

CIMS® (Comprehensive Information Management for Schools) III

Student Applications
Release 8.03
Summary of Enhancements and
Changes

Pearson Digital Learning Part Number 602 000 460



Released August 2004

This document applies to Release 8.03 of CIMS (Comprehensive Information Management for Schools) III and G/T Student Applications software for IBM eServer iSeries™ 400 mid-range computing system and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Contents

Overview

Overview of Changed and New Information	4
Program Enhancements and Changes	7
STU.240 – Teachers (Email Address)	8
STU.620 – Download to ParentCONNECTxp (Teacher Email Address)	10
STU.605 – Download to Phonemaster Auto-Dialer (With Area Code).....	12
ATT.420 – Enter Student Absences by Period (With Reason Codes)	13
SCH.410 – Course Requests (Reschedule, Print, and Display One Term).....	15
STU.530 – Select and Print Your Own Report (Privacy Flag)	17
STU.801 – Promote Students (Retain Registration Information).....	18
New Programs	19
STU.330 – Assign Lockers By Class.....	20
STU.331 – Assign Lockers By Course Request	22
SCH.573 – Print Room Overbooking Report	24
SCH.574 – Print Room Availability Report	25
STU.340 – Assign Counselors Alphabetically by School	26
STU.341 – Assign Counselors Alphabetically by Class	27
SCH.639 – Assign Homerooms By Class.....	28
SCH.640 – Assign Homeroom Course by Course Request	30
GRD.650 – Compute and Store Period GPA.....	32

1

Overview

This document provides information about the enhancements and changes made in the Student Applications software for Release 8.03. Use this document in conjunction with the following CIMS[®] (Comprehensive Information Management for School) G/T documents.

- CIMS G/T Student Applications Release 8.01 Summary of Enhancements and Changes, NCS Pearson Publication Number 649 400 270.
- CIMS G/T Student Management System Version 8.00 Summary of Changes, NCS Pearson Publication Number 649 400 243.
- CIMS G/T Student Management System User's Guide Volume 1, Version 8.00, NCS Pearson Publication Number 649 400 237.
- CIMS G/T Student Management System User's Guide Volume 2, Version 8.00, NCS Pearson Publication 649 400 238.
- CIMS G/T Student Attendance System User's Guide, Version 8.00, NCS Pearson Publication 649 400 239.
- CIMS G/T Student Applications Opening and Closing a School Year, Version 8.00, NCS Pearson Publication 649 400 247.

- CIMS G/T Student Applications Report Writer User's Guide, Version 8.00, NCS Pearson Publication 649 400 242.
- InteGrade Pro Administrator's Guide for Version 9.00, NCS Pearson Publication Number 649 600 024.
- CIMS G/T Applications Control System User's Guide, Release 3.01, NCS Pearson Publication 649 400 271.

The online help text provides most of the information you need to use the programs on a daily basis. Use the instructions in this printed document to familiarize yourself with the functions and screens, or when you have a question that the online help does not address.

To see the most up-to-date publications and software notices, use the Pearson Digital Learning Customer Link™ bulletin board services on the Internet as your electronic source of information about CIMS software. You can access the Customer Link web site using a PC, communications software, and a modem. The Customer Link web site is available 24 hours a day, 7 days a week at <http://customerlink.pearsondigital.com>. You can download a copy of this and other pertinent documents from this site.

To use the available documentation, review the following:

- See the Technical Bulletin portion of the Release Documents for Student Applications Release 8.03 for a list of all changed and new objects in this release.
- See the instructions in this document to learn about the changes in the programs that affect the user interface and documentation.
- See the online help text for questions that arise while you are using the software.

Overview of Changed Information

This section summarizes the Student Applications Release 8.03 changes and enhancements that affect user documentation.

Existing Program Enhancements and Changes

These enhancements and changes are provided in this release.

- Added a new field in STU.240 – Teachers, to record the teacher's email address.
- Added the ability to download the teacher email address in STU.620 – Download to ParentCONNECTxp®.

- Enhanced STU.605 – Download to Phonemaster Auto-Dialer, to include the area code in the phone master download.
- Added the ability to enter absence codes and reason codes on the same screen in ATT.420 – Enter Student Absences by Period.
- Enhanced SCH.410 – Course Requests, to display course requests in period order by term.
- Enhanced SCH.410 – Course Requests, to enable a printed schedule to be restricted to a specified term.
- Added the ability in SCH.410 – Course Requests, to limit scheduling courses to a specific term.
- Changed the default field value in STU.530 – Select and Print Your Own Report, for the **Print Privacy Records?** field and made it required.
- Added the ability in STU.801 – Run Year End Procedure to Promote Students to retain registration information when promoting students to new building.

See Programs Enhancement and Changes on page 7.

New Programs

These programs are new to Student Applications Release 8.03.

- STU.330 – Assign Lockers by Class
- STU.331 – Assign Lockers by Course Request
- SCH.573 – Print Room Overbooking Report
- SCH.574 – Print Room Availability Report
- STU.340 – Assign Counselors Alphabetically by School
- STU.341– Assign Counselors Alphabetically by Class
- SCH.639 – Assign Homerooms by Class
- SCH.640 – Assign Homeroom Course by Course Request
- GRD.650 – Compute and Store Grade Period GPA

See New Programs on page 19.

2

Program Enhancements and Changes

This chapter describes the program enhancement and changes that affect student application user documentation and functionality.

These programs were modified and documented in this section.

- STU.240 – Teachers
- STU.620 – Download to ParentCONNECTxp
- STU.605 – Download to Phonemaster Auto-Dialer
- ATT.420 – Enter Student Absences by Period
- SCH.410 – Course Requests
- STU.530 – Select and Print Your Own Report
- STU.801 – Run Year End Procedure to Promote Students.

Teacher's Email Address

Use this section in addition to the section in the *Student Management System User's Guide, Volume 2*, pages 70 - 71.

A new field for tracking the teacher's email address was added to STU.240 – Teachers. The teacher's email address is stored in new file PSTU241B.

Use STU.240 – Teachers to establish teacher information. You use this information to maintain grading and attendance records and set up a master schedule of courses for student scheduling.

Defining the Teacher ID

Choose STU.240 – Teachers from the School Options menu. When the system displays the command screen, type the district, school, and teacher ID.

The teacher ID can be up to 6 characters. We suggest that you use the first 6 characters of the teacher name for the teacher ID, because the system uses the teacher ID to sort the system reports in teacher order. Use numbers if you want to sort in numerical order.

When you press **Enter**, the system displays this screen. The new field is shaded in this document for reference purposes only.

Specifying Additional Teacher Information

7/13/04 FY 05	CIMS DEMONSTRATION SCHOOL DISTRICT	14:34:46 DMGYELLOW
SMS	Teachers	Ref: STU.240 .11
District: <u>DIS</u>		
School: <u>010</u>		
Teacher: <u>BEAN</u>		
Short Name: <u>S. BEAN</u>		
Soc. Sec.: <u>200-10-1039</u>		
Email: _____		
Teacher No.: 004		
Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel		

1. In the **Short Name** field, type a short name for the teacher. Enter the name of the teacher as you want it to appear on student schedules, report cards, and teacher rolls.
2. In the **Social Security Number** field, type the 9-digit Social Security Number of the teacher.

You can type dashes in the field, but they are not required. This field is for your reference only.
3. In the **Email** field, type the teacher's complete email address. You have up to 70 characters. This field is optional.
4. Review the default (if any) in the **Teacher No** field. The system generates the number displayed in this field; you cannot change the number. The Pearson Digital Learning ABACUSxp download program uses this teacher number.
5. Press **Enter**. The system displays the Teachers command screen.

Teacher's Email Address to ParentCONNECTxp

Use this section in addition to the section in the *Student Management System User's Guide, Volume 2*, pages 166 -180. Also see the *Defining Teacher's* section on the previous page for information about the new email address field in STU.240 – Teachers.

Enhanced STU.620 – Download to ParentCONNECTxp to create a file that includes the teacher's email address. This file (PSTU6210) can be downloaded to the ParentCONNECTxp Web-based application. You define the teacher's email address in STU.240 – Teachers.

You must be signed on to the current school year to download the ParentCONNECTxp Web-based application information. If you are signed in to a different year, the system displays an error message.

When you run STU.620, you will be prompted to enter your district and school codes, and to indicate if you want to create files. If you select **Y** to create files and press **Enter**, this screen displays. The new option is shaded in this document for reference purposes only.

Specifying the Information to Download

```
7/29/04  FY 05 CIMS DEMONSTRATION SCHOOL DISTRICT  13:05:48 DMGYELLOW
SMS                               Download to Parent Connect  Ref: STU.620P.01

Create File Process:

District: DIS  School: 010

Build Student Absence Information?      N (Y/N)
Build Absence Reasons Information?      N (Y/N)
Build Student Discipline Information?    N (Y/N)
Build Student Emergency Information?    N (Y/N)
Build Student Health Information?       N (Y/N)
Build Student Immunization Information?  N (Y/N)
Build School Information?                N (Y/N)
Build Student Demographic Information?  N (Y/N)
Build Teacher Information?               N (Y/N)
Build Grading Information?               N (Y/N)
Build Grade Reporting Information?       N (Y/N)
Build Sections Information?              N (Y/N)
Build Teacher email Information?        N (Y/N)

F3=Exit          F5=Reset  F12=Cancel
```

Use this screen to select the types of information you want to download. For each option you select, the system builds a file of information to download.

This table replaces the table shown in the *Student Management System User's Guide, Volume 2, page 177*.

This table shows the files created for each information type and the default names for the files.

Information Type	CIMS File Name	CIMS Member Name*	ParentCONNECTxp File name*
Grading	PSTU620A	LGRDysch	LGRDysch
Grade Reporting	PSTU620B	LRPDysch	LRPDysch
Sections	PSTU620C	LMSTysch	LMSTysch
Absence	PSTU6201	LATDysch	LATDysch
Absence Reasons	PSTU6202	LATRysch	LATRysch
Discipline	PSTU6203	LDISysch	LDISysch
Emergency	PSTU6204	LEMGysch	LEMGysch
Health	PSTU6205	LHLTysch	LHLTysch
Immunizations	PSTU6206	LIMMysch	LIMMysch
School	PSTU6207	LSCHysch	LSCHysch
Student	PSTU6208	LSTUysch	LSTUysch
Teacher	PSTU6209	LSTCHysch	LTCHysch
Teacher email	PSTU6210	LTEMysch	LTEMysch

The ParentCONNECTxp file name consists of a 4-character prefix, followed by a 1-digit year code and the 3-character school ID. For example, LATD5341 would be fiscal year 2005 absence records for school 341.

All download files are placed in library SMSTRANS.

Download to Phonemaster with Area Code

Use this section in addition to the section in the *Student Management System User's Guide, Volume 2*, pages 153 - 155.

Enhanced STU.605 – Download to PhoneMaster Autodialer to include the area code in the phone master download file. Several larger metropolitan areas now require 10-digit dialing. Version 5 of the extract file includes the area code in front of the phone number.

When you run STU.605, you are prompted to enter your district and school codes and to select whether you want to create files. If you indicate **Y** to create files, this screen displays. The new field option is shaded.

Generating the Auto-dialer File

```

6/28/04  FY 05  CIMS DEMONSTRATION SCHOOL DISTRICT      13:38:59  DLSR2
SMS          Download to Phonemaster Auto-Dialer        Ref: STU.605P.01

Process:
  District:      DIS
  Phonemaster:   5 Version 1,2,3,4=2000, or 5 with area code

Limit to:
  School:        004  ___  ___  ___  ___  ___  ___  ___  ___
  Class:         ___  ___  ___  ___
  Tag:           ___  ___  ___  ___
  Students with absences or tardies? Y

Use Family Phone Number? N

F3=Exit  F4=Index  F5=Reset  F12=Cancel
    
```

Review the default (Version 1) in the **Phonemaster** field. Change the default if necessary.

Use this field to choose the version of the Phonemaster system that you use. A download file is created in the SMSTRANS library. The new option for Version 5 creates the Phonemaster file PSTU6055 and includes the area code.

Version	File Created	Description
Version 1	PSTU6051	Specifies phone number, file ID, and name.
Version 2	PSTU6052	Specifies phone number, file ID, and name.
Version 3	PSTU6053	Specifies phone number, file ID, and name.
Version 4 – 2000	PSTU6054	Specifies phone number, file ID, name, and language (Phonemaster 2000)
Version 5	PSTU6055	Specifies area code, phone number, file ID, name, and language.

Entering Student Absences with Reason Codes

Use this section in addition to sections in the *Student Attendance System User's Guide*, Version 8.00, pages 78 - 80.

Switch Setting

This release includes a new ACS switch setting for menu item ATT.420 – Input Student Absences by Period, which affects its operation. The new switch enables you to enter absence reason codes. This is the new switch.

Enter Absence Reasons

Use ACS.310 – Maintain Menu Item Definitions in the ACS product to review the switch setting for program ATT.420. The Menu Item Definition detail screen ACS.310.13 lists the switch setting status. The default value for this switch is **Y**.

Important: Do not change your switch setting descriptions or the sequence in which the system displays them in ACS.350 – Maintain Program Technical Definitions.

When the switch setting for ATT.420 – Input Student Absences is set to **Y**, two new fields display on screen ATT.420R.11 enabling you to enter the reason code of the absence and whether the reason code should post to the daily code or period code.

Processing Individual Student Course Requests

Use this section in addition to sections in the *Student Scheduling System User's Guide*, Version 8.00, beginning on page 160.

Enhanced SCH.410 – Course Requests to enable you to schedule or print a student's course requests for a specific term and view the student schedule in period order within each term.

- New functionality was added to the **Reset?** field. By entering the term number in the Reset? Field, you can reprocess a student's schedule for a specific term.
- A new field was added to screen SCH.410 .01. The **Term** field can be used with the **Print Schedule** option to print a schedule for a specified term.
- New functionality was added to display the student schedule in term order then in period order within each term.

The new **Term** field and the **Reset?** field are shaded in this document for reference purposes only.

```

7/12/04  FY 05  CIMS DEMONSTRATION SCHOOL DISTRICT  09:30:38  DMGYELLOW
SMS          Course Requests                        Ref: SCH.410 .01
                                     Default ADD  6/01/04  *DROP  6/01/04

Requests for courses at School ___ District ___ NEXT YEAR

_      File ID _____ Include dropped courses? N
Add                                         Maintain ADD/DROP dates? N
Change      Index: 1
Delete      1 - Students Last Name _____ School ___ Dis ___
Lookup      2 - Requests from Students in Class ___
Process     3 - Requests for Course _____ Section ___
Index       4 - Courses Offered
End         5 - Study Halls Assigned
           6 - Graduation Requirements ___
           7 - Display Student Schedule
           8 - Display Master Schedule
           9 - Student Availability

Process: 1 1 - Schedule Use Alternate Match Group? N
          Reset? N Overfill? N Study Hall? N
          2 - Print Schedule. Term:  
                                     Auto Next Record? N
    
```

Rescheduling Course Requests with Limiting To Term Option

New functionality was added in this release to the **Reset?** field. Options Y and N remain the same, however you can now enter a specific term number into the field. By entering the term number in the **Reset?** field, you can re-process a student's schedule for the specified term and for the remainder of the year*.

1. On screen SCH.410 .01, enter the school, district, and file ID of the student you want to reschedule.
2. In the command field, type **P** (Process).
3. In the **Process** field, type **1** (Schedule).
4. In the **Reset?** field, type the beginning term number you want to reschedule. For example, if you want to re-schedule courses meeting terms 3-4, type a **3**.

* Course requests for any terms on or after the term entered in the **Reset?** field are rescheduled.

Note: This process retains course requests for terms *prior to* the term entered in the **Reset?** field if they are already scheduled. When you enter term **1** in the **Reset?** field it is the same as entering **Y** (yes) in that course requests for all terms will be reset for that student.

Always review the **Reset?** field value before you process your student's course requests. If you want to process only unscheduled courses, leave this option unselected.

This process enables the scheduler to reschedule all course requests for the specified term, except type **P** (prescheduled) requests.

Printing a Student Schedule by Term

New functionality was added to enable printing a student schedule for a specified term.

1. On screen SCH.410 .01, enter the school, district, and file ID of the student you want to reschedule.
2. In the command field, type **P** (Process).
3. In the **Process** field, type **2** (Print Schedule).
4. In the **Term** field, type the desired term number and press **Enter**.

Selecting and Printing Your Own Report

Use this section in addition to the section in the *Student Applications Report Writer User's Guide*, beginning on page 45. STU.530 – Select and Print Your Own Report program enhancement affects the **Print Privacy Records?** field.

Selecting the Report or Labels to Print

The STU.530 – Select and Print Your Own Report program was modified to require a value in the **Print Privacy Records?** field on screen STU.530P.01. Privacy records are marked in STU.301 – Basic Student Information on screen STU.301.11. You choose to omit students with privacy records. The default value was changed to blank and requires a value. Valid values are **Y** or **N**.

Running the Year-End Procedure to Promote Students

Use this section in addition sections in the *Student Applications Opening and Closing a School Year User's Guide*, Version 8.00, beginning on page 38.

Switch Setting

This release includes a new ACS switch setting for menu item STU.801 – Run Year End Procedure to Promote Students, which affects its operation. The new switch enables you to choose whether to retain registration information for students moving to new schools.

Retain registration info when moving to new school

Use ACS.310 – Maintain Menu Item Definitions in the ACS product to review the switch setting for program STU.801. The Menu Item Definition detail screen ACS.310.13 lists the switch setting status. The default value is **N**.

Note: Do not change your switch setting descriptions or the sequence in which the system displays them in ACS.350 – Maintain Program Technical Definitions.

Option to Retain Registration Information

When the switch setting for STU.801 – Run Year End Procedure to Promote Students is set to **Y**, registration information for students changing schools is retained.

Registration information is defined at the top of the Registration and Enrollment Information screen STU.360 .11. It includes locker, counselor, homeroom and bus information. You can access the Registration and Enrollment Information from STU.301 – Basic Student Information, STU.301E – Access to All Student Records, or STU.301M – Access to Multiple Student Records.

This option may be helpful if you enter registration information for the new school prior to running program STU.801 – Run Year End Procedure to Promote Students. This switch prevents your data from being removed.

3

New Programs

This chapter describes the programs new to Student Applications Release 8.03.

- STU.330 – Assign Lockers by Class
- STU.331 – Assign Lockers by Course Request
- SCH.573 – Print Room Overbooking Report
- SCH.574 – Print Room Availability Report
- STU.340 – Assign Counselors Alphabetically by School
- STU.341– Assign Counselors Alphabetically by Class
- SCH.639– Assign Homerooms by Class
- SCH.640 – Assign Homeroom Course by Course Request
- GRD.650 – Compute and Store Grade Period GPA

4. In the **Include/Omit** field type **I** or **O** if you want to limit students selected based on a particular scheduled course. This field is used in conjunction with the **Course** field. Leave this field blank to assign locker numbers to all students in the specified district, school, and class.

The **I** (include) option enables you to assign locker numbers for students in the specified district, school, and class who have a scheduled section of the designated course.

The **O** (omit) option enables you to assign locker numbers for students in the specified district, school, and class who *do not* have a scheduled section of the designated course.

5. In the **Course** field, type a course. The **Course** field is used to limit the student selection for locker assignments and used in conjunction with the **Include/Omit** field. Press **F4** to display list of courses for the specified school.
6. In the **From** field, enter the beginning locker number in the range.
7. In the **Thru** field, enter the ending locker number in the range.

If the range does not include enough locker numbers for the number of students selected, blanks are entered in the **Locker** field on the Registration and Enrollment Information screen STU.360. 11 for students processed after the last assigned locked number.

If you leave the **From** and **Thru** field range blank, the **Locker** field on the Registration and Enrollment Information screen will be cleared for that class or group of students.

8. Press **Enter**.

STU.331 - Assign Lockers by Course Request

Use program STU.331 – Assign Lockers by Course Request to assign a series of specified locker numbers, based on specified course and section combinations, to student’s registration information.

Registration information is defined at the top of the Registration and Enrollment Information screen STU.360 .11. You can access the Registration and Enrollment Information from STU.301 – Basic Student Information, STU.301E – Access to All Student Records, or STU.301M – Access to Multiple Student Records.

Choose STU.331 – Assign Lockers by Course Request from the SMS300: School Options menu. The system displays this screen.

7/14/04	FY	5	CIMS DEMONSTRATION SCHOOL DISTRICT	10:12:24	DMGYELLOW																								
SMS			Assign Lockers by Course Request	Ref:	STU.331P.01																								
District: ____ School: ____																													
Assign Lockers in these ranges:																													
From: ____ Thru: ____																													

If student is enrolled in one of these:																													
<table><thead><tr><th><u>Course</u></th><th><u>Section</u></th><th><u>Course</u></th><th><u>Section</u></th></tr></thead><tbody><tr><td>____</td><td>____</td><td>____</td><td>____</td></tr><tr><td>____</td><td>____</td><td>____</td><td>____</td></tr><tr><td>____</td><td>____</td><td>____</td><td>____</td></tr><tr><td>____</td><td>____</td><td>____</td><td>____</td></tr><tr><td>____</td><td>____</td><td>____</td><td>____</td></tr></tbody></table>						<u>Course</u>	<u>Section</u>	<u>Course</u>	<u>Section</u>	____	____	____	____	____	____	____	____	____	____	____	____	____	____	____	____	____	____	____	____
<u>Course</u>	<u>Section</u>	<u>Course</u>	<u>Section</u>																										
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____	____	____	____																										
____	____	____	____																										
F3=Exit F4=Index F5=Reset F12=Cancel Cancel? <u>N</u>																													

1. In the **District** field, type the district code. A district code can be up to 3 characters. District codes are defined using program STU.334 – District Information. Press **F4** to display a list of valid district codes. This is a required field.
2. In the **School** field, type the school code. A school code can be up to 3 digits. School codes are defined using STU.320 – School Information. Press **F4** to display a list of valid school codes. This is a required field.
3. In the **From** field, type the beginning locker number in the range.

4. In the **Thru** field, type the ending locker number in the range.

If the range does not include enough locker numbers for the number of students selected, blanks are entered in the **Locker** field on the Registration and Enrollment Information screen STU.360. 11 for students processed after the last assigned locked number.

If you leave the **From** and **Thru** field range blank, the **Locker** field on the Registration and Enrollment Information screen will be cleared for that class or group of students.

Note: This program can assign duplicate locker numbers. Do not run this program for the same or overlapping locker numbers with different course/sections combination.

5. In the **Course** and **Section** fields, specify the course and section containing the students you want to assign lockers. At least one course and section must be entered.
6. Press **Enter**.

Room Utilization Reports

Two new reports were added showing overbooked and open rooms.

SCH.573 - Print Room Overbooking Report

Use program SCH.573 – Print Room Overbooking Report to produce a report of overbooked rooms. Using the master schedule, the report identifies course assigned to the same room, term, period, and day.

Choose SCH.573 – Print Room Overbooking Report from the SMS250: Registration Reports menu. The system displays this screen.

```

7/14/04  FY 5  CIMS DEMONSTRATION SCHOOL DISTRICT  11:03:42  DMGYELLOW
SMS          Print Room Overbooking Report          Ref: SCH.573P.01

District:  ___
School:    ___

F3=Exit  F4=Index  F5=Reset  F12=Cancel          Cancel? N
    
```

1. In the **District** field, type the district code. District codes are defined using program STU.334 – District Information. Press **F4** to display a list of valid district codes.
2. In the **School** field, type the school code. School codes are defined using STU.320 – School Information. Press **F4** to display a list of valid school codes. This is a required field.
3. Press **Enter**.

Sample of SCH.573 - Print Room Overbooking Report

Room	Title	Term	Per	Course	Title	Sec	Teacher	Name	Days	Max Cap	Enrollment		Avail
COMP	COMPUTER LAB	4	02	925201	COMP INSTL1	3	BOWEN	JAMES BOWEN	MTWRF	10	Male	Female	Seats
COMP	COMPUTER LAB	4	L1	925202	COMP INSTL2	3	PARKS	RON T. PARKS	MTWRF	10			10
COMP	COMPUTER LAB	4	L1	151601	AP COMP SCI	2	ALLEN	M.A. ALLEN	MTWRF	35			35
DRAW	ART/DRAW RM	1	06	109901	GLASS CRAFTS	1	GARNET	KATHY GARNET	MTWRF	30	1		29
DRAW	ART/DRAW RM	1	06	109901	GLASS CRAFTS	4	WANG	YULAN WANG	MTWRF	30	1		29
E-104	EAST-104	1	HR	254101	JAPANESE1	1	CHU	CALVIN CHU	MTWRF	20			20
E-104	EAST-104	1	HR	258101	SPANISH 09	1	GARCIA	ANDREW GARCIA	MTWRF	20	7	9	4
E-104	EAST-104	1	HR	258101	SPANISH 09	2	PUENTE	ALLEN PUENTES	MTWRF	20	10	9	1
E-104	EAST-104	1	HR	300001	PRE ALG1	1	PENG	BO PENG	MTWRF	20			1
E-104	EAST-104	1	HR	302801	GEN MATH	1	REECE	BRENDA REECE	MTWRF	20			20

SCH.574 - Print Room Availability Report

Use program SCH.574 – Print Room Availability Report to produce a report of rooms that have no scheduled students. The report identifies which rooms are available. The report lists the room number, short title, term, period, days available and room capacity for each room in the school that has no scheduled courses assigned to the room. If there are any students scheduled into a course in a room, the room is not included on the report.

Choose SCH.574 – Print Room Availability Report from the SMS250: Registration Reports menu. The system displays this screen.

7/14/04	FY 5	CIMS DEMONSTRATION SCHOOL DISTRICT	11:09:42	DMGYELLOW
SMS	Print Room Availability Report		Ref: STU.574P.01	
District: ____ School: ____				
F3=Exit F4=Index F5=Reset F12=Cancel			Cancel? <u>N</u>	

1. In the **District** field, type the district code. A district code can be up to 3 characters. District codes are defined using program STU.334 – District Information. Press **F4** to display a list of valid district codes. This is a required field.
2. In the **School** field, type the school code. A school code can be up to 3 digits. School codes are defined using STU.320 – School Information. Press **F4** to display a list of valid school codes. This is a required field.
3. Press **Enter**.

Sample of SCH.574 - Print Room Availability Report

Room	Title	Term	Period	Days Available	Room Capacity
209	ROOM 209	3	02	MTWRF	20
209	ROOM 209	3	03	MTWRF	20
209	ROOM 209	3	L1	MTWRF	20
209	ROOM 209	3	04	MTWRF	20
209	ROOM 209	3	05	MTWRF	20
209	ROOM 209	3	06	MTWRF	20
209	ROOM 209	4	HR	MTWRF	20
209	ROOM 209	4	01	MTWRF	20
209	ROOM 209	4	02	MTWRF	20
209	ROOM 209	4	03	MTWRF	20
209	ROOM 209	4	L1	MTWRF	20
209	ROOM 209	4	04	MTWRF	20
209	ROOM 209	4	05	MTWRF	20

Assign Counselors

Two new programs were added to mass assign counselors to students.

STU.340 - Assign Counselors Alphabetically by School

Use program STU.340 – Assign Counselors Alphabetically by School to assign counselors to student’s registration information.

Registration information is defined at the top of the Registration and Enrollment Information screen STU.360 .11. You can access the Registration and Enrollment Information from STU.301 – Basic Student Information, STU.301E – Access to All Student Records, or STU.301M – Access to Multiple Student Records.

Choose STU.340 – Assign Counselors Alphabetically by School from the SMS300: School Options menu. The system displays this screen.

```

8/24/04  FY 5  CIMS DEMONSTRATION SCHOOL DISTRICT  11:50:20  DMGYELLOW
SMS          Assign Counselors Alphabetically by School  Ref: STU.340P.01

District:  ___
School:    ___

                Counselor      From
                _____      _____
                _____      _____
                _____      _____
                _____      _____
                _____      _____

*****
* Warning: you are about to replace your counselor information!      *
* Are you sure you want to do this?  If Yes, Press Enter to continue. *
* If not, press F3 to cancel.                                         *
*****

                F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N
  
```

1. In the **District** field, type the district code. District codes are defined using program STU.334 – District Information. Press **F4** to display a list of valid district codes. This is a required field.
2. In the **School** field, type the school code. School codes are defined using STU.320 – School Information. Press **F4** to display a list of valid school codes. This is a required field.
3. In the **Counselor** fields, type up to six counselor IDs. Press **F4** to see a list of teachers for the specified school. Counselors are defined using STU.240 – Teachers.

4. In the **From** fields, type the beginning letter (or up to 4 beginning letters) of the student last name you want the program to *start* with when assigning counselors.

Note: If you run this program and leave **Counselor** and **From** fields blank, the **Counselor** field on the student registration and enrollment screen will be cleared for all students in the specified district and school.

STU.341 - Assign Counselors Alphabetically by Class

Use program STU.341 – Assign Counselors Alphabetically by Class to assign counselors to student’s registration information.

Registration information is defined at the top of the Registration and Enrollment Information screen STU.360 .11. You can access the Registration and Enrollment Information from STU.301 – Basic Student Information, STU.301E – Access to All Student Records, or STU.301M – Access to Multiple Student Records.

Choose STU.341 – Assign Counselors Alphabetically by Class from the SMS300: School Options menu. The system displays this screen.

```

8/24/04  FY 5  CIMS DEMONSTRATION SCHOOL DISTRICT  11:50:20  DMGYELLOW
SMS          Assign Counselors Alphabetically by Class  Ref: STU.341P.01

District:  ___
School:    ___
Class:     ___

          Counselor      From
          _____      _____
          _____      _____
          _____      _____
          _____      _____
          _____      _____

*****
* Warning: you are about to replace your counselor information!      *
* Are you sure you want to do this?  If Yes, Press Enter to continue.  *
* If not, press F3 to cancel.                                          *
*****

          F3=Exit  F4=Index  F5=Reset  F12=Cancel          Cancel? N

```

1. In the **District** field, type your district code. District codes are defined using program STU.334 – District Information. Press **F4** to see a list of valid district codes. This is a required field.
2. In the **School** field, type a school code. School codes are defined using STU.320 – School Information. Press **F4** to see a list of valid school codes. This is a required field.

3. In the **Class** field, type a class code. Class codes are defined using program STU.221 – Class Definitions. Press **F4** to see a list of valid classes. This is a required field.
4. In the **Counselor** fields, type up to six counselor IDs. Press **F4** to see a list of valid teacher IDs for the specified district and school. Counselors are defined in STU.240 – Teacher’s.
5. In the **From** fields, type the beginning letter (or up to 4 beginning letters) of the student’s last name you want the program to *start* with when assigning counselor IDs.

Note: If you run this program and leave **Counselor** and **From** fields blank, the **Counselor** field on the student registration and enrollment screen will be cleared for all students in the specified district and school.

Assign Homerooms

Two new programs have been added to assign homerooms to students, by creating scheduled course requests.

SCH.639 - Assign Homerooms by Class

Use program SCH.639 – Assign Homerooms by Class to schedule a course request so you can then use SCH.638 – Assign Homerooms from Scheduling, which updates the student registration information with the homeroom number and homeroom teacher. See page 196 of the *Student Scheduling System User’s Guide* for more information.

In SCH.639 – Assign Homerooms by Class, you can specify a section or a range of sections for the program to use to schedule the course request for students in the specified class.

Course requests are defined using SCH.310 – Courses. Sections are defined using SCH.320 – Master Schedule. You can create a special course request called “homeroom” and add sections in the master schedule for “homeroom” for the purposes of using this program.

Registration information is defined at the top of the Registration and Enrollment Information screen STU.360 .11. You can access the Registration and Enrollment Information from STU.301 – Basic Student Information, STU.301E – Access to All Student Records, or STU.301M – Access to Multiple Student Records.

Choose SCH.639 – Assign Homerooms by Class from the SCH200: Student Registration menu. The system displays this screen.

8/27/04	FY 5	CIMS DEMONSTRATION SCHOOL DISTRICT	11:52:49	QPADEV000R
SCH		Assign Homerooms by Class		Ref: SCH.639P.01

District: ____
School: ____
Class: ____

Schedule in Homeroom Course: _____ From Section: ____
To Section: ____

WARNING: This program will generate student course requests. If you have already run this program, student course requests could be duplicated. Are you sure you want to do this? Press ENTER to continue; F3 to CANCEL.
F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

1. In the **District** field, type your district code. A district code can be up to 3 characters. District codes are defined using program STU.334 – District Information. Press **F4** to see a list of valid district codes. This is a required field.
2. In the **School** field, type a school code. School code can be up to 3 digits. School codes are defined using STU.320 – School Information. Press **F4** to see a list of valid school codes. This is a required field.
3. In the **Class** field, type a class code. Class code can be up to 3 characters. Class codes are defined using program STU.221 – Class Definitions. Press **F4** to see a list of valid classes. This is a required field.
4. In the **Schedule in Homeroom Course** field, type the course code to be used for scheduling homerooms. Press **F4** to see a list of valid course codes. This is a required field.
5. In the **From Section** field, type the lowest section number to be used when assigning this course to student's course requests. This field is required.

6. In the **To Section** field, type the ending section number to be used when assigning this course to students' course request. If you do not have a range of sections, leave this field blank.

The program uses the value in **Maximum Students Preferred** field on screen SCH.320 .11 in SCH.320 – Master Schedule to determine when to move on to the next section number in the range. If the program runs out of sections before running out of students, the last section in the range will be overfilled.

Note: After you run this program, the course and section(s) designated will be listed on the students' course request screen with a status of **S** (scheduled). This program can introduce conflicts on a student's schedule. There is no reversal process in this program.

If you must remove the course request from the schedule, you can use SCH.650 – Mass Change Course Requests to remove the request and create a blank combination. See page 100 of the *Student Scheduling System User's Guide* for more information.

This program does not reset the enrollment count in the Master Schedule. Use SCH.611 – Reset Enrollment Count to reset these numbers.

SCH.640 - Assign Homeroom Course by Course Request

Use program SCH.640 – Assign Homeroom Course by Course Request to schedule a specified course and section or range of sections to student's course requests for students enrolled in a specified course and section(s). The purpose of this program is so you can then use SCH.638 – Assign Homerooms from Scheduling, which updates the student registration information with the homeroom number and homeroom teacher. See page 196 of the *Student Scheduling System User's Guide* for more information.

In SCH.640 – Assign Homerooms Course by Course Request, you can specify a section or a range of sections for the program to use to schedule the course request for students in the specified course and section.

Course requests are defined using SCH.310 – Courses. Sections are defined using SCH.320 – Master Schedule. You can create a special course request called "homeroom" and add sections in the master schedule for "homeroom" for the purposes of using this program

Choose SCH.640 – Assign Homeroom Course by Course Request from the SCH200: Student Registration menu. The system displays this screen.

```

8/26/04  FY 5  CIMS DEMONSTRATION SCHOOL DISTRICT      16:27:06  DMGYELLOW
SCH      Assign Homeroom Course by Course Request      Ref: SCH.640P.01

District:  ___
School:   ___

Schedule in Homeroom Course:  _____  From Section:  ___
To Section:  ___

If student is enrolled in one of these:

Course  Section  Course  Section
____  _____  _____  _____
____  _____  _____  _____
____  _____  _____  _____
____  _____  _____  _____

WARNING: This program will generate student course requests. If you have
already run this program, student course requests could be duplicated.
Are you sure you want to do this? Press ENTER to continue; F3 to CANCEL.
F3=Exit  F4=Index  F5=Reset  F12=Cancel      Cancel? N

```

1. In the **District** field, type your district code. A district code can be up to 3 characters. District codes are defined using program STU.334 – District Information. Press **F4** to see a list of valid district codes. This is a required field.
2. In the **School** field, type a school code. A school code can be up to 3 digits. School codes are defined using STU.320 – School Information. Press **F4** to see a list of valid school codes. This is a required field.
3. In the **Schedule in Homeroom Course** field, type the course code to be used for scheduling homerooms. Press **F4** to see a list of valid course codes. This is a required field.
4. In the **From Section** field, type the beginning section number to be used when assigning this course to student’s course request. The program will use the value in **Maximum Students Preferred** field on screen SCH.320 .11 in SCH.320 – Master Schedule to determine when to move on to the next section number in the range. If the program runs out of sections before running out of students, the last section in the range will be overfilled.
5. In the **To Section** field, type the ending section number to be used when assigning this course to student’s course request. If you do not have a range of sections, leave this field blank.

- In the **Course/Section** fields at the bottom of the screen, type course codes and section numbers to select students from. Students enrolled in the listed course/sections are assigned and scheduled into the homeroom course and section specified above. At least one course and section is required.

Note: After you run this program, the course and section(s) designated will be listed on the students' course request screen with a status of **S** (scheduled). This program can introduce conflicts on a student's schedule. There is no reversal process in this program.

If you must remove the course request from the schedule, you can use SCH.650 – Mass Change Course Requests to remove the request and create a blank combination. See page 100 of the *Student Scheduling System User's Guide* for more information.

This program does not reset the enrollment count in the Master Schedule. Use SCH.611 – Reset Enrollment Count to reset these numbers.

Current Period GPA

Use program GRD.650 – Compute and Store Grade Period GPA to compute GPA for a specific grade title or to compute cumulative GPA and store it in file PGRD650. Using third party software, such as IBM® Query, you can create reports containing period GPA information, cumulative GPA information, or a combination of both.

File PGRD650 could also added to customized versions of reports, such as report cards, transcripts, or honor roll reports. Contact your custom vendor for more information.

This is the file layout of PGRD650

8/20/04 8:17:49 File Schema		Current GPA *PHYSICAL		File:	PGRD650			
				Library:	SMSFILES			
				Page:	1			
FILE Information -		Creation:	8/19/04 9:06:07	DPF Level:	999999			
				Owner:	CIHS			
				Source:	SMS0803/QFILESRC/PGRD650			
				Size:	53,248			
				4/19/04 11:14:37				
KEY Information -		Unique Keys:	*YES	Access Path:	*KEYED			
		Key Fields:	4	Maintenance:	*IMMED			
		Order:		Select/Omit:	*FIFO			
					*NO			
Key	Field	Seq	Sign	Zoned				
1	CGPSTU	A	S	N				
2	CGPTYP	A	N	N				
3	CGPYR	A	S	N				
4	CGPTTL	A	N	N				
Format - B1	Field	From	To	Type	Pos	Len	Dec	Text
CGPAREC	CUSTOM GPA INFO							
1 *	1 CGPSTU	1	5	*PACK	5	9	0	Universal Student Number
2 *	2 CGPTYP	6	6	*CHAR	1	1		GPA TYPE
3 *	3 CGPYR	7	8	*ZONE	2	0		School Year
4 *	4 CGPTTL	9	11	*CHAR	3			GRADE TITLE
	5 CGPGPA	12	16	*PACK	5	9	5	GPA
	6 CGPCRD	17	20	*PACK	4	7	3	GPA CREDIT
	7 CGPCRA	21	24	*PACK	4	7	3	Credit Attempted
	8 CGPPTS	25	30	*PACK	6	11	6	GPA POINTS

GRD.650 - Compute and Store Grade Period GPA

Choose GRD.650 – Compute and Store Period GPA from the SGS200: Grade Maintenance menu.

Note: The system uses this formula to calculate current period GPA.

$$\text{GRADE POINT} \times \text{CREDIT (OR WEIGHTING FACTOR)} = \text{HONOR POINTS}$$
$$\text{TOTAL HONOR POINTS} / \text{TOTAL CREDITS} = \text{GPA}$$

1. In the **Grade Title** field, type the grade title for which you want to calculate GPAs, or leave it blank to compute cumulative GPA. Grade titles are defined in GRD.201 – Grade Titles. Press **F4** for a list of grade titles.

If you leave this field blank, you will be prompted for final grade titles to include.

If you fill in a grade title, another screen displays prompting for more information about how to calculate the period GPA.

2. When you press **Enter**, this screen displays:

```
7/14/04  FY 5  CIMS DEMONSTRATION SCHOOL DISTRICT  12:11:36  DMGYELLOW
SMS          Compute and Store Grade Period GPA      Ref: GRD.650P.01

Report for:
  Grade Title: ____ (Blank for Cumulative GPA)
Limit to:
  District:    ____
  School:     ____
  Class:      ____

Include Current:
Grades:      SM1  FNL
Select:      Y  Y

F3=Exit  F4=Index  F5=Reset
```

1. In the **District** field type your district code.
2. In the **School** field, type your school code.
3. In the **Class** field, type a valid class code or leave it blank to calculate GPAs for all classes in the specified school.

4. If you did not enter a grade title because you are calculating cumulative GPA, when you press **Enter**, the system displays the grade titles that you defined as final grade titles in GRD.201 – Grade titles. Select the grade titles you want to include in the cumulative GPA calculation

If you entered a grade title, when you press **Enter** the system displays this screen.

```
7/14/04  FY  5  CIMS DEMONSTRATION SCHOOL DISTRICT  12:21:54  DMGYELLOW
SMS          Compute and Store Grade Period GPA      Ref: GRD.650P.03

Current period GPA is to be calculated using:

Courses: S
         A = *ALL
         S = Selected (Include in GPA? Y)

Calculation:
Use C (from Course Definition)
   C = Credit (see note)
   F = Weighting Factor

Use P (from Grade Definition)
   P = Grade Points
   N = Numeric Equivalent

Note:  If current marking period credit has not
       been specified, full course credit is used.
       F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. At the **Courses** prompt, select which courses you want to include in the period GPA calculation. Type **A**, to include all courses. Type **S**, to include just the courses you selected to include in GPA using SCH.310 – Courses.

2. At the **Calculation** prompts, indicate what type of credit to use.

Type **C** to use the **Credit for current period GPA** value you defined in SCH.310 – Courses on screen SCH.310.12. If there is no credit, the system uses the full course credit to calculate GPA.

Type **F** to use the **Weighting factor** value you defined in SCH.310 – Courses on screen SCH.310.12.

3. At the **Use** prompt, indicate what type of grade points to use based on how you defined your grade symbols in GRD.250 – Grade Symbols.

Type **P** to use the grade point value to calculate GPA.

Type **N** to use numeric equivalent value to calculate GPA.

4. Press **Enter**.