# Administrative Training Guide

Last Updated 4/1/2011

# Getting Help

## Online Help

Find the answers to your questions!  From the Main Menu, click the **On-Line Help** button. Please do not bookmark this URL as it is a dynamic URL.  Type keywords in the Search box and click the magnifying glass.  The search returns the online help topics that match the keywords you entered.

- Search returns any topics that include all of your keywords.  For example, searching for re-enrollment email will return results with re-enrollment and email.  Items that include more of your keywords are listed higher in results.

- Search is not case-sensitive.  Re-enrollment Email is the same as re-enrollment email.

- Search finds variants of your keywords, for example, searching for creating finds items containing, create, creation, or creating.

## Help Demonstration Videos

RenWeb provides free demonstrations on how to perform various tasks within RenWeb.

1. From the Main Menu, click **Customer Support** or **Report Manager**.

2. If using Report Manager, click the **Help Demonstrations** button at the bottom of the screen.

3. Choose the **Category** and then the **Class Title** in the Demonstrations list.

4. Click **Show Demonstration**.

**OR**

5. From the Main Menu, click **Online Help**.
   Online Help displays in an Internet Explorer web browser.

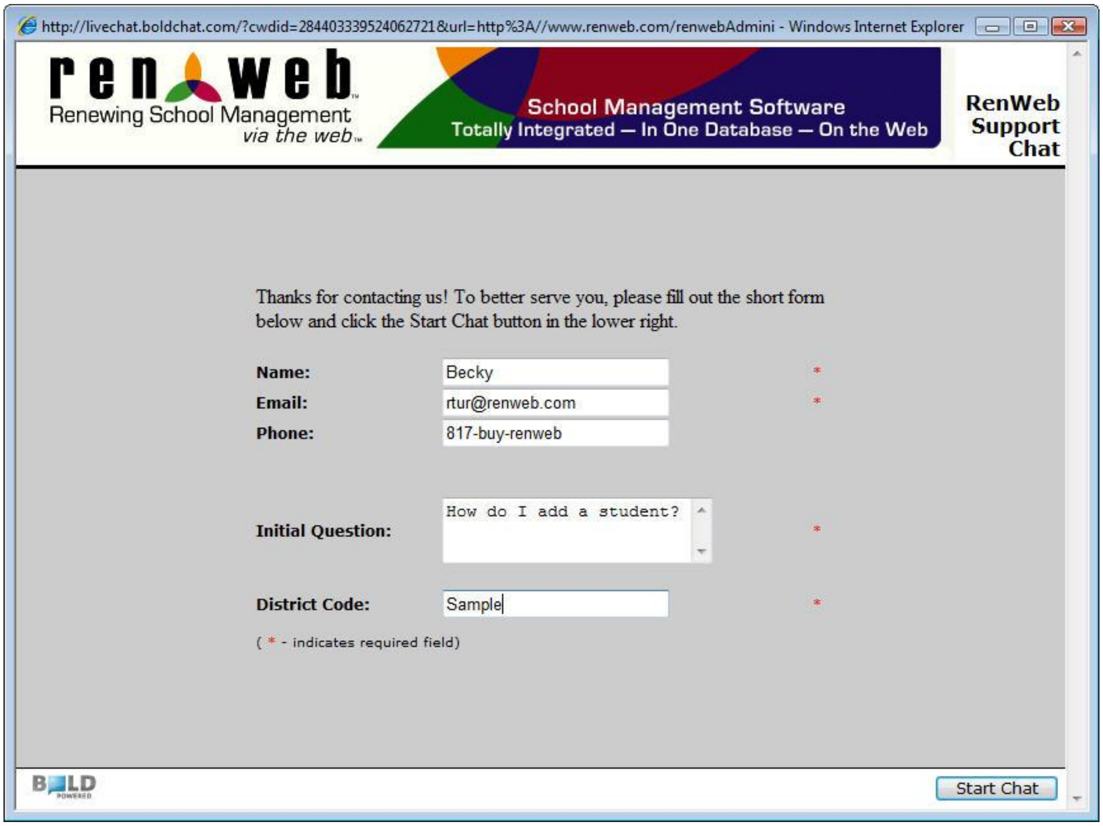
6. Scroll to the bottom of the **Contents** list and click the **Help Demonstration** topic.

7. Select from the various Help Demonstrations to learn how to do various tasks in RenWeb.

## Support Request - Live Chat

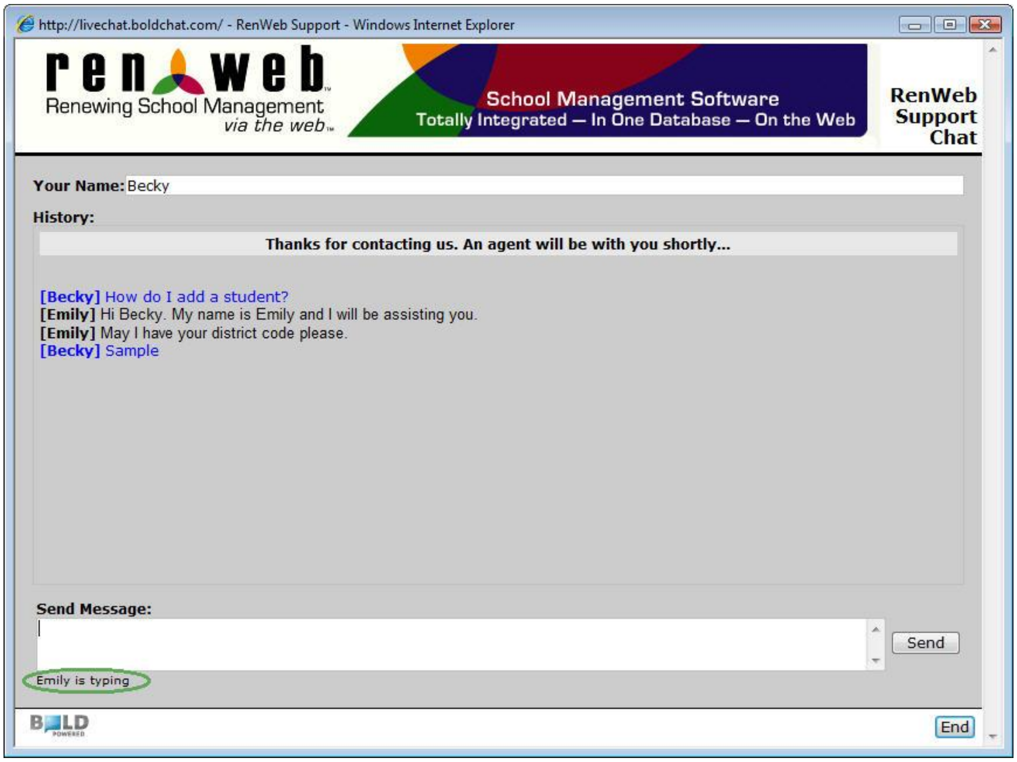
It is possible to dialogue, via your PC with a support representative about issues you are experiencing with RenWeb. Live Chat is available between the hours of 8:00 a.m. and 5:00 p.m. Central Time.

1. From the Main Menu, click **Live Chat** button.
   The **RenWeb Support Chat** window opens.




2. Type your **Name**, **Email** address, **Phone** number, **Initial Question**, and **District Code**.

3. Click **Start Chat** (lower right).
   The **Live Chat** screen opens.




4. Once the support representative types a message to you, you may type your response in the **Send Message** field.

5. You may either click the **Send** button or press the **Enter** key on your computer keyboard to submit the response.

**Note:** You will be able to see when the agent is typing (lower right). The message in the pictured example reads, "Emily is typing."

## Support Request – Ask A Question

Ask a Question is a tool that allows you to ask simple questions, for which you do not need an immediate response; this option is available between the hours of 5:00 pm and 8:00 am central time.

1. From the Main Menu, click the **Customer Support** button.
2. Click **Ask A Question**. (This button will read Support Chat during the hours of 8:00 am and 5:00 pm central time)
3. Type in a question or suggestion.
4. Fill in a contact email address and phone number.
5. A RenWeb technician will respond as soon as possible.

## Support Request – Phone Support

1. From the Main Menu, click **Customer Support**.
2. Select the **Phone Support** button.
3. Select a **Support Area.**
4. Type in the phone number at which you may be reached—include your extension to ensure we are able to contact you.
5. Type in any **Special Instructions** for reaching you.

## Support Request – Direct Call

Direct Call is for users who need immediate assistance.

- Call toll free 866-800-6593 and press 1 for technical support.
- Call the local number 817-426-6008 and press 1 for technical support.

## Registering Online For a Training

1. Go to www.renweb.com.

2. Select the **Support** tab.

3. Select **Training Schedule**.

4. Find the class in which to enroll and select the “Click HERE to enroll in this class” link.

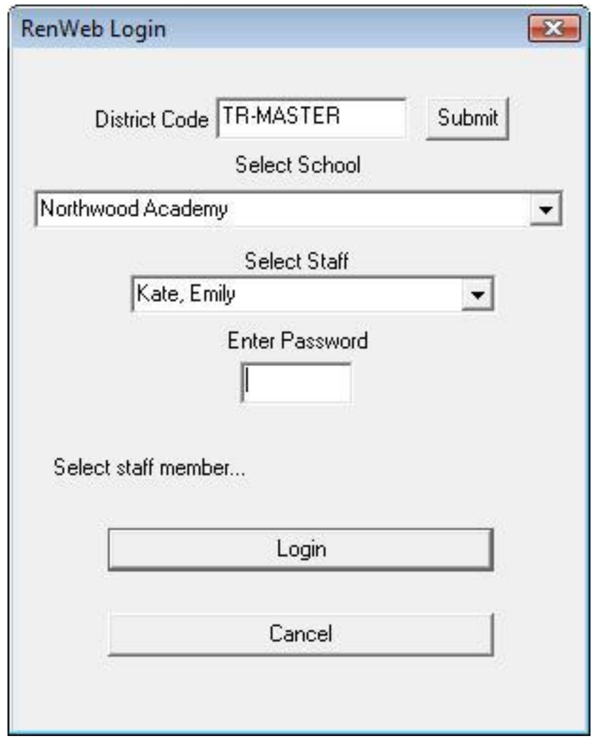
5. Provide the information requested.

6. Register for the Webinar.

# Getting Started

## Logging in for the First Time

1. Double-click on the **RenWeb.com** shortcut icon.


2. Enter the school's **District Code** on the RenWeb Login screen.

3. Click **Submit**.

4. Select the School Name from the **Select School** list.

5. Select your name from the **Select Staff** list.

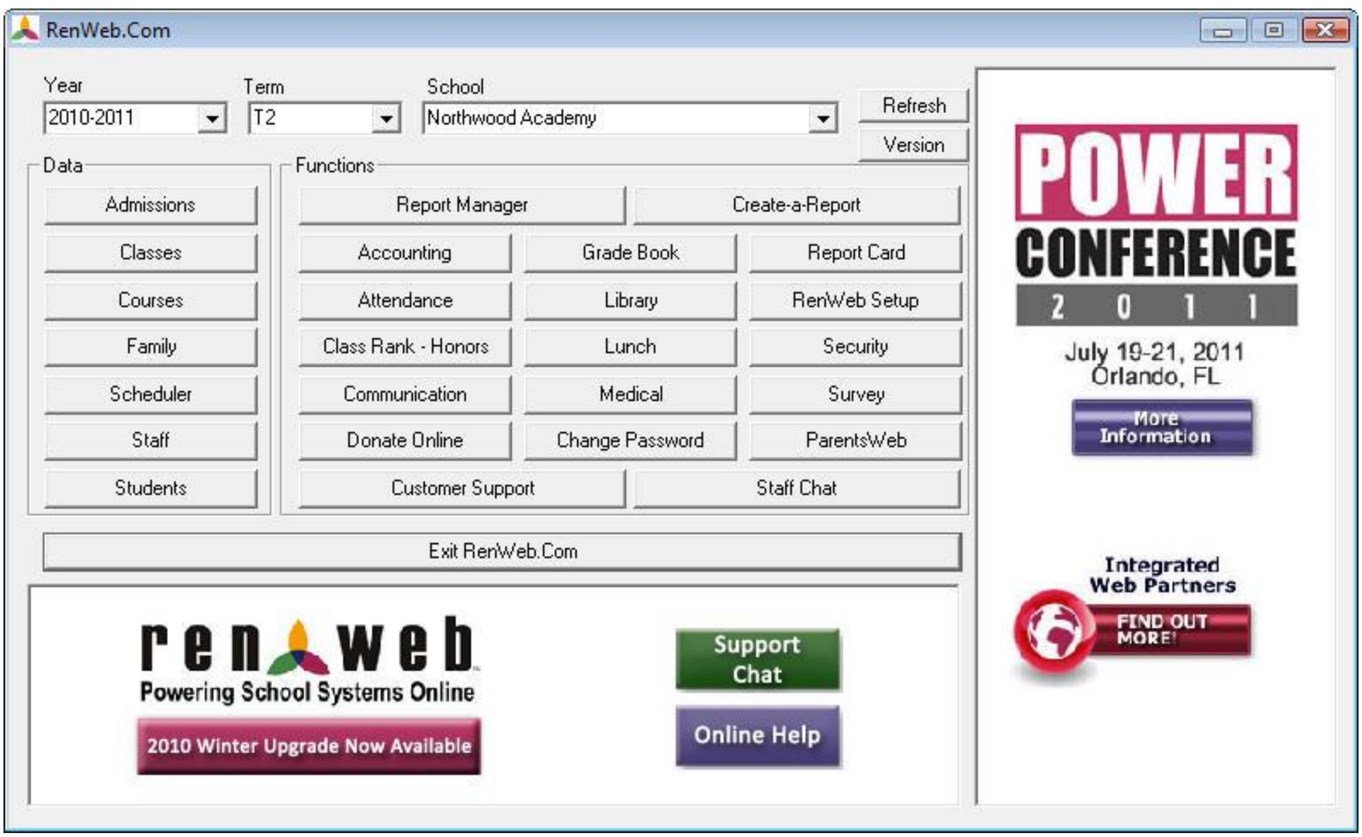
6. Type your password in the **Enter Password** field. (Your password will be provided in class.)

7. Click the **Login** button.

## Main Menu of RenWeb

The Main Menu for Administrators has 5 distinct areas:

- The windows at the top for **Year**, **Term**, and **School** allow the user to select which school year and term in which to work. If the school has chosen to partition information into separate schools, it is possible to select Elementary, Middle or High School information.
- The left section entitled **Data** contains buttons to areas in which data is displayed.
- The right section entitled **Functions** contains buttons to areas in which an individual will regularly perform school management functions.
- The section at the bottom contains the link to Live Chat and is used to communicate upcoming events or announcements.
- The Side Panel contains information on training, ways you can enhance the RenWeb product or may contain announcements.



# Personal Security

In order to expedite training so that users may quickly log in, all users are initially given a generic password to gain access to the system. In order to maintain a secure database, it is imperative for ALL users to change their passwords ASAP. The password should be unique and once changed, should not be written down.

## Changing Your Password

1. From the Main Menu, click the **Change Password** button.

2. Enter an alphanumeric 6 character password in the **Password** field and then enter it again in the **Confirm** field.

3. Click the **OK** button.


# Password Exercise

**Objective**: To create a secure password.

## Changing Your Password

1. After Logging in to RenWeb, click **Change Password**.

2. Change the generic password to an alphanumeric, six character password.

3. Click **OK** to apply the changes.

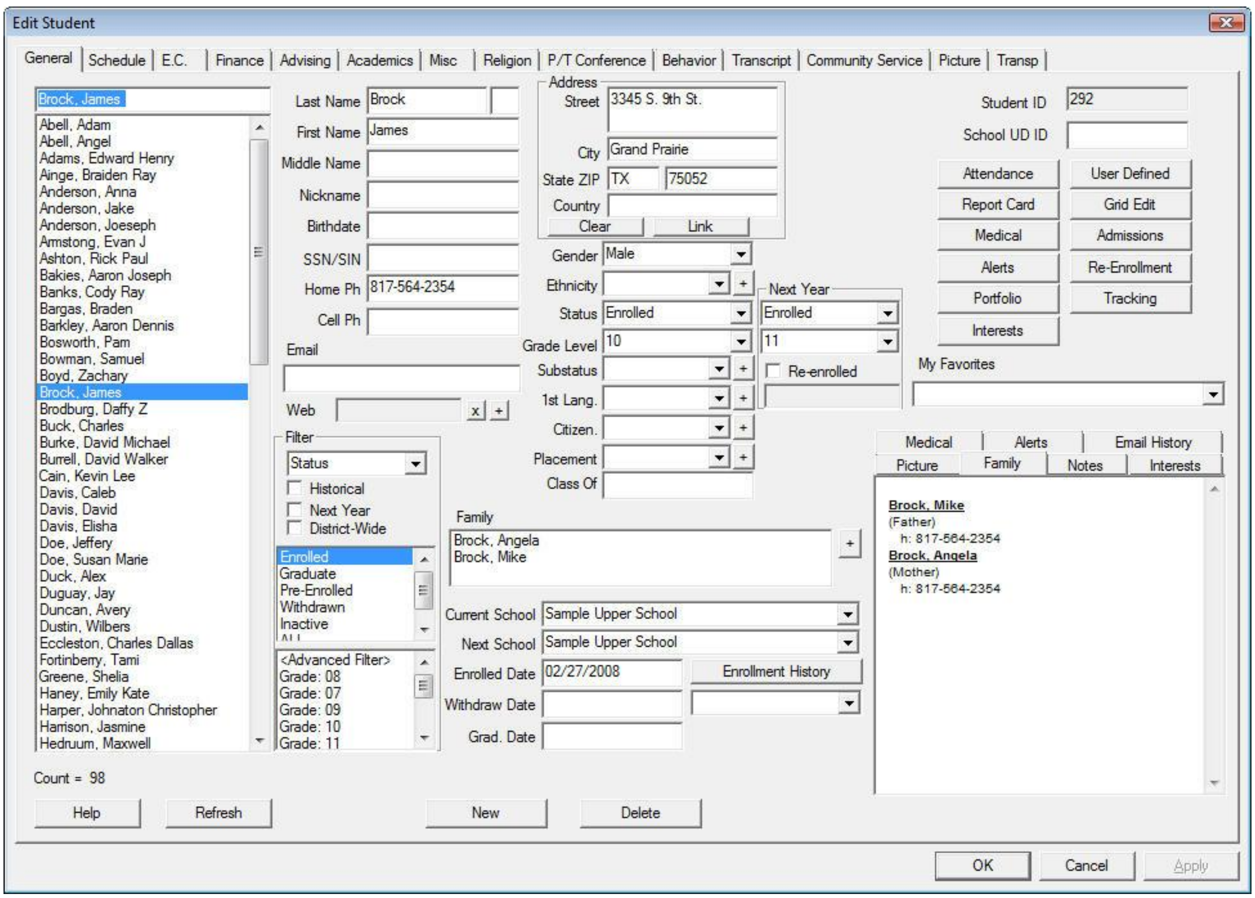
# People Management

- Student Screen: General Tab
  - RenWeb Setup: Defined Lists
  - User Defined Fields
  - Grid Edit
  - Alerts
  - Portfolio
- Family Button
  - Linking
  - Family Screen
- Student Screen: All Tabs
- Staff

## Student Screen

The **Student** screen enables the user to enter, change, or retrieve student information. On the Main Menu, click **Students**. The **Edit Student**, **General** tab opens. The general tab houses demographic information for the students. In addition, it provides links to the student's family, medical and attendance information, report card records, user-defined fields, and interests.

The different tabs across the top of the window allow access to various types of student information, such as schedules, financial responsibility division, discipline, etc.



## Student Filter

On the left side of the **General** tab, is a list of students who have been entered into the system. To the lower right of the student list is a filter screen which the user may use to filter by a student status, class, homeroom or activity. It also enables users at schools in a district to see the entire district if the individual user has district wide rights to view all students.

## Adding a Student

1. Click the **New** button at the bottom of the Student window.
2. Enter data into the appropriate fields.
3. Click **Apply** to record the student information.
4. Click **New** to enter another student's information or **OK** to save the information and exit.

**Note:** Required fields include student first and last name. RenWeb defaults all newly added students through the Student screen to a status of Pre-enrolled.

## Deleting a Student

1. Select the student to be deleted.
2. Click the **Delete** button at the bottom of the screen.
   The **Confirm Student Removal** screen opens.
3. Click **Yes** to delete the student.
4. Click **OK** to save and exit to the Main Menu or click **Apply** to save and stay in the **Student** screen.

**Note:** The system will not allow a user to delete a student if historic information is associated with a student: grade book, report card, attendance, etc.

## Current Status and Next status

One of the most important items to enter when adding a student is the **Status**. While it is not required, not establishing a status will cause the student to appear as if he or she has not been entered into the system. In order to locate a student who may have an incorrect status or no status, select a Filter of District Wide, All and the student will appear in the student list.

| | |
|---|---|
| **Admissions** | the student has made application to the school (available only via the Admissions Student screen) |
| **Enrolled** | the student is attending the school |
| **Graduate** | the student has completed all grade levels offered by the school |
| **Inactive** | the student once expressed interest in attending the school but never progressed to admissions |
| **Inquiry** | the student has expressed interest in attending the school (available only via the Admissions Student screen) |
| **Pre-Enrolled** | the student will be attending the school at a later date |
| **Withdrawn** | the student has chosen to go to another school |

1. When adding a student for the first time, go to the **Status** drop-down menu:

2. When selecting and assigning a **Status** for the current year, a status that mirrors the student's current status will automatically populate in the **Next Status** field for the student for the next school year. This information will be used when the school progresses students from one year to the next.

## Current Grade Level and Next Grade Level

When adding a student into RenWeb and assigning the student a status of enrolled it is necessary to assign a grade level to the student.

1. Select a **Status** of enrolled

2. Select the grade in which the student is enrolled in the **Grade Level** drop-down menu.
   The next year's grade level will automatically populate in the **Next Grade Level** field.

**Note:** When adding a student for the first time if the user has selected a status of pre-enrolled it is not recommend to enter a current grade level, but rather to add the grade level in which the student will be enrolled the following year.

## Current School and Next School

In order for a student to be visible in a specific school he or she must have the current school defined. In addition, if a school is part of a larger district the next school determines into which school a graduating student will attend.

1. From the **Student** screen select a student.

2. In the **Current School** and **Next School** fields, select the appropriate school from the drop-down.

# RenWeb Setup: Defined Lists

RenWeb Setup houses many of the behind the scenes set up areas, which serve to enable the program to run smoothly at your school.

Drop-down list boxes are throughout the system. Selecting an option from these lists makes data more consistent for reporting. The Defined List function allows the user to enter all the options for each defined drop-down list. It is possible to add entries to the defined list by clicking any of the plus boxes located in the system.

## Creating a Defined List

1. From the **Student** screen, click a plus button that is beside a drop-down list box. The **Defined Lists Editor** opens.
2. Select the item from the drop-down list for which to add a selection option.
3. Type the option for that list in the edit box to the left of the **Add** button.
4. Click **Add**.
5. Repeat the process until all list items have been added.

**Note:** Some drop-down lists do not have a plus button beside them and must be accessed through RenWeb Setup.

## Deleting a Defined List

1. In the **Defined List Editor**, select the defined list name from which to delete an item.

2. Highlight the list item to delete by clicking on it.

3. Click **Delete**.
   The Defined List item is immediately deleted.

## Creating a Default Selection

1. In the **Defined List Editor**, select the defined list name in which to create a default setting.

2. Highlight the list item to make the default by clicking on it.

3. Click **Set as Default**.
   The item will show that it is the default option by placing angled brackets around the item.

# Student, Parent and Family Exercise

**Objective:** Create a student

### Create a student named Paddy P. *Patterson#.

1. Enter the following demographic information:
    a. Birth date: 1/1/1999
    b. Phone number: 555-555-5555
    c. Email address: ppatterson@schoolname.com
    d. Enter address: 1234 Pattenheimer St. Pattenville, PA 99999
    e. Status: Enrolled
    f. Grade Level: Any
2. Save student record.

## User-defined Fields

You can gather information with user defined data fields that may not be present in the RenWeb database. User defined fields may be added to the general Staff, Student, and Family screens as well as the Admissions (Web Student Inquiry), Courses, Classes, and Medical screens.

Various types of data may be stored in user defined fields:

| | |
|---|---|
| **Text** | Text may be typed |
| **Yes/No** | An option of Yes or No is available. |
| **Date** | A numeric date may be selected from a drop-down calendar. |
| **Integer Number** | An integer (whole numbers 1, 2, 3, or negatives -1, -2, -3, or 0-zero) may be entered. |
| **Real Number** | Numbers with decimal points or fractions, as well as integer numbers may be entered. |
| **Defined List Select** | Allows you to add options from which other users will choose. |

### Suggested Security Rights

In order for a user to have access to User Defined areas of the program, he or she must have the following rights in the **Security** screen.

- **UD Configuration**: Allows user to create UD fields and assign security to them.
- **Print Create a Report**: Allows the user to create reports based on the data entered.

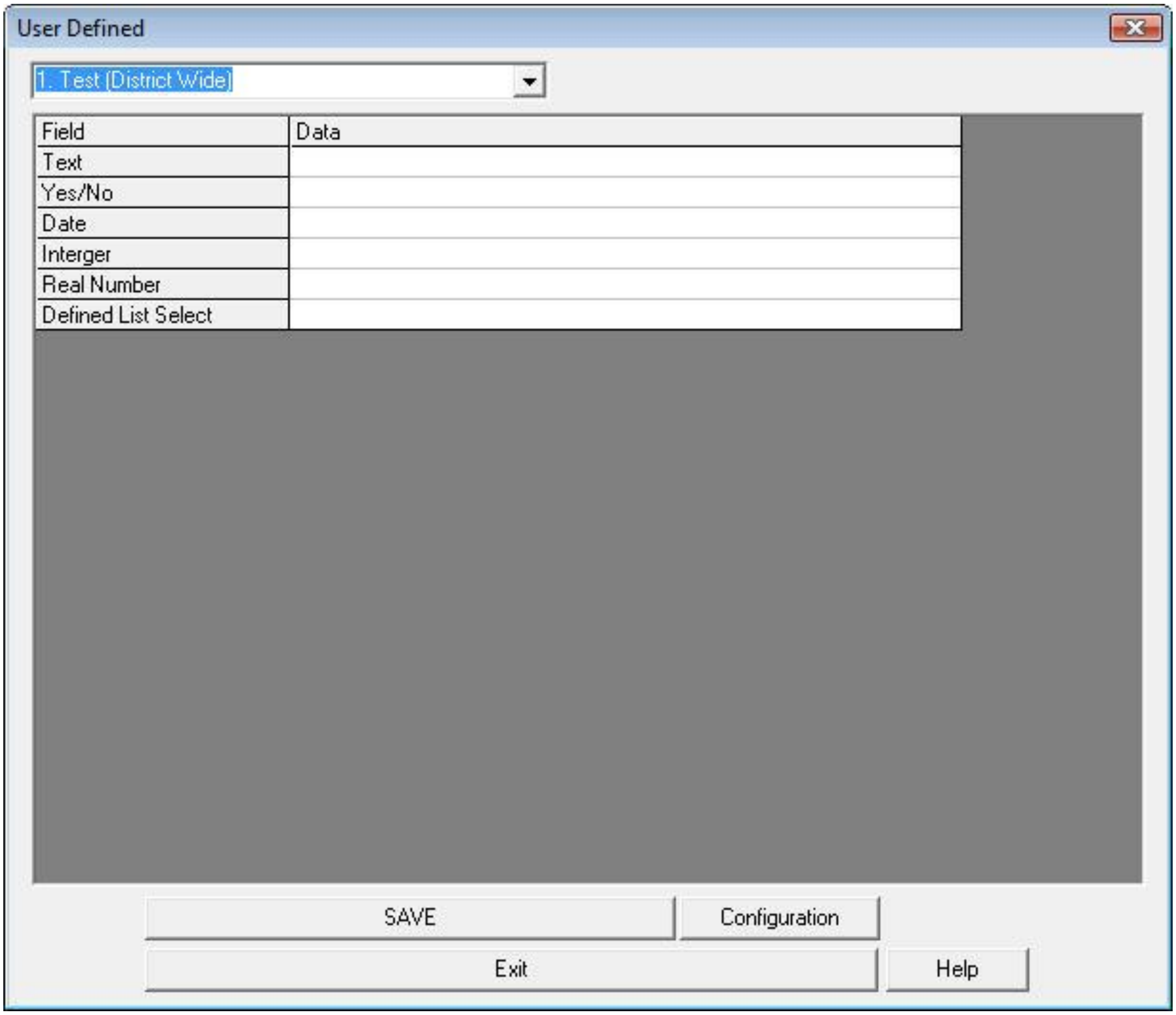
Add rights to access the various screens in which you may add User Defined fields:

- Admissions
- Classes
- Courses
- Family
- Medical
- Student
- Staff

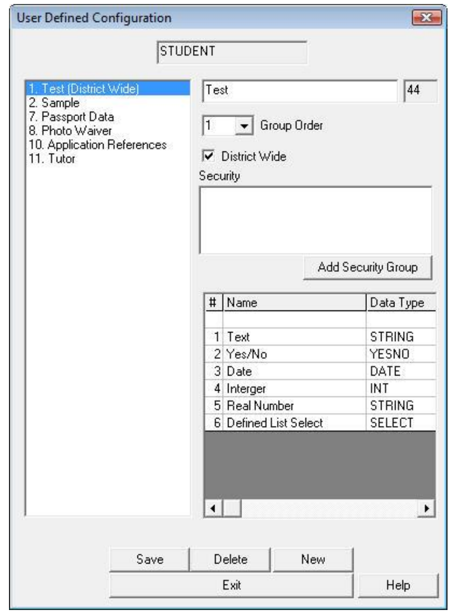
## Adding User-defined Data Fields

1. From the Main Menu, navigate to the area for which you want to add user defined fields.

2. Click the **User Defined** button.
   The **User Defined** dialog box displays.



3. Click **Configuration**.
   The **User Defined Configuration** screen opens.




4. Enter the title for the data (i.e. Staff Info, Spouse Info, etc.)

5. Select the **Group Order**, which determines where on the list the user defined list name should appear.

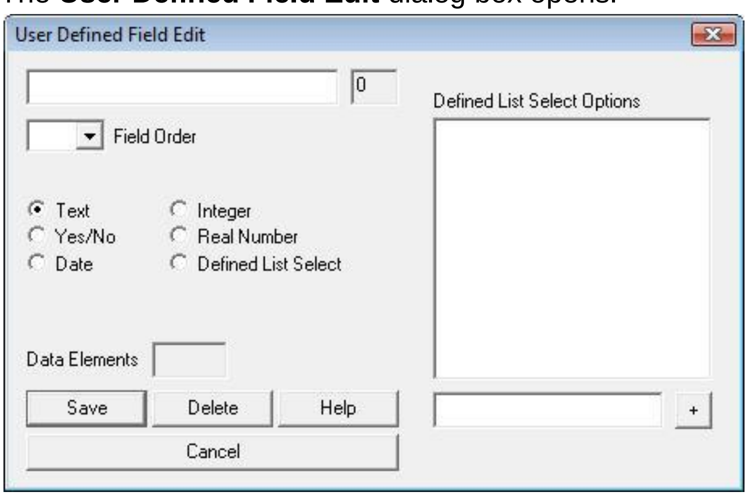
6. Select the option of **District Wide** if the defined list is applicable to all of the students, staff or families in your district.

7. Click **Save**.

8. Re-select the newly created **User Defined** group name.

9. Click **Add Security Group** to add restrictions to the security groups who can view or modify the User Defined group.

10. Double-click on the blank row of the grid to add a user defined list item.
    The **User Defined Field Edit** dialog box opens.




11. Type a label for the data field. For example, to collect information for school parking, the title could be Parking and the data fields might be License State, License Number, Parking Sticker Number, Insurance, etc.

12. Select the **Field Order**, which determines where in the grid the user defined configuration item should appear.

13. Determine the format in which you want to collect the information:

| | |
|---|---|
| **Text** | Text may be typed |
| **Yes/No** | An option of Yes or No is available. |
| **Date** | A numeric date may be selected from a drop-down calendar. |
| **Integer Number** | An integer (whole numbers 1, 2, 3, or negatives -1, -2, -3, or 0-zero) may be entered. |
| **Real Number** | Numbers with decimal points or fractions, as well as integer numbers may be entered. |
| **Defined List Select** | Allows you to add options from which other users will choose. |

14. **Data Elements** displays the number of staff, student, or family information entries that have been saved into the UD field.

15. After adding a data field, click **Save** to keep the data, click **Cancel** to exit without saving.

16. Repeat as needed to create as many fields as needed to store student, family, and staff information.

## Adding an Information Collection Type of Defined List Select

1. From the **User Defined Configuration** screen, double-click on a blank row to add an information collection type.
   The **User Defined Field Edit** screen opens.

2. Type a label.

3. Select the **Field Order**.

4. Select an information collection type of **Defined List Select**.

5. Type the name of the item to add as a selection type in the field to the left of the **+** (plus) button.

6. Click the **+** (plus) button to add the item to the **Defined List Select Options** list.

7. Repeat until all **Defined List Select Options** have been added.

## Adding UD Data for an Individual

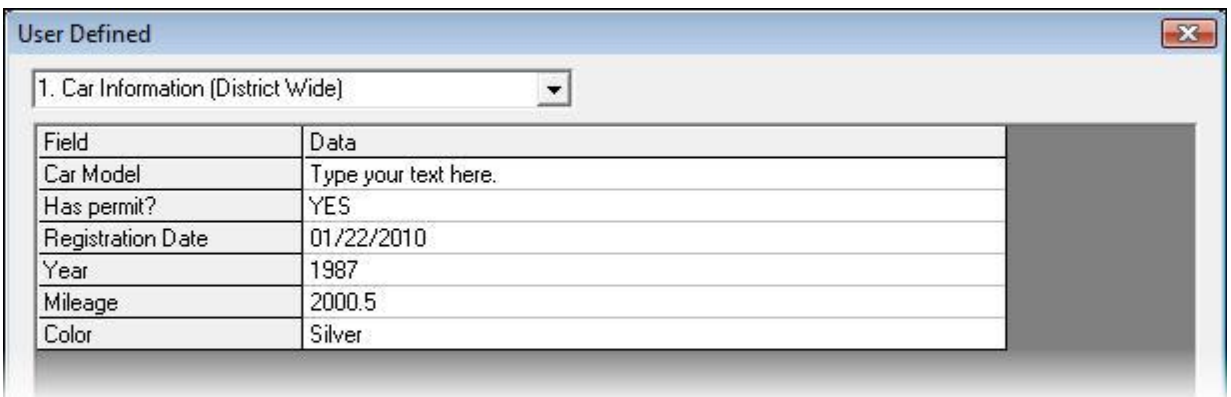
You may add user defined tracking to any area/screen that has the User Defined button on it:  Student, Staff, Family, Web Student Inquiry, Classes, Courses, etc.  Once you have configured the defined list in the area for which you want to track data, you may add data for the specific student, staff or family member.  The following instructions will step you through the process on the Student screen; they may be applied to any area in which there is a User Defined button.

1. From the Main Menu, click **Students**.

2. Select the Student for whom to add the collected information.

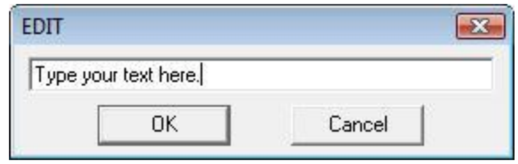
3. Click the **User Defined** button.

4. Select the **User Defined** list for which to enter information.
   The Fields/Data grid displays the names of each item you added to the user defined list.

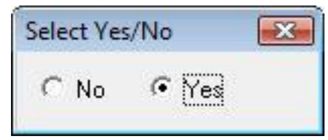


5. To add data, click or double-click on a row under the column labeled data; depending on the type of information collection type you have selected, you will have various options to enter the information.

   a. **Text**: when you double-click on a row that is configured to allow for text, the **Edit** screen will open. Type or paste into the text field the information you have collected; click **OK** to save or click **Cancel** to exit without saving.

   b. **Yes/No**: when you click on a row that is configured to be a Yes/No selection, the **Select Yes/No** screen will open. Select Yes or No, by clicking on the word.

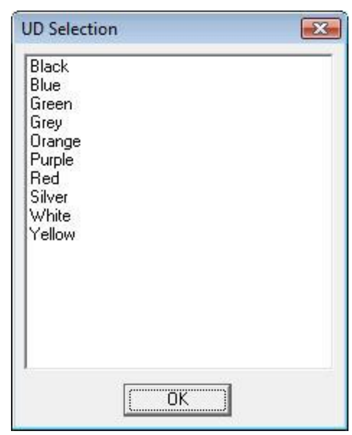
   
   

   c. **Date**: when you click on a row that is configured to be a date, the **Select Date** screen will open. From the calendar drop-down, select the date or click **Clear** to remove a previously selected date.

   d. **Integer** and **Real Number**: when you click on a row that is configured to be either an Integer or Real Number, you may begin typing the information directly into the grid.

   e. **Defined List Select**: when you click on a row that is configured to be a Defined List Select, the **UD Selection** screen will open. Select from the pre-determined selections that you added in the configuration process and click **OK.**

6. Once you have entered the information, click **Save** or click **Exit** to return to the previous screen without saving.

# Grid Edit

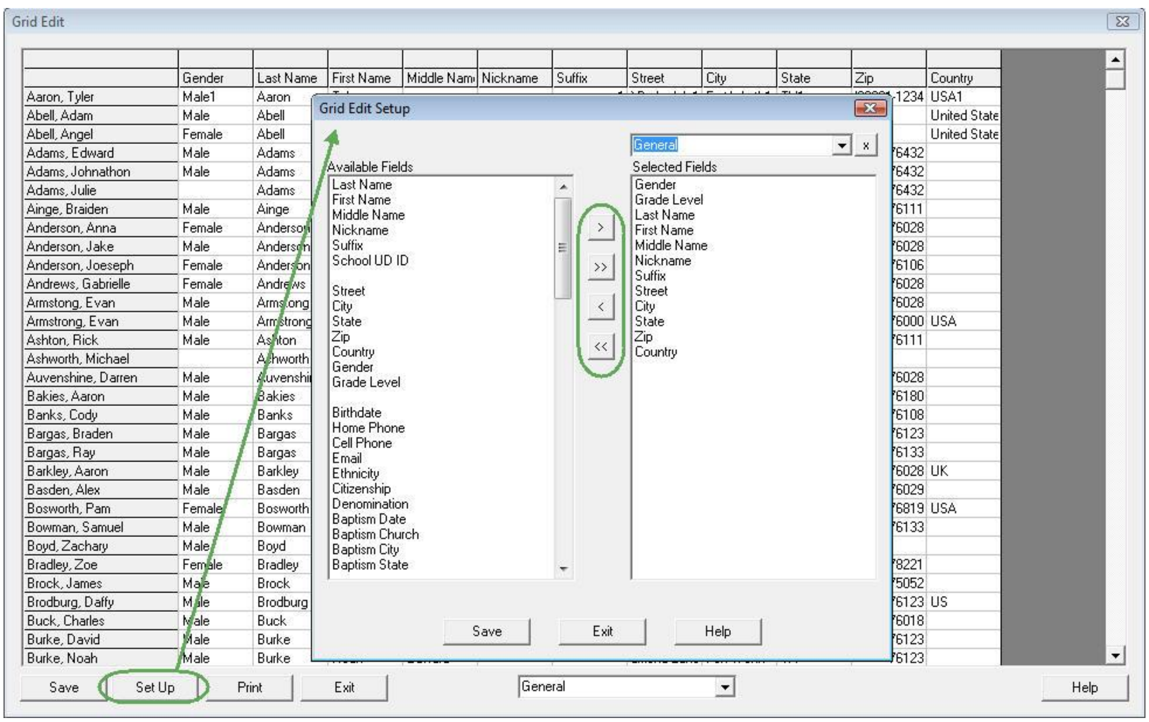
At times it is easier to view and edit data in a grid style screen, than to click from individual to individual and edit the information in the screen.

## Configuring Grid Edit

In order to utilize the Grid Edit feature, you need to configure user-defined fields to include in the grid area for editing.

1. From the **Student** or **Staff General** tab, click the **Grid Edit** button. The **Grid Edit** screen opens.

2. Click the **Set Up** button. The **Grid Edit Setup** screen opens.




3. Select the fields to display in the grid from the left side of the screen and using the **>** and **>>** (arrow) buttons, move the desired fields to the right side of the screen.

4. To name the grid configuration, type the name in the drop-down menu, located at the upper right side of the screen.

5. Click the **Save** button.

## Using Grid Edit

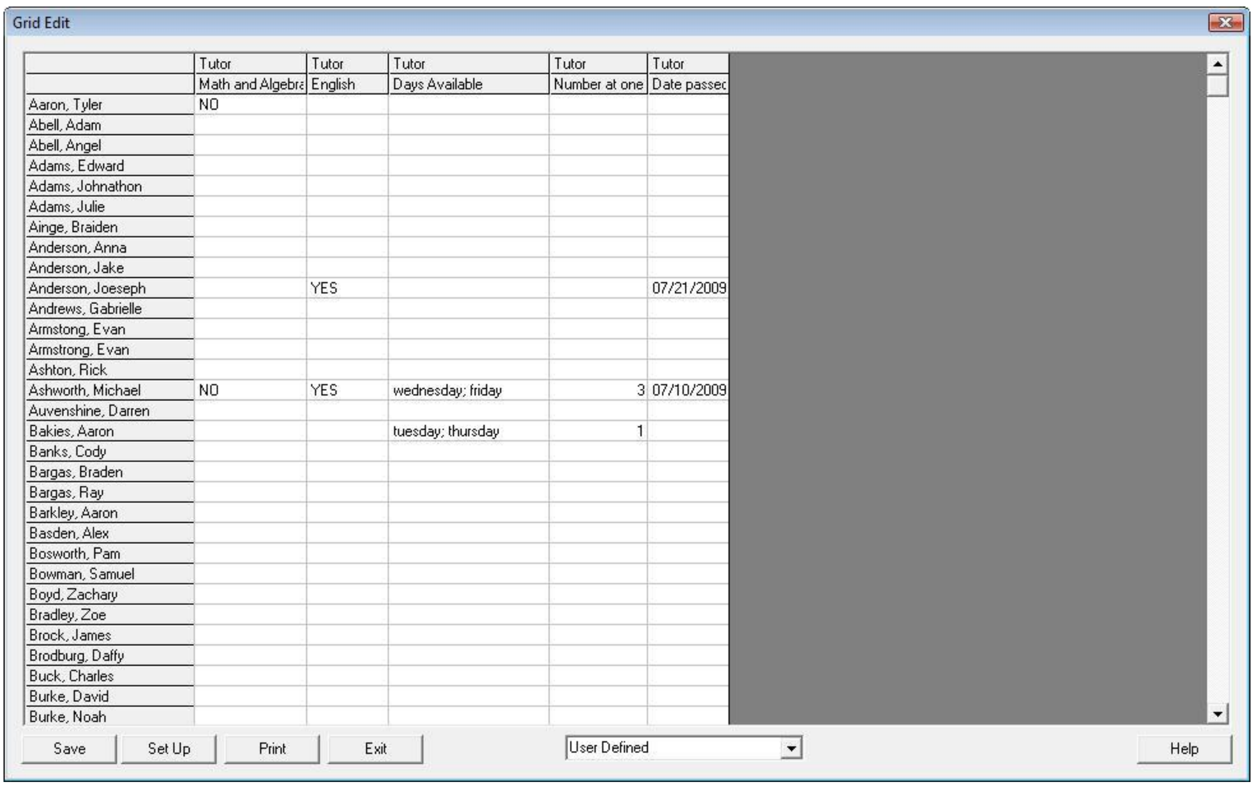
1. From the **Student** or **Staff General** tab, filter the person list to display the individuals for whom you want to edit information using the Grid Edit feature.

2. Click the **Grid Edit** button.
   The **Grid Edit** screen opens.

3. Select the configuration from the drop-down menu that contains the fields to edit.

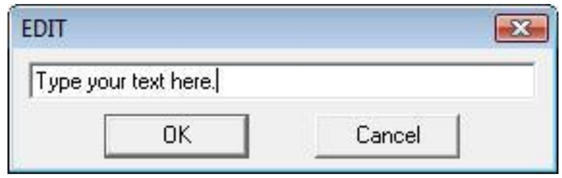
4. Click in the cell to edit.
   A dotted border appears around the cell.

5. Press the **Backspace** button on the computer keyboard until all incorrect data is deleted.

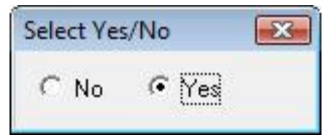


6. Enter the appropriate information:

   a. **Text**: when you double-click on a row that is configured to allow for text, the **Edit** screen will open. Type or paste into the text field the information you have collected; click **OK** to save or click **Cancel** to exit without saving.



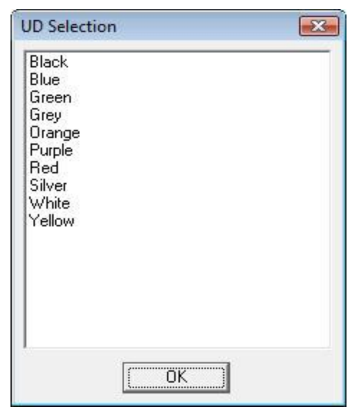

   b. **Yes/No**: when you click on a row that is configured to be a Yes/No selection, the **Select Yes/No** screen will open. Select Yes or No, by clicking on the word.




   c. **Date**: when you click on a row that is configured to be a date, the **Select Date** screen will open. From the calendar drop-down, select the date or click **Clear** to remove a previously selected date.


   d. **Integer** and **Real Number**: when you click on a row that is configured to be either an Integer or Real Number, you may begin typing the information directly into the grid.

   e. **Defined List Select**: when you click on a row that is configured to be a Defined List Select, the **UD Selection** screen will open. Select from the pre-determined selections that you added in the configuration process and click **OK.**




7. You may adjust the column size on the grid by hovering over the grid line that separates the two columns. The cursor changes to a double sided arrow (⟺). Click the left mouse button and hold it down as you drag the grid to be the size you prefer it to be.

8. Click the **Save** button.

**Notes:**

When information is added, the cell turns yellow; once you click save the cell turns white.
When you access **Grid Edit**, it will default to the last configuration selected.
Status and Grade Level are not editable through Grid Edit; they are included as fields in grid edit for your convenience as reference fields.

## Alerts

Alerts may be set up in either the Student or Medical screen to communicate medical, monetary, or other urgent information to a variety of RenWeb users.

Alerts may be made visible in a variety of RenWeb Screens or Applications:

- Student General
- Cash Register
- Lunch Verification
- Student Clock
- Medical
- Teacher

Alerts may be communicated in a variety of methods:

- Visual
- Beep
- Pop Up Until Read
- Pop Up Always

## Configuring an Alert

1. From the Student or Medical screen, click the **Alerts** button.
   The **Student Alerts** screen opens.

2. Type an **Alert Name**.

3. Type a **Description**.

4. Click **Save**.
   The name of the alert saves to the left side of the screen.
   The **Alert List** will be in alphabetical order.
   To control the order of Alerts, you can type a number at the beginning of the **Alert Name**.
   The **Applications** list for which you may configure an alert to be visible display below the Description.

5. Click the name of the **Application** in which to make the alert display.

   a. Student General

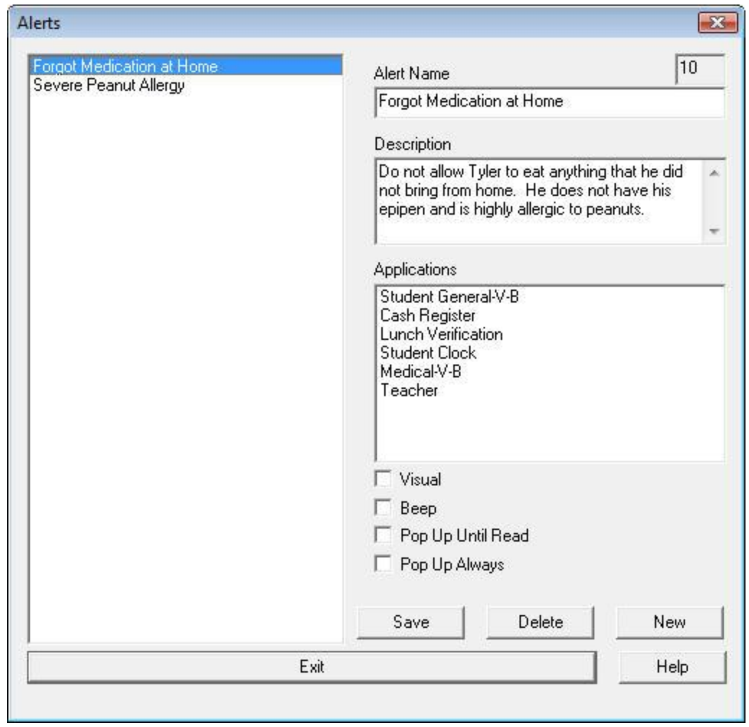
   b. Cash Register

   c. Lunch Verification

   d. Student Clock

   e. Medical

   f. Teacher



6. Select the **Communication Method** by which to communicate the alert to the RenWeb user.

    a. Visual

    b. Beep

    c. Pop Up Until Read

    d. Pop Up Always

**Note:** You do not need to save the Alert after selecting the Applications and the communication method; it saves automatically.

7. Click **New** to add another alert or click **Exit** to return to the previous screen.

## Communication Method

There are four communication methods available for an alert that indicate the importance or urgency of the alert for a RenWeb user.  It is possible to combine the communication methods as desired to further emphasize the information:

- Visual
- Beep
- Pop Up Until Read
- Pop Up Always

### Visual

When assigning a communication method of **Visual** to an alert, the **Alert** tab of the selected applications will be in the forefront when the RenWeb user enters the screen.  The **Alert** tab will be part of a tab group on the screen and the location of the tab group varies with each screen/application.

### Beep

When selecting to assign a communication method of **Beep** to an alert, a beep will sound when the student is selected.  The alert will also be listed on the **Alerts** tab, but the tab will not come to the forefront of the group tab unless a communication type of **Visual** is also selected.

### Pop Up Until Read

When selecting to assign a communication method of **Pop Up Until Read** to an alert, the alert will display as a pop up until you click the, **I have read these alerts**, button. Once you click that you have read the alerts, the alerts will not display in a pop up.  Even if you click that you have read the alerts, the alerts will still be listed in the **Alerts** tab.

### Pop Up Always

When selecting to assign a communication method of **Pop Up** to an alert, the alert will display until it is deactivated from the **Alert** configuration screen.  The **Pop Up Always** alert type will also be listed in the **Alerts** tab.

# Portfolio

The student Portfolio represents a student's most exemplary work.  It allows you to store electronic copies of General documents, Grade Book progress reports, Report Cards, Transcripts and Class Work.  Progress Reports, Report Cards and Transcripts are automatically saved to the Portfolio when they are archived.

## Suggested Security Rights

In order for a user to utilize the **Portfolio** areas of the program, he or she must have the following rights in the **Security** screen.

- **Portfolio (Advisor)**:  If an individual has this security right and is the advisor, they can view all portfolio documents for students for whom they are set as the advisor.  They may also upload General and Class Work documents.

- **Portfolio (All)**:  If an individual has this security right they can view all portfolio documents and upload General and Class Work for all students.  They will need the Archive portfolio right if they want to add Progress Reports, Report Cards and Transcripts to the portfolio.

- **Portfolio (Instructor)**:  If an individual has this security right they can view only documents that they uploaded and can upload documents through the Grade Book.  (An instructor will need to be assigned to a class in order to see that class in the Grade Book and will also need security rights to access the Grade Book.)

- **Archive**:  If an individual has the right to archive documents, they will be able to add Progress Reports, Report Cards and Transcripts to the Portfolio.  They will need the Portfolio security right to access those documents.

## Portfolio Contents

When archiving Progress Reports, Report Cards or Transcripts the portfolio will only maintain a certain number of copies:

- **General**: There is no limit to the number of **General** file types that can be uploaded and housed in the portfolio.

- **Grade Book**: There is no limit to the number of **Grade Book** file types that can be uploaded and housed in the portfolio.

- **Grade Book Progress Report**: The summary progress report is archived, as opposed to individual classes. The portfolio will allow for one Grade Book Progress Report to be archived per term. If you archive more than one per term, you will overwrite the Grade Book Progress Report in the portfolio with the newly archived Grade Book Progress Report.

- **Progress Report (Report Card)**: The portfolio allows for one Progress Report (Report Card) to be archived per term. If you archive more than one per term, you will overwrite the Progress Report in the portfolio with the newly archived Progress Report.

- **Report Card**: The portfolio allows for one Report Card to be archived per term. If you archive more than one per term, you will overwrite the Report Card in the portfolio with the newly archived Report Card.

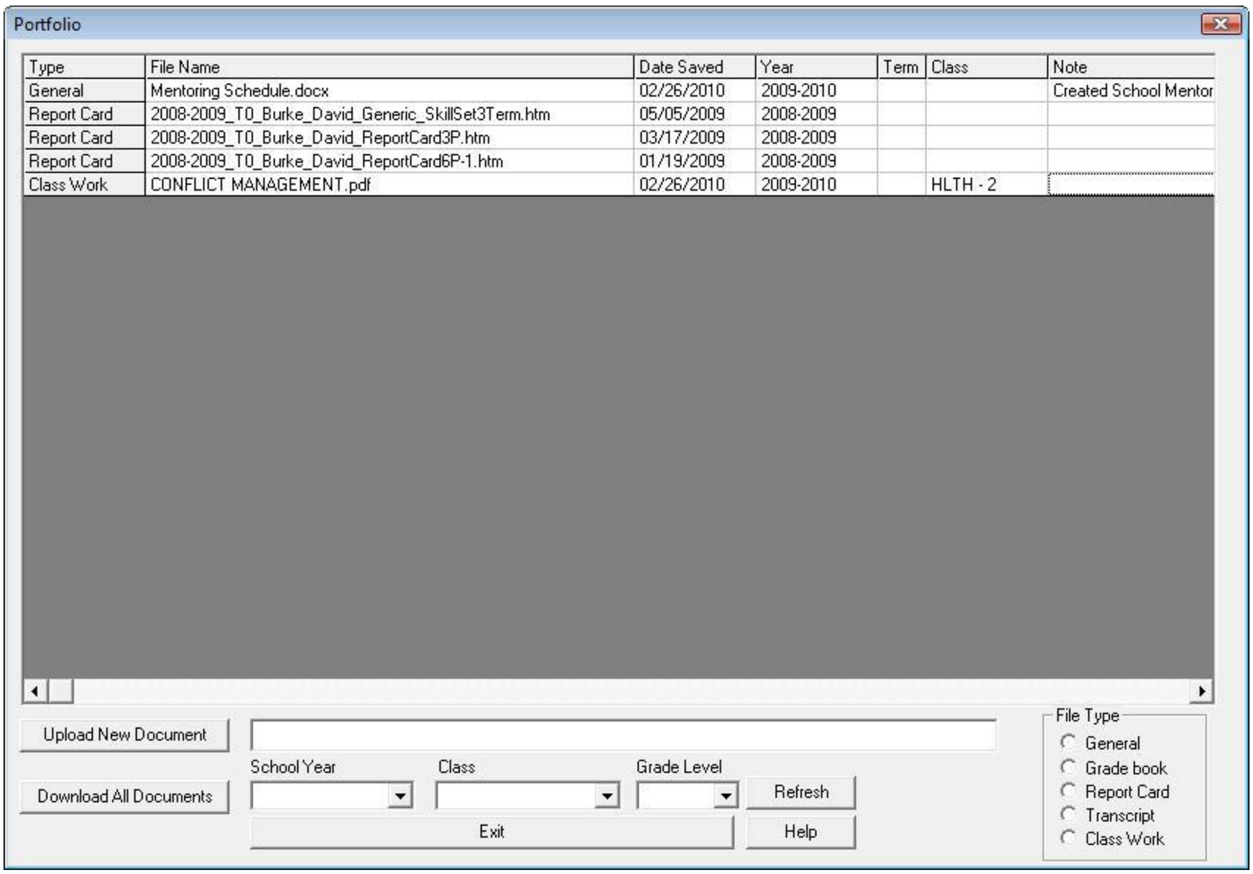
- **Transcript**: The portfolio allows for one Transcript per template type to be archived per year. If you archive more than one per template per year, you will overwrite the Transcript in the portfolio with the newly archived Transcript.

## Uploading a Document Using the Student Screen

1. From the Main Menu, click **Students**.
   The **Student** screen opens.

2. Select the student whose portfolio to access.

3. Click the **Portfolio** button.
   The **Portfolio** screen opens.
   From this screen you may add documents with a file type of **General** or **Class Work**.



4. Select the **File Type** for which to upload a document.

    a. **General**:  This document can be a copy of an award the student won, a commendation or an extracurricular project the student completed.

    b. **Class Work**:  This document is a copy of exceptional class work completed by a student. When selecting this file type you must first choose a School Year and Class.

5. Select the **School Year** with which to associate the document.

6. Select the **Class** with which to associate the document, if applicable.

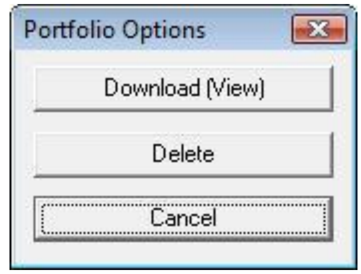
7. Select the **Grade Level** with which to associate the document.

8. Type a **Note** in the notes field if desired.

9. Click **Upload New Document**.

10. Click **Refresh**.
    The document is added to the list of items in the portfolio.

## Downloading a Document Using the Student Screen



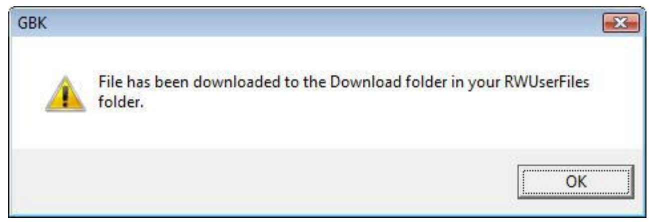

1. From the Main Menu, click **Student**.
   The **Student** screen opens.

2. Select the student whose portfolio to access.

3. Click the **Portfolio** button.
   The **Portfolio** screen opens.

4. Double-click on the row of the file to download.
   The **Portfolio Options** screen opens.

5. Click the **Download (View)** button.
   A message box opens, alerting you that the file has been downloaded to the **Download** folder in your RWUserFiles folder.



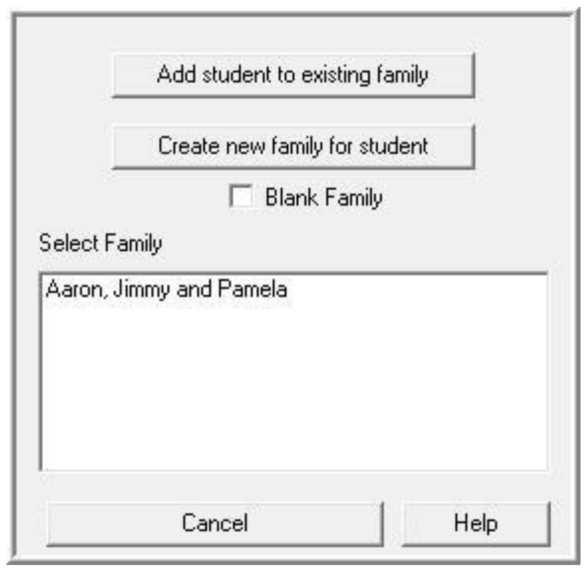

6. Click **OK**.
   If your computer recognizes the format in which the file was saved and has the appropriate program to open the document, the document opens.

# Family Access

The **Family** name on the student screen acts as a shortcut to the family screen. The **plus sign** to the right of it enables the user to connect a student to more than one family. It is possible to add a student to an existing family or to create a new family for a student. If a student is connected to more than one family, upon clicking the family button, the screen to the left will open. The family screen is accessible from the main RenWeb screen or by clicking on the family button in the student screen.

## Creating a New Family for a Student

1. Select the student for whom to add a family.
2. Click the **+** (plus) button beside the **Family** box.
   A selection screen opens
3. Click **Create new family for student**.
   The **Edit Family** screen opens.




**Note:** Clicking **Create new family for student** will create two generic parents for the family, using the student's last name. If creating a non-traditional family for the student, select the **Blank family** option before clicking the **Create new family** button.

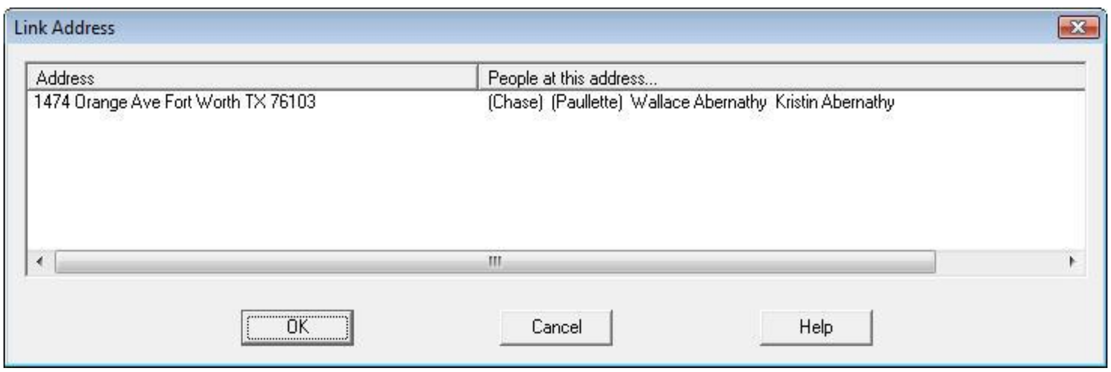
## Linking

RenWeb contains a feature that helps save time and effort when changing address information for students who have family members in the same school or district. This feature is called a link, and it connects addresses for different individuals together so that any changes to one individual's address will automatically update the addresses of all others with the linked address.

1. Select the student or individual for whom to link an address.

2. Click the **Link** button in the address box.
   The **Link Address** window opens.

3. Click on the address to which to connect the student.
   The individual is now linked by their address to others with the same address (as listed in the Link Address window). Any changes to one individual's address will automatically update the addresses of all others with the linked address.




## Unlinking an Address

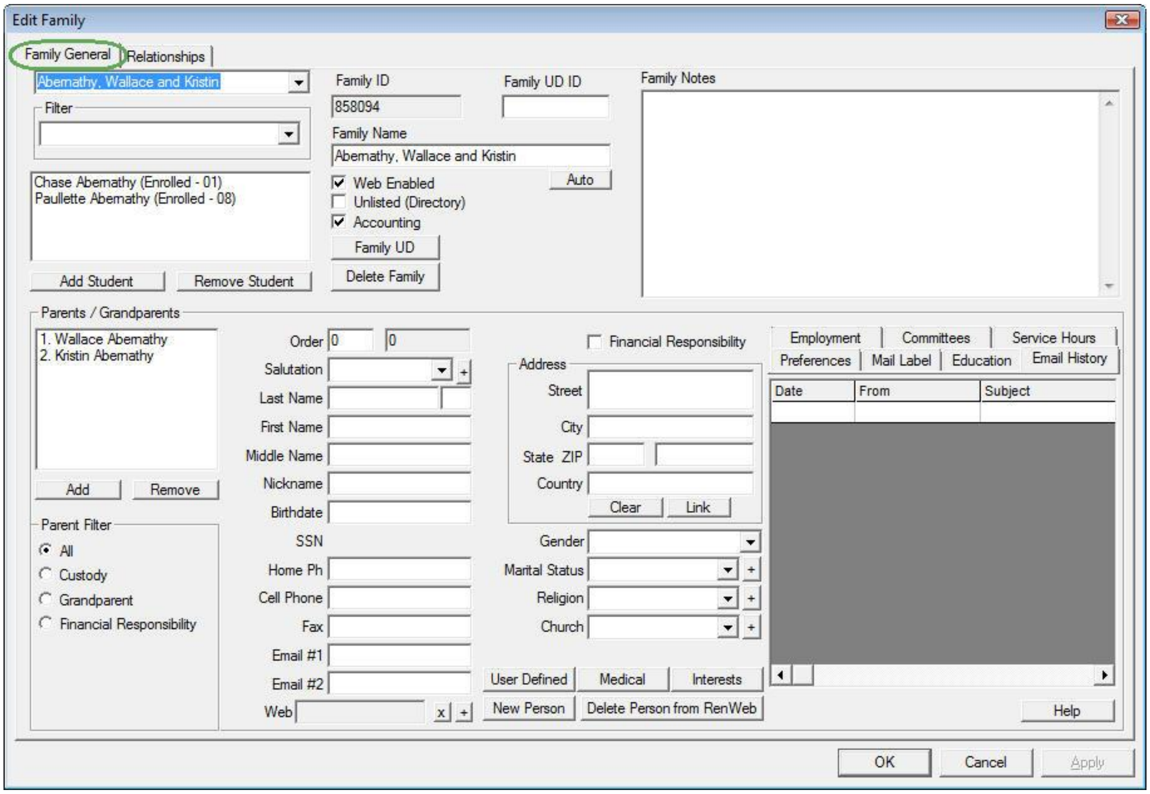
1. Select the student or individual for whom to unlink an address.

2. Click **Clear** button in the address box.
   The address fields are cleared and the address is unlinked from all other addresses. Any changes to the selected individual will now only affect that individual's address.

## Linking a New Student to an Existing Family

1. From the **Student** screen, select the student with an unlinked address.
2. Click the **Link** button.
   If the student is not part of a family, the **Select Family** window opens.
   a. Use the **Filter** to adjust the family list that appears.
   b. Click on the family with whom to link the student.
      The **Link Address** window opens.
      If the student is part of a family, the **Link Address** window opens.
3. In the **Link Address** window, click the address to which to link the student.
4. Select **OK** to link and exit or click **Cancel** to exit without linking.

## Family Screen Functionality and Layout




Students associated with the family will be listed in the text box on the left of the screen.

- Add or remove students from the family using the **Add** and **Remove** buttons beneath the list of student names.
- Enter notes regarding the family into the **Family Notes** memo field.
- Using the check boxes under the **Family Name**, determine the following:

| | |
|---|---|
| **Web Enabled** | checking this box indicates that the family is enabled to view information on ParentsWeb |
| **Unlisted (Directory)** | checking this box keeps the family information out of the school or district directory |
| **Accounting** | checking this box indicates that this family should be included in all accounting features |

In the bottom half of the screen, RenWeb creates two parents, using the student's last name. To edit the parent information, select the parent from the list.

1. Add personal information:

    a. The **Order** field will determine the order in which additional family members are displayed.

    b. Checking the **Financial Responsibility** box indicates that the person listed is financially responsible for the family.

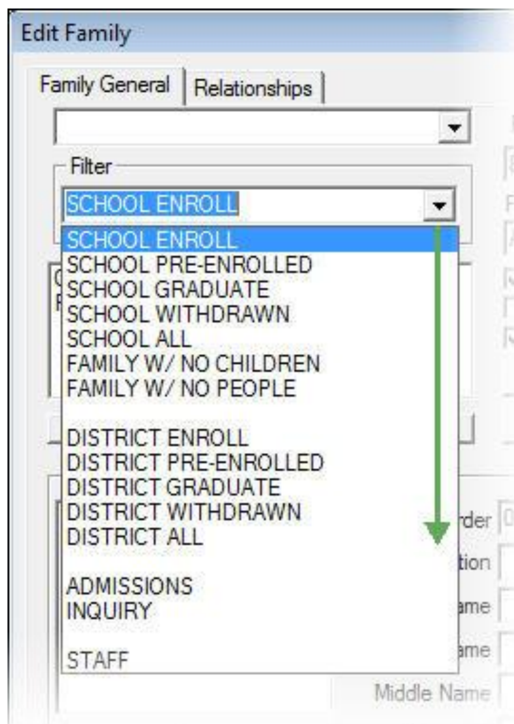
    c. The parent address may be linked to the student using the **Link** or **Unlink** button under the parent address column.

2. Click **Apply** before selecting the second parent for whom to add information.

**Note:** Once addresses are linked, changing the address for one linked family member will change the address for all linked family members.

## School/District Filter

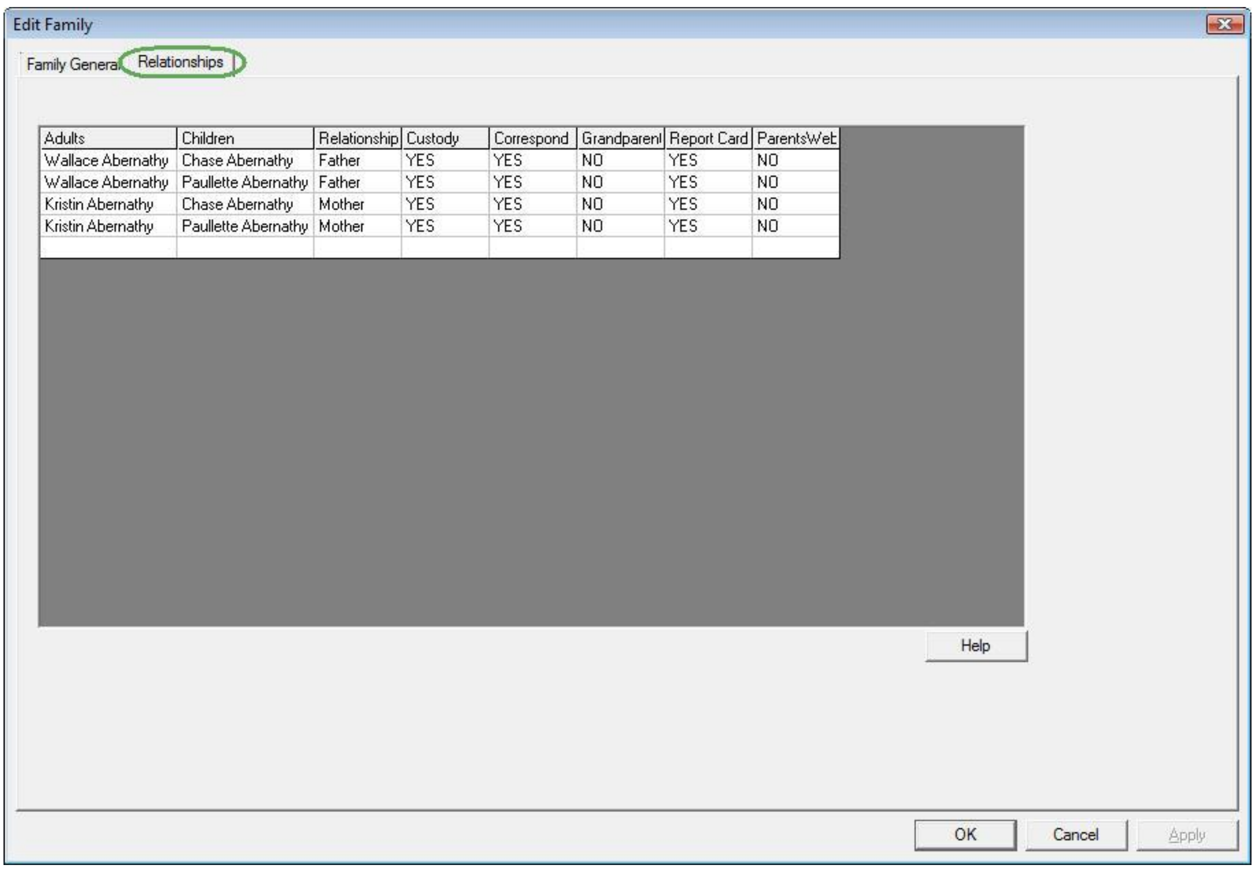
It is possible to filter the family list by school: enrolled, pre-enrolled, graduate, withdrawn, all, family with no children and family with no people or by district: enrolled, pre-enrolled, graduate, withdrawn, all. A drop-down menu filter allows the user to update information on any family in the database without having to leave the family screen. Select the filtering option from the menu and then select a family from the drop-down menu directly above the filter.



## Defining Parent Relationships

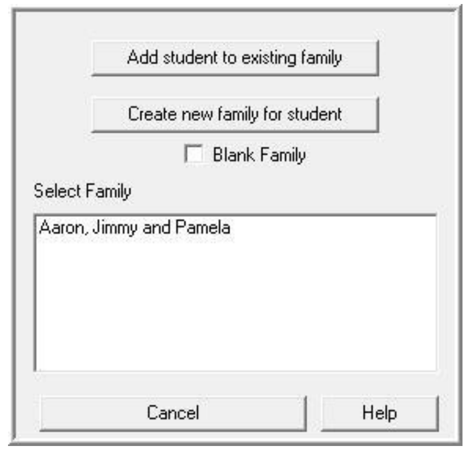
After creating parents or family members for the student, it is important to establish what their relationship is to the student.

1. Click the **Relationships** tab at the top of the **Family** screen.
2. Double-click on the cell in the **Relationship** column.
   The **Relationship** window opens.
3. Select the relationship the adult has to the child from the drop-down menu.
4. Click **OK**.
5. Click in the **Custody**, **Correspondence**, **Grandparent**, **Report Card**, and **ParentsWeb** (this enables an individual to view the ParentsWeb) cells to indicate **Yes** or **No** that the individual has access to that area of student information.



## Adding a Student to an Existing Family

In the event that the student is new to the school, but he or she has siblings who already attend the school, you will not need to create a new family for the student you can add the student to the existing family.

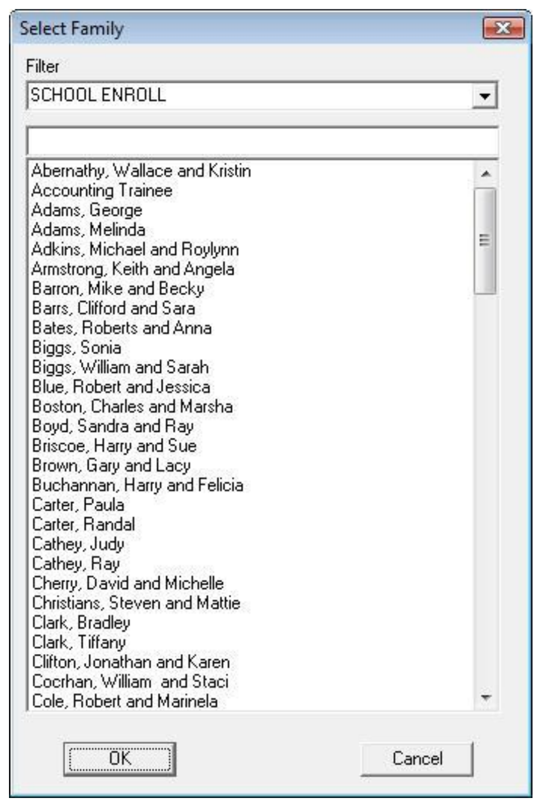



1. From the **Student** screen, click on the student name to add to an existing family.

2. Click the **+** (plus) button beside the family name.
   A selection screen opens.

3. Click the **Add student to existing family** button.
   The **Select Family** screen opens

4. Use the **Filter** to control the list of family names displayed.




5. Click the name of the family to which to add the student.
   The student is added to the family and the **Family** screen opens.

## Removing a Student from an Existing Family

It is possible to remove a student from a family without deleting him or her from RenWeb.

1. From the **Student** screen, select the student to remove from a family.

2. Click the **+** (plus) button beside the family name.

3. Click on the student's name to remove from the family.

4. Click the **Remove** button.
   The student is immediately removed from the family.

## Adding Parent or Contact Employment Information

It is possible maintain detailed records regarding the parent's work contact information.

1. From the **Edit Family** screen, select the desired parent or contact.
2. Select the **Employment** tab in the lower right corner of the **Edit Family** screen.
3. Double-click the first empty field.
   The **Edit Employment** dialog box opens.
4. Enter the employment data and click **OK** to save changes or click **Cancel** to leave without saving changes.

## Adding Parent or Contact to a Committee

RenWeb allows users to indicate parent involvement in school committees.

1. Select the desired parent or contact.

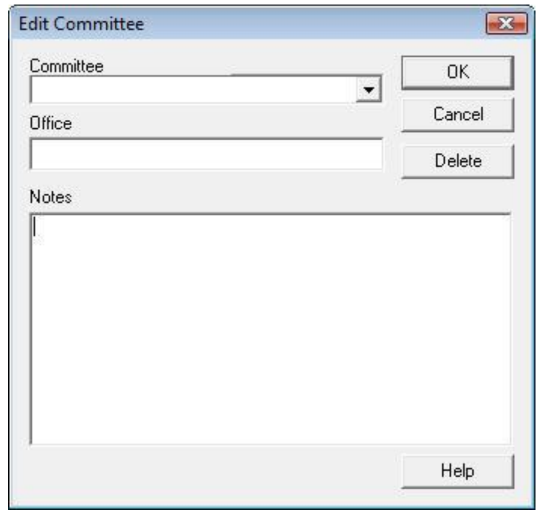
2. Select the **Committee** tab in the lower right corner of the **Edit Family** screen.

3. Type in or select a **Committee** from the drop-down menu.

4. If the individual holds an office on that committee (i.e. President, Secretary, Treasurer) type the information in the **Office** field.

5. Type any notes necessary in the **Notes** field.

6. Click **OK** to save changes or click **Cancel** to leave without saving changes.




## Viewing Email History

The **Email History** tab provides you with an at-a-glance view of every email that has been sent to a parent's email address from the school.

- If you do not see the **Email History** tab, you need to be sure you have the Email History security right.

- If you have view rights, you will be able to see every email that has been sent to the parent's email address from anyone at the school, but you will only be able to read the emails you have sent.

- If you have modify rights, you will be able to see every email that has been sent to the parent's email address and read every email that has been sent.

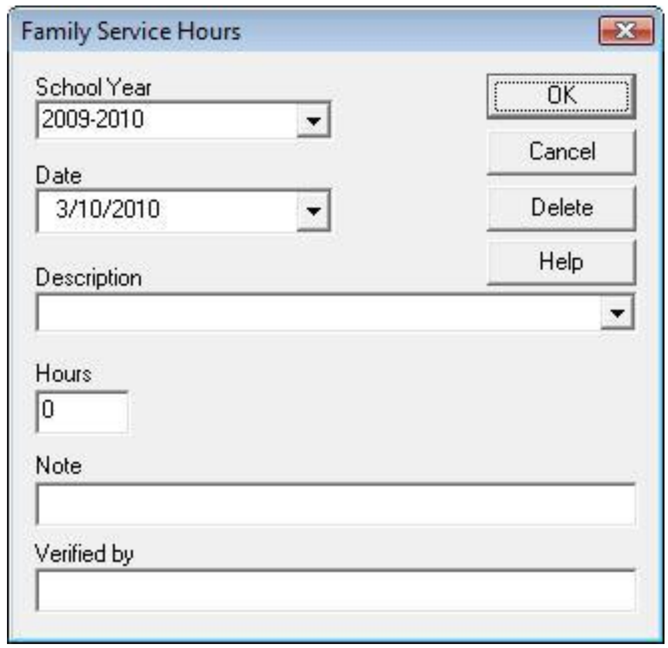
## Adding Family Service Hours

RenWeb offers schools a simple, updatable way to track family service hours. You can track information for any individual associated with a student. Only custodial parent service hours will display in the Family Service Hours report in Report Manager (Student).

1. Select the desired parent or contact.

2. Select the **Service Hours** tab in the lower right corner of the **Edit Family** screen.

3. Double-click on a blank row to add a **Service Hours** record.
   The **Edit Service Hours** screen opens.




4. Select the **School Year** with which to associate the hours.

5. Select the **Date** on which the service hours were completed.

6. Type in or select a **Description** from the drop-down menu.

7. Type the numbers of **Hours** served.

8. Include any necessary notes in the **Notes** field.

9. Enter the name of the verifying party in the **Verified by** field.

10. Click **OK** to save changes or click **Cancel** to exit the **Family Service Hours** screen without saving changes.

## Setting Parent or Contact Preferences

RenWeb gives schools the flexibility to set preferences for individual parents and contacts.

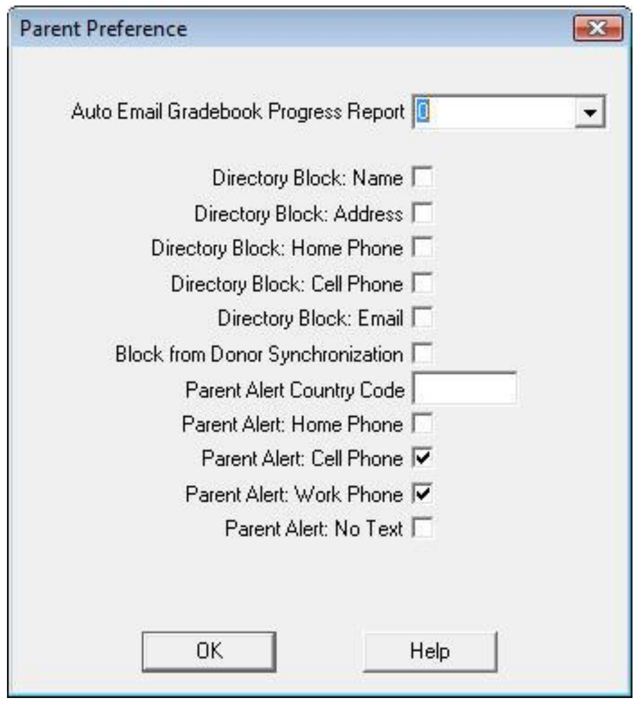
1. Select the parent or contact to edit.

2. Select the **Preferences** tab in the lower right corner of the **Edit Family** screen.

3. Double-click on the first row of the grid.

4. Select parental preferences:

   a. **Auto Email Grade book Progress Report**: parents may choose to receive an automatic progress report for their students via email. They may choose Daily, Weekly, or Never.




   b. **Directory Block**: parents may choose what information should be blocked from the school directory. They may choose to block **Name**, **Address**, **Home Phone**, **Cell Phone** and **Email**.

   c. **Block from Donor Synchronization**: blocks the parent's information from being brought into Donor Connect via a sync.

   d. **Parent Alert Country Code**: for parents who live out of the country, schools may type in the country code.

   e. **Parent Alert Preference**: parents may choose how they want to be contacted if a Parent Alert is sent out, **Home Phone**, **Cell Phone** or **Work Phone**.

   f. **Parent Alert: No Text**: Allows parents to opt out of receiving text messages that are sent out through Parent alert.

5. Click **OK** to save changes or click **Cancel** to exit the without saving changes.

## Adding a Medical Event

In the event that a parent is injured on campus, it is possible to add an incident report to a parent record.

1. From the Main Menu, click **Family**.
   The **Family** screen displays.

2. Select the Family from the drop-down menu.

3. Click on the name of the individual for whom to add a medical event.

4. Click the **Medical** button.
   The **Medical** screen displays.

5. Click the **Event Log** tab.
   A list of all medical events displays.

6. Double-click on a blank row to add details about the medical event.
   The **Medical Event** screen displays.

7. Add the relevant details.

8. Click **Save**.

# Student, Parent and Family Exercise

**Objectives:** Create a Two parent family with one student

Utilize Parent Preferences

### Create a family for Paddy P. Patterson

1. Create a new family for Paddy with parents—Patrick and Patricia *Patterson

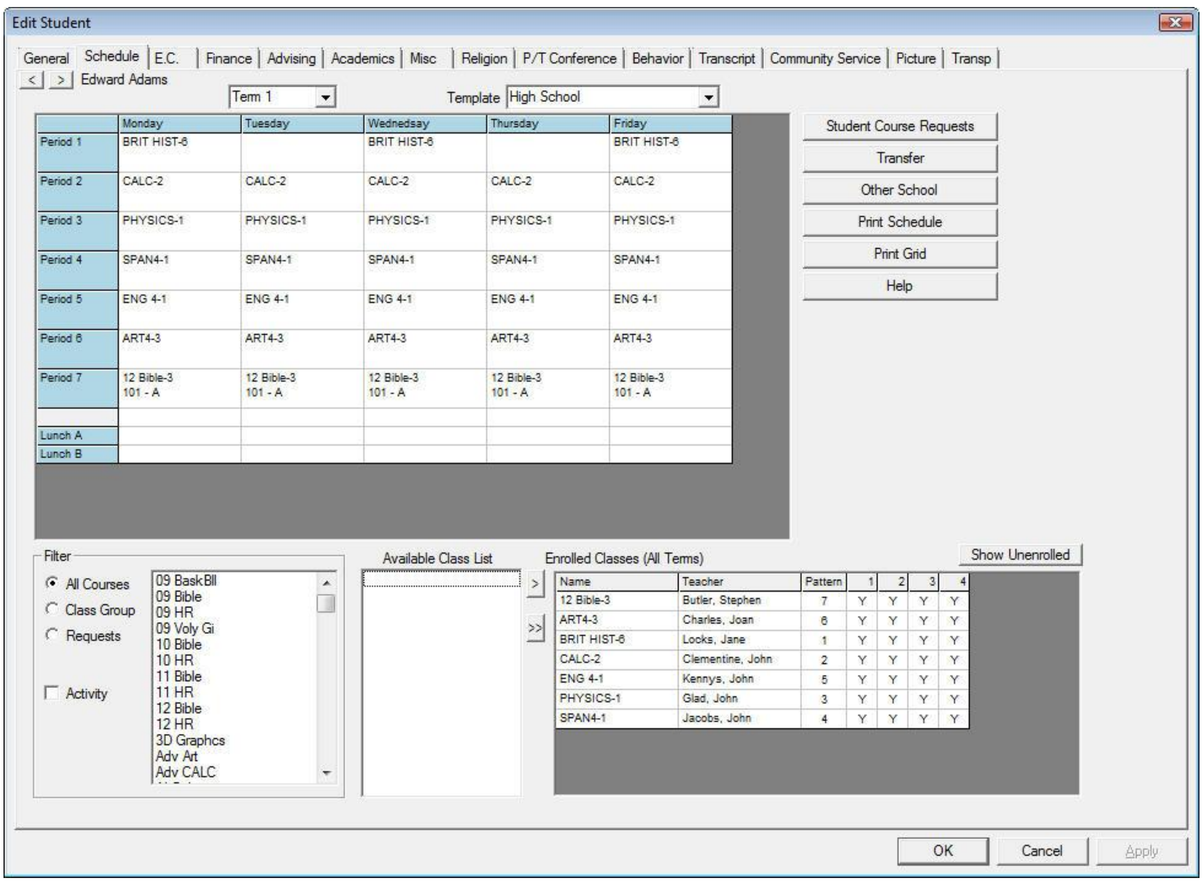
2. Define their relationship with the student

3. Arrange to have Patrick receive a weekly progress report email at PatPatterson@yahoo.com.

## Student Screen: Schedule Tab

Use the **Schedule** tab to view or change a student's schedule. This is the easiest way to change schedules for individual students. Viewing a Student's Schedule

1. From the **Student** screen select a student.
2. Click the **Schedule** tab.
   The Student's schedule displays, automatically assigned to the appropriate template.
3. The template displays the day and time each enrolled/scheduled class meets.
4. If the student is enrolled in classes, the **Enrolled Classes** grid displays the classes and the terms for which a student is enrolled.



## Student Screen:  E.C. Tab

The **Emergency Contact** tab will hold up to 20 Emergency Contacts for a student. You can manually add or lookup RenWeb contacts to add to this list. The Emergency Contact data will be displayed on the main Student screen under the Family tab (bottom right). In addition, the Student Information report will display the first three emergency contacts in the list.

### Manually Adding a Contact to the E.C. Tab

If the Emergency Contact does not already exist in RenWeb, you can manually add him or her to the E.C. tab.

1. From the Student screen, click on the E.C. tab.
2. Double-click on a blank row.
   The **Order #** will appear in the Edit Emergency Contact section (lower).
3. Type the **First** and **Last Name**.
4. Select the relationship the emergency contact has to the student from the drop-down menu.
5. Add the **Home**, **Cell**, and **Work Phone**, and an **Email** address.
6. Click **Save** (lower left).

**Note:** Parents may not be considered Emergency Contacts in all schools; they are not automatically added into the E.C. tab. If you want to add a parent to the E.C. tab, you may add the contact using the Lookup method.

## Adding a Contact to the E.C. Tab Who is Already in RenWeb

If the Emergency Contact already exists in RenWeb, you can pull his or her information into the E.C. record. If the person's information is changed on the **Family**, **Student**, or **Staff** screen, it will automatically update in the **E.C.** tab.

1. From the **E.C.** tab, double-click on a blank row.
   The **Order #** will appear in the **Edit Emergency Contact** section (lower).

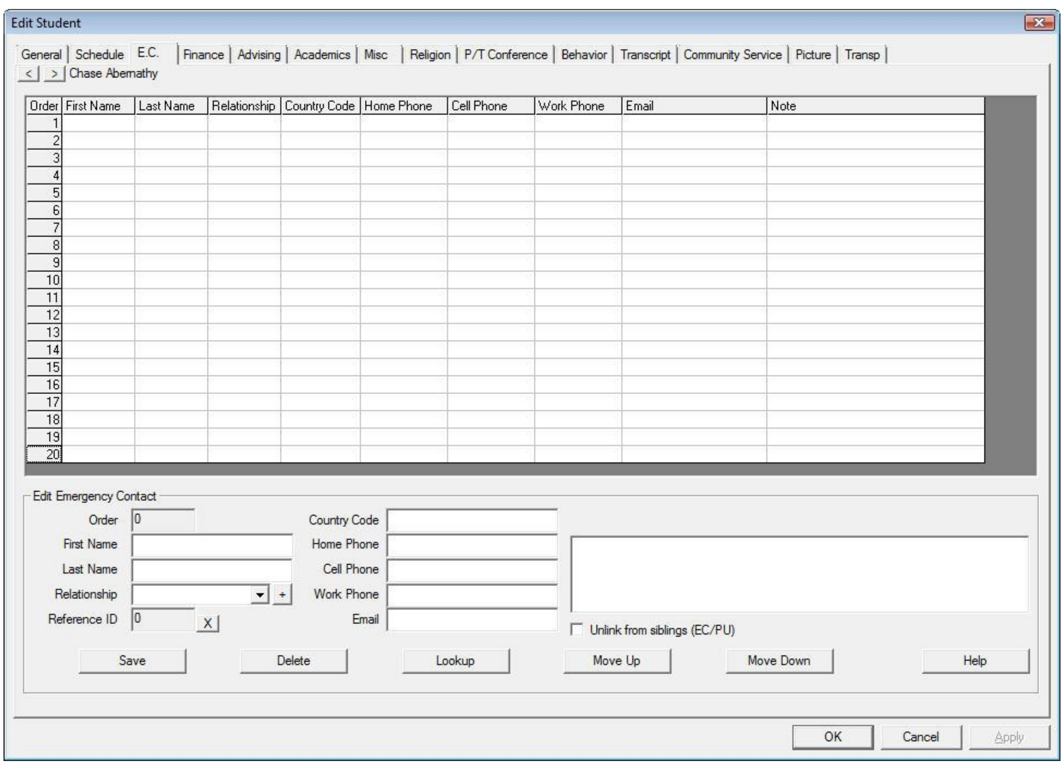
2. Click the **Lookup** button.
   The **Select Person** dialog box opens.

3. Select a **Filter** by which to sort the Person list.

4. Click on the contact's name to add to the **E.C.** tab and click **OK**.

5. The contact's information populates the **Edit Emergency Contact** section; the person's ID number displays in the **Reference ID** field.

6. Click **Save** (lower left).



# Student Screen: Finance Tab

The **Finance** tab allows the user to view a student's financial responsibility and Free Lunch or reduced lunch eligibility. If a student is attached to two families, you can designate the percentage that each family is responsible to pay for the student.

## Setting up Financial Responsibility Percentages

When setting up financial responsibility percentages, you need to be sure that the total of entered percentages is equal to 100%.

1. From the Main Menu, click **Students**.
   The **Student** screen displays.

2. Select a student.

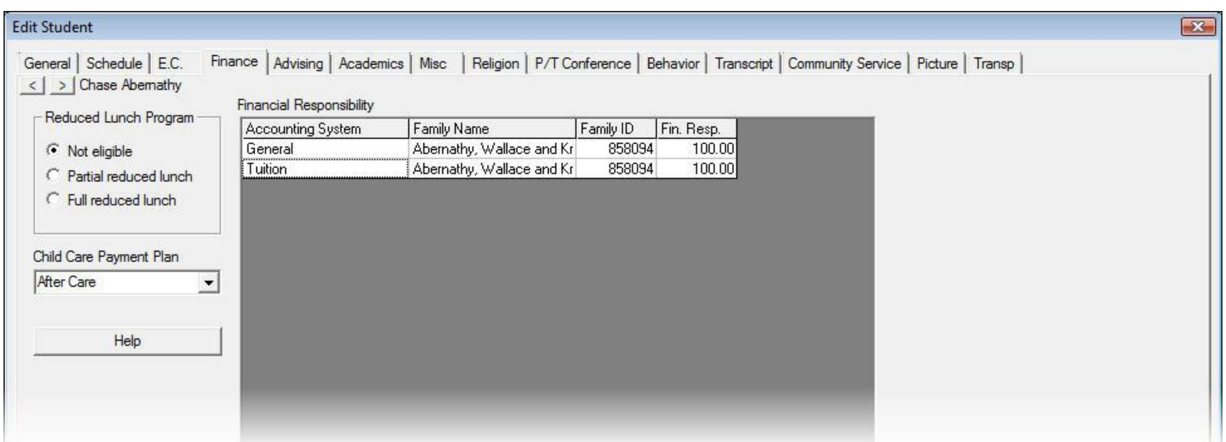
3. Click the **Finance** tab.

4. Click the cell in the **Fin. Resp.** column.

5. Use the keyboard **Backspace** key to clear the cell.

6. Type the new percent amount in the blank cell.

7. Click **Apply** to save and stay in the **Finance** tab or click **OK** to exit.



## Assigning Free or Reduced Lunch Status

RenWeb allows for Free and Reduced lunch status assignment and reporting. If you want to indicate that a student is eligible for free or reduced lunch you can indicate the eligibility on the Finance tab.

1. From the **Reduced Lunch Program** area select **Not eligible**, **Partial reduced lunch**, or **Full reduced lunch**.

2. Click **Apply** to save and stay in the **Finance** tab or click **OK** to exit.

## Assigning Childcare Payment Plan

If your school utilizes the Live Time Clock Billing for child care management, it is possible to assign a **Daycare Payment Plan** to the student. It is only necessary to assign a **Daycare Payment Plan** if the student is not utilizing the default plan as specified in **Accounting**.

1. From the **Child Care Payment Plan** drop-down menu, select the plan that the parent has selected.

2. Click **Apply** to save and stay in the **Finance** tab or click **OK** to exit.

## Student Screen: Advising Tab

The **Advising** tab assigns students to an advisor or counselor (student mentors can also be assigned here) and maintains records on advisory meetings. Advisors may also enter course requests for their students, add transcript notes, or monitor a student's curriculum plan.

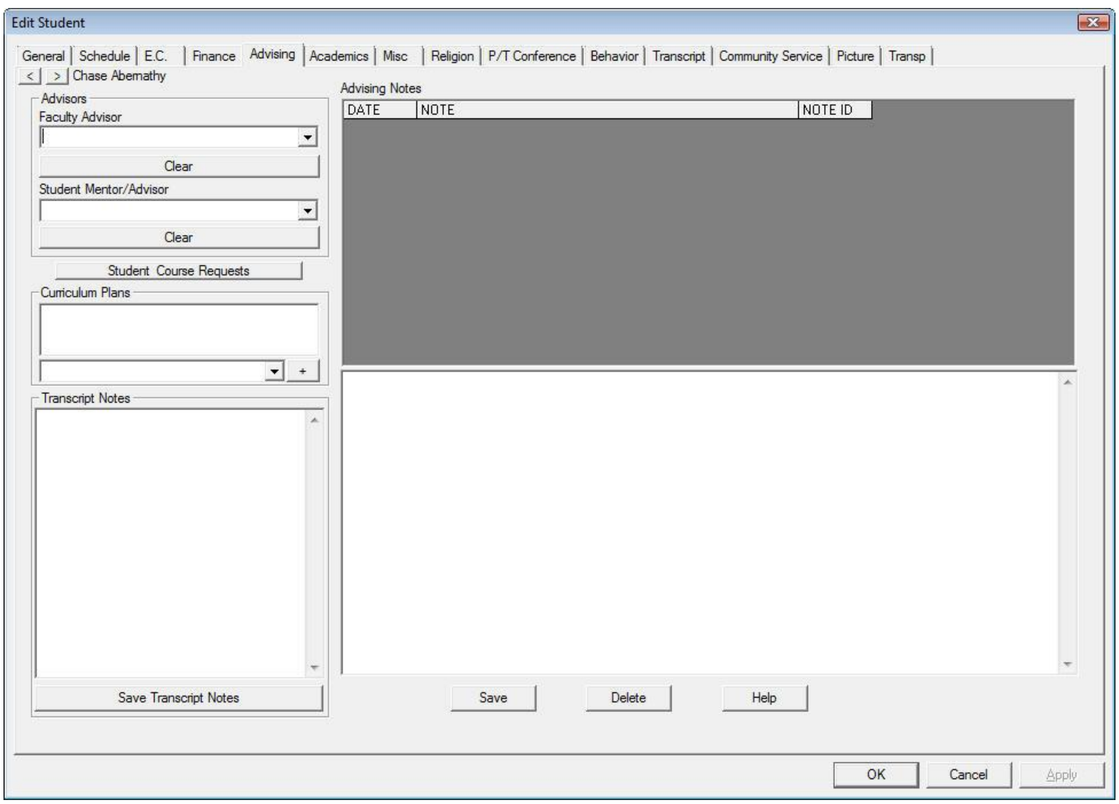
### Using the Advising Tab

The advising fields are populated utilizing drop-down menus, defined lists and text fields.

1. From the Main Menu, click **Students**.
   The **Student** screen displays.

2. From the student list, select a student.

3. Click the **Advising** tab.
   The **Advising** screen displays.




4. From the **Faculty Advisor** drop-down list, select an advisor.

5. If the student has a Student Mentor, select the student's name from the **Student Mentor** drop-down list.

6. In the **Advising Notes** (right), the advisor enters notes about the student and any interventions or interactions.

   a. To enter notes, click in the blank white screen below the gray section and type the note.

   b. When finished with the note, click **Save**.
   The note is recorded, dated and displays in the top of the window.

   c. **Modify a Note** - Double click the row where the note is located. Revise the note. Click **Save**.
   d. **Delete a Note** - Double click the line where the note is located. Click **Delete**.

7. When finished entering information in the window, click **OK** to save and exit.

**Note:** It is not possible to edit the note date as the date is determined by the date on the user's computer.

## Adding a Transcript Note

1. From the **Advising** tab click in the **Transcript Notes** field.

2. Type the note to display on a student's printed transcript.

3. Click the **Save Transcript Notes** button.

## Student Screen: Academics Tab

Use the **Academics** tab to view and edit (but not add) honor roll and class ranking information. In addition, it is possible to store standardized test scores for students and track student recognitions.

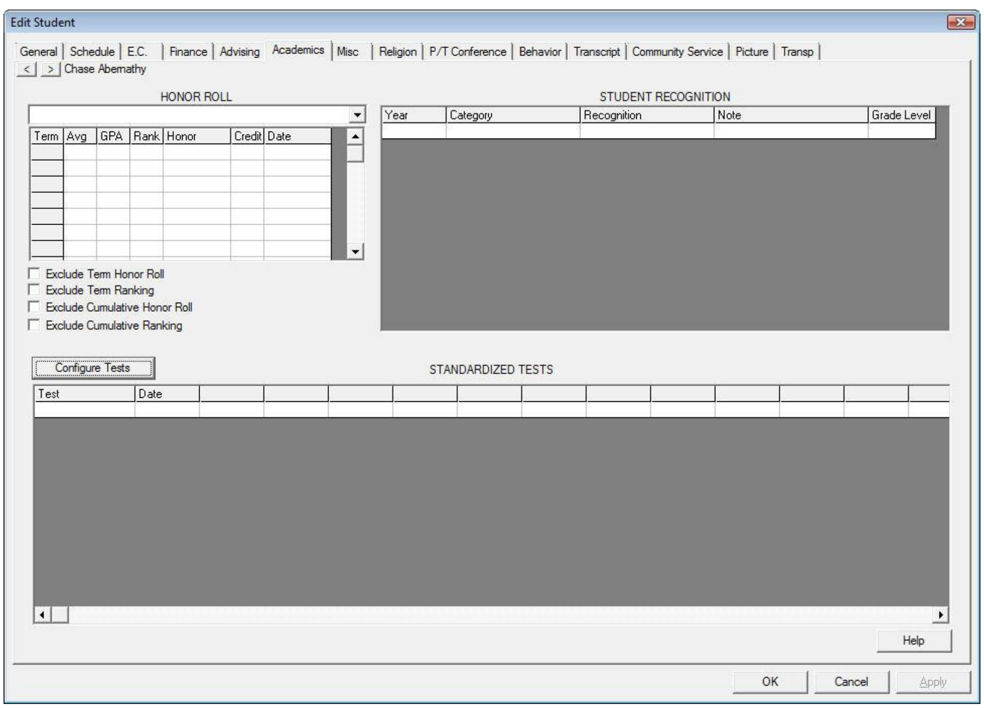
### Manually Alter Honor Roll or Ranking Information

The initial Honor Roll or Ranking information is created when an honor roll report is configured and run. That data automatically displays in this window.

1. From the Main Menu, click **Students**.
   The **Student** screen displays.

2. Select a student.

3. Click the **Academics** tab.
   The **Academics** screen displays.




4. To manually alter honor roll or ranking information already present, click the row to edit.

5. Enter the changes.

6. Click **Apply**.

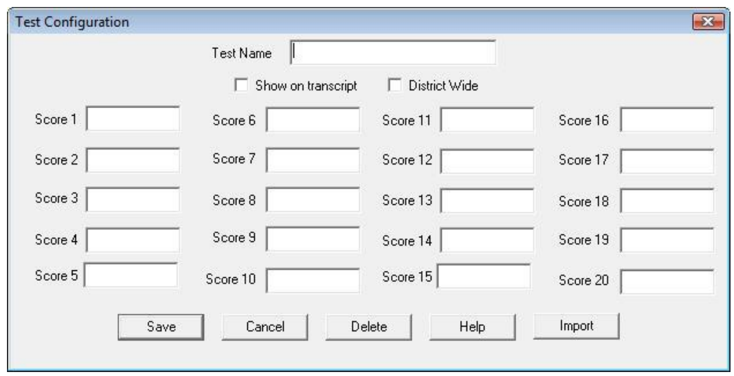
**Note:** To exclude a student from honor roll or ranking for the term, or cumulatively, select the option by clicking in the box beside the appropriate choice listed to the right of the data window.

## Configure Standardized Test Parameters

1. From the Academics screen, click Configure Tests.
   The **Test Configuration** list screen displays.

2. Double-click an empty line.
   The **Test Configuration** screen displays.

3. Input the test information configuration.
   To enter an SAT test, type SAT in the Test Name box.
   The boxes labeled Score 1, Score 2, etc. correspond to sections of the test:
   Next to Score 1, enter Verbal; next to Score 2, enter Math, etc.




4. Select **Show on Transcript** if you want the standardized test record to display on the printed transcript.

5. Select **District Wide** to make the test configuration available in all schools in the district.

6. Click **Save** to save the test configuration.

**Note:** When a test is configured for any student, the configuration is available for all students.

## Storing Standardized Test Data

1. From the **Academics** tab, double-click on a blank row in the test storage grid. The **Test Edit** dialog box opens.

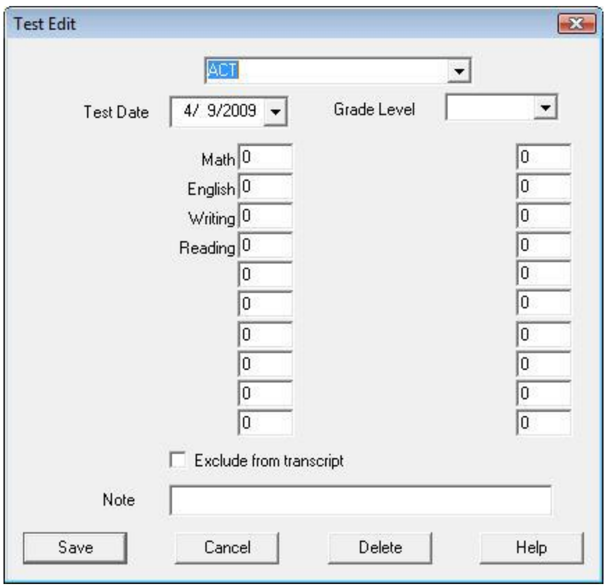
2. Type the test results for the student into the applicable test fields.

3. From the **Grade Level** drop-down list, select the student's grade level.

4. Select to **Exclude from Transcript** if desired.

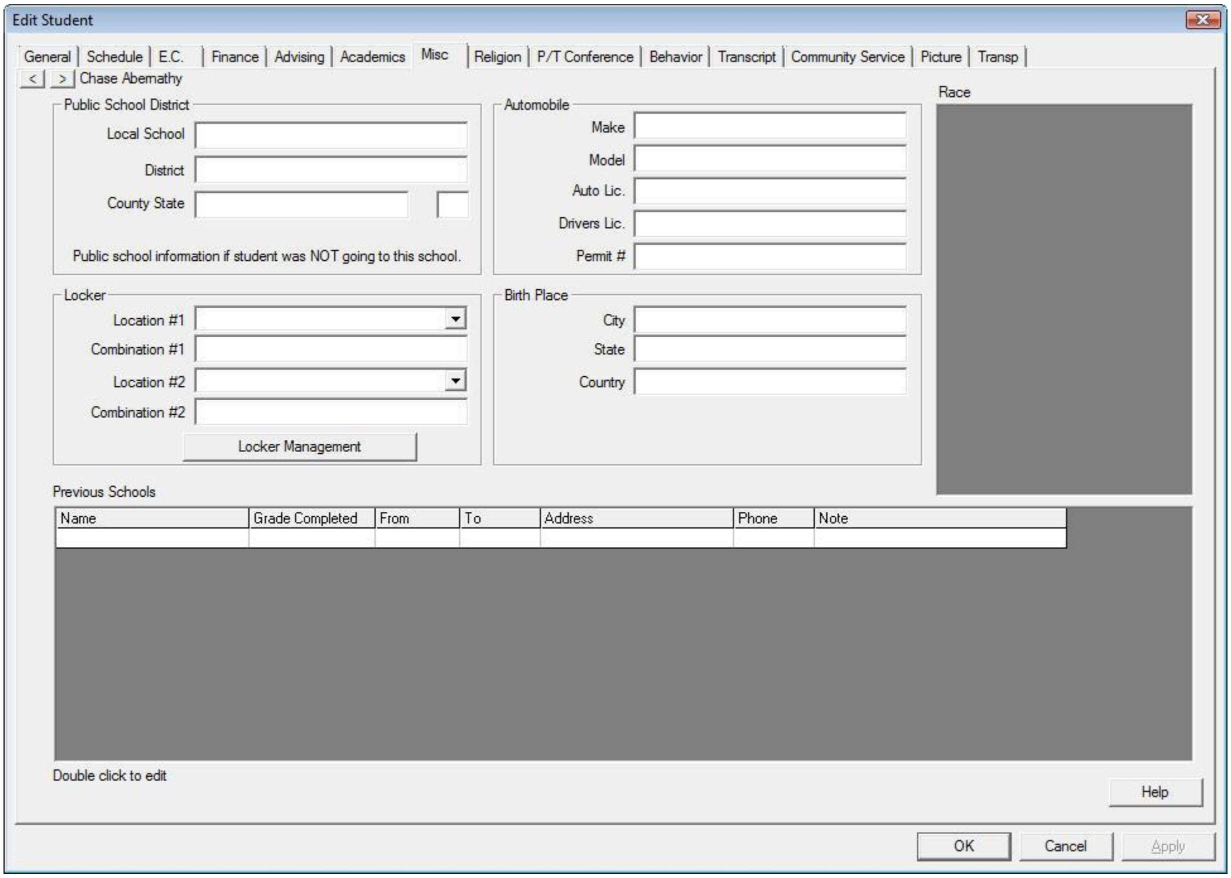
5. Type a note in the **Notes** field if desired.

6. Click **Save**.



## Student Screen: Miscellaneous Tab

The **Miscellaneous** tab is a data entry screen for a variety of records. It houses previous school information birth place, locker number(s) and combination(s), as well as automobile information for school with driving students.



## Public School District

It is possible to maintain a record of the public school (if the student was not attending your school) information for a student.

1. From the Main Menu, click **Students**.
   The **Student** screen displays.

2. From the students list, select a student.

3. Select the **Miscellaneous** tab.

4. Click in the **Local School** field and type the name of the school the student would attend.

5. Add the **District**, **County** and **State** if desired.

6. Click **OK** to save and exit to the Main Menu or click **Apply** to save and continue working in the **Student** screen.

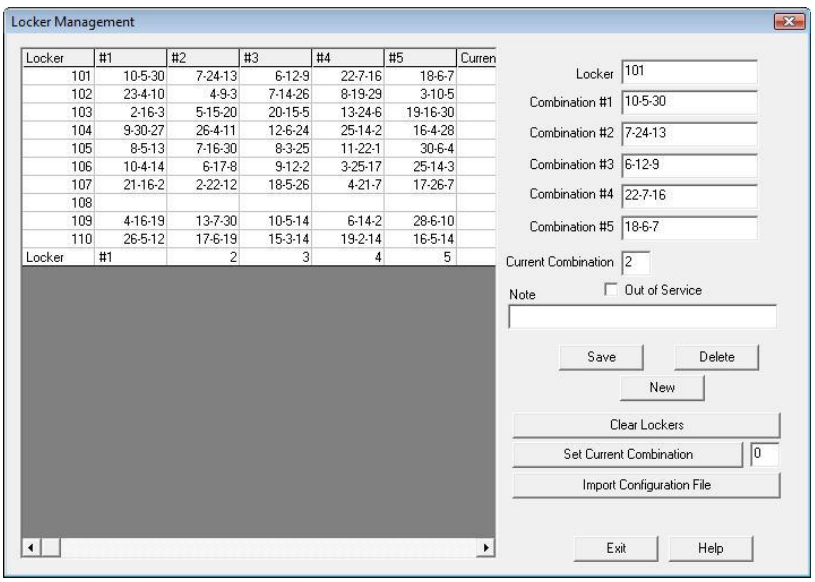
## Race

Race is an area that allows schools to specify for state reporting purposes student race. Race describes biological descent. Ethnicity describes cultural heritage.

- Add a Race to the list through the Defined List area of RenWeb Setup.
- Once the race has been added, click in the field to the right of the race to add a Y for yes or a blank for no.

## Configure Lockers

1. From the **Miscellaneous** tab, click **Locker Management**.
2. In the **Locker** field, type the locker number or name.
    a. You can enter up to 5 different combinations and then specify which combination is currently in use.
    b. If a locker becomes out of service, you can label it as such, so it is not mistakenly assigned to a student.




3. Click **Save**.
4. To enter a new locker click **New** repeat steps 2 and 3.

## Assign a Locker

1. On the **Miscellaneous** tab, in the **Locker** section, select the locker number to assign to the student from the **Location #1** drop-down menu.
   The combination selected in the **Locker Management** screen displays in the **Combination #1** field.

2. If the student has two lockers, select a second locker from the **Location #2** drop-down menu.
   The combination selected in the **Locker Management** screen displays in the **Combination #2** field.

3. Click **OK** to save and exit to the Main Menu or click **Apply** to save and continue working in the **Student** screen.

## Automobile Information

1. From the **Miscellaneous** screen, click in the **Make** field and type the make of the vehicle.

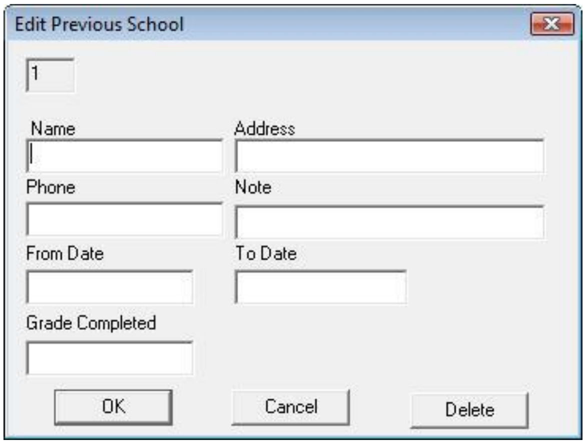
2. Add the **Model**, **Auto Lic**., **Driver's Lic**., and **Permit #**.

3. Click **OK** to save and exit to the Main Menu or click **Apply** to save and continue working in the **Student** screen.

## Previous School Contact Information

The **Miscellaneous** tab can hold the name, address, and phone of prior schools that a student has attended.

1. From the **Miscellaneous** screen, double-click in a blank row in the **Previous School** section.
   The **Edit Previous School** dialog box opens.




2. Type a **Name**, **Address**, **Phone**, **Note**, and a **From Date** and **To Date** into the appropriate fields.

3. Click **OK**.
   The information will now be displayed in the **Previous Schools** section.

## Birthplace

1. From the **Miscellaneous** screen, click in the **City** field and type the city in which the student was born.

2. Add the **State** and **Country**.

3. Click **OK** to save and exit to the Main Menu or click **Apply** to save and continue working in the **Student** screen.

## Student Screen:  Religion Tab

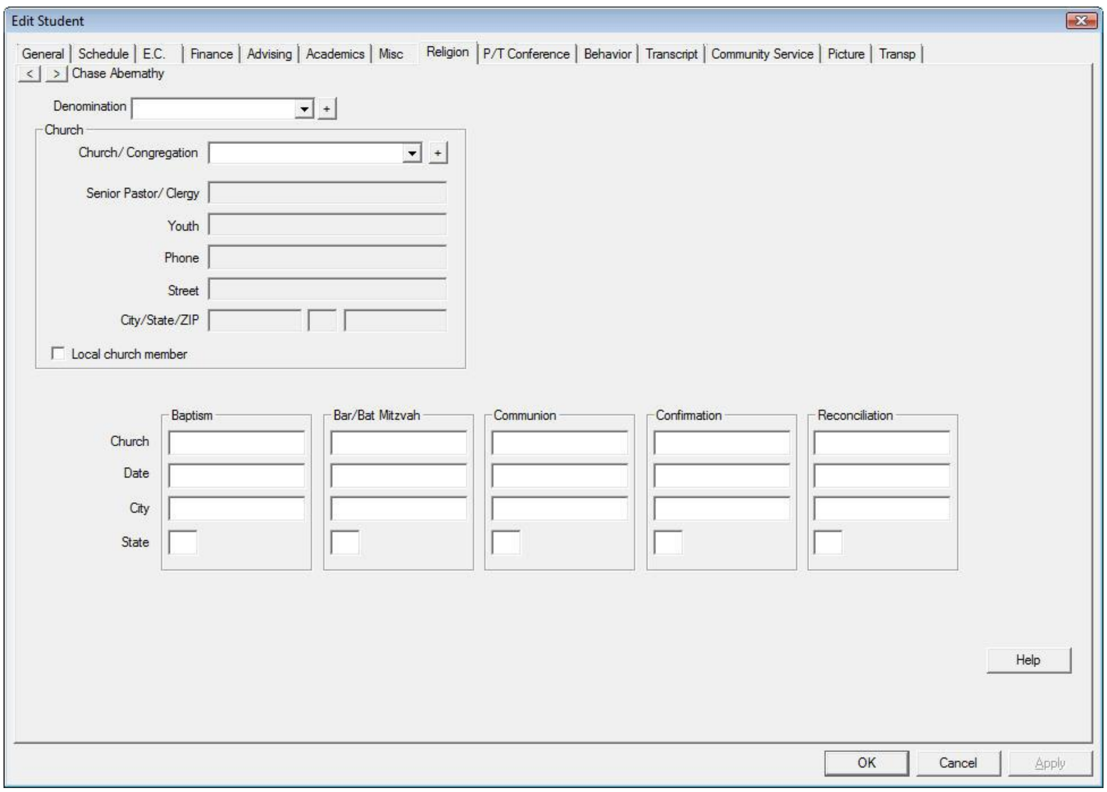
The **Religion** tab contains fields for various church related occurrences.

### Accessing the Religion Tab

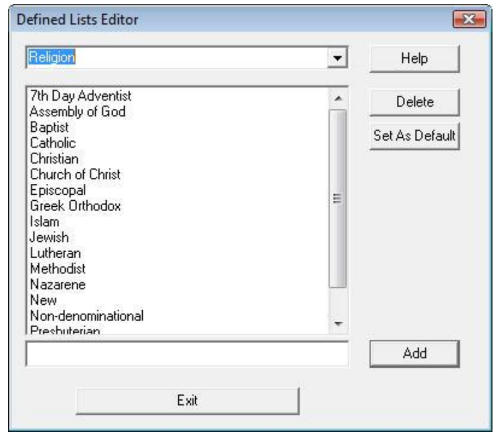
1. From the Main Menu, click **Students**.
   The **Student** screen displays.

2. From the students list, select a student.

3. Click the **Religion** tab.
   The **Religion** screen displays for that student.



## Adding a Denomination



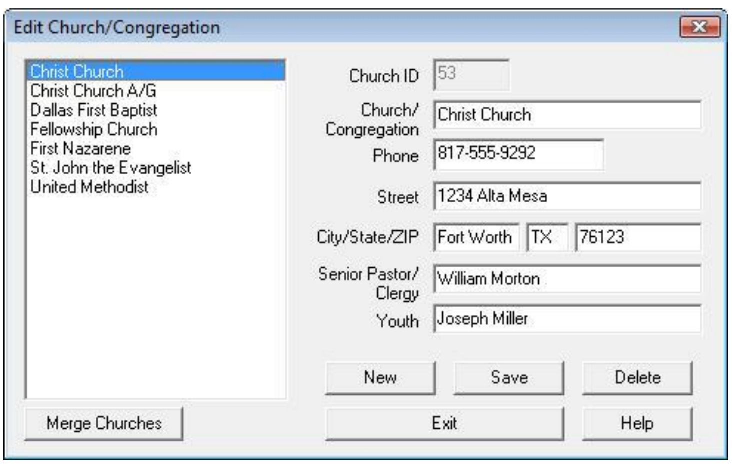

1. Click the **+** (Plus) next to the **Denomination** field.

2. The **Defined Lists Editor/Religion** displays the list of pre-defined denominations.

3. Type a name in the text box (bottom). Click **Add**.

## Adding a Home Church

1. From the **Religion** tab, click the **+** (Plus) next to **Church/Congregation** to add a church or edit church information.
   The **Edit Church/Congregation** screen displays.




2. Click **New**.

3. Type information to complete the details of the Church/Congregation details.

4. Click **Save**.

5. **To Edit** - Select the church name from the list (left). Correct the information. Click **Save**.

## Merging Churches

It is possible that the same church can be entered twice into your database. You can clean up duplicated Church or Congregation names by using the **Merge Churches** function.

1. From the **Edit Church/Congregation** screen, click **Merge Churches**.
   The **Merge Churches** screen displays.

2. Select the **Primary Church** and **Secondary Church**.

   a. All people who are assigned to the Secondary Church will be assigned to the Primary Church.

   b. The Secondary Church will be deleted from the database.

3. Click **OK** to complete the merge or click **Cancel** to exit without saving.

## Other Religious Events

Baptism, Reconciliation, Communion, Bar/Bat Mitzvah, and Confirmation dates may be housed in the Religion tab. Keep record of the church, date, city and state in which the event occurred.

1. Click in the desired field and type the desired data.

2. Click **Apply** to save and stay and **OK** to save and exit.

**Note:** Student church/religion information and Parent church/religion information are not linked together. This information is specific to the individual.

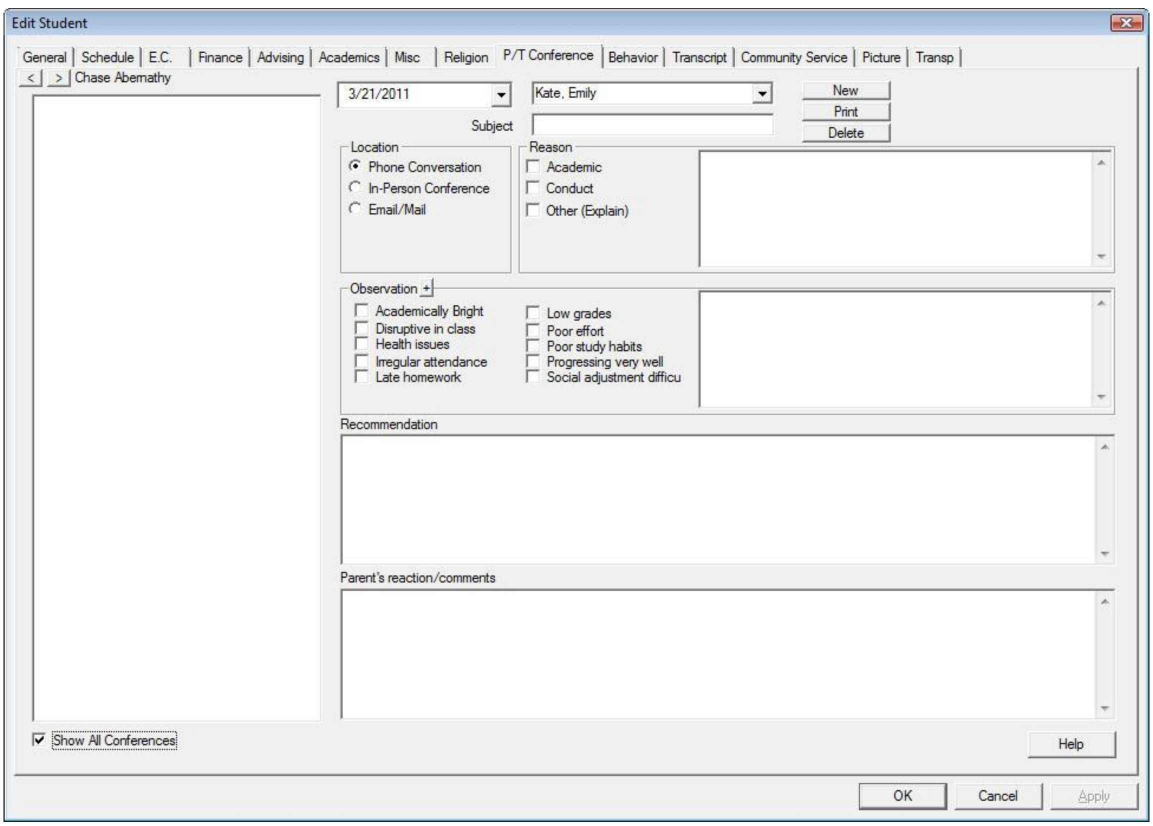
## Student Screen: Parent/Teacher Conference Tab

Use the P/T (Parent/Teacher) Conference tab to document parent contacts and conferences. These can include formal conferences, as well as phone conversations and emails. The left side displays a list of the previous conferences any teacher has had with the student's parents or guardians. Changes entered into the right side of the screen are added on the left side as a record.

1. From the Main Menu, click **Students**.
   The **Student** screen displays.

2. From the students list, select a student.

3. Select the **P/T Conference** tab.
   The **P/T Conference** screen displays for that student.




4. Click **New**.

5. From the date drop-down list (top), select the date of the conference.

6. Select the Teacher who created the event.

7. Type in a **Subject** to describe the event.

8. Under **Location**, select the type of conference: **Phone**, **In-Person**, or **Email/Mail**.

9. Under **Reason**, check the reason for the conference: **Academic**, **Conduct** or **Other**. If you select **Other**, a short explanation can be entered in the text box (right).

10. Select the Observation(s) made which prompted the conference and in the text box, type the specific details of the problem.

11. In the **Recommendation** and Parent's reaction/comments text boxes, enter the school's recommendation(s) for the student and the parents' response or comments.

12. Click **OK** to save and exit to the Main Menu or click **Apply** to save and continue working in the **Student** screen.

## Edit a P/T Conference

1. From the list of conferences documented in the left window, click on the listed conference to edit.
   The recorded information displays.

2. Type any updates.

3. Click **OK** to save and exit to the Main Menu or click **Apply** to save and continue working in the **Student** screen.

# Parent/Teacher Conference Exercise

**Objective:** To enter a conference event

To see multiple entries by various staff members

To delete a conference event

## Add a Parent Teacher Conference Event

1. Student: Paddy *Patterson
2. Date: Today's Date
3. Staff Member: You
4. Location: Phone Conversation
5. Reason: Conduct
6. Observation: Behavior Concern
7. Recommendation: Parent has a conversation with student to discourage inappropriate behavior as any more demerits will result in a $25 fine and an in person conference.
8. Parent's Reaction/Comments: Parent agrees to discuss inappropriate behavior with student and seemed very annoyed with student.
9. After Trainer views Conference record, delete the conference.

## Student Screen:  Behavior Tab

RenWeb provides a discipline recording and reporting system that eliminates the need for a middle person (the offending student) and limits the necessity of time-consuming, repetitious phone calls from the teacher to the parent. RenWeb also allows schools to easily track discipline offenses, even when reported by different teachers. Teachers may then view notes made by other teachers.

The **Behavior** tab:

- Displays all merits in black and all demerits in red.
- Summarizes the merits and demerits earned for each term, and provides a cumulative (yearly) amount for each.
- Allows you to print all of a student's behavior events.
- Lists the last two sanctions a student has received.

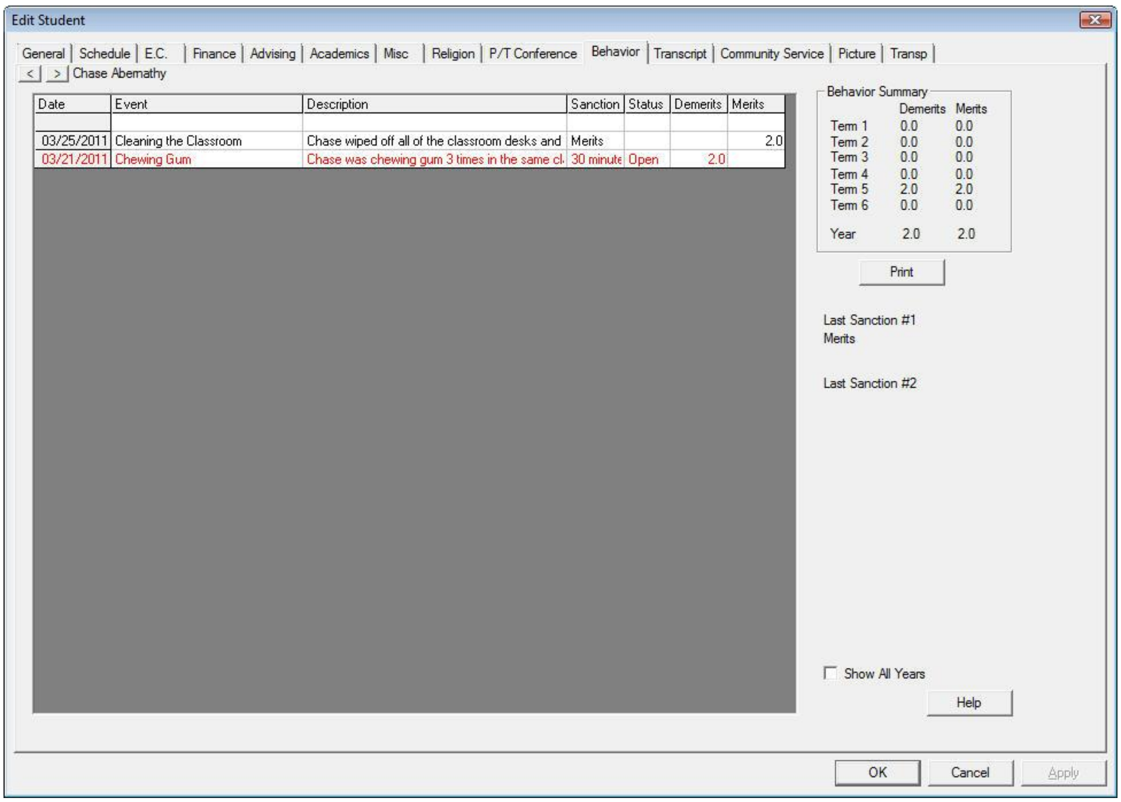
## Entering Behavior Information

1. From the Main Menu, click **Students**.
   The **Student** screen displays.

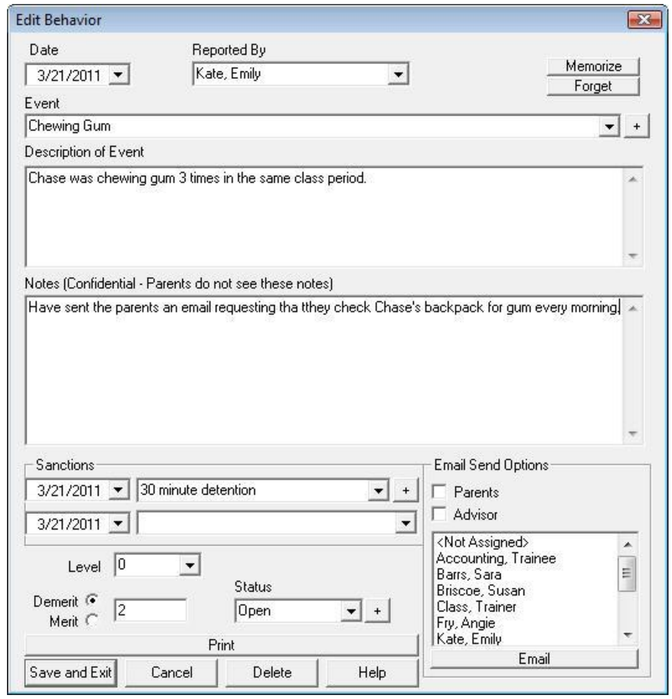
2. From the students list, select a student.

3. Select the **Behavior** tab.
   The **Behavior** screen displays for that student.

4. Double-click an empty row to enter a new record.
   The **Edit Behavior** screen opens.



5. Add the following information into the **Edit Behavior** screen:




a. **Date**: Use a calendar to set an incident date.

b. **Reported By**: a drop-down list includes school faculty and administration.

c. **Event**: a drop-down list of school specific infractions or ability to enter unique situations.

d. **Description**: type a detailed description.

e. **Notes**: type private notes that parents are unable to view

f. **Sanctions**: select the sanction/s imposed

g. **Demerits/Merits**: log the number of demerits or merits

6. When finished, click **Save and Exit** to return to the **Behavior** tab.

**Note:** An email report may be sent to the parents, principal or other involved parties.

- Select **Parents** or **Advisor**.
- Click on a Faculty member's name.
- Click **Email**.

# Behavior Exercise

**Objective:** To enter a behavior incident

To see multiple entries by various staff members

To delete a behavior event

## Add a Behavior Event

1. Student: Paddy *Patterson
2. Date: Today's Date
3. Staff Member: You
4. Event: Pushing other students in the hall
5. Notes: Paddy seems very angry. He often has outbursts in class and often assaults other students.
6. Sanction: Detention
7. Demerits: 5
8. Email Options: Send one to Advisor (you) and Parents
9. After Trainer views behavior event, delete the behavior event.

## Student Screen: Transcript Tab

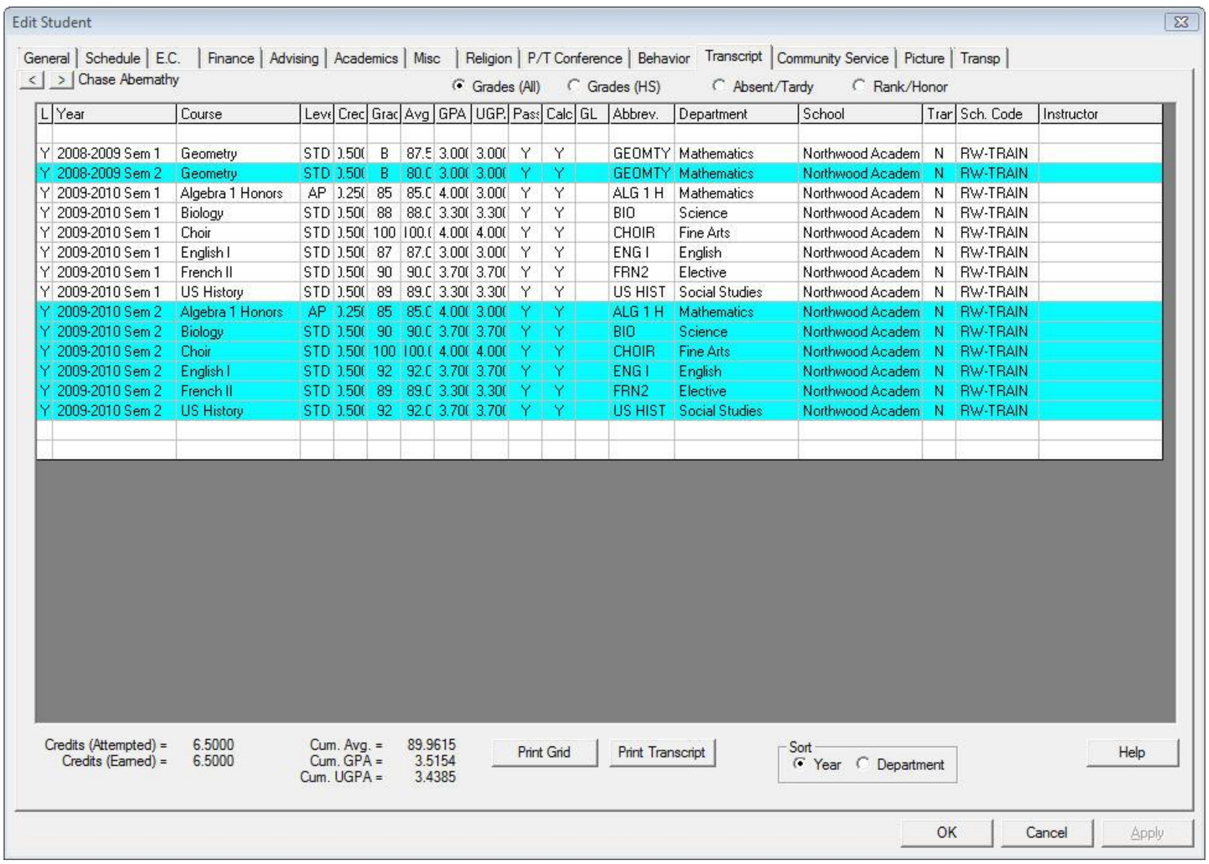
Most of the information on this screen is entered automatically when **Grade book** grades are loaded to the **Report Card**. The only time it is necessary to actively work in this screen is when adding a new student who has transferred from another school. The initial screen is the historical transcript information.

### Accessing the Transcript

1. From the Main Menu, click **Students**.
   The **Student** screen displays.

2. Select the student whose transcript you want to view.

3. Click the **Transcript** tab.
   The **Transcript** screen displays



## Transcript Selections

At the top of the transcript screen are several options for viewing the data:

- **Grades (All)** – View all of the grades the student has had at this school (campus).
- **Grades (HS)** – View all high school classes the student has taken at this school.
- **Absent/Tardy –** View the cumulative Day (not Period) attendance the student has had at this school.
- **Rank/Honor** – View historical rank and honor roll for this student at this school.

## Statistics

At the bottom of the screen is a set of statistics for the grades shown in the grid:

- Credits Attempted and Earned
- Cum. Average
- Cum. GPA
- Cum. UGPA.

## Print Buttons

At the bottom of the screen are two print features:

- **Print Grid** – Prints the displayed grid without any changes.
- **Print Transcript** – Prints the current student's transcript. (The default transcript must be set in the Grade Level Configuration.)

## Automatically Entering Transcript Grades

RenWeb automatically saves the grades in the transcript when loaded to the report card. In order for this to occur, the courses a student is taking must be set up correctly in the Edit Course screen.

First, the HS Credits is used to determine how many credits are assigned to a class when it is loaded into the Transcript. Secondly, the Transcript Loading section determines which report card grade should be loaded.

- Do Not Load on Transcript.
- Term Grade – Each term (quarter) is loaded individually. This is not normally done for high schools.
- Semester Grade – The grade is loaded into the transcript at the end of each semester.
- Final Grade – The grade is loaded into the transcript only at the end of the academic year when Final Grades are calculated on the report card.

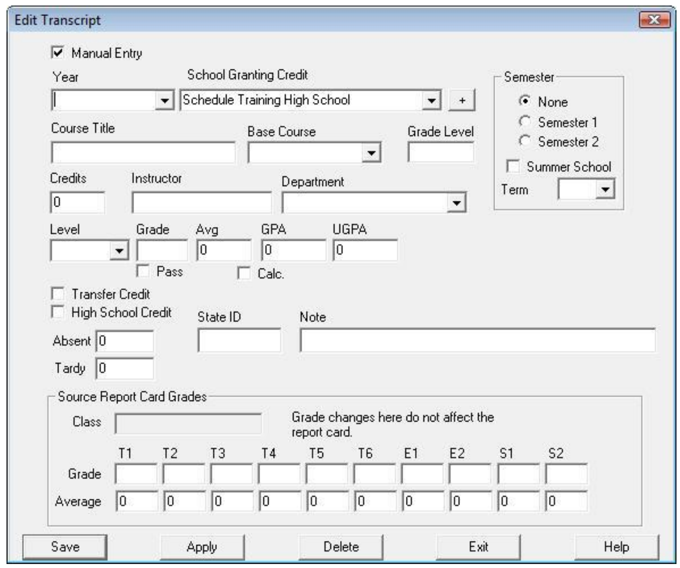
**Note:** The credits identified are the credits earned when the grade is loaded. If a course earns a total of 1 credit for the year but the grade is entered into the transcript in two semester pieces, then the HS Credits should be .5. When both semester grades are earned, the student will have received a total of two .5 credits for a total of 1 credit.

## Manually Entering Transcript Grades

There are times when grades must be modified or new grades must be entered for a student. This typically occurs with transfer credits:

1. Double-click on the blank line at the top of the screen or the entry line to make changes to currently entered transcript information.
   The **Edit Transcript** window appears.

2. Enter the information requested in the window:




   a. **Year:** Select the academic year for the credit.

   b. **School Granting Credit:** Select the school where credit was earned. If no schools are listed, the user may either manually type in the school name or use the "+" button to add the school name to the Defined List of schools.

   c. **Semester:** Choose the semester for the grade (choose None for a single/final grade per year) and indicate if this class was earned in summer school.

   d. **Course Title:** Title of course.

   e. **Base Course:** Select the course (from the school's list of courses) that is equivalent to the transferred course. If the transferred course is not equivalent to any course the school offers, leave blank. Selecting a Base Course will fill in most of the field options for the rest of the screen. Make any necessary changes to field entries.

   f. **Grade Level:** Select the grade level of the student when he or she earned the credit. The grade level should match currently entered grade levels (i.e., 01.or 1, 02 or 2, etc.)

   g. **Credits:** Enter the credit worth of the course. (Do not enter a 0 if the student failed the course. This field is attempted credit, not earned credit.)

   h. **Instructor:** If known, type the name of the instructor.

i. **Department:** Select the department category of the course. (This is an important field by which courses are sorted on several transcript templates)

j. **Level:** Select the level for the course (STD, AP, HONORS, etc.).

k. **Grade:** Enter the grade for the course. This is typically the displayed grade on the transcript and may be either a letter grade or a number grade.

l. **AVG:** Enter the numeric average that was earned for the course.

m. **GPA:** Enter the associated GPA for the course.

n. **UGPA:** Enter the associated Un-weighted GPA for the course.

o. **Pass:** Select if the earned grade is a passing grade, and earned credit will be assigned.

p. **Calc:** Select if the grade should be calculated into any type of honor roll or ranking.

q. **Transfer Credit**: if the course is a transfer credit.

r. **High School Credit:** Select if the course is for HS credit.

3. Click **Save**, then repeat the process for any additional courses that need to be entered.

**Note**: To edit a record already entered, double-click the record.
Make changes in the Edit Transcript window.
Click **Save**.

# Transcript Exercise

**Omit if Elementary or Middle school doesn't use transcript for permanent record**

**Objectives:** Add a manual entry to a transcript

Delete a manual entry from a transcript

## Add a manual entry to the transcript for Paddy Patterson

1. Year: 2005-2006
2. School: Peterson Academy
3. Course Title: Algebra 1
4. Base Course: Algebra I
5. Grade Level: 09
6. Credits: 0.05
7. Grade: 90
8. Average: 90
9. GPA: 3.6
10. UGPA: 3.6
11. Transfer Credit: Yes
12. High School Credit: Yes
13. Show the trainer the manual entry

## Delete the manual entry from the transcript for Paddy *Patterson

1. Delete the Algebra 1 manually added transcript record

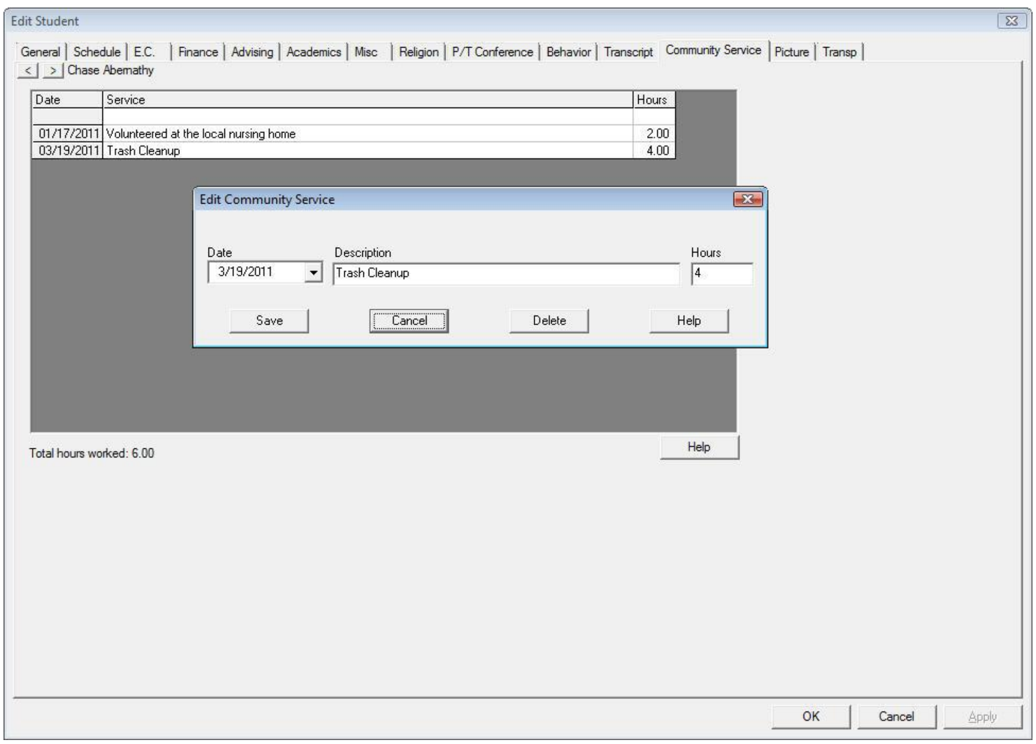
## Student Screen: Community Service Tab

Many schools have a community service component as part of their curriculum or graduation requirements. You can enter, update and track the community service projects, and number of service hours performed by their students, under the Community Service tab of the Student screen.

1. From the Main Menu, click **Students**.
   The **Student** screen displays.

2. From the students list, select a student.

3. Click the **Community Service** tab.
   The **Community Service** screen displays.




4. Double-click an empty line.
   The **Edit Community Service** screen displays.

5. Select the **Date** on which the service time was earned.

6. Click in the **Description** field to type a description of the work performed.

7. In the **Hours** field, type in the number of hours worked for that service credit.
   The program calculates a running total of time earned per year.

8. Click **Save**.

## Student Screen:  Picture Tab

The Picture tab allows you to upload photos of each student. School photographers often provide the pictures in the recommended format, saved by student id, 172 X 228 pixels - as a JPEG or GIF.

### Accessing the Picture Tab

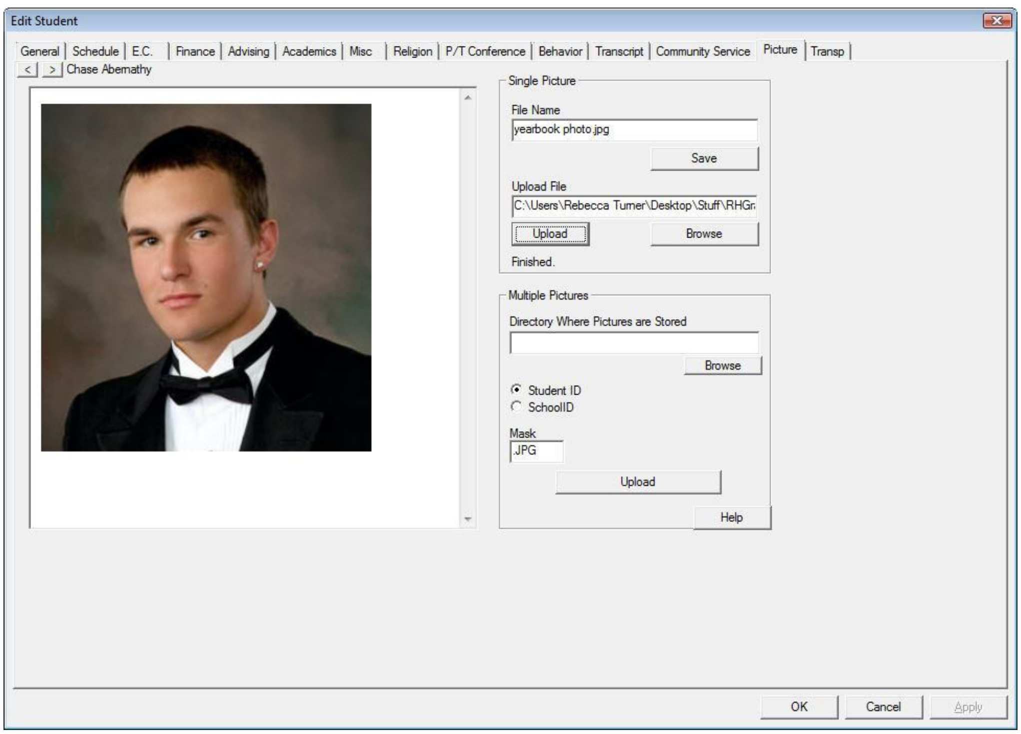
1. From the Main Menu, click **Students**.

   The **Student** screen displays.

2. From the students list (left), select a student.

3. Click the **Picture** tab.

   The **Picture** screen displays for that student.



## Adding a Picture for One student at a time:

1. From the **Picture** tab, click the **Browse** button.
   The **Open** file window opens.

2. Navigate to picture of the selected student and click **Open**.

3. Click **Upload**.
   The file uploads and displays the word **Finished** below the **Upload** button when it has uploaded.

**Note:** The benefit of loading pictures this way is that the name of the file is not that important because it may be named in any manner desired in order to identify it.

## Adding an Entire Folder of Pictures at One Time:

It is important that the photographer has the student ID numbers in order to identify the staff picture by the id. Using the Multiple Pictures section you may import multiple pictures at once.

1. Save the pictures to the **C** drive (specific instructions for exporting from Life Touch CD to your computer are found under help demonstrations>Importing Student Photos).

2. In the **Multiple Pictures** section, click the **Browse** button to locate where on your computer the pictures are saved.
   The **Open** file window opens.

3. Open the folder and click on one of the photos.

4. Choose the **Mask** (or file extension) for most it will be JPG (please note that this area is case sensitive).

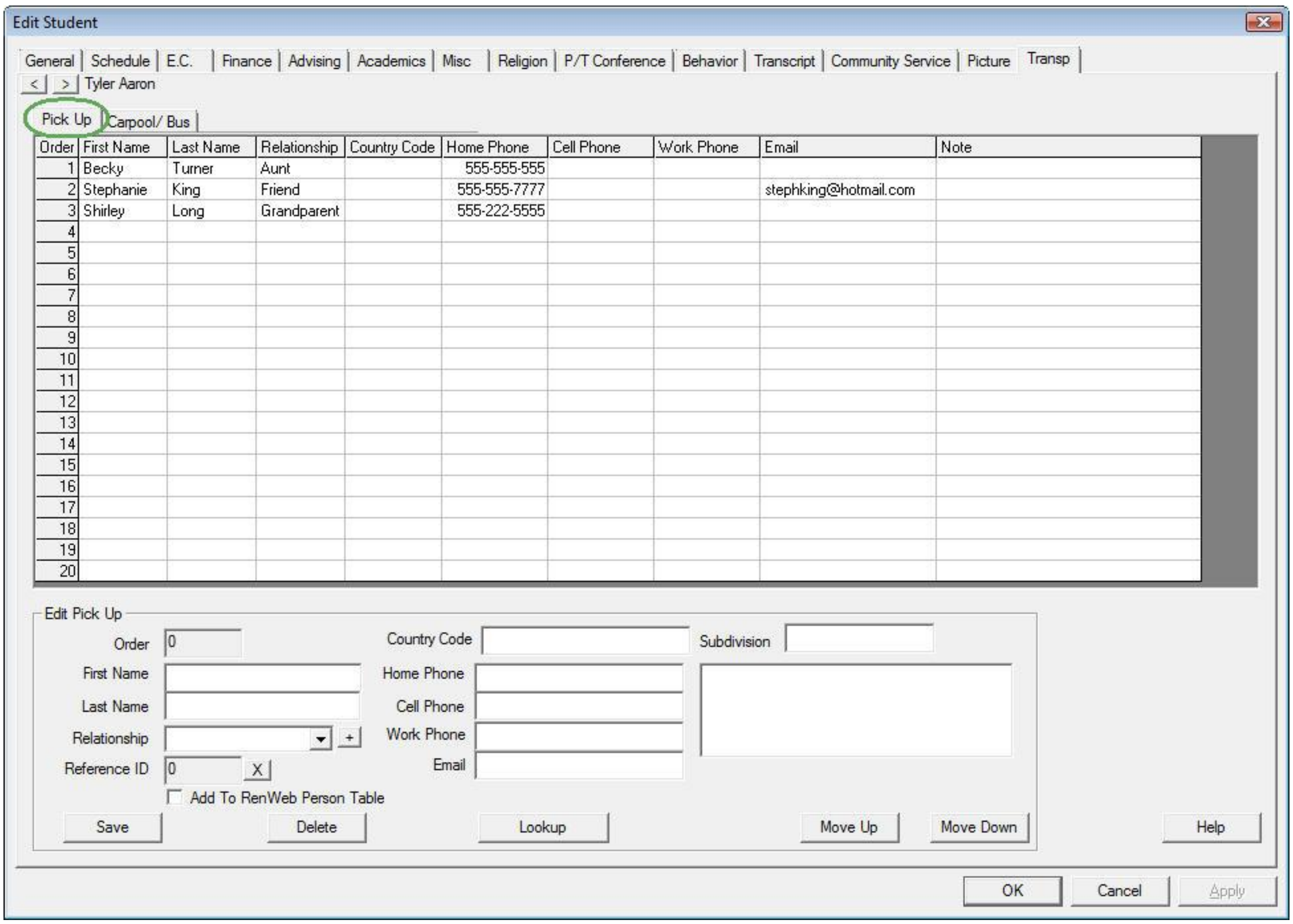
5. Click **Upload** and it will upload one picture at a time.

## Student Screen: Transportation Tab

The **Transp.**(Transportation) tab is comprised of two tabs, the **Pick Up** tab and the **Carpool/Bus** Tab.

The **Pick Up** tab holds up to 20 records of individuals with permission to pick up a student from school. You can manually add or lookup RenWeb contacts to add to this list. The **Pick Up** data will be displayed on the **Student** screen under the **Family** tab (bottom right). In addition, the **Student Pick Up** report will display all individuals on the **Pick Up** tab for a student.

The **Carpool/Bus** tab allows you to create bus routes and carpools for assigning, tracking and reporting. After they are created you can assign the routes to students and generate reports over it.



## Manually Adding a Pick Up to the Transp. Tab

1. From the **Student** screen, click the **Transp.** tab.

2. Double-click on a blank row.
   The **Order #** will appear in the **Edit Pick Up** section (lower).

3. Type the **First** and **Last Name**.

4. Select the **Relationship** the pick up has to the student from the drop-down menu.

5. Add the **Home**, **Cell**, and **Work Phone**, and an **Email** address.

6. Select the **Add to RenWeb Person Table** option if you plan to utilize the **Pick Up Check In/Out** feature.

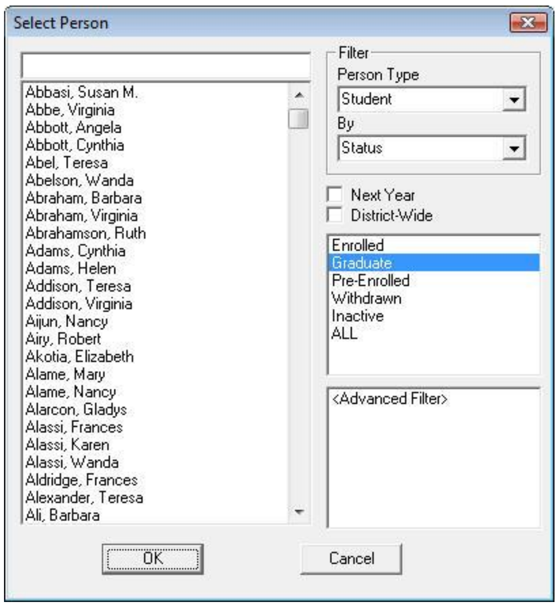
7. Click **Save** (lower left).

**Note:** Parents may not be considered Transportation Pick Ups in all schools; so they are not automatically added into the Transp. tab. If you want to add a parent to the Transp. tab, you may add the contact using the Lookup method.

## Adding a Pick Up to the Transp. Tab Who is Already in RenWeb

1. From the **Transp. Tab**, double-click on a blank row.
   The **Order #** will appear in the **Edit Pick Up** section (lower).

2. Click the **Lookup** button.
   The **Select Person** dialog box opens.




3. Select a **Filter** by which to sort the Person list.

4. Click on the contact's name to add to the **Transp.** tab and click **OK**.
   The contact's information populates the **Edit Pick Up** section; the person's ID number displays in the **Reference ID** field.

5. Click **Save** (lower left).

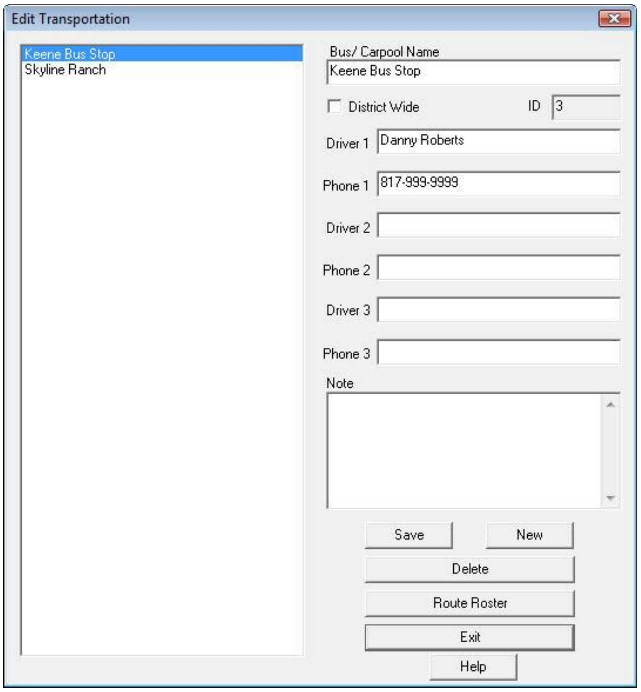
**Note:** If the person's information is changed on the **Family**, **Student**, or **Staff** screen, it will automatically update in the **Transp**. tab.

The **X** button will remove the connection between an emergency contact and his or her **RenWeb ID** number. This allows you to update the contact's information in the **Transp.** tab and it is no longer updated when changed elsewhere in the program.

## Create a Carpool/Bus Route

1. From the **Transp.** tab, click the **Carpool/Bus** tab.

2. In the **Edit Transportation Record** section (lower), click the **+** (plus) button next to the **Bus/Carpool** field.
   The **Edit Transportation** window opens.




3. Select the **District Wide** option if this route will need to be accessible from other schools within your district.

4. Type the **Bus/Carpool Name**.

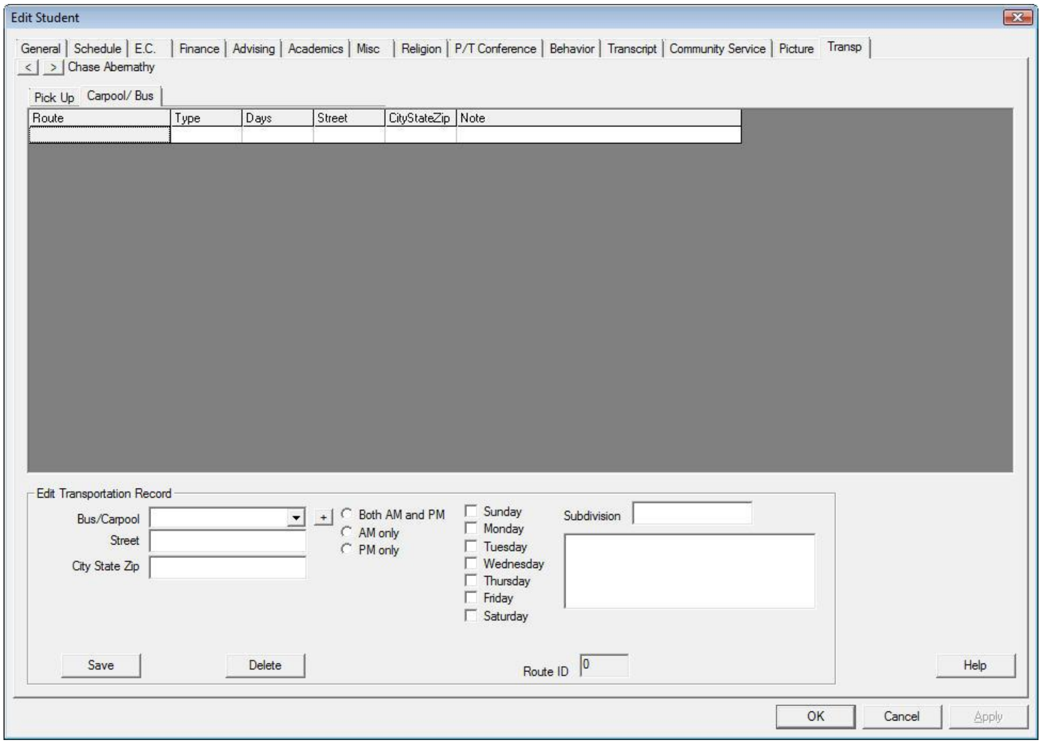
5. Enter the **Driver 1** name and **Phone 1**.
   Add **Driver 2** and **Driver 3** information as needed.

6. Type a **Note** if needed.

7. Click **Save**.
   The **Name** of the route will now show up in the list box on the left, and the drop-down menu on the Transp. tab.

## Assigning a Route to a Student

1. From the **Transp**. tab, click the **Carpool/Bus** tab.
   The **Bus Route/Carpool Route** assignment grid displays.




2. In the **Edit Transportation Record** area, select the **Bus/Carpool** from the drop-down menu.

3. Type the **Street**, **City**, **State**, and **Zip** of where the student is to be picked up.

4. Select the pickup time from the available options: **Both AM and PM**, **AM Only**, **PM Only**.

5. Type the **Subdivision** name in which the student lives, if applicable.

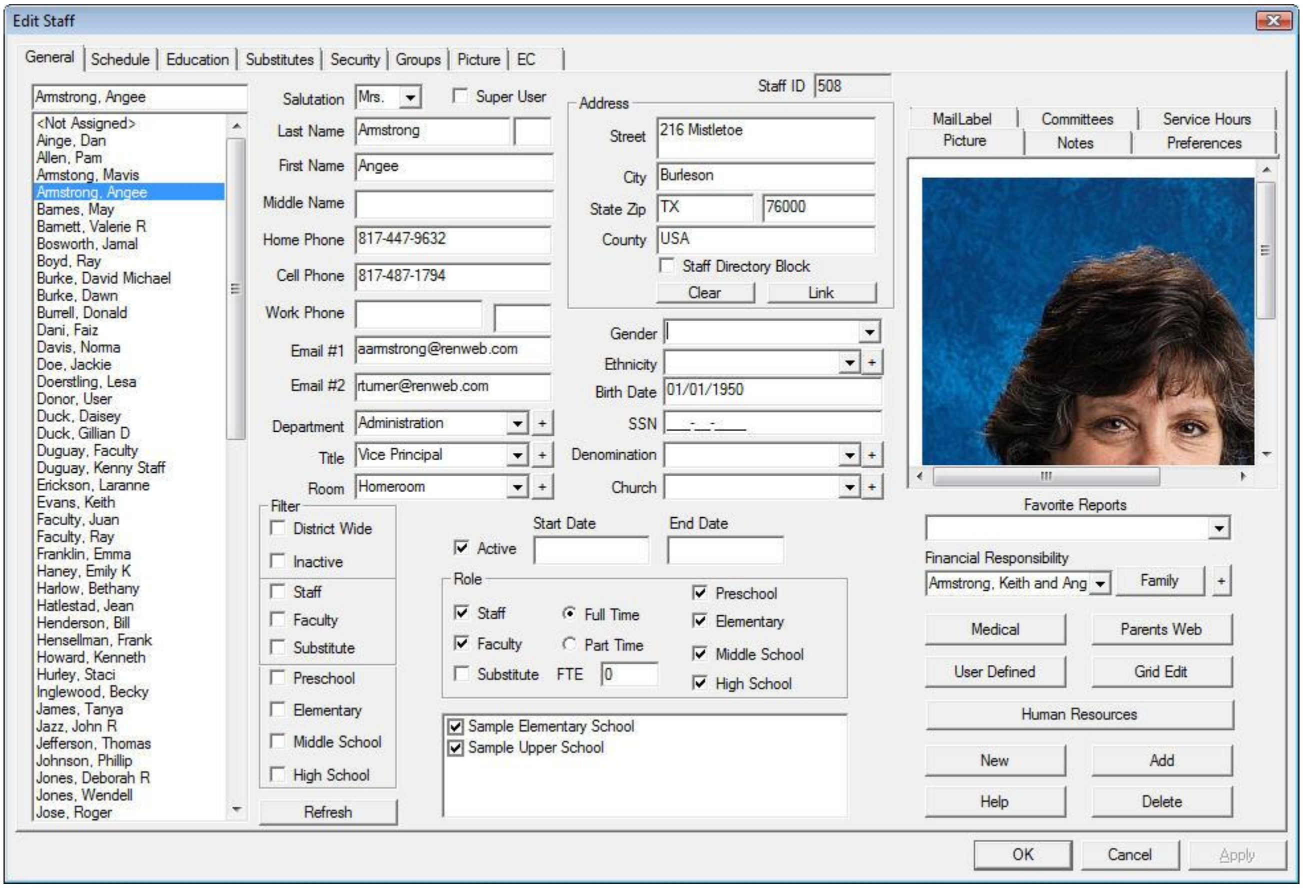
6. Select the route days: **Sunday**, **Monday**, **Tuesday**, **Wednesday**, **Thursday**, **Friday** or **Saturday**.

7. Type a **Note**.

8. Click **Save**. The record is added to the **Bus Route/Carpool Route** assignment grid.

## Staff Information

The Staff screen allows the school to store many types of data about the school's staff: demographic information, schedule, educational background, substitutes who have covered classes for the teacher, security rights and groups that the teacher belongs to for collaborative sharing of lesson plans and assignments.



## Adding a Staff to the School

1. From the Main Menu click **Staff**.
   The **Edit Staff** screen opens.

2. Click **New**.

3. Type in the demographic information about the staff member.

4. Input additional information to store in the database about the individual:

   a. Select **Active** if a Staff member is currently active.

   b. Enter the **Department** and **Title** of the staff member.

   c. Select **Role**:

      i. **Staff** (Admin): This user will use the administrators (full view) RenWeb screen.

      ii. **Faculty**: This user teaches a class and will use the Faculty screen.

      iii. **Full Time**: Select this option if the staff member works at the school full time.

      iv. **Part Time**: Select this option if the staff member only works at the school part time.

      v. **School Division**: Select the division(s) in which the staff member works: Preschool, Elementary, Middle School or High School

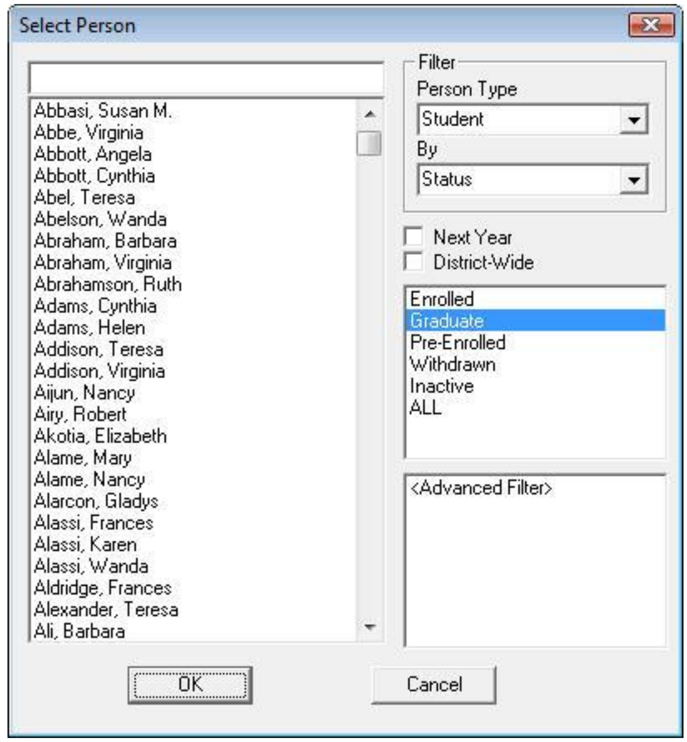
   d. **Fin. Responsibility**: This allows a staff/faculty member to be linked to a family, thereby creating only one person record in RenWeb. It is also possible to set up staff with no children in accounting for lunch ordering and charges.

5. Click **OK** to save and exit to the Main Menu or click **Apply** to save and stay in the **Staff** screen.

## Adding a Staff to the School who is Already a Parent or Family Member

1. From the Main Menu, click **Staff**.
   The **Edit Staff** screen opens.

2. Click **Add**.
   The **Select Person** window opens.




3. Use the **Filter** to sort the person list to find the individual who has already been entered into RenWeb.

4. Click on the person's name and click OK.
   The demographic information will automatically populate the staff screen.

5. Input all the information to store in the database about the individual:

   a. Select **Active** if a Staff member is currently active.

   b. Enter the **Department** and **Title** of the staff member.

   c. Select **Role**:

      i. **Staff** (Admin): This user will use the administrators (full view) RenWeb screen.

      ii. **Faculty**: This user teaches a class and will use the Faculty screen.

      iii. **Full Time**: Select this option if the staff member works at the school full time.

      iv. **Part Time**: Select this option if the staff member only works at the school part time.

      v. **School Division**: Select the division(s) in which the staff member works: Preschool, Elementary, Middle School or High School

d. **Fin. Responsibility** – This allows a staff/faculty member to be linked to a family, thereby creating only one person record in RenWeb. It is also possible to set up staff with no children in accounting for lunch ordering and charges.

6. Click **OK** to save and exit to the Main Menu or click **Apply** to save and stay in the **Staff** screen.

**Note:** If the staff member that you add is also a parent, the information from the tab group on the **Family** screen is also connected. If you add, edit or delete the Preferences, Mail Label, Committees and Services Hours on the **Staff** screen they will be updated on the **Family** screen and vice versa. The Picture and Notes tab contain information unique to the **Staff** screen.

## Deleting Staff from the List

1. Select the staff member by clicking his/her name in the list. The data will appear on the right.

2. Click **Delete**.
   The Delete Confirmation window opens.

3. Click **Yes** to continue with the deletion.
   The Staff member is deleted.

**Warning:** Do not delete a Staff member who has courses and grades associated with him or her in the Grade book or Report Cards. In such a case, inactivating the faculty member is the suggested procedure.

To do so, select the **Active** box in the General screen to inactivate. It is recommended to remove passwords and group rights through the **Security** tab.

## Adding Medical Information

Your school may use the Staff Medical area to track if a staff member is injured on campus or to track more detailed medical information: Doctor, insurance, hospital preference, allergies, etc.

1. From the Main Menu, click **Staff**.
   The **Staff** screen displays.

2. Select the Staff member for whom to add medical information.

3. Click the **Medical** button.
   The **Medical** screen displays.

4. Add the desired information.

5. Click **Save**.

## Adding Human Resource Information

Human Resources area allows you to document staff absences and tardies, behavior, observations, salary, and evaluations.

1. From the Main Menu click **Staff**.
   The **Edit Staff** screen opens.

2. Select the Staff member for whom to add Human Resource information.

3. Click the **Human Resources** button.
   The **Human Resources** screen displays with the Attendance tab selected.

4. Add the desired information.

5. Click **OK** to save and return to the staff screen or click **Apply** to save and stay in the **Human Resources** screen.

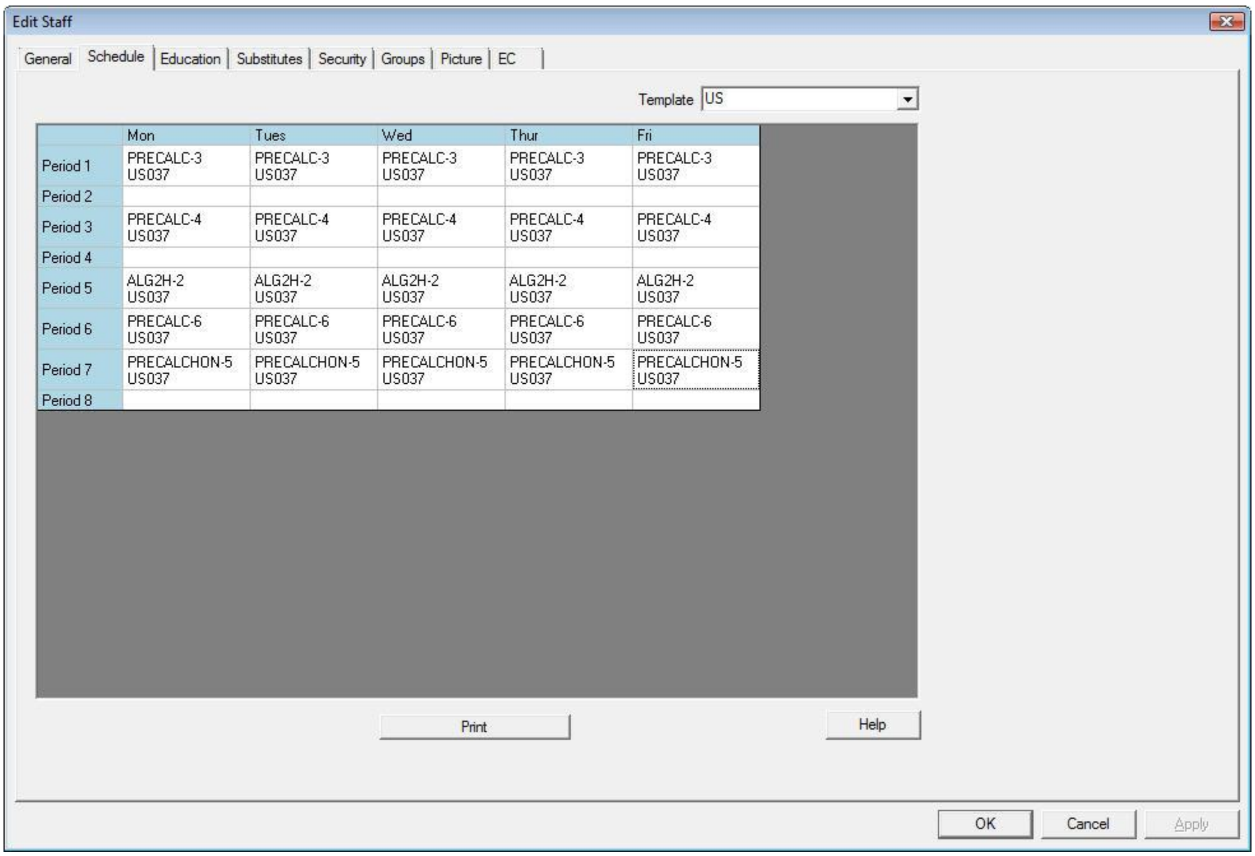
**Note:** Specific details on adding, editing and deleting information in each area of the Human Resource section is found in Online Help.

# Staff Screen: Schedule Tab

## Viewing a Staff Member's Class Schedule

1. Select the staff member by clicking his or her name in the list.

2. Click the **Schedule** tab.
   If an instructor has been assigned to classes, the schedule will be populated with the classes.

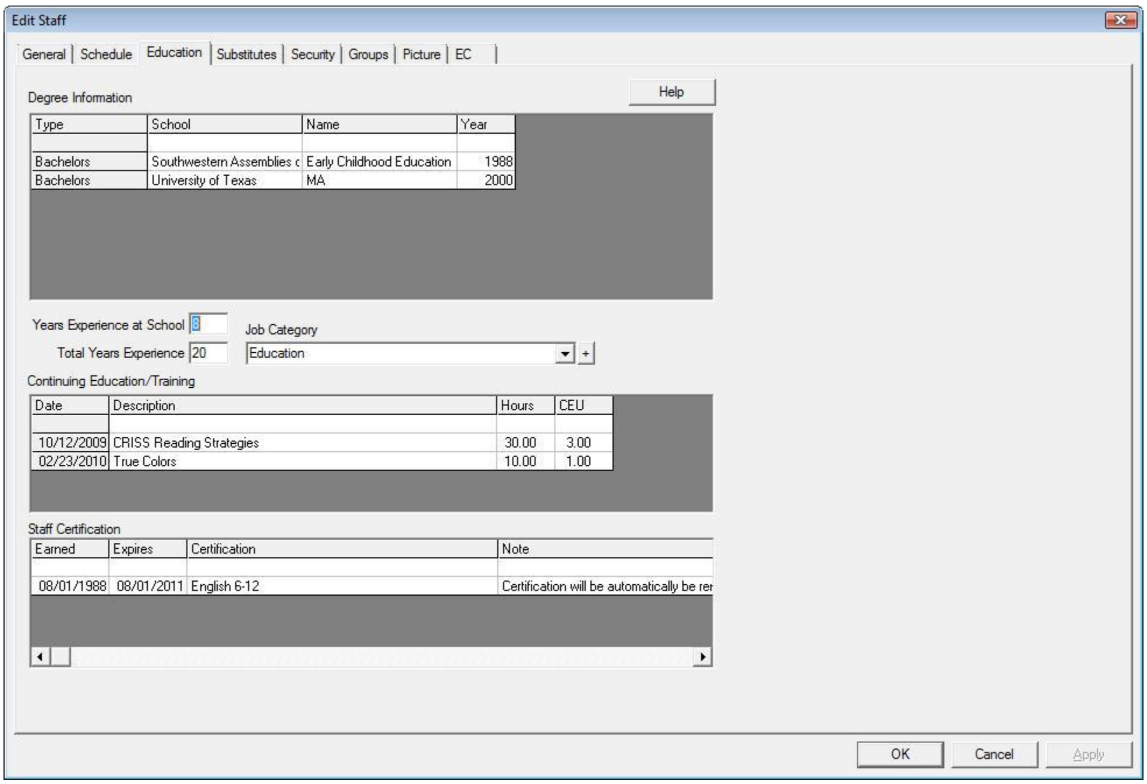


## Staff Screen: Education Tab

### Maintaining a Staff Member's Educational Information

1. Select the staff member by clicking his or her name in the list.

2. Click the **Education** tab.




3. Enter any **Degree Information** you want to track for the teacher.

   a. Double-click a blank line.

   b. Select a **Degree Type**.

   c. Type the name of the **School** from which a degree was earned.

   d. Type the **Degree** name.

   e. Type the **Year** in which the degree was earned.

   f. Click **Save**.

4. Type the total **Years Experience at School**.

5. Type the **Total Years Experience** of teaching.

6. Type the teacher's **Job Category** from the defined list drop-down list.

7. Click **Apply** to save the changes you have made to the Education tab or click **Cancel** to exit without saving.

8. Enter any **CEU's** (Continuing Education Units) or **Trainings** a teacher has completed.

    a. Double-click the blank line.

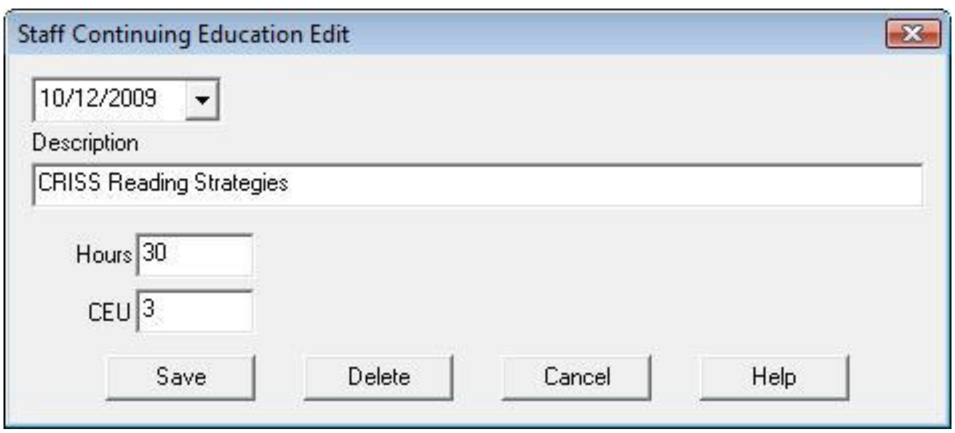
    b. Type the **Date** of the CEU or training.

    c. Type a **Description**.

    d. Type the total number of **Hours** attended.

    e. Type the total number of **CEU**'s earned.

    f. Click **Save** to add the CEU or Training to the list or click **Cancel** to exit without saving.



9. Enter any Staff Certifications an employee may have.

    a. Type the **Earned** and **Expires** date

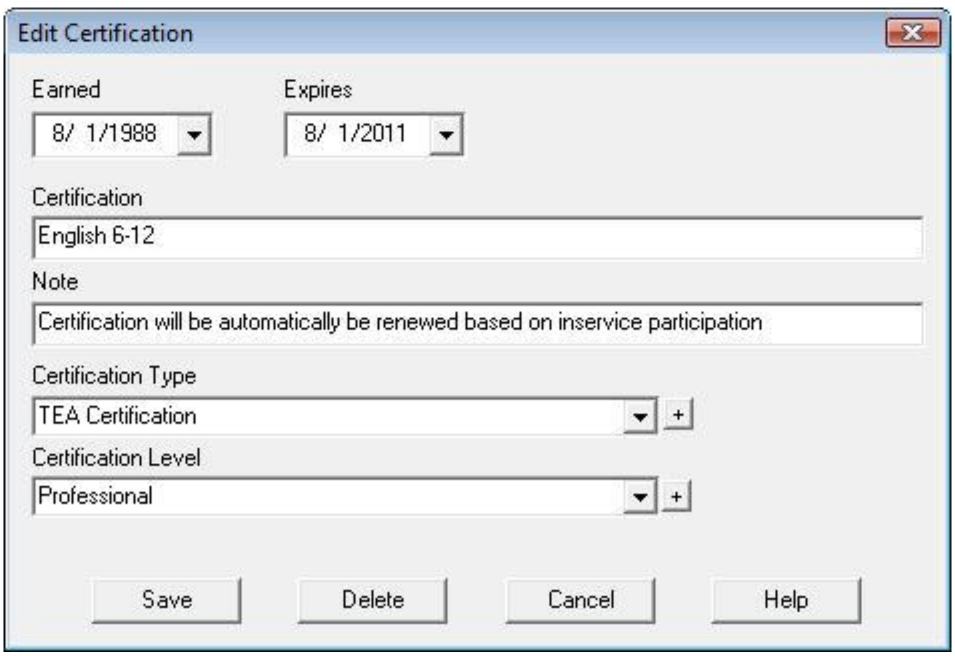
    b. Type the name of the **Certification**.

    c. Type a **Note** if desired.

    d. Type the **Certification** type.

    e. Type the certification level.

    f. Click **Save** to add the Staff Certification to the list or click **Cancel** to exit without saving.

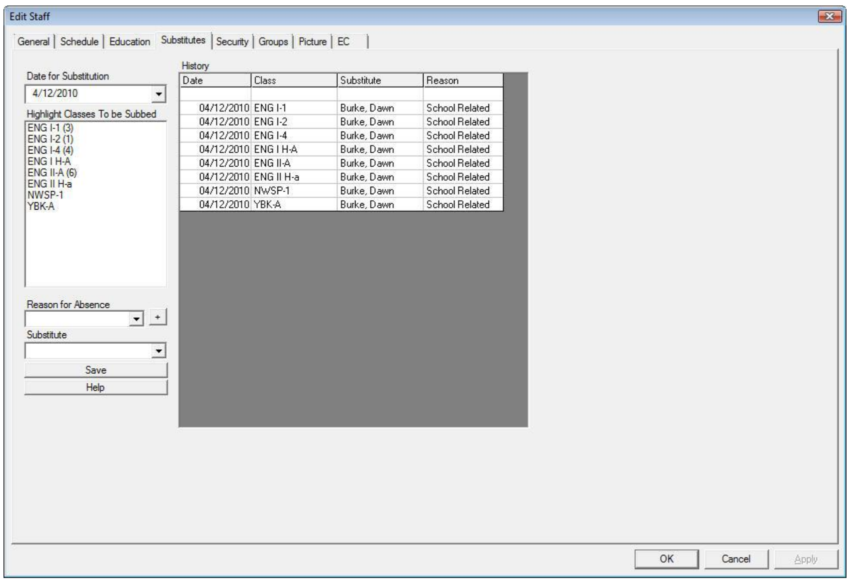


## Staff Screen:  Substitutes Tab

The substitute tab allows you to track the classes for which you will need to assign a substitute in the event that a teacher is absent.  Any substitute assigned to a class in the Substitutes tab will be able to take attendance in that class for the date on which he or she is assigned to the class.

### Assigning a Substitute to a Teacher's Class

1. Select the name of the teacher for which a substitute is needed.
2. Click the **Substitutes** tab.




3. Highlight the class for which the teacher needs a substitute.
4. Select a **Reason for Absence**.
5. Select the **Substitute** who will be covering the class.
6. Click **Save**.  The **History** grid is populated with Date, Class, Substitute and Reason.

**Note:** The **Reason for Absence** list is a **Defined List**.  You may add to the defined list values available in the drop-down by clicking the **+** button or by going to Defined Lists area of RenWeb Setup.  The Defined List for which you need to define values is **Staff Absent Reason**.

## Staff Screen: Groups Tab

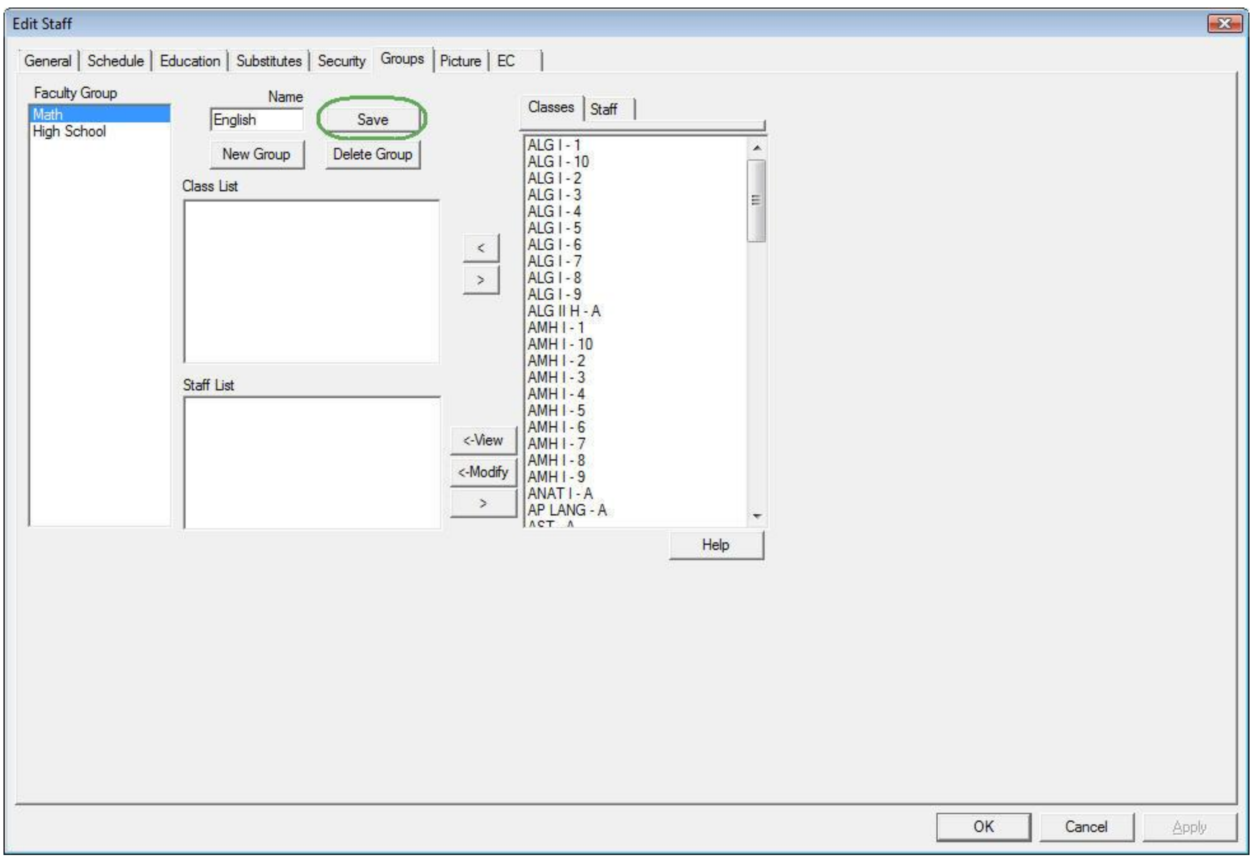
Groups allow the user to assign staff members the permission to view or modify the grade book and lesson plans for classes in which they are not the assigned teacher. Additionally, by placing a staff member in a group, the user creates an email group to facilitate the creation and sending of information pertinent to the group.

### Adding a Staff Group

1. From the **Staff** screen, click the **Groups** tab.

2. In the **Name** field, type a name by which to identify the group.

3. Click **Save**.
   The name is added to the **Faculty Group** list.

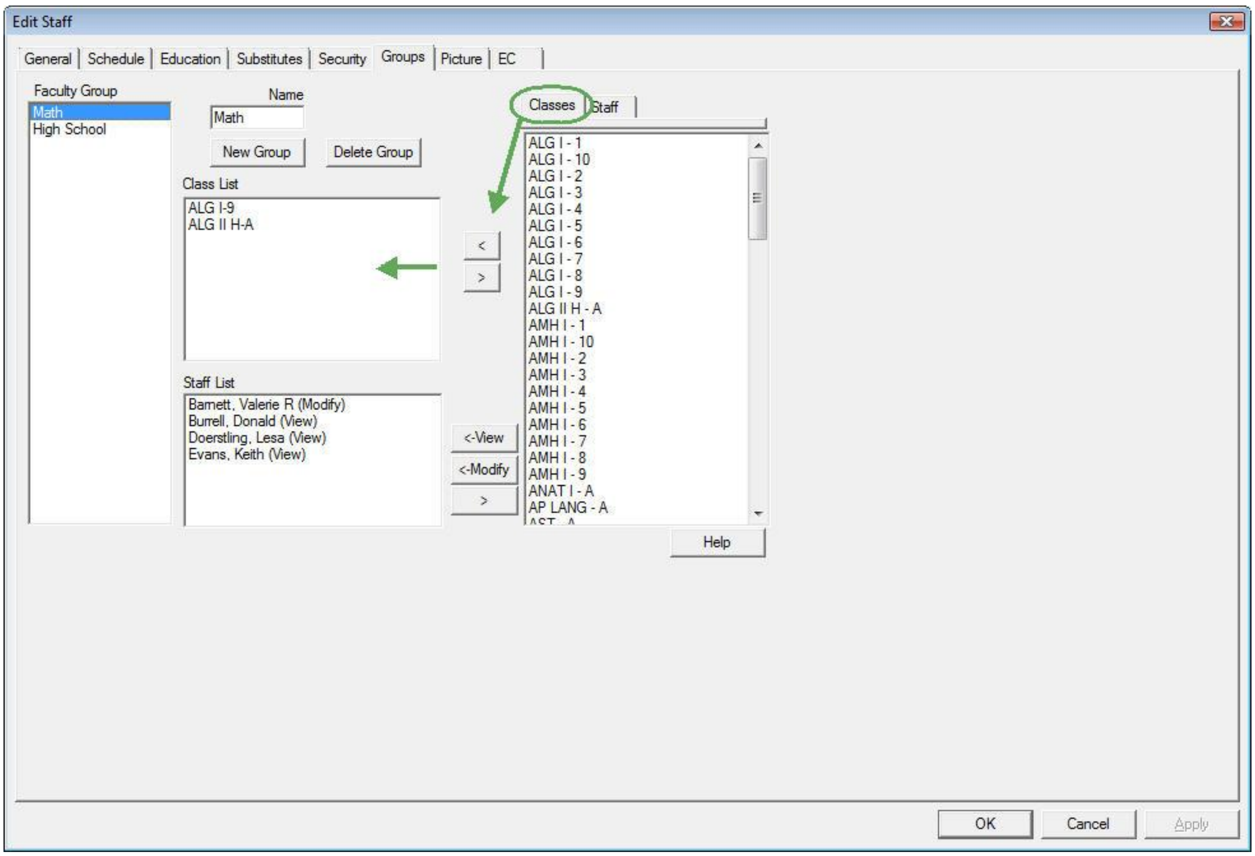


## Adding Classes to a Staff Group

1. In the **Faculty Group** list click on the name of the group to which to add classes.

2. Click the **Classes** tab and add the classes for which teachers in the group will have either modify or view rights.  Click on a class and use the **>** (arrow) buttons to add the class to the **Class List**.

3. Click **Apply** to save the changes you have made to the **Groups** tab or click **Cancel** to exit without saving.



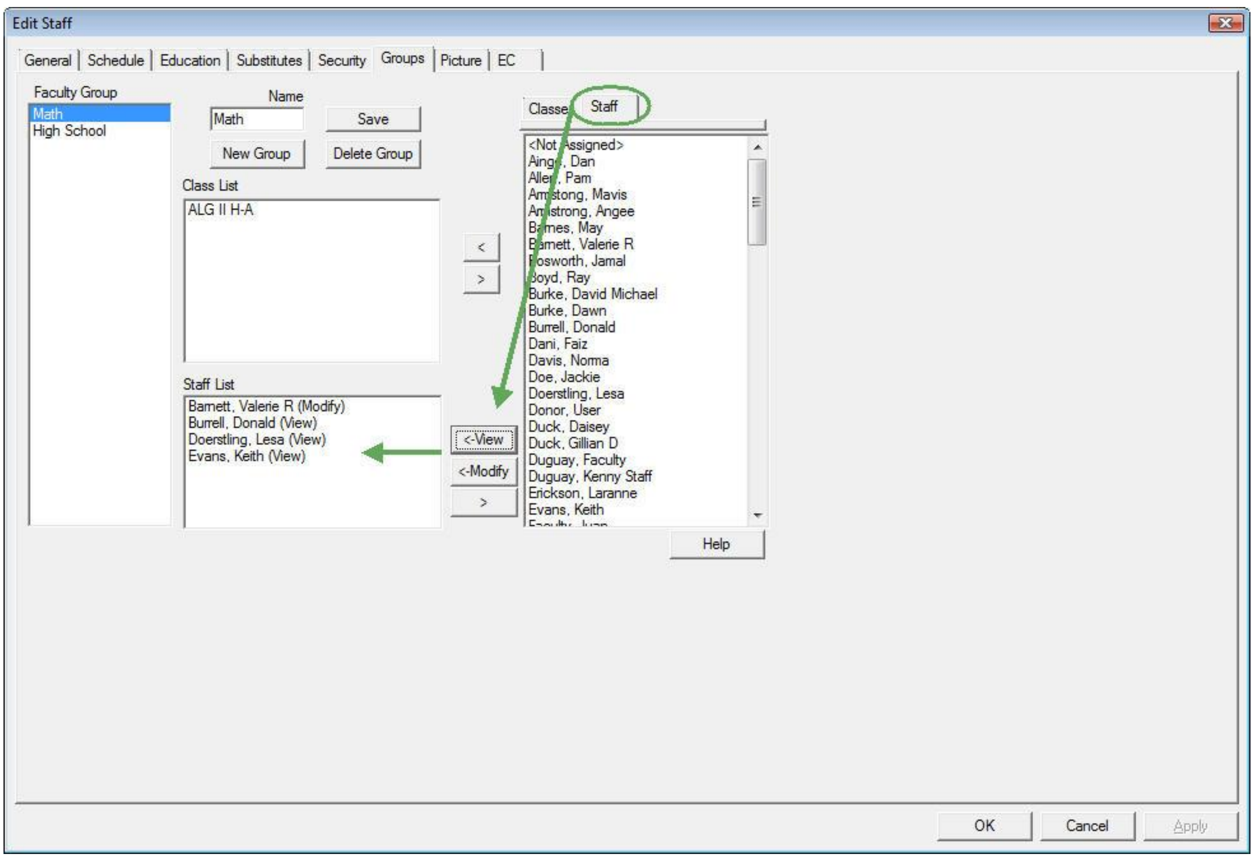
## Adding Members to a Staff Group

1. In the **Faculty Group** list click on the name of the group to which to add staff members.

2. Click the **Staff** tab and add the staff members who will have view rights by clicking on the staff name and clicking the **View** button.

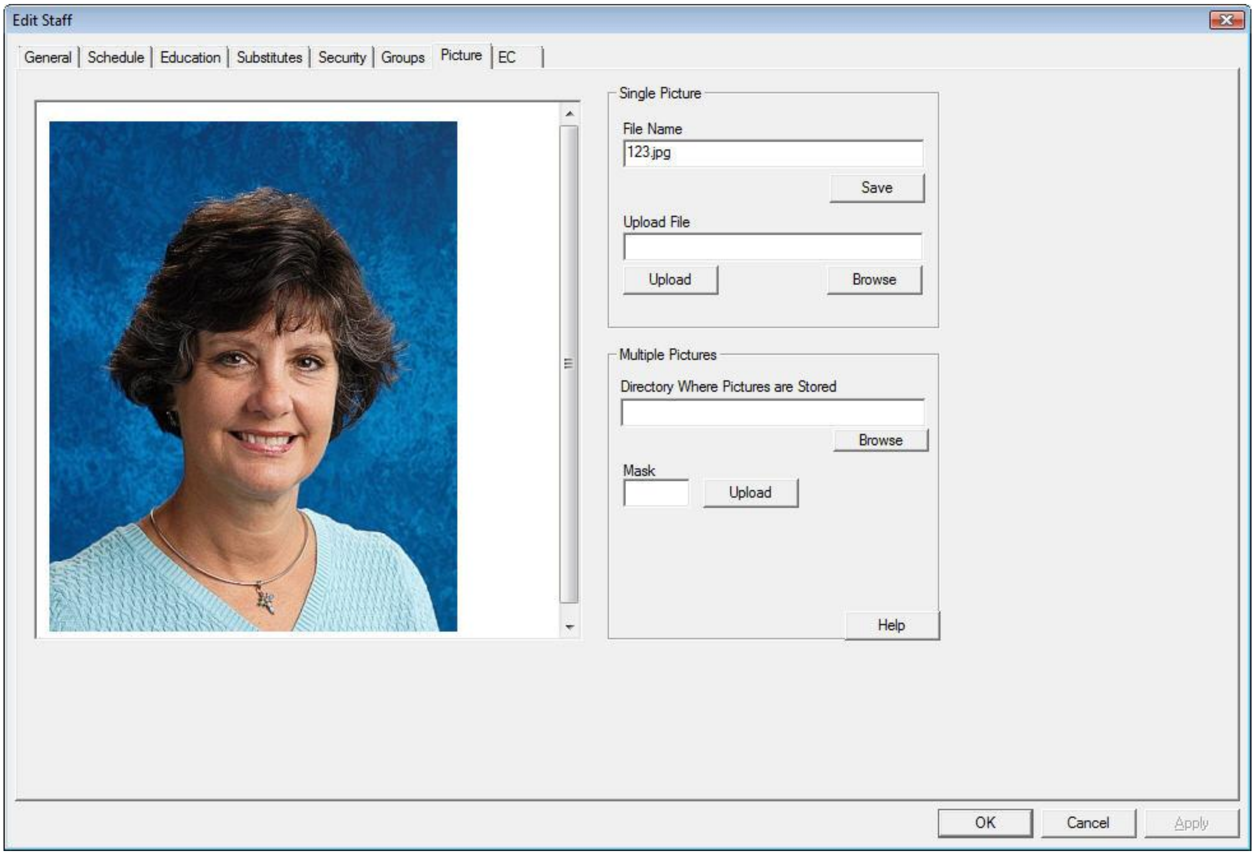
3. To add staff members who will have modify rights click on the staff name and click the **Modify** button.

4. Click **Apply** to save the changes you have made to the **Groups** tab or click **Cancel** to exit without saving.



## Staff Screen: Picture Tab

The **Picture** tab enables the school to upload staff pictures to be displayed on the **Staff** screen and on ParentsWeb 2.0. School photographers often provide the pictures in the recommended format—saved by staff id, 172 X 228 pixels and as a JPEG or GIF.



## Upload a Picture for One Staff Member at a Time:

The benefit of loading pictures this way is that the name of the file is not that important because it may be named in any manner desired in order to identify it.

1. On the **Staff** screen, select the teacher for whom to upload the picture.

2. Click the **Picture** tab.

3. In the **Single Picture** area, click **Browse** to locate where on your computer the picture is saved.
   The **Open** file window opens.

4. Navigate to the picture location and click on the picture.

5. Click **Open**.

6. Click **Upload**.
   The file uploads and displays the word **Finished** below the **Upload** button when it has uploaded.

## Upload the Entire Folder of Staff Pictures at One Time:

It is important that the photographer has the staff ID numbers in order to identify the staff picture by the id. Using the Multiple Pictures section you may import multiple pictures at once.

1. Save the pictures to the C drive (specific instructions for exporting from Life Touch CD to your computer are found under help demonstrations>Importing Student Photos).

2. In the **Multiple Pictures** section, click the **Browse** button to locate where on your computer the pictures are saved.
   The **Open** file window opens.

3. Open the folder and click on one of the photos.

4. Type the **Mask** (or file extension) for most it will be JPG (please note that this area is case sensitive).

5. Click **Upload** and it will upload one picture at a time.

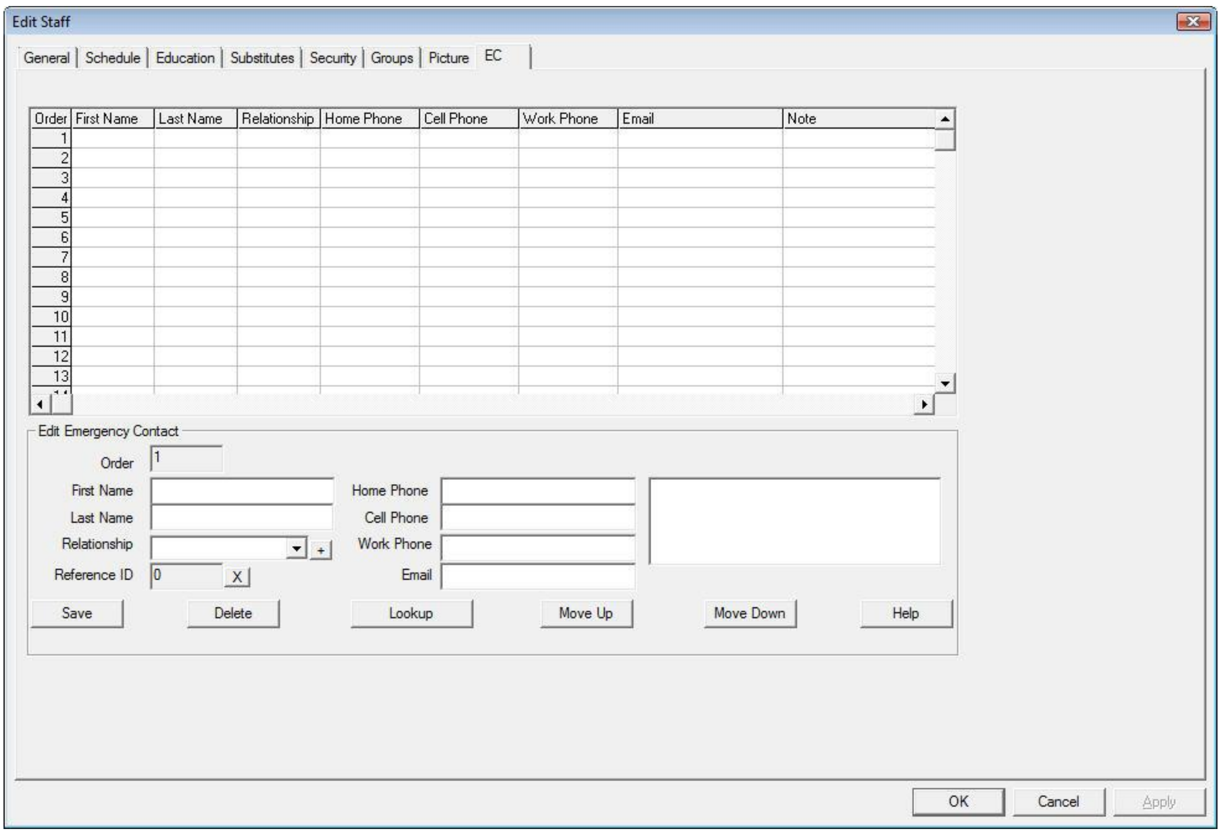
## Staff Screen:  EC Tab

The EC (Emergency Contact) tab allows for you to maintain contact information for the individuals to contact if a Staff Member has an emergency situation.

### Manually Adding a Contact to the EC Tab

1. From the **Staff** screen, select the staff member for whom to add EC information.

2. Click the **EC** tab.




3. Double-click on a blank row.

4. The Order # will appear in the **Edit Emergency Contact** section (lower).

5. Type the **First** and **Last Name**.

6. Select the relationship the emergency contact has to the student from the drop-down menu.

7. Add the **Home**, **Cell**, and **Work Phone**, and an **Email** address.

8. Click **Save** (lower left).

## Adding a Contact who is Already in RenWeb

1. From the **Staff** screen, select the staff member for whom to add EC information.
2. Click the **EC** tab.
3. Double-click on a blank row,
4. The Order # will appear in the **Edit Emergency Contact** section (lower).
5. Click the **Lookup** button.
   The **Select Person** dialog box opens.
6. Select a **Filter** by which to sort the Person list.
7. Click on the contact's name to add to the E.C. tab and click **OK**.
8. The contact's information populates the Edit Emergency Contact section; the person's ID number displays in the **Reference ID** field.
9. Click **Save** (lower left).

**Note:** If the person's information is changed on the **Family**, **Student**, or **Staff** screen, it will automatically update in the **EC** tab.
The **X** button will remove the connection between an emergency contact and his or her RenWeb ID number. This allows you to update the contact's information in the **EC** tab and it is no longer updated when changed elsewhere in the program.

# Staff Exercise

**Objective:** Create a Staff Member

### Create a New Staff Member

1. Name: Michelle *Michelson#.
2. Email: mmichelson@staff.com
3. Do not add her to a family yet.

# Student, Parent and Family Exercise

**Objectives:** Divorce the family

Remarry one of the parents to a staff member

Discuss Financial Set Up

### Divorce the Pattersons

1. Unlink their addresses, keeping in mind that the kids live with mom.
2. Dad's new address: 5678 Pattington Ave. Pattenville, PA 99999

### Split the Family into Two Families

1. From the student screen create a new (blank) family for Patrick Patterson.
2. Without adding Pat into the system again, add him into this new family.

# Communication

## Staff Chat

Staff Chat allows the staff and faculty of your school to communicate with each other using a messaging style format. You can establish preferences so that Staff Chat launches immediately upon logging into RenWeb. You also have the ability to create groups by which to easily identify and message other users.

### Creating a Staff Chat User Name

1. From the Main Menu, click **Staff Chat**.
   The **RenWeb Staff Chat** screen opens.


2. Type a **User Name**.

   a. This is the name by which all faculty and staff members at the school will identify you.

      i. Good Example: EmilyK

      ii. Bad Example: Edogg

   b. Your User Name cannot contain any spaces.

3. Type your **RenWeb Password**.

4. Click **Register**.

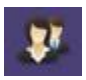
## Understanding the Staff Chat Main Menu

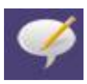
1. From the Main Menu, click **Staff Chat**.
   The **RenWeb Staff Chat** screen opens.
   Since you have already created a User Name, you only have to log into RenWeb in order to gain access to Staff Chat.

2. Your **User Name** displays at the top of the Main Menu.

3. Your current **Status** displays below your User Name.

4. The  add user icon allows you to add to your Staff Chat, other users at the school.

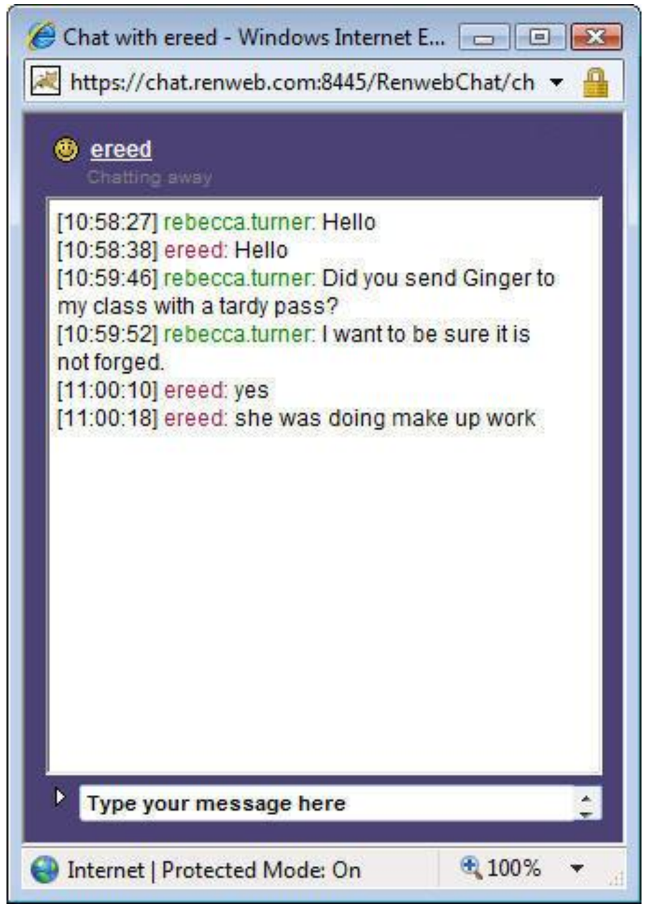
5. The  manage groups icon allows you to create groups by which to organize contacts.

6. The  broadcast message icon allows you to send a message to a group of users.

7. The  preferences icon allows you to configure preferred settings of your staff chat.

8. The  help icon takes you to Online Help where you can find information regarding how to use and configure Staff Chat.

## Starting a Chat




1. From the Main Screen, double-click on the name of the contact with whom you would like to chat. The **Chat** window displays.

2. Type your message in the message area and press the **Enter** key on your computer keyboard.

3. Your message displays with your name in green preceding the message.

4. The person's name with whom you are chatting displays at the top of the chat window.

5. Once the contact responds, his or her message will display. The contact's user name will display in red.

6. To end the conversation, click the  (red x) at the upper-right corner of the chat window.

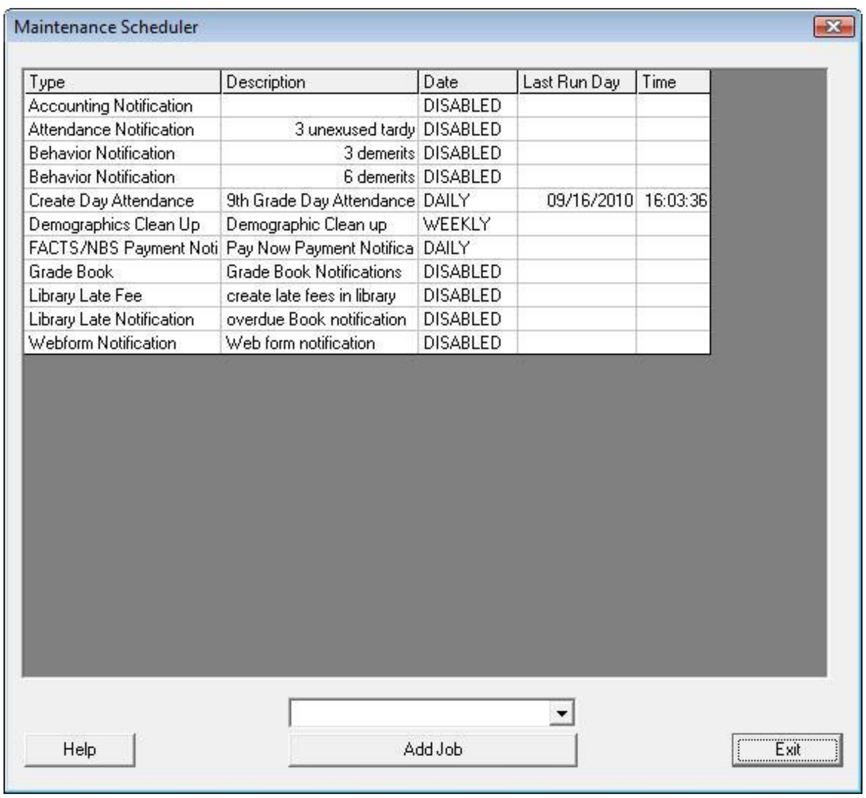
## Automated Communication

Maintenance Manager enables the user to set up a variety of jobs to send parents behavior and attendance notifications, send progress reports and notify parents regarding accounting information.

### Accessing Maintenance Manager

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** screen opens.

2. Click the **Maintenance** button.
   The **Maintenance Scheduler** screen displays and identifies all the current maintenance jobs that have been defined along with other information regarding when the job should process. From this grid you can identify which jobs have been setup and status information for each on.



## Attendance Notifications

You may schedule an Attendance Notification to automatically send emails based on a defined number of absences a student has accrued based on daily attendance, individual classes or all classes combined. If your school uses Parent Alert, you can configure parents to be notified via text messages or phone calls for a defined number of absences.

## Behavior Notifications

Typically, a student is assigned merit or demerit marks whenever a behavior record is entered into the system. The notification system will add up all those marks over a specified time frame and if they are equal to or have exceed the threshold, a notification is set.

## Grade Book Notifications

Your school may set up a notification job to automatically send an email to the parents based on a variety of grade parameters. The combined Grade Book job controls the sending of two different types of grade book information:

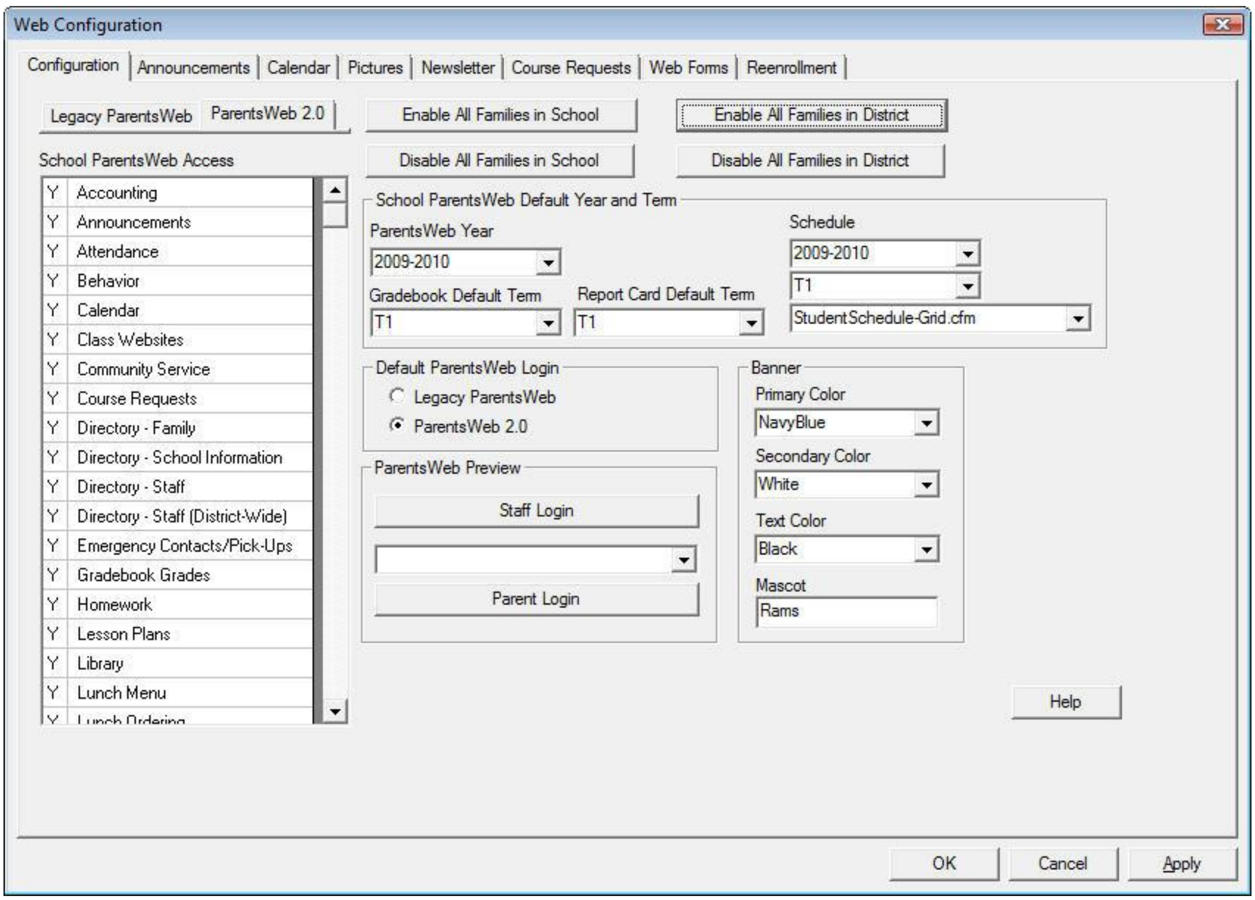
- The grade book progress report
- A variety of grade book assignment notifications

If both types of jobs are configured the parent, student or school representative will receive multiple types of grade book notifications.

## ParentsWeb

ParentsWeb allows schools to create a customized, informative and interactive site. ParentsWeb consists of the following functions:

- Configuration
- Announcements
- Calendar
- Pictures
- Newsletter
- Course Requests
- Web Forms
- Reenrollment



## Configuration

RenWeb offers complete customization of ParentsWeb. The Configuration options allow the user to determine exactly what will be viewed on your parent site and who will view it.

**Configuration Fields:**

- **Enable All Families in School** - clicking this button enables family access to ParentsWeb for all families in the school.
- **Disable All Families in School** - clicking this button disables family access to ParentsWeb for all families in the school.
- **Enable All Families in District –** clicking this button enables family access to ParentsWeb for all families in the district.
- **Disable All Families in District** – clicking this button disables family access to ParentsWeb for all families in the district.

**Warning:** Enabling or disabling all families in the district will alter the status of ALL FAMILIES IN THE DISTRICT. Be very careful when exercising this option in order to protect student privacy and follow district policy.

- **Grade book Default Term –** select the default term for which to display the grade book.
- **Report Card Default Term –** select the default term for report card display.
- **Schedule –** allows schools to set the Schedule Year and Term for parent’s view.
- **ParentsWeb Preview** – clicking this button opens the ParentsWeb site in a browser for preview if Public Login is marked Y in the Web Access List.

## Configuring ParentsWeb Content

1. From the **ParentsWeb**, **Configuration** tab, select whether to offer parents **ParentsWeb 2.0**, the graphic-rich Broadband version of ParentsWeb, or whether to offer parents **Legacy ParentsWeb**, a more simplified version of ParentsWeb, which is compatible with parents who have a dial-up internet connection.

    a. If schools choose to make both available to parents, the school will need to select which items to display in each of the **School ParentsWeb Access** lists.

    b. The school may choose to select **ParentsWeb 2.0** as the default but still have **Legacy** ParentsWeb for parents on dial-up service.

2. In the **School ParentsWeb Access** list, select the content to make available on Parents Web by clicking on the items listed.
   A '**Y**' (Yes) indicates content that will be made available on the ParentsWeb site.

3. Select the default **ParentsWeb Year** from the drop-down list.

4. Select the **Grade book Default Term** that will be displayed for staff and parents from the drop-down list.

5. Select the **Report Card Default Term** that will be displayed in ParentsWeb from the drop-down list.

6. Preview the final appearance and content of the ParentsWeb site by clicking the **Staff Login** button.
   To preview what a parent sees, select a parent name from the drop-down list and press the **Parent Login** button.

7. Click **Apply** to save the configuration.

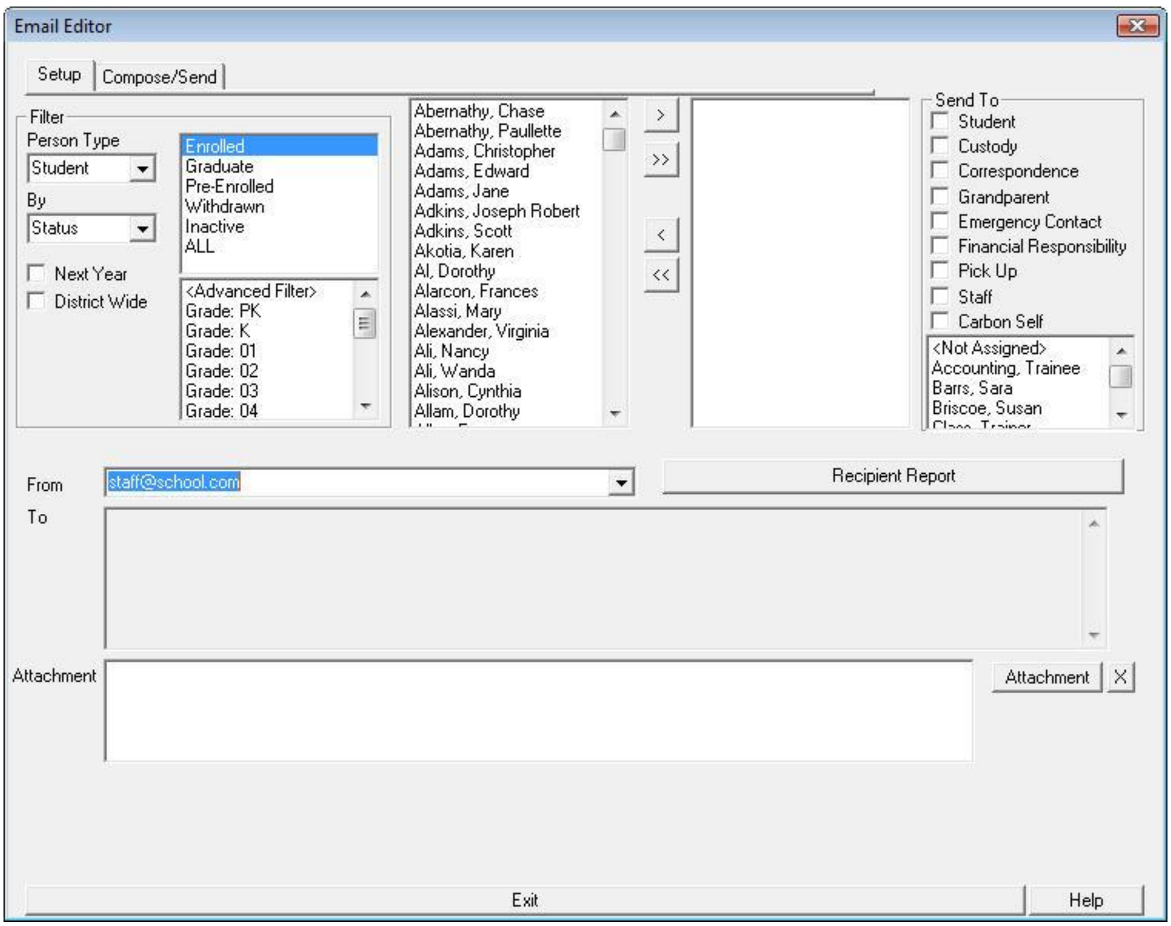
# Email

Communication with parents and students is an integral part of education, and RenWeb makes the process easier with a variety of email options: Messages, lesson plans and progress reports. In order to use the Email capabilities of RenWeb, the instructor's email address must be saved in the Staff dialog box.

## Emailing a Message to Parents or Students

1. From the Main Menu, click **Communication**.
   The **Communication Menu** displays.

2. Click **Create Email Message**.
   The **Email Editor** opens with the Setup tab selected.




3. Select the **Filter** by which to populate the person list and use the **>** or **>>** arrow buttons to add recipients to the email list. It is possible to select multiple filters and arrow over multiple groups of individuals.

4. Select options in the **Send To** list to determine who will receive the emails. Emails are always sent in a Blind Carbon Copy style. People will receive emails, but will not see the list of others who are also selected as Send To.

    a. **Students**: will send to the email address on the student screen.

    b. **Custody**: will send to the email addresses of any individual marked as custody in the family screen.

    c. **Correspondence**: will send to the email addresses of any individual marked as correspondence in the family screen.

    d. **Grandparent**: will send to the email addresses of any individual marked as a grandparent in the family screen.

    e. **Emergency Contact**: will send to the email addresses of any individual listed in the Emergency Contact tab.

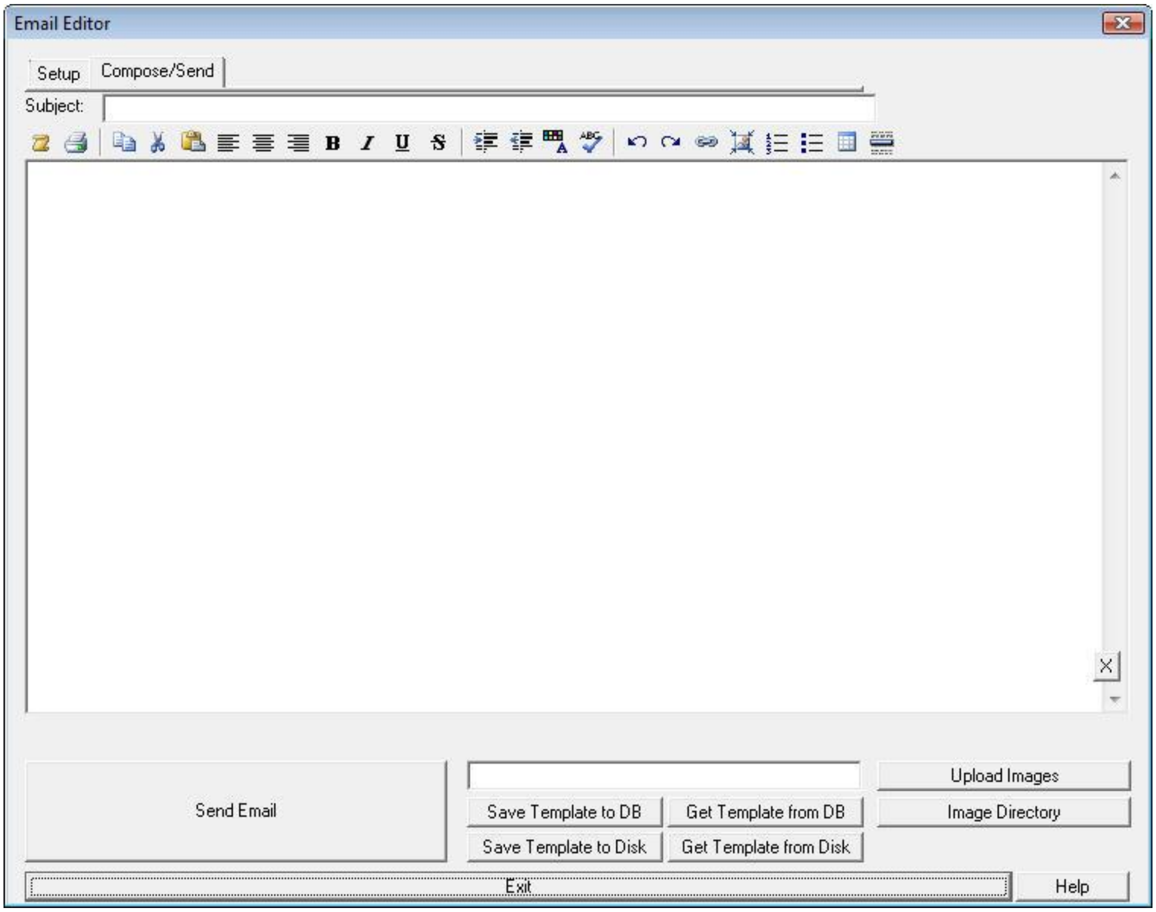
    f. **Pick Up**: will send to the email addresses of any individual listed in the Pick Up tab.

    g. **Staff**: will send to the email addresses on the staff screen.

    h. **Carbon Self**: will send a copy of the email to the address in the From field.

5. To see a listing of each email address to which an email has been sent, click the **Recipient Report** button.
   A list of each person selected and the email address or addresses for each Send To option selected will display.

6. Click the **Compose/Send** tab.
   The email editor screen opens.




7. Type a **Subject** by which to identify the email message.

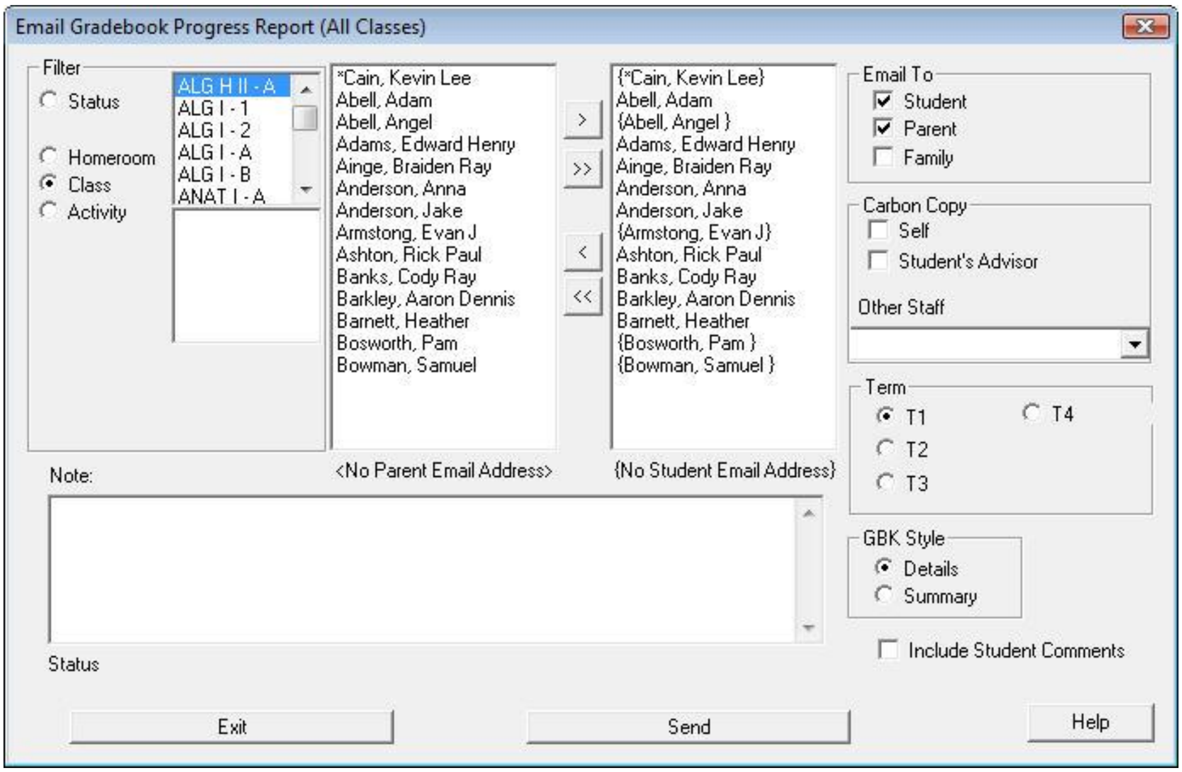
8. Type an email message in the large text field area.
   Find detailed toolbar instructions in Online Help.
   If you have the RenWeb Customization Kit or Parent Alert, you can create and save email templates.

9. Click **Send Email** to send the email.

## Emailing a Grade Book Progress Report

1. From the Main Menu, click **Communication**.
   The **Communication Menu** displays.

2. Click **Email Gradebook Progress Report**.
   The **Email Gradebook Progress Report (All Classes)** screen displays.




3. Select the **Filter** by which to control the student list population.

4. Highlight the students to receive the message in the left name list box and click the single arrow pointing to the right-hand list box **>**. To add all students, click the double arrows pointing to the right list box **>>**.

5. Select to whom to send the grade book progress report:

   a. **Student**

   b. **Parent**

   c. **Family**

**Note:** Teachers should have added comments through the grade book. If a teacher needs to add or edit student comments they will need to do so through the Grade Book.

6. Select the Carbon Copy options of **Self**, **Student's Advisor** or the name of any **Other Staff** who should receive a copy.

7. From the **Term** options, select the term to include on the Progress Report.

8. From GBK style options, select the style of the Progress Report:

    a. **Details** shows all details for each class grade on the progress report.

    b. **Summary** shows the class average grade for each class in which the student is enrolled.

9. To include private comments with the Progress Report for selected students, select the **Include Student Comments** option.

10. If desired, type a **Note** to be included with the Progress Report for all students.

11. Click **Send** to email the Progress Reports.

# Reporting

- Report Manager
  - Year and Term Report
  - Mail Label
  - Birthday Report
  - Directory
  - Transcript
  - Email Log Reports
  - Activity Log
  - Course Listing
  - Class List
  - Class Roster
- Create-a-Report

## Report Manager

RenWeb offers a variety of reporting tools to facilitate the needs of a school. The Report Manager houses numerous canned reports—reports that already have a format, predetermined fields and established parameters.

### Basic Report Manager Use

1. Select a **Category**.
2. Choose a report; specify date, grade level, student or staff parameters.
3. Click **Print**.
4. In the filter screen define additional parameters for the report.
5. Click **Print**.
6. The report will open in an internet explorer browser and may then be printed by going to file and selecting print or by clicking the printer icon.

### Adding Reports to My Favorites

**My Favorites** displays selected and frequently used reports in an easy to use list in Report Manager, Staff screen and Student screen. If you add a report to the **My Favorites** section in Report Manager from the Student or Staff Categories it will display in the Student or Staff screen, respectively.

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen displays.
2. Click on the **Category** from which to add a report to My Favorites.
   The Reports in the category are listed in the Report Title area.
3. Click on the **Report Title** to add to My Favorites.
4. Click the **Add Favorite** button.
   The report is added to the My Favorites area.

## Year and Term Report

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Administration.
   The **Report Title** list populates with reports administration regularly runs.

3. Click the **Report Title** of Year and Term Report.

4. Click **Print**.
   The **Year and Term Report** displays in an Internet Explorer window, providing an at a glance view of day setup, term dates, days on which attendance was taken, etc. Select the Internet Explorer File>Print menu option to print.

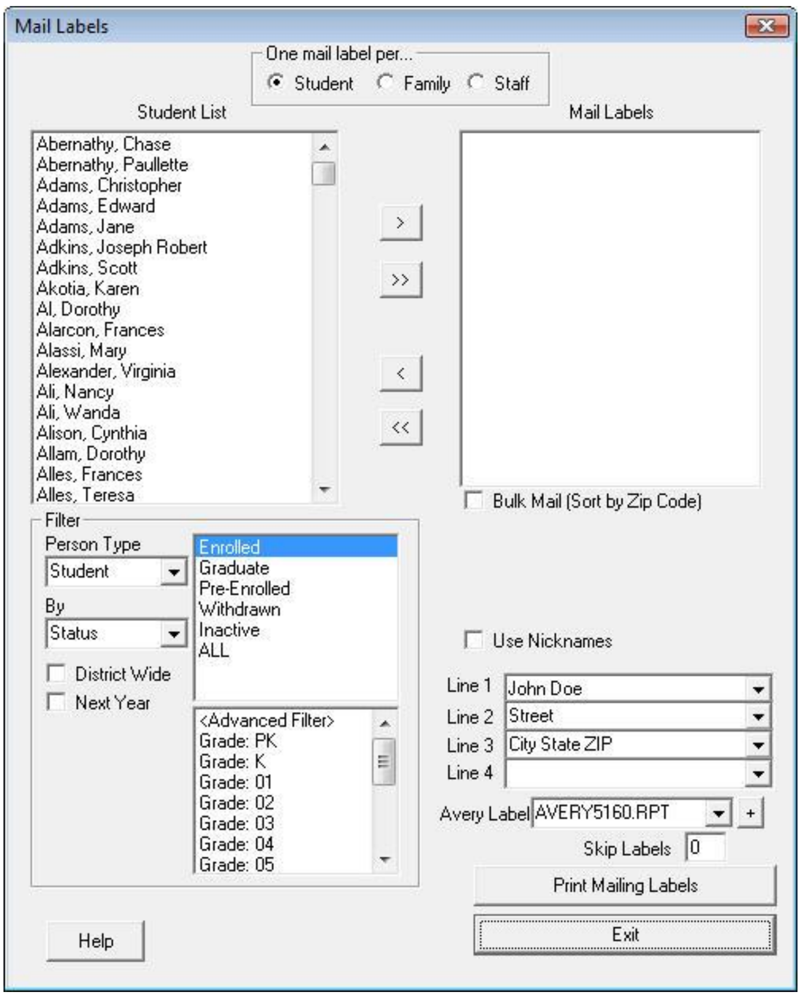
## Printing a Mail Label

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Administration.
   The **Report Title** list populates with reports administration regularly runs.

3. Click the **Report Title** of Mail Labels.

4. Click **Print**.
   The **Mail Label** screen opens.




5. Choose to print one mail label per **Student**, **Family** or **Staff**.

6. Select the **Filter** option that will list the student(s) for whom to print mail labels.

7. Use the **>** or **>>** (arrow) buttons to move students to the **Mail Labels** field.

8. Use **Line 1**, **Line 2**, **Line 3**, and **Line 4** drop-down menus to configure the mail label content.

9. Select the **Avery Label** format in which to print the mail labels.

10. Click **Print Mailing Labels**.
    The report opens in the **Crystal Report Viewer**.

11. Click the printer icon to print the mail labels.

## Printing a Birthday Report

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Grade Book.
   The **Report Title** list populates with reports related to the grade book.

3. Click the **Report Title** of Birthday Report.

4. Click **Print**.
   The **Student Selection** screen opens.

5. Select the **Filter** option that will list the student(s) for whom to print mail labels.

6. Use the **>** or **>>** (arrow) buttons to move students to the **Print List** field.

7. Click **Print**.
   The report(s) will be displayed in an Internet Explorer window.
   Select the Internet Explorer File>Print menu option to print.

## Printing a Directory

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Directory.
   The **Report Title** list populates with directory reports.

3. Click the **Report Title** of Family Directory.

4. Click **Print**.
   The report opens in the **Crystal Report Viewer**.

5. Click the printer icon to print the family directory.

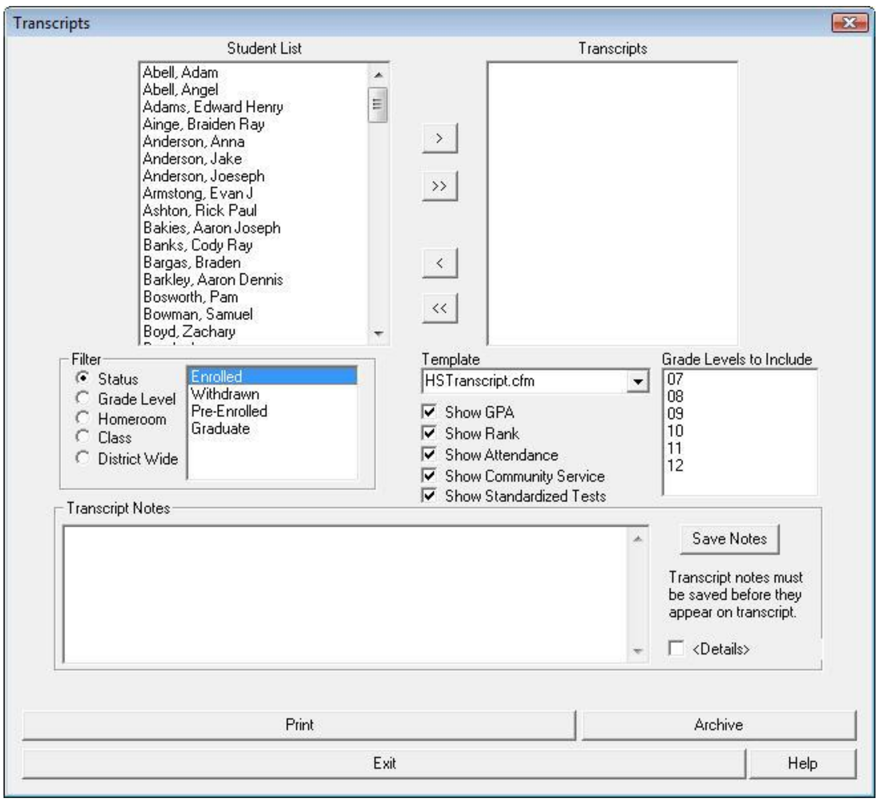
## Printing a Transcript

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Academics.
   The **Report Title** list populates with reports relating to academics.

3. Click the **Report Title** of Transcripts.

4. Click **Print**.
   The **Transcript** screen opens.



5. Select the **Filter** option that will list the student(s) for whom to print transcript(s).

6. Use the **>** or **>>** (arrow) buttons to move students to the **Transcripts** field.

7. Select the template from the **Template** drop-down list box. RenWeb provides standard templates free of charge that may be used. RenWeb may also create a custom template for schools for an additional charge.

8. Select the **Grade Levels** to include.

9. If desired type a **Transcript Note** to include on the printed transcript.

10. Click **Print**.
    The report(s) will be displayed in an Internet Explorer window.
    Select the Internet Explorer File>Print menu option to print.

## Printing Email Message Reports

Email message reports show the administrator emails that have been sent by staff at the school or have been automatically sent by the 'system', the email address to which the email was sent, the date and time of the email and whether or not parents signified that they received the email.

### Email - Staff Messages

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Administration.
   The **Report Title** list populates with reports administration regularly runs.

3. Click the **Report Title** of Email - Staff Messages.

4. Click **Print**.
   The **Staff Selection** screen displays.

5. Use the **Filter** to populate the **Staff List**.

6. Select a **Date 1** and a **Date 2**, indicating the date range for which to see emails that have been sent by staff.

7. Use the **>** or **>>** (arrow) buttons to move staff members to the **Print List**.

8. Click **Print**.
   The **Staff Email Report** displays in an Internet Explorer window.
   Select the Internet Explorer File>Print menu option to print.

### Email - System Messages

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Administration.
   The **Report Title** list populates with reports administration regularly runs.

3. Click the **Report Title** of Email - System Messages.

4. Select a **Date 1** and a **Date 2**, indicating the date range for which to see emails that have been sent by the system.

5. Click **Print**.
   The **System Email Report** displays in an Internet Explorer window.
   Select the Internet Explorer File>Print menu option to print.

## Printing Activity Logs

Activity logs show the administrator changes that have been made, the time and date of the change, and the user's name that made the change.

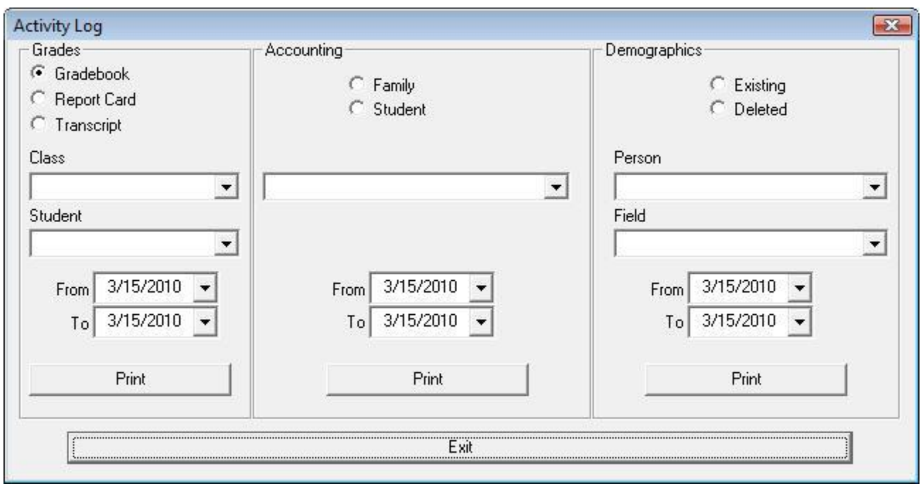
### Grades Activity Log

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Administration.
   The **Report Title** list populates with reports administration regularly runs.

3. Click the **Report Title** of Activity Logs**.**

4. Click **Print**.
   The **Activity Log** configuration screen displays.




5. In the Grades section, select the **Grade book**, **Report Card**, or **Transcript** option.

6. Select a **Class**.

7. Select a **Student** in the class to see changes made to a specific student or leave the student field blank to see changes made to all students in the class.

8. Select a date range.

9. Click **Print**.
   The report(s) will be displayed in an Internet Explorer window.
   Select the Internet Explorer File>Print menu option to print.

## Accounting Log

This log enables the user to view all changes made to the family register, dealing with payments and charges.

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Administration.
   The **Report Title** list populates with reports administration regularly runs.

3. Click the **Report Title** of Activity Logs**.**

4. Click **Print**.
   The **Activity Log** configuration screen displays.

5. In the Accounting section of the screen, select the **Family** or **Student** option.

6. Select a family or student name from the drop-down menu.

7. Select a date range.

8. Click **Print**.
   The report(s) will be displayed in an Internet Explorer window.
   Select the Internet Explorer File>Print menu option to print.

## Demographics Log

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Administration.
   The **Report Title** list populates with reports administration regularly runs.

3. Click the **Report Title** of Activity Logs**.**

4. Click **Print**.
   The **Activity Log** configuration screen displays.

5. Select **Existing** or **Deleted** under the Demographics portion of the screen.

6. Select a **Person.**

7. All fields which have been edited or deleted will then show up in the drop-down list under **Field**.
   To view a specific field, select it from the Field drop-down list.
   To view all fields changed leave the Field area blank.

8. Select a date range.

9. Click **Print**.
   The report(s) will be displayed in an Internet Explorer window.
   Select the Internet Explorer File>Print menu option to print.

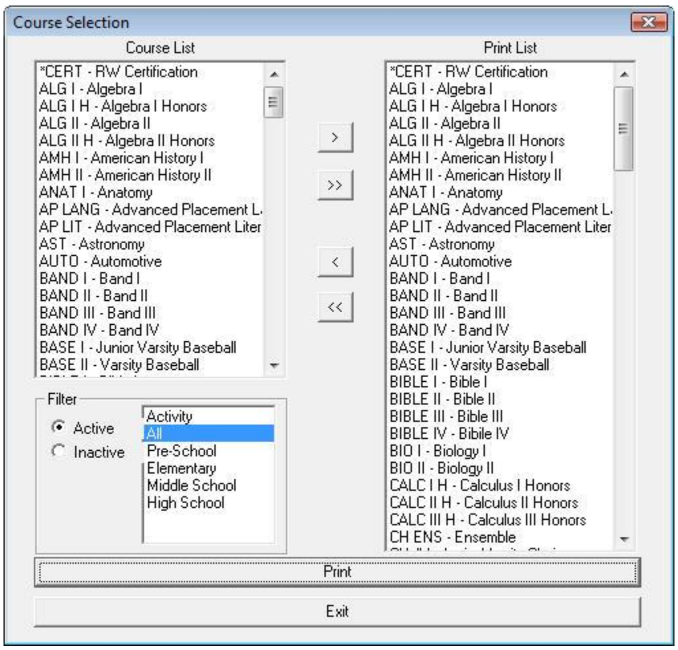
## Course Listing

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Course.
   The **Report Title** list populates with reports related to courses.

3. Click the **Report Title** of Course Listing.

4. Click **Print**.
   The **Course Selection** screen displays.




5. Select the **Filter** by which to sort the **Course List**.

6. Use the **>** or **>>** (arrow) buttons to move students to the **Print List**.

7. Click **Print**.
   The **Course Listing** report displays in an Internet Explorer window, providing an at a glance view of the courses parameters as they are established for your school. Select the Internet Explorer File>Print menu option to print.

## Class List

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Class.
   The **Report Title** list populates with reports related to classes.

3. Click the **Report Title** of Class List.

4. Click **Print**.
   The **Class List** report displays in an Internet Explorer window, providing an at a glance view of the class sections that have been created for your school, the enrollment numbers, the Instructor, etc.
   Select the Internet Explorer File>Print menu option to print.

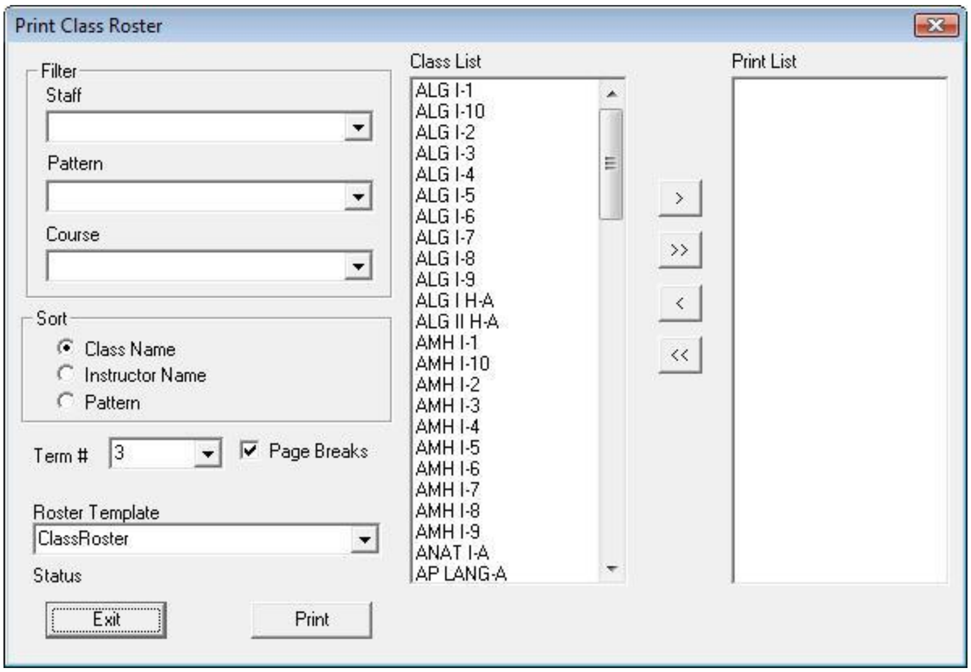
## Class Roster

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Class.
   The **Report Title** list populates with reports related to classes.

3. Click the **Report Title** of Class Roster.

4. Click **Print**.
   The **Print Class Roster** screen displays.




5. Select the **Filter** by which to sort the **Class Roster** report:

   a. Staff

   b. Pattern

   c. Course

6. Choose the method by which to sort the report:

   a. Class Name

   b. Instructor Name

   c. Pattern

7. Select the **Term** for which to print the **Class Roster**.

8. Select the **Page Breaks** option if you want to include page breaks between each **Class Roster**.

9. Select the **Roster Template**:

    a. **15 Column**: Provides a listing of enrolled student names in column one, followed by 15 blank columns for recording information.

    b. **Attendance (Day)**: Provides a listing of enrolled student names in column one, followed by a column labeled Attend.

    c. **Attendance (Week)**: Provides a listing of enrolled student names in column one, followed by a series of columns, one for Monday, one for Tuesday, one for Wednesday, one for Thursday and one for Friday.

    d. **Class Roster**: Provides a listing of enrolled student names in column one, followed by a column that lists the student's grad level, and an additional blank column. The numbers of Male and Female students enrolled in the class are listed at the bottom.

    e. **Demographics**: Provides a listing of enrolled student names, grade levels, home phone number, parent names and the address to which the student is linked.

    f. **Picture Roster**: Provides a picture of each enrolled student, underneath which their name is listed.

    g. **Total Enrollment**: Provides a listing of enrolled student names in column one, followed by grade level, term enrollment (indicated by a Y in the term column), and a total number of students enrolled by term.

10. Use the **>** or **>>** (arrow) buttons to move class sections to the **Print List**.

11. Click **Print**.
    The **Class Roster** report displays in an Internet Explorer window.
    Select the Internet Explorer File>Print menu option to print.

# Activity Log Exercise

**Objectives**: To illustrate the ability to track and view demographic changes.

## Run a Demographic Activity Log

1. Choose Paddy *Patterson.
2. Select today's date.
3. Click Print.

## General use of Create-A-Report

**Create-A-Report** offers the user the opportunity to pull data regarding student, family, or staff in a variety of configurations.

1. From the Main Menu, click **Create-A-Report**.
   The **Create-A-Report** screen opens.

2. Select a **Base Report Type** of Student, Family, or Staff.

3. Double-click an **Available Field** to move it to Report Fields.

4. Select the **Filter** option that will list the student(s) for whom to print the report:

   a. **Status –** lists students by enrolled status.

   b. **Class –** lists students from a specific class.

   c. **Activity**– lists students from a specific activity.

   d. **Former Student**– will display students who have graduated or withdrawn from the school.

   e. **Next Year**– will display Next Year students in the filtered list.

   f. **District Wide** – lists students in every school in the district.

5. Use the **>** or **>>** (arrow) buttons to move students to the **Selected List** field.

6. Click **Print**.
   The report(s) will be displayed in an Internet Explorer window.
   Select the Internet Explorer File>Print menu option to print.

# Create-A-Report Exercise (Work through with instructor)

**Objectives**: To create a customized report

## Create a Basic Report

1. Add the following Available Fields to Report Fields:
    a. Name
    b. Grade Level
    c. System ID
    d. Address
    e. City
    f. Ethnicity
    g. Gender
2. Filter by Enrolled students
3. Print

## Create a Filtered Report

1. Print the same report except filter it by 3rd grade
2. Print the same report except filter it by an ethnicity in the school.

## Export a Report to Excel

1. Print the report from exercise A
2. Copy and paste the printed report to Excel

# Attendance

## Attendance Approach

Each school must develop its own attendance approach.

- Elementary schools typically take attendance in only one class (usually Homeroom). That attendance mark is the only mark the student will receive the entire day.
- Middle schools and high schools often record attendance for every class.

## Attendance Components

Whether your school uses homeroom attendance or period attendance, Day Attendance is determined by the settings configured in your Attendance Setup.

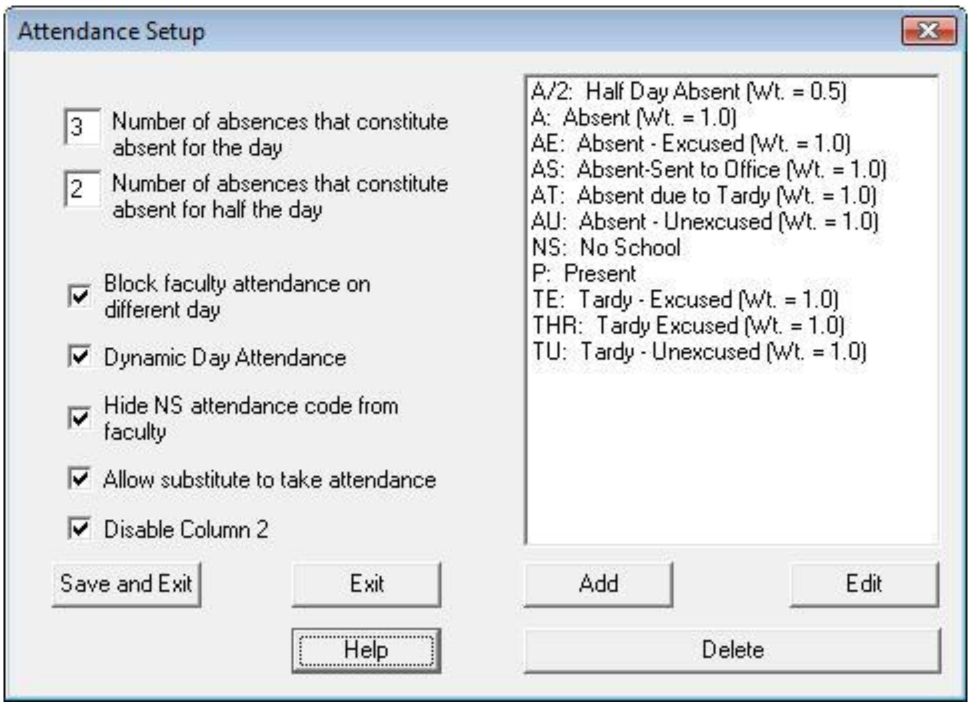
There are two primary components to attendance recording:

- **Period Attendance**: the attendance records for a student in a particular class or subject.
- **Day Attendance**: a computed number whereby the system determines whether a student is absent or tardy for the day by counting how many period absences the student has that day.

## Attendance Setup

1. From the Main Menu click **Attendance**.
   The **Attendance Menu** dialog box displays.

2. Click **Attendance Setup**.
   The **Attendance Setup** screen displays.




3. Type the **Number of absences that constitute absent for the day**.

4. Type the **Number of absences that constitute absent for half the day**.

5. Select the **Block faculty attendance on different day** to ensure that attendance is only taken by faculty on today's date.

6. Select the **Dynamic Day Attendance** to automatically configure Day Attendance as attendance marks are entered.
   As attendance marks are entered by the school, the day attendance is dynamically configured according to the parameters created in the Attendance Setup. In the event that you need to edit an attendance mark for a previous day, the day attendance dynamically adjusts to reflect the new day attendance value.

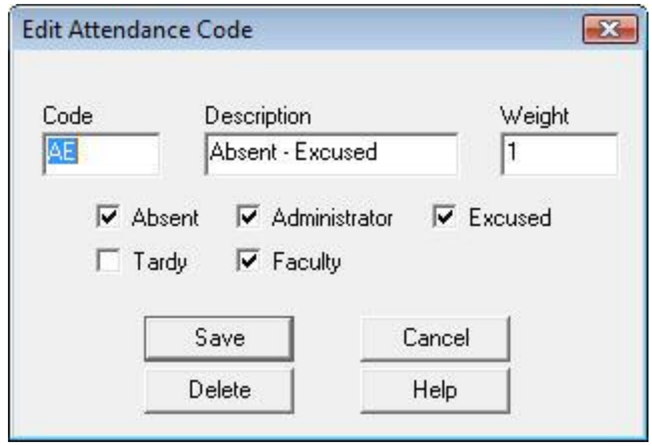
7. Select the **Hide NS attendance code from faculty** if you do not want Faculty to be able to utilize the system default code of NS and prefer to allow only the main office staff to be able to enter the code.
   The **NS** code is a code that signifies that a student was not present or absent. Selecting the code for a student removes the day from the total count of school days for the student.
   For example, you may use this code for students who have been given permission to go on a college visit; you don't want to mark them absent because it is a school sanctioned trip, but they weren't actually in attendance at the school.

8. Select **Allow Substitute to take attendance** if you want substitutes to be able to take attendance on days they are assigned to a class.

9. Select **Disable Column 2** to remove Column #2 from the attendance screens.

10. Click **Save and Exit** to save changes and return to the **Attendance Menu**.

## Creating Attendance Codes




1. From the Main Menu click **Attendance**.
   The **Attendance Menu** displays.

2. Click **Attendance Setup**.
   The **Attendance Setup** screen displays.

3. Click **Add**.
   The **Edit Attendance Code** screen displays.

4. Enter the appropriate data:

   a. **Code**: Attendance Code, i.e. A, AU, AE, etc.

   b. **Description**: Description of Attendance Code.

   c. **Weight**: This field is user-defined in that the value or "importance" of a particular attendance code is determined by the individual creating it. 1 could represent 1 class missed or 1 day missed.

   d. **Absent** checkbox: Identifies code as an absent code.

   e. **Tardy** checkbox: Identifies code as a tardy code.

   f. **Administrator** checkbox: Allows staff to use code.

   g. **Faculty** checkbox: Allows faculty to use check box.

   h. **Excused** checkbox: Identifies code as being excused.

5. Click the **Save** button.

## Taking Attendance

There are two methods by which period attendance is recorded:

- Class Attendance - the roster for the class is listed along with the attendance marks by period for the day.
- Student Attendance - the list shows all enrolled classes for a single student for the day.

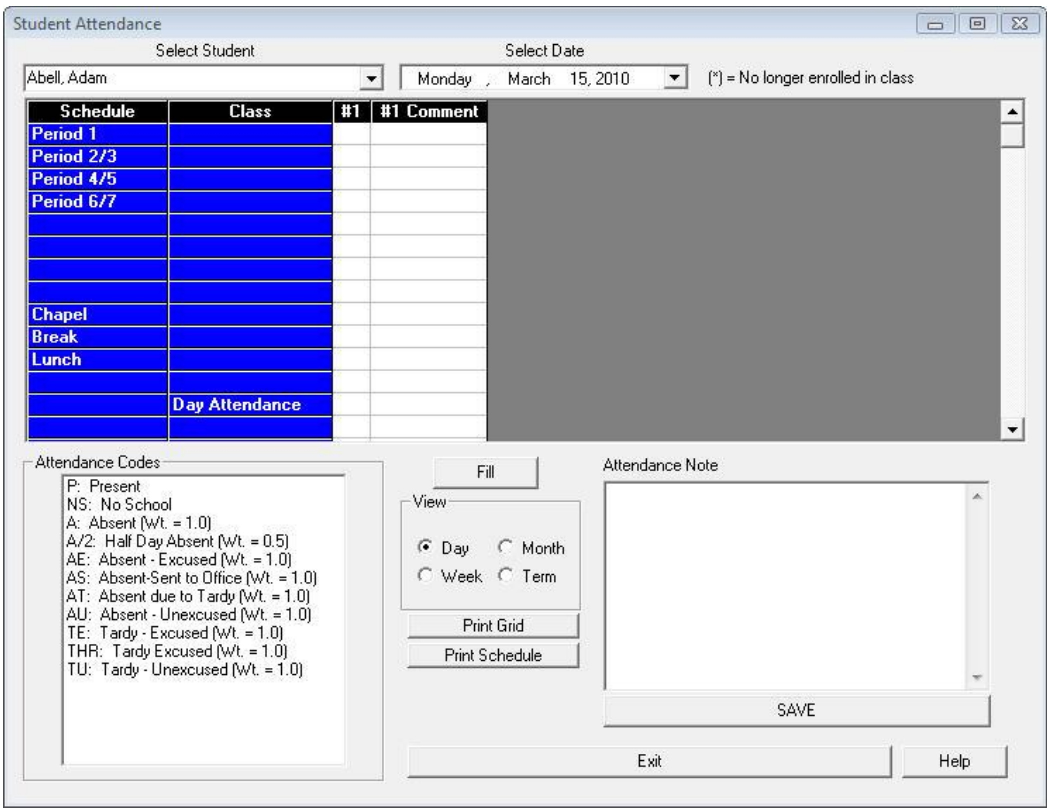
Faculty is given access to the classes that they teach through the Class Attendance dialog box, while Administrators are given access to both Attendance-Class and Attendance-Student attendance entry screen.

## Using the Attendance - Student Screen

This screen allows the user to view/take attendance for an individual student. This is the screen that an administrator would use to record attendance for a student when a parent calls in an absence.

1. From the Main Menu click **Attendance**.
   The **Attendance Menu** displays.

2. Click **Attendance - Student**.
   The **Student Attendance** screen displays.



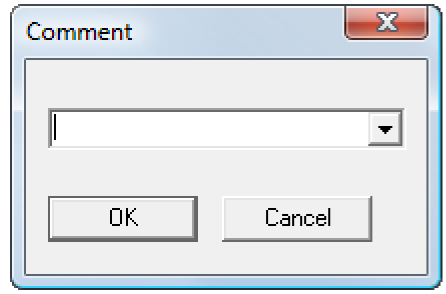

3. Select the student for whom to add attendance from the **Select Student** drop-down list.

4. Select the date if the attendance is for a date other than the current day.

5. Click on the code in the **Attendance Codes** box to which to add to a student.

6. Click the cell that is in column **#1** and in the same row as the student for whom attendance is being recorded.
   Attendance is immediately recorded and saved.

## Entering a Comment for a Student




1. Click in the cell in the column labeled **#1 Comment**.
   The Comment dialog box opens.

2. Type a comment or use the drop-down menu to select from a list of pre-defined comments.

3. Click **OK** to save the comment or click **Cancel** to exit the comment screen without saving a comment.

## Attendance - Student Screen Navigation

- **View** - allows the user to view the class list and the days absent for that class by **Day**, **Week**, **Month** or **Term**.

- **Fill** - allows the user to fill in each attendance cell with the same code. After entering one code, it is possible to select the fill button and all the unmarked fields below it will be filled to match.

- **Select Student** – allows the user to select the desired student.

- **Print Grid** – allows the user to print the grid view of a specific student's attendance records.

- **Print Schedule** – allows the user to print the student's schedule.

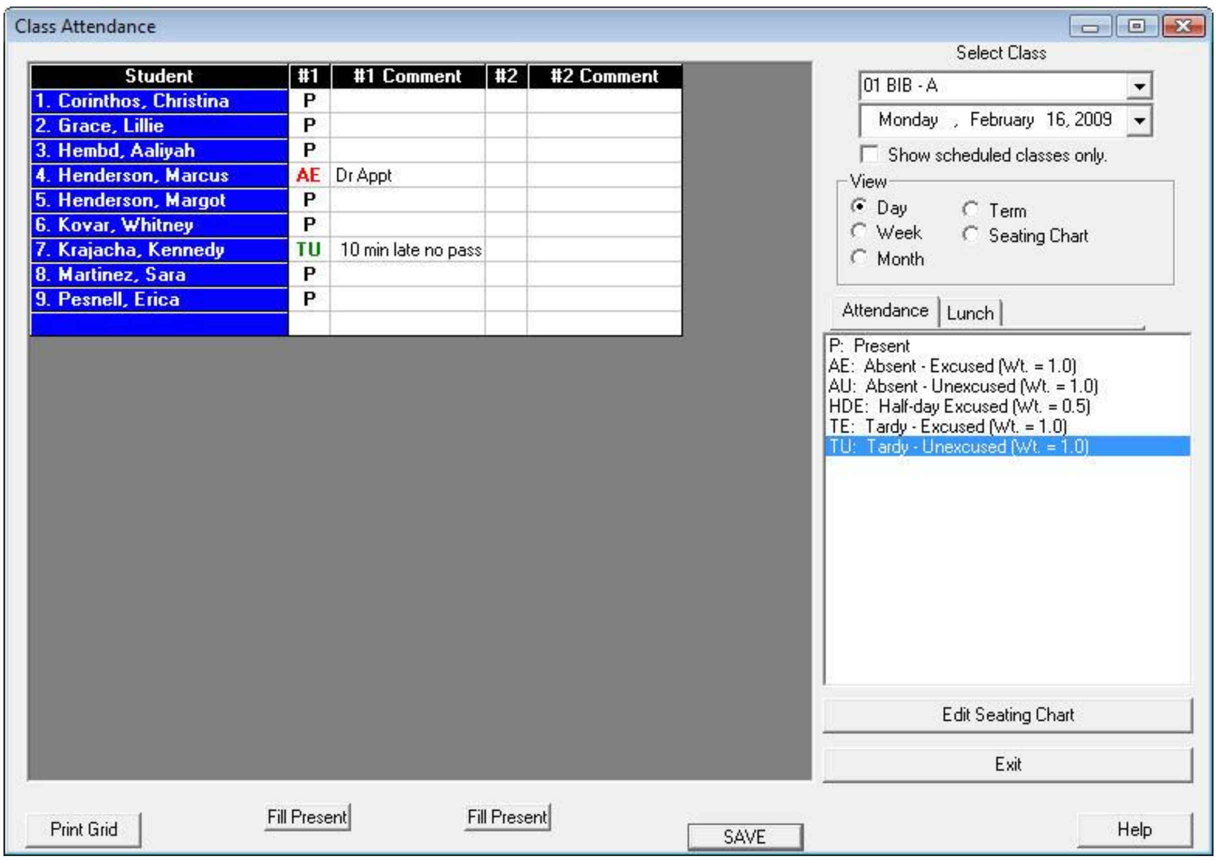
- **Attendance Note** – allows the user to record special notes about the student attendance.

## Using the Attendance - Class Screen

This screen allows a teacher or attendance clerk to view/take attendance for an entire class. It also gives access to the lunch ordering screen and the class seating chart editor. The screen may be accessed through the grade book by faculty, but most administrative users will access it through the Main Menu > Attendance Menu.

1. From the Main Menu, click **Attendance**.
   The **Attendance Menu** displays.

2. Click **Attendance – Class**.
   The **Class Attendance** screen displays.




3. Select the class from the **Select Class** drop-down list.

4. Select the date if the attendance is for a date other than the current day.

5. Deselect the **Show scheduled classes only** check box if the class you need does not display in the drop-down list.

6. Select the code from the **Attendance** tab.

7. Click the cell that is in column **#1** and in the same row as the student for whom attendance is being recorded.

8. Use column **#2** if attendance is taken twice in the same class.

9. Add comments as desired.

## Save Time When Recording Attendance

In order to save time when recording attendance, use the following procedure:

1. Mark all students who are absent.

2. Mark all students who are tardy.

3. Mark all students who are present using the **Fill Present** button.

## Using Fill Present

Provided as a time-saving feature, the system will allow the user to record a single attendance code at the top of a column and then fill in all the remaining blank attendances to match.

1. Mark the student in the top-most row possible with the code to be filled.

2. Click the **Fill** button. All students below the first marked student who do not already have an attendance code marked will be filled in with the same mark as the first student.

## Attendance - Class Screen Navigation

- **View**: allows the user to view the class list and the days absent for that class by day, week, month or seating chart.
- **Fill Present**: allows the user to fill every box Present for the day.
- **Select Class**: allows the user to select the desired class.
- **Attendance/Lunch Tab**: allows the user to select whether to mark attendance or record lunch orders.
- **Add**: allows the user to add new attendance codes.
- **Edit**: allows the user to highlight and edit existing attendance codes.
- **Delete**: allows the user to highlight and delete existing attendance codes.
- **Edit Seating Chart**: takes the user to the seating chart and allows him or her to create a seating chart for the selected class.
- **Attendance Report**: allows the user to run attendance reports on the class being viewed.

# Academic Management

RenWeb Setup:  Course Level

Courses

Classes

Enrolling Students into Classes

RenWeb Setup:  System Defaults

RenWeb Setup:  Grade Book

RenWeb Setup:  Comment Codes

RenWeb Setup:  Citizenship Codes

RenWeb Setup:  RC Formula

RenWeb Setup:  Database Tasks

    Report Card Automatic Load

Printing Report Cards

## RenWeb Setup:  Course Level

RenWeb Setup houses many of the behind the scenes set up areas, which serve to enable the program to run smoothly at your school.

**Course Level** is the used for Report Card recognition and Transcript Loading.  It is the primary tool for determining how internal non-displayed grades are established, because each course must have a course level associated with it.

Every course receives a grade on the report card: either a letter (i.e., A, B, C) or a number (i.e., 95, 83, 72, etc.)  These grades are referred to as the earned grade.

RenWeb then takes this grade and creates a GPA (weighted) and UGPA (un-weighted grade point average) associated with the grade (i.e., A = 4.0).

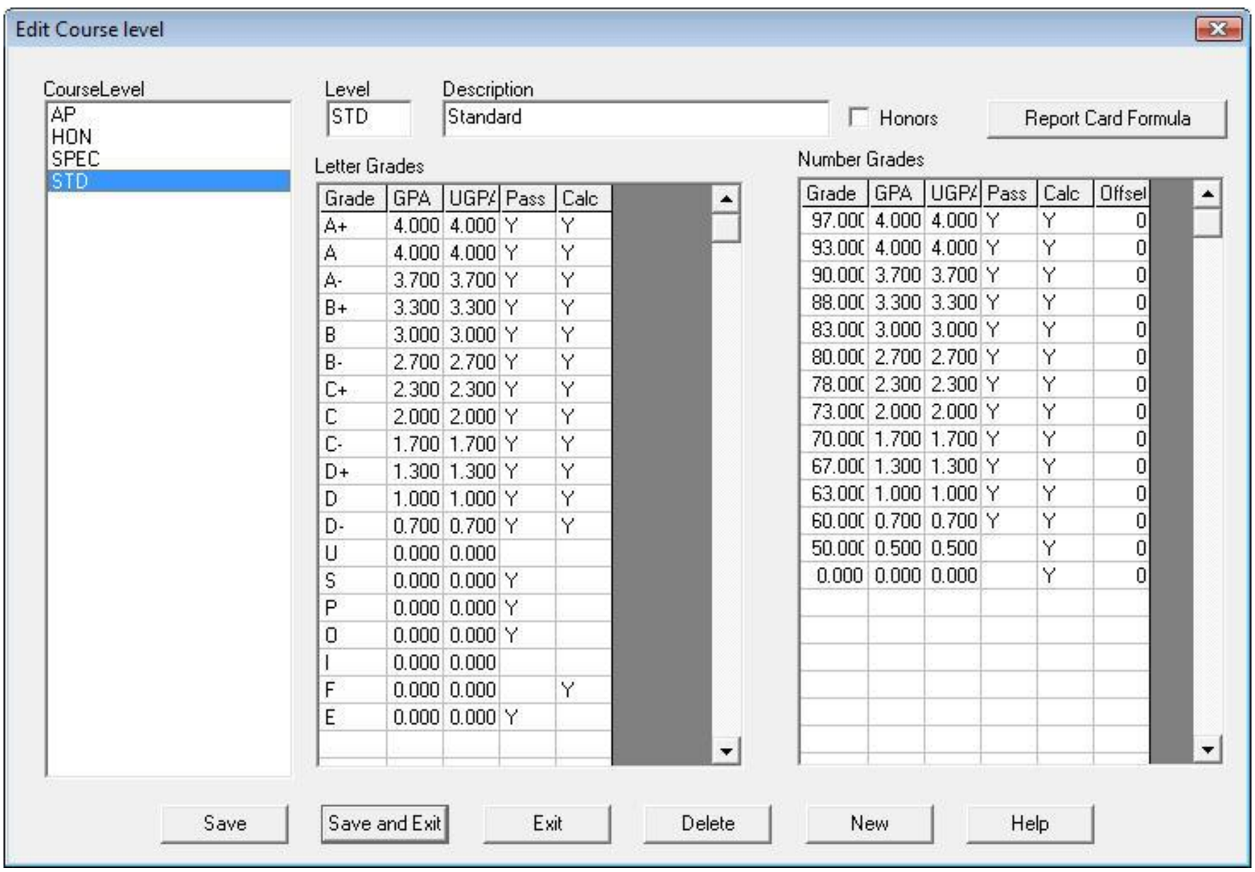
Every course must have a course level identifier code to identify the academic level of the course.  In the simplest case, all courses may be given the same level; for example, STD for standard. In a more complex situation, there may be several levels such as CP (College Placement), HNR (Honors) and AP (Advanced Placement).

**Course Level** is where the following aspects of a grade are defined:

- The earned grades that may be recorded for a particular course.
- The GPA and UGPA associated with a displayed grade (letter or number)
- Whether or not a grade is passing
- Whether or not the grade should be included when calculating overall averages on report cards and transcripts, as well as determining honor rolls
- The offset, if any, that should be added to a numeric average if used for weighting purposes due to an advanced level course setup (This is normally used in lieu of a weighted GPA.)

There are two similar, but completely independent aspects of Course Level:

- **Letter Grade**: The school should populate this grid if the grades entered into the report card are letter grades. The Letter Grades area requires an exact match. For example, if a teacher enters a B-in the grade book, but that letter is not defined in the **Course Level** it will not be recognized.
- **Number Grade**: The school should populate this grid if the grades entered into the report card are number grades. The Number Grades area Works based on the closest number (in the course level grid) below the number grade entered into the report card. For example, if the grade entered is an 87 the appropriate range on the grid is the parameter for an 80.



## Creating a Course Level

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu displays.

2. Click **Course Level**.
   The **Course Level** screen opens.

3. Click **New** (bottom).

4. Type the **Level Name** (i.e. STD).

5. Type the **Level Description** (i.e. Standard).

6. If it is an honors course level, select **Honors**.

7. In the **Letter Grades** grid, type:

   a. The letters a student may receive in order for the report card to recognize entry.

   b. The **GPA** associated with each letter.

   c. The **UGPA** (Un-weighted GPA).

   d. **Y** - if the grade is considered passing.

   e. **Y** - if the grade should be used in calculations (include failing grades).

8. In the **Number Grades** grid, type:

   a. The number (the lowest percentage grade that may be earned to receive a particular letter grade). For example: If any grade equal to and above a 90 is a 4.0, only type a 90 beside the 4.0.

   b. The associated **GPA** and **UGPA.**

   c. **Y** - if the grade is considered passing.

   d. **Y** - if the grade should be used in calculations.

   e. The grade **Offset** if the grade average should be increased due to the academic level of the class.
   For example: It is possible to boost the average grade 10 points if the course is an Honors course. This affects subsequent grade calculations in the grades average. This can be done be in lieu of a weighted GPA of 4.5 or 5.0 for Honors courses.

9. Click **Save** when finished.

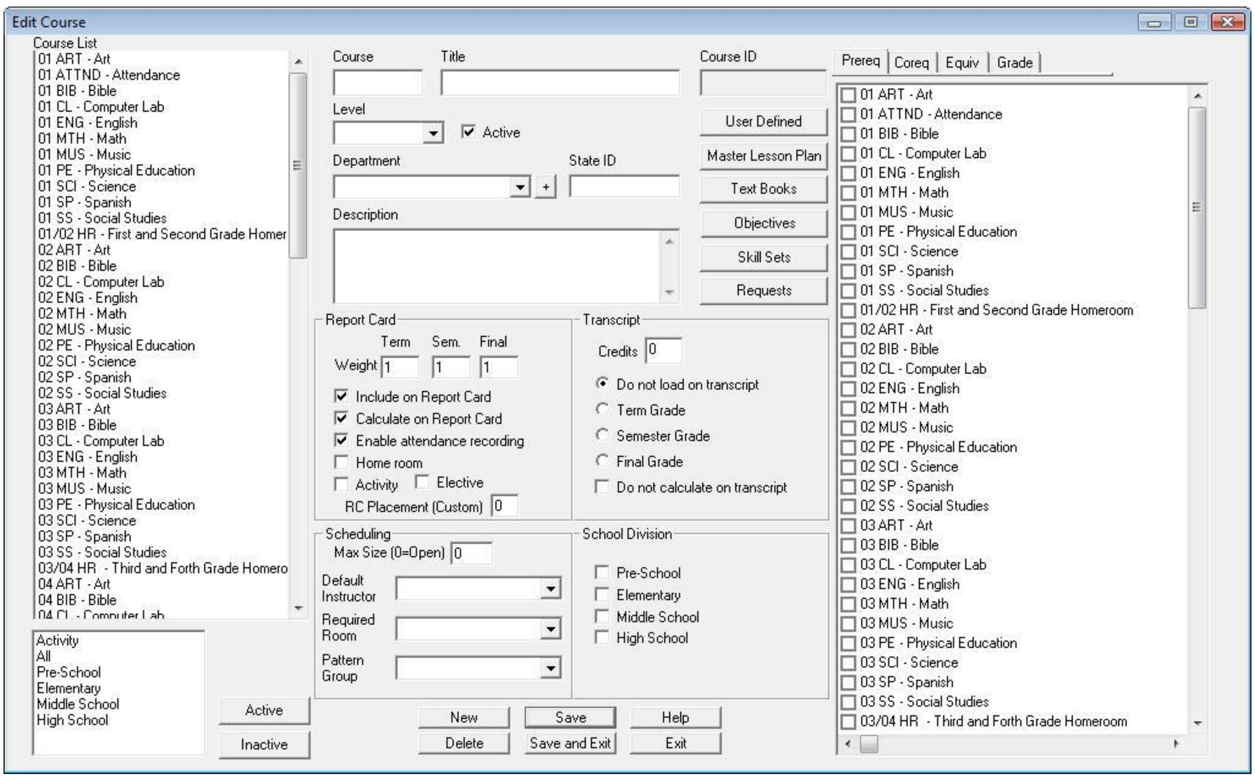
**Note:** This grade translation created is not the same as the grade translation created for grade books. The two remain separate in case an instructor wants to place his/her class on a different grading scale.

## Courses

In RenWeb there is a difference between a Course and a Class. A Course is a top-level designation; A Class is an actual meeting of a Course (often times referred to as a Section). For example, English Composition is a course. The class is Section ‘A’ of English Composition, taught by Mrs. Smith, in Room 100, at 8:00 a.m.

### Adding a Course

1. From the Main Menu, click **Courses**.
   The **Course** screen opens.




2. Click **New**.

3. In the **Course** field, type a course abbreviation to be used when creating classes. Keep it short and simple; a max of 5 characters. (While the field allows up to 10 characters in the field, it is recommended to limit the characters to 5)

    a. Use all CAPITAL letters

    b. Avoid punctuation marks

    c. Each course name must be completely unique. i.e. ALG1

4. In the **Title** field, type the official course name. i.e. Algebra 1.
5. From the **Level** drop-down box, select a Course Level.
6. From the **Department** drop-down menu, select the department with which the course is associated.
7. Type the **State ID** assigned to the course. The State ID will automatically populate this field in the Transcript for any courses added to the transcript by RenWeb.
8. Type a **Description** of the course.
9. In the **Report Card** section, establish the report card parameters:
    a. Type the **Term**, **Sem.**, and **Final Weights**.
    b. If the course should not be on the report card, deselect the **Include on Report Card** option.
    c. If the course should not be calculated on the report card, deselect the **Calculate on Report Card** option.
    d. If the teacher will not be taking attendance for the course, deselect the **Enable attendance recording** option.
    e. If a course is the designated Homeroom, select the **Homeroom** option.
    f. If the course is an activity, select the **Activity** option.
    g. If the course is an elective, select the **Elective** option.
10. In the **Transcript** section, establish the transcript parameters:
    a. In the **Credits** box, enter the course credits. This is typically used for High School level courses.
    b. If the classes generated from this course should not be on the student transcripts, select **Do Not Load on Transcript**.
    c. Select when to load the grade to the transcript:
        i. **Term Grade**
        ii. **Semester Grade**
        iii. **Final Grade**

d. If a class is on the transcript, but should be omitted from the final GPA and averages calculation, select the **Do Not Calculate on Transcript** option.

11. In the **Scheduling** area, select the scheduling parameters:

    a. Add a Max Size for the course.

    b. If an instructor is required for a course, select the **Default Instructor**.

    c. If a course must meet in a specific room, select the **Required Room**.

    d. Select the **Pattern Group** with which to associate the course.

12. Select the **School Division** with which the course is associated:

    a. **Pre-school**

    b. **Elementary**

    c. **Middle School**

    d. **High School**

13. Click **Save** to add the course to the list of courses for the school.

## Deleting a Course

1. From the Main Menu, click **Courses**.

2. From the course list box (left), click on the course name to select it.

3. Click **Delete**.

**Warning!** It is not possible to delete a course if there are class sections currently defined or based on that course. If the user inactivates a course without un-enrolling students and removing the class section, that section will continue to show in the grade book.

## Course Skill Sets

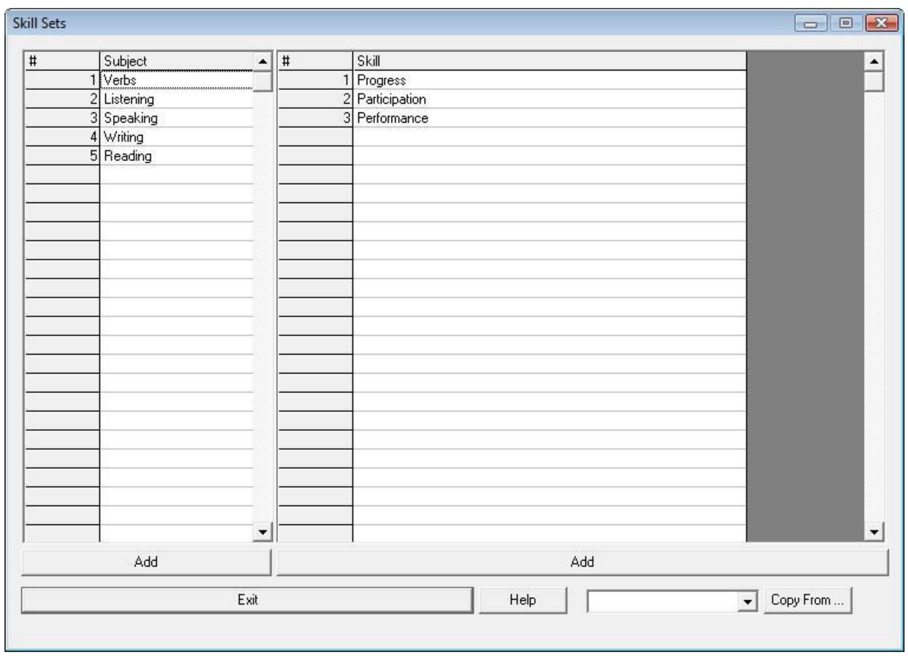
Courses with skill sets have a list of subject areas to master for proficiency. Subjects are divided into specific skills. Skill levels are graded: Course > Subject > Skills.

### Creating a Subject

1. From the Main Menu, click **Courses**.
   The **Edit Course** screen displays.

2. From the **Course List**, click the course in which the skill set will be measured.

3. Click the **Skill Sets** button.
   The **Skill Sets** screen displays.




4. Double-click the first blank entry line in the **Subject** grid. Or click the Add button under the **Subject** grid.
   The **Edit** subject dialog box displays.

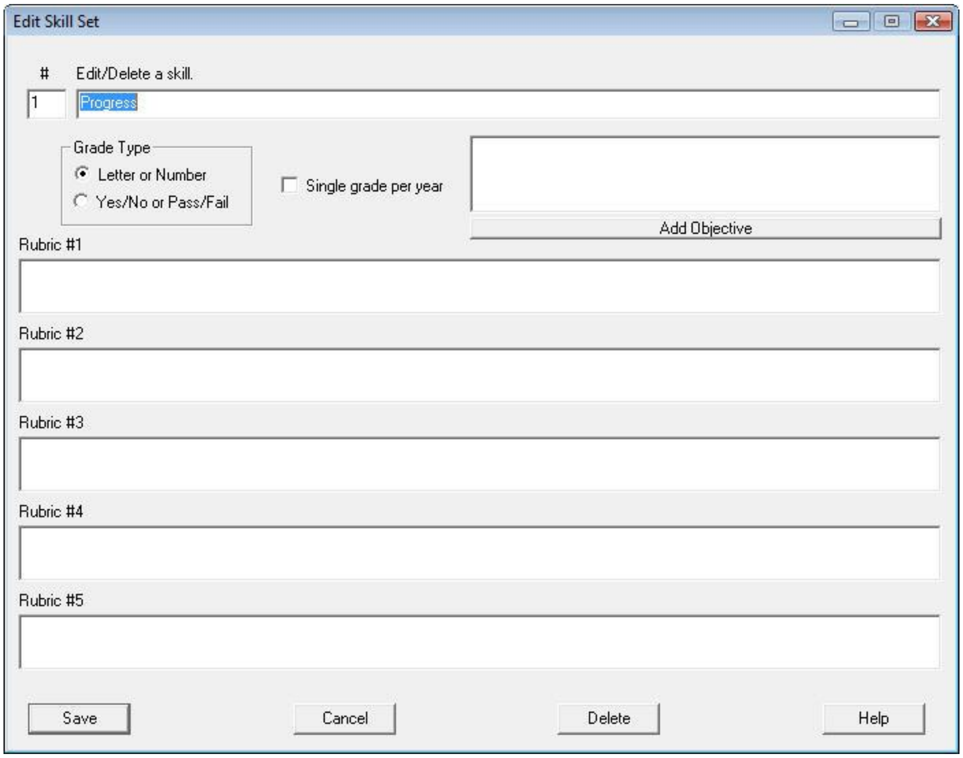
5. Type a subject in the text field.
   The subject **ID #** defaults to the first available number. This is important in identifying the order in which the subject is displayed and is used to associate skills with skill set grades.

6. Click **Save**.
   The subject displays in the **Subject** grid.

## Creating a Skill

1. From the Skill Sets screen, select the subject for which to add a skill in the **Subject** grid.

2. Click **Add** under the **Skill** grid.
   The **Edit Skill Set** screen opens.




3. Fill in the appropriate data:

   a. # (Skill Number): Used for ordering the skills and for identifying the skill in the report card.

   b. **Skill Name**: Type the skill name.

   c. **Grade Type**: May be a **letter/number** grade or a **Yes/No** grade.
   Use **Yes/No** grades to identify that a subject was covered for a student.
   **Letter/Number** grades indicate a skill level for the subject.

   d. **Single Grade Per Year** option indicates that there is only one grade saved for this item in a year. This is often time associated with **Yes/No** grades. One entry only will be accepted for a skill with this setup.

   e. Click **Save**. The skill displays in the **Skill Sets** screen when the subject is selected.

# Course Objectives

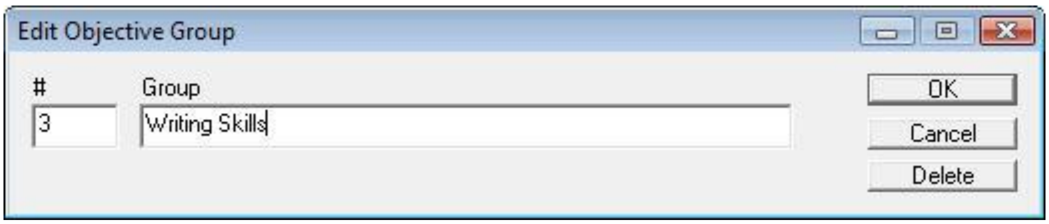
## Adding an Objective Group

1. From the Main Menu, click **Courses**.
   The **Edit Course** screen displays.

2. From the **Course List**, select the course for which the Objective will be added.

3. Click the **Objectives** button.
   The **Course Objectives** screen displays.

4. Click **Add Objective Group**.
   The **Edit Objective** dialog box displays.



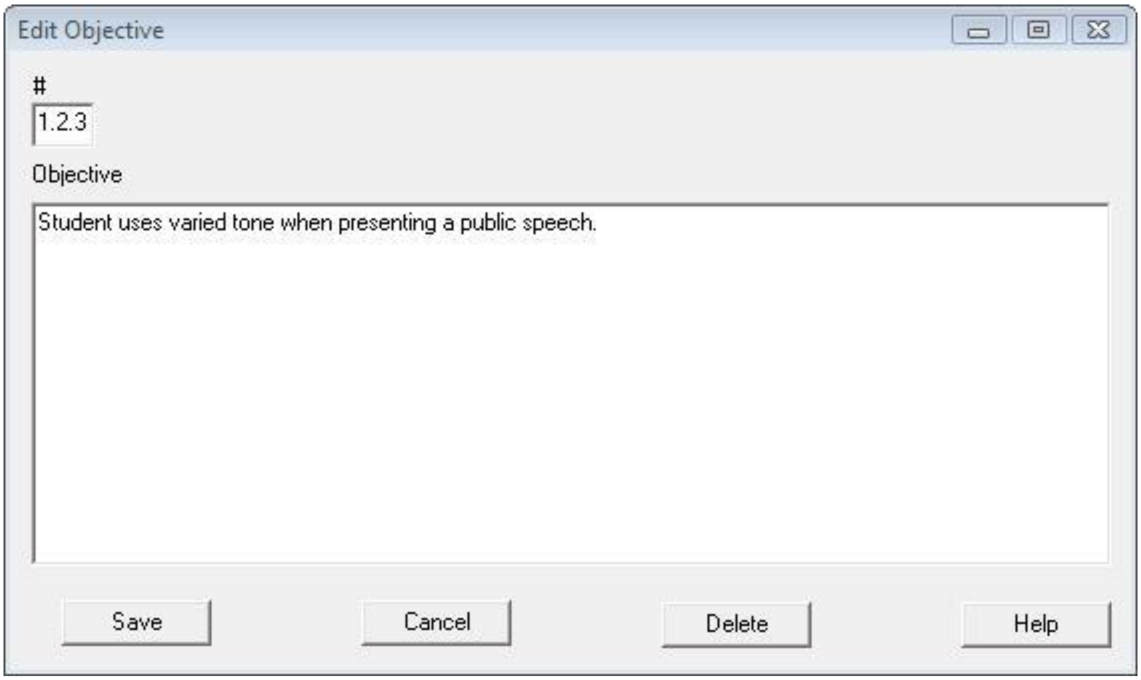

   a. In the # field, type a number by which to sort the objective.

   b. In the **Group** field, type the group name.

   c. Click **OK**.

## Adding an Objective to a Group

1. From the **Course Objectives** screen, click **Add Objective**.
   The **Edit Objective** screen displays.




2. In the **Edit Objective** screen, enter the data:

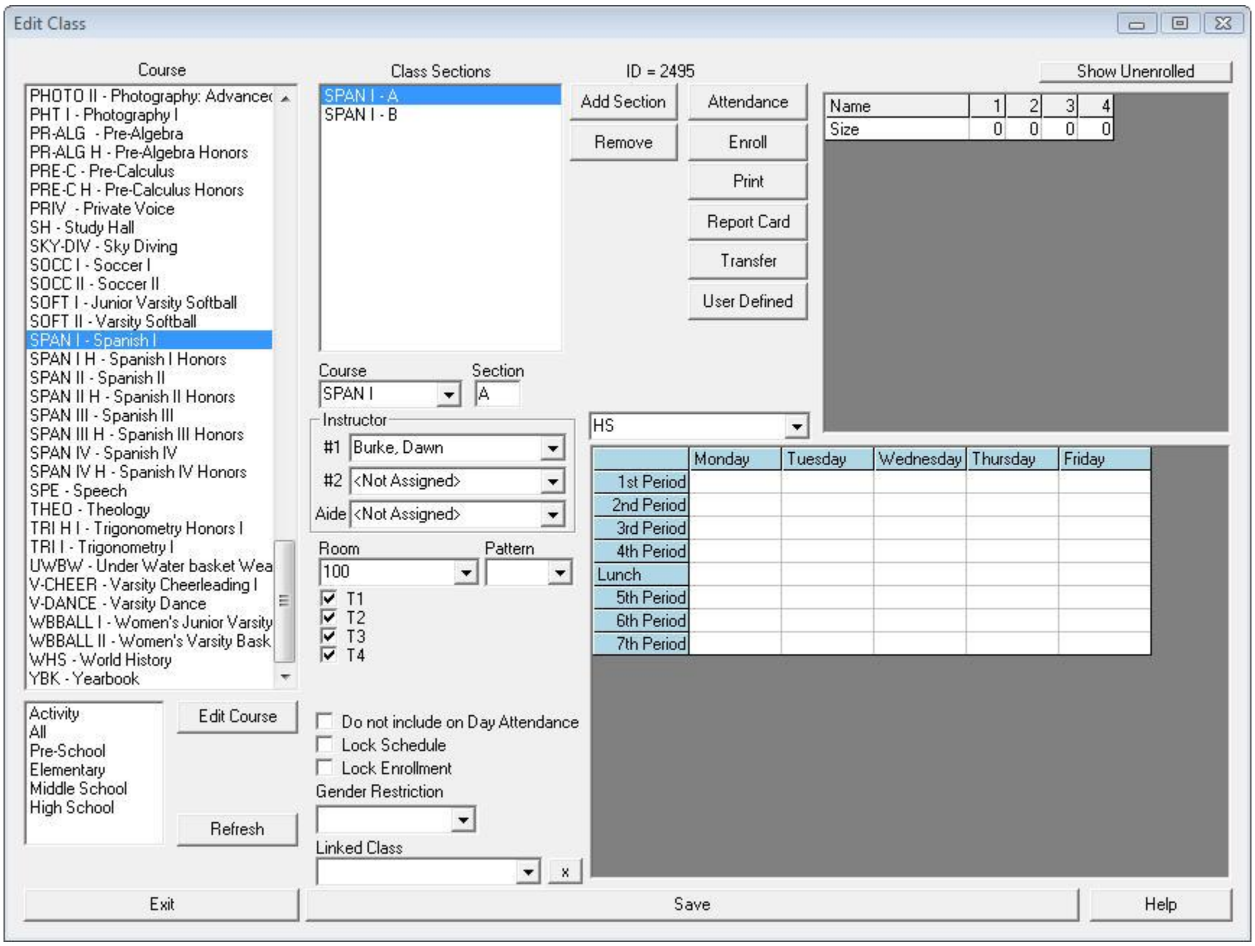
   a. In the **#** field, type a number by which to sort the objectives.

   b. In the **Objective** field, type a description of the objective.

   c. Click **Save**.

## Classes

The **Edit Class** screen is a multiple function screen that allows the user to create and edit all aspects related to classes in one place, including: student enrollment and transfers; attendance; grades; instructor; room; term; the class time table.



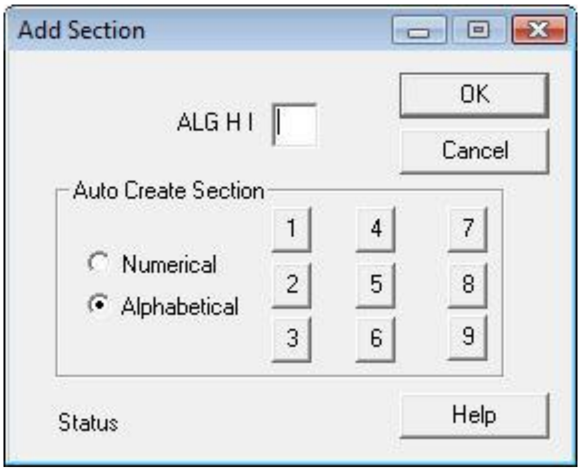
## Auto-Creating Class Sections

1. From the Main Menu, click the **Classes** button.

   The **Edit Class** screen displays.

2. Select the **Course** to which to add class sections from the list on the left.

3. Click the **Add Section** button.
   The **Add Section** screen displays.




4. In the **Auto Create Section** area, select the option of **Numerical** or **Alphabetical**.

5. Click on the number that represents the number of sections desired.
   If more than 9 sections are needed, repeat the process and the additional sections will be added beginning with the next appropriate numeral or letter designation.

6. Click **OK** to exit the Add Section Screen and return to the Edit Class screen.
   The class section(s) has been added to the **Class Sections** list.

## Manually Creating Class Sections

1. From the Main Menu, click the **Classes** button.
   The **Edit Class** dialog box opens.

2. Select the **Course** to which to add class sections from the list on the left.

3. Click the **Add Section** button.
   The **Add Section** screen displays.

4. Type the specific section letter or number for the class you are adding in the text field above the **Auto Create Class Section** area.
   It is possible to create a class section by teacher's last name or initial for quick recognition of multiple sections for the same course.

5. Click **OK** to exit the **Add Section Screen** and return to the **Edit Class** screen.
   The class section has been added to the **Class Sections** list.

## Assigning Other Class Parameters

Once you have created class sections, you may add other parameters to the class section.

- **Instructor**: In the **#1** drop-down menu, select the main Instructor of the class. Select a second instructor from the **#2** drop-down menu. Select an Aide from the **Aide** drop-down menu.
- **Room**: Select the room in which the class section meets.
- **Pattern**: Select the pattern with which the class is associated.
- **Time Table**: If your school does not use patterns, use the time grid to schedule the class into time periods by clicking the cell in the grid in which the class is to be scheduled. To remove, click on it again. The class room displays in the grid.
- **Term:** Select the terms for which the class will be offered by clicking in the **Term** check boxes.
- Select the **Do not include on Day Attendance** option if the class section should not be included in the configuration of day attendance.
- Select the **Lock Schedule** option if you do not want the automatic scheduler to alter the schedule of the class section.
- Select the **Lock Enrollment** option if you do not want the automatic scheduler to alter the enrollment of the class section.
- Select a gender in the **Gender Restriction** if you want the class section to be only male or female.
- Select a **Linked Class** if the class must either meet in the same pattern as another class section or if the class must be scheduled in the same patter (different term) as another class.

## Enrolling Students into Classes

Students are typically enrolled into classes using one of four methods: Class enrollment, Student screen enrollment, Group enrollment and Automated Scheduling.

Automated Scheduling and Group scheduling are covered in detail in the Scheduling training classes, but we will be referring to them briefly in this training.

### Class Enrollment

This method is typically used to enroll students into classes before the school year begins, because you can enroll a large number of students into a specific subject simultaneously.

1. From the Main Menu, click **Classes**.
   The **Edit Classes** screen displays.

2. Select the course in which to enroll students from the **Course** list.

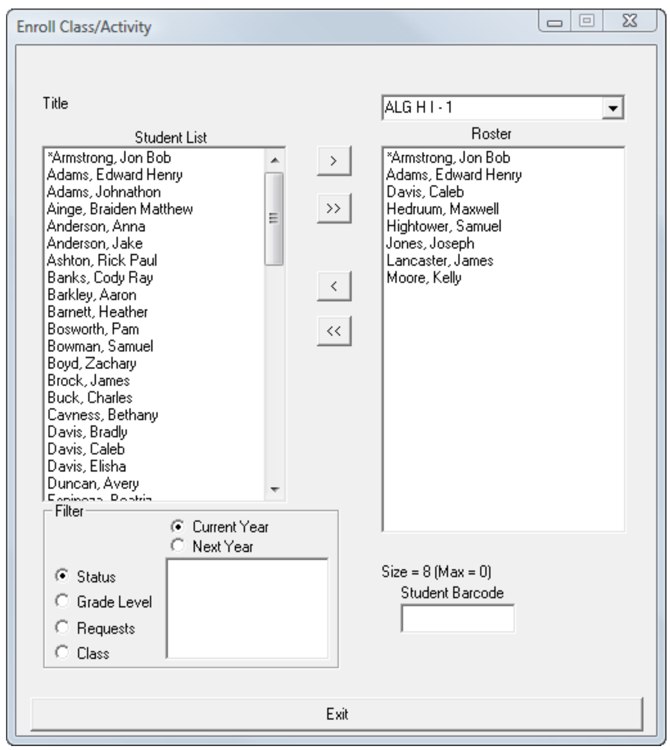
3. Click on the **Class Section** in which to enroll students.

4. Click the **Enroll** button.
   The **Enroll Class/Activity** screen displays with the class section selected in the drop-down menu.

5. Use the **Filter** to refine the **Student List**.

6. Use the **>** or **>>** (arrow) buttons to move students to the **Roster**.
   The student is enrolled in the class section.

   Use the **<** or **<<** (arrow) buttons to remove a student from the **Roster** list and un-enroll him or her from a class.



## Student Screen Enrollment

This method is typically used to enroll students who come to the school after the school year has started. This method allows you to see the placement of a student's enrolled classes into a time schedule.

1. From the **Student** screen, **General** tab, click the **Schedule** tab.
2. Use the **Filter** to control the course list and class sections for which you can enroll students.
    a. **All Courses**: displays all courses in the school.
    b. **Class Groups**: displays all groups that have been created.
    c. **Requests**: displays the student's requested courses.
    d. **Activities**: If the school enrolls students into activities (athletics, cheerleading, drill team, etc.), select view available activities.
3. Click on a course name.
   The class section(s) display in the Available Class List.
4. From the **Available Class List**, click on the class section.
5. Click the **>** (arrow) button to move the selected class to **Enrolled Classes**.
   The **Class** will display in the **Schedule** grid reflecting any conflict now existing with a student’s schedule.

**Note:** You can only enroll one class at a time.

6. Repeat the procedure for each additional course/class.

### Unenrolling a Student fom the Student Screen

1. From the **Enrolled Classes** list, double-click a class name to unenroll a student.

## Group Enrollment

This method is typically used to enroll elementary or self contained groups of students into a group of classes. The helpful aspect of this feature is that if a specific grade level takes certain classes, those classes can be made into a group into which students are enrolled.

### Create a New Class Group

1. From the Main Menu of RenWeb, click **Scheduler**.
   The **Filter** screen opens.

2. Select the desired **School Division** filters.

3. Click **Scheduler**.

4. The **Scheduler** screen opens with the **Configuration** tab selected.

5. Select the template for which you will be adding groups.

6. Click the **Groups** tab.

7. Click in the **Name** window and type the name of the group to create.
   For example, Miller - 02 for the group of classes Mrs. Miller teaches in second grade.

8. When finished, click **Save**. The name of the new group displays in the Class Group list.

## Add Classes to a Class Group

1. From the Main Menu of RenWeb, click **Scheduler**.
   The **Filter** screen opens.

2. Select the desired **School Division** filters.

3. Click **Scheduler**.
   The **Scheduler** screen opens with the **Configuration** tab selected.

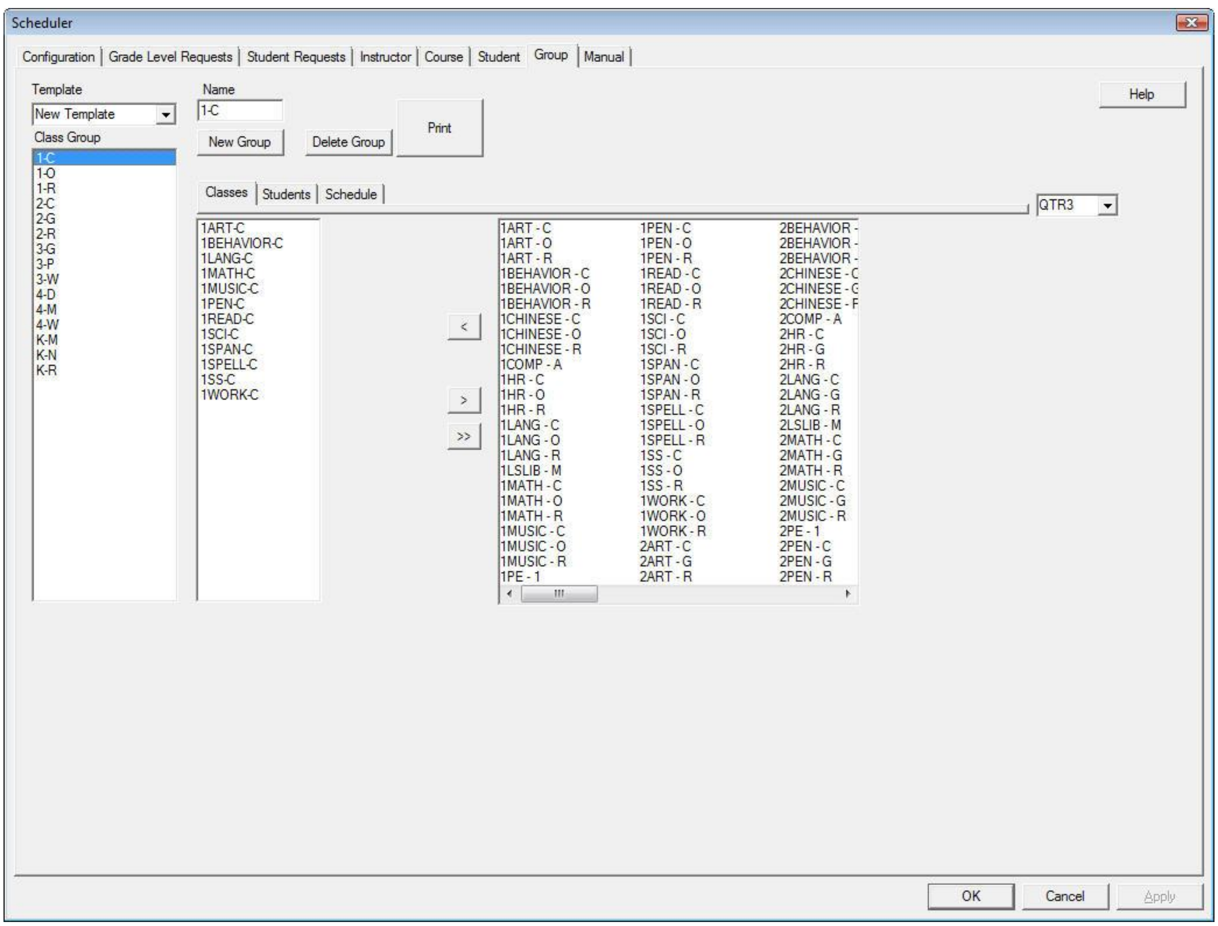
4. Select the template for which you will be adding classes to a group.

5. Click the **Groups** tab.

6. From the **Class Group** list, select the **Class Group** to which to add classes.

7. From the class list (right), select the classes to add to the group.

8. Click the **<** arrow. The chosen classes display in the selected class list (left).



## Enroll Students into a Class Goup

1. From the Main Menu of RenWeb, click **Scheduler**.
   The **Filter** screen opens.

2. Select the desired **School Division** filters.

3. Click **Scheduler**.
   The **Scheduler** screen opens with the **Configuration** tab selected.

4. Select the template for which you will be enrolling students into a group of classes.

5. Click the **Groups** tab.

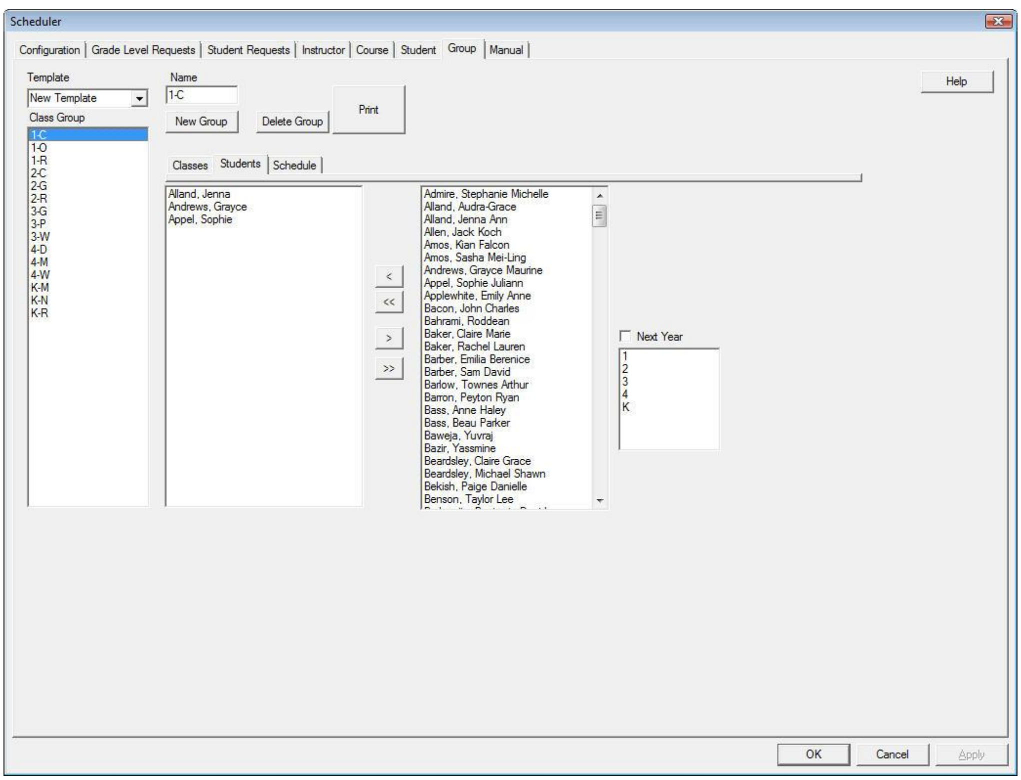
6. From the **Class Group** list, select the **Class Group** in which to enroll the students.

7. Click the **Students** tab.
   The group student list displays (left), and the complete student list displays (right).

8. From the grade list (lower right), select the grade level. The filtered student list displays.

9. From the filtered student list (right), select the students for the group.

10. Click the **<** (left arrow). The selected students are added to the group student list.



# Courses/Classes Exercise

**Objectives:** Add a course

Use UD to name the Section

Change terms

Schedule Manually

Change section name

Enroll a student – 3 different ways

Add multiple class sections

## Add a New Course

1. Course: HIST-SCOT
2. Title: Scottish History
3. Level: Standard
4. Credits: .5
5. Weight: 1
6. Department: History
7. Include and Calculate on Report Card: Yes
8. Load to Transcript: Semester
9. Requires Attendance: Yes
10. Active: Yes
11. Filter: High School

## Add Multiple Class Sections

1. Add a section named 101
    a. Assign a teacher

    b. Assign a room number
    c. Assign it to all four terms
2. Auto create a section with a numerical name
    a. Assign a teacher
    b. Assign a room number
    c. Assign it to terms 1 and 2
3. Auto create a section with an alphabetical name
    a. Assign a teacher
    b. Assign a room number
    c. Assign it to terms 3 and 4

### Schedule the Class Manually

1. Schedule section 101 to meet on Monday, Wednesday and Friday during Period 1.
2. Schedule the section with a numerical name to meet on Tuesdays and Thursdays during Period 1.
3. Schedule the section with an alphabetical name to meet on Monday through Friday during period 5.

## Change Section Names

1. Change the name of the numerical and alphabetical sections to 102 and 102 respectively.

## Enroll Paddy *Patterson in a Class

1. Enroll Paddy *Patterson into section 102 using the Enrollment button.

2. Transfer Paddy *Patterson into section 101 for term two using the transfer button.

3. Enroll Paddy into section 103 for terms 3 and 4.

# RenWeb Setup: System Defaults

The system defaults area is where overall system configuration properties are set. Each area is saved independently and must be updated by the school as needed.

These include:

- Report Card Editing
- Grade book Editing
- Lesson Plan Labels
- Family Name Configuration
- Current Year/Current Term
- Next Year

## Report Card Editing

The Report Card Editing area is used to enable and disable the terms into which the report card data may be entered. This prevents instructors from inadvertently putting grades into the wrong term or modifying grades without office notification after they have been officially entered.

## Grade Book Editing

Administration has the option of un-checking a term box so changes may not be made to the grade book after the term is finished and grades have been loaded to the report card. This option forces the instructor to let the office know there needs to be a change made so a student's report card may be reloaded and reprinted to show the correction.

## Current Year – Default Year

Each school has the option to assign the Year and Term in which RenWeb will open when everyone logs in. Ideally, when you are finished with each grading period (Term) and are ready to begin working in the next, you (Administration) will go into RenWeb Setup/System Defaults and change the Default Term from T1 to T2 or Q1 to Q2, depending on your school's setup. Next time any user logs in, the system will default to open with the Term you have assigned in system default. This also affects the Term or Quarter in which the Teacher's Grade book will open when accessing a class.

## Next Year

In order for the online reenrollment process to pull students and the correct grade level for reenrollment, it is necessary to have the Next Year section set up under School Year.

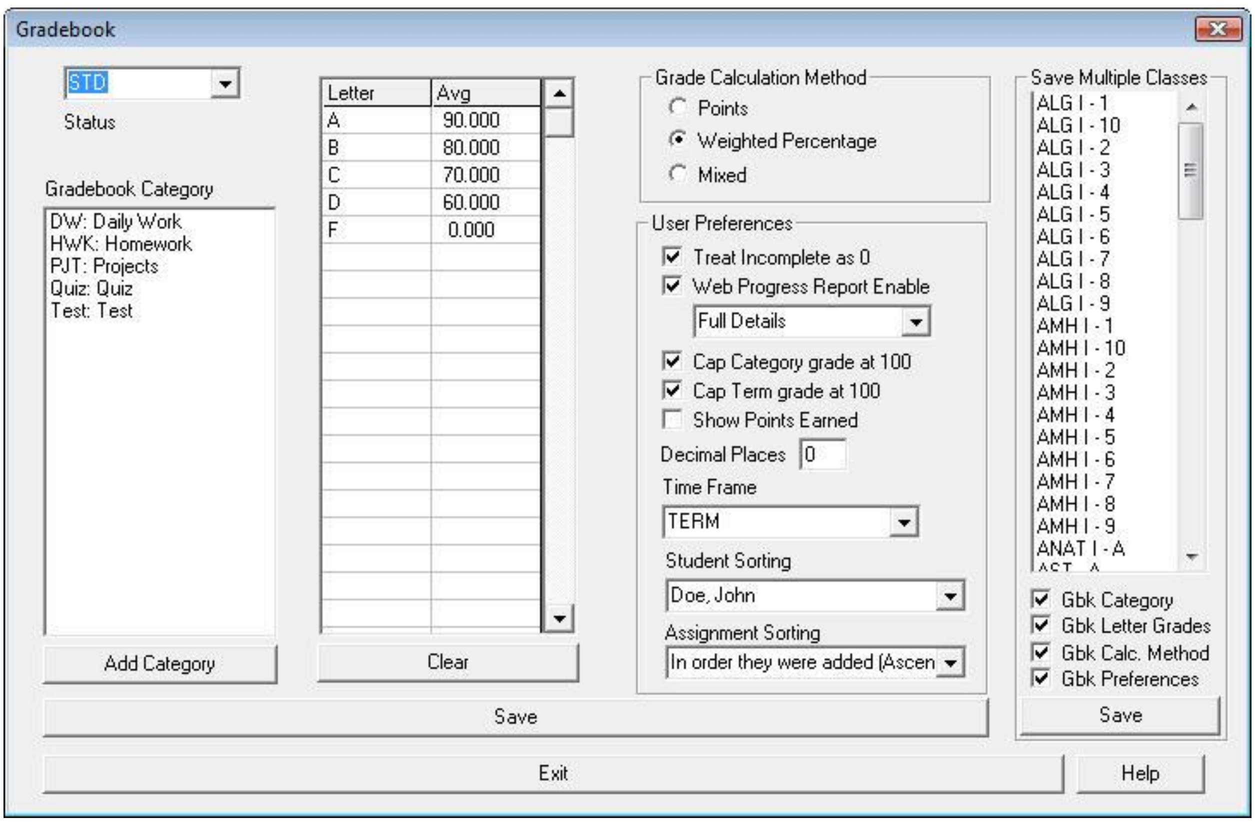
## RenWeb Setup: Grade Book

The grade book has several setup options. These options may be set up by the appropriate instructor for each class within his/her Grade book/Class or an administrative staff member for the whole school through RenWeb Setup/Grade book. Schools using Letter grades determine the Numeric averages that are associated with a letter grade.

### Configuring Grade Book Setup

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu displays.

2. From the **RenWeb setup** menu, click **Grade Book Setup**.
   The **Grade Book** screen opens




3. Select the **Course Level** to configure from the Course Level drop-down list box (upper left corner). If grade data has already been entered, it will be displayed in the grid.

4. To add a **Grade Book Category**, click the **Add Category** button.
   The **Grade Book Category** window opens.

   a. Type the category **Title**.

   b. Type a **Description**.

   c. Add a **Weight** if you use a **Grade Calculation Method** of **Weighted Percentage** or **Mixed**.

   d. Select the **Terms** in which the category will display in the grade book.

   e. Click Save and Exit.

5. Click in the grid and type in the letters and the lowest numeric average associated with each letter. (To remove characters use the back space key.)

6. Select a **Grade Calculation Method** of **Points**, **Weighted Percentage** or **Mixed**.

7. Establish User Preferences:

   a. Select **Treat Incomplete as 0** if all grades assigned a status of 'I' (incomplete) will be averaged into the grade book average as a zero.

   b. Select the level detail to display on ParentsWeb from the **Web Progress Report Enable** drop-down menu:

      i. **Full Details**

      ii. **Category Averages**

      iii. **Term Average**

   c. Select **Cap Category grade at 100** to disallow category grades from exceeding 100.

   d. Select **Cap Term grade at 100** to disallow term grades from exceeding 100.

   e. Select the **Decimal Places** to display in the Grade Book.

   f. Select the grade book **Time Frame**:

      i. **Term**

      ii. **Semester**

      iii. **Year**

g. Select the method of **Student Sorting**.

h. Select the method of **Assignment Sorting**.

8. Click **Save** (on the right).

## Saving a Grade Translation to a Class Grade Book

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu displays.

2. From the **RenWeb setup** menu, click **Grade Book Setup**.
   The **Grade Book** screen opens.

3. Select the **Course Level** to configure from the Course Level drop-down list box (upper left corner). If grade data has already been entered, it will be displayed in the grid.

4. Select the Class from the **Save Multiple Classes** list.

5. Select **Save** (on left).

## Saving a Grade Translation to All Class Grade Books

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu displays.

2. From the **RenWeb setup** menu, click **Grade Book Setup**.
   The **Grade Book** screen opens.

3. Select the **Course Level** to configure from the Course Level drop-down list box (upper left corner). If grade data has already been entered, it will be displayed in the grid.

4. Select all classes in the **Save Multiple Classes** list (or highlight only the classes to which to save the current configuration.)
   Highlight and scroll to select all or hold down the Ctrl key and select the individual classes to which to apply the setup.

5. Select the **Save** button under the **Save Multiple Classes** section.

# Grade Book Exercise

**Objective:** Set up the grade scale for all classes in the school.

## Establish a Grade Scale for Elementary and Secondary Classes

1. Set up the grade scale for a specific Course Level in your school.
2. Save it to all other classes using the Save Multiple Classes feature.
3. Set up the grade scale for a specific Course Level.
4. Save it to all other applicable secondary classes using the Save Multiple Classes feature.
5. Repeat if needed for Honors and AP level class grading scales.

**Note:** The grade scale may have already been configured in RenWeb by your Project Manager. Only complete this exercise for classes that have not previously configured.

## Report Card

RenWeb automates the report card production process by collecting, configuring and producing report cards that represent the input provided by various staff at the school.

### Teacher Role:

- To set up his/her Grade book to produce grades, using the grading method chosen.
- To record daily grades and attendance in the Grade book.
- To post those grades to the report card, along with citizenship grades, skill set grades, etc.

### Administrator/Administration Staff Role:

- To ensure term grades and final exam grades are weighted properly for the calculating of semester, exam and final grades.
- To print and review report cards prior to distribution.

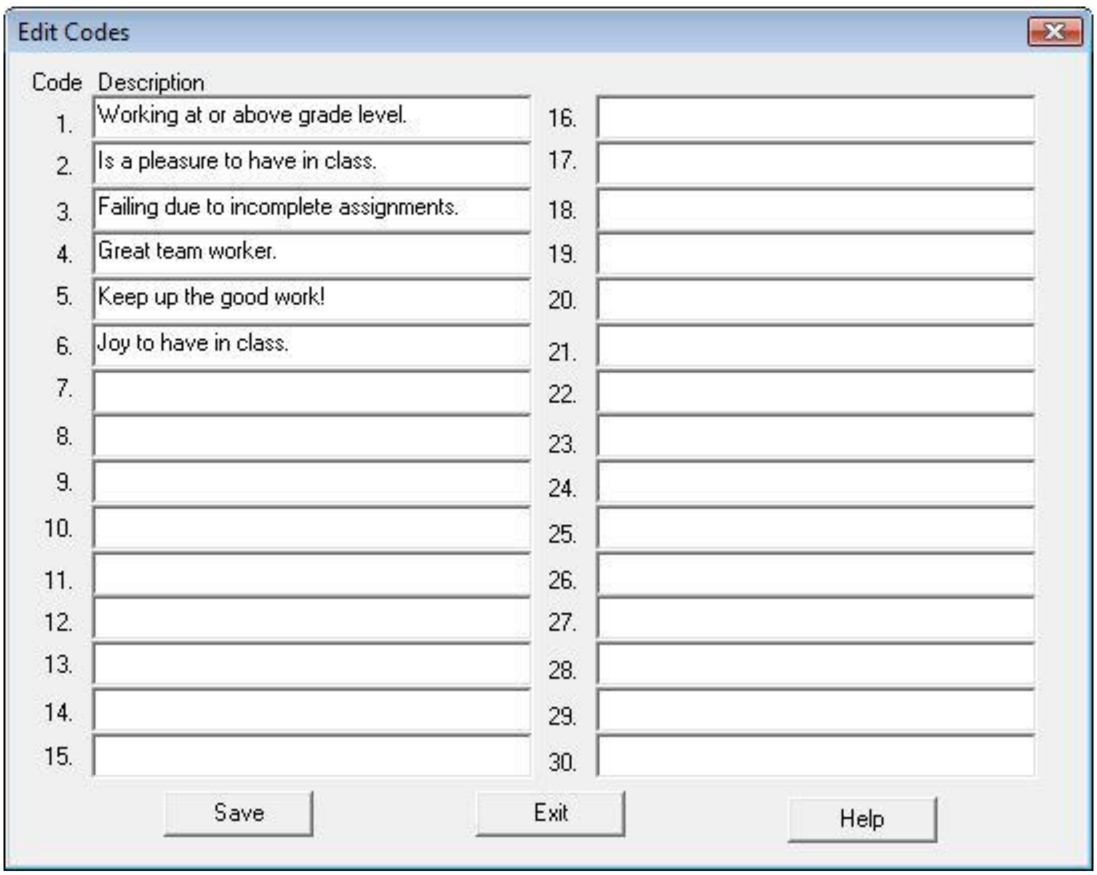
## RenWeb Setup: Report Card Comments

Comment codes allow the staff or instructor to make predetermined comments on the report card. These comments are connected to a code using this screen. For example, “1” could be defined as “Does Excellent Work,” “2” as “Talks Too Much in Class,” etc.

### Adding Comment Codes

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu opens.

2. Click the **Report Card Comments** button.
   The **Comment Codes** screen opens.




3. Type the comment description in the **Description** field.
   It will automatically be associated with the corresponding number code.

4. Click **Save**.

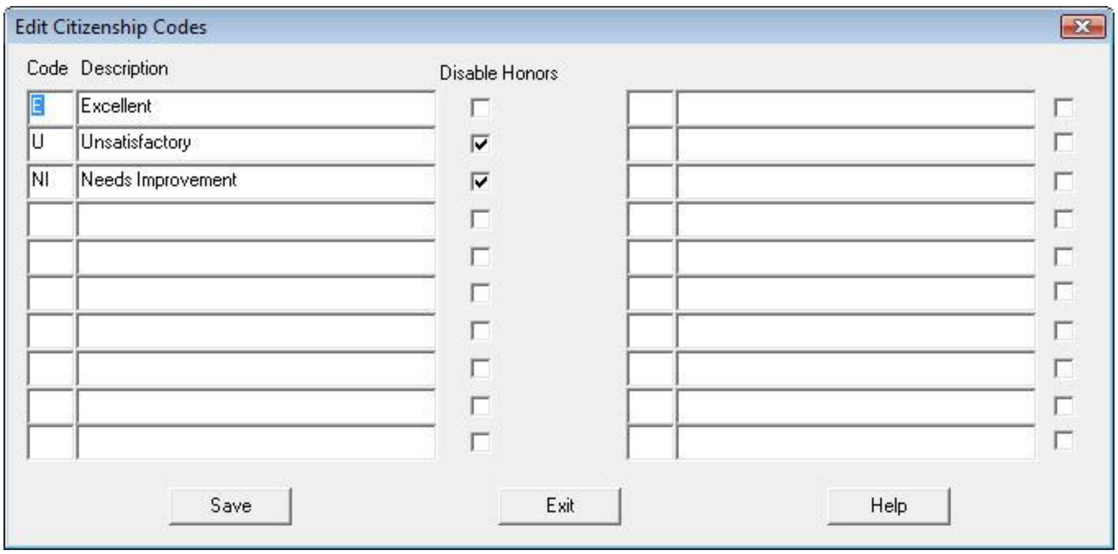
## RenWeb Setup: Citizenship Codes

Citizenship codes are created and utilized to associate a description of behavior, using a code. For example, “NI” represents “Needs Improvement.”

### Adding Citizenship Codes

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu opens.

2. Click **Citizenship Codes**
   The **Edit Citizenship Codes** screen opens.




3. Type the letter or number (may be a range) grade into the **Code** column of the grid.

4. Type the description of that grade into the **Description** column.

5. If the Code prohibits a student from being on the honor roll check the **Disable Honors** check box.

6. Select **Save**.

## RenWeb Setup:  Report Card Formula

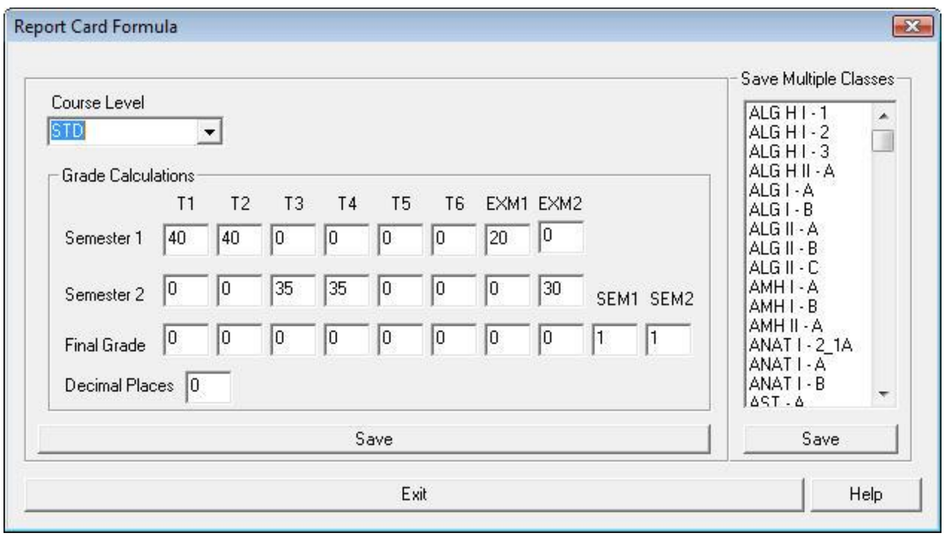
If the school uses a number grading scheme for report card grades, RenWeb may automatically calculate the class grades based on a formula that the user defines. This formula may be tied to course levels or may be different for each class.

### Creating a Report Card Formula

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu opens.

2. Click **Course Level**.
   The **Edit Course Level** screen opens.

3. Click the **Report Card Formula** button.
   The **Report Card Formula** screen opens.




4. Select the **Course Level** for which to set up the report card formula.

5. Establish the parameters and click the **Save** button.

6. Enter the number of **Decimal Places**, if any, to be shown on the report card.

7. Click **Save**, located below the **Course Level** drop-down list, to save the formula to this Course Level.

8. To save this formula to other classes, highlight the courses in the **Save Multiple Classes** list by scrolling to select all the classes OR hold the Ctrl key to select individual classes.

9. Click **Save** under the **Save Multiple Classes** list.

**Notes:**

- It is acceptable to use the same Report Card Formula for courses even if some have exams and some do not. If student is missing exam grade the system will automatically not include it in the calculation.

- Most people think of averaging in terms of a simple average:
  Adding up all the term averages and dividing by the number of terms.
  (90 + 80 + 70)/3 = 80

  The Report Card Formula utilizes a weighted average:
  Multiplying each term average by its weight, adding the results together, and then dividing by the combined weight of all terms.
  (90*40 + 80*40 + 70*20) / 100 = 82

- Weighted averaging is typically used in all academic calculations. If all the weights are the same then simple average and weighted average will bear the same result. Weighting provides relative importance of grades.

- In the Report Card Formula, the weights do not have to add up to 100.

## RenWeb Setup: Database Tasks

Database Tasks is an area in RenWeb where system-wide functions may be performed by staff members with administrative security group rights. It is an extremely powerful tool and should be utilized only when mass changes to the databases need to take place.

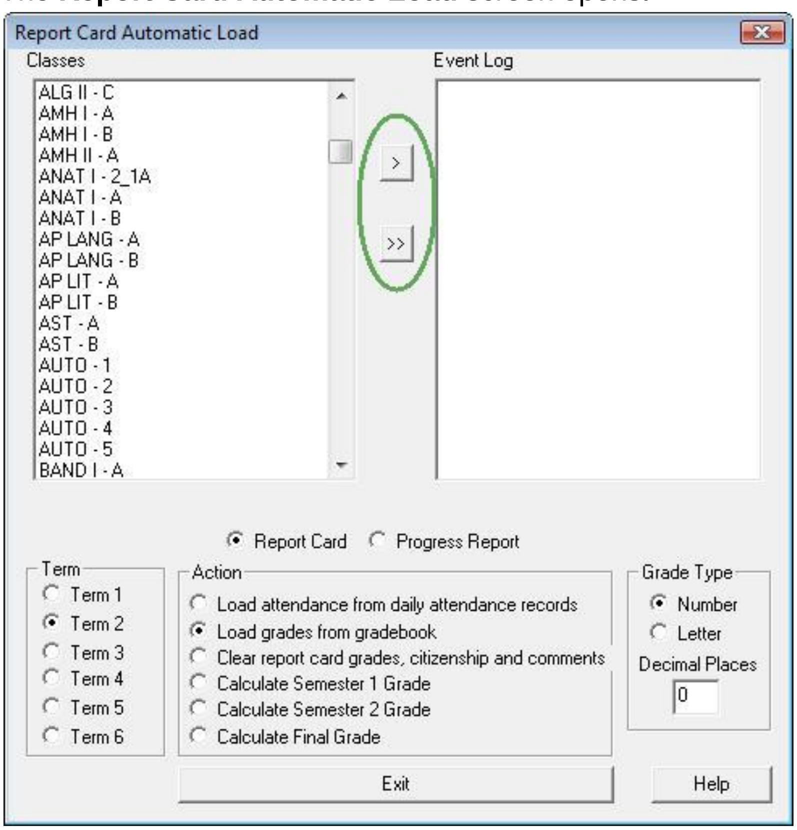
### Report Card Automatic Load

This function allows the user to mass load or set the report card attendance and grades from all classes without having the teacher load grades from Grade book to report card.

1. From the Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu displays.

2. Click **Database Tasks**.
   The **Database Tasks** screen opens.

3. Select **Report Card Automatic Load** and click **Run**.
   The **Report Card Automatic Load** screen opens.




4. Select the **Term** for which to load grade book grades to the report card.

5. Select the **Action** to complete.

6. Select the **Grade Type** of **Number** or **Letter**.

7. Type the number of **Decimal Places** to display on the report card.

8. Use the **>** or **>>** (arrow) buttons to load a single class or multiple classes, respectively, from the grade book to the report card.

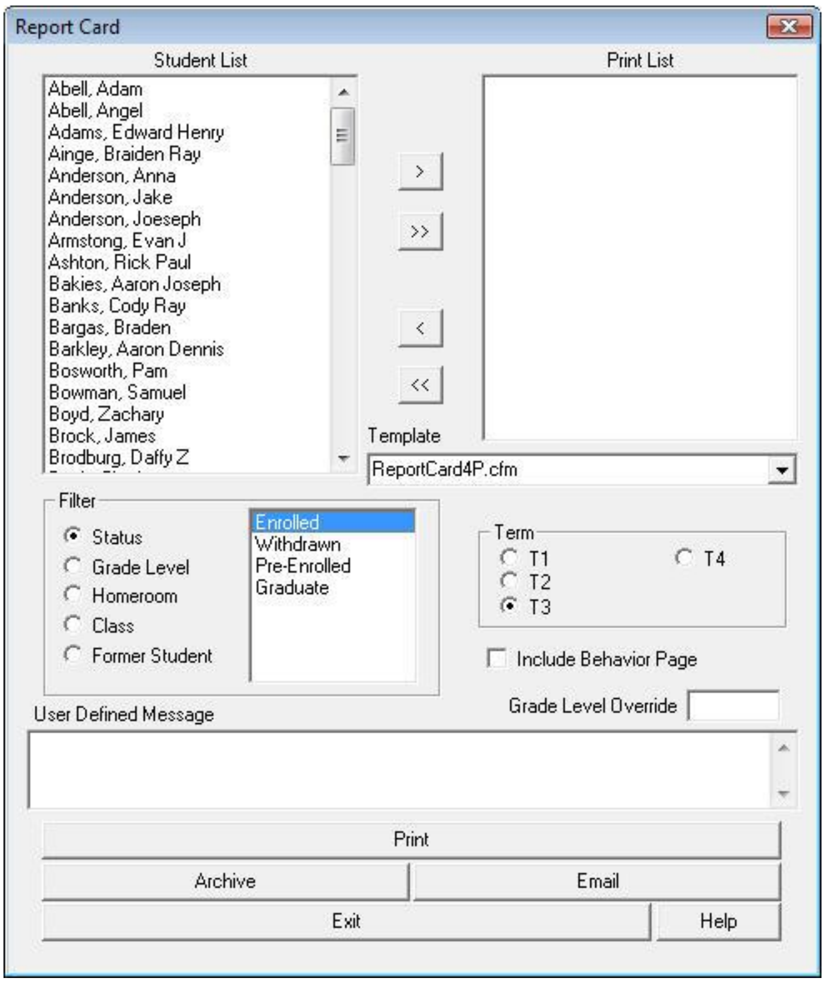
## Printing Report Cards

1. From the Main Menu, click **Report Manager**.
   The **Report Manager** screen opens.

2. Click the **Category** of Academics.
   The **Report Title** list populates with reports relating to academics.

3. Click the **Report Title** of Report Card.

4. Click **Print**.
   The **Report Card** screen opens.



5. Select the **Filter** option that will list the student(s) for whom to print report card(s):

    a. **Status –** list students by enrolled status.

    b. **Grade Level** – list all students from a specific grade level.

    c. **Homeroom** – list students from a specific homeroom.

    d. **Class** – list students from a specific class.

    e. **Former Student –** lists students who are former students.

6. Use the **>** or **>>** (arrow) buttons to move students to the **Print List**.

7. Select the template from the **Template** drop-down list box. RenWeb provides standard templates free of charge that may be used. RenWeb may also create a custom template for schools for an additional charge.

8. Select the **Term** for which print the report card.

9. Click **Print**.
    The report(s) will be displayed in an Internet Explorer window.
    Select the Internet Explorer File>Print menu option to print.

# Report Card Configuration Exercise

**Objectives:** Establish the grade calculation formula for elementary courses.

Establish the grade calculation formula for full year secondary courses.

Establish the grade calculation formula for semester secondary courses.

Create Comment Codes and Citizenship Codes (if applicable).

## Create a Report Card Formula for Elementary Classes

1. Select an elementary class.
2. Establish the grade calculation used by the school.
3. Save it to all other elementary classes.

**Note:** The report card formula may have already been configured in RenWeb by your Project Manager. Only complete the report card formula exercises if needed.

## Create a Report Card Formula for Fully Year Secondary Courses

1. Select a secondary, full year class.
2. Establish the grade calculation used by the school.
3. Save it to all other secondary, full year classes.

## Create a Report Card Formula for Semester Secondary Courses

1. Select a secondary, semester class.
2. Establish the grade calculation used by the school.
3. Save it to all other secondary, semester classes.

## Create Comment Codes

1. Add the following comment codes:

    a. Needs improvement on organizational skills.

    b. Excellent use of time.

    c. Failing grade due to excessive absences.

    d. Contributes to classroom community and conversation.

## Create Citizenship Codes

1. Add the following citizenship codes:

    a. E - Description: Excellent

    b. G - Description: Good

    c. S - Description: Satisfactory

    d. U - Description: Unsatisfactory—Disable Honors

    e. N - Description: Needs Improvement—Disable Honors

**Note:** The Comment Codes and Citizenship Codes may have already been configured in RenWeb by your Project Manager. Only complete the above exercises if needed.

# School's RenWeb Administrator

School Security

Staff Screen:  Security Tab

RenWeb Setup:  Year and Term Setup

RenWeb Setup:  School Configuration

RenWeb Setup:  Grade Level Setup

RenWeb Setup:  Database Tasks

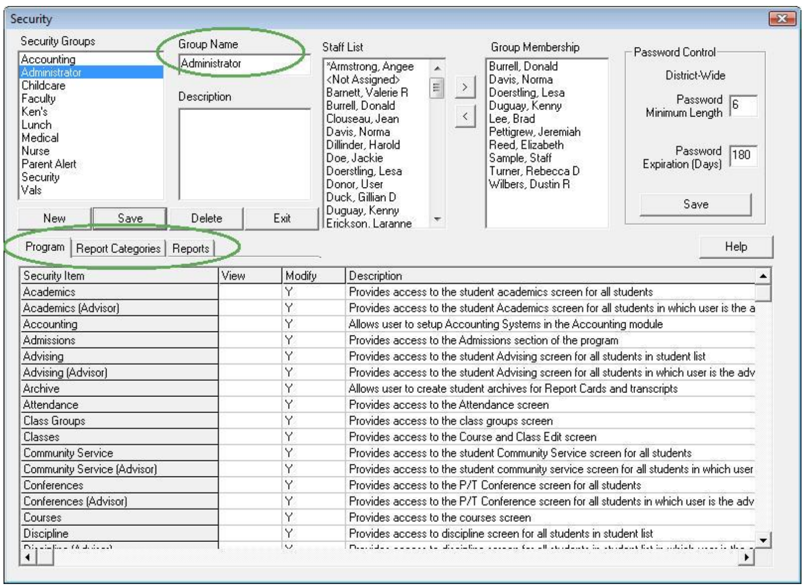
- Person Family Cleanup

## School Security

Security Groups are established to define a common set of rights for a group of people at a school. Typical security groups include Administrator, Administrator 2, Faculty, Security, Accounting, Nurse, etc. Only two individuals will be given access to the **Security** screen as it is the method by which to control access to the entire program.

### Setting up a Security Group

1. From the Main Menu, click the **Security** button.




2. Click **New**.

3. In the **Group Name** field, type the name of the security group, and add a **Description** if desired.

4. Click **Save**.

5. Go through the list of security rights and choose which rights to assign View or Modify rights for the group.

## Assigning Reporting Rights

It is possible to give individuals access to view and print all reports in a specific Report Category through the Report Categories tab or to allow access only to select Reports through the Reports tab.

1. From the **Security** screen, select the **Security Group** to which to add reporting rights.
2. Click the **Report Categories** tab and click in the grid beside a Report Manager Category name to give the group access to print all reports in the category.
3. To give the user access to only specific reports in a Category, click the **Reports** tab and select the specific reports to which to give the group access.

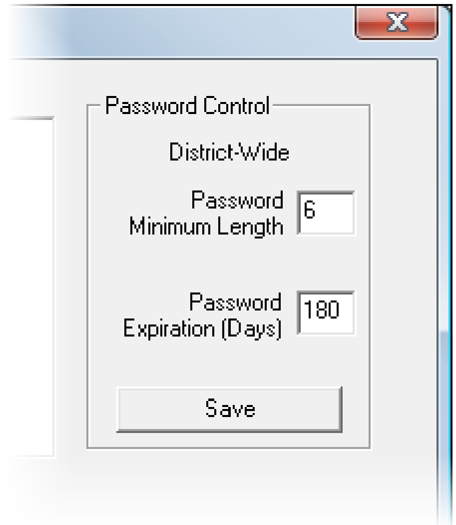
**Note:** It is not necessary to give a user rights to specific reports in the **Reports** tab if he or she has been given rights to the entire category in the **Report Categories** tab.

## Adding Staff Members to a Security Group

1. From the **Security** screen, select the **Security Group** to which to add Staff Members.
2. From the **Staff List**, select the staff member(s) to be assigned to the security group.
3. Use the **>** (arrow) button to move the staff members to the **Group Membership** list.
4. To remove a staff member from the **Group Membership** list, click on his or her name and use the **<** (arrow) button.

## Password Control

Password Control enables the administrator to establish additional parameters to assist in maintaining secure user passwords. It is possible for the administrator to create a **Password Minimum Length** longer than 6 characters if desired. In addition, it is possible for the administrator to set up a **Password Expiration (Days)** of up to 365 days. In order to change any of the information in the Password Control area, highlight the number currently in the blank and backspace it out. Type in the new number and click the **Save** button.

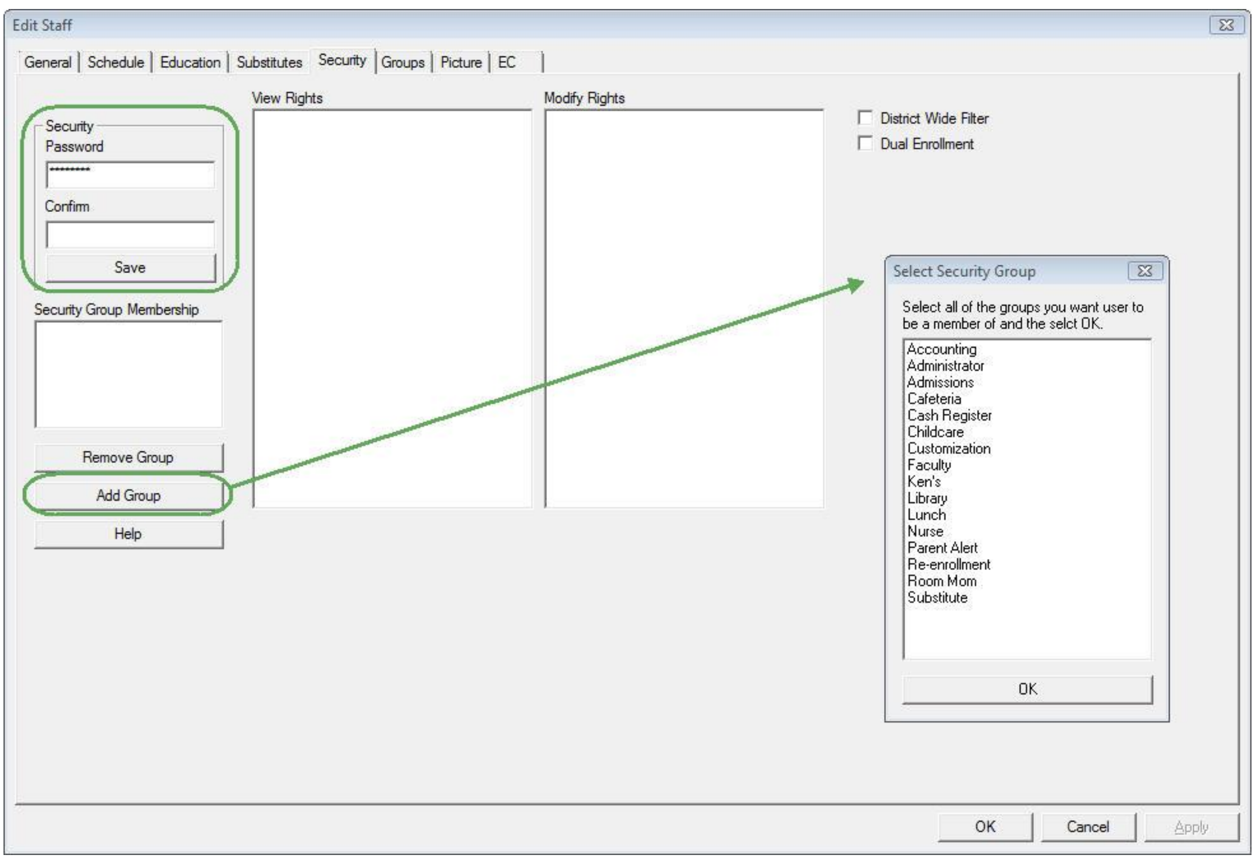


# Staff Screen: Security Tab

## Setting a Staff Member's RenWeb Password

1. Select the staff member by clicking his or her name in the list.
2. Click the **Security** tab.
3. Type the staff password in the **Password** box and type it again in the **Confirm** box.
4. Click **Save**.
5. Click **Apply** to save the changes you have made to the **Security** tab or click **Cancel** to exit without saving.

**Note:** For security purposes, the staff password is not displayed. Therefore, if a password is forgotten, just create a new password for the user.



## Adding a Staff Member to a Security Group

1. From the **Security** tab, click the **Add Group** button.

2. Highlight all groups of which the person should be a member

3. Click **Apply** to save the changes you have made to the **Security** tab or click **Cancel** to exit without saving.

**Note:** All of a staff member's rights are based on his/her security group(s) and are displayed in the two list boxes on the right of the Security screen.

## Removing a Staff Member from a Security Group

1. From the **Security** tab, click on the name of the group to remove in the **Security Group Membership** list.
   The name of the **Security Group** is highlighted in blue.

2. Click **Remove Group**.
   The group is removed from the Staff member's security rights.

## Assigning a User District Wide Rights

If a user has the security right entitled Security in all schools in the district, he or she will see the two security rights listed to the right of the Security tab and will be able to assign them to individuals in the district:

- **District Wide Filter**: Allows a user to see the District Wide filter option on the Student, Staff, Communications and RenWeb Setup areas of the program.
- **Dual Enrollment**: Allows a user the ability to enroll into classes students from another school in the school-independent district.

# RenWeb Setup: Year and Term

RenWeb Setup houses many of the behind the scenes set up areas, which serve to enable the program to run smoothly at your school.

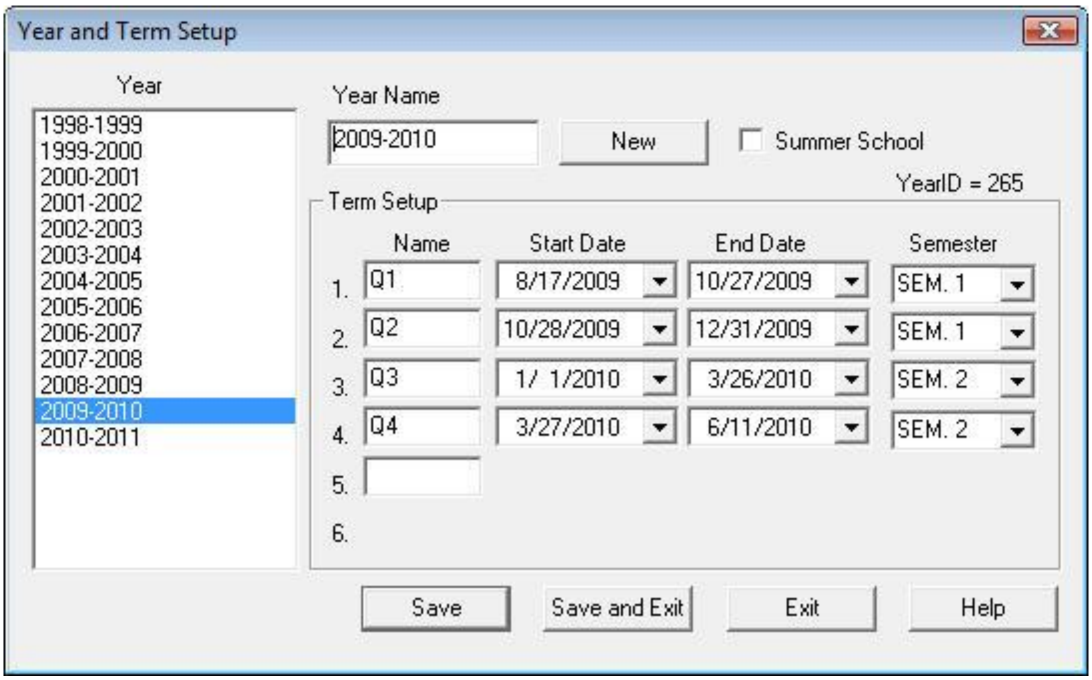
This screen defines the dates for the school year by term, semester or year. It is important to accurately establish the next Year and Term before ending one school year and progressing to the next.

## Creating a School Year

1. From the **RenWeb Setup** menu, click **Year and Term**.
2. Click **New**.
3. Type the year name (i.e. 2010-2011).
   If the school year is being used for summer school, select the summer school check box.
4. Click in the text field below **Name** and type the term name (i.e. T1 or Q1).
5. Select the **Start Date** for first term.
6. Select the **End Date** for first term.
7. Select the appropriate **Semester** (i.e., Q1 and Q2 may be in Semester 1, while Q3 and Q4 are in Semester 2. If the school does not use semesters but uses one contiguous year instead, then select YEAR for the semester.).
8. Repeat term entry for all terms in the school year.
9. Click **Save**.

**Notes:**

- Term dates may not overlap.
- Attendance is based on term dates.
- The term in which a grade book assignment is listed is determined by the term dates.
- It is not possible to delete a year once it is created. This is due to the huge amount of data that is associated with a specific year. It is possible to modify the dates and names.



## RenWeb Setup: School Configuration

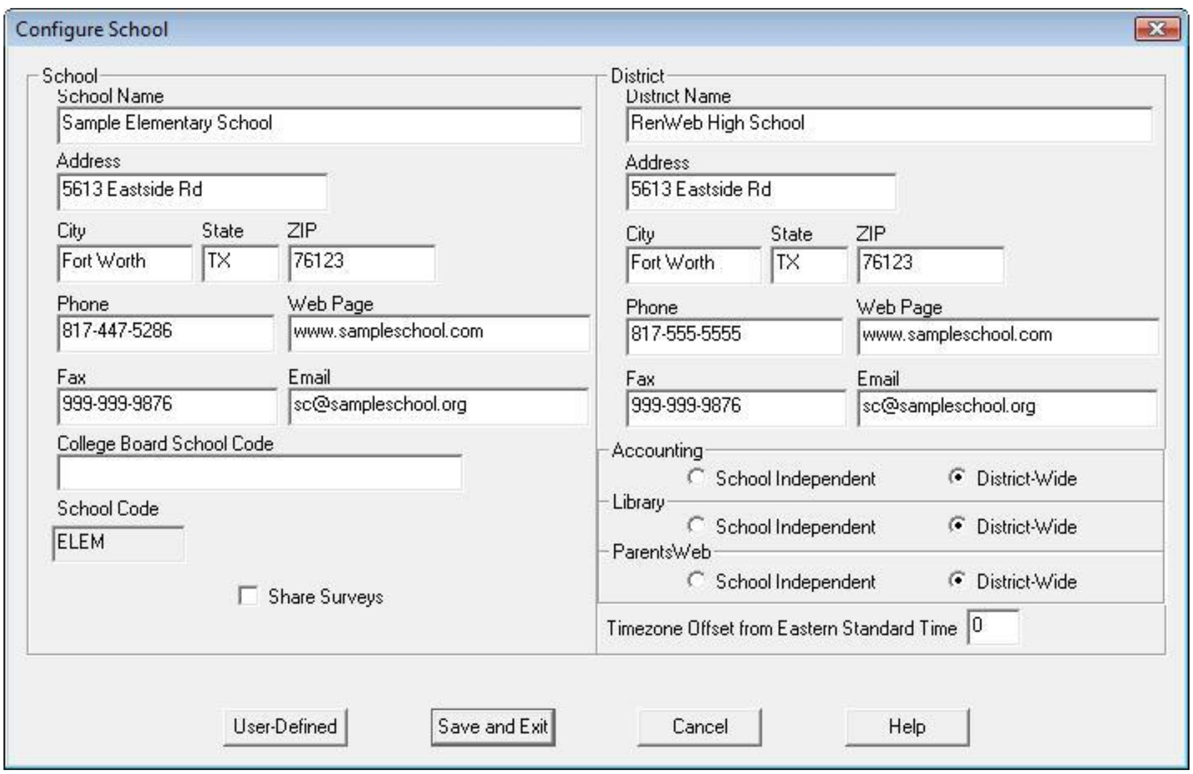
The school configuration is where the user defines the school's name and address. The right side of the configuration setup determines what information the Family Statements in Accounting display. It is important that the information in this screen be accurate as it is what controls the address that displays on ParentsWeb and on printed Family Statements.

1. From Main Menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu opens.

2. Click **School Configuration**.
   The **Configure School** screen opens

3. To add or edit school information, select the appropriate edit box and type in the applicable school information.

4. When all data is entered, click **Save and Exit.**



## Accounting Option

There are two methods for district accounting:

- **District-wide**: In this method it is assumed that there is one accounting office that controls all schools. A family would receive one statement that would have charges from all of the campuses combined.

- **School Independent**: With this method each school is treated as a separate accounting office. Even though the family may be spread out over different schools, each school will maintain its own accounting system separate from each other.

**Note:** You may not change your accounting options and must contact Technical Support if you wish to change your accounting setup.

## Library Option

The school has the option to set up the library to be independent from other schools if in a multiple school district, or to be viewed as one.

## Parent's Web Option

This option allows multiple schools within a district to have a separate ParentsWeb for each school or to set up all schools to have a single ParentsWeb configuration and view. If set to Independent, parents with children in multiple schools will have to exit out of one school to view child's information in another school. District-wide choice allows you to see all children enrolled from any school.

## Time Zone Offset from Eastern Standard Time

Certain program functions (ParentsWeb, Parent Alert, Web Tests) utilize the server time (Eastern Time), and the variance could be up to 14 hours difference between our server and the school's location.  We have added a database field that allows parents on ParentsWeb to view "today's" events even though today may be different than the date on our servers.

1. From the **School Configuration** screen, you may type the offset of hours for your location from Eastern Standard Time.

    a. When typing in an offset for a time that is "later" than Eastern Standard Time, type the number into the offset field.  For example, Guam is 14 hours later than Eastern Standard Time, so you would type a 14 into the offset field.

    b. When typing in an offset time that is "earlier" than Eastern Standard Time, type a - (minus sign) followed by the number into the offset field.  For example, Hawaii is 6 hours earlier than Eastern Standard Time, so you would type a -6 into the offset field.

2. Click **Save**.

**Note**:  Since the following areas display certain information based on a specific time and/or date, they will be affected by the Time Zone Offset:  Parent’s Web Surveys, Parent’s Web Announcement, Parent’s Web Homework, Parent’s Web Lesson Plans, Parent’s Web Attendance, Parent’s Web Behavior Screen, Parent’s Web Lunch screen, and Parent’s Web Calendar.  In addition, Staff Passwords that are due to expire, will do so at 24:00:00 (12 midnight), based on the school's time zone offset.

# RenWeb Setup: Grade Level Setup

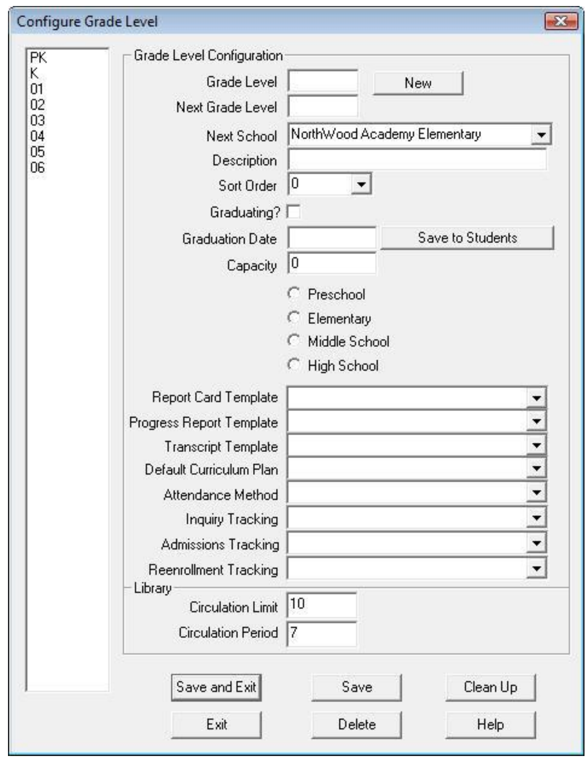
All students are identified by their grade levels; this screen is where the defaults are established to connect students to schedules, report cards, transcript templates and attendance methods. For grade levels 9 and below, it is best to set them up as 01, 02, 03…09, as this will allow for the grade levels to sort in numerical order.

## Creating a Grade Level

1. From the **RenWeb Setup** menu, click **Grade Level** button.

2. Click the **New** button.

3. Enter the appropriate data:




   a. **Grade Level**: defines the student's current grade level.

   b. **Next Year's Grade Level**: assigns students into the next grade level when system is progressed at the end of the year.

   c. **Next School:** allows the system to progress students from one district campus to another. An eighth-grader may move to the high school campus next year.

   d. **Graduating?** check box: defines a student who is graduating from the district and not being enrolled next year. They will progress into the Graduate Filter for future access.

   e. **Graduation Date**: defines the full date for which a student in a particular grade level will graduate from school. Click **Save to Students** to set the graduation date for all students in that particular grade level.

**Note:** A graduation date should only be added for the highest grade level in each school division.

f. **School Division**: determines the School Division associated with the Grade Level.

g. **Default Curriculum Plan**: defines the correct curriculum plan for each specific grade level. (The curriculum plans are defined in the Curriculum Plan Editor)

h. **Attendance Method**: defines how each grade level takes attendance:

| | |
|---|---|
| **None** | Attendance is not recorded |
| **Homeroom** | Attendance is taken once a day in a defined homeroom class |
| **Period** | Attendance is taken in each class period during the day |
| **Single Class** | Attendance is taken once a day but is not in a defined homeroom class |

i. **Inquiry Tracking**: can be tied to a grade level, so that when a tracking process is started, for a student associated with a specific grade, the Inquiry tracking will be automatically selected for the student.

j. **Admissions Tracking**: can be tied to a grade level, so that when a tracking process is started, for a student associated with a specific grade, the Admissions tracking will be automatically selected for the student.

k. **Reenrollment Tracking**: can be tied to a grade level, so that when a tracking process is started, for a student associated with a specific grade, the Reenrollment tracking will be automatically selected for the student.

l. **Library - Circulation Limit**: allows you to establish unique amounts of library items that are allowed to be checked out by students in each grade level.

m. **Library - Circulation Period**: allows you to establish unique lengths of time, per grade level, for which library items are allowed to be checked out by students.

4. Click **OK** to save and exit back to the **RenWeb Setup** menu or **Apply** to save and stay in the **Configure Grade Level** screen.

## RenWeb Setup:  Database Tasks

**Database Tasks** is an area in RenWeb where system-wide functions may be performed by staff members with administrative security group rights. It is an extremely powerful tool and should be utilized only when mass changes to the databases need to take place.

- **Person/Family Cleanup**: This function enables the user to view the database list of names. It is possible to merge and delete records from this area, but it is imperative to remember that once something is deleted from this area, it is deleted from the database.

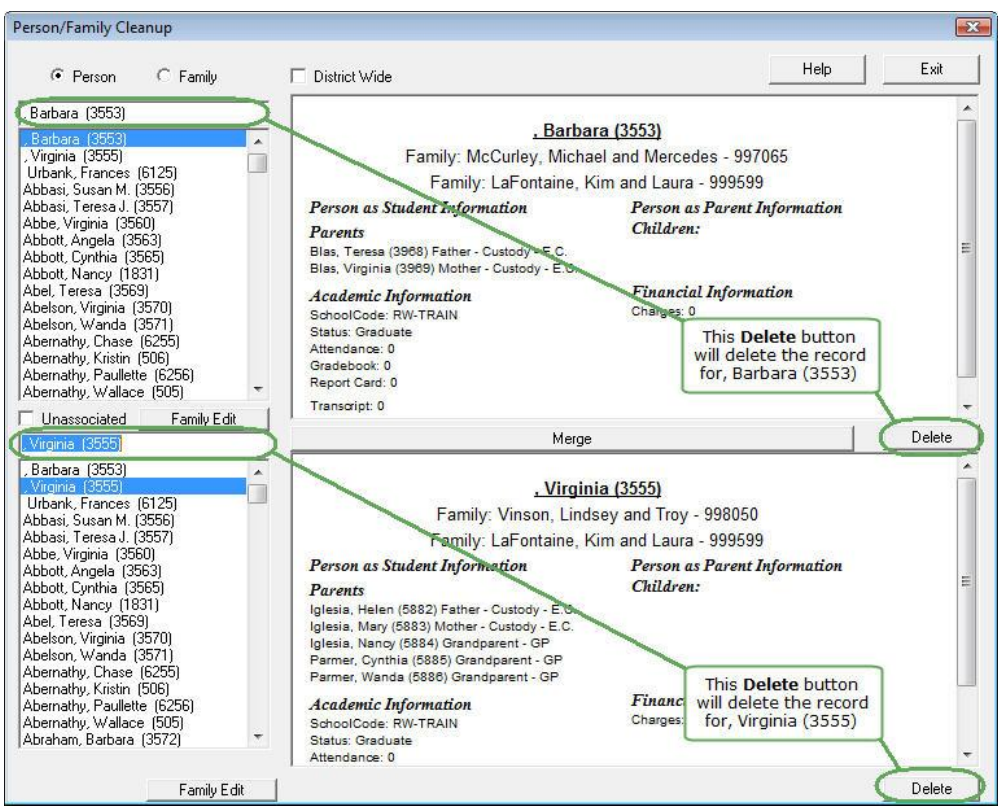
### Using Person/Family Cleanup

1. From the main menu, click **RenWeb Setup**.
   The **RenWeb Setup** menu opens.

2. Click **Database Tasks**.
   The **Database Tasks** list opens.

3. Click **Person/Family Cleanup.**

4. Click **Run**.
   The **Person/Family Cleanup** screen displays.



5. Select **District Wide** to view the list of all people or families for the entire district. You will not see this option if you do not have district wide security rights.

6. Select the **Person** or **Family** option depending on whether you have individual duplicates or family duplicates.
   The list populates with Person or Family names.

7. The screen is divided into two different lists; the user may select one of the duplicate person/family in the top list and then select the second in the bottom drop-down list.

8. Decide which duplicate person/family to keep based on the individual with the most accurate information and the individual with the most academic and financial information tied to him or her.

9. Use the **Family Edit** button to jump to the Family screen and facilitate easier cleanup.

   a. Remove students from a family.

   b. Remove parents from a family.

10. Click **Yes** to confirm the deletion or click **No** to cancel the deletion.

**Note:** Report Manager>Directory>Duplicate Person Error Check is an excellent report for determining if duplicates exist in your school's database.

# Person/Family Cleanup Exercise

**Objectives:** Delete all of the fake students, parents, staff and families you have entered during training today.

### Delete the Fake Students, Parents and Staff

1. From the Person/Family Cleanup screen, select the **Person** option.

2. Find & delete all of the added students, parents and staff

### Delete the Fake Students, Parents and Staff

1. From the Person/Family Cleanup screen, select the **Person** option.

2. Find & delete all of the added students, parents and staff