



SONISWEB™ 2.3 Release Index – June 2009, Revised 07/08/09

This list is alphabetical by user-role: Admissions, Recruiting & Prospective Student, All Users, Development & Fund Raising, Executives, Faculty, Financial and Financial Aid, Registration & Courses, and System Administrator.

For another way to find information in this paper, see “Finding a Topic in this Release Index” on page 36.

All the displays are from an RJM Systems, Inc. test system or the developers' notes. Displays after final testing may look slightly different.

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Admissions, Recruiting & Prospective Students

Additional Tests Report

05/27/09		<u>TESTS: ADDITIONAL</u>							
Test	Student	Level	Date Taken	St.	Score	Percent	Pass	Status	
Carter Chart	Aaronson, Abigail (AA7477848)	1							
Carter Chart	Abbington, Abby (AB1257872)	1							
Carter Chart	Abbott G, Edgar (333333444)	3	04/28/2005	AL	98.999	98.999	1		
Carter Chart	Adams, Amy (000000000)	1							
Carter Chart	Adams, Mary (AD4523155)	1							
Carter Chart	Adams, Morticia (312115555)	2			0	0	0		
Carter Chart	Addams, Jane (AD3867728)	4			0	0	0		
Carter Chart	Albertson, Amy (AA3107122)	6							
Carter Chart	Anniston, Jennifer (AN6034661)	1							
Carter Chart	Arbuthnot, Arnie (AR2097436)	0							
Carter Chart	Arbuthnot, Arnie (AR3270762)	1							
Carter Chart	Arnold, Ally (AR2826121)	1							
Carter Chart	Arnold, Jane (AR1833324)	6							
Carter Chart	Arronson, Jacob (000000542)	0							
Carter Chart	Arston, Arnie (AR9959292)	0							
Carter Chart	Arthur, Bee (AR9258222)	0							
Carter Chart	Arts, Man (AR2274122)	1							
Carter Chart	Bacon, Kevin (BA5719500)	1							
Carter Chart	Bartholomew, Betty (BA7872517)	1							
Carter Chart	Bates, Betty (BA1222284)	1							

Figure 1: Report for Additional Tests

Additional Tests are those special tests your institution chooses other than the standard SAT and ACT. This new report permits printing the test results. Click “Tests – Additional” under **Reports**.

Applicant Status to Student Status Bulk Change

Applicants can be changed to Student status by a variety of methods in SONISWEB™. This new “bulk change” facility allows you to select whole groups to have that status change in one session.

Figure 2: Initial Sections

As Figure 2 shows, you select which group of students you wish to change based on Entry Date and Disposition. “CHANGE to Student Status” means these persons will lose their Applicant (AP) status and be changed to Student (ST) status. “ADD Student Status” means they remain applicants (AP) and have Student status (ST) added.

SONISWEB™ then displays (Figure 3) the programs with the number of applicants meeting the criteria selected in Figure 2. Clicking an underlined Program yields Figure 4.

Program	No. of Students
Agricultural Science	1
Arts	5
Classical Piano	5
Computer Studies - AD	1

Figure 3: Programs

Here the selections of “Student Only” or “Student/Applicant” (the same as “ADD...” in Figure 2) can be changed for individuals. In addition, clicking the Applicant Only radio button will leave this person in applicant status and not make her or him a student.

Figure 4: Individual Change Option

Click the **Systems** icon for this function.

Disposition Activities & Checklist

Disposition Activities/Checklist Items		
<input type="button" value="ADD Disposition Specific Activities"/> <input type="button" value="ADD Disposition Specific Transaction"/> <input type="button" value="ADD Disposition Checklist Item"/>		
Activities	Transactions	Checklist Items
Accepted : Acceptance Letter - Nursing <u>DELETE</u> Financial Aid Info <u>DELETE</u>	Deposit Rcd. : Student Payment \$200.00 <u>DELETE</u>	Graduation : Grad Cap & Gown Deposit <u>DELETE</u>
Incomplete Ap. : Application Receipt Letter <u>DELETE</u>		
Under Review : Application Under Review <u>DELETE</u>		
Waiting List : Phone Call <u>DELETE</u> Wait List Notice <u>DELETE</u>		

Figure 5: Disposition Activities and Checklist

The assignment of a disposition (accepted, waitlist, etc.) will trigger activities and/or financial transactions and/or storing a checklist item. Figure 5 is an example. Before you can ADD items in Figure 5, you must set up the activities, financial transactions, and checklist items.

- “Activities” under **Systems** sets them up. They are like other activities that are widely used in SONISWEB™.
- Transactions are set up in “Transaction Codes” a table accessed from “Table Maintenance” under **Systems**. Financial transactions are also widely used in SONISWEB™.
- Checklist items are unique to this disposition process and are set in “Dispos Checklist Items” a table accessed from “Table Maintenance” under **Systems**.

Although designed for admissions dispositions, this melding of activities, financial transactions, and checklist items can be used for other needs. On the right in Figure 5 you see it used for graduation.

Disposition Checklist Report Overview

Two reports support the checklist process, “Disposition Checklist Items By Item” and “Disposition Checklist Items By Name”. Both are found under **Reports**. Both help your staff determine the status by person of the items assigned using “Disposition Activities & Checklist” above.

E-Mail Address Update with Student Status

For those schools that use the optional “E-mail Address Utility” (under **Systems**) to assign school email addresses to students, the function will now transfer an existing non-school email address from the primary email address field (Electronic Mail, see Figure 6) to the secondary email address field (Secondary Email) before populating the Electronic

Preferred	Yes
Electronic Mail	wbell@SWU.net
Secondary Email	wbellows@sonis.com

Figure 6: E-Mail Address is Primary Address Record

Mail field with the school email address. Note: This transfer will only take place in the event the Secondary Email field is empty and only affects the student's preferred Address record.

Mail Merge For Prospects and Applicants (RB) Replaced by and Merged with Email: Prospects/Applicants

The mail merge function under **Reports** and the e-mail function under **Systems** did much the same thing. To simplify the work of the school's staff, they have now been merged. At the bottom of the prompting display seen in Figure 7, a "Create Excel" button has been added. That creates the same spreadsheet file that was created by the prior mail merge function.

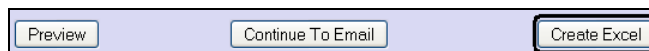


Figure 7: Output Options in Email: Prospects/Applicants

This merged function is invoked by clicking "Email: Prospects/Applicants" under **Systems**.

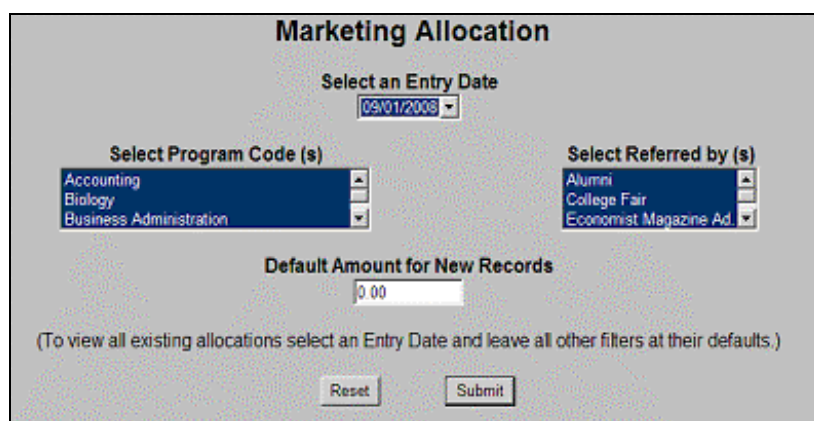


Figure 8: Marketing Allocation Prompt

Marketing Allocation

Found under "Marketing Allocation" in **Systems**, this function (and its related Marketing Efficiency report) is designed to assist schools in analyzing the costs involved in recruiting new students and applicants. Results of this analysis are derived from the schools' marketing expenditures divided by the various programs offered by the institution and the number of people applying to those programs. For example, if your school spent \$10,000.00 for a radio ad this year to promote a particular program, SONISWEB™ can help analyze the actual cost per applicant by taking the school's marketing cost and dividing it by how many applicants actually applied to the school's program.

The initial set up of your marketing costs is done by clicking "Marketing Allocation" in **Systems** as seen in Figure 8 and Figure 9. The table of marketing costs that you are building and viewing is based on the relevant "Entry Year", "Program" and "Referred by" filters. You must always pick an "Entry Date" from the dropdown in Figure 8, however, in order to produce and view a complete table for all your marketing allocation costs; you can leave the Programs and Referred By filters highlighted as they are. The Amount field is used to place a default amount in the table. If your amounts differ by program or marketing area, leave this set to zero.

Marketing Allocation								
Adding Marketing Allocations For Entry Date: 09/01/2008 <small>(Allocations framed in red already exist for this entry date.)</small>								
	Alumni	College Fair	Economist Magazine Ad.	Friend	Holy Cross HS visit	Internet Web Page	WMVY Radio Ad.	WPKN Radio Ad.
BAAC1		500.0000			100			
SCBI1					100			
BADM2					100			
SCCH1					100			
COMP3					100			
COMP2								
ECED3			300.00					
EENG3								
ENGLISH								
FIA							10000.0000	

Figure 9: Marketing Allocation Spreadsheet

The columns used in the table (as seen in Figure 9) reflect data from your “Programs” table (located under **Systems**) and the “Referred By” table used in the “Prospect Inquiry Details” record (located in the “Referred By” table under “Table Maintenance” in **Systems**).

For the cost analysis to be accurate it is important to remember that all your Prospect records **must** include the use of the “referred by” dropdown found in the “Prospect Inquiry Detail” record for each person.

Marketing Reports

Marketing Cost Per Application					
Refer By	Program	Entry Date	Number of Apps	Amount Spent	Cost per App
Internet Web Page	Auto Technology	08/01/2009	1	\$10,000.00	\$10,000.00
Internet Web Page	Accounting	08/01/2009	5	\$10,000.00	\$2,000.00
Newspaper	Accounting	08/01/2009	5	\$5,000.00	\$1,000.00

Marketing Cost Per Start					
Refer By	Program	Entry Date	Number of Starts	Amount Spent	Cost per Start
Internet Web Page	Auto Technology	08/01/2009	1	\$10,000.00	\$10,000.00
Internet Web Page	Accounting	08/01/2009	1	\$10,000.00	\$10,000.00
Newspaper	Accounting	08/01/2009	3	\$5,000.00	\$1,666.67

Figure 10: Marketing Allocation Reports

Complimenting “Marketing Allocation” above, this report, “Marketing Efficiency” under **Reports** shows the analyzed calculations of your marketing expenditures based on student enrollment. Since the “Program” and “Referred by” records drive this process for each person, those records must be used consistently throughout the recruiting and admissions process in order for these calculations to be accurate. You should be aware that no results display in the report unless the relevant Prospect records have been updated to add the status of AP (Applicant) and/or ST (Student).

Online Application & Prospect Inquiry - Enter Date Change

Online Application has been changed to create an entry date closer to the potential actual entry date of an applicant. Pulling the entry date from the Programs selected by the applicant and relating it to Term of Interest is the method used.

This tends to give a date that is more likely to be the applicant’s actual entry date.

All Users

Biographic Display Reordering

Records

- Activities
- Address
- Advisors
- Application
- Biographic
- Checklist: Disposition
- Citizenship
- Courses
- DE Events
- Education
- Emergency Contact
- Employment
- Financial Aid
- Health
- Holds
- Housing Assignment
- Housing Incidents
- Housing Post Related Charges
- Housing Preferences
- Interests
- Leave Status
- Licenses
- Majors
- Online Applications
- Parking
- Parking Incidents
- Payment Plans
- Post Tuition Totodes
- Pro Bono
- Programs
- References
- Registration

Frost, Robert (Student - FR6651663)

Biographic

Last	Frost	First	Robert	Middle	
Pref. Name		Prefix	Mr.	Suffix	
Maiden		Other Name		Marital	TBD
Gender	Male	Ethnicity	American Indian	DOB	
Display Photo		Email		Publishing Options	View
PIN		SSN		Dept.	Minsty
Exam ID	View	Profile	View	Affiliation	
Transcript Memo	View	FA Items	View	Fund. Stat.	
Campus	Main	Division	Daytime		
Level	Freshman	Tuition Status			
IPED Status	Other Degree Seeking	Academic Status	To Be Determined		
Citizen	<input type="checkbox"/>	Undoc. Alien	<input type="checkbox"/>		
Exclude from Billing	<input type="checkbox"/>	Exclude from Mailing	<input type="checkbox"/>		
Exclude from Bulk Transactions	<input type="checkbox"/>	NSLCH Block	<input type="checkbox"/>		
Online Reg. Hold	<input type="checkbox"/>	Incl. in Directory	<input checked="" type="checkbox"/>		
Release	<input type="checkbox"/>	Date Released			
Residency	<input type="checkbox"/>	Residency Date			
Deceased	<input type="checkbox"/>	Date Deceased			
Remarks	<input type="text"/>				
Photo Filename	jones_bobby.jpg				
Registration Campus	Washington				
Limit	Chapel Hill				

Reset DELETE Submit

Figure 11: Biographic Display Reordered

The Biographic Record display has been reordered to cluster related information together. Ancillary data not often viewed are accessed by clicking a [View](#) link as seen for “Publishing Options” in Figure 11. Security-controlled data such as the PIN offer the view link if the user has authority to see it.

The Status (ST, AL, AP, etc.) and the ID number appear at the top of the display anyway so they are not duplicated in the Biographic display.

“Citizenship” has been moved to the function list on the left.

Biographic Profile

SonisWeb University

Update Bio Search

Biographic Information for Jane Addams

Logout Bio Billing Ledger Schedule Registration Degree Audit

Last Name: Addams
First Name: Jane MI:
Street Name: 6731 Hull St.
Additional Address: Hull House
Additional Addr 2:
City / Province/State : Philadelphia Pennsylvania
Postal Code / Country : 12387 U.S.A.
Phone: 201.374.8721
Work Phone: 201.737.4590
Cell Phone: 201-374-5555 Cell Phone Provider: Text Me Flag: Yes
E Mail: jaddams@sonis.com
PIN: 111111

Profile

I am a really cool person and I like cold pizza for breakfast.
I have a pet frog named Herman.
My favorite ice cream flavor is pistachio.

Search Display Options:

<input checked="" type="checkbox"/> Publish Name	<input type="checkbox"/> Publish address
<input type="checkbox"/> Publish Phone Number	<input checked="" type="checkbox"/> Publish E Mail Address
<input type="checkbox"/> Publish Work Phone Number	<input checked="" type="checkbox"/> Publish Profile

SUBMIT RESET

Figure 12: Biographic Profile as Displayed in Student Access

The Biographic Profile is a place for a person, usually a student, to place a short autobiography or other work and have it maintained as part of the person's information. Figure 12 shows a profile as it appears in the display of the person who entered it. Note that it can be edited here.

The profile can also be viewed and changed by administrators from the Biographic record where it is a View link (see Figure 11). Advisors can see but cannot change the profile of their advisees.

As part of the "publishing" controls, the profile, like addresses and phone numbers, can be suppressed so others do not see it. Authorized administrators are not prevented from seeing them.

Bookstore Enhanced

The optional Bookstore application is designed to interface with student records and reflect the textbooks specified with courses. Bookstore has been enhanced with several new features:

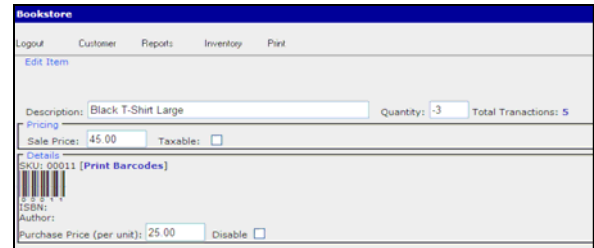


Figure 13: Typical Bookstore Display

- When a new book is added, a check is made of the information entered and any information found through the online search is displayed so it can be used as a basis for adding it to the inventory.
- Barcodes, where available, are shown on the display as illustrated in Figure 13.
- Textbooks added by faculty or administration through the textbook add function appear in bookstore inventory with no SKU. The bookstore administrator can then add the SKU.
- Walk-in customers who are not in the SONISWEB™ database can make purchases. Since they do not have an account in the database, their purchase must be with cash or a credit card.
- Checkout has changed so that return or purchase are separate options. This lessens the potential of the clerk selecting the wrong transaction code.
- There is a new section for “Course Related Items” for those items eligible for the IRS 1098T. This check makes sure the person is currently enrolled in the course section (class) with that book assigned to that course section.
- A student can have the items charged to her or his student account or the student can choose another means of payment.
- The “Checkout History” section has been reorganized to be more usable.

Courses Remedial and Enrollment Time

Franco, Roberta (Student - FR7705764)			
Student Courses			
School Year	200304	Semester	1
Section	D1	Course Type Code	R
Course	BHV 101	Description	Introduction to Psychology
Enroll Code	Enrolled	Pass-Fail	<input type="checkbox"/>
Grade		Date Completed	
Quality Points	0.00	Mid-Term Grade	
Cred.	3.00	Clinical Grade	
Include GPA	<input checked="" type="checkbox"/>	Remedial	<input checked="" type="checkbox"/>
Repeated		Repeat Year	
Replaced		Replaced With	
		Enrollment Date	04/17/2009
		Lead Faculty	Maslow, Abraham
		No Repeating	<input type="checkbox"/>
		Official	<input type="checkbox"/>
		Class Hrs	0.00
		Practice	0.00
		Check Grade Details	
		Semester	

Figure 14: Remedial in Course Record

Courses can be marked as remedial as shown in Figure 14. This is a student’s “Courses” record accessed via **Names**. A “Systems Variables” setting (under **Systems**) determines whether or not remedial courses appear in transcripts.

Emergency Contacts for Student Access

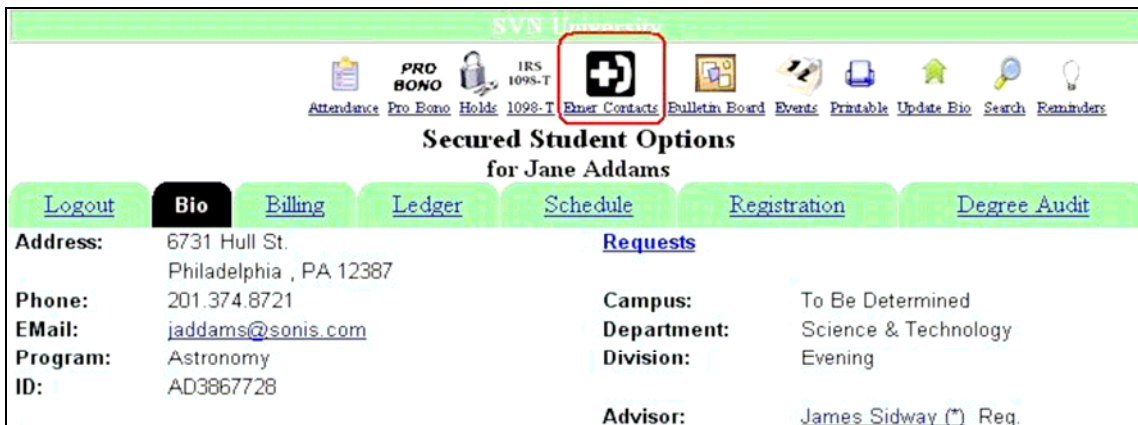


Figure 15: Emergency Contacts Icon

If your institution permits it, students can now manage emergency contacts through Student Access. Clicking the [Emerg. Contact](#) icon as seen in Figure 15 displays all existing emergency contacts which can be made inactive and the student can add new emergency contacts.

Control by the institution is in the “Stud/Fac/Alumn Options” selection seen in Figure 16. It is accessed via [Systems](#).

	(Students)	
1098-T	Display:	<input checked="" type="checkbox"/>
Address	Display:	<input checked="" type="checkbox"/>
Attendance	Display:	<input checked="" type="checkbox"/>
Awards	Display:	<input checked="" type="checkbox"/>
Bulletin Board	Display:	<input checked="" type="checkbox"/>
Email	Display:	<input checked="" type="checkbox"/>
Emerg. Contacts	Display:	<input checked="" type="checkbox"/>
Health	Display:	<input type="checkbox"/>
Hold	Display:	<input checked="" type="checkbox"/>
Jobs	Display:	<input type="checkbox"/>
Name	Display:	<input checked="" type="checkbox"/>

Emergency Contacts Report

Complimenting “Emergency Contacts for Student Access” above is this new report shown in Figure 17.

Figure 16: Web Options Emergency Contact Control

A1	A	B	C	D	E	F	
	Name	ID	Emergency Contact	Primary No.	Alt No.	Start Date	Memo
2	Addams, Jane	AD3867728	Mr. or Mrs. Ralph Addams	832-555-1234	832-555-8623	05/07/2009	Alternate number for Dad's work.
3	Sidway, James P	sidwayjam	Howard Cosell	800-IAM-DEAD		12/30/1899	Howard may be difficult to contact
4	Stein, Frank N	ST0799947	Donis Karloff	000-555-4567		12/30/1899	
5	Stein, Frank N	ST8799947	Mary Shelly	800-555-1234	111-222-3333	12/30/1899	This is the content of this emergency contact record's memo field.

Figure 17: Emergency Contacts Report in Spreadsheet Format

It can be produced as a PDF report or as a spreadsheet (Excel) file like that seen in Figure 17. It is found under [Reports](#).

Events Calendar Improvements

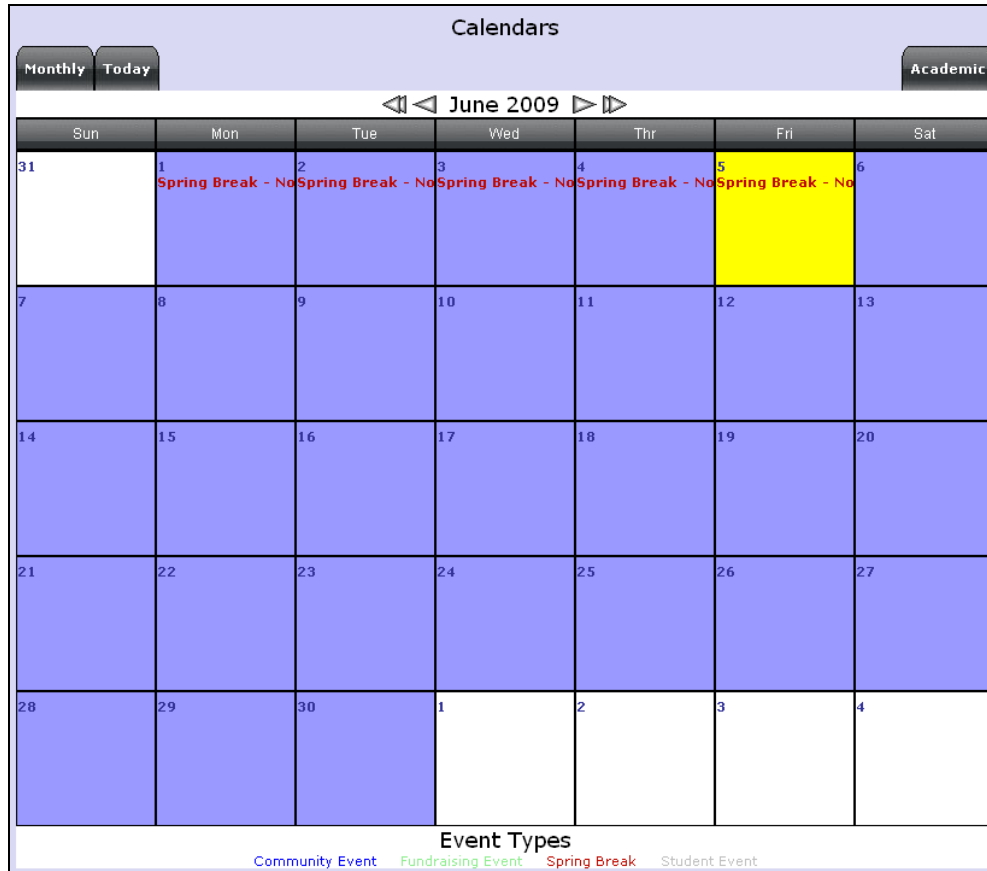


Figure 18: Events Calendar

The Events calendar is now easier to read. As illustrated in Figure 18, the current date appears highlighted. Various colors can be selected for types of events. A “Today” tab shows the details for the day, handy when the list is too long to fit in the calendar box. The “Academic” tab goes directly to the academic calendar.

- “Calendar Event Type” from Table Maintenance under **Systems** sets the types that appear at the bottom of the calendar.
- “Calendar: Events – Type” under **Systems** sets the color and whether or not this specifies “no classes”. “No classes” events are also used in record keeping as outlined in “Event Calendar Entry of “No Classes” for Attendance and Scores Entries” on page 23.
- “Event Calendar - No Classes” under **Systems** is used to set up these “no classes” days.
- “Calendar Events” under **Systems** is used to enter all but the “no classes” events for the calendar. It includes finding and reserving rooms, times, etc.

The events calendar is available to the public for viewing without login from the initial SONISWEB™ display. Clicking “Event Calendar” in **Systems** also displays the calendar.

Excel File Output Available for Your Custom Reports

Report File Upload

Report File

Click on *Browse...* to select your **Report File**, then click *Upload Report File*.
If you type in the file name you must include the full path, e.g. c:\filefolder\filename.rpt
You are restricted to uploading a **Crystal Report (.rpt)** or **ColdFusion Report Builder (.cfr)** file only.

Excel Report File

Click on *Browse...* to select your **Excel Report File**, then click *Upload Report File*.
If you type in the file name you must include the full path, e.g. c:\filefolder\filename.rpt
You are restricted to uploading a **ColdFusion Report Builder (.cfr)** file only.

Report Page

Click on *Browse...* to select your **Report Page**, then click *Upload Report Page*.
If you type in the file name you must include the full path, e.g. c:\filefolder\filename.cfm
You are restricted to uploading a **.cfm** file only. The file name must end with the numeral 1 (before the .cfm extension)

Figure 19: Report Upload Prompts

Support for adding your organization’s custom reports has long been supported in SONISWEB™. The new addition is to add a custom report that produces its output as an Excel spreadsheet file (“xls”). The standard “Reports: Add / Edit” in **Systems** offers the option of adding an Excel report as well as the usual “paper” report as shown in Figure 19.

Faculty Biographic Record Includes Highest Degree and Field of Study

“Highest Degree” and “Field of Study” are added to Biographic record of faculty members.

Faculty Edit in StudFactAlum Options

Edit checkboxes are added for the faculty access to permit or limit editing names, etc. They are set in “Stud/Fac/Alumn Options” under **Systems**.

Faculty Tenure Record Move

Faculty Information			
Inactive	<input type="checkbox"/>	Tenure	<input checked="" type="checkbox"/>
Instructor	<input checked="" type="checkbox"/>	Advisor	<input checked="" type="checkbox"/>
		Tenured Date	04/12/2009
		Interviewer	<input checked="" type="checkbox"/>

Figure 20: Tenure Information

Faculty tenure status now appears in the Biographic display as shown in Figure 20. Previously it was in the Salary records.

ID Display on Student, Faculty and Alumni Biographic Displays

Sonisweb230	
Attendance Pro Bono Holds 1098-T Emer Contacts Bulletin Board Events Jobs Printable Update Bio Search Reminders	
Secured Student Options for Robert Frost	
Logout Bio Billing Ledger Schedule Registration Degree Audit	
Address:	876 Stone St. Ludlow , VT 05667
Phone:	405-342-8899
Email:	frost@charter.net
Program:	Religious Studies
ID:	FR6651663
	Requests
Campus:	Main
Department:	Minstry
Division:	Daytime
Advisor:	James Donnelly (*) Reg.

Figure 21: ID in Bio Display

The person's ID number now displays in his or her Bio page as seen in Figure 21. This is especially helpful to schools that do not use the ID as the person's login ID or name.

Institution Search More Robust

Institution Search
(Please verify the Institution does not already exist before adding it.)

Institution:

(Results will include all Institutions containing - not just beginning with - your search criteria.)

Type
Certificate
College

(Do not select any Type(s) to get the broadest search results.)

Figure 22: Revised Institution Search Prompt

Institutions whose names begin with “The”, “St”, “Saint”, etc. can be difficult to find in a search. The revised search permits any words to precede or follow the name you type. A single word entered for an institution can lead to a much longer list of found records. The warning in Figure 22 alerts users to this possibility.

Namesearch - Alternate Search - Security

The Alternate Search option under Names is a valuable way to look up people with such criteria as Exam ID or a phone number or the social security number. But some of these data are private and cannot be accessed unless the administrator has the proper security to access them. For example if an administrator is not authorized to see social security numbers, they are not offered as a search criteria in Alternate Search.

Query Builder Addition – Current Disposition

The screenshot shows the 'Application' section of the Query Builder. It includes fields for 'Online Application Completed' (checkbox), 'App. Date' (dropdown set to 'Equal to'), 'Program Code Applied For' (dropdown with 'Accounting' and 'Biology' selected), 'Disposition' (dropdown), and 'Date' (dropdown set to 'Equal to'). A 'Current Disposition' checkbox is checked and highlighted with a red box.

Figure 23: Query Builder Disposition Option

Checking the “Current Disposition” checkbox shown in Figure 23 means that only applicants with a current disposition will be displayed in the list, in the report, etc.

“Query Builder” is accessed from Systems.

Query Builder Addition – Save Query

The screenshot shows the 'Query Builder' interface with a 'Save Query' button highlighted by a red box. Below the button, it says '22 distinct individuals match the given criteria. Report page may contain more than one records per person.' There are also links for 'Preview Report' and 'Return'.

Figure 24: Saving a Query

When you develop a query you like and want to reuse, you can save it by clicking the “Save Query” button shown in Figure 24. You get a prompt to name it.

The “Load Saved Query” seen in Figure 25 gives a list of saved queries from which to choose. You can see and load only those queries you saved. If you use more than one ID, you will not see queries saved with another ID.

The screenshot shows the 'Query Builder' interface with a 'Load Saved Query' button highlighted by a red box. Other buttons visible include 'Clear', 'Reset', and 'Submit'.

Figure 25: Load Saved Query

“Query Builder” is accessed from Systems.

Query Builder Display Reorientation

The screenshot shows the 'Bio' section of the Query Builder. It includes filters for 'DOB' (dropdown set to 'Equal to'), 'Level' (dropdown with 'Pre-Entry', 'Freshman', 'Sophomore'), 'Campus' (dropdown with 'Chapel Hill', 'Main', 'To Be Determined'), 'Gender' (dropdown), 'Dept.' (dropdown with 'Business', 'English', 'Humanities'), 'Status' (dropdown with 'Alumni', 'Applicant', 'Constituent'), 'Ethnicity' (dropdown), and 'Division' (dropdown with 'Daytime', 'Evening', 'TBD').

Figure 26: Bio Section of Query Builder Prompt

The Query display has been reoriented for ease of use. As the portion of the display in Figure 26 illustrates, fields and headings have been lined up in columns that are easy to see and understand.

Registration Holds by Semester



Figure 27: Registration Holds by Semester

Some schools have specific policies that students must agree to before they register for semester classes. Figure 27 shows one example.



Figure 28: Registration Holds by Semester Announcement

When the student attempts to register, any holds are shown as illustrated in Figure 28. Although the example in Figure 27 is for the acknowledgment for an agreement, there are several other kinds of holds that are possible. The Holds icon shown at the top right of Figure 28 lets the student view all the current holds.

This same hold restriction also applies to advisors and for administrators who attempt to register a student. An authorized administrator can override the hold restriction.

Figure 29: Registration Holds by Semester Setup

The “Registration Holds by Semester” is set by clicking the **Systems** icon and then selecting “Registration Holds: Semester” from the function list. These policy holds can be set by level so that you can have different policies for first year students versus seniors. Holds can be disabled so that they can no longer be used. Figure 29 shows it.

Selecting “Stud/Fac/Alumn Options” under **Systems** allows you to turn on and off this holds function. Figure 30 shows it.

(Students)		
Address	Display: <input checked="" type="checkbox"/>	Edit: <input checked="" type="checkbox"/>
Attendance	Display: <input checked="" type="checkbox"/>	Edit: <input type="checkbox"/>
Awards	Display: <input checked="" type="checkbox"/>	Edit: <input checked="" type="checkbox"/>
Bulletin Board	Display: <input checked="" type="checkbox"/>	Edit: <input type="checkbox"/>
Email	Display: <input checked="" type="checkbox"/>	Edit: <input checked="" type="checkbox"/>
Health	Display: <input type="checkbox"/>	
Holds	Display: <input checked="" type="checkbox"/>	
Jobs	Display: <input type="checkbox"/>	Edit: <input type="checkbox"/>
Name	Display: <input checked="" type="checkbox"/>	Edit: <input type="checkbox"/>
NSLCH	Display: <input type="checkbox"/>	Edit: <input type="checkbox"/>

Figure 30: Turning Registration Holds On and Off

Caution: multi-year registration cannot be used with “Registration Holds by Semester”. So the multi-year check boxes in “Web Options” should not be checked if “Registration Holds by Semester” is active.

Registration Holds by Semester Report

06/09/2009 02:54:55		SEMESTER REGISTRATION HOLDS			
Name	ID	Hold	Year	Sem	Date/Time Signed
Addams, Jane L	AD3867728	Outside Employment Policy	200910	2	06/08/2009 13:48:44
		I Love Cats Certification	200910	2	06/08/2009 13:48:40
		Outside Employment Policy	200809	3	02/12/2009 09:06:54

Figure 31: Report of Signed or Agreed Registration Holds by Semester

Complementing “Registration Holds by Semester” above, “Hold: Semester (RB)” under **Reports** shows the holds that have been “signed” or agreed to. Figure 31 is an example.

Reports Will Use Only PDF, No FlashPaper

In the past SONISWEB™ reports appeared as “FlashPaper”, a format that can be zoomed, copied, and searched on the computer display. Adobe® is withdrawing support for FlashPaper, so SONISWEB™ will offer only the Adobe® PDF (Portable Document Format) output for the “paper” version of the report. PDF will be the default. Where it makes sense for the type of report, SONISWEB™ will continue to offer an Excel option that provides a file in “xls” spreadsheet format.

A PDF format can be zoomed, copied, and searched just like FlashPaper. In addition, a PDF document is a file that can be saved as well as shared with others via an e-mail attachment. It requires that the user have a copy of the free Adobe® reader installed on the computer and that the browser be set to invoke it. For most computers, this is a normal status, so no changes are needed.

Like the old FlashPaper option, you are presented with a Preview Report link. Click it and a new browser window opens to show the PDF report. Once finished with the report you can click the close icon (X) to close the report.

The free PDF reader can be downloaded from <http://get.adobe.com/reader/>.

For more on the ending of FlashPaper see http://www.adobe.com/products/flashpaper/eod_fa/.

Reports: Zooming, Copying and Searching a PDF

The move to PDF documents in place of FlashPaper (see “Reports Will Use Only PDF, No FlashPaper” above) results in no loss of zooming, copying, and searching. As the Task Bar at the top of this example shows (Figure 32), the free Adobe® reader can do even more. Moving your mouse over an icon at the top provides a brief description of its function.

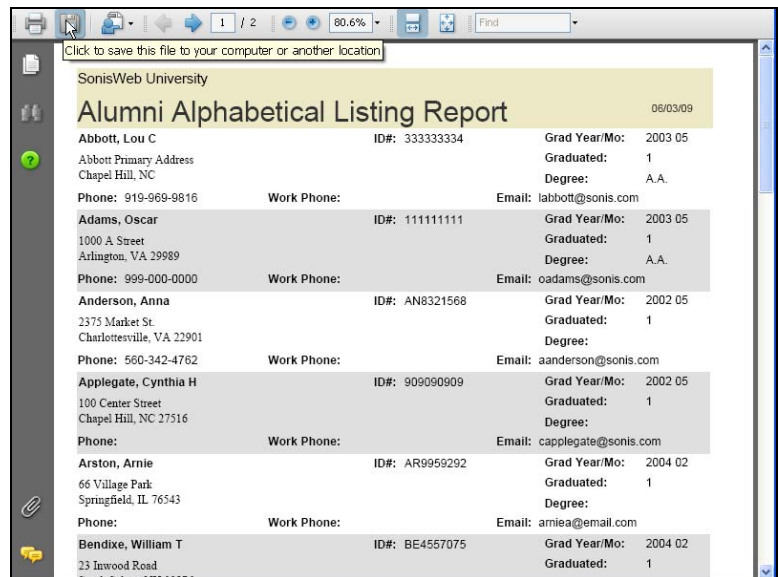


Figure 32: SONISWEB™ Report in PDF Format

Show Photo from Search

The standard Search from within online portals provides addresses, phone numbers, e-mail addresses, and now photos. Added to the publishing controls in the “Update Bio” and Biographic record is a new checkbox where a person can decide whether or not the photo should appear from a search. It works the same way address, phone number, and other viewable items are controlled with checkboxes.



Figure 33: Example of Icons from Alumni/ae Access

Student Viewing of IRS 1098T Forms

An option that your institution can offer is to let students view their IRS 1098T forms. You authorize it as one of the options through a checkbox in “Stud/Fac/Alum Options” function in Systems. That puts the “IRS 1098T” icon seen in Figure 34 on each student’s display.



Figure 34: IRS 1098T Icons from Student Access

User Security: New Level Limits

Level, also known as Class Year, has been added to the user security list where it joins Campus, Department, Division and User Type. This security is set by choosing “User Security” from the list of records for a person you have accessed via Names search.

Visa Disabling

The “Visa” table lists all the usual USA visas. To disable certain visas so they cannot be selected in the Citizenship record, individual visas names and codes can be disabled. The “Visa” table is accessed under “Table Maintenance” via Systems

Waitlisted Course on Student and Advisee Schedules

Courses for which the student is on the wait list will now be visible to students and advisors. It is shown in a separate list named “Waitlisted Course” beneath the list of enrolled courses.

Development & Fund Raising

Development Event Management

This new feature in SONISWEB™ lets your staff manage development (fundraising) events by assigning activities to them and inviting constituents to attend them.

Figure 35 shows the major functions. Your development staff sets up events and activities and then connects an event to one or more activities. Using a special search prompt, the staff produces a list of who to invite. Individuals can be deleted from the list and then an activity – usually including sending an invitation – is run. Finally attendance can be recorded.

A new manual giving the details is available from the download site. It's called "DE Event Management".

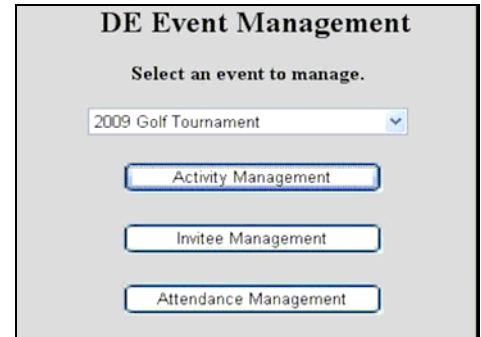


Figure 35: Major Functions in Development Event Management

Executives

Executive Dashboard Option to Include CE Courses

By clicking "Executive Dashboard Display Types" under Systems, a new option lets CE (Continuing Education) courses appear in the executive dashboard.

Faculty

Advisee Health Record Review by Advisors

Advisee Processing for Elizabeth Brown

Logout | Biographic | **Select New Advisee** | Advisee Listing | Courses

Address: Chapel Hill , NC 27514 | Photo | Entry Date: 01/01/2005
Phone: 999-999-9999 | Campus: Centerville Main Campus
Email: testemail@mail.com | Department: Science & Technology
Program: Classical Piano | Division: Daytime
Profile: [View](#)

Options: Health | View Records

Received	Date	Item	Result	Expires
1)	Yes	07/28/1979	Measles (1) - Individual	12/30/1999
2)	Yes	12/30/1999	Measles (2)	
3)	Yes	07/28/1979	Mumps - Individual	12/30/1999
4)	Yes	07/28/1979	Rubella - Individual	

Advisory Data

Figure 36: Advisee Health Records

Some institutions need to have their advisors review the students' health records. When set to allow it, a new Health icon and a menu item appear for the advisor as shown in Figure 36.

The authorization for advisors to see health records is set in "Web Options" under **Systems**.

Advisor Selective Registration Rights

Students often have multiple advisors but usually only one is the primary advisor who is authorized to register the student. A change in the "Advisors" record for each student now has a checkbox where each advisor can be specified as having the right to register or not. A check in the checkbox in Figure 37 means the advisor can register this student. A blank means this advisor may not register this student.

Abbott, Lou C. (Student - 333333334)

Advisors - Emery, Ralph

Active | Registration

Figure 37: Advisor Registration Authorization

Attendance Report Improvements

Attendance for JAP100 Japanese I for 200809/1									
Date of Last Class: 11/04/2008									
Student	Last Attendance	PR	AE	AU	TE	TU	Total	% Absent	Consec. Absents
Aaronson, Abigail (AA7477848)	08/21/2008	3	0	1	0	0	4	25.00	
Arbutnot, Arnie (AR3270762)	08/14/2008	4	1	7	0	0	12	66.67	8
Bartholomew, Betty (BA7872517)	11/04/2008	13	0	0	0	0	13		
Blakeney, Marguerite (BL3345656)	09/11/2008	10	1	1	0	0	12	16.67	
Douglas, Doug a (DO8704423)	08/21/2008	1	0	0	0	0	1		
Douglas, Doug b (DO5439257)	08/21/2008	1	0	0	0	0	1		
Higginbottom, Hilary (HI8876851)	08/21/2008	1	0	0	0	0	1		
Kirby, Katie K (KI7288668)	09/02/2008	9	0	3	0	0	12	25.00	3
Schuler, Andrew (SC4844360)	09/11/2008	12	0	0	0	0	12		
Vonnegut, Kurt (VO9917510)	09/11/2008	12	0	0	0	0	12		

Figure 38: Enhanced Attendance Report

Information is added to the Attendance by Course Section report:

- By individual, the last date of attendance for a course section
- Last date of class attendance.
- How many class dates missed consecutively.
- Total number of class days absent.
- Percentage of class dates absent.

It is a drill-down report style that shows a summary. Clicking an underlined link shows the detail like that in Figure 38.

Event Calendar Entry of “No Classes” for Attendance and Scores Entries

To make the attendance and/or scores entry process faster for the instructor and less prone to error, SONISWEB™ presents the faculty member with only the days the class is scheduled to meet. The scheduled-dates come from the course section (class) records set up at the beginning of the semester.

The “no classes” entry for the Events calendar adds to this function by not displaying dates for “no classes” days. These dates are set up in “Event Calendar - No Classes” under **Systems**.

They also appear on the public Events Calendar as illustrated in “Figure 18: Events Calendar” on page 13.

Faculty Class Roster Includes Total Students

The total is added to the roster when viewed from faculty access.

Faculty Course Rosters Adds Level and Curriculum

The course roster seen by faculty members now includes Level (aka, class year) and curriculum for each student.

Faculty Course Section Evaluations

Evaluations can now be established for faculty members to evaluate a course and assess the needs for improvement. It is set up like any other evaluation by choosing “Evaluations” under Systems. A new choice, “Faculty Course Section”, designates this evaluation is offered to faculty members through their access portal.

In the faculty member’s course roster, an underlined link will connect to the evaluation so that it can be taken online.

The academic staff retrieve and save the evaluations submitted by the faculty for later review.

Lock Weighting Scales

Weighting scales that convert class scores to course grades are set up by faculty members and authorized administrators. Currently they are partly locked since only the person setting up the weighting scale can change it. So if an authorized administrator sets up all weighting scales, instructors cannot change them. Instructors can change which weighting scale is assigned to their classes.

For those schools wishing for an absolute lock on all weighting scales, SONISWEB™ provides the option on request. If locking is in effect, once a weighting scale is assigned to any course section, that scale cannot be changed to another weighting scale for that class nor can the element weights be changed. An authorized person can only disable a weighting scale so it can no longer be used for assignment to course sections.

In both cases any instructor can assign any weighting scale to her or his class.

Institutions wanting to lock all their weighting scales should contact their RJM consultant to have this feature set on their system.

Financial and Financial Aid

Billing Summary Report Enrolled Students Option

A new checkbox can limit the report to only enrolled students. It is invoked by clicking Financials icon and then the “Billing Summary Report” from the list on the left.

Charges and Credits Report Address and Email Added to Excel Output

Where the Excel output option is taken, mailing and e-mail addresses are included in that spreadsheet file. It is in “Charges / Credits Report (RB)” under Reports.

Finance Charges Interest Threshold

Added to “Finance Charges” under the **Financials** icon, a new field lets you select the minimum interest charge to be included in the display. Records below that threshold have “Below Threshold” as a note beside the amount.

IRS 1098T Correction Function

There are two error types that require filing a corrected 1098T.

1. Incorrect amounts having originally been reported and/or an error in the first and/or last name.
2. Incorrect Social Security Number (SSN).

SONISWEB™ can assist with correcting the first error type but not the second. The corrected return for the second error type requires knowledge of the incorrect Social Security Number that was originally reported. The school’s staff will have to check the actual 1098T in error to find the incorrect Social Security Number so that a corrected return can be made.

For the first error – erroneous dates, names, etc. – a “Corrected” checkbox has been added to the “IRS: 1098T” function under **Systems**. With it a corrected 1098T can be submitted.

ISIR 200910 Changes

The ISIR (Institutional Student Information Report, U S Department of Education) record formats have changed. The SONISWEB™ export interface has been changed to handle it. It is invoked by clicking **Systems** and then “Import IRIS” from the function list on the left of the display.

Loan Date Management Enhancements

To assist in establishing consistent loan dates for financial aid loan records, a setup function named “Financial Aid Dates By School Year” is available under **Systems**. It is seen in Figure 39. The dates entered here are checked against other important dates such as the School Year entries. New “Financial Aid Dates” cannot be entered if the date check is violated.

As the entrance and exit to a loan is completed, a check mark is placed in the appropriate checkbox in a person’s Financial Aid record as shown in Figure 40.

Financial Aid Dates By School Year		
ADD DATES		
School Year	Date Type	Date
200910	Loan - End Date	12/31/2009
	Loan - Begin Date	
	Loan - Disb. Date	
	Loan - End Date	
ESTABLISHED DATES		
School Year	Date Type	Date
200910	Loan - Begin Date	07/01/2009
200910	Loan - Disb. Date	08/01/2009

Figure 39: Loan Date Setup

Loans					
School Year	Loan Type	Loan Begin	Loan End	Lender ID	Completed
200304	Free Federal Loan	02/19/2004	12/01/2004	Boxer Finance Company	YES
200304	Free State Loan	09/13/2003	12/01/2004	Acme Loans Inc.	

Add

Loan Entrance Completed
 Loan Exit Completed

Loan Default

Figure 40: Student Loan Record

The dates set for each school year are shown at the bottom of Figure 39 are used to fill in the dates in Figure 40. If the dates inserted are not appropriate for this student and his or her loan, typing over them can change the dates in the individual’s record.

Loans to Awards Link

The “Financial Aid” display now has an [Assign Awards](#) shown in Figure 41. Click it to move directly to that display. Financial Aid is one of the records that appears after a [Names](#) search.

Financial Aid			
School Year	200405	Assign Award	
Loan Type:	Plus Loan - Plus	DL State	WI
Driver License	A4505138867108	Enroll Status	FULL TIME
Lender ID	Wacovola	Level	Junior
School ID	DevS2	Grad. Date	05/01/2003
Guarantor ID	Another		

Figure 41: Assign Awards Link

Payables and Receivables Added Excel Option

A new checkbox available in “Payables” and “Receivables” under **Financials** exports the information as a spreadsheet file in “xls” (Excel) format.

Export To Excel

Payment Plan Fee Addition

Payment Plans are set up under **Systems**. New links [Assign Transaction Codes \(Fee\)](#) and [To Delete a \(Fee\) Click Link](#) are now part of the payment plan display. You can select the semester and school year the fee will be applied to.

Pending Awards Caption and Default

Some schools prefer Yes/No/Blank to the standard Accept/Reject/Blank for posting awards. Contact your RJM consultant if you want this change made for your institution.

Quickbooks® Support

Quickbooks® is added to the list of accounting systems with a SONISWEB™ export interface. Both “DE Post to Accounting” and “Post to Accounting” under **Financials** can be used to send financial

transactions to Quickbooks®. Contact you RJM consultant to get the SONISWEB™ accounting package export interface you prefer.

Title 4 (R2T4) Report

Title 4 Awards - 03/11/2009									
School Year: 200607 Semester: Spring									
Name	Award	Sem. Days	LOA Days	Enroll. Days	Enroll. PC	Offered	Owed	Received	Due
Bough, Joshua Nicholas (BO2218496)	GSLE	104	89	15	14%	1,312.00	183.68	0.00	183.68
		Total Due: 183.68							
Davidson, Jessica Anne (DA7070220)	PELL	104	31	73	70%	1,750.00	1,225.00	1,750.00	-525.00
		Total Due: -525.00							
Goebel, Ashley M. (GO5679684)	GSLE	104	103	1	1%	705.00	7.05	0.00	7.05
Goebel, Ashley M. (GO5679684)	GSLE	104	103	1	1%	705.00	7.05	0.00	7.05
		Total Due: 14.10							
Paluska, James A. (PA7662037)	GSLE	104	41	63	61%	2,750.00	1,677.50	2,750.00	-1,072.50
Paluska, James A. (PA7662037)	PELL	104	41	63	61%	1,100.00	671.00	1,100.00	-429.00
		Total Due: -1,501.50							
Pelosi, Jill Kathleen (PE5381960)	GSLE	104	103	1	1%	2,750.00	27.50	0.00	27.50
		Total Due: 27.50							
Roberson, Victoria Virginia (RO3357415)	GSLE	104	41	63	61%	1,750.00	1,067.50	1,750.00	-682.50
Roberson, Victoria Virginia (RO3357415)	PELL	104	41	63	61%	950.00	579.50	950.00	-370.50
		Total Due: -1,053.00							

Figure 42: Title 4 Awards Report

This report selects only Title 4 awards. The report prompt uses School Year and Semester as selection criteria. It is "Title 4 Award" under **Financials**.

Registration & Courses

Course Display Reordering

Abbott, Lou C. (Student - 333333334) **Deck Command - Marine Engineering** (MME310) 4 credits

Course: Add / Edit

Course	MME310	Institute	SonisWeb University	<u>Textbooks</u>	
Description	Deck Command - Marine Engineering	CIP Code	0		
Division	Daytime	Dept.	Science & Technology	Campus	To Be Determined
Level	Junior	Type	Regular (LMS)	Transaction Codes	TC-Part TimeTuition

Course Memo [View](#) Schedule Memo [View](#)

Include GPA	<input type="checkbox"/>	No Repeating	<input type="checkbox"/>	Pass-Fail	<input type="checkbox"/>
Conflict Exclude	<input type="checkbox"/>	Remedial	<input type="checkbox"/>		
Inactive	<input type="checkbox"/>	Inactive Date	01/01/1900		

Credits	4.00	Default Tuition (per credit)	400.00	Affiliations	
Class Hrs	0.00	Clinical Hrs	0.00		
CE Credits	4.00	CE Per Credit	450.00	Audit Cost	500.00

Prerequisite: ACC100, ANAT101 Prereq(s): NONE

Corequisite: ACC100, ANAT101 Coreq(s): NONE

Course Authorization: None Required Auth. Memo: [Empty Text Box]

Reset Delete Submit

Figure 43: Course Display

To make the course display more readable, it has been reorganized as seen in Figure 43. Columns are more strictly aligned. Less frequently used information such as course memos and affiliations are now underlined links. Click the link to get the information. Other fields like co- and pre-requisites are rearranged to make for easier reading. It is accessed from the **Courses** icon.

Course Record Optional Fields

The screenshot shows a web form titled "Course: Add / Edit" for the course "The Basics of Oil Painting (ART100) 3 credits". Under the heading "Additional Information", there are five text input fields with dropdown arrows on the right side, labeled "Instructor Override", "Credit Override", "Term Override", "Prerequisite Override", and "Other Override". Below these fields are five checkboxes: "Experiential Education", "Information Literacy", "Public Presentation", "Quantitative Reasoning", and "Writing Intensive". A "Submit" button is located below the checkboxes, and a link "Return to Course Edit Page" is at the bottom of the form.

Figure 44: Course Record Optional Fields

For those schools that need it, additional information is available for the Course record. They are shown in Figure 44.

To have these optional fields added, contact your RJM consultant. With the feature switched on, an “Additional Information” button appears at the bottom of the Course record. (Figure 43 shows the standard record without that button.) The names of the fields and checkboxes shown in Figure 44 can be changed using the standard “Columns” function under **Systems**.

eCollege and Batch Folder File Downloader

Added to the “Learning Management Systems Setup” under **Systems** is the ability to specify “eCollege” from the list of LMS interfaces. “Batch Folder File Downloader” (under **Systems**) now supports downloads of files related to eCollege.

Enrollment Detail Report Now Has Entry Date

The “Enrollment Detail Report” under **Reports** has added the Entry Date.

Enrollment Summary by Program Enhancements

These enhancements have been added to this report that appears under **Reports**.

- Ethnicity (number and percentage enrolled in program)
- Age Range (or age)
- Gender
- County of Residence
- State in the spreadsheet (Excel) output

- Level (aka, class year) in the spreadsheet (Excel) output

Exam ID Update

The SONISWEB™ “Exam ID Utility” under **Systems** generates Exam IDs and stores them in each student’s Biographic record. Typically new Exam IDs are generated only for those who do not already have one assigned. The new checkbox shown in Figure 45 lets you replace existing IDs as well a generate new ones for those without.

Figure 45: Exam ID Assignment

GPA Report Transfer Course Totals Added

GPA Report												
ID#	SSN#	Campus	Program	Lvl	Total Transfer Creds	Sem Creds Att.	Sem GPA Creds	Sem GPA	Cum GPA Creds	Cum Earned Creds	Cum GPA	
200708 Semester1												
Abbingtion, Abby	AB1257872	000000000	ASN001	EENG3	1	0.00	11.00	4.00	4.00	7.00	7.00	3.57
Abbott G, Edgar	333333444	000000000	CAMP1	ARTS1	3	0.00	4.00	4.00	4.00	31.17	31.00	3.13
Anderson, Abby	AN9998125		ASN001	BAAC1	2	0.00	9.00	0.00	0.00	28.67	25.67	3.24
Anniston, Jennifer	AN6034661	000000000	ASN001		1	0.00	3.00	0.00	0.00	0.00	0.00	0.00
Arnold, Ally	AR2826121	000000000	ASN001		1	4.00	3.00	0.00	0.00	0.00	1.33	0.00

Figure 46: GPA Report

New to “GPAs” under **Reports** are the total credits from transfer courses as highlighted in Figure 46.

Graduated Student Archiving: Additional Options

Figure 47: Graduate Archiving

It is common for graduates to have their status changed from student (ST) to both alums (AL) and constituents (CO) so that they become part of the development and fund raising process. As Figure 47 shows, the combination “Alumni/Constituent” is the default but you can make three other selections when archiving this cohort. “Graduated Student Archiving” is under **Systems**.

Graduation Rate and Attrition Report

GRADUATION/ATTRITION RATES REPORT									3 February 2009
Accounting									
Program Length: 36 MONTHS		Program Start Date: 08/01/2003							
Student	ID	M/F	Ethnicity	Grad Mths	Graduated	LOA Type	LOA Reason	LOA Start	LOA Stop
Frankenheimer, Toby	FR8975172	F	American Indian			Dismissal	Academic	11/01/2004	01/01/2005
		F	American Indian			Family Emergency	None Given	06/01/2005	
Ammons, John	AM7129759	M	Hispanic	22	06/01/2005				
Zimmerman, Angela	ZI5662478	F	Non-Resident	22	06/01/2005				
Broadhurst, Pamela	333333333	F	White						
Longfellow, Henry	LO8849654	F	White						
Cohort Total: 5 Graduating on time: 2 Graduation Rate: 40.00% Attrition Rate: 60.00%									

Figure 48: Graduation Rate and Attrition Report

The “Graduation/Attrition” report under **Reports**, shown in Figure 48, may require changes in your school’s records. These records must have correct contents in order for the calculations to be made:

- Program length in months recorded in “Programs” under **Systems**.
- Each student’s Program record must have a start date and a stop date, the “graduated” checkbox must be checked and a valid graduation date must appear in the record.
- The “New Start” radio button must be selected in each Program record as this report only includes New Starts.
- Leave of Absence records must have a matching program code.

Refer to “Leave of Absence Addition of Program and Education Record References” on page 32 and “Program Record Start Date Default Added” on page 33 to see how these records have changed to accommodate this requirement.

Honors and Probation in Student Records

Dean, Karen (Student - DE1484817)			
Honors - Probation			
Record 1 - 1 of 1			
Description	School Year	Semester	Date
Honors - Magna Cum Laude	200405	Summer	03/11/08
<input type="button" value="Add"/>			

Figure 49: Honors-Probation Records

A new the “Honors-Probation” record added to records (under **Names**) lets a school record these statuses. The actual Descriptions and names are set up in the table “Honors-Probation” under “Table Maintenance” in **Systems**.

Import Grades from CSV File

Figure 50: Import Grades Choices

The importing of grades can come from a standard Excel “xls” file or from a “csv” (comma separated variables) file. CSV files are an option in Excel, most other brands of spreadsheet programs and many database systems. The choice is seen in Figure 50.

The CSV file should not contain a header row. If it does it will not prevent the import from running but the first row will be reported as having an invalid SID in the exception report displayed after submitting a valid CSV file.

“Import Final Grades” is found under **Systems**.

Last Date of Attendance

For schools using the SONISWEB™ attendance features, a student’s last date of attendance can be computed and placed in his or her Education record for the home institution. (Home institution usually means your school.) However, schools vary in what forms of absences are considered acceptable and which affect the “last date of attendance” calculation. Also instructors must report attendance and absence in a timely way.



Figure 51: From a Student’s Education Record for the Home Institution

Should your institution wish to use this feature, contact your RJM consultant to have the factors used in your “last date of attendance” calculation set to your specifications.

Leave of Absence Addition of Program and Education Record References

To serve the “Graduation Rate and Attrition Report” (page 31), Leave of Absence (LOA) records will contain references to the student’s Program and Education record so that the report will be complete. “Leave Status” is a record for a person accessed through **Names**.

Learning Management Systems (LMS) for Blackboard

SONISWEB™ supports the export of class enrollment™ to learning management systems. Added to this release is support to export XML data in the format required by Blackboard.

LXR Scores Import

LXR joins Scantron® as a means to import scanned test sheets. The import process operates in a way similar to Scantron®. A major difference is that LXR does not support putting the course section (class) ID on the sheet. Therefore, in using the LXR scanner, it is important that the saved LXR files have names that an instructor will recognize as being for his or her class so that the instructor imports the correct grades.

To use either, contact your RJM consultant to get your choice switched on.

Prerequisite Verification

Prerequisite Verification
Registrations for Spring - 200809 With Unsatisfied Prerequisites
(Click on course for a list of its prerequisites.)

Sidway, Buddy - buddydog1
Posted to Billing DEPENDENT - Dependent Course

Stein, Frank - ST8799947
Delete: ART200 - History of Modern Art
Delete: DEPENDENT - Dependent Course

[Return to Prerequisite Utility start page.](#)

Figure 52: Report with Prerequisites Not Met

When a student registers for a course that has prerequisites associated with it and the student has successfully completed **or** is currently enrolled in the prerequisite(s) the registration in the dependent course is allowed. Prerequisites are set in the Course record accessed under **Courses**.

The utility, the output of which is shown in Figure 52, should be run after grades have been posted for the current semester to verify the student has in fact satisfied the prerequisites before the next term begins. The utility allows for the dependent course to be deleted (if it has not been posted to billing) in the event the prerequisite(s) have not been satisfied.

A prerequisite is considered satisfied if:

1. The student received an official passing grade in the course,
 2. The student has a transfer course (with an official passing grade) that replaces the prerequisite, or
 3. The student has a course (with an official passing grade) defined as an equivalent to the prerequisite.
- The utility only identifies courses for which prerequisites have not been satisfied.

“Prerequisite Verification” is found under **Systems**.

Program Record Start Date Default Added

To serve the “Graduation Rate and Attrition Report” (page 31), a start date is required in each student’s Program record. When adding a program from the Education record the start date will default to the Home Institution entry date.

When adding program using the Programs record the start date inserted will be from Home Institution entry date.

When moving applicant (AP) to student (ST) status you should verify that the program start date gets populated with the entry date.

“Education” and “Programs” records for a person are accessed through Names.

Pro Bono Changes

Dean, Karen (Student - DE1484817)

Pro Bono

Select From List Enter Employer and Contact

Employer	<input type="text"/>	Supervisor	<input type="text"/>	Title	<input type="text"/>
Hours	<input type="text" value="0"/>	Started	<input type="text"/>	Stopped	<input type="text"/>
Street Address	<input type="text"/>	Street Address	<input type="text"/>	Street Address2	<input type="text"/>
City	<input type="text"/>	State	<input type="text" value=""/>	Zipcode	<input type="text"/>
Work Phone	<input type="text"/>	Ext.	<input type="text"/>	Fax	<input type="text"/>
Cell Phone	<input type="text"/>	Email Address	<input type="text"/>		
Memo	<input type="text"/>				

Figure 53: Pro Bono Record

Some schools require “Pro Bono” (volunteer) work as part of the students’ education. New features have been added to the record keeping and reporting of these activities.

- A radio button in the student Pro Bono record (Figure 53) lets the administrator choose to get the employer information from the your Employer table in the SONISWEB™ database or to enter it directly in the record.
- Where the employer option is taken, all address, email, and phone information as well as the employer ID is inserted in the Pro Bono record.
- Use the “edit” checkbox in “Stud/Fac/Alumn Options” (under Systems) to determine whether or not “Employer” in the Pro Bono record is a link and therefore allow editing.
- In “System Variables” under Systems, a new variable stores the number of hours the institution requires for the pro bono work to be completed.
- The report, “Pro Bono Required Hours Completed” in Reports shows who has and who has not completed the required pro bono hours.
- A new “Status” selection for the existing “Pro Bono Work” as well as “Pro Bono Required Hours Completed” in Reports.

Registration Limited by Level and Program: Multiple Selection

When setting up a course section (class) for a semester, you can restrict in what Program and/or at what Level (class year) a student must be to register for the class. New with this release is to allow more than one Program and/or Level to be specified for a course section (class).

Separate GPA Reports and Transcripts by Degree

A new SONISWEB™ option is to separate Transcripts and GPA reports by groups of degrees. If your institution needs this optional feature, contact your RJM consultant.

Student Course Deletion Logging

When a student course record is deleted, a synopsis of the record along with the date and time it was deleted are stored in the SONISWEB™ “DELETED_NMCRS_LOG table.

Transfer Courses as Repeating Courses

An option that your RJM consultant can set for your school is to allow transfer courses to be accepted as a repeated course. Since it is not the norm for most schools, it is not set unless requested.


Transfer Courses Report Excel Option

The Transfer Course report now includes the Excel option so that a spreadsheet file can be produced instead of the paper report.

System Administrator

Cascading Style Sheets (CSS) Portal Option

You can have two different CSS as shown in Figure 54.



CSS Name	temp.css
CSS Portal Name	rjm2.css

*No CSS File Found

1. The top “CSS Name” applies to all the public displays, those that do not require a login as seen on the opening SONISWEB™ display. (Technically it is called the index page.)
2. The second “CSS Portal Name” applies to the logged in users such as students, faculty, alumni/ae, etc. It does not apply to administrators logged in. Administrator displays are changed using “Page: Add / Edit” under **Systems**.

If the CSS file is not found, you see an error message such as that in Figure 54.

These are in “Web Options” under **Systems**.

Figure 54: CSS Options

Finding a Topic in this Release Index

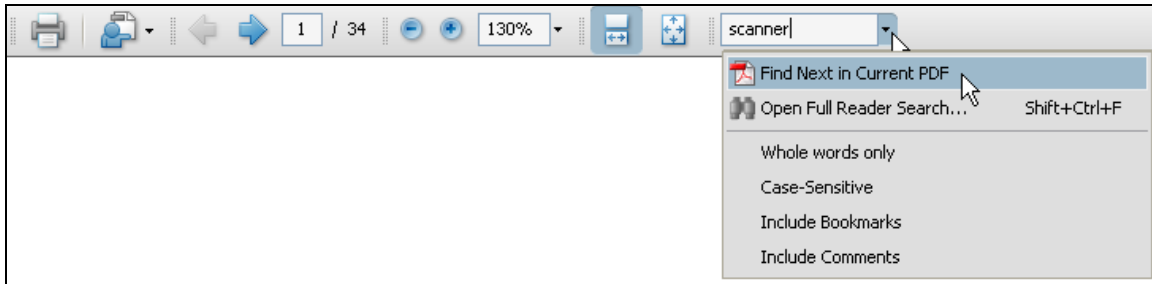


Figure 55: Topic, Subject, or Phrase Search with Adobe® Reader

As noted on page 1, this release index is in order by groups of users. What if you want to find a specific subject without scanning the entire document? Use the “find” capability in the Adobe® reader on which you are now viewing it. Figure 55 is an example.