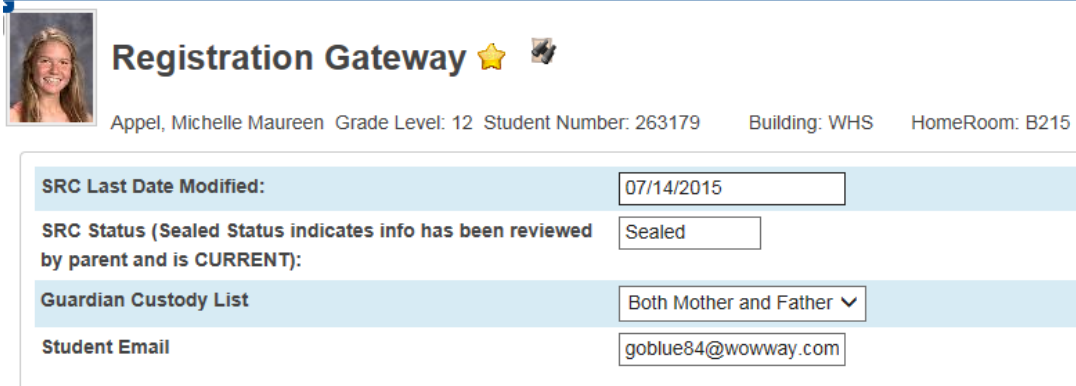


Registration Gateway Back To School (BTS) Help Info

8/13/15 LMA

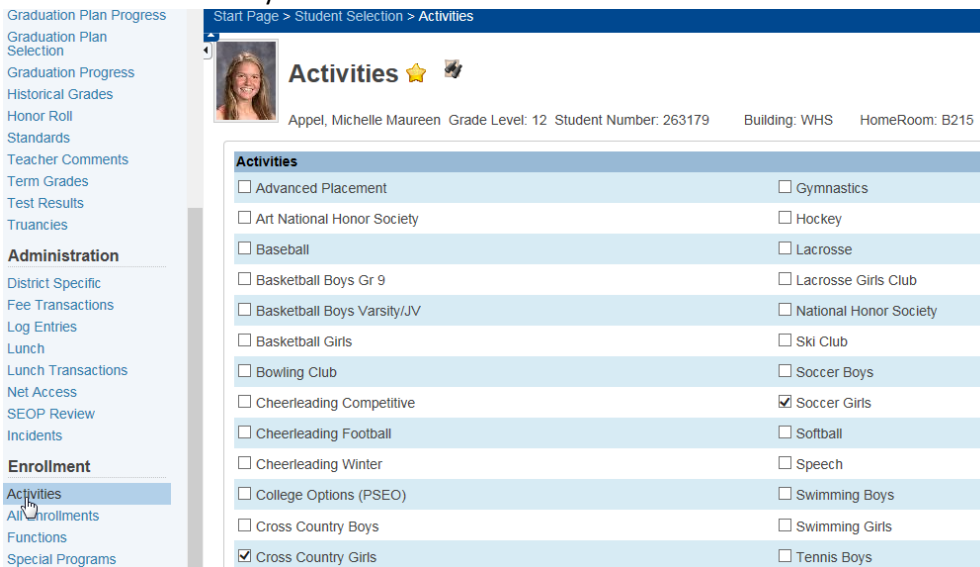
1. How can I tell whether or not the student's record is sealed?
Query the student
Select Custom Screens from the side navigation pane
Select Registration Gateway from the side navigation pane
SRC Last Date Modified is the date the parent last entered the BTS System
SRC Status: Should read Sealed



The screenshot shows the 'Registration Gateway' page for student Appel, Michelle Maureen. The page includes a profile picture, a star icon, and a printer icon. Below the header, the student's name, grade level (12), student number (263179), building (WHS), and home room (B215) are displayed. The main content area contains several fields:

SRC Last Date Modified:	07/14/2015
SRC Status (Sealed Status indicates info has been reviewed by parent and is CURRENT):	Sealed
Guardian Custody List	Both Mother and Father
Student Email	goblue84@wowway.com

2. Can I generate Emergency Contacts by Homeroom, Activity, Sport Team?
Yes, as long as you have populated the Homeroom field (on the Modify Info screen) or have activities selected for your students.

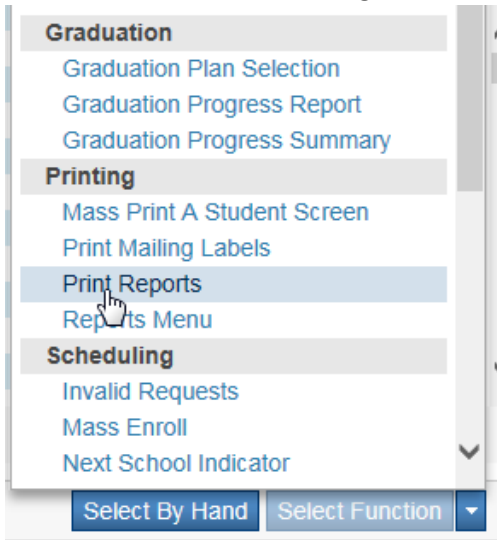


The screenshot shows the 'Activities' page for student Appel, Michelle Maureen. The page includes a profile picture, a star icon, and a printer icon. Below the header, the student's name, grade level (12), student number (263179), building (WHS), and home room (B215) are displayed. The main content area contains a list of activities with checkboxes:

Activities	
<input type="checkbox"/> Advanced Placement	<input type="checkbox"/> Gymnastics
<input type="checkbox"/> Art National Honor Society	<input type="checkbox"/> Hockey
<input type="checkbox"/> Baseball	<input type="checkbox"/> Lacrosse
<input type="checkbox"/> Basketball Boys Gr 9	<input type="checkbox"/> Lacrosse Girls Club
<input type="checkbox"/> Basketball Boys Varsity/JV	<input type="checkbox"/> National Honor Society
<input type="checkbox"/> Basketball Girls	<input type="checkbox"/> Ski Club
<input type="checkbox"/> Bowling Club	<input type="checkbox"/> Soccer Boys
<input type="checkbox"/> Cheerleading Competitive	<input checked="" type="checkbox"/> Soccer Girls
<input type="checkbox"/> Cheerleading Football	<input type="checkbox"/> Softball
<input type="checkbox"/> Cheerleading Winter	<input type="checkbox"/> Speech
<input type="checkbox"/> College Options (PSEO)	<input type="checkbox"/> Swimming Boys
<input type="checkbox"/> Cross Country Boys	<input type="checkbox"/> Swimming Girls
<input checked="" type="checkbox"/> Cross Country Girls	<input type="checkbox"/> Tennis Boys

From the start page, select your group of students, ie Home_room = B112

Use the button in the lower right corner and select Print Reports



Which report would you like to print? Select one of the Emer Med Rosters, either Custom EC or the DO NOT REPORT (this one should be final by mid August 2015, but okay to use) Hit SUBMIT.

Print Reports

Option	Value
Which report would you like to print?	Sample - Progress Report Sample - Quarter MS Report Card Sample - Student Schedules
For which students?	----- 2012-2013 Parkside Grade 5 Report Card - RLB 2012-2013 Parkside Grade 6 Report Card - RLB 2013-2014 Parkside Grade 5 Report Card - RLB 2013-2014 Parkside Grade 6 Report Card - RLB 2014-2015 Dover Intermediate Grade 5 Report Card - RLB 2014-2015 Dover Intermediate Grade 6 Report Card - RLB
In what order?	Attendance Class List(L) Attendance Class List(P) Fees by Student NCC - Emerg Med Card with Photo(TESTING-DO NOT USE) NCC - Emerg Med Roster with Photo (Custom EC Screen) NCC - Emerg Med Roster with Photo (Stock EC Screen)

But wait, I want to just see a list of the students who have NOT sealed, can I get an easy list in excel?

YES – use Quick Export

1. From the start page, query your selection, for example ALL
2. Choose Quick Export from the menu in the lower right corner

Start Page

Students Staff Parents

Search For Perfect Attendance

Enrollment

- Enrollment Summary
- Mass Enroll Special Program
- Re-Enroll in School
- Transfer Out Of School

Export

- Export Using Template
- List Students
- ✓ Quick Export

Functions

- Fee Functions
- Health Screenings
- ID/Password Assignment
- LDAP Directory Synchronization

Select By Hand Quick Export

Current Student Selection (1)

Student	Student Number
Appel, Michelle Maureen	263179

What's New

3. Enter the following fields (you can copy and paste from below)

Student_Number
First_name
Last_name
grade_level
src_status
SRC_date_last_modified

4. Hit submit and then open. You have a file that functions like an excel file. Filter on the src_status field and this should be the info you need.