SIS2000+ Training Manual

Program History

Using Program History Editor

Purpose

The Program History application is used to enroll students into Special Programs (such as accelerated learning classes for gifted students or various other auxiliary programs that may be offered by the district) and keeps track of the related details and placement history for each student.

Pre-Requisites

All special programs must first be defined in the Special Programs Editor before they can be recorded in Program History.

Training Objectives

Add, edit, and delete Program History records. Print a Program History summary.

Accessing Program History

From the SIS2000+ Main Menu, click on the Services and Programs button. From there, click on the Program History button.

View Program History for Students

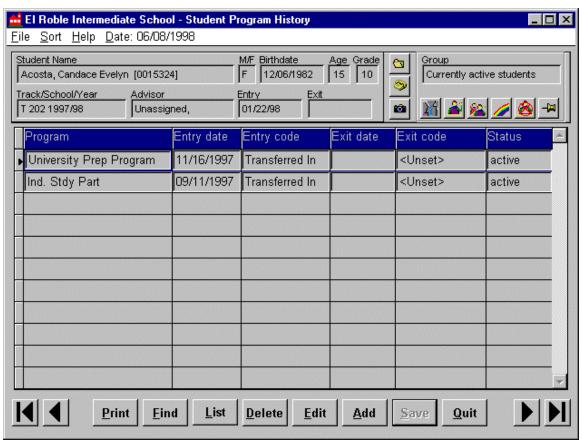
Launch Program History from the Services & Programs menu.

The opening, summary screen of the Program History application defaults to the first "currently active" student in the database, alphabetically by last name. A summary list of special programs that a student is enrolled in is displayed.

Select the student to view using the VCR buttons or the List or Find features.

Summary Screen

The opening screen of the Program History application displays a summary list of Special Programs that the selected student has been enrolled in. Key data fields are displayed in read-only mode: program name, date of code enrollment in that program, date and code of withdrawal from that program if applicable, and the status of the student in that program. View the entirety of the list by using the scroll bars, if necessary.



Program History Summary Screen.

Sort Program History Summary List

The default sorting order of the summary list is alphabetical, based on the program name field. The list can be re-sorted in ascending or descending order based on any of the other data fields.

Sort by Using the Sort Menu

Open the Sort menu. **Select (highlight) a field to sort on in the upper portion of the menu**. The selection can be made by using the arrow keys, by using a mouse, or by pressing the underlined shortcut letter of the selection. The Sort menu will automatically close after a selection is completed.

Open the Sort menu again. The field to sort on will have a check mark beside it. Now select **Ascending** or **Descending** using the same method as above. The Program list will now be resorted according to the new parameters selected.



Program History summary screen Sort Menu.

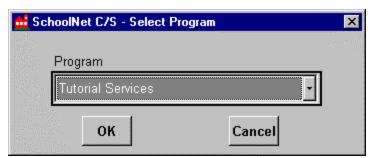
Sort by Clicking on Column Headers

Click on the column heading of the field to sort on. The list will automatically sort itself in the Reverse of its current sort order. That is, if the list was in ascending order by the data in the field selected, the mouse click will cause the list to be sorted in descending order per the field selected, and visa versa.

The column you click on will determine which column will be sorted in either ascending or descending order first.

Add Program History Records

To add a Program History Record, click on the **Add** button at the bottom of the main Program History Summary Screen of the selected student. The Select Program dialogue box will appear.



Select Program dialogue box.

Select the Program from the drop-down list and click OK.

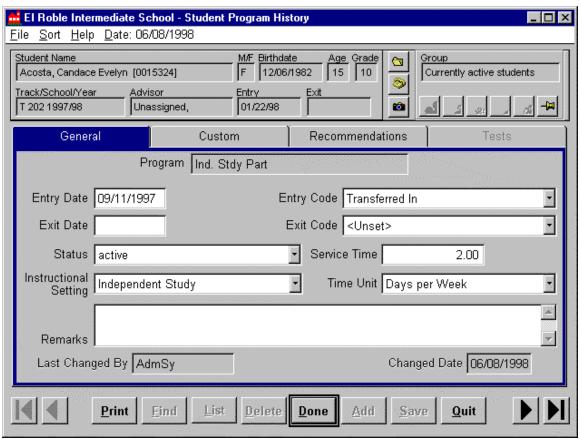
NOTE: Only non-Special Education Programs will show as choices in the selection drop-down box in Program History. Special Education Programs will be tracked in a separate application called "Special Education". Programs were defined as Special Education by checking off that flag in the Special Programs application.

After selecting a program to add, the view will automatically proceed to the "General" tab in the edit mode, with the name of the new Program displayed.

Edit / View Program History Records for Students

To activate the detail screens for a Program History record of a selected student outside of adding a new record, highlight that program on the summary screen and click **Edit**. To view, simply click to each tab, and then click **Done** when you're done. To Edit, make any necessary changes, and click **Save** when you are done.

The General Screen



Program History General Screen.

Program - a read-only field showing name of special program that is being added.

Entry Date - the date the student will enter the program.

Entry Code - a user-defined code: Reason for entry into program.

Status - user-defined code: special program status.

Exit Date - date the student exited from the program. This date must be later than Entry Date

Exit Code - user-defined code: reason for exiting program.

Instructional Setting - defines program settings outside mainstream student class

Service Time - quantity of time student will spend in program.

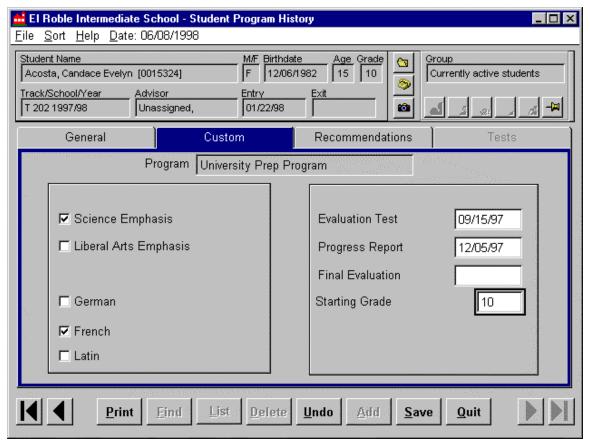
Time Unit - unit of time used to define Service Time.

Remarks - text field for comments.

Last Changed By & Changed Date - read-only fields indicating the name of the user who last made changes to this data and on what date.

The Custom Screen

This screen is used to track the custom settings you defined in the Special Programs Editor while creating the selected Special Program. The layout of this screen comes directly from the Custom tab you defined in that application. These are user-defined and can be used to track dates, codes, and other information.

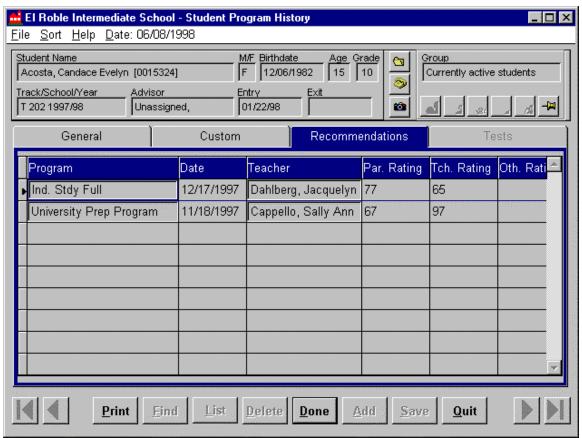


Program History Custom Screen.

The Recommendations Screen

This is a read-only screen that allows you to view the recommendations that were made for a selected student to be placed into a Special Program or programs. The sort feature may be used when viewing this screen.

Recommendations are only viewed here and not added or edited. That is done through the Program Recommendations application.



Program Recommendations screen viewed through Program History.

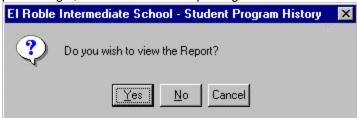
Print Program History Information

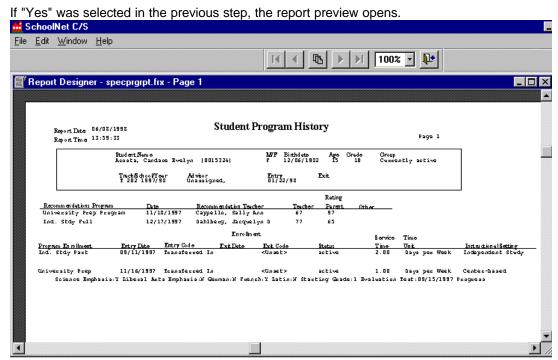
Essential attributes defined for a student's Program History records can be printed in a one-page report.

Select a student to print History records for. This will only print the information for the student you have currently selected.

Click the **Print** button at the bottom of the screen.

In the dialog box that appears, answer "Yes" to preview the report, "No" print the report without previewing it, or "Cancel" to abort printing.





Program History summary print-out.

If all is satisfactory, click on the exit door icon to close the preview and continue with the printing procedure.

A dialog box appears with the prompt, "Send Report to Printer?" Answer "Yes" to print or "No" to cancel the printing process.

What's Next?

At any time after a Program History record is created, you may return to the **Program History** application to add more Programs or edit existing Programs.

You will want to return here to keep track of changes in the amount of time a student spends in a Program, as well as record any exit dates and appropriate codes as students leave or complete the Programs.

If a student is also receiving other Services, outside of a Special Program, you may want to track that through the Services applications.