

# The basics of AdminPlus 6

This Redi-Kard will get you started with AdminPlus 6 and its different modules, helping you learn some of the most basic tasks you may do every day. Some of these tasks include: taking and importing attendance, finding students, demoting a student, changing a grade level of a student, scheduling, and customizing Lookup to help find the information you need quickly.

## Navigation

The main screen consists of the toolbar, Shortcut Bar, School and Year drop-downs, User and Version information, and the Program Background. There are several ways to navigate, but the most popular methods are right-clicking, the toolbar, and the Shortcut Bar.

### Shortcut Bar

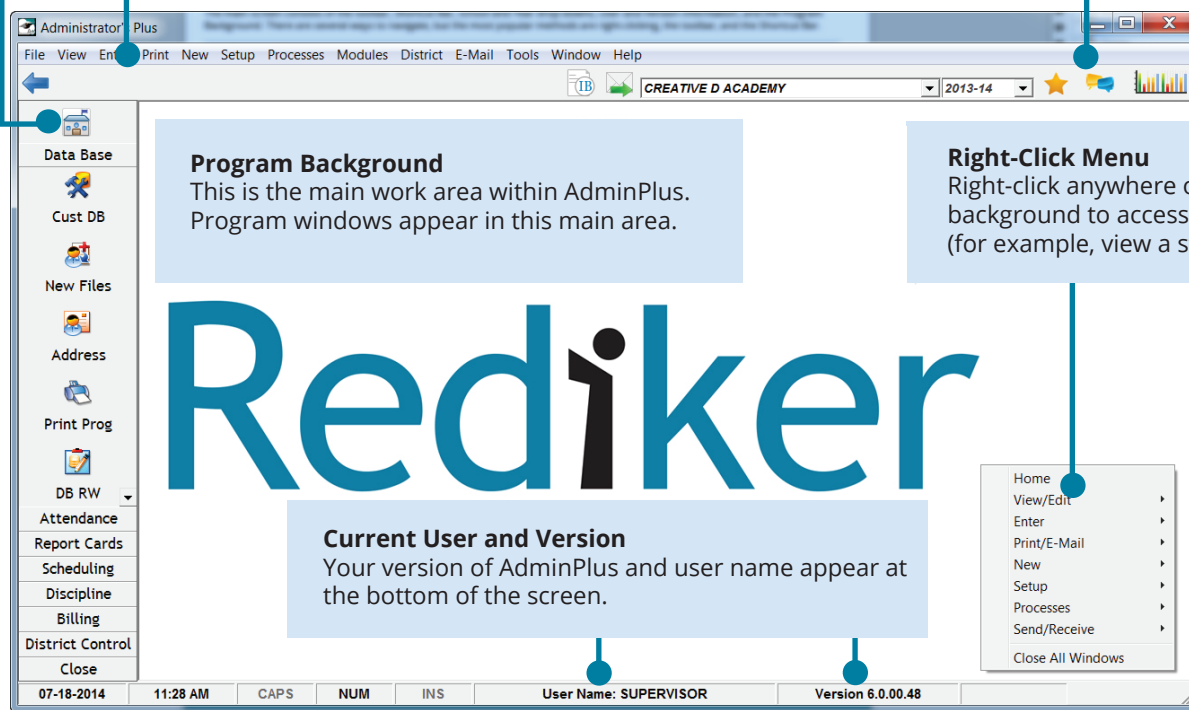
Access different programs within a module. Clicking the module name opens the menu for that module. All programs within the module can be accessed by clicking the appropriate icon. To change the size of these icons, click **View > Shortcut Bar**, and choose **Large Icons**, **Small Icons**, or **None**.

### Toolbar

Access the different modules and programs.

### Quick Launch Icons

Launch your favorite tasks, AdminPlus Notify, and School Dashboard (with information such as attendance, incidents, and trends in attendance).



### Program Background

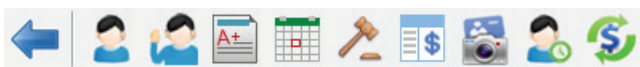
This is the main work area within AdminPlus. Program windows appear in this main area.

### Right-Click Menu

Right-click anywhere on the program's background to access task-based commands (for example, view a student's grade).

### Current User and Version

Your version of AdminPlus and user name appear at the bottom of the screen.



### Hot Keys

Hot Keys enable you to jump from module to module while viewing the same student's data. From left to right are the Hot Keys for the following modules: Data Base Plus, Attendance Plus, Report Cards, Scheduling, Discipline, Billing, Pictures Plus, Period Attendance, and Fast Payments.

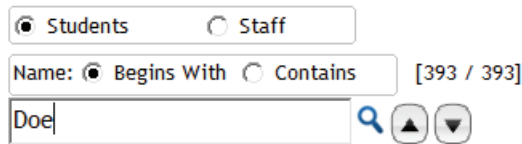


### Shortcut Icons


Shortcut icons enable you to quickly access the selected student's portfolio and household; configure the Address screen; print or modify the selected student or staff member's data report; send the current demographic view to Excel; and receive data from PlusPortals, APWeb, and Online Forms.

## Finding Students

With Lookup, you can search for students or staff using their name, ID, or any demographic field displayed.




### Find a Student by any Demographic Field

1. On the Home screen, click **Students** or **Staff**, based on what demographic group you wish to search in.
2. Do one of the following:
  - Click **Begins With** if searching using the first three characters contained in the person's information for the selected demographic field (e.g. **Name**).
  - Click **Contains** if searching using any characters contained in the individual's information for the field.
3. Type the student or staff member's information in the text box, and click the search icon  (or press the Enter key).
4. If searching for someone by using a demographic field other than Name, click the column heading label by which you would like to search for the person (for example, **APID** or **Grade**).

APID	Name
04001	Abbott, Jeremiah
03028	Byrnes, Kathleen

## F9 Print: Generate Quick Reports

The F9:Print key icon  is found to the far right (together with other shortcut keys) of most student data entry screens. Clicking this key generates the default report for the current screen. You can customize this feature to generate a specific Report Writer report for the selected student upon clicking. For example, you can configure this print feature in the View/Change program in Report Cards to generate a report card or transcript instead of the default report.

### Customize F9 Print

1. Click any data entry screen (e.g. **Report Cards > View Change**).
2. Select a student.
3. Right-click the Print icon, and click **Change** (task name). Note: Depending on the data entry screen, the right-click option may also display as **Custom Report**.



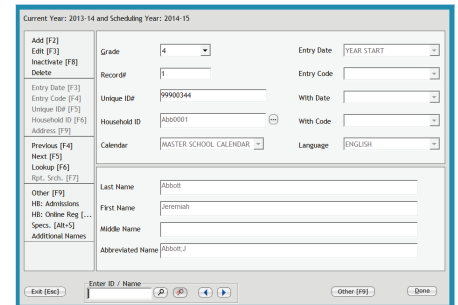
4. Select a report writing task to set as the new default report for that screen, and click **Select**. Now when you click the F9:Print icon from that screen, the report associated with the selected task will be generated.

## Data Base Module

The Data Base (DB) module is where you add, inactivate, reactivate, and/or delete students and staff. It is also where all demographic data is entered for students and staff. The main programs in Data Base are New Files, Address, and Print.

### New Files


The New Files program is where you add, inactivate, reactivate, or delete students or staff, and demote or promote students.



### Add a Student or Staff Member

1. On the startup screen, right-click > **New > Student > Manual Entry**.
2. Click a grade level, and then click **Select**.
3. Type the **Last Name, First Name, and Middle Name**.
4. Verify that the information in the **Entry Date, Entry Code, and Language** fields are correct.
5. Click **Next [F10]**.
6. Use a new **Household ID**, or link to an existing one.
7. Click **Add this Member**, click **Next**, and then click **Done**.

### Inactivate a Student or Staff Member

1. On the **Home** screen, click a student or staff member.
2. Click the Inactivate Icon  in the Snapshot area.
3. Click **Inactivate this member**, and then click **Next**.
4. Click **Done**.
5. To reactivate a person, repeat steps 1 and 2, and select the **Reactivate this member** option.

### Delete a Student or Staff Member

Deleting a student or staff member completely removes the person from the school year in which he or she was deleted. However, the individual remains in the past years. Furthermore, you cannot delete a student with billing data.

1. In the Data Base module (Shortcut Bar), click **New Files**.
2. Click **Lookup** on the left, find and click the student, and then click **Select**.
3. Click **Delete** on the left, and confirm the deletion.

### Promote or Demote an Individual Student

These steps should only be followed when you need to promote or demote an individual student. You can use the Beginning program in the Data Base module to mass promote your students once you've created a new school year.

1. In the Data Base module, click **New Files**.
2. Look up the student.
3. Click **Other [F9]**.
4. Click **Move to another ID and/or grade Level**, and click **Next**.
5. Select the appropriate grade level (and ID), and click **Next**.

## Address


The Address program is where you enter or edit demographic data for students and staff. Address contains 260 fields on 13 pages (20 fields per page) that can be used to store data.

The screenshot shows the 'Address' program window for a student named Abbott, Jeremiah. The window is divided into several sections: a top header with the student's name and ID (04001), a left sidebar with navigation icons, and a main area with multiple tabs (Page 1 through Page 13). The 'Page 1' tab is active, displaying various demographic fields such as PARENT/GUARDIAN, STUDENT STREET, STUDENT CITY, STUDENT STATE, STUDENT ZIP, HOUSEHOLD PHONE, HOMEROOM, GENDER (S), BIRTH DATE (D), EMER PH, BUS, NICKNAME, LOCKER # (A), and LOCK CAB (D). Each field has a corresponding input box or dropdown menu.

## Enter or Edit Student or Staff Demographics

1. In the Data Base module (Shortcut Bar), click **Address**.
2. Double-click a student or staff member.
3. Enter or edit the data. Use the tabs at the top of the demographic fields area to enter data on other pages.
4. Click **Accept [F10]** to save your changes.

## Batch Enter Student Demographic Data

1. On the Home screen, click the **Other Options** icon  on the right.
2. Click **Batch Entry**.
3. Do one of the following:
  - Click **Grade number**, click a specific grade from the list, and then click **Next**.
  - Click **All grades**, and then click **Next**.
4. Type the data to be batch-entered into the appropriate database field(s).
5. Click **Accept [F10]**.
6. Click one of the following options, depending on whom you want to batch enter data for, and click **Next**:
  - **Individual members/groups**: Enables you to select individual students who are to have the data entered into their records.
  - **All members**: You can batch enter data for everyone in the grade(s).
  - **Members matching a data base criteria (query)**: Have AdminPlus find specific students based on another database field to apply the batch entry to.
7. Click **Accept [F10]**.
8. Once completed, click **Abort [Esc]** to get back to the Address screen and verify that the batch entry was successful.

The screenshot shows the 'Batch Entry Form: Grade 10' window. It has a similar layout to the main Address form but is designed for batch entry. It includes a 'BASICS' tab and a 'Vaccines' tab. The 'BASICS' tab is active, showing fields for PARENT/GUARDIAN, STUDENT STREET, STUDENT CITY, STUDENT STATE, STUDENT ZIP, HOUSEHOLD PHONE, HOMEROOM, GENDER (S), BIRTH DATE (D), EMER PH, BUS, NICKNAME, LOCKER # (A), and LOCK CAB (D). There are also checkboxes for 'Include Which Students' (Active Only, Inactive Only, Active & Inactive) and 'As of Date'. At the bottom, there are buttons for 'Abort [Esc]', 'DEL ALL [F7]', 'Delete [F8]', and 'Accept [F10]'.

## Print Program

With the Print Program, you can quickly generate a list, such as for a homeroom or a team.

## Generate a Report Using the Print Program

1. In the Data Base module, click **Print Prog**.
2. Click a report type:
  - **One column with additional fields** enables you to generate a list containing Student Name, ID, or any other database fields (such as Homeroom and Phone).
  - **Three columns** generates a report of student names and IDs displayed in three columns.
  - **Totals only** creates a report with just totals, no names.
3. If you click either of the one-column options, do the following:
  - Hold down the Ctrl key and click any of the fields on the left to be included in the report.
  - Click the arrow pointing to the right to select the fields, and then click **Accept [F10]**.
  - Click one of the print options for additional fields (**Columns, Rows, or ASCII file**), and then click **Next**.
4. Click a specific grade number, **All grades**, or **Staff**, and then click **Next**.
5. Click one of the options that determines which students to include in the list, and then click **Next**:
  - **All Students** lists them alphabetically.
  - **Individual Students** enables you to select certain students to be included in the list.
  - **Search by One Field** enables you to group students or staff by database field entries. Select a database field, and the program will search for all entries based on the selected field and generate a printout for each unique entry.
  - **Search by Field(s) (query)** allows you to search for students who meet certain criteria.
6. After the list is generated, click **Print** at the bottom right, and follow your printer's instructions.

## Attendance Module

The Attendance module is where you enter or edit student attendance. The main programs in Attendance covered in this card are Enter Daily, Batch Entry, and Correct.

### Enter Daily

The Enter Daily program enables you to enter student attendance on a daily basis. You can enter attendance manually, or you can import attendance from TeacherPlus Gradebook, GradeQuick, or APWeb Teacher. The Enter Daily program is also where you can add the current day to your attendance calendar as well as where you can print the daily attendance bulletin.

## Add "Today" to the Calendar

You will be building your calendar daily as you take attendance.

1. In the Attendance module (Shortcut Bar), click **Enter Daily**. (Shortcut: right-click > **Enter > Daily Attendance**.)
2. Read the warning, and click **Yes**.
3. Confirm the date and membership value, and click **Next**.

## ?? Manually Enter Student Attendance

1. In the Attendance module, click **Enter Daily**. (Shortcut: right-click > **Enter** > **Daily Attendance**.)
2. Create "today" if you have not already done so. (See the previous instructions.)
3. Click **Manual Entry**, and then click **Next**.
4. Click a grade level from the **Default Grade** list.
5. Type the student's APID in the **ID** column, or click **Lookup [F6]** at the bottom to locate the student.
6. Type the applicable attendance code in the **Code 1** column, and then click **Accept**.

## ?? Import Attendance

You can import attendance into AdminPlus from the TeacherPlus Gradebook, GradeQuick (GQ), PDA, or APWeb Holding Bin.

1. In the Attendance module, click **Enter Daily**. (Shortcut: right-click > **Enter** > **Daily Attendance**.)
2. Create "today" if you have not already done so. (See the first FAQ in this section.)
3. If importing attendance from GQ, PDA, or APWeb, click **9. Receive from GQ/PDA/APWeb Holding Bin**.

4. If importing attendance from Gradebook, click **B. Receive From TeacherPlus Gradebook**.

5. Verify that you have the correct import template(s) selected, and then click **Next**.
6. After the Holding Bin appears with your attendance files, select the files you want to import, and then click **Receive Attendance** to continue importing.
7. Once the import process is complete, close the log, and click **Exception List** to get a list of teachers who have not submitted attendance (GQ, PDA, APWeb only).

## ?? Print the Daily Attendance Bulletin

1. In the Attendance module, click **Enter Daily**. (Shortcut: right-click > **Enter** > **Daily Attendance**.)
2. Import attendance or enter attendance manually.
3. Click **6. Print Bulletin**, and click **Next**.
4. After the report is generated, do either of the following:
  - Click **Print** to generate a paper copy of the report.
  - Click **Convert to PDF** to make a PDF of the report, which can be emailed to staff or accessed in a central location.

## Batch Entry

The Batch Entry program enables you to enter the same attendance codes for a group of students.

## ?? Batch Enter Attendance Codes

1. In the Attendance module, click **Batch Entry**.
2. In the **Specifications** dialog box, set the following specifications, and then click **Done**:
  - For spec 1, set the date for when the attendance code will be entered.
  - For specs 2 and 3, select an attendance code and an optional time.
  - For specs 4 and 5, enter a second code and time.
  - For specs 6 and 7, set the start and end grade levels.
  - For spec 8, select a type of student for whom you want to enter the code.
3. Click a specific grade from the **Grade** list, or click **All Grades**.
4. Click one of the following options, depending on your batch entry needs:
  - **All students**: Enables you to batch enter the code for everyone in the grade(s).
  - **Individual students/groups**: Lets you select individual students for the batch entry.
  - **Students matching your DB criteria (query)**: Allows you to find specific students (based on data in a particular database field) who will get the batch entry.
5. Click **Next** to begin the batch entry and write the code(s) to the students' attendance records.

## Correct

The Correct program is where student attendance data is stored. You can view, enter, and edit attendance data from this screen. There are three different attendance views:

- **Calendar View**: Shows student attendance data day by day. All corrections are made in this view.
- **Register Code View**: Shows student attendance by Register Codes. A Register Code is a summary code that describes the "what" of the attendance status (i.e. Absent, Tardy, etc.).
- **Attendance Code View**: Shows student attendance by Attendance Codes. An Attendance Code is a detail code that describes the "why" of the attendance status (i.e. Absent Excused, Tardy Unexcused, Absent Medical, etc.).

## ?? Edit an Individual Student's Attendance

1. In the Attendance module, click **Correct**.  
(Shortcut: right-click > **View/Edit** > **Daily Attendance**.)
2. Make sure the **Calendar View** option is selected on the left.
3. Click **Lookup [F6]** on the left, find and click the student, and click **Select**.
4. Click **Edit [F3]** on the left.
5. Type the code manually, or click **Code Lookup [F6]** to find the appropriate code.
6. Click **Accept [F10]**.

## ?? Enter an Attendance Comment

1. In the Attendance module, click **Correct**.  
(Shortcut: right-click > **View/Edit** > **Daily Attendance**.)
2. Click **Lookup [F6]** on the left, find and click the student, and click **Select**.
3. Click the day to be associated with the comment, and then click **Comments [F12]** on the left.
4. Type the comments, and click **Accept [F10]**.

## Report Cards

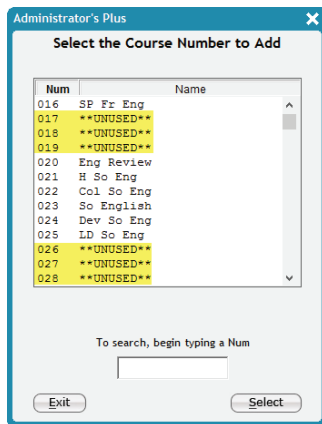
The Report Cards module enables you to add courses and sections, enter and edit student grades, run honor rolls, and perform other similar report card features. The main programs in Report Cards covered in this card include Enter Courses, Enter Grades, Statistical Reports, and View/Change/Add/Drop.

### Enter Courses

The Enter Courses program is where you add courses and sections to AdminPlus. A course is a class or subject (e.g. Algebra 1), and a section is a meeting time, teacher, and room of a course (e.g. Section 1 of Algebra 1 meets "A" block in room 112, and it is taught by Ms. Smith).

## ?? Add a Course

1. Right-click > **New > Course**.
2. In the **Select Course Number to Add** dialog box, click an **\*\*UNUSED\*\*** course number, and then click **Select**.
3. Fill out the appropriate course information, and click **Accept [F10]**.



## ?? Add a Section

1. In the Report Cards module, click **Ent. Courses**.
2. Click **1. View/edit courses & sections**, and click **Next**.
3. Click **Lookup [F6]** on the left.
4. Find and click a course, and click **Select**.
5. Click **Section [F2]** at the top left, and then click **Add [F2]**.
6. Enter the **Teacher ID**, **Meeting Time**, and **Room Number**.
7. Click **Exit [Esc]** when you have added all desired sections.

## ?? Print a Course or Section List

1. In the Report Cards module, click **Ent. Courses**.
2. Click **1. View/edit courses & sections**, and click **Next**.
3. In the **View/Edit Courses And Sections** dialog box, click one of the following print options, and make a selection to generate the report:
  - **Print Courses**: Print a master course list by course number, course name, or by courses with skills.
  - **Print Sections**: Print a section list by course/selection (**CRS/SC**), staff, time, course name (**CRS Name**), or room.
4. Select what you want to print, and the report will be generated on your screen.

### Enter Grades

The Enter Grades program is where you can enter student grades. Grades can be entered manually by roster (i.e. section), or they can be imported.

## ?? Enter a Grade Manually

1. In the Report Cards module, click **Ent. Grades**.  
(Shortcut: right-click > **Enter** > **Grades**.)
2. Click **1. Enter grades manually**, and click **Next**.
3. Set your desired specifications, and click **Done**.
4. Click **Lookup [F6]** on the left, click a course, and click **Select**.
5. Click **Edit [F3]** on the left.
6. Type each grade in its corresponding cell, and then click **Accept [F10]**.

## ?? Import Grades from TeacherPlus Gradebook

1. In the Report Cards module, click **Ent. Grades**.
2. Click **6. Receive from TeacherPlus Gradebook**, and then click **Yes** to sync AdminPlus with Gradebook.
3. Click a marking period in the **Current Marking Period** list.
4. Click the section(s) you want displayed from the **Display Sections Meeting When** list.
5. In **Gradebook Columns**, select the check box for each grade column to be imported from Gradebook.
6. In **AdminPlus Report Card Columns**, make sure each report card column matches the desired Gradebook column on the left. The grades from each Gradebook column you selected in step 5 will be imported to its corresponding adjacent report card column.
7. Click **Next**.
8. Do one of the following:
  - To receive grades teachers have not officially submitted, click **Except NA** at the upper-right corner.
  - To receive grades teachers have officially submitted, click **Ready** at the upper-right corner.
9. Select the check box for each gradebook you wish to import grades from.
10. Click **Save Grades from Selected Gradebooks**.

## ? Import Grades from GradeQuick (GQ)

1. In the Report Cards module, click **Ent. Grades**. (Shortcut: right-click > **Enter** > **Grades**.)
2. Click **4. Receive from Grade Quick**.
3. Set your desired import specifications, and click **Done**.
4. Click **1. Receive all sections** or **2. Receive individual sections**.
5. Set the quarter from the drop-down list, verify the start grade, end grade and receive data by date, and then click **Done**.
6. Once the import is complete, close the log, and click **6. Teacher exception list** to get a list of teachers who have not submitted grades yet.

## ? Import Grades from APWeb Teacher

1. In the Report Cards module, click **Ent. Grades**. (Shortcut: right-click > **Enter** > **Grades**.)
2. Click **5. Receive from APWeb Teacher**.
3. Select the check boxes for the section(s) you want to import grades from, and then click **Receive from Holding Bin**. A log appears after the import is complete.

## Statistical Reports (Stat Reps)

The Statistical Reports program is used to run honor rolls and calculate GPAs.

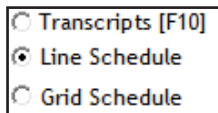
## ? Run Honor Rolls

1. In the Report Cards module, click **Stat Reps**. (Shortcut: right-click > **Print/E-Mail** > **Report Cards** > **Stat Reps**.)
2. Click **1. Honor Rolls**, and click **Next**.
3. Click **1. Print honor roll #1**, and click **Next**.
4. Set your honor roll specifications, and click **Done**.
5. Select to run the honor roll for a grade level or all grades, or do an individual student audit to find out why a particular student made (or did not make) a specific honor roll.
6. Once the honor roll is generated, you can print it by clicking the print icon (shortcut key: [F9]) at the bottom right.

Note: Always run honor rolls in order (honor roll 1 first).

## View/Change/Add/Drop (VCAD)

The View/Change/Add/Drop program is where student grades, GPA, and schedule information are stored. VCAD enables users to toggle between the transcript (e.g. Report Card) functions and schedule functions—even if your school does not own Scheduling. In the left-hand menu, you will see three different view options. Click any of the radio buttons to toggle between the different views.



## ? Enter an Individual Student's Grades

1. In the Report Cards module, click **View Change**. (Shortcut: right-click > **View/Edit Grades**.)
2. In the **View Transcripts** dialog box, make sure the option **Transcripts** is selected at the upper-left corner.
3. Look up the student.
4. Click a course, and then click **Edit [F3]** on the left.
5. Enter the grade(s) in the appropriate cells, and click **Done** at the bottom right.

## ? View a Student's GPA

1. In the Report Cards module, click **View Change**. (Shortcut: right-click > **View/Edit Grades**.)
2. Look up the student.
3. View the GPA information located at the top of the **View Transcripts** dialog box under the student's photo.

The screenshot shows the 'View Transcripts' dialog box for a student named Wood, Jaime (#110221). At the top, it displays 'Adjusted Quality Points' (571.50), 'Adjusted Weight' (7.00), 'Adjusted GPA' (81.64), 'Simple Quality Points' (571.50), and 'Simple Weight' (7.00). Below this is a table with columns for 'Transcripts', 'Line Schedule', and 'Grid Schedule'. The 'Line Schedule' table has columns for 'COURSE NAME', '1', '2', '3', '4', '5', '6', '7', '8', '9'. The 'Grid Schedule' table has columns for '1', '2nd', '3rd', '4th', '5th', '6th', '7th', '8th', '9th'.

## Scheduling within VCAD

Within VCAD, you can schedule students into courses and sections. This could be as easy as changing a student's section or course, scheduling one student into all of his or her courses, or block-copying a schedule from one student to all other students in the same homeroom (or team).

## ? Add a Student to a New Course/Section

1. In the Report Cards module, click **View Change**. (Shortcut: right-click > **View/Edit Grades**.)
2. Click **Line Schedule** on the left.
3. Look up the student.
4. Right-click anywhere in the schedule table, and then click **Add New Course/Section**.
5. In the **Select a Course/Section** dialog box, click a course, and click **Select**.

## ? Withdraw a Student from a Course or Section

1. In the Report Cards module, click **View Change**. (Shortcut: right-click > **View/Edit Grades**.)
2. Click **Line Schedule** on the left.
3. Look up the student.
4. Right-click the course to withdraw the student from, and then click **Withdraw this Section**.

## ? Speed Schedule a Student

Speed scheduling is primarily used in high schools when a student has transferred into the school after the start of school. Speed scheduling enables you to select the courses the student will take, and AdminPlus will schedule the student into the best sections for his or her requested courses.

1. In the Report Cards module, click **View Change**. (Shortcut: right-click > **View/Edit Grades**.)
2. Click **Line Schedule** on the left.
3. Look up the student.
4. On the left, click the plus sign (+) next to **New** to expand it, and then click one of the following:
  - **Manual Add [F2]**: Requires entering the course numbers.
  - **Courses [F3]**: Enables you to select courses from a list.
5. Once you have selected all the courses, click the plus sign (+) next to **All Courses & Requests**, and then click **Speed Sch.** to have the student be scheduled into all available courses.

## Need more help?

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