



Scholastic ONline Information System
for the Web

Graduation and Promotion

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On graduation you follow a process that marks a student's active home institution record by filling in the graduation checkbox and the graduation date field. You have the option to archive the graduate as an alumnus-alumna. Promotion moves a student from one level to the next based on her or his earned credits. Withdrawal based on Leave Status is also covered. This text guides you in using the graduation and the promotion processes, in withdrawing students, and in reinstating withdrawn students.

This text starts with **navigating** the functions on page 3. The **graduation** processes start on page 6. **Withdrawing** students starts on page 13. **Reinstating** students is on page 14. Setting the year-to-year **promotion rules** is on page 15. **Promoting students** to the next year starts on page 17. To see the **changes** in this edition look on page 3.

March 2006

Systems, Inc.

The logo for RJM Systems, Inc. features the letters 'R', 'J', and 'M' in a stylized, blue, serif font, stacked vertically. To the right of this logo, the text 'Systems, Inc.' is written in a blue, italicized, serif font.

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NEW IN THIS EDITION

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Function Lists1 - Partial, page 4.
- Figure 27 Login Displays and Figure 28 Typical SONISWEB® Page, page 19.
- Figure 5 Education Record, page 7.
- Figure 6 Graduation Date Selection, Education Record to Graduation Selection, page 8.
- Figure 14 Students Selection, page 13.

NAVIGATING THE FUNCTIONS



• Figure 1 Toolbar¹ for those with User-ID access

Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they're paid Staff and those few Faculty with additional administrative duties.

The access rights of an administrative user are defined by:

1. The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Deans, etc. One profile covers all the people in each staff category.
2. The individual limits specified for you when you were issued a User-ID and Password. Typical limits are preventing access to faculty and staff personal records.
3. The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.
4. To get the Records list at the top of Figure 2, click **Names** in Figure 1. You get a search prompt where you enter the name or ID of the student whose records you want then click the Search button. Select from the list of names presented, click the View button and you get the record list shown in Figure 2.
5. For the function list at the bottom of Figure 2, click **Systems** in Figure 1.

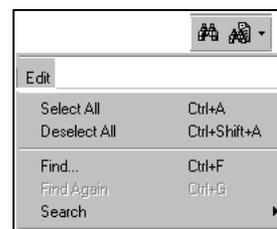


• Figure 2 Function Lists¹ - Partial

¹ You only see what you're authorized to see by your Profile and individual Limits and Privileges. So your choices may be fewer than these.

WHAT DO YOU WANT TO DO?

- Archive Graduate Records and Make Constituents of Graduates, page 11.
- Disable a Promotion Setting, page 16.
- Get Graduating Student Records in Order, page 6.
- Getting Started - Log in and the use of Tabs, Button and Fields, page 19.
- Graduate the Students, page 8.
- Graduation Dates: where they come from, how they're set, page 8.
- Making Individual Promotions and Demotions, page 18.
- Promoting Students from One Level to the Next, page 17.
- Promotion: Setting Promotion Programs and Credits, page 15.
- Reinstate Withdrawn Students, page 14.
- Withdrawing students based on their Leave Status, page 13.
- If you don't see what you need above, check the table of contents on page 2. You can also use the Adobe® find or search functions illustrated in Figure 3. It allows a Google®-like search² by word or phrase.



• Figure 3 Adobe® Find and Search

Diagnosing and Fixing Problems

See the text “Messages, Errors, and Diagnosis”.

Setting Your Browser for Proper Function and Security

Internet Explorer³ (IE), Firefox™, Netscape®, and Opera Web browsers have an “auto-complete” or password-form save feature that is handy for individual computers but defeats privacy on shared computers like those in computer labs and libraries. See the text “Browser Settings” to set your browser for security, good performance, and to prevent your getting old data.

² If you're unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text “Index to Texts”.

³ Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

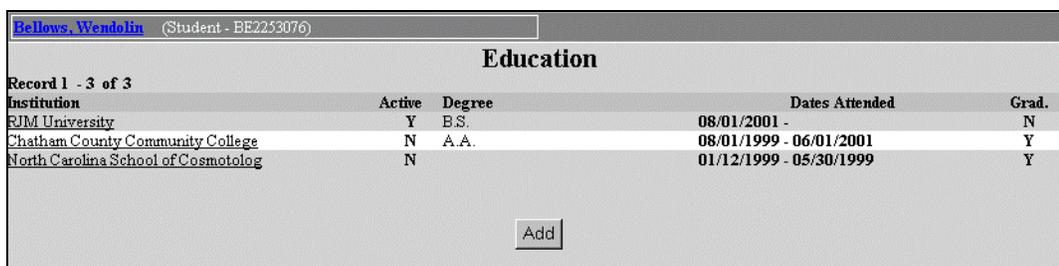
GRADUATION

Graduation requires that you have role-profile security to use **Systems** and the graduation functions shown in Figure 2. If you do not see **Systems** at the top of your display (Figure 1) or the graduation functions do not appear in Figure 2 (bottom), see your SONISWEB® administrator to resolve your security needs.

Get Graduating Student Records in Order

The SONISWEB® graduation function checks for the active⁴ program and the anticipated graduation date or the graduation-date plus graduation-month in each student’s active home institution Education record (Figure 5). Before using “Graduate the Students” (page 8), get the graduating students’ records in order.

1. Select **Names** from the top of the display (Figure 1).
2. Enter the ID or name of the student whose education record you want to process, follow the search process, and select the student’s name.
3. Click **Education** at the top of Figure 2. You get Figure 4.



Education				
Record 1 - 3 of 3				
Institution	Active	Degree	Dates Attended	Grad.
<u>RJM University</u>	Y	B.S.	08/01/2001 -	N
Chatham County Community College	N	A.A.	08/01/1999 - 06/01/2001	Y
North Carolina School of Cosmetology	N		01/12/1999 - 05/30/1999	Y

• Figure 4 Education Record List

4. You will find at least one record in Figure 4, that of your institution, marked with a “Y” under Active. Select that record by clicking the underlined name of your institution. That yields Figure 5.

When a person – student, faculty, applicant, etc. – is first added, SONISWEB® builds an Education record for her or him with your school as the “home institution” (top of Figure 5). The record is marked as “active” except for those added as Constituents. Once created you can’t delete an Education record if it’s the only active⁴ home institution record.

⁴ Students usually have inactive Education records from prior attendance, past education, etc.

Williams, Billy (Student - WI3647496)

Education

Institution North Carolina School of Cosmetology **Code** 666666 **Type** Certificate **Additional Type** Certificate

Active Yes **Override**

From 09/01/2004 **To** **Matric.**

Enrollment Age 35 **Degree** B.S. **Graduated**

Cred. 0 **Orig. Grad. Year** 2007 **Anticip. Grad. Date** 06/01/2007

Grad. Mo. **Grad.Yr.** **Grad. Date**

GPA 0 **Quality Points** 0 **Rank** 0 of 0 students

Transcript Received **Date Received** **Curriculum** Maritime Engineering 1998

Grad. Student **Prog.**

Memo

Program Add

Program Code	Active	Graduated	Started	Stopped	From AP
Maritime Engineering	YES	NO	08/01/04		NO

Major and Minor Add

Major	Minor	Active	Started	Stopped	Advisor
Maritime Engineering - Electr	Nursing	Y	08/01/04		Johnson, Dale W.

• Figure 5 Education Record

5. In Figure 5, make sure the correct “Program Code” is active⁴ and there’s either an “Grad. Mo.” plus “Grad. Year” or an “Orig. Grad. Year” that’s correct for this year. These are used – and the setting of the dates explained – in “Graduate the Students” (page 8).
6. To erase what you entered before submitting it, click the Reset button and re-enter.
7. Click the Submit button to save your entries.
8. Continue checking – and making changes where necessary – to the education record of each of your graduating students starting with step 1 above.

Graduate the Students

You go through this graduation process several times, once for each “program” that has students ready to graduate.

1. Get the list of who should graduate to compare to the list this function generates for you. The list of those qualified to graduate usually comes from department chairs, deans, etc.
2. Select **Systems** from the top of the display (Figure 1). You see Figure 2 (bottom) on the left of your display.
3. Click Graduation Processing in Figure 2. That yields the bottom of Figure 6 and

The screenshot displays three interconnected web forms:

- System Variables:** Shows 'SONISWeb Version: 2.0', 'Current Semester' set to 'Fall', and 'Grad. Date' set to '06/01/2007'.
- Education:** Shows 'Code' 666666, 'Type' Certificate, 'Additional Type' Certificate, 'Override' checkbox, 'To' field, 'Degree' B.S., 'Orig. Grad. Year' 2007, 'Matic.' field, 'Graduated' checkbox, and 'Anticip. Grad. Date' 06/01/2007.
- Graduation Processing:** Shows 'Orig. Grad. Year' 2007, 'Grad.Yr.' field, 'Grad. Mo.' field, 'Grad. Date' 06/01/2007, and 'Reset' and 'Submit' buttons.

Arrows indicate that the 'Grad. Date' from System Variables is used to populate the 'Anticip. Grad. Date' in Education, and the 'Orig. Grad. Year' from Education is used to populate the 'Orig. Grad. Year' in Graduation Processing.

• Figure 6 Graduation Date Selection, Education Record to Graduation Selection

Figure 7.

Here’s how the dates for selection appear in the “Graduation Processing” display at the bottom of Figure 6.

- Each semester you update the “Grad Date” in the Systems Variables record shown at the top of Figure 6. This is the date you anticipate new students graduating.
- When adding a new student, a home institution Education record is created like that in the middle of Figure 6.

- The “Grad. Date” in the Systems Variables (Figure 6 top) is used to fill in the “Anticip.[ated] Grad. Date” in the Education record (Figure 6 middle).
- The year from “Grad. Date” in the Systems Variables is used to fill in the “Orig. Grad. Year” in the Education record.
- When you click the “Orig. Grad. Year” pulldown at the bottom of Figure 6, SONISWEB® scans all the active⁴ home institution Education records, finds their “Orig. Grad. Year” fields and uses them to offer you the selections.

• Figure 7 Graduation Date Pulldown Menu

- In Figure 7 (same as the bottom of Figure 6), you choose which dates to use for selecting students:

- Use the pulldown⁵ arrow to select the “Orig. Grad. Year”.

OR

- Type in the “Grad. Yr.” and “Grad. Mo.” to select the students by graduation date.

You can use “Orig. Grad. Year”, then run Graduation Processing again using “Grad. Yr.” and “Grad. Mo.” if both kinds of dates are used for your students. That ensures that you get them all.

- “Grad Date” in Figure 7 has today’s date inserted into it. You’ll want to change it to the actual graduation date. SONISWEB® will insert this date in the education records (Figure 5) of all the students you graduate.
- To erase what you entered before submitting it, click the Reset button and re-enter.
- Click the Submit button. You see Figure 8.

Graduation Processing	
Original Graduation Year: 2002 and/or Class: 4 Graduation Date: 06/10/2002	
Program	No. of Students
Marine Engineering	2

• Figure 8 Program List

⁵ See Figure 29 “Arrows, Fields, Checkboxes and Buttons” on page 20 for guidance.

8. In Figure 8, pick the program whose students you want to graduate first. Click the underlined name of that program. A list of students is offered in Figure 9.

You may see No Active Program in the list of programs in Figure 8 or Figure 12. These are students with eligible graduation date by who don't have an entry for Program in their education records (Figure 5).

Graduation Processing				
Original Graduation Year: 2002 and/or Class: 4 Graduation Date: 06/10/2002				
Program: Marine Engineering				
Graduate	Student	Credits	Orig. Grad. Year	Class
<input checked="" type="checkbox"/>	Delaney, Kim (DE8686909)	122	2002	0
<input checked="" type="checkbox"/>	Frankenheimer, Martin (FR7225749)	124	2002	0

• Figure 9 Eligible Student List

The list of students consists of those whose graduation date was selected in Figure 7. If the education records of your students are not correct, you may see some extraneous students in the list.

9. Compare the list in Figure 9 to the list of expected graduates you received from the Dean or other authoritative source. To graduate a student, click the checkbox⁵ beside his or her name until a checkmark appears. Continue to put check marks beside every student who should graduate.

Leave the checkbox⁵ blank beside those who are not on your official list of those qualified to graduate. If you later learn that they are eligible to graduate, you start this process again and those bypassed students will appear again in Figure 9.

10. To erase what you entered before submitting it, click the Reset button and re-enter.
11. Click the Submit button to graduate all those whose checkboxes have a checkmark in them. You get Figure 10.

The following students have been selected for graduation.			
Student	Credits	Orig. Grad. Year	Class
Adams, Amy A (000000000)	128	2002	1

• Figure 10 Graduation Confirmation

12. Figure 10 is a confirmation. Check the list again, and if it's correct, click the Confirm button. If it's not correct click Graduation Processing in Figure 2. This will stop the graduation process so you can start over.

It is possible to “un-graduate” a person, but it's a tedious and time-consuming task.

- Now click Graduation Processing in Figure 2 to get Figure 7 and Figure 8 again and select the next program to graduate.

Archive Graduate Records and Make Constituents of Graduates

After you have completed all of the graduations for the semester or year, archive the records. That way, when you use Names to search for students, you will not get these graduates in your Student list, they'll be in the Alumni list.

In the following displays you see references to alumni and constituents.

Alumni is the term used an official graduates of one of your programs.

Constituent is a contributor to your institution, either with financial pledges and gifts or with volunteer time. The SONISWEB® Development and Fund Raising system maintains constituent records, records pledges, and keeps volunteer records.

- Select Systems from the top of the display (Figure 1). You see the bottom list in Figure 2 on the left of your display.
- Click Graduated Student Archiving in Figure 2. That yields Figure 11.

• Figure 11 Graduated Student Archiving

There are two parts to Figure 11. The graduation date selects the group of students you want to archive as alumni/ae. The CHANGE and ADD phrases, with their radio buttons⁵, specify how you want to archive most of the students. In Figure 13 you get the chance to make exceptions for those individuals you want to archive differently.

- You select the graduation date with the pulldown⁵. Those are the dates you entered in Figure 7. You archive one group of students at a time.
- Decide how you want to archive most of the graduated students. Typically you CHANGE their status⁶ from Student (ST) to Alumni (AL) and Constituent (CO). However, if most of the students on this graduation date are going to continue as students, you can ADD AL and CO to their roles while leaving them as students (ST).
- To erase what you entered before submitting it, click the Reset button and re-enter.
- Click the Submit button to archive all those with that graduation date you selected in Figure 11.

⁶ A Status is the role a person has in your institution. One person can have multiple statuses or roles. He or she can be a student (ST) serving as a teaching assistant (and so faculty [FA] as well), and a graduate, so an alumnus or alumna (AL); the same person will have three roles in your institution.

7. In Figure 12, you get a list of all the programs that had graduates on the date you selected in Figure 11. Click the program whose graduates you now want to archive. You see Figure 13.

Graduated Student Archiving	
Original Graduation Year: 2002/06/10	
Program	No. of Students
** Undeclared **	2
Classical Piano	1

• Figure 12 Programs that Graduated on that Date

Graduated Student Archiving			
Original Graduation Year: 2002/06/05			
Program: ** Undeclared Program **			
Student	Student Only	Alumni/Constituent Only	All
Himes, Patrick S (123456789)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>	

• Figure 13 Students from the Program who Graduated on that Date

8. In Figure 13 you get a list of graduates for the date and program you selected. The radio button⁵ set (darkened in the center) for each person is determined by what you chose in Figure 11. You can change each person individually by clicking the desired radio button in the row with his or her name.

Student Only means do not give this person a status⁶ of alumnus-alumna (AL) nor of constituent (CO). Leave her or him in the student (ST) role. This is used mainly when the student has completed a program for a certificate but continues as a student to get a degree.

Alumni/Constituent Only means drop the student (ST) status⁶ and give the person the AL and CO statuses.

All gives the person all three statuses⁶. Graduates who are continuing for advanced degrees are often coded this way.

9. To erase what you entered before submitting it, click the Reset button and re-enter.
10. Click the Submit button to archive all those whose checkboxes have a checkmark in them.
11. Click Graduated Student Archiving in Figure 2 again and select the date and program whose graduates you want to archive.

WITHDRAWALS

Using the active⁷ Leave Status records for students (Figure 26, page 18), you can archive them as withdrawn. Their status is changed from Student (ST) to Withdrawn (WD).

1. Select **Systems** from the top of the display (Figure 1). You see the bottom list in Figure 2 on the left of your display.
2. Click Withdrawn Students in Figure 2. That yields Figure 14..

3. In Figure 14 pick Students in the Status selection.

(You use Withdrawn to reinstate a person as described on page 14.)

• Figure 14 Students Selection

4. Pick the Leave Type.
5. Click the Reset button to remove your selections so you can start again.

Click the Submit button to retrieve the records. You see Figure 15.

6. Click the checkbox⁵ by each person you want to change to Withdrawn status in Figure 15.

• Figure 15 List of Students Meeting the Selection Criteria

7. Click the Reset button to remove your selections so you can start again.

Click the Submit button to withdraw the students.

Number of STUDENTS changed to WITHDRAWN: 2

• Figure 16 Withdrawn Confirmation

8. You get a confirmation message like that above.

⁷ The persons can have inactive leave records from past leaves. Only the active records are considered in the Withdrawn student process.

REINSTATE WITHDRAWN STUDENTS

A student in Withdrawn (WD) status is reinstated to Student (ST) status by “reversing” the process on page 13.

1. Select **Systems** from the top of the display (Figure 1). You see the bottom list in Figure 2 on the left of your display.
2. Click Withdrawn Students in Figure 2. That yields Figure 17.

3. In Figure 17 pick the status of Withdrawn.



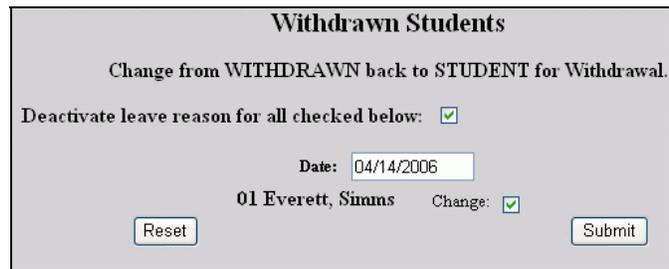
• Figure 17 Withdrawn Persons Selection

4. Pick the Leave Type.

5. Click the Reset button to remove your selections so you can start again.

Click the Submit button to retrieve the records. You see Figure 18.

6. Decide whether you want the Leave Status records active or not. Figure 26 (page 18) shows a Leave Status record. Click the checkbox⁵ with your choice.



• Figure 18 List of Withdrawn Persons Meeting the Selection Criteria

7. In Figure 18 click the checkbox⁵ by each person you want to change to Student status.
8. Click the Reset button to remove your selections so you can start again.

Click the Submit button to withdraw the students.

Number of WITHDRAWN changed back to STUDENT: 1

• Figure 19 Withdrawn Confirmation

9. You get a confirmation message like that above.

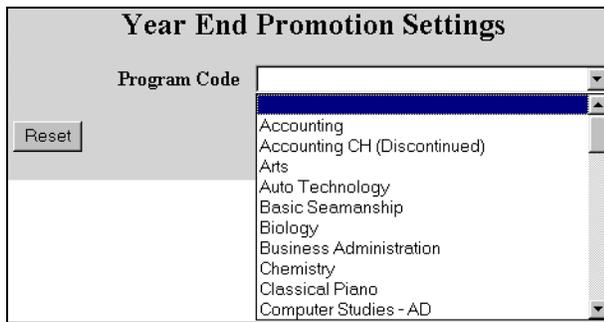
PROMOTION

You promote students based on their level (year), their program, and their completed credit hours. First you use Year End Promotion Settings to set up the promotion tables with program and credit hours. Then you run Year End Promotion to automatically change each student's level in his or her Biographic record. (See also "Making Individual Promotions and Demotions" on page 18.)

Promotion requires that you have role-profile security to use **Systems** and the promotion functions shown in Figure 2. If you do not see **Systems** at the top of your display (Figure 1) or the promotion functions do not appear in Figure 2, see your SONISWEB® administrator to resolve your security needs.

Setting Promotion Programs and Credits

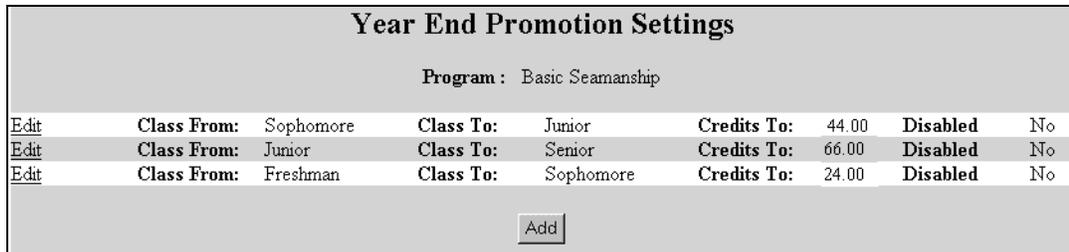
1. From your academic catalog or other authoritative source, collect the credit-hour requirements for each program.
2. Select **Systems** from the top of the display (Figure 1). You see the bottom list in Figure 2 on the left of the display.
3. Click Year End Promotion Settings in Figure 2. That yields Figure 20.



The screenshot shows a web form titled "Year End Promotion Settings". On the left is a "Reset" button. To its right is a "Program Code" dropdown menu. The dropdown is open, showing a list of programs: Accounting, Accounting CH (Discontinued), Arts, Auto Technology, Basic Seamanship, Biology, Business Administration, Chemistry, Classical Piano, and Computer Studies - AD.

• Figure 20 Year End Promotion Program Selection

4. In Figure 20, click the pulldown⁵ arrow, click the program you want to set, then click the Submit button (not visible behind the pulldown list). You get Figure 21.



The screenshot shows the "Year End Promotion Settings" form with "Program : Basic Seamanship" selected. Below the title is a table with the following data:

Year End Promotion Settings						
Program : Basic Seamanship						
Edit	Class From:	Sophomore	Class To:	Junior	Credits To:	44.00 Disabled No
Edit	Class From:	Junior	Class To:	Senior	Credits To:	66.00 Disabled No
Edit	Class From:	Freshman	Class To:	Sophomore	Credits To:	24.00 Disabled No

At the bottom of the form is an "Add" button.

• Figure 21 Year End Promotion Program Settings

If there are no settings for the program selected in Figure 20, only the Add button appears in Figure 21.

5. To edit an existing setting, click Edit on the line in Figure 21.

- To add a new setting, click the Add button in Figure 21.

Year End Promotion Settings

Program : Basic Seamanship

Class From: Freshman Class To: Sophomore Credits 15.00 Disabled

Reset Save Delete

• Figure 22 A Promotion Setting Example

- You see Figure 22. Use the pulldown⁵ arrows to choose the From and To levels.

A person's level is a number stored in her or his biographic record and looks like the picture

Level Junior

on the right. During customization, your SONISWEB® administrator fills out a table that relates the number to the name you see in Figure 21 and Figure 22. "Sophomore" for level 2, "Masters 1" for level 5 are examples.

- From your catalog, enter the number of credits required for a student to move from one level to the next for that program.
- To erase what you entered before submitting it, click the Reset button and re-enter.
- Click the Submit button to save your entries.

You can disable or you can delete a promotion setting you no longer use. Disabling and deleting prevent your staff from erroneously promoting students in a program that is not currently offered.

Disable a Promotion Setting

Disabling is better than deleting if the program is in temporary abeyance. For example, if the Turkish Language program is not to be offered for lack of faculty, you can disable it, then enable it again when the program is revived.

- Start promotion setting as instructed on page 15.
- In Figure 22, click the Disabled checkbox⁵ until a checkmark appears, then click the Submit button. This selection will show as disabled ("Yes") in Figure 21 and cannot be selected in "Promoting Students from One Level to the Next", below.

Deleting a Promotion Setting

When you delete a promotion setting, it is gone forever.

- Start promotion setting as instructed on page 15.
- In Figure 22, click the Delete button. You get a confirming display asking if you really mean it. Once deleted, this selection will not show in Figure 21 and it cannot be selected in "Promoting Students from One Level to the Next", below.

Promoting Students from One Level to the Next

You must have the promotion settings right in “Setting Promotion Programs and Credits” (page 15) for this process to work correctly.

1. Select **Systems** from the top of the display (Figure 1). You see the bottom list in Figure 2 on the left of your display.
2. Click Year End Promotion in Figure 2. That yields Figure 23.

Year End Promotion

Program Code

▼

Accounting

Basic Seamanship

Classical Piano

• Figure 23 Promotion Program Selection

3. In Figure 23, click the pulldown⁵ arrow, click the program whose students you want to promote, then click the Submit button. You get Figure 24.

Year End Promotion							
List Students	Class From:	Freshman	Class To:	Sophomore	Credits To:	22.00	Disabled No
List Students	Class From:	Sophomore	Class To:	Junior	Credits To:	44.00	Disabled No
List Students	Class From:	Junior	Class To:	Senior	Credits To:	66.00	Disabled No

• Figure 24 Year End Promotion List

4. SONISWEB® examines the student records and builds a list of students eligible for promotion in that program. To see the list of students, click List Students in the promotion line you want to see. Figure 25 is a typical eligible student list.

In computing earned credits⁸ for Figure 24, SONISWEB® considers only those courses with official passing⁹ grades. Making grades official is a separate step after the instructor enters a grade. It is usually done by the Registrar or a Dean. If a grade has been entered for a student but it has not been made official, the credits for that course will not be considered for Figure 24.

⁸ Earned credits don't apply to those auditing a course (AU), those enrolled for continuing education (CE), or those who've withdrawn (WD).

⁹ When you set up your Grades table, you specified which grades are considered passing grades.

Year End Promotion		
Program Code : Basic Seamanship		
Class From: Junior	Class To: Senior	Credits : 12.0
Student	Credits	Promote
Bellows , Wendy (BE2253076)	68	<input checked="" type="checkbox"/>
Bradford , Wilma (BR5851255)	72	<input checked="" type="checkbox"/>
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>

• Figure 25 Student Promotion List

5. You determine who to promote, then click the “Promote” checkbox⁵ by each name in Figure 25 until a checkmark appears.
6. To erase what you entered before submitting it, click the Reset button and re-enter.
7. Click the Submit button to save your entries.
8. Now click Year End Promotion in Figure 2 again, pick the next program or level to promote the next group of students.

Making Individual Promotions and Demotions

You can effectively promote or demote a person by changing the person’s level in his or her biographic records. See the text “Students, Faculty, Applicant and Alumni/ae Record-keeping” for information on the Biographic record.

LEAVE RECORD USED IN WITHDRAWALS AND REINSTATEMENT

Leave Status : Dismissal			
Active	<input checked="" type="checkbox"/>	Semester	SPRING
From	03/01/2004	To	
Reason Code	Financial	School Year	200203
Memo	<div style="border: 1px solid black; padding: 2px;"> Did not pay semester tuition,did not make other financial arrangements </div>		
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>	
<input type="button" value="Delete"/>			

• Figure 26 Example of a Leave Record

Figure 26 shows a Leave Status record for a person. Note the Active checkbox above that’s affected by your choice in Figure 18 on page 14.

GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

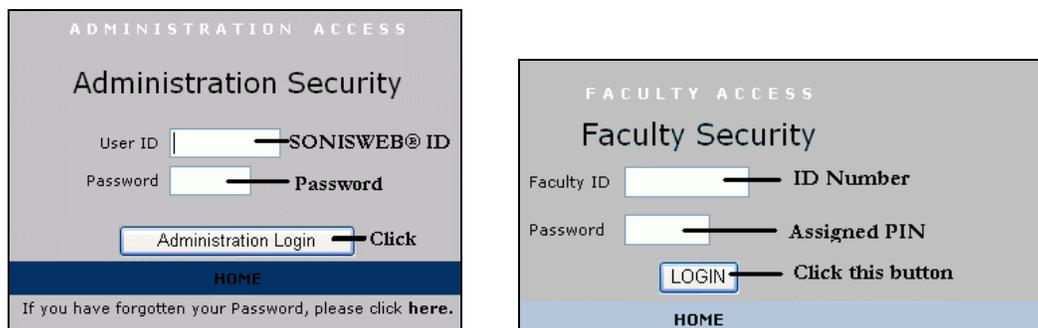
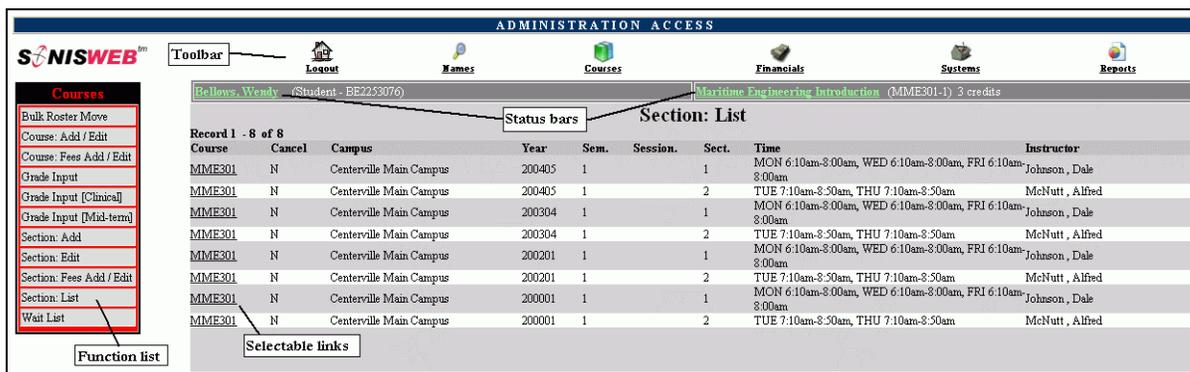


Figure 27 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 27.



• Figure 28 Typical SONISWEB® Page

Figure 28 is a typical SONISWEB® page. The actions authorized in your profile appear at the top, called the **Toolbar**.

When you make a selection from the **Toolbar**, the applicable **Function List** appears on the left. Only the functions authorized in your assigned profile and your individual limits and privileges appear. Some might have only **Courses** in the toolbar and only **Course: Add/Edit** for functions.

Not apparent on the display is whether or not the profile permits editing or changing the information. Once the you select a function from the list on the left, you will see a Submit or similar button at the bottom of the display if you have the permissions to add, edit, or delete the data.

By clicking a **Status Bar** you quickly return to the “person” or the “course” you were processing even if you left it temporarily to look at a financial display or a report. Of course, if you have not selected a person with **Names** or a course with **Courses**, there will be no **Status Bars** at the top.

In Figure 28 click an underlined **Selectable Link** and you go to that record.

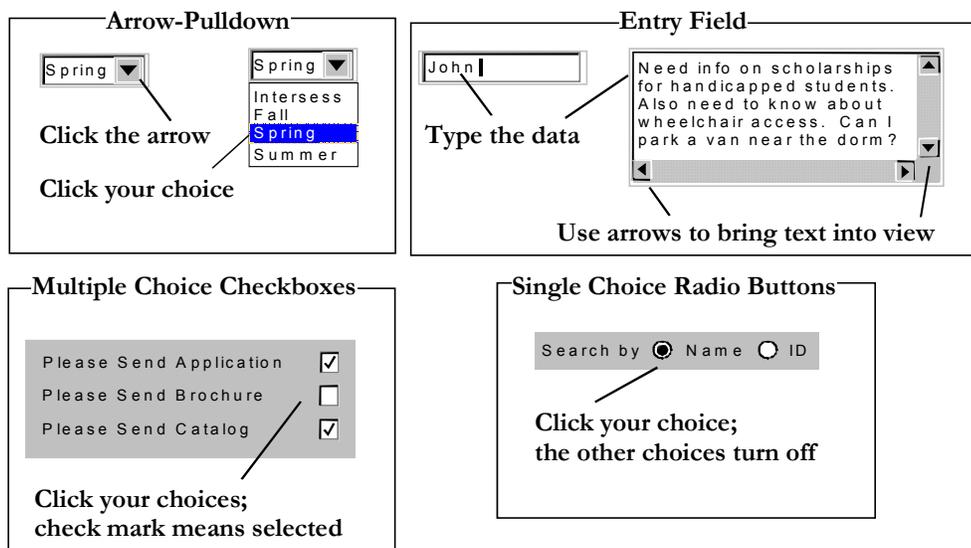


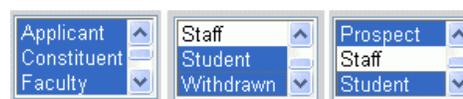
Figure 29 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 29. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is Submit, Delete, Reset, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark). Click it again and it is selected, etc.
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB® lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the **Shift** key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 30.
- To pick two or more that are not adjacent, click the first item, hold the **Ctrl** key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the **Ctrl** key and you see the selections like those on the right of Figure 30.



• Figure 30 Selecting Multiple Choices