



openSIS Quick Setup Guide

This guide is based on version CE 6.5, and is relevant for all openSIS 6.x versions.

Last updated: March 2018



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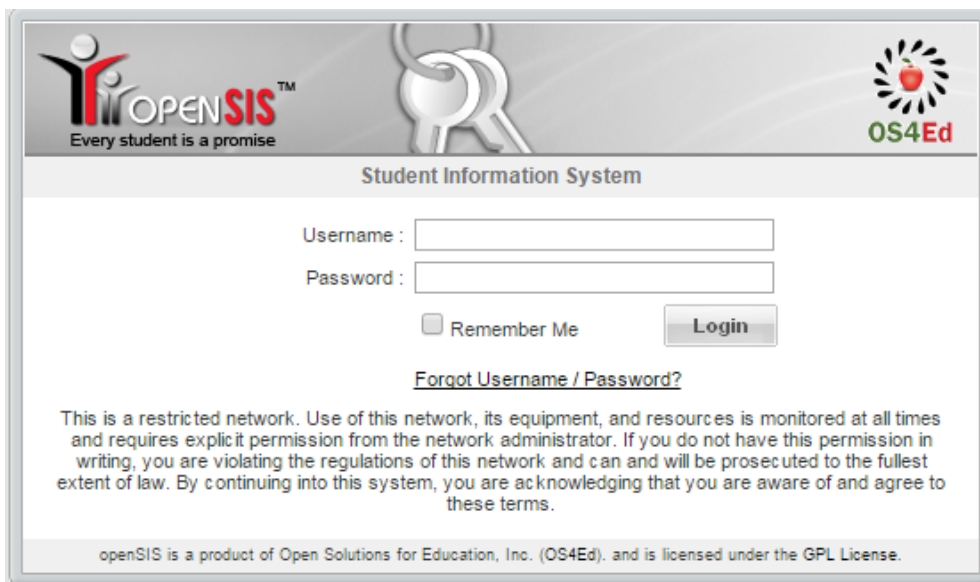
Custom Fields 25

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This instruction manual will guide you through the configuration process to set up a fully-functional openSIS. This guide assumes that you have installed and configured the required software components for openSIS:

Login to openSIS

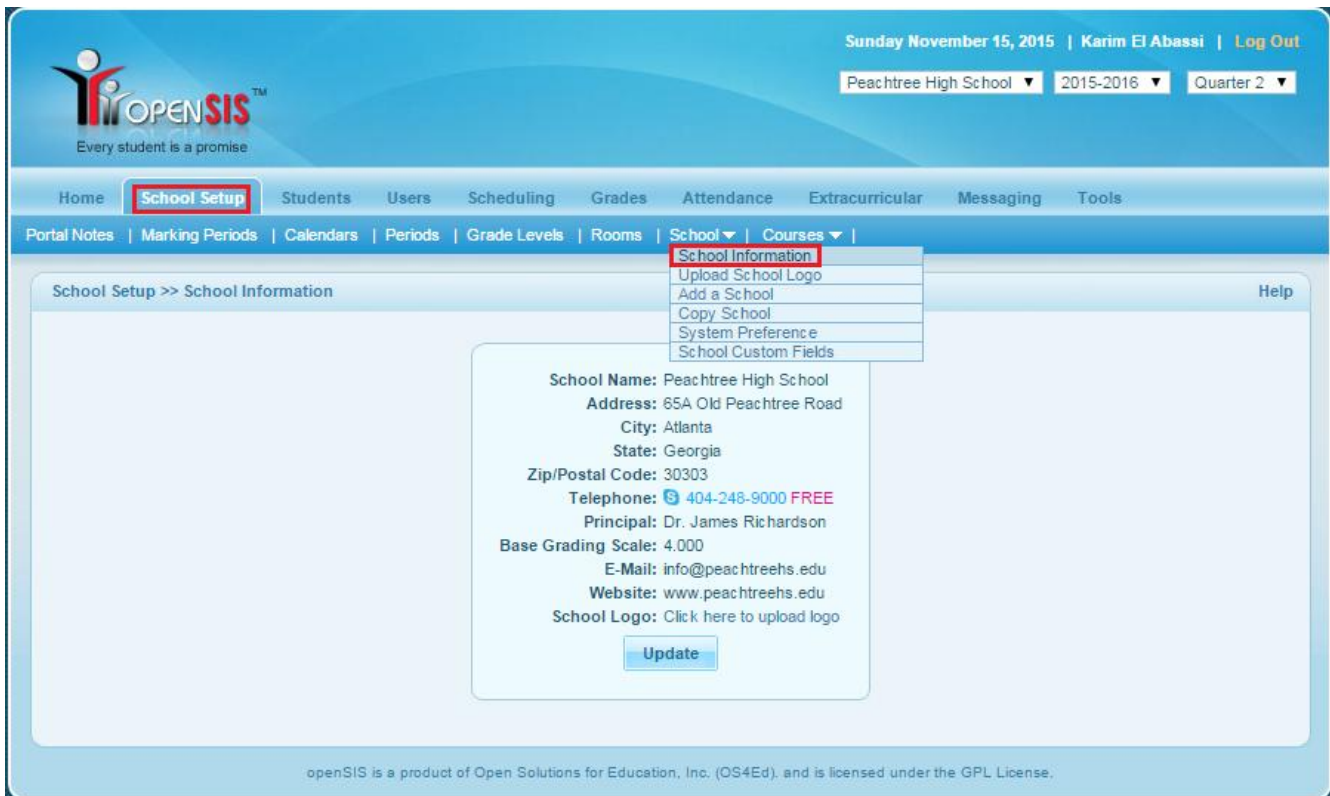
Once you have installed openSIS, please log in to the application using the administrative username and password you provided during installation. If you have not installed openSIS yet, please refer to the openSIS installation manual that came with the software.



The screenshot shows the login interface for the Student Information System. At the top left is the openSIS logo with the tagline "Every student is a promise". In the center is a graphic of two interlocking keys. At the top right is the OS4Ed logo. Below the header, the title "Student Information System" is centered. The login form includes a "Username:" label and a text input field, a "Password:" label and a text input field, a "Remember Me" checkbox, and a "Login" button. Below the form is a link for "Forgot Username / Password?". A disclaimer text is present, stating that the network is restricted and monitored, and that users must have explicit permission from the network administrator. At the bottom, a small line of text reads: "openSIS is a product of Open Solutions for Education, Inc. (OS4Ed), and is licensed under the GPL License."

School Information & Uploading School Logo

After installing openSIS, the first thing is to enter the School details in **School Setup >> School >> School Information**. Fill in the details here and upload a school logo for the school and click **Update**. This logo that is uploaded will show up in all the reports that are generated from openSIS.



Complete your school information. To edit existing text, click on the text and it will become an editable text input field. Enter your school information and click “**Update.**”

If you installed openSIS with the sample school, then you can choose the Copy School option and copy the sample school information into your own school. Just give a new school name when copying.

System Preferences

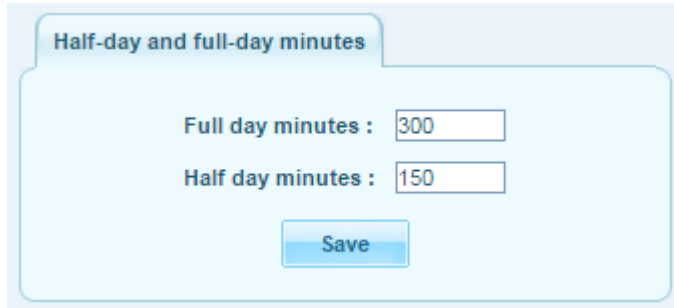
It provides various system preferences to adhere the user requirements. You can make changes by going to **School Setup >> School >> System Preferences.**

Set half-day and full day minutes

It is important to set up the Full day and Half day minutes of the school. This allows the system to mark a student Present, Full Day or Half Day, for the day as per the allotted time by the administrator. For example, (as mentioned in the image below) we apprehend the student’s full day presence only after having attended at least 300 minutes of the day, whereas, a student attending school for only 150 minutes is marked as Half Day present and having attended less than that will mark the student as Absent.

If your school has different attendance requirements, you may edit the minutes as per your preference.

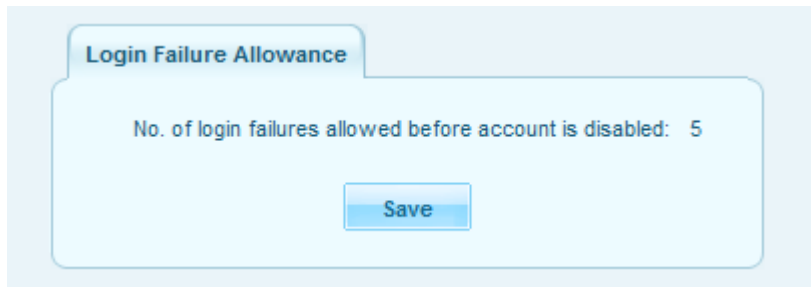
You can access this page by choosing **School Setup >> School >> System Preferences >> Set half day and full day minutes**.



Set log-in failure allowance count

This is the number of times the system will allow a user to try logging in with incorrect credentials before disabling the account. It is advised to keep the count no more than 5.

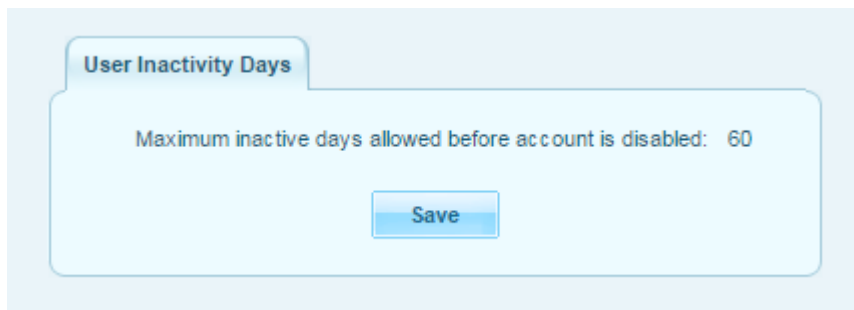
You can access this page by choosing **School Setup >> School >> System Preferences >> Set log-in failure allowance count**.



Set allowable user inactivity days

This is the maximum number of days the system will allow a user in between logins. The system disables users who do not log in for the number of days you specify in this section.

You can access this page by choosing **School Setup >> School >> System Preferences >> Set allowable user inactivity days**.



Put system in maintenance mode



This section is used when the Administrator is undergoing any maintenance work with the system and doesn't want any other users like Teachers, Parents and Students to access the system. The admin can put up a notice here and save it. This notice automatically shows up on the restricted users' login page holding them disabled for the maintenance period. Only the Administrator is permitted to log in while the system is in maintenance mode.



You can access this page by choosing **School Setup >> School >> System Preferences >> Put the system in maintenance mode**. To put the system in the maintenance mode, click on 'No' beside 'Under Maintenance' and select the checkbox. Then put some text in the text area that you want your users to see on the login screen and save the form.

School Setup >> System Preference Help

[« Back to System Preference](#)

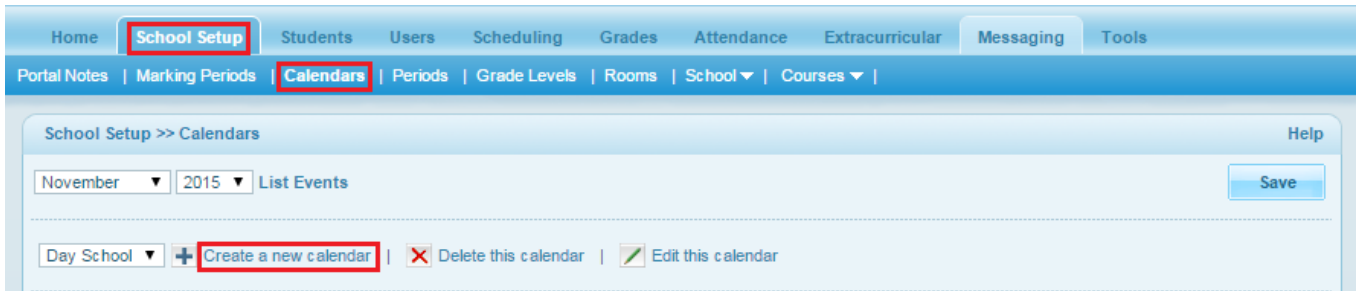
Under Maintenance : No

 1 Message was found. 

	Login Message	Display
	This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.	<input checked="" type="radio"/>
		<input type="radio"/>

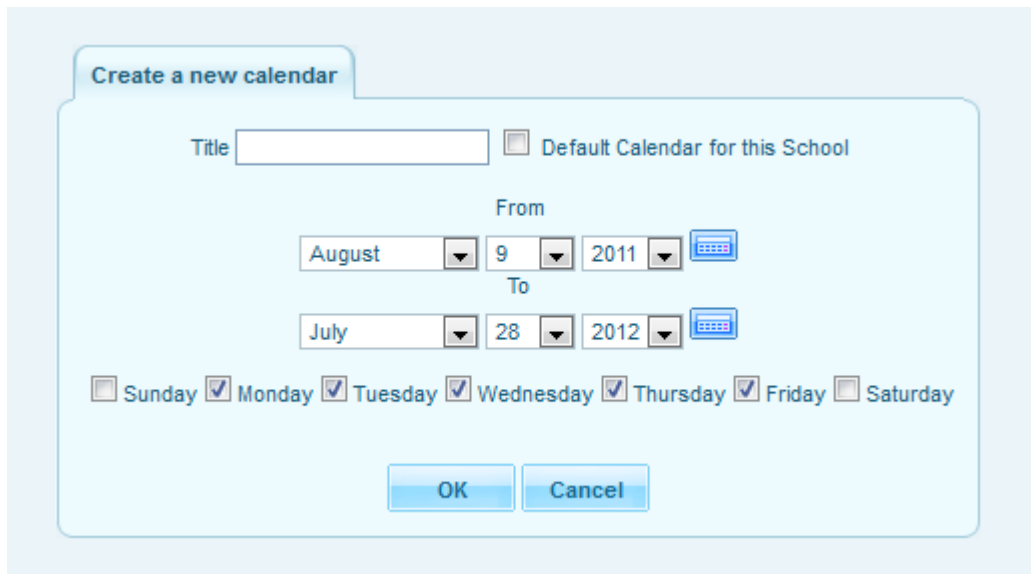
School Calendars

To set up a school first you need to create a calendar. To do so, go to **School Setup >> Calendars** and click on **Create a new calendar**.



Give a name to the Calendar and mark it as the default calendar for the school. The system will automatically fill in the beginning and end dates of the school year that you have provided during installation.

You can mark the fixed days in a week the school is in session and click OK to save the calendar.



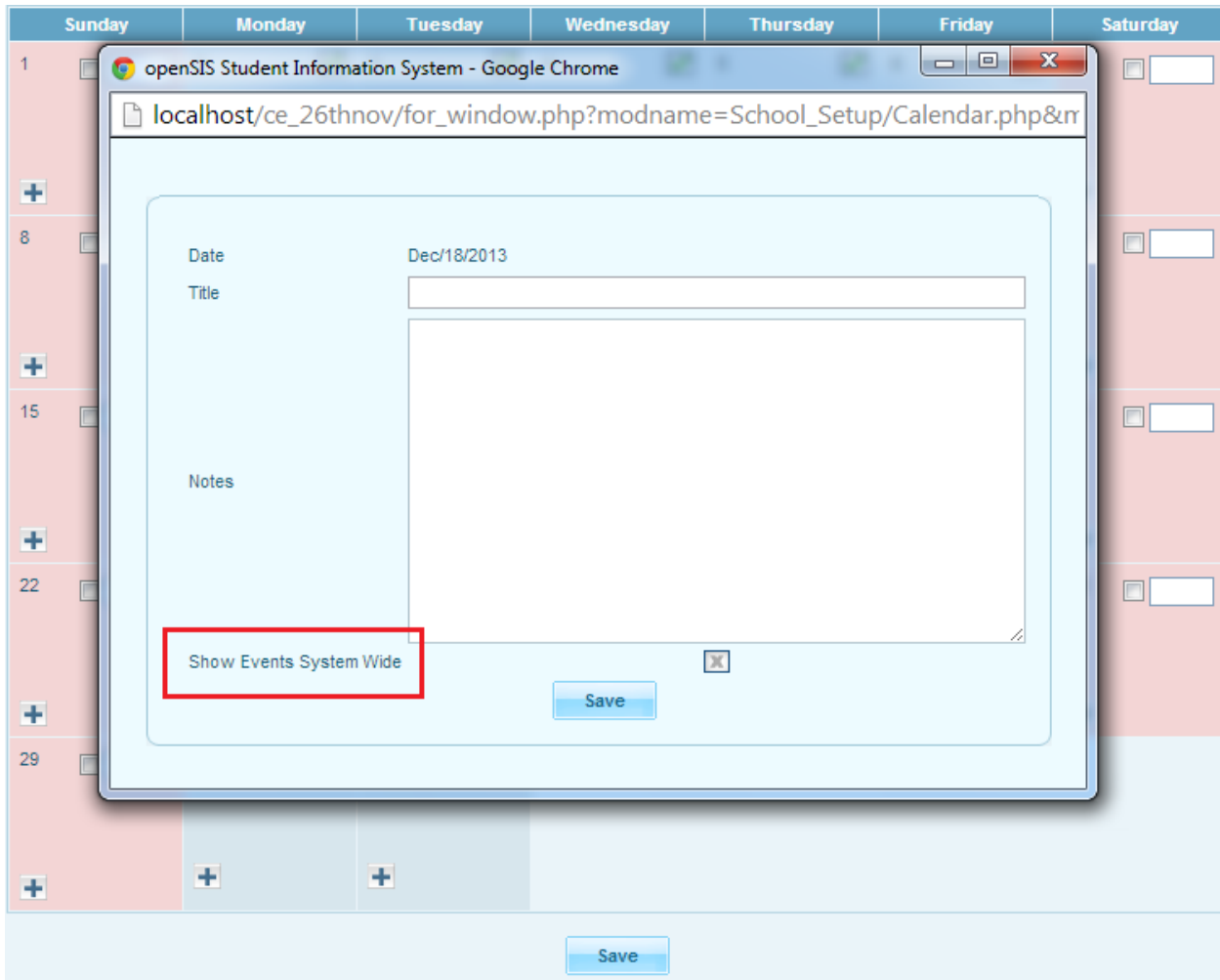
Once the default calendar is created, each month will be automatically marked as a school day and will be light blue in color with green check marks. The holidays will be pink.

If you need to mark a day as a holiday, simply uncheck the checkbox and save it. That day will become pink denoting a holiday.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
				+	+	+
4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/> ■ Interim Report #2	10 <input type="checkbox"/>
+	+	+	+	+	+	+
11 <input type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input checked="" type="checkbox"/>	14 <input checked="" type="checkbox"/>	15 <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input type="checkbox"/>
+	+	+	+	+	+	+
18 <input type="checkbox"/>	19 <input checked="" type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input checked="" type="checkbox"/>	22 <input type="checkbox"/> ■ Holiday Break begins	23 <input type="checkbox"/> ■ No school	24 <input type="checkbox"/>
+	+	+	+	+	+	+
25 <input type="checkbox"/>	26 <input type="checkbox"/> ■ No school	27 <input type="checkbox"/> ■ No school	28 <input type="checkbox"/> ■ No school	29 <input type="checkbox"/> ■ No school	30 <input type="checkbox"/> ■ No school	31 <input type="checkbox"/>
+	+	+	+	+	+	+

To add an event to a calendar, click on the + sign and a new window will pop up. Enter the title and notes and save it.

By checking the **System Events system-wide** checkbox, it allows the event to be displayed in all the schools existing in the openSIS system.



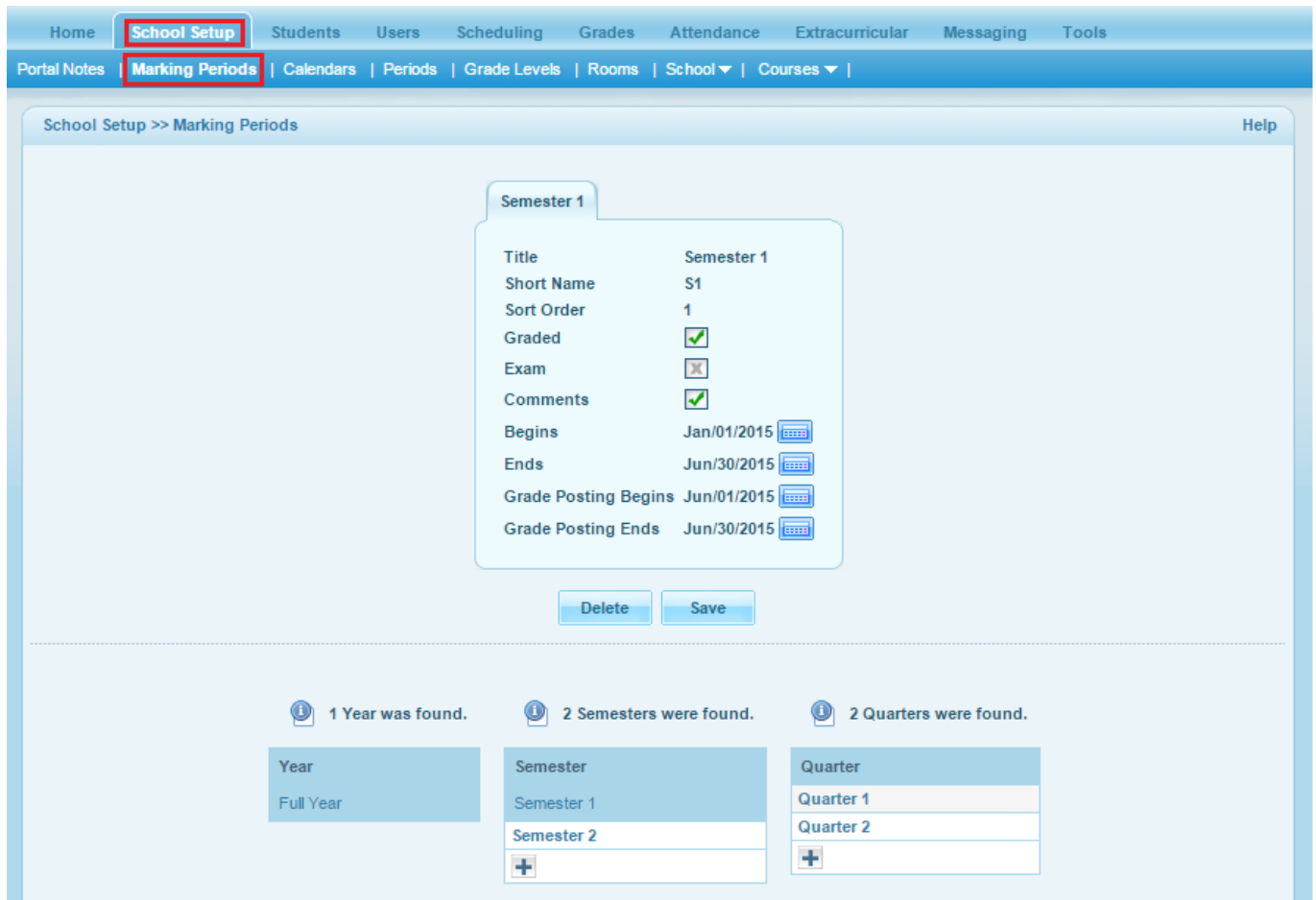
The screenshot shows a web browser window titled "openSIS Student Information System - Google Chrome" with the URL "localhost/ce_26thnov/for_window.php?modname=School_Setup/Calendar.php&r". The main content area is a calendar grid with days of the week (Sunday to Saturday) and dates (1, 8, 15, 22, 29). A modal window is open over the calendar, displaying a form for adding an event. The form has the following fields:

- Date: Dec/18/2013
- Title: [Empty text input field]
- Notes: [Large text area]
- Checkbox: Show Events System Wide (highlighted with a red box)
- Buttons: [Save] (at the bottom of the modal) and [Save] (at the bottom of the page)

The event information is saved and it will show on the calendar and on the selected users portal.

Marking Periods

To access this page choose **School Setup >> Marking Periods** from the menu. Now fill up all the required details and click save. You can create as many Semesters and Quarters as per your needs.



School Setup >> Marking Periods Help

Semester 1

Title	Semester 1
Short Name	S1
Sort Order	1
Graded	<input checked="" type="checkbox"/>
Exam	<input type="checkbox"/>
Comments	<input checked="" type="checkbox"/>
Begins	Jan/01/2015 <input type="text"/>
Ends	Jun/30/2015 <input type="text"/>
Grade Posting Begins	Jun/01/2015 <input type="text"/>
Grade Posting Ends	Jun/30/2015 <input type="text"/>

1 Year was found.

Year
Full Year

2 Semesters were found.

Semester
Semester 1
Semester 2
+

2 Quarters were found.

Quarter
Quarter 1
Quarter 2
+

To mark grades for Full Year or Semester or Quarter, check the **Graded** option. This will allow teachers and administrators to enter final grades for that marking period.

To enter exam grades for Full Year or Semester or Quarter, check on the **Exam** option.

To enter comments on a report card along with the final grades, check the **Comments** option.

Fill in the beginning and end dates of each marking period.

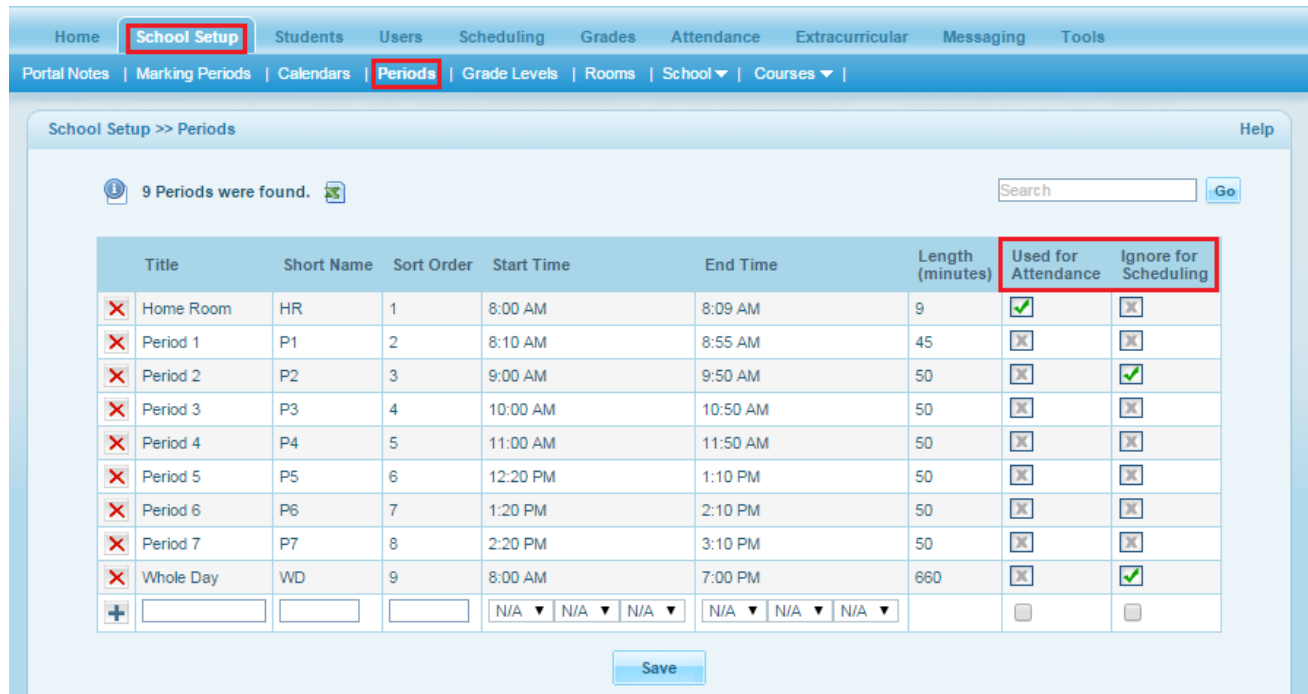
Grade posting period is a defined period for allowing the teachers to enter final grades for that marking period. It is a good practice to keep it for the last week of the marking period so that teachers do not prematurely enter the final report card grade.

School Periods

To access this page choose **School Setup >> Periods** from the menu.

This is the area where you define the time division of a school day, known as periods. Fill in all the periods that are in use in your school.

If you check the Used for Attendance option, a teacher would be able to take attendance for that particular period when that period is associated in a course period. If you check Ignore for Scheduling, you can avoid period clash for scheduling a student.



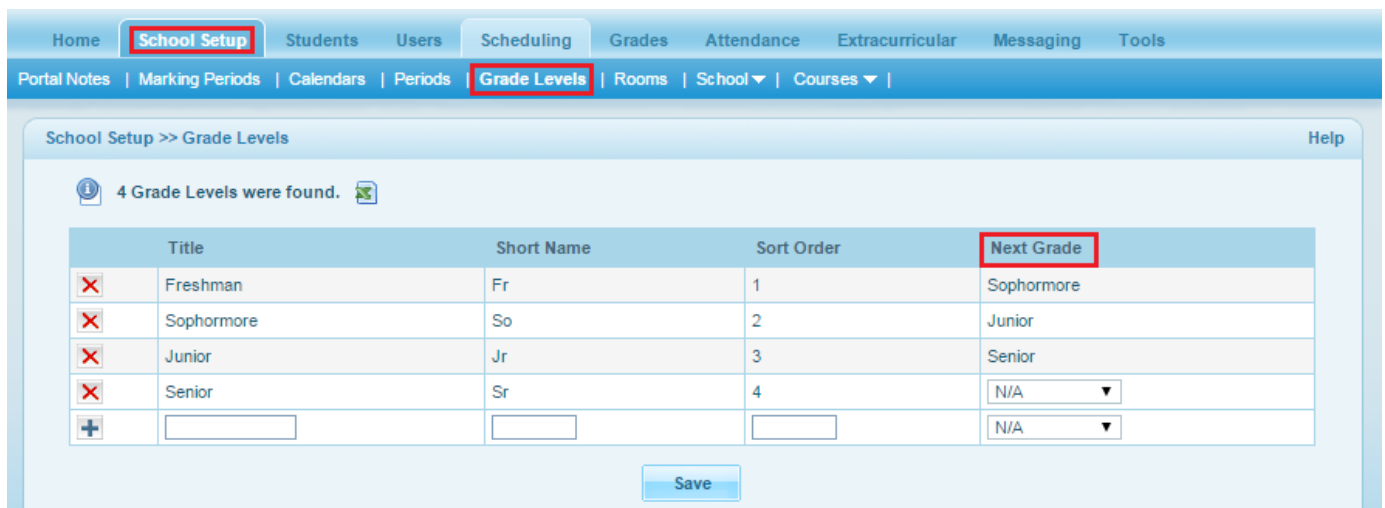
School Setup >> Periods

9 Periods were found.

Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Ignore for Scheduling
<input type="checkbox"/> Home Room	HR	1	8:00 AM	8:09 AM	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Period 1	P1	2	8:10 AM	8:55 AM	45	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Period 2	P2	3	9:00 AM	9:50 AM	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Period 3	P3	4	10:00 AM	10:50 AM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Period 4	P4	5	11:00 AM	11:50 AM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Period 5	P5	6	12:20 PM	1:10 PM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Period 6	P6	7	1:20 PM	2:10 PM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Period 7	P7	8	2:20 PM	3:10 PM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Whole Day	WD	9	8:00 AM	7:00 PM	660	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="+"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grade Levels

To access this page choose **School Setup >> Grade Levels** from the menu bar. This section defines the different grade levels as per your school needs. Fill in the information and pay particular attention to the Next Grade field. When the school is rolled over at the end of each academic year, the students who are set to be promoted to the next grade are done so according to the value you set here. So, always set the next grade value as the one following the previous grade level.



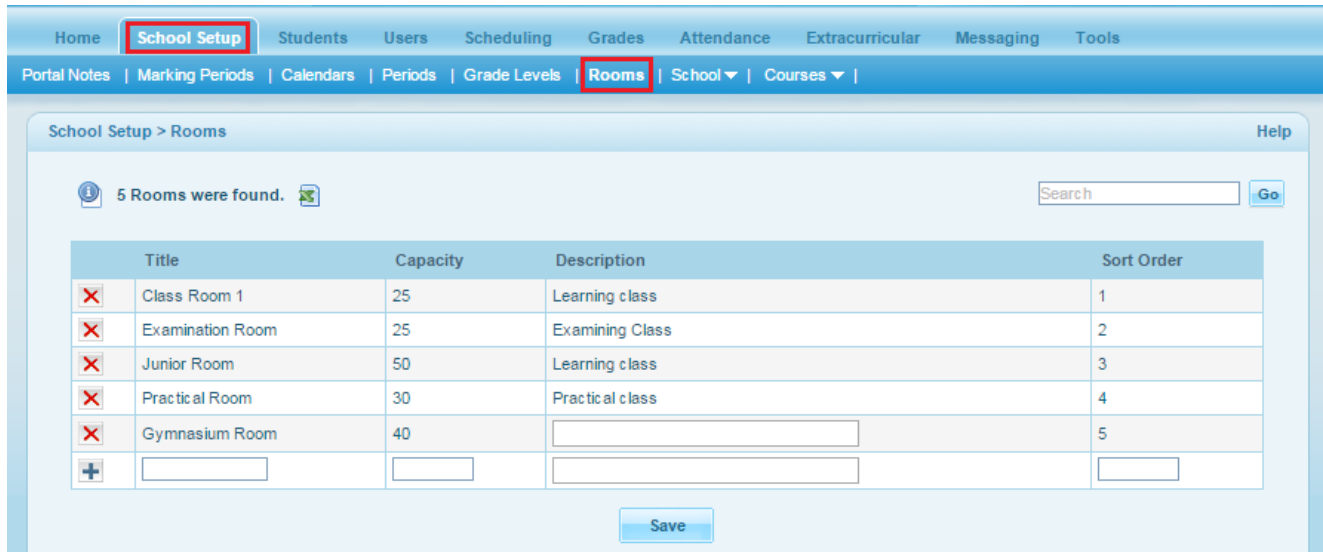
School Setup >> Grade Levels Help

4 Grade Levels were found.

	Title	Short Name	Sort Order	Next Grade
<input type="checkbox"/>	Freshman	Fr	1	Sophomore
<input type="checkbox"/>	Sophomore	So	2	Junior
<input type="checkbox"/>	Junior	Jr	3	Senior
<input type="checkbox"/>	Senior	Sr	4	N/A ▼
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A ▼

Rooms

This section lets you create and define numerous rooms in the school. Go to **School Setup >> Rooms** and the page opens where you can enter the room title and its capacity along with a brief description.



School Setup > Rooms Help

5 Rooms were found.

	Title	Capacity	Description	Sort Order
<input type="checkbox"/>	Class Room 1	25	Learning class	1
<input type="checkbox"/>	Examination Room	25	Examining Class	2
<input type="checkbox"/>	Junior Room	50	Learning class	3
<input type="checkbox"/>	Practical Room	30	Practical class	4
<input type="checkbox"/>	Gymnasium Room	40	<input type="text"/>	5
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

After entering every room, click **Save** and to delete a room, you can click on the red cross sign beside the room title.

Attendance Codes

To set up Attendance Codes, go to **Attendance >> Setup >> Attendance Codes**. Now create the Attendance Codes as per requirement and click Save.

It is recommended that you select 'Yes' as Default for Teachers for the Attendance Code Present, as it becomes easier for teachers to take attendance since most students are usually present in the class and they just need to edit marking for absentees, that are rare comparatively.

Note: You must fill in the State Code value, or else, you will not be able to mark attendance.

Attendance
+

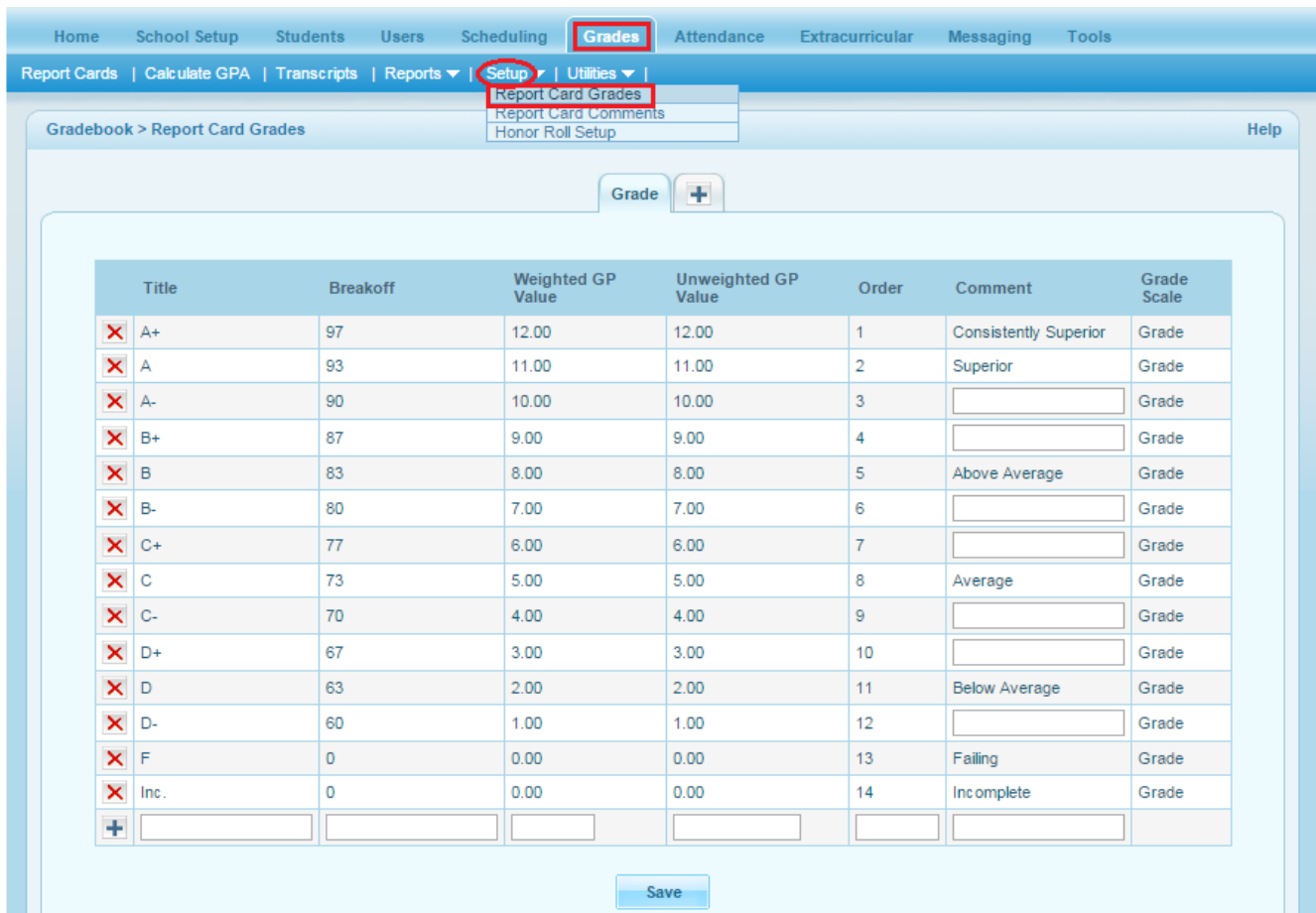
	Title	Short Name	Sort Order	Type	Default for Teacher	State Code
<input type="checkbox"/>	Present	P	1	Teacher & Office	Yes	Present
<input type="checkbox"/>	Absent	A	2	Teacher & Office	No	Absent
<input type="checkbox"/>	Less than 5 minutes late	L	3	Teacher & Office	No	Present
<input type="checkbox"/>	Tardy	T	4	Teacher & Office	No	Present
<input type="checkbox"/>	Excused Absence	E	5	Office Only	No	Absent
<input type="checkbox"/>	Sick	S	6	Office Only	No	Absent
<input type="checkbox"/>	Vacation	V	7	Office Only	No	Absent
<input type="checkbox"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	N/A <input type="text" value="N/A"/>	<input type="checkbox"/>	N/A <input type="text" value="N/A"/>

Save

Report Card Grades

Next, you need to set up Report Card Grades. Go to **Grades >> Set Up >> Report Card Grades**. Now create a Main Grading Scale. Then select it and under Main create the Grades.

Put the weighted and unweighted GP value for every grade that you define as per your needs. Without these values, the transcript will not be generated.



Gradebook > Report Card Grades

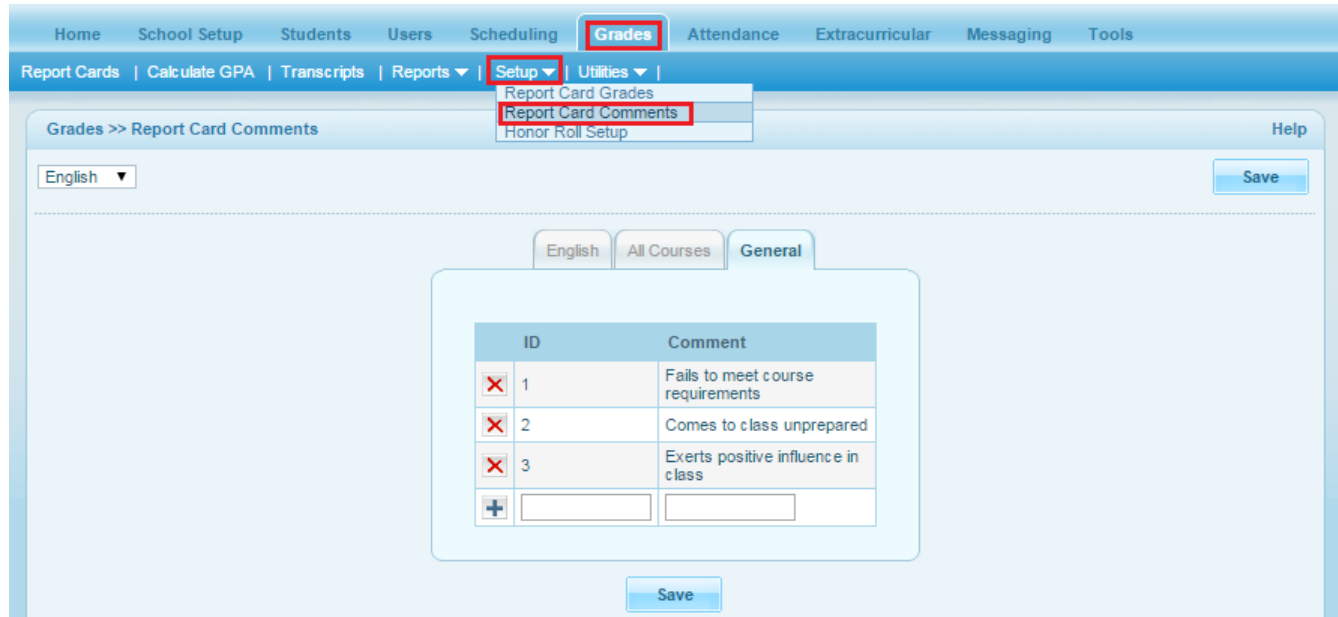
Grade

Title	Breakoff	Weighted GP Value	Unweighted GP Value	Order	Comment	Grade Scale
<input type="checkbox"/> A+	97	12.00	12.00	1	Consistently Superior	Grade
<input type="checkbox"/> A	93	11.00	11.00	2	Superior	Grade
<input type="checkbox"/> A-	90	10.00	10.00	3	<input type="text"/>	Grade
<input type="checkbox"/> B+	87	9.00	9.00	4	<input type="text"/>	Grade
<input type="checkbox"/> B	83	8.00	8.00	5	Above Average	Grade
<input type="checkbox"/> B-	80	7.00	7.00	6	<input type="text"/>	Grade
<input type="checkbox"/> C+	77	6.00	6.00	7	<input type="text"/>	Grade
<input type="checkbox"/> C	73	5.00	5.00	8	Average	Grade
<input type="checkbox"/> C-	70	4.00	4.00	9	<input type="text"/>	Grade
<input type="checkbox"/> D+	67	3.00	3.00	10	<input type="text"/>	Grade
<input type="checkbox"/> D	63	2.00	2.00	11	Below Average	Grade
<input type="checkbox"/> D-	60	1.00	1.00	12	<input type="text"/>	Grade
<input type="checkbox"/> F	0	0.00	0.00	13	Failing	Grade
<input type="checkbox"/> Inc.	0	0.00	0.00	14	Inc complete	Grade
<input data-bbox="245 1402 272 1430" type="button" value="+"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Report Card Comments

Now, you need to set up Report Card Comments. These are the comments that a teacher can use to insert in the report card and you may add innumerable such comments.

To create comments go to **Grades >> Setup >> Report Card Comments**. Fill it and click Save.



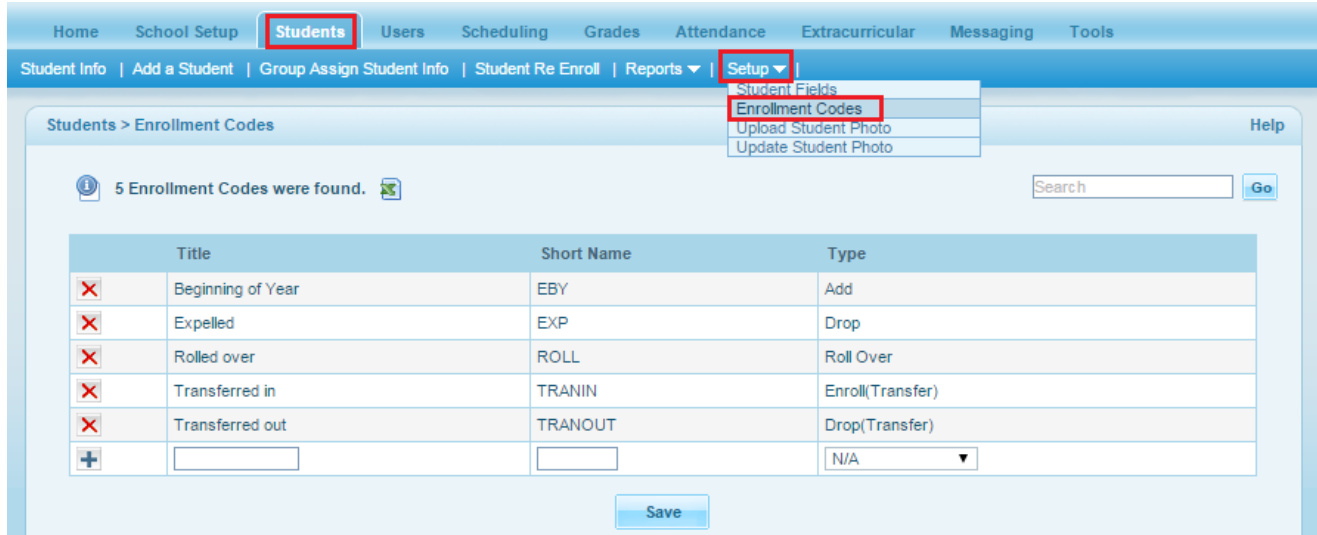
The screenshot shows the openSIS web interface. The top navigation bar includes: Home, School Setup, Students, Users, Scheduling, **Grades**, Attendance, Extracurricular, Messaging, Tools. Below this, a secondary menu shows: Report Cards, Calculate GPA, Transcripts, Reports, **Setup**, Utilities. The 'Setup' menu is expanded, showing: Report Card Grades, **Report Card Comments**, Honor Roll Setup. The main page title is 'Grades >> Report Card Comments'. There is a 'Save' button in the top right. Below the title, there is a dropdown menu set to 'English'. In the center, there are three tabs: English, All Courses, General. Below the tabs is a table with the following data:

ID	Comment
<input type="checkbox"/> 1	Fails to meet course requirements
<input type="checkbox"/> 2	Comes to class unprepared
<input type="checkbox"/> 3	Exerts positive influence in class
<input type="checkbox"/> +	<input type="text"/>

At the bottom of the table area, there is a 'Save' button.

Student Enrollment Codes

As the next step, you need to create the Student Enrollment Codes. Go to **Students >> Setup >> Enrollment Codes**. These codes are displayed in the enrollment record for students and are required for adding and dropping a student from the school.



Students > Enrollment Codes

5 Enrollment Codes were found.

	Title	Short Name	Type
<input type="checkbox"/>	Beginning of Year	EBY	Add
<input type="checkbox"/>	Expelled	EXP	Drop
<input type="checkbox"/>	Rolled over	ROLL	Roll Over
<input type="checkbox"/>	Transferred in	TRANIN	Enroll(Transfer)
<input type="checkbox"/>	Transferred out	TRANOUT	Drop(Transfer)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A

Save

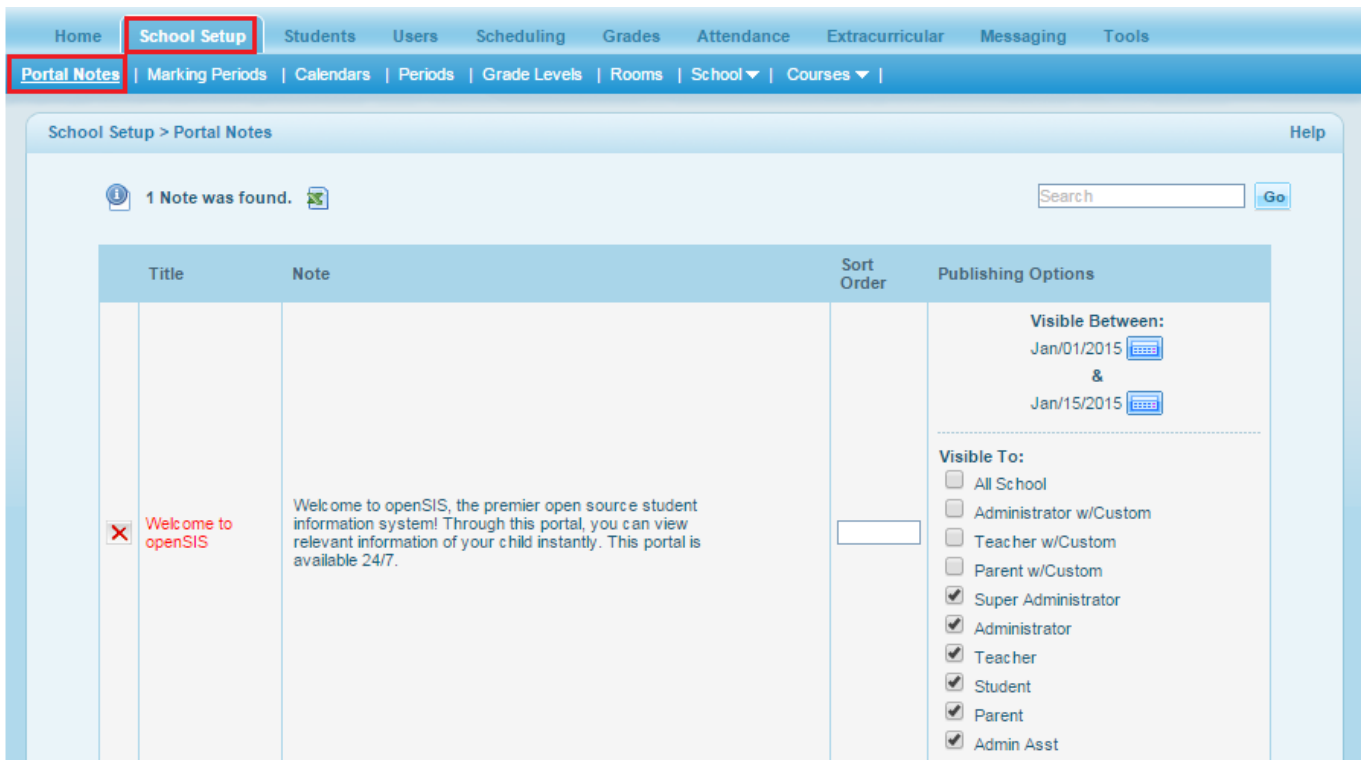
Portal Notes

The Portal Notes page is a messaging page for the admin so as to convey messages to the other users like teachers, parents and students; the message will display on the homepage of the user's portal.

To access this page, go to **School Setup >> Portal Notes**.

You can make the text appear for a certain period of time by selecting beginning and end dates. You can also control who gets to see the message by clicking on the Visible to options.

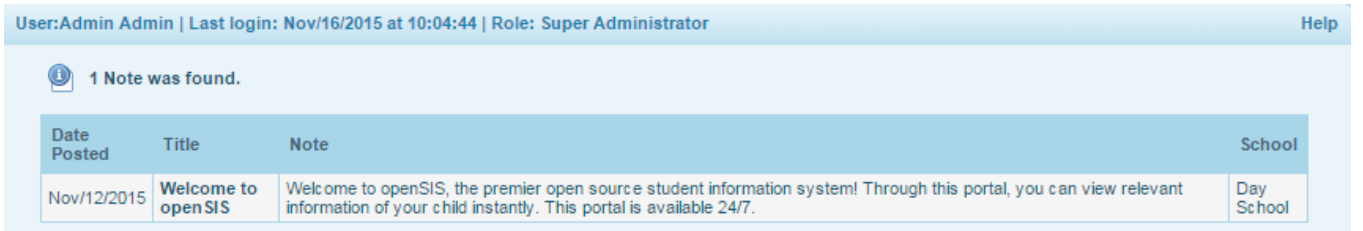
For example, if you want parents to view a message only, click Visible to Parent.



School Setup > Portal Notes

1 Note was found.

Title	Note	Sort Order	Publishing Options
Welcome to openSIS	Welcome to openSIS, the premier open source student information system! Through this portal, you can view relevant information of your child instantly. This portal is available 24/7.		<p>Visible Between:</p> <p>Jan/01/2015 & Jan/15/2015</p> <p>Visible To:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All School <input type="checkbox"/> Administrator w/Custom <input type="checkbox"/> Teacher w/Custom <input type="checkbox"/> Parent w/Custom <input checked="" type="checkbox"/> Super Administrator <input checked="" type="checkbox"/> Administrator <input checked="" type="checkbox"/> Teacher <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Admin Asst



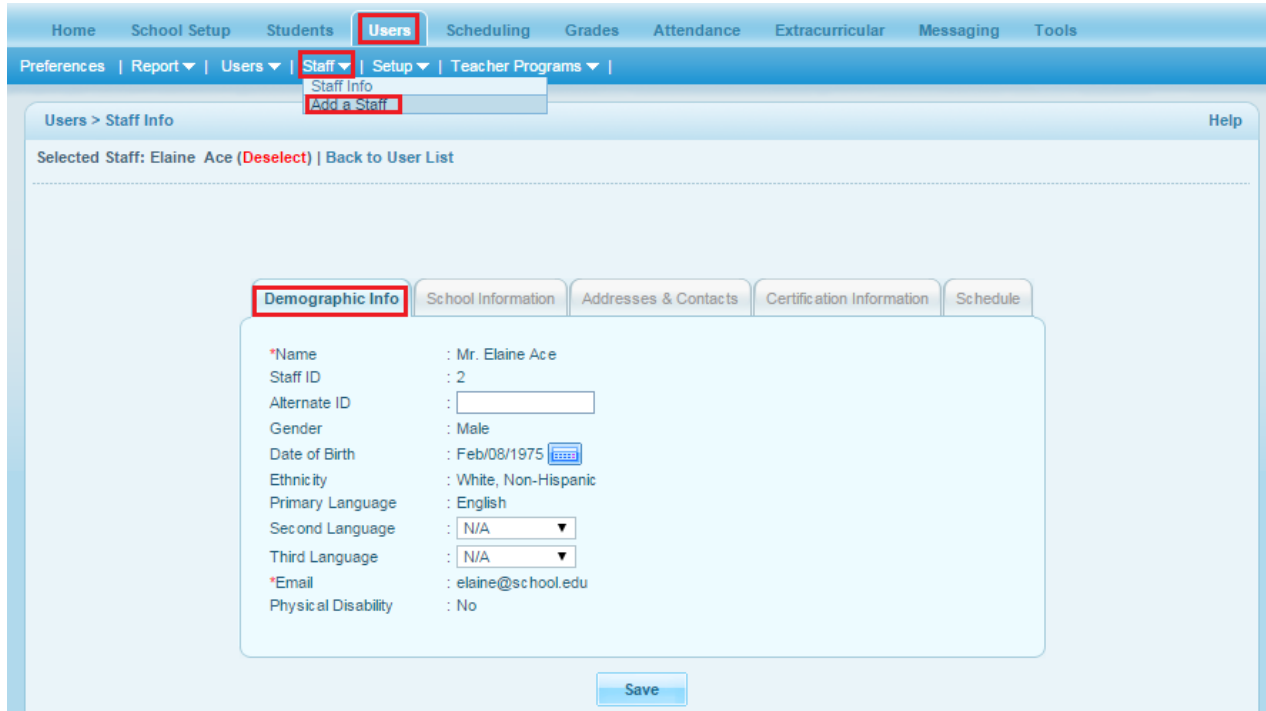
User: Admin Admin | Last login: Nov/16/2015 at 10:04:44 | Role: Super Administrator

1 Note was found.

Date Posted	Title	Note	School
Nov/12/2015	Welcome to openSIS	Welcome to openSIS, the premier open source student information system! Through this portal, you can view relevant information of your child instantly. This portal is available 24/7.	Day School

Adding Users (Add Teachers)

Now, you will need to add teachers in the system. To do so, go to **Users >> Staff >> Add a Staff**. Now fill up the five-sectioned information for the user (teacher) beginning with the Demographic information.



The screenshot shows the 'Add a Staff' form in the openSIS application. The navigation menu at the top includes 'Home', 'School Setup', 'Students', 'Users', 'Scheduling', 'Grades', 'Attendance', 'Extracurricular', 'Messaging', and 'Tools'. The 'Users' menu is expanded, showing 'Staff Info' and 'Add a Staff'. The 'Add a Staff' option is selected, leading to the 'Users > Staff Info' page. The page shows 'Selected Staff: Elaine Ace (Deselect) | Back to User List'. The 'Demographic Info' tab is active, displaying the following information:

*Name	: Mr. Elaine Ace
Staff ID	: 2
Alternate ID	: <input type="text"/>
Gender	: Male
Date of Birth	: Feb/08/1975 <input type="text"/>
Ethnicity	: White, Non-Hispanic
Primary Language	: English
Second Language	: <input type="text" value="N/A"/>
Third Language	: <input type="text" value="N/A"/>
*Email	: elaine@school.edu
Physical Disability	: No

A 'Save' button is located at the bottom of the form.

In School Information tab, select the User Profile or category as Teacher while creating a teacher. In the same way, if you want to create an Admin select User profile as Admin. You may create a teacher user access by providing a username and password for the teacher to further log in to their teacher portal.

Demographic Info
School Information
Addresses & Contacts
Certification Information
Schedule

Official Information

*Category : Teacher

Job Title :

*Joining Date : Jan/01/2015

End Date :

openSIS Access Information

No Access Access



Profile : Teacher

Username* : elaine

Password* : *****

Disable User :

School Information

 1 School Record was found. 

	School	Profile	Start Date	Drop Date	Status
<input checked="" type="checkbox"/>	Day School	Teacher	Jan/01/2015 <input type="text"/>	<input type="text"/>	Active

In Address & Contacts tab, add the address and contact information of the teacher including the teacher's emergency contact information.

Demographic Info | School Information | **Addresses & Contacts** | Certification Information | Schedule


Home Address

Street Address 1 : 245, Main Street [Map it](#)
Street Address 2 :
City : Atlanta
State : Georgia
Zip/Postal Code : CA7502

Mailing Address

Street Address 1 : 245, Main Street
Street Address 2 :
City : Atlanta
State : Georgia
Zip/Postal Code : CA7502

Contact Information

Home Phone :  765-555-1212 **FREE**
Mobile Phone :
Office Phone :
Work Email : elaine@school.edu
Personal Email : elaine@gmail.com

Emergency Contact Information

First Name : Remy
Last Name : Ace
Relationship to Staff : Wife
Home Phone : 898-555-1212
Work Phone :
Mobile Phone :
Email : remy@hotmail.com

In Certification Information tab, fill in innumerable certificates information of the teacher to keep a track of teacher's qualifications.

Demographic Info | School Information | Addresses & Contacts | **Certification Information** | Schedule

1 Certificate was found.

Certification Name : Masters in Literature and Language Certification Short Name : MLIT
 Certification Code : MA076 Primary Certification Indicator : N/A ▾
 Certification Date : Certification Expiry Date :

Certification Description:

In the schedule tab, the schedule is automatically generated after the course period is scheduled.

Demographic Info | School Information | Addresses & Contacts | Certification Information | **Schedule**

Marking Periods : ▾

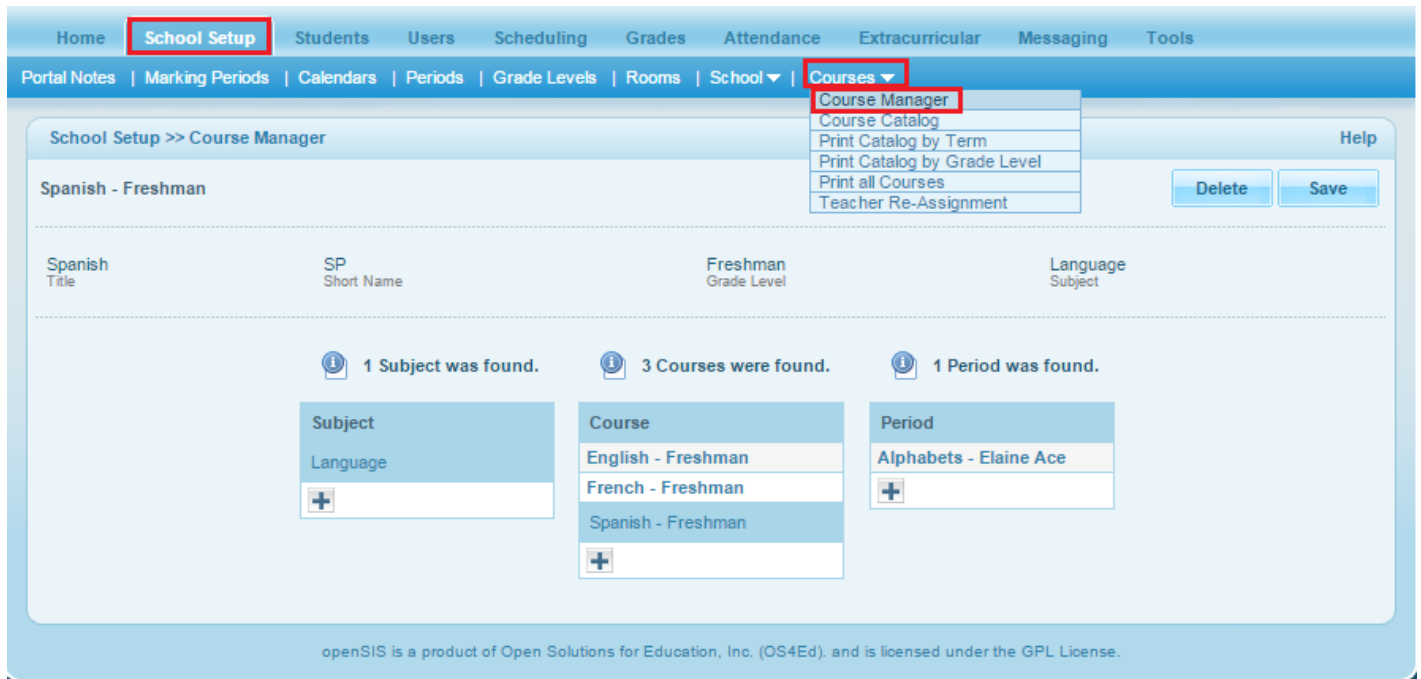
3 Courses were found.

Course	Period	Days	Time	Room	Marking Period
Spanish	Period 1	-M-W-F-	08:00:00 to 08:45:00	Class Room	Full Year
English	Period 2, Period 1	-MT-H--	09:00:00 to 09:45:00, 08:00:00 to 08:45:00	Class Room	Semester 1
French	Period 2	--T--F-	09:00:00 to 09:45:00	Class Room	Semester 1

Course Manager

Next, you need to set up the Course Manager. Here you will have to create a Subject, a Course and a Course Period. To do so, go to **School Setup >> Courses >> Course Manager**.

You can add multiple subjects, multiple courses under selected subjects and multiple course periods under selected courses by clicking on the (+) sign.



The screenshot displays the openSIS Course Manager interface. The navigation menu at the top includes 'Home', 'School Setup', 'Students', 'Users', 'Scheduling', 'Grades', 'Attendance', 'Extracurricular', 'Messaging', and 'Tools'. The 'School Setup' menu is expanded, showing 'Portal Notes', 'Marking Periods', 'Calendars', 'Periods', 'Grade Levels', 'Rooms', 'School', and 'Courses'. The 'Courses' dropdown menu is open, with 'Course Manager' selected. The main content area is titled 'School Setup >> Course Manager' and shows 'Spanish - Freshman' as the selected subject. Below this, there are three sections: 'Subject', 'Course', and 'Period'. The 'Subject' section shows 'Language' with a '+' sign. The 'Course' section shows 'English - Freshman', 'French - Freshman', and 'Spanish - Freshman' with a '+' sign. The 'Period' section shows 'Alphabets - Elaine Ace' with a '+' sign. The footer contains the openSIS logo and license information.

Course Period

Creating each course period (some schools call it course section) properly is very important. In this screen there are several key fields that need to be filled-in and depending on your choice, will affect attendance and grading.

To create a course period, select the (+) sign under "**No period was found**" and the dialect box opens up and you can fill-in as per your preferences.

To enable a course period for attendance, check the "**Takes Attendance**" option.

To allow teachers to grade the course, select the "**Grading Scale**" option.

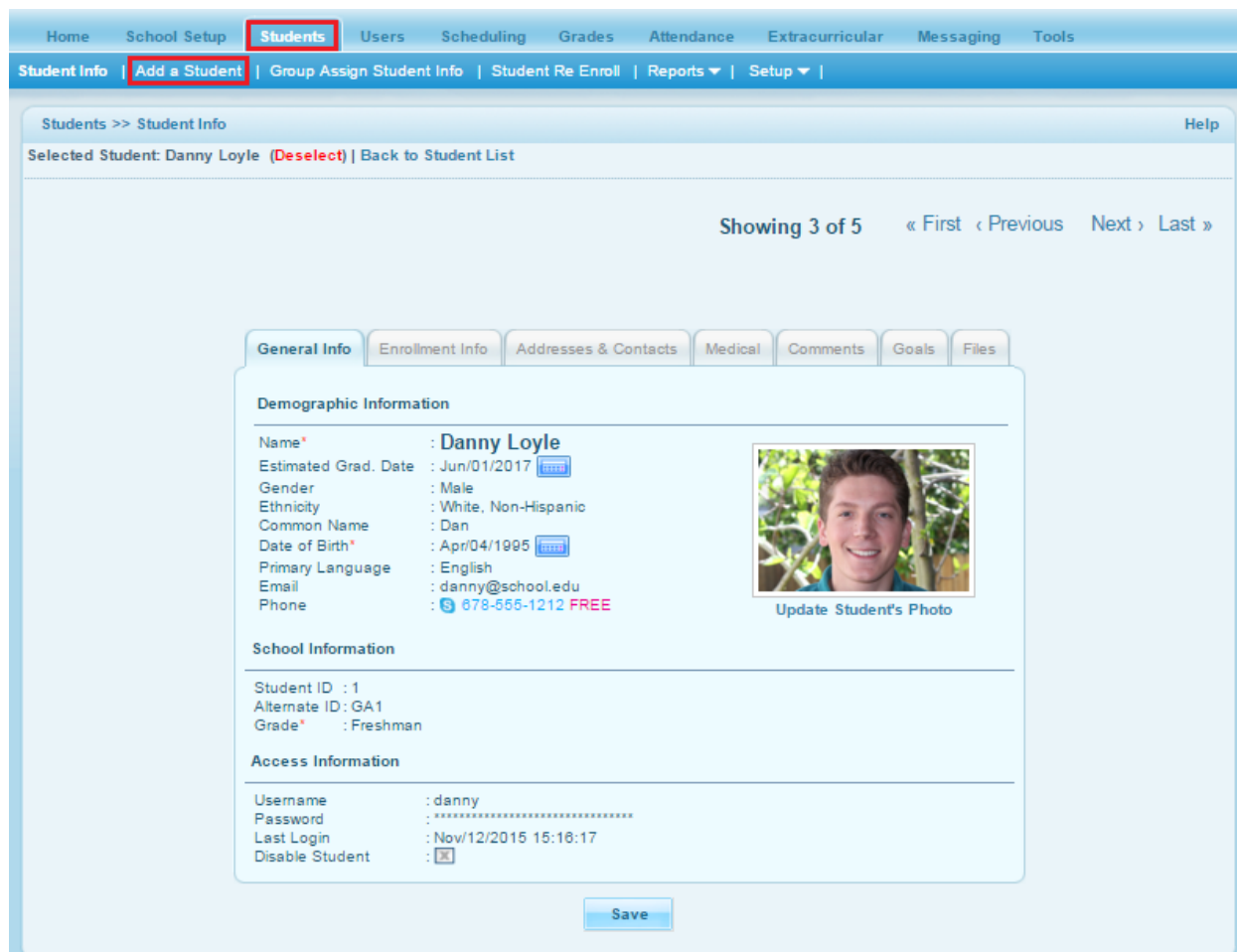
If you want the course to be counted in the honor roll, check the "**Affects Honor Roll**" option.

To allow teachers to override the school's grade scale and to use their own, check the **Allow Teacher Grade scale** option.

For the transcripts to show the completed hours for a course, you must fill in the **credit hours**.

Adding Students

Since the most vital role is played by the students in a school; we need to add each student individually providing their numerous information details into the system. To do so, go to **Students >> Add a Student**. Fill in the detailed information for every student and click **Save** after filling each tab section. The default set of tabs includes the General Info (mandatory), Enrolment Info(mandatory), Addresses & Contact Info, Goals, Comments and Files.



Home School Setup **Students** Users Scheduling Grades Attendance Extracurricular Messaging Tools

Student Info | **Add a Student** | Group Assign Student Info | Student Re Enroll | Reports | Setup

Students >> Student Info Help

Selected Student: Danny Loyle (Deselect) | Back to Student List

Showing 3 of 5 « First < Previous Next > Last »

General Info Enrollment Info Addresses & Contacts Medical Comments Goals Files

Demographic Information

Name* : **Danny Loyle**
Estimated Grad. Date : Jun/01/2017
Gender : Male
Ethnicity : White, Non-Hispanic
Common Name : Dan
Date of Birth* : Apr/04/1995
Primary Language : English
Email : danny@school.edu
Phone : 878-555-1212 FREE

School Information

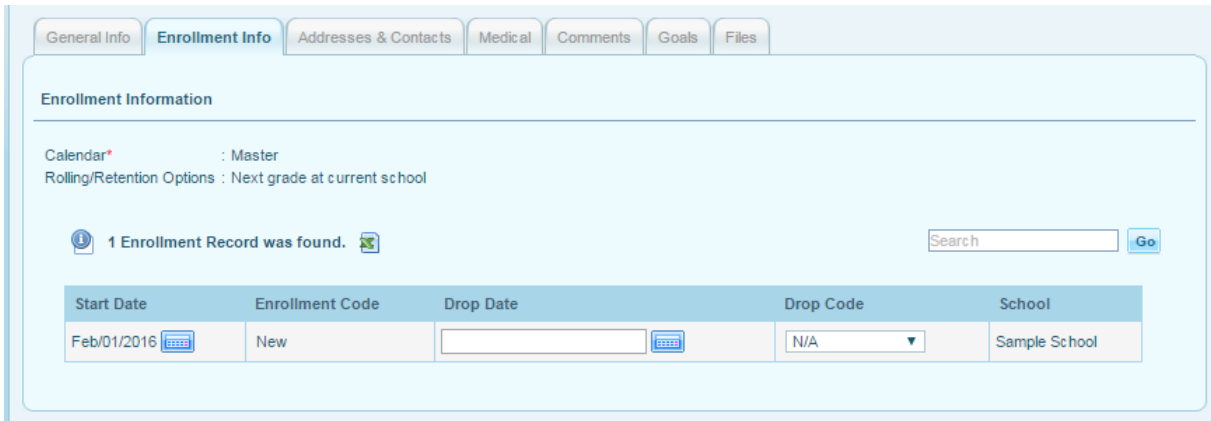
Student ID : 1
Alternate ID: GA1
Grade* : Freshman

Access Information

Username : danny
Password :
Last Login : Nov/12/2015 15:18:17
Disable Student :

Update Student's Photo

Save



Enrollment Information

Calendar* : Master
Rolling/Retention Options : Next grade at current school

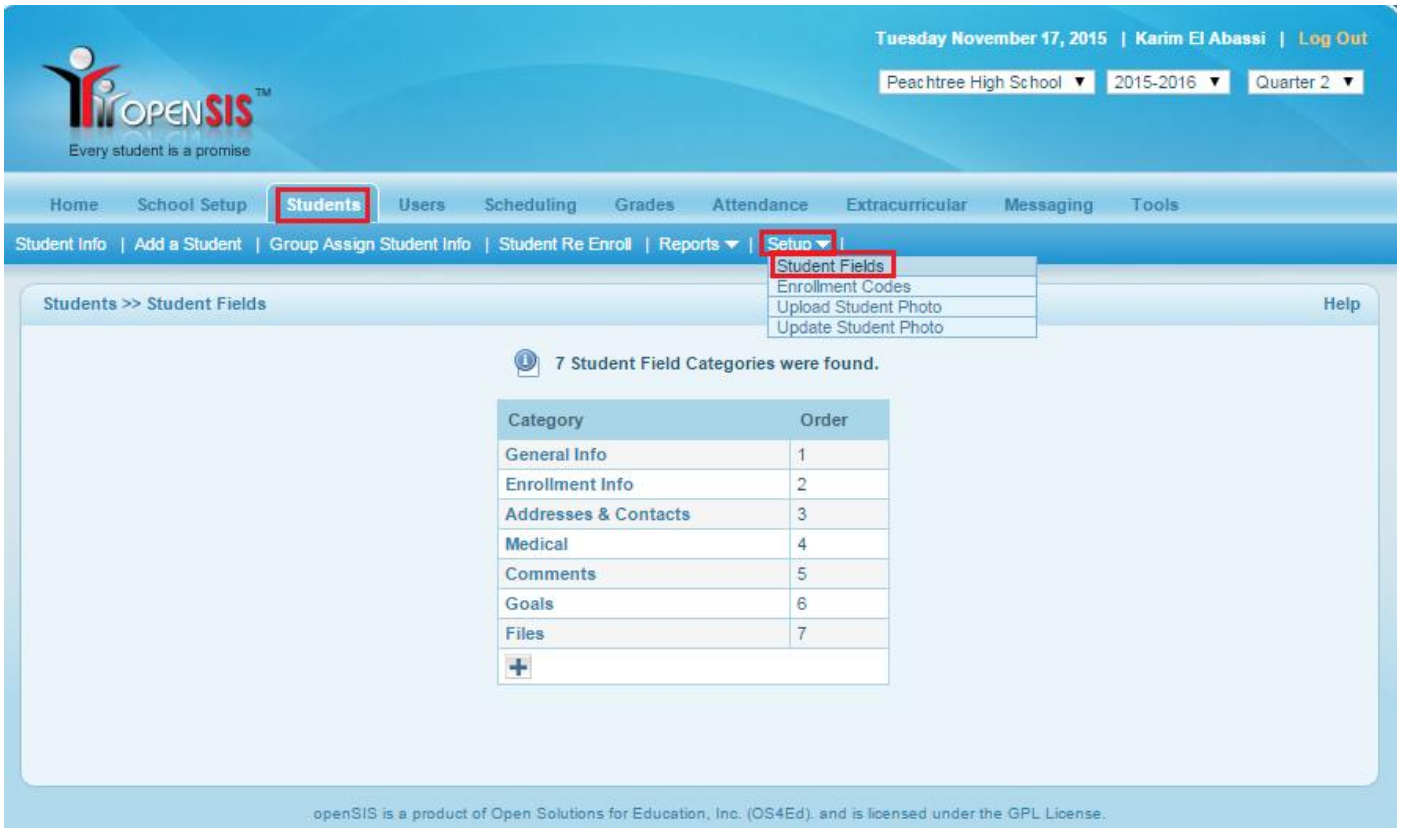
1 Enrollment Record was found. Search Go

Start Date	Enrollment Code	Drop Date	Drop Code	School
Feb/01/2016	New		N/A	Sample School

You can also add more tabs to the existing default tabs as per the school's requirements.

Custom Fields

openSIS, by default, provides a number of fields for storing student data. If you want to store additional information, you can create customized categories and their respective fields by selecting **Students >> Setup >> Student Fields**.



Tuesday November 17, 2015 | Karim El Abassi | Log Out

Peachtree High School | 2015-2016 | Quarter 2

Home | School Setup | **Students** | Users | Scheduling | Grades | Attendance | Extracurricular | Messaging | Tools

Student Info | Add a Student | Group Assign Student Info | Student Re Enroll | Reports | **Setup**

Students >> Student Fields

7 Student Field Categories were found.

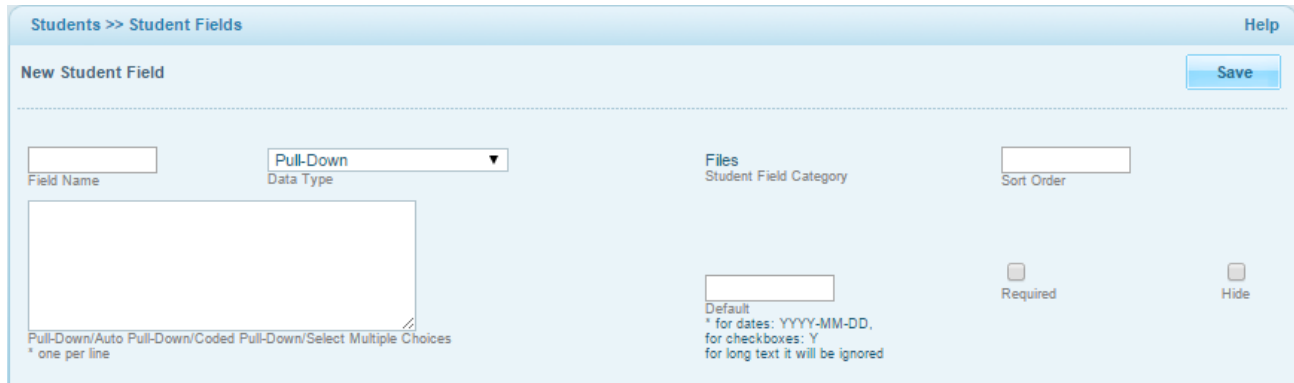
Category	Order
General Info	1
Enrollment Info	2
Addresses & Contacts	3
Medical	4
Comments	5
Goals	6
Files	7
+	

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To add a new category, click on the (+) sign and give it a title, sort order and save it.

To create new fields, click on a category first and it will show you a list of existing fields. Click on the (+) sign to create new fields to it.

Give the field a name, select the data type and sort order. If you want selected fields to be mandatory for the users to fill-in, check the **Required** option and save the field.



The screenshot shows the 'New Student Field' form within the 'Students >> Student Fields' section. The form includes the following fields and options:

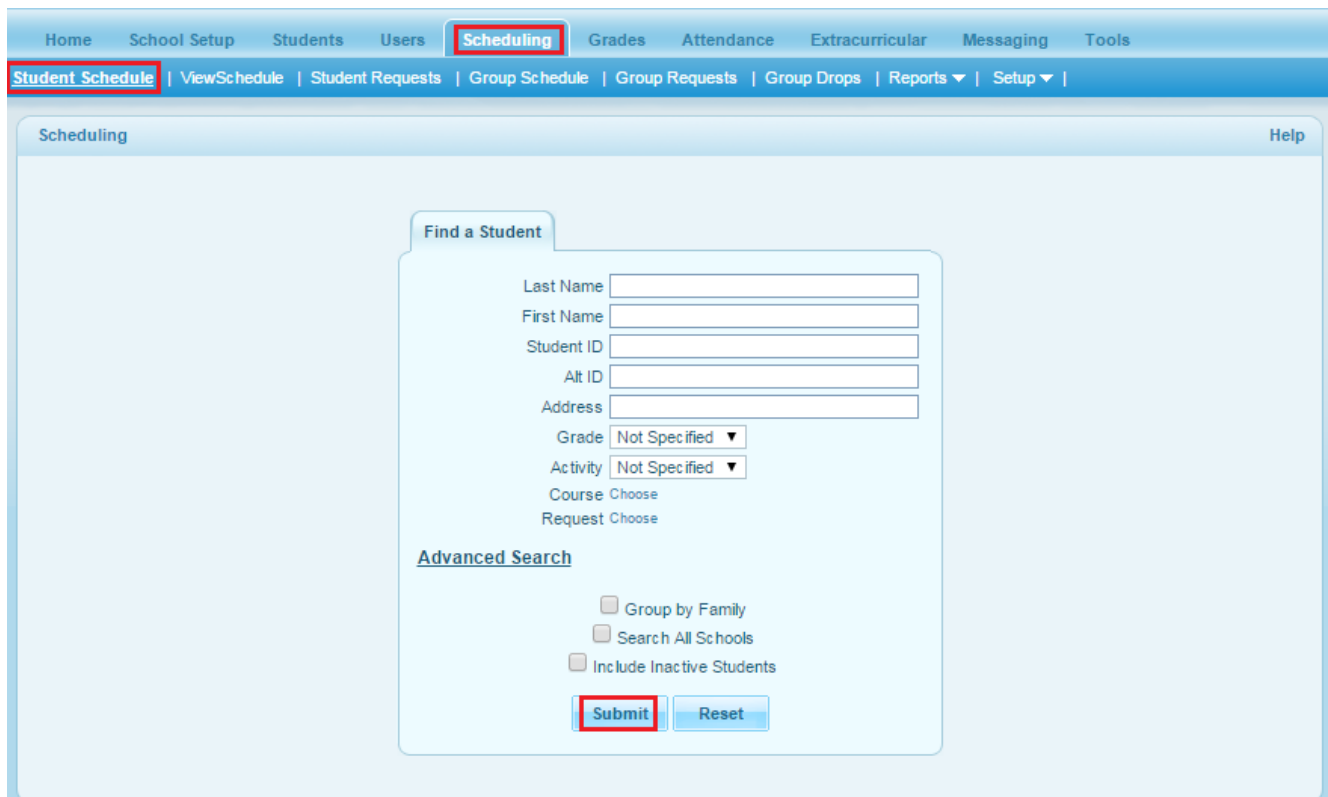
- Field Name:** A text input field.
- Data Type:** A pull-down menu currently set to 'Pull-Down'.
- Files:** A checkbox option.
- Student Field Category:** A text input field.
- Sort Order:** A text input field.
- Default:** A text input field with a note: '* for dates: YYYY-MM-DD, for checkboxes: Y for long text it will be ignored'.
- Required:** A checkbox option.
- Hide:** A checkbox option.

Below the 'Field Name' field is a large text area with a note: 'Pull-Down/Auto Pull-Down/Coded Pull-Down/Select Multiple Choices * one per line'. A 'Save' button is located in the top right corner of the form area.

Scheduling

Scheduling is the last function that needs to be completed before the school is set for operation. There are two ways for scheduling students – **Student Scheduling** (used for individual student scheduling) and **Group Scheduling** (used for scheduling a group of students together).

To schedule selected students individually, go to **Scheduling >> Student Schedule**. Then click on **Submit** to get the list of all the students.



The screenshot shows the openSIS Scheduling interface. The top navigation bar includes: Home, School Setup, Students, Users, **Scheduling**, Grades, Attendance, Extracurricular, Messaging, Tools. Below this is a sub-menu: **Student Schedule**, ViewSchedule, Student Requests, Group Schedule, Group Requests, Group Drops, Reports, Setup. The main content area is titled "Scheduling" and contains a "Find a Student" form. The form includes input fields for Last Name, First Name, Student ID, and Alt ID, and a text field for Address. It also has dropdown menus for Grade (Not Specified) and Activity (Not Specified), and "Choose" buttons for Course and Request. Under "Advanced Search", there are three checkboxes: Group by Family, Search All Schools, and Include Inactive Students. At the bottom of the form are "Submit" and "Reset" buttons.

Now click on any student for single student scheduling. For instance, we have chosen 'Loyle, Dan'.

Scheduling >> Student Schedule Help

Expanded View

5 Students were found.

Student	Student ID	Alternate ID	Grade	Phone
Deventer, Paul	2	GA2	Freshman	678-555-1212 FREE
Hook, Thomas	3	GA3	Freshman	678-555-1212 FREE
Loyle, Dan	1	GA1	Freshman	678-555-1212 FREE
Peterson, Kevin	5	GA5	Freshman	678-555-1212 FREE
Walters, Justin	4	GA4	Freshman	678-555-1212 FREE

Then check the set marking period and click on **Add a Course**.

Scheduling Help

Selected Student: Danny Loyle (Deselect) | [Back to Student List](#)

Nov/17/2015 Include Inactive Courses **Marking Period : Quarter 4**

1 Course was found.

Action	Course	Period - Teacher	Room	Days of Week	Term	Enrolled	End Date/Drop Date	More info
<input type="checkbox"/>	Spanish	Alphabets - Elaine Ace	Class Room	MWF	Full Year	Jan/01/2015	Dec/31/2015	<input type="button" value="i"/>
<input type="button" value="+ Add a Course"/>								

A new window opens up. This lists the subjects, courses and their course period/s available in that marking period that we have defined.

Check the required course period that needs to be scheduled for that selected student and click **Done**.

☑ Q4 - Lit - Elaine Ace

Courses Search

1 Subject was found.
3 Courses were found.
1 Period was found.

Subject	Course	Course Period	Available Seats
Language	English - Freshman	<input checked="" type="checkbox"/> Q4 - Lit - Elaine Ace	10
	French - Freshman		
	Spanish - Freshman		

The selected course period is added for the student and appears in the student schedule page. To add more subjects, click on **Add a Course** again. You may edit the enrolled/Drop date and click on **Save** at the bottom. A refreshed date will appear.

Scheduling >> Student Schedule Help

Nov/17/2015 Include Inactive Courses : Marking Period : Quarter 4

2 Courses were found. Search

Action	Course	Period - Teacher	Room	Days of Week	Term	Enrolled	End Date/Drop Date	More info
<input checked="" type="checkbox"/>	Spanish	Alphabets - Elaine Ace	Class Room	MWF	Full Year	Jan/01/2015	Dec/31/2015	<input type="button" value="i"/>
<input checked="" type="checkbox"/>	English	Q4 - Lit - Elaine Ace	Class Room	W	Quarter 4	Nov/17/2015	Dec/31/2015	<input type="button" value="i"/>


Add a Course



To schedule a group of students to a single course period, use the Group Scheduling option. Go to **Scheduling >> Group Schedule**, click on **submit** to get the student list.

Then, click on **Choose a Course** and select the course period in the same fashion as we did during single student scheduling and check the group of students to be scheduled together. Lastly, click on **Add Course to Selected Students**. This action will schedule all selected students to that course if those periods under the course period are marked "ignore for scheduling" while setting up the periods. If there is a clash and is not marked as above, you will get a notification that one or more students were not scheduled to that course period due to the time clash.

Scheduling > Group Schedule Help

Course to Add Choose a Course
Start Date Nov/17/2015
Marking Period Full Year ▼

 Expanded View


 5 Students were found. 

<input type="checkbox"/>	Student	Student ID	Grade
<input type="checkbox"/>	Deventer, Paul	2	Freshman
<input type="checkbox"/>	Hook, Thomas	3	Freshman
<input type="checkbox"/>	Loyle, Dan	1	Freshman
<input type="checkbox"/>	Peterson, Kevin	5	Freshman
<input type="checkbox"/>	Walters, Justin	4	Freshman

Add Course to Selected Students

Final text appears on the screen as the course gets added to the selected students' schedules.

Scheduling > Group Schedule

 **That course has been added to the selected students' schedules.**

You have now completed setting up openSIS and it is absolutely ready for use.