

# **Macomb Intermediate School District Management Technology**



## **SASI Basic Applications Training Manual**

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We're the Macomb Intermediate School District. We exist to provide our clients quality service, high caliber support and cutting edge leadership.

Our primary clients are the 21 school districts of Macomb County. They are our most important customers--indeed, our reason for being.

Within these districts we focus our efforts on school staff. We work to increase their skills and capabilities so their students can experience more effective educational programs.

We also serve students with disabilities. In fact, we are committed to working directly with youngsters with disabilities who reside in Macomb County's school districts.

And we are involved with the educational community across the country. Many of our staff members are deeply involved in state and national programs. Many are working with colleges and universities. Still others are exchanging information with their professional colleagues. All these activities have a single purpose: to identify and develop techniques and programs which improve learning opportunities in Macomb County.

This is the professional focus which makes the Macomb Intermediate School District one of America's premier regional education agencies.

The MISD is an equal opportunity employer. It is the policy of the MISD that no person on the basis of race, creed, color, religion, national origin, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

The MISD will provide, upon request with advance notice, appropriate auxiliary aids and services necessary to afford a qualified individual with a disability equal opportunity to participate in the services, programs and activities conducted by the MISD. To request auxiliary aids or services, contact Rosetta Mullen, 586/228-3309. MISD Text Telephone (TTY) 586/286-8040.

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## To Start and Login to SASI:

- Double-click on the SASIxp icon.
- Type your SASI User ID
- Tab to the Password field
- Click on the Login button OR press the Enter/Return key

## To Exit SASI:

- From the File menu, select Quit

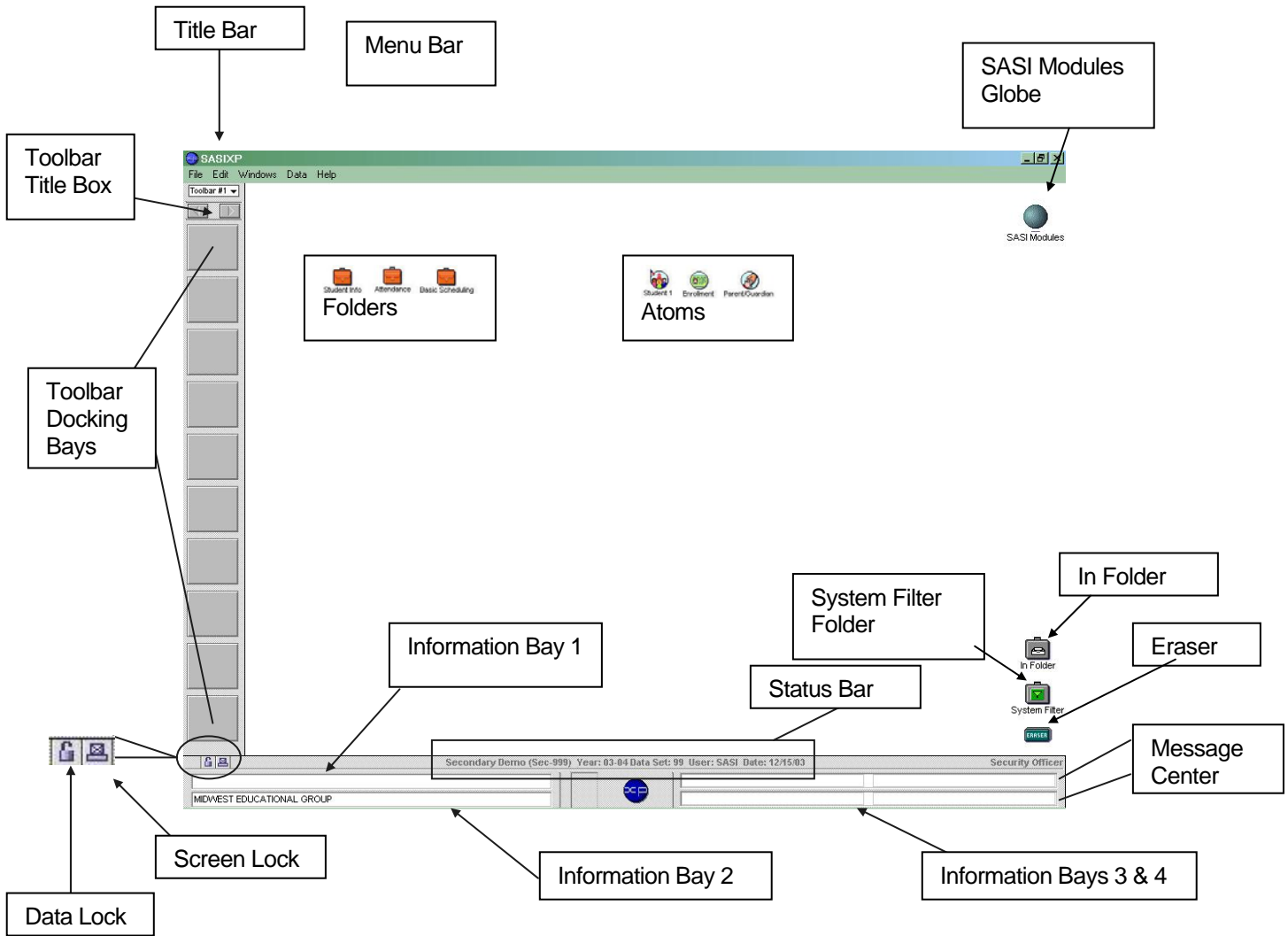
## To Change your Password:

- Enter your current User ID and Password
- Click the Change Password button
- Enter your new password
- Re-enter the new password
- Click Change button



The screenshot shows the SASIxp application window. At the top center is the SASIxp logo in red. Below the logo is a horizontal line. Underneath the line is a block of small text containing legal disclaimers and copyright information. To the right of this text is the Pearson Digital Learning logo. Below the text and logo is a light blue shaded area containing two input fields: 'User ID' and 'Password'. Below these fields are three buttons: 'Change Password', 'Exit', and 'Login'. In the bottom right corner of the input area, the version number 'Ver. 62136.530' is displayed.

# SASI Desktop



- Title Bar – denotes the active window/program as recognized by the system
- Menu Bar – displays options for use within the system and displays menus for each active application atom.
  - File Menu Options: New Folder, Open, Close, View By Name/Icon, Atom/Form Info, Duplicate, Install Atom, Save Data/Desktop, Find Atom, Find Atom Again, Page Setup, Print, Clean Eraser on Desktop, Quit
  - Edit Menu Functions: Undo, Cut, Copy, Paste, Clear, Select All
  - Windows Menu Functions: Arrange Windows, Names of Open Folders and Atoms
  - Data Menu Functions: Find, Add, Delete, Inactivate, Next, Previous, Sort List, Reset Columns Width, Export List, Graph, Hide/Show Item Boxes, Hide/Show Control Buttons

- Atom Menu Options: Atom menus list the functions and reports available for specific atoms. These atom-specific menus display in the menu bar when an atom is opened and change as you open different atoms.
- Help Menu Options: SASI software Help, Online Documentaiton
- SASI Modules Globe – contains the folders and application atoms
- Folders – storage areas for atoms and other folders
- Atoms – runs applications and displays data
- In Folder – receives atoms from other users over the network
- System Filter Folder – contains active filter atoms
- Eraser – removes folders, atoms, and atom aliases from the desktop
- Message Center – contains four information bays, status bar, mini pic, xp icon.
  - Information Bay 1 - will give detailed description of whatever the mouse arrow is pointing at.
  - Information Bay 2 – will display one of 3 functions: states the name of the SASI license holder; gives a red warning bar with an error message if a problem is encountered by the system; a progress bar appears during long thinking processes.
  - Information Bays 3 & 4 – can be used to hold data information. You can select up to four data fields to be used (two in each bay). To select fields for information bay: open an atom, click and hold any available data field in the form, a dotted line displays around the selected field, drag the dotted outline over one of the information bay fields and drop it there. To replace fields for information bay: simply drag and drop over existing field. To remove fields from information bay: use your mouse and right click each field you want to remove or hold down the Alt key and left click the mouse button.
  - Status Bar – displays the name of the school, number of the school, school year currently selected, user ID for the user that is currently logged in, and current date.
- Screen Lock – click this icon to hide the SASI software desktop behind a lockout screen so that data can not be viewed. To unlock the screen, enter your password in the field provided and click OK.
- Data Lock – click this icon to put all data fields in view only mode so that data can not be entered or accidentally changed. To unlock data, click this icon again, enter your password in the dialog box provided, click OK.
- Toolbar – displays on the left side of the desktop. It provides a place to store aliases for atoms that you use frequently so that the atoms are easy to find and readily accessible. An alias represents an atom that is stored elsewhere on the desktop.
  - Toolbar Title Box – contains a pop-up list of toolbar options

- Docking Bays – area to store atom aliases

## SASI Toolbar

### To create a toolbar:

- From the Toolbar Selection Box, select the New Toolbar option. The system displays a window for naming the toolbar.
- In the Enter New Toolbar Name: field, type a name for the new toolbar.
- Click OK to create and save the new toolbar. The new toolbar displays with empty areas.

### To add an atom to the toolbar:

- Click the atom, then drag and drop it into any empty bay on the toolbar.

### To remove an atom from the toolbar:

- Hold down your Alt key and click the atom that you want to remove, then drag and drop it on top of the Eraser on your desktop.

### To rename a toolbar:

- From the Toolbar Selection Box, select the Rename Toolbar option. The system displays a window for renaming the toolbar.
- Type a new name for the new toolbar.
- Click OK to save the new toolbar name.

### To empty a toolbar:

- From the Toolbar Selection Box, select the Empty Toolbar option. The system removes all aliases from the toolbar but retains the name of the toolbar.

### To delete a toolbar:

- From the Toolbar Selection Box, select the Delete Toolbar option. The system removes the toolbar contents and name so that they are no longer accessible.

Note: the system will not allow you to delete the last toolbar, (only empty).

**Tip: Save your desktop by choosing Save Desktop from the Menu bar or use Ctrl + S.**

## Toolbar Exercise

1. Create a new toolbar named "Student."
2. Open the SASI Modules Globe.
3. Open the Student Info folder.
4. Create atom aliases in the new toolbar for these atoms:
  - Enrollment atom
  - Student atom
  - Parent Guardian atom
5. Remove the Enrollment atom alias from the toolbar.
6. Display another toolbar.
7. Open the Student atom from the toolbar.
8. Close the Student atom using the close box in the title bar.
9. Empty the toolbar named "Student."
10. Delete the toolbar named "Student."

## Creating Folders

You can create an unlimited number of folders in the SASI system, and you can use folders for many purposes. For example, you can use folders to store different types of atoms (data, report, query, or filter atoms). You can move folders that you create within the workspace and you can copy atoms into them.

### To create a new folder:

- From the File menu, select the New Folder option. The system displays the window for creating folders.
- In the top field of the window, select a folder storage area from the list.
- In the Save as field, type a name for the new folder.
- Click Save to create and save the new folder (or click Cancel to discard the folder). A briefcase icon for your new folder displays in the selected storage area.
- Click the new folder then go to the File menu and select the Atom Info option. From this option, you can rename the folder if desired, enter a folder description, assign a Hot Key, or lock the folder.

### To add or copy atoms to an open folder:

Click the atom that you want to add to the open folder, then drag and drop it into the folder. If you want to add a copy of an atom to the open folder, hold the Alt key then click the atom, and drag and drop it into the open folder. The original atom remains unaffected while a copy is stored in your folder.

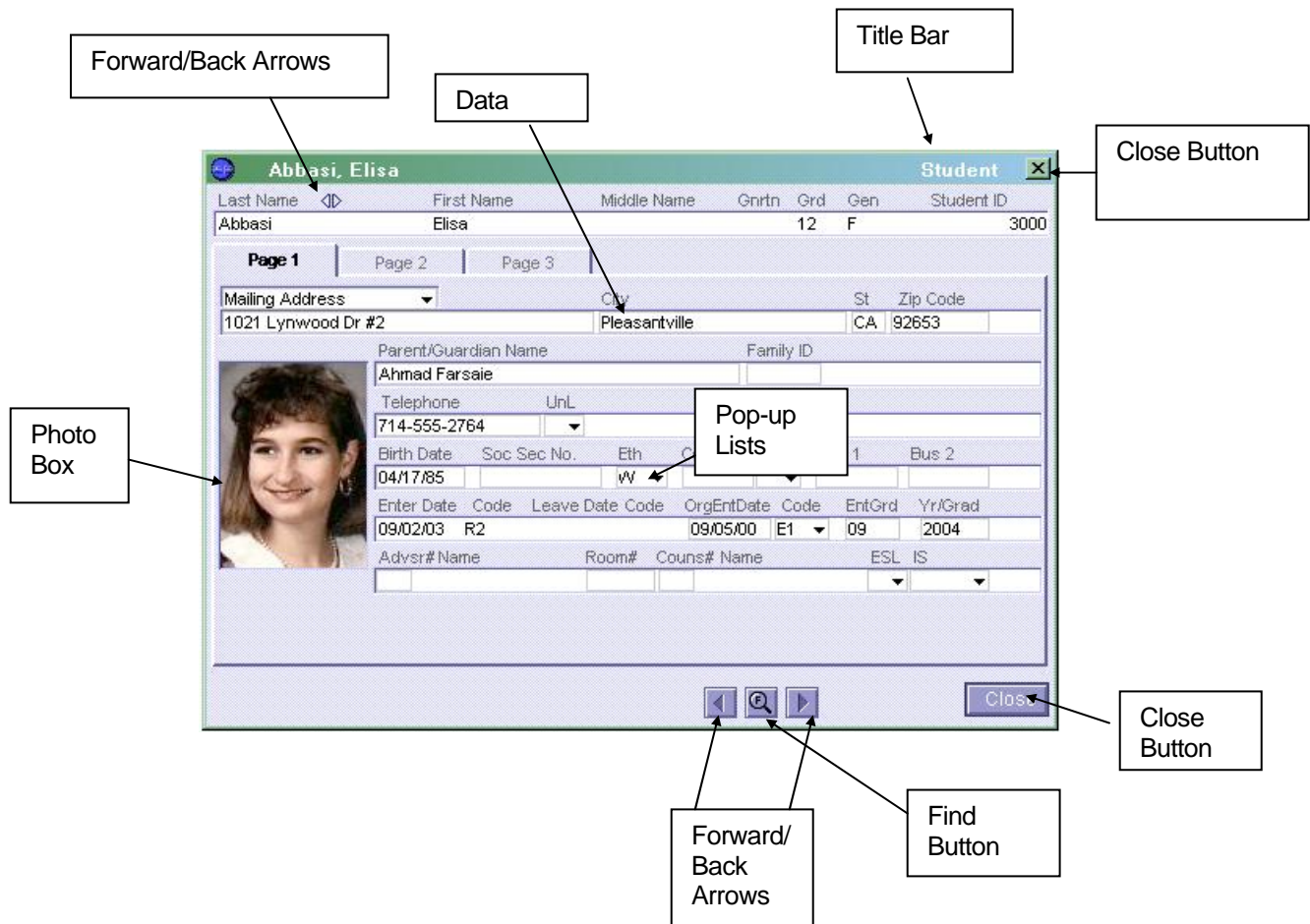
### To add atoms to a closed folder:

Click the atom that you want to add to the closed folder, and then drag it over the folder icon until the folder icon is highlighted. Drop the atom onto the folder when four arrows point to the folder's center to indicate that the item is positioned correctly over the folder.

### To erase a folder:

- Click and hold the folder that you want to delete.
- Drag and drop the folder over the Eraser icon in the lower right corner of the workspace. The Eraser moves back and forth as chalk dust displays, and the system places the selected folder in the Eraser folder.
- To restore an erased folder, double-click the Eraser folder. From the Eraser folder, select the folder that you want to restore, then drag and drop it back into the workspace. (Any items that you leave in the Eraser folder remain there until you permanently delete them even as you log in to, and out of, the system).
- To permanently delete the erased folder, go to the File menu and select the Clean Eraser option. The system permanently deletes all items in the Eraser folder.

## Screen Elements



- Photo box – Displays a photo in the student, teacher, and staff screens.
- Forward/back arrows – Enable you to advance forward or backward through individual records displayed in a screen.
- Data field – Displays data in atom screens
- Title bar – Displays at the top of open atom window with the atom name and the name of any record displayed.
- Pop-up lists – contain program-defined values or school-defined values for an atom field.
- Close button – Closes an atom screen with one click
- Find button – starts the find function, which enables you to display one or more records that match criteria you define.

**Note:** to close multiple open windows, hold down the Alt key and click the red “X” in the upper right corner of a window.

## To Find Information Within SASI

- Go into Find mode by clicking on the “magnifying glass”
- Enter search Parameters
- To activate the Find process, click on the Find Action Button.

### Using wild cards:

- \* Asterisk – If entering an Asterisk in a field or at the end of a name, the system will find all of the entries that match the request. E.g. Entering “Smith\*” in the Last Name field, will give you a matrix of all of the students with the last name of Smith. Putting an “\*” in the Ethnic Code field will bring up the Ethnic codes related to each child.
- : Colon – Entering a Colon before a search parameter will cause the system to find each entry that contains the stipulated criteria. E.g. Entering “:Oak” in the Address field, will find all of the students whose address contains the word Oak.
- < Less Than – Entering a Less Than symbol in a field along with an established value, will give you a listing of each occurrence that falls prior to the established value. E.g. Entering “<010182” in the Birthdate field will give you a list of each of the students who were born before 1982.
- > Greater Than – Using the Greater Than symbol is similar to the Less Than symbol described above.
- |- Begins With – (This symbol is a combination of a Pipe “|” typed with a Dash“-“.) Entering a Begins With symbol before an established value will find you all entries that begin with that value. E.g. Entering “|-93” in the Zip Code field will find all of the students whose zip code begins with the numbers 93.
- -| Ends With - (This symbol is a combination of a Dash“-“ typed with a Pipe “|”.) Using the Ends With symbol is similar to the Begins With symbol described above.

Note: Due to certain programming requirements, some fields may not acknowledge all wild card commands. Simply try the command, and check your results.

## Elements of a Matrix

**Status:** displays if a student's status is Active/Inactive/No Show.

**To Resize a Matrix:**  
Each column has the ability to be narrowed or expanded. Just place your mouse arrow on the column dividing line between columns and when original arrow turns into a double directional arrow drag to the right or left.

Click on the Resize button that displays in the lower right corner of the matrix (under or next to a scroll bar) then drag the mouse in the direction that you want to enlarge or shrink the matrix.

**To Select a Column of Information:**  
Click once on the column heading

**To deselect highlighted rows and columns:**  
Click once on the Student ID column heading.

The screenshot shows a window titled 'Student List' with a table of student records. The table has columns: Student ID, Sta, Last Name, First Name, Middle, Grntrn, Grd, Gen, Birthdate. The first 13 rows are highlighted. On the right side of the table, there is an elevator box, a scroll bar, a resize box, and an action button. At the bottom left, it says '370 Students in the list' and at the bottom right is a 'Close' button. Callout boxes provide instructions for various actions like resizing, selecting columns, and deselecting rows.

**Tally of Records Found:**  
This will be displayed only if all records have been acknowledged by the system.

**To acknowledge all records, either:**

- 1) Scroll to the bottom of the matrix with the down arrow.
- 2) Sort a Column (e.g. Last Name) by double-clicking on the column heading.

### To sort records in a matrix:

Sort records in a matrix by ascending and descending order in one column or multiple columns.

- Single Sort – double-click a column heading
- Reverse Sort – hold down the Alt key and double-click a column heading
- Multiple Sort - hold down the Shift key and click each column heading in the order in which you want to sort. From the Data menu, select the Sort List option or double-click the last column selected. The matrix list displays records sorted in ascending order by each column in the order you selected them.

### To export a matrix:

From the Data Menu, select Export List, name and save the file, can open file in another application.

# Graphing Matrixes

(Information can only be graphed from a matrix)

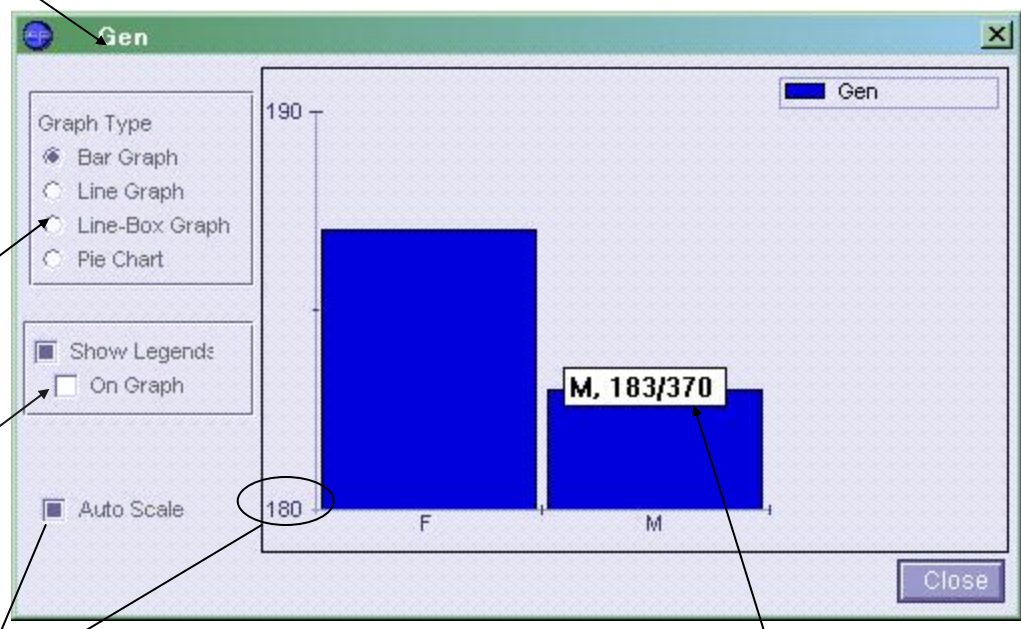
**Title Bar:** reflects the columns that were selected to be graphed, and the order in which they were selected if there was more than one.

**Graph Type:** choose from Bar, Line, Line-Box or Pie Chart.

**Legend:** show or remove a legend to display in the upper right part of the graph or position On Graph.

**Auto Scale:** enables you to scale a graph automatically.

**Flags:** displays a break down of the numbers for a selected category. (there are 183 male students in the school out of a total 370 students.)  
**To Create Flags:** Click once on a category.  
**To Clear Flags:** Select the Radio Button for the graph again.



## To generate graphs:

- One category from a Matrix
  - Select the column that you wish to be the baseline on the graph (X-axis)
  - From the Data menu bar, select Graph.
- More than one category from a Matrix
  - Select one column that you wish to be the baseline on the graph (X-axis).
  - Hold down your Shift key (this is again the “and” of the process you are telling the system to perform.)
  - Select a second column by clicking once on the column heading.
  - From the Data menu bar, select Graph.

## To print a graph:

- Click on the File menu bar and select the Print option.

# Enrollment Atom

You must enroll students using the Enrollment atom (in the Student Info folder) before you can enter student information or use other student-related functions in SASI.

As you enter and save basic data, SASI automatically creates the Student records and Attendance records where you can enter data for each enrolled student. You can create records in other student-related atoms as needed.

The Enrollment atom consists of two pages:

- Current
- Enrollment History

## Current:

The Current screen enables you to add students, inactivate students, and update enrollment records with the latest changes in a student's enrollment status.

The screenshot shows the 'Enrollment' window with the following fields and sections:

- Student Information:** Last Name, First Name, Middle Name, Grntrn, Grd, Gen, Student ID.
- Enrollment Details:** Enter Date, Code, Leave Date, Code, IS, Sch, Dst, ADA.
- Effective Date:** A date field.
- Fast Access Atoms:** A list of atoms with expandable arrows: Student Data Entry, Student, Parent/Guardian, Teachers, Emergency, Daily Attendance, Discipline, Health.
- Navigation and Action:** A 'Current' dropdown menu, a 'No Show' button, and navigation buttons (back, search, forward) along with 'Undo' and 'Find' buttons.

**Note:** The following mandatory fields must be completed to Save the Enrollment Record: Last Name, First Name, Grade, Gender, Student ID, Enter Date, and Enter Code.

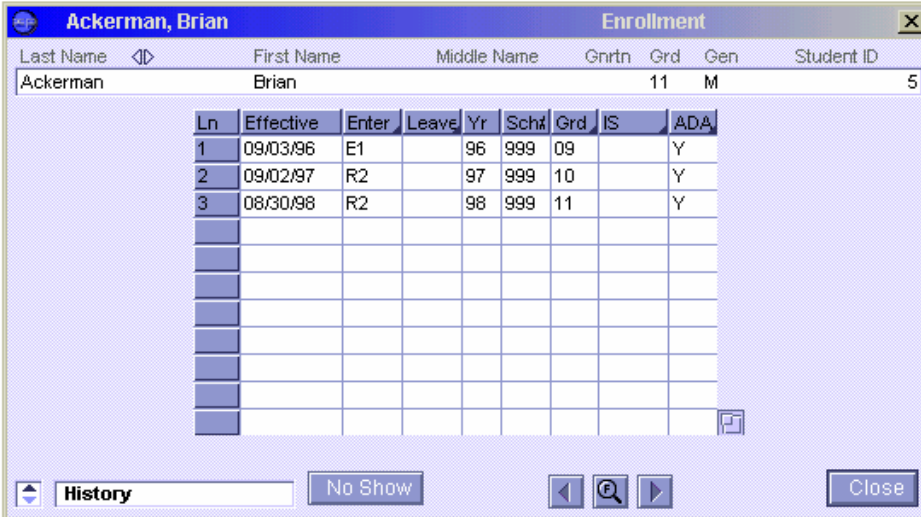
Enrollment information and history will impact the accuracy of attendance and membership reports. It is important that the following fields are entered accurately.

- Enter Date – Most recent date the student enrolled at your school. The system records any previous enrollment dates in the Enrollment History matrix.
- Enter Code – Code indicating the circumstances under which a student enrolled at your school. If a default code has been defined in the School atom, this displays here automatically when you enroll a student. (ENT table)
- Effective Date – The date that a change to a student's enrollment status becomes effective. When you enroll or inactivate a student, the date in the Enter Date or Leave Date field is entered automatically in the Effective Date field.
- ADA – Enables you to indicate a student's eligibility for ADA. The system defaults to Yes.
  - Y indicates Yes.
  - N indicates No.
  - A indicates ½ day AM.
  - P indicates ½ day PM.
  - Concurrent means concurrently enrolled. This is used only for district integration.
- No Show – not used in Macomb County
- Tch – Teacher number for the teacher to whom a student is assigned. This can be the student's advisor or homeroom teacher. At Daily Attendance schools, this teacher's class is the one used for attendance. Teacher numbers entered here are automatically displayed in the student records in the Student atom. This field displays only if it was selected in the School atom as a Data Change Affecting Enrollment.

## Enrollment History:

The Enrollment History screen enables you to review and revise each student's complete enrollment record for a specific school year.

In addition to enrolling students, you can use the Enrollment atom to update enrollment records with new data such as changes in teachers or instructional settings. You can also work from this atom to revise enrollment histories, change the Name/ID line, and to inactivate, reactivate, or delete students.



Ln	Effective	Enter	Leave	Yr	Sch#	Grd	IS	ADA
1	09/03/96	E1		96	999	09		Y
2	09/02/97	R2		97	999	10		Y
3	08/30/98	R2		98	999	11		Y

### To enroll a new student:

- Launch the Enrollment atom.
- From the Data menu, select the Add Student option. The number of the school you are logged into displays in the School field and the current date displays in the Enter Date field. (Asterisks display in the Student ID field if your school has set up this field for automatic entry of permanent numbers).
- In the Last Name, First Name, and Middle Name fields, type the student's name information.
- In the Gnrtn field, select the appropriate generation indicator, if applicable (Jr., II, etc.).
- In the Grd field, select the student's grade from the pop-up list.
- In the Gen field, select the student's gender from the pop-up list.
- Review the Enter Date field and change the default enrollment date if necessary.
- In the Enter Code field, select a code from the pop-up list if the system does not automatically supply a default code.
- In the IS field (if displayed), select an instructional setting from the pop-up list.

- In the Tch field (if displayed), click the Link Arrow to display the Teacher List from the Teacher List atom (this remains open). For subsequent students, click the Teacher List to move it in front of the Enrollment screen. Drag and drop the teacher number to the Tch field. The teacher number displays and the system automatically enter a name in the Teacher Name field.
- Skip the Effective Date field because the system automatically supplies data when you save the record.
- Click Save to save the student enrollment record. Saving the record automatically adds a line of history to the Enrollment History record and creates a record in the Student file and Daily or Period Attendance files.

### **To revise enrollment history:**

- Launch the Enrollment atom and display the History matrix.
- Locate the student record that you want.
- From the Enrollment menu, select the Change Enrollment History option.
- Click the matrix cell that requires change. Type new data or select a different item from the pop-up list.
- Click Save to save the new data.

### **To change Name/ID Line:**

- On Enrollment menu select Change Name...ID Info, this option unlocks the top line on the Current form of the enrollment atom so that you can make changes to data there (Last Name, First Name, Middle Name, Gender, and Student ID). Changes made using this option display in all records for a student.

### **To delete a line of enrollment history:**

- Launch the Enrollment atom display the History matrix.
- Locate the student record that you want.
- From the Enrollment menu, select the Change Enrollment History option.
- Click the line number (Ln) for the row of information to be deleted. Ensure that the row is highlighted. (The first row cannot be deleted because it displays a student's original enter date).
- From the Data menu, select Delete Enrollment Record to delete the highlighted row from the matrix.
- Click Save to delete the enrollment record.

# Inactivating and Deleting Students

You can work from the Enrollment atom to delete, inactivate, or activate students using options on the Data menu. The Inactivate option on this menu changes to Activate when an inactive record is displayed.

These data fields are required to inactivate a student: Leave Date, Leave Code

## To inactivate a student record:

- Launch the Enrollment atom and display the current screen.
- Locate the student record that you want.
- From the Data menu, select the Inactivate Student option. By default, the system enters the current date in the Leave Date field (but you can manually change the date).
- In the Leave Code field, select a code from the pop-up list. The system may automatically enter a default leave code depending on your school's setup.
- Click Save to inactivate the student. In all Student atoms, parentheses display around a student's name to indicate inactive status.

If your school is setup as an elementary school with schedules or as a secondary school, the system displays a dialog box asking if you want to drop the student from all classes.

## To reactivate an inactive record:

- Launch the Enrollment atom and display the Current screen.
- Locate the student record that you want.
- From the Data menu, select the Activate Student option. The system erases data in the Leave Date field. The system also enters the current date in the Enter Date field but you can change this manually if necessary. (The system maintains the student leave data and continues to display it in the Enrollment History screen).
- In the Enter Code field, select a code from the pop-up list if the system does not automatically supply a default code.
- Click Save to reactivate the student. In all Student atoms, parentheses disappear from around a student's name to indicate active status.

## To delete a student record:

- Launch the Enrollment atom and display the Current screen.

**Note:** The Delete function is available only from the Current screen in the Enrollment atom and is only available to users who are given the rights in the User atom.

- Locate the student record that you want.
- From the Data menu, select Delete Student. The system displays a dialog box with two buttons.
- Click OK to delete the student from the system. All data associated with that student in all Student atoms is permanently removed.

## Fast Access Atoms

The Enrollment atom also enables you to quickly access all the atoms that your school defines as important to maintaining essential student data. These atoms display in a list as Fast Access atoms on the bottom of the Enrollment form and can be launched via Link Arrows. A student's basic data must be saved from the Enrollment atom before you can work within other atoms to add information about the student.

The screenshot shows the 'Enrollment' window with the following fields and sections:

- Student Information:** Last Name, First Name, Middle Name, Grntrn, Grd, Gen, Student ID.
- Enrollment Details:** Enter Date, Code, Leave Date, Code, IS, Sch, Dst, ADA.
- Effective Date:** A date input field.
- Fast Access Atoms:** A list of atoms with link arrows: Student Data Entry, Student, Parent/Guardian, Teachers, Emergency, Daily Attendance, Discipline, Health.
- Navigation:** A 'Current' dropdown menu, a 'No Show' button, and navigation arrows.
- Actions:** 'Undo' and 'Find' buttons.

# Student Atom

The Student atom enables you to enter, maintain, and view demographic data for students at your school. The Student atom consists of three pages and accepts information that becomes part of the student's unique records.

All fields within the pages of the student screen are optional. You can enter data depending on the information available and the needs of your school. Student labels, rosters, and reports are generated based on data from the student screen. You can return to the student screen as often as necessary to update data.

Last Name	First Name	Middle Name	Gnrtn	Grd	Gen	Student ID
Abbasi	Elisa			09	F	1

Page 1 | Page 2 | Page 3

Mailing Address	City	St	Zip Code
1021 Lynwood Dr #2	Pleasantville	CA	92653

Parent/Guardian Name	Family ID
Ahmad Farsaie	

Telephone	UnL
714-555-2764	

Birthdate	Soc Sec No.	Eth	ConcSch/Home	Bus 1	Bus 2
04/17/84		W			

Enter Date	Code	Leave Date	Code	OrgEntDate	Code	EntGrd	Yr/Grad
09/08/98	R2			09/08/98	E1	09	2002

Advsr#	Name	Room#	Couns#	Name	ESL	IS

Navigation: [Left Arrow] [Search Icon] [Right Arrow] [Close Button]

Barrios, Mary M.							Student	
Last Name	First Name	Middle Name	Gnrtn	Grd	Gen	Student ID		
Barrios	Mary	M		11	F	2281		
Page 1   <b>Page 2</b>   Page 3								
Birthplace	Verif	Alias Name	Nick Name	Locker	Alt Locker			
Dst/Res	Sch/Res	Grid#	Sum Schl	Apport% NxtSch	NxtGrd	NxtTrk	LstSch	PostSec
	999			0			999	
Ctz	PrimLang	HomeLang	CorrLang	Program	Permit Cc/Date	Grad Date	EOY Status	

Close

Barrios, Mary M.							Student	
Last Name	First Name	Middle Name	Gnrtn	Grd	Gen	Student ID		
Barrios	Mary	M		11	F	2281		
Page 1   Page 2   <b>Page 3</b>								
User Code 1	User Code 2	User Code 3	User Code 4	User Code 5				
User Code 6	User Code 7	User Code 8	User Code 9	User Num 1				
User Num 2	User Num 3	User Num 4	User Num 5	Meals				
				Free				
Alternate ID 1	Alternate ID 2	Disciplinary User Code	State ID					
<input type="checkbox"/> Title III Elig Immigrant		Birth Country	US Sch Entry					
<input type="checkbox"/> Foster Home <input type="checkbox"/> Migrant <input type="checkbox"/> Refugee/Immig <input type="checkbox"/> Receives Financial Aid		<input type="checkbox"/> Homeless <input type="checkbox"/> PE Waiver <input type="checkbox"/> Retain <input type="checkbox"/> No Auto Dial	<input type="checkbox"/> Gifted & Talented <input type="checkbox"/> Restrict Pers. Info <input type="checkbox"/> DrvTrnElig - Date <input type="checkbox"/> Comp Ed					

Close

## Parent Guardian Atom

The Parent Guardian atom (in the Student Info folder) enables you to create, maintain, and view address and employment information for the primary parent or guardian for a student and for any additional adults responsible for a student.

You can add as many parent/guardian records as needed for each student. The parent or guardian who assumes primary responsibility for the student should be added first since that parent/guardian record displays first by default. Subsequent parents and guardians may be added for adults such as non-custodial parents or step-parents.

These data fields are required to enter parent/guardian data. Relationship, Last Name, First Name

You can use the Personal/Employment form to enter and view most information related to a student's parents or guardian.

The screenshot shows a software window titled "Abbott, Christine A. Parent/Guardian". It contains a form with the following fields and values:

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Abbott	Christine	A	12	F	3189

Relationship	Last Name	First Name	Middle Name	Title
Father	Abbott	Jim		

**Personal/Employment**

Address	City	St	Zip Code
627 E Ash St	Pleasantville	CA	92653

Telephone	Alt Telephone	Extn	Soc Sec No.	Birthplace
714-555-0948				

Employer	Occupation

Work Address	City	St	Zip Code

Work Telephone	Extn	Work Hrs: From	To	Ctz	E/M	Mil	Cont	Res	Rsp
714-555-2113							X	X	

Email Address
jabbott@aol.com

- E/M - This represents extra mailings and indicates whether school mailings should be sent to an additional parent/guardian
- Res - Indicates whether a student resides with the parent/guardian. This field defaults to X Student Resides Here when you add a record.
- Rsp - Indicates whether the parent/guardian has primary responsibility for the student.
- The multi-record selection bar displays the number of parents or guardians assigned to each student. The bar displays on the right side of both the Personal/Employment screen and the Comments screen in the Parent Guardian atom, and it provides you with quick access to all the parent guardian records for a student. Numbers for each parent/guardian are assigned in the order that the parents and guardians are added for the student. Use arrows to scroll through the parent/guardian records in consecutive order.
- The Comments screen exists primarily so that you can record additional information (over 32,000 characters) about a student's parent or guardian. You might note custody arrangements, special family situations, or instructions regarding to whom a student can be released on this form.

# Emergency Atom

The Emergency atom (in the Health/Emergency folder) enables you to create, maintain, and view emergency records for a student. A student emergency record contains all the medical alert and contact information necessary in case of a medical emergency.

You can use the Emergency Contracts screen to enter and view most information related to a student's medical conditions. The Other Contacts screen can be used to enter third and fourth contacts, if necessary.

The screenshot shows a software window titled "Abbott, Christine A." with a standard Windows-style title bar. Below the title bar is a data entry table with columns: Last Name, First Name, Middle Name, Grd, Gen, and Student ID. The data row contains: Abbott, Christine, A, 09, F, 3. Below this table are three tabs: "Emrg Contacts", "Other Contacts", and "Emrg Info". The "Emrg Contacts" tab is selected. It contains two contact entries. The first is "Jerry Jones", with telephone "714-555-9999" and relationship "Neighbor". Below it are fields for "Address", "City", "St", and "Zip Code". The second contact is "Susan Holmes", with telephone "714-555-3333" and relationship "Sister". It also has fields for "Address", "City", "St", and "Zip Code". At the bottom of the window are navigation buttons (back, search, forward) and a "Close" button.

The Emergency Information screen allows you to enter information about a student's medical conditions and physician. The large comment field accepts up to 32,000 characters. You might elaborate on medical conditions, or note medications taken by a student.

The screenshot shows the same software window "Abbott, Christine A." but with the "Emrg Info" tab selected. The top data entry table is identical to the previous screenshot. Below the tabs, there are two fields for "Medical Alert 1" and "Medical Alert 2". The "Medical Alert 1" field contains the text "Headaches". Below these are fields for "Physician", "Telephone", and "Extn". The "Physician" field contains "Dr. Can Heal" and the "Telephone" field contains "714-555-6756". Below these fields is a large text area containing the following text: "Christine gets headaches often. She needs complete bedrest in order to get rid of them. Please contact mother first. If mother is not available call either of the Emergency Contacts." At the bottom of the window are navigation buttons (back, search, forward) and a "Close" button.

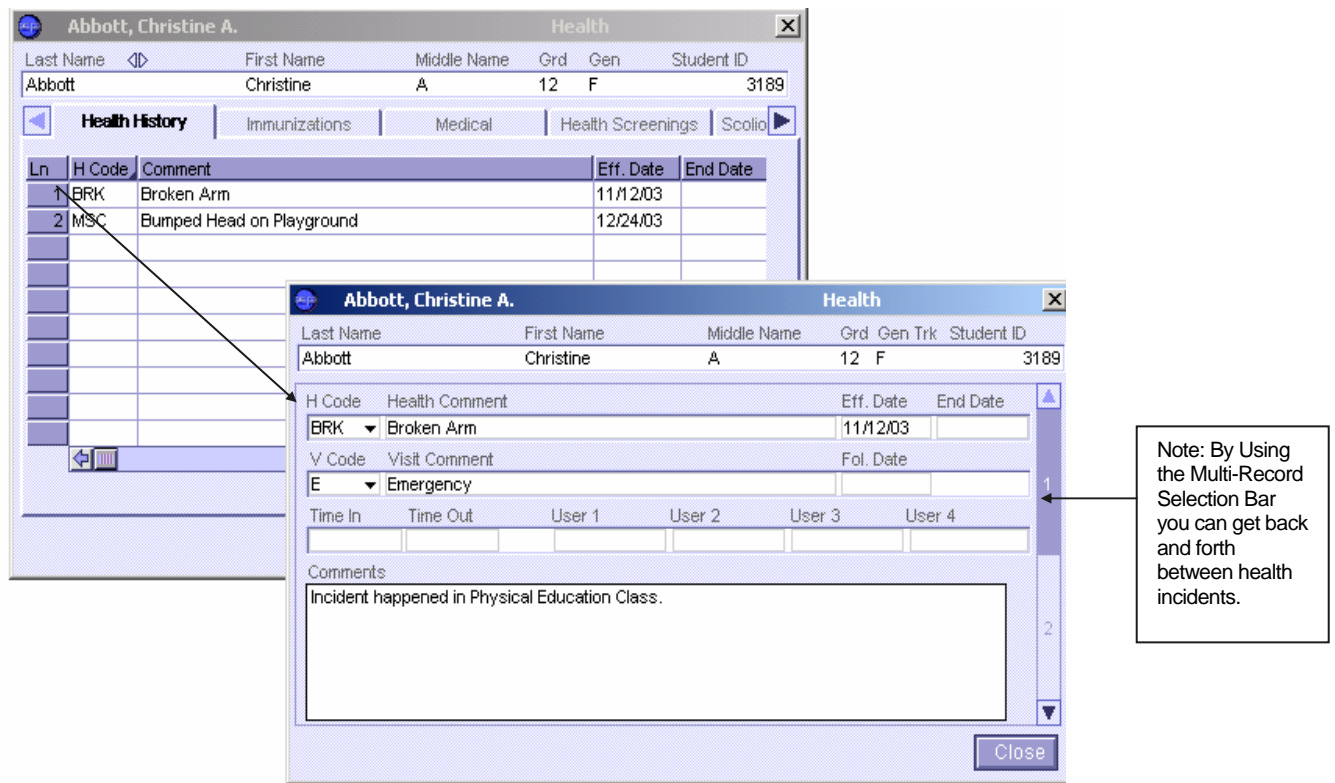
# Health Atom

The Health atom (in the Health/ Emergency folder) enables you to create, maintain, and view health records for a student. A student's health record contains data on all health-related incidents that occur at school or that affect a student's attendance or performance at school. The health record also displays a record of required immunizations and vaccination dates for each student. The Health atom consists of five pages:

- Health History Screen
- Immunizations Screen
- Medical Screen
- Health Screenings Screen
- Scoliosis Screening Screen

## Health History Screen:

The Health History screen displays a row for each health-related incident that occurs at school or that affects a student's attendance or school performance.



## Health History Detail Screen:

The Health History Detail screen displays data related to a single health incident. The fields in this screen correspond to columns in the Health History matrix. The screen also includes a Comments field for additional incident information. You can access a health screen by double-clicking the line number of any record in the Health History detail screen.

## **Immunizations Screen:**

The Immunizations screen displays data related to separate immunization records. It includes a row for each immunization required for a particular student. The matrix allows a maximum of ten required dosages for any immunization type. If a dosage date cell is shaded, then a dosage is not required. The number of unshaded date cells in a vaccination row indicates the number of required dosages. Immunization requirements are defined in the Vaccine Definition atom.

## **Immunization Detail Screen:**

The Immunization Detail screen displays the data related to a single immunization record. This screen also includes a comments field for additional immunization information. You can access an immunization detail screen by double-clicking the line number of any record in the immunizations screen.

## **Medical Screen:**

The Medical screen enables you to record information about tuberculosis skin tests. If a positive test is recorded it will give you an additional area to fill in regarding chest X-Rays.

## **Health Screenings Screen:**

The Health Screening enables you to record information about screenings and referrals for vision and hearing. It also enables you to record height and weight information.

## **Health Screening Detail Screen:**

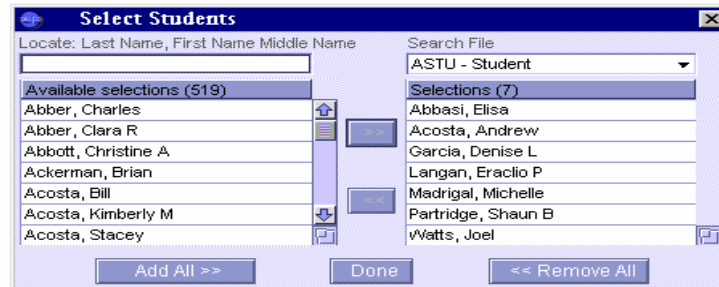
The Health Screening Detail screen displays the data related to a single screening record. Most fields in this form correspond to columns in the Health Screening matrix. You can access a health screening form by double-clicking the line number of any record in Health Screening screen.

## **Scoliosis Screening Screen:**

The Scoliosis screen is used to record information about Scoliosis X-Rays and Physical Exams.

## Generic Selection Atom

The Generic Selection atom (in the Utilities module) provides fast access to records for one or more files within a specific atom by displaying lists of student names based on your specified criteria. Once a student list displays, you can select the names of students for which you want to locate records then drag and drop the student names onto the Student atom icon to open their records simultaneously.



### Using the generic selection atom:

- Launch the Generic Selection atom.
- In the Search File field, select a search file from the pop-up list.
- Locate the items you want to select. Either type the key data in the Locate field and press Enter or scroll until the item displays, then release the mouse so that the selection displays in the Available Selections list.
- Transfer items from the Available Selections list to the Selections list using one of these methods:
  - Click to highlight one item or hold down the Shift key and highlight several items. Click the >> button.
  - Double-click each item you want to move.
- To open records for the selected items, highlight all items in the Selections list. Drag and drop these items onto an atom icon.
  - Dropping a single item onto a closed atom icon opens the atom to the required record.
  - Dropping a single item onto an open atom icon closes the current record and opens the record for the item just dropped.
  - Dropping multiple items onto a closed atom icon displays a list containing the selected items (key data). You may open one record at a time or multiple records. To open a single record, double-click the item to display the data record. To open multiple records, highlight all items then click the Open key. Multiple records cascade in ascending order.
  - Dropping multiple items onto an open icon atom opens a screen for each record. Multiple records cascade in ascending order. Notice that the key data displays in the screen's title bar to identify the record. To move a record to the front, click the title bar.

## Student Groups Atom

The Student Groups atom (in the Student Info folder) enables you to add students to groups such as marching band, girls' basketball, or the National Honor Society.

Organizing students into group lists enables you to run reports by group and to mass change attendance by group. For example, if the marching band is not present one day due to participation in a battle of the bands event, you can use the Mass Change Attendance function to mark records for all band members with Activity for that day.

Once your school has set up a list of student groups in the Groups table (GRP) in the Tables Definition atom, you can add students to groups at anytime (at the beginning of the school year or as students join groups during the course of the year).

### Using the group's matrix:

The Groups matrix lists all students in a selected group. You can select different groups from the list in the Student Group field. Students are added to groups in alphabetical order, but you can resort them by Student ID, Start Date, or End Date fields by double clicking headings for these field columns.



The screenshot shows a window titled "Groups" with a blue header. At the top, there are three fields: "Student Group" with a dropdown menu showing "Football Team", "Default Date" with a text box containing "08/01/03", and a "Select" button with a right-pointing arrow. Below these fields is a table with four columns: "Student ID", "Student", "Start Date", and "End Date". The table contains 17 rows of student data. At the bottom of the window, it says "17 Students active in this Group" and has a "Close" button.

Student ID	Student	Start Date	End Date
2193	( Andrade, Stephen L. )	08/01/03	
3000	Abbasi, Elisa	08/01/03	
3290	Feitzinger, Justin	08/01/03	
2186	Gebo, Charles R.	08/01/03	
2188	Gettler, Jonathan G.	08/01/03	
3105	Gradey, Justin C.	08/01/03	
2197	Harvey, Matthew E.	08/01/03	
3305	Imperial, Joseph L.	08/01/03	
3119	Kelley, Kenneth J.	08/01/03	
3032	Kramer, Jeffrey D.	08/01/03	
3039	Lofgreen, Michael R.	08/01/03	

The Student Group field allows you to display a pop-up list including all the groups set up for your school in the Groups table (GRP) in the Tables Definition atom. When you select a group from the list, participating students display. The most efficient way to add students to a group is to identify them from the Generic Selection atom. You can also drag and drop one or more students from anywhere in the system, including a matrix produced by a Find or Query.

## **To add students to a group:**

- Launch the Student Groups atom.
- In the Student Group field, select a group from the pop-up list. The system automatically enters the current date in the Default Date field which represents the start date for all students you are about to enter (you can change this date).
- Add students using one of these methods:
  - Launch the Generic Selection atom. Click and highlight one student record or hold down the Shift key and click and highlight multiple records. Then click the arrow to put selected students on the Selections list. (You can also put students on this list by double-clicking their records). Click the Selections list heading to highlight all students on the list. Drag and drop the list onto the Student Groups matrix. Click done in the Generic Selections atom.
  - Produce a matrix of student names using a Find or Query. Click and highlight one student record or hold down the Shift key and click and highlight multiple records. Drag and drop the selected records onto the Student Groups matrix.
- Save to save group additions.

## **To inactivate students in a group:**

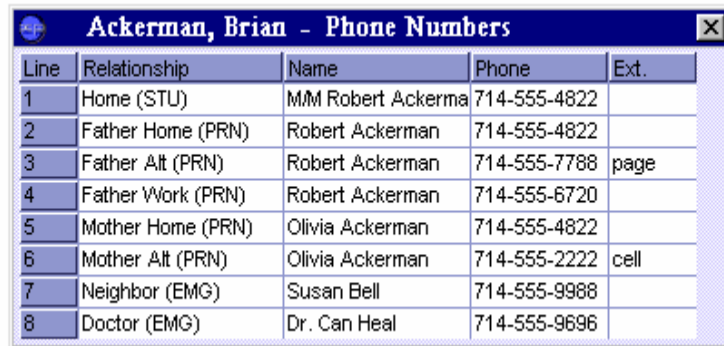
- Launch the Student Groups atom.
- In the Student Group field, select a group from the pop-up list. The system automatically enters the current date in the Default Date field which represents the end date for all students that you inactivate (you can change this date).
- Click the Student ID number of the student to be inactivated. Ensure that the row is highlighted. (To select multiple students, hold down the Shift key and click student ID numbers).
- From the Data menu, select the inactivate Student option. The system automatically enters the specified default date in the End Date field for each selected student.
- Click Save to save to inactivate students.

## **To delete students from a group:**

- Launch the Student Groups atom.
- In the Student Group field, select a group from the pop-up list.
- Click the Student ID number for the student to be deleted. Ensure that the row is highlighted. (To select multiple students, hold down the Shift key and click student ID numbers).
- From the Data menu, select the Delete Student option. The system removes the records of all selected students.
- Click Save to delete the students' group records.

## Phone Numbers Atom

The Phone Numbers atom (in the Student Info folder) enables you to quickly locate student telephone numbers. This view-only atom displays a matrix including all phone numbers (including parent/guardian numbers and emergency contacts) that are available for a student.



Line	Relationship	Name	Phone	Ext.
1	Home (STU)	M/M Robert Ackerma	714-555-4822	
2	Father Home (PRN)	Robert Ackerman	714-555-4822	
3	Father Alt (PRN)	Robert Ackerman	714-555-7788	page
4	Father Work (PRN)	Robert Ackerman	714-555-6720	
5	Mother Home (PRN)	Olivia Ackerman	714-555-4822	
6	Mother Alt (PRN)	Olivia Ackerman	714-555-2222	cell
7	Neighbor (EMG)	Susan Bell	714-555-9988	
8	Doctor (EMG)	Dr. Can Heal	714-555-9696	

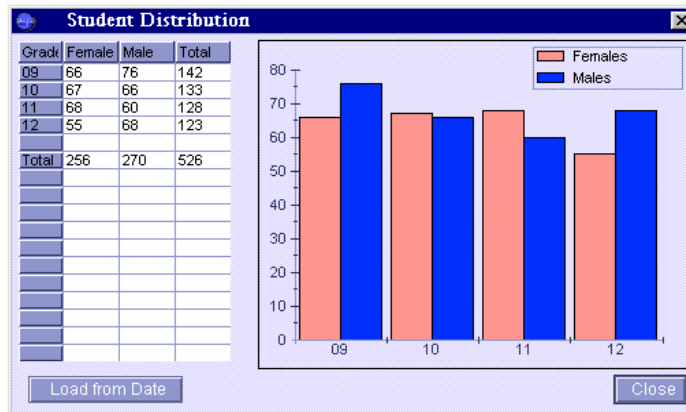
### Viewing the phone numbers matrix:

You must display a student record in another atom before the Phone Numbers matrix displays any data (it remains blank). If you have multiple student records open in other atoms then open the phone numbers atom, the matrix displays the numbers for the most recently active student record (the one in which you were just working). If you leave the Phone Numbers atom open while working in other atoms, the phone numbers matrix displays the numbers for the record in the active atom.

If you double-click anywhere in a row within the Phone Numbers matrix, the system launches the atom in which the phone number is stored (for example, the Parent Guardian atom). When the atom containing the original phone record is open, you can edit phone number information for the student record. When you save and close that atom, the system returns you to the Phone Numbers matrix which displays the new phone number information.

## Student Distribution Atom

The Student Distribution atom (in the Student Info folder) enables you to check the current student distribution (or enrollment total) for the entire student body. This view-only atom can display distribution totals by grade level and gender. Data is presented in a matrix and on a bar graph. You cannot modify enrollment totals from this atom. This atom provides a feature which enables you to export distribution data from the system for use with other applications.



When you launch the Student Distribution atom, the system scans the student database to determine current enrollment totals. The system displays a message asking you to wait while this occurs. The matrix on the student distribution form displays distribution numbers and totals. For each grade, the matrix displays the number of male and female students as well as the total enrollment for that grade. The matrix also displays the number of males and females among the entire student body. Finally, the matrix displays the total current enrollment for the entire student body.

- Bar Graph - The bar graph on the Student Distribution form displays a bar for the total number of males and the total number of females in each grade. The bottom axis indicates grade, and the side axis indicates student numbers. The legend indicates which color represents which gender.
- Load From Date - When you click the Load from Date button, the system displays a dialog box prompting you to Date enter a specific date for loading enrollment totals. Enter a date then click OK to load enrollment data (or click Cancel to cancel the function).

**A few more useful atoms are listed below. Please refer to the Pearson documentation located at the end of this handout for detailed information.**

**Important! Be sure and consult with your district SASI coordinator regarding the usage of these atoms.**

Sibling atom – (in the Student Info folder \ Sibling atom)

Discipline atom – (in the Discipline folder)

Conference atom (in the Student Info folder)

Fee atom (in the Student Info folder)

Schools Attended (in the Student Info folder)

## Running Reports

Many SASIxp application menus contain options to create reports. Reports may vary among atoms, and the atom from which you run a report determines what kind of information can display in the report. Typically, you define parameters such as student grade and gender or effective dates for the report that you want to create. The system produces generic reports and, from many atoms, enables you to create customized reports that you can save and use again later. **(Please refer to the Pearson documentation located at the end of this handout for detailed information).**

## MISD Enhancements

The enhancements were created to fulfill a need in Macomb County. SASI might do a similar report but doesn't give all the information needed or the sort options that would be beneficial.

Some of the MISD Enhancements that you might find helpful might be:

- STU701x – Youngest/Oldest and Only Mailing Labels
- STU730x – Class List Forms
- STU740x – Student Transfer Sheet
- DIS701x – Discipline Summary Report
- DIS702x – Zero Tolerance Survey Totals Report

Installing an Enhancement Atom:

- Open SASIxp
- From the Menu bar click on File
- Choose Install Atom...
- Browse to where your enhancements are located and select the enhancement you want to install and click Open or double-click the atom.
- Are you sure you want to install an external file? Click OK.
- Enhancement will be installed on your SASI desktop. Double-click to use.
- Remember to save your desktop after installing an enhancement(s). From the Menu bar choose Save Desktop or use Ctrl+S.

The MISD has written many, many enhancements. Find out more on our SASI web page:

<http://www.misd.net> -- under District Support, choose Technology, choose SASI

# Supplemental Documentation

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