

CHAPTER 683 SUMMER SCHOOL 2009 TIPS

Please give this to the Summer School Pupil Accounting Secretary

RED SUMMER SCAN sheets are no longer used. Load white paper into the printer

ATS Generic ids: Please ask your Principal for the id and temporary password

Logging onto the Chapter 683 ATS Summer School system for the first time

On the DIVISION OF INSTRUCTIONAL AND INFORMATION TECHNOLOGY screen

- 1) For Service Desired → Type in ATS (**DO NOT TYPE ATSSUM**) and press the **right ctrl/red enter button**
- 2) ATS Sign on Screen
 - a) For USERID: type in the USERID assigned
 - b) For Password: type in the temporary password assigned and **press the right ctrl/red enter button**
- 3) Automate the Schools Security Screen, press the **right ctrl/red enter button**
- 4) Welcome to ATS, press the **right ctrl/red enter button**
- 5) Password Input Screen
 - a) Cursor is now at CURRENT PASSWORD: type in the temporary password assigned and press the **F2** button
 - b) Cursor is now at NEW PASSWORD: type in your new password. (Password must be at least 7 characters) press the **F2** button to save
 - c) You will be asked to confirm the NEW PASSWORD: retype your new password and press the **F2** button to save
- 6) If successful, you will be back at the Automate the Schools Security Screen, press the **right ctrl/red enter button**
- 7) Automate the Schools Primary Menu, at the bottom of the screen, you should see message: ***** YOU ARE IN THE SUMMER-SCHOOL SYSTEM *****

Logging onto the Chapter 683 ATS Summer School system (userid/password established)

On the DIVISION OF INSTRUCTIONAL AND INFORMATION TECHNOLOGY screen

- 1) For Service Desired → Type in ATS (**DO NOT TYPE ATSSUM**) and press the **right ctrl/red enter button**
- 2) ATS Sign on Screen
 - a. For USERID: type in the USERID assigned
 - b. For Password: type in your password and press the **right ctrl/red enter button**
- 3) Automate the Schools Security Screen, press the **right ctrl/red enter button**
- 4) Automate the Schools Primary Menu, at the bottom of the screen, you should see message: ***** YOU ARE IN THE SUMMER-SCHOOL SYSTEM *****

Attendance: (ATTD)

- 1) For summer attendance taking purposes:
 - a) students that are **present**, they are to **be bubbled in**
 - b) students that are **absent**, **leave alone**
- 2) After you have scanned your rosters, wait about 5 minutes and run the **RNOC** report
- 3) Change Individual Student Attendance (CIND)
- 4) Update Rosters (RUPD)
- 5) Update Attendance for Retroactive Admit (UARA)
- 6) Reprint a Specific Roster (RRST)
- 7) Reprint a Range of Rosters (RRNG)
- 8) Retroactive Admission Attendance Report (RRAI)
- 9) Aggregate Student Attendance Report (RRSA)

Biographical Information (BIOS)

1) Transfer Students (TRAF) – If you need to admit a student, you must use the grade code and class number. Classes for the summer are numbered **e.g.**; 001, 002, etc, not V01, X01

Note: For a listing of the classes and their grade codes, run the **RACL** report

- 2) Inter-Grade/Class Transfer (SIGT)
- 3) Discharge Students (DISC)
 - a) If you know the student is **definitely** not coming to summer school, use discharge code 12
 - b) If the student moved out of the city, use code 11

Potential error messages (What to do):

- 1) If you are attempting on the BIOS screen to admit a student (TRAF) message comes up: **“There is no student with this STUDENT ID on the biogfile”**. You will have to copy the student’s id number to the summer file

To do this:

- 1) Press the **PF3** or **F3** button to come out of the BIOS file
- 2) At the cursor → type in SCS (Copy stdts to Summer) and **press right ctrl/red enter button**
- 3) Copy Biographical Data From Winter to Summer screen, you will see lines
 - a) enter the students id number, press the **PF2** or **F2** button, you will get a message: **Std records have been copied**
 - b) Press the **PF3** or **F3** button to come out of this screen
- 4) Type in BIOS and **press right ctrl/red enter button**
- 5) Now you should be able to select **#3** (TRAF) and admit the student

SUMMER SCHOOL DECISIONS

NOTE: This screen will be available the last week of summer school. Additional information will follow.

- 1) Pupil Accounting Secretary runs a Turn Around document (SSDE)
- 2) Give this printout to the person in charge in making the Summer School Decision. The person will write in at the far right (D) of the report either
 P (Pass) or
 F (Fail).
- 3) Give to the secretary who will enter the decisions online (SSDE)
- 4) Once report I entered, run turnaround document (SSDE) to keep on file