

Synergy SIS® Student Groups Administrator Guide



Edupoint Educational Systems, LLC 1955 South Val Vista Road, Ste 210 Mesa, AZ 85204 Phone (877) 899-9111 Fax (800) 338-7646 First Edition, August 2009 Second Revision, March 2010 Third Revision, June 2011 Fourth Revision, April 2013 Fifth Revision, January 2014

Edupoint's Synergy SIS[®] Student Information System software and Synergy SE[®] Special Education software and any form of supporting documentation are proprietary and confidential. Unauthorized reproduction or distribution of the software and any form of supporting documentation is strictly prohibited and may result in severe civil and criminal penalties.

Information in this document is provided in connection with Edupoint Educational Systems products. No license to any intellectual property rights is granted by this document.

The illustrations, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

Synergy SIS® is a trademark of Edupoint Educational Systems, LLC.

Synergy SE[®] is a trademark of Edupoint Educational Systems, LLC.

* Other names and brands may be claimed as the property of others.

Copyright [©] 2006-2014, Edupoint Educational Systems, LLC. All rights reserved.

TABLE OF CONTENTS

| About This Guide | 4 |
|---|--|
| CHAPTER ONE : STUDENT GROUPS | 7 |
| Overview | 8 |
| Other Setup | |
| Lookup Tables for Student Groups | 13 |
| District Groups School Group Letters Groups Student Groups Student Ad Hoc Group | |
| District Groups | 21 |
| Define Group Eligibility Requirements Awards Additional Information Copy Group Attendance Discipline Tab Miscellaneous Course Count Rules Delete a Group | 21 21 24 25 25 25 26 27 27 27 27 29 30 |
| School Groups | 31 |
| GPA Group Definition Custom Fields | |
| School Group Letters | |
| CHAPTER TWO : SECURITY | 41 |
| District Groups Security. | |
| School Group Letters Security | |
| School Groups Security | 52 |
| Groups Security | 54 |
| Mass Assign Student Groups Security | 56 |
| Student Ad Hoc Group Security | 57 |
| Student Groups Security | 58 |
| Student Groups & Ad Hoc Groups Report Security | 59 |
| INDEX | 61 |
| INDEX OF SCREENS | 63 |

ABOUT THIS GUIDE

CONVENTIONS USED IN THIS GUIDE

| Bold Text | Bold Text - Indicates a button or menu or other text on the screen to click, or text to type. |
|-----------|--|
| | Tip – Suggests advanced techniques or alternative ways of approaching the subject. |
| | Note – Provides additional information or expands on the topic at hand. |
| | Reference – Refers to another source of information, such as another manual or website |
| CAUTION | Caution – Warns of potential problems. Take special care when reading these sections. |
| | |

BEFORE YOU BEGIN

Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.



Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers and extra toolbars before logging in to any Edupoint product.

NAVIGATION

This guide uses shorthand to indicate how to find screens. Example:

Synergy SIS > Student > Setup > School Groups

In the Navigation Tree (also called PAD Tree), click **Synergy SIS**, then **Student**, then **Setup**, and then **School Groups**.



Figure 1-1 Synergy SIS Navigation Tree

If the Navigation Tree pane is not open, click the Tree



Chapter One: STUDENT GROUPS

In this chapter, the following topics are covered:

- Overview
- ► <u>Other Setup</u>
- Lookup Tables For Student Groups
- District Groups
- School Groups
- School Group Letters

OVERVIEW

The Student Groups-related screens track student participation in groups such as athletics or school clubs. The term "student groups" is generally used for the formal groups within a school, particularly any group that needs to track a student's eligibility for participation. The student groups can be configured to track a student's attendance, discipline incidents, and grades, among other factors. These groups can also track awards attained by group participation. Setup and configuration of Groups is done on the District Groups screen. These groups are added to the school on the School Groups screen.

Student Ad Hoc Groups are more informal, often temporary groups. The Student Ad Hoc Group screen simply tracks dates of group membership.

The Synergy SIS - Student Groups Administrator Guide covers the setup and configuration of the Student Group screens. This guide covers both the formal Student Groups and the Ad-Hoc Student Groups. The security options available for the Student Group screens are outlined here, as well.

Much of the setup for the Student Group-related screens is on the District Groups screen located in the setup folder. Once the groups are configured at the district level, schools may select which groups to make available at their site. District mandatory groups display automatically.

Reference: The companion document, *Synergy SIS – Student Groups User Guide* illustrates how to enter and modify student group information and print related reports.



Student Group Screens

- School Group Letters
- Groups
- Mass Assign Student Groups
- Student Ad Hoc Group
- Student Groups

Figure 1-1 Synergy SIS Navigation Tree

The **School Group Letters** screen resides in the Student screen Setup folder. The School Group Letters screen shows all letters awarded to students using through either the Groups screen or the Student Groups screen. Once a letter is awarded to the student, the letter must be purchased. The date of purchase is recorded through the School Group Letters screen. The two tabs work the same way but the letters are sorted by group instead of by student.

| VSchool Group Letters | (« | | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|--|--|
| Letters Letter Awards | | | | | | | | | | | |
| Result Filter | Q | | | | | | | | | | |
| School Group Letter Type Season Gro | up End Date | | | | | | | | | | |
| × × × | | | | | | | | | | | |
| Show Only Letters To Purchase | | | | | | | | | | | |
| Filter Letters | | | | | | | | | | | |
| Purchase D | ate | | | | | | | | | | |
| Select All Clear All Mark Selected As Purchased | | | | | | | | | | | |
| Letters Earned | () () | | | | | | | | | | |
| Line Student Name Letter Type Activities Lette | Already Purchased Purchase Date Purchase Letter | | | | | | | | | | |
| Abbott, Billy C. Athletic Varsity Basketball | | | | | | | | | | | |

Figure 1-2 School Group Letters Screen

The **Groups** screen is used to configure mandatory District Groups and to assign and configure optional District Groups to the School Groups. This screen provides selection of staff members that are coaching, advising or otherwise involved in assisting. It lists any fees assessed to students for participation in the group. The Groups screen lists currently assigned students as well as past participants. An event calendar tracks events related to the group such as team schedules and club meetings

| V Groups | 3 | | | | | | | | | « |
|---------------------|-----------------|-----------|----------------|------------|-------|----------------|-------|---------------|---------|---|
| Code: BSK De | escription: Bas | sketball | | | | | | | | |
| Information | Students | History E | Event Calendar | | | | | | | |
| Code | Description | 1 | | Begin Date | | End Date | | | | |
| BSK | Basketball | | | | | | | | | |
| Academic Eligit | oility Require | ement | | | | | | | | |
| Athletic Eligibili | ity | | | ~ | | | | | | |
| Staff | | | | | | | | | | |
| Staff Name 🖕 | Sponsor Tv | /pe | | | | | | | | |
| McGrew, Tom | Coach | | ~ | | | | | | | |
| Additional Co | | | | | | | | | 0 d d | |
| Additional Sta | эп | | | | | | | | Add | |
| X Line Staff | Name | Spons | or Type Type | | | | | | | |
| 1 Wils | on, Rob (+ | Coach | 1 | * | | | | | | |
| Fee Informatio | on | | | | | | | | | |
| District Fee An | nount Free | /Reduced | Fees | | | | | | | 0 |
| 20.00 | Line | Code | | | Tota | I FRM Amount | | | | |
| | 1 | NCLB Indi | cator 1 | | 0.00 |) | | | | |
| | 2 | NCLB Indi | icator 2 | | 10.0 | 00 | | | | |
| School Fees | | | | | | | | | | 0 |
| Line Fee Code | | Category | Description | Amo | int I | NCLB Indicator | 1 Amt | NCLB Indicato | r 2 Amt | |
| 1 UN - Unif | orm Fee | SPT | Uniform | 20.00 |) (| 0.00 | | 10.00 | | |
| 2 GLK - Gy | /m Locker | GYM | Gym Locker | Key 5.00 | C | 00.0 | | 2.00 | | |

Figure 1-3 Groups Screen

The **Mass Assign Student Groups** screen assigns students to a group based on either grade level or gender. A previous year's group membership can also be copied, or students may be manually selected for group assignment.

| ິ Mass Assign Stu | ident Groups |
|---|---|
| Student Group Student Selec | tion |
| Student Group Selection | Q |
| Groups | Start Date |
| | |
| Conditions | Q |
| Any student meeting all of thes | e conditions will be added to the selected group |
| Grade⊡⇔⊘ | |
| 09 🗖 10 🗖 11 🗖 12 | |
| Gender | |
| × | |
| Copy From Group | Section ID 🔶 Copy From Previous Year Group |
| | |
| Rules | Q |
| When running without any of th to the selected group | e following rules selected, students who are not currently enrolled in the selected group will be added |
| 🗖 Replace start date if student | is currently enrolled in group |
| Remove all students current | ly enrolled in the group |

Figure 1-4 Mass Assign Student Groups Screen

The **Student Ad Hoc Group** screen is used to add students to temporary groups not associated with Student Groups such as study groups, student government, or for special projects. The Student Ad Hoc Group screen lists all of the ad hoc groups for which the student has participated, including the date they started and ended each group. Student Ad-Hoc Groups simply tracks group membership, and does not track anything beyond membership dates.

| Student Ad | Hoc Group | | | | | | | | « |
|-----------------------|--------------------|-------------------|--------|-------------|-----------------|------------|----------|-----|---|
| Student Name: Abbott, | Billy C. School: H | ope High Scho | DOI HO | meroom: 403 | Teacher: Sulliv | van, J. | | | |
| Groups | | | | | | | | | |
| Last Name | First Name | Middle Name | Suffix | Perm ID | Grade | Gender | Track | | |
| Abbott | Billy | С | | 905483 | 11 | Male | Y | | |
| Student Ad Hoc Grou | ups | | | | | | | Add | |
| X Line | Group | \Leftrightarrow | | Start Date | | 27 | End Date | | |
| Advanced P | ~ | 08/15 | /2013 | P | | 01/21/2014 | | | |

Figure 1-5 Student Ad Hoc Group Screen

The **Student Groups** screen lists all of a student's participation in a student group, past and present. It is generally used for the formal groups within a school, particularly any group that needs to track a student's eligibility for participation. The Student Groups screen can be configured to track a student's attendance, health screenings, activity fees, GPA, and other details. It can track awards attained by group participation, also.

| Student | √Student Groups | | | | | | | | | | | | |
|---------------------------------|---------------------|-----------------------|--------------------|---------------|--------|------------------------|--|--|--|--|--|--|--|
| Student Name: Ab | bott, Billy C. Scho | ol: Hope High School | Status: Active | Homeroom: 403 | | | | | | | | | |
| Student Groups | History Health | Screen | | | | | | | | | | | |
| Last Name | First Name | Middle Name Su | ffix Perm ID | Grade | Gender | | | | | | | | |
| Abbott | Billy | c | 905483 | 11 💌 | Male 💌 | | | | | | | | |
| Student Eligibility Information | | | | | | | | | | | | | |
| Middle School Wa | iver Date High Sch | ool Waiver Date Profe | essional Athlete | | | | | | | | | | |
| | | F | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Currently Assig | ned Groups | | | | | Add Show Detail 🔇 | | | | | | | |
| X Line Code | 😂 Description 👄 | Eligibility Status 🖨 | Enter Date \ominus | Leave Date 🔤 | Role 🖨 | Group Organization 🖨 | | | | | | | |
| 1 VOL | Volleyball | | | | * | Hope High School | | | | | | | |
| 2 BASE | Baseball | | | P | * | Hope High School | | | | | | | |
| 3 FUN | Fundraising | | | P | * | Hope High School | | | | | | | |

Figure 1-6 Student Groups Screen

To configure these screens,

Create a list of groups to make available. Then for each group:

- 1. Decide if there should be eligibility requirements and if so, what those requirements should be,
- 2. Determine if there needs to be an associated fees and if so, the amount of the fee,
- 3. Decide if the new group will be tracked using the student groups screen or the student ad Hoc Groups screen.

OTHER SETUP

Before starting to use the Student Groups-related screens, other areas of Synergy SIS require configuration, as the codes and definitions created in these areas are used in the setup of the Student Groups. The areas are:

- Attendance the district and school attendance codes are setup in the District and School Attendance Code screens, and are used to determine what types of absences make a student ineligible to participate in a student group. The setup for the attendance codes is explained in the Synergy SIS Attendance Administrator Guide.
- Discipline the district and school discipline and disposition codes are setup in the District and School Discipline and Disposition Code screens, and are used to determine what types of discipline incidents make a student ineligible to participate in a student group. The setup for these codes is defined in the Synergy SIS – Discipline & Conference Administrator Guide.
- Enter Codes the enter codes are setup in the Enter Code lookup table in the Lookup Table Definition screen, and are used to determine if transfer students are eligible to participate in a student group. The setup for Enter Codes is outlined in the Synergy SIS State Data Reporting Administrator Guide.
- Honor Roll and Eligibility Definition the requirements for eligibility to participate in a student group is created in the Honor Roll and Eligibility Definition screen, and multiple definitions may be created. The setup for these definitions is explained in the *Synergy SIS Grading Administrator Guide*.
- Fees the fees that will apply to student participation in the student groups need to be defined in the School Fees Code screen. The setup for the Fees is explained later in this guide in the chapter on Fees.
- Free & Reduced Meals the free and reduced meals codes are setup in the FRM Code table in the Lookup Table Definition screen, and are used to determine the fees charged to the student for participation in a student group. The setup for Free & Reduced Meals codes is outlined in the *Synergy SIS State Data Reporting Administrator Guide*.

Several Lookup Tables are used by these screens, and this information needs to be gathered as well. The lookup table information needed is:

- **Transfers Allowed** the list can indicate if a transfer student is allowed to participate in the group by listing Yes or No, or it could list the conditions upon which a transfer is allowed
- Letter Type a list of the "letter" types that can be earned by participating in student groups
- **Sponsor Type** a list of possible staff roles in supervising the student groups
- Eligibility Status a list of the types of eligibility
- Ad Hoc Groups a list of the ad-hoc groups for the district

LOOKUP TABLES FOR STUDENT GROUPS

On the Student Groups-related screens there are several drop-down lists, where pre-populated values may be selected from these lists. The values in each drop-down list are stored in a lookup table, with a separate table for each list. The lookup tables may be modified by using the Lookup Table Definition screen, found under Synergy SIS > System > Setup. Some lookup tables are considered "product-owned". The values in product-owned tables have been hard-coded into some of the Synergy SIS programming, and consequently cannot be changed. The other tables may be modified to match the needs of the school district.

To modify a lookup table's values: To modify a lookup table's values for these screens:

- 1. Go to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click P next to each node to find the table that needs to be changed.
 - 4. A list of the lookup tables associated with that node (or business object) displays underneath the node.
 - 5. Most of the lookup tables for the Student Groups-related screens are found under the node **K12.StudentGroupsInfo.Setup**.
 - 6. You may need to scroll back up the screen to view the table.
- 3. Once the table is located, click **Add** to add a new code.

| Na | Name: Staff Type Namespace: K12.StudentGroupsInfo.Setup Locked: N | | | | | | | | | | | | |
|----|---|-------------|--------|-----------------|-----------|--------------|--|--|--------------|------------|--|--|--|
| | Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value | | | | | | | | | | | | |
| Lo | Lookup Values Add 🧿 | | | | | | | | | | | | |
| | Line | ListOrder 🛆 | Code A | | Other SIS | State Code 🛆 | | | St | atus | | | |
| 1 | | | | | | | | | Year Start 🔶 | Year End 🔶 | | | |
| E |] 1 | | 0 | Coach | | | | | ~ | ~ | | | |
| E |] 2 | | 1 | Assistant Coach | | | | | × × | | | | |
| |] 3 | | 2 | Advisor | | | | | ~ | ~ | | | |

Figure 1-7 Lookup Table Definition Screen Staff Type

- 4. Enter an order number in **ListOrder**, if desired. If the numbers in the ListOrder are the same or are blank, the Code is used to sort the list and then the Description.
- 5. Enter a **Code**. This value must be unique since it is used internally to link the tables in the database and it is displayed in the list.
- 6. Enter a **Description** of the code.
- 7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system, if appropriate.
- 8. A **Year Start** and a **Year End** may be selected for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered, but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
- 9. The State Code, Alt Code 3, and Alt Code SIF are not needed since this information is not uploaded to the state. Use Code as the State Code at the top of the table is not used as well.
- 10. Click Save.

To delete a lookup value:

- 1. Check Don the line of the value to delete.
- 2. Click Save.

District Groups

The District Groups > Groups tab, detailed screen has the following lookup tables:

| ♥District | Group | S | | | | | | | | | |
|----------------|---------------------------------------|--|--|-------------------------------------|--|-------------------|-------------------------------|---------------------------------------|-----------------------------|--|--|
| School Year: 2 | 013-2014 | | | | | | | | | | |
| Groups At | tendance | Discipline | Miscella | neous | Course Count F | Rules | | | | | |
| District Defi | ned Schoo | Groups | | | | | | Add | Hide Detail | | |
| Line Code | | | | | | | | Muu | The Detail | | |
| 1 | Require | ments Aw | ards A | dditiona | al Information | _ | | | | | |
| | Code | Descrip | otion | Mano | datory Season | ~ | Begin Date | End Date | P | | |
| 1 | Group Typ | be Level | | | | _ | | | | | |
| | | * | ~ | | | | | | | | |
| | The chec required t information | k eligibility re to participate on collected f Eligibility Re | equiremer e in the gr for this gr equiremen | nts cheo oup. If f oup. ts | ckbox is used to d the checkbox is no | etermi ot sele | ne whether c cted, no logi | or not student e c will be perforr | ligibility is ned on the | | |
| | Demogra | aphic | | ٨ | Enrollment | | | | ٩ | | |
| | Age Rang | ge | | . | Current Enrolli | ment R | equired | | | | |
| | | - | | | Last Semester Enrollment Required | | | | | | |
| | Grade Ra | ange | | | Retained Stude | ents Al | lowed | | | | |
| | <u> </u> | ▼ - | | _ | Residency Rec | quired | | | | | |
| | Gender | ~ | | | 365 Consecutiv | ve Cale | endar Days F | Required | | | |
| | | | | | I ransfers Allowed | | | | | | |
| | | | | | *Please update er | nter co | des on Distri | ict Groups, Mis | cellaneous tab | | |
| | nder | | _ | | Disci | _ | | | | | |

Figure 1-8 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab

 Season – a list of the possible seasons (Fall, Winter, Spring & Summer). The values in this list are hard-coded into the programming code and there is no associated lookup table.

| Nam | ame: Group Type Namespace: K12.StudentGroupsInfo Locked: N | | | | | | | | | | | | |
|-----------------------------|---|-------------|-------------|------------------|--|--------------|--|--|--------------|---------------------------------------|--|--|--|
| 🗆 U | Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is | | | | | | | | | | | | |
| non-blank for a given value | | | | | | | | | | | | | |
| Loc | Lookup Values Add | | | | | | | | | | | | |
| \sim | Line | LictOrdor 🛆 | Codo A | | | State Code A | | | Stat | us | | | |
| | Line | | | | | | | | Year Start 🚔 | Year End 🖨 | | | |
| | | | | | | | | | | · · · · · · · · · · · · · · · · · · · | | | |
| | | 1 | PGM | Program | | | | | * | ~ | | | |
| | | 2 | PGM SPRT | Program Sport | | | | | ~ | ~ | | | |

Figure 1-9 Lookup Table Definition Screen - Group Type

Group Type – a list of possible descriptors that differentiate the type of group such as clubs, organizations, or sports. The lookup table is located under K12.StudentGroupsInfo, and the table name is Group Type.

| Name: Level Namespace: K12.StudentGroupsInfo.Setup Product Owned | | | | | | | | | | | |
|---|---------------|---------------|--------|----------------|--|-------------|------------|---------------|------------|---------------|----------------|
| Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless | | | | | | | | | | | |
| the State Code is non-blank for a given value Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: The Other SIS column for Product Owned lookups is cleared after a new | | | | | | | | | | | |
| inst | installation. | | | | | | | | | | |
| Looku | o Values | | | | | | | | | | ٨ |
| Line | ListOrder | \Rightarrow | Code 🈂 | Description | | Other SIS 🔶 | State Code | \Rightarrow | Alt Code 3 | \Rightarrow | Alt Code SIF 🖨 |
| 10 | | 1 | | Varsity | | | | | | | |
| 2 <mark>0</mark> | | 2 | | Junior Varsity | | | | | | | |
| 3 <mark>0</mark> | | 3 | | Ninth Grade | | | | | | | |

Figure 1-10 Lookup Table Definition Screen - Level

- Level a list of possible levels within a group such as junior varsity /varsity or grade levels. The lookup table is located under K12.StudentGroupsInfo.Setup, and the table name is Level.
- **Grade Range** a list of possible grade levels. This is the same list used throughout Synergy SIS. The setup of the list is outlined in *Synergy SIS State Data Reporting Administrator Guide*.
- **Gender** a list of gender abbreviations. This is the same list used throughout Synergy SIS. The setup of the list is outlined in *Synergy SIS State Data Reporting Administrator Guide*.

| Nam | Name: Act Transfer Allowed Namespace: K12.StudentGroupsInfo.Setup Locked: N | | | | | | | | | | | | |
|--|---|-------------|--------|---------------|----------------|-----------------|--------------------|----------------------|------------------------|---|--|--|--|
| Use Code as the State Code | | | | | | | | | | | | | |
| All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value | | | | | | | | | | | | | |
| Lo | okup ' | Values | | | | | | | A | 🔕 bt | | | |
| × | Line | ListOrder 🖨 | Code 🔶 | Description 🖨 | Other SIS ⇔ | State Code ≑ | Alt Code ⊜ 3 | Alt Code ⊜ SIF | Sta Year Start ⊖ | tus Year End [⊖] | | | |
| | 1 | | 1 | Yes | | | | | * | * | | | |
| | 2 | | 2 | No | | | | | ~ | ~ | | | |

Figure 1-11 Lookup Table Definition Screen - Act Transfer Allowed

• **Transfers Allowed** – the list can simply indicate if a transfer student is allowed to participate in the group by listing Yes or No, or it could list the conditions upon which a transfer is allowed. The lookup table is located under **K12.StudentGroupsInfo.Setup**, and the table name is **Act Transfer Allowed**.

| Г | F | | | | | |
|---|-----------|-----------------|---|--------|-----|---------|
| ╟ | Fees | | | | | <u></u> |
| • | Total Fee | Amount | | | | |
| | | | | | | |
| | | | | | | |
| | Free/Red | duced Overrides | | | Add | |
| | X Line | Code | € | Amount | | ♦ |
| | 1 | ~ | | | | |
| | | | | | | |

Figure 1-12 District Groups - Detail Screen

Code (Free/Reduced Overrides) – a list of the codes indicating the eligibility to
participate in either the free or reduced federal lunch programs. The setup for Free &
Reduced Meals codes is outlined in the Synergy SIS – State Data Reporting Administrator
Guide.

School Group Letters

The School Group Letters screen > Letters tab has the following lookup tables:

| School Group Letters | (« |
|---|--|
| Letters Letter Awards | |
| Result Filter | Q |
| School Group Letter Type Season | Sroup End Date |
| Filter Letters | |
| Pui Select All Clear All Mark Selected As Purchased | nase Date |
| Letters Earned | Q |
| Line Student Name Letter Type Activities | Letter Already Purchased Purchase Date Purchase Letter |

Figure 1-13 School Group Letters Screen

• School Group – the groups defined in the District Groups and School Groups screens.

| Na E | Name: Act Letter Type Namespace: K12.StudentGroupsInfo Locked: N | | | | | | | | | | | |
|---------|--|------|-------------|--------|-------------|--|---------|---------|----------|------|-----------------|---------------|
| L | .ookup Values Add 🔇 | | | | | | | | | | | |
| | | | | | | | Other 🔥 | State 🔥 | Alt | Alt | Sta | itus |
| | | .ine | ListOrder ⇒ | Code 👄 | Description | | sis ≑ | Code 🗟 | Code 3 🗟 | Code | Year Start ⊜ | Year End ⊖ |
| Γ | 1 | 1 | 1 | A | Athletics | | | | | | * | ~ |
| Г | 1 | 2 | 2 | Н | Honors | | | | | | ~ | ~ |

Figure 1-14 Lookup Table Definition Screen - Act Letter Type

- Letter Type the types of "letters" that can be earned through participation in student groups. The lookup table is located under K12.StudentGroupsInfo.Setup, and the table name is Act Letter Type.
- **Season** the possible seasons (Fall, Winter, Spring & Summer). The values in this list are hard-coded into the programming code and there is no associated lookup table.

Groups

The Groups screen > Information tab has the following lookup tables:

| ∀Groups | | | | | « | | |
|----------------------------------|-------------------|-----------------|---------------------|------------------|----------|--|--|
| Code: FOOT Description: Footb | all | | | | | | |
| Information Students Histo | ry Event Calendar | | | | | | |
| Code Description | Begii | n Date End Date | e | | | | |
| FOOT 🔠 Football | | ₽ j | P | | | | |
| Academic Eligibility Requirement | | | | | | | |
| Athletic Eligibility | * | | | | | | |
| Staff | | | | | (| | |
| Staff Name 🖕 Sponsor Type | | | | | | | |
| McBride, Russ Coach | × | | | | | | |
| Additional Staff | | | | | Add 🔇 | | |
| X Line Staff Name | | | | Sponsor Type | ¢ | | |
| □ 1 Bordwell R., Robert ← | | | Assistant Coach 🛛 👻 | | | | |
| Fee Information | | | | | (| | |
| District Fee Amount | Free/Reduced Fees | 5 | | | (| | |
| \$20.00 | Line Co | ode 🔶 | | Total FRM Amount | ¢ | | |
| | 1 R | | | 10.00 | | | |
| School Fees | | | | | Add 🔇 | | |
| X Line Fee Code | Category | Descri | Description Amount | | | | |
| 🔲 1 PE - Gym Ioi 🗡 | LKR 🚩 | addition | nal locker fee | | 10.00 | | |

Figure 1-15 Groups Screen Information Tab

• Academic Eligibility Requirement – the eligibility definitions setup in the Honor Roll and Eligibility Definition screen. The setup for these definitions is explained in the Synergy SIS – Grading Administrator Guide.

• **Sponsor Type** – the staff roles in supervising the student groups. The lookup table is located under **K12.StudentGroupsInfo.Setup**, and the table name is **Staff Type**.

| Nai | Vame: Staff Type Namespace: K12.StudentGroupsInfo.Setup Locked: N Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod | | | | | | | | | | |
|-----|---|-------------|------|-----------------|--|---------|---------|----------|------|-----------------|---------------|
| Lo | .ookup Values Add 🔇 | | | | | | | | | | |
| | | | | | | Other 🔥 | State o | | Alt | Status | |
| × | Line | ListOrder 👄 | Code | Description | | SIS ≑ | Code 🗟 | Code 3 🗟 | Code | Year Start ⊜ | Year End ⊖ |
| | 1 | | 0 | Coach | | | | | | ~ | ~ |
| | 2 | | 1 | Assistant Coach | | | | | | ~ | ~ |
| | 3 | | 2 | Advisor | | | | | | ~ | * |

Figure 1-16 Lookup Table Definition Screen - Staff Type

• Fee Code and Category – the fee codes and categories defined in the fees setup process. The setup for these codes is explained in the Synergy SIS – Fees Administrator and User Guide.

The Groups screen > Event Calendar tab has the following lookup table:

| ∀Groups | | | (« | | | | | | |
|--------------------------------------|--|----------------|---------------------------|--|--|--|--|--|--|
| ode: BSK Description: Basketball | | | | | | | | | |
| Information Students History Event C | alendar | | | | | | | | |
| Code Description | Begin Date End Date | | | | | | | | |
| BSK 🔠 Basketball | | | | | | | | | |
| Events | | Add Wizard Add | Show Detail 🐼 | | | | | | |
| 🗙 Line Event Date 🗧 🛛 Type 🔤 | Event ⊖ Event ⊖ Short Description ⇔ Type | Short Title 😝 | Requires Eligibility ⊖ | | | | | | |
| 🔲 1 01/13/2014 📑 Event 💌 | Dance 7:00 PM Holiday Dance | Vsty BSK Dance | | | | | | | |
| Figu | e 1-17 Groups Screen, Event Calendar T | Гаb | | | | | | | |

• **Type** – the type of events. The lookup table is located under **K12.PXP**, and the table name is **Announcement Type**. This table is a product-owned table and cannot be changed.

| Name: | Announcement T | уре | Namesp | ace: K12.PXP Produ | ict | Owned | | | | |
|-------------------|--|------|---|--|-------------------|--|--|-------------------|---|--|
| Use the Oth | Code as the State State Code is non- er SIS column is us tallation. | -bla | de - all val nk for a giv for data im | ues reported to state v ven value Product Owr porting. NOTE: The O | vill nec th | be used from the d lookups can be er SIS column f | e lookup code a e viewed but no for Product Ov | upd upd neo | not evaluate to the Sta lated, except the Othe I lookups is cleared | te Code unless r SIS column.The after a new |
| Looku | ıp Values | | | | | | | | | ٨ |
| Line | ListOrder 🔶 | | Code 🈂 | Description | \Rightarrow | Other SIS 🍦 | State Code | | Alt Code 3 | Alt Code SIF 🄶 |
| 10 | | 1 | | Event | | | | | | |
| 20 | | 2 | | Important Announcem | er | | | | | |
| 30 | | 3 | | Announcement | | | | | | |

Figure 1-18 Lookup Table Definition Screen - Announcement Type

Student Groups

The Student Groups > Student Groups tab detail screen, Eligibility tab has the following lookup table:



Figure 1-19 Student Groups Screen, Student Groups Tab - Detail Screen, Eligibility Tab

 Teacher Mandate – a list of the types of eligibility. These fields reference the same lookup table that is located under K12.StudentGroupsInfo. The table name is Eligibility Status.

| Nai | ne: Eli | gibility Status | Namespa | ace: K12.StudentGroupsInfo | .ocked: N | | | | | |
|-----------|-------------------|-----------------------------------|-----------------------|------------------------------------|--------------|--------------|-------------|---------------|-----------------|---------------|
| | Use Co | ode as the Stat | e Code | | | | | | | |
| All no | values 1-blani | reported to sta for a given va | ate will be u Ilue | ised from the lookup code and no | t evaluate t | to the State | e Code uni | ess the Sta | te Code is | |
| Lo | okup | Values | | | | | | | A | dd 🔇 🔇 |
| | | | | | Other 。 | State 。 | Alt | Alt | Sta | tus |
| × | Line | ListOrder ≑ | Code ⊜ | Description 👄 | sis 🗢 | Code 🗢 | Code ⊜ 3 | Code ⊜ SIF | Year Start ⊖ | Year End ⊖ |
| | 1 | 0 | 01 | Eligible | | | | | * | * |
| | 2 | 0 | 02 | Ineligible | | | | | * | * |
| | 3 | 0 | 03 | Probation | | | | | * | * |
| | 4 | 0 | 04 | Waived | | | | | * | ~ |
| | 5 | 0 | 05 | Not Active (Not enrolled) | | | | | * | * |
| | 6 | 0 | 06 | Eligible with Restrictions | | | | | * | * |
| | 7 | 0 | 07 | Eligible With Special Restrictions | | | | | * | * |

Figure 1-20 Lookup Table Definition Screen - Eligibility Status

The Student Groups > Student Groups tab detail screen, Awards tab has the following lookup table:

| Student Gro | ups | | | | | | | | | | | « |
|--------------------------|------------|-------------|-----------------------------|------------|------------------|-------------|-------------|----------|-----------|-------------------|----------|--------|
| Student Name: (Abbott, | Billy C.) | School: He | ope High Scl | 1001 S | tatus: Inactive | Homeroom | 1: | | | | | |
| Student Groups His | tory Hea | alth Screer | 1 | | | | | | | | | |
| Last Name | First Name | <u> </u> | liddle Name | Suffix | Perm ID | Grade | | Gender | | | | |
| Abbott | Billy | ļ | C | | 905483 | 11 | ~ | Male | * | | | |
| Student Eligibility Info | ormation | | | | | | | | | | | 0 |
| Middle School Waiver D | ate High | School Wa | aiver Date P | rofessio | nal Athlete | | | | | | | |
| | | <u>8.</u> | | l | | | | | | | | |
| Currently Assigned G | roups | | | | | | | | | Add | Hide Det | tail 🔕 |
| Line Code | | Student N | ame: (Abbott | , Billy C | .) Age: 17 S | chool Name: | Норе | High S | School : | Status: I-Inactiv | ve Homer | oom: |
| 1 BASE | | General | Information | Eligibili | ty Eligibility D | etail Awar | rds | Addition | al Inform | ation | | |
| | | Code De | scription Eligi | bility Sta | itus | | Ent | ter Date | e Le | eave Date | | |
| | | BASE Ba | seball | | | | ~ 01 | /27/201 | 4 📝 | 7 | | |
| | | Lettered I | Letter Purcha 01/16/2014 | se Date | | | | | | | | |
| | | Awards | | | | | | | | | Add | |
| | | X Line | Award Coo | le 🤤 | Award Date | 🔶 Commer | nt | | | | | |
| | | | VL-B | ~ (|)1/14/2014 | j 🕅 ♥ Var | rsity L | etter | | | | |

Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab

• Award Code – a list of the types of awards that can be earned for the group. This list is created on the Awards tab of the detail screen of each group in the District Groups screen. This setup is explained later in this chapter in the section on District Groups.

The Student Groups > **History** tab has the following lookup table:

| ΥS | tudent | Groups | | | | | | | | ~ |
|--------|---------------|-------------------------|----------------|------------|---------------|----------|-----|--------|--------------------|-------------|
| Stude | nt Name: (A | bbott, Billy C.) School | : Hope High Sc | hool Stat | tus: Inactive | Homeroe | om: | | | |
| Stud | lent Groups | History Health Scre | en | | | | | | | |
| Last N | lame | First Name | Middle Name | Suffix F | erm ID | Grade | | Gender | | |
| Abbo | tt | Billy | С | 9 | 905483 | 11 | | Male | ~ | |
| Grou | p History Fil | ter | Inc | lude Activ | e Groups | | | | | |
| Curre | entYear_Cu | rentSchool | ¥ | | | | | | | |
| Gro | up History | | | | | | | | | Show Detail |
| Line | Code | Description | Ent | er Date | Lea | ve Date | | | Group Organization | |
| 1 | CHS | Chess Club | 11/1 | 4/2013 | 11/1 | 5/2013 | 7 | | Hope High School | |
| 2 | BSK | Basketball | 08/0 | 7/2013 | 11/1 | 5/2013 | 7 | | Hope High School | |
| 3 | NHS | National Honor Scty | 08/0 | 7/2013 | 11/1 | 5/2013 | 7 | | Hope High School | |
| 4 | FOOT | Football | 08/0 | 7/2013 | 11/1 | 5/2013 | 7 | | Hope High School | |
| 5 | FOOT | Football | 01/2 | 20/2014 | 01/2 | 24/2014 | 7 | | Hope High School | |
| 6 | AVID | AVID | 10/0 | 1/2013 | 11/1 | 5/2013 [| 7 | | Hope High School | |

Figure 1-22 Student Groups Screen, History Tab

• **Group History Filter** - a list of the possible filters. This table is a product-owned table and cannot be changed. This table is located under K12.StudentGroupsInfo, and the table name is **Group History Filter.**

| Name | : Group Histo | ory Filter | Namespace: K12.StudentGroupsInfo Product Ov | ned | | | |
|---------------------|--|--|--|--|---|---|--|
| Us th O ir | e Code as the e State Code i ther SIS colum stallation. | State Coo s non-blar n is used t | de - all values reported to state will be used from the lo hk for a given value Product Owned lookups can be vie for data importing. NOTE: The Other SIS column for I | okup code an wed but not u Product Own | d not evaluate pdated, except ed lookups is | to the State C the Other SIS cleared afte | ode unless column The r a new |
| Loo | kup Values | | | | | | 0 |
| Line | ListOrder 🈂 | Code | Description \ominus | Other SIS 😂 | StateCode 🤤 | AltCode 3 🖨 | Alt Code SIF 🍣 |
| 1 | 0 | 1 | All Groups for the Current Year for the Current School | | | | |
| 2 | 0 | 2 | All Groups for the Current Year for All Schools | | | | |
| 3 | 0 | 3 | All Groups for All Years for the Current School | | | | |
| 4 | 0 | 4 | All Groups for All Years for All Schools | | | | |

Figure 1-23 Lookup Table Definition Screen - Group History Filter

The Student Groups > Health Screen tab has the following lookup tables:

| Student Grows | oups | | | | | | | | | |
|-----------------------|--------------------------------------|---------------|----------------|-----------------|-------|-----------|-----------|-------|-----|--|
| Student Name: (Abbott | t, Billy C.) School: | Hope High Scl | h ool S | tatus: Inactive | Homer | oom: | | | | |
| Student Groups His | Student Groups History Health Screen | | | | | | | | | |
| Last Name | First Name | Middle Name | Suffix | Perm ID | Grade | | Gender | | | |
| Abbott | Billy | С | | 905483 | 11 | ~ | Male | ~ | | |
| Activity Screening | | | | | | | | | Add | |
| X Line Scr | een Date 🔤 | Screen Typ |)e 🌐 | Resu | ilt 🍣 | Staff Na | me | | | |
| 1 11/15/2013 | 🕑 Hea | th 🎽 | | Pass 🎽 🎽 | | Bonjour F | R., Richa | ard ← | | |

Figure 1-24 Student Groups Screen, Health Screen Tab

- Screen Type the health screening types (Health and Drug). The values in this list are hard-coded into the programming code and there is no associated lookup table.
- **Result** a Pass/Fail indictor of the results of the student's exam. The lookup table is located under **K12.HealthScreen**, and the table name is **Exam Result**. This table is a product-owned table and cannot be changed, and it is used for certain scoliosis, dental, vision and hearing test results.

| | Name: Exam Result Namespace: K12.HealthScreen Product Owned | | | | | | | | | | |
|---|---|------|-------------|----------|----------|-----------|-----------|----------------|--|--|--|
| | Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value Product Owned lookups can be viewed but not updated, except the Other SIS column The Other SIS column is used for data importing. NOTE: The Other SIS column for Product Owned lookups is cleared after a new installation. | | | | | | | | | | |
| | Lookup Values | | | | | | | ٥ | | | |
| ľ | Line ListOrder 🖨 | Code | Description | ∂ | OtherSIS | StateCode | AltCode 3 | Alt Code SIF 🖨 | | | |
| | 1 | Р | Pass | | | | | | | | |
| | 2 <mark>2</mark> | N | Fail | | | | | | | | |

Figure 1-25 Lookup Table Definition Screen - Exam Result

Student Ad Hoc Group

The Student Ad Hoc Group screen has the following lookup table:

| ∀Stuc | ✓Student Ad Hoc Group | | | | | | | | | |
|--------------|--|-------------|------------|---------|-------|--------------|-------|-------|---|--|
| Student Na | tudent Name: Abbott, Billy C. School: Hope High School Homeroom: 403 Teacher: Sullivan, J. | | | | | | | | | |
| Groups | | | | | | | | | | |
| Last Name | First Name | Middle Name | Suffix | Perm ID | Grade | G | ender | Track | | |
| Abbott | Billy | С | | 905483 | 11 | ~ M | ale 🔽 | | * | |
| Student | Student Ad Hoc Groups Add 🔇 | | | | | | | | | |
| X Line | Group 🖨 | | Start Date | | ¢ | 😂 🛛 End Date | |)ate | ¢ | |
| | Advanced Place | | | | | P | | | | |

Figure 1-26 Student Ad Hoc Group Screen

The lookup table is located under **K12.StudentGroupsInfo**, and the table name is **Ad Hoc Group**.

| Nan | lame: Ad Hoc Group Namespace: K12.StudentGroupsInfo Locked: N | | | | | | | | | | |
|--------------|--|-------------|--------|--------------------|-------------|--------|-------------|---------------|-----------------|---------------|--|
| | Use Code as the State Code | | | | | | | | | | |
| All v non | All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value | | | | | | | | | | |
| Lo | okup | Values | | | | | | | Ad | d 🕥 | |
| | | | | | Other | State | Alt | Alt | Sta | tus | |
| × | Line | ListOrder 🖨 | Code ≑ | Description 👄 | sis ≑ | Code 🔤 | Code ⊜ 3 | Code ⊜ SIF | Year Start ≑ | Year End ⊖ | |
| | 1 | 0 | 0 | Advanced Placement | | | | | * | * | |
| | 2 | 0 | 1 | Quick Group | Quick Group | | | | | | |

Figure 1-27 Ad Hoc Group Lookup Table

DISTRICT GROUPS

Once the lookup tables have been set up, the District Groups can be configured.

1. Go to Synergy SIS > Student > Setup > District Groups.

| ♥Dist | District Groups | | | | | | | | | | |
|------------|-------------------------------|-----------------|----------------------|---------------|--------------------|--------------|-----------------|--------------|-------------|--|--|
| School Ye | chool Year: 2013-2014 | | | | | | | | | | |
| Groups | Attendance | Discipline | Miscellaneous | Course C | ount Rules | | | | | | |
| District | Group Histor | y Filter | | | | | | | ٥ | | |
| * The Dis | trict Group His | story Filter se | tting is the distric | t level defau | It setting for the | Student>Stud | ent Groups> | History tab. | | | |
| District G | District Group History Filter | | | | | | | | | | |
| Copy G | Copy Group | | | | | | | | | | |
| District | Defined Scho | ool Groups | | | | | | Add | Show Detail | | |
| × Line | Code 🔶 De | scription ⊜ | Mandatory 🔶 | Season 🔶 | Begin Date🖨 | End Date 🖨 | Group Type ⊖ | Level 🔶 | Category 🖨 | | |
| 1 | | | | * | | P | * | * | * | | |

Figure 1-28 District Groups Screen

- 2. Click Add on the District Defined School Groups. A blank line displays.
- 3. Enter a **Code** and **Description** for the group.
- 4. To add the group to all schools, check Mandatory.
- 5. Select the **Season** in which the group is active, if appropriate.
- 6. Enter the **Begin Date** and if appropriate, the **End Date** (MMDDYY) or click 🗐 and select date.
- 7. Select any or all of **Group Type**, **Level**, and **Category** if your district uses these. **Group Type** might be **Athletic**, for example, and encompass various sports. **Level** might be either **Varsity** or **Junior Varsity**, or might be grade levels.
- 8. Click Save.

Define Group Eligibility

1. To define the groups' eligibility requirements, double-click the line number of the desired group. The detailed screen displays.

Requirements

On the **Requirements** tab in the detailed screen, the following information can be entered:

| VDistrict G | oups | | | | | | | |
|----------------------|--|--|---|--|--|--|--|--|
| School Year: 2013-2 | 014 | | | | | | | |
| Groups Attenda | nce Discipline Miscellaneous Course C | ount Rules | | | | | | |
| District Group His | story Filter | | (| | | | | |
| * The District Grou | History Filter setting is the district level defai | ult setting for the S | Student>Student Groups>History tab. | | | | | |
| District Group Histo | ry Filter | | | | | | | |
| | ~ | | | | | | | |
| Copy Group | | | | | | | | |
| District Defined S | chool Groups | | Add Hide Detail | | | | | |
| Line Code | | | | | | | | |
| | Requirements Awards Additional Info | mation Begin Date | e End Date Group Type Level | | | | | |
| 3 BASE | Code Description Mandatory Season Begin Date End Date Group Type Level | | | | | | | |
| 4 BSK | The check eligibility requirements checkbox | is used to determi | ine whether or not student eligibility is required to participate | | | | | |
| 5 CHR | in the group. If the checkbox is not selected, | no logic will be pe | erformed on the information collected for this group. | | | | | |
| 6 CHS | Check Eligibility Requirements | | | | | | | |
| 7 FOOT | Demographic 📀 | Enrollment | (| | | | | |
| 9 NHS | Age Range | Current Enroll | ment Required | | | | | |
| 10 VOL | - | 🗖 Last Semester | r Enrollment Required | | | | | |
| | Grade Range | Retained Stud | lents Allowed | | | | | |
| | × - × | Residency Red | quired | | | | | |
| | Gender | 🖾 365 Consecuti | ive Calendar Days Required | | | | | |
| | × | Transfers Allowed | | | | | | |
| | | ▼ | | | | | | |
| | | *Please update e | enter codes on District Groups, Miscellaneous tab. | | | | | |
| | Attendance | Oiscipline O | | | | | | |
| | Only absence types marked as affects | Only discipline and disposition types marked as "affects eligibility" on the | | | | | | |
| | eligibility in the attendance tab of the Distric | t discipline tab of the district groups view will be included in the eligibility | | | | | | |
| | absence counts. | Check Stu | udent Dispositions | | | | | |
| | Max Daily Absences Max Period Absence | S Discipline Threshold Add | | | | | | |
| | | X Line | Threshold A Weeks A Events | | | | | |
| | | | Amt > Ineligible > Ineligible > | | | | | |
| | Health | <u></u> | Drug Screen | | | | | |
| | Health Exam Required | | Drug Screen Required | | | | | |
| | Health Exam Valid Months | | Drug Screen Valid Months | | | | | |
| | | | | | | | | |
| | Or Health Exam Date Range | | Or Drug Screen Date Range | | | | | |
| | | | | | | | | |
| | If both Date Range and Valid Months are er | ntered Date | If both Date Range and Valid Months are entered Date | | | | | |
| | Range will be used. | | Range will be used. | | | | | |
| | Miscellaneous | | | | | | | |
| | Parent Consent Required Student Co | ntract Required | Insurance Required Emergency Contact Required | | | | | |
| | Professional Athlete Allowed | | | | | | | |
| | | | / | | | | | |
| | Total Fee Amount | | | | | | | |
| | Total - Co Allount | | | | | | | |
| | Free/Reduced Overrides | | | | | | | |
| | X Line Code | Ş | Amount | | | | | |

Figure 1-29 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab

- To verify the eligibility requirements for each student, select **Check Eligibility Requirements**. If this is not checked, none of the other information entered is used, and the **Groups** screen will not contain **Event Calendar** functions or **Eligibility** functions.
- If the student must be a certain age to participate in the group, enter the valid Age Range.
- If the group is only open to students in certain grades, select the valid **Grade Range** from the lists.
- If the group is limited to one gender, select the **Gender** from the list.

- Check **Current Enrollment Required** if the student is required to be currently enrolled in the district to participate in the group,
- If the student must have been enrolled in the district the previous semester to participate in the group, check Last Semester Enrollment Required.
- If students that were not promoted to the next grade level are allowed to participate in the group, check **Retained Students Allowed**.
- If the **Residency Required** is checked, the student's School of Residence (as listed on the **Demographics** tab of the **Student** screen) must be the same as the school in which the student is enrolled. The School of Residence is determined by the values entered into the Address Grid Definition. For information about the Address Grid Definition, see the *Synergy SIS – Student Information Administrator Guide*.
- A **365 Consecutive Calendar Days Required** for enrollment may be selected. When selected, if a student has not been enrolled in a school for 365 consecutive calendar days and is not a first time student, they will not be considered eligible for the group.
- In the **Transfers Allowed** list, select whether students who have transferred from another school are allowed to participate in the group. If transfers are not allowed, be sure to select the enter codes listed on the Miscellaneous tab that are <u>not</u> considered transfers, as outlined later in this chapter.
- If the student must maintain a good attendance record to participate in the group, enter the maximum number of absences that may be accumulated in the year in the **Max Daily Absences** or the **Max Period Absences** (depending on whether the school takes daily or period attendance). If absences are counted, be sure to select the specific absence reasons that are counted on the Attendance tab, as outlined later in this chapter.
- Select Check Student Dispositions to disqualify any student who has had a
 discipline incident entered with a disposition that is not completed. Once the
 disposition is marked completed, the student will be eligible for participation in the
 group again. This is only for disposition codes marked as affecting eligibility on the
 Discipline tab of this screen.
- Students may be ineligible for a group based upon the number of discipline incidents incurred (threshold). The length of time the student is ineligible may be managed as well.
 - 1. Click **Add o**n the Discipline Threshold bar. A new line displays.
 - 2. Enter the number of incidents to meet the **Threshold Amt**.
 - 3. Enter the number of weeks the student will remain ineligible to participate in the group once that threshold is met in **Weeks Ineligible.**
 - 4. If meeting this threshold makes the student ineligible to participate in group events, enter the number of **Events Ineligible** that will be missed.

The specific discipline codes that count towards this threshold are selected on the Discipline tab of this screen, as outlined later in this chapter.

• If a health exam or drug screening is required for participation in the group, check **Health Exam Required** and/or **Drug Screen Required**.

- Once an exam or screening is given, it may be considered valid for participation in the group for a certain number of months or a certain range of dates. Enter the number of months in Health Exam Valid Months and/or Drug Screen Valid Months, or enter the Start Date and End Date for the range. These values are specific for this group, and they override the number of months that applies to all groups configured on the Miscellaneous tab.
- Check the following if any of these conditions apply to the group: **Parent Consent Required**, **Student Contract Required**, **Insurance Required**, **Emergency Contact Required**, and/or **Professional Athlete Allowed**.
- Enter the total amount of any fees required for participation in the group in **Total Fee Amount**.
- If students who are eligible for free and reduced meals received a discount on the total fees required, the discounted fees can be set up in the Free/Reduced Overrides section. To enter the discounted fees:
 - 1. Click Add.
 - 2. Select the **Code** from the list.
 - 3. Enter the total fees charged to the students in Amount.
 - 4. Click Save.

| YD | istrict Gr | oups | | | | | | | | | |
|-------|-------------------------------|----------------|------------------------|-------------------------|------------------|---------|-------------|-------------|-------------|---|--|
| Scho | ol Year: 2013-2 | 014 | | | | | | | | | |
| Gro | ups Attenda | nce Disciplin | e Miscellaneous | Course Count Rule | s | | | | | | |
| Dist | District Group History Filter | | | | | | | | | | |
| * Th | e District Group | History Filter | setting is the distric | t level default setting | for the Student> | Student | Groups>Hist | ory tab. | | | |
| Distr | ict Group Histo | rv Filter | | | | | | | | | |
| | | | | / | | | | | | | |
| | | | | | | | | | | | |
| | py Group | | | | | | | | | | |
| Dist | rict Defined S | chool Groups | ; | | | | | Add | Hide Detail | | |
| Line | Code | | | | | | | | | | |
| 1 | AFTR | Requirement | Awards Add | itional Information | | | | | | | |
| 2 | AVID | Code | Description | Man | datory Season | | Begin Date | End Da | te | | |
| 3 | BASE | CHR | Cheerleading | | | * | | | | | |
| 4 | BSK | | | | | | Group Type | Level | | | |
| | CHR | | | | | | * | Ninth Grade | e 🗡 | | |
| | FOOT | Letter Type | | | | | | | | | |
| | FUN | | | | | | | | | | |
| 9 | NHS | Awards | | | | | | | Add | 0 | |
| 10 | VOL | X Line Co | ode 🍣 | Name 🔶 | Description | | | | | | |
| | | | | | 💱 📀 | | | | | | |
| | | | | | | | | | .:: | | |

Figure 1-30 District Groups Screen, Groups Tab - Detail Screen, Awards Tab

Awards

- 1. To add a list of awards distributed by the group, click the **Awards** tab of the detailed screen.
- 2. Click Letter Type drop-down and select the award.
- 3. Click Add on the Awards bar to add awards
- 4. Enter a **Code** for the award, and type the **Name** of the award.
- 5. Enter a **Description** of the award, if desired.
- 6. Click Save.

Additional Information

This tab allows districts to customize the data collected for each student participating in the group. Once setup, it will contain a check box list of all user-defined data associated with the Student Group business object. Then, if an item is checked on this tab, the field will display on the Student Group Additional Information screen. Any item not selected here does not display on the Student Group Additional Information screen associated with that group.

| VDistrict Gr | roups | | | | | « | | | | |
|----------------------|---|--|--------------|---------------|------------|-------------|--|--|--|--|
| School Year: 2013-2 | ichool Year: 2013-2014 | | | | | | | | | |
| Groups Attenda | Groups Attendance Discipline Miscellaneous Course Count Rules | | | | | | | | | |
| District Group Histo | ory Filter | | | | | ٢ | | | | |
| Copy Group | Copy Group | | | | | | | | | |
| District Defined S | chool Groups | | | | Add | Hide Detail | | | | |
| Line Code | | | | | | | | | | |
| 1 AFTR | Requirements Av | ards Additional Informa | ation | | | | | | | |
| 2 AVID | Code Description | Mandatory Season | Begin Date E | nd Date Group | Type Level | | | | | |
| 3 BASE | BASE Baseball | | ▼ | | × | × | | | | |
| 4 BSK | | | | | | | | | | |
| 5 CHR | The following fields | The following fields are user defined fields of the K12.StudentGroupsInfo.StudentGroups Business Object. Please select | | | | | | | | |
| 6 CHS | the data fields you w | the data fields you would like added to the view for this group activity. Any field selected here must already be added to the | | | | | | | | |
| 7 FOOT | Additional Information | Additional Information tab of the Student Group view. Any User Defined field not selected here will be removed from the tab. | | | | | | | | |
| 8 FUN | Field Name | | | | | | | | | |
| 9 NHS | Team_Position | | | | | | | | | |

Figure 1-31 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab

| √Student Groups | | | | | | | | | |
|-----------------|----------------------|-----------------------|--------------------|-----------------|-------------|--------------|--|--|--|
| Student Name: | Abbott, Billy C. Sch | nool: Hope High Sch | ool Status: Acti | ve Homeroom: 4 | 03 | | | | |
| Student Gro | ups History Healt | h Screen | | | | | | | |
| Last Name | First Name | Middle Name | Suffix Perm ID | Grade | Gender | | | | |
| Abbott | Billy | c | 905483 | 11 | Male | * | | | |
| Student Eligibi | ility Information | | | | | ٢ | | | |
| Currently As | signed Groups | | | [| Add H | ide Detail 🔇 | | | |
| Line Code | Student Name: Abbo | ott, Billy C. Age: 17 | School Name: H | ope High School | Status: Hom | eroom: 403 | | | |
| Dride | General Information | n Eligibility Eligibi | ility Detail Award | Additional In | formation | | | | |
| | Code Description E | igibility Status | | Enter Date | Leave Date | | | | |
| BASE Baseball | | | | 01/22/2014 | 9 | | | | |
| | | and the second second | | | | | | | |
| | Team Position | | | | | | | | |

Figure 1-32 Student Groups Screen, Groups Tab - Detail Screen, Additional Information Tab

Copy Group

Since the eligibility requirements for each group can be quite extensive, it can be helpful to copy another group's setup to save time. For example, perhaps all of the athletic teams have the same eligibility requirements. One team's eligibility requirements could be configured, and then all of the other teams can be copied from this setup. To copy another group's setup:

1. Click Copy Group. The District Group Copy screen opens.

| Pistrict Groups | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| School Year: 2013-2014 | | | | | | | | | |
| Groups Attendance Discipline Miscellaneous Course Count Rules | | | | | | | | | |
| District Group History Filter G | | | | | | | | | |
| * The District Group History Filter setting is the district level default setting for the Student>Student Groups>History tab. | | | | | | | | | |
| District Group History Filter | | | | | | | | | |
| | | | | | | | | | |
| Copy Group | | | | | | | | | |

Figure 1-33 District Groups Screen

- 2. Enter the **Code** for the new group.
- 3. Enter the **Description** of the group.
- 4. Select the group requirements to copy from the **Copy From Group** list. A group can also be copied to a different year by modifying the **School Year**.

| District G | roup Copy | | « |
|---|-------------------------|---|-------------------|
| Code BASE Copy From Grou | Description Baseball | S | chool Year 014 |
| _ | | ~ | |
| AFTR - After So AVID - AVID BASE - Baseba | thool Program | | |
| BSK - Basketba | ll | | |
| CHR - Cheerlea | ading | | |
| CHS - Chess C | lub | | |
| FOOT - Footba | II | | |
| FUN - Fundrais | ing | | |
| NHS - National | Honor Scty | | |
| VOL - Volleybal | I | | |

Figure 1-34 District Group Copy Screen

5. Click **Save**, and the new group displays on the District Groups screen.

| ♥District Groups | District Groups | | | | | | | | | |
|---|-----------------|---------------|--|--|--|--|--|--|--|--|
| School Year: 2013-2014 | | | | | | | | | | |
| Groups Attendance Discipline Miscellaneous Course Count Rules | | | | | | | | | | |
| District Group History Filter | | ٥ | | | | | | | | |
| * The District Group History Filter setting is the district level default setting for the Student>Student Groups>Hist | tory tab. | | | | | | | | | |
| District Group History Filter | | | | | | | | | | |
| × | | | | | | | | | | |
| Copy Group | | | | | | | | | | |
| District Defined School Groups | Add | Show Detail 🔕 | | | | | | | | |
| X Line Code ⊕ Description ⊕ Mandatory ⊕ Season ⊕ Begin Date ⊕ End Date ⊕ Group Time O Time Time O Time O Time Time | Level 🔶 | Category 🔶 | | | | | | | | |
| I BASE Baseball | ~ | ~ | | | | | | | | |

Figure 1-35 District Groups Screen

Attendance

The information on the **Attendance**, **Discipline**, **Miscellaneous**, and **Course Count Rules** tabs apply to all of the groups. To configure the attendance requirements for all of the groups:

1. Click the **Attendance** tab.

| YC | District Group | os | | | | | |
|------|--------------------|-------------|---------------|-----------------------------|--------------|-----------------------------------|---|
| Scho | ol Year: 2013-2014 | | | | | | |
| Gro | ups Attendance | Discipline | Miscellan | eous Course Count Rules | | | |
| Only | attendance reasons | selected he | re will be us | sed when determining the nu | mber of stud | dent period and/or daily absences | |
| Atte | ndance Reasons | | | | | | 0 |
| Line | Abbre | viation | ¢ | Description | ₿ | Affects Eligibility | Ş |
| 1 | Nce | | | Ace N | | | |
| 2 | Act | | | Activity | | | |
| 3 | Alc | | | Alt Lrn Ct | | | |
| 4 | Apl | | | Appeal | | | |
| 5 | Арр | | | Appealed | | | |
| 6 | Bus | | | Bus Susp | | | |
| 7 | Bsp | | | Bussspend | | | |
| 8 | Adm | | | Couns/admi | | | - |
| 9 | Cou | | | Counseling | | | |
| - | | | - | C-Pox | \sim | \sim | |

Figure 1-36 District Groups Screen, Attendance Tab

- 6. Check **Affects Eligibility** for each attendance reason to use that will count against the maximum number of absences entered on the Requirements tab for that group (Groups tab, detailed screen). Absences for illness or school activities are usually not selected.
- 7. Click Save.

Discipline Tab

To configure the discipline requirements for all of the groups:

1. Click the **Discipline** tab.

| Y | VDistrict Groups | | | | | | | | | |
|------|------------------------|---------------------|------------------|-----------|------------------------|-----|--------|-----------------------|----------------------|--------------------------|
| Scho | School Year: 2013-2014 | | | | | | | | | |
| Gro | ups Attendand | e Discipline I | Miscellaneous | Course | Count Rules | | | | | |
| Only | discipline or disp | position codes sele | cted here will b | e used wl | hen determin | ing | a stud | lents eligibility ba | sed on discipline. | |
| Disc | cipline Codes | | | | | ٨ | Disp | osition Codes | | 6 |
| Line | Discipline Code ⇔ | Des | cription | | Affects Eligibility | ⊜ | Line | Disposition Code ⇔ | Description 🖨 | Affects Eligibility ≑ |
| 1 | AZ05 | Aggression | | | | | 1 | A7A01 | Actions Completed In | |
| 2 | AZ10 | Dangerous Items | | | | | ' | | One Day | |
| 3 | AZ12 | Lying, Cheating, F | Forgery or Plagi | arism | | | 2 | AZA02 | Actions Completed In | |
| 4 | AZ13 | Technology, Impro | per use of | | | | | | One Or More Days | |
| 5 | AZ14 | Other Violations o | f School Policie | s | [[]] | | | | Actions Completed In | |
| e | 01 | Academic/cheat | | | | | | AZAU3 | Be | |
| 7 | 02 | Alcohol | | | | | | A7D01 | Due Process | |
| | | Arson, | | | | | | 2001 | | |

Figure 1-37 District Groups Screen, Discipline Tab

- 8. Check **Affects Eligibility** for each discipline code to use against the **Threshold Amt** entered on the Requirements tab for that group (Groups tab, detailed screen).
- 9. Check the **Affects Eligibility** for any disposition code that must be resolved before the student can rejoin the group. This applies only if **Check Student Dispositions** is checked on the Requirements tab for that group (Groups tab, detailed screen).
- 10. Click Save.

Miscellaneous

To set up other group requirements:

- 1. Click the **Miscellaneous** tab.
- 2. Check **Enable GPA Grade Period Groups** if schools do not use multiple Grading Period Definitions and need a way to enable the GPA Grading Periods for group eligibility. When this option is selected and the current school uses Group Eligibility, the GPA Group

Definition tab will be available on the School Groups screen. For schools that have enabled multiple Grading Period Definitions this grid will be the same as the grid defined on the Grading Setup screen. However, for schools that do not use multiple Grading Period Definitions, this grid does not have a purpose outside of eligibility and so will only be visible from the School Groups screen.



Figure 1-38 District Groups Screen, Miscellaneous Tab

- 3. In the **Health Screen** and **Drug Screen** sections, enter the number of months or the range of dates for which an exam or screening is considered valid. These values can be overridden at the group level by entering the number of months on the Requirements tab for that group (Groups tab, detailed screen).
- 4. Enter the **Start** and **End Date** for each season or click (MMDDYY) and select date. Season Dates define the default dates for the groups that fall in "seasons". If a group is defined as a fall activity, the group's start and end dates will default to the fall dates defined within this tab. If a group's start and end date is defined at the individual group level, and a season is selected, the group's start and end dates take precedence.
- Check each Enter Code that is <u>not</u> considered a transfer. When Transfer Allowed is set to No on the Requirements tab for that group (Groups tab, detailed screen), students who are enrolled with an enter code that is <u>not</u> selected here will <u>not</u> be eligible for group participation.

| Allowed Attendance Reason Codes | | | | | | | |
|--|-----------------|--------------------|--------------------------------------|------------------------------------|--|--|--|
| If the 'Residency Required' checkbox is selected for group eligibility and a student's school of attendance does not match his or her school of residence, the student will be flagged as ineligible unless his or her reason of attendance matches one of the selected reasons below. | | | | | | | |
| | | | | | | | |
| Central Enrollment | Invalid Address | Care | Inter-District: Parent Employment | Inter-District: General Reasons | | | |
| Resident Student | Paired School | Student Assignment | Magnet | Alt Course of Study | | | |
| Special Transfer | GATE | School of Choice | Administrative Transfer | Disciplinary Transfer | | | |

Figure 1-39 District Groups Screen, Miscellaneous Tab

- Check each Allowed Attendance Reason Code that will <u>not</u> result in ineligibility when Residency Required is checked on the Requirements tab for that group (Groups tab, detailed screen).
- 7. Click Save.

Course Count Rules

Course counts are used to calculate student group eligibility when a definition on the Honor Roll and Eligibility Definition screen is associated with the group. Group eligibility can be limited with a minimum count of courses in the current or previous year, and with a minimum mark in all courses. To set up course count and mark requirements:

- 1. Click the **Course Count Rules** tab.
- 2. If the option to **Exclude Concurrent Courses from Current Course Count** is selected in conjunction with **Courses as of Course Count Date** or **Current Grading Period Courses** located on the Group Eligibility Profile screen, courses will not be included in the course count for those students enrolled in courses at a concurrent school.

If **Exclude Concurrent Courses from Current Course Count** is <u>NOT</u> selected, those courses would be included in the course count unless the course is excluded from eligibility course counts on the District Course screen.

| VDistrict Groups | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|
| School Year: 2013-2014 | | | | | | | | | |
| Groups Attendance Discipline Miscellaneous Course Count Rules | | | | | | | | | |
| Course Count Rules | | | | | | | | | |
| Exclude Concurrent Courses from Current Course Count | | | | | | | | | |
| Failing Marks Definition | <u></u> | | | | | | | | |
| Max Failing Mark Numeric Failing Marks → → → → → → → → → → → → → → → → → → → | | | | | | | | | |
| Course Count Amounts | 6 | | | | | | | | |
| If 'Use Credit For Course Counts' is selected, course counts will be calculated based on the credit assigned to the section. If no credit amount is assigned, the default values assigned to each term of below will then be used. If no term code value is defined, 0 will be used as the default count value. is not selected, each course will count as 1. | amount code in the grid If the checkbox | | | | | | | | |
| Use Credit For Course Counts | | | | | | | | | |
| Previous Year Course Count | | | | | | | | | |
| Term Code Defaults | Add 🤇 | | | | | | | | |
| 🗙 Line 🛛 Term Code \ominus Count Value 😂 Multi | plier 🗧 | | | | | | | | |

Figure 1-40 District Groups Screen, Course Count Rules Tab

- 3. In the Failing Marks Definition section, enter the highest numeric mark that disqualifies a student from group membership, or check the alphabetic marks that disqualify a student from group membership. This setting can conflict with the Academic Eligibility Requirement selected by group on the Groups tab, and it is recommended not to use the settings in both places.
- 4. In the **Course Credit Amounts** section, check **Use Credit For Course Counts** to base course count calculations on the credits assigned to the sections. Leave this unchecked to base course count calculations on values in the **Term Code Defaults** grid.
- 5. To limit group memberships to students with a minimum number of courses in Course History for the previous year, enter that number in **Previous Year Course Count**.

- 6. To adjust eligibility counts:
 - a. Click Add on the Term Code Defaults bar.
 - b. Select the Term Code to adjust from the drop-down.
 - c. Enter the **Count Value** for the term, or the **Multiplier** for the course count. For example, if you want Q1 to count for one credit rather than .5, you use a multiplier for Q1.
- 7. Click Save.

Delete a Group

To delete a group,

- 1. Click \bigotimes on the line of the group to delete.
- 2. Click Save.

This action is not allowed once schools have opted into the group.

| ♥District Course | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|
| Course ID: Course Title: | | | | | | | | | |
| Course Description Year Override Pre/Corequisite Sch | nools Teaching Associated Courses Standards C | | | | | | | | |
| Course ID Course Title Course Short Title Manda | tory Inactive Always Show In Course History Add | | | | | | | | |
| | | | | | | | | | |
| Course Info | | | | | | | | | |
| Scheduling Options | ParentVUE Options | | | | | | | | |
| Course Restrictions | Course Subject Areas | | | | | | | | |
| Other Information | Verified Credit 1 | | | | | | | | |
| Old SIS Course ID Category Code Instructional Level | Verified Credit 2 | | | | | | | | |
| | | | | | | | | | |
| NCLB Core | | | | | | | | | |
| × | | | | | | | | | |
| Exclude From State Reporting | Course Count | | | | | | | | |
| Exclude From Attendance Letter Exclude From Eligibility C | Course Count Multiplier | | | | | | | | |
| Technical Course Technical Provider | | | | | | | | | |
| Alternative Learning Cooperative Learning Special Educ | cation | | | | | | | | |
| Other Provider Information | ٢ | | | | | | | | |

SCHOOL GROUPS

Once the groups have been set up at the district level, schools may select which groups to make available at their site. District mandatory groups display automatically. To setup groups at the school level:

1. Go to Synergy SIS > Student > Setup > School Groups.

| ΥS | VSchool Groups | | | | | | | | |
|-------|--|------|----------------------|------------|----------------|--------------|--|--|--|
| Schoo | School Name: Hope High School School Year: 2013-2014 | | | | | | | | |
| Stud | Student Groups | | | | | | | | |
| 🔽 Us | e Group Eligibility | | | | | | | | |
| Scho | ol Group History Fil | ter | | | | 0 | | | |
| Grou | o GPA Definition 1 | | Group GPA De | finition 2 | | | | | |
| | | | * | | * | | | | |
| | | | | | | | | | |
| Stuc | lent Groups | | | | | Q | | | |
| Line | Used In School | Code | Description | Category | Staff Name | Sponsor Type | | | |
| 1 | < | AVID | AVID | | Jackson, Kathy | Coach | | | |
| 2 | < | FUN | Fundraising | | | | | | |
| 3 | | AFTR | After School Program | | | | | | |
| 4 | | BASE | Baseball | | | | | | |

Figure 1-42 School Groups Screen

- 2. Check **Use Group Eligibility** to include the requirements, awards, and additional details that define the district groups. Otherwise, this information will not be displayed when using the groups at the school.
- 3. Select the school groups GPA definitions from the **Group GPA Definition 1** and **Group GPA Definition 2** drop-downs.
- 4. Select the **School Group History Filter** from the drop-down. The School Group History Filter setting is the school level default setting for the Student>Student Groups>History tab.
- 5. Check **Used In School** to make any group available at the school. Those groups where the Used In School check box is grayed-out means that the group is mandatory.
- 6. Click Save.
- 7. Change the focus and repeat these steps for each school.

GPA Group Definition

When **Enable GPA Grade Period Groups** is selected on the District Groups screen and the current school uses Group Eligibility, the GPA Group Definition tab displays. For schools that have enabled multiple Grading Period Definitions, this grid is the same as the grid defined on the Grading Setup screen. However, for schools that do not use multiple Grading Period Definitions, this grid does not have a purpose outside of eligibility and so is only visible from the School Groups screen.

| School Groups | | | | | | |
|--|-----------------------------|--------------|----------------------|------|--|--|
| School Name: Adams Elementary School Year: 2013-2014 | | | | | | |
| Student Groups | GPA Group D | efinitions [| | | | |
| 🗹 Use Group Elig | bility | | | | | |
| GPA Grading Pe | GPA Grading Period Groups 📀 | | | | | |
| Line GPA Group | Name | Regular | | | | |
| ¹ Semester 1 | | Second Qua | rter (ending 12/16/1 | 3) 🎽 | | |
| 2 Semester 2 | | Fourth Quar | ter (ending 5/26/14) | * | | |

Figure 1-43 School Groups Screen GPA Group Definitions Tab

Custom Fields

Additional information about student participation in a group may be collected using custom fields. These fields, once created, reside on the Additional Information tab for that group (Student Groups tab, detailed screen).

CREATE FIELDS

To create a custom field:

1. Go to Synergy SIS > System > Data and Views > User Defined Data.

| VUser Defi | ned Data | а | | | | | |
|--------------------|--------------|----------------|--------------|-------------------|------------|------------------------|----|
| User Defined BO an | id Table: | | | | | | |
| Basic Info Prop | erties | | | | | | |
| Namespace | | Name | | DB Table Name | 2 | | |
| Update Informati | on | | | | | | 6 |
| Last Synch Date Ti | me Last Cr | anged Date | Time | | | | |
| Synchronize Data | abase | Database bu | tton will an | ly any and all ch | nandes mai | le to this user define | he |
| table and business | object. | Database bu | | ny any and an ci | langes mad | | ,u |
| Parent Object Re | lation | | | | | | 6 |
| Name | Relation | Type 🗸 | | | | | |
| Other Info | | | | | | | 6 |
| Add the change | stamp and us | er ID tracking | ļ | | | | |
| Query Display Type | e | | | | | | |
| | | ~ | | | | | |



2. Click Add. The User Defined Data Add screen opens.

| User Defined Data Add | (« |
|---|----------|
| | |
| Select the Parent BO of the new user defined data | (|
| Relation Type Name | |
| Other Attributes | 0 |
| Add the change stamp and user ID tracking | |
| Query Display Type | |

Figure 1-45 User Defined Data Add Screen

3. Click final next to **Name.** The Find: BODef screen opens.

| Find: BODef | | | | | | |
|-----------------------|--------------|--|--|--|--|--|
| Find Criteria | | | | | | |
| Namespace | Name | | | | | |
| K12.StudentGroupsInfo | StudentGroup | | | | | |
| Search Results | | | | | | |
| Find Result | | | | | | |
| Line Namespace | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Figure 1-46 Find: BODef Screen

- 4. Enter K12.StudentGroupsInfo in Namespace.
- 5. Enter StudentGroup in Name.
- 6. Click Find.
- 7. Double-click the line number containing the information just entered. The Find: BODef screen closes and the information displays on the User Defined Data Add screen.

| Find: BODef | | | | | |
|-------------------------|------------------------------------|--|--|--|--|
| Find Criteria | | | | | |
| Namespace | Name | | | | |
| K12.StudentGroupsInfo | StudentGroup | | | | |
| Search Results | | | | | |
| Find Result | | | | | |
| Line Namespace | Name | | | | |
| 1 K12.StudentGroupsInfo | StudentGroup | | | | |
| 2 K12.StudentGroupsInfo | StudentGroupAward | | | | |
| 3 K12.StudentGroupsInfo | StudentGroupEventDidNotParticipate | | | | |

Figure 1-47 Find BODef Screen

8. Select Show and Obey BO Rules from the Query Display Type drop-down.

| User Defined Data Add | (|
|---|---|
| | |
| Select the Parent BO of the new user defined data | |
| Relation Type Name 🔶 | |
| One To One V K12.StudentGroupsInfo.StudentGroup | |
| Other Attributes | (|
| Add the change stamp and user ID tracking | |
| Query Display Type | |
| Show and ot 💌 | |

Figure 1-48 Find BODef Screen

9. Click **Save.** This creates a table attached to the Student Group screen called UD_STU_GROUP. The details of this table display the User Defined Data screen.

| ✓User Defined Data | | | | | | | | |
|--|---|---------------|----------|--|--|--|--|--|
| User Defined BO and Table: UD.StudentGroupsInfo.UDStudentGroup - UD_STU_GROUP | | | | | | | | |
| Basic Info Properties | | | | | | | | |
| Namespace | Name | DB Table Name | | | | | | |
| UD.StudentGroupsInfo | UDStudentGroup | UD_STU_GROUP | | | | | | |
| Update Information | | | (| | | | | |
| Last Synch Date Time Last Ch | Last Synch Date Time Last Changed Date Time 01/27/2014 15:42:00 | | | | | | | |
| Synchronize Database NOTE: Clicking the Synchronize table and business object. | Synchronize Database NOTE: Clicking the Synchronize Database button will apply any and all changes made to this user defined table and business object. | | | | | | | |
| Parent Object Relation | | | ۵ | | | | | |
| Name K12.StudentGroupsInfo.Student | Relation Type Group One To One | | | | | | | |
| Other Info 📀 | | | | | | | | |
| Add the change stamp and user ID tracking Query Display Type | | | | | | | | |
| Show and obey BO rules | * | | | | | | | |

Figure 1-49 User Defined Data Screen

- 10. Click the **Properties** tab.
- 11. Click **Add** on the Properties/Columns bar. A new line displays. Each new line represents a field that can be added to the Additional Properties tab. Fields are also referred to as Properties in Synergy SIS.

| | a | | | | | | | | |
|---|------------------|---------|--------------|-----------|-------|---------|--------|-----|---------------|
| User Defined BO and Table: UD.StudentGroupsInfo.UDStudentGroup - UD_STU_GROUP | | | | | | | | | |
| Basic Info Properties | | | | | | | | | |
| Namespace | Name | | DB Table Nar | ne | | | | | |
| UD.StudentGroupsInfo | UDStudentGro | up | UD_STU_GF | ROUP | | | | | |
| Properties/Columns | | | | | | | Add | S | show Detail 🔇 |
| 🗙 Line Property Name 😂 | Туре 🍦 | DB Colu | umn Name 🄶 | Special T | ype 🍣 | Max Ler | ngth 🈂 | Scr | oll Order 🍦 |
| T StuGroupGU U | nique Identifier | STU_GR | OUP_GU | | | | | | |
| 2 Team_Position S | String 🔽 | POSITIO | N | | * | | | 1 | * |

Figure 1-50 User Defined Data Screen, Properties Tab

- 12. Enter the **Property Name**, as it will display in Synergy SIS. The name cannot contain spaces or any special characters other than the underscore.
- 13. Select the **Type** of field to add from the drop-down. The common types used are:
 - 1. String which creates a single-line text field
 - 2. **Memo** which creates a multi-line text field
 - 3. Numeric which creates a field that only holds numbers, and
 - 4. Date which stores date.
- 14. Enter the **DB Column Name**, as it will display in the database. The name cannot contain spaces or any special characters other than the underscore
- 11. Select one of the options from **Special Type** to define the field as a system-generated field, such as a date.
- 12. Enter the **Max Length** of the data in the field.
- 13. Click Save.
- 14. Click Add to create another field.
- 15. After all the fields are created, go back to the **Basic Information** tab, and click **Synchronize Database**. This saves the new fields to the database. They are now available to use in the screens.

| VUser Defined Data | a | | |
|--|-----------------------------------|---------------------------|---------------------------|
| User Defined BO and Table: UD.S | tudentGroupsInfo.UD | StudentGroup - UD_S1 | TU_GROUP |
| Basic Info Properties | | | |
| Namespace | Name | DB Table Name | |
| UD.StudentGroupsInfo | UDStudentGroup | UD_STU_GROUP | |
| Update Information | | | (|
| Last Synch Date Time Last Ch 01/28/2 | nanged Date Time 2014 09:41:00 | | |
| Synchronize Database NOTE: Clicking the Synchronize | Database button will app | bly any and all changes r | nade to this user defined |
| table and business object. | ~~~~ | | |

Figure 1-51 User Defined Data Screen

A SSOCIA TE CUSTOM FIELD WITH SCREEN

Next, the newly created fields need to be added to the correct tab on the Student Groups screen.

- 1. Go to Synergy SIS > System > Data and Views > View Change.
- 2. Enter K12.StudentGroupsInfo in Namespace and Student Group in Name.
- 3. Click Find.
- 4. Click the triangle next to **TabGroup** to expand the list of tabs for the screen.

| View Change | | |
|--------------------------------------|--------------------------|------------|
| View Name: K12.StudentGroupsInfo.Stu | dent Group Localization: | |
| Modifications Other Info | | |
| Namespace | Name | Туре |
| K12.StudentGroupsInfo | Student Group | Data Entry |
| | | |
| View Modifications Action | ✓ ② | |
| TitleArea | | |
| TabGroup | | |

Figure 1-52 View Change Screen

5. Click Tab - Additional Information.

| View Change | | |
|--------------------------------------|--------------------------|--------------|
| View Name: K12.StudentGroupsInfo.Stu | dent Group Localization: | |
| Modifications Other Info | | |
| Namespace | Name | Туре |
| K12.StudentGroupsInfo | Student Group | Data Entry 💌 |
| | | |
| View Modifications Action 🔇 | | |
| ▶ 🖱 TitleArea | | |
| ♥ TabGroup | | |
| TabPanel | | |
| Tab - General Information | | |
| Tab - Eligibility | | |
| Tab - Eligibility Detail | | |
| Tab - Awards | | |
| Tab - Additional Information | | |
| P a rap - Health Screens | | |
| | | |

Figure 1-53 View Change Screen

6. Click Action . . drop-down and select Add Field to Tab – Additional Information. The Add Control screen opens.

| View Change | | | |
|--|--|---|-----------|
| View Name: K12.StudentGroupsIn | fo.Student Group Localizati | on: | |
| Modifications Other Info | | | |
| Namespace | Name | Туре | 2 |
| K12.StudentGroupsInfo | Student Group | Data | a Entry 💌 |
| | | | |
| View Modifications | Action | - 6 | > |
| TitleArea TabGroup TabPanel Tab - General Information Tab - Eligibility Tab - Eligibility Detail Tab - Awards Tab - Additional Information Tab - Health Screens | Action Add CheckBoxList to Tab - Ad Add Grid to Tab - Additional In Add GroupBox to Tab - Additi Add Field to Tab - Additional I | ditional Information formation anal Information nformation | |

Figure 1-54 View Change Screen

7. Select **UDStudent Group** from the **Business Object** list, and select the name of the field added from the **Property** list.

| Add Control | | | |
|-----------------|---------------|---|--|
| Business Object | Property | | |
| UDStudent Group | Team_Position | ~ | |

Figure 1-55 Add Control Screen

- 8. Click **Save** to add the field to the Additional Information tab.
- 9. Repeat to add additional fields to the tab.

CUSTOMIZE FIELD DISPLAY

1. On the View Change screen, click on the field name to customize how the field displays.

| View Name: K12.StudentGroupsi Modifications Other Info | nfo.Student Group Localization: A | AZ.ESD | | | | | |
|---|-----------------------------------|---|-----|--|--|--|--|
| lamespace | Name | Туре | | | | | |
| K12.StudentGroupsInfo | Student Group | Data Entry | × | | | | |
| View Modifications | Action | | - 🕥 | | | | |
| TitleArea | Data Field | | | | | | |
| TabGroup | Field Data | | ٢ | | | | |
| Tab - General Information | BO Name | Property Name | | | | | |
| Tab - Eligibility | UD.StudentGroupsInfo.UDS | UD.StudentGroupsInfo.UDStudei Team_Position | | | | | |
| Tab - Eligibility Detail | BOID | BOID | | | | | |
| Iab - Awards Tab - Additional Information | 7F928B61-62DE-4958 | 7F928B61-62DE-4958 | | | | | |
| A Team_Position | Label | | | | | | |
| Iab - Health Screens | Team Position | | | | | | |
| | Label Orientation | | | | | | |
| | Bottom | | | | | | |
| | ReadOnly | | | | | | |
| | Default | | | | | | |
| | Width | | | | | | |
| | 200 | | | | | | |
| | Suppress Label | | | | | | |
| | Text Mode | | | | | | |
| | Single_Line 💌 | | | | | | |

Figure 1-56 View Change Screen

- 2. Enter the **Label** to display. This is usually the same as the name of the field in the database. Spaces and special characters are permitted in the label.
- 3. Select the **Label Orientation** in relation to the field box. The most common choices are **Top** or **Left**.

| | Team Position | Bottom | |
|---------------|---------------|---------------|---------------|
| | Тор | Team Position | |
| Team Position | Left | Right | Team Position |



- 4. Enter the **Width** of the field box in pixels. 200 is approximately the width of the **Label** data entry box on the screen.
- 5. Check **Suppress Label** if you want to suppress the field label from displaying on the tab or screen.
- 6. Click **Text Mode** drop-down and select from the options.
- 7. Click Save.

A SSOCIATE FIELD WITH GROUP

 To specify which groups should use these additional fields, go to Synergy SIS > Student > Setup > District Groups.

| V District | Groups |
|-------------------|--|
| School Year: 2 | 13-2014 |
| Groups Att | endance Discipline Miscellaneous Course Count Rules |
| District Group | History Filter |
| Copy Group | |
| District Defin | ed School Groups Add Hide Detail |
| Line Code | |
| 1 AFTR | Requirements Awards Additional Information |
| 2 AVID | Code Description Mandatory Season |
| 3 BASE | BASE Baseball |
| 4 BSK | Begin Date End Date Group Type Level |
| 5 CHR | |
| 6 CHS | The following fields are user defined fields of the |
| 7 FOOT | K12 StudentGroupsInfo StudentGroups Business Object. Please select the data |
| 8 FUN | fields you would like added to the view for this group activity. Any field selected here |
| 9 NHS | must already be added to the Additional Information tab of the Student Group view. |
| 10 VOL | Any User Defined field not selected here will be removed from the tab. |
| | Field Name I Team Position |

Figure 1-58 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab

- 2. Click the group that will use the new fields, and click Show Detail.
- 3. Click the Additional Information tab. The field(s) added display in Field Name.
- 16. Check each field to be used by the group.
- 17. Click Save.

| ∀Studen | t Groups | | | - | | |
|---------------------|---|----------------------|-------------|--------------------------|-------------|-------------|
| Student Name: | Abbott, Billy C. School: Hope | High School | Status: | Active Ho | meroom: 403 | |
| Student Grou | Ips History Health Screen | | | | | |
| Last Name | First Name Mid | Idle Name Su | uffix Pe | rm ID | Grade | Gender |
| Abbott | Billy | | 90 | 5483 | 11 | Male Male |
| Student Eligi | bility Information | | | | | 0 |
| Middle School | Waiver Date High School Waiv | er Date Prof | fessional . | Athlete | | |
| Currently Ass | igned Groups | | | | Add | Hide Detail |
| Line Code 1 BASE | Student Name: Abbott, Billy C. | . Age: 17 Sch | iool Name | e: Hope Hig | h School | rmation |
| | Code Description Eligibility Sta BASE Baseball | atus | × | Enter Date 01/22/2014 | Leave D |)ate |
| | Team Position | | | | | |

Figure 1-59 School Groups Screen, Student Groups Tab - Detail Screen, Additional Information Tab

SCHOOL GROUP LETTERS

The School Group Letters screen is used to record and track student purchases of letters. The *Synergy SIS – Student Groups User Guide* describes the functionality. The letter setup occurs through the setup of the District Group screen Awards tab.

| School | Group Lett | ers | | | (« |
|---------------|--------------------|-----------------------|-------------|-----------------|----------------------|
| Letters Let | er Awards | | | | |
| Result Filter | | | | | ٥ |
| School Group | Let | ter Type Season | Gro | roup End Date | |
| | ~ | * | * | | |
| Show Only | Letters To Purchas | e | | | |
| | | | Purchase E | Date | |
| Select All | Clear All Mark S | elected As Purchased | | P | |
| Letters Earn | ed | | | | ٥ |
| Line Student | Name Letter Type | e Activities Letter A | Iready Purc | chased Purchase | Date Purchase Letter |

Figure 1-60 School Group Letters Screen



Chapter Two: SECURITY

In this chapter, the following topics are covered:

- District Groups Security
- School Group Letters Security
- School Groups Security
- Groups Security
- Mass Assign Student Groups Security
- Student Ad Hoc Group Security
- Student Groups Security
- Student Groups & Ad Hoc Groups Report Security

Security for each of the screens discussed throughout this manual is defined by two options: the PAD Security screen and the Security Definition screen. Both of these screens are found under Synergy SIS > System > Security.

How each of these screens work and how security is defined is covered in detail in the *Synergy SIS* - *Security Administrator Guide*. This chapter outlines where the security for each part of each student information-related screen may be defined in the Security Definition screen.

DISTRICT GROUPS SECURITY

The District Groups screen, **Groups tab** found under Synergy SIS > Student > Setup > is controlled by these security nodes:

The District Group History Filter is controlled by:

K12.Setup.DistrictSetup.GroupHistoryFilter

The District Defined School Groups grid is controlled by:

K12.StudentGroupsInfo.Setup.DistrictStudentGroups



Figure 2-1 District Groups Screen, Groups Tab

The Groups tab detail screen, **Requirements** tab, is mostly controlled by this security node.

K12.StudentGroupsInfo.Setup.DistrictStudentGroups

The **Discipline Threshold** section is controlled by this security node.

K12.StudentGroupsInfo.Setup.DistrictGroupDiscThreshold

The Free/Reduced Overrides section is controlled by this security node.

K12.StudentGroupsInfo.Setup.DistrictGroupFRMFee

| District Groups |
|---|
| chool Year: 2013-2014 |
| Groups Affendance Discipline Miscellaneous Course Count Rules |
| District Group History Filter |
| * The District Group History Filter setting is the district level default setting for the Student>Student Groups>History tab. |
| District Group History Filter |
| |
| Copy Group |
| District Defined School Groups Add Hide Detail |
| ine Code Requirements Awards Additional Information |
| 1 AFTR Code Description Mandatory Season Begin Date Level End Date Group Type |
| AFTR After School Program |
| 3 BASE The check eligibility requirements checkbox is used to determine whether or not student eligibility is required to participate |
| 5 CHR Check Distribution collected for this group. |
| 6 CHS Demostraphic |
| 7 FOOT |
| 8 FUN Attendance V Discipline |
| 9 NHS groups view will be included in the eligibility calculation. |
| 10 VOL |
| Discipline Threshold Add |
| X Line Threshold Amt ⇔ Weeks Ineligible ⇔ Events Ineligible |
| Health Ø Drug Screen |
| Miscellaneous |
| Fees |
| Total Fee Amount |
| |
| Free/Reduced Overrides Add |
| Amount |

Figure 2-2 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab

The Groups tab detail screen, Awards tab is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupAward

| ♥District Groups | | | | | | |
|---|--------------------|---------------------|----------------------|------------|------------|---------------|
| School Year: 2013-2014 | | | | | | |
| Groups Attendance Discipline | Miscellaneous | Course Count F | lules | | | |
| District Group History Filter | | | | | | |
| * The District Group History Filter setti | ng is the district | level default setti | ng for the Student>S | tudent Gro | oups>Histo | ory tab. |
| District Group History Filter | | | | | | |
| | * | | | | | |
| Copy Group | | | | | | |
| District Defined School Groups | | | | | Add | Hide Detail 🔇 |
| Line Code | | | | | | |
| 1 AFTR | Requirements | Awards Addition | onal Information | | | |
| 2 AVID | Code | Description | | Mandato | ry Season | 100 |
| 3 BASE | AFIR | After School Pro | gram | | | × |
| 4 BSK | Begin Date | End Date | Group Type Leve | 1 | | |
| 5 CHR | | 7 | | * | | |
| 6 CHS | Letter Type | | | | | |
| 7 FOOT | | ~ | | | | |
| 8 FUN | Awards | | | | | Add 🔕 |
| 9 NHS | Xline | Code 5 | Name | ⊜ Des | scription | |
| 10 VOL | | COULD Y | Indiffe | | emption | |

Figure 2-3 District Groups Screen, Groups Tab - Detail Screen, Awards Tab

The Groups tab detail screen, Additional Information tab is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupAddFields

| ♥District Groups | | | | | | |
|--|----------------------|------------------|---|---------------|---------------|-----------------|
| School Year: 2013-2014 | | | | | | |
| Groups Attendance Discipline | Miscellaneous | Course Cou | unt Rules | | | |
| District Group History Filter | | | | | | |
| * The District Group History Filter se | tting is the distric | t level default | setting for the Studen | t>Student G | Groups>Hist | ory tab. |
| District Group History Filter | | | | | | |
| | • | * | | | | |
| Copy Group | | | | | | |
| District Defined School Groups | | | | | Add | Hide Detail |
| Line Code | Requirements | Awards Add | litional Information | | | |
| 1 AFTR | Code | Description | | Mandato | ry Season | |
| 2 AVID | AFTR | After School F | Program | | | ~ |
| A BSK | Begin Date | End Date | Group Type Lev | el | | |
| 5 CHB | | 7 | | * | | |
| 6 CHS | The following field | ds are user defi | ned fields of the K12.Stu iolds you would like add | IdentGroups | Info.Student(| Broups Business |
| 7 FOOT | field selected her | e must already | be added to the Additio | nal Informati | on tab of the | Student Group |
| 8 FUN | view. Any User D | efined field not | selected here will be rer | moved from t | he tab. | |
| 9 NHS | Field Name | | | | | |
| 10 VOL | Team_Position | n | | | | |

Figure 2-4 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab

The District Groups screen, **Attendance tab** found under Synergy SIS > Student > Setup > is controlled by this security node:

K12.AttendanceInfo.Setup.DistrictAttendanceReasons

| ∀Di | ♥District Groups | | | | | |
|--------------------|-------------------|-------------|--------------------|----------------|---------|---|
| School | Year: 2013-2014 | | | | | |
| Group | Attendance | Discipline | Miscellaneous | Course Count | Rules | |
| Only a | ttendance reasons | selected he | re will be used wh | en determining | the num | ber of student period and/or daily absences |
| Attendance Reasons | | | | | | |
| Line | Abbrevia | ation | | escription | e) | Affects Eligibility |
| 1 N | ce | | Ace N | | | |

Figure 2-5 District Groups Screen Attendance Tab

The District Groups screen, **Discipline tab** found under Synergy SIS > Student > Setup > is controlled by these security nodes:

K12.DisciplineInfo.Setup.DistrictDisciplineCode

K12.DisciplineInfo.Setup.DistrictDispositionCode

| Y | District Gr | oups | | | | | | |
|------|----------------------|--------------------|--------------------------|-------|-----------------------|-----------|---------|--------------------------|
| Scho | ool Year: 2013-2 | 014 | | | | | | |
| Gro | oups Attendar | nce Discipline | Miscellaneous | Co | urse Count Rule | s | | |
| Only | y discipline or di | sposition codes se | lected here will | be us | ed when determine | ning a st | udents | |
| eliq | ibility based on | discipline. | | | | | | |
| Disc | cipline Codes | | 6 | Disp | osition Codes | | | 4 |
| Line | Discipline Code ⊖ | Description 🗧 | Affects Eligibility ⊖ | Line | Disposition Code ⊖ | Descri | ption 🖨 | Affects Eligibility ≑ |
| 1 | AZ05 | Aggression | V | | AZA01 | Actions | Comple | |

Figure 2-6 District Groups Screen Discipline Tab

The District Groups screen, **Miscellaneous tab** found under Synergy SIS > Student > Setup > is controlled by these security nodes:

The **GPA** section is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupYearSettings

| ♥District Groups | | | | |
|--|---|--|--|--|
| School Year: 2013-2014 | | | | |
| Groups Attendance Discipline Miscellaneous Course Count Rule | s | | | |
| GPA | G | | | |
| Enable GPA Grade Period Groups | | | | |

Figure 2-7 District Groups Screen Miscellaneous Tab

In the Health Exam / Drug Screen sections, the **Number of Months Health Exam/Drug Screen is Valid** is controlled by this security node:

| ♥District Groups | (« |
|--|--|
| School Year: 2013-2014 | |
| Groups Attendance Discipline Miscellan | eous Course Count Rules |
| GPA | 0 |
| Health Exam 🛛 🔾 | Drug Screen 🤇 |
| Number of Months Health Screen is Valid | Number of Months Drug Screen is Valid |
| Or Health Exam Date Range | Or Drug Screen Date Range |
| Start Date End Date | Start Date End Date |
| E7 - E7 | |
| If both Date Range and Valid Months are entered, Date Range will be used. | If both Date Range and Valid Months are entered, Date Range will be used. |

K12.Setup.DistrictSetup

Figure 2-8 District Groups Screen Miscellaneous Tab

In the Health Exam and Drug Screen sections, the **Start Date/ End Dates** are controlled by this security node:

| ♥District Groups | (« |
|--|--|
| School Year: 2013-2014 | |
| Groups Attendance Discipline Miscellan | eous Course Count Rules |
| GPA | 0 |
| Health Exam 🔇 | Drug Screen 🔇 |
| Number of Months Health Screen is Valid | Number of Months Drug Screen is Valid |
| Start Date End Date For a start Date End Valid Months are Entered, Date End End Will be used. | Start Date End Date End Date If both Date Range and Valid Months are entered, Date Range will be used. |

K12.StudentGroupsInfo.Setup.DistrictGroupUI

Figure 2-9 District Groups Screen Miscellaneous Tab

The **Season Dates** section is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupUI

This security node does not provide a visible change in security on the screen.

| ♥District Groups | (« |
|---|----|
| School Year: 2013-2014 | |
| Groups Attendance Discipline Miscellaneous Course Count Rules | |
| GPA | ٢ |
| Health Exam 💿 Drug Screen | ٢ |
| Season Dates | ٩ |
| Fall Start Date Fall End Date Winter Start Date Winter End Date | |
| Spring Start Date Spring End Date Summer Start Date Summer End Date | |

Figure 2-10 District Groups Screen Miscellaneous Tab

The Enter Codes section is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupYearEnrCodes

| ♥District Groups | | | | |
|---|--|--|--|--|
| School Year: 2013-2014 | | | | |
| Groups Attendance Discipline Miscellaneous Course Count Rules | | | | |
| GPA O | | | | |
| Health Exam 💿 Drug Screen 🕥 | | | | |
| Season Dates 3 | | | | |
| Enter Codes C | | | | |
| The following enter codes will be used when verifying a students eligibility status. All selected codes will be considered valid enter codes. When transfers are not allowed, if the students mos recent enter code is not in the selected values, that student will be marked as ineligible. | | | | |
| Enter Code | | | | |
| E1 - First Arizona enrollment this school year for student returning to this school | | | | |

Figure 2-11 District Groups Screen Miscellaneous Tab

The Allowed Attendance Reason Codes section is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupYearAttendanceReasons

| VDistrict Groups | | | | | |
|--|--|--|--|--|--|
| School Year: 2013-2014 | | | | | |
| Groups Attendance Discipline Miscellaneous Course Count Rules | | | | | |
| GPA | | | | | |
| Health Exam 🐼 Drug Screen | | | | | |
| Season Dates | | | | | |
| Enter Codes | | | | | |
| Allowed Attendance Reason Codes | | | | | |
| If the 'Residency Required' checkbox is selected for group eligibility and a student's school of attendance does not match his or her school of residence, the student will be flagged as ineligit unless his or her reason of attendance matches one of the selected reasons below. | | | | | |
| | | | | | |
| Central Invalid Inter-District: Inter-District: Parent Inter-District: Enrollment Address Child Care Employment General Reasons | | | | | |

Figure 2-12 District Groups Screen Miscellaneous Tab

The District Groups screen, **Course Count Rules tab** found under Synergy SIS > Student > Setup > is controlled by these security nodes:

The **Course Count Rules** section, **Max Failing Mark Numeric** field, and the **Course Count Amounts** section are controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupYearSettings

| VDistrict Groups | | | | | |
|---|---|--------------|--|--|--|
| School Year: 2013-2014 | | | | | |
| Groups Attendance Disc | ipline Miscellaneous Course Count Rules | | | | |
| Course Count Rules | | 6 | | | |
| Exclude Concurrent Cours | es from Current Course Count | | | | |
| Failing Marks Definition | | ٥ | | | |
| Max Failing Mark Numeric | Failing Marks | | | | |
| | Course Count Amounts | 6 | | | |
| If 'Use Credit For Course Counts' is selected, course counts will be calculated based on the credit amount assigned to the section. If no cre amount is assigned, the default values assigned to each term code in th grid below will then be used. If no term code value is defined, 0 will be u as the default count value. If the checkbox is not selected, each course count as 1. | | | | | |
| | Use Credit For Course Counts | | | | |
| Previous Year Course Count | | | | | |
| | Term Code Defaults | Add 🔕 | | | |
| | 🗙 Line Term Code 😂 Count Value 😂 🛛 | Multiplier 🔶 | | | |

Figure 2-13 District Groups Screen Course Count Rules Tab

The Failing Marks group box is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupYearFailingMarks

| VDist | VDistrict Groups | | | | | |
|---|--|---------------------------------------|-------------------------|--|--|--|
| School Yea | ar: 2013-2014 | | | | | |
| Groups | Attendance | Discipline Miscellaneous Course Count | Rules | | | |
| Course C | ount Rules | | 0 | | | |
| Exclud | le Concurrent | Courses from Current Course Count | | | | |
| Failing N | larks Definiti | n | 0 | | | |
| Max Failir | ng Mark Nume | A+ A A-B+ BB-C D D-F WFI | + CCC-D+ | | | |
| | | Course Count Amounts | ٥ | | | |
| If 'Use Credit For Course Counts' is selected, course counts will be calculated based on the credit amount assigned to the section. If no cre amount is assigned, the default values assigned to each term code in the grid below will then be used. If no term code value is defined, 0 will be used as the default count value. If the checkbox is not selected, each course count as 1. | | | | | | |
| | Use Credit For Course Counts Previous Year Course Count | | | | | |
| | | Term Code Defaults | Add | | | |
| | | 🗙 Line Term Code 🤤 Cou | nt Value 🔤 Multiplier 🤤 | | | |

Figure 2-14 District Groups Screen Course Count Rules Tab

The **Term Code Defaults** section is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupYearTermCodeCountDefaults

| VDistrict Groups | | (« | | | | | | |
|---|--|---|--|--|--|--|--|--|
| School Year: 2013-2014 | | | | | | | | |
| Groups Attendance Discipline Miscellaneous Course Count Rules | | | | | | | | |
| Course Count Rules | | ۵ | | | | | | |
| Exclude Concurrent Cours | es from Current Course Count | | | | | | | |
| Failing Marks Definition | | ٩ | | | | | | |
| Max Failing Mark Numeric | Failing Marks → → → → → → → → → → → → → → → → → → → | | | | | | | |
| | Course Count Amounts | ٩ | | | | | | |
| | If 'Use Credit For Course Counts' is selected, course counts calculated based on the credit amount assigned to the secti amount is assigned, the default values assigned to each terr grid below will then be used. If no term code value is defined as the default count value. If the checkbox is not selected, e count as 1. | will be ion. If no credit m code in the , 0 will be used each course will | | | | | | |
| Use Credit For Course Counts Previous Year Course Count | | | | | | | | |
| | Term Code Defaults | Add | | | | | | |
| | × Line Term Code ⊜ Count Value ⊖ | Multiplier | | | | | | |

Figure 2-15 District Groups Screen Course Count Rules Tab

SCHOOL GROUP LETTERS SECURITY

The School Group Letters screen, **Letters tab**, found under Synergy SIS > Student > Setup > is controlled by these security nodes:

The **Result Filter** is controlled by this security node:

K12.StudentGroupsInfo.SchoolLetterAwardUI

This security node does not provide a visible change in security on the screen.

| School Group Letters | « | | | | | |
|--|--------------------|--|--|--|--|--|
| Letters Letter Awards | | | | | | |
| Result Filter | <u> </u> | | | | | |
| School Group Letter Type Season Group End Date | | | | | | |
| Show Only Letters To Purchase | | | | | | |
| Filter Letters | | | | | | |
| Purchase Date | | | | | | |
| Select All Clear All Mark Selected As Purchased | | | | | | |
| Letters Earned | 6 | | | | | |
| Line Student Letter Activities Letter Already Purchase Date Date | Purchase Letter | | | | | |

Figure 2-16 School Group Letters Screen, Letters Tab

The Letters Earned grid is controlled by this security node:

K12.StudentGroupsInfo.SchoolLetteringGrid

| School Group | o Letters | | | | (« |
|-------------------------------------|------------------|-----------------------|--------------------|------------|--------------------|
| Letters Letter Awards | | | | | |
| Result Filter | | | | | 6 |
| School Group | Letter Type | Season | Group E | nd Date | |
| Show Only Letters To Filter Letters | Purchase | | | | |
| | | Pu | rchase Date | | |
| Select All Clear All | Mark Selected As | s Purchased | P | | |
| Letters Earned | | | | | |
| Line Student Lett | er Activities | Letter Air Purchas | eady Pur ed Dat | chase e | Purchase Letter |

Figure 2-17 School Group Letters Screen, Letters Tab

The School Group Letters screen, **Letter Awards tab**, found under Synergy SIS > Student > Setup > is controlled by these security nodes:

The **Result Filter** is controlled by this security node:

K12.StudentGroupsInfo.SchoolLetterAwardUI

This security node does not provide a visible change in security on the screen.

| School Group | Letters | | | | | 8 |
|---------------------------|------------------|-------------|----------|----------|------|--------------|
| Letters Letter Awards | | | | | | |
| Result Filter | | | | | | ٨ |
| School Group | Letter Type | Season | G | roup End | Date | |
| I Show Only Letters To Pu | urchase | | | | | |
| Filter Letters | | | | | | |
| | | | Purchase | Date | | |
| Select All Clear All | Mark Selected As | s Purchased | | | | |
| Letter Awards | | | | | | (|
| Line Activity Student | Name P | urchased | Purchase | Date | Pu | rchase Award |

Figure 2-18 School Group Letters Screen, Letter Awards Tab

The Letter Awards grid is controlled by:

K12.StudentGroupsInfo.SchoolLetterAwardGrid

| VSchool Group Letters | | | | | | | |
|---------------------------|--------------------|------------|-------------|----------------|--|--|--|
| Letters Letter Awards | | | | | | | |
| Result Filter | | | | ۵ | | | |
| School Group | Letter Type | Season | Group End D | ate | | | |
| * | ~ | | × | | | | |
| Show Only Letters To Purc | hase | | | | | | |
| | | Pur | chase Date | | | | |
| Select All Clear All Ma | irk Selected As Pu | rchased | | | | | |
| Letter Awards 6 | | | | | | | |
| Line Activity Student Na | me Purcl | hased Pure | chase Date | Purchase Award | | | |

Figure 2-19 School Group Letters Screen, Letter Awards Tab

SCHOOL GROUPS SECURITY

The School Groups screen, found under Synergy SIS > Student > Setup > is controlled by these security nodes:

The Use Group Eligibility check box is controlled by this security node:

K12.Setup.SchoolSetup

| School Groups |
|--|
| School Name: Hope High School School Year: 2013-2014 |
| Student Groups |
| Use Group Eligibility |
| School Group History Filter |
| * The School Group History Filter setting is the school level default setting for the Student>Student Groups>History tab. |
| School Group History Filter |
| CurrentYear_CurrentSchool |
| Group GPA Definition 1 Group GPA Definition 2 |
| × × |
| Student Groups G |
| Line Used In School Code Description Category Staff Name Sponsor Type |
| 1 AVID AVID Jackson, Kathy Coach |

Figure 2-20 School Groups Screen

The **School Group History Filter** and **Group GPA Definitions** are controlled by this security node:

K12.StudentGroupsInfo.Setup.SchoolGroupUI

This security node does not provide a visible change in security on the screen.

| School Groups | | | |
|--|--------------------|--------------------|---------------|
| School Name: Hope High School School Year: 201 | 3-2014 | | |
| Student Groups | | | |
| Use Group Eligibility | | | |
| School Group History Filter | | | ٥ |
| * The School Group History Filter setting is the school Groups>History tab. | ol level default s | etting for the Stu | ident>Student |
| School Group History Filter | ~ | | |
| | | | |
| Group GPA Definition 1 Group GP | A Definition 2 | | |
| ✓ | | * | |
| | | | |
| Student Groups | | | ٥ |
| Line Used In School Code Description | Category Sta | off Name S | ponsor Type |
| 1 AVID AVID | Jac | kson, Kathy C | oach |

Figure 2-21 School Groups Screen

The **Student Groups** grid is controlled by this security node:

K12.StudentGroupsInfo.Setup.SchoolGroups

| School Groups | [|
|--|---------|
| School Name: Hope High School School Year: 2013-2014 | |
| Student Groups | |
| ☑ Use Group Eligibility | |
| School Group History Filter | 0 |
| * The School Group History Filter setting is the school level default setting for the Student>s Groups>History tab. | Student |
| School Group History Filter | |
| CurrentYear_CurrentSchool | |
| Group GPA Definition 1 Group GPA Definition 2 | |
| | |
| | |
| Student Groups | |
| Line Used In School Code Description Category Staff Name Sponso | or Type |
| AVID AVID Jackson Kathy Coach | |

Figure 2-22 School Groups Screen

GROUPS SECURITY

The Groups screen, **Information tab** found under Synergy SIS > Student > is controlled by three security nodes:

- K12.StudentGroupsInfo.Setup.SchoolStudentGroups controls Academic Eligibility Requirement and Staff Name.
- K12.StudentGroupsInfo.Setup.SchoolGroupStaff controls the Additional Staff sponsor type only grid.
- K12.StudentGroupsInfo.Setup.SchoolGroupFeeGrid controls the School Fees grid.

| ∀Group | s | | | | | | | | « |
|----------------|----------------------------------|----------|------------|----------|---------|----------|----------------|--------|-----|
| Code: AVID | Description: | AVID | | | | | | | |
| Information | Students | History | Event Cale | endar | | | | | |
| Code | Description | n | | Begin Da | ate | End Date | | | |
| AVID | AVID | | | | P | | | | |
| Academic Elig | Academic Eligibility Requirement | | | | | | | | |
| Staff | | | | | | | | | 0 |
| Staff Name 🖨 | Sponsor | Туре | | | | | | | |
| Jackson, Kath | Coach | | ~ | | | | | | |
| Additional S | staff | | | | | | | Add | 0 |
| X Line Sta | Iff Name | | | | | S | iponsor Type | | - E |
| □ 1 ← | | | | | | * | | | |
| Fee Informa | tion | | | | | | | | 0 |
| District Fee A | mount | Free/Red | uced Fees | | | | | | 0 |
| | | Line | Code | Ş | | | Total FRM Amou | nt | ♦ |
| School Fee | 5 | | | | | | | Add | |
| X Line Fe | e Code | Cate | egory | Des | criptio | n | | Amount | |
| 1 | ~ | | * | | | | | | |

Figure 2-23 Groups Screen

The Groups screen, **Students tab** found under Synergy SIS > Student > is controlled by this security node:

K12.StudentGroupsInfo.StudentGroup

| Y | ∀Groups | | | | | | |
|------|------------------------------|---------------------------|------------|-------------------------|--------------|--------------|------------------|
| Cod | Code: AVID Description: AVID | | | | | | |
| Info | ormat | ion Studen | Its Histor | y Event Cale | endar | | |
| Cod | е | Desc | ription | | Begin Date | End Date | |
| AVI | D | AVID | | | | | |
| | | | | | | | |
| Cu | rrent | ly Assigned | Students | | | Show De | etail Chooser 📀 |
| × | Line | Student Name | Grade 😂 | Eligibility Status ⊖ | Enter Date 🖨 | Leave Date 🗧 | Organization |
| | 1 | (Abnernethy, Anne E.) | 10 | | 10/01/2013 📑 | | Hope High School |
| | 2 | <u>Acevedo,</u> Andrew | 11 | | 10/01/2013 📑 | | Hope High School |

Figure 2-24 Groups Screen Students Tab

The Students tab detail screen, Awards tab is controlled by this security node:

K12.StudentGroupsInfo.StudentGroupAward

| \mathbb{V} | Group | s | | (|
|--------------|----------------|-----------|---|-----------|
| Code | a: AVID | Descr | ription: AVID | |
| Info | rmation | Stu | dents History Event Calendar | |
| Code | ; | D | escription Begin Date End Date | |
| AVID |) | A A | | |
| | | | | |
| Cur | rently A | ssign | Hide Detail | Chooser |
| Line | Studer Name | nt | Student Name: (Abnernethy, Anne E.) Age: 15 School Name: Hope High School Status: I-Inactive H | Homeroom: |
| 1 | (Abner | nethy, | General Information Eligibility Eligibility Detail Awards Additional Information Health Screens | |
| | Anne E |) | Code Description Eligibility Status Enter Date Leave Date | |
| 2 | Aceved | <u>0,</u> | AVID AVID | |
| | Aceved | 0 | Lettered Letter Purchase Date | |
| 3 | Ashley | <u></u> | | |
| | Ackley, | Brian | Awards | Add |
| | <u>R.</u> | | X Line Award Code ⊖ Award Date ⊖ Comment | |
| 5 | Acosta, | | | |
| | Acosta | John | | |

Figure 2-25 Groups Scree, Students Tab - Detail Screen, Awards Tab

The **Event Calendar** tab is controlled by this security node:

K12.StudentGroupsInfo.Setup.SchoolGroupEvent

| ∀Groups | |
|---|--|
| Code: AVID Description: AVID | |
| Information Students History Event Calend | dar |
| Code Description | Begin Date End Date |
| AVID 🗎 AVID | |
| Events | Add Wizard Add Show Detail 🔕 |
| X Line Event Date ⇔ Type ⇔ Event ⇔ Type | Event ⊖ Short Description ⊖ Short Title ⊖ Requires ⊖ Eligibility |
| □ 01/07/2014 📅 Event 💌 💌 | Varsity Dance |

Figure 2-26 Groups Screen, Event Calendar Tab

The Event Calendar tab detail screen, **Student Participation** tab is controlled by this security node:

K12.StudentGroupsInfo.GroupEventParticipationGrid

| ∀Groups | | | | | | |
|------------------------|--------------------------|------------|----------------|------------|-------------|---------------------|
| Code: AVID Description | on: AVID | | | | | |
| Information Student | ts History Event Calenda | ar | | | | |
| Code Descr | ription E | Begin Date | End Date | | | |
| AVID 🖹 AVID | | | 9 | | | |
| Events | | | | Add Wizard | Add | Hide Detail 🔇 |
| Line Event Date | | | | | | |
| 1 01/07/2014 📑 | Event Data Student Par | ticipation | | | | |
| | Event Date Short Title | | Short Descript | tion | | |
| | 01/07/2014 📝 Varsity Da | nce | | | 🔳 Re | equires Eligibility |
| | Students | | | | | 0 |
| | Line Student Name | | | Student F | Participate | d |
| | 1 Abbott, Billy C. | | | | J | |

Figure 2-27 Groups Screen, Event Calendar Tab - Detail Screen, Student Participation Tab

MASS ASSIGN STUDENT GROUPS SECURITY

The Mass Assign Student Groups screen, found under Synergy SIS > Student > does not have any associated security nodes.

| ∀Mass Assigr | Student Grou | ips |
|---|---|---|
| | | |
| Student Group Stud | ent Selection | |
| Student Group Select | tion | G |
| Groups | | Start Date |
| | ~ | |
| Conditions | | Q |
| Any student meeting all | of these conditions will b | be added to the selected group |
| Grade⊖ ☐ 09 |] | |
| Gender | | |
| ~ | | |
| Copy From Group | Section ID 🔶 | Copy From Previous Year Group |
| | ◄ [| × |
| Rules | | G |
| When running without a the selected group will b | ny of the following rules be added to the selected | selected, students who are not currently enrolled in group |
| 🔲 Replace start date if | student is currently enro | olled in group |
| Remove all students | currently enrolled in the | group |

Figure 2-28 Mass Assign Student Groups Screen

This security node does not provide a visible change in security on the screen.

$K12. Student Groups Info. \\ Student Group \\ Mass \\ Assign \\ Grid$

STUDENT AD HOC GROUP SECURITY

The **Student Ad Hoc Group screen**, found under Synergy SIS > Student > is controlled by this security node:

K12.StudentGroupsInfo.StudentAdHocGroups

| Student Ad Hoc Group | | | | | | | | | |
|----------------------|---------------|--------------|-----------|-----------|--------|----------------|----------|-------------|-------|
| Student Name: | Abbott, Billy | C. School: H | lope High | n School | Homero | oom: 40 | 3 Teache | er: Sulliva | n, J. |
| Groups | | | | | | | | | |
| Last Name | First Name | Middle Name | Suffix | Perm ID | Gr | ade | Gender | Track | |
| Abbott | Billy | С | | 905483 | 11 | ~ | Male | ~ | ~ |
| | | | | | | | | | |
| | | | | | | | | | _ |
| Student Ad H | Hoc Groups | | | | | | | Add | |
| X Line | Group | | St | tart Date | \$ | | End Dat | е | 4 |
| 🔲 1 Adv | anced P 💌 | | | | | | | | |

Figure 2-29 Student Ad Hoc Group Screen

STUDENT GROUPS SECURITY

The **Student Groups** screen, found under Synergy SIS > Student > is controlled by these security nodes:

The Student Groups tab is controlled by two security nodes:

The Code and Description are controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictStudentGroups

The Eligibility Status, Enter Date, Leave Date, and Role are controlled by this security node:

K12.StudentGroupsInfo.StudentGroup

| Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 403 | | | | | | | | |
|--|----------------|-------------------------|-----------------------|------------|-----------|------------|------------------|-------------|
| Student Groups | History Health | n Screen | | | | | | |
| Last Name | First Name | Middle Name | Suffix | Perm ID | Grade | G | ender | |
| Abbott | Billy | С | | 905483 | 11 | ∼ N | lale 💌 | |
| Student Eligibility Information | | | | | | | | 0 |
| Middle School Waiver Date High School Waiver Date Professional Athlete | | | | | | | | |
| | | | | | | | | |
| Currently Assigned Groups | | | | | | Add | Show D | etail 🔕 |
| X Line Code 🗧 | Description 🗧 | Eligibility Status ⊖ | Enter D | ate 🔶 Leav | re Date 😂 | Role 🖨 | Grou Organiza | p tion ⊜ |
| BASE | Baseball | (|)1/22/20 ⁻ | 14 쿠 | P | * | Hope High | School |

Figure 2-30 Student Groups Screen

The rest of the Student Groups tabs, including their respective detailed screens, are controlled by the same security nodes as those on the Groups screen/tabs that have the same name.

STUDENT GROUPS & AD HOC GROUPS REPORT SECURITY

While report security options are available on the **Security Definition** screen, it is recommended to use PAD tree security, exclusively, to control access to reports.



INDEX

365 Consecutive Calendar Days Required, 23
Course Count Rules, 29
Course Credit Amounts, 29
Credit, 29
Custom Fields, 32
Discipline Tab, 27
Discipline Threshold, 23 Enable GPA Grade Period Groups, 31 Fee, 17, 24 GPA, 3, 11, 27, 31, 32, 45, 52, 63 Grade, 15, 22, 27, 31 Mandatory, 21 Requirements tab, **27** School Groups, **31** Student Disposition, **23**



INDEX OF SCREENS

| Figure 1-1 Synergy SIS Navigation Tree | |
|--|--|
| | 8 |
| Figure 1-2 School Group Letters Screen | 9 |
| Figure 1-3 Groups Screen | 9 |
| Figure 1-4 Mass Assign Student Groups Screen | 10 |
| Figure 1-5 Student Ad Hoc Group Screen | 10 |
| Figure 1-6 Student Groups Screen | 11 |
| Figure 1-7 Lookup Table Definition Screen Staff Type | 13 |
| Figure 1-8 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab | 14 |
| Figure 1-9 Lookup Table Definition Screen - Group Type | 14 |
| Figure 1-10 Lookup Table Definition Screen - Level | 14 |
| Figure 1-11 Lookup Table Definition Screen - Act Transfer Allowed | 15 |
| Figure 1-12 District Groups - Detail Screen | 15 |
| Figure 1-13 School Group Letters Screen | 16 |
| Figure 1-14 Lookup Table Definition Screen - Act Letter Type | 16 |
| Figure 1-15 Groups Screen Information Tab | 16 |
| Figure 1-16 Lookup Table Definition Screen - Staff Type | 17 |
| Figure 1-17 Groups Screen, Event Calendar Tab | 17 |
| Figure 1-18 Lookup Table Definition Screen - Announcement Type | 17 |
| Figure 1-19 Student Groups Screen, Student Groups Tab - Detail Screen, Eligibility Tab | 18 |
| Figure 1-20 Lookup Table Definition Screen - Eligibility Status | 18 |
| | 10 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab | 19 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab | 19 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter | 19 19 19 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab | 19 19 19 20 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab Figure 1-25 Lookup Table Definition Screen - Exam Result | 19 19 19 20 20 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab Figure 1-25 Lookup Table Definition Screen - Exam Result Figure 1-26 Student Ad Hoc Group Screen | 19 19 20 20 20 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab Figure 1-25 Lookup Table Definition Screen - Exam Result Figure 1-26 Student Ad Hoc Group Screen Figure 1-27 Ad Hoc Group Lookup Table | 19 19 20 20 20 20 20 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab Figure 1-25 Lookup Table Definition Screen - Exam Result Figure 1-26 Student Ad Hoc Group Screen Figure 1-27 Ad Hoc Group Lookup Table Figure 1-28 District Groups Screen | 19 19 20 20 20 20 21 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab Figure 1-25 Lookup Table Definition Screen - Exam Result Figure 1-26 Student Ad Hoc Group Screen Figure 1-27 Ad Hoc Group Lookup Table Figure 1-28 District Groups Screen Figure 1-29 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab | 19 19 20 20 20 20 21 21 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab | 19 19 20 20 20 21 21 21 22 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab | 19 19 20 20 20 20 21 21 22 24 25 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab | 19 19 20 20 20 21 21 21 22 24 25 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab. Figure 1-22 Student Groups Screen, History Tab. Figure 1-23 Lookup Table Definition Screen - Group History Filter | 19 19 20 20 20 21 21 21 24 25 26 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab. Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab Figure 1-25 Lookup Table Definition Screen - Exam Result Figure 1-26 Student Ad Hoc Group Screen Figure 1-27 Ad Hoc Group Lookup Table Figure 1-28 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab Figure 1-30 District Groups Screen, Groups Tab - Detail Screen, Awards Tab Figure 1-31 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab Figure 1-33 District Groups Screen Figure 1-34 District Groups Screen | 19 19 20 20 20 20 21 21 21 25 25 26 26 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab Figure 1-25 Lookup Table Definition Screen - Exam Result Figure 1-25 Student Ad Hoc Group Screen Figure 1-26 Student Ad Hoc Group Screen Figure 1-27 Ad Hoc Group Lookup Table Figure 1-28 District Groups Screen Figure 1-29 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab Figure 1-30 District Groups Screen, Groups Tab - Detail Screen, Awards Tab Figure 1-31 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab Figure 1-32 Student Groups Screen, Groups Tab - Detail Screen, Additional Information Tab Figure 1-34 District Groups Screen Figure 1-34 District Groups Screen Figure 1-35 District Groups Screen Figure 1-35 District Groups Screen | 19 19 20 20 20 21 21 24 25 25 26 26 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab Figure 1-22 Student Groups Screen, History Tab Figure 1-23 Lookup Table Definition Screen - Group History Filter Figure 1-24 Student Groups Screen, Health Screen Tab Figure 1-25 Lookup Table Definition Screen - Exam Result Figure 1-26 Student Ad Hoc Group Screen Figure 1-27 Ad Hoc Group Lookup Table Figure 1-27 Ad Hoc Group Lookup Table Figure 1-28 District Groups Screen Figure 1-29 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab Figure 1-30 District Groups Screen, Groups Tab - Detail Screen, Awards Tab Figure 1-31 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab Figure 1-32 Student Groups Screen, Groups Tab - Detail Screen, Additional Information Tab Figure 1-33 District Groups Screen Figure 1-34 District Groups Screen Figure 1-34 District Groups Screen Figure 1-35 District Groups Screen Figure 1-36 District Groups Screen | 19 19 20 20 20 20 21 21 21 25 25 26 26 26 27 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab | 19 19 20 20 20 20 21 21 24 25 25 26 26 26 26 27 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab. Figure 1-22 Student Groups Screen, History Tab | 19 19 20 20 20 20 21 21 24 25 26 26 26 26 26 27 28 |
| Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab | 19 19 20 20 20 20 21 21 24 25 26 26 26 26 26 27 28 28 |

Student Groups Administrator Guide

| Figure 1-41 District Course Screen | 30 |
|--|----|
| Figure 1-42 School Groups Screen | 31 |
| Figure 1-43 School Groups Screen GPA Group Definitions Tab | 32 |
| Figure 1-44 User Defined Data Screen | 32 |
| Figure 1-45 User Defined Data Add Screen | 33 |
| Figure 1-46 Find: BODef Screen | 33 |
| Figure 1-47 Find BODef Screen | 33 |
| Figure 1-48 Find BODef Screen | 34 |
| Figure 1-49 User Defined Data Screen | 34 |
| Figure 1-50 User Defined Data Screen, Properties Tab | 34 |
| Figure 1-51 User Defined Data Screen | 35 |
| Figure 1-52 View Change Screen | 36 |
| Figure 1-53 View Change Screen | 36 |
| Figure 1-54 View Change Screen | 36 |
| Figure 1-55 Add Control Screen | 37 |
| Figure 1-56 View Change Screen | 37 |
| Figure 1-57 Label Orientation | 37 |
| Figure 1-58 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab | 38 |
| Figure 1-59 School Groups Screen, Student Groups Tab - Detail Screen, Additional Information Tab | 38 |
| Figure 1-60 School Group Letters Screen | 39 |
| Figure 2-1 District Groups Screen, Groups Tab | 42 |
| Figure 2-2 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab | 43 |
| Figure 2-3 District Groups Screen, Groups Tab - Detail Screen, Awards Tab | 44 |
| Figure 2-4 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab | 44 |
| Figure 2-5 District Groups Screen Attendance Tab | 45 |
| Figure 2-6 District Groups Screen Discipline Tab | 45 |
| Figure 2-7 District Groups Screen Miscellaneous Tab | 45 |
| Figure 2-8 District Groups Screen Miscellaneous Tab | 46 |
| Figure 2-9 District Groups Screen Miscellaneous Tab | 46 |
| Figure 2-10 District Groups Screen Miscellaneous Tab | 47 |
| Figure 2-11 District Groups Screen Miscellaneous Tab | 47 |
| Figure 2-12 District Groups Screen Miscellaneous Tab | 48 |
| Figure 2-13 District Groups Screen Course Count Rules Tab | 48 |
| Figure 2-14 District Groups Screen Course Count Rules Tab | 49 |
| Figure 2-15 District Groups Screen Course Count Rules Tab | 49 |
| Figure 2-16 School Group Letters Screen, Letters Tab | 50 |
| Figure 2-17 School Group Letters Screen, Letters Tab | 50 |
| Figure 2-18 School Group Letters Screen, Letter Awards Tab | 51 |
| Figure 2-19 School Group Letters Screen, Letter Awards Tab | 51 |
| Figure 2-20 School Groups Screen | 52 |
| Figure 2-21 School Groups Screen | 52 |
| Figure 2-22 School Groups Screen | 53 |
| Figure 2-23 Groups Screen | 54 |

| Figure 2-24 Groups Screen Students Tab | 54 |
|--|----|
| Figure 2-25 Groups Scree, Students Tab - Detail Screen, Awards Tab | 55 |
| Figure 2-26 Groups Screen, Event Calendar Tab | 55 |
| Figure 2-27 Groups Screen, Event Calendar Tab - Detail Screen, Student Participation Tab | 55 |
| Figure 2-28 Mass Assign Student Groups Screen | 56 |
| Figure 2-29 Student Ad Hoc Group Screen | 57 |
| Figure 2-30 Student Groups Screen | 58 |
| | |

