

S t u d e n t R e c o r d s S y s t e m U s e r G u i d e

Table of Contents
Section 10

Section	Title
10.	Mass Update Menu
	1. Assign Counselors Menu
	1. By Grade and Sex
	4. By Grade, Loc/Team, and Alpha Range
	5. By Grade and Course/Sec
	2. Assign Homerooms Menu
	1. By Grade, Period of Day, and Term
	4. By Grade, Loc/Team, and Alpha Range
	5. By Grade and Course/Sec
10.	Mass Update Menu
	3. Assign Lockers Menu
	1. By Grade, Sex, and Range of Lockers
	2. By Team and Range of Lockers
	3. By Homeroom and Range of Lockers
	4. By Grade and Range of Locker Areas
	12. Change Reference Numbers on All Lockers
	4. Assign Teams Menu
	1. By Course Section
	2. By Homeroom
	5. Mass Update Students Schedules
	7. Mass Update of Bus Routes
	8. Mass Assign Study Halls or Lunches
	9. Mass Clear Free Lunch Field
	10. Mass Load Diploma Types for 12th Graders
	11. Mass Assign and/or Print Passwords
	12. Mass Assign Random Drug Testing Numbers
	14. Edit for 2/5/8 Overrides

From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F10 to display the MASS UPDATE MENU (Figure 10).

Mass Update Menu		D=District S=School
Assign Counselors Menu	F1	
Assign Homerooms Menu	F2	
Assign Lockers Menu	F3	
Assign Teams Menu	F4	
Mass Update Students Schedules	F5	S
Mass Clear Miscellaneous Fields	F6	DS
Mass Update of Bus Routes	F7	DS
Mass Assign Study Halls or Lunches	F8	S
Mass Clear Free Lunch Field	F9	DS
Mass Load Diploma Types for 12th Graders	F10	DS
Mass Assign and/or Print Passwords	F11	S
Mass Assign Random Drug Testing Numbers	F12	DS
Mass Load Program Evaluation Data	F13	S
Edit Students Schedules for 2/5/8 Overrides ...	F14	DS
Session Defaults	F23	
Display Print Files ..	F15	
Exit	F16	

(C) Copyright Regional Data Services, Inc. 1999 - All Rights Reserved

Figure 10. MASS UPDATE MENU

The functions available from this menu are denoted as school level access only if there is an "S" to the right of the function key. Those functions that are available at either the school or district level are denoted with a "DS" to the right of the function key.

The Mass Update Menu provides a number of options for performing updates on student schedules and records. The mass update function, while useful during the regular school year, will likely be used extensively following scheduling to assign counselors, homerooms, lockers, course explosion, and study halls.

When the update programs are run, the message "Copy Screen Before Pressing Enter To Continue" will be displayed. While it is not necessary to get a copy of the screen, it will provide a record of what mass updates were done should an updating problem exist due to incorrect entry. Also a mass update listing report will be generated to record all students affected by the update.

From the MASS UPDATE MENU (Figure 10), press F1 to display the ASSIGN COUNSELORS MENU (Figure 10-1).

Assign Counselors Menu

```
Assign Counselors:
  by Grade (R) and Sex (O) ..... F1
  by Grade (R), Loc/Team (O), and Alpha Range (O) .. F4
  by Grade (R) and Course/Sec (R) ..... F5

                               Session Defaults ..... F23
                               Display Print Files .... F15
                               Exit ..... F16
```

Note: (R) = Required Entries
(O) = Optional Entries

(C) Copyrighted by Regional Data Services, Inc. 1990 - All Rights Reserved

Figure 10-1. ASSIGN COUNSELORS MENU

This menu provides various options for assigning counselors to students. Within each option some elements are required while others are optional which further increases the methods available to assign counselors.

From the ASSIGN COUNSELORS MENU (Figure 10-1), press F1 to assign counselors by Grade and Sex. The COUNSELOR SELECTION screen 1 (Figure 10-1-1A) is displayed.

C11

Assign Counselors by Grade and Sex

(Req)	(Opt)	(Reg)
Grade Level	Sex	Counselor's Teacher No.
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—

ENTER=Continue, F16=Exit without Updating

Figure 10-1-1A. COUNSELOR SELECTION SCREEN 1

When using this option to assign counselors, the grade level, counselor and teacher numbers are required. If the sex of students is to be considered, enter either M or F. For example, if the first line contained 07 and 3215, all seventh grade students would be assigned to counselor 3215. If the first line contained 07, F, 3215, then all seventh grade females would be assigned to counselor 3215. Press ENTER to continue or F16 to exit.

From the MASS UPDATE MENU (Figure 10), press F2 to display the ASSIGN HOMEROOMS MENU (Figure 10-2).

Assign Homerooms Menu

Assign Homerooms:
by Grade (R), Period of Day (R), and Term F1
by Grade (R), Loc/Team (O), Max # of Boys (O),
Max # of Girls (O), and Alpha Range (O) F4
by Grade (R) and Course/Sec (R) F5

Session Defaults F23
Display Print Files F15
Exit F16

Note: (R) = Required Entries
(O) = Optional Entries

(C) Copyrighted by Regional Data Services, Inc. 1990 - All Rights Reserved

Figure 10-2. ASSIGN HOMEROOMS MENU

The "assign homerooms" procedures permit the mass assignment of homerooms to students using the various options shown in the menu above. Since some elements are optional, more than three methods exist to assign homerooms.

REMEMBER: When homeroom teachers are listed on reports, schedules, etc., the teacher names are controlled through the entries on the Teacher Master File, **NOT THE COURSE MASTER FILE!**

From the ASSIGN HOMEROOMS MENU (Figure 10-2), press F1 to assign homerooms by Grade, Period of Day, and Term. The HOMEROOM SELECTION screen 1 (Figure 10-2-1A) is displayed.

```

C11          Assign Homerooms by Grade, Period of Day, and Term

              (Req)                               (Req)
              Grade Level                          Class Period of room to be assigned
              ---                                  ---
              ---                                  ---
              ---                                  ---
              ---                                  ---
              ---                                  ---
              ---                                  ---
              ---                                  ---
              ---                                  ---

              Enter Term Code: _   0=1st Qtr,    1=2nd Qtr,    2=1st Sem
                                   3=3rd Qtr,    4=4th Qtr,    5=2nd Sem
                                   6=5th Qtr,    7=6th Qtr,    8=3rd Sem
                                   9=All Year,   S=Summer School
    
```

ENTER=Continue, F16 Exit without Updating

Figure 10-2-1A. HOMEROOM SELECTION SCREEN 1

Enter your selections based on the following:

<u>Term Code</u>	<u>Terms Included</u>
0=1st Qtr	0, 2, 9
1=2nd Qtr	1, 2, 9
2=1st Sem	2, 9
3=3rd Qtr	3, 5, 9
4=4th Qtr	4, 5, 9
5=2nd Sem	5, 9
6=5th Qtr	6, 8, 9
7=6th Qtr	7, 8, 9
8=3rd Sem	8, 9
9=All Yr	9
S=Summer	S

Example: Grade Level 10, Period 01, and Term 0.

Results: All tenth grade students would be assigned a homeroom number equal to the student's first period teacher's room number as defined on the Course Master File (F4-1). Because a term code of 0 was used, the 1st period classes evaluated would be only the 1st quarter (term code=0), 1st semester (term code=2), and all year classes as shown on the above chart (term code=9).

Example: Grade Level 10, Period 01, and Term 2.

Results: All tenth grade students would be assigned a homeroom number equal to the student's first period teacher's room number as defined on the Course Master File (F4-1). Because a term code of 2 was used, the 1st period classes would be evaluated for 1st semester and all year classes only. Quarter-length classes would not be evaluated, and therefore, no homeroom assignment change would be made to the student if he only had quarter-length classes in the first period.

REMEMBER: If you assign homerooms by period, you must execute this mass update function each quarter or semester, unless you only schedule all year classes.

NOTE: Withdrawn students will be included in this process, so that in case they have a schedule, they will be included in the correct homeroom when they are reentered as active.

Press ENTER to continue or F16 to exit. You will be returned to the ASSIGN HOMEROOMS MENU (Figure 10-2) upon completion.

From the MASS UPDATE MENU (Figure 10), press F3 to display the ASSIGN LOCKERS MENU (Figure 10-3).

```

                                Assign Lockers Menu

Before mass assigning lockers, make sure the ranges you are about to assign
are already cleared. The locker file can be printed in F7-8, and can be
cleared in F7-10.

Assign Lockers:
  by Grade (O), Sex (O), and
    Range of Lockers (R) ..... F1
  by Team (R), Gr (O), and Range of Lockers (R) .. F2
  by Homeroom (R) and Range of Lockers (R) ..... F3
  by Grade (O) and Range of Locker Areas (R) ..... F4

Change Reference Numbers on All Lockers ..... F12

                                Session Defaults ..... F23
                                Display Print Files ..... F15
                                Exit ..... F16

Note: (R) = Required Entries
      (O) = Optional Entries

(C) Copyright Regional Data Services, Inc. 1990, 1995 - All Rights Reserved

```

Figure 10-3. ASSIGN LOCKERS MENU

The "assign lockers" procedures permit the mass assignment of lockers to students using the various options shown on the menu above. If lockers are going to be assigned that are currently assigned to another grade level, you might want to use the CLEAR LOCKER ASSIGNMENTS BY GRADE (F7-10) option before mass assigning lockers here.

From the ASSIGN LOCKERS MENU (Figure 10-3), press F1 to assign lockers by Grade and Range of Lockers. The LOCKER SELECTION BY GRADE LEVEL screen (Figure 10-3-1A) is displayed.

CHS Assign Lockers by Grade, Sex, and Range of Lockers

	(Opt) Grade Level	(Opt) Sex	(Req) Locker # Beg Range	(Req) Locker # End Range
	—	—	_____	_____
			_____	_____
			_____	_____
			_____	_____
			_____	_____
Odd/Even/Both?	B	(O/E/B)	_____	_____
Odd/Even Digit:	_	(/1-6)	_____	_____
			_____	_____
Lockers will be assigned alphabetically. Withdrawn students will be cleared.			_____	_____
			_____	_____
Skip lockers with comments?	N	(Y/N)	_____	_____

ENTER=Continue, F16=Exit without Updating

Figure 10-3-1A. LOCKER SELECTION BY GRADE LEVEL SCREEN

The beginning and ending locker ranges allow for up to 6 alpha and/or numeric characters. Check your locker file before making an entry on this screen. If your locker numbers use 4 characters, then be sure to enter 4 characters, including leading zeros when necessary (e.g., you would enter 0010, and not 10.)

Enter the Grade Level to assign lockers alphabetically for a specific grade level. Or, leave the Grade Level field blank to assign lockers alphabetically for all students at your school. Optionally enter the sex code to restrict lockers based on gender (M=male, F=female), and appropriate ranges of locker numbers. For example, for grade 9, the valid locker ranges might be 100-202, 205-299, 515-587, 589-600. ALL LOCKERS FOR ONE GRADE LEVEL MUST BE LISTED ON THE SCREEN AT THE SAME TIME. Don't try to do the same grade level on multiple screens! If you do, the second screen will start assigning lockers again with the first student alphabetically in the grade level being mass updated. You have the option of assigning lockers by odd or even ranges of numbers or both. If you do not want to use the odd/even option, respond "B" (both) and leave the Odd/Even Digit field blank. If you want to use the odd/even option, respond "O" (odd), or "E" (even). Then indicate which digit should be checked for odd/even. (Count the digits in the locker number from the left to the right.)

Students will be assigned a locker in alphabetical order. Withdrawn students will be cleared of a locker assignment for the grade level being mass updated.

If you would like the update process to skip lockers with comments to prevent lockers from being assigned to students that are unusable for whatever reason, enter a "Y" in the "Skip lockers with comments?" field. Otherwise, enter an "N" in this field. For example, if you have entered comments in the Locker File (F7-1) such as "hinge broken", "shelf missing", etc., you could then prevent those unusable lockers from being assigned by answering "Y" to "Skip lockers with comments?".

If there are insufficient lockers listed on the screen for the entire grade level, the INSUFFICIENT LOCKER screen (Figure 10-3-1B) will be displayed and you will be given a message telling you the last student who was assigned a locker.

C11

INSUFFICIENT LOCKERS

The ranges of lockers specified for grade 07 is insufficient for all students in that grade level. The last student to be assigned a locker is shown below.

S970710 Tibbets, Steven

If this student is near the end of the grade level, then you can assign the remaining lockers by hand. If not, rerun the entire locker assignment mass update for this grade level allowing more lockers to be available for assignment.

ENTER=Continue/Exit

Figure 10-3-1B. INSUFFICIENT LOCKERS

You might need to do the mass update all over again for that grade level if you get such a message. If you have allowed for more than enough lockers, the extra lockers will be cleared of prior assignments so that they can later be used for the desired grade level.

For Lowell High School only, lockers will be assigned if the locker's alpha designation (single character after the 4 digits) falls between the ones entered in the beginning and ending locker alpha character ranges due to alternating lockers on different sides of the school. (This is activated by the school code entered on the school control screen, F1-2).

Upon completion, a listing is generated and the screen is redisplayed for entry of the next range of lockers to assign.

C11

INSUFFICIENT LOCKERS

The ranges of lockers specified for team 7B is insufficient for all students in that team group. The last student to be assigned a locker is shown below.

S970710 Tibbets, Steven

If this student is near the end of the team group, then you can assign the remaining lockers by hand. If not, rerun the entire locker assignment mass update for this team group allowing more lockers to be available for assignment.

ENTER=Continue/Exit

Figure 10-3-2B. INSUFFICIENT LOCKERS

You might need to do the mass update all over again for that team group if you get such a message. If you have allowed for more than enough lockers, the extra lockers will be cleared of prior assignments so that they can later be used for the desired team group.

For Lowell High School only, lockers will be assigned if the locker's alpha designation (single character after the 4 digits) falls between the ones entered in the beginning and ending locker alpha character ranges due to alternating lockers on different sides of the school. (This is activated by the school code entered on the school control screen, F1-2).

Upon completion, a listing is generated and the screen is redisplayed for entry of the next range of lockers to assign.

From the ASSIGN LOCKERS MENU (Figure 10-3), press F3 to assign lockers by homeroom and Range of Lockers. The ASSIGN LOCKERS BY HOMEROOM AND RANGE OF LOCKERS screen (Figure 10-3-3A) is displayed.

```

CHS                Assign Lockers by Homeroom and Range of Lockers
                        (Req)                (Req)
                        (Req)                Locker #   Locker #
                        Homeroom            Beg Range  End Range
                        _____          _____
                                                _____
                                                _____
                                                _____
                                                _____
                                                _____
Odd/Even/Both?  B (O/E/B)                _____
                                                _____
Odd/Even Digit:  _ ( /1-6)                _____
                                                _____
Lockers will be assigned
alphabetically. Withdrawn
students in this homeroom
will be cleared.                _____
                                                _____
Skip lockers with comments? N (Y/N)        _____
ENTER=Continue, F16=Exit without Updating
    
```

Figure 10-3-3A. ASSIGN LOCKERS BY HOMEROOM AND RANGE OF LOCKERS SCREEN

The beginning and ending locker ranges allow for up to 6 alpha and/or numeric characters. Check your locker file before making an entry on this screen. If your locker numbers use 4 characters, then be sure to enter 4 characters, including leading zeros when necessary (e.g., you would enter 0010, and not 10).

Lockers must be updated for one homeroom at a time. Enter the homeroom number and appropriate ranges of locker numbers. ALL LOCKERS FOR ONE HOMEROOM MUST BE LISTED ON THE SCREEN AT THE SAME TIME. Don't try to do the same homeroom on multiple screens! If you do, the second screen will start assigning lockers again with the first student alphabetically in the homeroom being mass updated.

You have the option of assigning lockers by odd or even ranges of numbers or both. If you do not want to use the odd/even option, respond "B" (both) and leave the Odd/Even Digit field blank. If you want to use the odd/even option, respond "O" (odd), or "E" (even). Then indicate which digit should be checked for odd/even. (Count the digits in the locker number from the left to the right.) The students will be assigned according to the criteria entered. Withdrawn students will be cleared of a locker assignment for the homeroom number being mass updated.

If you would like the update process to skip lockers with comments to prevent lockers from being assigned to students that are unusable for whatever reason, enter a "Y" in the "Skip lockers with comments?" field. Otherwise, enter an "N" in this field. For example, if you have entered comments in the Locker File (F7-1) such as "hinge broken", "shelf missing", etc., you could then prevent those unusable lockers from being assigned by answering "Y" to "Skip lockers with comments?".

If there are insufficient lockers listed on the screen for the entire homeroom, the INSUFFICIENT LOCKER screen (Figure 10-3-3B) will be displayed and you will be given a message telling you the last student who was assigned a locker.

C11

INSUFFICIENT LOCKERS

The ranges of lockers specified for homeroom 101 is insufficient for all students in that homeroom. The last student to be assigned a locker is shown below.

E960060 Beckman, Carolyn

If this student is near the end of the homeroom, then you can assign the remaining lockers by hand. If not, rerun the entire locker assignment mass update for this homeroom allowing more lockers to be available for assignment.

ENTER=Continue/Exit

Figure 10-3-3B. INSUFFICIENT LOCKERS

You might need to do the mass update all over again for that homeroom if you get such a message. If you have allowed for more than enough lockers, the extra lockers will be cleared of prior assignments so that they can later be used for the desired homeroom.

For Lowell High School only, lockers will be assigned if the locker's alpha designation (single character after the 4 digits) falls between the ones entered in the beginning and ending locker alpha character ranges due to alternating lockers on different sides of the school. (This is activated by the school code entered on the school control screen, F1-2).

Upon completion, a listing is generated and the screen is redisplayed for entry of the next range of lockers to assign.

From the ASSIGN LOCKERS MENU (Figure 10-3), press F4. The ASSIGN LOCKERS BY GRADE AND LOCKER AREAS screen (Figure 10-3-4A) is displayed.

CHS	Assign Lockers by Grade and Locker Areas		
	(Opt)	(Req)	(Req)
	Grade Level	Locker Area Beg Range	Locker Area End Range
	—	—	—
		—	—
		—	—
		—	—
		—	—
		—	—
		—	—
	Odd/Even/Both? <u>B</u> (O/E/B)	—	—
		—	—
	Odd/Even Digit: <u>_</u> (/1-6)	—	—
		—	—
		—	—
	Lockers will be assigned alphabetically. Withdrawn students will be cleared.	—	—
		—	—
	Skip lockers with comments? <u>N</u> (Y/N)	—	—
	ENTER=Continue, F16=Exit without Updating		

Figure 10-3-4A. ASSIGN LOCKERS BY GRADE AND BY LOCKER AREAS SCREEN

The beginning and ending locker area ranges allow for up to 3 numbers. Enter the Grade Level to assign lockers alphabetically for a specific grade level. Or, leave the Grade Level field blank to assign lockers alphabetically for all students at your school. For example, for grade 9, the valid locker area ranges might be 100-202, 205-299, 515-587, 589-600. ALL LOCKERS FOR ONE GRADE LEVEL MUST BE LISTED ON THE SCREEN AT THE SAME TIME. Don't try to do the same grade level on multiple screens! If you do, the second screen will start assigning lockers again with the first student alphabetically in the grade level being mass updated.

You have the option of assigning lockers by odd or even ranges of numbers or both. If you do not want to use the odd/even option, respond "B" (both) and leave the Odd/Even Digit field blank. If you want to use the odd/even option, respond "O" (odd), or "E" (even). Then indicate which digit should be checked for odd/even. (Count the digits in the locker number from the left to the right.)

Students will be assigned a locker in alphabetical order. Withdrawn students will be cleared of a locker assignment for the grade level being mass updated.

If you would like the update process to skip lockers with comments to prevent lockers from being assigned to students that are unusable for whatever reason, enter a "Y" in the "Skip lockers with comments?" field. Otherwise, enter an "N" in this field. For example, if you have entered comments in the Locker File (F7-1) such as "hinge broken", "shelf missing", etc., you could then prevent those unusable lockers from being assigned by answering "Y" to "Skip lockers with comments?".

If there are insufficient lockers listed on the screen for the entire grade level, the INSUFFICIENT LOCKER screen (Figure 10-3-1B) will be displayed and you will be given a message telling you the last student who was assigned a locker.

C11

INSUFFICIENT LOCKERS

The ranges of lockers specified for grade 09 is insufficient for all students in that grade level. The last student to be assigned a locker is shown below.

S970710 Tibbets, Steven

If this student is near the end of the grade level, then you can assign the remaining lockers by hand. If not, rerun the entire locker assignment mass update for this grade level allowing more lockers to be available for assignment.

ENTER=Continue/Exit

Figure 10-3-4B. INSUFFICIENT LOCKERS

You might need to do the mass update all over again for that grade level if you get such a message. If you have allowed for more than enough lockers, the extra lockers will be cleared of prior assignments so that they can later be used for the desired grade level.

From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F10 to display the MASS UPDATE MENU (Figure 10). Press F4 to display the ASSIGN TEAMS MENU (Figure 10-4).

Assign Teams Menu

Assign Teams:
by Course Section F1
by Homeroom F2

Session Defaults F23
Display Print Files F15
Exit F16

(C) Copyright Regional Data Services, Inc. 2000 - All Rights Reserved

Figure 10-4. ASSIGN TEAMS MENU

The Assign Teams Menu provides the options for assigning teams by Course Section (F1) or by Homeroom (F2).

From the MASS UPDATE MENU (Figure 10), press F5 to mass update students' schedules. The MASS UPDATE SCHEDULES screen (Figure 10-5A) is displayed. **NOTE:** This is a school level function, district access (school code = 00) will not be allowed.

```

C11                MASS UPDATE FOR STUDENTS' SCHEDULES
Updates apply to only ----->  Grades:  _ _ _ _ _ (blank for all)
                                   Sex:    _ (F/M or blank for both)
                                   Homeroom:  _ _ _ _ _ (blank for all)
                                   Team:    _ (blank for all)
-----
All students assigned to the following course/sec(s):      (sec may be blank)
_ _ _ _ _ &/OR _ _ _ _ _ &/OR _ _ _ _ _ &/OR _ _ _ _ _ &/OR _ _ _ _ _
                                   Logical Connector:  _ _ (AND/OR)
-----
F1:  Should have the above course(s) removed from their schedules.
F2:  Should have the following course(s) removed from their schedules:
      _ _ _ _ _
F3:  Should have the following course(s) added to their schedules:
      _ _ _ _ _
      No. of students to be added to the above course(s):  _ _ _ (Opt)
      If this is an afternoon kindergarten class, X here:  _
F4:  Should replace course  _ _ _ _ _ with course  _ _ _ _ _
F5:  F1 AND F3                F6:  Delete all courses from students' schedules.
F16: Exit

```

Figure 10-5A. MASS UPDATE SCHEDULES SCREEN

This screen is used to transfer students from one course to another, to explode one course into several courses, delete courses, and add courses to student schedules.

Grades: If blank, all students in your school will have the potential of having the selected changes made to their schedule. Entering grade level information will limit the student schedules on which the changes will be made.

Sex: Enter M or F to limit changes to males or females.

Homeroom: Enter a homeroom number to limit schedule changes to students in specific homerooms.

TEAM: Enter a team code to limit changes to a particular team.

All students assigned to the following course/sec(s): Allows for the entry of five course numbers. Each course number entered may also have a section number if desired. Entering a section number would narrow the students selected for the course change. If more than one course is selected, a logical connector of AND/OR must be entered.

Example: C390R0

Results: Change will be made to all students with C390R0 in their schedule, regardless of the section number.

Example: C390R0 01

Results: Change will be made only to those students enrolled in section 01 of course C390R0.

Example: C390R0 C391R0 CONNECTOR = AND

Results: Change will be made only to students having both course C390R0 and C391R0 in their schedule.

Example: C390R0 C391R0 CONNECTOR = OR

Results: Change will be made to students having either course C390R0 or C391R0 in their schedule.

Sections may also be designated for courses when using the AND/OR logical connector.

F1: Student's schedules meeting the criteria indicated will have the course(s) entered above removed from their schedules.

F2: Allows for up to six courses to be removed from schedules which meet the criteria indicated.

F3: Allows for up to six courses to be added to schedules which meet the criteria indicated. You can optionally limit the number of students having the courses added to their schedules by enter a number (1-9999) in the "**No. of students to be added to the above course(s):**" field. Also, for elementary schools who want to load the afternoon kindergarten course number into the PM course slot of the elementary version of the registration screen, you can place an "X" in the "**If this is an afternoon kindergarten class, X here:**" field.

If the "No. of students to be added to the above course(s):" option is going to be used, it is usually processed in multiple steps:

Step 1: First, enter the number of students to have the course(s) indicated above added to their schedules, and press F3. For example if the number 15 is used, the first fifteen students encountered who meet the criteria entered will be updated, regardless of sex (unless the sex parameter was used at the top of the screen) or ethnic code.

Step 2: Next, run the mass update function again to remove the original course(s) (F1 option) for those students who have that old course and the new ones just added.

Step 3: Now, go back to step 1 above, and run the F3 option for the next group of students. A number does not need to be entered in the "No. of students to be added to the above course(s):" field when you are updating the last group of students. Continue processing steps 1 and 2 until all students have been updated.

F4: Gives the option of replacing one course with another that meets the criteria indicated. This option does a one-for-one replacement. No other criteria needs to be entered.

F5: Gives the option of removing courses using the F1 feature and adding courses using the F3 feature simultaneously.

F6: Gives the option of deleting all courses from student's schedules. This feature is especially useful for the start of the school year for elementaries, adult ed and alternative schools.

**** P R I N T F I L E S ****

It is recommended that you print the screen for each mass update processed. A listing will be generated to show each of the students affected by the mass update.

Note: The word OVERFLOW will appear in the withdraw date column of the report if the mass update encounters a full schedule.

**** S E A T C O U N T S ****

Seat counts are **not** being updated during this process, to enable the mass updating to run faster. After the last of your mass updates is processed, return to the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9) and select F2 to run Course Tallies. This function will update all seat counts so that the Course Master File will accurately reflect all updates.

After entering the selection criteria for updating student schedules, press ENTER to continue. The PROCESSING REQUEST screen (Figure 10-5B) is displayed.

*** PROCESSING REQUEST ***

To speed up processing during this mass update,
seat counts are not being updated.

Therefore, after the LAST mass update is processed,
run the Class Tallies to update the seat counts.

Figure 10-5B. PROCESSING REQUEST SCREEN

Upon completion, the MASS UPDATE SCHEDULE screen (Figure 10-5A) is redisplayed.

From the MASS UPDATE MENU (Figure 10), press F6 to mass clear selected fields from each student's Miscellaneous Data screen. The MASS CLEAR MISCELLANEOUS FIELDS screen (Figure 10-6A) is displayed.

NOTE: This function can be accessed at either the school or district level (school code = 00).

```

C00                               Mass Clear Miscellaneous Fields

This process will clear the miscellaneous user-definable fields indicated
below from the KMASFILE. Select fields to be cleared with an 'X'.

      Grades:  _ _  _ _  _ _  _ _  _ _  _ _  _ _  _ _  _ _  I/E: I
                (blank for all grades)

                                A1:  _
                                B1:  _
                                C2:  _
                                D2:  _
                                E3:  _
      Next Year A1:  _
      Next Year C2:  _
      Outside Activity:  _
      Outside Hours:  _

F12=Continue, F16=Exit
  
```

Figure 10-6A. MASS CLEAR MISCELLANEOUS FIELDS SCREEN

Optionally enter up to twelve grade levels to be included (I) or excluded (E) in this process. Place an "X" next to each of the fields to be cleared. The fields to be cleared are located on an individual student's Miscellaneous Data screen (F8-8-21).

After entering the selection criteria, press F12 to continue. The MASS CLEAR MISCELLANEOUS FIELDS CONFIRMATION screen (Figure 10-6B) will be displayed. This screen will redisplay your selection choices for confirmation.

```

C00                               Mass Clear Miscellaneous Fields

This process will clear the miscellaneous user-definable fields indicated
below from the KMASFILE. Select fields to be cleared with an 'X'.

      Grades: 09 10 11                               I/E: I
              (blank for all grades)

                                # of Fields Cleared
                                A1:
                                B1:
                                C2:
                                D2:
                                E3:
      Next Year A1:
      Next Year C2:
      Outside Activity: X                               1
      Outside Hours:

Enter/F16=Acknowledge and Exit

```

Figure 10-6B. MASS CLEAR MISCELLANEOUS FIELDS CONFIRMATION SCREEN

Press ENTER if you want to proceed. You will be returned to the MASS UPDATE MENU (FIGURE 10) upon completion.

From the MASS UPDATE MENU (Figure 10), press F7 to mass update bus routes. The MASS UPDATE BUS ROUTES screen (Figure 10-7A) is displayed.

NOTE: This function can be accessed at either the school or district level.

C00	MASS BUS ROUTE UPDATE					
Old Route:	<u>Home A.M.</u>	<u>Home Noon</u>	<u>Home P.M.</u>	<u>Alt. A.M.</u>	<u>Alt. Noon</u>	<u>Alt. P.M.</u>
	—	—	—	—	—	—
New Route:	<u>Home A.M.</u>	<u>Home Noon</u>	<u>Home P.M.</u>	<u>Alt. A.M.</u>	<u>Alt. Noon</u>	<u>Alt. P.M.</u>
	—	—	—	—	—	—
<p>In addition to changing any of the above specific categories from one route to another, this feature will also allow for changing a bus route to or from spaces by leaving the OLD ROUTE or the NEW ROUTE blank and filling in the opposite field with a specific value.</p>						
<p>ENTER=Process, F16=Exit</p>						

Figure 10-7A. MASS UPDATE BUS ROUTES SCREEN

Provides the ability to mass change any of the six bus routes in student records. Enter the old route and the new route and press ENTER. A list of the updated students will be printed.

From the MASS UPDATE MENU (Figure 10), press F8 to mass assign study halls or lunches. The MASS UPDATE STUDY HALL OR LUNCH ASSIGNMENTS screen (Figure 10-8A) is displayed.

CHS

Mass Assign Study Halls or Lunches

This process will map out the schedule of each student and fill in any empty slots with the course entered below.

Please specify the course number of the Study Hall or Lunch to be plugged:

Course: _____

Does this course have quarter-length or semester-length sections? _ (Q/S)

What is the last period of the day? 00 (01-99)

Students will be assigned to the first section matching the term and period needed. Students will need to be manually transferred out of overfilled classes.

Unscheduled and partially scheduled students will be SKIPPED!

RUN COURSE TALLIES TO UPDATE SEAT COUNTS WHEN DONE (F9-2)

ENTER=Continue, F16=Exit

Figure 10-8A MASS UPDATE STUDY HALL OR LUNCH ASSIGNMENTS SCREEN

Enter the course number of the Study Hall or Lunch to be plugged. If you have more than one course number assigned for Study Halls or Lunch (e.g., one course number for first semester and another course number for second semester), then you can simply run this function twice. On the first run, all Study Halls or Lunches that can be assigned will be assigned, and all remaining Study Hall or Lunch assignments can hopefully be made on the second run.

Specify whether the study hall or lunch to be plugged has quarter-length (Q) or semester-length (S) sections. Then, indicate the last period of the day. Press ENTER to immediately start processing.

After the Study Hall or Lunch Assignments are completed, a grade/alpha listing of those students who were updated will be printed (at 8 lines per inch) and will show the number of study halls or lunches assigned to each student. Be sure to run a Course Tally (section F9-2) after this process so that the Study Hall seat counts will be updated.

Upon completion, you will be returned to the Mass Update Menu.

From the MASS UPDATE MENU (Figure 10), press F9 to mass clear the free lunch field based on a range of application numbers stored in the first nine positions of the user ID field (on the Miscellaneous Data screen). The MASS CLEAR FREE LUNCH FIELD screen (Figure 10-9A) is displayed.

CHS

Mass Clear Free Lunch Field

This process will clear the free lunch field based on the range of application numbers entered below. The application numbers are stored in the first nine characters of the User ID field on the Miscellaneous Data screen (F8-21).

Range of application numbers: 000000000 thru 000000000

Clear C2 field? _ (Y/N)

F12=Continue, F16=Exit

Figure 10-9A MASS CLEAR FREE LUNCH FIELD SCREEN

Enter the range of application numbers to be cleared. The application number appears in the first nine characters of the User ID field on the Miscellaneous Data Screen.

This process was developed **FOR GARY SCHOOLS ONLY**. The User ID field is labeled "Appl#" on the Miscellaneous Data Screen, F8-8-21. Indicate whether or not the C2 field should also be cleared, Y=yes clear, N=no do not clear. The C2 field is also located on the Miscellaneous Data screen. Press F12 to continue.

The MASS LOAD OF DIPLOMA TYPE CODES SUCCESSFULLY COMPLETED screen, Figure 10-10B will be displayed. This screen will give you a total of the student records updated.

C11 Mass Load of Diploma Type Codes Successfully Completed

Total 12th Graders Updated: 63

ENTER/F16=Acknowledge & Exit

Figure 10-10B. MASS LOAD DIPLOMA TYPE CODES SUCCESSFULLY COMPLETED SCREEN

Press ENTER to acknowledge. You will be returned to the MASS UPDATE MENU.

From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F11 to mass assign and/or print passwords. The MASS ASSIGN AND/OR PRINT PASSWORDS SELECTION screen (Figure 10-11A) will be displayed.

This is a school level function only, district access will not be allowed.

```

C11                               Mass Assign and/or Print Passwords

      Grades: 12 11  _ _ _ _ _ _ _ _ _ _ I/E: I
              (blank for all grades)

      Clear existing passwords: Y (Y/N)
      Assign new passwords: Y (Y/N)
      Print list of passwords: Y (Y/N)

      Sort: 2 (1=Alpha, 2=Grade/Alpha)

      By responding 'N' to Clear Existing Passwords and 'Y'
      to Assign New Passwords, only active students without
      a password will be assigned a password.

      Neither future nor withdrawn students will be assigned
      a new password or listed on the report.

      ENTER=Continue, F16=Exit

```

Figure 10-11A. MASS ASSIGN AND/OR PRINT PASSWORDS SCREEN

This program will randomly assign 4-digit passwords to the grade levels specified. You can optionally create passwords for only those students who do not have a password by responding "N" to Clear Existing Passwords and "Y" to Assign New Passwords. Neither future nor withdrawn students will be assigned passwords or listed on the report. Refer to the data entry requirements below when processing this function:

- DATA ENTRY REQUIREMENTS -----
- GRADES** Optional. Enter up to twelve grade levels to include (I), or exclude (E), selected grade levels. Leave this field blank to process for all grade levels. (2 A/N)
 - CLEAR EXISTING PASS-WORDS** Required. Enter a "Y" to indicate yes, clear the passwords for the grade levels entered in the preceding field. Enter an "N" to indicate no, do not clear passwords for the grade levels selected. (1 A)
 - ASSIGN NEW PASS-WORDS** Required. Enter a "Y" to indicate yes, assign new passwords for the grade levels selected. Enter an "N" to indicate no, do not assign new passwords for the grade levels selected. (1 A)
 - PRINT LIST OF PASS-WORDS** Required. Enter a "Y" to indicate yes, print a listing of passwords. Enter an "N" to indicate a listing should not be printed. You can generate a listing of assigned passwords without assigning new passwords or clearing them by responding "N" in the preceding two fields.

SORT Required. Enter the number that corresponds to the desired sort sequence. Valid entries are:

- 1=Alpha
- 2=Grade/Alpha

Press ENTER to continue. The message **** PROCESSING PASSWORDS **** will be displayed. You will be returned to the Mass Update Menu upon completion.

NOTE: The password will automatically roll forward with the student's master record in the rollover process if the student is staying at the same school. If the student is transferring within the district, the password will **not** transfer during the rollover process. The password will be dropped when the student withdraws to history or graduates.

From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F12 to mass assign random drug testing numbers. The MASS UPDATE OF RANDOM DRUG TEST NUMBERS screen (Figure 10-12A) will be displayed.

C11

Mass Update of Random Drug Test Numbers

This mass update process will clear all student's random drug numbers, set the administrators last number assigned to zero, then assign a new number to those students who qualify for the random drug testing program.

ENTER=Continue with process, F16=Exit/Do not process

Figure 10-12A. MASS UPDATE OF RANDOM DRUG TEST NUMBERS SCREEN

This mass update process will clear all students' random drug numbers, set the administrator's last number assigned to zero, then begin assigning a new number to those students who qualify for the random drug testing program. A minimum security requirement of "Write", (W), access rights is needed to be able to process this function.

Press ENTER to begin this process. The message ***** PROCESSING REQUEST ***** will display on the screen. Once this function is complete, the MASS UPDATE OF RANDOM DRUG TEST NUMBERS SUCCESSFUL COMPLETION screen (Figure 10-12B) will be displayed.

C11

Mass Update of Random Drug Test Numbers Successfully completed

ENTER/F16=Acknowledge & Exit

Figure 10-12B. MASS UPDATE OF RANDOM DRUG TESTING NUMBERS SUCCESSFUL COMPLETION SCREEN

Press ENTER or F16 to acknowledge the completion of this function. You will be returned to the Mass Update Menu.

Students will qualify for the assignment of a random drug number if they fall into one of the following three categories:

- a. The student is assigned a driver's permit number on the Miscellaneous Data Screen. The student will be tagged with a reason code of "D" and a reason comment of "Driver's permit number assigned MM/DD/YY".
- b. The student is enrolled in a club, honor, or award for the current school year, and the item was tagged by the system administrator as qualifying for the random drug testing program. The student will be tagged with a reason code of "E" and a reason comment of the first club, honor, or award's description (e.g., Spanish Club MM/DD/YY).
- c. The student is tagged as an athlete in one of the seven athletic code fields on the Miscellaneous Data Screen. The student will be tagged with a reason code of "A" and a reason comment of "Athletic code X assigned MM/DD/YY".

As any student becomes enrolled in one of the three eligible categories during the school year, the next number will be assigned to the student.

From the MASS UPDATE MENU (Figure 10), press F14 to edit for 2/5/8 overrides. The EDIT STUDENTS SCHEDULES FOR 2/5/8 OVERRIDES screen (Figure 10-14A) is displayed.

C11

EDIT STUDENTS SCHEDULES FOR 2/5/8 OVERRIDES

This procedure will review each student's schedule for those courses that that have a single semester selection for an all year course, where the student is enrolled in the same section more than once. The two separate single-semester items will be merged into one all-year course enrollment.

For any non-all-year course that has a 2/5/8 selection, the 2/5/8 selection will be cleared.

ENTER=Continue, F16=Exit

Figure 10-14A. EDIT STUDENTS SCHEDULES FOR 2/5/8 OVERRIDES SCREEN

If during the scheduling process, there were cases where students had two separate requests for the same course, each with a different semester selected, so that the scheduler could, in effect, break apart an all-year course, there is a good chance that at least some of the students got scheduled into the same section for both the first and second semester.

This procedure will review all students for the situation just described, and will merge the two separate section assignments into one. For example:

Student requested:	Course	Semester
	A101R0	
	A145R0	
	B111R0	2
	B111R0	5
	C100R0	
	C121R0	2
	C121R0	5

If the student was assigned to B111R0 section 01 for the first semester and B111R0 section 08 for the second semester, the student's course assignments for B111R0 would remain unchanged.

If the student was assigned to C121R0 section 02 for the first semester and was also assigned to section 02 for the second semester, the student's course assignments for C121R0 would be merged into one entry of C121R0, with no semester designation.

A listing will automatically be created to show exactly which students were updated for which courses.