

SCHOOL OFFICE, RECTORIA

A COMPREHENSIVE SOFTWARE
ADMINISTRATION PROGRAM FOR PRESCHOOL,
ELEMENTARY AND HIGH SCHOOLS.

RESOURCE MANUAL

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For Version 3.5, Build 04

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I. Opening School Office, Rectoria Main Menu

Steps to follow in preparing for the beginning of a new school year.

1. Enter all the Instructors' names. Assign new instructors their passwords.
2. Enter all the Classes and their sections. Assign an instructor to each class.
3. Enter the Students.
4. Update the Institutional Information: Admin Main Menu/Utilities/Enter Institutional Information. Be sure to update the Date for Initial Tuition Payment, Monday of the First Week of Classes, and First Monday of the Second Semester.
5. Assign the students their classes as a group (see Appendix B). Students entered after the group assignment are assigned their classes individually.
6. Assign the families their tuition and fees as a group (see Appendix B). New families entered after the group assignment are assigned their tuition and fees individually.

A. General

This opening menu allows the user to choose between entering the program on the Faculty side or the Administrative side. In general, the Administrative side is used to enter student, instructor, activity and class information. Users on the Faculty side can only view this data, not enter it. However, the Faculty side is the only place that academic and class level information pertinent to each student can be entered. Entry into either side may be password protected.

Family Tuition and Fees can be entered and viewed only through the Administrative side. Entry to this section is normally password protected.

Office Announcements/Memos may be viewed from this menu.

B. Details

1. Click anywhere on the Administrative or Faculty buttons to enter this section.
2. Office Announcements/Memos. Click on any Date or Title to view below the contents of that announcement or memo. Use the scroll bar to view dates not on the screen. To create a new announcement or memo Click on the Memos button.
 - a. Click anywhere within the chart. Then press Ctrl+E and type the date. Tab.
 - b. Type in a short Title for the announcement or memo. Tab.
 - c. Click on the pencil button on the right. This opens a typing space of unlimited size. Type the content of the announcement or memo. Click on Save. This returns you to the Memo/Announcement Composition screen
 - d. Click on the Close button. This returns you to the Main Menu screen. The new announcement or memo appears in the list.
3. To exit Click on the X in the far upper right corner of the screen. This returns you to the Windows desktop.

II. Administration Main Menu screen

A. General

To enter the Administration side click anywhere on the Administration button. Click on any of the button subjects to enter the corresponding subject screen.

B. Details

1. Upon entering the program for the first time, Click on the Open Utilities Menu button at the bottom.
2. Click on Enter Institutional Information. Click on any field. If the cursor appears and is blinking, you can start typing. If the field is solid dark blue and the cursor is not blinking, right click to bring up a selection menu. Click on Change record. Type your school information into the blanks. Tab between fields. Be sure to fill in the complete address information, the beginning date of the school year, and the number of months tuition. Click on the Close button when finished.
3. The Begin Network Optimize button on the Utilities Menu is used only during the Program Setup and when program updates are to be installed.
4. Your School Name will appear only after returning to the Main Menu and opening the Administrative or Faculty side.

III. Administration - Enter General Information

Special Note: In general, for entering or changing information on any screen, left click on any field. If the cursor appears and is blinking, you can start typing. If the field is solid dark blue and the cursor is not blinking, right click to bring up a selection menu. Click on Change record to change information or Enter new record to make a new entry.

A. General

The opening screen is titled Students and Parents. This section is used to enter administrative information about each student, the parents, sacramental records (for Catholic school students), a student picture, contacts and other administrative information. It also contains numerous form letters and reports.

B. Student – Details

1. Click on the Enter General Information button to enter this section. The Window opens showing the Student tab and student information. Press the Page up or Page Down keys to move from one record to the next. Alternatively, click on any last name in the Lastname column of names on the left. To alphabetize the list, left click on the Lastname column heading. Right click; a menu appears. Then left click on the menu choice “Ascending Sort”.
2. To change the information in any field right click on the field space. If a button appears with a down arrow on it, click on it to display the choices; then click on your choice. If no button appears, type in the change you desire. Clicking on any other field or the Close button automatically saves the information.
3. To enter a new record press the Ctrl key and hold it down while tapping the E key; alternatively, right click and click on Enter New Record from the menu. The screen appears with empty field values and the blinking cursor on the First Name field. Type the First Name, then tab to the Last Name. Tabbing to the Family ID opens a pop up screen with a list of families. Search the list to see if the student’s family name is present. If yes, double click on it or highlight it and click OK.
4. If the student’s family name is not in the list, you must enter the new family information. Click on the Enter button at the top center to open the new family screen. A new Family ID is assigned automatically. Fill in the other information as much as possible. Be sure to enter Yes in the “Active

this School Year” field. Click on Save and the family list screen reappears with the new family name highlighted. Double click on it or click on OK.

5. The General Information screen reappears with the Family ID filled in. Tab to the Student ID. The Student ID is the Family ID plus a dash and two digits. The number -01 is filled automatically. If this is the first student of this family in the school, leave the -01 and tab to the next field. If another family member is already enrolled, type in a different number. Since the Student ID must be unique, you cannot tab out of this field until an unused number is entered. An error message appears until a valid Student ID is selected.
 6. Tab to the Grade field. Enter a grade level from the drop down list (each entry may be selected by typing the first letter or number). Tab to the Homeroom field. For classes with multiple sections this field places the student in the correct section. Do NOT click on the “Assign New Classes” at this time. This button is used only when entering a new student mid year or changing the grade or section of a student. Wait until all the students are entered before assigning them classes as a group (see below).
 7. Press the Tab key to go to each other field and enter the information. The information is saved automatically upon clicking on a new field or the Close button.
 8. Click on the Go to Medical Records button to view or enter data in the Student’s Medical Record. Enter the Doctor, Dentist, and Insurance Company information. Click on the tabs at the top for Immunizations and Screening to enter the corresponding information
- C. Parents/Guardians – Adding Information after the Student has been entered.
1. Click on the Parents/Guardians tab of the General Information screen.
 2. To change or add information in any field right click and select Change record. Click on the field and type in the information. Tap the F9 key at the top of the keyboard to save the new information.
- D. Personal/Scores - Details
1. Click on the Personal/Scores tab.
 2. In the table for Sacraments right click on the appropriate Date field, then left click on Change Record. Type in the date the sacrament was administered. Tab and type in the church.
 3. The memo field at the bottom may be used to store any confidential information, including disciplinary actions and standardized test scores.
 4. Student Profile/Picture – Click on the Student Profile/Picture button. The Student Profile form appears. Before entering a picture, data must be entered in any of the fields on the form. Click on any field so the cursor is blinking and type the desired information. To enter a picture right click anywhere in the Picture field. Select Import image. Navigate to the file where the desired image is stored, and click OK. The picture is displayed in the field. The picture needs to be a Jpeg image. Optimal size is about 350 x 350 pixels, but any smaller size will be accepted into the field space. Click on the button at the bottom of the form to print a one page report with all the student’s information and picture.
- E. Emergency - Details
1. Click on the Emergency tab.
 2. Right click on Name either in the Emergency contact field or the Persons Authorized to Pick Up field. From the menu that appears Left click on Change Record. Type in the name.
 3. Tab and type in the remaining information.
 4. To change or add information in any field right click on the field, then left click on Change Record. Type the information.
- F. Forms/Letters - Details
1. Click on the Forms/Letters tab.
 2. Before clicking on one of the letter or form buttons, make sure the student of interest appears at the top of the screen.

3. The choice of printing directly or previewing the form or letter is available after pressing the button. Printing is possible after the preview selection or by returning to the button menu. . In order for the form or letter to print correctly the institutional information must be filled in(see section IIB. 2).
4. Custom letters can be written by pressing the button “Write Custom Letter in MS WORD”. Follow the steps below. Any version of Microsoft WORD can be present in your computer.
 - a. Click on the button “Write Custom Letter in MS WORD”. If no WORD templates exist in the “Select Template” list, click on “New WORD template.” To address the letter to the current student only click on Current Record. Clicking on All records will create letters for all students. Click on the button OK. The MS WORD program opens.
 - b. Select the fields to use in your letter by clicking on the toolbar button “Insert Merge Field.” Any of the fields can be placed anywhere in the document you type. Clicking on a field inserts it into the document with chevrons surrounding it.
 - c. Type the letter. When you finish, click on the Menu item “Tools.” Then click on “Mailmerge” from the dropdown menu. A window showing the mailmerge process appears. The first two steps are already filled in.
 - d. To create the letter select Step 3: “Merge...” A window appears requesting you to select the “Merge to:” process. To view the letter before printing it leave “New Document” as the selection.
 - e. Click on the “Merge” button to view the letter(s). Print or save the letter; then close the letter.
 - f. If you wish to save the template you created for use at a later time, save it and make a note of the location where it is saved.
 - g. Close the MS WORD program. The School Office window appears. If you saved the template in step 4f, click on “Manage List”, then click on Add Template. Type a name for the template, then go to the location where the template file was saved by clicking on the folder button in the right side of the “File Name” space. Click OK, then Apply. The template name appears in the list. Click Close to save the template name in the Select Template list. To use the template in the future click on Existing Template and select it from the list. Then follow steps b – f.

IV. Administration - Enter Instructor Information

A. General

Instructor names must be entered before assigning subjects to students. Addresses and individual instructor records can be completed at any later time just as other information required in this section. Emergency contact information, immunization records, educational background, and records of professional growth can also be added later. If desired, detailed records of instructor absences and tardies are kept in this section.

B. Instructor Record - Details

1. To enter a new instructor who is going to teach the same classes as an existing departing instructor, use Step 3 below to locate the existing instructor. The new instructor will be given the same Instructor ID as the existing instructor to automatically assign the classes to him/her. Right click on the Name Prefix field and select Change record from the menu. Type the new instructor’s Name Prefix and tab to the other fields, replacing the existing instructor’s information with the new instructor’s. Press F9 to save.

To enter a new instructor when the existing instructor is not departing, the new instructor will be assigned a new Instructor ID. Press Ctrl+E or right click and select Enter New Record. The instructor is automatically assigned a new nonexisting Instructor ID number. The screen opens to the Prefix field. Select by clicking on the new instructor's name prefix from the drop down list. If desired, press Esc to skip this field. Tab and fill in the other information fields. Press <F9> to save. Classes can be

assigned to the new instructor as in Section V.B or V.D.

2. Esc to quit without saving the information. A window asks you to confirm.
 3. To change information on an instructor already entered, first alphabetize the list by clicking on the A-Z Ascending Sort button at the top middle of the tool bar. Then locate the instructor by pressing Ctrl + K (or clicking on the Find by Key button) and clicking on Search By and then Inslastnam. Click OK and type in the last name. Click Find, then click on the X to close. Alternatively, the last name can be found by pressing Page Down through the list.
- C. Emergency Contacts, Immunizations, Educational Background - Details
1. After locating the instructor, click on the desired index tab at the top. To bring the Educational Background tab into view click on the tab arrow at the top right. On the desired subject right click on the first field and click on Change Record. Fill in the information requested. Tab through the remaining fields and fill in the additional information.
- D. Absences and Tardies - Details
1. After locating the instructor (see IV.B.3 above), click on the Absences and Tardies index tab. Click anywhere in the Dates Absent or Dates Tardy boxes. Then right click on the field, and left click on Enter New Record. Type in the date. Press Enter to put in additional dates.
 2. To delete a date record click to the left of the date to highlight it. Then press Ctrl+D. Click Yes to delete the record
 3. Press F6 to leave either of the boxes.

V. Administration - Assign Instructors and Subjects

A. General

Assigning instructors and setting up classes is done in two different ways , one for Grades 1-12 and the other for Grades K, P, and T. For all grades each class has a unique record. That record is assigned a Class ID. The Class ID specifies the grade level, subject, and section number. This determines the instructor, day and time, room, term and year in which the class is taught. The classes in grades 1-12 are originally assigned to each student on the Administration side of the program. Student grades can be entered only on the Teacher side of the program, and can only be viewed on the Administration side. Midterm grades as well as final grades can be viewed on either side. Each student is assigned a standard set of required subjects for her or his grade level. Individual subjects not present in the standard set can be added as Electives.

For grades Toddler, Pre-K, and Kindergarten a different approach is taken. The subjects are called Areas of Development. For each student a standard set of Areas of Development is assigned appropriate for her or his grade level. These Areas are groups of skills and emotional and behavioral attributes. Standard sets are provided in the program, but may be modified as appropriate. A set of Areas of Development is assigned to each student on the Administrative side of the program. Teachers enter the grades on the Teacher side. A bar graph of overall student progress by academic period (for whatever evaluation period is desired) can be set up and displayed on the Teacher's side. The bar graph can be printed out for parents.

Report cards for all students may be printed out in the Reports Menu in Section VIII.

B. Grades 1-12 Subject Assignments – Details of Entering Faculty Assignments

1. Click on the Administration button to enter the section.
2. Click on “Classes”.
3. Click on the button “Enter Classes, Assign Instructors, Add Additional Sections of the Same Subject, Add New Subjects, View Class Grades” for Grades 1-12. The first subject shown is normally Art, with

Class Id 1A10R for First Grade (first digit). The first digit is the grade level; the second digit is the Subject Code; the third digit is the section number; the fourth digit is used to identify subjects within a Subject Code category; the fifth digit is R for required courses, E for electives, and H for special classes like Teacher Comments. Press the Page Down key to the desired classes.

4. To assign a new instructor to the same classes as an existing instructor, first enter the new instructor's name in the Instructors section from the Main Menu. This gives the new instructor the same Instructor ID as the existing instructor. Now, in the "Enter Classes...." section (Step 3 above) tab to the subject taught by the existing instructor. The new instructor's name will appear. To refresh the information for other forms right click on the Instructor ID and select Change Record. Click on the dropdown list arrow on the right side of the Instructor ID field. This brings up the list of instructors and their ID's. Double click on the new instructor's name and ID. This returns to the previous screen, which shows the subject you are working on. Press F9 to save the information. Repeat this process for the other subjects taught by the existing instructor.
5. To enter a new class, right click on the Subject name and select Enter New Record. A list of available Subjects appears. Select the desired Subject with the correct Section (third digit, nonzero) and classification (fifth digit: R, E, or H). See the Guidelines for Assigning Class ID's to Classes, Appendix A. Highlight it and click OK at the top (or double click on it). The Subject screen reappears with the Subject name inserted.
6. Tab to the Grade field. Click on the desired Grade level from the drop down list. The Grade name is filled in and the Class ID and Section Number are automatically filled in.
7. Tab to fill in the other fields. When the Instructor ID is tabbed to, a list of instructors appears. Highlight the correct instructor for this subject and section and click OK. The Subject screen reappears with the Instructor ID and instructor first and last names filled in. Press F9 to save the information.
8. In step 4 if the desired Subject and Section are not in the list, first note the Subject ID of an existing Subject listed near the one to be entered. Click on the Enter button at the top. A new screen appears for entering a new Subject Name and Subject ID (which determines the Section). Enter the desired field information. The Subject ID must be different from any existing one. Tap F9 to save. Close the screen. The new subject appears highlighted in the list. Click OK. Proceed with Steps 5 and 6.

C. Grades 1-12 Assignments – Details of Assigning Subjects to the Students.

1. Click anywhere on the Administration button to enter that section.
2. Click on "Student Records", the "Grade Level Change Options."
3. To assign all students as a group to their respective required subjects click on "All Students Change Grade Level." The screen "Advance All Students One Grade" appears.
4. Only the second button "Assign New Classes to Students (may take several minutes)" is used here. Make sure all the Grade Levels and Sections are assigned to the students before proceeding. Also, the Instructors should all be assigned to their Classes (V.B above). Pressing this button replaces the students' current classes (if any) and assigns all the required courses at their designated Grade level and Section (Section III.B.6). Wait until a message appears indicating the process is finished.
5. To assign an individual student their required subjects (in the event of a student entering mid year or changing a Section open the General Information screen and click on the button "Assign New Classes."
6. To assign an Elective course to a student click on "Classes", "View or Assign Student Subjects" for Grades 1-12. The screen shows the classes for a selected student. Use one of the following three possibilities for selecting the desired student:
 - a. Press the Page Down key until the desired name is found, or
 - b. Tab twice to put the cursor on a student last name. Click with the right mouse button on the Lastname column heading. From the pop-up menu click on Ascending Sort. The last names are

- shown in alphabetical order. Click on the desired name, or
- c. Depress the Ctrl+k key combination. Click on the Search By button. Click on Lastname, then OK. Type the desired last name in the pop-up window. Click Find, then click on X to Close. Click the button “Add Elective Courses for this Student” . A screen “Select Classes” appears with a list of all Elective classes. Right click, then select Mark on the blank square to the left of the desired Elective classes to be added. Click on the “Close” button to add the Elective classes to the Student’s list.
 7. To delete a Class from the Student’s list click on the blank square to the left of the Class ID to highlight it. Then press Ctrl+D.

D. Grades K, P, T Assignments – Details of Entering Subject Assignments

1. Click anywhere on the Administrative button to enter that section.
2. Click on “Classes”.
3. Under Preschool Classes click on the button “Enter Classes, Assign Instructors, Add Additional Sections of the same Areas of Development, Add New Areas of Development, Print Attendance Sheets” for Grades K, P, T.). The first Area of Development, Art, appears. If desired, press the Page Down key to see additional Areas of Development.
4. Tab three times to Section Number. If this is the only section of this Area of Development at this grade level , leave this field at the default value of 1.
5. To assign the Days and Time, Room Number, Term and Year (school year) fields right click on the field, then click on Change Record. Type in the information.
6. To assign the instructor to this class right click on the Instructor ID field. Click on Change Record, then click on the button in the space on the right. A screen titled Instructors.dbf : Lookup appears. This shows a complete list of the instructors previously entered (Section IV.B). Double click on the desired instructor name (or single click to highlight the name, then click on the OK button). This returns the cursor to the Instructor Id field on the class screen. The instructor’s name is automatically filled in.
7. Press the F9 key once. This saves the entry.
8. To create an additional section of a subject, locate the desired subject by pressing Ctrl+K. Click on the Search By button. Click on Subject, then OK. Type the first few letters of the subject. Click Find, then click on X. Make a note of the current Area Id. The first digit is the grade level. The second digit is the subject Code. The third digit is the Section Number. Press Ctrl+E to create a new record. A pop-up list of Area Ids and subjects appears. Click on the enter button. Type in the new Subject Id. Tab and type the new Areaname (subject). Tap F9 to save. The new record appears in the list and is highlighted. Click on OK.
9. Tab to the Area Id and type in the new Area Id. Then tab and fill in the Grade Level. Click on the buttons in the field to find the predefined list of Grade Levels. Double click on the correct one or click to highlight it and then click on OK.
10. Tab to the Section Number field. The new section number (one digit) for this new section is filled in automatically.
11. Repeat Steps 5, 6, and 7 above to complete the Area of Development record for the new section.
12. If you have additional sections of any Areas of Development, repeat Steps 8 through 11, entering the appropriate subject, Area Id, grade level, Section Number, etc.
13. If you wish to add a new Area of Development not listed in the predefined list, press Ctrl+E. Click on the Enter button at the top of the screen. Enter a new three digit Subject ID, a new Area Code, Section Number (use 1 if it is the only section), and any number between 0 and 9 (usually 0). Tap F9 to save or click on the Close button. Then click on the OK button with the new Area_Id and subject highlighted.

Repeat Steps 9, 10, and 11 to complete the record for the new Area of Development.

E. Grades K, P, T Assignments – Details of Assigning Student Subjects.

1. Click anywhere on the Administrative button to enter that section.
2. To assign subjects to a group of students (e.g., at the beginning of the school year) follow the process in Section V.B.1-4.
3. To assign an individual student their classes (e.g., a student entering during the school year) use the button “Assign New Classes” on the student’s General Information screen.
4. Alternatively, click on the button “Assign Student Areas of Development, Build Progress Table, View Grades” for Grades K, P, T. The screen shows the subjects for a selected student.
5. Use one of the following three possibilities for selecting the desired student:
 - a. Press the Page Down key until the desired name is found, or
 - b. Tab twice to put the cursor on a student last name. Click with the right mouse button on the Lastname column heading. From the pop-up menu click on Ascending. The last names are shown in alphabetical order. Click on the desired name, or
 - c. Press the Ctrl-k key combination. Click on the Search By button, then on Lastname. Type the desired last name in the pop-up window. Click Find, then the X to close the window.
2. If no Developmental Areas are shown in the chart, they must be added. Click on the button “When none are present, add standard set of developmental areas” When prompted, type in the Grade level and Section Number. For the Section Number use 1 for the standard set and the appropriate Section Number for classes with multiple sections.
3. Press Ctrl+E to add a special Area of Development which is unique to this student. Tab to fill in the field information.
4. To delete an Area of Development click on the blank space to the left of the Developmental Area to highlight it. Then press Ctrl-D. Click OK to confirm the deletion.
5. Click on the Build Progress Table button. This step must be completed before the teacher can build a Progress Bar Graph for this student. Click on the OK button when the Student Id is displayed. After a short interval a window appears indicating the Progress Table is built. Click OK.

VI. Administration – Student Records/Attendance

A. Absences and Tardies

1. Click anywhere on the Administrative button to enter that section.
2. Click on “Student Records/Attendance”. The screen “Student Records Menu” appears.
3. Click on the button “Absences and Tardies”. Select between Grades 1-12 and PreSchool and Kinder. The screen “Student Absences and Tardies” appears. The screen opens to “First Grade”. Page Down to other grades. The tabs for other terms show the weekly totals only and are not used to enter daily attendance.
4. The list of students in the Grade is shown. If no students appear, click on the button “Add Students to DAILY ATTENDANCE rosters; this is only necessary at the beginning of the school year.
5. Note the number of the Current Week. Click on the ABSENCES/TARDIES button. In the popup window click on the week for which you wish to enter data. Click OK. The ATTENDANCE window appears for the Grade and Week selected.
6. On the Absences (or Tardies) screen, click on the day of the week you wish to enter data for a specific student. Repeat for other students absent or tardy. Enter 1.0 for a tardy or a full day absence. A partial daily absence may be entered as a decimal fraction. Click Close when finished. You are returned to the opening screen for the Grade first selected. The weekly totals for all the

Daily Attendance data previously entered appear and may be viewed in the appropriate tab. The weekly totals are summarized in the Term totals, which appear on the report cards.

7. Weekly Totals forms. The buttons at the bottom of the screen print forms for the teachers to keep and record manually the student absences (or tardies), if they wish. The data should be entered into the computer at the beginning of the day, however, since the Office needs the information for the day.
8. Click on the Close button to return to the Menu.

B. Accident Reports

1. Click anywhere on the Administrative button to enter that section.
2. Click on "Student Records Menu".
3. Click on the button "Accident Reports".
4. Use one of the following possibilities for selecting the desired student:
 - a. Press the Page Down key until the desired name is found, or
 - b. Press the Ctrl-k key combination. Type the desired last name in the pop-up window. Click Find, then the X button.
5. Click on any date under Date. Then right click and click on Enter New Record. Type the date of the accident.
6. Tab and type in the Time, Place and a brief description in Description.
7. Tab to Observations and Click on the button in the field. This opens the screen to type an unlimited amount of text. Begin typing. Click on the Save button when you are finished.
8. Tab to Instructor. The list of instructors appears. Double click on the name of the Instructor present at the accident.
9. Tab to Witness 1 and type the name. Similarly for Witness 2 and Witness 3, if present at the accident.
10. Click on the Print Report button if a printed report is desired.
11. To delete a date click on it and press the key combination Ctrl+D. Click the Yes button to confirm the deletion.
12. Click on the Close button to return to the Menu.

C. Attire/Conduct Infractions

1. Click anywhere on the Administrative button to enter that section.
2. Click on "Student Records Menu".
3. Click on the button "Attire/conduct Infractions".
4. Use one of the following possibilities for selecting the desired student:
 - a. Press the Page Down key until the desired name is found, or
 - b. Press the Ctrl-k key combination. Type the desired last name in the pop-up window. Click Find, then the X .
5. For an Attire Infraction click on any date under Date. Type in the desired date.
6. Tab to Uniform. The pop-up list displays the list of attire infractions. Click on the appropriate infraction.
7. Tab to Attire/Grooming. The pop-up list displays the list of infraction descriptions. Click on the appropriate description.
8. Tab to Instructor. The list of instructors appears. Double click on the name of the Instructor present at the accident.
9. Click on Print Attire and Grooming Report if a report is desired.
10. For a Conduct Infraction click on any date under Date. Type in the desired date.
11. Tab to Warning. The pop-up list displays the list of types of warnings. Click

on the appropriate warning.

12. Tab to Offense. The pop-up list displays the list of offenses. Click on the appropriate offense.
13. Tab to Instructor. The list of instructors appears. Double click on the name of the Instructor present at the accident.
14. Click on Print Conduct Infraction Report if a report is desired.
15. To delete a date click on it and press the key combination Ctrl+D. Click the Yes button to confirm the deletion.
16. Click on the Close button to return to the Menu.

D. Field Trips

1. Click anywhere on the Administrative button to enter that section.
2. Click on "Student Records Menu".
3. Click on the button "Field Trips".
4. Press the key combination Ctrl+E to enter a new field trip record.
5. Click on the button in the Event No. field. The list of previously entered field trips appears.
6. If the desired field trip appears in the list, double click on it (or click once to highlight it, then click OK). The Field Trips screen returns.
7. If the desired field trip is not in the list, click on the Enter button at the top. The Events screen appears. Type in the Description. Then tab to each field and type in the remaining information. Press the Escape button on the keyboard to leave without saving the record. Click on the Close button to save the event and return to the list of field trips. Double click on the new entry (or click once to highlight it, then click OK) to return to the Field Trips screen.
8. Tab to the Instructor. The list of instructors appears. Double click on the name of the Instructor in charge of the field trip.
9. Tab to the remaining fields and type in the requested information.
10. Click on the button Add Students to the Trip to specify which names and Grade level of students who will attend. Respond to the prompts for the requested information. Click on OK to close the Parameters window.
11. Click on the button Print Field Trip Request Form to print the form requesting administrative approval for the trip.
12. Click on the button Print Field Trip Permission Form to print a set of forms for parents to sign indicating approval for their child to attend.
13. Click on the Close button to return to the Menu.

E. Lunch Payments

1. Click anywhere on the Administrative button to enter that section.
2. Click on "Student Records Menu".
3. Click on the button "Lunch Payments".
4. Use one of the following possibilities for selecting the desired student:
 - a. Press the Page Down key until the desired name is found, or
 - b. Press the Ctrl-k key combination. Type the desired last name in the pop-up window. Click Find, then X.
5. Tab to the Lunch field. If the field is blank, right click and click on Change Record. Then click on the button in the field and click on one of the payment options. If an option has been selected previously, tab to the Date field. Right click, then click on Enter New Record. Today's date appears. Enter a different payment date if desired.
6. Tab to the Amount Paid field. Enter the payment amount.
7. Press the keyboard Enter key if another payment date needs to be entered. Otherwise, press F9, then F6.

8. Click on the Close button to return to the Menu.

F. Medical

1. Click on the Medical button to access students' medical records. Entry of this information is described in Section III.B.

G. Maintain Student Records

1. Use this button to change the grade levels for an entire grade level of students, to assign new classes to those students, and to delete students with grade level of A. This is normally done at the end of the academic school year. Use this option with caution. The change is permanent. This button also leads to several maintenance procedures for maintaining and repairing student records.
2. Click anywhere on the Administrative button to enter that section.
3. Click on "Student Records Menu".
4. Click on the button "Maintain Student Records".
5. To promote all students one grade level, click on the button "All Students Change Grade Level." First, click on "Advance All Students One Grade Level." Click on OK to proceed and OK after the operation is completed.
 - a. Second, wait to do this step until all new students have been entered. This will normally be just before school starts for the Fall term. Click on "Assign New Required Classes to Students." New students entered after the beginning of the term may be assigned classes using the button "Assign new classes" on the General Information form for that student.
 - b. Third, click on "Delete all students with Grade equal to A." This may be performed at any time during the year. The process removes entirely these students from the roster.
 - c. The buttons under Repair and Maintenance Only are included for reference only. Please contact HACS for instructions on when to use them.
 - d. Click on the Close button to leave this section.

VII. Administration - Family Tuition and Fees

A. General

Tuition and fee charges and the family payments toward them are recorded in this section. It is accessible only on the Administration side of the program and may be protected with a password if desired.

The set of standard charges for your school must be entered into the program. A general coding system allows each charge to be set up with a specific code. Once they are established, the charges for each of the students in a family are entered on the same screen as they are incurred. Charges are entered beginning with the student's application, upon enrollment they are incurred for the year, and others may be added throughout the year as late payment fees, returned check fees, or any "Other" special charges occur. Scholarships or special financial assistance may be entered as discounts to any charge. When specific obligations are required for their discounts, a special letter is available to be sent to parents.

Payments are entered as they are paid; a receipt may be printed for each payment. Each payment is distributed among the charges incurred. Fee statements for each of the families may be printed monthly (or at any time) to show them details of their charges and payments and the remaining balance. Calendar year statements for income tax purposes are available. Letters to accompany the fee statements, for payment reminders, and for delinquent families may be printed.

B. Charges

1. Click on "Family Tuition and Fees to enter this section.
2. The opening screen shows the family charges. To set up your school's standard set of fees and charges

click on the button, “Fee Table (with Fee Letters).” Each charge is identified by its Fee ID. The three digits are explained on the screen. A sample set of fees is already entered. To set up a new charge click on any Fee Id. Then right click and click on Enter New Record. Type the desired code in accordance with the instructions on the screen. Note that for tuition charges only the first digit identifies the grade level (K for Kindergarten, P for preschool, and T for Toddlers), the second digit specifies the number of children at that grade level, and the third digit identifies the family category (for category discounts). For example, in the sample set the monthly tuition charge for a Parishoner family with two toddlers enrolled (code TP2) would be \$440 for the family. For the same family with three other children enrolled in any of the grades 1 – 12 (code U3P) would be \$660. The total monthly tuition for the family would be \$1,100 (determined automatically when the tuition fees for the two grade levels are entered). It is recommended that you set up the code system on paper before beginning the entry into this table. For non-tuition fees the first digit is F and the second digit distinguishes the type of non-tuition fee.

- a. To change a particular Fee Id or Fee amount, right click on the Fee Id or Fee amount number; then click on Change Record. Type in the new value. Press F9 to save.
 - b. To change the Fee Name, click on the Fee Name field. Right click and click on Change Record. Type in the name of the fee. Press F9 to save.
 - a. To delete an entire row Click on the blank box to the left of the Fee Id column. This highlights the entire row. Then press Ctrl+D. Click Yes when you are prompted to confirm the deletion.
 - b. To add a new row press Ctrl+E. Type in the new values and tab to each field. Press F9 to save.
 - c. Click on Close to return to the Charges screen.
3. To navigate to a family click on the button “Select Family.” In the pop up window type the first few letters of the mother’s last name. Then click Find to go to that family. Alternatively, select the desired family by holding down the Ctrl key, then pressing K (Ctrl+K). In the small window Click on Search By, then Click on Parent_Her. Type in the first few letters of the last name, then Click on Find. The family’s records appear. Click on the X to close the small window. The family and their enrolled children and their grade levels are shown on the screen.
 4. Tuition – To enter tuition Click anywhere under Date in the Charges chart. Right click, then click on Enter New Record. Today’s date appears; type a different date if desired. Tab to Fee, and click on any of the Tuition entries from the list. Tab and select the appropriate Grade level, Family Status, and number of children at this grade level (this information is displayed in the upper portion of the screen). Tab to amount, then to Discount (ignore the 0.00 in Amount); type in the Discount per month. Tab and type the number of months tuition. Tab and press the down arrow or Enter key to open the next new record. Repeat for additional children at different grade levels.
 5. Fee Charges – To enter standard fees Click anywhere under Date in the Charges chart. Right click, then click on Enter New Record. Today’s date appears; type a different date if desired. Tab to Fee, and click on the desired Fee. Tab twice and type in the Discount amount (if any) per child. Tab and type in the total number of children. Tab and press the down arrow or Enter key to open the next new record. Repeat for additional standard fees (fees for which there is a Fee Id code).
 6. Other Charges – To enter non-standard fees (fees for which there is no Fee Id code), Click on the Nonstandard Charges tab at the top of the screen. Click anywhere in the chart. Right click, then click on Enter New Record. Today’s Date appears; if desired, type a different date. Tab to Item and Click on Other from the list. Tab to Other Description and type in a brief description of the charge. Tab to Other Amount and type in the amount of the charge. To quit, press the <F6> key.
 7. Discount Duties – If discounts were granted and duties from the family are required, click on the Charges tab at the top of the screen, then press the button, “Discount Duties of Parents.” When prompted, type in the duties and the times they are to be performed. Preview or Print the letter by

clicking on the desired option.

C. Payments

1. Click on “Family Tuition and Fees” to enter this section. Click on the tab, “Payments.”
2. Click anywhere beneath Date in the Enter Payments chart. Right click, then click on Enter New Record. Accept today’s date or type a different date. Tab to Payment and enter the payment amount. Tab to Check, Bank, and Account and enter the information from the payment. If cash or money order was the form of payment, indicate it under the Check column.
3. Click on the date of the payment just entered in step 2., which then appears in the Date column of the Distribute Payments table below. The key to the letters in each of the payment columns is on the right side of the screen. The Payment amount appears in red under the Credit column to the right of the second row. Tab to the columns and enter the various amounts to which the payment applies. The Credit amount reduces by the amount entered in each column. The distribution of Payments must total the Payment amount; the Credit amount then goes to 0.0.
4. If a receipt for the payment is requested, press the button, “Print Receipt.” Enter the payment amount when requested and print the receipt.
5. If an income tax statement is requested for the previous year’s payments, press the button, “Print Income Tax Statement.” This statement prints only the payments made in the previous year which were made in the current academic year. Payments made in the previous academic year must be obtained from that year’s records.

D. Balances

1. Click on the Balances tab in order to view the balances for the current family or print the fee statements and letters. The total Charges, Payments, and Balance for each charge item is shown in the table. Below the table press the appropriate buttons for the Fee Statement or letters desired. The Fee Statement is a detailed list of charges and payments made for the current academic year. The total charges, including unpaid balances from the previous academic year, are stated along with the total payments and total amount remaining as unpaid balance. These Fee Statements are normally sent to families with the Fee Statement letter on a regular basis.

VIII. Administration – Reports, Report Cards Menu

A. Reports

1. Student’s Information List, by Grade – This report is a roster of enrolled students, grouped by Grade, with the student and parent identification numbers, student’s religion, address where the student is living, mother’s and father’s names and work and home phone numbers, and emergency contact information.
2. Subjects and Instructors – This report is a list of subjects taught at each grade level with the section number and instructor for each class.
3. Student Roster, by Grade – This report lists the students and student identification numbers, grouped by grade level.
4. List of Student Birthdays – This report provide a printout of all student birthdays for a month specified by the user. When the button is pressed, the name and number of the month desired are typed in by the user. The students’ birthdays are grouped by grade level.
5. Student Tardies, Grades 1-12 – This report summarizes by term each student’s tardies, grouped by grade level. Same for Student Tardies, Grades T,P,K.
6. Total Lunches Paid, by Month – This report gives the number of lunches and number of students in each of the lunch payment categories, grouped by month.

B. Report Cards Menu

1. Preschool (Grades T, P, and K) – Report cards are displayed or printed for each student in grades Toddler, Preschool, and Kindergarten. Subjects are listed with the grades for each term assigned by the subject instructor. The Evaluation Key at the bottom explains the meaning of the grades.
 - a. Press the button, Grades T, P, and K. Click on either the Print or Preview options. A window titled “Select Filter” appears.
 - b. To print all report cards for the three grade levels, Click OK. The Preview option displays each report card. Click on the arrow buttons at the top left to advance from one report card to the next. Click on the Print button or File, Print from the top menu. Click on Print with the All option selected.
 - c. To print a single report card, Click OK on the Select Filter window. Advance to the student desired. Note the page number in the upper left before clicking on the Print button. Then on the Printer window type the page number with the Page number(s) option selected. Click Print.
 - d. Alternatively, to print a single report card Click on the option, “Records selected by a filter expression” on the Select Filter window. Click on the funnel button in the Filter Expression space near the bottom of the window. A selection window titled Filter Builder appears. Click on the name of the condition for selecting the report card, e.g., if the Student Id is known, double click on Student_id. Then type in the value of the condition into the empty right hand column. If you wish to select by using the student’s last name, double click on Lastname; then type in the last name. Click on the OK button. The window closes and the filter (selection) condition appears on the screen. Click OK to display the selected report card. To print click on the Print button or File, Print from the top menu. Click on Print with the All option selected.
 - e. To print all the report cards in a single grade, follow the procedure d) above and double click on Grade in the Filter Builder window. Type in the grade level in the empty right hand column. Click on the OK button. The window closes and the filter (selection) condition appears on the screen. Click OK to display the report cards, one at a time, for the grade level selected. Click on the arrow buttons at the top left to advance from one report card to the next. To print click on the Print button or File, Print from the top menu. Click on Print with the All option selected.
2. Grades 1 – 12: – Report cards are displayed or printed for each student in grades 1 - 12. Subjects are listed with the grades for each term assigned by the subject’s instructor. To change the order of the subjects, contact HACCS, Inc. The Marking Code in the right column explains the meaning of the grades. Subject grades are in the G columns; Conduct grades for each subject are in the C columns; and difficulties with specific Behavior Traits are listed in the T columns. The meaning of the Behavior Trait numbers is contained in a table at the bottom of the page.

The numeric percentage grades are obtained by pressing the button, “Grades 1-12, Number Grades.” Report cards with the grades translated into alphabetical letter grades are obtained by pressing the button, “Grades 1-12, Alphabetical.”

The end of term Instructor Comments are obtained by pressing the button, “Grades 1-12, Instructor Comments.” These comment pages also contain the Parent Signature spaces for each term and must be returned after the parent(s) sign and date them. They may be printed on the back of the student report cards or as separate report card pages.

Mid-Term Report Cards are obtained by pressing the appropriate button, “Grades 1-12, Midterm Progress Term __.” Each report card contains the list of subjects, their instructors and the Grade, Conduct and Trait evaluations for the term selected. A “Notice to Parents” section near the bottom of the report card contains a check list of four particularly offensive behaviors. A parent signature and date line is also present at the bottom.

- a. Press the appropriate button in Grades 1-12. Click on either the Print or Preview options. A window titled “Parameters” appears.
- b. To print the report cards in a specific grade, type in the Grade number. Click OK. The Preview option displays each report card on a separate screen. Click on the arrow buttons at the top left to advance from one report card to the next. Click on the Print button or File, Print from the top menu. Click on Print with the All option selected.
- c. To print a single report card, advance to the student desired. Note the page number in the upper left of the screen before clicking on the Print button. Then on the Printer window type the page number with the Page number(s) option selected. Click Print.

IX. Administration - Tuition Reports

The Tuition Reports are obtained by clicking on the button, “Tuition Reports Menu.” The menu shows the list of administrative tuition reports.

1. All Payments, by Parent ID – This report gives the detailed list of payments made by each family, grouped by Parent Identification Number. The amount of payment, check number (or note), bank, and bank account number are given for each payment.
2. Payment Detail for a Specific Month – This report gives a list of all payments made in one specific month, selected by the user. The payments are grouped by Parent Identification Number and display the payment date, check (or note), bank, and the distribution of the payment among the charge categories of Application, Activity, Registration, Tuition, Late Payment, Returned Check, Other, and Balance from the Previous Year. Each of the categories is totaled for the family.
3. Charges and Payments to Date – This report gives a detailed list of all payments and charges for each family. The payments are listed by payment date and show also the distribution of the payment among the charge categories of Application, Activity, Registration, Tuition, Late Payment, Returned Check, Other, and Balance from the Previous Year. The charges are listed by charge category and show the monthly amount, the monthly discount, and the monthly total charge.
4. Application Fees Report – This report lists the application fees paid by all families. It shows the monthly amount, monthly discount, and total monthly charge for Application Fees.
5. Registration Fees Report - This report lists the registration fees paid by all families. It shows the monthly amount, monthly discount, and total monthly charge for Registration Fees.
6. Activity Fee Payment Report – This report shows the monthly payment plan for activity fees for a single family. The payment amounts are shown with the month in which they are due.
7. Payments for a Specified Period of Time – This report shows the detailed list of payments made by each family, grouped by family and made between two dates selected by the user. The beginning and ending dates are selected by the user after this button is pressed. The payment for each date is shown with the check number (or note) and the distribution of the payment among the charge categories of Application, Activity, Registration, Tuition, Late Payment, Returned Check, Other, and Balance from the Previous Year. The family payment totals are given for each of the categories. The grand total of payments for all families for the specific month is also given.
8. Pending Balances of Parents – This report lists the pending balances due from each family. The total amount each family owes is listed along with any balance from the previous academic year. Also given is the family’s name, home address, work phone, work place, social security number, and driver’s license number.

X. Administration - Forms/Letters Menu

This Menu contains only one listing, the Applications Form. Press this button to print the Registration Form for new and prospective families. The form contains all the information required for application and admission. The additional spaces on this Menu are reserved for future expansion.

XI. Administration - Labels Menu

A. General

Mailing and folder labels are accessed through this menu. Mailing labels for Parents/Guardians are addressed to the parent or guardian with whom the student is living. Mailing labels for students are grouped by grade level; the address is the parent/guardian address with whom the student is living.

Three types of Folder Labels are available. The labels for All Students contain the student name, student identification number, grade level, instructor, and parent identification number. The labels, Parents with Student, contain the parent or guardian names, their mailing address, the parish category in which they are placed, the student name, and the student grade level. The labels, Parent Volunteer Status, contain the student name, the volunteer status of the parents or guardians, the parent identification number, the grade level, and the primary student instructor.

Folder labels for Instructors are also available. Each label contains the instructor name and their date of birth, home telephone, social security number, and driver's license number.

B. Details

1. Click on the button, Labels Menu, to enter this section.
2. Click on the button for the labels desired. A window offering a choice of printing or previewing the labels appears.
3. Click on either the Print or Preview choice.
4. If Preview is selected, the layout of the labels appears. Click on the print button or on File, Print from the menu at the top. Alternatively, click on Close preview to exit this screen.
5. If Print is selected, the printing process begins.
6. Click on the Close button to exit this section.

XII. Faculty Main Menu Screen

A. General

To enter the Faculty side of the program click on the Faculty button on the School Office – Rectoria opening screen. A screen titled “Teacher Passwords” appears. Enter the appropriate password. Click on the OK button.

B. Details

A password is required to enter the Faculty side of the program. Up to 40 passwords may be assigned to individual teachers or groups of teachers. Each numbered button has a different password. The passwords are provided to the administration upon purchase of the program.

XIII. Faculty – General Information

A. General

This Students and Parents screen is available only for viewing administrative information about each student, the parents, sacramental records, emergency contacts and authorized persons for pickup. The screen contains access to numerous form letters and reports addressed to the individual student or the family.

B. Student - Details

1. Click anywhere on the Faculty button to enter this section. Click on the General Information button. The Window opens showing the Student tab and student information. Press the Page up or Page Down keys to move from one record to the next. Alternatively, click on any name in the Lastname column on the left. To alphabetize the list, right click on the Lastname column heading, then left click on Quick Sort, Ascending.
2. Click on the Go to Medical Records button to view or enter data in the Student's Medical Record. Click on the tabs at the top for Immunizations and Screening to view the corresponding information.

C. Parents/Guardians – Details

1. Click on the Parents tab after entering the General Information section.

D. Sacraments – Details

1. Click on the Sacraments tab after entering the General Information section.

E. Emergency – Details

1. Click on the Emergency tab after entering the General Information section.

F. Forms/Letters – Details

1. Click on the Forms/Letters tab after entering the General Information section.
2. Before clicking on one of the letter or form buttons, make sure the student of interest appears at the top of the form.
3. The choice of printing directly or previewing the form or letter is available after pressing the button. Printing is possible in the preview or by returning to the button menu. The school information must be filled in on the Administration side of the program for the form or letter to print correctly (see section IIB. 2).

XIV. Faculty - PreSchool: Enter Student Grades, Progress Report

A. General

1. The academic proficiency of PreSchool students is evaluated in terms of their Areas of Development. The set of Areas of Development is assigned to each student in the Administration side of the program (see Section V. E. 5). Grades of S (Satisfactory), NA (Needs Attention), or T (Transition) are assigned for each of the Areas of Development at the end of each School Period. Report cards may be printed for each of the normal 4 terms of an academic year.
2. The overall progress of the student may be measured by charting the change in an average of all the grades for the Areas of Development. After a complete set of grades is entered for a School Period, they are averaged by posting them to a Progress Table. This average is charted for the progression of School Periods and may be displayed and printed as a bar graph. The change in this achievement average is an effective way to view each preschooler's progress. If desired, the School Period may be defined as shorter than the normal academic term and the preschooler's progress evaluated more often.

B. Details

1. Click anywhere on the Faculty button to enter this section.
1. Click on "PreSchool: Enter Student grades, Progress Report". The screen, Enter Student Grades, appears.
2. Use one of the following three possibilities for selecting the desired student:
 - a. Press the Page Down key until the desired name is found, or
 - b. Click with the right mouse button on the Lastname column heading under Select a student. From the pop-up menu, click on Quick Sort, Ascending. The last names are shown in alphabetical order. Click on the desired name, or
 - c. Press the Ctrl-k key combination. Type the desired last name in the pop-up window. Click Find, then X.

3. Enter the student grades by right clicking on the empty space beneath the appropriate School Period. Right click, then click on Change Record. Type the grade. Press F9, then F6 to save.
4. When the set of grades for a School Period is complete, post the grades to the Progress Table by clicking on the button, "Post Grades to Progress Table."
5. Click on the button, "Build Graph Results." When asked if you wish to overwrite the Input.dbf file, please click Yes. Type in the eStudent ID and click OK. A window appears with the title, Input.dbf.
6. Close the Input.dbf window by clicking on the small x in the upper right corner. Do NOT click on the large X.
7. Click on the button, Display Progress Graph, to display the bar graph of student progress. Click on the Print button to obtain a printed copy of the graph.
8. Click on Close, then Close again to leave the screen.

XV. Faculty - Grades 1-12: Enter Student Grades and Lesson Plans

A. General

The academic proficiency of students in grades 1-12 is evaluated by the teachers in each subject. Grades may be assigned in the middle of each term as well as at the end of the terms. Report cards are printed for each of the corresponding periods. At the end of each of term provision is made for Teacher Comments by the student's primary instructor. These Teacher Comments may be printed on the back of the student's report card or printed separately.

B. Details

1. Click anywhere on the Faculty button to enter that section. The specific password for that button is preassigned to the Faculty member (shown on the Instructor screen of the Administrative side).
2. Click on "Enter Student Grades, Lesson Plans". The same password entered earlier must be entered again. The screen, "Subjects and Student Grades", appears.
3. Press the Page Down key until the desired subject is found, or press the Ctrl-k key combination. Type the desired class identification number in the pop-up window. Typing only the grade level is sufficient to take you to the subjects for that level. Click Find, then X.
4. The process for entering Grades depends on the type of grade: Grade, Conduct or Trait. The Conduct and Trait grades or evaluations are entered directly into the tabs "Midterm Progress" or "Term Grades." The numerical Grades may also be entered this way, especially if a third party gradebook program is used. Alternatively, the Daily Gradebook procedure may be used to enter the numerical Grades.
5. Page Down to the subject of interest. To enter midterm Grade, Conduct or Trait grades, click on the tab, "Enter Midterm Progress." The list of students in the class appears (assigned by the Administration as in section V.C). Click on the blank space beneath the Grade (G), Conduct (C) or Traits (T) columns for the term. Right click, then click on change Record. Type in the student grade. Press F9, then F6 to save.
6. To enter TERM Grade, Conduct, Trait, and Semester Exam grades, click on the tab, "Term Grades.." The list of students in the class appears (assigned by the Administration as in section V.C). Click on the blank space beneath the Grade (G), Conduct (C), Traits (T), or Semester Exam (Sem. Exam) column for the term. Right click, then click on Change Record. Type in the student grade. Note: Enter the Semester Exam grade, if present, as a percentage, i.e., 85.5 for 85.5 %. Press F9, then F6 to save.
7. Alternatively, the Daily Gradebook may be used to enter DAILY academic Grades, as described in sections 8 – 14 below. Click on one of the Daily Gradebook buttons for the Term of interest. Select the Week from the popup list which appears. The grades must be entered by week from the beginning of the term. Only then will the totals in the Cumulative "week" be correct. The Daily Gradebook screen for the Week of interest appears.
8. The first entry on the screen should be the percentage distributions among the Homework/Classwork,

Participation/Quizzes and Tests/Projects categories. They are used to weight the contributions of each to the final academic grade. The software calculates the academic grades automatically from these values and the grade data entered. Once entered, they apply for the entire term. The division of grades among these three categories is somewhat arbitrary. The names of each can be applied to any different categories desired, but the names cannot be changed in the program. They do not appear on any report or report card.

9. The next entries on the screen should be in the row labeled "Maximum Possible Scores". These are the total possible points for that day for that category. Not all days must be used in each category, but there must be at least one nonzero entry for each category even if that category is given zero weighting in the percentage distributions.
10. Next, if desired an optional description of the daily events or activities may be entered. These entries are for the faculty member's recollection only and appear in no reports or documents. They can be entered at any time.
11. The academic grades can be entered for each student by clicking on the appropriate box opposite the student's name. Right click and select Change Record for the first entry each session. Enter the point total to the nearest tenth, if desired, e.g., 8.3. Navigate to the other students with the up or down arrows; or go to other days with the left and right arrows.
12. To save the grade entries, tap F9. This also calculates and fills in the weekly Totals for each of the students and categories.
13. Click on the Close button to leave the screen. The screen "Subjects and Student Grades" reappears.
14. At any time the cumulative totals for each category and the total academic grade calculated from the weight distributions may be viewed by selecting the Cumulative "Week" in the popup list of weeks. This total academic grade is transferred automatically to the tabs "Midterm Progress" and "Term".
15. The three grades, academic Grade, Conduct evaluation, and Traits for Improvement, appear on the Report Cards whenever they are printed (see the Reports Menu).
16. To enter the Teacher Comments, locate the subject "Teacher Comments" on the screen "Subjects and Student Grades" for the grade level desired. Under the Term Grades tab, click on a box under the Term of interest. Right click, then select Change Record. Click on the "pencil" button in the space. The screen expands to allow unlimited space for the comments to be typed in. Type in the comments. Close the screen by clicking on "Save." These Teacher Comments are only entered at the end of each term. They may be printed on a form for each student (see the Reports Menu, then Report Cards Menu).
17. To enter or print Lesson Plans click on the tab "Lesson Plans". Click under the Week column to highlight the field. Then right click and select Enter New Record. Type in the week number. Tab to the desired day and click on the pencil button in the field. This opens a window for that day. A memo field of unlimited size is available. Type in the lesson plan information and click on the Save button. The Lesson Plans for any week may be printed out by clicking on the button "Print Lesson Plan (select Week)".
18. To leave this section click on the tab, "View Subject Information." Then click on the Close button.

XVI. Faculty - Student Records Menu

A. General

Maintenance of Student Records on the Faculty side of the program is the generally same as on the Administration side (see Section VI. A-G).

XVII. Faculty – DAILY ATTENDANCE

- A. Daily attendance is entered by the Homeroom Teachers. Each Homeroom teacher has a class called Teacher Comments which appears in his/her classes under the Grading
1. Click anywhere on the appropriate Faculty button to enter the Faculty section. The specific password for that button is preassigned to the Faculty member (shown on the Instructor screen of the Administrative side).
 2. Click on “Enter Student Grades, Lesson Plans”. The same password entered earlier must be entered again. The screen, “Subjects and Student Grades”, appears.
 3. Page Down to the Teacher Comments “class”.
 4. Under the title ATTENDANCE click on the ABSENCES/TARDIES button. The ATTENDANCE screen appears.
 5. The list of students in the Grade is shown. If no students appear, click on the button “Add Students to DAILY ATTENDANCE rosters; this is only necessary at the beginning of the school year.
 6. Note the number of the Current Week. Click on the ABSENCES/TARDIES button. In the popup window click on the week for which you wish to enter data. Click OK. The ATTENDANCE window appears for the Week selected.
 7. On the Absences (or Tardies) screen, click on the day of the week you wish to enter data for a specific student. Repeat for other students absent or tardy. Enter 1.0 for a tardy or a full day absence. A partial daily absence may be entered as a decimal fraction. Click Close when finished. You are returned to the opening screen for the Grade first selected. The weekly totals for all the Daily Attendance data previously entered appear and may be viewed in the appropriate tab. The weekly totals are summarized in the Term totals, which appear on the report cards.
 8. Weekly Totals forms. The buttons at the bottom of the screen print forms for you to record manually the student absences (or tardies), if you wish. The data should be entered into the computer at the beginning of the day, however, since the Office needs the information for the day.
 9. Click on the Close button to return to the Menu.

XVIII. Faculty - Reports, Report Cards Menu

- A. General
Access to Reports and Report Cards on the Faculty side of the program are the same as on the Administration side (see Section VIII. A-B).

XIX. Faculty - Labels

- A. General
Access to Labels on the Faculty side of the program are the same as on the Administration side (see Section XI. A-B).

Appendix A

Guidelines for Assigning Class ID's to Classes

The Class ID is a 5 character code used to identify the class in which a subject is taught. It is a necessary identification code used by the computer to keep track of and connect sections of information. The placement of the characters has the following meanings:

1. First digit – the grade level of the class, except for classes which can be taken at several grade levels. These are labeled E and grouped with Electives.

2. Second digit – the code used for categories of subjects, In English alpha is used for grades 1 – 8 and numeric for grades 9 – 12. In Spanish alpha is used.

3. Third digit – the section number of a class. A different section number is used for each class of the same subject, whether or not it is taught in the same term. In English either alpha or numeric may be used. In Spanish alpha is used except when career paths (minors) are present, in which case numeric I s used

4. Fourth digit – the code to further identify a subject within a category of subjects specified by the second digit.

5. Fifth digit – used to identify required classes (R), elective classes (E), and Teacher Comment or home room classes (H).

The Subject ID, characters 2 – 5, is the 4 character subset of the Class ID code.

Every class has a unique Class ID. Each class of the same subject being taught in two different terms will have a unique Class ID, usually distinguished by a different section number.

Procedure for Defining a New Class with a New Class ID

1. Open the button for Classes, Grades 1 – 12, Enter Classes....., Open All Classes. A tabbed form opens titled ‘Subjects and Student Grades’.
2. Right click on the name of the Subject. Then click on Enter New Record on the menu. A list of Subject ID’s and Subject Names appears.
3. Scroll or Page Down to see if the subject for your new class is there. If it is, note the existing Subject ID’s. You will be choosing a new, different Subject ID. If it is not, click on the first column heading, Subject ID, then on Ascending Sort. This sorts all the classes into subject category code order. Decide which subject category code your subject best fits into. Then note the other Subject ID’s in that category.
4. Next, click on the Enter button on the menu at the top. A form called Subject opens with the cursor blinking on space for a subject name. Type in the Subject name of your new class. Then tab.
5. Type in the Subject ID of your new class using the tables as guidelines. For the fifth digit use R for a required course, E for an elective, and H for Teacher Comment classes .
6. Tap the F9 key to save the entry. If your Subject ID is not unique, an error message will appear. If you are unsure what to change, tap the Esc key to return to the list of Subject ID’s. Locate the Subject ID you had entered and decide what changes to make to enter a unique one.
7. Click on the Enter button to return to the Subject form. Type in a different Subject ID and Subject Name. Tap the F9 key. If your Subject ID is unique, the screen closes and your Subject ID and Subject Name appear in the list of classes.
8. Click on the OK button at the top menu. You return to the original Subjects and Student Grades form. Your new Subject Name appears.

9. Tab to the Grade field. Click on the down arrow. This opens the drop table list of grade levels. Arrow down to the proper grade level for the class. If the subject is offered at more than one grade level, choose Elective from the drop down list. Click on the desired selection.

10. Tab once. The Section Number is filled automatically. Tab again to the Days and Time field. Type in the information for this and the remaining fields. For the Instructor ID field a drop down list shows all instructors. Double clicking on the desired one returns you to the Subjects and Student Grades form with the instructor names filled in automatically.

11. Tap the F9 key or the Close button to save the information.

Appendix B

END OF YEAR PROCEDURES

At the end of the academic year students can be promoted to the next grade level. A simple procedure is available for advancing all the students at one time. They can then be automatically assigned their new set of classes.

Also, registration of new students often takes place before the end of the academic year. In this case, it is necessary to set up a set of records for the next year separate from those for the current year.

The records for the current year can be saved and archived. They are then available should it be necessary to access them. An icon may be placed on the desktop to have instant access to them.

Archiving the Current Student Records

This procedure should be done only after the teachers are finished entering any student grades or other records. Once archived, the records are not accessible to the teachers.

1. Create a new folder for the files of the current year records to be archived. Place it in:

C:\HACS\School_Office\Archive0607

where 0607 is the abbreviation for the current (or just ended) academic year. You may do this at any time, even before the academic year has ended. The records must be accessed with a new desktop icon from this time forward.

2. Now copy all the records in C:\HACS\School_Office (the current records) into this new folder; do not copy the subdirectories (use Explorer to copy and paste).

3. Create a new desktop icon for the archived records. Copy the current desktop icon (right click, copy, then paste shortcut). Rename the new shortcut to School Office 2006-07, or whatever you prefer to indicate this is the archived data. Change the Properties of the icon (right click, Properties) to:

Target: C:\HACS\School_Office\alpha5v5Runtime\alpha5.exe C:\HACS\School_Office\Archive0607\Students and Classes.adb

-nosplash -title="School Office, Rectoria"

Start In: C:\HACS\School_Office\Archive0607

The Target path is all on one line with a space between each of the sections of the path.

This is the desktop icon to use from now on to access these archived records.

Setting Up The Records For Next Year

1. Create a new folder for the files of next year's records. Place it in:

C:\HACS\School_Office\Next_Year

Now copy all the records in C:\HACS\School_Office (the current records) into this new folder; do not copy the subdirectories (use Explorer to copy and paste). You may do this at any time, even before the academic year has ended. The next year's records must be accessed with a new desktop icon from this time forward.

2. Create a new desktop icon for next year's records. Copy the current desktop icon (right click, copy, then paste shortcut). Rename the new shortcut to School Office Next Year, or whatever you prefer to indicate this is Next Year's data. Change the Properties of the icon (right click, Properties) to:

Target: C:\HACS\School_Office\alpha5v5Runtime\alpha5.exe C:\HACS\School_Office\Next_Year\Students and Classes.adb

-nosplash -title="School Office, Rectoria"

Start In: C:\HACS\School_Office\Next_Year

The Target path is all on one line with a space between each of the sections of the path.

This is the desktop icon to use from now on to access next year's records.

3. The current students must be promoted to their new levels for the next academic year. This must be done before entering new students for the next year. Otherwise, the new students will be placed in the wrong grade level; any registration fees which may have been entered are deleted in the grade promotion process. The original path to the software installation is used for the next academic year's records.

To advance all the students by one grade level open the program (use the Next Year desktop icon) on the Administrative side to Student Records, Grade Level Change Options, All Students Change Grade Level. Click on the button "All Students Advance One Grade Level". A message "Finished advancing students" will appear when the process is finished.

This step deletes all previous records of academic grades and tuition and fees. Students in the highest grade level are advanced to "A" Grade and removed from the system. Students in other grades who are not returning must be deleted by going to the General Information screen and using Ctrl-D keystrokes to delete the record.

4. Assigning the required classes can be done at the last minute before classes start and class enrollment lists need to be printed.. Before clicking on the second button "Assign New Required Classes to Students (may take over thirty minutes)", make sure that all courses which are required have R as their last digit in the Class ID. Also, the teacher assignments to class sections should be made for the next year. Any teacher assignment can be changed or a new teacher added later, but the student assignment of classes will have to be done again to be accurate. Finally, the students must be assigned to their correct Sections.

The process for assigning classes may take more than thirty minutes depending on the size of the student body. During this time no one on the network should have the software program open.

5. . New students and Registration or other fees may now be entered into this set of Next Year's records. If the tuition or fees will be changed for next year, remember to enter them in the Tuition section under Fee Table..

6. Sometime before classes start for the Next Year all the records in the Next Year folder, C:\HACS\School_Office\Next_Year, must be copied into the current year operating directory C:\HACS\School_Office. Use Explorer to copy and paste; replace all the existing files with the ones you are copying. C:\HACS\School_Office is the directory which is accessible to all the teachers. Note: It is NOT necessary to Network Optimize the workstations after these procedures. Only the data is changed, not the software screens or processes.

Promoting A Single Student

1. A single student's grade level or section may be changed and new classes assigned. Insert the new Grade level and Homeroom (this is the section) on the General Information screen for the student. Then click on the Assign New Classes button just below the Grade label. Only the required classes for this student will be assigned.

Appendix C

Setting Up the Web Application

The Web Application is an optional component of School Office, Rectoria which allows parents and teachers to have access to student grades and class assignments by connecting to an internet browser. Parents can view the details of their child's academic grades for each subject and also view the related assignments. Teachers can set up the subject weighting factors, enter descriptions of the daily assignments and the maximum number of grade points for each assignment, and enter each student's score on their assignments.

In order to connect to the Daily Gradebook through the internet certain files must first be published from the program to the computer hosting the Web Application Server. In most cases the host computer will be the local network server, but an external hosting service can also be used. To publish the files to the local network server,

1. Click anywhere on the Administrative button to enter that section.
2. On the Main Menu, click on "Utilities". Click on the button "Publish Web Application Files. This opens "Starting the School Office, Rectoria Web Application."
3. Click on the button "Publish Files". A progress window appears, "Preparing list of files to publish." A progress bar indicates the selection process; this may take several minutes. Then a new window appears indicating "Publishing files...please wait." The progress bar for this process also will take several minutes to complete.
4. Once the files have been published and the Web Application Server program is running (done for the first time by the local network administrator or the hosting service), the web application is ready for

viewing. The files do not need to be published again unless changes are made to the design of the program, in which case Steps 1 – 3 must be repeated.

Any academic grading data and assignments entered through the web application is automatically reflected in the network server part of “School Office, Rectoria” and therefore in each workstation copy. Similarly, teachers may enter the student daily scores and assignments from their workstations, and they will automatically be available for viewing on the internet. Other aspects of the grading records such as Conduct and Trait grades can be entered by teachers only from their workstations, but are viewable by parents on their internet browsers.

Appendix D

Entering Daily Grades through the Web Site

Any academic grading data and assignments entered through the web application is automatically

reflected on the network server part of “School Office, Rectoria” and therefore in each workstation copy. Similarly, teachers may enter the student daily scores and assignments from their workstations, and they will automatically be available for viewing on the internet. Other aspects of the grading records such as Conduct and Trait grades can be entered by teachers only from their workstations at the school, but are viewable by parents on their internet browsers.

Connect to the internet through your school workstation or your computer anywhere off campus. The internet URL address is:

<http://12.25.224.67:8080>

Note that you do not use www. in front of the number. Following the four numbers separated by periods is colon 8080, no spaces.

Alternatively, if your school has a web site, a link can be put on the web site to connect directly to this URL.

Log in to the web site using the Faculty password that you use to enter the Faculty side of the School Office, Rectoria program at the school.

The layouts for entering the assignments, weighting factors, maximum daily scores and daily student scores are different from those at the school, but are self-evident. The data you input on the web site is automatically transferred to the school server.