



Scholastic ONline Information System  
for the Web

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# Web Options Settings

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The Web (World Wide Web) is where most students, faculty and alumni/ae meet and deal with your SONISWEB® system. In Web Options you set the registration period dates and student levels. You set the login options, where syllabi are placed, how semesters are shown, over 20 options.

This text describes each option and tells you what each affects. This text starts with **navigating** the functions on page 4. **Non-registration** options start on page 7. **Registration** options start on page 16.. To see the **changes** in this edition look on page 3.

May 2006

*Systems, Inc.*

The logo for RJM Systems, Inc. It features the letters 'RJM' in a stylized, blue, serif font, followed by the text 'Systems, Inc.' in a blue, italicized, serif font.

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## NEW IN THIS EDITION

### May 2006 Enhancements

- Accounting interfaces for The Financial Edge®, MIP, and Great Plains systems and their activation with a checkbox in “Accounting Interface”, page 9.

### March 2006 Initial Release

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Function List1 - Partial, page 4.
- Figure 37 Login Displays and Figure 38 Typical SONISWEB® Page, page 19.
- Most of the reports have been rewritten in the Cold Fusion™ Report Builder. The older Crystal Reports™-Enterprise reports (without the “RB”) are still available in most cases.
- “Login ID”, page 7.
- “System Generated ID Enforcement”, page 7.
- “CSS Name”, page 8.
- “Crystal Reports™”, page 8.
- “Registration Settings”, page 9.
- “Faculty/Student Registration Only”, page 9.
- “Withdrawn Student Access as Alumni/ae”, page 10.
- “Allow Direct Biographic Information Updates”, page 10.
- “Generate Record Status”, page 10.
- “Archive Official Grade Changes”, page 12.
- “Course Grades for Withdrawn Students”, page 12.
- “Registration Controls”, pages 16 to 19.



• Figure 1 Toolbar<sup>1</sup> for those with User-ID access

## NAVIGATING THE FUNCTIONS

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

The access rights of an administrative user are defined by:

1. The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Deans, etc. One profile covers all the people in each staff category.
2. The individual limits specified for you when you were issued a User-ID and Password. Typical limits are preventing access to faculty and staff personal records.
3. The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.



• Figure 2 Function List<sup>1</sup>  
- Partial

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

1. Click **Systems** in Figure 1.
2. Click Web Options in Figure 2.

Figure 3 is the top of a very long form. It's too long to show on a single sheet of paper, so it's shown in sections in this manual.



• Figure 3 Top of Web Options Display

At the top and at the bottom you get the Reset and Submit buttons shown in Figure 3.

Use the Reset button before clicking Submit if you wish to erase the changes you have made and start over.

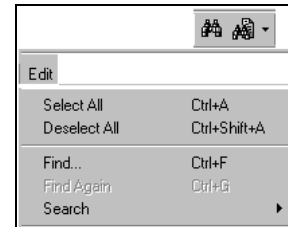
Click the Submit button to save your changes. Once you click Submit, the changes are in effect; Reset has no effect after clicking Submit.

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

## WHAT DO YOU WANT TO DO?

- Allow Advisors to view all records, page 11.
- Allow Direct Biographic Information Updates, page 10.
- Archive Official Grade Changes, page 12.
- Batch File Destination Directory, page 13.
- Blackbaud® Accounting, page 9.
- Body Font and Body Font Color, page 8.
- Cache Timeout, page 10.
- Course Grades for Withdrawn Students, page 12.
- Credit card payment with e-Cashier, page 16.
- Crystal Reports™ option, page 8.
- CSS Name, page 8.
- Default Year and Semester for Schedules and Billing, page 13.
- Display Page Notes, page 11.
- Exam IDs, page 12.
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- Generate Invoice Numbers, page 11.
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- Login ID, page 7.
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- Maximum Rows Displayed for Record Lists, page 13.
- Maximum Rows Displayed for Search Results, page 13.
- Registration Controls, page 16.
- Registration Controls, pages 16 to 19.
- Registration Settings, page 9.
- Semester Display, page 13.
- Session Monitor, page 11.
- Show all Scripts, page 12.
- SONISWeb Timeout, page 10.
- Status Link Color, page 8.
- Syllabus Directory, page 14.

- System Generated ID Enforcement, page 7.
- Systems Administrator's E-Mail address setting, page 14.
- Use MyToolbar, page 13.
- Withdrawn Student Access as Alumni/ae, page 10.
- 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 4. It allows a Google®-like search<sup>2</sup> by word or phrase.



• Figure 4 Adobe® Find and Search

## Diagnosing and Fixing Problems

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

## Setting Your Browser for Proper Function and Security

Internet Explorer<sup>3</sup> (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.

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

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

## QUICK REFERENCE

- The non-registration options start below. If you don't see an item from the Web Options display below, check "Registration Controls" on page 16.
- The registration options are in the SONISWEB® manual "Registration by Staff". That manual tells you how they're used. A copy of that part of the registration manual starts on page 16.

## Login ID

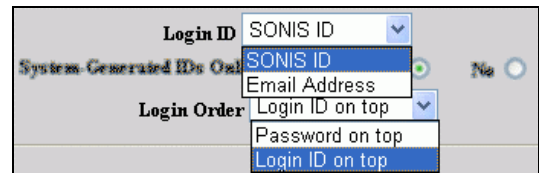
You can set two parameters in Figure 5:

- Use the "Login ID" pulldown arrow<sup>4</sup> to see the choices. SONIS ID is the person's ID number. Email address is the other alternative. Pick the one you prefer for your students, faculty, etc.

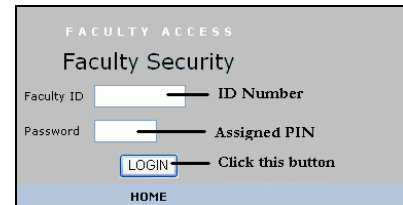
To use the e-mail option all users must have e-mail addresses in their address records.

After making the change you must contact all your users so that they know how to log on to SONISWEB®.

- Use the "Login Order" pulldown arrow<sup>4</sup> to see the choices. You can place the ID on top as shown in Figure 6, or you can put it at the bottom.



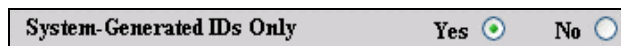
• Figure 5 Login Display Choices



• Figure 6 Login Order Example

## System Generated ID Enforcement

Where you want SONISWEB® to generate IDs as people are added, you can make it an option or you can require it. Click the Yes radio button<sup>4</sup> in Figure 7 and it will be enforced as a requirement.



• Figure 7 System Generated IDs

<sup>4</sup> See Figure 39 "Arrows, Fields, Checkboxes and Buttons" on page 20 for guidance.

## Body Font and Body Font Color



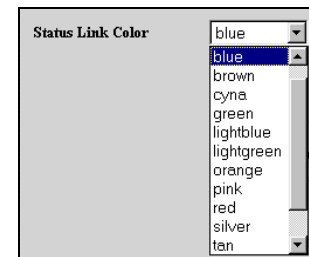
• Figure 8 Body Font and Body Font Color

Use the pulldown menus to pick the font and the text color you want in your displays. Make the choice that you know all of your users' Web browsers can handle. Arial and Times New Roman fonts and the color black are supported by most Web browsers. If you choose a less common font or color, test your choices on as many brands and versions of browsers as possible to make sure they are supported.

You can also be selective in the colors and the pages they appear on. See the “Administration” or “Custom Web Pages, Color Changes & Column Names” manuals for that information.

## Status Link Color

The name and/or course status links are shown at the top of displays as illustrated in Figure 38 on page 19. You set the color in Figure 9.



• Figure 9 Status Color Link

## CSS Name

If you have a current “look” for your Web presence that’s defined by a Cascading Style Sheet, you can use it to make the opening SONISWEB® display and the security login displays have your “look”.



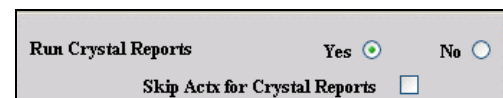
• Figure 10 Cascading Style Sheet Setting

You substitute your CSS for the one delivered in SONISWEB®. First you have to put your CSS, or a copy of it, in the system-space used by SONISWEB®. As Figure 10 shows, you then replace the standard name with your CSS name. If your CSS file cannot be found, the name will revert to the original and you’ll see an error message.

See [www.w3.org/Style/CSS/](http://www.w3.org/Style/CSS/) for more on “Cascading Style Sheets”.

## Crystal Reports™

Starting with version 2.0, SONISWEB® provides reports built with the no-charge ColdFusion™ Report Builder. Reports written with Report Builder have “(RB)” following their names. (You can customize these reports in a manner similar to Crystal



• Figure 11 Crystal Reports™ -Enterprise Options



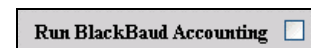
Reports™.) Changes to reports, as well as new reports or features, are available only in Report Builder reports. All the reports written in version 1.0 through 1.4 with Crystal Reports™ are still available in that form.

If you have purchased Crystal Enterprise (Crystal Reports™ on the Web) and you wish to use it, click the Yes radio button<sup>4</sup> in Figure 11.

If you permit students or faculty members to run Degree Audits and other reports, it's likely that some of them will not use Microsoft's Internet Explorer. "Active X" is not supported by many non-Microsoft browsers and with all Macintosh OS and Linux systems, so you need to turn off that feature. Click the "Skip Actx for Crystal Reports" checkbox<sup>4</sup> until a checkmark appears. Crystal Reports™ will not invoke "Active X" but will use an alternative viewer.

## Accounting Interface

If you use one of the direct accounting system interfaces, click the checkbox<sup>4</sup> until a checkmark appears. Currently those include Blackbaud's The Financial Edge®, MIP, and Microsoft's Great Plains accounting systems. (Although "Blackbaud" is the name of the checkbox in Figure 12, the checkbox covers all the accounting interfaces. RJM Systems sets the interface for your chosen accounting system in a script and this checkbox activates your use of it.)



• Figure 12 Accounting Interface

## Financial Aid Import Filter

You can import certain financial aid files. Select "None" or the name of the service you are using with the pulldown menu<sup>4</sup> in Figure 13. See the text "Financial Aid" for more information.



• Figure 13 Financial Aid Import Filter

## Registration Settings

See "Registration Controls" on page 16.

## Faculty/Student Registration Only

See "Registration Controls" on page 16.

## Login Retries

You determine how many times a person can attempt unsuccessfully to login. This limit tends to stop people who are trying to break into your system by repeatedly trying different IDs and/or PINs. After the limit you set, the user's ID is disabled. He or she must call you and have you enable the login ID again. Enabling is covered in the SONISWEB® manuals "User Authorization & Profiles" and "Administration".



• Figure 14 Login Retries

## Withdrawn Student Access as Alumni/ae

How do you want your withdrawn students to connect to your system? Click the checkbox<sup>4</sup> until a checkmark appears and they use the Alumni selection to login.

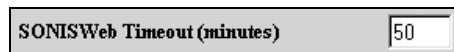


Withdrawn Login As Alumni

• Figure 15 Withdrawn Student Login

## SONISWeb Timeout

When a user leaves her or his computer without logging out, someone else can use that computer to get access to sensitive information. By setting this timeout limit, a user is automatically logged out if he or she has not used the system for the specified minutes.



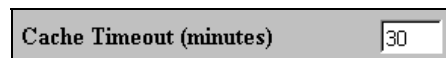
SONISWeb Timeout (minutes)

• Figure 16 SONISWEB® Timeout

## Cache Timeout

For best performance, set this to 30.

After making changes to the special system tables for columns, heading, etc., set Cache Timeout to zero (0). Zero means “do not cache the data” so that users retrieve the most up-to-date copy of the selected tables. Usually within 10 to 30 minutes the users will have logged in and gotten a fresh copy of the tables. You can then reset this table to 30.




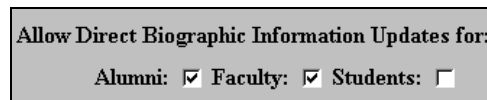
Cache Timeout (minutes)

• Figure 17 Cache Timeout

## Allow Direct Biographic Information Updates

The settings in Figure 18 determine whether or not changes that users make on their Web displays using the Update Bio

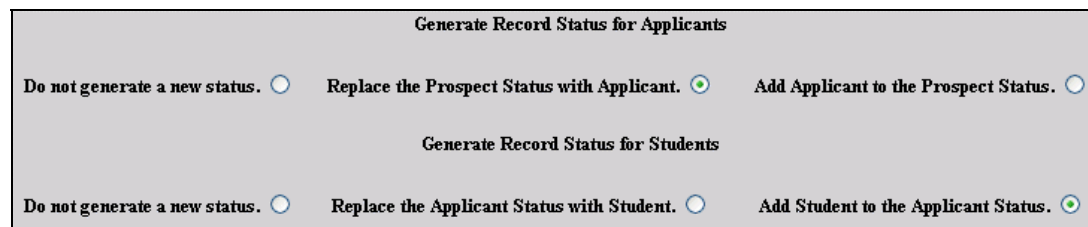
icon  are applied directly to the SONISWEB® databases or must be imported under administrative oversight. See the SONISWEB® text “Importing Record Changes from the Web & Records from Other Systems” for a full discussion.



Allow Direct Biographic Information Updates for:  
Alumni:  Faculty:  Students:

• Figure 18 Allow Direct Biographic ... Updates

## Generate Record Status



Generate Record Status for Applicants  
Do not generate a new status.  Replace the Prospect Status with Applicant.  Add Applicant to the Prospect Status.   
Generate Record Status for Students  
Do not generate a new status.  Replace the Applicant Status with Student.  Add Student to the Applicant Status.

• Figure 19 Generate Record Status

These options let you automate, or not, the adding or replacing of a status for a person. When a Prospective Student has a checkbox checked in his or her record, she or he becomes

an Applicant. When an Applicant has a checkbox checked in his or her record, she or he becomes a Student. The choice in Figure 19 tell what you want SONISWEB® to do about that change.

**Do not generate...** means your staff will change or add the status, SONISWEB® should do nothing.

**Replace...** means that the prior status should be replaced by the new status. For example, once a person becomes an Applicant, she or he will no longer be found with a **Names** search for Prospective Students

**Add...** means the person will get a new status (ST for Student, for example) and will keep the prior status (AP for Applicant).

It's a policy choice based on how you want to retain and analyze past records. Click the appropriate radio buttons<sup>4</sup> in Figure 19.

## Display Page Notes

Page notes appear on the login display. You turn them on and off for everyone with the check box in Figure 20. For faculty, a typical page note is “Final course grades due May 15”. See the texts “Administration” or “Custom Web Pages, Color Changes & Column Names” for information on setting the contents of these page notes.



• Figure 20 Display Page Notes

## Session Monitor

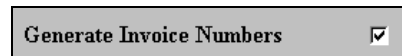
SONISWEB® includes an optional session monitor. It's primarily a diagnostic tool that allows technical staff and administrators to see the level of activity on the system and a list of who is logged on. It places a larger workload on the SONISWEB® server so you may wish to turn it off (empty checkbox<sup>4</sup> in Figure 21) when it is not needed. The use of the session monitor is covered in the SONISWEB® text “Administration”.



• Figure 21 Session Monitor

## Generate Invoice Numbers

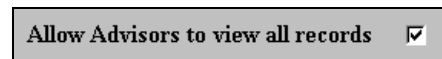
Some schools want invoice numbers on their bills and other financial reports. Some do not. This option lets you make your choice.



• Figure 22 Generate Invoice Numbers

## Allow Advisors to view all records

Advisors are faculty and staff who advise students during their matriculation. (The SONISWEB® records for faculty and staff members specify with a checkbox who can be an advisor.) Normally advisors see only the records of those assigned to them as advisees. If you want advisors to see all records – not just those assigned to them – click the checkbox to enable this option.



• Figure 23 Allow Advisors to view all records

Note that this reduces the constraints on the privacy of student records.

## Use Exam ID

If you use anonymous Exam IDs instead of student IDs for exams, click this checkbox<sup>4</sup>. This is used mostly in law schools.

Use Exam ID

• Figure 24 Use Exam ID

## Archive Official Grade Changes

Unofficial grades – mid-term, clinical, and course – can be changed at will by any authorized person. What do you want to do once the “Make Grades Official” checkbox is marked? When you click the checkbox<sup>4</sup> in Figure 25, any grade changes are archived and they are shown in the grade change record after each change. The information archived is who (User-ID) made the change, when it was made, and what the change was.

Archive Official Grade Changes:

• Figure 25 Archive Official Grade Changes

## Course Grades for Withdrawn Students

Make Withdrawn Courses Official:  Withdrawn Course Official Grade: |

• Figure 26 Course Grade for Withdrawn Students

You can set the one final grade that all withdrawn students will be given when you post a withdrawal leave of absence for those students. Later you can go to a specific student’s Courses records and change that individual’s grade if you wish. To use this function, click the checkbox<sup>4</sup> so a checkmark appear and enter the grade that to be given.

## Auto-Repeat Courses

See “Registration Controls” on page 16.

## Display

Final grades appear on student course schedules as soon as they’re made official. Click the checkbox<sup>4</sup> in Figure 27 and students can see unofficial grades as soon as the instructor or staff member enters them.

Display unofficial final grades on Student Access Schedule:

• Figure 27 Unofficial Grade Viewing by Students

## Show all Scripts

The normal setting of this option is blank (no checkmark) so that only current scripts are shown when the **Systems Scripts** function is chosen. See the SONISWEB® text “Administration” for more information on the scripts function.

Show all scripts

• Figure 28 Show all scripts

## Use MyToolbar

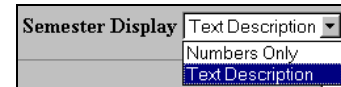
Normally this option is off (no checkmark). If you have created a substitute for the tabs that typically appear at the top of student, faculty, alumni/ae, etc. displays, you set this on with a checkmark and your substitute is used. See the text “Custom Web Pages, Color Changes & Column Names” for guidance in creating a substitute.



• Figure 29 Use MyToolbar

## Semester Display

Do you want semesters to show as numbers (1,2) or as text (Fall, Spring) in pulldown lists on Web displays? Click the pulldown arrow<sup>4</sup> and make your choice.



• Figure 30 Semester Display

## Default Year and Semester for Schedules and Billing

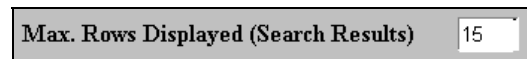
You can choose between two school year fields as your default. “Registration Y/S” is what you defined in “Registration Settings” starting on page 9. “Current Y/S” is the date you defined in the Systems Variables. (It’s described in the SONISWEB® manual “System Variables”.) The “Registration Y/S” is useful for preregistration. It allows the Registrar to set a default registration year and semester (for the registration pages only) that’s different from the “Current Y/S” in the System Variables.



• Figure 31 Default Year/Semester for Schedules and Billing

## Maximum Rows Displayed for Search Results

SONISWEB® users can search for classmates, students, “alums”, courses, etc. The option in Figure 32 determines how many rows of search results are seen on a display.

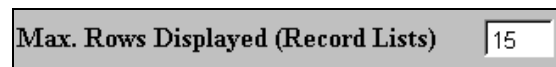


• Figure 32 Max. Rows Displayed (Search Result)

For best performance, enter 15 in Figure 32.

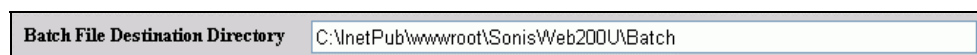
## Maximum Rows Displayed for Record Lists

Record lists are those you get for course sections, etc. For best performance, enter 15 in Figure 33.



• Figure 33 Max. Rows Displayed (Record Lists)

## Batch File Destination Directory



• Figure 34 Batch File Destination Directory

Batches of financial transactions – and many other files – are periodically exported from SONISWEB® so that they can be imported into other systems. SONISWEB® is delivered with a Batch folder. The path in Figure 34 as delivered is set to that folder. If the drive is different for your institution, change the path in Figure 34 so that it's where SONISWEB® has been installed.

The most common and most compatible directory is:

```
x:\inetpub\wwwroot\SonisWebnnn\Batch
```

where *x*: is the server directory that contains your copy of SONISWEB® and *nnn*: is the version you're using such as SonisWeb200 for version 2.0.

## Syllabus Directory



• Figure 35 Syllabus Directory

Where a syllabus is “uploaded” for a class, students examining their schedules can click an icon on their Web display and see a copy of that syllabus. This is where SONISWEB® places their syllabi. SONISWEB® is delivered with a directory named `crs_files` within the “web space” that you can use. The standard location is `Inetpub\wwwroot\SonisWeb200`. That is where the directory must reside.

You can change it but the directory must reside in “web space”. If you want syllabi in a different location, find your way to the directory that contains the programs and create a directory there.

Creating and uploading syllabi is covered in great detail in the SONISWEB® text “Faculty Handbook”.

## Systems Administrator’s E-Mail

Many SONISWEB® displays include an icon that allows users to send a note to the administrator to report problems or ask questions. You decide who that person is to be and place her or his e-mail address in this location. For some institutions that address is an information technology (IT) help desk, for others it is that of the SONISWEB® administrator.

Two settings are required for these e-mail messages to get to their destination.

- During the installation or administration of SONISWEB®, the e-mail options in ColdFusion<sup>5</sup> must be selected. See the SONISWEB® “Installation” text for the setting of this option.

<sup>5</sup> ColdFusion™ is the system used to develop SONISWEB®.

- In Figure 36 enter the e-mail address you want notes sent to.

<b>System Administrator Email</b>	<input type="text" value="ITadmin@SWDC.edu"/>
<b>(Address to receive error messages)</b>	

• Figure 36 System Administrator Email

SONISWEB® cannot check to see that the e-mail address is correct, so we recommend testing it. If it is incorrect or the ColdFusion™ settings are wrong, the notes will disappear and there is no error message.

## REGISTRATION CONTROLS

This is a copy of the registration options from the SONISWEB® manual “Registration by Staff”. See that manual for guidance on setting the options.

Registration Settings	
Basic Registration	<input checked="" type="radio"/>
Post to Billing	<input type="radio"/>

“Basic Registration” does not automatically create transaction (billing) records. When “Basic Registration” is set, financial transactions must be created later in a second step, the Post to Billing function in **Financials**. The process is done in a single step if “Post to Billing” is selected as an option above.

Registration Start Date	<input type="text" value="01/01/2006"/>	Registration Stop Date	<input type="text" value="12/30/2006"/>
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These dates set the valid registration dates. Students and faculty<sup>6</sup> can’t register outside these dates.

Maximum Rows Displayed (Regist. Only)	<input type="text" value="10"/>
---------------------------------------	---------------------------------

You limit how many rows can be viewed on a single display. Where not all the course offerings can be shown within these rows, a list of letters is displayed.

Maximum Number of Credits Allowed (Regist. Only)	<input type="text" value="20"/>
--	---------------------------------

This limits the students to no more than this number of credits during registration.

Registration Year	<input type="text" value="200506"/>	Registration Semester	<input type="text" value="Fall"/>
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This is the default year and semester for registration. For students it’s fixed. Administrators and faculty<sup>6</sup> have more choices.

Use Campus Limitations	<input checked="" type="checkbox"/>
------------------------	-------------------------------------

With a checkmark, a student can register only for courses taught on his or her campus. A person’s campus is found in his or her Biographic record.

Registration Cart Timeout In Minutes (minimum 5):	<input type="text" value="15"/>
---	---------------------------------

Should a person’s computer get disconnected in the middle of registration, this setting will cancel registration and return all “pending” course selections to the pool of available spaces (seats) for the section.

Maximum Number of Waitlist Items Per User	<input type="text" value="3"/>
---	--------------------------------

If you allow the “Student and Faculty Waitlist” this is how you prevent registering for too many waitlisted courses.

Registration Link			
Seats (count)	<input type="radio"/>	Seats (message)	<input checked="" type="radio"/>
Course	<input type="radio"/>	Available Message (link)	<input type="text" value="Enroll"/>
Not-available Message		<input type="text" value="Full"/>	

This sets the number or word a person sees underlined when making a course selection during registration.

<sup>6</sup> But you can give faculty an exception to this as shown in the “Faculty Multi-Semester Registration”.



<i>Student/Faculty Registration Only</i>			
Registration Start Date	<input type="text" value="01/01/2006"/>	Registration Stop Date	<input type="text" value="12/30/2006"/>

For registration by students and faculty this limits the dates when they can register. If they attempt it outside these dates, they get a message that registration is closed.

(Select the same Start and Stop to skip check)			
Alpha Start	<input type="text" value="A"/>	Alpha Stop	<input type="text" value="Z"/>

Here you allow only students whose last names begin with these letters to register. Setting Start as A and Stop as Z means there's no last name restriction.

Starting Course Number
(Enter a number only if your courses begin with numbers rather than letters.)
<input style="width: 50px;" type="text"/>

A few schools use course codes containing or starting with numbers. Since the automatic alphabetic ordering

can't be used, those schools specify the ordering by entering the starting number.

Levels To Include (None selected allows ALL)
<div style="border: 1px solid black; padding: 5px;">           0 1 2 3 4 5 6         </div>

Only students in the levels (class-years) selected here can register. An example of its use is to set it to 4 so all the rising seniors have the first choice of courses to ensure graduation. Click the top, blank entry to include all levels.

Course Types To Include (None selected allows ALL)
<div style="border: 1px solid black; padding: 5px;">           Internet Course Prerequisite <b>Regular</b> Transfer         </div>

Select the course-types that are valid during this registration period. Typically you choose all the course-types during the regular registration period. If you allow distance-learning students to register at any time, once standard registration is over, pick only your Internet Courses as open for registration. Click the top, blank entry to include all course-types.

Student Multi-Semester Registration	<input type="checkbox"/>
Faculty Multi-Semester Registration	<input checked="" type="checkbox"/>
Student Continuing Ed. Registration	<input type="checkbox"/>
Student Audit Registration	<input type="checkbox"/>
Faculty Continuing Ed. Registration	<input checked="" type="checkbox"/>
Faculty Audit Registration	<input checked="" type="checkbox"/>
Student and Faculty Waitlist:	<input checked="" type="checkbox"/>

This series specifies the registration permissions for students and/or faculty. A checkmark means the option will appear on their registration displays. A blank checkmark means the option will not appear.

Use e-Cashier	<input checked="" type="checkbox"/>
e-Cashier Name	<input style="width: 150px;" type="text" value="sonis"/>

If you have an arrangement for students to use credit or debit cards to pay their charges, you check the checkbox and enter the name as assigned in your credit arrangement.

**Archive Official Grade Changes:**

Checked, this means that once a grade has been made official, any change to any grade for a student is archived with the name of the administrator, the date and time changed, and what was changed. This is typically used for grade-change auditing.

**Make Withdrawn Courses Official:**  **Withdrawn Course Official Grade:**

When students withdraw from courses and then take an official leave of absence, the course grades are automatically changed as specified in this entry.

**Auto-Repeat Courses:**

If checked, a student taking a course a second time has the grade of the second course substituted for the grade of the first.

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

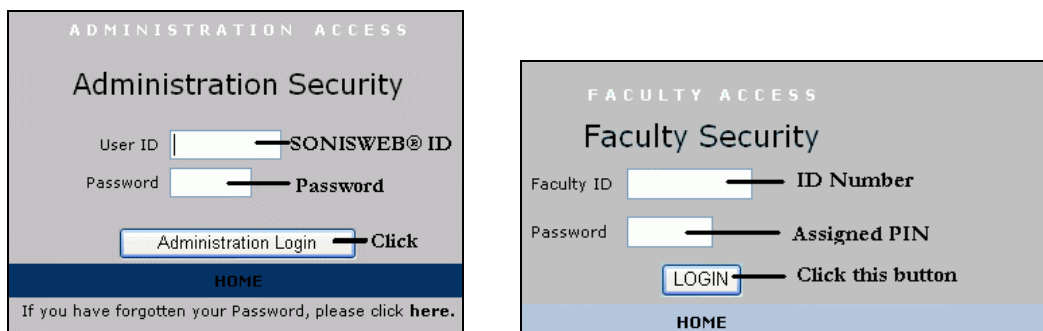
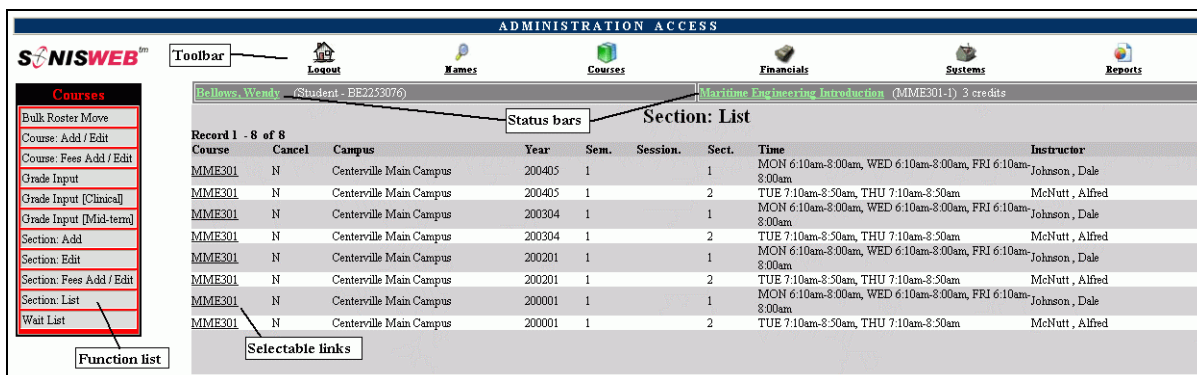


Figure 37 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 37.



• Figure 38 Typical SONISWEB® Page

Figure 38 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 38 click an underlined **Selectable Link** and you go to that record.

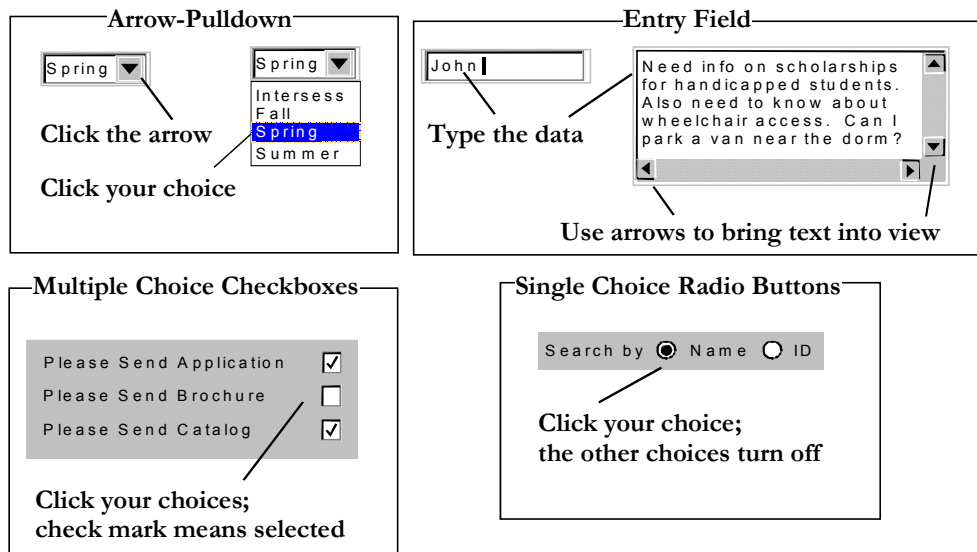


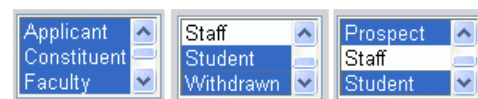
Figure 39 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 39. 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 40.



• Figure 40 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 40.