

Chancery SMS 7.7

Administration Manual

Build: 5/26/2015

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Preface

This document is a reference for the user of a school district's or Chancery SMS[®] system, including the following types of people:

- **District Administrator:** Configures and maintains the Chancery SMS system for a district. This involves setting up district-wide information, setting up system users and their roles, setting information standards for all schools, setting district and school boundaries, adding schools to the district and setting them up, setting up programs, configuring year-end reporting, and defining how schools operate. Typical District Administrators hold such positions as IT manager, data analyst, database manager, assistant superintendent. see also *Base roles* [p. 237].
- **District user:** Uses the Chancery SMS system at the district office level. This involves such tasks as registering new students, validating addresses, enrolling students in schools, tracking immunizations, reviewing student information, Year-End Procedures, and assembling student information for various administrative purposes such as year-end reporting.

The Pearson logo consists of the word "PEARSON" in a white, bold, sans-serif font, centered within a dark red rectangular background.

- *School Administrator*: Maintains the Chancery SMS system for one or more schools in the same district. This involves such tasks as scheduling courses and classes, configuring grading, enrolling students, assigning teachers, validating addresses, tracking immunizations, adjusting student information, and assembling student information for various administrative purposes. A School Administrator may do this work for more than one school. Typical School Administrators hold such positions as school IT manager, vice-principal, office data specialist. see also *Base roles* [p. 237]
- *School user*: Uses the Chancery SMS system in one school. This involves such tasks as taking attendance, entering grades, and reviewing student information. Typical school users hold such positions as teacher, office secretary, vice-principal, counselor, nurse, clerk and office assistant.
- *Technician*: Involved in general system maintenance [p. 366], including the installation, upgrading, and data management.

Note: This document may describe some tasks, processes, and features that are not available to your role [p. 12].

What's new in Chancery SMS 7.7

This section describes new capabilities in Chancery SMS 7.7.

Online course requests

Using *ParentCONNECTxp™* 4.0, Pearson's parent/student web site, a student can request courses for the coming year [p. 103]. Also in ParentCONNECTxp, the student's parent or guardian can review and approve the student's *online course requests*, if such approval is required [p. 104]. In Chancery SMS:

- A student's teacher or a counselor can make course recommendations for a student [p. 105].
- The administrator or school scheduler can view course request and view who made each recommendation [p. 66].
- The administrator can require parent/guardian or counselor approval of a student's online course requests, define periods when requests will be accepted, and enable a student to override grade-level recommendations [p. 223].
- Online course requests and recommendations are automatically logged [p. 152].
- A revised Student Academic Plan Progress report [p. 547] enables a student and a parent/guardian to view his or her academic plan in ParentConnectXP.

Academic Planner

- When searching for courses to add to an academic plan [p. 263], the administrator can search within previous search results.

Attendance


- On the My Classes page, Chancery SMS displays only the classes for which the logged in teacher is the active teacher [p. 15].

- Using the *Change Reason for Submitted Attendance permission* [p. 626], the administrator can control the user's requirement to enter a reason for any change to a submitted attendance code. Chancery SMS logs change reasons entered [p. 152].

Grading

- You can enter a student's grade for a class in a previous grading period [p. 81]; that is, a grading period that occurred before the student was scheduled into the class.

Reports

- An upgraded Report Package [p. 533]. Refer to  *Chancery SMS Report Package Release Notes*.
- The new Student Online Course Request Status report lists a secondary school's students according to their online course request status [p. 553].
- The new Student Recommended Courses Verification report lists a secondary school's students who have one or more courses recommended to them [p. 555].

Scheduling

- A teacher can view a student's Schedule page, and link to it directly from a class roster [p. 16].

What was new in Chancery SMS 7.6.2

This section describes the capabilities new in Chancery SMS 7.6.2.

Attendance

The District Administrator can force a user role to record a reason for any change to a submitted attendance code [p. 626].

Academic Planner

The **Short name** entered on the Academic Plan Setup page remains unique when additional plan versions are created, enabling district administrators to create an academic plan with a set of plan versions related to that academic plan. Districts are no longer required to set up individual academic plans for each plan version [p. 260].

Grading

School administrators can enter a student's grades for a grading period that occurred before the student was scheduled into the class [p. 81].

Log on

There is a new logon page in Chancery SMS 7.6 [p. 10]. This page functions in the same manner as the previous logon page but is named "Sign in".

Permanent Record

For cumulative GPA definitions with included/excluded courses where a historical course is subsequently manually added, the new historical course is automatically included in the calculation regardless of the case in the course number.

For the Academic Planner set up and its student credit calculations, each course number is still considered unique.

Permissions

- The "Change Reason for Submitted Attendance" permission controls whether users are required to enter a change reason for any change to a submitted attendance code [p. 626].
- Access to the **Social security #** field on the Overview tab of the Student Demographics and the Staff Demographics pages is controlled by a new "Access to SSN" permission [p. 750].
- There is a new **Backfill Grades** permission that controls the user's ability to enter grades for a class in a past grading period [p. 672].
- There is a new **Delete Teacher Assignment** permission that controls users' ability to delete teacher class assignments [p. 717].

Reports Framework

Report writers can use special characters and spaces in column names.

Scheduling

- On the Master Schedule and Class Setup pages, school administrators can schedule more than three teachers into a class, indicate what role each teacher played in the classroom, and view a history of teachers assigned to the class. For further information, refer to the *Chancery SMS 7.6.0 Managing Teacher Class Assignments Technical Bulletin*, available in the [Addenda](#).
- Withdrawn students are no longer included in the Homeroom count.
- The Classes and Homerooms pages display the number of active students in the class. For details, refer to the *Chancery SMS 7.6.0 Release Notes*.

Student Behavior

On the Student Behavior page users can search the **Student Number** field, located in the "Most Frequent" category in the Basic and Detail search page [p. 84]. The search operators are: "Contains", "Starts with", "Ends with" and "Equals".

Note: The ability to run Year-End Processing [p. 446] is enabled in this version of Chancery SMS and all subsequent release unless otherwise noted.

Getting help with using Chancery SMS

If in the course of your work, you need information on some aspect of the system, you can get that information quickly. You can get detailed information on Chancery SMS in general or access to a user support web site.

To get information on the page currently displayed:

- 1 On the page, click the **Help** menu.
- 2 Click **Dynamic Help**. The relevant page in the *Chancery SMS 7.7 eDocs* appears in your web browser.

To get information on Chancery SMS in general:

- 1 On any page, click the **Help** menu.

- 2 Click **Contents**. *Chancery SMS 7.7 eDocs* appears in your web browser.
 - You can find specific information using the table of contents or index, or by text search.
 - Some documents require the use of Adobe Acrobat Reader (<http://get.adobe.com/reader>).

To view the user support site:

- 1 On any page, click the **Help** menu.
- 2 Click **Support Website....** The login page opens in your web browser.
 - For access to <https://support.powerschool.com>, you must have a User ID and Password issued by your organization. The User ID determines the services to which you have access.

Getting technical help

For assistance with technical aspects of a district's Chancery SMS system, such as installation [p. 398], upgrading [p. 413], and data management [p. 369], consult the personnel assigned by the district to the task of troubleshooting or training. Also, the district may provide a user support web site or printed reference materials.

As a further source of assistance, there are several user support options, which are available by subscription (that is, to personnel within an organization that has a support agreement in place). Options include access to a technical support engineer and access to the user support site: <https://support.powerschool.com>. The support site contains information and services such as a knowledge base, user forums, technical bulletins, downloads, documentation for older Chancery SMS versions, and tracking of support incidents set up by support technicians.

To consult a support technical support engineer:

Telephone 866-434-6276.

- Telephone service is available Monday to Friday, between 5 am and 5 pm Pacific Time.
- Or email psstechsupp@pearson.com

Training

For the District Administrator or Technician, training may be an appropriate means of learning how to work with a Chancery SMS system. Experienced users interested in mastering new aspects of a system may also benefit from in-depth information and proven techniques that training provides.

Training programs on Chancery SMS are available from Pearson in several formats, including on-site and live online. Also available is custom training designed for a specific district's system.

For details, send an email to proded@pearson.com, call 800-999-9931, or consult the Training area at <https://support.powerschool.com>.

Contents

Contents	6
Introduction	9
About Chancery SMS	9
Getting started	10
Understanding your role	12
Working with Chancery SMS	13
Alerts	31
Student management	36
Viewing student information	36
Student records	52
Awards	71
Taking attendance	72
Assigning grades	78
Programs	82
Resources	82
Behavior	83
Academic plans	95
Online course requests	103
Reporting on information	109
Report types	109
Running a report	110
Report results	118
Managing reports	119
Setting default report filters	120
Customizing reports	122
Viewing Chancery SMS schemas	124
Report packages	125
School and district operation	134
Registration	134
Enrollment	137
Calculating daily attendance codes	148
Clearing attendance records	150
Reviewing information-changing activity	152
Reviewing user activity	154
Making information available for parents to view	155
Maintaining information availability	156
Backing up a system's database	158
School setup	161

School calendar setup	161
Attendance setup	172
Grade level setup	191
Facility setup	192
Homeroom setup	194
Grading setup	195
Awards setup	206
School staff	207
Online course request setup	222
User setup	227
User accounts	227
Roles	231
Making reports available	240
District setup	242
District-specific information	242
District calendar setup	243
Student numbers	248
Address validation	249
District user setup	251
Grade level specification	252
Staff setup	253
Alerts setup	255
Family setup	256
State attendance code setup	256
Student behavior setup	257
Student enrollment setup	258
Academic plan setup	260
Developing reports	269
Scheduling	270
Scheduling method	270
Scheduling an elementary school	272
Scheduling a secondary school	297
Set up a schedule structure	316
Recording student course requests	329
Assign default terms and meeting patterns to courses	335
Build the school's master schedule	337
Scheduling teachers	342
Configure student loading rules	346
Load student schedules	358
Set up a planning schedule	359
Scheduling summary	363
Scheduling constraints for data mapping	364

System maintenance & setup	366
Monitoring system tasks	366
Database maintenance	369
Web Server maintenance	378
General maintenance practices	383
Implementation planning	384
System requirements	390
Installing a new system	398
Upgrading an existing system	413
General system configuration tasks	422
Year end	430
Next-year preparation	431
Year-End Processing	446
Year-end follow-up	466
Customizing a system	469
Customization procedure	469
Customizable areas of a Chancery SMS system	471
Using setup lists to facilitate data entry	474
Working with schemas	486
Working with custom pages, panels, and fields	502
Controlling access to custom schema and pages	517
Sharing customizations	523
Appendices	533
Chancery SMS Report Package reports	533
Chancery SMS built-in reports	592
Daily attendance code calculation rules planning worksheets	615
Permissions catalog	619
Index	810

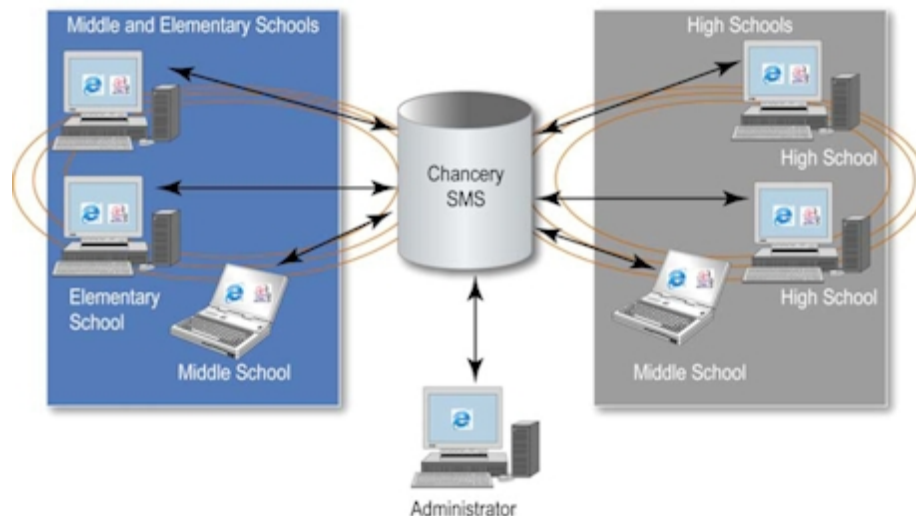
Introduction

Chancery SMS is a software tool for managing student [p. 36] and staff information [p. 207] and activities in a school district and its schools. A typical Chancery SMS system is used for a large public urban district with many schools, both elementary and secondary, serving grades in the K through 12 range.

About Chancery SMS

A Chancery SMS system operates from one or more servers running in a central location. Users connect to the system using a web browser [p. 30] on a personal computer, which connects through a local network, a wide-area network (WAN), or the Internet [Figure Figure 1].

Figure 1: Access to a Chancery SMS system



A typical Chancery SMS system is large and used by many different people for different purposes. For reasons of security and system integrity, each person's access to the system is limited to the information and tools that person needs to do their job. For example, a School Secretary can view student information for one school and enter attendance figures, whereas a District Administrator can view all students in the district, register new students, and define how the system automatically assigns student numbers.

A default Chancery SMS system has a set of standard pages and data (also known as *core pages* and *core data*). In general, this document describes such a system. Whereas the actual system on which you work may be subject to modifications. Such customization [p. 469] is undertaken by technicians and District Administrators to meet the requirements of a particular district and its schools. The Chancery SMS *cTools* feature enables customizers to modify standard pages and add new pages. Also, once a system is in operation, a District Administrator may have some ability to modify the

system, such as by adding choices to fields via setup lists, adding new pages, and linking such pages to the control bar.

A Chancery SMS system can also operate in conjunction with other systems, such as the following:

- *PowerTeacher™*: A web-based gradebook that enables teachers to record student grades without being connected to the Chancery SMS system. These grades are periodically synchronized with the Chancery SMS system.
- *ParentCONNECTxp™*: A web service that enables a student's parent to view school-based information about that student [p. 155] and enables a student to submit course requests [p. 222].

Getting started

You get access to Chancery SMS by using a web browser such as Internet Explorer® or Safari®. You sign in [p. 10] to a web page that is set up for use across your district. Each web browser *page* gives you access to information that is stored in a central location on the network.

Signing in

To work with Chancery SMS, you must first sign in to your district's system. For this purpose you need:

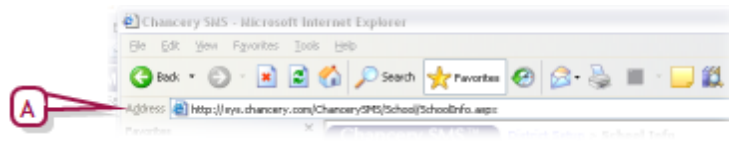
- *A User ID*
The User ID matches a user account [p. 227] and determines the role(s) [p. 12] to which you have access. A User ID is provided by the system's administrator. On some systems, the ID's prefix is a domain name and the ID matches your domain login ID.
- *A Password*
This is provided by the system's administrator for use with a User ID. It is case-sensitive. On some systems, the password is identical to the domain login ID. The user can change his or her own password [Figure Figure 3].
- The web address of the district's Chancery SMS system.
Also known as a *URL*, this address is provided by the system's administrator see *System maintenance & setup* [p. 366]. An example is "http://DistrictServer/ChancerySMS/User/Login.aspx".

To sign in to Chancery SMS:

- 1 On your computing device, open a web browser.
- 2 In the browser's **Address** field [Figure Figure 2], enter the web address of your district's Chancery SMS system.
 - Once you have entered the address in the web browser, consider adding it to your list of favorites so that you can return to it without typing.
- 3 Press the **Enter** key. The Chancery SMS Sign In page opens [Figure Figure 3].
 - This page displays the version number of the Chancery SMS system software [Figure Figure 3].

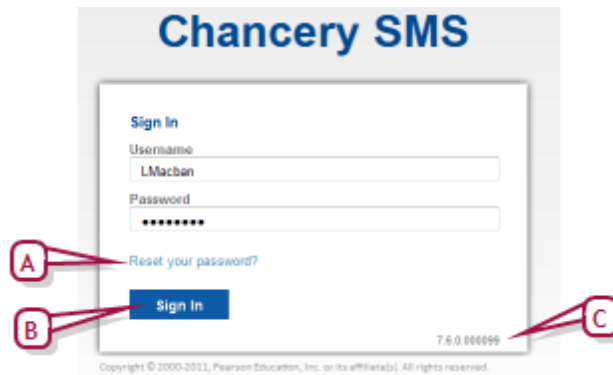
- 4 Enter a **User ID**.
 - The User ID field is not sensitive to case.
- 5 Enter a **Password**.
 - The Password field is sensitive to case.
- 6 Click **Sign In**. The *home page* appears [p. 14].
 - If your user account has more than one role and you have not yet chosen a default role [p. 236], the Choose Role dialog appears. Select the default role that you would like to enter automatically each time you sign in.
 - **Caution:** For a District Administrator to sign in as a school-level user, that administrator's user account must have an appropriate role [p. 232] AND a staff record at that school [p. 207].
 - You can switch roles while staying logged on [p. 12].

Figure 2: **Web browser: Address field**



- A Address:** Provided by the system administrator.

Figure 3: **Sign In page**



- A Reset your password?:** Click to change the password. If you forget your password, contact a system administrator who can change it for you [p. 230]. The password must contain at least one special character.
- B Sign In:** Click or press **Enter** to sign in.
- C Version number**

Logging off

When you sign in to a Chancery SMS system, you start a *work session*. Chancery SMS continues your session until you log off or until you do not interact with Chancery SMS for a certain period of time (typically about 20 minutes), in which case Chancery SMS logs you off automatically. This is called a *session timeout*. A system technician can adjust the length of the timeout period for all users of a system [p. 382]. **Note:** If your session times out, any changes that you had not saved may be lost.

To log off from Chancery SMS:

In the Chancery SMS task bar [Figure Figure 5], click **Log Off**.
The Sign In page appears.

- Or click the web browser's close button [Figure Figure 4].

Figure 4: **Web browser: Close**



A Close button

Understanding your role

Your User ID determines the information and tools to which you have access. Each User ID is associated with one user account [p. 227]. A user account is associated with one or more roles [p. 231], such as a Teacher, District Health Professional, or a School Administrator. Each role has a scope, typically one school or district-wide [p. 231]. Each role also has a standard set of permissions, which control a role's access to specific types of information and to actions, such as changing information or configuring how it is stored [*Role permissions* p.236]. Finally, each role is derived from one of a few base roles [p. 237], which are controlled by a District Administrator.

Switching between roles

Your User ID may give you access to more than one role [p. 231]. Once you have logged on, you may have to switch to another role in order to accomplish a particular task. For example, in a District Administrator-type role you enroll a new student in the district and then change to a School Administrator-type role to assign that student to classes in a particular school. Any customization you undertake for your home page and system, such as quick links [>>] or reports [p. 112], are stored with the role in which they are created.

To choose another role:

- 1 On the Home page's [p. 14] **Actions** menu, click **Switch Role**. A list of roles appears. Your current role is indicated.
- 2 Click a role.
- 3 Click **OK**.

Your default role

When you sign in with a user account [p. 227] that has more than one role, Chancery SMS logs you on with the *default role* [p. 236]. You can change this default role for future sign-ins.

To set your default role:

- 1 On the Home page's [p. 14] **Actions** menu, click **Change Default Role....** A list of roles appears. The default role is

- indicated as "Current".
- 2 Choose a role.
- 3 Click OK.

Working with Chancery SMS

Since you work with Chancery SMS in a web browser, most of the controls you use to move around the system [p. 13] are standard to many web applications and sites. Refer to:

Moving around the system [p.13]

Working on a page [p.18]

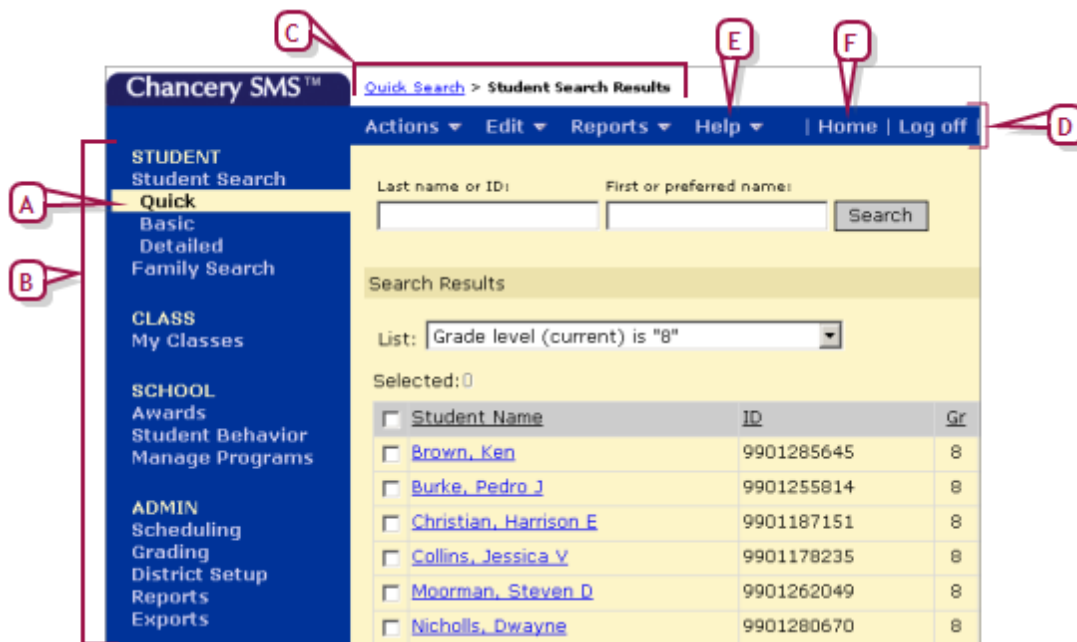
Keyboard control [p.29]

Optimizing your web browser [p.30]

Moving around the system

In a Chancery SMS system, the general procedure is to click on a link in the *control bar*, such as Awards, which opens the main *page* of that system area. The actions available to you (which are specific to that area) appear on the *task bar*. Above the task bar, the *page path* indicates the page on which you are working and its location in the hierarchy of pages [Figure Figure 5].

Figure 5: Page controls



- A Current area: The area of the system currently displayed is indicated in the control bar.
- B Control bar: This menu displays the main areas of the system. The content varies according to the current user role [Understanding your role p.12].
- C Page path: This path (also know as *bread crumbs*) names the page displayed and indicates its location in the system relative to other pages. It indicates this by means of a path or

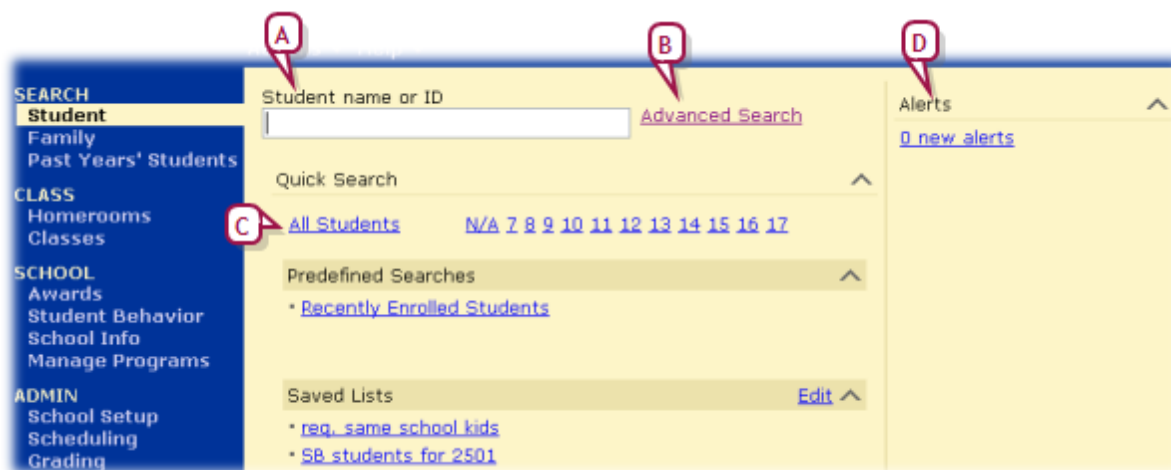
hierarchical listing. The other pages in the path are displayed as links on which you can click. **Note:** To go back to the previously viewed page, we recommend that you click that page's name in the page path rather than use the browser's **Back** button.

- D **Task bar:** Contains menus specific to the page displayed, such as **Actions**, **Edit**, and **Reports**. The contents of these menus are also specific to the page (in other words, the contents of the Actions menu varies from page to page). The **Help** menu always appears, as does the link to the system's home page and **Log off**. The task bar may also display an alert [Figure Figure 22].
- E **Help menu:** This menu gives you access to several sources of information on Chancery SMS, including information specific to the page currently displayed [p. 1].
- F **Home:** Displays your role's home page [p. 14].

Home page

When you first sign in to your system [p. 10] when you switch your role [p. 12], or when you click **Home** on the task bar, your system's *home page* appears. The home page differs according to role [p. 231]. For most roles, the home page is the Quick Search page [Figure Figure 6]. For a Teacher role, the home page is the My Classes page [p. 15].

Figure 6: Quick Search page example



- A **Student name or ID** [p. 37]: A search of students based on students' last name, first name, or ID number. For the District Administrator, this searches all the schools to which the administrator's role [p. 12] has access.
- B **Advanced Search** [p. 38]
- C **Quick Search** [p. 37]: A few predefined searches, typically of all students and students by grade level. **All Students** displays all the students that your role [p. 12] has permission to view. **My Students** displays all the students to which a Counselor is assigned.
- D **Alerts** [p. 31], which monitor the system for specific information and conditions relevant to your role.

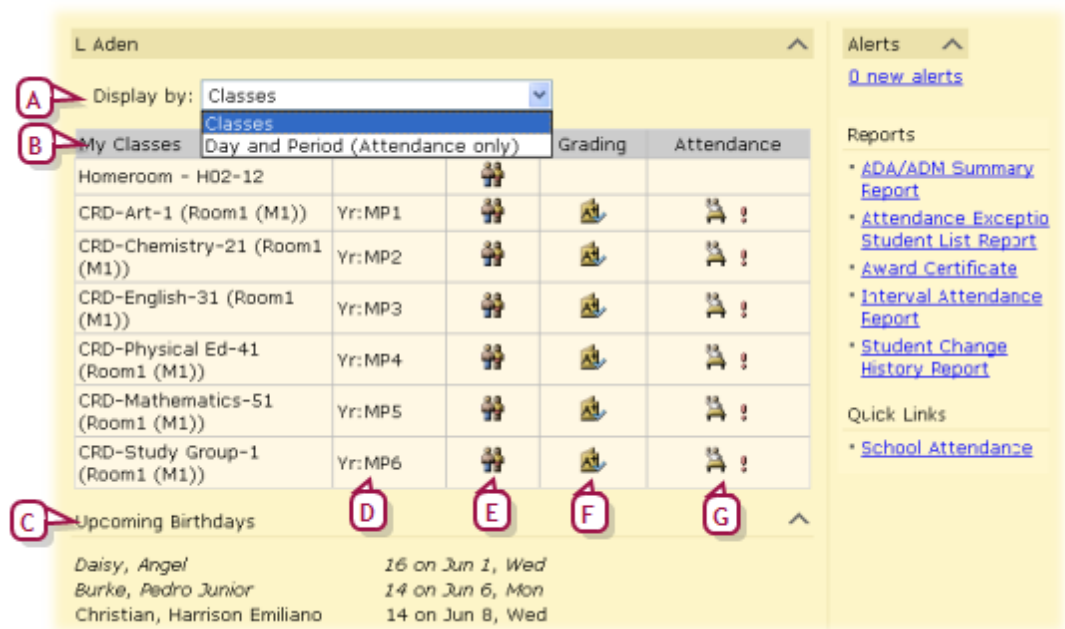
A home page may also display some of the following:

- One or more **Predefined Searches** [Figure Figure 27], each of which enable you to run a system-defined search on the information currently in the system.
- One or more **Saved Lists** [p. 45], each of which contain the saved results of a previously run search. Any new lists you save automatically appear in this list.
- One or more **Reports**, which assemble certain kinds of information from the system. Of the reports available to you in the system, you can add your choice to the home page [p. 112]. If you have not done so, then the Reports section is not displayed.
- One or more **Quick Links** [>>], which provide shortcuts to other pages. You can choose up to ten quick links to display on the home page [>>]. If you have not added any quick links, then the Quick Links section is not displayed.
- One or more **Scheduled Events**, including scheduled **Reports** [p. 113] and exports.

My Classes home page

If your role [p. 12] is that of a Teacher, when you log in, the home page [p. 14] that appears is the *My Classes* page [Figure Figure 7]. This page gives you direct access to all classes assigned to you and the students in those classes. The *My Classes* page for an elementary school Teacher differs slightly from that of a secondary.

Figure 7: My Classes home page



- A Display by:** Enables you to list the classes by period and day [Figure Figure 9]. This is particularly useful for attendance taking [p. 72]. A secondary Teacher can also view classes by term and meeting pattern.
- B My Classes:** Appended to the class name is the room number and the homeroom number (in round brackets) or class

number [in square brackets].

- C Upcoming Birthdays:** Displays the names of students in the Teacher's homerooms and classes whose birthday is within # days of today's date. Where a name is in italics, that student's birthday has passed.
- D Meeting pattern:** The class's meeting pattern; for example, Monday, Wednesday, Friday at 9 a.m.
- E Roster:** Click the icon to view a roster of students in the class [p. 16].
- F Grading:** Click the icon to enter grades.
- G Attendance:** Click the icon to take attendance [p. 72]. "!" indicates that attendance has not been taken for the current attendance period. If supplementary attendance is set up for this class [p. 174], an attendance icon appears.

Note: On the MyClasses page, Chancery SMS displays only the classes for which you are the active teacher, that is, the teacher who is assigned to the class:

- On today's date if that date is within the class schedule term date range.
- On the class schedule term start date if it is in the future.
- On the class schedule term end date if it is in the past.

Class roster

When you open a roster page [Figure], Chancery SMS displays a list of students scheduled to attend that class or homeroom. What you can do with this roster depends on your role; for example, a School Administrator can use the roster for scheduling (add a student, transfer a student, drop a student, and so on) a School Secretary can record a behavior incident [p. 87] for one or more students (in the Actions menu, click Add Behavior Incident), a Teacher or School Administrator can save the roster as a list [p. 45] (in the Actions menu, click Save to List...).

Figure 8: Class Roster page

<input type="checkbox"/> Student Name	Subject Name	HR	Gender	Ethnic Category
<input type="checkbox"/> Abraham, Elvis	Mathematics 6	6B@	M	N/A
<input type="checkbox"/> Agar, Jadwiga	Mathematics 6	6B@	F	N/A
<input type="checkbox"/> Anaya, Derick	Mathematics 6	6B@	M	N/A
<input type="checkbox"/> Artz, Kyla	Mathematics 6	6B@	F	N/A
<input type="checkbox"/> Azar, Buster	Mathematics 6	6B@	M	N/A
<input type="checkbox"/> Backlund, Shaquana	Mathematics 6	6B@	F	N/A
<input type="checkbox"/> Barter, Buster	Mathematics 6	6B@	M	N/A
<input type="checkbox"/> Baskett, Barb	Mathematics 6	6B@	F	N/A
<input type="checkbox"/> Beaird, Lavonna	Mathematics 6	6B@	F	N/A

- A Columns:** The School Administrator can adjust the columns displayed [p. 23].
- B Student Name:** Click a name to view the student's record.

- C Student: The School Administrator can filter the list according to a student's status: active, incoming, or withdrawn: from the Edit menu, select Include Incoming Students or Include Withdrawn Students (Current Year).

Class and homeroom lists

For the role [p. 12] of a School Administrator, Chancery SMS displays all classes on a Classes page [Figure Figure 9], which is similar in function to My Classes page [Figure Figure 7], and all homerooms on a Homerooms page.

To view the school's classes [SA¹]:

On the home, in the control bar under **CLASS**, click **Classes**.
The Classes page appears [Figure Figure 9].

Figure 9: Classes page

Class	Teacher	Meeting Pattern	Room	Roster	Attendance
<input type="checkbox"/> Creative Arts 6 (6A)	Vrooman, @Earnest		121 (SCHBG)		
<input type="checkbox"/> Creative Arts 6 (6B)	Larry, @Franklyn		6B@		
<input type="checkbox"/> Design 6 (6A@)	Vrooman, @Earnest		121 (SCHBG)		
<input type="checkbox"/> Design 6 (6B@)	Larry, @Franklyn		6B@		
<input type="checkbox"/> Language Arts 6 (6A)	Vrooman, @Earnest		121 (SCHBG)		
<input type="checkbox"/> Language Arts 6 (6B)	Larry, @Franklyn		6B@		
<input type="checkbox"/> M-Basketweaving 6 (6A@)	Vrooman, @Earnest	P4	121 (SCHBG)		
<input type="checkbox"/> M-Basketweaving 6 (6B@)	Larry, @Franklyn	P4	6B@		

- A **View Classes:** Filters the list of classes by grade level.
- B **Class:** Appended to the class name is the homeroom number (in round brackets) or class number [in square brackets].
- C **Room:** The number of the room to which the class is assigned. The building name is appended in brackets.
- D **Roster:** Click the icon to view a roster of students in the class [p. 16].
- E **Attendance:** Click the icon to take attendance [p. 72]. "!" indicates that attendance has not been taken for the current attendance period. If supplementary attendance is set up for this class [p. 174], an attendance icon appears.

To view the school's homerooms: [SA]²

On the home, in the control bar under **CLASS**, click **Homerooms**. The Homerooms page appears [Figure Figure 10].

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

Figure 10: Homerooms page

HR	Teacher	Grade	Room	Roster	Attendance	Grading
<input type="checkbox"/> 1A	Ballentine, Emely	1	105 (SCHBG)		AM	
<input type="checkbox"/> 1B	Ballentine, Emely	1	106 (SCHBG)		PM	
<input type="checkbox"/> 2A	Procter, Marsha Higgins, Floyd	2	104 (SCHBG)		AM PM	
<input type="checkbox"/> 2B	Higgins, Floyd Procter, Marsha	2	111 (SCHBG)		AM PM	
<input type="checkbox"/> 2E		2	124 (SCHBG)		AM PM	

- A HR:** Click a homeroom name to view a roster of students in the class [p. 16].
- B Room:** The number of the room to which the class is assigned. The building name is appended in brackets.
- C Roster:** Click the icon to view a roster of students in the class [p. 16].
- D Attendance:** Click the icon to take attendance [p. 72]. "!" indicates that attendance has not been taken for the current attendance period. If supplementary attendance is set up for this class [p. 174], an attendance icon appears.
- E Grading:** Click the icon to enter grades.

Moving between pages

Since your system operates across a network and handles large amounts of information, on occasion Chancery SMS may take a noticeable amount of time to arrange or process information in preparation for display. In these circumstances, we recommend that you refrain from clicking buttons or links repeatedly—this does not speed the process.

To help you assess a potential delay, Chancery SMS may display an icon or cursor that denotes a delay, such as an hour glass. The web browser's *Status Bar* may also provide useful information. To display the Status Bar, in the web browser's **View** menu click **Status Bar**.

Working on a page

On a typical Chancery SMS page, you also work with information using web-standard elements such as *fields*, *check boxes*, *lists*, *grids*, *icons*, *buttons*, and *links* [Figure Figure 11] [Figure Figure 12]. Some pages organize the contents into several collapsible *panels*. On many pages, it is important to save your changes before moving on to another page.

Figure 11: Page elements

- A **Tab**: Organizes information into layers. Click the tab to view its information. Your access to a tab may be restricted by your role. Changes made on a tab are saved only when you save the page [p. 20].
- B **Field**: An area into which you can type information. The type of field (text, numeric, or date) determines the amount or kind of information you can enter. In this manual, a field name is indicated by **bold** text.
- C **List**: Contains several items from which to choose.
- D **System-set field**: An area in which Chancery SMS displays information derived from elsewhere.
- E **Panel**: Organizes information on a long page into collapsible sections.
- F Panel arrow: Click to collapse or expand the section.
- G **Context field**: An area you have access to only in specific circumstances, such as a setting in another field on this page.
- H **Button**: Acts on the page, panel, or tab in which it is located. In this manual, a button label is indicated by **bold underlined** text.

Figure 12: Other page elements

Incident Number	Incident Start Date	Incident Severity	Primary	Event or Concern	Action
5	Feb 09, 2004	Moderate Incident	Drown, Gregorio; Allsop, Randall; Wei, Chu	Alcohol	Documented Warning; In-school suspension; Probation
6	May 03, 2004	Moderate Incident	Kammer, Elliott; Loe, Adrian; Beams, @Casandra H	Sexual harassment	Physical Activity

- A **Panel**: Organizes information on a long page into collapsible sections.
- B **Panel arrow**: Click to collapse or expand the panel.
- C **List**: Contains several items from which to choose.
- D **Grid**: A list of records, the information from which is organized into columns see *Working with a grid of information* [p. 21].
- E **Check box**: In this case, a check selects the record.
- F **Link**: Clicking this takes you to the relevant information.
- G **Total**: The total number of records (on all pages, if the records are displayed on several pages).
- H **Top**: On a long page, clicking this scrolls the view to the top of the page.

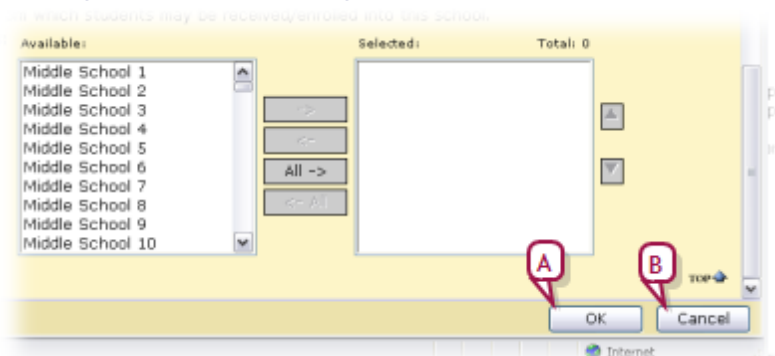
Saving information on a page

When you make changes to information on a page and you want that information to be saved to the system, you must deliberately save the information before moving on to another page. To save the information on a page, click the page's Save or OK button [Figure Figure 13].

When you click the Save or OK button, Chancery SMS saves all changes made on that page, including changes made in panels and tabs [Figure Figure 11] that may no longer be visible, and closes the page. On a page with an Apply button, when you click the Apply button Chancery SMS saves all changes made on that page and keeps the page open.

Some pages contain fields for which you are required to enter information before saving the page. A required field is indicated by an asterisk (*) in its label. If, when you save a page, any required fields are incomplete, Chancery SMS displays a message to that effect. If the incomplete field is within a tab, Chancery SMS displays that tab, or the first tab of several containing an incomplete field.

Figure 13: Saving information on a page



- A **OK**: Saves any changes to information made on this page.
Note: This button appears on a page only if it is possible to change information on that page.
- B **Cancel**: Discards any changes made on this page.

Working with a grid of information

Some pages display information in the format of *grid*. Each line of the grid contains a separate *record*, that is, an interrelated set of information. The grid's *columns* display selected types of information common to every record. **Note:** A grid of student search results differs [p. 46].

Figure 14: Grid elements

Incident Number	Incident Start Date	Incident Severity	Primary	Event or Concern	Action
1	Mar 08, 2005	Extremely Severe Incident	Curley, Chet; Bensen, Al S Jr.; Baldwin, Alfonso	Threat/intimidation	Community Service; Detention
2	Apr 04, 2005	Moderate Incident	Milton, Grayce; Clarke, @Donny	Arson or explosive possession	Out-of-school suspension; Expulsion
3	Feb 28, 2005	Extremely Severe Incident	AAngell, Isabelle M Jr.; AAABrobst, Will	Breaking & entering/burglary	Letter of apology; Probation
4	Mar 15, 2005	Mild Incident	Brink, Joeann	Fighting	Counseling (Mandatory)
5	Feb 07, 2005	Moderate Incident	Drown, Gregorio; Allsop, Randall; Wei, Chu	Alcohol	Documented Warning; In-school suspension; Probation
6	May 02, 2005	Moderate Incident	Kammer, Elliott; Loe, Adrian; Beams, @Casandra H	Sexual harassment	Physical Activity
7	Jan 04, 2005	Extremely Severe Incident	Hara, Ashli; Veale, Yu; Boots, Renate	Weapons possession	Demerit

- A Number of records currently selected in this grid
- B Select all check box: Enables you to select or deselect all the records in the grid at once, even if the grid spans more than one page. You can also select all records by choosing **Select All** from the **Edit** menu.
- C Column label: Displays the type of information displayed in this column for each record. If the label is underlined, you can use it to sort the records [Sorting records p.21].
- D Sort indicator: An ▲ arrow indicates that this row is sorted in ascending order. An ▼ arrow indicates descending order.
- E Record selection check box: Enables you to select or deselect a record. You can select one or more records at once.
- F A selected record: Each row consists of one record.
- G Record hyperlink: Enables you to open the record.
- H **Prev/Next**: Where a grid spans more than one page, displays the previous or next set of records from this grid.
- I Records display: Where a grid spans more than one page, this enables you to see the total number of records in the grid and to choose the set to display.

Sorting records

In general, when Chancery SMS generates a grid of records, it lists the records in order from top to bottom according to the first column on the left in ascending order; for example, by Student Name from A to Z. **Note:** For some grid types, such as student search results [p. 46], you have the option of applying a preconfigured *grid view* that sets the column sorting [p. 23].

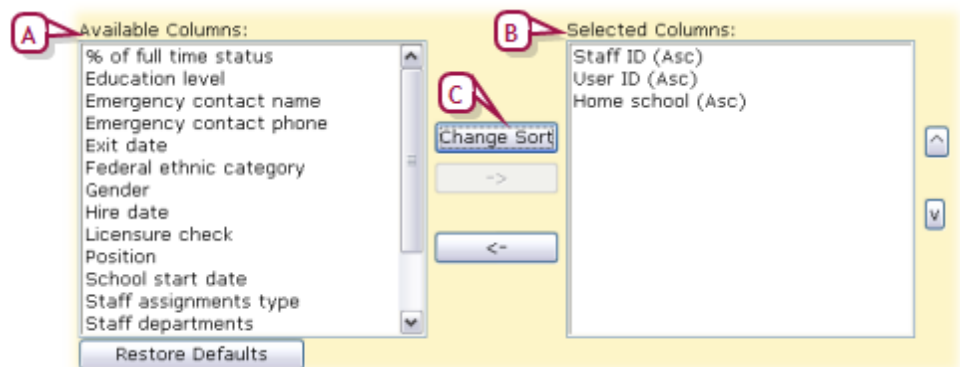
You can change the sorting by one or more columns, in ascending or descending order. For example, you might want to sort a list of staff in ascending order by name, then by gender. Your sorting persists only as long as the grid is displayed; that is, when Chancery SMS generates a new grid, it

uses its default grid view sorting or the grid view you last applied [p. 23].
Note: You can sort on a field that is not displayed as a column.

To sort the columns in a grid of records:

- 1 With a grid of records displayed (for example, a set of staff search results), from the **Edit** menu, click **Sort....** The Sort page appears [Figure Figure 15].
- 2 Adjust the columns for the purpose of sorting.
 - To remove a field from display, double-click it under **Selected Columns**. Chancery SMS moves it to **Available Columns**.
 - To remove a field from display, double-click it under **Selected Columns**. Chancery SMS moves it to **Available Columns**.
- 3 Adjust the order of sorting priority:
 - To move a field up, click it to select it and click the up arrow button.
 - To move a field down, click it to select it and click the down arrow button.
- 4 Click **OK**.
 - To return to Chancery SMS's default column sorting, click **Restore Defaults**.

Figure 15: Staff record default column sorting



- A Selected Columns** are those on which Chancery SMS sorts the grid. The vertical order corresponds to sort order.
- B Available Columns** are the fields from which you can choose to sort.
- C Change Sort:** Toggles the selected column's sorting scheme between ascending ("Asc") to descending ("Desc").

To sort the grid according to a column:

- 1 On a grid, click an underlined column label [Figure Figure 14]. The grid's records are sorted in ascending order and an ▲ (up) arrow appears beside the label.
 - To sort in descending order, click the column label again. An ▼ (down) arrow appears.
 - Where the grid spans several pages, clicking a column label on any page has the same effect.

To sort a grid by more than one column:

- 1 On a page with a grid displayed, from the **Edit** menu, click

Sort.... The Sort page appears.

- 2 For **Sort rows by**, select the first column on which to sort.
 - **Note:** You can sort on a field that is not displayed as a column.
- 3 Set up three more fields on which to sort.
 - The vertical order corresponds to the sort order.
- 4 Set each chosen field to **Ascending** or **Descending**.
- 5 Click **OK**.

Adjusting the columns displayed

On a grid of records, the columns displayed reflect only some of the fields available for each record. You can change which columns are displayed and the left-to-right order in which they are presented. Your changes take effect on all grids of records that Chancery SMS subsequently generates. For some grid types however, such as student search results [p. 46], you have the option of applying a preconfigured *grid view* that sets the columns displayed [p. 23].

To adjust the columns displayed in a grid

- 1 On the page's **Edit** menu click **Choose Columns....** The Choose Columns page appears.
- 2 Move the field names that you want displayed to the **Available Columns** list.
 - To move a field from one list to the other, double-click its name, or click to select it and then click the **<=>** or **=>** arrow.
- 3 In the **Available Columns** list, adjust the vertical order of the fields. This is the order in which the columns are displayed left to right.
 - To return the columns to Chancery SMS's original arrangement, click **Restore Defaults**.
- 4 Click **OK**. The grid appears with the columns configured accordingly.

Pre-configured views of a grid of information

Rather than adjusting the display of a grid of information each time you view it, you can apply a pre-configured *grid view*. A grid view defines the columns displayed and the initial sorting of the information that appears in those columns. A grid view applies to a particular type of Chancery SMS page, such as student search results [p. 46]. Thus, each time you view that type of page, you can choose the grid view to apply (should more than one be available). Once you have chosen a grid view for a page type, Chancery SMS applies that same grid view to that page type thereafter until you make another choice.

The grid view that you choose to apply can be a *personal grid view*, which is particular to each user, or a *global grid view*, which is set up by an administrator for the use of others.

To apply a grid view to a grid:

On the page that contains the grid, for **View** [Figure Figure 34], select a grid view.

- "(P)" indicates a personal grid view, as in "(P) Students by First Name and Grade".
- "(G)" indicates a global grid view.
- Chancery SMS displays the **View** field (that is, a list of available grid views) only on pages to which you can apply a grid view.

The user can set up a grid view and save it for later use, or publish it immediately for the benefit of other users. A school-level user can set up a personal grid view for his or her own use. A School Administrator can set up a personal grid view or a global grid view of school-level information for the use of other school users. A District Administrator can set up a global grid view for the use of all district users or a personal grid view of district-level information. Once a user has set up a personal grid view, it is available only to the login ID [p. 10] in which it was created.

To set up a grid view [SA, DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **User Settings**. The User Settings page appears, which displays a list of grid views available to you [Figure Figure 16].
- 2 Under **Grid Views**, select a **Feature Area** [Figure Figure 16].
- 3 In the **Actions** menu, click **Add Grid View > Personal View**. The Personal Grid View page appears, which displays a list of pages for the selected feature area.
 - To set up a global grid view, click **Add Grid View > Global View**.
 - To adjust a grid view, select the grid view and in the **Actions** menu, click **Edit Grid View**.
 - To delete a grid view, in the **Actions** menu, click **Delete Grid View**.
- 4 Type a **View name**.
- 5 Type a **View description**.
- 6 In the list of pages, select the **Page Name/Grid Name** combination to which you want the personal grid view to apply.
 - The pages available depend on the logged in user.
- 7 For a global grid view, set **View options**:
 - **Publish**: Chancery SMS saves the view and make it available for use.
 - **Unpublish**: Chancery SMS saves the view but does not make it available for use.
- 8 Click **Continue**.
- 9 Under **Define Columns**, set the columns to be displayed see *Adjusting the columns displayed* [p. 23].
 - To use the set of columns displayed in an existing grid view, click **select** (located in the sentence "You may select an..."), choose the grid view in the Copy Grid View popup page.
- 10 Under **Define Sorting**, set the sort order of the columns to be displayed see *Sorting records* [p. 21].
- 11 Click **OK**. The new personal grid view appears in the list.

Instead of going to User Settings, the user can adjust a grid view, or save it as a new view, when working with a grid of search results.

¹You can do this if your role is School Administrator or District Administrator.

To set up a grid view from a grid:

- 1 On the page that contains the grid, beside **View**, click **Edit** [Figure Figure 34]. The Modify Grid View dialog appears.
- 2 For **View name**, adjust the name as necessary.
 - Chancery SMS enters the name of the current view. If you save this grid view without changing the name, Chancery SMS asks if you would like to overwrite the existing grid view of this name.
- 3 Under **Define Columns**, set the columns to be displayed see *Adjusting the columns displayed* [p. 23].
 - For **Category**, select a relevant schema. This appears only if more than one schema is available. For column categories, Chancery SMS indicates an extension schema by the prefix <Extension name.field name> and a child schema by the prefix (+).
- 4 Under **Define Sorting**, set the sort order of the columns to be displayed see *Sorting records* [p. 21].
- 5 Click **Save**.

Figure 16: Grid views

<input type="checkbox"/>	Page Name	Grid Name	Data Columns	View Name	Published	View Description
Personal Views						
<input type="checkbox"/>	Student Search	Student Search	School Student	Student Search - Larry's	N/A	Sorted by First Name and Grade Level
Global Views						
<input type="checkbox"/>	Student Search	District Student Search	District Student	DistrictStudentSearchDefaultView	Yes	District Student Search default view
<input type="checkbox"/>	Student Search	Student Search	School Student	StudentSearchDefaultView	Yes	Student Search default view

- A Page Name:** Indicates the grid type to which the grid view applies. In Chancery SMS 7.7, you can set up a grid view for the following grid types: Student Search.
- B Grid Name:** A District Administrator can set up a personal view only for District Student Search.
- C View Name:** Click to adjust the grid view.
- D Published:** "Yes" indicates that the grid view is "published" and thus available to users. "N/A" indicates that it is saved but "unpublished" and thus not available.

Table 1: Permissions pertaining to grid views

To	You need this permission	Set to	Details
Create a global grid view	User Settings > Global Grid View	Delete	[p. 809]

Printing a grid

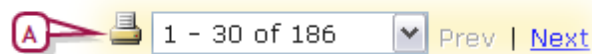
You can print any grid in its entirety in a tabular format with a custom title and comments appended. This is particularly useful for grids that span more

Adobe® Acrobat® file format) which you can then send to a printer.

To print a list of items that spans several pages:

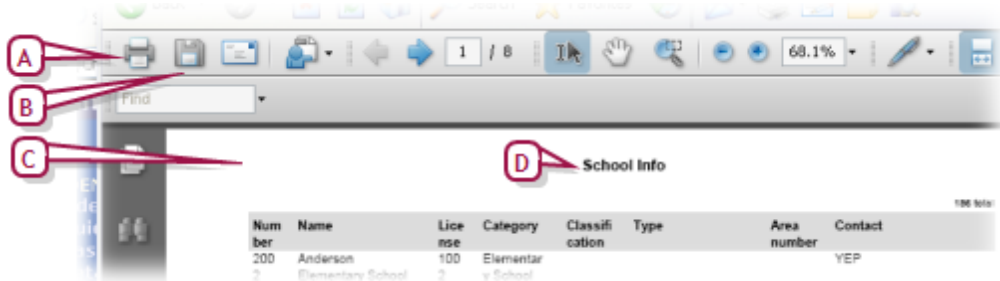
- 1 On the Chancery SMS page, near the top of the grid, click the Print icon [Figure Figure 17]. The Grid Print Options page opens.
- 2 Set report details, which include:
 - **Report Name:** This appears as a header at the top of each page of the report [Figure Figure 18].
 - **Include school/district name**
 - **Expand to show all content:** The report displays all cell content for cTools fields (such as collection, memo, and child collection).
 - **Comments:** These appear on the last page of the report under the heading "Comments".
- 3 Set options, which include:
 - **Report Format:** For printing, ensure that Report Format is set to **Adobe Acrobat (.pdf)**, which is the default choice.
 - **Print format:** Select **Portrait** orientation (tall and narrow) or **Landscape** (short and wide)
 - **Page size:** Select **Letter** or **Legal** (taller than letter).
- 4 Click **Print**. The Grid Print Options page is replaced by a printout in PDF format.
- 5 On the PDF tool bar, click the Print icon [Figure Figure 18].
 - To save the print version of the report (that is, the PDF file), click the Save icon [Figure Figure 18].

Figure 17: Grid print icon



- A Print icon: Enables you to print the entire grid or export its information to a specific data format [p. 26].

Figure 18: Sample grid printout in PDF format in a popup page



- A Print icon
B Save icon: Saves a copy of the PDF for future use.
C Printout
D Report Name

Exporting information from a grid

As an alternative to generating a printout for a grid, you can export the information from the grid into a format usable in other applications.

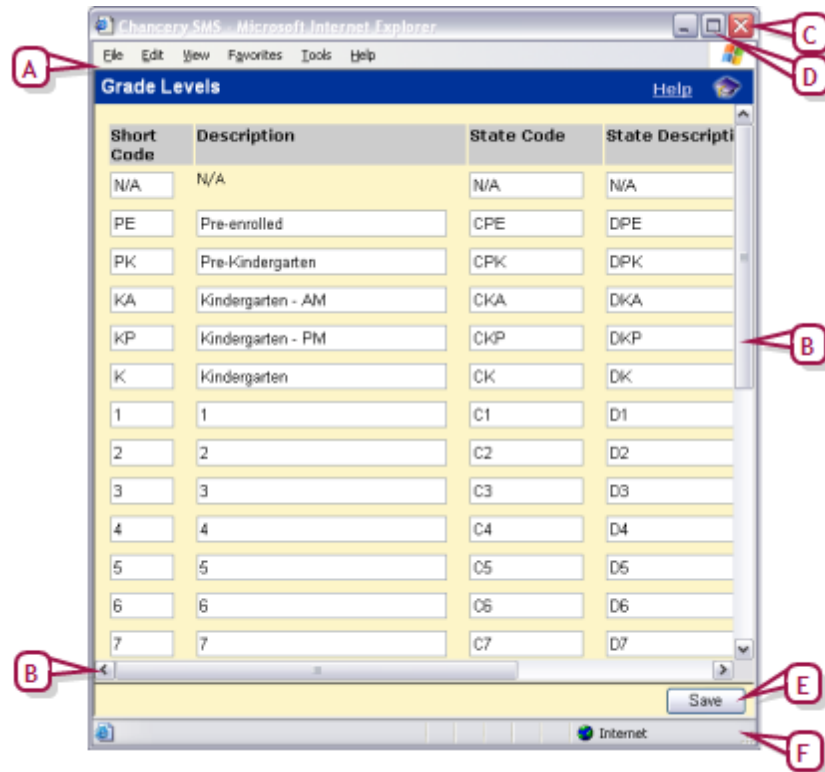
To export information from a grid:

- 1 On the Chancery SMS page, near the top of the grid, click the Print icon [Figure Figure 17]. The Grid Print Options page opens.
- 2 In the **Output Options** panel, for **Report Format**, click a suitable data format. Options include:
 - **Crystal Reports (*.rpt)**, for which the file extension is ".rpt".
 - **Microsoft Excel (*.xls)**
 - **Microsoft Word (*.doc)**
 - **Rich Text (*.rtf)**
 - **Comma-separated values (*.csv)**
 - **Tab-separated values (*.tsv)**
 - **Plain text (*.txt)**
- 3 Click **Print**. A File Download dialog appears.
- 4 Click **Save**. A Save As dialog appears.
- 5 Set the **File name** and the location to which the file is to be saved.
- 6 Click **Save**. Chancery SMS saves the file to the location specified.

Specialized pages

On occasion, Chancery SMS opens a specialized *popup page* in a new browser window [Figure Figure 19], which is usually smaller than the main page. When you have finished working with the information on a popup page, use the Save or Close button to close the page and ensure that your work is saved.

Figure 19: Popup page



- A *Popup page*: This appears as a separate browser window.
- B *Scroll bars*: Vertical or horizontal scroll bars appear where the page extends beyond the size of the browser window.
Note: When you use the **Tab** key to move the selection [p. 29] the page scrolls automatically.
- C *Close button*: This cancels your changes and closes the popup page.
- D *Maximize button*: This enlarges the page to fit the entire screen. On most screens, this is large enough to ensure that all information on the popup page is visible and to remove the need for scroll bars.
- E *Save button*: A typical popup page has a button that saves your changes to the information on this page and closes the page.
- F *Resize handle*: Click, hold and drag this spot (or any of the window's borders) to enlarge or shrink the size of the window.

Note: It is possible to continue working with the main page while a popup page is open. However, if in the course of your work you open the same popup page, a new version of the popup page replaces the old and any unsaved work on the old popup page is lost. Thus, it is prudent to complete work on a popup page and close it before proceeding to other work in a Chancery SMS system.

Printing a page

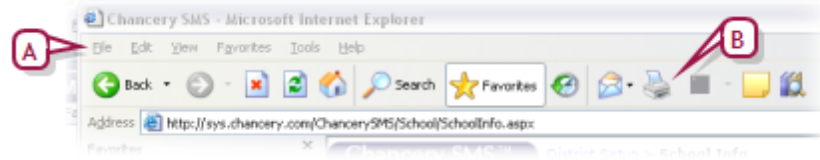
You can print any page. To print the contents of a grid, refer to *Working with a grid of information* [p. 21].

To print an entire page:

Click the web browser's Print icon [Figure Figure 20].

- Or from the web browser's File menu click **Print**.

Figure 20: Sample web browser controls



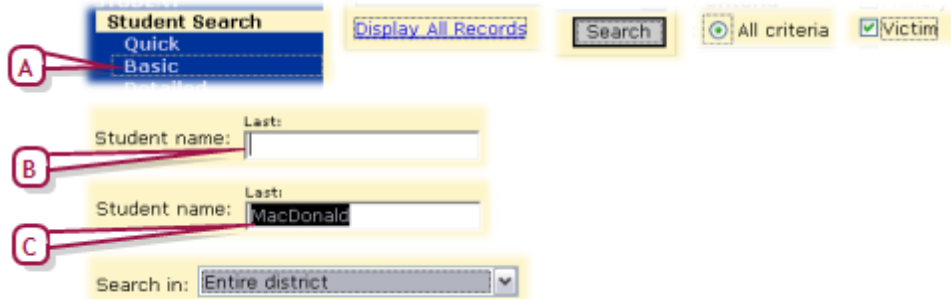
- A File menu
- B Print icon

Keyboard control

Typically, you work with Chancery SMS using a mouse-driven pointer while using the keyboard to change information in a field. However, some system users, such as those who enter a lot of information or conduct the same task repeatedly, prefer to use the keyboard as much as possible. These users can make use of the keyboard shortcuts built into the web browser [Table 2].

One of the most useful keys is **Tab**, which enables you to shift the selection through a page's elements until the desired element is selected [Figure Figure 21].




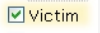
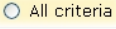

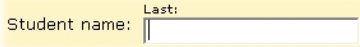
Figure 21: Selection examples



- A A rectangle indicates the selection
- B A cursor indicates the selection
- C Highlighting indicates the selection.

On the page, the selection typically appears first in the top left, on the topmost control bar choice, such as **Quick Search** [Figure Figure 5] or in the first field [Figure Figure 21]. From this position, the selection moves each time you press the **Tab** key, typically down the page and to the right. Press **Shift + Tab** to move the selection back. For instructions on how to work with the selected control, refer to [Table 2].

Table 2: Keyboard shortcuts

Task with example	Keyboard shortcut
<p>Click a control</p> 	<p>Press Tab or Shift + Tab to cycle through buttons and fields until the button is selected. Press Enter.</p>
<p>Click a link</p> 	<p>Press Tab or Shift + Tab to cycle through buttons and fields until the button is selected. Press Enter.</p>
<p>Click a button</p> 	<p>Press Tab or Shift + Tab to cycle through buttons and fields until the button is selected. Press Enter.</p>
<p>Select a check box</p> 	<p>Press Tab until the check box label is selected. Press the Space bar. Press Tab to set the choice and move on.</p>
<p>Click an option</p> 	<p>Press Tab until the first option in the set is selected. Press the up or down arrow to select another option. Press Tab to set the choice and move on.</p>
<p>Select an item from a list</p> 	<p>With the field selected, cycle through the choices by pressing the up or down arrow. - Press Page Down to go to the end of the list, Page Up to the top. - Press the first letter of a choice to select it. Where more than one choice share the same first letter, press that letter again to cycle through the choices. Press Tab to set the choice and move to the next field.</p>
<p>Type in a field</p> 	<p>Cycle through buttons and fields by pressing Tab or Shift + Tab until the cursor appears in the field. - If the field contains text, all of it is selected. Type. Press Tab to set the text and move on.</p>

Optimizing your web browser

You work with Chancery SMS using a web browser such as Internet Explorer (on a Microsoft Windows[®]-based computer) or Safari[™] (on an Apple[®] Macintosh[®] computer). We recommend that you adjust your chosen web browser's settings to optimize Chancery SMS operation and to protect the confidentiality of the student information.

To optimize the web browser:

Ensure that the following settings are in effect (to get access to these settings in Internet Explorer, in the **Tools** menu click **Internet Options...**):

- Accept cookies automatically (on by default)
- Enable active scripting (on by default)
- Do not automatically store web pages on your hard drive. A stored web page, which contains confidential information, may be accessible to other users of your computer. (From the Internet Explorer **Tools**

menu select **Options**, then under **Browsing History** click **Settings**, and set "Check for Newer Versions of Stored Pages" to **Automatically**.)

- All AutoComplete options are off. If you allow the browser to remember the text you have typed into fields such as Password and Grade, other users of your computer may get access to that information. For this reason, Chancery SMS does not support AutoComplete. (From the Internet Explorer **Tools** menu select **Options**, then under **Security** click **Advanced**, and deselect "Use Inline Autocomplete".)
- Restrict the use of web browser tool bar extensions and popup blockers. These interfere with the operation of Chancery SMS. The Yahoo tool bar is one of the more problematic. (From the Internet Explorer **Tools** menu select **Options**, then under **Security** click **Trusted Sites**, then click **Sites**, and for "Add this Web site to the zone" enter the Chancery SMS system's URL, and click **Add**. Deselect "Require server verification (https:)" .)

Alerts

Chancery SMS can automatically monitor information and conditions in the system for changes that are relevant to your role [p. 12]. When a relevant change occurs, Chancery SMS alerts you to it; for example, when working as a Teacher, you could be notified when another system user records that one of your students will be absent on a future date, or when working as an administrator you could be notified when a time-consuming report is complete, or when an unusual attendance pattern occurs [p. 187]. Chancery SMS alerts you only to those conditions to which you have subscribed [p. 32]. A District Administrator sets up alerting parameters [p. 255].

Chancery SMS generates an *alert* [Figure Figure 22] for you when information matches criteria defined in an *alert definition*. Chancery SMS checks all alert definitions every five minutes. (Alert definitions [p. 34] are assigned to roles by an administrator or technician.)

Chancery SMS alerts you by displaying:

- An alert icon on the task bar [Figure Figure 22]
- An alert link on the home page [p. 14] under **Alerts** [Figure Figure 22]
- (Optional) An alert message sent to your mobile phone [Figure Figure 25].

Figure 22: Alert indicators in Chancery SMS



- A Alert icon: Click to view a list of all alerts [p. 32].
- B Alert link: Click to view a list of all alerts [p. 32].

Viewing an alert

Chancery SMS maintains an alert for 30 days or until you delete the alert. You can view the details of an alert at any time and delete it if necessary.

To view an alert:

- 1 Click the alert icon (typically found on the home page) [Figure Figure 22]. The Alert List page appears [Figure Figure 23].
- 2 In the **Alert Info** column, click the alert's name. The Open Alert page appears [Figure Figure 24].
 - Or select one or more alerts and in the **Actions** menu click **Open Alert**.
 - To delete an alert, select the alert and in the **Actions** menu click **Delete Alert**.

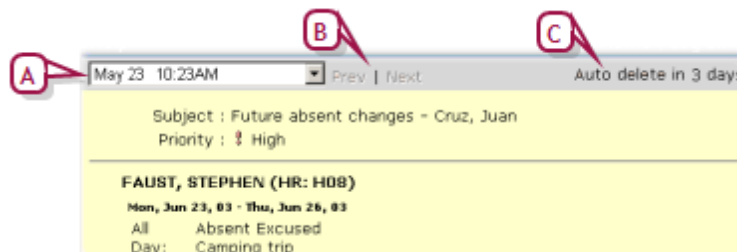
Figure 23: Alert List page



Selected: 0		Total: 2	
<input type="checkbox"/>	Alert Info	Received	
<input checked="" type="checkbox"/>	Future Attendance Change - Faust, Stephen	May 23	10:23AM
<input type="checkbox"/>	Future Attendance Change - Faust, Stephen	May 13	10:17AM

- A Alert: Chancery SMS displays in bold type alerts you have not viewed.

Figure 24: Open Alert page



May 23 10:23AM Prev | Next Auto delete in 3 days

Subject : Future absent changes - Cruz, Juan
Priority : High

FAUST, STEPHEN (HR: H08)
Mon, Jun 23, 03 - Thu, Jun 26, 03
All Absent Excused
Day: Camping trip

- A Date: If you selected more than one alert to view at a time, select the date of an alert to view.
- B Prev|Next: If you selected more than one alert to view at a time, click these to cycle through the selected alerts.
- C Auto delete: Indicates how soon Chancery SMS will delete the alert. 30 days is the maximum.

When you have noticed and investigated an alert, you can remove it from display.

To remove an alert from display:

- 1 On the Alert List page, select one or more alerts.
- 2 In the **Actions** menu click **Delete Alert**.

Subscribing to alerts

Chancery SMS alerts you only to alert definitions [p. 34] to which you have subscribed. When you first start working with a system, you are

automatically subscribed to all alert definitions available to your role. Thereafter, you control the definitions to which you subscribe [Figure Figure 25].

Some roles [p. 12] are subject to *standard alerts*, that is, alert definitions to which all users with a particular role are automatically subscribed; for example, a homeroom Teacher will receive a Future Absent Attendance Alert when a change is made to the future attendance of a student in his or her homeroom. Chancery SMS alerts each user who is assigned to the appropriate role, provide that role is active, the user's account is active, and within the user account that role is also set to active [Figure Figure 118] [p. 228]., this includes district-specific standard alerts to users with the District Administrator role (but not the District Health Professional).

Figure 25: **Sample alert subscriptions**

Alert Subscription Options	Subscribe	Mobile Alert
Future Attendance Change	<input checked="" type="checkbox"/>	
Homeroom Change	<input checked="" type="checkbox"/>	
Student Loader	<input checked="" type="checkbox"/>	
Master Schedule Builder	<input checked="" type="checkbox"/>	
Cumulative GPA Calculation	<input checked="" type="checkbox"/>	
K12Planet Uploads	<input checked="" type="checkbox"/>	
Health Examination Non-Compliance	<input checked="" type="checkbox"/>	
Grade Calculation	<input checked="" type="checkbox"/>	
Calculate Grades, Credits & GPAs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Calculate Honor Rolls	<input checked="" type="checkbox"/>	
Program Eligibility Calculation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Session Eligibility	<input checked="" type="checkbox"/>	
'2' - consec tardies 2 and 3 (aug 29 - oct 2)	<input checked="" type="checkbox"/>	
'3' - consec tardies 2 and 3 (aug 29 - oct 2)	<input checked="" type="checkbox"/>	
Immunization Non-Compliance/Delinquent	<input checked="" type="checkbox"/>	
Batch Address Validation	<input checked="" type="checkbox"/>	

- A Alert Subscription Options:** Alert definitions available to you.
- B Subscribe:** Enables you to subscribe or unsubscribe to an alert definition. Some subscriptions are standard, that is, automatically assigned to your role.
- C Mobile Alert:** Gives you the option of subscribing to an alert on your mobile phone in addition to the alerts received through the regular subscription. This option is available only on some alert definitions. When you receive the text alert, the sender name on your mobile device appears as "[Districtname]@Chancery.SMS.com".
- D !:** Indicates that this alert is high priority.

To subscribe to an alert definition:

- 1 On the home page's **Action** menu, click **Change Alert Subscription....** The **Change Alert Subscription** page appears and displays a list of available alerts [Figure Figure 25].
- 2 In the **Subscribe** column, select the check box for each alert to which you want to subscribe.

- If a check box is available in the **Mobile Alert** column, select the check box of each alert for which you want to receive an alert in the form of a text message to your mobile phone.

3 Click **OK**.

Or

On the Alert List page, in the **Actions** menu click **Change Alert Subscription....**

Table 3: Permissions pertaining to alerts

To	You need this permission	Set to	Details
Change an alert	School Setup > Alert Setup	Delete	[p. 703]

Alert definitions

An *alert definition* specifies the information and conditions in the system that Chancery SMS monitors for changes. When a relevant change occurs, the system sends an *alert* to users who are subscribed to that alert definition.

Several alert definitions are provided with a Chancery SMS system. These alert definitions are assigned to user roles [p. 12], such as School Administrator [Table 4] and District Administrator [Table 5]. An administrator can adjust an alert definition, for example to have Chancery SMS send it to school staff. Any user associated with the role [p. 12] is automatically subscribed to the alert definition (however, for some alerts, the user has the option of unsubscribing [p. 32]).

Table 4: School administrator alerts

Alert	Options	Reference
Batch Address Validation		<i>Student Demographics: Address/Phone</i> [p. 60]
Calculate Grades, Credits & GPAs	Mobile	
Calculate Honor Rolls		
Cumulative GPA Calculation		
Daily Attendance Code Calculation Failure		<i>Calculating daily attendance codes</i> [p. 148]
Future Attendance Change		
Grade Calculation		
Health Examination Non-Compliance		
Homeroom Change		
Immunization Non-Compliance/Delinquent		
Master Schedule Builder		

Alert	Options	Reference
Program Eligibility Calculation	Mobile	<i>Programs</i> [p. 82]
Student Loader		
Test Session Eligibility		
User Account Locked	Mobile, High priority	<i>User accounts</i> [p. 227]

Table 5: District administrator alerts

Alert	Options	Reference
Batch Address Validation		<i>Student Demographics: Address/Phone</i> [p. 60]
Cumulative GPA and Credit Calculation	Mobile	
Daily Attendance Code Calculation Failure		<i>Calculating daily attendance codes</i> [p. 148]
User Account Locked	Mobile, High priority	<i>User accounts</i> [p. 227]
Next Year Processing Failure	Mobile	
Report View Generator	Mobile	
Audit Log Task Failure		<i>Reviewing user activity</i> [p. 154]

To adjust an alert definition: [SA]¹

- 1 On the home page, in the control bar, under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **Alerts**. The Alerts page appears
 - The Alerts page displays all alerts, active or not.
- 3 Click the alert definition. The Edit Alert page opens.
- 4 Enter or change information, which includes:
 - **This Alert is:** The default is **On**. When set to **Off**, the alert does not generate active alerts [Figure Figure 22].
 - **Alert is HIGH Priority:** Check to have Chancery SMS display a high priority indicator ("!") wherever this alert appears.
 - **Alert Name**
 - **Description:** An explanation of the alert that Chancery SMS displays with its name where space permits.
 - **Alert Message:** Chancery SMS appends this message to any alert. This message is included in a mobile alert (an SMS text message).
- 5 Click **OK**.

¹You can do this if your role is School Administrator.

Student management

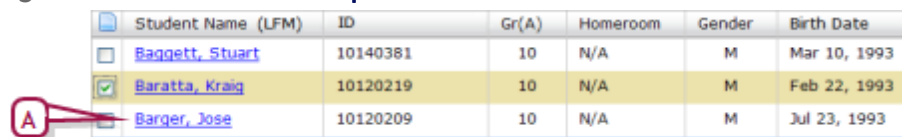
In general, a District or School Administrator sets up student records for use by school staff. A School Administrator can view a student record and maintain the information therein. Once a student is enrolled at a school, staff at that school (such as School Secretaries, Teachers, School Administrators, and School Health professionals) can view that student's record and add and change some information, such as grades, attendance, and class and homeroom assignments [p. 270].

These capabilities vary, subject to roles [p. 12] and the permissions [p. 236] of individual users; for example, a typical Teacher can view students in his or her classes and homerooms, a School Administrator all students in the school, and a District Administrator all students in the system.

Viewing student information

You can view information on a student through his or her student record [p. 52]. In general, wherever you can see a student's name, you can view that student's record by clicking the name, which is linked to the relevant record.

Figure 26: Student link examples



Student Name (LFM)	ID	Gr(A)	Homeroom	Gender	Birth Date
Baggett, Stuart	10140381	10	N/A	M	Mar 10, 1993
Baratta, Kraig	10120219	10	N/A	M	Feb 22, 1993
Barger, Jose	10120209	10	N/A	M	Jul 23, 1993

A Student name: Click to view a student's record. **Note:** A student name in italics indicates an inactive student [p. 51].

Among the other means through which you can locate a student record are:

- *Searching for students* [p. 36]
- A family [p. 49]
- A class or homeroom roster [p. 15] [p. 16]
- A grading list [p. 15]
- An attendance list [p. 15]
- A list of award recipients
- A list of program participants [p. 82]

Searching for students

In circumstances where you want to view a particular student or a specific subset of all students, Chancery SMS offers several types of searches:

- *Quick student search* [p. 37]
- *Advanced student search* [p. 38]
- *Families search* [p. 49]
- *Recent and saved searches* [p. 44]
- *Inactive students* [p. 51]

In general, a search generates a list of students that your role [p. 12] has permission to view. After you conduct a successful search you can save the search criteria for future use [*Recent and saved searches* p.44] or save the results as a list that you can re-use when necessary see *Saved student lists* [p. 45].

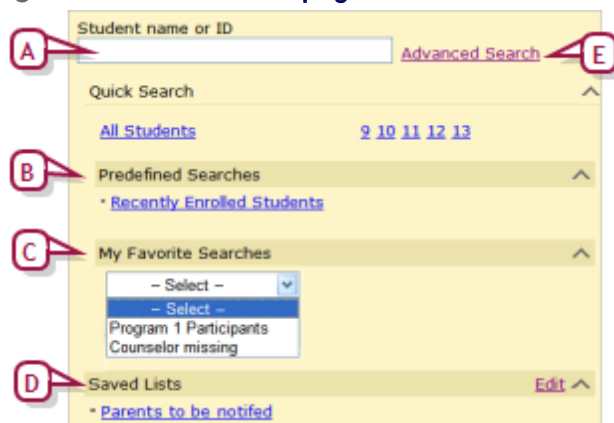
Quick student search

The quick student search enables you to quickly search for students by last name, first name, or ID number. You can search for a particular student or a list of students that matches your criteria.

To conduct a quick student search:

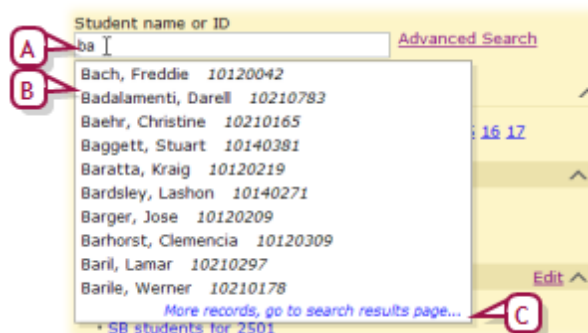
- 1 On the home page [p. 14], for **Student name or ID**, enter the first few characters of a student's last name, first name, or ID number. Chancery SMS displays a list of up to 10 potential matches [*Figure Figure 28*].
 - The Quick Search page serves as the home page for all roles except that of Teacher.
 - The potential matches change as you enter more characters.
 - In the list of potential matches, those matching the last name are listed first, followed by those matching the ID number, then those matching the first name.
 - To search specifically for a first and last name combination, enter all or part of the last name followed by a comma and then all or part of the first name. For example, entering "Beni,Ada" would generate a match for "Benito, Adam".
 - Quotation marks (") have no effect.
 - If you paste text into the box using the mouse (right-click in the box and choose Paste from the menu), press the `Enter` key to have Chancery SMS display the potential matches. If you paste text into the box using `Ctrl+v`, Chancery SMS displays potential matches immediately.
- 2 Select a potential match using the cursor or the arrow keys and then press `Enter`. That Edit Student Demographics page for the selected student's record appears [p. 52].
 - Or, select **More records, go to search results page...** [*Figure Figure 28*] (or press the `Enter` key) to see a list of students for which the last name or ID number contain the characters typed. In the **Search Results** panel, Chancery SMS displays a list of students that match your search criteria.
 - In the **Advanced Student Search** panel, Chancery SMS displays relevant detailed search criteria [p. 41].
 - You can changed the sorting of these results or adjust the columns displayed [p. 46].

Figure 27: Quick Search page



- A Student name or ID:** You can search by the first few characters of a student's first name, last name, or ID number. For example, entering "bry" generates results that includes students with the last name of "Bryson" and the first name "Bryan" [Figure Figure 28]
- B Pre-defined Searches:** Searches for which the criteria are fixed. Click a search to generate current results, which Chancery SMS displays on the Advanced Search page [p. 38].
- C My Favorite Searches:** Saved favorite searches from the Student Search page [p. 44]. To run a favorite search, select it from the list.
- D Saved Lists:** The results of previously conducted searches. You can change the contents of these lists [p. 45].
- E Advanced Search:** Click to search using other, or more detailed, criteria [p. 38].

Figure 28: Student name or ID potential matches



- A Characters for which Chancery SMS is searching.**
- B List of up to 10 potential matches**
- C More records, go to search results page...:** Appears if Chancery SMS finds more than 10 potential matches. Clicking this Generates a list of all students for which the last name or ID number match the character search string.

Advanced student search

You can search for a specific set of students based on the information stored in many of the fields found in a student record, such as Age, Birth date,

Gender, names, telephone numbers, geocodes, Ethnic Category, grade level, Student Number, and SSN/SIN. To perform an advanced student search you configure search criteria and then run the search. You also have the option of viewing all students for which your role [p. 12] has permission.

To set up and run a search for student records using basic criteria:

- 1 On the home page [p. 14], click **Advanced Search**. The Advanced Student Search page appears.
 - The Quick Search page serves as the home page for all roles except that of Teacher.
- 2 Set the **Search in** option to search for students in a specific school or across the entire district.
- 3 Under the **Basic** tab, Chancery SMS displays a default search setup. This consists of the following three search criteria [Figure Figure 29]:
 - First criterion:
"Last name starts with *Enter a value...*".
 - Second criterion:
"Student number starts with *Enter a value...*".
 - Third criterion:
"District or Student saved lists equals *Enter a value...*".
- 4 Configure each search criterion as follows:
 - If you do not enter a value for a criterion, Chancery SMS ignores that criterion when you run the search.
 - a Enter the value to find: click "*Enter a value...*", type a value, and click **OK**.
 - For text fields, the case of the search value does not matter; for example, "lancaster" finds "Lancaster".
 - Spaces are relevant; for example, "delos santos" will not find "de los santos".
 - You can enter a maximum of 100 characters in a text field, 25 in a numeric, and 10 in a date field.
 - b [Optional] Change the operator: click "Operator: starts with" and click an item in the list.
 - The field on which you are searching determines which operators are available. Typical operators include: contains, starts with, ends with, equals, does not equal, is empty, is not empty, is in list.
 - The operator "is in list" enables you to enter several values at once (separate each with a comma).
 - c [Optional] Change the field name: click "Field:..." and click an item in the list.
 - Only a limited set of fields are available here. More fields are available in a Detail search [p. 41].
- 5 [Optional] Add another search criterion:
 - a Click **Add**. A new search criterion appears as follows [Figure Figure 29]:
"Select a field... Operator... Enter a value...".
 - b Click each part of the criterion to configure it.

- 6 [Optional] Click **OR** to set the search to find records that match *any* of the criteria [Figure Figure 29].
 - **AND** sets the search to find records that match *all* of the criteria.
- 7 Click **Search**. Chancery SMS runs the search and displays matching student records (if any) under **Search Results**.
 - You can changed the sorting of these results or adjust the columns displayed [p. 46].
 - Chancery SMS saves the search criteria. Should you want to conduct this same search again, click **Most recent searches** [p. 44].
 - When you run a recent or favorite search, Chancery SMS displays the criteria under **Basic**.
 - To save the search criteria, click **Add to favorites** [p. 44].

Figure 29: **Basic student search: default criteria**



- A Add:** Adds a new unconfigured search criterion. Use the AND/OR buttons to set the nature of the new criterion.
- B Restart:** Resets the search criteria to one incomplete search criterion as follows: "Select a field... Operator... Enter a value..." [Figure Figure 30].
- C Add to favorites:** Saves the search criteria you have configured [p. 44].
- D AND:** Sets the search to find students who match *all* of the criteria in the list. In general, this generates fewer results.
- E OR:** Sets the search to find students who match *any* of the criteria in the list. In general, this generates more results.
- F Criterion**
- G Field:** Click it to choose a field.
- H Operator:** Click it to choose an operator.
- I Value:** Click it to enter a value.
- J Search:** Runs the search using the criteria as you have configured them.
- K Detail:** Enables you to build a search using a larger range and combination of fields, including custom fields [p. 41].

To display all student records in a district or school:

- 1 On the home page, in the control bar under **SEARCH**, click **Student**. The Quick Search page appears.
- 2 Click **Advanced Search**. The Advanced Student Search page appears.
- 3 Set the **Search in** option to search for students in a specific school or across the entire district.

- 4 Under the **Basic** tab, click **Display All Records**.

Detailed student search

Using a detailed student search, you can search by one or more fields (including custom fields), typically a combination of commonly used information such as Name or Grade and unusual criteria such as Disability or Graduation Date. This search involves building a set of criteria, which can be grouped and organized logically using and/or statements. The tools enable you to build complex queries [Figure Figure 31].

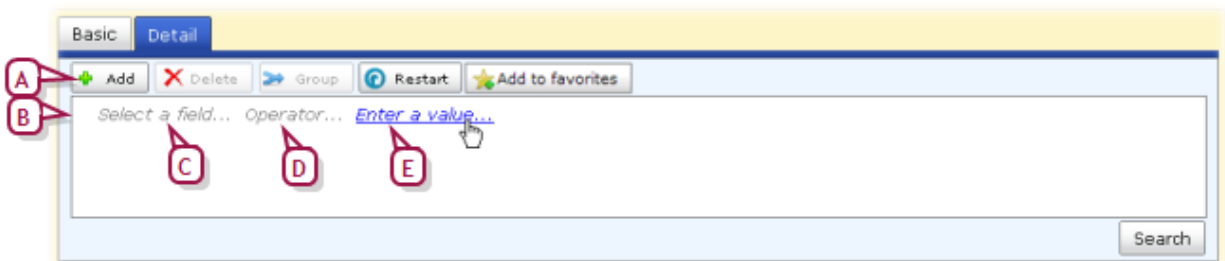
Chancery SMS remembers your 10 most recent searches so that you can re-run them if you wish [p. 44]. Or, you can save any search for re-use as a *favorite search* under a name of your choice. You also have the option of viewing all students for which your role [p. 12] has permission.

To conduct a search for student records using detailed criteria:

- 1 On the home page [p. 14], click **Advanced Search**. The Advanced Student Search page appears.
 - The Quick Search page serves as the home page for all roles except that of Teacher.
- 2 Set the **Search in** option to search for students in a specific school or across the entire district.
- 3 Click the **Detail** tab. Chancery SMS displays a default search setup. This consists of one incomplete search criterion as follows [Figure Figure 30]:
"Select a field... Operator... Enter a value...".
- 4 Under **Detail**, configure the first search criterion [Figure Figure 30]:
 - a Set the field on which to search: click "Select a field..." and click an field name in the list.
 - Since the system contains many fields on which you can search, they are organized into sets. Choose a set from the **Category** list.
 - b Set the operator: click "Operator..." and click an operator in the list.
 - The field on which you are searching determines which operators are available. Typical operators include: contains, starts with, ends with, equals, does not equal, is empty, is not empty.
 - For the field "Student number" (also known as "Student ID"), the operator "is in the list" enables you to enter as the value a list of one or more student numbers. Separate each number with a comma (that is, comma delimited) and leave out spaces. The list can contain up to 250 characters.
 - c Enter the value to find: click "Enter a value..." and type a value.
 - For text fields, the case of the search value does not matter; for example, "lancaster" finds "Lancaster".
 - Spaces are relevant; for example, "delos santos" will not find "de los santos".

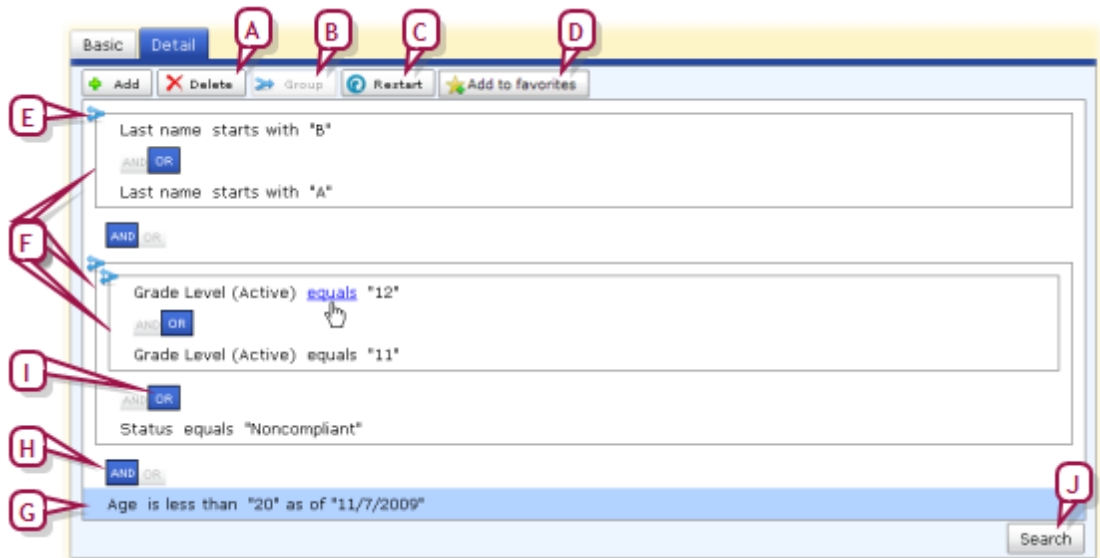
- You can enter a maximum of 100 characters in a text field, 25 in a numeric, and 10 in a date field.
 - Use "%" to search for group of unknown characters; for example, "starts with S%" finds "Smither" and "Soh".
 - Use "_" to search for an unknown character; for example, "starts with S_r" finds "Street" and "Serafin".
 - Use [] to search for a character that is normally a "wildcard" character (for example, "%" is a wildcard character that searches for an unknown group of characters); for example, "[_]r" finds "John_Sr.", "[%]" finds "95%".
- 5 [Optional] Add another criterion: click **Add** and configure the new criterion.
 - Chancery SMS displays the new criterion as: "Select a field... Operator... Enter a value".
 - 6 [Optional] Logically arrange your completed criteria [Figure 31]:
 - To group two or more criteria, select each criterion and click **Group**.
 - To ungroup the criteria in a group, click the group's icon.
 - To remove a criterion, click it to select it and click **Delete**.
 - To set a criterion or group to be an alternative to the others, click **OR** above the criterion.
 - To add a criterion or group to the others, click **AND** above the criterion.
 - 7 Click **Search**. Chancery SMS displays matching student records (if any) under **Search Results**.
 - You can change the sorting of these results or adjust the columns displayed [p. 46].
 - Chancery SMS saves the search criteria. Should you want to conduct this same search again, click **Most recent searches** [p. 44].
 - When you run a recent or favorite search, Chancery SMS displays the criteria under **Detail**.
 - Chancery SMS may rationalize or re-organize your search criteria slightly (for example, make a group) when you run the search.
 - To save the search criteria, click **Add to favorites** [p. 44].

Figure 30: Detail student search: default criteria



- A Add:** Adds a new unconfigured search criterion. Use the AND/OR buttons to set the nature of the new criterion.
- B Criterion:** To select the criterion, click to the left of the field name.
- C Field:** Click it to choose a field.
- D Operator:** Click it to choose an operator.
- E Value:** Click it to enter a value.

Figure 31: Detail student search: sample criteria



- A Delete:** Deletes the selected criterion.
- B Group:** Groups two or more selected criteria into a separate group.
- C Restart:** Resets the search criteria to the default setup (displayed).
- D Add to favorites:** Saves the search criteria you have configured [p. 44].
- E Group icon:** Click this to ungroup the criteria in the group.
- F Group:** Each group or criteria is separated from others by AND or OR.
- G Criterion (selected):** To deselect a criterion, click to the left of the field name.
- H AND:** Adds the criteria below it to the other search criteria. In other words, this sets Chancery SMS to find records that match *all* the criteria separated by AND. This generates fewer results than selecting OR.
- I OR:** Sets the criteria below it to be an alternative to the other criteria. In other words, this sets Chancery SMS to find records that match *any* the criteria separated by OR. This generates more results than selecting AND.
- J Search:** Runs the search using the criteria as you have configured them.

Searching for inactive students from past years

You can search specifically for inactive students. This search enables a secondary School Administrator at the most recent school in which a student was enrolled to view a student who withdrew or graduated from the school in a past year (a District Administrator sets the specific number of years in the past). The School Administrator can also make changes to the inactive student's demographic [p. 53] and historical information.

To search for inactive students from past years [SA¹]:

- 1 On the home page, in the control bar under **SEARCH**, click **Past Years' Students**. The Inactive Student Search (Past Years) page appears.
- 2 Follow the same procedure as an advanced student search [p. 38].
 - To print a student's transcript [p. 195], in the search results, select the student(s) and in the **Reports** menu click **Student Transcript by Year...** or **Student Transcript by Subject Area...**

Recent and saved searches

Chancery SMS remembers your 10 most recent searches so that you can re-run them if you wish. Or, you can save any search criteria for re-use as a *favorite search* under a name of your choice. This enables you to run the search again on the information currently in the system to generate fresh results. You can save up to 50 favorites; these are available on the Student Search page only to the User ID in which you saved them.

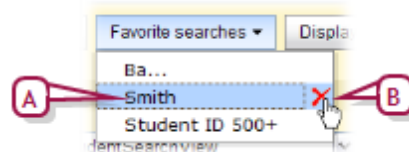
To re-run a recent search:

- 1 On the Student Search page [Figure Figure 29], click **Most recent searches**. Chancery SMS displays a list of the 10 most recent searches.
- 2 Select a search. Chancery SMS conducts the search and displays the results.

To save search criteria for re-use:

- 1 On the Student Search page, click **Add to favorites**. The Add Favorite Search dialog appears.
- 2 Type a **Name** and click **OK**. Chancery SMS saves the search criteria.
 - To run the search, click **Favorite searches** and select the name from the list.
 - To delete a favorite search, click **Favorite searches** and click the delete icon beside its name in the list [p. 44].

Figure 32: Favorite searches



- A Saved search
- B Delete icon: Deletes the saved search.

¹You can do this if your role is School Administrator.

Saved student lists

Once you have conducted a search and generated a resulting list of students, you can save some or all of these results as a *saved list* (which appears on the Quick Search page [Figure Figure 27]) or replace an existing saved list. You can delete a saved list (which has no effect the student records therein).

A saved list is a static list of students. The list only changes if you make changes to it, regardless of your original search criteria or changes to information on students in the list. For example, if you search for Grade 7 students and save the results in a list, the students remain in that list the next year even though they may have moved on to Grade 8.

To create a saved list:

- 1 Conduct a student search.
- 2 Select one or more students.
- 3 In the **Actions** menu click **Save to list...** The Save To List page appears.
- 4 Click **Create New List** and type a name and description.
 - To replace an existing saved list, click **Add to Existing List** and select the list.
 - Chancery SMS may not display inactive students [p. 51] in the saved list. To view all student types in the list, edit the list and view **List members** [Figure Figure 33] or report on the list [p. 49].
- 5 Click **OK**.

To change the contents of a saved list:

- 1 On the **Quick Search** page [Figure Figure 27], in the **Saved Lists** panel, click **Edit**. The Saved List page appears.
- 2 Select a saved list.
- 3 In the **Actions** menu click **Edit Saved List...** The Edit Saved List page appears [Figure Figure 33].
 - Or click the saved list's name.
 - To delete a saved list, in the **Actions** menu click **Delete Saved List...**
- 4 Adjust options, which include:
 - **List name**
 - **Description**
 - **List members:** The students in the saved list. You can remove students or add students from the Search results list [Figure Figure 33]. This list is complete—it shows all students in the list, including withdrawn and graduated.
- 5 Click **OK**.

Figure 33: Edit Saved List page

*List name: Grad council
Description:

Last name: cr First name: Search

Search results:

- Crader, Kurtis (10210203)
- Crandall, Alice (10140377)
- Crandell, Hipolito (1046087)
- Creasey, Kristine (1014046)
- Creech, Lowell (10210580)
- Crespo, Candyce (1012026)
- Cribbs, Gino (10460660)
- Crippen, Young (10210437)
- Crocker, Sharlene (101402)
- Croft, Rhoda (10460663)
- Croley, Deon (10460641)
- Cromartie, Shioh (1014052)
- Cromer, CG-Cleveland (1021026)
- Cromer, Elijah (10070277)
- Cross, \$Cary (11200284)
- Croxton, CG-Brooks (1021026)
- Croyle, Savannah (100705)
- Cruce, Concha (10140002)
- Crudup, Violet (10460185)
- Cruise, @Tom (000023)

*List members: Total:3

- Beams, @Casandra (1004263)
- Benavidez, Vincent (1021026)
- Bergen, Florentina (10210151)

Add ->
Remove

- A Search:** Enables you to search for students to add based on Last and/or First name. The results are displayed in Search results.
- B Search results:** Add one or more of these students to the saved list. To add a student, search for the student, select the name from Search results, and click Add.
- C List members:** The students in the saved list. To remove a student, select the student and click Remove.

Adjusting the student search results display

A successful search of student records generates a list of results. Chancery SMS displays the results on one or more pages. There is no limit to the number of results Chancery SMS can display, however you can only select [Figure Figure 34] up to 1000 at a time.

By default, Chancery SMS displays several columns of information, starting with Student Name [Figure Figure 34]. Chancery SMS sorts the list of student records by Student Name, a sorting you can change [p. 48]. You can change the columns displayed and how they are sorted by choosing a pre-configured *grid view* [p. 23].

Figure 34: Student record search results: Default columns and sorting

The screenshot shows a search results interface. At the top, there is a 'View' dropdown menu (A) set to '(P) MyStudentSearchView' and an 'Edit' button (G). Below this is a 'Search within results' input field (B). The main area is a table with columns: Student Name (LFM) (D), ID (E), Gr(A), Homeroom, Gender, and Birth Date. The table contains six rows of student records. A 'Total: 143' indicator (I) is on the right. At the bottom of the table, there is a 'Rows: 30' dropdown (H) and a 'Page 1 of 5' indicator (J). Callouts C, F, and J also point to checkboxes and navigation arrows respectively.

Student Name (LFM)	ID	Gr(A)	Homeroom	Gender	Birth Date
<input type="checkbox"/> Baggett, Stuart	10140381	10	N/A	M	Mar 10, 1993
<input checked="" type="checkbox"/> Baratta, Kraig	10120219	10	N/A	M	Feb 22, 1993
<input type="checkbox"/> Barqer, Jose	10120209	10	N/A	M	Jul 23, 1993
<input type="checkbox"/> Barhorst, Clemencia	10120309	10	N/A	F	Oct 28, 1993
<input checked="" type="checkbox"/> Bamum, Evalyn	10140544	10	N/A	F	Jan 18, 1993
<input type="checkbox"/> Batchalder, Riva	10120458	10	N/A	F	Nov 11, 1993

- A **View:** Enables you to change to a pre configured grid view [p. 23].
- B **Search within results:** Enables you to filter the list of results [p. 47].
- C **Select all/Deselect all:** Enables you to select all records on the page. You can select up to 1000 at once, across all pages. A District Administrator can adjust this limit [p. 46]. You can filter the results by your selection [p. 47].
- D **Student Name:** Chancery SMS sorts the list of student records by the values in this column in ascending order. You can adjust the column sorting [p. 48].
- E **Column:** Displays information from a student record field, in this case **Student Number**. The default columns are shown. Click a column to sort the list on the contents of that column [p. 48].
- F **Select/deselect a record:** Enables you to select a record. Press Shift before you click to select several consecutive records. You can make selections on different pages of the search results—Chancery SMS retains your selection while paging.
- G **Edit:** Enables you to configure the grid view [p. 23] and save it.
- H **Rows:** Enables you to change the number of rows that Chancery SMS displays on each page of results.
- I **Total:** The total number of records in this search result (on all pages, if displayed on more than one page).
- J **Page # of #:** Indicates the number of pages of records (which varies according to the number of Rows). Click the right arrow to display the next page, the left arrow to display the previous. To specify a particular page, click the current page number, type the page number you want, and press **Enter**.

Filtering student search results

You can temporarily shorten the search results list by having Chancery SMS display only those records that match certain criteria or by specifically selecting records. Filtering the list in this way is particularly useful for creating a saved list [p. 45].

To filter search results by search criteria:

For **Search within results**, type text and press the **Enter** key (or wait two seconds) [Figure Figure 35]. Chancery SMS

shortens the list by displaying only those records where the last name or first name starts with the characters typed or the student ID contains them.

- To clear the filter, delete the text from **Search within results**.

Figure 35: Search results filtered by criteria

Student Name (LFM)	ID	Gr(A)	Homeroom	Gender	Birth Date
<input type="checkbox"/> Baril, Lamar	10210297	11	N/A	M	Dec 2, 1992
<input checked="" type="checkbox"/> Barile, Werner	10210178	12	N/A	M	Feb 14, 1991

- A Search within results:** Chancery SMS filters the list according to the text typed.
- B Total:** Indicates the number of records in the filtered list.

To display only selected search results:

- 1 Select one or more records using the check box.
- 2 Click on the label **Selected** [Figure Figure 36]. Chancery SMS shortens the list by displaying only the selected records, and displays **Selected** in green.
 - To clear the filter, click **Selected**.

Figure 36: Search results filtered by selection

Student Name (LFM)	ID	Gr(A)	Homeroom	Gender	Birth Date
<input checked="" type="checkbox"/> Baratta, Kraig	10120219	10	N/A	M	Feb 22, 1993
<input checked="" type="checkbox"/> Barger, Jose	10120209	10	N/A	M	Jul 23, 1993

- A Selected:** Enables you to display only the selected records, or to clear the filter.

Sorting the student search results display

A successful search of student records generates a list of results. By default, Chancery SMS sorts the list by Student Name [Figure Figure 34]. You can sort by the contents of any other column, in ascending or descending order. Sorting by more than one column involves changing the grid view [p. 23].

To sort student search results by one column:

On the Student Search Results page (or on the Student Search page under **Search Results**), click the column name. Chancery SMS sorts the list according to the contents of that column, in ascending order.

- An up arrow ▲ indicates the column on which the list is sorted in ascending order [Figure Figure 34].
- To sort the column in descending order click its name again. A down arrow ▼ indicates descending order.

Reporting on student search results

Once a successful search of student records has generated a list of results, you have the option of running a report on some or all of those students. The reports available depend on your role.

To report on student search results:

- 1 On the Student Search Results page (or on the Advanced Student Search page under **Search Results**), select the students on whom you wish to report.
- 2 In the **Reports** menu, click the desired report. Typical choices include:
 - Report Card [p. 541]
 - Progress Report [p. 541]
 - Student Transcript by Subject Area [p. 548]
 - Student Transcript by Year [p. 549]
 - Student Schedule Matrix [p. 579] [p. 580]
 - Student Schedule [p. 578] [p. 579]
- 3 The Report Options popup page appears. For information on completing the report, refer to *Running a report* [p. 110].
 - Chancery SMS set the report's Filters to report only on the selected students.
 - Where a report has elementary and secondary versions (such as for Student Schedule), Chancery SMS automatically uses the report appropriate to your role.

Families search

A search for a *family* [p. 64] generates a list of families and the students within each.

To search for a family:

- 1 On the home page, in the control bar under **SEARCH**, click **Family**. The Family Search page appears.
- 2 Click the **Basic** tab.
 - Click **Detail** to conduct a detailed family search [p. 50].
- 3 Under **Search by**, for the first criterion [*Figure Figure 37*]:
 - a Select the field on which to search.
 - By default, the criteria are "Last name", "Family name", and "Family number".
 - b Select an operator.
 - c Type the value to find.
 - Case is not relevant; spaces are.
- 4 Configure up to two more criteria.
- 5 Click **Search**. Chancery SMS displays matching family records (if any) in the **Search Results** panel.
 - Chancery SMS saves the search criteria. Should you want to conduct this same search again, select it in the **List** box.
 - You can changed the sorting of these results or adjust the columns displayed.

Figure 37: Family basic search

- A Criterion
- B Field
- C Operator
- D Value

Figure 38: Family search results

Name	Number	Student Members	Contacts
Yager	134694	Yager, Jackelyn	
Yager	134755	Yager, Nadine	

- A **Name:** The family's name. Click to view the students in this family.
- B **Number:** The family's ID number.
- C **Student Members:** The students in this family. These are considered to be *siblings*.
- D **Contacts:** A contact is not necessarily related or living with the student(s). A subset of a family is a *family unit* which consists of students and their associated contacts who live together [*Student record: Family p.64*].

Detailed family search

Using a detailed search, you can search for a family of students by one or more fields (including custom fields). This search involves building a set of criteria.

To conduct a search for a family using detailed criteria:

- 1 On the home page, in the control bar under **SEARCH**, click **Family**. The Family Search page appears.
- 2 Click the **Detail** tab.
- 3 Set the **Search in** option to search for families in a specific school or across the entire district.
- 4 Add a criterion [*Figure Figure 39*]:
 - a For **Category**, choose a set of fields. Your choice determines the fields available to search.
 - b Select the field on which to search.
 - c Select an operator.
 - The field on which you are searching determines which operators are available.
 - d Type the value to find.
 - Spaces matter; case does not.

- e Click **Add Criteria**. The criterion appears under **Search Criteria**.
- 5 Add more criteria.
 - To remove a criterion, click it to select it and click **Remove** [Figure Figure 31].
 - 6 Set **Match**:
 - Select the **Any Criteria** check box to find families that match any one of the criteria in the list. This generates more results.
 - Select the **All Criteria** check box to find families that match all of the criteria in the list. This generates fewer results.
 - 7 Click **Search**. Chancery SMS displays student records for all matching families (if any) under **Search Results**.
 - Chancery SMS saves the criteria for your most recent 10 searches. Should you want to conduct this same search again, select it from the **List** list.
 - You can change the sorting of these results or adjust the columns displayed [p. 46].

Figure 39: Setting detailed family search criteria

- A Criterion
- B Field
- C Operator
- D Value
- E Search criteria
- F Selected criterion

Inactive students

In general, the students you view in Chancery SMS are *active*, that is, a student is who is currently enrolled in the school with which you are working. Chancery SMS classifies a student as *inactive* if that student:

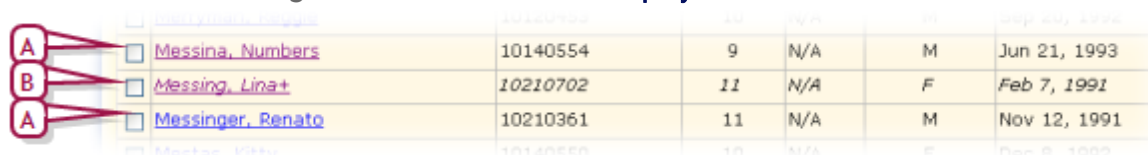
- Is *incoming*: This student is coming to the school or scheduled to join a class or homeroom at a future date. The student's enrollment status code is an entry or re-entry type [p. 68].
- Has *withdrawn*: This student has withdrawn from the school in which he or she was enrolled or from a class or homeroom. The

withdrawal-type with no subsequent entry or re-entry type [p. 68].

- Has graduated [p. 51]

Chancery SMS displays an inactive student's record name in gray *italics* [Figure Figure 40]. If you are logged in with a School Administrator role, you can search specifically for inactive students [>>]

Figure 40: Inactive student display



	Address	Age	Sex	DOB	
<input type="checkbox"/> A Messina, Numbers	10140554	9	N/A	M	Jun 21, 1993
<input type="checkbox"/> B Messing, Linat	10210702	11	N/A	F	Feb 7, 1991
<input type="checkbox"/> A Messinger, Renato	10210361	11	N/A	M	Nov 12, 1991
<input type="checkbox"/> Messing, Kitty	10140550	10	N/A	F	Dec 8, 1992

A Active student
B Inactive student

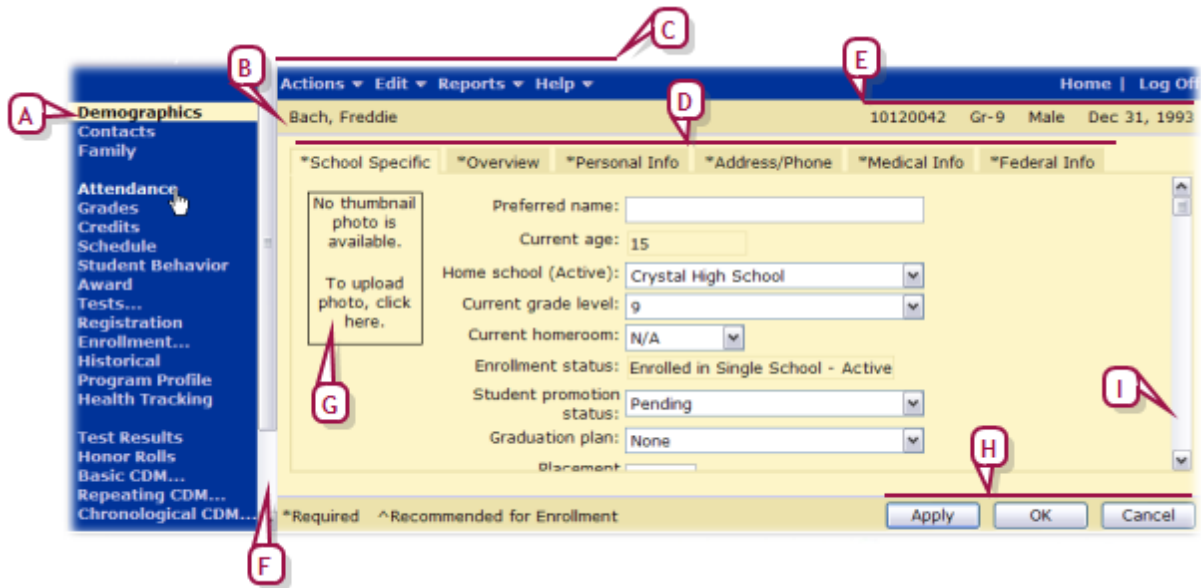
Student records

In a Chancery SMS system, each student must have a *student record*. A student record holds information such as age, grade level, contacts, medical information, attendance, grades, credits, and so on. Student records are accessible through various types of pages, or you can explicitly seek them out [Searching for students p.36].

Given the amount of information stored in a student record, and the purposes for which it is used, Chancery SMS provides several different views of a student record [Figure Figure 41]:

- *Student record: Demographics* [p. 53]
- *Student record: Contacts* [p. 63]
- *Student record: Family* [p. 64]
- *Student record: Attendance* [p. 66]
- *Student record: Grades* [p. 66]
- *Student record: Credits* [p. 66]
- *Student record: Schedule* [p. 66]
- *Student record: Student Behavior* [p. 67]
- *Student record: Award* [p. 67]
- *Student record: Tests* [p. 68]
- *Student record: Registration* [p. 68]
- *Student record: Enrollment* [p. 68]
- *Student record: Historical* [p. 69]
- *Student record: Program Profile* [p. 69]
- *Student record: Health Tracking* [p. 69]
- *Student record: Test Results* [p. 69]
- *Student record: Honor Rolls* [p. 71]

Figure 41: Student record example



- A Current view: The view of the record currently displayed is indicated in the control bar. Click a view to display it. The views available in the control Bar vary according to your system and your role [p. 12]. see also *Working on a page* [p. 18]
- B Student's name
- C *Task bar*: Contains menus specific to the page displayed, such as **Actions**, **Edit**, and **Reports**. The contents of these menus are also specific to the view.
- D Tabs: Organizers for fields on this page. Click a tab to view its contents.
- E Student identifiers: Includes the student's number, current grade, gender, and birthdate.
- F Scroll bar: Click to view all links in the control bar.
- G Student photo placeholder [p. 55]
- H Save buttons see *Saving information on a page* [p. 20]
- I Scroll bar: Click to view all in information on the page.

Student record: Demographics

Your main and initial view of a student record is of its demographic information see *Viewing student information* [p. 36]. Chancery SMS displays this information on the Student Demographics page, which includes the following information organized under several tabs:

- *Student Demographics: School-specific student information* [p. 57]
- *Student Demographics: Overview* [p. 54]
- *Student Demographics: Personal Info* [p. 58]
- *Student Demographics: Address/Phone* [p. 60]
- *Student Demographics: Medical Info* [p. 61]
- *Student Demographics: Federal Info* [p. 62]

Some of the same information fields appear in more than one tab. Where you change the information in such a field, that change applies to all instances of the field. **Note:** When you switch between tabs, any changes you have made to a tab are saved.

Student Demographics: Overview

The information on this Student Demographics page [p. 53] tab contains some information that is also found on the Personal Info [p. 58] tab, as well as the following:

- **Student number:** The student's ID number [p. 248].
- **Social security #:** The student social security number.
- **State number:** The number assigned to this student by the state or province.
- **Last name:** The student's last name as it appears on a birth certificate or legal document presented at time of enrollment.
- **First name:** Displays the student's first name as it appears on a birth certificate or legal document presented at time of enrollment.
- **Middle name:** The student's middle name as it appears on a birth certificate or legal document presented at time of enrollment.
- **Generation:** The student's name suffix, such as "Jr." or "III".
- **Preferred name:** The name the student prefers to be called.
- **Gender:** The student's gender, that is, male or female.
- **Birthdate:** The student's date of birth as it appears on a birth certificate or other legal document presented at time of enrollment.
- **Current age:** The student's age in the current year. Chancery SMS calculates this based on birth date (if the birth date is changed, Chancery SMS recalculates).
- **Home school (Active):** The school to which the student is assigned for reporting purposes for the current school year.
- **Home school grade level (Active):** The student's current grade level (also displayed in the header at the top of the Student Demographics page).
- **Zoned school (Active):** The default school the student is attending this year, as determined by address validation. Chancery SMS displays this field only if this system employs address validation. For detailed information, refer to the *Chancery SMS Address Validation Guide*.
- **Receives Specialized Services:** Indicates that a student is receiving specialized services. May also contain the date the student began receiving the special services.
- **Section 504 eligible:** Indicates that a student with a disability is eligible for educational services designed to meet his or her special needs.
- **Test accommodation:** Details accommodations made for the student regarding tests.

Table 6: Permissions pertaining to student information

To	You need this permission	Details	Set to
Add and edit student demographic summary information	Students > Student Overview	[p. 796]	Edit
Indicate the student receives special services	Students > Receives Specialized Services	[p. 785]	Edit

Student photo

You can attach a photograph to a student record. For a photograph to be suitable for storage in a Chancery SMS system, the photograph file must:

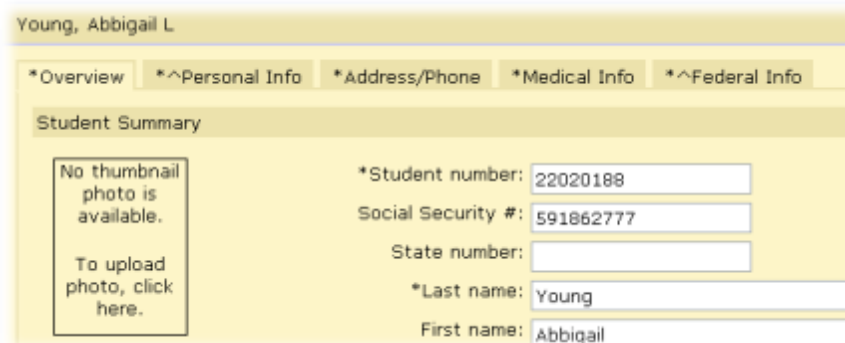
- Be saved in JPG, JPEG, or GIF format.
- Have a file name that matches the student's district ID number; for example, for a district ID number of 6016012, the file name should be "6016012.jpg" or "6016012.gif".
 - Have dimensions no smaller than 120 x 150 pixels and no larger than 300 x 500 pixels. **Note:** While Chancery SMS adjusts any photograph to fit, the compression or stretching involved may distort the photograph.
- For photo clarity, we recommend that the file be at least 25KB in size.

To attach a photograph to a student record: [SA, DA]¹

- 1 Locate and view the student record [p. 36].
- 2 Click the **School Specific** (school users only) or **Overview** tab.
- 3 Click the photo placeholder [Figure Figure 42]. The Edit Student Photo popup dialog appears [Figure Figure 43].
 - If a photo is already attached to the record, click **Clear Photo** to remove the file before clicking the placeholder.
- 4 Click **Browse**. The Choose File dialog appears.
- 5 Locate and select the JPG or GIF file of the photo you want to import and click **Open**. The photo appears in the dialog [Figure Figure 43].
 - If the photo appears unsuitable, click **Clear Photo**.
- 6 Click **OK**. Chancery SMS attaches the photo to the student record.
 - If the photo appears unsuitable, click the photo and click **Clear Photo**.

¹You can do this if your role is School Administrator or District Administrator.

Figure 42: Student record photo placeholder



Young, Abbigail L

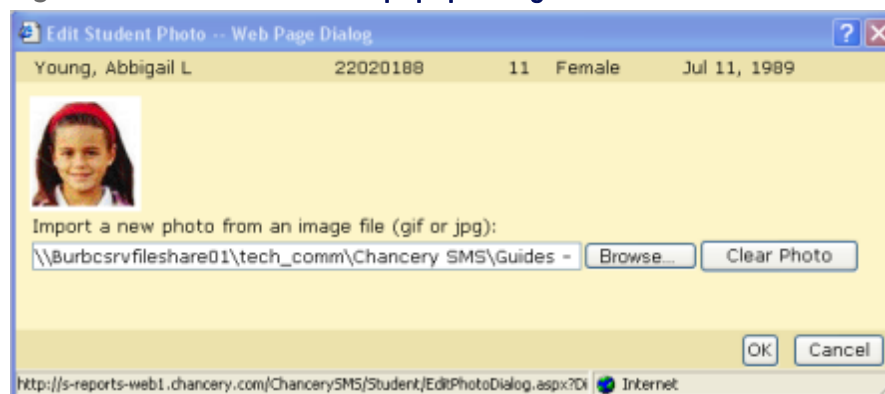
*Overview *Personal Info *Address/Phone *Medical Info *Federal Info

Student Summary

No thumbnail photo is available.
To upload photo, click here.

*Student number: 22020188
Social Security #: 591862777
State number:
*Last name: Young
First name: Abbigail

Figure 43: Edit Student Photo popup dialog



Since student photograph files are matched with students by ID number, you can attach photos to up to 200 student records at once.

To attach photographs to several student records at once:[SA, DA]¹

- 1 Save the photograph files in a single zip.
 - You can save a maximum of 200 photos in each zip file.
 - Ensure that each photo's file name matches the relevant student ID number.
 - When working with a large number of photos, we recommend that your network connection be fast, that is, a LAN or T1.
- 2 On the home page, in the control bar under **ADMIN**, click **District Setup** or **School Setup**. The **District** or **School Setup** page appears.
 - Select **District Setup** to work with student records district-wide.
- 3 Under **Schools**, click **Import Student Photos**. The **Import Student Photos** page appears.
- 4 Under **Step 1**, click **Browse**. The **Choose File** dialog appears.
- 5 Locate and select the zip file of the photos you want to import and click **Open**.

¹You can do this if your role is School Administrator or District Administrator.

- 6 Under **Step 2**, click **Upload Zip File**. When the file upload is complete, on the page Chancery SMS displays a message to that effect.
- 7 Under **Step 3**, click **Import Photos**. When Chancery SMS has finished attaching the photos to the appropriate student records, on the page it displays a message to that effect.

Table 7: Permissions pertaining to student photos

To	You need this permission	Set to	Details
Import student photos	Students > Photos	Delete	[p. 784]

Student Demographics: School-specific student information

The information on the Student Demographics page's School Specific tab includes the following:

- **Preferred name:** The name the student prefers to be called.
- **Current age** see *Student Demographics: Overview* [p. 54]
- **Home school (Active)** see *Student Demographics: Overview* [p. 54]
- **Current grade level:** The student's current grade level at the school.
- **Current homeroom:** The student's homeroom at the school. A staff member can change it here or in the context of homeroom rosters.
- **Counselor:** The student's assigned counselor [p. 237], depending on the calendar in use. A School Administrator can assign a School Counselor through the student's academic plan [p. 95]. A School Administrator can assign a School Counselor to several students by selecting a list of students and in the **Actions** menu, clicking **Assign > Values**. In the Assign Values dialog, for **Assign Field**, the administrator can choose a counselor for the Active Calendar ("Counselor (A)") or the Planning Calendar ("Counselor (P)")—provided a Planning Calendar exists. During year-end processing [p. 446], Chancery SMS changes the counselor in the Planning Calendar to that of the Active Calendar.
- **Enrollment status** see *Student Demographics: Personal Info* [p. 58]
- **Student promotion status:** Indicates that the student has been promoted to the next grade this year [see p.447].
- **Academic plan** see *Student Demographics: Personal Info* [p. 58]
- **Placement classification:** For an explanation of this field, contact your District Administrator.
- **Distance from school:** Distance in miles from the student's home address to the School of Enrollment's address.
- **Home address is in school's area:** Indicates that the student's home address meets any boundary conditions for the school, such as physical area borders.

- **Upload to parent portal:** Enables an administrator to post information for this student on a *parent portal* [p. 155] for viewing by his or her parents.
- **Lunch status:** The lunch program for which the student is eligible.
- **Permission to share lunch eligibility:** Indicates that the parent/guardian has given permission for their child's school lunch eligibility to be shared with administrators.
- **Contact information:** Contact names and phone numbers. A contact is a person who is responsible for the student, typically one or both parents, or a guardian.
- **Legal alert:** Any legal alert associated with this student. **Note:** If a legal alert is recorded here, Chancery SMS displays a Legal Alert icon at the top of the Student Demographics page.

Table 8: Permissions pertaining to school-specific student information

To	You need this permission	Set to	
Add and edit student demographic data	Students > Demographic Data	Edit	
Add and edit student contacts	Students > Contact Information	Edit or Delete	
Add and edit school-specific student demographic information	Students > Student School Specific	Edit	
Add and edit the number of miles a student lives from their school	Students > Distance from School	Edit	
Change the student's Home School	Students > Modify Home School	Yes	
Add and edit a student's lunch status	Students > Lunch Status Panel	Edit	
Enter legal alert information	Students > Legal Alert	Edit	
Assign a School Counselor to a student	Students > Modify Counselor Assignment	Yes	

Student Demographics: Personal Info

The information on this Student Demographics page [p. 53] tab contains some information that is also found on the School Specific [p. 57] and Overview tab [p. 54], as well as the following:

- **State number** see *Student Demographics: Overview* [p. 54]
- **Alternate number:** The student's number if this system employs an alternate numbering scheme.
- **Full legal name (if different):** The student's full legal name if different from the Last name, First name, Middle name [p. 54].
- **Registration grade level:** The grade the student was in at the time of registration [p. 134].
- **Registration status:** The status of the student's registration [p. 134].
- **Enrollment status:** Indicates that the student is active in one or more schools [see also *Inactive students* p.51].

- **Academic plan:** Requirements the student must meet in order to graduate [p. 95]. This involves the assignment of a Counselor [p. 237].
- **Student type:** Typically Indicates that a student is full time or part time. The purpose of this field may vary according to the district's setup.
- **Year entered 9th grade:** The year or date the student entered 9th grade (if applicable). Depending on your district's setup, this field displays either in year or date format.
- **Zoned school (Active)** see *Student Demographics: Overview* [p. 54]
- **Home school (Active)** see *Student Demographics: Overview* [p. 54]
- **Home school grade level (Active)** see *Student Demographics: Overview* [p. 54]
- **Home school homeroom:** The student's homeroom at the student's home school. Chancery SMS displays "N/A" if the student is not enrolled in his or her home school.
- **Birth date** see *Student Demographics: Overview* [p. 54]
- **Birth certificate on file:** Indicates that the student's birth certificate has been verified by staff. To view, import, or replace a scanned birth certificate, click **Edit Birth Certificate**.
- **Birthdate verification:** The type of legal evidence used to verify the student's birthdate.
- **Birthplace:** The city or place of birth as it appears on the student's birth certificate.
- **Birth state:** The state or province in which the student was born, as it appears on the student's birth certificate.
- **Birth country:** The country of birth as it appears on the student's birth certificate.
- **Citizenship status:** Citizenship status in country of residence, such as "Resident", "Dual-national", or "Citizen".
- **Country of citizenship:** The name of the country in which the student is a citizen.
- **Immigrant student:** Indicates if the student is an immigrant.
- **Year entered country:** The date or year (the District Administrator sets which) the student immigrated to the country.
- **Year started school:** The date or year (the District Administrator sets which) after immigration the student started school.
- **First date enrolled US school:** The date the student first enrolled in a school in North America.

Chancery SMS displays a **Planning District Calendar** panel if a district planning calendar exists [see *District setup* p.242]. This panel hold the following fields:

- **Zoned school (Planning)** see *Student Demographics: Overview* [p. 54]
- **Requested school:** Defaults to the zoned school determined by address validation.

- **Exception reason:** If the Zoned School differs from the Requested School, this describes why the student is requesting an out-of-zone school. Chancery SMS displays this field only if this system employs address validation.
- **Next year projected grade:** The grade to which the student is expected to advance in the next year [p. 432].
- **Enrollment Status:** This link enables the School Administrator to project the student's enrollment in more than one school (if the system permits a student to be enrolled in more than one school).

Table 9: Permissions pertaining to student personal information

To	You need this permission	Set to	Details
Add and edit student personal information	Students > Student Personal Info	Edit	[p. 796]
Add and edit a student's state number	Students > State Student Number	Edit	[p. 788]
Add and edit the year a student entered 9th grade	Students > Date/Year Entered 9th Grade	Edit	[p. 771]
Access other schools from School on the Add Status Code page	Students > Multiple School Status Access	Yes	[p. 783]
Upload electronic versions of student birth certificates	Students > Birth Certificate	Edit or Delete	[p. 769]

Student Demographics: Address/Phone

The information on this Student Demographics page [p. 53] tab includes the following:

- **Phone numbers panel:** The format in which Chancery SMS displays phone numbers depends on the administrator's choice: four-field (that is, dialing prefix, area code, number, extension) or one-field. One-field accepts the international phone number format, for example, "011+44+1224+555-4432".
 - Note:** When you change a student's home phone number, and that phone number is the same as that of other family member(s) [p. 64], Chancery SMS gives you the option of copying the new phone number to the other family member(s).
 - Place:** The location of the phone, such as home or office.
 - Pref.:** Where several phone numbers are available, the ranking in terms of preference.
 - Listing:** Indicates if the number is listed or unlisted.
 - Type:** The type of phone such as cellular, land line, or fax.
 - Email address:** The student's email address.
 - Additional communication numbers:** Additional communication numbers for the student.
- **Addresses panel:** The format in which Chancery SMS displays addresses depends on the administrator's choice: two-line or five-field. 5-field works with address validation.

Physical address: The street address where the student lives at the time of reporting or the student's last known street address of residence. **Note:** When you change a student's physical address, and that address is the same as that of other family member(s) [p. 64], Chancery SMS gives you the option of copying the new address to the other family member(s)'s physical address. **Note:** Chancery SMS displays a **Geocode** field and a **Validation** button if the system employs address validation. For detailed information, refer to the *Chancery SMSAddress Validation Guide*. **Note:** For Geocode, Chancery SMS displays only the geocode for the student's address.

Mailing address: The address to which correspondence is sent. This may be the same or different from the Physical address. **Note:** For a student who is part of a family [p. 64], you can copy the Mailing address from a family member—click the **Copy address from...** button.

Table 10: Permissions pertaining to student address/phone information

To	You need this permission	Set to	Details
Add and edit student address and phone information	Students > Student Address Phone	Edit	[p. 788]

Student Demographics: Medical Info

The information on this Student Demographics page [p. 53] tab contains some information that is also found on the student's Health Profile page, as well as the following:

- **Medical number:** Depending on district policy, this may be a district-assigned medical number or a parent's medical plan number.
- **Disability:** Indicates that the student has a disability, such as hearing impaired.
- **Critical/chronic health indicator:** Indicates that the student has a chronic or potentially life-threatening condition.
- **Medical alert:** Indicates a significant medical condition, such as food allergy, asthma, or epilepsy. **Note:** If a medical alert is recorded here, Chancery SMS displays a Medical Alert icon at the top of the Student Demographics page [p. 53]. The alert does not specify the condition.
- **Medical alert contact:** The name and phone number of the school contact designated to provide health information for students.
- **Permission to:** Indicates permission to call a doctor, call an ambulance, or treat an illness or injury.
- **Doctor's name:** The name of the student's doctor.
- **Doctor's phone:** The doctor's phone number.
- **Doctor's address:** The doctor's business address.

For more information on student health records, please refer to the *Chancery SMS Health Tracking Guide*.

Table 11: Permissions pertaining to student medical information

To	You need this permission	Set to	Details
Add and edit student medical information	Students > Student Medical Info	Edit	[p. 795]
Enter medical alert information	Students > Medical Alert	Edit	[p. 780]

Student Demographics: Federal Info

The information on this Student Demographics page [p. 53] tab is required by the federal government. The tab has information that is also found on the Personal Info [p. 58] tab. Information includes the following:

- **Ethnic category:** The student's primary ethnic category.
- **Federal ethnic category:** The student's primary federal ethnic category. This is a category of ethnic identity recognized by the U.S. federal government for the purposes of census statistics and employment.
- **Federal race categories:** The student's race or races.
- **Lunch status** see *Student Demographics: Overview* [p. 54]
- **Permission to share lunch eligibility** see *Student Demographics: Overview* [p. 54]
- **Immigrant student** see *Student Demographics: Personal Info* [p. 58]
- **Year entered country** see *Student Demographics: Personal Info* [p. 58]
- **Year started school** see *Student Demographics: Personal Info* [p. 58]
- **Immigrated from:** The country from which the student immigrated.
- **Migrant status:** Indicates that the student, or the student's parent/guardian, maintains primary employment in one or more agricultural or fishing activities on a seasonal or temporary basis.
- **First date enrolled US school** see *Student Demographics: Personal Info* [p. 58]
- **Home language survey panel**
 - Is a language other than English spoken at home?:** Indicates that the student may require an English Language Learners program.
 - Does the student speak a language other than English?:** Indicates that the student may require an English Language Learners program.
- **Home language:** The language or dialect routinely spoken in the student's home. May differ from the student's native language.
- **Dominant language:** The language or dialect the student best understands and with which they are most comfortable.
- **Native language:** The language or dialect first learned by the student or first used by the parent/guardian with the child. Also referred to as the student's *primary language*.
- **Other language:** Notes another language or dialect, other than the dominant language, in which the student is proficient.

Table 12: Permissions pertaining to student Federal information

To	You need this permission	Details	Set to
Add and edit a student's lunch status	Students > Lunch Status Panel	[p. 779]	Edit
Add and edit Home Language Survey information	Students > Home Language Survey	[p. 778]	Edit

Student record: Contacts

This view of a student record [p. 52] lists the *contacts* associated with the student. A contact is a person who is responsible for the student, typically one or both parents, or a guardian. A contact is a member of a student's *family* [p. 64]. A student can have many contacts, who need not be related to the student or to each other.

To view a contact's information, including his or her relationship with the student, click that contact's name. The information includes:

- **Title:** Such as "Mrs.", "Mr.", or "Dr."
- **Last Name:** The contact's last or surname.
- **First Name:** The contact's first name.
- **Middle Name:** The contact's middle name, if any.
- **Relationship to Student:** Can include non-familial relationships, such as neighbor or baby-sitter.
- **Contact Position:** Indicates the order of priority for communications between the school and the contacts.
- **Lives with student:** Indicates that the contact lives with the student.
- **Has custody of student:** If the contact has custody of the student, this check box is selected.
- **Contact with student not allowed:** Indicates that the contact is not allowed communication with this student.
- **Gets mailings for student:** Specifies that the contact is to receive school mail-outs for the student.
- **Emergency:** Indicates that this contact is to be contacted in case of emergency.
- **Has permission to pick up student:** Indicates that the contact has permission to pick up the student from school.
- **Comments:** A description or explanation of contact information. Capacity is 32,000 characters.
- **Password:** The password a contact needs to be able to pick the student up from school.
- **Social Security #:** The contact's social security number.
- **Contact Type:** The contact's general category of relationship; for example, "Immediate Family", "Caregiver", or "Neighbor".
- **Education:** The contact's highest level of education achieved, such as college or university degree.
- **Email:** The contact's email address.

- **Home Language:** The language or dialect routinely spoken in the contact's home. May differ from the student's native language.
- **Requires Translator:** Indicates that the contact requires a translator when communicating with the student's teachers or school and district staff.
- **Phone Numbers panel:** The format in which Chancery SMS displays phone numbers depends on the administrator's choice: four-field (that is, dialing prefix, area code, number, extension) or one-field. One-field accepts the international phone number format, for example, "011+44+1224+555-4432".
 - Place:** The location of the phone, such as home or office.
 - Listing:** Indicates if the number is listed or unlisted.
 - Type:** The type of phone such as cellular, land line, or fax.
 - Additional Communication Numbers:** Additional communication numbers for the contact.
- **Home Address:** The contact's physical and mailing address. **Note:** When you edit a contact for whom the **Lives with [Student name]** option is not set, you have the option of copying the student's home address to the contact—a **Copy address from...** button appears.
- **Employer Name:** The name of the company where this contact is employed.
- **Employment Type:** Describes the industry in which this contact works.
- **Job Position:** The position the contact holds at his or her place of employment.
- **Employment Address:** The address of the contact's place of employment.
- **Special Documents:** Documents on file that contain important information about the contact, such as power of attorney or foster parent.

To add a contact:

- 1 On a page of the student's record [Figure Figure 41], in the control Bar click **Contacts**. The Contacts page appears.
- 2 In the **Actions** menu, click **Add a contact...** The Add Contact popup page appears.
- 3 Add the contact information.
 - For **Home Address**, Chancery SMS automatically copies the student's address if the **Lives with [Student name]** option is set.
- 4 Click **OK**.

Student record: Family

This view of a student record [p. 52] displays the student's *family*. In Chancery SMS, a family consists of a group of one or more related students (*siblings*) and their associated *contacts* [p. 63]. A family can hold several contacts and siblings, as well as siblings' contacts.

In a system that employs family management, Chancery SMS automatically creates a family for a student when that student registers. The criteria for determining siblings within a family differ from district to district. Typically, brothers and sisters, are considered *siblings*. However, step-brothers or sisters who live in different homes may or may not be not considered siblings in the same family.

To adjust a family's setup [SA, DA¹]:

- 1 On a page of the student's record [Figure Figure 41], in the control bar click **Family**. The Family Overview page appears.
 - To change the information for a student in the family or a family contact, click that person's name.
- 2 In the title bar, click **Edit**. The Family Overview popup page appears.
 - To add an existing student to the family, click **Add Existing...** in the Students panel.
 - To add a new student to the system and to the family, click **Add...** in the Students panel.
 - To remove a student from the family (where there is more than one student), click **Remove** in the Students panel.
 - To add a contact, click **Add...** in the Contacts panel.
 - To delete a contact, click **Delete...** in the Contacts panel.
 - To adjust student-contact relationships, click **Edit Relationships** in the Contacts panel.
- 3 Click **Save**.

To add a family [SA, DA²]:

- 1 On the home page, in the control bar click **Family Search**. The Family Search page appears.
- 2 In the **Actions** menu, select **Add Family....** The Family Identification popup page appears.
 - To delete a family, select it and in the **Actions** menu select **Delete Family**.
- 3 Type a **Family Name** and click **Continue**.

Family information includes:

- **Family number:** The family number, which Chancery SMS generates.
- **Family name:** The family's last or surname.
- **Family units:** If the family has siblings who live with different family members, the households in which they live.
- **Lives with:** The contact with whom the student lives.
- **Additional contacts** see *Student record: Contacts* [p. 63]
- **Students:** Family members who are students in the same district. Information includes contacts associated with these students.

¹You can do this if your role is School Administrator or District Administrator.

²You can do this if your role is School Administrator or District Administrator.

Note: When you change a family member's home phone number, and that phone number is the same as that of other family member(s), Chancery SMS gives you the option of copying the new phone number to the other family member(s).

Student record: Attendance

The Student Attendance view of a student record displays the student's attendance record *Taking attendance* [p. 72]. **Note:** This view is not available to a District Administrator.

Student record: Grades

The Student Grades view of a student record displays the student's grades see *Assigning grades* [p. 78]. **Note:** This view is not available to a District Administrator.

Student record: Credits

The Student Credits view of a student record displays the credits the student has received, including the associated grade item, grade, potential credits, credits earned, an override indicator, and override reason, if applicable. For detailed information, refer to the *Chancery SMS Grading Setup Guide*. **Note:** This view is available only for a secondary school. Also, it is not available to a District Administrator.

Student record: Schedule

The Student Schedule view of a student record displays the classes for which a student is scheduled for a term or the year. The information displayed includes:

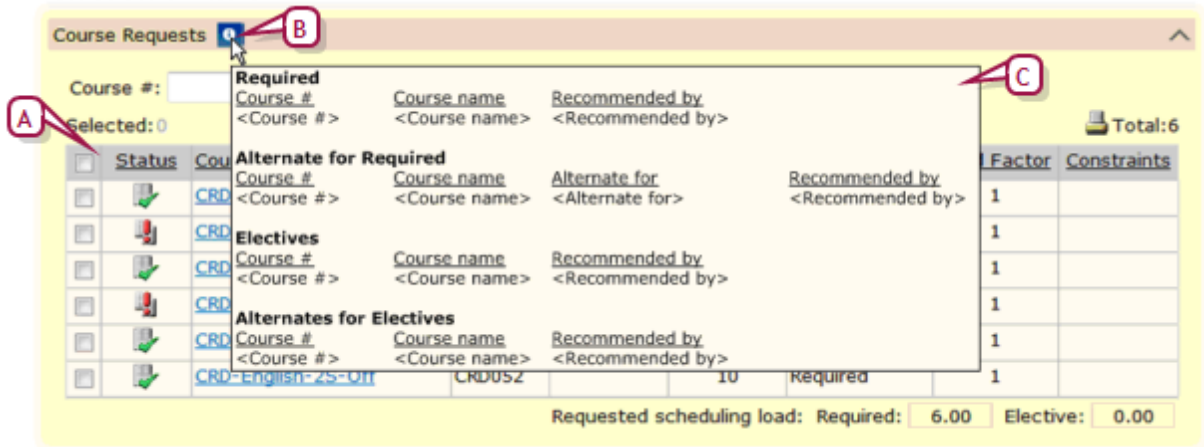
- **Term:** The term in which the class occurs, for example, "S1" for semester 1 or "FYT" for Full-Year Term. An asterisk (*) indicates that the student left the class before the end of the term.
- **Meeting Pattern:** The meeting pattern into which the class is scheduled.
- **Class Name:** Click this to view the student roster [p. 16].
- **Teacher** [*School staff* p.207]
- **Room** [*Facility setup* p.192]
- **Details:** Click an icon in this column to view further details about the class.

Note: This view is not available to a District Administrator.

Under **Course Requests** Chancery SMS displays the student's requested courses for the next year or term. These requests include required courses and electives. The student can add courses to the list via the Internet using ParentCONNECTxp [see *Online course requests*, p. 103]. The requests are summarized in a list, which the administrator has the option of viewing

[Figure Figure 44]. Courses recommended by a teacher or counselor [p. 103] are automatically included in the list.

Figure 44: Online course requests



- A Course requests
- B Online course request icon: Click to view a list (C) of course requests and recommendations that originated online [p. 103]. This list identifies the person who recommended each request. **Note:** This list displays course recommendations and course requests for the student's projected school [p. 142] at the time of submission.

An administrator can enter and adjust course requests on the student's behalf.

To request a course for a student:[SA]¹

- 1 Search for the student and view the student's record [p. 36].
- 2 Click **Schedule**. The Student Schedule page appears.
- 3 Under **Course Requests**, use **Course Search** to find the course
- 4 Under **Course Search Results**, select the course and click **Add Request**. Chancery SMS adds the course to the list of Course Requests.
 - Click **Add Alternate** to designate the course as an alternate.

Student record: Student Behavior

This page of a student record displays behavior incidents associated with the student see *Behavior* [p. 83]. **Note:** This view is not available to a District Administrator.

Student record: Award

This page of a student record lists all the awards the student has received, including the date on which the award was presented see *Awards* [p. 71]. **Note:** This view is not available to a District Administrator.

¹You can do this if your role is School Administrator.

Student record: Tests

The All Tests for Student view of a student record displays a list of the student's tests. Chancery SMS displays this page only if the system employs legacy test functionality.

Student record: Registration

For information on this Register in District view of a student record, refer to *Registration* [p. 134].

Student record: Enrollment

This page of a student record displays the student's enrollment [p. 137] history, that is, each district school in which the student is or was enrolled. A School Administrator records enrollment. You can view detailed information on each enrollment by clicking in the **Status Code** column. This information includes:

- **Home school:** The school to which a student is assigned for reporting purposes. Typically, a student is also enrolled in this school. Depending on a system's settings, the system may determine this school, or your choice may be limited to your own school. Also, if this school is not your school, you may not be able to change it.
- **Date:** The date on which the enrollment status code begins.
- **Status code:** Entry or withdrawal status. Status codes are set up by a District Administrator [*Student enrollment setup* p.258]. **Note:** A student who has not met immunization requirements may be provisionally enrolled.
- **Grade:** The student's grade at the time of enrollment in the home school.
- **Zoned school:** On a system that employs address validation, the school in the student's designated zone according to his or her home address. Chancery SMS displays this school after you have set the Date and Grade and clicked Update see *Student Demographics: Overview* [p. 54].
- **School of enrollment:** The school the student attends. In some circumstances, this school can differ from the Home School; for example, a student may attend her home school in the morning for traditional instruction and attend a different school (her school of enrollment) in the afternoon for vocational training. **Note:** If you choose a school that has controlled enrollment, Chancery SMS presents fields that enable you to specify the program [p. 82].
- **Exception reason:** Describes why the School of Enrollment differs from the Zoned School, that is, why the student is enrolling in an out-of-zone school. **Important:** Enrolling a student in an out-of-zone school may require the approval of a District Administrator. In this case, when you click OK, Chancery SMS does not save the enrollment information and prompts you to send an approval

request. If pre approval has been granted (that is, an address exception set up), Chancery SMS completes the enrollment when you click **OK**.

- **Instr. service period of service:** The type of service being provided to the student at the school.
- **English language background**
- **Program:** Where a school employs one or more programs to control enrollment, this is the controlled enrollment program in which the student has been offered a position.
- **Session:** Where a school employs one or more programs to control enrollment, this is the controlled enrollment program session in which the student has been offered a position.
- **Queue:** Where a district employs one or more programs to control enrollment, this is the controlled enrollment program session queue in which the student is positioned.
- **Program status:** Where a district employs one or more programs to control enrollment, this is the student's status in the controlled enrollment program.
- **Program override reason:** Where a district employs one or more programs to control enrollment, this indicates the reason an ineligible student is enrolled in a program.
- **Additional override details:** Additional information to the Program Override Reason.
- **Distance from school** see *Student Demographics: Overview* [p. 54]
- **Home address is in school's area** see *Student Demographics: Overview* [p. 54]
- **Comment:** Comments associated with the status code.
- **Physical address** see *Student Demographics: Address/Phone* [p. 60]

Student record: Historical

For information on this view of a student record, refer to the *Chancery SMS Grading Setup Guide*.

Student record: Program Profile

This view of a student record [p. 52] displays the programs in which the student is enrolled as well as the state of any applications the student has made to a program applied see *Programs* [p. 82]. For detailed information, refer to the *Chancery SMS Program Management Guide*.

Student record: Health Tracking

For information, refer to the *Chancery SMS Health Tracking Guide*.

Student record: Test Results

The Student Test Results view of a student record [p. 52] displays a list of all the student's test results, including the test date, the school at which the test

was taken, the student's grade level, if the test was waived, and any comments. Information includes:

- **Test date:** The date on which the test was taken.
- **School name:** The location of the test session. Choices include "Home School", "In district school", "Out of district school". If you select the "Out of district school", type the school's name in the box below the selection.
- **Grade level:** The grade level of the student on the date of the test.
- **Waived:** Indicates that the student has a waiver for the test
- **Comment:** Comments on the student's overall test results.

Note: Before you can add, edit, or view test results for students, a District Administrator must first set up the tests used in the district and add test session information.

To add test results for a student:[SA, DA]¹

- 1 Locate and view the student's record [p. 36].
 - Or, on the My Classes home page [p. 15], in the **Roster** column, click a roster. The Roster page appears [Figure Figure 8]. In the **Student Name** column, click the student's name. The Edit Student Demographics page appears.
 - see also *Student records* [p. 52]
- 2 In the control bar, click **Test Results**. The Add/Edit Student Test Results page appears.
 - The test scores grid displays the appropriate score in the cell where each component (test, sub test, and skill) and score type (raw score, percentile, mastery score, etc.) intersect.
- 3 In the **Actions** menu, click **Add Test Results**.
 - Or click a test result to change it.
 - To delete a test result, select it and in the **Actions** menu click **Delete Test Results**.
- 4 Enter or change information, which includes:
 - **Date:** The date on which the test was taken. The date defaults to today's date. If the test date is not today's date, click **Recalculate** to refresh the list of valid test sessions.
 - **Test session:** The session in which the student took the test. The test session selected determines the test, sub tests, and skills, with the associated score types, that are captured in the Test Scores panel.
 - **School:** The default setting is the home school. To change this, select **In district school** and select a school from the list or select **Out of district school** and type the school's name.
 - **Exemption:** Indicates that the student has a waiver for the test.
 - **Exemption reason:** Indicates the reason the student's test was waived.
- 5 On the test scores grid, enter the appropriate scores and comments by clicking in the cells.
- 6 Click **OK**.

¹You can do this if your role is School Administrator or District Administrator.

Student record: Honor Rolls

For information on this view of a student record, refer to the *Chancery SMS Grading Setup Guide*.

Student record: Background Data

This view of a student record holds miscellaneous demographic and social service information.

Awards

A School Administrator can track *awards* the school grants to students. Examples of award types include Honor Roll, Principal's List, department award, Perfect Attendance, and Community Service. Where a school gives a standard award to students, a School Administrator can use Chancery SMS to set up the type of award [p. 206] and to record its granting [p. 71].

Granting awards

Granting an award involves adding students to a list of recipients and printing an *award certificate* for each recipient [Figure Figure 45]. A School Administrator can complete these tasks at different times. Typically, the administrator would decide on the *award date* at the time of printing. The administrator can create more than one list of recipients for a particular type of award (that is, more than one instance of any type of award)—each list receives an award dated according to that list's Award Date.

Figure 45: Award certificate standard layout example



- A Border
- B **Award Name:** This text is set up for the particular award type [Awards setup p.206].
- C **Award Recipient:** Chancery SMS sets this name for each award recipient to whom the award is granted.
- D **Certificate description:** This text is set up for the particular award type [Awards setup p.206].
- E **Award Date:** Chancery SMS sets this text according to the date you specify for each list of recipients.

Table 13: Permissions pertaining to student awards

To	You need this permission	Details	Set to
Assign awards to students	Students > Award s	[p. 768]	Delete

Taking attendance

You record attendance in the system by choosing an *attendance code* that indicates the student's status; for example, Present, Absent Unexcused, or Tardy Unexcused. To save time, each class has a default attendance code which the staff member changes only if necessary. Typically, the default code is "Present" [Figure].

When the staff member needs to choose a code other than the default, he or she can select from a preset list of *school attendance codes*. A School

Administrator sets up the attendance codes [p. 177]. Chancery SMS tallies attendance according to methods and schedules set up by a School Administrator [p. 181].

As a Teacher or School Administrator, you take attendance for a class or homeroom; you can also view past attendance. A School Administrator can assign attendance for a future date and change past attendance, including clearing attendance records [p. 150]. The frequency at which you take attendance depends on the attendance-taking method in use at the school: one-daily, twice-daily, or by-class see *Setting an attendance method* [p. 173].

A class or homeroom may have a time which attendance is due to be submitted. If you are the staff member responsible and attendance is not submitted, you may receive an alert to that effect [p. 31]. **Note:** In some circumstances, system processes result in automatic attendance being assigned, such as absences for a suspended student.

You can take attendance by:

- *Assigning attendance on a student roster* [p. 73]
- *Assigning attendance to one student* [p. 75]
- *Assigning attendance to various students at once* [p. 77]

Table 14: Permissions pertaining to attendance

To	You need this permission	Details	Set to
View class attendance information	School Setup > Classes	[p. 710]	View
Edit class attendance information	School Setup > Classes	[p. 710]	Edit
View homeroom information	School Setup > Homerooms	[p. 722]	View
Edit homeroom information	School Setup > Homerooms	[p. 722]	Edit
To change an attendance code set by student behavior action steps	Attendance > Override Student Behavior Attendance	[p. 632]	Yes

Assigning attendance on a student roster

You can take attendance for a roster of students on the current date by assigning an attendance code to each student. When your attendance taking is complete you submit the record for storage in the system. You can save your record for later submission should you need to update attendance, such as for a student who is late rather than absent. Chancery SMS indicates that attendance needs to be taken on the My Classes home page [p. 15].

To take attendance:[T, SS, SA]¹

- 1 Open an Attendance page.
 - For example, by clicking the attendance icon on the My Classes home page [p. 15].

¹You can do this if your role is Teacher, School Secretary, or School Administrator.

- For example, by clicking **Classes** under **CLASS** in the control bar of the home page.
 - For example, by clicking **Homerooms** under **CLASS** in the control bar of the home page.
 - If the school attendance method is by class, ensure that the appropriate period is displayed [Figure Figure 46] [Figure].
- 2 Assign an attendance code to each student whose attendance status differs from the default.
 - If necessary, select a school attendance code [p. 177] in the **Code** column.
 - If the school attendance method is twice-daily, select AM or PM [Figure Figure 48].
 - 3 Click **Submit**.
 - To save your work without submitting, in the **Actions** menu click **Save**.

Figure 46: Attendance taking for a roster

Thursday, June 23, 2005 9:20 AM - 11:10 AM Not submitted

Selected: 1 Total: 10

<input type="checkbox"/>	A	T	P	Student Name	Code	Min. Abs.	Comment
<input type="checkbox"/>			P	Bonilla, Thomas	P	0	
<input type="checkbox"/>			P	Diaz, Dariommy	P	0	
<input type="checkbox"/>			P	Douglas, Aphrodite A	P	0	
<input type="checkbox"/>			P	Hastings, Justin	P	0	
<input type="checkbox"/>			P	Lucas, Brandi N	P	0	
<input type="checkbox"/>	A	T	P	McDuffie, Michelle A	A	0	Michelle is ill as per her mother
<input type="checkbox"/>	A	T	P	Montgomery, Cassandra E	T	10	Bus late
<input type="checkbox"/>			P	Nicolaisen, George A	P	0	
<input type="checkbox"/>			P	Perdue, Carlos A	P	0	
<input checked="" type="checkbox"/>			P	Persian, Janeal M	P	0	Back from family holiday

*Required Submit Submit & Logoff

- A** Date and time of class or homeroom: Displays a choice of AM or PM if the school attendance method is twice-daily [Figure Figure 48]. Displays the period time, if the school attendance method is by class [Figure Figure 49].
- B** Quick entry buttons: These buttons enable you to enter one of the three standard attendance types: Absent (A), Tardy (T), and Present (P). Click a code to assign it. You can change the code that is assigned to these buttons [p. 179].
- C** Default attendance code: In this case, all students in this class/homeroom are considered Present until you assign them another code [see also *Setting a default attendance code for a class or homeroom* p.180]
- D** Code: Enables you to assign one of the school's attendance codes [p. 177] or one of the standard attendance codes.
- E** Min. Abs.: The number of minutes late or absent (if the school records this).
- F** Comment: Click in the column to enter a comment, or select the student.
- G** Comment: To view a comment, move the cursor over the note icon.

- H Submit:** Records this attendance record in the system.
- I Submit & Logoff:** Records this attendance record in the system and logs you off the system [p. 11].

Figure 47: Once-daily attendance taking

		Student Name	Attendance	Comment
<input type="checkbox"/>	A T P	Berg, Dillon	Present	
<input type="checkbox"/>	A T P	Christmas, Dirk	Tardy Unexcused	
<input type="checkbox"/>	A T P	Friend, Millard	Absent Unexcused	
<input type="checkbox"/>	A T P	Lunt, Abbey	Present	

Figure 48: Twice-daily attendance taking

		Student Name	AM Attendance	AM Comment
<input type="checkbox"/>	A T P	Barlow, Amber	Present	
<input type="checkbox"/>	A T P	Burnett, Jessica	Present	
<input type="checkbox"/>	A T P	Carroll, Chris	Present	

- A Attendance period:** Select "AM" or "PM".

Figure 49: Class attendance taking



- A Class:** Enables you to select a class for which to take attendance.
- B Prev | Next:** Cycles through the classes.

Assigning attendance to one student

You can assign attendance to an individual student for various days and attendance periods. This method also enables you to review the student's attendance record and observe patterns.

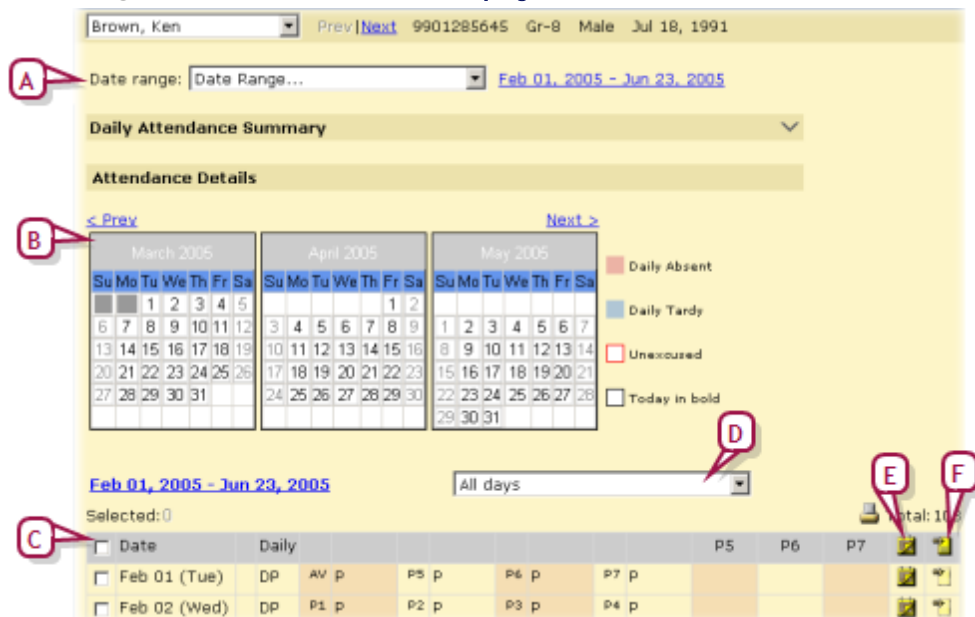
To assign attendance to a student:[T, SS, SA]¹

- 1 Locate and view the student's record [p. 36].
 - Or, on the My Classes home page [p. 15], in the **Roster** column, click a roster. The Roster page appears [Figure Figure 8]. In the **Student Name** column, click the student's name. The Edit Student Demographics page appears.
 - Or, at an elementary school, on the control bar under **SCHOOL**, click **Attendance**. The Attendance page appears [Figure Figure 52]. Search for the student and select her record.
 - see also *Student records* [p. 52]

¹You can do this if your role is Teacher, School Secretary, or School Administrator.

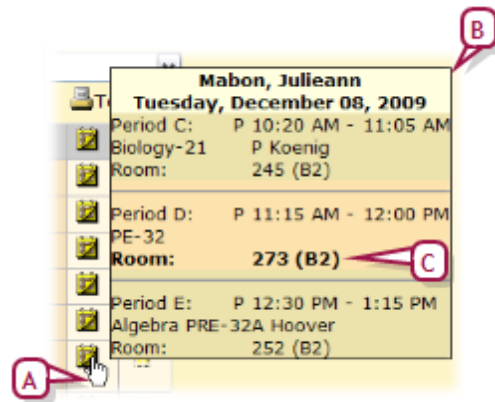
- 2 In the control bar, click **Attendance**. The Student Attendance page appears [Figure Figure 50].
- 3 Assign attendance for each attendance period for each day, as necessary: click on the table to choose a code.
 - The number of attendance periods each day depends on the school's attendance method [p. 173].
 - To print the student's attendance for a day, in the **Actions** menu click **Print Daily Summary**.
 - To print the student's attendance record, in the **Actions** menu click **Print Details**.
- 4 Click **Save**.

Figure 50: Student Attendance page



- A **Date range:** Select the range of attendance records to be displayed.
- B **Calendar:** Displays the months in the specified date range. Click **Prev** or **Next** to adjust the range by a month.
- C **Daily attendance grid:** Displays one row for each day, one column for attendance period. For example, once-daily shows one column, by-class shows one column per period in the day ("P1", "P2", etc.). Chancery SMS displays today's date in bold type and marks with an exclamation mark (!).
- D **Day type:** Enables you to restrict the view to Exception days only [p. 170].
- E **Schedule:** To view the student's schedule for the day, move the cursor over the icon—a day schedule appears [Figure Figure 51]. Available only at a school using the by-class attendance method [p. 173].
- F **Comment:** To view a comment, move the cursor over the icon. To add a comment, click in the column.

Figure 51: A student's schedule for the day



- A Cursor and schedule icon: The schedule remains in view as long as the cursor is over the schedule icon.
- B Day schedule: Information includes periods, times, course names, and room numbers.
- C Current room number: Chancery SMS displays the room number in **bold** type when it is the appropriate room for the current time on the current day.

Figure 52: Elementary school Attendance page example

Selected: 3		Total: 15		
<input type="checkbox"/> Name	Daily	AM	PM	
<input checked="" type="checkbox"/> Babich, Corliss	~ DABsUnexc	▼ Absent Unexc	▼ Absent Unexc	▼
<input checked="" type="checkbox"/> Backlund, Shaguana	~ DPresent	▼ Present	▼ Present	▼
<input checked="" type="checkbox"/> Bade, @Arlena	~ DPresent	▼ Present	▼ Present	▼
<input type="checkbox"/> Bade, Arlena-SB	~ DPresent	▼ Present	▼ Present	▼
<input type="checkbox"/> Balboa, Tammie	~ DPresent	▼ Present	▼	▼
<input type="checkbox"/> Bannister, Darren	~ DPresent	▼ Present	▼ Present	▼

Assigning attendance to various students at once

In a school that employs the once-daily or twice-daily attendance method [p. 173], you can assign the same attendance code for a day to a selection of students, even students from different rosters.

To assign attendance to several students at once:[T, SS, SA]¹

- 1 Generate a list of students [p. 36]. Select the students. In the **Actions** menu click **Mass Attendance**. The Mass Attendance page appears.
 - Or, on a class roster [p. 16], select students and in the **Actions** menu click **Assign Attendance**.
- 2 Use **Start** and **End** to set the date range.
 - **Note:** A Teacher can only set this date range to the current date.

¹You can do this if your role is Teacher, School Secretary, or School Administrator.

- 3 For **Assign**, select one of the following:
 - "Class Attendance": Usable only in schools in which the attendance method is By-class [p. 173].
 - "Daily Attendance"
 - "Homeroom Attendance" at a school employing the twice-daily attendance method. If you make this choice, for **To** select "Full Day", "AM", or "PM".
 - "Selected Periods": Chancery SMS displays the possible periods in the **Available** column. To select one or more periods, move them from the **Available** column to the **Selected** column.
 - "All Periods"
- 4 Select an **Attendance code**, which will apply to all of the selected students.
- 5 Click **OK**.

Assigning grades

Staff members, such as teachers, school secretary, and the School Administrator, can assign grades to students by:

- *Assigning grades on a student roster* [p. 78]
- *Assigning grades to one student* [p. 80]


Note: The staff member can assign grades after the grading report period has passed only if the school has set up a grace period for assigning grades [Grading setup p.195].

Assigning grades on a student roster

A staff member can assign grades for the current grading report period to students on a roster by assigning a grade code to one student per subject at a time, or to several students per subject. The subjects for which staff can assign grades depends on the type of student roster; for example, for a homeroom roster, you can assign grades for all subjects.

To assign grades: [T, SS, SA]¹

- 1 On the **Classes** page (secondary school setup) [p. 15] or **Homerooms** page (elementary school setup) [p. 194], click the grading icon in the **Grading** column. The Grades page appears

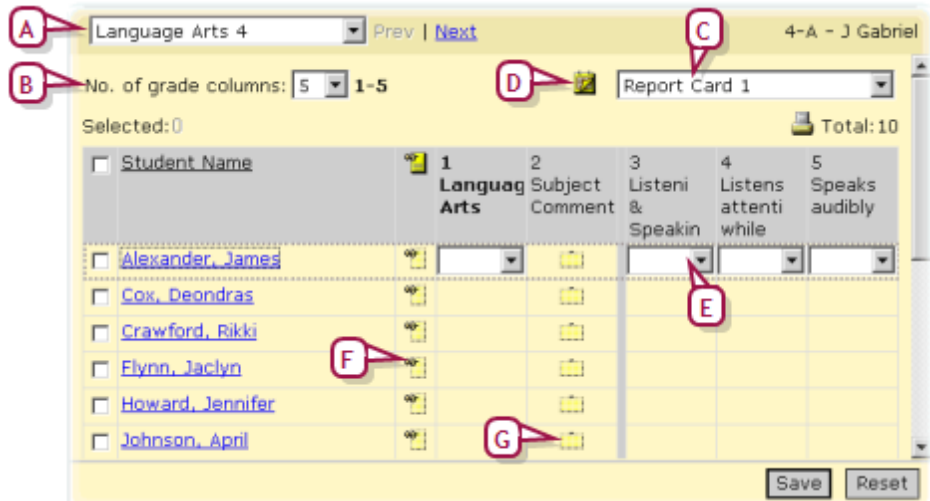
[Figure Figure 53]. 

- The Grades page initially displays the current grading period.
 - The **Legend** [Figure Figure 54] displays the grade codes available for use on this particular Grades page.
 - You can adjust the columns displayed: in the **Edit** menu click **Choose Columns....**
- 2 Assign a grade to each student for each grade item. Or assign a grade to several students at once for each grade item:
 - a Select the students.

¹You can do this if your role is Teacher, School Secretary, or School Administrator.

- b In the **Edit** menu click **Fill Columns....** The Fill Columns page appears.
 - c Enter or change Information, which includes:
 - Assigning the same grade to all students on the Grades page or only those selected
 - Overwriting existing grades, where these are recorded, or only assigning a grade where no grade is recorded.
 - d Assign the grade.
 - e Click **OK**.
- 3 Click **Save**.

Figure 53: Grades page



- A Subject/class: Enables you to assign grades for another subject or class. You can also click **Prev** or **Next** to switch classes.
- B **No. of grade columns**: This enables you to increase the page's legibility by limiting the number of columns displayed. (Where a grading period has more than one item on which each student is to be graded, each item has its own column.)
- C Grading period: Enables you to assign grades for a different grading period.
- D Class tooltip: Hover your cursor over this tooltip to view teacher, term, meeting pattern, and room information for this class.
- E Grade assignment: Select a grade to assign. The **Legend** [Figure Figure 54] describes the grades available.
- F Comment: To view a comment, move the cursor over the icon.
- G Standard comments: Click to add standard comments; that is, grading comments that have been pre-configured.

Figure 54: Grade legend example

Legend	
Summary	Proficiency
A - Consistently exceeds	* - Modified expectations
B - Consistently meets	1 - Above expectations
C - Sufficiently meets	2 - At expectations
D - Inconsistently meets	3 - Below expectations
I - Incomplete/Insufficient	4 - Incomplete data
	NA - No assessed this period

Assigning grades to one student

You can assign grades to an individual student.

To assign grades to a student:[T, SS, SA]¹

- 1 Locate and view the student record [p. 36]. The Edit Student Demographics page appears.
- 2 In the control bar, click **Grades**. The Student Grades page appears [Figure Figure 55].
 - The Student Grades page initially displays the current grading period and the student's current grade level.
 - The **Legend** [Figure Figure 54] displays the grade codes available for use on this particular Student Grades page.
- 3 Assign a grade for each grading item.
- 4 Click **Save**.

Figure 55: Student Grades page

Item Description	RC1	RC2	RC3	PR1	PR2	PR3
LANGUAGE ARTS	[D]					
Subject Comments	[E]					
Listening & Speaking						
Listens attentively while others speak						
Speaks audibly						

- A Grade level: More than one grade level may be available.
- B **No. of grade columns:** This enables you to increase the page's legibility by limiting the number of columns displayed. (Where a grading period has more than one item on which each student is to be graded, each item has its own column.)
- C Grading period: Enables you to assign grades for a different grading period.

¹You can do this if your role is Teacher, School Secretary, or School Administrator.

- D Grade assignment: Select a grade to assign. The **Legend** [Figure Figure 54] describes the grades available.
- E Standard comments icon: To add a pre-configured comment, click the icon.

Assigning grades to a class in a past grading period

You can enter a student's grade for a class in a previous grading period; that is, a grading period that occurred before the student was scheduled into the class [p. 270]. This is useful when a student transfers in from another school or district.

To assign grades to a past grading period:[SS, SA]¹

- 1 Locate and view the student record [p. 36]. The Edit Student Demographics page appears.
- 2 In the control bar, click **Schedule**. The Student Schedule page appears.
- 3 Click the **Backfill Grades** check box for the class.
- 4 In the control bar, click **Grades**. The Student Grades page appears.
- 5 Select the grading period and enter the grades [Figure Figure 55].
- 6 Click **Save**.

Assigning pre-defined grade comments

If your school has been set up to use standard comment grading tables [p. 195], you can assign standard comments—that is, pre-configured grade comments that appear on report cards and progress reports—to students. Examples of standard comments include: "Often tardy to class", "Attitude has improved", "A pleasure to have in class", "Frequently disrupts class" and so on.

To assign standard comments:[T, SS, SA]²

- 1 On the Grades or Student Grades page, in the appropriate grade column, click the standard comments icon [Figure Figure 55]. The Student Standard Comments page appears.
- 2 Double-click a comment to select it.
 - To select multiple comments, enter the codes in the Comment code field and click **Add**.
 - To filter comments by category, select a category from **View**.
- 3 Click **OK**.

¹You can do this if your role is School Secretary or School Administrator.

²You can do this if your role is Teacher, School Secretary, School Administrator.

Table 15: Permissions pertaining to assigning grades

To	You need this permission	Details	Set to
Assign, edit, or delete grades	Grading > Add Grades	[p. 672]	Yes
Assign grades for a student for a prior grading period	Grading > Backfill Grades	[p. 672]	Yes
Change the grades of an elementary student where those grades were assigned by another user	Grading > Edit Grades from Other Teachers	[p. 673]	Yes
Change the grades of a secondary student where those grades were assigned by another user	Grading > Enter Grades for All Classes	[p. 673]	Yes
Change a student's grades for a past grading period	Grading > Modify Grades for Completed Periods	[p. 675]	Yes
Change a student's grade that has been calculated by Chancery SMS	Grading > Override Calculated Grades	[p. 676]	Yes

Programs

A *program* is a specialized activity or course of study that is an enhancement to or a replacement for a regular academic program and is subject to controlled enrollment. To enroll in such a program, a student must apply to it and be offered a position. A District Administrator defines the programs that are available for use in the system and assigns them to schools. A School Administrator can modify such programs for use at a school. For further information, refer to the *Chancery SMS Program Management Guide*.

Resources

A *resource* is a service that a student may receive in addition to standard instruction via classes, courses, homerooms, or programs. Examples of resources include Remedial Reading, Speech Therapy, and Gifted and Talented Enrichment. A District Administrator defines the resources that are available for use in the system and assigns them to schools. A School Administrator can modify such resources for use at a school [p. 270].

You can view the resources that students are receiving and view the students for each resource.

To view resources and the students receiving them]:[SS, SA]¹

- 1 On the home page, in the control bar under **SCHOOL**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Resource Services**. The Resource Services page appears [Figure Figure 56].

¹You can do this if your role is School Secretary or School Administrator.

- Or, to view the students who are receiving a resource, click **Resource Roster**. The Resource Roster page appears.
- 3 In the **Resource Service Name** column, click the resource's name to view it.

Figure 56: Resources Services page

Selected: 0			Total: 2
<input type="checkbox"/>	Resource Service Name	Service #	Default Teacher
<input type="checkbox"/>	Reading		Breedlove, Marcelo
<input type="checkbox"/>	StaffRewriteTestServ		SR Last-name, SR First-name S

Behavior

You can record an event of unusual student behavior or circumstances of concern that merit monitoring or action on the part of school staff. The record, a *student behavior incident*, covers traditional behavioral infractions, such as bullying or abusive language, as well as non-disciplinary concerns such as poor attendance or a sudden drop in academic performance, and positive behavior such as strong academic performance.

Typically, a student behavior incident is associated with a particular student. However, one incident can also be associated with several students or no students at all until an association is possible; for example, you can record the vandalizing of lab equipment or a swarming in the playground before ascertaining who was responsible. For serious or complex incidents such as those that involve violence, you can record victims, witnesses, and the names of other people involved. These people might include students and school staff, or people outside the school, such as police, parents, drivers, or students from other schools.

When an administrator records an incident, he or she categorizes it, rates its *severity*, and describes one or more *events or concerns* [Figure Figure 57]. Once an incident is recorded, a Teacher or District or School Administrator can add details to it and assign to each student involved one or more *actions*, such as tutoring, a suspension, or counselling. Each action is made up of one or more *action steps*, such as a letter to parents or a transfer to another class, which an administrator can tailor to each student involved [p. 95].

Figure 57: Student Behavior incidents

Selected: 0						Total: 2
<input type="checkbox"/>	Incident Number	Incident Start Date	Incident Severity	Primary	Event or Concern	Action
<input type="checkbox"/>	9	Mar 07, 2005	Moderate Incident	April, Stan; Giffin, Amira; Hilario, Bennett; Brooker, Vonda	Alcohol	In-school suspension; Physical Activity; Privilege restriction
<input type="checkbox"/>	58	Feb 28, 2009	Extremely Severe Incident	Barger, Jose	Won't stay seated	Suspended

- A Primary:** The principal student involved in this incident, such as the instigator of an altercation or the student who won an award.

Note: The choices of categories, severity ratings, actions, and their associated steps are set up by a District Administrator to support district policies and procedures.

Table 16: Permissions pertaining to student behavior incidents

To	You need this permission	Set to	Details
View and edit incident records. Permission is granted according to incident category and severity level.	Student Behavior > Discipline Category Severity High Student Behavior > Discipline Category Severity Medium Student Behavior > Discipline Category Severity Low Student Behavior > Non-Discipline Category Severity High Student Behavior > Non-Discipline Category Severity Medium Student Behavior > Non-Discipline Category Severity Low Student Behavior > Academic Category Severity High Student Behavior > Academic Category Severity Medium Student Behavior > Academic Category Severity Low Student Behavior > Attendance Category Severity High Student Behavior > Attendance Category Severity Medium Student Behavior > Attendance Category Severity Low Student Behavior > Behavior Category 1 Severity High Student Behavior > Behavior Category 1 Severity Medium Student Behavior > Behavior Category 1 Severity Low	Edit	<p>[p. 761]</p> <p>[p. 762]</p> <p>[p. 759]</p> <p>[p. 759]</p> <p>[p. 760]</p>
View incident records for all students in the district and edit incident records at the user's school	Student Behavior > Cross-School Student Behavior Access	View	[p. 760]
View and edit incident records for all students in the district	Student Behavior > Cross-School Student Behavior Access	Edit	[p. 760]
Print the Student Behavior Summary	Reporting > Behavior Summary Report	View	[p. 696]
Change an attendance setting assigned by a student behavior action step	Attendance > Override Student Behavior Attendance	Yes	[p. 632]
Enroll a student who is assigned a student behavior action that restricts enrollment	Student Behavior > Override Student Behavior Enrollment	Yes	[p. 762]

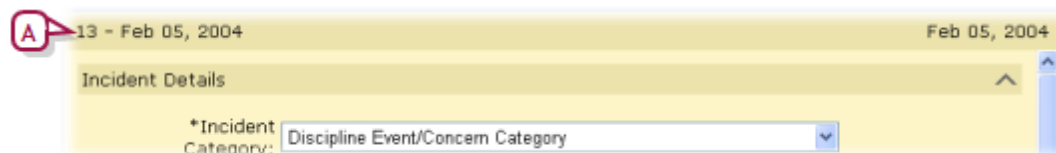
Viewing a student behavior incident

Typically, school staff can view and edit behavior incidents owned by their school and incidents associated with students transferring into their school. School staff can assign actions only to students enrolled in their school. You can view all behavior incidents at the school or a particular student's record of such incidents. A District Administrator can view and edit behavior incidents across the system.

To view a student's student behavior incidents [T, SA, DA]¹:

- 1 On the home page, in the control bar under **SCHOOL** click **Student Behavior**. The Student Behavior page appears.
- 2 Under **Basic**, search by the student's last name, his or her student number and/or other criteria. Under Search Results, Chancery SMS displays a list of incidents.
 - Under **Basic** or **Detail**, when you search by "Referred by", Chancery SMS searches both the "Referred by" and "Referred by (other)" fields.
 - You can adjust the columns displayed [p. 23] to include "School" and "Referred by".
- 3 In the **Incident Number** column, click an incident's number. The Edit Behavior Incident page appears [Figure Figure 59] [Figure Figure 60] [Figure Figure 61]. Information includes:
 - **Incident category**: This category [Figure Figure 58] determines many of the choices available for describing the incident. The categories available depend on your role [p. 12]. The category determines which roles can view the incident record [see : *Permissions pertaining to student behavior incidents* p.84].
 - **Incident start**: The date and time the incident occurred.
 - **Incident end**: The date and time the incident concluded.
 - **School**: The school at which this incident was recorded.
 - **Referred by**: The staff member who first described this incident.
 - **Referred by (other)**: Any other person or organization that described this incident, such as the police or a passerby.
 - **Overall incident severity**: The severities available depend on your role [p. 12] and are associated with the choice of Incident Category. The severity determines which roles can view the incident record [see : *Permissions pertaining to student behavior incidents* p.84].
 - **Incident description**: Additional comments and information pertaining to the incident, to a maximum of 8000 characters.
 - **Additional Incident Details**: Enables you to add details on such topics as location, weapon, and police involvement [see p.90].
 - **Persons Involved** panel: Displays a list of people associated with this incident [Figure Figure 59]. You can add or remove students and add or remove people as primaries, witnesses, or victims [p. 87].
 - **Events or concerns** displays the events or concerns at the center of this incident [Figure Figure 60]. An incident must have at least one event or concern see *Adding incident events or concerns* [p. 91].
 - **Actions** lays out the actions assigned to each student involved [Figure Figure 61].
- 4 Click **OK** to close the record.

Figure 58: Student Behavior Incident number



¹You can do this if your role is Teacher, School Administrator, or District Administrator.

- A Incident number and the date the incident record was created.

Figure 59: Student Behavior Incident: Persons Involved

Persons Involved

Selected: 0 Total: 6

<input type="checkbox"/> Name	ID	Involvement	Person Type	School
<input type="checkbox"/> Alder, @David	10460906	Primary	School Student	Crystal High School
<input type="checkbox"/> Dant, Melissa	10460193	Primary	School Student	Crystal High School
<input type="checkbox"/> Forest, Bob	10461619	Primary	School Student	Crystal High School
<input type="checkbox"/> Tena, @Melita	10462006	Primary	School Student	Crystal High School
<input type="checkbox"/> Willie, \$Tisha B	10462319	Primary	School Student	Crystal High School
<input type="checkbox"/> Pon, Janine	10462666	Victim	School Student	Crystal High School

A
B
C
D
E

- A **Select School Student:** Enables you to add a student at the school as a primary, witness, or victim. This involves a search of student records [p. 36].
- B **Select District Student:** Enables you to add a student in any school in the district as a primary, witness, or victim. This involves a search of student records [p. 36].
- C **Select Staff:** Enables you to add a school staff member as a primary, witness, or victim. This involves a search of staff records [p. 207].
- D **Add Other:** Enables you to add the name and contact information for a person as a primary, witness, or victim.
- E **Remove:** Deletes the selected person(s) from the list of those involved.

Figure 60: Student Behavior Incident: Events and Concerns

Events or Concerns

To modify an 'Event/concern' select the event/concern hyperlink.

Selected: 0 Total: 1

<input type="checkbox"/> Category	Event/Concern	Severity	Persons involved
<input type="checkbox"/> Discipline Event/Concern Category	Fighting	N/A	Dant, Melissa (P) Alder, @David (P) Forest, Bob (P) Tena, @Melita (P) Willie, \$Tisha B (P) Pon, Janine (V)

B
C
A

- A **Event/Concern:** Click the name to view it. **Note:** Each incident record must hold at least one event/concern.
- B **Add:** Enables you to add an event/concern to this incident record [p. 91].
- C **Delete:** Deletes the selected event/concern(s) from this incident record.

Figure 61: Student Behavior Incident: Actions

To modify a specific 'Action' select the action hyperlink. To define dates and times for 'Action steps' select the action step(s) hyperlink.

Selected: 1 Total: 4

Action	Action step(s)	Target start date	Target end date
April, Stan			
<input type="checkbox"/> in-school suspension	in-school suspension	05/27/2005	05/27/2005
Brooker, Vonda			
<input type="checkbox"/> Physical Activity	Physical Activity	05/27/2005	05/27/2005
Giffin, Amira			
<input type="checkbox"/> in-school suspension	in-school suspension	05/27/2005	05/27/2005
Hilario, Bennett			
<input checked="" type="checkbox"/> Privilege restriction	Privilege restriction	05/27/2005	05/27/2005

- A** Student: The student to whom the action applies.
- B** Action: Each action is associated with a particular student. Click the action's name to tailor it to this student [p. 93].
- C** Action step(s): Click the action steps' name to view or change them.
- D** Add: Enables you to add an action to this incident record.
- E** Delete: Deletes the selected action(s) from this incident record.

To view all student behavior incidents: [T, SA, DA]¹

- 1 On the home page, in the control bar under **SCHOOL**, click **Student Behavior**. The Student Behavior page appears [Figure Figure 57].
- 2 Click **Display All Records**.
 - Or use **Student Behavior Search** to find incidents associated with a specific student, event/concern category, or action.
- 3 In the **Incident Number** column, click an incident's number. The Edit Behavior Incident page appears [Figure Figure 59] [Figure Figure 60] [Figure Figure 61].
- 4 Click **OK** to close the record.

Recording a student behavior incident

Recording an incident involves setting up a basic incident record, which you can do for one student, for several students, or none at all. Once the incident is recorded, you have the option of adding or adjusting its information at any time [Viewing a student behavior incident p.84], such as the other people involved, additional events and concerns, and actions to be taken.

To record a student behavior incident for a student:[T, SA, DA]²

- 1 In the control bar, click **Student Behavior**. The Student

¹You can do this if your role is Teacher, School Administrator, or District Administrator.

²You can do this if your role is Teacher, School Administrator, or District Administrator.

- Behavior page appears.
- 2 Click **Display All Records**. Chancery SMS displays a list of incidents.
 - 3 In the **Actions** menu click **Add Behavior Incident**. The Add Behavior Incident popup page appears [Figure Figure 62].
 - Or, you on the Edit Student Demographics page [p. 53], in the **Actions** menu click **Add Behavior Incident**.
 - 4 Enter or change information, which includes the information on an incident record see *Viewing a student behavior incident* [p. 84] as well as the following:
 - **Show Only Events/Concerns That Relate to the Selected Incident Category:** May be pre-set by a District Administrator, in which case, this option does not appear.
 - **Show All:** Displays all Available Event/Concerns, not just those related to the Incident Category. May be pre-set by a District Administrator, in which case, this option does not appear.
 - **Available Events/Concerns:** Available events/concerns that apply to the chosen Incident Category. Move selected events/concerns to the **Selected** list. An incident must have at least one event/concern selected.
 - **Available Actions:** The action that apply to the chosen Incident Category. Move selected actions to the **Selected** list. (Appears only when you record an incident start from a student record.)
 - **Action Start Date:** The start date for the selected actions. (Appears only when you record an incident start from a student record.)
 - **Action End Date:** The end date for the selected actions. (Appears only when you record an incident start from a student record.)
 - 5 Click **Continue**. Chancery SMS creates an incident record and the Edit Behavior Incident page appears.

Figure 62: Add Behavior Incident popup page

*Incident Start: 06/20/2007 mm/dd/yyyy

*Incident Category: Behavior Category

Overall Incident Severity: Mild Incident

Show only event/concerns that relate to the selected category

Show All

Available Events/Concerns

Refusal to Identify Oneself	add	*Selected	Improper Behav Outside Class
Skipping			
Tardy to Class			
Teacher Defiance	Remove		

Available Actions

Alternative School	add	Selected:	Detention
Behavioral Improvement			
Bus Suspension			
Community Service	Remove		

Action start date: 06/20/2007 mm/dd/yyyy

Action end date: 06/22/2007 mm/dd/yyyy

Required

To record a student behavior incident for several students at

¹You can do this if your role is Teacher, School Administrator, District Administrator.

- 1 Perform a search to locate the relevant students' record(s) [p. 36]. The Student Search results page appears.
- 2 Select the student(s) whom you want to record as the Primary person(s).
- 3 From the **Actions** menu, click **Add Behavior Incident**. The Add Behavior Incident popup page appears [Figure Figure 62].
- 4 Set options.
- 5 Click **Continue**. Chancery SMS creates an incident record and the Edit Behavior Incident page appears.

To record a student behavior incident for no particular students:[T, SA, DA]¹

- 1 On the home page, in the control bar under **SCHOOL**, click **Student Behavior**. The Student Behavior page appears.
- 2 In the **Actions** menu click **Add Behavior Incident**. The Add Behavior Incident popup page appears [Figure Figure 62].
- 3 Set options.
- 4 Click **Continue**. Chancery SMS creates an incident record and the Edit Behavior Incident page appears.
- 5 Click **OK** to close the record.

Additional incident details

You can add details to a student behavior incident, specifically the exact location, scheduling group, period and class, times, influencing factors such as gangs or drugs, the use of weapons, legal implications, police involvement, costs, and links to other incidents. Since such detail is useful in resolving an incident, include as much information as you can.

To add details to a student behavior incident [SA, DA]²:

- 1 Locate and view the incident record [p. 84]. The Edit Behavior Incident page appears.
- 2 Click **Additional Incident Details**. The Additional Incident Details page appears.
- 3 Adjust the information, which includes:
 - **Location category:** The category of the primary location of the incident; for example, "On school grounds".
 - **Location:** The specific location where the incident occurred. The choices available in the selection list depend on the Location Category.
 - **School building:** The school building in which the incident occurred.
 - **School room:** The room where the incident occurred. The choices available depend on the School Building chosen.
 - **Other location details:** Additional information about the location where the incident occurred.
 - **Scheduling group:** Specifies the scheduling group of the class in which the incident occurred.

¹You can do this if your role is Teacher, School Administrator, or District Administrator.

²You can do this if your role is School Administrator or District Administrator.

- **Period:** Specifies the period of the class in which the incident occurred. The periods available are determined by the Scheduling Group chosen.
- **Class:** The class in which the incident occurred. The classes available are determined by the Period chosen.
- **Time classification:** The general category of time in which the incident started; for example, "During school hours".
- **Time sub-classification:** The specific category of time in which the incident started; for example, "Period 1". The choices available depend on the Time Classification chosen.
- **Other time details:** A description of the time the incident started.
- **Factorsselected:** Factors that may have had a bearing on the incident; for example, "Gang involvement" or "Racial discrimination". Select these from the list of **Factors available**.
- **Weapon category:** If a weapon was involved, the general category of that weapon; for example, "Firearm".
- **Weapon:** The specific weapon used in the incident.
- **Convictable:** Indicates that one or more of the people involved could be convicted for an offense related to the incident.
- **Police involvement:** Indicates that the police were contacted regarding the incident.
- **Police file number:** If police were contacted, the case or file number.
- **Charges laid:** Indicates that one or more of the people involved had charges laid against them.
- **Case outcome:** If charges were laid, the outcome of the case.
- **Estimated cost:** The estimated or actual cost of damages.
- **Drug description:** If drugs were a factor in the incident, a description of that drug.
- **Relate to incident number:** If this incident is related to another, that incident's number.

4 Click **OK**.

Adding incident events or concerns

A student behavior incident can involve more than one event or concern. You can add an event or concern to an incident record any time. The additional event or concern can involve one, some, or all of the Persons Involved.

To add an event/concern to a student behavior incident: [T, SA, DA¹]

- 1 Locate and view the incident record [p. 84]. The Edit Behavior Incident page appears.
- 2 In the Events and Concerns panel, click **Add**. The Add/Edit Event/Concern page appears.
- 3 Add information, which includes:

¹You can do this if your role is Teacher, School Administrator, or District Administrator.

- **Event/concern category:** The general category of event or concern; for example, "Academic" or "Behavior".
 - **Event/concern sub-category:** A more specific category of event or concern; for example, "Sub-par performance" or "Substance Abuse". The choices available depend on the Category chosen.
 - **Event/concern:** The specific event or concern. The choices available depend on the sub-category chosen.
 - **Severity:** Assigned automatically based on the Event/Concern chosen.
 - **Event/concern description:** A more complete description of the event/concern.
 - **Requires police notification:** Indicates the police need to be notified of this event or concern. Set automatically for certain Events and Concerns see *Student behavior setup* [p. 257].
 - **Requires specialized services notification:** Indicates that the office that provides specialized student services should be notified of this event or concern. Set automatically for certain Events and Concerns see *Student behavior setup* [p. 257].
 - **Violates zero tolerance policy:** Indicates that the incident violates the district zero-tolerance policy. Set automatically for certain Events and Concerns see *Student behavior setup* [p. 257].
 - **Persons involved:** Enables you to add this event/concern to some or all of the people involved.
- 4 Click **OK**.
- Or click **Save & Add** to add another event or concern.

Assigning follow-up action

A student behavior incident may require follow-up action. You can assign an action to one, some, or all of the school's students on the list of Persons Involved. Once you have assigned an action to a student, you can tailor that action for each student [p. 95].

An action consists of at least one, usually several, action steps. Actions and their steps are set up by a District Administrator in accordance with district policies and procedures [*Student behavior setup* p.257].

To assign an action to a student behavior incident: [T, SA, DA¹]

- 1 Locate and view the incident record [p. 84]. The Edit Behavior Incident page appears.
- 2 In the **Actions** panel, click **Add**. The Add Action page appears.
- 3 Add information, which includes:
 - **Responsible person, school:** The school that employs the person responsible for overseeing the action.
 - **Responsible person:** The school staff member responsible for ensuring the action is completed.
 - **Responsible person (other):** The name of the responsible person, if that person is not a staff member.
 - **Action description:** A more complete description of the action.

¹You can do this if your role is Teacher, School Administrator, or District Administrator.

- **Action category:** The general category of action.
 - **Action sub-category:** A more specific category of action. The choices available depend on the Action Category chosen.
 - **Action:** The specific action to be taken. The choices available depend on the Action Sub-category chosen
 - **Action type:** The district's categorization of the chosen action [*Student behavior setup* p.257], which Chancery SMS displays automatically.
 - **Action severity:** The district's assessment of the action's severity [*Student behavior setup* p.257], which Chancery SMS displays automatically.
 - **Selected action steps:** The steps involved in taking this action. Chosen from the **Available action steps**. **Note:** An action must involve at least one step.
 - **Persons involved:** Enables you to associate with this particular action some or all of the students from the list of Persons Involved in this incident. To be selected for an action, the student must be enrolled at this incident's "Referred by, school" [p. 84].
 - **Related Events or Concerns:** Enables you to associate one or more of this incident's Events and Concerns with this particular action.
 - **Demerits:** The number of demerits assigned to this action. This information is useful for custom reports [p. 122]. Accepts up to four digits followed by one decimal place.
 - **Related to Specialized Services hearing:** Indicates that this action is the result of a hearing for a student who receives specialized services.
 - **Zero tolerance policy:** Indicates that this action is related to a zero-tolerance policy.
 - **Total time required:** The time in hours or days required to complete the action.
 - **Previously completed:** The time in hours or days that the person associated with this action has committed to the action prior to the action being recorded in this incident record.
 - **Discrepancy reason:** If the person associated with this action has not or does not intend to commit the Total time required for the action, the reason for this.
- 4 Click **OK**. The Edit Behavior Incident page appears.
- Or click **Save & Add** to add another action.
 - **Note:** Once you save an action, any subsequent changes to that action apply only to the student for whom it was created [p. 93].

Tailoring an action

While you can assign an action to several students at once, you can tailor that action for each student. Tailoring involves adding and removing action steps, linking to the relevant events and concerns, and recording additional details. You also have the option of tailoring each action step [p. 95].

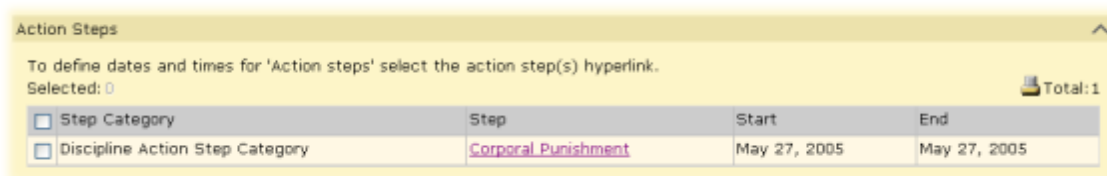
Note: The steps associated with some actions may automatically affect student attendance [*Attendance setup* p.172], as in the case of suspensions,

or student enrollment; for example, a student expelled from one school might be prevented from enrolling in another district school.

To tailor an action for a student: [T, SA, DA¹]

- 1 Locate and view the student behavior incident record [p. 84]. The Edit Behavior Incident page appears [Figure Figure 61].
- 2 In the **Actions** panel, in the **Action** column, under the student's name, click the action's name. The Edit Action page appears displaying the student's name in its title.
- 3 View the following information, which Chancery SMS determines based on the information in the incident record:
 - **Action created:** The date the action was created.
 - **Target action start date:** The earliest start date specified for the action steps associated with this action.
 - **Target action end date:** The latest end date specified for the action steps associated with this action.
 - **Actual completion date:** The date that the student completed the last action step associated with this action.
 - **Current enrollment status:** Indicates that the student is active or inactive [p. 51].
 - **Receives Specialized Services:** Indicates that the student receives specialized services.
 - **Total past suspension days:** The total number of suspension days assigned to this student for days prior to the current date.
 - **Total future suspension days (incl. today):** The total number of suspension days assigned to this student for the current date and for the days after the current date.
- 4 Adjust, as necessary, the action's general information, which consists of the information on an action record see *Assigning follow-up action* [p. 92].
- 5 Tailor each action step for this student [p. 95], as necessary [Figure Figure 63].
- 6 In the **Related Events or Concerns** panel, select the events or concerns [p. 91] associated with this particular action for this student.
- 7 In the **Additional Action Details** panel, record any details specific to this action for this student [p. 90].
- 8 Click **OK**.

Figure 63: Action steps



¹You can do this if your role is Teacher, School Administrator, or District Administrator.

Tailoring an action step for a student

When you set up an action step [p. 92], you choose a general category for the step. Tailoring an action step involves providing more detail and setting the time frame for the step's start and completion.

To tailor an action step for a student: [T, SA, DA¹]

- 1 Locate and view the student behavior incident record [p. 84]. The Edit Behavior Incident page appears [Figure Figure 61].
- 2 In the **Actions** panel, in the **Action** column, under the student's name, click the action's name. The Edit Action page appears displaying the student's name in its title.
- 3 In the **Action Steps** panel, in the **Step** column, click the step's name [Figure Figure 63]. The Edit Action Step page appears.
 - Or add an action step: in the **Actions** menu click **Add Action Step...**
- 4 On the Edit Action Step page, change information as necessary, which includes:
 - **Action step category:** The general category of step.
 - **Action step:** The specific step. The steps available are determined by the Action step category.
 - **Description:** A more detailed description of the step and its purpose.
 - **Action step status:** The current status of the step, such as "Active" or "Pending".
 - **Start date:** The date on which the step is expected to begin. To add a date range, in the **Actions** menu click **Add Date Range**.
 - **End date:** The date on which the step is expected to conclude.
 - **Start time:** The time of day on which the step is expected to begin.
 - **End time:** The time of day on which the step is expected to end.
- 5 Click **OK**.
 - Or click **Save & Add** to add another Action Step.

Academic plans

A School Administrator can use an *academic plan* to help guide a secondary school student toward meeting the academic requirements for graduation, as mandated by the district. In Chancery SMS, an academic plan consists of a list of course groups. Each group has a minimum number of credits that the student must earn from his or her choice of courses in that group. An academic plan also has a time frame for which it is valid and optional rules regarding achievement and aptitude test results. Typically, a Counselor [p. 237] is assigned to a student to guide and monitor the student's progress relative to his or her plan [p. 96].

A District Administrator creates academic plans in Chancery SMS for use in the district [p. 260]. The District Administrator can specify a particular plan as the default, which is available to assign to all secondary school students in the district [p. 260]. If more plans than the default are available and system permissions allow it, a School Administrator can view the academic

¹You can do this if your role is Teacher, School Administrator, or District Administrator.

plans available and assign a different plan to a student) [p. 100]. **Note:** An administrator can search for students [p. 36] by academic plan version or Counselor and display either in a search results view [p. 46].

Table 17: Student academic plan permissions

To	You need this permission	Details	Set to
View a student's academic plan.	Academic Planning > Student Academic Plan	[p. 621]	View
View academic plans available in the district.	District > Academic Plan Setup	[p. 634]	View
Change a student's assigned academic plan.	Academic Planning > Override Student Academic Plan Version	[p. 621]	Yes
Assign an academic plan to several students at once.	Academic Planning > Mass Assign Academic Plan	[p. 620]	Yes
Add, edit, or delete information on a student's academic plan.	Academic Planning > Student Academic Plan	[p. 621]	Delete
Add or edit information on a student's academic plan, except for notes.	Academic Planning > Student Academic Plan	[p. 621]	Edit
Add, edit, or delete notes attached to student's Academic Plan.	Academic Planning > Student Academic Plan Notes	[p. 622]	Delete
Change the School Counselor assigned to a student's academic plan.	Students > Modify Counselor Assignment	[p. 782]	Yes
Disable a user's ability to view or work with an academic plan.	Academic Planning > Student Academic Plan	[p. 621]	None

Viewing a student's academic plan

When an academic plan is assigned to a student, Chancery SMS maintains a record of academic credits earned toward its completion [p. 99], credits pending upon completion of courses in which the student is enrolled, and credits needed in course groups specified in the plan. This record enables a student's assigned School Counselor [p. 237] to help the student choose appropriate courses. **Note:** An academic plan is a useful guide—a student can graduate without completing his or her academic plan.

To view a student's academic plan:

- 1 Locate and view the student's record [*Searching for students* p.36].
- 2 In the control bar, click **Academic Plan**. The Academic Plan page appears [*Figure Figure 64*].
 - By default, Chancery SMS sorts the Courses list by Group then course priority. Select **Sort by Group/Year** to sort the list in ascending order of Group then calendar year then course priority.

Figure 64: A student's academic plan

The screenshot shows a web application interface for an academic plan. At the top, there is a navigation bar with 'Quick Search > Edit Student Demographics (AP:Armitage, Chase) > Academic Plan'. Below this, the student's name 'Armitage, Chase' and demographic information '10460726 Gr-12 Male Dec 20, 1992' are displayed. The main section is titled 'Academic Plan' and includes a 'Counselor: Buterbaugh, @Reed' field. A dropdown menu shows 'General High School 1999-2007'. Below this are tabs for 'Current', 'Forecast', 'Rules', 'Notes', and 'Compare Plan'. A 'Sort by Group/Year' checkbox is present. The main table has columns for 'Group name', 'Courses', 'Grade', 'Year', 'Required credits', 'Earned credits', 'Pending credits', and 'Status'. The table lists courses under categories: History, English, Mathematics, and Electives. A 'Non-contributing course credits' section is at the bottom, with a table listing unused earned and pending credits and reasons. Callout letters A through V point to various UI elements: A (Academic plan name), B (Counselor), C (Year entered 9th grade), D (Sort by Group/Year), E (Current tab), F (Forecast tab), G (Rules tab), H (Notes tab), I (Compare Plan tab), J (Group name), K (Courses), L (Grade), M (Year), N (Required credits), O (Earned credits), P (Pending credits), Q (Status), R (Status icon), S (Credits collected from only one sub-group), T (Completed/Incomplete legend), U (Non-contributing course credits), and V (Total: 7).

- A Academic plan name: The name of the academic plan assigned to this student.
- B **Counselor:** The School Counselor [p. 237] assigned to this student. Click the pencil icon (if available) to change the Counselor. To assign a Counselor to more than one student, select a list of students and in the **Actions** menu, click **Assign > Values**. **Note:** When a counselor becomes inactive, he or she continues to appear in the counselor field until you assign the student a new active counselor.
- C **Year entered 9th grade:** The year this student entered Grade 9. Chancery SMS uses this value to determine the plan to assign to this student by default [p. 268]. Chancery SMS derives the year from the student's record [p. 58] or calculates it based on the student's historical or current year data.
- D **Sort by Group/Year:** Sorts the Courses list in ascending order of Group then calendar year then course priority. Does not apply to a printout of this grid [p. 25].
- E **Current:** Displays information about courses the student is currently taking.
- F **Forecast:** Displays courses that the student has completed, that are pending, or that the student is currently taking.
- G **Rules:** Displays the student's status relative to the plan's aptitude and achievement requirements [Figure Figure 65].

- H Notes:** Displays notes about this student's plan, such as the student's special interests or circumstances. A School Counselor or School Administrator can record notes.
- I Compare Plan:** Enables you to compare the student's current plan against a another plan available in the district [p. 101]. This is particularly useful when a student is struggling through an inappropriate plan. On the Compare Plan page, select another plan from **Compare Plan Version**. You can change the plan assigned to the student by selecting the plan at the top of the page and clicking **Apply**.
- J Group name:** The plan's course groups. The first row contains the plan name.
- K Courses:** On the **Current** tab, these are the plan's courses the student is currently taking. On the **Forecast** tab, these are the plan's courses that the student has either completed, has not completed, or is taking. Each retake of the same course is listed separately.
- L Grade:** Displays the student's grade level at the time he or she took the course. If a student takes a course more than once, this is the latest grade level.
- M Year:** Displays the year the student took the course.
- N Required credits:** Lists the credits associated with each course group and course. The first row lists the total number of credits required for the plan—the sum of all the groups' credits must equal this number.
- O Earned credits:** Displays the credits earned [p. 99]. Chancery SMS derives this information from the student's schedule for the current year and from their historical data for past years.
- P Pending credits:** Potential credits not yet earned for courses the student is taking. Only current year courses show pending credits. **Note:** The **Pending Credits** column is hidden when the **Current** tab is active.
- Q Status:** Displays the student's status relative to each course group see *Earning credits on an academic plan* [p. 99]. Refer to the status indicator legend.
- R Credits collected from only one sub-group icon:** Indicates that credits for the course group are collected from only one sub-group.
- S x.x/y.y:** Indicates that maximum credits have been specified for these courses. x.x = required credits, y.y = maximum credits.
- T Status indicator legend.**
- U Non-contributing course credits** see *Earning credits on an academic plan* [p. 99]
- V Print:** Click the icon to produce a printable version of this student's academic plan.

Figure 65: Academic plan graduation rules status

Rule	Description	Status
ACT Rule	Student must achieve 85% or greater on the ACT - American College Exam	Incomplete
SAT Rule	Student must achieve 75% or greater on the SAT - Standard Achievement Test	Completed

● Completed ● Incomplete

Earning credits on an academic plan

In a student's academic plan, Chancery SMS tallies earned credits [Figure Figure 64] by course groups. When the student earns enough credits to meet the requirements of a course group, Chancery SMS applies the surplus credits to the next course group in the order of priority. The District Administrator sets the course group order of priority when creating the academic plan [p. 260].

For Permanent Record (PR) environments, the credit calculations are run as a nightly task. For non-PR environments, school administrators can manually update the credit calculations on the Calculate Grades, Credits, & GPAs page.

On the student's academic plan page, Chancery SMS displays the student's current status for each course group and for the academic plan as a whole [Figure Figure 64]. Possible states include:

- "Complete": Indicates that the student's earned credits meet the group's requirements.
- "In-progress": Indicates that the student has credit-awarding grade items [p. 78] pending for courses in the group.
- "Incomplete": Indicates that the student has no credit-awarding grade items pending.

When the student has earned enough credits to meet the credit requirements for all course groups in his or her plan, Chancery SMS designates the surplus earned and pending credits as non-contributing credits, that is, unused. Depending on how the academic plan is set up [p. 260], the surplus credits are either assigned to a designated course group or, on the student's Academic Plan page, Chancery SMS displays the courses with surplus credits in the **Non-contributing course credits** grid [Figure Figure 64]; the display includes the reason for designation, which include:

- "Incorrect plan setup": The academic plan assigned to this student is set up incorrectly.
- "Overflow credits": The requirements of the course group to which these credits apply has been met.
- "Course does not exist in this plan": The course is not included in the student's academic plan.
- "No credits earned or pending": The student has taken a course included in the academic plan but no earned or pending credits are recorded for that course.
- "Dropped class": Grades were entered but no credits were earned and the student dropped the course before the final reporting period for the class. **Note:** If grades were entered and partial credits were earned before the class was dropped, the course appears in the plan with earned credits but no pending credits. If a credit-awarding course is dropped before the final reporting period and before any grades are entered, Chancery SMS does not include the course in the student's Academic Plan.

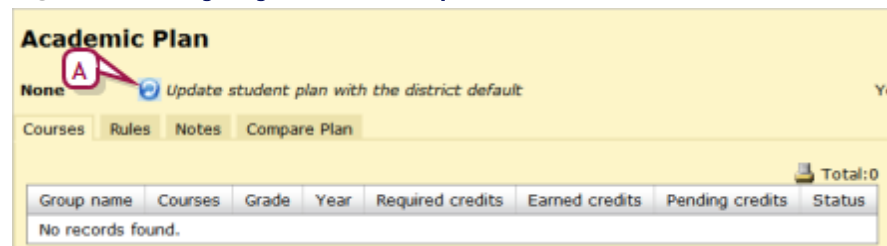
Assigning an academic plan

A School Administrator can assign one of the academic plans available on the system [p. 101] to one or more students. Where a system's setup does not permit a choice of plans, a School Administrator can assign only the default academic plan, as designated by the District Administrator [p. 260]. A School Administrator can assign an academic plan to one student or to several students at once. When working with a varied list of students, the School Administrator can have Chancery SMS automatically assign each student the appropriate plan according to the year the student entered 9th grade.

To assign an academic plan to a student:

- 1 Locate and view the student's record [*Searching for students* p.36].
- 2 In the control bar, click **Academic Plan**. The Student Academic Plan page appears.
- 3 Click the update icon [*Figure Figure 66*]. Chancery SMS displays a list of academic plans appropriate to this student. Select a plan from the list.
 - In the list of academic plans, a plan name preceded by an asterisk (*) indicates a plan that is suitable for this student.
 - Where a system's setup does not permit a choice of plans, Chancery SMS assigns the district's default academic plan to the student [p. 268].
 - If no plan is assigned to this student, the list of plans is set to "None" or, if no list is displayed, the icon is labeled **Update student plan with the district default** [p. 268].
- 4 Click **Apply**.
- 5 Click **OK**.

Figure 66: Assigning an academic plan



A Update icon

To assign an academic plan to several students:

- 1 Generate a list of students [*Searching for students* p.36].
- 2 Select the students.
- 3 In the **Actions** menu, click **Assign > Academic Plan**. A web page dialog appears.
- 4 **Select a version** and choose one of the available academic plans.
 - The **Select a version** option might not be available on some systems.

- Or, select **System will assign plan version based on student's year of entry into grade 9** to have Chancery SMS automatically assign the appropriate plan.
- 5 Click **OK**.

Viewing the plans available

A School Administrator can view the details of any of the academic plans available on the system. Each plan is a *version* of an academic plan as set up by the District Administrator [p. 260]. Typically, each version covers a separate time period.

To view the academic plans available:

- 1 On the home page, in the control bar, click **District Setup**.
The District Setup page appears.
- 2 Under **Academic Planner**, click **Plan Setup**. The Academic Plans page appears [Figure Figure 67].
 - To view a plan version's setup, move the cursor over the plan version and click the magnifying glass. The Academic Plan Setup page appears [Figure Figure 68].

Figure 67: Academic plans

Academic Plans		Total:4
Plan/Version	Credits summary	
Honors Plan		
2006 and beyond!	44.0 credits (English Language Arts: 8.0, Social Studies: 9.0, Mathematics: 6.0, Science: 4.0, Physical Education: 4.0, Visual & Performing Arts: 2.0, Electives: 11.0)	
Minimum Plan		
2010 and beyond	21.0 credits (English Language Arts: 4.0, Science: 3.0, Mathematics: 3.0, Social Studies: 3.0, Physical Education: 0.5, Other: 2.0, Health Education: 0.5, Technology Education: 1.0, Fine Arts: 1.0, Electives: 3.0)	
2004 to 2009	21.0 credits (English Language Arts: 4.0, Science: 3.0, Mathematics: 3.0, Social Studies: 3.0, Physical Education: 0.5, Other: 2.0, Health Education: 0.5, Technology Education: 1.0, Fine Arts: 1.0, Electives: 3.0)	
Recommended Plan		
2007 to 2009	26.0 credits (English Language Arts: 4.0, Science: 4.0, Mathematics: 4.0, Social Studies: 3.5, Economics: 0.5, Physical Education: 1.5, Languages other than English: 2.0, Health Education: 0.5, Technology Applications: 1.0, Fine Arts: 1.0, Speech: 0.5, Electives: 3.5)	

- A Plan/Version:** Lists the academic plans available and one or more versions of each plan, the most recent version (in terms of year range) first. Red text and an exclamation mark indicate an incomplete plan setup [p. 260].
- B Credits Summary:** The course names and credits for the plan version.
- C Academic plan**
- D Academic plan version**
- E Column border.** You can change the column width by dragging its border.
- F Setup icon:** To view a plan version's setup [Figure Figure 68], move your cursor over a row and click the icon.

Figure 68: Academic plan version setup

The screenshot shows the 'Academic Plan Setup' window. At the top, there are four input fields: 'Plan name: Honors' (A), '*Plan version start year: 2006' (B), 'Plan version end year:' (C), and 'Total plan version credits: 44.0' (D). Below these are two tabs: 'Plan Structure' (E) and 'Rule Setup' (F). The main area is a table with columns 'Group name', 'Required credits', and 'Courses'. The table is titled 'Honors Plan' with a total of 44.0 credits (H). The first row shows 'English Language Arts' with 8.0 credits (I) and a red exclamation mark (J). The table lists various course groups and their sub-courses with their respective credit requirements and course counts.

Group name	Required credits	Courses
Honors Plan	44.0	
English Language Arts	8.0 !	
English 9-1, 9-2	1.0	▶ 14 courses
English 10-1, 10-2	2.0	▶ 13 courses
English 11-1, 11-2	2.0	▶ 3 courses
English 12-1, 12-2	1.0 / 2.0	▶ 6 courses
Mathematics	6.0	
Algebra I	1.0	▶ 4 courses
Other Math	5.0	▶ 44 courses
Science	2.0	
Biology	2.0	▶ 18 courses
Chemistry	2.0	▶ 28 courses
Physical Education	4.0	
PE 9	1.0	▶ 2 courses
PE 10	1.0	▶ 2 courses
PE 11	1.0	▶ 2 courses
PE 12	1.0	▶ 2 courses
Visual & Performing Arts	2.0	▶ 27 courses

- A Plan name:** The name of this plan version.
- B Plan version start year:** The start year of this plan version.
- C Plan version end year:** The year this plan version concludes. "and beyond" indicates that the plan version has no end year [Figure Figure 67].
- D Total plan version credits:** The number of credits a student needs to complete this plan version.
- E Plan Structure:** Defines the plan version's course and credit requirements [p. 263].
- F Rule Setup:** Displays aptitude and achievement requirements rules [p. 267].
- G Group name:** The groups and subgroups of courses that make up the plan. The first row contains the plan version name.
- H Required credits:** Lists the credits associated with each course group and course. The first row lists the total number of credits required for this plan version—the sum of all the groups' credits must equal this number. Red text followed by an exclamation mark indicates the number of credits where that number does not meet requirements. x.x/y.y indicate minimum and maximum credits.
- I Courses:** Lists the courses in each group and subgroup.
- J Non-standard credit collection settings:** This icon indicates that the credit collection settings for the group are not standard. To view the details, move your cursor over the icon.

Online course requests

Using Pearson's parent/student web site, *ParentCONNECTxp*TM, a student can request courses for the coming term [Figure Figure 69]. (A school administrator can also make such requests on the student's behalf for the purposes of scheduling [p. 329].) The student can request only those courses offered at the student's projected school [p. 142] for the next year, which are the appropriate grade level, which are in the student's assigned academic plan [p. 95], and for which the student has met the prerequisites. The student can request a course as a required course, an elective, or as an alternate; for example, Algebra 12 might be offered as an alternate to Math 12. The student is able to submit course requests only if the total scheduling load represented by those requests is under the maximum allowable load and over the minimum.

Also in ParentCONNECTxp, the student's parent or guardian can review and approve the student's *online course requests* [p. 222], using her own ParentCONNECTxp account [Figure], if such approval is required by the Chancery SMS system.

Figure 69: ParentCONNECTxp student course requests

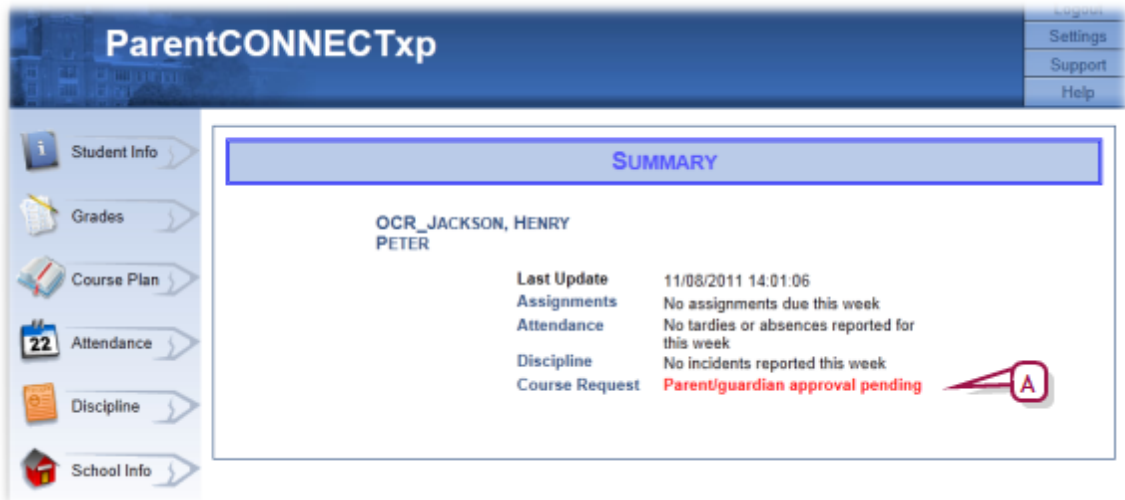
The screenshot shows the 'ParentCONNECTxp' interface for Crystal High School. The main heading is 'COURSE REQUESTS'. There are tabs for 'Course Requests' and 'Academic Plan Progress'. A 'Manage Course Requests' button is visible. Below this, there are tabs for 'Required Courses' and 'Elective Courses'. A table lists recommended courses with the following data:

	Course #	Course Name	Recommended By
1	SCR40002	Social Studies 9	Berry, Humphrey G
2	SCR60002	Physical Education 9	Berry, Humphrey G
3	SCR50002	French 9	Berry, Humphrey G
4	SCR30002	Science 9	Berry, Humphrey G
5	SCR10002	English 9	Berry, Humphrey G
6	SCR20002	Mathematics 9	Berry, Humphrey G

A Course Plan: Click to view and make course requests.

B The student's list of recommended courses.

Figure 70: ParentCONNECTxp parental approval pending



A Course Request: Indicates if approval is needed.

When the student submits (or the parent approves) these requests, ParentCONNECTxp transfers them to the school's Chancery SMS system. On that system, a counselor can review a student's course requests and (on a system where approval is required) approve or reject each request [p. 104]. When this process is complete, Chancery SMS publishes the student's approved requests to his planning schedule [p. 446].

In preparation for online course requests, a student's teacher or counselor can recommend courses as required courses or electives [p. 105]. Any recommended required course is automatically included in a student's course requests, unless the administrator has given students the option to override such recommendations [p. 224].

Note: Online course requesting is an optional feature of a Chancery SMS system. For a system to employ it, an administrator must set it up for a school [p. 222].

Note: Chancery SMS logs all online course requests and course recommendations [p. 152].

Table 18: Permissions pertaining to online course requests

To	You need this permission	Set to	Details
To make course recommendations.	Students > Course Recommendations and Requests	Delete	[p. 770]
To approve course requests submitted by students.	Students > Course Requests Approval	Yes	[p. 771]

Approving course requests

On a system where counselor approval of a course request is required [>>] counselor has to approve or reject a student's course requests before Chancery SMS will publish them to that student's planning schedule. On a

system where approval is not required, a counselor can only view the requests after they have been published

To approve a student's course request(s): [SA, C]¹

- 1 In the Active Calendar [p. 164], search for [p. 36] the student.
- 2 Click the student's name. The Student Demographics page appears.
- 3 In the control bar, click **Academic Plan**.
- 4 In the control bar, under **Next Year**, click **Requests**. The New Year Requests page appears [Figure].
 - This page appears only if the school has created its Planning Calendar [>>].
 - If a counselor's approval is pending, Chancery SMS displays a notification to that effect at the top of the page.
 - You have the option of recommending additional courses [p. 103].
 - You may have the option of deleting a course request.
- 5 [Optional] Reject a course request: click **Email Parent/Student**. This enables the counselor to offer an explanation or set up a meeting.
- 6 To approve all course requests, click **Complete**. Chancery SMS publishes the course requests to the student's planning schedule (s).
 - Chancery SMS also clears any requests on that planning schedule.
 - Once Chancery SMS publishes the course requests, it makes the Next Year Requests page read-only.
 - If you have recommended additional courses, click **Apply** or **OK** before clicking **Complete**.

Recommending courses to students

A teacher or counselor can recommend one or more courses to one student at a time [p. 103] or many students at once, such as a teacher's entire class or a counselor's entire grade level [p. 103]. A course so recommended is automatically included in a student's course requests, unless the administrator has given students the option to override recommendations made by a counselor or a teacher [p. 224]. (Typically, the overriding of recommendations is not allowed in lower grade levels, such as 8 and 9, where program options tend to be fixed.)

When a recommendation is made to a student, Chancery SMS displays it in ParentCONNECTxp at the bottom of that student's priority list – the most recent recommendation receives the lowest priority [Figure Figure 69].

If a teacher or counselor recommends a course to a student that has been previously recommended by another person, Chancery SMS displays a message to that effect. Alternate courses can be recommended by more than one person. A counselor or School Administrator can change recommendations. A teacher can only change one of his own recommendation.

¹You can do this if your role is School Administrator or Counselor.

Note: A teacher or counselor can recommend a course to a student up until 9 p.m. on the day before the first day of the submission window [p. 224].

Note: For a teacher or counselor to recommend a course to a student, the school must have created its Planning Calendar [>>] and the Availability date [p. 222] for at least one grade level must be later than Chancery SMS's system date.


To recommend a course to more than one student: [SA, T, C]¹


- 1 In the Active Calendar [p. 164], in the control bar, click **Recommendations**.
- 2 Click **0 students selected**.
- 3 Select students.
 - A teacher can select students from one class or all his classes. For the latter, the teacher uses the **All My Students** filter option. When the students are selected, the link displays the number of students selected and the class from which they are drawn [Figure].
 - A counselor can select students from the general student population by searching for them [p. 36].
 - A teacher or counselor can search for and select students who are projected to attend a school in the next year [p. 146], that is, not the counselor/teacher/Administrator's school by selecting **Include students projected to a different school**.
- 4 Click **OK**.
- 5 Under **Course Search**, find the course(s).
- 6 Recommend a course as required: Click and hold on the course and drag it to the grid's **Course #** column under **Course Recommendations** under **Required**.
 - Chancery SMS inserts a new row to accommodate a new course that the teacher or counselor drags to the grid.
 - Chancery SMS lists the course in order of priority from top to bottom. To change the priority of a course, drag it up or down the list.
 - To remove a course, move the cursor over it and click the remove course icon.
- 7 [Optional] Recommend a course as an elective: click **Elective** and drag the course to that grid.
- 8 [Optional] Recommend a course as an alternate to a recommended course: Drag the course to the **Alternate course #** column.
 - Columns for alternate courses appear in the grid only if the school's setup [p. 161] allows alternate courses [Figure].
 - To replace an alternate course, drag another course onto it.
- 9 Click **Assign**. A confirmation message appears.
- 10 Click **OK**.
 - If the system cannot assign the recommendations for some reason (such as the course has been previously recommended to a student), Chancery SMS displays a message that explains which courses and students are affected.


¹You can do this if your role is School Administrator, Teacher, or Counselor.


Figure 71: Recommendations page

Course recommendations for the 2012/2013 school year.


4 of 286 Students selected from English 9  **A**


Course Search 

Search Results 

Rows: 25  Total: 7



Course number	Course name	Subject area	State number
30000	English 9	English	
30050	English 9 Regular	English	S 30050
30100	English 10	English	
30150	English 10 Special	English	S30150
30200	English 11	English	
30250	English 11 Special	English	S30250
30300	English 12	English	

 Drag course to the grid below

Course Recommendations 

Required Elective

Course #	Course name	Alternate course #	Alternate course name
30100	English 10	30150	English 10 Special

 Remove course  Drag course

B **C** **D**

A Click to view the students selected.

More...

- B** Drag a course to the **Course #** column to recommend it.
- C** Drag a course to the **Alternate #** column to suggest it as an alternate to a recommended course.
- D** Remove course icon: Appears beside a course name when the cursor hovers over that course. Click it to remove the course from the list.

To recommend a course to one student: [SA, T, C]¹

- 1 In the Active Calendar [p. 164], search for [p. 36] the student.
- 2 Click the student's name. The Student Demographics page appears.
- 3 In the control bar, click **Academic Plan**.
- 4 In the control bar, under **Next Year**, click **Recommendations**. The Next Year Recommendations page appears [Figure].
 - This page appears only if the school has created its Planning Calendar [>>].
- 5 Under **Course Search**, find the course.
- 6 Recommend the course using the same procedure as that for recommending a course to more than one student [p. 103].

¹You can do this if your role is School Administrator, Teacher, or Counselor.

7 Click **Apply** or **OK**.

Reporting on information

A typical Chancery SMS system is equipped with a variety of *reports*. A report gathers information from the system according to particular search criteria; for example, daily attendance, enrollment, and grade statistics. Reports enable teachers and other school staff to run daily tallies and spot exceptions, school administrators to assess and plan, and district administrators to analyze trends and report to other levels of government.

A report assembles the information for presentation on screen, in print, or in your choice of data formats. You need to *run* a report for it to begin its information assembly process. At the time you run a report, you may have the option of specifying additional parameters by means of *preferences* and *filters*; for example, for a report that generates a list of students with failing grades, you could specify only students in Grade 12. You can have Chancery SMS run a report at a specific time or regular interval.

Once a report is run, you often have the option of adjusting the presentation of the results by sorting rows and adding or removing columns. Moreover, you can save results as a list for later use. You have the option of customizing some or all of the reports in a system [p. 122].

Report types

Three kinds of reports appear in a Chancery SMS system: built-in, package, and customize:

- *Built-in reports* [p. 592] are integral to Chancery SMS. Of the built-in reports, some are available to all users and others are made available only to specific roles by an administrator [*Making reports available* p.240]. Reports built into Chancery SMS prior to version 4.2 are known as *legacy reports*. The administrator can track the activity of these reports using SQL [p. 115].
- *Report Package reports* are part of the *Chancery SMS Report Package* [p. 125] of which there is one for each version of Chancery SMS. Report Packages are available at the support site: <https://support.powerschool.com>. Each Report Package contains a set of reports which the administrator of a Chancery SMS system can install and make available to users. Where the reports are already installed on a system, the Report Package gives the administrator the option of updating those reports with the latest version. The reports available to a user are specific to his or her role.
- *Custom reports* are reports of your own creation that you add to the system. You can develop custom reports using a report writing tool such as Crystal Reports [p. 269].

The District Administrator can control the specific reports available to a user or role [p. 12] using permissions see <Report> *permission* [p. 696].

Running a report

Chancery SMS displays the reports available for your role [p. 12] in several places:

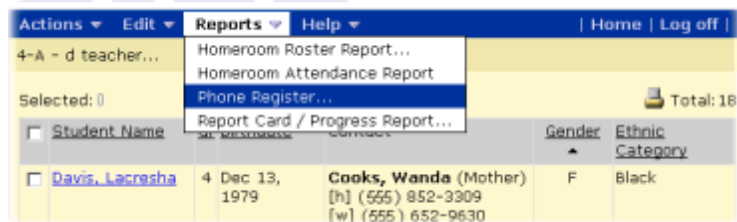
- On a District Reports page: In general, this is a comprehensive list of the reports in the system. However, the list may contain more reports than those you can run [Figure Figure 72].
- In the **Reports** menu of particular pages [Figure Figure 73], such as a page of student search results [p. 49].
- In the **Reports** section of your home page [p. 112]: For convenient access, you can add your choice of available reports to your home page.

Figure 72: Example of reports available to a Teacher



- A A report you can run.
- B A report you cannot run.

Figure 73: Reports menu example



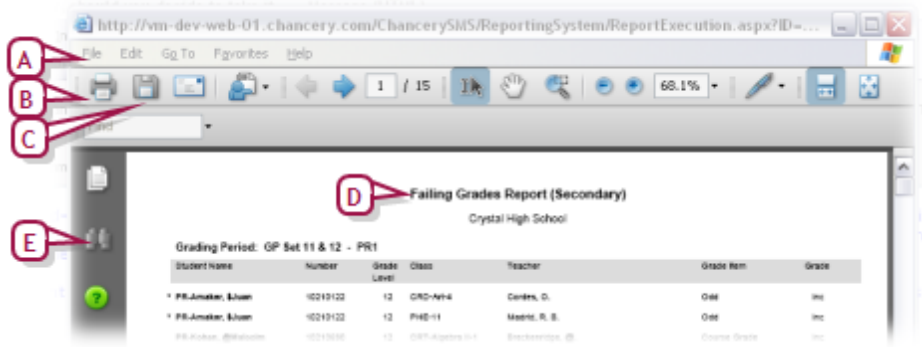
You can run a report at any time. A report may take some time to generate its results, especially on large systems or where the report gathers a broad range of information. A report can run in the background as you carry on with other work in the system. You can run another report before the first is finished. In this case, Chancery SMS puts the reports in a queue and runs up to two at once.

To run a report:

- 1 On the home page, in the control bar under **ADMIN**, click **Reports**. The District Reports page appears.
- 2 In the list of reports, click a report name. The Report Options popup page appears.
 - Some of the reports listed may not be available to your role [p. 12].

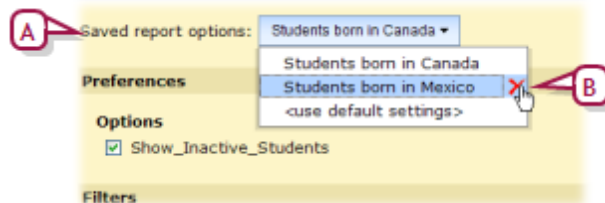
- On the District Reports page, Chancery SMS displays a link for every report on the system even for a report that is not currently available to run. Such a link is a placeholder—clicking it will not generate a report until a District Administrator uploads that report from the Report Package [p. 126] to the system [p. 132].
- 3 On the Report Options page, set report options, which for most reports include:
 - **Preferences:** These are optional parameters that the person who configured the report has included to increase the flexibility of the report; for example, a time span, specific classes, specific grade levels. Preferences may also include optional information to include in the presentation of the report results.
 - **Filters:** These optional parameters enable you to refine the scope of the report. **Note:** Since Filters refer to database field names, they are complex and suitable for use only by knowledgeable users.
 - **Scheduling Options** [*Scheduling a report* p.113]
 - **Output Options** [*Report results* p.118]: Controls how the report's results are presented. The default option is the print-ready Adobe Acrobat (pdf) format.
 - **Saved report options:** Displays the most recent options setting you have used for this report (Chancery SMS displays this only if you have run this report previously and saved the options setting) [*Figure Figure 75*]. You can accept the options setting and run the report, choose one of your named options settings to re-apply it, or choose to apply the report's default setting. Having made any of these choices, you can also adjust the report options further (and perhaps save that setting under a new name).
 - 4 Click **Run**. The Report Status popup page appears. Chancery SMS displays information on the progress of the report, including a notice when it is complete.
 - **Note:** When a report is processing, clicking **Cancel** might slow system performance. This is because a legacy report [p. 109] continues to run in the background until completed. (The District Administrator can retrieve the resulting PDF on the server designated as a Legacy Report Server [p. 394] in the folder "\inetpub\wwwroot\ChancerySMS\tmpReports".)
 - Or click **Save** to save the options setting for later re-use without running the report. Chancery SMS saves the options setting under a name of your choice.
 - Or click **Save+Run** to save the options setting for later re-use and run the report. Chancery SMS saves the options setting under a name of your choice.
 - 5 Upon completion, Chancery SMS displays a print-ready version of the report results [*Figure Figure 74*].
 - To print the report results, click the print icon [*Figure Figure 74*] or in the web browser's **File** menu click **Print....**
 - To save the report results, click the save icon [*Figure Figure 74*] or in the browser's **File** menu click **Save As....** Chancery SMS saves the file in PDF format (Adobe Acrobat).

Figure 74: Print-ready report results example



- A The web browser's File menu
- B Print icon
- C Save icon
- D Report results in a print-ready presentation. The results may consist of more than one page.
- E Search icon: Search the report results for specific text.

Figure 75: Saved Report Options example



- A **Saved Report Options:** Lists options settings that you saved previously for this report. The default choice is the most recently saved options setting. "<use default settings>" re-applies the report's default options setting.
- B **Delete:** Click to delete a named options setting.

Displaying reports on the home page

You can control the reports [p. 109] displayed in the Reports section of your role's home page [p. 14]. Any customization of your home page is specific to the user account and role [p. 12] in which you are working when you create it; in other words, Chancery SMS preserves the customized home page and displays it when your user account is logged on and that particular role is chosen. See also *Quick links to other pages* [>>].

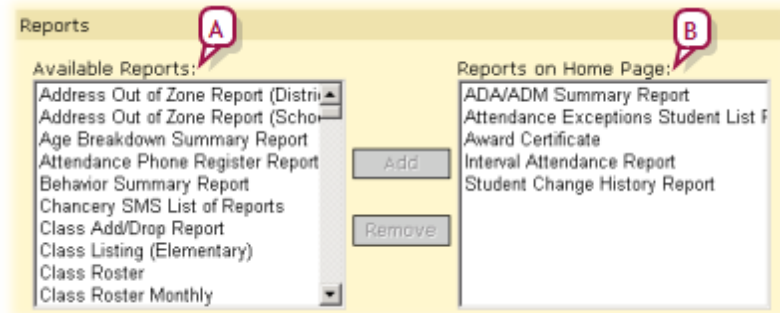
To add a report to your role's home page: [SS, T, SA¹]

- 1 On the home page, in the **Actions** menu click **Customize Home Page....** The Customize Home Page page appears.
- 2 In the **Reports** panel [Figure Figure 76], in the **Available Reports** list, select the report and click **Add**. The report appears in the **Reports on Home Page** list.

¹You can do this if your role is School Secretary, Teacher, or School Administrator.

- To remove a report from the home page, select the report in the **Reports on Home Page** list and click **Remove**.
- 3 Click **OK**.
- When you have at least one report added to the home page, Chancery SMS displays a **Reports** section on the home page [p. 14].

Figure 76: **Customize Home Page** page: **Reports**



- A Available Reports:** The reports available to your role to run and display on the home page.
- B Reports on the Home Page:** If this list is empty, the Reports section is not displayed on the home page.

Scheduling a report

You have the option of scheduling a report to run once at a future time and date, or repeatedly at regular intervals. At the scheduled time(s), Chancery SMS runs the report automatically.

To schedule a report:

- 1 On the home page, in the control bar under **ADMIN**, click **Reports**. The District Reports page appears.
- 2 In the list of reports, click a report name. The Report Options popup page for this report appears.
- 3 Open the **Scheduling Options** panel and enter or change information, which includes:
 - **Saved Report Options:** Displays the most recent options setting you have used for this report [Figure Figure 75]. You can accept the options setting and run the report, choose one of your named options settings to re-apply it, or choose to apply the report's default setting.
 - **Run now:** Sets the report to run once at the time you click **Run Report**. This is the default choice.
 - **One time:** Enter the future date and time at which you want Chancery SMS to run the report. **Note:** If you inadvertently choose a past date and time, the report runs as soon as you click **Run Report**.
 - **Recurring:** Select the interval at which you want Chancery SMS to run the report and the future date and time at which you want the interval to commence. The interval can be by hour, day, week, or month. **Note:** If you inadvertently choose a past date and time, the report runs the first time as soon as you click **Run Report**.

- 4 Click **Run Report**. Chancery SMS saves the schedule and displays a message to that effect.
 - If you have changed the options setting, Chancery SMS displays a dialog that gives you to the opportunity to save the options as a new setting (enter a **Name**). Click **Continue** to save the setting and run the report. To not save the setting, do not enter a **Name**.
- 5 Click **Close**.

When you schedule a report, Chancery SMS adds the scheduled report to a list of reports on the home page [p. 14]. Chancery SMS also adds the scheduled report to the Report Management page [Figure Figure 77] where you can view the details of all scheduled reports including the first and most recent times Chancery SMS has run it, and the name of the user who scheduled the report. You can also cancel a scheduled report.

Figure 77: Report Management page

Report	Status	Schedule	Recurrence	First Executed	Last Executed	File Name
Honor Roll Report	Downloaded	N/A	N/A	N/A	N/A	N/A
Period Attendance Report	Not Started	Recurring	1 Day(s)	Tuesday, June 09, 2009 4:10:00 PM	N/A	N/A

If you previously scheduled reports that do not appear above, the report may have been modified or deleted. Reschedule your report or contact your district administrator for more information.

- A Report:** A scheduled report that Chancery SMS has run. Click the title to view the most recent results.
- B Report:** A scheduled report that Chancery SMS has not yet run.
- C Status:** Indicates the state of the scheduled report. Potential states include Not Started, Downloaded (results have been generated in a print-ready format), and In Progress (scheduled to run at a future time).
- D Schedule:** Indicates the scheduling option for this report, that is, Recurring, One time, or N/A.
- E Recurrence:** Indicates the interval at which the report is scheduled to be run.

To view the results generated by a scheduled report:

- 1 On the home page [p. 14], under **Scheduled Events**, click **Reports**. The Report Management page appears.
 - To view all reports scheduled by all users in your district, in the **Actions** menu click **Show All Reports...**
 - To view only the reports scheduled by you, in the **Actions** menu click **Show My Reports...**
- 2 Click the name of a scheduled report that Chancery SMS has run [Figure Figure 77].
 - Select a scheduled report that Chancery SMS has run [Figure Figure 77] and in the **Actions** menu click **Download Report**. A **File Download** dialog appears. In the dialog, click **Open** to view the report results or click **Save** to save the report results to a storage location
 - To delete a report, select it and in the **Actions** menu click **Delete Report**. You can delete multiple reports at once.

To cancel a scheduled report:

- 1 On the home page [p. 14], under **Scheduled Events**, click **Reports**. The Report Management page appears.
- 2 Select the report.
- 3 In the **Actions** menu click **Delete Scheduled Report**. A confirmation dialog appears.
- 4 Click **OK**. Chancery SMS removes the report from the Report Management page.

Calendar choice and reporting

The results of many reports depend on the Chancery SMS calendar with which you are working at the time you run the report. You can switch the calendar with which you are working [p. 163]. For example, reports concerning grades or student behavior would get more meaningful results from the *Active Calendar* (that is, the current year [p. 161]) whereas scheduling reports are better suited to a *planning calendar* (that is, a time period other than the current [p. 161]).

Monitoring reports using SQL

The administrator can use SQL statements to monitor Chancery SMS's reporting processes. For Report Package reports, the administrator can use the system task table for this purpose [p. 115]. Even though built-in reports (also known as legacy reports) do not appear in this table, the administrator can monitor them using SQL [p. 118].

Using SQL statements to monitor Report Package report

The administrator can use simple SQL statements against the task table to find out which Report Package reports Chancery SMS is processing [see also *How Chancery SMS processes Report Package reports in the task table* p.117].

The following sample SQL scripts illustrate how to find reports in the task table. By adding more qualifiers to such scripts, the administrator can conduct very specific searches.

To show all reports—scheduled, recurring, or actively running:

```
select * from CSL_SS_TASK (NOLOCK)
where (TARGET_MACHINE_TYPE = 32 or TARGET_MACHINE_
TYPE=256)
```

To show all actively generating (running) reports on the system (one time, scheduled, or recurring) at this point in time:

```
select * from CSL_SS_TASK (NOLOCK)
where (TARGET_MACHINE_TYPE = 32 or TARGET_MACHINE_
TYPE=256 and STATUS=4)
```

To show all reports that are set up on a recurring schedule:

```
select * from CSL_SS_TASK (NOLOCK)
```

where (TARGET_MACHINE_TYPE = 32 or TARGET_MACHINE_TYPE=256) and RECURRENCE_TYPE<>0

When creating useful SQL statements, the administrator might find it useful to refer to the following columns in the CSL_SS_TASK table:

- **TYPE:** A description of the task, for example "Report/Export Execution Task" for reports and exports.
- **OWNER_USER_ID:** Where applicable, the User ID (login name) and User Role ID of the user generating the task. No value indicates a system-generated task.
- **DESCRIPTION:** Additional information regarding the task. If the task is a report, it will include the report name, for example, "Executing Student Absences and Tardiness by Grade...".
- **RECURRENCE_TYPE:** The type of recurrence method used.
 - 0 - Not a recurring task
 - 1 - Recurring in Minutes
 - 2 - Recurring in Hours
 - 3 - Recurring in Days
 - 4 - Recurring in Weeks
 - 5 - Recurring in Months
- **RECURRENCE_INTERVAL:** Increment of the recurrence_Type value set, for example, if the Recurrence_Type is set to 2 and the Recurrence_interval is set to 32, the task will repeat every 3 hours.
- **LAST_RECURRED_ON:** The last data and time the task was run, if it is a recurring task. If the task is not recurring or has not yet been executed, the value will show as 1/0/1900 0:00.
- **STATUS:** The current status of the task. The values are:
 - NULL - N/A
 - 2 - Not Started
 - 3 - Completed
 - 4 - Running
 - 5 - Retrying
 - 6 - Failed
- **TARGET_MACHINE_TYPE:** This applies to which type of Chancery SMS server the task is intended to run on. The acceptable values are:
 - 4 - Directory Services
 - 8 - Database
 - 16 - Web
 - 32 - Reports
 - 64 - Gradebook
 - 128 - Scheduling
 - 256 - Reports (light)
 - 512 - Application
- **TARGET_MACHINE:** If the task is in progress, this will show you the specific server that is fulfilling the job.

- **LAST_ENDED_ON:** The last date and time the task was completed. If the task is not recurring or it has not yet been executed, the value will show as 1/0/1900 0:00.
- **LAST_STARTED_ON:** The last date and time the task was started. If the task has not started, the value will show as 1/0/1900 0:00.

How Chancery SMS processes Report Package reports in the task table

The CSL_SS_TASK table contains a list of all scheduled and running tasks. Since Chancery SMS treats a Report Package report as a task, it appears in the table when the report is set to run immediately, at a specified time, or on a recurring schedule.

The following examples illustrate how Chancery SMS processes a Report Package report through the CSL_SS_TASK table.

A. Chancery SMS executes a "Run now" report:

- 1 A task is created in the CSL_SS_TASK table to run the report.
- 2 A Chancery SMS Application Server specified to run reports picks up the task and generates the report. The task is still visible in the CSL_SS_TASK table.
- 3 The Crystal Reports engine requests data from Chancery SMS.
- 4 When Chancery SMS hands the required data successfully to the Crystal Reports engine, the task is deleted from the CSL_SS_TASK table.
- 5 The Crystal Reports engine generates the report and the report is returned to the user.

B. Chancery SMS executes a 'Run now' report and the browser window for the report is closed before the report is returned to the user:

- 1 A task is created in the CSL_SS_TASK table to run the report.
- 2 A Chancery SMS Application Server specified to run reports picks up the task and generates the report. The task is still visible in the CSL_SS_TASK table.
- 3 The Crystal Reports engine requests data from Chancery SMS.
- 4 When Chancery SMS hands the required data successfully to the Crystal Reports engine, the task is deleted from the CSL_SS_TASK table.
- 5 The Crystal Reports engine generates the report and a link to the report is found on the user's home page under Schedule Events - Reports.
 - After viewing and/or saving the report, the user should delete the item from the page.

C. Chancery SMS executes a "One time" report at a scheduled time and date:

- 1 A task is created in the CSL_SS_TASK table to run the report.
- 2 At the scheduled date and time, a Chancery SMS Application Server specified to run reports picks up the task and generates the report. The task is still visible in the CSL_SS_TASK table.
- 3 The Crystal Reports engine requests data from Chancery SMS.

- 4 When Chancery SMS hands the required data successfully to the Crystal Reports engine, the task is deleted from the CSL_SS_TASK table.
- 5 The Crystal Reports engine generates the report and a link to the report is found on the user's home page under Scheduled Events - Reports.
 - After viewing and/or saving the report, the user should delete the item from the page.

D. Chancery SMS executes a "recurring" report at a scheduled start time, start date, and interval (for example, every three hours starting on Jan 4 at 10:45am):

- 1 A task is created in the CSL_SS_TASK table to run the report.
- 2 At the schedule date, time, and interval, a Chancery SMS Application Server specified to run reports picks up the task and generates the report. The task is still visible in the CSL_SS_TASK table.
- 3 The Crystal Reports engine requests data from Chancery SMS.
- 4 When Chancery SMS hands the required data successfully to the Crystal Reports engine, the task is not deleted from the CSL_SS_TASK table.
- 5 The Crystal Reports engine generates the report and a link to the report is found on the user's home page under Schedule Events - Reports.
- 6 The task is still visible in the CSL_SS_TASK table.
 - In this scenario, the task is only deleted from the CSL_SS_TASK table if the user who created the recurring report schedule deletes the report schedule from his or her home page under **Scheduled Events - Reports**.

Monitoring built-in reports

A built-in report does not appear in the task table [p. 115]. Instead it appears in the CSL_SMS_REPORT_QUEUE table. The administrator can monitor this type of report by using a SQL statement.

To view a list of built-in reports that are currently running:

Use the following SQL statement:

```
SELECT CSL_SMS_REPORT.NAME, CSL_SMS_REPORT_
STATUS.REPORT_STATUS_DESCRIPTION STATUS, CSL_
SMS_REPORT_QUEUE.* FROM CSL_SMS_REPORT_QUEUE,
CSL_SMS_REPORT, CSL_SMS_REPORT_STATUS
WHERE CSL_SMS_REPORT_QUEUE.ID_SMS_REPORT = CSL_
SMS_REPORT.ID_SMS_REPORT
AND CSL_SMS_REPORT_QUEUE.ID_SMS_REPORT_STATUS =
CSL_SMS_REPORT_STATUS.ID_SMS_REPORT_STATUS
```

Report results

By default, a report generates its results in the print-ready Adobe Acrobat (*.pdf) format. A report may give you the alternative of setting it to

generate its results as a file in a format usable by other applications. The following file formats are available:

- Crystal Reports, for which the file extension is ".rpt".
- Microsoft Excel (*.xls)
- Microsoft Word (*.doc)
- Rich Text (*.rtf)
- Comma-separated values (*.csv)
- Tab-separated values (*.tsv)
- Plain text (*.txt)

To generate results to a specific file format:

- 1 On the home page, in the control bar under **ADMIN** click **Reports**. The District Reports page appears.
- 2 Click the report's name. The Report Options popup page appears.
- 3 In the **Output Options** panel, click a **Report Format**.
 - For a report that does not offer **Output Options**, Chancery SMS generates the results as a PDF.
 - Select the **Output to file** check box to have Chancery SMS write the results to a file in a specific location. For **File**, type a file name. For **Path**, type a file path; for example, "C:\\" is typically the root folder on your local computer, "C:\Documents and Settings\All Users\Desktop" is your Windows desktop. **Note:** If this check box is not selected, you can save the results to a file at the time they are generated.
- 4 Click **Run Report**. When the report runs, Chancery SMS generates results in the specified format.

Managing reports

The administrator of a Chancery SMS system can monitor the reports installed on that system using the report *Chancery SMS List of Reports*. This report is included in the Chancery SMS Report Package [p. 126]. The Chancery SMS List of Reports lists every report that is displayed on the Reports page, including custom reports, built-in reports, and those not available to run. For each report, the Chancery SMS List of Reports displays the version installed and the first compatible build.

Note: To run any report in the Chancery SMS Report Package [p. 126], the first time you upload the Report Package you must also upload the Chancery SMS List of Reports. This report contains a shared stored procedure used by all report package reports.

To view the Chancery SMS List of Reports: [SS, SA, DA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Reports**. The District Reports page appears.
- 2 In the **Administration Reports** panel, click **Chancery SMS List of Reports**. The Report Options popup page appears.

¹You can do this if your role is School Secretary, School Administrator, or District Administrator.

- 3 Choose options.
 - You have the option of including reports you have customized.
- 4 Click **Run Report**. The report appears [Figure Figure 78].

Figure 78: Chancery SMS List of Reports example

Chancery SMS List of Reports

Report Name	Template File Name	Revision	First Compatible Build	Custom	Legacy
Cumulative GPA Report	Cumulative GPA Report.rpt	55.4.0.753			
Elementary Progress Report	N/A	10			✓
Elementary Report Card	N/A	10			✓
Failing Grades Report (Secondary)	Failing Grades Report (Secondary).rpt	55.0.0.413			
Grades Verification	Grades Verification.rpt	55.2.2.556			
Honor Roll Report	Honor Roll Report.rpt	55.0.0.810			
Missing Grades Report (Elementary)	Missing Grades Report (Elementary).rpt	55.5.1.0			
Missing Grades Report (Secondary)	Missing Grades Report (Secondary).rpt	55.0.0.413			
Secondary Progress Report	N/A	10			✓
Secondary Report Card	N/A	10			✓
Specific Grades Report (Secondary)	Specific Grades Report (Secondary).rpt	55.0.0.413			
Student Graduation Status Report	N/A	10			✓
Student Transcript Report by Subject Area	Student Transcript Report by Subject Area.rpt	55.6.5.0000			
Student Transcript Report by Year	Student Transcript Report by Year.rpt	55.6.5.0000			

Report Name	Template File Name	Revision	First Compatible Build	Custom	Legacy
Grid Print (Landscape-Legal)	Grid Print (Landscape-Legal).rpt	16.5.1.0			
Grid Print (Landscape-Letter)	Grid Print (Landscape-Letter).rpt	16.5.1.0			
Grid Print (Portrait-Legal)	Grid Print (Portrait-Legal).rpt	16.5.1.0			
Grid Print (Portrait-Letter)	Grid Print (Portrait-Letter).rpt	16.5.1.0			

Report Name	Template File Name	Revision	First Compatible Build	Custom	Legacy
Immunization Delinquency Letter	Immunization Delinquency Letter.rpt	55.2.0.614			
Immunization Next Due Report	Immunization Next Due Report.rpt	116.7.0.000			
Immunization Non Compliance Report	Immunization Non Compliance Report.rpt	45.2.0.614			
Immunization Requirements Detail with a very longN	Immunization Requirements Detail with a very longN.rpt	55.2.0.614			
Student Health Condition Report	Student Health Condition Report.rpt	55.7.0.000			
Student Immunization History	Student Immunization History.rpt	55.7.0.000			

Legend:
 * - This report has been customized from the original Chancery SMS version
 ✓ - This is a pre-4.2 Chancery SMS report

Note: Depending on the permissions assigned to your user account, you might not be able to run all installed reports.

SMS-HC-14-0005 Ver 6.0 Rev. 1 Page 2 of 5 Jul 21, 2019, 12:43 pm

- A** Report category: These are the same categories that Chancery SMS displays to users on the District Reports page.
- B** **Template File Name:** The name of the report definition. The file name extension is .rpt.
- C** **Revision:** The version of the template. When a report template is changed, the template revision number is increased.
- D** **First Compatible Build:** The number of the oldest build of Chancery SMS on which this report can run.
- E** **Custom:** This column indicates if a report is not a standard report provided by Pearson. Instead, it is customized version of a standard report or an entirely new creation.
- F** **Legacy:** This column indicates if a report is a report built into Chancery SMS prior to version 4.2 [p. 109]. Typically, a built-in report is not part of the Report Package.

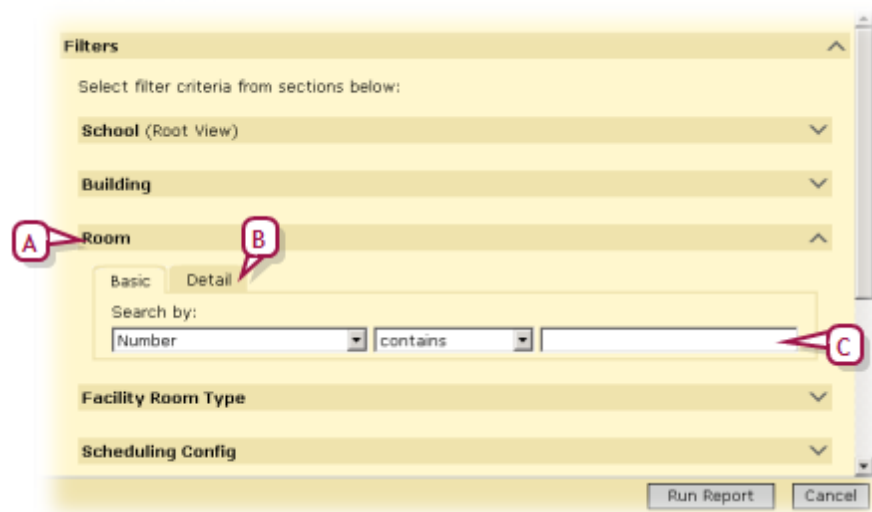
Setting default report filters

Each report has built-in options or preferences that the user sets before running the report. The user of a package report can also set filters. The report's creator can set a *default filter* which prompts the report user to enter specific filter criteria.

When a system user opens a report containing a default filter, Chancery SMS opens the **Filters** panel automatically to the default filter setting. The default filter criteria are displayed [Figure Figure 79]. The user has the option of entering a value for the default criteria, entering no value, or setting different or additional criteria, or removing the filter criteria completely.

For suggested default filters for a given report, consult the description of that report in *Chancery SMS Report Package reports* [p. 533].

Figure 79: Default report filter example



- A In this example, Chancery SMS automatically opened the **Filters** panel to **Room**. This is because a default filter is set for **Room** in which the user can have the report include rooms that include a particular "Number".
- B **Detail**: This tab enables the report user to change or remove the filter criteria.
- C Filter criteria: The report user can enter a value or leave it blank. **Note**: Text criteria are case-sensitive.

To define a default filter for a report [SA, DA¹]:

- 1 On the home page, in the control bar, under **ADMIN**, click **District or School Setup**. The **District or School Setup** page appears.
- 2 Under **Reports**, click **Customize Reports**. The **Customize Reports** page appears or On the **School Setup** page, under **Customization**, click **Customize Reports**. The **Customize Reports** page appears.
- 3 Select a report and in the **Actions** menu click **Edit Filters**. The **Report Filters** popup page appears [Figure Figure 80].
- 4 Set the desired filter(s).
- 5 Click **Save**.
- 6 Click **Close**. The **Report Filters** popup page closes.

¹You can do this if your role is School Administrator or District Administrator.

Figure 80: Setting a default report filter

Select filter criteria from sections below:

School (Root View) ▾

Building ▾

Room ▲

Search by:

Number ▾

- Select a field - ▾

- Select a field - ▾

- Select a field - ▾

- Select a field - ▾

Facility Room Type ▾

Filters saved successfully

Save Close

- A In this example, the administrator has set the **Room** filter so that the user will be prompted to enter a particular "Room Number" [see : *Default report filter example* p.121].

Customizing reports

You can customize any of the reports available in Chancery SMS [p. 109]. Each report is defined by a report file (which has the file extension ".rpt") stored in the system. Customizing a report involves downloading the report from the system, editing the report using the third-party report-editing tool Crystal Reports, then uploading the customized report. This process replaces the old report file with a new file, which is stored in the system until you customize it further. **Note:** For instructions on how to develop and edit reports using Crystal Reports, refer to the *Chancery SMSReport Writers Guide*.

A Chancery SMS system contains two types of reports, each of which you customize differently: package reports [p. 122] and built-in [p. 123].

Customizing a package report

These reports are available in *report packages* [p. 125], collections of reports for specific purposes that a system or District Administrator can install on a Chancery SMS system as needed.

To customize a package report [SA, DA¹]:

- 1 Download the report from the system:
 - a On the home page, in the control bar, under **ADMIN**, click **District or School Setup**. The **District or School Setup** page appears.

¹You can do this if your role is School Administrator or District Administrator.

- b Under **Reports** or **Customization**, click **Customize Reports**. The **Customize Reports** page appears.
 - c Select the report.
 - To filter the list of reports, select a **Category**.
 - d In the **Actions** menu click **Download Report Template**. The **File Download** dialog appears.
 - e Click **Save**. The **Save As** dialog appears.
 - f Specify a location and file name and click **Save**.
 - Use the file name extension ".rpt".
- 2 Open the report file in Crystal Reports and edit it.
- 3 Upload the edited report to the system:
- a On the home page, in the control bar, under **ADMIN**, click **District or School Setup**. The **District or School Setup** page appears.
 - b Under **Customization**, click **Customize Reports**. The **Customize Reports** page appears.
 - c In the **Report Name** column, click the name of the report that you want to replace with the customized report.
 - To filter the list of reports, select a **Category**.
 - d In the **Report File** panel, for **New report file (.rpt)**, click **Browse....** The **Choose File** dialog appears.
 - e Locate and select the report file and click **Open**.
 - If **Use report file** appears, select the **Custom** check box.
 - If necessary, adjust the report's **Permissions** [*Making reports available* p.240]. These determine the roles [p. 231] to which this report is available.
 - f Click **OK**.

Customizing a built-in report

Pearson developed built-in reports on an older reporting framework that dates from Chancery SMS version 4.2 or earlier. In general, the reports offer less flexibility than package reports in how you filter and generate results.

To customize a built-in report [SA, DA¹]:

- 1 Download the built-in report from the system:
 - a On the home page, in the control bar, under **ADMIN**, click **DistrictSetup**. The **District** page appears.
 - b Under **Reports**, click **Customize Pre-4.2 Reports**. The **Customize District Reports** page appears.
 - c Click **DistrictReport List**. The **District Report List** appears.
 - The **Type** column indicates which reports have been customized.
 - d In the **DistrictReport Name** column, click the report's name. The **Edit Report** page appears.
 - Or select the report and in the **Actions** menu click **Edit Custom Report**.

¹You can do this if your role is School Administrator or District Administrator.

- e On the Edit Report page, in the **Report File** panel, for **Built in report file**, click **Download**. The File Download dialog appears.
 - f Click **Save**. The Save As dialog appears.
 - g Specify a location and file name and click **Save**.
 - Use the file name extension ".rpt".
- 2 Open the report file in Crystal Reports and edit it.
 - 3 Upload the customized report to the system:
 - a On the home page, in the control bar, under **ADMIN**, click **DistrictSetup**. The **District Setup** page appears.
 - b Under **Reports**, click **Customize Pre-4.2 Reports**. The **Customize Reports** page appears.
 - c Click **DistrictReport List**. The **District Report List** appears.
 - d In the **DistrictReport Name** column, click the name of the report that you want to replace with the customized report.
 - e Under **Report File**, for **New report file (.rpt)**, click **Browse....** The Choose file dialog appears.
 - f Locate and select the report file and click **Open**.
 - If **Use report file** appears, select the **Custom** check box.
 - If necessary, adjust the report's **Permissions** [*Making reports available* p.240]. These determine the roles [p. 231] to which this report is available.
 - g Click **OK**.

Viewing Chancery SMS schemas

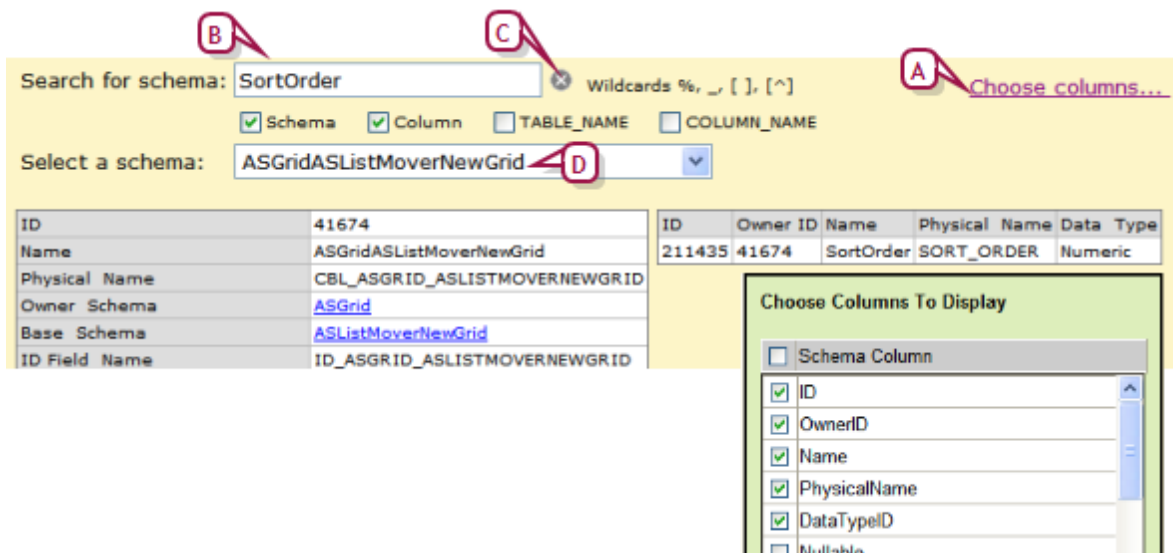
Chancery SMS provides a built-in *Data Dictionary* that enables report writers and others to look through Chancery SMS schemas for information about schema content.

To view Chancery SMS schemas:

- 1 On the home page, in the control bar, click **District Setup**. The **District Setup** page appears.
- 2 Under **Reports**, click **Customize Reports**. The **Customize Reports** page appears.
- 3 In the **Actions** menu, click **Data Dictionary**. The **Data Dictionary** page appears.
- 4 Click **Choose Columns** [*Figure Figure 81*]. The **Choose Columns to Display** dialog appears.
- 5 Select the information you want to view and click **OK**. The information you selected appears in the right-hand grid.
 - When you leave the **Data Dictionary** page, your selections are retained.
- 6 Find the schema:
 - Choose a schema from **Select a schema**.
 - Or, enter all or part of the schema name in **Search for schema**. Chancery SMS displays in **Select a schema** schemas that match the characters you entered [*Figure Figure 81*].

- Use "%" to find a group of unknown characters.
 - Use "_" to find one unknown character.
 - Use "["]" to find a character in a set.
 - Use "[^]" to find a character that is not in a set.
 - To refine the results in **Select a schema**, choose from the following options:
 - **Schema:** This is the default option. Chancery SMS displays in **Select a schema** schemas that match the characters you entered.
 - **Column:** Chancery SMS displays in **Select a schema** schemas that contain a column that matches the characters entered in **Search for schema**.
 - **TABLE_NAME:** Chancery SMS displays in **Select a schema** schemas that contain the physical database table name that matches the characters entered in **Search for schema**.
 - **COLUMN_NAME:** Chancery SMS displays in **Select a schema** schemas that contain the physical database column name that matches the characters entered in **Search for schema**.
- 7 Choose the schema from **Select a schema**. The information from the schema you selected appears in the grids.

Figure 81:Data Dictionary page



- A Click **Choose Columns** to select the information you want to view.
- B Search criteria.
- C Click the x to clear search criteria.
- D Schema that contains column name entered in **Search for schema**.

Report packages

A report package is a collection of standard reports available for use on any Chancery SMS system. Each package contains one or more reports,

categorized by purpose, that supplement Chancery SMS's built-in reports. The *Chancery SMS Report Package* [p. 126] is essential to most systems.

A report package is intended for the use of an administrator of a Chancery SMS system, who can upload [p. 132] the reports in the package to a system. Once the reports are uploaded, the administrator can go on to set default report filters [p. 120] and determine user access to the reports [*Making reports available* p.240].

Chancery SMS Report Package

The *Chancery SMS Report Package* contains a variety of reports that supplement Chancery SMS's built-in reports and are essential to the usefulness of a Chancery SMS system. Pearson upgrades the Report Package at regular intervals with new reports and improved versions of existing reports. By installing the most current Report Package on a Chancery SMS system, the District or School Administrator can keep that system's reports up to date. For a description of each report in the Chancery SMS Report Package, see *Chancery SMS Report Package reports* [p. 533].

The most current Chancery SMS Report Package is available for a District Administrator to download [p. 131] from Pearson's support web site, <https://support.powerschool.com>. Once the package is downloaded, a District or School Administrator can upload some or all of the reports to a Chancery SMS system [p. 132].

The Chancery SMS Report Package consists of one compressed file named "RptPckg.zip". **Note:** The Chancery SMS Report Package also contains an optional file "[version]PR-RptPckg.zip". This file contains reports [p. 131] for use only on a system that has been converted to Permanent Record (PR).

"RptPckg.zip" contains all the reports in the package [Table 19]. The report package file also contains one zip file holding all the reports relevant to a specific feature area, including the following:

- Rpt-US-[version]-AddressValidation.zip
- Rpt-US-[version]-Attendance.zip
- Rpt-US-[version]-Behavior.zip
- Rpt-US-[version]-Generic.zip
- Rpt-US-[version]-Grading.zip
- Rpt-US-[version]-GridPrint.zip
- Rpt-US-[version]-Health.zip
- Rpt-US-[version]-OnlineCourseRequests.zip
- Rpt-US-[version]-PowerTeacherGradebookErrorReport.zip
- Rpt-US-[version]-Scheduling.zip
- Rpt-US-[version]-Testing.zip

Within these files, each report is stored as a separate zip file. The zip file name identifies the report; for example, "ADA Summary.zip". Typically, each report consists of four files:

- [Report_Name].rpt

The report template. Refer to *Table 19* [p. 127] for a complete list of template names.

- [Report_Name].xml
Contains the name, description, category, and attributes of the report. This file ensures the presence of the other files when a District Administrator uploads the report to a Chancery SMS system.
- [Report_Name]-Create.sql
Contains stored procedures necessary for Chancery SMS to run this report. Implements the report extensibility feature.
- [Report_Name]-Drop.sql
Contains stored procedures necessary for Chancery SMS to run this report.

Table 19: List of Reports

Feature area	Reports included	Details	Report file name
Address Validation	Address Out of Zone	[p. 533]	Address Out of Zone.rpt
Administration (.zip file name = Generic)	Chancery SMS List of Reports	[p. 533]	Chancery SMS List of Reports.rpt
Attendance	Daily Absence by Attendance Code	[p. 535]	Daily Absence Report By Attendance Code.rpt
	Daily Absence by Period	[p. 534]	Daily Absence Report By Period.rpt
	Period Attendance	[p. 535]	Period Attendance Report.rpt
	Student Cumulative Attendance	[p. 537]	Student Cumulative Attendance Report.rpt
	Teacher Attendance Verification	[p. 538]	Teacher Attendance Verification Report.rpt
	Unsubmitted Attendance	[p. 540]	Unsubmitted Attendance.rpt
	Unsubmitted Attendance by Period	[p. 539]	Unsubmitted Attendance by Period.rpt
	Unsubmitted Attendance by Teacher	[p. 540]	Unsubmitted Attendance by Teacher.rpt

Feature area	Reports included	Details	Report file name
Grading	Cumulative GPA	[p. 541]	Cumulative GPA Report.rpt
	Failing Grades (Secondary)	[p. 541]	Failing Grades Report (Secondary).rpt
	Grades Verification	[p. 542]	Grades Verification.rpt
	Honor Roll	[p. 543]	Honor Roll Report.rpt
	Missing Grades (Elementary)	[p. 544]	Missing Grades Report (Elementary).rpt
	Missing Grades (Secondary)	[p. 545]	Missing Grades Report (Secondary).rpt
	Specific Grades	[p. 547]	Specific Grades Report (Secondary).rpt
	Student Academic Plan Progress Report	[p. 547]	Student Academic Plan Progress Report.rpt
	Student Transcript by Subject Area	[p. 548]	Student Transcript Report by Subject Area.rpt
	Student Transcript Report by Year	[p. 549]	Student Transcript Report by Year.rpt
Grid Print	Portrait Letter		Grid Print (Portrait-Letter).rpt
	Portrait Legal		Grid Print (Portrait-Legal).rpt
	Landscape Letter		Grid Print (Landscape-Letter).rpt
	Landscape Legal		Grid Print (Landscape-Legal).rpt
Health	Immunization Delinquency Letter	[p. 551]	Immunization Delinquency Letter.rpt
	Immunization Next Due	[p. 551]	Immunization Next Due Report.rpt
	Immunization Non-Compliance	[p. 552]	Immunization Non Compliance Report.rpt
	Student Health Condition	[p. 552]	Student Health Condition Report.rpt
	Student Immunization History	[p. 553]	Student Immunization History.rpt
Online course requests	Student Online Course Request Status	[p. 553]	Student Online Course Request Status.rpt
	Student Recommended Courses Verification	[p. 555]	Student Recommended Courses Verification.rpt
PowerTeacher	PowerTeacher Grades Entry Error		PowerTeacher Grades Entry Error Report.rpt

Feature area	Reports included	Details	Report file name
Scheduling	Class Add/Drop	[p. 557]	Class Add Drop.rpt
	Class Listing (Elementary)	[p. 558]	Class Listing (Elementary).rpt
	Class Roster	[p. 558]	Class Roster.rpt
	Class Roster Monthly	[p. 559]	Class Roster Monthly.rpt
	Class Roster Weekly	[p. 560]	Class Roster Weekly.rpt
	Class Schedule Log	[p. 561]	Class Schedule Log.rpt
	Contacts Roster	[p. 561]	Contacts Roster.rpt
	Course Catalog by Name	[p. 562]	Course Catalog by Name.rpt
	Course Catalog by Number	[p. 563]	Course Catalog by Number.rpt
	Course Request List	[p. 564]	Course Request List.rpt
	Course Request Rule Violation	[p. 565]	Course Request Rule Violation.rpt
	Course Request Tally	[p. 566]	Course Request Tally.rpt
	Course Request Tally by Grade	[p. 567]	Course Request Tally By Grade.rpt
	Course Request Tally by Grade	[p. 567]	Course Req Tally By Grade By Dept.rpt
	Course Request Tally by Term	[p. 567]	Course Request Tally By Term.rpt
	Course Request Tally by Term by Dept	[p. 568]	Course Req Tally By Term By Dept.rpt
	Course Request Verification	[p. 569]	Course Request Verification.rpt
Full Time Equivalent Summary	[p. 569]	Full Time Equivalent Summary.rpt	

Feature area	Reports included	Details	Report file name
	Load Students Log	[p. 570]	Load Students Log.rpt
	Master Schedule	[p. 570]	Master Schedule.rpt
	Master Schedule by Meeting Pattern	[p. 571]	Master Schedule by Meeting Pattern.rpt
	Open Seats Summary	[p. 571]	Open Seats Summary.rpt
	Room Matrix by Day Period	[p. 572]	Room Matrix by Day Period.rpt
	Room Schedule	[p. 573]	Room Schedule.rpt
	Room Schedule Matrix	[p. 574]	Room Schedule Matrix.rpt
	Scheduling Configuration	[p. 574]	Scheduling Configuration.rpt
	Scheduling Performance Statistics	[p. 575]	Scheduling Performance Statistics.rpt
	Scheduling Pre-Check Builder	[p. 576]	Scheduling Pre-check Builder.rpt
	Scheduling Pre-Check Loader	[p. 577]	Scheduling Pre-check Loader.rpt
	Student Schedule	[p. 579]	Student Schedule.rpt
	Student Schedule (Elementary)	[p. 578]	Student Schedule (Elementary).rpt
	Student Schedule Matrix	[p. 580]	Student Schedule Matrix.rpt
	Student Schedule Matrix (Elementary)	[p. 579]	Student Schedule Matrix (Elementary).rpt
	Student Scheduling Load Summary	[p. 581]	Student Scheduling Load Summary.rpt
	Teacher Matrix by Day and Period	[p. 583]	Teacher Matrix by Day Period.rpt
	Teacher Schedule Matrix	[p. 582]	Teacher Schedule Matrix.rpt
	Teacher Schedule	[p. 582]	Teacher Schedule.rpt
	Unscheduled Rooms	[p. 584]	Unscheduled Rooms.rpt
	Unscheduled Student Analysis	[p. 584]	Unscheduled Student Analysis.rpt
	Unscheduled Students	[p. 585]	Unscheduled Students.rpt
	Unscheduled Teachers	[p. 586]	Unscheduled Teachers.rpt
Student Behavior	Discipline Profile	[p. 586]	Discipline Profile Report.rpt
Summary	ADA/ADM Summary	[p. 588]	ADA Summary.rpt
	Student Behavior Summary	[p. 592]	Student Behavior Summary.rpt

Feature area	Reports included	Details	Report file name
Test Management	Student Test History	[p. 589]	Student Test History Report.rpt
	Student Test Profile	[p. 589]	Student Test Profile.rpt
	Test Scores Below Minimum Requirements	[p. 590]	Test Scores Below Minimum Requirements.rpt
	Test Session Details	[p. 590]	Test Session Details Report.rpt
	Test Session Summary	[p. 591]	Test Session Summary Report.rpt

Permanent Record reports

For a system that has converted to Permanent Record (PR), three additional reports are available [Table 20] in the file "[version]PR-RptPckg.zip".

Important: Do NOT upload these PR reports unless you are working in a Chancery SMS PR environment.

Table 20: Permanent Record Reports

Feature area	Reports included	Cross ref.	Report file name
Grading	Cumulative GPA		Cumulative GPA Report.rpt
	Student Transcript by Subject Area PR		Student Transcript by Subject Area PR.rpt
	Student Transcript by Year PR		Student Transcript by Year PR.rpt

Downloading the Report Package

You can download the latest version of the Chancery SMS Report Package [p. 126] (appropriate to the version of the Chancery SMS software on your system from the support site, for which you need a valid user name and password. The Report Package consists of one compressed file with the extension ".zip".

To download the Report Package:

- 1 In the browser on the Web Server, go to <https://support.powerschool.com>.
- 2 Enter your Username and Password, and click **Login**.
- 3 Click the **Support** tab, and then click **Downloads**. The Support Downloads page appears.
- 4 Click Chancery SMS. The SMS download page appears.
- 5 Under **Available Resources**, click **Releases and Updates**. The Releases and Updates page appears.
- 6 Under **Available Resources**, click the folder for the report package you want to download.
- 7 Click the down arrow icon.

Uploading the Report Package to Chancery SMS

Once you have the Report Package [p. 126] downloaded [p. 131] and saved in its original .zip format, you can use Chancery SMS to upload some or all of the reports to a system. A District or School Administrator can upload Report Package reports.

During the upload process, you have the opportunity to view the reports in the package and select which of the reports Chancery SMS should upload. If a report of the same name as a package report exists on the system, you have the option of instructing Chancery SMS to overwrite the existing report with the new one.

When the upload process is complete, all reports that are new on the system are automatically available to all of that system's users. For all upgraded reports (that is, reports in the package that have the same name as an existing report) Chancery SMS retains the report's options, permissions, and default filters.

Caution: The first time you upload the Chancery SMS Report Package to a system, you must upload the report named "Chancery SMS List of Reports" from the file "RptPckg.zip".

To upload the Report Package to a Chancery SMS system [SA, DA¹]:

- 1 Extract the contents of the Report Package file to a folder to which you have access:
 - a In Windows File Manager, double-click "RptPckg.zip" to extract its contents, which consist of several zip files, one for each feature area; for example, "Rpt-US-[version]-Attendance.zip" see *Chancery SMS Report Package* [p. 126].
 - b Double-click the file "Rpt-US-[version]-All.zip" to extract its contents, which consist of one zip file for each report.
- 2 On the home page, in the control bar under **ADMIN**, click **DistrictSetup**. The **District Setup** page appears.
- 3 Under **Reports**, click **Customize Reports**. The **Customize Reports** page appears.
 - Or on the **School Setup** page, under **Customization**, click **Customize Reports**.
- 4 On the **Customize Reports** page, in the **Actions** menu click **Upload Report Package**. The **Report Package** page appears.
- 5 Upload a group of reports (that is, zip file) as follows:
 - a Click **Browse**. A **Choose File** dialog appears.
 - b Locate and select the relevant zip file [p. 126] extracted in step 1 and click **Open**. The path to the file appears in **New report package (.zip)**.
 - c On the **Report Package** page, click **OK**. The **Upload Confirmation** page displays the reports in the package [Figure Figure 82].

¹You can do this if your role is School Administrator or District Administrator.

- d In the **Actions** column, select an action for each report listed.
 - "Overwrite" replaces an existing report of the same name with the report from the package.
 - "None" does not upload this report. This is the default action when Chancery SMS detects an existing customized version of a report of the same name.
 - e Click **OK**. Chancery SMS uploads the report(s) as specified and displays the results on the Upload Results page.
 - If you receive an error message while uploading a group of reports, this may mean your system cannot handle the size of the upload. Upload the desired reports one at a time.
- 6 To upload another group of reports, start again at step 2.

Figure 82: Upload Confirmation page

Action	Report	Version	Comment	Total: 5
Overwrite	Chancery SMS List of Reports	1		
Overwrite	Cumulative GPA Report	2		
Overwrite	Grades Verification	6		
Overwrite	Student Transcript Report by Subject Area	23		
Overwrite	Student Transcript Report by Year	23		

- A Action:** Specifies the action Chancery SMS will take when you start the upload.
- B Report:** The name of the report in the selected file.
- C Version:** The version number of the report template. When a report template is changed, its version number is increased.
- D Comment:** Additional information included by the developer of the report template.

School and district operation

This section describes aspects of the system that bear on the routine operation of a school, such as enrollment and attendance, or the district as a whole, such as backing up the system. Typically, these tasks are the responsibility of a school or district administrator.

Registration

Registering a student in a Chancery SMS system enables all users of that system—school administrators, teachers, counselors, and so on—to work with that student and adjust his or her information as necessary. A student must be registered in order to be enrolled in a school [p. 137].

Registering a student involves the following steps:

- *Searching for registered students* [p. 134]
- *Registering a new student* [p. 135]
- *Registration completion steps* [p. 136]

Once a student is registered you can update that student's registration information through the student record [p. 52].

Table 21: Permissions pertaining to registration

To	You need this permission	Set to	Details
Register a student	Students > Registration Information	Yes	[p. 785]
Adjust a student's demographic information	Students > Demographic Data	Edit	[p. 773]
Delete a student's registration	Students > Delete Students	Yes	[p. 772]

Searching for registered students

Before registering a student, we recommend that you search the system for that student. This search ensures that you do not create a second student record for a student who is already registered.

For this purpose, you use a search that examines student records across the entire system. The search encompasses students that are registered but not enrolled. **Note:** Other student searches [p. 36] examine only the student records that are enrolled as well as registered.

For convenience, Chancery SMS provides you with a default set of 5 search criteria for which you need only enter values [Figure Figure 83]. Of course, you can alter these criteria.

To search for a registered student [SA, DA¹]:

- 1 On the Home page [p. 14], in the Actions menu click **Register/Enroll Student...** The Registration/Enrollment

¹You can do this if your role is School Administrator or District Administrator.

Search page appears.

- 2 Under **Search by**, for the first criterion [Figure Figure 83]:
 - a Enter the value to find.
 - For text fields, the case of the search value does not matter; for example, "lancaster" finds "Lancaster".
 - Spaces are relevant; for example, "delos santos" will not find "de los santos".
 - b [Optional] Choose another field on which to search.
 - c [Optional] Change the operator.
- 3 Configure some or all of the four other criteria.
- 4 [Optional] Change the **Match** setting.
- 5 Click **Search**. Chancery SMS displays matching student records (if any) under **Search Results**.
 - Chancery SMS saves the search criteria. Should you want to conduct this same search again, select it in **List**.
 - You can change the sorting of these results or adjust the columns displayed [p. 23].
 - **Note:** If your search results contain over 1000 records, Chancery SMS displays a message to that effect and no results. You must refine the search.
 - To view a student's record, select it and click **Open**, or click the student's name. The Registration/Enrollment Steps page appears (or the Student Demographics page).

Figure 83: Student Enrollment Search: default criteria

Student Enrollment Search

Search by:

Student Number	starts with	
Last Name	starts with	
First Name	starts with	
Birthdate	equals	mm/dd/yyyy
Phone (with formatting)	starts with	

Match: All Criteria Any Criteria

Search

- A Criterion
- B Field
- C Operator
- D Value

Registering a new student

Registering a new student involves entering the student's personal information and assigning an initial grade level. **Note:** Before registering a new student, we recommend that you search the system for that student [p. 134] to ensure that he or she is not already registered. If you find a similar student—a sibling, for example—you can use this student's record as a basis for the new student.

To register a student [DA¹]:

- 1 On the Home page [p. 14], in the Actions menu click **Register/Enroll Student...** The Registration/Enrollment Search page appears.
- 2 Click **New**. The Register in District page appears.
 - To use an existing student record as the basis for a new registrant, search for similar students (such as siblings), select the student and click **Copy**. Chancery SMS opens a new student record with some of the information, such as Last Name, already entered. **Note:** Copy is available only on a system that employs Family Management [*Family setup* p.256].
- 3 Set options, including:
 - **Grade level:** The student's grade level at the time of registration or the grade in which the student will be enrolled.
 - **Registration status:** Set to "Registered".
 - **School for Student # Generation:** Appears if a default Student Projected School is specified for all students new to the district. Changing this school overrides the district default.
 - For information on other fields, refer to *Student records* [p. 52].
- 4 Click **Continue**. The Registration/Enrollment Steps page appears [see p.136].

Registration completion steps

Chancery SMS provides a reminder of the typical tasks involved in completing a student's registration. The Registration/Enrollment Steps page appears after you initially register a new student [p. 135]; you can also view this page from a student's record [p. 52].

Each task on the Registration/Enrollment Steps page is a link to the relevant page in the system. The tasks displayed depend on the state of the student's registration and enrollment; for example, if the student is enrolled in another school in the district or not yet enrolled in a school, only the relevant tasks appear; once the student is enrolled in your school, Chancery SMS displays a complete list of tasks when you return to the Registration/Enrollment Steps page.

The potential tasks include:

- **Update Registration Information:** You can also update registration information via the student's record [p. 52].
- **Enter Address Information and Other Student Data** see *Student record: Demographics* [p. 53]
- **Add Student Contacts** see *Student record: Contacts* [p. 63]
- **Apply to Program** see *Student record: Program Profile* [p. 69]
- **Enroll Student in a School** see *Enrollment* [p. 137]
- **Manage Student's Family Data** see *Student record: Family* [p. 64]: Available only if the system employs family management.

¹You can do this if your role is District Administrator.

- **Register and Enroll a Sibling:** Enables you to use the current student record as the basis for a new registrant.

Note: If a particular task's page holds information that is incomplete, Chancery SMS marks that task with an exclamation mark (!).

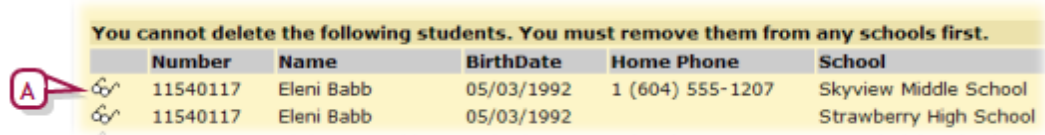
Deleting a student's registration

A District Administrator can delete a student's registration in the district, that is, delete all district-specific information about a student. This effectively removes the student from the system. A administrator can delete a student's registration only if that student is not enrolled in a district school [p. 138].

To delete a student's registration:

- 1 On a Student Search result page [p. 46], select one or more students.
- 2 In the **Actions** menu, select **Delete Students from District...**
The Delete Students popup page appears.
 - On the page, Chancery SMS may indicate that one or more students are not eligible for deletion. The administrator can proceed only when all students lists are eligible for deletion.
 - To view a brief summary of a student's information, click the Summary icon [Figure 84].
- 3 Click **OK**.

Figure 84: Delete Students popup page



You cannot delete the following students. You must remove them from any schools first.					
Number	Name	BirthDate	Home Phone	School	
11540117	Eleni Babb	05/03/1992	1 (604) 555-1207	Skyview Middle School	
11540117	Eleni Babb	05/03/1992		Strawberry High School	

- A** Summary icon: Enables the administrator to view a summary of this student's information, including current enrollments.

Enrollment

Once a student is registered in the system [p. 134], that student can be enrolled in one or more schools. A student can have multiple *active enrollments*, that is, enrollment records with an entry-type status code that does not have a corresponding withdrawal record and where the date of the enrollment is on or before the Active Calendar's end date.

You can enroll a student when working in either the Active or Planning Calendar [p. 163]—the date of enrollment determines whether the student is active in the current school year or will be active in the next school year. Your ability to enroll a student in a school may be affected if program management is employed at that school.

You can view a record of a student's enrollments.

To manage a student's enrollments [SA, DA¹]:

¹You can do this if your role is School Administrator or District Administrator.

On a page of the student's record [p. 52], in the control bar click **Enrollment...** The Enrollment popup page appears.

- To delete an enrollment [p. 139], select it and click **Delete**.
- Set **Status Codes for** to limit the list of enrollments displayed to a particular school.

Table 22: Permissions pertaining to enrollment

To	You need this permission	Set to	Details
Register a student	Students > Registration Information	Yes	[p. 785]
Enroll a student in a school	Students > Enroll Student in School Students > Student Status Code	Yes Edit or Delete	[p. 777] [p. 799]
Withdraw a student from a school	Students > Student Status Code	Edit or Delete	[p. 799]
Adjust a student's demographic information	Students > Demographic Data	Edit	[p. 773]
Delete a student enrollment record	Students > Student Status Codes	Edit or Delete	[p. 799]
On the Add Status Code page [p. 138], choose a School .	Students > Multiple School Status Access	Yes	[p. 783]

Enrolling a student

Before enrolling a student in a school, you may have to first withdraw [p. 139] the student from any school in which he or she is enrolled. However, on some systems it is possible for a student to be enrolled in more than one school, that is, have more than one active enrollment [*Student enrollment setup* p.258]. Transfer of enrollment mid-year may be possible [p. 139].

Note: If the system employs address validation, ensure that you validate a student's address prior to enrolling that student. **Note:** A student who does not yet meet immunization requirements may be provisionally enrolled.

To enroll a student in a school [SA, DA¹]:

- 1 On a page of the student's record [p. 52], in the control bar click **Enrollment...** The Enrollment popup page appears.
- 2 Click **Add...** The Add Status Codes page appears.
 - If this is the student's first enrollment, click **Enroll...**
- 3 Set options. For information on these options, refer to *Student record: Enrollment* [p. 68]. Additional notes include:
 - **Status code:** Select an entry-type code such as "Enrolled" or "Returned". Status codes are set up by a District Administrator [*Student enrollment setup* p.258].
 - **Zoned school:** Chancery SMS displays this school after you have set the Date and Grade and clicked Update.
- 4 Click **OK**.

¹You can do this if your role is School Administrator or District Administrator.

Table 23: Permissions pertaining to student enrollment

To	You need this permission	Set to	Details
Enroll students in a school	Students > Enroll Student in School	Yes	[p. 777]

Withdrawing a student

You can withdraw a student from his or her school of enrollment.

To withdraw a student from a school [SA, DA¹]:

- 1 On a page of the student's record [p. 52], in the control bar click **Enrollment...** The Enrollment popup page appears.
- 2 Click **Enroll...** The Add Status Codes page appears.
- 3 Set **Status Code** to a withdrawal-type code such as "Dropped Out" or "Moved".
 - Status codes are set up by a District Administrator [*Student enrollment setup* p.258].
- 4 Click **OK**.

Deleting a student's enrollment

You can delete a student's enrollment in a school, that is, delete all school-specific information about a student, including attendance, scheduling, and grading records. This does not delete the student from the district—you can enroll the student in other schools.

To delete a student's enrollment:

- 1 On a Student Search result page [p. 46], select one or more students.
- 2 In the **Actions** menu, select **Delete Student Enrollment**. The Delete Student Enrollment: Confirmation page appears.
- 3 Click **OK**.

Or

- 1 On a page of the student's record [p. 52], in the control bar click **Enrollment...** The Enrollment popup page appears.
- 2 In the **Select** column, select an enrollment.
 - You may not be able to select certain enrollments.
- 3 Click **Delete**.

Transferring a student mid-year

On some systems, you can transfer a student from one school to another during the school year. When you do so, Chancery SMS records each school as a separate enrollment.

To transfer a student from one school to another mid-year [SA, DA²]:

¹You can do this if your role is School Administrator or District Administrator.

²You can do this if your role is School Administrator or District Administrator.

- 1 On a page of the student's record [p. 52], in the control bar click **Enrollment....** The Enrollment popup page appears.
- 2 Select the student's current enrollment.
- 3 Click **Transfer....** The Transfer To School page appears.
- 4 Set options, which include:
 - **Withdrawal Code**
 - **Entry Code:** For the new school of enrollment.
 - **New School**
- 5 Click **OK**.

Projecting enrollment for the next year

When the district's school year comes to an end, and the District Administrator runs *Year-End Processing* [p. 446] to convert the Planning Calendar [p. 164] to the new Active Calendar. During Year-End Processing, Chancery SMS adjusts each student's enrollment and grade level according to the system's *year-end transfer method* [p. 141] and various student-related criteria such as the student's school's *graduation grade level* [p. 145]. For a particular student, a District or School Administrator can override the year-end transfer method and directly project the student's enrollment [p. 146].

Enrollment changes during Next-Year Preparation

When a School Administrator creates a Planning Calendar, Chancery SMS changes each student's enrollment according to various factors [p. 140]. The resulting change might involve Chancery SMS:

- Promoting the student to another grade level in the student's School.
- Enrolling the student in a grade level at a different school.
- Withdrawing the student from enrollment in the District.
- Graduating the student from the District.
- Retaining the student in the School at the current grade level.

In general, Chancery SMS can determine a student's enrollment in the Planning Calendar where:

- The student's current school is the school in which the student is enrolled in the Active Calendar.
- The student's enrollment is active at the completion of the Active Calendar.
- The student's enrollment status is promoted or pending.
- The student is assigned to a **Home School** see *Student record: Enrollment* [p. 68].
- The student is assigned a **Home School (Active)** see *Student record: Demographics* [p. 53].
- The student has a projected school [p. 142].

Chancery SMS advances a student's grade level in his or her school (and does not transfer the student to another school) where:

- The student's **Zoned School** [p. 146] is the same as the student's current school.

- The student's **Requested School** [p. 146] is the same as the student's current school.

To enroll a student in a grade level at a different school, Chancery SMS takes into account:

- The year-end transfer method used by the district [p. 141].
- If the student is in a graduating grade.
- The district's setting for **Set graduated student grade level to** (on the District Preferences page).
- The student's **Requested School** [p. 146]
- Program management settings (if the system employs it), including:
Controlled enrollment at a school: A School Administrator must explicitly enroll a student in a controlled enrollment program after the student has applied and been accepted. **Note:** A student can only be enrolled in a program if that student is enrolled at that program's school, that is, Chancery SMS does not automatically create participant records and program applications for a student not enrolled in the school.
The setting of **Planning Calendar Requested School Controlled by Program Management** see *Projecting enrollment for the next year* [p. 140]

A program session's setting for the **Planning Calendar Option**.

If the student is enrolled in several controlled-enrollment programs at a school.

Year-end transfer method

During Year-End Processing [p. 446], for each district student who has completed a grade level, Chancery SMS determines if that student it to be transferred to another school by applying the year-end transfer method. The District Administrator sets the method to use. Options are:

- *Projected School Map* [p. 142]: This is the default method.
- *Geocode Map* [p. 142]: This is available only on a system that employs Address Validation [>>].

To set the year-end transfer method [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Preferences...**. The District Preferences popup page appears.
- 3 Under **Year-End Transfer**, set the **Year End Transfer Method**. Options include:
 - "Projected School Map" [p. 142]
 - "Geocode Map" [p. 142]
- 4 Click **Save**.

¹You can do this if your role is District Administrator.

Projected School Map

A *Projected School Map* pairs each feeder school in the district to a *projected school*, that is, another school in the district to which Chancery SMS transfers a student during Year-End Processing [p. 446] when that student has completed the school's graduation grade level [p. 145]. A School Administrator can specify the projected school for a school, a District Administrator for any or all schools in the district. **Note:** The administrator must be in the Active Calendar [p. 164] to set the projected school mappings. **Caution:** If a student's school is not mapped to a projected school, Chancery SMS withdraws the student from his or her school but does not enroll the student in another.

To set a school's projected school [SA, DA¹]:

- 1 On the home page, in the control bar under **SCHOOL**, click **School Info**. The School Info page appears.
- 2 Click the school's name. The School Info Detail page, click **Edit**. The School popup page appears.
- 3 Set the **Projected School**.
 - At a school that does not feed students into another school, the Projected School is "N/A". Projected School appears only if the district's Year End Transfer Method is set to "Projected School Map" [p. 142].
- 4 Click **Save**.

To set the projected school for district schools [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Year-End Processing**, click **Year-End Processing**. The Year-End Processing page appears.
- 3 Under **Step 1**, click **Projected Schools...**. The Projected Schools popup window appears [Figure Figure 88].
- 4 For each school, set the **Graduation Grade** and assign a **Projected School**.
- 5 Click **Save**.

Geocode Map

On a system that employs Address Validation [>>], a District Administrator can set the year-end transfer method so that Chancery SMS refers to the district's *Geocode Map* [p. 142]. During Year-End Processing [p. 446], Chancery SMS uses the Geocode Map to transfer a student (where that student has completed the school's graduation grade level [p. 145]) to the appropriate school by examining the location of that student's residence.

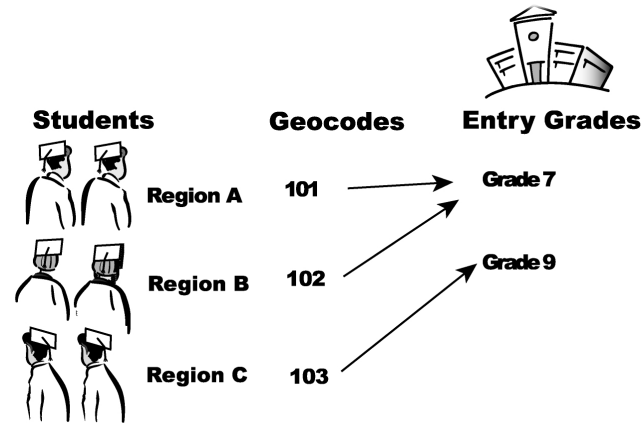
The Geocode Map, created by the District Administrator, pairs each of the district's geocodes with an *entry grade level* [p. 145] at a particular school [Figure Figure 85]. A school's entry grade can have more than one geocode

¹You can do this if your role is School Administrator or District Administrator.

²You can do this if your role is District Administrator.

assigned to it (the school can serve a broad geographical area). A geocode can be assigned to only one school's entry grade. **Note:** The Planning Calendar [p. 164] must be active for an administrator to change the Geocode Map.

Figure 85: Geocode mapping example



Note: For Year-End Processing [p. 446] to run successfully, the Planning Calendar must have a Geocode Map. During next-year preparation (NYP) [p. 431], when the District Administrator creates a Planning Calendar Chancery SMS copies the Geocode Map from the Active Calendar to the new Planning Calendar. Thus the District Administrator need only adjust the Geocode Map to prepare for the next year. Any changes that the District Administrator makes to the map or geocodes take effect in the school year being planned.

Note: A District Administrator can use scripts to verify the validity of the geocode map. For information, refer to the *Checking Geocode Setup Technical Bulletin*. **Caution:** If a student does not end up with a valid Geocode in the Planning Calendar, Chancery SMS withdraws or graduates the student from his or her school but does not enroll the student in another.

Caution: A change to the geocodes associated with a school can cause Chancery SMS during Year-End Processing [p. 446] to change a student's Zoned School [p. 53] for the next year. If this occurs, Chancery SMS takes time to implement any change to the Zoned School. It unenrolls the student from the former school and, during the nightly process, enrolls the student in the new school. You can view these changes in the Planning Calendar the next day (Chancery SMS displays "N/A" for Zoned School until transfer mapping is complete).

To assign geocodes to a school's entry grade(s) [DA¹]

- 1 In the Planning Calendar, on the home page, in the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Next Year Preparation**. The Next Year Preparation page appears.

¹You can do this if your role is District Administrator

- 3 Under **Step 4**, click **Geocode Map**. The Geocode Map page appears with a list of schools for which an entry grade is assigned [Figure Figure 86].
- 4 In the **School Name** column, click the school's name. The Edit Geocode School Map page appears [Figure Figure 87].
- 5 For **School**, select an entry grade from the list.
 - A District or School Administrator designates a school's entry grades [p. 146].
- 6 Assign one or more geocodes by selection them, and then using the arrow key to move them from the **Available Geocodes** column to the **Selected Geocodes** column
 - You can also double-click a geocode to move it from one column to another.
- 7 Click **OK**.
 - **Caution:** Chancery SMS takes time to process these new assignments. We recommend waiting at least overnight before conducting YEP.

Figure 86: Geocode Map page

<input type="checkbox"/>	School Name	Entry Grade	Total Geocodes	Geocodes
<input type="checkbox"/>	Alta High School	10	2	Akinsdale, Fairmont
<input type="checkbox"/>	Apex High School	9	1	Collinshead
<input type="checkbox"/>	Bayview High School	10	2	Holport, Oakville
<input type="checkbox"/>	Blackwater High School	7	4	Akinsdale, Grandin, Mission, Newport
<input type="checkbox"/>	Bowen Elementary	Kindergarten	5	Akinsdale, Kenneport, Oakville, Queenside, Shawnessy

- A **Entry Grade:** The grade into which students from other schools transfer at year end. A school can have more than one entry grade.
- B **Geocodes:** The geocodes assigned [Figure Figure 87].

Figure 87: Edit Geocode School Map page

- A **School:** The school and entry grade to which the Selected Geocodes apply. You can select another grade from the list.
- B **Available Geocodes:** These geocodes are not yet assigned to this entry grade at any other school.
- C **Selected Geocodes:** These geocodes are assigned to this entry grade and this school.

School graduation grade level

To determine if it should transfer a student to another school during Year-End Processing [p. 446], Chancery SMS refers to the student's school's graduation grade level. This is the grade level at which a student completes his or her education at the school. A School Administrator can specify the graduation grade level for a school, a District Administrator for any or all schools in the district.

To set a school's graduation grade level [SA, DA¹]:

- 1 On the home page, in the control bar under **SCHOOL**, click **School Info**. The School Info page appears.
- 2 Click the school's name. The School Info Detail page appears.
- 3 On the **Basics** panel, click **Edit**. The Schools popup page appears [Figure Figure 89].
- 4 Under **Basics**, set **Graduation Grade**.
- 5 Click **Save**.

To set the graduation grade level for district schools [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Year-End Processing**, click **Year-End Processing**. The Year-End Processing page appears.
- 3 Under **Step 1**, click **Projected Schools...**. The Projected Schools popup window appears [Figure Figure 88].
- 4 For each school, set the **Graduation Grade**.
- 5 Click **Save**.

Figure 88: Projected Schools popup window

Yale Elementary School	5	Hubble Middle School
Yellowstone Elementary School	5	Hubble Middle School
Yorkshire Elementary School	5	Gladstone Middle School
High School		
Home School	Graduation Grade	Projected School
John Overton High School	12	N/A
Pearl-Cohn High School	12	N/A

School entry grade level

An entry grade level at a school is a grade level into which students from other schools can be automatically transferred. Most schools have only one entry grade level set, typically the lowest grade level. However, for the purposes of the geocode mapping year-end transfer method [p. 142], a school may have more than one entry grade; for example, the elementary school for Geocode A may offer grade levels 1 to 5, while the elementary school for Geocode B offers grade levels 1 to 6. The middle school these

¹You can do this if your role is School Administrator or District Administrator.

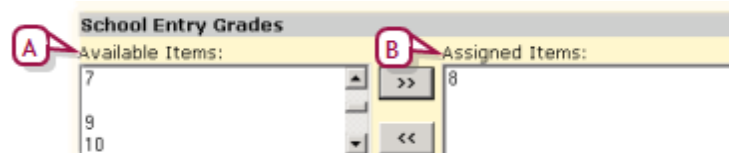
²You can do this if your role is District Administrator.

students go to would have two entry grade levels: Grade 6 for students in Geocode A and Grade 7 for students in Geocode B. A District or School Administrator designates entry grade levels at a school.

To designate a school's grade as an entry grade: [SA, DA¹]

- 1 On the home page, in the control bar under **SCHOOL**, click **School Info**. The School Info page appears.
- 2 Click the school's name. The School Info Detail page appears.
- 3 On the **Basics** panel, click **Edit**. The Schools popup page appears [Figure Figure 89].
- 4 Under **School Entry Grades**, designate one or more Grades as an entry grade level by transferring them to the **Assigned Items** column from the **Available Items** column.
 - Double-click a grade to transfer it between columns.
 - **School Entry Grades** is available only if the year-end transfer method is set to Geocode Map [p. 142].
- 5 Click **Save**.

Figure 89: School Entry Grades popup page



- A** Available items: Grade levels in this school.
- B** Assigned items: Grade levels into which Chancery SMS transfers students from other schools during Year-End Processing.

Specifying a student's school of enrollment for the next year

During Year-End Processing [p. 446], Chancery SMS assesses each district student for potential transfer to another school by referring to the District's transfer mapping [p. 141]. Typically, a student who has graduated from a school is subject to transfer to another school or graduation from the district.

A District or School Administrator can override this mapping for a particular student by requesting a particular school. For example, a student interested in a specialized vocational program would want to go to the only district school to offer such a program. **Note:** Since either a District or School Administrator can override the transfer mapping, we recommend that the district impose a policy on such overrides.

To project a student's enrollment [SA, DA²]:

- 1 On a page of the student's record [p. 52], in the control bar click **Enrollment...** The Enrollment popup page appears.

¹You can do this if your role is School Administrator or District Administrator.

²You can do this if your role is School Administrator or District Administrator.

- 2 In the **Status Code** column, click an enrollment's status code. The Edit Status Code page appears.
- 3 Under **Projected Enrollment for Planning Calendar**, set options, which include:
 - **Zoned school (projected)**: The school the student is projected to attend in the next school year for this school of enrollment. Chancery SMS sets the school based on the year-end transfer method [p. 141].
 - **Requested school**: The desired school of enrollment (home school) for the student for the next school year. Selection options include:
 - "Use Zoned School": This is the default choice. Directs Chancery SMS to—during Year-End Processing [p. 446]—enroll the student in the school specified by the district's transfer mapping [p. 141] (Zoned School displays this school [p. 53]). **Note**: Chancery SMS applies this choice if the request for a specific school is rejected or fails for any reason. Chancery SMS also applies this choice if the request is pending. When the request is approved, then during NYP processing Chancery SMS changes the student's enrollment accordingly.
 - [School name]: Specifies a District school. You can choose the school if the student is currently in a graduating grade and program management does not control the requested school.
 - "None": Withdraws the student from this school and prevents Chancery SMS from enrolling the student in another school next year. **Note**: Use "None" for a student who will no longer attend the school of enrollment (for example, he or she was attending an Advanced Math program at this school and does not plan to continue). During the Next-Year Preparation process, the student will be withdrawn from the school and a new enrollment record will not be created.
 - If **Exception reason** is displayed, enter a reason. This is necessary if the system employs Address Validation and approval is required for enrollment exceptions. Chancery SMS enrolls the student in the Requested School only if approval is granted; otherwise Chancery SMS enrolls the student in the Zoned School. **Note**: A School Administrator can set Chancery SMS to automatically copy approved address exceptions for returning students from the Active Calendar to the Planning Calendar.
 - **Note**: On a system that allows a student to be enrolled in more than one school, the administrator can specify the school to which the student should transfer for each school of enrollment: Under **Planning District Calendar**, click **Enrollment Status**. An Enrollment summary for all the student's schools appears. Under **Status Code**, click the status for a school and make an appropriate selection for **Requested School**.
 - **Projected Grade**: Chancery SMS sets this grade based on the current Grade at the school of enrollment [p. 432].
- 4 Click **OK**.
 - Chancery SMS takes time to implement any change to the Zoned School [p. 53]. It unenrolls the student from the former school and, during the nightly process, enrolls the student in the new school. You can view these changes in the Planning Calendar the next day.

- **Caution:** Where a student's school of enrollment changes and the student is withdrawn from a school, Chancery SMS deletes any schedules created for that student at that school. You cannot recover these deleted schedules.

Note: You may be prevented from projecting a student's enrollment at a school that employs controlled enrollment in the following circumstances:

- The student is not currently enrolled at that school (the student must apply to a program at the controlled-enrollment school, be offered a position in the program, and enroll in the school).
- The program associated with the enrollment will not continue in the next active year (that is, it has an end date within the current active year).
- A Planning Calendar is created, but program sessions for the program associated with the enrollment are not available in the Planning Calendar for the controlled enrollment program.

Calculating daily attendance codes

For each day, Chancery SMS calculates each student's *daily attendance code* for every school in the district. Chancery SMS calculates this code based on rules set up at each school [*Setting up the daily attendance code calculation* p.181]. The resulting figures are used in reports for such purposes as school funding, communications to parents, and state reporting [*Report results* p.118].

Since calculating daily attendance codes is a task that typically makes heavy demands of system processing power, Chancery SMS makes its calculations for the district at a scheduled time each day. Typically this is an off-peak time outside school hours. Chancery SMS calculates an attendance code for each student for each day only once and stores the result.

Recalculating daily attendance codes

As a School Administrator, you have the option of having Chancery SMS recalculate school attendance codes for specific purposes, such as:

- If daily attendance code calculation rules are changed at a school [p. 181], we recommend that you recalculate daily attendance codes for the affected period.
- If attendance records are cleared [p. 150], we recommend that you recalculate daily attendance codes for the affected period.
- If attendance records for a student have been changed, you can make Chancery SMS to recalculate that student's daily attendance codes [p. 150].

You can have Chancery SMS recalculate immediately, at a future time, or at regular intervals.

To recalculate daily attendance codes:[SA]¹

¹You can do this if your role is School Administrator.

- 1 On the home page, in the control bar, under **ADMIN**, click **Attendance**. The Attendance page appears.
- 2 Click **Schedule Attendance Calculations**. The Schedule Attendance Calculations page appears with a list of scheduled and completed calculations.
- 3 From the **Actions** menu, click **Add Scheduled Calculation**. The Job Schedule page appears.
- 4 In the **General** panel, enter or change information, which includes:
 - **Job name:** Each job requires a unique name.
 - **Calculation:**
 - "Daily attendance minutes" calculates daily attendance minutes, if your school tracks these [*Setting up minutes-based attendance (optional)* p.176]. : The values returned by this calculation are stored in two database fields: InSchoolDailyAttendanceMinutes and AfterSchoolDailyAttendanceMinutes. These fields are only available through the Chancery SMS data access layer for custom report system interface.
 - "Initialize behavior for day" sets attendance codes based on the action steps defined for student behavior [p. 190]. (Typically, this calculation is made each day for all schools in the district.) **Note:** Use this calculation for dates on which you have cleared attendance records [p. 150].
 - "Daily attendance calculation" sets Chancery SMS to make the standard code calculation.
 - **Period:** Sets the range of days for which to recalculate daily attendance codes. Options include:
 - **Current Date:** Today's date.
 - **Year-to-date:** All the days of the calendar year up to today.
 - **Report Card Period:** Select a period from the list.
 - **Date Range:** Enter Start and End dates.
- 5 In the **Students** panel, set the students for whom you want to calculate daily attendance. Options include:
 - **All students in the school:** This is the default selection.
 - **Selected Students:** Find students by setting search criteria and clicking **Search** or by clicking **Display All Records**. This generates a list of **Available Students** from which you can select by moving one or more to **Selected Students**.
- 6 In the **Scheduling Options** panel, enter or change Information, which includes:
 - **Run now:** Sets the calculation to run once at the time you click **OK**. This is the default choice.
 - **One time:** Set the future date and time at which you want Chancery SMS to run the calculation. **Note:** If you inadvertently choose a past date and time, the report runs as soon as you click **OK**.
 - **Recurring:** Set the interval at which you want Chancery SMS to run the calculation and the future date and time at which you want the interval to commence. The interval can be by hour, day, week, or month. **Note:** If you inadvertently choose a past date and time, the report runs the first time as soon as you click **OK**.

- 7 Click **OK**.

Recalculating daily attendance codes for a student

You have the option of making Chancery SMS recalculate daily attendance codes for an individual student for one or more days in the past as well as the current day. You may wish to do this if the attendance records for a student have been changed. **Note:** Changing attendance codes assigned to students for days that have passed could affect daily code calculations.

To recalculate daily attendance codes for a student: [SA¹]

- 1 Locate and view a student record [p. 36]. The Edit Student Demographics page appears.
- 2 In the control bar, click **Attendance**. The Student Attendance page appears.
- 3 Select a **Date Range**.
 - Selecting "Date Range" enables you to set a range based on **From** and **To** dates.
 - When you proceed to the next step, Chancery SMS gives you the option of including Today.
- 4 From the **Actions** menu, click **Calculate Daily Codes**.

Clearing attendance records

As a School Administrator, you may encounter circumstances in which you need to clear attendance records. One such circumstance is when you need to make changes to a student record such as attendance records for future days. Another circumstance is when you have to clear attendance for an exception day [p. 170], such as a snow day.

You can clear attendance records for any or all students in any or all classes. You can clear attendance records for any date or date range as long as it is in the current Active Calendar year. In a school that takes attendance twice daily [p. 173] you can clear attendance for an entire day, but you cannot clear attendance for only the morning or afternoon.

Note: If you clear attendance for a past date, re-initialize that day before allowing Chancery SMS to recalculate daily attendance codes [p. 148]. When you re-initialize the day, Chancery SMS reassigns the default daily attendance code; otherwise Chancery SMS assigns the first code in the daily attendance code rules list [p. 182].

To clear attendance records [SA²]:

- 1 On the home page, in the control bar, under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Attendance**, click **Clear Attendance**. The Clear Attendance page appears.
- 3 Under Step 1, select the students for whom to clear attendance. Options include:

¹You can do this if your role is School Administrator

²You can do this if your role is School Administrator.

- All students
 - Saved Student List [p. 45]
 - Student number
- 4 Under Step 2, select the classes for which to clear attendance. Options include:
 - All classes: Select the **Clear daily codes** check box to remove any overrides in the attendance records. **Note:** An elementary School Administrator has the option of clearing all homerooms and classes.
 - Selected classes: Specify one or more classes.
 - 5 Under Step 3, set the dates on which attendance is to be cleared. Options include:
 - Entire school calendar year
 - Today
 - Date range: The range can include future dates.
 - 6 Click **OK**. A confirmation dialog appears with the clearance criteria listed.
 - 7 Click **OK**.

Clearing a record of attendance taking

As a School Administrator, you may encounter circumstances in which you need to clear a record of attendance having been taken; for example, when a Teacher has made a mistake in recording attendance and the record needs to be changed.

Clearing a record of attendance taking involves clearing *submit flags*. You can clear submit flags for any or all classes for a date or date range in the current Active Calendar year. In a school that takes attendance twice daily [p. 173] you can clear submit flags for an entire day, but you cannot clear them for only the morning or afternoon.

To clear attendance submit flags [SA¹]:

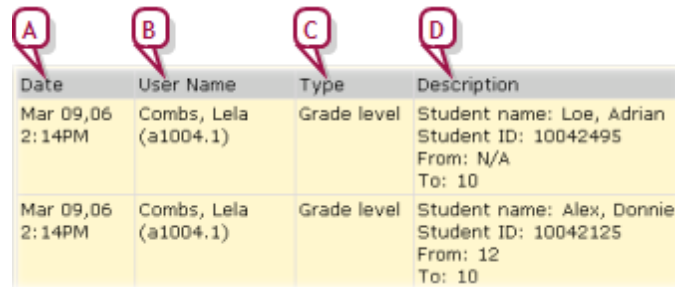
- 1 On the home page, in the control bar, under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Attendance**, click **Clear Submit Flags**. The Clear Submit Flags page appears.
- 3 Under Step 1, select the classes for which to clear the flags. Options include:
 - All classes: **Note:** An elementary School Administrator has the option of clearing all homerooms and classes.
 - Selected classes: Specify one or more classes.
- 4 Under Step 2, set the dates for which to clear the flags. Options include:
 - Entire school calendar year
 - For today
 - Date range: The range can include future dates.
- 5 Click **OK**. A confirmation dialog appears with the clearance criteria listed.
- 6 Click **OK**.

¹You can do this if your role is School Administrator.

Reviewing information-changing activity

A School or District Administrator can review the activity of user accounts on a Chancery SMS system. This is made possible by Chancery SMS's *Database Audit Log*, which contains a time-stamped record of any action that changes the information stored in the system [Figure Figure 90].

Figure 90: Database Audit Log sample records



Date	User Name	Type	Description
Mar 09,06 2:14PM	Combs, Lela (a1004.1)	Grade level	Student name: Loe, Adrian Student ID: 10042495 From: N/A To: 10
Mar 09,06 2:14PM	Combs, Lela (a1004.1)	Grade level	Student name: Alex, Donnie Student ID: 10042125 From: 12 To: 10

- A Date:** The date and time of the change.
- B User Name:** The name and User ID of the user account responsible for the change. Where an automated process (such as nightly calculations) was responsible for the change, this field is blank. **Note:** User Name and ID are not recorded for student enrollment audit entries.
- C Type:** Indicates the functional area of the system associated with the change.
- D Description:** Describes the change. "From" indicates the state of the information before it was changed. "To" indicates the new information. "N/A" indicates that there was no information.

In general, changes to information are recorded while changes to system setup, such as modifications to the grading structure, are not. The Database Audit Log includes records of user-made changes to the following:

- Student academic plans [p. 95], including notes
- Academic plan setup [p. 260], including assigned courses, eligibility rules, groups and plan versions
- Attendance [p. 72]
- Grade level transfers and any resulting attendance reassignments
- Modifications to daily code calculation rules, including rule priority changes
- Student health records
- Student historical records [p. 195]
- Gradebook task and server errors
- GPA and honor roll definitions during Year-End Processing [p. 446]
- Grading calculation overrides, including GPA, credit, honor roll, and class rank overrides
- Student enrollment [p. 154]
- cTools fields [p. 502] of the following type: Alphanumeric, Numeric, Date, Yes/No, Setup List (not Memo or File). The cTools

field must be on a schema that has been enabled for auditing. You can enable any schema you create in cTools for auditing via the Add/Edit Page page associated with any new grid.

- Setup list pairs
- Attendance change reasons [p. 626]

The Database Audit Log also records the following:

- Course deletions from a student's Academic Plan [p. 95] as a result of a course deletion from the district Planning Calendar course catalog made by Chancery SMS during Year-End Processing [p. 446].
- Online Course Recommendations: All course recommendation modifications and deletions [p. 105].
- Online Course Requests [p. 222]

Chancery SMS logs some changes immediately and others during an overnight auditing process. The default time at which Chancery SMS conducts its audit is 8:00 pm. **Note:** If Chancery SMS fails or times out in an attempt to audit a particular feature during its overnight process, it records the failure in the Database Log as a "Task Manager Event" and alerts [p. 31] the District Administrator with the message "Audit log tasks could not be completed".

Note: A District Administrator can change the default auditing time by updating two fields in the CSL_Task table; set the LAST_RECURRED_ON field to '1900-01-01 00:00:00.000' and set the START_ON field to the date and time the task should start running.

You can view the Database Audit Log's records according to date range, district, school, student, user account, and functional area of the system. You also have the option of clearing the log of the records you view.

To view Database Audit Log records [SA, DA¹]:

- 1 On the home page, in the control bar, under **ADMIN**, click **DistrictSetup**. The **District Setup** page appears.
- 2 Under **Audit Log**, click **Database**. The Database Audit Log page appears.
- 3 Set search criteria, which include:
 - **Type:** Specifies the functional area of the system. Select "Year-End" to view activity related to Year-End Processing [p. 446].
 - **School:** Specifies changes to information pertaining to all schools in the district ("All"), a specific school, or district-related information not specific to any school ("None"). See also *Auditing student enrollment* [p. 154].
 - **Date range:** Sets the days from which to retrieve the records.
 - **User Name:** Identifies the user for which to retrieve records. The User ID associated with a user account [p. 227].
 - **Student ID:** Identifies the student for which to retrieve records.
- 4 Click **Search**. Under **Search Result**, Chancery SMS displays a list of records [Figure 90].
 - You can print the listed records [Printing a grid p.25].

¹You can do this if your role is School Administrator or District Administrator.

- You can clear the Database Audit Log of the listed records: in the **Actions** menu click **Clear Logs**.

Table 24: Permissions pertaining to the Audit Log

To	You need this permission	Set to	Details
View the Audit Log	School Setup > View Audit Log	Yes	[p. 731]
Print an Audit Log report	School Setup > View Audit Log	Yes	[p. 731]
Clear the Audit Log	School Setup > Purge Audit Log	Yes	[p. 724]

Auditing student enrollment

The Database Audit Log provides a convenient way to double-check student enrollment. Reviewing the log is especially useful for the following circumstances:

- A student is attending more than one school in the district (visible to a District Administrator)
For the **School** search criteria, a choice of "All" may generate two records for one change made to information for a student whose home school differs from his school of enrollment.
For the **School** search criteria, a choice of the student's home school generates records for all enrollments and withdrawals at all schools in the district.
For the **School** search criteria, a choice of a school that is not the student's home school generates records for enrollments and withdrawals at that school only.
- A student has transferred from one school to another

When a student is transferred from one school to another, Chancery SMS logs a withdrawal at student's original school and an enrollment at the student's new school.

For the **School** search criteria, a choice of the student's home school generates records for all enrollments and withdrawals at all schools, even if the student does not attend the home school.

Also of note regarding enrollment:

- Chancery SMS does not log the name of the user who makes an enrollment or withdrawal change.
- Chancery SMS enables you to track enrollment errors by logging enrollment records with a status of N/A.
- Chancery SMS logs enrollment data that is mass-assigned. However, imported enrollment data and enrollment records generated during Next Year Preparation [p. 431]/Year-End Processing [p. 446] are not logged.

Reviewing user activity

Primarily for security purposes, a School or District Administrator can review which users logged on to the system, when a user logged on or off, the user's

IP address and school, and the browser and operating system used. This involves consulting the *Web Audit Log* [Figure Figure 91].

Figure 91: Web Audit Log sample records

User ID	Time	Event	IP Address	School	Browser	Platform
a1200.1	7/2/2010 3:01:35 PM	Log on	111.111.111.111	Yorkshire Elementary	IE 8.0	WinXP
a1200.1	7/2/2010 4:30:35 PM	Log off	111.111.111.111	Yorkshire Elementary	IE 8.0	WinXP
admin	7/3/2010 8:30:22 AM	Log on	222.222.222.222		IE 8.0	WinXP

- A Event:** Possible events are "Sign in" and "Log off". A session timeout (that is, when a logged-in user's session expires due to inactivity) is not logged as an event.
- B School:** Identifies the school associated with the User ID. For a district-level user, this column is empty.
- C Browser:** The user's web browser; for example, "IE 8.0" (Internet Explorer).
- D Platform:** The operating system of the user's computer; for example "WinXP" (Windows XP).

To view Web Audit Log records [SA, DA¹]:

- 1 On the home page, in the control bar, under **ADMIN**, click **DistrictSetup**. The **District Setup** page appears.
- 2 Under **Audit Log**, click **Web**. The Web Audit Log page appears.
- 3 Set search criteria, which include:
 - **User ID:** Identifies the user for which to retrieve records. The User ID associated with a user account [p. 227]
 - **IP Address:** Specifies the IP address through which the user gained access to the system.
 - **Date Equals:** Sets the range of time in which to look for user activity.
- 4 Click **Search**. Under **Search Result**, Chancery SMS displays a list of records [Figure Figure 90].
 - You can print the listed records [Printing a grid p.25].
 - You can clear the Web Audit Log of the listed records: in the **Actions** menu click **Clear Logs**.

The *Security Audit Summary* [p. 596] and the *Security Audit Details (by Time)* [p. 596] reports are also useful for reviewing user activity.

Making information available for parents to view

You can make a student's information— grades, attendance, and discipline incidents— available for parents to view securely on the web through Pearson's parent portal, *ParentCONNECTxp*TM. A School Administrator can control which student's information is available to post on ParentCONNECTxp [p. 156]. Also, a student can use ParentCONNECTxp to submit course requests [p. 222].

ParentCONNECTxp works with Chancery SMS 6.7.3 or later and PowerTeacher Release 1.5 or later.

¹You can do this if your role is School Administrator or District Administrator.

Preventing the viewing of a student's information

By default, each students' grades, attendance, and discipline information is available for uploading to ParentCONNECTxp where parents can view it. If necessary, you can exclude a student's information from the uploading process.

To exclude a student's information from uploading [SA¹]:

- 1 Locate and view the student's record [p. 52]. The Edit Demographics page appears.
- 2 On the **School Specific** tab, clear the **Upload to parent portal** check box.
- 3 Click **Save**.

Maintaining information availability

Due to the evolution of Chancery SMS and its database architecture, it may be necessary to periodically *map* information stored in a system [*About data mapping* p.156]. Mapping ensures that all the information stored in a Chancery SMS system is available for reports [p. 109].

Note: If a system relies on mapping, system users may be subject to some constraints as to data entry for grading and scheduling setup. For more information, refer to the *Data Mapping Constraints Technical Bulletin*.

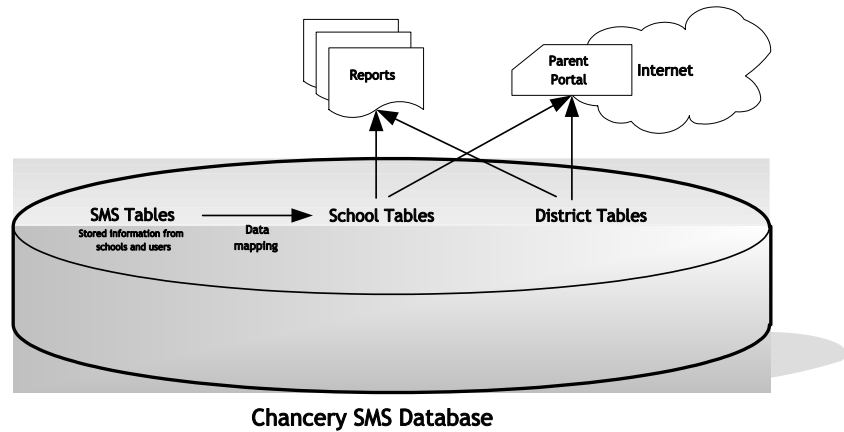
About data mapping

Chancery SMS is a mature software product that Pearson has enhanced over many years of continuous development. Moreover, there are many Chancery SMS systems in operation storing large amounts of data. Enhancements to Chancery SMS are constrained by older aspects of its database architecture. Recent versions of Chancery SMS bypass these constraints by using a new database schema or *tables*. These developments make it necessary, however, to consolidate the data in the old schema, that is, in common tables.

To be more specific, certain data stored in a Chancery SMS schools, such as student class schedules, attendance, and grading, is stored in a new set of database tables. For this data to be available to reports and for uploading to a parent portal [p. 155], it must be transferred to the common set of tables [*Figure Figure 92*].

¹You can do this if your role is School Administrator.

Figure 92: System data mapping



For details as to which tables are mapped, refer to the *Chancery SMS Data Dictionary* [p. 124].

Mapping a system's data

You can map a system's data when necessary or set up a regularly scheduled time for Chancery SMS to do it automatically. Allow up to eight hours for the mapping process.

Caution: Before mapping a system's data, we recommend that you back up system's database [p. 158].

Note: After mapping is complete, we recommend that you perform Database Maintenance [p. 369]. This improves the performance of tasks that rely on the mapped data, such as reports.

Note: After mapping is complete, we recommend that before running extracts and EIS reports (for Tennessee customers) you run district calculations.

To map a school's data [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Data Mapping**. The Data Mapping page appears.
- 3 Select the school(s).
 - You can select more than one school.
- 4 In the **Actions** menu click **Map Data**.

To schedule Chancery SMS to map data automatically [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Schedule Data Mapping**. The Schedule Data Mapping page appears.
- 3 Select the **Recurring schedule for all schools** check box.

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

- 4 Specify the frequency and **Starting on** date.
- 5 Click **OK**.
 - Chancery SMS maps data at the scheduled time indefinitely, that is, until you select the **No recurring schedule** check box.

Backing up a system's database

You can back up a system's database when necessary or set up a regularly scheduled time for Chancery SMS to do it automatically. The backup process results in a static copy of the database in a location of your choosing. Allow up to an hour for the backup process. Once a backup is underway, you can check on its progress or set up automatic notification of its success or failure.

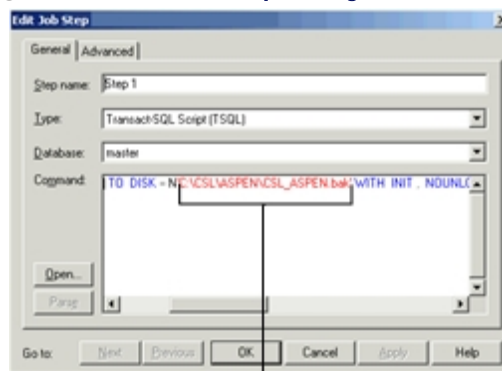
Circumstances in which we recommend backing up a system's database include:

- Before a Chancery SMS software upgrade
- Before mapping data [p. 156]

To back up a system's data: [DA¹]

- 1 In the **Start** menu click **Programs > Microsoft SQL Server > Enterprise Manager**.
- 2 In the left pane, locate the name of the system's database server.
- 3 Open **Management**, then **SQL Server Agent**, then **Jobs**.
- 4 In the right pane, right-click "[Your Database's Name] backup" and in the menu click **Start Job**. Enterprise Manager starts backing up your data.
 - To schedule a backup rather than run it immediately, click **Schedules**, then **New Schedules**.
 - To set the location of the backup, in the right pane, right-click "[Your Database's Name] Backup" and in the menu click **Properties**. Click **Steps**, then **Edit...** In the Edit Job Step dialog, specify a location [Figure Figure 93].

Figure 93: Edit Job Step dialog



Edit this string to change the location of your backup.

¹You can do this if your role is District Administrator.

To check on the progress of the backup process: [DA¹]

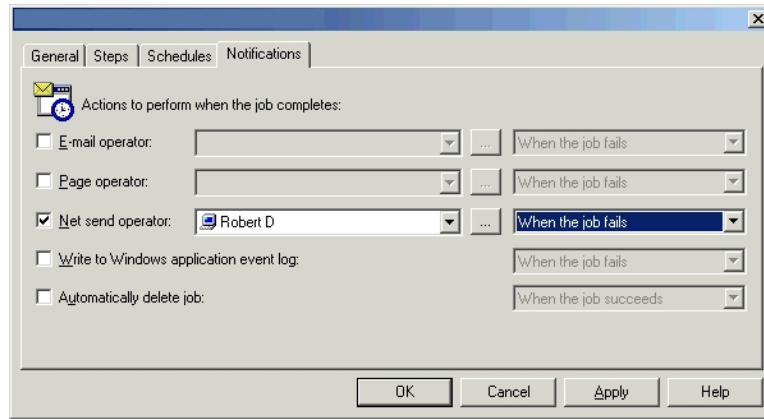
- 1 In the **Start** menu click **Programs > Microsoft SQL Server > Enterprise Manager**.
- 2 In the left pane, locate the name of the system's database server.
- 3 Open **Management**, then **SQL Server Agent**.
- 4 Right-click **Jobs** and in the menu click **Refresh**.
- 5 In the **Status** column, view the status of the backup process.
 - For a scheduled backup, you can also view the time of the last backup and the scheduled time for the next.

To set up an automatic notification of a backup success or failure:

- 1 Set up an operator to receive the notification:
 - a In the **Start** menu click **Programs > Microsoft SQL Server > Enterprise Manager**.
 - b In the left pane, locate the name of the system's database server.
 - c Open **Management**, then **SQL Server Agent**.
 - d Right-click **Operators** and in the menu click **New Operator**.
 - e For **Name**, specify an operator or computer name.
 - f In the **Net Send Address**, specify the name of the computer to which you want notifications sent.
 - g Click **Test** to send a test message.
 - h When Enterprise Manager displays a message, click **OK**.
 - i Click **OK**.
- 2 Set up a notification:
 - a In the **Start** menu click **Programs > Microsoft SQL Server > Enterprise Manager**.
 - b In the left pane, locate the name of the system's database server.
 - c Open **Management**, then **SQL Server Agent**.
 - d In the right pane, right-click "[Your Database's Name] backup" and in the menu click **Properties**.
 - e Click **Notifications** [Figure Figure 94].
 - f Select the **Net Send Operator** check box and choose one of the operator's you set up in step 1.
 - g Choose the condition that triggers a notification. Your choices include:
 - When the job succeeds
 - When the job fails
 - Whenever the job completes
 - h Click **OK**.

¹You can do this if your role is District Administrator.

Figure 94: Notifications dialog



School setup

One Chancery SMS system serves a school district. A typical school district has many schools. Each school in the system can have a unique setup; however many aspects of a school's setup are derived from options set at the district level [p. 242]; for example, grade levels, district calendar, course catalog, and so on. Thus, district setup precedes a school setup.

Typically, a District Administrator determines the initial setup of a school. Starting from this initial setup, a School Administrator is able to adjust his or her school's setup to best serve its needs.

Setting up a school involves (in the preferred order):

- *School calendar setup* [p. 161]
- *Scheduling* [p. 270]
- *Attendance setup* [p. 172]
- *Grade level setup* [p. 191]
- *Facility setup* [p. 192]
- *Grading setup* [p. 195]

School setup may also involve the following:

- *Awards setup* [p. 206]
- *School staff* [p. 207]
- Program Management: Refer to the *Chancery SMSProgram Management Guide*.
- Importing and exporting data: Refer to the *Chancery SMSImport/Export Guide*.
- Customizing system pages [p. 469].

To set up a school, a user must be assigned a role as a School Administrator and have a staff record assigned to the school [see *User setup* p.227].

School calendar setup

A school's calendar is the foundation upon which other aspects of the school's setup and operation are laid out. A school calendar is a prerequisite for setting up any other aspect of the school. In a Chancery SMS system, a school has three types of calendars [Figure Figure 95]:

- *Active Calendar* [p. 164]: The calendar for the current school year. At the end of the school year, when the district runs Year-End Processing [p. 446], Chancery SMS converts this calendar into a Historical Calendar. A school can have only one Active Calendar. For other Active Calendar considerations, refer to *School Active Calendar* [p. 164].
- *Planning Calendar* [p. 164]: The calendar used to plan the coming school year, including scheduling classes and enrolling students. At the end of the school year, when the district runs Year-End Processing [p. 446], Chancery SMS converts this calendar into the Active Calendar. A school can have only one Planning Calendar. For

other Planning Calendar setup considerations, refer to *School Planning Calendar* [p. 164].

- *Historical Calendar* [p. 167]: A former Active Calendar for a past school year. The system can hold several historical calendars. For other Historical Calendar considerations, refer to *School Historical Calendar* [p. 167].

Figure 95: School Calendars page

<input type="checkbox"/>	*School calendar name	*Start (mm/dd/yyyy)	*End (mm/dd/yyyy)	Creation Date (mm/dd/yyyy)	Release	Associated District Calendar	Type	Work with
<input type="checkbox"/>	2010 - 2011	07/16/2010	07/14/2011	03/05/2010	6.7.1.0102	2010 - 2011	Planning	<input type="radio"/>
<input type="checkbox"/>	Crystal 2009-2010	07/15/2009	07/14/2010	03/09/2009	6.6.4.0304	2009 - 2010	Active	<input checked="" type="radio"/>
<input type="checkbox"/>	Crystal 2008-2009	07/14/2008	07/14/2009	03/10/2008	6.5.4.0008	2008 - 2009	Historical	<input type="radio"/>
<input type="checkbox"/>	2004-2005	08/02/2004	07/29/2005			2004 - 2005	Historical	<input type="radio"/>

Table 25: Permissions pertaining to school calendar setup

To	You need this permission	Set to	Details
Create, edit, or delete school active or Planning Calendars	School Setup > Define School Calendar	Yes	[p. 716]

Managing a school's calendars

To manage a school's calendars [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Calendar**, click **School Calendars**. The School Calendars page appears [Figure Figure 95].
- 3 To change a calendar's name, click the calendar and in the **School Calendar Name** column, enter a new name.
 - The name must be unique among calendars in the system.
- 4 To change a calendar's date range, click the calendar and in the **Start** and **End** columns change the dates.
 - **Warning:** Be extremely cautious with date changes. Changing the date range of a calendar can affect scheduling and attendance.
- 5 To delete a Planning Calendar, select the calendar and in the **Actions** menu click **Delete Calendar**.
 - You cannot delete an Active or Historical Calendar.
 - If you delete a Planning Calendar, you will need to recreate any Planning Calendar-specific data you had entered.
- 6 Click **OK**.

To create a school's Planning Calendar [SA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- 2 Under **Calendar**, click **School Calendars**. The School Calendars page appears [Figure Figure 95].
- 3 To create a new calendar, in the **Actions** menu click **Add Calendar**. Chancery SMS adds a new row to the list of calendars and enters the date the calendar was created, the release in which the calendar was created, the name of the associated district calendar, and a calendar type of "Planning".
 - If a school has the calendars it needs, **Add Calendar** is not available.
- 4 Set options, which include:
 - **School Calendar Name:** A unique name describing the calendar, such as "2007-2008".
 - **Start and End:** Sets the date range, ensure:
 - Is from 1 to 550 days. A typical number of days is 365.
 - Includes a number of days at least double the number of terms.
 - Encompasses all attendance reporting periods [p. 177].
 - Encompasses all scheduling term reporting periods [p. 177].
 - Encompasses all grading periods [p. 195].
 - Does not overlap any other school calendar.
 - Ensure that the **Start** date:
 - Is at least one day before students actually attend school, so that the start date is not the same day that the first Attendance Reporting Period begins.
 - Is on or after the Start date of the district calendar identified in the **Associated District Calendar** column.
 - Is the same day of the week as the Start date of the Active Calendar. This is because on a system that employs program management, program session start dates are linked to the Planning Calendar's start date.
 - Is later than the district calendar start date at a school that has a year-round calendar where returning students receive both a withdrawal and enrollment code.
 - Ensure that the **End** date is on or before the End date of the district calendar identified in the **Associated District Calendar** column.
- 5 View other information, which includes:
 - **Creation Date:** The date the calendar was created.
 - **Release:** The Chancery SMS software release number in use when the calendar was created.
 - **Associated District Calendar:** The district-level calendar associated with this particular school calendar. A change in one may cause a change in the other [p. 165].
 - **Type:** The type of calendar, such as Active see *School Active Calendar* [p. 164], Planning see *School Planning Calendar* [p. 164], or Historical see *School Historical Calendar* [p. 167].
- 6 Click **OK**.

Switching between school calendars

Typically, a School Administrator works with the school's Active Calendar. However, for such purposes as planning or reporting [see p.115], the administrator can switch the calendar in use to the planning calendar. When

a School Administrator logs in, Chancery SMS displays the last calendar the administrator used. Chancery SMS displays a constant reminder when the user is working in the Planning Calendar [Figure Figure 96].

Figure 96: Calendar indicator



To switch school calendars:

- 1 On the Home page [p. 14], in the **Actions** menu, click **Switch Calendar**. The School Calendar page appears [Figure Figure 95].
- 2 In the **Work with** column, select the appropriate calendar's check box.
- 3 Click **OK**.

School Active Calendar

A school's Active Calendar spans the current school year, which includes all preparation days at the beginning of the year and makeup days at the end. A school's Active Calendar is associated with the district's Active Calendar [p. 242]. The system has only one Active Calendar. A School Administrator can view the Active Calendar by switching to it [p. 163].

A school's Active Calendar is created when the District Administrator first adds the school to the system. Chancery SMS creates the school's Active Calendar, using the dates of the district's Active Calendar; these dates can be adjusted to accommodate the school's requirements. The school can then create a Planning Calendar whenever they deem it appropriate to do so. During Year-End Processing [p. 446], Chancery SMS converts that calendar into an Active Calendar for the new year.

School Planning Calendar

The Planning Calendar enables a School Administrator to prepare for the next school year (also known as *next-year preparation*) [p. 431]. During Year-End Processing [p. 446], Chancery SMS converts the Planning Calendar to the Active Calendar (and the Active Calendar becomes a Historical Calendar). A school has only one Planning Calendar.

When a School Administrator is working with the Planning Calendar see *Switching between school calendars* [p. 163], the information available differs from that of the Active Calendar. In general, the administrator has access to less than the Active Calendar and the information available supports the planning process [Figure Figure 97]. The information includes.

- **Student:** Enables you to work with students who will be attending the school next year.
- **User Settings:** Enables you to pre-define the way columns of data display.
- **School Setup:** Including the following:

School Calendars

Attendance Reporting Periods

Day Types (setup list)

Calendar Day Exceptions

General Settings

Homerooms

Courses: Appears if Secondary Scheduling is employed OR **Subject**

Framework: Appears if Elementary Scheduling is employed.

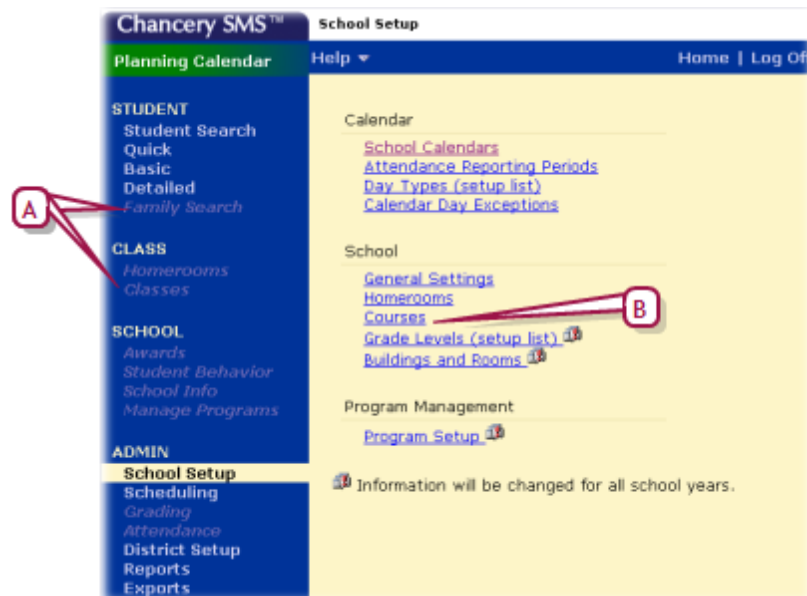
Grade Levels (setup list)

Buildings and Rooms

Program Setup

- **Scheduling:** Enables you to schedule students who will be attending the school next year.
- **District Setup:** Enables you to view courses and subjects, and the district calendar.

Figure 97: Planning Calendar School Setup page example (secondary school)



- A** Grayed out link: Indicates that you do not have access to this link in this calendar.
- B** **Courses:** Appears for a school using secondary scheduling in its planning. If the school uses elementary scheduling in, Chancery SMS displays **Subject Framework**.

School Planning Calendar setup

A School Administrator can only create the school's Planning Calendar after the district Planning Calendar is created.

Many elements of the school's Planning Calendar are shared with its Active Calendar. Thus any changes to these elements in one calendar affect both calendars. Such elements include:

- Grade levels

- Saved lists
- Staff: Except staff course preferences
- Users
- Buildings and rooms
- Program setup

Some elements of the school Planning Calendar are set up in the school Active Calendar only (that is, these elements cannot be changed in the school Planning Calendar). When a School Administrator makes a change to one of these elements in the school Active Calendar, the change also affects the school Planning Calendar. These elements include:

- Alerts
- Attendance codes
- Attendance exception rules
- Attendance rules for credit calculations
- Awards
- Daily code calculation rules
- Default attendance settings
- Minutes-based attendance
- Student photos
- Supplementary attendance
- Transcript grade items

Some elements of a school's Planning Calendar are copied from its Active Calendar when the School Administrator creates the Planning Calendar. Thereafter, these elements in the two calendars are separate—any changes to the elements in the Active Calendar do not affect their counterparts in the Planning Calendar. Indeed, some of these elements must be modified to suit the year being planned. Such elements include:

- Address exceptions: Schools can be set up so that approved Address Exception records for students returning to the same out-of-zone school are copied from the Active to the Planning Calendar each time the Next-Year Preparation nightly process runs. For detailed information, refer to the *Chancery SMS Address Validation Guide*.
- School-defined scheduling constraints: Chancery SMS copies school-defined constraints [p. 346] when a School Administrator creates the Planning Calendar. Subsequent changes made to such constraints in the school Active Calendar do not affect the Planning Calendar, and changes made in the Planning Calendar do not affect the school Active Calendar.
- Course properties: Including room, room type, and department
- General settings
- Homerooms: All homeroom settings, including Teachers and Grades
- Program sessions: Chancery SMS copies program sessions to the Planning Calendar the first time the Next-Year Preparation nightly process runs. Subsequent changes made to program sessions in the school Active Calendar do not affect the school Planning Calendar and changes made in the Planning Calendar do not affect the Active

Calendar. For information about program sessions, refer to the *Chancery SMS Program Management Guide*.

- Staff course preferences: Staff course preferences are calendar-specific. Chancery SMS copies staff course preferences to the Planning Calendar only if a new planning schedule is copied from the Active Calendar. When the new planning schedule is created, staff course preferences apply to the entire Planning Calendar and all planning schedules. After staff course preferences are copied, each time the administrator copies to a planning schedule from the Active Calendar, any staff course preferences that do not exist in the Planning Calendar are updated from the Active Calendar. If a course preference is already set in the Planning Calendar, the value is not updated. Staff course preferences deleted only in the Planning Calendar are re-copied from the Active Calendar and staff course preferences deleted in the Active Calendar are retained in the Planning Calendar. To remove or change course preferences, you must make the change in both the Active Calendar and the Planning Calendar. Deleting the Planning Calendar after staff course preferences are copied from the Active Calendar does not delete the staff course preferences for the Planning Calendar.
- Student behavior

Some elements of a school's Planning Calendar are neither copied from the Active Calendar nor linked to it. The School Administrator must set up these elements in the Planning Calendar.

- Address exceptions: For graduating or withdrawn students
- Attendance reporting periods
- Calendar day exceptions
- Courses and subjects: These are derived from the catalog published in the district Planning Calendar. A District Administrator assigns courses to each school.
- Day types: When the administrator creates the Planning Calendar, Chancery SMS sets up default day types.
- Scheduling: When the administrator creates a Planning Calendar, Chancery SMS includes a blank Planning Schedule. To configure the Planning Schedule(s), the administrator can copy schedule settings from the school's Active Calendar.

School Historical Calendar

Once an Active Calendar is converted to a Historical Calendar by Chancery SMS, school and district personnel can no longer make changes to it. For information about viewing the data in a historical calendar, contact [Technical Support](#).

Day types

On a calendar, each day of the week is assigned a *day type*. The day type determines when attendance is taken (if at all) and how that day's attendance and student membership are tallied in reports [*Reporting on*

information [p. 109]. A Chancery SMS system has three *base day types*: Normal School Day, Weekend, and Holiday [Figure Figure 98].

Figure 98: Day Types Setup List

<input type="checkbox"/> Description	Short Code	Day Value	Take Att.	Instructional
<input type="checkbox"/> Holiday	H	0		
<input type="checkbox"/> Normal School Day	N	1	Y	Y
<input type="checkbox"/> Weekend	W	0		

- A Day value:** The day's value where attendance is tallied by value rather than occurrence [p. 109].
- B Take att.:** Determines if attendance is due to be taken on this day [p. 72].
- C Instructional:** Determines if this day is considered an instructional day.

Note: The default properties for each type are shown.

A School Administrator can use the base day types as they are or use them as the basis for defining additional day types [p. 168]. By default, Chancery SMS assigns to weekdays the Normal School Day type and to weekend days the Weekend day type. For example, if the school offers classes on Saturday, you can set the day type for Saturday to Normal School Day. The administrator can change the default day type assigned to a day (later on, you can assign a day type to specific dates in the calendar).

To change the default day type assigned to a day of the week: [SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Calendar**, click **Day Types (setup list)**. The Day Types page appears. This page displays the day types available in the **Day Type Setup List** panel [Figure Figure 98], and the day types assigned to the days of the week.
- 3 In the **List Settings** panel, click **Edit**. The List Settings page appears.
- 4 Change the default setting for the day of the week.
- 5 Click **OK**.

Defining day types

You supplement the base day types provided by Chancery SMS with day types of your own; for example, if your school has an early dismissal day once a month, you can create an "Early Dismissal" day type, or if your area is subject to periodic heavy snowfalls, you can create a "Snow Day" day type.

¹You can do this if your role is School Administrator.

To define a day type [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Calendar**, click **Day Types (setup list)**. The Day Types page appears.
- 3 From the **Actions** menu, click **Add Day Type**. The Add Day Type page appears.
 - To change a day type, in the **Description** column, click its name. The Edit Day Type page appears.
 - To delete a day type, select the day type and in the Actions menu click **Delete Day Type**.
- 4 Enter or change the information, which includes:
 - **Description**: The day type's name, such as "Professional Day" or "Snow Day".
 - **Short code**: A short name, such as "P" or "S".
 - **State equivalent**: A description used for state reporting purposes.
Note: The State Day Type Code setup list (handled by a District Administrator) determines the options available. **Caution**: If you change this value, reports for the state may be inconsistent among schools.
 - **Base Day Type**: The day type on which to base the values for this day type. For a Snow Day, use "Holiday".
 - **Day Value**: The day's value where attendance is tallied by value rather than occurrence [p. 109]. Typical values are 1.00, 0.50, and 0.00. Applies only if Base Day Type is "Normal School Day".
 - For once-daily attendance [p. 173], enter Present and Absent code values of 1.00. For twice daily attendance [p. 173], enter Present and Absent code values of 0.50. In both cases, the value counts as one student per day.
 - For half-day homerooms, use 1.00, unless you want to report a half count for half-day homerooms, in which case use 0.50.
 - **Take Attendance**: Determines if attendance is due to be taken on this day [p. 72]. Applies only if Base Day Type is set to "Normal School Day".
 - **Instructional Day**: Determines if this day is considered to be a day on which students receive instruction. Applies only if Base Day Type is set to "Normal School Day".
 - **Use for Defaults in Day Type List Settings**: Indicates that this day type can be used as a default day type [p. 167]. Applies only if the school employs secondary school scheduling. If this is set to "No" and Instructional Day to "Yes", then Chancery SMS treats this as an exception day [p. 170], and you must specify the bell schedule for this exception day type. For a Snow Day, set to "Yes".
- 5 Click **OK**.
- 6 Click **OK**.

¹You can do this if your role is School Administrator.

Exception days

An *exception day* is any interruption in the pattern of default day type assignments; for example, a snow day (a day on which the school is closed due to heavy snowfall) or when the Thanksgiving Day holiday falls on a Friday (this particular Friday would be designated an exception day). Since Chancery SMS assigns day types to all the days of the week in a school calendar (using the default day types), you assign an exception day to a specific date or date ranges as necessary. When you designate a specific date as an exception, you assign it a day type, typically "Holiday".

Note: When you designate exception days with Holiday or Weekend base day types, existing Weekend days, as based on your school calendar start and end dates and the default day type settings, are retained. Only Normal School Day types are updated with the new exception day.

Note: When you designate exception days with a Normal base day type, existing Weekend and Holidays are overwritten. This is useful when scheduling exception days, such as Make Up days, on a Saturday or Sunday, where you want the Make Up days counted as Normal school days, not Weekend or Holiday days.

Note: If you plan to designate the current day or a past day as an exception day, you must select a day that has the same base day type as the day to which you want to apply this exception day; so that all the periods for both days match for any attendance that might have been taken.

Note: At a school that employs secondary school scheduling in a relative day pattern, when you create an exception day, you must specify when you want this exception day to begin; that is, you must specify where you want to insert this exception day into your school schedule.

To assign an exception day to a day [SA¹]:

- 1 On the home page, in the control bar, under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Calendar**, click **Calendar Day Exceptions**. The Calendar Day Exceptions page appears.
 - This page displays a breakdown of the base day types in your calendar. This is useful to ensure that your calendar holds the required number of instructional days.
- 3 In the **Actions** menu click **Add Exception Day**. The Add Exception Day page appears.
- 4 Enter or change the information, which includes:
 - **Exception day description:** For example, "Christmas Vacation" or "Snow Day".
 - **Date:** A specific date or date range.
 - **Day Type:** The base day type [p. 167]; for example, "Holiday", or "Snow Day" if you have defined such a day type [p. 168].
 - **Bell Schedule Based on Day:** Applies only to a school that employs secondary scheduling. If the Day Type is "Normal School Day" and you

¹You can do this if your role is School Administrator.

are using a relative day pattern, select which relative day's bell schedule you want for this exception day [p. 170].

5 Click **OK**.

- At a school that employs secondary school scheduling with a relative day pattern [p. 171], click **Continue** to verify or change the regular day pattern following this exception day.

Bell schedules and an exception day

At a school that employs secondary school scheduling and a relative day pattern [p. 171], it may be necessary to set the bell schedule for an exception day. **Note:** *Data mapping relies on consistent bell schedules.*

To set the bell schedule for an exception day [SA¹]:

- 1** On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2** Under **Calendar**, click **Day Types (setup list)**. The Day Type List page appears.
- 3** In the **Actions** menu click **Add Day Type**. The Add Day Type page appears.
 - Or click a day type. The Edit Day Type page appears.
- 4** Set **Instructional** to "Yes".
- 5** Set **Use for defaults in day type list** to "No".
- 6** Click **Continue**. The Bell Schedules page appears.
- 7** Enter or change information, which includes:
 - **Bell Schedule Based on Day:** The day type the bell schedule of which this exception day employs. Does not apply if you are setting up exception days before school starts. **Note:** If you plan to apply this exception day to the current day or a past day, you must select the same day type as the day to which you wish to apply this exception day; so that all the periods for both days match for any attendance that might have been taken.
 - **Scheduling group:** The scheduling group to which the bell schedule belongs.
 - **Start Time** and **End Time:** The start and end time for each period.
 - **Period Name** and **Label:** Defined in the Bell Schedules page for the regular day.
 - **Details:** Hovering the cursor over the icon reveals the period's details. To change the details, click the icon.
- 8** Click **OK**.

Relative day patterns

A *relative day pattern* is a sequence of day types. A relative day pattern enables you to schedule classes based on days that rotate through the school instructional days, skipping holidays and weekends. For example, you can define a Red day and a Blue day, which alternate for each instructional day.

¹You can do this if your role is School Administrator.

Using this pattern, when a holiday lands on a Blue day, the next instructional day becomes a Blue day.

When you use relative days, you must specify the date that the pattern begins and indicate which relative day is applied to the first day; for example, if school begins September 6, you can specify that the first day of school is a Red day. If classes are interrupted during the school year (the school closes due to heavy snow, for example), you can change the relative day assigned to the next instructional day.

You can only apply a relative day pattern if relative day patterns are set up at your school [p. 316]. You can set up relative day patterns in the active or Planning Calendar,.

Note: You cannot apply a relative day pattern to the past (days before today) if attendance has already been taken for those days. If you apply a relative day pattern to a future date and attendance has already been taken for those future dates, the attendance for those future dates is deleted.

You can only apply a day pattern to regular days. A regular day meets all of the following conditions:

- Base day type is "Normal School Day".
- Instructional day is "Yes".

To view relative day pattern assignments [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Calendar**, click **Relative Day Pattern**. The Relative Day Pattern page appears.
- 3 In the **Calendar Day Search** panel, enter a date or date range and click **Search**.

To apply a day pattern [SA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Calendar**, click **Relative Day Pattern**. The Relative Day Pattern page appears.
- 3 In the **Apply Regular Day Pattern** panel, for **Start Pattern Using Day**, select the relative day that you want to apply to the specified date.
- 4 For **As of Date**, set the date on which you want the relative day pattern to begin.
- 5 Click **Apply Day Pattern**. Chancery SMS displays your changes in the **Calendar Day List** panel.

Attendance setup

For the purpose of recording student attendance at a school, you must define how attendance will be taken at a school using the various options provided

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

by Chancery SMS. In general, you set up attendance-taking before the school year begins. However, some adjustments are possible as the year progresses. Once you have set up attendance taking at a school, Chancery SMS can calculate daily attendance codes for that school on demand or across the district at scheduled times [*Calculating daily attendance codes* p.148].

Setting up attendance-taking at a school involves the following (in order):

- *Setting an attendance method* [p. 173]
- *Setting up supplementary class attendance* [p. 174]
- *Setting up minutes-based attendance (optional)* [p. 176]
- *Defining attendance reporting periods* [p. 177]
- *Setting up school attendance codes* [p. 177]
- *Configuring attendance quick-entry buttons (optional)* [p. 179]
- *Setting the default attendance code* [p. 179]
- *Setting up the daily attendance code calculation* [p. 181]
- *Setting up attendance exception rules* [p. 187]
- *Setting up an attendance rule for credit calculations* [p. 189]
- *Setting up attendance related to student behavior* [p. 190]

Table 26: General permissions pertaining to school attendance setup

To	You need this permission...	Set to	Details
Set up attendance in general	School Setup > Attendance General Settings	Yes	[p. 707]

Setting an attendance method

The attendance method determines how often attendance is taken each day and how it is tallied. At a school, you can set up one of three methods for taking attendance:

- *Once-daily*: Attendance is taken once a day, typically in the homeroom.
- *Twice-daily*: Attendance is taken twice a day, typically in the homeroom. By default, half-day homerooms are set to take once-daily attendance based on their interval time (AM or PM).
- *By class*: Attendance is taken in each class. This method is only available to a secondary school.

Caution: Once you set up the attendance-taking method for a school, and schedules have been created or attendance has been taken [p. 72], you can change the attendance method only if you first clear attendance [p. 150].

To set the attendance method for a school [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **General Settings**. The General Settings page appears.

¹You can do this if your role is School Administrator.

- 3 Under **Attendance General Settings**, select the check box of the attendance method you want to use: **Once daily**, **Twice daily**, or **By class**.
- 4 Click **OK**.
 - After changing the attendance method, we recommend that you run the overnight task `POPULATE_TRACK_DATE_HR_ATT`.

Note: For any attendance-taking method, you can specify the assumed attendance, that is, the default attendance code [p. 179].

Table 27: Permissions pertaining to attendance method setup

To	You need this permission	Set to	Details
Set up attendance	School Setup > Attendance General Settings	Yes	[p. 707]
Set an attendance method	School Setup > Daily Attendance Calculation Method	Edit	[p. 712]

Setting up supplementary class attendance

In a school using the once-daily or twice-daily methods, you can also designate individual classes for supplementary attendance taking. Elementary classes [p. 174] are handled differently from secondary school classes [p. 175]. Supplementary attendance does not affect daily attendance code calculations. Chancery SMS uses supplementary attendance data for other purposes, such as Program Management. For more information, refer to the *Chancery SMS Program Management Guide*.

Supplementary attendance for an elementary class

To designate an elementary class for supplementary attendance, that class must have a meeting pattern [p. 326].

To designate an elementary school class for supplementary attendance taking [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 4**, click **Class Setup**. The Class Setup page appears.
- 3 Find and view the class. The Class Setup page appears.
 - Click **Display All Records** or search for a specific class.
- 4 Under the **Class Information** panel, select the **Collect Attendance** check box [Figure Figure 99].
- 5 Click **Save**.

¹You can do this if your role is School Administrator.

Figure 99: Supplementary attendance taking - elementary school class

The screenshot shows a 'Class Information' form with the following fields and options:

- *Name: Music 1 (110)
- Program Class: No
- *Scheduling group: Classes
- Track Pgm. Att.: No
- Class comment: (empty text area)
- Use homeroom classroom
- Collect Attendance
- Default attendance code: *Present (Present)
- [Custom...](#)

The default present and absent attendance codes are indicated with an asterisk (*).

Supplementary attendance for a secondary school class

To designate a secondary school class for supplementary attendance, that class must have a meeting pattern [p. 326]. For a Teacher to be able to take supplementary attendance for a class, the course to which a class belongs must also be designated for attendance collection.

To designate a secondary school class for supplementary attendance taking [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 5**, click **Master Schedule**. The Master Schedule page appears.
- 3 Find and view the class. The Course Scheduling page appears.
 - Click **Display All Records** or search for a specific class.
- 4 Under the **Class Information** panel, select the **Collect Attendance** check box [Figure Figure 100].
- 5 Click **Save**.
- 6 Ensure that the corresponding course is designated for attendance collection:
 - a On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
 - b Under **District**, click **Course Catalog**. The Course Catalog Home page appears.
 - c Under **Step 3**, click **Courses**. The Course list appears.
 - d In the **Number** column, click the course that corresponds to the class. The Course Detail page appears.
 - e Ensure that the **Collect Attendance** check box is selected.
 - f Click **OK** or return to a previous page.

¹You can do this if your role is School Administrator.

Figure 100: Supplementary attendance taking - secondary school class

The screenshot shows a 'Class Information' form with the following fields and values:

- *Name: 15200[5]
- *Number: 5
- *Capacity: 28
- Code: [empty]
- *Scheduling group: All
- Class comment: [empty text area]
- Team: N/A
- Program Class: No
- Track Pgm. Att.: No
- Collect Attendance:
- Default attendance code: *Present (Present)

A 'Custom...' link is located to the right of the Team field. A note at the bottom states: 'The default present and absent attendance codes are indicated with an asterisk (*).'

Setting up minutes-based attendance (optional)

You can have the system track the number of minutes students are present in classes. In a school where minutes-based attendance is set up, a class or home room Teacher can record the number of minutes each student was absent from that class and a School Administrator can view daily totals of attendance minutes.

Chancery SMS uses the attendance minutes recorded to calculate Daily Attendance Minutes, the result of which is visible only through reports [*Running a report* p.110].

To track the number of minutes a student is in a class or homeroom, that class or home room must be assigned to a meeting pattern [p. 326] that includes periods that are included in the Daily Attendance Minutes calculation. Typically, this is set up before classes convene.

To include a period in the Daily Attendance Minutes calculation [SA¹]:

- 1 On the home page, the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Bell Schedules**. The Bell Schedules page appears.
- 3 In the **Details** column, click the Details icon in the row for the period you want to set up. The **Edit Period** page appears.
- 4 Select the **Include in instructional/attendance minutes calculation** check box.
 - You cannot change this setting if the period is part of a meeting pattern for which attendance has been recorded.
- 5 Click **OK**.

¹You can do this if your role is School Administrator.

Defining attendance reporting periods

An *attendance reporting period* is a preset date range used to generate attendance reports on a school's attendance. While a school must have at least one attendance reporting period per school year, a School Administrator can define several periods for the course of a school year; for example, one period per month. The periods must not overlap. Typically, the number of periods a School Administrator creates depends on state reporting requirements.

To define an attendance reporting period [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Calendar**, click **Attendance Reporting Periods**. The **Attendance Reporting Periods** page appears.
- 3 Create a period:
 - a In the **Start** column, click in a cell for the period.
 - b Enter a start date in the format mm/dd/yyyy.
 - c In the **End** column, click in the cell.
 - d Enter an end date in the format mm/dd/yyyy.
- 4 Click **OK**.

Setting up school attendance codes

When a Teacher or School Administrator records attendance in the system, he or she chooses an *attendance code* that indicates the student's status. To save the Teacher time, each class has a default attendance code (typically, "Present").

A Teacher can choose from a preset list of *school attendance codes*. Every school attendance code has a base type (Present, Absent, or Tardy), subtype (Unexcused), and weighting. You can reserve a code for the use of non-Teachers and set it to expire on a future date. Also, for district reporting purposes, each school attendance code is mapped to a *district attendance code*. A District Administrator maintains district attendance codes [*State attendance code setup* p.256].

For each school, Chancery SMS includes several preset school attendance codes, such as Present (a Present type), Absent Unexcused (an Absent type), and Tardy Unexcused (a Tardy type). To supplement these, you can define additional attendance codes; for example, to record a student being absent for a field trip, to track the number of students who buy lunch in the cafeteria.

To set up a school attendance code [SA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- 2 Under **Attendance**, click **Attendance Codes (setup list)**. The Attendance Codes page appears.
 - Or, in the control bar, under **ADMIN**, click **Attendance**. The Attendance page appears. Under **Step 2**, click **Attendance Codes (setup list)**. The Attendance Codes page appears.
- 3 In the **Actions** menu click **Add Attendance Code....** The Add Item page appears.
 - To change an attendance code, in the **Description** column click an attendance code. The Edit item page appears. Or in the Actions menu click **Edit Attendance Code....**
 - To delete an attendance code, select the attendance code and in the **Actions** menu click **Delete Attendance Code....**
- 4 Enter or change Information, which includes:
 - **Description:** A clear description ("Absent - Field Trip", for example) which should be unique among the school's codes. Chancery SMS uses this as the code's name in lists visible to Teachers and others who take attendance.
 - **Short code:** A short code ("FT", for example) which should be unique among the school's codes.
 - **State equivalent:** Maps this school attendance code to a district attendance code, which are used for reporting district attendance. A District Administrator sets up these codes [*State attendance code setup* p.256]. **Caution:** Choosing this code demands care since it affects the consistency of state reporting.
 - **Attendance value:** Specifies the weighting given to Present, Absent, and Tardy. This enables school attendance to be tallied by value. For example, a code named "Field Trip" might have the following values: Present = 1.00, Absent = 0.00, and Tardy = 0.00.
 - **Attendance type:** Specifies the base type: Present, Absent, or Tardy.
 - **Unexcused:** For Tardy or Absent attendance types.
 - **Use for intervals:** The options available depend on the school's attendance-taking method [*Setting an attendance method* p.173]. For example, at a secondary school using daily attendance, the options Daily attendance and Class attendance would be available.
 - **Teacher can use:** Determines if Teachers are able to use this code.
 - **Inactive as of:** Enables you to set an expiry date for the use of the code. This is useful if you want to retain an obsolete attendance code in the system for reporting purposes, or when attendance tracking requirement change. **Note:** You cannot render inactive an attendance code that is assigned to a student behavior action [*Behavior* p.83].
- 5 Click **OK**.

Table 28: Permissions pertaining to attendance code setup

To	You need this permission	Set to	Details
Set up attendance codes	School Setup > Attendance Code Setup List	Edit	[p. 706]

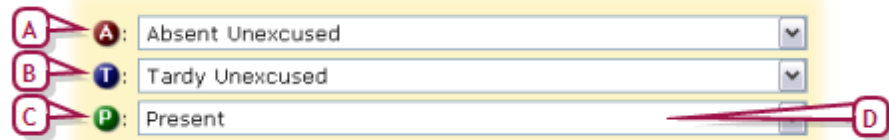
Configuring attendance quick-entry buttons (optional)

You can assign the most commonly used attendance codes to three quick entry buttons. These buttons enable staff to record attendance with a single click rather than having to repeatedly select a frequently used code from a list [p. 73].

To configure attendance code quick-entry buttons [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Attendance**. The Attendance page appears.
- 2 Under **Step 2**, click **Attendance Codes (setup list)**. The Attendance Codes (setup list) page appears.
 - Chancery SMS displays the current quick-entry button configuration under **Default Settings**.
- 3 On the **Default Settings** panel, click **Edit**. The Default Settings page appears.
- 4 For each quick-entry button (**A**, **T**, and **P**), select a default attendance code [Figure Figure 101].
- 5 Click **OK**.

Figure 101: Attendance quick-entry button configuration



- A** A button: Generally used for an Absent-type attendance code [p. 177]. Chancery SMS treat the attendance code chosen as the default attendance code used for the positive attendance method, that is, where students are assumed to be absent [Setting the default attendance code p.179].
- B** T button: Generally used for a Tardy-type attendance code [p. 177].
- C** P button: Generally used for a Present-type attendance code [p. 177]. Chancery SMS treat the attendance code chosen as the default attendance code used for the exception attendance method, that is, where students are assumed to be present [Setting the default attendance code p.179].
- D** The school attendance code [p. 177] assigned to this button.

Setting the default attendance code

You can specify a default attendance code for the school, that is, the code that Chancery SMS assigns to every student in every class and homeroom at the start of each day. You can set the default attendance code to one of the following:

¹You can do this if your role is School Administrator.

- **Present:** Also known as *exception attendance*. Chancery SMS records the student as present unless a staff member records otherwise. The Present-type school attendance code that Chancery SMS records is that which is assigned to the "P" quick-entry button [p. 179].
- **Absent:** Also known as *positive attendance*. Chancery SMS records the student as absent unless a staff member records otherwise. The Absent-type school attendance code that Chancery SMS records is that which is assigned to the "P" quick-entry button [p. 179].

Caution: Changing the default attendance code has a retroactive effect. If you change the default attendance code after attendance has been recorded, Chancery SMS changes all attendance codes that were used by default to the new default attendance code.

To set the default attendance code for a school [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Attendance**. The Attendance page appears.
 - **Note:** Before setting the default attendance code, ensure that you have set up day types [p. 319].
- 2 Under **Step 2**, click **Attendance Codes (setup list)**. The Attendance Codes (setup list) page appears.
- 3 Click **Edit**. The Default Settings page appears.
- 4 Set **Present** or **Absent**.
- 5 Click **OK**.

Table 29: Permissions pertaining to attendance code setup

Task	Permission Name	Set to	Details
Set up attendance codes	School Setup > Attendance Code Setup List	Edit	[p. 706]

Setting a default attendance code for a class or home-room

Once you set a default attendance code for the school, you have the option of setting a different one for specific classes or homerooms; for example, in a school using Present as the default code might have an independent study class that uses Absent. When you change the default attendance code for a class or homeroom, Chancery SMS also changes the code associated with the relevant (Present/Absent/Tardy) quick-entry button for this class [p. 179]. The procedure differs by school and class type.

To set the default attendance code for an elementary school class [SA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- 2 Under **Step 4**, click **Class Setup**. The Class Setup page appears.
- 3 Find and view the class. The Class Setup page appears.
 - Click **Display All Records** or search for a specific class.
- 4 Under the **Class Information** panel, select a **Default attendance code** [Figure Figure 101].
- 5 Click **Save**.

To set the default attendance code for a secondary school class [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Master Schedule**. The Master Schedule page appears.
- 3 Find and view the class.
 - Click **Display All Records** or search for a specific class.
- 4 Select the class check box.
- 5 Under the **Class Information** panel, select a **Default attendance code** [Figure Figure 101].
- 6 Click **Save**.

To set the default attendance code for a secondary school homeroom [SA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **Homerooms**. The Homerooms page appears [p. 194].
- 3 Select the homeroom check box.
- 4 In the **Actions** menu click **Edit Homeroom....** The Edit Homeroom page appears.
- 5 Click a **Default attendance code**.
- 6 Click **OK**.

Setting up the daily attendance code calculation

Chancery SMS calculates a *daily attendance code* for each student, that is, whether the student is to be recorded as present or absent for the day. Chancery SMS uses this code for its daily attendance calculations [Calculating daily attendance codes p.148].

In a school that uses the Once-daily attendance method, the daily attendance code calculation is straightforward and Chancery SMS makes it by default. In a school that uses the Twice-daily or By class attendance method, this calculation is more complex. In these cases, a School Administrator must choose the calculation method [p. 182] and configure that method [p. 182].

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

Table 30: Permissions pertaining to daily attendance code calculation

To	You need this permission	Set to	Details
Specify the daily attendance calculation method	School Setup > Daily Attendance Calculation Method	Edit	[p. 712]
Set up rules for calculating daily attendance using the sample method	School Setup > Attendance Calc Sample Method	Edit	[p. 705]
Set up rules for calculating daily attendance using the Occurrence Method	School Setup > Daily Attendance Occurrence Method	Edit	[p. 713]
Set up attendance exception rules	School Setup > Attendance Exception Rules	Edit	[p. 706]

Choosing a daily attendance code calculation method

You choose the method by which Chancery SMS calculates daily attendance code. Your choice depends on the school's attendance method [p. 173]. Your options are:

- **Sample Method:** Chancery SMS calculates a daily code based on samples of period attendance code combinations that correspond to a daily attendance code. For example, Chancery SMS may assign a student a daily attendance code of "Absent" to a student if that student was recorded absent in period 1 and period 5. With the Sample Method, you must create a sample for every possible combination. This method is mandatory in a school that uses the Twice-daily attendance method.
- **Occurrence Method:** Chancery SMS calculates a daily code based on the number of times a specific attendance code is recorded within specific periods. For example, Chancery SMS may assign a student a daily attendance code "Present" if that student was recorded present at least twice within periods 1, 4, and 8.

To set the daily attendance code calculation method [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
 - Or, click **Attendance**.
- 2 Click "Daily Attendance Code Calculation Method". The Daily Attendance Code Calculation Method page appears.
- 3 Select the check box of a method: **Sample Method** or **Occurrence Method**.
- 4 Click **OK**.

Configuring the daily attendance code calculation

In a school that uses the Twice-daily or By class attendance, you must set up rules that enable Chancery SMS to calculate each student's daily attendance

¹You can do this if your role is School Administrator.

code each day. These attendance code calculation rules are also known as *bell rules*.

Attendance code calculation rules only affect how attendance reports are generated, not the attendance records. Typically, you set up calculation rules for a school at the beginning of a school year. You can adjust the calculation rules at any time, however all reports that you run (such as attendance reports, progress reports, and report cards) will generate results according to the new rules, even if the report covers dates prior to the change in calculation rules. However, the results of subsequent attendance reports may be hard to compare to those generated before the rules change. Chancery SMS records in its Audit Logs any changes made the daily attendance code calculation rules. You can review such changes, when they were made, and who made them.

A set of attendance code calculation rules consists of an ordered list of rules. Chancery SMS processes the rules in order from the top of the list; when it reaches a rule that enables it to generate a daily attendance code for that student, Chancery SMS generates the code and stops; it does not process the remaining rules in the list. If Chancery SMS reaches the end of the list without generating a code, it sets the student's code to the default daily attendance code [p. 179]. **Note:** If you do not set up attendance code calculation rules, Chancery SMS sets each student's daily attendance code to the default daily attendance code [p. 179], regardless of whether that student is marked Absent or Present.

The attendance code calculation rules are based on the Attendance Values you have assigned to each Attendance Code [*Setting up school attendance codes* p.177]. You set attendance code calculation rules according the attendance-taking method in use: Sample Method [p. 183] or Occurrence Method [p. 185].

Setting attendance code calculation rules for the Sample Method

Prior to adding rules to your system, we recommend that you first draft those rules on a worksheet. Refer to *Daily attendance code calculation rules planning worksheets* [p. 615] for samples. Refer also to *Additional considerations for setting attendance code calculation rules* [p. 186]. We recommend that you retain a clean copy of such drafts for future reference and records purposes. These drafts also come in handy should you have to seek technical support. Keep in mind that you can also have Chancery SMS print a copy of the rules you set.

To set up attendance code calculation rules: [SSA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
 - Or, under **ADMIN**, click **Attendance**.
- 2 Click **Daily Code Calculation Rules-Sample Method**. The Daily Code Calculation page appears [*Figure Figure 102*].

¹You can do this if your role is Secondary School Administrator.

- 3 Select a **Scheduling group**.
- 4 Select a **Day**.
 - You must define the daily attendance code calculation rules for each day in the day cycle.
- 5 In the **Actions** menu click **Add Row**. A new row appears in the list of rules.
- 6 For the new rule:
 - a Select a code type for each **Period #**.
 - "Any Presence" encompasses any attendance code with a Present value greater than 0.
 - "Any Absence" encompasses any attendance code with an Absent value greater than 0.
 - "Ignore" instructs Chancery SMS to disregard any attendance code recorded for the period.
 - b Select a **Daily Code**.
- 7 Add more rules or adjust rules as necessary.
 - To delete a rule, select the rule and in the **Actions** menu click **Delete Row**.
 - To change a rule, select the rule and change choices as necessary.
 - To move a rule up or down the list, select the rule and in the **Actions** menu click **Move row up** or **Move row down**.
 - To print the rules set, in the **Actions** menu click **Print**.
- 8 Click **OK**. Chancery SMS starts using this rules set immediately.
 - We recommend testing the rules. To do so, record attendance for a student [p. 72], then view that student's daily attendance code [Figure Figure 103].

Figure 102: **Daily attendance code calculation rules: Sample Method**

Period 1	Period 2	Period 3	Period 4	Daily Code
Any presence	(Ignore)	(Ignore)	(Ignore)	Present
Any absence	(Ignore)	(Ignore)	(Ignore)	Absent Unexcused
Any tardy	(Ignore)	(Ignore)	(Ignore)	Tardy Unexcused

A Daily Code: The attendance code that Chancery SMS assigns to the student should this rule be met.

Figure 103: **Daily attendance code calculation results summary**

Name	Daily	AM	PM
Bascom, Shayne	Absent Unexc	Absent Unexc	Tardy Unexc
Colombo, Shane	Absent Unexc	Present	Absent Unexc
Coward, Sherill	Present	Tardy Unexc	Present

Setting attendance code calculation rules for the Occurrence Method

Prior to adding rules to your system, we recommend that you first draft those rules on a worksheet. Refer to *Daily attendance code calculation rules planning worksheets* [p. 615] for samples. Refer also to *Additional considerations for setting attendance code calculation rules* [p. 186]. We also recommend that you retain a clean copy of such drafts for future reference and records purposes. These drafts also come in handy should you have to seek technical support. Keep in mind that you can also have Chancery SMS print a copy of the rules you set.

To set up attendance code calculation rules for the Occurrence Method:[SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
 - Or, under **ADMIN**, click **Attendance**.
- 2 Click **Daily Code Calculation Rules-Occurrence Method**. The Daily Code Calculation page appears [Figure Figure 104].
- 3 Select a **Scheduling group**.
- 4 Select a **Day**.
- 5 In the **Actions** menu click **Add Row**. A new row appears in the list of rules.
- 6 For the new rule:
 - a Set a **#**.
 - b Select an **Attendance Code**.
 - c Select a **Resulting Daily Code**.
 - d Select the periods (**Period 1**, **Period 2**, **Period 3**, etc.) to which these apply.
 - Chancery SMS displays the periods defined for the specified **Day**.
- 7 Add more rules or adjust rules as necessary.
 - To delete a rule, select the rule and in the **Actions** menu click **Delete Row**.
 - To change a rule, select the rule and change choices as necessary.
 - To move a rule up or down the list, select the rule and in the **Actions** menu click **Move row up** or **Move row down**.
 - To print the rules set, in the **Actions** menu click **Print**.
- 8 Click **OK**. Chancery SMS starts using this rules set immediately.
 - We recommend testing the rules. To do so, record attendance for a student [Taking attendance p.72], then view that student's daily attendance code [Figure Figure 103].

¹You can do this if your role is School Administrator.

Figure 104: Daily attendance code calculations rules: Occurrence Method

#	Minimum period code occurrence	Resulting daily code	Period 1	Period 2	Period 3
1	Absent Unexcused	Absent Unexcused	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- A #: Specifies the number of times the attendance code must be assigned within the selected periods.
- B **Minimum period code occurrence** : Select the attendance code that must be assigned for the specified periods.
- C **Resulting day code** : The attendance code that Chancery SMS assigns to the student should this rule be met.
- D **Period #** : Select the periods in which the attendance code must occur to satisfy the rule.

Additional considerations for setting attendance code calculation rules

When setting up the rules and their order, consider the following:

- **Periods**
For a period to be included in the daily attendance code calculation for By Class attendance, the **Include in daily attendance code calculation rules** check box must be selected. (This is the default setting when you set up a period.) **Note:** Chancery SMS counts periods, not classes.
- **Bell schedules**
You can have a different bell schedule for each scheduling group, and for different days. When a student attends periods from one bell schedule (the period start and end times through a day), Chancery SMS uses that bell schedule to calculate daily attendance codes, even if that bell schedule is not the student's primary bell schedule. (Typically, a student's primary bell schedule is assigned by Grade.) For example, a Grade 5 student in classes all on a Grade 6 bell schedule, receives daily attendance based on the Grade 6 bell schedule
When a student attends periods from more than one bell schedule, Chancery SMS uses the bell schedule in which the student attends the greatest number of periods to calculate daily attendance codes. For example, a Grade 5 student in classes mostly on a Grade 6 bell schedule, but also some classes in other bell schedules, receives daily attendance based on the Grade 6 bell schedule.
When a student attends an equal number of periods from more than one bell schedule, Chancery SMS uses the school's initially created bell schedule, that is, the bell schedule which shares the maximum number of periods in which the student is attending for that day. Thus, where a Grade 5 student is scheduled in an equal number of classes in the bell schedules "Grade 5" and "Grade 6", and the School Administrator created the bell schedule "Grade 6" before the bell schedule "Grade 5", that student's daily code is calculated by "Grade 6" bell schedule.

- Scheduling exceptions

When a student is not scheduled in a period that the daily code calculation rules consider, Chancery SMS calculates attendance according to the first rule that matches the student's attendance, except for the unscheduled periods and where "ignore" is selected for the unscheduled periods.

If this does not apply, Chancery SMS calculates attendance according to the first rule that matches the student's attendance, except for the periods in which the student did not have a scheduled class.

If neither applies, Chancery SMS assigns the default daily attendance code.

For example, if the following attendance code calculation rules are defined for the bell schedule:

Rule 1: "any presence" in period 1, "ignore" in remaining periods = present

Rule 2: "any absent" in 1st period, "ignore" in remaining periods = absent

According to these rules, where a student was scheduled in classes in period 2 through 6, and was marked present for those classes, and was not scheduled in a class in period 1, Chancery SMS would set the student's a daily attendance code to Present (based on rule 1). Here's why: the first rule that matches the student's attendance for all of the scheduled periods is rule 1; no rule has "ignore" selected for the unscheduled period.

By way of another example, if the following daily attendance code calculation rules are defined for the bell schedule:

Rule 1: At least 3 presents in periods 1, 5, and 8 = Present

Rule 2: At least 1 absent in periods 1, 5, and 8 = Absent

According to these rules, where a student was scheduled in classes in period 2 through 8, and was marked present for those classes, but was not scheduled in a class in period 1, Chancery SMS would set the student's a daily attendance code to Present (based on rule 1).

- Classes in several consecutive periods

When a student is scheduled in two or more consecutive periods, depending on your school's general settings, Chancery SMS considers each period separately when calculating daily attendance codes.

Where attendance is taken only once in a class that spans two contiguous periods, the attendance code in the second period defaults to the code in the first period.

Setting up attendance exception rules

Based on the daily attendance code that Chancery SMS generates for each student [p. 181], you can have Chancery SMS alert you to unusual attendance patterns that merit appropriate action. You can specify each such *attendance exception* by setting up an attendance exception rule [Figure Figure 105]. For example, you can set the system to alert the homeroom Teacher when a student is recorded tardy 5 times in a week, or alert the School Secretary when a student is absent on 3 consecutive days.

Figure 105: Attendance exception rules

Set up attendance exception rules to generate reports and alerts.

Selected: 0 Total: 10

<input type="checkbox"/>	Attendance Exception Rule Name	Threshold	Date Range
<input type="checkbox"/>	Attendance Exception	3,5	Current Report Card Period
<input type="checkbox"/>	Tardy Exception	2,4	Yr-to-date
<input type="checkbox"/>	Total Unexcused Absences	2,4,6	1/2/2003 - 12/19/2003

To set up an attendance exception rule [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
 - Or, click Attendance.
- 2 Click **Attendance Exception Rules**. The Attendance Exception Rules page appears.
- 3 From the **Actions** menu, click **Add Attendance Exception Rule....** The Add Rule page appears.
 - To view a rule, click the rule's name.
 - To edit a rule, click the rule's name and on the Edit Rule Actions page click **Edit** (or select the rule and in the **Actions** menu click **Edit Attendance Exception Rule...**).
 - To delete a rule, select the rule and click **Delete Attendance Exceptions Rule....**
- 4 Enter a **Rule name**.
- 5 Under **Define By**, define the occurrences for which Chancery SMS is to watch:
 - Select "Total" to have Chancery SMS watch for the total number of occurrences of an attendance code type, such as "Any Absence", "Any Excused Tardy".
 - Or, select "Consecutive" to have Chancery SMS watch for the total number of consecutive occurrences (for example, Monday, Tuesday, and Wednesday) of an attendance code type, such as "Any Absence", "Any Excused Tardy".
 - Or, select the **Combined total of the selected codes** check box to have Chancery SMS watch for the total number of occurrences of specified attendance codes. Specify the codes in the **Selected codes** list (move them from the **Available codes** list).
- 6 Set at least one threshold:
 - **1st Threshold** : Specifies the number of occurrences after which Chancery SMS takes action. Any number between 1 and 99 is acceptable.
 - **2nd (and higher) Threshold**: Option that specifies the next number of occurrences at which Chancery SMS takes action. Each threshold must be a higher value than the previous.

¹You can do this if your role is School Administrator.

- 7 Set the **Count within** period: Specifies the calendar period within which Chancery SMS counts occurrences. When the period ends, Chancery SMS resets the occurrences to 0. The default period is from the first day of the school year to the last.
- 8 Click **Continue**. The Edit Rule Actions page appears.
- 9 Set rule actions:
 - a Under **Action by Rule Threshold**, set the daily time at which Chancery SMS sends any alerts [p. 31] associated with this rule.
 - b For each # **Threshold**, specify an alert notification [p. 31], if desired.
 - c Click **OK**.

Table 31: Permissions pertaining to attendance exception rules

To	You need this permission	Set to	Details
Set up attendance exception rules	School Setup > Attendance Exception Rules	Edit	[p. 706]

Setting up an attendance rule for credit calculations

You can set the system to deny credit to a student whose attendance record is substandard; for example, to ensure that a student who was absent from a class over 50% of the time does not get credit for that class. A District Administrator can set up such an *attendance rule* for all schools in the district, or a School Administrator for a single school.

For the purpose of this rule, Chancery SMS:

- Uses class attendance [p. 174], not daily attendance.
- Uses attendance type [p. 177], not attendance values.
- Counts unexcused absences, not excused absences.
- Considers the start date as the first day after the last credit awarding period and the end date as the last day of the credit awarding period [p. 195].
- Considers a credit awarding period as one that contains a credit awarding grade item [p. 195].

For example, a school has four quarters or grading periods. Q2 collects a Semester 1 grade that is credit-awarding, and Q4 collects a Semester 2 grade that is credit-awarding. Attendance is evaluated for the Semester 1 grade from the first day of school to the last day of Q2, and attendance is evaluated for the Semester 2 grade from the first day of Q3 to the last day of Q4.

To set up an attendance rule for credit calculations [SA, DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **DistrictSetup**. The **District Setup** page appears.

¹You can do this if your role is School Administrator or District Administrator.

- 2 Under **School**, click **Attendance Rules for Credit Calculations**. The Attendance Rules for Credit Calculations page appears.
- 3 Set options:
 - **Disregard Attendance in Credit Calculations**: Sets Chancery SMS to not take attendance into account. This is the default choice.
 - **Use Attendance in Credit Calculations**: Sets Chancery SMS to deny credit to a student in any class for which that student meets the absence criterion specified, either a minimum number of classes absent (for example, 5) or a percentage of classes missed (for example, 10).
- 4 Click **OK**.

Table 32: Permissions pertaining to attendance rules for credit calculations

To	You need this permission	Set to	Details
Set up attendance rules for credit calculations at the district	District > Attendance Rules for Credit Calculations	Delete	[p. 637]
Set up attendance rules for credit calculations at the school	School Setup > Attendance Rules for Credit Calculations	Delete	[p. 708]

Setting up attendance related to student behavior

You can set the system to assign an attendance code to a student when a specific *student behavior action* [Behavior p.83] is recorded for a student; for example, where a student is suspended for three days, Chancery SMS can record that student absent for each of those three days.

Chancery SMS sets the student's default attendance value to the attendance code assigned to the behavior action. The attendance code applies to periods in a school that collects class attendance, to half days in a school that collects twice-daily attendance, and to full days in a school that collects daily attendance. Where several behavior actions are recorded for a student on the same day and those actions are associated with different attendance codes, Chancery SMS assigns an attendance code by referring to the priorities on the Behavior Attendance Action setup list [see p.257]. Chancery SMS assigns the attendance code when the system is next able.

You set this up by associating an attendance code [p. 177] with an *student behavior attendance action*, which a District Administrator sets up [p. 257].

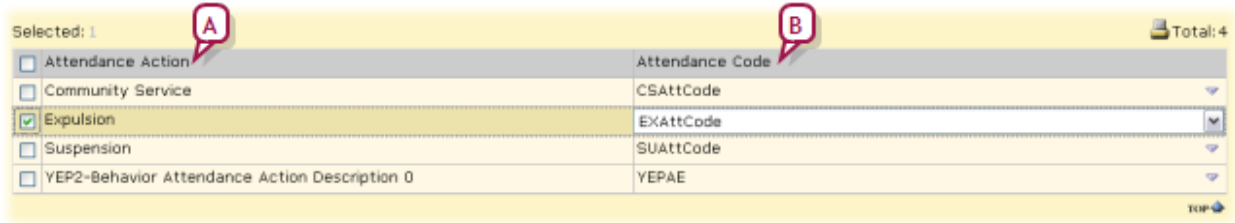
To associate an attendance code to a student behavior attendance action [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **General Settings**. The General Settings page appears.

¹You can do this if your role is School Administrator.

- 3 Under **Student Behavior Attendance Actions** [Figure Figure 106], select an Attendance code for each attendance action.
- 4 Click **OK**.

Figure 106: **Student Behavior Attendance Actions**



- A Attendance Action:** A student behavior attendance action [p. 257].
- B Attendance Code** [p. 177]

Table 33: **Permissions pertaining to attendance related to student behavior**

To	You need this permission	Set to	Details
Associate an attendance code with a student behavior attendance action	School Setup > Attendance General Settings	Yes	[p. 707]

Grade level setup

You must specify the grade levels taught at the school. You choose grade levels provided by the district [*Grade level specification* p.252]. While the District Administrator can choose any name for a grade level, typical grade levels include:

- 1 through 20
- K: Kindergarten
- KA: Kindergarten-AM
- KP: Kindergarten-PM
- PE: Pre-enrolled
- PK: Pre-Kindergarten
- N/A: Not available

For example, an elementary School Administrator might choose the following: KA, KP, 1, 2, 3, 4, 5, 6, and PE. A high School Administrator might choose 9, 10, 11, 12, and PE.

To choose the grade levels to use in a school [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **Grade Levels (setup list)**. The Grade Levels page appears with a list of grade levels available for use in the school.

¹You can do this if your role is School Administrator.

- 3 In the **Use** column, select the check boxes of the desired grade levels.
- 4 Click **OK**.

Facility setup

In a school you must set up *rooms* in which to schedule classes [>>]and assign homerooms [p. 194]. Rooms may also be used for other tasks such as recording the location of student behavior incidents. A room is located in a *building*, which you must set up first.

Table 34: Permissions pertaining to rooms

To	You need this permission	Set to	Details
Add, edit, or delete buildings	Facilities Management > Buildings	Delete	[p. 667]
Add, edit, or delete rooms	Facilities Management > Rooms	Delete	[p. 668]

Building setup

A building can contain one or more rooms. A school can have one or more buildings. A building, and thus some or all of the rooms it contains, may be shared between two or more schools. In a shared building, some rooms may belong to one school while others are shared (for example, a band room or computer lab). Where a room is shared, you can specify when it is available to the school. Each school can give the same shared building a different name.

To set up a building [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **Buildings and Rooms**. The Buildings page appears.
- 3 In the **Actions** menu click **Add Building....** The Edit Building page appears.
 - To change the properties of an existing building, click the building's name or select the building and in the **Actions** menu click **Edit Building....**
- 4 On the Edit Building page, enter or change Information, which includes:
 - **Building no.:** A short name for the building. This is the name Chancery SMS uses in lists across the system.
 - **Building name:** A meaningful description; for example, "Main Building", "Sports Complex".
 - **Contact name:** A person responsible for the use of the building, if such a person is designated.
 - **Maximum capacity:** The maximum number of students that the building is permitted to hold.

¹You can do this if your role is School Administrator.

- **Physical address:** The physical location of the building.
- **Mailing address:** The mailing address, if it is different than the Physical Address.
- **Communication number:** The telephone, pager, fax, or similar number of the main office in the building, of the Contact Name, of alternate contacts, or all of these. An email address is also acceptable.

5 Click **OK**.

You can delete a building. However, before doing so you must ensure that it contains no rooms.

To delete an existing building [SA¹]:

- 1 Ensure that the building has no rooms.
- 2 On the Buildings page, select the building.
- 3 In the **Actions** menu click **Delete Building**.

Room setup

Once you have a building set up in a school, you can add rooms to that building.

To set up a room:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **Buildings and Rooms**. The Buildings page appears with a list of buildings.
- 3 In the **# Rooms** column, click the number of rooms for the building in which the room is located. The Rooms page appears.
- 4 In the **Actions** menu click **Add Room...**
 - To change the properties of a room in a building, click the room's name or select the room and in the **Actions** menu click **Edit Room...**
- 5 Enter or change Information, which includes:
 - **Room no.:** A short name for the room. This is the name Chancery SMS uses in lists across the system.
 - **Room name:** A meaningful description; for example, "Social Studies Classroom", "Biology Lab".
 - **Room type:** Functional description, such as "Classroom", "Gymnasium", "Lecture hall", "Multi-purpose room".
 - **Optimal capacity:** The optimal number of students for this room.
 - **Maximum capacity:** The maximum number of students this room is permitted to hold.
 - **Can be scheduled:** Indicates that this room is available for use by a class in the schedule.
 - **Allow (#) concurrent classes:** Where the room can accommodate more than once class at the same time, specifies how many

¹You can do this if your role is School Administrator.

simultaneous classes are possible. Examples of such rooms include a gymnasium, a science lab, a library, and a trades shop.

- **Wheelchair accessible:** Indicates that a student in a wheelchair can get to and use the room.
- **Communication number:** The telephone, pager, fax, or similar number for the room or the main contact person for the room, of alternate contacts, or all of these. An email address is also acceptable.

6 Click **OK**.

- Or, to immediately add another room, click **Save & Add**.

You can delete a room. However, before doing so you must ensure that no class is assigned to it.

To delete a room [SA¹]:

- 1 Ensure that no class is assigned to the room.
- 2 Select the room.
- 3 In the **Actions** menu click **Delete Room**.

Homeroom setup

A School Administrator can adjust the array of homerooms available at a school for enrolling students. Typically, the administrator works with homerooms as part of scheduling the year, editing, deleting, and adding homerooms as necessary. A homeroom is associated with one of the rooms set up in a school [*Facility setup* p.192].

Table 35: Permissions pertaining to homerooms

To	You need this permission	Set to	Details
Add, edit, or delete homerooms	School Setup > Homerooms	Delete	[p. 722]

To set up a homeroom [SA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
 - Or, click **Scheduling**.
- 2 Click **Homerooms**. The Homerooms page appears.
- 3 In the **Actions** menu click **Add Homeroom....** The Add Homeroom page appears.
 - To change the properties of an existing homeroom, click that room's name (in the **HR** column) or select it and in the **Actions** menu click **Edit Homeroom....**
 - To delete a homeroom, select it and from the **Actions** menu click **Delete Homeroom**. **Caution:** Only delete a homeroom to which no students or teachers are assigned.
- 4 On the Add Homeroom page, enter or change Information, which includes:

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- **Homeroom name:** Chancery SMS uses this name for the homeroom in lists across the system. Typically a number, such as "6A" or "8C".
 - **Room:** The room to which this homeroom is assigned. You can choose from any one of the rooms set up for this school [*Room setup* p.193].
 - **Capacity:** The maximum number of students allowed in this homeroom.
 - **Teacher:** The teacher(s) assigned to this homeroom. You can choose between one and three staff members set up for this school [*Adding staff* p.221].
 - **Grade:** The grade level(s) of this homeroom. You can choose two or more grades to create a *split class*, for example, Grades 2 and 3 for a Grade 2/3 split class. You can customize the grade levels available for use by schools in the district [p. 252].
 - **Default attendance code:** Indicates the attendance codes that Chancery SMS uses by default when it initializes the day [*Setting up school attendance codes* p.177] for present and absent students.
 - **Attendance:** Indicates when attendance for this class is taken (which affects how attendance is calculated). **Note:** Not available if attendance is set to **By Class** on the School Setup > General Settings page.
 - **Scheduling group:** The scheduling group, which enables an administrator to track instructional minutes for this homeroom. **Note:** Chancery SMS displays this field only when twice daily attendance and scheduling are set up.
 - **Meeting pattern:** The meeting pattern [p. 316], which enables an administrator to track instructional minutes for this homeroom. **Note:** Chancery SMS displays this field only when twice daily attendance and scheduling are set up.
- 5 Under Constraints, adjust student enrollment constraints as necessary.
 - The School Administrator cannot remove **Mandatory constraints**.
 - 6 Click **Save**.
 - Or, to immediately create another homeroom, click **Save & Add**.

Grading setup

Setting up a school involves the School Administrator defining standard comments, grading tables and grading periods, and grade items and courses for secondary schools. A *standard comment* is a re-usable comment that teachers can add to students' progress reports and report cards. A *grading table* [p. 197] defines the format and meaning of the grades that students receive on their report cards. A *grading period* specifies the date range covered by a report card or progress report, and thus is significant to their timing. Typical grading periods are 6-week periods, trimesters, and quarters. Secondary schools use *grade items* to describe the way a school measures student performance; for example, "Semester Grade", "Semester 1 Exam", "Conduct", and "Effort".


Note: This section is incomplete. For complete information on grading setup, refer to the  *Grading Setup Guide*. For information about the field `Withdrawn student/dropped class import grades cutoff:_days`, see

Table 36: Permissions pertaining to grading

To	You need this permission	Set to	Details
Specify standard comments	School Setup > Standard Comments	Delete	[p. 728]
Create grading tables	School Setup > Grading Tables	Delete	[p. 721]
Define grading periods	School Setup > Grading Period Sets	Delete	[p. 720]
	School Setup > Define Report Card Periods	Yes	[p. 716]
	School Setup > Define Progress Report Periods	Yes	[p. 715]
Set up report cards and progress reports	School Setup > Report Card Setup	Delete	[p. 573]

Creating re-usable comments

A *standard comment* is a sentence or two that teachers can re-use on any report card or progress report. If your school uses many standard comments, create as many categories as you need to group the comments. If teachers at your school typically enter unique, rather than standard, comments set up a *narrative grading table* [p. 203].

To define a standard comment category [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Under Step 1, click **Standard Comment Categories**. The **Standard Comment Categories** page appears.
- 3 In the **Actions** menu click **Add Rows**.
 - To edit a category, click in the row and make your changes.
 - To delete a category, select the category and in the **Actions** menu, click **Delete Row**.
- 4 Enter the category name and a short name of no more than six characters.
 - Make the short name as descriptive as possible because it appears on the **Standard Comments** page as the category description.
- 5 Click **OK**.
 - Comments are sorted first by category and then by code. Comments that are not categorized appear first.

To create a standard comment [SA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Under Step 1, click **Standard Comments**. The **Standard Comments** page appears.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- To show only the comments for a specific standard comment category, select a **View**.
 - To edit a comment, click in a row and make your changes.
 - To delete a comment, select the comment and in the **Actions** menu, click **Delete**.
- 3 In the **Actions** menu, click **Add Comments....**
 - To assign the comment to a category, select a **Comment category**.
 - 4 Enter a unique 4-or 5-character code for the comment and then enter the complete comment text as it should appear on the report card.
 - To add more comments, click **Save+Add**.
 - 5 Click **OK**.
 - 6 Set up a Standard Comments grading table [p. 203].

Defining the format and meaning of grades

A *grading table* defines the format and meaning of the grades that students receive on their report cards. The main purpose of a grading table is to list all of the possible grades a student can receive and the meaning of each grade. Grading tables can also identify conversions from one format to another—such as percentages to letters—whether a grade is a pass or a fail and, for secondary schools, the grade points available for numeric, letter, or graphic symbol grades earned in courses of various difficulty levels.

Grading tables appear as a legend on report cards to help readers interpret the grades. Since a report card often includes items with different grading tables, report cards often display multiple grading table legends.

Defining a grading table

You need to create a grading table for each way that your school captures grades. For example, in an elementary school subjects might be graded as a G (Good), S (Satisfactory), or N (Needs Improvement), while conduct or participation are graded using teacher comments. Secondary students might be graded using percentages, while GPAs use grade points on a 4.0 scale. In each of these scenarios, a different type of grading table is required [p. 198].

In addition, you can add special grades, such as "Incomplete" or "Exempt", to all grading table [p. 204].

To define a grading table [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Under **Step 2**, click **Grading Tables**. The Grading Table page appears.
- 3 In the **Actions** menu, click **Add Grading Table**.
 - To adjust an existing grading table, select the grading table and in the **Actions** menu click **Edit Grading Table....**

¹You can do this if your role is School Administrator.

- To delete a grading table, select the grading table and in the **Actions** menu click **Delete Grading Table**.
- 4 On the **Edit Grading Table** page, enter or change Information, which includes:
- **Grading table name:** The name can be up to 30 characters.
 - **Short name:** The short name can be an abbreviation of up to six characters. Chancery SMS uses this abbreviation on report cards. This abbreviation also appears when you set up course grading properties.
 - **Description:** A general description of the table and how to use it.
 - **Type:** Specifies the grading table type [>>]. Refer to the following sections for grading table setup instructions:
 - *Setting up a letter grade grading table* [p. 199]
 - *Setting up a numeric grading table* [p. 201]
 - *Setting up a graphic symbol grading table* [p. 202]
 - *Setting up a narrative comment or standard comment grading table* [p. 203]

About grading table types

Grading tables are divided into five different types:

- **Letter Grade:** Grades entered as letters appear on report cards as letters; for example A, B, C, D, F [p. 199].
- **Numeric:** Grades entered as numbers are either left as is or Chancery SMS converts the grades so that they appear as letter grades or graphic symbols on the report card [p. 201].
- **Graphic Symbol:** Grades entered as codes will appear on the report card as graphic symbols; for example, "H" for ☺ [p. 202].
- **Narrative Comments:** Grades are entered as free form text [p. 203].
- **Standard Comments:** Grades are selected from a list of options [p. 203].

Grading table types correspond to the way teachers enter the grades, not to how the grades appear on the report card. The type you choose depends on the needs of your school [Table 37].

Table 37: Selecting a grading table type

If teachers should enter...	Choose this grading table type:
Letter grades (such as A, B, C, D, F or G, S, N) that appear as letter grades on report cards	Letter Grade [p. 199]
Numbers that appear as letter grades on report cards	Numeric. Set Equivalent grade type to "Letter Grade" [p. 201].
Numbers, such as percentages, that appear as numbers on report cards	Numeric. Set Equivalent grade type to "None" [p. 201].
Numbers that appear as graphic symbols	Numeric. Set Equivalent grade type to "Graphic

If teachers should enter...	Choose this grading table type:
	Symbol" [p. 201].
Letters that appear as graphic symbols (such as "H" appears as ☺)	Graphic symbol [p. 202]
Free-form comments	Narrative Comments [p. 203]
Comments by selecting from a pre-defined list	Standard Comments [p. 203]

Setting up a letter grade grading table

Set up a letter grade grading table when your school uses letters to represent a student's grade. Letter grades appear as letters on the report card. You can design letter grades in any format; for example, A, B, C, D, and F, or G, S, and N for Good, Satisfactory, and Needs Improvement.

Note: For secondary schools, If you plan to use calculated grades with a letter grade grading table, you must set up grade points and use a 100-point grading scale. Calculated grades and GPAs use grade points to determine the value of the letter grade.

To set up a letter grade grading table [SA¹]:

- 1 Follow the steps in *Defining a grading table* [p. 197].
- 2 For **Type**, select "Letter Grade".
- 3 For **Grading scale**, enter the maximum value of any grade.
 - For example, enter 100 for a 100-point scale or 4 for a 4-point scale.
- 4 Under **Letter Grade Grading Table**, enter or change Information, which includes:
 - **Level:** For secondary schools only, if your school provides courses with different difficulty levels, such as remedial or honors, links to grading table versions for the other levels appear here. Click a link to add or edit the grading table version.
 - **Letter Grade:** A shortcut key sequence, up to 3 characters, long that staff can use to enter this grade on a report card. For example, "A" enables the staff to press the **A** key to enter this grade.
 - **Lower Cutoff:** The lowest mark required to earn the grade. The range of marks for this grade start at this value and go to the next highest grade, with the specified grading scale determining the highest possible value [Figure Figure 107].
 - The marks you enter in the **Lower Cutoff** column must be of the same format as the scale you entered for **Grading Scale**. For example, if you enter a grading scale of 100, the lower cutoff marks must also be on a 100-point scale.
 - **Grbk % Cutoff:** If grades will be transferred in from a gradebook, the lowest mark (as a percentage) required to earn this grade in Chancery SMS. This value can differ from Lower Cutoff.

¹You can do this if your role is School Administrator.

- **Grbk % Value:** If your school uses PowerTeacher, enter the percentage represented by the letter grade. For further information, refer to the *PowerTeacher Gradebook Installation and Setup Guide - Chancery SMS*—available from <https://support.powerschool.com>.
- **Grade Points:** For secondary schools only, the number that represents this grade in calculations, such as GPAs or calculated grades. This value is used in calculations only; it is not displayed on the report card. For example, the grade point equivalent of A is 4.0.
 - If your district offers courses of varying difficulty levels, such as regular, remedial, advanced placement and so on, you can enter different grade points for each level.
- **P/F:** Indicates that the grade is considered a passing ("P") or failing grade ("F"). For example, if the a subject or course requires 50% to pass, select "F" for all grades under 50%.
- **% Credit:** The percent of total credit that the student receives for this grade.
- **Description in Legend:** A description of the grade, up to 15 characters long, which Chancery SMS displays in the report card's legend. Ensure the description includes the grade itself. For example, "3.0-4.0 - Excellent", "A = 85-100", "I = Incomplete", "D - Poor", and "☺ Good".

5 Click OK.

Figure 107: Letter grade grading table

*Grading table name:
(as displayed in legends)

*Short name:

Description:

Type:

Grading scale: **A**

Letter Grade Grading Table

Level: **Reg** [ADV](#) [HON](#) **B**

Selected: 1

<input type="checkbox"/>	*Letter Grade	Lower Cutoff	Grbk % Cutoff	Grbk % Value	Grade Points	P/F	% Credit	*Description in Legend
<input type="checkbox"/>	A	95			4.0	P	100	Excellent
<input type="checkbox"/>	B	85			3.0	P	100	Good
<input type="checkbox"/>	C	75			2.0	P	100	Satisfactory
<input type="checkbox"/>	D	65			1.0	P	100	Needs Improvement
<input type="checkbox"/>	F	55			0	F	100	Unsatisfactory

- A Grading scale:** Specifies the highest possible grade.
- B Level:** Click a link to toggle between "Reg" (regular) and other grading table versions.
- C Lower Cutoff:** The range of marks to receive the grade start at the lower cutoff value and go to the next highest grade. In this example, to receive an "A" the student must achieve marks of between 95% and 100%.

Setting up a numeric grading table

Depending on the *equivalent grade type* you choose for the numeric grading table, the grades that Chancery SMS displays when the teacher enters marks are either numbers, letters, or graphic symbols on students' report cards [p. 198].

To set up a numeric grading table [SA¹]:

- 1 Follow the steps in *Defining a grading table* [p. 197].
- 2 For **Type**, select "Numeric".
- 3 Enter or change Information, which includes:
 - **Max no. of digits:** The maximum number of digits that teachers can enter.
 - To determine the maximum number of digits, add the **Decimal places** digits to the digits in the upper range of the **Numeric grades input range**. For example, for an input range of 0 to 100 with no decimal places, the max number of digits is 3.
 - **Decimal places:** The number of digits that indicate how many of the digits in **Max No. of Digits** will appear to the right of the decimal point. For example, if you enter 3 for **Max No. of Digits** and 1 for **Decimal places**, the maximum value possible is 99.9.
 - **Numeric grades scale:** The maximum grade a student can receive without bonus points [p. 205]. This number is used as the denominator in all calculations using this grading table.
 - **Numeric grades input range:** The minimum grade and maximum grade allowed. For example, 0 to 4.0 or 0 to 100.
 - Use only positive numbers.
 - If teachers enter grades as percentages, use a grading scale of 100 and a numeric grade input range of 0 to 100.
 - If teachers enter grades on a 4-point scales, use a grading scale of 4 and a numeric input range of 0 to 4.
 - If you want to award bonus points [p. 205], make the upper input range greater than 100. For example, 0 to 125.
 - **Equivalent grade type:** Determines how grades will display on student report cards.
 - Select **None** to display the numeric grades as numbers.
 - Select **Letter Grade** to display the numeric grades as letters.
 - Select **Graphic Symbol** to display the numeric grades as symbols.
 - **Level adjustment factor:** Chancery SMS displays this (for secondary schools only) if your district offers courses of varying difficulty levels, such as regular, remedial, advanced placement and so on. Select one of the following:
 - **Add:** To adjust the grade, Chancery SMS adds the value entered in the **Level Adjustment** column to the numeric grade.
 - **Multiply:** To adjust the grade, Chancery SMS multiplies the value entered in the **Level Adjustment** column by the numeric grade.

¹You can do this if your role is School Administrator.

- **Note:** When you select Add or Multiply during the initial setup of the grading table, a **Copy** button appears that enables you to copy the regular level version of the grading table to create a new version for other levels.
- 4 Under **Numeric Grading Table**, enter or change Information, which includes:
 - **Level:** For secondary schools only, if your school provides courses with different difficulty levels, such as remedial or honors, links to grading table versions for the other levels appear here. Click a link to add or edit the grading table version.
 - **Lower Cutoff:** The lowest mark required to earn the grade. The range of marks for this grade start at this value and go to the next highest grade, with the specified grading scale determining the highest possible value.
 - The marks you enter in the **Lower Cutoff** column must be of the same format as the scale you entered for **Grading Scale**. For example, if you enter a grading scale of 100, the lower cutoff marks must also be on a 100-point scale.
 - If you are using course leveling, the lower cutoff values can differ between different course level versions of the grading table.
 - **Grade Points:** For secondary schools only, the number that represents this grade in calculations, such as GPAs or calculated grades. This value is used in calculations only; it is not displayed on the report card. For example, the grade point equivalent of A is 4.0.
 - **P/F:** Indicates that the grade is considered a passing ("P") or failing grade ("F"). For example, if the a subject or course requires 50% to pass, select "F" for all grades under 50%.
 - **% Credit:** The percent of total credit that the student receives for this grade.
 - **Description in Legend:** A description of the grade, up to 15 characters long, which Chancery SMS displays in the report card's legend. Ensure the description includes the grade itself. For example, "3.0-4.0 - Excellent", "A = 85-100", "I = Incomplete", "D - Poor", and "☺ Good".
 - 5 Click **OK**.

Setting up a graphic symbol grading table

Graphic symbol grading tables allow grades to be entered as letters that Chancery SMS converts and displays as graphic symbols on students' report cards.

To set up a graphic symbol grading table [SA¹]:

- 1 Follow the steps in *Defining a grading table* [p. 197].
- 2 For **Type**, select **Graphic Symbol**.
- 3 For **Grading scale**, enter the maximum value of any grade.
- 4 Under **Numeric Grading Table**, enter or change Information, which includes:

¹You can do this if your role is School Administrator.

- **Level:** For secondary schools only, if your school provides courses with different difficulty levels, such as remedial or honors, links to grading table versions for the other levels appear here. Click a link to add or edit the grading table version.
- **Input Grade:** Enter up to 3 characters that staff will use to enter this grade on a report card. For example, enter "H" so that staff can press the H key to enter a happy face symbol.
- **Reporting Grade:** Select how the grade should appear on students' report cards:
 - To display the letter entered in the **Input Grade** column, select "Same".
 - To display a symbol, select "Check Mark", "Happy Face", "Neutral Face", or "Sad Face".
 - To display a blank area, select "Blank Space".
- **Grbk % Cutoff:** If grades will be transferred in from a gradebook, the lowest mark (as a percentage) required to earn this grade in Chancery SMS. This value can differ from Lower Cutoff.
- **Grbk % Value:** If your school uses PowerTeacher, enter the percentage represented by the letter grade. For further information, refer to the *PowerTeacher Gradebook Installation and Setup Guide - Chancery SMS*—available from <https://support.powerschool.com>.
- **Grade Points:** For secondary schools only, the number that represents this grade in calculations, such as GPAs or calculated grades. This value is used in calculations only; it is not displayed on the report card. For example, the grade point equivalent of A is 4.0.
 - If you are applying linear course adjustment factors, this value will be adjusted by the value specified. If you are applying nonlinear course adjustment factors, you can enter different values in this column to reflect the adjusted value for each course level.
- **P/F:** Indicates that the grade is considered a passing ("P") or failing grade ("F").
- **% Credit:** The percent of total credit that the student receives for this grade.
- **Description in Legend:** A description of the grade, up to 15 characters long, which Chancery SMS displays in the report card's legend. Ensure the description includes the grade itself. For example, "3.0-4.0 - Excellent", "A = 85-100", "I = Incomplete", and "☺ Good".

5 Click OK.

Setting up a narrative comment or standard comment grading table

Enter comments for conduct or participation grades. Narrative comment grades are entered in free form text and appear on the report card as entered. Standard comment grades are selected from a list of pre-defined options and appear on the report card as entered.

To set up a narrative or standard comment grading table:
[SA¹]

¹You can do this if your role is School Administrator.

- 1 Follow the steps in *Defining a grading table* [p. 197].
- 2 For **Type**, select "Narrative Comment" or "Standard Comment".
- 3 For narrative comments, enter the maximum number of characters allowed on students' report cards and progress reports.
 - Or, for standard comments, enter the maximum number of comments allowed on students' report cards and progress reports.
 - If your school requires that teachers must add narrative or standard comments to report cards and progress reports, select "Comments are mandatory". If this option is selected, but a teacher does not enter or select comments, the Missing Grades report displays the comment grades as "Missing".
- 4 Click **OK**.

Adding special grades to grading tables

To handle special circumstances, such as exemptions, incomplete courses, and grades that are not available, use the Special Grades area at the bottom of numeric, letter, or graphic symbol grading tables. If your district is using course levels for secondary schools, you can only edit special grades for the "Regular" course level. However, the special grades themselves apply to courses for all course levels.

To add special grades [SA¹]:

- 1 Create a letter grade, numeric, or graphic symbol grading table see *Defining a grading table* [p. 197].
- 2 Under **Special Grades**, enter or change Information, which includes:
 - **Input Grade:** A shortcut key sequence, up to 3 characters, long that staff can use to enter this grade on a report card. For example, "A" enables the staff to press the **A** key to enter this grade, or **I** for an incomplete.
 - **Reporting Grade:** Select how the grade should appear on students' report cards:
 - To display the letter entered in the **Input Grade** column, select "Same".
 - To display a symbol, select "Check Mark", "Happy Face", "Neutral Face", or "Sad Face".
 - To display a blank area, select "Blank Space".
 - **P/F:** Indicates that the grade is considered a passing ("P") or failing grade ("F").
 - **% Credit:** The percent of total credit that the student receives for this grade.
 - **Description in Legend:** A description of the grade, up to 15 characters long, which Chancery SMS displays in the report card's legend. Ensure the description includes the grade itself. For example, "3.0-4.0 - Excellent", "A = 85-100", "I = Incomplete", and "☺ Good".

¹You can do this if your role is School Administrator.

- **Grade Calculations:** Specifies the action that Chancery SMS takes (for a secondary school only) when it encounters special grades in grade calculations:
 - "Ignore grade item": The system removes both the numerator and the denominator from the formula.
 - "Count item as zero": The numerator is counted as zero. The student is penalized for the special grade.
 - "No calculated grade": The calculation cannot be completed.
 - "Treat as missing grade": Allows special grades to be treated differently in different calculations. The grade is treated as a missing grade, and the **Missing Grade** setting for the grade item in the calculated grade formula is applied.

Setting up a grading table to allow bonus points

You can set up numeric grading tables to accommodate awarding bonus points [Figure Figure 108]. For secondary schools, this setup allows you to not only manage bonus points but also specify equivalent numeric values or grade points for multiple course levels, so that you can set up your GPA definitions to use the appropriate method of calculating your GPAs.

To set up a grading table to allow bonus points [SA¹]:

- 1 Create a numeric grading table [p. 201].
- 2 For **Numeric grades input range**, enter a maximum value that is greater than the **Numeric grades scale** value. For example, if you are working with percentages and students are eligible for up to ten bonus points, enter a grading scale of 100 and a numeric grades input range of 0 to 110.
- 3 Under **Numeric Grading Table**, add a row to accommodate all grades above 100%.
 - Enter a lower cutoff that is higher than the numeric grades scale, for example, 101.
 - Enter the applicable grade points, pass/fail and % credit information, and enter a description.
- 4 Complete the remainder of the grade table.
- 5 Click **OK**.

¹You can do this if your role is School Administrator.

Figure 108: Numeric grading table

*Numeric grades scale: 100

*Numeric grades input range: 0 to 110 A

Equivalent grade type: None

Level adjustment factor: None

Numeric Grading Table

Define each grade by its lower cutoff, the lowest numeric value required to earn the grade.

Level: **Reg** [ADV](#) [HON](#)

Selected: 0

<input type="checkbox"/>	*Lower Cutoff	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
<input type="checkbox"/>	101		4		P	100	101-110 Excellent
<input type="checkbox"/>	85		3.8		P	100	85-100 Exceeds Expctns
<input type="checkbox"/>	75		3.1		P	100	75-84 Good
<input type="checkbox"/>	65		2.5		P	100	65-74 Satisfactory
<input type="checkbox"/>	55		1.7		P	100	55- 65 Poor

- A Grade input allows up to 10 bonus points.
- B Lower cutoff is higher than grades scale to accommodate marks above 100.

Awards setup

Where a school gives a standard award to students, you can set up the award in the Chancery SMS system. When the award is granted, you can record it and print an award certificate for presentation. For the award certificate, Chancery SMS provides a standard layout; you can customize the text of the award to correspond to the granting criteria.

In addition to using awards, you can use customized school reports to create award templates. You can then put any field onto a custom award template. For more information about creating customized school reports, see the *Chancery SMS Report Writer Guide*.

Table 38: Permissions pertaining to student awards

To	You need this permission	Set to	Details
Set up student awards	School Setup > Awards Setup	Delete	[p. 708]

To set up an award [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **Awards**. The Awards page appears.

¹You can do this if your role is School Administrator.

- 3 From the **Actions** menu, click **Add Award...**
 - To adjust an existing award, select the award and in the **Actions** menu click **Edit Award...**
 - To delete an award, select the award and in the **Actions** menu click **Delete Award.**
- 4 On the **Add Award** page, enter or change Information, which includes:
 - **Award name:** The title that appears at the top of the award certificate. Ensure that the name is short enough to fit on the certificate.
 - **Certificate description:** Enter the purpose of the award, which appears on the award certificate. Ensure that the description fits on one line of the certificate.
 - **Award criteria:** A general description, for the benefit of administrators, of the criteria a student must meet to receive the award. **Note:** You must explicitly add recipients, using the award criteria as a guide.
- 5 Click **OK.**

School staff

In a Chancery SMS system, each person who works with students is considered *staff* and must have a *staff record*. A staff record holds information such as personal details, status, contacts details, credentials, schools, course and room preferences, time restrictions, and teaching load.

In general, a District or School Administrator sets up staff records [*Adding staff* p.221] which a School Administrator can use in scheduling classes and other activities. A District or School Administrator can view a staff record and maintain the information therein. Once a staff member is assigned to a school, users at that school can view the record and add and change some information. These capabilities may vary, subject to permissions for roles and individual users [*Table 49*].

A District Administrator can view staff records across the district. A School Administrator can view staff records assigned to your school. **Note:**For a system user at a school to view a staff record at that school, that user must have a staff record at that school (and that school is the staff members' home school) and be logged in to the Chancery SMS system with a user account for which the role permits the viewing of staff records.

Given the amount of information stored in a staff record, and the purpose for which it is used, Chancery SMS provides several different views of a staff record: a Staff Demographics record [p. 211], a staff Schools record, and a Staff Scheduling Properties record [p. 218].

Viewing staff

A staff record contains the staff member's personal details, contact information, and professional statistics. In general, this information is maintained by a District or School Administrator.

To view a staff demographics record [SA, DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Staff**. The Staff Search page appears.
- 3 Set the **Search in** option to search for staff in a specific school or across the entire district.
- 4 Click **Display All Records** [Figure]. A complete list of staff records for your district or specified school appears.
 - Chancery SMS displays the first 1000 staff records. If the system holds more than 1000 staff records, search for particular staff records using basic [p. 208] or detailed criteria [p. 209].
 - Or reuse a previously specified search by choosing it from **List**.
- 5 In the **Staff name** column, click the name of a record. The Edit Staff Demographics page appears [Staff Demographics record p.211].
 - To view the staff members Schools record [p. 213], in the control bar click **Schools**.
 - To view the staff member's Staff Scheduling record [p. 218], in the control bar click **Staff Scheduling**.

Searching for staff records using basic criteria

Rather than displaying all staff records available to you, you can search for a limited set of records based on the information stored in up to three staff record fields [Figure]. For basic criteria you can search on fields containing largely demographic information [p. 211] including home school. For example, you want to locate a female teacher you met at a staff meeting named Eliza or Liz [Figure].

To conduct a search for staff records using basic criteria:

- 1 On the **Staff Search** page, click the **Basic** tab.
- 2 Under **Search by**, for the first criterion [Figure]:
 - a Select the field on which to search.
 - b Select an operator.
 - c Enter the value to find.
- 3 Configure up to two more criteria.
- 4 Click **Search**. Chancery SMS displays matching staff records (if any) under **Staff Search Results**.
 - Chancery SMS saves the search criteria. Should you want to conduct this same search again, select it from **List**.
 - In a search for staff at a specific school, the results include staff who have a school record at the searcher's school or the specified school. Staff members who have been assigned the specified school as a Home School, but who do not have a school record at the school, do not appear.
 - You can changed the sorting of these results [p. 211] or adjust the columns displayed [p. 210].

¹You can do this if your role is School Administrator or District Administrator.

Figure 109: Setting basic search criteria

Field	Operator	Value
First name	contains	liz
Gender	equals	Female
Staff ID	starts with	

- A Criterion
- B Field
- C Operator
- D Value

Searching for staff records using detailed criteria

Rather than displaying all staff records available to you, you can find a more specific set by searching the system for records based on the information stored in a large range of staff record fields. For detailed criteria you can search on fields containing demographic information [p. 211] including home school, scheduling properties [p. 218], as well as any custom data fields unique to your system. For example, you want to identify all mathematics teachers with at least 5 years of experience in the district [Figure Figure 110].

To conduct a search for staff records using detailed criteria:

- 1 On the **Staff Search** page, click the **Detail** tab.
- 2 Add a criterion [Figure Figure 110]:
 - a For **Category**, select a set of fields. Your choice determines the fields available to search.
 - a Select the field on which to search.
 - b Select an operator.
 - c Enter the value to find.
 - d Click **Add Criteria**. The criterion appears in the list of **Search Criteria**.
- 3 Add more criteria.
 - To remove a criterion, click it to select it and click **Remove** [Figure Figure 110].
- 4 For **Match**, click **All Criteria** or **Any Criteria**.
 - Select the **Any Criteria** check box to find staff records that match any one of the criteria in the list. This generates more results.
 - Select the **All Criteria** check box to find staff records that match all of the criteria in the list. This generates fewer results.
- 5 Click **Search**. Chancery SMS displays matching staff records (if any) under **Staff Search Results**.
 - Chancery SMS saves the search criteria for the remainder of your session. Should you want to conduct this same search again, select it from **List**.
 - You can change the sorting of these results [p. 211] or adjust the columns displayed [p. 210].

Figure 110: Setting detailed search criteria

- A Criterion
- B Field
- C Operator
- D Value
- E Search criteria
- F Selected criterion

Adjusting the staff record search results display

A successful search of staff records generates a list of results. By default, Chancery SMS displays 5 columns of information, starting with Staff name [Figure Figure 111]. You can change the columns displayed and rearrange them.

Figure 111: Staff record search results: Default columns and sorting

Staff name	Staff ID	User ID	Home school	School start date
Shead, Tanna	T-6021	a1055.1		8/4/2003
Savard, Wayne	T-6037	t1055.11		8/4/2003
Saragosa, Marcelino	T-6039	t1055.13		8/4/2003
Stolle, Mario	T-6047	t1055.21		8/4/2003

- A Column: Displays information from a staff record field, in this case **Staff name**. The default columns are shown.
- B First sort column: Chancery SMS sorts the list of staff records by the values in this column in ascending order [p. 211].
- C Second sort column: After sorting by the first sort column, Chancery SMS sorts further by the values in this column [p. 211].
- D Third sort column: After sorting by the first and second sort columns, Chancery SMS sorts further by the values in this column [p. 211].

To adjust the columns displayed in staff search results [SA, DA¹]:

¹You can do this if your role is School Administrator or District Administrator.

- 1 On the Staff Search page, conduct a search [p. 208] [p. 209]. Chancery SMS displays a list under **Staff Search Results**.
- 2 In the **Edit** menu click **Choose Columns...** The Choose Columns page appears.
 - **Selected Columns** are those that are displayed under **Staff Search Results**. The vertical order corresponds to the left-to-right display order.
 - **Available Columns** are the fields from which you can choose to form a column.
- 3 Adjust the columns displayed:
 - To remove a field from display, double-click it under **Selected Columns**. Chancery SMS moves it to **Available Columns**.
 - To remove a field from display, double-click it under **Selected Columns**. Chancery SMS moves it to **Available Columns**.
- 4 Adjust the left-to-right display order of the columns:
 - To move a field up (that is, left), click it to select it and click the up arrow button.
 - To move a field down (that is, right), click it to select it and click the down arrow button.
- 5 Click **OK**.
 - To return to Chancery SMS's default column display settings, click **Restore Defaults**.

Sorting the staff record search results display

By default, Chancery SMS sorts the search results by the values in the columns **Staff ID** (ascending order), **User ID** (ascending), and **Home school** (ascending). You can change the sorting by one or more columns, in ascending or descending order. For example, you might want to sort the list of staff in ascending order by name, then by gender. For details, refer to *Sorting records* [p. 21]

Staff Demographics record

Your main and initial view of a staff record is of its demographic information. Chancery SMS displays this information in a Staff Demographics record, which includes the following information organized under several tabs:

- *Staff Demographics: Overview* [p. 211]
- *Staff Demographics: Address/Phone* [p. 212]
- *Staff Demographics: Professional Info* [p. 212]
- *Staff Demographics: Additional Info* [p. 213]

Note: Some of the fields contain information that is set when staff record is created and cannot be changed thereafter. These fields are marked with a "!".

Staff Demographics: Overview

The information fields on the Add/Edit Staff Demographics page include the following:

- **Staff ID:** The staff member's ID number. Typically, the format of this number conforms to a district standard.
- **User:** A staff record must be associated with a user account on the Chancery SMS system [p. 227]. **Caution:** Once the user account is chosen and the staff record is saved, the user account cannot be changed.
- **Title, Last name, First name, Middle name, Generation, Preferred name:** Chancery SMS automatically enters this information based on information in the user record, that is, the user account assigned to this staff record. When you create a staff record [p. 221], Chancery SMS enters this information when you click **Apply**.
- **Social security #:** The person's Social Security Number (SSN).
- **Birthdate:** The format is MM/DD/YYYY, for example, 06/29/1965.
- **Home school :** The school to which the staff member is primarily posted. The *home school* determines which users can view this staff record. The home school is also significant in other areas of the system such as staff record displays and staff searches [p. 210].

Staff Demographics: Address/Phone

- **Work phone, Home phone, Email address:** Chancery SMS automatically enters this information based on information in the user record, that is, the user account assigned to this staff record. When you create a staff record, Chancery SMS enters this information when you click **Apply**.
- **Emergency contact name:** The staff member's emergency contact person.
- **Emergency contact number:** The phone number for the staff member's emergency contact person.
- **Cellular phone:** The staff member's cellular phone number.
- **Physical address:** The staff member's physical address.
- **Mailing address:** The staff member's mailing address.

Staff Demographics: Professional Info

- **License #:** The number of the staff member's teaching license.
- **Licensure check:** Indicates if it is necessary to confirm the teacher's license number, area of certification or specialty, state, and year/date of expiration. A District Administrator can customize the choices using a Staff Setup List [p. 253].
- **Other staff number 1:** An additional staff identification number, if needed.
- **Other staff number 2:** An additional staff identification number, if needed.
- **% of full time status:** The staff member's status as a full-time or part-time employee.
- **Hire date:** The staff member's hire date in MM/DD/YYYY format.
- **Exit date:** The staff member's exit date in MM/DD/YYYY format.

- **Position:** The staff member's current position, such as administrator, teacher, teacher's aide. A District Administrator can customize the choices using a Staff Setup List [p. 253].
- **Instr. services to English learners:** The services this staff member can offer English language learners, such as specialized, normal, and so on. A District Administrator can customize the choices using a Staff Setup List [p. 253].
- **Education level:** The staff member's highest level of education. A District Administrator can customize the choices using a Staff Setup List [p. 253].
- **Year degree earned:** The year the staff member's most recent degree was granted in YYYY format.
- **Yrs prev. experience in district:** The number of years of experience the staff member has in this district prior to the most recent hire date; for example, if a teacher worked for the district in the 2001-2002 and 2005-2006 school years, then left and came back in 2007 and is still working for the district, the value for this field would be two.
- **Yrs experience outside district:** The number of years of experience the staff member has outside of this district.
- **Credentials:** The staff member's record of academic achievements. Records the credential area, type, date earned, and date expired. Click **Add Row** to add an achievement. A District Administrator can customize the choices for Type and Area using a Staff Setup List [p. 253].

Staff Demographics: Additional Info

- **Federal ethnic category:** The staff member's Federal Ethnic Category. The categories are provided.
- **Federal race categories:** The staff member's race categories. Choose one or more categories by moving it from the **Available Items** list to the **Selected Categories** list.
- **Previous social security #, Previous license number, Previous last name, Previous first name, Previous middle name:** The staff member's previous number or name, if he or she had one.

Staff Schools record

When a District Administrator assigns a staff member to a school, a *school record* is created for the staff member at that school. A user must have a staff record containing a school record in order to sign in to a Chancery SMS system and view information for a school.

Since one staff member can provide services to more than one school in the district, a District Administrator can give a staff member a *school assignment* [p. 216] at one or more schools; a School Administrator can give a staff member at his or her school assignment at a school in the district. A school assignment contains information about the type of work a staff member performs at a particular school, such as teaching English and Math or counseling. Chancery SMS stores all school assignments at a particular

school with a *school record* [Figure Figure 112]. A staff member may also provide services to the district, that is, services not associated with just one school; to record this information you can give a staff member one or more *district staff assignments* [p. 217].

Figure 112: **Schools list**

The screenshot shows a table titled 'Selected: 0' with a 'Total: 2' indicator. The table has three columns: 'Assignment Name', 'Start Date (mm/dd/yyyy)', and 'End Date (mm/dd/yyyy)'. There are three rows of data. Callout A points to the 'District Staff Assignment' header row. Callout B points to the 'Crystal High School' entry in the 'Assignment Name' column. Callout C points to the 'CB Assignment 2' entry in the 'Assignment Name' column. Each row has an 'Add Assignment' button on the right.

Assignment Name	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
District Staff Assignment		
CB Assignment 1	07/01/2009	08/31/2009
Crystal High School 08/04/2009		
CB Assignment 2	09/01/2009	06/30/2010

- A District staff assignment [p. 217]
- B School record
- C School assignment

School records

You can view school records on the Schools list page [Figure Figure 112].

To view or change a school record [SA, DA¹]:

- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.
- 2 In the control bar, click **Schools**. The Schools List page appears [Figure Figure 112].
 - One or more school assignments are listed under each school.
 - This page displays only active schools, that is, school records for which the end date is a current or future date; other school records are considered inactive. To view inactive school records, in the **Edit** menu click **Show Inactive Schools**.
- 3 Click the name of a school. The Edit School page appears.
- 4 Enter or change Information, which includes:
 - **School:** The school at which the assignment is located. Once the school record is saved, this school cannot be changed (the "!" symbol indicates this).
 - **Start date:** The start date for the assignment in MM/DD/YYYY format.
 - **End date:** The end date of the assignment in MM/DD/YYYY format. An end date is optional.
 - **Staff status:** The staff member's work time status at the school, such as full-time or part-time. A District Administrator can customize the choices using a Staff Setup List [p. 253].
 - **Disciplinary action administrator:** Indicate that a staff member is a disciplinary action administrator at the school. This means that the staff member appears in the **Responsible person** list on the Behavior Incident > Add/Edit Action page.

¹You can do this if your role is School Administrator or District Administrator.

- **Staff departments:** Selected Departments lists the departments to which this staff member can be assigned. To add a department to the list, double-click the department in the Available Departments list. To remove a department from the Selected Departments list, double-click it.
- 5 Click **OK**. Chancery SMS saves the school record and displays it on the Schools list page.

We recommend that you maintain only one school record for all of a staff member's assignments at that school, even if the staff member was assigned to that school in several different years. **Note:** If a staff member has more than one school record for the same school, on the Schools List page each staff assignment for that school will appear under each instance of the school record. If your district requires school records to start and end each year, on the Schools List page, you can hide school records that have an end date in the past. **Note:** If your district uses Active Directory to create consolidated user accounts, a school record is automatically created based on the user role and scope. For more information, see the *Chancery SMS Directory Integrator Guide*.

To add a school record:

- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.
- 2 In the control bar, click **Schools**. The Schools List page appears.
- 3 From the **Actions** menu, click **Add School**. The Add School page appears.
- 4 Set options.
- 5 Click **OK**. Chancery SMS saves the school record and displays it on the Schools list page.

A District Administrator can delete a staff member's school record. When this is done, the staff member is no longer available to users at that school. However, the staff member's staff record is still available to district users. Chancery SMS also retains but does not display the staff member's school assignments at the school. If you set up a new school record for the school, Chancery SMS displays all the staff member's school assignments at that school. Chancery SMS does not retain the staff member's scheduling preferences, staff department, and program management staff assignments at the school. Also, Chancery SMS removes the staff member from any student behavior incidents at the school with which they were associated.

>To delete a school record: [DA¹]

- **Note:** Before you can delete a staff member's school record, you must re-assign that staff member's classes, homerooms, and resource assignments at that school.
- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.

¹You can do this if your role is District Administrator.

- 2 In the control bar, click **Schools**. The Schools List page appears.
- 3 From the **Actions** menu, click **Delete School**. Chancery SMS deletes the school record.
 - After you delete a school record and before running extracts, run data mapping [p. 156] to update the database for extracts.

School assignments

You can view school assignments on the Schools list page [Figure Figure 112]. Each school record may have one or more school assignments.

To view or change a school assignment [SA, DA¹]:

- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.
- 2 In the control bar, click **Schools**. The Schools List page appears.
- 3 Click an assignment [Figure Figure 112]. The Edit Assignment page appears.
- 4 Enter or change Information, which includes:
 - **School:** Matches the school record. This is set at the time the assignment was created and cannot be changed.
 - **Start date:** The date on which the assignment is to start.
 - **End date:** The date on which the assignment is to end.
 - **Job classification:** The primary type of work involved in this assignment. A District Administrator can customize the choices using a Staff Setup List [p. 253].
 - **Staff assignment:** One position. A District Administrator can customize the choices using a Staff Setup List [p. 253]. To assign a staff member to more than one position, add a separate school assignment for each position.
 - **FTE:** The percentage of full-time equivalency.
 - **Language of instruction:** The primary language the staff member will use to communicate with the students.
 - **Teacher funds:** Indicates the staff member's eligibility for teacher funds. A District Administrator can customize the choices using a Staff Setup List [p. 253].
 - **Instr. type to Eng. learners:** The type of instruction this staff member offers English language learners. A District Administrator can customize the choices using a Staff Setup List [p. 253].
- 5 Click **OK**. Chancery SMS saves the assignment and displays it on the Schools List page.

A staff member may be assigned to a school at several different periods during their employment in the district. Each such period should be entered as a separate school assignment under the relevant school record. Also, where you need to assign a staff member to more than one position, add an assignment for each position.

¹You can do this if your role is School Administrator or District Administrator.

To add a school assignment: [SA, DA¹]

- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.
- 2 In the control bar, click **Schools**. The Schools List page appears.
- 3 Click **Add Assignment** [Figure Figure 112]. The Add Assignment page appears.
- 4 Set options.
- 5 Click **OK**. Chancery SMS saves the assignment and displays it on the Schools List page.

To delete a school assignment: [DA²]

- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.
- 2 In the control bar, click **Schools**. The Schools List page appears.
- 3 Select the school assignment.
- 4 In the **Actions** menu click **Delete School Assignment**. Chancery SMS deletes the assignment and adjusts the Schools List page accordingly.

District staff assignments

You can view district staff assignments on the Schools list page [Figure Figure 112].

To view or change a district staff assignment: [SA, DA³]

- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.
- 2 In the control bar, click **Schools**. The Schools List page appears.
- 3 Under **District Staff Assignment**, click an assignment [Figure Figure 112]. The Edit Assignment page appears.
- 4 Enter or change Information, which includes:
 - **Start date:** The date on which the assignment is to start.
 - **End date:** The date on which the assignment is to end.
 - **Job classification:** The primary type of work involved in this assignment. A District Administrator can customize the choices using a Staff Setup List [p. 253].
 - **Staff assignment:** One position. A District Administrator can customize the choices using a Staff Setup List [p. 253]. To assign a staff member to more than one position, add a separate school assignment for each position.
 - **FTE:** The percentage of full-time equivalency.
 - **Language of instruction**

¹You can do this if your role is School Administrator or District Administrator.

²You can do this if your role is District Administrator.

³You can do this if your role is School Administrator or District Administrator.

- **Teacher funds:** Indicates the staff member's eligibility for teacher funds. A District Administrator can customize the choices using a Staff Setup List [p. 253].
 - **Instr. type to Eng. learners:** The type of instruction this staff member provides to English language learners. A District Administrator can customize the choices using a Staff Setup List [p. 253].
- 5 Click **OK**. Chancery SMS saves any changes to the assignment and displays it on the Schools List page.

A staff member may be assigned to duties at the district level at several different periods during their employment in the district. Each such period should be entered as a separate district staff assignment.

To add a district staff assignment [SA, DA¹]:

- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.
- 2 In the control bar, click **Schools**. The Schools List page appears.
- 3 From the **Actions** menu, click **Add District Staff Assignment**. The Add School page appears.
 - Or under **District Staff Assignment**, click **Add Assignment**.
- 4 Set options.
- 5 Click **OK**. Chancery SMS saves the assignment and displays it on the Schools List page.

To delete a district staff assignment: [DA²]

- 1 View a staff record [p. 207].
- 2 In the control bar, click **Schools**. The Schools List page appears.
- 3 Select the district staff assignment.
- 4 In the **Actions** menu click **Delete District Assignment**. Chancery SMS deletes the assignment and adjusts the Schools List page accordingly.

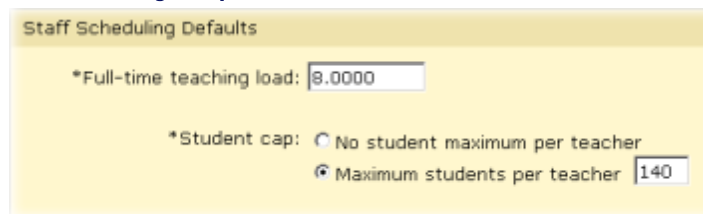
Staff Scheduling Properties record

This view of a staff record is for use by schools that employ secondary scheduling. *The record contains preferences about the staff member's full-time teaching loads and maximum numbers of students [Figure Figure 113]. Since these preferences apply district-wide, a District Administrator sets this information. Thereafter, a School Administrator can adjust the values as required to facilitate automatic scheduling.*

¹You can do this if your role is School Administrator or District Administrator.

²You can do this if your role is District Administrator.

Figure 113: Staff Scheduling Properties



Staff Scheduling Defaults

*Full-time teaching load:

*Student cap: No student maximum per teacher
 Maximum students per teacher

The record also contains preferences regarding courses, rooms, and time restrictions. Since these preferences apply to a school, a School Administrator sets this information. **Note:** Scheduling preferences apply only to teachers, not to administrators, secretaries, and teachers on leave-of-absence. **Note:** The Chancery SMS Master Schedule Builder schedules a teacher based on her course preferences. A teacher with no course preferences is not scheduled automatically (but a School Administrator can do so manually).

To set scheduling defaults [SA¹]:

- 1 Locate and view a staff record [p. 207]. The Edit Staff Demographics page appears.
- 2 In the control bar, click **Staff Scheduling**. The Staff Scheduling Properties page appears.
- 3 Enter or change Information, which includes:
 - **Scheduling Load:** A load expressed in terms of hours per day. Select **District default (5.0000)** or **Override**, for which you can type a number of hours. **Note:** Chancery SMS does not accept zero. **Note:** A course scheduling load is a value that reflects the number of hours of instruction for that course. For example, the District Administrator could set a course's scheduling load at 1.0 where that course that meet six hours a week over one term, and to 0.5 for a course that meets three hours a week for one term. Thus, a teacher with a scheduling load of 4.0 could teach two 1.0 courses and four 0.5 courses.
- 4 Set **Course Preferences**:
 - a Find one or more courses using **Basic** or **Detailed** search.
 - Or, for Course number, enter the number of one or more courses. Separate each number with a comma.
 - b Under **Search results**, select one or more courses.
 - c Click **Add** to add the selected courses to the **Preferred Courses** list.
 - d For each course, under **Preference**, select a preference level.
 - The default level is 5 on a scale of 1 to 9 (where 1 is the most preference). Since the Master Schedule Builder does not automatically schedule a course with a preference of 9, the administrator can set this level for a course that she intends to schedule manually.

¹You can do this if your role is School Administrator.

- 5 Set Room Preferences:
 - a Move one or more rooms from the **Available Rooms** list to the **Selected Rooms** list.
 - b In the **Selected Rooms** list, use the up and down arrows to adjust the order of the rooms in the list. A room higher in the list takes priority over a room lower in the list.
- 6 Set Time Restrictions:
 - **Teacher is available at all times:** Indicate that the teacher is available for scheduling during all regular school hours
 - **Teacher is not available at the following times:** Indicate that the teacher is not available for scheduling on specific days of the week or at specific times of day. **Caution:** At a school that employs relative days [p. 171], do not set teacher time restrictions.
 - For **Full day Restrictions**, select one or more days of the week.
 - To set **Time-of-day restrictions:** In the Actions menu, click **Add Time Restriction** and set the **Day**, **Start Time**, and **End Time**.
- 7 Click **Save**.

Or [DA¹]

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **District Calendar**. The District Calendar page appears with a list of calendars.
 - The calendar are classified by **Type**: "Historical" (typically, several instances), "Active" (one only), or "Planning" (one only).
- 3 In the **Work with** column, select the "Planning" calendar's check box and click **OK**. The Planning Calendar's District Setup page appears [Figure Figure 97].
- 4 Under **District**, click **Next Year Preparation**. The Next Year Preparation page appears.
- 5 Under **Step 1**, click **Staff Scheduling Defaults**.
- 6 Set options.
- 7 Click **OK**.

Staff placeholder

To take into account a staff member that the school expects to bring in for the next school year, the School Administrator can create a *placeholder* in the Planning Calendar. Using one or more placeholders, the School Administrator can schedule courses before hiring is not complete.

To create a staff placeholder [SA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Staff Setup**. The Scheduling Staff List appears.
- 3 From the **Actions** menu, select **Create Placeholder....** The Staff Scheduling Properties page appears.
- 4 Enter a **Name**.

¹You can do this if your role is District Administrator.

²You can do this if your role is School Administrator.

- Enter a one-word name. Chancery SMS uses this as a last name for search purposes.
- 5 For **Department**, move one or more departments to the **Selected departments** list.
 - 6 Set **Teaching Load**, **Course Preferences**, **Room Preferences**, and **Time Restrictions** as for any other staff member [p. 218].
 - 7 Click **OK**.

When necessary, such as when a staff member is hired, the School Administrator can convert a placeholder, that is transfer all of that placeholder's scheduling properties to a staff record. When the conversion is complete, Chancery SMS deletes the placeholder record.

To convert a staff placeholder [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Staff Setup**. The Scheduling Staff List appears.
- 3 Click **All Placeholders** and locate the placeholder under Staff Search Results.
 - Or click **All Staff** and locate the placeholder under Staff Search Results.
- 4 Select the placeholder.
- 5 From the **Actions** menu, select **Convert Placeholder....** The Convert <placeholder name> to Staff Member page appears.
- 6 Search for a staff member.
 - Or, click **All Staff**.
- 7 Under Staff Search Results, select the staff member.
- 8 Click **OK**.

Adding staff

For a District or School Administrator to set up a staff record for a person, that person must have a user account [p. 227] on the Chancery SMS system.

To create a staff record [SA, DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Staff**. The Staff Search page appears.
- 3 From the **Actions** menu, click **Add Staff**. The Add Staff Demographics page appears.
- 4 Enter demographic information see *Staff Demographics record* [p. 211].
 - **Note:** If you are a School Administrator, assign the staff member to your school before you close the staff record.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator or District Administrator.

- **Note:** Some of the fields contain information that is set when staff record is created and cannot be changed thereafter. These fields are marked with a "!".
- 5 Click **Apply**. Chancery SMS creates the staff record.
 - Chancery SMS places information in some fields (such as **Last name**) based on your choices in others (such as **User**).
 - If you have assigned the staff member to a school, a link to the staff member's **Schools** record [p. 213] appears in the control bar.
 - 6 Click **OK**.

Removing staff

When you delete a staff record, Chancery SMS deletes all aspects of the record from the system, including scheduling preferences, staff department, and staff assignments. The staff record is also removed from any associated student behavior incidents, although the incident record is not deleted. Thus, before deleting a staff record, we recommend that you re-assign the staff member's homeroom, class, and resource teacher assignments.

To delete a staff record:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Click **Staff**.
- 3 Search for and select the staff record.
- 4 From the **Actions** menu, click **Delete Staff**.
- 5 Click **OK**.

Online course request setup

Using Pearson's parent/student portal, *ParentCONNECTxp*[™], a student can request particular courses for her schedule, and a parent can approve that *online course requests* [p. 104], if such approval is required. These requests are transferred to Chancery SMS, in which a counselor can review a student's course requests and, on a system where approval is required, approve or reject each request [p. 103].

Note: For online course requesting, ParentCONNECTxp 4.0 [p. 155] or later and Chancery SMS 7.7 or later are required.

The District Administrator and the School Administrator are both involved in setting up online course requests for a school.

District Administrator tasks:

- Give a school's School Administrator permission to enable and configure online course requests for her school [].
- Allow prerequisites to be scheduled in the same year: In the Course Catalog, on the Course Scheduling page, ensure that **Allow prerequisites in the same year** is selected. This is particularly useful in a school on a semester system; for example, where a student can take Math 10 in the second semester and its prerequisite, Math 9, in the first.

School Administrator tasks:


- Ensure that academic plans [p. 95] are in use in the school
Note: If academic plans are not in use, ensure that for the teacher and counselor roles, the *Student Academic Plan permission* [p. 621] is set to Edit or Delete.
 We highly recommend the use of academic plans to support online course requests. Chancery SMSuses the academic plan assigned to a student to filter the list of courses available to request and to provide the *Student Academic Plan Progress Report* [p.547] to ParentCONNECTxp.
 - For the school, enable online course requests [p. 223].
 - For the school, configure each grade level for online course requests [p. 224]
 - [Optional] Require counselor approval to publish online course requests [p. 222].
 - Provide the school's parents and students with access to the school's ParentCONNECTxp web site. Refer to the *ParentCONNECTxp Administrator's Guide* .
- Notes:** If necessary, the administrator can configure ParentCONNECTxp in such a way as to restrict students and parents to working only with course requests. Since on a ParentCONNECTxp web site, the online course request section is at the URL "https://[SchoolName]ParentCONNECTxp/OCR", the administrator can create direct links to it from other school sites.

Table 39: Permissions pertaining to online course request setup

To	You need this permission	Set to	Details
To enable and configure online course requests for a school.	School Setup > Online Course Request Setup	Delete	[p. 723]

Enabling online course requests

The School Administrator has the option to enable students to submit course requests via ParentCONNECTxp. Once the administrator enables students to submit requests, she has the option of requiring counselor and/or parent approval for those requests. **Caution:** The administrator cannot change these options if an online course request submission period is active (that is, the current date is a date falling between the Availability date and the Submission end date for any grade level [Figure]).

To enable online course requests:[SA]¹

- 1 In the Planning Calendar [p. 164], in the control bar, click **School Setup**. The School Setup page appears.
- 2 Click **Online Course Request Setup**. The Online Course Setup page appears [Figure].

¹You can do this if your role is School Administrator.

- 3 Select **Allow students to use the Online Course Request System**.
- 4 Set options according to the school's policy:
 - **Counselor approval required:** A counselor must approve [p. 104] a student's course requests before Chancery SMS publishes them to that student's planning schedule [p. 359].
 - **Guardian/parent approval required:** A parent or guardian must approve a student's course request before ParentCONNECTxp transfers it to Chancery SMS.
- 5 Click **Apply** or **OK**.

Configuring a grade level for online course requests

Once the school administrator has enabled online course requests for a school [p. 223], he can decide which grade levels to include and configure each separately. **Note:** Chancery SMS excludes all grade levels when a District Administrator creates a District Planning Calendar.

To configure a grade level for online course requests: [SA]¹

- 1 In the Planning Calendar [p. 164], in the control bar, click **School Setup**. The School Setup page appears.
- 2 Click **Online Course Request Setup**. The Online Course Setup page appears [Figure].
- 3 Under Grade Level Settings, for the grade level, set options, which include:
 - **Grade level:** The projected grade level [p. 432] for students currently enrolled (in the Active Calendar), that is, the grade level into which the student is expected to advance in the next year.
 - **Include:** Determines if courses in this grade level are subject to student requests.
 - **Availability date** and **Submission end date** define the period, or *submission window*, during which a student in the grade level can enter his course requests.
 - The dates must fall within the active calendar.
 - Teachers and counselors must make all their course recommendations [p. 105] before this date.
 - **Allow override of teacher recommendations:** Determines if a student can override a teacher or counselor's recommendation [p. 105] for a required or elective course.
 - **Allow override of counselor recommendations:** Determines if a student can override a counselor's recommendation [p. 105] for a required or elective course.
 - **Scheduling Load:** The minimum and maximum scheduling load for a student expressed in terms of hours per day (between 0.01 and 99.99).
 - **Allow alternate for required course:** Determines if a student can select an alternate to a required course.
 - **Maximum alternates for electives:** Defines the number of alternates to elective courses that a student can request (between 0 and 99).

¹You can do this if your role is School Administrator.

- **Maximum study halls:** This field defines the number of *study halls* (typically a period of self-directed study) that a student can select for the year. Valid values are 0-99. A study hall selected as an alternate course does not count against this maximum.
- **Allow active & completed courses:** Determines if a student can request a course for which she has received prior credit or in which she is currently enrolled. This is particularly useful in a school on a semester system.
- **Grade level instructions:** Enables the administrator to write instructions for students projected to enter this grade level; for example, "In Grade 9, the student must take one Math course, one Social Studies, and English". ParentCONNECTxp displays these instructions on the Online Course Request web site and in the Course Plan area. Click the icon to enter instructions up to 4000 characters in length. Where instructions are recorded, the icon appears darker than otherwise. **Note:** ParentCONNECTxp displays the instructions as plain text; HTML formatting tags have no effect.
- **Online course catalog link:** Enables the administrator to enter a link to the school's online course catalog. This link is displayed on the Online Course Request web site. Click the icon to enter a URL; use **Test** to open the URL in a web browser.

4 Click **Apply** or **OK**.

Figure 114: Online Course Request Setup page

Allow students to use the Online Course Request System

Counselor approval required

Guardian/Parent approval required

Grade Level Settings Total: 4

Grade level	Include	*Availability date (mm/dd/yyyy)	*Submission end date (mm/dd/yyyy)	Allow override of teacher recommendations		Allow override of counselor recommendations		Scheduling load		Allow alternate for required course	Maximum alternates for electives	Maximum study halls	Allow active & completed courses	Grade level instructions	Online course catalog link
				Required	Elective	Required	Elective	*Min	*Max						
9	<input checked="" type="checkbox"/>	11/01/2011	02/01/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	11	<input type="checkbox"/>	0	0	<input checked="" type="checkbox"/>		
10	<input checked="" type="checkbox"/>	12/01/2011	03/01/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	20	<input checked="" type="checkbox"/>	2	0	<input checked="" type="checkbox"/>		
11	<input checked="" type="checkbox"/>	01/01/2012	02/01/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	20	<input checked="" type="checkbox"/>	2	1	<input checked="" type="checkbox"/>		
12	<input checked="" type="checkbox"/>	01/15/2012	03/01/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	20	<input checked="" type="checkbox"/>	3	2	<input checked="" type="checkbox"/>		

A **Availability date:** If this date is current or past, Chancery SMS locks the fields in that particular grade level row. This date is the start of the student *submission window*. **Note:** Chancery SMS displays in green any change the administrator makes to this grid until he saves the page.

Requiring counselor approval to publish online course requests

When the School Administrator has set the **Counselor approval required** option for a school [p. 223] and a student submits a course request, Chancery SMS flags the request as waiting for counselor and publishes it to the student's planning schedule. The administrator has the option of having Chancery SMS wait to publish the course requests until a counselor approves the request [p. 104]. The administrator can do this for each grade level.

Caution: When the administrator sets this option for a grade level, Chancery

SMS locks that grade level's row on the Online Course Request Setup page [Figure].

To force approval of course requests for a grade level: [SA]¹

- 1 In ParentCONNECTxp's Administration Application (*Admin App*), ensure that the pending course requests have been pushed to the school's Chancery SMS system (refer to *the School Maintenance* screen).
- 2 In the Planning Calendar [p. 164], in the control bar, click **School Setup**. The School Setup page appears.
- 3 Click **Force Request Approval**. The Force Course Request Approval page appears [Figure].
- 4 Under **Grade Level**, select the grade level for which to force approvals.
- 5 In the **Actions** menu, select **Force Course Request Approval**.

Figure 115: Force Course Request Approval page

Selected: 0 Total: 4

<input type="checkbox"/>	Grade level	Grade level closed	OCR submission end date	Grade level status	Status	Students to approve
<input type="checkbox"/>	9	Yes	03/14/2011	Closed	Completed	0
<input type="checkbox"/>	10	Yes	03/14/2011	Open	Not run	95
<input type="checkbox"/>	11	No	03/21/2011	Open	Not run	105
<input type="checkbox"/>	12	No	03/28/2011	Open	Not run	100

¹You can do this if your role is School Administrator.

User setup

Setting up and managing system users involves managing user accounts, adjusting roles and permissions, and controlling access to specialized features such as reports. Some of these tasks fall to the school and others to the District Administrator.

User accounts

For a person to have access to a school's Chancery SMS system, that person must have a user account on the system. A user account consists of a user ID, matching password, and one or more associated roles [p. 231]. For a user account to operate, it must also have an associated staff record [p. 207].

Typically, each person has one user account. Since one user account can have more than one role, the user can switch between the roles within the account depending on the task at hand [p. 12]. At a school, we recommend that every staff member have a user account.

Note: If your school employs Active Directory, refer to the *Chancery SMS Directory Integrator Guide* for more information about working with roles, accounts, and staff records.

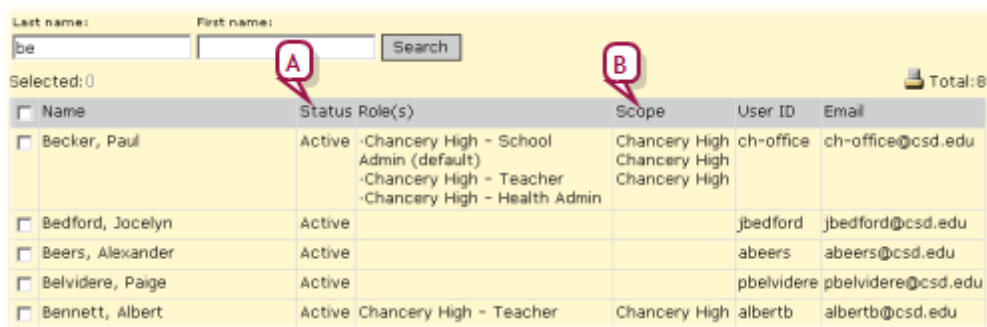
By default, a School Administrator can view the configuration of user accounts; a District Administrator can set up and adjust a user account [p. 227].

To view a user account [SA, DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Users and Security**, click **Accounts**. The Accounts page appears [Figure Figure 116].
- 3 Search for user accounts using **Last name** and/or **First name** and the **Search** button. Chancery SMS displays matching user accounts on the page.
 - This page displays all user accounts the scope of which include the school.

¹You can do this if your role is School Administrator or District Administrator.

Figure 116: Accounts page



A Role(s): [p. 231]

B Scope: [p. 232]

Table 40: Permissions pertaining to user account viewing

To	You need this permission	Set to	Details
View user account information such as User ID	Users > User Accounts	View	[p. 807]

Setting up user accounts

Typically, a District Administrator can change, delete, and add user accounts. The District Administrator also has the option of rendering a user account temporarily inactive, which prevents the user from using the system but maintains the account.

Note: If your system employs a directory service, you can use it to add or delete users. Your district may also have configured the directory service so that it controls the following settings: First Name, Middle Name, Last Name, Email Address, Home Phone Number, and Work Phone Number.

Within an account, you can adjust the account name, contact information, password, and the roles assigned. You also have the option of rendering a role in a user account temporarily inactive. **Note:** An inactive role does not receive alerts to which that role is subscribed [p. 32].

To edit a user account [DA ¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Users**, click **Accounts**. The Accounts page appears [Figure Figure 117].
 - To create a new user account, in the **Actions** menu click **Add User**.
- 3 For scope, choose a list of user accounts to display. Choices include all users on the system and all users at specific schools.
 - Or search for user accounts based on last or first name.
- 4 In the **Name** column, click a user account name. The Edit User page appears [Figure Figure 118].

¹You can do this if your role is District Administrator.

- To delete a user account, select the user and in the **Actions** menu click **Delete User**. **Note:** You can only delete a user account for which there are no roles assigned.
- 5 Under **General**, enter or change information, which includes:
 - **User ID:** The ID the user enters to log in to this account.
 - **Password:** The case-sensitive password the user enters to log in to this account. The user can change this password [see p.10]. The password must contain at least one special character.
 - **Activate/Deactivate:** If the account is inactive, activates it. If the account is active, this deactivates it. When an account is inactive, the user does not receive alerts [p. 32].
 - 6 Under **Roles**, view the roles [p. 231] assigned to this account.
 - In the **Active** column, select the check boxes of the roles to which the user account should have access. Clear the check box(es) to remove access temporarily. An administrator can deactivate a role across the system [p. 233]. You can add or remove roles from a user account.
 - 7 Click **OK**.

Figure 117: **Accounts page**

Last name: First name:

Scope:

Selected: 0 1 - 30 of 165

<input type="checkbox"/>	Name	Status	Role(s)	Scope	User ID	Email
<input type="checkbox"/>	Aden, Laurie	Active	Teachers - 1046	Crystal High School	t1046.2	laden@loadtest.net
<input type="checkbox"/>	Administrator, Admin	Active	Crystal High School Admins - 1046	Crystal High School	ADMIN	VM-QA-SA-26@pearson.com
<input type="checkbox"/>	Allis, Liza	Active	Teachers - 1046	Crystal High School	t1046.112	lallis@loadtest.net
<input type="checkbox"/>	Ament, Tiffani	Active	Teachers - 1046	Crystal High School	t1046.46	tament@loadtest.net
<input type="checkbox"/>	Antoine, Albertina	Active	Teachers - 1046	Crystal High School	t1046.47	aantoine@loadtest.net

Figure 118: Edit User page

General

Before this user can log on, you must also create a staff record for this user.

Account is active

Title: N/A

*Last name: Lane

*First name: Fred

Middle name:

Preferred:

Generation:

*User ID: FLane

Password:

Confirm password:

Work phone:

Home phone:

Mobile phone: Enter numbers only

Mobile Service Provider: N/A

Email:

Deactivate Generate Password

Roles

Role	Scope	Active
admin2 (default)	District	<input checked="" type="checkbox"/>

- A **Account is active:** Indicates that the account is active. To change this, click **Deactivate**.
- B **Active:** Indicates that the role is active for this user account.

Table 41: Permissions pertaining to user account editing

To	You need this permission	Set to	Details
Change user settings such as User ID and password	Users > User Accounts	Edit	[p. 807]
Add, change, and delete users	Users > User Accounts	Delete	[p. 807]

Administrative user account

By default, a Chancery SMS system starts with one user account: *Admin*. The Admin account has complete access to all aspects of the system, that is, district-wide scope [p. 232] and all permissions [p. 236]. Typically only a District Administrator has access to an administrative user account.

In a system in which automatic email notification is active, the email address in the Administrator account automatically receives email about important events such as replication failures. The Administrator email address is also used as the originating address for all email notices that are automatically sent to school staff. To have messages sent to more than one address, set up an email distribution group, and enter the group's email address in the Administrator account's Email field.

A system user cannot delete the Admin account or change its permissions. However, the District Administrator can change the Admin account's password or reset it. The initial password for the Admin account is "admin".

Caution: Given the power of the Admin account, we recommend keeping strict control over access to it.

To reset the Admin user account's Password to "changeme" [DA¹]:

- **Caution:** Use caution when working directly with the database using SQL.

In a SQL management tool on the Chancery SMS Database Server, run the following SQL statement:

```
UPDATE CSL_SMS_USER SET  
PASSWORD='A0E1A878339656B1D205F059A7DCB3E3'  
where LOGIN_ID='Admin'
```

- SQL management tools include Query Analyzer and SQL Server Management Studio.

Roles

A user's *role* consists of the scope of information available to that user account [p. 227] and permissions [p. 236] that give the user access to information and to actions, such as changing information or configuring how it is stored [see also *Understanding your role* p.12]. A role is derived from one of a few standard types or *base roles* [p. 237].

Figure 119: Roles page

Permission Name	Access
Setup Lists	
District	
Grading	
Edit Grades from Other Teachers	No
Enter Grades for All Classes	Yes

- A Active Role** [p. 241]
- B Base Role** [p. 237]
- C Scope** [p. 232]
- D Permissions** [p. 236]
- E** Bold blue text indicates a permission inherited from the base role has been changed by the District Administrator for this role. In this example, the District Administrator has used the "School Admin" base role but removed its ability to edit grades for teachers.

¹You can do this if your role is District Administrator.

Role scope

A role's scope determines the information to which the user has access. Scope is either district-wide or for a specific school in the district as follows:

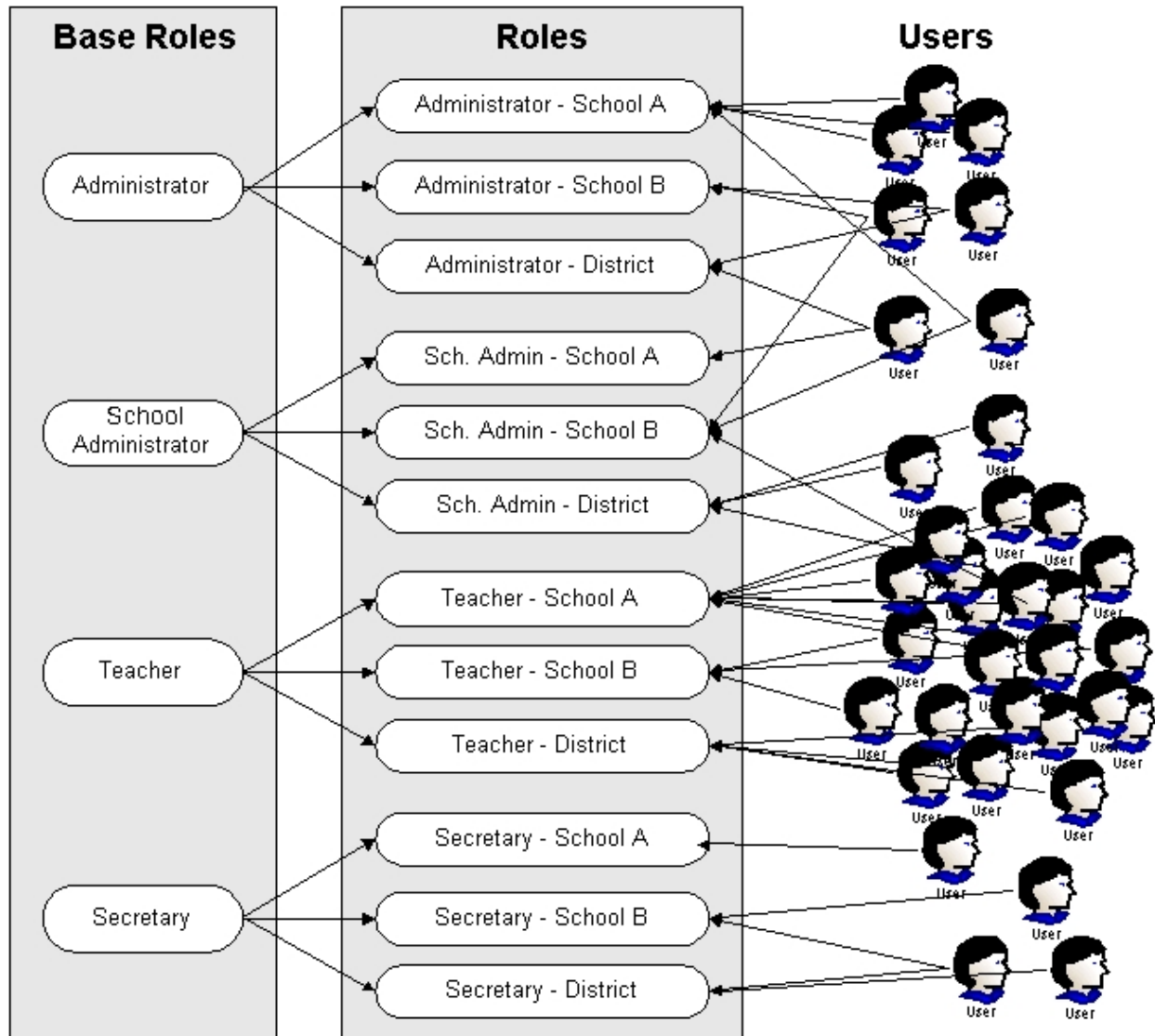
- *District*: Enables the user to view information on all students in the district. Gives the user access to district-related pages, such as School Transfers and Replication, and additional options on the District Setup page.
- *School*: Enables the user to view information on students in one specified district school. Gives the user access to school-related pages, including Attendance, school Reports, Awards, Student Behavior, School Setup, Scheduling, and Grading. When setting a role's scope to School, the District Administrator must select the specific school to which that role has access.

Roles example

In a typical district, user accounts might be based on the following [Figure 120]:

- Six base roles [p. 237]
- Several roles at each school (adding up to dozens of roles in the district)
- One user account for each staff member (adding up to hundreds of accounts for each district).
- Several roles per user account; for example, a Teacher who is also a School Administrator, a Teacher who teaches at two schools, a School Administrator who needs to work with district data, a District Administrator who needs to work with the school data in every school, a School Secretary who works at more than one school.

Figure 120: Roles example



Managing roles

A District Administrator creates and manages all the roles needed for the district or school. A role consists of a scope (specific school or district-wide [p. 232]) and a set of permissions [p. 236], which enable a district administrator to control a user's access to information and system features.

Typically, a school has from three to ten roles. Other roles are needed for use across the district. Typical roles include: District Administrator, District Health Professional, School Health Professional, School Administrator, School Secretary, and Teacher. Using permissions, it is possible for a District Administrator to create roles for more specific purposes, such as Homeroom Teacher and Non-Homeroom Teacher.

Each role is linked to a base role [p. 237]. When a District Administrator creates a new role, that administrator chooses a base role for it. The role takes on that base role's permissions, which the District Administrator can then adjust to create a unique role. However, when a District Administrator makes changes to a base role's permissions [p. 237], that administrator has the option of applying those changes to all roles based on that base role. Since this is optional, it is possible for some of a role's permission to not match those of the base role.

Table 42: Permissions pertaining to users

To	You need this permission	Set to	Details
View role settings such as permissions	User > User Roles	View	[p. 808]
Change role settings such as permissions	User > User Roles	Edit	[p. 808]
Add, change, and delete roles	User > User Roles	Delete	[p. 808]

Creating or changing a role

Creating a role involves choosing a base role, naming it, setting its scope, and setting its permissions. Once you have created a role, you can change much about a role but not its scope. In other words, you create a role for a school or for the district. For the purposes of creating or making changes to it, you have the option of making a role inactive across the system, that is, user accounts may have this role assigned but the users are not able to use it.

To create or change a role [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Users**, click **Roles**. The Roles page appears [Figure Figure 121].
- 3 In the **Actions** menu click **Add Role**. The Add Role page appears.
 - To edit a role, click a role's name or in the **Actions** menu click **Edit Role....** The Edit Role page appears [Figure Figure 125].
 - To delete a role, select it and in the **Actions** menu click **Delete**.
- 4 Under **General**, enter or change information, which includes:
 - **Active Role:** Sets the role to be active. If your system employs a directory service this option is Directory Common Name. When a role is inactive, any users with that role do not receive its associated standard alerts [p. 32].
 - **Scope:** Sets the role's scope [p. 232] to **District** or a specific **School**.
Caution: Once you save the new role, you cannot change its scope.
 - **Description:** We recommend making the name as explicit as possible.
 - **Short Name:** A short name for the role. This is the name Chancery SMS uses in lists across the system.

¹You can do this if your role is District Administrator.

- **Base role:** Specifies the base role [p. 237], which determines the role's initial set of permissions. For an existing role, the base roles available in this list are only those in the same base role group [p. 240]. Note: When you make a choice here, Chancery SMS refreshes the page and sets up the base role's permissions while preserving your other entries.
- 5 Under **Permissions**, set permissions [p. 236] for this role.
 - **Caution:** When you change one or more permissions, log out of Chancery SMS then log back in—this ensures that Chancery SMS saves the change.
 - 6 Click **OK**.

Figure 121: Roles page

Selected: 0 Total: 7

<input type="checkbox"/> Role	Short Name	Scope	Base Role	Status
<input type="checkbox"/> Crystal High School Admins - 1046	A1046	Crystal High School	School Admin	Active
<input type="checkbox"/> Filler Teachers 0 - 1046	FT01046	Crystal High School	Teacher	Active
<input type="checkbox"/> SA TG PM allowed	SA TG PM	Crystal High School	School Admin	Active
<input type="checkbox"/> School Health Professional Crystal	SHP Crystal	Crystal High School	School Health Professional	Active
<input type="checkbox"/> Secretaries - 1046	S1046	Crystal High School	School Secretary	Active
<input type="checkbox"/> SR User School Administrator - 1046	SRUSA - 1046	Crystal High School	SR User School Administrator	Active
<input type="checkbox"/> Teachers - 1046	T1046	Crystal High School	Teacher	Active

Figure 122: Edit Role page

General

*Description:

*Short name:

Group: School Administrator

Permissions

To reset the functionality access permissions of the roles based on this base role, select the corresponding check boxes.

Permission Name	Access	<input type="checkbox"/>
+ Setup Lists		<input type="checkbox"/>
+ District		<input type="checkbox"/>
+ Schools		<input type="checkbox"/>
+ Replication		<input type="checkbox"/>
+ Users		<input type="checkbox"/>
+ Families		<input type="checkbox"/>
+ Import		<input type="checkbox"/>
+ School Specific Pages Only		<input type="checkbox"/>
+ Students		<input type="checkbox"/>
+ Attendance		<input type="checkbox"/>
+ Grading		<input type="checkbox"/>

A +: Expands this group of permissions.

Assigning a role to a user account

A user account [p. 227] can have one or more roles assigned to it. As a District Administrator you can assign a role to one or more user accounts at a time. **Note:** When you assign a role to a user account, that user may receive

standard alerts associated with that role [p. 32]. **Note:** If the system employs a directory service, you can use this service to assign roles.

To assign a role to a user account [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Users**, click **Accounts**. The Accounts page appears [Figure Figure 117].
- 3 For **Scope**, choose a list of user accounts to display. Choices include all users on the system and all users at specific schools. Chancery SMS displays a list of users.
 - Or search for user accounts based on last or first name.
- 4 Select one or more users in the list.
- 5 In the **Actions** menu click **Add/Remove Roles....** The Add/Remove Roles page appears.
- 6 From the Available Roles list, select one or more roles and move them to the Selected Roles list.
 - To reduce the **Available Roles** list to particular type of role, choose a **Scope**.
- 7 Click **Assign**. Chancery SMS assigns the Selected Roles to the selected user accounts.
 - To remove the Selected Roles from the selected user accounts, click **Remove**.

Default role

While a user account [p. 227] has one or more roles, one is designated as the *default role*. The default role is the role that Chancery SMS automatically applies when the user logs on to the system [see p.10].

If the user account has only one role, that role is the default role. If the user account has more than one role, the you can designate which of the roles available in the account is to be the default role [p. 12]. When you log on to a user account for the very first time, Chancery SMS prompts you to designate the default role. Thereafter, you can change the default role for all future sign-ins [p. 12].

After logging on, you can switch between roles in the user account as needed [p. 12].

Role permissions

A role's permissions enable a District Administrator to control each that role's ability to view and change information (such as legal alerts, report cards, and photos) and the actions a user can take [Figure Figure 123]. A role inherits the permission settings of its associated base role [p. 237]. Any changes to a role's permissions affect only that role.

¹You can do this if your role is District Administrator.

Figure 123: Permission settings example

Demographic Data	Edit
Enroll Student in School	Yes
Mass Assign	Yes

Permissions pertaining to actions can be set to:

- *Yes*: The user can complete the action.
- *No*: The user cannot complete the action.

Permissions pertaining to viewing information can be set to:

- *None*: The user cannot see the information.
- *View*: The user can view the information but he or she cannot change or delete it.
- *Edit*: The user can view and change the information but he or she cannot delete it.
- *Delete*: The user can view, change, or delete the information.

A setting for one permission can affect another permission. Refer to the *Permissions catalog* [p. 619] for a detailed description of each permission and its potential settings.

To view a role's permissions: [DA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Users**, click **Roles**. The Roles page appears [Figure 121].
- 3 In the **Role** column, click the role's name. The Edit Role page appears.
- 4 View permissions.

Base roles

A role [p. 231] is derived from one of a few standard types or *base roles*. A base role, which consists of a set of permissions, acts as both a starting point for new roles and a means of resetting the permissions of existing roles.

By default, Chancery SMS provides the following base roles:

- *Administrator*: Can view and change information on all students and staff at all schools in the district. Synonymous with *District Administrator*. The short name is "Admin".
- *School Administrator*: Can view and change information for staff at the administrator's school. The short name is "SCHADMIN" [Figure 124].
- *Teacher*: Can view information on students who attend the Teacher's classes. Cannot change a student's demographic or contact information. The short name is "TCH".

¹You can do this if your role is District Administrator.

- *School Secretary*: Can view and change information on students who attend the secretary's school and on staff who work at that school. The short name is "SECRETARY".
- *District Health Professional*: Can view and change information on all students at all schools in the district. The short name is "DISTHP".
- *School Health Professional*: Can view and change health information on students who attend the professional's school. The short name is "SCHHP".
- *School Counselor*: Can view information on students who attend the counselor's school and change information for students assigned to him or her by a District or School Administrator. Typically, a counselor is assigned to a student's Academic Plan [p. 95]. Chancery SMS has a Counselor-specific home page [p. 14] the unique characteristic of which is a link to a list of students to whom the Counselor is assigned (this link is labeled **My Students**). This role's short name is "CNSL".
- *Guest*: Is intended for School scope [p. 232] only and roles created from this base role must be assigned permissions. If the District Administrator does not assign a specific role to user account, Chancery SMS assigns this role. **Caution**: Creating a role named "Guest" may cause a software upgrade to fail. This is because during software upgrading Chancery SMS needs exclusive use of the Guest base role.

Changing a base role

A District Administrator can change a base role and create a new base roles. When a change is made to a base role, Chancery SMS automatically applies that change to all roles based on that base role. This enables the District Administrator to easily control the permissions for a large number of roles.

A District Administrator should consider creating a new base role in circumstances where there is a class of system users that is distinct from Chancery SMS's standard base roles; for example, teacher's aides. Creating a base role involves naming it, assigning it to a base role group, and setting its permissions. You can change much about a base role but not its base role group.

To edit a base role [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Users**, click **Base Roles**. The Base Roles page appears [Figure Figure 124].
- 3 In the **Base Role** column, click a base role's name. The Edit Base Role page appears [Figure Figure 125].
 - To add a base role, in the **Actions** men click **Add Base Role**.
 - To delete a base role, select it and in the **Actions** menu click **Delete**.
- 4 Under **General**, enter or change Information, which includes:

¹You can do this if your role is District Administrator.

- **Description:** The role's name.
 - **Short Name:** An abbreviated name used by Chancery SMS in various places.
 - **Group:** Specifies the base role group [p. 240].
- 5 Under **Permissions**, set permissions fro this base role.
- Select the check box of a permission to have that permission applied to all roles that are based on this base role [Figure Figure 126].
 - When you add a new base role, all permissions are initially set to "No" or "None".
 - **Caution:** When you change one or more permissions, log out of Chancery SMS then log back in—this ensures that Chancery SMS saves the change.
- 6 Click OK.

Figure 124: **Base Roles page**

<input type="checkbox"/> Base Role	Short Name	Group
<input type="checkbox"/> Administrator	Admin	District Administrator
<input type="checkbox"/> Teacher	TCH	Teacher
<input type="checkbox"/> School Admin	SCHADMIN	School Administrator
<input type="checkbox"/> Counselor	CNSL	Counselor
<input type="checkbox"/> School Secretary	SECRETARY	Secretary
<input type="checkbox"/> Guest	Guest	Teacher
<input type="checkbox"/> School Health Professional	SCHHP	School Administrator
<input type="checkbox"/> District Health Professional	DISTHP	District Administrator

Figure 125: **Edit Base Role page**

General

*Description:

*Short name:

Group: School Administrator

Permissions

To reset the functionality access permissions of the roles based on this base role, select the corresponding check boxes.

Permission Name	Access	<input type="checkbox"/>
⊕ Setup Lists		<input type="checkbox"/>
⊕ District		<input type="checkbox"/>
⊕ Schools		<input type="checkbox"/>
⊕ Replication		<input type="checkbox"/>
⊕ Users		<input type="checkbox"/>
⊕ Families		<input type="checkbox"/>
⊕ Import		<input type="checkbox"/>
⊕ School Specific Pages Only		<input type="checkbox"/>
⊕ Students		<input type="checkbox"/>
⊕ Attendance		<input type="checkbox"/>
⊕ Grading		<input type="checkbox"/>

A ⊕: Expands this group of permissions [Figure Figure 126].

Figure 126: Base role permissions example

Age Breakdown Summary Report	View	<input checked="" type="checkbox"/>	A
Attendance Exceptions Report	View	<input type="checkbox"/>	
Audit Report	None	<input type="checkbox"/>	B
Award Certificate	Edit	<input checked="" type="checkbox"/>	

- A** Propagates this permission's setting to all roles based on this base role.
- B** The bold blue font indicates a permission that has been changed but not yet saved.

Table 43: Permissions pertaining to base roles

To	You need this permission	Details	Set to
View base role settings such as permissions	Users > User Roles	[p. 808]	View
Change base role settings such as permissions	Users > User Roles	[p. 808]	Edit
Add, change, and delete base roles	Users > User Roles	[p. 808]	Delete

Base role groups

Each base role belongs to a *base role group*. A base role group is a general classification for the convenience of the District Administrator when managing user roles. In general, once a role is set up, you can change its base role only to another base role in the same base role group.

By default, Chancery SMS provides the base role groups:

- *District Administrator*
- *School Administrator*
- *Teacher*
- *Secretary*

These groups are fixed; you cannot change, delete, or add a base role group.

Making reports available

All reports installed on a Chancery SMS system are automatically available to all user roles [*Understanding your role* p.12]. However, you can control the access of each user role to each report using permissions [p. 236], or you can make a report inactive [p. 241].

Access options include:

- *View*: The user can run the report and set options prior to doing so.
- *Edit*: In addition to viewing the report, the user can create a custom version of it.
- *Delete*: In addition to editing the report, the user can delete it.
- *None*: The link to the report is disabled. The user can see the report's name but cannot view it.

Making a report inactive

You also have the option of hiding a report from other users. Chancery SMS displays *active* reports, that is, reports that are available for use by you and other users. You have the option of rendering a Report Package report *inactive* (but not built-in reports [p. 109]); in this state, the report is not visible to other users.

Where the **Pre-4.2 Reports** page is available, you cannot make one of these reports inactive.

To make a report inactive [SA, DA¹]:

- 1 On the control bar, under **ADMIN** click **DistrictSetup**. The **District Setup page** appears.
- 2 Under **Customization**, click **Customize Reports**. The **Customize Reports page** appears displaying a list of available reports.
 - To restrict the list to a certain kind of report, select a **Category**.
- 3 In the **Report Name** column, click the report's name. The **Edit Report page** appears.
- 4 In the **General** panel, set the **Report Status** to **Inactive**.
- 5 Click **OK**.

¹You can do this if your role is School Administrator or District Administrator.

District setup

A District Administrator sets up and maintains district-specific information, district-wide preferences such as for student numbers, and standard choices for use by School Administrators such as attendance codes and grade levels.

Setting up and maintaining a district in Chancery SMS involves, among other responsibilities, the following:

- *District-specific information* [p. 242]
- *District calendar setup* [p. 243]
- *District user setup* [p. 251]
- *Grade level specification* [p. 252]
- *Staff setup* [p. 253]
- *Alerts setup* [p. 255]
- *Family setup* [p. 256]
- *Student enrollment setup* [p. 258]
- *Academic plan setup* [p. 260]
- *Developing reports* [p. 269]

District setup and maintenance may also involve setting preferences and formats involving:

- *Student numbers* [p. 248]
- *State attendance code setup* [p. 256]
- *Student behavior setup* [p. 257]

To work with a district's setup, a user must be assigned a role as a District Administrator [p. 227]. For information on aspects of district setup not yet listed here, please refer to the *Chancery SMS District Administrator Addendum*.

District-specific information

A District Administrator can store district-specific information, such as the district's identity, office contact details, and the superintendent's identity and contact details. Chancery SMS uses this information throughout the system.

To set up or change the district-specific information: [DA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**.
- 2 On the District Setup page, under **District**, click **Profile...**. The District Profile page appears.
- 3 On the District Profile page, enter or change information, which includes:
 - **District Name:** The District's formal name. Chancery SMS displays this name throughout its interface, including in built-in reports.

¹You can do this if your role is District Administrator.

- **District Number**
 - **School Year:** The current school year.
 - **District Office: Email:** The district's main email address for student information-related communications.
 - **District Office: Phone Number:** The main phone number for student information-related communications.
 - **District Office: Fax Number:** The main fax number for student information-related communications.
 - **Physical address:** Enter the district's address, including City, State, Zip Code, and County.
 - **Mailing address:** Include only if the Mailing Address differs from the Physical Address.
 - **Superintendent: Title:** The district superintendent's title, such as Mr., Miss, Ms., or Mrs.
 - **Superintendent: Last Name:** The district superintendent's last name.
 - **Superintendent: First Name**
 - **Superintendent: Middle Name**
 - **Superintendent: Phone Number:** The district superintendent's main phone number.
 - **Superintendent: Email**
- 4 Click **Save**. Chancery SMS saves the information and closes the page.

District calendar setup

A district calendar is the foundation upon which other aspects of the district's setup and operation are laid out. In a Chancery SMS system, a district has three types of calendars [Figure Figure 127]:

- **Active Calendar:** The calendar for the current district year.
- **Planning Calendar** [p. 246]: The calendar used to schedule and plan for the coming district year. At the end of the year, this calendar is converted to the Active Calendar. A school's Planning Calendar [p. 164] is derived from the district's.
- **Historical calendar** [p. 248]: A former Active Calendar for a past district year. The system can hold several historical calendars. For information about viewing the data in a historical calendar, contact tech support <https://support.powerschool.com>.

Figure 127: District Calendars page

*District calendar name	*Start (mm/dd/yyyy)	*End (mm/dd/yyyy)	Creation Date (mm/dd/yyyy)	Release	Type	Work with
<input checked="" type="checkbox"/> 2010 - 2011	07/15/2010	07/14/2011	03/05/2010	6.7.1.0102	Planning	
<input type="checkbox"/> 2009 - 2010	07/15/2009	07/14/2010	03/09/2009	6.6.4.0304	Active	
<input type="checkbox"/> 2008 - 2009	07/14/2008	07/14/2009	03/10/2008	6.5.4.0008	Historical	
<input type="checkbox"/> 2007 - 2008	07/15/2007	07/13/2008			Historical	
<input type="checkbox"/> 2006 - 2007	07/15/2006	07/14/2007			Historical	
<input type="checkbox"/> 2005 - 2006	08/14/2005	07/14/2006			Historical	

Table 44: Permissions pertaining to the district Planning Calendar

To	You need this permission	Set to	Details
Create a district Planning Calendar	District > Define District Calendar	Yes	[p. 645]
Switch district calendars	District > Define District Calendar	Yes	[p. 645]

Managing a district's calendars

For the district's calendars, a District Administrator can adjust the calendar name and the date range covered by the calendar. A District Administrator can also create a new Planning Calendar and, if necessary, delete the Planning Calendar.

Caution: Once you create a district Planning Calendar, you cannot delete it.

Caution: On a newly installed Chancery SMS system, we recommend that the District Administrator set up all aspects of your system in the Active Calendar (such as schools, users, staff, and so on) before creating a Planning Calendar.

Note: When a District Administrator logs on to a newly set up Chancery SMS system, she must set up an active calendar in order to use that system.

To manage a district's calendars [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Calendar**, click **District Calendars**. The District Calendar page appears.
- 3 To change a calendar's name, select the calendar in the **District calendar name** column, enter a new name.
 - The name must be unique among calendars in the system.
- 4 To change a calendar's date range, select the calendar in the **Start** and **End** columns, change the dates.
 - **Start:** The date for the first day of the calendar, such as "08/10/2004". This date must be:
 - For a Planning Calendar, on or after the End date of the district's Active Calendar.
 - After the End date of any historical calendars, if any exist.
 - **End:** The date for the last day of the Planning Calendar, such as "08/09/2005".
 - Typically, the End date is 364 days after the Start date. But it can be from 1 to 550 days after the start date to allow for summer schools and major adjustments in calendars.
 - Ensure that the date range:
 - Is from 1 to 550 days.
 - Does not overlap any other district calendar.
 - Maintains a continuous range of dates without interruption between district calendars.

¹You can do this if your role is District Administrator.

- **Caution:** Ensure that the time between the Start and End dates is long enough to encompass the calendar of every school in the district, including summer schools.
- 5 To create a new calendar, in the **Actions** menu click **Add Calendar**.
 - If a district has the calendars it needs, Add Calendar is not available.
 - 6 Click **OK**.

Default district calendars

On a newly upgraded Chancery SMS system, Chancery SMS automatically creates district calendars. The District Administrator review and perhaps adjust the names and date ranges of these default calendars.

If at least one school had an Active Calendar before the upgrade, Chancery SMS automatically creates a district Active Calendar for the current year as follows:

- **District Calendar Name:** The year of the Start date, followed by a hyphen, followed by the year after the Start date. For example, if the start date is '08/10/2009', the name is '2009-2010'.
- **Start:** The earliest start date of the active calendars of all the district schools using the system.
- **End:** The latest end date of the active calendars of all of the district schools using the system.

If at least one school had a school Planning Calendar before the upgrade, Chancery SMS automatically creates a district Planning Calendar for the next year as follows:

- **District Calendar Name:** The year of the start date, followed by a hyphen, followed by the year after the Start date. For example, if the Start date is '08/10/2009', the name is '2009-2010'.
- **Start:** The day after the end date of the active calendar.
- **End:** 364 days after the start date.

If the district had historical data before upgrading, Chancery SMS creates the appropriate historical calendars for past years as follows:

- **District Calendar Name:** The year of the start date, followed by a hyphen, followed by the year after the Start date. For example, if the Start date is '08/10/2009', the name is '2009-2010'.
- **Start:** The earliest start date of the historical calendars of all the district schools using the system.
- **End:** The latest end date of the historical calendars of all the district schools using the system.

Switching between district calendars

Typically, a District Administrator works with the district's Active Calendar. However, for such purposes as planning or reporting [see p.115], the administrator can switch the calendar in use to the Planning Calendar [p. 163]. When a District Administrator logs in, Chancery SMS displays the last

calendar the administrator used. Chancery SMS displays a constant reminder as to the calendar with which the user is working [Figure Figure 128].

To switch district calendars:

- 1 On the Home page [p. 14], from the **Actions** menu, click **Switch Calendar**. The District Calendar page appears [Figure Figure 128].
- 2 In the **Work with** column, select the appropriate calendar's check box.
- 3 Click **OK**.

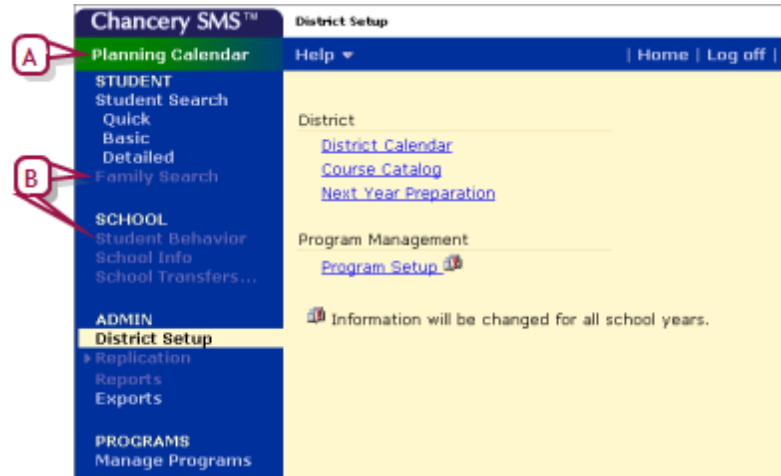
District Planning Calendar

The Planning Calendar enables a District Administrator to prepare for the next school year (also known as *next-year preparation*) [p. 431]. At the appropriate time, the administrator has Chancery SMS convert the Planning Calendar to the Active Calendar (and the Active Calendar becomes a historical calendar) see *Preparing for Year-End Processing [school]* [p. 447]. A system has only one Planning Calendar. An administrator can view the Planning Calendar by switching to it [p. 245].

When a District Administrator works with the district Planning Calendar, the information to which the administrator has access differs from that of the district Active Calendar. In general, the administrator has access to less information in the Planning Calendar than in the Active Calendar and the information available supports the Next-Year Preparation process [p. 431]—links to the information that is not available are grayed out [Figure Figure 128]). The information includes:

- **STUDENT:** Enables you to work with students who will be attending the school next year.
- **ADMIN: District Setup:** Displays links appropriate for the next year, including the following:
 - District Calendar:** Enables you to you define and switch calendars.
 - Course Catalog:** Enables you to set up subjects and courses for the next year. You can also edit course setup lists.
 - Next Year Preparation:** Provides access to Staff Scheduling Defaults, Course Catalog, Publish District Calendar Settings, and geocode map.
 - Address Validation Setup:** Appears only on a system that employs address validation. Enables you to set entry grades, define the geocode map, and set up address validation.
 - Address Exceptions:** Appears only on a system that employs address validation. Enables you to record address exceptions for specific students.
- **PROGRAMS:** Enables you to search for programs for the next school year.
 - Manage Programs:** Enables you to manage program participants, queues, and applicants for the next school year.

Figure 128: Planning Calendar District Setup page example



- A Planning Calendar indicator
- B Grayed out link: Indicates that you do not have access to this link in this calendar.

District Planning Calendar setup

Many elements of the district Planning Calendar are shared with the Active Calendar. Thus any changes to these elements in one calendar affect both calendars. Such elements include:

- Address validation setup: School entry grade levels, address exception reasons, and geocodes are shared between the active and Planning Calendars. For detailed information, refer to the *Chancery SMSAddress Validation Guide*.
- Buildings and rooms
- Grade levels
- Course setup lists
- Program setup: Shared, except program sessions.
- Saved lists
- Staff: Except staff course preferences (staff course preferences are calendar-specific, but are only copied if a new planning schedule is copied from the Active Calendar [p. 359])

Some elements of the district Planning Calendar are copied from the Active Calendar when the District Administrator creates the planning calendar. Thereafter, these elements in the two calendars are separate—any changes to the elements in the Active Calendar do not affect their counterparts in the Planning Calendar. Indeed, some of these elements must be modified to suit the year being planned. Such elements include:

- Address exceptions: Chancery SMS calculates these values based on the address validation settings and the students' requested schools in the Planning Calendar. For detailed information, refer to the *Chancery SMSAddress Validation Guide*.
- Address validation setup: Chancery SMS copies address ranges from the Active Calendar to the Planning Calendar. (During Next-Year

Preparation [p. 431] and Year-End Processing [p. 446], Chancery SMS uses the address ranges from the Planning Calendar when projecting and assigning students to their next year school.) For detailed information, refer to the *Chancery SMS Address Validation Guide*.

- Course catalog: We recommend that you set up as much of the course catalog as possible before creating the Planning Calendar.
- District-defined scheduling constraints [p. 346]
- Geocode map [p. 142]
- Program sessions: Chancery SMS creates program sessions in the Planning Calendar according to the Planning Calendar Option setting for the session the first time the nightly process is run only. Chancery SMS does not update program sessions in the Planning Calendar during subsequent nightly processes.
- School-defined scheduling constraints [p. 346]: Although school-defined constraints are not available in the district Planning Calendar, they will be available at the school when a School Administrator creates a school's Planning Calendar. Any school-defined constraints the District Administrator sets after creating the district Planning Calendar are not copied to the school Planning Calendar.
- Staff scheduling defaults [p. 270]
- Subject framework: We recommend that you set up as much of the subject framework as possible before creating the Planning Calendar.

Some elements of the district Planning Calendar are neither copied from the Active Calendar nor linked to it. The district administrator must set up these elements in the Planning Calendar.

District historical calendar

Once a calendar is converted to a historical calendar, a District Administrator can no longer make changes to it. A typical system holds more than one historical calendar.

Student numbers

Chancery SMS identifies each student in a district by a number. Every student number in the district is unique. Chancery SMS prevents duplicate numbers, that is, no two students can have the student number.

System users can type in each new student number where it is needed, or as a District Administrator you can set Chancery SMS to generate new student numbers automatically. In the latter case, Chancery SMS generates a student number for a new student record [p. 52] when a change is made to a student number in an existing student record [p. 52].

Automatically generated student numbers

Chancery SMS can generate student numbers according to preset criteria, including length in digits. These criteria are applied to the creation of

student numbers across the district.

An auto-generated student number has up to four components. For examples, see *Table 45* [p. 249]:

- **Prefix padding:** Increases the number of digits in the prefix by a fixed number to ensure the number matches the specified prefix length.
- **Prefix:** This can be fixed set of characters or an automatic set generated from such information as graduation year, current year, or school ID number.
- **Main part padding:** Increases the number of digits so that the number matches the specified student number length.
- **Main part:** Increments for each new number according to your specified amount. If the main part is a mixture of letters and numbers, the number increments starting from the last character; for example: AA98, AA99, AB00, AB01.

Table 45: Sample auto-generated student numbers

Complete number	Prefix Padding	Prefix	Main part padding	Main part
0001999AAA29412	000	1999	AAA	29412
2009QQQQ000600		2009	QQQQ	000600

Note: Pearson Support can advise you on how to generate the type of student number you need.

To control how student numbers are generated [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**.
- 2 On the District Setup page, under **District**, click **Preferences...**. The District Preferences page appears.
- 3 On the District Preferences page, enter or change information [Table 45] as appropriate.
- 4 Click **Save**. The page closes and Chancery SMS saves your changes.

Address validation

Google Maps™, a visual mapping service, is available to the District Administrator for the various tasks, depending on the year-end transfer method employed by the district:

- For a district that employs the Projected School Map Year-End Transfer Method, the District Administrator can ensure student addresses are valid (one or more at a time) and to create district and school boundaries. The administrator can also validate student addresses against the defined boundaries.

¹You can do this if your role is District Administrator.

- For a district that employs the Geocode Map Year-End Transfer Method, the District Administrator has the option of using automatic address validation, Google Maps address validation, or both.

For further information, see the *Chancery SMS Address and Boundary Validation Guide* see *Chancery SMS 7.7 [p. 1]*

To configure address validation [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**.
- 2 On the District Setup page, under **District**, click **Preferences...**. The District Preferences page appears.
- 3 On the District Preferences page, enter or change information [Table 46] as appropriate.
- 4 Click **Save**. The page closes and Chancery SMS saves your changes.

Table 46: District Preferences page, Address Validation fields

Field	Description
Address Validation	
Use Address Validation	If you selected 5-field address and the Geocode Map year end transfer method, and you want to use address validation, choose Use Address Validation and edit the Address Validation section.
Method of Generating address range numbers	To have Chancery SMS automatically generate address ranges, select Automatic. To manually enter address range numbers when you define address ranges, select Manual.
Check Student Addresses Against School Zones	Select this option to activate address validation. Note: Do not select this option until you have finished setting up the Geocode maps and address ranges.
Enter Address by Selection Only	Select this option if users are required to select a predefined address range rather than manually entering the students address.
Require District Approval for Address Exceptions	Select this option if the district must approve out-of-zone enrollments.
Control Access to the "Enroll Student in a School" Link for School Users	Select this option to disable the "Enroll Student in a School" link on the Registration Steps page for school users when: The student is already enrolled in another school in the district. An address exception does not exist for the student for the school user's school.
Reason Codes	Before you can make reason codes required, you must set up the appropriate setup lists to include reason codes. If the reason code setup list includes reasons and this check box is selected, the user must select a reason code before making changes to student information. Reason codes can be set up for the following features: <ul style="list-style-type: none"> • Scheduling Changes - applies to manual changes made to student schedules in the Active Calendar. Reason codes are not required when

¹You can do this if your role is District Administrator.

Field	Description
	<p>automated processes are used to create student schedules, e.g., student loader or master schedule builder. Change reason codes are displayed on the student's Schedule Change History page. For more information about setting up the Schedule Change Reasons setup list refer to <i>Using setup lists to facilitate data entry</i> [p. 474].</p> <ul style="list-style-type: none"> • Calculated Grade Overrides - when selected, an override reason must be selected when users change calculated grades for a student. • Honor Roll Overrides - when selected, an override reason must be selected when users change honor roll status for a student. • Wait List Rank Overrides - when selected, an override reason must be selected when users change the wait list status for students.
Program Management	Enter the number of students a Home Hospital instructor can provide services to, at any one time.
Attendance	<p>Specify how you want attendance summaries to roll over to the secondary historical page and elementary permanent record. At this time, attendance summaries can be saved in the elementary permanent record, although you cannot use Chancery SMS to view the elementary permanent record.</p> <p>For each of the Present Totals, Absent Totals, and Tardy Totals fields, select one of the following options:</p> <p>values - the sum of the attendance values for the attendance codes assigned to the student (rounded to two decimal places).</p> <p>occurrences - the number of attendance codes assigned to the student expressed in whole numbers.</p>

District user setup

User setup lists [Table 47] determine the choices available in various choice lists on the user record used across the district.

To work with a setup list [DA¹]:

- 1 In the control bar, click **District Setup**. The District Setup page appears.
- 2 Under District, click **Setup Lists....** The Setup Lists page appears.
- 3 Click the setup list's name. The setup list's options page appears.
- 4 Set options (which depend on the setup list).
 - To add an item to the list, click **Add....**
 - To delete an item from the list, click **Delete....** **Caution:** You may not be able to delete items that are in use in a record in the system.
- 5 Click **OK**.

Table 47: User setup lists

Setup list name	User record field	Record page > tab
Mobile Service Provider [p. 252]	Mobile Service Provider	Edit User > General

¹You can do this if your role is District Administrator.

Mobile Service Provider setup list

This setup list defines mobile service providers through which Chancery SMS can sent SMS text-based alerts to alert subscribers' mobile phones [p. 31]. Each setup list item consists of the provider's name and its text messaging gateway [Figure Figure 129].

Figure 129: Mobile Service Provider setup list example

Code	Service Provider	Gateway
Alltel	Alltel	@message.alltel.com
Ameritech	Ameritech	@paging.acswireless.com
ATT	ATT Wireless	@txt.att.net
Bellsouth	Bellsouth	@bellsouth.cl
Boost	Boost	@myboostmobile.com
CellularOne	CellularOne	@mobile.celloneusa.com
Cingular	Cingular	@mobile.mycingular.com
Edge	Edge Wireless	@sms.edgewireless.com
MetroPCS	Metro PCS	@mymetropcs.com
N/A	N/A	N/A
Nextel	Nextel	@messaging.nextel.com
O2	O2	@mobile.celloneusa.com
Orange	Orange	@mobile.celloneusa.com
Qwest	Qwest	@qwestmp.com
Rogers	Rogers Wireless	@pcs.rogers.com
SprintPCS	Sprint PCS	@messaging.sprintpcs.com
T-Mobile	T-Mobile	@tmomail.net
Teleflip	Teleflip	@teleflip.com
Telus	Telus Mobility	@msg.telus.com
USCellular	US Cellular	@email.uscc.net
Verizon	Verizon	@vtext.com
Virgin	Virgin Mobile	@vmobl.com

- A Service Provider:** The name of a mobile telephone service provider. This is the label that Chancery SMS displays in the choice list.
- B Short Code:** A shorter code-version of the provider's name.
- C Gateway:** The provider's text messaging gateway.

Grade level specification

Each school must specify the grade levels available at that school. A School Administrator selects grade levels defined for use across the district by a District Administrator. A grade level definition consists of a name and a description; for example, grade level 2 could be named "2", "02", or "Two".

Caution: If the District Administrator removes a grade level [p. 252], information in the Active Calendar could be lost.

Table 48: Permissions pertaining to grade levels

To	You need this permission	Set to	Details
Set grade levels for a school	School Setup > Grade Level Setup List	Edit	[p. 719]

Staff setup

In general, a District or School Administrator sets up records for each staff member [*Adding staff* p.221] while School Administrators maintain those *staff records* and use them for scheduling classes and other school-level assignments [*School staff* p.207]. Before setting up staff records for the district, you may wish to customize the standard staff record by configuring the relevant staff setup lists [p. 253].

By default only a District or School Administrator can delete staff records, school assignments, and staff assignments. Access to staff records can be adjusted using permissions [*Table 49*].

Table 49: Permissions pertaining to staff records

To	You need this permission	Set to	Details
Delete staff records	Staff > Staff Demographics	Delete	[p. 753]
Create staff records	Staff > Staff Demographics	Edit	[p. 753]
Change staff records' Overview information	Staff > Staff Overview Staff > Staff Demographics	Edit Edit	[p. 754] [p. 753]
Change staff records's Address/Phone information	Staff > Staff Address/Phone Staff > Staff Demographics	Edit Edit	[p. 753] [p. 753]
Change staff records's Professional Info information	Staff > Staff Professional Info Staff > Staff Demographics	Edit Edit	[p. 755] [p. 753]
Change staff records's Additional Info information	Staff > Staff Additional Info Staff > Staff Demographics	Edit Edit	[p. 752] [p. 753]
Change school information for staff on the Staff School page	Staff > Staff Schools	Edit	[p. 755]
Delete school records	Staff > Staff Schools Staff > Staff Demographics	Delete Delete	[p. 755] [p. 753]
Change school staff assignments	Staff > School Staff Assignments Staff > Staff Demographics	Edit Edit	[p. 751] [p. 753]
Delete school staff assignments	Staff > School Staff Assignments Staff > Staff Demographics	Delete Delete	[p. 751] [p. 753]
Change district staff assignments on the Schools List page	Staff > District Staff Assignments Staff > Staff Demographics	Edit Edit	[p. 751] [p. 753]
Delete district staff assignments	Staff > District Staff Assignments Staff > Staff Demographics	Delete Delete	[p. 751] [p. 753]

Staff setup lists

Staff setup lists [*Table 50*], maintained by a District Administrator, determine the choices available in various choice lists on the staff record used across the district.

Table 50: Staff setup lists

Setup list name	Staff record field	Staff record page > tab
Instruction Type to EL	Instr. Type to Eng. Learners	Add Assignment Edit Assignment
Mobile Service Provider	Mobile Service Provider	Add Assignment Edit Assignment
Licensure Check	Licensure Check	Add Staff Demographics > Professional Info Edit Staff Demographics > Professional Info
Scheduling Aide Type	(Types of scheduling aides.)	
Staff Assignment	Staff Assignment (Positions to which a staff member may be assigned.)	Add Assignment Edit Assignment
Staff Credential or Teaching Area	Credential Area	Add Staff Demographics > Professional Info Edit Staff Demographics > Professional Info
Staff Credential Type	Credential Type	Add Staff Demographics > Professional Info Edit Staff Demographics > Professional Info
Staff Department	Staff Departments	Add Schools Edit Schools
Staff Education Level	Education level	Add Staff Demographics > Professional Info Edit Staff Demographics > Professional Info
Staff Job Classification	Job Classification	Add Assignment Edit Assignment
Staff Status	Status	Add Staff Demographics > Professional Info Edit Staff Demographics > Professional Info
Staff Service to English Learner	Instr. Services to English Learners	Add Staff Demographics > Professional Info Edit Staff Demographics > Professional Info
Staff Status	Staff Status	Add Schools Edit Schools
Teacher Fund	Teacher Funds	Add Schools Edit Schools
Teacher Position	Position	Add Staff Demographics > Professional Info Edit Staff Demographics > Professional Info

To work with a setup list:[DA]¹

- 1 In the control Bar, click **District Setup**. The District Setup page appears.
- 2 Under District, click **Setup Lists....** The Setup Lists page appears.
- 3 Click the setup list's name. The setup list's options page appears.

¹You can do this if your role is District Administrator.

- 4 Set options (which depend on the setup list).
 - To add an item to the list, click **Add...**
 - To delete an item from the list, click **Delete...** **Caution:** You may not be able to delete items that are in use in a record in the system.
- 5 Click **OK**.

Alerts setup

Chancery SMS can automatically monitor information and conditions in the system for changes that are relevant to users. For alerts to operate, users must subscribe [Alerts p.31]. If the alert definition includes a mobile alert option, then an administrator must support it with system-wide settings [p. 255].

Supporting mobile alerting

For a user at a school to be able to subscribe to a mobile alert [p. 31], a District Administrator and system administrator must set up the Chancery SMS system to support the sending of SMS (simple messaging service) text messages. This involves:

- Specifying the SMTP server from which the messages are sent.
- Setting the Web Server.
- Adding mobile phone information to applicable user account.

You may also need to update the Mobile Server Provider setup list see *Mobile Service Provider setup list* [p. 252]. **Note:** The designated mobile service provider may charge users for text messages received from Chancery SMS. Contact the service provider for further information.

When Chancery SMS sends a mobile alert, it uses a sender address that is exclusive to mobile alerts: "[District name]@Chancery.SMS.com", where [District name] is equal to the contents of the database field "CLS_DIS_DISTRICT_INFO.NAME".

To support mobile alerts on a system:

- 1 Set up the Chancery SMS system's Web Server [p. 396] as a *trusted relay*. This will allow the relay of SMTP data through the SMTP server.
- 2 [SA¹] Ensure that the system's SMTP server is identified:
 - a View the District Preferences page.
 - b Under **E-Mail and Mobile Alert Notification**, ensure that **SMTP Server Address** is set to either a fully-qualified domain name (FQDN) or an IP address. The **SMTP Server Port** defaults to "25", unless you have modified this field.
- 3 [DA²] Ensure that each applicable user account is able to receive mobile alerts:

¹Do this if your role is System Administrator.

²Do this if your role is District Administrator.

- a Find and view the user account: click **District Setup**, click **Accounts**, search for the user account, the click its name to view it.
- b Enter a **Mobile phone** number. Enter only numbers, for example, "6045559876". Do NOT enter any dashes, spaces, dots, or brackets. When Chancery SMS sends a mobile alert via SMS text message to user's mobile phone, it addresses it to "[user's phone number]@[mobile phone provider]".
- c Under the **General** tab, choose a **Mobile Service Provider**. You can set the choices available using a user setup list [p. 251].

Family setup

Chancery SMS automatically generates a *family number* for each family. By default, system users cannot change this number. However, you have the option of enabling system users to change the Family Number.

To control the editing of family numbers [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**.
- 2 On the District Setup page, under **District**, click **Preferences...**. The District Preferences page appears.
- 3 On the District Preferences page, under **Family Management**, set the **Override**.
 - Choices are: "Cannot change family number" and "Allow changing family number"
- 4 Click **Save**. The page closes and Chancery SMS saves your changes.

State attendance code setup

A District Administrator sets up *state-equivalent attendance codes* for use by School Administrator setting up attendance codes for a school. A School Administrator must map every school attendance code to a state equivalent [Setting up school attendance codes p.177]. The facilitates accurate attendance reports to the district and from there to the state [Attendance Reports p.534]. A state-equivalent attendance code appears as a choice for the **State equivalent** field [p. 177].

To set up a state attendance code [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists...**. The Setup Lists popup page appears.
- 3 Under **N/A**, click **State Attendance Code**. A list of the codes available for use in the district appears.

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

- The code's **Description** appears in lists.
 - The code's **Short Code** is for use by Chancery SMS.
- 4 Make changes.
 - To add a new code, click **Add**.
 - To delete a code, select it and click **Delete**.
 - To combine two codes, select them and click **Merge...**
 - 5 Click **OK**.

Student behavior setup

A District Administrator can set preferences for the handling of student behavior incident records across the district. Such preferences include the calculation of suspension days, the category of incidents displayed to users, and access to the behavior incident records of students who transfer from one district school to another.

To work with district student behavior preferences [DA¹]:

- 1 On the home page, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Student Behavior**, click **Student Behavior Preferences**.

Table 51: Permissions pertaining to student behavior setup

To	You need this permission	Set to	Details
Set district student behavior preferences	Student Behavior > Student Behavior Preferences	Yes	[p. 763]

Behavior attendance actions setup

A District Administrator sets up student behavior attendance actions and associates them with a behavior action step. This enables a School Administrator to associate a school attendance code with each attendance action [*Setting up attendance related to student behavior* p.190]. Each behavior attendance action has a priority setting that enables Chancery SMS to determine which attendance code to assign where several behavior actions are recorded for a student on the same day and those actions are associated with different attendance codes.

To set up a behavior attendance action [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Click **Setup Lists**. The Setup Lists page popup appears.
- 3 Under **Student Behavior**, click **Behavior Attendance Action**. The Behavior Attendance Action - Setup List appears.
- 4 Click **Add...** The Add List Item page appears.

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

- To edit a student behavior action, click the action's name. The Edit List Item page appears.
 - To delete a student behavior action, click **Delete....**
- 5 Enter or change Information, which includes:
 - **Description**
 - **Short Code**
 - **Priority:** Specifies the priority of this attendance action. A number between 0 and 9; the lower the number, the higher the priority.
 - 6 Click **OK**.
 - 7 Click **Return**.

To associate a behavior attendance action with a behavior action step [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Click **Setup Lists**. The Setup Lists page popup appears.
- 3 Under **Student Behavior**, click **Behavior Attendance Step**. The Behavior Attendance Step - Setup List appears.
- 4 Click **Add....** The Add List Item page appears.
 - To edit a step, click the step's name. The Edit List Item page appears.
 - To delete a step, click **Delete....**
- 5 Enter or change Information, which includes:
 - **Attendance Action:** The student behavior attendance action that applies.
- 6 Click **OK**.
- 7 Click **Return**.

As a District Administrator you can also set up actions associated with particular Events/Concerns see *Adding incident events or concerns* [p. 91].

Table 52: Permissions pertaining to student behavior attendance setup

To	You need this permission	Set to	Details
Set up student behavior attendance actions	School Setup > Attendance General Settings	Yes	[p. 707]
To change an attendance code set by student behavior action steps	Attendance > Override Student Behavior Attendance	Yes	[p. 632]

Student enrollment setup

A District Administrator can configure how students are enrolled [p. 68] in the district and how Chancery SMS manages enrollment information. Chancery SMS applies these settings across the system. These settings are of particular significance for year end [p. 430].

To configure district student enrollment [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

District Setup.

- 2 On the District Setup page, under **District**, click **Preferences...**. The District Preferences page appears.
- 3 On the District Preferences page, under **Student Enrollment**, enter or change Information, which includes:
 - **Student can have a record in up to # school(s) at a time:** The maximum number of schools in which a student can have an enrollment record. The default is "99".
 - **Student can be active in:** Choices include:
 - "More Than One School"
 - "One School at a Time": When this is set, an administrator must first withdraw a student from all other schools before enrolling that student in a new school.
 - **Allow enrollment in:** Controls the Registration Grade Level to which you can assign a student you add to the district. Choices include:
 - "Any School"
 - "School with Student's Registration Grade": This restricts the enrollment of a student to schools that have their grade level available.
 - **Minimum enrollment age is # years as of enrollment date:** The minimum age in years that a student must be on the date of the student's first entry-type status code. Chancery SMS does not permit a student younger than this age to be enrolled. **Note:** When referring to this age, Chancery SMS calculates the student's age using that student's full birth date, not just the year.
 - **Graduation Month:** The month of the year in which the district graduates students from their current grade level.
 - **District Graduation Grade Level:** The grade level at which the Chancery SMS graduates students from the district. This setting is relevant to Year-End Processing [p. 446]. Choices include the grades 1 through 20 and: "NA", "Pre-enrolled", "Pre-Kindergarten", "Kindergarten", "Kindergarten-AM", "Kindergarten-PM".
 - **Set district graduated student grade level to:** These options, which are relevant to Year-End Processing [p. 446], are:
 - **Next projected grade level:** With this option selected, Chancery SMS uses the projected grade level specified in the district settings [*Projected grade levels* p.432].
 - **District graduating grade level:** Chancery SMS sets the student's grade level to this value or the next and future years but records that student as having graduated. During Year-End Processing [p. 446], Chancery SMS graduates the student and withdraws the student from his or her current school.
 - **Selected grade level:** Chancery SMS uses the grade level selected. Choices include the grades 1 through 20 and "NA", "Pre-enrolled", "Pre-Kindergarten", "Kindergarten", "Kindergarten-AM", "Kindergarten-PM".
 - **Change default enrollment criteria to match any criteria:** This sets the default choice for the Match field under Search Criteria on the Detailed Search page [*Figure Figure 31*], when the **Category** is "Registration" or "Enrollment". When the check box is selected, the

default choice is **All criteria**; when the check box is cleared, the default choice is **Any criteria**. Regardless of this setting, you can change the choice prior to running a search.

- 4 Click **Save**. Chancery SMS saves the information and closes the page.

Academic plan setup

A District Administrator can create one or more *academic plans* [p. 95] for use in the district. To create a plan, a District Administrator creates an academic plan and then creates *versions* of that plan. Typically, each plan version corresponds to a specific year or range of years. It is the plan version that a School Administrator assigns to a student [p. 100]. To facilitate assignment to students, a District Administrator can designate one plan as the default for the district. **Note:** Academic plans replace graduation plans. Pearson intends to phase out graduation plan features in future versions of Chancery SMS. If necessary, Pearson Support can help you convert existing graduation plans to academic plans and assign them to students.

Setting up an academic plan involves:

- *Setting up an academic plan and its versions* [p. 260].
- *Selecting courses for an academic plan version* [p. 263].
- *Setting course credit assignment priority* [p. 266].
- [Optional] *Setting aptitude and achievement requirement rules* [p. 267].
- [Optional] *Designating an academic plan as the district default* [p. 268].

Table 53: Permissions pertaining to academic plan setup

To	You need this permission	Set to	Details
Add, edit, delete, and copy academic plans and versions.	District > Academic Plan Setup	Delete	[p. 634]
Add or edit academic plans and versions.	District > Academic Plan Setup	Edit	[p. 634]
Hide the Plan Setup link on the District Setup page.	District > Academic Plan Setup	None	[p. 634]

Setting up an academic plan and its versions

An academic plan consists of the plan name and at least one version. A plan version applies to one year or a span of years. Each plan version can also differ in its structure (for example, course groups and required credits) and rules (for example, aptitude test requirements).




When a District Administrator sets up a new academic plan, Chancery SMS automatically creates the first version of that plan. When a District Administrator creates an additional version of that academic plan, Chancery SMS duplicates the structure and rules of the most recent (in terms of year range) plan version and automatically sets the start year to the next year that follows the end year of the duplicated plan version.

To create a new academic plan:

- 1 On the home page, in the control bar, click **District Setup**.
The District Setup page appears.
- 2 Under **Academic Planner**, click **Plan Setup**. The Academic Plans page appears [p. 261]
- 3 Click **Add Plan**. The Academic Plan Setup page appears [Figure Figure 68]. This enables you to set up the first version of a new academic plan.
 - To duplicate an academic plan and its most recent version, click **Copy Plan**.
- 4 Enter or change the plan version's information, which includes [Figure Figure 68]:
 - **Plan name:** The name must be unique. When adding a new academic plan, the Plan name applies to all its versions. **Note:** We recommend not including date-related information in the Plan name.
 - **Short name:** A short name for the academic plan. This is the name Chancery SMS uses in lists across the system. This name is unique for each version of the plan.
 - **Plan version start year:** The year the plan version takes effect. The start year cannot overlap with any other version of this plan.
 - **Plan version end year:** [Optional] Set the year after which you anticipate that this plan version will no longer be relevant. Typically, obsolescence occurs because of a district policy change. If you leave the end year blank, Chancery SMS displays the end year as "and beyond" [Figure Figure 130].
 - **Total plan credits:** Set the total number of course credits the student requires for this plan version.
- 5 Click **OK** to save your changes and close the page. Chancery SMS adds the new plan and its first version to the Academic Plans page.
 - Or, click **Apply** to save the changes and add structure [p. 263] and rules [p. 267].
 - To delete an academic plan, delete its only remaining version [Figure Figure 130].

Figure 130: Academic plan editing

The screenshot shows the 'Academic Plans' interface. At the top, there are buttons for 'Add Plan' (A), 'Copy Plan' (B), 'Set Default' (C), and 'Excess Credit Option' (D). Below these is a table with columns 'Plan/Version' and 'Credits summary'. The table lists four plans: 'Honors Plan' (F) with a warning icon (G) and edit/delete icons (H), 'Minimum Plan', '2004 to 2009', and 'Recommended Plan' (I) with a star icon. A 'Total: 4' indicator is in the top right.

Plan/Version	Credits summary
Honors Plan 	44.0 credits (English Language Arts: 8.0, Social Studies: 9.0, Mathematics: 6.0, Science: 4.0, Physical Education: 4.0, Visual & Performing Arts: 2.0, Electives: 11.0)
Minimum Plan 	2010 and beyond 21.0 credits (English Language Arts: 4.0, Science: 3.0, Mathematics: 3.0, Social Studies: 3.0, Physical Education: 0.5, Other: 2.0, Health Education: 0.5, Technology Education: 1.0, Fine Arts: 1.0, Electives: 3.0)
2004 to 2009	21.0 credits (English Language Arts: 4.0, Science: 3.0, Mathematics: 3.0, Social Studies: 3.0, Physical Education: 0.5, Other: 2.0, Health Education: 0.5, Technology Education: 1.0, Fine Arts: 1.0, Electives: 3.0)
Recommended Plan 	2007 to 2009 26.0 credits (English Language Arts: 4.0, Science: 4.0, Mathematics: 4.0, Social Studies: 3.5, Economics: 0.5, Physical Education: 1.5, Languages other than English: 2.0, Health Education: 0.5, Technology Applications: 1.0, Fine Arts: 1.0, Speech: 0.5, Electives: 3.5)

- A Add Plan:** Adds a new academic plan and its first version.
- B Copy Plan:** Duplicates an academic plan and its most recent version.
- C Set Default:** Enables you to select one of the plan versions as the default for the district [p. 268].
- D Excess Credit Option:** Optional feature that enables you to apply excess earned credits to a particular group instead of displaying them in the **Non-contributing course credits** grid on the student's Academic Plan page.
- E Plan/Version:** For each plan, lists the most recent plan version first (in terms of year range). Red text and an exclamation mark indicate an incomplete plan setup [p. 260].
- F Add a plan version:** Adds a new version to this plan. This new version is identical to the most recent plan version in all except start and end year.
- G Delete the plan version:** Move your cursor over the plan version and click the delete icon. You cannot delete a plan if that plan is assigned to one or more students.
- H Edit the plan version:** Move your cursor over the row and click the edit icon. The Academic Plan Setup page appears [Figure Figure 68].
- I Default plan indicator:** Indicates that this academic plan is the default for the district [p. 268].

To create an additional version of an academic plan:

- 1 On the home page, in the control bar, click **District Setup**. The District Setup page appears.
- 2 Under **Academic Planner**, click **Plan Setup**. The Academic Plans page appears [p. 261].
- 3 Click the Add plan version icon that follows the academic plan's name [Figure Figure 130]. The Academic Plan Setup page appears [Figure Figure 68] on which Chancery SMS displays a duplicate of the structure and rules of the most recent plan version.
- 4 Adjust the plan version's information, which includes [Figure Figure 68]:
 - **Plan name:** The name must be unique to this plan version.
 - **Plan version start year:** The year the plan version takes effect. Since a version's start year cannot overlap with another version of this plan, Chancery SMS automatically sets the year to the year that follows the end year of the most recent plan version.
 - **Plan version end year:** [Optional] Set the year after which you anticipate that this plan version will no longer be relevant. Typically, obsolescence occurs because of a district policy change. If you leave the end year blank, Chancery SMS displays the end year as "and beyond" [Figure Figure 130].
 - **Total plan credits:** Set the total number of course credits the student requires for this plan version.
- 5 Click **OK** to save your changes and close the page. Chancery SMS adds the new plan version to the Academic Plans page.
 - Or, click **Apply** to save the changes and add structure [p. 263] and rules [p. 267].

Selecting courses for an academic plan version

An academic plan's *structure* consists of a list of courses from which earned credits would fulfill the plan's requirements. These selected courses, a subset of the courses available in the district's course catalog for the active year, are organized into one or more *course groups* to each of which a minimum number of credits is assigned. Typically, a course group contains a list of courses in a single field of study, such as Science, Humanities, or Physical Education, or a single type, such as Electives. The total of all credits of a plan version's course groups must equal the credits assigned to that plan version.

A course group can consist of one or more *course subgroups*, which can be useful for organizing a course group's courses by such criteria as grade level, difficulty, or specialization; for example, the plan could require a student to take 6 credits of Science (the course group), of which 3 credit must be from a Biology course (the subgroup). A course group can hold up to 6 levels of subgroups. The total of all credits of a group's subgroups must equal the credits assigned to the parent group. **Note:** If a course group contains subgroups, we recommend organizing all courses in the course group into subgroups; in other words, organize all courses into the same level of grouping.

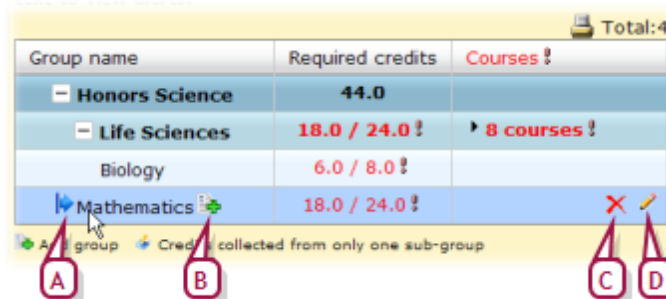
The District Administrator selects courses for inclusion in a group or subgroup by searching the course catalog and selecting from the search results.

To select courses for a group or subgroup:

- 1 On a plan version's Academic Plan Setup page [p. 260], on the **Plan Structure** tab, move the cursor over the group's row and click the edit icon [Figure Figure 131]. The Group Setup page appears [Figure Figure 132].
- 2 In the **Course Search** section, use a **Basic** or **Detail** search to generate a relevant list of courses from the district's course catalog. Chancery SMS runs the search and displays matching courses (if any) under **Search Results**.
 - Perform the search using the same methods as a Basic [p. 38] or Detail [p. 41] search for students. You can save the results of a search, or save the search criteria for re-use as a *favorite search*.
 - Course name is case insensitive (that is, entering english for the course name will produce courses named English and english).
 - **Note:** The maximum number of course records you can select in the course record search results at one time depends on the browser you are using, as follows:
 - Microsoft IE 7 or earlier: 350 course records
 - Microsoft IE 8: 350 or 500 course records, depending on settings (search the [Knowledge Base](#) for further information about IE 8 settings)
 - Other browsers (such as Firefox or Safari): 1000 course records
- 3 In the **Search Results** section, select one or more courses.

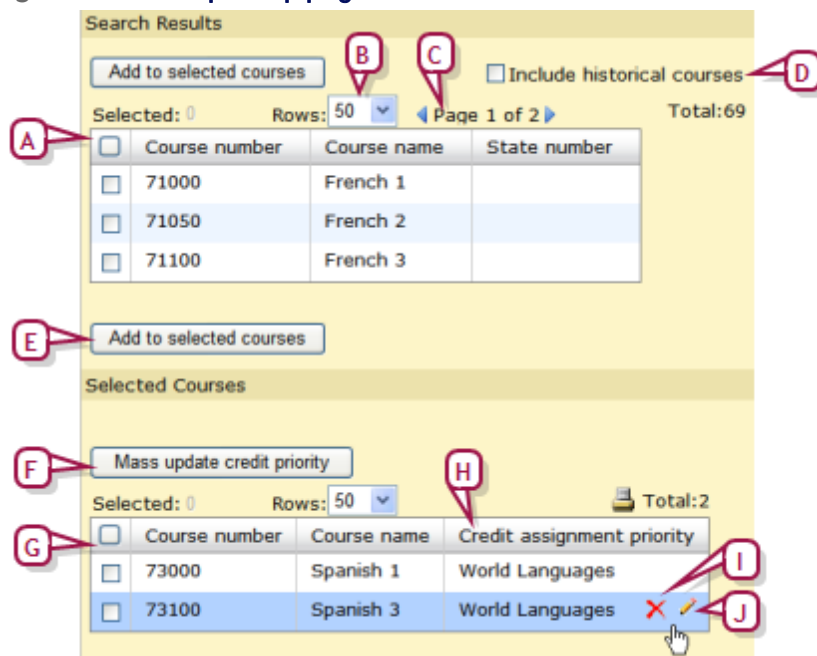
- To see historical courses in your search results, click **Include historical courses** [Figure Figure 132]. When you select this option, Chancery SMS saves the setting and the option remains selected every time you open this page, until you deselect it.
 - To see in your search results courses from the district catalog that are flagged as inactive, click **Include inactive courses**. When you select this option, Chancery SMS saves the setting and the option remains selected every time you open this page, until you deselect it.
- 4 Click **Add to selected courses**. The course(s) appears in the **Selected Courses** panel [Figure Figure 132].
- Or, click **Apply**.
 - To remove a course from the **Selected Courses** list, move the cursor over the course's row and click the delete icon [Figure Figure 132].

Figure 131: Course groups



- A Move group icon
- B Add group icon
- C Delete group icon
- D Edit group icon

Figure 132: Group setup page



- A Search Results:** A list of courses generated from a search of the course catalog.
- B Rows:** Indicates the number of course records displayed in the search results grid.
- C Page control:** Use the arrows to move between pages in the course search results grid.
- D Include historical courses:** Select to include historical courses in the course search results.
- E Add to selected courses:** Adds the course(s) selected to the Selected Courses list.
- F Mass update credit priority:** Enables you to set the credit assignment priority for selected courses [see p.266].
- G Selected Courses:** The courses selected for this group or subgroup.
- H Credit assignment priority:** Indicates the course's credit assignment priority in this group [see p.266].
- I Delete icon:** Removes the course from the group's list.
- J Edit icon:** Enables you to set the course's credit assignment priority [p. 266].

To add a course group or subgroup:

- 1 On a plan version's Academic Plan Setup page [p. 260], on the **Plan Structure** tab, in the Group name column, move the cursor over a plan version's name and click the Add group icon [Figure Figure 131]. The Group Setup page appears [Figure Figure 132].
 - To edit a group, move the cursor over the group's row and click the edit icon [Figure Figure 131].
 - **Note:** To change the position of a group in the hierarchy of groups and subgroups, you can drag the group to another position (click on the group's move icon [Figure Figure 131] and hold the button down as you move the cursor).
- 2 Enter or change the information, which includes:
 - **Group name:** The name of the group or subgroup must be unique to this plan version.
 - **Required credits:** The minimum number of credits the student must earn from this group or subgroup to meet the plan version's requirements.
 - **Maximum credits:** [Optional] The total number of credits the student can earn from this group or subgroup to meet the plan version's requirements. Chancery SMS considers any credits earned beyond this total to be surplus see *Earning credits on an academic plan* [p. 99]. If this value is left blank, Chancery SMS considers the Required credits to equal the Maximum credits.
 - **Collect credits from:**
 - **All associated sub-groups:** [Default] Enables students to earn credits from any of the group's subgroups.
 - **Only one associated sub-group:** Considers credits from only one of the group's subgroup as earned, even where the student has earned credits from several subgroups. For example, in a World Languages group with two subgroups, French and Spanish, and Required credits

of 2.0, a student needs to earn 2.0 credits in either French or Spanish.

- 3 Click **OK**.
 - Or, click **Apply** to add or change the group's selected courses.

Setting course credit assignment priority

In a plan version, more than one group or subgroup can hold the same selected course. When a student earns credits for such a course, Chancery SMS determines the group or subgroup to which it applies the course's credits by referring to course's *course credit assignment priority*.

Chancery SMS applies the course's credits to the highest priority group or subgroup first; when that group's Required credits total is met, Chancery SMS applies any surplus credits to the next priority group, and so on. For example, in a plan version with two groups, "Social Studies" and "Electives", and the course "World History" selected for both, you might set the course's credit assignment priority to be "Social Studies->Electives". This would ensure that when a student earned 3.0 credits for the World History course, Chancery SMS would add 3.0 credits to the student's Social Studies group total, unless that total was already met. Where a student has earned credits for several courses in a group, and the total number of credits exceeds the group's Required credits, Chancery SMS applies the credits from the highest priority courses first until the total is met.

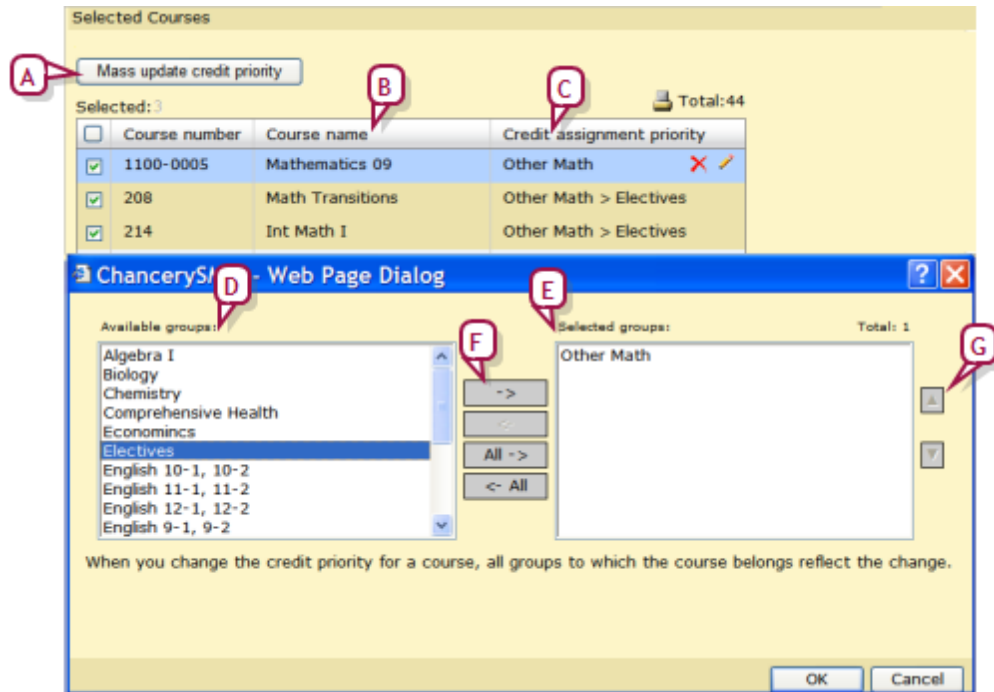
When you first select a course for a group, Chancery SMS automatically sets that course's credit assignment priority to that group [Figure Figure 132]. You can change this priority as necessary, typically when you select the same course for another group. You can change the credit assignment priority for one course or for several at once. **Note:** When you make such a change, Chancery SMS applies the change to all the plan version's groups and subgroups in which the course is selected.

To change a course's credit assignment priority:

- 1 On a plan version's Academic Plan Setup page [p. 260], on the **Plan Structure** tab, in the Group name column, move the cursor over a plan version's name and click the edit icon [Figure Figure 131]. The Group Setup page appears [Figure Figure 132].
- 2 On the Group Setup page, in the **Selected Courses** panel, move your cursor over the course and click the edit icon [Figure Figure 133]. A dialog appears [Figure Figure 133].
 - Or, to set the credit assignment priority for more than one course, select the courses and click **Mass assign credit priority**. **Note:** You can mass update only courses that share the same credit assignment priority.
- 3 Set the course(s)'s credit assignment priority by adjusting the order of **Selected Groups**:
 - To increase a group's priority, select the group and click the up-arrow button. To decrease a group's priority, select the group and click the down-arrow button.

- To add a group to the **Selected Groups** list, in the **Available Groups** list, select the group and click the right-arrow button (or double-click the group).
 - To remove a group from the **Selected Groups** list, select the group and click the left-arrow button (or double-click the group).
- 4 Click **OK**.
 - 5 On the Group Setup page, click **OK**.
 - Or click **Apply** to continue working on the Group Setup page.

Figure 133: **Course credit assignment priority**



- A Mass update credit priority:** Enables you to change the credit assignment priority for all the courses selected.
- B Course name:** The list order determines credit assignment priority for the courses in this group. To increase a course's priority, click on its name and drag it to a new position in the list.
- C Credit assignment priority:** Indicates a course's priority settings in terms of group or subgroup names, in order, left to right.
- D Available groups:** Lists the plan version's groups and subgroups for which this course is selected.
- E Selected groups:** Lists groups and subgroups in order of priority for credit assignment.
- F Left and right arrows:** Enables you to transfer groups between the lists.
- G Up and down arrows:** Enables you to increase or decrease the priority of a selected group.

Setting aptitude and achievement requirement rules

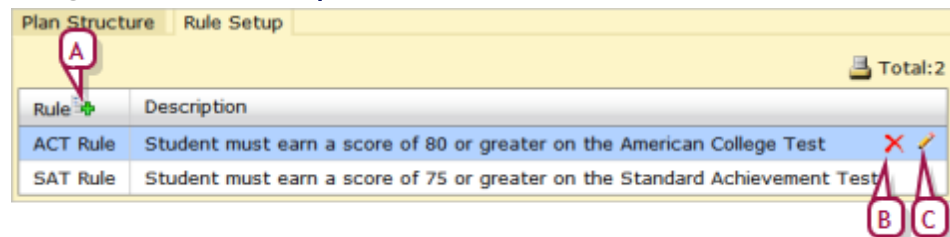
In addition to course groups, an academic plan can include *rules* that specify one or more aptitude or achievement tests and the minimum acceptable

scores for each. Typically the tests are related to college entrance requirements, such as Standard Achievement Test (SAT) and American College Test (ACT). Rule examples include: "SAT Score >= 1122", "Grade Level = 10 AND Age >= 13". These rules also enable a Counselor to assess a student's abilities when recommending courses and academic goals. For detailed information about creating eligibility rules in general, refer to the *Chancery SMS Understanding Eligibility Rules Technical Bulletin*.

To create a rule:

- 1 On a plan version's Academic Plan Setup page [p. 260], click the **Rule Setup** tab. The Academic Plans page appears.
- 2 Click the add icon [Figure Figure 134]. The Rule Definition dialog appears.
- 3 Set options, which include:
 - **Rule name:** The rule name must be unique to this plan version.
 - **Description:** A text description of this rule.
 - **Category:** Select "Test Management" (the only Category that you can use for an academic plan).
 - **Search by:** Select a score type and operator, then enter a value. When you select a score type, Chancery SMS displays relevant conditions.
 - **Where the following conditions apply:** The conditions displayed depend on the score type selected. Typical conditions include **Start of test date range**, **End of test date range**, and **Test name** (for which you can select from a set of standard tests such as SAT and ACT).
- 4 Click **Add Criteria**. The new criteria appears under **Eligibility Criteria**.
 - To remove a criterion, select it and click **Remove**.
 - [Optional] Click **Validate** to have Chancery SMS test the validity of the selected criterion and, if the criterion is valid, display a summary.
- 5 Click **OK**.

Figure 134: **Rule Setup**



- A Add icon
- B Delete icon
- C Edit icon

Designating an academic plan as the district default

Where a system's setup does not permit a choice of academic plans, a School Administrator can only assign to a student [p. 100] an academic plan designated as the default by the District Administrator.

The District Administrator can designate only one academic plan as the district default. Typically, this plan has one or more versions that cover all potentially relevant years. When a School Administrator assigns the default plan to a student, Chancery SMS automatically assigns the appropriate plan version. Chancery SMS determines the plan version to assign based on the start and end year of the plan version and the year the student entered Grade 9. For example, if a student entered Grade 9 in 2007, Chancery SMS would assign a plan version that contained that year.

Note: To determine the plan version to assign to a student, Chancery SMS refers to the student's record, specifically, the **Year/Date entered 9th grade** field on the Student Demographics > Personal Info page [p. 58]. If this field is blank or is a non-numeric value, Chancery SMS uses the student's historical data to calculate the year the student entered 9th grade. If the student's historical information is inadequate, then Chancery SMS uses the student's current year grade level to determine the student's year of entry into Grade 9. **Note:** Chancery SMS calculates grade levels based only on numeric values; it cannot determine a year of entry into Grade 9 using grade levels such as G9, G10, and so on. (To enter a value for **Year/Date entered 9th grade** for more than one student, select the students [p. 36] and in the **Edit** menu click **Assign > Values**.)

To designate a plan version as a district default:

- 1 On the home page, in the control bar, click **District Setup**. The District Setup page appears.
- 2 Under **Academic Planner**, click **Plan Setup**. The Academic Plans page appears.
- 3 Click **Set Default**. A dialog appears.
- 4 For **Plan name**, select an academic plan.
 - To have no academic plan designated as the default, select "None".
- 5 Click **OK**. Chancery SMS indicates the default plan [Figure 130].

Developing reports

You can develop reports for use in a Chancery SMS system [p. 109] using a third-party development tool such as *Crystal Reports*®. For more information about developing new reports for specific purposes, refer to the *Chancery SMS Report Writer Guide*.

Scheduling

Scheduling involves specifying how courses or subjects are offered at a school [p. 270], defining scheduling elements [p. 275] and structure [p. 316], assigning teachers and rooms to courses or subjects, and creating student schedules [p. 287]. Students at a school may be able to make course requests [p. 103].

Scheduling method

Since scheduling at an elementary school [p. 272] can differ significantly from a secondary school [p. 297], in Chancery SMS an administrator can set up a school to use one of two types of scheduling: elementary or secondary. For a description of the main differences between the two methods, refer to *Table 54* [p. 270].

Table 54: Elementary versus secondary scheduling method

Elementary scheduling [p. 272]	Secondary scheduling [p. 297]
Structured around <i>homerooms</i> [p. 194]. <ul style="list-style-type: none"> • Every student is assigned to a homeroom. • Based on his or her homeroom, Chancery SMS assigns a student to core set of classes. • The students from a homeroom usually stay together for most of each day. • The homeroom teacher teaches most of the subjects to the same group of students. Scheduling: <ul style="list-style-type: none"> • The administrator can adjust individual student schedules by transferring them to other classes [p. 287], as well as by using subject exceptions and resource assignments to support special cases. • The administrator has the option of creating a schedule structure [p. 316] and assigning meeting patterns to classes. 	Structured around classes. <ul style="list-style-type: none"> • For each class, students usually go to a different room with different students. • The homeroom, if used, is usually only for announcements.
Students in a grade level are usually assigned the same set of subjects, which they take for the whole school year.	Offers flexible terms that support any combination of semesters, quarters, or middle-school style class rotations. <ul style="list-style-type: none"> • Requires complex meeting patterns. • Requires different bell schedules, or different start and end dates, for each term to accommodate the needs of different groups of students. • <i>Teams</i> or <i>platoons</i> of students are rotated through a series of <i>exploratory classes</i> (middle school).
Structured around <i>subjects</i> and a <i>subject framework</i> [p. 275] <ul style="list-style-type: none"> • Subjects are offered as core or specialty. 	Structured around <i>courses</i> and a <i>course catalog</i> or <i>course list</i> . <ul style="list-style-type: none"> • Students request individual courses. • Courses are offered as required or elective.
Simple grading structure	Complex grading structure

Elementary scheduling [p. 272]	Secondary scheduling [p. 297]
	<ul style="list-style-type: none"> A school that employs secondary scheduling must also employ secondary grading and secondary report cards.
Employs the elementary school style of report card. <ul style="list-style-type: none"> Includes grading table options. 	Employs the secondary school style of report card. <ul style="list-style-type: none"> Includes grading table options.
Employs the once-daily or twice-daily attendance method [p. 173].	Employs the once-daily, twice-daily, or by-class attendance method [p. 173].

To set a scheduling method for a school: [SA]¹

- 1 On the home page, in the control bar, under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **General Settings**. The General Settings page appears.
- 3 Under **Scheduling General Settings**, select the check box of the scheduling method you want to use: **Elementary**, or **Secondary**.
 - Elementary is not available in the Planning Calendar if the school used Secondary scheduling in the Active Calendar.
 - Specify where Chancery SMS should consider two contiguous classes as one [p. 270].
- 4 Click **OK**.
 - Caution:** To change the scheduling method in a calendar, a School Administrator must do so before making any changes to the default scheduling settings (for example, by creating schedules). Otherwise, the change in method is not possible.

Table 55: Permissions pertaining to setting a scheduling method

To	You need this permission	Set to	Details
Setting a scheduling method for a school	School Setup > Attendance General Settings	Yes	[>]

Two classes treated as one

Where a school's attendance-taking method is By Class [p. 172], the administrator can specify the circumstances in which Chancery SMS should consider a pair of contiguous classes (that is, two classes scheduled into adjacent periods) to be the same class; for example, a chemistry lecture followed by a chemistry lab. This specification affects Chancery SMS's calculation of attendance [p. 148] and instructional minutes.

Chancery SMS considers two classes to be one where all of the following are true:

- The classes are scheduled for consecutive periods.

¹You can do this if your role is School Administrator.

- Both classes have the same name. For example, Chancery SMS will consider the classes "Chemistry" and "Chemistry Lab" as separate and the classes named "Science" as potentially a single class.
- The number of *passing period* minutes between the two consecutive classes does not exceed the number specified by the administrator. For example, if the School Administrator sets the passing period minutes to 8 and the school allows 5 minutes between classes, then Chancery SMS will consider two consecutive classes of the same name as one (5 is less than 8); if the school's bell schedule specifies 10 minutes between classes, then Chancery SMS will consider the two classes as separate (10 is more than 8).

To specify the maximum number of passing period minutes between contiguous classes for those classes to be considered one class: [SA]¹

- 1 On the home page, in the control bar, under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **General Settings**. The General Settings page appears.
- 3 Under **Scheduling General Settings**, for **Class periods are contiguous if separated by no more than # passing period minutes**, specify the number of minutes.
- 4 Click **OK**.
 - **Caution:** The administrator cannot change this setting once attendance has been taken in this calendar year.

Scheduling an elementary school

Typically, a School Administrator creates an elementary school's initial schedule in the Planning Calendar [p. 164]. At year end [p. 430], the Planning Calendar becomes the Active Calendar [p. 164] and the administrator continues to make adjustments to the school schedule throughout the school year. Some scheduling tasks can only be completed in the Planning Calendar and others can only be completed in the Active Calendar thus the administrator may need to switch between them [p. 163].

The general scheduling procedure for an elementary school is:

- 1 *Set up scheduling elements* [p. 275]
- 2 *Set up a schedule structure* [p. 316]
- 3 *Set up multiple tracks* [p. 276]
- 4 *Set up homerooms* [p. 194]
- 5 *Set constraints* [p. 346]
- 6 *Set subject scheduling rules* [p. 277]
- 7 *Class setup* [p. 280]
- 8 *Student schedule creation* [p. 287]
- 9 *Assign default terms and meeting patterns to courses* [p. 335]
- 10 *Build the school's master schedule* [p. 337]
- 11 *Load student schedules* [p. 358]

¹You can do this if your role is School Administrator.

12 Assign resource services [p. 295]

For the purposes of elementary scheduling, the following terms are useful:

- *Homeroom*: A group of students, usually in the same grade, who spend most of their time together. In a homeroom, students have attendance taken and receive instruction in core subjects, such as Math, Language Arts, and Social Studies. For example, Homeroom 1-A is a Grade 1 homeroom where twenty-five Grade 1 students spend most of their time.
- *Class*: A group of students who meet regularly to receive instruction in a subject from a specific teacher. For example, Band 4 meets Tuesdays and Thursdays at 2 pm with Mr. Bell providing instruction for thirty Grade 4 students.
- *Subject* see *Subject framework setup* [p. 275]
- *Room*: Specifies the location of classes not taught in the homeroom. Typically, in elementary schools, classes are taught in the homeroom. If a class is not taught in the homeroom, you can specify a different room. For example, all computer classes are taught in the computer lab in room 102.

A scheduling structure is necessary if the administrator wants to assign specific meeting times to specific classes or create a multiple track schedule. An elementary scheduling structure involves the following:

- *Defining scheduling groups* [p. 317]
- *Defining day patterns and Special Days* [p. 319]
- *Setting up bell schedules* [p. 323]
- *Setting up meeting patterns* [p. 326]

Keep in mind:

- Every student in an elementary school must be assigned to a homeroom. A student's current grade level must match a grade level assigned to his or her homeroom.
- The administrator can choose to automatically assign subjects to a student, based on the student's grade level. As a result, all students in a particular grade receive instruction in the core subjects associated with that grade, such as Language Arts, Math, and Social Studies. A subject can be taught either in the homeroom or in a different room. For example, multiple homerooms in a grade can be scheduled to take Grade 5 PE together, which is taught in the Gymnasium.
- The administrator can automatically assign a student to classes based on that student's homeroom. For example, the administrator can designate Social Studies 4 as a subject whose classes correspond to specific homerooms. As a result, students in Homeroom 4-A are automatically assigned to the Social Studies 4 (4-A) class.
- The administrator can create enough classes to accommodate all the students in a grade who are taking a particular subject. For example, if there are ninety students in Grade 3 who are taking Computer Applications and the administrator wants to limit the class size to fifteen students, he or she can create six classes.

- Students automatically receive a schedule of most of their core and specialty subjects (also known as non-academic subjects), based on the homeroom and grade assignment. The administrator can adjust class rosters to accommodate exceptions, such as team teaching [p. 283].

Table 56: Permissions pertaining to elementary scheduling

To	You need this permission	Set to	Details
Switch between calendars.	School Setup > Define School Calendar	Yes	[p. 716]
Specify calendar day exceptions and Special Days for the Active Calendar.	School Setup > Calendar Day Exceptions	Delete	[p. 709]
Create and edit day types.	School Setup > Day Type Setup List	Yes	[p. 714]
View the subject framework.	School Setup > Subject Framework / Course Catalog	View	[p. 729]
Schedule core and specialty subjects.	School Setup > Subject Scheduling	Edit	[p. 730]
	School Setup > Subject Framework / Course Catalog	View or Edit	[p. 729]
Add, edit, and delete buildings.	Facilities Management > Buildings	Delete	[p. 667]
	School Setup > Secondary Scheduling Setup	Yes	[p. 726]
Add, edit, and delete rooms.	Facilities Management > Rooms	Delete	[p. 668]
	School Setup > Secondary Scheduling Setup	Yes	[p. 726]
Set up the scheduling structure.	School Setup > Secondary Scheduling Structure Setup	Yes	[p. 727]
Define schedules for classes.	School Setup > Classes	Yes	[p. 710]
	School Setup > Secondary Scheduling Setup	Yes	[p. 726]
Define class or homeroom constraints.	School Setup > Define Constraints - School	Delete	[p. 714]
Schedule a student into a class for which the student exceeds the constraints.	School Setup > Override Constraints	Yes	[p. 724]
Assign default classes based on student homerooms.	School Setup > Subject Scheduling	Edit, Delete, or None	[p. 730]
	Students > Edit Student Schedules	Yes	[p. 776]
Re-assign default classes based on student homerooms.	School Setup > Subject Scheduling	Edit	[p. 730]
	Students > Edit Student Schedules	Yes	[p. 776]
Create resource services.	School Setup > Resource Services	Delete	[p. 726]

To	You need this permission	Set to	Details
Update the scheduling statistics.	School Setup > Change Planning Schedule	Yes	[p. 709]
Assign resource services to students.	Students > Resource Assignments	Delete	[p. 786]
	Students > Edit Student Schedules	Edit	[p. 776]
Set up homerooms for scheduling.	School Setup > Homerooms	Delete	[p. 722]
Assign homerooms to students.	Students > Assign Homerooms	Yes	[p. 766]
Make changes to student schedules.	Students > Edit Student Schedules	Yes	[p. 776]

Set up scheduling elements

Elements essential to a schedule include staff members see *Viewing staff* [p. 207], rooms see *Room setup* [p. 193], and subjects see *Subject framework setup* [p. 275]. Ensure that these are in place and up to date before developing a planning schedule [p. 359].

Subject framework setup

A District Administrator sets up the *subjects* and *subject elements* available to elementary schools in the district and assigns subjects to each school.

A *subject* is a set of instructional topics and objectives taught to students, often for the entire school year. A *subject element* is one component of a complete subject. For example, Science is a subject that is taught to all Grade 4 students for the whole year. Music is a subject taught to all Grade 5 students, but some take the Choir subject element and some take Band.

A School Administrator can view the subject framework available to his or her school [Figure Figure 135]. The administrator can use the framework to make a subject available for scheduling in one or more grade levels and to set up how it can be scheduled.

Figure 135: Elementary school subject framework

Core and Specialty Generic Subjects		1 - 30 of 39									
Selected: 0		Prev	Next								
<input type="checkbox"/>	Generic Subject Name	K	1	2	3	4	5	6	7	8	
<input type="checkbox"/>	Language Arts		Y	Y	Y	Y	Y	Y	Y	Y	
	Reading		Y	Y	Y	Y	Y	Y	Y	Y	
	Spelling		Y	Y	Y						
	Grammar		Y	Y	Y	Y	Y	Y	Y	Y	
	Writing			Y	Y	Y	Y	Y	Y	Y	
	Comprehension				Y	Y	Y	Y	Y	Y	
<input type="checkbox"/>	Mathematics		Y	Y	Y	Y	Y	Y	Y	Y	
	Operations		Y	Y	Y	Y	Y				
	Problem Solving				Y	Y	Y	Y	Y	Y	
	Geometry					Y	Y	Y	Y	Y	
	Shapes		Y	Y	Y						
	Algebra							Y	Y	Y	

- A *Subject*: Click the name to view the subject's details, including its Designation, which can be Core or Specialty.
- B *Subject element*
- C Grade levels: "Y" indicates that a subject is available to a grade level.
- D "Y": Indicates that a subject is available for scheduling in a grade level. Click the hyperlink to view its scheduling setup.

To work with a school's subject framework: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**.
 - Or click **Scheduling**.
- 2 Under **School**, click **Subject Framework**. The Subject Framework page appears [Figure Figure 135].
 - To make a subject available for scheduling in a grade level, select the subject and from the **Actions** menu, select **Schedule / Un-schedule Generic Subject....** If a student has been manually added to or removed from a class for the subject, you cannot remove the subject from the grade.
 - To modify a subject's scheduling setup for a grade level, click "Y" in the appropriate column.
 - To remove a subject's availability for scheduling in a grade level, select the subject and from the **Actions** menu, select **Schedule / Un-schedule Generic Subject....** If an administrator has added or removed a student from one of subject's classes manually (that is, Chancery SMS did not do it automatically) then it is not possible for the administrator to remove the subject.

Set up multiple tracks

With a schedule structure in place at a school [p. 275], the School Administrator can set up a schedule that features more than one track, that is, a schedule whereby the days that a student is in class are based on the student's track assignment. At a multi-track school, the administrator assigns a student to a homeroom meeting pattern set up as a track. The student only attends classes when "on track", that is, when his or her track is in session. Also, attendance for the student is taken only when he or she is on track.

To create a multi-track schedule, the administrator sets the school's Tracks option (on the School Setup page) and sets up relevant Relative-Days Patterns and meeting patterns. Consider the following detailed example in which the administrator sets up a four-track schedule at a school. All four tracks (A, B, C, and D) are within the same calendar year. On any given school day, three tracks are in session and one track is out of session. The administrator creates a Relative-Days Pattern for each day that three tracks are in session, creates a meeting pattern for each track, and assigns the meeting patterns to each homeroom.

To set up a four-track schedule at a school: [SA]²

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- 1 Set up Relative-Days Patterns [p. 319]:
 - a Set up four Relative-Days Patterns as follows:

Days	Pattern name
ABC	ABC
BCD	BCD
ACD	ACD
ABD	ABD

- 2 Set up a bell schedule [p. 323] for each day in the Relative-Days Patterns:
 - a For the **Scheduling Group**, select "Homerooms".
- 3 Set up meeting patterns for the tracks [p. 326]:
 - a For **Meeting Pattern for Scheduling Group**, select "Homeroom".
 - b Create the following meeting patterns:

Name	Short Name	Description (Relative Days)
Track A	A	ABC, ACD, ABD
Track B	B	ABC, BCD, ABD
Track C	C	ABC, BCD, ACD
Track D	D	ACD, ABD, BCD

- 4 Assign meeting patterns (tracks) to homerooms:
 - a On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - b Click **Homerooms**. The Homerooms page appears.
 - c In the **HR** column, click a homeroom's name. The Edit Homeroom page appears.
 - d For **Meeting Pattern**, select an appropriate meeting pattern.
 - e Click **Save** [Save & Add?].
- 5 Apply the appropriate Relative-Days Patterns to each school day [p. 323].
- 6 Turn on the tracks option for the school:
 - a On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
 - b Under **Attendance General Settings**, select "Track homeroom attendance by meeting pattern" [unable to verify].
 - c Click **OK**.

Set subject scheduling rules

With the subject framework [p. 275] for a school set up, a School Administrator can schedule any subject available to the school in one or

scheduling rules (including the ability to schedule classes).

To set a subject's scheduling rules: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Subject Scheduling**. The Subject Scheduling page appears [Figure Figure 136].
- 3 In the **Subject Name** column, click the name of the subject. The Edit Subject page appears.
 - To view the subject's classes, in the **# Classes** column click the number. The Class Setup page appears.
- 4 Under **Schedule**, indicate how this subject is to be scheduled. Options include:
 - **Can schedule**: When selected, indicates that the School Administrator can create classes for this subject. **Caution**: If classes exist for this subject and an administrator deselects this option, Chancery SMS deletes those classes from the schedule.
 - **Student**: With **Automatically assign this subject to all students in grade #** selected, Chancery SMS automatically assigns all students in the relevant grade to one of this subject's classes when the administrator creates student schedules [p. 287]. The selected grade depends on The grade level is determined by the subject framework [p. 275]. With **School will assign this subject to individual students** selected, the administrator assigns students to this subject's classes.
 - **Default teacher**: With **Homeroom teacher** selected, Chancery SMS automatically assigns the homeroom teacher to all classes. Selecting **School plans to use team teaching** enables the administrator to assign more than one teacher to a class in this subject see *Setting up team loading rules* [p. 356]. With **Specify** selected, the administrator can select any teacher in the school other than the homeroom teacher.
 - **Number of rosters**: With **One roster per homeroom** selected, Chancery SMS creates one roster for each homeroom. With **Specify** selected, the administrator can specify the number of rosters. For example, for a computer lab subject in a school with limited number of computers, the administrator would likely need to create more rosters than there are homerooms. Where there are two or more rosters, Chancery SMS places all students in the first roster. Thereafter, the administrator can transfer students [xref] to other rosters as necessary. Also, the administrator can specify a teacher for the second roster.
- 5 Click **OK**.

¹You can do this if your role is School Administrator.

Figure 136: Subject Scheduling page

Selected: 0

1 - 30 of 100

Prev | Next

<input type="checkbox"/>	Subject Name	Grade	Designation	Auto-Assign	# Classes
<input type="checkbox"/>	Creative Arts K	K	Specialty	Y	0
<input type="checkbox"/>	Creative Arts 1	1	Specialty	Y	0
<input type="checkbox"/>	Creative Arts 2	2	Specialty	Y	0
<input type="checkbox"/>	Creative Arts 3	3	Specialty	Y	0
<input type="checkbox"/>	Creative Arts 4	4	Specialty	Y	0
<input type="checkbox"/>	Creative Arts 5	5	Specialty	Y	0
<input type="checkbox"/>	Creative Arts 6	6	Specialty	Y	0
<input type="checkbox"/>	Creative Arts 7	7	Specialty	Y	1
<input type="checkbox"/>	Creative Arts 8	8	Specialty	Y	4
<input type="checkbox"/>	English/Second Lang 1	1	Specialty	Y	0
<input type="checkbox"/>	English/Second Lang 2	2	Specialty	Y	0

- A Subject Name:** Lists all subjects available to this school (determined by the subject framework [p. 316]). Click a subject name to schedule it.
- B Grade:** The grade for which this subject is offered.
- C Designation:** Indicates that the subject is "Core" or "Specialty". Core subjects are usually taught to all students in a grade.
- D Auto-Assign:** "Y" indicates that Chancery SMS automatically assigns the subject to all students in that grade level.
- E # Classes:** The number of classes for this subject. Click a number to set up classes.

For guidance on how to apply scheduling rules, refer to the following examples:

- *Language Arts example:* In a school where Language Arts is a core subject with a number of subject elements that are taught to all students in Grades 1 through 6, the School Administrator would set scheduling properties as follows:
Can Schedule selected.
Automatically assign this subject to all students in grade 5 selected.
Default teacher > Homeroom Teacher selected.
Number of rosters > One roster per homeroom selected. Since there are three Grade 5 homerooms, Chancery SMS creates three Language Arts 5 rosters.
- *Art example:* In a school where Art is a specialty subject taught to all students in Grades 5 and 6 by a specialty teacher in the Art Room, the School Administrator would set scheduling properties as follows:
Can Schedule selected.
School will assign this subject to individual students selected.
Default teacher > Specify and a teacher other than the homeroom teacher selected.

Number of rosters > **Specify** and set 4 rosters. Since not all Grade 5 students are required to take Creative Art, the school needs fewer rosters than the number of homerooms. Chancery SMS assigns all students to the first roster, the administrator must transfer students from that roster to the others to fill them out: on the Subject Scheduling page in the # Classes column click the number.

- *Computer example:* Computers 5 is a specialty subject taught to all Grade 5 students. However, because there are only fifteen computers in the Computer Lab, you must create ten Computers 5 classes to accommodate 150 Grade 5 students.

Can Schedule selected.

School will assign this subject to individual students selected.

Default teacher > **Specify** and a teacher other than the homeroom teacher selected.

Number of rosters > **Specify** and set 10 rosters. Since the Computer Lab might have a limited number of workstations, the school needs more rosters than the number of homerooms. Chancery SMS assigns all students to the first roster, the administrator must transfer students from that roster to the others to fill them out: on the Subject Scheduling page in the # Classes column click the number.

Class setup

The School Administrator can find and view classes by subject, by teacher, or by room. The administrator can adjust the setup of each class (for example, by changing the teacher(s) assigned to classes, the room, the name, or the meeting pattern) or assign the class to a particular teacher [p. 283] or room [p. 283].

To work with classes: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Class Setup**. The Class Setup page appears.
- 3 Click **Display All Records**.
 - Or, under **Subject Search**, search for classes using the available criteria (similar in technique to a Basic search for students [p. 37]).
 - Or search for selected classes by subject.
 - Or search for selected classes organized **By Teacher** [p. 283].
 - Or search for selected classes organized **By Room** [p. 283].
- 4 Under **Subject Search Results**, Chancery SMS displays a list of classes organized by subject. The information available includes the following (some of this information is only available if you adjust the columns displayed [p. 46]):
 - **Status:** Indicates any scheduling conflicts. To refresh, click **Save**.
 - Indicates a teacher conflict, that is, the teacher scheduled is also scheduled for another class in the same period.

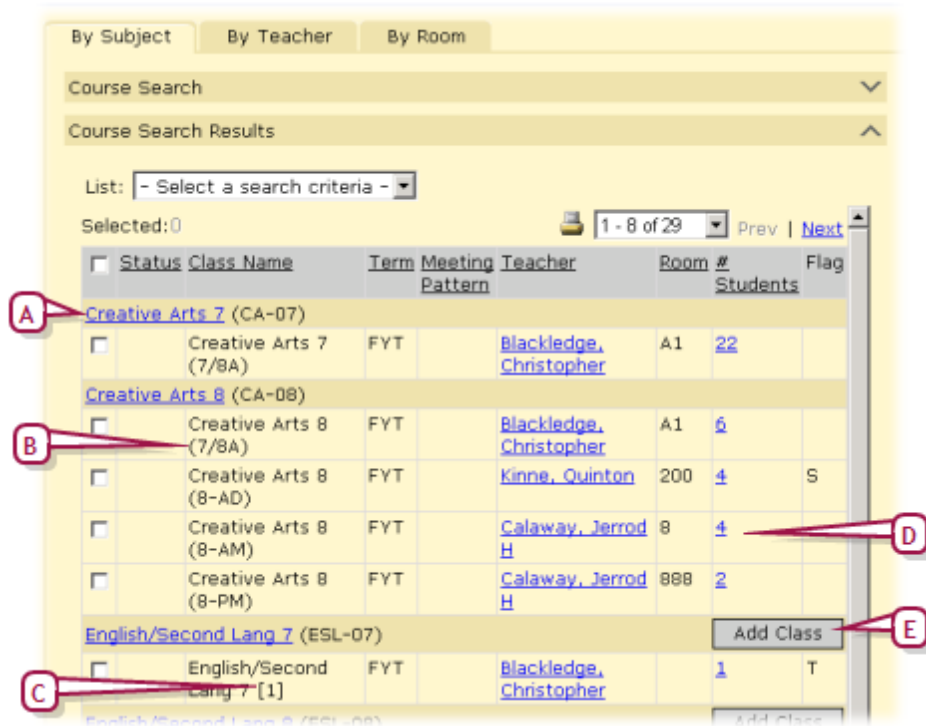
¹You can do this if your role is School Administrator.

- Indicates a room conflict, that is, the room scheduled for this class is also scheduled for another class at the same time.
 - **Class Name:** The name of the class. The default class name that Chancery SMS creates includes the generic subject name, the grade level and the homeroom number (in round brackets) or the class number [in square brackets] [Figure Figure 137]. The administrator can change this name, however keeping the name to less than 25 characters will ensure that it is fully visible on screen and in reports.
 - **Term:** The term in which the class is offered (available where the schedule structure is set up and the class is assigned a meeting pattern). At a school that employs elementary scheduling, only full year term (FYT) is available.
 - **Meeting Pattern:** The assigned meeting pattern (available where the schedule structure is set up). At a school that employs elementary scheduling, a meeting pattern is optional.
 - **Teacher:** The teacher assigned to the class.
 - **Room:** The room to which the class is assigned. If this room is the homeroom, Chancery SMS displays the homeroom number.
 - **Flag:** "T" indicates that a teacher who is not the homeroom teacher is assigned to this class.
 - **# Students:** The number of students assigned for the class. This number includes students who are scheduled to start the class in the future and excludes students who have withdrawn from the class.
 - **Capacity:** The maximum number of students that the administrator can assigned to this class. Not relevant at a school that employs elementary scheduling.
 - **Class #:** Not relevant at a school that employs elementary scheduling.
 - **Class Code:** A highly abbreviated name for the class.
 - **Course #:** The number of the subject associated with the class.
 - **Course Alternate Name:** A secondary name for the course. Does not apply to schools using elementary scheduling.
 - **Course Name:** The name of the subject associated with the class.
 - **Course Short Name:** An abbreviated name for the course. Does not apply at a school that employs elementary scheduling.
 - **Course State #:** Does not apply at a school that employs elementary scheduling.
 - **Teacher 2:** Where more than one teacher is assigned to the class, the name of the additional teacher [see also *Team teaching option* p.285].
 - **Teacher 3:** Where more than two teachers are assigned to the class, the name of the additional teacher [see also *Team teaching option* p.285].
 - **Team:** "S" indicates that one or more of the students assigned to the class are from outside the homeroom [see also *Team teaching option* p.285]. Does not apply at a school that employs elementary scheduling.
- 5 Select a class. Under **Class Information**, Chancery SMS displays information for the selected class. The information includes:
- **Scheduling Group:** The scheduling group to which this class is assigned. Typically, the choices are "Classes" and "Homerooms". **Note:**

Even if the school does not employ a scheduling structure [p. 316], a class must be assigned to a scheduling group.

- **Class comment:** Notes on the class for and by the administrator to a maximum of 270 characters.
- **Code:** An optional short code name for the class.
- **Use homeroom classroom:** Indicates that the class is taught in the homeroom's room. If selected, the administrator is unable to assign this class to a different room.
- **Collect Attendance:** Refer to *Setting up supplementary class attendance* [p. 174].
- **Default Attendance Code:** Refer to *Setting a default attendance code for a class or homeroom* [p. 180]
- **Class Constraints:** [Refer to *Set constraints* [>>]]
- **Class Schedule:** Enables the administrator to set the meeting pattern, teacher(s) and room. Chancery SMS displays conflicts generated by the selections. To schedule the class for an additional term or semester, click **Add More Detail**. **Caution:** Do not use Add More Detail to create blocked periods for classes [see p.326] because this would create several instances of the class, which can be confusing when searching for classes.

Figure 137: **Class Setup page**



- A** Subject: Click to edit the subject's scheduling rules [p. 277].
- B** Class with homeroom number (in round brackets). The homeroom number appears if the subject's scheduling rule **Number of Rosters** is set to **One roster per homeroom** [p. 277]. In which case, Chancery SMS sets up one class for each homeroom; the administrator cannot add or delete classes.

- C** Class with class number [in square brackets]. The class number appears if the subject's scheduling rule **Number of Rosters** is set to **Specify** [p. 277].
- D** **# Students**: Click the number to view the class roster.
- E** **Add Class**: Enables the administrator to add a class for this subject. Appears only if the subject's scheduling rule **Number of Rosters** is set to **Specify** [p. 277].

Creating classes for a subject

Chancery SMS automatically sets up a new class for each subject for which the scheduling rule **Can Schedule** is selected [p. 277] and for which **Number of Rosters** is set to **Specify** [p. 277]. This new class Chancery SMS uses for automatic scheduling; the administrator cannot delete it. When a class is created, Chancery SMS automatically assigns it to the default scheduling group [p. 317].

For a subject for which the scheduling rule **Can Schedule** is selected [p. 277], the administrator can rename or delete classes, and add classes up to the specified maximum [p. 277]. When a class is created, Chancery SMS automatically assigns it to the default scheduling group [p. 317].

To create a class for a subject:

- 1 On the Class Setup page, under **Subject Search Results**, locate the subject in the grid.
- 2 For that subject, click **Add Class** [Figure Figure 137].

For a subject for which the scheduling rule **Can Schedule** is selected [p. 277], the administrator can delete classes. For a subject for which the scheduling rule **Can Schedule** is not selected [p. 277], Chancery SMS does not display the subject's classes on the Class Setup page. The administrator cannot delete individual classes for a room. Deleting a homeroom removes all classes assigned to that homeroom.

To delete a class from a subject:

- 1 On the Class Setup page, under **Subject Search Results**, locate the subject in the grid.
- 2 Select the class to delete.
- 3 From the **Actions** menu, select **Delete Classes**.

Assigning a class to a teacher

The School Administrator can find and view classes organized by teacher. This facilitates the review of teacher assignments and the assigning of a class to one or more teachers.

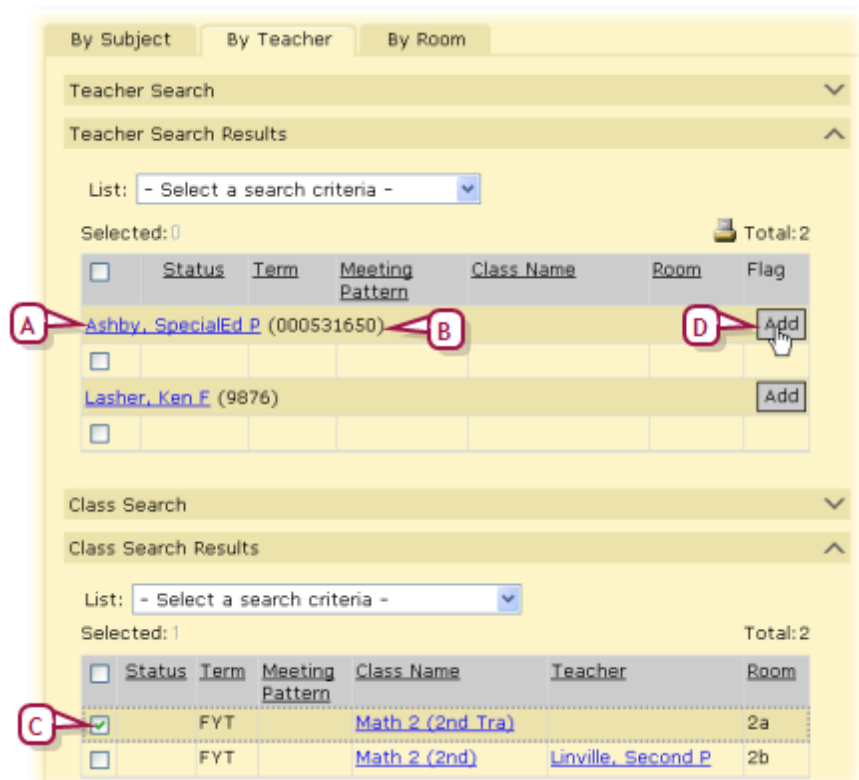
To assign a class to a teacher: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Class Setup**. The Class Setup page appears.
- 3 Click **By Teacher**.

¹You can do this if your role is School Administrator.

- 4 Under **Teacher Search**, click **Display All Records**.
 - Or search for teachers using the available criteria (similar in technique to a Basic search for students [p. 36]).
 - Or search for selected classes by subject.
- 5 Under **Teacher Search Results**, Chancery SMS displays a list of classes organized by teacher [Figure Figure 138].
 - You can change the columns displayed on this page [p. 46].
- 6 Under **Class Search**, locate the class(es). Chancery SMS displays these under **Class Search Results**.
- 7 Under **Class Search Results**, select one or more classes to assign.
- 8 Under **Teacher Search Results**, beside the teacher's name, click **Add**. Chancery SMS assigns the class to the teacher.
 - You can assign a selected class to up to three teachers.
- 9 Click **Save**.

Figure 138: **Class Setup: By Teacher**



- A Teacher name
- B Teacher number
- C Selected class
- D Add: Assigns the selected class(es) to the teacher.

To remove a teacher's class assignment: [SA]¹

- 1 On the Class Setup page, under **By Teacher**, under **Teacher Search Results**, select one or more classes [Figure Figure 138].

¹You can do this if your role is School Administrator.

- 2 From the **Actions** menu, select **Remove from Schedule**.

Team teaching option

By setting a subject's scheduling rules, the School Administrator can assign more than one teacher to a class (typically co-teachers or a teacher and teaching assistant) or change the Homeroom teacher automatically assigned by Chancery SMS to another teacher. Specifically, the subject's **Default Teacher** must be set to **Homeroom Teacher** and **School Plans to Use Team Teaching** selected [p. 277].

For example, in a school where Grade 3 students are required to take the core subject Language Arts, Mr. Smith (rather than the homeroom teacher) teaches all the Language Arts 3 classes. The School Administrator schedule this by doing the following:

- 1 For Language Arts 3, set the following scheduling rules on the Edit Subject page [p. 277]:
 - **Student:** Select **Automatically assign this subject to all students in grade 3**.
 - **Default teacher:** Select **Homeroom teacher** and **School plans to use team teaching**.
 - **Number of rosters:** Select **One roster per homeroom**.
- 2 Locate all Language Arts 3 classes by searching with the criteria "Uses Team Teaching" equals "Yes" [p. 283].
- 3 For each Language Arts 3 class, set the **Teacher** to "Mr. Smith" [p. 283].
 - You can also add a teacher by setting **Other teacher**.
 - Chancery SMS sets **Teacher** automatically to the homeroom teacher.
 - On the **Classes** page, under **Flag**, a "T" indicates that the class is being taught by a teacher other than the homeroom teacher.

Other examples of how the **School plans to use team teaching** option might be used include the following:

- The Homeroom 6-A teacher excels at teaching Math while the Homeroom 6-B teacher excels at teaching Social Studies. To make the most of these skills, the School Administrator would for Math 6 and Social Studies 6 select **School plans to use team teaching** then assign the Homeroom 6-A teacher to both Math classes and the Homeroom 6-B teacher to both Social Studies classes.
- Co-teaching a homeroom: Homeroom 4-A is a homeroom for which Mr. Jones, a math specialist, and Mrs. Garcia, a Social Studies specialist, share responsibility. To accommodate this, the School Administrator would for Math 4 and Social Studies 4 select **School plans to use team teaching** then assign Mr. Jones to Homeroom 4-A's Math class and Mrs. Garcia to its Social Studies 4 class.
- Assigning certain students to certain teachers: At a school where Grade 5 has three levels of Math, weaker, regular, and stronger, and three Grade 5 homerooms, 5-A, 5-B, and 5-C, the 5-A teacher teaches the weaker group, the 5-B teacher teaches the regular group, and the 5-C teacher teaches the stronger group. The administrator can transfer each Grade 5 student from the default

class roster to the class roster that best suits their mathematics ability. For Math 5, set the following scheduling rules on the Edit Subject page [p. 277]: **Student:** Select **Automatically assign this subject to all students in grade 5**; **Default teacher:** Select **Homeroom teacher** and **School plans to use team teaching**; **Number of rosters:** Select **One roster per homeroom**. Locate and select Math 5 classes: 5-A, 5-B, and 5-C [p. 283]. Transfer students between the selected classes as necessary [p. 288]. (On the Classes list, under **Flag**, an "S" indicates that the class has students from outside the homeroom.)

Assigning a class to a room

The School Administrator can find and view classes organized by room. The facilitates assessing the distribution of classes and of assigning a class to a room. The administrator can assign each class to only one room.

To assign a class to a room: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Class Setup**. The Class Setup page appears.
- 3 Click **By Room**.
- 4 Under **Room Search**, click **Display All Records**.
 - Or search for teachers using the available criteria (similar in technique to a Basic search for students [p. 38]).
 - Or search for selected classes by subject.
- 5 Under **Room Search Results**, Chancery SMS displays a list of classes organized by room.
 - Chancery SMS displays the room number followed by the ### in brackets.
 - Chancery SMS displays a class taught in a homeroom under that homeroom's room number.
 - You can change the columns displayed on this page [p. 46].
- 6 Under **Class Search**, locate the class(es). Chancery SMS displays these under **Class Search Results**.
- 7 Under **Class Search Results**, select one or more classes to assign.
- 8 Under **Room Search Results**, beside the room number name, click **Add**. Chancery SMS assigns the class to the room.
- 9 Click **Save**.

To remove a class's room assignment: [SA]²

- 1 On the Class Setup page, under **By Room**, under **Room Search Results**, select one or more classes.
- 2 From the **Actions** menu, select **Remove from Schedule**.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

Student schedule creation

Once appropriate preparations are complete, the School Administrator can initiate a process whereby Chancery SMS creates a student schedule for each student in all subjects that are set to be auto-scheduled [p. 277]. Typically, the administrator initiates this process in the Planning Calendar [p. 164] or in the Active Calendar [p. 164] early in the school year before grades or attendance have been recorded. **Caution:** If grades or attendance has been recorded for a student, Chancery SMS cannot create that student's schedule.

Chancery SMS bases its schedule for a student on his or her planned grade level and homeroom. All students at an elementary school must be assigned to a homeroom [p. 194]. Chancery SMS uses a student's homeroom assignment to assign that student to core subject classes for which it sets up class rosters. The School Administrator can adjust these rosters by transferring students between classes.

Note: Appropriate preparations for the student schedule creation process [p. 272] include the administrator having assigned all students to homerooms. To quickly determine which students have yet to be assigned to a homeroom, search for students [p. 36], and sort the search results by homeroom (HR). Students with no homeroom assigned ("N/A") appear together.

To create student schedules:[SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Create Student Schedules**. The Create Student Schedules web page dialog appears.
- 3 For **Create schedules and class assignments for** select one of the following:
 - **All students:** Assigns students to classes in all subjects that are set up to automatically assign the subject to all students in a grade [p. 280]. If a student has auto-created class assignments for some of these subjects already, Chancery SMS clears those classes from the student's schedule and re-assigns them as of the first day of school. Chancery SMS does not alter any class to which the student was assigned manually.
 - **Students with no auto-scheduled classes:** Assigns students to classes in subjects that are set up to automatically assign the subject to all students in a grade where an auto-created class for that subject does not already exist. If a student has auto-created class assignments for some of these subjects already, Chancery SMS does not clear those classes from the student's schedule. Chancery SMS does not alter any class to which the student was assigned manually.
- 4 Click **OK**.

¹You can do this if your role is School Administrator.

Changing a student's class assignments

Once Chancery SMS has created a student schedule for each student in all subjects that are set to be auto-scheduled [p. 287], the School Administrator can change a student's class assignments and assign the student to other classes, such as for specialty subjects that Chancery SMS might not have automatically assigned.

Typically, the School Administrator makes these changes in the Planning Calendar [p. 164] that is, before the school term starts. However, once school has started, school staff can make the changes in the Active Calendar.

To change a student's class assignments: [SA]¹

- 1 Open the student(s) schedule:
 - a Click **Student Search** and use the Basic search [p. 38] to find the student(s).
 - b Under **Search Results**, select the student(s).
 - c From the **Actions** menu, select **Open Student > Schedule**. The Student Schedule page appears [Figure Figure 139].
 - Or on a student's Student Demographics page [p. 54], in the control bar, click **Schedule**.
- 2 If working in the Active Calendar, set **Changes Effective** to indicate the time at which this change is to take effect.

Options are:

 - **Today**: The default selection.
 - **Tomorrow**
 - **First day of school**
 - **Specify**: A specific calendar date.
- 3 Transfer a student between classes, as necessary [see also *Adjusting class assignments during the year* p.290] [see also *Transferring a student from one homeroom to another* p.291]:
 - a In the schedule, select the class from which you want to transfer the student.
 - b Under **Class Search**, find the class to which you want to transfer the student.
 - c Click **Transfer Class**.
 - Working in the Active Calendar, **Change Reason** appears if the District Administrator has set up reasons. Selecting a reason may or may not be required.
- 4 Drop a class, if necessary [p. 290]:
 - a In the schedule, select the class to drop.
 - b Click **Drop Class**.
- 5 Add a class, if necessary:
 - a Under **Class Search**, find the class to add.
 - b Click **Add Class**.
- 6 Click **Save**.

¹You can do this if your role is School Administrator.

Figure 139: Student Schedule page

Agar, Jadwiga | Prev | Next | 10020558 Gr-6 Female Feb 19, 19

Re-assign Default Classes | Homeroom: 6B@ - Larry, @Franklyn

Selected: Total: 10

Term	Meeting Pattern	Class Name	Teacher	Room	Details
<input type="checkbox"/>	FYT	Social Studies 6 (6B)	Larry, @Franklyn	6B@	
<input type="checkbox"/>	FYT	Remedial Math 6 (6B)	Larry, @Franklyn	6B@	
<input type="checkbox"/>	FYT	Language Arts 6 (6B)	Larry, @Franklyn	6B@	
<input type="checkbox"/>	FYT	Creative Arts 6 (6B)	Larry, @Franklyn	6B@	
<input type="checkbox"/>	FYT	Design 6 (6B@)	Larry, @Franklyn	6B@	
<input type="checkbox"/>	FYT MPPN	Science 6 (6B)	Larry, @Franklyn	989012 (SCHBG)	
<input type="checkbox"/>	FYT P1	Mathematics 6 (6B)	Ragland, @Adalberto	6B@	
<input type="checkbox"/>	FYT P1	Spanish Language 6 [2]	Raphael, @Sandra	88899 (SCHBG)	
<input type="checkbox"/>	FYT P4	M-Pet Care 6 (6B@)	Raphael, @Sandra	6B@	
<input type="checkbox"/>	FYT P4	M-Basketweaving 6 (6B@)	Larry, @Franklyn	6B@	

Add Class | Drop Class | Transfer Class

Class Search | *Change Reason: N/A | Changes effective: Today

- A Prev | Next:** When the administrator opens more than one student's schedule, this enables him or her to switch to another student's schedule.
- B Re-assign/Assign Default Classes:** Where a student enrolls in a school after schedules are created, click this to assign default classes to that student. Where you want to return the student's schedule to the default, click this. The button name changes according to the state of the schedule and the *Subject Scheduling permission* [p. 730]. **Note:** Where a student has transferred homerooms during the school year, when this is clicked, Chancery SMS generates a schedule based on the student's homeroom or grade the first day of school to the transfer date, then another schedule for the new homeroom or grade from the transfer day to the last day of school. Chancery SMS does not consider the Effective Date. Chancery SMS does not change any class that was added by the administrator.
- C Columns:** You can adjust the columns displayed [p. 46].
- D Term:** The term in which the class occurs, for example, "S1" for semester 1 or "FYT" for Full-Year Term. An asterisk (*) indicates that the student left the class before the end of the term. [see Student Manage section for duplicate information]
- E Class Name:** Click the name to view a class roster.
- F Subject exception for this class** see *Subject exceptions* [p. 294]
- G Change Reason:** Working in the Active Calendar, this appears if the District Administrator has set up reasons. Selecting a reason may or may not be required (indicated by an *).
- H Changes Effective:** Relevant when working in the Active Calendar [p. 164].
- I Details:** Click to view detailed information about the class.

Note: In the Active Calendar [p. 164], if the administrator transfers a student to another class with **Changes Effective** set to **First Day of School**, the class change is deleted and Chancery SMS reassigns the student to the auto-generated class (except if both classes belong to the same subject; in which case the administrator must explicitly reassign the student). The administrator can ensure that Chancery SMS does not delete such a class change by setting **Changes Effective** to the date of the second day of school. This might, however, affect grading and attendance calculations for the school. In the Planning Calendar, if the administrator sets **Changes Effective** to **First Day of School**, Chancery SMS recreates manually dropped classes in the student's schedules.

Adjusting class assignments during the year

During the school year (that is, in the Active Calendar [p. 164]), the School Administrator and other staff at a school can assign one or more students to a class, transfer students from one class to another, or just drop students from a class. Examples of a need to adjust class assignments include:

- A walk-in student needs to be assigned to a class.
- A group of students taking Music for the first half of the year switch to Art for the second half.
- A student no longer needs a resources service part way through the year.

Staff can use the student's schedule [p. 289] or a class roster to affect a class assignment change.

To assign one or more students to a class roster: [T, SS, SA]¹

- 1 On the Class Roster page [p. 16], in the **Actions** menu, select **Add Student...** The Select Student dialog appears.
- 2 Use **Last name** and **First name** to search for one or more students.
- 3 Click **Search**. Chancery SMS displays students under **Search results**.
- 4 Select the student(s) to add and move them to **List members**.
- 5 Click **OK**.

To transfer one or more students from a class: [T, SS, SA]²

- 1 On a Class Roster page [p. 16], select one or more students.
- 2 In the **Actions** menu, select **Transfer Students...** The Transfer to Class page appears.
- 3 For **Class**, select another class. The Class Change Options dialog appears.
- 4 Set class change options, which include:
 - **Today:** The default selection.
 - **Student's first day in school this year**
 - **Specify:** A specific calendar date.

¹You can do this if your role Teacher, School Secretary, or School Administrator.

²You can do this if your role is Teacher, School Secretary, or School Administrator.

- **Change Reason:** Appears if the district provides pre-set reasons. A selection may be required.

5 Click **OK**.

To drop one or more students from a class: [T, SS, SA]¹

- 1 On a Class Roster page [p. 16], select one or more students.
- 2 In the **Actions** menu, select **Drop Students...** The Transfer to Class page appears.
- 3 For **Class**, select "None".
- 4 Click **OK**.

To assign one or more students to more than one class: [T, SS, SA]²

- 1 On a Class Roster page [p. 16] or a homeroom's Roster page [p. 14], select one or more students.
- 2 In the **Actions** menu, select **Assign > Classes**. The Assign Classes page appears.
- 3 Under **Class Search**, locate classes.
- 4 Under **Class Search Results**, select the classes to which to assign the students.
- 5 Select the **Change Reason**.
 - Working in the Active Calendar, **Change Reason** appears if the District Administrator has set up reasons. Selecting a reason may or may not be required.
- 6 Set the **Changes Effective**.
 - Relevant when working in the Active Calendar.
- 7 Click **Add Class**. Chancery SMS displays the classes under **Add Classes**.
 - To drop the selected students from the selected classes, click **Drop Class**. Chancery SMS displays the classes under **Drop Classes**.
 - To transfer the selected students between one class under **Add Classes** and one under **Drop Classes**, select **Transfer**.
- 8 Click **Apply**.

Transferring a student from one homeroom to another

During the year (that is, in the Active Calendar [p. 164]), the School Administrator and other staff at a school can transfer a student from one homeroom to another. (In elementary scheduling [p. 272], every student must be assigned to a homeroom.) While a staff member can change a student's homeroom on that student's record [see p.53], transferring the student from a homeroom roster provides detailed information, including gender and ethnic category.

To transfer one or more students to another homeroom: [T, SS, SA]³

- 1 On a Student Search results page [p. 46], select one or more

¹You can do this if your role is Teacher, School Secretary, or School Administrator.

²You can do this if your role is Teacher, School Secretary, or School Administrator.

³You can do this if your role is Teacher, School Secretary, or School Administrator.

students.

- Or on a homeroom's Roster page [p. 16], select one or more students.
 - Or on a student's Student Schedule page [*Changing a student's class assignments* p.288]
- 2 In the **Actions** menu, select **Transfer Homeroom....** The Transfer Homeroom page appears [Figure Figure 140].
 - 3 Select a homeroom.
 - 4 Click **OK**. The Class Change Options dialog appears.
 - 5 Set class change options, which include:
 - **Today:** The default selection.
 - **Student's first day in school this year**
 - **Specify:** A specific calendar date.
 - **Change Reason:** Appears if the District Administrator has set up reasons. A selection may be required.
 - 6 Click **OK**. Chancery SMS changes the student's homeroom and changes all classes taught in that homeroom class to the classes taught in the new homeroom (except for classes scheduled manually, that is directly by the administrator).

Figure 140: **Transfer Homeroom** page

4 students selected in grade 1.
Select the homeroom to transfer to for these students. The following statistics do not include the selected students.

HR	Teacher	Grade	M	F	Total	1	2	3	4	5	Total:2
<input type="radio"/> 1-A	Dekleva, Anita	1	3	5	8	0	1	1	1	1	5
<input type="radio"/> 1-B	Plant, Charles	1	4	3	7 !	1	2	1	1	2	

! Capacity will be exceeded.

C Ethnic Categories:
1) Asian 4) Native American
2) Black 5) White
3) Hispanic

- A Total:** Indicates the total number of students assigned to the homeroom. An exclamation mark (!) indicates that the homeroom is at capacity.
- B Ethnic Categories:** Subtotals that indicates the number of students in each category.

To assign one or more students to a homeroom:

- 1 On a Student Search results page [p. 46], select one or more students.
- 2 In the **Actions** menu, select **Assign > Values**. The Assign Values dialog appears.
- 3 For **Assign Field**, select "Homeroom".
- 4 For **Value**, select the homeroom.
- 5 Click **Add to List**.
- 6 Click **OK**.

Viewing student schedule changes

A student's schedule displays the student's schedule as of the end of the school year. The School Administrator can view each change made to a student's schedule during the year and its effective date. To be displayed, the change must take place over time; for example, a class added and dropped on the same day is not recorded as a change. **Note:** A student's Schedule Change History is only available in the Active Calendar [p. 164].

To view a history of a student's schedule changes: [SA]¹

- 1 In the Active Calendar, open the student(s) schedule:
 - a Click **Student Search** and use the Basic search [p. 38] to find the student(s).
 - b Under **Search Results**, select the student(s).
 - c From the **Actions** menu, select **Open Student > Schedule**. The Student Schedule page appears [Figure Figure 139].
 - Or on a student's Student Demographics page [p. 54], in the control bar, click **Schedule**.
- 2 From the **Actions** menu, select **View Change History**. The Schedule Change History page appears [Figure Figure 141].

Figure 141: Schedule Change History page: Class Change History

<input type="checkbox"/>	Drop Class	Add Class	Start	Change Reason	Comment	Details	Can Undo
<input type="checkbox"/>		Mathematics 6 (6B)	Start of school				Y
<input type="checkbox"/>		Remedial Math 6 (6B)	Start of school				Y
<input type="checkbox"/>		Design 6 (6B@)	Start of school				Y
<input type="checkbox"/>		Creative Arts 6 (6B)	Start of school				Y
<input type="checkbox"/>		Social Studies 6 (6B)	Start of school				Y
<input type="checkbox"/>		Science 6 (6B)	Start of school				Y
<input type="checkbox"/>		Language Arts 6 (6B)	Start of school				Y
<input type="checkbox"/>		M-Basketweaving 6 (6B@)	Start of school	MA			Y
<input type="checkbox"/>		Spanish Language 6 [2]	Start of school	MA			Y
<input type="checkbox"/>		M-Pet Care 6 (6B@)	Start of school	MA			Y

- A **Class Change History:** On this page, Chancery SMS displays change histories appear in three sections: **Grade and Homeroom Change History**, **Class Change History**, and **Subject Exception History**.
- B **Edit...:** Click to edit the selected change. The Edit Class Change popup page appears.
- C **Start:** Indicates the class's current Effective Date. Click to view or adjust the change.
- D **Change Reason:** The reason for a change. Click the reason to view and adjust the class change.

¹You can do this if your role is School Administrator.

- E Details:** Click the icon to view and adjust the class's details.
- F Can Undo:** "Y" indicates that you can reverse this change. To reverse it, select the change and click **Undo Selection**. Only the most recent set of changes are reversible.

Subject exceptions

Using a *subject exception*, the School Administrator can schedule a student to a subject outside his or her peer grade level without removing that student from the classes automatically scheduled for the student's grade level. For example, for a Grade 3 student who is working at a Grade 4 level in Math, the administrator can assign the student to Math 4 within the Math 3 classroom. **Note:** A subject exception can affect grading [p. 195].

To assign a subject exception: [SA]¹

- 1 Open the student(s) schedule:
 - a Click **Student Search** and use the Basic search [p. 37] to find the student(s).
 - b Under **Search Results**, select the student(s).
 - c From the **Actions** menu, select **Open Student > Schedule**. The Student Schedule page appears [Figure Figure 139].
 - Or on a student's Student Demographics page [p. 54], in the control bar, click **Schedule**.
- 2 Select the class to exempt.
- 3 From the **Actions** menu, select **Add Subject Exception**. The Add Subject Exception page appears.
 - To remove a subject exception, select the exception.
- 4 For **Subject**, select the subject to assign in place of the current subject. The Change Options popup dialog appears.
- 5 Specify the **Effective Date** of the change and click **OK**.
- 6 Click **OK**. The Student Schedule page appears on which Chancery SMS identifies the exception.

To end a subject exception: [SA]²

- 1 On the Student Schedule page [Figure Figure 139], select the class that has the subject exception.
- 2 For **Changes Effective**, set the date on which any changes should take effect.
- 3 From the **Actions** menu, select **End Subject Exception...** Chancery SMS displays the student's revised schedule and retains a record of the subject exception.
 - Where the subject exception's end date is the same as its start date, Chancery SMS removes the subject exception indicator from the class.

Subject exceptions and grading

Typically, a student is graded [p. 78] for the classes that appear on the class roster to which he or she is assigned; for example, a student in Math 4

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

(Homeroom 4-A) is graded on the Math 4 (Homeroom 4-A) roster.

Where a subject exception is in place, the student is graded on the scheduled subject, not the exception; for example, where a Math 4 student has a subject exception for Math 5, in which the student receives Math 5 level instruction in the Math 4 classroom, the student is still in the Math 4 roster and is graded in that roster according to Math 4 skills and measures.

Thus, where the School Administrator wants a student to be graded strictly according to the instruction received, the administrator must set up that instruction as a separate class and room. For example, to have a student take Advanced Math 5 instead of regular Math 5 and receive that instruction in a different room, the administrator sets up Advanced Math 5 as a subject. Since Advanced Math 5 is a separate subject, that subject's unique skills and measures appear the report card.

Another option for the administrator is to set up a subject with distinct subject elements. All subject elements appear as electives on a student's report card and the teacher is able to record a grading for only the relevant element. For example, Music is a subject taught to all Grade 5 students, but the student takes the Choir subject element and not Band. The teacher in this case records a mark for Choir and records "N/A" for Band. All students in Band and Choir appear on the Music 5 roster.

Assign resource services

A *resource service* is specialized assistance or instruction, such as Remedial Reading, Remedial Math, Speech Therapy, Gifted and Talented Enrichment, provided to a single student or a small group. Typically, a specialist teacher delivers such services, often moving from school to school to do so. The specialist teacher delivers the service through an existing class (an "inclusion", typically in a related subject) or in an existing class's time slot but as a separate "pull-out" session.

The School Administrator assigns resources services to students. Drawing on a list of such services set up for use at the school [p. 82], the administrator can assign a service to one or more students at a time. **Note:** The administrator can assign a resource service only in the Active Calendar [p. 164].

To assign a resource service to a student: [SA]¹

- 1 In the Active Calendar, on the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - Or, the administrator can assign a service to a student using that student's Student Schedule [Figure Figure 139].
- 2 Click **Resource Roster**. The Resource Roster page appears. Chancery SMS displays a list of students to whom one or more resources services are assigned.
 - Use **View** to filter the list by a specific service or assignment.

¹You can do this if your role is School Administrator.

- To display students who received a service in the past, from the **Edit** menu select **Show Past Students** (to remove these students from the list select **Hide Past Students**).
 - To display students who are scheduled to receive a service in the future, from the **Edit** menu select **Show Incoming Students** (to remove these students from the list select **Hide Incoming Students**).
- 3 From the Actions menu, select **Add Resource Assignment**. The Add Resource Assignment page appears.
 - To adjust an assignment, under **Resource Service**, click the service name.
 - To delete an assignment, select it and from the **Edit** menu select **Delete Resource Assignment**.
 - To duplicate the assignment, select it and from the **Edit** menu select **Copy Resource Assignment**.
 - 4 Adjust the assignment information as necessary, which includes:
 - **Student name:** Enter a student by clicking **Select student...** and searching for him or her.
 - **Resource service:** The service to be assigned. You can select from those services available to the school [p. 297]. **Note:** After you save this record, this field is view-only.
 - **Related subject:** Any related subjects defined for this service [p. 297].
 - **Comment:** Notes of up to 500 total characters.
 - **Start and End:** The dates between which the service is to be delivered.
 - If during the year, a student's resource schedule changes, an easy way to make the change is to duplicate the assignment and change the Start and End dates.
 - **Instructional model:** How the service is to be delivered. Options are **Inclusion in regular classroom** or **Pulled out to room** (specify a room).
 - **Teacher:** The default teacher for this service.
 - **Other teacher:** An optional team teacher.
 - **Minutes per week:** The number of minutes (between 1 and 9999) this student receives this service each week.
 - **Meeting times:** The time at which the student and teacher meet.
 - 5 Click **OK**. The Student Schedule page appears on which Chancery SMS identifies the assignment [Figure Figure 142].

Figure 142: **Student Schedule: resource assignment**

<input type="checkbox"/>	FYT		Creative Arts 5 (5B)	Petrick, Guillermo	109 (SCHBG)	
<input type="checkbox"/>	FYT		Remedial Math 5 (5B)	Petrick, Guillermo	109 (SCHBG)	
<input type="checkbox"/>	FYT		Spanish Language 5 (5B)	Petrick, Guillermo	109 (SCHBG)	
<input type="checkbox"/>	FYT	P2	Spanish Language 6 [1]	Raphael, @Sandra		
<input type="checkbox"/>			CPS-Name2 	Perone, O		

A Resource assignment indicator

To remove a resource service assigned to a student: [SA]¹

- 1 On the Student Schedule page [Figure Figure 139], select the resource service to remove.
 - Or open the Resource Roster [Figure Figure 142].
- 2 For **Changes Effective**, set the date on which any changes should take effect.
- 3 From the **Actions** menu, select **Delete Resource Assignment...** Chancery SMS displays the student's revised schedule and deletes any record of the resource assignment.
- 4 Click **OK**.

Resource service setup

The School Administrator can set up resource services for use in the school.

To set up a resource service: [SA]²

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Resource Services**. The Resource Services page appears.
- 3 To add a new resource services, from the **Actions** menu, select **Add Resource Service**. The Add Resource Service page opens.
 - To adjust a service, under **Resource Service Name**, click its name. The Edit Resource Service page appears.
 - To delete a service, select it and from the **Actions** menu select **Delete Selected Resource Service**.
- 4 Adjust the service's information as necessary, which includes:
 - **Resource service name:** A name for the service, such as Reading Recovery.
 - **Short name:** An abbreviated name, which Chancery SMS displays elsewhere in the system.
 - **Service number:** A number for the service.
 - **Related subject:** One of the school's subjects or subject elements that pertains to this service. The teacher of the related subject information about his or her student's resource assignments see *My Classes home page* [p. 15].
 - **Default Teacher:** (Optional) The default teacher for this service.
- 5 Click **OK**.

Scheduling a secondary school

At a secondary school, the School Administrator assigns each student to a homeroom. The student, however, may spend only a short period in her homeroom each day. For each class, a student goes to a different room with a different group of students for each course in her personal schedule.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

For a student to have a personal schedule, the student requests courses from a list published by the school of required and elective course offerings (at a middle school, the school defines team loading rules for classes and teachers that keeps groups of students together for some or all courses). Based on student course requests, staffing, and facilities, the School Administrator creates a number of classes or sections for each course. This enables the administrator to build a master schedule to schedule classes into terms, meeting patterns, rooms, and teachers [p. 337]. Finally, based on student course requests and teacher preferences, the administrator has Chancery SMS generate teacher and student schedules, which can be printed and distributed to students and teachers.

Typically, a School Administrator creates a secondary school's initial schedule in the Planning Calendar [p. 164]. At year end [p. 430], the Planning Calendar becomes the Active Calendar [p. 164] and the administrator continues to make adjustments to the school schedule throughout the school year. Once a school year is under way, it is possible for the School Administrator to engage in some of these scheduling tasks in the Active Calendar. In the Active Calendar, the administrator can perform the tasks as necessary – no particular order is required. In the Active Calendar, the administrator can also define resource services [p. 295] and assign resource assignments [p. 295].

Based on student course requests, a school determines how many classes of each course need to be offered in a given school year based. The School Administrator schedules these classes into terms with meeting patterns, teachers, and rooms. These elements constitute the school's master schedule.

The general scheduling procedure for a secondary school is as follows (in the Planning Calendar):

- 1 *Ensure that rooms are ready* [p. 301]
- 2 *Ensure that the school course catalog is ready* [p. 302]
- 3 *Set up a planning schedule* [p. 359]
- 4 *Set up a schedule structure* [p. 316]
- 5 *Configure student loading rules* [p. 346]
- 6 *Assign default terms and meeting patterns to courses* [p. 335]
- 7 *Build the school's master schedule* [p. 337]
- 8 *Load student schedules* [p. 358]
- 9 *Select the planning schedule that will become active when YEP is run* [p. 315]

For the purposes of secondary scheduling, the following terms are useful:

- *Homeroom*: At a secondary school, the School Administrator assigns each student to a homeroom. The student, however, may spend only a short period in her homeroom each day. For each class, a student goes to a different room with a different group of students for each course in her personal schedule. A homeroom is a type of scheduling group.
- *Class*: A group of students who meet regularly to receive instruction in a subject from a specific teacher. For example, Band 10 meets

Tuesdays and Thursdays at 2 pm with Mr. Bell providing instruction for thirty Grade 10 students. A class is a type of scheduling group.

- **Subject** [*Subject framework setup* p.275]
- **Period**: A time slot on a particular day in which a class may be held.
- **Room**: Specifies the location of classes not taught in the homeroom. Typically, in a secondary school, classes are taught in a room other than the homeroom.
- **Class schedule**: The set of one or more terms, meeting patterns, teachers, and rooms in which a class is scheduled to meet.
- **Term set**: One or more terms. A school year can consist of one or more terms. The administrator can define any number of term sets and name them as he sees fit.

Table 57: Permissions pertaining to secondary scheduling

To	You need this permission	Set to	Detail
Assign classes to students, teachers and rooms	School Setup > Assign Classes	Yes	[>>]
Assign courses to students	School Setup > Assign Course Requests	Yes	[>>]
Create resource services	School Setup > Resource Services	Delete	[>>]
Assign resource services to students.	Students > Resource Assignments	Delete	[>>]
Set up or change the school schedule	School Setup > Secondary Scheduling Setup	Yes	[>>]
View your school schedule	School Setup > Subject Framework / Course Catalog	View or Edit	[>>]
	School Setup > Subject Scheduling	View or Edit	[>>]
Add, edit, and delete buildings	Facilities Management > Buildings	Delete	[>>]
	School Setup > Secondary Scheduling Setup	Yes	[>>]
Add, edit, and delete rooms	Facilities Management > Rooms	Delete	[>>]
	School Setup > Secondary Scheduling Setup	Yes	[>>]
Create and schedule reservation labels	School Setup > Secondary Scheduling Setup	Yes	[>>]
Create and edit meeting patterns	School Setup > Secondary Scheduling Structure Setup	Yes	[>>]
Define class constraints	School Setup > Define Constraints - School	Delete	[>>]
Add, delete, or switch planning schedules	School Setup > Change Planning Schedule	Yes	[>>]

To	You need this permission	Set to	Detail
Update scheduling statistics	School Setup > Change Planning Schedule	Yes	[>>]
Create student schedules, including adding and removing course requests	Students > Edit Student Schedules	Yes	[>>]
Schedule walk-in students	Students > Edit Student Schedules	Yes	[>>]
Assign default classes based on student homerooms	School Setup > Subject Scheduling	Edit, Delete, or None	[>>]
	Students > Edit Student Schedules	Yes	[>>]
Reassign default classes based on student homeroom	School Setup > Subject Scheduling	Edit, Delete, or None	[>>]
	Students > Edit Student Schedules	Yes	[>>]
Assign students to classes when doing so results in the class size exceeding the specified capacity	School Setup > Classes	Yes	[>>]
Transfer grades from a dropped class to an added class	Grading > Transfer Grades and Attendance	Yes	[>>]
	Students > Edit Student Schedules	Yes	[>>]
Delete grades entered for a dropped class	Grading > Transfer Grades and Attendance	Yes	[>>]
	Grading > Enter Grades for All Classes	Yes	[>>]
	Grading > Edit Grades from Other Teachers	Yes	[>>]
	Grading > Modify Grades for Completed Periods	Yes	[>>]
	Students > Edit Student Schedules	Yes	[>>]
Reassign attendance for transferred classes	Grading > Transfer Grades and Attendance	Yes	[>>]
	Students > Edit Student Schedules	Yes	[>>]
Delete attendance for dropped classes	Grading > Transfer Grades and Attendance	Yes	[>>]
	School Setup > Clear Attendance	Yes	[>>]
	Students > Edit Student Schedules	Yes	[>>]
View grade transfers and attendance reassignments in the Audit Log	School Setup > View Audit Log	Yes	[>>]

Typical scheduling timetable

When scheduling a school year, we recommend that the administrator plan to complete the necessary tasks in the appropriate order and at the necessary times of the school year. *Table 58* [p. 301] provides an example of

a typical timetable for scheduling at a school where the school year runs from September to June.

Table 58: Scheduling timetable example

Time Period	District activity	School activity
January	Ensure that the district's course catalog is up to date and available to school [p. 302].	Publish the school course catalog [p. 302].
February to March		Enter student course requests [p. 329]. Distribute course request confirmations to students.
April		Build the master schedule [p. 337]. Load student schedules [p. 358].
May to June		Distribute student schedules to students [xref].
May to August	Set the coming school year's start and end dates [p. 316]. Ensure that school boundaries [p. 249] and the Projected Schools Map is up to date [p. 142].	Manually adjust the master schedule in the Planning Calendar [p. 164]. Manually adjust student schedules in the Planning Calendar [p. 164].
July to August	Perform year-end tasks [p. 430].	Perform year-end tasks [p. 430].
August to the following June		Manually adjust student schedules in the Active Calendar [p. 164]. Manually adjust the master schedule in the Active Calendar [p. 164].

Ensure that rooms are ready

Typically, the School Administrator sets up rooms [p. 193] in the system when he first sets up the school. Thereafter, the administrator keeps these up to date with occasional additions, deletions, and modifications. To ensure that rooms are ready for scheduling, we recommend that the School Administrator pay particular attention to scheduling properties. **Note:** Any changes to rooms take effect in both the Planning [p. 164] and Active Calendars [p. 164].

The School Administrator can work with rooms from the Scheduling page.

To set up a room: [SA]¹

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 1**, click **Room Setup**. The Buildings page appears.
- 3 Under **# Rooms**, click the number of rooms in the building. The Rooms page appears.
- 4 Work with the rooms see *Room setup* [p. 193].

¹You can do this if your role is School Administrator.

Ensure that staff records are up to date

Typically, the School Administrator sets up staff members [p. 253] in the system when she first sets up the school. Thereafter, the administrator keeps these records up to date with occasional additions, deletions, and modifications.

To ensure that staff records are ready for scheduling, we recommend that the School Administrator pay particular attention to their scheduling properties, such as teacher scheduling load and time restrictions [p. 218]. To account for a yet-to-be-identified staff member who will be needed in the school year, the administrator can create one or more staff placeholders [p. 220] and teacher placeholders [p. 345]. **Note:** Any changes to staff take effect in both the Planning [p. 164] and Active Calendars [p. 164].

Ensure that the school course catalog is ready

The district course catalog defines the courses available for scheduling in schools. For a School Administrator to view the courses available to her school, the District Administrator must have created a Planning Calendar [p. 164], whereupon Chancery SMS copies the course catalog from the Active Calendar [p. 164].

Adjust the course catalog

The district course catalog defines the courses available for scheduling in schools. When a District Administrator creates a Planning Calendar [p. 164], Chancery SMS copies the course catalog from the Active Calendar [p. 164]. Thus the District Administrator need only adjust aspects of the catalog to prepare for the next year. **Caution:** Some adjustments to the catalog affect both the active and Planning Calendars.

To update the course catalog for the next year: [DA]¹

- 1 In the Planning Calendar, on the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Click **Course Catalog**. The Course Catalog Home page appears.
- 3 Use the following links to adjust course setup lists for both the active and Planning Calendars:
 - [Chancery SMS Subject Area](#)
 - [Chancery SMS Course Type](#)
 - [Chancery SMS Department](#)
 - [Chancery SMS Room Type](#)
- 4 Use the following links to adjust the catalog for the next year:
 - [Subject Framework](#)
 - [Courses](#) see *Setting course properties* [p. 303]
 - [Constraints \(Elementary\)](#)
 - [Constraints \(Secondary\)](#)

¹You can do this if your role is District Administrator.

Setting course properties

The District Administrator sets the properties of each course, such as its name, applicable grade levels, course load value, and the maximum number of students allowed per class. A School Administrator can adjust some of these properties for a course available to his school.

To adjust a course's properties: [DA]¹

- 1 In the control bar, click **District Setup**. The District Setup page appears.
- 2 Click **Course Catalog**.
- 3 Click **Courses**. The Course List page appears displaying a list of the courses available to schools in the district.
 - To include inactive courses in the list, in the **Edit** menu, select **Show Inactive Courses**.
 - Alternatively, in the **Course Search** section, you can use a **Basic** or **Detail** search to generate a relevant list of courses from the district's course catalog. Chancery SMS runs the search and displays matching courses (if any) under **Search Results**.
 - Perform the search using the same methods as a Basic [p. 38] or Detail [p. 41] search for students. You can save the results of a search, or save the search criteria for re-use as a *favorite search*.
 - Course name is case insensitive (that is, entering english for the course name will produce courses named English and english).
- 4 In the **Search Results** section, under **Number**, click a course's number to view its properties. The Course Detail page appears.
- 5 In the control bar, click the course property you want to view or work with:
 - **Course Detail**
 - **Course Scheduling**
 - **Course Grading**
 - **School Assignment**
- 6 On each page, click **Save**.
 - Click **Reset** to restore the properties to the district's values.

Course detail information includes:

- **Course number:** The course number must be unique in the district. The course number can contain alphabetic characters, for example, "101A". **Caution:** Once assigned and saved, the District Administrator cannot change this number.
- **Course state number:** A state-assigned number, if required.
- **Course name:** A descriptive name for the course.
- **Course short name:** An abbreviated name, up to 10 characters long, for the course.
- **Course alternate name:** An optional alternate to the course name.
- **Course description:** A short description of course.
- **Course subject area:** The applicable subject area, as selected from those set up for the district.

¹You can do this if your role is District Administrator.

- **Course type:** The applicable type of course as selected from those set up for the district.
- **Recommended grade levels:** The grade levels appropriate for this course.
- **Course Is:** Indicates that the course is one of the following: **Required**, **Elective**, or **Study hall**. A course designated "Study hall" cannot have grades collected for it.
- **Collect Attendance:** Indicates that attendance is taken for the course.

Course scheduling information includes:

- **Scheduling load:** The value used to determine whether the student has a full course load for the year. This value is also used to determine a teacher's scheduling load. The total scheduling load for a student or teacher cannot exceed 99.99.
- **Maximum students / Minimum students / Optimal students:** The maximum, minimum, and optimal number of students that a class for this course should have. The District Administrator sets these values. A School Administrator can change these values for the purposes of his school's Planning Calendar.
- **Prerequisites:** Prerequisite courses as set for the district.
- **Corequisites:** Corequisite courses as set for the district.
- **Room required:** Select to indicate the **Preferred room type(s)** or **Preferred room**. When the Master Schedule Builder creates classes for this course, it assigns those classes to rooms according to these preferences. **Note:** The School Administrator makes this selection for her school.
The vertical order of the rooms in the **Selected** list determines the priority, where the top room has the highest.

To change a course's Maximum students / Minimum students / Optimal students values: [SA]¹

- 1 In the control bar, click **Scheduling**. The Scheduling page appears.
- 2 Click **Course Request Tally**. The Course Request Tally page appears.
- 3 In the **Course Search** section, click **Display All Records**.
 - Or, use a **Basic** [p. 38] or **Detail** [p. 41] search to generate a relevant list of courses from the district's course catalog. Chancery SMS runs the search and displays matching courses (if any) under **Search Results**.
- 4 Locate the course.
- 5 In the **Opt Size** column, enter a new value.
 - To view the **Min Size** and **Max Size** columns and change those values, in the **Edit** menu select **Choose Columns...** and move these columns to the **Selected Columns** lists.
- 6 Click **Save**.

¹You can do this if your role is School Administrator.

Assign subjects and courses to schools

In the Planning Calendar [p. 164], the District Administrator can adjust the assignment of specific subjects to each elementary school and the assignment of courses to each secondary school, before making the district course catalog available to schools.

Make the district course catalog available to schools

When the District Administrator has fully prepared the Planning Calendar [p. 164], he or she *publishes* the course list for use by secondary schools and the subject framework for use by elementary schools. Publishing these items makes the course catalog available to School Administrators. The availability of this information enables the School Administrator to schedule classes for the district's courses.

Caution: After the District Administrator publishes the course catalog, changes to that catalog are limited to the following:

- Add a new course or subject: The course is available to a school as soon as it is assigned to it – the District Administrator does not need to publish the course list again.
- Copy information between course levels.
- Unassign a course or generic subject at a school: Only if the course is not scheduled.
- Change a course's prerequisite or corequisite: The change affects only course requests and schedules made after the change, not course requests and schedules made before the change.
- Change a course: The District Administrator can change a course if the change is logical and would not damage existing use of the course. For example, you cannot stop collecting grades for a course if it is being used in a GPA definition.
- Change a grade level assigned to a generic subject: Only if that course is unassigned from all schools.

To publish the district course catalog: [DA]¹

- 1 In the Planning Calendar, on the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Click **Next Year Preparation**. The Next Year Preparation page appears.
- 3 Under **Step 3**, click **Publish Calendar Items**. The Publish Calendar Items page appears.
 - The **Date Published** column indicates if any items have been published.
- 4 Under **District Calendar Item**, select the items to publish, which include:
 - **Course List**

¹You can do this if your role is District Administrator.

- **Subject Framework**
- 5 Click **Publish**.
- **Note:** Chancery SMS can take several hours, even overnight, to publish the selected items to all schools. The time required varies according to the number of courses, subjects, and schools.

Reserving periods for students, teachers, or rooms

A School Administrator can reserve specific periods in the schedule for a students, teachers, or rooms using a *reservation label*. A reservation label works like a course in the scheduling structure. Chancery SMS prints reservation labels on schedules.

The School Administrator can assign a reservation label, or she can let the Master Schedule Builder or Student Loader assign the label automatically based on teacher preferences and student course requests. A reservation label does not have a course number and grades and attendance are not collected for it.

Chancery SMS provides three types of reservation labels:

- **Teacher:** Reserves a period in a teacher's schedule for an activity such as a a preparation period or lunch monitoring session. A teacher reservation label is not available to students to request and the administrator cannot assign one to a student. A Teacher reservation label differs from a teacher time restriction [xref] in that the latter indicates when a part-time teacher is available and Chancery SMS does not print a restriction on a schedule.
- **Student:** Reserves a period in a student's or teacher's schedule for an activity such as an early starting time for a school that employs extended days, an extracurricular activity, or a tutoring session.
- **Room:** Reserves a room for a period without assigning teachers or students to that room; for example, to set aside a room for an outside group.

To create a reservation label: [SA]¹

- 1 In the control bar, click **Scheduling**. The Scheduling page appears.
- 2 Click **Course Setup**. The Course List page appears.
- 3 In the **Actions** menu, select **Add Reservation Label**. The Add/Edit Reservation Label page appears.
- 4 Set options, which include:
 - **Name:** A descriptive name of up to 99 characters.
 - **Short Name:** An abbreviated name of up to 11 characters. Chancery SMS displays this short name on the screen and in reports. Chancery SMS also uses this name as the course number.
 - **Type:** Types include:
 - **Teacher:** Indicates that this label can be assigned to a teacher.
 - **Student:** Indicates that this label can be assigned to a student, teacher, or room. For this type, the administrator can also specify

¹You can do this if your role is School Administrator.

Maximum students / Minimum students / Optimal students, that is, the maximum, minimum, and optimal number of students that a class for this course should have.

- **Room:** the reservation label can be assigned to rooms only. Once the reservation label type is set, it cannot be changed.
 - **Scheduling load:** The value used to determine whether the student has a full course load for the year. This value is also used to determine a teacher's scheduling load. This value can be left at its default: 0.
 - **Print on Reports:** Specifies that this reservation label be included in printed reports, such as a teacher or student schedule. The report must be designed to accommodate this information.
- 5 Click **Save**. The Course List page appears. The new reservation label is listed under the category "Reservation Labels".
 - 6 In the **Number Column**, click the name of the reservation label. The Add/Edit Reservation Label page appears.
 - 7 In the control bar, click **Reservation Offerings**. The Course Offerings page appears.
 - 8 Locate the **Scheduling Group** to apply to this reservation label and select it in the **Default Offering** column.
 - (Optional) Select **Allowed Offerings** to enable users to schedule classes manually in different term sets.
 - 9 Under **Meeting Patterns**, specify the meeting patterns available to this label by moving them to the **Selected Patterns** list.
 - For a reservation label for a preparation period, consider assigning all the meeting patterns available. This facilitates the automatic assignment of preparation periods.
 - 10 Click **Save**.

Example: Assigning a reservation label for a preparation period

A typical reservation label assigned by a School Administrator is one for a preparation period. The administrator can assign a preparation period to one teacher at a time or have the Master Scheduler automatically assign preparation periods to teachers based on teacher preferences.

To assign a preparation period to a teacher: [SA]¹

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Master Schedule**.
- 3 Under **By Course**, under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Course Search Results.
- 4 Under **Course Search Results**, for the desired reservation label, click **Add Class**.
- 5 Select the class to which to assign the reservation label.

¹You can do this if your role is School Administrator.

- 6 Under **Class Schedule** (which appears when the class is selected), select the following:
 - **Meeting Pattern**
 - **Teacher**
- 7 Click **Save**.

To have Chancery SMS automatically assign preparation periods to teachers based on teacher preferences: [SA]¹

- 1 For each teacher, assign a preference for a preparation period:
 - a In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - b Click **Staff Setup**.
 - c Use **Staff Search** to find the teachers to whom you want to assign a preparation period.
 - d Under **Search Results**, under **Name**, click the teacher. The Staff Scheduling Properties page appears.
 - e Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Search Results.
 - f Under **Search Results**, select the preparation period and click **Add**.
 - g Click **OK**.
 - h Under **Preferred Courses**, select the preparation period and set its **Preference** to "1".
 - i Click **OK**.
- 2 Create a preparation period class for each teacher who has this reservation label as a preference:
 - a In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - b Click **Course Request Tally**. The Course Request Tally page appears.
 - c Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Search Results.
 - For each reservation label, the number under **Prim Reqs** indicates the number of teachers who have the reservation label as a preference.
 - d Select the preparation period reservation label.
 - e In the **Actions** menu, select **Calculate Classes Needed**. The scheduler creates one reservation label class for each teacher who has the reservation label as a preference.
 - f In the **Actions** menu, click **Create Classes**.
 - g Click **Save**.
- 3 Allocate preparation period classes to teachers
 - a In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.

¹You can do this if your role is School Administrator.

- b Click **Teacher Allocations**. The Teacher Allocations page appears.
 - c Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels and the teachers to whom they are assigned appears under Search Results.
 - d Select one or more teachers.
 - e In the **Actions** menu, click **Allocate Teachers**.
 - Chancery SMS allocates classes proportionately according to each teacher's course preference settings.
 - Chancery SMS replaces any existing allocations, except those that are locked.
 - Chancery SMS does not automatically allocate a class to a teacher with a preference of 9. 9 is a special setting for the purpose of holding a teacher as a spare.
 - f Click **Save**.
- 4 Schedule a preparation period class:
- a In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - b Click **Master Schedule**.
 - c Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels and the classes to which they apply appears under Search Results.
 - d Select the class(es) you want to schedule.
 - e In the **Actions** menu, click **Schedule Classes...**
 - f Click **Save**.

Example: Using reservation labels to assign a student to an early or late starting time

A School Administrator can use reservation labels to reserve the early or late periods for schools that use extended day patterns. In this example, the administrator assigns to one or more students either an early start or a late start. This involves setting up a meeting pattern to reserve the first three periods of each day and another meeting pattern to reserve the last three periods of each day. This setup enables the student loader to automatically assign either an early start or a late start to the selected students and prevents the Master Scheduler from scheduling classes during the reserved times.

For this example, assume that the school has an eight-period bell schedule and students are required to attend five periods. The school has approximately 1000 students.

To assign a student to an early or late starting time: [SA]¹

- 1 Create early start and late start meeting patterns:
 - a In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.

¹You can do this if your role is School Administrator.

- b Click **Meeting Patterns**. The Meeting Patterns page appears.
 - c In the **Actions** menu, select **Add Meeting Pattern**. The Add Meeting Pattern page appears.
 - d Create two meeting patterns using the following settings:
 - **Meeting pattern name** = "Reserve - am", **Short name** = "RAM", periods 1, 2, and 3 for each day in the day pattern
 - "Reserved - pm", "RPM", periods 6, 7, and 8 for each day in the day pattern.
- 2 Create two reservation labels: one for the early start and one for the late:
- a In the control bar, click **Scheduling**. The Scheduling page appears.
 - b Click **Course Setup**. The Course List page appears.
 - c In the **Actions** menu, select **Add Reservation Label**. The Add/Edit Reservation Label page appears.
 - d Set options, which include:
 - **Name**: Early Start
 - **Short Name**: ES
 - **Type**: Student
 - **Scheduling Load**: 0
 - **Maximum Students**: 525
 - **Minimum Students**: 475
 - **Optimal Students**: 500
 - **Print on Reports**: Not selected
 - e Click **Save**. The Course List page appears. The new reservation label is listed under the category "Reservation Labels".
 - f In the **Actions** menu, select **Add Reservation Label**. The Add/Edit Reservation Label page appears.
 - g Set options, which include:
 - **Name**: Late Start
 - **Short Name**: LS
 - **Type**: Student
 - **Scheduling Load**: 0
 - **Maximum Students**: 525
 - **Minimum Students**: 475
 - **Optimal Students**: 500
 - **Print on Reports**: Not selected
 - h Click **Save**. The Course List page appears. The new reservation label is listed under the category "Reservation Labels".
 - i In the **Number Column**, click the reservation label "ES". The Add/Edit Reservation Label page appears.
 - j In the control bar, click **Reservation Offerings**. The Course Offerings page appears.
 - k Locate the **Scheduling Group** to apply to this reservation label and select it in the **Default Offering** column.

- l Under **Meeting Patterns**, make the "Reserve - pm" meeting pattern available to this label by moving it to the **Selected Patterns** list.
 - m Click **Save**.
 - n In the **Number Column**, click the reservation label "LS". The Add/Edit Reservation Label page appears.
 - o In the control bar, click **Reservation Offerings**. The Course Offerings page appears.
 - p Locate the **Scheduling Group** to apply to this reservation label and select it in the **Default Offering** column.
 - q Under **Meeting Patterns**, make the "Reserve - am" meeting pattern available to this label by moving it to the **Selected Patterns** list.
 - r Click **Save**.
- 3 Assign the Early Start reservation label to a student:
- a View a list of all students [p. 38].
 - b On the Student Search page, under **Student Search Results**, select the student(s).
 - c In the **Actions** menu, select **Assign > Course Requests**. The Assign Requests page appears.
 - d Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Course Search Results.
 - e Select the reservation label "Early Start" and click **Add Request**.
 - f Click **Apply**.
- 4 Assign meeting patterns:
- a In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - b Click **Course Request Tally**. The Course Request Tally page appears.
 - c Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Search Results.
 - For each reservation label, the number under **Prim Reqs** indicates the number of teachers who have the reservation label as a preference.
 - d Select the reservation labels "Early Start" and "Late Start".
 - e In the **Actions** menu, select **Calculate Classes Needed**.
 - f In the **Actions** menu, click **Create Classes**.
 - g Click **Save**.
 - h In the control bar, click **Scheduling**. The Scheduling page appears.
 - i Click **Master Schedule**. The Master Schedule page appears.
 - j Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Search Results.

- k Select the class "Early Start-1".
 - l Under **Class Schedule** (which appears when the class is selected), for **Meeting pattern**, select "RAM".
 - m Click **Save**.
 - n Select the class "Late Start-1".
 - o Under **Class Schedule** (which appears when the class is selected), for **Meeting pattern**, select "RPM".
 - p Click **Save**.
- 5 Load student schedules [p. 358].

Example: Using reservation labels to have students automatically assigned to early or late starting times

A School Administrator can use reservation labels to reserve the early or late periods for schools that use extended day patterns. In this example, the administrator sets up Chancery SMS to have the student loader to automatically assign either an early start or a late start to the selected students and prevent the Master Scheduler from scheduling classes during the reserved times. This involves setting up a meeting pattern to reserve the first three periods of each day and another meeting pattern to reserve the last three periods of each day.

For this example, assume that the school has an eight-period bell schedule and students are required to attend five periods. The school has approximately 1000 students and wants half scheduled for early classes and half scheduled for late classes.

To have students automatically assigned to early or late starting times: [SA]¹

- 1 Create early start and late start meeting patterns:
 - a In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - b Click **Meeting Patterns**. The Meeting Patterns page appears.
 - c In the **Actions** menu, select **Add Meeting Pattern**. The Add Meeting Pattern page appears.
 - d Create two meeting patterns using the following settings:
 - **Meeting pattern name** = "Reserve - am", **Short name** = "RAM", periods 1, 2, and 3 for each day in the day pattern.
 - "Reserved - pm", "RPM", periods 6, 7, and 8 for each day in the day pattern.
- 2 Create a reservation label to be used to reserve either the first three or last three periods of the day for each student:
 - a In the control bar, click **Scheduling**. The Scheduling page appears.
 - b Click **Course Setup**. The Course List page appears.
 - c In the **Actions** menu, select **Add Reservation Label**. The Add/Edit Reservation Label page appears.
 - d Set options, which include:

¹You can do this if your role is School Administrator.

- **Name:** Do Not Schedule
 - **Short Name:** DNS
 - **Type:** Student
 - **Scheduling Load:** 0
 - **Maximum Students:** 525
 - **Minimum Students:** 475
 - **Optimal Students:** 500
 - **Print on Reports:** Selected
- e Click **Save**. The Course List page appears. The new reservation label is listed under the category "Reservation Labels".
 - f In the **Number Column**, click the reservation label "DNS". The Add/Edit Reservation Label page appears.
 - g In the control bar, click **Reservation Offerings**. The Course Offerings page appears.
 - h Locate the **Scheduling Group** to apply to this reservation label and select it in the **Default Offering** column.
 - i Under **Meeting Patterns**, make the "Reserve - am" and "Reserve - pm" meeting patterns available to this label by moving them to the **Selected Patterns** list.
 - j Click **Save**.
- 3 Assign the reservation label to students:
 - a View a list of all students [p. 38].
 - b On the Student Search page, under **Student Search Results**, select the student(s).
 - c In the **Actions** menu, select **Assign > Course Requests**. The Assign Requests page appears.
 - d Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Course Search Results.
 - e Select the reservation label "Do Not Schedule" and click **Add Request**.
 - f Click **Apply**.
 - 4 Create reservation label classes:
 - a In the control bar, click **Scheduling**. The Scheduling page appears.
 - b Click **Course Request Tally**. The Course Request Tally page appears.
 - c Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Search Results.
 - d Select the reservation label "Do Not Schedule".
 - e For this label, under **Classes Needed**, enter 2.
 - f In the **Actions** menu, click **Create Classes**.
 - g Click **Save**.
 - 5 Assign meeting patterns:
 - a In the control bar, click **Scheduling**. The Scheduling page appears.

- b Click **Master Schedule**. The Master Schedule page appears.
 - c Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Search Results.
 - d Select the class "Do Not Schedule-1".
 - e Under **Class Schedule** (which appears when the class is selected), for **Meeting pattern**, select "RAM".
 - f Click **Save**.
 - g Select the class "Do Not Schedule-2".
 - h Under **Class Schedule** (which appears when the class is selected), for **Meeting pattern**, select "RPM".
 - i Click **Save**.
- 6 Load student schedules [p. 358].
- Chancery SMS distributes the selected students equally into the two "Do Not Schedule" classes and does not schedule other classes during the reserved periods.

Example: Setting up a reservation label for a student-teacher meeting

A School Administrator can use a reservation label to reserve time for student-teacher meetings, such as tutoring or special assistance, for which attendance and grades are not recorded.

In this example, the administrator creates a Math Assistance session in which a teacher provides additional math instruction to a small group of students. The Math Assistance session employs a meeting pattern created for other courses. The administrator assigns the reservation label directly to both a teacher's and student's schedules.

To employ a reservation label for a Math Assistance tutoring session: [SA]¹

- 1 Create a reservation label to be used for the tutoring session:
 - a In the control bar, click **Scheduling**. The Scheduling page appears.
 - b Click **Course Setup**. The Course List page appears.
 - c In the **Actions** menu, select **Add Reservation Label**. The Add/Edit Reservation Label page appears.
 - d Set options, which include:
 - **Name:** Math Assistance
 - **Short Name:** Math Asst.
 - **Type:** Student
 - **Scheduling Load:** 0.5
 - **Maximum Students:** 5
 - **Minimum Students:** 1
 - **Optimal Students:** 3
 - **Print on Reports:** Selected

¹You can do this if your role is School Administrator.

- e Click **Save**. The Course List page appears. The new reservation label is listed under the category "Reservation Labels".
 - f In the **Number Column**, click the reservation label "Math Asst.". The Add/Edit Reservation Label page appears.
 - g In the control bar, click **Reservation Offerings**. The Course Offerings page appears.
 - h Locate the **Scheduling Group** to apply to this reservation label and select it in the **Default Offering** column.
 - i Under **Meeting Patterns**, make one or more meeting patterns available to this label by moving them to the **Selected Patterns** list.
 - j Click **Save**.
- 2 Assign the Math Assistance reservation label to a teacher and room:
- a In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - b Click **Master Schedule**.
 - c Under **By Course**, under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Course Search Results.
 - d Under **Course Search Results**, for the reservation label "Math Assistance", click **Add Class**.
 - e Select the class to which to assign the reservation label.
 - f Under **Class Schedule** (which appears when the class is selected), select the following:
 - **Meeting Pattern**
 - **Teacher**
 - **Room**
 - g Click **Save**.
- 3 Assign the Math Asst. reservation label to a student:
- a View a list of all students [p. 38].
 - b On the Student Search page, under **Student Search Results**, select the student(s).
 - c In the **Actions** menu, select **Assign > Course Requests**. The Assign Requests page appears.
 - d Under **Course Search**, under **Basic**, set up a search for "Course Subject Area equals Reservation Labels". Click **Search**. A list of reservation labels appears under Course Search Results.
 - e Select the reservation label "Math Assistance" and click **Add Request**.
 - f Click **Apply**.

Select the planning schedule that will become active when YEP is run

In the Planning Calendar [p. 164], you can create one or more planning schedules [p. 359] with which to try out different scheduling options. When

the administrator conducts Year End Processing (YEP) [p. 446], she must select one planning schedule to be active.

Set up a schedule structure

A schedule structure describes the days and times that a school's homerooms and classes meet. A schedule structure is mandatory for a secondary school and optional for an elementary school. A scheduling structure enables a School Administrator to:

- View student, teacher, and room schedules in a matrix format.
- Search for classes according to meeting time.
- Have Chancery SMS track the number of instructional minutes allocated to each class, which an administrator can view through a custom report [p. 122].

Scheduled classes are particularly useful in the following scheduling structures:

- *Self-contained homerooms*: Whereby a homeroom teacher teaches most classes and the classes are not assigned a specific instructional time (that is, a meeting pattern). The teacher can choose when and how to teach the subjects. Certain classes, such as Music and Physical Education, may be taught by a different teacher in a different room. Such classes are assigned specific instructional times.
- *Fully-scheduled, discrete classes*: Whereby the homeroom teacher teaches most classes and every class is assigned a specific instructional time (that is, a meeting pattern). Some classes are taught by a different teacher in a different room and such classes are part of the fully-scheduled day for each student and teacher.
- *Multiple tracks*: Whereby students are assigned to a homeroom meeting pattern set up as a track. In this structure, a student only attend classes when "on track", that is, his or her track is in session. Also, attendance for a student is taken only when he or she is on track.

A School Administrator can set up a scheduling structure in either the Active Calendar [p. 164] or Planning Calendar [p. 164]. In the Planning Calendar, the administrator can set up a separate schedule structure for each planning schedule [p. 359]. Setting up a schedule structure involves:

- *Defining scheduling groups* [p. 317]
- *Setting up term sets* [p. 318]
- *Defining day patterns and Special Days* [p. 319]
- *Setting up bell schedules* [p. 323]
- *Setting up meeting patterns* [p. 326]

The scheduling structure can affect data mapping [p. 364].

Defining scheduling groups

A *scheduling group* is a group of students that follows the same bell schedule and meeting patterns. In a secondary school, a scheduling group also uses the same term set and term dates. A School Administrator can use a scheduling group to group different types of classes. For example, you can create a homeroom bell schedule with only A.M. and P.M. blocks and a class bell schedule that covers a six period day.

By default, a Chancery SMS system has two scheduling groups: one for homerooms and one for classes. The administrator can change these default groups. At a secondary school, the administrator can add more types of scheduling groups, each with its own term set, term dates, bell schedules and meeting patterns. For example, an administrator could set up scheduling groups by grades, such as a Junior group for grades 9 and 10, and a Senior group for grades 11 and 12, or scheduling groups by programs, such as an Accelerated group for the Advance Placement and Honors classes, and a Regular group for the regular classes, or set up a separate scheduling group with a different bell schedule for double-block classes. Later, when the administrator sets up term sets and term dates, she can define the start and end dates of each term for each scheduling group.

To work with a scheduling group: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Scheduling Groups**. The Scheduling Groups page appears.
- 3 In the **Scheduling Group Name** column click a group's name to edit it. The Edit Group page appears.
 - Or select the group and from the **Actions** menu, select **Edit Groups...**
 - To create a new scheduling group, in the **Actions** menu select **Add Group...**
 - To delete a scheduling group, select the group and in the **Actions** menu select **Delete Group**. Deleting a group also deletes its bell schedules and meeting patterns. The administrator cannot delete a group that is specified as a default scheduling group or is assigned to any classes.
- 4 Enter or change the group's **Name**, **Code**, or **Description**.
- 5 Click **OK**.

Note: For data mapping [p. 364], the bell schedule must be the same in all scheduling groups, that is, the period codes and period start and end times must be the same. You can create different meeting patterns based on the bell schedules to accommodate different class types.

¹You can do this if your role is School Administrator.

Default scheduling group assignment

When an elementary School Administrator creates a new homeroom or class, Chancery SMS automatically assigns it to a scheduling group. By default, Chancery SMS assigns a homeroom to the homeroom scheduling group and a class to the classes scheduling group. You can change this default assignment. For example, an administrator may want to assign all homerooms and classes to the same scheduling group. **Note:** A change to the default assignment only affects a class or homeroom created thereafter.

To change the default scheduling group assignment: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Scheduling Defaults**. The Scheduling Defaults page appears.
- 3 For **For homerooms**, select a scheduling group from the list.
- 4 For **For classes**, select a scheduling group from the list.
- 5 Click **OK**.

Setting up term sets

A *term set* enables a School Administrator to divide the school year into segments. A term set consists of one or more terms in sequence, each with a start and end date. For example, a school on a semester system would have a term set with two terms; a school on a trimester schedule would employ a term set with three terms.

The administrator can put classes into more than one term set; that is, some students can follow one term set and others follow another term set. The administrator can also put a student into classes in different term sets.

The administrator can create as many term sets as necessary. A scheduling group [p. 317] is assigned one term set.

To work with a term set: [SA]²

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Scheduling Term Sets**. The Term Sets page appears displaying a list of term sets.
- 3 Under **Term Set Name**, click a term set to work with it. The Edit Term Set page appears.
 - Or, select a term set and in the **Actions** menu select **Edit Term Dates...**
 - To delete a term set, select it and in the **Actions** menu select **Delete Term Set**.
 - To create a new term set, in the **Actions** menu select **Add Term Set...**
- 4 Adjust options, including **Term set name**.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- To add a new term, in the **Actions** menu select **Add Term** and enter the name and **Code** in the appropriate column.
 - To delete a term, select it and in the **Actions** menu select **Delete Term**.
- 5 Click **Continue**. The Term Dates page appears.
 - 6 Set options, which include:
 - **Use this Term Set for this Scheduling Group**: Deselect this option only temporarily when setting up a planning schedule [p. 359]. This option must be selected to enter term dates or copy this term set to other groups. If this option is not selected when you click **OK**, Chancery SMS deletes all term dates.
 - **Scheduling Group**: Select a group to which this term set should apply.
 - **Copy to other groups**: Click to copy these term dates to one or more other scheduling groups.
 - **School Year**: Indicates the full date range of all term sets. These dates cannot fall outside the school's calendar.
 - 7 Adjust terms:
 - **Start**: Enter a start date for each semester. A semester's Start date cannot overlap another semester's End.
 - **End**: Enter an end date for each semester. A semester's End date cannot overlap with another semester's Start.
 - 8 Click **OK**.
 - Or, click **Edit term set** to return to the Edit term set page.

Note: For data mapping [p. 364], the administrator can define a maximum of 12 unique term ranges for each school year. If the administrator can combine terms to form another term, that term does not count toward the maximum number of allowed terms. For example, if there are three term sets (year, quarters, and semesters) then the total number of terms is seven (1 + 4 + 2). However, since the quarters can be combined to form both the semesters and the year, only the four terms in the quarters are counted toward the maximum number of terms. Terms within the same term set cannot overlap.

Defining day patterns and Special Days

A *day pattern* is a cycle of days on which a school operates. The pattern offers the administrator a set of discrete days, typically four or five, which occur in order each of which can have a separate bell schedule. This enables the administrator to specify which classes are offered on particular days in the pattern.

A school can employ only one day pattern for the active schedule (although, for trial purposes, the administrator can employ a different day pattern for each planning schedule [p. 359]). Two types of day patterns are available for use at a school: a Days-of-the-Week Pattern which cycles through the five days of the week (Monday to Friday), or a Relative-Days Pattern which cycle through a number of days, such as four (days 1, 2, 3, and 4, then back to 1 again) [p. 321].

For additional scheduling flexibility, a School Administrator can set up one or more *Special Days* [p. 321]. A Special Day has its own bell schedule for its specific purpose. Examples of Special Day include parent-teacher interview day, professional development day, early dismissal day, and sports day. A School Administrator can schedule a Special Day as a one-off or have it recur, such as every 10 days. Also, if necessary, a School Administrator can have a specific day in a Relative-Days Pattern start on a specific date [p. 323].

A Special Day can enable a School Administrator to apply a shorter Relative-Days Pattern while still accommodating Special Days that have a different schedule. For example, an administrator could apply a four-day pattern and have an early dismissal Special Day once a month (this would be instead of applying a 30-day Relative-Days Pattern wherein the 30th day would have a bell schedule suitable for early dismissal).

Note: Data mapping [p. 364] does not support Special Days. Use the same day schedule for all days in the day pattern. You can create different meeting patterns based on the bell schedule to accommodate different class types. The administrator can apply a Relative-Days Pattern to a specific date and have Chancery SMS begin using that relative day on that date. For example, if the school was unexpectedly closed due to heavy snow on Day 2, you can apply Day 2 to the following day.

To apply a day pattern to a school: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Day Pattern**. The Day Pattern page appears.
- 3 Under **Regular Days**, select the pattern: **Days of the week** or **Relative days**.
 - For a Days-of-the-Week Pattern, you can change a day's code: in the **Code** column, click it and type a new code.
 - To include Saturday or Sunday in a Days-of-the-Week Pattern, a District Administrator add them as normal school days to the Day Types setup list.
- 4 Click **OK**.

For a Days-of-the-Week Pattern, a School Administrator can adjust the length of the week to include a day such as a Saturday. For an additional day of the week to be available, an administrator must set it up as a normal school day in the Day Types setup list.

To adjust a Days-of-the-Week Pattern: [SA]²

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Day Pattern**. The Day Pattern page appears.
- 3 Under **Regular Days**, select **Days of the week**.
- 4 For each day in the pattern:

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- In the **Code** column, click in the row for that day and type a code; for example "F". Note: The administrator cannot change the **Name** of a regular day of the week.
- To add a day, such as a Saturday, from the **Actions** menu select **Add Regular Days**.
- To delete a regular day from a Days-of-the-Week Pattern, select it and from the **Actions** menu select **Delete Regular Day**.

5 Click **OK**.

Setting up a Relative-Days Pattern

To employ a Relative-Days Pattern at a school, the School Administrator must set it up in advance.

To set up a Relative-Days Pattern: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Day Pattern**. The Day Pattern page appears.
- 3 Under **Regular Days**, select **Relative days**.
- 4 For each day in the pattern:
 - In the **Day Name** column, click in the row for the day and type a name; for example, "Day Two".
 - In the **Code** column, click in the row for that day and type a code; for example "D2".
 - To add a row for an additional day, from the **Actions** menu select **Add Regular Days**.
 - To delete a regular day from a Relative-Days Pattern, select it and from the **Actions** menu select **Delete Regular Day**.
- 5 Click **OK**.

Setting up and applying a Special Day

To employ a Special Day at a school, the School Administrator must:

- Set up the Special Day for use at the school.
- Define a bell schedule for the special day.
- Assign a day type to the Special Day.
- Assign the Special Day to a calendar date.

To set up a Special Day:

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Day Pattern**. The Day Pattern page appears.
- 3 Under **Special Days**, for each Special Day:
 - In the **Day Name** column, click in the row for the day and type a name; for example, "Early Dismiss for PTI".
 - In the **Code** column, click in the row for that day and type a code; for example "E-PTI".

¹You can do this if your role is School Administrator.

- To add a row for an additional day, from the **Actions** menu select **Add Special Days**.
 - To delete a Special Day, select it and from the **Actions** menu select **Delete Special Day**.
- 4 Click **OK**.

To define a bell schedule for the Special Day: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Bell Schedules**. The Bell Schedules page appears.
- 3 For **Day**, select the Special Day.
- 4 In the **Actions** menu, select **Add Period**. The Add Period page appears.
- 5 Set options [p. 323].
- 6 Click **OK**.
- 7 Click **OK**.

To assign a day type to the Special Day: [SA]²

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Click **Day Types (setup list)**. The Day Types page appears.
- 3 In the **Actions** menu, select **Add Day Type....** The Add Day Type page appears.
- 4 Set options:
 - To set the bell schedule for this day, for **Instructional day** select "Yes" and for **Use for defaults in day type list settings** select "No".
- 5 Click **OK**.
- 6 Click **Scheduling**. The Scheduling page appears.
- 7 Click **Bell Schedules**. The Bell Schedules page appears.
- 8 For **Day**, select the Special Day.
- 9 Click **OK**.

To assign the Special Day to a calendar date: [SA]³

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Click **Calendar Day Exceptions**. The Calendar Day Exceptions page appears.
- 3 In the **Actions** menu, click **Add Exception Day....** The Add Exception Day page appears.
- 4 For **Day Type**, select the day type you created for the Special Day.
- 5 Set other options, including the **Date**.
- 6 Click **OK**.
 - If your school uses a Relative-Days Pattern, "**Continue**" replaces "OK"; this enables the administrator to apply a relative day to the day following this Special Day.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

³You can do this if your role is School Administrator.

Starting a Relative-Days Pattern

Once a Relative-Days Pattern is set up (typically in the Planning Calendar [p. 164]), a School Administrator can apply it. To do so, the administrator must specify the date on which the pattern's first day begins. **Note:** You can apply a Relative-Days Pattern only to dates for which attendance has not been taken [p. 72], except future dates, where Chancery SMS deletes the attendance for those dates when a pattern is applied. In these circumstances, Chancery SMS also deletes attendance codes assigned by student behavior actions [p. 83]. However, student behavior attendance codes are reassigned on a day-by-day basis when the day is initialized .

To have a specific day in a Relative-Days Pattern start on a specific date, the administrator must be working in the Active Calendar [p. 164]. For example, if a school unexpectedly closed due to heavy snow on Day 2, the School Administrator could have Day 2 start on the following day. You must complete this step in the Active Calendar.

To apply a Relative-Days Pattern: [SA]¹

- 1 In the Active Calendar [p. 164], on the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Calendar**, click **Relative Day Pattern**. The Relative Day Pattern page appears.
- 3 Under **Apply Regular Day Pattern**, for **Start pattern using day** select the day from the pattern on which you want the cycle to start.
- 4 For **As of Date** select the date you want cycle to begin.
- 5 Click **Apply Day Pattern**. Under Calendar Day List, Chancery SMS displays the schedule according to your changes.

Setting up bell schedules

A *bell schedule* specifies the start time and duration of one or more instructional periods on each day of a day pattern. A School Administrator sets up one bell schedule for each scheduling group [p. 317]. For example, a school can have one bell schedule for the "Homerooms" scheduling group and a different bell schedule for the "Classes" scheduling group. You can define a different schedule of periods for each day in a day pattern [p. 319].

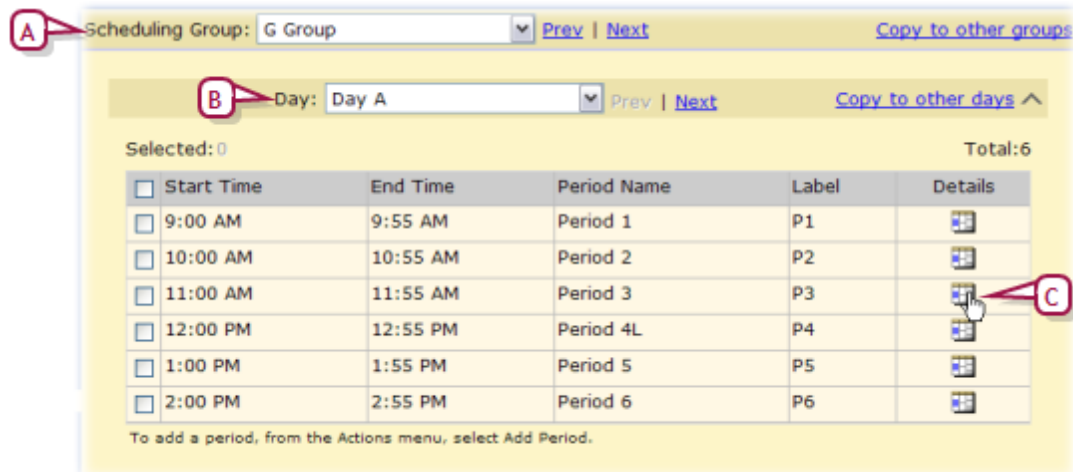
You set up a bell schedule by adding periods to each day of a day pattern. Once you have set up the periods for a particular day, you can copy those periods to other days in the bell schedule [p. 325]. After you set up periods for all days in the day pattern, you can copy the entire bell schedule to other scheduling groups [p. 326].

Note: To support data mapping, every day in a day pattern must have the same bell schedule/period structure, including the same periods and the same number of instructional minutes in periods with the same code. For

¹You can do this if your role is School Administrator.

example, if on Monday, period 1 had 50 instructional minutes, period 1 must have 50 instructional minutes for every other day in the day pattern. Periods within one day can have different amounts of instructional minutes. Also, each day in the day pattern can have a maximum of 42 periods and those periods cannot overlap. If more than one scheduling group is defined (for example, to support exception days), the bell schedule must be the same in both scheduling groups, that is, the period codes and period start and end times must be the same.

Figure 143: **Bell Schedules page**



- A Scheduling Group:** The group to which this bell schedule applies.
- B Day:** The day in the day pattern to which the periods apply.
- C Details:** Pause the cursor over the icon to view a summary of this period. Click to edit the period.

To set up a bell schedule: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 2**, click **Bell Schedules**. The Bell Schedules page appears [Figure Figure 143].
- 3 For **Scheduling Group**, select the scheduling group with which you want to work.
- 4 For **Day**, select the day you want to set up.
- 5 Add or delete periods for the day
 - To add a period, from the **Actions** menu, select **Add Period**.
 - To delete a period, select the period and from the **Actions** menu, select **Delete Period**.
- 6 Adjust the characteristics of each period: select the period and from the **Actions** menu, select **Edit Period** or in the **Details** column click the icon. The Edit Period page appears. This page includes the following:
 - **Start Time:** The period's starting hour. The start time can be after the preceding period's end time.

¹You can do this if your roles is School Administrator.

- **End Time:** The period's ending hour.
- **Period Name:** The period's name.
- **Period Label (short code):** A short code for the period.
- **Print on Schedules:** When checked, Chancery SMS displays this period on student or teacher schedules.
- **Use for classes:** If checked, this period is available for use in meeting patterns [p. 326].
- **Include in daily attendance code calculation rules:** This option only applies if attendance is taken by class [p. 72]. If checked, this period is available for use in attendance calculation rules.
- **Include in instructional/attendance minutes calculations:** If checked, Chancery SMS includes this period in instructional or attendance minutes calculations. You cannot change this option if the period is part of a meeting pattern and attendance has been taken for a class using that meeting pattern
- **This period is part of regular school hours:** If checked, Chancery SMS includes this period in instructional minutes calculations as regular school hours. For example, the school offers academic programs in the evenings or on weekends and you want Chancery SMS to include them when it calculates instructional minutes for regular school hours. Note: To include a period in regular school hours for some classes but not others, create two scheduling groups.
- **For this period only:** The amount of instructional time in the period, typically the number of minutes between the start and end time. If you do not enter a value, when you close this page, Chancery SMS calculates the value using the difference between the start and end times; for example, if a period starts at 9:00 and ends at 9:50, Chancery SMS calculates 50 minutes. In some circumstances, the instruction time is less than the meeting time; for example, where a gym class meets for 65 minutes but there is 10 minutes for changing, enter 55.
- **Passing Time Minutes to Include for Blocked Classes:** Where a class spans more than one period, this specifies how much time to set aside as non-instructional, typically time to enable students to change locations. For example, if a two-period Chemistry class totals 70 minutes and includes one period in the classroom and one period in the lab, with students using the four minutes between periods to go from the classroom to the lab then **For this period only** would be 66 and **Passing time minutes to include for blocked classes** 4. However, if the two-period chemistry class is both in the lab then the four minutes would be considered instruction time and **For this period only** would be 70 and **Passing time minutes to include for blocked classes** 0.

Copying a day's schedule to another day

The administrator can set up periods for a day and then copy those periods to other days in the same bell schedule. **Caution:** Copying a day's schedule to another day may affect daily code calculation rules, meeting patterns, or exception day types.

To copy a day's schedule to another day in the day pattern:

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 2**, click **Bell Schedules**. The Bell Schedules page appears [Figure Figure 143].
- 3 For **Scheduling Group**, select the scheduling group with which you want to work.
- 4 For **Day**, select the day from which you want to copy.
- 5 Click **Copy to other days**. The Copy to Days page appears.
- 6 Add the day(s) to which you want to copy to the **Copy to Day (s)** column.
- 7 Click **OK**.

Copying a bell schedule to another scheduling group

After you set up periods for all days for a scheduling group, you can copy the bell schedule for all the days to other scheduling groups. **Caution:** Copying a bell schedule to another scheduling group may affect daily code calculation rules, meeting patterns, or exception day types.

To copy the bell schedule for all days in one scheduling group to another: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 2**, click **Bell Schedules**. The Bell Schedules page appears [Figure Figure 143].
- 3 For **Scheduling Group**, select the scheduling group with which you want to work.
- 4 Click **Copy to other groups**. The Copy to Groups page appears.
- 5 Add the group(s) to which you want to copy to the **Copy to Scheduling Group(s)** column.
- 6 Click **OK**.

Setting up meeting patterns

A *meeting pattern* is a series of one or more periods when a class is to meet. At a school with several meeting patterns set up in its scheduling structure, the School Administrator can assign a meeting pattern to any newly set up class [p. 280].

To view a school's meeting patterns: [SA]²

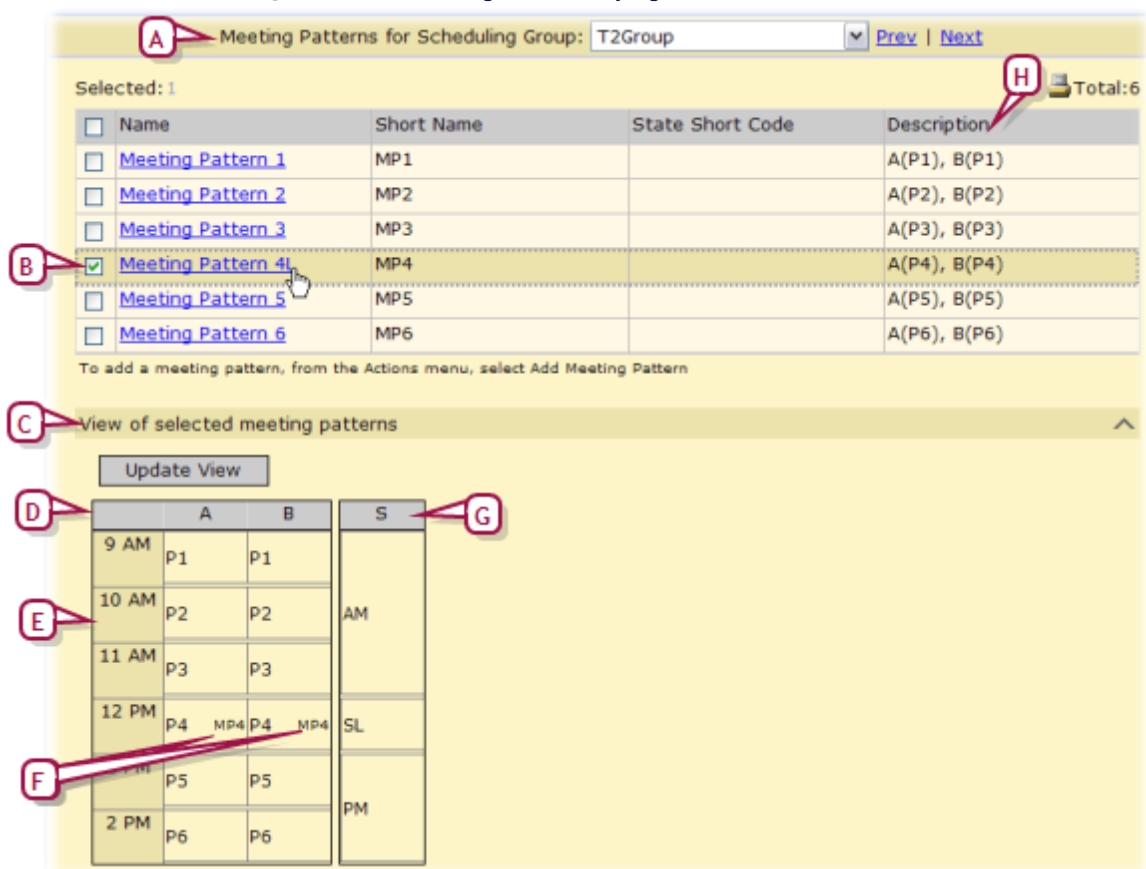
- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 2**, click **Meeting Patterns**. The Meeting Patterns page appears [Figure Figure 144].
- 3 For **Meeting Patterns for Scheduling Group**, select the scheduling group you want to view.

¹You can do this if your roles is School Administrator.

²You can do this if your roles is School Administrator.

- 4 Under **Name**, click a meeting pattern to view it. The Edit Meeting Pattern page appears.
 - Or, select one or more meeting patterns and click **Update View**. Chancery SMS displays the selected meeting pattern(s) in grid form.

Figure 144: Meeting Patterns page



- A Meeting Patterns for Scheduling Group:** The group to which these meeting patterns apply.
- B Selected meeting pattern**
- C View of selected meeting patterns:** Displays the selected meeting pattern on a timetable grid after **Update View** is clicked.
- D Timetable grid**
- E Period:** One of six in this day.
- F Periods in the selected meeting pattern ("MP4")**
- G Day:** One of three in this day pattern.
- H Description:** A text summary of the meeting pattern's days and periods.

The administrator defines a meeting pattern by choosing periods from an existing bell schedule. We recommend that the administrator name the meeting pattern in a way that indicates when the class meets. A School Administrator sets up one or more meeting patterns for each scheduling group [Figure Figure 144]. If your school uses a multiple track schedule [p. 276], you can also use a meeting pattern as a track.

To set up a meeting pattern: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 2**, click **Meeting Patterns**. The Meeting Patterns page appears [Figure Figure 144].
- 3 For **Meeting Patterns for Scheduling Group**, select the scheduling group with which you want to work.
- 4 Add or delete meeting patterns:
 - To add a meeting pattern, in the **Actions** menu click **Add Meeting Pattern**.
 - To delete a meeting pattern, select the meeting pattern and in the **Actions** menu click **Delete Meeting Pattern**.
- 5 Adjust each meeting pattern: To edit a meeting pattern, in the **Name** column click its name or select meeting pattern and in the **Actions** menu click **Edit Meeting Pattern**. The Edit Meeting Pattern page appears [Figure Figure 145]. This page includes the following information:
 - **Meeting Pattern Name:** A descriptive name enables an administrator to quickly determine meeting times.
 - **Short Name:** Chancery SMS uses this on other system pages.
 - **Meeting Pattern:** Select the periods in the day pattern during which class meetings take place. To include blocked periods in the pattern [Figure Figure 145], select two or more consecutive periods in a day.

Figure 145: Edit Meeting Pattern page

Meeting Pattern for Scheduling Group: DBGroup

*Meeting pattern name: Meeting Pattern 6

*Short name: MP6

State short code:

Meeting Pattern

	A	B	S
9 AM	P1 <input type="checkbox"/>	P1 <input type="checkbox"/>	
10 AM	P2 <input type="checkbox"/>	P2 <input type="checkbox"/>	AM <input type="checkbox"/>
11 AM	P3 <input type="checkbox"/>	P3 <input type="checkbox"/>	
12 PM	P4 <input type="checkbox"/>	P4 <input type="checkbox"/>	SL <input type="checkbox"/>
1 PM	P5 <input type="checkbox"/>	P5 <input type="checkbox"/>	
2 PM	P6 <input checked="" type="checkbox"/>	P6 <input checked="" type="checkbox"/>	PM <input type="checkbox"/>

¹You can do this if your role is School Administrator.

	M	T	W	R	F	S
7 AM						
8 AM	P1 <input checked="" type="checkbox"/>	P1 <input checked="" type="checkbox"/>	W1 <input type="checkbox"/>	T1 <input type="checkbox"/>	P1 <input checked="" type="checkbox"/>	
9 AM	P2 <input checked="" type="checkbox"/>	P2 <input checked="" type="checkbox"/>			P2 <input checked="" type="checkbox"/>	P1 <input type="checkbox"/>
10 AM	P3 <input type="checkbox"/>	P3 <input type="checkbox"/>	W2 <input type="checkbox"/>	T2 <input type="checkbox"/>	P3 <input type="checkbox"/>	

- A Class meetings
- B Blocked periods: For a school to offer a class in a blocked period, the administrator can set up a meeting pattern that has multiple, consecutive periods. **Caution:** Do not use the **Add More Detail** link on the Master Schedule page to create double periods by assigning multiple meeting patterns to a class. The More Detail option creates multiple rows for the class in the database, which can be confusing on other pages, such as the Class Search page.

Recording student course requests

For each student, the School Administrator can record one or more courses that a student would like to take. A student can also make course requests via the web using Pearson's parent/student web site, *ParentCONNECTxp™* see *Online course requests* [p. 103]. Chancery SMS's automatic scheduling processes, such as the Student Loader and the Walk-in Scheduler, attempts to schedule the student into a class for each *course request*. If the scheduler cannot find a suitable class for a student, it will not schedule the student into the requested course.

When recording course requests, a School Administrator can specify the priority of each request. This ensures that a lower priority course is not scheduled before a higher-priority course. The administrator can also record alternate requests. If the scheduler is not able to schedule a student into all of her requested courses, it will attempt to schedule her into alternates. Alternate requests afford the automatic scheduling processes more flexibility for generating student schedules and increases the likelihood that the scheduler will be able to create a full schedule for a student. The administrator can set the Student Loader to disregard alternate requests.

A School Administrator can assign course and alternate requests to more than one student at a time. The administrator can copy course requests from one student to another; this also copies the course request settings for priority, term, and required/elective status; alternate course requests are not copied.

To record a course request for a student: [SA]¹

- 1 Open the student's schedule:
 - a Click **Student Search** and use the Basic search [p. 38] to find the student(s).
 - b Under **Search Results**, select the student(s).

¹You can do this if your role is School Administrator.

- c From the **Actions** menu, select **Open Student > Schedule**. The Student Schedule page appears [Figure Figure 139].
 - To record a course request for more than one student, select the students and in the **Actions** menu select **Assign > Course Requests**.
 - Or on a student's Student Demographics page [p. 54], in the control bar, click **Schedule**.
- 2 Under **Course Requests**, for **Course #**, enter the course number and click **Add**. Or:
 - a Under **Course Search**, search for and locate the course.
 - b Under **Course Search Results**, select the course.
 - c Click **Add Request**. Chancery SMS displays the course in the list under **Course Requests**.
 - To enter more than one course number, separate the numbers by commas. **Tip:** A frequently used set of course numbers, such as that for a Grade 8 standard stream, could be saved in a text file and copied into the **Course #** field (place the cursor in the field and press Ctrl+v).
 - To delete a course request, select it and in the **Actions** menu select **Delete Course Request**.
- 3 Under **Course Requests**, for **Alternate course #**, enter the course number and click **Add**. Or:
 - a Under **Course Search**, search for and locate the course.
 - b Under **Course Search Results**, select the course.
 - c Click **Add Alternate Request**. Chancery SMS displays the course in the alternate course list under **Course Requests**.
- 4 For each course added to the lists under **Course Requests**, select the course and in the appropriate column set the following information:
 - **Term:** The term this course can be used. Choices include:
 - The terms specified as offerings for this course [p. 335].
 - "None" indicates that the course can be scheduled in any available term.
 - "[P]" indicates the term is preferred but another term is acceptable.
 - "[O]" indicates the course can be scheduled in the selected term only.
 - **Note:** To enable students to request one semester of a full year course, you must set up the course to allow term overrides [p. 335].
 - **Priority:** When it cannot schedule a course request this setting enables the Student Loader to determine which alternate course requests to attempt to schedule first. Enter a priority from 1 (highest) to 9999 (lowest). Where two courses have the same priority, the Student Loader selects one at random.
 - **Required:** Specifies that the course is "Required" or "Elective". The Student Loader gives priority to required courses. The District Administrator sets the default. Applies to required courses and electives separately.
- 5 Click **Save**.

To record a course request for several students at once: [SA]¹

¹You can do this if your role is School Administrator.

- 1 On a Student Search result page [p. 46], select one or more students.
- 2 In the **Actions** menu select **Assign > Course Requests**. The Assign Requests page appears.
- 3 Under **Course Search**, search for and locate the course.
- 4 Under **Course Search Results**, select the course.
 - **List** enables you to select a saved list of courses [p. 331].
- 5 Click **Add Request**. Chancery SMS adds the course to the **Add Requests** list.
 - Click **Add Alternate** to add an alternate course request.
- 6 For **Priority**, enter a priority between 1 and 9999.
- 7 For **Course is**, select "Required" or "Elective" or "Req/Elec - From Course", which directs Chancery SMS to use the value specified for the course in the course catalog.
- 8 Click **OK**.

To copy a student's course requests to one or more other students: [SA]¹

- 1 Open the student(s)'s schedule:
 - a Click **Student Search** and use the Basic search [p. 38] to find the student(s).
 - b Under **Search Results**, select the student(s).
 - c From the **Actions** menu, select **Open Student > Schedule**. The Student Schedule page appears [Figure Figure 139].
- 2 Under **Course Requests**, select the course requests.
- 3 In the **Edit** menu, click **Copy Fields > Course Requests**. The Copy Student Course Requests page appears.
- 4 Under **Fields to Copy**, select **Course, Required/elective, Priority, Term, Preference/override, Scheduling config**.
- 5 Under **School Students to Copy To**, search students. Chancery SMS displays the search results under **Available School Students**.
- 6 Move the students to the **Selected School Students** list.
- 7 Click **OK**.

Saved lists of courses

A saved lists of course requests facilitates the recording of course requests. When using a saved list of courses, the administrator can record some or all of the courses in the list as course requests. The administrator can record a list of course requests to a save list of students [p. 45].

To save a list of courses: [SA]²

- 1 In the control bar, click **Scheduling**. On the Scheduling page, click **Course Setup**.
 - Or, in the control bar, click **School Setup**. On the School Setup page, click **Courses**. The Course List page appears.

¹You can do this if your role is School Administrator.

²You can do this if you role is School Administrator.

- 2 Under **Course Search**, locate the courses.
- 3 Under **Search Results**, select the relevant courses.
- 4 In the **Actions** menu, select **Save to List**. The Save To List page appears.
- 5 Select **Create new list**.
 - Or select **Add to existing list** and choose a saved list.
- 6 Set the **List name** and **Description**.
- 7 Click **OK**.

To use a saved list of courses to record course requests for a saved list of students: [SA]¹

- 1 On a Student Search result page [p. 36], in either a **Basic** or **Detail** search, for **Select a field...**, select "School Student saved list".
- 2 Click **Search**.
- 3 Under **Search Results**, select the students.
- 4 In the **Actions** menu, click **Assign > Course Requests**. The Assign Requests page appears.
- 5 Under **Course Search**, in either a **Basic** or **Detail** search, for the first criterium select "Course saved lists". Select the operator "equals" and then select a saved lists of courses to complete the criterium.
- 6 Click **Search**. Chancery SMS displays the results under Course Search Results.
- 7 Under **Course Search Results**, select the course.
 - **List** enables you to select a saved list of courses [p. 331].
- 8 Click **Add Request**. Chancery SMS adds the course to the **Add Requests** list.
 - Click **Add Alternate** to add an alternate course request.
- 9 For **Priority**, enter a priority between 1 and 9999.
- 10 For **Course is**, select "Required" or "Elective" or "Req/Elec - From Course", which directs Chancery SMS to use the value specified for the course in the course catalog.
- 11 Click **OK**.

Analyzing student course requests

Once the School Administrator has set up a scheduling structure for a planning schedule [p. 359], specified the courses offered, and recorded student course requests for the coming year, she can analyze course requests to locate potential scheduling conflicts and fine tune the classes needed.

Chancery SMS's Course Request Tally page [Figure Figure 146] [Figure Figure 147] enables the School Administrator to:

- Work with offered courses.
- View and adjust the list of students with primary and alternate requests for courses.

¹You can do this if your role is School Administrator.

- View and adjust the optimal, minimum, and maximum class size for each course.
- Search for courses with a user-defined number of potential conflicts.
- Generate a conflict matrix for selected courses or for all courses.
- Determine the number of classes needed for each course, with the option to override the calculated value.
- Create the classes needed for each course.

To analyze course requests and adjust class size: [SA]¹

- 1 In the Planning Calendar, under **ADMIN**, click **Scheduling**. The Scheduling Page appears.
- 2 Click **Course Request Tally**. The Course Request Tally page appears [Figure Figure 146] [Figure Figure 147].
 - This page displays all courses offered at the school.
- 3 In the **Course Search** section, click **Display All Records**.
 - Or, use a **Basic** or **Detail** [p. 38] search arch to generate a relevant list of courses from the district's course catalog. Chancery SMS runs the search and displays matching courses (if any) under **Search Results**.
- 4 Under **Search Results**, locate the course with which to work.
 - The administrator can adjust which columns are displayed in the grid.
- 5 Review the number of unfulfilled primary requests (**Prim Reqs**) and alternate requests for the courses.
- 6 Reduce the number of the number of unfulfilled primary requests by adjusting class sizes: click in the **Min Size** or **Max Size** column.
- 7 Click **Save**.

Figure 146: **Course Request Tally** page

The screenshot shows the 'Course Search' interface with a 'Search Results' section. A table lists various courses with columns for Course Name, Course #, Prim Reqs, Alt Reqs, Unsched Primary, Alts Used, Opt Size, Avg Size, Classes Needed, Classes Created, Min Size, Max Size, and Lock. Callout letters A through M are placed over the interface: A points to the 'Selected: 0' text; B, C, D, E, F, G, H, I, J, K, L, and M point to the respective column headers in the table.

Course Name	Course #	Prim Reqs	Alt Reqs	Unsched Primary	Alts Used	Opt Size	Avg Size	Classes Needed	Classes Created	Min Size	Max Size	Lock
Accounting 12A	40001	12	0	0	0	15	4	2	3	10	15	<input type="checkbox"/>
Accounting 12B	40101	1	0	1	0	15	0	2	6	10	15	<input type="checkbox"/>
Adv Drawing & Painting	10200	2	0	0	0	24	2	0	1	12	28	<input type="checkbox"/>
Aikido I	G013	0	0	0	0	100	0	0	0	1	200	<input type="checkbox"/>
America after revolution - Hon	CRX210	2	0	0	0	13	2	0	1	5	15	<input type="checkbox"/>
America after revolution - Reg	CRX211	1	0	0	0	17	1	0	1	8	20	<input type="checkbox"/>
America before revolution - Hon	CRX200	2	0	1	0	13	2	0	1	5	15	<input type="checkbox"/>
America before revolution - Reg	CRX201	1	0	0	0	18	1	0	1	8	20	<input type="checkbox"/>
Anatomy	55450	12	0	0	0	25	6	2	2	12	28	<input type="checkbox"/>
Band	703	12	0	0	0	82	6	2	2	20	94	<input type="checkbox"/>

¹You can do this if your role is School Administrator.

- A Course Name:** Click the name to view the course's details in the course catalog. This gives access to scheduling and offerings.
- B Prim Reqs:** The number of times this course appears as a primary request for a student. Click to view a list of the students with primary requests for this course.
- C Alt Reqs:** The number of times this course appears as an alternate request for a student. Click to view a list of the students with alternate requests for this course.
- D Unscheduled Primary:** Indicates the number of students that have a primary request for that course that is not scheduled (that is, the Student Loader could not schedule it). Click the number to view the students and to try to give these students the course they requested.
- E Alts Used:** Indicates the number of students whose primary request was not scheduled and where an alternate request had to be used. Click the number to view the students and to try to give these students.
- F Opt Size:** The optimum number of students for a class in this course.
- G Avg Size:** Average Class Size = primary requests / actual number of classes created. If the average class size is below the minimum size for this course, this number is displayed in bold black with an alert. If the average class size is over the maximum, this number is in bold red with an alert.
- H Classes Needed:** Classes Needed = primary requests / optimal class size (rounded up to a whole number). For example, if you have 55 primary requests and the optimal class size is 20, Chancery SMS calculates the classes needed to be 3. If you have 65 primary requests, the classes needed would be 4. If you override the optimal class size to 22, the number of classes needed changes to 3.
 "-" beside the number indicates that the calculated number has been overridden. If this line is not locked, the next time you run Calculate Classes Needed, Master Schedule Builder replaces this number with the calculated value.
- I Classes Created:** The number of classes that have actually been created in the master schedule.
- J Min Size:** The minimum number of students that need to be scheduled in this course for a class to be scheduled.
- K Max Size:** The maximum number of students that can be scheduled into a single class in this course.
- L Lock:** Locks the line to prevent any automatic process from changing the line. The administrator can manually change locked items.
- M Columns not displayed include:**
 - % Prim Reqs Sched:** The percentage of primary requests scheduled out of the total number of primary requests. Blank until after student schedules are loaded.
 - % Alt Reqs Sched:** The percentage of alternate requests scheduled out of the total number of alternate requests. Blank until after student schedules are loaded.

Figure 147: Course Request Tally example

Primary Requests				
	Total	Primary	Alternates	
Requests	100	80	20	Alternate Requests
Scheduled	70	60	10	Alternates Used
Unscheduled	30	20	10	Unscheduled Primary Requests

The circled numbers are displayed on the Course Requests Tally page [Figure Figure 146]. In this example, the number of primary and alternate course requests that can and cannot be scheduled, and shows which numbers Chancery SMS displays on the Course Request Tally page [Figure Figure 146]. These numbers are filled in progressively as the administrator does his scheduling.

In this example, if there is a total of 100 requests for a course, where 80 are primary requests and 20 are alternate requests, the Course Request Tally page displays the number of primary and alternate requests. If the Student Loader can schedule 60 of the 80 primary requests, the course request tally shows the 20 primary requests that cannot be scheduled in the Unscheduled Primary column. If the Student Loader can schedule 10 of the 20 alternate requests, this page shows the 10 alternate requests that can be scheduled in the Alts Used column.

Assign default terms and meeting patterns to courses

The administrator can assign to each course a default scheduling group and term set, with attendant meeting patterns. When automatically creating classes for the course, Chancery SMS assigns them to this default scheduling group and distributes them between the terms of the term set. A course with an default scheduling group/term set becomes available for scheduling teachers and students.

The administrator can also set up a term override for a course. This involves specifying other scheduling group/term set combinations that are available to the course on student request. For example, if you want to allow students to request one semester of a full year course, you can assign the full year term as the default offering and semesters as another allowed offering. When you record student course requests [p. 329], you can specify the full year term for students who want to take the full course, or a single semester for students you want to take part of the course, for example, if they need to switch periods. **Caution:** Only assign classes to the default offering. Assigning classes to multiple offerings may create grading errors.

To assign terms and meeting patterns to a course: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Course Offerings & Meeting Patterns**. The Course List page appears.
- 3 Under **Number**, click the number of the course. The Course Offerings page appears [Figure Figure 148].
 - If the Course Offerings page does not appear, in the control bar click **Course Offerings**.
 - The contents of the Course Offerings page depends on the planning schedule in use [p. 359].
- 4 Under **Default Offering**, select a Scheduling Group/Term Set combination.
 - To view a scheduling group's selected meeting patterns, click in that group's row.
- 5 (With the default offering row selected) Under **Meeting Patterns**, make meeting patterns available by moving them to the Selected patterns list.
- 6 [Optional] Under **Allowed Offering**, select other Scheduling Group/Term Set combinations to be available for students on request.
- 7 Click **Save**.

Figure 148: Course Offerings page

English 10

Offerings

Sched Group	Term Set	Default Offering	Allowed Offering	Meeting Patterns
All	Full Year	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	7
All	Semesters	<input type="radio"/>	<input type="checkbox"/>	0

Select a default offering to make the course available for scheduling (deselect the default to remove the course from scheduling). This will determine the term set used for classes when they are initially created. Select allowed offerings to allow users to schedule classes manually to different term sets.

Meeting Patterns

Selected scheduling group/term set:

Available patterns:

Selected patterns:

*Required

Save Reset

¹You can do this if your role is School Administrator.

- A Meeting patterns: To view a scheduling group's selected meeting patterns, click in that group's row.
- B Selected patterns: The course can only be scheduled into the meeting pattern(s) that are included in this list.
- C **Copy**: In the Planning Calendar, click to create a new course starting from an instance of the current course.

Build the school's master schedule

In the Planning Calendar [p. 164], a School Administrator builds a *master schedule* for the school for the coming year. The master schedule is made up of all classes created for the school, with all of their associated terms, meeting patterns, teachers, and rooms. With a master schedule in place, the administrator can schedule teachers, analyze student course requests, and assign teachers and rooms to classes.

To build a master schedule, a planning schedule [p. 359] with a scheduling structure and course offerings must be in place. Since each planning schedule has its own master schedule, a School Administrator can experiment with several scheduling scenarios. Such experimentation might involve several iterations of the master schedule, in each of which the administrator analyzes and adjust student requests, class scheduling parameters, and teacher allocations. When the School Administrator is satisfied with master schedule, he loads students into it.

A School Administrator can have Chancery SMS build a master schedule for one or more classes automatically. In preparation, the administrator sets various scheduling options [p. 341].

To have Chancery SMS automatically schedule one or more classes: [SA]¹

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Master Schedule**. The Master Schedule page appears [Figure Figure 149] [Figure Figure 150] [Figure Figure 151].
- 3 Locate the course, teacher, or room for which to schedule classes:
 - Click **By Course**, **By Teacher**, or **By Room**. Chancery SMS displays a list under **Search Results**.
- 4 Locate the class(es) to schedule by searching under **Class Search**.
- 5 Under **Class Search Results**, select the class(es) to schedule.
 - When a class is selected, Chancery SMS displays information on that class under **Class Information**, including capacity, scheduling group, teaching team, scheduling constraints [p. 346], terms, meeting pattern, teachers, and room.
- 6 In the **Actions** menu, click **Schedule Classes...**
 - Or, under **Search Results**, click **Add** for the specific course, teacher, or room.

¹You can do this if your role is School Administrator.

- To remove a class from the schedule, under **Search Results**, select it and click **Remove from Schedule**.
- 7 Click **OK**. Chancery SMS assigns a meeting pattern, teacher, and room to the selected class(es) based on class scheduling options [p. 341].

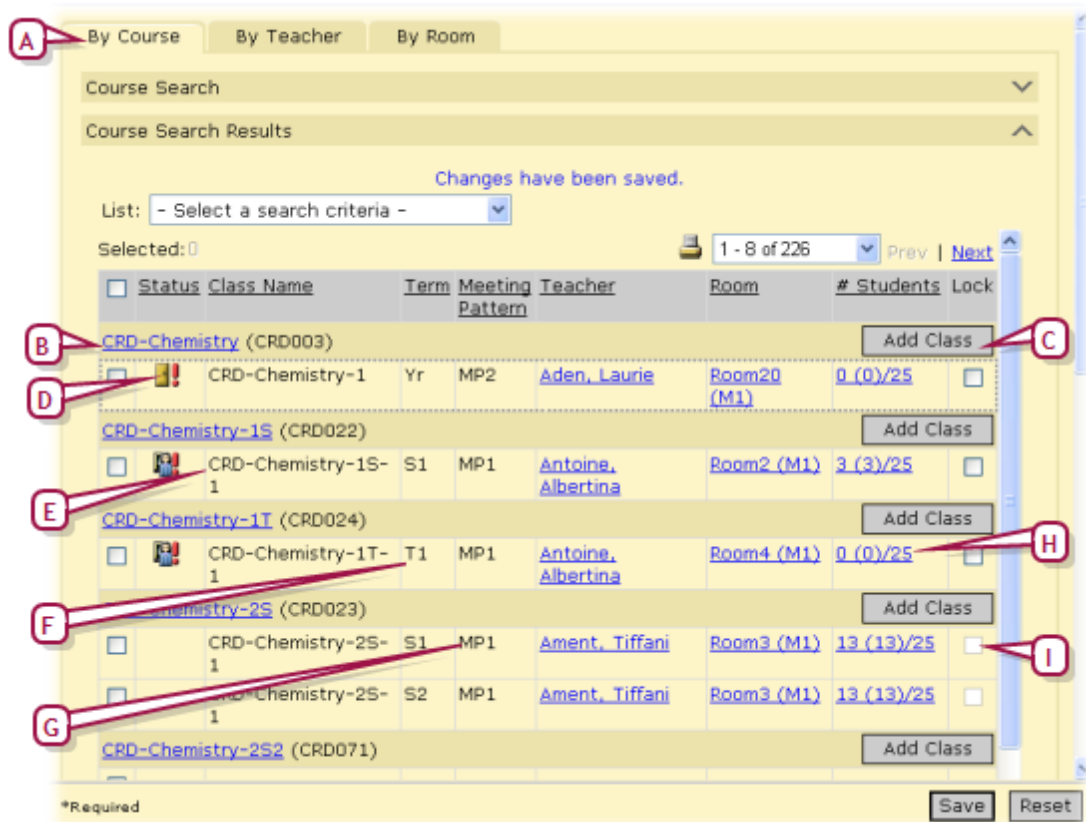
A School Administrator can build part or all of the Master Schedule manually, that is, add and remove classes deliberately one at a time without employing Chancery SMS's automatic processes. Also, when the schedule is active, the administrator can modify class schedules as necessary during the school year.

To adjust the master schedule manually: [SA]¹

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Master Schedule**. The Master Schedule page appears [Figure Figure 149] [Figure Figure 150] [Figure Figure 151].
- 3 Locate the course, teacher, or room for which to schedule the class:
 - Click **By Course**, **By Teacher**, or **By Room**. Chancery SMS displays a list under **Search Results**.
- 4 Locate the class to schedule by searching under **Class Search**.
- 5 Under **Class Search Results**, select the class(es) to schedule.
- 6 Under **Search Results**, click **Add** for the specific course, teacher, or room.
 - To remove a class from the schedule, under **Search Results**, select it and click **Remove from Schedule**.
- 7 Click **OK**. Chancery SMS schedules the class.

¹You can do this if your role is School Administrator.

Figure 149: Master Schedule page: By Course



A Sorting criteria: View the schedule by course, teacher [Figure Figure 150], or room [Figure Figure 151].

More...

- B Course name: Click to view the course's scheduling.
- C **Add Class:** Adds a class to the course.
- D **Status:** Indicates any conflicts. This column is blank until you run Master Schedule Builder or until you save any manual changes to the schedule. It is also blank if the class has no conflicts. Possible states include:
 The class is full, that is, it has reached its capacity. If you use overfill then this is capacity + overfill percentage.
 The class is overfull, that is, it has exceeded its capacity. If you use overfill then this is capacity + overfill percentage.
 A teacher conflict, that is, this class is scheduled but the teacher is scheduled for another class in the same period.
 A room conflict, that is, this class is scheduled but the room is assigned to another class at the same time.
 This class is part of a combined set of classes.
- E **Class Name:** The class name and section. Click the name to view class information.
- F **Term:** The term the class is offered. The list of terms displayed for a class is controlled by the Course Offerings & Meeting Patterns settings for the course.
- G **Mtg Pat:** The meeting pattern for the class. The list of meeting patterns displayed for a class is controlled by the Course Offerings & Meeting Patterns settings for the course.

Part of this definition includes different meeting patterns for different scheduling groups, so if you change the scheduling group for the class, the list of meeting patterns changes as well.

- H # Students:** The number of students assigned to the class. Click to view the class roster. The format is as follows: <current #> (<high water #>)/<class capacity>, where:
 - <current #> is the number of students in the class as of the current date or the date set in the Changes Effective field (Active Calendar [p. 164]) or the number of students on the first day of classes (Planning Calendar [p. 164]).
 - <high water #> is the highest number of students that the class has from this point in the school year forward.
 - <class capacity> is the capacity of the class from the class schedule data.
 For example: 27 (31)/30 indicates that there are currently (or on the effective date) 27 students in the class and at one time during the year (after the effective date), the class will be (or was) at 31 students.
- I Lock:** Indicates that automated processes, such as Master Schedule Builder and Student Loader, cannot change the information in the row. The administrator can make changes manually. To lock all classes in the schedule, in the Actions menu click **Lock All Classes**; to reverse this click **Unlock All Classes**.

Figure 150: Master Schedule page: By Teacher

Status	Term	Meeting Pattern	Class Name	Room	# Students	Lock
Ament, Tiffani (FTE: 2.2/1) Add						
<input type="checkbox"/>	S1	MP5	CRD-Mathematics-2S-1	Room3 (M1)	13 (13)/25	<input type="checkbox"/>
<input type="checkbox"/>	S2	MP5	CRD-Mathematics-2S-1	Room3 (M1)	13 (13)/25	<input type="checkbox"/>
<input type="checkbox"/>	S1	MP6	CRD-Study Group-3	Room3 (M1)	0 (0)/25	<input type="checkbox"/>
Antoine, Albertina (FTE: 1.6/1) Add						
<input type="checkbox"/>	S1	DB2	CRD-Art-2	Room16 (M1)	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>	S1	MP1	CRD-Chemistry-1S-1	Room2 (M1)	3 (3)/25	<input type="checkbox"/>
<input type="checkbox"/>	T1	MP1	CRD-Chemistry-1T-1	Room4 (M1)	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>	T1	MP2	CRD-English-1T-1	Room4 (M1)	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>	T1	MP3	CRD-Geography-1T-1	Room4 (M1)	0 (0)/25	<input type="checkbox"/>

- A Teacher:** Click the teacher's name to view the teacher scheduling page. The name is followed by the teacher's FTEs. The first number in the FTE is the sum of the teacher's scheduled classes divided by the district full-time teaching load. If the teacher's teaching load is the same as the district default, the second number in the FTE is 1.0. If the teacher's default has been overridden, the second number is the overridden teaching load divided by the district full-time teaching load.
- B Add:** Adds the class(es) selected under Class Search Results to the teacher.

Figure 151: Master Schedule page: By Room

Selected: 0 89 - 96 of 212 [Prev](#) | [Next](#)

<input type="checkbox"/>	Status	Term	Meeting Pattern	Class Name	Teacher	# Students	Lock
Room28 (M1)							<input type="button" value="Add"/>
<input type="checkbox"/>		Yr	MP2	CRD-RC-Extreme7-1	Beekman, Ryan	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>		Yr	MP3	CRD-RC-Extreme8-1	Beekman, Ryan	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>		Yr	MP4	CRD-RC-Extreme9-1	Beekman, Ryan	0 (0)/25	<input type="checkbox"/>
Room29 (M1)							<input type="button" value="Add"/>
<input type="checkbox"/>		Yr	MP1	CRD-RC-Extreme1-1	Batz, Shelli	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>		Yr	MP2	CRD-RC-Extreme2-1	Batz, Shelli	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>		Yr	MP3	CRD-RC-Extreme3-1	Batz, Shelli	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>		Yr	MP4	CRD-RC-Extreme4-1	Batz, Shelli	0 (0)/25	<input type="checkbox"/>
<input type="checkbox"/>		Yr	MP5	CRD-RC-Extreme5-1	Batz, Shelli	0 (0)/25	<input type="checkbox"/>

- A** Room and building: Click the room name to view room information.
- B** Add: Adds the class(es) selected under Class Search Results to the room.

Class scheduling options

Class scheduling options determine how the Chancery SMS Master Schedule Builder creates and schedules classes and how it loads teachers into schedules.

During the teacher allocation process, Master Schedule Builder takes into account teacher course preferences and other constraints. For teachers who have equal preferences, Master Schedule Builder allocates teachers in a "card-dealing" method, starting with the teacher with the fewest classes. If teachers have the same number of classes, teachers are allocated randomly and not alphabetically.

To set class scheduling options: [SA]¹

- 1 In the Planning Calendar, in the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 For **Planning Schedule**, select a planning schedule [p. 359].
- 3 Click **Class Scheduling Options**. The Class Scheduling Options page appears.
- 4 On the Class Scheduling Options page, set the following options:
 - **Name Based On:** Indicates the basis for the class name: Course Name, Short Name, Alternate Name, or Course Number.
 - **Number Increment:** The number to be incremented for each new class that is created; a number between 1 to 100.
 - **Style:** The format used to display class names:
 - name-number
 - name(number)

¹You can do this if your role is School Administrator.

- name[number]
- name{number}
- **Teacher Over-Allocation Percentage:** 0 (the default) means that the Master Schedule Builder never over allocates teachers. This percentage gives the scheduling algorithm the flexibility to shift the load beyond the teacher allocation. A teacher's individual teaching load will never exceed its maximum. Depending on how high this percentage is set, a teacher might get more classes in one course and fewer classes in another course. For example, at 20%, a teacher with five classes might get one additional class ($20\% \times 5 = 1$). At 10%, a teacher with ten classes might get another class. At 34%, a teacher with six classes might get two additional classes.
- **Weighted Options for the Schedule Classes process:** Specifies factors that take priority when building schedules. By default, the Master Schedule Builder uses the following order of priority:
 - *Minimize potential student conflicts:* Classes are scheduled according to the conflict matrix to avoid schedule conflicts. If this option is moved to a higher priority than other options, student schedules have fewer conflicts, at the expense of teacher and room allocations.
 - *Use teacher course allocations:* Teachers are scheduled according to the settings in the Teacher Allocations page. If this option is not selected then teachers are allocated based only on their course preferences
 - *Use course room preferences:* Classes are scheduled according to the room preferences set for courses.
 - *Use teacher room preferences:* Classes are scheduled according to the room preferences set for teachers.

5 Click OK.

Scheduling teachers

Once classes are created, the School Administrator can allocate teachers to those classes. These allocations enable Chancery SMS's automatic scheduling processes to automatically schedule teacher? After allocating teachers, the administrator can adjust teacher course preferences as well as teacher loads.

For a teacher to be eligible to be allocated to course (that is, teach the course) that course must be specified as a preferred course in the teacher's scheduling preferences [p. 218].

To allocate teachers to classes: [SA]¹

- 1 In the Planning Calendar, in the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 (Optional) For **Planning Schedule**, select a planning schedule.
- 3 Click **Teacher Allocations**. The Teacher Allocations page appears.

¹You can do this if your role is School Administrator.

- 4 Under Course Search, click **Display All Records** (or, search for specific courses). Chancery SMS displays the school's courses under **Search Results** [Figure Figure 152] [Figure Figure 153].
- 5 Select a course and in the **Actions** menu select **Allocate Teachers**. Chancery SMS automatically allocates eligible teachers to the course.
 - To remove an allocation, select a teacher(s) and in the **Actions** menu select **Clear loads for selected teachers** (this takes effect even if the line is locked).
 - The administrator can allocate a teacher to a class by selecting the teacher or course and then entering the number of classes in the **# Cls** column.
 - Prior to having Chancery SMS automatically allocate teachers to a course, the administrator can make specific individual allocations and select **Lock** for those teachers or courses to prevent Chancery SMS from changing them.
- 6 Click **Save**.

Figure 152: **Teacher Allocations page: by course**

The screenshot shows the 'Teacher Allocations' page in 'by Course' view. At the top, there are tabs for 'by Course' and 'by Teacher'. Below is a 'Course Search' section with a search criteria dropdown. The 'Search Results' section shows a list of courses and teachers. A table displays the following data:

Teacher	Pref	Sched Load Factor	FTE alloc (Crs/All)	FTE sched (Crs/All)	OT #Cls	T1 #Cls	T2 #Cls	T3 #Cls	T4 #Cls	Lock
Algebra (12)										
Adair, Rodolfo	2			.67		0	0	0	0	<input type="checkbox"/>
Angell, Garnet	5			.17		0	0	0	0	<input type="checkbox"/>
Ary, Andrew	5					0	0	0	0	<input type="checkbox"/>
Algebra PRE (45445)										
Adair, Rodolfo	2			.17	0/1					<input type="checkbox"/>
Ary, Andrew	7				0					<input type="checkbox"/>
AP PHYSICS - LAB (4060)										
Addis, Giovanni	5			1.17		0/4	0/1	0/2		<input type="checkbox"/>
Ary, Andrew	3			.17	.33		0	0	0	<input type="checkbox"/>

Callouts in the image point to: A (course summary), B (teacher checkboxes), C (Total FTE), D (Pref), E (Sched Load Factor), F (FTE alloc), G (FTE sched), H (OT #Cls), and I (Lock checkbox).

- A Course summary: Displays subtotals for scheduling load, classes created, and FTE by course. Click the course name to view the Course Offerings page.
- B Teachers eligible to be allocated to the course.
- C **Total FTE (alloc./sched.) for search results:** The total FTE (full-time equivalent) value of all teachers or courses in the search results. This value includes both allocated and scheduled FTE.
- D **Pref:** The teacher's preference for teaching this course, where 1 is the highest and 9 is the lowest. Master Schedule Builder does not schedule teachers with a preference of 9. Use preference 9 to designate teachers as spares for manual scheduling at a later time. **Note:** The administrator can

change the teacher preference on this page. Changing the teacher preference here changes it in the staff record and affects all planning schedules, as well as the Active Calendar [p. 164].

E Sched. Load Factor: Displays the scheduling load factor that is assigned at the district [p. 353].

F FTE Alloc (Crs/All): Shows the FTE allocation of each teacher for each course. This column has three numbers: one beside each course name and two beside each teacher name. The number beside the course name is the total number of FTEs allocated to this course. The two numbers beside each teacher name apply only to that teacher for that course. The number on the left is the FTE allocated to that teacher. The number on the right is the sum of the FTE for all the courses allocated to that teacher.

$$\text{FTE allocated} = (\text{sum of classes allocated for all terms} * \text{course scheduling load}) / \text{full-time teacher load}$$
 where: the "sum of classes allocated for all terms" is the sum of all the #Cls columns.

The "course scheduling load" is in the Sched Load Factor column.

The "full-time teacher load" is the Maximum Scheduling Load defined in staff scheduling properties [p. 218].

The sum of the FTE for all courses is the same whenever this teacher's name appears.

G FTE Sched (Crs/All): The FTE value of all the classes for each course that each teacher is scheduled to teach. This column has three numbers: one beside each course name and two beside each teacher name. The number beside the course name is the total number of FTEs scheduled for that course. The two numbers beside each teacher name apply only to that teacher for that course. The number on the left is the FTE scheduled for that teacher. The number on the right is the sum of the FTE for all the courses scheduled for that teacher.

$$\text{FTE scheduled} = (\text{sum of classes scheduled for all terms} * \text{course scheduling load}) / \text{full-time teacher load}$$
 where: The "sum of classes scheduled for all terms" is the sum of all the #Cls columns.

The "course scheduling load" is in the Sched Load Factor column.

The "full-time teacher load" is the Maximum Scheduling Load defined in "Setting Staff Scheduling Properties" on page 132.

The sum of the FTE for all courses is the same whenever this teacher's name appears.

H # Cls (one column for each term and one for the year): The number of classes required and allocated for each course. The number of columns depend on how many terms you defined. On the By Course tab, the numbers beside each course name heading indicate the number of classes allocated/the number of classes required. The number beside each teacher name indicates the number of classes allocated to that teacher. On the By Teacher tab, the number beside each teacher name heading indicates the total number of classes allocated to that teacher. The number beside each course name indicates the number of classes for that course that are allocated to that teacher.

- I **Lock:** Select to lock the line to prevent any automatic processes from changing the line. The administrator can make a manual change to a locked line.
- J **By Teacher:** Click to view teachers and the courses each is eligible to teach [Figure Figure 153].

Figure 153: **Teacher Allocations page: by teacher**

The screenshot shows the 'Teacher Allocations page: by teacher'. At the top, there are tabs for 'by Course' and 'by Teacher', with 'by Teacher' selected. Below the tabs is a 'Teacher Search' field and a 'Search Results' section. The search results show a list of teachers and their eligible courses. The table has the following columns: Course, Pref, Sched, FTE alloc (Crs/All), FTE sched (Crs/All), OT, T1, T2, T3, T4, and Lock. The data is as follows:

Course	Pref	Sched	FTE alloc (Crs/All)	FTE sched (Crs/All)	OT	T1	T2	T3	T4	Lock
Adair, Rodolfo (Total FTE: .67/.67)										
<input type="checkbox"/> Algebra	2	1.0		.17		0	0	0	0	<input type="checkbox"/>
<input type="checkbox"/> Algebra PRE	2	1.0		.17	0					<input type="checkbox"/>
<input type="checkbox"/> Calculus	8	1.0				0	0	0	0	<input type="checkbox"/>
<input type="checkbox"/> Calculus PRE	7	1.0								<input type="checkbox"/>
Addis, Giovanni (Total FTE: .33/.33)										
<input type="checkbox"/> AP PHYSICS - LAB	5	1.0		.17		0	0	0	0	<input type="checkbox"/>
<input type="checkbox"/> Geometry	5	1.0				0	0	0	0	<input type="checkbox"/>
<input type="checkbox"/> GLOBAL STUDIES 10 R	5	1.0		.17		0	0	0	0	<input type="checkbox"/>
<input type="checkbox"/> PHYSICS-R w/LAB	5	1.0								<input type="checkbox"/>

Callout A points to the teacher summary row for Addis, Giovanni. Callout B points to the course row for AP PHYSICS - LAB.

- A Teacher summary: Displays subtotals for scheduling load, classes created, and FTE by course.
- B Courses to which this teacher is eligible to be allocated.

Teacher placeholder

To take into account a teacher that the school expects to bring in for the next school year, the School Administrator can create a *placeholder* in the Planning Calendar [p. 164]. Using one or more placeholders, the School Administrator can allocate teachers to courses before hiring is not complete. When necessary, such as when a staff member is hired, the School Administrator can convert a placeholder to a teacher. **Note:** In the Active Calendar [p. 164], "Schedule Classes" does not assign a teacher placeholder to classes.

To create a teacher placeholder: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 (Optional) For **Planning Schedule**, select a planning schedule [p. 359].
- 3 Click **Teacher Allocations**. The Teacher Allocations page appears.

¹You can do this if your role is School Administrator.

- 4 From the **Actions** menu, select **Create Placeholder Teachers....** The Staff Scheduling Properties page appears.
- 5 Enter a **Name**.
 - Enter a one-word name. Chancery SMS uses this as a last name for search purposes.
- 6 For **Department**, move one or more departments to the **Selected departments** list.
- 7 Set **Teaching Load**, **Course Preferences**, **Room Preferences**, and **Time Restrictions** as for any other staff member [>>].
- 8 Click **OK**.

Configure student loading rules

Student loading rules enable the administrator to control how Chancery SMS's automatic scheduler schedules specific courses. For example, the administrator may want to ensure that elective courses are not all scheduled in the same term, or to ensure that two courses are scheduled in sequence.

Chancery SMS employs three types of student loading rules:

- **Constraints** [p. 346]: Control the distribution of students in classes.
- **Class Loading Rules** [p. 353]: Control the sequence of classes on a student's schedule, match the attributes of selected classes for a student, and balance the class load between terms on a student's schedule.
- **Team Loading Rules** [p. 356]: Enables the scheduling of a team of teachers.

Caution: We recommend that the administrator limit student loading rules to only those that are necessary because the more rules there are, the harder and longer Chancery SMS's Student Loader and Walk-in Scheduler has to work to create the student schedule; indeed if there are too many restrictive rules, Chancery SMS might not be able to find a suitable schedule. Also, the administrator might inadvertently create conflicting loading rules.

Note: The administrator can set the Student Loader to disregard alternate course requests [p. 329].

Set constraints

Constraints enable a School Administrator to control the Chancery SMS automatic scheduler's distribution of students in classes (and, in an elementary school, homerooms) by setting eligibility criteria. For example, using constraints an administrator can limit the class size of a science lab, set up an all-girl physical education class, limit the number of special needs students to 10% of a class roster, or ensure a homeroom has only student for whom English is a second language.

In a secondary school, the administrator can apply two types of constraints:

- **Restrictions:** Controls the distribution of students in classes according to specific criteria. For example, the administrator can ensure that at least 10 percent of the students in a class are girls or

restrict a class to students for whom English is their second language.

- **Capacity Balancing:** Ensures that the automatic scheduler distributes students evenly among available classes based on certain criteria. For example, the administrator can specify that students whose ethnicity is "African American" be distributed evenly among all available classes. Characteristics the administrator can balance across classes include:
 - Age (current)
 - Federal ethnicity category
 - Gender
 - Geocode (active)
 - Geocode (planning)
 - Grade level (current)

Note: This type of constraint applies only where automatic scheduling is employed; it does not apply where the administrator assigns students one by one to a class.

Note: When creating student schedules, the Student Loader only considers constraints if the **Use Capacity Balancing Constraints** or **Use Restriction Constraints** option is selected on the Student Loader Options page [xref].

A District or School Administrator can define a constraint [>>]A School Administrator applies a constraint to a specific class or homeroom [p. 346]. Where a homeroom or class has constraints applied, Chancery SMS evaluates each student against the constraints' eligibility criteria at the time an administrator assigns a student to that homerooms or class. If the student does not meet the eligibility criteria, Chancery SMS displays an error message.

Note: The administrator can define a constraint for a custom field [p. 506]. For this constraint to apply, the setting for the Override Constraints permission must be No [p. 724].

Caution: To ensure accurate results when Chancery SMS calculates student eligibility, ensure student information is complete. When Chancery SMS processes an eligibility criterium that references a field that is empty, the student meets the criterium only if that criterium employs the "is empty" operator (that is, with any other operator Chancery SMS considers the return on that field as false). For example, if a student's Date of Birth field is empty, Chancery SMS would evaluate the following criterium as true: "age is empty". However, Chancery SMS would evaluate the following criterium as false: "age does not equal 12".

Applying a constraint

Once it is defined [p. 346], the School Administrator can apply a constraint to a specific class or homeroom. The administrator has several means of applying a constraint:

- To all classes created for a subject and/or to all homerooms
In this case, the administrator can set the constraint(s) strength to be default, optional, or mandatory for the specified subjects or homerooms [see also *Configure student loading rules* p.346].

- To a specific class
- To a specific homeroom
- Note: The administrator can also apply a constraint to courses when defining it [p. 346].

To apply a constraint to a subject or all homerooms: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 3**, click **Constraints**. The Constraints page appears [Figure Figure 154].
- 3 In the **# of Classes** column, click the number. The Apply Constraint page appears.
 - Or, click the number in the **# of HR's** column.
 - Or, select the constraint and from the **Actions** menu select **Apply Constraint**.
- 4 Under **Selected Subjects/Homerooms**:
 - To apply the constraint to a subject, ensure that **Constraint is for subjects** is selected and move available subjects to the **Selected subjects** column.
 - To apply the constraint to all homerooms, ensure that **Constraint is for homerooms** is selected.
 - For **Constraint is ____ for selected subjects**, select one of the following (also known as the constraint's "strength"):
 - *Available*: The constraint is available for a School Administrator to apply to the selected classes or homerooms.
 - *Default*: Chancery SMS automatically applies the constraint to all new classes or homerooms created for the selected subjects and homerooms.
 - *Mandatory*: Chancery SMS automatically applies the constraint to all new classes or homerooms created for the selected subjects and homerooms. A School Administrator cannot remove this constraint.
- 5 Click **OK**.

Figure 154: **Constraints page**

<input type="checkbox"/>	Name	Defined at	Description	# of Classes	# of HR's
<input type="checkbox"/>	Girl's Science	District	Classes created for the subject: Science 2 may be given the restriction that they must contain all students where: (Gender = Female)	0	
<input type="checkbox"/>	SPEQ restriction	District	Homerooms will have the default restriction (that may be removed) that they must contain at most 10% students where: (Receives Specialized Services = Yes)		0

List: All Selected: 0 Total: 2

¹You can do this if your role is School Administrator.

Figure 155: Apply Constraint page

Type: Restriction Program Const: No Track Pgm Att: No

Strength: Default

Name: Grade 3 Girls

Description: Homerooms and classes created for the subject: Mathematics 2 will have the default restriction (that may be removed) that they should contain at most 20% students where: (Grade Level < 3 where Date equals GetStartOfDistrictSchoolYear)

Select Classes/Homerooms

Subject: All

Available classes

Selected classes

Available homerooms

Selected homerooms

VOID
K-AD - Calaway, Jerrod
8-PM - Orosco, Cyril / Calaway, J
4C - Zurita, Cleo / Leib, Roberta /
2B - Procter, Marsha / Higgins, FI
1C - Kinne, Quinton / McCrady, T.

OK

- A Constraint description [p. 346]: An example of **Type** is "Restriction". **Strength** can be "Available", "Default", or "Mandatory".
- B **Selected classes**: This option is available if the constraint is available to subjects or a default [p. 346]. This option is not available if the constraint is mandatory for the subject.
- C **Selected homerooms**: This option is available only if the constraint is available to homerooms [p. 346]. This option is not available if the constraint is mandatory for homerooms.

To apply a constraint to a specific class: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Class Setup**. The Class Setup page appears.
- 3 Find and view classes by searching by subject, teacher, or room. The Class Setup page appears.
 - Click **Display All Records** to view all classes available.
- 4 Under **Subject Search Results**, select one or more classes. A **Class Constraints** panel appears.
- 5 Under **Class Constraints**, move selected **Available constraints** to **Selected constraints**.
- 6 Click **Save**.

¹You can do this if your role is School Administrator.

Defining a constraint

A School or District Administrator defines a constraint. A constraint defined by a District Administrator is available to all schools in the district. If a School Administrator modifies a district-level constraint for use at a school, Chancery SMS creates a school-level definition of the constraint (without modifying the district-level version).

To define a constraint: [SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 3**, click **Constraints**. The Constraints page appears [Figure Figure 154].
- 3 From the **Actions** menu, select **Add Constraint**. The Add Constraint page appears.
 - To adjust an existing constraint, in the **Name** column click its name, or select the constraint and from the **Actions** menu select **Edit Constraint**. When a School Administrator edits a district-defined constraint, Chancery SMS create a school-level copy of that constraint; the district-level constraint stays untouched and is available at the district and school levels).
 - To delete a constraint, select the constraint and from the Actions menu select **Delete Constraint**. A School Administrator cannot delete a district-level constraint.
- 4 The Add/Edit Constraint page has the following options:
 - **Name:** The constraint's name must be unique among those available to a school.
 - **Defined At:** Indicates the level at which the constraint was created: School or District.
 - **Program Constraint:** Indicates that the constraint applies to the specialized activities or courses outside of regular academic studies, that is, through Program Management. When selected, program-related criteria appear under Select Student Criteria [p. 351].
 - **Track Program Attendance for Classes with this Constraint:** Ensures that Chancery SMS includes these classes in instructional minute calculations.
 - **Constraint type:** Restriction or Capacity Balancing [see p.351].
- 5 Under **Complete the following phrase to define the constraint**, construct the constraint statement:
 - Select the constraint strength:
 - Select "Must contain" to have Chancery SMS automatically not schedule a student who does not satisfy the criteria.
 - Select "Should contain" to have Chancery SMS automatically attempt schedule a student who satisfies the criteria. However, if another class or homeroom is not available, Chancery SMS schedules any student who does not satisfy the criteria.
 - Set the constraint range and value:

¹You can do this if your role is School Administrator.

- "At most": The maximum number of students that can have the specified criteria.
 - "All": All students must satisfy the criteria for Chancery SMS to schedule them. This option is equivalent to "must contain 100%".
 - "No": No students need satisfy the criteria for Chancery SMS to schedule them. This option is equivalent to "must contain 0%".
 - Set the matching criteria to "Matching" or "Not matching".
- 6 Under **Select Student Criteria**, set the criteria that a student must satisfy to be eligible to be scheduled into the class or homeroom. Add one or more criteria to **Eligibility Criteria** as follows [Figure Figure 156]:
 - a For **Category**, select the type of data to be added; for example, Attendance, Demographics, Enrollment, Grading, Health.
 - b For **Search By**, select a field or function [Figure Figure 157]. Selections available depend on the Category selected.
 - c Select an appropriate operator, for example, equals, is greater than, is less than.
 - d Set appropriate values.
 - Text is case sensitive.
 - e Click **Add Criteria**. Chancery SMS adds the criterium to the bottom of the list of criteria, below any selected criterium.
 - 7 Work with the **Eligibility Criteria** until the set is valid and useful:
 - a To delete a criterium, select it and click **Remove**.
 - b To add a logical operator to define the relationships between criteria, select "Criteria" or an operator and click **AND** or **OR**.
 - c To move a criterium, click and drag it.
 - d To validate the Eligibility Criteria, click **Validate**.
 - If, under **Define Constraint**, **Program Constraint** is selected, specify the programs in which a student must be enrolled:
 - Select a **Program Category**.
 - Select a **Program**.
 - Move selected **Available sessions** to the **Selected sessions** list.
 - 8 [Optional] If the **Constraint type** is **Capacity Balancing**, under **Select Student Criteria**, for **Balance By** select the characteristic you want to balance across classes.
 - 9 Assign the constraint to one or more courses:
 - a Search for particular courses or click **Display All Records**.
 - b Move the course(s) to the **Selected Courses** list.
 - c For **Constraint Is**, select an option:
 - *Available*: The constraint is available to classes for this course. It is not automatically assigned to classes. This is the default choice.
 - *Default*: The constraint is applied by default to newly created classes for this course, but the administrator can remove it for specific classes.
 - *Mandatory*: The constraint is required for all classes for this course and cannot be turned off for any class.

- The administrator can also assign a constraint to a class using the Master Schedule page [p. 337].

10 Click OK.

Figure 156: Constraint Eligibility Criteria building example

Category: Enrollment

Search By: Student is active equals True

Where the following conditions apply: *Effective date: equals Today

Add Criteria

Eligibility Criteria

Criteria

- AND
 - Grade level equals 9
 - Cumulative GPA is greater than 3.3
- OR
 - AND
 - Grade level equals 10
 - Cumulative GPA is greater than 3.5
 - Days absent unexcused is less than or equal to 1

Validate Remove

(((Grade level equals 9 where effective date equals Today)AND(Cumulative GPA is greater than 3.3 where cumulative GPA definition equals Weighted Cum GPA))OR((Grade level equals 10 where effective date equals Today)AND(Cumulative GPA is greater than 3.5 where cumulative GPA definition equals Weighted Cum GPA)))AND(Days absent unexcused is less than or equal to 1 where start date equals Start of District Calendar and end date equals End of District Calendar))

- A Criterium builder: Click **Add Criteria** to add the criterium to the Eligibility Criteria.
- B **Eligibility Criteria** tree presentation: Multiple criteria must conform to the "Rule of Two", that is, each operator must have a pair of items nested underneath. Item pairs can be either two criteria or one criteria and an operator (AND/OR).
- C Logical operator: Operators are necessary where there is more than one criterium. For example, if a student must meet all the criteria, the first node under Criteria must be AND; if a student must only meet one of the criteria, the first node should be OR.
- D Node: You can re-arrange nodes by clicking a node and dragging it to another location in the statement.
- E Eligibility criteria statement: A plain-language version of the saved/validated criteria.

Figure 157: Criterium function example

Category: Grading

A Search By: Cumulative GPA equals 3.5

B where the following conditions apply:

C *Cumulative GPA definition: equals Weighted Cum GPA D

Add Criteria

- A **Search By:** When a function is selected, you can specify conditions under Where the following conditions apply. Select an operator and a value to complete the criterium.
- B **Function:** A predefined tool used to construct statements about complex data that require you to specify limiting or "where" clauses. For example, if you specify that a student must have a cumulative GPA of 3.5, Chancery SMS will look at all cumulative GPA definitions. However, if you use a cumulative GPA function, Chancery SMS generates additional Search By sets to enable you to select a specific GPA definition.
- C **Where the following conditions apply:** Appears when a function is selected. Any limiting terms necessary to extract the appropriate data are preset.
- D **Function parameter:** The options available for some parameters depend on the level: district or school. At the district level, you can select from a list of values from any school in the district; at the school level, the selection is limited to that of the school. A criterium created at the district using a value that is defined at all schools but one, will exclude any students from that one school.

Caution: To ensure accurate results when Chancery SMS calculates student eligibility, ensure student information is complete. When Chancery SMS processes an eligibility criterium that references a field that is empty, the student meets the criterium only if that criterium employs the "is empty" operator (that is, with any other operator Chancery SMS considers the return on that field as false). For example, if a student's Date of Birth field is empty, Chancery SMS would evaluate the following criterium as true: "age is empty". However, Chancery SMS would evaluate the following criterium as false: "age does not equal 12".

Setting up class loading rules

Class loading rules enable the administrator to control how the Chancery SMS Student Loader and Walk-in Scheduler load a student's schedule. Specifically, the rules influence the sequence of classes on a student's schedule, match the attributes of selected classes for a student, and balance the class load between terms on a student's schedule.

When loading a student's schedule, the Student Loader uses all class loading rules. For example, to ensure that a student's Chemistry Lab immediately follows Chemistry, the administrator sets up a course sequencing rule to "always schedule Chemistry 11 to end in a period immediately before

Chemistry Lab 11 begins". An identical rule is to "always schedule Chemistry Lab 11 to begin in a period immediately after Chemistry 11 ends".

The administrator can also set up course balancing rules so that a student's academic courses are not all scheduled in one semester while all that student's electives are scheduled in another. By default, based on semester (not full year) courses, the Student Loader and Walk-in Scheduler tries to schedule an equal number of courses in each semester. This schedule is based on all course requests and not within each course.

The administrator can set up "hard rules" and "soft rules". The Student Loader follows hard rules and attempts to comply with soft rules. Examples of hard rule parameters include: "Always Schedule" and "Never Schedule"; examples of soft rule parameters include: "Try to Schedule" and "Try Not to Schedule".

To set up a class loading rule: [SA]¹

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Class Loading Rules**. The Class Loading Rules page appears.
- 3 In the **Actions** menu, select **Add Rule**. The Add/Edit Class Loading Rule page appears.
 - Or, to edit an existing rule, under **Type**, click its name.
 - To delete a rule, select it and in the **Actions** menu, select **Delete Rule**.
- 4 Set options, which include:
 - **Rule type**: Sets the type of rule. Once the rule is saved, the administrator cannot change its type.
 - **Course sequencing rule** [p. 354]: Controls class sequences, such as when one class must or must not follow another; for example, to ensure that a science lab immediately follows a science class, or to ensure that a Spanish class does not immediately follow a French.
 - **Same/different attributes rule** [p. 355]: Controls the scheduling of classes that have the same (or different) teachers, terms, periods, rooms, class numbers, or meeting patterns across terms; for example, to schedule several classes across two terms with the same teacher, or to ensure that different classes meet in the same room.
 - To help you understand the rule as you define it, the description is immediately displayed below the rule parameters.
 - **Course load balancing rule** [p. 355]: Enables the administrator to ensure that classes of a particular group are spread evening across terms on student schedules; for example, to ensure that a student who several difficult academic courses does not have to take all those difficult courses in the same term.
- 5 For a **Course sequencing rule**, complete the three phrases as follows:
 - a For **1**, select a scheduling option, which include:
 - Always schedule

¹You can do this if your role is School Administrator.

- Never schedule
 - Try to schedule
 - Try not to schedule
- b** Click **Select Course** and search for and select the first course(s) in the sequence then click **OK**. Chancery SMS displays the course name beside 1.
- c** For 2, select an option, which include:
- To begin in a term
 - To end in a term
 - To begin in a period
 - To end in a period
- d** For 2, select a second option, which include:
- Anytime before
 - Anytime after
 - Immediately before
 - Immediately after
- e** Click **Select Course** and search for and select the second course(s) in the sequence then click **OK**. Chancery SMS displays the course name beside 2.
- f** For 3, select a second option, which include:
- Begins
 - Ends
- 6** For a **Same/different attributes rule**, complete the two phrases as follows:
- g** For 1, select a scheduling option, which include:
- Always schedule
 - Never schedule
 - Try to schedule
 - Try not to schedule
- h** Click **Select Course** and search for and select two or more courses then click **OK**. Chancery SMS displays the course names beside 1.
- i** For 2, select an option, which include:
- With exactly the same
 - With some of the same
 - With all different
 - With some different
- j** For 2, select another option, which include:
- Term
 - Period
 - Teacher
 - Class number
 - Meeting pattern across terms
- 7** For **Course load balancing rule**, complete the two phrases as follows:
- a** For 1, select a scheduling option, which include:
- Always schedule
 - Never schedule
 - Try to schedule
 - Try not to schedule

- b Click **Select Course** and search for and select two or more courses then click **OK**. Chancery SMS displays the course names beside 1.
 - c For 2, enter the scheduling load.
 - For example, "0.5". If the requested difference in scheduling load between terms is 0.5, and the student has requested 5 courses over 2 terms, Chancery SMS would schedule no more than 3 courses in a term (the perfect balance value is 1.25 -- that is, $(5 \times 0.5) / 2$ -- and a tolerance of 0.5 means that a given term would be limited to a load of 1.75 -- that is, the perfect balance plus the tolerance).
 - **Note:** To achieve the best balance of courses between terms, we recommend that the administrator set the requested difference to the minimum load desired per term divided by the number of terms.
- 8 Click **OK**.
- Click **Save & Add** to save this rule and set up another.

Setting up team loading rules

Team loading rules enable the administrator to have the Chancery SMS Student Loader and Walk-in Scheduler use a team of teachers to ensure that a group of students take the same classes with the same teachers.

Setting up a team involves naming it and identifying which staff members are on the team, and then assigning the team to one or more classes. Once the administrator has created two or more teams, she can specify which teams can or cannot overlap with which other teams.

With teams in place, the Chancery SMS Student Loader and Walk-in Scheduler can automatically allocate students to teams. The administrator can ensure that a student is assigned to a particular team, by assigning the student to a class [xref] for that team and locking the student in that class [xref]. Then, the Chancery SMS Student Loader will only assign the student to classes assigned to that team. **Note:** The administrator can assign a student to any class, even if that class has a team assigned to it.

To set up a team loading rule: [SA]¹

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Team Loading Rules**. The Team Loading Rules page appears.
- 3 In the **Actions** menu, select **Add Team**. The Add/Edit Team page appears.
 - Or, to edit an existing team, select it and in the **Actions** menu, select **Edit Teams**.
 - To delete a team, select it and in the **Actions** menu, select **Delete Team**.
- 4 Set options, which include:
 - **Team Name:** A name for the team. Appears on the Master Schedule page when a class is selected.

¹You can do this if your role is School Administrator.

- **Code:** A short name that appears on other pages.
- **Allow overlap with teams:** Ensure that this list contains the teams the classes of which this team can overlap. By default, a new team can overlap with all existing teams.
- **Do not allow overlap with teams:** Ensure that this list contains the teams the classes of which this team cannot overlap.
- **Team Members:** Specifies the staff members whom Chancery SMS can assign to teach a class assigned to the team. Use the Search to locate staff to add to the team. Add all staff members who can be assigned to teach classes assigned to the team. When the Student Loader or Walk-In Scheduler creates a student's schedule, it will attempt to schedule the student into classes taught by a member of the student's team; for example, if a student is assigned to the Green team for Math, the Student Loader will attempt to schedule the student into a Math class taught by a teacher who is a team member of the Green team.

5 Click **OK**.

To assign a team to a class: [SA]¹

- 1 In the control bar, under **ADMIN**, click **Master Schedule**. The Master Schedule page appears.
- 2 Under **Course Search**, search for the class. Chancery SMS displays a list of courses and the classes for each.
 - Or, click **Display All Records**.
- 3 Under **Course Search Results**, select the class (es).
- 4 Under **Course Information**, for **Team**, select a team.
- 5 Click **Save**.

Example of a schedule using overlapping teaching teams

This example illustrates how an administrator could set up team teaching [Table 59] to control how students are scheduled into classes.

Table 59: Team setup

Team name	Do not allow overlap with teams	Comment
Cougars	Lions, Tigers, Panthers	The four basic teams, which do not overlap with each other
Lions	Cougars, Tigers, Panthers	
Tigers	Cougars, Lions, Panthers	
Panthers	Cougars, Lions, Tigers	
Yellow Cats	Tigers, Panthers	Combined teams
Jungle Cats	Cougars, Lions	

¹You can do this if your role is School Administrator.

Table 60: Core and elective classes, each belonging to a team

Class (Team)	Class (Team)
English 9-1 (Cougars)	Math 9-1 (Cougars)
English 9-2 (Lions)	Math 9-2 (Lions)
English 9-3 (Tigers)	Math 9-3 (Tigers)
English 9-4 (Panthers)	Math 9-4 (Panthers)
Photography 9-1 (Yellow Cats, which can only overlap with Cougars and Lions)	Band 9-1 (Yellow Cats, which can only overlap with Cougars and Lions)
Photography 9-2 (Jungle Cats, which can only overlap with Tigers and Panthers)	Band 9-2 (Jungle Cats, which can only overlap with Tigers and Panthers)

When Bill and Sue walk into school with their course requests for the above courses [Table 60], the administrator can manually schedule Bill into a class in the Cougars team (such as English 9-1) and Sue into a class in the Lions team (such as English 9-2.) The Student Loader follows the above rules and creates the schedules for Bill and Sue [Table 61].

Table 61: Sample schedules

Bill in Cougars team	Sue in Lions team
English 9-1 (Cougars)	English 9-2 (Lions)
Math 9-1 (Cougars)	Math 9-2 (Lions)
Photography 9-1 (Yellow Cats)	Photography 9-1 (Yellow Cats)
Band 9-1 (Yellow Cats)	Band 9-1 (Yellow Cats)

As a result, Bill and Sue take separate classes for English and Math because the Cougars team and the Lions team cannot overlap. They would take the same Photography 9-1 and Band 9-1 class because these classes can overlap with both the Cougars team and the Lions team.

Load student schedules

Run the student loader to automatically assign students to classes based on student course requests and student loading rules [p. 346].

To load student schedules:

- 1 In the control bar, click **Scheduling**. The Scheduling page appears.
- 2 Click **Load Students**. The Load Students page appears.
- 3 View a list of students [Figure Figure 34] and on the Student Search page, under **Student Search Results**, select the student (s).
- 4 In the **Actions** menu, click **Load Students**.

- Once grades or attendance are entered in the Active Calendar, the Student Loader is no longer available. Courses and classes can be assigned to students from the Student Schedule page.

Set up a planning schedule

A School Administrator schedules a school in the planning schedule in the school's Planning Calendar [p. 164].

An elementary school's Planning Calendar has one planning schedule. If the administrator creates a Planning Calendar for an elementary school [p. 272], Chancery SMS creates a planning schedule for it. The administrator has the option of copying all the Active Calendar [p. 164] schedule's settings to the planning schedule.

A secondary school's Planning Calendar can have one or more planning schedules, each with its own independent settings. This enables an administrator to try out different schedules for the coming year, each with different teachers, rooms, courses, and classes.

While a secondary school can have more than one planning schedule, only one can be active at any one time [Figure Figure 158]. The School Administrator can work with the active schedule, setting such things as meeting patterns, courses, teacher preferences and so on. The administrator can also rename the schedule or delete it. As year end approaches, the administrator must consider which schedule to set as the planning schedule for year-end [Figure Figure 158] so that Chancery SMS rolls it over [p. 446] as the active schedule for the next school year.

Note: Switching the active planning schedules affects student course requests. Chancery SMS copies all the unchanged course requests to the new active planning schedule. Changed course requests are not copied. (This enables the administrator to have different planning schedules with different course requests.)

To set a school's active planning schedule: [SA]¹

- 1 Ensure that you are in the school's Planning Calendar [p. 163].
- 2 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears [Figure Figure 158].
 - **Planning Schedule** indicates the current active planning schedule.
- 3 For **Planning Schedule**, select one of the planning schedules listed.
 - Access to this choice depends on the *Change Planning Schedule permission* [p. 709].
 - To change the selected schedule's name or description, in the **Actions** menu, select **Edit Planning Schedule....**
 - To delete the selected schedule, in the **Actions** menu, select **Delete Planning Schedule....**

¹You can do this if your role is School Administrator.

Figure 158: Active planning schedule

Setup common to all planning schedules for this school year

Step 1: Configure scheduling aspects of rooms, staff & courses
[Room Setup](#) 48 rooms
[Staff Setup](#) 188 teachers
[Course Setup](#) 132 courses assigned to school

Step 2: Create one or more planning schedules:
 Planning Schedule: Crystal 11-12 A [Prev](#) | [Next](#) [New](#) ^

Step 3: Set up the schedule structure
[Scheduling Groups](#) 1 groups
[Scheduling Term Sets](#) 1 term sets
[Day Pattern](#) 5 regular and 0 special days
[Bell Schedules](#) 5 bell schedules
[Meeting Patterns](#) 2 meeting patterns

Step 4: Configure student loading rules
[Constraints](#) 6 class constraints
[Class Loading Rules](#) 0 class rules
[Team Loading Rules](#) 0 teams

Step 5: Configure terms & meeting patterns for courses
[Course Offerings & Meeting Patterns](#) 1/132 courses with offerings configured

Step 6: Create the school's master schedule
[Class Scheduling Options](#) Over-allocation 0%
[Course Request Tally](#) 1540/1565 students with requests
[Teacher Allocations](#) 1/188 teachers allocated
[Master Schedule](#) 0/1 classes scheduled

Step 7: Load student schedules
[Student Loader Options](#) Class overfill 0%; unscheduled request limit: 99
[Load Students](#) 0/1565 students with full schedules

Step 8: Select one planning schedule to become active when YEP is run
Change selection to current Crystal 11-12 AS0 selected

- A Planning Schedule:** The schedule selected is the active planning schedule.
- B Active schedule details:** The information displayed is for the active schedule.
- C Planning schedule for year-end:** During Year-End Processing [p. 446], Chancery SMS uses this schedule as a basis for the next year's active schedule.
- D Change selection to current:** Sets the current active schedule as the planning schedule for year-end.

Creating a new planning schedule

The administrator can create a planning schedule by creating a blank new one or copying from an existing schedule. Chancery SMS automatically creates a planning schedule for a secondary school when the School Administrator creates a Planning Calendar [p. 163].

The administrator can discard changes he or she has made to a planning schedule by creating an entirely new planning schedule. **Note:** At an elementary school, this overwrites the existing planning schedule.

To set up a school's planning schedule: [SA]¹

- 1 Ensure that you are in the school's Planning Calendar [p. 163].

¹You can do this if your role is School Administrator.

- 2 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
 - **Planning Schedule** indicates the current planning schedule.
- 3 For **Planning Schedule**, click **New**. The New Planning Schedule page appears.
 - Access to this choice depends on the *Change Planning Schedule permission* [p. 709].
 - Or, in the **Actions** menu, select **Add Planning Schedule....**
- 4 For **Copy from schedule**, select an existing schedule from which to copy.
 - You can copy from one of the following schedules:
 - the active schedule in the Active Calendar
 - a historical schedule
 - another planning schedule
 - To create a blank planning schedule, select "None".
- 5 Select **Elements to copy**. These scheduling elements include:
 - **Course requests:**
 - Where the administrator is copying from the active schedule, Chancery SMS copies the course requests.
 - Where the administrator is copying from a historical schedule, Chancery SMS does not copy course requests (because old course requests are not useful).
 - Where the administrator is copying from another planning schedule, Chancery SMS copies all the course requests in that schedule as well as any course requests that only exist in the active planning schedule.
 - Where the administrator is creating a new planning schedule, Chancery SMS copies course requests from the active planning schedule.
 - **Scheduling Groups:** Copied from the Active Calendar's schedule. Where subjects are assigned in only the Planning Calendar, Chancery SMS sets the scheduling group default for homerooms to Homeroom Default, for classes, Classes.
 - **Term Sets:** Requires Scheduling Groups
 - **Day Patterns:** Copied from the Active Calendar's schedule where subjects are assigned in only the Planning Calendar, Chancery SMS creates 5 Regular Days and 0 Special Days.
 - **Bell Schedules:** Requires Day Pattern and Scheduling Groups. Copied from the Active Calendar's schedule only where subjects are assigned in both the Active and Planning Calendars.
 - **Meeting Patterns:** Requires Bell Schedules. Copied from the Active Calendar's schedule only where subjects are assigned in both the Active and Planning Calendars.
 - **Course Scheduling Information:** Requires Meeting Patterns and Terms Sets
 - **Class Loading Rules**
 - **Team Loading Rules**
 - **Teacher Allocations:** Requires Course Scheduling Information.
 - **Class Schedules:** Requires Course Scheduling Information.
 - **Student Schedules:** Requires Class Schedules.

6 Click **OK**.

- **Note:** If no scheduling elements are selected, Chancery SMS creates a blank planning schedule.

When a School Administrator develops a planning schedule by copying it from the Active Calendar [p. 164], Chancery SMS sets the schedule's fields as follows:

- **Class Setup:** Copied from the Active Calendar's schedule only where subjects are assigned in both the Active and Planning Calendars.
- **Can schedule:** Copied from the Active Calendar's schedule. Where subjects are assigned in only the Planning Calendar, Chancery SMS clears this flag.
- **Automatically assign this subject to all students in grade #:** Chancery SMS assigns students are assigned in the same way as the Active Calendar, that is, based on settings on the Edit Subject page and the creation of homerooms. Where subjects are assigned in only the Planning Calendar, Chancery SMS sets this to "Yes".
- **Default Teacher:** Copied from the Active Calendar's schedule. Where subjects are assigned in only the Planning Calendar, Chancery SMS sets this to the homeroom teacher
- **Number of Rosters:** Copied from the Active Calendar's schedule. Where subjects are assigned in only the Planning Calendar, Chancery SMS creates one roster per homeroom.
- **Teacher preferences:** Copied from the Active Calendar's schedule.

When a School Administrator creates a new planning schedule, Chancery SMS sets the schedule's fields as follows:

- **Staff List:** Same as the Active Calendar (a change in either calendar affects both).
- **Rooms:** Same as the Active Calendar (a change in either calendar affects both)

In a new planning schedule not copied from the Active Calendar, Chancery SMS sets the schedule's fields as follows:

- **Scheduling Group:** Chancery SMS creates two default scheduling groups: Homerooms and Classes.
- **Day patterns:** Chancery SMS creates 5 Regular Days and 0 Special Days.
- **Scheduling defaults:** For homerooms, the scheduling group default is Homeroom Default, for classes, Classes.
- **Can schedule:** Chancery SMS clears this flag.
- **Automatically assign this subject to all students in grade #:** Chancery SMS sets this to "Yes".
- **Default Teacher:** Homeroom teacher
- **Number of Rosters:** Chancery SMS creates one roster per homeroom.

Copying parts of a planning schedule

The administrator has the option of copying selected settings from each of the schedules in the Active Calendar [p. 164] into the Planning Calendar [p. 164] or from one Planning Calendar to another Planning Calendar. For example, the administrator could copy only Scheduling Groups, Bell Schedules, and Meeting Patterns. Selective copying enables the administrator to test various scheduling scenarios for the year being planned.

When the administrator copies a schedule's settings to a planning schedule, the following applies:

- Only the fields that are available in the Planning Calendar are copied from the Active Calendar.
- All the fields that are available in the Planning Calendar are copied from the Active Calendar, that is, the administrator cannot choose which scheduling elements or fields to copy to the Planning Calendar.
- Chancery SMS does not copy subjects from the Active Calendar to the Planning Calendar. It is the District Administrator who assigns subjects to schools and publishes the Subject Framework to district schools each calendar year.

Scheduling summary

A School Administrator can view a summary of the state of the school's scheduling on the Scheduling page.

To view a summary of a school's scheduling state: [SA]¹

On the home page, in the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears. Chancery SMS displays statistics relevant to each step.

- To ensure that the statistics are up to date, from the **Actions** menu select **Update Statistics**. **Note:** Updating statistics consumes processing power and Chancery SMS generally does it automatically.
- The "Steps" displayed are only as a guide to initial schedule setup in the Planning Calendar. Once a school's schedule is set up, the administrator can make adjustments in any order.
- Some steps, such as "7: Set up resource services", appear only in the Active Calendar.
- Statistics include the following:
 - **Room Setup:** The number of rooms set up.
 - **Staff Setup:** The number of teachers.
 - **Course Setup:** The number of courses assigned to the school.
 - The total number of students used in Course Request Tally and Load Students statistics.
 - **Scheduling Groups:** The number of groups set up.
 - **Scheduling Term Sets:** The number of terms sets set up.

¹You can do this if your role is School Administrator.

- **Day Patterns:** The number of regular days and Special Days in patterns set up [confirm].
- **Bell Schedules:** The number of bell schedules set up.
- **Meeting Patterns:** The number of meeting patterns set up.
- **Class Loading Rules:** The number of class rules defined.
- **Team Loading Rules:** The number of teams [confirm].
- **Course Offerings and Meeting Patterns:** The number of course offerings with meeting patterns configured [confirm].
- **Class Scheduling Options:** The percentage of classes over-allocated [confirm]
- **Course Request Tally:** The number of students with course requests fulfilled versus the number of students [confirm].
- **Teacher Allocations:** The number of teachers allocated versus the number of teachers.
- **Master Schedule:** The number of classes scheduled versus the number of classes.
- **Load Students:** The number of students with full schedules versus the number of students [confirm].

Scheduling constraints for data mapping

On a system that relies on data mapping [p. 156], the administrator is subject to some constraints when setting up scheduling.

Bell schedules [p. 323]:

- Each day in a day pattern must have the same bell schedule, including the same periods and the same number of instructional minutes in periods with the same code. For example, if on Monday, period 1 had 50 instructional minutes, period 1 must have 50 instructional minutes for every day in the day pattern. Periods within one day can have different amounts of instructional minutes.
- Each day in the day pattern can have a maximum of 42 periods.
- Periods cannot overlap.
- If more than one scheduling group is defined (for example, to support exception days), the bell schedule must be the same in both scheduling groups, that is, the period codes and period start and end times must be the same.

Scheduling groups [p. 317]:

- All scheduling groups must have the same bell schedule, that is, the period codes and period start and end times must be the same. An administrator can create different meeting patterns based on the bell schedules to accommodate different class types.

Special days [p. 319]:

- Data mapping does not support Special Days. Instead, the administrator must use the same bell pattern for all days in the day pattern. To accommodate different class types, the administrator can create different meeting patterns [p. 326].

Terms [p. 318]:

- The administrator can define a maximum of 12 unique term ranges for each school year. Where the administrator has combined terms to form another term, that term does not count toward the maximum number of allowed terms. For example, if an administrator has three term sets (year, quarters, and semesters) then the total number of terms is seven (1 + 4 + 2). However, since the administrator can combine the quarters to form both the semesters and the year, only the four terms in the quarters are counted toward the maximum number of terms.
- Terms within the same term set cannot overlap.

Class attributes [p. 283]:

- The administrator must create classes [p. 283] for all courses taught at the school (which are based on the district's course catalog [xref]).
- The administrator is able to vary the room and assigned teacher for each time a class meets.

Class teachers [p. 283]:

- The administrator can assign up to three teachers to each class. These teachers map as follows:
 - Teacher 1 maps to Main Teacher
 - Teacher 2 maps to Team Teacher
 - Teacher 3 maps to Teacher Aide

Reservation labels [p. 306]:

- During data mapping, Chancery SMS does not copy reservation labels.

System maintenance & setup

System planning, setup, and maintenance tasks are the responsibility of the District Administrator and a team of technical specialists such as business analysts, data architects, developers, and database administrators. Their tasks include:

- Monitoring system tasks [p. 366]
- Maintaining a system's database [p. 369]
- Maintaining a system's Web Server [p. 378]
- Implementation planning [p. 384]
- Assessing system requirements [p. 390]
- Installing a new system [p. 398]
- Upgrading an existing system [p. 413]

Monitoring system tasks

On each server that is part of a Chancery SMS system [p. 394], the Chancery SMS Task Manager operates in the background to manage a variety of computing tasks, scheduling such tasks, and automatically balancing the load on the Application Servers. This ensures that tasks that demand a lot of computing power, such as a large report or scheduling run, do not slow down routine work. The Chancery SMS Task Manager operates as a Windows service.

The administrator can monitor the status of the Chancery SMS Task Manager service on any computer in the system.

To view the status of the Chancery SMSTask Manager service [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**.
- 2 On the District Setup page, under **Tools**, click **Task Management**. The Task Management page appears.
- 3 On the grid under **Task Manager Service**, view the status of the system's machines. Information includes:
 - **Machine name**: The computer's network identification.
 - **Machine type**: Indicates the role(s) of this computer in the Chancery SMS system. For example, "Database server", "Web server", "Application server" [p. 396]. **Note**: A computer that hosts both a web server and a database server appears on two separate rows.
 - **Last poll time**: The time at which Chancery SMS last checked the machine's Task Manager status.
 - **Status**: For example, "Running".

¹You can do this if your role is District Administrator.

Reviewing active and scheduled tasks

The administrator can view the tasks run by the Task Manager – or currently running – and get information such as the success, time started, time taken to complete, and the server on which it ran. The administrator can also view the tasks scheduled to be run but not yet started.

To view the status of active and scheduled tasks [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**.
- 2 On the District Setup page, under **Tools**, click **Task Management**. The Task Management page appears.
- 3 On the grid under **Task List**, view a list of tasks. The information displayed includes:
 - **Task name**
 - **Description:** A plain-language description of the process.
 - **Status:** Potential statuses include:
 - Unknown
 - Waiting
 - Not started
 - Completed
 - Running
 - Retrying
 - Failed
 - Aborted
 - Suspended
 - **Machine name:** The computer on which the task is running.
 - **Machine type:** Indicates the role(s) of this computer within the Chancery SMS system. Types [p. 396] include:
 - Directory services
 - Database server
 - Web server
 - Report server
 - Gradebook server
 - Scheduling server
 - Report server light
 - Application server
 - Unassigned
 - **Frequency:** Typically, the majority of the tasks handled by the Task Manager are scheduled recurring tasks; for example, "Every day", "Every 24 hours".
 - **Next run:** The time at which the task is scheduled to run next. Many of the more processing-intensive tasks are scheduled to run at night when the user load on the system is lower.
 - **Last run:** The time at which the task last completed.

¹You can do this if your role is District Administrator.

- **Duration:** The amount of time taken to complete the task when last run.
 - **User name:** The identification of the user that initiated the running of the task. For example, "Admin", "System" (displayed if no other ID is available), "Grayson, Mitch" (full name is provided instead of a User ID).
- 4 Adjust the display as necessary; for example:
- Select **Include inactive tasks** to have Chancery SMS display in the grid (in *gray italic* type) tasks that are scheduled to be run but have not yet started.
 - To sort the grid on a column in ascending order, click a column heading; click again to sort the column in descending order.
 - To filter the list of results by Task name or Description, enter characters in **Search within results** and press `Enter`.
 - To change the number of rows that Chancery SMS displays on each page of results, select a number from **Rows**.
 - **Total** indicates total number of tasks in this grid (on all pages, if displayed on more than one page).
 - **Page # of #** indicates the number of pages of tasks (which varies according to the number of Rows). Click the right arrow to display the next page, the left arrow to display the previous. To specify a particular page, click the current page number, type the page number you want, and press `Enter`.

Using Chancery SMS Task Manager to troubleshoot

When a problem occurs with Chancery SMS's running of a task or process, Chancery SMS writes an error to the Task Manager's log file: "Chancery.TaskManager.Service.Log". An administrator can use this log file to help identify the source of the problem.

To locate the Task Manager log file:

- 1 From the Start menu, click **Settings > Control Panel**. The Control Panel appears.
- 2 Double-click **Administrative Tools**. The Administrative Tools dialog appears.
- 3 Double-click **Services**. The Services dialog appears.
- 4 Right-click "Chancery Task Manager Service" and select **Properties** from the menu. The Properties dialog appears.
- 5 Open the folder indicated in **Path to executable**.
- 6 Open the "Log" folder.
- 7 Open the file "Chancery.TaskManager.Service.Log file".

Disabling the Task Manager

Since the Chancery SMS Task Manager [p. 368], is a Windows service, it starts up automatically on a server when that server starts up. The administrator can stop the service through Windows.

To disable the Chancery SMS Task Manager service:

- 1 On the server, click **Start > Settings > Control Panel > Administrative Tools > Services**. The Services dialog appears.
- 2 Right-click "Chancery SMS Task Manager" and select **Properties**. The Chancery SMS Task Manager Properties dialog appears.
- 3 For **Startup Type**, select "Manual".
- 4 Click **Stop**.
- 5 Click **OK**.

Database maintenance

The following maintenance tasks involve using the Chancery SMSdatabase installer:

- Adding a database [p. 406]
- Upgrading a database [p. 419]
- *Repairing a database* [p. 369]
- *Installing Microsoft SQL Server 2008* [p. 369]
- *Creating a Historical Database shell* [p. 374]
- *Changing the database user account information* [p. 375]
- *Adding a school Registration Key* [p. 376]
- *Removing the Chancery SMS database installer* [p. 377]

Also, we recommend the following database maintenance tasks:

- *Backing up the database* [p. 377]
- *Rebuilding indexes* [p. 377]
- *Updating database statistics* [p. 378]

Repairing a database

To repair a database:

- 1 From the **Start** menu, click **Control Panel > Add or Remove Programs**.
- 2 In the Add or Remove Programs dialog, select **Chancery SMS Database <version>**. Click **Change**.
- 3 In the Database Identification dialog, click **Repair**.
- 4 Click **Next**.
- 5 In the Maintenance Complete dialog, choose **Yes, I want to restart my computer now**. Click **Finish**.

Installing Microsoft SQL Server 2008

Chancery SMS 7.7 is compatible with SQL Server 2008 Service Pack 2 (SP2 64-bit or R2 64-bit). If you are using a Chancery SMS version that is prior to version 6.7.3, and you want to upgrade to SQL Server 2008 SP2 or R2 at the same time that you upgrade to Chancery SMS 7.7, you must first upgrade to Chancery SMS 6.7.3, then install SQL Server 2008, before you upgrade to Chancery SMS 7.7.

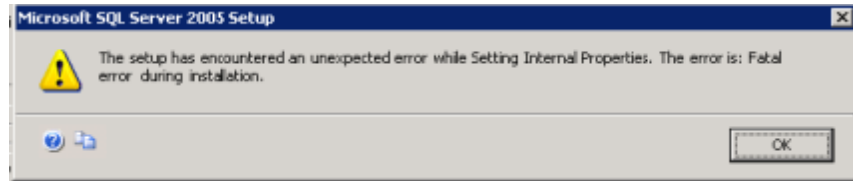
Step 1: Prepare for the Microsoft SQL Server 2008 installation

If you are not running Chancery SMS version 6.7.3 or higher, you must upgrade to Chancery SMS 6.7.3. For instructions, refer to *Upgrading an existing system* [p. 413].

To prepare for the SQL Server 2008 installation:

- 1 Uninstall the Chancery SMS 6.7.3 or higher Web Servers:
 - a On the Web Server, from the **Start** menu, click **Control Panel > Add or Remove Programs**.
 - b In the Add or Remove Programs dialog, select **Chancery SMSWeb <version>**. Click **Change**.
 - c In the Web Configuration dialog, click **Remove Web Server**.
 - d Click **Next**.
 - e In the Confirmation dialog, click **Yes**.
 - f Click **Finish**.
- 2 In your current version of SQL Server, gather the following information from SQL Server Management Studio:
 - The details of the **database owner account** and of the **file configuration** associated with your *active* Chancery SMS 6.7.3 or higher database.
 - The details of the **database owner account** and of the **file configuration** associated with your *historical* Chancery SMS 6.7.3 or higher databases.
- 3 Validate the state of your database:
 - To verify database integrity, in Query Analyzer, execute `DBCC CHECKDB`.
 - To report and correct inaccuracies in the sysindexes tables, in Query Analyzer, execute `DBCC UPDATEUSAGE (0)`.
- 4 Create a backup of your active Chancery SMS 6.7.3 or higher database.
- 5 Create a backup of each of your historical Chancery SMS 6.7.3 or higher databases.
- 6 Validate each database backup.
- 7 Disable all scheduled jobs for SQL Server Agent and Windows.
- 8 In your current version of SQL Server Management Studio, delete all Chancery SMS 6.7.3 or higher databases (active and historical), including their physical files.
- 9 Stop any third-party tools installed on the server.
- 10 Disconnect all users from the server.
- 11 Uninstall your current version of SQL Server.
 - **Note:** If you are uninstalling SQL Server 2005 and a "Setting Internal Properties" error occurs [Figure Figure 159], go to Microsoft support, KnowledgeBase number 919945 (<http://support.microsoft.com/kb/919945>).
- 12 Restart the server.

Figure 159: Setting Internal Properties error notice



Step 2: Install and set up SQL Server 2008

For detailed instructions on installing SQL Server 2008, go to Microsoft's MSDN SQL Server Developer Center web site (<http://msdn.microsoft.com/en-us/sqlserver/>).

Step 3: Install the Chancery SMS 7.7 database

Important: When installing the Chancery SMS 7.7 database, be sure to use the same database owner account details that you collected from your previous version of SQL Server see *Step 1: Prepare for the Microsoft SQL Server 2008 installation* [p. 370].

- 1 Install the Chancery SMS 7.7 installer files:
 - a Navigate to the folder you created on your hard drive that contains the Chancery SMS upgrade files.
 - b Double-click **Chancery_SMS_<version.build>_DB_Installer.exe**.
 - c Follow the on-screen instructions.
- 2 Install the Chancery SMS 7.7 database using the Chancery SMS database installer:
 - a From the **Start** menu, click **Control Panel > Add/Remove Programs**.
 - b In the Add/Remove Programs dialog, select the Chancery SMS database. Click **Change**.
 - c In the Database Identification dialog, click **Database Maintenance**. Click **Next**.
 - d In the Database Maintenance dialog, click **Add Database**.
 - e In the Database Type dialog, select **Create Active Database**. Click **Next**.
 - f In the Database Identification dialog, enter the SQL administrator password, database name, user name, and password.
 - g Enter a new or existing user name in the **Database Username** field. If you enter an existing database user name, ensure the password is correct. Click **Next**.
 - h In the District Information dialog [Figure Figure 160], enter the district name, district number, and localization.

Figure 160: District Information dialog

Chancery SMS Database . . . - InstallShield Wizard

District Information
Provide information about the district.

District Information

District Name: Max. 29 characters

District Number: Max. 9 characters

Localization:

Registration Key File: Browse

District Configuration

Use Family Data Management

Address Format: 5-line addresses 2-line addresses

InstalShield

< Back Next > Cancel

- i Click **Next**.
- j In the Database Identification dialog [Figure Figure 161], select **User Defined**.
 - **Note:** Selecting this option enables you to change the database file locations to reflect the file configuration from your previous version of SQL Server 2008.

Figure 161: Database Identification dialog – database specification

Chancery SMS Database . . . - InstallShield Wizard

Database Identification
Type database identification information for the district database.

Database Structure

Simple User Defined

Database Structure Template

Size:

Database Location:

Log Location:

Service Information

Install Chancery SMS Task Manager

InstalShield

< Back Next > Cancel

- k Click **Next**.
 - l In the Database Type dialog, change the database file locations to reflect the file configuration from your previous version of SQL Server 2008 and click **Next**.
 - m In the Start Copying Files dialog, click **Next**. The database installation begins and may take a few minutes.
 - n In the Database Complete Creation dialog, click **OK**.
 - o Click **Exit**.
- 3 Restore the backup of the active Chancery SMS 6.7.3 or higher database over the Chancery SMS 7.7 database.

- 4 Update the database owner in the restored active Chancery SMS 6.7.3 or higher database. Use `sp_changedbowner 'database owner'`.
- 5 Update the **PSConfig** user by executing the following task for the active database:

```
IF EXISTS (SELECT name FROM master.dbo.syslogins WHERE
name LIKE 'PSConfig')
begin
    drop user PSConfig
    IF NOT EXISTS (Select name from [database_
name].dbo.sysusers where name = 'PSConfig')
    BEGIN
        create user PSConfig for login PSConfig
        grant select on PSM_DBCredentials to PSConfig
    END
end
GO
```

Step 4: Prepare the Historical Database

- 1 For each of your Historical Databases, create the database placeholder and the database owner account manually (through SQL Server 2008).
 - **Important:** Ensure that the new database name and the database owner account match those created in your previous version of SQL Server see *Step 1: Prepare for the Microsoft SQL Server 2008 installation* [p. 370].
- 2 Restore your historical Chancery SMS 6.7.3 or higher databases into their corresponding database placeholders created in the previous step.
- 3 Update the database owner in the restored historical Chancery SMS 6.7.3 or higher database. Use `sp_changedbowner '<database owner>'`.

Step 5: Perform final tasks for active and Historical Databases

- 1 Change the **SQL Compatibility Level** for your active and Historical Databases to SQL 2008 - 100.
- 2 Execute the following maintenance tasks on your active and Historical Database:
 - `sp_updatestats`
 - `DBCC UPDATEUSAGE ('database name')`
 - `DBCC CHECKDB ('database name')`

Step 6: Complete the upgrade

Complete the upgrade by following the instructions starting at *Step 5: Upgrade the database* [p. 419].

Creating a Historical Database shell

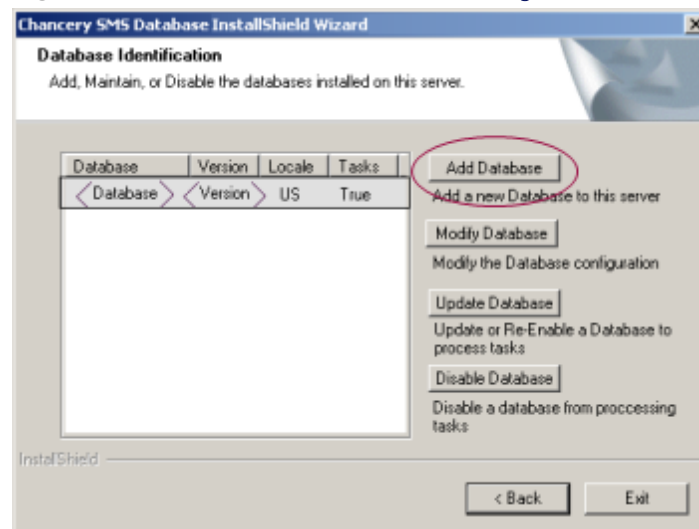
As part of the automated Year-End Processing [p. 446] step, Chancery SMS copies the existing active database, which then becomes the Historical Database. Before this can happen, the district must create a shell to contain this database using the Chancery SMS database installer.

You do not need to create the Historical Database shell until you are ready to run Year-End Processing [p. 446]. After you run Year-End Processing for the current school year, do not create another Historical Database shell.

To create the Historical Database shell:

- 1 On the Database Server, from the **Start** menu, click **Settings > Control Panel > Add or Remove Programs**.
- 2 In **Add or Remove Programs** dialog, select **Chancery SMS Database <version>**, and then click **Change**.
- 3 In the Welcome dialog, choose **Database Maintenance**. Click **Next**.
- 4 In the first Database Identification dialog [Figure Figure 162], click **Add Database**.

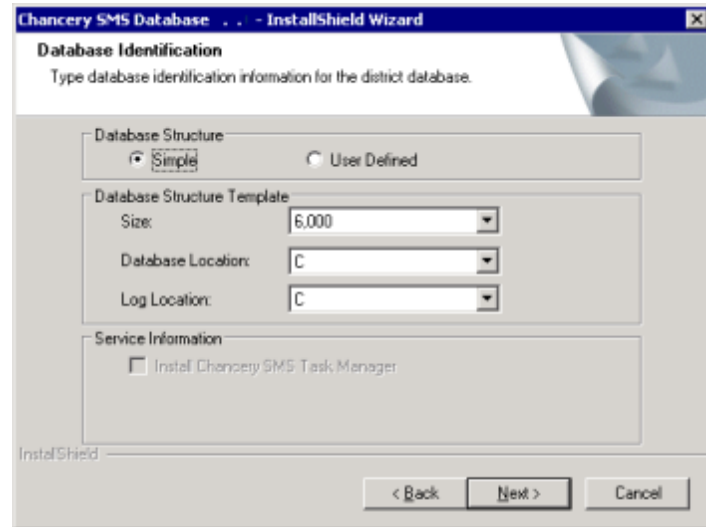
Figure 162: Database Identification dialog



- 5 In the second Database Identification dialog, choose **Create Historical Database**.
- 6 For **Active Database Name**, select the active database. Enter the database Username and Password. Click **Next**.
- 7 In the third Database Identification dialog, enter the SQL administrator password. Enter the database name, user name, and password for the Historical Database. Click **Next**.

- 8 In the fourth Database Identification dialog [Figure Figure 163], in the **Database Structure** section, choose one of the following:
 - To have the installer create the database file groups, select **Simple**.
 - To customize the filegroup layout, select **User Defined**.

Figure 163: Database Identification dialog – database specification



- 9 In the **Database Structure Template** section, select the appropriate size, database location, and log location.
- 10 Click **Next**.
- 11 To complete the creation of the Historical Database, follow the on-screen instructions.

Changing the database user account information

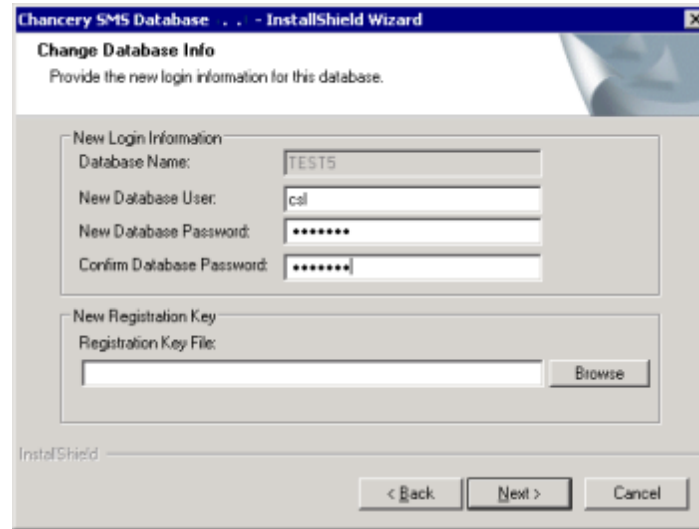
If you change the user name for a user account, the new user name is assigned to the selected database in the Database Name choice list. However, if you enter an existing user name and change the password, the password is changed for all databases associated with that user name, not just the name specified in the Database Name field. Be sure it is your intention to change all users' passwords when you change the password for an existing user name and make sure you notify the users involved that you have changed their passwords.

To change the database user account information:

- 1 From the **Start** menu, click **Control Panel > Add/Remove Programs**.
- 2 In the **Add/Remove Programs** dialog, select your Database Server (for example, **Chancery SMS SQL Database <version>**). Click **Change**.
- 3 In the Database Identification dialog, select **Database Maintenance**. Click **Next**.
- 4 Select a database. Click **Modify Database**.

- 5 In the Change Database Account Information dialog [Figure Figure 164], specify the new database information.
- 6 To complete the process, follow the on-screen instructions.

Figure 164: Change Database Account Information dialog



Adding a school Registration Key

When you add a new Chancery SMS school, you must enter a Registration Key for the new school. If you do not enter the registration key information, you cannot access the school in Chancery SMS. Obtain the Registration Key from your representative for Chancery SMS.

To add a Registration Key:

- 1 Copy the registration key to your Database Server.
- 2 From the Start menu, click **Control Panel > Add/Remove Programs**.
- 3 In the Add/Remove Programs dialog, select your Database Server (for example, **Chancery SMS Database <version>**). Click **Change**.
- 4 In the Database Identification dialog, select **Database Maintenance**. Click **Next**.
- 5 Click **Modify Database**.
- 6 Enter the following:
 - **SQL Administrator Password**
 - **Database Name**
 - **Database Username**
 - **Database Password**
- 7 Click **Next**.
- 8 For **New Database User**, enter the existing Username for the database.
- 9 For **New Database Password**, enter the existing password for the database. Confirm the password.
- 10 In the **New Registration File** section, click **Browse** and navigate to the location of the **Registration Key**. Click **Next**.

11 To complete the process, follow the on-screen instructions.

Removing the Chancery SMS database installer

Removing the Chancery SMSdatabase installer is optional. **Caution:** Disable the main Chancery SMS database before removing the database installer. This preserves an installed databases. If you do not disable the main Chancery SMS database beforehand, removing the installer will also remove databases.

To remove the Chancery SMS database installer:

- 1 Disable the Chancery SMS database:
 - a On the Database Server, from the **Start** menu, click **Control Panel > Add/Remove Programs**.
 - b In the Add/Remove Programs dialog, select your Database Server (for example, **Chancery SMS Database <version>**). Click **Change**.
 - c In the Database Identification dialog, select the database you want to disable. Select **Disable Database**. Click **Next**.
 - d In the confirmation prompt, click **OK**. Click **Exit**.
- 2 From the **Start** menu, click **Control Panel > Add/Remove Programs**.
- 3 In the Add/Remove Programs dialog, select your Database Server (for example, **Chancery SMS Database <version>**). Click **Change**.
- 4 In the Database Maintenance dialog, click **Uninstall Chancery SMS Installer**. Click **Next**.
- 5 In the confirmation prompt, click **Yes** to remove the generic installation files and scripts.
- 6 To complete the process, follow the on-screen instructions.

Backing up the database

We highly recommend making a backup copy of the Chancery SMS system's database at regular intervals. The District Administrator can set up Chancery SMS to back up the database automatically at regular intervals, such as nightly six days a week, or make the backup manually at any time. While making a database backup, we recommend also backing up the historical database.

Rebuilding indexes

A SQL database, such as the one on which a Chancery SMS system relies, requires the regular rebuilding of its indexes to ensure reliable and efficient performance. We recommend that the database administrator do this at least once a week, ideally at an off-peak time such as Sunday morning.

Updating database statistics

Accurate and up-to-date statistics are important to the efficient performance of SQL Server. We recommend that the database administrator update statistics for the Chancery SMS system's database at least once a month. When updating statistics, it is also useful to recompile the stored procedures. The database administrator can use a script in Query Analyzer for these tasks.

To update statistics and recompile stored procedures: [DA¹]

- 1 In Windows, from the Start menu, select **All Programs > Microsoft SQL Server > Query Analyzer**.
- 2 Connect to the database.
- 3 Enter the following script:

```
DECLARE @table_name varchar
(1000),@sql nvarchar(4000) declare c1 cursor
for SELECT name FROM sysobjects WHERE xtype =
'U' open c1 fetch next from c1 into @table_name
while @@Fetch_Status = 0 begin Select @sql =
'UPDATE STATISTICS ['+ @table_name +'] WITH
FULLSCAN' exec sp_executesql @sql fetch next
from c1 into @table_name end close c1
deallocate c1 Godeclare @cmd nvarchar(500)
declare cur_sp cursor fast_forward read_only
local for select 'exec sp_recompile ['+object_
name(o.id)+']' from sysobjects owhere o.xtype =
'U' open cur_sp fetch next from cur_sp into
@cmdwhile @@Fetch_Status = 0 begin exec sp_
executesql @cmd fetch next from cur_sp into
@cmdendclose cur_spdeallocate cur_sp go
```
- 4 Execute the query.

Web Server maintenance

Web Server maintenance tasks include:

- *Configuring Web Server credentials* [p. 378]
- *Configuring Web Server tasks* [p. 379]
- *Optimizing .NET for Chancery SMS* [p. 379]
- *Synchronizing the COM+ object password* [p. 382]

Configuring Web Server credentials

When you installed the Chancery SMS Web Server, you chose which database the Web Server connected to. You can change Chancery SMS Web Server credentials using the following procedure.

To change Chancery SMS Web Server credentials:

¹You can do this if your role is District Administrator.

- 1 From the **Start** menu, click **Control Panel > Add/Remove Programs**.
- 2 In the Add/Remove Programs dialog, select **Chancery SMS <version> Web Server**. Click **Change**.
- 3 In the Web Configuration dialog, select **Configure Web Server Credentials**. Click **Next**.
- 4 In the Database dialog, select the Database Server. Enter the system administrator user name and password. Click **Scan Databases**.
- 5 Select the database. Click **Next**.
- 6 In the Maintenance Complete dialog, click **Finish**.

Configuring Web Server tasks

When an administrator installs Chancery SMS Web Server, the administrator chooses server tasks and sets the number of processes handled by each server to control the flow of user traffic. The administrator can change these tasks.

To configure Web Server tasks:

- 1 From the **Start** menu, click **Control Panel > Add/Remove Programs**.
- 2 In the Add/Remove Programs dialog, select **Chancery SMS <version> Web Server**. Click **Change**.
- 3 In the Web Configuration dialog, select **Configure Web Server Tasks**. Click **Next**.
 - For information about configuring server options, see *Server role maximum process values* [p. 397].
- 4 When you are finished configuring server options, click **Next**.
- 5 In the Maintenance Complete dialog, click **Finish**.

Optimizing .NET for Chancery SMS

Microsoft .NET's default settings are less than optimal for an enterprise server application such as Chancery SMS. Optimizing the performance of a Chancery SMS system's .NET Framework (installed on Web and Application Servers) involves:

- *Optimizing server threading configuration* [p. 379]
- *Extending the server execution timeout* [p. 381]
- *Extending the user session timeout* [p. 382]
- *Tuning memory usage limits* [p. 380]

Optimizing server threading configuration

Microsoft recommends that for a system such as Chancery SMS, the administrator adjust the threading configuration for all Web and Application Servers to reduce contention and enable the system to handle application page and functional requests more efficiently. For more information, see the following article available from the Microsoft web site:

<http://msdn.microsoft.com/library/default.asp?url=/library/en-us/dnpag/html/scalenetchapt17.asp>.

To adjust the threading configuration on a Web or Application Server:

- 1 In the folder "C:\WINNT\Microsoft.NET\Framework\v1.1.4322\CONFIG", open the file "machine.config" in Notepad.
 - **Caution:** Before you make any changes, make a backup of the file "machine.config".
- 2 Set the following values:
 - **maxconnection:** Set to $12 * \#CPUs$, where #CPUs is the number of physical processors on the server; for example, if the server has 4 CPUs, set to $12*4$, or 48. Controls the maximum number of outgoing HTTP connections allowed by the client (in this case, ASP.NET).
 - **maxIoThreads:** Set to 100. Controls the maximum number of I/O threads in the CLR thread pool. This number is automatically multiplied by the number of CPUs by the worker processor.
 - **maxWorkerThreads:** Set to 100. Controls the maximum number of worker threads in the CLR thread pool. This number is automatically multiplied by the number of CPUs by the worker processor.
 - **minFreeThreads:** Set to $88 * \#CPUs$, where #CPUs is the number of physical processors on the Web or Application Server; for example, if your server has 4 CPUs, set minFreeThreads to $12*4$, or 48. This setting is used by the worker process to queue all the incoming requests if the number of available threads in the thread pool falls below the value for this setting. This setting effectively limits the number of concurrently executing requests to $\text{maxWorkerThreads} - \text{minFreeThreads}$. If maxWorkerThreads is set to 100, this recommended setting limits the number of concurrent requests to 12.
 - **minLocalRequestFreeThreads:** Set to $76 * \#CPUs$, where #CPUs is the number of physical processors on the Web or Application Server. For example, if your server has 4 CPUs, set minLocalRequestFreeThreads to $12*4$, or 48. This setting is used by the worker process to queue requests from localhost (for example, your Web application sending requests to Web services on the same computer) if the number of available threads in the thread pool falls below this number. This setting is similar to minFreeThreads, but it only applies to requests originating on the local server.
 - **Caution:** Change all values as recommended or none.
- 3 Save the file.
- 4 Restart the server.

Tuning memory usage limits

Tuning the cache's memory limit leads to optimal Web Server performance.

The Web Server DRAM capacity recommended for a Chancery SMS system is 2 GB. By default, Microsoft .NET is not configured to use all the allocated memory. The ASP .NET cache starts trimming the cache based on an LRU algorithm and the CacheItemPriority enumerated value assigned to the item after memory consumption is within 20 percent of the configured memory limit. If the memory limit is set too high, it is possible for the process to be

recycled unexpectedly. Your application might also experience out-of-memory exceptions. If the memory limit is set too low, it could increase the amount of time spent performing garbage collections, which decreases overall performance.

Empirical testing shows that the likelihood of receiving out-of-memory exceptions increases when private bytes exceed 800 megabytes (MB). A good rule to follow when determining when to increase or decrease this number is that 800 MB is only relevant for .NET Framework 1.0. If you have .NET Framework 1.1 and if you use the /3 GB switch, you can go up to 1800 MB. On Web and Application Servers, the /3 GB switch is set in the C:\boot.ini file. Before editing the boot.ini file, read Microsoft Article 323427 available at <http://support.microsoft.com/kb/323427/en-us>.

The following example shows what the modified entry would look like:

```
multi(0)disk(0)rdisk(0)partition(1)\WINDOWS="Windows  
Server 2003, Enterprise" /fastdetect /3GB
```

After configuring the /3GB switch, we recommend that the administrator also configure the ASP .NET process model memory limit in the "machine.config" file (typically found typically found in the .NET directory tree, for example

C:\WINDOWS\Microsoft.NET\Framework\v1.1.4322\CONFIG\) as follows:

```
<process Model memoryLimit="50">
```

This value controls the percentage of physical memory the worker process is allowed to use. If this value is exceeded, the process is recycled. For example, if the memory limit is set to 50 and your server has 2 GB of RAM, the process recycles when the memory used by the worker process goes beyond 1 GB and the total available physical RAM falls below 50 percent of the RAM (that is, 1 GB).

You can use the process performance counter object and the private bytes counter to monitor the worker process memory.

Extending the server execution timeout

We recommend extending the timeout period for the Web Server to execute tasks. Among other improvements, this ensures that a Chancery SMS system has enough time to generate a report, and will not time out in the middle of doing so.

To extend the server execution timeout:

- 1 On the Web Server, in the folder "C:\WINNT\Microsoft.NET\Framework\v2.0.50727\CONFIG", open the file "machine.config" in Notepad.
 - **Caution:** Before you make any changes, make a backup of the file "machine.config".
- 2 In the section `httpRuntime` section, set `executionTimeout` to 3600 seconds.
 - For example:

```
< httpRuntime executionTimeout="3600"  
maxRequestLength="4096"
```

```
useFullyQualifiedRedirectUrl="false"  
minFreeThreads="8" minLocalRequestFreeThreads="4"  
appRequestQueueLimit="100" / >.
```

- 3 Save the file.

Extending the user session timeout

We recommend extending the timeout period for the Web Server to keep a user's session open. This ensures that a Chancery SMS system does not close a user session too soon and gives the user time for time-consuming tasks such as entering grades or printing a report.

To extend the user session timeout:

- 1 On the Web Server, in the folder "C:\inetpub\wwwroot\ChancerySMS", open the file "web.config" in Notepad.
- 2 In the **authentication** section, set **timeout** to 60 minutes.
 - For example:

```
< authentication mode="Forms" >< forms  
name=".ADUAUTH" loginUrl="User/Login.aspx"  
timeout="60" protection="All" >< /forms >< /aut  
  
hentication >
```
- 3 In the **sessionstate** section, set **timeout** to 60 minutes.
- 4 For example:

```
< sessionState mode="InProc"  
stateConnectionString="tcpip=127.0.0.1:42424"  
sqlConnectionString="data source=127.0.0.1;user  
id=sa;password=" cookieless="false"  
timeout="60"/ >
```
- 5 Save the file.
- 6 In Internet Information Server, adjust the connection timeout:
 - a On the Web Server, click **Start > Settings > Control Panel > Administrative Tools > Internet Services Manager**.
 - b In the left pane of the Internet Information Services program, right-click the **Default Web Site** and click **Properties**.
 - c In the Default Web Site Properties dialog, for **Connection Timeout**, enter 28800.
 - d Click **OK**.
- 7 Restart Internet Information Server.

Synchronizing the COM+ object password

If the administrator changes the administrator account password on a Web or Application Server, the administrator must ensure that the password for the COM+ object [p. 409] specific to the Chancery SMS system matches. If these passwords do not match, Chancery SMS will generate a permissions error when a user attempts to any ASP popup page, such as the Setup Lists and District Preferences pages.

To change the COM+ object password on a server:

- 1 On the Web or Application Server, click **Start > Settings > Control Panel > Administrative Tools > Component Services**. The Component Services dialog appears.
- 2 Under **Tree**, expand tree view to view "Component Services > Computers > My Computer > COM+ Applications > Chancery".
- 3 Right-click "Chancery" and select **Properties**. The Chancery Properties dialog appears.
- 4 Click **Identity**.
- 5 Under **Account**, ensure that **This user** is selected and that **User** is accurate.
- 6 Enter a **Password** that matches that of the administrator account on the server.
- 7 Confirm the password and click **OK**.
- 8 Restart the server.

General maintenance practices

- *Managing demanding system activities* [p. 383]
- *Using Chancery SMS Task Manager to troubleshoot* [p. 368]

Managing demanding system activities

Some activities demand enough of a Chancery SMS system's processing capacity to slow its performance for all users. To ensure good system performance, we recommend that the District Administrator encourage and train system users to conduct such activities at periods of low system usage, such as outside school hours. Also, the District Administrator can use permissions [p. 238] to control the access of specific users to demanding system activities.

Demanding activities include:

- Printing report cards in bulk, such as for an entire grade or school.
- Running a large report without careful use of filters to narrow the selection criteria [p. 118], such as a district-wide report. **Note:** We recommend that user training include the use of report filters to narrow a report's selection criteria and thus the demands it makes on a system.
- Running several instances of the same report.
- Synchronizing PowerTeacher Gradebook at the start of the school year.
- Calculations such as daily attendance [p. 148], GPA calculations [p. 450], and class ranks [p. 450].
- Year-end processing [p. 446]
- Database maintenance tasks [p. 369] such as re-indexing

The administrator or user can schedule Chancery SMS to perform demanding activities at off-peak times, such as in the evening, overnight, or on weekends. Demanding activities that can be scheduled include:

- Database backup [p. 369]
- Running reports [p. 113]. High-demand reports include report cards.
- Importing data
- Exporting data
- Daily attendance calculations [p. 148]

Server affinity

To determine which server should process a task, the Chancery SMS Task Manager [p. 366] refers to each server's serveraffinity. A server's affinity is the sum of its Windows Task Manager machine type values. (Windows Task Manager is a service that manages how servers process scheduled tasks.) This value is based on the server's roles and options.

The following are the machine type values associated with each server role:

- Application Server: 512
- Directory Service: 4
- Database Server: 8
- Gradebook Server: 64
- Report Server Heavy: 32
- Report Server Light: 256
- Scheduling Server: 128
- Web Server: 16

For example:

- Application Server 1 is a Database Server, Application Server, and Scheduling Server. Its server affinity is 648.
- Report Server 2 has the role of Report Server Light and Report Server Heavy. Its server affinity is 288.

To change a server's affinity:

- 1 On the server, open the folder 'C:\inetpub\wwwroot\ChancerySMS'.
 - The administrator can make this change while the server is running.
- 2 Using Notepad, open the file 'Chancery.SMS.TaskManager.Service.exe.config'.
- 3 In the 'Task Manager' section, set the affinity (the sum of the machine type values of the server's roles).
 - For example, '<add key = 'TaskManager.MachineType' value = '648'>'
- 4 Save the file.
- 5 Restart the Chancery Task Manager Service.

Implementation planning

Planning the implementation of a Chancery SMS system in a school district is a complex process involving a team of people. Our recommended planning process involves the following:

- *Assigning project positions* [p. 385]
- *Assessing infrastructure needs* [p. 387]

- *Preparing system users* [p. 389]

Implementation involves the following steps:

- 1 Install a Chancery SMS system in the district [see *Installing a new system*, p. 398]
- 2 Define the calendar see *District calendar setup* [p. 243].
 - **Note:** On a newly installed Chancery SMS system, a District Administrator must set up an active calendar in order to use that system.
- 3 Identify the district and schools
 - Set up district profile and district preferences.
 - Create school profiles.
- 4 Standardize district-wide data
 - Populate setup lists.
 - Define district-wide grade levels.
 - Define district-level course catalog.
 - Standardize data at existing schools.
- 5 Import student data
- 6 Set up log on accounts
 - Set up staff records
 - Set up user roles.
 - Set up user accounts.
- 7 Customize Chancery SMS
 - Create custom pages and modify existing student pages.
 - Create custom district and school reports.
- 8 Standardize school setup
 - Complete School Setup tasks for 'source' school.
 - Standardize school setup data for 'target' schools.
 - Advise school administrators that school setup is complete.
 - Use Assign Values and Assign Multi-Values to populate EIS fields.
- 9 Use Chancery SMS to maintain district and school data.

Assigning project positions

A typical implementation is a significant project that involves a number of specialists, such as implementation consultants, information technology managers, software developers, and key user representatives such as guidance counsellors.

This section describes the positions (and groups) that we recommend assigning for an implementation project in a large district. The actual positions adopted by a school district will depend on the size and nature of that district—in a smaller district, one person might hold several positions, whereas in a larger district, some people may be dedicated entirely to the implementation while others might devote only a portion of their time. These recommended positions are:

- **District Executive:** A senior executive in the school district who provides funding, reports to the school board, and resolves critical project issues.

- **District Executive Sponsor:** A senior executive at the school district who takes responsibility for the implementation project. Typically this person leads a steering committee and takes whatever action is necessary for the implementation to succeed.
- **District Project Steering Committee:** An executive-level group that makes decisions on how the Chancery SMS system is to be implemented and how the project is conducted. This includes approving changes in project scope, budget, schedule, or approach. The committee also helps resolve major issues that the project team cannot.
- **District Project Executive:** A senior manager with a specialized knowledge of student information systems who oversees the project. Responsibilities include coordinating inter-departmental activities, performing periodic quality management reviews, and resolve any issues that the District Project Manager cannot.
- **District Project Manager:** On a large-scale project, the manager who monitors daily work with an eye to schedule, budget, and quality. This involves coordinating staff and resources, managing risks and issues, coordinating the activities of district office and school-site personnel, monitoring and managing the district's side of the implementation contract, and reporting on project progress.
- **District Process Team Lead:** A manager who is responsible for a team engaged in Business Process Re-engineering (BPR), documenting current business processes, and determining how those might be improved. This person also personally performs some of the team's tasks.
- **Business Analyst:** An analyst who understands the school district organization. This person analyzes and redesigns business processes, determine requirements for and tests data extensions, runs trial data conversions, designs and tests reports, and helps train users. Works with the Technical Writer.
- **Technical Writer:** A skilled writer who documents current and redesigned business processes. Works with the Business Analyst.
- **District Training Team Lead:** A manager who is responsible for a team that trains system users. This person plans and supervises the training team's work and personally performs some of the tasks.
- **Trainer:** A person who trains district personnel to use the Chancery SMS system.
- **Instructional Designer:** A person who develop procedures and training materials for system users.
- **District Software Team Lead:** A manager who is responsible for a team that develops reports in Chancery SMS and analyzes legacy reports. This person also personally performs some of the tasks.
- **Developer:** A software developer who creates create data extensions (using Customization Builder) and interfaces between the district's Chancery SMS system and other systems.
- **Report Developer:** A software developer who creates reports and data extracts and customizes standard Chancery SMS reports.

- **Help Desk Support:** This person helps district personnel use the system.
- **District Data Team Lead:** A manager who is responsible for a team that designs and monitors the school district's collection and use of data.
- **Data Architect:** A person who designs and monitors the school district's collection and use of data and ensures its availability to system users.
- **Data Specialist:** A person who plans and runs conversions of the school district's data to and from the Chancery SMS system and verifies the results.
- **District Infrastructure Team Lead:** A manager who is responsible for a team that sets up and maintains the network and system infrastructure necessary to support the Chancery SMS system.
- **Database Administrator:** A specialist with SQL Server database management skills who manages the Chancery SMS system's database. Tasks include backup, recovery, security, and performance improvement. This person also specifies database requirements, tests interfaces, and supports Developers and Technical Analysts.
- **Technical Analyst:** A specialist who sets up and supports the school district's Chancery SMS system. This might involve setting up and supporting Active Directory and Zone Integration Server, training District Administrators (in duties such as security, backup, and software upgrade), troubleshooting installation and configuration, developing reports and data extracts, developing interfaces with other systems, defining a disaster recovery plan, and working with Developers.
- **District Communications Team Lead:** A manager who is responsible for a team that keeps school district stakeholders informed about the implementation project.
- **Communications Specialist:** A specialist who helps keep school district personnel informed. This involves writing content and publishing to the project web site.
- **Project Support and Administration Person:** A person who provides logistical support to the project. Tasks might include processing invoices, booking meeting rooms, scheduling training, and publishing reports.

Assessing infrastructure needs

When assessing a school district's computing hardware infrastructure needs in preparation for the installation of a Chancery SMS system, we recommend that, in addition to the core system requirements [p. 390], the implementation team consider:

- The district's future growth. As a district grows or extends its Chancery SMS system to more schools or personnel, additional servers and supporting infrastructure might be needed.

- Network performance. We recommend conducting a detailed network analysis [p. 388].
- Workstation performance [p. 388]

Network analysis

Conducting a detailed network analysis in advance of implementation is an essential ingredient to achieving good performance of the Chancery SMS system for users. Comparing this analysis to Quality of Service (QoS) guidelines can help generate infrastructure requirements.

We recommend that the analysis take into consideration the following:

- Network connections between the school district office and individual schools
- Flat network design at each school
- The use of modern network switches rather than hubs
- Careful use of wireless technology at schools
- Segregated administrative networks with bandwidth allocated to the Chancery SMS system.

Workstation performance

The performance of the Chancery SMS system, a web-based application, at each user's workstation is critical to the success of an implementation. Apart from network performance, workstation performance can depend on such factors as processor speed, memory, and hard drive space. Refer to *User access requirements* [p. 393]. Advances in the Microsoft operating system and browser technologies typically increase demands on workstations and reduce overall performance.

To ensure optimum workstation performance, we recommend the following practices:

- Set minimum hardware standards [see p.393].
- Standardize on one operating system where possible [see p.393]. In addition to guaranteeing performance, this facilitates the troubleshooting of user issues.
- Apply appropriate security measures. Such measures should include strict standards and procedures to protect against viruses and spy ware.
- Specify appropriate screen sizes and resolutions [see p.393]. For a School Administrator or Secretary, we recommend a resolution greater than 640x480.
- Optimize the web browser for performance and security [p. 30].
- Configure web browser's cache size. We recommend 100-150 MB. Clear the cache after the installation of a major Chancery SMS upgrade.
- Ensure that a web browser bookmark (also known as a "favorite") is used for access to the Chancery SMS system rather than a desktop shortcut.

- Specify the school district's default web browser "Internet Properties > Advanced" settings and ensure that they are applied.
- Ensure that the appropriate version of Adobe Acrobat [see p.393] is installed and operating correctly. Improper installation is a common source of problems.

Preparing system users

A good implementation plan includes preparing the users of the Chancery SMS system to work with it effectively. This involves more than software training; it includes highlighting access to documentation [p. 1], support site (s) [p. 1], setting user expectations, describing new processes inherent in the system, and identifying the existing process that will change with its implementation.

The training of system users, typically the responsibility of trainers, instructional designers, and technical writers [p. 385], has a direct impact on system performance and response time. Prominent examples of this include searching effectively [p. 41] so as to generate relevant results, and using grid print [p. 25] rather than browser page printing. Training also increases system acceptance, reduces user errors, and reduces the cost of user support.

As a web-based application, a Chancery SMS system might constitute an unfamiliar and perhaps slower user experience, especially where the school district's former systems were microcomputer or mainframe applications. Typically, such systems are fully customized for the user base, rely on character-based interfaces, and respond very quickly to user input.

The implementation of new information system such as that of Chancery SMS inevitably involves the adoption of new processes on the part of users. Trainers should explicitly describe these processes and their underlying assumptions to the users. Moreover, a school district will likely have to adjust existing processes to accommodate the system. For example, the introduction of stored daily attendance values eliminated the need for reports to calculate daily attendance (which improved the performance of these reports) see *Attendance Reports* [p. 534]. To take advantage of this, the District Administrator needed to modify existing custom reports to use the stored values rather than calculating those values. In addition, users had to be sure to run daily attendance calculations prior to running the reports.

Teachers deserve particular attention in a training plan. In a typical district, teachers constitute the majority of users and they have the least amount of time and energy to learn to use the Chancery SMS system. Experience has shown that teachers benefit from training in the following areas:

- General computer usage
- Logging on [p. 10]
- System timeout [p. 11] and the importance of saving work
- Looking up student demographic information [p. 53]
- Taking attendance [p. 72]
- Recording grades [p. 78]

A training plan should also take into account newly hired district staff, the introduction of a major upgrade to the Chancery SMS software, and timely refresher training on tasks that occur at specific times of the year, such as scheduling a new school year [Refer to *Scheduling* [>>]] or year-end [p. 430].

System requirements

This section describes the hardware and software requirements of a typical Chancery SMS 7.7 system see *System components* [p. 390]. The section also describes the requirements for a *Multi-server configuration* [p. 394].

Since each system is unique in its scope and usage, the requirements of most systems exceed the minimum. In general, the number of students determines the amount of storage needed while the number of users determines the number and type of servers and network bandwidth.

System components

A Chancery SMS system consists of a Web Server, an Application Server, a Database Server, a Report Server, personal computers for user access, and the network bandwidth needed to connect all of these. Depending on the scope and demands of the implementation, the servers may be on one computer or spread over several. A system may also require more than one instance of each type of server [p. 394].

[Table 62] provides a summary of system requirements. Since a Chancery SMS system can operate in concert with other products, such as PowerTeacher Gradebook (web-based grading) and ParentCONNECTxp (web-based view of student information for parents) [p. 155], [Table 62] also shows the system requirements for those products.

Table 62: System requirements summary

Product	Web [p. 391] /Application Server [p. 391]	Database Server [p. 392]	MS SQL Server [p. 403]
Chancery SMS 7.7	Windows 2003 Server R2 - 32-bit	Windows 2003 Server R2 - 32-bit	2008 SP2 32-bit or 2005 SP2
		Windows 2003 Server R2 - 64-bit	2008 SP2 64-bit or R2 64-bit or 2005 SP2
	Windows 2008 Server R1 - 32-bit	Windows 2008 Server R1 - 32-bit	2008 SP2 32-bit or 2005 SP2
		Windows 2008 Server R1 - 64-bit	2008 SP2 64-bit or R2 64-bit or 2005 SP2
PowerTeacher 2.2.2, 2.2.3	Windows 2003 Server R2 - 32-bit	Windows 2003 Server R2 - 32-bit	2008 SP2 64-bit or R2 64-bit or 2005 SP2
	Windows 2008 Server R2 - 64-bit	Windows 2008 Server R2 - 64-bit	

Product	Web [p. 391] /Application Server [p. 391]	Database Server [p. 392]	MS SQL Server [p. 403]
	or Windows 2008 Server R1 - 32-bit	Windows 2003 Server R1- 32-bit	2008 SP2 64-bit or R2 64-bit or 2005 SP2
ParentCONNECTxp 4.0 [p. 156]	Windows 2003 Server R2 - 32-bit	Windows 2003 Server R2 - 32-bit	2008 SP2 32-bit or 2005 SP2
	or Windows 2008 Server 32-bit	Windows 2003 Server 32-bit	2008 SP2 32-bit or R2 32-bit or 2005 SP2 32-bit
ParentCONNECTxp 4.0.1, 4.0.2 [p. 156]	Windows 2003 Server R2 - 32-bit	Windows 2003 Server R2 - 32 or 64-bit	2008 SP2 32 or 64-bit or 2005 SP2
	or Windows 2008 Server - 32-bit	Windows 2008 Server 32 or 64-bit	2008 SP2 32 or 64-bit or 2005 SP2

Web Server requirements

The Web Server delivers web pages and data to connected users. Each Web Server can support up to 450 concurrent users of a Chancery SMS system. Typically, the number of concurrent users on a system is 60% of the number of potential users. Where two to five Web Servers are employed, we recommend balancing the load between the servers using a software or hardware load balancing solution. For six or more Web Servers, we recommend employing a dedicated hardware load balancer on either a router or a switch [Figure Figure 166].

We recommend that each Web Server have the following characteristics:

- Dual Intel Xeon 3.2GHz HTT processors with 1MB Cache or better
Or dual AMD Opteron processors, Model 852 or better
Note: Using several dual processor Web Servers is more efficient than using fewer servers with more processors.
- 4 GB RAM
- Dual 36 GB drives
We recommend that the drives be configured as RAID1 to provide redundancy in case of failure.
- Two network interface cards (NICs)
- Microsoft®Windows® Server 2003 R2 SP2 32-bit or Windows Server 2008® R1 32-bit
- Chancery SMSWeb Components
- Microsoft .NET Framework® 3.5 SP1, 4.0

Application Server requirements

An Application Server reduces the load on the Web Server(s) by handling select aspects of Chancery SMS; for example a district can have one or more Application Servers that run scheduling services, reporting services, active

directory integration, or printing. Many of these services are background tasks that are best run on Application Servers.

We recommend that each Application Server have the following characteristics:

- Dual Intel Xeon 3.2GHz HTT processors with 1MB Cache or better
Or dual AMD Opteron processors, Model 852 or better
- 4 GB RAM
- Dual 36 GB drives
We recommend that the drives be configured as RAID1 to provide redundancy in case of failure.
- Two network interface cards
- Microsoft Windows Server 2003 R2 SP2 32-bit
or Windows Server 2008 R1 32-bit
- Chancery SMS Web Components
- Microsoft .NET Framework 3.5 SP1, 4.0

Database Server requirements

Database Server requirements are determined by the number of students the Chancery SMS system is expected to handle. The main type, a Transactional Database Server, may be supplemented by a Reporting Database Server. The Reporting Database Server is optional and requires a more senior DBA on site. It is possible to run the reports from the Transactional Database Server if the hardware is powerful enough.

Storage space requirements are determined by the size of the database plus the Chancery SMS application software as well as other factors such as the recovery model and the log file management process. Where fail-over clustering or log shipping is in use, we recommend at least two Transactional Database Servers [Figure Figure 166].

Database Server

We recommend that each Database Server have the following characteristics:

- Microsoft Windows Server 2008 R1 64-bit, x64
- Microsoft Windows Server 2008 R2 64-bit
- Microsoft SQL Server® 2008 SP2 64-bit
- Microsoft SQL Server® 2008 R2 64-bit
- To use fail-over clustering or log shipping, Microsoft Windows Server 2008 R1
- The latest generation of Intel or AMD x64 multi-core processors
- Microsoft .NET Framework 3.5 SP1, 4.0
- Disk subsystems RAID 1, RAID 10 or RAID 0+1
- Hyper-threading disabled
- At least 1 terabyte of storage (additional storage may be required for backups and tertiary environments)
- Network interface cards (NICs) and RAID controllers appropriate to the system

- Chancery SMS components and other third-party components as required

For 30,000 to 50,000 students:

- 4 cores or better microprocessor system
- 8 GB RAM minimum

For 50,000 to 75,000 students:

- 8 cores or better microprocessor system on minimum two physical processors
- 16 GB RAM minimum

For 75,000 to 100,000 students:

- 16 cores or better microprocessor system on minimum two physical processors
- 32 GB RAM minimum

Reporting Database Server

A dedicated Reporting Database Server has similar requirements to the Transactional Database Servers with the following differences:

- Half the number of processors, to a minimum of two.
- Half the memory
- No fail over is necessary

User access requirements

A typical Chancery SMS system is based on one or more servers running in a central location [Figure Figure 166]. Users connect to the system using a web browser on a personal computer, which connects through a local network, a wide-area network, or the Internet [Figure Figure 165]. The user's personal computer can be Windows-based or Macintosh®. Each has its own requirements [Table 63].

Figure 165: Access to a Chancery SMS system

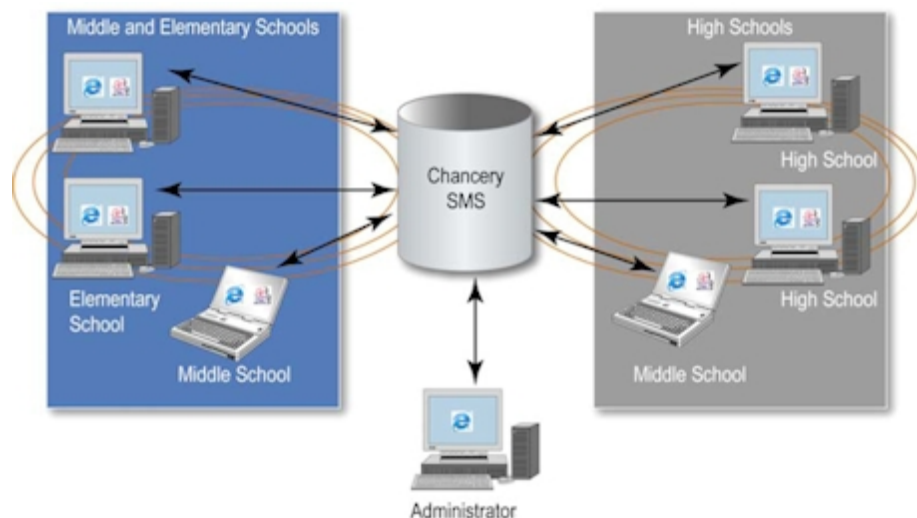


Table 63: Personal computer requirements

Feature	Windows-based	Macintosh
Operating system	Windows® 7 Windows Vista® with Service Pack 2 Windows XP® with Service Pack 3	Mac OS® X 10.5 Mac OS® X 10.4
Processor	Intel® Pentium® 4, 1.5GHz or better	Whichever supports OS X 10.5 or 10.4
Memory	512 MB of RAM	256 MB RAM
Web browser	Microsoft Internet Explorer® 9, 8, or 7 for Windows	Safari® 3 Safari® 4
Monitor	Display resolution of 800 x 600 <ul style="list-style-type: none"> • We recommend 1024 x 768 or higher. • We recommend a wide-screen LCD monitor. 	
Storage	3 GB	3 GB
Other	Adobe® Reader® 9, 10.1	Adobe® Reader® 9, 10.1

Network bandwidth requirements

We recommend a 1 gigabit switch, and that at least 1 MB of network bandwidth be allocated for Chancery SMS. This bandwidth can re-utilize existing network connectivity options, but should be in addition to the amount of traffic already in place on the connection. For example, if a 10 MB fiber connection is already in place and only bursting to 4 MB during peak usage, there should be no further bandwidth required. However, if a 10 MB connection is in use and is completely saturated, additional bandwidth should be allocated.

Actual available bandwidth is important to consider, that is, how the connection's capacity is used; for example, in a school district where all traffic, including email and all Internet activity, is routed from each school back to the district office, only some of the connection's bandwidth is available to the Chancery SMS system. Moreover, the available bandwidth may vary according to activity; for example, teachers in one school taking class attendance simultaneously consumes more bandwidth than at a school that uses multiple bell schedules.

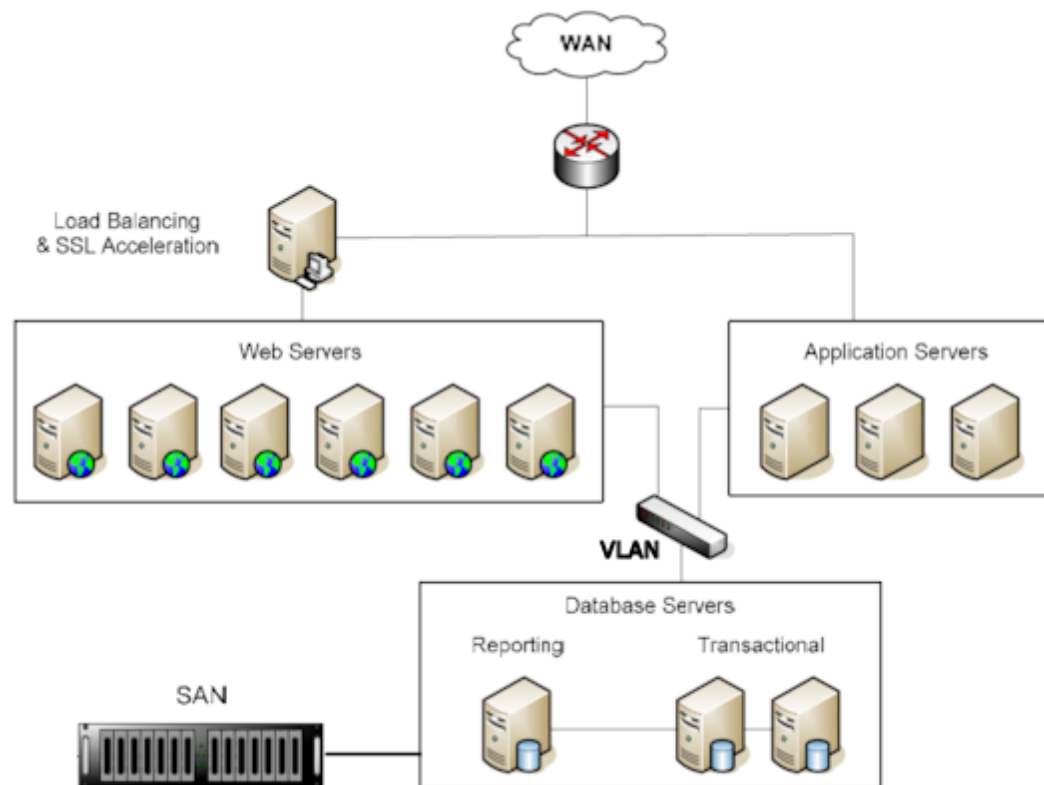
Multi-server configuration

For a system subject to large data or traffic demands, running several instances of each type of server [p. 396] facilitates the balancing of traffic loads, increases data security, and boosts fault tolerance (and thus overall system availability). A multi-server configuration also facilitates the separate processing of Chancery SMS's several distinct *tiers* of logic such as those for presentation, reporting, transactions, meta data, and the database [Figure Figure 166]. Finally, dedicating each server to only selected roles improves performance [p. 396].

Determining the appropriate number of servers needed for a system involves taking the following into consideration:

- The number of students: Affects the amount of storage space needed.
- The number of teachers: Affects the number of Web Servers needed to support concurrent users.
- Chancery SMS modules in use: Affects how application load processes need to be spread across servers.
- The growth of the district: We recommend hardware that will perform well for at least four years.
- Ratio of Web Servers to Application Servers: We recommend a ratio of four to two. For a highly available system, we recommend at least two Application Servers.

Figure 166: A multi-server configuration



Load Balancing: This application balances traffic loads between the Web Servers. Windows Server 2003 and Windows Server 2008 support Network Load Balancing. However, on larger-scale implementations, we recommend moving this extra computational load to a separate dedicated device.

SSL Acceleration: Performs hardware acceleration for the secure connections (SSL). SSL connections offer better security for student data. Windows Server 2003 and Windows Server 2008 support SSL acceleration. However, on larger-scale implementations, we recommend moving this extra computational load to a dedicated device.

VLAN: A Virtual Local Area Network connects the Web and Application Servers to the Database Servers. Chancery SMS employs a multi-level security system based on standard .NET and SQL Server security.

Database Servers: The Reporting Database Server uses Microsoft SQL Server Transactional Replication to maintain its consistency with the Transactional Database Servers.

SAN: The database resides on a Storage Area Network (SAN) or other high availability storage device. This storage device is necessary for a high-availability multi-server environment.

Server roles

When setting up a Chancery SMS Web Server [p. 409], the administrator can choose one or more roles for the server. The roles are:

- **Application Server:** The server handles all Chancery SMS application processes not specific to scheduling, reporting, or Directory Services [Figure Figure 166].
- **Directory Services Server:** The server handles processes specific to Active Directory integration, such as mapping users and roles. Choose this for a server on which Directory Integrator is installed.
- **Legacy Reporting Server:** Enables the server (if it is assigned the Report Server role) to run legacy (pre version 4.2 reports) reports; requires a Dedicated Report Server Name, which is, by default, the current server.
- **Maintenance and Communication Server:** The server runs the Database Task Manager. **Caution:** Assign this role to one server only. Otherwise, the Database Task Manager might run on a different server each time.
- **Report Server (Processor Intensive):** The server processes requests for Chancery SMS reports, including custom reports and large reports that require a lot of processing power see *Report server performance* [p. 397]. **Note:** Select both Report Server roles (Processor Intensive and otherwise) for a server to ensure that all reports are processed by the same server.
- **Report Server:** The server processes Report Package reports that are generally smaller and require little processing power.
- **Scheduling Server:** The server processes scheduling tasks, such as loading students. **Note:** Do not set each server to handle more than two processes.
- **Web Server:** The server handles all web page requests [Figure Figure 166]. By default, this role is selected. Consider disabling the Chancery SMS Task Manager on a dedicated Web Server [p. 368].

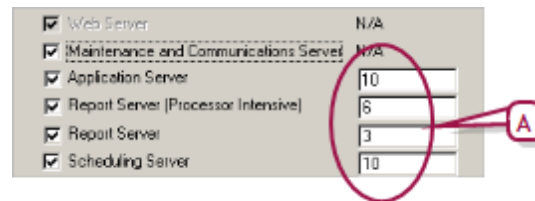
By default, every server is a Web Server. If the system employs only one server, this server must handle all server roles [p. 396]. For a system that employs more than one server see *Multi-server configuration* [p. 394], the administrator may be able to improve system performance by dedicating each server to handle only selected roles. This limits the load on each server. The administrator can also limit a server's load by setting the maximum process value for a role [p. 397].

To accommodate changing demands, the administrator can change a server's role(s) during the school year. For example, at the beginning of the school year, the administrator might designate additional servers as scheduling servers to handle the increased number of incoming course requests.

Server role maximum process values

Each server role has an associated maximum process value [Figure Figure 167]. By setting this value [p. 409], the administrator can have the Chancery SMS Task Manager [p. 366] service control that role's load on the server's processing capabilities. For example, if you have a maximum processes value of 10 for **Scheduling Server**, when the 11th instance of the scheduling server application tries to start, Chancery SMS Task Manager prevents it until another scheduling process concludes.

Figure 167: **Server Configuration Options dialog: maximum processes value**



A Maximum process values

Report server performance

For a large system, having one or more dedicated report servers can greatly improve system performance. This is because reports, especially large ones, can make heavy demands on a system's processing power [see also *Managing demanding system activities* p.383]. When a system is overtaxed, Chancery SMS might not complete a report or might fail to display the results before it times out. Also, the system may operate slowly for other users. To avoid performance problems, especially on a large system, we recommend the following:

- Have one or more dedicated report servers.
- Limit the number of reports that can be processed at one time by a single report server by setting the server's **Maximum Processes** to three [p. 397]. Limiting the number enables Chancery SMS to process the reports faster and speeds the rate at which reports move through the queue. **Note:** Three is the default number of Crystal Reports licenses included with a Chancery SMS system; these need not all be allocated to one server. **Note:** Chancery SMS7.7 is compatible with Crystal Reports 2008 SP3 (Crystal 12) or better.

Server affinity

To determine which server should process a task, the Chancery SMS Task Manager [p. 366] refers to each server's *serveraffinity*. A server's affinity is the sum of its Windows Task Manager machine type values. (Windows Task

Manager is a service that manages how servers process scheduled tasks.) This value is based on the server's roles and options.

The following are the machine type values associated with each server role:

- Application Server: 512
- Directory Service: 4
- Database Server: 8
- Gradebook Server: 64
- Report Server Heavy: 32
- Report Server Light: 256
- Scheduling Server: 128
- Web Server: 16

For example:

- Application Server 1 is a Database Server, Application Server, and Scheduling Server. Its server affinity is 648.
- Report Server 2 has the role of Report Server Light and Report Server Heavy. Its server affinity is 288.

To change a server's affinity:

- 1 On the server, open the folder "C:\inetpub\wwwroot\ChancerySMS".
 - The administrator can make this change while the server is running.
- 2 Using Notepad, open the file "Chancery.SMS.TaskManager.Service.exe.config".
- 3 In the "Task Manager" section, set the affinity (the sum of the machine type values of the server's roles).
 - For example, "<add key = \"TaskManager.MachineType\" value = \"648\">"
- 4 Save the file.
- 5 Restart the Chancery Task Manager Service.

Disabling Chancery SMS Task Manager

To save memory and processing power on a server that is assigned only the Web Server role, we recommend that the administrator disable the Chancery SMS Task Manager service [p. 368]. Also, if possible, assign the Database Server role to Application Servers and disable the Chancery SMS Task Manager service on any dedicated Database Server.

Installing a new system

This section describes how to install the software for a Chancery SMS system on one or more servers. Each installation task is described separately, although the task might apply to more than one type of system. The particular installation tasks that apply to a system depend on the nature of that system, the main types of which are:

- Single-server system: Involves installing Chancery SMS and a Database Server on one server box. This is the minimum system setup suitable for a school or small district.

- Hosted system: This involves installing more than one district database on a single Database Server. This saves costs because you don't need to buy a server and a Microsoft®SQL Server® license for each database. For further information, contact Customer Service at 1-800-999-9931.
- Multi-server system [p. 394]: Involves setting up a Chancery SMS system on several servers, each of which might be dedicated to a specialized role [p. 396] to improve performance on a system subject to large data or traffic demands.

The main tasks involved in installing and configuring a Chancery SMS system are:

- Set up a Database Server.
- Set up a Web/Application Server.
- Verifying server operations.

The scope and detail of these tasks can vary significantly according to such factors as the number of servers involved, the number of databases needed, and the system's designed availability.

Setting up a Database Server involves:

- 1 Setting up the Database Server hardware and connect it to the network.
- 2 Installing the operating system (Windows 2003 or Windows 2008).
- 3 *Installing critical operating system updates* [p. 400].
- 4 *Enabling Active Server Pages on the Database Server* [p. 400].
- 5 *Installing Microsoft .Net Framework 3.5 on a server* [p. 401].
- 6 (Optional) Configure Database Server cluster or high availability.
- 7 (Optional) Configure Database Server replication.
- 8 *Installing Microsoft SQL Server 2008 on a Database Server* [p. 402].
- 9 *Setting up the Chancery SMS database on a server* [p. 405].
- 10 *Installing the Chancery SMS Web Server* [p. 409]
- 11 *Disabling the Windows firewall* [p. 409].
- 12 *Enabling the MSDTC service* [p. 409].

Setting up a Web/Application Server involves:

- 1 Setting up the Database Server hardware and connect it to the network.
- 2 Installing the operating system (Windows 2003 or Windows 2008).
- 3 *Installing critical operating system updates* [p. 400].
- 4 *Installing Microsoft .Net Framework 3.5 on a server* [p. 401].
- 5 *Installing Windows components for IIS* [p. 401].
- 6 *Installing the Chancery SMS Web Server* [p. 409]
- 7 *Disabling the Windows firewall* [p. 409].
- 8 *Enabling the MSDTC service* [p. 409].
- 9 *Updating the Chancery SMS Task Manager* [p. 409].
- 10 *Starting Chancery SMS after installation* [p. 412].

Verifying server operations involves:

- 1 Verify that the Chancery SMS Task Manager service is set to Automatic and is running [p. 366].
- 2 Verify the Windows Components are installed and operating by logging into Chancery SMS using its default administrative account [p. 230].
- 3 Verify that Chancery SMS displays secondary pages, such as the District Preferences page. (On the home page, in the control bar under ADMIN, click District Setup. On the District Setup page, under District, click Preferences.... The District Preferences page appears.)
- 4 Verify that Chancery SMS completes and prints a report [p. 110].
- 5 [On the Database Server, verify that task manager for Application Server registers in CSL_SS_TASK_MANAGER ?]

Installing critical operating system updates

On the server, install all critical updates, patches, service packs, and hot fixes available from Microsoft for the Windows operating system in use. For example, ensure that Windows Server 2003 R2 SP2 is installed on the Database Server and Web Servers.

To install critical updates on a server:

- 1 On the server, open a web browser.
- 2 Go to the URL:
<http://www.update.microsoft.com/windowsupdate>.
- 3 Follow the on-screen instructions to scan for and install critical updates.

Enabling Active Server Pages on the Database Server

Ensure that Active Server Pages are enabled on the Database Server. **Note:** The Database Server can be the same server as server on which Chancery SMS is installed.

To enable Active Server Pages on a Windows 2003 server:

- 1 On the server, in the **Start** menu click **Control Panel > Add/Remove Programs**.
- 2 In the **Add/Remove Programs** dialog, in the left sidebar, click **Add/Remove Windows Components**.
- 3 In the **Windows Components Wizard**, double-click **Application Server**, double-click **Internet Information Services**, and double-click **World Wide Web Service**.
- 4 Select **Active Server Pages**.
- 5 Click **OK** until you are back at the Windows Components Wizard.
- 6 Click **Next**.
- 7 Click **Finish**.

Installing Microsoft .Net Framework 3.5 on a server

Installation of Chancery SMS web and database installers requires .NET Framework 3.5. To run Chancery SMS, a server must be running Microsoft Windows Server 2003. **Caution:** Microsoft Windows Server 2000 does not support .NET Framework.

To install Microsoft .Net Framework:

- 1 In the browser on the Database Server, go to <http://www.microsoft.com/downloads>.
- 2 Search for, download, and extract .Net Framework 3.5.
- 3 Double-click the **Microsoft .Net Framework** installer.
- 4 Follow the on-screen instructions.
- 5 Restart the server.
- 6 Optimize .NET for Chancery SMS [p. 379].

IIS setup for Windows Server 2008

For a server running Windows Server 2008, the administrator must configure IIS compatibility.

To set up IIS for Windows Server 2008:

- 1 On the Web Server, from the **Start** menu, click **Administrative Tools > Server Manager**. The Server Manager window appears.
- 2 In the left-hand pane, expand **Roles** and click **Web Server (IIS)**. The Web Server (IIS) pane appears.
- 3 Scroll to the **Role Services** section and click **Add Role Services**. The Add Role Services dialog appears.
- 4 Select **Application Development** and ensure the following options are selected:
 - **ASP.NET**
 - **.NET Extensibility**
 - **ASP**
 - **CGI**
 - **Server Side Includes**
- 5 Under Management Tools, select **IIS 6 Management Compatibility**.
- 6 Click **Next**. The Confirm Installation Selection dialog appears.
- 7 Click **Install**. The Results page appears.
- 8 Click **Close**.

Installing Windows components for IIS

On a Web/Application Server running Windows Server 2003, the administrator must ensure that the Windows components necessary to run the Internet Information Server (IIS) service are installed and configured. For a server running Windows Server 2008, refer to *IIS setup for Windows Server 2008* [p. 401].

To configure Web Server components on a server running

Windows Server 2003:

- 1 On the Web Server, from the **Start** menu, click **Control Panel > Add/Remove Programs**.
- 2 In the sidebar, click **Add/Remove Windows Components**.
- 3 Deselect then reselect **Application Server**. Click **Details**.
- 4 Ensure the following options are selected:
 - Application Server Console
 - ASP.NET
 - Enable network COM+ access
 - Internet Information Services (IIS)
- 5 Select **Internet Information Services (IIS)** and click **No** on the dialog. Click **Details**.
- 6 Ensure the following are selected:
 - Common Files
 - Internet Information Services Manager
- 7 Deselect then reselect **World Wide Web Service**. Click **Details**.
- 8 Select the following:
 - Active Server Pages
 - Internet Data Connector
 - Server Side Includes
 - World Wide Web Service
- 9 Click **OK** until you are back at the Windows Component dialog. Click **Next**.
- 10 If you are prompted to install Windows 2003, do the following:
 - a Click **OK**, and then insert the Windows 2003 CD or enter the path for the location of the Windows 2003 files.
 - b Click **OK**. Click **Finish**.

Installing Microsoft SQL Server 2008 on a Database Server

This section contains information about the installation and configuration of SQL Server 2008 on a Database Server, which is an essential component of a Chancery SMS system. **Note:** The Database Server can be the same server as that on which Chancery SMS is installed.

For detailed instructions on installing SQL Server 2008, go to Microsoft's MSDN SQL Server Developer Center web site (<http://msdn.microsoft.com/en-us/sqlserver/>). To install SQL Server 2008, go to Microsoft's Download Center at <http://www.microsoft.com/downloads/>.

If you are upgrading from SQL Server 2000 to SQL Server 2005, download the SQL Server 2005 installation instructions from the support site <https://support.powerschool.com>, Knowledgebase ID 58059 (<https://support.powerschool.com/d/58059>).

Important: Chancery SMS runs on SQL Server 2005 SP2 and SQL Server 2008 SP2 64-bit or R2 64-bit. If a system employs SQL Server 2000, before Chancery SMS 7.7 can be installed, the administrator must uninstall this version of SQL Server and install SQL Server 2005 with SP2 or SQL Server 2008.

Installing SQL Server 2008 involves the following:

- *Preparing the Database Server* [p. 403]
- *Setting up SQL Server 2008* [p. 403]
- *Updating SQL Server* [p. 404]

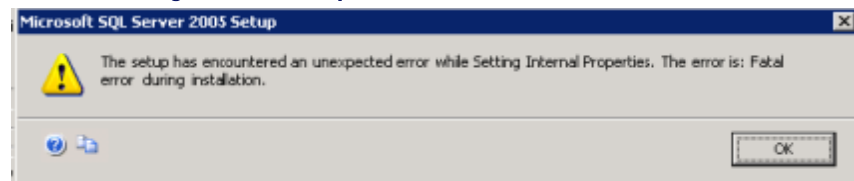
Preparing the Database Server

Before installing SQL Server 2008, prepare your Database Server.

To prepare the Database Server:

- 1 Stop any third-party tools installed on the server.
- 2 Disconnect all users from the server.
- 3 Uninstall your current version of SQL Server.
 - If you currently use SQL Server 2005 and are upgrading to SQL Server 2008, if a "Setting Internal Properties" error occurs [Figure Figure 168], go to Microsoft support, knowledgebase number 919945 (<http://support.microsoft.com/kb/919945>).
- 4 Restart the server.

Figure 168: **Setting Internal Properties error**



Setting up SQL Server 2008

When installing SQL Server 2008 use a dedicated domain account for Services.

To set up SQL Server 2008:

- 1 Ensure you have uninstalled any other version of SQL Server.
- 2 Install Database Engine Services with SQL Server Replication (all other components are optional).
- 3 If SQL Server 2008 was pre-installed, check the configuration:
 - a Start SQL Server Management Studio 2008.
 - b Log in using the sa account. This will verify that the Mixed Authentication Mode is being used.
 - c Right-click the server and select **Properties**.
 - d Ensure that the **Server Collation** is set to **SQL_Latin1_General_CP1_CS_AS**.
 - e Click the **Advanced** tab.
 - f Ensure the **Degree of Parallelism** is set to 1.
- 4 If you installed SQL Server 2008, change the following options:
 - a Change the Server Collation to **SQL_Latin1_General_CP1_CS_AS**.
 - b For Authentication Mode, choose **Mixed Mode**.
 - c Specify the sa account password.
 - d Change the **Degree of Parallelism** to 1.
 - **Note:** Leave all other options at their default values.

- 5 Upgrade the SQL Server client tool on all workstations to SQL Server 2008.
- 6 Start **SQL Server Management Studio 2008**.
- 7 Log in using the sa account.
- 8 Execute the following scripts to create a new **BUILTIN\Administrators** account:

```
EXEC master.dbo.sp_grantlogin @loginame =
N'BUILTIN\Administrators'

EXEC master.dbo.sp_defaultdb @loginame =
N'BUILTIN\Administrators ', @defdb = N'master'

EXEC master.dbo.sp_defaultlanguage @loginame =
N'BUILTIN\Administrators ', @language = N'us_english'

GO
```

- 9 After the scripts have executed, open the **Security** node.
- 10 Right-click the newly created **BUILTIN\Administrators** account, and select **Properties > Server Roles**.
- 11 Select **sysadmin** and click **OK**.

Updating SQL Server

Once SQL Server 2008 is installed, upgrade it with the most recent critical updates. SQL Server 2008 is available from Microsoft's Download Center at <http://www.microsoft.com/downloads/>. Installations instructions are included.

Setting up SQL Server for use in a Chancery SMS system

This section describes several important post-installation configuration tasks for SQL Server 2008. These include:

- *Setting SQL Server 2008 options* [p. 404]
- *Setting up SQL Server for use in a Chancery SMS system* [p. 404]
- *Upgrading SQL Server client tool* [p. 405]
- *Making SQL Server accessible* [p. 405]

Setting SQL Server 2008 options

To check the pre-installed SQL Server 2008 configuration:

- 1 Specify the sa account password.
- 2 Start SQL Server Management Studio 2008.
- 3 Log in using the "sa" account. This will verify that the Mixed Authentication Mode is being used.
 - If not, For **Authentication Mode**, choose "Mixed Mode".
- 4 Right-click the server and select **Properties**.
- 5 Ensure that the **Server Collation** is set to "SQL_Latin1_General_CP1_CS_AS".

Note: Where the administrator encounters a Database Server with SQL Server 2008 installed, we recommend checking the configuration and adjusting it to conform if necessary.

Setting parallelism

By default, SQL Server uses all available servers. The administrator can improve the performance of SQL Server in the execution of queries by specifying the number of processors the Database Server will use for parallel execution.

To adjust the SQL Server's parallelism setting:

- 1 Open the SQL Server Properties (Configure) dialog.
- 2 Click **Processor**.
- 3 Under **Parallelism**, select **Use** and, for **Processor(s)**, select "1".
- 4 Click **OK**.

Upgrading SQL Server client tool

The administrator must upgrade the SQL Server client tool on all workstations to SQL Server 2008.

To upgrade the SQL Server client tool:

- 1 Start **SQL Server Management Studio 2008**.
- 2 Log in using the "sa" account.
- 3 Execute the following scripts to create a new **BUILTIN\Administrators** account:

```
EXEC master.dbo.sp_grantlogin @loginame =  
N'BUILTIN\Administrators'  
  
EXEC master.dbo.sp_defaultdb @loginame =  
N'BUILTIN\Administrators ', @defdb = N'master'  
  
EXEC master.dbo.sp_defaultlanguage @loginame =  
N'BUILTIN\Administrators ', @language = N'us_english'  
  
GO
```

- 4 After the scripts have executed, open the **Security** node.
- 5 Right-click the newly created **BUILTIN\Administrators** account, and select **Properties > Server Roles**.
- 6 Select **sysadmin** and click **OK**.

Making SQL Server accessible

The administrator must make SQL Server available to the network.

Make the SQL Server accessible:

- 1 Run SQL Server Configuration Manager.
- 2 In the left pane, under "SQL Server Network Configuration", select "Protocols for <MSSQLSERVER NAME>".
- 3 In the right pane, under **Protocol**, right-click "TCP/IP".
- 4 From the menu, choose **Enable**.

Setting up the Chancery SMS database on a server

Setting up the Chancery SMSdatabase on a server involves:

- *Installing the database files* [p. 406]
- *Adding a database* [p. 406]

Installing the database files

The Chancery SMS database installer enables the administrator to install the files needed to create the Chancery SMS database.

To install the Chancery SMS database files:

- 1 On the Database Server, make sure **Microsoft SQL Server** is running.
- 2 In the browser on the Database Server, go to <https://support.powerschool.com>. Enter your Username and Password, and click **Login**.
- 3 Click the **Chancery SMS** tab. In the sidebar, under **Latest Release**, click **Chancery SMS 7.7**.
- 4 On the release download page, scroll down to **Available Resources** and click **Chancery SMS 7.7 Database_Installer**.
- 5 Double-click **Chancery_SMS_<version.build>_DB_Installer.exe**.
- 6 In the dialog, click **Save File**.
- 7 Navigate to the location of your download file and double-click **Chancery_SMS_<version.build>_DB_Installer.exe**.
- 8 If a Security Warning dialog appears, click **Run**.
- 9 In the Welcome dialog, click **Next**.
- 10 In the Software License Agreement dialog, review the agreement and select **I accept the terms of the license agreement**. Click **Next**.
- 11 In the Ready to Install the Program dialog, click **Install**.
- 12 When the InstallShield Wizard Complete dialog appears, click **Finish**.

Adding a database

When the administrator installs the Chancery SMS database, the Microsoft SQL Server login name that you specified when you installed SQL Server automatically maps to the Chancery SMS database user name database owner (dbo).

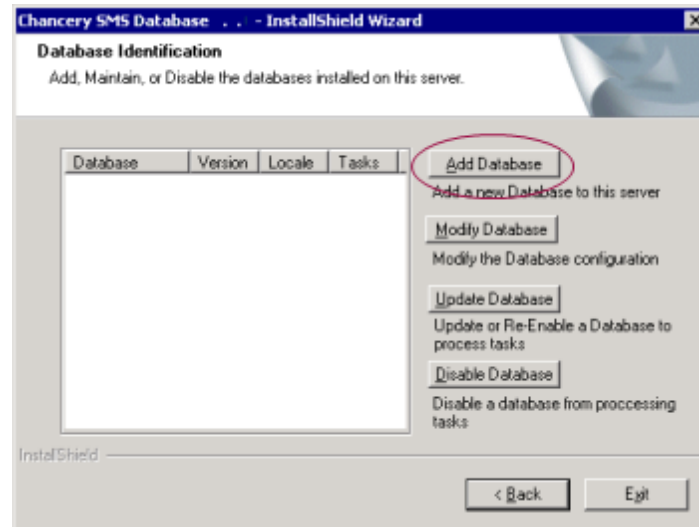
The SQL Server login name must also be used to set up the database connection to Windows Task Manager. This connection associates the SQL login name with the Data Access View Generator, which runs as a process in Windows Task Manager.

Important: If the Chancery SMS installer and Chancery SMS Task Manager use different login IDs to connect to the database, the Data Access View Generator might not run correctly. To resolve this issue, drop one login and use the other for all connections. Alternatively, create a new login and use it for all connections. To ensure the new (or existing) login ID is the user and the database owner in Chancery SMS, execute the stored procedure `sp_changedbowner` in the Chancery SMS database.

To add the Chancery SMS database [DA¹]:

- 1 From the Start menu, click **Control Panel > Add/Remove Programs**.
- 2 In the Add/Remove Programs dialog, select **Chancery SMS Database <build>**. Click **Change**.
- 3 In the Maintain Databases or Remove Installer... dialog, click **Database Maintenance**. Click **Next**.
- 4 In the Add, Maintain, or Disable the databases... dialog [Figure Figure 169], click **Add Database**.

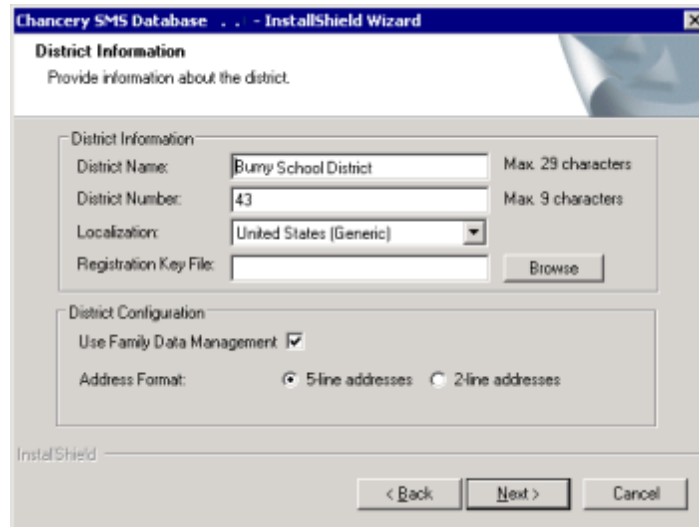
Figure 169: Database Identification dialog



- 5 In the Select the type of database... dialog, select **Create Active Database**. Click **Next**.
- 6 In the Type database Identification information... dialog, enter the SQL administrator password and a database name, user name, and password.
- 7 Click **Next**.
- 8 In the District Information dialog [Figure Figure 170], enter the district name, district number, and localization.

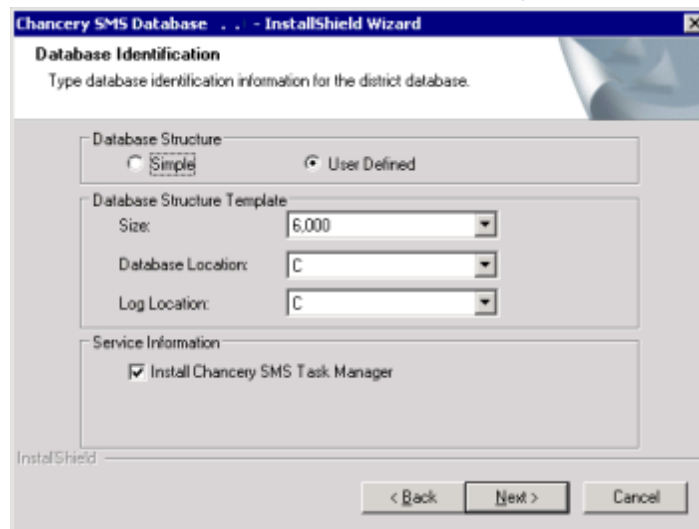
¹You can do this if your role is District Administrator.

Figure 170: District Information dialog



- A You can install Chancery SMS with or without Family Data Management.
- 9 If you want your district to use the Family Management feature in Chancery SMS, select **Use Family Management** [Figure Figure 170].
- 10 Select an address format.
 - If your district plans to use Address Validation, you must select the 5-field address format.
- 11 Click **Next**.
- 12 In the Database Identification dialog [Figure Figure 171], select the appropriate **Database Structure**:
 - If you want the installer to create the database file group, select **Simple structure**.
 - If you want to customize the file group layout, select **User Defined**.

Figure 171: Database Identification dialog - district database



- 13 In the **Database Structure Template** section, select the size, database location, and log location.

- If you only have one local drive (C:), the database will be created in C:\CSL\.
- 14 In the **Service Information** section, ensure **Install Chancery SMSTask Manager** is selected. Click **Next**.
 - 15 In the Start Copying Files dialog, click **Next**. The database installation begins and may take a few minutes.
 - 16 In the Database Complete Creation dialog, click **OK**.
 - 17 Click **Exit**.

Disabling the Windows firewall

On a system that employs PowerTeacher Gradebook or ParentConnectXP, we recommend that the administrator disable the Windows firewall on the Database Server.

Enabling the MSDTC service

On a system that employs PowerTeacher Gradebook or ParentConnectXP, we recommend that the administrator enable the Windows Microsoft Distributed Transaction Coordinator (MSDTC) service on each Database Server.

Updating the Chancery SMS Task Manager

On a system that employs PowerTeacher Gradebook, we recommend that the administrator update the Chancery SMS Task Manager service [p. 366]. Once updated, the administrator should restart the service.

Installing the Chancery SMS Web Server

Installing the Chancery SMSWeb Server on a server involves the following steps:

- *Installing the Chancery SMS Web Server on the Web Server machine* [p. 409]

To complete the installation of Chancery SMS Web Server, you need the following:

- A local machine account, with administrative privileges.
- The Database Server name, or IP address, and the SQL Server system administrator Username and Password.
- The Chancery SMS database name and the local administrator user name and password for the Chancery SMS Database Server.
- The tasks to be handled by the server (reports, scheduling tasks, and so on).
- Windows Server 2003 or Windows Server 2008 (CD or network access) so that you can select the necessary Windows components.

Installing the Chancery SMS Web Server on the Web Server machine

To install the Chancery SMSWeb Server:

- 1 In the browser on the Web Server, go to <https://support.powerschool.com>.
- 2 Enter your Username and Password, and click **Login**.
- 3 Click the **Chancery SMS** tab. In the sidebar, under **Latest Release**, click **Chancery SMS 7.7**.
- 4 On the release download page, scroll down to **Available Resources** and click **Chancery SMS 7.7 Web Installer**.
- 5 Double-click **Chancery_SMS_<version.build>_Web_Installer.exe**.
- 6 In the Security dialog, click **Run**.
- 7 In the Welcome dialog, click **Next**.
- 8 In the Software License Agreement dialog, review the agreement and select **I accept the terms of the license agreement**. Click **Next**.
- 9 In the Database Server dialog, enter the Database Server name or IP address.
- 10 Enter the SQL Server Administrator login ID and password. Click **Scan Databases**.
- 11 For **Database**, select the database the Web Server will connect to. Click **Next**.
- 12 In the Server Configuration Options dialog, select this server's role(s) [p. 396].
 - If the server is the only server in the Chancery SMS system, ensure that all the roles are selected.
 - For a system that employs more than one server [p. 394], the administrator can select only specific roles as long as each role is assigned to at least one server.
- 13 Adjust each role's maximum processes, as necessary see *Server role maximum process values* [p. 397].
- 14 Click **Next**.
- 15 In the Com+Serv dialog, enter the Local System Administrator ID and Password.
 - Ensure that the administrator account password matches that of the COM+ object see *Synchronizing the COM+ object password* [p. 382].
- 16 Click **Next**.
 - Do not enter a Windows domain account user name or password. If you do not use a local computer account, Chancery SMS cannot connect to the database.
- 17 In the Ready to Install the Program dialog, click **Install**.
 - If MDAC 2.8 SP1 is not installed on your Web Server, Chancery SMS installs it for you.
- 18 When the Installation Complete dialog notifies you that the installation was successful, click **Finish**.
- 19 Restart the Web Server.

Securing the Web Server using Secure Socket Layer (optional)

Your district has the option of securing the Web Server using the Secure Socket Layer (SSL) features in Internet Information Services (IIS). To do this,

certificate for each web site, that is, for each unique fully-qualified domain name.

To secure a web site, you need to:

- Create a certificate request.
- Request and retrieve a certificate from a vendor.
- Install the certificate.
- Secure the web site.

Note: If your system is to employ a hardware SSL acceleration device, refer to the documentation that came with the device.

To create a certificate request:

- 1 On the Web Server, from the **Start** menu, click **Control Panel > Administrative Tools > Internet Information Services (IIS) Manager**.
- 2 In the Internet Information Services dialog, expand the folders.
- 3 Right-click **Default Web Site** and, from the menu, select **Properties**.
- 4 In the Default Web Site Properties dialog, click the **Directory Security** tab. Click **Server Certificate**.
- 5 On the Web Server Certificate Wizard, on the **Welcome** page, review the information detailing the status of your Web Server. Click **Next**.
- 6 In the Server Certificate dialog, select **Create a New Certificate**. Click **Next**.
- 7 In the Delayed or Immediate Request dialog, select **Prepare the request now, but send it later**. Click **Next**.
- 8 In the Name and Security Settings dialog, enter a name for the certificate and specify 1024 bit lengths. Click **Next**.
- 9 On the Organization Information page, in the **Organization** field, enter the name of the district requesting the certificate. In the **Organizational Unit** field, enter the name of the department requesting the certificate, such as "Security". Click **Next**.
- 10 On the Your Site's Common Name page, in the **Common Name** field, the wizard populates the name of the Web Server that the certificate will be issued for. Click **Next**.
- 11 On the Geographical Information page, for **Country/Region** and **City/Locality**, select the information that applies to your district. Click **Next**.
- 12 On the Certificate Request File Name page, in the **File Name** field, accept the default location. Click **Next**.
 - Note the location of this file. You will need the file path when you install the certificate.
- 13 On the Request File Summary page, verify the information is correct. Click **Next**.

To request and retrieve a certificate:

- 1 Open your web browser and navigate to a vendor's web site. Possible vendors are Verisign (www.verisign.com), Thawte

(www.thawte.com), or Entrust (www.entrust.com).

- 2 Follow the instructions on the vendor's web site for requesting a certificate and, later, for retrieving the certificate. When requesting a certificate, you will need the file created in step 12, above.
 - There is a fee for each certificate.
- 3 When you have retrieved your certificate, you are ready to install it on your Web Server.

To install the certificate:

- 1 On the Web Server, from the **Start** menu, click **Programs > Administrative Tools > Internet Information Services Manager**.
- 2 In the Internet Information Services dialog, expand the folders and right-click the **Default Web Site**. From the menu, select **Properties**.
- 3 In the Properties dialog, on the **Directory Security** tab, click **Server Certificate**.
- 4 In the **Web Server Certificate Wizard**, click **Next** until the **Pending Certificate Request** page displays.
- 5 On the Pending Certificate Request page, select **Process the pending request and install the certificate**. Click **Next**.
- 6 On the Process a Pending Request page, in the **Path and File name** field, enter the path where you recorded the certificate when you created the certificate request. Click **Next**.
- 7 On the Certificate Summary page, verify the information. Click **Next**, and then click **Finish**.

To secure the web site:

- 1 On the Web Server, from the **Start** menu, click **Programs > Administrative Tools > Internet Information Services Manager**.
- 2 In the Internet Information Services dialog, select and right-click the virtual directory you want to secure, such as Web Server or GBServer. From the menu, select **Properties**.
- 3 In the Properties dialog, on the **Directory Security** tab, in the **Secure Communications** section, click **Edit**.
- 4 On the Secure Communications dialog, select **Require Secure Channel (SSL)** and **Require 128-Bit Encryption**. Click **OK**.
 - To access the web site after it is secure, use "https" in the URL, not "http".

Starting Chancery SMS after installation

After you install Chancery SMS, start the application and change the password.

To start Chancery SMS:

- 1 In your web browser, enter `http://<servername or IP address>chancerysms/`

- 2 In the sign in dialog, click **Change Password**.
- 3 Complete the following fields:
 - **User ID:** Enter "Admin".
 - **Password:** Enter "admin".
 - **New Password:** Enter a password that is a minimum of six alphabetical characters in upper and lower case, and that has a minimum of two non-repeating numeric or special characters.
 - **Confirm Password:** Re-enter the new password.
- 4 Click **Sign In**.
 - For information about changing the Chancery SMS sign in password complexity, download the *Chancery SMS Setting Up Strong Log on Passwords Technical Bulletin* from the support site (<https://support.powerschool.com>)

Installing Chancery SMS reports

Chancery SMS includes many reports [p. 125] for various feature areas. Some reports are built-in [p. 592]; that is, they install automatically when you install Chancery SMS. Newer reports, which are built on the Chancery SMS schema, a District Administrator installs separately as a Report Package. Report Package reports include Attendance, Grading, Health, Scheduling, Student Behavior, and Test Management reports [p. 533].

For a catalog of reports available for Chancery SMS, refer to *Chancery SMS Report Package reports* [p. 533]. For instructions on installing reports, refer to *Report packages* [p. 125]

Upgrading an existing system

This section describes how to upgrade a Chancery SMS system to version 7.7. This involves:

- *Pre-upgrade considerations* [p. 413]
- *Ensuring data integrity during the upgrade* [p. 416]
- *Downloading Chancery SMS files* [p. 417]
- *Installing Microsoft SQL Server 2008* [p. 369] (if required)
- *Upgrading the Chancery SMS database* [p. 417]
- *Upgrading the Chancery SMS Web Server* [p. 420]
- *Post-upgrade tasks* [p. 421]

Pre-upgrade considerations

Please take note of the following advice and prerequisites before you begin to upgrade a Chancery SMS system to version 7.7:

- *Planning Chancery SMS upgrades* [p. 414]
- *Mandatory upgrade to SQL Server 2005 or 2008* [p. 414]
- *Confirm state/province reporting compatibility* [p. 414]
- *Chancery SMS reports* [p. 415]
- *Upgrading older versions of Chancery SMS* [p. 415]

Planning Chancery SMS upgrades

We recommend that you plan the implementation of future upgrades to the Chancery SMS software. Typically, major upgrades include new features that may affect processes and the user experience.

An upgrade implementation plan should take into account:

- Potential changes to procedures.
- Testing new features against actual school district data before deploying the upgraded software in the actual production environment. **Caution:** Conduct testing on a server dedicated to testing and training and keep it separate from the production environment.
- Piloting new features to ensure users understand and adopt the changed procedures
- Training [p. 389] for all users, including teachers, user support staff, School Administrators, and database administrators.
- A comprehensive rollout strategy.

Mandatory upgrade to SQL Server 2005 or 2008

Chancery SMS 7.7 is compatible with SQL Server 2005 and SQL Server 2008 (SP2 64-bit or R2 64-bit). If your system is running Microsoft SQL Server 2000 or 2005 with a Chancery SMS version older than 6.7.3, and you want to upgrade to SQL Server 2008, refer to *Installing Microsoft SQL Server 2008* [p. 369].

If your system is running a Chancery SMS version older than 6.7.3, and you want to upgrade to SQL Server 2008 SP2 64-bit or R2 64-bit at the same time that you upgrade to Chancery SMS 7.7, you must first upgrade to Chancery SMS 6.7.3, then install SQL Server 2008 and SP2, before you upgrade to Chancery SMS 7.7. see also *Upgrading older versions of Chancery SMS* [p. 415]

If your system is running Microsoft SQL Server 2000 and you are not prepared to upgrade to SQL Server 2005 or SQL Server 2008, you should not upgrade to Chancery SMS 7.7. If you have any questions or concerns, contact Technical Support [see p.1].

Confirm state/province reporting compatibility

If you are running a state/provincial reporting solution, prior to upgrading to this version of Chancery SMS, confirm state/provincial reporting compatibility. See <https://support.powerschool.com> for up-to-date state/province reporting information.

Chancery SMS supports:

- Generic reporting functionality for US States and Canadian Provinces.
- Tennessee State Reporting. Reporting is generated by Chancery SMS using data entered into Chancery SMS.
- Florida State Reporting.

- Michigan SRSD State Reporting. SRSD functionality is available through a solution partner.
- Texas PEIMS State Reporting. Reporting is available at all school levels through Chancery SMS.
- British Columbia 1701, 1704, and Passport to Education.

Chancery SMS reports

Chancery SMS includes many reports [p. 125] for various feature areas. Some reports are built-in [p. 592]; that is, they install automatically when you install Chancery SMS. Newer reports, which are built on the Chancery SMS schema, a District Administrator installs separately as a Report Package. Report Package reports include Attendance, Grading, Health, Scheduling, Student Behavior, and Test Management reports [p. 533].

Microsoft critical updates

On all your servers, install all of Microsoft's critical updates to the operating system and server software. To get these updates, go to <http://www.microsoft.com/downloads> and <http://www.update.microsoft.com>.

.NET Framework

For Chancery SMS to run, Microsoft .NET Framework® 3.5 or 4.0 must be installed on every server of a Chancery SMS system. You can download the .NET Framework 3.5 or 4.0 installer from Microsoft.

Important: NET Framework 3.5 or 4.0 is not supported on Microsoft Windows Server 2000. To run .NET Framework 3.5 or 4.0 and Chancery SMS, you must use Microsoft Windows 2003.

Upgrading older versions of Chancery SMS

System administrators can install Chancery SMS version 7.7 on a system running any of the following versions of Chancery SMS:

- Chancery SMS 7.6, 7.6.1, 7.6.2
- Chancery SMS 7.5.0, 7.5.1, 7.5.2
- Chancery SMS 7.4, 7.4.1
- Chancery SMS 7.3 to 7.3.1
- Chancery SMS 7.2
- Chancery SMS 7.1 to 7.1.2
- Chancery SMS 7.0
- Chancery SMS 6.7 to 6.7.3
- Chancery SMS 6.6 to 6.6.8
- Chancery SMS 6.5 to 6.5.5
- Chancery SMS 6.4
- Chancery SMS 6.3
- Chancery SMS 6.2, 6.2.1
- Chancery SMS 6.1
- Chancery SMS 6.0, 6.0.1

- Chancery SMS 4.3 to 5.0

If the district is using an older version of Chancery SMS or a version of Open District, contact [Technical Support](#) for help with the upgrade.

Do not install Chancery SMS version 7.7 if:

- You are running Microsoft® SQL Server 2000.
- You are running Open District on an Oracle® server. Chancery SMS is not compatible with an Oracle database.
- You are using the Open District CA CSIS Database Installation. Chancery SMS is not compatible with an Open District SA CSIS database.

For other requirements and compatibilities, refer to *System requirements* [p. 390].

Roles and upgrading

If you are upgrading from Open District 2.4 or an older version of Chancery SMS (prior to Chancery SMS 4.0), make sure you do not have any existing roles that match the names of the following base roles. If these roles exist, you might encounter exception errors when upgrading.

Chancery SMS comes with the following pre-defined base roles:

- Administrator
- School Administrator
- Teacher
- School Secretary
- Guest (system base role required for upgrades)
- District Health Professional
- School Health Professional

Caution: From version 4.0 onwards, Chancery SMS needs exclusive use of the Guest role when upgrading. During the upgrade, user accounts that cannot be assigned an appropriate role are assigned the Guest role. If you have created a role named "Guest" during the upgrade, the upgrade will fail. After the upgrade, check for any users with a Guest role and assign the proper role to them, then delete the Guest role. Do not leave users assigned to the Guest role.

Ensuring data integrity during the upgrade

During the upgrade process, we recommend several procedures to ensure that the post-upgrade data is accurate for reporting purposes and that all fixes available in the upgrade have been propagated to the data.

Before starting the upgrade process, take the following steps:

- Back up your database.
- Ensure the Web and Database Servers have DNS entries.
- Ensure you are running Microsoft®SQL Server® 2005 (SP2) or SQL Server 2008 (SP2 64-bit or R2 64-bit).
- Close all applications and restart your computer.

- If you cannot see the file types, change the computer's folder options to show file name extensions.
- For Microsoft Windows, ensure that any computer that a user uses to view Chancery SMS is equipped with an appropriate web browser see *User access requirements* [p. 393].

During the upgrade process, keep the following in mind:

- Restart your computer whenever prompted or given the option to do so.
- Follow the steps that apply to your setup in their exact order.

Downloading Chancery SMS files

Download the required upgrade files from r other web sites specified by your district. You will need an appropriate user name and password.

To download files:

- 1 Create a folder on your hard drive that will contain the Chancery SMS upgrade files.
- 2 In the browser on the Web Server, go to <https://support.powerschool.com>.
- 3 Enter your Username and Password, and click **Login**.
- 4 Click the **Support** tab, and then click **Downloads**. The Support Downloads page appears.
- 5 Click Chancery SMS. The SMS download page appears.
- 6 Under **Available Resources**, click **Releases and Updates**. The Releases and Updates page appears.
- 7 Under **Available Resources**, click the folder for the version you want to download.
- 8 Click the down arrow icon to download the files and documentation to the folder you created in step 1.

Upgrading the Chancery SMS database

You need the following information to complete the upgrade:

- SQL Server system administrator Username and Password
- Database name
- Database owner user name
- Database owner password

To upgrade the Chancery SMS database, do the following (**Caution**: Perform these steps in strict order):

- *Step 1: Disable the existing database* [p. 418].
- *Step 2: Remove the existing web installer* [p. 418].
- *Step 3: Remove the existing database installer* [p. 418].
- *Step 4: Add the new database installer* [p. 419].
- *Step 5: Upgrade the database* [p. 419].

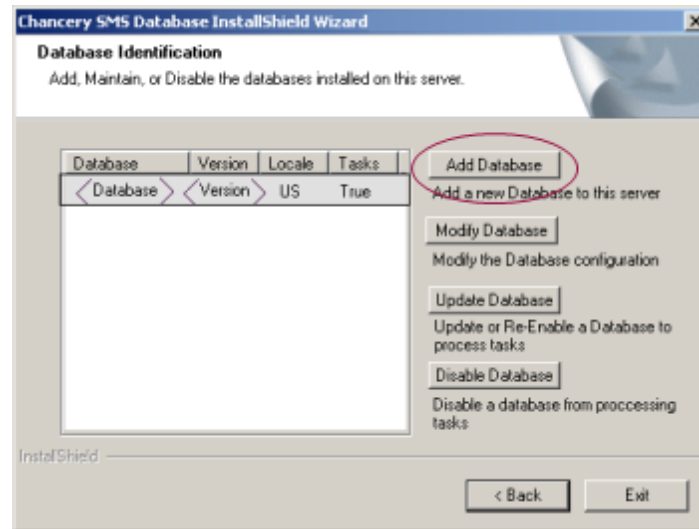
Before beginning the upgrade process, ensure the server has enough hard drive space; refer to *System requirements* [p. 390].

Step 1: Disable the existing database

To disable the existing database:

- 1 On the Database Server, from the **Start** menu, click **Control Panel > Add or Remove Programs**.
- 2 In the Add or Remove Programs dialog, select **Chancery SMS Database <version>**.
- 3 Click **Change**.
- 4 In the Database Identification dialog, select **Database Maintenance**.
- 5 Click **Next**.
- 6 In the second Database Identification dialog [Figure Figure 172], select the database you want to disable, and then choose **Disable Database**.
- 7 In the Confirmation dialog, click **OK**.
- 8 Click **Exit**.

Figure 172: Database Identification dialog – database listing



Step 2: Remove the existing web installer

To remove the existing web installer:

- 1 On the Web Server, from the **Start** menu, click **Control Panel > Add or Remove Programs**.
- 2 In the Add or Remove Programs dialog, select **Chancery SMSWeb <version>**. Click **Change**.
- 3 In the Web Configuration dialog, click **Remove Web Server**.
- 4 Click **Next**.
- 5 In the Confirmation dialog, click **Yes**.
- 6 Click **Finish**.

Step 3: Remove the existing database installer

To remove the existing database installer:

- 1 On the Database Server, from the **Start** menu, click **Control Panel > Add or Remove Programs**.
- 2 In the Add or Remove Programs dialog, select **Chancery SMS Database <version>**.
- 3 Click **Change**.
- 4 In the Database Identification dialog, click **Remove Installer**.
- 5 Click **Next**.
- 6 In the Question dialog, click **Yes**.
- 7 Click **Finish**.
- 8 Close the Add or Remove Programs dialog.

Step 4: Add the new database installer

To add the new database installer:

- 1 Navigate to the folder you created on your hard drive that contains the Chancery SMS upgrade files.
- 2 Double-click **Chancery_SMS_<version.build>_DB_Installer.exe**.
- 3 Follow the on-screen instructions.

Step 5: Upgrade the database

Caution: When you upgrade the main Chancery SMS database, the process also upgrades the tables in the Historical Database, if one exists; some tables may be deleted. Thus, before you update the main database, preserve the Historical Database by backing it up.

To upgrade the database:

- 1 On the Database Server, from the **Start** menu, click **Control Panel > Add or Remove Programs**.
- 2 In the Add or Remove Programs dialog, select your Database Server, for example, **Chancery SMSDatabase <version>**. Click **Change**.
- 3 In the Database Identification dialog, choose **Database Maintenance** and click **Next**.
- 4 In the second Database Identification dialog [Figure Figure 172], select a database and click **Update Database**.
- 5 Enter the following information (as it was used to create the database initially):
 - **SQL Administrator Password**
 - **Database Name**
 - **Database Username:** Use the user name of the database owner (dbo), not the SQL administrator.
 - **Database Password:** Use the password of the database owner (dbo), not the SQL administrator.
- 6 Click **Next**.
- 7 Select **Install Chancery SMS Task Manager**.
- 8 Click **Next**.
- 9 To complete the process, follow the on-screen instructions.

- 10 When the database installation is complete, click **Exit** [Figure 172].

Upgrading the Chancery SMS Web Server

To complete the installation of the Chancery SMSWeb Server, you need the following:

- A local machine account, with administrative privileges.
- The Database Server name, or IP address, and the SQL Server system administrator user name and password.
- The Chancery SMS database name, the Windows domain, user name, and password for the Chancery SMS Database Server.

Note: Before you upgrade the Chancery SMS Web Server, ensure you have removed the previous web installer see *Step 2: Remove the existing web installer* [p. 418].

Note: Districts can secure a Web Server using SSL. You will need a security certificate for each web site. For more information, refer to *Securing the Web Server using Secure Socket Layer (optional)* [p. 410].

To upgrade the Chancery SMS Web Server:

- 1 In the folder in which you downloaded the Chancery SMS upgrade files, double-click **Chancery_SMS_<version.build>_Web_Installer.exe**
- 2 In the InstallShield Wizard, click **Next**.
- 3 In the License Agreement dialog, choose **I accept the terms of the license agreement** and click **Next**.
- 4 In the Database dialog, enter or select the Database Server the Web Server will connect to and enter the database login ID (database user name) and password for that database. Click **Scan Database**.
- 5 Enter or select a database.
- 6 Click **Next**.
- 7 In the Server Configuration Options dialog, select the applicable settings.
 - For detailed information about server configuration setup, refer to *Multi-server configuration* [p. 394].
- 8 Click **Next**.
- 9 In the Com+Serv dialog, enter the Local System Administrator ID and password.
 - Do not enter a Windows domain account user name or password. If you do not use a local computer account, Chancery SMS cannot connect to the database.
- 10 Click **Next**.
- 11 In the Ready to Install the Program dialog, click **Install**.
- 12 When the Installation Complete dialog notifies you that the installation was successful, click **Finish**.
- 13 Restart the Web Server.

Post-upgrade tasks

After upgrading Chancery SMS, complete the following tasks:

- *Run processes and diagnostics* [p. 421]
- *Configure Web Server tasks* [p. 421]
- *Connect to a different database (optional)* [p. 422]
- *Re-applying a cTools package (optional)* [p. 422]

Run processes and diagnostics

After the upgrade, perform the following tasks:

- Run data mapping [p. 156].
- Wait for the overnight processes to complete.

If you have upgraded from Microsoft SQL Server 2000 to SQL Server 2005 or 2008, perform the following tasks:

- 1 Check for I/O errors (ensures pages were not corrupted since they were last written to the disk) by executing the following once:

```
ALTER <your database name> SET PAGE_VERIFY  
CHECKSUM;
```

- 2 Create missing statistics on columns used by indexes by executing either the first or second statement after each upgrade:

```
EXEC sp_createstats 'indexonly'; (This will create  
statistics using the default sampling rate.)
```

OR

```
EXEC sp_createstats 'indexonly', 'fullscan';  
(This will create statistics using full scan.)
```

Configure Web Server tasks

You can edit Server Configuration settings and maximum process values as needed.

To configure Web Server tasks:

- 1 From the Start menu, choose **Control Panel > Add or Remove Programs**.
- 2 Select **Chancery SMS Web 7.7** and click **Change**.
- 3 Choose **Configure Web Server Tasks** and click **Next**.
- 4 In the Server Configuration Options dialog, edit server settings and Maximum Process values as required see *Server role maximum process values* [p. 397].
- 5 Enter or select a database.
- 6 Click **Next**.
- 7 In the Maintenance Complete dialog, click **Finish**.

Connect to a different database (optional)

You can connect Chancery SMS Web Servers to a different database or a different Database Server as needed.

To connect to a different database:

- 1 From the **Start** menu, choose **Control Panel > Add or Remove Programs**.
- 2 In the Web Configuration dialog, select **Chancery SMSWeb 7.7**. Click **Change**.
- 3 Select **Configure Web Server Credentials**. Click **Next**.
- 4 In the Database dialog, enter or select the Database Server you want the Web Server to connect to and enter the database login ID (database user name) and password for that database. Click **Scan Database**.
- 5 Enter or select a database.
- 6 Click **Next**.
- 7 In the Maintenance Complete dialog, click **Finish**.

Re-applying a cTools package (optional)

When you install Chancery SMS, a core Chancery SMS cTools package is automatically installed. If your system uses a custom cTools package [p. 523] that was created before Chancery SMS 6.6, you must re-apply the package to the Chancery SMS system.

General system configuration tasks

- *Network port configuration* [p. 422]
- *Changing the Chancery SMS eDocs location* [p. 428]
- *Adjusting the student search results limit* [p. 429]

Network port configuration

For a multi-server configuration [p. 394], *Table 64* [p. 423] offers the administrator guidance on the ports used for communications with each type of server while *Table 65* [p. 424] offers guidance on server-to-server communications.

Table 64: Network ports for communication with each server type

Server	Application protocol	Port ^a	Network protocol ^b	Traffic flow	Notes
All servers	RDP ^c	3389	TCP ^d	Ingress	Optional ^e
All servers	DNS ^f	53	TCP/UDP ^g	Egress	
All servers	SMTP ^h	25	TCP	Egress	Optional
All servers	AD ⁱ	445	TCP	Egress	Optional
Chancery SMS Web/Application Server	HTTP ^j	80	TCP	Ingress	
Chancery SMS Web/Application Server	HTTPS ^k	443	TCP	Ingress	Optional
Chancery SMS Web/Application Server	SQL ^l	1433	TCP	Egress	
Chancery SMS Web/Application Server	SQL	1434	UDP	Egress	Optional
Chancery SMS Web/Application Server	MSDTC ^m	135	TCP	Both	
Chancery SMS Database Server	SQL	1433	TCP	Ingress	

- ^a **Port; Additional ports may be needed for Active Directory (AD) domain communications, such as UDP 445, TCP 88, UDP 88.**
- ^b **Network protocol: SMTP network protocols may need additional ports such as TCP 465/587, depending on the configuration.**
- ^c RDP: Remote Desktop Protocol. Proprietary Microsoft protocol built in to Windows that enables a user to control another remote computer using a graphical interface.
- ^d TCP: Transmission Control Protocol. Transport layer connection-oriented protocol requiring handshaking to set up end-to-end communications with reliable data delivery.
- ^e Optional: Not required for basic default installation. The value is a suggestion and subject to the system configuration and applications and features in use.
- ^f DNS: Domain Name System. Converts host names and domain names into IP addresses on the Internet or on local networks that use the TCP/IP protocol.
- ^g UDP: User Datagram Protocol - Simple Transport layer message-based connection-less protocol used for real-time data delivery with low overhead and lower reliability.
- ^h SMTP: Simple Mail Transfer Protocol. The standard e-mail protocol used on the Internet that servers and other mail transfer agents use to send and receive mail messages.
- ⁱ AD: Active Directory. An advanced, hierarchical directory service that comes with Windows servers typically used for user authentication and a variety of related network services.
- ^j HTTP: HyperText Transfer Protocol. The communications protocol used to connect to Web servers on the Internet and also on a network.
- ^k HTTPS: HyperText Transfer Protocol Secure. HTTP combined with the SSL/TLS (Secure Sockets Layer/Transport Layer Security) protocol to provide encrypted communication and secure identification of a network web server.
- ^l SQL: Structured Query Language. A database computer language used for managing and processing data in a relational database
- ^m MSDTC: Microsoft Distributed Transaction Coordinator service in Windows. Coordinates transactions, typically for components with COM and .NET architectures, that span multiple resource managers, such as databases, message queues, and file systems.

Server	Application protocol	Port ^a	Network protocol ^b	Traffic flow	Notes
Chancery SMS Database Server	SQL	1434	UDP	Ingress	Optional
Chancery SMS Database Server	SQL	1433	TCP	Egress	
Chancery SMS Database Server	SQL	1434	UDP	Egress	Optional
Chancery SMS Database Server	MSDTC	135	TCP	Both	
PowerTeacher Gradebook Web/Application Server	HTTP	7880	TCP	Ingress	
PowerTeacher Gradebook Web/Application Server	HTTPS	7443	TCP	Ingress	Optional
PowerTeacher Gradebook Web/Application Server	SQL	1433	TCP	Egress	
PowerTeacher Gradebook Web/Application Server	SQL	1434	UDP	Egress	Optional
PowerTeacher Gradebook Database Server	SQL	1433	TCP	Ingress	
PowerTeacher Gradebook Database Server	SQL	1434	UDP	Ingress	Optional
PowerTeacher Gradebook Database Server	MSDTC	135	TCP	Both	
ParentCONNECTxp Web/Application (Display) Server	HTTP	80	TCP	Ingress	
ParentCONNECTxp Web/Application (Display) Server	HTTPS	443	TCP	Ingress	
ParentCONNECTxp Web/Application (Display) Server	SQL	1433	TCP	Egress	
ParentCONNECTxp Web/Application (Display) Server	SQL	1434	UDP	Egress	Optional
ParentCONNECTxp Data Process Server	SQL	1433	TCP	Ingress	Optional
ParentCONNECTxp Data Process Server	SQL	1434	UDP	Ingress	Optional
ParentCONNECTxp Data Process Server	SQL	1433	TCP	Egress	
ParentCONNECTxp Data Process Server	SQL	1434	UDP	Egress	Optional
ParentCONNECTxp Database Server	SQL	1433	TCP	Ingress	
ParentCONNECTxp Database Server	SQL	1434	UDP	Ingress	Optional
ParentCONNECTxp Database Server	MSDTC	135	TCP	Both	

Table 65: Network ports for server-to-server communications

Source	Source port	Destination port	Destination	Protocol
Chancery SMS system support users		3389A-n-y	All servers	

T-
C-
P

^a Port; Additional ports may be needed for Active Directory (AD) domain communications, such as UDP 445, TCP 88, UDP 88.

^b Network protocol: SMTP network protocols may need additional ports such as TCP 465/587, depending on the configuration.

Source	Source port	Destination port	Destination	Protocol
All servers		53 A-n-y	All servers	
All servers		25 A-n-y	Mail Relay Server	
All servers		445 A-n-y	Active Directory Domain	
Chancery SMS system users		80 A-n-y	Chancery SMS Web/Application Server	
Chancery SMS system users		443 A-n-y	Chancery SMS Web/Application Server	
PowerTeacher Gradebook Database Server		135 A-n-y	Chancery SMS Web/Application Server	
Chancery SMS Web/Application Server		1433 A-n-y	Chancery SMS Database Server	
Chancery SMS Web/Application Server		1434 A-n-y	Chancery SMS Database Server	
PowerTeacher Gradebook Database Server		135 A-n-y	Chancery SMS Database Server	
ParentCONNECTxp Database Server		135 A-n-y	Chancery SMS Database Server	
ParentCONNECTxp Data Process Server		1433 A-n-y	Chancery SMS Database Server	
ParentCONNECTxp Data Process Server		1434 A-n-y	Chancery SMS Database Server	
ParentCONNECTxp Data Process Server		135 A-n-y	Chancery SMS Database Server	
Chancery SMS system support users		1433 A-n-y	Chancery SMS Database Server	

B-O-T-H

T-C-P

T-C-P

T-C-P

T-C-P

T-C-P

T-C-P

U-D-P

T-C-P

T-C-P

T-C-P

U-D-P

T-C-P

T-C-P

Source	Source port	Destination port	Destination	Protocol
Chancery SMS system support users		1434A-n-y	Chancery SMS Database Server	U-D-P
Chancery SMS system users		7880A-n-y	PowerTeacher Gradebook Web/Application Server	T-C-P
Chancery SMS system users		7443A-n-y	PowerTeacher Gradebook Web/Application Server	T-C-P
PowerTeacher Gradebook Web/Application Server		1433A-n-y	PowerTeacher Gradebook Database Server	T-C-P
PowerTeacher Gradebook Web/Application Server		1434A-n-y	PowerTeacher Gradebook Database Server	U-D-P
Chancery SMS Web/Application Server		1433A-n-y	PowerTeacher Gradebook Database Server	T-C-P
Chancery SMS Web/Application Server		1434A-n-y	PowerTeacher Gradebook Database Server	U-D-P
Chancery SMS Web/Application Server		135 A-n-y	PowerTeacher Gradebook Database Server	T-C-P
Chancery SMS Database Server		1433A-n-y	PowerTeacher Gradebook Database Server	T-C-P
Chancery SMS Database Server		1434A-n-y	PowerTeacher Gradebook Database Server	U-D-P
Chancery SMS Database Server		135 A-n-y	PowerTeacher Gradebook Database Server	T-C-P
Chancery SMS system support users		1433A-n-y	PowerTeacher Gradebook Database Server	T-C-P
Chancery SMS system support users		1434A-n-y	PowerTeacher Gradebook Database Server	U-D-P
Chancery SMS system users		80 A-n-	ParentCONNECTxp Web/Application	T-C-

Source	Source port	Des- tination port	Destination	Protocol
		y	(Display) Server	
Chancery SMS system users		443 A-n-y	ParentCONNECTxp Web/Application (Display) Server	
Chancery SMS Database Server		135 A-n-y	ParentCONNECTxp Data Process Server	
ParentCONNECTxp Database Server		135 A-n-y	ParentCONNECTxp Data Process Server	
Chancery SMS system support users		1433 A-n-y	ParentCONNECTxp Data Process Server	
Chancery SMS system support users		1434 A-n-y	ParentCONNECTxp Data Process Server	
ParentCONNECTxp Web/Application (Display) Server		1433 A-n-y	ParentCONNECTxp Database Server	
ParentCONNECTxp Web/Application (Display) Server		1434 A-n-y	ParentCONNECTxp Database Server	
ParentCONNECTxp Data Process Server		1433 A-n-y	ParentCONNECTxp Database Server	
ParentCONNECTxp Data Process Server		1434 A-n-y	ParentCONNECTxp Database Server	
ParentCONNECTxp Data Process Server		135 A-n-y	ParentCONNECTxp Database Server	
Chancery SMS Database Server		135 A-n-y	ParentCONNECTxp Database Server	
Chancery SMS system support users		1433 A-n-y	ParentCONNECTxp Database Server	
Chancery SMS system support users		1434 A-n-y	ParentCONNECTxp Database Server	

P
T-C-P
T-C-P
T-C-P
T-C-P
U-D-P
T-C-P
U-D-P
T-C-P
U-D-P
T-C-P
T-C-P
T-C-P
U-D-P

Network port configuration with network filtering

Where a system employs any type of network filtering between hosts such as software firewalls, we recommend that the administrator review and consider opening the MSDTC ports to have ParentCONNECTxp work with Chancery SMS when configured according to the ParentCONNECTxp documentation.

MSDTC uses the static port 135 as well as dynamic ports through Remote Procedure Call (RPC) dynamic port allocation, which instructs the RPC program to use a particular random port above 1024. Dynamic port ranges can be as follows:

- For Windows 2008 or Vista: 49152 to 65535
- For Windows 2003 and older: 1024 to 65535.

For example, where the ParentCONNECTxp Data Process Server stands alone, use port 135 and dynamic ports for:

- Chancery SMS Database Server to ParentCONNECTxp Data Process Server
- ParentCONNECTxp Data Process Server to Chancery SMS Database Server
- ParentCONNECTxp Data Process Server to ParentCONNECTxp Database Server
- ParentCONNECTxp Database Server to ParentCONNECTxp Data Process Server

Where the ParentCONNECTxp Data Process Server resides on the same server as the ParentCONNECTxp Database Server, use port 135 and dynamic ports for:

- Chancery SMS Database Server to ParentCONNECTxp Data Process Server
- ParentCONNECTxp Data Process Server to Chancery SMS Database Server

Changing the Chancery SMS eDocs location

A system user has access to comprehensive Chancery SMS documentation (*Chancery SMS eDocs*) through the Help menu on any page [see p.1]. The user's web browser displays the eDocs, which are hosted on <https://support.powerschool.com/help/sms/>. Here, we constantly update the Chancery SMS eDocs with the latest information. If system users do not have access to the site, the system administrator can redirect the Help menu to a local, server-based copy of the *Chancery SMS eDocs*. The administrator must make this change on each system server each time Chancery SMS is installed or upgraded.

To redirect Chancery SMS to a local copy of eDocs:

- 1 Using a text editor, open the file "inetpub\wwwroot\ChancerySMS\web.config".
- 2 Locate the section "eDoc connection".

- 3 In this section, locate the line that begins with `<add key="eDocURLValue" value=.`
- 4 In this line, change the value to `"http://<your server name>/ChancerySMS/Help"`.
 - For example, `<add key="eDocURLValue" value="http://Grandedistrictserver.com/ChancerySMS/Help"`.
- 5 Save the web.config file.
- 6 From the Windows **Start** menu, click **Run**. The Run dialog appears.
- 7 For **Open**, type `"regedit"` and click **OK**. The Registry Editor window opens.
- 8 Expand `"HKEY_LOCAL_MACHINE\SOFTWARE\Chancery Software Ltd.\Open District\Web Client\"`.
- 9 In the right pane, double-click `"eDocURL"` and change the path for Value data to `"http://<your server name>/ChancerySMS/Help/<version number>"`.
 - `<version number>` is the number of the Chancery SMS version currently installed; for example, `"730"` or `"731"`.
- 10 Click **OK**.
- 11 Close the Registry Editor.

Adjusting the student search results limit

When working with a large set of student search results, by default Chancery SMS enables the user to select no more than 1000 records at a time. A District Administrator can adjust this limit up (which, in general, has the effect of decreasing the response speed of the system) or down. The administrator must make this change on each system server.

To adjust the maximum number of student records the user can select in a set of search results:

- 1 Using a text editor, open the file `"inetpub\wwwroot\ChancerySMS\web.config"`.
- 2 Locate the section `"maxRecords"`.
- 3 In this section, locate the line `"<student search maxRecords =1000"/>"`.
- 4 In this line, change `"1000"` to the desired number of records.
- 5 Save the web.config file.

Year end

Typically several months before the school year ends, District and School Administrators begin setting up their Chancery SMS system to move current year student and system information over to the next school year. Extensive planning and preparation by both the District Administrator and School Administrators takes place—tasks collectively known as *next-year preparation (NYP)* [p. 431].

As the school year comes to an end, School Administrators prepare the information in their Active and Planning Calendars [p. 161] so that the District Administrator can initiate Year-End Processing [p. 446]. Year-End Processing converts the Planning Calendars to Active Calendars and stores the information that was in the previous year's Active Calendars in the Historical database. After Year-End Processing is complete, administrators take care of several follow-up tasks [p. 466].

The complete year-end sequence of tasks is as follows:

- **Next-year preparation [p. 431]**

District Administrator	School Administrator(s)
1. <i>Configure student enrollment settings</i> [p. 431]	
2. <i>Ensure that students will be assigned to the appropriate school</i> [p. 438]	
3. <i>Override a student's year-end transfer mapping</i> [p. 442]	
4. <i>Create and configure the district Planning Calendar</i> [p. 442]	
	5. <i>Define the school's Planning Calendar</i> [p. 444] <i>Define the school's Planning Calendar</i> [p. 444]
	6. <i>Adjust student enrollment</i> [p. 446]
	7. <i>Select a planning schedule [secondary school]</i> [p. 446]

- **Year-End Processing [p. 446]**

District Administrator	School Administrator(s)
	1. <i>Preparing for Year-End Processing [school]</i> [p. 447]
	2. <i>Declare YEP preparation complete</i> [p. 451]
3. <i>Preparing for Year-End Processing [district]</i> [p. 452]	
4. <i>Running Chancery SMS Year-End</i>	

District Administrator	School Administrator(s)
<i>Processing</i> [p. 456]	
5. <i>Post-processing tasks</i> [p. 465]	

- **Year-end follow-up [p. 466]**

District Administrator	School Administrator(s)
	1. <i>GPA adjustments after Year-End Processing</i> [p. 467]
2. <i>Resynchronize SIF after Year-End Processing</i> [p. 467]	
3. <i>Connecting to the Historical Database</i> [p. 467]	

Note: On a system converted to *Permanent Record*, some of the navigation described in this section may differ from a standard system (that is, non-Permanent Record). For help with these differences, refer to the *Chancery SMS Permanent RecordGuide*.

Next-year preparation

It is the responsibility of the District Administrator and the School Administrators at each school in the district to confirm that student enrollment settings are suitably configured, and the necessary information is ready. This next-year preparation (NYP) involves the following tasks:

- *Configure student enrollment settings* [p. 431]
- *Ensure that students will be assigned to the appropriate school* [p. 438]
- *Override a student's year-end transfer mapping* [p. 442]
- *Create and configure the district Planning Calendar* [p. 442]
- *Define the school's Planning Calendar* [p. 444]
- *Adjust student enrollment* [p. 446]
- *Select a planning schedule [secondary school]* [p. 446]

Configure student enrollment settings

It is the District Administrator's responsibility to confirm that system-wide student enrollment settings are suitably configured. This involves the following tasks:

- *Confirm student enrollment settings* [p. 432]
- *Verify year-end transfer maps* [p. 434]
- *Confirm custom field processing options* [p. 434]
- *Confirm the elementary permanent record setup* [p. 435]
- *Configure student enrollment in a program's sessions* [p. 435]

Table 66: Permissions pertaining to setting up the YEP method

To	You need this permission	Set to	Details
Set projected grade levels	District > Grade Levels	Edit	[p. 648]
Set district preferences	District > District Preferences	Edit	[p. 645]
Set up the Geocode setup list	District > Setup Lists	Merge	[p. 740]
Define Geocode Maps	District > Geocode Maps	Edit	[p. 648]
Define projected school Maps	District > Projected School Maps	Edit	[p. 653]
Set cTools options	District > District Preferences	Edit	[p. 645]
Set up the elementary permanent record	Transcript/Permanent Record > Elementary Permanent Record Setup	Delete	[p. 803]

Confirm student enrollment settings

Before the District Administrator creates the district Planning Calendar [p. 442] for the upcoming school year, several system-wide settings need to be set in the district's Active Calendar. These settings include:

- *District graduation grade level* [p. 432]
- *Projected grade levels* [p. 432]
- *Enrollment status code change rules* [p. 433]

District graduation grade level

A grade level from which a student is expected to graduate from the district (that is, the student completes and leaves the district's school system) is a *district graduation grade level*. A District Administrator specifies the district graduation grade level for the system, along with the graduation month [p. 258], and determines what happens at Year-End Processing [p. 447] to a student in that grade level. When Chancery SMS transfers a student out of the district graduation grade level, it records on that student's historical pages (refer to the *Chancery SMS Grading Setup Guide*) that he or she has "graduated".

To set the projected grade level for graduating students, refer to *Student enrollment setup* [p. 258].

Projected grade levels

When the District Administrator creates the district Planning Calendar [p. 442], Chancery SMS automatically transfers each student from his or her current grade level (providing that the student has completed all requirements) to the next or *projected grade level*. Then, during Year-End Processing, the Planning Calendar is converted to the Active Calendar and students are in the appropriate grade levels for the start of new school year.

Typically, the projected grade level is the next grade [Figure Figure 173]; for example, Grade 7 students are transferred to Grade 8, Grade 8 students to Grade 9, and so on. However, there are some grade levels for which the

projected grade level is not obvious and requires special consideration; for example, pre-kindergarten or a grade level from which students are expected to graduate [p. 432].

Figure 173: Projected Grade Levels page

Short Code	Description	Projected Grade	State Code	State Description
N/A	N/A	N/A	N/A	N/A
PE	Pre-enrolled	PK	CPE	DPE
PK	Pre-Kindergarten	KA	CPK	DPK
KA	Kindergarten - AM	KP	CKA	DKA
KP	Kindergarten - PM	K	CKP	DKP
K	Kindergarten	1	CK	DK
1	1	2	C1	D1
2	2	3	C2	D2
3	3	4	C3	D3
4	4	5	C4	D4
5	5	6	C5	D5
6	6	7	C6	D6

- A Description:** The grade level from which Chancery SMS transfers students during Year-End Processing.
- B Projected Grade:** The grade level to which Chancery SMS transfers the students during Year-End Processing. **Note:** You can select the same projected grade for more than one grade level.

To verify projected grade levels [DA¹]:

- 1 On the home page, in the control bar, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Projected Grade Level...**. The Projected Grade Levels popup page appears [Figure Figure 173].
- 3 For each grade level, confirm the **Projected Grade**.
- 4 Click **Save**.

Enrollment status code change rules

A student's enrollment status code indicates his or her enrollment status [p. 68]. A District Administrator specifies what Withdrawal and Entry/Re-entry status codes to apply to a student when that student transfers to another school, graduates, or returns to the same school. The actual date on which Chancery SMS records a change, in either the district Planning Calendar or the school Planning Calendar [p. 164], is based on the settings selected by the District Administrator.

For a *returning student* (that is, a student who returns to the same school in the next school year), Chancery SMS by default does not change the student's status code. However, a District Administrator can have Chancery SMS apply

¹You can do this if your role is District Administrator.

withdrawal and re-entry status codes during Year-End Processing [p. 446]. Status codes created for a returning student are based on the school calendar's start and end dates. **Note:** The school calendar's start date must be later than the district calendar's start date.

To specify status codes rules for Year-End Processing [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**.
- 2 On the District Setup page, under **District**, click **Preferences....** The District Preferences page appears.
- 3 Under **Year-End Processing and Withdrawal Options**, enter or change Information, which includes:
 - **Define status code dates transferring and graduating students will receive:** Options are:
 - **Set Enrollment date:** The date on which Chancery SMS applies the enrollment status code. Select **District planning calendar start date** or **School planning calendar start date**.
 - **Set Withdrawal date:** The date on which Chancery SMS applies the Withdrawal status code. Select **District active calendar end date +1 day** or **School active calendar end date +1 day**.
 - **Student transferring to other schools receive these codes (all schools):** Select a **Withdrawal** code and an **Entry/Re-entry** code, for example, "Moved" and "Transferred Enrollment".
 - **Students graduating from district receive this code (all schools):** Select a **Withdrawal** code, for example, "Graduated".
 - **Students returning to the same school:** The default choice is **Don't create withdrawal and re-enrollment records for returning students**. If you select **Create withdrawal and re-enrollment records for returning student using the following status codes**, you must select a **Withdrawal** code and an **Entry/Re-entry** code.
- 4 Click **Save**.

Verify year-end transfer maps

For each student who has completed a grade level, Chancery SMS determines the school into which the student is to be transferred based on the district's year-end transfer method [p. 141]. The default method uses the Projected School Map [p. 142], while an alternative method (on a system that employs Address Validation), uses the Geocode Map [p. 142]. The District Administrator should review and confirm these maps prior to running Year-End Processing [p. 446].

Confirm custom field processing options

During Year-End Processing [p. 446], Chancery SMS processes the information stored in fields in the system to the Planning Calendar so that this information is ready for use in the coming year. For each *custom field* in the system (that is, a field added to the system using cTools) settings in cTools

¹You can do this if your role is District Administrator.

determine how Chancery SMS handles the information in that particular field. Refer to *Customizing a system* [p. 469].

Confirm the elementary permanent record setup

During Year-End Processing [p. 446], Chancery SMS creates a permanent record for each elementary school student. This permanent record includes a report card shell. The District Administrator specifies the information that Chancery SMS stores in that shell, specifically the reporting periods, types of grades, and attendance figures. **Note:** If a student is enrolled in two different schools within the district, two separate records are created for the same year. **Note:** An elementary student's permanent record information is saved but cannot currently be viewed in Chancery SMS.

To configure the elementary permanent record [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Transcript Options and Permanent Record Setup**, click **Elementary Permanent Record Setup**. The Elementary Permanent Record Setup page appears.
- 3 Set the information to be included in the elementary report cards, which include:
 - All report card period grades or Final report card period grades
 - Skills and Measures for Subjects, Elements, and Sections
 - Include overall comments
 - Daily attendance
- 4 Click **OK**.

Configure student enrollment in a program's sessions

During Year-End Processing [p. 446] on a system that employs program management [p. 82], Chancery SMS ends all program sessions at the end of the school year (a program session cannot cross calendar years). For each active program session, Chancery SMS creates a new program session in the Planning Calendar. The District Administrator configures if and how students who were enrolled in the active program session are enrolled in the new session.

To configure student enrollment in a program's sessions [DA²]:

- 1 On the home page, in the control bar click **District Setup**. The District Setup page appears.
- 2 Under **Program Management**, click **Program Setup**. The Program Setup page appears.
- 3 Under **Search Results**, in the **Program** column, click the program's name.

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

- 4 In the control bar, click **Sessions/Locations**. The Sessions/Locations page appears.
- 5 In the **Program Session** column, select a session.
- 6 In the **Actions** menu, click **Set Planning Calendar Option**. The Set Planning Calendar Options popup page opens.
 - If the session ends before the end of the year, a message appears to that effect and you cannot set options.
- 7 Select a **Planning Calendar Option**. Options include:
 - "Create session/roll students as participants": Chancery SMS creates a new session in the Planning Calendar and enrolls in the new session the active session participants. see also *Option: Create session and roll students as participants* [p. 437]
 - "Create session/roll students as applicants": Chancery SMS creates a new session in the Planning Calendar and for each active session participant creates an application for the new program. see also *Option: Create session and roll students as applicants* [p. 437]
 - "Create session/do not roll students": Chancery SMS creates a new session in the Planning Calendar. see also *Option: Create session and do not roll students* [p. 438]
 - "Do not create session/students are withdrawn": Chancery SMS removes active session participants from the program.
- 8 Set other options, which include:
 - **Roll existing applicants**: When this option is set, for each applicant for a program session, Chancery SMS creates an application for the new program session. This option is available only if either "Create session/roll students as participants" or "Create session/roll students as applicants" is selected for the Planning Calendar Option. Where Chancery SMS rolls participants as applicants, it creates two queues: "Participants rolled as applicants" and "applicants". Chancery SMS copies the students from both queues to the new session's applicant queue and clears their eligibility status.
 - **Planning calendar "Requested School" controlled by Program Management**: Applies only on a system where school enrollment is controlled by the program. When this option is set, Chancery SMS prevents users from changing a student's requested school. Instead, a student's requested school is the school associated with the program. This setting has no effect on a student who is in a graduating grade (that is, a user can change the requested school). This setting is not relevant to a program that allows general entry into a school, that is, the program has no eligibility criteria or capacity limits.
- 9 Click **OK**.
 - Chancery SMS applies the Planning Calendar Option settings the first time the Update_Next_Year_Students nightly process is run (during which Chancery SMS adjusts enrollment records based on changes to student status made during the day). During subsequent nightly processes, Chancery SMS does not update existing sessions.

Option: Create session and roll students as participants

When this option is set, during the Update_Next_Year_Students nightly process, Chancery SMS creates a new session in the Planning Calendar and enrolls in the new session the active session participants. Chancery SMS also clears the student's calculated eligibility status. Exceptions include:

- A program participant in the graduating grade level for the school. Chancery SMS does not enroll this student in the school nor in the new program session.
- At a school that employs controlled enrollment, for each active session participant Chancery SMS creates an application for the new program session. The student's calculated eligibility status is cleared. The student must re-enroll in the school before they can be enrolled in the program.

Where the program controls enrollment at the school and district approval is required for out-of-zone enrollments and an approved address exception record is not entered in the Planning Calendar for this enrollment, Chancery SMS withdraws the student from the school and enrolls the student in the his or her zoned school see *Specifying a student's school of enrollment for the next year* [p. 146].

Where the program controls enrollment at the school and the district approves an address exception for an out-of-zone enrollment and that approved address exception record is recorded in the Planning Calendar for this enrollment, the student must apply to and be accepted into a controlled-enrollment program at the school. Then a School Administrator must enroll the student [p. 138].

Where the program does not control enrollment at the school and the student is enrolled in another program that controls enrollment at that school in the Planning Calendar, Chancery SMS creates a participant record for this program in the Planning Calendar. Chancery SMS keeps the student enrolled in the school and sets his or her grade level normally.

Where the program does not control enrollment at the school and the student is not enrolled in another program that controls enrollment at that school, Chancery SMS withdraws the student from the school and enrolls the student in his or her Zoned School.

Option: Create session and roll students as applicants

With this option set, Chancery SMS creates a new session in the Planning Calendar and for each active session participant creates an application for the new program.

Where the school controls enrollment and the student is not enrolled in another program that controls enrollment at that school, Chancery SMS withdraws the student from the school and enrolls the student in his or her zoned school. Chancery SMS also creates a program application record for the student, resets queue and eligibility status, and clears rank, rank weight, and preference settings.

Where the school does not control enrollment or the student is enrolled in another program that controls enrollment at that school, Chancery SMS keeps the student enrolled in his or her school. Chancery SMS also creates a program application record for the student, resets queue and eligibility status, and clears rank, rank weight, and preference settings.

Where the school does not control enrollment or the student is enrolled in another program that controls enrollment at that school and district approval is required for out-of-zone enrollments and an approved address exception record is not entered in the Planning Calendar for this enrollment, Chancery SMS withdraws the student from the school and enrolls the student in his or her zoned school. Chancery SMS also creates a program application record for the student, resets queue and eligibility status, and clears rank, rank weight, and preference settings. When the district approves the address exception, the next time the Update_Next_Year_Students nightly process runs, Chancery SMS withdraws the student from the zoned school and enrolls the student in his or her original school.

Option: Create session and do not roll students

Chancery SMS creates a new session in the Planning Calendar.

Where the school controls enrollment and the student is not enrolled in another program that controls enrollment at that school, Chancery SMS withdraws the student from the school and enrolls the student in his or her zoned school.

Where the school does not control enrollment or the student is enrolled in another program that controls enrollment at that school, Chancery SMS keeps the student enrolled in his or her school.

Where the school does not control enrollment or the student is enrolled in another program that controls enrollment at that school and district approval is required for out-of-zone enrollments and an approved address exception record is not entered in the Planning Calendar for this enrollment, Chancery SMS withdraws the student from the school and enrolls the student in his or her zoned school. When the district approves the address exception, the next time the Update_Next_Year_Students nightly process runs, Chancery SMS withdraws the student from the zoned school and enrolls the student in his or her original school.

Ensure that students will be assigned to the appropriate school

As part of next-year preparation, the administrator must ensure that all students whom Chancery SMS should transfer to another school at year end are set to do so and that Chancery SMS will assign each student to the appropriate school. This involves the following tasks:

- *Ensure that all students are assigned a home school* [p. 439]
- *Ensure students are assigned a geocode* [Geocode Map method only] [p. 440]

- *Ensure that grade points are set for the school [secondary schools]* [p. 441]

Note: Since a District Administrator can complete most of these tasks for all students in the district, or a School Administrator at each school can complete the tasks for that school's students, we recommend that the district assign responsibility for these tasks.

Table 67: Permissions pertaining to working with student information

To	You need this permission	Set to	Details
Assign values to students	Students > Assign values	Yes	[p. 767]
Enroll students in a school	Students > Enroll Student in School	Yes	[p. 777]
Change a student's home school	Students > Modify Home School	Yes	[p. 782]

Ensure that all students are assigned a home school

Ensure that every student is assigned a home school. This is because during Year-End Processing [p. 446] Chancery SMS only moves cumulative GPAs to the historical pages of students who have a home school.

To identify students who do not have a home school assigned [SA,DA¹]

- 1 Using the advanced student search [p. 38], create a search using the following criteria:
 - Field: "Home School (Active)"
 - Operator: "Equals"
 - Value: "N/A"
- 2 Click **Search**. Chancery SMS displays a list of students who do not have a home school assigned.
- 3 For each student, assign a home school [p. 439].
 - Or print the list of students for future reference (in the **Actions** menu, click **Print**).

To assign a student a home school [SA, DA²]:

- 1 View the student's record. The Student Demographics page appears.
- 2 On the **Overview** tab, under **Student Summary**, for **Home School (Active)** select a school.
 - Your role might restrict you to selecting your own school or "N/A".
- 3 Click **OK**.

To assign a home school to one or more students [SA,DA³]:

- 1 Select one or more students in a list of students.
 - For example, in a list of Student Search results [p. 38].

¹You can do this if your role is School Administrator or District Administrator

²You can do this if your role is School Administrator or District Administrator.

³You can do this if your role is School Administrator or District Administrator

- 2 In the **Actions** menu, click **Assign > Values**. The Assign Values popup page appears.
- 3 For **Assign Field**, select "Home School (Active)".
- 4 For **New Value**, select the home school to assign.
 - Your role might restrict you to selecting your own school or "N/A".
- 5 Click **Add to List**.
- 6 Click **OK**. A dialog appears asking you to confirm the changes.
- 7 Click **OK**. A dialog appears that confirms that Chancery SMS has made the changes.
- 8 Click **OK**. Chancery SMS assigns the home school to the selected students.
 - If Chancery SMS fails to assign the home school to one or more of the selected students, it saves a list of the those students. You can view this list on the Quick Search page [p. 38].

Ensure students are assigned a geocode [Geocode Map method only]

On a system that employs the Geocode Map [p. 142] as its year-end transfer method, the administrator should ensure that every student is assigned a geocode. This enables Chancery SMS to transfer each student to the appropriate school. **Note:** On a system that employs Address Validation, Chancery SMS assigns geocodes automatically—the administrator cannot assign geocodes. Re [p. 446]fer to the *Chancery SMS Address Validation Guide*.

To identify students who do not have a geocode assigned [SA, DA¹]:

- 1 Using a detailed student search page [p. 38], create a search using the following criteria:
 - Field: "Geocode (Planning)"
 - Operator: "Equals"
 - Value: "N/A"
- 2 Click **Search**. Chancery SMS displays a list of students who do not have a geocode assigned.
- 3 For each student, assign a geocode [p. 440].
 - Or print the list of students for future reference (in the **Actions** menu, click **Print**).

To assign a student a geocode [SA, DA²]:

- 1 View the student's record. The Student Demographics page appears.
- 2 On the **Address/Phone** tab, under **Addresses**, under **Geocodes**, for **Planning Calendar**, select a geocode.
- 3 Click **OK**.

To assign a geocode to one or more students [SA, DA³]:

¹You can do this if your role is School Administrator or District Administrator.

²You can do this if your role is School Administrator or District Administrator.

³You can do this if your role is School Administrator or District Administrator.

- 1 Select one or more students in a list of students.
 - For example, in a list of Student Search results [p. 38].
- 2 In the **Actions** menu, click **Assign > Values**. The Assign Values popup page appears.
- 3 For **Assign Field**, select "Geocode (Planning)".
- 4 For **New Value**, select the geocode to assign.
- 5 Click **Add to List**.
- 6 Click **OK**. A dialog appears asking you to confirm the changes.
- 7 Click **OK**. A dialog appears that confirms that Chancery SMS has made the changes.
- 8 Click **OK**. Chancery SMS assigns the geocode to the selected students.
 - If Chancery SMS fails to assign the geocode to one or more of the selected students, it saves a list of the those students. You can view this list on the Quick Search page [p. 38].

Ensure that grade points are set for the school [secondary schools]

The School Administrator should ensure that grade points are set for the letter grade, numeric, and graphic symbol grading tables in use at the secondary school (refer to the *Chancery SMS Grading Setup Guide*). *This is because during Year-End Processing [p. 446]Chancery SMS creates historical records for each student. To successfully create historical records for secondary students, each grade assigned to the student must have an associated grade point.*

To ensure that grade points are set for the secondary school's grading tables [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**.
- 2 Under **Step 2**, click **Grading Tables**. The Grading Table page appears.
- 3 Under **Grading Table Name**, click a grading table. The Edit Grading Table page appears.
- 4 Under **Numeric Grading Table**, view the **Grades** and associated **Grade Points** [Figure Figure 174].
- 5 Click **OK**.
 - To change or enter a grade point, select the grade and enter the new grade point in the table.

¹You can do this if your role is School Administrator.

Figure 174: Changing a grade point

Selected: 1 Total: 7

<input type="checkbox"/>	*Lower Cutoff	*Letter Grade	Grade Points	*Graphic Symbol	P/F	% Credit	*Description in Legend
<input type="checkbox"/>	95		4		P	100	Excellent
<input type="checkbox"/>	90		3.8		P	100	Great
<input type="checkbox"/>	80		3.1		P	100	Very Good
<input type="checkbox"/>	70		2.5		P	100	Good
<input checked="" type="checkbox"/>	55		1.7		P	100	Satisfactory
<input type="checkbox"/>	50		1		P	50	50% credit 50 - 54.9
<input type="checkbox"/>	0		0		F	0	0% credit 0 - 49.9

Override a student's year-end transfer mapping

During Year-End Processing [p. 446], Chancery SMS automatically transfers each student who has graduated from a school to another school by referring to the district's year-end transfer mapping [p. 434]. In special circumstances, a District or School Administrator can override this mapping for a particular student see *Specifying a student's school of enrollment for the next year* [p. 146].

Create and configure the district Planning Calendar

Since a school's Planning Calendar [p. 164] is derived from that of the district, a District Administrator must define the Planning Calendar for the next year before each school can begin work. To create the district Planning Calendar, refer to *District calendar setup* [p. 243].

Defining the district Planning Calendar involves the following steps:

- *Adjust staff scheduling parameters* [p. 443]
- *Adjust the course catalog* [p. 302]
- *Assign subjects and courses to schools* [p. 270]
- *Make the district course catalog available to schools* [p. 316].
- *Ensure that the school course catalog is ready* [p. 302]
- *Update the Geocode Map* [p. 443]

Table 68: Permissions pertaining to district Planning Calendar creation

To	You need this permission	Set to	Details
Define the district Planning Calendar	District > Define District Calendar	Yes	[p. 645]

Create a role specifically to work with next-year data

To enable select system users to work with next-year information, we recommend that the District Administrator create a role specifically designed for this purpose see *Managing roles* [p. 233]; for example, a role named "School Admin Next Year". The permissions for this role should include setting **Change Planning Schedule** to **Yes**.

We also recommend that the District Administrator assign this role to only one or two system users who are responsible for scheduling the next year [p. 235].

Adjust staff scheduling parameters

Staff scheduling parameters include:

- A teacher's full-time teaching load expressed as a number of hours per day. The default load is 5 hours. In each school's Planning Calendar, Chancery SMS assigns this teaching load to each staff member. A School Administrator can adjust a teacher's load individually. Chancery SMS uses this figure to compare a teacher's actual teaching load to the full-time equivalent and thus determine if a teacher is overloaded or not (each course in the course catalog has a load value) [see p.346]
- The maximum number of students each teacher can have across all classes [p. 346]. By default, no maximum is set.

When a District Administrator creates a Planning Calendar, Chancery SMS copies the staff scheduling parameters from the Active Calendar. Thus the District Administrator need only adjust the parameters if necessary to prepare for the next year.

To adjust staff scheduling parameters for the next year [DA¹]:

- 1 In the Planning Calendar, on the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Next Year Preparation**. The Next Year Preparation page appears.
- 3 Under **Step 1**, click **Staff Scheduling Defaults**. The Staff Scheduling Defaults page appears.
- 4 Set options, which include:
 - **Full-time teaching load:** Type a number of hours per day.
 - **Student cap:**
 - **No student maximum per teacher**
 - **Maximum students per teacher:** Type a number.
- 5 Click **OK**.

Update the Geocode Map

On a system that employs the Geocode Map [p. 142] for address validation and for its year-end transfer method [p. 434], the District Administrator should ensure that the Geocode Map is up to date. Circumstances that demand an update to the Geocode Map include the following:

- The district changes a school boundary.
- The district changes feeder-school policies.
- The district closes a school.

¹You can do this if your role is District Administrator.

- The district opens a school.

Define the school's Planning Calendar

A school's Planning Calendar [p. 164] is the foundation of Next-Year Preparation. A School Administrator derives a school's Planning Calendar from that of the district, thus the District Administrator must first define the district's Planning Calendar [p. 442]. To create the school Planning Calendar, refer to *School calendar setup* [p. 161].

Defining a school's Planning Calendar involves the following tasks:

- *Create a school Planning Calendar* [p. 444]
- *Confirm the scheduling method* [p. 444]
- *Define attendance reporting periods* [p. 445]
- *Define calendar day exceptions* [p. 445]
- *Adjust day types* [p. 445]
- *Adjust homerooms* [p. 445]
- *Adjust grade levels in use* [p. 446]
- *Adjust buildings and rooms* [p. 446]

Table 69: Permissions pertaining to school Planning Calendar definition

To	You need this permission	Set to	Details
Define school Planning Calendars	School Setup > Define School Calendar	Yes	[p. 716]
Create user roles	Users > User Roles	Delete	[p. 808]
Edit user accounts	Users > User Accounts	Delete	[p. 807]
Define calendar day exceptions	School Setup > Calendar Day Exceptions	Delete	[p. 709]
Review and modify day types	School Setup > Day Types Setup List	Yes	[p. 714]
Update homerooms	School Setup > Homerooms	Delete	[p. 722]
Modify grade levels	School Setup > Grade Level Setup List	Edit	[p. 719]
Modify buildings	Facilities Management > Buildings	Edit	[p. 667]
Modify rooms	Facilities Management > Rooms	Edit	[p. 668]
Create and change planning schedules (secondary schools only)	School Setup > Change Planning Schedule	Yes	[p. 709]

Create a school Planning Calendar

A School Administrator creates the school's Planning Calendar [p. 164] based on that of the district. To create a school's Planning Calendar, refer to *School Planning Calendar setup* [p. 165].

Confirm the scheduling method

Two general scheduling methods are available: Elementary and Secondary [p. 270]. Typically, a school uses the same scheduling method each year and

thus there is no need to change it when creating a school's Planning Calendar. If, however, a change in the scheduling method [p. 270] is needed, the School Administrator should consider the following:

- A school that employs elementary scheduling for the Active Calendar can change to secondary scheduling in the Planning Calendar.
When the School Administrator makes this change, subjects currently assigned to the school in the Planning Calendar are unassigned and secondary classes cannot be scheduled until the District Administrator assigns courses to the school.
- A school that employs secondary scheduling for the Active Calendar cannot change to elementary scheduling in the Planning Calendar.

Define attendance reporting periods

The School Administrator needs to define the Planning Calendar's attendance reporting periods [p. 177]. By default, the Planning Calendar has a single reporting period that spans that calendar's entire date range. (Chancery SMS does not copy the Active Calendar's reporting periods to the Planning Calendar since attendance reporting periods are closely tied to specific days of the year.)

Define calendar day exceptions

The School Administrator needs to define the Planning Calendar's exception days [p. 170]. By default, the Planning Calendar has no exception days. (Chancery SMS does not copy the Active Calendar's exception days to the Planning Calendar since these days are closely tied to specific days of the year.)

Adjust day types

The School Administrator needs to adjust the Planning Calendar's day types [p. 167]. While Chancery SMS copies the Active Calendar's day types to the Planning Calendar, the coming year may require changes or additions. These changes do not affect the Active Calendar's day types.

Note: During Year-End Processing [p. 446], when calculating Days Possible for a student in a multi-track environment, Chancery SMS does not include days of the type *off-track*. An off-track days is a day for which system users cannot take attendance.

Adjust homerooms

The School Administrator needs to adjust the Planning Calendar's homerooms [p. 194]. While Chancery SMS copies the Active Calendar's homerooms to the Planning Calendar, the coming year may require changes or additions. These changes do not affect the Active Calendar's homerooms.

Adjust grade levels in use

The School Administrator might need to adjust the selection of grade levels that are used at the school [p. 191]. (The School Administrator selects grade levels from those set up by the District Administrator [p. 1].) Any changes the School Administrator makes to the grade levels used in the Planning Calendar also affect the Active Calendar.

Adjust buildings and rooms

The School Administrator might need to adjust the buildings and rooms that are available to be used in the Planning Calendar [p. 164] [p. 246]. Any changes the School Administrator makes to the buildings and rooms also affect the Active Calendar.

Adjust student enrollment

With the Planning Calendar in place [p. 164], the School Administrator can enroll students in the school [p. 137] for the next year. Since the date of enrollment determines whether the student is active in the current school year or will be active in the next school year, the School Administrator can enroll a student at any time in either the Planning or Active Calendar.

The School Administrator can also review the projected enrollment of any student [p. 140] and adjust it as necessary. To identify where Chancery SMS will enroll a student during next-year processing, refer to the **Planning District Calendar** panel of the **Personal Info** tab of the student's Demographics record [p. 58].

Select a planning schedule [secondary school]

Where a secondary school has more than one planning schedule [p. 359], the School Administrator must specify the planning schedule that is to be the active schedule for the upcoming school year.

Year-End Processing

During Year-End Processing, Chancery SMS stores the information in the district and schools' Active Calendars in a Historical Database and then converts district and schools' Planning Calendar information into Active Calendar information. To close off the school year, School and District Administrators must update student information and system properties in preparation for running Year-End Processing [p. 456] by performing the following tasks:

- *Preparing for Year-End Processing [school]* [p. 447]
- *Preparing for Year-End Processing [district]* [p. 452]

Note: The ability to run Year-End Processing is not available in all versions of Chancery SMS.

Preparing for Year-End Processing [school]

Before the District Administrator can run Year-End Processing [p. 446], School Administrators must ensure the data for their schools is suitably configured in their Active Calendars. This involves the following tasks:

- *Update student information* [p. 447]
- *Declare YEP preparation complete* [p. 451]

Update student information

Just prior to Year-End Processing [p. 446] is an opportune moment for the School Administrator to update the information for each of the school's students. Indeed some changes are critical to this process, such as promotion or retention. The complete list of tasks is as follows:

- *Set the students' promotion status* [p. 447]
- *Calculate grades, credits, and GPAs [secondary school]* [p. 450]
- *Calculate honor roll [secondary school]* [p. 450]
- *Calculate class rank [secondary school]* [p. 450]
- *Calculate daily attendance codes* [p. 450]
- *Run reports* [p. 451]

Table 70: Permissions pertaining to updating student information

To	You need this permission	Set to	Details
Assign values to multiple students	Students > Assign Values	Yes	[p. 767]
Promote and graduate students	District > Promote and Graduate Pending Students	Yes	[p. 653]
Calculate grades	Grading > Run Grade, Credit & GPA Calculations	Yes	[p. 679]
Override calculated grades	Grading > Override Calculated Grades	Yes	[p. 676]
Calculated credits	Grading > Run Grade, Credit & GPA Calculations	Yes	[p. 679]
Override calculated credits	Grading > Override/Recalculate Earned Credits	Yes	[p. 677]
Calculated class ranks	Grading > Run Class Ranks	Yes	[p. 678]
Override calculated class ranks	Grading > Override Student Ranks	Yes	[p. 677]
Calculated daily attendance	Attendance > Daily Attendance	Yes	[p. 627]
Override calculated daily attendance values	Attendance > Daily Attendance Override	Yes	[p. 628]
Run reports	Reporting > <Report>	Yes	[p. 696]

Set the students' promotion status

In preparation for Year-End Processing [p. 446], the School Administrator must set the *promotion status* of the district's students. This enables Chancery SMS to, during Year-End Processing, adjust each student's

enrollment appropriately according to circumstances. A student's promotion status can be one of the following:

- **Promoted:** During Year-End Processing, Chancery SMS promotes this student to the next grade, graduates the student from the school (and likely transfers the student to another), or graduates the student from the district.
- **Retained:** During Year-End Processing, Chancery SMS keeps this student in the same grade. In some cases, Chancery SMS transfers the student to the same grade in another school.

Setting students' promotion status involves two steps:

- 1 *Adjusting the promotion status of particular students* [p. 448].
- 2 *Running the Student Graduation and Promotion process* [p. 449].

Adjusting the promotion status of particular students

Prior to the School Administrator running the Student Graduation and Promotion process [p. 449], a student's promotion status can be either of the following:

- **Pending:** This is the default status for every student. When the School Administrator runs the Student Graduation and Promotion process [p. 449], Chancery SMS converts this status to "Promoted".
- **Retained:** If necessary, the School Administrator can change a student's promotion status to "Retained". When the School Administrator runs the Student Graduation and Promotion process [p. 449], Chancery SMS keeps this status as "Retained". This status is school-specific; if a student is enrolled in more than one school, that student can have a different promotion status at each school.

For a student whose promotion status can't be determined until after Year-End Processing *Year-End Processing* [p. 446] (such as a student taking a make-up course in summer school), the School Administrator can adjust that student's enrollment in the next year's Active Calendar.

To set a student's promotion status to "Retained" [SA¹]:

- 1 In the Active Calendar, locate and view the student's record [p. 36].
 - Or, on the Year-End Processing page, click **Retain Students**.
- 2 On the Student Demographics page [p. 54], click the **School Specific** tab.
- 3 For **Student promotion status**, select "Retained".
- 4 Click **OK**.

To set the promotion status of more than one student: [SA²]

- 1 In the Active Calendar, locate and view the students' records [p. 36].
 - Or, on the Year-End Processing page, click **Retain Students**.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- 2 On the Student Search page, select the students.
- 3 In the **Actions** menu, click **Assign > Values**. The Assign Values dialog appears.
- 4 For **Assign Field**, select "Student promotion status".
- 5 For **New Value**, select "Retained".
- 6 Click **Add to List**. The "Retained" statement appears in **Fields to Assign**.
- 7 Click **OK**.
 - If, for some reason, Chancery SMS is unable to assign the value to a student, Chancery SMS lists that student in a saved list [p. 45].

Running the Student Graduation and Promotion process

To ensure that Chancery SMS makes the appropriate adjustments to student enrollment during Year-End Processing [p. 446], the School Administrator has Chancery SMS run a process that sets each student's promotion status. In this process, Chancery SMS does the following:

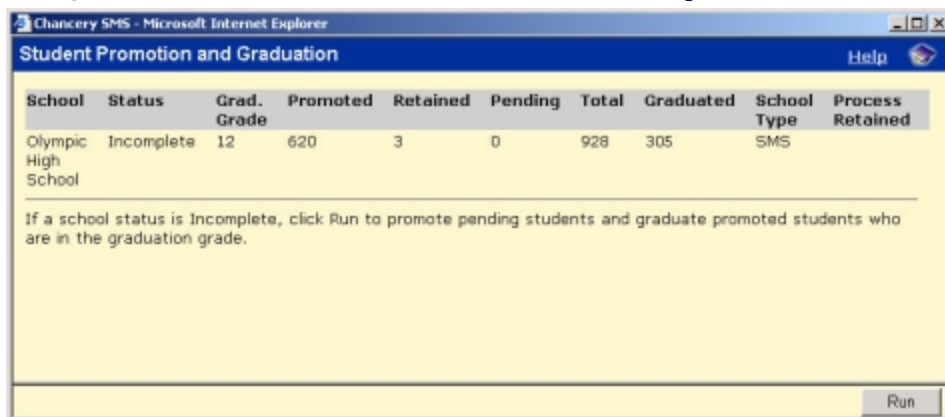
- For a student whose promotion status is "Pending", changes the status to "Promoted".
- For a student in the school graduation grade at his or her active school whose promotion status is "Pending", changes that status to "Promoted" at all schools in which the student is enrolled, changes the "has graduated" status to "Y", and sets the student's graduation year to the current year.
- For a student in the school graduation grade at a school that is not his or her active school whose promotion status is "Pending", changes that status to "Promoted", changes the "has graduated" status to "Y", and sets the student's graduation year to the current year.
- For a student whose promotion status is "Retained", keeps that status as "Retained".

To run the Student Graduation and Promotion process [SA¹]:

- 1 In the Active Calendar, in the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Year-End Processing**, click **Year-End Processing**. The Year-End Processing page appears.
- 3 Under **Step 2**, click **Promote and Graduate Students....** The Student Promotion and Graduation popup page appears [Figure Figure 175].
- 4 Click **Run**. Chancery SMS processes all students at the school and in the **Status** column indicates that the process is "Completed".

¹You can do this if your role is School Administrator.

Figure 175 Student Promotion and Graduation dialog



A Status: "Completed" indicates that an administrator has run this process.

Calculate honor roll [secondary school]

To ensure that Chancery SMS transfers historical information to the students' transcripts correctly during Year-End Processing [p. 446], the School Administrator at a secondary school must ensure that the school's honor roll is up-to-date in the Active Calendar. For detailed information on honor rolls, refer to the *Chancery SMS Grading Setup Guide*.

Calculate grades, credits, and GPAs [secondary school]

To ensure that Chancery SMS transfers historical information to students' transcripts correctly during Year-End Processing [p. 446], the School Administrator at a secondary school must ensure that every student's calculated grades, credits, and GPAs (both weighted and unweighted) are up-to-date in the Active Calendar. For detailed information on working with grading calculations, refer to the *Chancery SMS Grading Setup Guide*.

Calculate class rank [secondary school]

To ensure that Chancery SMS transfers historical information to the students' historical pages accurately during Year-End Processing [p. 446], the School Administrator at a secondary school must ensure that the school's class ranks are up to date in the Active Calendar. The calculation is based on students' cumulative GPAs for the year. If the district has set up GPA/class rank reporting terms, the administrator can calculate class ranks for each term (for further information, refer to the *Setting up GPA/Class Rank Reporting Terms Technical Bulletin*). Cumulative and term-based calculations are stored separately; one does not override the other. For detailed information on class ranks, refer to the *Chancery SMS Grading Setup Guide*.

Calculate daily attendance codes

To ensure that Chancery SMS transfers historical information to the students' transcripts accurately during Year-End Processing [p. 446], the School Administrator must ensure that all students' daily attendance codes [p. 148]

are up to date in the Active Calendar. This is because during Year-End Processing Chancery SMS deletes attendance calculation rules [p. 181], which are based on periods and class schedules that may not be relevant in the next school year. To calculate students' daily attendance codes, refer to *Calculating daily attendance codes* [p. 148].

Run reports

Prior to Year-End Processing [p. 446], we recommend that the School Administrator run reports [p. 110] on information that is not copied from the Planning Calendar to the Active Calendar [p. 165], which includes attendance reports and report cards.

Declare YEP preparation complete

For the District Administrator to initiate Year-End Processing [p. 446], he or she needs to know that every school has completed the necessary preparations. The School Administrator declares to the District Administrator that a school's preparations for Year-End Processing are complete by filling out a checklist.

To fill out the Year-End Processing checklist [SA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Year-End Processing**, click **Year-End Processing**. The Year-End Processing page appears.
 - The Year-End Processing checklist for a secondary school is longer than that of an elementary school.
- 3 Under **Step 3**, select the tasks that are complete. These tasks might include:
 - **Grade calculations** [p. 450] [secondary schools]
 - **Credit calculations** [p. 450] [secondary schools]
 - **Cumulative GPA calculations (weighted/unweighted)** [p. 450] [secondary schools]
 - **Current year GPA calculations** [p. 450] [secondary schools]
 - **Class rank calculations** [p. 450] [secondary schools]
 - **Attendance calculations** [p. 450]
 - **Honor roll calculations** [p. 450] [secondary schools]
 - **Reports** [p. 451]
- 4 Under **Step 4**, verify that **Status** of any additional Year-End Processing requirements is "OK". Such requirements might include:
 - "Student promotion and graduation" [p. 195]
 - "Planning calendar is required" [p. 164]
 - "Planning schedule must be selected" [p. 446]
- 5 Click **OK**.

¹You can do this if your role is School Administrator.

Preparing for Year-End Processing [district]

The District Administrator must make final preparations to run Year-End Processing [p. 446]. This involves two crucial tasks:

- *Create a shell to hold the Historical Database* [p. 452]
- *Review Year-End Processing pre-check* [p. 452]

Create a shell to hold the Historical Database

During Year-End Processing [p. 446], Chancery SMS copies the data in the Active Database and uses it to create a Historical Database. In preparation, the District Administrator must create a shell to hold the Historical Database see *Creating a Historical Database shell* [p. 374].

Review Year-End Processing pre-check

Chancery SMS enables the District Administrator to ensure that all schools are prepared for Year-End Processing [p. 446] and that there are no outstanding conditions that would prevent the successful completion of that process. The District Administrator cannot run Year-End Processing until any errors identified by Chancery SMS [p. 454] are corrected. If a school is not prepared, however, the District Administrator can override its unprepared status [p. 455] (in some cases) and proceed with Year-End Processing.

To review the Year-End Processing Pre-Check [DA¹]:

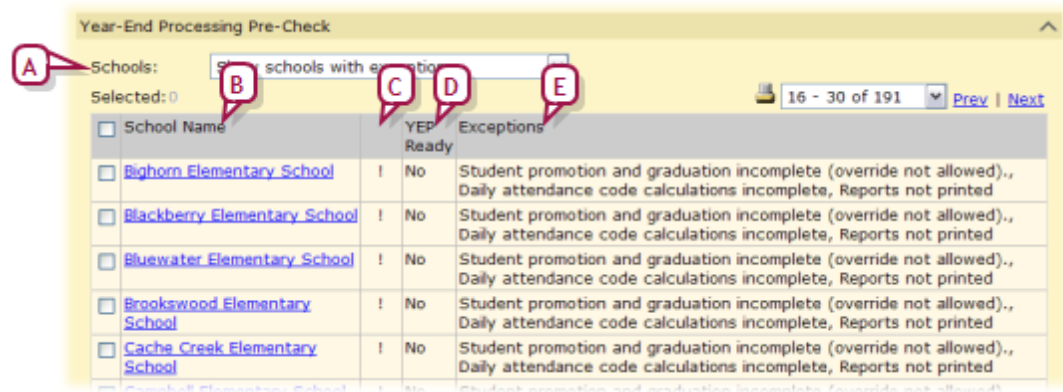
- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Year-End Processing**, click **Year-End Processing**. The Year-End Processing page appears.
- 3 Under **Step 4**, click **Year-End Processing...**. The Year-End Processing Pre-Check page appears.
- 4 In **Year-End Processing Pre-Check** panel [Figure Figure 176], ensure that all schools are ready for Year-End Processing.
- 5 In the **District Level Checklist** panel [Figure Figure 177], ensure that there are no outstanding **Errors** or **Warnings** [p. 454].
 - Chancery SMS compiles its list of Errors and Warnings when it runs the Update_Next_Year_Students nightly process. To refresh the list, execute the following script in Query Analyzer (or SQL Server Management Studio if you are running SQL Server 2005 or 2008):

```
--EXEC QUEUE_UPDATE_NEXT_YEAR_STUDENTS
SELECT STATUS,* FROM CSL_SS_TASK (NOLOCK)
--SELECT * FROM CSL_SS_TASK_MANAGER
```
- 6 In the **District Level Checklist** panel [Figure Figure 177], ensure that setup is complete, including, as required, the following:

¹You can do this if your role is District Administrator.

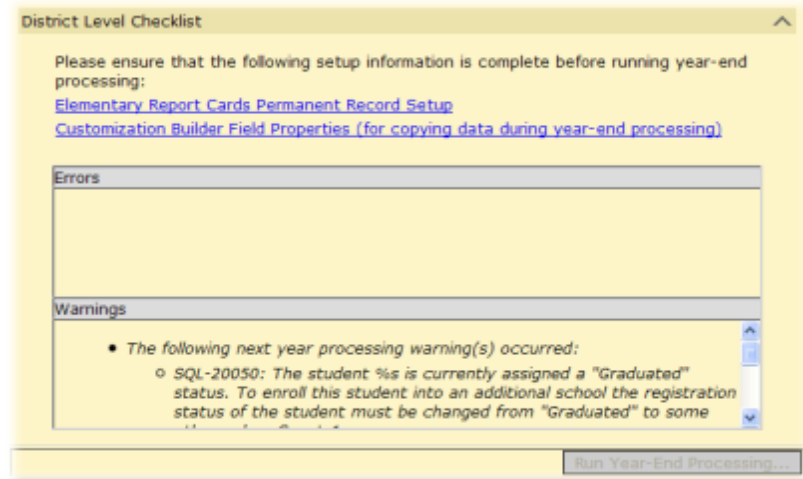
- **Elementary Report Cards Permanent Record Setup:** By default, Chancery SMS does not copy report card records to the Elementary Permanent Record.
- **Customization Builder Field Properties:** By default, Chancery SMS copies all cTools data to the Active Calendar. To prevent the copying of a cTools field, the administrator can set options on the Add/Edit Field page for the cTools field see *Confirm custom field processing options* [p. 434].
- **Project Enrolled Students:** Enables the administrator to view a report of enrolled students who do not have a projected school [p. 142].

Figure 176: Year-End Processing Pre-Check page, Pre-Check panel



- A **Schools:** Enables the administrator to display all schools or only those not ready for year-end processing.
- B **School Name:** The name of the school. Click the name to view the school's details. Schools are grouped as Elementary Schools and Secondary Schools.
- C **Override column:** Indicates that the District Administrator has overridden a YEP Ready status of "No". A "-" indicates an override. A "!" indicates that the YEP Ready status cannot be overridden because it has exceptions that prevent Year-End Processing from being run. Refer to *Overriding a school's YEP Ready status* [p. 455].
- D **YEP Ready:** Indicates if the school is prepared for Year-End Processing. In some cases, the District Administrator can override a "No".
- E **Exceptions:** Where a school is not prepared for Year-End Processing, lists the outstanding issues.

Figure 177: Year-End Processing Pre-Check page, District-Level Checklist panel



- A Errors:** Lists problems that would prevent Chancery SMS from running Year-End Processing. see also *Pre-check errors and warnings* [p. 454]. If an error is listed, the **Run Year-End Processing...** button is disabled.
- B Warnings:** Lists problems that would affect the outcome of Year-End Processing. Chancery SMS lists warnings after it has run the Update_Next_Year_Students nightly process. see also *Pre-check errors and warnings* [p. 454]
- C Run Year-End Processing...:** Initiates Year-End Processing. This button is disabled if any Errors are listed on the page.

Pre-check errors and warnings

On the Year-End Processing Pre-Check page [Figure Figure 177], potential Errors and Warnings that Chancery SMS might display includes the following SQL messages (SQL Server execution messages that are not recognized are reported as errors).

- SQL-20011: Status Codes can only be added to a school that the student is enrolled in.
- ROLLBACK: [The entire exception is logged.]
- SQL-20020: Cannot add status code. Code conflicts with a withdrawal code on the same date.
- SQL-20046: School data is currently being replicated.
- SQL-20009: School data is currently being purged.
- SQL-20047: Withdrawal Status Date must be later than the date of the initial entry code for the student.
- SQL-20012: Status Date must be the same or later than the initial entry code for the student.
- SQL-20010: Invalid Status Code - will cause student to be actively enrolled in multiple schools.
- SQL-20016: Cannot delete the initial entry code for a student.

- SQL-20052: The student can only be active in a single school while the District Preference is set to one school at a time.
- SQL-20014: Cannot enroll the student into a school in which that student is already enrolled.
- SQL-20017: Student can only be enrolled with an Entry or Reentry status code.
- SQL-20044: The student is currently assigned a "Not Registered" status. You must complete the registration for the student before the student can be enrolled into a school.
- SQL-20050: The student is currently assigned a "Graduated" status. To enroll this student into an additional school the registration status of the student must be changed from "Graduated" to some other value.
- SQL-20035: Student cannot be enrolled. Student is already enrolled into the maximum number of allowable schools.
- SQL-20037: Student is too young to be enrolled into a school.
- SQL-200: [The entire exception is logged.]

Overriding a school's YEP Ready status

On the Year-End Processing Pre-Check page [Figure Figure 176], Chancery SMS identifies schools that are not prepared for Year-End Processing (that is, the school's YEP Ready status is "No"). Chancery SMS lists the reasons for a school's status in the Exceptions column.

The District Administrator can override the unprepared status of a school if the Exception is one of the following:

- No calculated grades
- No credit calculations
- No cumulative GPA
- No current-year GPA
- No class rank
- Daily attendance code calculations incomplete
- No honor rolls
- Reports not printed

The District Administrator cannot override the unprepared status of a school if the Exception is one of the following:

- The promotion and graduation process is not complete [p. 447].
- A school has not created a planning calendar [p. 165].
- A secondary school has not selected a planning schedule [p. 446].

To override a school's YEP Ready status [DA¹]:

- 1 On the Year-End Processing Pre-Check page [Figure Figure 176], in **Year-End Processing Pre-Check** panel, select the school.

¹You can do this if your role is District Administrator.

- 2 In the **Actions** menu, click **Override**. Chancery SMS displays a "~" in the Override column.
 - To remove the override, select the school and in the **Actions** menu click **Reset**.

Running Chancery SMS Year-End Processing

When the District Administrator starts Year-End Processing [p. 446], Chancery SMS runs a series of pre-programmed tasks which include large-scale changes to the information stored in the system. The District Administrator cannot stop this process nor undo the results once the process is complete. **Caution:** Before running Year-End Processing, ensure that all nightly processes are complete and up-to-date. If a user makes a change to information that Chancery SMS has not subjected to the nightly process, the change could adversely affect Year-End Processing; for example, a change to a student behavior record or period attendance values can result in an incorrect attendance calculation.

The District Administrator has two options as to how to run Year-End Processing:

- **Run Year-End Processing as a single process:** Chancery SMS runs the process until elementary and secondary historical records are created and final processing is complete. If Chancery SMS fails to complete the process, the District Administrator can restore the database from the backup created beforehand.
- **Suspend Year-End Processing:** Chancery SMS runs the process but pauses after it creates the elementary historical record and again after creating the secondary historical record. These pauses enable the administrator to back up data. To enable Chancery SMS to continue, click **Continue Processing**. If Chancery SMS fails to complete a stage of the process, the District Administrator can restore the database from the last backup and carry on from that point. For detailed information, refer to the *Chancery SMS Manual Year-End Processing Technical Bulletin*.

If Year-End Processing fails, the District Administrator can restore the database from the last backup.

When Chancery SMS commences Year-End Processing, it begins by doing the following:

- Locks down the system against changes by users. Only system users who have permission to run Year-End Processing (typically, District Administrators) can sign in. Signed in users can only view the Year-End Processing Event Log page.
- Completes any tasks in progress in the Task Manager, disables scheduled tasks, and deletes any one-off tasks (such as scheduled, non-recurring reports).
- Backs up the active database. To back up the database, Chancery SMS uses the same process as any SQL Server backup to a remote shared folder. Before actually starting Year-End Processing,

Chancery SMS asks the administrator to identify a folder in which to store the backup.

- Copies the active database to the Historical Database shell [p. 452].
- Runs the Update_Next_Year_Students nightly process, which adjusts enrollment records based on changes to student status made during the day that Year-End Processing is run.

During Year-End Processing, Chancery SMS adjusts the information in the database to support the conversion of the Planning Calendar to the Active Calendar. Refer to *Information adjustment during Year-End Processing* [p. 459].

When Chancery SMS has completed adjusting the information stored in the system [p. 459] and nears completion of Year-End Processing it does the following as its final tasks:

- Converts the Active Calendar to the Historical Calendar.
- Converts the Planning Calendar to the Active Calendar.
- Enables any disabled scheduled tasks.
- Unlocks the system against changes by system users.

Table 71: Permissions pertaining to performing Year-End Processing

To	You need this permission	Set to	Details
Delete schools	School Specific Pages > Delete Schools	Yes	[p. 734]
Run Year-End Processing	District > Perform Year-End Processing	Yes	[p. 633]

To run Year-End Processing [DA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Year-End Processing**, click **Year-End Processing**. The Year-End Processing page appears.
- 3 Under **Step 4**, click **Year-End Processing...**. The Year-End Processing Pre-Check page appears [Figure Figure 177].
- 4 Click **Run Year-End Processing...**
 - This button is not available if there are any Errors outstanding [p. 454].
- 5 A warning appears. Click **OK**. The Database Back-up Information dialog appears.
- 6 Set options:
 - **Shared network folder**: The location of the backup database.
Caution: Ensure the Properties for the folder have been set to share and that Permissions have been set to Full Control, Change, and Read.
 - **Back-up file name**: The name of the backup database.
 - **Username**: The system administrator's user name that gives access to the database.
 - **Password**: The password for the Username.

¹You can do this if your role is District Administrator.

- 7 Click **OK**. The Year-End Processing Backup Option page appears.
- 8 Select one of the following options:
 - **Run Year-End Processing as a single process** [p. 456]
 - **Suspend Year-End Processing** [p. 456]
- 9 Click **OK**. Chancery SMS runs the process.
 - The District Administrator can monitor Chancery SMS's progress through its Year-End Processing tasks [p. 458].
 - If Chancery SMS fails to complete a stage of the process, it stops processing. The District Administrator can identify the task that Chancery SMS failed to complete and attempt to repair it before having Chancery SMS resume the process [p. 458].

Monitoring the progress of Year-End Processing

When Chancery SMS Year-End Processing is running, the District Administrator can monitor its progress through its tasks. Chancery SMS displays these tasks in a Year-End Processing Event Log (which is the only part of the system a user can view when Chancery SMS locks down the system for Year-End Processing). If Chancery SMS fails to complete a task (and thus stops Year-End Processing), the District Administrator can unlock the system, fix the problem, and have Chancery SMS continue.

The tasks Chancery SMS displays in the Year-End Processing Event Log include the following:

- Lock down Chancery SMS login
- Lock down Task Manager
- Validate Year-End Processing
- Backup active database
- Create historical database
- Create elementary historical records
- Create secondary historical records
- Update secondary permanent records (for Chancery SMS systems converted to Permanent Record)
- Update next-year students
- Preserve active data
- Delete active calendar data before data move to planning calendar: During this event, custom data is deleted from the active calendar before being moved to the planning calendar.
- Move active calendar data to planning calendar: During this event, custom data is moved from the active calendar to the planning calendar.
- Delete active calendar data after data move to planning calendar: During this event custom data is deleted from the active calendar after being moved to the planning calendar.
- Rollover calendars
- Create secondary subject assignments
- Apply day patterns
- Unlock Task Manager

- Unlock Chancery SMS login
- Year-End Processing successfully completed

To view the Year-End Processing log:[DA]¹:

- 1 As soon as the District Administrator clicks **Run Year-End Processing**, the **Year-End Processing Event Log** page appears. Review the tasks listed. Information includes:
 - **Task Description:** Describes the task in which Chancery SMS engaged.
 - **Status:** A check mark indicates that Chancery SMS completed the task; a "!" (exclamation mark) indicates otherwise.
 - **Start Time:** The time at which Chancery SMS began the task.
 - **Duration:** The amount of time it took Chancery SMS to complete the task.
 - **Unlock System** [only visible if YEP stops]: Enables the District Administrator to work with the system during a pause in Year-End Processing due to Chancery SMS's failure to complete a task. **Note** If Chancery SMS fails to complete a task concerning the backing up of the Active Database or the creation of the Historical Database, then it may be possible for the District Administrator to resolve the problem this way. Otherwise, we recommend that the administrator contact Technical Support.

Information adjustment during Year-End Processing

During Year-End Processing [p. 446], Chancery SMS adjusts information in the database to support the conversion of the Planning Calendar to the Active Calendar. In general, Chancery SMS deletes from the Active Database any information that relates to a specific calendar year, such as a student's attendance codes and grades. This makes way for new information. (Before Chancery SMS deletes the information, it stores that information in the Historical Database). Chancery SMS preserves in the Active Database any information that relates to a student's academic career as a whole, such as demographics, disciplinary data, and transcripts.

Chancery SMS's adjustments to information include the following:

- **Attendance** [p. 72]: Chancery SMS deletes assigned interval attendance codes (twice-daily and period), daily attendance codes, daily override flags, and submission flags. (System users must enter attendance from scratch in the new Active Calendar). Chancery SMS copies daily attendance summary data to the historical pages (or to the Permanent Record pages for those Chancery SMS systems that have been converted to Permanent Record).
- **Grades** [p. 78]: Chancery SMS deletes grades. (Users enter grades from scratch during the new year). Chancery SMS copies GPA summary data to the historical pages (or to the Permanent Record pages for those Chancery SMS systems that have been converted to Permanent Record).

¹You can do this if your role is District Administrator.

- Student schedules: Chancery SMS deletes student schedules and student course requests and replaces them with those from the Planning Calendar. Chancery SMS deletes the schedules of students who are no longer enrolled. [Refer to *Scheduling* [>>]]
- Student change history: Chancery SMS deletes change history records that refer to the old Active or earlier calendars. Records that refer to the old Planning Calendar persist.
- Student behavior records [p. 83]: Chancery SMS retains these.
- **Date entered 9th grade** [p. 58]: Chancery SMS retains this value.
- **Year entered 9th grade** [p. 58]: Chancery SMS retains this value.
- Enrollment status [see p.68]:

If the student's grade level is the same in the Historical and Active Calendars, Chancery SMS copies the Active Calendar's enrollment status.

If the student's grade level differs between the Historical and Active Calendars, and the enrollment status in the Active Calendar is "Promoted", then Chancery SMS copies Active Calendar's enrollment status.

If the student's grade level differs between the Historical and Active Calendars, and the enrollment status in the Active Calendar is "Retained" and the Historical Calendar is "Promoted", then Chancery SMS copies nothing.

If the student's grade level differs between the Historical and Active Calendars, and the enrollment status in the Active Calendar is "Retained" and the Historical Calendar is "Retained", then Chancery SMS copies the Active Calendar's grade level and enrollment status.

If the student's grade level differs between the Historical and Active Calendars, and the enrollment status in the Active Calendar is "Retained" and the Historical Calendar is "Pending", then Chancery SMS copies the Active Calendar's grade level and sets enrollment status to "Promoted".
- Geocodes [p. 142]: Chancery SMS copies over the geocodes from the Planning Calendar. In a district that employs address validation, Chancery SMS runs a stored procedure that updates each student's geocode based on his or her home address.
- Home school [p. 54]: Chancery SMS copies the student's Requested School [p. 146]. For graduating or withdrawing students, district preferences determine the Home School.
- Elementary report cards: Chancery SMS copies the subjects and subject element skills and measures, including headers, footers, and descriptions to the report card. This takes place only if, in the Planning Calendar for all subjects that can be scheduled in the school, **Can Schedule** is selected. For further information, refer to the *Chancery SMS Scheduling Guide*.
- Elementary permanent record setup: Chancery SMS copies items selected on the Elementary Permanent Record Setup page to the same page in the new Active Calendar.
- Courses: Chancery SMS copies course information (except grade item properties) from the Planning Calendar to the Active Calendar.

(System users enter grade item properties from scratch in the new year.)

- Grading data not common to both elementary and secondary schools: For a school that is changing its scheduling method to secondary scheduling, Chancery SMS deletes report card setup and elementary common report card elements.
- Secondary historical record: Chancery SMS updates each student's historical record with grades from the Active Calendar and Special Services settings (from the Student Overview page [p. 54]), including "Receives specialized services" and "Section 504 eligible". Where a historical record exists for the same school, year, and grade level, Chancery SMS appends the information—no information is overwritten or deleted. For information about historical records, refer to the *Chancery SMS Grading Setup Guide*.
- Class rank definitions: Chancery SMS deletes these. (System users enter class rank definitions from scratch in the new year.) For information about class rank definitions, refer to the *Chancery SMS Grading Setup Guide*.
- Term class ranks: Chancery SMS copies these to the historical pages (or to the Permanent Record pages for those systems converted to Permanent Record). For information about term class ranks, refer to the *Chancery SMS Grading Setup Guide*.
- Term credits: Chancery SMS copies summary values for potential credits by term and credits earned by term to the historical pages (or to the Permanent Record pages for those systems converted to Permanent Record). For information about term credits, refer to the *Chancery SMS Grading Setup Guide*.
- Course grading period sets: Chancery SMS deletes the assignment of grading period sets to courses. These must be reassigned in the new year. For information about course grading period sets, refer to the *Chancery SMS Grading Setup Guide*. The School Administrator can mass assign grading period sets.
- GPA definitions: Chancery SMS removes from GPA definitions any courses that are unassigned in the school catalog, set as not collecting grades in the district calendar, or set as being excluded from GPAs in the district calendar. Any definition that is changed during Year-End Processing Chancery SMS adds to the audit log at the district. For information about GPA definitions, refer to the *Chancery SMS Grading Setup Guide*.
- District GPA/Class rank reporting terms: Chancery SMS copies the district GPA reporting term assignments to report card grading periods in the new Active Calendar. For information about GPA/Class rank reporting terms, refer to the *Setting up GPA/Class Rank Reporting Terms Technical Bulletin*.
- Term GPAs and Cumulative To End of Term GPAs: Chancery SMS copies these to the historical pages. After year-end processing, during the Update_Next_Year_Students nightly Chancery SMS updates these according the current student information. For

information about term GPAs, refer to the *Chancery SMS Grading Setup Guide*.

- Honor roll definitions including eligibility rules: Chancery SMS copies these to the new Active Calendar. For information about honor roll definitions, refer to the *Chancery SMS Grading Setup Guide*.
- Eligible and assigned students: Chancery SMS deletes from honor rolls eligible and assigned students, including assignment overrides. For information about honor roll definitions, refer to the *Chancery SMS Grading Setup Guide*.
- "Required for honor roll overrides" district preference: Chancery SMS copies to the new Active Calendar the district preference setting that determines whether reason codes are required for honor roll overrides. Chancery SMS copies existing overrides to the Historical Database along with a text description of the override reason code.
- Student honor roll history [p. 71]: Student honor roll history is stored in the historical tables, although it is currently not available through the historical pages. Honor roll history information stored in the historical tables includes the school name, the year the honor roll was assigned, the honor roll name and description, and the honor roll eligibility criteria.
- Day types [p. 167]: Chancery SMS copies these from the Planning Calendar.
- Exception days [p. 170]: Chancery SMS copies these from the Planning Calendar.
- Homerooms [p. 194]: Chancery SMS copies these from the Planning Calendar.
- Attendance reporting periods [p. 177]: Chancery SMS copies the attendance reporting periods from the Planning Calendar.
- Audit Log [p. 152]: Chancery SMS starts the log from scratch in the new year.
- Change log (used by SIF): Chancery SMS starts the log from scratch in the new year.
- Attendance exception rules [p. 187]: Chancery SMS does not delete attendance exception rules.

Chancery SMS updates a rule if that rule was calculated with a named grading or attendance reporting period (anything other than the periods listed above), Chancery SMS updates the rule to become a user-defined range, with the start and end dates defined based on the original rule. (The purpose of this is to draw attention to the rules that require maintenance.)

Chancery SMS does not update a rule if that rule was set up to be calculated within a user-defined range (where the start and end date are determined by the user) or within the following periods: current report card period, previous month, Yr-to-date, current attendance reporting period.

Note: Grading periods do not have explicit start dates. For the first grading period, the start date is set to the first day of school (elementary) or term (secondary). Each other grading period has a start

date of the first attendance day after the end of the previous period. We advise vigilance where multiple grading period sets exist since it is possible to have grading periods with the same name but different date ranges.

- Daily attendance code calculation method [p. 181]: Chancery SMS copies the method to the new Active Calendar.
- Period daily attendance code rules [p. 181]: Chancery SMS deletes daily attendance code rules. (System users must enter the rules for the new year. We recommend keeping a copy of the old rules for reference.)
- Homeroom twice-daily attendance code rules [p. 173]: Chancery SMS delete these rules only if the school is changing from twice-daily homeroom attendance to class/period attendance or once-daily attendance.
- Enable near match setting for Sample method [p. 173]: Chancery SMS copies this method to the new Active Calendar.
- Term attendance: On a system converted to Permanent Record, Chancery SMS copies the following to the historical pages:
 - Total Present Value
 - Total Present Occurrence
 - Total Absent Excused Value
 - Total Absent Excused Occurrence
 - Total Absent Unexcused Value
 - Total Absent Unexcused Occurrence
 - Total Tardy Excused Value
 - Total Tardy Excused Occurrence
 - Total Tardy Unexcused Value
 - Total Tardy Unexcused Occurrence
 - Total Days PossibleOn a system not converted to Permanent Record, Chancery SMS copies either the value or the occurrence – but not both – according to the setting in District Preferences.
- Scheduling groups: Chancery SMS copies these from the Planning Calendar. For information about scheduling groups, refer to the *Chancery SMS Scheduling Guide*.
- Day patterns: Chancery SMS copies these from the Planning Calendar. For information about day patterns, refer to the *Chancery SMS Scheduling Guide*.
- Bell schedules: Chancery SMS copies these from the Planning Calendar. For information about bell schedules, refer to the *Chancery SMS Scheduling Guide*.
- Meeting patterns: Chancery SMS copies these from the Planning Calendar. For information about meeting patterns, refer to the *Chancery SMS Scheduling Guide*.
- Class setup: Chancery SMS copies the class setup from the Planning Calendar. For information about class setup, refer to the *Chancery SMS Scheduling Guide*.

- Course offerings and meeting patterns: Chancery SMS copies these from the Planning Calendar. For information about course offerings and meeting patterns, refer to the *Chancery SMS Scheduling Guide*.
- Class scheduling options: Chancery SMS copies these from the Planning Calendar. For information about class scheduling options, refer to the *Chancery SMS Scheduling Guide*.
- Resource services: Chancery SMS copies these from the Planning Calendar. Chancery SMS deletes resource services only if they are associated with a course that is not assigned to the school in the Planning Calendar. Deletion of a resource service is recorded in the audit log. For information about resource services, refer to the *Chancery SMS Scheduling Guide*.
- Resource roster: Chancery SMS does not copy this. It must be built from scratch in the new year. For information about the resource roster, refer to the *Chancery SMS Scheduling Guide*.
- Constraints: Chancery SMS copies constraint definitions, including eligibility rules and program settings, from the Planning Calendar. For information about constraints, refer to the *Chancery SMS Scheduling Guide*.
- Scheduling term sets: Chancery SMS copies these from the Planning Calendar. For information about scheduling term sets, refer to the *Chancery SMS Scheduling Guide*.
- Teams: Chancery SMS copies these from the Planning Calendar. For information about teams, refer to the *Chancery SMS Scheduling Guide*.
- Team staff members: Chancery SMS copies these from the Planning Calendar. For information about team staff members, refer to the *Chancery SMS Scheduling Guide*.
- Master schedule: Chancery SMS copies this from the Planning Calendar. For information about the master schedule, refer to the *Chancery SMS Scheduling Guide*.
- Class loading rules: Chancery SMS copies these from the Planning Calendar. For information about class loading rules, refer to the *Chancery SMS Scheduling Guide*.
- Course request tally data: Chancery SMS copies this from the Planning Calendar. For information about course request tally data, refer to the *Chancery SMS Scheduling Guide*.
- Teacher allocation data: Chancery SMS copies this from the Planning Calendar. For information about teacher allocations, refer to the *Chancery SMS Scheduling Guide*.
- Student loader options: Chancery SMS copies these from the Planning Calendar. For information about student loader options, refer to the *Chancery SMS Scheduling Guide*.
- Scheduling statistics: Chancery SMS copies these from the Planning Calendar. For information about scheduling statistics, refer to the *Chancery SMS Scheduling Guide*.

- Course scheduling parameters: Chancery SMS copies these from the Planning Calendar. For information about course scheduling parameters, refer to the *Chancery SMS Scheduling Guide*.
- Schedule versions: Chancery SMS deletes any Planning schedules (and scheduling logs) not selected to be used in the new year [p. 359].
- Reservation labels: Chancery SMS copies these from the Planning Calendar.
- Address ranges [p. 142]: Chancery SMS copies these from the Planning Calendar.
- Address exceptions [p. 142]: Chancery SMS copies exception approval records from the Planning Calendar.
- Geocode Maps [p. 142]: Chancery SMS copies these from the Planning Calendar.
- cTools fields [p. 469]: By default, Chancery SMS copies all cTools data from the Planning Calendar. To prevent the copying of a cTools field, the administrator can set options on the Add/Edit Field page for the cTools field. For a field on a calendarized schema, Chancery SMS copies the information in the field to the Planning Calendar, if the field's "Copy to Planning" option is selected. For a field in a non-calendarized schema, Chancery SMS copies the information in the field if the field's "Keep in Active Calendar" option is selected. For information about cTools, refer to *Customizing a system* [p. 469].
- Programs [p. 82]: Chancery SMS does not copy program data to the Active Calendar. In general, program management options determine how Chancery SMS handles programs at year end.
- Transportation: Chancery SMS retains student transportation history.

Post-processing tasks

As soon as Chancery SMS completes Year-End Processing [p. 446], the District Administrator and School Administrators should verify and consolidate the changes. This includes the following tasks:

- *Verify each school's Active Calendar* [p. 465]
- *Adjust grading period dates* [p. 466]
- *Double check elementary subject framework and report cards* [p. 466]
- *Back up the database* [p. 466]
- *Auditing the completed process* [p. 466]

Verify each school's Active Calendar

When Chancery SMS completes Year-End Processing [p. 446], School Administrators should verify that they can use the (new) Active Calendar, by testing aspects of the system such as scheduling, courses, and attendance.

Adjust grading period dates

When Year-End Processing [p. 446] is complete, School Administrators need to update the grading period start and end dates (refer to the *Chancery SMS Grading Setup Guide*). Also, for secondary schools, confirm that all grading periods are correct for individual courses. During Year-End Processing, Chancery SMS attempts to copy the grading period set assigned to a course, but may not be able to in some cases. Course grade items are available to secondary schools only once the grading period end dates are correct.

Double check elementary subject framework and report cards

When Year-End Processing [p. 446] is complete, elementary School Administrators should check the subject framework and report card setup for errors before allowing teachers to enter grades. For further information, refer to *Scheduling* [p.270] and the *Chancery SMS Grading Setup Guide*.

Back up the database

When Chancery SMS completes Year-End Processing [p. 446], and School Administrators have confirmed that they can use the (new) Active Calendar, the District Administrator should make a backup copy of the database [*Database maintenance* p.369].

Auditing the completed process

During Year-End Processing [p. 446], Chancery SMS records some of its activity in the system's Audit Log. We recommend that the District Administrator scan activity related to Year-End Processing for anomalies that might require corrective action see *Reviewing information-changing activity* [p. 152]. We recommend that the administrator pay particular attention to the following:

- Attendance exception rules [p. 187]: Check the start and end dates.
- Resource services: Check for deleted resource services that need to be re-created.
- GPA definitions: Check for courses that need to be added to the definitions.

Year-end follow-up

After Chancery SMS has completed Year-End Processing [p. 446] and changes have been verified, [p. 447], the District Administrator and School Administrators need to complete the following tasks:

- *GPA adjustments after Year-End Processing* [p. 467]
- *Resynchronize SIF after Year-End Processing* [p. 467]
- *Connecting to the Historical Database* [p. 467]

Table 72: Permission pertaining to year-end follow-up

To	You need this permission	Set to	Details
View audit logs	School Setup > View Audit Log	Yes	[p. 731]
Update grading period end dates	School Setup > Grading Period Sets	Delete	[p. 720]
Verify the subject framework and course catalog	School Setup > Subject Framework/Course Catalog	Delete	[p. 729]

GPA adjustments after Year-End Processing

The School Administrator must manually update any secondary student's summary cumulative GPA (on the historical pages) where:

- An administrator enters a grade for that student after Year-End Processing [p. 446], such as for a summer school course.
- An administrator changes a grade or credit on that student's historical record.

Resynchronize SIF after Year-End Processing

For any system running the Schools Interoperability Framework (SIF), the District Administrator must re synchronize the data after Year-End Processing [p. 446]. (For information about SIF, refer to the *Chancery SMS SIF Agent Guide*.)

Connecting to the Historical Database

After Year-End Processing [p. 446], the Chancery SMS system works with the Active Database. It has stored the old Active Database as the Historical Database in the location specified by the District Administrator in an earlier step see *Create a shell to hold the Historical Database* [p. 452]. To enable administrators to adjust historical information and run reports [p. 110] on the Historical Database, the District Administrator must set up Chancery SMS to connect to the Historical Database.

To set up access to a Historical Database [DA¹]:

- 1 On a server other than the server on which the current Active Database is installed, install the Chancery SMS Database Server [p. 398].
- 2 Add a new active database [p. 406].
- 3 Replace the new Active Database with the Historical Database created during Year-End Processing.
- 4 On any server, install the Chancery SMS Web Server [p. 409].
- 5 Point the web server to the Database Server where you installed the historical database.

¹You can do this if your role is District Administrator.

It is possible to have the Historical and Active databases running on the same server. However, we do not recommend this setup because any work with the Historical Database (such as reporting, data mapping, or access by large numbers of users) can diminish the performance of the Active Database. Indeed, we recommend that when the Historical Database is not being used the District Administrator stop Replication and Task Manager services.

To set up access to a Historical Database on the same server as the Active Database: [DA¹]

- 1 Add a new active database [p. 406].
- 2 Replace the new Active Database with the Historical Database created during Year-End Processing.
- 3 Install the Chancery SMS Web Server [p. 409].
 - Ensure that the web server covers all server roles.
- 4 Set up the Task Manager on one of the other Web or Application Servers to run Database Server tasks.
 - Change the affinity to 8.

¹You can do this if your role is District Administrator.

Customizing a system

Chancery SMS*cTools* enables the District Administrator, technical analyst, or developer to customize a Chancery SMS system to meet the unique needs of a school district and to meet state reporting requirements. The administrator can add to the structure of a Chancery SMS system and create new custom pages that capture unique district and school setup information, as well as information about staff, programs, academic plans, demographics, health, and tests.

This chapter contains the following sections:

- [Customization procedure p.469]
- Customizable areas of a Chancery SMS system [p. 471]
- Using setup lists to facilitate data entry [p. 474]
- Working with schemas [p. 486]
- Working with custom pages, panels, and fields [p. 502]
- Controlling access to custom schema and pages [p. 517]
- Sharing customizations [p. 523]

Customization procedure

Customizing a Chancery SMS system involves the following steps (in strict order):

- 1 Planning the customization [p. 470]
- 2 Determining customization change restrictions [p. 470]
- 3 Creating and populating custom setup lists and setup list pairs [p. 474]
- 4 Creating a schema [p. 486]
- 5 Configuring fields [p. 491]
- 6 Adding pages, panels, fields, and objects to the schema [p. 502]
- 7 Packaging and sharing the customization [p. 523]

Caution: Before customizing a system, we recommend the administrator have a thorough understanding of the requirements of the school district and an awareness of the impact that changes will have on the district's system as a whole and on the schools encompassed by it. We also recommend that the administrator be familiar with the structure of the Chancery SMS database and understand district-wide and school-specific data requirements. Familiarity with Microsoft SQL Server® is also important.

Table 73: **cTools** permissions

To	You need this permission	Set to	Details
Create new custom schemas and fields and edit existing custom schemas and fields.	District > Manage Schema Properties	Yes	[p. 651]

To	You need this permission	Set to	Details
Add and edit pages, panels, fields, and objects.	District > Manage UI Properties	Yes	[p. 651]

Customization best practices

The following suggestions are intended to help the District Administrator create and track customizations so that he or she will know what's in the system, be able to make changes quickly when required, and minimize the impact on system users. We recommend that the administrator:

- Whenever possible, customize a system in a test environment. Using a test environment minimizes disruption to users and facilitates the testing of customizations implementation. When a customization is complete, create a Customization Package [p. 523] and install it in the production environment (that is, where the system is in current use by active users).
- Ensure that naming conventions are transparent. Prefix database field names with a short description of the data area. Keep the prefixes as short and meaningful as possible. Standardize and document the prefixes before beginning the customization process.
- Whenever possible, use *collection* fields and *setup list* fields [p. 497]. These types of fields ensure that users enter standardized data and minimize spelling errors.
- Test and revise the customization several times before making it available to users. Suggested test scenarios include:
 - Testing the custom pages using accounts in different roles.
 - Entering maximum and minimum values and lengths in all fields.
 - Entering data that is out of range. For example, enter numeric values that are greater and less than allowed, and enter more decimal places.
 - Testing validations by leaving required fields blank.

Preventing changes to customizations

To prevent other customizers from making changes to a custom schema [p. 486] the District Administrator can install an *owner key* on his or her computer. The owner key is a file that serves two purposes: to identify the creator of the customized schema and to prevent other customizers from making changes to the creator's schema.

When an administrator installs the owner key, Chancery SMS *locks* existing customized schema, preventing changes from being made directly in the schema by anyone but the schema creator; new custom schemas created after an owner key is installed are locked as soon as they are created. Any customizer who is not the creator sees a lock icon beside the custom schema; he or she can extend the schema, but cannot edit it directly or delete it.

The panels and fields on the pages [p. 502] in a locked schema cannot be edited or deleted; however new panels can be added with new fields.

To restrict changes to customizations:

- 1 Contact a representative to request an owner key. You will receive a file named "cToolsPackage.key".
- 2 On the computers on which you will create the customizations, copy the file "cToolsPackage.key" to c:\csl.

If the administrator opts out of using an owner key, Chancery SMS uses the district number as a *creator ID* to identify the owner of a customization. We recommend that the administrator update the district number in Chancery SMS to a number meaningful to the school district so that the customization can be easily identified.

To update the district number [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under District, click **Profile**. The District Profile page appears.
- 3 For **District Number**, enter letters and/or numbers up to a maximum of nine.
- 4 Click **Save**.

Customizable areas of a Chancery SMS system

A *feature area* is a group of schemas [p. 486] and their associated pages, panels, and fields [p. 502] all of which have related capabilities and purpose. Chancery SMS provides several feature areas that are customizable [p. 471].

Customizable feature area details

In some feature areas it is possible for the administrator to add custom pages with panels and fields; in others, panels and fields can only be added to the existing pages built into Chancery SMS, as described in [Table 74].

Table 74: Customizable feature area schemas and fields

Feature area	Main schema	Navigation to built-in pages	Add custom pages?
Class	Homeroom	School Setup > Homerooms > Add Homeroom or Edit Homeroom	No

¹You can do this if your role is District Administrator.

Feature area	Main schema	Navigation to built-in pages	Add custom pages?
Course Catalog	DistrictSubjectItem	See <i>Subject Framework</i>	No
	SchoolGradedCourse	District Setup > Course Catalog > Courses > Course Details > Course Grading	
District Setup	DistrictSetup	District Setup	Yes
	GradPlan	See <i>Academic Plan</i>	No
	TranscriptDefinition	District Setup > Transcript Options	
Permanent Record (for PR converted databases only)	School	District Setup > Out of District Schools	No
	StudentPermRecord	Permanent Record > PR Summary Data	
	TranscriptDefinition	District Setup > Transcript Options Note: This schema is in this feature area for permanent record (PR) environments only. For non-PR environments, this schema is in the District Setup feature area	
Program Management	ProgramParticipant	Student Demographics > Program Profile...	Yes
	ProgramSchool	School Setup > Program Setup > Setup School Info	
	ProgramSession	District Setup > Program Setup > General Info > Sessions/Locations	
	ProgramSetup	District Setup > Program Setup > General Info > Contacts, Funding/Costs, Staff	
Scheduling	Class	Elementary school: Scheduling > Class Setup > Custom > [Elementary] Edit Class Schedule Secondary school: Scheduling > Master Schedule > Custom > [Secondary] Edit Class Schedule	No
	ClassSchedTeacher	Scheduling > Master Schedule > <i>teacher hyperlink</i> > Edit Teacher/Class Schedule Information	
	StudentClassAssignment	Student Demographics > Schedule > <i>Details icon</i> > Student Schedule Item Details	
School Setup	Building	School Setup > Buildings and Rooms > Building	Yes
	Class	The pages Amend Previous Year Class Details and Amend Teacher/Class Details in the Class schema require special permissions and are not within the scope of this document. For information about these pages, contact Technical Support .	
	Room	School Setup > Buildings and Rooms > Building > Room	
	School	School Info > School Info Detail	
Staff	StaffDemographic	District Setup > Staff > Staff Demographics > tabs: Overview, Address/Phone, Professional Info, Additional Info	Yes

Feature area	Main schema	Navigation to built-in pages	Add custom pages?
	StaffDemoSchool	District Setup > Staff > Staff Demographics > Schools > Schools List > School > Add/Edit Assignment	
Student Academic Plan (pages only)	District Student	Student Demographics > Academic Plan	Yes
Student Behavior	BehaviorIncident	Student Behavior > Add Behavior Incident or Edit Behavior Incident Student Behavior > Edit Behavior Incident > <u>Additional Incident Details</u>	No
	BehaviorIncidentActions	Add Behavior Incident or Edit Behavior Incident > Action	
	BehaviorIncidentActionStep	Add Behavior Incident or Edit Behavior Incident > Action > Action Step	
	Incident Event	Student Behavior > Add Behavior Incident or Edit Behavior Incident > Add/Edit Event/Concern	
Student Demographic	Contact	Student Demographics > Contact List	Yes
	DistrictStudent	Student Demographics > Registration > Register in District Student Demographics > tabs: Overview > Personal Info > Address Phone > Medical Info > Federal Info Student Demographics > Registration > Register in District >Continue > Registration/Enrollment Steps	
	DoctorsOfficeVisits	Student Demographics > Health Tracking > Health Office > Office Visits	
	Family	Student Demographics > Family > Family Overview	
	HealthExaminationDetails	Student Demographics > Health Tracking > Examinations > Add Examinations > Exam Category > Exam Details	
	HealthHearingScreening	Student Demographics > Health Tracking > Screenings > Hearing	
	HealthVisionScreening	Student Demographics > Health Tracking > Screenings > Vision	
	SchoolStudent	Student Demographics > tab: School Specific >	
Student Health Tracking (pages only)	District Student Note: Cannot extend this schema	Student Demographics > Health Tracking	Yes
	School Student Note: Cannot extend this schema	Student Demographics > Health Tracking	
Student	HistoricalCourse	Student Demographics > Historical > Historical Courses	No

Feature area	Main schema	Navigation to built-in pages	Add custom pages?
Historical Data		> Add/ Edit Historical Course	
	HistoricalSummary	Student Demographics > Historical > Edit >Edit Graduation Information	
	HistoricalYear	Student Demographics > Historical > Historical Years > Add/ Edit Historical Year	
Subject Framework	DistrictSubjectItem	District Setup > Course Catalog Home > Subject Framework > Add/ Generic Subject District Setup > Course Catalog Home > Subject Framework > Y > Edit Subject	No
Test Management	TMTestDetail	District Setup > Tests >Test > Add/Edit Test	Yes
	TMTestSession	District Setup > Tests >Test > Add/Edit Test > Test Sessions	

Using setup lists to facilitate data entry

When customizing a Chancery SMS system, we recommend that the District Administrator's first step be to create custom *setup lists* and *setup list pairs*.

A *setup list* is a drop-down menu of predefined values used to facilitate the user's data entry and ensure consistent spelling and terminology. For example, when entering an address into Chancery SMS, an address setup list enables the user to select a city from the drop-down menu, rather than typing the city name.

A *setup list pair* is a linked pair of drop-down menus of values—made up of a parent and a child—that work together. For example, if a user enters an address where there is a setup list pair consisting of a parent list of states and a child list of cities, selecting a state from the first setup list automatically filters the second setup list to show only those cities that are in the selected state.

Table 75: Setup list permissions

To	You need this permission	Set to	Details
Create, edit, or delete custom setup lists	District > Custom Setup Lists	Delete	[p. 641]
Add, edit, or delete items in a custom setup list	Setup Lists > <Setup List>	Delete	[p. 740]
Create, edit, or delete setup list groups	Setup Lists > Setup List Groups	Delete	[p. 738]
Set the default item for a list and add a setup list to a setup list group	Setup Lists > List Defaults	Edit	[p. 737]

To	You need this permission	Set to	Details
Create or edit custom setup list pairs	District > Customization Builder	Yes	[p. 643]
Add, edit, or delete items in a setup list pair	Setup Lists > <Setup List>	Delete	[p. 740]

Custom setup lists

Whenever a data entry fields on a custom page uses repeating entries, the District Administrator can create a custom setup list [p. 474] to manage the list of values.

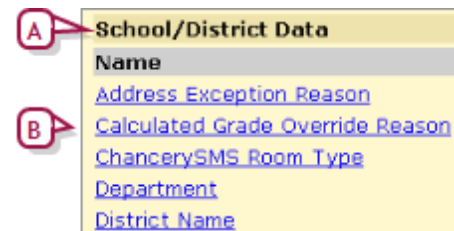
Creating a custom setup list involves:

- 1 (Optional) Group setup lists under a category [p. 475].
- 2 Add a setup list [p. 476].
- 3 Add list items to the setup list [p. 476].
- 4 Select the item to appear by default whenever the list is used [p. 477].
- 5 Add the setup list to a group [p. 478].

Creating a setup list group

A *setup list group* categorizes setup lists [p. 474] that are similar. A District Administrator can add a custom setup list to an existing setup list group [see p.477] or create a custom group. An existing setup list group, except a required group (indicated by an asterisk [*]), can be edited and deleted. When a setup list group is deleted, Chancery SMS moves any setup lists assigned to that group to the "N/A" group.

Figure 178: Setup list groups



- A Setup list group
- B Setup lists

To add a setup list group [DA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists**. The Setup Lists popup page appears.
- 3 In the control bar, click **Setup List Groups**. The Setup List Groups popup page appears.
- 4 Click **Add**.

¹You can do this if your role is District Administrator.

- To change a group description, click the group name.
 - To delete a group, select it and click **Delete**.
- 5 On the Add Group popup page, enter a **Description**.
 - 6 Click **OK**. The Setup List Groups popup page appears.
 - To return to the Setup Lists popup page, in the control bar, click **Setup Lists**.
 - Or, to return to the District Setup page, close the browser window.

Adding a custom setup list

It is possible to add a custom setup list [p. 474] while creating the associated field in cTools; however, the preferred practice is to create the setup lists ahead of time. Creating setup lists first makes it easier to follow naming conventions, which can make managing the setup lists easier.

To add a custom setup list [DA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Custom Data Management (Student Data)**. The Custom Data Manager page appears.
- 3 Under **Step 1**, click **Setup Lists**. The Custom Setup Lists popup page appears.
- 4 Click **Add**.
 - To change the description of a custom setup list or to change the group to which it belongs, click the setup list name.
 - To delete a custom setup list, select it and click **Delete**.
- 5 On the Add Custom Setup List popup page, enter or change information, which includes:
 - **Table Name:** The name of the setup list in the database. Use only letters and underscores; do not use spaces or punctuation. Once the setup list is created, the table name cannot be changed.
 - **Description:** The description of the setup list appears on the Setup Lists page.
 - **Setup List Group:** The setup list group [p. 475] to which the setup list belongs.
- 6 Click **OK**. The Custom Setup Lists popup page appears.
- 7 Close the browser window.

Working with list items in a custom setup list

A *list item* is a value the user can choose from the drop-down menu in a setup list field [p. 497]. After creating a custom setup list [p. 474], the District Administrator can add list items immediately or add the list items to the setup list at a later time.

The administrator can change, delete, or merge a setup list's list items. Merging is useful when there are several items with the same meaning; rather than deleting one of the items, similar items can be merged together. We recommend merging only two setup items at one time.

¹You can do this if your role is District Administrator.

To add items to a custom setup list [DA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists**. The Setup Lists popup page appears.
- 3 Click a setup list name. The List Items popup page appears.
- 4 Click **Add**.
 - To edit a setup list item, click the item's name.
 - To delete a setup list item, click **Delete**. The Delete List Items popup page appears. Select the item and click **OK**. **Note:** An item can be deleted from a setup list as long as the item is not used in any record in the district database.
- 5 On the Add List Item popup page, enter or change information, which includes:
 - **Description:** The name of the setup list item, up to 45 characters (except the Program Category setup list, which has a character maximum of 25). The description must be unique.
 - **Short Code:** Enter a code to represent the setup list item, up to 11 characters. The short code must be unique.
 - [Optional] **State Description:** A state description of the setup list item, up to 50 characters.
 - [Optional] **State Short Code:** A state code to represent the setup list item, up to 10 characters.
- 6 Click **OK**. The List Items popup page appears.
 - To return to the Setup Lists popup page, click **Return**.
 - Or, to return to the District Setup page, close the browser window.

To merge list items:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists**. The Setup Lists popup page appears.
- 3 Click a setup list name. The List Items popup page appears.
- 4 Click **Merge**. The Merge List Items popup page appears.
- 5 For **Merge selected items as**, select the description to be assigned to the selected items.
- 6 Select the other items to merge.
 - **Note:** Do not select the item selected in step 5.
- 7 Click **OK**.

Specifying a default list item

For each custom setup list [p. 474], the District Administrator can designate one list item as the default selection in the setup list field [p. 497]. This default item automatically appears in the field when that field first appears. This facilitates faster data entry by the user.

¹You can do this if your role is District Administrator.

To set a default list item [DA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists**. The Setup Lists popup page appears.
- 3 Click a setup list.
- 4 In the control bar, click **List Settings**. The List Settings page appears.
- 5 For **List Default**, select a list item.
- 6 Click **Save**.
- 7 To return to the Setup Lists popup page, click **Return**.
 - Or, to return to the District Setup page, close the browser window.

Grouping setup lists

The District Administrator can manage setup lists better by grouping them [p. 475]. These groups on the Setup Lists popup page

To assign a setup list to a group [DA²]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists**. The Setup Lists popup page appears.
- 3 Click a setup list.
- 4 In the control bar, click **List Settings**. The List Settings page appears.
- 5 For **Setup List Group**, select a group.
- 6 Click **Save**.
- 7 To return to the Setup Lists popup page, click **Return**.
 - Or, to return to the District Setup page, close the browser window.

Custom setup list pairs

A *setup list pair* is two linked setup lists [p. 474] that work together. A setup list pair consists of a *parent* and a *child* [Figure Figure 179]. When a user selects an item from the parent setup list, the child setup list displays only the items for its parent list. For example, when a user enters a health office visit type where there is a setup list pair with a parent list of office visit types (for example, injury or illness) and a child list of diagnoses, if a user selects an office visit type from the first setup list (the parent), the second setup list (the child) shows only those diagnoses that apply to that particular health office visit type.

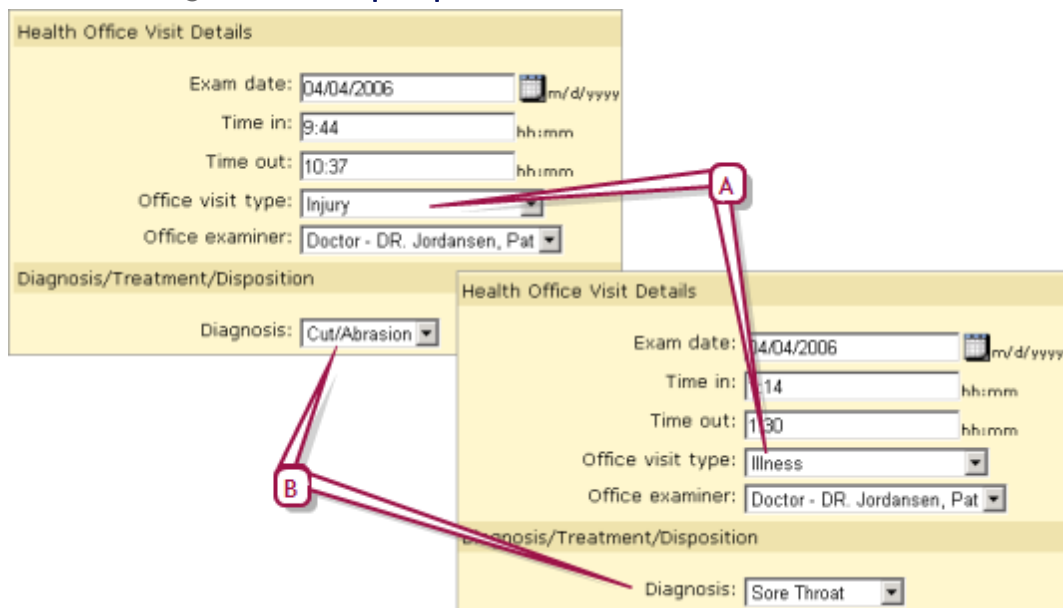
Each component of a setup list pair has an associated control type [p. 508]. For the parent, the control type is a drop-down list; for the child, the control type can be either a drop-down list or a list mover [see also *Setup list pair rules* p.479]. Use a drop-down list when users should select only one value

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

for a given field; use a list mover when users can select one or more values.
Note: To make an existing setup list function as part of a setup list pair, recreate the setup list as a setup list pair [p. 483].

Figure 179: Setup list pair



- A Parent setup list.
- B Child setup list.

Setup list pair rules

The District Administrator must consider several rules when creating a setup list pair [p. 478]. Because of these rules, the administrator must build setup list pairs from the most detailed level to the most general level. It is good practice to map out the hierarchy of the setup list pairs before creating them.

The rules are as follows:

- 1 A setup list *cannot* be a child of a parent more than once. For example, a City setup list can be a child to a State setup list, but cannot be a child to both a State and a County setup list [Figure Figure 181] [Figure Figure 182].
- 2 A setup list *can* be a parent to more than one child. For example, a State setup list can be a parent to both the City and County setup lists [Figure Figure 183].
- 3 If a setup list has already been designated as a child in another setup list pair using the list mover control type, it **cannot** be a parent to any other setup list (because a parent must always be a drop-down). For example, for a City and a Suburb setup list, if the City setup list is a child to the State setup list and uses a list mover control type [p. 508], the City setup list cannot be used as a parent for the Suburb setup list (or for any other setup list) [Figure Figure 184].

- 4 A setup list *can* be a parent if it was previously a child using the drop-down control type. In the City/Suburb example, if the City setup list was a child to the State setup list and used a drop-down rather than a list mover, it could be a parent to the Suburb setup list [Figure Figure 185].
- 5 If a setup list is designated as a parent, it *can* be a child to another setup list. For example, a State setup list can be a child to the Country setup list as well as a parent to the City setup list [Figure Figure 186].

Setup list pair rules example

This section describes through a series of illustrations a sample application of the setup list pair rules:

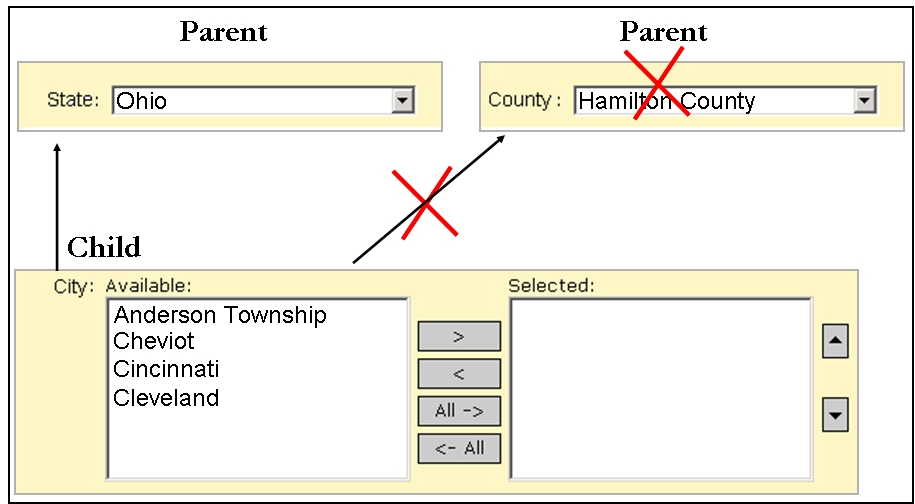
- Figure 180 : Setup list pair linking State and City.
- Figure 181 : Rule 1 - Cannot be a child of a parent more than once in a pair
- Figure 182 : Rule 1b: Can be a child of a child
- Figure 183 : Rule 2 - Can be a parent to more than one child in a pair
- Figure 184 : Rule 3 - Child cannot be a parent if it is a list mover control type
- Figure 185 : Rule 4 - A child can be a parent if it is a drop-down control type
- Figure 186 : Rule 5 - A parent can be a child to another setup list

Figure 180: Setup list pair linking State and City

The screenshot displays a 'Parent' section with a 'State' drop-down menu showing 'Ohio'. Below it, an upward-pointing arrow indicates a 'Child' section. The 'Child' section is titled 'City' and features a list mover interface. On the left, under 'Available:', are the items 'Anderson Township', 'Cheviot', 'Cincinnati', and 'Cleveland'. In the center are four buttons: '>', '<', 'All ->', and '<- All'. On the right, under 'Selected:', is an empty list box with up and down arrow buttons.

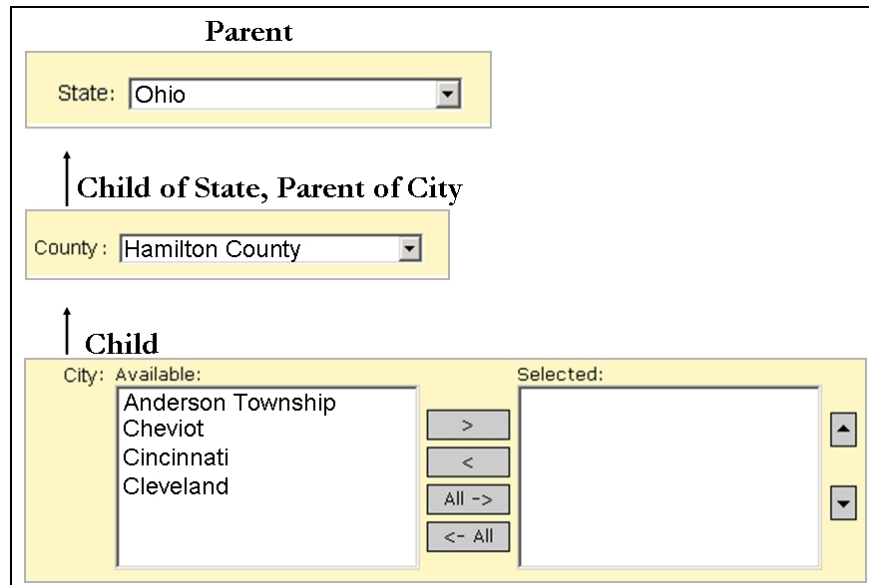
This example is a setup list to link **State** and **City**, where **State** has a control type of drop-down list and **City** has a control type of list mover.

Figure 181: Rule 1 - Cannot be a child of a parent more than once in a pair



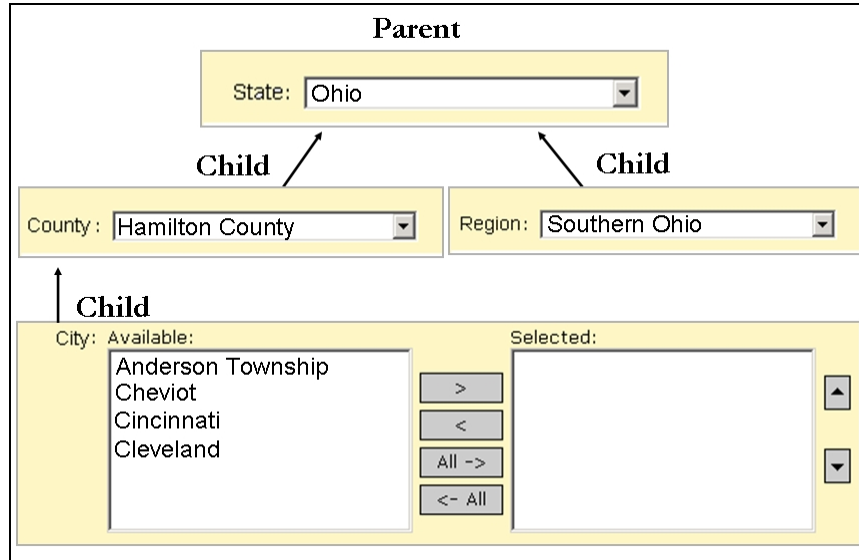
Because **City** is the child in this pair, it cannot be the child in any other setup list pair, for example, it cannot be a child of **County**.

Figure 182: Rule 1b: Can be a child of a child



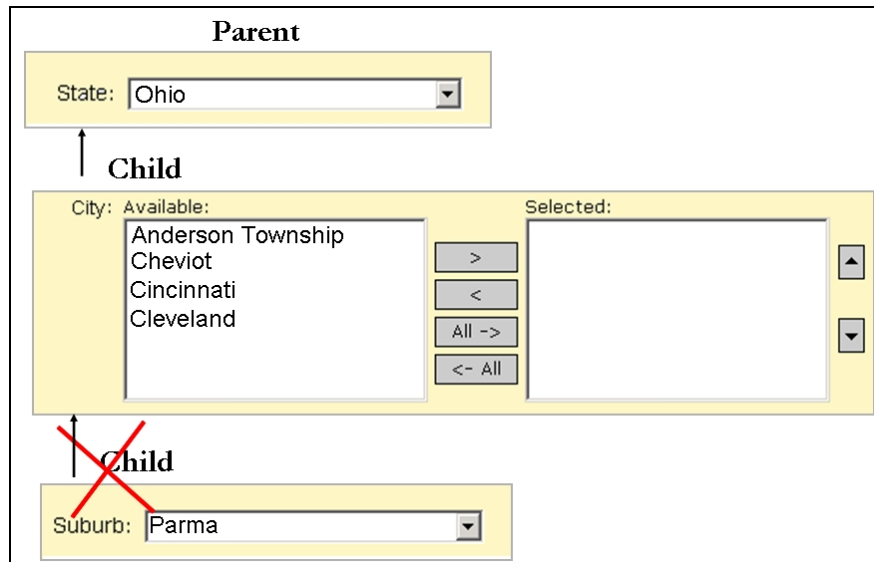
If, however, **County** is a child to **State**, **City** can be a child to **County**, as long as County is a drop-down list and not a list mover.

Figure 183: Rule 2 - Can be a parent to more than one child in a pair



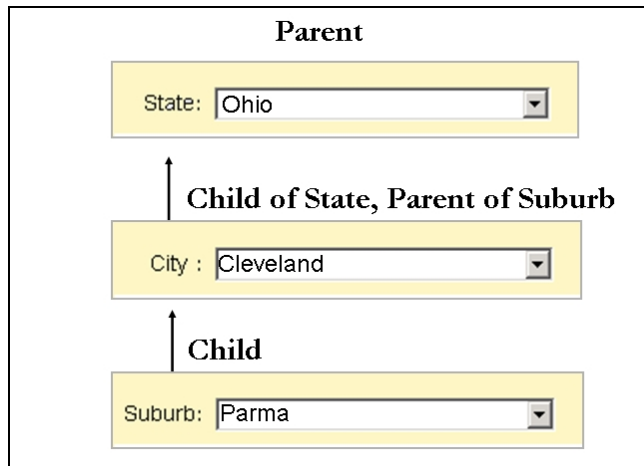
Other child setup lists can be added to the **State** parent setup list, as long as they are not a child of any other setup list.

Figure 184: Rule 3 - Child cannot be a parent if it is a list mover control type



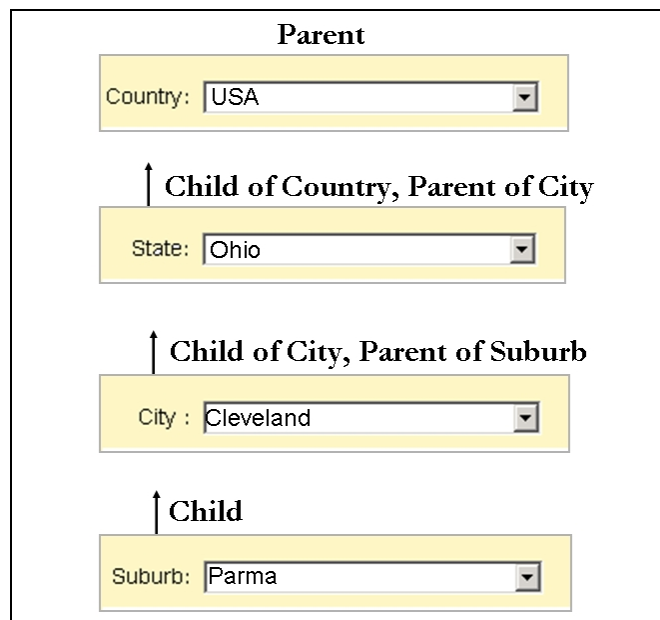
Because **City** is a child that uses the list mover control type, it can't be a parent for any other setup list, for example, it can't be a parent to **Suburb**.

Figure 185: Rule 4 - A child can be a parent if it is a drop-down control type



A setup list can be a parent if it is already a child using the drop-down control type. If **City** uses a drop-down list, it can be a parent to **Suburb**.

Figure 186: Rule 5 - A parent can be a child to another setup list



The **State** setup list can be the child for another parent such as **Country**. The control type [p. 508] must be a drop-down list, not a list mover, because **State** is also a parent of **City**.

Creating a custom setup list pair

Before creating a setup list pair [p. 478], review the setup list pair rules [see p.479]. Creating a custom setup list involves three processes: adding the setup list pair to the database (by using the Setup List Pair Management

feature); adding list items to the setup lists in the pair [p. 484]; and linking the setup lists together after the custom schema is created [p. 501].

To add the setup list pair to the database [DA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Setup List Pair Management**. The Setup List Pair Management page appears.
- 3 In the Actions menu, click **Add Setup List Pair**. The Add Setup List Pair page appears.
 - To delete a setup list pair, select it and in the Actions menu, click **Delete Setup List Pair**.
- 4 Enter or change information, which includes:
 - **Parent referenced setup list:** Ensure "<New>" is selected.
 - To use an existing parent setup list, select it. The information from the referenced parent setup list appears in **Parent name** and **Parent description**.
 - **Parent name:** The name of the parent setup list. This field is limited to 25 characters. Do not use numbers, special characters, or spaces.
 - **Parent description:** A description of the parent setup list. This description appears when you add list items on the Setup List Pair page. This field is limited to 39 characters and data entered cannot be identical to data in **Parent name**.
 - **Child Referenced Setup List:** To add a new child setup list, ensure <New> is selected.
 - To use an existing child setup list, select it. Information from the referenced child setup list appears in **Child name** and **Child description**. Only those components that have not already been used as children in other setup list pairs are available. **Note:** The child setup list cannot be the same as the parent.
 - **Child name:** The name of the child setup list. This field is limited to 25 characters. Do not use numbers, special characters, or spaces.
 - **Child description:** A description of the child setup list. This description appears when you add list items on the Setup List Pair page [p. 501]. This field is limited to 39 characters and data entered cannot be identical to data in **Child name**.
- 5 Click **OK**.

Adding list items to a custom setup list pair

After adding a custom setup list pair to the database [p. 483], the District Administrator can add the list items [p. 476]. If the setup list to which you are adding the list item is a child to another setup list, a panel appears with the name of the parent setup list [Figure Figure 187].

¹You can do this if your role is District Administrator.

Figure 187: Child setup list with parent

The screenshot shows a form with two main sections: 'City' and 'County'. The 'City' section (A) contains a dropdown menu with 'Cheviot' selected (B). Below it are fields for '*Description: Cheviot', '*Code: CH', 'State description:', and 'State code:'. The 'County' section (C) has two lists: 'Available Items' containing 'Mercer County' and 'Selected Items' containing 'Hamilton County' (D). A 'Total: 1' label is next to the 'Selected Items' list. A button with a right-pointing arrow is between the two lists.

- A The setup list is **City**. In this example, if a user on the page chooses "Cheviot" from the drop-down list for City, "Hamilton County" will appear in County. If the user chooses Hamilton County from the drop-down list for County, the filtered list of cities in the City drop-down list will contain Cheviot.
- B The setup list item is **Cheviot**.
- C County is a parent setup list to City.
- D The parent list item is Hamilton County.

To add items to a setup list pair [DA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup List Pairs**. The Setup List Pair page appears.
- 3 In the **Name** column, click the setup list pair to which the list items will be added. The <setup list name> Search page appears.
- 4 In the Actions menu, click **Add <setup list name>**.
 - To edit a setup list pair item, perform a search, select the item and in the Actions menu, click **Edit <setup list name>**.
 - To delete a setup list pair item, perform a search, select the item and in the Actions menu, click **Delete <setup list name>**.
- 5 On the Add <setup list item name> page, enter or change information, which includes:
 - **Description:** The description of the setup list pair item.
 - **Code:** The code used to identify the setup list pair item.
 - [Optional] **State Description:** The state description of the item.
 - [Optional] **State Code:** The state code used to identify the item.
- 6 If a panel appears with the name of a parent setup list [Figure Figure 187], in the **Available** list, double-click the parent list item to be associated with this child list item. The parent list item moves to the **Selected** list.
- 7 Click **OK**.

¹You can do this if your role is District Administrator.

Working with schemas

A *schema* is a set of tables in a database that are grouped together based on similar attributes. Each schema associates *metadata* (that is, information about the data) with its set of tables to describe their functions and interactions. cTools enables a District Administrator to create new schemas that extend out from the core schemas in Chancery SMS [Figure Figure 189]. The administrator adds pages [Figure Figure 190], panels [Figure Figure 191], and fields [Figure Figure 192] to these custom schemas in order to enhance features and functions and collect data that is specific to a school district.

There are three categories of schema: A *Main schema* is always "built-in", meaning it comes predefined with Chancery SMS. The administrator can use cTools to edit fields in a Main schema [p. 502], but cannot add new pages or fields. Adding pages, fields, and functions to Chancery SMS requires the creation of either an *Extension schema* or a *Child schema* [p. 490]. An Extension schema's fields display as regular fields on a page, whereas the fields in a Child schema appear as a grid.

Custom schemas extend out from the Main schema and inherit the auditing properties [p. 491] and calendar settings [p. 498] from the Main schema; the administrator can choose to keep these settings or change them in the custom schema. Custom schemas can be locked from changes [p. 470].

There are some Extension and Child schemas that are built into Chancery SMS. Built-in Extension and Child schemas cannot be changed. The administrator can add a custom Extension or Child schema to a Main schema and to a built-in Child schema, but not to a built-in Extension schema. All Chancery SMS Main schemas and built-in Extension and Child schemas are locked [p. 470] to prevent changes; however, some panels and pages in these schemas are not locked see *Chancery SMS Optional package* [p. 530].

For the Student Demographic feature area [p. 471], the administrator can make a custom schema available at the district-level or at the school-level. Opting to have the schema available at the district-level means the schema can be viewed by users logged on to Chancery SMS with district user permissions or with school user permissions. On the other hand, only users logged on with school user permissions can gain access to a school level schema - the control bar link does not appear in the associated feature area for users logged on with district user permissions.

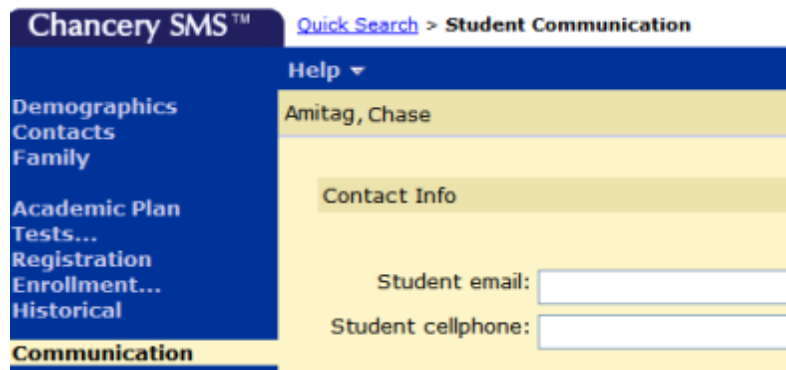
When you create a custom schema in the District Setup feature area, unlike customizations created for other schemas, which typically show a link in a control bar, custom pages created for the District Setup feature area are accessible via a link under **District** on the District Setup page.

Example: Creating a custom schema with pages, panels and fields

The following example illustrates how the District Administrator would create a custom extension schema [p. 486] in the Student Demographics

feature area [p. 471], that is available to both district-level and school-level users. The sample schema's name is **Communication**; it contains a page named **Student Communication** and a **Contact Info** panel with two fields in which users can enter a student's cellphone and email address [Figure Figure 188].

Figure 188: Example of custom schema with a page, panel and fields



The steps to creating this sample custom schema are:

- Step 1: Create an extension schema [p. 487]
- Step 2: Configure fields [p. 488]
- Step 3: Add the page to the schema [p. 488]
- Step 4: Add the panel to the page [p. 489]
- Step 5: Add the custom fields to the panel [p. 489]

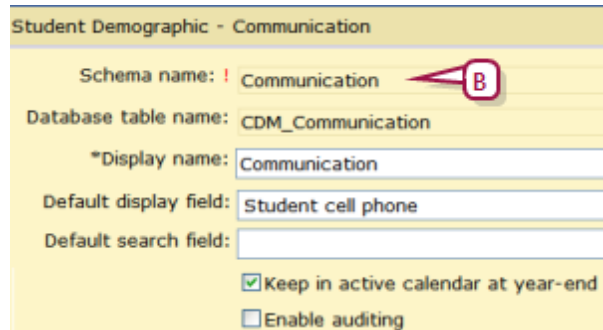
Note: As an alternative to creating a custom schema in this instance and depending on district requirements, the District Administrator could choose to simply add a new panel and fields to an existing demographics page see *Working with custom pages, panels, and fields* [p. 502].

Step 1: Create an extension schema

The District Administrator creates the **Communication** schema by extending the Chancery SMS built-in Main schema **DistrictStudent** [Figure Figure 189] [see also *Adding Extension and Child schemas* p.490]. **Note:** Extending the **DistrictStudent** schema ensures every user with appropriate permissions [p. 236] can use the schema. To limit access to school-level users only, the District Administrator would extend the Chancery SMS built-in Main schema **SchoolStudent**.

Figure 189: Create Extension schema

Student Demographic			
Selected: 0			
<input type="checkbox"/>	Schema name	Schema type	Schema ca
<input type="checkbox"/>	Contact	Built-in	Main
<input type="checkbox"/>	DistrictStudent	Built-in	Main
<input type="checkbox"/>	Communication	Custom	Extension

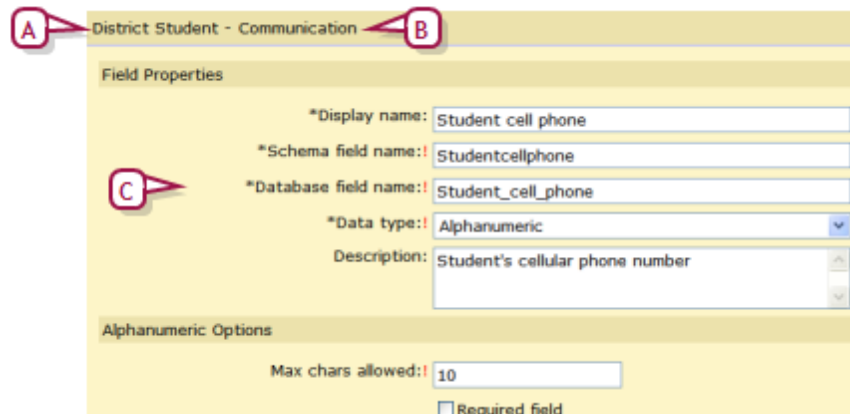


- A Built-in, locked [p. 470] Main schema [p. 486].
- B Custom Extension schema.

Step 2: Configure fields

The District Administrator then sets the field properties for the schema [Figure Figure 190] [see also *Configuring fields in a schema* p.491].

Figure 190: **Configure fields**

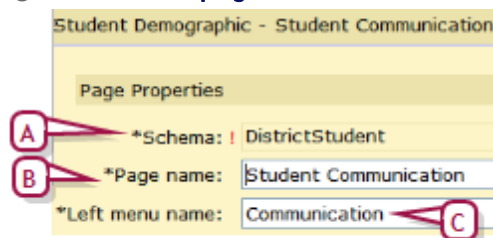


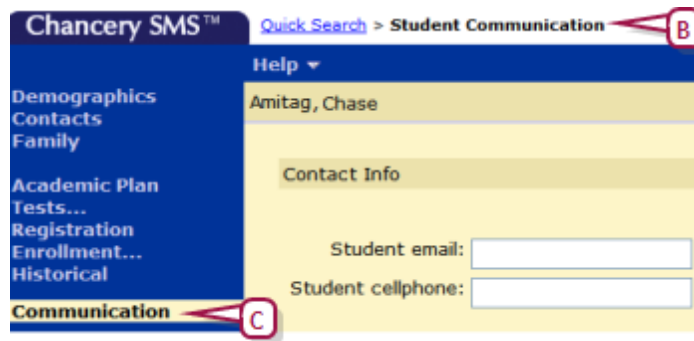
- A Name of built-in, locked Main schema
- B Name of custom Extension schema.
- C Field in custom schema.

Step 3: Add the page to the schema

The District Administrator adds a page to the schema, names it **Student Communication**, and names the control bar link **Communication** [Figure Figure 191] [see also *Adding a custom page to a schema* p.503].

Figure 191: **Add page**



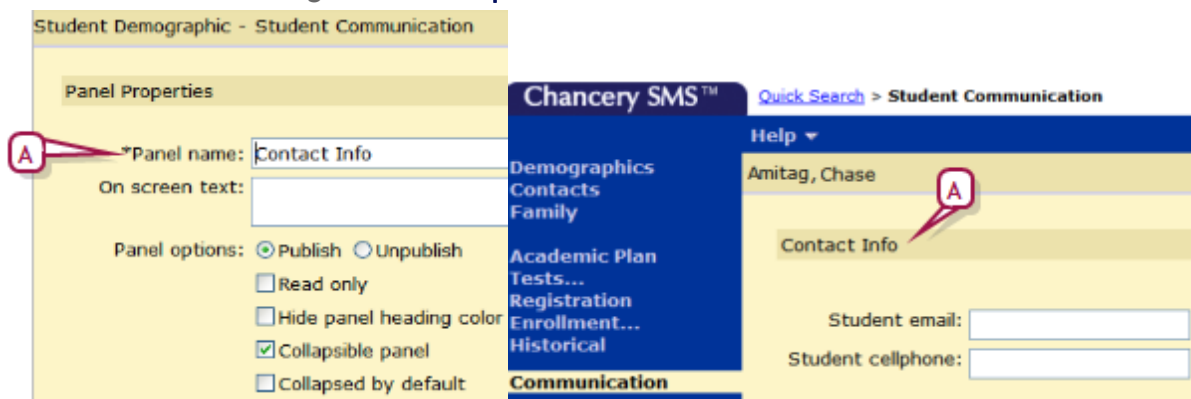


- A Built-in, locked Main schema
- B Custom page.
- C Link in control bar.

Step 4: Add the panel to the page

The District Administrator adds a panel named **Contact Info** to the page. A panel is required in order to add fields to a page [see also *Adding a custom panel to a page* p.505].

Figure 192: Add panel

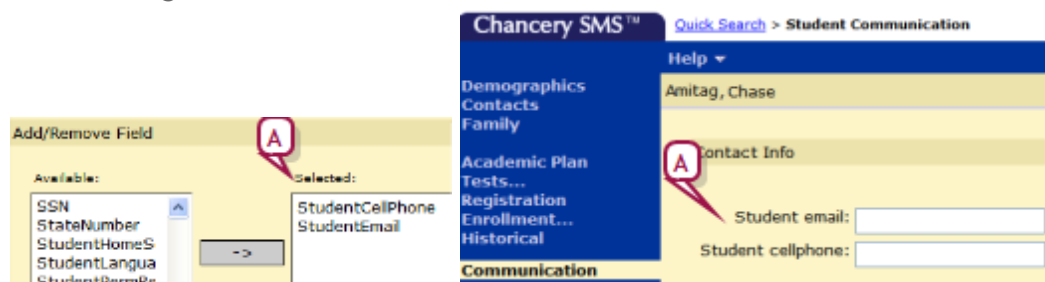


- A Custom panel.

Step 5: Add the custom fields to the panel

During the final step, the District Administrator adds the fields created in Step 2 to the panel created in Step 4 [Figure Figure 193] [see also *Adding a custom field to a panel* p.506].

Figure 193: Add custom fields



- A Custom schema fields

Adding Extension and Child schemas

An *Extension schema* has a one-to-one relationship with its associated *Main schema* [p. 486]. A District Administrator can add a custom Extension schema to a Main schema and to custom Child schemas; however, he or she cannot delete a custom Extension schema if it is referenced by a page in another schema in the database, nor can he or she change a built-in Extension schema, or add one custom Extension schema to another.

A *Child schema* has a one-to-many relationship to the Main schema. Fields in a Child schema appear as a grid on the page. The administrator can add a Child schema to a main schema and to another custom Child schema, but cannot add a Child schema to an Extension schema, change a built-in Child schema, edit or delete a Child schema that is locked [p. 470], or change a Child schema that is referenced by a page in another schema.

To add an Extension or Child schema [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. District Setup page appears.
- 2 Under cTools, click **Manage Schemas**. The cTools Manage Schemas page appears.
- 3 Click the feature area [p. 471] that contains the schema to be extended.
 - Student Health Tracking schemas originate from within the Student Demographic feature area. Therefore, to work with Health schemas, click the Student Demographic feature area.
- 4 On the Manage Schema Properties page, under **Schema name**, select the schema to be extended.
- 5 In the Actions menu, click **Add Schema > Add Child** or **Add Extension**.
 - To edit a schema, click it. It is possible to edit unlocked schemas [p. 470] created by others.
 - To delete a schema, select it and in the Actions menu click **Delete Schema**.
- 6 On the Add/Edit Child or Add/Edit Extension page, enter or change information, which includes:
 - **Schema Name**: The name of the custom schema. The name must be unique and have no spaces or underscores.
 - **Database table name: CDM_**: The name of the table in the custom schema. The name of a custom table in Chancery SMS is always prefixed by "CDM". The name cannot have spaces, use underscores instead.
 - **Display name**: The schema name as it appears on pages and in bread crumbs.
 - **Description**: Additional information about the schema.
 - **Default display field**: The field selected here is used to construct part of the audit message [p. 491] that appears when a change is made to

¹You can do this if your role is District Administrator.

any field in this custom schema. **Note:** No fields appear here until they are added to the schema see *Configuring fields in a schema* [p. 491].

- **Default search field:** The field users search on by default when searching on a custom schema (Extension schemas only) [p. 521]. The field you designate as the default search field should be the field that best describes the type of records in the schema. Specifying a default search field is optional; however, if a field is not specified as a default search field, the operators "includes" and "excludes" are not available in the search control. **Note:** No fields are available in this drop-down list until they are added to the schema see *Configuring fields in a schema* [p. 491].
- **Copy to planning calendar:** This option appears if the data in the Main schema [p. 486] can be different between the active and planning calendars. The setting for this option controls what happens to the data in the schema during Year-End Processing [p. 446]. If this option is selected, the data in this schema is copied from the active to the planning calendar during Year-End Processing; if not selected, data in this schema is deleted. The setting for this option defaults from the Main schema; however, the setting can be changed. Alternatively, individual fields can be set so that their data is not copied see *Setting calendar options for a custom field* [p. 498].
- **Keep in active calendar at year-end:** This options appears if the data in the Main schema [p. 486] is the same in both the active and planning calendars. If this option is selected, the data in this schema remains in the active calendar during Year-End Processing; if not selected, data in this schema is deleted. The setting for this option defaults from the Main schema; however, the setting can be changed. Alternatively, individual fields can be set so that their data remains in the active calendar at year end see *Setting calendar options for a custom field* [p. 498].
- **Enable auditing:** This setting controls whether the data in a custom schema is audited. The setting defaults from the Main schema; however, this setting can be changed on the Enable Auditing page see *Configuring fields in a schema* [p. 491].

7 Click **Save**.

8 Click **Apply Pending Changes**.

Configuring fields in a schema

After creating a custom schema see *Adding Extension and Child schemas* [p. 490], a District Administrator sets up fields in the schema and defines field properties [*Figure Figure 190*]. Later, the District Administrator will add these fields to the pages and panels he or she creates in the custom schema [p. 502]. Fields in the schema can be one of several *data types* see *Specifying how data is entered in the database* [p. 497]. **Note:** Fields can be configured for custom Extension and Child schemas, but not for built-in Extension and Child schemas and not for Main schemas.

To configure a field for a custom schema [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. District Setup page appears.
- 2 Under cTools, click **Manage Schemas**. The cTools Manage Schemas page appears.
- 3 Click the feature area [p. 471] that will contain the new field. The Manage Schema Properties page appears.
 - Student Health Tracking schemas originate from within the Student Demographic feature area. Therefore, to work with Health schemas, click the Student Demographic feature area.
- 4 Under **Schema name**, click the applicable custom schema. The Add/Edit Extension or Add/Edit Child page appears.
- 5 In the Actions menu, click **Add Field**.
 - To edit field properties, click the field. The Edit Field page appears.
 - To delete a field: Under **Schema fields**, select the field. In the Actions menu, click **Delete Field**. In the confirmation dialog, click **OK**.
- 6 On the Add Field page enter or change information, which includes:
 - **Display name**: The field name as it appears to users.
 - **Schema field name**: The schema name for the field. The name must be unique, can only have letters with no spaces, and cannot be changed once this page is saved.
 - **Database field name**: The database name for the field. The name must be unique, can only have letters with no spaces, and cannot be changed once this page is saved.
 - **Data type** [p. 497]: Select the field data type. The data type name and its options appear under **<data type> Options**. The data type cannot be changed once this page is saved.
 - **Description**: A description of the field.
- 7 Under **<data type> Options** [p. 491], complete the properties specific to the data type selected above:
 - For the *Alphanumeric* data type, enter information under **Alphanumeric Options**:
 - **Max chars allowed**: The maximum number of characters users can enter in the field. The value cannot be changed after it is created in the database [p. 517].
 - **Required field**: Users must complete the field before they can close the page. On a page, a required field is indicated with an asterisk (*).
 - For the *Numeric* data type, enter information under **Numeric Options**:
 - **Max digits allowed**: The maximum number of digits, both before and after the decimal point, users can enter into the field. The number entered here cannot be changed after it is created in the database [p. 517].

¹You can do this if your role is District Administrator.

- **Decimal places:** The number of digits that appear to the right of the decimal point. The number entered here cannot be changed after it is created in the database [p. 517].
 - **Default:** The value that appears when users first arrive at the field.
 - **Numeric range:** The lowest and highest values that users can enter in the field.
 - **Required field:** Users must complete the field before they can close the page. On a page, a required field is indicated with an asterisk (*).
 - For the *Date* data type, enter information under **Date Options:**
 - **Required field:** Users must complete the field before they can close the page. On a page, a required field is indicated with an asterisk (*).
 - **Default to today's date:** Displays the current date in the field.
 - For the *Yes/No* data type, enter information under **Yes/No Options:**
 - **Default:** Determines whether the Yes/No check box will be selected by default.
 - For the *Setup List* data type, enter information under **Setup List Options:**
 - **Referenced setup list:** There are two options for this field: select the name of an existing setup list [p. 474] (recommended); or select <New>. Selecting <New> creates a new setup list (when you apply pending changes) with the same name as the Database field name.
 - **Default value:** To have a setup list appear when users first arrive at the field, select the setup list.
 - For the *Memo* or *File* data type, enter information under **Memo Options** or **File Options:**
 - **Required field:** Users must complete the field before they can close the page. On a page, a required field is indicated with an asterisk (*).
 - For the *Collection* data type, enter information under **Collection Options:**
 - **Referenced setup list:** There are two options for this field: select the name of an existing setup list (recommended); or select <New> to create a new setup list [p. 474] with the same name as the Database Field name. The value cannot be changed after it is created in the database [p. 517].
- 8 Click **OK**. On the Add/Edit Extension or Add/Edit Child page, the field appears under Schema Fields.
 - Or, click **Save & Add** to add the next field.
 - 9 Select a **Default display field**. The field selected here is used to construct part of the audit message that appears when a change is made to data in any of the fields in the schema [p. 491].
 - 10 [Optional] Select a **Default search field**. The field users search on by default when searching a custom Extension schema [p. 521]. The field designated as the default search field must be of the data type Setup List [p. 497] and should be the field that best describes the type of records in the schema. Specifying a default search field is optional; however, if a field is not

specified as a default search field, the operators "includes" and "excludes" are not available in the search control.

11 Click **Save**.

12 Click **Apply Pending Changes**.

Adding a custom field to the student search

The District Administrator can make certain cTools fields in DistrictStudent and SchoolStudent schemas—in the Student Demographics feature area—available for selection in grid views [p. 21] [Figure Figure 196]. When a user selects a grid view that contains the custom field, the field appears as a column in the **Search Results** grid on the district or school **Student Search** page [Figure Figure 194] or on the **Inactive Student Search (Past Years)** page.

Whether a custom field can be added to grid views depends on the schema type and the field's data type. For Extension schemas, custom fields of every data type [p. 497] except "File" can be made available to grid views. For Child schemas, custom fields with a data type of "Alphanumeric", "Numeric", "Date", "Yes/No" and "Setup List" can be made available.

The way in which the data in the cTools field appears in the student search results grid also depends on the schema and on the field's data type. In an Extension schema, field content appears as a single row, except content for fields of type Memo and Collection, which appears under a collapsible heading [Figure Figure 194]. In a Child schema, the content in custom fields always appears under a collapsible heading [Figure Figure 195].

The administrator can assign permissions [p. 236] to the schema to which the custom field belongs so that only users with the appropriate permission can create a grid view that includes this field. If a schema that contains a field enabled for grid views is deleted, the permission is removed from all roles.

When a user performs a grid print [p. 29] of student search results, the content of Memo and Collections fields in Extension schemas and the content of all fields in Child schemas is collapsed by default; however the user can choose to expand the entries to show the content in the grid print report.

Figure 194: **Extension schema fields in student search results grid**

Student Name (LFM)	ID	Notified	Special Notes	ie (LFM)	ID	Notified	Preferred Activities
Reesley, Shanel	10462852	Yes	<div style="border: 1px solid gray; padding: 2px;"> Details This is the sample memo content that gets displayed when the the user clicks on the arrow above left. </div>	Shanel	10462852	Yes	<div style="border: 1px solid gray; padding: 2px;"> 5 selected Reading Writing Swimming Tennis Bowling </div>
Belknap, Herschel	10461961	Yes		Herschel	10461961	Yes	
Bellanger, Donald	11201123	No	<div style="border: 1px solid gray; padding: 2px;"> Details </div>	Donald	11201123	No	<div style="border: 1px solid gray; padding: 2px;"> 1 selected </div>

- A Yes/No field in an extension schema.
- B Memo field [p. 508] in an Extension schema. The user can view (and hide) the data in the memo field by clicking the arrowhead.
- C Collection field [p. 508] in an Extension schema. The user can view (or hide) the content by clicking the arrowhead.

Figure 195: Child schema fields in search results

Student Name (LFM)	ID	Special Recognition
<input type="checkbox"/> Beesley, Shanel	10462852	▼ 4 Records 05/21/2010 Awarded \$200 bursary 05/22/2010 Elected as student representative 06/01/2010 Received commendation from chief 07/05/2010 Awarded \$10,000 scholarship
<input type="checkbox"/> Belknap, Herschel	10461961	
<input type="checkbox"/> Bellanger, Donald	11201123	► 1 Record

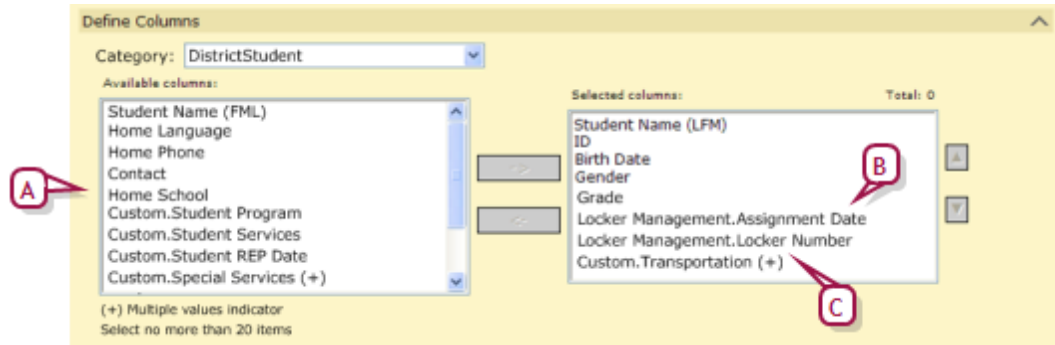
- A Child schema fields. In this example, the first entry is a Date field, the second is a Setup List field, and the third is an Alphanumeric field. The field delimiter used is the default, which is a space. The user can view (or hide) the group of fields by clicking the arrowhead.

To make a custom field available in grid views [DA¹]:

- 1 In the Student Demographics feature area [p. 471], configure the custom field see *Configuring fields in a schema* [p. 491].
- 2 On the Add/Edit Extension or Add/Edit Child page, in the Actions menu, click **Enable for Grid Views**. The Enable for Grid Views page appears.
- 3 Under **Fields**, in the **Available** list, double-click the field to be made available in the grid views. The field moves to the **Selected** list.
 - If this custom field is in a Child schema, a **Field delimiter** field is available in which you can enter up to 10 characters (letters, numbers, or symbols). The delimiter appears between each selected field value in the student search results [Figure Figure 195]. If no delimiter is entered here, Chancery SMS puts a space between each field value.
- 4 [Optional] Under **Security**, select **Create grid views permission**.
 - Chancery SMS creates a permission under the **User Settings** category on the Base Role page that controls which roles [p. 231] have permission to select the custom field in the grid views.
 - The permission name created is **<schema name> - available in grid views** and by default is set to **Yes** for the District Administrator role and **No** for all other roles.
- 5 Click **OK**.
 - To see the custom field in grid views [Figure Figure 196], stop Chancery SMS Task Manager [see p.368], click **Apply Pending Changes** [see p.517], and then reset IIS [see p.521].

¹You can do this if your role is District Administrator.

Figure 196: cTools fields in grid view



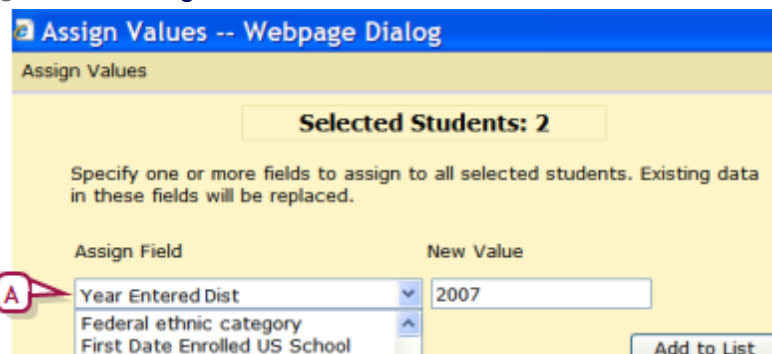
- A Fields that were created in the DistrictStudent Main schema prior to Chancery SMS 6.7.0 and that are now grid view enabled are prefixed with "Custom" when the user is logged in as a district user. If the user is logged in as a school user, the prefix is "DistrictStudent".
- B Fields in a "Locker Management" custom Extension schema that was created in Chancery SMS 7.5.0 or higher.
- C Child schema fields from a grid named "Transportation". In student search results, fields will appear under a collapsible entry [Figure Figure 195].

Controlling which users can assign values to custom fields

By default, all users can use **Assign > Values** or **Assign > Multi-values** on the Student Search page to assign values to the custom fields in a DistrictStudent or SchoolStudent Child or Extension schema. **Note:** Custom fields of every data type [p. 497] except "File" can be assigned values.

The District Administrator can remove the ability to assign values to a field, or keep this option enabled but create a permission [p. 236] for the schema to which the custom field belongs so that only designated users can assign values to the field in the schema. If a schema containing an assignable field is deleted, Chancery SMS removes the permission from all roles.

Figure 197: Assign value to custom field



- A Custom field.

To control which users can assign values to a custom field

]:

- 1 In the Student Demographics feature area [p. 471], configure the custom field see *Configuring fields in a schema* [p. 491].
- 2 On the Add/Edit Extension or Add/Edit Child page, in the **Actions** menu, click **Enable for Mass Assign**. The Enable for Mass Assign page appears.
- 3 Under security, click **Create mass assign permission**.
 - Chancery SMS create a permission under the **User Settings** category on the Base Role page. This permission controls which roles [p. 231] have permission to select the custom field in the Assign Values or Assign Multi-Values dialog. The permission name created is **<schema name> - available in mass assign** and by default is set to **Yes** for the District Administrator role and **No** for all other roles.
 - To prevent a field from appearing in the Assign > Values or Assign > Multi-Values dialog for any user, in the **Selected** list, double-click the field. The field moves to the **Available** list.
- 4 Click **OK**.

Specifying how data is entered in the database

When the District Administrator configures a custom field for a schema, he or she defines how the data should be entered in the database. The mechanism used to determine how data is entered is called a *data type*. Each data type can have one or several options. For example, for some data types the administrator can specify whether the data should be required and/or what the default data should be [Table 76].

Later, when the administrator adds the field to the custom schema [p. 506], he or she can define how the data will actually appear on screen. The mechanism used to display data on screen is called a *control type* [p. 508].

Chancery SMS supports several field data types [Table 76].

Table 76: Field data types

Data type	Data captured in the database	Data type options
Alphanumeric	Both alphabetical and numeric characters	You can set the maximum number of characters allowed and specify whether the field is required.
Numeric	Numeric characters	You can enter the maximum number of digits allowed, the number of decimal places, the default value, the numeric range, and whether the field is required.
Date	A date	You can specify whether the field is required and whether to default to today's date.
Yes/No	Yes and No choices specified using radio buttons	You can choose Yes or No as the default.
Setup list	Captures list items	You can select the referenced setup list and the default value.

¹You can do this if your role is District Administrator.

Data type	Data captured in the database	Data type options
Memo	Multiple lines of text	You can specify whether the field is required.
File	File attachments	You can specify whether the field is required.
Collection	Displays list items [p. 476]. In an Extension schema, items appear in a List Mover on a page. In a Child schema, items appear in a Grid on a page [see also <i>Supported field data type/control type combinations</i> p.508].	You can select the referenced setup list.

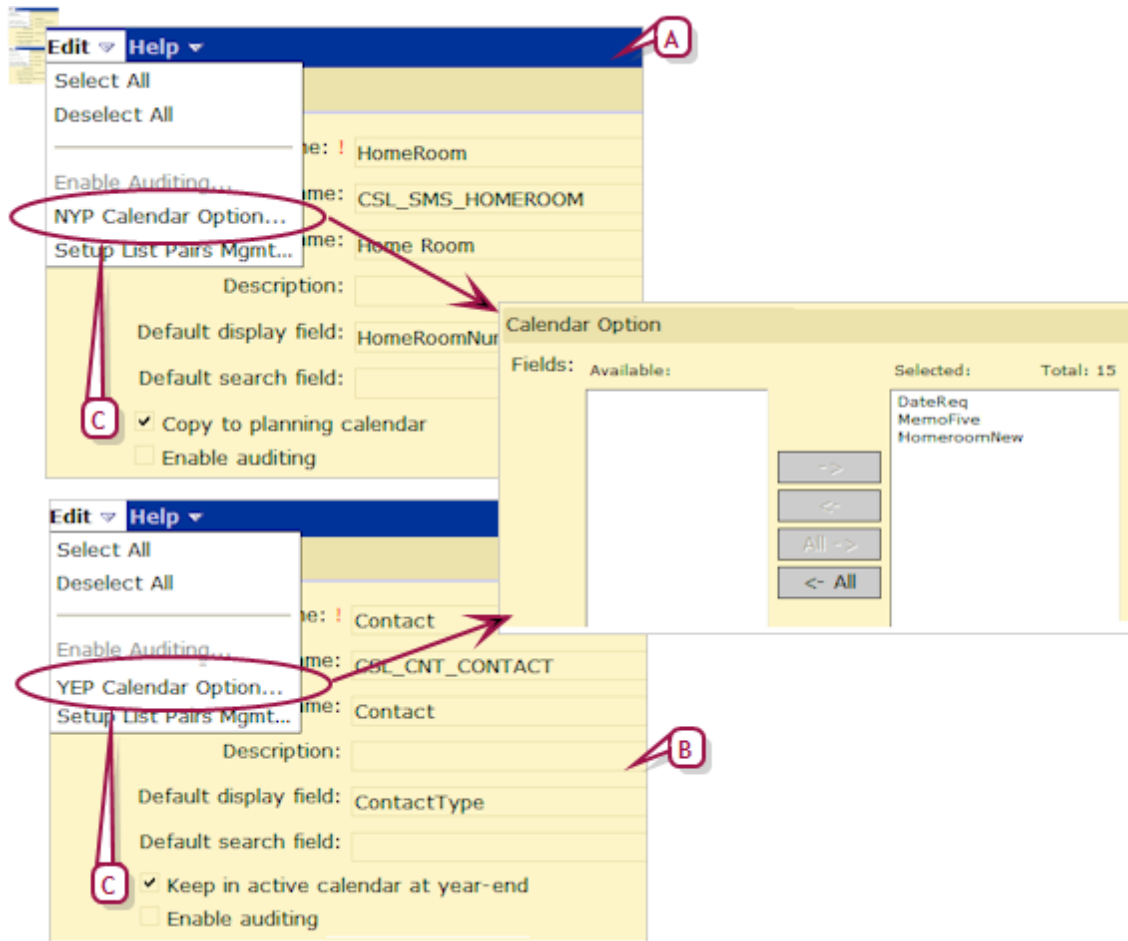
Setting calendar options for a custom field

Feature areas [p. 471] in Chancery SMS are either *calendarized* or *non-calendarized*. The data in a schema in a calendarized feature area is typically different between the active calendar and the planning calendars [p. 161]. Class scheduling information is an example of data in a calendarized feature area. In contrast, non-calendarized data such as facilities information is available in both calendars and any change made to the data appears in both calendars. A schema inherits its calendar properties (calendarized or non-calendarized) from its associated feature area.

When a District Administrator creates an Extension schema [p. 490], the schema inherits the calendar properties and the calendar options from the Main schema. The administrator can choose to use the inherited calendar options or change them to meet the needs of the school district.

Calendar options for custom schemas differ depending on two settings: whether the schema is calendarized or non-calendarized and whether a calendar option is selected in the schema. Schemas with calendarized data display a **Copy to planning calendar** field on the Add/Edit (Main, Extension, or Child) pages, while schemas with non-calendarized data display a **Keep in active calendar at year-end** field [Figure Figure 198].

Figure 198: Calendarized and non-calendarized Main schema



- A Calendarized schema
- B Non-calendarized schema
- C If the **Copy to planning calendar** or **Keep in active calendar at year end** option is selected in the Main schema, all fields appear in the Selected list on the NYP or YEP Calendar Options page. (If a calendar option is not selected, all fields appear in the Available list). The District Administrator can change these settings by moving the fields either left or right.

Although a custom schema inherits the calendar settings of the Main schema, it is possible to change these settings for individual fields in the custom schema. The administrator cannot change whether a schema is calendarized or non-calendarized but can control what happens to the data in the schema's fields during Next-Year Preparation [p. 431] (for fields in a calendarized schema) or during Year-End Processing [p. 446] (for fields in a non-calendarized schema) [Figure Figure 198].

To change calendar settings for a field: [DA¹]

¹You can do this if your role is DistrictAdministrator.

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. District Setup page appears.
- 2 Under **cTools**, click **Manage Schemas**. The cTools Manage Schemas page appears.
- 3 Click the feature area [p. 471] that contains the field to be updated.
 - Student Health Tracking schemas originate from within the Student Demographic feature area. Therefore, to work with Health schemas, click the Student Demographic feature area.
- 4 On the Manage Schema Properties page, under **Schema name**, click the applicable schema. The Add/Edit Extension or Add/Edit Child page appears.
- 5 In the Edit menu, click **NYP Calendar Option** (for calendarized schema) or **YEP Calendar Option** (appears for non-calendarized schema). The *NYP* or *YEP* Calendar Option page appears [Figure Figure 198].
- 6 To have the field's data copied to the planning calendar or kept in the active calendar at year end, double-click the field in the **Available** list. The field moves to the **Selected** list.
 - Or, to not have Chancery SMS copy the data to the planning calendar or to have Chancery SMS discard it from the active calendar at year end, double-click the field in the **Selected** list. The field moves to the **Available** list.
- 7 Click **OK**.

Setting field auditing properties

The Database Audit Log [p. 154] in Chancery SMS provides date- and time-stamped records of user activity in fields that have been enabled for auditing. The fields in a custom schema inherit the data auditing properties from the Main schema [p. 486]; however, the District Administrator can change this setting to meet the needs of the district. The administrator can choose to have Chancery SMS audit all fields in the custom schema or select individual fields for auditing. **Note:** To enable auditing of individual fields, the custom schema to which the fields belong must also be audit-enabled.

If data auditing is removed from a previously audit-enabled schema, the associated fields remain audit-enabled. This means that if the schema is audit-enabled again in the future, the schema's fields are automatically re-enabled for auditing.

Data auditing can be enabled for custom fields of the following data types [p. 497]:

- Alphanumeric
- Numeric
- Date
- Yes/No
- Setup List
- Collection

To change a field's auditing properties: [DA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. District Setup page appears.
- 2 Under cTools, click **Manage Schemas**. The cTools Manage Schemas page appears.
- 3 Click the feature area [p. 471] that contains the field to be audit enabled.
 - Student Health Tracking schemas originate from within the Student Demographic feature area. Therefore, to work with Health schemas, click the Student Demographic feature area.
- 4 On the Manage Schema Properties page appear, under **Schema name**, select the applicable schema. The Add/Edit Extension or Add/Edit Child page appears.
- 5 Select **Enable auditing**.
 - This option must be selected and the page saved in order to enable the **Enable Auditing...** option in the Edit menu.
- 6 Click **Save**.
- 7 In the Edit menu, click **Enable Auditing**. The Enable Auditing page appears.
 - If the Main schema that this custom schema is extending is audit enabled, by default all the custom fields appear in the **Selected** list. If the Main schema is not audit enabled, all fields appear in the **Available** list.
- 8 In the **Available** list, double-click the field to be audit enabled. The field moves to the **Selected** list.
 - To disable auditing of a field, double-click the field in the **Selected** list. The field moves to the **Available** list.
- 9 Click **OK**.
- 10 Click **Apply Pending Changes**.

Linking setup list pairs in a custom schema

A setup list pair [p. 478] is a pair of drop-down menus that work together in a parent-child relationship. We recommend that the District Administrator create the setup list pair [p. 483] first then, once the custom schema is created, link the setup list pairs together. Linked setup list pairs can be separated, as long as they have not been used to populate any fields in Chancery SMS.

To link a setup list pair [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. District Setup page appears.
- 2 Under cTools, click **Manage Schemas**. The cTools Manage Schemas page appears.
- 3 Click the feature area [p. 471] that contains the setup list fields to be linked.

¹You can do this if your role is School Administrator.

²You can do this if your role is District Administrator.

- Student Health Tracking schemas originate from within the Student Demographic feature area. Therefore, to work with Health schemas, click the Student Demographic feature area.
- 4 On the Manage Schema Properties page, under **Schema name**, select the relevant schema. The Add/Edit Extension or Add/Edit Child page appears.
- 5 Under **Schema Fields**, select the child and parent fields in the setup list pair.
 - To verify that two setup list fields are part of a setup list pair, or to create a setup list pair, in the Edit menu click **Setup List Pairs Mgmt.**
- 6 In the Actions menu, click **Link Setup List Pairs**.
 - To unlink a setup list pair, select the setup list that is the child in the setup list pair and in the Actions menu, click **Break Setup List Pairs**.
- 7 Click **Save**.
- 8 Click **Apply Pending Changes**.

Editing fields in a Main schema

A Main schema [p. 486] is a schema that come built into Chancery SMS. A District Administrator can change the display name of a field, make a field required, or delete a field in a Main schema. To preserve the integrity of the system, new fields cannot be added to a Main schema.

To edit a Main schema [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Schemas**. The cTools Manage Schemas page appears.
- 3 Click the feature area [p. 471] that contains the relevant Main schema. The Manage Schema Properties page appears.
- 4 Click the Main schema to be edited.
 - Chancery SMS indicates a Main schema by displaying the word **Built-in** in the **Schema type** column and **Main** in the **Schema category** column.
- 5 On the Add/Edit Main page, click the field to be edited.
 - To delete a field, in the Actions menu click **Delete** field.
- 6 Make the field changes.
- 7 Click **OK**.
- 8 Click **Apply Pending Changes**.

Working with custom pages, panels, and fields

Adding pages, panels, fields, and objects to a custom schema in Chancery SMS involves the following steps, in strict order:

- 1 Add a page [p. 503].
- 2 Add a panel to the custom page [p. 505].
- 3 Add fields to the custom panel [p. 506].

¹You can do this if your role is District Administrator.

- 4 Turn off the Chancery SMS Task Manager to enhance performance while applying pending changes to custom pages [p. 469].
- 5 Apply pending changes for custom schemas [p. 517].
- 6 Publish and apply pending changes for custom pages [p. 517].
- 7 Reset the Internet Information Server (IIS) [p. 521].
- 8 Turn on the Chancery SMS Task Manager to regenerate the data access views [p. 368].

Other optional steps include grouping custom pages to create a collapsible menu in the control bar [p. 504] and adding objects to a panel [p. 510].

Note: If a custom schema is locked [p. 470], only the schema creator can make changes to the schema. Other customizers can extend the schema, but cannot edit it directly or delete it, and can add new panels to pages in the locked schema but cannot change existing panels and fields.

Adding a custom page to a schema

The District Administrator can add pages to unlocked [p. 470] custom schemas [p. 486] and to built-in schemas in customizable feature areas [p. 471].

To add a page [DA¹]:

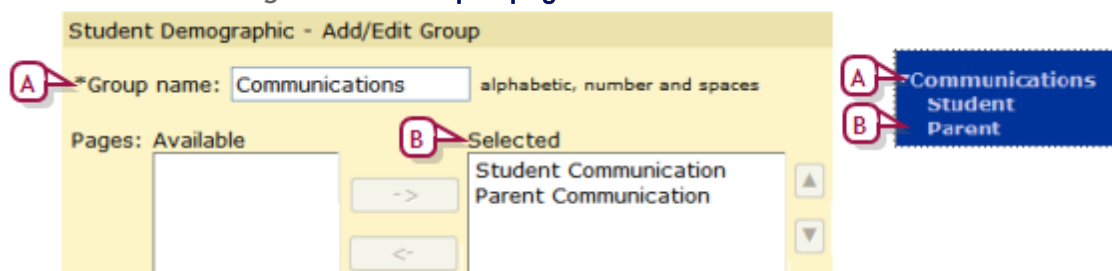
- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click the relevant feature area [p. 471]. The Manage Page Details page appears.
- 4 In the Actions menu, click **Add Custom Page**.
 - To edit a custom page, click the page name.
 - To delete a custom page, select the page and in the Actions menu click **Delete Custom page**.
- 5 On the Add/Edit Page page, under **Page Properties**, enter or change information, which includes:
 - **Schema:** The schema to which the page is added.
 - **Page name:** The name of the page as it appears on the page and in the bread crumbs.
 - **Left menu name:** The name of the link to the page as it appears in the control bar.
 - **Page description:** A description to help users identify the page's purpose.
- 6 Click **Save**. The new custom page appears under **Custom Pages** on the Manage Page Details page.
- 7 Add panels [see p.505] and fields [see p.506] to the custom page.
- 8 Check page permissions to ensure they are appropriate see *Custom page permissions* [p. 519].

¹You can do this if your role is District Administrator.

Grouping pages

When adding multiple related custom pages [p. 503], it is possible to group the pages together [Figure Figure 199]. Grouping pages keeps the control bar a manageable length because Chancery SMS displays grouped pages as a collapsible menu in the control bar.

Figure 199: Grouped pages



- A Group
- B Custom page links

To group pages [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click the relevant feature area [p. 471].
- 4 On the Manage Page Details page, in the Actions menu click **Add Group**.
 - To edit a group of pages, under **Custom Pages** click the group name.
 - To delete a group of pages, select the group and in the Actions menu, click **Delete Group**.
- 5 On the Add/Edit Group page, enter a **Group name**.
 - The name entered here appears in the control bar.
- 6 In the **Available** list, double-click each page to be included in the group. The page moves to the **Selected** list.
- 7 Click **OK**.

Inserting a custom page into a built-in page group (Health only)

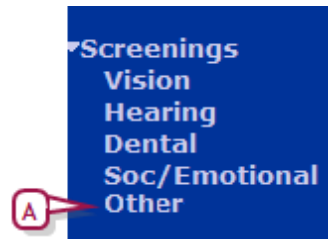
In the Student Health Tracking feature area [p. 471], there is the option to group custom pages with Chancery SMS built-in pages by creating a custom group [p. 504] with the same name as the built-in group. When Chancery SMS identifies groups of the same name, it includes all pages—built-in and custom—in one group.

For example, to add a page called "Other" to the built-in group "Screenings", the District Administrator would create a new group with the name

¹You can do this if your role is District Administrator.

"Screenings", add the custom page to the group, and then Chancery SMS inserts the page into the built-in Screenings group [Figure Figure 200].

Figure 200: Page link in built-in group



- A Link to custom page added to built-in page group in control bar.

To insert a custom page into a built-in page group [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click **Student Health Tracking**. The Manage Page Details page appears.
- 4 In the Actions menu click **Add Group**.
- 5 For **Group Name**, enter the name of the built-in group into which the custom page is to be inserted.
- 6 In the **Available** list, double-click the custom page to be added to the group. The page moves to the **Selected** list.
- 7 Click **OK**.

Adding a custom panel to a page

A panel helps organize the information on a page by grouping fields that are alike. A District Administrator can add an unlimited number of panels to custom and built-in pages. The administrator has some ability to specify how the panel will appear; for example, the panel heading color can be hidden, the panel can be made collapsible, or the panel can be made read only.

When an administrator adds a panel to a page, the panel is inserted directly below any panels that are built into Chancery SMS and above any Chancery SMS pages that are built-in but were created using cTools.

To add a panel [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click the relevant feature area [p. 471]. The Manage Page Details page appears.

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

- 4 Under **Custom Pages**, click the page to which the panel will be added. The Add/Edit Page page appears.
- 5 In the Actions menu, click **Add Page Panel**.
 - To edit a panel, select the panel and in the Actions menu click **Edit Page Panel**.
 - To delete a panel, select the panel and in the Actions menu click **Delete Page Panel**.
- 6 On the Add/Edit Panel page, under **Panel Properties**, enter or change information, which includes:
 - **Panel name:** The name of the page as it appears in the panel header.
 - **On screen text:** Instructions to help users use the panel appropriately. On a page, on-screen text appears below the panel heading.
 - **Panel options:**
 - **Publish:** The panel is visible on the associated page. As long as the page is not published, the Panel option can be set to Publish without affecting users [see p.517]
 - **Unpublish:** The panel is not visible on the associated page [see p.517].
 - **Read only:** None of the fields on the panel can be edited by users.
 - **Hide panel heading color:** The panel heading is the same color as the panel. **Note:** When you select this option, selecting the option **Collapsible** or **Collapsed by default** has no effect; that is, users cannot collapse the panel nor is the panel collapsed on entry to the page.
 - **Collapsible panel:** Users can close the panel. **Note:** If the **Hide panel heading color** option is selected, selecting this option has no effect; that is, users will be unable to collapse the panel.
 - **Collapsed by default:** Works with the **Collapsible** option; the panel is closed when users arrive at the page. **Note:** If the **Hide panel heading color** option is selected, selecting this option has no effect.
- 7 Click **Save**. The Add/Edit Page page appears.
 - To change the order in which panels appear on the page, on the Add/Edit Page page, in the **Edit** menu click **Change Panel Order**. On the Change Order page, select the panel and use the up and down arrows to change the display order.
- 8 Add fields [p. 506] to the panel, and add objects if required [p. 510].
- 9 Click **Save**.
 - To see the new panel, stop Chancery SMS Task Manager [see p.368], click **Apply Pending Changes** [see p.517], and then reset IIS [see p.521].
 - If you are adding this panel to a custom page, check page permissions to ensure they are appropriate see *Custom page permissions* [p. 519].

Adding a custom field to a panel

A District Administrator can add fields to custom or built-in pages and specify how the field will appear on the page see *Supported field data type/control type combinations* [p. 508]. The administrator must first

configure the field at the schema level before he or she can add it to the panel on a page see *Configuring fields in a schema* [p. 491].

To add a field to a panel [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click the relevant feature area [p. 471]. The Manage Page Details page appears.
- 4 Under **Custom Pages**, click the page to which the field will be added. The Add/Edit Page page appears.
- 5 Under **Panel Selection**, click the panel to which you want to add the field.
- 6 On the Add/Edit Panel page, in the Actions menu, click **Add/Remove Field**.
 - To edit a field's properties, under **Panel Fields**, click the field. The Edit Field page appears.
 - To remove a field from a panel without deleting it from the schema, select the field and in the Actions menu click **Add/Remove field**.
 - To delete a field from the schema, select it and in the Actions menu, click **Delete Field/Object**. When you delete a field, you permanently delete all data entered in that field.
- 7 On the Add/Remove Field page, In the **Available** list, double-click the field. The field moves to the **Selected** list.
 - To remove a field, double-click it in the **Selected** list. The field moves to the **Available** list.
- 8 Click **OK**. The Add/Edit Panel page appears.
- 9 Under **Panel Fields**, click the field. The Edit Field page appears.
- 10 Enter or change information, which includes:
 - **Label**: The name as it appears next to the field.
 - **Control type** [Table 77]: Determines how the field will appear on the page.
 - **Field options**:
 - **Publish**: The field is visible on the associated panel. As long as the panel is not published, the Field option can be set to Publish without affecting users [see p.517].
 - **Unpublish**: The field is not visible on the associated panel [see p.517].
 - **Read only**: The field cannot be edited by users.
 - **Show Add/Delete action menu items**: This option appears for grid pages only and enables you to display **Add** and **Delete** in the Actions menu of the grid page.
- 11 Click **OK**. The Add/Edit Panel page appears.
 - To change the order in which multiple fields appear in the panel, in the **Edit** menu, click **Change Field Order**. On the Change Order page,

¹You can do this if your role is District Administrator.

select the field and use the up and down arrows to change the display order

12 Add objects if required [p. 510].

13 Click **Save**.

- To see the new field, stop Chancery SMS Task Manager [see p.368], click **Apply Pending Changes** [see p.517], and then reset IIS [see p.521].
- If you are adding this panel to a custom page, check page permissions to ensure they are appropriate see *Custom page permissions* [p. 519].


Supported field data type/control type combinations


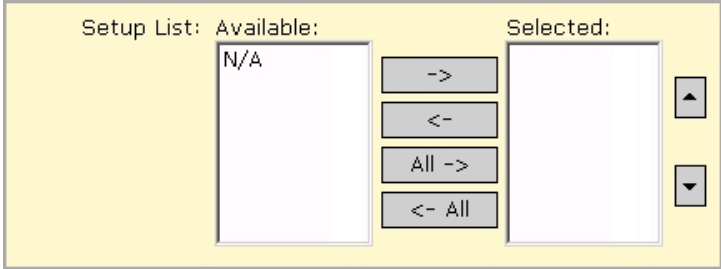
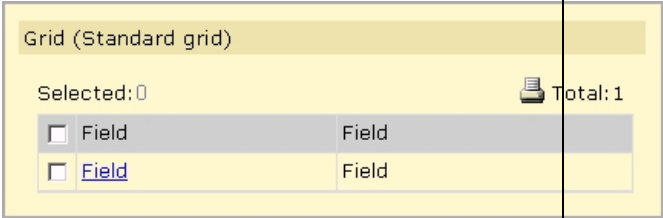


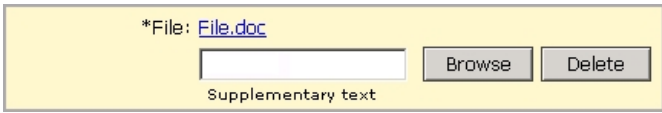
Each field has a *data type* and a *control type*. A field's data type determines how the data will be captured in the database.

The District Administrator selects a field's data type when he or she creates a schema [see also *Specifying how data is entered in the database* p.497]. A field's control type determines how the data will appear on screen, and is available for selection when the field is added to a panel on a page [p. 506].

The control type available is determined by the data type specified for the field in the schema. **Note:** For the data type "Collection", the schema type (Extension or Child) determines the control type [Table 77].

Table 77: Data type/control type combinations:

Data Type	Control Type	Description
Alpha-numeric	Text box	A single-line text field for letters and numbers. Options include entering supplementary text to provide additional information for users, and to have Chancery SMS validate the data in the field [p. 510]. *Alphanumeric: <input type="text" value="letters 12345"/> Supplementary text
Numeric	Numeric box	A single-line text field that accepts only numbers. Options include entering supplementary text to provide additional information for users. *Numeric: <input type="text" value="888.00"/> Supplementary text
Date	Date control	A popup calendar and a field that accepts only dates. Options include entering supplementary text to provide additional information for users, and having Chancery SMS validate the data in the field [p. 510]. *Date: <input type="text" value="6/8/2005"/>  Supplementary text
Yes/No	Check box	A check box that users selected or deselected. Options include having Chancery SMS validate the data in the field [p. 510]. <input checked="" type="checkbox"/> Yes/No
Setup list	Drop-down list Combo box	Drop-down list: A menu of items from a setup list. Options include having Chancery SMS validate the data in the field [p. 510]. Combo box: A drop-down list that when a user enters multiple letters, the first item in the setup list that starts with that sequence of letters appears.

Data Type	Control Type	Description
		
Collection (Extension schema)	List mover	<p>A pair of list boxes that contain available and selected items from a setup list. Options include having Chancery SMS validate the data in the field [p. 510].</p> 
Collection (Child schema)	Standard grid	<p>A display-only grid that holds multiple records, with links to a page where records can be edited. Options include including Add and Delete in the Actions menu.</p> 
Collection (Child schema)	Editable grid	<p>A grid that holds multiple records, where the records can be edited within the grid. Options include including Add and Delete in the Actions menu and selecting the number of rows users are permitted to add.</p> 
Memo	Multi-line text	<p>A text field with room for multiple lines of text. Options include setting the number of lines of text that users are permitted to enter.</p> 
File	Attachment	<p>A field that points to a file attachment stored in the database, with associated buttons to upload and delete the file. Options include entering supplementary text to provide additional information for users.</p> 

Validating data in custom fields

For custom fields with certain data type and control type combinations [Table 77], a developer [p. 385] can set up Chancery SMS to validate the data entered into the fields. Because client validations are very technical, we recommend that a developer familiar with JavaScript create the validations. The developer must set up either a JavaScript file that contains a library of functions that can be used for validation or a JavaScript code block entered directly into the Client Validation panel. For information about creating Client Validations, see the *Chancery SMS cTools Client Validation Guide*, available from [the support site](#).

Adding text and creating links

The District Administrator can use *objects* to add text, create headers, and add links. Chancery SMS has two types of objects:

- *Text Object*: Made up of lines of text. Typically, a District Administrator adds a Text Object to create a header, provide users with additional information about how to navigate through a page, or to act as a placeholder for a hyperlink [p. 510].
- *Link Object*: Appears on a panel as a hyperlink. A Link Object can provide a link to a Web page, a report, or a custom page in Chancery SMS [p. 511]. A Link Object can also provide a link to an external application [p. 513].

Note: You cannot add objects to a panel in a custom schema if the schema is locked [p. 470]. The exception to this is the Enrollment Steps page; you can add a custom Link Object to this page in a locked schema see *Linking to the Registration/Enrollment Steps page* [p. 514].

Adding text

District Administrators can add text to a panel by using a Text Object. Chancery SMS supports multiple Text Object formats [Table 78].




To add a Text Object to a panel [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click the relevant feature area [p. 471]. The Manage Page Details page appears.
- 4 Under **Custom Pages**, click the page to which you want to add the Text Object. The Add/Edit Page page appears.
- 5 Under **Panel Selection**, click the panel to which you want to add the Text Object. The Add/Edit Panel page appears.
- 6 In the Actions menu, click **Add Text Object**. The Add/Edit Text Object page appears.

¹You can do this if your role is District Administrator.

- 7 Enter or change information, which includes:
- **Object ID:** The name to be used internally by the database to identify the field, up to 25 characters. Do not use numbers, spaces, or special characters. This value cannot be changed once the changes are saved to the database.
 - **Display name:** The name of the Text Object, up to 25 characters. This name is used only to identify the Text Object on the Add/Edit Panel page. The display name does not appear on the completed page.
 - **Field options** [see p.517]:
 - **Publish:** The Text Object is visible on the panel.
 - **Unpublish:** The Text Object does not appear on the panel, even if the panel is published and visible. As long as the panel or associated page are not published, the object can be set to Publish without being visible.
 - **Display on grid:** This option is applicable only to Child schemas [p. 486]. Select this option to add the Text Object to a grid.
 - **Text type:**
 - **Normal:** Text appears in the Chancery SMS normal interface font.
 - **Header:** Text appears in the Chancery SMS page header size and font.
 - **Supplementary:** Text appears in the smaller Chancery SMS supplementary text font.
 - **Display text:** The content of the Text Object. This is the text that appears on the completed page.
- 8 Click **OK**.

Table 78: Text Objects

Format	Description
Normal	Normal text appears in Verdana, 10 point, regular. 
Header	Header text appears in Verdana, 10 point, bold. 
Supplementary	Supplementary text appears in Verdana, 8 point, regular. 

Changing a field or text into a hyperlink

To make a field or text on a panel into a hyperlink, the District Administrator uses a Link Object. The hyperlink can provide access to a:

- **Web page:** The link launches the new web page in a dialog.
- **Custom page:** The link launches a custom page.
- **Report:** The link launches the Report Options page for that report in a dialog.

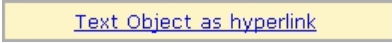

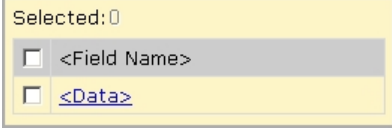
Any Text Object can be turned into a link, as can any field with control type that can be displayed on a grid, such as a text box, numeric box, date control, check box, or drop-down list. However, Chancery SMS can only display a link on the completed page if the associated field appears in a read-only format. That means that editable fields must either have a read-only setting or be displayed in a standard grid.

To add a Link Object to a panel [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click the feature area [p. 471] you want to change. The Manage Page Details page appears.
- 4 Under Custom Pages, click the page to which you want to add the Link Object. The Add/Edit Page page appears.
- 5 Under **Panel Selection**, click the panel to which you want to add the Link Object. The Add/Edit Panel page appears.
- 6 In the Actions menu, click **Add Link Object**. The Add/Edit Link Object page appears.
- 7 Enter or change information, which includes:
 - **Display name:** The name of the Link Object, up to 25 characters. This name is used only to identify the Link Object on the Add/Edit Panel page. The display name does not appear on the completed page.
 - **Field options** [see p.517]:
 - **Publish:** The Link Object is visible on the panel.
 - **Unpublish:** The Link Object does not appear on the panel, even if the panel is published and visible. As long as the panel or associated page are not published, the object can be set to Publish without being visible.
 - **Panel object:** The field or Text Object (from the Add/Edit Panel page) to be turned into a hyperlink.
 - **Link to Web page:** The URL for an external web page [see also *Linking to an external application* p.513].
 - **Link to Report:** The first field is the report category, the second field is the report name.
 - **Alt-text:** Text that appears when the user's mouse hovers over the link.
 - **Link only when in grid:** This option appears only for pages in a Child schema. Select this option when the object should appear as a hyperlink only when it is in a grid [see *To add a Link Object to a panel [DAYou can do this if your role is District Administrator.]:* p.512].
- 8 Click **OK**.

¹You can do this if your role is District Administrator.

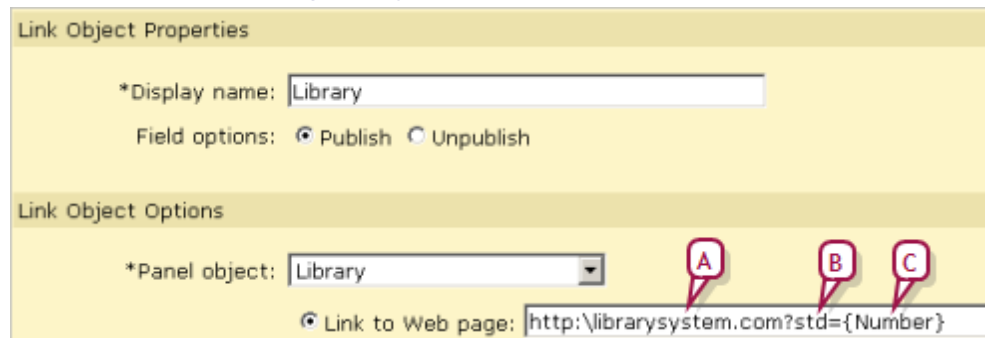
Table 79: How Link Objects appear on the panel

Panel Object	Description
Text Object	The entire display text of the Text Object appears as a hyperlink. 
Read-only field	The read-only data for the field appears as a hyperlink. 
Field in standard grid	The data in the column for the field appears as a hyperlink. 

Linking to an external application

The District Administrator can use a Link Object [p. 511] to link a field or text to another application; for example, to link a field on a student's record in Chancery SMS to the same student's record in a library system [Figure Figure 201].

Figure 201: Linking an object to an external application:



- A External application URL.
- B External application database field name.
- C Chancery SMS metadata schema name.

When linking to an external application, the following rules apply:

- The Chancery SMS field number must be defined on the page in the external application.
- The Chancery SMS field to which the Link Object will be attached must be the control type Text Box [p. 508] and must be set to read-only.
- When creating the Link Object, both the URL and the parameter to pass in the Link to the Web Page field must be entered. The parameter name references the metadata schema name [p. 486], not the field name. For example, to reference Student ID, the schema name is {Number}; therefore, the parameter must be {Number}.

- Do not surround the metadata schema name in quotes because Chancery SMS cannot interpret this value. If the third-party application you are linking to requires quotes around the field name, use %22.
- The parameter to pass must exist on the page in the application you are linking to. The parameter in the example below is the Student ID field, which has a Chancery SMS schema name of {Number}. Chancery SMS passes this parameter to the external application's Student ID field, which is named "std" on the external application page.

Creating links on the Registration/Enrollment Steps page

The District Administrator can enable access to a web page, custom page, or report from the Registration/Enrollment Steps page by adding links [p. 514]. A user can click the link to quickly open the custom page.

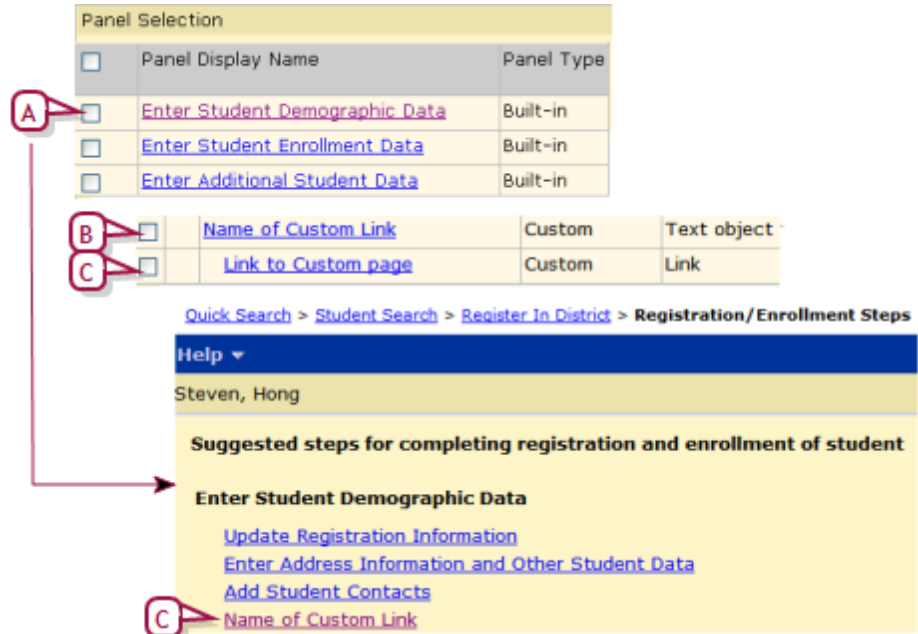
Links to custom pages can be grouped under the existing headings on the Registration/Enrollment Steps page or, if the existing headings do not meet the needs of the district, the administrator can create a new heading [p. 516]. For example, the administrator could add a heading called "Further Enrollment Information" and add the links to the custom pages under this new heading. **Caution:** it's important to use discretion when adding new headings, as too many can make the Registration/Enrollment Steps page cluttered and difficult for users to find the links they need.

Note: For the Health Tracking feature, the only page that can be linked to the Registration/Enrollment Steps page is the Dose Quick Entry page. For information about Health Tracking, see the *Chancery SMS Health Tracking Guide*.

Linking to the Registration/Enrollment Steps page

District Administrators can add links to the Registration/Enrollment Steps page by adding a Text Object [p. 510] (to name the link) then adding a Link Object [p. 510] and defining which custom page to link to. The Link Object changes the text in the Text Object to a hyperlink that links from the Registration/Enrollment Steps page to the custom page [Figure Figure 202].

Figure 202: Registration/Enrollment Steps page headings and links



- A Heading (built-in, on the Add/Edit Page page) [see also *Adding a heading to the Enrollment Steps page* p.516].
- B Text Object used to display name of custom link (created on the Add/Edit Panel page).
- C Link Object used to create link to custom page (created on the Add/Edit Panel page)
- D Custom links appear on the Registration/Enrollment Steps page under the heading.

To add a link to the Registration/Enrollment Steps page [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click **Student Demographic**. The Manage Page Details page appears.
- 4 Under **Built-in Pages**, click **Enrollment Steps**. The Add/Edit page appears.
- 5 Under **Panel Selection**, click the Registration/Enrollment Step heading under which you want to display the new link. The Add/Edit Panel page appears.
- 6 In the Actions menu, click **Add Text Object**. The Add/Edit Text Object page appears.
- 7 Enter or change information, which includes:
 - **Object ID:** The name to be used internally by the database to identify the object, up to 25 characters. Do not use numbers, spaces, or special characters.

¹You can do this if your role is District Administrator.

- **Display name:** The name of the Text Object, up to 25 characters. The Display name is used only to identify the Text Object on the Add/Edit Panel page. The display name does not appear on the Registration/Enrollment Steps page.
 - **Display text:** A name to direct users to the custom page. This is the text that will appear as a link on the Registration/Enrollment page.
- 8 Click **OK**. The Add/Edit Panel page appears.
 - 9 In the Actions menu, click **Add Link Object**. The Add/Edit Link Object page appears.
 - 10 Enter or change information, which includes:
 - **Display name:** The name of the Link Object, up to 25 characters. The Display name is used only to identify the Link Object on the Add/Edit Panel page. The Display name does not appear on the Registration/Enrollment Steps page.
 - **Panel object:** Select the Text Object you created in the previous steps.
 - **Link to options:**
 - **Web page:** If you are linking to a web page, enter the web page URL
 - **Custom page:** If you are linking to a custom page, select the page from list.
 - **Report:** If you are linking to a report, select the report category from the list in the first field. The second field will display only the reports under the specified report category.
 - 11 Click **OK**.

Adding a heading to the Enrollment Steps page

If the built-in headings on the Registration/Enrollment Steps page do not meet the needs of the school district, the District Administrator can create custom headings. Headings appear in bold on the Registration/Enrollment Steps page.

Before adding a heading, carefully consider whether a new heading is necessary or if a built-in heading might suffice. Too many headings can make the Registration/Enrollment Steps page cluttered and difficult for users to find the links to the custom pages they need.

To add a heading [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click **Student Demographic**. The Manage Page Details page appears.
- 4 Under **Built-in Pages**, click **Enrollment Steps**. The Add/Edit page appears.
- 5 In the Actions menu, click **Add Page Panel**. The Add/Edit Panel page appears.

¹You can do this if your role is District Administrator.

- 6 Under **Panel Properties**, for **Panel name**, enter the heading name.
- 7 For **Panel options**, select the **Hide panel heading color** option.
 - When you select **Hide panel heading color**, **Collapsible** and **Collapsed by default** have no effect when selected. This behavior ensures the panel heading cannot be collapsed—if the panel heading is collapsed, users cannot see anything on the Registration/Enrollment Steps page.
- 8 Click **Save**.
- 9 Add the links to that will take users to the custom pages see *Linking to the Registration/Enrollment Steps page* [p. 514].

Controlling access to custom schema and pages

District Administrators can control users' ability to work with custom pages in several ways: by assigning appropriate permissions [p. 519], by defining the settings for publishing in the page properties, and by applying pending changes see *Displaying custom schemas and pages* [p. 517]. The ability to make changes without applying them immediately is an important consideration when creating customizations in a production environment; changes to a system should only be published during times when no one is using that system.

Displaying custom schemas and pages

For custom pages and their panels and fields, the combination of **Pending Changes** and the **Publish/Unpublish** option determine whether users see those elements. These settings provide the District Administrators with the option to do the bulk of the customization and then publish fields and objects, and apply pending changes when the customization is complete.

Pending Changes

The **Pending Changes** status indicates whether changes that have been made to a schema, page, panel, field, or object have been created in the database [Figure Figure 203]. Changes are not visible to users of Chancery SMS until the **Apply Pending Changes** button is clicked on the Add/Edit Extension or Child page for a schema or the Add/Edit Page or Panel page for a custom page or panel see *Saving custom schemas to the database* [p. 520].

Note: Before applying schema customization changes (that is, before clicking the **Apply Pending Changes** button), stop the Chancery SMS Task Manager see *Stopping the Chancery SMS Task Manager* [p. 519]. After applying customization changes, reset the Internet Information Server (IIS) see *Resetting the Internet Information Server (IIS)* [p. 521] and restart the Chancery SMS Task Manager see *Starting the Chancery SMS Task Manager* [p. 521], so that the new pages, panels, fields, and objects appear.

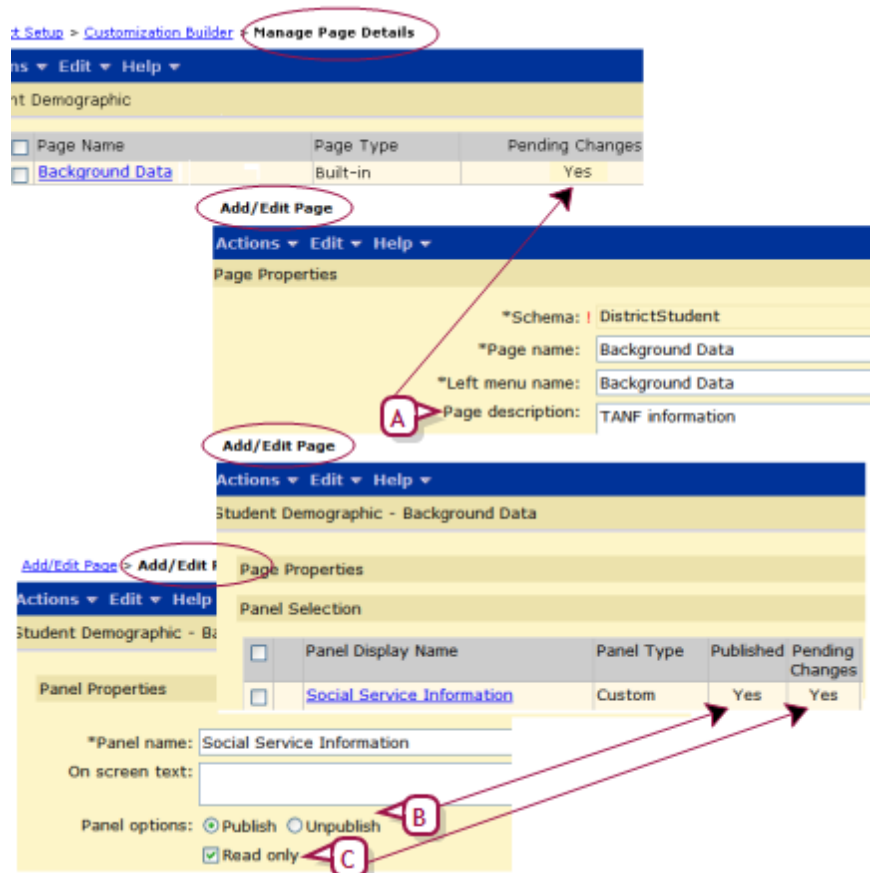
Publish/Unpublish

The **Publish/Unpublish** setting [Figure Figure 203] (along with the **Pending Changes** status) determines whether a specific custom page, panel, field, or object is visible to users. If a District Administrator adds one of these elements but does not want to display it immediately, he or she can select **Unpublish**. Unpublish can also be used as an alternative to deleting an element, such as when there is uncertainty about whether the element might be required again at a later date.

When working with page elements, the publish/unpublish status is hierarchical; that is, a field inherits the publish/unpublish status of the panel and the panel inherits the publish/unpublish status of the page.

On the Add/Edit Page page, published/unpublished panels display "Yes" or "No" respectively in the **Published** column. On the Add/Edit Panel page, published/unpublished fields and objects display "Yes" or "No" respectively in the **Display field** column [Figure Figure 203].

Figure 203 : Pending changes and publish statuses



- A When a change is made on the Add/Edit Page page (in this example, a page description was added) and the page is saved, the Manage Page Details page displays "Yes" in the **Pending Changes** column. The changes do not take effect until the **Apply Pending Changes** [p. 520] button is clicked,

at which time "No" displays in this column and the changes are saved to the database.

- B** When the **Publish** option is selected, "Yes" appears in the **Published** column on the Add/Edit Page page; otherwise, "No" appears.
- C** When a change is made on the Add/Edit Panel page (in this example, the panel options are changed), and the page is saved, "Yes" appears in the **Pending Changes** column on the Add/Edit Page page.

Custom page permissions

When a District Administrator creates a custom page, the page name appears as a permission [p. 236] on the **Edit Base Role** and **Edit Roles** pages [p. 237], under the appropriate permissions category. Custom page permissions function in the same manner as built-in page permissions and can be changed for each role as required.

By default, access to use custom pages is set as follows:

- District administrators and district health professionals can add, edit, and delete pages.
- School administrators and school health professionals can add and edit pages.
- School secretaries and teachers can view pages.

District and school health professionals receive these default permissions because the permissions are based on the District Administrator and School Administrator base roles [p. 237], respectively. However, depending on the feature areas [p. 471] being customized, the default permissions may not be appropriate. When customization is complete, check the permissions for each new page and change the permissions as required [p. 236].

For custom panels, permissions are based on the existing permissions for the page to which the panels are added. For example, if a role has the Edit permission for the Add/Edit Incident page, that role will also have Edit permission for any custom panels added to that page.

Stopping the Chancery SMS Task Manager

When changes are made to the database, the View Generator task automatically runs in the Chancery SMS Task Manager to regenerate the data access views that are used to build report templates. This task is resource-intensive; therefore, to ensure the process is as quick and easy as possible, it is recommended that the District Administrator turn off the Chancery Task Manager while applying customization changes.

Because stopping Chancery Task Manager interrupts the use of Chancery SMS, if customizations are created in a production environment, it is recommended that you apply changes after hours.

To stop the task manager [DA¹]:

- 1 Log off from Chancery SMS.

¹You can do this if your role is District Administrator.

- 2 On the web server, from the **Start** menu, click **Settings > Control Panel > Administrative Tools > Services**. The Services window appears.
- 3 Right-click **Chancery Task Manager Service**.
- 4 In the menu, click **Stop**.

Saving custom schemas to the database

Once all custom schemas are created, the District Administrator must apply the pending changes to save them to the database. If customization is occurring in a production environment, complete this process during off hours so as not to disrupt the system. Remember to stop the Chancery SMS Task Manager [p. 519] before applying pending changes.

To apply pending changes for a custom schema [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Manage Schemas**. The cTools Manage Schemas page appears.
- 3 Click the applicable feature area [p. 471]. The Manage Schema Properties page appears.
- 4 Under **Schema name**, select the applicable custom schema.
- 5 In the Actions menu, click **Edit Schema**. The Add/Edit <Extension or Child> page appears.
- 6 Click **Apply Pending Changes**.
- 7 Click **Save**.

Publishing custom pages and saving to the database

When the customization of panels and fields on custom pages is complete, and pending changes have been applied for the associated schema, stop the Chancery SMS Task Manager [p. 519] and apply pending changes to save the pages to the database [see also *Displaying custom schemas and pages* p.517]. If customization is occurring in a production environment, complete this process during off hours so as not to disrupt the system.

Clicking **Apply Pending Changes** applies all changes for the selected page and for any other panels and fields that depend on it. For example, applying pending changes while on the Manage Page Details page saves changes to that page and changes to its associated panels and fields.

To apply changes to a single panel only, open the panel from the Add/Edit Page page and click Apply Pending Changes on the Add/Edit Panel page.

To publish and apply pending changes for a custom page [DA²]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

- 2 Under **cTools**, click **Manage Pages**. The cTools Manage Pages page appears.
- 3 Click the applicable feature area [p. 471]. The Manage Page Details page appears.
- 4 Under **Custom Pages**, click the relevant page. The Add/Edit Page page appears.
- 5 Click **Apply Pending Changes**.

Resetting the Internet Information Server (IIS)

When custom schemas and pages are added to Chancery SMS, changes to the database are also updated as metadata [p. 486]. This metadata is cached on the web server. In order to see the changes, reset the Internet Information Server (IIS) to refresh the cache. If customization is occurring in a production environment, complete this process during off hours so as not to disrupt the system.

To reset IIS [DA¹]:

- 1 Log off from Chancery SMS.
- 2 On your web servers, in the Start menu, click **Run**. The Run dialog appears.
- 3 For **Open**, enter "iisreset".
- 4 Click **OK**.

Starting the Chancery SMS Task Manager

Once customization of Chancery SMS is complete, restart the Chancery SMS Task Manager. System performance may be slow for a period of time after the restart, as the View Generator task will be running to update the data access views based on the changes made to Chancery SMS.

To start the task manager [DA²]:

- 1 From the Start menu, click **Settings > Control Panel > Administrative Tools > Services**.
- 2 Right-click **Chancery Task Manager Service**.
- 3 In the menu, click **Start**.

Understanding custom Extension schema searches

When a District Administrator adds a field to a schema, that field is automatically added to the search functionality [p. 36], allowing users to search the custom data. Where the custom fields in a custom Extension schema [p. 486] are accessible in a search control depends on whether the custom Extension schema was created from a Built-in or Child schema.

If the custom Extension schema was created from a Built-in schema, when the user selects the "Generic" category on the **Detail** tab of the search control, the fields in the Extension schema are available from the second drop-down list.

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

If the custom Extension schema was created from a Child schema, the Child schema name appears in the **Category** field on the **Detail** tab of the search control. When the user selects the Child schema from the Category drop-down list, the Extension schema fields become available for selection.

Searching custom list items

Setup list and Collection field types reference a setup list with multiple list items [see : *Data type/control type combinations*: p.508]. Users can build search criteria based on the list items in a custom Setup List or Collection type field.

When a District Administrator defines a field that has a data type of Setup List or Collection for a custom schema, he or she selects the setup list to reference [p. 491]. When users select that field in a search control, the list items appear and users can choose to search for one or more items [p. 523].

When users search for data in a field that references a setup list, in addition to standard operators (for example, greater than, less than, equal to, and so on) the following four operators are available:

- includes
- excludes
- exists
- does not exist

How the search operators work when the user is searching custom fields depends on whether or not a default search field has been selected for the schema, as follows:

If the District Administrator has designated a field as the default search field, the search operators produce the following search results for users:

- "Includes": Displays records that contain the selected setup list item in the setup list field that was specified as the default search field. Multiple list items can be selected using `Ctrl+click` see *Selecting multiple search criteria in a custom schema* [p. 523].
- "Excludes": Displays records that do not contain the selected setup list item in the setup list field selected as the default search field. Multiple list items can be selected using `Ctrl+click` see *Selecting multiple search criteria in a custom schema* [p. 523].
- "Exists": Displays records where there is any setup list item in the specified default search field.
- "Does not exist": Displays records where no list items have been entered in the specified default search field.

If the District Administrator has not selected a default search field, the search operators "includes" and "excludes" are not available. The available search operators will produce the following search results:

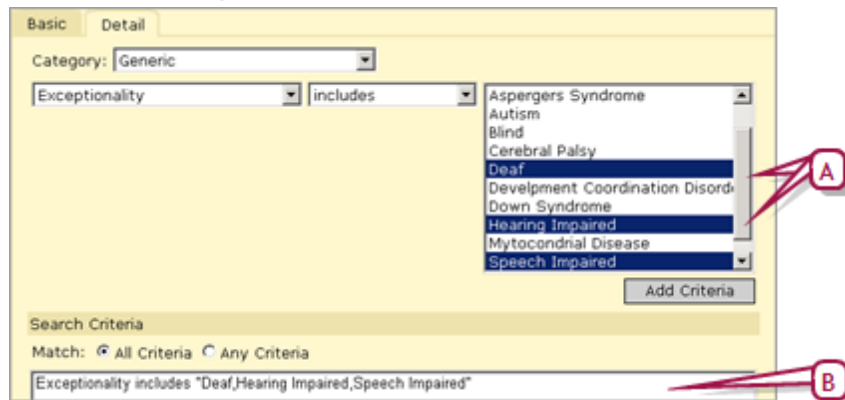
- "Exists": Displays records in which the custom schema being searched contains the specified data in any setup list field.
- "Does not exist": Displays records that do not contain the data in any setup list field in the custom schema.

Selecting multiple search criteria in a custom schema

If a user wants to search a custom Extension schema using multiple criteria, the default search field [p. 521] must be selected. In addition, the user must select the **Match** option "Any Criteria" (the "OR" logical operator) to get results.

When users select multiple custom field list items for their search criteria, the logical operator "OR" is always used. In the example below, the search results will consist of student records in which the custom setup list field "Exceptionality" contains the list item "Deaf" **OR** "Hearing Impaired" **OR** "Speech Impaired" [Figure Figure 204].

Figure 204: **Selecting multiple search criteria**



- A** To select more than one search criterion, press **Ctrl** and click.
- B** Search criteria are separated by the logical operator "Or".

When users combine search criteria for a field with a data type [p. 497] of Setup List or Collection with search criteria for a field of any other data type, the Match option "All Criteria" acts as an "AND" logical operator and "Any Criteria" acts as an "OR" logical operator.

Sharing customizations

Changes made through customization functionality are portable between different installations of Chancery SMS using files called a *Customization Package* (also known as a *cTools Package*). This portability enables a District Administrator to create or enhance a customization in a development environment and test it before applying that customization to a production environment. Alternatively, a third-party developer could customize a Chancery SMS system, create a package, and email it to a district for application to its system. In just a few minutes, the District Administrator can install the package and start using the customized features. Similarly, developers can enhance a customization and send a new package to a district to install during the school year, without affecting that district's data.

A Customization Package includes custom setup lists, setup list pairs, schemas, fields, panels, and pages, and is forward-compatible with new

versions of Chancery SMS. However, a Customization Package for a new release cannot be installed on an older version of the software.

If the creator of a custom schema and pages has an *owner key* file [p. 470] on his or her computer to restrict changes to the customizations, when the creator builds a Customization Package, any customizations without an owner key are tagged with the creator's owner key. If the creator of a Customization Package does not have an owner key on their computer, when they create a package, any customizations tagged with someone else's owner key are not included in the package.

Table 80: Permissions pertaining to working with Customization Packages

To	You need this permission	Set to	Details
Create a custom package	District > Create Customization Package	Yes	[p. 640]
Install a custom package	District > Install Customization Package	Yes	[p. 650]

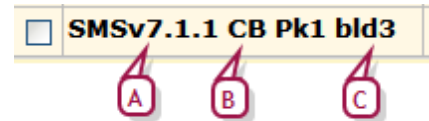
Viewing an installed Customization Package

If the District Administrator has installed one or more Customization packages, information about the packages appears on the Install Customization Package page. Chancery SMS creates the file name of a Customization Package automatically. You can control the package numbers and build numbers, but Chancery SMS prevents errors by ensuring that you increment these numbers [p. 527].

To view installed packages:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Install Customization Package**. The Install Customization Package page appears.
- 3 View the following information:
 - **Package name:** The file name of the package, which includes the package name, the Chancery SMS version number, the package number, and the build number [Figure Figure 205].
 - **Date created:** The date the package was created.
 - **Description:** A description of the package.
 - **Status [p. 527]:** The current status of the package. Possible statuses are:
 - "In Progress": the package is currently being installed.
 - "Completed": the package was installed successfully.
 - "Failed": errors were detected during the installation of the package.
 - "Incomplete": the installation has not completed successfully.
 - **Install date:** The date the package was installed into Chancery SMS.
- 4 Click **Cancel**.

Figure 205: Package file names



- A** Chancery SMS version number, which is the version of Chancery SMS in which the package was created. This file name is generated by the system and cannot be change.
- B** The Customization Package version number. This number must be equal to or greater than the last package created.
- C** The package build number represents the number of times a package has been created. This number must be greater than the build number of the last created package. When you increment the package number [p. 525], set the build number to 1.

Creating a Customization Package

You can create two types of Customization Package: *full* or *partial*.

A full package includes:

- All schemas, pages, panels, and fields.
- Elements built with Custom Data Management (Student Data), including setup lists and changes to the Registration/Enrollment Steps page.
- All custom setup list pairs and setup list pair items.
- Information about the environment in which the package was created.
- Information about all dependencies, such as other packages.

A partial package includes:

- Only the changes since the last successful creation of the selected package.
- Information about the environment in which the package was created.

When you create a Customization Package, Chancery SMS creates seven files. The file names are preceded by "SMSv""Pk" "bld", and followed by the package number and build number [Figure Figure 205]. The file location is predefined—Chancery SMS saves the files to the following folder on the Chancery SMS database server:

`c:\inetpub\wwwroot\ChancerySMS\CustomizationPackage\CreatePackage.`

The seven files created are:

- **CDM.sql**: Contains the Custom Data Management (Student Data) customizations.
- **cToolsPackageSummary.xml**: Contains summary information, such as version, build number, etc., for the current package.
- **SchemaManager.xml**: Contains the custom extension and child schemas.
- **UIManager.xml**: Contains the custom pages, panels, and fields.

- **SetupListData.xml, SetupListPairData.xml, and SetupListPairJoinData.xml:** Contain all custom setup lists, setup list pairs, and list items.

If client validations [p. 510] have been created, Chancery SMS also creates a "ScriptFiles.zip" file. This file contains the script files for the validations.

Warning: To maintain the locked [p. 470] status of a Customization Package, do not make edits directly in any of the following three files:

- **SchemaManager.xml**
- **UIManager.xml**
- **cToolsPackageSummary.xml**

If changes to any of these file are detected during installation, Chancery SMS does not install the package.

Packages include only customizations where pending changes have been applied [p. 517]. If you created or changed a schema, field, or panel without applying the changes, a warning appears when you create a package. Stop the creation of the package and apply the pending changes or create the package without the changes.

Report customizations are not included in Customization Packages. Reports are uploaded through a different mechanism [p. 132].

To create a Customization Package [DA¹]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears
- 2 Under **cTools**, click **Create Customization Package**. The Create Customization Package page appears.
- 3 Under **Create New Package**, enter or view the following information:
 - **Date created:** Defaults to today's date.
 - **Version:** The version of Chancery SMS on which the package was created.
 - **Created by:** If an owner key [p. 470] exists, it appears in this field. If an owner key does not exist, the district number appears in this field.
 - **Package #:** If this is the first customization, leave the package number as the default of "1". If this is a subsequent package and the customizations have changed significantly since the previously created package, increment the package number by one or, if the changes are not significant leave the default value, which is the same as in the last package.
 - **Build #:** If you incremented the package number, enter "1". If you used the default **Package #**, leave the default value for the build number (the default value is one greater than the build number in the last package).
 - **Description:** A description of the package.
 - **Status** [p. 527]: When you click Create Package, this field displays the package creation status. Statuses are:
 - In Progress

¹You can do this if your role is District Administrator.

- Package creation complete
 - Completed
 - Fail
 - **Package mode:**
 - **Full:** Package includes the entire schema and all pages, along with their associated hierarchy structure.
 - **Partial:** Package contains only the changes since the last successful creation of the selected package. If you select partial, select the previous package created from the "Changes Since" drop-down list.
- 4 Click **Create Package**. The status updates to "In Progress". One of the following occurs:
- If errors occur, a message appears with an explanation of the failure. Click **OK** and the status updates to "Fail".
 - If the package is created successfully, a "Package creation complete" message appears. Click **OK**. The status updates to "Completed" and the grid under **Summary** is updated.
 - If a message warns you that any unapplied pending changes will not be saved, click **OK** to proceed with the package creation or click **Cancel** to stop the package and find and apply changes [p. 517].
 - When the customization is created successfully, the files are saved to: `c:\Inetpub\wwwroot\ChancerySMS\CustomizationPackage\CreatePackage`.

Installing a Customization Package

During the installation of a Full [p. 525] package, the entire schema and all page elements along with their associated hierarchy structure are included. If the required structure is not detected on the computer during installation, the structure is added. For example, when the District Administrator adds a custom schema and creates a Full package, if the computer on which he or she installs the package does not have the built-in schema on which the new custom schema is based, Chancery SMS adds the required schema and the package installs successfully.

During the installation of a Partial [p. 525] package, only the changes since the last successful creation of the selected package are installed; therefore, not all custom schema and page elements are included. During installation of a Partial package, if the required structure does not exist on the target computer, Chancery SMS cannot install the partial package and an error message appears.

Note: Information about the environment in which a package is created is included in both Full and Partial Customization packages. The District Administrator should check this information and ensure the environment in which he or she is installing the package is compatible with the package being installed see *Pre-checks and troubleshooting* [p. 529].

If errors are detected during the installation of the SchemaManager.xml, the schemas that can be installed are installed and errors are logged for the schemas that cannot be installed see *Pre-checks and troubleshooting* [p. 529]. When the process is finished, installation of the UIManager.xml file does not commence. The status of the installation is set to Incomplete.

If errors are detected during the installation of `UIManager.xml`, the interface properties that can be installed are installed and errors are logged for the properties that cannot be installed. The status of the installation is set to Incomplete. If no errors are detected during the installation of `UIManager.xml`, the installation status is set to Complete.

A Customization Package for a localized database (for example, a state-specific localization) can be installed in two ways: either directly by the Chancery SMS installer when you upgrade to a new version of Chancery SMS, or by manually installing the package through Chancery SMS [p. 528].

Installing the package

Packages should be installed during off-hours, as you will need to stop and restart the Chancery SMS Task Manager and reset the IIS to complete the process, both of which will interrupt use of Chancery SMS.

Installing a Customization Package involves the following steps:

- 1 Stopping the Task Manager [p. 519].
- 2 Installing the Package [p. 528].
- 3 Restarting the Task Manager [p. 521].
- 4 Resetting the IIS [p. 521].

To install the package [DA¹]:

- 1 On the Chancery SMS database server, copy the customization files from
`c:\inetpub\wwwroot\ChancerySMS\CustomizationPackage\CreatePackage\` to
`c:\inetpub\wwwroot\ChancerySMS\CustomizationPackage` on any web server or on the database server.
- 2 Sign in to Chancery SMS.
- 3 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 4 Under **cTools**, click **Install Customization Package**. The Install Customization Package page appears.
- 5 Under **Install New Package**, click **Browse** and navigate to the folder `c:\inetpub\wwwroot\ChancerySMS\CustomizationPackage`.
- 6 Select the package file, and click **Open**.
- 7 If the file is a valid package, the following information appears:
 - **Package name:** The name entered when the package was created. Chancery SMS gets this value from the package [p. 525].
 - **Date created:** The date the package was created. Chancery SMS gets this value from the package.
 - **Description:** The description entered when the package was created.
 - **Status:** The status of the package installation.
- 8 Click **Install New Package**.

¹You can do this if your role is District Administrator.

- If the installation is successful, "Completed" appears in the Status column.
- If the installation is not successful, "Failed" or "Incomplete" appears in the Status column. To troubleshoot the installation issue, see *Pre-checks and troubleshooting* [p. 529]. To reinstall the package, see *Re-installing a package* [p. 529]. You may need to delete or rename some of your existing customizations to allow the package to install successfully.
- If the message "Package installation denied. The packaged files have been tampered with. Direct editing of these files is strictly prohibited" appears, this means changes have been made directly in the SchemaManager.xml, UIManager.xml, or cToolsPackageSummary.xml files. The Customization Package will need to be re-created and re-installed.

Pre-checks and troubleshooting

Use the Chancery SMS *Customization Package Installation Log* to perform an environment pre-check before installing a package, and to troubleshoot incomplete and failed package installations. The Customization Installation Log records information about the package being installed—such as date of creation and package type—as well as information about any other packages present in the environment when the custom package was created. The log also performs a pre-check when a District Administrator installs a Partial package to ensure all dependencies exist on the computer on which the Partial package is being installed.

To view the Customization Package Installation Log [DA¹]:

On the Install Customization Package page, in the **Status** column, click a link.

OR

- 1 Navigate to
`c:\inetpub\wwwroot\ChancerySMS\CustomizationPackage.`
- 2 Double-click **InstallPackage**.

Re-installing a package

If you were unable to successfully install a package (that is, the installed package has a status of Failed or Incomplete), you can reinstall it. Check the error log [p. 529], make the necessary adjustments to the package, and then re-install the package.

To re-install a package [DA²]:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Install Customization Package**. The Install Customization Package page appears.

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

- 3 Select the package you want to reinstall.
- 4 In the Actions menu, click **Install Existing Package**.
- 5 Click **OK**.

Chancery SMS Optional package

Some built-in panels in Chancery SMS are unlocked [p. 470] and can be modified by users [Table 81]. For new customers, these panels are available in an *Optional package*, that can be installed if required. For existing customers who have upgraded from Chancery SMS versions prior to version 6.7, these pages and panels are automatically in the application.

If you are installing Chancery SMS 6.7 or higher, on the first install of the system Chancery SMS copies the Optional package to the `cs\cToolsPackage\US\Optional` folder on the database server. Review the items in [Table 81] to determine whether your district requires the pages and panels listed; if so, follow the installation instructions below.

To install the Optional package:

- 1 On the database server, navigate to `cs\cToolsPackage\US\`.
- 2 Double-click the Optional folder.
- 3 Copy the `cToolsPackage_USOptional.zip` file.
- 4 Navigate to
`c:\inetpub\wwwroot\ChancerySMS\CustomizationPackage`.
- 5 Paste the `cToolsPackage_USOptional.zip` file.

Table 81: Optional package pages and panels

Feature Area	Pages (Locked)	Panels
Program Management	Program Profile - Academic Enhancement	Program Information
	Program Profile - After School Academic	Program Participation
	Program Profile - After School Athletics	Program Information
	Program Profile - Early Childhood Education	Languages ECE Setting Family Information Household Information
	Program Profile - English Language Learners	Languages ELL Setting Parent/Guardian Status
	Program Profile - Free & Reduced Meals	Meal Specifics Household Information
	Program Profile - Gifted and Talented	Program Information
	Program Profile - Home Hospital	Episode Information
	Program Profile - Homeless	Status Information Dwelling Information Services
	Program Profile - Migrant Status	Qualifying Information Services
	Program Profile - Out of District Placement	Special Service Information Placement Information
	General Info	Instructional Time Interaction with Other Programs
	Program Setup Summary	Program Funding Program Student Costs
	Session Details	Assign to Off-Campus Facilities
School Info	School Information	Cities Associated With School School Alternates
Student Behavior	Add/Edit Action	Issue Management Plan
	Goal Details	Goal Details Progress Team Details Intervention Details
	Intervention	Intervention Details Progress Details
	Progress Details	Intervention Progress Details
	Progress Team Details	Progress Team Details
	Additional Incident Details	Time Details Incident Details

Feature Area	Pages (Locked)	Panels
Student Demographics	Background Data	All panels
	Federal Info tab	Languages
	Enrollment Steps	Panels and fields are all Link Objects. You can add your own custom Link Objects (panels and fields).

Appendices

- *Chancery SMS Report Package reports* [p. 533]
- *Chancery SMS built-in reports* [p. 592]
- *Daily attendance code calculation rules planning worksheets* [p. 615]
- *Permissions catalog* [p. 619]

Chancery SMS Report Package reports

Administration Reports

Address Out of Zone

In a district using Address Validation, use this report to identify students registered in out-of-zone schools. The report displays the student's name, Student ID, Grade, and Zoned School, as well as the Exception Reason [Figure Figure 206].

Figure 206: Address Out of Zone Report results sample

Address Out of Zone Report				
Chancery School District				
2007 - 2008				
Arlington High School				Students: 1
Student Name	Student ID	Grade	Zoned School	Exception Reason
Beams, Casandra	10042835	12	Crystal High School	Family Issue
Collins High School				Students: 2
Student Name	Student ID	Grade	Zoned School	Exception Reason
Winters, Jonathan	000038	11	Panorama High School	International Student
Lucian, Doyle	10020334	9	Crystal High School	International Student
Crystal High School				Students: 4
Student Name	Student ID	Grade	Zoned School	Exception Reason
Bow, Dorian	10461896	8	Bloomfield Middle School	Family Issue
Braud, Grady	10461045	8	Bloomfield Middle School	International Student
Cannady, Janet	10461819	8	Bloomfield Middle School	International Student
Gallardo, Book	10461855	8	Bloomfield Middle School	International Student

Report options include:

- **Hide Inactive Students**

Chancery SMS List of Reports

Refer to *Managing reports* [p. 119]. **Note:** To run any report in the Chancery SMS Report Package, you must upload the Chancery SMS List of Reports. This report contains a shared stored procedure used by all report package reports.

Enrolled Students Not Projected

This report displays students who are enrolled in a district school but for whom no enrollment is projected [p. 140] for the next year, that is, the

system does not specify a district school to which Chancery SMS will transfer the student during Year-End Processing [p. 446]. Enrolled students are those who set to be retained or promoted, are active on the last day of a school's active calendar, but are not in the district's graduating grade level and are not subject to withdrawal after the last day of the school's active calendar [p. 137]. The report results will also include the following:

- A student who has requested a particular school but does not have a district approval (in a district where approval is required).
- A student who has a pending or promoted status, is in a non-graduating grade level, and is a participant in a single program session [p. 82] at a school and that program session is set to not roll over and the program session is set to withdraw the student.

The report displays the student's name, Student ID, and Grade [Figure Figure 207]. It is useful for a District Administrator prior to running Year-End Processing. A School Administrator can run the report for his or her school. It enables the administrator to ensure that every student has a projected school. A link to this report appears on the District-Level Checklist section of the Year-End Processing Pre-Check page.

Figure 207: Enrolled Students Not Projected sample results

Enrolled Students Not Projected Report
Chancery School District

School Name: Crystal High School

Student Name	Student ID	Grade
Welsh, @SG-Tammy Jack	D 000035	8
Total Number of Students not Projected: 2		

School Name: Panorama High School

Student Name	Student ID	Grade
Welsh, @SG-Tammy Jack	D 000035	12
Total Number of Students not Projected: 2		

Attendance Reports

Daily Absence by Period

For schools using secondary scheduling, this report lists all students for a given date range who have a non-present attendance code [Figure Figure 208].

Figure 208: Daily Absence by Period report sample results

Daily Absence Report by Period
Chancery High
For the period of 7/4/05 to 5/1/06

ABSENCE DATE: 12/13/2005

Period (Class Name)	Teacher Name (Number)	Student Name (Number)	Absent/Tardy
P7 (Ancient Civilizations-5)	Hartman, Doug(T-5183)	Brody, Greg (9999016707)	AE

A **Period (Class Name):** The results are listed in order of period.

Daily Absence by Attendance Code

For schools using secondary scheduling, this report lists all students for a specified date range who have a non-present attendance code [Figure Figure 209].

Figure 209: Daily Absence by Attendance Code report sample results

Daily Absence Report By Attendance Code
Chancery High
For the period of 7/4/05 to 5/1/06

ABSENCE DATE: 9/22/2005

Attendance Code	Description	Student Name (Number)	Period (Class Name)	Teacher Name (Number)
T	Tardy Unexcused	Brody, Greg (9999016707)	P1 (Algebra 2-2)	Cavein, Tich A(2)
		Brody, Greg (9999016707)	P2 (French - Advanced-1)	DeGaulle, Antonette(T-5204)
		Brody, Greg (9999016707)	P3 (Business Ethics-3)	Harrison, John P(7)
		Brody, Greg (9999016707)	P4 (Chemistry-2)	Einstein, Albert(T-5184)

A **Attendance Code:** The results are grouped by code.

Period Attendance

This report summarizes student attendance for each period broken down by attendance category (present, absent, and tardy) [Figure Figure 210]. Typically, this report is used to generate a list of students who are absent unexcused and subject to follow-up action such as a call to the home. Also, a School Administrator can use the report to monitor school-wide attendance.

Figure 210: Period Attendance report sample results

Period Attendance Report
Oceanview High School

Reporting date: March 28, 2005

Report Calculation Method: Attendance code type

A

Attendance Totals						
Period	Absent UnExcused	Absent Excused	Tardy UnExcused	Tardy Excused	Present	Present + Tardy
P1	0.00	0.00	0.00	0.00	1,038.00	1,038.00
P2	0.00	0.00	0.00	0.00	1,138.00	1,138.00
P3	0.00	0.00	0.00	0.00	1,140.00	1,140.00
P4	0.00	0.00	0.00	0.00	1,068.00	1,068.00
P5	0.00	0.00	0.00	0.00	1,147.00	1,147.00
P6	0.00	0.00	0.00	0.00	1,290.00	1,290.00
P7	0.00	0.00	0.00	0.00	1,370.00	1,370.00
Total	0.00	0.00	0.00	0.00	8,071.00	8,071.00

B

Student Details					
Name (ID)	Period (Class)	Code	Contact (Relationship)	Contact Number	
Abel, Alfred (11300425)	P3(1385425)	P		LN61878D	
	P6(KO702743)	P			
	P1(AQ204243)	P			
Abeys, Ganeca (11300381)	P2(13854743)	P			
	P6(KO702643)	P			
	P1(AQ204143)	P			
Acas, Clemens (11301395)	P1(AQ204043)	P			
	P2(13854743)	P			
	P6(KO702643)	P			
Adams, Latanya (11210488)	P1(AQ204243)	P			
	P1(AQ204143)	P			
	P6(KO3002743)	P			
Adcock, Marina (11200430)	P6(708002743)	P			
	P1(AQ215843)	P			
	P2(13854743)	P			
Adehok, Gilbert (11200478)	P6(708002743)	P			
	P1(AQ305843)	P			

- A Attendance Totals:** Presents attendance broken down by category.
- B Student Details.** Displays a list of students who have been assigned a particular attendance code for the selected periods.

Report options include:

- Calculation Method:** Specifies how totals are calculated for the **Attendance Totals** section and how attendance codes are calculated in the **Student Details** section [Figure Figure 210].

Attendance code type calculation is based on the Attendance Type field for the attendance code. If the type is "Present", the present total is incremented. If the type is "Absent", the absent total is incremented. If the type is "Tardy", the tardy total is incremented. If the type is "Early Dismissal", the early dismissed total is incremented.

Attendance code value calculation is based on the value assigned in the Attendance Value field for the attendance code. Attendance totals are calculated by summing the attendance value for each attendance code assigned to the student.
- Report Display Options:**

Print Attendance Details: Select this check box to have the report generate a **Student Details** section [Figure Figure 210].

Print Contact Information: Select this check box to have the Student Details section show contact information for all students in each attendance code. **Note:** This option applies only if the **Print Attendance Details** check box is selected.

Print Attendance Code Legend: Select this check box to have the Student Details section include a description of the attendance codes. **Note:** This option applies only if the **Print Attendance Details** check box is selected.

Print Attendance Comments: Select this check box to have the Student Details section include any comments entered by the student's teacher.
Note: This option applies only if the **Print Attendance Details** check box is selected.

Print Office Attendance Comments: Select this check box to have the Student Details section include any comments entered by the school office.
Note: This option applies only if the **Print Attendance Details** check box is selected.

Print Unlisted Phone Numbers: Select this check box to have the Student Details section include contact phone numbers flagged as "unlisted".
Note: This option applies only if the **Print Attendance Details** check box is selected.

- **Sort Order:** Specifies the Student Details section's listing order.

Student Cumulative Attendance

This report presents the entire personal attendance record in a specified date range for one or more students, student by student. Attendance totals can be calculated based on attendance code values or attendance code types.

Figure 211: **Student Cumulative Attendance Summary By Type** report sample results

Student Cumulative Attendance Summary By Type
Crystal High School

Reporting date: August 15, 2004 - December 07, 2004
 NOTE: Totals are calculated by attendance code Type.
 This report contains unsubmitted attendance data.

A Albert, Garry
 Student ID: 10461223 Grade Level: 11 Track: Homeroom: N/A Date of Birth: October 03, 1987 Gender: Male

B Daily Attendance Summary

	1	2	Total
Attendance days	37	42	79
Days enrolled	37	15	52
Present	37	14	51
Tardy excused	0	0	0
Tardy unexcused	0	0	0
Absent excused	0	0	0
Absent unexcused	0	1	1

	1	2	All
Highest # consecutive exc. tardies	0	0	0
Highest # consecutive unexc. tardies	0	0	0
Highest # consecutive exc. absences	0	0	0
Highest # consecutive unexc. absences	0	1	1
Average daily attendance	1.00	0.93	0.98

C Class Summary

Class	Present	Tardy Excused	Tardy Unexcused	Absent Excused	Absent Unexcused
CRD-Mathematics-1T-1	54	1	0	0	0
CRD-Chemistry-1T-1	54	0	0	1	0
CRD-English-1T-1	54	0	0	0	1
CRD-History-1T-1	53	2	0	0	0

- A** Student
 - B** **Daily Attendance Summary:** Summarizes the student's attendance codes during the specified date range.
 - C** **Class Summary:** Summarizes the student's attendance codes by class in which the student was enrolled.
- Note:** The optional **Attendance Exception Details** section is not shown. This section summarizes the student's attendance on exception days.

Report options include:

- Calculation Method:** Specifies how totals are calculated for the **Attendance Totals** section and how attendance codes are calculated in the **Student Details** section [Figure Figure 210].

Attendance code type calculation is based on the Attendance Type field for the attendance code. If the type is "Present", the present total is incremented. If the type is "Absent", the absent total is incremented. If the type is "Tardy", the tardy total is incremented. If the type is "Early Dismissal", the early dismissed total is incremented.

Attendance code value calculation is based on the value assigned in the Attendance Value field for the attendance code. Attendance totals are calculated by summing the attendance value for each attendance code assigned to the student.
- Report Display Options:**

Start New Page for Each Student: Select this check box to have each student's information start on a new page [Figure Figure 210].

Print Class Attendance Summary: For schools using class attendance, select this check box to include a **Class Summary** section, which displays attendance totals based on period attendance codes rather than daily attendance codes [Figure Figure 210]. If a student transferred classes during the selected period, only the class transferred into (not the class transferred from) is included in the report.

Print Attendance Details: Select this check box to include an **Attendance Exception Details** section.

Print Attendance Code Legend: Select this check box to include in the **Student Details** section a description of the attendance codes. **Note:** This option applies only if the **Print Attendance Details** check box is selected.

Print Teacher Attendance Comment: Select this check box to include in the **Student Details** section any comments entered by the student's teacher. **Note:** This option applies only if the **Print Attendance Details** check box is selected.

Print Office/Administrator Attendance Comment: Select this check box to include in the **Student Details** section any comments entered by the school office. **Note:** This option applies only if the **Print Attendance Details** check box is selected.

Teacher Attendance Verification

For a specific Teacher, this report lists all students assigned non-present attendance codes during a specified date range [Figure Figure 212].

Figure 212: Teacher Attendance Verification Report sample results

Teacher Attendance Verification Report
Chancery High
For the period of 7/4/05 to 5/1/06

TEACHER: DeGaulle, Antonette(T-5294)

Date	Class Name (Period)	Student Name (Number)	Absent/Tardy
8/19/2005	French - Advanced-2 (P1)	Alkins, Charlene (9900830686)	AE
9/22/2005	French - Advanced-1 (P2)	Brody, Greg (9999016707)	T
10/3/2005	French - Intermediate-1 (P4)	Acevedo, Amanda M (9901399291)	AA
4/13/2006	French - Advanced-2 (P1)	Alkins, Charlene (9900830686)	AP
4/17/2006	French - Advanced-2 (P1)	Bernard, Jesse C (9901254474)	A

Verify that the above absences are correct for the specified dates.

Signed: _____ Date: _____

- A Absences: Listed in order of date, from the oldest to the most recent.
- B Signature line: Enables the Teacher to confirm the report's accuracy.

Unsubmitted Attendance by Period

This report lists all classes on a specific date for which the "Submit for teacher" check box is not selected [Figure Figure 213].

Figure 213: Unsubmitted Attendance by Period report sample results

Unsubmitted Attendance by Period
Chancery High

Reporting Date: Monday, May 8, 2006

Period: Period 1

Class	Course	Teacher	Room
Algebra 2-2	Algebra 2	Cavein, Tich A	104
Biological Science-1	Biological Science	Bernoulli, James	200
Business Internship-2	Business Internship	Harrison, John P	115
Business Internship-3	Business Internship	Rickel, Sandy	122
French - Advanced-2	French - Advanced	DeGaulle, Antonette	106
Freshman English-1	Freshman English	Becker, Paul	101
German - Intermediate-1	German - Intermediate	Donaldson, Ann	109
Life Science-3	Life Science	Pauling, Linus	103
Physical Education - Middle -4	Physical Education - Middle School	Thorpe, James	700
Physical Science-2	Physical Science	Newton, Issac	202
Pre Algebra-2	Pre Algebra	Fitts, Robert	111
Sets & Lighting-2	Sets & Lighting	Giannelli, Tom	400
Spanish - Intermediate-2	Spanish - Intermediate	Johnson, Cheryl	117
Trigonometry/Pre-Calculus-3	Trigonometry/Pre-Calculus	Wallace, Mike	125
US History - 1945 to present-4	US History - 1945 to present	Rooney, Andy	123
World Cultures & Geography-1	World Cultures & Geography	Arness, James	100

Period: Period 2

Class	Course	Teacher	Room
Advanced Placement Calculus-2	Advanced Placement Calculus	Fitts, Robert	111
Advanced Placement English-2	Advanced Placement English	Wilson, Brenda	127
Algebra 2-3	Algebra 2	Duchesne, Yanick	110
American History-1	American History	Bush, George W	128
Ancient Civilizations-2	Ancient Civilizations	Arness, James	100
Art Exploration - MS-2	Art Exploration - MS	Batt, Wilma	600

- A Period: The results are grouped by period.
- B Class: Listed in alphabetical order.

Unsubmitted Attendance by Teacher

This report lists all classes on a specific date for which the Teacher has not submitted attendance, that is, the "Submit for teacher" check box is not selected [Figure Figure 214]. The report encompasses any class on the specified date that is complete or in progress when the report is run; a class scheduled for later in the day is excluded.

Figure 214: Unsubmitted Attendance by Teacher report sample results

Unsubmitted Attendance by Teacher			
Chancery High			
Reporting Date: Monday, May 8, 2006			
Arness, James			
Period	Class	Course	Room
Period 2	Ancient Civilizations-2	Ancient Civilizations	100
Period 1	World Cultures & Geography-1	World Cultures & Geography	100
Batt, Wilma			
Period	Class	Course	Room
Period 2	Art Exploration - MS-2	Art Exploration - MS	600
Becker, Paul			
Period	Class	Course	Room
Period 1	Freshman English-1	Freshman English	101
Period 2	Sophomore Reading-2	Sophomore Reading	101
Bennett, Albert			
Period	Class	Course	Room
Period 2	Trigonometry/Pre-Calculus-1	Trigonometry/Pre-Calculus	102

Unsubmitted Attendance

This report lists students with unsubmitted attendance [Figure Figure 215], including attendance recorded for a date in the past then cleared later.

Figure 215: Unsubmitted Attendance report sample results

Unsubmitted Attendance					
Arlington High School					
Date: March 3, 2006 12:34 pm					
Period	Teacher Name	Class Name	Course Name	Room	# of Students
A	Adair, Rodolfo	Algebra PRE-1	Algebra PRE	105(1)	30

Grading Reports

Cumulative GPA

This report lists GPA scores by student [Figure Figure 216]. You can use this report to verify cumulative GPA values and check for unexpected results.

Note: This report has two versions: one for Permanent Record (PR) environments and one for other environments. The PR version use data from a combination of existing historical tables and new permanent record tables.

Figure 216: Cumulative GPA Report sample results

Cumulative GPA Report
Panorama High School

Sort Order: By student last name within grade level
Legend: * indicates inactive student, GPA 1 = 01_Cum_Un_GP_TotPotCr (Mar 24, 2005), GPA 2 = 02_Cum_Un_NV_TotPotCr (Mar 24, 2005), GPA 3 = 03_Cum_W_GP_TotPotCr_Adj (Mar 24, 2005), GPA 4 = 04_Cum_W_NV_TotPotCr_Adj (Mar 24, 2005), GPA 5 = 05_Cum_Un_GP_TotPotCr_CED (Mar 24, 2005), GPA 6 = 06_Cum_Un_NV_TotPotCr_CED (Mar 24, 2005), GPA 7 = 07_Cum_W_GP_TotPotCr_CED_Adj (Mar 24, 2005)

Grade: 9

Student	ID	GPA 1	GPA 1 (full precision)	GPA 2	GPA 2 (full precision)
Altamirano, Ira	11241352	2.0000	2.0000000000	75.00000	75.0000000000
Bach, Devona	11240975	2.0000	2.0000000000	75.00000	75.0000000000
Cantero, Kathi	11241463				
* Dears, Grant	11240952	1.0000	1.0000000000	58.50000	58.5000000000
Eiders, Latisha	11241459				
Fernandes, Elvis	11241336				
Goode, Sergio	11240230	0.0000	0.0000000000		
Heavner, Merlin	11241362	0.0000	0.0000000000		
Kibbe, Roxie	11241331	0.0000	0.0000000000		

Report options include:

- **Sort order:**
 - By student last name within grade level [Figure Figure 216]
 - Descending by cumulative GPA within grade level
 - Ascending by cumulative GPA within grade level
- **Include full precision cumulative GPA values:** Generates cumulative GPAs to ten decimal places. This is particularly useful for class ranking purposes.

Failing Grades Report (Secondary)

This report identifies students who are failing specific classes [Figure Figure 217]. This enables a School Administrator or Teacher to identify students at risk of not graduating, or students who need assistance such as tutoring. The report is most useful at the end of a grading period, just before report cards are generated.

Figure 217: **Failing Grades Report sample results**

Failing Grades Report

Alta High School

Grading Period: Grades 9 - 12 - Quarter 2

Student Name	Number	Grade Level	Class	Teacher	Grade Item	Grade
ALBIN, BRAYDEN	900002190	10	AP Art-1	Patel, K	Final	F
Lane, Emily	9000482	10	AP Art-1	Patel, K	Final	F
					Semester Grade	F
Lipscomb, Martha A	6016728	10	AP Art-1	Patel, K	Final	F
Mackey, Darlene R	2001037	6	AP Art-1	Patel, K	Final	F
Rubble, Betty	000075	8	Jewelry I-1	Marshall, T	Course Grade	F
Smith, Norman Y	3750	10	AP Art-1	Patel, K	Final	F

Grades Verification

For secondary schools, this report gives a Teacher an overview of student grades for all students in a class roster. It presents all grade items assigned to the student for each grading period [Figure Figure 218].

In the report options, there is no link between filtering by Term and filtering by Grading Period. The intent of the Term filter is to specify the classes (for example, all of a Teacher’s Semester 1 classes). If you also want to show only the Grading Periods that coincide with a particular term, specify this in a separate filter.

Figure 218: Grades Verification report sample results

Grades Verification														
Teacher: Herbst, Jasmin											Panorama High School			
Class: English 10-3											Course: English 10 (30100)		School Calendar Year: 2004/2005	
Student Name (ID)	XPR1			XRC1			Exam	Sem	SCM	NCM	GS	NN	NGP	NGS
	Course	Cond	T Comm	Course	Exam	Sem								
Altamirano, Ira (11241352)	Aud	@	G0002	Aud	80	75	G0002	@	Inc		75	80		
Ammons, Cleveland (11240980)														
Avra, Zenobia (11241014)														
Bach, Devona (11240975)	Aud	@	G0002	Aud	80	75	G0002	@	Inc		75	80		
Battaglia, Man (11241327)														
Bear, Theodora (11241007)														
Beauchamp, Isarah (11240962)														
Bedard, Sharan (11240974)														
Besser, Talia (11240976)														
Book, Stevie (11241343)														
Cantero, Kathi (11241463)	A	@	G0002		0		G0002	@	Med		80			
Channell, Arlinda (11241010)														
Childers, Veronica (11240953)														
Ciancolo, Del (11240231)														
Cooley, Shawanda (11241008)														
Crossland, Bradford (11241328)														
Cuffee, Erick (11241055)														
Deans, Grant (11240952)	Inc	@	G0002	Inc	50	42			Med					
Dineen, Lia (11241020)														
Doyon, Cecelia (11240238)														
Duquette, Eric (11241025)														
Ebel, Perry (11240248)														
Ewell, Beulah (11240985)														
Ewell, Janel (11241000)														
Fletcher, Christian (11240973)														
Folks, Earl (11241002)														
Forest, Violet (11240566)														
Gehl, Britt (11240989)														
Goode, Sencio (11240230)	F	@		F	50	42	G0002	@	⊖		75	80		
Lefler, Gabriel (11240994)														
Woodley, Isaura (11240987)														

Legend - Indicates override value for calculated grades. @ Indicates narrative comment text entered. * Indicates withdrawn students.

SMS-HC-CUG-0009 Ver 00 Rev 2 Page 49 of 81 Jan 11, 2005, 3:03 pm

Indicators on the report include:

- @: Indicates a narrative comment (the actual comment does not appear).
- : Indicates a manual override of a calculated grade.
- *: Identifies a student who has withdrawn from the class before the last day of the class. If you specify a Grading Period filter, the asterisk appears only if the student has withdrawn before the end of the last grading period shown for the class.

Honor Roll

This report displays a list of students on a school's honor roll [Figure Figure 219].

Figure 219: Honor Roll Report sample results

Honor Roll Report
Crystal High School

A Honor Roll **Report Card Period 3**

Current year GPA > 3

Grade N/A 3 total

Student	~	Override Reason
Costas, Jerry (10042049)		
Drown, Gregorio (10040728)		
Ebling, Katelynn (10020333)		

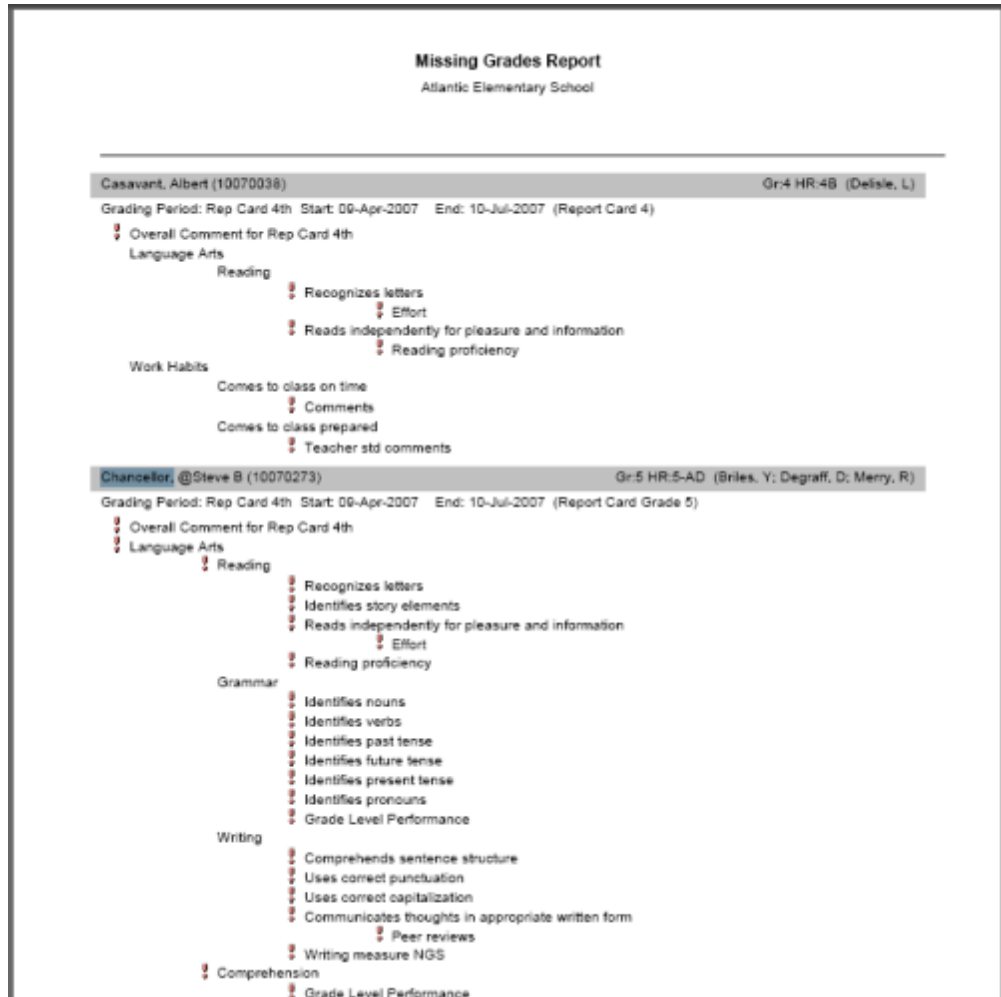
Report options include:

- New page for each grade level
- Include columns for the override indicator and reason

Missing Grades Report (Elementary)

For elementary schools, this report identified students who are missing grading information for a specified grading period [Figure 220]. Typically, a Teacher or School Administrator runs this report is before report cards are generated at the end of a grading period.

Figure 220: **Missing Grades Report sample results**



Indicators on the report include:

!: Indicates a missing grade.

Report options include:

- **Grading period:**
 - Current Report Card
 - Current Progress Report
 - Last Report Card
 - Last Progress Report
- **Sort By:**
 - Homeroom, student last name: This option is most useful to a School Administrator.
 - Student last name

Missing Grades Report (Secondary)

For secondary schools, this report identified students who are missing grading information for a specified grading period [Figure Figure 221].

Typically, a Teacher or School Administrator runs this report is before report cards are generated at the end of a grading period.

Figure 221: **Missing Grades Report sample results**

Missing Grades Report				
Panorama High School				
Selected Grading Period: Grading Periods 10, 11, 12 - 3rd 6 wks				
! denotes a missing grade				
* indicates inactive students				
Fife, Freddie				
Carpentry 2 (A)-1				
Student	ID	Course Grade	Exam	Semester
Ostrom, Nickolas	11241394	!	!	!
Parchman, Boyd	11240296	!	!	!
Parke, Sterling	11240287	!	!	!
Parodi, Lance	11240527	!	!	!
Pearcy, Sherman	11240385	!	!	!
Pursell, Irma	11240613	!	!	!
Putnam, Gaston	11241485	!	!	!
Queen, Santiago	11240583	!	!	!
Quimby, Demetria	11240266	!	!	!
Rapier, Fatimah	11241206	!	!	!
Rogan, Lino	11240925	!	!	!
Runk, Coy	11240285	!	!	!
Scaglione, Jackson	11240289	!	!	!
Carpentry 2 (A)-2				
Student	ID	Course Grade	Exam	Semester
Palladino, Clark	11241383	!	!	!
Pappalardo, Candy	11240704	!	!	!
Paquette, Bernardo	11240904	!	!	!
Pare, Tobias	11240680	!	!	!
Patino, Sandy	11240908	!	!	!
Petrosky, Viva	11240661	!	!	!
Pittard, Celina	11240634	!	!	!

Indicators on the report include:

*: Identifies a student who has withdrawn from or dropped the class before the last day of the class. (Where the student transferred to another class, the student's name is included for both classes and the dropped class.)

!: Indicates a missing grade.

Report options include:

- **Grading period:**
 Current Report Card
 Current Progress Report
 Last Report Card
 Last Progress Report
- **Sort By:**
 Homeroom, student last name: This option is most useful to a School Administrator.
 Student last name: The only option available to a Teacher.

Specific Grades Report

This report identifies students with specific types of grades, including special grades such as E (Exempt) [Figure Figure 222]. Typically, a School Administrator or Teacher runs this report during and at the end of a grading period, just before report cards are generated.

Figure 222: Specific Grades Report sample results

Specific Grades Report
Alta High School

Selected Grading Period: Grades 9 - 12 - Quarter 2

Student Name	ID	Current Grade Level	Class	Teacher	Grade Item	Grade
Lipscomb, Martha A	8018728	10	Algebra II-1	Lopez, J	Course Grade	A
Mackey, Darlene R	2001037	8	AP Art-1	Patel, K	Course Grade	A
MELO, Mariela	900004682	9	Algebra II-1	Lopez, J	Course Grade	A
					Final	A
Smith, Norman Y	3750	10	Algebra II-1	Lopez, J	Course Grade	A
Smith, Norman Y	3750	10	AP Art-1	Patel, K	Course Grade	A

Student Academic Plan Progress Report

The report provides information about a student's assigned academic plan [p. 95]. The report shows the name of the student's counselor and the year or date the student entered 9th grade, along with the courses and required credits in the academic plan version, the student's earned and pending credits for those courses, and the student's completion status for each group of assigned courses. The report also provides a list of courses the student has taken for which the course credits will not contribute to this academic plan. Chancery SMS sorts this report by group and then by course priority. **Note:** This report also appears in ParentConnectXP [p. 103], where it enables a student and a parent/guardian to view his or her academic plan online.

Figure 223: Student Academic Plan Progress Report

Student Academic Plan Progress Report
ARLINGTON HIGH SCHOOL

Student name: Bos, Victor
Student ID: 10020341
Plan version: Academic Plan Basic

Counselor:
Year entered 9th grade: 2004

Group name	Courses	Grade	Year	Required credits	Earned credits	Pending credits	Status
Academic Plan Basic				20.0	6.0	12.0	I
Core				16.0	0.0	10.0	I
Mathematics	15 Calculus	12	2009	4.0	2.0	2.0	P
Science				4.0	0.0	0.0	I
Humanities				4.0	4.0	0.0	C
	50 Lit Classics	12	2009		1.5	0.0	
	30200 English 11	11	2008		1.0	0.0	
	30300 English 12	12	2009		1.5	0.0	
PHE				2.0	0.0	0.0	I
Languages				2.0 OSG	0.0	0.0	I

- A Indicators on the report include:
OSG: Indicates that credits are collected from only one sub-

group

C: All courses in the group are completed

P: Some or all of the courses in the group are in progress

I: Some or all of the courses in the group are incomplete

Report options include:

- **Rules:** Select this option to print the rules associated with this academic plan (for example, the test scores that are required to complete the plan).
- **Notes:** Select this option to print the notes entered for the student that relate to this academic plan.

Student Transcript by Subject Area

This report produces a transcript for specific students, grade levels, or homerooms in your school. This report groups transcript information by subject area [Figure Figure 224]. The report includes options to display ethnicity, graduated students, current year information, and official transcripts with watermarks. By default, Chancery SMS sets the report filters to only the selected students. **Note:** This report has two versions: one for Permanent Record (PR) environments and one for other environments. The PR version use data from a combination of existing historical tables and new permanent record tables.

Figure 224: Student Transcript by Subject Area sample results

Crystal High School Chancery School District District Transcript Report (Accredited)					
Student Information			School Information		
Name: Garry Albert	Student No: 10461223		School No: 2046	CBCC:	
Address: 321 Halifax	Birthdate: October 03, 1987		Address Line 1 And Address Line 2	Principal: Michael Hansen	
	Gender: Male		OR 333333		
			Phone: 1 (333) 333-3333 333		
			Fax: 1 (444) 444-4444 444		
School Awarding Credits					
2003/2004 Crystal High School (2046) , OR					
2004/2005 Crystal High School (2046) , OR					
Course Information					
English					
Year	Course Name	DS1	DS2	DSAvg	DFin Cr Abs
0405	CRD-Eng-1T (CRD012)	46			0.250 1
Mathematics					
Year	Course Name	DS1	DS2	DSAvg	DFin Cr Abs
0405	CRD-Mat-1T (CRD018)	63			0.500 0
Science					
Year	Course Name	DS1	DS2	DSAvg	DFin Cr Abs
0405	CRD-Cha-1T (CRD024)	53			0.250 0
Grading Scale Information					
Please refer to attachment.					
Student Profile					
Graduation Date:					
Graduation Program: N/A					
Certificate of Coursework completion:					
Grant Eligibility: No					
Cum Weighted GPA: 814.75000					
Cum Unweighted GPA: 40.00000					
Total credit earned: 2.0000					
Local credit earned: 0.0000					
State credit earned: 0.0000					
Class Rank: 5 Out of: 11 Rank Date: June 27, 2005					
Message from District					
Please telephone the office 504-255-2933 for an appointment to review the Student Transcript Report with a counsellor					

Report options include:

- **Display Historical As:** Determines the display format of historical grades, such as numeric, letter grade, or pass/fail. (Grades for the current year are displayed as the school recorded them.)
- **Sort Order:**
 - By Course Name
 - By Course Number
- **Ethnicity:**
 - Print ethnic category
 - Print federal ethnic category and federal race categories
- **Include Only Graduated Students:** Includes a student only if an accreditation date is entered on his or her historical page.
- **Include Current Year Info:** Generates all current year information including both the active year and the historical record with the current year date. If you select this option, the report calculates GPAs to include information for the active year. **Note:** Applies to environments other than Permanent Record.

In a Permanent Record environment, this option is **Print Year GPA for active year if active year is included**. This generates the active-year data if either the **Last-completed report card** or the **Current report card option** is selected in the **Active year data** area of the **Permanent Record Setup** page (to exclude active-year data, select the **Do not include active year data**) check box.

Caution: This calculation requires additional processing time and may impact system performance.

- **Print Official Transcript:** Places the text "Official" as a watermark on the transcript. Otherwise the watermark is "Unofficial" [*Figure Figure 224*].
- **School Message:** The report includes on the transcript any message entered here; for example, "School reopens and classes start August 20".

Student Transcript by Year

This report produces transcripts for specific students, grade levels, or homerooms in your school. It groups transcripts by school year (such as 2007, 2008, and 2009) and then alphabetically by school name [*Figure Figure 225*]. The report includes options to display ethnicity, graduated students, grades, current year information, and official transcripts with watermarks. By default, Chancery SMS sets the report filters to only the selected students.

Note: This report has two versions: one for Permanent Record (PR) environments and one for other environments. The PR version use data from a combination of existing historical tables and new permanent record tables.

Figure 225: Student Transcript by Year report sample results

Panorama High School
Chancery School District
District Transcript Report (Accredited)

Student Information				School Information			
Name: Donn Maurice OGPAAmwar		Student No: 11240380		School No: 2124		CBCC:	
Address: 100 West 58th Ave		Birthdate: February 18, 1987		89 Wonderland Blvd Suite 1		Principal: Jo Strangelove	
Half Moon Bay California 20310		Gender: Male		Pleasanton FL 32732			
Azerbaijan				Phone: (555) 678-1234			
Ethnicity: White (not Hispanic)				Fax:			
HS Enrollment Date: Aug 13 1988							

Course Information							
2002 - 2003		Gr. 9	Panorama High School (2124) FL				
Course Name		D51	D52	DSAvg	DFin	Cr	Abs
PapWach (95-105)				105	1.000	2	
Yr. GPA: 3.897		Credits: 5.800		Days Abs: 17.0			
2003 - 2004		Gr. 10	Panorama High School (2124) B.C.				
Course Name		D51	D52	DSAvg	DFin	Cr	Abs
Beng (50-102)		80	82	81	85	1.973	1
Beng (51-102)		82	85.5	87	89.5	1.998	2
Improv Tech (48-263)		83			72	0.925	10
Role Play (48-263)		80.5			83	1.161	11
Yr. GPA: 3.765		Credits: 20.000		Days Abs: 11.0			

Grading Scale Information	
Please refer to attachment.	

Student Profile	
Graduation Date: Aug 13 2006	
Graduation Program: Academic Accelerated	
Certificate of Coursework completion: August 10, 2006	
Grant Eligibility: Yes	
Cum Weighted GPA:	
Cum Unweighted GPA:	
Total credit earned: 35.4000	
Local credit earned: 18.0000	
State credit earned: 15.0000	
Class Rank: 0 Out of: 0 Rank Date:	

Report options include:

- **Display Historical As:** Determines the display format of historical grades, such as numeric, letter grade, or pass/fail. (Grades for the current year are displayed as the school recorded them.)
- **Sort Order:**
 - By Course Name**
 - By Course Number**
- **Ethnicity:**
 - Print ethnic category**
 - Print federal ethnic category and federal race categories**
- **Include Only Graduated Students:** Includes a student only if an accreditation date is entered on his or her historical page.
- **Include Current Year Info:** Generates all current year information including both the active year and the historical record with the current year date. If you select this option, the report calculates GPAs to include information for the active year. **Note:** Applies to environments other than Permanent Record.

In a Permanent Record environment, this option is **Print Year GPA for active year if active year is included**. This generates the active-year data if either the **Last-completed report card** or the **Current report card option** is selected in the **Active year data** area of the **Permanent Record Setup** page (to exclude active-year data, select the **Do not include active year data** check box).

Caution: This calculation requires additional processing time and may impact system performance.

- **Print Official Transcript:** Places the text "Official" as a watermark on the transcript. Otherwise the watermark is "Unofficial" [Figure Figure 225].
- **School Message:** The report includes on the transcript any message entered here; for example, "School reopens and classes start August 20".

Health Reports

Immunization Delinquency Letter

This report produces a form letter that notifies the parent that a specific student is to be excluded from school until he or she gets proper immunizations [Figure Figure 226].

Figure 226: Immunization Delinquency Letter sample results

Immunization Delinquency

Date: 1/26/2006

Dear Parent,

This letter is to inform you that your son Garry Albert, who is in grade 12 will be excluded from Crystal High School at the close of the school day effective 1/26/2006 as the proper immunization from certain contagious diseases has been noted. This exclusion is required by the Commissioner of Public Health, the Commissioner of Education, and by state law.

Your son may return to school as soon as a certificate from a physician indicating the immunization is received. Our hope is that the proper immunization can be secured soon so that Garry Albert's work will not be jeopardized. For any questions or information you need regarding the above letter, please contact the school your student is attending and ask to speak to the school nurse.

Your cooperation in this matter is appreciated.

Delinquency immunization	Scheduled Due Date
DTP / DTaP	4/2/1988
Hepatitis B	10/2/1997
Measles	10/2/1994
Mumps	10/2/1999
Polio	12/2/1987
Varicella	10/2/1994

* Above is a list of all immunizations for which your son is non-compliant. You have exceeded the provisional enrollment period for at least one of the items.

Immunization Next Due Report

This report lists when immunization are due by student [Figure Figure 227]. The report includes basic demographic information and indicates if a students is provisionally enrolled.

Figure 227: Immunization Next Due Report sample results

Immunization Next Due Report										
Oceanview High School										
Student Name	Student ID	Birthdate	Age	Grade	Gender	Prov. Enroll	Immunization	Action	Action Date	Next Due
Alberts, Johanna	11330505	04/01/1990	15	9	F	Yes	DTP / DTaP	N/A		9/30/1990
							Hepatitis B	N/A		3/31/2000
							Measles	N/A		3/31/1997
							Mumps	N/A		3/31/2002
							Polio	N/A		5/31/1990
Varicella	N/A		3/31/1997							
Aldape, Carmen	11060574	12/04/1990	15	9	M	Yes	DTP / DTaP	N/A		6/3/1991
							Hepatitis B	N/A		12/3/2000
							Measles	N/A		12/3/1997
							Mumps	N/A		12/3/2002
							Polio	N/A		2/3/1991
Varicella	N/A		12/3/1997							
Alday, Randal	11210057	09/25/1989	16	10	M	Yes	DTP / DTaP	N/A		3/25/1990
							Hepatitis B	N/A		9/25/1999
							Measles	N/A		9/25/1996
							Mumps	N/A		9/25/2001
							Polio	N/A		11/25/1989
Varicella	N/A		9/25/1996							
Alderman, Carol	11200673	03/08/1987	18	12	F	Yes	DTP / DTaP	N/A		9/7/1987
							Hepatitis B	N/A		3/7/1997
							Measles	N/A		3/7/1994
							Mumps	N/A		3/7/1999
							Polio	N/A		5/7/1987
Varicella	N/A		3/7/1994							

Immunization Non-Compliance Report

This report lists the students who have not complied with immunization requirements [Figure Figure 228]. The report shows the due date of the next immunization and indicates if a student is provisionally enrolled.

Figure 228: Immunization Non-Compliance Report sample results

Immunization Non-Compliance Report						
Oceanview High School						
Immunization Type: DTP / DTaP						
Student Name	Student ID	Birthdate	Age	Grade	Prov. Enroll	Scheduled Due Date
Bemis, Aline	11210229	04/13/1989	16	10	Yes	10/12/1989
Bendel, Sherita	11210751	08/23/1989	16	10	Yes	12/22/1989
Benzing, Lory	11080797	11/16/1990	15	9	Yes	5/15/1991
Bequette, Mack	11090654	12/16/1989	16	10	Yes	6/15/1990
Berens, Senaida	11200223	11/10/1988	17	11	Yes	5/9/1989
Berger, Carla	11080891	03/31/1990	15	9	Yes	9/29/1990
Bergerson, Karri	11210483	11/10/1989	16	10	Yes	5/9/1990
Bergman, Ethan	11330896	09/11/1990	15	9	Yes	3/10/1991
Berkman, Elenor	11330563	08/06/1989	16	10	Yes	12/5/1989
Bertanga, Barbara	11210230	05/06/1989	16	10	Yes	11/5/1989
Bernardini, Chong	11330146	11/01/1990	15	9	Yes	4/30/1991
Berndt, Jorrell	11210568	07/17/1989	16	10	Yes	1/16/1990
Berta, Corinne	11210353	11/17/1989	16	10	Yes	5/16/1990
Berube, Ofelia	11330277	05/12/1989	16	10	Yes	11/11/1989
Bessey, Gertrudis	11210286	03/30/1989	16	10	Yes	9/29/1989
Bessler, Margery	11080537	08/14/1989	16	10	Yes	2/13/1990
Bester, Marko	11201125	12/19/1987	18	12	Yes	6/18/1988

Student Health Condition Report

This report lists the health condition of each student [Figure Figure 229]. It indicates if a student is receiving treatment or taking medication.

Figure 229: Student Health Condition Report sample results

Student Health Condition Report					
Chancery High					
Student Name	Student ID	Grade	Condition (ICD 9 Code)	Receiving treatment	Taking medication
Bridges, Rosemary	9900756336	N/A		No	No
Brinks, Kylund	9813171199	7		No	No
Brinks, Paul A	9900756337	13		No	No
Brisbane, Sabrina L	9901539427	10		No	No
Brody, Bobby	9903171189	7	Diabetes	Yes	Yes
Brody, Greg	9999016707	11	Diabetes	Yes	Yes

Student Immunization History

This report displays a student's immunization history [Figure Figure 230]. It includes demographic information about the student.

Figure 230: Student Immunization History Report sample results

Student Immunization History Report						
Anderson Elementary School						
Student General Information						
Student Name:	Beals, Danyel					
Student ID:	10020172					
Gender:	Female					
Birthdate:	11/17/1997					
Current Age:	7					
Current Grade:	1					
Scheduled	Immunization	Due Next	Dose 1	Dose 2	Dose 3	Booster 1
	DTP / DTaP	11/16/2007	02/19/1998	04/20/1998		
	Hepatitis B	11/16/2007				
	Measles	11/16/2004				
	Mumps	11/16/2009				
	Polio	Illness Exempt				
	Varicella	11/25/2004				
Nonscheduled	Immunization	Booster 1	Booster 3	Dose 1	Dose 4	
	Haemophilus				04/25/2005	
	Hepatitis B					
	Tetanus	06/02/2002	04/26/2005			
* Dose Date refers to the Action Date in the Student Dose Immunization record						

Online Course Requests

Student Online Course Request Status report

This report [Figure] lists a secondary school's students according to their online course request status [p. 103]. Secondary school administrators and counselors can use this report in the active calendar.

Figure 231: Student Online Course Request report sample output

Student Online Course Request Status		
Panorama High School		
Statuses for next year's requests (2012/2013)		
Not downloaded		
Counselor: Berry, Rasa F		
Number	Name	Grade level (active)
10700398	Banister, @@Eugenio	11
001091	Zuchy, @Blaze	11
10800587	Archie, Donette	10
10700466	Ben, Antoinette	10
10800374	Addington, Jeffrey	9
10810099	Bjork, Crystle	9
10800246	Boyers, Sara	8
10800239	Capps, Wilma	8
Counselor: Plant, Lola D		
002115	OCR_Lambros, Darren C	11
002104	OCR_Martell, Jerri T	8
Counselor: No Counselor		
003050	BFG-Tanner, @Polly S	11
003051	BFG-Rollins, @Tansy S	10
Parent/guardian approval pending		
Counselor: Zephyr, Matilda M		
Number	Name	Grade level (active)
001354	OCR_Smithx2, Katie L	9
Counselor approval pending		
Counselor: Plant, Lola D		
Number	Name	Grade level (active)
002114	OCR_O'Brien, Saoirse C	11
002200	OCR_Smith, Hayley D	11
002105	OCR_Fontana, Shanna A	9
002101	OCR_Summers, Tanisha N	8

Report options include:

- **Status:** By default, the report displays all statuses. The user can choose one or more specific statuses, including Not downloaded, In progress, Parent/guardian approval pending, Counselor approval pending, Completed.
- **Sort by:** The user can have the list of students sorted by Counselor or Grade level.

By default, the following roles have permission to run this report:

- School Administrator
- School Counselor

Student Recommended Course Verification report

This report lists a secondary school's students who have one or more courses recommended to them [p. 105]. For each student, the report displays [Figure]:

- The recommended courses no longer available
- Issues with recommended courses
- Duplicate recommendations
- Required, alternate, and elective recommended courses

Secondary school administrators and counselors at schools using secondary scheduling can use this report in the active calendar.

Figure 232: Student Recommended Course Verification report sample output

Student Recommended Courses Verification		
Panorama High School		
Recommended courses for next year (2012/2013)		
Counselor: Berry, Sasha F		
Name	Number	Grade level (active)
AP-Zephyr, Patricia	77001133	8
Recommended courses no longer available:		
Elective	20050	Computer as a Tool Recommended by: Plant, Lola D
Student specific recommended course issues:		
Student has 3 recommended alternates for elective courses which exceeds the maximum number of alternates for elective courses allowed.		
Student has 2 recommended study hall courses which exceeds the maximum number of study halls allowed.		
Student has a recommended course load of 11.0 which exceeds the maximum scheduling load of 8.		
Student duplicate course recommendations:		
80010 Study Hall has been recommended more than once in Electives		
Required recommended courses:		
25150	Woodworking 1	Recommended by: Berry, Sasha F
20200	IS Computer Prog	Recommended by: Berry, Sasha F
SCR10002	English 9	Recommended by: Berry, Sasha F
SCR20002	Mathematics 9	Recommended by: Berry, Sasha F
SCR30002	Science 9	Recommended by: Berry, Sasha F
SCR40002	Social Studies 9	Recommended by: Berry, Sasha F
SCR50002	French 9	Recommended by: Berry, Sasha F
SCR51002	Spanish 9	Recommended by: Berry, Sasha F
Alternate for required recommended courses:		
25000	Drafting 1	Recommended by: Berry, Sasha F Alt. for: Woodworking 1
Elective recommended courses:		
15050	Keyboarding	Recommended by: Berry, Sasha F
80010	Study Hall	Recommended by: Berry, Sasha F
80010	Study Hall	Recommended by: Berry, Sasha F
SCR34001	Environmental Studies 11	Recommended by: Berry, Sasha F
SCR41001	American History 11	Recommended by: Berry, Sasha F
20050	Computer as a Tool	Recommended by: Plant, Lola D
Alternates for electives recommended courses:		
10200	Adv Drawing & Painting	Recommended by: Berry, Sasha F
SCR53001	Mandarin Beg	Recommended by: Berry, Sasha F
SCR52002	Japanese 9	Recommended by: Berry, Sasha F

Report options include:

- **Select courses:** By default, the report displays all recommended courses. The user can choose to display only recommended courses that require followup.

- **Sort by:** The user can have the list of students sorted by Counselor or Grade level.

By default, the following roles have permission to run this report:

- School Administrator
- School Counselor

Scheduling Reports

Class Add/Drop

This report lists the classes added or dropped by students on a class roster [Figure Figure 233]. The report identifies the class, the student, and the reason given for the change.

Figure 233: Class Add/Drop report sample results

Class Adds/Drops (by Teacher): Chancery High for 2005 - 2006

Teacher Name: Arness, James (1)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
Ancient Civilizations-2	Add	01/01/2006	Brody, Joan (9999016748)	11	F	N/A
Teacher Name: Becker, Paul (5025)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
Junior English-1	Add	09/27/2005	Brody, Joan (9999016748)	11	F	N/A
Teacher Name: Bennett, Albert (T-5194)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
Algebra 2-1	Add	09/27/2005	Brody, Joan (9999016748)	11	F	N/A
Teacher Name: Bush, George W. (T-5188)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
European History-1	Add	08/11/2005	Averett, Thomas J (9901569514)	9	M	N/A
Teacher Name: Cavein, Tich A. (2)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
Pre Algebra-1	Add	09/27/2005	Brody, Joan (9999016748)	11	F	N/A
Teacher Name: Domoney, Dennis (5)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
Middle Eastern History-1	Add	09/27/2005	Brody, Joan (9999016748)	11	F	N/A
Teacher Name: Einstein, Albert (T-5184)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
Chemistry-2	Add	09/27/2005	Brody, Joan (9999016748)	11	F	N/A
Teacher Name: Monet, Claude (T-5198)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
Photography-4	Add	01/01/2006	Brody, Joan (9999016748)	11	F	N/A
Teacher Name: Reiber, Stacy (T-5195)						
Class	Add/Drop	Effective Date	Student Name	Grade	Gender	Change Reason
Drawing & Painting-3	Add	09/27/2005	Brody, Joan (9999016748)	11	F	N/A

SMS-HC-SES-00029 Ver:00-1 Rev: 1 Page 1 of 2 Dec 16, 2005, 9:28 am


Report options include:

- **Effective Date:** Today, the entire school year, or a date range.
- **Print Change Reason:** By code or prose description.
- **Sort by:** Teacher or student

Class Listing (Elementary)

This report enables an elementary School Administrator to show how classes are scheduled [Figure Figure 234]. It lists each class, the teacher, the room, and the number of students registered versus the capacity. This report is similar to the secondary Master Schedule report [p. 570].

Figure 234: **Class Listing** report sample results

Class Listing						
Cypress Elementary						
Schedule: 2005-2006 						
Meeting Pattern	Subject	Class Name	Scheduling Group	Teacher(s)	Room	# of Students
M6	Physical Education	Physical Education 6 [1]	Classes	Mayfield, M.		0 (0)/0
T6	Art	Art 6 (160)	Classes	Becker, P.	160	0 (0)/20
W6	Physical Education	Physical Education 6 [1]	Classes	Mayfield, M.		0 (0)/0
Th6	Art	Art 6 (160)	Classes	Becker, P.	160	0 (0)/20
F6	Music	Music 6 (160)	Classes	Bellamy, J.	160	0 (0)/20
	Art	Art 1 (110)	Classes	Becker, P.	110	0 (0)/20
		Art 1 (115)	Classes	Becker, P.	115	0 (0)/20
		Art 2 (120)	Classes	Becker, P.	120	0 (0)/20
		Art 2 (125)	Classes	Becker, P.	125	0 (0)/20
		Art 3 (130)	Classes	Becker, P.	130	0 (0)/20
		Art 3 (135)	Classes	Becker, P.	135	0 (0)/20
		Art 4 (140)	Classes	Becker, P.	140	0 (0)/20
		Art 4 (145)	Classes	Becker, P.	145	0 (0)/20
		Art 5 (150)	Classes	Becker, P.	150	0 (0)/20
		Art 5 (155)	Classes	Becker, P.	155	0 (0)/20
		Art 6 (165)	Classes	Becker, P.	165	0 (0)/20
		Art K (101)	Classes	Becker, P.	101	0 (0)/20
		Art K (105)	Classes	Becker, P.	105	0 (0)/20
	Language Arts	Language Arts 1 (110)	Classes	Christian, K.	110	0 (0)/20
		Language Arts 1 (115)	Classes	Colvin, P.	115	0 (0)/20
		Language Arts 2 (120)	Classes	Fike, B.	120	0 (0)/20
		Language Arts 2 (125)	Classes	Giannelli, T.	125	0 (0)/20
		Language Arts 3 (130)	Classes	Gonzalez, M.	130	0 (0)/20
		Language Arts 3 (135)	Classes	Hardin, L.	135	0 (0)/20
		Language Arts 4 (140)	Classes	Harris, L.	140	0 (0)/20
		Language Arts 4 (145)	Classes	Hendricks, B.	145	0 (0)/20
		Language Arts 5 (150)	Classes	Hix, M.	150	0 (0)/20
		Language Arts 5 (155)	Classes	Lankford, V.	155	0 (0)/20

SMS-HC-SES-00028 Ver 00-1 Rev: 3

Page 1 of 4

Jan 17, 2006, 11:18 am

- A # of Students:** Displays (in order) the number of students scheduled to be in this class, the highest number of students that have been scheduled to be in this class (the "high water mark"), and the capacity of the class.

Report options include:

- Sort by:
 - Meeting Pattern
 - Subject

Class Roster

Printing this report enables a teacher or administrator to keep a paper-based attendance record for each class [Figure Figure 235]. It lists all students in

the specified class or homeroom and has a blank space for each day of the week or month. The report includes all information necessary to submit the attendance papers, such as the class name, the teacher's name, and class's schedule.

Figure 235: Class Roster report sample results

Roster (Weekly)					
Sir John A MacDonald High School					
Class: 14-1 Algebra 2					Schedule: SJAM 2005-2006
Teacher: Archimedes, Ralph (Term: FY Meets: MP0001 Room: 102)					
Student Name	Monday	Tuesday	Wednesday	Thursday	Friday
Buck, Jean N (22080319)	_____	_____	_____	_____	_____
Butler, Holly J (22080331)	_____	_____	_____	_____	_____
Durrant, Dianne Y (22080024)	_____	_____	_____	_____	_____
Etches, Linda N (22080255)	_____	_____	_____	_____	_____
Farrell, Barbara A (22080325)	_____	_____	_____	_____	_____
Finer, Stephanie I (22080182)	_____	_____	_____	_____	_____
Finlay, Victory N (22080245)	_____	_____	_____	_____	_____
Finner, Karl T (22080105)	_____	_____	_____	_____	_____

Report options include:

- **Effective Date:** Today, the entire school year, or a date range.
- **Report Type:** Weekly, monthly, or Demographics.
- **Roster:** Class, Homeroom, or both
- **Sort Print Output By:** Teacher then Class/Homeroom or by Class/Homeroom
- **Print Gender Summary**
- **Print Ethnic Category Summary**

Class Roster Monthly

Printing this report enables a teacher or administrator to keep a paper-based attendance record for each class [Figure 236]. It lists all students in the specified class or homeroom and has a blank space for each day of the specified month. The report includes all information necessary to submit the attendance papers, such as the class name, the teacher's name, and class's schedule.

Note: Since the Class Roster report [p. 558] is newer and offers more options, including weekly attendance, we recommend that you hide this report from most users.

Class Schedule Log

This report enables an administrator to review the process of building a master schedule. The report displays the contents of the log from the "Schedule Classes" process, which records the date and details of each event in the process [Figure Figure 238].

Figure 238: Class Schedule Log report sample results

Class Schedule Log		
Chancery High		
Schedule:2005 - 2006		
Time Stamp	EventType	Event Details
1/31/2005 11:42:42AM	Begin master builder	Over-allocate:50%, Minimize Conflicts:1, Teacher Allocations:2, Course Room Pref:3, Teacher Room:4
1/31/2005 11:42:42AM	Progress information	Builder Meetings Initialized
1/31/2005 11:42:42AM	Progress information	Builder Rooms Initialized
1/31/2005 11:42:43AM	Progress information	Builder Classes Initialized
1/31/2005 11:42:43AM	Progress information	Builder Teachers Initialized
1/31/2005 11:42:43AM	Progress information	Builder Courses Initialized
1/31/2005 11:42:51AM	Progress information	Builder Students Initialized
1/31/2005 11:42:51AM	Progress information	Builder Relations Initialized
1/31/2005 11:42:52AM	Progress information	Builder Engine Started
1/31/2005 11:42:52AM	Progress information	Teacher Requests Complete
1/31/2005 11:42:52AM	Progress information	Builder Engine Complete
1/31/2005 11:42:52AM	Progress information	Saving Results Started
1/31/2005 11:43:15AM	Progress information	Saving Results Complete
1/31/2005 11:43:15AM	End master builder	Classes Processed:198, Scheduled:8
2/5/2005 4:15:09AM	Begin master builder	Over-allocate:0%, Minimize Conflicts:1, Teacher Allocations:2, Course Room Pref:3, Teacher Room:4
2/5/2005 4:15:09AM	Progress information	Builder Meetings Initialized
2/5/2005 4:15:09AM	Progress information	Builder Rooms Initialized
2/5/2005 4:15:10AM	Progress information	Builder Teachers Initialized
2/5/2005 4:15:10AM	Progress information	Builder Classes Initialized
2/5/2005 4:15:10AM	Progress information	Builder Courses Initialized
2/5/2005 4:15:19AM	Progress information	Builder Students Initialized
2/5/2005 4:15:19AM	Progress information	Builder Relations Initialized
2/5/2005 4:15:19AM	Progress information	Builder Engine Started
2/5/2005 4:15:19AM	Progress information	Teacher Requests Complete
2/5/2005 4:15:19AM	Progress information	Builder Engine Complete
2/5/2005 4:15:19AM	Progress information	Saving Results Started
2/5/2005 4:15:53AM	Progress information	Saving Results Complete
2/5/2005 4:15:53AM	End master builder	Classes Processed:198, Scheduled:196
2/21/2005 5:28:24AM	Begin master builder	Over-allocate:20%, Minimize Conflicts:1, Teacher Allocations:2, Course Room Pref:3, Teacher Room:0
2/21/2005 5:28:24AM	Progress information	Builder Meetings Initialized
2/21/2005 5:28:24AM	Progress information	Builder Rooms Initialized
2/21/2005 5:28:24AM	Progress information	Builder Classes Initialized
2/21/2005 5:28:24AM	Progress information	Builder Teachers Initialized
2/21/2005 5:28:25AM	Progress information	Builder Courses Initialized
2/21/2005 5:28:33AM	Progress information	Builder Students Initialized

Contacts Roster

This report presents, for every student in a specified class or homeroom, information on how to contact the student's parent, guardians, and emergency contacts [Figure Figure 239]. For each contact, the report indicates whether that contact lives with the student, gets mailings for the student, has custody of the student, or is the emergency contact.

Figure 239: Contacts Roster report sample results

Contacts Roster		Chancery High	
Class: Study Hall - Fall-3		Schedule: 2005 - 2006	
			Class
A	Andrew, David A. (990317119) - M - English - (W), 1 (360) 455-9585(h)		Study Hall - Fall-3
	Contact 1: Andrew, Calla (Mother) - English 1 (360) 455-9585(h), 1(W) Contact 2: Andrew, Miller (Father) - English 1 (360) 455-9585(h), 1(W)		
B	Bologna, Antonio C. (990105727) - M - English - 1 (360) 381-0561(h)		Study Hall - Fall-3
	Contact 1: Bologna, Piyush (Father) - English 1 (360) 381-0561(h) Contact 2: Bologna, Ultima (Mother) - English 1 (360) 381-0561(h)		
C	Cohen, Antonia C. (990317119) - M - English - 1 (360) 479-8690(h)		Study Hall - Fall-3
	Contact 1: Cohen, Geraldine (Mother) - English 1 (360) 479-8690(h), 1(W) Contact 2: Cohen, Swapnil (Father) - English 1 (360) 479-8690(h), 1(W)		
D	Ridley, Geanna N. (990317157) - F - Cantonese - 1 (360) 423-4888(h)		Study Hall - Fall-3
	Contact 1: Ridley, Simon (Father) - English 1 (360) 423-4888(h), 1(W) Contact 2: Ridley, Thirza (Mother) - English 1 (360) 423-4888(h), 1(W)		

- A Lives with: Indicates that this contact lives with the student
- B Custody: Indicates that this contact has custody of the student.
- C Mailings: Indicates that this contact receives mailings from the school pertaining to this student.
- D Emergency: Indicates that this contact is an emergency contact for the student.

Report options include:

- **Effective Date:** Today, the entire school year, or a date range.
- **Contacts Included:** All contact, or emergency contacts only.
- **Roster:** Class, Homeroom, or both
- **Sort Print Output By:** Teacher then class/homeroom, or class/homeroom

Course Catalog by Name

This report lists the details of all courses available by course name [Figure Figure 240]. This list facilitates registration and scheduling by presenting enough information about each course (such as level, prerequisites, and credits) to enable students and their parents to select courses and counselors to advise students.

Figure 240: Course Catalog by Name report sample results

Course Catalog 2005/2006

Arlington High School

202 Regents Physical Setting/

AP PHYSICS - LAB 4060 (202AP-PH-R)		
State Course Number:	4060	
Grade Level(s):	9, 10, 11, 12	Credit: 1.0000
Prerequisite(s):	None	
Corequisite(s):	PHYSICS-R w/LAB 4040	
	AP PHYSICS-R w/LAB	

PHYSICS-R w/LAB 4040 (Phy. Lab)		
State Course Number:	4040	
Grade Level(s):	9, 10, 11, 12	Credit: 1.0000
Prerequisite(s):	None	
Corequisite(s):	None	
	PHYSICS-R w/LAB	

Course Catalog by Number

This report lists the details of all courses available by course number [Figure Figure 241]. This list facilitates registration and scheduling by presenting enough information about each course (such as level, prerequisites, and credits) to enable students and their parents to select courses and counselors to advise students.

Figure 241: Course Catalog by Number report sample results

Course Catalog 2005/2006

Oceanview High School

Performing Arts

65200 Stage Craft 1 (Pa sc1)		
State Course Number:		
Grade Level(s):	Any	Credit: 1.0000
Prerequisite(s):	None	
Corequisite(s):	None	

65250 Stage Craft 2 (Pa sc2)		
State Course Number:		
Grade Level(s):	10, 11, 12	Credit: 0.5000
Prerequisite(s):	Stage Craft 1 65200	
Corequisite(s):	None	

Course Request List

By course, this report lists students who have requested the course [Figure Figure 242]. The report also tallies the number of primary versus alternate requests. By default, Chancery SMS sets the report filters to only the selected students.

Figure 242: Course Request List report sample results

Course Request List

Chancery High

Schedule: 2005 - 2006

ACCT (BUS9877) 99% (98 of 99) primary requests scheduled, and 0 of 0 alternate requests scheduled

Count	Student Name	Student ID	Grade Level	Gender	Term	Type
1.	Abbott, Daline	9901243499	12	Female		Primary
2.	Alexandre, Kristin Tshwanda	9900855326	12	Female		Primary
3.	Anderson, Bridget Denise	9900611406	12	Female		Primary
4.	Anderson, Desiree Shaqueta	9900992093	12	Female		Primary
5.	Andre, Dave Troy	9901220491	12	Male		Primary
6.	Anthony, Lauren	9901192971	12	Female		Primary
7.	Armstead, Kenneth	9901202662	12	Male		Primary
8.	Bastien, Jennifer D	9901356335	12	Female		Primary
9.	Beaulieu, Shacarra S	9901000931	12	Female		Primary
10.	Blaise, Maria Delores	9901138297	12	Female		Primary
11.	Bolden, Shayna Monique	9900869407	12	Female		Primary
12.	Bowers, Lysandra	9901305507	12	Female		Primary
13.	Bridges, Radeya	9901502595	12	Female		Primary
14.	Brown, Brandon C	9900865978	12	Male		Primary

Course Request Rule Violation

This report lists violations of course request rules grouped by student [Figure Figure 243]. This report enables an administrator to identify and resolve course request issues. By default, Chancery SMS sets the report filters to only the selected students. **Note:** This report is a condensed version of the exceptions information included in the Course Request Verification report [p. 569].

Figure 243: Course Request Rule Violation report sample results

Course Request Rule Violations				
			Arlington High School	Schedule: Planning Schedule A (2005-2006)
Aitken, Jene (10041021)				
Course Name	Course #	Type	Term	Exception
AP PHYSICS - LAB	4060	Req'd		Co-requisite not met: PHYSICS-R w/LAB Requested same course multiple times
Akers, Clyde (10042706)				
Course Name	Course #	Type	Term	Exception
AP PHYSICS - LAB	4060	Req'd		Co-requisite not met: PHYSICS-R w/LAB Requested same course multiple times
Akin, Lacresha (10041371)				
Course Name	Course #	Type	Term	Exception
AP PHYSICS - LAB	4060	Req'd		Co-requisite not met: PHYSICS-R w/LAB Requested same course multiple times
Alatorre, Domenica (10040002)				
Course Name	Course #	Type	Term	Exception
Algebra	12	Req'd		Pre-requisite not met: Algebra PRE
AP PHYSICS - LAB	4060	Req'd		Co-requisite not met: PHYSICS-R w/LAB Requested same course multiple times
US HISTORY	2235	Req'd		Co-requisite not met: WORLD HISTORY - A

Course Request Tally

This report presents the total number of student requests for each course [Figure Figure 244]. It shows both primary and alternate requests and breaks down the primary requests by gender.

Figure 244: Course Request Tally report sample results

Course Request Tally by Grade											
						Chancery High	Schedule: 2005 - 2006				
Course Name (#)	# of Classes Created	Total Primary Requests	Total Alternate Requests	Male	Female	Grade Level #					
						N/A	7	8	9	10	11
Accounting Principles (BUS9877)	4	99		48	51				34	22	25
Advanced Placement Calculus	2	36		19	17	2					
Advanced Placement English	3	51		25	26	2					
Advanced Placement History	2	36		19	17	1					
Algebra (MATH6734)	4	100		53	47	1			99		
Algebra 2 (MATH3323)	4	103		58	45						103
American History (SS8786)	1	30		14	16			30			

Report options include:

- Report Type:**
 - "By grade" uses the student's projected grade level and lists the courses alphabetically [Figure Figure 244].
 - "By grade and department" uses the student's projected grade level and groups the courses by department.
 - "By term" uses the coming term and lists the courses alphabetically.

"By term and department" uses the coming term and groups the courses by department.

"By gender and ethnic category"

- **Show:**
 - Totals Only
 - Percentages Only
 - Totals and Percentages
- **Sort Order:** By course name or number

Course Request Tally by Grade

This report presents the total number of student requests for each course [Figure Figure 245]. It shows both primary and alternate requests and breaks down the primary requests by gender and by grade.

Figure 245: Course Request Tally by Grade report sample results

Course Request Tally - by Grade Level										
Chancery High										
Schedule:2005 - 2006										
Course Name (#)	Total Primary Requests	Total Alternate Requests	Male	Female	Grade Levels					
					N/A	7	8	9	10	11
ACCT (BUS9877)	99		48	51				34	22	25
Aide (SER3345)	55		27	28						30
ALG (MATH8734)	100		53	47	1			99		
ALG 2 (MATH3323)	102		58	44						102
ANCT CIV (SS88976)	102		58	44						102
AP CALC (MATH9987)	36		19	17	2					
AP ENG (LA55632)	51		25	26	2					
AP HISTORY (SS8876)	36		19	17	1					
ARCH DRAFT (LMS9333)	60		31	29	1			2	18	21
ART EXP MS (ART3444)	33		12	21		21	12			
BAND-MS (MUS4453)	27		12	15		19	8			
BIOLOGY (SCI8873)	100		53	47					100	
BUS ETH (BUS5559)	144		81	63	1			28	44	47
BUS INT (BUS9986)	51		27	24	1					26
CHEM (SCI8864)	102		58	44						102
CHOIR-MS (MUS3325)	35		19	16		18	17			
CONC CHOIR (MUS8876)	95		43	52	1			69		
CUR EVENTS (SS8874)	69		16	53	1					

Course Request Tally by Term

This report presents the total number of student requests for each course [Figure Figure 246]. It shows both primary and alternate requests and breaks down the primary requests by gender and by the term requested.

Figure 246: Course Request Tally by Term report sample results

Course Request Tally - by Term

Chancery High Schedule:2005 - 2006

Course Name (#)	Total Primary Requests	Total Alternate Requests	Male	Female	Term Preferences	
					No Term	
ACCT (BUS9877)	99		48	51	99	
Aide (SER3345)	55		27	28	55	
ALG (MATH8734)	100		53	47	100	
ALG 2 (MATH3323)	102		58	44	102	
ANCT CIV (SS88976)	102		58	44	102	
AP CALC (MATH9987)	36		19	17	36	
AP ENG (LA55632)	51		25	26	51	
AP HISTORY (SS8876)	36		19	17	36	
ARCH DRAFT (LMS9333)	60		31	29	60	
ART EXP MS (ART3444)	33		12	21	33	
BAND-MS (MUS4453)	27		12	15	27	
BIOLOGY (SCI8873)	100		53	47	100	
BUS ETH (BUS5566)	144		81	63	144	
BUS INT (BUS9986)	51		27	24	51	
CHEM (SCI8864)	102		58	44	102	
CHOIR-MS (MUS3325)	35		19	16	35	
CONC CHOIR (MUS8876)	95		43	52	95	
CUR EVENTS (SS8874)	69		16	53	69	

SMS-HC-SES-00001 Ver:01 Rev 361.13

Page 1 of 4

5/8/2006 12:13:26PM

Course Request Tally by Term by Dept

This report presents the total number of student requests for each course grouped by department [Figure Figure 247]. It shows both primary and alternate requests and breaks down the primary requests by gender and by the term requested.

Figure 247: Course Request Tally by Term by Department report sample results

Course Request Tally - by Department / Term

Chancery High Schedule:2005 - 2006

Fine Arts - Art

Course Name (#)	Total Primary Requests	Total Alternate Requests	Male	Female	Term Preferences	
					No Term	
ART EXP MS (ART3444)	33		12	21	33	
DRAW (ART5783)	55		25	30	55	
PHOTO (ART3388)	104		40	64	104	
SCULPT (ART5778)	80		31	49	80	

Course Request Verification

This report lists a specific student's course requests in a format that enables a student's parent or guardian to review and sign off on the requests [Figure Figure 248]. Primary and alternate requests are listed separately. By default, Chancery SMS sets the report filters to only the selected students.

Figure 248: Course Request Verification report sample results

Course Request Verification						
Crystal High School						
						Schedule : Planning Schedule 1
Requests for : Arms, Harris (10462469)						Grade : 12
Primary Requests						
Course	Credits	Type	Priority	Term	Grade Level	Exceptions
CRD-Chemistry-2S	1.0	Req'd	10			
CRD-English-2S	1.0	Req'd	10			
CRD-Geography-2S	1.0	Elect	10			
CRD-History-2S	1.0	Elect	10			
CRD-Mathematics-2S	1.0	Req'd	10			
CRK-Artistry Techniques	1.0	Elect	10			
CRT-Algebra II	1.0	Req'd	10			Course intended for Grade Level(s): 9, 10
CRT-Physics 11	1.0	Elect	10			Course intended for Grade Level(s): 11
Total Requested Credits :	8.0					

Parent/Guardian Signature : _____

Full Time Equivalent Summary

This report lists scheduled classes for a specific term that details full time equivalents (FTEs) for courses [Figure Figure 249]. Details include course scheduling load, term, the number of classes created, the percentage of the course that is completed within the selected term (for example, 100% for a single-term class, 50% for a class that spans two terms), and the scheduling load for the selected term. In addition, it details the FTEs needed to cover all created classes, the FTEs allocated for the classes needed, and the FTEs of teachers scheduled to classes. Totals are also provided, broken down by subject area, department, and term. **Note:** This report does not work with filters.

Figure 249: Full Time Equivalent Summary report sample results

Full Time Equivalent Summary						Schedule: 2005 - 2006		
Chancery High						Full-time Teaching Load: 5.00		
Term: FY								
Course Name (#)	Course Scheduling Load	Course Term	# Classes Created	% complete within grouped Term	Scheduling Load for grouped Term	FTE Required	FTE Allocated	FTE Scheduled
ART EXP MS (ART3444)	0.50	S1	1	100%	0.50	0.10	0.10	0.10
ART EXP MS (ART3444)	0.50	S2	1	100%	0.50	0.10	0.10	0.10
DRAW (ART5783)	0.50	S1	2	100%	1.00	0.20	0.20	0.20
DRAW (ART5783)	0.50	S2	1	100%	0.50	0.10	0.10	0.10
PHOTO (ART3388)	0.50	S1	3	100%	1.50	0.30	0.30	0.30
PHOTO (ART3388)	0.50	S2	2	100%	1.00	0.20	0.20	0.20
SCULPT (ART5778)	0.50	S1	2	100%	1.00	0.20	0.20	0.20
SCULPT (ART5778)	0.50	S2	2	100%	1.00	0.20	0.20	0.20
Totals for Subject Area: Art					7.00	1.40	1.40	1.40
BAND-MS (MUS4453)	1.00	FY	1	100%	1.00	0.20	0.20	0.20
CHOIR-MS (MUS3325)	1.00	FY	1	100%	1.00	0.20	0.20	0.20
CONC CHOIR (MUS8876)	1.00	FY	1	100%	1.00	0.20	0.20	0.20
GEN MUS MS (MUS9938)	0.50	S1	1	100%	0.50	0.10	0.10	0.10
SYM BAND (MUS5739)	1.00	FY	1	100%	1.00	0.20	0.20	0.20
Totals for Subject Area: Music					4.50	0.90	0.90	0.90
DRAMA-MS (THE4883)	0.50	S1	1	100%	0.50	0.10	0.10	0.10
DRAMA-MS (THE4883)	0.50	S2	1	100%	0.50	0.10		0.10
SET LIGHTS (THE8845)	0.50	S1	1	100%	0.50	0.10	0.10	0.10
SET LIGHTS (THE8845)	0.50	S2	1	100%	0.50	0.10	0.10	0.10
THEATRE PR (THE5577)	0.50	S1	3	100%	1.50	0.30	0.30	0.30
THEATRE PR (THE5577)	0.50	S2	2	100%	1.00	0.20	0.20	0.20
Totals for Subject Area: Theatre					4.50	0.90	0.80	0.90
Totals for Department: Fine Arts					16.00	3.20	3.10	3.20

Load Students Log

This report displays the details of scheduling decisions made by the Master Schedule Builder [Figure Figure 250].

Figure 250: Load Students Log report sample results

Student Schedule Log			Schedule: ohs 1
Time Stamp	EventType	Event Details	
2004/06/02 13:39:46	Begin student loader	Overfill:0%, Max. Unscheduled:2, Use Rescheduling:Yes, Balance Classes:Yes, Use Alternates:Yes	
2004/06/02 13:39:51	Progress information	Priorities:Sequence:2, Attribute:3, Balance:1, Term Preferences:4	
2004/06/02 13:39:51	Progress information	Initialization Complete	
2004/06/02 13:42:40	Progress information	Loader Student Creation Starting	
2004/06/02 13:42:40	Progress information	Loader Student Creation Complete	
2004/06/02 13:42:40	Progress information	Loader Engine Starting	
2004/06/02 13:43:15	Pattern limit exceeded	Maximum Patterns:10000	
2004/06/02 13:43:30	Pattern limit exceeded	Maximum Patterns:10000	
2004/06/02 13:43:31	Pattern limit exceeded	Maximum Patterns:10000	
2004/06/02 13:45:13	Pattern limit exceeded	Maximum Patterns:10000	
2004/06/02 13:45:20	Pattern limit exceeded	Maximum Patterns:10000	

Master Schedule

This report lists all courses, the classes scheduled for each course, and the details of those classes, including scheduling group, team, term, meeting pattern, teacher, room, and number of students [Figure Figure 251].

Figure 251: Master Schedule report sample results

Master Schedule								
Arlington High School								
Selected Term(s):		Schedule: Planning Schedule A (2005-2006)						
Selected Scheduling Group(s):								
Course	Class Name	Scheduling Group	Team	Term	Meeting Pattern	Teacher(s)	Room	# of Students
202AP-PH-R (4060)	AP PHYSICS - LAB-6	Group 1		T1				0/23
	AP PHYSICS - LAB-7	Group 1		T1				20/23
	AP PHYSICS-R w/LAB-1	Group 1	Team 1	T1	TR (D)	Adair, Rodolfo / Addis, Giovanni / Begay, Marlys	105 (1)	0/23
	AP PHYSICS-R w/LAB-2	Group 1		T3	TR (D)	Teacher placeholder B	105 (1)	30/23
	AP PHYSICS-R w/LAB-3	Group 1		T4	TR (D)	Teacher placeholder A / Aybar, Cedrick / Bowe, Harry	103 (1)	20/23
Algebra (12)	AP PHYSICS-R w/LAB-4	Group 1		T1		Veasey, Miranda		30/23
	AP PHYSICS-R w/LAB-5	Group 1		T4		Adair, Rodolfo		0/23
	Algebra-1	Group 1	Team 2	T1	MWF (F)	Aybar, Cedrick / Campa, Hershel / Chaidez, Joan	103 (1)	0/29
	Algebra-2	Group 1	Team 3	T2	TR (D)	Conkling, Marcos / Bowe, Harry / Campa, Hershel	104 (1)	30/29
Algebra PR (45445)	Algebra-3	Group 1	Team 3	T3	MWF (F)	Adair, Rodolfo / Caton, Eugenio / Chaidez, Joan	101 (1)	30/29
	Algebra-4	Group 1	Team 3	T1	TR (D)	Cisneros, Mac	101 (1)	0/29
	Algebra PRE-1	Group 1	Team 1	OT	MWF (A)	Adair, Rodolfo	105 (1)	30/30
English (6)	English-1	Group 1		T1				30/29
Geometry (13)	Geometry-1	Group 1	Team 2	T2	MWF (G)	Begay, Marlys	103 (1)	30/29
	Geometry-2	Group 1	Team 1	T1	MWF (E)	Bello, Jacqueline	104 (1)	0/29

Master Schedule by Meeting Pattern

This report lists all meeting patterns, the classes scheduled for each course, and the details of those classes, including scheduling group, team, term, course, teacher, room, and number of students [Figure Figure 252].

Figure 252: Master Schedule by Meeting Pattern report sample results

Master Schedule by Meeting Pattern								
Chancery High								
Schedule: 2005 - 2006								
Meeting Pattern	Term	Course	Class Name	Scheduling Group	Team	Teacher(s)	Room	# of Students
P1	S1	THEATRE PR (THE557)	Theatre Production-1	High School		Gianneli, Tom	400 (755)	4/35
P1	S2	Aide (SER3345)	Student Aide-2	High School				26/50
P1	S2	PE - MS (PE86377)	Physical Education - Middle	High School		Thorpe, James	700 (755)	31/35
P1	S2	SET LIGHTS (THE884)	Sets & Lighting-2	High School		Gianneli, Tom	400 (755)	55/50
P1	S2	Study Hall (B4503)	Study Hall - Spring-1	High School				3/35
P1	S2	US HIST 45 (SS86334)	US History - 1945 to presen	High School		Rooney, Andy	123 (755)	23/35
P2	FY	ALG 2 (MATH3323)	Algebra 2-3	High School		Duchesne, Yanick	110 (755)	33/35
P2	FY	AP CALC (MATH9967)	Advanced Placement Calculu	High School		Fitts, Robert	111 (755)	7/35
P2	FY	AP ENG (LA55632)	Advanced Placement Englis	High School		Wilson, Brenda	127 (755)	9/35

Open Seats Summary

This report totals the capacity, seats filled, and seats available for all classes in each meeting pattern, broken down by scheduling group and term [Figure Figure 253]. The numbers are distributed across grade levels according to the grade levels of students with course requests for the associated classes. When there are no students loaded into classes, the

distribution across grade levels is evenly balanced for each class. As students are loaded into classes, the grade level distribution adjusts dynamically to reflect actual grade levels in the different classes.

This report is useful for schools using secondary scheduling, but it also runs for schools using elementary scheduling if meeting patterns are defined and assigned to lasses.

Figure 253: Open Seats Summary report sample results

Open Seats Summary
Alta High School

Term(s) selected: _____ Schedule: 2004-2006

Grade: 9 Total # of Students in grade: 24

Term	Sched Group	Meeting Pattern	Total # Seats	# Seats Filled	% Seats Filled	# Seats Avail	% Seats Avail
Semester 1	Freshman & Sophomore	MTWRF - 1	2	0	0.00 %	2	100.00 %
Total Grade 9, Semester 1, Freshman & Sophomore:			2	0	0.00 %	2	100.00 %
Total Grade 9, Semester 1:			2	0	0.00 %	2	100.00 %
Semester 2	Freshman & Sophomore	MTWRF - 1	1	0	0.00 %	1	100.00 %
Total Grade 9, Semester 2, Freshman & Sophomore:			1	0	0.00 %	1	100.00 %
Total Grade 9, Semester 2:			1	0	0.00 %	1	100.00 %

Room Matrix by Day Period

The report displays how a school's rooms are used during each period of each day's schedule [Figure Figure 254]. Where a room is assigned to a course, the reports shows the class, teacher, department, the number of students in the class, and the class capacity. Where there is a conflict (that is, more than one class scheduled into a room in a given period), the first class is displayed and a message indicates the conflict. The report is broken down by scheduling group, but any overlap with classes from other scheduling groups is shown for each period.

This report is useful for schools using secondary scheduling, but it also runs for schools using elementary scheduling if meeting patterns are defined and assigned to lasses.

Figure 254: Room Matrix by Day Period report sample results

Room Matrix by Day & Period
Alta High School

Building: 385 Term: First Quarter Schedule: 2004-2005
Scheduling Group: 41 Day: Thursday

Page # 10-1

Period:	1	2	3	4L	5L	6
101 (Main Building)						
102 (Main Building)					25-4L-S1 Computer Basic Ops-1 Alta, A (Athletics) 3/24	25-4L-S1 Computer Basic Ops-1 Alta, A (Athletics) 3/24
103 (Main Building)						
104 (Main Building)						
105 (Main Building)						25-5-S1 AP Art-1 Reynolds, J 3/24
106 (Main Building)		25-2-S1 Government-1 Lopez, J 5/28	25-2-S1 Government-1 Lopez, J 5/28			
107 (Main Building)		25-2-S1 Accounting II-1 Hennigs, J 18/24	25-2-S1 Accounting II-1 Hennigs, J 18/24			

On this report, we recommend using the following default filters:

Filter	Filter Option	Description
Room	Name	Prompts users to filter by room name.
	Number	Prompts users to filter by room number.

Room Schedule

This report lists the details of classes being held in a particular room [Figure Figure 255], including the meeting pattern, term, class name, teacher, and the number of students versus the room capacity.

Figure 255: Room Schedule report sample results

Room Schedule
Chancery High

Room Number: 102 Building Number: 755 Schedule: 2005 - 2006 Room Type: Classroom

Meets	Term	Class Name	Teacher(s)	# of Students
P1	S1	Health - Middle School-1	Bryant, Paul	26/35
P2	FY	Trigonometry/Pre-Calculus-1	Bennett, Albert	36/35
P3	FY	Algebra-1	Bennett, Albert	11/35
P4	FY	General Math Skills-1	Bennett, Albert	28/35
P5	FY	Life Science-1	Bernoulli, James	9/35
P7	FY	Algebra 2-1	Bennett, Albert	17/35

Figure 257: Scheduling Configuration report sample results

Scheduling Configuration					
Crystal High School					
Schedule: Planning Schedule 1					
Scheduling Groups					
Scheduling Group	Description				
DBGroup	Double blocks				
FGroup	Full year group				
MS Students	MS students only - scheduling group to test SRC group by parameter				
OffGroup					
S1Group					
S2Group					
T1Group					
T2Group					
T3Group					
T4Group					
XPeriods	other bell schedule to allow student schedules with periods overlapping				
Scheduling Term Set					
Term Set	Sched. Grp	Term	Code	Start Date	End Date
Full Year	DBGroup	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	FGroup	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	MS Students	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	OffGroup	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	S1Group	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	S2Group	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	T1Group	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	T2Group	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	T3Group	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	T4Group	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
	XPeriods	Full Year	Yr	Jul 18, 2005	Jul 15, 2006
Quarters	DBGroup	Term 1	T1	Jul 18, 2005	Nov 6, 2005
		Term 2	T2	Nov 7, 2005	Jan 29, 2006
		Term 3	T3	Jan 30, 2006	Apr 23, 2006
		Term 4	T4	Apr 24, 2006	Jul 15, 2006
	FGroup	Term 1	T1	Jul 18, 2005	Nov 6, 2005
		Term 2	T2	Nov 7, 2005	Jan 29, 2006
		Term 3	T3	Jan 30, 2006	Apr 23, 2006

Scheduling Performance Statistics

This report provides statistics related to the effectiveness of the master schedule as it relates to student requests scheduled, with detail by scheduling group and grade level [Figure Figure 258].

Figure 258: Scheduling Performance Statistics report sample results

Scheduling Performance Statistics				
Chancery High				
Schedule: 2005 - 2006				
Total FTE for classes				
Scheduling Group	FTE Required	FTE Allocated	FTE Scheduled	% Scheduled
High School	23.03	21.67	22.00	102.00 %
All Groups:	23.03	21.67	22.00	102.00 %
Total number of classes				
Scheduling Group	# Created	# Scheduled	% Scheduled	
High School	214	193	90 %	
All Groups:	214	193	90 %	
Total number of primary student course requests				
Grade Level	# Entered	# Scheduled	% Scheduled	
Grade N/A	49	24	49 %	
Grade 7	1,064	539	51 %	
Grade 8	478	239	50 %	
Grade 9	1,794	785	44 %	
Grade 10	1,958	1,063	54 %	
Grade 11	1,931	952	49 %	
Grade 12	905	902	100 %	
All Grade Levels:	8,179	4,504	57 %	
Average class size				
Scheduling Group	Grade Level	Required	Elective	All Classes
High School	Grade 7	35(+/-0)		35(+/-0)
	Grade 8	35(+/-0)		35(+/-0)
	Grade 9	33(+/-3)		33(+/-3)
	Grade 10	34(+/-2)		34(+/-2)
	Grade 11	33(+/-3)		33(+/-3)
	Grade 12	35(+/-0)		35(+/-0)
	Multi-grade	34(+/-2)	39(+/-19)	37(+/-16)
All Groups	All Grade Levels:	34(+/-2)	39(+/-19)	36(+/-13)
	Grade 7	35(+/-0)		35(+/-0)
	Grade 8	35(+/-0)		35(+/-0)
	Grade 9	33(+/-3)		33(+/-3)
	Grade 10	34(+/-2)		34(+/-2)
	Grade 11	33(+/-3)		33(+/-3)

Scheduling Pre-check Builder

This report lists potential problem areas with the scheduling setup before a run of the Master Schedule Builder [Figure Figure 259].

Figure 259: Scheduling Pre-check Builder report sample results

Scheduling Pre-check Builder

Chancery High

Schedule: 2005 - 2006

Course-Teacher Room Preference Discrepancies				
Course Name	Course Room Preferences	Teacher Name	Course Pref	Teacher Room Preferences
Band - Middle School (MUS4453)	Room Types: Music Rehearsal Room	Rowe, Jacob (T-5210)	5	
Choir - Middle School (MUS3325)		Rowe, Jacob (T-5210)	5	
Concert Choir (MUS8876)		Rowe, Jacob (T-5210)	5	
General Music - MS (MUS9938)		Rowe, Jacob (T-5210)	5	
Symphonic Band (MUS5739)		Rowe, Jacob (T-5210)	5	

Course-Teacher Allocation Discrepancies			
Course Name	FTE Needed for Classes	FTE Allocated for Classes	Difference
German - Advanced (FL3992)	0.4	0.2	-0.2
German - Intermediate (FL99333)	0.4	0.2	-0.2
Drama - Middle School (THE4883)	0.2	0.1	-0.1
American History (SS8786)	0.2	0.4	0.2

Day without Bell Schedules	
Scheduling Group	Regular or Special Day without Bell Schedule
Middle School	Regular Day

Teacher over/under-allocations			
Teacher Name	Teacher Max Load	Allocated Load	Difference
Franz, Paul (T-5211)	5.00	1.00	-4.00
Murphy, Gary (T-5181)	5.00	1.00	-4.00
Peck, Gregory (T-5203)	5.00	1.00	-4.00
Giannelli, Tom (T-5043)	5.00	1.50	-3.50
Rebak, Davey (T-5039)	5.00	1.50	-3.50
Reiber, Stacy (T-5195)	5.00	1.50	-3.50
Thespian, Bea (T-5202)	5.00	1.50	-3.50
Batt, Wilma (T-5197)	5.00	2.00	-3.00
Mann, Peter (T-5034)	5.00	2.00	-3.00
Monet, Claude (T-5196)	5.00	2.00	-3.00
Rowe, Jacob (T-5210)	5.00	2.50	-2.50
Bryant, Paul (T-5199)	5.00	3.00	-2.00
Cavein, Tich (2)	5.00	3.00	-2.00
Donaldson, Ann (T-5206)	5.00	3.00	-2.00
Foster, Felicia (T-5200)	5.00	3.00	-2.00
Lee, Fred (5042)	5.00	3.00	-2.00
Pickle, Shary (T-5038)	5.00	3.00	-2.00
Thorpe, James (T-5198)	5.00	3.00	-2.00
Wallace, Mike (T-5192)	5.00	3.00	-2.00

SMS-HC-SES-00012 Ver:00-1 Rev. 1 Page 1 of 2 May 08, 2006, 2:42 pm

Scheduling Pre-check Loader

This report provides a summary of all of the scheduling setup information that influences the "Load Students" process [Figure Figure 260]. It includes sections for: Teacher Conflicts, Room Conflicts, Classes missing Teachers, Classes missing Rooms, and Classes missing Meeting Patterns.

Figure 260: Scheduling Pre-check Loader report sample results

Scheduling Pre-check Loader				
Chancery High				
Schedule: 2005 - 2006				
Teacher Conflicts	Class Name	Course Name	Term	Meeting Pattern
Amess, James (1)	Government-1	Government (SS88765)	S1	P2
	Current Events-1	Current Events (SS8874)	S1	P4
	Teacher Planning-1	CSL SMS Reservation Label Teach	S1	P5
	Ancient Civilizations-2	Ancient Civilizations (SS88976)	S2	P2
	Middle Eastern History-2	Middle Eastern History (SS7634)	S2	P4
Barr, George (T-5188)	Geography-2	Geography (SS3211)	S2	P5
	Ancient Civilizations-1	Ancient Civilizations (SS88976)	S1	P2
	European History-1	European History (SS88466)	S1	P5
	Government-3	Government (SS88765)	S1	P6
	American History-1	American History (SS8786)	S2	P2
Domoney, Dennis (5)	Current Events-2	Current Events (SS8874)	S2	P5
	Middle Eastern History-4	Middle Eastern History (SS7634)	S2	P6
	Middle Eastern History-1	Middle Eastern History (SS7634)	S1	P6
	Government-2	Government (SS88765)	S2	P6
	Foster, Felicia (T-5200)	Physical Education - High Sc-5	Physical Education - High School (PE1)	
	Physical Education - High Sc-1	Physical Education - High School (PE1)		P6
	Individual Sports-2	Individual Sports (PE3335)	S2	P3
	Physical Education - High Sc-4	Physical Education - High School (PE2)		P6

Student Schedule (Elementary)

For elementary schools, this report produces a schedule of classes for each student [Figure Figure 261].

Figure 261: Student Schedule (Elementary) report sample results

Students Schedule (Elementary)			
Student last name			
Anderson Elementary School			
Schedule: Anderson 2004-05			
Student Name: Austria, Fredricka (10020053)			
Grade: 6			
Homeroom: 121			
Class	Meeting Pattern	Teacher(s)	Room
Creative Arts 6 (6A)		Vrooman, Earnest	121
Language Arts 6 (6A)		Vrooman, Earnest	121
Mathematics 6 (6A)		Raphael, Sandra	121
Remedial Math 6 (6A)		Vrooman, Earnest	121
Science 6 (6A)		Vrooman, Earnest	121
Social Studies 6 (6A)		Vrooman, Earnest	121
Spanish Language 6 (6A)		Raphael, Sandra	121

Report options include:

- **Effective Date:** The current date, the entire school year, or a specified date range
- **Sort Print Output By:**
 - Student last name
 - Active Calendar homeroom
 - Planning calendar homeroom
 - Active Calendar homeroom teacher
 - Planning calendar homeroom teacher
 - Active Calendar grade level
 - Planning calendar grade level

Teacher for a specific Active Calendar

- Scheduling Group
- Meeting Pattern

Student Schedule

For secondary schools, this report produces a schedule of classes for each student [Figure Figure 262]. By default, Chancery SMS sets the report filters to only the selected students. For a secondary school, this report is available on the Student Search Results page.

Figure 262: Student Schedule report sample results

Students Schedule				
Crystal High School				
Student Name: Amaker, Juan (10210122)			Schedule: Planning Schedule 1	
Grade: 9				
Homeroom: 09A				
Meets	Term	Class	Teacher	Room
MP1	Yr	CRD-Geography-1	Cutshall, Terese	
MP2	Yr	CRD-History-21	Avera, Caren / Bannister, Rodolfo	
MP3	S1	CRD-Art-3	Cordes, Ola	Room20 (M1)
MP3	S2	CRD-Art-3	Okamoto, Elton	Room20 (M1)
MP5	S1	CRD-Mathematics-2S-1	Ament, Tiffani	Room3 (M1)
MP5	S2	CRD-Mathematics-2S-1	Ament, Tiffani	Room3 (M1)

Student Schedule Matrix (Elementary)

For elementary schools, this report displays a week's schedule of classes for each student [Figure Figure 263]. By default, Chancery SMS sets the report filters to only the selected students. **Note:** A School Administrator can run this report from the Student Search Results page [Searching for students p.36].

Figure 263: Student Schedule Matrix (Elementary) report sample results

Student last name: Brenner, Jared K

Student Schedule: Anderson Elementary School for Anderson 2004-05

Student Name: Brenner, Jared K (10020342) Grade: 8 Homeroom: 200

Scheduling Group: Classes

Monday	Tuesday	Wednesday	Thursday	Friday
p1 (9:00 am-10:00 am)	p1 (9:00 am-10:00 am)	p1 (9:00 am-10:00 am)	p1 (9:00 am-10:00 am)	p1 (9:00 am-10:00 am)
p2 (10:00 am-11:00 am)	p2 (10:00 am-11:00 am)	p2 (10:00 am-11:00 am)	p2 (10:00 am-11:00 am)	p2 (10:00 am-11:00 am)
P3 (11:00 am-12:00 pm)	P3 (11:00 am-12:00 pm)	P3 (11:00 am-12:00 pm)	P3 (11:00 am-12:00 pm)	P3 (11:00 am-12:00 pm)
P4 (12:00 pm-1:00 pm) FYT 200 Comp Introduction 8 (8-AD) Kinne, Q.	P4 (12:00 pm-1:00 pm) FYT 200 Comp Introduction 8 (8-AD) Kinne, Q.	P4 (12:00 pm-1:00 pm) FYT 200 Comp Introduction 8 (8-AD) Kinne, Q.	P4 (12:00 pm-1:00 pm) FYT 200 Comp Introduction 8 (8-AD) Kinne, Q.	P4 (12:00 pm-1:00 pm) FYT 200 Comp Introduction 8 (8-AD) Kinne, Q.
P5 (2:00 pm-3:00 pm)	P5 (2:00 pm-3:00 pm)	P5 (2:00 pm-3:00 pm)	P5 (2:00 pm-3:00 pm)	P5 (2:00 pm-3:00 pm)
PN (5:00 pm-6:00 pm)	PN (5:00 pm-6:00 pm)	PN (5:00 pm-6:00 pm)	PN (5:00 pm-6:00 pm)	PN (5:00 pm-6:00 pm)

Report options include:

- **Effective Date:** The current date, the entire school year, or a specified date range
- **Sort Print Output By:**
 - Student last name
 - Active Calendar homeroom
 - Planning Calendar homeroom
 - Active Calendar homeroom teacher
 - Planning Calendar homeroom teacher
 - Active Calendar grade level
 - Planning Calendar grade level
 - Teacher for a specific Active Calendar
- Scheduling Group
- Meeting Pattern

Student Schedule Matrix

For secondary schools, this report displays a week's schedule of classes for each student [Figure Figure 264]. By default, Chancery SMS sets the report filters to only the selected students. **Note:** A School Administrator can run this report from Student Search Results page [Searching for students p.36].

Figure 264: Student Schedule Matrix report sample results

Student Schedule: Oceanview High School for New 06-07

Student Name: Abarca, Latina (11330533) Grade: 9 Homeroom: N/A

Scheduling Group: All

Page # 1-1

Monday	Tuesday	Wednesday	Thursday	Friday
P1 (7:40 am-8:30 am) Yr (7/16-7/15) 311 (1) 45000[5]	P1 (7:40 am-8:30 am) Yr (7/16-7/15) 311 (1) 45000[5]	W1 (7:40 am-9:15 am) Yr (7/16-7/15) 311 (1) 45000[5]	T1 (7:40 am-9:15 am) Yr (7/16-7/15) 205 (1) 40300[5]	P1 (7:40 am-8:30 am) Yr (7/16-7/15) 311 (1) 45000[5]
P2 (8:35 am-9:25 am) Yr (7/16-7/15) 205 (1) 40300[5]	P2 (8:35 am-9:25 am) Yr (7/16-7/15) 205 (1) 40300[5]			P2 (8:35 am-9:25 am) Yr (7/16-7/15) 205 (1) 40300[5]
P3 (9:30 am-10:20 am)	P3 (9:30 am-10:20 am)	W2 (9:30 am-10:45 am)	T2 (9:30 am-10:45 am)	P3 (9:30 am-10:20 am)
P4 (10:25 am-11:15 am)	P4 (10:25 am-11:15 am)	W3 (10:55 am-12:55 pm) Yr (7/16-7/15) 206 (1) 40200[10]	T3 (10:55 am-12:55 pm) Yr (7/16-7/15) 154 (1) 20150[5] Leavens, A	P4 (10:25 am-11:15 am)
P5 (11:20 am-12:40 pm) Yr (7/16-7/15) 206 (1) 40200[10]	P5 (11:20 am-12:40 pm) Yr (7/16-7/15) 206 (1) 40200[10]			P5 (11:20 am-12:40 pm) Yr (7/16-7/15) 206 (1) 40200[10]
P6 (12:45 pm-1:35 pm) Yr (7/16-7/15) 154 (1) 20150[5] Leavens, A	P6 (12:45 pm-1:35 pm) Yr (7/16-7/15) 154 (1) 20150[5] Leavens, A	W4 (1:00 pm-2:30 pm) Yr (7/16-7/15) 203 (1) 40250[30] Aviles, B	T4 (1:00 pm-2:30 pm)	P6 (12:45 pm-1:35 pm) Yr (7/16-7/15) 154 (1) 20150[5] Leavens, A
P7 (1:40 pm-2:30 pm) Yr (7/16-7/15) 203 (1) 40250[30] Aviles, B	P7 (1:40 pm-2:30 pm) Yr (7/16-7/15) 203 (1) 40250[30] Aviles, B			P7 (1:40 pm-2:30 pm) Yr (7/16-7/15) 203 (1) 40250[30] Aviles, B
P8 (2:35 pm-3:00 pm)	P8 (2:35 pm-3:00 pm)			P8 (2:35 pm-3:00 pm)

Student Schedule Load Summary

This report compares each student's scheduled course load with his or her requested load [Figure Figure 265].

Figure 265: Student Schedule Load Summary report sample results

Student Scheduling Load Summary

Chancery High

Schedule: 2005 - 2006

Student Name	Number	Grade Level	Gender	Scheduled Load	Requested Load
Abbott, Daline	9901243499	12	F	7.00	7.00
Abel, Robert	9903171161	8	M	6.50	7.00
Abel, Tonya	9903171163	8	F	7.00	7.00
Abraham, Felicia	9901235595	9	F	7.00	6.50
Acevedo, Amanda	9901399291	10	F	7.00	7.00
Acosta, Trilauni	9900850933	13	F	0.00	0.00
Adams, Laura	9811271461	7	F	7.00	7.00
Adams, Nicole	9903171166	8	F	7.00	7.00
Affleck, Bonnie	9903171167	8	F	7.00	7.00
Aikens, Charlene	9900839886	11	F	7.00	7.50
Aikin, Zurisaddai	9901393180	10	F	7.00	7.00
Alexa, Amber	9811284103	7	F	7.00	7.00
Alexandre, Kristin	9900855326	12	F	7.00	7.00
Allen, Ariel	9901077974	11	F	7.00	7.00
Allsop, Blair	9900756331	13	M	0.00	0.00
Anderson, Bridget	9900611406	12	F	7.00	7.00
Anderson, Mary	9900864210	13	F	0.00	0.00
Anderson, Desiree	9900992093	12	F	7.00	7.00
Andre, Dave	9901220491	12	M	7.00	7.00
Andrews, Judy	9901008207	11	F	7.00	7.00

Teacher Schedule

This report lists each teacher's schedule of classes [Figure Figure 266].

Figure 266: Teacher Schedule report sample results

Teacher Schedule

Chancery High

Teacher Name: Foster, Felicia

Department: Physical Education

Homeroom:

Schedule: 2005 - 2006

Meets	Term	Class	Room	# of Students
P3	S1	Physical Education - High Sc-5	700 (755)	12/35
P3	S2	Individual Sports-2	700 (755)	17/35
P4	S2	Team Sports-2	700 (755)	22/35
P6	S1	Physical Education - High Sc-1	700 (755)	20/35
P6	S2	Physical Education - High Sc-4	700 (755)	32/35
P7	S2	Physical Education - Middle -2	700 (755)	12/35

Teacher Schedule Matrix

This report displays a week's schedule of classes for each teacher [Figure Figure 267]. **Note:** This report does not display information for staff not assigned to a Staff Department.

Figure 267: Teacher Schedule Matrix report sample results

Teacher Schedule: Crystal High School for 2004 - 2005

Teacher Name: Ament, T (12966) Department: Mathematics Homeroom: H46 Scheduling Group: S2Group

Page # 1-1

Day S		Day B	
P1 (8:00 am-9:56 am)		P1 (8:00 am-9:56 am)	
S1	Room3 (M1)	S1	Room3 (M1)
CRD-Chemistry-2S-1		CRD-Chemistry-2S-1	
	6/25		6/25
S2	Room3 (M1)	S2	Room3 (M1)
CRD-Chemistry-2S-1		CRD-Chemistry-2S-1	
	6/25		6/25
SL (12:00 pm-0:55 pm)		P2 (10:00 am-10:55 am)	
S1	Room3 (M1)	S1	Room3 (M1)
CRD-English-2S-1		CRD-English-2S-1	
	8/25		8/25
S2	Room3 (M1)	S2	Room3 (M1)
CRD-English-2S-1		CRD-English-2S-1	
	8/25		8/25
PM (1:00 pm-2:55 pm)		P3 (11:00 am-11:55 am)	
S1	Room3 (M1)	S1	Room3 (M1)
CRD-Geography-2S-1		CRD-Geography-2S-1	
	4/25		4/25

Teacher Matrix by Day and Period

The report displays where each teacher is assigned during each period of each day's schedule [Figure Figure 268]. For a teacher assignment, the report shows the class, room number, the number of students in the class, and the class capacity. Where there is a conflict (that is, more than one assignment in a given period), the first class is displayed and a message indicates the conflict. The report is broken down by scheduling group, but any overlap with classes from other scheduling groups is shown for each period.

This report is useful for schools using secondary scheduling, but it also runs for schools using elementary scheduling if meeting patterns are defined and assigned to lasses.

Figure 268: Teacher Matrix by Day Period report sample results

Teacher Matrix by Day & Period

Alta High School

Term: Full Year Day: Tuesday Schedule: 2004-2005

Scheduling Group: 25 Department: Biology

Page # 14-1

Period:	1	2	3L	4L	5	6
Lopez, Juan		Government-1-S1			41-7 Photography I-1	41-7 Photography I-1
		106 5/24			105 7/24	103 7/24

On this report, we recommend using the following default filters:

Filter	Option	Description
Teacher	Last Name	Prompts users to filter by teacher last name.
	First Name	Prompts users to filter by teacher first name.
Term	Name	Prompts users to filter by term name.
Staff Department	Code	Prompts users to filter by staff department short name.
	Description	Prompts users to filter by staff department description.

Unscheduled Rooms

This report lists rooms that have not yet been used in scheduling classes [Figure Figure 269]. The report can cover specific room types or terms. The report displays only those rooms that do not have a conflicting schedule item for a particular combination of meeting pattern, term, and scheduling group. It also provides additional key information, such as optimal and maximum room capacity and the number of classes already scheduled for that combination.

Figure 269: **Unscheduled Rooms** report sample results

Unscheduled Rooms								
Chancery High								
Selected Terms:			Schedule: 2005 - 2006					
Selected Room Types:								
Meeting Pattern	TermCode	Sched Group	Room Type	Room Number	Optimal Room Capacity	Maximum Room Capacity	# of Classes	
ER	FY	High School	Cafeteria	800 (755)	400	800	0 of 9	
ER	FY	High School	Classroom	106 (755)	25	35		
				111 (755)	25	35		
				114 (755)	25	35		
				118 (755)	25	35		
				120 (755)	25	35		
				126 (755)	25	35		
				132 (755)	25	35		
ER	FY	High School	Computer Lab	500 (755)	25	35		
ER	FY	High School	Gym	700 (755)	70	120	3 of 4	
ER	FY	High School	Music Rehearsal Room	901 (755)	75	125		
ER	FY	High School	Science Lab	202 (755)	25	30		
ER	S1	High School	Art Room	600 (755)	25	35		
				601 (755)	25	35		
ER	S1	High School	Cafeteria	800 (755)	400	800	0 of 9	
ER	S1	High School	Classroom	106 (755)	25	35		

Unscheduled Student Analysis

Only for schools using secondary scheduling, this report displays each student's requested but unscheduled classes [Figure Figure 270]. By default, Chancery SMS sets the report filters to only the selected students. **Note:** If the school has a large number of unscheduled students, this report may take a long time to generate results.

Figure 270: **Unscheduled Student Analysis report sample results**

Unscheduled Student Analysis						
Alta High School						
Schedule : 2004-2005						
Bartman, Suzanne L. (900000024)					Requested Load : 1.0000	
Gr-10, Female					Scheduled Load : 0.0000	
* Alg I (40100) Priority = 10, Required, Load Factor = 1.0000						
Status	Term	Mtg. Ptn.	Class Name	Teacher	Room	#Students
Open	S1	25-MTWRWF - 3L	Algebra I-1	Marshall, Tammy	207 (385)	8/30
Open	S1	25-MTWRWF - 5	Algebra I-1	Marshall, Tammy	207 (385)	8/30
Open	S2	25-MTWRWF - 3L	Algebra I-1	Marshall, Tammy	207 (385)	8/30
Open	S2	25-MTWRWF - 5	Algebra I-1	Marshall, Tammy	207 (385)	8/30

On this report, we recommend using the following default filters:

Filter	Option	Description
Filter	Surname	Prompts users to filter by student surname.
Filter	Student first name	Prompts users to filter by student first name.
Filter	Name	Prompts users to filter by student name.

Unscheduled Students

This report lists students who are not scheduled for a class in a particular combination of scheduling group, term, and meeting pattern [Figure Figure 271].

Figure 271: **Unscheduled Students report sample results**

Unscheduled Students

Chancery High

Schedule: 2005 - 2006

Meeting Pattern	Term Name	Scheduling Group	Student Name	Student ID	Grade Level	Gender
P5	S1	High School	Mojica, Shelby Justine	9901068631	10	F
			Morales, Edwin Manuel	9901404637	10	M
			Quash, Allison Tavonda	9810758733	10	F
P5	S2	High School	Abbott, Johnny	9999016763	10	M
			Lucas, Brandi Nicolle	9901155207	10	F
			Marggraf, Joshua	9901063524	10	M
			Montgomery, Cassandra E	9901064171	10	F
			Morales, Sean Paul	9901481740	10	M
			Munnerlyn, Joshua Lee	9901122927	10	M
			Nicolaisen, George Albert	9901331300	10	M
			Quash, Allison Tavonda	9810758733	10	F
P6	FY	High School	Abbott, Johnny	9999016763	10	M
			Quash, Allison Tavonda	9810758733	10	F
P6	S1	High School	Abbott, Johnny	9999016763	10	M
			Quash, Allison Tavonda	9810758733	10	F
P6	S2	High School	Abbott, Johnny	9999016763	10	M
			Leger, Donna Noel	9901518284	10	F

Unscheduled Teachers

This report lists teachers who have not yet been scheduled to teach a class [Figure Figure 272].

Figure 272: **Unscheduled Teachers report sample results**

Unscheduled Teachers

Chancery High

Selected Terms :

Selected Departments :

Schedule: 2005 - 2006

Meeting Pattern	Term	Scheduling Group	Department	Teacher Name	Teacher Course Preference
ER	S1	High School	Fine Arts	Giannelli, Tom	DRAMA-MS (5), SET LIGHTS (5), THEATRE PR (5), CSLSMSRLT (9)
			Fine Arts	Rebello, Jason	
			Foreign Languages	DeGaulle, Antonette	FL EXP (5), FREN ADV (5), FREN BEG (5), FREN INT (5), CSLSMSRLT (9)
			Foreign Languages	Rebello, Jason	
			French	Rebello, Jason	
			Industrial Arts	Rebello, Jason	
			Mathematics	Fitts, Robert	ALG (5), ALG 2 (5), AP CALC (5), GEN MATH (5), GEOM (5), PRE ALG (5), TRIG/CALC (5), CSLSMSRLT (9)
			Mathematics	Rebello, Jason	

Student Behavior reports

Discipline Profile

This report provides each student's complete discipline history, organized by incident [Figure Figure 273]. An administrator at any school can generate

results for any student in the district, which include incidents recorded at other schools. By default, Chancery SMS sets the report filters to only the selected students.

The report includes only those incidents in which the student is associated with the Event/Concern and that have an Event/Concern whose "Discipline Event/Concern" flag is selected. The student can be a primary involved person, a witness, or a victim.

Figure 273: Discipline Profile Report sample results

Discipline Profile Report			
633,053.00	Stan April		
	10460054		
Report Date: December 20, 2004			
NB: Only events/concerns and actions involving the selected student are listed			
Birth date: February 26,	Gender: Male	Home school grade level: 13	Race:
Incident: 5013	School: Crystal High School	Role: Victim	
Incident date: September 01, 2004	Overall severity: Extremely Severe Incident	Referred by: Liza Allis	
Incident description: Following a brief altercation outside the classroom, the offender followed the victim to the stairwell where she repeatedly kicked and punched the victim. Other students witnessing the attack, called a teacher, L. Allis, who intervened.			
Event / Concerns:			
Event/concern: Battery		Severity: N/A	
Category: Discipline Event/Concern Category		Sub-category: Violence	
Incident: 5011	School: Crystal High School	Role: Witness	
Incident date: February 05, 2004	Overall severity: Mild Incident	Referred by: Josiah Bogen	
Incident description: The students were involved in an altercation in the hallway between period 1 and 2 classes. The argument escalated to shoving and pushing and some clothing items were torn. A student saw the fight and reported the incident to J. Bogen who broke up the fight.			
Event / Concerns:			
Event/concern: Fighting		Severity: N/A	
Category: Discipline Event/Concern Category		Sub-category: Violence	
Incident: 5008	School: Crystal High School	Role: Primary	
Incident date: March 08, 2004	Overall severity: Moderate Incident	Referred by: Cyrus Baier	
Incident description: The students arrived for class with slurred speech and glassy eyes. C. Baier, their teacher, also reported the students smelled of alcohol. Empty beer bottles were discovered in the boys locker room.			
Event / Concerns:			
Event/concern: Alcohol		Severity: N/A	
Category: Discipline Event/Concern Category		Sub-category: Substance Abuse	
Actions and Action Steps:			
Action: In-school suspension	Type: N/A	Severity: N/A	
Category: Discipline Action Category	Sub-category: Discipline Action Sub-Category		
Steps: Discipline Action Step Category	Dates: May 28, 2004 - May 28, 2004		
Action: Physical Activity	Type: N/A	Severity: N/A	
Category: Discipline Action Category	Sub-category: Discipline Action Sub-Category		
Steps: Discipline Action Step Category	Dates: May 28, 2004 - May 28, 2004		
Action: Privilege restriction	Type: N/A	Severity: N/A	
Category: Discipline Action Category	Sub-category: Discipline Action Sub-Category		
Steps: Discipline Action Step Category	Dates: May 28, 2004 - May 28, 2004		
Total discipline incidents for student: 3			

Summary reports

ADA/ADM Summary Report

This report enables a School Administrator to tally and compare ADA (Average Daily Attendance, that is, the average number of students per day recorded as "present") and ADM (Average Daily Membership, that is, the average number of students per day enrolled) for a specified date range or attendance period.

This report relies on how the school or district designates the various kinds of days it has set up: a day counted for membership is any day with a value other than 0; a day counted for attendance is any day designated for the taking of attendance.

Membership is calculated according to the Day Value. For example, for a half-day, where no classes are scheduled at all, the Day Value is set to 0.5 and the Take Att value is set to Yes, but the Instructional Day is set to No. If a student was scheduled to attend school for such a day, the student's ADM reflects only the portion of day enrolled in school, therefore the student's ADM would be 0.5.

Figure 274: ADA/ADM Report sample results

ADA-ADM Summary Report
Crystal High School

Date range: 07/16/2008 - 07/15/2009 (254 Attendance Days and 256 Membership Days)
Using: Values
Format: By grade level

Grade	Start Membership	Entries	Withdrawals	Returns	End Membership	Days Present	Days Absent	Tardies	ADA	ADM
N/A	6	0	0	0	6					5.45
7	2	0	0	0	2	247.000	0.000	0.000	0.97	1.98
8	2	0	0	0	2	238.850	6.150	4.250	0.94	1.98
9	4	496	2	0	498	1,229.000	3.000	0.000	4.84	495.09
10	194	0	0	0	194	7,558.500	97.000	0.000	29.76	192.48
11	352	2	3	0	351	48,369.750	89.500	10.500	190.43	347.27
12	561	1	12	8	558	65,045.250	71.500	13.250	256.08	557.54
13	1	2	0	1	4	979.800	1.950	0.250	3.86	3.97
15	6	0	0	0	6					5.95
16	2	0	0	0	2					1.98
17	6	0	0	0	6					5.95
Total	1,136	501	17	9	1,629	123,668.150	269.100	28.250	486.88	1,619.64

Report options include:

- **Reporting Date:** Sets the date range. **Note:** For Reporting Date, if you specify a Start or End date that falls outside the school calendar, Chancery SMS automatically adjusts the date of the report to match that of the school calendar. If both the start and end dates you specify both fall before or both after the school calendar, Chancery SMS does not adjust the dates, however the report generates a blank page.
- Calculate attendance statistics using:
Values: For a report based on values, the report draws on attendance code types (that is, Present, Absent, Tardy) and the values associated

with different kinds of days (such as Teaching, Professional Development, Holiday). **Note:** If, for an enrolled student, no attendance is recorded, the report uses a null value.

Occurrences (number of times the student was given a code): **Note:** If, for an enrolled student, no attendance is recorded, the report considers it as 0 occurrences.

- **Format:**
By Grade
By Grade and Gender

Test Management reports

Student Test History

This report lists all the tests each student has taken in the district. This report displays test sessions grouped by test and sorted by test date [Figure Figure 275]. A School Administrator or counselor could use this report to determine appropriate programs and courses for the student.

Figure 275: Student Test History report sample results

Student Test History Report Whitefield High School									
Allee, Reggie (11871179)									
Gender: Male									
Birthdate: Oct 9, 1986									
Grade Level: 12									
ACT - American College Test									
Test Date	School Name	Grade Level	Comment	Pass	Achievement	Development	Final Rating	Percentile	Raw Score
01/19/2005	Whitefield High School	10			5/9	50/99	50/99	55/100	1200/1800

Student Test Profile

This report shows all of the details of a specific test for each student, including subtests and skills [Figure Figure 276]. A School Administrator, counselor, or Teacher could use this report to identify a student's weakness in particular areas of study.

Figure 276: Student Test Profile report sample results

Student Test Profile						
Anderson Elementary School						
Anaya, Derick (10070452)						
Gender:	Male					
Birthdate:	Jan 8, 1996					
Grade Level:	5					
Test Session:	Algebra I Session 2					
Test:	CMATH - C-Math					
Subtest(s):	Algebra I					
Test Date:	Oct 10, 2005					
Comment:						
Component	Pass	Adjective Class	Final Rating	Mastery Score	Percentile	Raw Score
CMATH - C-Math	✓	75		B+	79/100	72/300
Algebra I	✓	69			75/100	70/200
Addition & Subtraction	✓	68	10/10			

Test Scores Below Minimum Requirements

This report lists all students who did not meet minimum requirements for a test session, within a single school or across the entire district [Figure Figure 277]. Information on the students includes ethnicity and gender.

Note: This report is only available if a numeric score type (for example, raw score) has been used for the test, and maximum and passing scores have been entered for that score type. If more than one numeric score type with maximum and passing scores have been defined, the report defaults to the first.

Figure 277: Test Scores Below Minimum Requirements report sample results

Test Scores Below Minimum Requirements					
Alta High School					
Spring Session					
Test:	ACT - American College Test				
Subtest:	English				
Date Range:	04/03/2006 - 05/31/2006				
Grade level:	10				
Maximum Score:	English	1000			
Passing Score:	English	50			
Student Name	Student ID	Gender	Ethnic Category	Test Date	English
Braumberger, Melissa	90000002	F	Black	05/08/2006	2

Test Session Details

This report lists all students who participated in a particular test session, within a single school or across the entire district [Figure Figure 278]. Information on the students includes ethnicity and gender.

Figure 278: Test Session Details report sample results

Test Session Details						
Chancery School District						
Don						
Test:	American College Test					
Subtest:	Algebra I					
Date Range:	03/21/2005 - 03/22/2005					
Grade level:	10					
Collingwood Collegiate Institute						
Student Name	Student ID	Gender	Ethnic Category	Achievement	Development	Final Rating
Smith, Aaron	22000594	M	W	3/9	2/99	1/99
Whitefield High School						
Student Name	Student ID	Gender	Ethnic Category	Achievement	Development	Final Rating
Achele, Olivia	11871019	F	N/A	5/9	6/99	10/99

Test Session Summary

This report compares student results in a test session by gender and ethnicity within a single school or across the entire district [Figure Figure 279].

Note: This report is only available if a numeric score type (for example, raw score) has been used for the test, and maximum and passing scores have been entered for that score type. If more than one numeric score type with maximum and passing scores have been defined, the report defaults to the first.

Figure 279: Test Session Summary report sample results

Test Session Summary						
Anderson Elementary School						
Gr7-Session1 for Algebra II(9/1/05-9/7/05)						
Test:	IBMATH- IB Mathematics					
Subtest:	Algebra II					
Date Range:	09/01/2005 - 09/07/2005					
Grade level:	7					
Maximum Score:	150					
Passing Score:	125					
	# students	Hight Score	Low Score	Median	Average Score	
Gender						
Female	1	130	130	130.00	130.00	
Male	1	130	130	130.00	130.00	
Ethnic Category						
N/A	2	130	130	130.00	130.00	
Summary						
Total	2	130	130	130.00	130.00	

Other reports

PowerTeacher Grades Entry Error Report

For a district using PowerTeacher Gradebook, this report captures synchronization issues that may occur between PowerTeacher Gradebook and Chancery SMS. The report shows the number of errors per error type category, along with the total number of errors. The report also provides a detailed breakdown of each grade entry error by reporting period, by school, by teacher, by class, and by student.

Report options include:

- Error Type Category:

Schedule Setup: Select this check box to include Invalid classes and terms.

Grading Setup: Select this check box to include invalid secondary course grade items, elementary report card items, and grading periods.

Enrollment (school or class): Select this check box to include Invalid school and class enrollment.

Invalid grades/comments

Late grades

Chancery SMS built-in reports

Administration reports (built-in)

Student Behavior Summary

This report summarizes the number of disciplinary actions taken in a school by grade and action type [Figure Figure 280].

Figure 280: Student Behavior Summary report sample results

			Student Behavior Summary Report						
Report Date: January 10, 2004 - April 11, 2005			Chancery High						
Events and Concerns by grade level			8	9	10	11	12	13	Total
Academic	AIS	Math Low Score	0	0	1	0	0	0	1
Discipline Event/Concern	Academic	Cheating in Class	0	0	0	0	0	1	1
	Attendance	Cutting Class	0	0	1	1	0	0	2
	Criminal Offence	Felony	0	0	0	1	0	0	1
		Theft	0	0	0	1	0	0	1
	Misdemeanor	Bus Misconduct	0	1	0	1	0	0	2
		Disrespect	0	1	2	0	0	0	3
		Disruptive Behavior	1	1	2	0	1	0	5
		Unsportsmanlike Co	1	0	2	1	0	1	5
	Other	Other	0	0	0	1	0	0	1
		Trespassing	1	0	1	0	0	0	2
Violation Code		0	0	2	0	1	0	3	
Violence	Harrassment	0	0	1	0	0	0	1	
	Unprovoked Assault	1	0	0	0	0	0	1	
Weapons	Use/Poss Knife	1	0	0	0	0	0	1	
Total			5	3	12	6	2	2	30

Report options include:

- **Report Date From/Report Date To:** Sets the date range. The default is Today.
- **Report Version:** Specifies whether the report should include Events/Concerns or Actions, and how the information is to be sorted (by grade level, gender, age, or ethnicity).

School Calendar List

Figure 281: School Calendar List report sample results

School Calendar List Report

Arlington High School

School Calendar for August 15, 2004 to April 11, 2005

Date	Event
August 15, 2004	Start of attendance reporting period 1
August 31, 2004	Exception Day 1
September 20, 2004	Labour day
October 11, 2004	Thanksgiving Day
October 12, 2004	School Holiday
October 27, 2004	Exception Day 2
November 05, 2004	End of attendance reporting period 1
November 08, 2004	Start of attendance reporting period 2
November 11, 2004	Remembrance Day
December 07, 2004 - December 10, 2004	Winter outdoor schi
December 24, 2004	Christmas Holiday
December 27, 2004 - December 31, 2004	Christmas Holiday
January 03, 2005 - January 04, 2005	Christmas Holiday
January 18, 2005	Mid year conference
February 22, 2005	End of attendance reporting period 2
February 26, 2005	Start of attendance reporting period 3
March 29, 2005	Prof day Mar
April 01, 2005	Good Friday

Student Change History

Figure 282: Student Change History report sample results

Student Change History Report
Chancery High

Changes from Jul 1, 2004 to Apr 11, 2005

Homeroom: N/A --

Student Name	Number	Gr	Change Type	Effective Date	User	Changed by	
						On	Comment
Abbott, Daline	9901243499	11	Drop from JUNIOR ENG 4	01/05/2005	Becker, Paul	01/06/2005	
Acosta, Trilani L	9900850933	12	Add to TEAM SPTS 3	07/01/2004	Becker, Paul	03/21/2004	
			Drop from TEAM SPTS 3	12/31/2004	Becker, Paul	03/21/2004	
			Add to TEAM SPTS 2	01/01/2005	Becker, Paul	03/21/2004	
Allen, Ariel R	9901077974	10	Drop from ADVISE-10 4	11/03/2004	Myers, George	11/04/2004	
			Drop from PE - HS 3	11/03/2004	Myers, George	11/04/2004	
Allsop, Blair A	9900756331	12	Add to SPAN ADV 1	07/01/2004	Becker, Paul	07/25/2004	
Bell, Marflus M	9990560420	10	Add to SOPH READ 1	07/01/2004	Becker, Paul	07/25/2004	
			Drop from SOPH READ 1	12/31/2004	Becker, Paul	07/25/2004	
Blaise, Maria D	9901138297	11	Transfer from Grade 12 to 11	11/16/2004	Becker, Paul	11/16/2004	
Brody, Greg	9999016707	10	Transfer to Homeroom N/A	07/01/2004	Becker, Paul	01/06/2005	
			Transfer to Grade 12	07/01/2004	Becker, Paul	01/06/2005	
			Transfer from Grade 12 to 10	07/02/2004	Becker, Paul	01/06/2005	
Campbell, Crystal L	9901109693	9	Add to INT DES 1	07/01/2004	Becker, Paul	07/25/2004	
			Drop from INT DES 1	12/31/2004	Becker, Paul	07/25/2004	
Cohen, Antoine C	9903171197	7	Add to HEALTH - M 3	07/01/2004	Becker, Paul	07/25/2004	
			Drop from HEALTH - M 3	12/31/2004	Becker, Paul	07/25/2004	
			Add to HEALTH - M 4	01/01/2005	Becker, Paul	07/25/2004	
Diaz, Caleb J	9901188727	8	Add to PE - MS 1	07/01/2004	Becker, Paul	07/25/2004	
			Drop from PE - MS 1	12/31/2004	Becker, Paul	07/25/2004	
			Add to PE - MS 2	01/01/2005	Becker, Paul	07/25/2004	
Donaldson, Colleen A	9903171200	7	Add to HEALTH - M 3	07/01/2004	Becker, Paul	04/21/2004	
			Drop from HEALTH - M 3	12/31/2004	Becker, Paul	04/21/2004	
			Add to HEALTH - M 4	01/01/2005	Becker, Paul	07/25/2004	

School Conversion Log

Figure 283: School Conversion Log report sample results

Conversion Information - Detail

Chancery High

Severity	Date/Time	Description
Information	6/5/2003 11:52:46 AM	Conversion Started
Information	6/5/2003 11:52:46 AM	Converting attendance codes
Information	6/5/2003 11:52:46 AM	Converting school homerooms
Information	6/5/2003 11:52:46 AM	Setting up student change history
Information	6/5/2003 11:52:46 AM	Setting up school alerts
Information	6/5/2003 11:52:46 AM	Setting school type to Chancery SMS.NET Enhanced
Information	6/5/2003 11:52:46 AM	Conversion completed successfully

Security Audit Summary

Figure 284: Security Audit Summary report sample results

Security Audit Summary Report

From: 3/12/2005

To: 4/12/2005

School: N/A

Unique Users: 2

Mac Logons: 0

PC Logons: 59

Total Logons: 59

School: Chancery High

Unique Users: 3

Mac Logons: 0

PC Logons: 64

Total Logons: 64

School: Cypress Elementary

Unique Users: 3

Mac Logons: 0

PC Logons: 22

Total Logons: 22

School: Seymour Elementary

Unique Users: 1

Mac Logons: 0

PC Logons: 1

Total Logons: 1

Security Audit Details (by Time)

Figure 285: Security Audit Details report sample results

Security Audit Details Report (by Time)

From: 7/23/2002

To: 8/23/2002

School: N/A

Time	User	IP Address	Platform/Browser	Event
8/21/2002 12:41:22PM	Administrator, Admin	10.1.60.200	Win2K/IE 6.0	Log On
8/21/2002 12:52:25PM	Administrator, Admin	10.1.60.200	Win2K/IE 6.0	Log On
8/21/2002 12:54:02PM	Administrator, Admin	10.1.30.250	Win2K/IE 6.0	Log On
8/21/2002 12:56:00PM	Administrator, Admin	10.1.30.250	Win2K/IE 6.0	Log Off

- A IP Address:** The IP address of the user's computer at the time of the Event.
- B Platform/Browser:** The computer operating system on the user's computer and the browser [p. 30] he or she used at the time of the event.

Attendance reports (built-in)

Attendance Exceptions Student List

Figure 286: Attendance Exceptions Student List report sample results

Attendance Exceptions Student List Report

Chancery High

Reporting Criteria: **"20+" Excessive absence rule**
Count Within: Year To Date

Gr	HR	Student Name	Rule Met Date	Gender	Contact	Total Times
11	N/A	Abbott, Daline	Apr 07, 2005	F	Abbott, Shikha (Mother) [h] 1 (360) 297-6799	27.00
12	N/A	Johnson, Cortez A	Dec 31, 2004	M	Johnson, Myma (Mother) [h] 1 (360) 578-9140	79.00
12	N/A	Johnson, Valerie	Dec 31, 2004	F	Johnson, Falguni (Mother) [h] 1 (360) 294-0785	79.00
11	N/A	Jones, Janitzia J	Apr 11, 2005	F	Jones, Damalis (Mother) [h] 1 (360) 425-7084	43.00

Reporting Criteria: **"5-9" Excessive absence rule**
Count Within: Year To Date

Gr	HR	Student Name	Rule Met Date	Gender	Contact	Total Times
10	N/A	Barnes, Nickes G	Feb 24, 2005	M	Barnes, Araxie (Mother) [h] 1 (360) 295-5501	6.00

Daily Attendance Phone Register

Figure 287: Daily Attendance Phone Register report sample results

Selected Day's Attendance Phone Register

Parker Elementary

Selected Date: 02/21/2003

Selected Interval: AM

Homeroom	Category	Student Name	Home Phone	Contacts (Relation to Student)	Contact Phone
1-A	AE	Allen, Kiaisha	[h] (915) 833-3372	Jackson, Christie (Mother) Allen, Jeff (Father)	[w] (314) 953-7542 [w] (314) 325-8457
1-A	P	Banks, Natasha	[h] (915) 859-3114	Banks, Paula (Mother) Banks, Serge (Father)	[w] (314) 521-5487 [w] (314) 658-7458

Grading reports (built-in)

Elementary Progress

Appears in the Reports menu on a student search results page [p. 49] [p. 36].

Figure 288: Progress report sample results

Centennial High School East

3rd Interim MP Progress Report (2004-2005)

Student: Caitlin McGill		Student No: 9200074					Grade: 11		Homeroom: CAF1	
Course Name	11E	21	11G	21E	21G	31	31E	31G		
ALGEBRA 2R (221) J Russo	80		D	1	B	88	1	B		
APPLIED CHEMISTRY R (332) D Grubb	1	90	C	2	D	89	1	B		
COOKING TECHNIQUES-SEM (880) P Dilba	96		A	1	A					
ENGLISH 3R (132) T Silverstein	88		A	1	B	89	1	B		
HEALTH 11 (3013) R James						85	1	B		
PHYS ED 11 (3003) E PE Staff	81			1	A					
SAT REVIEW-SEM (174) S Choi, R Rocchino	2	76	D	2	E					
SPANISH 3A (651) G Hunt	1	79	B	1	B	80	1	A		
US HISTORY 2A (521) C Mason-Smith	1	82	C	2	E	81	1	C		

Elementary Report Card

Appears in the Reports menu on a student search results page [p. 49].

Figure 290: Secondary Progress report sample results

Centennial High School East

3rd Interim MP Progress Report (2004-2005)

Student: Caitlin McGill		Student No: 9200074					Grade: 11		Homeroom: CAF1	
Course Name	1IE	2I	1IG	2IE	2IG	3I	3IE	3IG		
ALGEBRA 2R (221) J Russo	80		D	1	B	88	1	B		
APPLIED CHEMISTRY R (332) D Grubb	1	90	C	2	D	89	1	B		
COOKING TECHNIQUES-SEM (880) P Dilba	96		A	1	A					
ENGLISH 3R (132) T Silverstein	88		A	1	B	89	1	B		
HEALTH 11 (3013) R James						85	1	B		
PHYS ED 11 (3003) E PE Staff	81			1	A					
SAT REVIEW-SEM (174) S Choi, R Rocchino	2	76	D	2	E					
SPANISH 3A (651) G Hunt	1	79	B	1	B	80	1	A		
US HISTORY 2A (521) C Mason-Smith	1	82	C	2	E	81	1	C		

Secondary Report Card

Appears in the Reports menu on a student search results page [p. 49].

Figure 291: Secondary Report Card report sample results

11220 Wallace Avenue
 Texas City, TX 60628
 Phone: 1 (360) 294-1233
 Fax: 1 (360) 594-2225

Chancery High
 Chancery School District

Principal: Daniel Robertson

Final Report Card (2004-2005)

Student: Blair Alexander Allsop	Student No: 9900756331	Grade: 12	Homeroom: N/A
---------------------------------	------------------------	-----------	---------------

Course Name	1	2	3	S1Ex	S1	CE	4	5	6	S2Ex	S2	CE	AVG
Advanced Placement English (LA55632) P Woo	90	93	95	97	95	0.500	90	90	90	90	90	0.500	93
Physics (SC19978) I Newton	80	84	88	90	88	0.500	80	79	80	90	84	0.500	82
Advanced Placement Calculus (MATH9987) T Cavein	90	91	92	93	92	0.500	90	80	80	80	83	0.500	87
Government (SS8765) D Hartman	85	85	85	85	85	0.500	80	85	80	88	84	0.500	85
Spanish - Advanced (FLS845) P Nasmyth	90	88	87	77	87	0.500	90	88	79	82	83	0.500	84
Photography (ART3388) S Reiber	93	88	89	91	89	0.250							

Attendance	1	2	3	4	5	6	Total
Days Present	64.0	35.0	35.0	42.0	38.0	38.0	252.0
Days Absent	8.0	0.0	0.0	0.0	0.0	0.0	8.0
Times Tardy	0	0	0	0	0	0	0

Parent / Guardian Signature: _____

Student List reports (built-in)

Award Certificate

Refer to *Awards setup* [p. 206].

Contact Mailing Labels

Figure 292: Contact Mailing Labels report sample results

Contact for: Shaquanda Betts
Iva Betts
2934 Ruddell Rd SE
Olympia, WA 98501
USA

Contact for: Alex Joseph
Ellis Joseph
7837 Martin Way E
Olympia, WA 98516-5750
USA

Contact for: Tiffany Hair
Dara Hair
1915 Water St SW
Olympia, WA 98501-2853
USA

Contact for: WWo Heard
Ishana Heard
5541 Cricket Ln SE
Olympia, WA 98503-8021
USA

Contact for: Samuel Young
Zee Young
1308 Alonda Ln NE
Olympia, WA 98516-3743
USA

Contact for: Christopher Gardner
Sarea Gardner
6821 Foothill Loop SW
Olympia, WA 98512-2077
USA

Contact for: Kylvnd Vickers
Shelah Vickers
2502 Division St NW
Olympia, WA 98502-4245
USA

Contact for: Ariel Allen
Renuka Allen
2401 Bristol Ct SW
Olympia, WA 98502-6061
USA

Contact for: Ernest Davis
Pulkita Davis
2828 Westwood Dr NW
Olympia, WA 98502-3835
USA

Contact for: Carl Santiago
Sapna Santiago
1243 Alki Ct NE
Olympia, WA 98516-5939
USA

Contact for: Chemeka Brown
Joelliane Brown
1608 22nd Ave SE
Olympia, WA 98501-3020
USA

Contact for: Arels Moore
Shobi Moore
3600 Elizabeth St SE
Olympia, WA 98501-7446
USA

Contact for: Demeras Harrison
Ariel Harrison
4111 104th Ave SW
Olympia, WA 98512-1011
USA

Contact for: Tashira Norfleet
Janna Norfleet
4416 Langley Pl NE
Olympia, WA 98501
USA

Contact for: Temeka Mccullough
Srishti Mccullough
9221 46th Ave NE
Olympia, WA 98516-2307
USA

Contact for: Antonio Lucas
Ambika Lucas
5022 Meridian Rd SE
Olympia, WA 98513-4808
USA

Contact for: Bridget Anderson
Faina Anderson
645 Malibu Dr SE
Olympia, WA 98503-1367
USA

Contact for: Crystal Baker
Nandita Baker
600 Black Lake Blvd SW
Olympia, WA 98502-5053
USA

Contact for: Krystal Daou
Kusum Daou
115 N 2nd Ave SW
Olympia, WA 98512-6502
USA

Contact for: Luxna Stephenson
Rajni Stephenson
934 Israel Rd SE
Olympia, WA 98501-6307
USA

Contact for: Ricky Fant
Adhira Fant
3525 Ensign Rd NE
Olympia, WA 98506-5065
USA

Homeroom Roster Emergency Contacts

Figure 293: Homeroom Roster Emergency Contacts report sample results

Homeroom Roster Emergency Contacts				
Chancery High				
Homeroom:	N/A, Room			
Teacher:				
Student:	Abbott, Daline			Gender: F
Contact 1:	Abbott, Shikha (Mother) Phone 1: 1 (360) 297-6799 (h)			
Contact 2:	Lives With: Yes	Gets Mailings: Yes	Has Custody: Yes	Emergency: Yes
	Abbott, Jaroslav (Father) Phone 1: 1 (360) 297-6799 (h)			
	Lives With: Yes	Gets Mailings: No	Has Custody: Yes	Emergency: Yes
Student:	Abel, Robert J			Gender: M
Contact 1:	Abel, Sibel (Mother) Phone 1: 1 (360) 468-5233 (h)			
Contact 2:	Lives With: Yes	Gets Mailings: Yes	Has Custody: Yes	Emergency: Yes
	Abel, Taddeo (Father) Phone 1: 1 (360) 468-5233 (h)			
	Lives With: Yes	Gets Mailings: Yes	Has Custody: Yes	Emergency: Yes
Student:	Abel, Tonya			Gender: F
Contact 1:	Abel, Ayushi (Mother) Phone 1: 1 (360) 457-8987 (h)			
Contact 2:	Lives With: Yes	Gets Mailings: Yes	Has Custody: Yes	Emergency: Yes
	Abel, Vito (Father) Phone 1: 1 (360) 457-8987 (h)			
	Lives With: Yes	Gets Mailings: Yes	Has Custody: Yes	Emergency: Yes
Student:	Abraham, Felicia			Gender: F
Contact 1:	Abraham, Brunhilde (Mother) Phone 1: 1 (360) 382-6500 (h)			
Contact 2:	Lives With: Yes	Gets Mailings: Yes	Has Custody: Yes	Emergency: Yes
	Abraham, Esmond (Father) Phone 1: 1 (360) 382-6500 (h)			
	Lives With: Yes	Gets Mailings: Yes	Has Custody: Yes	Emergency: Yes

Homeroom Roster by Gender

Figure 294: Homeroom Roster by Gender report sample results

Homeroom Roster by Gender

Parker

Homeroom: H04 - J Batchelor
Teacher: Batchelor, Jill

Female

Anspach, Janna
Boe, Florine
Crisman, Lucille
Doan, Oliva
Estey, Debroah
Gambrel, Shelly
Kaufmann, Teofila
Mikula, Randa
Rhoten, Kristeen
Sailer, Shay
Schull, Shakita
Schulze, Libbie
Yocom, Mora

Male

Bates, Woodrow
Boll, Mauricio
Bussiere, Louie
Coppin, Alec
Lamkin, Del
Mike, Lonny
Mogensen, Geoffrey
Rowen, Errol
Scogin, Man
Sheckler, Ed
Timmins, Antony
Woodie, Huey

Homeroom Roster report

Figure 295: Homeroom Roster report sample results

Homeroom Roster					
Parker Elementary					
Homeroom: 1-A					
Teacher: Anita, Dekleva; Peters, Andrew					
StudentName	Monday	Tuesday	Wednesday	Thursday	Friday
Allen, Kiaisha					
Banks, Natasha					
Beasley, Kedric a					
Boulware, Shade					
Carpenter, Bonnie					
Carroll, Chasity					
Hill, Josh					
Mustafa, Pilar					
Owen, Melissa					
Padilla, Rebecca					
Phillips, Brandy					
Phillips, Michael					
Richardson, Marcello					
Richter, Jimmy					
Roberts, Angela					
Ross, Kylie					
Sanders, Kendra					
Simmington, Jason					
Simmons, Terry					
Steward, Lakisha					
VANCE, Auto					
Ward, Tamaranku					
Ward, Tonya					
York, Hilary					

Student Birthday List

Figure 296: Student Birthday List report sample results

Student Birthday List Report
Cypress Elementary

Birthdays: Jan 1 to Dec 24

Homeroms: 115

StudentName	Birthday	Age	Gender	Grade	Homeroom
Tompkins, Christian E	Jan 18	7	M	1	115
Mackey, Kevin M	Jan 29	7	M	1	115
Ingleson, Kamran	Mar 2	7	M	1	115
Andrews, Samantha L	Mar 27	7	F	1	115
Vickers, Jasmine M	Apr 17	7	F	1	115
Jackson, Jeffrey	May 5	7	M	1	115
King, Steven L	Jun 7	7	M	1	115
Cohen, Ashley L	Jun 20	7	F	1	115
O'Brien, Melissa N	Aug 25	7	F	1	115
Quigley, Phillip H	Oct 21	7	M	1	115
Eisley, Zachary R	Dec 6	7	M	1	115

Student Directory

Figure 297: Student Directory report sample results

Student Directory Report
Parker Elementary

Homeroom 1-A

Name: Angela Roberts
Number: 6017028
Grade: 1
Phone(s): [h] (915) 594-7501

Physical Address: 313 Apollo DR
Chicago, IL 75110
Mailing Address: 313 Apollo DR
23669-1818

Contact: Roberts, Sandra (Mother)
Phone(s): [w] (314) 754-9654
[h] (915) 594-7501
Address: Same as physical address

Name: Auto VANCE
Number: 6017255
Grade: 1
Phone(s): [h] (915) 562-0375

Physical Address: 9 White Oak Tr
Chicago, IL 75110
Mailing Address: 9 White Oak Tr
23669

Contact: Vance, Shelly (Mother)
Phone(s): [w] (314) 845-5421
[h] (915) 562-0375
Address: Same as physical address

Student List

Figure 298: Student List report sample results

Student List Report Parker Elementary					
Student Name	Number	Grade	Homeroom	Gender	Birthdate
Allen, Kiaisha	6016021	1	1-A	F	Jun 5, 1997
Banks, Natasha	6016061	1	1-A	F	Jun 11, 1995
Beasley, Kedric a	6016099	1	1-A	M	Dec 13, 1979
Boulware, Shade	6016131	1	1-A	M	Oct 25, 1997
Carpenter, Bonnie	6016206	1	1-A	F	Mar 18, 1996
Carroll, Chasity	6016210	1	1-A	F	Sep 3, 1980
Carter, Audra	6016215	1	1-B	F	Apr 20, 1997
Castillo, Danny	6016225	1	1-B	M	Apr 4, 1979
Childress, Jeffrey	6016244	1	1-B	M	Oct 15, 1979
Gallamore, Joshua	6016427	1	1-B	M	May 6, 1997
Garcia, Susan	6016437	1	1-B	F	Feb 6, 1981
Glidewell, Jeffrey	6016455	1	1-B	M	Jul 18, 1997
Guerra, Odie	6016500	1	1-B	F	Mar 13, 1981
Hairell, Aundria	6016513	1	1-B	F	Sep 5, 1997
Hambrick, Christy	6016520	1	1-B	F	Jun 1, 1997
Hill, Josh	6016573	1	1-A	M	Apr 15, 1997
Maddox, Scott	6016750	1	1-B	M	Feb 14, 1997
Mariscal, Rita	6016763	1	1-B	F	May 22, 1997
Mustafa, Pilar	6016873	1	1-A	F	Nov 29, 1979
Nash, Patrick	6016875	1	1-B	M	Jan 2, 1981
Nelson, Michael	6016878	1	1-B	M	Oct 7, 1997
Noble, Philip	6016886	1	1-B	M	Sep 14, 1997

Student Mailing Labels

Figure 299: Student Mailing Labels report sample results

ELIZABETH M ANDREWS
3318 COOPER POINT RD NW
OLYMPIA WA 98502-3872

SATURDAY ALEXANDER AVERETT
1224 FERN ST SW
OLYMPIA WA 98502-7210

ERICA D ANDREWS
8921 83RD AVE SE
OLYMPIA WA 98513-5649

THOMAS JAMES AVERETT
1605 PROSPECT AVE NE
OLYMPIA WA 98506-4548

JUDY NICOLE ANDREWS
650 NISQUALLY CUT OFF RD SE
OLYMPIA WA 98513-9616

CRYSTAL MONIQUE BAKER
600 BLACK LAKE BLVD SW
OLYMPIA WA 98502-5053

JIMMIE LEE ANTHONY FUNDERBURK
1221 MOTTMAN RD SW
OLYMPIA WA 98512-0405

MICHAEL G BAKER
1617 ELIZABETH ST SE
OLYMPIA WA 98501-2710

LAUREN ANTHONY
3011 59TH CT SE
OLYMPIA WA 98501-5301

TINA M BAKER
1800 ETHRIDGE CT NE
OLYMPIA WA 98506-3374

KYLE DAVID ANTONIAZZI
5001 COLLEGE ST SE
OLYMPIA WA 98503-5943

STEVEN BALAUAT
5218 33RD CT SE
OLYMPIA WA 98501

MEGAN ELIZABETH ARCE
2501 PROSPECT AVE NE
OLYMPIA WA 98506-4862

ASHLEY ROSE BARGNARE
6110 JANET DR SW
OLYMPIA WA 98501-5223

Student Medical

Figure 300: Student Medical report sample results

Student Medical Information Parker Elementary

Homeroom 1-A

Name: Allen, Kiaisha
Number: 6016021
Grade: 1

Gender: Female
Birth Date: June 5, 1997

Medical Number:

Disability:

Permission to Call Doctor: Yes **Call Ambulance:** Yes **Treat:** Yes

Medical Alert:

Doctor Name:

Doctor Phone(s):

Doctor Address:

Name: Banks, Natasha
Number: 6016061
Grade: 1

Gender: Female
Birth Date: June 11, 1995

Medical Number:

Disability:

Permission to Call Doctor: Yes **Call Ambulance:** Yes **Treat:** Yes

Medical Alert: Has asthma - requires inhaler

Doctor Name: Dr Beth Logan

Doctor Phone(s):

Doctor Address:

Summary reports (built-in)

Age Breakdown Summary

Figure 301: Age Breakdown Summary report sample results

Age Breakdown Summary Report

Arlington High School

Age calculated as of April 11, 2005

Homeroom: N/A (2,345 students)

Age	Total #	Total %
13	1	0.04%
15	186	7.93%
16	519	22.13%
17	639	27.25%
18	788	33.60%
19	212	9.04%

Total for selected homerooms (2,345 students)

Age	Total #	Total %
13	1	0.04%
15	186	7.93%
16	519	22.13%
17	639	27.25%
18	788	33.60%
19	212	9.04%

Daily Attendance Summary

Figure 302: Daily Attendance Summary report sample results

Daily Attendance Summary Report

Arlington High School

Start date: Jan 5, 2005 End Date: Feb 4, 2005

Grade: 10

Using attendance code values.

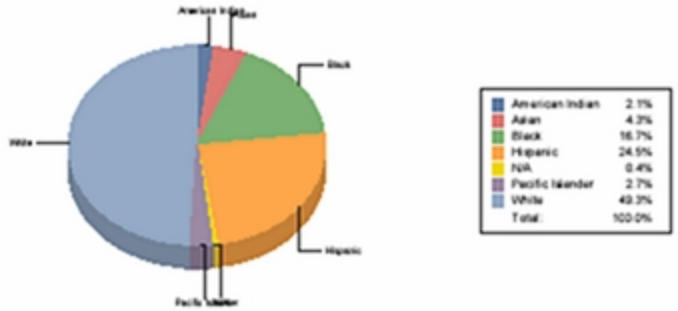
Date	Total Absences		Total Tardies		Total Presents
	Excused	Unexcused	Excused	Unexcused	
Jan 05, 2005	0	0	1	0	170
Jan 06, 2005	0	0	0	0	170
Jan 07, 2005	0	0	0	0	170
Jan 10, 2005	0	0	0	0	170
Jan 11, 2005	0	0	0	0	170
Jan 12, 2005	0	0	0	0	170
Jan 13, 2005	0	0	0	0	170
Jan 14, 2005	0	0	0	0	170
Jan 17, 2005	0	0	0	0	170
Jan 18, 2005	0	0	0	0	170
Jan 19, 2005	0	0	0	0	170
Jan 20, 2005	0	0	1	0	170
Jan 21, 2005	0	0	0	0	170
Jan 24, 2005	0	0	0	0	165
Jan 25, 2005	3	2	1	1	165
Jan 26, 2005	2	3	0	1	165
Jan 27, 2005	2	3	0	3	165
Jan 28, 2005	3	2	0	0	165
Jan 31, 2005	4	1	1	0	165
Feb 01, 2005	0	0	1	0	170
Feb 02, 2005	0	0	2	0	170
Feb 03, 2005	0	0	0	4	170
Feb 04, 2005	0	0	3	0	170

Ethnicity by School and Grade

Figure 303: Ethnicity by School and Grade report sample results



Student Ethnicity by School and Grade
Current as of Tuesday, November 22, 2005



		American Indian	Asian	Black	Hispanic	N/A	Pacific Islander	White	Total
Chancery High	5		1	13				10	30
	6	6	4	7	16		8		41
	7	4	12	28	20		10	66	138
	8	4	6	5	8	1	5	1	30
	9		2	14	36			47	99
	10		4	12	35	1		51	103
	11			19	23	1		61	104
	12			10	27			66	103
	Total		14	29	108	174	3	23	297
Total		14	29	108	174	3	23	297	648

Home Language Summary

Figure 304: Home Language Summary report sample results

Home Language Summary Report

Parker

Homeroom: H04 (25 students)

Chinese	2	8.00%
English	4	16.00%
Greek	1	4.00%
N/A	15	60.00%
Spanish	3	12.00%

Total for selected homerooms (25 students)

English	4	16.00%
Spanish	3	12.00%
N/A	15	60.00%
Greek	1	4.00%
Chinese	2	8.00%

Student Graduation Status

Figure 305: Student Graduation Status report sample results

Student Graduation Status Report

Chancery High School

Student ID: 9900756427
 Student Name: Brody, Greg
 Grade: 12

Assigned Plan: 2003 - General Graduation Plan

	Credits Required	Credits Completed	Credits In Progress	Credits Outstanding
Language Arts	4	2	1	1
Freshman English	1	1		0
Sophomore Reading	0.5	0		0.5
Sophomore Writing	0.5			
Junior English	1	1		0
Senior English	1		1	0
Advanced Placement	1			
Mathematics	2	2	1	-1
Algebra	1	1		0
Geometry	1			
Algebra II	1	0		1
Trigonometry/Pre-Calculus	1	1	1	-1
Advanced Placement	1			
Science	2	2		0
Physical Science	1	1		0
Biological Science	1			
Chemistry	1	1		0
Physics	1			
Social Studies	4	1	1	2
Government	1			
Advanced Placement	1			
Ancient Civilizations	0.5			
European History	0.5		0.5	0
Current Events	0.5	0.5	0.5	-0.5
Middle Eastern History	0.5			
Geography	0.5	0.5		0
US History - 1945 to	0.5			
Electives	7	3	4	0
Theatre Production	0.5			
Sets & Lighting	1	1		0
Symphonic Band	1			
Concert Choir	1			
Interior Design	0.5			
Architectural Drafting	0.5			
Spanish - Intermediate	1			
Spanish - Advanced	1			
French - Intermediate	1			
French - Advanced	1		1	0
German - Intermediate	1	1		0
German - Advanced	1	1		0
Accounting Principles	0.5		0.5	0
Business Ethics	0.5		0.5	0
Business Internship	2		2	0
Drawing & Painting	0.5			
Photography	0.5			
Sculpture	0.5			
Physical Education	1			
Physical Education - High	0.5			
Individual Sports	0.5			
Team Sports	0.5			
Total Plan	20	10	7	3

Daily attendance code calculation rules planning worksheets

The following sample worksheets [Table 82] [Table 85] enable you to plan the rules by which Chancery SMS calculates each student's daily attendance code [p. 181].

Table 82: Worksheet for a Twice-daily to daily attendance code calculation rules
 (Table 83 [p. 616] and Table 84 [p. 616] show completed samples)

	Rule Set Name:	
	Date created/revised:	
	Created/revised by:	
	Purpose:	
Rule 1	Scheduling Group	
	Day	
	AM Code	
	PM Code	
	Daily Code	
Rule 2	Scheduling Group	
	Day	
	AM Code	
	PM Code	
	Daily Code	
Rule 3	Scheduling Group	
	Day	
	AM Code	
	PM Code	
	Daily Code	
Rule 4	Scheduling Group	
	Day	
	AM Code	
	PM Code	
	Daily Code	

Rule 5	Scheduling Group	
	Day	
	AM Code	
	PM Code	
	Daily Code	
Notes:		

Table 83: Completed sample of Table 82 [p. 615]

	Rule Set Name:	Present Daily if Present in AM or PM
	Date created/revised:	June 30, 2003
	Created/revised by:	Sheryl Allen
	Purpose:	District policy states that if a student comes to school at any one point during the day - even for only a minute - that student is counted as present on that date. Therefore, assign a Present daily attendance code to those students that attend school either in the morning, in the afternoon, or all day.
	Scheduling Group	All
	Day	Day 4
Rule 1	AM Code	Any Presence
	PM Code	Ignore
	Daily Code	Present
Rule 2	AM Code	Ignore
	PM Code	Any Presence
	Daily Code	Present
Rule 3	AM Code	Any Absence
	PM Code	Any Absence
	Daily Code	Absent
Notes:		

Table 84: Completed sample of Table 82 [p. 615]

	Rule Set Name:	Present Daily if Present in AM or PM
	Date created/revised:	June 30, 2003
	Created/revised by:	Sheryl Allen
	Purpose:	Our school uses custom "Absent/Present" and "Present/Absent" daily

		codes to track morning and afternoon attendance. Therefore, separate rules calculate morning and afternoon kindergarten classes, as well as for students that attend all day.
	Scheduling Group	Full Day
	Day	Day 3
Rule 1	AM Code	Any Absence
	PM Code	Any Presence
	Daily Code	Absent/Present
Rule 2	AM Code	Any Presence
	PM Code	Any Absence
	Daily Code	Present/Absent
	Scheduling Group	AM Only
	Day	Day 3
Rule 3	AM Code	Any Presence
	PM Code	Any Presence
	Daily Code	Present
	Scheduling Group	PM Only
	Day	Day 3
Rule 3	AM Code	Any Absence
	PM Code	Any Absence
	Daily Code	Absent

Table 85: Worksheet for a Class (Period) to daily attendance code calculation rules (Table 86 [p. 618] shows a completed sample)

	Rule Set Name:	
	Date created/revised:	
	Created/revised by:	
	Purpose:	
	Scheduling Group	
	Day	

Rule 1	Code in Period 1	
	Code in Period 2	
	Code in Period 3	
	Code in Period 4	
	Code in Period 5	
	Code in Period 6	
	Daily Code	
Rule 2	Code in Period 1	
	Code in Period 2	
	Code in Period 3	
	Code in Period 4	
	Code in Period 5	
	Code in Period 6	
	Daily Code	
Rule 3	Code in Period 1	
	Code in Period 2	
	Code in Period 3	
	Code in Period 4	
	Code in Period 5	
	Code in Period 6	
	Daily Code	
Rule 4	Code in Period 1	
	Code in Period 2	
	Code in Period 3	
	Code in Period 4	
	Code in Period 5	
	Code in Period 6	
	Daily Code	
Notes:		

Table 86: Completed sample of Table 85 [p. 617]

	Rule Set Name:	
	Date created/revised:	June 30, 2003

	Created/revised by:	Sheryl Allen
	Purpose:	District policy states that if a student is present for the second period, that student is counted as present on that date.
	Scheduling Group	All
	Day	Day 5
Rule 1	Code in Period 1	Ignore
	Code in Period 2	Present
	Code in Period 3	Ignore
	Code in Period 4	Ignore
	Code in Period 5	Ignore
	Code in Period 6	Ignore
	Daily Code	Present
Rule 2	Code in Period 1	Ignore
	Code in Period 2	Absent
	Code in Period 3	Ignore
	Code in Period 4	Ignore
	Code in Period 5	Ignore
	Code in Period 6	Ignore
	Daily Code	Absent

Permissions catalog

This sections describes in detail each of the permissions available in Chancery SMS 7.7.

The permission categories are:

- *Academic Planning permissions* [p. 620]
- *Admin permissions* [p. 622]
- *Advanced Reporting permissions* [p. 623]
- *Attendance permissions* [p. 625]
- *District permissions* [p. 633]
- *Enrollment / Program Queues permissions* [p. 655]
- *Export permissions* [p. 665]
- *Facilities Management permissions* [p. 667]
- *Families permissions* [p. 668]
- *Gradebook permissions* [p. 671]
- *Grading permissions* [p. 671]
- *Import permissions* [p. 681]
- *Program Category permissions* [p. 686]
- *Reporting permissions* [p. 693]

- *School Setup permissions* [p. 702]
- *School Specific Pages Only permissions* [p. 731]
- *Schools permissions* [p. 732]
- *Setup Lists permissions* [p. 736]
- *Staff permissions* [p. 750]
- *State Reporting permissions* [p. 756]
- *Student Behavior permissions* [p. 758]
- *Students permissions* [p. 763]
- *Test Management permissions* [p. 801]
- *Transcript/Permanent Record permissions* [p. 803]
- *Users permissions* [p. 807]

Academic Planning permissions

Permissions in this category pertain to use and creation of academic plans [p. 95]. These permissions include:

- *Graduation Plans* [p.620]
- *Mass Assign Academic Plan permission* [p. 620]
- *Override Student Academic Plan Version permission* [p. 621]
- *Student Academic Plan permission* [p. 621]
- *Student Academic Plan Notes permission* [p. 622]

Graduation Plans

This permission controls the user's ability to access the Graduation Plans page. **Note:** If you are a new customer, do not set up Graduation Plans; rather, use the Academic Planner functionality [p. 260]. Graduation Plan functionality will be discontinued in a future version of Chancery SMS.

Mass Assign Academic Plan permission

This permission controls the user's ability to assign an academic plan to more than one student at a time [p. 100].

Dependencies: None

Settings:

- **Yes:** The user can assign an academic plan to more than one student at a time.
- **No:** The user is able to assign an academic plan to only one student at a time.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**

- District Health Professional: **No**

Override Student Academic Plan Version permission

This permission controls the user's ability to change a student's assigned academic plan [p. 100], which can be "in progress".

Dependencies: None

Settings:

- **Yes:** The user can change the academic plan assigned to a student.
- **No:** The user is unable to change the academic plan assigned to a student.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Student Academic Plan permission

This permission controls the user's ability to assign an academic plan to a student and work with its information [p. 95].

Dependencies:

- The setting for this permission takes precedence over that of the *Student Academic Plan Notes permission* [p. 622].

Settings:

- **Delete:** The user can assign an academic plan to a student and work with it.
- **Edit:** The user can assign an academic plan to a student and work with its information with the exception of deleting a Note or an Alert.
- **View:** The user can view but not change the academic plan assigned to a student and its information.
- **None:** The user is unable to view or work with the academic plan assigned to a student.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **None**

- District Health Professional: **None**

Student Academic Plan Notes permission

This permission controls the user's ability to work with the notes attached to a student's academic plan [see p.96].

Dependencies:

- The setting for the *Student Academic Plan permission* [p. 621] takes precedence over this permission. For this permission to be effective, its setting must be the same or less restrictive than that of the *Student Academic Plan permission* [p. 621].

Settings:

- **Delete:** The user can add, edit, and delete notes attached to student's academic plan.
- **Edit:** The user can add and edit notes attached to student's academic plan.
- **View:** The user can view but not change notes attached to student's academic plan.
- **None:** The user is unable to view or work with notes attached to student's academic plan.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Admin permissions

These permissions include:

- *Copy School Information permission* [p. 622]
- *Register Schools permission* [p. 623]

Copy School Information permission

This permission controls the user's ability to copy a school's setup from one school to another [see *District setup* p.242].

To copy a school's setup:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Schools**, click **Copy SMS School Info**. The Copy School Info page appears.
- 3 For **Copy from School**, select a district school.
- 4 For **To school**, select a district school.

5 Click **Copy**.

Dependencies: None

Settings:

- **Yes:** The user can copy a school's setup to another school.
- **No:** The user is unable to copy a school's setup.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Register Schools permission

This permission is no longer applicable.

Advanced Reporting permissions

These permissions control access to the Advanced Reporting Toolkit (ART), an optional extension of Chancery SMS. The Advanced Reporting Toolkit is high-performance, configurable, and versatile data extraction and transformation application that enables a school district to assemble and present student information as often as necessary to meet state reporting requirements and for other reporting purposes.

The relevant permissions include:

- *Data Source Builder permission* [p. 623]
- *Generate Reports - Manage Snapshots permission* [p. 624]
- *Generate Reports - Submission permission* [p. 624]
- *Reporting Setup permission* [p. 625]

To work with Advanced Reporting:

In the control bar, under **ADMIN**, click **Advanced Reporting**.

- For detailed information, refer to the *Advanced Reporting Toolkit Reference Manual*.

Data Source Builder permission

This permission controls the user's ability to configure data sources for use in Advanced Reporting Toolkit report specifications.

Dependencies: None

Settings:

- **Delete:** The user can view, work with, and delete data sources.
- **Edit:** The user can work with data sources.
- **View:** The user can view but not configure data sources.

- **None:** The user is unable to view or work with data sources.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **None**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Generate Reports - Manage Snapshots permission

This permission controls the user's ability to generate report snapshots in Advanced Reporting Toolkit.

Dependencies: None

Settings:

- **Delete:** The user can generate and delete snapshots.
- **Edit:** The user can generate and view snapshots.
- **View:** Same as Edit.
- **None:** The user is unable to generate or view report snapshots.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Generate Reports - Submission permission

This permission controls the user's ability to submit the results of a generated report (that is, a submission file) in the Advanced Reporting Toolkit.

Dependencies: None

Settings:

- **Yes:** The user can submit a submission file.
- **No:** The user is unable to submit a submission file.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**

- School Health Professional: **No**
- District Health Professional: **No**

Reporting Setup permission

This permission controls the user's ability to set up report specifications in Advanced Reporting Toolkit.

To work with Advanced Reporting:

In the control bar, under **ADMIN**, click **Advanced Reporting**.

Dependencies: None

Settings:

- **Delete:** The user can view, work with, and delete report specifications.
- **Edit:** Same as Delete.
- **View:** The user can view and use but not change report specifications.
- **None:** The user is unable to view or work with report specifications.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Attendance permissions

Permissions in this category pertain to the taking of attendance [p. 72]. For permissions pertaining to attendance-taking methods and setup, refer to *School Setup permissions* [p. 702]. Attendance permissions include:

- *Change Reason for Submitted Attendance permission* [p. 626]
- *Daily Attendance permission* [p. 627]
- *Daily Attendance Override permission* [p. 628]
- *Enter Current Attendance permission* [p. 629]
- *Enter Future Attendance permission* [p. 629]
- *Mass Attendance permission* [p. 630]
- *Modify Attendance Entered by Office permission* [p. 630]
- *Modify Past Attendance permission* [p. 631]
- *Modify Submitted Attendance permission* [p. 631]
- *Override Student Behavior Attendance permission* [p. 632]

Change Reason for Submitted Attendance permission

This permission controls the user's requirement to enter a reason for any change to a submitted attendance code. The administrator can force or enable the user to enter a change reason. The user can select the change reason from a list that Chancery SMS derives from the Attendance Change Reason setup list.

Chancery SMS-calculated updates to attendance codes, such as Student Behavior Suspension, do not require and will not be assigned a change reason. Chancery SMS logs change reasons entered [p. 152].

To require a role to enter a reason for a change to a submitted attendance code: [DA]¹

- 1 In the control bar, click **District Setup**. The District Setup page appears.
- 2 Under **Users and Security**, click **Base Roles**. The Base Roles page appears.
- 3 Under **Base Role**, click the role's name. The Edit Base Role page appears.
- 4 Expand the Attendance category.
- 5 For the **Change Reason for Submitted Attendance** permission, change its **Access** to "Yes".

To enable district users to enter a reason for a change to a submitted attendance code: [DA]²

- 1 In the control bar, click **District Setup**. The District Setup page appears.
- 2 Click **Preferences...**. The District Preferences dialog appears.
- 3 Under **Attendance Change Reason**, select **Enable change reason on attendance pages**
 - When this field is selected, Chancery SMS displays the **Change Reason** field on the following pages: Mass Attendance, Class Attendance, Student Attendance, Homeroom Attendance, Office Attendance, Supplementary Attendance, Attendance by Period.
- 4 Select one of the following options:
 - **Change reason not required:** Chancery SMS displays a list of change reasons but the user is not required to select one.
 - **Change reason required for override to any submitted attendance codes:** Chancery SMS displays a list of change reasons and the user is required to select one. (If the user's role's permission set to No the user is not required to select a reason but the user has the option of entering a reason.) If attendance has not been submitted, the user can only view potential change reasons.
 - **Change reason required for override to submitted calculated daily attendance codes only:** If the user makes a change to the

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

calculated daily code, Chancery SMS displays a list of change reasons and the user is required to select one.

5 Click Save.

Dependencies:

- The effect of this permission depends on District Preferences settings [p. 625].
- This permission applies to schools that take once-daily attendance [p. 173].
- This permission applies to schools that take attendance by class [p. 173].
- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the attendance-taking pages.)

Settings:

- **Yes:** The user is required to enter a reason for a change to attendance submitted for a student. The user can select a **Change Reason** on various attendance-related pages in the system. The specific effect depends on the District Preferences setting **Enable change reason on attendance pages** [p. 625].
- **No:** The user is not required to enter a reason for a change to submitted attendance. The **Change Reason** field is not visible.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Daily Attendance permission

This permission controls the user's ability to assign a daily attendance code to a student [p. 72].

Dependencies:

- This permission applies to schools that take once-daily attendance [p. 173].
- This permission applies to schools that take attendance by class [p. 173].
- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the attendance-taking pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

- For the user to record attendance for the current day, the setting for the *Enter Current Attendance permission* [p. 629] must be Yes.
- For the user to record attendance for a future day, the setting for the *Enter Future Attendance permission* [p. 629] must be Yes.
- For the user to record attendance for a past day, the setting for the *Modify Past Attendance permission* [p. 631] must be Yes.

Settings:

- **Yes:** The user can record attendance for a student.
- **No:** The user is unable to record attendance for a student. On the Student Demographics page [p. 53], Chancery SMS does not display the Attendance link. On the My Classes page [p. 15], Chancery SMS does not display the attendance icon.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **Yes**
- School Health Professional: **No**
- District Health Professional: **No**

Daily Attendance Override permission

This permission controls the user's ability to make Chancery SMS recalculate daily attendance codes for an individual student for one or more days in the past as well as the current day [p. 148].

Dependencies:

- This permission applies to schools that take attendance by class [p. 173].
- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the attendance-taking pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can recalculate a student's daily attendance code.
- **No:** The user is unable to recalculate a student's daily attendance code.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**

- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Enter Current Attendance permission

This permission controls the user's ability to assign an attendance code to one or more students for the current date [p. 72].

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the attendance-taking pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can assign an attendance code to one or more students for the current date.
- **No:** The user is unable to assign an attendance code to one or more students for the current date.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **Yes**
- School Health Professional: **No**
- District Health Professional: **No**

Enter Future Attendance permission

This permission controls the user's ability to assign attendance code to one or more students for a future date [p. 72].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can assign an attendance code to one or more students for a future date.
- **No:** The user is unable to assign an attendance code to one or more students for a future date.

Default settings by base role [p. 237]:

- District Administrator: **Yes**

- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Mass Attendance permission

This permission controls the user's ability to assign attendance to more than one student at a time [p. 72].

Dependencies:

- This permission applies to a role with a school-level scope [p. 232].
- This permission overrides the other attendance permissions [p. 625]. For example, a user for whom the setting for the *Modify Submitted Attendance permission* [p. 631] is **No** and the *Mass Attendance permission* [p. 630] is **Yes** can mass assign attendance even where the attendance being modified has already been recorded.
- This permission does not enable a user with the base role of Teacher [p. 237] to work with students not assigned to him or her.

Settings:

- **Yes:** The user can assign attendance to more than one student at a time.
- **No:** The user is unable to assign attendance to more than one student at a time.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Modify Attendance Entered by Office permission

This permission controls the user's ability to change a student's attendance code where that code has been recorded [p. 72].

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the attendance-taking pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be **View** or **Edit**.

Settings:

- **Yes:** The user can change a student's previously recorded attendance code.
- **No:** The user is unable to change a student's previously recorded attendance code.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Modify Past Attendance permission

This permission controls the user's ability to change the attendance codes assigned to a student in the past [p. 72].

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the attendance-taking pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can change the attendance codes assigned to a student in the past.
- **No:** The user is unable to change the attendance codes assigned to a student in the past.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Modify Submitted Attendance permission

This permission controls the user's ability to change any "Present" attendance codes assigned to a student in the past, for the current date, or for a future date [p. 72]. The user is unable to change "Absent" or "Tardy" codes.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the attendance-taking pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can change any "Present" attendance codes assigned to a student.
- **No:** The user is unable to change any "Present" attendance codes assigned to a student.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Override Student Behavior Attendance permission

This permission controls the user's ability to change an attendance code assigned to a student via a student behavior action step see *Assigning follow-up action* [p. 92].

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the attendance-taking pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- This permission is affected by the field **Student Behavior Action's Attendance Override** associated with an behavior action step see *Student behavior setup* [p. 257]. When this field's setting is "No override allowed", this permission's setting has no effect. When this field's setting is "User can override with permission", this permission's setting takes effect.

Settings:

- **Yes:** The user can change an attendance code assigned to a student via a student behavior action step
- **No:** The user is unable to change an attendance code assigned to a student via a student behavior action step.

Default settings by base role [p. 237]:

- District Administrator: **No**

- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **Yes**
- District Health Professional: **No**

District permissions

Permissions in this category pertain to district setup [p. 242]. These include:

- *Academic Plan Setup permission* [p. 634]
- *Address Exceptions permission* [p. 634]
- *Address Exceptions - chg addr override permission* [p. 635]
- *Assign Courses to Schools permission* [p. 636]
- *Attendance Calculations permission* [p. 637]
- *Attendance Rules for Credit Calculations (District) permission* [p. 637]
- *CDM Status Codes permission* [p. 638]
- *Chancery SMS Course Subject Areas permission* [p. 639]
- *Course Catalog permission* [p. 639]
- *Create Customization Package permission* [p. 640]
- *Custom Setup Lists permission* [p. 641]
- *Custom Student Data permission* [p. 642]
- *Custom User Interface permission* [p. 643]
- *Customization Builder permission* [p. 643]
- *Define Constraints - District permission* [p. 644]
- *Define District Calendar permission* [p. 645]
- *District Preferences permission* [p. 645]
- *District Profile permission* [p. 646]
- *District Standardized Tests permission* [p. 646]
- *Edit Address Ranges permission* [p. 647]
- *Geocode Maps permission* [p. 648]
- *Grade Levels permission* [p. 648]
- *Health Examination Rule permission* [p. 649]
- *Immunization permission* [p. 650]
- *Install Customization Package permission* [p. 650]
- *Manage Schema Properties permission* [p. 651]
- *Manage UI Properties permission* [p. 651]
- *Mid Year Transfers Preferences permission* [p. 652]
- *District permissions* [p. 633]
- *Projected School Maps permission* [p. 653]
- *Promote and Graduate Pending Students permission* [p. 653]
- *Provisional Enrollments permission* [p. 654]
- *Transportation Setup permission* [p. 655]

Academic Plan Setup permission

This permission controls the user's ability to define academic plans for use in the district [p. 260].

Dependencies: None

Settings:

- **Delete:** The user can add, edit, or delete an academic plan for the district.
- **Edit:** The user can add or edit an academic plan for the district.
- **View:** The user view but not change an academic plan.
- **None:** The user is unable to view or work with a district's academic plans.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Address Exceptions permission

This permission controls the user's ability to approve or reject an address exception as part of the address validation process. On the Address Exceptions page, Chancery SMS displays a list of students whose address is out of a particular school's zone according to the Geocode Map [p. 142].

To work with address exceptions:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Address Exceptions**. The Address Exceptions page appears.

Dependencies:

- This permission applies only to a system that employs address validation.

Settings:

- **View:** The user can approve or reject an address exception and set an address exception's status to pending. The user cannot add or delete an address exception.
- **Edit:** Same as View.
- **Delete:** The user can approve, reject, add, or delete an address exception and set an address exception's status to pending.

- **None:** The user does not have access to address exceptions—Chancery SMS does not display a link to the Address Exceptions page nor page itself.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **None**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Address Exceptions - chg addr override permission

When a student's address is out-of-zone, this permission controls the message Chancery SMS displays in the Address Validation Exception override dialog and the dialog options available to the user.

To view the Address Validation Exception dialog message:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 Click **Address/Phone**.
- 3 Under **Address**, add or update the address.
- 4 Click **Save**. The Address Validation Exception dialog appears.

Dependencies:

- This permission applies only to a system that employs address validation.

Settings:

- **Yes:** In the Address Validation dialog Chancery SMS displays the following:
"Based on the student's physical address and grade level, the student will be out of zone for one or more of his or her enrolled school(s)".
In the dialog, Chancery SMS displays two options: "Create address exception record(s)" and "Do not create address exception record(s)".
- **No:** In the Address Validation dialog Chancery SMS displays the following:
"Based on the student's physical address and grade level, the student will be out of zone for one or more of his or her enrolled school(s). Address Exemption records will be created."
In the dialog, the user must select an exception reason and click **OK** to have Chancery SMS create an address exception.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**

- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Assign Courses to Schools permission

This permission controls the user's ability to assign subjects to schools that use elementary scheduling and courses to schools that use secondary scheduling see *Scheduling* [p. 270].

To work with subjects:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Course Catalog**. The Course Catalog Home page appears.
- 3 Click **Subject Framework**. The Subject Framework page appears.

To work with courses:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Course Catalog**. The Course Catalog Home page appears.
- 3 Click **Courses**. The Courses page appears.

Dependencies:

- For the user to view the Course Catalog page, that user's Course Catalog permission [p. 639] setting must be View, Edit, or Delete.
- For the user to assign subjects to schools using elementary scheduling, that user's Course Catalog permission [p. 639] setting must be Edit or Delete.

Settings:

- **Yes:** The user can assign courses to schools. This means that on the Course List page, Chancery SMS includes Assign to Schools in the Actions menu. On the Course Details page, when the user clicks School Assignment in the control bar, Chancery SMS displays the Assign to Schools list.
The user can assign subjects to schools. This means that on the Subject Framework page, Chancery SMS includes Assign to Schools in the Actions menu.
- **No:** The user cannot assign subjects and courses to schools. This means that on the Course List page, Chancery SMS does not include Assign to Schools in the Actions menu. On the Course Details page, when the user clicks School Assignment in the control bar, Chancery SMS does not display the Assign to Schools list.
The user cannot assign subjects to schools. This means that on the Subject Framework page, Chancery SMS does not include Assign to Schools in the Actions menu.

Default settings by base role [p. 237]:

- District Administrator: **Yes**

- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Attendance Calculations permission

This permission controls the user's ability to schedule daily attendance minutes and daily attendance code calculations as well as to schedule a job to initialize the day and populate the database with default attendance values see *Attendance setup* [p. 172].

Dependencies: None

Settings:

- **Yes:** The user has access to the Schedule Attendance Calculation page. This means that on the District Setup page Chancery SMS displays the Schedule Attendance Calculations link.
- **No:** The user does not have access to the Schedule Attendance Calculation page. This means that on the District Setup page Chancery SMS does not display the Schedule Attendance Calculations link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Attendance Rules for Credit Calculations (District) permission

This permission controls the user's ability to define how a student's attendance in a class affects the number of credits for which they are eligible see *Attendance setup* [p. 172].

To work with attendance minutes calculations:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Manage Attendance**, click **Schedule Attendance Calculations**. The Schedule Attendance Calculation page appears.

Dependencies: None

Settings:

- **View:** The user can view attendance rules for credit calculations. On the Attendance Rules for Credit Calculations page, all fields are read-only.
- **Edit:** The user has access to attendance rules for credit calculations. On the Attendance Rules for Credit Calculations page, the user can view and change all fields.
- **Delete:** Same as Edit.
- **None:** The user does not have access to attendance rules for credit calculations. On the District Setup page, Chancery SMS does not display the Attendance Rules for Credit Calculations link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **None**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

CDM Status Codes permission

This permission controls the user's ability to create custom status code fields. For information on Custom Data Management (CDM), refer to the *Chancery SMS cTools Guide*.

Dependencies:

- If this permission's setting is None, and the four related permissions—CDM Status Codes [p. 638], Custom Setup Lists [p. 641], Custom Student Data [p. 642], and Custom User Interface [p. 643]—are also set to None, Chancery SMS does not display the Custom Data Manager (Student Data) link is on the District Setup page.

Settings:

- **Delete:** The user has access to custom status code fields. On the Status Code Fields page in Custom Data Manager (CDM), the user can add, edit, or delete custom status code fields.
- **Edit:** The user can add or edit, but not delete, custom status code fields on the Status Code Fields page.
- **View:** The user can view but not change custom status code fields on the Status Code Fields page.
- **None:** The user does not have access to custom status code fields. On the Custom Date Manager page, Chancery SMS does not display a link to the Status Code Fields page.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**

- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Chancery SMS Course Subject Areas permission

This permission controls the user's access to the Course Catalog's subject areas.

To work with the Course Catalog's subject areas:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Course Catalog**. The Course Catalog Home page appears.
- 3 Click **Chancery SMS Subject Area**. The Subject Area page appears.

Dependencies:

- The following setup list permissions are also relevant to controlling the user's access to the Course Catalog:
 "Chancery SMS Course Type" [Table 91]
 "Chancery SMS Department" [Table 91]
 "Chancery SMS Room Type" [Table 92].

Settings

- **Delete:** The user can edit, add, or delete subject areas in the Course Catalog.
- **Edit:** The user can add and edit subject areas but not delete them.
- **View:** The user can view but not change subject areas.
- **None:** The user does not have access to the Course Catalog's subject areas. On the Course Catalog Home page, Chancery SMS displays a disabled **Chancery SMS Subject Areas** link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Course Catalog permission

This permission controls the user's access to the Course Catalog's subjects and courses.

To work with the Course Catalog's subjects:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Course Catalog**. The Course Catalog Home page appears.
- 3 Click **Subject Framework**. The Subject Framework page appears.

To work with the Course Catalog's courses:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Course Catalog**. The Course Catalog Home page appears.
- 3 Click **Courses**. The Course List page appears.

Dependencies:

- This permission does not affect the school-level Course List or Subject Framework pages that are available from the School Setup page [p. 161].
- To control the user's ability to assign subjects and courses to schools, see the *Assign Courses to Schools permission* [p. 636].

Settings:

- **Delete:** The user can edit, add, or delete subjects and courses.
- **Edit:** The user can edit or add courses and subjects. The user cannot delete courses or subjects.
- **View:** The user can view but not change subjects and courses.
- **None:** The user does not have access to the Course Catalog. On the District Setup page, Chancery SMS does not display the **Course Catalog** link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Create Customization Package permission

This permission controls the user's ability to create customization packages [p. 523].

Dependencies:

- The setting for the Customization Builder permission [p. 643] must be Yes.

Settings:

- **Yes:** The user can create customization packages.
- **No:** The user cannot create custom packages. On the District Setup page, Chancery SMS does not display the [Create Customization Package](#) link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Custom Setup Lists permission

This permission controls the user's ability to create custom setup lists.

Dependencies:

- The setting for the following permissions must be Edit or Delete: *CDM Status Codes permission* [p. 638], *Custom Student Data permission* [p. 642], *Custom User Interface permission* [p. 643].
- If the setting for this permission and for its related permissions—*CDM Status Codes permission* [p. 638], *Custom Student Data permission* [p. 642], *Custom User Interface permission* [p. 643]—is None, then on the District Setup page, Chancery SMS does not display the [Custom Data Management \(Student Data\)](#) link.

Settings:

- **Delete:** The user can add, edit, or delete custom setup lists.
- **Edit:** The user can add or edit custom setup lists. The user cannot delete custom setup lists.
- **View:** The user can view but not change custom setup lists.
- **None:** The user is unable to work with custom setup lists. On the Custom Data Manager page, Chancery SMS does not display the [Setup Lists...](#) link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **View**
- District Health Professional: **None**

Custom Student Data permission

This permission controls the user's ability to create tables that store custom data. For information on Custom Data Management features, refer to the *Chancery SMS 6.7.1 cTools Guide*.

To work with tables for custom data:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Custom Data Management (Student Data)**. The Custom Data Manager page appears.
- 3 Under **Step 2: Define tables and fields for custom data**, click one of the following:
 - **Basic...**
 - **Multi-Select list...**
 - **Repeating Group...**
 - **Chronological...**

Dependencies:

- If the setting for this permission and its related permissions—*CDM Status Codes permission* [p. 638], *Custom Student Data permission* [p. 642], *Custom User Interface permission* [p. 643], and *Custom Setup Lists permission* [p. 641]—is None, then on the District Setup page, Chancery SMS does not display the **Custom Data Management (Student Data)** link.

Settings

- **Delete:** The user can add, edit, or delete custom basic tables, multi-select lists, repeating groups, or chronological groups.
- **Edit:** The user can add or edit custom basic tables, multi-select lists, repeating groups, or chronological groups. The user cannot delete any of these.
- **View:** The user can view but not change custom basic tables, multi-select lists, repeating groups, and chronological groups.
- **None:** The user cannot work with custom basic tables, multi-select lists, repeating groups, or chronological groups. On the Custom Data Manager page, Chancery SMS does not display the following links: Basic, Multi-Select list, Repeating Group, and Chronological.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Custom User Interface permission

This permission controls the user's ability to create pages using Custom Data Management features. For information on Custom Data Management features, refer to the *Chancery SMS 6.7.1 cTools Guide*.

To work with custom pages:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **cTools**, click **Custom Data Management (Student Data)**. The Custom Data Manager page appears.
- 3 Under **Step 3** or **Step 4**, click one of the following:
 - **Status Code Layout...**
 - **Forms...**
 - **Page Sets...**
 - **Control Bar...**
 - **Wizard Bar...**

Dependencies:

- If the setting for this permission and its related permissions—*CDM Status Codes permission* [p. 638], and *Custom Student Data permission* [p. 642], and *Custom Setup Lists permission* [p. 641]—is None, then on the District Setup page, Chancery SMS does not display the **Custom Data Management (Student Data)** link.

Settings:

- **Delete:** The user can add, edit, copy, or delete custom status code layouts, forms, page sets, the control bar, and the wizard bar.
- **Edit:** The user can add, edit, or copy custom status code layouts, forms, page sets, the control bar, and the wizard bar. The user cannot delete any of these.
- **View:** The user can view but not change custom status code layouts, forms, page sets, the control bar, and the wizard bar.
- **None:** The user cannot work with custom status code layouts, forms, page sets, the control bar, and the wizard bar.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Customization Builder permission

This permission controls the user's ability to use cTools [p. 469], that is, to work with custom schemas and pages and to connect dynamic pairs of setup lists.

Dependencies: None

Settings

- **Yes:** The user has full access to cTools. On the District Setup page, Chancery SMS displays the following links: Manage Schemas, Manage Pages, Create Customization Package, Install Customization Package, and Setup List Pair Management.
- **No:** The user does not have access to cTools. On the District Setup page, Chancery SMS does not display any of the relevant links.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Define Constraints - District permission

This permission controls the user's ability to view, add, edit and delete Course Catalog constraints [p. 346].

To work with Course Catalog constraints:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click Course Catalog. The Course Catalog Home page appears.
- 3 Under **Step 2**, click Constraints (Elementary).
 - Or under **Step 3**, click Constraints (Secondary).

Dependencies: None

Settings:

- **Delete:** The user can add, edit, and delete constraints.
- **Edit:** The user can add and edit but not delete constraints.
- **View:** The user can view but not change constraints.
- **None:** The user does not have access to constraints. On the Course Catalog Home page, Chancery SMS disables any links to constraints-related pages.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Define District Calendar permission

This permission controls the user's ability to work with district calendars [p. 243] and switch between them [p. 245]. The effect of this permission depended on the user's base role [p. 237]. **Note:** This permission does not control the user's ability to register or enroll a student in the Planning Calendar [p. 246].

Dependencies: None

Settings

- **Yes:** The user can work with district calendars (which calendars depends on the user's base role). A user with the District Administrator base role can add or edit district calendars and switch between them. A user with any other base role can view but not change district calendars or switch between calendars.
- **No:** The user cannot view district calendars or switch between them. For the user with a District Administrator base role, on the District Setup page, Chancery SMS does not display the District Calendars link (for a School Administrator base role, access to the Switch Calendar menu item is controlled by the Define School Calendar permission [p. 716]). On the home page's [p. 14] Actions menu, Chancery SMS does not display the "Switch Calendar" choice.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

District Preferences permission

This permission controls the user's ability to work with district-wide settings such as enrollment and the student numbering scheme see *District setup* [p. 242].

To work with district-wide settings:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Preferences...** The District Preferences page appears.

Dependencies: None

Settings:

- **Edit:** The user can work with all district preferences.
- **View:** The user can view but not work with district preferences.

- **None:** The user does not have access to district preferences. On the District Setup page, Chancery SMS does not display the Preferences link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

District Profile permission

This permission controls the user's ability to work with district information such as its name, addresses, and key staff see *District-specific information* [p. 242].

Dependencies: None

Settings:

- **Edit:** The user can work with district profile information.
- **View:** The user can view but not work with district profile information.
- **None:** The user does not have access to district profile information. On the District Setup page, Chancery SMS does not the District Profile link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

District Standardized Tests permission

This permission controls the user's ability to define the standardized tests that are recorded district-wide see *District setup* [p. 242]. **Note:** This permission has no affect on access to test management, which is controlled by *Test Management permissions* [p. 801].

To work with standardized tests:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Legacy**, click **Tests**.

Dependencies:

- This permission applies only when legacy tests functionality is enabled on the District Preferences page see *District setup* [p. 242].

Settings:

- **Delete:** The user can add, edit, or delete standardized tests.
- **Edit:** The user can add or edit, but not delete, standardized tests.
- **View:** The user can view but not work with standardized tests.
- **None:** The user does not have access to standardized tests. On the District Setup page, Chancery SMS does not display the Tests link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Edit Address Ranges permission

This permission controls the user's ability to work with the address ranges used in address validation.

To work with address ranges:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Address Validation Setup**. The Address Validation Setup page appears.
- 3 Under **Step 4**, click **Address Ranges**.

Dependencies:

- This permission applies only on a system that employs address validation.

Settings:

- **Yes:** The user can work with address ranges.
- **No:** The user does not have access to address ranges. On the Address Validation page, Chancery SMS disables the Address Ranges link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Geocode Maps permission

This permission controls the user's ability to view and work with the Geocode Map [p. 142] on which the user can assign geocodes to the entry grade(s) at each school [p. 142].

Dependencies:

- This permission applies only on a system where the Year-End Transfer Method is set to Geocode Map [p. 141]. (Where the Year-End Transfer Method is set to Projected School Map [p. 142], refer to the *Projected School Maps permission* [p. 653].)
- If the setting for this permission and all other permissions pertaining to year-end processing—*District permissions* [p. 633], *Projected School Maps permission* [p. 653], and *Promote and Graduate Pending Students permission* [p. 653]—is None, Chancery SMS does not display the Year-End Processing link on the District Setup page.

Settings:

- **Edit:** The user can work with the geocode map.
- **View:** The user can view but not change the geocode map. Specifically, the user can view the number of geocodes assigned to a school entry grade(s) but not the specific geocodes.
- **None:** Same as View.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Grade Levels permission

This permission controls the user's ability to describe the 20 grade levels available.

To work with grade levels:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Grade Levels**. The Grade Levels page appears.

Dependencies: None

Settings:

- **Edit:** The user can view and change each grade level's description, state code, and state name. The user cannot change a grade level's short code or delete it.

- **View:** The user can view but not change each grade level's information
- **None:** The user cannot view the grade levels. On the District Setup page, Chancery SMS does not display the Grade Levels link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Health Examination Rule permission

This permission controls the user's ability to define health examination rules.

To work with health examination rules:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Manage Health**, click **Examination Setup**. The Examination Rules page appears.

Dependencies:

- If the setting of this permission and the Provisional Enrollments permission [p. 654] are both **None**, the user cannot view the health examination types—Chancery SMS does not display the Examination Setup link on the District Setup page.

Settings:

- **Delete:** The user can add, edit, and delete health examination rules.
- **Edit:** The user can add or change but not delete health examination rules.
- **View:** Same as **None**.
- **None:** The user can view but not change health examination types.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **View**
- District Health Professional: **Delete**

Immunization permission

This permission controls the user's ability to define scheduled immunization requirements.

To work with scheduled immunization requirements:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Manage Health**, click **Immunization Setup**. The Immunization Setup page appears.

Dependencies:

- If the setting of this permission and the Provisional Enrollments permission [p. 654] are both None, the user cannot view the immunization types—Chancery SMS does not display the Immunization Setup link on the District Setup page.

Settings:

- **Delete:** The user can add, edit, and delete immunization types.
- **Edit:** The user can add or edit but not delete immunization types.
- **View:** The user can view but not change immunization types.
- **None:** Same as View.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **View**
- District Health Professional: **Delete**

Install Customization Package permission

This permission controls the user's ability to install customization packages [p. 523].

Dependencies:

- The setting for the *Customization Builder permission* [p. 643] must be Yes.

Settings:

- **Yes:** The user can install customization packages.
- **No:** The user cannot install customization packages. On the District Setup page, Chancery SMS does not display the Install Customization Package link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**

- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Manage Schema Properties permission

This permission controls the user's ability to add, edit, and delete custom extensions and child schemas [p. 486].

Dependencies:

- The setting for the *Customization Builder permission* [p. 643] must be Yes.

Settings:

- **Yes:** The user can add, edit, and delete custom schemas.
- **No:** The user does not have access to custom schemas. On the District Setup page, Chancery SMS does not display the Manage Schemas link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Manage UI Properties permission

This permission controls the user's ability to customize the system's interface by adding, editing, and deleting custom pages, panels, and fields [p. 502].

Dependencies:

- The setting for the *Customization Builder permission* [p. 643] must be Yes.

Settings:

- **Yes:** The user can add, edit, and delete custom pages.
- **No:** The user is unable to work with custom pages. On the District Setup page, Chancery SMS does not display the Manage Pages link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**

- School Health Professional: **No**
- District Health Professional: **No**

Mid Year Transfers Preferences permission

This permission controls the user's ability to define settings for mid-year transfers, including the status codes used, how long logs are kept, and the transfer of student data from a student's former school to the new school.

To work with mid-year transfer settings:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Mid-Year Transfer**, click **Mid-Year Transfer....** The Mid-Year Transfer Preferences popup page appears.

Dependencies: None

Settings:

- **Edit:** The user can change but not delete mid-year transfer preferences.
- **View:** The user can view but not change mid-year transfer preferences.
- **None:** The user does not have access to mid-year transfer preferences. On the District Setup page, Chancery SMS does not display the Mid-Year Transfer link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Perform Year-End Processing permission

This permission controls the user's ability to run year-end processing [p. 446].

Dependencies:

- If the setting for this permission and all other permissions pertaining to year-end processing—*Geocode Maps permission* [p. 648], *Projected School Maps permission* [p. 653], and *Promote and Graduate Pending Students permission* [p. 653]—is None, Chancery SMS does not display the Year-End Processing link on the District Setup page.

Settings:

- **Yes:** The user can run year-end processing.
- **No:** The user does not have access to year-end processing.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Projected School Maps permission

This permission controls the user's ability to define a graduation grade and projected school for each of the district's schools [p. 145], information Chancery SMS uses when the user runs year-end processing [p. 446].

Dependencies:

- This permission applies only on a system where the Year-End Transfer Method is set to Projected School Map [p. 142]. (Where the Year-End Transfer Method is set to Geocode Map [p. 142], refer to the *Geocode Maps permission* [p. 648].)
- If the setting for this permission and all other permissions pertaining to year-end processing—*Geocode Maps permission* [p. 648], *District permissions* [p. 633], and *Promote and Graduate Pending Students permission* [p. 653]—is None, Chancery SMS does not display the Year-End Processing link on the District Setup page.

Settings:

- **Edit:** The user can define the graduation grade and projected school for schools.
- **View:** The user can view but not change each school's graduation grade and projected school.
- **None:** The user does not have access to graduation grade and projected school information. On the Year-End Processing page, Chancery SMS does not display the Projected Schools link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Promote and Graduate Pending Students permission

This permission controls the school-level user's ability to adjust the promotion status of a particular student [p. 447] and the district-level user's

ability to view the promotion and graduation status of a student at a district school [p. 95].

Dependencies:

- If the setting for this permission and all other permissions pertaining to year-end processing—*Geocode Maps permission* [p. 648], *District permissions* [p. 633], and *Projected School Maps permission* [p. 653]—is None, Chancery SMS does not display the Year-End Processing link on the District Setup page.

Settings:

- **Yes:** The school-level user can adjust the promotion status of a student. The district-level user can view but not change the promotion status of a district student.
- **No:** The user cannot view the promotion status of a student. On the Year-End Processing page, Chancery SMS does not display the Promote and Graduate Students link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Provisional Enrollments permission

This permission controls the user's ability to define immunization and examination compliance rules that pertain to provisional enrollment. For information about setting up provisional enrollment, refer to the *Chancery SMS Health Tracking Guide*.

To work with immunization and examination rules pertaining to provisional enrollment:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Manage Health**, click **Preferences**. The Preferences page appears displaying two sections; Immunizations and Examinations.

Dependencies: None

Settings:

- **Delete:** The user can add, edit, and delete immunization and examination rules.
- **Edit:** Same as Delete.
- **View:** The user can view but not change immunization and examination rules.

- **None:** The user does not have access to immunization and examination rules. On the District Setup page, Chancery SMS does not display the Manage Health section.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **View**
- District Health Professional: **Delete**

Transportation Setup permission

This permission controls the user's ability to apply transportation information to either a school or a program.

To work with transportation information:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Transportation School Settings**. The Transportation School Settings page appears.
 - Or click **Transportation Program Settings**. The Transportation Program Settings page appears.

Dependencies: None

Settings:

- **Edit:** The user can add or edit transportation information.
- **View:** The user can view but not change transportation information.
- **None:** The user does not have access to transportation information. On the District Setup page, Chancery SMS does not display the Transportation School Settings and Transportation Program Settings links.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Enrollment/Program Queues permissions

Permissions in this category pertain to student enrollment [p. 137]. These permissions include:

- *Appendices* [p. 533]

- *Calculate Eligibility permission* [p. 657]
- *Eligibility Summary permission* [p. 657]
- *Home Hospital Instructor Override permission* [p. 658]
- *Miles from School permission* [p. 659]
- *Program Profile - See Other Schools permission* [p. 659]
- *Program Queue - Applicants permission* [p. 660]
- *Program Queue - Manage permission* [p. 661]
- *Program Queue - Override Capacity permission* [p. 662]
- *Program Queue - Override Rank permission* [p. 662]
- *Program Queue - Override Status permission* [p. 663]
- *Program Queue - Ranking permission* [p. 664]

Apply Students to Other Locations permission

This permission control's a school-level user's ability to have a student apply for enrollment in a program [p. 82] at another district school. For further information, refer to the *Chancery SMS Program Management Guide*.

To have a student apply for a program at another district school:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Profile**. The Program Profile page appears.
- 3 From the **Actions** menu, select **Apply to Program**.

Or

- 1 Search for the student(s) [p. 36].
- 2 In the search results, select one or more students.
- 3 From the **Actions** menu, select **Apply to Program**.

Dependencies:

- For this permission to be effective, the setting for the *Program Queue - Applicants permission* [p. 660] must be Edit or Delete and the *Assign to Program permissions* [p. 687] must be Yes.
- For a user whose role's scope is at the school level [p. 232] to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can have a student apply to a program in any school in the district.
- **No:** The user can have a student apply to a program in the user's current school.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**

- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Calculate Eligibility permission

This permission controls the user's ability to calculate a student's eligibility for a program [p. 82] based on defined eligibility rules. For further information, refer to the *Chancery SMS Program Management Guide*.

To calculate a student's eligibility for a program:

- 1 On the home page, in the control bar, click **Manage Programs**. The Program Search page appears.
- 2 Select the program.
- 3 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.
- 4 Under **Queues**, in the # **Applications** column, click a number. The Manage Applicants page appears.
- 5 From the **Actions** menu, select **Calculate Eligibility....**

Dependencies:

- For this permission to be effective, the setting for the *Program Queue - Applicants permission* [p. 660] must be Edit or Delete and the *Manage Participants permission* [p. 690] must be Yes.

Settings:

- **Yes:** The user can calculate a student's eligibility for a school program.
- **No:** The user is unable to calculate a student's eligibility for a school program.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Eligibility Summary permission

This permission controls the user's ability to view a student's eligibility status for a program [p. 82]. For further information, refer to the *Chancery SMS Program Management Guide*.

To view a student's eligibility status for a program:

- 1 On the home page, in the control bar click **Manage Programs**. The Program Search page appears.

- 2 Select the program.
- 3 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.
- 4 Under **Queues**, in the **# Applications** column, click a number. The Manage Applicants page appears.
- 5 In the **Eligibility Status** column, click the link. The Eligibility Summary page appears.

Dependencies:

- For a user whose role's scope is at the school level [p. 232] to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can view a student's eligibility status for a program.
- **No:** The user is unable to view a student's eligibility status for a program.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Home Hospital Instructor Override permission

This permission controls the user's ability to, when assigning an instructor to a student in a Home Hospital program at a school, override the district-defined number of students to whom a Home Hospital Instructor can provide services to at any given time.

To assign an instructor to a student in a Home Hospital program:

- 1 Locate and view the record [p. 36] of a student who is in a Home Hospital program. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Program Profile**. The Program Profile page appears.
- 3 In the **Program** column, click the link. The Edit Program Details page appears.
- 4 In the **Actions** menu, select **Add Instructional Information**.

Dependencies: None

Settings:

- **Yes:** The user can assign a Home Hospital instructor to any number of students.

- **No:** The user can assign a Home Hospital instructor to the number of students specified by the district.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Miles from School permission

This permission controls the user's ability to set the maximum distance a student who has applied to a program can live from the location of that program. This Miles from School value can be used in eligibility rules. For further information, refer to the *Chancery SMS Program Management Guide*.

To set the distance a student can live from a program:

- 1 Locate and view the record [p. 36] of a student who is in a program. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Program Profile**. The Program Profile page appears.
- 3 In the **Program** column, click the name of a program. The Program Details page appears.

Dependencies: None

Settings:

- **Yes:** The user can set the value in the Miles from School field.
- **No:** The user can view but not change the value in the Miles from School field.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Program Profile - See Other Schools permission

This permission controls the user's ability to have a student apply to a program at any school in the district. For further information, refer to the *Chancery SMS Program Management Guide*.

To have a student apply to a program in a district school:

- 1 Locate and view the student's record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Program Profile**. The Program Profile page appears.
- 3 Select a program.
- 4 From the **Actions** menu, select **Apply to Program....**

Dependencies:

- For a user whose role's scope is at the school level [p. 232] to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can have a student apply to any program in any district school.
- **No:** The user can have a student apply to any program in the user's school.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Program Queue - Applicants permission

This permission controls the user's ability to manage program applicants, including processing program applications, assigning students to queues, ranking applicants, and placing students in programs. For further information, refer to the *Chancery SMS Program Management Guide*.

To manage program applicants:

- 1 On the home page, in the control bar, click **Manage Programs**. The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.
- 5 Under **Queues**, in the **# Applications** column, click a number. The Manage Applicants page appears.

Dependencies: None

Settings:

- **Delete:** The user can manage program applicants, including adding, editing, and deleting information.
- **Edit:** Same as Delete.

- **View:** The user can view applicant information and can move or copy applicants, calculate and override rankings, and assign an applicant to a program.
- **None:** The user is unable to view or work with program applicants.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Program Queue - Manage permission

This permission controls the user's ability to create, edit, copy, and delete applicant queues, as well as define queue eligibility rules. For further information, refer to the *Chancery SMS Program Management Guide*.

To manage program applicant queues:

- 1 On the home page, in the control bar, click **Manage Programs**. The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.

Dependencies: None

Settings:

- **Delete:** The user can add, edit, and delete program applicant queues.
- **Edit:** The user can add and edit program applicant queues.
- **View:** The user can edit program applicant queues.
- **None:** The user is unable to view or work with program applicant queues.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Program Queue - Override Capacity permission

This permission controls the user's ability to override a program applicant queue's capacity. For further information, refer to the *Chancery SMS Program Management Guide*.

To override the capacity of a program applicant queue:

- 1 On the home page, in the control bar, click **Manage Programs**.
The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.

Dependencies: None

Settings:

- **Yes:** The user can override the capacity of a program applicant queue.
- **No:** The user is unable to override the capacity of a program applicant queue.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Program Queue - Override Rank permission

This permission controls the user's ability to override a program applicant's rank in a queue. For further information, refer to the *Chancery SMS Program Management Guide*.

To override a program applicant's rank in a queue:

- 1 On the home page, in the control bar, click **Manage Programs**.
The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.
- 5 In the **# Applications** column, click the number of applicants.
The Manage Applicants page appears.
- 6 Select an applicant.
- 7 From the **Actions** menu, select **Override Rank**.

Dependencies: None

Settings:

- **Delete:** The user can override a program applicant's rank in the queue.
- **Edit:** Same as Delete.
- **View:** The user is unable to override a program applicant's rank in the queue.
- **None:** Same as View.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Program Queue - Override Status permission

This permission controls the user's ability to override a program applicant's status in the queue of applicants; for example, "Waiting", or "Denied". For further information, refer to the *Chancery SMS Program Management Guide*.

To override a program applicant's status in a queue:

- 1 On the home page, in the control bar, click **Manage Programs**. The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.
- 5 In the # **Applications** column, click the number of applicants. The Manage Applicants page appears.
- 6 Select an applicant whose **Queue status** is "Waiting" or "Denied".
- 7 From the **Actions** menu, select **Assign to Program...** A dialog appears.
- 8 Enter a reason for the override and click **OK**.

Dependencies: None

Settings:

- **Yes:** The user can override a program applicant's status in a queue.
- **No:** The user is unable to override a program applicant's status in a queue.

Default settings by base role [p. 237]:

- District Administrator: **Yes**

- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Program Queue - Ranking permission

This permission controls the user's ability to calculate a program applicant's rank in a queue. For further information, refer to the *Chancery SMS Program Management Guide*.

To calculate a program applicant's rank in a queue:

- 1 On the home page, in the control bar, click **Manage Programs**. The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.
- 5 In the # **Applications** column, click the number of applicants. The Manage Applicants page appears.
- 6 Select an applicant.
- 7 From the Actions menu, select **Calculate Rank....** The Calculate Ranks popup page appears.

Dependencies: None

Settings:

- **Delete:** The user can calculate a program applicant's rank in the queue.
- **Edit:** Same as Delete.
- **View:** The user is unable to calculate a program applicant's rank in the queue.
- **None:** Same as View.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Export permissions

Permissions in this category pertain to exporting data from a system. These permissions include:

- *Create Custom Exports permission* [p. 665]
- *Output Exports to File permission* [p. 665]
- *Schedule Exports permission* [p. 666]
- *Schedule Health Office/SETS Export permission* [p. 667]

Create Custom Exports permission

This permission controls the user's ability to edit custom exports (based on the permissions for specific exports) and create new custom exports. For more information, see the *Chancery SMS Import/Export Guide*.

To work with custom exports:

- 1 On the home page, in the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Customize Exports**. The Customize Exports page appears.

Dependencies: None

Settings:

- **Yes:** The user can add, edit, or delete custom exports.
- **No:** The user is unable to view or work with custom exports.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Output Exports to File permission

This permission control's the user's ability to specify a location on the network in which to save an export file so that it can be imported by another application. For more information, refer to the *Chancery SMS Import/Export Guide*.

To specify a location for an export file:

- 1 On the home page, in the control bar, under **ADMIN**, click **Exports**. The Exports page appears.
- 2 Click an export. The Export Options page appears.
- 3 Under **Output Options**, ensure that **Output to File** is selected.
- 4 For **File**, enter a file name.
- 5 For **Path**, specify a location on the network.

Dependencies: None

Settings:

- **Yes:** The user can select **Output to File** for an export and specify a file name and path.
- **No:** The user is unable to select **Output to File**.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Schedule Exports permission

This permission controls the user's ability to specify when Chancery SMS runs an export: immediately, once on a specific date, or on a recurring schedule. For more information, refer to the *Chancery SMS Import/Export Guide*.

To schedule an export:

- 1 On the home page, in the control bar, under **ADMIN**, click **Exports**. The Exports page appears.
- 2 Click an export. The Export Options page appears.
- 3 Under **Scheduling Options**, specify when Chancery SMS is to run the export.

Dependencies:

- For this permission to be effective for a particular export, the user's permission setting for that export must be View. To set an export's permission, on the Customize Export page, open the export for editing and go to the Permissions section.

Settings:

- **Yes:** The user can schedule an export.
- **No:** The user is unable to schedule an export.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **Yes**
- School Health Professional: **No**
- District Health Professional: **No**

Schedule Health Office/SETS Export permission

This permission controls the user's ability to export data to a file for use by HealthOffice and SETS. For more information, refer to the *Chancery SMS Import/Export Guide*.

To export data to a file for use by HealthOffice/SETS:

- 1 On the home page, in the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Schedule HealthOffice/SETS Export**.

Dependencies: None

Settings:

- **Yes:** The user can export to a file for use by HealthOffice and SETS.
- **No:** The user is unable to export to a file for use by HealthOffice and SETS.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Facilities Management permissions

Permissions in this category pertain to the setup of buildings and rooms [p. 192]. These permissions include:

- *Buildings permission* [p. 667]
- *Rooms permission* [p. 668]

Buildings permission

This permission controls the user's ability to set up a school's buildings [p. 192].

Dependencies:

- This permission applies only to a role with a school-level scope [p. 232].

Settings:

- **Delete:** The user can add, edit, or delete a school's buildings.
- **Edit:** The user can add or edit a school's buildings.
- **View:** The user can view but not change a school's buildings.
- **None:** The user is unable to view or work with a school's buildings.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**
- Teacher: **None**
- School Health Professional: **View**
- District Health Professional: **View**

Rooms permission

This permission controls the user's ability to define the rooms [p. 193] in the school's buildings.

Dependencies:

- This permission applies only to a role with a school-level scope [p. 232].
- For this permission's setting to be effective, the setting for the *Buildings permission* [p. 667] must be Delete, Edit or View, since that permission controls the user's access to the Buildings page, which contains the Rooms link.

Settings:

- **Delete:** The user can add, edit, or delete a school's rooms.
- **Edit:** The user can add or edit a school's rooms.
- **View:** The user can view but not change a school's rooms.
- **None:** The user is unable to view or work with a school's rooms.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**
- Teacher: **None**
- School Health Professional: **View**
- District Health Professional: **View**

Families permissions

Permissions in this category pertain to the recording of information about a student's family [p. 64]. These permissions include:

- *Add Families permission* [p. 668]
- *Delete Families permission* [p. 669]
- *Family Information permission* [p. 670]

Add Families permission

This permission controls the user's ability to add new families to a system [p. 64].

Dependencies:

- This permission takes effect only on a system that employs family management (which is enabled when the administrator installs Chancery SMS [p. 398]).
- For the user to view the Family Search page [p. 49], that user's setting for *Family Information permission* [p. 670] must be View or Edit.
- The user's ability to edit family information is controlled by the *Family Information permission* [p. 670].
- The user's ability to delete families is controlled by the *Delete Families permission* [p. 669].

Settings:

- **Yes:** The user can add families.
- **No:** The user is unable to add families. On the Family Search page in the Actions menu, Chancery SMS does not display the Add Family... selection.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Delete Families permission

This permission controls the user's ability to delete families from a system [p. 64].

Dependencies:

- This permission takes effect only on a system that employs family management (which is enabled when the administrator installs [p. 398]).
- The user can delete a family only if that family has no students or contacts.
- For the user to view the Family Search page [p. 49], that user's setting for *Family Information permission* [p. 670] must be View or Edit.
- The user's ability to edit family information is controlled by the *Family Information permission* [p. 670].
- The user's ability to add families is controlled by the *Add Families permission* [p. 668].

Settings:

- **Yes:** The user can delete families.

- **No:** The user cannot delete families. On the Family Search page in the Actions menu, Chancery SMS does not display the Delete Family... selection.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Family Information permission

This permission controls the user's ability to search for families in the system, and, once found, view and change information about those families.

Dependencies:

- This permission takes effect only on a system that employs family management (which is enabled when the administrator installs Chancery SMS [p. 398]).
- For a user whose role's scope is at the school level [p. 232] to view the Student Demographics page [p. 53] (on which Chancery SMS displays the Family link in the control bar), the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- This permission affects several others: *Add Families permission* [p. 668], *Delete Families permission* [p. 669], and *Assign Family permission* [p. 766].

Settings:

- **Edit:** The user can search for families and change information about them. Specifically, on the Family Overview page [p. 64], the user can change the family name and add a contact, edit relationships, add a new student to the family, and add an existing student to the family.
- **View:** The user can view but not change information about families.
- **None:** The user cannot view information about families. On a student record, in the control bar, Chancery SMS does not display a Family link. Moreover, when the user clicks Family Search in the control bar, Chancery SMS displays the message "no access".

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **View**

- District Health Professional: **View**

Gradebook permissions

Permissions in this category pertain to the use of PowerTeacher Gradebook, a web-based gradebook that enables teachers to record student grades without being connected to the Chancery SMS system. Gradebook permissions include:

- *Use PowerTeacher Gradebook permission* [p. 671]

Use PowerTeacher Gradebook permission

This permission controls the user's ability to log into PowerTeacher gradebook using the PowerTeacher Quick Link on the Home page.

Dependencies: None

Settings:

- **Yes:** Users can log into PowerTeacher by clicking the PowerTeacher Quick Link on their home page.
- **No:** The PowerTeacher Quick Link does not appear on the user's home page.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Grading permissions

Permissions in this category pertain to the assigning of grades to a student [p. 78]. These permissions include:

- *Add Grades permission* [p. 672]
- *Backfill Grades permission* [p. 672]
- *Edit Grades from Other Teachers permission* [p. 673]
- *Enter Grades for All Classes permission* [p. 673]
- *Honor Rolls permission* [p. 674]
- *Modify Grades for Completed Periods permission* [p. 675]
- *Override Calculated Grades permission* [p. 676]
- *Override Student Ranks permission* [p. 677]
- *Override/Recalculate Earned Credits permission* [p. 677]
- *Run Class Ranks permission* [p. 678]
- *Run Grade, Credit & GPA Calculations permission* [p. 679]
- *Transfer Grades and Attendance permission* [p. 680]

For permissions pertaining to grading setup, refer to [>>].

Add Grades permission

This permission controls the user's ability to add or change a student's grades [p. 80].

Dependencies:

- This permission's "No" setting supersedes all other Grading permissions.
- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grading pages.)
- For a user to change the grade of a student who is not assigned to him or her, the setting for the *Enter Grades for All Classes permission* [p. 673] and the *Edit Grades from Other Teachers permission* [p. 673] must be Yes.

Settings:

- **Yes:** The user can add or change the grade of any student.
- **No:** The user is able to view but not add or change the grade of any student.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **Yes**
- School Health Professional: **No**
- District Health Professional: **No**

Backfill Grades permission

This permission controls the user's ability to enter a student's grade for a class in a previous grading period [p. 81]; that is a grading period that occurred before the student was scheduled into the class.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grades pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can add or change a student's grade for a class in a previous grading period.
- **No:** The user is not able to view, add, or change a student's grade for a class in a previous grading period.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Edit Grades from Other Teachers permission

This permission controls the user's ability to change the grades of an elementary student where those grades were assigned by another user [p. 78]. Typically, this permission enables a teacher to work with the grades of a student that he or she does not teach.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grading pages.)
- This permission applies only to a school that employs elementary scheduling [p. 272]
- Normally, a teacher can work only with the records of students assigned to him or her. For a user to work with the record of a student for whom the user is not responsible, the setting for the *Access to All Students permission* [p. 731] must be Yes.
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can change the grade of an elementary student where that grade was assigned by another user.
- **No:** The user is unable to change the grade of an elementary student where that grade was assigned by another user.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **Yes**
- School Health Professional: **No**
- District Health Professional: **No**

Enter Grades for All Classes permission

This permission controls the user's ability to assign grades [p. 78] to a secondary student in a class for which the user is not responsible. Typically,

this permission enables a teacher to work with the grades of a student that he or she does not teach.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grading pages.)
- This permission applies only to a school that employs secondary scheduling [p. 297].
- Normally, a teacher can work only with the records of students assigned to him or her. For a user to work with the record of a student for whom the user is not responsible, the setting for the *Access to All Students permission* [p. 731] must be Yes.
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can assign a grade to a secondary student in a class for which the user is not responsible.
- **No:** The user is unable to assign a grade to a secondary student in a class for which the user is not responsible.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Honor Rolls permission

This permission controls the user's ability to assign a student to an honor roll [p. 71] and have Chancery SMS calculate the students eligible for an honor roll. For detailed information on honor rolls, refer to the *Chancery SMS Grading Setup Guide*. **Note:** The calculation of honor roles is a task associated with year-end [p. 450].

To view a student's honor roll membership:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Honor Rolls**. The Student Honor Rolls page appears.

To work with an honor roll:

- 1 In the control bar, under **ADMIN**, click **Grading**. The Grading page appears.

- 2 Under **Step 7**, click **Calculate Honor Rolls**. The Honor Rolls page appears.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the honor roll pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to set up honor rolls, refer to the *Honor Rolls Definitions permission* [p. 722].
- For the user to add a student to an honor roll for which that student is not eligible, refer to the *Override Honor Rolls permission* [p. 783].

Settings:

- **Edit:** The user can assign a student to an honor roll and have Chancery SMS calculate the students eligible for an honor roll.
- **View:** The user can view but not change honor roll membership.
- **None:** The user is unable to view honor roll membership.

Default settings by base role [p. 237]:

- District Administrator: **None**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Modify Grades for Completed Periods permission

This permission controls the user's ability to change a student's grades for a past grading period [p. 78]. For detailed information on grading periods, refer to the *Chancery SMS Grading Setup Guide*. **Note:** The recalculation of grades is a task associated with year-end [p. 450].

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grades pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can assign a grade to a student for a past grading period.

- **No:** The user is unable to assign a grade to a student for a past grading period.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Override Calculated Grades permission

This permission controls the user's ability to change a student's grade that has been calculated by Chancery SMS [p. 78]. For detailed information on calculated grades, refer to the *Chancery SMS Grading Setup Guide*. **Note:** The recalculation of grades is a task associated with year-end [p. 450].

To override a calculated grade:

- 1 In the control bar, under **Class**, click **Classes**. The Classes page appears.
- 2 Click the Grading icon for a class.
- 3 Click the Calculated Grades icon. The Override Calculated Grades dialog appears.

Or

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Grade**. The Grades page appears.
- 3 Click the Calculated Grades icon. The Override Calculated Grades dialog appears.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grade pages.)
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- The ability to have Chancery SMS calculate grades is controlled by the *Run Grade, Credit & GPA Calculations permission* [p. 679].

Settings:

- **Yes:** The user can change a student's calculated grade.
- **No:** The user is unable to change a student's calculated grade.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**

- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Override Student Ranks permission

This permission controls the user's ability to change a student's class rank (which was calculated by Chancery SMS). For detailed information on student class ranking, refer to the *Chancery SMS Grading Setup Guide*. **Note:** The calculation of class ranks is a task associated with year-end [p. 450].

To work with a student's class rank:

- 1 In the control bar, under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Under **Step 7**, click **Calculate Class Ranks**. The Calculate Class Ranks page appears.
- 3 Click the date link for one of the sets of class ranks. The Student Ranks page appears.
- 4 Click the **Stored** tab.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grading pages.)
- For the user to view calculated class ranks, the setting for the *Run Class Ranks permission* [p. 678] must be Yes.

Settings:

- **Yes:** The user can change a student's calculated class rank.
- **No:** The user can view but not change a student's calculated class rank.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Override/Recalculate Earned Credits permission

This permission controls the user's ability to override or have Chancery SMS recalculate the number of credits earned by a student for specific grade items. For detailed information on credits, refer to the *Chancery SMS Grading Setup Guide*. **Note:** The recalculation of credits is a task associated with year-end [p. 450].

To override or recalculate a student's earned credits:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Credits**. The Student Credits page appears.
- 3 In the Actions menu, click **Override/Recalculate Credits**.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the credits page.)

Settings:

- **Yes:** The user can override or have Chancery SMS recalculate a student's earned credits.
- **No:** The user can view but not change a student's calculated earned credits.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Run Class Ranks permission

This permission controls the user's ability to have Chancery SMS calculate a student's class rank by grade level. For detailed information on student class ranking, refer to the *Chancery SMS Grading Setup Guide*. **Note:** The calculation of class ranks is a task associated with year-end [p. 450].

To have Chancery SMS calculate a student's class rank:

- 1 In the control bar, under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Under **Step 7**, click **Calculate Class Ranks**. The Calculate Class Ranks page appears.
- 3 For each grade level, click **Run**.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grading pages.)

Settings:

- **Yes:** The user can have Chancery SMS calculate a student's class rank.
- **No:** The user is unable to have Chancery SMS calculate a student's class rank.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Run Grade, Credit & GPA Calculations permission

This permission controls the user's ability to have Chancery SMS calculate a student's grades, credits, and GPA. Credits and GPA pertain to a secondary school student. This permission also controls access to the calculation of grades for an elementary school student. For detailed information on such calculations, refer to the *Chancery SMS Grading Setup Guide*. **Note:** These calculations are associated with year-end [p. 450].

To run grade, credit, and GPA calculations for a secondary school student:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Grading**. The Grading page appears.
- 3 Under **Step 7**, click **Calculated Grades, Credits & GPAs**.

To run grade calculations for an elementary school student:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Grading**. The Grading page appears.
- 3 Under **Step 6**, click **Calculate Elementary Grades**.
 - Chancery SMS alerts [p. 32] the administrator when the calculation are complete or have failed, provided the administrator has subscribed [p. 32] to the "Calculate Elementary Grades" alert.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grading pages.)
- The **Calculate Elementary Grades** link appears only if the District Administrator has added the stored procedure "CALC_ELEMENTARY_GRADES". Since this stored procedure is not added to the base schema, the administrator must add it after any software upgrade [p. 413].

Settings:

- **Yes:** The user can have Chancery SMS calculate grades, credits, and GPA.
- **No:** The user is unable to have Chancery SMS calculate grades, credits, and GPAs. On the Grading page, Chancery SMS does not display the Calculated Grades, Credits & GPAs link (secondary school) or the Calculate Elementary Grades link (elementary).

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Transfer Grades and Attendance permission

This permission controls the user's ability to transfer a student's grades and attendance from one class to another. For information, refer to the *Chancery SMS Transferring Grades and Attendance Technical Bulletin*.

Note: Since this ability is needed only temporarily, the setting for this permission is typically No for all users.

To transfer a student's grades and attendance:

- 1 Working in the Active Calendar, locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Schedule**. The Student Schedule page appears.
- 3 In the **Actions** menu, click **View Change History**. The Change History page appears.
- 4 In the **Actions** menu, click **Transfer Grades**.

Dependencies:

- This permission applies to a role with a school-level scope [p. 232]. (A role with district-level scope is unable to view the grading pages.)
- This permission applies only to a user working in the Active Calendar [p. 161].
- For this permission to take effect, the setting for the *Edit Student Schedules permission* [p. 776] must be Yes.
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can transfer a student's grades and attendance.
- **No:** The user is unable to transfer a student's grades and attendance. On the Change History page, in the Actions menu, Chancery SMS does not display the Transfer Grades selection.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**

- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Import permissions

Permissions in this category pertain to importing data into a system. These permissions include:

- *Import Address Ranges permission* [p. 681]
- *Import Custom Student Data permission* [p. 682]
- *Import Student Demographics permission* [p. 683]
- *Import Student Test Scores permission* [p. 684]
- *Schedule Import permission* [p. 684]
- *Template Editor permission* [p. 686]

Import Address Ranges permission

This permission controls the user's ability to import address ranges for use in address validation. For detailed information about importing, refer the *Chancery SMS Import/Export Guide*. For information about address validation, refer to the *Chancery SMS cTools Guide*.

To import address ranges:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Schedule Import**. The Schedule Import page appears.

Dependencies:

- For control of the user's ability to create a template for address ranges, refer to the *Template Editor permission* [p. 686].
- For control of the user's the ability to schedule an import, refer to the *Schedule Import permission* [p. 684].

Settings:

- **Yes:** The user can import address ranges.
- **No:** The user cannot import address ranges. On the Schedule Import page, the user can schedule the import and Chancery SMS will complete it on schedule however Chancery SMS will report errors—in the error log, Chancery SMS will record that the user did not have permission to perform the import.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**

- District Health Professional: **No**

Import Custom Student Data permission

This permission controls the user's ability to import information into some custom fields created using Custom Data Management (Student Data) in cTools [p. 469], specifically into custom multi-select lists, custom repeating groups, or custom chronological groups.

This permission does not control the ability to import all types of custom data:

- The *Import Student Demographics permission* [p. 683] control's the user's ability to import data into custom Basic tables.
- The *Schedule Import permission* [p. 684] control the user's ability to import data into custom fields created using cTools.
- The *Template Editor permission* [p. 686] controls the user's ability to create a template for custom student data.

For information about importing, refer the *Chancery SMS Import/Export Guide*. For information about Custom Data Management, refer to the *Chancery SMS cTools Guide*.

To import custom data:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Import...**. The Chancery SMS Import popup page appears/
- 3 Click **Start Import Wizard**. The Introduction page appears.
- 4 On the Introduction page, click **Next**. The Import File and Template page appears.
- 5 In the **Select Import Template** list, select a template.

Dependencies:

- If the setting for the *Import Student Demographics permission* [p. 683] and the *Import Student Test Scores permission* [p. 684] is **No**, Chancery SMS display a "no access" message displays when the user clicks **Import...** on the District Setup page.

Settings:

- **Yes:** The user can import data into custom multi-select lists, custom repeating groups, or custom chronological groups. On the Import File and Template page, in the Select Import Template list, Chancery SMS lists "Student Multi-select", "CDM Student Repeating Group", and "CDM Student Chronological".
- **No:** The user cannot import data into custom multi-select lists, custom repeating groups, or custom chronological groups.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**

- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Import Student Demographics permission

This permission controls the user's ability to import district student data, specifically demographic information.

This permission does not control the ability to import all types of student data:

- The *Schedule Import permission* [p. 684] control the user's ability to school-specific student data.
- The *Template Editor permission* [p. 686] controls the user's ability to create a template for custom student data.

For information about importing, refer the *Chancery SMS Import/Export Guide*.

To import student demographics data:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Import...**. The Chancery SMS Import popup page appears.
- 3 Click **Start Import Wizard**. The Introduction page appears.
- 4 On the Introduction page, click **Next**. The Import File and Template page appears.
- 5 In the **Select Import Template** list, select the template "Student Demographics".

Dependencies:

- If the setting for the *Import Student Test Scores permission* [p. 684] and the *Import Custom Student Data permission* [p. 682] is **No**, Chancery SMS display a "no access" message displays when the user clicks **Import...** on the District Setup page.

Settings:

- **Yes:** The user can import student demographic data. On the Import File and Template page, in the Select Import Template list, Chancery SMS lists "Student Demographics".
- **No:** The user cannot import student demographics data.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Import Student Test Scores permission

On a system that employs the legacy version of the Test Scores module, this permission controls the user ability to import test data, specifically test scores.

This permission does not control the ability to import all types of student data. The *Template Editor permission* [p. 686] controls the user's ability to create a template for student test scores. For information about importing, refer the *Chancery SMS Import/Export Guide*.

To import student test scores:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Import...**. The Chancery SMS Import popup page appears/
- 3 Click **Start Import Wizard**. The Introduction page appears.
- 4 On the Introduction page, click **Next**. The Import File and Template page appears.
- 5 In the **Select Import Template** list, select the template "Student Test Scores".

Dependencies:

- This permission takes effect only when the administrator has enabled legacy tests functionality on the District Preferences page.
- If the setting for the *Import Student Demographics permission* [p. 683] and the *Import Custom Student Data permission* [p. 682] is No, Chancery SMS display a "no access" message displays when the user clicks **Import...** on the District Setup page.

Settings:

- **Yes:** The user can import student test scores.
- **No:** The user cannot import student test scores.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Schedule Import permission

This permission controls the user's ability to schedule the importing of data for the following record types:

- Setup Lists
- School Students
- Student Contacts

- District Courses
- Facility Buildings
- Facility Rooms
- Historical Years
- Historical Courses
- Historical Course Bins
- Staff
- Class Schedules
- Student Schedules
- Student Course Requests
- Address Ranges
- Student Test Results
- Historical Graduation Information

To import other types of student data, refer to the following permissions:

- The *Import Student Demographics permission* [p. 683] controls the user's ability to import student demographic information.
- The *Import Custom Student Data permission* [p. 682] controls the user's ability to import custom data.
- The *Import Student Test Scores permission* [p. 684] controls the user's ability to import test scores.
- The *Import Address Ranges permission* [p. 681] controls the user's ability to create an import template for custom student data.
- The *Template Editor permission* [p. 686] controls the user's ability to create an import template for student test scores.

For information about importing, refer the *Chancery SMS Import/Export Guide*.

To schedule a data import:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Schedule Import**. The Schedule Import page appears.

Dependencies: None

Settings:

- **Yes:** The user can schedule the importing of student data and delete scheduled imports.
- **No:** The user cannot schedule the importing of student data. On the District Setup page, if the user clicks **Schedule Import**, Chancery SMS displays a "no access" message.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**

- School Health Professional: **No**
- District Health Professional: **No**

Template Editor permission

This permission controls the user's ability to use the Template Editor to create templates for importing data into a system. The Template Editor is an application that runs on the Chancery SMS web server.

This permission does not differentiate between user roles. When this permission's setting is Yes for a user, and that user has more than one role, the user can create a template in any one his or her roles.

For information about the Template Editor, refer the *Chancery SMS Import/Export Guide*.

To work with the Template Editor:

- 1 Sign in to the Chancery SMS web server.
- 2 In the **Start** menu, select **Programs > Chancery Software > Chancery SMS > Template Editor**. The Chancery SMS ACSII Template Editor Log On dialog appears.
- 3 Enter the user name and password created when Chancery SMS was installed. The Template Editor opens.

Dependencies: None

Settings:

- **Yes:** The user can use the Template Editor to create templates for importing data into a system.
- **No:** The user does not have access to the Template Editor.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Program Category permissions

Permissions in this category pertain to managing applicants to programs and setting up programs [p. 82]. These permissions include:

- *Assign to Program permissions* [p. 687]
- *Assign to Program - Override Eligibility permission* [p. 688]
- *District Program Setup permission* [p. 689]
- *Manage Participants permission* [p. 690]
- *Remove from Program permission* [p. 691]
- *School Program Setup permission* [p. 692]

Assign to Program permissions

This permission controls the user's ability to place a program applicant in a program [p. 82] of a specific category. Chancery SMS provides one permission for each of the following program categories:

- Academic Enhancement
- After School Academic
- After School Athletics
- Early Childhood Education
- English Language Learners
- Free & Reduced Meals
- Gifted and Talented
- Home Hospital
- Homeless
- Migrant Status
- Out of District Placement
- Special Services
- Transportation
- <any user-created program category>

For further information, refer to the *Chancery SMS Program Management Guide*.

To place a program applicant in a program of a specific category:

- 1 On the home page, in the control bar under **SCHOOL**, click **Manage Programs**. The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.
- 5 In the # **Applications** column, click the number of applicants. The Manage Applicants page appears.
- 6 Select an applicant.
- 7 From the **Actions** menu, select **Assign to Program**.

Dependencies: None

Settings:

- **Yes:** The user can assign a program applicant to a program of the specified category.
- **No:** The user is unable to assign a program applicant to a program of the specified category.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**

- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Assign to Program - Override Eligibility permission

This permission controls the user's ability to override the eligibility calculations for an applicant to a program [p. 82] of a specific category, that is, make an ineligible applicant eligible. Chancery SMS provides one permission for each of the following program categories:

- Academic Enhancement
- After School Academic
- After School Athletics
- Early Childhood Education
- English Language Learners
- Free & Reduced Meals
- Gifted and Talented
- Home Hospital
- Homeless
- Migrant Status
- Out of District Placement
- Special Services
- Transportation
- <any user-created program category>

For further information, refer to the *Chancery SMS Program Management Guide*.

To make an ineligible applicant eligible for a program of a specific category [SA¹]:

- 1 On the home page, in the control bar under **SCHOOL**, click **Manage Programs**. The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Queues and Applicants**. The Manage Queues page appears.
- 5 In the # **Applications** column, click the number of applicants. The Manage Applicants page appears.
- 6 Select an ineligible applicant.
- 7 From the **Actions** menu, select **Assign to Program**. A dialog appears.
- 8 Enter an override reason and click **OK**.

Dependencies: None

Settings:

¹You can do this if your role is School Administrator.

- **Yes:** The user can make an ineligible applicant eligible for a program of the specific category.
- **No:** The user is unable to make an ineligible applicant eligible for a program of the specific category.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

District Program Setup permission

This permission controls the user's ability to set up a program [p. 82] of a specific category for use across the district. Chancery SMS provides one permission for each of the following program categories:

- Academic Enhancement
- After School Academic
- After School Athletics
- Early Childhood Education
- English Language Learners
- Free & Reduced Meals
- Gifted and Talented
- Home Hospital
- Homeless
- Migrant Status
- Out of District Placement
- Special Services
- Transportation
- <any user-created program category>

For further information, refer to the *Chancery SMS Program Management Guide*.

To set up a program of a specific category [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Program Management**, click **Program Setup**. The Program Setup page appears.
- 3 From the **Actions** menu, select **Add Program Setup....**

Dependencies: None

Settings:

¹You can do this if your role is District Administrator.

- **Delete:** The user can add a program setup of the specified category
- **Edit:** Same as Delete
- **View:** The user is unable to add a program setup of the specified category
- **None:** Same as View

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Manage Participants permission

This permission controls the user's ability to manage the participants of a program [p. 82] of a specific category, including removing participants, calculating eligibility, and managing applicants. Chancery SMS provides one permission for each of the following program categories:

- Academic Enhancement
- After School Academic
- After School Athletics
- Early Childhood Education
- English Language Learners
- Free & Reduced Meals
- Gifted and Talented
- Home Hospital
- Homeless
- Migrant Status
- Out of District Placement
- Special Services
- Transportation
- <any user-created program category>

For further information, refer to the *Chancery SMS Program Management Guide*.

To manage the participants of a program of a specific category [DA¹]:

- 1 On the home page, in the control bar under **SCHOOL**, click **Manage Programs**. The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.

¹You can do this if your role is District Administrator.

- 4 From the Actions menu, select **Manage Participants**. The Manage Participants page appears.

Dependencies: None

Settings:

- **Delete:** The user can remove participants from a program of the specified category and calculate a participant's eligibility.
- **Edit:** The user can calculate a participant's eligibility.
- **View:** The user can view but not remove participants of a program of the specified category.
- **None:** The user is unable to manage participants of a program of the specified category.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Remove from Program permission

This permission controls the user's ability to remove participants from a program [p. 82] of a specific category. Chancery SMS provides one permission for each of the following program categories:

- Academic Enhancement
- After School Academic
- After School Athletics
- Early Childhood Education
- English Language Learners
- Free & Reduced Meals
- Gifted and Talented
- Home Hospital
- Homeless
- Migrant Status
- Out of District Placement
- Special Services
- Transportation
- <any user-created program category>

For further information, refer to the *Chancery SMS Program Management Guide*.

To remove a participant of a program of a specific category

]:

- 1 On the home page, in the control bar under **SCHOOL**, click **Manage Programs**. The Program Search page appears.
- 2 Search for the program.
 - Or click **Display All Records**.
- 3 Select the program.
- 4 From the Actions menu, select **Manage Participants**. The Manage Participants page appears.
- 5 Select a participant.
- 6 From the **Actions** menu, select **Remove from Program...**

Dependencies:

- For this permission to be effective, the setting for the *Manage Participants permission* [p. 690] must be Delete.

Settings:

- **Yes:** The user can remove participants from a program of the specified category.
- **No:** The user is unable to remove participants from a program of the specified category.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

School Program Setup permission

This permission controls the user's ability to set up a program [p. 82] of a specific category for use in a school. Chancery SMS provides one permission for each of the following program categories:

- Academic Enhancement
- After School Academic
- After School Athletics
- Early Childhood Education
- English Language Learners
- Free & Reduced Meals
- Gifted and Talented
- Home Hospital
- Homeless
- Migrant Status
- Out of District Placement

¹You can do this if your role is District Administrator.

- Special Services
- Transportation
- <any user-created program category>

For further information, refer to the *Chancery SMS Program Management Guide*.

To set up a program of a specific category for a school [SA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **Program Management**, click **Program Setup**. The Program Setup page appears.
- 3 From the **Actions** menu, select **Add Program Setup....**

Dependencies: None

Settings:

- **Delete:** The user can add and change a program setup of the specified category to the school, and delete a program setup.
- **Edit:** The user can add and change a program setup of the specified category to the school.
- **View:** The user can view but not change a program setup of the specified category to the school.
- **None:** The user is unable to work with a program setup of the specified category to the school or view its sessions.

Default settings by base role [p. 237]:

- District Administrator: **View**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Reporting permissions

Permissions in this category pertain to generating reports from information stored in the system [p. 109]. These permissions include:

- *Create Custom Reports permission* [p. 694]
- *Grid Print (Landscape-Legal) permission* [p. 694]
- *Output Reports to File permission* [p. 695]
- *Print Official Report Card permission* [p. 695]
- *<Report> permission* [p. 696]
- *Schedule Reports permission* [p. 701]

¹You can do this if your role is School Administrator.

Create Custom Reports permission

This permission enables the user to edit a report or create a new custom report [p. 122]. **Note:** For each custom report created by a user, Chancery SMS makes available a permission of the same name see *<Report> permission* [p. 696] to enable the District Administrator control access to that report.

Dependencies:

- For a user to edit a report, the user's setting for that report's permission [p. 696] must be Edit or Delete.

Settings:

- **Yes:** The user can edit a report or create a new custom report.
- **No:** The user is unable to edit a report or create a new custom report. On the School Setup and District Setup pages, Chancery SMS does not display any links to report customization.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **Yes**
- District Health Professional: **Yes**

Grid Print (Landscape-Legal) permission

This permission controls the user's ability to use a Grid Print template when creating a custom report.

Dependencies: None

Settings:

- **Edit:** The user can use a Grid Print template when creating a custom report.
- **View:** The user is unable to use a Grid Print template when creating a custom report.
- **None:** Same as View.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Output Reports to File permission

This permission controls the user's ability to, when running a report, use the "Output to file" option to send the report results to a file see *Report results* [p. 118].

Dependencies:

- For a user to set a report's output options, the user's setting for that report's permission [p. 696] must be Edit or Delete.

Settings:

- **Yes:** The user can output a report's results to a file.
- **No:** The user is unable to output a report's results to a file.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **Yes**

Print Official Report Card permission

This permission controls the user's ability to print official report cards [*Elementary Report Card* p.598] [*Secondary Report Card* p.600] [*Secondary Report Card* p.600]. An unofficial report card is printed with the watermark "Unofficial". For more information about report cards, refer to the *Chancery SMS Grading Setup Guide*.

Dependencies:

- For the "Print official report card" option to be available to the user, the setting for the *Room Schedule* [p. 573] must be Edit or Delete.
- For the "Print official report card" option to be available to the user, the setting for the report card's *<Report> permission* [p. 696] must be Edit or Delete.

Settings:

- **Yes:** The user can print an official report card.
- **No:** The user can print only an unofficial version of a report card.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**

- District Health Professional: **No**

<Report> permission

This permission controls the user's ability to run, change, or delete a report [p. 109]. The District Administrator can set this permission separately for each report in the system see *Chancery SMS Report Package reports* [p. 533] see *Chancery SMS built-in reports* [p. 592].

Dependencies:

- For the user to view the Customize Reports, District Report List, and School Report List pages, the setting for the *Create Custom Reports permission* [p. 694] must be Yes.

Settings:

- **Delete:** The user is able to run, change, or delete the report. **Note:** The user cannot delete a built-in report [p. 592].
- **Edit:** The user is able to run the report and to change it.
- **View:** The user is able to run the report but not change or delete it. Chancery SMS does not display the report on the Customize Reports, District Report List, and School Report List pages.
- **None:** The user does not have access to the report. Chancery SMS disables the link to the report on School Reports or District Reports page as well as in the Reports menu on relevant pages. Chancery SMS does not display the report on the Customize Reports, District Report List, and School Report List pages.

Table 87: Reports: Default permission settings by base role [p. 237]

Report Name	Cross ref.	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Prof.	District Health Prof.
ADA/ADM Summary Report	[p. 588]	Edit	Edit	Edit	View	None	None	None
Address Out of Zone Report (District)	[p. 533]	Edit	View	View	View	None	None	None
Address Out of Zone Report (School)	[p. 533]	Edit	View	View	View	None	None	None
Age Breakdown Summary Report	[p. 610]	Edit	Edit	Edit	View	View	View	None
Attendance Exceptions Student List Report	[p. 597]	None	Edit	Edit	Edit	View	None	None
Daily Attendance Phone Register	[p. 597]	Edit	Edit	Edit	View	View	None	View
Award Certificate	[p. 601]	Edit	Edit	Edit	View	View	None	None

Report Name	Cross ref.	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Prof.	District Health Prof.
Student Behavior Summary	[p. 592]	Edit	Edit	Edit	View	None	None	None
Chancery SMS List of Reports	[p. 533]	Edit	Edit	Edit	View	None	Edit	Edit
Class Add/Drop	[p. 557]	Edit	Edit	Edit	View	View	Edit	Edit
Class Listing (Elementary)	[p. 558]	Edit	Edit	Edit	View	View	Edit	Edit
Class Roster	[p. 558]	Edit	Edit	Edit	None	None	None	None
Class Roster Monthly	[p. 559]	Edit	Edit	Edit	None	None	None	None
Class Roster Weekly	[p. 560]	Edit	Edit	Edit	None	None	None	None
Class Schedule Log	[p. 561]	Edit	Edit	Edit	None	None	None	None
Contact Mailing Labels	[p. 602]	Edit	Edit	Edit	View	View	View	View
Contacts Roster	[p. 561]	Edit	Edit	Edit	View	View	Edit	Edit
Course Catalog by Name	[p. 562]	Edit	Edit	Edit	None	None	None	None
Course Catalog by Number	[p. 563]	Edit	Edit	Edit	None	None	None	None
Course Request Tally By Term By Dept	[p. 568]	Edit	Edit	Edit	None	None	None	None
Course Request List	[p. 564]	Edit	Edit	Edit	None	None	None	None
Course Request Rule Violations	[p. 565]	Edit	Edit	Edit	None	None	None	None
Course Request Tally	[p. 566]	Edit	Edit	Edit	None	None	None	None
Course Request Tally by Grade	[p. 567]	Edit	Edit	Edit	None	None	None	None
Course Request Tally by Term	[p. 567]	Edit	Edit	Edit	None	None	None	None
Course Request Verification	[p. 569]	Edit	Edit	Edit	None	None	None	None
Cumulative GPA	[p.	Edit	Edit	Edit	View	View	Edit	Edit

Report Name	Cross ref.	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Prof.	District Health Prof.
	541]							
Daily Absence By Period	[p. 534]	Delete	Delete	Delete	View	None	None	None
Daily Absence by Attendance Code	[p. 535]	Edit	Edit	Edit	View	View	Edit	Edit
Daily Attendance Summary	[p. 611]	None	Edit	Edit	View	View	None	None
Discipline Profile	[p. 586]	Edit	View	View	None	None	View	Edit
Elementary Progress	[p. 597]	Edit	Edit	Edit	View	View	None	None
Elementary Report Card	[p. 598]	Edit	Edit	Edit	View	View	None	None
Failing Grades Report (Secondary)	[p. 541]	None	Edit	Edit	View	None	None	None
Full Time Equivalent Summary	[p. 569]	Edit	Edit	Edit	None	None	None	None
Ethnicity by School and Grade	[p. 612]	Edit	Edit	Edit	View	None	None	None
Grades Verification	[p. 542]	Edit	Edit	Edit	View	View	Edit	Edit
Home Language Summary	[p. 613]	Edit	Edit	Edit	View	View	View	None
Homeroom Roster Emergency Contacts	[p. 603]	None	Edit	Edit	View	View	None	None
Homeroom Roster by Gender	[p. 604]	None	Edit	Edit	View	View	None	None
Homeroom Roster	[p. 605]	Edit	Edit	Edit	View	View	None	None
Honor Roll	[p. 543]	Edit	Edit	Edit	View	None	Edit	Edit
Immunization Delinquency Letter	[p. 551]	Delete	View	View	None	None	View	Delete
Immunization Next Due Report	[p. 551]	Delete	View	View	None	None	View	Delete
Immunization Non-Compliance Report	[p. 552]	Delete	View	View	None	None	View	Delete
Interval Attendance Report		Edit	Edit	Edit	View	View	None	None

Report Name	Cross ref.	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Prof.	District Health Prof.
Load Students Log	[p. 570]	Edit	Edit	Edit	None	None	None	None
Master Schedule	[p. 570]	Edit	Edit	Edit	None	None	None	None
Master Schedule by Meeting Pattern	[p. 571]	Edit	Edit	Edit	None	None	None	None
Missing Grades Report (Elementary)	[p. 544]	None	Edit	Edit	View	View	None	None
Missing Grades Report (Secondary)	[p. 545]	None	Edit	Edit	View	View	None	None
Open Seats Summary	[p. 571]	Edit	Edit	Edit	None	None	None	None
Period Attendance	[p. 535]	None	Edit	Edit	View	None	None	None
Room Matrix by Day Period	[p. 572]	Edit	Edit	Edit	None	None	None	None
Room Schedule	[p. 573]	Edit	Edit	Edit	None	None	None	None
Room Schedule Matrix	[p. 574]	Edit	Edit	Edit	None	None	None	None
Scheduling Configuration	[p. 574]	Edit	Edit	Edit	None	None	None	None
Scheduling Performance Statistics	[p. 575]	Edit	Edit	Edit	None	None	None	None
Scheduling Pre-check Builder	[p. 576]	Edit	Edit	Edit	None	None	None	None
Scheduling Pre-check Loader	[p. 577]	Edit	Edit	Edit	View	None	Edit	Edit
School Calendar List	[p. 594]	None	Edit	Edit	View	View	View	None
School Conversion Log	[p. 595]	Edit	Edit	Edit	View	View	None	None
Secondary Progress	[p. 599]	Edit	Edit	Edit	View	None	None	None
Secondary Report Card	[p. 600]	Edit	Edit	Edit	View	None	None	None
Security Audit Summary	[p. 596]	Edit	Edit	Edit	View	View	None	None
Specific Grades Report	[p.	None	Edit	Edit	View	None	None	None

Report Name	Cross ref.	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Prof.	District Health Prof.
(Secondary)	[547]							
Student Birthday List	[p. 606]	None	Edit	Edit	View	View	View	None
Student Change History	[p. 595]	Edit	Edit	Edit	View	None	None	None
Student Cumulative Attendance	[p. 537]	Edit	Edit	Edit	View	View	None	None
Student Directory	[p. 606]	Edit	Edit	Edit	View	View	View	View
Student Graduation Status	[p. 614]	View	Edit	Edit	View	View	None	None
Student Health Condition Report	[p. 552]	Delete	View	View	None	None	View	Delete
Student Immunization History	[p. 553]	Delete	View	View	None	None	View	Delete
Student List	[p. 607]	Edit	Edit	Edit	View	None	View	View
Student Mailing Labels	[p. 608]	Edit	Edit	Edit	View	View	View	View
Student Medical	[p. 609]	Edit	Edit	Edit	View	None	Edit	Delete
Student Schedule	[p. 579]	Edit	Edit	Edit	View	None	None	None
Student Schedule (Elementary)	[p. 578]	Edit	Edit	Edit	View	View	Edit	Edit
Student Schedule Matrix	[p. 580]	Edit	Edit	Edit	None	None	None	None
Student Schedule Matrix (Elementary)	[p. 579]	Edit	Edit	Edit	View	View	Edit	Edit
Student Schedule Load Summary	[p. 581]	Edit	Edit	Edit	None	None	None	None
Student Test History Report	[p. 589]	Edit	View	View	View	View	View	Edit
Student Test Profile	[p. 589]	Edit	Edit	Edit	View	View	Edit	Edit
Student Transcript by Subject Area	[p. 548]	Edit	View	View	View	None	None	None
Student Transcript by Year	[p. 549]	Edit	View	View	View	None	None	None

Report Name	Cross ref.	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Prof.	District Health Prof.
Teacher Attendance Verification	[p. 538]	Delete	Delete	Delete	View	None	None	None
Teacher Schedule Matrix	[p. 582]	Edit	Edit	Edit	None	None	None	None
Teacher Matrix by Day Period	[p. 583]	Edit	Edit	Edit	None	None	None	None
Teacher Schedule	[p. 582]	Edit	Edit	Edit	None	None	None	None
Teacher Schedule Matrix	[p. 582]	Edit	Edit	Edit	None	None	None	None
Test Scores Below Minimum Requirements	[p. 590]	Edit	View	View	View	View	View	Edit
Test Session Details	[p. 590]	Edit	View	View	View	View	View	Edit
Test Session Summary	[p. 591]	Edit	View	View	View	View	View	Edit
Unscheduled Rooms	[p. 584]	Edit	Edit	Edit	None	None	None	None
Unscheduled Student Analysis	[p. 584]	Edit	Edit	Edit	None	None	None	None
Unscheduled Students	[p. 585]	Edit	Edit	Edit	None	None	None	None
Unscheduled Teachers	[p. 586]	Edit	Edit	Edit	None	None	None	None
Unsubmitted Attendance	[p. 540]	Delete	Delete	Delete	View	None	None	None
Unsubmitted Attendance by Period	[p. 539]	Delete	Delete	Delete	View	None	None	None
Unsubmitted Attendance by Teacher	[p. 540]	Delete	Delete	Delete	View	None	None	None

Schedule Reports permission

This permission controls the user's ability to schedule Chancery SMS to run a report [see p.113].

Dependencies:

- For a user to schedule Chancery SMS to run a report, the user's setting for that report's permission [p. 696] must be View, Edit, or Delete.

Settings:

- **Yes:** The user can schedule Chancery SMS to run a report.

- **No:** The user is unable to schedule Chancery SMS to run a report. On the Report Options page, Chancery SMS does not display Schedule Options.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **Yes**
- School Health Professional: **Yes**
- District Health Professional: **Yes**

School Setup permissions

Permissions in this category pertain to setting up a school [p. 161]. These permissions include:

- *Alert Setup permission* [p. 703]
- *Assign Classes permission* [p. 703]
- *Assign Course Requests permission* [p. 704]
- *Attendance Calc Sample Method permission* [p. 705]
- *Attendance Code Setup List permission* [p. 706]
- *Attendance Exception Rules permission* [p. 706]
- *Attendance Rules for Credit Calculations (School) permission* [p. 708]
- *Award Setup permission* [p. 708]
- *Calendar Day Exceptions permission* [p. 709]
- *Change Planning Schedule permission* [p. 709]
- *Class Ranks permission* [p. 710]
- *Classes permission* [p. 710]
- *Clear Attendance permission* [p. 711]
- *Course Grade Items permission* [p. 712]
- *Daily Attendance Calculation Method permission* [p. 712]
- *Daily Attendance Occurrence Method permission* [p. 713]
- *Day Type Setup List permission* [p. 714]
- *Define Constraints - School permission* [p. 714]
- *Define Progress Report Periods permission* [p. 715]
- *Define Report Card Periods permission* [p. 716]
- *Define School Calendar permission* [p. 716]
- *GPA Definitions permission* [p. 718]
- *Grade Calculations permission* [p. 718]
- *Grade Items permission* [p. 719]
- *Grade Level Setup List permission* [p. 719]
- *Grading Period Sets permission* [p. 720]
- *Grading Tables permission* [p. 721]
- *Homerooms permission* [p. 722]

- *Honor Rolls Definitions permission* [p. 722]
- *Online course request setup* [p. 723]
- *Override Constraints permission* [p. 724]
- *Purge Audit Log permission* [p. 724]
- *Room Schedule* [p. 573]
- *Resource Services permission* [p. 726]
- *Secondary Scheduling Setup permission* [p. 726]
- *Secondary Scheduling Structure Setup permission* [p. 727]
- *Standard Comments permission* [p. 728]
- *Subject Framework/Course Catalog permission* [p. 729]
- *Subject Scheduling permission* [p. 730]
- *View Audit Log permission* [p. 731]

Alert Setup permission

This permission controls the user's ability to adjust alerts for school staff see *Alert definitions* [p. 34].

Dependencies:

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can adjust alerts for school staff.
- **Edit:** The same as Delete.
- **View:** The user is unable to adjust alerts for school staff. On the School Setup page, Chancery SMS does not display the Alerts link.
- **None:** The same as View.

Default settings by base role [p. 237]:

- District Administrator: **View**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **View**
- District Health Professional: **None**

Assign Classes permission

This permission controls the user's ability to assign classes to a student [p. 270].

To assign a class to a student:

- 1 Conduct a student search [p. 36].
- 2 Select one or more students.
- 3 In the **Actions** menu click **Assign > Classes**.

Or

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Schedule**. The Student Schedule page appears.
- 3 Click **Add Class**.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- To assign classes to a student, the setting for both this permission and the *Edit Student Schedules permission* [p. 776] must be Yes.
- If the setting for the *Edit Student Schedules permission* [p. 776] is Yes and this permission is No, the user can assign classes to a student only using the Student Schedule page [p. 66].

Settings:

- **Yes:** The user can assign classes to a student.
- **No:** The user is unable to assign classes to a student.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Assign Course Requests permission

This permission controls the user's ability to make a course request for a student [p. 329].

To make a course request for a student:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Schedule**. The Student Schedule page appears.
- 3 Under the **Course Requests** tab, find and add courses to the list of requests.

To make a course request for one or more students:

- 1 On the task bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 6**, click **Load Students**. The Load Students page appears.
- 3 Conduct a student search [p. 36] and select one or more students.

- 4 In the **Actions** menu click **Assign > Course Requests**. The Assign Requests page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- To assign classes to a student, the setting for both this permission and the *Edit Student Schedules permission* [p. 776] must be Yes.
- If the setting for the *Edit Student Schedules permission* [p. 776] is Yes and this permission is No, the user can request a course for a student only using the Student Schedule page [p. 66].

Settings:

- **Yes:** The user can make a course request for a student.
- **No:** The user is unable to make a course request for a student.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Attendance Calc Sample Method permission

This permission controls the user's ability to adjust the Sample Method rules that enable Chancery SMS to calculate each student's daily attendance code each day [p. 183].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission applies only at a school where Chancery SMS uses the Sample Method see *Choosing a daily attendance code calculation method* [p. 182] to calculate daily attendance codes.
- For this permission to be effective, the setting for the *Daily Attendance Calculation Method permission* [p. 712] must be Edit or Delete.

Settings:

- **Delete:** The user can add, edit, and delete attendance code rules for the Sample Method.
- **Edit:** The user can add and edit attendance code rules for the Sample Method but cannot delete them.
- **View:** The user view but not change attendance code rules for the Sample Method.

- **None:** The user is unable to view attendance code rules for the Sample Method.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Attendance Code Setup List permission

This permission controls the user's ability to set up and change attendance codes used for taking attendance at a school see *Setting up school attendance codes* [p. 177].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, and delete a school's attendance codes.
- **Edit:** The user can add and edit a school's attendance codes but cannot delete them.
- **View:** The user view but not change a school's attendance codes.
- **None:** The user is unable to edit a school's attendance codes.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Attendance Exception Rules permission

This permission controls the user's ability to set up how Chancery SMS alerts a school's users to attendance exceptions (an unusual attendance pattern that merits appropriate action) see *Setting up attendance exception rules* [p. 187].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, and delete attendance exception rules for a school.
- **Edit:** The user can add and edit, but not delete, attendance exception rules for a school.
- **View:** The user view but not change attendance exception rules for a school.
- **None:** The user is unable to edit attendance exception rules for a school.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Attendance General Settings permission

This permission controls the user's ability to specify a school's general settings for scheduling, attendance, and student behavior see *Attendance setup* [p. 172]. The user works with these settings on the General Settings page.

To work with a school's general settings:

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **General Settings**. The General Settings page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Yes:** The user can specify a school's general settings.
- **No:** The user can view but not change a school's general settings.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Attendance Rules for Credit Calculations (School) permission

This permission controls the user's ability to set rules that enable Chancery SMS to deny credit to a student whose attendance record is substandard see *Setting up an attendance rule for credit calculations* [p. 189]. The user works with such rules on Attendance Rules for Credit Calculations page.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can set rules that enable Chancery SMS to deny credit to a student whose attendance record is substandard.
- **Edit:** Same as Delete.
- **View:** The user can view but not change the rules.
- **None:** The user is unable to view or work with the rules.

Default settings by base role [p. 237]:

- District Administrator: **View**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Award Setup permission

This permission controls the user's ability to set up an award for granting to a school's students [p. 206]. The user's ability to determine which students receive an award is controlled by the *Awards permission* [p. 768].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, or delete awards.
- **Edit:** The user can add, or edit, but not delete, awards.
- **View:** The user view but not change awards.
- **None:** The user is unable to view or work with awards.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**

- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Calendar Day Exceptions permission

This permission controls the user's ability to assign an exception day to a date in the school calendar [p. 170], such as holidays or professional development day.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, or delete exception day assignments.
- **Edit:** The user can add, or edit, but not delete, exception day assignments.
- **View:** The user view but not change exception day assignments.
- **None:** The user is unable to view or work with exception day assignments.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Change Planning Schedule permission

This permission controls the user's ability to switch the planning schedule in the Planning Calendar and (in a secondary school) work with one or more planning schedules. **Caution:** Creating and switching planning schedules affects student course requests. For information about planning schedules, refer to the *Chancery SMS Scheduling Guide*.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission applies only to a school's Planning Calendar (only one schedule is permitted in the Active Calendar).

Settings:

- **Yes:** The user change the planning schedule in a school's Planning Calendar.
- **No:** The user can view but not change a school's planning schedules.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Class Ranks permission

This permission controls the user's ability to work with the calculations that determine class ranks. For detailed information on student class ranking, refer to the *Chancery SMS Grading Setup Guide*. **Note:** The calculation of class ranks is a task associated with year-end [p. 450].

To work with a class rank calculation:

- 1 In the control bar, under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Under **Step 5**, click **Set Up Class Ranks**. The Class Ranks page appears.
- 3 In the **Class Rank Name** column, click a class rank definition. The Class Rank page appears.
 - Or in the **Actions** menu, select **Add Class Rank Definition**.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, or delete class rank definitions.
- **Edit:** The user can add, or edit, but not delete, class rank definitions.
- **View:** The user view but not change class rank definitions.
- **None:** The user is unable to set up class rank definitions.

Default settings by base role [p. 237]:

- District Administrator: **None**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Classes permission

This permission controls the user's access to pages where he or she can work with classes; for elementary scheduling tasks this is the Class Setup page, for

secondary scheduling, the Master Schedule page. For detailed information, refer to the *Chancery SMS Scheduling Guide*.

To work with classes:

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 4**, click **Class Setup**.
 - Or under **Step 5**, click **Master Schedule**.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete**: The user can add, edit, or delete classes.
- **Edit**: The user is unable to add, edit, or delete classes.
- **View**: Same as Edit
- **None**: Same as Edit

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Edit**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Clear Attendance permission

This permission controls the user's ability to clear attendance records [p. 150] and submit flags [p. 151].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Yes**: The user can clear attendance records and submit flags.
- **No**: The user is unable to clear attendance records and submit flags. The user is unable to view submit flags.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Note: No base role has this permission by default because in practice clearing attendance records or submit flags is a one-off task taken on only in unusual circumstances.

Course Grade Items permission

This permission controls the user's ability to assign course grade item properties (such as grading periods and grading table) to a course and to specify if the course is awarded credit and used in cumulative GPAs. For detailed information, refer to the *Chancery SMS Grading Setup Guide*.

To work with course grade items:

- 1 In the control bar, under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Under **Step 4**, click **Courses**.
- 3 In the **Name** column, click a course. The **Course Detail** page appears.
- 4 In the control bar, click **Course Grading**.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission applies only to a school that employs secondary scheduling (schools using elementary scheduling do not use course grade items).

Settings:

- **Delete:** The user change a grading period set.
- **Edit:** Same as Delete
- **View:** Same as Delete
- **None:** The user is unable change a grading period set.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Daily Attendance Calculation Method permission

This permission controls the user's ability to configure the rules governing the Sample Method of daily attendance calculation [p. 182] where it is employed at a school.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

- This permission applies only to a school where the Sample Method is employed [p. 182].

Settings:

- **Delete:** The user can configure the rules governing the Sample Method.
- **Edit:** Same as Delete
- **View:** Same as Delete
- **None:** The user is unable configure the rules governing the Sample Method.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Daily Attendance Occurrence Method permission

This permission controls the user's ability to configure the rules governing the Occurrence Method of daily attendance code calculation [p. 182] where it is employed at a school.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission applies only to a school where the Occurrence Method is employed [p. 182].

Settings:

- **Delete:** The user can configure the rules governing the Occurrence Method.
- **Edit:** Same as Delete
- **View:** Same as Delete
- **None:** The user is unable configure the rules governing the Occurrence Method.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Day Type Setup List permission

This permission controls the user's ability to work with a school's day types [p. 168].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Yes:** The user can add, edit, or delete day types.
- **No:** The user is unable to view or work with day types.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Define Constraints - School permission

This permission controls the user's ability to work with constraints when scheduling students. For detailed information, refer to the *Chancery SMS Scheduling Guide*.

To work with scheduling constraints:[SA]¹

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 3**, click **Constraints**.
 - Or under **Step 3** in the Planning Calendar.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, apply, and delete scheduling constraints.
- **Edit:** The user can add, edit, and apply scheduling constraints.
- **View:** The user can edit and apply scheduling constraints.
- **None:** The user is unable to view or work with scheduling constraints.

Default settings by base role [p. 237]:

- District Administrator: **View**

¹You can do this if your role is School Administrator.

- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Define Progress Report Periods permission

This permission controls the user's ability to add or edit grading periods for progress reports. For more information, refer to the *Chancery SMS Grading Setup Guide*. For the corresponding permission for report cards, refer to *Define Report Card Periods permission* [p. 716].

To work with grading periods:[SA]¹

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Click **Grading Periods**. The Grading Periods page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission is effective only when the setting for *Grading Period Sets permission* [p. 720] is Edit or Delete.
- This permission is ineffective if the setting for the *Grading Period Sets permission* [p. 720] is None or View.
- If the setting for this permission and the *Define Report Card Periods permission* [p. 716] is No, the user cannot add a new report card grading period.

Settings:

- **Yes:** The user can add or edit progress report grading periods.
- **No:** The user is unable to add or edit progress report grading periods.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

¹You can do this if your role is School Administrator.

Define Report Card Periods permission

This permission controls the user's ability to add or edit grading periods for report cards. For more information, refer to the *Chancery SMS Grading Setup Guide*. For the corresponding permission for progress reports, refer to *Define Progress Report Periods permission* [p. 715].

To work with grading periods:[SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Click **Grading Periods**. The Grading Periods page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission is effective only when the setting for *Grading Period Sets permission* [p. 720] is Edit or Delete.
- This permission is ineffective if the setting for the *Grading Period Sets permission* [p. 720] is None or View.
- If the setting for this permission and the *Define Report Card Periods permission* [p. 716] is No, the user cannot add a new report card grading period.

Settings:

- **Yes:** The user can add or edit report card grading periods.
- **No:** The user is unable to add or edit report card grading periods.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Define School Calendar permission

This permission controls the user's ability to set up school calendars [p. 161] and to switch between the Active and Planning Calendars [p. 163].

Dependencies:

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission does not apply to a user based on the District Administrator or District Health Professional base role [p. 237] (these roles do not have access to the School Setup page). These

¹You can do this if your role is School Administrator.

roles work instead with a District Calendar, which is controlled by the *Define District Calendar permission* [p. 645].

- This permission does not affect the user's ability to register [p. 134] or enroll [p. 137] students in the Planning Calendar. (To register or enroll a student in the Planning Calendar, use the Active Calendar and specify a future date within the date range of the Planning Calendar.)

Settings:

- **Yes:** The user can add, edit, and delete school calendars as well as switch between Active and Planning Calendars. A user based on the School Secretary or Teacher base role [p. 237] can view but not change school calendars, nor can they switch calendars.
- **No:** The user is able to use a school calendar but not change it or switch between Active and Planning Calendars.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Delete Teacher Assignment permission

This permission controls the user's ability to delete teacher class assignments.

Dependencies:

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission does not apply to a user based on the District Administrator or District Health Professional base role [p. 237]; however, due to a restriction in Chancery SMS, the District Administrator default permission is "Yes", even though this role does not have access to students' scheduling pages.

Settings:

- **Yes:** The user can delete teacher assignments from classes.
- **No:** The user cannot delete teacher assignments from classes.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**

- School Health Professional: **No**
- District Health Professional: **No**

GPA Definitions permission

This permission controls the user's ability to set up grade point average definitions for a school. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To work with a school's grading point average definitions: [SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Click **Grading Point Averages**. The Grading Point Averages page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission applies only to a school that employs secondary scheduling.

Settings:

- **Delete:** The user can add, edit, and delete grade point averages.
- **Edit:** The user can add and edit grade point averages.
- **View:** The user can view but not change grade point averages.
- **None:** The user is unable to view or work with grade point averages.

Default settings by base role [p. 237]:

- District Administrator: **None**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Grade Calculations permission

This permission controls the user's ability to add and edit grade calculation formulae. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To work with a school's grade calculation formulae:[SA²]

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- 2 Click **Calculated Grades**. The Grade Calculations page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission applies only to a school that employs secondary scheduling.
- This permission does not affect the user's ability to run grade calculations. This is controlled by the *Run Grade, Credit & GPA Calculations permission* [p. 679].

Settings:

- **Delete:** The user can add, edit, and delete a school's grade calculation formulae.
- **Edit:** The user can add and edit grade calculation formulae.
- **View:** The user can view but not change grade calculation formulae.
- **None:** The user is unable to view or work with grade calculation formulae.

Default settings by base role [p. 237]:

- District Administrator: **None**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **Delete**
- District Health Professional: **None**

Grade Items permission

This permission has no effect. Refer to the *Grading Period Sets permission* [p. 720].

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Grade Level Setup List permission

This permission controls the user's ability to view and select the grades used at a school [p. 191].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Edit:** The user can select the grade levels used at a school.
- **View:** The user can view but not change the grade levels used at a school.
- **None:** The user is unable to view or select the grade levels used at a school.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Grading Period Sets permission

This permission controls the user's ability to define grading period sets, which specify the date ranges for report cards and progress reports, and to set the grading items for a school. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To work with a school's grading period sets:[SA¹]

On the home page, in the control bar under **ADMIN**, click **Grading Periods**. The Grading Periods page appears.

- Or, on the home page, in the control bar under **ADMIN**, click **School Setup**. On the School Setup page, click **Grading Periods**.

To work with a school's grade items:[SA²]

On the home page, in the control bar under **ADMIN**, click **Grade Items**. The Grading Periods page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- At a school that employs secondary scheduling, this permission also controls the user's ability to define grade items, that is, the items for which grades are collected.
- This permission does not affect the grading periods. The user's ability to work with grading periods is controlled by the *Define Constraints - School permission* [p. 714] and the *Define Report Card Periods permission* [p. 716].

Settings:

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- **Delete:** The user can add, edit, and delete a school's grading period sets and grade items.
- **Edit:** The user can add or edit a school's grading period sets and add, edit, and delete a school's grade items.
- **View:** The user can view a school's grading period sets and add, edit, and delete a school's grade items.
- **None:** The user is unable to view or work with a school's grading period sets and grade items.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Edit**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Grading Tables permission

This permission controls the user's ability to create tables that define the range of possible grades and their values. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To work with a school's grading tables:[SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Click **Calculated Tables**. The Grade Table page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, and delete a school's grading tables and change the order in which they appear in the legend on a student's report card.
- **Edit:** The user can add and edit a school's grading tables and change the order in which they appear in the legend on a student's report card.
- **View:** The user can view a school's grading tables.
- **None:** The user is unable to view or work with a school's grading tables.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**

¹You can do this if your role is School Administrator.

- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Homerooms permission

This permission controls the user's ability to set up a school's homerooms [p. 194].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, and delete a school's homerooms.
- **Edit:** The user can add and edit a school's homerooms.
- **View:** The user is unable to view or work with a school's homerooms.
- **None:** The user is unable to view or work with a school's homerooms.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Edit**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Honor Rolls Definitions permission

This permission controls the user's ability to set criteria for a school's honor rolls. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To set criteria for a school's honor roll:[SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Click **Set Up Honor Rolls**. The Honor Roll Definitions page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission applies only to a school that employs secondary scheduling.

¹You can do this if your role is School Administrator.

- This permission does not affect the user's ability to calculate, manage, or override honor rolls. This is controlled by the *Honor Rolls permission* [p. 674] and the *Override Honor Rolls permission* [p. 783].

Settings:

- **Delete:** The user can add, edit, and delete a school's honor roll definitions.
- **Edit:** The user can add and edit a school's honor roll definitions.
- **View:** The user is able to view a school's honor roll definitions. While the user can change eligibility for an honor roll, Chancery SMS does not save that change.
- **None:** The user is unable to view or work with a school's honor roll definitions.

Default settings by base role [p. 237]:

- District Administrator: **None**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Online course request setup

This permission controls the user's ability to configure online course requests [p. 222], that is, course requests submitted by a student or parent through ParentCONNECTxp [p. 155].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Edit:** The user is able to view and change online course request settings for a school.
- **View:** The user is able to view online course request settings for a school.
- **None:** The user is unable to view or configure online course request settings for a school.

Default settings by base role [p. 237]:

- District Administrator: **None**
- School Administrator: **None**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**

- District Health Professional: **None**

Override Constraints permission

This permission controls the user's ability to, when working with a student's schedule, to add a student to a class or homeroom where that student does not meet a constraint [see *Set constraints*, p. 346], that is, the user can override a constraint that is indicated as "must contain".

To edit a constraint:[SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Constraints**. The Edit Constraint page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Yes:** The user is able to add a student to a class or homeroom where that student does not meet a constraint.
- **No:** The user is unable to add a student to a class or homeroom where that student does not meet a constraint. **Note:** This setting also enables custom fields [p. 506] to work with constraints.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Purge Audit Log permission

This permission controls the user's ability to clear the Database Audit Log [*Reviewing information-changing activity* p.152].

Dependencies

- This permission applies only when the user's setting for the *View Audit Log permission* [p. 731] is Yes.

Settings:

- **Yes:** The user is able to clear the Database Audit Log.
- **No:** The user is unable to clear the Database Audit Log.

Default settings by base role [p. 237]:

- District Administrator: **Yes**

¹You can do this if your role is School Administrator.

- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Report Card Setup permission

This permission controls the user's ability to set up a school's report cards and progress reports. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To set up a school's report cards:[SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Click **Report Card and Progress Report Setup**. The Report Card Setup page appears.
 - At a school that employs elementary scheduling, also click **Common Elements**. (Report card setup also involves specifying common elements, such as signatures.)

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission applies to a school that employs either elementary or secondary scheduling.

Settings:

- **Delete:** The user can add, edit, and delete a school's report cards and progress reports. At a school that employs elementary scheduling, the user can add, edit, and delete a school's common elements for report cards and progress reports.
- **Edit:** Same as Delete
- **View:** Same as Delete
- **None:** The user is unable to view or work with a school's report cards and progress reports.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

¹You can do this if your role is School Administrator.

Resource Services permission

This permission controls the user's ability to set up a school's resource services. To control the user's ability to assign resources to students, refer to the *Student School Specific permission* [p. 797].

To set up a school's resources services:[SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Resource Services**. The Resource Services page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, and delete a school's resource services.
- **Edit:** The user can add and edit a school's resource services.
- **View:** The user can view but not change a school's resource services.
- **None:** The user is unable to view or work with a school's resource services.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Secondary Scheduling Setup permission

This permission controls the user's ability to set up schedules at a school by restricting the user's access to scheduling-related Chancery SMS pages. For information about scheduling, refer to the *Chancery SMS Scheduling Guide*.

At a school that employs secondary scheduling, this permission controls the user's access to the following pages:

- Room Setup
- Staff Setup
- Course Setup
- Course Loading Rules
- Teams Loading Rules
- Course Offerings & Meeting Patterns

¹You can do this if your role is School Administrator.

- Class Scheduling Options
- Course Request Tally
- Teacher Allocations
- Master Schedule
- Student Loader Options
- Load Students

At a school that employs elementary scheduling, this permission controls the user's access to the following pages:

- Room Setup
- Class Setup

To set up a school's schedules:[SA¹]

On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- This permission may be affected by: *Student School Specific permission* [p. 797], *Resource Services permission* [p. 726], *Secondary Scheduling Structure Setup permission* [p. 727].

Settings:

- **Yes:** The user has access to the pages necessary to set up schedules at a school.
- **No:** The user does not have access to the pages necessary to set up schedules at a school (Chancery SMS disables the links to those pages).

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Secondary Scheduling Structure Setup permission

This permission controls the user's ability to set up a school's scheduling structure by restricting the user's access to scheduling-related Chancery SMS pages. For more information, refer to the *Chancery SMS Scheduling Guide*.

Specifically, this permission controls the user's access to the following pages:

- Scheduling Groups
- Scheduling Term Sets (secondary only)

¹You can do this if your role is School Administrator.

- Day Pattern
- Bell Schedules
- Meeting Patterns
- Constraints

To set up a school's scheduling structure:[SA¹]

On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Yes:** The user has access to the pages necessary to set up a school's scheduling structure.
- **No:** The user does not have access to the pages necessary to set up a school's scheduling structure (Chancery SMS disables the links to those pages).

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Standard Comments permission

This permission controls the user's ability to work with the standard comments and comment categories in use at a school for report cards and progress reports. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To set up a school's scheduling structure:[SA²]

- 1 On the home page, in the control bar under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Click Standard Comments.
 - Or click Standard Comment Categories.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 237].

Settings:

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- **Delete:** The user can add, edit, and delete a school's standard comments and comment categories.
- **Edit:** The user can add and edit a school's standard comments and comment categories.
- **View:** The user can view but not change a school's standard comments and comment categories.
- **None:** The user is unable to view or work with a school's standard comments and comment categories.

Default settings by base role [p. 237]:

- District Administrator: **View**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Subject Framework/Course Catalog permission

This permission controls the user's ability to work with subjects at a school that employs elementary scheduling, such as editing a subject's scheduling parameters. At a school that employs secondary scheduling, this permission controls the user's ability to work with courses in the course catalog, such as selecting a department for a course or defining preferred room types or rooms for a course. For more information, refer to the *Chancery SMS Scheduling Guide*.

To work with an elementary school's subjects:[SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Click **Subject Framework**.

Or

- 3 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 4 Click **Subject Scheduling**.

To work with a secondary school's courses:[SA²]

- 1 On the home page, in the control bar under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Click **Courses**.

Or

- 3 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 4 Click Course Setup.

Dependencies

¹You can do this if your role is School Administrator.

²You can do this if your role is School Administrator.

- This permission applies only to a user whose role's scope is at the school level [p. 237].
- For the district-level equivalent of this permission, refer to the permission *Course Catalog permission* [p. 639].

Settings:

- **Delete:** The user at a secondary school can edit course information. The user at an elementary school can edit the subject framework.
- **Edit:** Same as Delete
- **View:** The user at a secondary school can view but not change course information. The user at an elementary school can view but not change the subject framework.
- **None:** The user is unable to view or work with a school's course catalog or subject framework.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Subject Scheduling permission

At a school that employs elementary scheduling, this permission controls the user's ability to specify the subjects that can be scheduled and to set scheduling options for those subjects. For more information, refer to the *Chancery SMS Scheduling Guide*.

To schedule subjects at an elementary school:[SA¹]

- 1 On the home page, in the control bar under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Click **Subject Scheduling**.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 237].
- This permission applies only at a school that employs elementary scheduling.
- To control the user's ability to edit class schedules for a subject, refer to the *Classes permission* [p. 710]

Settings:

- **Edit:** The user can edit subject schedules and a subject's scheduling properties.

¹You can do this if your role is School Administrator.

- **View:** The user can view but not change subject schedules and a subject's scheduling properties.
- **None:** The user is unable to view or work with subject schedules and a subject's scheduling properties.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

View Audit Log permission

This permission controls the user's ability to review the Database Audit Log [*Reviewing information-changing activity* p.152]. For permission to clear the Database Audit Log, refer to the *Purge Audit Log permission* [p. 724].

Dependencies: None

Settings:

- **Yes:** The user is able to view the Database Audit Log.
- **No:** The user is unable to view the Database Audit Log.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

School Specific Pages Only permissions

These permissions include:

- *Access to All Students permission* [p. 731]

Access to All Students permission

This permission controls the user's ability to find [p. 36] and work with the records of any student [p. 52] that falls within the user's role's scope [p. 232], that is, the records of students other than those for whom the user's role normally has responsibility. A user whose role's scope is at the school level can work with the records of any student in the school; a user whose role's scope is at the district level can work with the records of any student in the district. For example, when this permission's settings is Yes, a school

counselor could work with any student at his or her school, not just those assigned to him or her; when this permission's setting is No, a teacher could only work with a student in one of his or her class.

Dependencies: None

Settings:

- **Yes:** The user can find and work with any student that falls within the user's role's scope. On the Quick Search page, Chancery SMS displays the **All Students** link.
- **No:** The user can find and work with the records of only those student for which he or she is responsible. If the user is not responsible for any students, on the control bar Chancery SMS does not display the SEARCH section [p. 36]. If the user is not responsible for any students and that user's role's base role [p. 237] is something other than Teacher, Chancery SMS displays a "no access" message in place of the home page (this is because the Quick Search page is the home page for all roles based on the base roles of Administrator, School Administrator, School Counselor, and School Secretary).

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **Yes**
- District Health Professional: **Yes**

Schools permissions

Permissions in this category pertain to setting up schools in the district see *District setup* [p. 242]. The permissions include:

- *Add School permission* [p. 732]
- *Data Mapping permission* [p. 733]
- *Delete Schools permission* [p. 734]
- *Purge School Data permission* [p. 734]
- *School Basics, Contact and Comment permission* [p. 735]

Add School permission

This permission controls the user's ability to add one or more schools to the district see *District setup* [p. 242].

To add a school to the district:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Schools**, click **Schools**. The School Info page appears.

- 3 In the **Actions** menu, click **Add....** The Add School page appears.

Dependencies:

- For this permission's Yes setting to have an effect, the setting for the *School Basics, Contact and Comment permission* [p. 735] must be Edit.

Settings:

- **Yes:** The user can add a school to the district.
- **No:** The user is unable to add a school to the district.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Data Mapping permission

This permission controls the user's ability to have Chancery SMS map data for a specific school.

To have Chancery SMS map data for a school:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Data Mapping**. The Data Mapping page appears.
- 3 Select one or more schools.
- 4 In the **Actions** menu, click **Map Data**.
 - Or click **Map Data**.

Dependencies: None

Settings:

- **Yes:** The user can have Chancery SMS map data for a schools
- **No:** The user is unable to map data. On the District Setup page, Chancery SMS does not display the Data Mapping link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Delete Schools permission

This permission controls the user's ability to delete a school from the district see *District setup* [p. 242].

To delete a school from the district:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Schools**, click **Schools**. The School Info page appears.
- 3 Select one or more schools.
- 4 In the **Actions** menu, click **Delete....** The Delete School page appears.

Dependencies:

- For this permission's Yes setting to have an effect, the setting for the *School Basics, Contact and Comment permission* [p. 735] must be View or Edit.

Settings:

- **Yes:** The user can delete a school.
- **No:** The user cannot delete a school.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Purge School Data permission

This permission controls the user's ability to purge a school and its information from the system.

To purge a school from the system:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Schools**, click **Schools**. The School Info page appears.
- 3 Select one or more schools.
- 4 In the **Actions** menu, click **Purge....** The Purge School page appears.

Dependencies:

- For this permission's Yes setting to have an effect, the setting for the *School Basics, Contact and Comment permission* [p. 735] must be View or Edit.

Settings:

- **Yes:** The user can purge a school.
- **No:** The user cannot purge a school.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Schedule Data Mapping permission

This permission controls the user's ability to schedule a specific or recurring time for Chancery SMS to map data for all district schools at once.

To schedule data mapping:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Tools**, click **Schedule Data Mapping**. The Schedule Data Mapping page appears.

Dependencies: None

Settings:

- **Yes:** The user can schedule data mapping.
- **No:** The user cannot schedule data mapping. On the District Setup page, Chancery SMS does not display the Schedule Data Mapping link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

School Basics, Contact and Comment permission

This permission controls the user's ability to work with information about schools.

To work with information on schools:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Schools**, click **Schools**. The School Info page appears.

Dependencies:

- This permission's setting affects three other permissions: *Add School permission* [p. 732], *Purge School Data permission* [p. 734], and *Delete Schools permission* [p. 734].

Settings:

- **Edit:** The user can work with basic information about a school.
- **View:** The user can view but not change basic information about a school.
- **None:** The user does not have access to information about a school. On the District Setup page, Chancery SMS displays the Schools link, however if the user click it Chancery SMS displays a "no access" message.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **View**
- District Health Professional: **View**

Setup Lists permissions

These permissions include:

- *Diagnosis permission* [p. 736]
- *List Defaults permission* [p. 737]
- *Setup Lists permissions* [p. 736]
- *Setup List Groups permission* [p. 738]
- *Treatment permission* [p. 739]
- *<Setup List> permission* [p. 740]

Diagnosis permission

This permission controls the ability to add, edit, and delete items from the Diagnosis setup list pair, which appears on the Diagnosis Search page.

To work with the setup list pair:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click Setup List Pairs. The Setup List Pair page appears.
- 3 In the **Name** column, click "Diagnosis". The Diagnosis Search page appears.

Dependencies: None

Settings:

- **None:** The user can view the Diagnosis setup list pair. The user can view all fields but cannot change them or add new items.
- **View:** Same as None.
- **Edit:** Full access to the Diagnosis setup list pair. The user can add, edit, and delete items.
- **Delete:** Same as Edit.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

List Defaults permission

This permission controls access to the List Default field on the List Settings page. The List Default field controls the items that Chancery SMS displays for the setup list being edited and the group to which the setup list belongs.

To view the List Default Field:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists....** The Setup Lists page appears.
- 3 In the **Name** column, click a setup list's name.
- 4 In the control bar, click **List Settings**.

Dependencies:

- If the setting for this permission and that of the *<Setup List> permission* [p. 740] is **None**, the List Settings page is not available.

Settings:

- **None:** The user does not have access to the default item for each setup list. The List Default field does not display on the List Settings page.
- **View:** The user can view but not change the default item for each setup list. Chancery SMS displays the List Default field on the List Settings page, but the user cannot edit it.
- **Edit:** The user has access to the default item for each setup list. Chancery SMS displays the List Default field on the List Settings page and the user can edit it.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**

- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Office Visit Type permission

This permission controls the ability to add, edit, and delete items from the Office Visit Type setup list pair.

To work with the Office Visit Type setup list pair:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup List Pairs**. The Setup List Pair page appears.
- 3 In the **Name** column, click "Office Visit Type". The Office Visit Type Search page appears.

Dependencies: None

Settings:

- **Edit:** The user has access to the Office Visit Type setup list pair—the user can add, edit, and delete items.
- **Delete:** Same as Edit.
- **None:** The user can view but not change the Office Visit Type setup list pair.
- **View:** Same as None.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Setup List Groups permission

This permission controls the user's ability to define groupings of setup lists. To enable the user to change the group to which a setup list belongs refer to the *<Setup List> permission* [p. 740].

To work with setup list groupings:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists...**. The Setup Lists page appears.
- 3 In the control bar, click **Setup List Groups**. The Setup List Groups page appears.

Dependencies: None

Settings:

- **Delete:** The user can add, edit, or delete setup list groups.
- **Edit:** The user can add or edit setup list groups. The user cannot delete setup list groups.
- **View:** The user can view but not change setup list groups.
- **None:** The user does not have access to setup list groups. Chancery SMS does not display the Setup List Groups link in the control bar of the Setup Lists page; thus, the user cannot view the Setup List Groups page.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Treatment permission

This permission controls the ability to add, edit, and delete items from the Treatment setup list pair.

To work with the Treatment setup list pair:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup List Pairs**. The Setup List Pair page appears.
- 3 In the **Name** column, click "Treatment". The Treatment search page appears.

Dependencies: None

Settings:

- **Edit:** The user can add, edit, or delete items in the Treatment setup list pair.
- **Delete:** Same as Edit.
- **None:** The user can view but not change the Treatment setup list pair.
- **View:** Same as None.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **Edit**

- District Health Professional: **Delete**

<Setup List> permission

Chancery SMS permissions enable the District Administrator to control access to each setup list separately, including custom setup lists.

To view a setup list:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Setup Lists...**. The Setup Lists page appears with setup lists displayed in groups.
- 3 In the **Name** column, click the setup list's name.

Dependencies: None

Settings (may differ slightly for certain setup lists):

- **None:** The user does not have access to the setup list. Chancery SMS does not display the setup list on the Setup Lists page.
- **View:** The user can view the setup list. On the Setup Lists page, the user can click the name of the setup list to go to the List Items page. On the List Items page, the user can click the item names to go to the View List Item page, where the fields for the list item are read-only—Chancery SMS does not display the Add, Delete, Merge, and Assign buttons.
- **Edit:** The user can add or edit items. On the List Items page, Chancery SMS does not display the Delete, Merge, and Assign buttons.
- **Delete:** The user can add, edit, and delete items. On the List Items page, Chancery SMS does not display the Merge, and Assign buttons.
- **School Selection:** The user can add, edit, and delete items, and assign items to a school. On the List Items page, Chancery SMS does not display the Merge button.
- **Merge:** The user can add, edit, and delete items, assign items to schools, and merge two items into one.

Default settings by base role [p. 237]:

- Table 88 : *Address data setup lists: default permission settings* [p.741].
- Table 89 : *General setup lists: default permission settings* [p.741]
- Table 90 : *Program management setup lists: default permission settings* [p.741]
- Table 91 : *Program/Course data setup lists: default permission settings* [p.745]
- Table 92 : *School/district data setup lists: default permission settings* [p.745]
- Table 93 : *Staff data setup lists: default permission settings* [p.746]
- Table 94 : *Student behavior setup lists: default permission settings* [p.746]

- Table 95 : *Student data setup lists: default permission settings* [p.747]
- Table 96 : *Student health setup lists: default permission settings* [p.748]
- Table 97 : *Test management setup lists: default permission setting* [p.749]
- Table 98 : *Transportation setup lists: default permission settings* [p.750]

Table 88: Address data setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
All setup lists in this sub-category	Merge	View	View	None	None	None	None
Contact Data							
Contact Type	Merge	View	View	None	None	View	None
Employer Type	Merge	View	View	None	None	None	None
Relation of Contact to Student	Merge	View	View	None	None	View	None
Title for Contacts	Merge	View	View	None	None	View	None
Legacy Tests							
All Setup Lists in this sub-category	Merge	View	View	None	None	None	None

Table 89: General setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
State Attendance Code	Merge	View	View	None	None	None	None
State Day Type Code	Merge	View	View	None	None	None	None
Yes/No	Merge	View	View	None	None	View	Merge

Table 90: Program management setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Academic Enhancement Lottery Determinant	Merge	View	View	View	View	View	Merge
Academic Enhancement Programs	Merge	View	View	View	View	View	Merge
Acceptance Status	Merge	View	View	None	None	View	Merge
Accommodations	Delete	View	View	None	None	View	Delete

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Activity	Merge	View	View	None	None	View	Merge
After School Academic Activities	Merge	View	View	View	View	View	Merge
After School Academic Programs	Merge	View	View	View	View	View	Merge
After School Athletics ISP Requirements	Merge	View	View	View	View	View	Merge
After School Athletics Level of Play	Merge	View	View	View	View	View	Merge
After School Athletics Sports	Merge	View	View	View	View	View	Merge
Aide Qualification	Merge	View	View	None	None	View	Merge
Applicant Non-Participation Reason	Merge	View	View	View	View	View	Merge
Approval Status	Merge	View	View	None	None	View	Merge
Certification Type	Merge	View	View	None	None	View	Merge
Citizenship Status	Merge	View	View	None	None	View	Merge
Components	Delete	View	View	None	None	View	Delete
Condition	Merge	View	View	None	None	View	Merge
Contacts Role	Merge	View	View	None	None	View	Merge
Date control	Merge	View	View	None	None	View	Merge
Disability	Merge	View	View	None	None	View	Merge
Duration	Merge	View	View	None	None	View	Merge
Dwelling Type	Merge	View	View	None	None	View	Merge
ECE After Program Care	Merge	View	View	View	View	View	Merge
ECE Child Lives With	Merge	View	View	View	View	View	Merge
ECE Current Placement	Merge	View	View	View	View	View	Merge
ECE ESIR	Merge	View	View	View	View	View	Merge
ECE Household Annual Income	Merge	View	View	View	View	View	Merge
ECE Language of Instruction	Merge	View	View	View	View	View	Merge
ECE Length of Day	Merge	View	View	View	View	View	Merge
ECE Parent Education Level	Merge	View	View	View	View	View	Merge
ECE Parent Participation	Merge	View	View	View	View	View	Merge
ECE Programs	Merge	View	View	View	View	View	Merge
ELL Bilingual Special Education	Merge	View	View	View	View	View	Merge

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
ELL Extension Count	Merge	View	View	View	View	View	Merge
ELL Home Language Survey	Merge	View	View	View	View	View	Merge
ELL Program Year	Merge	View	View	View	View	View	Merge
ELL Programs	Merge	View	View	View	View	View	Merge
ELL Service	Merge	View	View	View	View	View	Merge
Employment Type	Merge	View	View	None	None	View	Merge
F&R Meals Certification Types	Merge	View	View	View	View	View	Merge
F&R Meals Durations	Merge	View	View	View	View	View	Merge
F&R Meals Other Benefits	Merge	View	View	View	View	View	Merge
F&R Meals Status Change	Merge	View	View	View	View	View	Merge
F&R Meals Statuses	Merge	View	View	View	View	View	Merge
Family Day Care	Delete	View	View	None	None	View	Delete
Focus	Merge	View	View	None	None	View	Merge
Funding Source	Merge	View	View	None	None	View	Merge
Highest Education Level	Merge	View	View	None	None	View	Merge
Home Hospital Facility	Merge	View	View	View	View	View	Merge
Home Hospital Medical Diagnoses	Merge	View	View	View	View	View	Merge
Home Hospital Programs	Merge	View	View	View	View	View	Merge
Home Hospital Type	Merge	View	View	View	View	View	Merge
Instructional Group	Merge	View	View	None	None	View	Merge
Join Type	Merge	View	View	None	None	View	Merge
Language Approach	Merge	View	View	None	None	View	Merge
Language Proficiency Levels	Merge	View	View	None	None	View	Merge
Length of Day	Merge	View	View	None	None	View	Merge
Level of Play	Merge	View	View	None	None	View	Merge
Medical Diagnosis	Delete	View	View	None	None	View	Delete
Migrant Classification Subgroup	Merge	View	View	None	None	View	Merge
Migrant Status	Merge	View	View	None	None	View	Merge
Minor\Adult Status	Merge	View	View	None	None	View	Merge
Move Purpose	Merge	View	View	None	None	View	Merge
Nonacceptance Reason	Merge	View	View	None	None	View	Merge

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Off Campus Facility	Delete	View	View	None	None	View	Delete
Optional Support	Delete	View	View	None	None	View	Delete
Other Benefits	Delete	View	View	None	None	View	Delete
Out of District Nonacceptance Reason	Merge	View	View	View	View	View	Merge
Out of District Referral Source	Merge	View	View	View	View	View	Merge
Out of District Referred To	Merge	View	View	View	View	View	Merge
Participation Level	Merge	View	View	None	None	View	Merge
Participation Reason	Merge	View	View	None	None	View	Merge
Program	Delete	View	View	None	None	View	Delete
Program Category	Delete	View	View	None	None	View	Delete
Program Documentation	Delete	View	View	None	None	View	Delete
Program Exit Reason	Delete	View	View	None	None	View	Delete
Program Group	Merge	View	View	None	None	View	Merge
Program Interaction	Delete	View	View	None	None	View	Delete
Program Override Reason	Merge	View	View	None	None	None	None
Program Year	Merge	View	View	None	None	View	Merge
Programs Exit Reasons	Merge	View	View	View	View	View	Merge
Programs NonParticipation Reasons	Merge	View	View	View	View	View	Merge
Programs Yes No NA	Merge	View	View	View	View	View	Merge
Recovery Location	Merge	View	View	None	None	View	Merge
Related Service	Merge	View	View	None	None	View	Merge
Resides With	Merge	View	View	None	None	View	Merge
Run Type	Delete	View	View	None	None	View	Delete
Service Type	Merge	View	View	None	None	View	Merge
Services	Delete	View	View	None	None	View	Delete
SPED ARS	Merge	View	View	View	View	View	Merge
SPED Disabilities	Merge	View	View	View	View	View	Merge
SPED Environment	Merge	View	View	None	None	View	Merge
Status Change	Merge	View	View	None	None	View	Merge
Study Requirements	Delete	View	View	None	None	View	Delete

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Suggested Placement	Merge	View	View	None	None	View	Merge
Test Accommodations	Merge	View	View	None	None	View	Merge
USDA Federal Income Guidelines	Merge	View	View	None	None	View	Merge
Vehicles	Delete	View	View	None	None	View	Delete
Year End Approach	Merge	View	View	None	None	View	Merge

Table 91: Program/Course data setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Chancery SMS Course Type	Merge	View	View	None	None	None	None
Chancery SMS Department	Merge	View	View	None	None	None	None
Course Level	Merge	View	View	None	None	View	Merge
Course Subject Area	Merge	View	View	None	None	None	None
Course Type	Merge	View	View	None	None	None	None

Table 92: School/district data setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Address Exception Reason	Merge	View	View	None	None	None	None
Calculated Grade Override Reason	Merge	View	View	None	None	View	Merge
Chancery SMS Room Type	Merge	View	View	None	None	None	None
Department	Merge	View	View	None	None	View	None
District Name	Merge	View	View	None	None	View	None
GPA Reporting Term	Delete	View	View	View	View	None	None
Override Queue Rank Reason	Merge	View	View	None	None	View	Merge
Schedule Change Reason	Merge	View	View	View	None	View	Merge
School Area Number	Merge	View	View	None	None	View	Merge
School Category	Merge	View	View	None	None	None	None
School Classification	Merge	View	View	None	None	View	Merge
School Name	Merge	View	View	None	None	View	None
School Type	Merge	View	View	None	None	View	Merge
Student Promotion Status	Merge	View	View	None	None	View	Merge

Table 93: Staff data setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Instruction Type to EL	Merge	View	View	None	None	None	None
Licensure Check	Merge	View	View	None	None	None	None
Scheduling Aide Type	Merge	View	View	None	None	None	None
Staff Assignment	Merge	View	View	None	None	None	None
Staff Credential or Teaching Area	Merge	View	View	None	None	None	None
Staff Credential Type	Merge	View	View	None	None	None	None
Staff Department	Merge	View	View	None	None	None	None
Staff Education Level	Merge	View	View	None	None	None	None
Staff Job Classification	Merge	View	View	None	None	None	None
Staff Position Status	Merge	View	View	None	None	None	None
Staff Service to English Learner	Merge	View	View	None	None	None	None
Staff Status	Merge	View	View	None	None	None	None
Teacher Fund	Merge	View	View	None	None	None	None
Teacher Position	Merge	View	View	None	None	None	None

Table 94: Student behavior setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Behavior Action	Merge	View	View	None	None	None	None
Behavior Action Category	Merge	View	View	None	None	None	None
Behavior Action Severity	Merge	View	View	None	None	None	None
Behavior Action Step	Merge	View	View	None	None	None	None
Behavior Action Step Category	Merge	View	View	None	None	None	None
Behavior Action Step Status	Merge	View	View	None	None	None	None
Behavior Action Sub-Category	Merge	View	View	None	None	None	None
Behavior Action Type	Merge	View	View	None	None	None	None
Behavior Attendance Action	Merge	View	View	None	None	None	None
Behavior Discrepancy Reason	Merge	View	View	None	None	None	None
Behavior Enrollment Action	Merge	View	View	None	None	None	None

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Behavior Event/Concern	Merge	View	View	None	None	None	None
Behavior Event/Concern Sub-Category	Merge	View	View	None	None	None	None
Behavior Incident and Event/Concern Category	Merge	View	View	None	None	None	None
Behavior Incident and Event/Concern Severity	Merge	View	View	None	None	None	None
Behavior Incident Factor	Merge	View	View	None	None	None	None
Behavior Incident Location	Merge	View	View	None	None	None	None
Behavior Incident Location Category	Merge	View	View	None	None	None	None
Behavior Incident Time Classification	Merge	View	View	None	None	None	None
Behavior Incident Time Sub-Classification	Merge	View	View	None	None	None	None
Behavior Weapon	Merge	View	View	None	None	None	None
Behavior Weapon Category	Merge	View	View	None	None	None	None
Goal/Expected Behavior	Merge	View	View	None	None	View	Merge
Intervention Interruption	Merge	View	View	None	None	View	Merge
Intervention Monitoring Interval	Merge	View	View	None	None	View	Merge
Intervention Outcome	Merge	View	View	None	None	View	Merge
Intervention Progress Status	Merge	View	View	None	None	View	Merge
Intervention Role	Merge	View	View	None	None	View	Merge
Other Person Type	Merge	View	View	None	None	View	Merge
Plan Outcome	Merge	View	View	None	None	View	Merge

Table 95: Student data setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Birthdate Verification	Merge	None	None	None	None	None	None
Discipline Individual Type	Merge	View	View	None	None	None	None
Ethnic Category	Merge	View	View	None	None	None	None
Federal Ethnicity	Merge	View	View	None	None	None	None

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Federal Race	Merge	View	View	None	None	None	None
Home Language	Merge	View	View	None	None	None	None
Honor Roll Override	Merge	View	View	View	None	None	None
Incomplete Participation Type	Merge	View	View	None	None	None	None
Lunch Status	Merge	View	View	None	None	None	None
Registration Status	Merge	View	View	None	None	None	None
Status Code	Merge	View	View	None	None	None	None
Student Type	Merge	View	View	None	None	View	None

Table 96: Student health setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Health Ability To Play Sports	Merge	View	View	None	None	Edit	Merge
Health Dental Observable Problem	Merge	View	View	None	None	Edit	Merge
Health Dental Referral Status	Merge	View	View	None	None	Edit	Merge
Health Dental Screen Result	Merge	View	View	None	None	Edit	Merge
Health Examination Category	Merge	View	View	None	None	Edit	Merge
Health Examination Type	Merge	View	View	None	None	Edit	Merge
Health Hearing Observable Problem	Merge	View	View	None	None	Edit	Merge
Health Hearing Screen Action	Merge	View	View	None	None	Edit	Merge
Health Hearing Screen Record Type	Merge	View	View	None	None	Edit	Merge
Health Hearing Screen Result	Merge	View	View	None	None	Edit	Merge
Health Hearing Test Device	Merge	View	View	None	None	Edit	Merge
Health Hearing Tested With	Merge	View	View	None	None	Edit	Merge
Health Immunization Dose Action	Merge	View	View	None	None	Edit	Merge
Health Immunization Exemption	Merge	View	View	None	None	Edit	Merge
Health Immunization Modification Reason	Merge	View	View	None	None	Edit	Merge
Health Medical Condition	Merge	View	View	None	None	Edit	Merge

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Health Medication Route Type	Merge	View	View	None	None	Edit	Merge
Health Non-Scheduled Immunization Type	Merge	View	View	None	None	Edit	Merge
Health Office Disposition	Merge	View	View	None	None	Edit	Merge
Health Office Examiner	Merge	View	View	None	None	Edit	Merge
Health Pregnancy Outcome	Merge	View	View	None	None	Edit	Merge
Health Pregnancy Special Accommodation	Merge	View	View	None	None	Edit	Merge
Health Screen Action	Merge	View	View	None	None	Edit	Merge
Health Screen Payment Type	Merge	View	View	None	None	Edit	Merge
Health Screen Result	Merge	View	View	None	None	Edit	Merge
Health Screening Record Action	Merge	View	View	None	None	Edit	Merge
Health Screening Referred By	Merge	View	View	None	None	Edit	Merge
Health Soc/Emotional Disposition	Merge	View	View	None	None	View	Merge
Health Soc/Emotional Observable Problem	Merge	View	View	None	None	View	Merge
Health Soc/Emotional Screening Action	Merge	View	View	None	None	View	Merge
Health Vision Observable Problem	Merge	View	View	None	None	Edit	Merge
Health Vision Screening Record Type	Merge	View	View	None	None	Edit	Merge
Health Vision Test Device	Merge	View	View	None	None	Edit	Merge
Health Vision Tested With	Merge	View	View	None	None	Edit	Merge
Health Yes No	Merge	View	View	None	None	Edit	Merge
Immunization Action	Merge	View	View	None	None	Edit	Merge
Immunization Dose Action	Merge	View	View	None	None	Edit	Merge
Immunization Does Modification	Merge	View	View	None	None	Edit	Merge
Immunization Does Name	Merge	View	View	None	None	Edit	Merge

Table 97: Test management setup lists: default permission setting

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Alpha Test Score Type	Merge	View	View	None	None	View	Merge

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
Exemption Reason	Merge	View	View	None	None	View	Merge
Norm Type	Merge	View	View	None	None	None	None
Norming Period	Merge	View	View	None	None	None	None
Score Type	Merge	View	View	None	None	None	None
Skill	Merge	View	View	None	None	None	None
Subtest Code	Merge	View	View	None	None	None	None
Test Category	Merge	View	View	None	None	None	None
Test Code	Merge	View	View	None	None	None	None
Test Grade Level	Merge	View	View	None	None	None	None
Test Subject Content	Merge	None	None	None	None	None	None
Test Use	Merge	None	None	None	None	None	None

Table 98: Transportation setup lists: default permission settings

Setup list	District Admin	School Admin	School Counselor	School Secretary	Teacher	School Health Pro	District Health Pro
All Setup Lists in this sub-category	Merge	View	View	View	View	None	None

Staff permissions

Permissions in this category pertain to recording information about district staff [p. 207]. These permissions include:

- *Access to SSN permission* [p. 750]
- *District Staff Assignments permission* [p. 751]
- *School Staff Assignments permission* [p. 751]
- *Staff Additional Info permission* [p. 752]
- *Staff Address/Phone permission* [p. 753]
- *Staff Demographics permission* [p. 753]
- *Staff Overview permission* [p. 754]
- *Staff Professional Info permission* [p. 755]
- *Staff Schools permission* [p. 755]

Access to SSN permission

This permission controls the user's ability to add or change data in the **Social security #** field on the Overview tab of the Staff Demographics page.

Settings:

- **Edit:** The user can add and edit data in the Social security # field.

- **View:** The user can view but not add or edit data in the Social security # field.
- **None:** The user is unable to view or work with the Social security# field.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **None**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

District Staff Assignments permission

This permission controls the user's ability to add district staff assignments [*District staff assignments* p.217].

Dependencies:

- For this permission to be effective, the setting for the *Staff Demographics permission* [p. 753] must be View, Edit, or Delete.

Settings:

- **Delete:** The user can add, edit, and delete district staff assignments.
- **Edit:** The user can add and edit district staff assignments.
- **View:** The user can view but not change district staff assignments.
- **None:** The user is unable to view or work with district staff assignments.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

School Staff Assignments permission

This permission controls the user's ability to add school staff assignments [*School assignments* p.216].

Dependencies:

- For this permission to be effective, the setting for the *Staff Demographics permission* [p. 753] must be View, Edit, or Delete.

- For this permission to be effective, the setting for the *Staff Schools permission* [p. 755] must be Edit or Delete.

Settings:

- **Delete:** The user can add, edit, and delete school staff assignments.
- **Edit:** The user can add and edit school staff assignments.
- **View:** The user can view but not change school staff assignments.
- **None:** The user is unable to view or work with school staff assignments.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Staff Additional Info permission

This permission controls the user's ability to work with additional information about a staff member, including ethnic category and previous name [*Staff Demographics: Additional Info* p.213].

Dependencies:

- For this permission to be effective, the setting for the *Staff Demographics permission* [p. 753] must be View, Edit, or Delete.

Settings:

- **Delete:** The user can edit additional information about a staff member.
- **Edit:** Same as Delete.
- **View:** The user can view but not change additional information about a staff member.
- **None:** The user is unable to view or work with additional information about a staff member.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Staff Address/Phone permission

This permission controls access the user's ability to work with a staff member's contact information, including address and phone numbers [*Staff Demographics: Address/Phone* p.212].

Dependencies:

- For this permission to be effective, the setting for the *Staff Demographics permission* [p. 753] must be View, Edit, or Delete.

Settings:

- **Delete:** The user can edit contact information for a staff member.
- **Edit:** Same as Delete.
- **View:** The user can view but not change contact information for a staff member.
- **None:** The user is unable to view or work with contact information for a staff member.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Staff Demographics permission

This permission controls the user's ability to work with demographic information about a staff member [*Staff Demographics record* p.211].

Dependencies:

- This permission supersedes all other staff-related permissions. For example, this permission's setting must be Edit for the Edit setting to be effective for the following permissions:
 - District Staff Assignments permission* [p. 751]
 - School Staff Assignments permission* [p. 751]
 - Staff Schools permission* [p. 755]
 - Staff Additional Info permission* [p. 752]
 - Staff Address/Phone permission* [p. 753]
 - Staff Overview permission* [p. 754]
 - Staff Professional Info permission* [p. 755]
- This permission's setting must be Delete for the Delete setting to be effective for the following permissions:
 - District Staff Assignments permission* [p. 751]
 - School Staff Assignments permission* [p. 751]
 - Staff Schools permission* [p. 755]

Settings:

- **Delete:** The user can edit demographic information for a staff member.
- **Edit:** Same as Delete.
- **View:** The user can view but not change demographic information for a staff member.
- **None:** The user is unable to view or work with demographic information for a staff member.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Staff Overview permission

This permission controls the user's ability to work with general overview information about a staff member such as Staff ID, home school, and title [*Staff Demographics: Overview* p.211].

Dependencies:

- For this permission to be effective, the setting for the *Staff Demographics permission* [p. 753] must be View, Edit, or Delete.

Settings:

- **Delete:** The user can edit overview information about a staff member.
- **Edit:** Same as Delete.
- **View:** The user can view but not change overview information about a staff member.
- **None:** The user is unable to view or work with overview information about a staff member.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Staff Professional Info permission

This permission controls the user's ability to work with professional information about a staff member such as credentials and positions held [*Staff Demographics: Overview* p.211].

Dependencies:

- For this permission to be effective, the setting for the *Staff Demographics permission* [p. 753] must be View, Edit, or Delete.

Settings:

- **Delete:** The user can edit professional information about a staff member.
- **Edit:** Same as Delete.
- **View:** The user can view but not change professional information about a staff member.
- **None:** The user is unable to view or work with professional information about a staff member.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Staff Schools permission

This permission controls the user's ability to work with a staff member's record of school assignments [*Staff Schools record* p.213].

Dependencies:

- For this permission to be effective, the setting for the *Staff Demographics permission* [p. 753] must be View, Edit, or Delete.

Settings:

- **Delete:** The user can add, edit, and delete a staff member's record of school assignments.
- **Edit:** The user can add and edit a staff member's record of school assignments.
- **View:** The user can view but not change a staff member's record of school assignments.
- **None:** The user is unable to view or work a staff member's record of school assignments.

Default settings by base role [p. 237]:

- District Administrator: **Delete**

- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

State Reporting permissions

These permissions include:

- *Create State Reporting Package permission* [p. 756]
- *Generate Extract permission* [p. 756]
- *Install State Reporting Package permission* [p. 757]
- *State Reporting Setup permission* [p. 758]

Create State Reporting Package permission

This permission controls the user's ability to create a custom reporting package for a state.

To create a custom state reporting package [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **State Reporting**, click **Create State Reporting Package**.

Dependencies: None

Settings:

- **Yes**: The user can create a custom state reporting package.
- **No**: The user is unable to create a custom state reporting package.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Generate Extract permission

This permission controls the user's ability to generate an extract for state reporting.

To generate an extract for state reporting [DA²]:

¹You can do this if your role is District Administrator.

²You can do this if your role is District Administrator.

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **State Reporting**, click **Generate Extract**.

Dependencies:

- To control the ability to set up extracts for state reporting, refer to the permission to set up extracts, see *State Reporting Setup permission* [p. 758].

Settings:

- **Yes:** The user can generate an extract for state reporting.
- **No:** The user is unable to generate an extract for state reporting.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Install State Reporting Package permission

This permission controls the user's ability to install a state reporting package.

To install a state reporting package [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **State Reporting**, click **Install State Reporting Package**.

Dependencies: None

Settings:

- **Yes:** The user can install a state reporting package.
- **No:** The user is unable to install a state reporting package.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

¹You can do this if your role is District Administrator.

State Reporting Setup permission

This permission controls the user's ability to set up, organize, and classify state reporting configurations.

To set up state reporting configurations [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **State Reporting**, click **State Reporting Setup**. The General Setup Summary page appears.
- 3 Use this page and the following control bar links:
 - **Extracts**
 - **Groups**
 - **Categories**

Dependencies:

- To control the ability to generate an extract for state reporting, refer to the *Generate Extract permission* [p. 756].

Settings:

- **Delete:** The user can add, edit, and delete information on the Chancery SMS pages pertaining to state reporting setup.
- **Edit:** The user can add and edit information on the Chancery SMS pages pertaining to state reporting setup.
- **View:** The user can view but not change information on the Chancery SMS pages pertaining to state reporting setup.
- **None:** The user is unable view or work with information on the Chancery SMS pages pertaining to state reporting setup.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Student Behavior permissions

Permissions in this category pertain to recording student behavior incidents [p. 83]. These permissions include:

- *Academic Category Severity permission* [p. 759]
- *Attendance Category Severity permission* [p. 759]
- *Behavior Category 1 Severity permission* [p. 760]
- *Cross-School Student Behavior Access permission* [p. 760]

¹You can do this if your role is District Administrator.

- *Discipline Category Severity permission* [p. 761]
- *Non-Discipline Category Severity permission* [p. 762]
- *Override Student Behavior Enrollment permission* [p. 762]
- *Student Behavior Preferences permission* [p. 763]

Academic Category Severity permission

This permission controls the user's ability to work with student behavior incidents [p. 83] associated with the security classification "Academic Category". Chancery SMS provides one permission for each severity level: High, Medium, and Low. An incident's security classification is determined by the Behavior Security field in the "Behavior Incident and Event/Concern" setup list.

Dependencies: None

Settings:

- **Delete:** The user can work with behavior incidents associated with the security classification "Academic Category".
- **Edit:** Same as Delete.
- **View:** The user can view but not change behavior incidents associated with the security classification "Academic Category".
- **None:** The user is unable to work with behavior incidents associated with the security classification "Academic Category".

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **None**
- Teacher: **Edit**
- School Health Professional: **None**
- District Health Professional: **None**

Attendance Category Severity permission

This permission controls the user's ability to work with student behavior incidents [p. 83] associated with the security classification "Attendance Category". Chancery SMS provides one permission for each severity level: High, Medium, and Low. An incident's security classification is determined by the Behavior Security field in the "Behavior Incident and Event/Concern" setup list.

Dependencies: None

Settings:

- **Delete:** The user can work with behavior incidents associated with the security classification "Attendance Category".
- **Edit:** Same as Delete.

- **View:** The user can view but not change behavior incidents associated with the security classification "Attendance Category".
- **None:** The user is unable to work with behavior incidents associated with the security classification "Attendance Category".

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **None**
- Teacher: **Edit**
- School Health Professional: **None**
- District Health Professional: **None**

Behavior Category 1 Severity permission

This permission controls the user's ability to work with student behavior incidents [p. 83] associated with the security classification "Behavior Category 1". Chancery SMS provides one permission for each severity level: High, Medium, and Low. An incident's security classification is determined by the Behavior Security field in the "Behavior Incident and Event/Concern" setup list.

Dependencies: None

Settings:

- **Delete:** The user can work with behavior incidents associated with the security classification "Behavior Category 1".
- **Edit:** Same as Delete.
- **View:** The user can view but not change behavior incidents associated with the security classification "Behavior Category 1".
- **None:** The user is unable to work with behavior incidents associated with the security classification "Behavior Category 1".

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **None**
- Teacher: **Edit**
- School Health Professional: **None**
- District Health Professional: **None**

Cross-School Student Behavior Access permission

This permission controls the user's ability to work with behavior incidents [p. 83] at any district school.

Dependencies:

The user's ability to work with a behavior incident may be limited by other behavior-related permissions, including:

- *Academic Category Severity permission* [p. 759]
- *Attendance Category Severity permission* [p. 759]
- *Behavior Category 1 Severity permission* [p. 760]
- *Discipline Category Severity permission* [p. 761]
- *Non-Discipline Category Severity permission* [p. 762]

Settings:

- **Yes:** The user is able to work with behavior incidents recorded at any district school.
- **No:** The user is able to work with behavior incidents at his or her school.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **Yes**
- School Health Professional: **No**
- District Health Professional: **No**

Discipline Category Severity permission

This permission controls the user's ability to work with student behavior incidents [p. 83] associated with the security classification "Discipline Category". Chancery SMS provides one permission for each severity level: High, Medium, and Low. An incident's security classification is determined by the Behavior Security field in the "Behavior Incident and Event/Concern" setup list.

Dependencies: None

Settings:

- **Delete:** The user can work with behavior incidents associated with the security classification "Discipline Category".
- **Edit:** Same as Delete.
- **View:** The user can view but not change behavior incidents associated with the security classification "Discipline Category".
- **None:** The user is unable to work with behavior incidents associated with the security classification "Discipline Category".

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**

- School Health Professional: **None**
- District Health Professional: **None**

Non-Discipline Category Severity permission

This permission controls the user's ability to work with student behavior incidents [p. 83] associated with the security classification "Non-Discipline Category". Chancery SMS provides one permission for each severity level: High, Medium, and Low. An incident's security classification is determined by the Behavior Security field in the "Behavior Incident and Event/Concern" setup list.

Dependencies: None

Settings:

- **Delete:** The user can work with behavior incidents associated with the security classification "Non-Discipline Category".
- **Edit:** Same as Delete.
- **View:** The user can view but not change behavior incidents associated with the security classification "Non-Discipline Category".
- **None:** The user is unable to work with behavior incidents associated with the security classification "Non-Discipline Category".

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **Edit**
- School Health Professional: **None**
- District Health Professional: **None**

Override Student Behavior Enrollment permission

This permission controls the user's ability to enroll a student [p. 138] who is subject to student behavior [p. 83] enrollment restrictions.

Dependencies:

- For this permission to be effective, the setting for the *Enroll Student in School permission* [p. 777] must be Yes.

Settings:

- **Yes:** The user is able to enroll a student who is subject to student behavior enrollment restrictions.
- **No:** The user is able to enroll a student who is not subject to student behavior restrictions.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**

- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Student Behavior Preferences permission

This permission controls the user's ability to set preferences for student behavior records for the district see *Student behavior setup* [p. 257]. Such preferences include specifying the student behavior [p. 83] records that can be viewed by users at the receiving school when a student transfers from one district school to another,.

Dependencies: None

Settings:

- **Delete:** The user can change Student Behavior Preferences.
- **Edit:** Same as Delete.
- **View:** The user can view but not change Student Behavior Preferences.
- **None:** The user is unable view or work with Student Behavior Preferences.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Students permissions

Permissions in this category pertain to viewing and recording student information [p. 36]. These permissions include:

- *Access to SSN permission* [p. 765]
- *Add Students permission* [p. 765]
- *Assign Family permission* [p. 766]
- *Assign Homerooms permission* [p. 766]
- *Assign Multi-Values permission* [p. 767]
- *Awards permission* [p. 768]
- *Awards permission* [p. 768]
- *Background Data permission* [p. 769]
- *Birth Certificate permission* [p. 769]
- *Contact Information permission* [p. 770]
- *Course recommendations and requests permission* [p. 770]

- *Course requests approval permission* [p. 771]
- *Date/Year Entered 9th Grade permission* [p. 771]
- *Delete School Enrollment permission* [p. 772]
- *Delete Students permission* [p. 772]
- *Demographic Data permission* [p. 773]
- *Dental Screenings permission* [p. 774]
- *Distance From School permission* [p. 774]
- *Edit Address Validation Override Reason permission* [p. 775]
- *Edit Student Schedules permission* [p. 776]
- *Enroll Student in School permission* [p. 777]
- *Hearing Screenings permission* [p. 777]
- *Home Language Survey permission* [p. 778]
- *Legal Alert permission* [p. 779]
- *Lunch Status Panel permission* [p. 779]
- *Medical Alert permission* [p. 780]
- *Mid Year Student Transfers permission* [p. 781]
- *Modify Counselor Assignment permission* [p. 782]
- *Modify Home School permission* [p. 782]
- *Multiple School Status Access permission* [p. 783]
- *Override Honor Rolls permission* [p. 783]
- *Photos permission* [p. 784]
- *Receives Specialized Services Field permission* [p. 785]
- *Registration Information permission* [p. 785]
- *Resource Assignments permission* [p. 786]
- *Soc/Emotional Screenings permission* [p. 787]
- *State Student Number permission* [p. 788]
- *Student Address Phone permission* [p. 788]
- *Student Federal Info permission* [p. 789]
- *Student Health Conditions permission* [p. 790]
- *Student Health Examinations permission* [p. 790]
- *Student Health Immunizations permission* [p. 791]
- *Student Health Medication permission* [p. 792]
- *Student Health Office permission* [p. 793]
- *Student Health Pregnancy permission* [p. 794]
- *Student Health Profile permission* [p. 794]
- *Student Medical Info permission* [p. 795]
- *Student Overview permission* [p. 796]
- *Student Personal Info permission* [p. 796]
- *Student School Specific permission* [p. 797]
- *Student Standardized Tests permission* [p. 798]
- *Student Status Code permission* [p. 799]
- *Student Test Results - Assessment permission* [p. 799]
- *Student Test Results - Standard permission* [p. 800]
- *Vision Screenings permission* [p. 801]

Access to SSN permission

This permission controls the user's ability to add or change data in the **Social security #** field on the Overview tab of the Student Demographics page.

Settings:

- **Edit:** The user can add and edit data in the Social security # field.
- **View:** The user can view but not add or edit data in the Social security # field.
- **None:** The user is unable to view or work with the Social security# field.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Add Students permission

This permission controls the user's ability to register a new student [p. 134]. This permission does not control the user's ability to enroll students [p. 137]. For enrollment, refer to the *Enroll Student in School permission* [p. 777] and the *Student Status Code permission* [p. 799].

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be Edit or Delete.
- If the setting for this permission is No and the *Enroll Student in School permission* [p. 777] is Yes, on a student search page [p. 36] in the Actions menu Chancery SMS displays the Register/Enroll Student selection; however the user cannot register a student.
- If the setting for this permission and the *Enroll Student in School permission* [p. 777] is No, on a student search page [p. 36] in the Actions menu Chancery SMS does not display the Register/Enroll Student selection.

Settings:

- **Yes:** The user can register a new student.
- **No:** The user cannot register a new student.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**

- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Assign Family permission

This permission controls the user's ability to assign a student to a family [p. 64].

Dependencies:

- This permission takes effect only on a system that employs family management (which is enabled when the administrator installs Chancery SMS [p. 398]).
- The user's ability to edit family information is controlled by the *Family Information permission* [p. 670].

Settings:

- **Yes:** The user can assign a student to a family.
- **No:** The user is unable to assign a student to a family. On the Family Overview page, Chancery SMS does not display the Add New and Add Existing buttons.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Assign Homerooms permission

This permission controls the user's ability to set or change a student's homeroom [p. 66].

Dependencies:

- The user's ability to assign a homeroom to more than one student is controlled by the *Assign Values permission* [p. 767].
- The user's ability to manually assign a homeroom on the Student Demographics page [p. 53] is controlled by the *Student School Specific permission* [p. 797].

Settings:

- **Yes:** The user can set or change a student's homeroom.
- **No:** The user is unable to set or change a student's homeroom. On the Roster and Student Search results pages [p. 46], Chancery SMS does not display the Transfer Homeroom selection in the Actions menu.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Assign Multi-Values permission

This permission controls the user's ability to add a value to one or more student records [p. 52] that can hold more than one value or change an existing value; for example, Federal Race.

To add a value to a field or change it:

- 1 On a page of Student Search results [p. 46], select one or more students.
- 2 In the **Actions** menu, click **Assign > Assign Multi-Values**. The Assign Multi-Values page appears.

Dependencies: None

Settings:

- **Yes:** The user can add a value to a field or change it.
- **No:** The user is unable to add a value to a field. On a Student Search results page, Chancery SMS does not display the Assign > Assign Multi-Values selection in the Actions menu.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **Yes**
- District Health Professional: **No**

Assign Values permission

This permission controls the user's ability to assign a value to one student record field for one or more students; for example, Registration Grade Level.

To assign a value to a field for one or more students:

- 1 On a page of Student Search Results [p. 46], select one or more students.
- 2 In the **Actions** menu, click **Assign > Assign Values**. The Assign Values page appears.

Dependencies: None

Settings:

- **Yes:** The user can assign a value to a student record field for one or more students.
- **Yes:** The user is unable to assign a value to a student record field for one or more students. On the Search Results page, Chancery SMS does not display the Assign Values selection in the Actions menu.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **Yes**
- District Health Professional: **No**

Awards permission

This permission controls the user's ability to add, change, and delete award recipient lists, print awards, and view students' awards [p. 71].

Dependencies:

- This permission applies only to a user whose role's scope is at the school level [p. 232].
- The user's ability to open the Student Demographics page [p. 53] (on which the Awards link is displayed) is controlled by *Demographic Data permission* [p. 773].
- The user's ability to create an award is controlled by the *Award Setup permission* [p. 708].

Settings;

- **Delete:** The user can add, edit or delete award recipient lists and print awards. The user can also view a list of awards a student has received.
- **Edit:** The user can add or change, but not delete, award recipient lists and print awards. The user can also view a list of awards a student has received.
- **View:** The user can view, but not change, award recipient lists and print awards. The user can also view a list of awards a student has received.
- **None:** The user is unable to view award recipients. On the home page's control bar, Chancery SMS does not display the Awards link. On the Student Demographics page's control bar, Chancery SMS does not display the Awards link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**

- School Secretary: **Delete**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Background Data permission

This permission controls the user's ability to work with students' background information [p. 71], primarily for program management purposes [p. 82].

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be Edit or Delete.

Settings:

- **Delete:** The user can add, edit, and delete a student's background information.
- **Edit:** Same as Delete.
- **View:** The user can view but not change a student's background information.
- **None:** The user is unable to view a student's background information. On the Student Demographics page [p. 53], in the control bar, Chancery SMS does not display the Background Data link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Birth Certificate permission

This permission controls the user's ability to work with a scanned birth certificate stored on the student's demographic record [p. 58].

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be Edit or Delete.
- For this permission to be effective, the setting for the *Student Personal Info permission* [p. 796] must be View or Delete.

Settings:

- **Delete:** The user can upload a scanned birth certificate to a student's demographic record, replace the uploaded certificate, or delete the uploaded certificate.

- **Edit:** The user can upload a scanned birth certificate to a student's demographic record or replace the uploaded certificate.
- **View:** The user can view but not change the birth certificate on a student's demographic record.
- **None:** Same as View

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Contact Information permission

This permission controls the user's ability to work with students' contacts [p. 63] [p. 64].

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be Edit or Delete.

Settings:

- **Delete:** The user can add, change, or delete a student's contacts.
- **Edit:** The user can add or change, but not delete, a student's contacts.
- **View:** The user can view but not change a student's contacts.
- **None:** The user does not have access to a student's contact. On the Student Demographics page [p. 53], on the School Specific tab, Chancery SMS does not display the Contact Information panel. In the control bar, Chancery SMS does not display the Contacts link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Course recommendations and requests permission

This permission controls the user's ability to make course recommendations for the purpose of online course requests [p. 222].

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, change, or delete a course recommendation.
- **Edit:** The user can add or change a course recommendation.
- **View:** The user can view but not change a course recommendation.
- **None:** The user does not have access to a course recommendations.

Default settings by base role [p. 237]:

- District Administrator: **None**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **None**
- Teacher: **Edit**
- School Health Professional: **None**
- District Health Professional: **None**

Course requests approval permission

This permission controls the user's ability to approve an online course request [p. 222] submitted by a student through ParentCONNECTxp.

Dependencies

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Yes:** The user can approve an online course request.
- **No:** The user approve an online course request.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Date/Year Entered 9th Grade permission

This permission controls the user's ability to work with the Year/Date Entered 9th Grade field [p. 58].

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be Edit or View.

- For this permission to be effective, the setting for the *Student Personal Info permission* [p. 796] must be Edit or View.

Settings:

- **Edit:** The user can record or delete information in this field.
- **View:** The user can view but not change information in this field.
- **None:** The user is unable to view this field. On the Student Demographics page [p. 53], Chancery SMS does not display the field.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Delete School Enrollment permission

This permission controls the user's ability to delete a student's school enrollment [p. 139], that is, delete all school-specific information about a student, including attendance, scheduling, and grading records while not deleting the student from the district.

Dependencies: None

Settings:

- **Yes:** The user can delete a student's school enrollment
- **No:** The user is unable to delete a student's school enrollment.

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Delete Students permission

This permission controls the user's ability to delete students from the district [p. 137].

Dependencies: None

Settings:

- **Yes:** The user can delete a student from the district.
- **No:** The user is unable to delete a student from the district.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Demographic Data permission

This permission controls the user's ability to work with student demographic information [p. 53]. This permission supersedes all other student permissions.

Dependencies

- The user's ability to work with Student Address/Phone information on the Student Demographics page [p. 53] is controlled by the *Student Address Phone permission* [p. 788].
- The user's ability to work with Student Federal Info information on the Student Demographics page [p. 53] is controlled by the *Student Federal Info permission* [p. 789].
- The user's ability to work with Student Overview information on the Student Demographics page [p. 53] is controlled by the *Student Overview permission* [p. 796].
- The user's ability to work with Student Personal information on the Student Demographics page [p. 53] is controlled by the *Student Personal Info permission* [p. 796].
- For a user whose role's scope is only at the school level [p. 232] to work School Specific information on the Student Demographics page, the setting for the *Student School Specific permission* [p. 797] must be View or Edit.

Settings:

- **Edit:** The user can add, change, or delete a student's demographic information.
- **View:** The user can view but not change a student's demographic information.
- **None:** The user is unable to view a student's demographic information.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Edit**

Dental Screenings permission

This permission enables users to work with students' dental health information. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with information about a student's dental screenings:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Screenings**, then click **Dental**. The Dental page appears.

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be Edit or View.

Settings:

- **Delete:** The user can add, change, or delete a student's dental health information.
- **Edit:** Same as Delete.
- **View:** The user can view but not change a student's dental health information.
- **None:** The user is unable to view a student's dental health information. On the Student Demographics page [p. 53], in the control bar, Chancery SMS does not display the Dental link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Distance From School permission

This permission controls the user's ability to work with the Distance From School field in the School Specific tab of the Student Demographics page [p. 53].

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be Edit or View.
- For this permission to be effective, the setting for the *Student School Specific permission* [p. 797] must be Edit or Delete.

Settings:

- **Delete:** The user can view, change, or delete information in the Distance From School field.
- **Edit:** Same as Delete.
- **View:** The user can view but not change the information in the Distance From School field.
- **None:** The user is unable to view the Distance From School field.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Edit Address Validation Override Reason permission

This permission controls the user's ability to record a reason for an address exception for a student who is enrolling in an out-of-zone school.

To view or record a student's address exception reason:

- 1 On the Student Search page [p. 36], in **Actions** menu click **Register/Enroll Student**. The Registration/Enrollment Search page appears.
- 2 Search for the student.
- 3 Under Search Results, in the **StudentName** column, click the student's name. The Registration/Enrollment Steps page appears.
- 4 Click **Enroll Student in a School**. The Enrollment popup page appears.
- 5 In the **Status Code** column, click an enrollment state. The Edit Status Code page appears.
 - Or click **Add...** to enroll the student in a new school.
- 6 View or set the **Exception Reason**.
 - The Exception reason applies only where the **School of Enrollment** differs from the **Home School**.

Dependencies:

- This permission applies only to a system that employs address validation.
- For the user to view the Registration/Enrollment Search page, the setting for the *Add Students permission* [p. 765] must be Yes.

Settings:

- **Yes:** The user can view or change the exception reason.

- **No:** The user is unable to view the exception reason. On the Edit Status Code page, Chancery SMS does not display the Exception Reason field.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Edit Student Schedules permission

This permission controls the user's ability to work with a student's schedule [p. 270], including making course requests [p. 103].

To work with a student's schedule:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Schedule**. The Student Schedule page appears.

Dependencies:

- For the user to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For information about controlling access to resource assignments on the Student Schedule page, refer to the *Student School Specific permission* [p. 797].

Settings:

- **Yes:** The user can view and change a student's schedule.
- **No:** The user is unable to view a student's schedule. In the control bar of the Student Demographics page [p. 53], Chancery SMS does not display the Schedule link.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Enroll Student in School permission

This permission controls the user's ability to enroll a registered student in a school [p. 138].

To enroll a registered student:

- 1 On the Student Search page [p. 36], in the **Actions** menu click **Register/Enroll Student...** The Registration/Enrollment Search page appears.
- 2 Search for the student.
- 3 Under Search Results, in the **StudentName** column, click the student's name. The Registration/Enrollment Steps page appears.
- 4 Click **Enroll Student in a School**. The Enrollment popup page appears.
- 5 Click **Add...** to enroll the student in a new school. The Add Status Code page appears.

Dependencies:

- For a user to complete a student's enrollment, the setting for the *Student Status Code permission* [p. 799] must be Edit or Delete.

Settings:

- **Yes:** The user can enroll a registered student in a school.
- **No:** The user is unable to enroll a student in a school. On the Add Status Code page, Chancery SMS does not display the Enroll button.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **Yes**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Hearing Screenings permission

This permission controls the user's ability to work with information on student hearing. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with information about a student's hearing screenings:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.

- 3 In the control bar, click **Screenings**, then click **Hearing**. The Hearing page appears.

Dependencies

- For the user to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete a student's hearing records.
- **Edit:** Same as Delete.
- **View:** The user can view but not change a student's hearing information.
- **None:** The user is unable to view a student's hearing information. On the Student Demographics page, Chancery SMS does not display the Hearing link in the control bar.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Home Language Survey permission

This permission controls the user's ability to work with information on a student record's Home Language Survey panel see *Student Demographics: Federal Info* [p. 62].

Dependencies:

- For the user to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to view the Student Demographics page's Federal Info tab, the setting for the *Student Federal Info permission* [p. 789] must be View or Edit.

Settings:

- **Edit:** The user is able to change the information in the Home Language Survey panel.
- **View:** The user is able to view but not change the information in the Home Language Survey panel.
- **None:** The user is unable to view the Home Language Survey panel. On the Student Demographics page's Federal Info tab, Chancery SMS does not display the Home Language Survey panel.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Legal Alert permission

This permission controls the user's ability to work with vital legal information about the student. This information is stored in a student record's Legal Information panel [p. 57].

Dependencies:

- For the user to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to view the Student Demographics page's School Specific tab, the setting for the *Student School Specific permission* [p. 797] must be View or Edit.

Settings:

- **Edit:** The user is able to view and change a student's legal information.
- **View:** The user is able to view but not change a student's legal information.
- **None:** The user is unable to view a student's legal information. On the Student Demographics page's School Specific tab, Chancery SMS does not display the Legal Information panel.

Default settings by base role [p. 237]:

- District Administrator: **View**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **None**

Lunch Status Panel permission

This permission controls the user's ability to work with a student's lunch status. This information is stored in a student record's Lunch Information panel see *Student records* [p. 52].

Dependencies:

- For the user to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to view the Student Demographics page's School Specific tab, the setting for the *Student School Specific permission* [p. 797] must be View or Edit.

Settings:

- **Delete:** The user can change a student's lunch status.
- **Edit:** Same as Delete.
- **View:** The user can view but not change a student's lunch status.
- **None:** The user is unable to view a student's lunch status. On the Student Demographics page's School Specific tab, Chancery SMS does not display the Lunch Information panel.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Medical Alert permission

This permission controls the user's ability to work with a student's vital medical information. This information is stored in a student record's Medical Info tab [p. 61].

Dependencies:

- The effect of this permission depends on the setting for the *Student Medical Info permission* [p. 795].
- For the user to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Edit:** The user can work with a student's vital medical information.
- **View:** The user can view but not change a student's vital medical information.
- **None:** The user is unable to view a student's vital medical information. On the Student Demographics page's Medical Info tab, Chancery SMS does not display the Medical Alert field.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**

- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Edit**

Mid Year Student Transfers permission

This permission controls the user's ability to transfer students from one school to another during the school year [p. 139]. This permission also controls the user's ability to view information about student transfers on the School Transfers page.

To view student transfers:

On the home page, in the control bar, under **School**, click **School Transfers...** The School Transfers popup page appears.

Dependencies:

- For the user to view the Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to transfer a student, the setting for the *Student Status Code permission* [p. 799] must be Delete or Edit.
- The user can transfer a student only if that student is currently enrolled in a school and that student is assigned a home school see *Ensure that all students are assigned a home school* [p. 439].

Settings:

- **Edit:** The user can transfer a student to another school during the school year.
- **View:** The user can view but not change information about student transfers.
- **None:** The user is not able to transfer a student nor view information about student transfers. On the Enrollment page, Chancery SMS does not display the Transfer button. On the Student Search page, Chancery SMS does not display in the Actions menu the Transfer Students selection. On the home page in the control bar, Chancery SMS does not display the School Transfers... link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **None**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Modify Counselor Assignment permission

This permission controls the user's ability to change the school counselor [p. 237] assigned to one or more students see *Student records* [p. 52] [see also *Assigning an academic plan* p.100].

Dependencies: None

Settings:

- **Yes:** The user can change the school counselor assigned to one or more students.
- **No:** The user is unable to change the school counselor assigned to one or more students.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Modify Home School permission

This permission controls the user's ability to work with the Home School (Active) field in the School Specific tab of the Student Demographics page [p. 52].

Dependencies:

- For the user to view the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to view the Student Demographics page's Overview tab, the setting for the *Student Overview permission* [p. 796] must be View or Edit.
- For the user to view the Student Demographics page's School Specific tab, the setting for the *Student School Specific permission* [p. 797] must be View or Edit.

Settings:

- **Yes:** The user can view and change the information in the Home School (Active) field.
- **No:** The user can view but not change the information in the Home School (Active) field.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**

- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Multiple School Status Access permission

This permission controls the user's ability to select from all district schools (rather than just the user's home school) for the School of Enrollment field on the Status Code page [p. 68].

To select a school of enrollment:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Enrollment...** The Enrollment popup page appears.
- 3 Click **Add...** to enroll the student in a new school. The Add Status Code page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Yes:** The user can select from all district schools.
- **No:** The user can select only his or her home school or no school ("N/A").

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **No**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Override Honor Rolls permission

This permission controls the user's ability to add a student to an honor roll for which that student is not eligible. For detailed information on honor rolls, refer to the *Chancery SMS Grading Setup Guide*.

To work with an honor roll:

- 1 In the control bar, under **ADMIN**, click **Grading**. The Grading page appears.
- 2 Under **Step 7**, click Calculate Honor Rolls. The Honor Rolls page appears.

To view a student's honor roll membership:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click Honor Rolls. The Student Honor Rolls page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to work with an honor roll, at least one Honor Roll Definition must exist and the setting for the *Honor Rolls permission* [p. 674] must be Edit.
- For this permission to be effective, the user must have access to the Grading page see *Grading permissions* [p. 671] or the Student Demographics page's Grading control bar links.

Settings:

- **Yes:** The user can add, edit, or delete student honor rolls for which the student is not eligible. The user can unassign a student for which an override exist on the Manage Honor Rolls page.
- **No:** The user is unable to save a student honor roll if that student is not eligible for that honor roll. The user cannot unassign a student for which an override exist on the Manage Honor Rolls page

Default settings by base role [p. 237]:

- District Administrator: **No**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Photos permission

This permission controls the user's ability to work with student photos [p. 55].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to view the Student Demographics page's Overview tab, the setting for the *Student Overview permission* [p. 796] must be View or Edit.
- For the user to view the Student Demographics page's School Specific tab, the setting for the *Student School Specific permission* [p. 797] must be View or Edit.

Settings:

- **Delete:** The user can upload, edit, and delete student photos.
- **Edit:** Same as Delete.
- **View:** The user can view but not upload or change student photos.
- **None:** The user is unable to view or work with student photos.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Receives Specialized Services Field permission

This permission controls the user's ability to work with the Receives Specialized Services check box and date field in the Overview tab of the Student Demographics page [p. 54].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to view the Student Demographics page's Overview tab, the setting for the *Student Overview permission* [p. 796] must be View or Edit.

Settings:

- **Edit:** The user can view and change the Receives Specialized Services check box and date field.
- **View:** The user can view but not change the Receives Specialized Services check box and date fields.
- **None:** The user is unable to view the Receives Specialized Services check box and date field.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Registration Information permission

This permission controls the user's ability to work with a student's registration information once that student is registered [p. 136].

Dependencies:

- For the user to register a new student, the setting for the *Add Students permission* [p. 765] must be Yes.

Settings:

- **Edit:** The user can work with a student's registration information.
- **View:** The user can view but not change a student's registration information.
- **None:** The user is unable to view or work with a student's registration information. On the Registration/Enrollment Steps page, Chancery SMS does not display the Update Registration Information link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Resource Assignments permission

This permission controls the user's ability to work with resource assignments [p. 295]. The assignments are recorded the Resource Roster page and on the Student Schedule page.

To work with resource assignments:

- 1 In the control bar, under **ADMIN**, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 7**, click **Resource Roster**. The Resource Roster page appears.

To work with a student's resource assignments:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Schedule**. The Student Schedule appears.

Dependencies:

- For the user to work with a student's schedule, the setting for the *Edit Student Schedules permission* [p. 776] must be Yes.
- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- The user's ability to view the Resource Services page is controlled by the *Resource Services permission* [p. 726].

Settings:

- **Delete:** The user can add, edit, or delete resource assignments.
- **Edit:** The user can add or edit resource assignments but not delete them.
- **View:** The user can view but not change resource assignments.
- **None:** The user is unable to work with resource assignments. On the Scheduling page, Chancery SMS disables the Resource Roster link. On the Student Schedule page, the user can view a list of assignments but not the details of those assignments.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Soc/Emotional Screenings permission

This permission controls the user's ability to work with information about a student's social or emotional issues. This information is stored on the Soc/Emotional page. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with information about a student's social or emotional issues:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Screenings**, then **Soc/Emotional**. The Soc/Emotional page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete information about a student's social or emotional issues.
- **Edit:** Same as Delete.
- **View:** The user can view but not change information about a student's social or emotional issues
- **None:** The user is unable to view information about a student's social or emotional issues. On the Student Demographics page's control bar, Chancery SMS does not display the Screenings link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

State Student Number permission

This permission controls the user's ability to work with the information in the State Number field in the Overview tab of the Student Demographics page [p. 54].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to view the Student Demographics page's Overview tab, the setting for the *Student Overview permission* [p. 796] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete information in a student record's State Number field.
- **Edit:** Same as Delete
- **View:** The user can view but not change the information in a student record's State Number field.
- **None:** The user is unable to view the State Number field.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **View**
- District Health Professional: **View**

Student Address Phone permission

This permission controls the user's ability to work with a student's contact information. This information is stored in the Address/Phone tab of the Student Demographics page [p. 54].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Edit:** The user can add, edit, and delete information in a student record's Address/Phone tab.
- **View:** The user can view but not change information in a student record's Address/Phone tab.
- **None:** The user is unable to view a student record's Address/Phone tab.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Edit**

Student Federal Info permission

This permission controls the user's ability to work with the information in the Federal Info tab of the Student Demographics page [p. 54].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to work with the Home Language Survey panel on the Federal Info tab of the Student Demographics page [p. 53], the setting for the *Home Language Survey permission* [p. 778] must be View or Edit.

Settings:

- **Edit:** The user can add, edit, and delete information on the Federal Info tab.
- **View:** The user can view but not change information on the Federal Info tab.
- **None:** The user is unable to view the Federal Info tab on the Student Demographics page [p. 53].

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Edit**

Student Health Conditions permission

This permission controls the user's ability to work with information on a student's health conditions. This information is stored on the Edit Student Health Conditions page. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with a student's health condition information:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Conditions**. The Conditions page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete information on a student's health conditions.
- **Edit:** Same as Delete
- **View:** The user can view but not change information on a student's health conditions.
- **None:** The user is unable to view information on a student's health conditions. On the Student Demographics page's control bar, Chancery SMS does not display the Conditions link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Health Examinations permission

This permission controls the user's ability to work with a student's health examinations records. This information is stored on the Edit Student Health Examinations page. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with a student's health examination records:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.

- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Examinations**. The Examinations page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete a student's health examinations records.
- **Edit:** Same as Delete
- **View:** The user can view but not change a student's health examinations records.
- **None:** The user is unable to view a student's health examinations records. On the Student Demographics page's control bar, Chancery SMS does not display the Examinations link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Health Immunizations permission

This permission controls the user's ability to work with a student's health immunization records. This information is stored on the Edit Student Health Immunizations page. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with a student's immunization records:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Immunizations**. The Immunizations page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user is able to add, edit, or delete a student's health immunization records.
- **Edit:** Same as Delete
- **View:** The user is able to view but not change a student's health immunization records.
- **None:** The user is unable to view a student's health immunization records. On the Student Demographics page's control bar, Chancery SMS does not display the Immunizations link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Health Medication permission

This permission controls the user's ability to work with a student's medication information. This information is stored on the Edit Student Health Medication page. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with a student's medication information:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Medications**. The Medication page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete a student's medication information.
- **Edit:** The same as Delete.
- **View:** The user can view but not change a student's medication information.
- **None:** The user is unable to view a student's medication information. On the Student Demographics page's control bar, Chancery SMS does not display the Medications link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**

- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Health Office permission

This permission controls the user's ability to work with records of a student's visits to the school health office. This information is stored on the Health Office page. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with records of a student's health office visits:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Health Office**. The Health Office page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete records of a student's health office visits.
- **Edit:** Same as Delete
- **View:** The user can view but not change records of a student's health office visits.
- **None:** The user is unable to view records of a student's health office visits. On the Student Demographics page's control bar, Chancery SMS does not display the Health Office link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Health Pregnancy permission

This permission controls the user's ability to work with a student's pregnancy tracking information. This information is stored on the Edit Student Health Pregnancy page. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with a student's pregnancy tracking information:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Pregnancy**. The Pregnancy page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete a student's pregnancy tracking information.
- **Edit:** Same as Delete
- **View:** The user can view but not change a student's pregnancy tracking information.
- **None:** The user is unable to view a student's pregnancy tracking information. On the Student Demographics page's control bar, Chancery SMS does not display the Pregnancy link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Health Profile permission

This permission controls the user's ability to work with a student's health profile. This information is stored on the Edit Student Health Profile page. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with a student's health profile:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.

- 2 In the control bar, click **Health Profile**. The Health Profile page appears.

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, and delete a student's health profile.
- **Edit:** Same as Delete
- **View:** The user can view but not change a student's health profile.
- **None:** The user is unable to view a student's health profile. On the Student Demographics page's control bar, Chancery SMS does not display the Health Profile link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Medical Info permission

This permission controls the user's ability to work with a student's general medical information such as emergency contacts, current status, and insurance coverage. This information is stored on the Student Demographics page's Medical Info tab [p. 61].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to work with the Medical Info tab's Medical Alert field, the setting for the *Medical Alert permission* [p. 780] must be View or Edit.

Settings:

- **Edit:** The user can add, edit, and delete a student's general medical information.
- **View:** The user can view but not change a student's general medical information.
- **None:** The user is unable to view a student's general medical information. On the Student Demographics page [p. 53], Chancery SMS does not display the Medical Info tab.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Overview permission

This permission control's the user's ability to work with a student's general information such as name, birth date, and home school. This information is stored on the Student Demographics page's Overview tab [p. 54].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to work with some of the information on the Overview tab, a setting of View or Edit is required for particular permissions, including: *Modify Home School permission* [p. 782], *Photos permission* [p. 784], *Receives Specialized Services Field permission* [p. 785], *State Student Number permission* [p. 788].

Settings:

- **Edit:** The user can add, edit, and delete a student's general information.
- **View:** The user can view but not change a student's general information.
- **None:** The user is unable to view a student's information. On the Student Demographics page [p. 53], Chancery SMS does not display the Overview tab.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Personal Info permission

This permission control's the user's ability to work with a student's general personal information such as birth certificate, citizenship, date entered the 9th Grade, and place of birth. This information is stored on the Student Demographics page's Personal Info tab [p. 58].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to work with some of the information on the Personal Info tab, a setting of View or Edit is required for particular permissions, including: *Birth Certificate permission* [p. 769], *Date/Year Entered 9th Grade permission* [p. 771]

Settings:

- **Edit:** The user is able to add, edit, and delete a student's general personal information.
- **View:** The user is able to view but not change a student's general personal information.
- **None:** The user is unable to view a student's general personal information. On the Student Demographics page [p. 53], Chancery SMS does not display the Personal Info tab.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student School Specific permission

This permission control's the user's ability to work with a information specific to a student's school of enrollment, such as grade level, homeroom, and lunch status. This information is stored on the Student Demographics page's School Specific tab [p. 57].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to work with some of the information on the School Specific tab, a setting of View or Edit is required for particular permissions, including: *Distance From School permission* [p. 774], *Lunch Status Panel permission* [p. 779], *Modify Home School permission* [p. 782], *Photos permission* [p. 784]

Settings:

- **Edit:** The user is able to add, edit, and delete information specific to a student's school of enrollment.
- **View:** The user is able to view but not change information specific to a student's school of enrollment

- **None:** The user is unable to view information specific to a student's school of enrollment. On the Student Demographics page [p. 53], Chancery SMS does not display the School Specific tab.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Student Standardized Tests permission

This permission controls the user's ability to work with a student's standardized test results. Chancery SMS stores this information on the All Tests for Student page [p. 68].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- This permission is effective only on a system that employs legacy tests functionality.
- Test Management is controlled by other permissions: *Define Tests - Assessment permission* [p. 801] and *Define Tests - Standard permission* [p. 802].

Settings:

- **Delete:** The user can add, edit, and delete a student's standardized test results.
- **Edit:** The user can add or edit a student's standardized test results.
- **View:** The user can view but not change a student's standardized test results.
- **None:** The user is unable to view a student's standardized test results.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Student Status Code permission

This permission controls the user's ability to work with a student's enrollment status [p. 68].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.
- For the user to enroll a student in a school, the setting for *Enroll Student in School permission* [p. 777] must be Yes.
- For the user to transfer a student to another school, the setting for *Mid Year Student Transfers permission* [p. 781] must be Edit.

Settings:

- **Delete:** The user can change a student's enrollment status and add new enrollments.
- **Edit:** Same as Delete
- **View:** The user can view but not change the status of a student's enrollments.
- **None:** The user is unable to view a student's enrollments. On the Student Demographics page's control bar, Chancery SMS does not display the Enrollment... link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **Edit**
- School Secretary: **Edit**
- Teacher: **View**
- School Health Professional: **None**
- District Health Professional: **None**

Student Test Results - Assessment permission

This permission controls the user's ability to work with test results for tests that have been assigned to the test category group "Assessment". Chancery SMS stores this information on the Student Test Results page [p. 69].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user is able to add, edit, and delete a student's test results for tests in the test category "Assessment".
- **Edit:** The user is able to add or edit a student's test results for tests in the test category "Assessment".

- **View:** The user can view but not change a student's test results for tests in the test category "Assessment"
- **None:** The user is unable to view a student's test results. On the Student Test Results page, Chancery SMS does not display test results for tests in the test category "Assessment".

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Student Test Results - Standard permission

This permission controls the user's ability to work with test results for tests that have been assigned to the test category group "Standard". Chancery SMS stores this information on the Student Test Results page [p. 69].

Dependencies:

- For the user to work with the student record's Student Demographics page [p. 53], the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user is able to add, edit, and delete a student's test results for tests in the test category "Standard".
- **Edit:** The user is able to add or edit a student's test results for tests in the test category "Standard".
- **View:** The user can view but not change a student's test results for tests in the test category "Standard"
- **None:** The user is unable to view a student's test results. On the Student Test Results page, Chancery SMS does not display test results for tests in the test category "Standard".

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Vision Screenings permission

This permission enables users to work with students' vision health information. For more information on student health records, refer to the *Chancery SMS Health Tracking Guide*.

To work with information about a student's vision screenings:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Health Tracking**. The Health Profile page appears.
- 3 In the control bar, click **Screenings**, then click **Vision**. The Vision page appears.

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be Edit or View.

Settings:

- **Delete:** The user can add, change, or delete a student's vision health information.
- **Edit:** Same as Delete.
- **View:** The user can view but not change a student's vision health information.
- **None:** The user is unable to view a student's vision health information. On the Student Demographics page [p. 53], in the control bar, Chancery SMS does not display the Vision link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Edit**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **View**
- School Health Professional: **Edit**
- District Health Professional: **Delete**

Test Management permissions

Permissions in this category pertain to assessment setup. These permissions include:

- *Define Tests - Assessment permission* [p. 801]
- *Define Tests - Standard permission* [p. 802]

Define Tests - Assessment permission

This permission controls the user's ability to define tests and test sessions for tests that are in the "Assessment" test category group.

To define tests:

- 1 On the home page, in the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Tests**.

Dependencies:

- If the setting for this permission and the *Define Tests - Standard permission* [p. 802] are both None, Chancery SMS does not display **Test** on the District Setup page.

Settings:

- **Delete:** The user can define tests in the "Assessment" test category and set up associated test sessions, subtests, skills, and score types.
- **Edit:** Same as Delete.
- **View:** The user can view but not change tests in the "Assessment" test category.
- **None:** The user is unable to view or work with tests in the "Assessment" test category.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Define Tests - Standard permission

This permission controls the user's ability to define tests and test sessions for tests that are in the "Standard" test category group.

To define tests:

- 1 On the home page, in the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **District**, click **Tests**.

Dependencies:

- If the setting for this permission and the *Define Tests - Assessment permission* [p. 801] are both None, Chancery SMS does not display **Test** on the District Setup page.

Settings:

- **Delete:** The user can define tests in the "Standard" test category and set up associated test sessions, subtests, skills, and score types.
- **Edit:** Same as Delete.
- **View:** The user can view but not change tests in the "Standard" test category.

- **None:** The user is unable to view or work with tests in the "Standard" test category.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Transcript/Permanent Record permissions

Permissions in this category pertain to viewing and recording student transcripts. These permissions include:

- *Elementary Permanent Record Setup permission* [p. 803]
- *Import Historical permission* [p. 803]
- *Manually Add/Edit Historical Course permission* [p. 804]
- *Student Historical Data permission* [p. 805]
- *Transcript Columns permission* [p. 805]
- *Transcript Grade Items permission* [p. 806]
- *Transcript Options permission* [p. 807]

Elementary Permanent Record Setup permission

This permission will take effect in a future version of Chancery SMS.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Import Historical permission

This permission controls the user's ability to import historical years, courses, and course bins for use on student transcripts. For more information, refer to the *Chancery SMS Import/Export Guide*. To control the user's ability to schedule the import, refer to the *Schedule Import permission* [p. 684].

To import historical data [DA¹]:

- 1 On the home page, in the control bar under **ADMIN**, click

¹You can do this if your role is District Administrator.

District Setup. The District Setup page appears.

2 Under **Tools**, click **Schedule Import**.

Dependencies: None

Settings:

- **Yes:** The user is able to import historical data.
- **No:** The user is unable to import historical data. On the Schedule Import page, the user can schedule import but Chancery SMS only completes the task with errors.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **Yes**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Manually Add/Edit Historical Course permission

This permission controls the user's ability modify the following fields on the Add/Edit Historical Course page when using the course lookup feature :

- Course number
- State course ID
- Course name
- Subject area
- Alternate name
- Short name
- Course type
- Course level

Settings:

- **Yes:** The user can edit these fields.
- **No:** The user can view but not change these fields.

Default settings by base role [p. 237]:

- District Administrator: **Yes**
- School Administrator: **Yes**
- School Counselor: **No**
- School Secretary: **No**
- Teacher: **No**
- School Health Professional: **No**
- District Health Professional: **No**

Student Historical Data permission

This permission controls the user's ability to work with a student's historical years and historical courses. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To work with a student's historical years and courses:

- 1 Locate and view a student record [p. 36]. The Student Demographics page [p. 53] appears.
- 2 In the control bar, click **Historical**.

Dependencies:

- For this permission to be effective, the setting for the *Demographic Data permission* [p. 773] must be View or Edit.

Settings:

- **Delete:** The user can add, edit, or delete a student's historical years and courses.
- **Edit:** The user can add or edit a student's historical years and courses.
- **View:** The user can view but not change a student's historical years and courses.
- **None:** The user is unable to view a student's historical years and courses.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **Delete**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Transcript Columns permission

This permission controls the user's ability to specify the columns displayed on the district's standard student transcript. This information is stored on the Transcript Columns page. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To work with district transcript's columns:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Transcript Options and Permanent Record Setup**, click **Transcript Columns**. The Transcript Columns page appears.

Dependencies: None

Settings:

- **Delete:** The user can change the columns specified.
- **Edit:** The user can change the columns specified.
- **View:** The user can view but not change the columns specified.
- **None:** The user is unable to view the transcript columns specified. On the District Setup page, Chancery SMS does not display the Transcript Columns link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Transcript Grade Items permission

This permission controls the user's ability to define grade items for use on a school's transcripts. For more information, refer to the *Chancery SMS Grading Setup Guide*.

To define grade items [SA¹]:

- 1 In the control bar, under **ADMIN**, click **School Setup**. The School Setup page appears.
- 2 Under **School**, click **Transcript Grade Items**.

Dependencies:

- This permission applies only to a user whose role's scope is at the school level [p. 232].

Settings:

- **Delete:** The user can add, edit, or delete grade items.
- **Edit:** Same as Delete
- **View:** Same as Delete
- **None:** Same as Delete

Default settings by base role [p. 237]:

- District Administrator: **None**
- School Administrator: **Delete**
- School Counselor: **Delete**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

¹You can do this if your role is School Administrator.

Transcript Options permission

This permission controls the user's ability to specify information to be displayed on the district's standard student transcript. This information is stored on the Transcript Options page.

To work with district's standard transcript:

- 1 In the control bar, under **ADMIN**, click **District Setup**. The District Setup page appears.
- 2 Under **Transcript Options and Permanent Record Setup**, click **Transcript Options**. The Transcript Options page appears.

Dependencies: None

Settings:

- **Edit:** The user can change the information to be displayed on the district's standard student transcript.
- **View:** The user can view but not change the information to be displayed on the transcript.
- **None:** The user is unable to view the information to be displayed. On the District Setup page, Chancery SMS does not display the Transcript Options link.

Default settings by base role [p. 237]:

- District Administrator: **Edit**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **View**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Users permissions

Permissions in this category pertain to management of system user accounts [p. 227]. These permissions include:

- *User Accounts permission* [p. 807]
- *User Roles permission* [p. 808]

User Accounts permission

This permission controls the user's ability to manage system user accounts [p. 227].

Dependencies:

- The accounts to which a user has access depends on the scope of his or her role [p. 232]; for example, a School Administrator has access to user accounts of users associated with his or her school.

Settings:

- **Delete:** The user can add, edit, and delete user accounts. The user can assign a role to an account or remove a role from an account.
- **Edit:** The user can add or edit, but not delete, user accounts. The user can assign a role to an account or remove a role from an account.
- **View:** The user can view but not change user accounts. The user can assign a role to an account or remove a role from an account.
- **None:** The user does not have access to user accounts. On the District Setup page, Chancery SMS does not display the Account link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

User Roles permission

This permission controls the user's ability to add, edit, or delete roles [p. 233], including adjust the permissions for any role see *Role permissions* [p. 236]. If the user's base role is that of District Administrator, this permission controls the user's ability to adjust the permission for any base role [p. 237].

Dependencies:

- The roles to which a user has access depends on the scope of his or her role [p. 232]; for example, a School Administrator has access to roles of users associated with his or her school.

Settings:

- **Delete:** The user can add, edit, and delete roles (and base roles, where the user is a District Administrator).
- **Edit:** The user can add or edit, but not delete, roles.
- **View:** The user can view but not change roles.
- **None:** The user does not have access to roles. On the District Setup page, Chancery SMS does not display the Roles (and Base Roles) link.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **None**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

User Settings permissions

Permissions in this category pertain to a user's customization of his or her views of the data [p. 23]. These permissions include:

- *Global Grid View permission* [p. 809]

Global Grid View permission

This permission controls the user's ability to define global grid views [p. 23] to which all system users have access.

Dependencies: None

Settings:

- **Delete:** The user can add, edit, and delete global grid views.
- **Add:** The user can add or edit, but not delete, global grid views.
- **View:** The user can view but not change the global grid views that are available to all system users.
- **None:** The user is unable to define global grid views.

Default settings by base role [p. 237]:

- District Administrator: **Delete**
- School Administrator: **View**
- School Counselor: **View**
- School Secretary: **None**
- Teacher: **None**
- School Health Professional: **None**
- District Health Professional: **None**

Index

!

! (homeroom total)	292
! (student roster)	17-18
! marker on registration step	137
! marker on Student Attendance page	76

%

% (search wildcard)	42
---------------------------	----

(

(G)	24
(P)	24

*

* (academic plan)	100
* (required information)	20
* (student schedule)	66, 289

.

.NET Framework	391-392
installation	401
optimizing	379
threading optimization for	379
upgrading and	415

_

_ (search wildcard)	42
---------------------------	----

+

+ (grid view column selection)	25
--------------------------------------	----

A

Absent attendance code type	178-179
academic plans	95
assigning	99-100

course setup	263
credit assignment priority in	266
default	262
setting default	268
setup	260
student search by	96
version setup	260, 262
versions	101
viewing	101
accounts, user	227
achievement requirements	
academic plan	97
academic plan rules	267
Acrobat	25-26
ACT	268
action, behavior incident	92
Actions menu	14, 53
Active Calendar	161, 164, 243
active database	373
active directory	
Application Server and	391
user accounts and	227
active reports	241
active roles	234
active roles and alerts	33
active scripting	30
Active Server Pages	400
active students	51
active user accounts and alerts	33
activity, user	152
AD	423
ADA Summary report	588
address	
copying a family member's	61
copying a student's	61
copying a student's to family	64
student's	60-61
Address Out of Zone report	533
address validation	
database installation and	408
Address Validation Guide . 54, 61, 166, 247-248	
administrative user account	230
Administrator account, SQL	405
Administrator base role	237, 416
Adobe Acrobat	25-26
affinity, server	384, 397
Age Breakdown Summary report	610
alerts	31
active/inactive roles and	33

active/inactive user accounts and	33
Audit Log failure	153
built-in	34
definition of	31
duration of	32
home page	14
icon	31
link	31
list page	32
mandatory	33
medical	61
mobile phone	33, 252
mobile setup	255
priority	33
setup	255
subscription to	31-32
All Students	14
AMD Opteron processors	391-392
American College Test (ACT)	268
AND (search criteria logic)	40, 42-43
and beyond (in academic plans)	102
and/or statements in searching	41
application protocol	423
Application Server	390-391, 396
ports to	423, 425
ratio	395
setup	399
aptitude requirements	
academic plan	97
academic plans rules	267
arrow key	30
assignments	
district staff	217
staff	216
asterisk (required information)	20
attachment control type	509
attendance	72
actions setup	257
behavior and	190
behavior incident action and	93
calculating daily codes	148
calculation rules	182
clearing	150
clearing record of taking	151
code setup	177
codes	72, 177
credits and	189
daily calculation worksheet	615
daily code calculation methods	182
daily code calculation setup	181
daily code recalculation at year-end	450

day types	167
default code setup	180
default codes	74
exception	180
exception rules	187
homerooms and	195
methods	173
minutes-based	176
multi-student	77
My Classes page and	16-18
positive	180
quick-entry button configuration	179
reporting period	177
reporting periods, year-end definition	445
rules	182
setup	172
single-student	75
specifying default codes	174
state-equivalent codes	178, 256
student's	66
supplementary	174
taking	73
values	178
Year-End Processing (YEP) changes to	459
year-end review of exception rules	466
YEP changes to code calculation method	463
YEP changes to exception rules	462
YEP changes to reporting periods	462
Attendance Calculation	174
Attendance Exceptions Student List report	597
Audit Log	152
clearing	153
custom fields and	500
Database	152
enrollment	154
failure	153
timeout	153
year-end checking	466
Year-End Processing changes to	462
AutoComplete	31
availability date, online course request	225
Award Certificate report	601
awards	71
criteria	207
recipients	71
setup	206
student's	67

B

Back button	14
-------------	----

backfill grades	81
background data	71
base roles	235, 237
groups	238-240
permissions	238, 240
behavior	83
attendance action	190
attendance and	190
incidents	67, 84
responsible staff person	214
setup	257
Year-End Processing changes to	460
bell schedules	323
attendance code calculation and	186
day type and	171
exception day and	171
Year-End Processing changes to	463
birth certificate	59
birth place, student's	59
birthdate	
staff's	212
student's	54
birthdate, student's	
verification	59
blocked periods	329
blue day	171
bonus points setup	205
bread crumbs (page path)	13
British Columbia provincial reporting	415
brothers	65
browser	
optimization of	30
See also web browser	30
user computer	155
Web Audit Log and	155
buildings	
contact information	193
setup	192
year-end adjustment	446
built-in reports	109, 123
bullying	83
buttons	19
selection of	30
by-class attendance method	173

C

CALC_ELEMENTARY_GRADES stored procedure	679
---	-----

calendarized data	498
calendars	
Active	161, 164, 243
conversion during Year-End Processing	457
district historical	248
enrollment and	137
historical	167, 243
managing	162, 244
Planning	164, 243, 246
reports and	115
school historical	162
school Planning	161
setup district	243
setup school	161
switching between	164
switching district	246
capacity balancing constraint	347
capacity, building	192
certificates, web site	411
creating	411
installing	412
requesting	411
Chancery SMS List of Reports	119
uploading	132
Chancery SMS Optional Package	530
Chancery SMS Report Package	126
Chancery SMS SIF Agent Guide	467
Chancery SMS Task Manager	366
disabling	368, 398
starting	521
stopping	519
Chancery.TaskManager.Service.Log	368
change history, Year-End Processing	460
changes to	
change reason	3, 626
characters, maximum number in search	39, 42
fields	
charges, legal	91
check box control type	508
check boxes	20
select all	21
selection of	30
Check Mark grading symbol	203-204
checklist, pre-year-end-processing	451
child schemas	486
child setup lists	478
citizenship	
country of	59
status	59

Class Add/Drop report	557	Contact Mailing Labels report	602
Class Listing (Elementary) report	558	contacts	50
class loading rules	353	emergency	63
class rank		medical	61
Year-End Processing changes to	461	phone numbers	64
year-end recalculation	450	student's	58, 63
Class Roster Monthly report	559	Contacts Roster report	561
Class Roster report	558	contains (operator)	39, 41
Class Roster Weekly report	560	contiguous classes, scheduling	271
Class Schedule Log report	561	control bar	13
classes		control types	497
assigning to a room	286	data types and	508
assigning to a teacher	283	controls, page	13
creating for a subject	283	convictable offense	91
dropping	290	cookies	30
exploratory	270	core data	9
roster	16	core pages	9
rotations	270	Counselor	
scheduling and	273	(A)	57
scheduling method and	270	(P)	57
setup	280	academic plans and	95
student assignments	288	academic plans and School	97
transferring	288	Active Calendar	57
view teacher, term, meeting pattern, room	79	course recommendation override	224
clearing attendance	150-151	course recommendations	105
CLS_DIS_DISTRICT_INFO.NAME	255	home page	238
clustering, fail-over	392	online course requests and	104
CNSL short name	238	Planning Calendar	57
co-teaching a homeroom	285	School	238
columns	21	student search by	96
adjusting display of	23	country of birth, student's	59
preconfigured display of	23	course adjustment factors (grading) ...	104, 203
sorting	21-22	course catalog	
student search results	47	year-end adjustment	302
COM+ object	382	Course Catalog by Name report	562
combo box control type	508	Course Catalog by Number report	563
comma-separated values	27	course load balancing rule	354
report results	119	Course Request List report	564
comma delimited search list	41	Course Request Rule Violation report	565
comment icon	76	Course Request Tally by Grade report	567
constraints	346	Course Request Tally by Term by Dept	568
applying	347	report	
capacity balancing	347	Course Request Tally by Term report	567
custom fields and	347	Course Request Tally report	566
defining	350	Course Request Verification report	569
mandatory	348, 351	course requests	329
program	351	adjusting	66
restrictions	346	list of student	66
strength	351	online	103
student eligibility criteria	347, 352-353		

online, setup for	222
Year-End Processing and	460
course sequencing rule	354
courses	
academic plan and	95, 98-99, 263
approving online requests	104
online requests for	103
Planning Calendar and	165
recommending	105
year-end catalog adjustment	302
Year-End Processing changes to	460
creator ID, customization	471
credentials, staff	213
credits	66
academic plan and	96, 99
academic plans and	101-102
assignment priority in academic plans ..	265-266
attendance and	189
calculating for academic plan	99
Year-End Processing changes to	461
criteria	
basic search	39
detailed search	41
cross-school student behavior access	257
Crystal Reports	
customizing reports with	122
grid export to	27
report development and	269
report results	119
version required	397
CSL_SMS_REPORT_QUEUE	118
CSL_SS_TASK table	117
csv file format	27
report results	119
cTools	9, 469
cells in grid printout	26
fields and year-end	434
Package	523
re-applying	422
Year-End Processing changes to fields ..	465
cToolsPackage.key	471
Cumulative GPA report	541
cursor	29
custody of student	63
custom fields	41, 50, 469
adding to search	494
assign values	496
auditing settings	498
auditing settings of	500
constraints and	347, 724

grid views and	495
panels and	506
validating data in	510
year-end and	434
custom pages	469, 503
controlling user access to	517
grouping of	504
publishing	520
custom panels	505
customization	469
best practices	470
feature areas	471
locking a	470
preventing changes to a	470
sharing a	523

D

Daily Absence by Attendance Code report ..	535
Daily Absence by Period report	534
daily attendance calculation	148-149
setup	181
worksheet	615
Daily Attendance Phone Register report	597
Daily Attendance Summary report	611
Data Access View Generator	406
Data Dictionary	124
data integrity, upgrading and	416
data mapping	421
data types	491, 497
control types and	508
database	
active	373
changes during Year-End Processing	459
connecting to a different	422
disabling existing	418
Historical	373, 419
installation	371, 405
installer	419
installer, removing	377, 418
integrity validation	370
maintenance	369
repair	369
Server	390
upgrading	417, 419
user account info	375
year-end backup	466
Database Audit Log	152-153
database owner (DBO)	406
upgrade info needed	417

Database Server	390, 392
multi-server config and	396
ports to	423, 426
preparing the	403
reporting	392
requirements	392
setup	399
transactional	392
database tables	486
date control control type	508
date of birth, student's	54
day patterns, Year-End Processing changes	463
to	
day types	167
default	168-169
defining	168
sequence of	171
year-end adjustment	445
Year-End Processing changes to	462
day value, attendance	168-169
days	
exception	170
Holiday	168
instructional	168
make-up	170
Normal School	168
red and blue	171
relative	171
snow	170
types of	167
Weekend	168
Days Possible, year-end calculation of	445
default codes, attendance	174
default report filters	120
default role	236
delay in page loading	18
demerits	93
demographic information	
staff	211
student	53
departments, staff	215
deselect all search results	47
Directory Integrator Guide	215, 227
directory services server	396
disability, student's	61
disciplinary action administrator	214
Discipline Profile report	586
distance from school	57
DISTHP short name	238

district-specific information	242
District Administrator	
base role	237
description of	1
district attendance codes	178
District Health Professional base role	238, 416
district user	1
Districtname@Chancery.SMS.com	33, 255
DNS	416, 423
doc file format	27
report results	119
doctor, student's	61
documentation	4
location of	428
does not equal (operator)	39, 41
domain name	10
domain sign-in ID	10
DRAM, Web Server	380
drop-down list control type	508
drop student from a class	290
drugs	91
dynamic help	4
dynamic port allocation	428

E

Edit menu	14, 53
editable grid control type	509
eDocs	4
location of	428
elementary	
scheduling	270
supplementary attendance	174
Elementary Progress report	598
Elementary Report Card report	599
elementary scheduling	272
eligibility criteria, constraints	347, 352-353
email address	
admin account's	230
contact's	63
staff's	212
student's	60
emergency contacts	63
staff's	212
ends with (operator)	39, 41
Enrolled Students Not Projected report	533
enrollment	137
academic plans and	96

auditing	154
completion	136
date of first	59
Geocode Map and	143
projected	140
projecting a student's	146
setup	258
sibling	137
status code	68, 433
status, Year-End Processing changes to	460
student's history	68
student's status	58
withdrawing	139
year-end	446
year-end transfer method	141
YEP settings	431
zoned school	68
Entrust	412
entry grade level	145
entry status, student's	68
equals (operator)	39, 41
equivalent grade type	201
escape characters, search	42
ethnic category, student's	62
Ethnicity by School and Grade report	612
Events and Concerns	92
events, student behavior	83
Excel	
grid export to	27
report results in	119
exception attendance	180
exception days	170
bell schedule and	171
year-end definition	445
Year-End Processing changes to	462
exception rules, attendance	187
experience, staff	213
exploratory classes	270
export from grids	26
extension schemas	486
adding	490
custom	486
searching and	521

F

face grading symbol	203-204
fail-over clustering	392
failing grades	197

Failing Grades Report (Secondary) report	541
families	64
adding a student to	65
contacts	50
number	65
numbers setup	256
removing students from	65
search for	49
siblings	50, 64
unit	50
favorite searches	40, 42-44
feature area, schema	471
fields	19
adjusting grid	23
incomplete	20
max. # of characters in search	39, 42
required	20
searching custom	41, 50
selection by first letter	30
selection of	29-30
files, downloading system	417
filters, report	111
default	120
Florida state reporting	414
follow-up action, behavior incident	92
frameworks, subject	270
full-time equivalency (FTE)	217
Full Time Equivalent Summary report	569
full time student	59

G

gender, student's	54
Geocode Map	142
grade levels and	145
updating for year-end	443
Year-End Processing changes to	465
geocodes	
assignment for year-end	440
Year-End Processing changes to	460
global grid view	23
GPA	
definition, Year-End Processing changes to	461
grading table and	197
letter grades and	199
post-Year-End Processing adjustment	467
year-end class rank and	450
year-end review of definitions	466
grade comments	79, 81

grade items	195
grade levels	
entry	145
Geocode Map and	145
graduation	145
graduation, district	432
projected	60, 147, 432
school setup	191
setup	191, 252
student's	57
student's home school	54
year-end adjustment	446
grade points	197
setting for year-end	441
grades	
assigning	78-79
assigning to a roster	78
backfill grades	81
equivalent type	201
legend	80
My Classes page and	16, 18
period	79
single-student	80
standard comments	79, 81
student's	66
student's enrollment	68
Year-End Processing changes to	459
grades for previous grading period, entering	81
Grades Verification report	542
grading	195
grade item and	195
period	195
period sets, YEP changes to	461
periods, year-end adjustment of	466
setup	195
standard comments and	195
table	195, 197
table types	198
Grading Setup Guide	66, 71, 432, 450
Grading Setup Guide (PDF)	195
graduation and promotion processing	449
graduation grade level	
district	432
school's	145
graduation plan/requirements	59
graphic symbol grades	197-198
Grid Print Options page	27
grids	20-21
child schemas and	486
choosing a view	47
elements of	19

exporting from	26
global view	23
personal view	23
print options	26
printing	25
sorting	21
view	23
views and custom fields	495
group setup, include historical courses in	265
course search results	
Guest base role	238, 416
Guide	
Address Validation	54, 61, 166, 247-248
Chancery SMS SIF Agent	467
Directory Integrator	215, 227
Grading Setup	66, 71, 432, 450
Grading Setup (PDF)	195
Health Tracking	61, 69
Import/Export	161
ParentCONNECT Administrator's	223
Permanent Record	431
Program Management	69, 82, 161, 174
Report Writer	122, 206, 269

H

Happy Face grading symbol	203-204
hardware requirements	390
health professional base roles	238
Health Tracking Guide	61, 69
help, online	4
context-sensitive	4
location of	428
menu	14
highlighting of selection	29
historical calendar	167, 243
district	248
school	162
historical course, include in group setup	265
course search results	
Historical Database	373, 419
connecting to a	467
shell	374
shell for Year-End Processing	452
historical record, year-end changes to	461
Holiday day type	168
Home Language Summary report	613
home page	11, 14
home school	54, 57
assignment for year-end	439

history	68
staff's	212
Year-End Processing changes to	460
Homeroom Roster Emergency Contacts report	603
Homeroom Roster report	604-605
homerooms	
home school	59
scheduling and	273
scheduling method and	270
setup	194
student's current	57
transfer student to another	291
year-end adjustment	445
Year-End Processing changes to	462
honor roll	71
definition, Year-End Processing changes to	462
year-end recalculation	450
Honor Roll report	543
honors level	199
hosted system	399
hour glass icon	18
HTTP	423
HTTPS	423
hyperlinks	511

I

I/O errors (SQL)	421
immigration status	59
Immunization Delinquency Letter report	551
Immunization Next Due report	551
Immunization Non-Compliance report	552
immunization, enrollment and	138
Import/Export Guide	161
inactive reports	241
inactive students	36, 51
from past years	43, 52
inactive tasks	368
incidents, student behavior	84
recording	87
incoming students	51
information	
incomplete	20
required	20
saving	20
Initialize behavior for day	149
installation, system	398

instructional days	168
Intel Pentium processors	394
Intel Xeon processors	391-392
Internet Explorer	10, 30
user computer requirement for	394
Internet Information Services (IIS)	402
is empty (operator)	39, 41
is in list (operator)	39
is in the list (operator)	41
is not empty (operator)	39, 41
italicized student names	52

K

K (kindergarten)	191
K12Planet	155
KA (kindergarten AM)	191
keyboard shortcuts	29
KP (kindergarten PM)	191

L

language	
contact's	64
instructional	216
student's	62
legacy reporting server processing load	396
legacy reports	109, 120
report server and	396
legal alert, student's	58
letter grades	197-198
grading table	199
levels, course difficulty	199-200
link objects	510
other applications and	513
links	20
list items, setup list	476
list mover control type	509
lists	19-20
load balancing application	395
Load Students Log report	570
load, controlling server	396
log shipping	392
logic tiers	394
login IDs	
database installation and	406

logoff	11
Web Audit Log event	155
logon	
administrator	413
reviewing	154
Web Audit Log event	155
lunch programs	58

M

Mac, user access via	393-394
machine type value, server	384, 398
machine.config file	380
mailing address, student's	61
maintenance and communication server	396
make-up days	170
manual, system reference	4
map, year-end transfer	434
maps	
Geocode	142
override of year-end transfer	442
master schedule	337
Master Schedule by Meeting Pattern report	571
Master Schedule report	570
master schedule, Year-End Processing	464
changes to	
maximum processing loads	397
Web Server	410
medical alert	61
medical number, student's	61
meeting pattern	
setup	326
meeting patterns	
for blocked periods	329
My Classes page and	16
student schedule and	66
Year-End Processing changes to	463
memory limit, Web Server cache	380
Michigan state reporting	415
migrant status, student's	62
minutes-based attendance	176
Missing Grades report	545
Missing Grades Report (Elementary) report	544
Missing Grades Report (Secondary) report	545
mobile alerts setup	255
mobile service providers	
setup list	252
monitor, user computer	394

More records, go to search results page... ..	37
most recent searches	44
MSDTC	423-424
multi-line text control type	509
multi-track schedule	276
My Classes page	15
home page and	14
My Students	14, 238

N

narrative comments	198
setup	203
network filtering, network ports and	428
network interface cards (NICs)	
Application Server	392
Database Server	393
transactional database server	393
Web Server	391
network load balancing (NLB)	
multi-server configuration	394
network ports	
configuration	422
dynamic allocation	428
network protocol	423
Neutral Face grading symbol	203-204
next-year preparation (NYP)	430-431
non-calendarized data	498
Normal School Day type	168
notices, system (alerts)	31
numbers, student	248
numeric box control type	508
numeric grades	198

O

objects, customization	510
occurrence method, attendance cal-	182, 185
culation	
once-daily attendance method	173
online course requests	103
availability date	225
configuring for a grade level	224
enabling	223
forcing approval of	225
setting a system up for	222
submission window	224-225
Open District CA CSIS databases	416

Open Seats Summary report	571
operating system, user computer	394
Web Audit Log and	155
operators, student search	39, 41
optional package, Chancery SMS	530
OR (search criteria logic)	40, 42-43
Oracle databases	416
output options, report results	119
overnight processes	421
owner key	470

P

Package, Customization	523
Page Down key	30
page path	13
Page Up key	30
pages	13, 18
display delay	18
popup	28
printing	25, 29
resizing	28
saving info on	20
scrolling	28
search results	47
selection point	29
storing of	30
panels	19-20
custom	505
custom fields and	506
parallelism, SQL Serve	405
parent portal	155
upload permission	58
parent setup lists	478
ParentCONNECTxp	10
Administrator's Guide	223
online course requests via	2, 103, 329
ports to	424-425
part time student	59
participation grades	197
passing grades	197
passing period	272
passwords	
administrative	412
changing User ID	11
COM+	382
forgotten User ID	11
setting strong User ID	413
special characters in	11, 229

student pickup	63
User ID	10
PDF	25
PE (pre-enrolled)	191
Pearson PowerSource	5
pending promotion status	448
performance	
activities that demand	383
optimizing .NET	379
Period Attendance report	535
periods	
attendance code calculation and	186
day schedule and	77
Permanent Record Guide	431
permissions	
base roles and	238
roles and	12, 236
personal grid view	23
phone numbers	
building	193
contact's	64
copying a student's	60
room	194
staff	212
student's	60
student's doctor's	61
photograph, student's	55
pickup permission, student	63
PK (pre-kindergarten)	191
place of birth, student's	59
placeholder	220, 345
plain text format	27
report results	119
Planning Calendar	164, 243, 246
defining school's for year-end	444
definition for year-end	442
publishing for schools	305
school	161
platform, Web Audit Log and	155
platoons, student	270
police involvement	91-92
popup page	28
ports	422
positive attendance	180
PowerSource	5
PowerTeacher Gradebook	10
ports to	424-425
PowerTeacher Grades Entry Error report	591
pre-defined student searches	15, 38

Present attendance code type	178-179
principal's list	71
printing	
grids	25
icon	26, 29
pages	29
processors	
Application Server	392
reporting Database Server	393
user computer	394
Web Server	391
Program Management Guide	69, 82, 161, 174
programs	82
session queue	69
sessions	69
student enrollment in	69
student's	69
year-end and	435
Year-End Processing changes to	465
Progress Report report	49
progress reports, grading setup and	195
projected grade level	432
projecting a student's enrollment	146
promotion status	57
processing	449
setting year-end	447
protocol	
application	423
network	423
province of birth, student's	59
provincial reporting	414

Q

queries	41
queues	
program session	69
quick-entry buttons, attendance	179
quick links	
home page	15
Quick Search	14
home page and	14

R

race, student's	62
RAID controllers	
Database Server	392

RAM	
Application Server	392
Database Server	393
Reporting Database Server	393
user computer	394
Web Server	391
RDP	423
re-entry-type status, student	51
recent searches	44
recipients, award	71
recommending courses	105
records	21
sorting grids of	21
student	36, 52
recurring reports	113
red day	171
reference manual, access to	4
registration	134-135
completion	136
status	136
Registration Key, school	376
registration status, student's	58
Registration/Enrollment Steps page	136
relative day pattern	171
remedial level	199
Remote Procedure Call (RPC)	428
Report Card report	49
report cards	
elementary	271
grading setup for	195
secondary	271
Year-End Processing changes to	460
year-end setup	466
Report Management page	114
report packages	125
Chancery SMS	126
reports	109, 533
uploading	132
report server	396
performance	397
report server processing load	396
Report Writer Guide	122, 206, 269
Reporting Database Server	392
reporting period, attendance	177
reporting services and Application Server	391
reports	
active	241
ADA Summary Report	588
adding to home page	112

Address Out of Zone	533	Immunization Non-Compliance Report	552
Age Breakdown Summary	610	inactive	241
Attendance Exceptions Student List	597	legacy	109, 120
Award Certificate	601	legacy and report server	396
built-in	109, 123	legacy server	396
calendars and	115	Load Students Log	570
cancelling	114	Master Schedule	570
Class Add/Drop	557	Master Schedule by Meeting Pattern	571
Class Listing (Elementary)	558	menu	14, 53, 110
Class Roster	558	Missing Grades Report	545
Class Roster Monthly	559	Missing Grades Report (Elementary)	544
Class Roster Weekly	560	Missing Grades Report (Secondary)	545
Class Schedule Log	561	monitoring via SQL	115
component files	126	on student search results	49
Contact Mailing Labels	602	Open Seats Summary	571
Contacts Roster	561	output options	119
Course Catalog by Name	562	packages	125
Course Catalog by Number	563	Period Attendance Report	535
Course Request List	564	PowerTeacher Grades Entry Error	591
Course Request Rule Violation	565	print-ready	112
Course Request Tally	566	print format	26
Course Request Tally by Grade	567	processing load	396
Course Request Tally by Term	567	Progress Report	49
Course Request Tally by Term by Dept	568	Report Card	49
Course Request Verification	569	report package	533
Cumulative GPA	541	Report Package	109
custom	109	results	118
customizing	122	roles and	110
customizing package	122	Room Matrix by Day Period	572
Daily Absence by Attendance Code	535	Room Schedule	573
Daily Absence by Period	534	Room Schedule Matrix	574
Daily Attendance Phone Register	597	running	110
Daily Attendance Summary	611	running at year-end	451
default filters	120	saved options	111-112
demanding use of	383	scheduled status	114
developing	269	scheduling	113
Discipline Profile	586	Scheduling Configuration	574
Elementary Progress	598	Scheduling Performance Statistics	575
Elementary Report Card	599	Scheduling Pre-check Builder	576
Enrolled Students Not Projected	533	Scheduling Pre-check Loader	577
Ethnicity by School and Grade	612	School Calendar List	594
Failing Grades Report (Secondary)	541	School Conversion Log	595
finding schemas for	124	Secondary Progress	600
Full Time Equivalent Summary	569	Secondary Report Card	601
Grades Verification	542	Security Audit Summary	596
Home Language Summary	613	Specific Grades Report	547
home page	15, 110	Student Behavior Summary	592
Homeroom Roster	604-605	Student Birthday List	606
Homeroom Roster Emergency Contacts	603	Student Change History	595
Honor Roll	543	Student Cumulative Attendance	537
Immunization Delinquency Letter	551	Student Directory	606
Immunization Next Due Report	551	Student Graduation Status	614

Student Health Condition	552
Student Immunization History	553
Student List	607
Student Mailing Labels	608
Student Medical	609
Student Schedule	49, 579
Student Schedule (Elementary)	578
Student Schedule Load Summary	581
Student Schedule Matrix	49, 580
Student Schedule Matrix (Elementary)	579
Student Test History	589
Student Test Profile	589
Student Transcript by Subject Area	49, 548
Student Transcript by Year	49, 549
Teacher Attendance Verification	538
Teacher Matrix by Day and Period	583
Teacher Schedule	582
Teacher Schedule Matrix	582
template	120, 127
Test Scores Below Minimum Req.	590
Test Session Details	590
Test Session Summary	591
Unscheduled Rooms	584
Unscheduled Student Analysis	584
Unscheduled Students	585
Unscheduled Teachers	586
Unsubmitted Attendance	540
Unsubmitted Attendance by Period	539
Unsubmitted Attendance by Teacher	540
uploading	132
user access to	240
Reports menu	14, 53
requested school	59, 147
required information	20
requirements, system	390
reservation label	306
resizing, page	28
resource assignments	270
resources	82
Year-End Processing changes to services	464
year-end review of	466
restrictions constraint	346
results, report	118
retained promotion status	448
returning student	433
rich text format	27
report results	119
roles	231
active/inactive	234
alerts and	33, 234
assigning to user accounts	235

base	235, 237
creating	234
default	12, 236
management of	233
next-year preparation	442
permissions and	236
pre-defined base	416
reports and	110
School Counselor	238
scope	232, 234
student searches and	37
switching	12
typical	233
upgrading and	416
Room Matrix by Day Period report	572
Room Schedule Matrix report	574
Room Schedule report	573
rooms	
contact information	194
number in day schedule	77
scheduling and	273
scheduling conflict	281
setup	192-193
year-end adjustment	446
rosters	
assigning grades to	78
class	16
My Classes page	16-18
taking attendance on	74
rotations, class	270
rows, changing number of	47
RPC	428
rpt file format	27, 120, 122
in Report Package	126
report results	119
RptPckg.zip	126
rtf file format	27
report results	119
rules	
academic plan requirement	267
scheduling	277

S

sa account	404
Sad Face grading symbol	203-204
Safari	10, 30
user computer requirement for	394
same/different attributes rule	354

sample method, attendance calculation	182-183	School Counselor base role	238
SAN (storage area network)	396	School Health Professional base role ..	238, 416
SAT	268	School Secretary base role	238, 416
saved lists	45	school user, description of	2
home page	15	schools	
SCHADMIN short name	237	attendance codes	72, 177
schedule		buildings setup	192
icon	76-77	enrollment	68
student's day	76	requested	59, 147
student's	66	rooms setup	192-193
Year-End Processing changes to student's ..	460	staff assignments at	213
year-end selection of planning	446	staff record at	213
scheduled events on home page	15	student's home	54, 57
scheduling	270	zoned	54, 68
attendance code calculation and	187	scope, role	12, 232
contiguous classes	271	scores, test	70
elementary	270, 272	scrolling a page	28
elements	275	searches	
method	270	advanced student	14, 38
method and year-end	444	basic staff	208
rules	277	complex	41
secondary	270	detailed staff	209
services and Application Server	391	detailed student	41
staff preferences	218	displaying results of	46
structure		escape characters	42
elementary 273		favorite	40, 42-44
student	287	general student	37
Scheduling Configuration report	574	most recent	40, 42
scheduling group	282	my favorite searches	38
Scheduling Performance Statistics report ...	575	pre-defined student	15, 38
Scheduling Pre-check Builder report	576	query	41
Scheduling Pre-check Loader report	577	quick student	37
scheduling server	396	recent	44
schemas	486	registered student	134
child	486	saved	40-43
controlling user access to	517	saved list of results	45
custom	470	sorting results of	21, 48
editing Main	502	sorting results of staff	211
extension	486	student	36
feature area	471	student criteria in	51
saving custom	520	system saved	40, 42
searching for	125	wildcards	42
viewing	124	secondary	
SCHHP short name	238	scheduling	270
school-specific student information	57	Secondary Progress report	600
School Administrator	2	Secondary Report Card report	601
base role	237, 416	secondary, supplementary attendance	
School Calendar List report	594	secondary, supplementary attendance ...	175
School Conversion Log report	595	Secretary base role	238
		SECRETARY short name	238

Section 504 eligibility	54	SMTP	423
Secure Socket Layer (SSL)	410	snow days	170
Security Audit Summary report	596	social security number	
select all		staff	212
adjusting limit of	429	student	54
checkbox	21	software requirements	390
search results	47	sorting	
servers	390	preconfigured column	23
affinity	384, 397	student search results	48
Application	396	space bar	30
assessing need for	395	special characters in password	11, 229
Database	390	special grades	197
directory services	396	setup	204
legacy reporting	396	special needs	54
load control	396	specialized student services	54, 82
maintenance and communication	396	behavior and	92
maximum processing loads	397	Specific Grades report	547
multi-server configuration	394	SQL file format in Report Package	127
network port configuration	422, 424	SQL scripts, monitoring reports by	115
ratio in multi-server config	395	SQL Server	
report	396	2000	414
scheduling	396	2008 installation	369, 371
tasks and	367	host system and	399
updating software on	400	installation	402
verifying operations	400	login name	406
Web	396	Management Studio	370, 405
services		multi-server config and	396
on Application Server	391	post-upgrade tasks	421
resource	82	security	396
sessions		setting up	403
program	69	upgrading	402
system work	11	upgrading and	416
timeout	11, 382	upgrading considerations	414
setup lists		SSL acceleration	395
custom	474-475	staff	207
default list items	477	adding	221
groups	475	contact information	212
linking pairs	501	credentials	213
list items	476	demographic information	211
pair rules	478	departments	215
pairs	474, 478	district assignments	217
Shift + Tab keys	30	emergency contacts	212
siblings	50, 64	experience	213
register and enroll	137	full-time equivalent (FTE)	217
SIF resynchronization, post YEP	467	ID number	212
sign-in IDs		licensing	212
domain	10	placeholder	220, 345
sign in	10	records	211
sisters	65	records setup	253
SMS text message	255	removing	222

scheduling preferences	218
school assignments	216
schools records	213
search results	210
searching for	208-209
setup lists	253
sign-in and	11
sorting results of search for	211
user accounts and	227
viewing	208
year-end scheduling	443
Standard Achievement Test (SAT)	268
standard comments	79, 81, 195, 198
setup	196, 203
standard grid control type	509
starts with (operator)	39, 41
state-equivalent attendance codes	178, 256
state of birth, student's	59
state reporting	
compatibility	414
Florida	414
Michigan	415
Tennessee	414
Texas	415
status bar, web browser	18
status code, enrollment	68, 433
status, registration	136
status, report	114
storage	390
Application Server	392
area network (SAN)	396
database	392
Database Server	392
user computer	394
Web Server	391
stored procedures	
CALC_ELEMENTARY_GRADES	679
Report Package and	127
Student Behavior Summary report	592
Student Birthday List report	606
Student Change History report	595
Student Cumulative Attendance report	537
Student Directory report	606
Student Graduation Status report	614
Student Health Condition report	552
Student Immunization History report	553
Student List report	607
student loading rules	346
Student Mailing Labels report	608

Student Medical report	609
student numbers	248
auto-generated	248
search	41
student schedule (Elementary) report	274
Student Schedule (Elementary) report	578
Student Schedule Load Summary report	581
Student Schedule Matrix (Elementary) report	579
Student Schedule Matrix report	49, 580
Student Schedule report	49, 579
Student Test History report	589
Student Test Profile report	589
Student Transcript by Subject Area report	49, 548
Student Transcript by Year report	49, 549
students	
academic plan	95
active	51
advanced search for	38
age of	54
attendance for	75
behavior	83
calculating attendance code for	150
class assignments	288
demographic information	53
detailed search for	41
family contacts	50
family search	49
general search for	37
geocode	142
graduation and promotion processing	449
ID number	41, 54
inactive	36, 51
incoming	51
information	36
information for parental review	155
information update at year-end	447
list of	45
medical number	61
name in italics	36, 52
number	248
phone numbers	60
photo	55
platoons	270
pre-defined search for	38
quick search for	37
record	36, 52
registration	134-135
registration status	136
returning	433

saved results of search for	45
schedule creation	287
schedule for the day	76
school-specific information	57
search by number	41
search criteria	51
search results display	46
search results sorting	48
searching for	36
siblings of	50
social security number	54
transferring schools mid-year	139
type	59
withdrawn	51
year-end enrollment	446
year-end transfer	141
subject elements	275
subject exceptions, scheduling	270
subject framework	270
setup	275
subjects	270
scheduling rules	277
setup	275
year-end assignment	305
submission window, online course	224-225
request	
submit flags, clearing attendance	151
supplementary attendance	174
elementary	174
secondary	175
support	
by subscription	5
contacts	5
technical	5
training	5
suspension	94
switching calendars	164
switching district calendars	246
sysadmin account, SQL	405
system requirements	390

T

tab-separated values	27
report results	119
Tab key	28-30
tables. See grids. See schemas.	21
tabs	19
taking attendance	73, 75, 77

Tardy attendance code type	178-179
task bar	13-14, 53
Task Manager, Chancery SMS	366
disabling	368
installation	409
log	368
task table, CSL_SS_TASK	115
tasks	
inactive	368
management	367
monitoring	366
reviewing	367
scheduled	368
TCH short name	237
TCP	423
teacher	
course recommendation override	224
course recommendations	104-105
funds	216
placeholder	220, 345
scheduling conflict	280
Teacher Attendance Verification report	538
Teacher base role	237, 416
Teacher Matrix by Day and Period report	583
Teacher Schedule Matrix report	582
Teacher Schedule report	582
teachers. See also Staff.	216
teaching license	212
team loading rules	356
team teaching	
elementary	285
example	357
members	357
setup	356
teams, Year-End Processing changes to	464
technical support	5
technician, system	2
telephone numbers	
building	193
contact's	64
district office	243
district superintendent	243
room	194
staff	212
student's	60
template, report	120, 127
Tennessee state reporting	414
term override	335
test results	69

Test Scores Below Minimum Req. report	590
Test Session Details report	590
Test Session Summary report	591
Texas state reporting	415
text box control type	508
text objects	510, 513
Thawte	411
threading configuration	379
timeout	
server execution	381
session	11, 382
session and Web Audit Log	155
Top	20
Total number of records displayed	20, 47, 368
tracks, schedule	276
traffic loads, multi-server	394
training	5
Transactional Replication	396
transfer, student school mid-year	139
translator	64
transportation, Year-End Processing	465
changes to	
tsv file format	27
report results	119
twice-daily attendance method	173
txt file format	27
report results	119

U

UDP	423
unexcused attendance code type	178
Unscheduled Rooms report	584
Unscheduled Student Analysis reports	584
Unscheduled Students report	585
Unscheduled Teachers report	586
Unsubmitted Attendance by Period report	539
Unsubmitted Attendance by Teacher report	540
Unsubmitted Attendance report	540
upcoming birthdays	16
upgrading	
Guest base role and	416
system	413
verifying	416
URL, system	10-11
user accounts	10, 227
access requirements	393
Admin	230

alerts and	229
assigning roles to	235
concurrent	391
database	375
setup	228
setup lists	251
tasks and	368
user activity, reviewing	152, 154
User ID	10
roles and	12
tasks and	368
Web Audit Log and	155
user session timeout	382

V

Verisign	411
version number, Chancery SMS	11

W

weapons	91
web address	10
system	11
Web Audit Log	155
web browser	
keyboard control of	29
new window	27
optimization of	30
user computer	394
Web Components	391
web installer, Chancery SMS	
removing	418
Web Server and	410
Web Server	390-391, 396
Chancery SMS server installation	409
configuration	401
credentials	378
installation	409
maintenance	378
ports to	423, 425
post-upgrade configuration	421
ratio	395
securing	410
setup	399
site certificates	411
SSL and	410
tasks	379
upgrading	420
web sites, securing	412

web view of student information	155
Weekend day type	168
wildcards, search	42
Windows	
2003	394
7	394
updates	400
user access via	393
Vista	394
XP	394
Windows Server	391-392
on Web Server	409
updates	400
withdrawal status	
code	51
student's	68
withdrawing students	139
withdrawn students	51
Word	
grid export to	27
report results in	119

X

xls file format	27
report results	119
xml file format in Report Package	127

Y

Y (student change history)	294
Y (subject framework)	276
Y (subject scheduling)	279
year-end	
Audit Log review	466
cTools fields and	434
Historical Database and	374
pre-processing checklist	451
preparation completion	451
programs and	435
role for	442
school's ready status	455
transfer map	434
transfer map override	442
transfer method	141
Year-End Processing	
information adjustment during	459
log	458
Pre-Check	452

running	456
school's ready status	455
student enrollment settings	431
tasks	458

Z

zero-tolerance policy violation	92-93
zip file	
Report Package	132
student photo	56
zoned school	54
Geocode Map and	143
projected	147