



Scholastic ONline Information System
for the Web

Reports

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SONISWEB® offers a core set of standard reports designed for printing. This text briefly describes accessing and printing these reports.

Some of the core reports are models for you to use in creating your custom reports. The companion text “Report Customization” shows you how to use the Report Builder generator to create custom reports for your specific needs.

This text starts with **navigating** the functions on page 6, then describes the **report selection parameters** on page 10. The reports are in alphabetical order starting on page 15. To see the **changes** in this edition look on page 4.

June 2006

Systems, Inc.

The logo for RJM Systems, Inc. It features the letters 'R', 'J', and 'M' stacked vertically in a stylized, blue, serif font. 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

June 2006 Enhancements

- Reports not covered in other manuals are shown here. Reports that are shown and described in detail in other manuals are only named here with references to the manuals where they can be seen in context. This shortens what was rapidly becoming a manual of over 100 pages.
- “Financial Aid Report”, page 28, that references the “Financial Aid” manual.
- “Fundraising Report”, page 29 that references the “Financial Aid” manual.
- “Grade Input Worksheet”, page 30, now contains course and section memos where they exist in the course and section records.
- “Graduate Placement Report”, page 31.
- “Needs Distribution Report”, page 37, that references the “Financial Aid” manual.
- “Prospect Inquiry Extra”, page 39, that references the “Recruiting Prospective Students” manual.
- “Semester Academic Status” (page 41) added to tie to the underlying reports “Academic Probation” (page 15) and “Dean’s List” (page 24).

May 2006 Enhancements

- “FISAP Part II Report”, page 29.
- “FISAP Part VI Report”, page 29.

March 2006 Initial Release

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.
- Most of the reports have been rewritten in the Cold Fusion™ Report Builder. Those have “(RB)” following their names as seen in Figure 2. The older Crystal Reports™-Enterprise reports (without the “RB”) are still available in most cases.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Function Lists1, page 7.
- Figure 93 Login Displays and Figure 94 Typical SONISWEB® Page, page 57.

- Figure 3 Typical Report Generation Display, page 8.
- Figure 12 Sample Report, page 12.
- Figure 13 Windows While Viewing a Report, page 12.
- “Report Builder vs. ColdFusion™ vs. Crystal Reports™”, page 13.
- “Crystal Reports™ Requirements”, page 14.
- “Spreadsheet and PDF Options”, page 14.
- “Activity Report: Prospects”, page 16.
- “Activity Reports”, page 16.
- “Alumni Alpha Listing”, page 17.
- “Alumni Labels”, page 18.
- “Alumni Profile”, page 19.
- “Applicant Disposition”, page 20.
- “Applicant Disposition-All”, page 20.
- “Audit(s) (RB)”, page 22.
- “Awards Summary by Date”, page 22.
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- “Applicant Listing”, page 20.
- “Charges & Credits Report”, page 22.
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- “Grade Input Worksheet”, page 30.
- “Health”, page 32.
- “Holds”, page 33.
- “Housing Requests”, page 33.
- “Jobs”, page 34.
- “Licenses and Certifications”, page 35.
- “LOA (Leave of Absence) Report”, page 36.
- “Payment Plans”, page 39.
- “Schedule: Instructor”, page 40.
- “Schedule: Student”, page 41.
- “Semester Grade Report”, page 42.
- “Semester Grade Summary”, page 43.

- “Semester Grade by Student”, page 44.
- “Student Courses”, page 46.
- “Student Ledger”, page 47.
- “Third Party Billing Detail”, page 48.
- “Third Party Billing Summary”, page 48.
- “Transcript Requests”, page 49.
- “Common Reports Problems”, page 55.

NAVIGATING THE FUNCTIONS



• Figure 1 Toolbar¹ for those with User-ID access

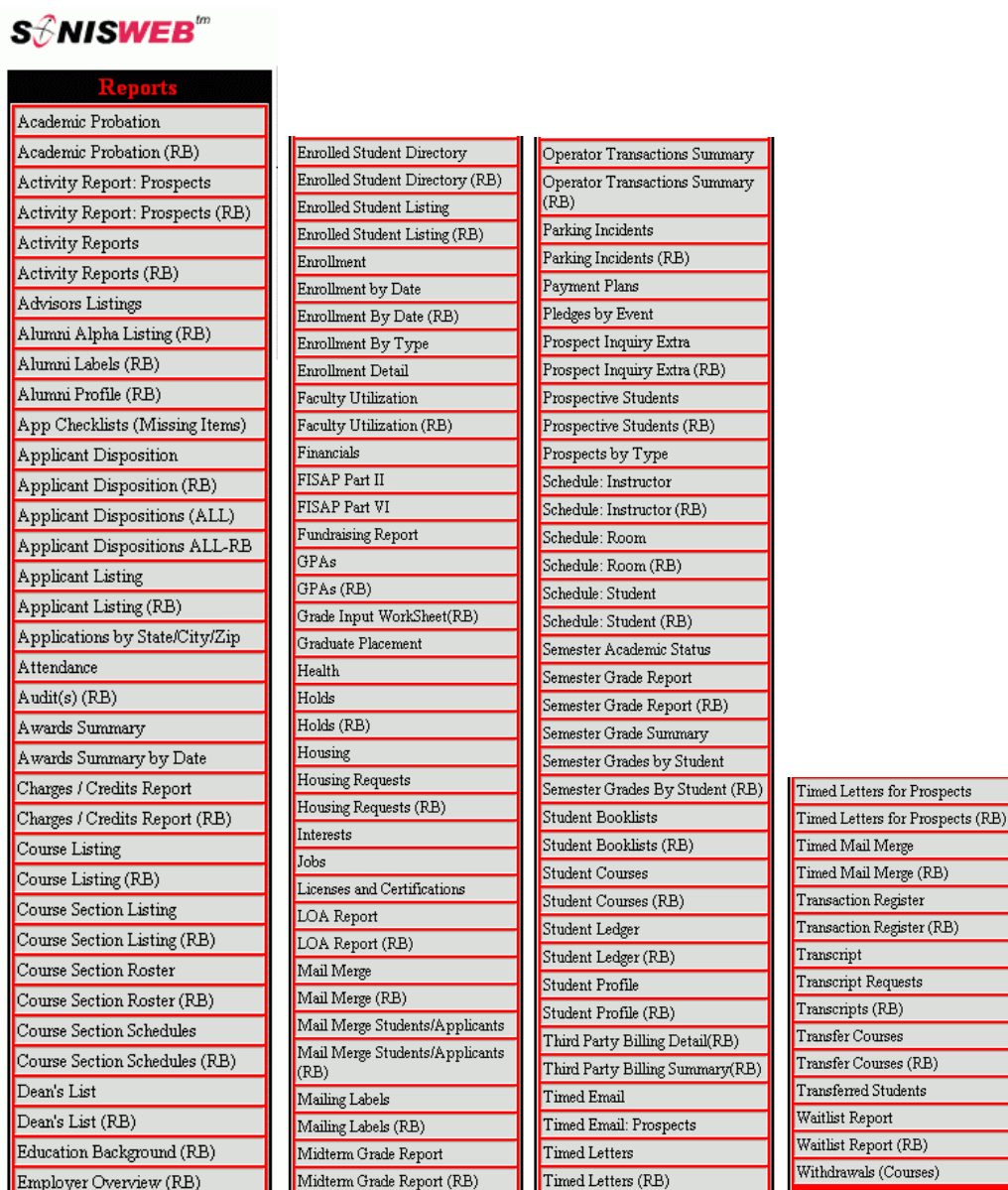
Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they’re paid Staff and those few Faculty with additional administrative duties.

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. Some of the reports named (“Table of Contents”, page 2) are initiated from **Systems** or **Financials** so they don’t appear in Figure 2, the Function List.

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.

After clicking **Reports** in Figure 1 you get the selections shown in Figure 2.



The screenshot shows the SNISWEB Reports menu with a list of 100+ report options. The reports are organized into four columns:

Reports			
Academic Probation	Enrolled Student Directory	Operator Transactions Summary	
Academic Probation (RB)	Enrolled Student Directory (RB)	Operator Transactions Summary (RB)	
Activity Report: Prospects	Enrolled Student Listing	Parking Incidents	
Activity Report: Prospects (RB)	Enrolled Student Listing (RB)	Parking Incidents (RB)	
Activity Reports	Enrollment	Payment Plans	
Activity Reports (RB)	Enrollment by Date	Pledges by Event	
Advisors Listings	Enrollment By Date (RB)	Prospect Inquiry Extra	
Alumni Alpha Listing (RB)	Enrollment By Type	Prospect Inquiry Extra (RB)	
Alumni Labels (RB)	Enrollment Detail	Prospective Students	
Alumni Profile (RB)	Faculty Utilization	Prospective Students (RB)	
App Checklists (Missing Items)	Faculty Utilization (RB)	Prospects by Type	
Applicant Disposition	Financials	Schedule: Instructor	
Applicant Disposition (RB)	FISAP Part II	Schedule: Instructor (RB)	
Applicant Dispositions (ALL)	FISAP Part VI	Schedule: Room	
Applicant Dispositions ALL-RB	Fundraising Report	Schedule: Room (RB)	
Applicant Listing	GPA's	Schedule: Student	
Applicant Listing (RB)	GPA's (RB)	Schedule: Student (RB)	
Applications by State/City/Zip	Grade Input Worksheet(RB)	Semester Academic Status	
Attendance	Graduate Placement	Semester Grade Report	
Audit(s) (RB)	Health	Semester Grade Report (RB)	
Awards Summary	Holds	Semester Grade Summary	
Awards Summary by Date	Holds (RB)	Semester Grades by Student	
Charges / Credits Report	Housing	Semester Grades By Student (RB)	
Charges / Credits Report (RB)	Housing Requests	Student Booklists	
Course Listing	Housing Requests (RB)	Student Booklists (RB)	
Course Listing (RB)	Interests	Student Courses	
Course Section Listing	Jobs	Student Courses (RB)	
Course Section Listing (RB)	Licenses and Certifications	Student Ledger	
Course Section Roster	LOA Report	Student Ledger (RB)	
Course Section Roster (RB)	LOA Report (RB)	Student Profile	
Course Section Schedules	Mail Merge	Student Profile (RB)	
Course Section Schedules (RB)	Mail Merge (RB)	Third Party Billing Detail(RB)	
Dean's List	Mail Merge Students/Applicants	Third Party Billing Summary(RB)	
Dean's List (RB)	Mail Merge Students/Applicants (RB)	Timed Email	
Education Background (RB)	Mailing Labels	Timed Email: Prospects	
Employer Overview (RB)	Mailing Labels (RB)	Timed Letters	
	Midterm Grade Report	Timed Letters (RB)	
	Midterm Grade Report (RB)		
			Timed Letters for Prospects
			Timed Letters for Prospects (RB)
			Timed Mail Merge
			Timed Mail Merge (RB)
			Transaction Register
			Transaction Register (RB)
			Transcript
			Transcript Requests
			Transcripts (RB)
			Transfer Courses
			Transfer Courses (RB)
			Transferred Students
			Waitlist Report
			Waitlist Report (RB)
			Withdrawals (Courses)

• Figure 2 Function Lists¹

Main Report Generator
Building: Mailing Labels (RB)

Select Campus (s)

- Centerville Main Campus
- Centerville Medical Campus
- Centerville North Campus

Select Division (s)

- Business
- College
- Daytime

Select department(s)

- COM
- Day
- Eng

Select status(s)

- Staff
- Student
- Withdrawn

Select Program Code (s)

- Accounting
- Accounting CH (Discontinued)

Select level(s)

- Junior
- Senior
- Masters

Select Address Type(s)

- Primary
- summer
- Temporary

Labels 1 **Labels 2**

If your school has the additional address functions established and you need those labels, pick them

ID:

You can make a label for an individual by entering the ID

Active Only? Yes No Pick Active only or all

Pick PDF for printable labels, Excel for a mailing list file

PDF Excel Flash Paper

• Figure 3 Typical Report Generation Display

1. Click the name of the report from the list in Figure 2. You receive the display similar to Figure 3 naming the report and asking for your selection criteria. See “Report Selection Parameters” (page 10) for more on this.
2. Pick your selection criteria as shown in Figure 3 then click the “Build Report” button. There is a short pause as the report is retrieved.
3. After the report has been retrieved you get a display with Figure 4 in the center. Click [Preview Report](#) to see the report. There is a longer pause as the generator retrieves the information from the databases and sends it to you.



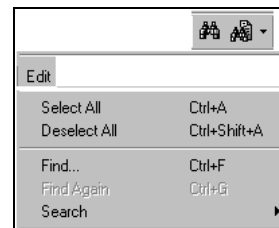
• Figure 4 Preview Report

If you have difficulty with a report, see “Common Reports Problems” on page 55. The full set of messages and diagnostic information is in the “Messages, Errors and Diagnosis” text and the “Administration” text.

WHAT DO YOU WANT TO DO?

- Alphabetical list of reports, see the Table of Contents on page 2.
- Common Reports Problems, page 55.
- Report Examples in alphabetical order starting on page 15.
- Report Selection Parameters, page 10.
- Viewing and Printing Reports, page 12.

- 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 5. It allows a Google®-like search² by word or phrase.



• Figure 5 Adobe® Find and Search

Diagnosing and Fixing Problems

Start with “Common Reports Problems” on page 55. If you don't find it there, see the SONISWEB® 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”.

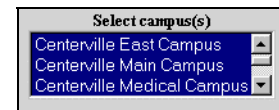
³ Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

REPORT SELECTION PARAMETERS

The selection menus or boxes shown in Figure 3 instructs the report generator on what to include and what to exclude from the report. If you include too much – students and faculty and alumni and applicants and staff and prospective students, for example – report generation will be very slow and you will find yourself going through many pages to find what you are looking for.

What you see in each selection menu depends on:

- Your security profile: For example, if your security is set to view three campuses, those are the only choices you see in Figure 6.
- Choices that make sense: For example, in prospect reports a menu of checklist items is offered but “campus” is not since it makes no sense for prospective students.
- The most likely selection: The year and semester are set to the current year and semester. Figure 7 illustrates that. You can change it.
- A blank field for you to enter the ID number; as illustrated in Figure 8, you can type the number so that the report is only for that person. The user ID works in a special way.
 - If you know the person’s name but not her or his ID, you can look him or her up with the standard SONISWEB® **Names** search. Once you select the name and have her or his record on your display, click **Reports**, select the report you want and you will see the ID number automatically inserted as shown in Figure 8.
 - If there is an ID like that in Figure 8, you can remove it with the Clear Name button (Figure 3).
- For some reports you can enter other filters like a date range for selecting students based on when they were admitted as students, as illustrated in Figure 9.



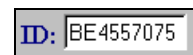
A dropdown menu titled "Select campus(s)" with three options: "Centerville East Campus", "Centerville Main Campus", and "Centerville Medical Campus".

• Figure 6 Selection List



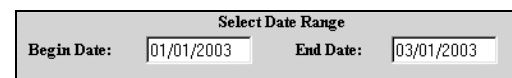
A dropdown menu titled "Select school year(s)" with two options: "200102" and "200001".

• Figure 7 School Year Report Query



An input field labeled "ID:" containing the text "BE4557075".

• Figure 8 ID Report Query



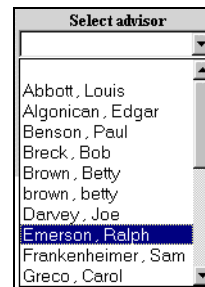
A form titled "Select Date Range" with two input fields: "Begin Date:" containing "01/01/2003" and "End Date:" containing "03/01/2003".

• Figure 9 Selection Ranges

- As shown in Figure 10, you may be offered a choice from a pulldown list. Where a blank selection is offered, picking it means no selection, show everything.

You can 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 11.
- 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 11.



• Figure 10 Selection from a List




Figure 11 Selecting Multiple Choices

VIEWING AND PRINTING REPORTS

04/18/2006	01:23 PM	SONISWEB200				Page 2	of 2	
Course Section Listing								
Fall 200405								
Course	Sect	Description	Instructor	Room	Seats	Enroll Ct.	Audit Ct.	CE Ct.
ENG200	1	American Literature	Algonican, Edgar I	10		1	0	0
ENG300	1	Contemporary Literature	Algonican, Edgar I	10TBD		3	0	0
Fr 210	1	French Literature in 18th-	Breck, Bob B	10110		2	0	0
HIST200	1	American Civil War	Adams, Amy A	25S100		1	0	0
HIST200	1	American Civil War	Adams, Amy A	25S200		1	0	0
HIST200	1	American Civil War	Adams, Amy A	25S100		1	0	0
HIST210	1	European History	Algonican, Edgar I	10S200		2	0	0
LAT 101	1	Elementary Latin	Abbott, Edgar M	10TBD		1	0	0
MATH101	1	College Algebra	Adams, Amy A	10S100		3	0	0
MATH200	1	Calculus	Adams, Morticia J	10B200		5	0	0

• Figure 12 Sample Report

The report is first seen on your display as illustrated in Figure 12. On most reports the school name⁴ and page numbers are at the top. The selection parameters you choose usually appear in the report. Note the semester and school year selection parameters in Figure 12.

Most reports open a new window – a new Web browser session – for the report. On your task list at the bottom of your computer screen you see something like Figure 13. The first browser session is SONISWEB®. The second is the report. When you want to close the report, click the X () on the browser to close that session.



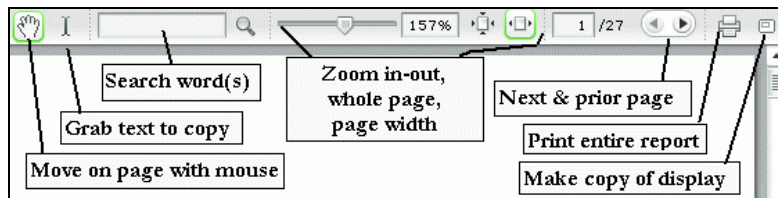
• Figure 13 Windows While Viewing a Report

Be careful not to close your SONISWEB® session by mistake!

⁴ The school name and address are “system variables” set by your SONISWEB® administrator during configuration.

Report Builder vs. ColdFusion™ vs. Crystal Reports™

- Report Builder was used to build those with “RB” in their names. All new reports and enhancements to existing reports are built with it. They have the controls shown at the top of Figure 14.



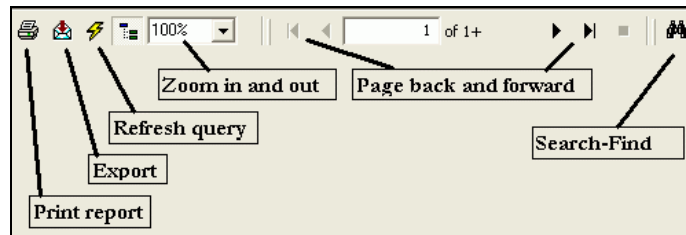
• Figure 14 Report Builder (RB) Navigation Controls

- ColdFusion™ “direct” reports do not have the controls at the top of the report. They are used mostly for graphical and drill-down tabular reports. Use the browser’s printer icon (Figure 15, left) to print and the Return link (Figure 15, right) when finished viewing and/or printing.



• Figure 15 Direct ColdFusion™ Reports Print and Return Link

- Crystal Reports™ is used to build those without “RB” in their names. These older reports need Crystal Enterprise installed on your server. They have the controls shown at the top of Figure 16.



• Figure 16 Crystal Reports™ Navigation Controls

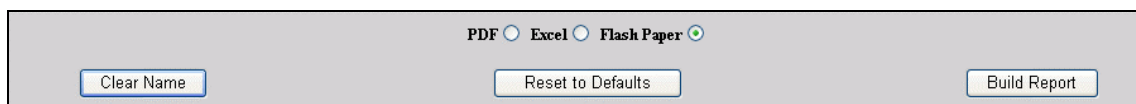
Crystal Reports™ has some additional requirements below.

Crystal Reports™ Requirements

- If you're using a browser other than Internet Explorer⁵
or
- If you're not using a computer with a Windows/98 or later operating system (Macintosh® or Linux, for example)
You must turn off the Active X function in Web Options as shown on page 55. See your SONISWEB® administrator to have it turned off.
- Crystal Enterprise must be installed on your SONISWEB® server to use reports not built with Report Builder and ColdFusion™.

Spreadsheet and PDF Options


Reports built with Report Builder usually have three optional outputs.



• Figure 17 Report Builder Output Choices

Figure 17 shows the report prompts you can choose:

- **PDF** file that you can display and print with the free Adobe® Reader and save for later use.
- **Excel** spreadsheet file that you save, the best choice for mail-merge and useful when you want to do data analysis on the report data.
- **Flash⁶ paper** with print, zoom, and paging buttons. It's similar to what you have with the prior Crystal Reports™ output. This is usually the form you'll want to view and print a report.

Reports built with Crystal Reports™ offer an export button  as you view the report. It exports the report records to a spread sheet or word processing file; see Figure 16.

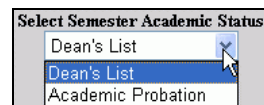
⁵ Only Internet Explorer (IE) 5.5 and newer is supported for administrative users. Since faculty and students may use Firefox™, Netscape®, Opera, or Safari, notes on those browsers are included.

⁶ “Flash” is a Web browser display mode that's used with many Macromedia (Adobe®) software packages including ColdFusion™ Report Builder.

REPORT EXAMPLES

Academic Probation

You click Semester Academic Status that yields a prompt like Figure 3 with the option shown in Figure 18 . Pick “Academic Probation”, select the other options in the prompt and click the “Build Report” button in Figure 3.



• Figure 18 Semester Academic Report Selections

04/18/2006 02:29:29 PM	SonisWeb200					Page 1 of 1		
Academic Probation List (Student GPA < 2.0 and Semester Credits >= 12)								
	ID#	SSN#	Campus	Program	Level	Sem GPA Credits	Sem GPA	Cum GPA
200405 Semester1								
Arnold, Jane	AR1833324	765432123	ASN001	BAAC1	6	14.0	0.21	0.21
Anderson, Nicole	AN5225389	338741707	CAMP1	PIANO	2	18.0	1.83	1.83
Semester	2							

• Figure 19 Academic Probation List

This report is self-explanatory. Figure 19 shows the information presented. The selection criteria are shown just below the title.

Activity Report: Prospects

With these reports you can choose a range of activity dates to be included in the report and whether to include all, only those activities completed, or only those not completed. This report is shown and described in the SONISWEB® “Recruiting Prospective Students” manual.

Activity Reports

This report is used mostly to review the activities task lists for your staff. It’s ordered by Activity then last name, the due date, etc. See the “Timed Letters, Timed E-Mail & Timed Mail-Merge” text to set up these activities.

04/18/2006	02:39:45 PM	SonisWeb200	Page 1 of 1			
Activity Report						
Date Range: All						
Activity	Name	ID#	Activity Date	Done Date	Stop Date	Campus
Annual drive thank you						
	1) Adams, Oscar	111111111	02/24/2006			CAMP2
	2) Algonican, Edgar I	444444444	02/24/2006			CAMP1

• Figure 20 Activity Report

The dates:

Activity Date is the scheduled date the activity should occur.

Done Date is the date that the timed activity was done or that a staff member entered completion in the Activity Record.

Stop Date is when the activity was halted based on the stop criteria in the Activity definition.

Advisors' Listing

To limit the report to a single advisor, click the pulldown arrow and select an advisor as shown in Figure 10.

ADVISOR LISTING
Advisor
Abbott, Edgar
Algonican, Edgar
Breck, Bob
Emerson, Ralph
Frankenheimer, Sam
Green, Carol
Johnson, Dale

• Figure 21 Advisors' Listing Summary


Advisees for Johnson Dale Return			
Advisee	ID	Level	Status
O'Conner Daniel D	OC2222222	4	AP
O'Conner Daniel D	OC2222222	4	ST

• Figure 22 Advisors' Listing Detail

Figure 21 shows that the report starts with a summary based on your choices.

Click an underlined advisor name in Figure 21 and you get the details shown in Figure 22.

Click **Return** in Figure 22 to return to Figure 21 where you can choose another advisor.

This is a direct ColdFusion™ report; click the browser's print icon  to print the report⁷.

Alumni Alpha Listing

SonisWeb200			
Alumni Alphabetical Listing Report			04/18/06
Abbott, Edgar M	ID#: 333333334	Grad Year/Mo:	2003 05
15275 New Garden Way Carraras, NC 28111		Graduated:	YES
Phone: 919-555-1212	Work Phone:	Email:	
Anderson, Anna	ID#: AN8321568	Grad Year/Mo:	2002 05
2375 Market St. Charlottesville, VA 22901		Graduated:	YES
Phone: 560-342-4762	Work Phone:	Email:	

• Figure 23 Alumni Alpha Listing

As shown in Figure 23, it's a brief summary in alphabetical order of those with Alumni (AL) status.

⁷ For reports built with Report Builder or Crystal Reports™, you use the printer icon shown in Figure 14 or Figure 16 on page 13.

Alumni Labels

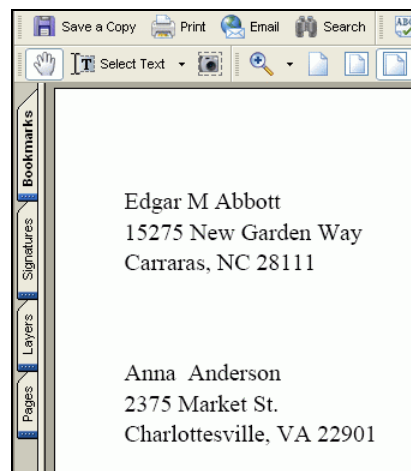
For these labels, the PDF option, shown in Figure 24, is best choice to ensure proper registration of labels on the page. (A “Flash Paper” report can be easily “zoomed”, so when it’s printed it might not align with the perforations on the label sheets.)

Figure 24 shows the other choices to narrow the list you get.

Figure 25 shows the report inside the Adobe® Reader display. Use the save icon to save it as a file and/or the printer icon to print it.

The image shows four stacked selection boxes. The first box is titled "Select Graduate Month Year(s)" and contains a list with "2005" selected, "02 2004", and "05 2003". The second box is titled "Select school year(s)" and contains a list with "200607" selected and "200506". The third box contains three radio buttons: "PDF" (selected), "Excel", and "Flash Paper". The fourth box contains two radio buttons: "Graduate" (selected) and "Not Graduate".

Figure 24 Alumni Selections



• Figure 25 Alumni Labels Within Adobe® Reader Display

Alumni Profile

The selections in Figure 24 narrow the selection to who appears in this profile report.

SonisWeb200					
Alumni Profile Report					04/18/06
CLASS OF 2004					
Arston, Arnold A					
ID#	AR9959292	Campus	CAMP1	Grad Month	02
DOB	03/03/1973	Division	D	Grad Year	2004
Entry Date	08/01/2003	Department	ST	Graduated	YES
Address	Durham, NC 27707	Citizen	YES		
		Ethnic	B		
		Gender	M		
Phone	919-996-9816				
Bendix, William T					
ID#	BE4557075	Campus	CAMP1	Grad Month	02
DOB	09/08/1917	Division	D	Grad Year	2004
Entry Date	08/01/2003	Department	ST	Graduated	YES
Address		Citizen	NO		
		Ethnic	B		
		Gender	T		

• Figure 26 Alumni Profile

This report is like the student profile (page 47), showing key parameters for each “alum”. Each “Class” (picked in Figure 24) starts a new page with the names in alphabetical order within a class.

Applicant Checklist Report

Applicants logging on to your Web site see an online list of checklist items and statuses⁸.

You can include an automatically-added “missing checklist items” list to timed letters and e-mail notes.

This [Applicant Checklist Report \(Missing Items\)](#) gives your staff the same information in report form. Standard report selection criteria are used to determine which applicants are included in the list.

See the “Applicant Checklists, Activities, and Dispositions” manual for examples and more information on this report.

⁸ Of course you have to issue your applicants IDs and PINs for them to log on and see their checklist.

Applicant Disposition

This report is divided into categories of Accepted, Deferred, Rejected, and Waitlisted. Your SONISWEB® administrator sets up your categories while configuring the system for your needs. If an applicant has applied for more than one program, you see the most recent disposition for each program. See the “Applicant Checklists, Activities, and Dispositions” manual for examples and more information on this report.

Applicant Disposition-All

This report is in order by Entry Date then Program then category (Accepted, Deferred, Rejected, and Waitlisted) and, finally, alphabetically by applicant. Your SONISWEB® administrator sets up your categories while configuring the system for your needs. If an applicant has applied for more than one program, you see the most recent disposition for each program. See the “Applicant Checklists, Activities, and Dispositions” manual for examples and more information on this report.

Applicant Listing

Typically you pick a date either an Entry Date or a “Begin Date” and “End Date” for this listing. See the “Applicant Checklists, Activities, and Dispositions” manual for examples and more information on this report.

Applications by State/City/Zip

This is a graph with three levels of drill-down that takes you all the way to the names of the applicants. It includes:

- Pie chart by state with a table naming each state in the chart beside the chart.
- Click an underlined state in the table to get a chart by city also with underlined locality names.
- Click a locality-name to get a chart by zip-postal-code.
- Click a zip-postal-code to see the list of applicant names

The records that are included in the statistics and the graph are for those with an Application record and a Preferred Address record with a city, state, and zip-postal code.

See the “Applicant Checklists, Activities, and Dispositions” manual for examples and more information on this report.

Attendance

ATTENDANCE BY COURSE SECTIONS 200001/2						
Course Section	Description	PR	AE	AU	TE	TU
ANAT101 /1	Anatomy & Physiology					
ART200 /1	20th Century Art	6	0	1	0	0

• Figure 27 Attendance Summary Report


This is a drill-down report. The initial report illustrated in Figure 27 is a summary. To drill down for detail, click the underlined name of the course section of interest.

Attendance for ART200 20th Century Art for 200001/2						Return
Student	PR	AE	AU	TE	TU	
Adams, Amy A	2	0	0	0	0	
Allen, Alan	2	0	1	0	0	
Ross, Betsy	2	0	0	0	0	

• Figure 28 Attendance Detail Report

The detail is shown in Figure 28. Day-by-day detail is available to faculty members using the “Attendance” tab on their displays. See the text “Faculty Handbook” for information on attendance recording and viewing.

Click **Return** in Figure 28 to return to Figure 27.

This report was built with ColdFusion™, so print it with your Web browser print icon⁷ .

Award Letter

This report is accessed under **Financials** in Figure 1.

The use of this letter is covered in the SONISWEB® manual “Financial Aid”.

Audit(s) (RB)

04/19/2006 10:52:05 AM		Page 1 of 1			
SonisWeb200 <u>Audit(s) Report</u>					
Field Name	Original Data	New Data	ID#	Operator	Altered
last_name	Abbott	Abbottazaz	333333334	super1	Jan 9 2006 11:09AM
last_name	Abbottazaz	Abbott	333333334	super1	Feb 16 2006 10:35AM
ssn		435223344	BR1586903	super1	Dec 31 2003 12:00AM
ssn		351780838	AA8125527	super1	Sep 26 2002 12:00AM
last_name	Andrews	Anderson	AN5225389	super1	Feb 20 2006 4:35PM
ssn	233233333	338741707	AN5225389	super1	Feb 28 2006 11:59AM
last_name	Bartelby	Bachman	BA8285589	super1	Jan 16 2006 12:00AM
ssn		335727461	BA8285589	super1	Feb 28 2006 12:01PM

• Figure 29 Audit Report - Selected Database Changes

SONISWEB® tracks changes in last name and social security number (“ssn”). The audit report in Figure 29 is in the order of the audit database table.

Awards Summary

Awards of scholarships, loans, grants, and third-party payments (page 48) become part of student financial records as an offering, expectation, or estimate. When the funds arrive and are applied to the student records, they become financial transactions.

This report is described in its context in the “Financial Aid” manual.

Awards Summary by Date

Similar to “Awards Summary” above, this lets you drill down to see the student listing by date. This report is described in its context in the “Financial Aid” manual.

Billing Report

The bills – also called the billing report – are part SONISWEB® **Financials**. They are printed from that function. See the text “Financial Record-keeping and Billing” for further information.

See “Third Party Billing Detail”, page 48 and “Third Party Billing Summary”, page 48 also.

If your purpose is to see all of the transactions, use “Student Ledger” on page 47 or “Transaction Register” on page 49.

Charges & Credits Report

This is a two level report. Whether for the entire institution or a single individual, the report starts with a summary. You can then select a line item and drill down into the individual transactions that led to the summary. See the text “Financial Record-keeping and Billing” for further information.

Course Listing

For this report, you can choose

- Just active courses or all courses, active and inactive
- All courses or exclude transfer courses.

The course listing is in alphabetical order by campus-division-department, then by course code. It is a quick summary of the courses offered. If transfer courses are included, they appear at the end of the report.

“Course & Section Processing” shows the selection prompt and the report.

This report is a useful model that you can use to create your own custom course reports. The text “Report Customization” describes the process of substituting your reports for those furnished with SONISWEB®.

Course Section Listing

This listing is sorted by year, semester, and course code. It separately accounts for those enrolled as audit and continuing education (CE) students. Course and section memos are printed in italics beneath the section descriptions. “Course & Section Processing” shows the selection prompt and the report.

Course Section Roster

You may not need this report shown in the “Course & Section Processing” manual. For the faculty, a roster is available online with all the information in this report. A faculty member can get a printable version of the roster to print on his printer.

In this report there’s a separate page for each section and it is ordered alphabetically by course code.

Course Section Schedules

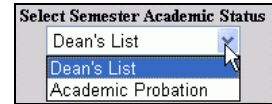
Faculty members and students see their schedules on line, so this report may not be needed. Optionally you can print this report. It lists the sections alphabetically within the semester-school-year. See the “Course & Section Processing” manual for an example of the report.

Data Dictionary

This is a **Systems** function to assist those customizing SONISWEB®. There is a “manual” containing the most recent data dictionary in a file named “Data_Dictionary_SONISWEB_2_0.pdf”.

Dean's List

You click Semester Academic Status. That yields a prompt like Figure 3 with the option shown in Figure 30. Pick "Dean's List", select the other options in the prompt, and click the "Build Report" button in Figure 3.



• Figure 30 Semester Academic Report Selections

04/19/2006 01:11:03	SonisWeb200	Page 1 of 1					
Dean's List (Student GPA \geq 3.5 and Semester Credits \geq 12)							
ID#	SSN#	Campus	Program	Level	GPA Credits	Sem GPA	Cum GPA
2004/05 Semester 1							
Monster, Cookie	MO8583691	CAMP4		2	16.00	3.56	3.56
Semester	1						

• Figure 31 Dean's List

Figure 31 shows the report headings and, just below the title, the criteria used to select students. The report is ordered by school-year and semester and then alphabetically by the last name of each student.

Degree Audit Report

Degree audits and the report are covered in the "Degree Audit" manual and the "Faculty Handbook".

Education Background

This report tells you where your prospective students (PS), applicants (AP), and students (ST) came from by count. It's in order by type of institution.

The screenshot shows a dropdown menu titled 'Institution' with three options: 'Community College', 'High School' (which is highlighted in blue), and 'Junior College'. Below the dropdown is a label 'Type'.

• Figure 32 Institution-Type Selection

04/19/2006	01:14:14 PM	Page 1 of 2	
Education Background Report			
Entered North Carolina School of Cosmetology: 01/01/2004 - 12/31/2005			
Institution	Location	Contact	Email
J. F. Kennedy High School	Waterbury, CT		1 AP 1 ST
St. Bernard	Geneva, NY		1 AP 1 PS 1 ST

• Figure 33 Educational Background Report

The type of institution is seen as the selection in Figure 32. If you pick more than one type, you must interpret the sections of Figure 33. They're in order by institution as shown in Figure 32.

Employer Overview

This is a drill-down report of employers posting jobs on SONISWEB®. The summary level is shown in Figure 34.

04/19/2006		01:29:25		Employer Overview				Page 3 of 4	
(Click on the Number of Jobs To See More Job Information)									
United Airlines Lines		Employer No.6		Enabled: Yes					
Contact	ID	Title	Telephone	Email	Location	Enabled	Jobs		
Valente, William	(P) 21	Big Cheese	663-333-3333	dig@sonis.com	City Here, CA 9927727	Yes	3		
Emmons, Maureen	13	CEO	203-263-4744	emmons100@yahoo.com	Woodbury, CT 06788	Yes	3		
Hobbitt, Randle	26	Supervisor	919-555-6603	hobbitr@ual.com	High Point, NC 21789	Yes	0		
							Total Jobs:	6	
							Total Applications:	2	
Wannemakers Fine		Employer No.7		Enabled: Yes					
Contact	ID	Title	Telephone	Email	Location	Enabled	Jobs		
Moore, Rodney	(P) 17	Engineer	410-555-1212	RMoore@WFF.com	Baltimore, MD 21201	Yes	3		
Emmons, Maureen	22	Programmer	203-263-7766	em@sonis.com	Woodbury, CT 06798	Yes	0		
Jefferson, George	14	President	800-555-1212	GJeff@WFF.com	Baltimore, MD 21201	Yes	1		
Jones, Mary	18	Teacher	800-555-1212	MJonesT@WFF.com	Baltimore, MD 21201	Yes	1		

• Figure 34 Employer Overview Summary

Click a red digit (arrow) in Figure 34 and you get the detail in Figure 35.

04/19/2006		01:32:39 PM		Employer Overview				Page 1 of 1	
Wannemakers Fine Foods Jobs Listed By Rodney Moore									
Cleaner	Responsible for cleaning tools and work area		Job No.10	Fulltime	No	Posted	Yes		
Salary Range	\$15,000.00 - \$20,000.00 (actually \$8.75 an hour)			Location	Wilhelm, MI				
Apply By	02/01/2006			Starting Date	03/01/2006				
Classification	General			Department	Science & Technology	Applications	1		
Stocker	Stock canned goods onto shelves		Job No.17	Fulltime	No	Posted	Yes		
Salary Range	\$0.00 - \$0.00			Location	Lake Oswego, OR				
Apply By	02/01/2006			Starting Date	03/01/2006				
Classification	General			Department	To Be Determined	Applications	1		
Wine Maker	Crush Grapes with feet		Job No.12	Fulltime	Yes	Posted	No		
Salary Range	\$0.00 - \$0.00			Location	Windell, IA				
Apply By	01/01/2005			Starting Date	02/01/2005				
Classification	General			Department	To Be Determined	Applications	0		
							Total Jobs:	3	
							Total Applications:	2	

• Figure 35 Employer Overview Jobs Detail

Use the back button in Figure 35 to return to Figure 34 so another job detail list can be selected.

Enrolled Student Directory

04/19/2006 01:43:07 PM		SonisWeb200				Page 7 of 7	
Enrolled Student Directory							
200405 Semester1							
JO3745642	Jones	Thomas		9815 Old Richmond Road	Chapel Hill	NC	27511
12/12/1912	Mr.		Male	Apt 37	Maritime	Sophomore	919-555-1212
High School	9		7 Males				
Freshman	17		4 Female				
Sophomore	20		48 TBD				
Junior	7						
Senior	2						
Masters	2						
PHD	1						
Not Applicable	1						
Enrolled Students:	59						

• Figure 36 Enrolled Student Directory

You can select this report by Advisor or for all students. It's in alphabetical order by last name.

Enrolled Student Listing

04/19/2006 01:54:10 PM		ALPHABETICAL LIST OF ENROLLED STUDENTS						Page 1 of 2
2004/05 Semester 1								
Student	ID#	SSN	Credits	Level	Campus	Division	Program	
Abbott, Edgar M	333333334	006808533	10.00	N	CAMP1	D	EENG3	
Adams, Amy A	000000000	010000001	4.00	5	CAMP1	L	ARTS1	
Adams, Mary	AD4523155		4.00	1	BUSINESS	C		
Allen, Alan	AL3215267	260000026	8.00	3	CAMP1	D		
Ammons, John M	AM1234333		4.00	0	ASN001	D	BAAC1	
Anderson, Nicole J	AN5225389	338741707	24.00	2	CAMP1	D	PIANO	
Arnold, Jane	AR1833324	765432123	14.00	6	ASN001	D	BAAC1	
Arston, Arnold A	AR9959292	755312668	13.00	3	CAMP1	D	MarEng	
TOTAL ENROLLED STUDENTS:		59	TOTAL CREDITS:		391.75			

• Figure 37 Enrolled Student Listing

The report is shown in Figure 37. It includes counts and credit totals for the chosen semester.

Enrollment, Enrollment by Date, Enrollment by Type and Enrollment Detail

These enrollment reports are typically used as worksheets for government reporting, most notably the IPEDS⁹ report. There is a special text dealing with these reports. See that SONISWEB® text, "Enrollment Reports for IPEDS and other reporting".

⁹ The Integrated Postsecondary Education Data System (IPEDS), National Center for Education Statistics, Office of Educational Research & Improvement, U.S. Dept. of Education.

Faculty Utilization

04/19/2006	04:00:56 PM	SonisWeb200			Page 1 of 1
Faculty Utilization					
(Click on the faculty name for course-specific details)					
Faculty	Year/Sem	Lead Credits	Instruct Credits	Addl Instr	Credits
Abbott, Edgar M (333333334)	200405/1	52.0	43.0		0.0
Adams, Amy A (000000000)	200405/1	20.0	20.0		0.0
Adams, Morticia J (312115555)	200405/1	3.0	3.0		0.0
Adams, Oscar (111111111)	200405/1	0.0	3.0		0.0
Algonquin, Edgar I (444444444)	200405/1	15.0	17.0		0.0
Benson, Paul P (PB2222222)	200405/1	11.55	8.55		3.0
Breck, Bob B (BB1234567)	200405/1	3.0	7.0		3.0

• Figure 38 Faculty Utilization Report Summary

You pick the year and semester and see the listing. Click the name of the faculty member (the arrow in Figure 38) to see the details in Figure 39.

04/19/2006	04:12:48 PM	SonisWeb200			Page 1	of 1	
Faculty Utilization							
Faculty	Year/Sem	Course	Campus	Section	Lead Credits	Instruct Credits	Addl Instr
Breck, Bob (BB1234567)	200405/1	ACCT100	TBD	3	0.0	0.0	3.0
Breck, Bob (BB1234567)	200405/1	ANAT101	EUR001	1	0.0	4.0	0.0
Breck, Bob (BB1234567)	200405/1	Fr 210	ChathamC	1	3.0	3.0	0.0
					3.0	7.0	3.0

• Figure 39 Faculty Utilization Report Detail

The details are shown in Figure 39. See Figure 40 for an interpretation of the “Credits” numbers.

Since a faculty member can serve as the “lead” instructor for a course or as an “additional instructor”, those credits are shown in the report.

	Course	Lead Credits	Instruct Credits	Addl Instr
An instructor but not the lead instructor	BIOL101	0.0	5.0	0.0
An instructor and the lead instructor	CSC110	2.0	2.0	0.0
An additional instructor is assigned	ENG200	0.0	0.0	3.0

• Figure 40 Credits Explained

Financial Aid Report

The report summarizes the information in the selected students’ Financial Aid records. See the “Financial Aid” manual to learn about the report.

Financials

This shows the current financial condition with all the of individual balances and a total for your institution. See the “Financial Record-keeping & Billing” manual.

FISAP Part II Report

Sometimes called the “eligibility report”, it is used to help fill in a Part II, Section F of the FISAP¹⁰ information. This gives information on the “Eligible Aid Applicants” for a selected award year. This report shows the counts for “Dependent Undergraduates”, “Independent Undergraduates” and “Independent Graduates” by their “Taxable and Untaxed Income Ranges”.

See the “Financial Aid” manual for the setting required for, and the use of, this report.

FISAP Part VI Report

This report shows the FISAP¹⁰ Part VI data. It shows the distribution of the expenditures, who received them, etc.

See the “Financial Aid” manual for the setting required for, and the use of, this report.

Fundraising Report

This report shows the financial outcomes of fund raising and is described in the “Development and Fund Raising” manual.

GPA

04/20/2006		12:45:51 PM		SonisWeb200				Page 2 of 2		
GPA Report										
	ID#	SSN#	Campus	Program	Level	Sem GPA Credits	Sem GPA	Cum GPA Credits	Cum Earn	Cum GPA
Roosevelt, Teddy	RO1341557		BUSINESS		2	2.0	4.00	2.00	2.00	4.00
Thornton, Billy	TH1734271		BUSINESS		2	2.0	4.00	2.00	2.00	4.00
Tread, Terrance	TR9620264	34576463	BUSINESS		1	6.0	1.00	6.00	3.00	1.00
Williams, Billy	WI3647496		CAMPI	MarEng	3	9.0	2.33	9.00	9.00	2.33

• Figure 41 GPA (Grade Point Average) Report

This Grade Point Average (GPA) report looks like Figure 41. Selection criteria includes what levels (class-year or grade level) are to be included in the report.

¹⁰ Fiscal Operations Report and Application to Participate (FISAP) used for the three Campus-Based Programs - Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS).

Grade Input Worksheet

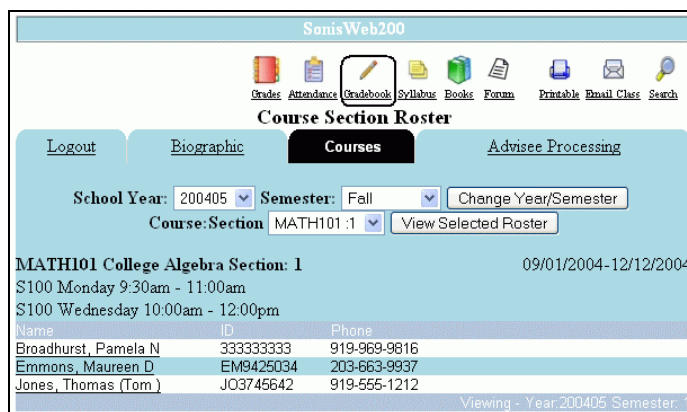
04/20/2006	12:49:51	Page 29 of 37	
Grade Input Worksheet			
Fall (1) - 2004/05			
MATH101 College Algebra	Total Seats = 10	Memo:	
Section: 1	Session: Not In A Session		
Instructor: Adams, Amy Ms. A			
S100	Monday	9:30 am - 11:00 am	
S100	Wednesday	10:00 am - 12:00 pm	
Broadhurst, Pamela - 333333333	Telephone Number: 919-969-9816	Enrollment Status: EN	Grade:
Emmons, Maureen - EM9425034	Telephone Number: 203-663-9937	Enrollment Status: EN	Grade:
Jones, Thomas - JO3745642	Telephone Number: 919-555-1212	Enrollment Status: EN	Grade:
Total Students in Course = 3			

• Figure 42 Grade Input Worksheet

Faculty can enter their grades directly online as shown in Figure 43. For those preferring to put them on paper for entry by an administrator, the worksheet shown in Figure 42 is available.

If there are memos in the Course and Course Section records they are printed on the worksheets.

The “Faculty Handbook” shows how to enter grades online. The online display, equivalent to Figure 42 with the “Gradebook” selection, is shown in Figure 43.



• Figure 43 Faculty Online Grade Input

Graduate Placement Report

The Graduate placement report uses the “When Employed” entry from the person’s Employment record. From the Education record it uses the “Graduated” checkbox and the “Program Code”. (The person can still be a student in another program but must have graduated from a program to appear in the report.) Figure 44 is an example of a report.

GRADUATE PLACEMENT REPORT						
For 12/30/1899 - 12/31/2050 Graduates						
Program Name	Num of Grads	In Field	Related Field	Not Placed	Not Available	Placement Rate
Agricultural Science	3	0	0	0	<u>2</u>	0.00%
Basic Seamanship	1	0	<u>1</u>	0	0	100.00%
Classical Piano	2	0	<u>1</u>	0	0	50.00%
Continuing Education	1	0	0	<u>1</u>	0	0.00%

• Figure 44 Graduate Placement Report Summary

GRADUATE PLACEMENT REPORT						
Basic Seamanship Graduates - Related Field Placement						
For 12/30/1899 - 12/31/2050 Graduates						
Graduate	Home Institution	Employer	Supervisor	Phone	Position	Hrly Rate
Bendix , William T	No	Bath Boatcrafters	John Jameson			27.5

[Return](#)

• Figure 45 Graduate Placement Report Detail

Click an underlined number in Figure 44 to see the detailed list of placements for that program and placement type as seen in Figure 45.

In order for this report to work, you must get the “When” table and Employment records set correctly. Use **Systems Table Maintenance** to access the “When” table. Pick the When code(s) that should be included in the placement report, as shown in Figure 46. Place a 1 (the digit one which means “true”) in the “Inc in Placement Rpt”. When that “When Employed” choice is made in an Employment record (Figure 47), that person is included in the report if he or she also has a qualifying graduation from a program.

Table Maintenance - when /when_code			
Disabled (disabled)	Inc in Placement Rpt (inc_placement_rpt)	When (when_txt)	When Code (when_code)
0	1	After Graduation	AGx
<input type="button" value="Reset"/> <input type="button" value="Submit"/>			

• Figure 46 When Employed Table

When Employed	After Graduation
Stopped	
Placement	Related Field

• Figure 47 Employment Record Selections for Graduate Placement

Health

For those in medical programs, inoculations and medical exams and their currency are important. The health report examines each person's Health record to build the report. You can get the report in "health item" order (Figure 49) or person order (Figure 50) from the selection in Figure 48.

Figure 49 and Figure 50 are the summary. Click an underlined health "item" (Figure 49) to see the persons and their statuses. In that list of persons, you can click a person's underlined name to send her or him an e-mail note.

For Figure 50 click a name to see the person's status.

Figure 51 shows a status report from a selection in Figure 49.

• Figure 48 Health Report Selections

• Figure 49 Summary List by Health "Item"

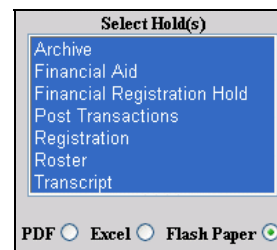
• Figure 50 Summary List by Name

Health Item	Name	Received	Date	Result	Expires
German Measles	Abbott, Edgar (333333334)	NO			
German Measles	Adams, Amy (000000000)	NO			
German Measles	Adams, Amy (AD6943065)	NO			
German Measles	Adams, Mary (AD4523155)	NO			
German Measles	Adams, Morticia (312115555)	YES	12/30/1901	Had them at age 11.	12/01/1988
German Measles	Adams, Oscar (111111111)	NO			
German Measles	Addams, Jane (AD3867728)	NO			
German Measles	Alberts, Albert (AL1505660)	NO			
German Measles	Albertson, Alan (AL8749752)	NO			
German Measles	Albertson, Amy (AA3107122)	NO			

• Figure 51 Health Status by Person

Hold(s)

This is a list of current holds. You pick which holds you want to see from the selections in Figure 52.



• Figure 52 Holds Choices

4/20/2006					
SonisWeb200 HOLDS REPORT					
Holds	Name	ID #	Level	Start Date	Authorized By
Financial Aid	Leftwich, Byron, J	LE1154872	2	02/02/2006	Mowse Maurice
Registration	Adams, Amy, A	000000000	5	01/18/2006	Mowse Maurice

• Figure 53 Holds Report

It's alphabetical by the name of the hold then by the last name of the student.

Housing

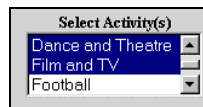
Housing is a two level report that starts with a summary that lets you drill-down to a detailed report by name assigned to a room. See the "Housing" text for all of the housing functions including room attributes.

Housing Requests

A student logs on, selects **Requests** from his or her display, picks Housing Request from the list of requests, and enters a request. When you run the Housing Requests report you see the requests as shown in the "Housing" text.

Interests

This report produces a handy list for those leading interest groups and organizations.



A screenshot of a web form titled "Select Activity(s)". It features a dropdown menu with three visible options: "Dance and Theatre", "Film and TV", and "Football". The "Film and TV" option is currently selected and highlighted in blue.


Figure 54 Interests Selection

INTERESTS		
Interest	Name	Year/Semester
Basketball	Abbott, Louis	200102/1
Dance and Theatre	Bradford, Wilma	200102/1
Football	Allen, Alan	200102/1
Dance and Theatre	Bellows, Wilma	200201/2

• Figure 55 Interests List

Figure 54 is added to Figure 3 so you can limit the interests and organizations included in the report.

The report, Figure 55, is in order by year and semester, then alphabetically by interest, and finally alphabetically by the last name of the student.

This report was built with ColdFusion™ so print it with your Web browser print icon⁷ .

Jobs

Related to “Employer Overview” (page 26), this report lets you see the jobs and click a job to see the details.

Licenses and Certifications

You can choose which licenses or certificates you want to view from the choice in Figure 56.




• Figure 56 License-Certification Choices

Licenses and Certifications Report				
Name	ID	License/Certification	Date Received	Expires
Adams, Amy A	000000000	CPR Certified	01/01/1900	01/01/1900
Adams, Morticia J	312115555	CPR Certified	11/01/2001	11/01/2009
Adams, Morticia J	312115555	Licensed Practical Nurse	01/01/1990	
Adams, Morticia J	312115555	Notary Public	11/11/2001	
Bendix, William T	BE4557075	CPR Certified	02/02/2002	
Boston, Jack G	BO5095160	Ordained Minister United Methodist	05/15/2000	
Broadhurst, Pamela N	333333333	CPR Certified Instructor	09/30/2000	09/30/2002

• Figure 57 Licenses and Certifications Report

An “Expires” dates in red means it has expired. Click an underlined name in Figure 57 and you send the person a e-mail message.

This report was built with ColdFusion™ so print it with your Web browser print icon .

LOA (Leave of Absence) Report

Leave of Absence Report							
LOA Type	Name	ID#	Status	Level	Reason	Start Date	End Date
Dismissal							
	Brown, Bobbie	BR1321719	ST	0	Academic	09/05/2004	12/01/2006
	Emmons, Amy	EM6061060	ST	2	Financial	01/01/2006	01/01/2010
	Emmons, Daniel	EM7983242	ST	1	Financial	01/04/2001	01/01/2006
	Emmons, Maureen D	EM9425034	AP, PS, SF, ST	0	Academic	01/01/2002	01/01/2003
Family Emergency							
	Emmons, Maureen C	EM7896184	AP, ST	0	Financial	12/05/2004	01/01/2006
	Sanderson, Glenda T	047778989	CO, ST	3	Personal	11/02/2000	11/05/2000
Leave of Absence							
	Adams, Mary	AD4523155	AP, PS, ST	1		10/10/2005	10/12/2005
	Broadhurst, Pamela N	333333333	ST	3	Medical	01/07/2002	05/30/2002
	Brown, Betty	BR6007491	AP, ST	0	Financial	01/01/2000	03/31/2000
	Brown, Elizabeth A	047557878	ST	3	Medical	02/02/2001	04/04/2001
	Crosby, Bubba John	CR3076958	ST	6		10/24/2005	12/12/2005
	Flint, Guy Gerald	FL7783865	ST	5		10/24/2005	12/12/2005
	Green, Margaret	GR6687415	AP, PS	4	Academic	01/06/2001	03/31/2001
	Martin, Ella	MA8317623	AP	3	Financial	01/25/2005	
Withdrawal							
	Anderson, Nicole J	AN5225389	ST	2		10/24/2005	11/11/2005
	Everett, Simms	EV3244390	WD	0	Medical	07/09/2000	

• Figure 58 Leave of Absence Report

Figure 58 shows the report. It's alphabetical by "LOA Type" then alphabetical by last name. It shows the statuses (ST = Student, FA = Faculty, etc.) for each person and the "Reason" for the absence.

Mail Merge, Mail Merge Students/Applicants, and Mailing Labels

Mail merge also supports e-mail merge, the automatic sending of e-mail notes from a word processor. It is a two-step process described in detail in the SONISWEB® text "Mail, E-Mail Merge, and Mailing Labels".

For certain kinds of letters, "Timed Email, Timed Email: Prospects, Timed Letters, Timed Letters for Prospects and Timed Mail-Merge" (page 48) is a better choice.

Midterm Grade Report

Once posted by the instructor, students can see their grades directly from the Web.

04/20/2006	03:46:31 PM	SonisWeb200	Page 16 of 76
Midterm Grade Report 2004/05 Semester 1			
Boron, Muck (BO9853101)			
Course	Description	Midterm Grade	Credits Attempted
ACCT100	Accounting Basics	B	3.00
ART200	20th Century Art	A	3.00
Total Credits Attempted:			6.00

• Figure 59 Midterm Grade Report

In this report each student is listed on an individual page with courses in alphabetical order. Unlike “Semester Grade Report” (page 42), these grades don’t go through the “make grades official” process used for final course grades.

Needs Distribution Report

This report shows by level, by need, by award name, and then alphabetically by student, the distribution of award funds. It summarizes the information from the student Financial Aid records and is shown in the “Financial Aid” manual.

Operator Transactions Summary (Financial)

This is a two level report and especially valuable in tracking financial staff.

04/20/2006 03:49:03 PM Page 1 of 1

SonisWeb200

Operator Transactions Summary

(Click on the operator to see details.)

Name	Operator	Charges	Credits	Balance
Algonican, Edgar	44444444	\$30.00	\$0.00	\$30.00
Totals for Algonican, Edgar		\$30.00	\$0.00	\$30.00
Adams, Amy	super1	\$77,286.22	(\$28,605.78)	\$48,680.45
Totals for Adams, Amy		\$77,286.22	(\$28,605.78)	\$48,680.45

• Figure 60 Operator Transactions Summary

This report lists the financial transactions by operator (User-ID and name) for the period, campus, etc. you selected. Click the operator ID (the arrow in Figure 60) to see the detail in Figure 61.

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Operator Transactions Summary - Details

Algonican, Edgar (44444444)

Trans. Code	Description	Charges	Credits	Balance
AP	Application Fee	\$30.00		\$30.00
Totals for Algonican, Edgar		\$30.00	\$0.00	\$30.00

• Figure 61 Operator Transactions Detail

In Figure 61 you see the transactions for the person selected. To return to Figure 60 click the Back icon in Figure 61.

Parking Incidents

Your staff can record parking incidents for students, faculty, staff, etc. They're stored in each person's records. First you get a summary. Click the Incident Type name and you get a detailed report with all the names listed alphabetically. See the "Parking" manual for examples.

Payment Plans

Payment Plans are covered in the text “Financial Record-keeping and Billing”. This is a two-level report that shows the plans by name and, with a click on the plan-name, shows the names of the persons participating in the plan.

Pledges by Event

This is part of development and fund raising and is covered in the SONISWEB® text “Development and Fund Raising”.

Prospect Inquiry Extra

This report is used in recruiting. See the SONISWEB® text “Recruiting Prospective Students” to see this report.

Prospective Students and Prospects by Type

These reports are used in recruiting. See the SONISWEB® text “Recruiting Prospective Students” to see these reports.

Satisfactory Academic Progress

This is both a function and a report. It updates students’ Financial Aid record as well as producing a report. It’s run from **Systems** and is described in the “Financial Aid” manual since this function is integral to that process.

Schedule: Instructor

You may not need this report. Faculty can retrieve their schedules by logging on to SONISWEB®. It appears on the first Web display the faculty member sees after logging on.

Select Session(s)
<BLANK> (Start: End:)
1 (Start: 08/15/05 End: 11/15/05)

• Figure 62 Session Selection

04/20/2006	04:15:21 PM	SonisWeb200			Page 1 of 15	
Schedule: Instructor						
Fall 2004/05						
Abbott, Edgar						
ID: 333333334						
Course	Section	Description	Credits	Enrolled	Location	Days and Times
Not In A Session						
ACCT100	2	Accounting Basics	3.00	6	TBD	TUE 8:00am-10:00am
					TBD	THU 8:00am-10:00am
					TBD	WED 3:00pm-5:00pm

• Figure 63 Schedule: Instructor

If you prefer to send paper schedules, this report is available. In addition to the usual School-Year-Semester choices, you can pick the Sessions (shorter periods within a semester) from Figure 62

The report is in order by the last name of the instructor with one instructor per page. The courses are listed in alphabetical order by course code.

Schedule: Room

10/29/2002	RJM University				
	Room Schedule				
	Sem 2-2000/01				
S200					
(Smith 200, BLDG1 - CAMP1)	Spaces:10	Handicapped Seats:6			
	Course	Section	Description	Instructor	
Monday					
MON 1:00pm-1:50pm	MME302	1	Maritime Engineering Introducti	Johnson, Dale W.	
Tuesday					
TUE 8:00am-10:00am	HIST210	2	European History	Adams, Amy A.	
Wednesday					
WED 8:00am-10:00am	HIST210	2	European History	Adams, Amy A.	
WED 1:00pm-1:50pm	MME302	1	Maritime Engineering Introducti	Johnson, Dale W.	
Thursday					
THU 8:00am-10:00am	HIST210	2	European History	Adams, Amy A.	
Saturday					
SAT 1:00pm-1:50pm	MME302	1	Maritime Engineering Introducti	Johnson, Dale W.	

• Figure 64 Schedule: Room

You can find all the information in this report using the **Systems** function Room Finder. It's documented in the SONISWEB® manuals "Course & Section Processing" and "Room, Building & Campus Records". This report is useful to see room availability. There's a separate page for each room. Under each day, the course sections are listed in time-of-day order.

Schedule: Student

Students get their schedules directly from the Web by logging on and clicking the [Schedule](#) tab. The Schedule display and a “printable” version are available for the student on-line.

The report shown in Figure 65 is for those who prefer to send printed schedules. In addition to the usual School-Year-Semester choices, you can pick the Sessions (shorter periods within a semester).

04/20/2006	04:26:06 PM	SonisWeb200				Page 6 of 59
Schedule: Student						
Fall 2004/05						
Anderson, Nicole	ID#: AN5225389			Level: 2	Campus: CAMP1	
Course	Section	Description	Credits	Instructor	Location	Days and Times
Not in A Session						
ACCT100	3	Accounting Basics	3.00	Abbott, Edgar	TBD	MON 3:00pm-5:00pm
				Abbott, Edgar	TBD	WED 3:00pm-5:00pm
ANAT101	4	Anatomy &	4.00	Abbott, Edgar	TBD	TUE 8:00am-10:00am
Session: 1						
ANAT101	1	Anatomy &	4.00	Abbott, Edgar	TBD	TUE 10:00am-12:05pm Lecture
Not in A Session						
BIOL101	1	Biology I	5.00	Benson, Paul	TBD	TUE 6:00am-8:00am

• Figure 65 Schedule: Student

The report, illustrated in Figure 65, contains an individual page for each student. The courses are listed in alphabetical order. The same course section is listed more than once if the class meetings are in different rooms and/or meet at different times and/or have different instructors. Student schedules viewed on a Web page also have multiple entries for differing meeting locations and instructors.

Semester Academic Status

This “report” gives you two options, “Academic Probation” (page 15) and “Dean’s List” (page 24).

Semester Grade Report

Students see their grades on line. This report is for the official course grades.

04/20/2006	04:43:41 PM	SonisWeb200	Page 2 of 38		
Semester Grade Report					
200405 Semester1					
Adams, Mary - ID#: AD4523155					
Course	Description	Grade	Credits Attempted	Credits Received	Quality Points
ART101	Art Appreciation	C	4.00	4.00	8.00
* MME401	Container Vessels - Marine Eng	Withdrawn	5.00	0.00	0.00
Totals:			9.0	4.0	8.00
*Audited and withdrawn courses are not included in the calculations.				Semester GPA:	0.89
				Cumulative:	4.63

• Figure 66 Semester Grade Report

In this report, each student is listed on an individual page with courses in alphabetical order. It's suitable for mailing.

"Semester Grade by Student" on page 44 provides the same information but with multiple students per page.

Unlike "Student Courses" (page 46), only official grades are listed. The quality points are computed as the report is compiled. It is not a stored value.

There is an option to let students see course grades given but not yet made official. It's set with the Web Option checkbox shown in Figure 67. See the "Web Options" manual.

Display unofficial final grades on Student Access Schedule:	<input checked="" type="checkbox"/>
---	-------------------------------------

• Figure 67 Web Options Setting to View Unofficial Course Grades

Semester Grade Summary


Semester Grade Summary																						
Grades for: 200405 / 1																						
Course	Section	Campus	Instructor	(blank)	A	B	C	D	D-	Dr	F	Fr	I	NG	P	S	U	W	WF	WP	Z	
ACCT100	2	TBD	Abbott, Edgar (333333334)	0	<u>1</u>	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ACCT100	1	TBD	Abbott, Edgar (333333334)	0	<u>1</u>	<u>2</u>	0	0	0	<u>1</u>	0	0	0	0	0	0	0	0	0	0	0	0
ANAT101	1	TBD	Abbott, Edgar (333333334)	0	0	<u>1</u>	<u>1</u>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ANAT101	3	TBD	Abbott, Edgar (333333334)	0	0	0	0	0	0	<u>1</u>	0	0	0	0	0	0	0	0	0	0	0	0

• Figure 68 Semester Grade Summary

This report shows you the grading profile by course and instructor within a semester. It is in order by course code.

Click one of the underlined numbers (the hand in Figure 68) to get the details shown in Figure 69.

Click [Return](#) to go back to Figure 68.

This report was built with ColdFusion™ so print it with your Web browser print icon .

Semester Grade Summary	
Grade:	A
No. of Students:	1
Instructor:	Abbott, Edgar (333333334)
Course:	ACCT100
Section:	1
Year/Semester:	200405/1
Campus:	TBD
Students	
Clemens, Roger Thaddeus . (CL1690570)	
RETURN	

• Figure 69 Semester Grade Summary Details

Semester Grade by Student

Where “Semester Grade Report” on page 42 puts each student on a separate page suitable

04/20/2006	05:01:20 PM	SonisWeb200				Page 3 of 7			
Student Semester Grade Summary									
Fall 2004/05 Semester 1									
Boston, Jack		ID#: BO5095160							
Course	Description	Grade	Class Hours	Class Grade	Clinical Grade	Credits Received	Quality Points		
ART200	20th Century Art	A	0.00	0.00		3.00	12.00		
JAP100	Japanese I	A	0.00	0.00		3.00	12.00		
MATH101	College Algebra	C	0.00	0.00		3.00	6.00		
MATH200	Calculus	B	0.00	0.00		3.00	9.00		
Sem. GPA: 3.25			Cumulative: 2.33		Courses Taken: 4		0.00	12.00	39.00
Bucket, Hyacinth		ID#: BU7768258							
Course	Description	Grade	Class Hours	Class Grade	Clinical Grade	Credits Received	Quality Points		
CSC110	Keyboarding	C	0.00	0.00		2.00	4.00		
JAP100	Japanese I	B	0.00	0.00		3.00	9.00		
Sem. GPA: 2.60			Cumulative: 2.71		Courses Taken: 2		0.00	5.00	13.00

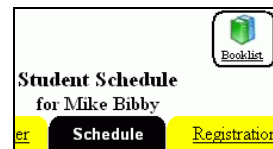
• Figure 70 Semester Grade by Student

for mailing, this report shows multiple students per page.

The report, illustrated in Figure 70, shows the grades and the statistics for the students. You can choose one student or a group based on the prompt (like Figure 3).

Student Booklists

Students and faculty can print their own booklists directly from their Web pages. They click the [Schedule](#) tab (students) or [Courses](#) tab (faculty) then [Booklist](#) as Figure 71 illustrates.



• Figure 71 Student Online Booklist

SonisWeb200 Student Booklist Fall Semester 200405					
for Mike Bibby					
Course	Title	Author	ISBN	Year Edition	Price
BIOL101	Physiology of Mammals and other Vertebrates	Marshall	0521226333	1980 Paperback	99.00
BIOL101	The New Atlas of Human Anatomy	McCracken (Editor)	0760719217	1999 Paperback	19.95
BIOL101	Water	Johnson	12	1998 ¹² paperback	17.95
<- Return					

• Figure 72 Booklist from the Online Student Display

The online student booklist looks like Figure 72.

04/21/2006 09:28:31 AM	SonisWeb200				Page 7 of 37	
Student BookList						
Fall2004/05						
Mike Bibby						
ID#: BI5950415						
TITLE	AUTHOR	Year	Edition	ISBN	PRICE	
BIOL101 - Biology I						
<i>Physiology of Mammals and</i>	Marshall, P. T.	1980	Paperba	05212263	\$99.00	
<i>The New Atlas of Human</i>	McCracken (Editor),	1999	Paperba	07607192	\$19.95	
<i>Water</i>	Johnson, Jorge	1998	12	12	\$17.95	
Course Total:					\$136.90	
Semester Total:					\$136.90	

• Figure 73 Student Booklist Report

The booklist report illustrated in Figure 73 comes from clicking [Student Booklists](#) in Figure 2. There's a separate page for each student with the books listed in alphabetical order. The report allows several years to be shown whereas only the current year is given in the student version using the Schedule tab.

Student Courses

Students see their courses online and faculty members see the courses of their advisees online.

School Year	Semester	Course	Course Type	Course Description	Grade	Credits	Quality Points	Official Grade	Enroll. Code	Institution
<div style="display: flex; justify-content: space-between;"> 04/21/2006 09:43:24 AM SonisWeb200 Page 25 of 116 </div> <div style="text-align: center;"> Student ID#: BO5095160 Student Course Report Jack Boston </div>										
TRANSFER COURSES										
200506	1	Eng2000	T	Super Hard English	B	3.00	9.00	YES	EN	Lourdes College
Sub Totals						3.00	9.00	GPA:	3.00	
COURSES										
200102	1	JAP100	N	Japanese I	B	3.00	9.00	YES	EN	North Carolina School of Cosmetology
200304	1	ANAT101	N	Anatomy & Physiology	B	4.00	12.00	YES	EN	North Carolina School of Cosmetology
200304	1	ENG101	N	English Composition	C	3.00	6.00	YES	EN	North Carolina School of Cosmetology
200304	1	HIST200	N	American Civil War	D	3.00	3.00	YES	EN	North Carolina School of Cosmetology
200304	1	PHL 302	N	Ethics	C	0.00	0.00	YES	EN	North Carolina School of Cosmetology
200405	1	ART200	N	20th Century Art	A	3.00	12.00	YES	EN	North Carolina School of Cosmetology
200405	1	JAP100	N	Japanese I	A	3.00	12.00	YES	EN	North Carolina School of Cosmetology
200405	1	MATH101	N	College Algebra	C	3.00	6.00	YES	EN	North Carolina School of Cosmetology
200405	1	MATH200	N	Calculus	B	3.00	9.00	YES	EN	North Carolina School of Cosmetology
200506	1	ALT116	N	Introduction to Alternative	B	3.00	9.00	YES	EN	North Carolina School of Cosmetology
200506	1	ANAT101	N	Anatomy & Physiology	A	4.00	16.00	YES	EN	North Carolina School of Cosmetology
200506	1	ENG101	N	English Composition	B	3.00	9.00	YES	EN	North Carolina School of Cosmetology
200506	1	Eng700	N	Hard English	B	3.00	9.00	YES	EN	North Carolina School of Cosmetology
200506	1	HIST200	N	American Civil War	B	3.00	9.00	YES	EN	North Carolina School of Cosmetology
200506	1	PHL 302	N	Ethics	B	0.00	0.00	YES	EN	North Carolina School of Cosmetology

• Figure 74 Student Courses

The report shown in Figure 74 has one page per student. Unlike “Schedule: Student” (page 41), it shows both official grades and those that have been posted but not made official. It computes the points based on the grade and the credits if the grade has been made official. Those transfer courses entered for credit are also shown and are used in the calculations. If all semesters and years are selected (see “Report Selection Parameters”, page 10), it serves as a comprehensive look at the student’s matriculation and contains more information than a semester grade report or a transcript. There’s a separate page for each student. It is ordered by school year, semester, then alphabetically by course code.

If your purpose is to evaluate student progress against degree requirements, a better choice is degree audit. See the SONISWEB® text “Degree Audit” for guidance in using it. Degree audit is also directly available to faculty (see the “Faculty Handbook”) and to students via the Web.

Student Ledger

Students can view their financial ledgers by clicking the **Ledger** tab while logged on to the Web. Figure 75 shows it. Administrators also have direct Web access to the ledgers as part of the **Financials** functions of SONISWEB® (see Figure 94).

Student Ledger for Mary Adams								
Logout	Bio	Billing	Ledger	Schedule	Registration	Degree Audit		
Date	School Year	Semester	Description	Charges	Credits	Awards Recvd	Total	Chk/Rcpt Num
04/21/2005	200405	1	Application Fee	\$30.00			\$30.00	
04/21/2005	200405	1	Application Fee	\$30.00			\$60.00	
04/21/2005	200405	1	Activity Fee	\$9.00			\$69.00	
11/10/2005	200405	1	Internet Fee	\$1.00			\$70.00	
11/10/2005	200405	1	Tuition for ART101	\$480.00			\$550.00	
11/10/2005	200405	1	Lab Fee for ART101	\$100.00			\$650.00	
11/10/2005	200405	1	Tuition for MME401	\$2,200.00			\$2,850.00	
12/21/2005	200405	1	QQ		\$375.00		\$2,475.00	
Viewing - Year: All Semester: All								
Total Charges: \$2,850.00				Total Payments/Credits: \$375.00		Balance: \$2,475.00		

• Figure 75 Online Student Ledger

04/21/2006 10:00:29 AM		SonisWeb200				Page 6 of 288			
Student Transaction - Ledger by ID Number									
Adams, Mary - AD4523155				Campus: BUSINESS					
Date of Transaction	School Year & Semester	Trans Code	Reference ID	Invoice Number	Charges	Credits	Award Received	Check/Receipt Number	Balance
04/21/2005	2004/05 1	AP	Application Fee		\$30.00	\$0.00	\$0.00		\$30.00
04/21/2005	2004/05 1	AP	Application Fee		\$30.00	\$0.00	\$0.00		\$60.00
04/21/2005	2004/05 1	AF	Activity Fee		\$9.00	\$0.00	\$0.00		\$69.00
11/10/2005	2004/05 1	IF	Internet Fee		\$1.00	\$0.00	\$0.00		\$70.00
11/10/2005	2004/05 1	TC	Tuition for ART101		\$480.00	\$0.00	\$0.00		\$550.00
11/10/2005	2004/05 1	LF	Lab Fee for ART101		\$100.00	\$0.00	\$0.00		\$650.00
11/10/2005	2004/05 1	TC	Tuition for MME401		\$2,200.00	\$0.00	\$0.00		\$2,850.00
12/21/2005	2004/05 1	QQ	QQ		\$0.00	\$375.00	\$0.00		\$2,475.00
Adams, Mary - AD4523155					Transactions: 8		Balance:		\$2,475.00

• Figure 76 Student Ledger

The report shown in Figure 76 contains a separate page for each student. The transactions are in order by transaction date. It is suitable for mailing. Unlike the “Billing Report” (page 22), it shows all financial transactions, prior and current.

Student Profile

04/21/2006 10:06:10 AM		SonisWeb200				Page 1 of 14	
Student Profile Report							
Oscar Adams	ID: 111111111	Birthdate: 03/01/1979	Level: 1				
233456 E. Jones Ave.	Gender: T	Ethnicity: I	Citizen: YES				
Suite 78931	Campus: CAMP2	Division: E	Department: ST				
Chapel Hill, NC 27777	E-mail:		Grad Yr/Mnth: 2003/05				
	Program: Arts	Advisor: Edgar Abbott					

• Figure 77 Student Profile

The profile report furnished with SONISWEB® is just an example. Most institutions will want different student information in their profiles, so this is simply a model. The text “Report Customization” describes the process of copying a report, modifying it to suit your needs, and substituting your reports for those furnished with SONISWEB®.

Third Party Billing Detail

Third party billing is a variant of the awards process. It's covered extensively in the "Financial Record-keeping & Billing" manual. To the student it's an award, but bills are required to send to the third-party payees. This is a two level report. The summary lists the third party "awards" with the third-party Institution underlined. Click an underlined Institution for the details.

Third Party Billing Summary (Bills)

This report contains the "bills" for sending to the third-party payees (in SONISWEB® part of the "Institutions" table). It's covered extensively in the "Financial Record-keeping & Billing" manual. It's in alphabetical order by Institution, one page per Institution. All the students are listed with the awards offered and accepted and the total owed by the Institution.

Timed Email, Timed Email: Prospects, Timed Letters, Timed Letters for Prospects and Timed Mail-Merge

Triggered by Activities, they are covered in the SONISWEB® text "Timed Letters, Timed E-Mail & Timed Mail-Merge" that gives the details on setting up and using those letters.

The actual merge process is in the text "Mail, E-Mail Merge, and Mailing Labels".

Transaction Register

The transaction register is a list of every financial transaction in order by date. It can get very large, so it's common to set date limits like those in Figure 78. It's covered in the "Financial Record-keeping & Billing" manual.

Begin Date: 05/01/2005 End Date: 12/31/2005

• Figure 78 Level (Class) and Advisor Selections

Transcript Requests

STUDENT ACCESS

RJM University D
Requests
 for Wendolin Bellows

Logout Bio Billing Ledger Schedule Registration Degree Audit

Activity: Transcript request

Comments:
 Please send transcript to
 Maine Maritime College
 345 E. Casco Bay Rd

SUBMIT RESET

Previous Requested Activities

Activity	Activity Date	Date Completed	Date Stopped
Housing Request	12/10/2004		

• Figure 79 Transcript Request by Student

Your students (or "alums") can request a transcript by logging on to SONISWEB® and picking the request as shown in Figure 79.

When you select Transcript Requests from the list of reports, you get a list of persons who requested transcripts illustrated in Figure 80.

Main Report Generator
Building: Transcript Requests

Select Transcript Requests

Bellows, Wendolin

Clear Name Reset to Defaults Build Report

• Figure 80 Transcript Request Report Prompt



Pick one or more students in Figure 80, click the Build Report button, and you get transcripts for those students just like Figure 81.

Transcripts

If your purpose is to evaluate student progress against degree requirements, a better choice is degree audit. See the SONISWEB® text “Degree Audit” for guidance in using it. Degree audit is also directly available to faculty (see “Faculty Handbook”) and to students via the Web.

Every school has its own form of transcript. The example in Figure 81 shows how a transcript is constructed. Your staff, a contractor, or RJM Systems, Inc. can use this report as a model from which to build your particular style of transcript. The SONISWEB® text “Report Customization” describes the process of copying a report, modifying it to suit your needs, and substituting your reports for those furnished with SONISWEB®.

Excluding Transcript Holds

- Figure 82 Exclude Those with Transcript Holds

For Transcripts you can exclude those with transcript holds as Figure 82 shows.

Select Graduation Month Year(s)

2005	▲
02 2004	▼
05 2003	▼

- Figure 83 Transcript Prompt for Month-Year

You can specify the month-year in the report generator prompt for Transcripts(RB) as shown in Figure 83. You can select more than one date from the list. If

SonisWeb200						
SonisWeb200						
SonisWeb200						
800-353-9093						
OFFICIAL ACADEMIC TRANSCRIPT						
Boston, Jack G				04/21/2006		
ID: BO5095160				Page 1 of 2		
DOB: 01/01/2006						
Course	Grade	Cr Att	Cr Rec	Qty Pnts	GPA	
Transfer Courses Accepted for Credit						
2005/06 Transfer						
* Eng2000 Super Hard English Lourdes College	B			3.00		
TRANSFER COURSE TOTALS:				3.00		
2001/02 Fall						
JAP100 Japanese I	B	3.00	3.00	9.00		
Semester Summary		3.00	3.00	9.00	3.00	
Cumulative Summary		3.00	0.00	9.00	3.00	
2003/04 Fall						
ANAT101 Anatomy & Physiology	B	4.00	4.00	12.00		
ENGL101 English Composition	C	3.00	3.00	6.00		
HIST200 American Civil War	D	3.00	3.00	3.00		
PHL 302 Ethics	C	0.00	0.00	0.00		
Semester Summary		10.00	10.00	21.00	2.10	
Cumulative Summary		13.00	7.00	5.00	0.83	
2004/05 Fall						
ART200 20th Century Art	A	3.00	3.00	12.00		
JAP100 Japanese I	A	3.00	3.00	12.00		
MATH101 College Algebra	C	3.00	3.00	6.00		
MATH200 Calculus	B	3.00	3.00	9.00		
Semester Summary		12.00	12.00	39.00	3.25	
Cumulative Summary		25.00	19.00	35.00	2.33	
2005/06 Fall						
ALT116 Introduction to Alternative Medicine	B	3.00	3.00	9.00		
ANAT101 Anatomy & Physiology	A	4.00	4.00	16.00		
ENGL101 English Composition	B	3.00	3.00	9.00		
Eng700 Hard English	B	3.00	3.00	9.00		
HIST200 American Civil War	B	3.00	3.00	9.00		
* PHL 302 Ethics	B	0.00	0.00	0.00		
Semester Summary		16.00	16.00	52.00	3.25	
Cumulative Summary		41.00	28.00	81.00	2.89	
TOTAL CREDITS INCLUDING TRANSFERS:				31.00		
* Course not included in GPA calculation						
Signature: _____						
Registrar						

- Figure 81 Transcript

you select none you get all that meet the other selection criteria.

There's an option to show the in-progress grades of students on the transcript. They have "IP" beside each course. This option is set in **Systems System Variables**. If it's turned off, the "IP" courses do not appear in Figure 81.

As part of printing transcripts, you have the option to print mailing labels also illustrated in Figure 84.



• Figure 84 Transcript Report and Labels

Transfer Courses

04/21/2006		SonisWeb200			Page 1 of 2	
<u>Transfer Course Listing</u>						
Course	Description	Institution	Credits	Include in GPA	Type	
<i>ART101 Art Appreciation</i>						
ART1	Beginning Art	Smith College	3.00	NO	T	
ART309	Art Therapy	College of William and Mary	2.00	YES	N	
<i>BIOL101 Biology I</i>						
BIOL100	Into to Biology	Wake Technical Community College	3.00	NO	T	

• Figure 85 Transfer Course Listing

As you set up transfer courses and relate them to your courses, SONISWEB® shows you lists of choices on your display. This report, shown in Figure 85, gives you a consolidated list that you can print and refer to as needed.

The **bold** course names are those from your catalog. The courses beneath them are the transferred course that you allow as substitution for your courses.

Transferred Students

For this report, SONISWEB® examines the education records of students searching for:

- Those with a checkmark in the Transferred Students checkbox of an Education record (Figure 87)
- and
- An active Education record for the home institution (yours) with a From date (Figure 88).

Figure 86 is the list of dates from the home institution Education records with a match.

• Figure 86 Selection for Transferred Report

Figure 87 Transferred from Education Record

• Figure 88 Transferred to (Home Institution) Education Record

You see a small portion of each Education record in Figure 87 and Figure 88.

Name	Program	Enter Date	Transferred From
Bendix, William T	Agricultural Science	08/01/01	Lourdes College

• Figure 89 Transferred Students Report

The report looks like Figure 89 but, in your case, with many more records.

This report was built with ColdFusion™ so print it with your Web browser print icon⁷

Waitlist Report

This report is in order by semester and year. The course code has a slash-slant and the course section. So “PH101/2” means section 2 of that course during the semester. Then it is in order by the date of attempted enrollment. Notification, if any, is shown. It is shown and described in the “Course & Section Processing” manual.

Withdrawal (Courses) Report

Student	Year/Semester	Course	Sect	Grade	Withdrawn Date
Bachman, Kimberly R (BA8285589)	200405/1	ACCT100	2	Accounting Basics	01-16-2006
Black, Jack (BL4712133)	200405/1	ACCT100	2	Accounting Basics	01-04-2006
Flint, Guy Gerald (FL7783865)	200405/1	ACCT100	3	Accounting Basics	I 09-30-2001
Gordon, Flash (GO5151246)	200405/1	ACCT100	3	Accounting Basics	01-16-2006
Emmons, Maureen D (EM9425034)	200405/1	ACCT100	4	Accounting Basics	I 11-01-2005
Emmons, Maureen D (EM9425034)	200405/1	ACCT100	4	Accounting Basics	I 01-01-2002
Emmons, Maureen C (EM7896184)	200405/1	ACCT100	5	Accounting Basics	I 09-05-2004
Garbo, Greta (GA8347422)	200405/1	ACCT100	5	Accounting Basics	01-04-2006
Roosevelt, Teddy (RO1341557)	200405/1	ANAT101	2	Anatomy & Physiology	09-16-2004
Brown, Bobbie (BR1321719)	200405/1	ART101	1	Art Appreciation	01-03-2006
Crosby, Bubba John (CR3076958)	200405/1	ART101	1	Art Appreciation	10-24-2005
Emmons, Maureen C (EM7896184)	200405/1	ART101	1	Art Appreciation	I 09-05-2004
Flint, Guy Gerald (FL7783865)	200405/1	ART101	1	Art Appreciation	10-24-2005
Bachman, Kimberly R (BA8285589)	200405/1	ART200	2	20th Century Art	09-15-2004
Carlson, Tucker (CA9039067)	200405/1	ART200	2	20th Century Art	01-09-2006
Carroll, may (CA6899692)	200405/1	ART200	2	20th Century Art	D 01-03-2006
Childress, Randolph (CH1323139)	200405/1	ART200	2	20th Century Art	09-15-2004

• Figure 90 Withdrawal (WD) Report

This is a listing of withdrawals from courses. It’s in order by the course name and then the last names of the students.

COMMON REPORTS PROBLEMS

A fuller coverage of errors and their correction is the in SONISWEB® text “Messages, Errors, and Diagnosis”. If your problem seems to be Web browser setup, see the text “Browser Settings”.

No data on the page; nothing but column headings on the page

This is not a message but an observation of the display when running a report built with Crystal Reports™ (those without “RB” in their names). The most likely cause is that there are no records in your databases that meet your report parameters. Parameters include PID-ID, campus, division, department, program, school year, semester, etc. Campus, division and department are usually set automatically based on your role-based security profile.

Start the report again and select different parameters. If that yields no results, contact your SONISWEB® administrator to determine what security is automatically set for you in your security profile.

No data on the page; the page is gray

This is not a message but an observation of the display when running a report built with Report Builder (those with “RB” in their names). The cause and solution is the same as “No data on the page; nothing but column headings on the page” above.

Not all pages print or the printed report looks like the browser screen

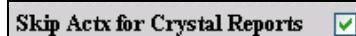
This describes a problem usually caused by clicking the wrong print icon. On the browser’s toolbar at the top is a print icon shown in Figure 15 (page 13). It prints only the browser display you are viewing, not the whole report. Just above the display of the report is a second printer icon shown in Figure 14 and Figure 16.

Use the print icon in Figure 14 or Figure 16. These print all pages in a standard report format.

Nothing works; cannot see any report; browser error message

When you use the older reports (without “RB” in their names), a Crystal Enterprise viewer must be “attached” to your browser in order to see the reports. If you get a browser error or no results at all, the viewer is probably not attached.

Crystal Enterprise normally installs an Active X viewer on demand. If that’s not happening, check with your information technology support staff or your SONISWEB® administrator for diagnosis and correction.



• Figure 91 Turning Off Active X

For Firefox™, Netscape®, Opera, and Safari browsers you need Active X turned off. It’s done in **Systems** Web Options with the entry shown in Figure 91.

Sorry, the report viewer is not installed on the server

This is a Crystal Enterprise problem that doesn't apply to the ColdFusion™ Report Builder.



Common causes are:

- You are not authorized to view reports.
- Report viewing has been turned off for everyone in the SONISWEB® administrator's [Web Options](#) page.
- Crystal Enterprise has been disabled on your server.

• Figure 92 Sorry, the report viewer not installed...

Usually your SONISWEB® administrator can tell you the status of reports or guide you to the technical support staff if needed.

Wrong report or an old out-of-date report appears

The usual problem is that Crystal Enterprise or Web browser caching is turned on. See the SONISWEB® manual “Browser Settings” to set them correctly in your browser.

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

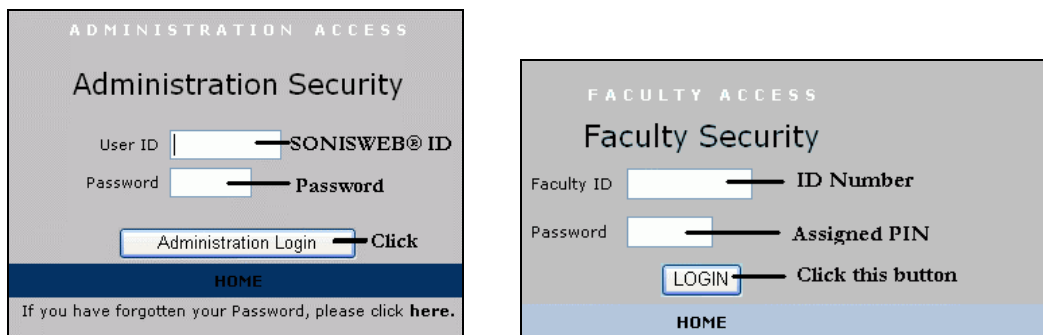
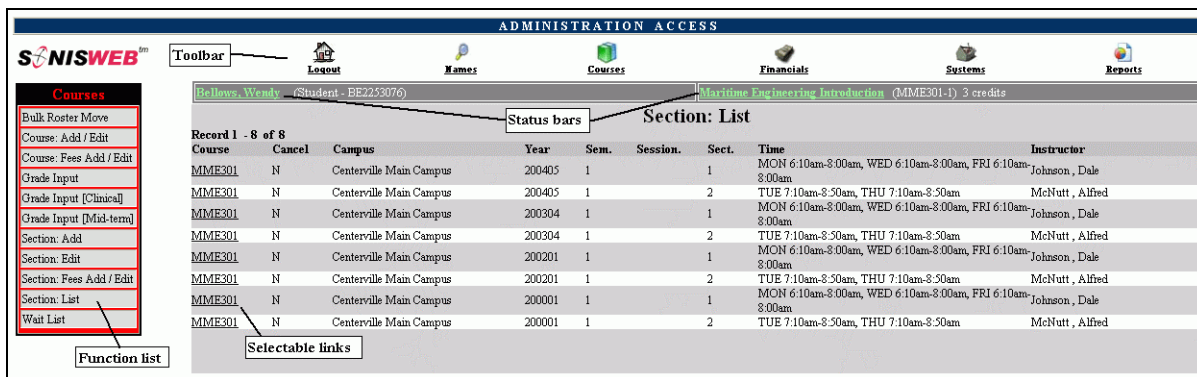


Figure 93 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 93.



• Figure 94 Typical SONISWEB® Page

Figure 94 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 94 click an underlined **Selectable Link** and you go to that record.

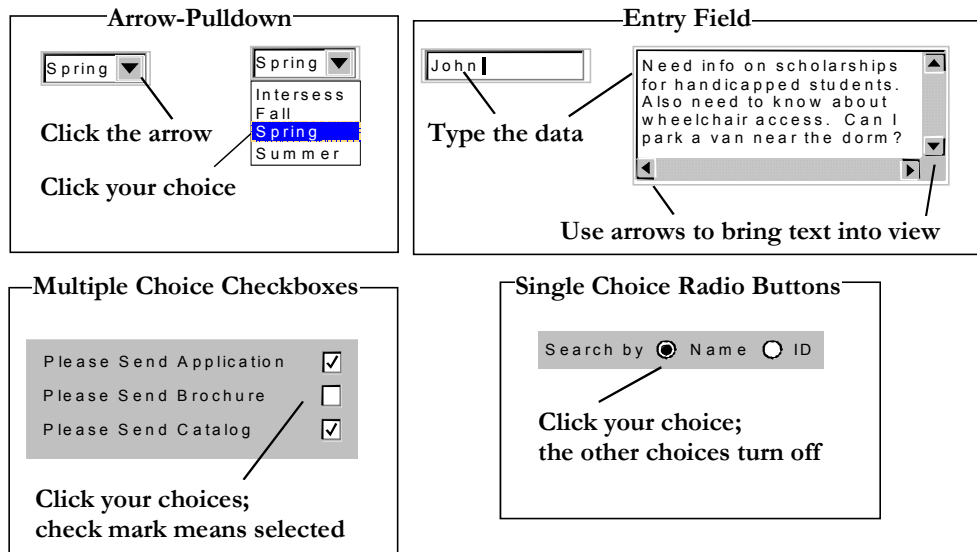


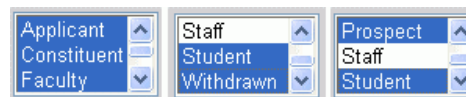
Figure 95 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 95. 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 11.



• Figure 96 Selecting Multiple Choices

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 11.