SECRETARY 2 (M)

Description: This course will cover scheduling courses and sections, scheduling students, grading and ad hoc reporting.
Time: 4 hours

Scheduling (1 hour)	Learn to • Add Courses • Add Sections • Schedule students into classes using Roster Setup
Campus Reports (1 hour)	Learn how to generate • Section Rosters • Mailing Labels • File Labels • Folder Labels • Other relevant reports
Ad Hoc Reporting (1 hour 30 minutes)	Learn the basics of ad hoc • Selection Editor filters • Query Wizard filters • Data Export • Report Designer • Report Builder
Review (30 minutes)	• Discuss key words • Complete review questions • Complete training survey

Review Questions

1. Where do you navigate to add courses?

2. Explain the steps you need to take in order to complete course field information and add a section to a course?

3. What are the major differences between a selection editor filter and a query wizard filter?

4. Give an example of how you might use intersection instead of union when building an ad hoc report.

5. Where can a Campus user generate ad hoc reports for an individual student?

Campus Key Words

Course

Section

Section Placement

Roster Setup

Selection Editor

Query Wizard

Pass Through SQL

Union

Intersection

Course & Section Setup

Overview

Courses and sections are the foundations for scheduling students, organizing teachers' gradebooks, assigning grades and credit amounts to students, and attendance. Proper setup is crucial to the success of a Campus school.

Objectives

During this lesson, you will learn how to

- Create a new course.
- Edit existing courses.
- Define the fields on a course.
- Create sections of courses.

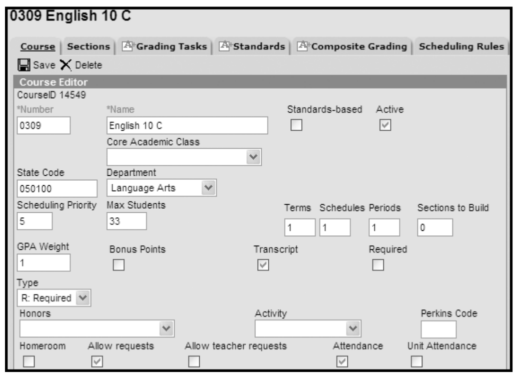
Course—a unit of a school's curriculum with a specific set of content to be taught. Biology, Language Arts or French are courses.

Section—an offering of a course with a specific teacher, meeting place and time, and a particular roster of students who meet together. Mr. Cortez's 4th hour Biology class is a section.

Courses

Adding a New Course

1. In the Index outline, expand the Scheduling module.
2. Select Add Course
3. Enter the data for the new course in the fields provided. Consult the next page for course field definitions.
4. When finished, select Save.

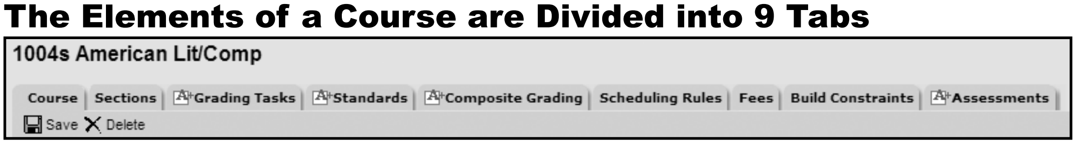


Courses that have sections attached to them will have the plus sign to the left of the name. Expanding the search result (by clicking on the plus sign) will then display all sections of the course and the teacher assigned to that course.

Searching for an existing course

1. Select the Search tab.
2. Select Course/section in the drop down on the search tool.
3. Enter either the number or part of the name of the course.
4. Click Go.
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name.

The Elements of a Course are Divided into 9 Tabs



Course tab-holds basic information for grading and scheduling.
Sections tab-the instances of the course.
Grading Tasks tab-a grading task is a mark that the teacher is expected to submit. Selecting the tasks and the reporting frequency is done on the Grading Tasks tab.
Standards tab-allows the course to be aligned to standards from the Standards Bank
Composite Grading tab- a place to set a mathematical formula between grading tasks, such as having quarter grades averaged with a semester test to calculate a semester grade.
Scheduling Rules tab-defines how requests for this course are loaded by the Schedule Wizard in relation to other courses.
Fees tab- defines fees (such as a material fee) that students should be assessed for taking the course.
Build Constraints- used by the Schedule Wizard when building sections.
Assessments -define a list of teacher-scored assessments that display scores on the student assessment tab.

Course Field Definitions

Course ID	CourseID is an internal number used in the Campus database.
Number	The course number appears on students' schedules and transcripts. It is also used by students when registering for courses through the Portal. This field can be modified at any time, but is a required entry.
Name	The course name can be up to thirty characters in length and can contain either numbers or letters. Appears on transcripts, schedules, the Portal, and on teacher's reports.
Standards-based	This checkbox indicates whether or not a course will be graded on a traditional scale or whether it will be aligned with a standards scale. If the course will be a combination of the two, this checkbox should be blank.
Active	This checkbox indicates whether or not a course is active for the selected calendar. If the checkbox is not marked, the course will appear in red when searched and students cannot request the course as part of their schedules. When marked active, the course can be requested and scheduled, and will appear in blue text when searched.
Core Academic Class	This dropdown list matches to the codes for tracking and reporting information on Highly Qualified teachers through AYP report cards. This required field reports whether a class is core (default is null or 00), or whether it is an NCLB Core Academic Class (1-10).
State Code	Based upon state specific guidelines, courses may be given a code that is used in state reporting. This field is an alphanumeric field and can be up to fifteen characters.
Department	This dropdown list contains names of departments within the school. Assigning a department to courses helps in the organization of the schedule. When using the scheduling wizard or when searching by department, all courses in that department will be grouped together.
Scheduling Priority	This field is also used in the scheduling process. In Campus, students will request courses for the next school year. When the counselor or scheduler begins using the scheduling wizard to load student requests, courses that have a priority or 1 will be scheduled first. If there is no priority set, courses will then be scheduled based on student requests and scheduling rules.
Max Students	This field is a numeric field that determines how many students can be in each section of the course.
Terms	Determines the length of sections when created by the Schedule Wizard. In a four term school, a course that meets for a semester would be a 2-term long course.
Schedules	In schools with multiple period schedules (such as a two-day rotation), determines how many days a section will take up.
Periods	This number relates to how many periods in one day the course is taught. Most often, this will be a 1. There are some courses that may be scheduled for two periods (advanced placement courses, lab courses, etc.).
Sections to Build	This field is used in the Scheduling Wizard. The wizard will build the number of sections that correspond to this entry based upon constraints entered into the system.
GPA Weight	This field indicates that the course contributes to the student's cumulative GPA calculation. It is basically a multiplier. A school's score group is on a standard 4.0 scale. A course has a weight of 2. For a student that receives an A (4.0), the GPA value will then equal an 8, thus inflating his calculation. Most often, this field is set to a 1. If the course does not contribute to the GPA at all, leave the field blank.
Bonus Points	This checkbox is used to indicate whether or not bonus points are used in the calculation of the GPA. Bonus points are added in the score group.
Transcript	If checked, this course will be posted to the transcript.
Required	The required checkbox is a filter on particular scheduling canned reports.
Type	The choices in the type field may be edited in the attribute dictionary and may be used for additional filtering in AdHoc reporting.
Honors	A state-defined list of categories for state reporting.

Activity	A district-defined dropdown that allows tracking activity rosters and groups through the functionality of courses.
Perkins Code	A two-digit code used in state reporting for vocational and technical courses.
Homeroom	This checkbox marks a course as being a homeroom course for state reporting in some states.
Allow Requests	Allow requests will allow a student to request the course via the Portal.
Allow Teacher Requests	If checked, this will start the process of enabling teachers making course requests in next year for students currently scheduled in their classes.
Attendance	Attendance will be taken for the course. In the case of elementary schools, courses that are not homeroom are often left unchecked, as attendance may only be recorded once or twice a day.
Unit Attendance	Unit attendance is an attendance model that records classroom time for each students. Used in some alternative schools, unit attendance allows the teacher to record when the student started working on a subject and when s/he finished working in a course on a given day.

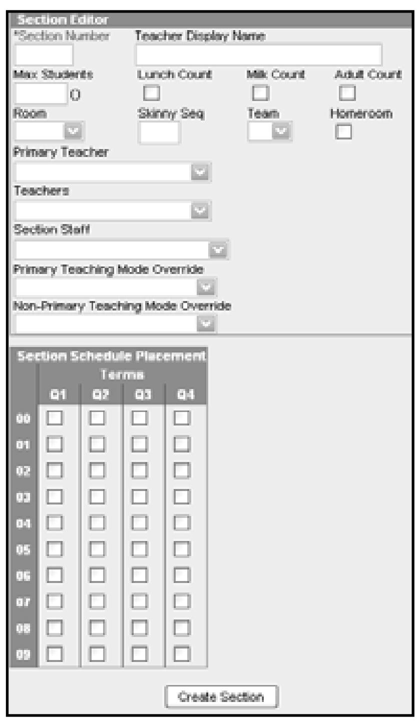
Sections

A section is an instance of a course. When a teacher meets with a particular group of students (a roster) at a particular time on the schedule in a certain room, this is a section. If any of those items are different (a different teacher with a different roster), another section will be required.

Courses exist within a school year, but sections of this course exist within a schedule structure, which defines the terms and period schedules for a sub-group of students in a school. If your school has multiple schedule structures (i.e. students in the same building are on a different term or period setup), you will need to select which schedule structure the section should be scheduled into from the Schedule dropdown on the grey header bar.

Adding a Section of a Course

To create a new section, navigate to the course by searching for the course in the search tool.



1. Select the Sections tab.
2. Click the link to "Add a Section."
3. Enter the Section Number.
4. Enter a Maximum Number of Students for this section if it is diffferent than the course-defined maximum number.
5. Select the Room that the course will meet in.
6. Select the Primary Teacher and other Teachers who will be teaching this section. The names in the dropdown lists are determined by a district assignment at the selected building being marked "teacher".
7. Select any additional staff members that should be linked to the course from the Section Staff dropdown list. Section Staff will not have any access to the gradebook or Instruction module for this section.
8. The Teacher Display Name will automatically fill with the name of the teacher selected. If the teacher wishes not to have their full name displayed on the student schedule, this may be changed by

Skinny- two courses that are scheduled into the same time slot on a student schedule are "skinnied" together. This arrangement allows for a flexible, informal arrangement between the teachers as to who sees which students when.

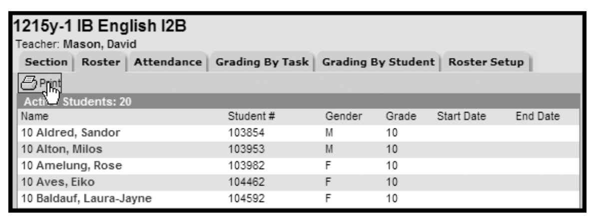
entering the desired name in the Teacher Display Name field.

9. Lunch Count, Milk Count, and Adult Count will add fields to the attendance tool for this section to allow these counts to be taken in the classroom.
10. Skinny Sequence is used to determine which course (if two or more courses are skinnied together into a particular period) prints first on the student schedule.
11. If scheduling groups/teams have been defined for the school, select the Team the section belongs to.
12. In the Section Schedule Placement grid, select the term(s), day(s) and period(s) this section will meet.
13. Click Create section.

Navigating to an Existing Section

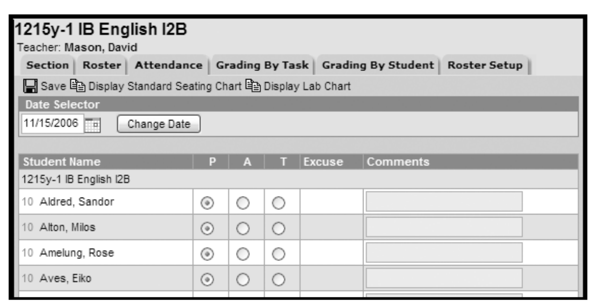
1. Select the search tab in the outline.
2. Choose the option to search for a course/section.
3. Enter either the number or part of the name of the course.
4. Select Go.
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name and then select the Sections tab. OR Click on the plus sign to the left of the course name to see existing sections. Select the section by clicking on the section number or teacher name.
7. Make changes as needed. Select Save when finished.

Roster Tab



The roster will show all students who have been placed into that section. Students who are actively enrolled in the section as of that day will display in the active students section. Any students who have had a schedule change and have been dropped will automatically moved to the Dropped Students.

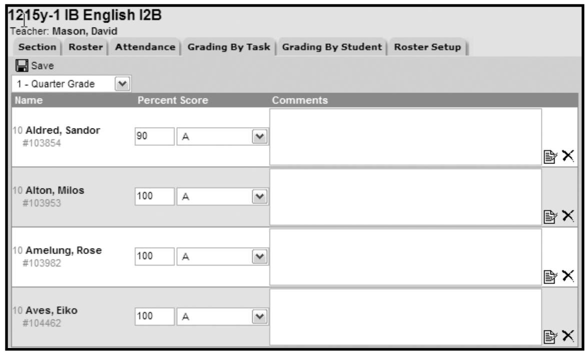
Attendance Tab



The attendance tab presents a view of the teacher's attendance tool for that section. This tool allows attendance data for a section to be viewed or changed for any attendance date. All attendance events that are created here will be an unknown type. Excusing absences is done in the Attendance module.

Grading by Task/Grading by Student

The grading tabs on a section allow for changes to be made to submitted grades in the case of teacher error. The fields are available at any time, irregardless of the grading window (active mask) being open or closed.



To change a grade for a student:

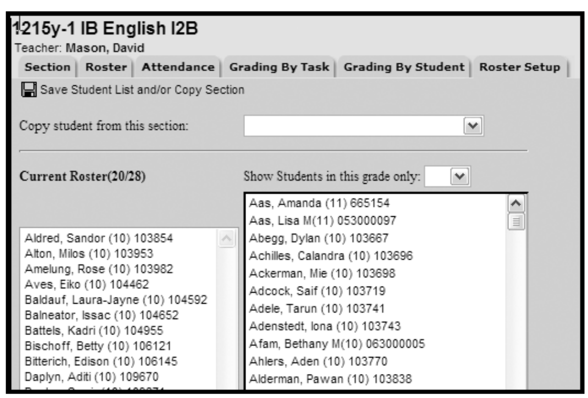
- On grading by task
  1. Select the grading task that needs to be changed.
  2. Change the score and percent for the correct student.
  3. Enter any new comments if needed.
  4. When finished, click Save.

- On grading by student
  1. Select the student whose grade needs to be changed.
  2. Change the score and percent (if needed) for the particular grading task or standard.
  3. Enter any new comments if needed.
  4. When finished, click Save.

Roster Setup

The Roster Setup tool allows a roster to quickly be created by selecting students and adding them to a course. This tool is often used in elementary schools to create the roster for a particular teacher's homeroom course.

*Roster setup should only be used **prior to the start of school** to build rosters for courses; it should not be used once the section has started to change the roster, as it will remove all traces of the student being in that section.*



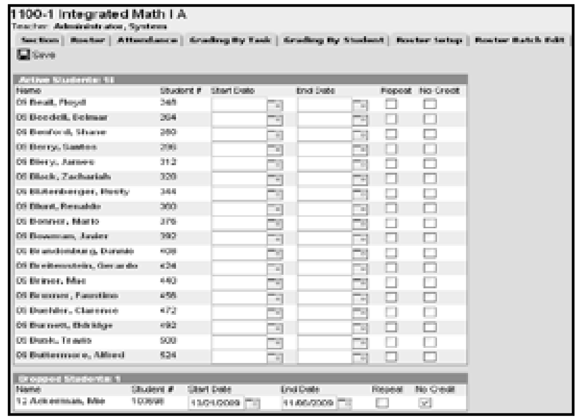
To manually build a roster for a section:

1. Search for the course and select the proper course from the search results.
2. Click the Sections tab.
3. Select the section you wish to build a roster for.
4. Click the Roster Setup tab.
5. In the text field on the right, click the student's name you wish to add to the section. To reduce the amount of scrolling you may filter the list to a particular grade level by selecting that grade level at the top of the text field.
6. When finished, click Save Student List.

Roster Batch Edit

The Roster Batch Edit tab allows changes to be made to the existing roster for the current section, determine if the student will receive credit for the course and whether or not the student will need to repeat the course.

A student's placement in the selected course section may by ended by entering an end date in the appropriate fields. This will move the student from the active student list to the dropped student list, and modify the student's schedule tab to indicate the student dropped the course.



1. Enter the date the student began attending the course section as the Start Date, if applicable.
2. Enter the date the student stopped attending the course section as the End Date for the appropriate student.
3. If the student should repeat the section, mark the Repeat checkbox.
4. If the student is not receiving credit for this section, mark the No Credit checkbox. The course will still post to the student's transcript with Credits Attempted field set to zero.
5. Click Save when finished.

Ad Hoc Reporting

Overview
The Ad hoc Reporting module allows a user to create reports and run queries for various types of data in Campus. Ad hoc queries may be used to find data relating to students, staff, all people and courses. These queries may be exported from Campus or used to filter canned reports throughout the product.

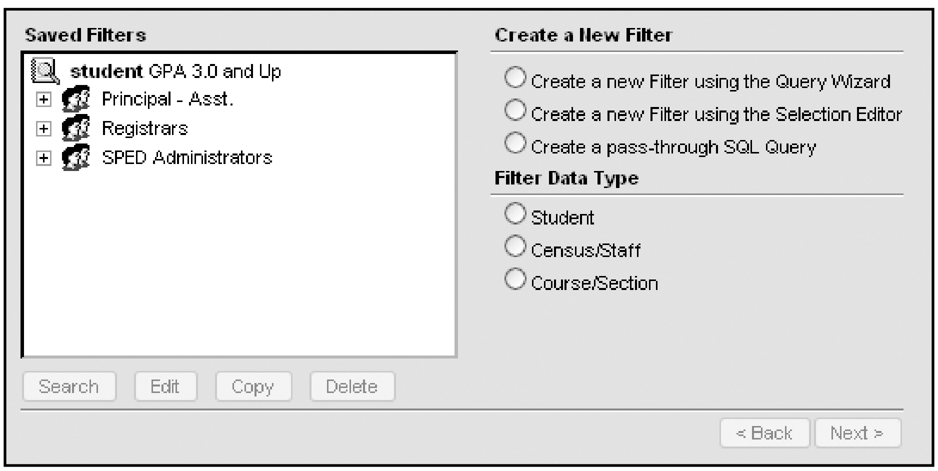
In addition, a tool is available in the Ad hoc module to create form letters and complete a mail merge using fields from the Campus database.

Objectives
At the end of this lesson, learners will be able to:
- Create an ad hoc filter using the Query Wizard.
- Create and save an Ad hoc Selection Editor list.
- Utilize an ad hoc filter elsewhere in the product.
- Create a form letter using the Ad hoc Report Designer.
- Complete a mail merge using Ad hoc Report Builder.
- Export an ad hoc filter as a CSV file.

Ad hoc **Query Wizard** allows a user to generate dynamic custom searches on any data type.

Selection Editor is a static list of user-selected students. The list is static and changes must be made manually.

A **Pass-Through SQL** filter can be created on any data type. To use this query you need to reference the schema and understand SQL, the database language used by Campus.

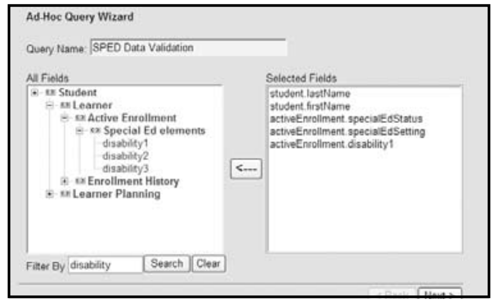


Navigating to the Filter Designer
1. From the Index, expand the Ad Hoc Reporting folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Select the Filter Designer option from within that folder.
3. Existing Ad hoc filters will list in the Saved Filters window. The first filters on the list will be the user's personal Ad hoc Filters. The bottom of this window will have shared filters-- Ad hoc queries that have been created and saved to a particular user group.
4. A user may copy a filter as the starting point of a new query, or to modify that existing query. To copy a filter, select the filter in the list and click Copy.

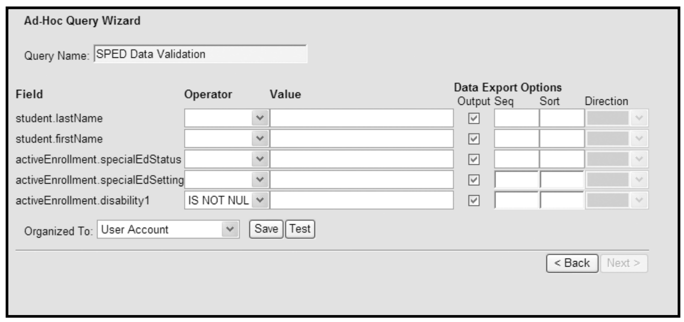
Queries for students and course/section data will pull from the school and calendar selected on the Campus toolbar. Census/Staff data will pull from the entire Campus database. Queries should be created in such a way to avoid large results. Large queries being ran may cause performance issues district wide.

Using the Query Wizard

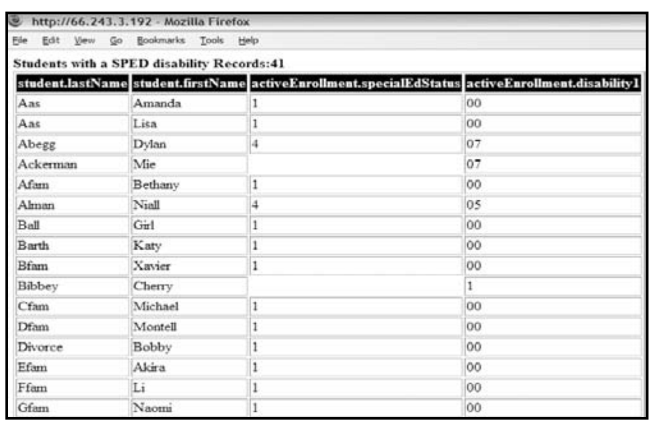
1. From the main Filter Designer screen, select the first radio button option, Create a New Filter Using the Query Wizard.
2. Select a Filter Data Type - Student, Census/Staff or Course/Section. Note: Users may search for field names when defining filters.
3. Click the Next button. The screen will display a list of items to select in order to create the filter.



4. Enter a Query Name for this filter. The Query Name should be task descriptive.
5. In the All Fields table, expand the headers to select the fields to be included in the filter by clicking the field. This will move the field to the Selected Fields list.
6. Users may deter-mine the sequence in which the fields will appear in the output. They may also determine the sort order of data: ascending or descending.



7. When finished selecting the fields, click the Next button. The screen will list a summary of the chosen fields, with the ability to set a filtering condition on a certain field with a particular operator and criteria.
8. To test the query, click Test. The query will run and results will display in a new window.
9. Click the Save button when finished. The new filter will be listed in the Saved Filters list on the main page of the Filter Designer.

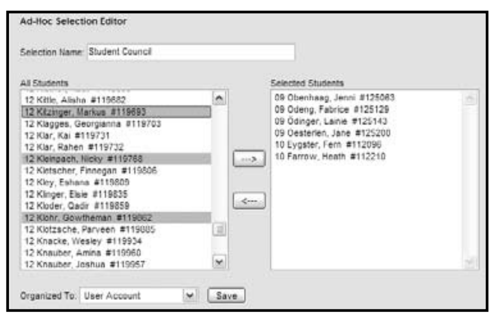


Students with a SPED disability Records:41

student.lastName	student.firstName	activeEnrollment.specialEdStatus	activeEnrollment.disability1
Aas	Amanda	1	00
Aas	Lisa	1	00
Abegg	Dylan	4	07
Ackerman	Mie		07
Afam	Bethany	1	00
Alman	Niall	4	05
Ball	Girl	1	00
Barth	Katy	1	00
Bfam	Xavier	1	00
Bibbey	Cherry		1
Cfam	Michael	1	00
Dfam	Montell	1	00
Divorce	Bobby	1	00
Efam	Akira	1	00
Ffam	Li	1	00
Gfam	Naomi	1	00

Operator	Function	Example
Equals (=)	An exact match of the user specified value	*Student.Grade=12 will return all seniors*
Does Not Equal (<>)	Will return all results that do not equal the user-specified value	*Student.Gender<>M will return all females or student's whose gender field is null.*
IN	Includes	*Student.Grade IN 9,10 will return all 9th and 10th grade students*
NOT IN	Does not include	
LIKE	Searches for the text string in the field	*A course with name LIKE hist will return all "history" classes*
SOUNDS LIKE	Phoentic search that searches for text that have similar sound pattern	*Last name SOUNDS LIKE "Ball" will return "Bell" and "Boll"*
> and >=	Greater than (or equal to)	*Students 16 and older could be found with Student. Age >= 16.*
< and <=	Less than (or equal to)	*Students with last names A through Lon could be found with student.lastname<Lon*
IS NULL	Searches for empty fields.	*StateID IS NULL will find all students without a stateID*
IS NOT NULL	Returns all records that have data in the field.	*student.SSN IS NOT NULL will return all students who have a Social Security Number entered in Campus.*

Using the Selection Editor



1. From the main Filter Designer screen, select the second radio button option, Create a New Filter Using the Selection Editor.
2. Select Student as the Data Type.
3. Click the Next button. The screen will display a list of students to select in order to create the filter.
4. Enter a name of the Selection Wizard. This name will appear in the Saved Reports lists.
5. Select the students from the All Students list on the left by highlighting the name and clicking the right-pointing arrow key. To remove a student from the selected students list, click the left-pointing arrow key.
6. Click the Save button when finished. The new filter will be listed in the Saved Filters list on the main page of the Filter Designer feature.

Using the Pass-Through Query

This option requires a basic knowledge of the Campus database schema and SQL terminology.

1. From the main Filter Designer screen, select the third radio button option, Create a pass-through SQL Query.
2. Select a Filter Data Type.
3. Click the Next button.
4. Enter a name for the query in the Filter Name field.
5. In the text fields on the left-hand side of the screen, enter any join statements needed for the query. The beginning part of the query is already written (Select DISTINCT…) for the user.
6. In the second text field, enter conditions to filter the query. For example, if a query is desired that will list all students with the first name of Ashley, the text in this field would be 'and student.first-Name = 'Ashley'.
7. Click the Test Query button to verify that the data returned is the data needed.
8. Click the Save button when finished.
9. The new filter will be listed in the Saved Filters list on the main page of the Filter Designer feature. Once this filter is saved, it can be used to generate custom reports.

Copying Filters

To copy an existing filter that is available in the shared users folders -- or one of your own -- the Filter Designer query wizard aids in the control of output data in the following ways:

- Users may copy, modify and save existing filters for future report needs.
- Users may search for field names when defining filters.
- All elements are flagged for output in the report by default. Users can deselect an element that was used for the data filter purpose.
- Users may determine the sequence in which the fields will appear in the output.
- Users may determine the sort order of data; ascending or descending.

Report Designer

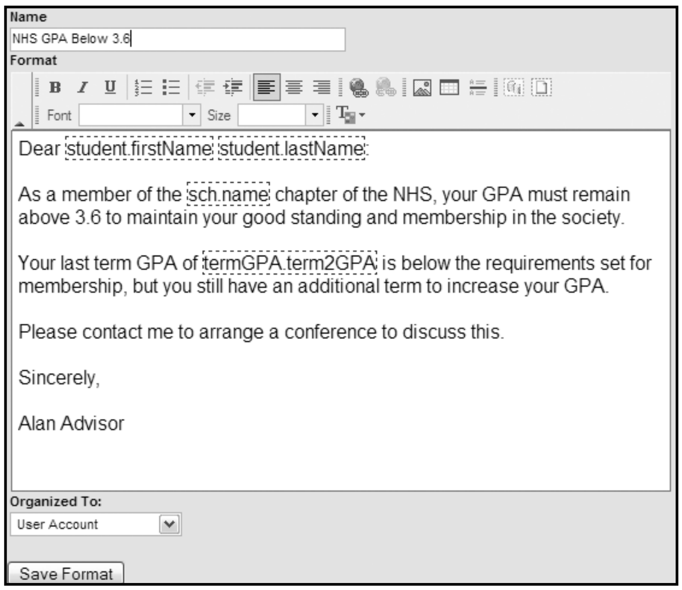
Report Designer is used to create custom letters that will pull data entered into Campus using a WYSIWYG editor. Used in conjunction with a custom filter, it allows you to build a custom report that will import specified data elements for all individuals who meet the filter criteria.

Navigating to Report Designer

From the Index, expand the Ad Hoc Reporting folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. Select the Report Designer option from within that folder.

Creating a New Report

1. From the main Report Designer view, select the header format from Blank Form Letter or Addressed Form Letter.
2. Click the New Format button in the lower right-hand corner.
3. On the Ad Hoc Report Format Editor, enter a Format Name for the new report. This name will be displayed in the Saved Reports box.



4. Select the Font, Size and Font Color.
5. Type the layout of the letter in the white text field.
6. To insert a field from the Campus database (such as student name, or a gender-specific pronoun), click the button. To add a pre-created sub-report (such as an attendance or grades summary) click the icon. A new window will open where you may select the desired items. These are the last two icons in the first row of the WYSIWYG editor.
7. Select which users should be seeing this report in the Organize To dropdown list – to the user account currently building the report, any person with rights to the selected calendar or teachers.
8. Click the Save button when finished. The new report is listed in the Saved Reports box. Users will need to re-select the Report Designer tool in the outline.
9. Once the reports have been saved, users can use the Report Builder tool to generate the printed version of the report.

The **Data Export** tool is used to export the filters that were created in the Filter Designer in different formats, depending on what needs to be done with them.

The **Report Builder** is used to complete a mail merge to send a form letter created in Report Designer to students on one or more Ad hoc filters.

The **union** operation combines two queries by performing the equivalent of appending one query onto the other.

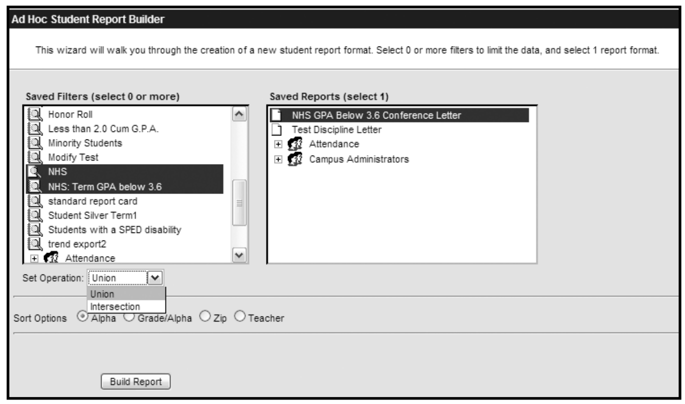
An **intersection** operation is used to generate a report to students who make up the "overlap" of multiple Ad hoc filters.

For example, a user has a report (form letter) and two Ad hoc Filters-- the football team and the Honor Society. If union is the operation chosen, the two filters will merge-- students who are in football OR Honor Society will receive the letter. If intersection is chosen, then those students who are in football AND Honor Society will receive a letter.

Report Builder

Saved Filters and Saved Reports are joined together in two ways using Set Operations. A variety of sort options are available for easy distribution and mailing.
From the Index, expand the Ad Hoc Reporting folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. Select the Report Builder option from within that folder.

Generating a Report in the Report Builder

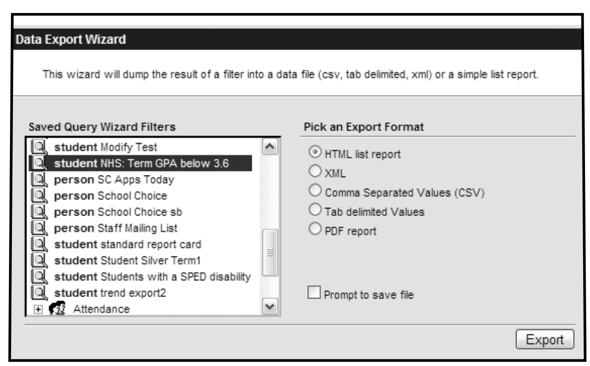


1. Select the Filter from the list of saved filters in the left-hand window. At least one filter needs to be selected.
2. Select the Report from the Saved Reports window on the right-hand side of the screen.
3. Select the Set Operation from the dropdown list – union or intersection.
4. Select the appropriate Sort Options – alphabetical, by Grade/Alpha or by Teacher.
5. Click the Build Report button. The report will display in PDF (Adobe) format, listing the students in the filter who were chosen and the report that was built.

Data Export

From the Index, expand the Ad Hoc Reporting folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. Select the Data Export option from within that folder.

Export a Filter in the Data Export



1. Select the Filter from the list of saved filters in the left-hand window. At least one filter needs to be selected.
2. Select the Export Format in which to display the filter.
    - HTML list report – opens report in new Web window
    - XML - shows HTML coding values
    - Comma Separate Values (CSV) - Excel spreadsheet
    - Tab delimited Values - Excel spreadsheet

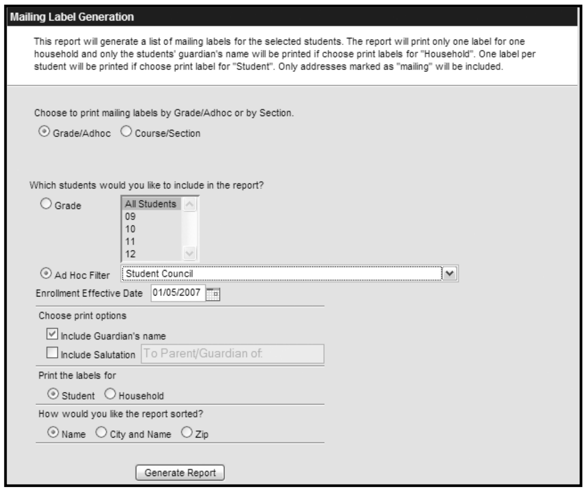
- PDF Report

3. Check the box to have the system prompt the user to save the file.
4. Click the Export button. The report will display in the format chosen.

Using Ad hoc Filters in Reports

Many canned reports in the Campus application may be run for a particular Ad hoc filter. As an example, mailing labels may be run for an Ad hoc filter using Census > Reports > Mailing Labels.

1. From the Index, expand the Census folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. From the Index, expand the Reports folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
3. Select the Mailing Labels option from within that folder.
4. Select your filter.
5. Click Generate Report to see a preview of your labels.



Using Ad hoc Filters in Searches

Ad hoc filters can be used as part of a search on the search tab. Student Ad hoc filters may be found in the student search, Census searches may be utilized when searching for a person, and course/section searches may be used when searching for a course or section.

1. Select the Search tab.
2. Choose the type of data to search for.
3. Select Advanced Search from the Search tab.
4. Select your filter from the list of Saved Filters and click Search.
5. Display results will appear on the left side of the Campus session.