SASIxp™ Setup and Administration Training Guide

Pearson School Systems Part Number 602 000 046 D

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This edition applies to Releases 5.5 and 6.0 of the SASIxp™ student administrative software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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

Contents

Using the School Atom

One of the first steps in setting up the SASIxp™ educational software is to add records for one or more schools using the School atom (in the System Setup folder).

As you add schools, you can also define them by entering data on grade levels, tracks, school type, attendance type, and so on. The way a school is defined determines which atoms are active and which features are available to users who are logged on to that school.

The first school is automatically added under the name SASIxp Default School, and is assigned 001 as its school number. When you run the SASIxp educational software for the first time, you are automatically logged on to this school in the current year. You can replace the default school name and number with that of your school, or you can add a different record for your school, and add other schools.

Once you add one or more school records, you can log into a specific school using the Change School/Year atom to complete the setup for that school, or you can work with it in the SASIxp software. You can access all school records from all schools.

Things to keep in mind

- Any setup you perform and any data you enter applies only to the currently logged-on school and school year.
- If you add records for multiple schools, be sure you are logged on to the correct school before you finish the setup or enter any data. The name of the current school displays in the status bar at the top of the message center. To log in to a different school, double-click the status bar.
- After you set up user records, users are automatically logged on to the school and year specified in their user records. They can select a different school using the Change School/Year atom or by double-clicking the status bar.
- You should enter complete data and perform a complete setup for your school, including creating or converting data files. However, you can enter just basic data for additional sites. These might be sites that

students attend while enrolled at your school, or sites from which you receive transcripts. Data files do not exist for additional sites unless you create these files.

- At the District level, you should enter complete data for all sites in the district. This procedure enables you to work with data transmitted to district files from each site.
- Once you completely define a school record, it remains the same from one school year to the next. This means you do not need to set up a school for each new year. However, you do need to create new files and perform setup in other atoms.
- Each time you open the School atom, it automatically displays the record for the school you are currently logged on to.

School Atom Tabs

The School atom (in the System Setup folder) contains six tabs:

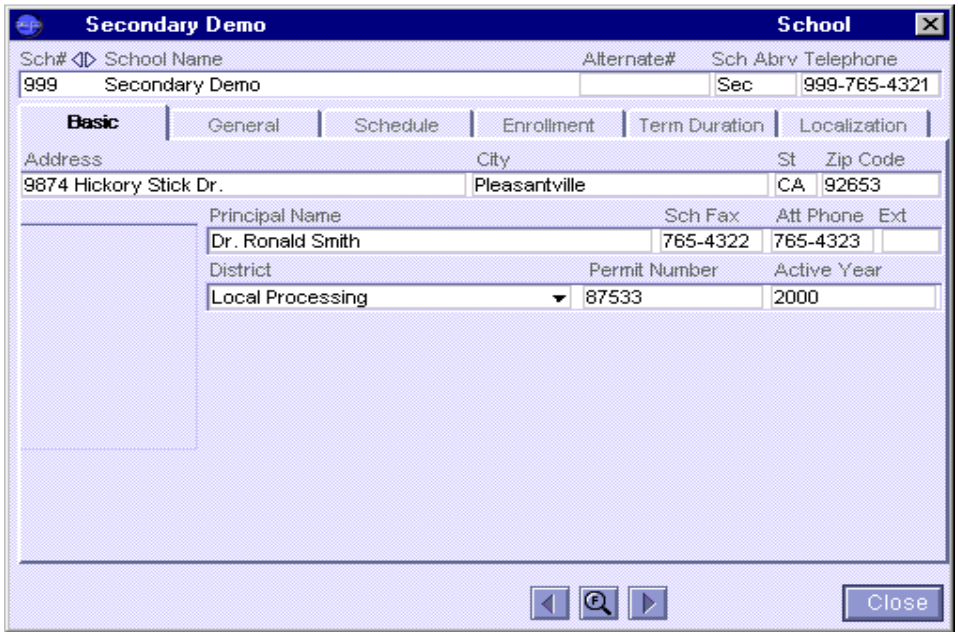
- Basic
- General
- Schedule
- Enrollment
- Term Duration
- Localization

Options on the School Menu

Menu Item	***Description***
Attach School Photo	Enables you to attach a photo of the school that displays in the photo box on the School atom.
Change Sch # and Name	Unlocks the fields in the top line of all tabs in the School atom so that you can make changes to the school number and school name. Normally, this line is locked to prevent accidental change.

Basic Tab

The Basic tab enables you to add schools and enter basic information about each one, including school number, telephone number, address, the principal's name, type of processing, and permit number.



Setting Up School Records

Setting up a school record consists of two parts; both should be performed before users begin adding data in application atoms:

- Add a school by entering basic data in the Basic tab. Mandatory basic data consists of *Sch #*, *School Name*, and *Sch Abrv*.
- Define the school by entering data regarding grade levels, tracks, school type, attendance type, and term type. This information determines which of the SASIxp software atoms are active as well as which fields are available in various atoms when users log on to that school. If you do not change data in fields that already display entries, the program uses this default data in defining the school.

Adding School Records

1. Open the School atom.
2. Select the Add School option from the Data menu. Asterisks display in the *Sch #* field. This field contains the next number available from the Next ID atom when you save the record.
3. In the *School Name* field, enter the name of the school.In the *Alternate #* field, type any alternate number for the school, such as a state-assigned number.
4. In the *Sch Abrv* field, type an abbreviation of the school name.
5. In the *Telephone* field, type the school's complete phone number.
6. Type data for the remaining fields. Click Save.
7. Click the General tab.
8. In the first field in the *Grade Levels Taught* table, type the first grade level in the school. Continue adding grade levels for all the grades in the school.
9. In the first field in the *Promote Grade Level to* field, type the appropriate grade. Each promote field corresponds to the *Grade Levels Taught* field above it. For example, if the grade in *Grade Levels Taught* is 06, the *Promote Grade Level to* would be 07. If two grade levels, such as K1 and K2, are promoted to grade 1, enter an 01 under these grades.
10. After you complete each field in the General tab, click Save to save all new entries.
11. Complete all appropriate fields for the Schedule, Enrollment, and Term Duration tabs. Remember to click Save after completing the fields in each tab.

Updating School Records

Because a school record affects so many atoms, you should exercise caution in making changes after a record is set up and users have begun entering data in application atoms.

- You can make changes in fields that do not affect the setup of other atoms. These fields include all the fields in the Basic tab and fields such as *Meets on Saturday* that do not determine the school type or attendance type.

- You should not make changes in fields that affect the setup of other atoms. If you try to start an affected atom after making such a change, an error message may display and you can not start that atom.

1. Open the School atom and display the record you want.
2. In the first field to be changed, perform the appropriate changes. Continue making changes until you have made all the changes you want. If the fields are on another tab, click that tab to go there.
3. Click Save to save all new entries and add the school record to your list of schools.
4. Click OK to confirm that you want to save all changes.
5. Click Close to close the School atom.

Changing Data in the *Sch #* and *Name* Line

1. From the Basic tab in the School atom, display the school record you want.
2. Select the *Change Sch #* and *Name* option from the School menu and make the appropriate changes.
3. If you want to work in any fields below the *Sch #* and *Name* line, click those fields and make changes as needed.
4. Click Save to save all new changes, then click OK to confirm that you want to save changes.
5. Close the School atom.

Inactivating and Deleting School Records

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

- Inactivating a school changes a school record to inactive. Because inactive records are not locked or removed from the database, you can display, change, or reactivate them at any time. Inactive records are identified by parentheses around school names in the Title Bar of atom tabs.
- Deleting a school from the School atom permanently removes a school's entire file from the database. Because deleting a school affects all records associated with that school, this is done only under special circumstances.

Inactivating School Records

1. Open the School atom and display the record you want to inactivate.
2. Select the Inactivate School option from the Data menu.
3. Click Save to save the change. The system displays the school's name in parentheses in the title bar of all School atom tabs to indicate that the school's status is inactive.
4. Click OK to confirm that you want to save the change.

Reactivating Inactivated Records

1. Open the School atom and display the record you want to reactivate.
2. Select the Activate School option from the Data menu.
3. Click Save to save the change. The system removes the parentheses from the school's name in all School atom tabs and its record is once again active.
4. Click OK to confirm that you want to save the change.

Deleting School Records

1. Open the School atom and display the record you want to delete.
2. Select Delete School from the Data menu. All data is cleared from the tab and the school's record is permanently removed from the SASIxp educational software database.
3. Click OK to confirm the delete.
4. Click Close to close the School atom.

Basic Fields

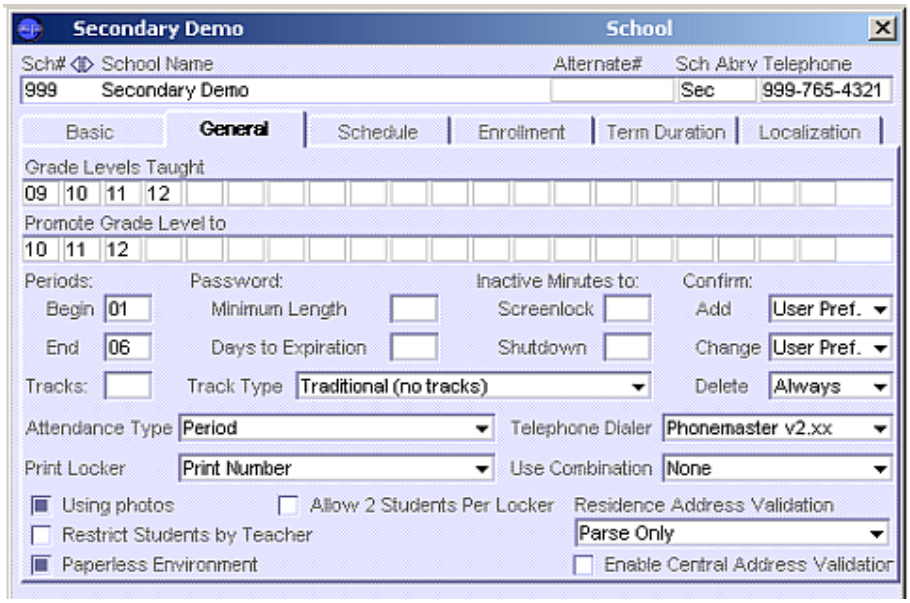
Field	***Description***
Sch #	District-assigned school number. The system enters the next number automatically when you add a new school record to the SASIxp software database.
School Name	School's complete name that prints on reports.

Field	Description
Alternate #	Any other number being used for the school, such as a state-designated number.
Sch Abrv	Abbreviated version of a school name.
Telephone	Complete phone number for a school, including area code.
Address	Street address portion of a school's location. SASIxp software accepts fractional addresses, such as 1055 ½ E. Main Street. To enter this fractional address, type 1055 1/2 (including the slash). Decimal point entries are not valid.
City	City in which a school is located.
St	Two-character postal service abbreviation for the state in which a school is located.
Zip Code	Five-digit postal service zip code for the school's location. You can add a hyphen and four-digit extension.
Principal Name	Name of the school's principal.
Sch Fax	Fax number for the school.
Att Phone	Phone number of the school's attendance officer.
Ext	Any extension to the attendance officer's phone number.
District	• If you are using District Integration, select the Centralized District Processing option from the pop-up list. This option must be selected before you can communicate with the Task Server at the district level. • If you are not using the District Integration module, leave this field at its default setting of Local Processing.
Permit Number	School's mailing permit number.

Field	Description
Active Year	Enter the current year in this field to activate the screen colorization feature. Screens for the current year display as light blue. The next year displays in green, the previous year in pink.

General Tab

This tab of the School atom enables you to identify the grade levels taught at a school, promotion grade levels, beginning and ending periods, number of tracks, track type, attendance type, any telephone dialer used by the school, and more.



Defining a School

General Fields

Field	Description
Grade Levels Taught	All the grade levels taught at a school; these display on the grade-level pop-up list used in various atoms. You can enter up to 20 grades in the grade-level table; each 2-character field has room for one grade. For example, you might enter 00 in the first table field for kindergarten and 01 in the second field for first grade.
Promote Grade Level To	Grade level to which the grade levels in the *Grade Levels Taught* field are promoted. For example, if *Grade Levels Taught* are 07, 08, 09, you enter 08 in the first field of this field (which is directly beneath the first field in the *Grade Levels Taught* field) to show that 7th grade is promoted to 8th grade. Enter 09 in the second field, and leave the third field blank, because 9th graders graduate and go to another school for the next grade.
Periods: Begin	First period of the day at a school using schedules. Along with the entry in the *End Period* field, this defines the range of periods available. If you enter fewer than 14 periods, the SASIxp software assumes that attendance is taken every period. If you enter 14 periods or more, a table for specifying the periods when attendance should be taken displays in the Other Options tab of the Attendance Setup atom. You can use either 00 or 01 to indicate the first period.
Periods: End	Last period of the day at a school using schedules. Along with the entry in the *Beg Period* field, this value defines the range of periods available. If you enter 00 in the *Beg Period*, entering 13 in the *End Period* field would indicate a range of 14 periods.

Field	Description
Tracks	Number of tracks a school is using; you can define a maximum of nine. This field determines how many tracks are shown on the pop-up list of tracks available from the Attendance Calendar in the Attendance Setup atom. Do not change values in this field once users begin entering data.
Password: Minimum Length	Minimum number of characters required for user passwords. These passwords are used for logging in and for unlocking the SASIxp desktop. The minimum entered displays in the User Password window in the User atom where passwords are defined.
Days to Expiration	Number of days until the users must change their password.
Inactive Minutes To: Screenlock	Number of minutes until the lockout screen displays at workstations after keyboard activity stops. The lockout screen hides the SASIxp software desktop so that data cannot be viewed or changed by unauthorized users. You can also change passwords from this screen. To set the time interval, enter the number of minutes in the field. You can also set the lockout time in the User atom. If you specify a different interval than is specified in the User atom, the program uses the shorter of the two intervals. To unlock the screen, users must enter their password in the field provided.
Inactive Minutes To: Shutdown	Number of minutes until the SASIxp software is shut down at workstations after keyboard activity stops. For example, if you enter 120 in this field, the program automatically shuts down two hours after the last keyboard activity. This feature ensures that all workstations exit from the SASIxp software at the end of the day, even if one or more users accidentally leave the program running.

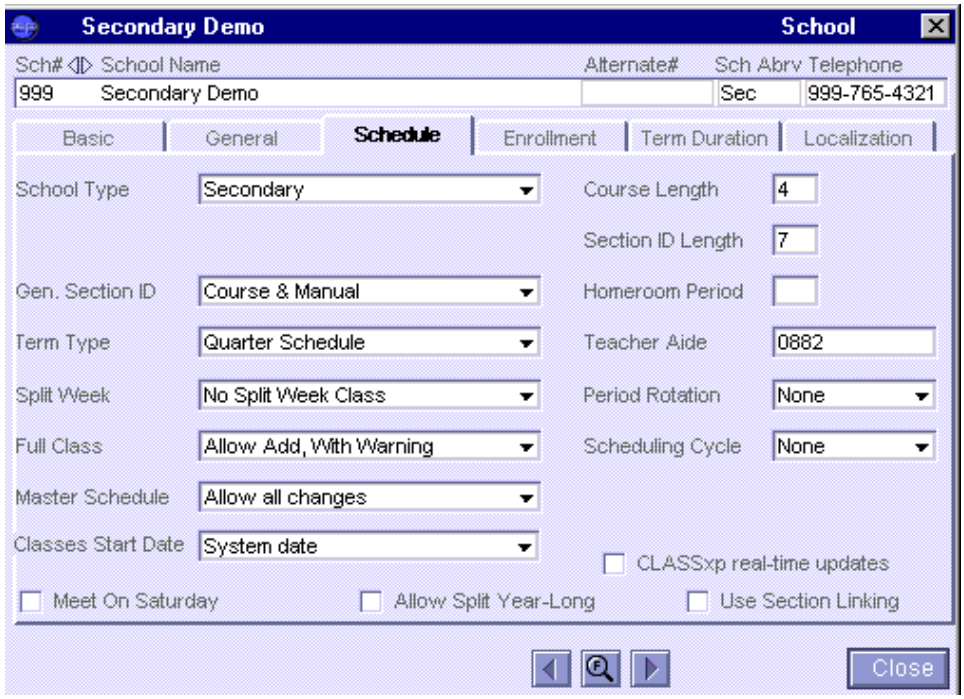
Field	Description
Track Type	If a track school, select the type of track system used. Select from a program-defined pop-up list with three choices: ● Traditional (no tracks) ● Alpha (A-I) for track systems using alphabetic indicators for tracks ● Numeric (1-9) track systems using numeric indicators for tracks
Attendance Type	Type of attendance system a school uses: daily or period. The type you select determines whether the Daily Attendance or Period Attendance atom is active. It also determines whether Daily or Period is available in the Attendance Setup atom. Schools using a daily attendance system can activate half-day attendance options in that atom.
Telephone Dialer	Type of auto dialer system a school uses (if any). Select from a program-defined pop-up list.
Print Locker	Locker information that should be printed on locator cards. You can select an entry from a pop-up list with three choices: ● None ● Locker Number ● Number and Combination **Note:** Information for locator cards comes from the Locker and Student atoms.
Use Combination	Default locker combination to print on locator cards and class schedules. You can choose any of the five combinations defined in the Locker Atom.

Field	Description
Confirm: Add Change Delete	Entries in the three confirm fields specify whether users should receive a confirmation message when they try to save additions, changes, or deletions. You can select entries from a program-defined pop-up list with the following choices: • Always – causes a confirmation message to display with OK and Cancel buttons every time users click Save. • Never – suppresses the confirmation message. Additions, changes, or deletions are saved as soon as Save is selected. • User Pref. – causes check boxes for Always and Never to display in the User atom so that one can be selected for individual users instead of all users.
Using Photos	Indicates whether a school is using student, teacher, or staff photos with SASIxp software. Photos display in atom pages and in the message center.
Allow 2 Students Per Locker	When selected, this check box indicates that two students can share one locker.

Field	Description
Residence Address Validation	Choose the validation action you want taken from a pop-up list: • Do Not Parse – SASIxp software does not validate the student's address. • Parse Only – SASIxp software checks for address data, but does not validate it. • Validate – SASIxp software validates new student addresses against the Street File. If the student lives within the school enrollment area, the system completes various address-related fields in the Student atom automatically. If the student does not live within the school enrollment area, the system prompts users to enter an attendance permit code and date. • Forbid Invalid – SASIxp software does not process students with invalid address data.
Restrict Students by Teacher	When selected, this school-wide checkbox restricts teachers from viewing other teacher's sections. You may also set up Teacher Filter on Sections in the User atom, for specific teachers. This field is used by NCS ABACUSxp™.
Paperless Environment	Select this option, to support a paperless environment for audit trail purposes.
Enable Central Address Validation	When selected, this checkbox allows addresses to be checked against the district file. If you have a school street file, it isn't used if this checkbooks is selected. The District can distribute the central street file to all schools using District Integration, allowing the Street atom to be used to find addresses manually if needed.

Schedule Tab

The Schedule tab of the School atom enables you to enter schedule-related information for your school. The school type you select for a school determines how the SASIxp software uses the Teacher, Course, Sections, Schedule, and Attendance atoms when users are logged on to that school.



Schedule Fields

Field	Description
School Type	The type that best describes your school. The school type determines the atoms SASIxp software uses when users perform various functions: ● Secondary – For a secondary school, SASIxp software works with the Sections, Course, and Schedule atoms as well as the Teacher atom. This school type is typically used by middle and high schools. For example, the program refers to the Sections atom when users display Class Attendance records. It looks for Teacher numbers in the Master Schedule (AMST) file in the Schedule atom when users sort Class Rosters and Attendance reports. ● Elementary, No Schedules – For this type of school, SASIxp software works primarily with the Teacher atom for student- and class-related functions. For example, the program refers to the Teacher atom when users display Class Attendance records. It uses teacher numbers for sorting purposes in Class Rosters and Attendance reports. ● Elementary, With Schedules – For this type of school, SASIxp software works with the Sections, Course, and Schedule atoms as well as the Teacher atom. For example, the program refers to the Sections atom when users display Class Attendance records. It looks for Teacher numbers in the Master Schedule (AMST) file in the Schedule atom when users sort Class Rosters and Attendance reports.

Field	Description
Gen. Section ID	Specifies how you want the system to generate Section IDs. • Manual – Enables users to enter section IDs. The program validates entries to prevent duplication. • Period & Counter – Tells the program to automatically assign section IDs using the next available system-generated counter with period numbers in front. • Counter – Tells the program to automatically assign section IDs using the next available system-generated counters. • Course & Period – Tells the program to automatically assign section Ids using course and period numbers. • Course & Manual – Tells the program to automatically assign the first portion of each section ID, using course numbers. Users can then complete the IDs with additional numbers as needed.
Term Type	Identifies the school's term structure. Set this field to the smallest term in your schedule. • Year Schedule – Uses year-long classes. • Semester Schedule – Uses semesters or two half-years. • Trimester Schedule – Uses trimesters or three terms. • Quarter Schedule – Uses quarters or four terms. • Other Schedule – Uses some other method of term organization.

Field	Description
Split Week	Specifies whether a school allows split-week scheduling and the type. • No Split Week Class – Reflects traditional scheduling or allows use of scheduling cycles and period rotation. • Split Week, Same Period – Use of split-week classes is allowed, but each split must be scheduled in the same period. The default is a scheduling cycle of 5 days (or 6, if classes meet on Saturday). • Split Week, Allow Different Period – Use of split-week classes is allowed and you can schedule splits in different periods. This option is useful where meeting times may vary throughout the schedule.
Full Class	Specifies whether students can be added to full classes. Choose from the following options: • Allow Add, No Warning – Enables users to add students to full classes without a warning. • Allow Add, With Warning – Enables users to add students to full classes, but displays a warning message when an add exceeds the number of students allowed when using the Walk-in Scheduling, Classes, and Scheduling atoms. • Don't Allow Add – Restricts users from adding students to a full class.

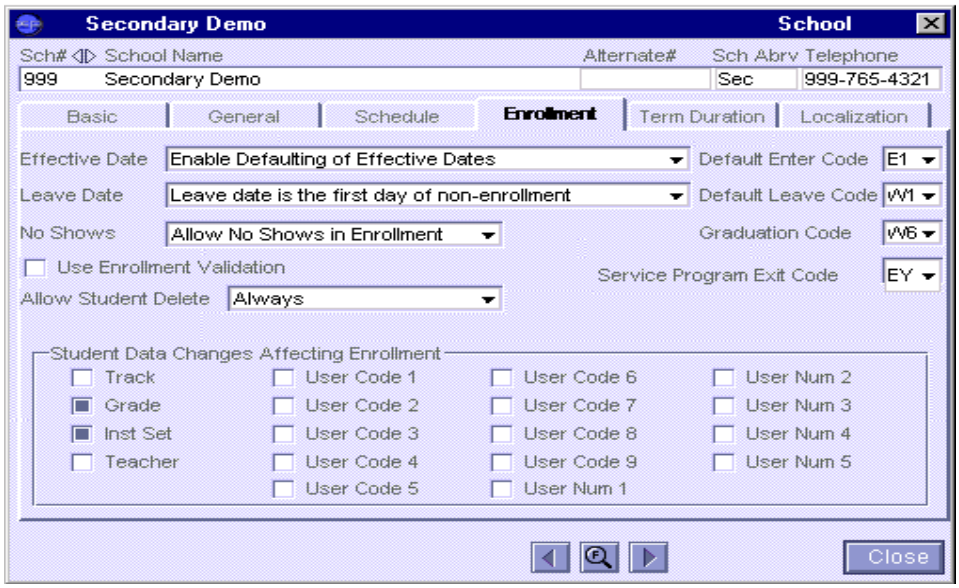
Field	Description
Master Schedule	Indicates whether users can make changes to the Master Schedule. • Allow all changes – Enables users to make any changes to the Master Schedule. • Allow removal and modification of empty sections – Enables users to remove or make changes to empty sections only. • No changes allowed – Prohibits users from making any changes to the Master Schedule.
Classes Start Date	Indicates the date you want the system to use as the start date for classes. The choices are: • System date (default) • Next valid calendar date
Course Length	Indicates the maximum number of characters allowed for course IDs. You can specify 1 to 14 characters.
Section ID Length	Indicates the maximum number of characters allowed for class or section IDs. This number depends on what you selected in the *Gen. Sections ID* field.
Homeroom Period	Identifies the Homeroom period. Use this feature for schools set up as Elementary with Schedules and using Daily Attendance. If they use scanning, the scan sheets print for the sections during this period.

Field	Description
Teacher Aide	Course ID (up to 8 characters) used in the Scheduling and Grade Reporting atoms for students serving as teacher aides. If a student is an aide for Algebra, put the section number for the Algebra class they are an aide for in the student's classes and tag the student as a TA in the Algebra section screen. After tagging the student, it displays on attendance scan sheets with the TA at the bottom of the sheet, grading has a sheet just for the TA and on the locator card it states that the student is a TA.
Period Rotation	If your school uses period rotation (1st schedule period meets 1st bell period on one day, 2nd bell period another day and so forth), select the number of rotation days from the pop-up list. If you are also using scheduling cycles, this period rotation number must be divisible by the number of days in the scheduling cycle.
Scheduling Cycle	If your school uses a scheduling cycle, select the number of days in the cycle from the pop-up list. For example, if classes meet every other day, select a 2-day cycle. If classes meet every day, and you do not want to use scheduling cycles, select None. When you select a scheduling cycle, a small matrix displays with the number of days you selected for the cycle. Enter the identifier for the day of the week under each day number (for example, Day 1 = R, Day 2 = S, Day 3 = T, etc.) These identifiers are used by the Rotation Definition atom to set up period rotation schedules. Change the value in this field before you change *Period Rotation*.
Cycle Days Matrix	Enables you to name the days of your scheduling cycle with a 1-letter code, such as A or B.

Field	Description
Meet on Saturday	When selected, this checkbox specifies that a school has Saturday classes. If you select this option, the program adds columns for Saturday to calendar screen in the Attendance Setup and Attendance atoms.
Allow Split Year-Long	When selected, this checkbox indicates that a school allows split schedules for year-long classes.
Use Section Linking	When selected, this checkbox indicates that grades and attendance information follows students who change between linked sections in mid-semester or mid-term. You create and add section links in the Classes atom. To use section linking with Attendance, you must also select the *Use Section Attendance* checkbox on the Advanced tab of the Attendance Setup atom.

Enrollment Tab

The Enrollment tab of the School atom enables you to specify enrollment-related information for your school. It's also where you select the user codes and optional fields to include in the Enrollment atom.



Enrollment Fields

Field	Description
Effective Date	Enables you to allow or disable the automatic update of effective dates. • Allow Defaulting of Effective Dates – This option tells the program to automatically enter effective dates when changes are made in the Enrollment atom. The current date is used. In addition, this option tells the program to display the current date in the dialog box that comes up in the Student atom when you make entries or changes that affect enrollment. • Disable Defaulting of Effective Dates – This option tells the program that users must enter effective dates when changes are made in the Enrollment atom. In addition, this option tells the program to display a blank effective date field in the dialog box that comes up in the Student atom when you make entries or changes that affect enrollment.
Default Enter Code (ENT table)	Default enter code that is automatically entered when users enroll students in the Enrollment atom.

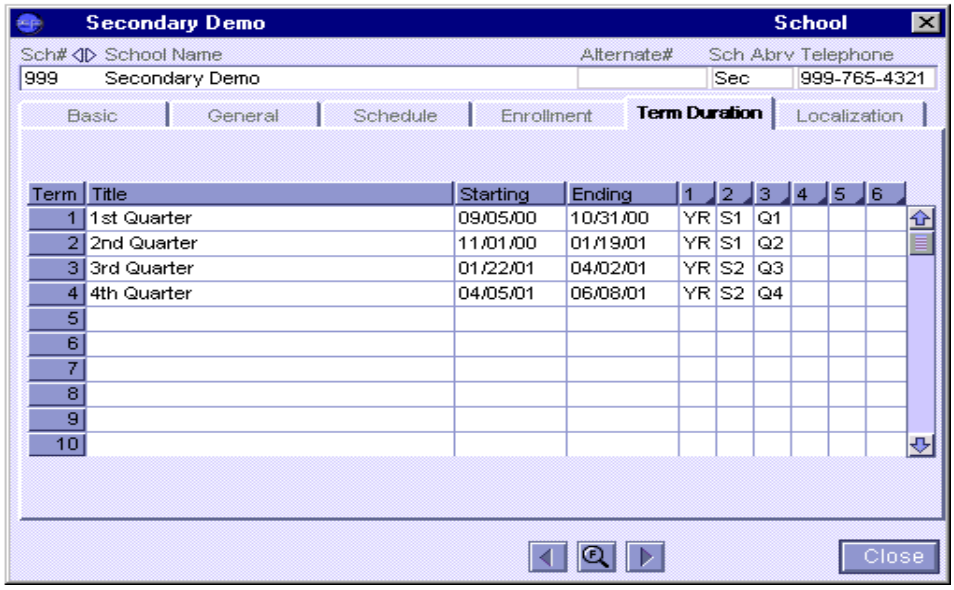
Field	Description
Leave Date	Day that qualifies as the leave date when students leave. • Leave date is the first day of non-enrollment – Counts the leave date as the first day a student is not enrolled at a school. (For example, if leave date is 8/24, no attendance is counted for that day and 8/24 is a non-enrollment day.) • Leave date is the last day of enrollment – Counts the leave date as the last day a student is enrolled at a school. (For example, if leave date is 8/24, attendance is counted for 8/24 and 8/25 is the first day of non-enrollment.) **Note:** Districts using District Integration must use this option.
Default Leave Code (LVE table)	Default leave code that is automatically entered when users inactivate students in the Enrollment atom.
No Shows	Enables you to allow or disable the No Show button in the Enrollment atom. • Allow No Shows in Enrollment – Causes the No Show button to display in the Enrollment atom. You can inactivate a student who enrolled but never showed up without losing their enrollment information. • Disable No Shows – Prevents the No Show button from displaying in the Enrollment atom.
Graduation Code	Leave code used to indicate that a student has graduated from your school. When you select a leave code in this field and there is a date in the *Grad Date* field for this student, the word “Graduated” prints on the student’s transcripts.

Field	Description
Use Enrollment Validation	When selected, this checkbooks activates enrollment validation.
Service Program Exit Code	Code used as the default service program exit reason for the year-end process.
Student Data Changes Affecting Enrollment	Select these checkboxes to include the indicated fields on the Enrollment atom. The fields you may include are: • *Track* • *Grade* • *Inst Set* (instructional setting) • *Teacher* • *User Codes 1-9* • *User Num 1-5* Be sure to include attendance-related User Codes in the Enrollment atom. These codes must be tracked for attendance and apportionment purposes. All user codes and user numbers are shown in the Student atom. However, if you want to specify some user codes and user numbers as enrollment-related (and include them in the Enrollment atom), click these checkboxes.

Term Duration Tab

The Term Duration tab of the School atom enables you to enter term start and end dates for each track. The SASIxp software uses this data when creating scan sheets using the Attendance Scanning and Scheduling atoms.

Information on this tab must match the *term type* field on the Schedule screen of the School atom.

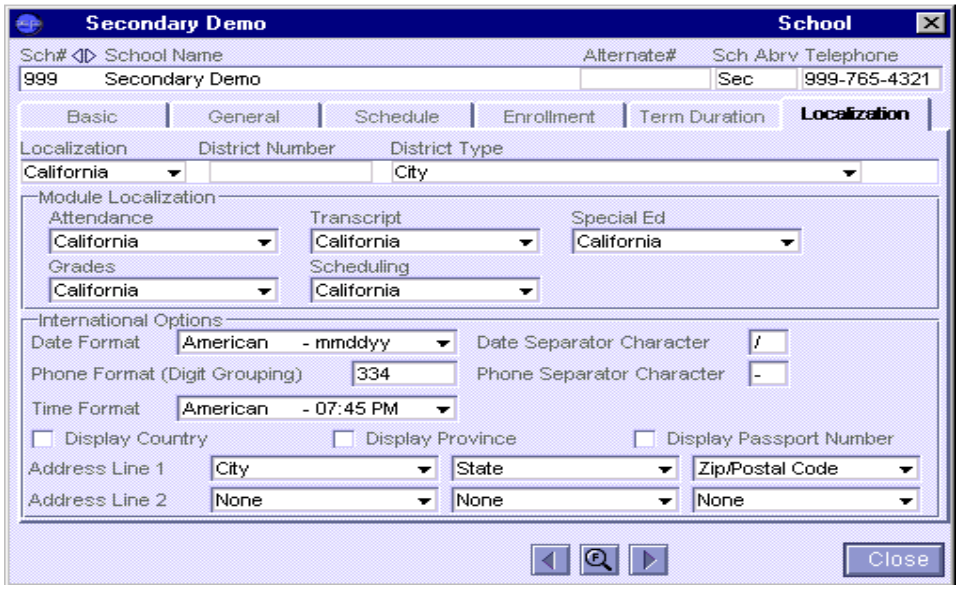


Term Duration Fields

Field	Description
Track	Tracks for which you need to define terms; select from the pop-up list. The *Track* box displays only if you selected a track type in the General tab and entered a number in the *Tracks* field. The number of tracks shown on the pop-up list is determined by that number.
Title	Title assigned to each term; for example, Semester 1 or Trimester 2.
Starting	Starting date for each term. Do not overlap dates.
Ending	Ending date for each term. Do not overlap dates.
Columns 1-6	Abbreviations for the titles of all the terms that fall within each term. For example, if you are working in the row for the first quarter, you might select *YR* in column 1, *S1* in column 2, and *Q1* in column 3. You can select abbreviations from the program-defined pop-up list available from each field in these columns.

Localization Tab

The Localization tab of the School atom enables you to select the state or country where your school is located. This setting causes the program to change underlying codes to match the reporting requirements of your state or country.



Localization Fields

Field	Description
Localization	This flag sets SASIxp software to enable the reporting that is required by your state. Select from the list of states and international countries or regions. **Note:** When the localization changes, the tables and definitions for the user code fields are changed. Any information entered in user code fields before you changed the localization code is lost. If you change to the wrong localization code by mistake, you can clear the changes by setting the localization code back to blank, saving the settings, then exiting and restarting SASIxp software.
District Number	Number assigned to the District by the state. This field does not display for all states.
District Type	Type of district. This field is used for state extracts; the choices displayed depend on the state selected in the *Localization* field. This field does not display for all states.
Module Localization	The localization code for each SASIxp module shown: ● Attendance ● Grades ● Transcript ● Scheduling ● Special Education You can use a different localization for each module. Settings selected override the setting in the *Localization* field at the top of the screen.

International Options Fields in the Localization Tab

These options control how dates and phone numbers are displayed on SASIxp screens and reports. You can also specify the fields you want to print for address lines 1 and 2 on many reports.

Field	Description
Date Format	The date format you want to use. Choices include American — mmddyy or International — ddmmyy.
Date Separator Character	Separator character you want to use to separate the month, day, and year portions of the date.
Phone Format (Digit Grouping)	How to group phone digits. For example, the phone number 714-888-6001 uses a phone format of 334 (three digits in the first group, three in the second group, and four in the last group).
Phone Separator Character	Separator character you want to use to separate the digits in the phone number.
Time Format	Time format you want to use. Choices include American — 07:45 p.m. or International — 19:45.
Display Country	Whether the *Country* field is displayed in the Student and Parent/Guardian atoms.
Display Province	Whether the *Province* field is displayed in the Student and Parent/Guardian atoms.
Display Passport Number	Whether the *Passport Number* field is displayed in the Student atom.
Address Line 1	The fields you want to display for the first address line to print on labels and student directories. You can choose up to three fields.
Address Line 2	The fields you want to display for the second address line to print on labels and student directories. You can choose up to three fields.

Using the Tables Definition Atom

Work from the Tables Definition atom (in the System Setup folder) to create most of the pop-up lists that are available in various fields in the SASIxp atoms. Pop-up lists are identified here as tables.

Some tables, such as the pop-up list for Gender, are program-supplied and cannot be changed; some tables, such as the pop-up list for Ethnic Code, contain program-supplied values that you can add to or delete; and some tables, such as the pop-up list for Employee Code, are user-created.

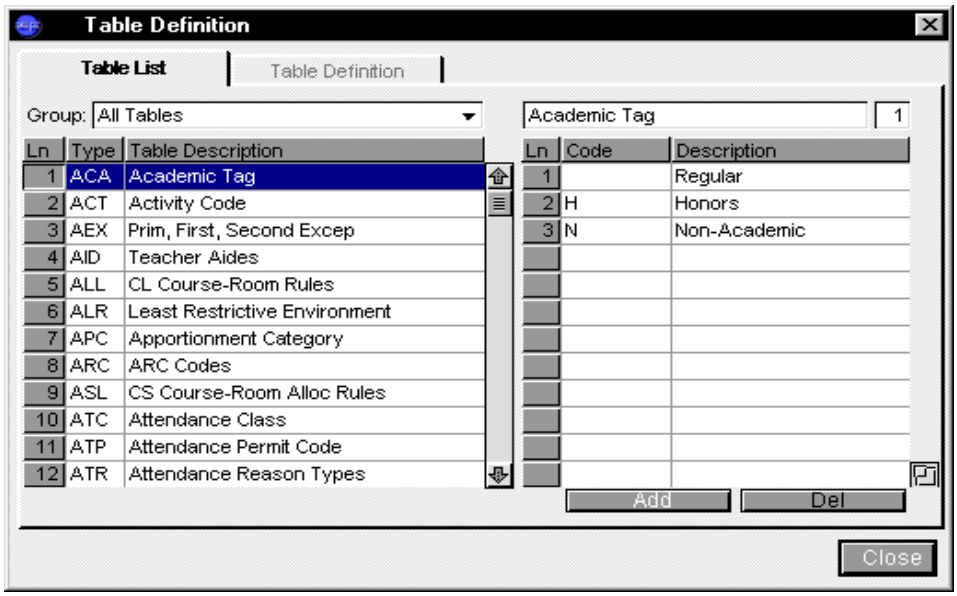
Finally, some pop-up lists are defined in other atoms. For example, the list of absence reasons is defined in the Attendance Setup atom.

The Table Definition atom contains two tabs:

- Table List
- Table Definition

Table List Tab

The Table List tab contains two matrixes. The left matrix is a list of the tables used as pop-up lists in other SASIxp atoms. Select a table by clicking its name. The codes for the values contained in a selected table are listed in the matrix on the right. You can add and delete value codes for the selected table from this matrix.



Adding Values to a Table

You can add values to all tables that are not entirely program-defined or have a security level from 2-4, or that have not been defined in another atom. To determine which tables allow for user additions, watch the Add button under the right matrix of the Table List tab as you click tables in the left matrix:

- If you can add to a table, the Add button is available and shown in white.
- If you cannot add to a table, the Add button is unavailable and dimmed.
- Each table used as a pop-up list can contain as many values as needed. Where appropriate, you might want to add one code to serve as None. For this code, leave the *Code* field in the right matrix blank and only fill in the *Description* field.

Preserving Table Values During the Merge Tables Process

Tables with a security level of 0 (zero) are controlled by the SASIxp software and are automatically updated during the Merge Tables process. To make permanent changes to these tables and prevent the SASIxp software from overwriting your changes, do the following (detailed steps follow):

- Change the security level of the table from 0 to 3.
- Modify the table as desired, and then change the security level back to 0.
- Create the SKIPTBLS.DAT file. This file tells the SASIxp software to skip the designated files during the Merge Tables process.

To modify tables with a security level of zero

1. In the **Utilities** folder, double-click the **Query** atom.
2. Run a query to change the security of a table type from 0 (zero) to 3. You must be a security officer and have mass update rights to run this query. For example, to change the Gender table, type the following query and click **Do**.

   Change ATBD Security = 3 IF TableType = GEN
3. Click **OK** to close the warning message, and then close the **Query** atom.
4. In the **System Setup** folder, double-click the **Tables Definition** atom.
5. Scroll to the table you want to modify and click to select it.
6. Click **Add** and type new codes and descriptions as desired. To change or add Alt Code values, click **Show Alternate Codes** on the **Tables** menu on the SASIxp menu bar.
7. Click **Save**.
8. Open the **Query** atom and change the security level of the table back to 0 (zero) with the following query:

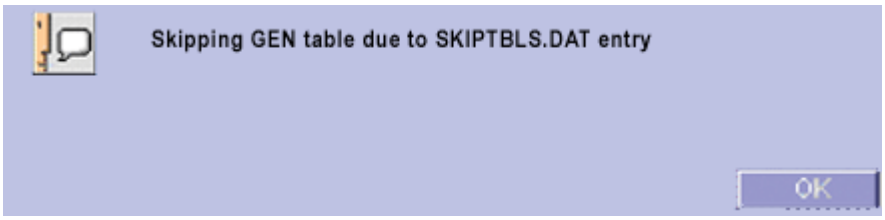
   Change ATBD Security = 0 IF TableType = GEN (where GEN is the three-letter table code)

To create the SKIPTBLS.DAT file

1. In a word processor, create a new document and type the following entry:

   SKIP=GEN (where GEN is the three-letter table code for the table you want to preserve during the Merge Tables process)

2. Type additional lines using the same format as needed.
3. Name the document SKIPTBLS.DAT and save it to your SASIxp folder (the same folder that contains the SASIxp.exe file).
4. When you run the Merge Tables process (in the File Management folder), the following message appears to identify which tables are skipped.



Selecting a Group of Tables

You can either display and work on the tables that apply to a specific folder in the SASIxp software, or you can display all of the tables at once.

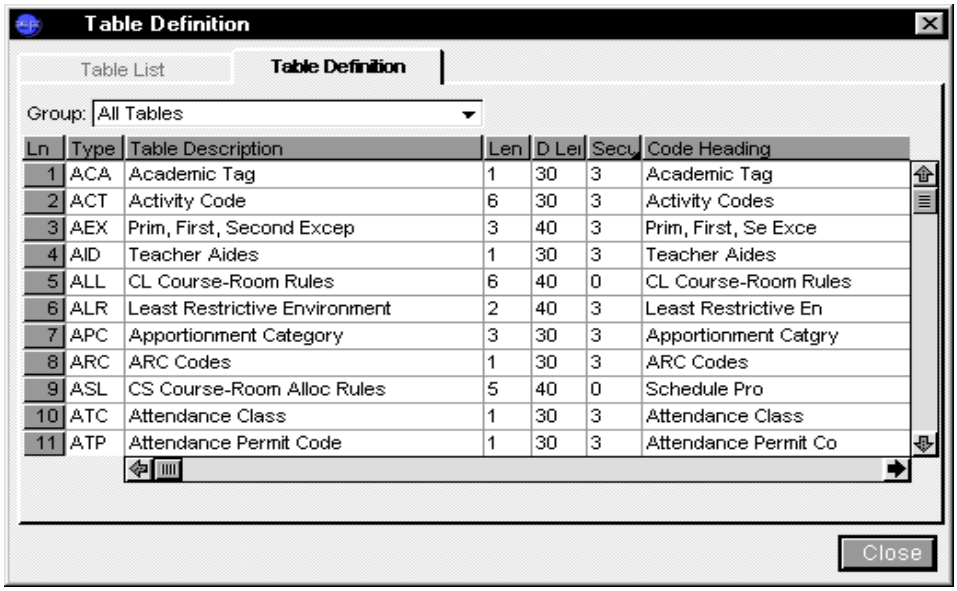
1. In the *Group* field, select the folder whose tables you want to work on. The tables that belong to that group displays. All other tables are hidden.
2. To redisplay all tables in the system, click the *Group* field and select All Tables.

Table List Fields

Field	Description
Group	This pop-up list enables you to display and work on only the tables that apply to a specific folder in the SASIxp software.
Current Table Box	Positioned above the right matrix, this box displays the description of the table you are currently working with and the maximum code length.
Left Matrix	Each row is defined with a line number. The *Type* column contains the 3-letter abbreviation for each table in the list. The *Table Description* column contains a description for each table.
Right Matrix	Each row is identified with a line number. The *Code* column contains codes for all the values in the table selected in the left matrix. The *Description* column contains a description of each code.
Add Button	Enables you add codes to the table you are working with in the right matrix.
Delete Button	Enables you delete codes from the table you are working with in the right matrix.

Table Definition Tab

The Table Definition tab of the Tables atom enables you to add and delete tables, and modify table headings and descriptions.



Ln	Type	Table Description	Len	D Len	Secu	Code Heading
1	ACA	Academic Tag	1	30	3	Academic Tag
2	ACT	Activity Code	6	30	3	Activity Codes
3	AEX	Prim, First, Second Excep	3	40	3	Prim, First, Se Exce
4	AID	Teacher Aides	1	30	3	Teacher Aides
5	ALL	CL Course-Room Rules	6	40	0	CL Course-Room Rules
6	ALR	Least Restrictive Environment	2	40	3	Least Restrictive En
7	APC	Apportionment Category	3	30	3	Apportionment Catgry
8	ARC	ARC Codes	1	30	3	ARC Codes
9	ASL	CS Course-Room Alloc Rules	5	40	0	Schedule Pro
10	ATC	Attendance Class	1	30	3	Attendance Class
11	ATP	Attendance Permit Code	1	30	3	Attendance Permit Co

Table Definition Fields

Field	Description
Group	This pop-up list enables you to display and work on only the tables that apply to a specific folder in the SASIxp software.
Ln	The line number for each row.
Type	The 3-letter abbreviation for each table.
Table Description	A description for each table.
Len	Maximum number of characters allowed for codes in each table.
D Len	Maximum number of characters allowed for code descriptions in each table.

Field	Description
Secu	Security level for each table that determines whether users can make changes to codes in each table and the types of changes they can make.
Code Heading	The heading used to label the field for each table in atom tabs. You can work from this column to change headings.
Description Heading	The description that displays in the message center when the field for a table is pointed to in atom tabs. You can work from this column to change descriptions.
Type Num	Set to 0.

Adding a Value Code

1. Open the Tables Definition atom.
2. In the left matrix of the Table List tab, select a table by clicking on its name. The values contained in the selected table displays in the right matrix, and the table's name and maximum number of characters for codes in the table displays in the current heading field.
3. Click Add if it's dimmed. The system adds a new line to the end of the list in the right matrix and the cursor is positioned in the *Code* field.
4. Type a value code in the *Code* field, referring to the current heading box above the matrix for the maximum number of characters allowed.
5. In the *Description* field, type a description for the code.
6. Click Save, then OK to save the new value code and description. You'll need to do this before you can add another code.
7. Click Close.

Modifying Value Codes and Definitions

1. Open the Tables Definition atom.
2. In the left matrix of the Table List tab, select the table you want to modify. The value codes contained in the selected table display in the right matrix.

3. Click a field in the right matrix and make the desired change(s). Check the current heading box above the matrix for the maximum number of characters allowed for the code.
4. Click any additional fields you want to work with and make changes as needed.
5. Click Save, then OK to save your changes, or click Undo to restore the previous entries.

Deleting a Value

1. Open the Tables Definition atom and display the Table List tab.
2. In the left matrix of the Table List tab, select the table you want to delete a value from. The values contained in the selected table display in the right matrix.
3. Click the line number for the value you want to delete to highlight and select it. The Delete button below the list activates.
4. Click Delete. The system deletes the value code and its description the matrix.
5. Click Save to permanently delete the value.
6. Click OK to confirm or click Undo to restore previous data.

Using the User Atom

Work with the User atom (in the System Setup folder) to set up User records for each staff member who uses the SASIxp software.

The folders and atoms you assign to a user (and/or user class) in the SASI Modules Setup atom are available in the SASI Modules Globe on the user's desktop.

If you include the User atom in SASI Modules for users who are not designated are Security Officers, they are able to access their own user record from any school they're logged on to and select their own preferences. However, users cannot access records for other users. In fact, the Forward/Back arrows for scrolling through records that display at the top of their User form and the Next and Previous options are not active on the Data menu.

The User atom contains three tabs:

- Options
- ABACUS
- SQL

Options on the User Menu

Field	***Description***
Change Password	This option displays the User Password window so that you can change a user password (you can also click Change Password button in the User atom).
Attach User Photo	This option enables you to attach a photo to a user record. The user's photo displays in the photo box in the User atom and in the Mini Pic box in the message center whenever the user's record displays.

Field	Description
Change ID, Name, Class	This option unlocks the fields in the top line of the User atom so that you can make changes to user's ID, name, or user class. Normally, this line is locked to prevent accidental change.

Setting Up a User Record

Setting up a user record consists of two parts, which can be performed at the same time:

1. Add a user and identify his or her user class (if any), the year and school he or she is logged on to, and his or her discipline security level. This information is entered in the top two lines of the User atom. Mandatory basic data consists of *User ID* and *User Name*.
2. Specify user preferences. These determine how a number of program features work.

Adding a User Record

1. Open the User atom.
2. Select Add User from the Data menu.
3. In the *User ID* field, type the User ID that is used to log in to the SASIxp educational software. This is unique for each user; if the ID you enter is a duplicate of one already in use, the system displays an error message.
4. In the *User Name* field, type the user's first and last name.
5. If the user belongs to a certain user class, use the pop-up list to select a school-defined list of user classes in the *User Class* field.
6. In the *Year* field, type the last two digits of the school year that the user is logged on to automatically. The year is designated by the first two digits, for example 98-99 year is designated by 98.
7. Fill in the remaining fields on the form.
8. Click Change Password. The User Password window displays.
9. In the *Enter your new password* field, type a password for the user; dots instead of letters display as you type.

10. In the *Enter your new password again* field, type the password again, exactly as before; dots display as you type. This action activates the Change button. If the password is less than the minimum length defined in the General tab of the School atom, the Change button does not activate.
11. Click Change to record the new password, close the User Password window and return to the User atom.
12. If the user is an ABACUSxp user, click the ABACUS tab, and select the data set you want for this user. Click Save to save your entries.
13. If this user also uses the ODBC feature, click the ODBC tab and type the user's SQL user ID and password. Click Save to save your entries.
14. Click Save to save all new entries, including the password; this adds the user to the SASIxp educational software database.
15. Click OK to confirm the addition.

Updating a User Record

1. Open the User atom and display the record you want.
2. In the first field to be changed, make the appropriate change.

   Click any additional tabs or fields you want to work in and make changes as needed.
3. Click Save to save all new entries (click Undo to revert to previous entries in all fields).
4. Click OK to confirm that you want to save changes.

Changing Data in the User ID, Name Class Line

1. From the User atom, display the record you want.
2. Select the Change ID, Name, Class option from the User menu.
3. Click in the first field to be changed and make the appropriate changes.
4. If you want to make changes in any fields below the ID, Name, Class line, click in the those fields and enter data there.
5. Click Save to save all new entries (click Undo to revert to previous entries in all fields).
6. Click OK to confirm that you want to save changes.

Entering or Changing a User Password

1. From the User atom, select the record you want.
2. Select the Change Password option from the User menu.
3. In the *Enter your new password* field, type a new password for the user. (The cursor skips over the *Enter your new password* field when you log in as a Security Officer.) Passwords can be a duplicate of a password being used by another user or it can be unique to this user.
4. In the *Enter your new password again* field, type the password again, exactly as before. This activates the Change button. However, if the password has fewer than the minimum length defined in the General tab of the School atom, the Change button is not activated.
5. Click Change to record the new password, close the User Password window, and return to the User atom. (Click Cancel to revert to the previous password and return to the User atom.)
6. Click Save in the User atom to save the new password (if you click Undo, the previous password is reinstated).
7. Click OK to confirm that you want to save changes.

Inactivating a User Record

1. Open the User atom and display the record you want to inactivate.
2. Select Inactivate User from the Data menu.
3. Click Save to save the change; parentheses display around the user's name in the title bar of the User atom to indicate that the user's status is inactive. (Click Undo to keep the user active.)
4. Click OK to confirm that you want to save changes.

Reactivating an Inactivated Record

1. Open the User atom and display the record you want to reactivate.
2. Select Activate User from the Data menu.
3. Click Save to save the change; parentheses are removed from the user's name in the User atom and their record is once again active. (Click Undo to leave the user record inactive).
4. Click OK to confirm that you want to save changes.

Deleting a User Record

1. Open the User atom and display the record you want.
2. Select Delete User from the Data menu. All data for this user is cleared from the form and removed from the database.
3. Click OK to confirm that you want to save changes.

Setting Up a User Class

The procedure for setting up a user class is similar to that for setting up a user record, except that you **do not** make a selection in the *User Class* field and you **do** select the check box next to *User Record is a User Class*.

Immediately after you add a user class, you can select that class for all users who belong to it. When you assign folders and atoms to users in the SASI Modules Setup atom, you can to do this on the basis of user class.

Adding a User Class

1. Open the User atom.
2. Select Add User from the Data menu.
3. In the *User ID* field, enter an ID (Attendance, Counselor for example) for the user class. This displays on the pop-up list available in the User Class field when the record is saved.
4. In the *User Name* field, type a name for the class.

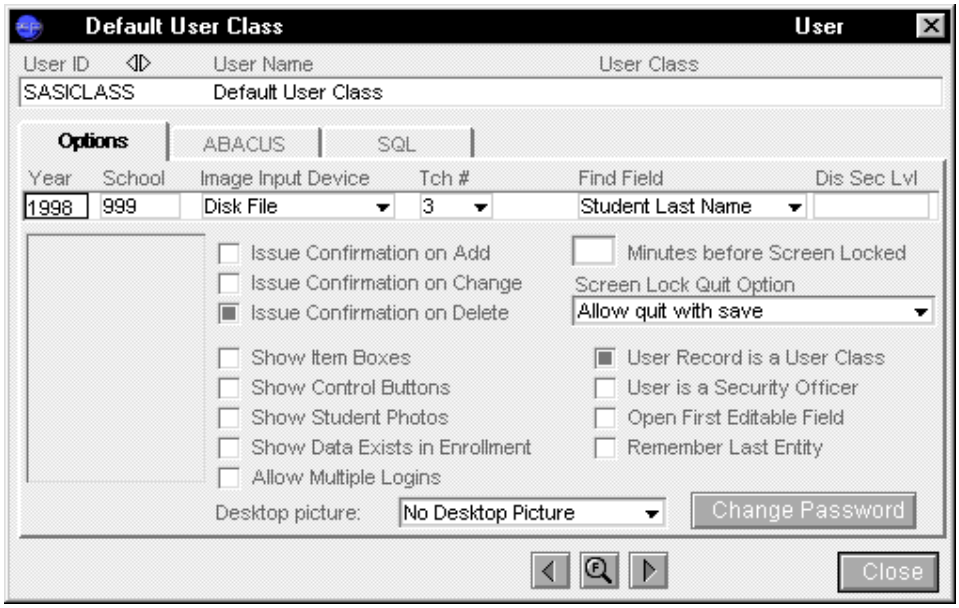
   This serves as a description for the ID. For example, if you add an attendance user class, you might use ATTENDANCE as the ID and Attendance Users as the name.
5. Click the check box next to *User Record is a User Class*.
6. Fill in any other fields you want to set up for the user class.
7. Click Save to save all new entries, including the password; this also adds the user to the SASIxp educational software database.
8. Click OK to confirm the addition.

User Fields

The top lines of each screen enables you to enter the basic information needed to add a user and identify the school the user should log in to.

Field	Description
User ID	ID the user enters to log in to the SASIxp software. This is unique for each user. This is a required field.
User Name	User's first and last name. This is a required field.
User Class	User's class, if any. If you set up folders and atoms according to user class, the folder/atom setup for any class selected is available when the user logs in. The down arrow displays a list of school-defined choices that can include classes such as Nurse or Attendance, a default user class such as SASICLASS, or None. The list of user classes is created by adding a user record for each class and selecting the *User Record is a User Class* checkbox for that record.

Options Tab



Options Fields

Field	Description
Year	Specifies the two-digit school year a user is automatically logged on to. This determines which records are available. Users can only access the data for one school year at a time. If the Change School/Year atom is included in the user's setup, he or she can use that atom to select a different year while working with the program. The 97-98 school year displays as 97; 98-99 year as 98, and so on.
School	Specifies the 3-digit number of the school a user is logged on to automatically. If the Change School/Year atom is included in the user's setup, he or she can use that atom to select a different school while working with the SASIxp educational software. Any change is reflected here.
Image Input Device	Specifies the type of input device available to attach photos to the SASIxp educational software records. The program-defined pop-up list contains four choices: Video Camera, Disk File, Photo CD, and Scanner. For users with an AV series Macintosh, you can use Video Camera. This selection determines how the Attach Photo option (on menus in the Student, Teacher, User and Staff Info atoms) works for each user. To activate these options, you also need to select the Using Photos option in the School atom.
Tch #	If the user being set up is a teacher, select the teacher number from the pop-up list in this field. The pop-up list displays the teachers in the Teacher file This field must be filled in if the district is using the Classroom module.

Field	Description
Find Field	The name of the field that is highlighted automatically when you perform a Find. Options are Student Name or Student ID.
Dis Sec Lvl	User's discipline security level. This setting determines access to information on student discipline infractions in the Discipline atom and to discipline codes in the Discipline Codes atom. The higher a user's security level, the greater their access to discipline data and the wider range of discipline codes they can view or modify. For example, each discipline code is assigned a security level from 0 to 9 (in the Discipline Codes atom). A user with a security level of 9 can see and modify all discipline infractions in Discipline records. A user with a security level of 6 can see and modify only infractions with a security level of 6 or lower.
Issue Confirmation on Add	Specifies whether a confirmation message should display whenever records are added in atoms. This field only displays in the User form if the User Pref. Option is selected for Confirm Add in the General tab of the School atom.
Issue Confirmation on Change	When selected, this check box specifies that a confirmation message should display whenever changes are made to records in atoms. This field displays in the User form only if the User Pref. Option is selected for Confirm Change in the General tab of the School atom.
Issue Confirmation on Delete	Specifies whether a confirmation message should display whenever records are deleted from atoms. This field only displays in the User form if User Pref. is selected for Confirm Delete in the General tab of the School atom.

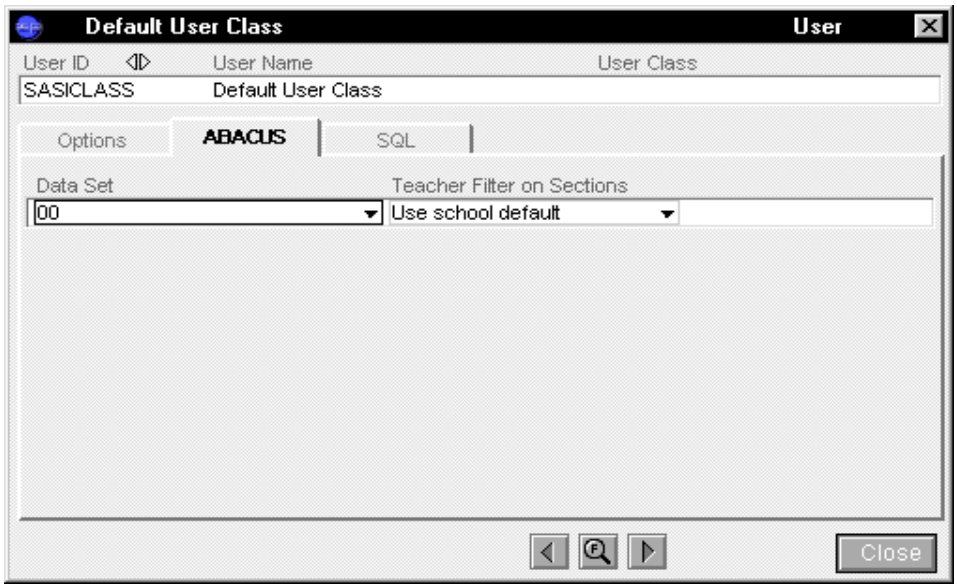
Field	Description
Minutes Before Screen Locked	How many minutes of inactivity before the lockout screen displays. The lockout screen hides the SASIxp software desktop for privacy, and prevents unauthorized use by requiring a password to continue. To set the time, enter the number of minutes. The lockout time can also be set in the School atom. The program uses the shorter of the two intervals.
Screen Lock Quit Option	Determines whether or not you can quit from the SASIxp software lockout screen. Options enable you to quit and save, quit without saving, or you may set this field to prevent anyone from being able to quit from the lockout screen. This field affects only what happens when quitting and exiting the SASIxp software from the lockout screen. If you are using a screen saver, make sure the number of minutes set for the saver is different from the number of minutes set in the *Minutes before Screen Locked* field.
Show Item Boxes	Specifies whether gray outlines should display around all data fields in atom forms. These make it easier to see where each field begins and ends. Users can select this option from the Data menu for individual tabs.
Show Control Buttons	Specifies whether control buttons are shown at the bottom of all atom forms. Control buttons consist of three buttons in a row: two larger versions of the Forward/ Back Arrows found at the top of most screens, and a magnifying glass-shaped button that activates the Find mode. Users can select this option from the Data menu for individual screens.

Field	Description
Show Student Photos	Specifies whether student photos attached to records should automatically display in photo boxes in atom tabs and in the Mini Pic box in the message center.
Show Data Exists in Enrollment	When selected, this check box specifies that dots automatically displays beside Fast Access atoms to identify the ones that contain data. Users can turn this option on and off using the Show Student Data option on the Enrollment menu.
Allow Multiple Logins	Specifies whether this user can be logged on to the SASIxp educational software more than one time.
Desktop picture	Select the picture you want to display on your desktop. Pictures are centered in the desktop. Large pictures are scaled to fit. This feature is available after you have set up your SASIXP.INI file to point to a directory containing pictures. Choices are: • Any one of the pictures shown in the pop-up list. Pictures must be in the PICT or JPEG format. • Random Desktop Picture – a different picture is selected at random each time you log in to the SASIxp educational software. • No Desktop Picture – no desktop picture displays.

Field	Description
User Record is a User Class	When selected, this check box indicates that the current record establishes a class of users. A blank box means that the record belongs to an individual user instead. When you save the record for a user class, whatever you enter in the User ID field displays in the pop-up list for the User Class field. You can then select that class for users as you create User records. Any folder/atom setup defined for a user class is available for all users identified as belonging to it.
User is a Security Officer	When selected, this check box indicates that the user is a Security Officer. Users with this status have global-level security rights and can perform setup, assign folders and atoms, arrange desktops, create filter atoms and toolbars, and access records for all users. Security Officer status is noted in the status bar that spans the top of the message center.
Open First Editable Field	When selected, this check box specifies that the first user input field is selected automatically when a record displays. A selected field is either highlighted, or contains a flashing cursor.
Remember Last Entity	When selected, this checkbox specifies that each newly opened atom automatically displays the record for the entity (student, teacher, or course) shown in the last atom. This enables users to continue working with the same entity without having to find it each time they start an atom.
Allow Student Delete	Specifies whether this user will be allowed to delete students on the Enrollment atom. This field displays in the User screen only if the User Pref. option is selected in the Enrollment tab on the School atom.

Field	Description
Change Password Button	Displays the User Password window where you can assign and change user passwords. The minimum number of characters required for a password is defined in the General tab of the School atom. When you add a new user, the user ID automatically becomes the password. The password can be changed later, either by a Security Officer, or by the user via the User atom, the Login atom, the Login Screen, or the Lockout Screen.

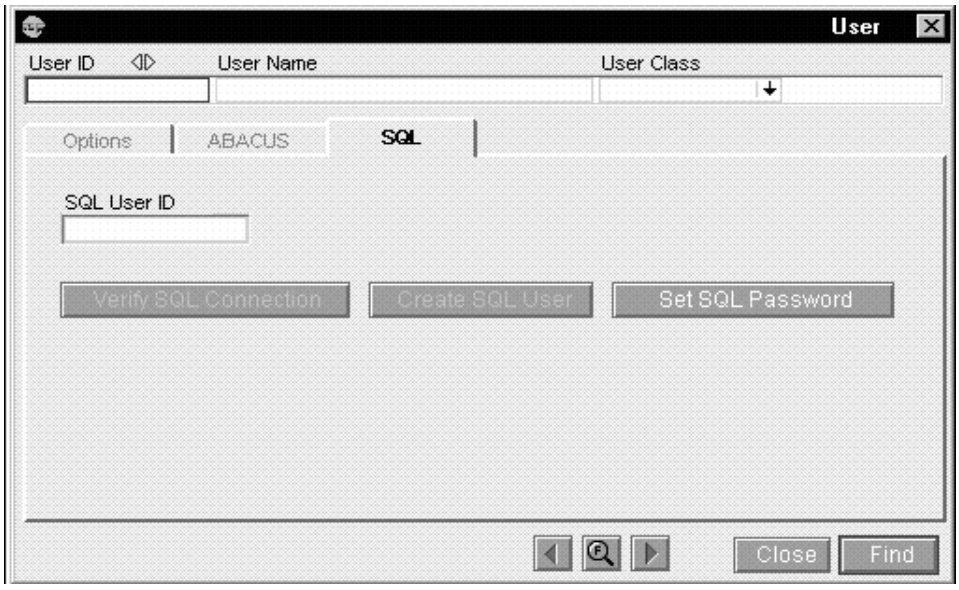
ABACUS Tab



Abacus Fields

Field	Description
Data Set	Select the data set from the pop-up window if this user also uses data from the ABACUSxp application.
Teacher Filter on Sections	Choose from a pop-up list of options whether to use the teacher filter on sections. The options are: • Use school default • Use teacher filter • Don't use teacher filter

SQL Tab



Setting Up a SQL Database User

If you use a SQL database for the SASIxp educational software, you must perform the following procedure to set up users in the SQL database. The SQL information is associated with the user's SASIxp User ID and User

Name, and is automatically passed to the SQL database login routine when the user logs in to the SASIxp educational software (this data are stored in the AUSR table).

You can choose to manually enter a SQL User ID (for example, if the user is already set up in the ODBC Database Security Manager) or use the Create SQL User button to automatically generate a SQL user ID and a randomly-generated password.

You must have full administrator privileges in the SQL database to create users. You must be a Security Officer in the SASIxp educational software to set up, view, or modify SQL IDs and passwords.

Adding a SQL User Record

1. Open the User Atom, and display the record for the user you want to set up in the SQL database.
2. Select the SQL tab.
3. Do one of the following:
   - If the user does not have an existing SQL user ID, click **Create SQL User**. The system creates a SQL user ID that is a concatenation of the SASIxp user name and an optional prefix and/or suffix (you can set up the prefix or suffix you want to use in the rdbms.ini file). The SASIxp educational software creates the user in the SQL database, generates a random SQL password, and then displays a completion message. Click **OK** to continue.
   - If the user does have an existing SQL user ID or if you want to manually assign an ID, enter it in the **SQL User ID** field, then click **Save**. Next, click **Change SQL Password**. In the SQL Password dialog box, enter the password for the user (or click **Generate Password** to automatically create a random password). Click **Save** to save the password and return to the User form.
4. Verify that the system created a valid SQL user ID and password by clicking **Verify SQL Connection**. If everything is operational, the SASIxp educational software will display the message: *Connection Successful*. Click **OK**.

> If you do not see the *Connection Successful* message, or if the user has trouble logging in to the SASIxp educational software, refer to *Implementing SASIxp with Microsoft SQL Server 7.0* for information on creating SQL users.

5. Click **Close** to close the User Atom.

SQL Field

Field	*Description*
SQL User ID	Type the SQL user ID and password for this user if you are using ODBC with the SASIxp educational software in your school.

Using the SASI Module Setup Atom

After you add User records, you can now assign folders and atoms to each user or user class using the SASI Modules Setup atom (in the System Setup folder). This atom enables you to tailor users' SASI modules to their description. You do not need to give all users access to all atoms.

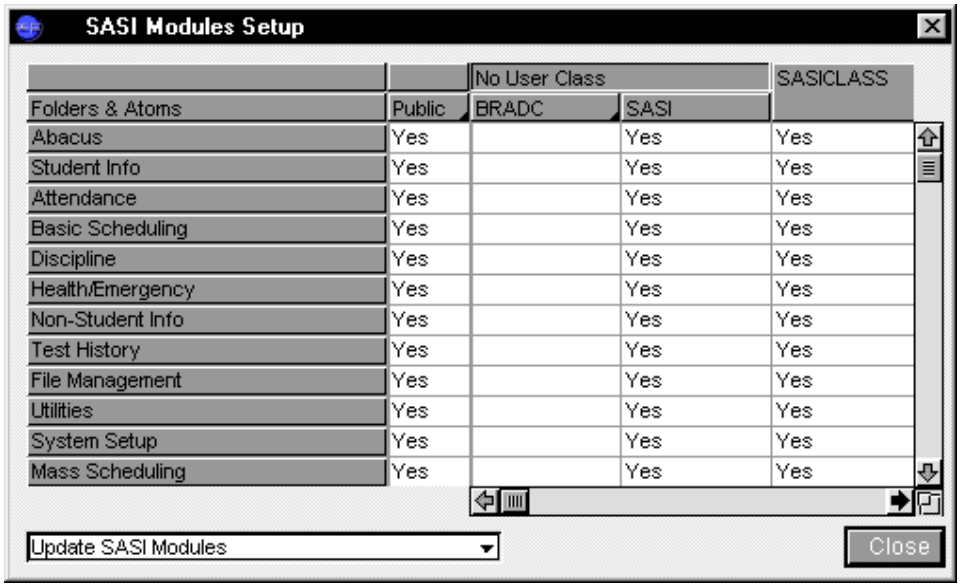
All users' SASI modules are stored inside the SASI Modules Globe on their SASIxp desktops. SASI Modules refers to the folders and atoms assigned to individual users. SASIxp Modules also refers to the entire collection of folders and atoms a school is licensed to use.

You can also use the SASI Modules Setup atom to add folders and atoms to a user's SASI Modules or remove them from it.

SASI Modules Setup Atom

The SASI Modules Setup atom consists of a matrix and a list of update options. The setup matrix enables you to assign folders and atoms to each user. It contains rows for all the SASIxp folders and atoms in SASI Modules and columns for all users with records in the User atom.

To assign folders and atoms to users, select Yes, No, or blank access settings from the list that pops up when you click fields in the *Public*, *User Class*, and *User* columns.



Creating and Updating SASI Modules

The most efficient way to create or update SASI modules is to assign access to folders and atoms first to the public, second to user classes, and last to individual users, those who belong to a user class as well as those who do not. This way, you only need to assign access to user classes or individual users if it differs from the access assigned to the Public, because:

- Access to a folder or atom defaults to what's entered in the *Public* column if the *User Class* and *User* columns for a user are blank.
- Access is based on what is entered in any *User Class* column for a user if their *User* column is blank.
- Access is based on what is entered in the *User* column for a user, no matter what is entered in the *Public* column or any *User Class* column for that user.

Guidelines for Assigning Folders and Atoms

- If you want a user, a user class, or the public to have access to all atoms in a folder, select Yes for that folder in the appropriate column.

- If you do not want a user, user class, or the public to have access to any of the atoms in a folder, select No for that folder in the appropriate column.
- If you want a user, a user class, or the public to have access to a few (but not all) of the atoms in a folder, select No for that folder in the appropriate column. Then select Yes for each atom users should have access to. If all columns are blank for an atom, each user's access to that atom is determined by his or her access to the folder that contains the atom.
- If you want a user, a user class, or the public to have access to most (but not all) of the atoms in a folder, select Yes for that folder in the appropriate user column. Then select No for each atom users should not have access to. If all columns are left blank for an atom, each user's access to that atom is determined by his or her access to the folder that contains the atom.
- If you plan to select the same access setting for all the atoms in a folder, you only need to display the row for that folder.
- If you plan to select different access settings for different atoms in a folder, double-click the name of that folder to display rows for all the atoms it contains, or select the Expand All Folders option from the Setup menu to display rows for the atoms in all folders.

Assigning Folders and Atoms to Users

1. Open the SASI Modules Setup atom.
2. Click the name of the first folder to highlight its row.
3. Click the *Public* field for the selected folder. When the list of access settings displays, use the program-defined pop-up list to select the default for that folder.
4. If you want to assign a different access setting to a user class, click the field for the selected folder in the appropriate *User Class* column. When the list of access rights displays, select the option you want to use. The right you enter here applies to all users in that class, unless you enter different rights for individual users.
5. If you want to assign a different access setting to individual users, click field for the selected folder in the appropriate *User* column (under either *No* User *Class* or *User Class* headings). When the list of access rights displays, select the option you want. If a user's column is "folded" under a *User Class* heading, you can display it by double-clicking the column heading for the user class or selecting the Expand All Classes option from the Setup menu.

6. Repeat Steps 2 through 5 for each folder and atom you want to assign access to.
7. Make sure you select Update SASI Modules in the pop-up list of update options shown below the matrix. If it's not selected, click the down arrow there to display the pop-up list of update options, and select the option you want.
8. Click Save to save all new entries.
9. Click OK to confirm saving new entries.
10. Click Close.

Duplicating an Entry Using the Quick Change Technique:

1. Select an access right in one field as you normally would.
2. For each subsequent field, hold down the Option key (Macintosh) or the Alt key and left mouse button or right mouse button (Windows) and click the field. The access right selected last displays in each field. You can work each consecutive row or column, or you can randomly jump from field to field.

Duplicating an Entire Column

1. To select a column of settings to copy from one user to another, click (and hold) on the title field. This highlights the entire column.
2. Drag and drop the highlighted column to the destination column.

Expanding and Folding Rows and Columns

When you open the SASI Modules Setup atom, rows for atoms and columns for users assigned to a user class are hidden from view. You can "expand" these rows and columns to display them, then "fold" them again to save room in the setup matrix.

Techniques for Expanding and Folding Rows

- To expand or fold the rows for atoms contained in one folder, double-click the name of that folder. The atom rows display or disappear under the row for the selected folder.
- To expand the atom rows for all folders, select the Expand All Folders option from the Setup menu.

- To fold the atom rows for all folders, select the Fold All Folders option from the Setup menu. Only rows for folders are then displayed.

Techniques for Expanding and Folding Columns

- To expand or fold the user sub-columns for one user class, double-click the column heading for that User Class column.
- To expand the user sub-columns for all user classes, select the Expand All Classes option from the Setup menu.
- To fold the user sub-columns for all user classes, select the Fold All Classes option from the Setup menu. Only columns for user classes and users not assigned a user class are displayed.

Setting Up Desktops

Once you assign folders and atoms, you can:

- Log in as a user or user class.
- Copy folders and atoms from the SASI Modules Globe to the workspace.
- Arrange them however you want.

You can also lock the folders and atoms in place in the workspace. If you do not copy folders and atoms to the workspace, or if you do copy them but do not lock them in place, users can arrange the workspace themselves.

As part of the desktop setup, you can:

- Create toolbars for each user or class that are tailored to their specific job responsibilities.
- Create data filters for each user/user class and lock them into the System Filter folder to permanently activate them for that user/class. Data filters work in the background to screen data so that only data that meets filter criteria is available.

Setting Up User Desktops

1. Open the User atom and display the record for each user/user class for which you want to set up a desktop.
2. Select the check box next to *User is a Security Officer* to temporarily assign Security Officer status to the user.

3. Log in using the user ID and password for the first user or user class for which you want to set up a desktop. A clean desktop displays, with only the SASI Modules Globe, System Filter Folder, In Folder, and Eraser.
4. Open the SASI Modules Globe. All the SASIxp educational software folders and atoms assigned to the current user or user class display.
5. Copy each folder you want from the SASI Modules Globe to the workspace.
6. In the SASI Modules Globe, open each folder you want to copy atoms from.
7. Copy each atom you want to the workspace or to the appropriate folder.
8. Arrange folders and atoms in the workspace in any way you want.
9. To lock a folder/atom in place so that it cannot be moved around the workspace, click that folder/atom to highlight it and select the Atom Info option from the File menu. Click the check box next to *Locked* to lock the folder/atom. If you want to lock all the atoms contained in a folder, click the check box next to *Lock Enclosed Atoms*.
10. Create toolbars for the user or user class.
11. Create data filters for the user or user class.
12. Select the Save Desktop option from the File menu to save the arrangement. This arrangement displays the first time the user logs in to the SASIxp educational software.
13. Repeat steps 3 through 12 for each user or user class.
14. When you complete desktop setup for all users/user classes, log in to the SASIxp educational software using your own user ID and password and remove Security Officer status for those users.

Recreating SASI Modules

Once you have assigned folders and atoms to users, you can use the recreate options on the pop-up list of update options to recreate SASI Modules for selected user or for all users.

- Select Recreate SASI Modules for Selected Users if you want to recreate all folders and atoms for selected users. You can use this to fix corrupted atoms.

- Select Recreate SASI Modules for All Users if you want to recreate all folders and atoms for all users. The program automatically selects this after you install a new version of the SASIxp educational software that contains changes to folders and atoms in your SASI Modules. This ensures that all users are working with the latest version of the SASIxp educational software folders and atoms.
- Select Recreate Entire Desktop for Selected Users if you want to recreate all folders and atoms for selected users, and also recreate their desktops. You can use this to fix problems related to corrupted atoms or to recreate user desktops from scratch.
- Select Recreate Entire Desktop for All Users if you want to recreate all folders and atoms for all users, and also recreate their desktops. You can use this to fix problems related to corrupted atoms or to recreate all user desktops from scratch.

Recreating SASI Modules (and Desktops)

1. Open the SASI Modules Setup atom. If you've just installed a new version of the SASIxp educational software that contains changes to your SASI Modules, a message alerts you that new SASI Modules are created for all users.
2. To change which folders and atoms are assigned to users, use the procedures given earlier for creating and updating SASI Modules. You must assign any new folders or atoms included in the new SASI Modules before these are available to users.
3. If you plan to use one of the recreate options that applies only to selected users, click the column heading for one user or user class, hold down the Shift key and click several.
4. Select one of the recreate options from the pop-up list of update options shown below the matrix.
5. Click Save to save all new entries.

   Click Close to close the SASI Modules Setup atom. Users' SASI Modules or their SASI Modules and desktops are updated the next time they log in to the SASIxp software.

SASI Modules Setup Fields

Field	Description
Folders & Atoms	Lists all the folders and atoms included in your SASI Modules; there is a row for each folder and atom. Initially, only folders displays. To display all the atoms contained in one folder, double-click its name. To display all the atoms contained in all folders, select the Expand All Folders option from the Setup menu. The names of atoms are indented below the name of the folder they're stored in.
Public	The default access settings for folders and atoms; these are the settings that apply to most users. If no selection is made for a user's class or for a user individually, user access to a folder or atom is based on what's selected here. The *Public* column remains on display when you scroll horizontally to view other columns.
No User Class	Contains sub-columns for all users who are not assigned to a user class.
User Sub-columns (Under No User Class)	Contains access settings for individual users who are not assigned to a user class; columns are labeled with User IDs assigned in the User atom. While *User Class* sub-columns can be "folded" (hidden from view) and "expanded" (displayed), user sub-columns under *No User Class* remain displayed at all times.

Field	Description
User Classes	Contains the access settings for each user class. The *User Class* column also contains sub-columns for individual users assigned to that class. Initially, only the *User Class* columns show. User sub-columns are "folded" or hidden from view. To display the sub-columns under one *User Class* heading, double-click that heading. To display the user sub-columns under all *User Class* headings, select the Expand All Classes option from the Setup menu.
User Sub-columns (Under User Classes)	Contains access settings for individual users who are assigned to a user class; columns are labeled with User IDs assigned in the User atom. Initially, the user sub-columns under *User Class* columns are "folded" or hidden from view. To display the sub-columns under one *User Class* heading, double-click its heading. To display the user sub-columns under all *User Class* headings, select the Expand All Classes option from the Setup menu.

Access Settings

Choices on the program-defined list of access settings that comes up when you click fields in *Public*, *User Class*, and *User* columns are as follows:

- Yes – indicates that a folder or atom is included in the SASI Modules for a user, a user class, or the Public. Any folder or atom previously marked with a No is added to the appropriate SASI Modules.
- No – indicates that a folder or atom should not be included in the SASI Modules for a user, a user class, or the Public. Any folder or atom previously marked Yes is removed from the appropriate SASI Modules.
- Blank – indicates that a user's access to a folder or atom is determined by what's selected in another column or row. It is not available from fields in the *Public* column.

Update Options

Option	Description
Update SASI Modules	Updates users' SASI Modules when you first assign folders and atoms or make changes to existing folder/atom assignments. Only newly assigned or removed folders and atoms are affected. This serves as the default option under most circumstances. However, if you install a new version of the SASIxp educational software that contains changes to the folders and atoms in SASI Modules, the program selects Recreate SASI Modules for All Users as the default.
Recreate SASI Modules for Selected Users	Recreates all the folders and atoms assigned to selected users. You can use this to fix problems related to corrupted atoms. Any folders and atoms shown on user desktops are not removed unless they have been marked No in the setup matrix. To select the column for one user or user class, click the column heading. To select columns for multiple users or user classes, hold down the Shift key and click column headings.
Recreate SASI Modules for All Users	Recreates all folders and atoms for all users. The program automatically selects this option after you install a new version of the SASIxp educational software that contains changes to folders and atoms in your SASI Modules. When you open the SASI Modules Setup atom, a message alerts you that new SASI Modules are created for all users. Folders and atoms are not removed from user desktops or from SASIxp Modules unless they've been removed from SASIxp Modules. Folders and atoms are not added to SASIxp Modules unless you assign them. You need to select Save before you can select a different update option from the pop-up list.

Option	Description
Recreate Entire Desktop for Selected Users	Recreates all folders and atoms for selected users, and also recreates their desktops. All folders and atoms assigned to each user are affected, and all folders and atoms on existing desktops are removed as new desktops are created. You can use this to fix problems related to corrupted atoms or to recreate user desktops from scratch.
Recreate Entire Desktop for All Users	Recreates all folders and atoms for all users, and also recreates their desktops. All folders and atoms assigned to each user are affected, and all folders and atoms on existing desktops are removed as new desktops are created. You can use this to fix problems related to corrupted atoms or to recreate all user desktops from scratch.

Setting Up Security

After you assign atoms to users, you can use the Security atom (in the System Setup folder) to fine-tune access to those atoms by assigning access rights to the data files and data fields they contain.

To assign varying levels of access, this atom gives you the following choices: No See, No Read, View Only, Update, Mass Update, and All. Rights for one file can be assigned to individual users, user class, and the public (users in general).

To tailor access rights to a user's job duties, you can give that user different rights to different files (and fields) — you do not need to assign each user the same access level across the board. For example, you might give an attendance clerk all rights to attendance files, but view — only rights to student files.

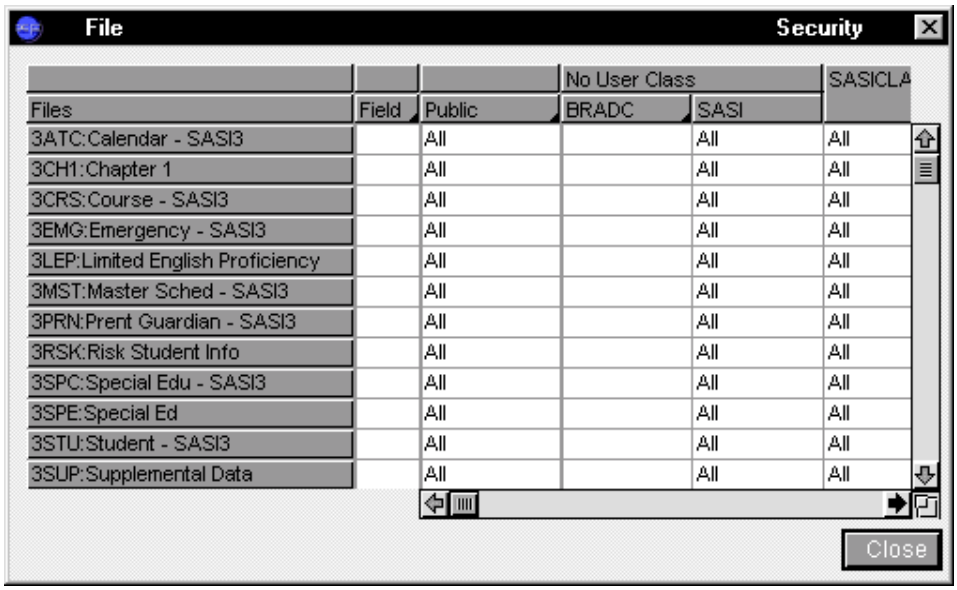
Note that because the Security atom displays all users in the User atom and all files in your SASI Modules, it may include files for atoms that were not assigned to certain users in the SASI Modules Setup atom. However, only files for atoms that were assigned to a user or user class in Modules Setup are affected by what you do in the Security atom.

Security Atom

The data-file matrix displays when you open the Security atom. From the data-file matrix, you can access a data-field matrix for each file:

- The data-file matrix enables you to assign rights for specific data files. This matrix contains rows for all the SASIxp data files in SASI Modules, and columns for all users with records in the user atom.
- Data-field matrixes are where you assign rights for specific data fields. These matrices are designed for use when you want to provide access to most of a file, but limit access to certain fields within that file. Each data-field matrix contains rows for data fields in the selected file; the user columns shown are the same as those in the main data-file matrix. To display a data-field matrix, select Yes in the *Field* column, and double-click its file code. To return to the data-file matrix, click Files.

In both matrix types, you can assign rights to users by selecting them from the program-defined list that pops up when you click fields in the *Public*, *User Class*, and *User* columns.



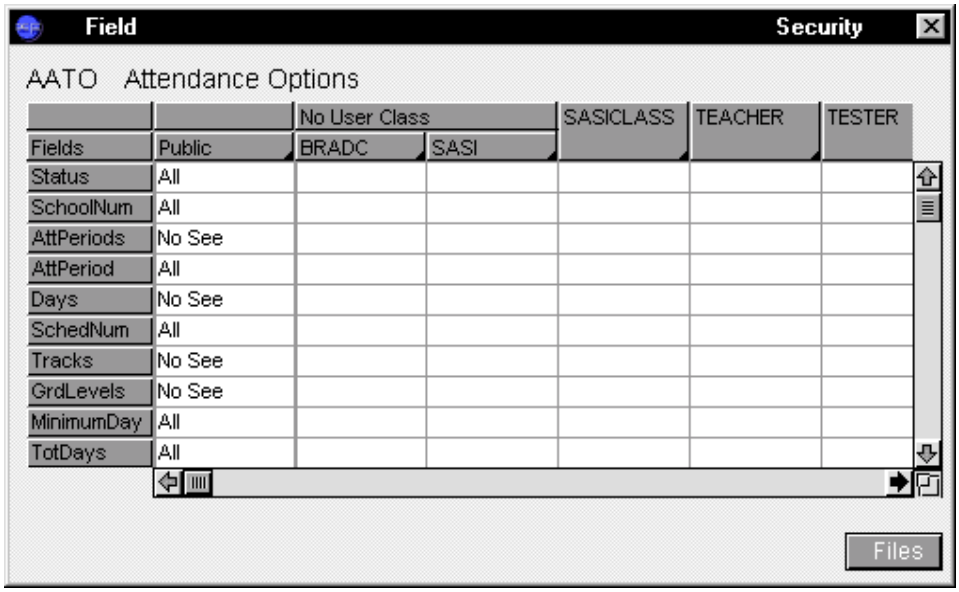
Security Fields

Column	Description
Files	File codes for all the SASIxp data files included in your SASI Modules. There is one row for each file. You can display the data-field matrix for that file by double-clicking its file code in this column.

Column	Description
Field	Indicates whether access rights have been assigned to one or more data fields in a file. If you double-click the file name to access the field security, the *Field* column remains on display when you scroll right or left to view other columns. When you return to the Files screen by clicking Files, the system automatically places Yes in the *Field* column. If you click Yes to change it to blank (No), the system displays a message asking if you want to disable the field security level for this file.
Public	Default access rights for each file; these are the rights that apply to most users. If you assign no access right to a user's class or to a user individually, user access to a file is based on what's selected in this column.
No User Class	Contains sub-columns for all users who are not assigned to a user class.
User Sub-columns (Under No User Class)	Contains access rights for individual users who are not assigned to a user class. Columns are labeled with user IDs assigned in the User atom.
User Classes	Contains the access rights assigned to each user class; each user class column also contains sub-columns for individual users assigned to that class. Initially, only the user class columns display. User sub-columns are "folded" or hidden from view.
User Sub-columns (under User Classes)	Contains the access rights for individual users who are assigned to a user class; columns are labeled with user IDs assigned in the User atom. Initially, only the user class columns display; user sub-columns are "folded" or hidden from view.

Data-Field Matrix

Data-field matrices enable you to assign rights for specific data fields when you want to provide access to most of a file, but limit access to certain fields within that file. Each data-field matrix contains rows for data fields in the selected file. The user columns display the same as those in the main data-file matrix. To display a data-field matrix, select Yes in the *Field* column for a file, and double-click its file code. To return to the data-file matrix, click Files.



Security Data Field Matrix Fields

The *Public*, *User Class*, and *User* columns shown in data-field matrices are exactly the same as those shown in the data-file matrix. The only differences between the two types of matrices are as follows:

- Data-file matrices do not contain a *Field* column.
- Data-field matrices contain a *Fields* column instead of a *Files* column. The *Fields* column displays names of all the fields in the selected file to which access rights can be assigned.

Access Rights

The choices on the program-defined list of access rights are the same for both the data-file and data-field matrixes.

Access Right	Description
No See	At the file level, users assigned this right cannot open the atom that contains the selected file. An alert message displays if they try. In addition, the file is not displayed in the Query atom. At the field level, the selected field does not display for those users, even if it contains data.
No Read	At the file level, users assigned this right cannot open the atom that contains the selected file; an alert message displays if they try. In addition, the file is not displayed in the Query atom. At the field level, the selected field displays, but remains blank, even if it contains data.
View Only	At the file level, users assigned this right can open the atom that contains the selected file and display records. They can also work with the file in the Query atom. However, they cannot enter or change data in that file or perform a mass change from Query. At the field level, the selected field and any data it contains displays, but users cannot enter or change data in that field.
Update	At the file level, users assigned this right can open the atom that contains the selected file, enter or change data, and add or delete records. However, they won't be able to perform a mass change from Query. At the field level, users can enter or change data in that field.

Access Right	Description
Mass Update	At both the file and field levels, users assigned this right can do everything that users assigned the update right can do. In addition, they can mass change data in multiple records from the Query atom. The Change option in Query is available only to users who are security officers.
All	At the file level, users assigned this right can use all options available for working with files, including creating and deleting files. At the field level, users can use all options available for working with the selected field.

Assigning Access Rights

These steps are the most efficient way to assign access rights to data files and data fields:

1. Go to the *Public* column and assign the access right that should apply to most users. Access is based on the values in this column if the *User Class* and *User* columns for a user are blank. The default selection for all files is All.
2. If the access right for a user class should be different from the one assigned in the *Public* column, go to the *User Class* column for that class and enter it. Access is based on what is entered in a *User Class* column if the *User* column for a user is blank.
3. If the access right for an individual user should be different from the one assigned in the *Public* column and in the user's *User Class* column, go to the *User* column for that user and enter it. Access is based on what is entered in the *User* column for a user, no matter what's entered in the *Public* column or *User Class* column.

Assigning Access Rights for Data Files

1. Open the Security atom and click the file code for the file for which you are assigning access to highlight its row.
2. Click the *Public* field for the selected file. When the list of access rights displays, select the option you want to assign to most users. The default selection for all files is all.

3. To assign a different right to a user class, click the field for the selected file in the appropriate *User Class* column. When the list of access rights displays, select the option you want. The access right you enter here applies to all users in that class, unless you enter different rights for individual users.
4. To assign a different right to individual users, click the field for the selected file in the *User* column and select the access right you want.
5. To assign access rights to certain fields in the selected file, follow the steps in the next section.
6. Repeat Steps 2 through 5 for each data file you want to assign access rights for.
7. Click Save to save all new entries, including any entries made in data-field matrices (click Undo to erase all new entries).
8. Click Close.

Assigning Access Rights for Data Fields

1. From the data-file matrix in the Security atom, select Yes in the *Field* column for the file you want to work with; you can do this by clicking its *Field* field.
2. Double-click the file code for the selected file; the system displays the data-field matrix for that file.
3. Click the name of the field you are assigning access rights for to highlight its row.
4. Click the *Public* field for the selected field. Use the pop-up list to select access rights you want to assign to most users. The default selection for most fields is All.
5. If you want to assign a different right to a user class, click the field for the selected field in the appropriate *User Class* column. Use the pop-up list to select access rights you want to assign to the user class. The right you enter here applies to all users in that class, unless you enter different rights for individual users.
6. If you want to assign a different right to individual users, click the field for the selected field in the *User* column for each user. Use the pop-up list to select access rights you want to assign to the user.
7. Repeat Steps 3 through 6 for each field you want to assign access rights for.
8. Click Save to save all new entries.

9. Click Files to close the data-field matrix and return to the data-file matrix.
10. Click Save in the data-file matrix to permanently save all new entries in the data-field matrix you just worked in and in the data-file matrix (click Undo to erase all new entries in both matrices).
11. Click Close.

Duplicating an Entry

1. Select an access right in one field as you normally would (click in the field, drag the mouse to highlight the right you want on the list that displays, and release the mouse to select it).
2. For each subsequent field, hold down the Option key (Macintosh) or the Alt key or right mouse button (Windows) and click in the field. The access right selected last displays in each field). You can work consecutively (by row or column), or randomly, jumping from field to field.

Duplicating an Entire Column

1. To copy a column of settings from one user to another, click and hold on the title field for the column you want to copy to highlight the entire column.
2. Drag and drop the highlighted column to the column where you want it copied.

Using the Create New Files Atom

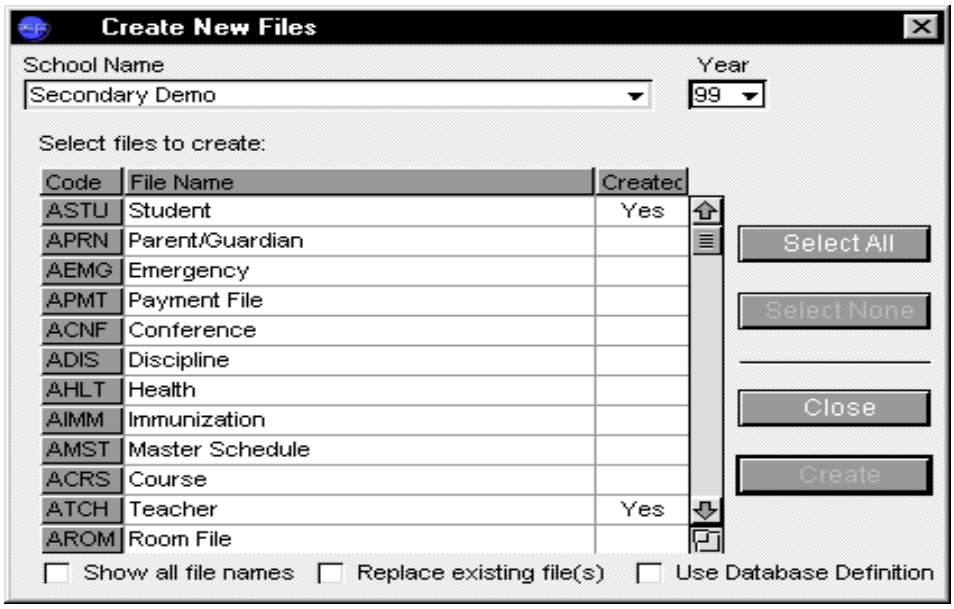
The Create New Files atom (in the File Management folder) creates the empty data files the system needs for recording data. You can use this atom when you first set up a school in the SASIxp software, or as needed throughout the year.

The files you'll need to create depend on whether or not you are converting existing data and which atoms you plan to use:

- If you are converting data for a school, the appropriate files for that data are created automatically.
- If you are not converting data, you'll need to create all required files.
- If you do not plan to use certain atoms, such as Master Schedule or Course, you do not need to create files for those atoms.

Create New Files Atom

The Create New Files atom contains one matrix listing the data files in your SASI Modules (the entire collection of folders and atoms your school is licensed to use) and several function buttons and checkboxes used in creating files.



Creating New Files

You can use the Create New Files atom to create new files or to replace existing files that are marked with a Yes in the Created column of the File Name matrix. Keep in mind that when you replace existing files, any data they contain is deleted. Also, if you are not converting data, you'll need to add records to files and enter data.

Creating New Files

1. Open the Create New Files atom.
2. In the *School Name* field, use the pop-up list field to select the school that you are creating files for. If the correct school is already displayed, skip to Step 3.
3. In the *Year* field, enter the year you are creating files for. If the correct school year is already displayed, skip to Step 4.
4. Select the *Show all file names* option to display all files available in the File Name matrix.
5. From the matrix, select the names of the files you want to create:
   - To select all files displayed at once, click Select All.
   - To select one file, click its field in the *Code* column.
   - To select more than one file but less than all, hold down the Shift key and click each file's field in the *Code* column.
6. Click Create. The program begins creating files. The name of each file selected displays in the message center as the program creates it.
   - If a file already exists, warning message displays. Click OK to overwrite an existing file with a new one, or click Cancel to keep existing data and skip to the next file.
   - If a file already exists and data can be carried over from one year to another, a message asks you if you want to copy last year's file to this year's. Click Yes to copy or No if you do not want to copy last year's data.
7. After the system creates the selected files, click Select None to clear highlighting from the selected rows.
8. Click Close.

Replacing Existing Files

1. Open the Create New Files atom.
2. In the *School Name* field, use the pop-up list to select the school that you are creating files for.
3. In the *Year* field, enter the year you want to create files for. If the correct school year is already displayed, no entry is required.
4. Click the check box next to the *Show* all file *names* field to display all the files available in the atoms listed in the matrix.
5. From the matrix displayed, select the files you want to replace:
   - Select all files currently displayed in the matrix by clicking *Select All*.
   - To select one file, click its field in the *Code* column.
   - To select more than one file but less than all, hold down the Shift key and click each file's field in the *Code* column.
6. Select the *Replace existing file(s)* option to replace existing files with no warning message. However, a message displays asking if you want to copy last year's definition files to this. Click Yes or No.
7. Click Create. The program replaces existing files and creates files that are selected in the matrix but do not yet exist. The name of each file displays in the message center as the program replaces it.
8. After the system replaces the selected files, click Select None to clear highlighting from the selected rows.
9. Click Close.

Create New Files Fields

Field	Description
School Name	Name of the school currently selected in the Create New Files atom, and enables you to select a different one.
Year	Last two digits of the school year currently selected in the Create New Files atom and enables you to select a different one. Remember that 98-99 displays as 98.

Field	Description
Code and File Name Matrix	Data files used by the SASIxp educational software atoms. Each row is devoted to one file. Initially, just the file for the main atom in a module displays. When you select the *Show* all file *names* box, the matrix displays files for additional atoms in various modules, which are sub files to the main file. The *Code* column contains the code for each module or file. The *File Name* column contains the file name for each atom or file. The *Created* column identifies whether or not a file has been created. Yes in a field in this column means a file exists. A blank field means it does not exist.
Select All Button	Enables you to highlight and select all the file names currently displayed in the matrix at once. If you want to select one file, click its field in the *Code* column. If you want to select more than one but less than all, hold down the Shift key and click each file's field in the *Code* column.
Select None Button	Enables you to deselect all the file names currently highlighted in the matrix at once. It is not active unless you select one or more rows.
Close Button	Closes the Create New Files atom.

Field	Description
Create Button	Initiates the file creation process for the selected files, and is only active when one or more rows are selected. The name of each file displays in the message center as it is created. If a file already exists, a message displays when you click Create. If you want to delete all data contained in the existing file and create a new one, click OK. If you want to keep the existing data and file, click Cancel. If a file already exists and data can be carried over from one year to another, the system displays a message asking if you want to copy last year's file to this year. Click Yes or No.
Show all file names	Enables you to display files for additional atoms in various modules. Initially, just the file for the main atom in a module displays. Typically, the additional files are for atoms used to perform setup, such as the Attendance Setup atom. The names of additional files are indented to the right in the *File Name* column, under the name of the main file for a module. If you create a main file (ASTU) without selecting *Show all file names*, the system automatically creates the subfiles.
Replace existing file(s)	Enables you to replace existing files without getting a warning message that they already exist. Keep in mind that all data contained in the existing file is deleted when you replace it with a new file. The replace option applies only to the rows selected (all, several, or none) when you click Create.

Field	Description
Use Database Definition	Displays files that may not display in the "Select files to create" list of the Create New Files atom. Examples of these files include user-defined files created with File Definition Pro and the SASIxp control files. This feature does not copy last year's data to the current year, and should not be used in most cases. Use this feature only as a last resort when you are unable to create a new version of a particular file. This feature may produce undesired results because last year's data is not copied into the current year. Contact Pearson School Systems Support before using this feature.

Using the Next ID Atom

The Next ID atom (in the System Setup folder) enables the system to automatically supply ID numbers in sequential order as records are added to files in various atoms. It is intended for use by the system administrator and is not typically available to other users.

The numbers affected by settings in the Next ID atom can include IDs for students, teachers, and courses as well as link numbers for related records and numbers for forms and scanner sheets.

After the current number is used, the Next ID atom advances to the next number and keeps it ready for the next record. You can view the next numbers available at any time by opening the Next ID atom.

Use the Next ID atom when you are setting up the SASIxp software and when you want to use automatic numbering for certain parts of the database. You can either use the program defaults for numbering, or enter numbers of your choosing. (If you are using converted data, the next numbers available from that data are entered in the Next ID atom automatically.)

In addition, if you want the program to automatically assign a number in a user-defined field, you can add that field to the Next ID atom yourself.

Finally, if you want users to enter some numbers manually, you can change settings in the Next ID atom to force manual entry.

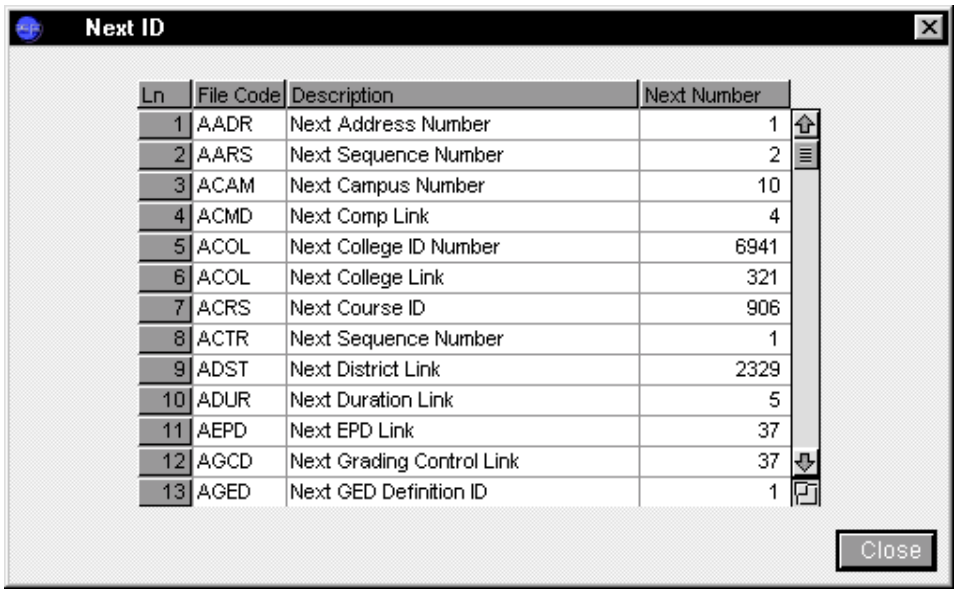
Options on the Next ID Menu

Menu	***Description***
Update Selected Next IDs	For the Next IDs that have been highlighted, this command sets the current number to the next available number. Any Next IDs that have been set to 0 are not changed. This menu selection is activated only after you have highlighted one or more Next ID Numbers.

Menu	Description
Update All Next IDs	Increase all Next ID numbers to the next available number. Any Next IDs that have been set to 0 are not changed. This process can take a long time.
Enable Full Editing	Scheduled for version 4.0.

Next ID Atom

The Next ID atom contains one matrix. Each row in the matrix contains the set of ID numbers for one file.



Performing Next ID Setup

If you want the program to automatically assign the numbers shown in the Next ID atom, you can leave this atom set up as is. However, if you want to change a starting number or the next number, or if you want users to enter numbers manually, follow these steps.

Setting Up Numbers for Next ID

1. Open the Next ID atom.
2. If you want to change the description for an ID number, type a new description in the *Description* field.
3. If you want to change the starting number or next number for an ID, click in its field in the *Next Number* column and type a new number. Type zero if you want to manually assign the number.
4. Click Save to save your changes. (Click Undo if you want to revert to previous entries.)
5. Click OK to confirm that you want to save changes.

Updating Selected Next IDs

If Next IDs are set improperly, you can set all or selected next IDs to the next available number (last-used number plus one).

1. Open the Next ID atom.
2. Highlight the Next IDs you want to update by clicking the line number. You can highlight several IDs by holding down the Shift key while clicking.
3. Select *Update* Selected *IDs* from the Next ID menu. The highlighted IDs (except those set to 0) are set to the next available number.
4. Click Save.

Updating all Next IDs

1. Open the Next ID atom.
2. Select the Update All IDs option from the Next ID menu. All IDs (except those set to 0) are set to the next available number.
3. Click Save.

Next ID Fields

Field	Description
Ln	Line number for each row.
File Code	Name of the SASIxp file that contains the field where automatic numbering can be used.
Description	Description of each number; this description displays only in the Next ID atom.
Next Number	Next number that is used for each new ID, link, form, or sheet added to a file. The starting number for each series of numbers can be either the program default or a number you choose; you can enter different starting numbers at any time. Be sure starting numbers you assign do not exceed the maximum allowed for the file to which the *Next Number* is assigned. If you set *Next Number to zero* (0), it forces the user to enter the next number manually. The program checks for duplicates and prompts users to enter a non-duplicate. Next IDs that are link numbers must not be set to zero.

Using the Teacher Atom

Use the Teacher atom (Basic Scheduling or Mass Scheduling) to set up your teacher records. This atom enables you to enter professional information for each teacher and assign the Teacher IDs. Personal and home information is stored in the Staff atom.

As teachers are added in the Teacher atom, they are automatically added to the list in the Teacher List atom. This list displays the names and IDs of all the teachers at a school.

Options on the Teacher Menu

Option	Description
Courses Taught	Opens the Teacher Course Definition atom so that you can record the courses and number of sections taught by the teacher currently displayed in the Teacher atom.
Attach Teacher Photo	Enables you to attach a photo to a teacher record. The teacher's photo is then shown in the photo box in Teacher atom pages and in the Mini Pic box in the message center whenever the teacher's record displays.
Change Name, SSN, ID	Unlocks the fields in the top line of Teacher atom pages so that you can make changes to a teacher's name, Social Security Number, and/or Teacher ID. Normally, this line is locked to prevent accidental change.

Teacher Atom

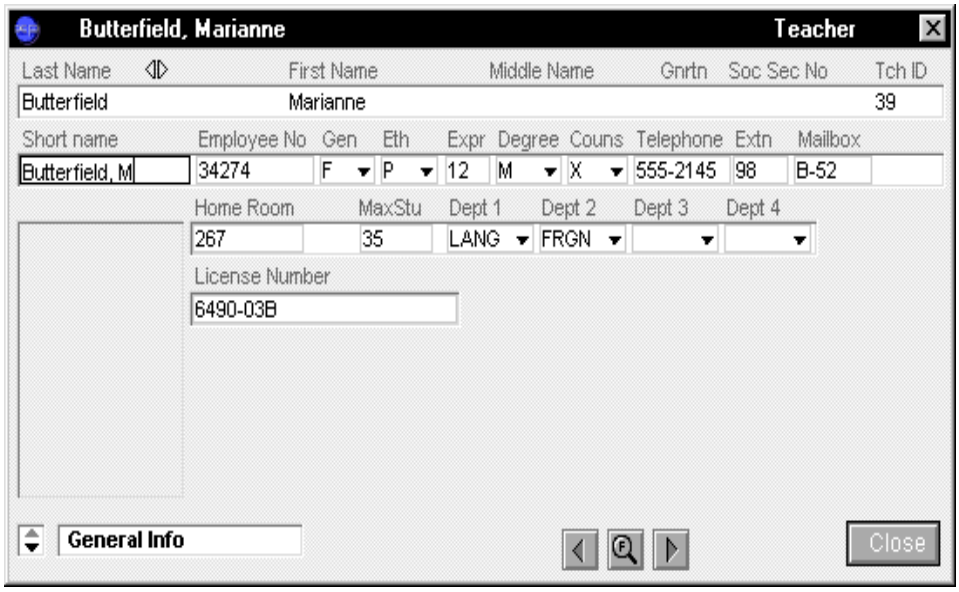
The Teacher atom contains two screens:

- General Info
- Schedule Pro

> The Schedule Pro screen is available if your school is using Schedule Pro and has set up scheduling requirements in the Schedule Pro Global Scheduling Specifications.

General Information Screen

The General Info screen enables you to add teachers and enter professional information about each one.



Setting Up a Teacher Record

How you set up teacher records depends on how your school is defined in the School atom:

- If your school is defined as Elementary, No Schedules, setting up teacher records consists of adding them in the General Info tab.
- If your school is defined as Secondary or as Elementary, With Schedules, and you are using Schedule Pro, setting up teacher records consists of adding them in the General Info tab, then entering teacher scheduling data in the Schedule Pro screen.

Adding a Teacher Record

1. Open the Teacher atom. The system displays the General Info screen.
2. Select the Add Teacher option from the Data menu. Asterisks display in the *Tch ID* field. This is filled in with the next number available from the Next ID atom when you save the record.
3. In the *Last Name* field, type the teacher's last name. Also complete the *First Name* and *Middle Name* fields.
4. In the *Soc* Sec *No* field, type the teacher's Social Security Number.
5. In the *Short Name* field, type an abbreviated version of the teacher's name. This is entered in Enrollment and Student records with the Teacher ID. If left blank, the system defaults to the teacher's last name.
6. Fill in the remaining fields as appropriate.
7. Once general information is complete, click Save to add the teacher record.

Updating a Teacher Record

You can update teacher records from the Teacher atom as needed. To change data in the first line of a teacher record, use the Change Name, SSN, ID option on the Teacher menu.

Updating a Teacher Record

1. Open the Teacher atom and display the record you want.
2. Make changes as needed. If the fields are on the Scheduling Info page, use the page box or a page advance arrow to display that page.
3. Click Save to save all new entries (click Undo to revert to previous entries in all fields).
4. Click OK to confirm that you want to save all changes.
5. After you save changes to a teacher record, click Close to close the Teacher atom.

Changing Data in the Name, SSN, ID Line

1. From either page in the Teacher atom, display the teacher record you want.
2. Select the Change Name, SSN, ID option from the Teacher menu.

3. Make the appropriate changes.
4. If you want to work in any fields below the Name, SSN, ID line, make changes as needed.
5. Click Save to save all new entries (click Undo to revert to previous entries in ALL fields).
6. Click OK to confirm that you want to save changes.

Inactivating and Deleting Teacher Records

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

- Inactivating a teacher changes the status of his or her record to inactive. Because inactive records are not locked or removed from the database, you can display or reactivate them at any time. To identify the records of inactive teachers, their names are enclosed in parentheses in the title bars of teacher-related pages. In addition, their status is marked as I in matrices produced by the Find function.
- Deleting a teacher from the Teacher atom permanently removes their file from the database.

Inactivating a Teacher Record

1. Open the Teacher atom and display the record you want to inactivate.
2. Select the Inactivate Teacher option from the Data menu. The program encloses the teacher's name in parentheses in the title bar to indicate that the teacher is inactive.
3. Click Save to save the change.
4. Click OK to confirm that you want to save the change.

Reactivating an Inactive Record

1. Open the Teacher atom and display the record you want to reactivate.
2. Select Activate Teacher from the Data menu. Parentheses are removed from the teacher's name in the title bar.
3. Click Save to save the change. Click OK to confirm that you want to save the change.

Deleting a Teacher Record

1. Open the Teacher atom and display the record you want to delete.
2. Select Delete Teacher from the Data menu. All data is cleared from the screen and the teacher's record is removed permanently from the database. Click OK to confirm the delete.
3. Click Close.

General Information Fields

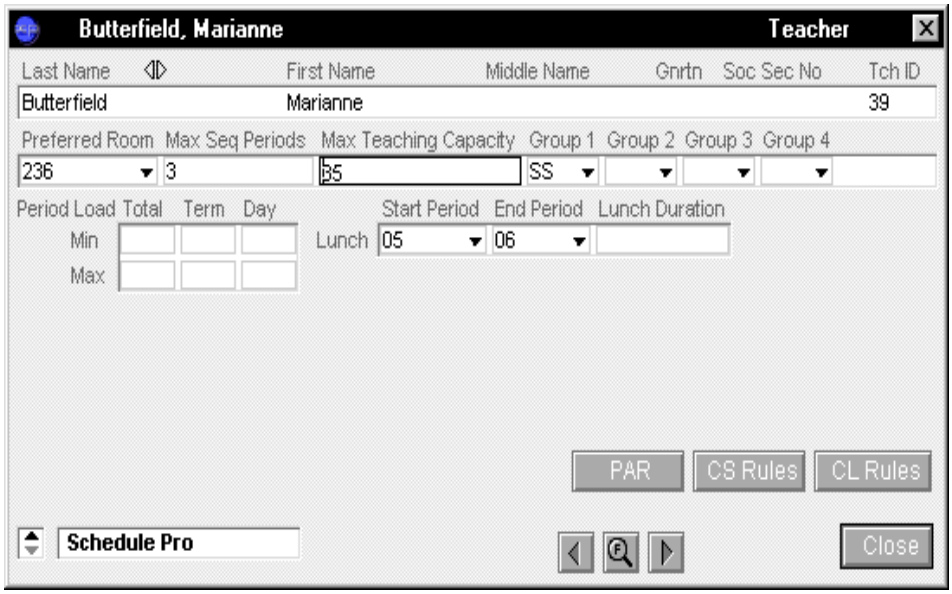
Field	Description
Last Name	Teacher's last name. This is a required field.
First Name	Teacher's first name.
Middle Name	Teacher's middle name.
Gnrtn (GNR table)	Teacher's generation code, such as Jr. or Sr.
Soc Sec No	Teacher's Social Security Number.
Tch ID	Teacher number assigned to the teacher. This is filled in with the next number available from the Next ID atom when you save the record. If your school is set up as an Elementary School, No Schedules, class lists are determined by the teacher ID entered. If your school is set up as a Secondary School or as an Elementary School With Schedules, the Teacher IDs entered here are used by the program to do scheduling.
Short name	Abbreviated version of the teacher's name. This is entered in Enrollment and Student records with the Teacher ID, and also prints on report cards and class rosters.
Employee No	Teacher's school-assigned employee number. (This is not to be confused with the Staff ID in the Staff Info atom.)
Gen (GEN table)	Teacher's gender. Use the pop-up list to select Male or Female.
Eth (ETH table)	Teacher's ethnic code. Use the pop-up list to select the appropriate ethnic code.
Expr	Indicates how many years of teaching experience the teacher has.

Field	Description
Degree (CDL table)	Highest degree the teacher has earned.
Couns	Indicates whether the teacher is also a counselor. An X indicates the teacher is a counselor; blank indicates the teacher is not.
Telephone	Teacher's phone number at the school. Because an area code is not needed, the field does not contain space for this.
Extn	Extension to the teacher's number at the school.
Mailbox	Teacher's school mailbox.
Home Room	Teacher's homeroom number.
Trk	Track the teacher is assigned to; this field displays only if the school is set up for tracks.
MaxStu	Maximum number of students that can be assigned to the teacher's class or classes.
Dept 1 — Dept 4 (DPT table)	Identify the teacher's primary areas of instruction. You can select up to four departments for a teacher. Select a department from the school-defined pop-up list. (DPT table)
License Number	Teacher's license number.

Schedule Pro Screen

If you have Schedule Pro installed and implemented, you can use the Schedule Pro screen to define scheduling information for your teachers. See the *SASIxp Schedule Pro Training Guide* for the field definitions.

If you do not have Schedule Pro, this screen does not display.



Using the Course Atom

The Course atom (in the Basic Scheduling or Mass Scheduling folder) enables you to set up and maintain a record for each course taught at your school. Basic information in course records includes:

- Course ID and title
- Duration
- Gender restrictions
- Low and high grades
- Whether a course is regular, honors, or non-academic
- Course credit
- Weight
- Fees
- Effective date and expiration date
- Department code
- Alternate course IDs
- State course IDs
- Subject areas
- College/university subject areas

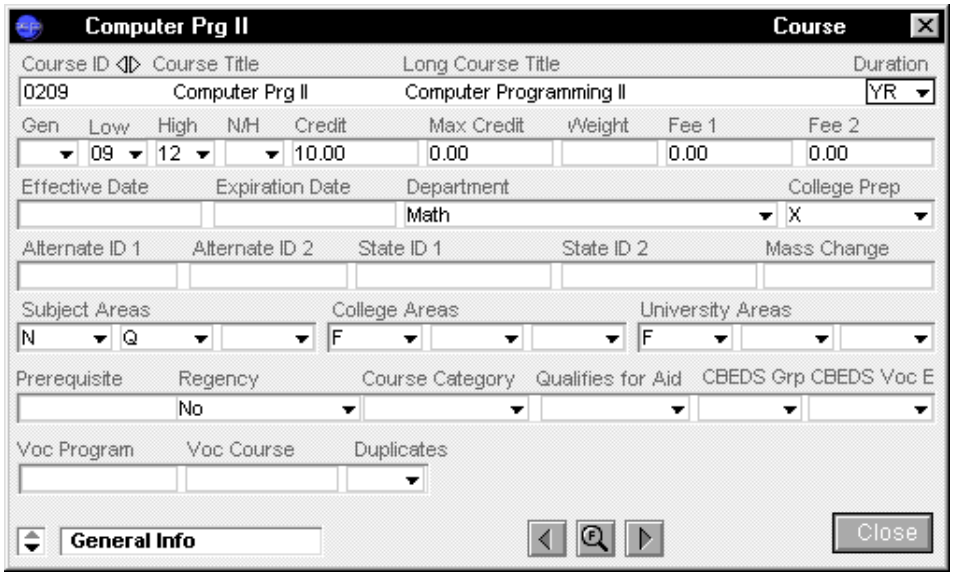
The Course atom also provides forms for entering a complete course narrative, summer school information, and scheduling information to be used in the Schedule Pro module.

Option on the Course Menu

Option	***Description***
Change ID and Title	This option enables you to make changes in the fields that display in the first line of all course forms. This data consists of course ID, course title, long course title, and duration. After you add a course, the first line is locked to prevent accidental changes. Selecting Change ID and Title from the Course menu unlocks it.

General Info Screen

The General Info screen enables you to add courses and enter basic information about each one.



Setting Up a Course

Adding a Course Record

1. Open the Course atom. The system displays the Course General Info tab.
2. Select the Add Course option from the Data menu. Asterisks display in the *Course ID* field. The system assigns the next number available from the Next ID atom when you save the record.
3. In the *Course Title* field, type the appropriate course title.
4. In the *Long* Course *Title* field, type the long course title.
5. In the *Duration* field, use the pop-up list to select the appropriate duration of the course.
6. Fill in the remaining fields on the screen.
7. When you reach the last field on the General Info tab of the Course atom, click the page advance down arrow or on the page box to display the Course Narrative screen.

8. Click the Course Narrative box to position the cursor. You can enter text here just as you would with most word processors. Edit this text using options on the Edit menu.
9. Click the page advance down arrow or click the page box on the Scheduling Info tab of the Course atom to display the Summer School tab.
10. In the *Apportionment* field, use the pop-up list to select the appropriate option.
11. In the *Course Type* field, use the pop-up list to select the appropriate option.
12. Select whether the course minutes should count toward total Proficiency minutes or total Core minutes in the *Proficiency*/*Core* field.
13. When you complete the summer school tab, click the page advance down arrow or the page box to display the Schedule Pro page. The fields on this page of the Course screen are used in Schedule Pro only. You can skip this tab for now and enter scheduling information later.
14. Click Save to save your entries and update the course record.

Updating a Course Record

You can update course records from the Course atom as needed. To change data in the first line of a course record, use the Change ID and Title option on the Course menu.

Updating a Course Record

1. Open the Course atom and display the record you want.
2. Locate the first field to be changed and make the appropriate changes. Continue making any changes you need to. If the fields are on the Course Narrative, Summer School, or the Schedule Pro tab, use the page box or a page advance arrow to display that tab.
3. Click Save to save all new entries.
4. After you save changes to a course record, click Close to close the Course atom.

Changing a Course ID or Title

1. From any page in the Course atom, display the course record you want.
2. Select the Change ID and Title option from the Course menu.
3. Click the first field to be changed and make the appropriate changes.
4. If you want to work in any fields below the ID and Title line, click those fields and make changes as needed.
5. Click Save to save all new entries, then close the atom.

Inactivating and Deleting Course Records

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

- Inactivating a course changes the status of the record to inactive. Because inactive records are not locked or removed from the database, you can display or reactivate them at any time. To identify the records of inactive courses, the system encloses their names in parentheses in the title bars of course-related forms. In addition, their status is marked as I in matrices produced by the Find function.
- Deleting a course from the Course atom permanently removes the record from the database.

Pearson School Systems does not recommend deleting courses because they may be in the student's Course History record.

Inactivating a Course Record

1. Open the Course atom and display the record you want to inactivate.
2. Select the Inactivate Course option from the Data menu. The system encloses the course's name in parentheses in the title bar to indicate that the course is inactive.
3. Click Save to save the change (click Undo to keep the course active).
4. Click OK to confirm that you want to save the change.

Activating an Inactive Record

1. Open the Course atom and display the record you want to activate.
2. Select the Activate Course option from the Data menu; parentheses are removed from the course's name in the title bar.
3. Click Save to save the change; (click Undo to leave the course record inactive).
4. Click OK to confirm that you want to save the change.

Deleting a Course Record

1. Open the Course atom and display the record you want to delete.
2. Select the Delete Course option from the Data menu. All data is cleared from the screen and the course's record is removed permanently from the database.
3. Click OK to confirm the deletion.
4. Click Close.

General Info Fields

Field	***Description***
Course ID	ID of the course.
Course Title	Title of the course.
Long Course Title	Longer version of the course title.
Duration	Duration of the course, such as Year, Semester, Trimester, or Quarter. For example, the SX or QX indicates that the course can be offered any semester or quarter, respectively.
Gen	Specifies whether the course has any gender restriction. Blank is for no restriction, F is for Females only, and M is for Males only.
Low (GRD table)	Lowest grade that can be scheduled into this course.

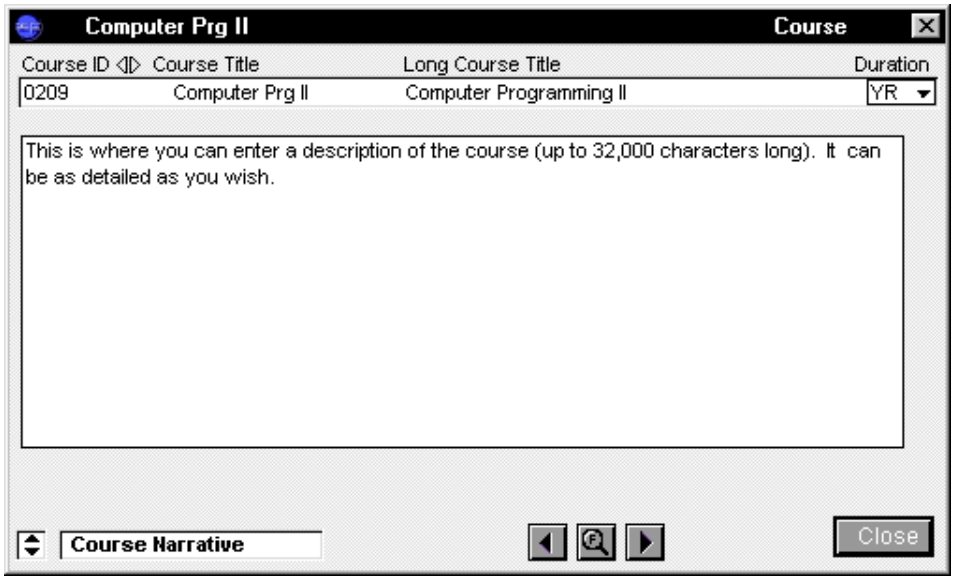
Field	Description
High (GRD table)	Highest grade that can be scheduled into this course.
N/H (ACA table)	Non-academic, regular, or honors code for the course. • A blank indicates that it is an academic course and is counted in the GPA with standard weighting. • N indicates that it is a non-academic course that is not counted in the academic GPA. • H indicates that it is an honors course, and is added to the GPA calculation according to the weighting assigned to it in the GPA Definitions atom.
Credit	Indicates the credit value for the course for the term specified for transferring credits to course history.
Max Credit	Maximum credit normally allowed to be earned in this course, including up to two decimal places, if the course can be repeated. The *Max Credit* and *Credit* amounts are used to determine students who have taken any course too many times. Used by the EDI atom.
Weight	GPA weight code for the course.
Fee 1	Fee charged for taking the course.
Fee 2	Second fee charged for taking the course.
Eff Date	Date that a change to a course's status becomes effective. This field is informational only.
Exp Date	Date that a course becomes inactive. This field is informational only.
Department (DPT table)	Name of the department this course belongs to.

Field	Description
College Prep (CPT table)	Enables you to mark a course as college preparatory or honors by selecting from a pop-up list. This designation displays on transcripts.
Alternate ID 1	Alternate course ID. This is a user-defined field and can be used for any additional information that you need to store about a course ID. For example, if your school uses a different course ID from the one used by the district, you could enter it here. The information in this field can be queried and used for sorting.
Alternate ID 2	Second alternate course ID.
State ID 1	State ID for this course.
State ID 2	Second state ID for this course.
Mass Change	Under development.
Subject Areas (SUB table)	Subject areas to which this course may apply when computing graduation status.
College Areas (CAR table)	Subject areas to which this course applies for college entrance requirements.
University Areas (UAR table)	Subject areas to which this course applies for university entrance requirements.
Prerequisite	Course number of a course that has to be scheduled before this course in the same school year. For example, if you are setting up History 102 (a second semester course) and History 101 must be taken in first semester, enter “101" in this field. This field tells the scheduling program to put students into 101 in the semester before they are put into 102.
Regency	Indicates whether or not the section is a Regency course.
Course Category	Used in the Tuition atom.

Field	Description
Qualifies for Aid	Flags this course as qualifying for financial aid. (Used in Tuition atom.)
CBEDS Grp (CBEDS report)	Marks courses you want included in Part D of the California Basic Educational Data System report.
CBEDS Voc Ed (CBEDS report)	Marks courses you want identified as vocational education courses and included in Part E of the California Basic Educational Data System report.
Voc Program	Records a state-required vocational program code for this course.
Voc Course	Records state-designated course numbers for vocational education courses.
Duplicates	Setting this field to Yes enables students to be scheduled into multiple sections of this course at the same time and to earn separate grades for each of the sections of the same course.

Course Narrative Screen

Use the Course Narrative screen to enter the complete description of the course.

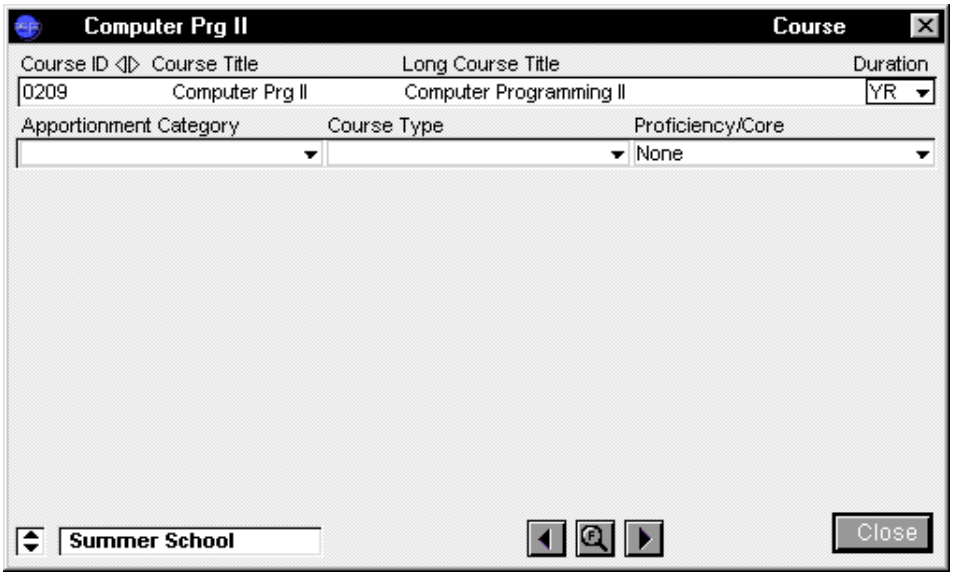


Course Narrative Field

Field	*Description*
Course Narrative	Large text field for entering the complete description of the course.

Course Summer School Screen

The Summer School screen enables you to identify apportionment information and course type for a course. For the system to correctly calculate apportionment minutes, you must tag every summer school course as either a proficiency course or core course. You do not need to define this information for non-summer school courses.



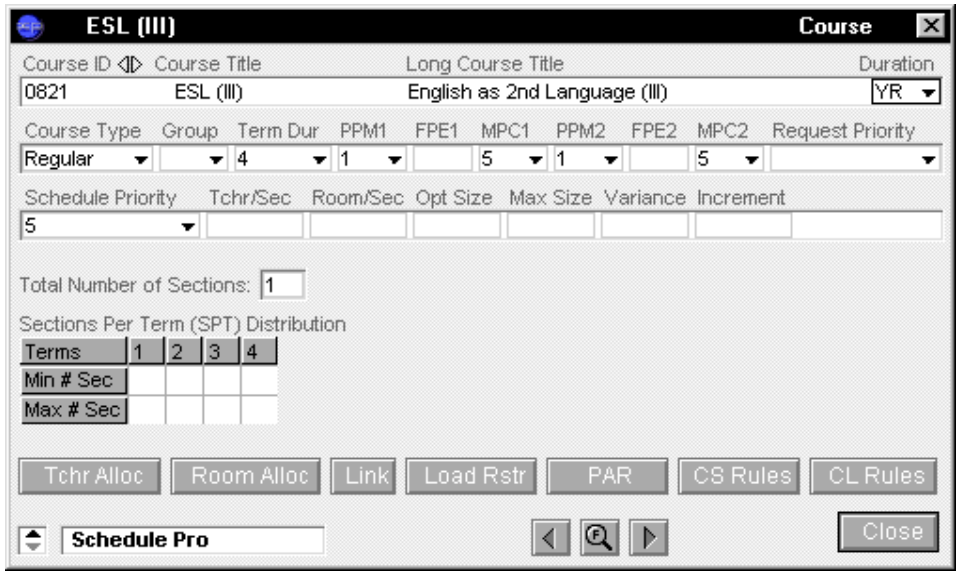
Course Summer School Fields

Field	*Description*
Apportionment Category (APC table)	Apportionment category for the course. Selections might include Proficiency, Core, Community College, Special Education, and so on.
Course Type (CRT table)	Type of course. Selections might include English, Math, and so on.
Proficiency/Core	Indicates whether apportionment minutes for the course should be included in proficiency totals or core totals.

Course Scheduling Screen

If you have Schedule Pro installed and implemented, you can use the Schedule Pro screen to define scheduling information for your courses. See the *Schedule Pro Training Guide* for the field definitions.

If you do not have Schedule Pro, this screen does not display.



Defining Rotations

Schools that use rotating periods in their schedules can define the manner in which the periods change using the Rotation Definition atom (in the System Setup folder).

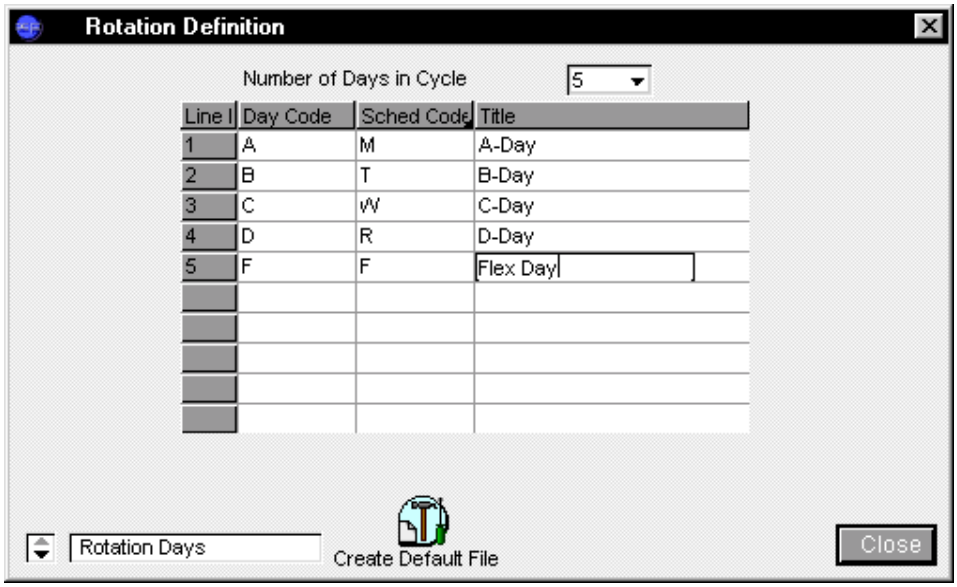
- First, define the days in the rotation cycle by naming them and assigning a schedule code to the name. You can do this task manually or by selecting a default setting.
- Next, set up the rotation of periods for each day in the cycle. Use the options to select a default rotation where each bell period changes by one period each day, or assign the periods to different hours.

The Rotation Definition atom contains two screens:

- Rotation Days
- Rotation Periods

Rotation Definition Screen

The Rotation Definition screen enables you to define the days in the cycle by assigning them a day of the week and a title.



Defining Period Rotation

Schools that have periods that rotate to different hours on each day of the week can set up the rotation definition atom to record the cycles (number of days and number of periods to rotate). The two options for setting rotation days are:

- Enable the system to create default rotation file.
- Create a user-defined rotation file.

Defining a Default Rotation File

1. Open the Rotation Definition atom.
2. Click the Create Default File icon that displays on the Rotation Days screen.
3. Create the Rotation file using A-B-C-D for the day code and A-day, B-day, C-day, D-day for the title. The program uses capital letters from A-Z, then lower case letters from a-v to fill the definition matrix. You can define up to 48 schedule cycle days.

Creating a User-Defined Rotation File

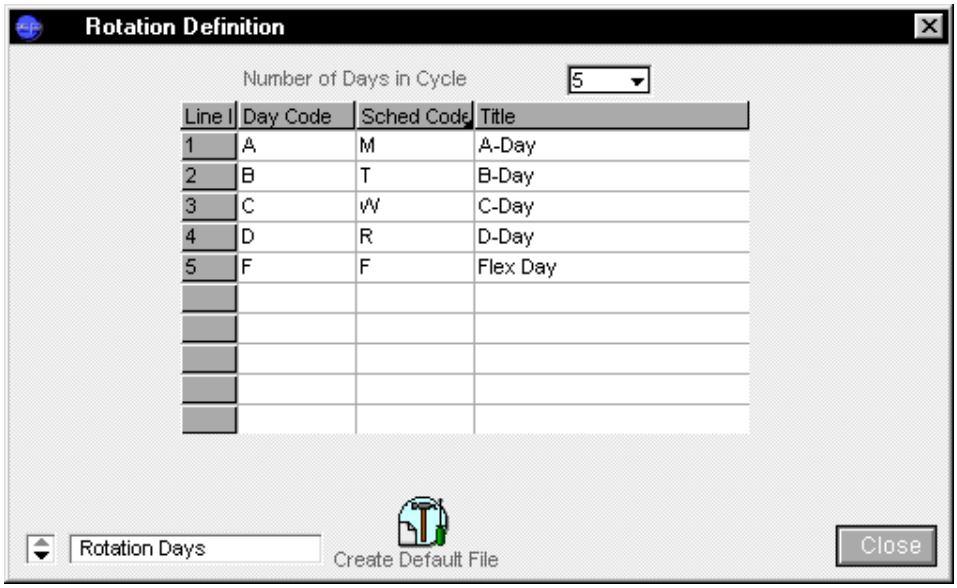
1. Open the Rotation Definition atom.
2. Click *Number of Days in Cycle* field and select from the pop-up list of numbers.
3. In the *Day Code* field on line 1, enter a 1-letter code for the name of the day (for example, “R” for Red day).
4. In *Sched Code* field, assign a schedule code to this day code by selecting from the pop-up list or typing a valid schedule code. (Schedule codes are defined on the Schedules tab of the School atom.)
5. In the *Title* field, enter a title for this day (for example, Red Day).
6. Repeat for all of the days in the cycle, then click Save to save rotation days information.

Rotation Definition Fields

Field	Description
Line	Line number for each day.
Day Code	One-character code to identify the day.
Sched Code	Schedule code assigned to this day. Select from the pop-up list or type the letter name for the day in the cycle. The pop-up list is created from the settings made in the Scheduling Cycle field on the Schedules tab of the School atom.
Title	Name for this day. Some schools use colors or presidents' names.
Create Default File	When you click this icon, a default rotation file is created (or recreated if one already exists) and it is filled with rotation day codes that are alphabetical (A, B, C, D, etc.), and titles for the rotation days based on the day codes (A-Day, B-Day, C-Day).

Periods Screen

The Rotation Periods screen enables you to define which periods meet during which hours throughout the cycle.



Setting Up Rotation Periods

You can set up rotation periods in one of three ways:

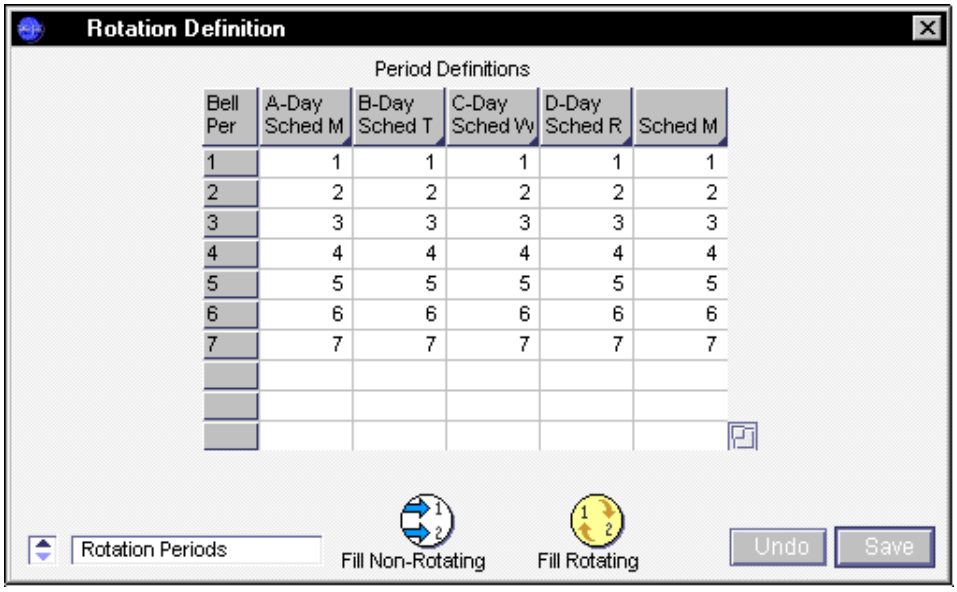
- Default periods (no rotation of schedule).
- Default rotating schedule (each period moves forward one hour each day).
- User-defined rotating schedule (periods are assigned to hours of the day by the user).

Rotation Periods Fields

Field	Description
Bell Per	The hour that each class meets. If your school uses rotating periods, the hour the class meets is called the bell period, while the period for which the class is scheduled (in the Sections atom) is called the scheduled period.

Field	Description
Sched Columns	There is a column for each day in your scheduling cycle, containing the title and the schedule code defined on the Rotation Days page. In each field, you can select a scheduled period number for each bell period (hour) or enable the program to fill the matrix with default period numbers. Do this by selecting Default Periods (no rotation) or Default Periods, Rotating from the rotation definition menu, or by clicking one of the icons shown at the bottom of the screen.
Fill Non-Rotating	When you click this icon, normal period scheduling (1st period during first hour, 2nd period during second hour, etc.) is automatically entered. This causes your school to have a non-rotating period schedule.

Non-Rotating Periods



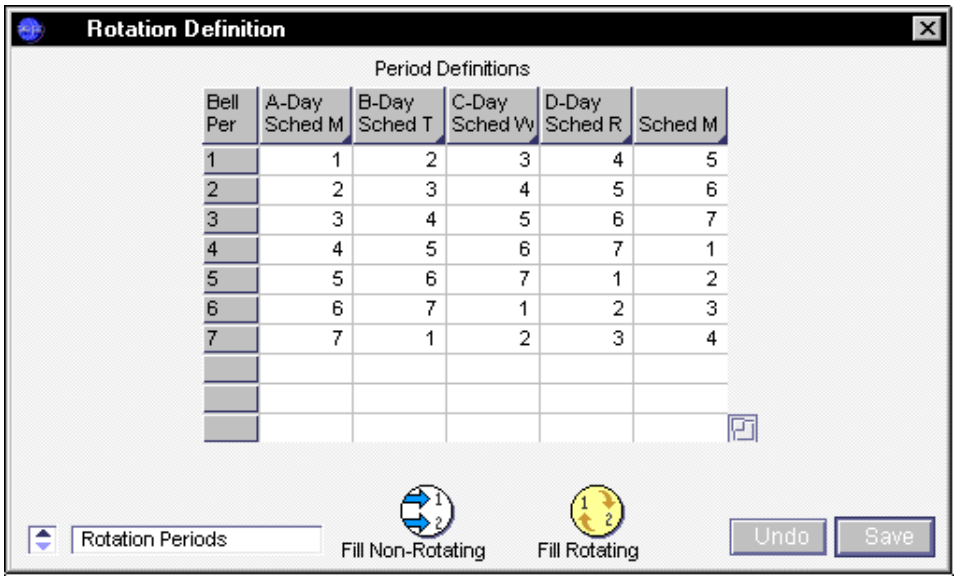
Defining Default Periods (No Rotation)

1. Use the page advance arrow to change to the Rotation Periods page of the Rotation Definition atom.
2. Click the Fill Periods Non-Rotating icon. Normal (non-rotating) periods are assigned to each day of the cycle, then click Save to save the period setup.

Rotation Icon

Icon	*Description*
Fill Rotating	When you click this icon, the matrix is filled automatically with a rotating period schedule where each period moves forward one hour (or bell period) each day of the cycle.

Rotating Periods



Defining the Default Rotating Schedule

1. Use the page advance arrow to change to the Rotation Periods page of the Rotation Definition atom.
2. Click the Fill Periods Rotating icon. Periods are assigned to hours (bell periods) by moving each period forward one hour each day.
3. Click Save to save the period setup.

Setting Up a User-Defined Rotating Schedule

1. Use the page advance arrow to change to the Rotation Periods page of the Rotation Definition atom.
2. Click each field of each day and select the period number that meets that hour.
3. Repeat for each bell period for each day in the cycle.
4. Click Save to save the period setup.

Rotation Definition Menu Options

Field	***Description***
Create Default Rotation File	Tells the program to recreate and fill in the rotation days matrix automatically. When you do this, any entries you have already made on the Rotation Days page are deleted and filled in with defaults.
Default Periods	Enters normal period scheduling (1st period during first hour, 2nd period during second hour, etc.) on the Rotation Periods page. The effect is to turn off period rotation. This menu option is available only when you are on the Rotation Periods page.
Default Periods, Rotating	Enters a rotating period schedule where each period moves forward one hour (or bell period) each day of the cycle. This menu option is available only when you are on the Rotation Periods page.

Using the Attendance Setup Atom

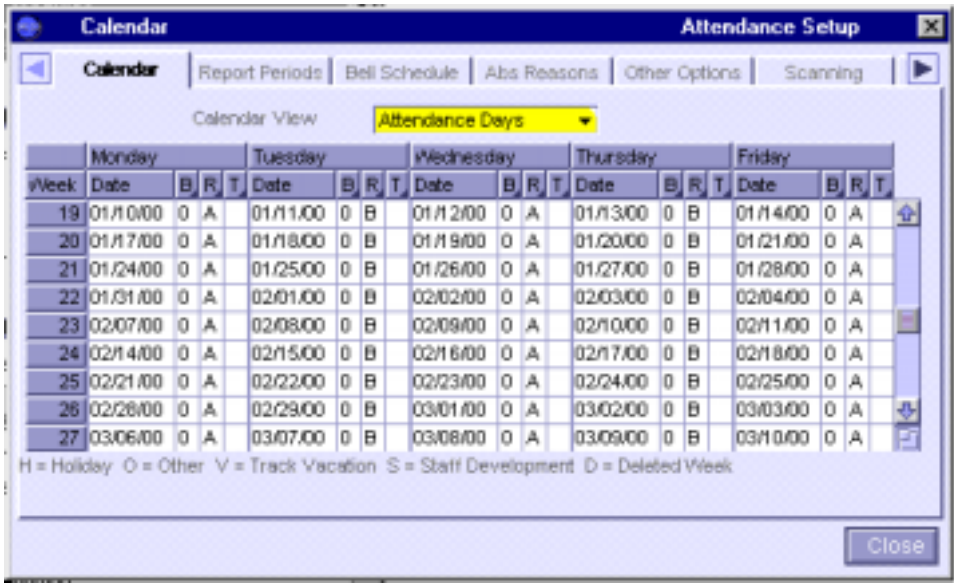
The Attendance Setup atom contains seven forms:

- Calendar
- Reporting Periods
- Bell Schedule
- Absence Reasons
- Other Options
- Scanner Options
- Advanced

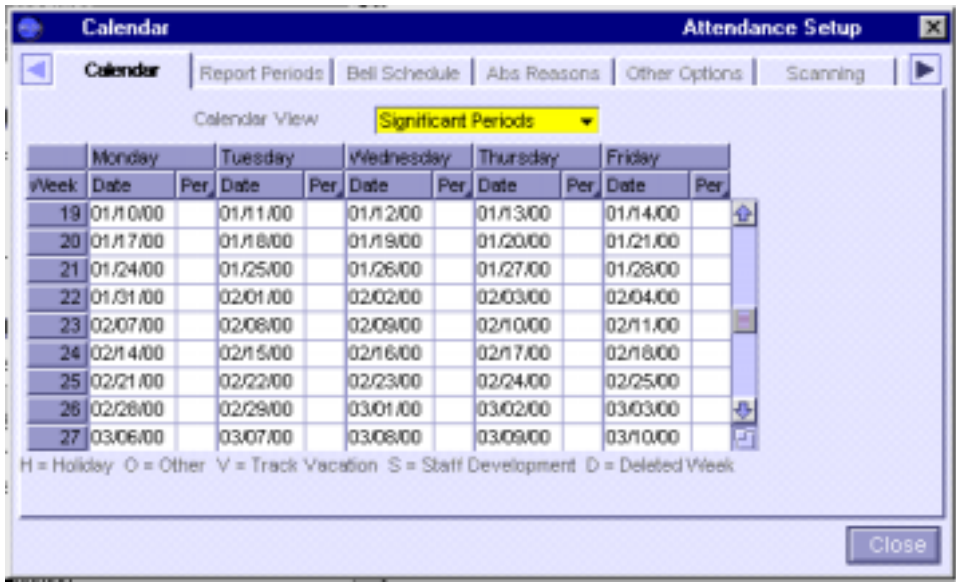
Calendar Tab

The Calendar tab is a matrix that enables you to set up the Attendance Calendar for the current school year. This is used by all Attendance atoms (Daily Attendance, Period Attendance, Class Attendance) as a reference for regular attendance days, vacation days, holidays, Staff Development days, and any other non-attendance days. If your school uses scheduling cycles and period rotation, the days of the cycle are assigned to dates on the calendar.

Attendance Days View



Significant Periods View



Significant Periods MUST be set if your school is taking period attendance. This allows you to capture that period for the Official Attendance Period. This process is mandatory for state reporting.

The Attendance Aggregation atom will be used for the 400 records and principal's/superintendent's reports

Attendance Setup Menu Options

Menu Option	Description
Change Calendar	Enables you to renumber an Attendance Calendar for the next school year or **before** the current year begins. Because renumbering a calendar removes existing tags for non-attendance days and can affect existing data, this option should not be used **after** users begin entering attendance data for the current school year. When you select Change Calendar, the system displays the following message: `WARNING: All dates will be changed! This change WILL affect attendance files. Are you sure?` Click OK to proceed or Cancel to cancel. The system displays another message prompting you to enter the beginning and ending dates of the school year. When you click OK, the program fills out the calendar.
Calendar Report	Prints an Attendance Calendar Report showing all the dates in a school's Attendance Calendar; non-attendance dates are identified with the same tags you entered in the Calendar itself. Columns are for month number, week number, and each day of the school week.

Setting Up the Attendance Calendar

You should set up the Attendance Calendar at the start of each school year, before school begins. The only dates you need to enter are the beginning and ending dates; the SASIxp educational software enters the rest.

Once you enter these dates, you can identify non-attendance days for any tracks being used by your school (these can differ for each one). You can also select a bell schedule for each track, if your school is using bell schedules. First, however, you need to define these schedules in the Bell Schedule tab.

If your school uses period rotation, you set up the rotation using the Attendance Calendar page. Before you can do this, you must have defined the rotation in the Rotation Definition atom.

Setting Up an Attendance Calendar

1. Open the Attendance Setup atom. The Calendar form displays. If the form is blank, a message appears prompting you to enter the beginning and ending dates of the school year.
2. Enter the complete beginning and ending dates in the fields provided. Click OK. After a pause, the system fills in all fields under the date columns. If you enter a beginning or end date that falls in the middle of a week, the program adjusts the calendar to begin with the Monday prior to your beginning date or to end with the Friday (or Saturday) after your end date.
3. Specify non-attendance dates for the current school year or track. Click the non-attendance date fields in the track columns to select the appropriate code from pop-up list of non-attendance codes. Leave fields blank for attendance days.
   - If the Traditional (no tracks) track type is selected in the School atom, track columns are labeled with T.
   - If the Alpha track type is selected in the School atom, track columns are labeled with A for the first track. The label changes when a different track is chosen from the *Track Selection* box above the Calendar matrix.
   - If the numeric track type is selected in the School atom, track columns are labeled with 1 for the first track. The label changes when a different track is chosen from the *Track Selection* box above the Calendar matrix.
4. If your school uses period rotation, click the “R” field for the first date in the calendar and select a day code from the pop-up list. The day codes are defined in the Rotation Definition atom. For example if your day codes are A – E, and you want the first calendar day to be an “A” day, select A in the field for the first day of the year. A dialog box displays with the following message.
   `Do you want to rotate the calendar to the end of the year?`

5. You have two options:
   - Click **OK** to create a rotating calendar for the entire school year starting at the date you just selected. The calendar is readjusted forward from that day.
   - Click **Cancel** to put the day code in the field you just selected without rotating the schedule for the entire year. Use this option when you want to change only one day of the rotation without affecting the rest of the year. Specify the bell schedule to be used for each date in the school year or current track. Click fields for those dates in B columns and use the pop-up list of bell schedules. Skip this step if you are not using bell schedules.
6. If you are using more than one track, select each additional track from the *Track Selection* box above the Calendar matrix and repeat steps 3 and 4 to define non-attendance days and bell schedules for each track.
7. If your school identifies certain periods each day as significant periods, toggle the calendar view to the Significant Period view. You can then click the *Per* field to specify the significant period from the pop-up list of periods. Once significant periods have been set, toggle the calendar view again to the Attendance Days view.
8. Once you define non-attendance days and bell schedules for all tracks, the Attendance Calendar is complete. Click Save to save all new entries.

Changing the Attendance Calendar

1. Open the Attendance Setup atom.
2. Select the **Change Calendar** option from the Attendance Setup menu. The system displays the following message.
   `WARNING: All dates will be changed! This change WILL affect attendance files. Are you sure?`
3. Click **OK** to proceed (click **Cancel** to cancel). Another message appears prompting you to enter the beginning and ending dates of the school year.
4. Enter complete beginning and ending dates in the fields provided and click **OK** (click Cancel to cancel changing dates). After a brief pause, the SASIxp educational software fills in all fields under date columns and removes any data entered in track columns. If you enter a beginning or end date that falls in the middle of a week, the program adjusts the calendar to begin with the Monday prior to your start date or to end with the Friday (or Saturday) after your end date.

5. Specify new non-attendance dates for the school year or current track. Use the pop-up list in those date fields in track columns. Leave fields blank for attendance days.
6. Change the bell schedule used for each date of the school year or current track, as needed. Click fields for those dates in B columns and use the pop-up list of bell schedules. If you are not using bell schedules, go on to the next step.
7. If you are using more than one track, select each additional track from the *Track Selection* box above the Calendar matrix. Repeat steps 3 and 4 to define non-attendance days and bell schedules for each track. You can select tracks one at a time or display all at once (see next section).
8. If your school identifies certain periods each day as significant periods, toggle the calendar view to the Significant Period view. You can then click the *Per* field to specify the significant period from the pop-up list of periods. Toggle the calendar view again to the Attendance Days view.
9. Once you define non-attendance days and bell schedules for all tracks, the new Attendance Calendar is complete. Click **Save** to save all new entries.

Performing a Mass Change

1. If you are working by column, clicking the heading for one bell schedule or track column, or holding down the Shift key and clicking several headings highlights everything in the selected column enabling you to make mass changes to the selected column. If you are working by row, clicking the week number for one week or holding down the Shift key and clicking several week numbers does the same thing. All selected columns or rows are highlighted.
2. Click any highlighted bell schedule field to select a bell schedule or click any highlighted track field to select a non-attendance day tag.

   A warning message advises that you are about to mass change all selected dates. Click OK to continue. Bell schedules or tags in the highlighted columns or rows are automatically entered or changed.
3. Click the Week heading to clear highlighting from all selected columns or rows.
4. Click **Save** to save all new entries (click **Undo** to remove all new entries). If the confirm change option is selected in the current School or User record, the system displays a dialog box.

5. Click **OK** to confirm that you want to save all changes.

Deleting a Week

The Delete Week option from the Data menu allows you to delete one or more weeks so they are no longer displayed in Attendance atom or on Attendance scanner sheets.

Although dates in deleted weeks do not display in the Attendance screen, they still display in the Attendance Calendar in the Attendance Setup atom; track fields for those dates are tagged with D (for delete).

Deleting Weeks

1. Click the week number for one week or hold down the Shift key and click week numbers for several. All selected rows are highlighted.
2. Select Delete Week from the Data menu. Track fields for dates in the selected week or weeks are tagged with D (for delete).
3. Click the Week heading to clear highlighting from all selected rows.
4. Click **Save** to save all new entries.

Calendar Tab Fields

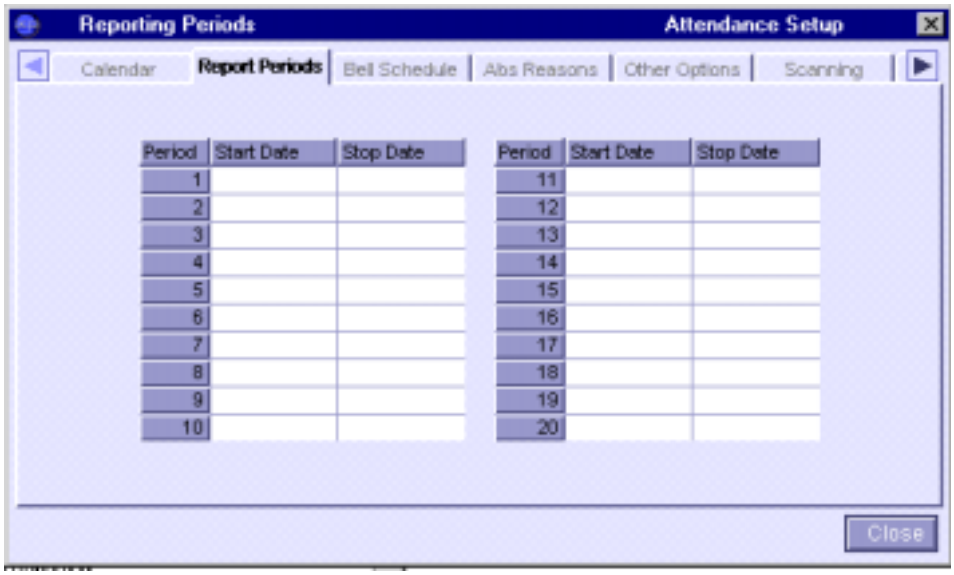
Field	***Description***
Calendar View	You can toggle between the Attendance Calendar view and the Significant Period view. In the significant period view, you can identify a significant period for each day in the attendance calendar from a pop-up list of periods.
Week	The system assigns a number for each week in the Attendance Calendar. This also doubles as the line number for each row.

Field	Description
Day of Week	The sub-columns for Date, Bell Schedule, Rotation and Track. There is a column for each day of the school week (Monday through Friday). If *Meet on Saturday* is selected in the School atom, a column for Saturday is also included.
Date	The date for each day in the Attendance Calendar. Dates fall in the appropriate Day of Week column and are entered automatically when you set up the calendar. There is a column for each day of the school week.
B (for Bell)	The bell schedule for each day in the Attendance Calendar.
Rotation Code	Code for the rotation day that has been assigned to this day. Select from the pop-up list that is determined by the day codes that were set up in the Rotation Definition atom. You can change the day code for one day only, or rotate the entire calendar forward from the day you select. This column only displays if your school uses scheduling cycles.
Per (Period)	In the Significant Period view, you can identify a significant period for each day in the attendance calendar using the pop-up list of periods.

Field	Description
Track Columns	Identifies attendance and non-attendance days for the track displayed in the *Track Selection* box. Attendance days are designated with a blank. Non-attendance days are identified with a tag selected from the pop-up list that can be accessed from fields in *Track* columns. How these columns are labeled depends on the track type selected in the School atom. For Traditional (no tracks), these columns are labeled with T. For Alpha, they are labeled with a track letter. For Numeric, they are labeled with a track number. There is a track column for each day of the school week.
Track Selection	Enables you to select the track to work with or display in all track columns in the Calendar matrix (it only appears if you entered a number from in the *Tracks* field in the School atom). To display a specific track calendar, use the pop-up list to select the appropriate track.
Non-Attendance Day Codes	Display under the matrix to show you what's represented by any non-attendance day codes in track columns.

Report Periods Tab

Set up any Attendance Reporting Periods the school is using in the Reporting Periods tab. These reporting periods are used for attendance reporting.



Setting Up Reporting Periods

Once an Attendance Calendar has been set up, you can define attendance reporting periods in the Reporting Periods tab of the Attendance Setup atom. These can vary for each track used by your school.

The attendance program automatically defines 4-week attendance periods.

> This screen can be left blank if your school uses 4-week reporting periods. However, if your reporting periods are different, enter the correct dates for each period.

The dates you enter identifying the beginning and end of a reporting period are validated against the current Attendance Calendar. If you enter an invalid date, the system displays a message, and you will need to re-enter the date before you can continue.

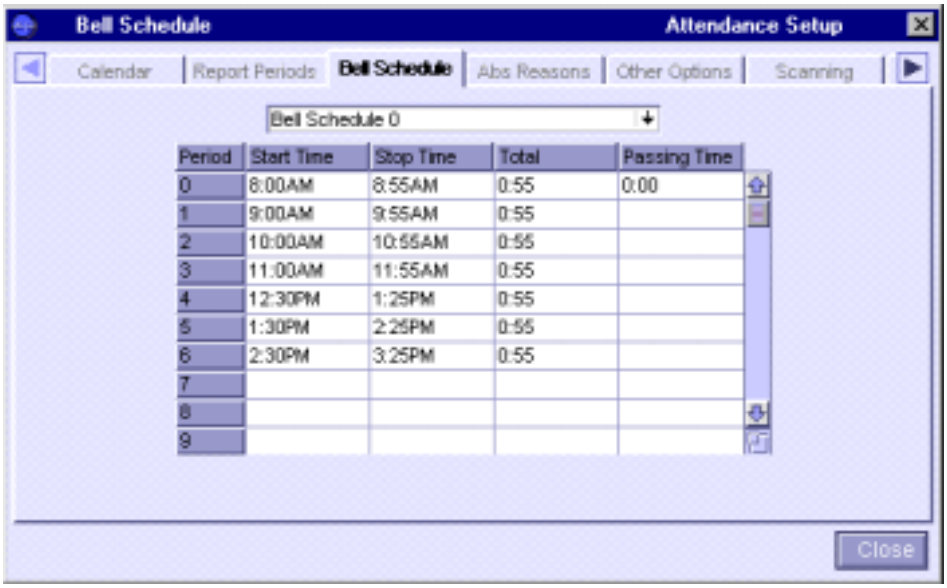
Reporting Periods Fields

Field	Description
Track Selection	Enables you to select the track to work with in both matrices. This field is visible only if your school is set up as a track school in School atom).
Left Matrix and Right Matrix	Each row is devoted to one attendance reporting period. The *Period* column contains a system-assigned number for each reporting period. The *Start Date* column contains the starting date for each reporting period list. The *Stop Date* column contains the stop date for each reporting period listed. Start and stop dates are validated against the Attendance Calendar.

Bell Schedule Tab

If your school uses Bell Schedules, you can establish up to nine different schedules on the Bell Schedules tab. This must be done before you assign Bell Schedules on the Attendance Calendar.

The times on the Bell Schedules tab print on the Class Schedules report and Student Schedules report. If the *Minutes Per Hour* and *Minutes Per Pass* fields are not filled in on the report interface for the Hourly Attendance Report or Hourly Attendance Audit, the information on the Bell Schedules tab will be used.

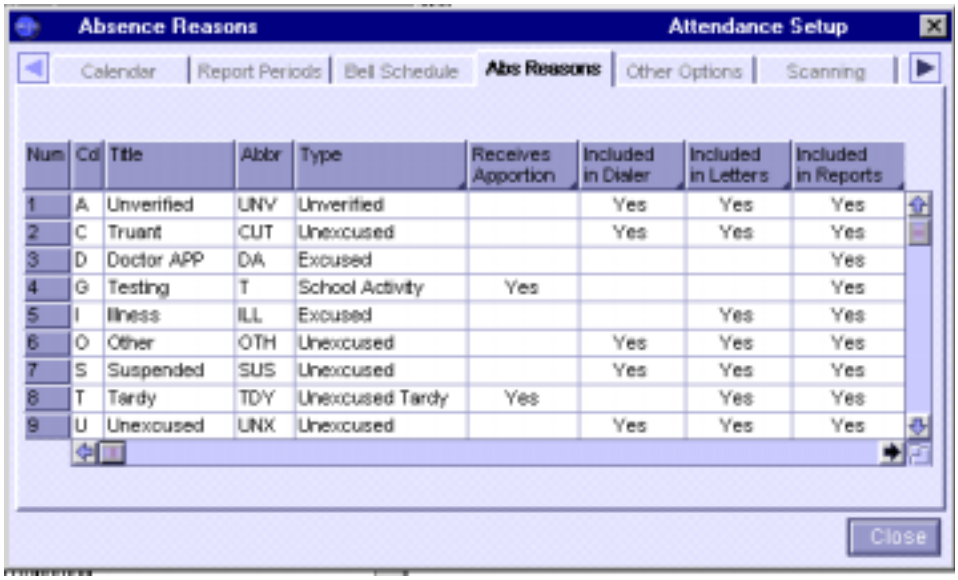


Bell Schedule Fields

Field	Description
Bell Schedule Selection Box	Enables you to select the bell schedule to work with from the bell schedule matrix. You can modify the program-assigned titles (Bell Schedule 1, Bell Schedule 2, etc.) to make them more descriptive and meaningful.
Period	A number for each period in the school's schedule. A maximum of 12 periods can be set up in the School atom.
Start Time	The starting hour and minute for each period in a schedule. If you enter just digits, the program automatically inserts a colon and adds AM when you exit the field. If a time falls in the afternoon, you will need to enter PM yourself.
Stop Time	The stopping hour and minute for each period in a schedule. If you enter just digits, the program automatically inserts a colon and adds AM when you exit the field. If a time falls in the afternoon, you must type PM yourself.
Total	The total number of minutes in each period. The system calculates this after you exit the *Stop Time* field. A total is not calculated if the value for either the start or stop time is zero.
Passing Time	The time allowed between periods. If you enter passing times. Unlike *Totals*, this is not calculated by the system, so you must adjust *Start Time*.

Absence Reasons Tab

The Absence Reasons tab is where you create the codes and basic information about the kinds of absences your school uses.



Num	Cd	Title	Abbr	Type	Receives Apportion	Included in Dialer	Included in Letters	Included in Reports
1	A	Unverified	UNV	Unverified		Yes	Yes	Yes
2	C	Truant	CUT	Unexcused		Yes	Yes	Yes
3	D	Doctor APP	DA	Excused				Yes
4	G	Testing	T	School Activity	Yes			Yes
5	I	Illness	ILL	Excused			Yes	Yes
6	O	Other	OTH	Unexcused		Yes	Yes	Yes
7	S	Suspended	SUS	Unexcused		Yes	Yes	Yes
8	T	Tardy	TDY	Unexcused Tardy	Yes		Yes	Yes
9	U	Unexcused	UNX	Unexcused		Yes	Yes	Yes

Setting Up Absence Reason Codes

Absence Reasons Codes are needed for state funding.

You can define up to 50 absence reasons to be used in the Attendance atoms and most attendance reports from the Absence Reason tab. All reasons you define here are included in the pop-up list that displays in Attendance atoms (including Daily Attendance, Period Attendance, Class Attendance, Mass Change). They are also used in attendance reports and letters, and as verification reasons for attendance scanner sheets.

You can add or delete reasons using options on the Data menu. Keep in mind, however, that reasons should not be deleted after users begin entering attendance data.

Adding Absence Reasons

1. Open the Attendance Setup atom. Click the Absence Reasons tab.
2. Select the *Add Reason* option from the Data menu. A line number displays in the *Num* field of the first row available. The entire row is highlighted.

3. Fill in the appropriate fields.
4. Click **Save** to save all new entries, then click **OK** to confirm that you want to save the reason just added.

Deleting Absence Reasons

1. Open the Attendance Setup atom and click the Absence Reasons tab.
2. Click the line number of the reason you wish to delete.
3. Select the *Delete* option from the Edit menu. The row for the reason is removed and rows below it are renumbered and repositioned to fill in the gap.
4. Click **Save** to delete the reason from the absence reason list.
5. Click **OK** to confirm that you want to delete the reason.

Absence Reasons Fields

Field	Description
Num	The line number for each row. You can click a line number to select a row and highlight it.
Cd	The 1-character code for each absence reason defined here by the school. Codes display in parentheses on pop-up lists in attendance-related atoms and are the bubbles on attendance verification scan forms.
Title	The name for each absence reason used by the school. Titles can be up to 10 characters in length and display on pop-up lists in attendance-related atoms.
Abbr	The abbreviation for each absence reason used by the school. Abbreviation scan be up to 3 characters long and display in fields in attendance-related atoms when you select reasons from the pop-up list.

Field	Description
Type	The type for each absence reason; you can view absence totals by reason type in the Daily Attendance and Period Absence atoms. Program-defined reason types include: • Unverified • Not Excused • Excused • School Activity • Excused Tardy • Unexcused Tardy • Non Enrolled • Positive You can classify multiple reason codes under one type. For example, Illness, Lice, and Other might qualify as Excused absences. **Note:** Because unverified absences requires follow-up, Unverified should be the only absence reason classified under the Unverified type. You can select reason types from the pop-up list accessed by clicking fields in the Type column. Program-defined absence reason types are defined in the ATR table of the Tables atom.
Receives Apportion	Indicates that an absence reason meets state criteria for attendance funding; the correct setting of indicators in this column is very important in calculating totals for attendance reports. You can toggle between a choice of Yes (does qualify for funding) or blank (does not qualify for funding) by clicking fields in the column.

Field	Description
Included in Dialer	Indicates that the absence reason is used by the phone dialer program. Typically, a school would make calls regarding unverified or unexcused absences. You can toggle between a choice of Yes (home should be called) or blank (the reason does not merit a call) by clicking fields in the column.
Included in Letters	Indicates that the absence reason is used by the attendance letters program. You can toggle between a choice of Yes (letter should be sent) or blank (the reason does not merit a letter) by clicking fields in the column.
Included in Reports	Indicates that the selected absence reason should be included in attendance reports. You can toggle between a choice of Yes (reason should be included) or blank (reason should not be included) by clicking fields in the column.
Absence Group	Select from a pop-up list the absence group to which the absence reason belongs. You set up the values for the Absence Group table (ATG) using the Tables Definition atom.

Other Options Tab

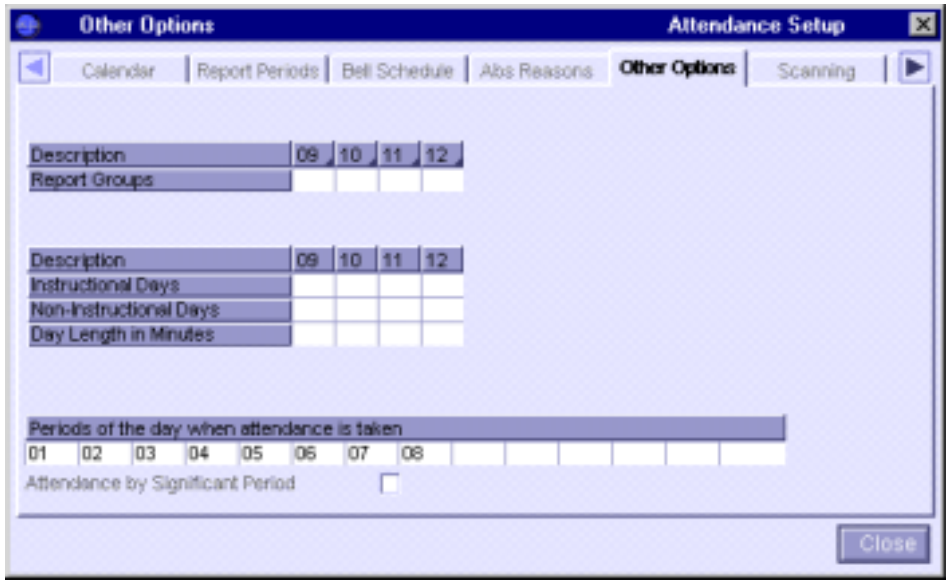
The Other Options tab is where you perform miscellaneous attendance setup, such as defining report groups, selecting the half-day attendance option, specifying when attendance should be taken, and more.

The features included in the Other Options tab vary according to whether Daily or Period is selected as the Attendance Type in the School atom. For period attendance schools, another variable that affects which features are included is how many periods are set up.

Other Options Tab Fields

Field	Description
Report Groups Table	Enables you to specify which group each grade level should be included in for subtotal purposes when you run Monthly Attendance Summary reports (available from the Daily Attendance or Period Attendance atom). The table displays a field for each grade level defined in the School atom; each field contains a pop-up list of report groups that are defined in the ATC Table in the Tables atom.
Instructional Days	State-specific number of instructional days (both students and teachers are present) for each grade level in the matrix.
Non-Instructional Days	State-specific number of non-instructional days (teachers are present; students are not) for each grade level in the matrix.
Day Length in Minutes	The number of minutes in the school day for each grade. Use this field if your school is not using bell schedules, but still needs to specify the length of the school day.

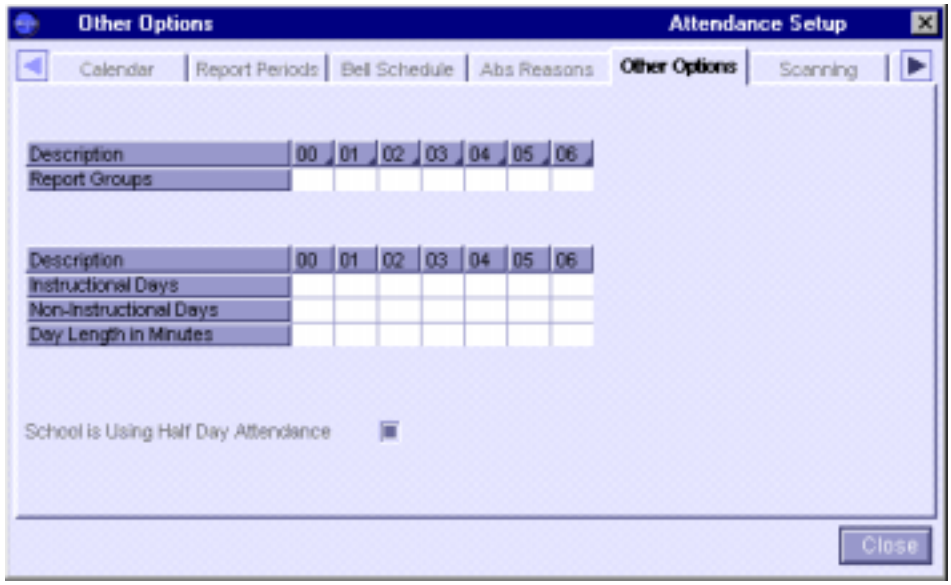
Period Attendance Schools



Period Attendance Fields

Field	Description
Periods of day when Attendance is taken	Enables you to specify the periods when attendance should be taken if the school is using 14 periods or more. If a school uses fewer than 14 periods, the SASIxp educational software assumes attendance is taken every period. This table is only shown if *Period* is selected as the attendance type in the School atom and the total number of periods defined is 14 or more.
Attendance by Significant Period	Enables you to designate a significant period for each day in the attendance calendar. If you select this option, the significant period attendance reason displays and prints in the all day code on all forms and reports.

Daily Attendance Schools

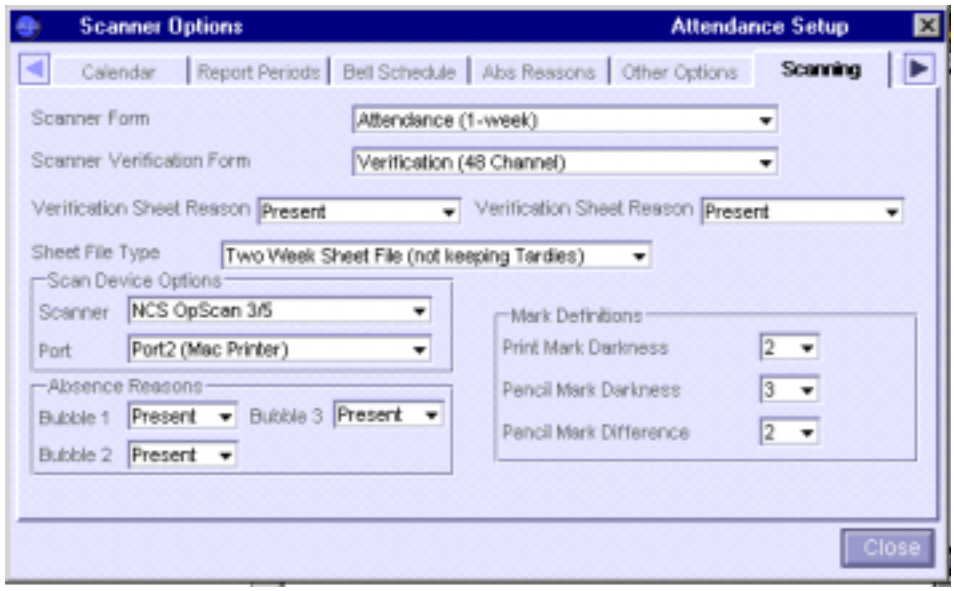


Daily Attendance Fields

Field	Description
School is Using Half Day Attendance	Activates features that enable a daily attendance school to take half-day attendance. When this option is selected, pairs of AM and PM columns display in all forms in the Daily Attendance and Class Attendance atoms. In addition, a field labeled *Select part of day to change* displays in the Mass Change tab. This option is only visible if *Daily* is selected as the attendance type in the School atom.

Scanner Options Tab

The Scanner Options tab enables you to set up the SASIxp educational software to work with the scanner and forms that your school uses for attendance.



For easy setup, all the fields in this tab contain pop-up lists of values (these are defined in the Tables atom). To select a value, click the down arrow in a field to display the list of values.

Scanner Options Fields

Field	Description
Scanner Form	The type of scanner form your school is using. Select this from a pop-up list. (SCA table)
Scanner Verification Form	The type of scanner verification form your school is using. Select this from a pop-up list. (SCV table)

Field	Description
Verification Sheet Reason(s)	Any absence reasons to be verified in the two additional columns available on 48 channel verification forms. These fields apply only to 48-channel forms. Select reasons from the pop-up list defined in the Absence Reasons tab of Attendance Setup.
Sheet File Type	Identifies whether your school is using a two-week sheet file or a one-week sheet file. 48-channel forms – The two-week sheet has two bubbles for each day; the one-week sheet has three bubbles for each day. 27-channel forms – This tab can be used to record absences and tardies for one week, or to record absences (only) for two weeks. When you are using the tab to cover two weeks of attendance, select Two Week Sheet File (not keeping tardies).
Scanner	The scanner your school is using. You can select this from a school-defined pop-up list. (SCN table)
Port	The port your scanner is attached to. You can select this from a school-defined pop-up list. (PRT table)
Print Mark Darkness	Specifies the degree of darkness of printed mark (slug) on 48-channel scanner sheets that are read successfully. The setting varies depending upon how dark your printer normally prints. Suggested starting point is 10. (PMD table)
Pencil Mark Darkness	Specifies the degree of darkness of pencil marks on 48-channel scanner sheets that are read successfully. This varies depending upon how darkly each attendance bubble is colored in. If your scanner seems to pick up too many stray pencil marks, this number can be increased. Suggested starting point is 7. (PMD table)

Field	Description
Pencil Mark Difference	Specifies the acceptable difference in darkness between two pencil marks in the same selection group. For example, if the valid mark has a darkness of 5 and the erasure has a darkness of 3, the program disregards the erasure when the difference setting is at 2 or lower. It would not disregard the erasure if the difference setting were at 3. Instead, an error would be reported. If your scanner is not differentiating between the marks and the erasures, this number can be increased. Suggested starting point is 4. (PMD table)
Absence Reasons	Enables you to choose the absence reason that is recorded for each of the two (or three) bubbles on your attendance sheet. Select from the pop-up list of absence reasons. The default is Present.

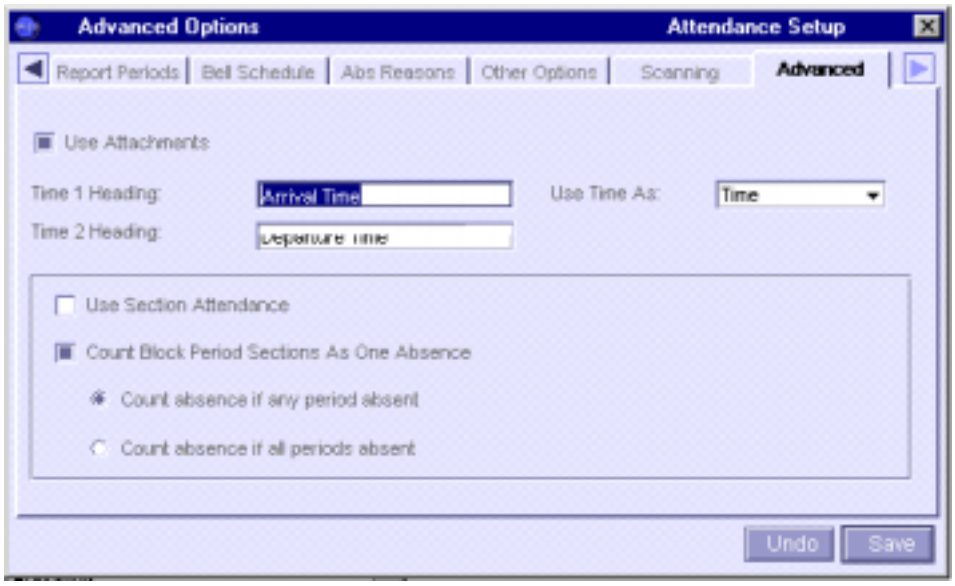
More About Scanning and Absence Reasons

If you do not change the reasons in these fields, the following defaults apply to the bubbles on your attendance sheets:

Sheet	*Reasons*
One-Week Sheet	**A – Absent.** This marking is recorded on the student's attendance record as an unverified absence until it is changed to a verified absence. Students with any unverified absences continue to appear on the verification list until the absences are changed to some other type. Absence types can be changed by scanning the verification list or by entering the information directly on the screen. **T – Tardy**. This marking is for an excused tardy. It is recorded as a tardy on the student's attendance record. **U – Unexcused Tardy**. This mark is recorded as an unexcused tardy on the student attendance record.
Two-Week Sheet File	**A – Absent**. This marking is recorded in the attendance files as an unverified absence until a note is received from the parents and it is changed to a verified absence by the attendance office. **T – Tardy**. This marking is for an excused tardy. It is recorded as a tardy on the student's attendance record. The ability to define the meanings of the bubbles on your attendance sheets gives you the flexibility to take positive attendance with scan sheets.

Advanced Tab

The Advanced Tab enables you to set up several specialized and advanced SASIxp educational software features that may impact the way many other atoms function.



Advanced Fields

Fields	Descriptions
Use Attachments	Activates attendance attachments in the Period or Daily Attendance atoms. Attachments are additional attendance data you can enter for each student.
Time 1 Heading	A description of Time 1, used for reports.
Time 2 Heading	A description of Time 2, used for reports.
Use Time As	Enables you to choose between minutes or time as the formatting used for the Time 1 and Time 2 headings
Use Section Attendance	Select this check box if your school uses section attendance.

Fields	Descriptions
Count Block Period Sections As One Absence	Select this check box if you want only a single absence recorded for a block class that lasts more than one period.
Count absent if any period absent	Select this check box if you want to count the student absent from the entire block if they miss any period within the block.
Count absence if all periods absent	Select this check box if you want to records an absence for a student only if they are absent for all periods in the block.

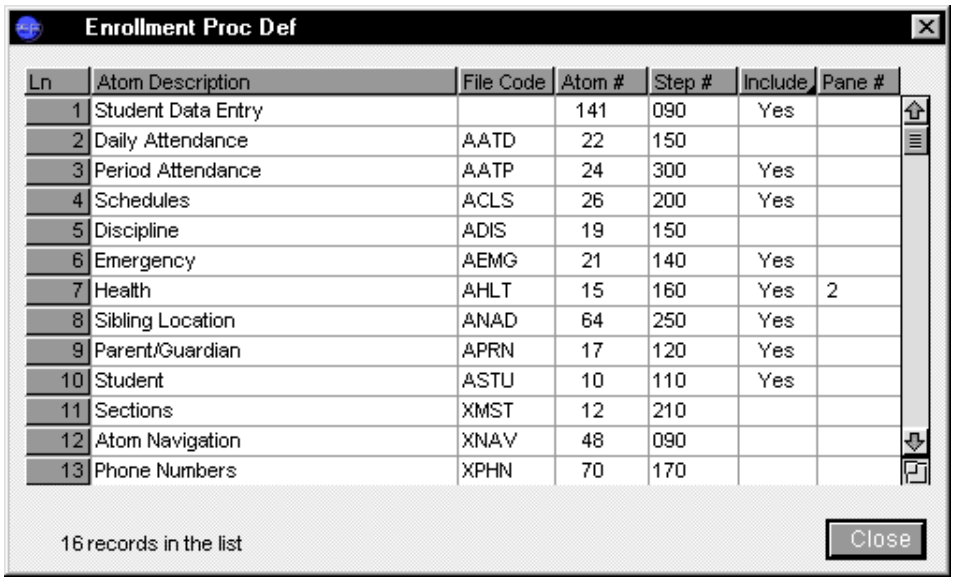
Using the Enrollment Validation Definition Atom

The Enrollment Validation Definition Atom enables you to validate student data during the student enrollment process using validation rules defined by your school or district. Data that is validated includes enter and leave codes along with enter and leave dates.

Use the Enrollment Validation Def Atom when you first set up the SASIxp software to define the enter and leave code validation rules that apply to both enter codes/groups and leave codes/groups. You can modify this list at any time.

Before you can set up enrollment validation definitions, you must be sure that the system contains correct settings for the Tables Definition, School, and Attendance Setup atoms.

Enrollment Validation Definition Screen



Adding and Deleting Enrollment Validation Rules

Adding Enrollment Validation Rules

1. Open the Enrollment Val Def atom.
2. From the Data menu, select Add Rule.
3. In the *Ent Cd* field, select an enter code to be defined. You can assign enrollment validation rules to various combinations of enter codes, enter code groups, leave codes, and leave code groups.
4. Where applicable, in each of the other fields *(Ent Gp, Lve Cd,* and *Lve Gp*), select a code to be defined.
5. In the *Validation Rule* field, select a validation rule to apply to the selected code or combination of codes.

   The Enrollment Validation rules are predefined in the EDR table by Pearson School Systems so that the rules can be generally applied to many specific situations.
6. Repeat Steps 3 through 5 for each validation rule to be defined. There is no limit to the number of rules you can define.
7. Click Save to save your entries.

Deleting Enrollment Validation Rules

1. Open the Enrollment Val Def atom.
2. From the Data menu, select Delete Rule.
3. Click Save to save your entries, then click Close to close the atom.

Pre-defined EDR Table Rules

The following validation rules are pre-defined in the EDR table:

- Enter date valid calendar date.
- Enter date within current year.
- No enter date/code in current year.
- Enter date/code exist in current year.
- Leave date valid calendar date.
- Leave date within current year.
- No leave date/code in current year.

- Leave date/code exist in current year.
- Enter/leave date/code exist in current year.
- No enter/leave date/code in current year.
- Student not previously enrolled in district.
- Not previously enrolled if last leave code.
- Current school same as last enrolled.
- Current school not same as last enrolled.
- Must be last leave code.
- Cannot be last leave code.
- Must be last enter code.
- Cannot be last enter code.
- Must be concurrent enrollment student.
- Cannot be concurrent enrollment student.

Enrollment Validation Definition Fields

Field	Description
Ln	Line number for each row. You can click a line number to select a row and highlight it.
Ent Cd	Enter code indicating the circumstances under which a student enrolls at your school.
Ent Gp	Enter code group indicating the circumstances under which a group of students enrolls at your school.
Lve Cd	Leave code indicating the circumstances under which a student leaves your school.
Lve Gp	Leave code group indicating the circumstances under which a group of students leaves your school.
Validation Rule	Rule used by each enter/leave code and enter/leave code group to validate incoming student enrollment information.

Using the Enrollment Validation Definition Atom

Setting Up Street Validation

Use the Street atom (in the Non-student Info folder) to maintain a list of street addresses in the school enrollment area. You then use these addresses during enrollment to determine whether a student resides within the boundaries for the school or the district.

If a student's residence street address is within the boundaries, the SASIxp software automatically completes the residence city, state, zip code, grid code, and morning and evening bus stop information in the Student atom. If a student's residence street address isn't within the boundaries, a dialog box displays requesting an attendance permit code and permit date.

The SASIxp software accepts fractional addresses, such as 1055 ½ E. Main. To enter this fractional address, type **1055 1/2** (including the slash).

You can also use the Street atom to record morning and evening bus stop information for the elementary, middle, and high schools associated with the street.

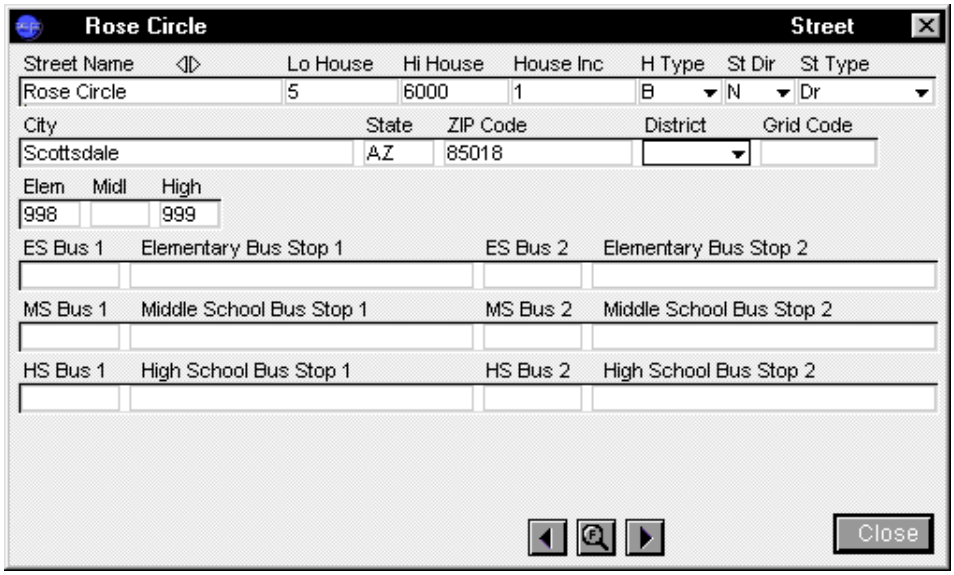
> A single street can have multiple entries in the Street file. Different parts of a street can be in the residence area for different schools, or they can have different directions (for example, W. Chatham Place and E. Chatham Place), bus information, or grid codes.

Options Available in the Street Atom

Option	*Description*
Find Address	Use this option to maintain the Street file or to quickly find street or bus directory information. This option is useful during walk-in enrollment.
Import Streets	Enables you to append or replace the current Street file.
Validate Addresses	Validates all addresses in the Street file, or to assign a new permit code to all invalid addresses.

Option	Description
Copy Addresses	Saves multiple years' records in the Street file by copying street records from blank year to desired years.
Delete Addresses	Use this option after you copy street records from blank year to the desired years. Delete the blank year records.

Street Screen



Working With Street Validation

For street validation to operate properly, you should perform the following steps.

Setting Up Street Validation

1. Enter custom permit codes in the ATP (Attendance Permit Codes) table using the Tables Definition atom. This table includes several pre-defined entries. You can add at least one custom permit code to use during batch validation to mark invalid addresses (addresses that do not match the Street file). Then you can use the Query atom to create

a list of addresses that need to be corrected. You can also add any other permit codes required by your school (up to a maximum of nine codes).

> The permit code is subject to the restrictions you set in the Security atom. You should set the security options so that students from outside the area cannot enroll without a valid permit code.

2. Run the batch validation process. This process validates all student address data against the Street file. During this process, the SASIxp software copies the data currently in the mailing address fields into the residence address fields (you can later change one or both of these addresses as necessary). It also tags any addresses that could not be validated with the permit code you defined in Step 1.

Once you have set up your street validation, you can:

- Import street addresses into the Street atom from space- or comma-delimited files.
- Add and delete streets.
- Validate all student residence addresses currently stored in the SASIxp software against the data in the Street file.

Importing Street Addresses

1. Open the Street atom.
2. From the Street menu, select Import Streets.
3. To append the new data to the existing Street file, select the *Append to existing Street File* option. To replace the existing Street file (and erase all previous entries), select the *Replace existing Street File* option.
4. Click *Select Import File* to identify the file you want to import. In the resulting dialog box, locate and select the correct file, then click Open. The selected file displays in the *Import File* field.
5. Click Import to import the data, or click Close to close the Import Streets dialog box without importing.

Adding a Street

1. Open the Street atom.
2. From the Data menu, select the Add Street option.
3. Complete the fields in the Street atom. You must enter data in the *Street Name*, *Lo House*, and *Hi House* fields.

4. Click Save to save the new street, or click Undo to close the Atom without saving.

Deleting a Street

1. Open the Street atom from anywhere on the Desktop, and select the street you want to delete.
2. From the Data menu, select Delete Street.
3. Click Close to close the atom.

Batch Validating Street Addresses

1. Open the Street atom.
2. From the Street menu, select the Validate Addresses option. the SASIxp software asks for a permit code and permit date to set for all invalid residence addresses.
3. In the *Permit Code* field, select the permit code you defined for invalid addresses.
4. In the *Permit Date* field, type the permit date.

   If you do not want to replace existing permit codes and dates, select the *Honor existing permit codes* option.

5. Click Validate to begin the address validation, or click Close to close the Validate Addresses dialog box.
6. Click Close.

Street Fields

Field	Description
Year	Allows simultaneously maintaining and using different sets of streets in the street file for different years. Old street records with a blank year are regarded as current year records by address validation.
Street Name	Name of the street.

Field	Description
Lo House	Lowest house number on the street.
Hi House	Highest house number on the street.
House Inc	Increment at which the house numbers are increased.
H Type	House number type. Choices are: ● E – Even house numbers ● O – Odd house numbers ● B – No restriction
St Dir	Street direction. Choices are E, N, NE, NW, S, SE, SW, and W.
St Type	Street type. (STT table)
City	City in which the street is located.
State	State in which the street is located.
Zip Code	Zip code for the street.
District	Indicates whether the street is in or out of the district.
Grid Code	Geographic grid code.
Elem	Number of the elementary school that serves this street.
Midl	Number of the middle school that serves this street.
High	Number of the high school that serves this street.
ES Bus 1	Number of the morning school bus that picks up elementary school students who live on this street.
Elementary Bus Stop 1	Description of the morning elementary school bus stop.

Field	Description
ES Bus 2	Number of the evening school bus that returns elementary school students who live on this street.
Elementary Bus Stop 2	Description of the evening elementary school bus stop.
MS Bus 1	Number of the morning school bus that picks up middle school students who live on this street.
Middle School Bus Stop 1	Description of the morning middle school bus stop.
MS Bus 2	Number of the evening school bus that returns middle school students who live on this street.
Middle School Bus Stop 2	Description of the evening middle school bus stop.
HS Bus 1	Number of the morning school bus that picks up high school students who live on this street.
High School Bus Stop 1	Description of the morning high school bus stop.
HS Bus 2	Number of the evening school bus that returns high school students who live on this street.
High School Bus Stop 2	Description of the evening high school bus stop.

Using the Enrollment Process Definition Atom

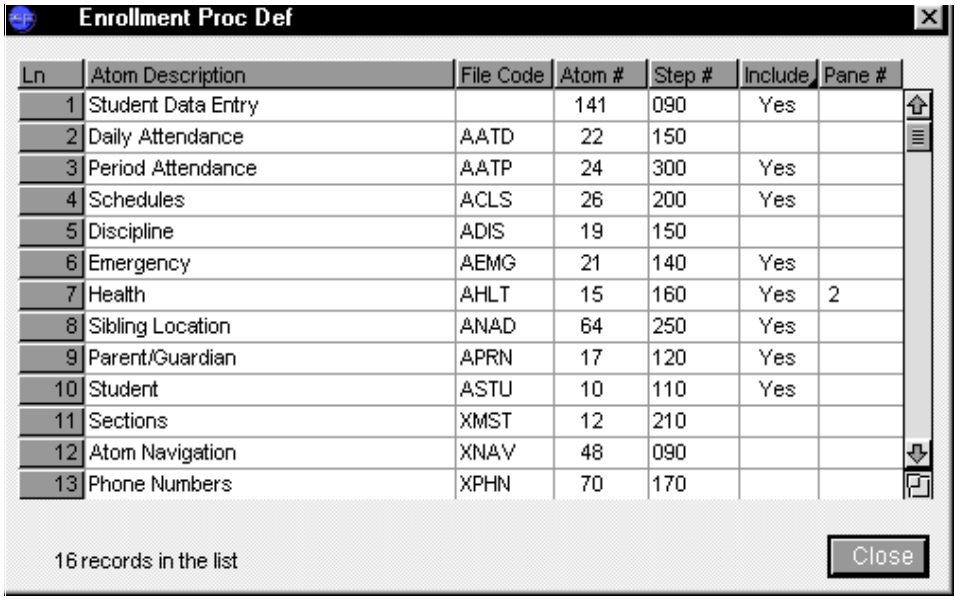
Use the Enrollment Proc Def atom (in the System Setup folder) to set up the list of Fast Access atoms for use in the Enrollment atom. Fast Access atoms are those atoms that the school has deemed essential to enrolling students and maintaining student data. Including them in the Enrollment atom provides users with a complete list of these atoms and a fast, convenient way to access them. (Open Fast Access Atoms from the Enrollment atom using link arrows.)

You can select up to 24 Fast Access atoms from the list contained in the Enrollment Proc Definitions atom and organize them in any order you want. You can include utility atoms (such as Query or Phone Numbers) as well as atoms requiring data entry.

Designating an atom as a Fast Access Atom does not remove it from the desktop. Users can still open them from the desktop or from aliases in toolbars.

Enrollment Proc Def Matrix

The Enrollment Proc Def atom contains one matrix. This lists the SASIxp educational software atoms and their related file codes. Each row is devoted to one atom.



Working with Enrollment Process Definition

Including Atoms in Fast Access

1. Open the Enrollment Proc Def atom.
2. Click in the *Step #* column and type a number to indicate the atom's relative position in the list of Fast Access atoms. Numbers should begin with 100 and advance by 10s (for example, 100, 110, 120, 130).
3. Click the *Include* column to designate the atom as a Fast Access atom. If you click again to clear the Yes checkbox, the atom remains numbered, but does display in the Enrollment atom.
4. Repeat Steps 2 and 3 for each atom you want to designate as a Fast Access atom.
5. Enter the pane number of the atom that you want the Fast Access link arrow to start. For example, pane 2 of the Health atom contains the Immunization screen. During enrollment, you would be entering the student's immunization information.

6. Click Save to save your entries or changes. They are reflected in the Enrollment atom and in the Atom ID atom. (Click Undo to clear new entries or revert to previous entries).
7. Click OK to confirm that you want to save changes.

To see the newly-defined list of Fast Access atoms, open the Enrollment atom. If the Enrollment atom is open while you work in the Enrollment Definition atom, you will need to close the Enrollment atom and start it again to clear any existing setup from the screen and display the new one.

Enrollment Proc Def Fields

Field	Description
Ln	Line number for each row.
Atom Description	Description of each atom listed.
File Code	File name for each atom listed.
Atom #	Number of the atom listed.
Step #	Contains numbers indicating each atom's position on the list of Fast Access atoms. As you assign numbers, do not expect to see the atom order change in the *Process Step* column. The order determined by your numbers is only reflected in the Fast Access list in the Enrollment atom. Numbers should begin with 100, advance by 10s (for example, 100, 110, 120, 130) and must be three digits (for example, 085). Numbering this way enables you to insert atoms later without having to reorganize the list. The Enrollment atom fast access section has room for twenty-four Fast Access atoms.
Include	Indicates whether an atom is to be included as a Fast Access atom in the Enrollment atom. You can toggle between a choice of Yes (include) or blank (do not include) by clicking fields in the column.
Pane #	If you want Fast Access to take you directly to a second or third screen of an atom, enter the pane number. For example, immunization records are on pane 2 of the Health atom.

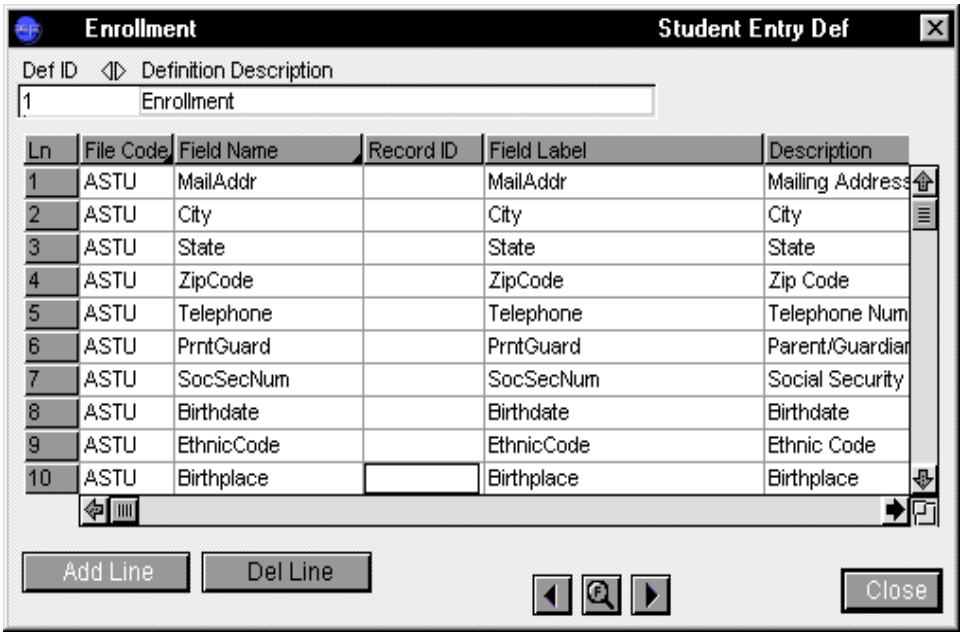
Using the Student Entry Definition Atom

You can set up the Student data entry screen to contain the fields that you use to enter student information, in the order that works best for your school. Use the Student Entry Definition atom (in the System Setup folder) to define which fields appear on the Student data entry screen and the order in which they are listed. You can change these settings at any time.

Student Entry Definition Screen

The data entry screen that you define can have fields from a number of student-related files in the pop-up list. The fields within the files are also selected from a pop-up list. You can change the order of the fields or delete fields from the definition of the data entry screen so that they do not display.

Do not define any fields that are used when enrolling a student on the Student Data Entry Definition screen (for example, Student's last name, permanent ID, etc.)



Working with Data Entry Definitions

Use the following exercises to practice techniques for working with data entry definitions.

Creating a Data Entry Definition

1. Open the Data Entry Definition atom.
2. Select Add Definition from the Data menu or press Alt-A (Windows) or Cmd-A (Macintosh).
3. The cursor should be in the *Record ID* field. Type a unique ID (maximum 2 characters) for the data entry screen you are creating.
4. In the *Description* field, type a description for the data entry screen you are creating, up to 30 characters.
5. Click Add Line. A new line number is added to the matrix and the *File Code* field is highlighted on the new, blank line.
6. Click in the *File Code* field in the new line and select a file from the pop-up list. You should select the file that contains the field you want to add to the data entry screen. You can choose from the pop-up list of files.

   Because the student's name, grade, and gender display at the top of the Student Data Entry screen, do not include these mandatory fields from the enrollment atom on the data entry screen (student first and last name, grade, gender, student ID, enter date, enter code). If one of these fields is included in the Student Data Entry screen, any information that is entered in the Student Data Entry screen replaces the original information.

7. In the *Field Name* field, select a field from the pop-up list. The fields that display in the pop-up list are the fields contained in the file you selected in Step 6. When you select a field, the description displays automatically in the description field.
8. If this file has more than one record per student (such as Parent/Guardian file), click the *Record ID* field to select a record ID from the pop-up list. For example, if you are recording both mother's and father's names, you need to differentiate between them. For the mother's name, select "First Name" in the *Field Name* field and select "01—Mother" in the *Record ID* field.

9. If you want to display a label that is different from the text that appears in the *Field Name* field, click the *Field Label* field and enter a more descriptive label. For example, “Mother’s First Name.”
10. Continue to add fields by clicking the Add Line button. The File Code that was used on the previous line is automatically entered on the new line. If you want to use the file name that displays, add the next field as described in Steps 7 through 9.

    If you want to select a different *File Code*, first select a field name from the pop-up list in the *Field Name* field, then return to the *File Code* field and select a different file name from the pop-up list. Add the next field as directed in steps 7 through 9.

11. When the list of fields is complete, click Save to save the Data Entry screen definition.

Deleting Lines from the Definition Screen

1. With the Data Entry Definition tab displayed, click the line number of the line you want to delete. The entire row is highlighted.
2. Click Del Line at the bottom of the screen. The line that was highlighted is deleted and the remaining rows are moved to fill in the gap.

Changing the Order of the Fields

1. Open the Data Entry Definition atom.
2. Select the data entry definition that you want to change by clicking the forward and back arrows or performing a Find.
3. Move the fields into a different order by using drag and drop on the *Ln* field. Move the highlighted row where you want it and release the mouse button. The rows are reordered automatically.
4. When your changes are complete, click Save. (Click Undo to cancel all changes.)

Inactivating a Definition

1. Open the Data Entry Definition atom.
2. Find the definition that you want to make inactive by clicking the forward or reverse arrows, or performing a Find.

3. Select the Inactivate Definition option from the Data menu. The definition is made inactive.
4. Reactivate a definition by displaying the definition, then selecting Activate Definition from the Data menu.

Deleting a Data Entry Definition

1. Open the Data Entry Definition atom.
2. Find the Definition that you want to delete by clicking the forward or reverse arrows, or performing a Find.
3. Select the Delete Definition option from the Data menu. The definition (the entire file) is deleted when you let go of the mouse button.

Student Entry Definition Fields

Field	Description
Def ID	Unique 1- or 2-character (alphanumeric) identifier for this data entry screen. You can define more than one data entry screen.
Definition Description	Name for this data entry screen definition.
Ln	Line number assigned by the program. Fields that you define in this atom appear in order by line number in the Student Data Entry atom.
File Code	File where each field is found. You select file names from a pop-up list.
Field Name	Name of the field that you want on the data entry screen. This is the label that shows on the screen unless you enter some other label in the *Field Label* field.

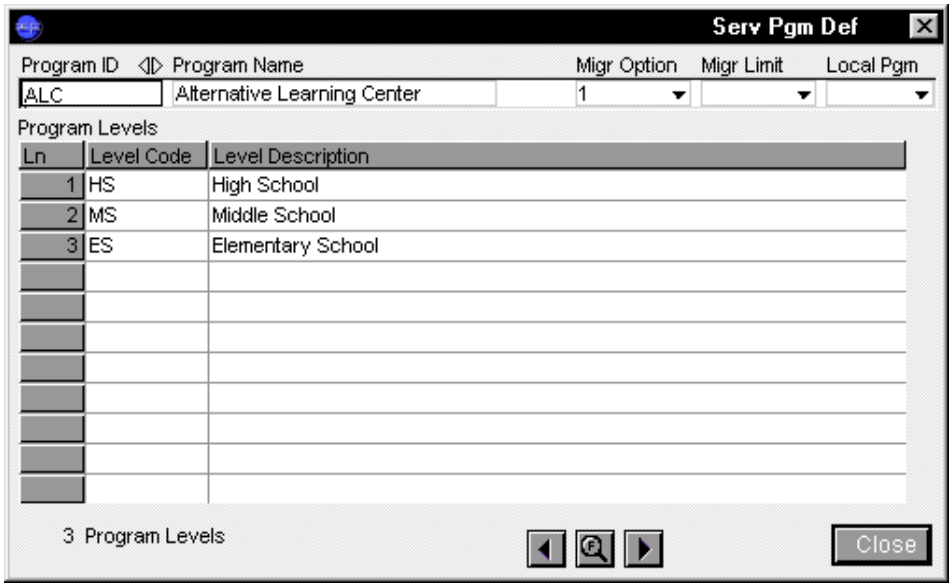
Field	Description
Record ID	When a file has multiple records per student, you can select which record applies by choosing the appropriate Record ID from the pop-up list. For example, if the field name is "first name," you can define whose first name it is (father, mother, guardian, etc.) If you want to add information to the Parent/ Guardian file (APRN), you must create a last name or first name field for the corresponding parent. For example, if you want to record the mother's telephone number, you must first record the mother's first or last name.
Field Label	Enter a more descriptive label (up to 25 characters) that you want to use on the data entry screen. For example, if you are recording names for mother and father, you can enter a label that says Mother's First Name and another label for Father's First Name. If you do not enter a field label, the Data Entry Screen shows "FirstName." (Taken from the *Field Name* field).
Description	Description of the contents of the field. This field is display-only. Look at this field if you need a complete description of the contents of the field.

Using the Student Entry Definition Atom

Using the Service Program Definition Atom

The Service Program Definition Atom enables you to define student service programs and service program levels. You can indicate the grade level for the service program and whether the program operates at the school (local program) or district-wide.

Service Program Definition Screen



Working with Service Programs

Use the following techniques to add and remove service programs.

Adding a Service Program

1. Open the Service Program Definition atom.
2. From the Data menu, select Add Program.
3. In the *Program ID* field, enter a four-character code for the service program.

4. In the *Program Name* field, enter the name of the service program.
5. In the *Migr Option field,* select a migration option for the service program.
6. In the *Migr* Limit field, select the highest grade that is eligible for the service program.
7. In the *Local* Pgm field, select Y – Yes if the program is only available at the local school. Leave this field blank if the program is district-wide.
8. Click Save to save the service program definition. or click Undo to close without saving.

Adding Program Levels to the Service Program

1. Open the Service Program Definition atom, and locate the service program to which you want to add a level.
2. From the Program Definition menu, select Add Program Level.
3. In the *Level Code* field, enter the 2-character code for the level.
4. In the *Level Description* field, enter up to 40 characters to describe the program level.
5. Click Save to save the service program definition., or click Undo to close without saving.

Removing a Program Level

1. Open the Service Program Definition, and locate the service program from which you want to delete a level.
2. Click the *Ln* number of the service program level you want to delete to highlight the line.
3. From the Program Definition menu, select Delete Program Level.
4. Click Save to save the service program definition.

Removing a Service Program

1. Open the Service Program Definition atom and locate the service program you want to delete.
2. From the Data menu, select Delete Program Level.
3. Click Save.

Service Program Definition Fields

Field	Description
Program ID	Identification code for the service program.
Program Name	Name of the service program.
Migr Option	The migration option for the service program. This is used by the Beginning of Year process in the Student Service Program atom. Choices include: ● No Migration: A student who participated in the service program during the previous year is not re-enrolled in the program during the Beginning of Year process for the following year. ● Migrates at same school only: A student who participated in the service program during the previous year is re-enrolled in the program during the Beginning of Year process if: 1) his or her grade level in the Student file (ASTU) is less than or equal to the grade level in the *Migr Limit* field and 2) the student is enrolled in the same school in the previous and current year. ● Always migrates: A student who participated in the service program during the previous year is re-enrolled in the program during the Beginning of Year process if his or her grade level in the Student file (ASTU) is less than or equal to the grade level in the *Migr Limit* field.
Migr Limit	Highest grade level that is eligible to participate in the service program.
Local Pgm	When selected, indicates that the service program is only available at the local school.
Level Code	Code identifying the service program level; for example, HS for high school.
Level Description	Description of the service program level.

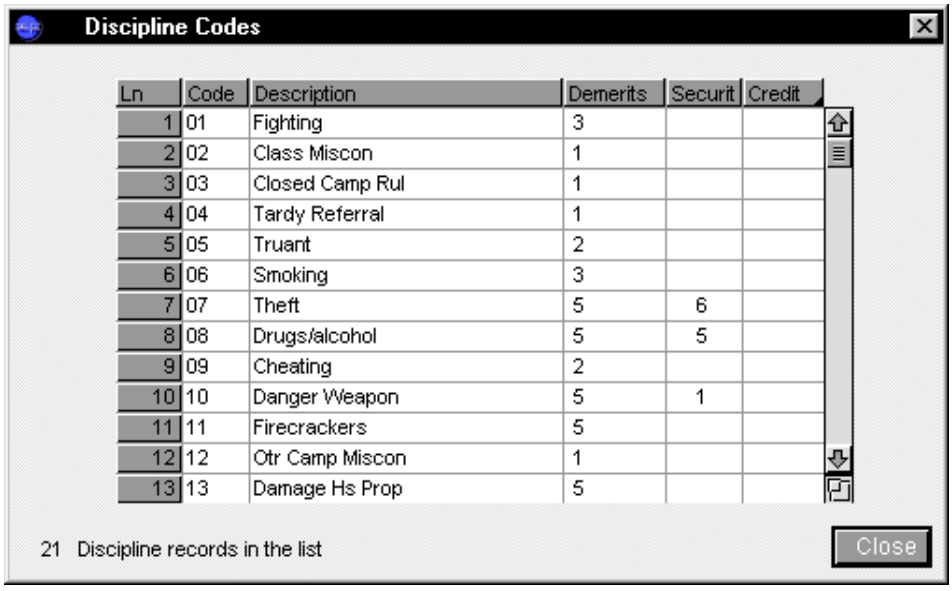
Performing Setup for Discipline

Setting Up Discipline Codes

Use the Discipline Codes atom (in the Discipline folder) to set up the list of codes for discipline infractions used in the Discipline atom. The list of codes you create in the Discipline Codes atom displays on a pop-up list in the Discipline atom. Users can select codes from this list as they add incidents in Discipline records.

Discipline Codes Screen

The Discipline Codes atom contains a matrix with one row for each infraction.



Adding Codes to the Discipline Codes List

1. Open the Discipline Codes atom.
2. Select the Add Discipline Codes option from the Data menu. A new line number displays in the *Ln* column.

3. In the *Code* column, type a numeric code for an infraction; this can be from 1-3 characters in length.
4. In the *Description* column, enter a description for the infraction.
5. In the *Demerits* column, type the number of demerits for the infraction.
6. In the *Security* column, type the number of the security levels needed to access information on the infraction. Security levels are numbered 0 through 9, with 9 being the highest.
7. Click time in the *Credit* column to flag the incident as Yes to define it as a credit incident.
8. Click Save to save the code (click Undo to erase all entries for the code).
9. Click OK to confirm that you want to save new entries.
10. Click Close.

Deleting Codes from the Discipline Codes List

1. Open the Discipline Codes.
2. Click the *Ln* number for a discipline code to highlight its row.
3. Select the Delete Discipline Codes option from the Data menu. The row for the discipline code is removed from the list of Discipline Codes in the matrix. If you delete any row but the last, remaining rows are renumbered and repositioned to fill in the gap.
4. Click Save to save the change and permanently delete the code from the Discipline Codes list (click Undo to restore it).
5. Click OK to confirm the deletion.
6. Click Close.

Discipline Codes Fields

Field	***Description***
Ln	The line number for each row.
Code	Code for each discipline infraction.

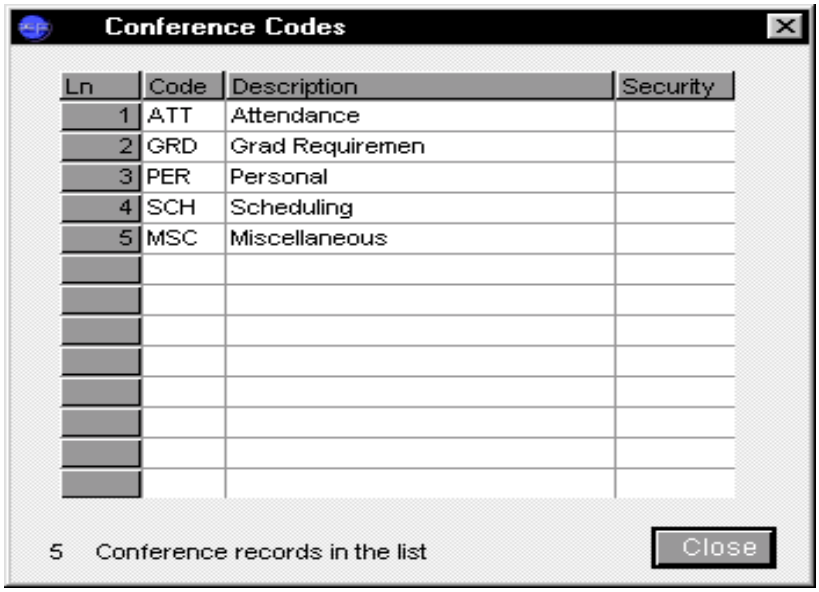
Field	Description
Description	Contains descriptions for the discipline code. When users select codes in the Discipline atom, the associated descriptions display automatically.
Demerits	Number of demerits assigned to each code. When users select codes in the Discipline atom, the associated demerits display automatically. Users can modify the demerits for an incident, if needed.
Security	Security level assigned to each code. A user must have this security level or higher to view incidents assigned this code. For example, setting a security level for a code to 6 means that users with a security level of 6 or higher can see this incident. Users with a security level below 6 cannot see it. Number levels from 0–9.
Credit	Enables you to give credit against hours that need to be worked off for a disciplinary action. For example, you may want to create a discipline code for attending detention or a guidance session reduces the number of hours on the student's discipline record. Click in the *Credit* column to enter **Y** for Yes. When you enter the number of hours for an incident that is marked Yes, the system records hours as negative numbers and subtracts them from the total hours for the student.

Setting Up Conference Codes

To set up the list of codes used in the Conference atom, use the Conference Codes atom (in the System Setup folder). You can use this atom to create the pop-up list of codes available in the Conference atom. In the Conference Codes matrix, you can enter an alphanumeric code and description for each type of conference along with a security level. This atom is the only place where you can set security levels for conference codes.

Conference Codes Matrix

The Conference Codes atom contains a matrix with one row for each conference.



Working with Conference Codes

Use these procedures to add and delete conference codes.

Adding Conference Codes

1. Open the Conference Codes atom.
2. Select Add Conference Codes from the Data menu. A line number for the new code displays in the *Ln* column.
3. In the *Code* column, type a 1-3 digit code for a conference code.
4. In the *Description* column, enter a description for the infraction.
5. In the *Security* column, type the number of the security level needed to access information on the infraction, 9 being the highest.
6. Click Save to save the code.

Deleting Codes from the Conference Codes List

1. Open the Conference Codes atom.
2. Click the *Ln* number for a discipline code to highlight its row.
3. Select Delete Conference Codes from the Data menu. The row for the conference code is removed from the list of Conference Codes in the matrix. If you delete any row but the last, remaining rows are renumbered and repositioned to fill in the gap.
4. Click Save to save the change and permanently delete the code from the conference codes list, then click OK to confirm the deletion.
5. Click Close.

Conference Codes Fields

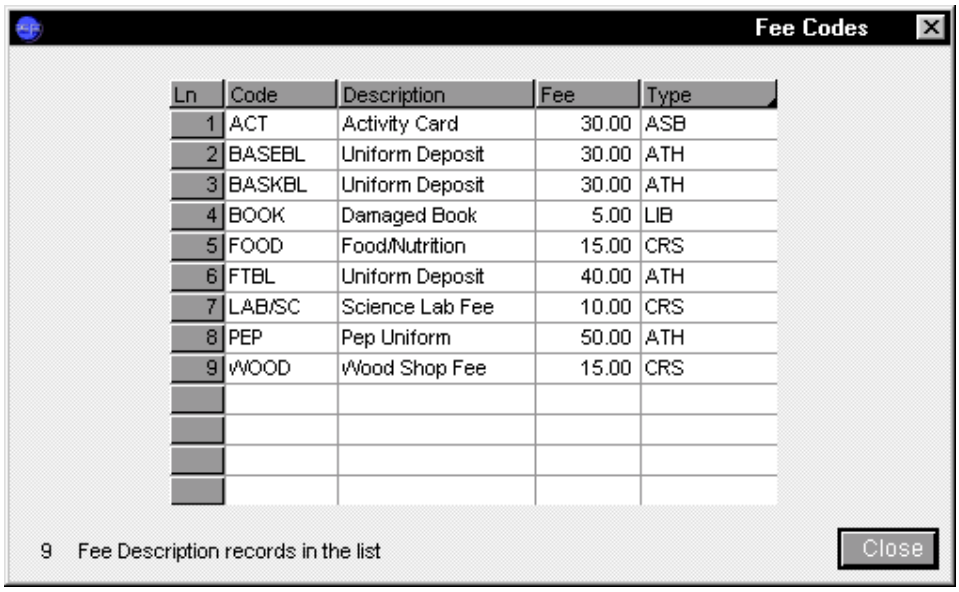
Field	***Description***
Ln	Line number for each row.
Code	Three-character for each conference code that you want to use at your school.
Description	Descriptions of each code. When users select codes in the Conference atom, descriptions display automatically.

Field	Description
Security	The security level assigned to each code. A user must have this security level or higher to view conferences assigned this code. Security levels should be numbered from 0 – 9 (the same numbers used to indicate user security levels). Setting a security level to 6 means that users with a security level of 6 or higher can see this conference. Users with a security level below 6 cannot see it.

Setting Up Fee Codes

Use the Fee Codes atom (in the System Setup folder) to create the pop-up list of codes available in the Fees atom. In the Fee Codes matrix, you can enter a code and description for each student fee (for example, Associated Student Body fees or lab fees), along with a fee amount in dollars and a fee type. Users select the fee type from a pop-up list of fee types that is set up in the Tables Definition atom.

Fee Codes Screen



Using the Fee Codes Atom

You use the Fee Codes atom to maintain the list of codes that display in the Fee Codes pop-up list in the Fees atom. Users can select codes from this list as they add fees charged to students; the fee description, fee amount, and fee type assigned to each code is entered automatically.

Adding Fee Codes to the List

1. Open the Fee Codes atom.
2. Select Add Fee Code from the Data menu. The program displays a new line number.
3. In the *Code* field, type a numeric code for a fee.
4. In the *Description* column, enter a description for the fee.
5. In the *Fee* column, type the dollar amount of the fee.
6. In the *Type* column, select a fee classification from the pop-up list.
7. Click Save to save the code.

Deleting Codes from the Fee Codes List

1. Open the Fee Codes atom.
2. Click the *Ln* number for a fee code to highlight its row.
3. Select Delete Fee Code from the Data menu. The row for the fee code is removed from the list of fee codes in the matrix. If you delete any row but the last, remaining rows are renumbered and repositioned to fill in the gap.
4. Click Save to permanently delete the code from the fee codes list.

Fee Codes Fields

Field	***Description***
Ln	Line number for each row.
Code	Fee code, up to six alphanumeric characters. This code is available from a pop-up field when you add fees in the Fees atom.
Description	Up to 15 characters describing the fee (for example, Cap and Gown).

Field	Description
Fee	Dollar amount of the fee due from the student. Enter up to a 6-digit number, including two decimal places (for example, 9999.99 is the maximum fee amount). **Note:** You can leave this field blank and add the fee to the student later.
Type	Select from a pop-up list of possible fee types. This list must be defined in the Fee Type (FTY) table, using the Tables Definition atom.

Using the Locker Atom

You can use the Locker atom (in the Non-Student Info folder) to record and view a variety of data for each locker, including:

- Lock combinations
- Padlock numbers
- Locker location, condition, and type
- The student or students a locker is assigned to

Data on locker assignments is stored in the ALKA file. However, locker assignment data is displayed in both the Locker and Student atoms.

You can add locker records at the beginning of the school year or as needed throughout the year. You can also change or delete locker records at any time.

Data Menu Functions in the Locker Atom

Using options on the Data menu, you can Find, Add, and Delete locker records.

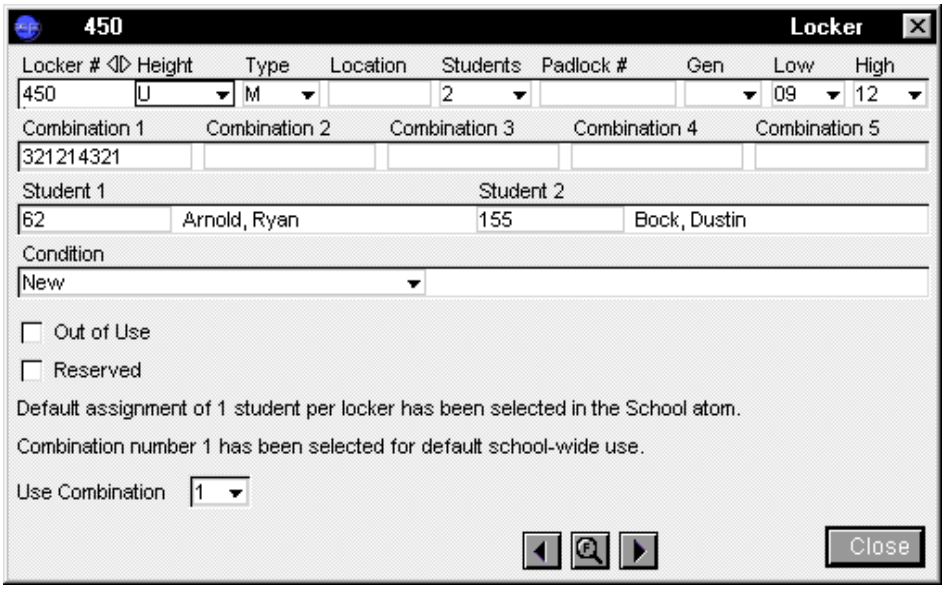
Locker Menu Options

Menu	***Description***
Assignment Report (LKR01)	The Assignment Report prints a locker assignment slip that lists the student name (first, middle, and last), grade, student ID, date, school name and year, locker number, and the current year's locker combination. The report prints three students per page, on plain or perforated paper.
Unassigned Lockers (LKR02)	The Unassigned Lockers report prints the locker number, gender restriction, minimum and maximum grade restrictions, number of students allowed per locker, locker condition, out-of-use status, and reserved status for each unassigned locker.

Menu	Description
Students w/o Lockers (LKR03)	The Students w/o Lockers report prints the student name (first, middle, and last), grade, and student ID for all students who have not been assigned to a locker.
Change Locker Number	Change a locker number assigned previously. Normally, the *Locker #* field is locked to prevent accidental change.
Mass Assign Lockers	Assign a group of lockers to multiple students by grade or grade range, gender, and/or student group. You can also reserve lockers and clear previous locker assignments.
Convert Old Locker Data	Runs a utility that converts existing locker assignment data from Page 2 of the Student atom (from the ASTU file) and from previous versions of the Locker atom (from the ALKR file) to the format required by the Locker atom in the SASIxp educational software (the new ALKA file). The ALKA file is now used to store all locker assignment data. **Note:** You only need to run this utility if you want to preserve locker assignments made in previous versions of the SASIxp educational software.

Locker Screen

Use the Locker screen to view and change one locker at a time. The Mass Assign Lockers function enables you to perform global changes on all lockers. See the *Basic Applications Training Guide* for more information regarding Mass Assign Lockers.



Modifying Locker Records

Use the following procedures to add, change, and delete lockers.

Adding a Locker Record

1. Open the Locker atom. The Locker screen displays.
2. From the Data menu, select Add Locker.
3. In the *Locker #* field, type a unique number for the locker (you can enter up to seven characters). Then tab to each remaining field, and enter data as needed.

   > You must enter hyphens between each element of the locker combination. Hyphens or slashes are not required for entering dates or phone numbers.

4. When you finish entering data, click Save to save the locker record. The new locker number displays in the title bar.

Changing a Locker Number

1. Open the Locker atom and bring up the record you want, using any of the methods available, including Find.
2. From the Locker menu, select Change Locker Number. The *Locker #* field is highlighted.
3. Type a new locker number. The old entry disappears as you type. You can also click to the right of the part of the number you want to replace, backspace over it, then begin typing.

   You must enter a unique number for each locker.
4. If you want to make changes in any other fields, tab to those fields and enter data.
5. When you finish entering data, click Save to save ALL new entries. The new locker number displays in the title bar.

Deleting a Locker Record

1. Open the Locker atom and bring up the record you want to delete using any of the methods available, including Find.
2. From the Data menu, select Delete Locker. All data is cleared from the screen and the locker record is removed from the database.

Locker Fields

Field	Description
Locker	Number that displays on a locker or the number assigned to the locker by the school.
Height	Locker's position in relation to other lockers: • Upper • Middle • Lower • Unknown
Type	Locker's type, such as Girl's Gym Locker, Large Book Locker. (List from LKT Table)

Field	Description
Location	Locker's location in the school or on the campus.
Students	Number of students that can be assigned to a locker. It can be either 1, 2, or the number defined as the default in the School atom. **Note:** Adding a student to a locker record also adds the locker number to the student record in the Student atom.
Padlock#	Number of any padlock assigned to a locker or the students using a locker.
Gen	Any gender restriction on use of a locker: • Male Only • Female Only • No Restriction
Low	Lowest grade for which a locker can be used. (List from GRD Table)
High	Highest grade for which a locker can be used. (List from GRD Table)
Combinations 1 — 5	Number combinations that unlock a locker. Each field holds one combination.
Student 1	Permanent ID number for the student a locker is assigned to.
Student 2	Permanent ID number for any student sharing a locker with the first student.
Condition (LKC Table)	Condition of a locker at the time it is assigned. Conditions might include New, Good, Bad, and Unusable (the list is school-defined).
Out of Use	Indicates whether a locker is out of use due to damage or other reasons.
Reserved	Indicates whether a locker is reserved.

Field	Description
Use Combination	Combination you want to use for the locker. You can use any of the five combinations listed above or the default from the school file.

Options for Assigning Lockers

Option	Description
Don't use reserved lockers	Skip lockers with a status of Reserved during the assignment process (only assign Available lockers).
Use reserved lockers only	Skip lockers with a status of Available during the assignment process (only assign Reserved lockers).
Ignore locker reserved status	Assign lockers regardless of their reserved status.
Allow 2 students per locker	Whether the locker can accommodate two students. Choices include No, Yes - If Locker Allows 2, or Yes - All Lockers. When assigning lockers, the SASIxp educational software checks the status of this field to see if the setting has been changed. If not, the SASIxp educational software then checks the same field in the School atom.

Options for Clearing Locker Assignments

Option	Description
Clear default combination overrides	Resets the value of the *Use Combination* field in the Locker atom to the default from the school file.
Reserve if no other assignments	Changes the status of a locker to Reserved if the locker is not Out of Use or assigned to another student.

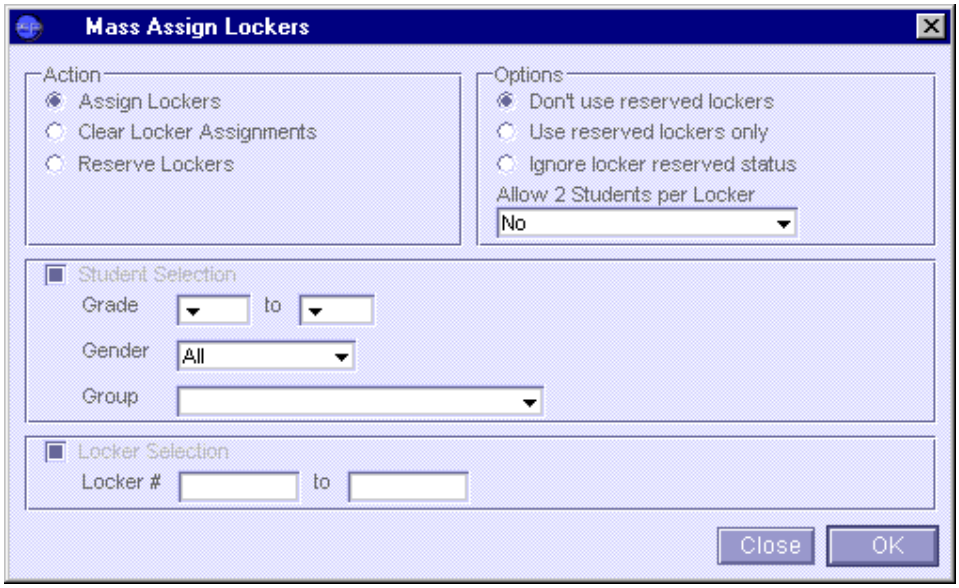
Mass Assign Lockers Function

You can mass assign lockers to multiple students at one time based on student grade, gender, or student group. You can also reserve lockers and clear previous locker assignments.

The Mass Assign Lockers function is available from the Locker atom (in the Non-Student Info folder).

> NCS recommends that no other users be active on the SASIxp software when you use the Mass Assign Lockers function.

Mass Assign Lockers Screen



Mass Assigning Lockers

1. Open the Locker atom.
2. From the Locker menu, select the Mass Assign Lockers option. The Mass Assign Lockers screen displays.
3. Select the *Assign Lockers* option.
4. In the *Grade*, *Gender*, or *Group* fields, select students to whom you want to assign lockers.

5. In the *Locker #* fields, select the range of locker number to assign to selected students.
6. In the Options area, select a check box for handling reserved lockers.
7. In the *Allow 2 Student per Locker field*, select whether you want two students to be assigned to each locker from the pop-up list.
8. Click Assign to mass assign lockers to selected students (or click Close to abandon locker assignment).

Reserving Lockers

You can reserve one or more available lockers for future assignment to students.

1. Open the Locker atom.
2. From the Locker menu, select Mass Assign Lockers.
3. On the Mass Assign Lockers screen, select the Reserve Lockers radio button.
4. In the *Locker #* fields, enter the range of locker numbers to be reserved.

   The SASIxp software does not reserve lockers in the selected range that are already assigned to students.

5. Click OK to reserve lockers, or click Close to close the atom without reserving lockers.

Clearing Locker Assignments

You can clear assigned lockers at any time.

1. Open the Locker atom.
2. From the Locker menu, select Mass Assign Lockers.
3. On the Mass Assign Lockers screen, select the Clear Locker Assignments radio button.
4. In the Options box, select one or more of the following:
   - Clear default combination overrides: Resets the value of the Use Combination field in the Locker atom to the default from the school file.
   - Reserve if no other assignments: Changes the status of a locker to Reserved if the locker is not Out of Use or assigned to another student.

5. If you want to clear locker assignments for a specific grade, gender, or student group, select the Student Selection check box, then select your choices in the *Grade, Gender*, and/or *Group* fields.
6. In the *Locker #* fields, enter a locker number or range of locker numbers to be cleared.

   If you make an entry in just the first field, the system clears lockers with a number greater than or equal to the number entered. If you make an entry in just the second field, the system clears lockers with a number less than or equal to the number entered. If you make an entry in both fields, the system clears lockers with a numbers equal to and between the numbers entered. If you leave both fields blank, the system clears all lockers.

7. Click OK to clear assigned lockers, or click Close to close the atom without clearing locker assignments.

Mass Assign Locker Fields

Action

Field	Description
Assign Lockers	Select this option to assign specified lockers to specified students or student groups.
Clear Locker Assignments	Select this option to clear the assignment status of specified lockers.
Reserve Lockers	Select this option to change the status of lockers from Available to Reserved (a locker is not reserved if the *Out of Use checkbox* is selected for the locker in the Locker Atom).

Student Selection

Field	Description
Grade	The grade or grade range to which you want to assign lockers.

Field	Description
Gender	The gender to which you want to assign lockers.
Group	The student group to which you want to assign lockers.

Locker Selection

Field	Description
Locker # … to …	The range of lockers you want to reserve, assign, or clear.

Options

Field	Description
Don't use reserved lockers	Displays only if you choose the *Assign Lockers* option. Select this option to skip lockers with a status of Reserved during the assignment process (the system only assigns Available lockers).
Use reserved lockers only	Displays only if you choose the *Assign Lockers* option. Select this option to skip lockers with a status of Available during the assignment process (the system only assigns Reserved lockers).
Ignore locker reserved status	Displays only if you choose the *Assign Lockers* option. Select this option to assign lockers regardless of their reserved status.

Field	Description
Allow 2 students per locker	Displays only if you choose the *Assign Lockers* option. Indicates whether the locker should accommodate two students. When assigning lockers, the SASIxp educational software checks the status of this field to see if the setting has been changed; if not, SASIxp then checks the same field in the School Atom. Choices are: ● No ● Yes – If Locker Allows 2 ● Yes – All Lockers.
Clear default combination overrides	Displays only if you choose the *Clear Locker Assignments* option. Resets the value of the *Use Combination* field in the Locker Atom to the default from the school file.
Reserve if no other assignments	Displays only if you choose the *Clear Locker Assignments* option. Changes the status of a locker to Reserved if the locker is not Out of Use or assigned to another student.

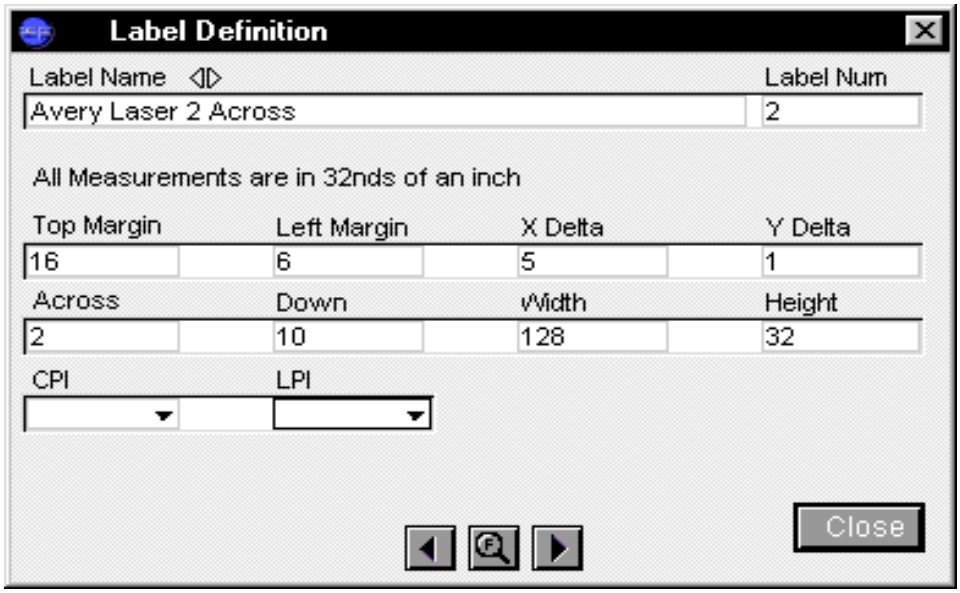
Using the Locker Atom

Using the Label Definition Atom

The Label Definition atom (in the System Setup folder) enables you to define your own label formats to use with the label printing feature in the Query atom.

Label Definition Screen

The label formats you define here display on the pop-up list of label formats available from Query.



Working with Label Definitions

Use these procedures to define your own label formats to use with the label printing feature in the Query atom.

Adding a Label Definition

1. Open the Label Definition atom.
2. Select the Add Definition option from the Data menu.

3. In the *Label Name* field, type the name for this label definition.
4. In the *Label Num* field and enter a number.
5. In the *Top Margin* and *Left Margin* fields, enter the top and left margins for the label.

> The measurements for the top margin and left margin should be equal to the distance from the top and left edges of the paper to the top and left edges of the label.

6. Fill in the remaining fields on the screen, then click Save to save this new label definition.

Modifying a Label Definition

1. Open the Label Definition atom.
2. Locate the label definition you want to modify by using Find or clicking the advance arrows.
3. Make any changes that are necessary, then click Save to save the changes.

Deleting a Label Definition

1. Open the Label Definition atom.
2. Locate the label definition you want to delete by using Find or clicking the advance arrows.
3. Select the Delete Label Def option from the Data menu. The definition is removed from the system.

Label Definition Fields

Field	***Description***
Label Name	Name of the label you are defining, such as 3 up, 2 up.
Label Num	Number identifying this label definition.
Top Margin	Area between the top edge of the label page and the first label.

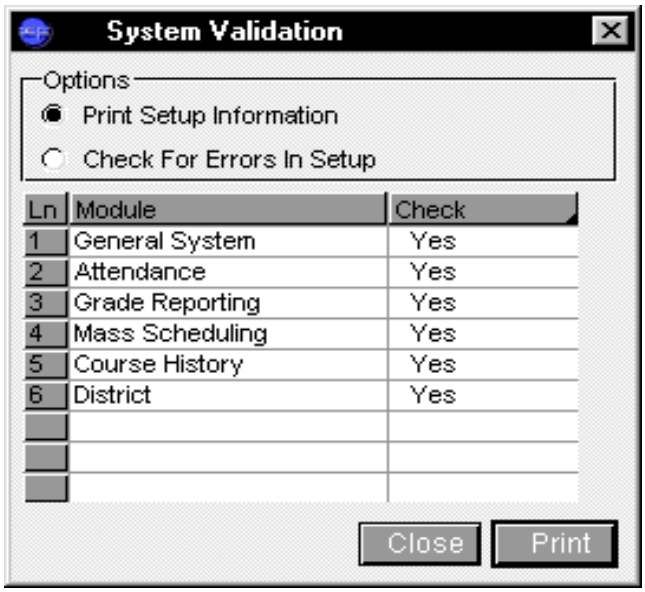
Field	Description
Left Margin	Area between the left edge of the label page and the labels.
X Delta	Area between the labels horizontally.
Y Delta	Area between the labels vertically.
Across	Number of labels across the page.
Down	Number of labels down the page.
Width	Width of each label.
Height	Height of each label.
CPI	Characters per inch.
LPI	Lines per inch.

Validating System Setup

The System Validation atom (in the Utilities folder) enables you to print and validate the setup of your overall system or the setup of one or several modules. You can print the information to a text file or printer.

In addition, you can fax or e-mail the system validation information to the SASIxp Support Department for use as a diagnostic tool in resolving problems.

System Validation Screen



Using the System Validation Atom

1. Open the System Validation atom.
2. Select the *Print Setup Information* option.
3. To print, set the *Check* column to Yes for the setup information you want. By default, all modules are set to print.
   - To print overall system setup information, set the *Check* field to Yes for General System, then click Print.

- To print setup information for a module, set the *Check* field to Yes for the appropriate module name and click Print.
- After selecting Print, you can select whether you want to print to a text file or printer.

4. Click Close to exit.

System Validation Screen Fields

Field	*Description*
Print Setup Information	This option enables you to print setup information for your overall system or for selected modules.
Check For Errors In Setup	Enables you to validate your overall system setup or the setup of one or more modules.
Module	Lists all the modules currently installed.
Check	Selecting Yes in this column indicates that the module is set to be printed or validated.

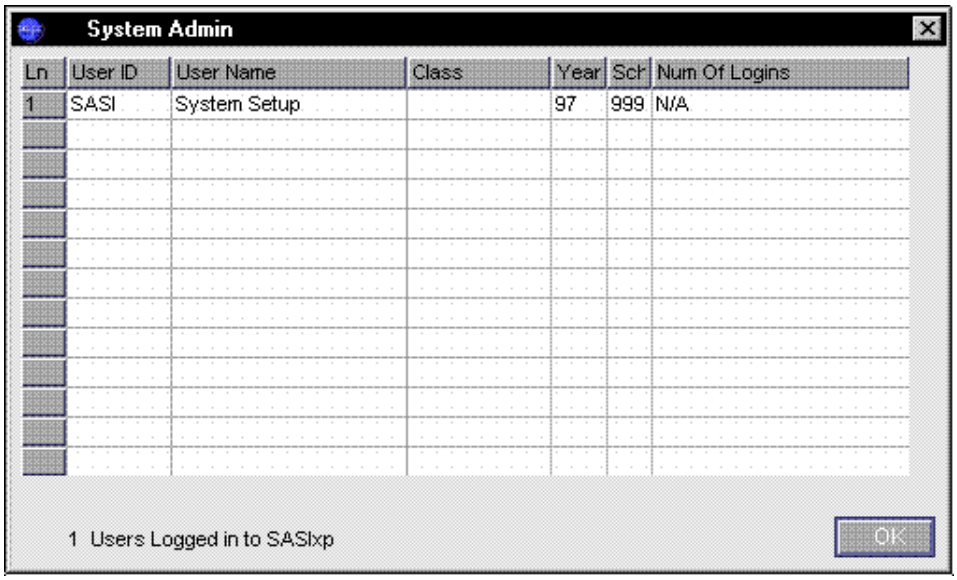
Using the System Admin Atom

The System Admin atom (in the Utilities folder) enables you to view the users logged on to the SASIxp software, send messages to them, and log them out.

System Admin Menu Options

Option	Description
Broadcast Message	Opens the Send Mail window so you can send a message to all users who are currently logged in and displayed in the window.
Send Message	Opens the Send Mail window so that you can send a message to the user you have highlighted.
Log User out of the SASIxp educational software	Forces the logout of users that you highlight in the System Admin window.
Refresh User List	Rechecks the system for active users and displays a current listing.

System Admin Screen



Working with System Admin

Use these procedures to work with the System Administration atom.

Checking Logged-On Users

Open the System Admin atom. Any users who are currently logged on to any of the schools using the SASIxp software display on the screen.

Logging Out a User

1. Open the System Admin atom.
2. Highlight the row for the user you want to log out by clicking the line number. You can select multiple users by holding down the Shift key as you click each line number.
3. Select *Logging Out a User* from the System Admin menu. When the confirm message displays, click OK. The selected users are logged out of the SASIxp software.

Sending a Message to One User

1. Highlight the name of the recipient of your message.
2. Select the Send Message option from the System Admin menu. The Send Mail window displays.
3. Complete the Send Mail fields and click Send. The message is sent to the In folder of the user shown in the *To* field.

Sending a Message to All Users Currently Logged In

1. With the System Admin atom open, select the Broadcast Message option from the System Admin menu. The Send Mail window displays.
2. Complete the Send Mail fields and click Send. The message is sent to all users who are currently logged in and displayed on the screen. The users' In Folder icon displays a small red arrow to indicate that they have a message.
3. Click Close.

System Admin Fields

Field	***Description***
User ID	SASIxp user ID for each user.
User Name	Name of each user.
Class	User class (if any) that each user belongs to.
Year	Year that the user is logged on to.
School	School the user is currently logged on to.
Num of Logins	Number of times this user has logged into the SASIxp software.

Standard SASIxp Header Fields

Student Header Fields

The fields in this table contain the header information for student demographics in the SASIxp software. Header fields are located at the top of the screen in a standard format. You initially enter the header data contained in these fields using the Enrollment atom.

On all screens, except the Student atom and Enrollment atom, these fields are read-only. The header information fields begin with *Last Name* and end with *Student ID*.

Field Name	Description
Last Name	Student's last name.
First Name	Student's first name.
Middle Name	Student's middle name.
Gnrtn	Student's generation code, such as Jr. or Sr. This field is not available on all atoms.
Grd	Student's grade.
Gen	Student's gender.
Trk	Attendance track to which a student is assigned. This field only displays in schools using a track schedule.
Student ID	Student's ID number.

Course Header Fields

The fields in this table contain the header information for courses in the SASIxp software. Header fields are located at the top of the screen in a standard format. You initially enter the header data contained in these fields using the Course atom. See Using the Course Atom.

On all screens, except for the Course atom, these fields are read-only. The header information fields begin with *Course ID* and end with *Duration*.

Field Name	Description
Course ID	Course identification number.
Course Title	Course title.
Long Course TItle	Long course title.
Duration	Duration of the course.

Teacher Header Fields

The fields in this table contain the header information for teacher demographics in the SASIxp educational software. Header fields are located at the top of the screen in a standard format. You initially enter the header data contained in these fields using the Teacher atom. See Using the Teacher Atom.

On all screens, except the Teacher atom, these fields are read-only. The header information fields begin with *Last Name* and end with *Tch ID*.

Field Name	Description
Last Name	Teacher's last name.
First Name	Teacher's first name.
Middle Name	Teacher's middle name.
Gnrtn	Teacher's generation.
Soc Sec No	Teacher's Social Security Number.

Field Name	Description
Tch ID	Teacher's system-assigned identification number.

School Header Fields

The fields in this table contain the header information for schools in the SASIxp software. Header fields are located at the top of the screen in a standard format. You initially enter the header data contained in these fields using the School atom. See Using the School Atom.

On all screens, except the School atom, these fields are read-only. The header information fields begin with *Sch#* and end with *Telephone*.

Field Name	Description
Sch#	School number.
School Name	School name.
Alternate#	School alternate number.
Sch Abrv	School abbreviation.
Telephone	School telephone number.

Standard SASIxp Header Fields