



## Helpful Tips for RosarioSIS

v1.8

## Dropping a student that did not attend school this year

If you want to drop a student who has been enrolled this school year but actually did not attend school, you can remove him by selecting a drop date prior to the enrollment date. (See the Enrollment Record in the *General Info* tab of that student.)

## Dropping a course assigned by error

If you want to drop a student from a course which was mistakenly added, you can remove it by selecting a drop date anterior to the enrollment date. (See the Dropped date in the *Scheduling > Student Schedule* program.)

## Download icon

Every page in RosarioSIS that lists students, users or other data shows a download icon above the list:



By clicking this download icon, the information present in the list will be exported to the Excel or OpenOffice format and proposed for download.

You can choose between the Excel, OpenOffice (CSV, Comma Separated Values) and XML formats in the program *Users > My Preferences*.

## Expanded View

In the pages containing students lists, you can see the link «Expanded View» in the top-left corner of the screen.

Expanded View adds to the list the fields specified in the «Expanded View» column of the program *Users > My Preferences > Student Fields*, in order to present a complete report that can be downloaded with the download icon.

## (Advanced) Search

The (Advanced) Search (available in the *Find a Student* or *Find a User* screens) is a powerful tool. With it you can easily find a student or a group of students.

«Last Name» and «First Name» search the names that begin with. For example, write “b” in «Last Name» to find all students having their last name beginning with “b”, like “Baez”, “Bohr”, etc.

You can perform a fuzzy search by starting with character “%”. For example, write “%b” in «Last Name» to find all students having their last name containing “b”, like

“Abul”, “Ebrahim”, etc.

You can also search for exact match by placing the name in "double quotes". For example, write ""Baez"" to find all students whose Last Name is exactly “Baez”.

Those tips also apply for other textual fields (ie. custom text fields).

Finally, enter an exclamation mark “!” to find all students who have *no* value set for those text fields.

«RosarioSIS ID» will search the student that exactly have this RosarioSIS ID. But you could also search for a list of RosarioSIS IDs, like “6231,6232,7205”.

«Address» will search for all the addresses that contain the word you enter.

The drop list «Grade Level» will search for all the students in the grade level you specify.

If only one student corresponds to the search criteria, you will directly see the information on him. Else, you will have to chose a student out of the resulting list.

If you want to go back to the student list, click the «Student List» link in the bottom frame.

Clicking the «Advanced Search» link, you will open the «Widgets» group, specific tools for the search. For example, you can search the students that have been absent more than 10 days in the semester with the «Attendance» widget. For example, with the «General Info» widget, you can search the students who were born between 2002 and 2004.

## Include Inactive Students

*Question:*

I cannot have a list of the students I have added / I cannot login using the student account I have just created.

*Answer:*

In the «Find a Student» screen, check the «Include Inactive Students» checkbox, then press the Submit button. This problem is encountered when the Enrollment date is posterior to today’s date.

## Remove a student

*Question:*

I cannot remove a student.

*Answer:*

Removing a student is problematic. If you remove a student that is not enrolled anymore, the data will not be available if he enrolls again later, or if an exterior institution need information about this student, like certificates.

Simply terminate the enrollment (see the Enrollment “Dropped” date) and RosarioSIS will occult the student until you need him. Then, the student will be accessible when you check «Include Inactive Students».

In case you added a student by mistake, you can still reuse this account for another student by changing its information.

## Generate User Handbook

Enter RosarioSIS, and write in the URL bar of the browser "Help.php" in place of "index.php".

The page generated is the user handbook in a PDF format. For example, if you are an administrator in the system, the generated handbook will be the one of the administrator. The handbook contains all the help texts available with the «Help» link of the bottom frame.

## Excuse a student from an assignment

If a teacher wants to excuse a student from an assignment, he can enter an asterisk (\*) in the field for the assignment's grade, in the *Gradebook > Grades* program.

## Select anterior/posterior year in the year dropdown list

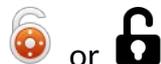


The screenshot shows a web form with several fields. At the top, there are three dropdown menus: the first is set to "December", the second to "4", and the third to "1996". To the right of these is a text field containing "17 Years 3 Months 20 Days". Below these is a "Birthdate" field with a dropdown menu open, showing a list of years from 1991 to 2001. The year 1991 is highlighted in blue. To the right of the birthdate field is an "Age" field containing "17 Years 3 Months 20 Days". Below the birthdate field is a section titled "1 Enrollment Record w". Below that is a field for "Attendance Start Date th" with a dropdown menu open, showing years from 1998 to 2001. Below that is a field for "September 14 2013 - Beg" with a dropdown menu open, showing years from 1999 to 2001.

The year dropdown list, for example the one used to record a student's birthdate, only propose to select a year comprised 20 years after or 20 years before the current year. For example, if the student's birth year is 1996, the dropdown list will begin with 1976 and end with 2016. If you want to change the students birth year to 1956, you will have to select first 1976, then save. When you open the dropdown list again, it will then begin with 1956 and end with 1996, so 1956 can now be selected.

## The lock icon in Student Schedules

The lock in the *Student Schedule* Course list, represented by this icon:



Serves the purpose to lock the course in case you use the *Scheduler* with the option "Delete Current Schedules" checked. Click the lock and save so the Course will not be deleted.

## Course Schedule change

*Question:*

The course schedule has changed. Can I edit the Course Period and days to reflect changes?

*Answer:*

In case the course has already begun and attendance was taken, you should not edit the Course Period. Instead, create a new Course Period with the new schedule, drop students from the old Course Period and assign them to the new one. This will keep attendance data intact. Attendance records would not be lost, but it may be impossible to edit them.

Also note, the fact of having 2 distinct Course Periods will prevent the automatic calculation of GPA for semester and year Marking Periods.

## Course Teacher change

*Question:*

The course teacher has changed. Can I edit the Course Period and select the new teacher to reflect changes?

*Answer:*

Yes. In case the course has already begun and attendance was taken, you can still edit the Teacher. Attendance taken by the previous teacher will be automatically assigned to the new teacher so no "Missing Attendance" alerts will be shown on the Portal.

## Course Credits change

*Question:*

Credits for the course were incorrectly entered. Can I edit the Course Period and fix the credits?

*Answer:*

Yes. In case the course has already begun and final grades were input, you can still edit the Credits. Final Grades and GPA will be automatically recalculated to reflect the new credits.