



Helpful Tips for RosarioSIS

v1.3

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 prior 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 the students that have a last name beginning with “b”, like “Baez”, “Bohr”, 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 choose 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. If you want to search for other informations or another group of students, click the «Student Search» 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.

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 the date of the day.

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 form with several fields. At the top, there are three dropdown menus: 'December', '4', and '1996'. To the right of these is the text '17 Years 3 Months 20 Days'. Below the '1996' dropdown is a list of years from 1991 to 2001, with '1991' selected. To the right of this list is the text 'Age'. Below the year list, there are several rows of text, including '1 Enrollment Record w', 'Attendance Start Date th', and 'September 14 2013 - Beg'. Each of these rows has a 'Year' field to its right.

The year dropdown list, for example the one used to record a student's birthdate, only propose to select a year comprised 5 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 2001. If you want to change the student's 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 1981, so 1956 is now selectable.

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 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.