on multiple toolbars. The number of available bays on a toolbar range from five to eight depending on your monitor size.

You can access all available toolbars from the pop-up list above the actual toolbar or use the Forward/Backward arrows that display there. Options on the Toolbar menu enable you to create, rename, empty, and delete toolbars.



## Displaying a Toolbar

From the pop-up list that displays above the toolbar on the left side of the SASIxp desktop, select a toolbar. You can also use the Forward/Back arrows to cycle through a list of available toolbars.

## Launching an Atom with an Alias

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

## Creating a New Toolbar

1. From the pop-up list that displays above the toolbar on the left side of the SASIxp desktop, select the New Toolbar option. The system displays a window for naming the new toolbar.
2. Type a name for the new toolbar.
3. Click Save to create and save the new toolbar (or click Cancel). The new toolbar displays with empty bays.
4. Open the module or 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. The system displays the same icon for the atom alias that is used by the original atom.

## Naming a Toolbar

1. Display the toolbar that you want.
2. From the pop-up list that displays above the toolbar on the left side of the SASIxp desktop, select the Rename Toolbar option. The system displays a window for re-naming the toolbar.
3. Type a new name for the new toolbar.
4. Click OK to save the new toolbar name (or click Cancel to restore the original name).



## Emptying a Toolbar

1. Display the toolbar that you want to empty.
2. From the pop-up list that displays above the toolbar on the left side of the SASIxp desktop, 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.
3. The system displays a window for re-naming the toolbar.

## Deleting a Toolbar

1. Display the toolbar that you want to delete.
2. From the pop-up list that displays above the toolbar on the left side of the SASIxp desktop, select the Delete Toolbar option. The system removes the toolbar contents and name so that they are no longer accessible.

## Removing an Alias from a Toolbar

1. Display the toolbar that you want.
2. 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.

# Printing from Classroom

There are several ways to print data from SASIxp Classroom. If you have access to SASIxp application atoms, you can print any of the reports in those atoms while logged in to Classroom.

There are three reports available for printing from the Class menu. You can also print your Notecards for students and any available data forms.

Before you print, make sure your workstation is connected to the correct network printer using the Mac Chooser or the Windows Printers option. You may also want to set the page orientation to landscape using the Page Setup option on the File menu. This orientation works best for data forms.



## Printing Reports

There are three reports available for printing on the Class menu:

| <b>Report</b>           | <b>Description</b>  |
|-------------------------|---|
| <i>Class Roster</i>     | Prints a roster list of all students in the class currently displayed in the seating chart.   |
| <i>Seating Chart</i>    | Prints a copy of the seating chart currently displayed (without student photos). The report identifies school name, class name, period (if applicable), and date.   |
| <i>Class Attendance</i> | Prints a Class Attendance Summary, which can serve as an audit verification report for teachers. The report covers a one-month period and includes absence reasons for each day as well as totals for absences, unverified absences, and tardies. It also includes a space for teacher signature. |

## Printing a Report

1. From the Class menu, select Print Report. The system displays a submenu consisting of three reports.

 The dimmed out reports are not currently available.

2. Select the report that you want. The system displays the Report Interface Form.
3. Indicate the report options you want included on the report then Click Print.

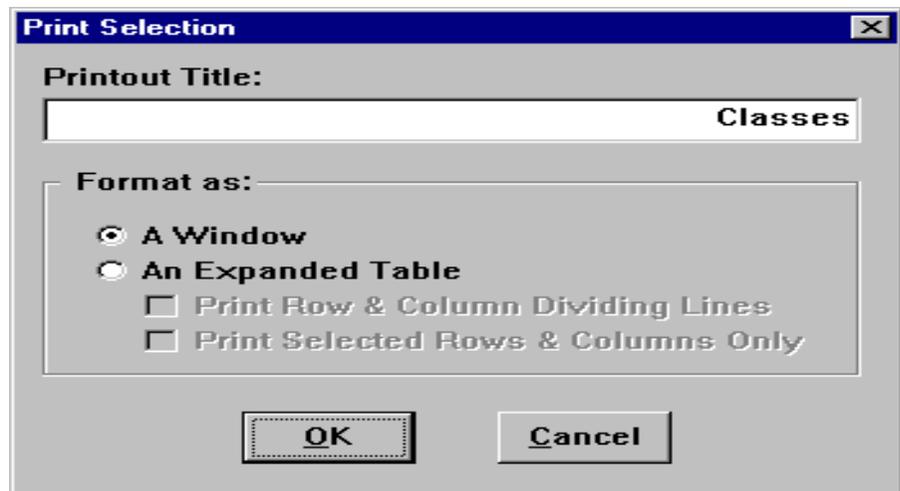
## How to Print Data Forms

You can print a copy of any data form available in SASIxp Classroom. You can also print windows such as the Class Information window.



## Printing a Data Form or Window

1. Display the form and record you want to print.
2. If you are printing data from a matrix and only want to print selected matrix rows, hold down the Shift key and click each row that you want to print. Ensure that each row with the record that you want is highlighted.
3. From the File menu, select the Print option. The system displays the print window with several options.



4. In the *Printout Title* field, enter a title for your report or use the default title.
5. Select one of the two format options displayed:
  - If you are printing a matrix or a Notecard with lots of text, select the *Format as an Expanded Table* option. This prints all data in the matrix, including data that doesn't fit in the display area of the matrix.
  - If you selected rows or columns in Step 2, select the *Print Selected Rows & Columns Only* check box.
  - If you want grid lines to display on the printout, select the *Print Row Dividing Lines* check box.
  - If you are printing a form without a matrix, select *Format as a Window*. If you select this option for a matrix, only the data currently displayed in the display area prints.
6. Click OK to print (or click Cancel to abandon the print job). The system displays a print setup dialog box with options.

|          |          |        |       |          |       |      |         |       |          |      |      |
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7. Select print setup options.
8. Click OK to print (or click Cancel to abandon the print job).