

SONISWEB™ 2.1 Release Index – March 2008, Revised 03/28/08

Speed and performance is especially important at peak registration, reporting, and grading times. See pages 8, 19, 29, and 33 for improvements in performance available in this release.

This list is alphabetical by user-role; Admissions, All Users, Development & Fund Raising, Faculty, Financial and Financial Aid, Recruiting & Prospective Students, Registration & Courses, and Systems Administrator.

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

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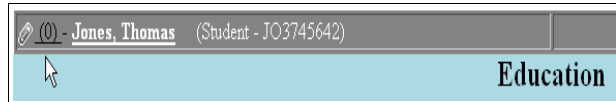
Admissions

Document Management System

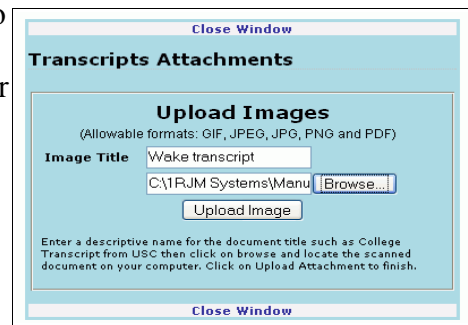
The Documentation Management System (DMS) is a way to store scanned documents mostly to support admissions. The documents are attached to a person's records much the way a file is attached to an e-mail note.

Using the The Documentation Management System

Where document attachments have been defined for records (see set up below), a paper clip appears to the left of the person's name as seen in the display on the right. The number in parenthesis is a count of how many documents are attached to this record.

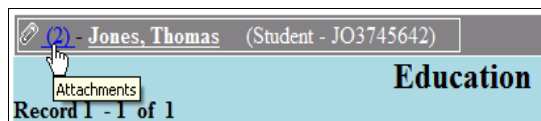


Click the underlined count and you get this prompt to attach – or to view – a document image. Enter the title of the document image then type the file name or use the Browse button to find the file on your computer. Note the specific file-types that can be uploaded.

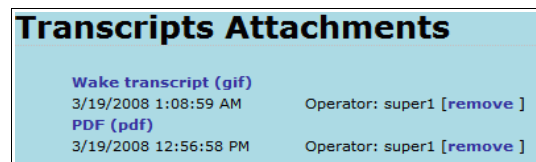


After clicking the Upload Image button, the document is stored and a confirmation message appears.

The count by the paper clip updates the next time you click that record type as you see here. (If you have browser-caching on, it may not update until you click the refresh icon on your browser.)



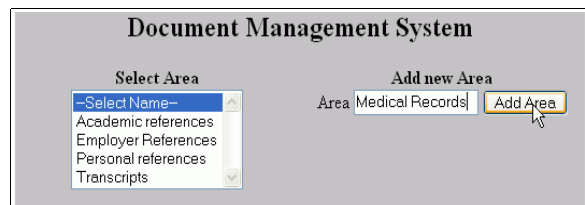
Click the underlined count and you get the list of documents to choose from. Click one to see it. The **remove** link lets you delete the attachment.



Setting up the The Documentation Management System

Click **Systems** and then **Document Management System** from the function list on the left.

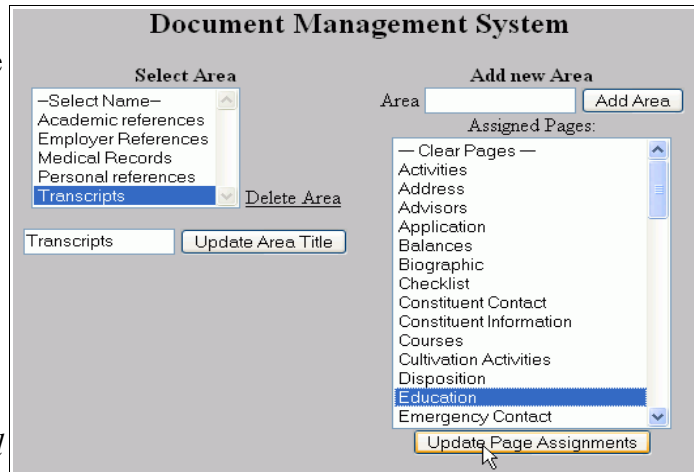
The initial display shown here lets you add new document titles by entering an "Area" title and clicking the Add Area button.



To associate a document image to one or more records, click the document type from the Select Area menu.

As seen on the right, you make the association by clicking one or more “Assigned Pages” from the list on the right.

A record “page” from the right list can be associated with only one Area. If you assign “Transcripts” to the Education record “page”, you cannot associate any other Area with the Education record. You will see that when you click another area. The already assigned record “pages” are not displayed so you cannot select them.



This display also lets you Delete [an] Area. To change the title of an Area, click the title you want to change, re-type the name you wish to use and click the Update Area Title button.

Online Application E-Mail Response Link

An alternative to having students enter long responses into memo fields, you can specify that the answer be given by an e-mail note, including attachments. The question appears a like that to the right. It is then followed by an e-mail response link like this.

E-Mail Online Application Additional Question Response

To: dan_keefer@yahoo.com SYSVAR.adm_email
 From: dankeefeefer@gmail.com

Subject: OA: My email question.

This is the question truncated to 35 characters.

Message:

I want to be able to erase this message and/or remove my attachments independently of one another. Can I do that?

Attachments:
 attendance_break.bmp

To set up a question for e-mail response, click **Systems** and then **Online Application Questions** to get the display shown here.

Online Application Questions

ADD

Question Name	question011	Row	11	Column
Answer Data Type	Date	<input type="checkbox"/> Skip		Required
Size/Memo Columns	Date	Memo Rows	1	Percentage of
Question	Email			

Note: A dropdown menu is open for 'Answer Data Type', showing options: Date, Decimal, Integer, Memo, Multiple Choice, No Answer, Text, True/False. 'Email' is selected in the main 'Question' field.

Online Application Look Changed

The look of the Online Application has changed to use tabs instead of pulldown choices. In using tabs, it operates in the same familiar way as displays for applicants, students, and faculty.

Online Application
for steve Smith

Personal Information | Academic Program | Educational Background | Employment | References | Interests | Additional Information | Additional Questions | SAT ACT | Submit Application

Last: Smith
First: steve
MI: |
Gender: [dropdown]
SSN: [text]
Street Address: [text]
City: [text]
County: [dropdown]
State: [dropdown]
Zipcode: [text]
Country: [dropdown]
Telephone: [text]
Work Phone: [text]
Electronic Mail: [text with ?]

The Help icon shown in the upper right of the screen above leads to help and instructional displays like that seen on the right. Your school builds these.

Online Application, Help

Academic Program

Please list all programs that you would like to apply to for admittance.

[Close Window](#)

Setting up the help messages is the same as it has been in the past.

Under Online Application Notes in **Systems** you click the underlined “Application Page” name-link in this display. You see the existing “Page Note” to the right of its name.

The editing window is shown below. You can include standard Web HTML tags in your text to add emphasis, color, etc.

Online Application Notes	
Application Page	Page Note
Academic Program	Please list all programs that you would like to apply to for admittance.
Additional Information	Please submit any extra information or essays to be considered with your ap
Create Application 2	Your account has been created successfully.
Educational Background	Please list all education you have received. Choose an institute from the 1
Employment	Please list any companies which you have worked for.
Institute Search 1	Leave all fields blank to view all Institutions
Institute Search 3	Click institution name to add to your online application record.
Interests	Please list any activities or clubs in which you have participated. Choose
Personal Information	Please complete all sections of the application.
References	If a question is not ap
SAT ACT	Please list at least three references.
Submit Application	Please input your latest scores.
	Thank you for your application.
	You may return to your online applicatio

Online Application Notes	
Application Page	Academic Program
Page Note	<div style="border: 1px solid black; padding: 5px;">Please list all programs that you would like to apply to for admittance.</div>
<input type="button" value="Reset"/>	<input type="button" value="Submit"/>

All Users

Event Calendar

The Events calendar displays events in a calendar format instead of a list of events.

Health Icon for Students, Faculty, and Alumni



The Health Icon appears at the top of student, faculty and alum displays if that option is permitted by your school.

Permission to display it is set in Stud/Fac/Alumn Options under **Systems**. There are found checkboxes for Alumni, Faculty, and Students to turn the display permission on (checked) and off (no check mark).

Name Search Caching for Performance

As one of the performance enhancements to SONISWEB™, Name Search now caches what it found in the query. As illustrated below it changes the look of the list from a radio button by each name to an underlined name that, when clicked, takes you directly to the person's first record.

Name Search					
Record 21 - 40 of 48					
Name	ID Number	Status	Division	Campus	
Frost, Robert	FR6651663	Applicant	Daytime	Main	
Greco, David	GR7931808	Applicant	Evening	Washington	
Greco, Margaret	GR6687415	Applicant	Evening	To Be Determined	
Greene, Jean A.	GR7702436	Applicant	Daytime	Main	
Hemingway, Ernest	HE5079007	Applicant	Daytime	Main	
Jackson, Joe	JA5200587	Applicant	Daytime	Main	

Caching is a technique that stores the data found in the database so that as the Next and Previous button are clicked it is retrieved from the cache. That is more efficient and therefore faster than posing a new query with each click of the button.

LDAP Authentication for Students, Faculty, and Alumni

The October 2007 release of SONISWEB™ provided LDAP support for administrators. See “Active Directory (LDAP) Interface” in “SONISWEB 2.1 Patch Index Oct 07.pdf” for a description of this support.

With this release LDAP is available for students, faculty, and alumni. LDAP, (Lightweight Directory Access Protocol) is an alternate way to authenticate your users. It is an all-or-nothing choice. You use LDAP for all students or for none. You have the same all-or-nothing choice for faculty and alumnae/i. So you can, for example, require LDAP for students and faculty but not use it for alums.

At your request, RJM Systems sends you a script that switches on LDAP for whichever groups you specify. (Once on, reverting back to security without LDAP is not a simple process, so you should be sure you want to use it before embarking.)

If you also want secure (SSL) communication between the SONISWEB™ web server and the Active Directory server an additional setup is required. This link to the Adobe® ColdFusion™ documentation provides details on this task:

http://livedocs.adobe.com/coldfusion/7/htmldocs/wwhelp/wwhimpl/common/html/wwhelp.htm?context=ColdFusion_Documentation&file=00001300.htm

The paragraph entitled “About LDAP Server Security” provides instructions for setting up SSL. This should be done in advance of activating LDAP authentication. Once SSL has been configured and LDAP authentication has been activated the LDAP Setup below is completed and submitted.

LDAP Setup

Active Directory DC Name	<input type="text" value="rjmuniversity"/>	(e.g. mycollege)
Active Directory DC Extension	<input type="text" value="com"/>	(e.g. com or edu - do not include the dot)
Active Directory Server	<input type="text" value="192.168.1.1"/>	(enter the IP address or DNS name)
Active Directory Port	<input type="text" value="389"/>	
Secure Connection	<input type="checkbox"/>	(DO NOT check unless your system has been configured for SSL)

Note: In order for LDAP authentication to function properly you must be sure that PIN and/or Password lengths have been properly configured and that users' AD User Names have been added to their Security records in the case of Administrative users or their Bio records in the case of Students and Faculty. Please refer to the RJM documentation regarding LDAP Authentication setup.

In order to log into SONISWEB™ using LDAP authentication a person’s “AD User ID” must be added to his or her SONISWEB™ Biographic record. The ability of a SONISWEB™ administrative user to add or modify someone’s “AD User ID” is controlled by an additional User Security privilege shown in the next display below.

With this permission the administrative user will see a new field has been added to the user's Biographic display. You see an example highlighted below.

Class	Freshman	Tuition Status		Fund. Stat.	
Dept.	Bug	Division	Daytime	Campus	CMED
Online Reg. Hold	<input type="checkbox"/>	Release	<input type="checkbox"/>	Date Released	
Exclude from Billing	<input type="checkbox"/>	Exclude from Mailing	<input type="checkbox"/>	Exclude from Bulk Transactions	<input type="checkbox"/>
NSLCH Block	<input type="checkbox"/>	Incl. in Directory	<input checked="" type="checkbox"/>	BA Degree	<input type="checkbox"/>
DL State		Driver License		AD User ID	jsidway
Exported to Sallie Mae	N	Date of Export			

Administrators without this additional User Security privilege see the display shown in this illustration.

AD User ID Unauthorized.

When LDAP authentication has been activated for a portal the credential fields on the login page will be labeled appropriately. In the example on the right, there is an optional Page Note instructing users to use their network login credentials. [Page Notes](#) under **Systems** is used to add these login notes.

Faculty Access

User ID:

Password:

Use your network login credentials

Query Builder Address List

Select	Name	PID	Gift Amount	Class	Dept.	Div.	Campus	Status
<input checked="" type="checkbox"/>	* Anderson, Anna	AN8321568	5.00	Senior	Science & Technology	Evening	To Be Determined	Constituent
<input checked="" type="checkbox"/>	Delaney, Kim	DE3333333	17.00	High School	To Be Determined	Daytime	Centerville North Campus	Constituent
<input checked="" type="checkbox"/>	Jones, Bobby	JO2222222	6.00	High School	To Be Determined	TBD	To Be Determined	Constituent
			16.66	High School	To Be Determined	TBD	To Be Determined	Constituent

* No Email Address.

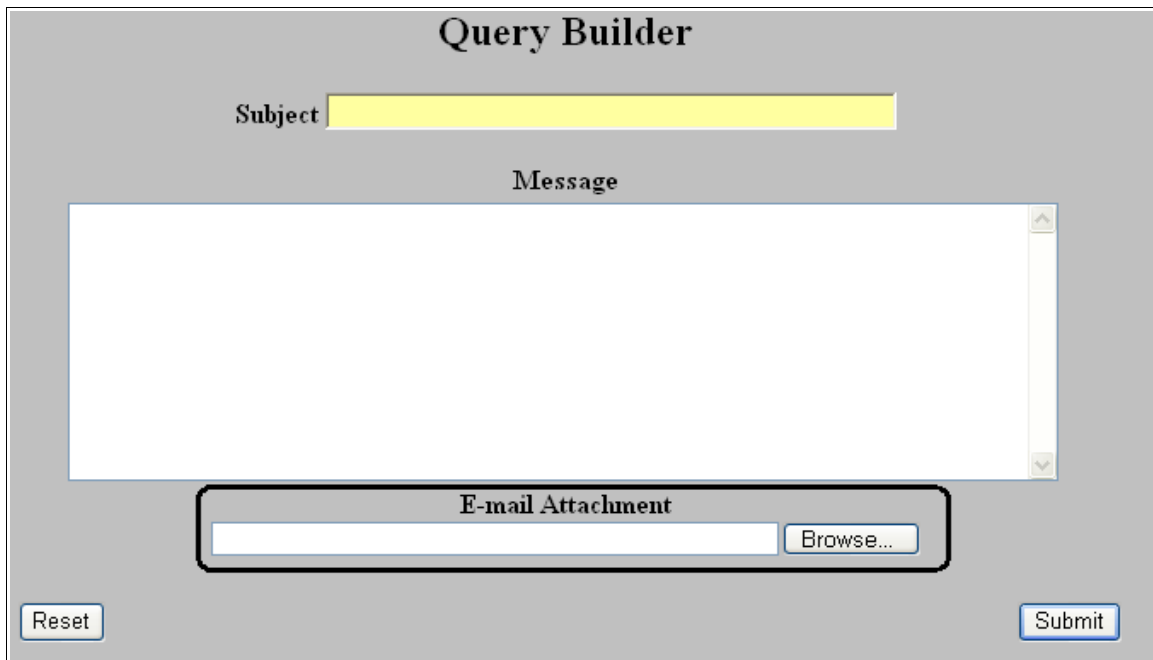
Include address in Export List

[Return](#)

The exported list using the “Export List” button can now include the persons' address from the Preferred Address record. Check the box on the lower left to have address part of the spreadsheet list that is exported in XLS (Excel) format.

Query Builder E-Mail Attachments

The results of a query with Query Builder is a list that, by clicking a button, can become a mass e-mail to all the persons retrieved by the query. Now an attachment can be added to that e-mail note.



The screenshot shows a web interface titled "Query Builder". At the top, there is a "Subject" label followed by a yellow text input field. Below this is a "Message" label above a large, empty white text area with a vertical scrollbar on the right. At the bottom of the interface, there is an "E-mail Attachment" section containing a white text input field and a "Browse..." button. In the bottom left corner, there is a "Reset" button, and in the bottom right corner, there is a "Submit" button.

You see the attachment at the bottom. The Browse button lets you search your computer to find the file to be attached or you can type the fully qualified path name.

Development & Fund Raising

Query Builder for Development and Fund Raising

Development

Financial Activity

Gift Amount Equal to [] Gift Date Equal to []

Equal to []

Personal Attributes

Constituent Rating High Low

Constituent Type Friend of the College Parent of Student

Cultivation Activities Golf Outing Grad Award

Volunteer History Alumni Mailing Jan 07 Pledge Giving Through Alumni Access

Giving Level Chairman's Club 2007 Friend 2007

Income Level Equal to [] Potential Pledge Equal to [] Assets Equal to []

Equal to [] Equal to [] Equal to []

Bio

Query Builder has a section for placing queries against the Constituent records. The query fields are shown in the display above.

Faculty

Course Evaluation Faculty Access

Schools have the option of letting faculty members view the course evaluations. The option to allow this access is in **Systems Web Options**. The option checkbox is shown here.

Allow Faculty to View Course Evaluations

With that checked, a faculty member sees [Link to Course Evaluation](#) shown below.

Course Section Roster

Logout Biographic Courses Advisee Processing

School Year: 200607 Semester: Fall Change Year/Semester

Course:Section ANAT101L :1 View Selected Roster

[Link to Course Photos](#)

[Link to Course Evaluation](#)

ANAT101L Anatomy & Physiology I Lab Section: 1 09/01/2001-12/31/2001

Clicking it takes them to the evaluation displays.

Gradebook Deletion of All Scores

Deleting individual scores in a faculty member's Gradebook is a standard part of SONISWEB™. Added is the ability to delete all the scores of a type in a course section (class) grade book.

SonisWeb University

Gradebook

Logout Biographic **Gradebook** Section Setup Courses Browse Grades

School Year: 200708 Semester: Fall Change Year/Semester

Course:Section: BIO203 :1 View Selected Roster

BIO203 Circulatory System Section: 1
Weighting Scale: Quizzes Only

Name	Extra Credit	Quiz
1.) Hemingway, Ernest (HE5079007)		19.00/30
2.) Sidway, James P (sidwayjam)		17.00/30

Add Scores Import Scores Modify/Exclude Scores **Delete Scores**

Viewing - Year:200708 Semester: 2

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Click Delete Scores in the display above to get the choice of scores to delete shown below.

SonisWeb University

Gradebook - Scores
for James Sidway

Logout Biographic **Gradebook** Section Setup Courses Browse Grades

BIO203 Circulatory System Section: 1
Weighting Scale: Quizzes Only

Choose score(s) to be deleted for **ALL** students.

Element	Score Desc.	Delete
Quiz	Quiz 1	<input type="checkbox"/>
Quiz	Quiz 2	<input checked="" type="checkbox"/>
Quiz	Quiz 3	<input type="checkbox"/>
Quiz	Quiz 5	<input type="checkbox"/>

Reset Submit

Return to Gradebook start page.

Click the checkbox for the score(s) to be deleted above and click the Submit button.
 Caution: this process deletes the selected score(s) for **all** students. Next comes a confirmation display that shows the scores for each student.

SonisWeb University

Gradebook - Exclude Scores
for James Sidway

[Logout](#)
[Biographic](#)
[Gradebook](#)
[Section Setup](#)
[Courses](#)
[Browse Grades](#)

Year: Semester:

Course:Section

Last	First	ID	Element	Score Desc.	Score	Percentage	Percent	Points
Hemingway	Ernest	HE5079007	Quiz	Quiz 2	3/10	30.00	100	30.00
Sidway	James	sidwayjam	Quiz	Quiz 2	2/10	20.00	100	20.00

Click the Delete button above and the scores are gone forever.

Financial and Financial Aid

1098T Labels

A “1098T Mailing Labels” button was added on the Export page. The labels generated are also affected by the “Exclude Records with zero amounts in all boxes” checkbox.

IRS: 1098-T

Payment Year: 2007 File Type: Original

Replacement Alpha Character: Electronic File Name:

Combined Federal/State: Last Filing:

Prior Year: Test File:

Exclude Records with zero amounts in all boxes:

Reset Export

View Reports - FlashPaper

View Reports - PDF

1098T Mailing Labels

[Return to 1098-T start page.](#)

Click [IRS:1098T](#) under **Systems**. The Export button in the 1098T display yields the display above.

Clearinghouse: Exclude Enrolled Students with No Credits

Clicking this checkbox will affect both the normal import and the Graduates Only import by preventing a student from being imported if they are only enrolled in non-credit courses.

Financial Aid Allocation Changes

Allocation Display & Process Changes

Click Systems then Award Codes for this function. The displays have changed to convey more information.

Clearinghouse

FIRST IMPORT RECORDS THEN VIEW OR EXPORT

School Year Semester

Campus

Graduates Only
 Exclude enrolled students with no credits
(These options must be selected when importing records.)

Standard Report
This checkbox applicable to Export only.
(Checking the Graduates Only checkbox will result in the export file being flagged as non-standard.)

Adams, Amy (Student - 000000000)

Award Codes						
Award Code	Award Name	Amount	Loan Fee Percent	Disbursements	Allocation (200405)	Disabled
<u>FPELL</u>	My Pell	0	0	0	750	No
<u>NCAA</u>	NCAA	9000	2	2	900000	No
<u>Pell</u>	Pell Award	100	0	0	1200	No
<u>PRES</u>	Presidential Scholarship	1000	0	1	1320	No
<u>SMITH</u>	Smith Memorial Scholarship	1000	0	1	150000	No
<u>TB</u>	TB	0	0	2		Yes

The column title "Allocation (...)" has school year added to it to help indicate where the allocation is coming from. Click an underlined Award Code to get the detail below.

Note that Allocation above has the same school year added next to it and is a link to another display. An addition is the "Allow Allocation Overage" checkbox. This feature allows a user to specify if he or she wants to grant awards to people for more than the amount of total award. The default is checked.

Adams, Amy (Student - 000000000)

Award Codes

Award Code	Pell	Award Name	Pell Award
PowerFAIDS ID	<input type="text"/>	Award Type	Pell
Amount	100	Loan Fee Percent	0.00
Disbursements	0	<u>Allocation (200405)</u>	1,200.00
Allow Allocation Overage	<input checked="" type="checkbox"/>		
Allocation Memo	<input type="text"/>		
Enroll Status	<input type="text"/>	Exclude From Billing	<input type="checkbox"/>
3rd Party Billing	<input checked="" type="checkbox"/>		
Instit. Code	Walters and Walters		

Clicking Allocation yields the display below.

Adams, Amy (Student - 000000000)

Award Codes

Current Allocation

Award Code Pell
 School Year 200405
 Allocation 1,200.00

School Year	Allocation	Award Code
<u>200405</u>	\$1,200.00	Pell
<u>200304</u>	\$1,000.00	Pell
<u>200201</u>	\$1,000.00	Pell
<u>199798</u>	\$1,000.00	Pell

To change an allocation, click the underlined school year for the details and the ability to change the allocation amount.

Allocation Copy

Systems then Copy Allocation invokes this function. Click the arrow by the year and pick the year then click the Change Year button. That gives you a list of the allocations for that year. To look at the detail for allocations for the selected year, click the underlined "School Year".

Once you have the year you want, click the Copy Allocation button at the bottom of the display. The display below appear to let you make the selections.

Adams, Amy (Student - 000000000)

Copy Allocation

Select Allocation Year
 200405

School Year	Allocation	Award Code
200405	\$750.00	FPELL
200405	\$900,000.00	NCAA
200405	\$1,200.00	Pell
200405	\$1,320.00	PRES
200405	\$150,000.00	SMITH

From top to bottom, you select a different year if you wish. Click the Select Year button if you change the year. Then pick the specific awards you want to copy. You can pick more than one. Use the “Destination Year” arrow to select the year to copy to. Click the Submit button to copy the allocation(s) you picked.

Now you can pick Award Codes to make your desired changes to the copied allocation(s).

Financial Aid Award Transaction Tracking Fields

As awards are processed, SONISWEB™ adds to the end of each transaction record an operator and time-date “stamp” entry. There is an individual entry for accepting the award, for posting it, and for voiding it.

Copy Allocation

Select Allocation Year
 200405

Please Select Award:
 My Pell
 NCAA
 Pell Award

Destination Year
 200405

Financial Aid Budget Changes

Budgets under Systems lets a school set up and change standard budgets used in handling financial aid. New with this release, budgets are kept by year so you can set up standard budgets for a future year without changing current and past years. You can also copy a budget from one year to another.

The copy process is identical to “Allocation Copy” on page 17.

Assigning budgets uses the person's Financial Aid record. When you click that Add button to establish a new budget, you see and can select from only the budgets for that year.

Pell Table Updates Through 2009

The Pell tables have been updated for 200809.

Post Transaction Preview Record Limits

An accidental way to make SONISWEB™ slow down is to ask for or display more information than is needed.

Budgets

Select Budget Year
200708
Change Year

Budget ID	Disabled	Total Budget Amt	School Year
Dependent Off Campus		\$17,800.00	200708
Dependent On Campus		\$19,600.00	200708

Create Budget
Copy Budget

Web Options

RESET SUBMIT

Max. Rows Displayed (Search Results) 20 Max. Rows Displayed (Record Lists) 20
Activities Displayed Before Offering Search (0 to bypass search): 0
Post Transaction Preview Records Limit: 500

With “Post Transaction Preview Records Limit” set in Web Options (under Systems), the SONISWEB™ administrator prevents thousands of transaction records from inadvertently being gathered and displayed.

Recruiting & Prospective Students

E-Mail for Prospects & Applicants

Email: Prospects/Applicants

Status	<input type="text" value="Applicant"/>	Academic Status	<input type="text" value="Academic Probation"/> <input type="text" value="Good Standing"/>	Level of Interest	<input type="text" value="High"/>
Dept.	<input type="text" value="Prospect"/> <input type="text" value="English"/> <input type="text" value="Humanities"/>	Division	<input type="text" value="Daytime"/> <input type="text" value="Evening"/> <input type="text" value="TBD"/>	Campus	<input type="text" value="Chapel Hill"/> <input type="text" value="Main"/> <input type="text" value="To Be Determined"/>
Term of Interest	<input type="text" value="Fall 2004"/> <input type="text" value="Fall 2005"/>	Instit. Code	<input type="text" value="Benjamin Franklin High School"/> <input type="text" value="Chapel Hill High School"/>	Referred by	<input type="text" value="Alumni"/> <input type="text" value="College Fair"/>
Agency	<input type="text" value="Arnold Schuler"/> <input type="text" value="Arron Burke"/>	Program Code	<input type="text" value="Accounting"/> <input type="text" value="Biology"/>	Interest	<input type="text" value="Basketball"/> <input type="text" value="Bible Study"/>
Category Code	<input type="text" value="Allied Health"/> <input type="text" value="Fine Arts"/>	Inquiry Type Code	<input type="text" value="Campus Workshop/Tours"/> <input type="text" value="Community Contacts"/>	State	<input type="text" value="Alabama"/> <input type="text" value="Alaska"/> <input type="text" value="Arizona"/> <input type="text" value="Arkansas"/> <input type="text" value="California"/> <input type="text" value="Colorado"/> <input type="text" value="Connecticut"/> <input type="text" value="Delaware"/> <input type="text" value="District of Columbia"/> <input type="text" value="Florida"/> <input type="text" value="Foreign Country"/> <input type="text" value="Georgia"/> <input type="text" value="Hawaii"/> <input type="text" value="IDAHO"/> <input type="text" value="Illinois"/> <input type="text" value="Indiana"/> <input type="text" value="Iowa"/> <input type="text" value="Kansas"/> <input type="text" value="Kentucky"/>

Select Inquiry Date Range

Begin Date: **End Date:**

Post to Activity

Email Prospects/Applicants under **Systems** gives the selection display shown above. With it you make very specific choices of who you want to receive the message. After selection, click the “Continue To Email” button and receive the display to compose the e-mail message.

Check the list of those to receive the e-mail note. If some expected persons are missing, it is probably because they do not have valid e-mail addresses in their Preferred Address record. If there are some you do not want to receive this note, use the Cancel button, click Email Prospects/Applicants again, and pick other selection criteria that will exclude these persons.

With the correct list of recipients, enter the Subject, type the message, and click the Send button to send it.

Email: Prospects/Applicants

To: "Lou Abbott" [labbott@sonis.com], "Jane Addams" [jaddams@rjmu.edu], "Jacob Arronson" [aaronson@xxx.com], "Paul Bowles" [pbowles@sonis.com], "Emily Bronte" [ebronte@sonis.com], "Richard Browning" [rbrowning@sonis.com], "Edgar Burroughs" [eburroughs@sonis.com], "Willa Cather" [wciather@sonis.com], "Roald Dahl" [rdahl@sonis.com], "Margaret Greco" [mgreco@sonis.com], "Jean Greene" [jgreene@sonis.com], "Ernest Hemingway" [ehemingway@sonis.com], "Joe Klien" [jklien@sonis.com], "Abe Lincoln" [alincolln@sonis.com], "Frank Martinelle" [fmartinele@sonis.com], "Phillip Roth" [proth@sonis.com], "Robert Spitz" [spitz@sonis.com], "James Thurber" [jthruher@sonis.com], "Laura Wilder" [lwilder@sonis.com], "Virginia Wolfe" [vwolfe@sonis.com]

From: adams@sonis.com

Subject:

Message:

Sunday April 6 is the next guide tour and open house for you and your family

E-Mail and/or Text Messages and Setup

Added to “bulk e-mail” is the ability to send bulk text messages to cell (mobile) phones. Just as having a proper e-mail address in each person's Address record is required for bulk e-mail, a valid “Cell Phone” number, one of the listed providers, and the “Text Me Flag” must be checked in the Preferred address record as shown below for bulk text messages.

Jones, Thomas (Student - JO3745642)					
Address					
Preferred	Yes	Address Type	Primary	Known Bad	<input type="checkbox"/>
Electronic Mail	tjones@rjmu.edu	Salutation			
Telephone	203-555-2121	Work Phone		Fax	
Cell Phone	203-555-1212	Cell Provider	Virgin Mobile	Text Me Flag	<input checked="" type="checkbox"/>

Email/Text Message: Bulk under **Systems** yields the display seen below. First the selection criteria are picked and then the Email, Text Message, or Both radio button is chosen. Compose the Message and click the Submit button.

Email/Text Message: Bulk				
Status	Division	Campus	Dept.	Level
Alumni Applicant Constituent	Daytime Evening TBD	Chapel Hill Main To Be Determined	Business English Humanities	Pre-Entry Freshman Sophomore
Email only <input type="radio"/> Text Message only <input type="radio"/> Both <input checked="" type="radio"/>				
Subject: <input type="text"/>				
Message				
<i>Note: Text messages will be truncated to 160 characters.</i>				
<input type="text"/>				
Reset		Submit		

After the Submit button is clicked above, you can refine your selection with the display below.

_Email/Text Message: Bulk

There are 485 emails and 2 text messages below.

Subject: Cancellation of Meeting
Message: Due to circumstances beyond our control, the Aquatic Aces meeting for tonight is cancelled.

Emailing			Text Messaging		
Include	Name	Email Individually	Include	Name	Text Message Individually
<input checked="" type="checkbox"/>	Adams, Jesse	Email Adams, Jesse.	<input checked="" type="checkbox"/>	Adams, Mary	Text Message Adams, Mary.
<input checked="" type="checkbox"/>	Adams, Mary	Email Adams, Mary.	<input checked="" type="checkbox"/>	Clarkson, Miriam	Text Message Clarkson, Miriam.
<input checked="" type="checkbox"/>	Adams, Rita	Email Adams, Rita.			
<input checked="" type="checkbox"/>	Adams, Ronnie	Email Adams, Ronnie.			
<input checked="" type="checkbox"/>	Alden, Andrea	Email Alden, Andrea.			
<input checked="" type="checkbox"/>	Alden, Ella	Email Alden, Ella.			

Those with valid e-mail addresses and those with valid cell phone numbers are listed with check marks near their names. To not send the message to a person, click the checkbox beside her or his name until it is blank. To send the message, click the Submit button.

Mail Merge for Prospects & Applicants

Click **Reports** and then **Mail Merge For Prospects/Applicants (RB)**. (Depending on the setup of your function list on the left of the display, it may appear as “Mail Merge Fo...ts (RB)”.)

As shown on the right, you make very specific choices to select only those you want to receive this mailing.

Note the highlighted selection for Prospect[ive Students] versus Applicants.

At the bottom of the display are your choices for output. Excel (the XLS file format) is the most common choice for mail merge because most word processing programs use a spreadsheet list from which to get the addresses.

Main Report Generator
Building: Mail Merge For Prospects/Applicants (RB)

Select Campus (s) Chapel Hill Main To Be Determined	Select Division (s) Daytime Evening TBD	Select Referred by (s) Alumni College Fair
Select department(s) Business English Humanities	Select Status (s) Prospect	Select term(s) of interest Fall 2004 Fall 2005
Select agency(s) Arnold Schular Arron Burke	Select Level(s) of Interest High	Select Address Type(s) Billing Last Known Mailing
Select Category Code (s) Allied Health Fine Arts	Select Academic Status (s) Academic Probation Good Standing Honor Student	Select Inquiry Type Code (s) Campus Workshop/Tours Community Contacts

Begin Date: End Date:

Select State (s)
Alabama
Alaska
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia
Florida
Foreign Country
Georgia
Hawaii
IDAHO
Illinois
Indiana
Iowa
Kansas
Kentucky

PDF **Excel** Flash Paper

Clear Name Reset to Defaults Build Report

Scanned Signatures on Timed Letters for Prospects

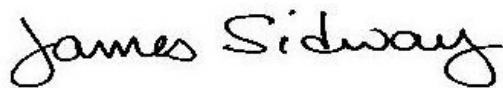
08/17/2007

Judith Miller
12 Yellow St
Woodbury CT 07890

Dear Judith:

We would like to cordially invite you to attend our open house on October 1, 2007. We hope you can attend!

Sincerely,

A handwritten signature in black ink that reads "James Sidway". The signature is written in a cursive, flowing style.

James Sidway, Recruiter

Scanned signatures was introduced for Timed Letters in the October 2007 release. This is now extended to “Timed Letters for Prospects”.

See “Scanned Signatures on Timed Letters” in “SONISWEB 2 1 Patch Index Oct 07.pdf” for guidance for setting up and scanning the signatures.

Registration & Courses

Course Evaluation Requirement to See a Grade

Kirby, Katie (Student - KI7288668)

Course Evaluation Assignment

School Year: 200708 Semester: 1

Assign Check All Assign Uncheck All
Required Check All Required Uncheck All

Select Evaluation

Input Evaluation Date Range
Begin Date: End Date:

Assign	Required	Course	Section	Description
<input type="checkbox"/>	<input type="checkbox"/>	ART101	2	Art Appreciation
<input type="checkbox"/>	<input type="checkbox"/>	ART200	1	20th Century Art
<input type="checkbox"/>	<input type="checkbox"/>	CLE811	1	Clinical Primary Rotation
<input type="checkbox"/>	<input type="checkbox"/>	CLE811	2	Clinical Primary Rotation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CLE933	1	GPA 3 Exam - Primary Exit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JAP100	1	Japanese I
<input type="checkbox"/>	<input type="checkbox"/>	NPH 410	1	Naturopathic Medical Philosophy

When assigning evaluations to course sections as shown above, an option is checking the Required checkbox for a section.

Kirby, Katie (Student - KI7288668)

Student Courses

School Year 200708 Semester 1 Enrollment Date 12/12/2007

Section 1 Course Type Code N No Repeating

Course CLE933 Description GPA 3 Exam - Primary Exit

Enroll Code Pass-Fail

Grade Date Completed 05/31/2007 Official

Quality Points 0.00 Mid-Term Grade Class Hrs 0.00

Cred. 0.00 Clinical Grade Practice 0.00

Include GPA [Check Grade Details](#)

Repeated Repeat Year Semester

Replaced Replaced With

Posted to Billing Honors

Evaluation Required Evaluation Extension

When the required option is checked for a course section, the student Course record for that course section will have the Evaluation Required check box checked as you see

above. The administrator has the ability to override the Evaluation required by clicking the check mark until it is blank. If an evaluation is required and the evaluation time period has elapsed, the administrator can make the evaluation available to the student by checking the Evaluation Extension check box, also seen above.

In Student Access the Biographic page will not display any grades/gpa information if there is a required evaluation outstanding. There will be a message to indicate that the course records are on hold until the evaluation is completed. You see that below.

for Katie Kirby							
Logout	Bio	Update Bio	Billing	Ledger	Schedule	Registration	Degree Audit
Address:	100 Nunnery Walk Winchester , VT 98776				<u>Requests</u>		
Phone:	919-111-1111				Campus:	Business	
E-Mail:	lizschuler@mindspring.com				Department:	Day	
Program:	Accounting				Division:	Daytime	
<p>Course Records on Hold until the following Course Evaluations are completed: Japanese I 200708 Fall</p> <p>Please go to the Schedule, click on the Course, complete and submit an Evaluation</p>							

Course Evaluation Summary Report

The new Evaluations Summary report gives the user the ability to get the averages for a selected evaluation by School Year and Semester so that a comparison can be made between the results for an individual course section and all course sections assigned that same evaluation.

It is under **Reports** as Evaluations Summary. The summary is of those evaluation questions that can be counted such as multiple choices, radio buttons, or numbers. Text answers cannot be summarized in any meaningful way.

Main Report Generator
Building: Evaluations Summary

<p>Select Campus (s)</p> <div style="border: 1px solid blue; padding: 2px;"> Chapel Hill Main To Be Determined </div>	<p>Select Division (s)</p> <div style="border: 1px solid blue; padding: 2px;"> Daytime Evening TBD </div>	<p>Select department(s)</p> <div style="border: 1px solid blue; padding: 2px;"> Business English Humanities </div>
<p>Select school year</p> <div style="border: 1px solid blue; padding: 2px;"> 200708 </div>	<p>Select semester</p> <div style="border: 1px solid blue; padding: 2px;"> Fall </div>	<p>Select Evaluation</p> <div style="border: 1px solid blue; padding: 2px;"> Course Evaluation Course Evaluation Field Service Assignment Evaluation </div>
<input type="button" value="Clear Name"/>	<input type="button" value="Reset to Defaults"/>	<input type="button" value="Build Report"/>

The choices for “Select Evaluations” above come from setting up Evaluations under **Systems** where you name each evaluation, specify the questions, etc.

Enrollment Detail Report Ages

Accessed by clicking **Reports** and then Enrl Detail, the report includes ages based on the IPED status for the person. The IPED status (illustrated on the right) as well as the person's data of birth are in each person's Biographic record.

IPED Status	Masters Degree
Expired	Doctoral Degree
	First-time Degree
Served In	Masters Degree
Military	Non-Degree Seeking
	Other Degree Seeking
No Photo On File	To Be Determined

The report examines both, checks the IPED table of degrees that shows which are undergraduate, and produces the additional age detail in the report as shown below.

Clicking an underlined age yields the list of students in that age and undergraduate-graduate category.

Ages of Undergraduate Men and Women	
19	1
21	3
23	1
29	2
30	1
31	1
33	1
37	1
48	1
56	2
TOTAL	14
Ages of Graduate Men and Women	
28	1
29	2
30	1
32	3
33	2
35	2
46	1
47	1
TOTAL	13

GRADUATE STUDENT	ID	AGE	IPED STATUS	CREDITS	ETHNICITY	GENDER
Arnold, Ally	AR2826121	32	TB	2.666664		Not recorded
Schuler, Emma	SC6898585	32	PD	9.329992		Not recorded
Sullivan, Sally	SU8866500	32	TB	7		Not recorded

Express Registration Option for Speed

Registration Settings
 Basic Registration Post to Billing **Express Registration For Students**

Normally a student logs in and see his or her “Bio” page. To register, the student clicks the Registration tab, picks courses, and moves through a few steps to verify the selections and review the charges.

SonisWeb University

[Update Bio](#) [Search](#)

Registration for 200607/2
for William Faulkner
 Currently registering under degree *B.S. at SonisWeb University*

[Logout](#)
[Bio](#)
[Billing](#)
[Ledger](#)
[Schedule](#)
Registration
[Degree Audit](#)

Course	Description	Section	Session	Cred.	Lead Faculty	Time Desc	Campus
ANAT101	Anatomy & Physiology	1		3	C. Carey	WED 8:00pm-8:55pm, SAT 8:00am-9:55am	Main Taken
BIO105	Microbiology	1		3	D. Flanagan	FRI 8:00am-8:55am	To Be Determined
BIOL101	Biology I	1		3	R. Newport	THU 7:00am-7:55am	Main
CVT 111	Patient Care	1		2	R. Williams	SAT 7:00am-7:55am	Main
PT 141	How the Mind Unfolds	1		2	C. Kaplan	THU 7:00pm-7:55pm	Main

Registered courses: **COMPLETE REGISTRATION**
Your shopping cart is set to time out at 2:25 PM.

Pending Credits: 3 Enrolled Credits: 10 Total Credits: 13

Select Beginning Course Letter
[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |
[View All \(slow load ~ 45 Total Courses\)](#)

Course Offerings (Click on **Spaces** link to begin steps.)

Course	Spaces	Wait	Description	Section	Session	Cred.	Lead Faculty	Time Desc	Campus
ANAT101	24	0	Anatomy & Physiology	1		3	C. Carey	WED 8:00pm-8:55pm, SAT 8:00am-9:55am	Main
ART101	27	0	Art Appreciation	1		3	W. Sparks	MON 10:15am-11:00am	Main

The Express Registration option in Web Options under **Systems** speeds that process by leaving out some of the steps. It is designed for those peak registration weeks when you want to give students a quick registration and reduce the load on the system so more students can register at the same time.

On logging in the student sees the Registration display immediately. She or he can select classes (course sections) as usual and remove classes not wanted (if you allow it). Clicking COMPLETE REGISTRATION shown above registers the course sections and returns a confirming display to the student. There are no other steps in the process.

Learning Management System (LMS) Grade Import

Grades are imported by faculty members using the same basic method used for importing Scantron® scanned grades. That was described in the chapter “Scantron® Scores Input Process” in “SONISWEB 2 1 Patch Index Oct 07.PDF”. It is also shown in the video tutorial “SW_Scantron_Scores_Import_1” available on the SONIS™ Web site of videos.

This grade input process is specifically for Moodle. Moodle exports a CSV file. (CSV means Comma Separated Variables, a format that works with any modern spreadsheet program.) In the grade file with each record has these comma separated variables:

1. first_name
2. last_name
3. soc_sec
4. institution
5. department
6. email
7. grade

As described in the Scantron® import cited above and the video, the file is first stored in the faculty member's “FacFiles” folder under the SONISWEB™ folder. As with scanned grades, the file must have the “SID” (session ID) in it's name followed by “_grades.txt”. An example is “0305218233937140_grades.txt” for course section “ACC 101 Sec. D1 200304/Fall roster for Arthur Anderson with the faculty member ID AN3887688”. Finding the session ID is described in the Scantron® items cited above.

To import the grades, a faculty or staff member stores the Moodle grade file(s) in the “FacFiles” folder(s).

Course Section Grade Input

[Logout](#)
[Biographic](#)
[Courses](#)
[Gradebook](#)

School Year: Semester:

Course: Section

ACC 101 Financial Accounting Section: D1
Weighting Scale: None Assigned

Student Name	Enroll Code	Mid-Term Grade	Grade	Official	Date Completed
1) Barrington, Earl (BA8827855)	EN		C+	(OFFCL)	12/30/1899
2) Bennett, Erin (BE5921521)	EN	<input type="text" value="C"/>	<input type="text" value="B"/>	UNOFFCL	
3) Carson, Cheryl (CA6421732)	EN	C	B-	(OFFCL)	12/15/2003
4) Denton, Philip (DE2193789)	EN	B	D	(OFFCL)	12/15/2003
5) Marshall, Pam (MA8585538)	EN		C-	(OFFCL)	12/30/1899

Viewing - Year:200304 Semester: 1

[Upload Grades](#)

The faculty member then logs on in the normal manner, picks the course section desired, clicks the Gradebook icon, and clicks the [Import Scores](#) link at the bottom of the display. Where there is a matching grades text file in the faculty member's "FacFiles" and any current grades are unofficial, the [Upload Grades](#) link appears at the bottom of the display as shown above. Click it, and the grades in the file are loaded into, and fill out the grades shown in the display. The faculty member can change these grades just like any others.

Errors uploading the grades results in error messages like this.

There's a problem with Erin Bennett (BE5921521). The grade is A+ .
Please check on the above grades.

[Return](#)

Program Duration-Length

The Program table now has an optional field to specify the duration or length of the program. You see it here.

Programs			
Program Code	NURSING	Program	Nursing (Traditional)
Type	No Fee (NF) <input type="button" value="v"/>	Disabled	<input type="checkbox"/>
Program Length in Months	<input type="text" value="36"/>	CIP Code	<input type="text" value="0"/>
		Exclude Outside System	<input type="checkbox"/>

Program Memo

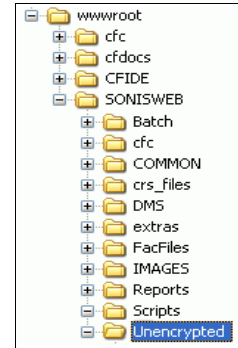
Program records ([Systems Programs](#)) have an area for memos to further document the program.

Systems Administrator

Custom Page Additions to the Unencrypted Folder

The manual “ Custom Fields, Web Pages, and Colors” (CustomWeb.pdf has been updated to reflect these additions. In the chapter “Substituting Your Displays or Pages” and in “Table 2” you find guidance in created your own Web pages and functions that can add to or replace the standard SONISWEB™ functions and pages. Added with this release are these new unencrypted files:

gpa.cfm
Mytoolbar.cfm
oa_questions_form.cfm
oa_questions_form_action.cfm
oa_questions_form2.cfm



They are used in the same way as the other files described in the manual. There are now 76 files in the folder to assist in your custom development. The manual

Date Range for Reports Extended for Other Functions an Option for Performance

The “Report Date Range” table has been extended to include some SONISWEB™ functions that are not reports as you see on the right.

Report	Date From	Date To
Activity Report		
Activity Report: Prospects		

Non-Report Functions Using Date Ranges		
Email: Prospects/Applicants	01/01/2007	12/31/2008

Setting the date ranges is an often overlooked option. When a users make a request that normally has a

date range as one of the selections but does not put in a date range, SONISWEB™ obediently searches the entire database for all records that match the other criteria selected. With many thousands of records to examine, this search and the resulting report can take much time and slow down the performance of the system.

Report Date Range under **Systems** was introduced and described in “Reports: Set Default Date Ranges” in the “2.0 Patch Index.pdf” in April 2007. With it the SONISWEB™ the administrator can set the likely of dates for each report – and now other selected functions – each year. Typically this means adding changing the “ Date From” and “Date To” column to the current year. This keeps SONISWEB™ from searching the entire database should the user not enter a date range. These are default date ranges that the user can change on the prompt screen to change or enlarge the search dates.

Import Users Using Excel

Added to the **Systems** Import Users function is support for XLS (Excel) as well as TXT (text) files.

With a correct file format this display will confirm the importing of users.

Import Users

Get It:

TextFile: Excel:

Where SONISWEB™ detects an error, an error display will appear instead.

The Excel columns (fields) must be in the normal required order.

The first row (XLS record) must contain the headings. This table lists of heading and fields in the order required. This table is read from top to bottom, left to right.

Import Users

Import File Parser Results

Records added to NAMEADD/ADDRESSADD (no duplicates): 1
 Records added to NAMEDUP/ADDRESSDUP (found in NAME): 0
 Records added to NAMEDUP/ADDRESSDUP (found in NAMEDUP): 0

[View Additional Records](#)
[Add Additional Records](#)

last_name	excl_mailing	releas_inf	country
first_name	fund_stat	retries	county_cod
birthdate	gender	show_addr	fax
e_mail	iped_stat	show_email	IPED_addr
acadstat_cod	level_	show_phone	phone
affiliation_cod	maiden	show_wkphn	preferred
camp_cod	mar_cod	soc_sec	salutation
citizen	mi	sonis_id	st_addr
deceased	nickname	ssn	state
dec_date	notpubname	suffix	work_phone
dept_cod	nslch_block	tuit_stat	zip
disabled	nslch_block_date	veteran	labels
div_cod	online_hld	add_add2	labels2
ethnic_cod	photo	add_addr	labels3
exam_id	pin	bad	type
excl_billing	prefix	cell_phone	mod_stat
excl_blk_trans	releas_dt	city	incl_directory