



Synergy SIS[®]

Student Groups Administrator Guide



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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 – 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**.

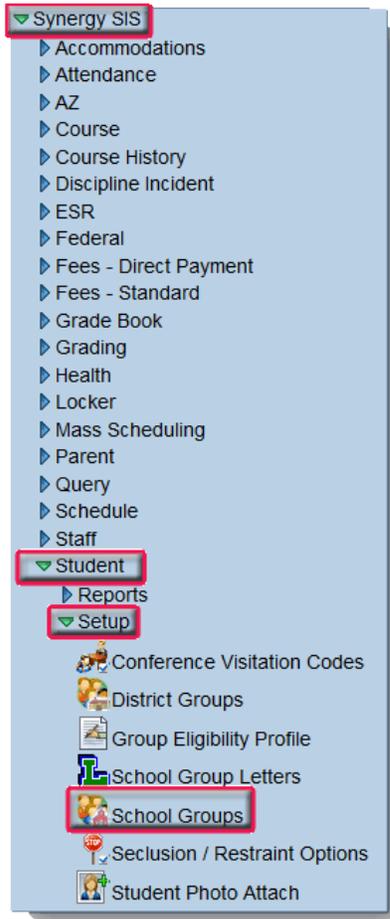
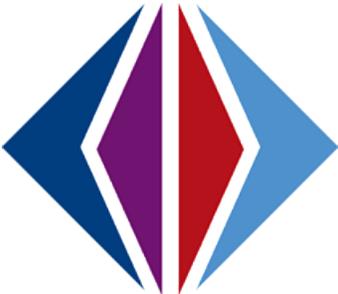


Figure 1-1 Synergy SIS Navigation Tree

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



Chapter One: STUDENT GROUPS

In this chapter, the following topics are covered:

- ▶ [Overview](#)
- ▶ [Other Setup](#)
- ▶ [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.

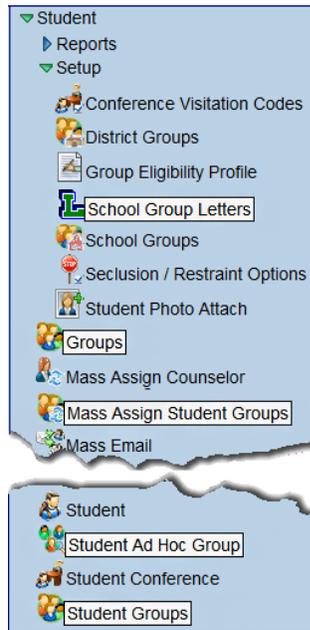
Student Ad Hoc Groups are more informal, often temporary groups. The Student Ad Hoc Group screen simply tracks dates of group membership.

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.

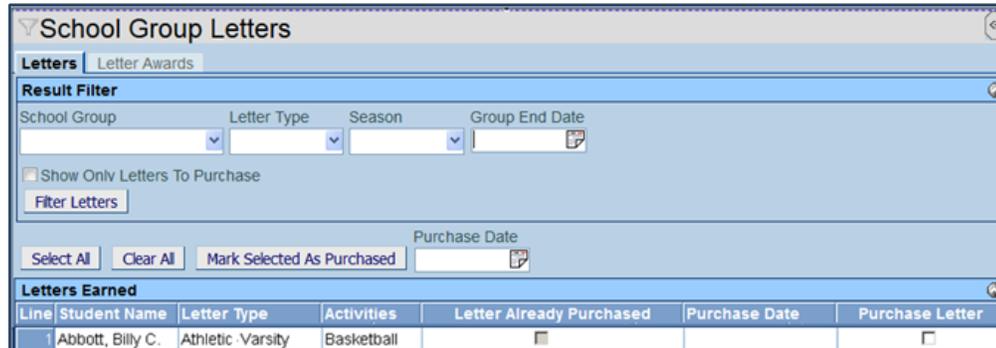


Figure 1-2 School Group Letters Screen

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

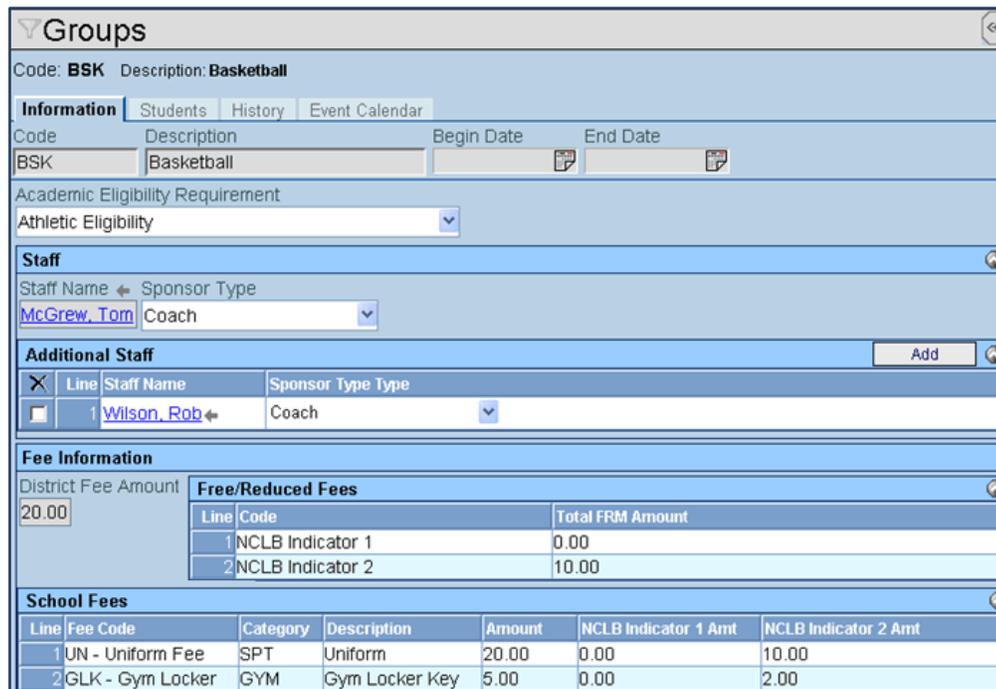


Figure 1-3 Groups Screen

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 Student Groups

Student Group | Student Selection

Student Group Selection

Groups: [Dropdown] Start Date: [Text]

Conditions

Any student meeting all of these conditions will be added to the selected group

Grade: [Dropdown] [Dropdown]

09 10 11 12

Gender: [Dropdown]

Copy From Group: [Dropdown] Section ID: [Text] Copy From Previous Year Group: [Dropdown]

Rules

When running without any of the following rules selected, students who are not currently enrolled in the selected group will be added to the selected group

Replace start date if student is currently enrolled in group

Remove all students currently 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: **Hope High School** Homeroom: **403** Teacher: **Sullivan, J.**

Groups

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	Track
Abbott	Billy	C		905483	11	Male	

Student Ad Hoc Groups [Add]

Line	Group	Start Date	End Date
1	Advanced P	08/15/2013	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.

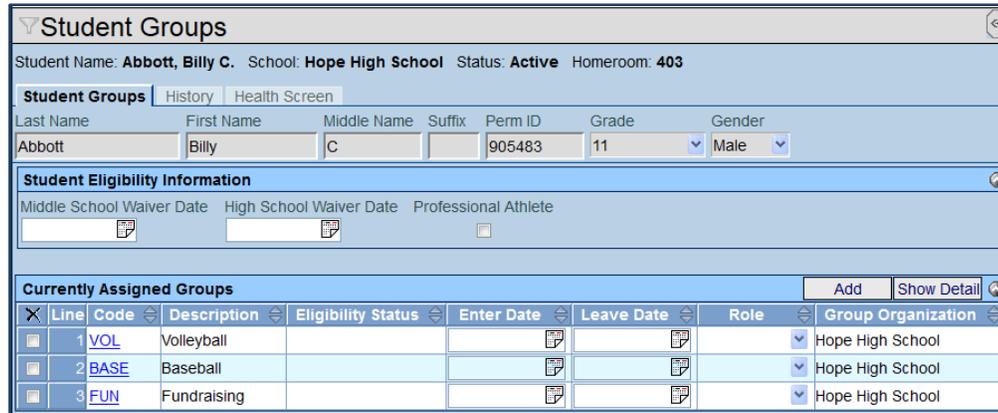


Figure 1-6 Student Groups Screen

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:

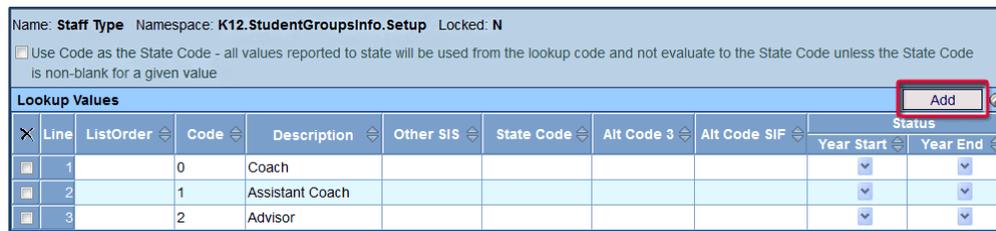
- **Transfers Allowed** – the list can indicate if a transfer student is allowed to participate in the group by listing Yes or No, or it could list the conditions upon which a transfer is allowed
- **Letter Type** – a list of the “letter” types that can be earned by participating in student groups
- **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  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.



Name: Staff Type Namespace: K12.StudentGroupsInfo.Setup Locked: N									
<input type="checkbox"/> 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									
Lookup Values									
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status
									Year Start
	1		0	Coach					
	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 on the line of the value to delete.
2. Click **Save**.

District Groups

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

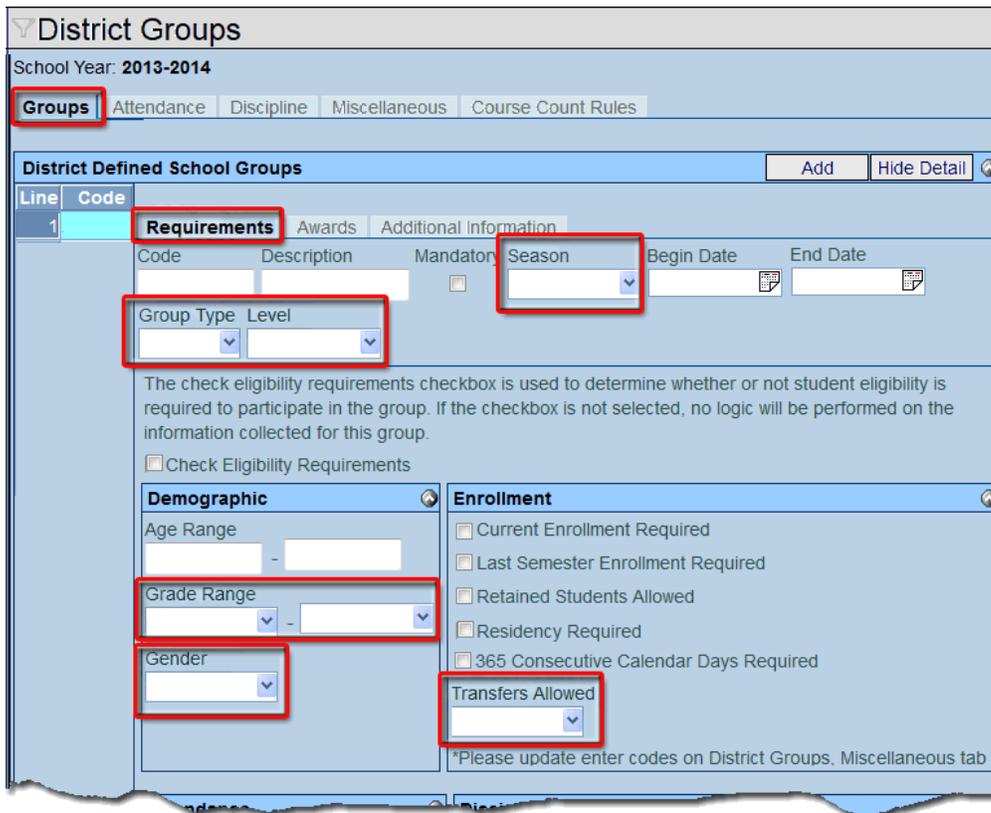


Figure 1-8 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab

- **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.

Name: **Group Type** Namespace: **K12.StudentGroupsInfo** 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

Lookup Values									
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1		PGM	Program						
2		SPRT	Sport						
3		STGOV	Student Government						

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 installation.

Lookup Values									
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF		
1	0	1	Varsity						
2	0	2	Junior Varsity						
3	0	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*.

Name: Act Transfer Allowed Namespace: K12.StudentGroupsInfo.Setup Locked: N									
<input type="checkbox"/> 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									
Lookup Values									Add
×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status
	1		1	Yes					Year Start
	2		2	No					Year End

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**.

Fees		
Total Fee Amount		
[Input Field]		
Free/Reduced Overrides		Add
×	Line	Code
	1	[Dropdown]
		Amount

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:

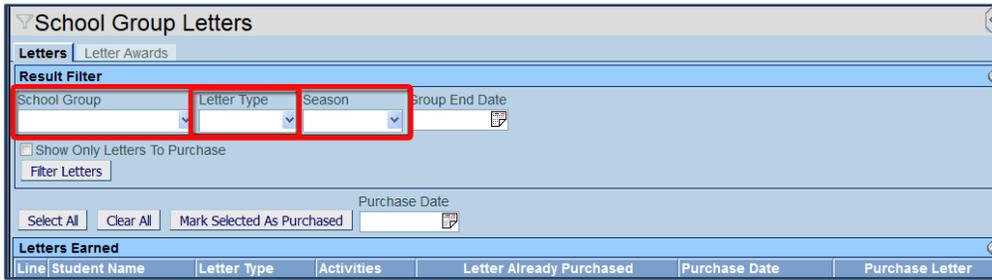


Figure 1-13 School Group Letters Screen

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



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:

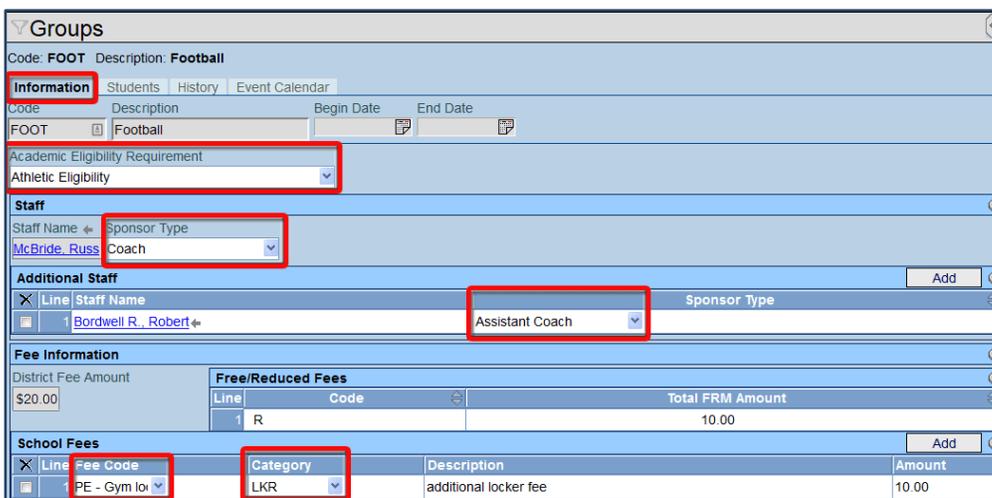


Figure 1-15 Groups Screen Information Tab

- **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**.

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

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1		0	Coach						
<input type="checkbox"/>	2		1	Assistant Coach						
<input type="checkbox"/>	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

Code: **BSK** Description: **Basketball**

Information | Students | History | **Event Calendar**

Code: BSK Description: Basketball Begin Date: End Date:

Events Add Wizard | Add | Show Detail

X	Line	Event Date	Type	Event Type	Event Time	Short Description	Short Title	Requires Eligibility
<input type="checkbox"/>	1	01/13/2014	Event	Dance	7:00 PM	Holiday Dance	Vsty BSK Dance	<input checked="" type="checkbox"/>

Figure 1-17 Groups Screen, Event Calendar Tab

- **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 Type** Namespace: **K12.PXP** 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

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
10		1	Event				
20		2	Important Announcemer				
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:

The screenshot shows the 'Student Groups' detail screen for a student named Abbott, Billy C. The 'Eligibility' tab is selected. The 'Teacher Mandate' dropdown menu is highlighted with a red box. The 'Teacher Mandate Comment' field is also visible.

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**.

Name: **Eligibility Status** Namespace: **K12.StudentGroupsInfo** 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

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	0	01	Eligible					▼	▼
<input type="checkbox"/>	2	0	02	Ineligible					▼	▼
<input type="checkbox"/>	3	0	03	Probation					▼	▼
<input type="checkbox"/>	4	0	04	Waived					▼	▼
<input type="checkbox"/>	5	0	05	Not Active (Not enrolled)					▼	▼
<input type="checkbox"/>	6	0	06	Eligible with Restrictions					▼	▼
<input type="checkbox"/>	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:

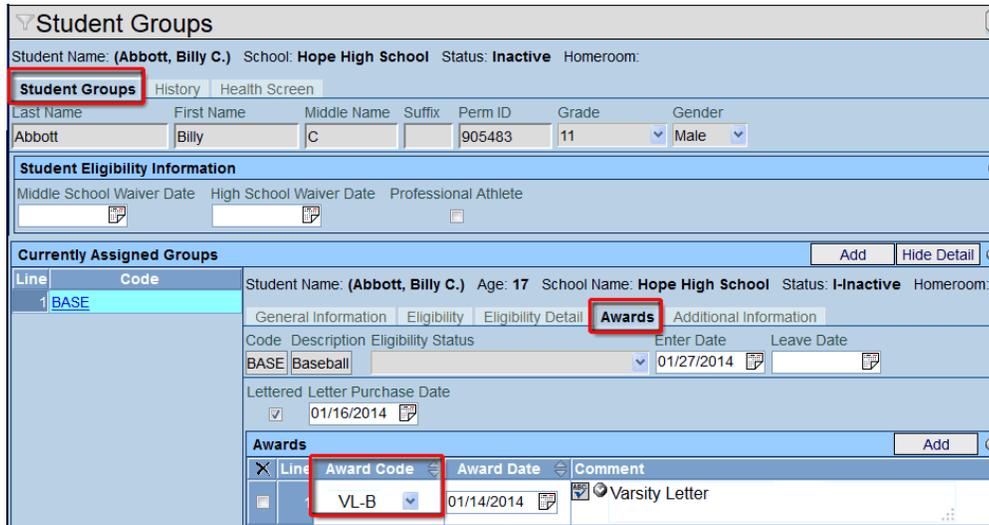


Figure 1-21 Student Groups Screen, Student Groups Tab - Detail Screen, Awards Tab

- **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:

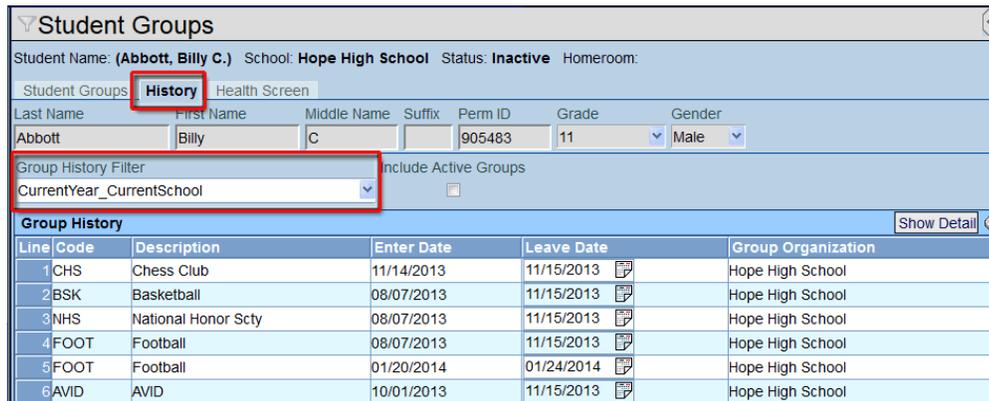


Figure 1-22 Student Groups Screen, History Tab

- **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**.

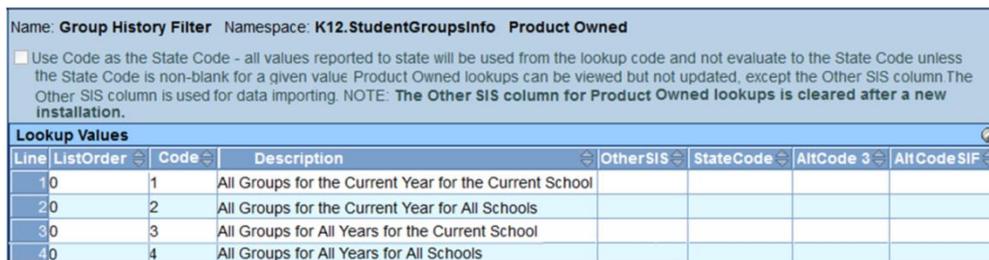


Figure 1-23 Lookup Table Definition Screen - Group History Filter

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

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 indicator 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.

Line	ListOrder	Code	Description	OtherSIS	StateCode	AltCode 3	AltCode SIF
1		P	Pass				
2		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:

Figure 1-26 Student Ad Hoc Group Screen

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

Name: **Ad Hoc Group** Namespace: **K12.StudentGroupsInfo** 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

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	0	0	Advanced Placement						
2	0	1	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**.

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:

District Groups

School Year: 2013-2014

Groups Attendance 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

Line	Code	Requirements	Awards	Additional Information
1	AFTR			
2	AVID			
3	BASE	CHR	Cheerleading	
4	BSK			
5	CHR			
6	CHS			
7	FOOT			
8	FUN			
9	NHS			
10	VOL			

The check eligibility requirements checkbox is used to determine whether or not student eligibility is required to participate in the group. If the checkbox is not selected, no logic will be performed on the information collected for this group.

Check Eligibility Requirements

Demographic

Age Range: [] - []

Grade Range: [] - []

Gender: []

Enrollment

Current Enrollment Required

Last Semester Enrollment Required

Retained Students Allowed

Residency Required

365 Consecutive Calendar Days Required

Transfers Allowed: []

*Please update enter codes on District Groups, Miscellaneous tab.

Attendance

Only absence types marked as affects eligibility in the attendance tab of the District Groups view will be included in the student absence counts.

Max Daily Absences: [] Max Period Absences: []

Discipline

Only discipline and disposition types marked as "affects eligibility" on the discipline tab of the district groups view will be included in the eligibility calculation.

Check Student Dispositions

Discipline Threshold Add

Line	Threshold Amt	Weeks Ineligible	Events Ineligible
X			

Health

Health Exam Required

Health Exam Valid Months: []

Or Health Exam Date Range

Start Date: [] End Date: []

If both Date Range and Valid Months are entered, Date Range will be used.

Drug Screen

Drug Screen Required

Drug Screen Valid Months: []

Or Drug Screen Date Range

Start Date: [] End Date: []

If both Date Range and Valid Months are entered, Date Range will be used.

Miscellaneous

Parent Consent Required Student Contract Required Insurance Required Emergency Contact Required

Professional Athlete Allowed

Fees

Total Fee Amount: []

Free/Reduced Overrides Add

Line	Code	Amount
X		

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 not 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** on 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**.

The screenshot shows the 'District Groups' interface for the school year 2013-2014. The 'Groups' tab is active. Below the 'District Group History Filter' section, there is a 'District Defined School Groups' table. The table has columns for Line, Code, Requirements, Awards, and Additional Information. The 'Awards' tab is selected, and a table of awards is visible at the bottom of the screen. The awards table has columns for Line, Code, Name, and Description. A single award is listed with Line 1 and Code 1.

Line	Code	Requirements	Awards	Additional Information
1	AFTR			
2	AVID	Code	Description	Mandatory Season
3	BASE	CHR	Cheerleading	Begin Date
4	BSK			End Date
5	CHR			Group Type
6	CHS			Level
7	FOOT	Letter Type		
8	FUN			
9	NHS			
10	VOL			

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.

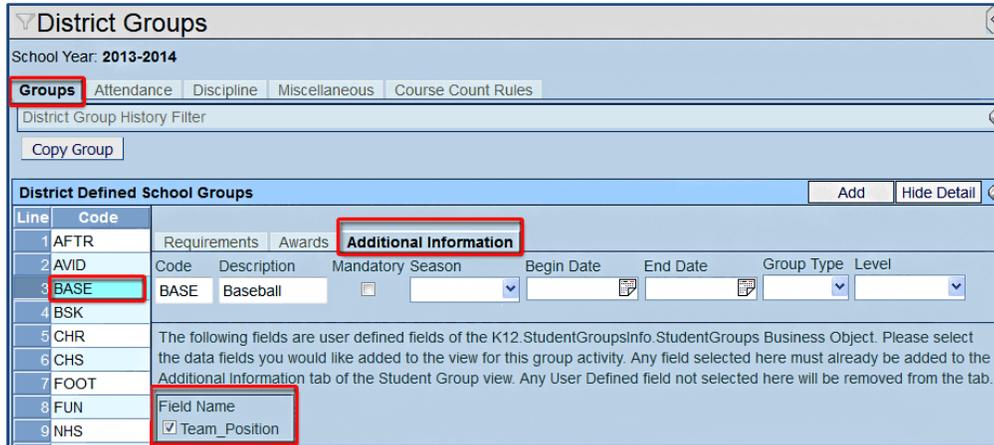


Figure 1-31 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab

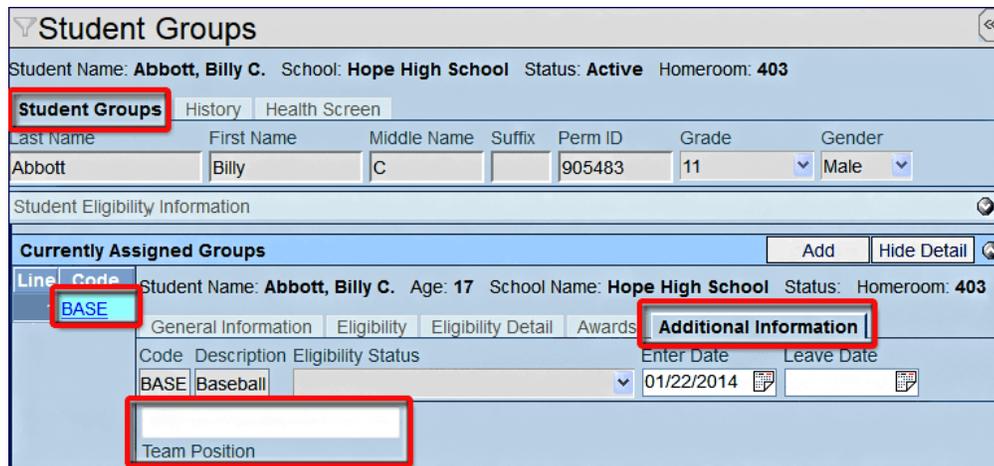


Figure 1-32 Student Groups Screen, Groups Tab - Detail Screen, Additional Information Tab

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.

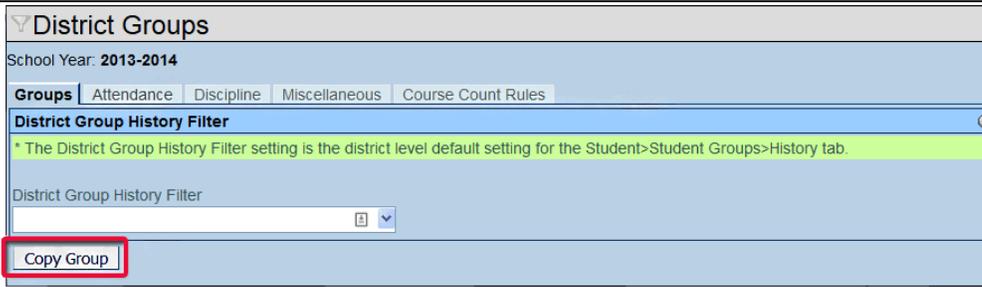


Figure 1-33 District Groups Screen

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**.

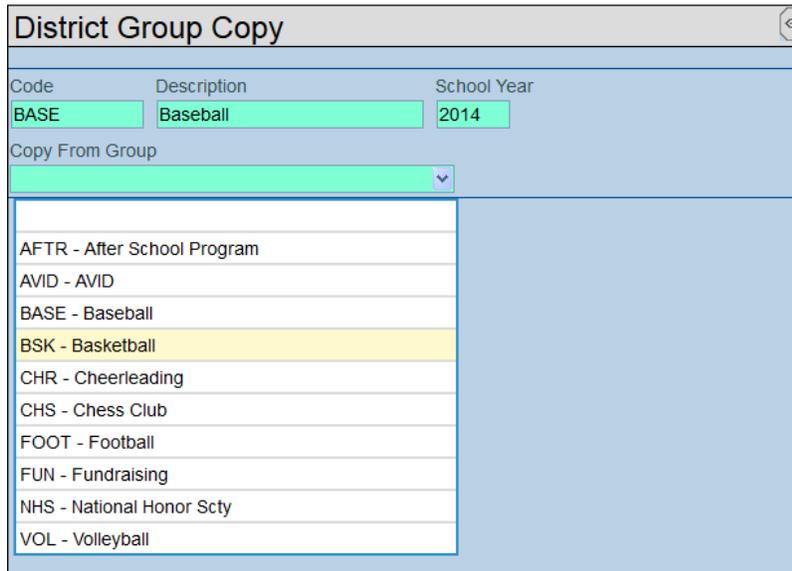


Figure 1-34 District Group Copy Screen

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

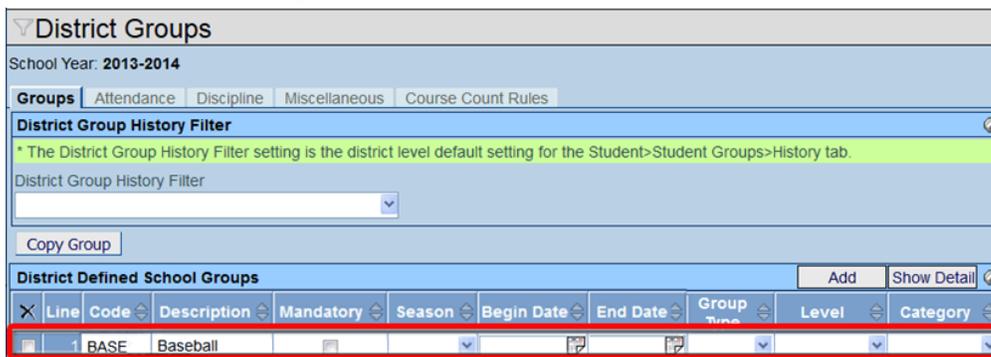


Figure 1-35 District Groups Screen

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.

Line	Abbreviation	Description	Affects Eligibility
1	Nce	Ace N	<input type="checkbox"/>
2	Act	Activity	<input type="checkbox"/>
3	Alc	Alt Lrn Ct	<input type="checkbox"/>
4	Apl	Appeal	<input type="checkbox"/>
5	App	Appealed	<input type="checkbox"/>
6	Bus	Bus Susp	<input type="checkbox"/>
7	Bsp	Bussuspend	<input type="checkbox"/>
8	Adm	Cours/admi	<input type="checkbox"/>
9	Cou	Counseling	<input type="checkbox"/>

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.

Line	Discipline Code	Description	Affects Eligibility
1	AZ05	Aggression	<input type="checkbox"/>
2	AZ10	Dangerous Items	<input type="checkbox"/>
3	AZ12	Lying, Cheating, Forgery or Plagiarism	<input type="checkbox"/>
4	AZ13	Technology, Improper use of	<input type="checkbox"/>
5	AZ14	Other Violations of School Policies	<input type="checkbox"/>
6	01	Academic/cheat	<input type="checkbox"/>
7	02	Alcohol	<input type="checkbox"/>

Line	Disposition Code	Description	Affects Eligibility
1	AZA01	Actions Completed In One Day	<input type="checkbox"/>
2	AZA02	Actions Completed In One Or More Days	<input type="checkbox"/>
3	AZA03	Actions Completed In One Or More Days Be	<input type="checkbox"/>
4	AZD01	Due Process	<input type="checkbox"/>

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.

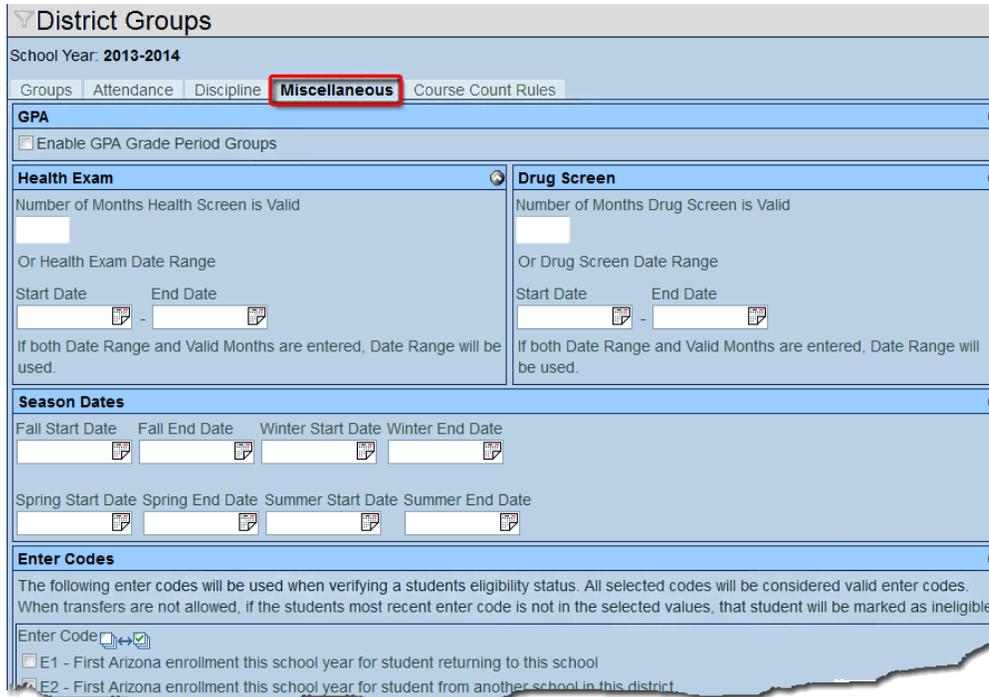


Figure 1-38 District Groups Screen, Miscellaneous Tab

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.
5. Check each **Enter Code** that is not 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 not selected here will not be eligible for group participation.

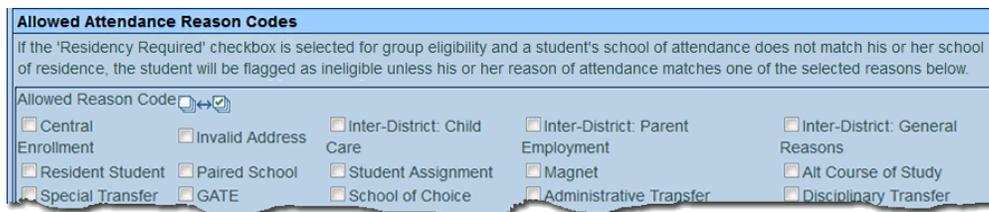


Figure 1-39 District Groups Screen, Miscellaneous Tab

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  on the line of the group to delete.
2. Click **Save**.

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



NOTE: Exclude a course from the course count or course count multiplying on the District Course screen, Course tab, if desired.

▼ District Course

Course ID: Course Title:

Course Description Year Override Pre/Corequisite Schools Teaching Associated Courses Standards Opt I

Course ID	Course Title	Course Short Title	Mandatory	Inactive	Always Show In Course History	Add
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Course Info

Scheduling Options ParentVUE Options

Course Restrictions Course Subject Areas

Other Information

Old SIS Course ID Category Code Instructional Level

NCLB Core

Exclude From State Reporting Exclude From Eligibility Course Count

Exclude From Attendance Letter Exclude From Eligibility Course Count Multiplier

Technical Course Technical Provider

Alternative Learning Cooperative Learning Special Education

Other Provider Information

Figure 1-41 District Course Screen

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**.

Line	Used In School	Code	Description	Category	Staff Name	Sponsor Type
1	<input checked="" type="checkbox"/>	AVID	AVID		Jackson, Kathy	Coach
2	<input checked="" type="checkbox"/>	FUN	Fundraising			
3	<input type="checkbox"/>	AFTR	After School Program			
4	<input checked="" type="checkbox"/>	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.

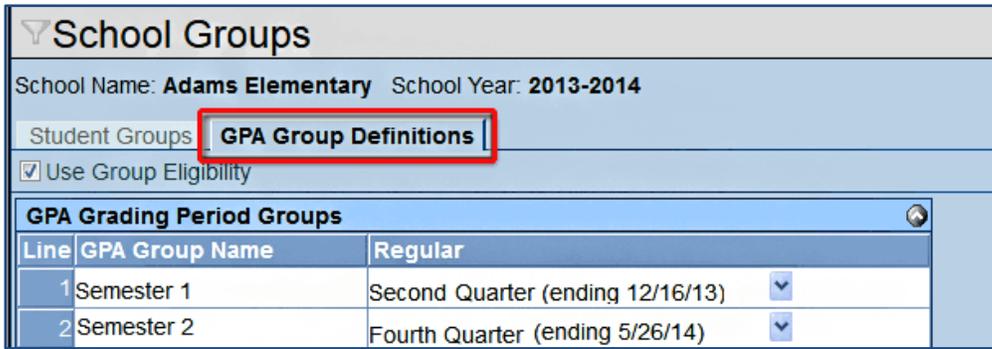


Figure 1-43 School Groups Screen GPA Group Definitions Tab

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.

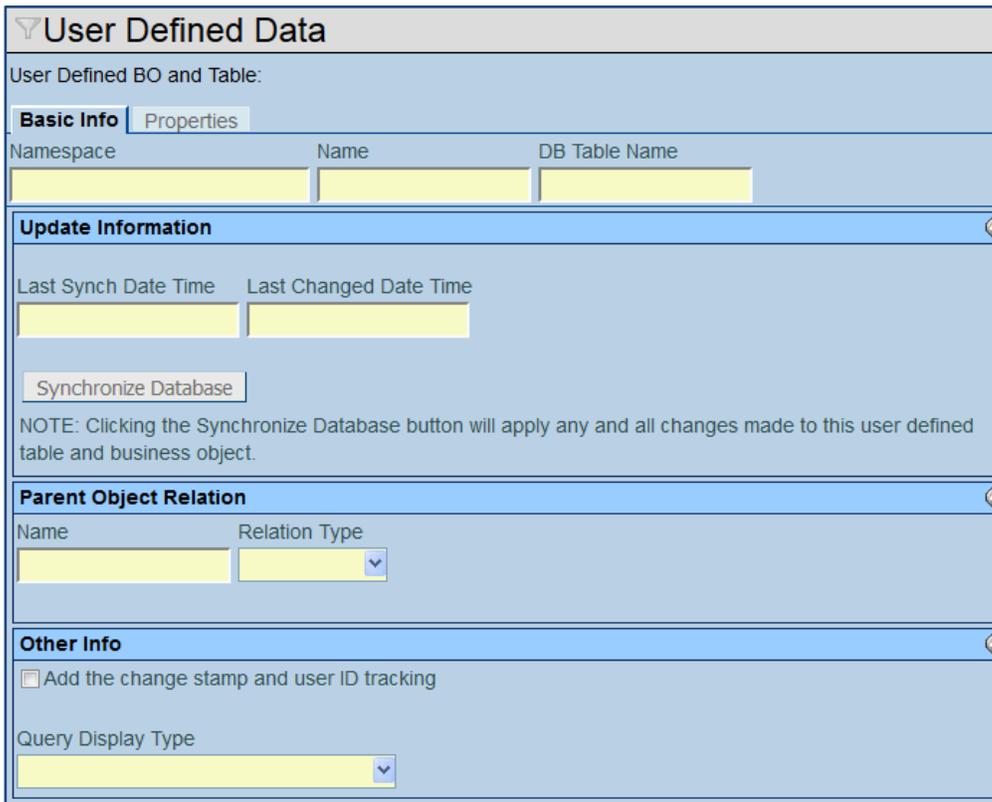


Figure 1-44 User Defined Data Screen

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

Figure 1-45 User Defined Data Add Screen

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

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.

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.

Figure 1-48 Find BODef Screen

- 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.

Figure 1-49 User Defined Data Screen

- Click the **Properties** tab.
- 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.

Line	Property Name	Type	DB Column Name	Special Type	Max Length	Scroll Order
1	StuGroupGU	Unique Identifier	STU_GROUP_GU			
2	Team_Position	String	POSITION		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.

The screenshot shows the 'User Defined Data' interface. At the top, it says 'User Defined BO and Table: UD.StudentGroupsInfo.UDStudentGroup - UD_STU_GROUP'. Below this, there are two tabs: 'Basic Info' (selected) and 'Properties'. Under 'Basic Info', there are three input fields: 'Namespace' (UD.StudentGroupsInfo), 'Name' (UDStudentGroup), and 'DB Table Name' (UD_STU_GROUP). Below these is the 'Update Information' section, which contains two date-time fields: 'Last Synch Date Time' (empty) and 'Last Changed Date Time' (01/28/2014 09:41:00). A red box highlights the 'Synchronize Database' button. At the bottom, there is a note: 'NOTE: Clicking the Synchronize Database button will apply any and all changes made to this user defined table and business object.'

Figure 1-51 User Defined Data Screen

ASSOCIATE 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.

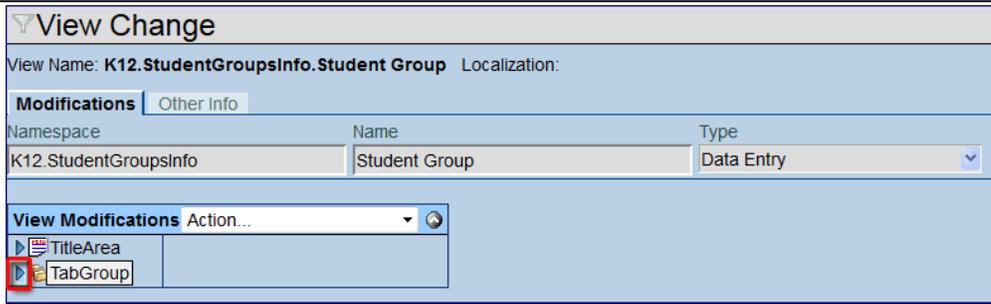


Figure 1-52 View Change Screen

5. Click **Tab - Additional Information**.

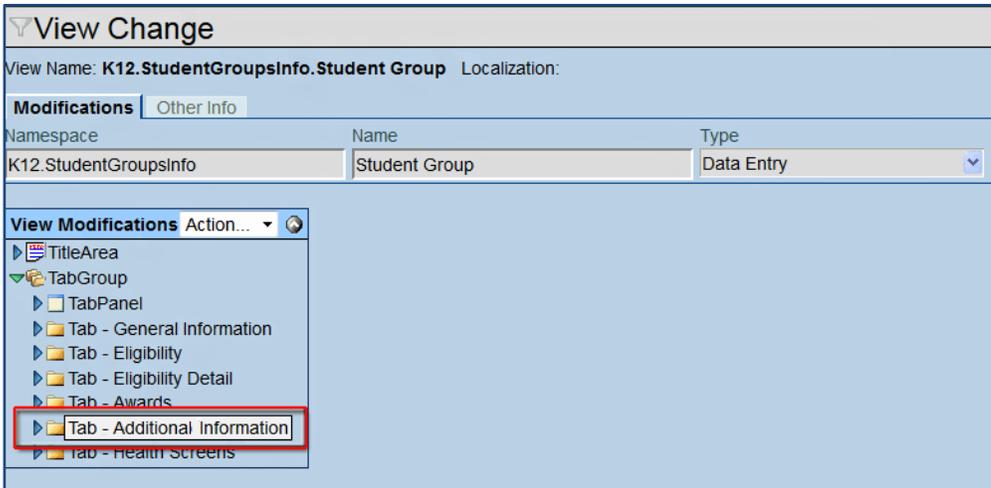


Figure 1-53 View Change Screen

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

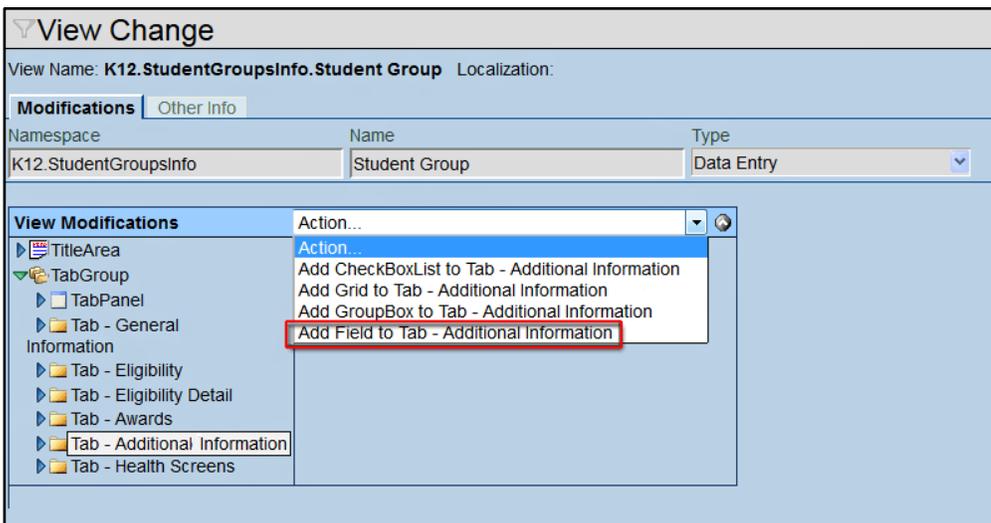


Figure 1-54 View Change Screen

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

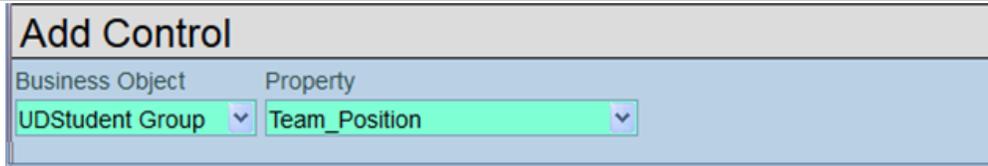


Figure 1-55 Add Control Screen

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.

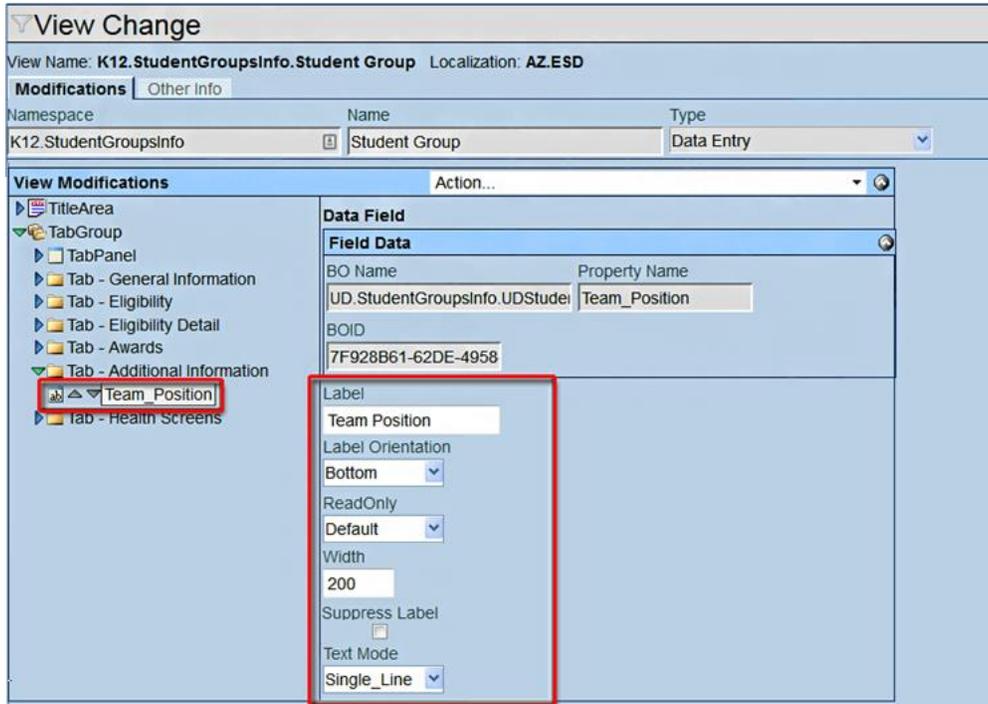


Figure 1-56 View Change Screen

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**.

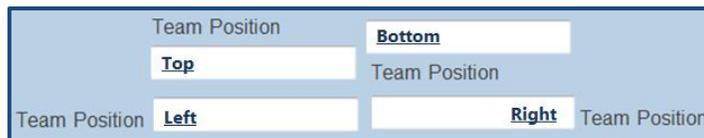


Figure 1-57 Label Orientation

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 S S O C I A T E F I E L D W I T H G R O U P

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

District Groups

School Year: 2013-2014

Groups | Attendance | Discipline | Miscellaneous | Course Count Rules

District Group History Filter

Copy Group

District Defined School Groups Add Hide Detail

Line	Code	Requirements	Awards	Additional Information
1	AFTR			
2	AVID	Code	Description	Mandatory Season
3	BASE	BASE	Baseball	<input type="checkbox"/> [Dropdown]
4	BSK	Begin Date	End Date	Group Type Level
5	CHR	[Calendar]	[Calendar]	[Dropdown] [Dropdown]
6	CHS			
7	FOOT	The following fields are user defined fields of the K12.StudentGroupsInfo.StudentGroups Business Object. Please select the data fields you would like added to the view for this group activity. Any field selected here must already be added to the Additional Information tab of the Student Group view. Any User Defined field not selected here will be removed from the tab.		
8	FUN			
9	NHS			
10	VOL			

Field Name

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**.

Student Groups

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403**

Student Groups | History | Health Screen

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Billy C [Suffix] 905483 11 Male

Student Eligibility Information

Middle School Waiver Date High School Waiver Date Professional Athlete

[Calendar] [Calendar]

Currently Assigned Groups Add Hide Detail

Line	Code	General Information	Eligibility	Eligibility Detail	Awards	Additional Information
1	BASE	Student Name: Abbott, Billy C. Age: 17 School Name: Hope High School				
		Code	Description	Eligibility Status	Enter Date	Leave Date
		BASE	Baseball	[Dropdown]	01/22/2014 [Calendar]	[Calendar]

Team Position

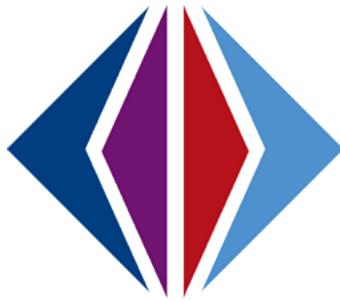
Figure 1-59 School Groups Screen, Student Groups Tab - Detail Screen, Additional Information Tab

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.

The screenshot shows the 'School Group Letters' interface. At the top, there are two tabs: 'Letters' (selected) and 'Letter Awards'. Below the tabs is a 'Result Filter' section with four dropdown menus: 'School Group', 'Letter Type', 'Season', and 'Group End Date'. There is a checkbox labeled 'Show Only Letters To Purchase' and a 'Filter Letters' button. Below the filter section are three buttons: 'Select All', 'Clear All', and 'Mark Selected As Purchased', followed by a 'Purchase Date' field with a calendar icon. At the bottom, there is a table header for 'Letters Earned' with columns: 'Line', 'Student Name', 'Letter Type', 'Activities', 'Letter Already Purchased', 'Purchase Date', and '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

The screenshot displays the 'District Groups' screen with the 'Groups' tab active. It includes a 'District Group History Filter' dropdown menu and a 'District Defined School Groups' table. The table has the following columns: Line, Code, Description, Mandatory, Season, Begin Date, End Date, Group Type, Level, and Category. A red box highlights the 'Groups' tab and the 'District Defined School Groups' table.

Line	Code	Description	Mandatory	Season	Begin Date	End Date	Group Type	Level	Category
1	AFTR	After School Program							

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

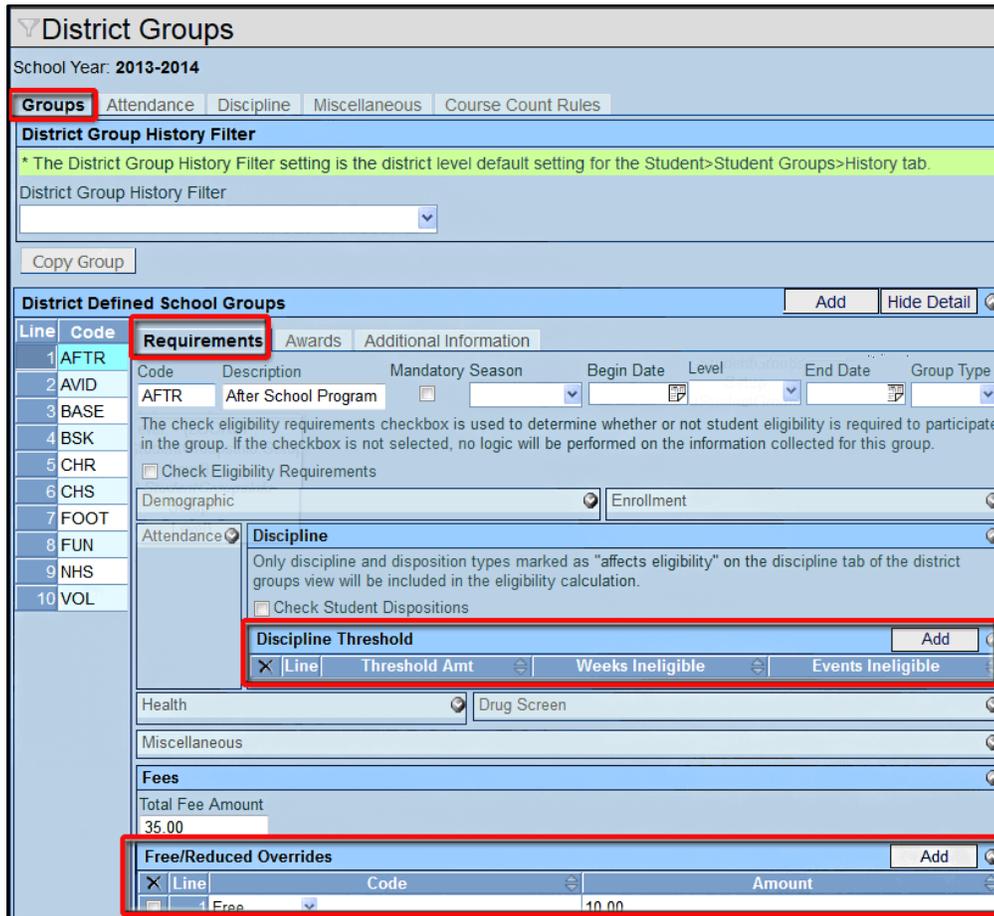


Figure 2-2 District Groups Screen, Groups Tab - Detail Screen, Requirements Tab

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

K12.StudentGroupsInfo.Setup.DistrictGroupAward

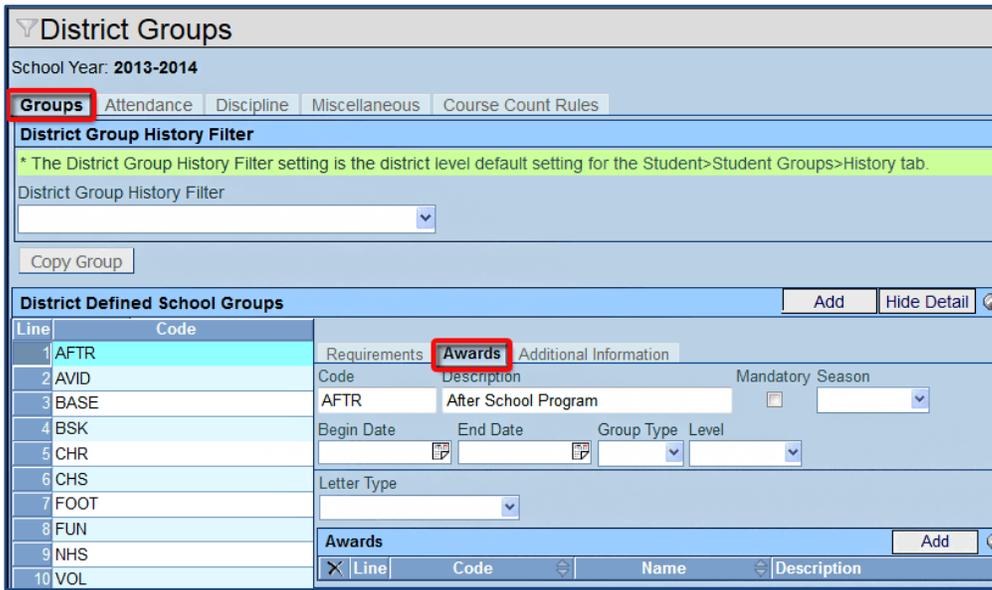


Figure 2-3 District Groups Screen, Groups Tab - Detail Screen, Awards Tab

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

K12.StudentGroupsInfo.Setup.DistrictGroupAddFields

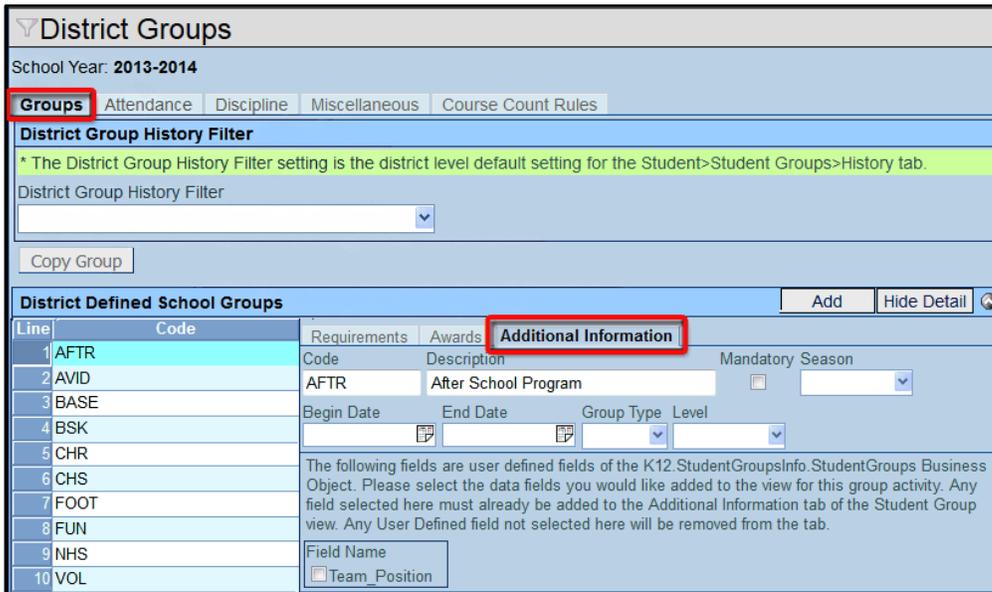


Figure 2-4 District Groups Screen, Groups Tab - Detail Screen, Additional Information Tab

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

K12.AttendanceInfo.Setup.DistrictAttendanceReasons

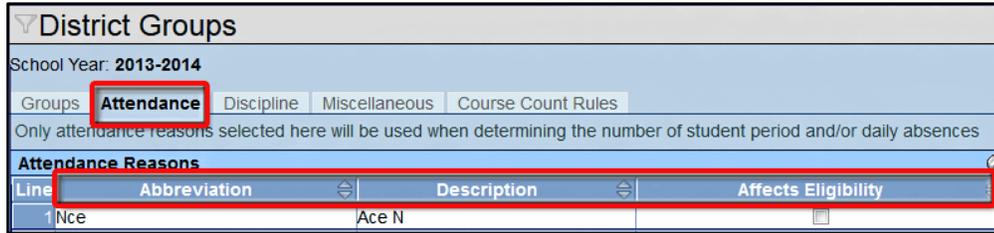


Figure 2-5 District Groups Screen Attendance Tab

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

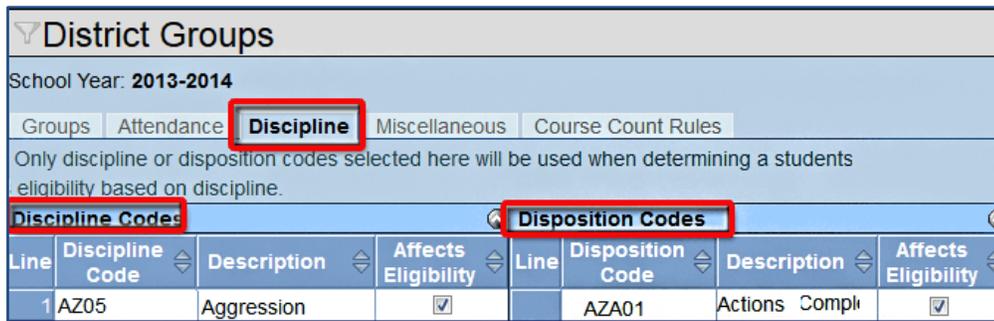


Figure 2-6 District Groups Screen Discipline Tab

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



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:

K12.Setup.DistrictSetup

The screenshot shows the 'District Groups' interface for the '2013-2014' school year. The 'Miscellaneous' tab is selected. Under the 'GPA' section, there are two columns: 'Health Exam' and 'Drug Screen'. Each column has a 'Number of Months Health Screen is Valid' or 'Number of Months Drug Screen is Valid' field, which is highlighted with a red box. Below these are 'Or Health Exam Date Range' and 'Or Drug Screen Date Range' sections, each with 'Start Date' and 'End Date' fields. A note at the bottom of each section states: 'If both Date Range and Valid Months are entered, Date Range will be used.'

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:

K12.StudentGroupsInfo.Setup.DistrictGroupUI

This screenshot is identical to Figure 2-8, showing the 'District Groups' interface. However, the 'Start Date' and 'End Date' fields for both the 'Health Exam' and 'Drug Screen' date range sections are highlighted with a red box.

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.

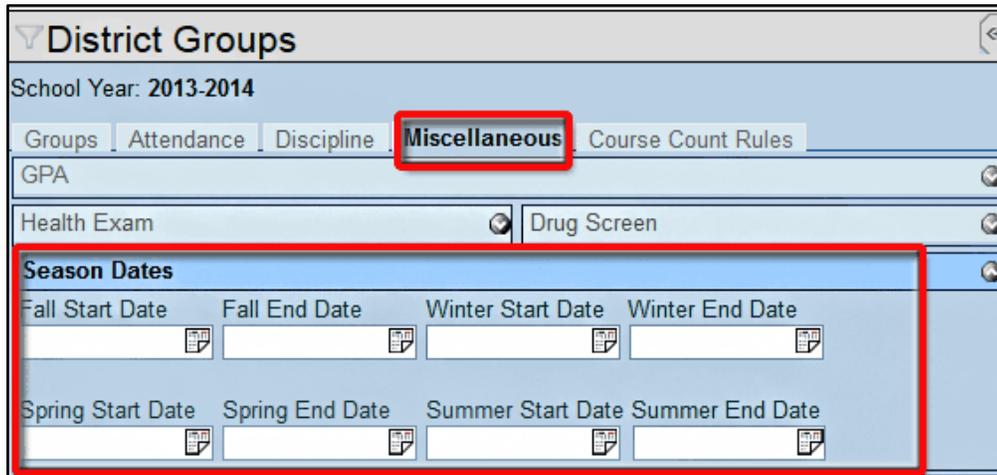


Figure 2-10 District Groups Screen Miscellaneous Tab

The **Enter Codes** section is controlled by this security node:

K12.StudentGroupsInfo.Setup.DistrictGroupYearEnrCodes

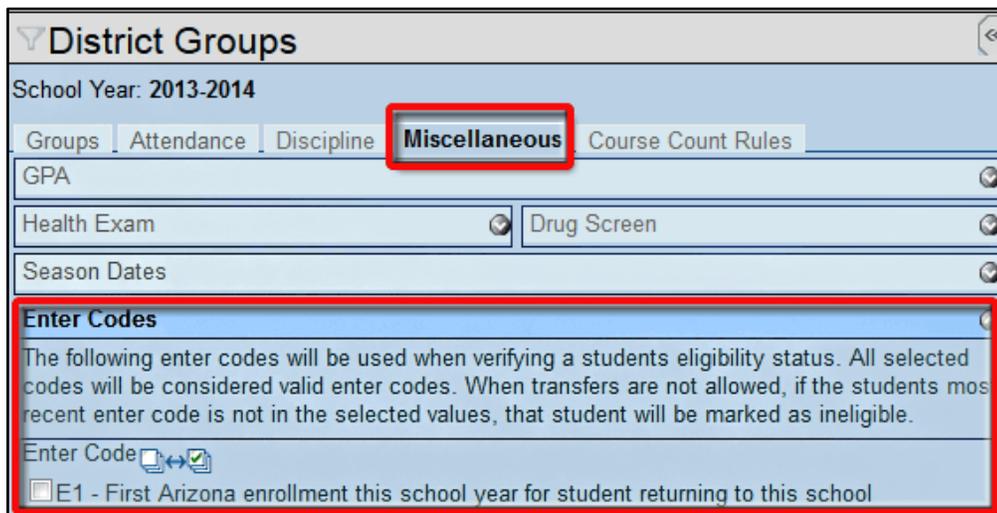


Figure 2-11 District Groups Screen Miscellaneous Tab

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

K12.StudentGroupsInfo.Setup.DistrictGroupYearAttendanceReasons

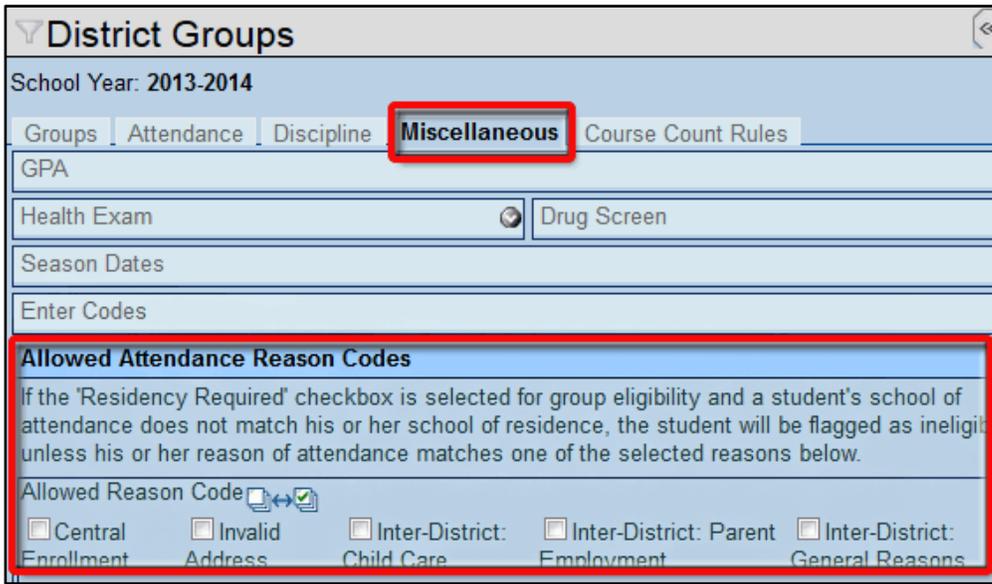


Figure 2-12 District Groups Screen Miscellaneous Tab

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

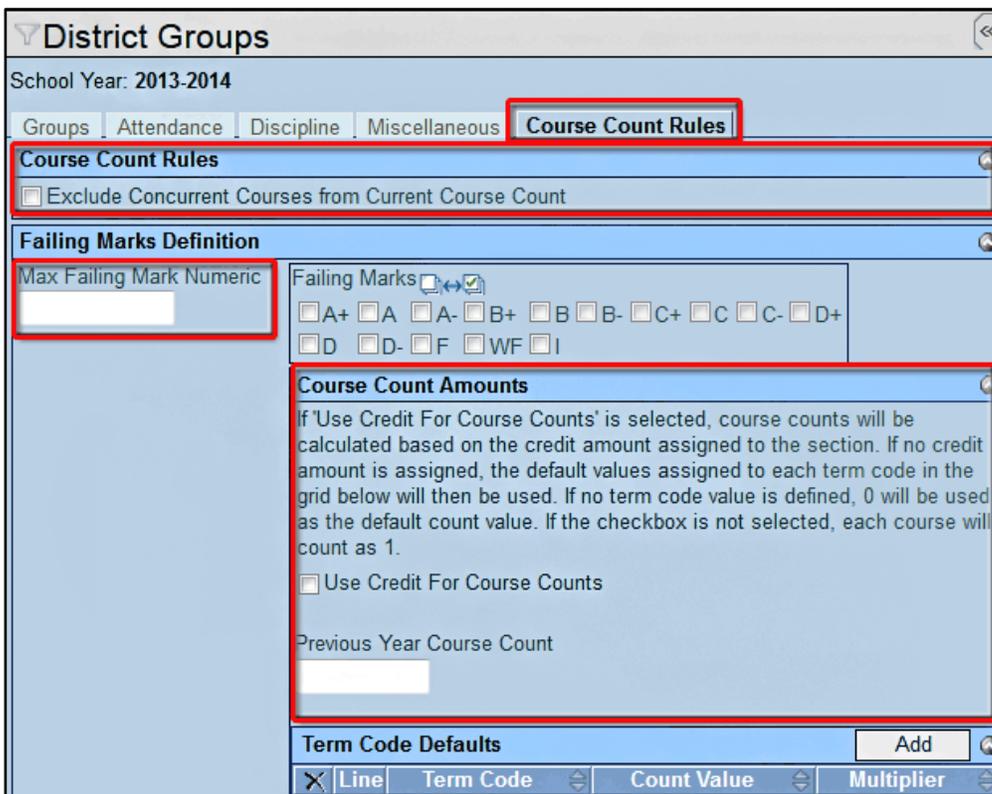


Figure 2-13 District Groups Screen Course Count Rules Tab

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

K12.StudentGroupsInfo.Setup.DistrictGroupYearFailingMarks

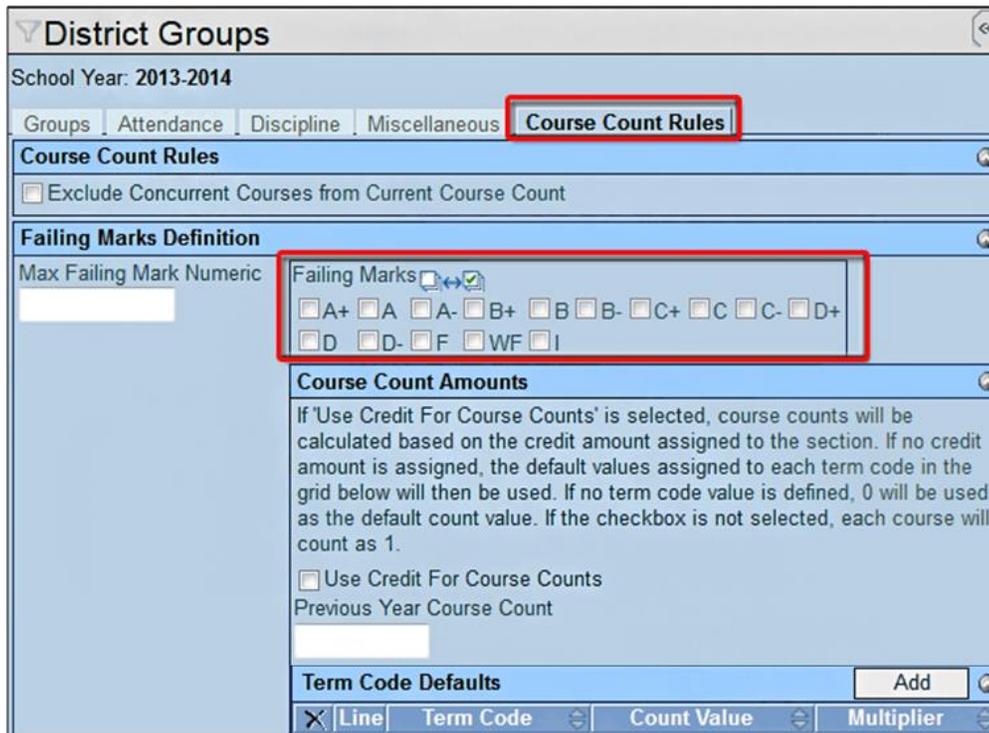


Figure 2-14 District Groups Screen Course Count Rules Tab

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

K12.StudentGroupsInfo.Setup.DistrictGroupYearTermCodeCountDefaults

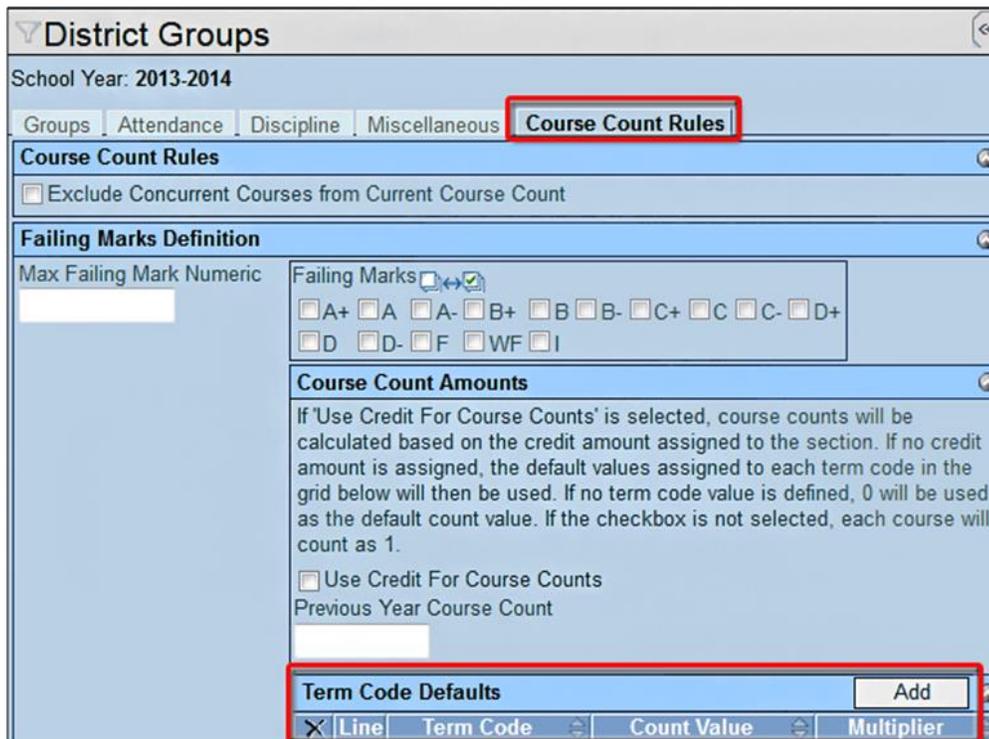


Figure 2-15 District Groups Screen Course Count Rules Tab

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.

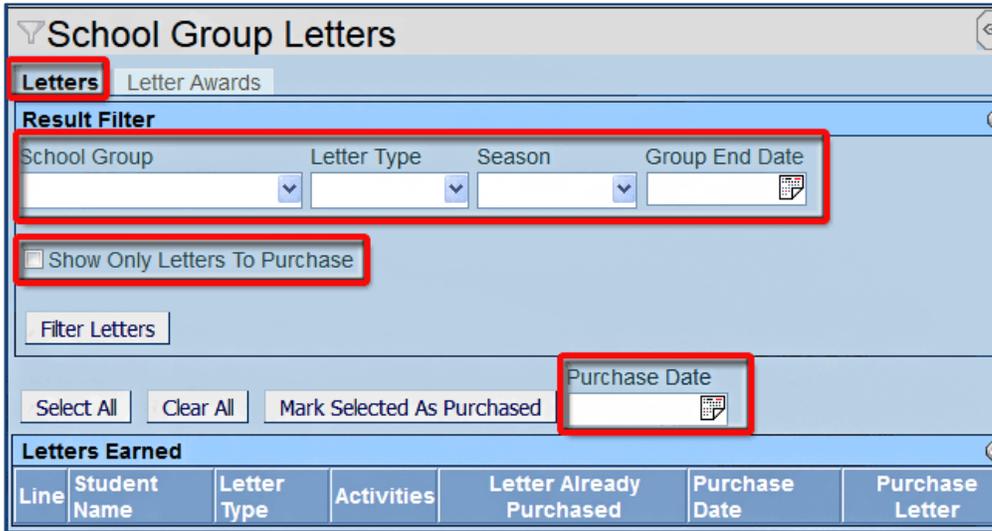


Figure 2-16 School Group Letters Screen, Letters Tab

The Letters Earned grid is controlled by this security node:

K12.StudentGroupsInfo.SchoolLetteringGrid

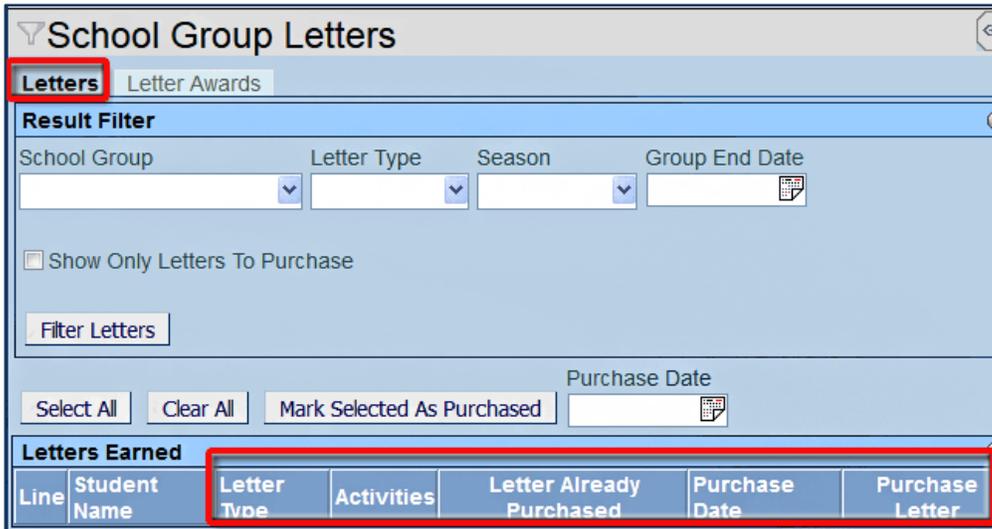


Figure 2-17 School Group Letters Screen, Letters Tab

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.

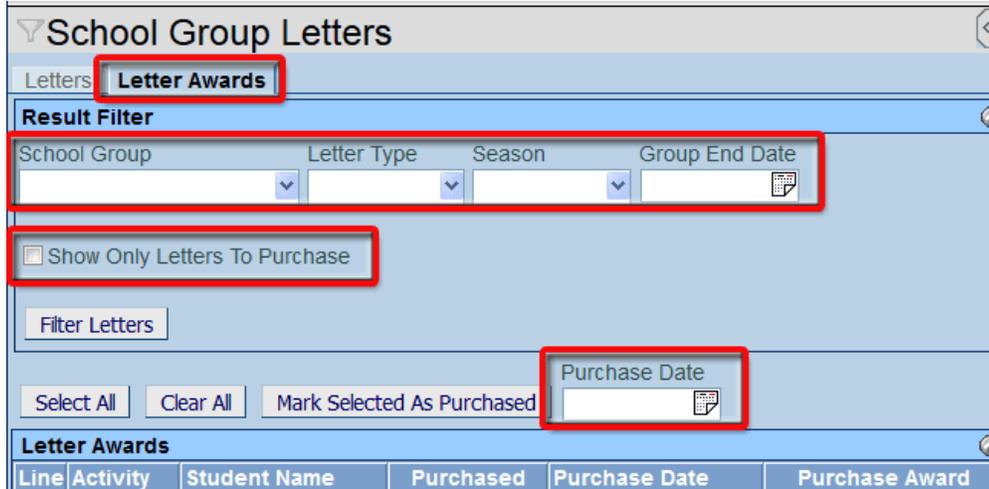


Figure 2-18 School Group Letters Screen, Letter Awards Tab

The Letter Awards grid is controlled by:

K12.StudentGroupsInfo.SchoolLetterAwardGrid

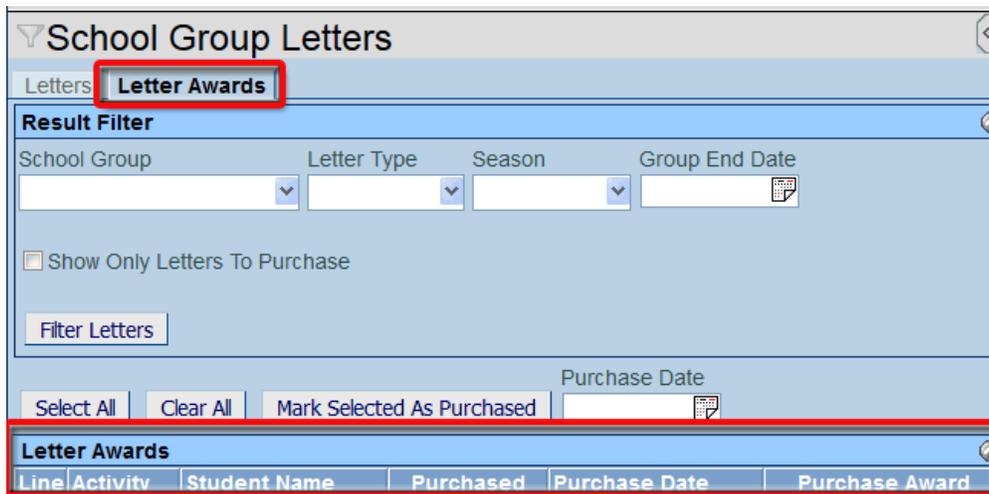


Figure 2-19 School Group Letters Screen, Letter Awards Tab

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

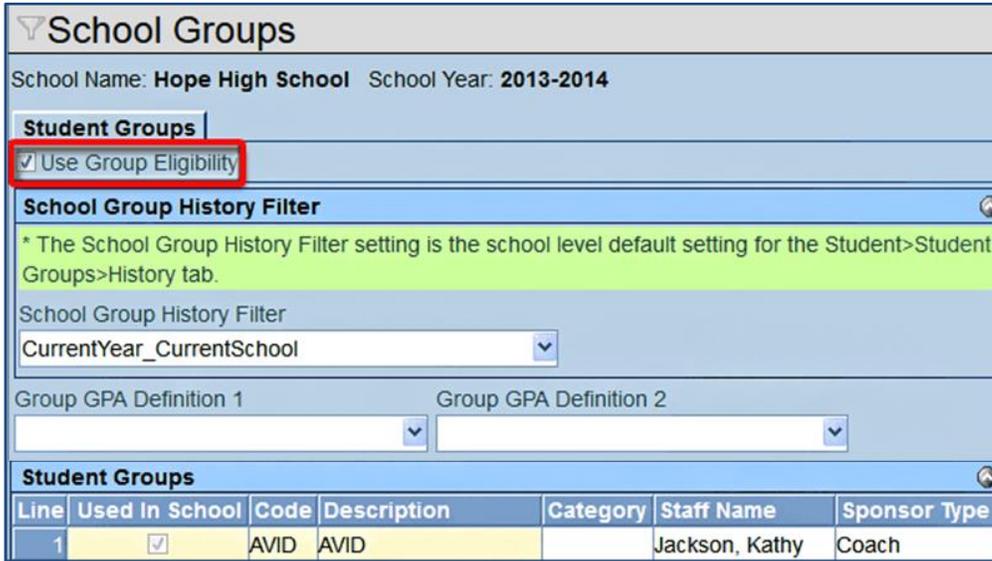


Figure 2-20 School Groups Screen

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.

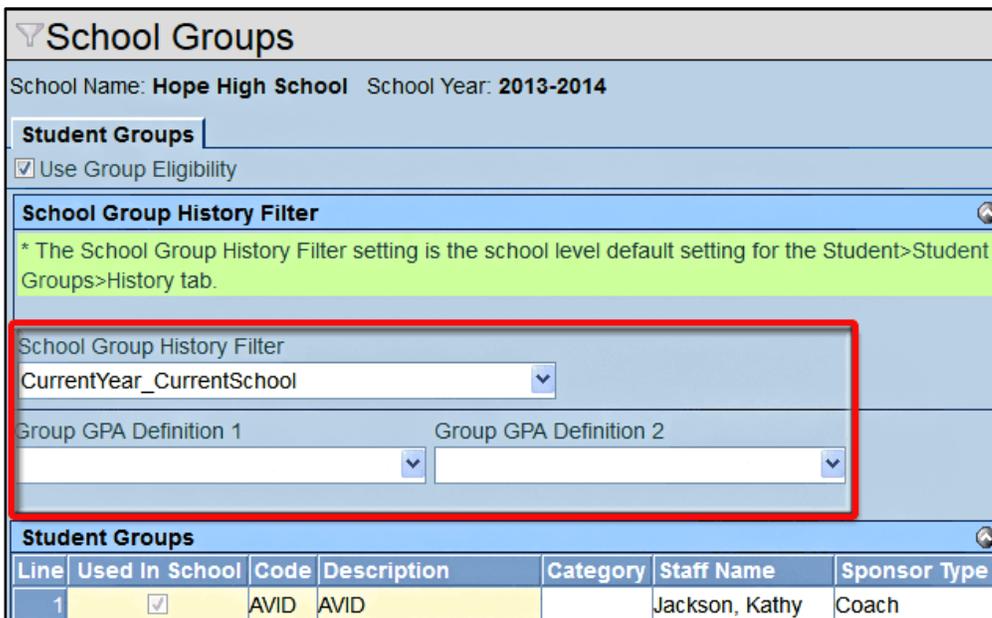


Figure 2-21 School Groups Screen

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

K12.StudentGroupsInfo.Setup.SchoolGroups

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

Line	Used In School	Code	Description	Category	Staff Name	Sponsor Type
1	<input checked="" type="checkbox"/>	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.

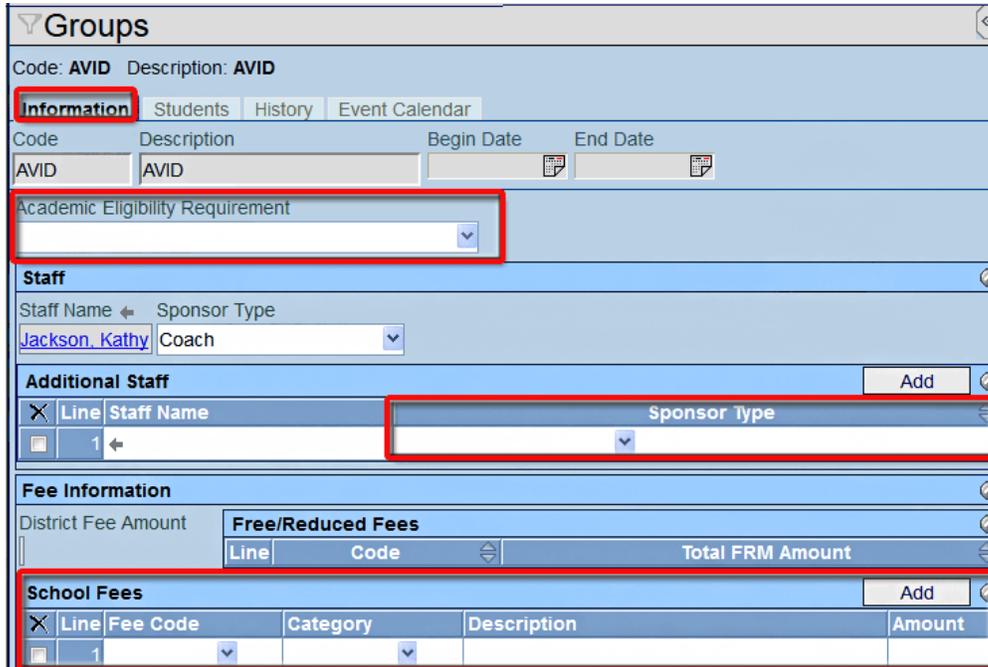


Figure 2-23 Groups Screen

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

K12.StudentGroupsInfo.StudentGroup

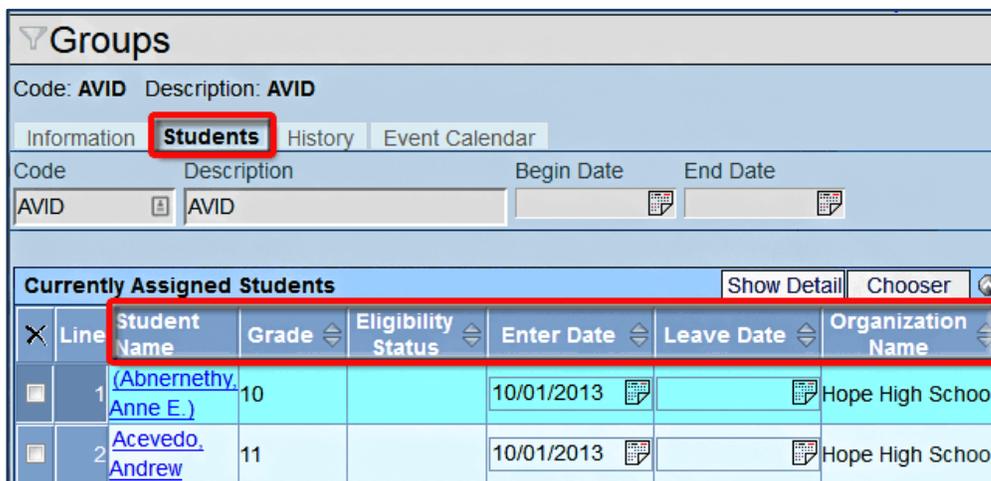


Figure 2-24 Groups Screen Students Tab

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

K12.StudentGroupsInfo.StudentGroupAward

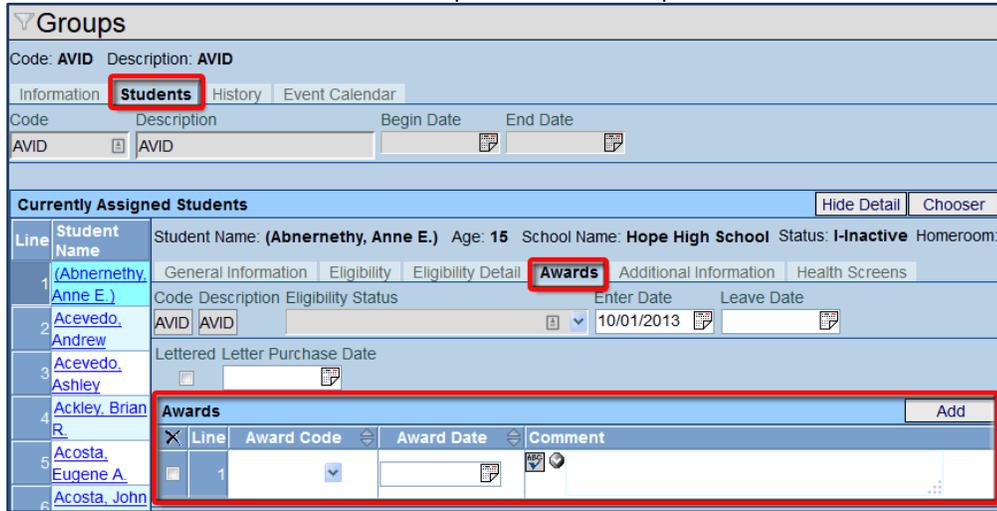


Figure 2-25 Groups Scree, Students Tab - Detail Screen, Awards Tab

The Event Calendar tab is controlled by this security node:

K12.StudentGroupsInfo.Setup.SchoolGroupEvent

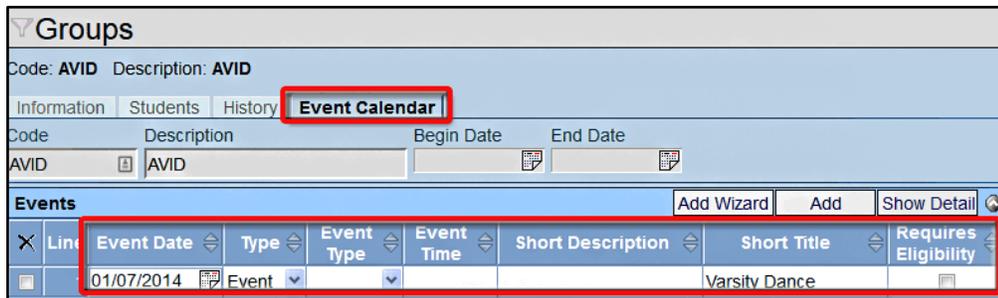


Figure 2-26 Groups Screen, Event Calendar Tab

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

K12.StudentGroupsInfo.GroupEventParticipationGrid

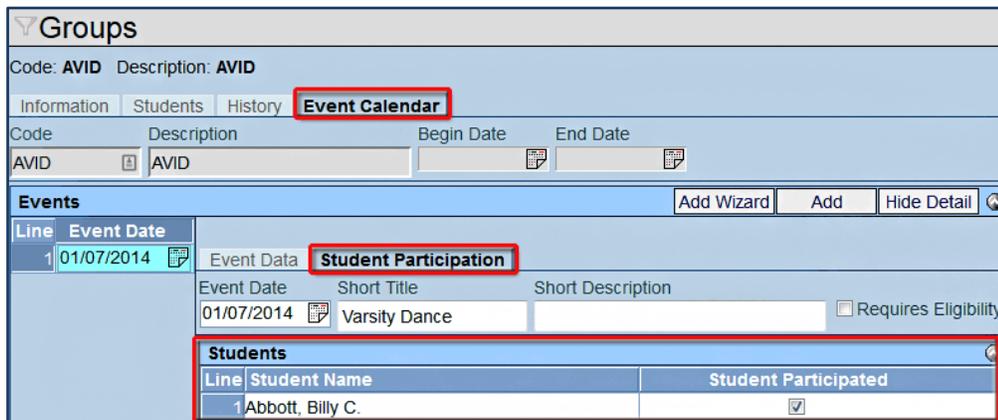


Figure 2-27 Groups Screen, Event Calendar Tab - Detail Screen, Student Participation Tab

MASS ASSIGN STUDENT GROUPS SECURITY

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

The screenshot shows the 'Mass Assign Student Groups' interface. At the top, there is a title bar with a dropdown arrow and the text 'Mass Assign Student Groups'. Below this is a tabbed interface with two tabs: 'Student Group' (selected) and 'Student Selection'. The 'Student Group Selection' section contains a 'Groups' dropdown menu and a 'Start Date' field with a calendar icon. The 'Conditions' section has a yellow header stating 'Any student meeting all of these conditions will be added to the selected group'. It includes a 'Grade' section with a range selector and checkboxes for 09, 10, 11, and 12. Below that is a 'Gender' dropdown. The 'Copy From Group' and 'Section ID' fields are linked by a double-headed arrow, with a 'Copy From Previous Year Group' checkbox. The 'Rules' section has a yellow header stating 'When running without any of the following rules selected, students who are not currently enrolled in the selected group will be added to the selected group'. It contains two checkboxes: 'Replace start date if student is currently enrolled in group' and '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.StudentGroupsInfo.StudentGroupMassAssignGrid

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

The screenshot displays the 'Student Ad Hoc Group' interface. At the top, it shows the student's name as 'Abbott, Billy C.', school as 'Hope High School', homeroom as '403', and teacher as 'Sullivan, J.'. Below this is a 'Groups' section with a table of student details:

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	Track
Abbott	Billy	C		905483	11	Male	

Below the student information is a table titled 'Student Ad Hoc Groups' with an 'Add' button. The table has columns for 'Line', 'Group', 'Start Date', and 'End Date'. One entry is visible:

Line	Group	Start Date	End Date
1	Advanced 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

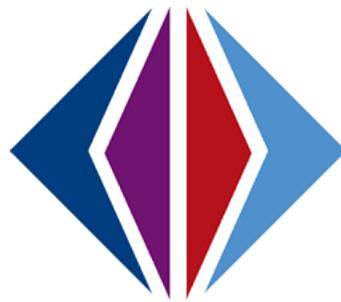
Student Groups							
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 403							
Student Groups History Health Screen							
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	
Abbott	Billy	C		905483	11	Male	
Student Eligibility Information							
Middle School Waiver Date	High School Waiver Date	Professional Athlete					
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>					
Currently Assigned Groups							
<input type="button" value="Add"/> <input type="button" value="Show Detail"/>							
Line	Code	Description	Eligibility Status	Enter Date	Leave Date	Role	Group Organization
1	BASE	Baseball		01/22/2014		Player	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.



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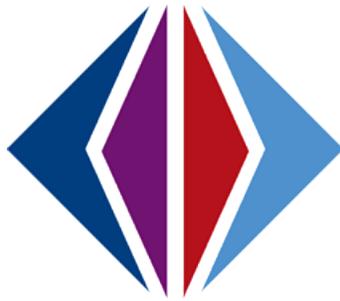
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