

SchoolMAX®

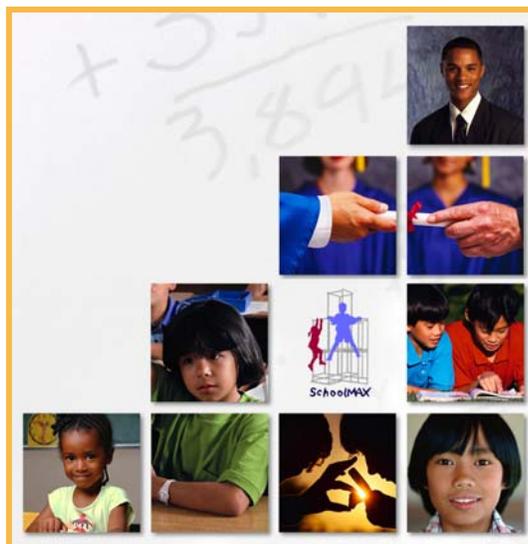


**SchoolMAX®**

# Introduction & Navigation

## Topics covered:

- Using This User's Guide
- Logging In
- The SchoolMAX® Menu Tree
- Navigating To SchoolMAX® & ReportMAX™
- Toolbar Options
- Key Terminology
- System Navigation
- Submitting Data
- Changing Your Password
- Logging Off



**User's Guide**  
**Introduction & Navigation**

Version 4.0.0





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SchoolMAX®



# Getting Started With SchoolMAX®

## Overview

Welcome to SchoolMAX®!

SchoolMAX® will help you efficiently and effectively enter and maintain all necessary attendance, scheduling, grading, and other information for all of your current students. This is easily accomplished through an Internet site, with minimal data entry, and a simple click of the mouse.

In this document, you will learn the basics of logging in, maintaining your password, and correctly logging off of the system. You will also learn key terminology, and practice navigating throughout the system.

## Chapter Objectives:

In this User's Guide, you will learn how to:

- Log in.
- Navigate throughout the system.
- Understand key terminology.
- Enter and submit data.
- Change your password.
- Inquire, add, change, or delete a record.
- Log out.



## Using This User's Guide

### Getting Started

This document uses standard conventions for referring to objects within SchoolMAX®. These conventions include the following:

The screenshot shows the 'Student Information' screen in SchoolMAX. The interface includes a menu bar at the top with 'Menu' and 'Prev Screen'. Below the menu, there are fields for 'DIST' (7053), 'SCHL' (600), and 'ID NUMBER' (14192). A search bar is present with 'Name' and 'Alias' options. The screen is divided into several sections: 'Personal', 'School', 'Family', 'Contact', 'Attendance', and 'Today's Schedule'. Each section has a table with columns for data entry. A 'Printable Version' link is visible in the top right. A 'Submit' button is located at the bottom right. Numbered callouts (1-6) point to specific elements: 1 points to the screen name 'Student Information', 2 points to the screen description 'Student Information', 3 points to the 'Next Screen' dropdown, 4 points to the 'Printable Version' link, 5 points to the 'Submit' button, and 6 points to the 'ID NUMBER' field.

- ① (ST009) The screen name
- ② “Student Information” The screen description/title of a screen or label
- ③ “Next Screen” The name of a field on a screen
- ④ Printable Version A hyperlink that is clicked with the mouse
- ⑤ [Submit] A button, check-box, or radio button that is clicked with the mouse
- ⑥ ‘14192’ The actual value within a field
- ⑦ <Enter> A key on the keyboard (not shown)
- ⑧ *STENR* The name of a report (not shown)

### Assumptions

This document was written based on the following assumptions.

- All users possess basic computer, Internet navigation, and operational skills.
- All users have a valid username and password.
- The audience has been trained in their job responsibilities, and understands the concept of what is to be accomplished by using SchoolMAX<sup>®</sup>.

This product was developed to be compatible across a variety of operating systems (e.g., Windows, Macintosh, UNIX, etc.); therefore, some of the screens may look different in regard to input fields and button styles. These differences are purely cosmetic and do not affect the operation of SchoolMAX<sup>®</sup>.

## Logging In

### Logging In

**Step 1:**



Double-click the browser (e.g., Internet Explorer) icon on your desktop. If your browser home page has been set to automatically go to the SchoolMAX<sup>®</sup> login screen, proceed to **Step 3**.

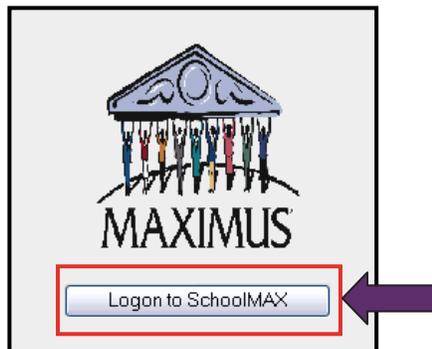
**Step 2:**

Enter the URL your district provided in the "Address" field of your browser.



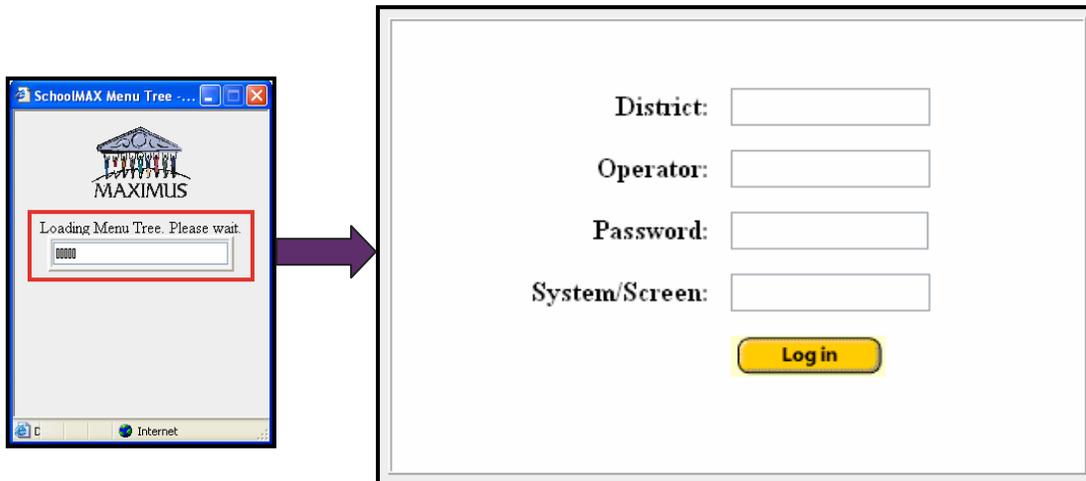
**Step 3:**

Press the <Enter> key, and the following screen appears.



**Step 4:**

Click the [Logon to SchoolMAX] button and the following two screens appear.



### Logging In - *Continued*

**Step 5:** You will be provided with a unique User ID (Operator #) and password that will enable you to log in. Then, complete the following:

District:   
Operator:   
Password:   
System/Screen:

Enter your "District:" number.  
Enter your "Operator:" number.  
Enter your "Password:".

**Note:** Passwords are case sensitive.



**Using your mouse, click the [Log in] button only once.**

If you entered the wrong "District:" number, "Operator:" number, "Password:" or any incorrect combination of these items, the following message appears as shown below.

Invalid Login - Please try again

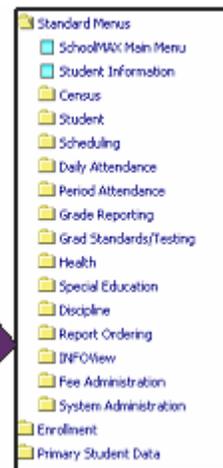
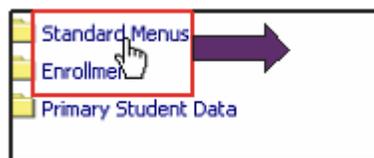
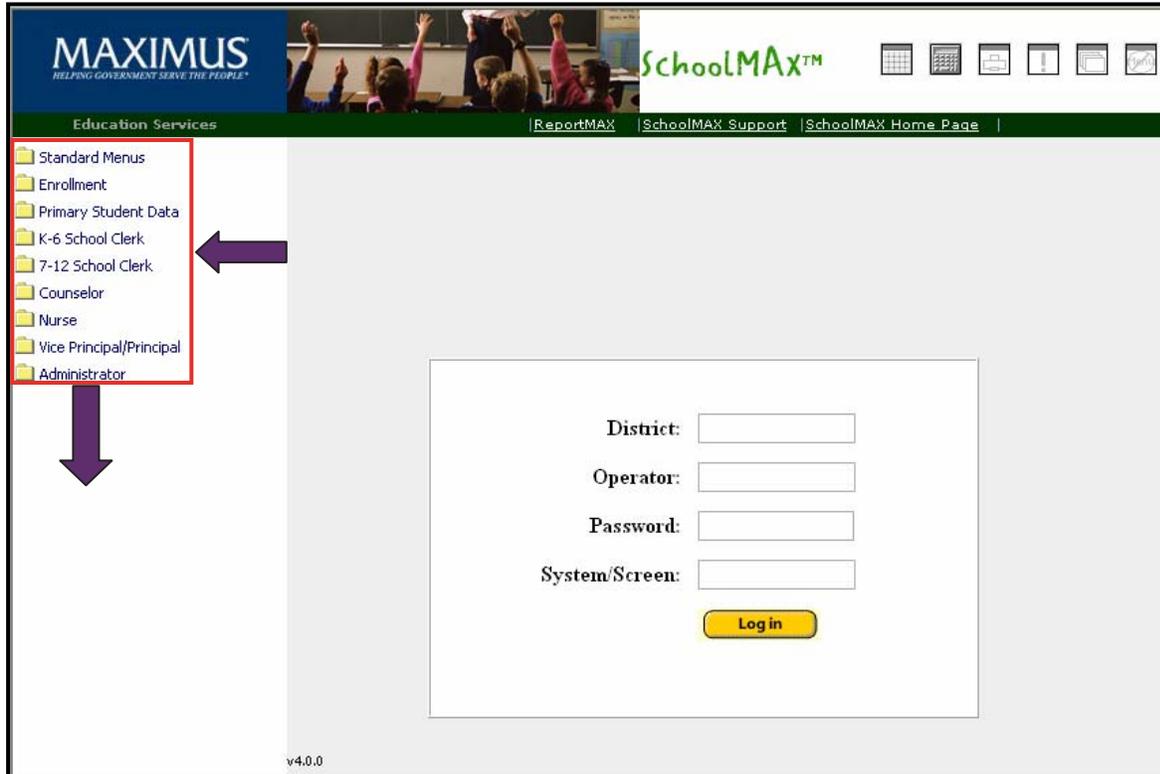
District:   
Operator:   
Password:   
System/Screen:

If you receive the message illustrated above, please check that you have entered the correct information and that the <Caps Lock> key is off, if your password does not contain any capital letters.

**Note:** Your login information should NEVER be shared with another user!

## The SchoolMAX® Menu Tree

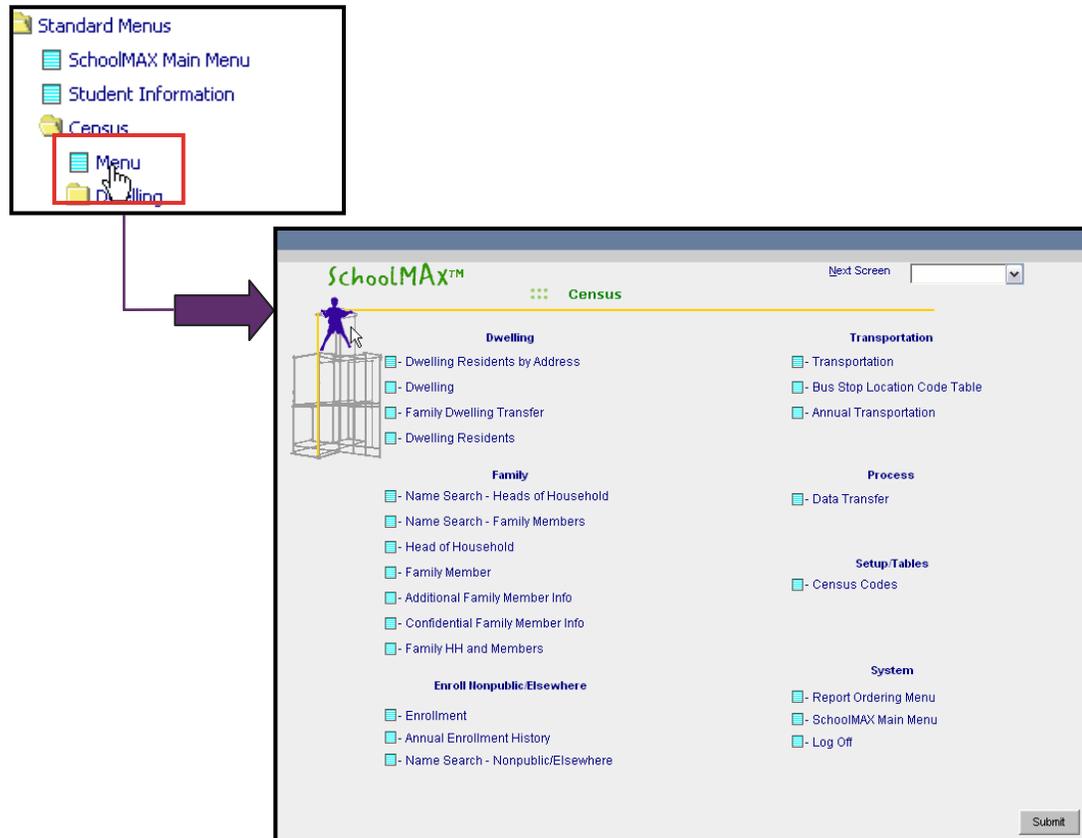
When you first logged in, you saw the window indicating that the SchoolMAX® Menu Tree was loading. Once the Menu Tree has finished loading, the options illustrated below on the left-hand side of the screen appear.



Once you click the "Standard Menus" folder shown above, you will see the expanded selections that are available to you, as shown on the right-hand side.

## The SchoolMAX® Menu Tree

In the example shown below, the “Standard Menus” folder was expanded, and then the “Census” folder was expanded to show the options available to you. All blue squares indicate a SchoolMAX® screen. Consequently, if you wish to see the “Census” Menu (CE001) screen, click the link as shown below.



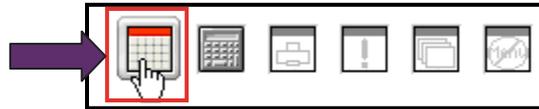
You may collapse the Menu Tree by clicking the [SchoolMAX Menu Tree] button as shown below in the toolbar. Click the button again to re-display the Menu Tree.



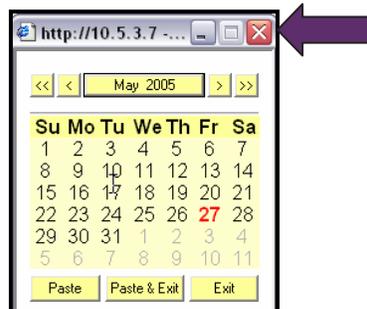
## Toolbar Options

### Using The Calendar

If you wish to view a calendar, click the [SchoolMAX Calendar] button, as shown below.



After doing so, the calendar for the current month will display, and today's date will be highlighted in red, as shown below. You may view the calendar for a previous or an upcoming month by clicking the appropriate arrow key. When you are finished, close the window by clicking the [X] button.

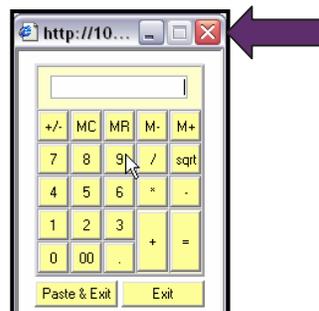


### Using The Calculator

If you wish to view a calculator, click the [SchoolMAX Calculator] button, as shown below.

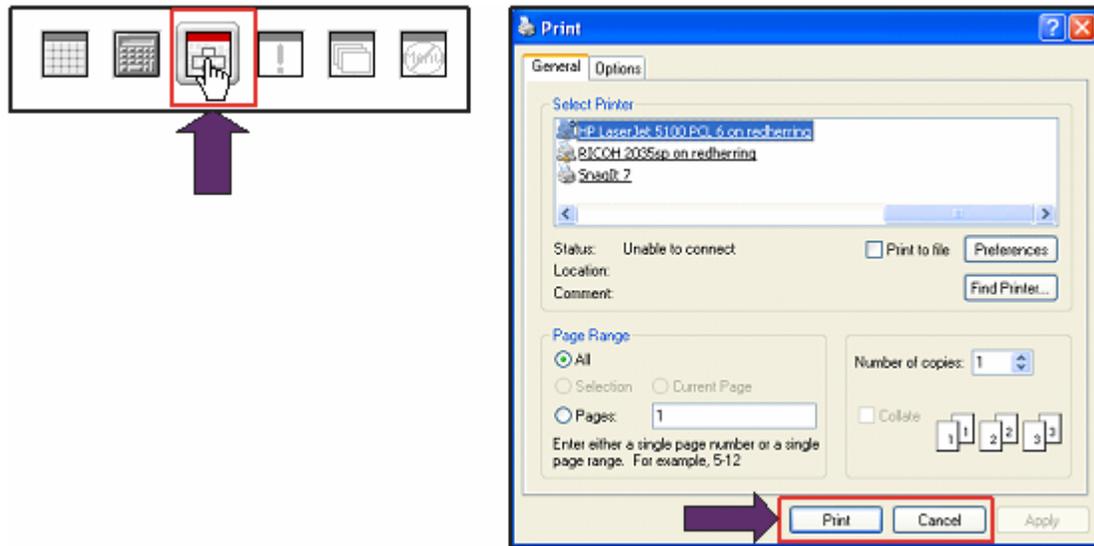


After doing so, a calculator will display, as shown below. When you are finished, close the window by clicking the [X] button.



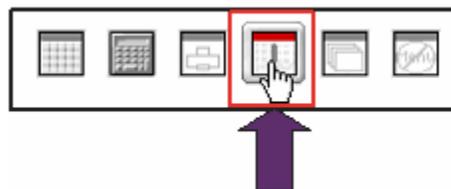
## Printing

If you wish to print any screen within the system, click the **[Print This Page]** button, as shown below. After clicking the **[Print This Page]** button, the “Print” screen will display. Make your selections and click the **[Print]** button to print the screen, or click the **[Cancel]** button to cancel the print request.

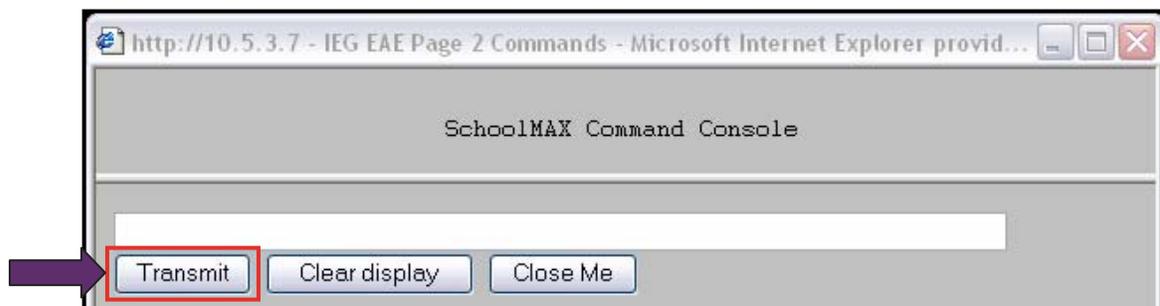


## Using The Command Console

If you wish to run a System Report, click the **[Open Command Console]** button, as shown below.



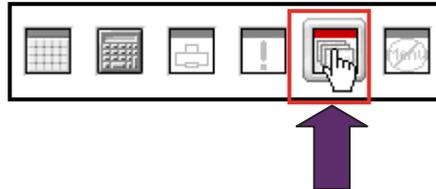
After doing so, the window shown below displays and you may enter the necessary command to proceed. You may enter ‘:HELP’ and click the **[Transmit]** button to see a list of three character commands that are available.



## Toolbar Options

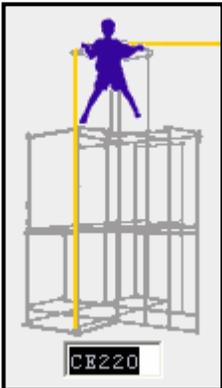
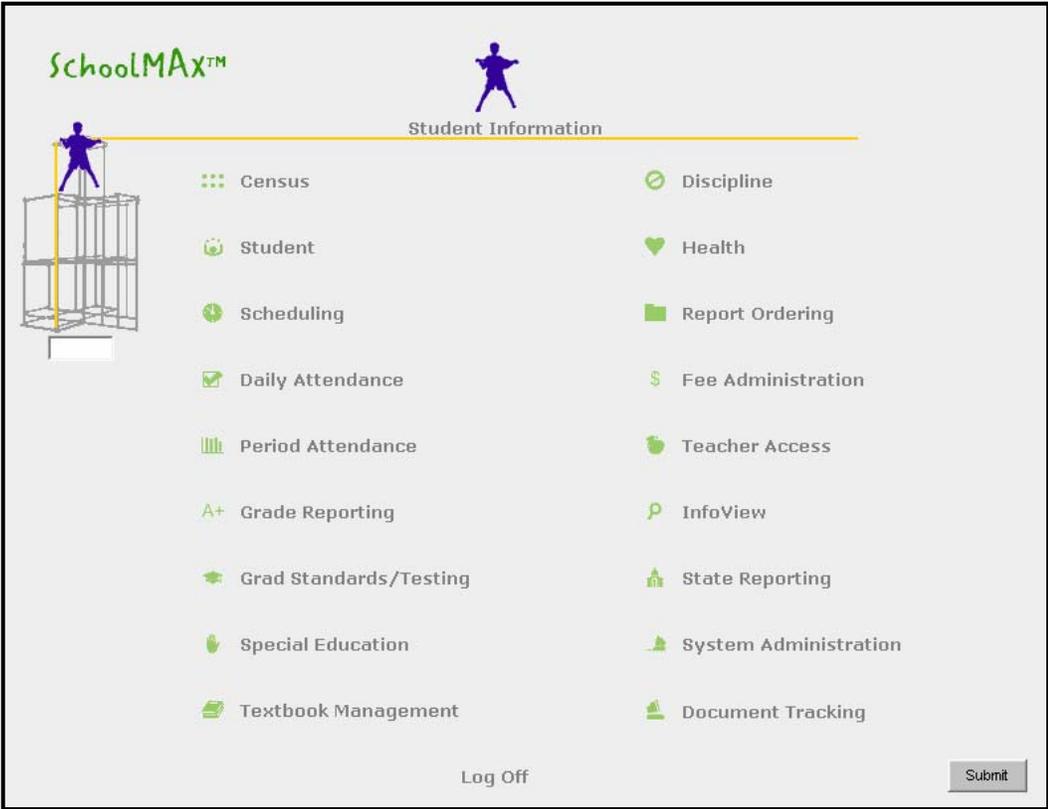
### Opening Multiple Windows

If you wish to open a second (third, etc.) window, click the **[Open Secondary Windows]** button, as shown below. Another window displays, with the same active screen as the screen you are currently viewing.



### Viewing The “SchoolMAX Main Menu”

Once you have logged in, the “SchoolMAX Main Menu” screen displays, as shown below. Each link allows you to access a different SchoolMAX® Module.



**Shortcut Box:**

From this field, you can enter the ‘Screen Name’ of a screen to proceed directly to that screen. For example, if you enter ‘CE220’ and press the <Enter> key or click the [Submit] button, you will be directed to the “Family Member” screen.

**Note:** Screen names are discussed on page 15.

## Navigating To SchoolMAX® Modules

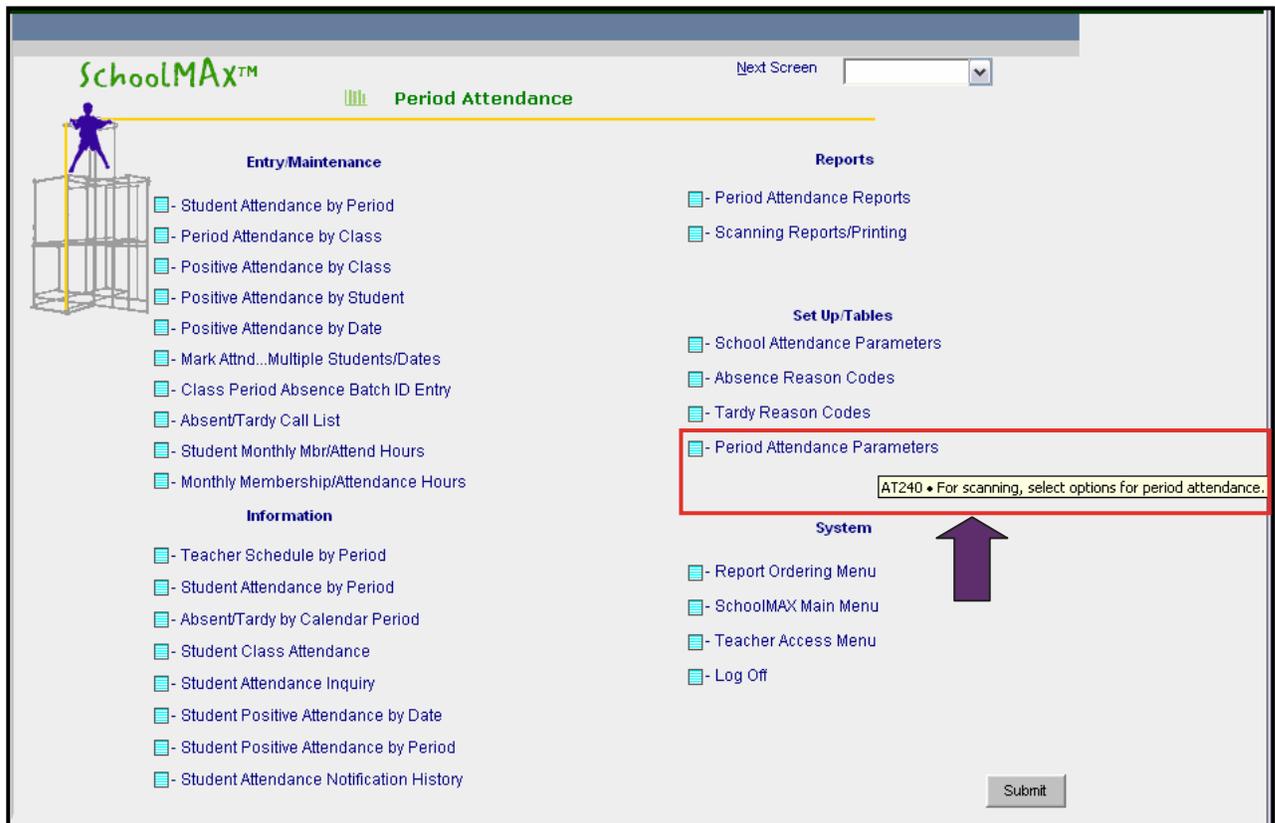
### Navigating To SchoolMAX® Modules Using Links

Once you have logged in, you can navigate to various modules within the system by using the links, such as the one shown below. Click the Census link as shown below, and the following “Census” Menu screen (CE001) displays.



### Navigating To SchoolMAX® Modules Using Links - *Continued*

The “Period Attendance” screen shown below displays after clicking the Period Attendance link on the “SchoolMAX Main Menu” screen.



The following enhancements were made to the menu screens in the ASP Interface, as of the 3.2.0 Release.

- Menu button images have been changed from the screen identifier to small blue squares .
- Scrolling over a button or a screen description, using the mouse, displays the screen identifier in the hover text, such as the one shown above for the (AT240) screen.
- The entire line (blue square and description) is a link to the appropriate screen.

As of the 4.0.0 Release, all ASP Menus contain the screen identifier in the hover text, as well as a detailed description of the screen.

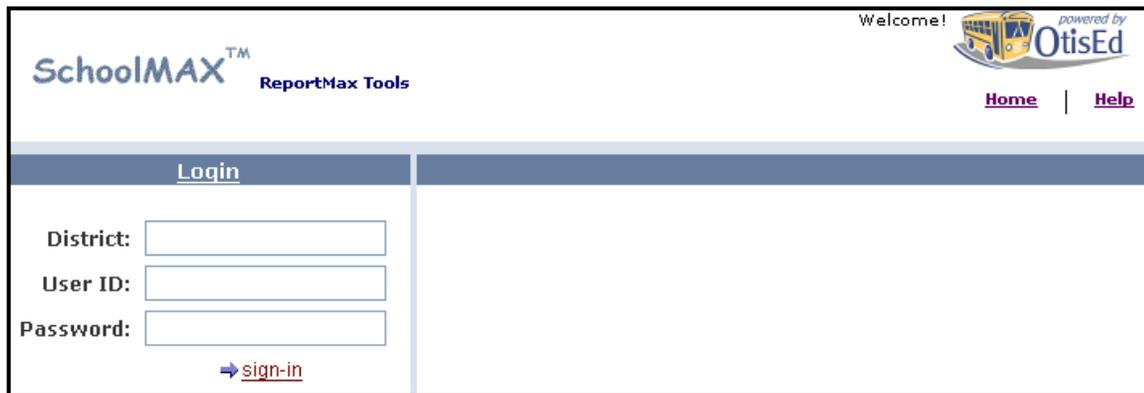
## Navigating To ReportMAX™

### Using The ReportMAX Link

To access ReportMAX™, click the ReportMAX link, as shown below.



Once you click the ReportMAX link, the “ReportMax Tools” login screen displays, as shown below.

A screenshot of the SchoolMAX™ ReportMax Tools login screen. The page has a blue header with the SchoolMAX™ logo and "ReportMax Tools" text. On the right, it says "Welcome!" and features the OtisEd logo with the text "powered by". Below the header are links for "Home" and "Help". The main content area has a blue "Login" header. Underneath are three input fields: "District:", "User ID:", and "Password:". Below the password field is a blue arrow pointing to the text "sign-in".

### Screen Names

Each screen has a screen name and a screen description/title. In the example shown below, **(CE415)** is the “Screen Name” and **“Name Search - Head(s) of Household”** is the screen description. Screen names may be found on the screen within the brackets (< >), as shown below. All screen names have a combination of two letters and three numbers. The letters indicate the module/application that you are working in (e.g., CE for Census, ST for Student, SC for Scheduling, AT for Attendance), and the numbers indicate what you can do on the screen.

All SchoolMAX<sup>®</sup> Module Main Menus will end in 001, thus **(CE001)** is the “**Census**” Menu, **(SC001)** is the “**Scheduling**” Menu, and so on.

**Tip:** If the screen is a 200 level screen, such as **(CE220)**, it is a screen that you will “do” (inquire/add/change/delete) something on. If the screen is a 400 level screen, such as **(CE415)**, it is a screen that you will “view” (inquire only) something on.

**Just remember: 2 to do, 4 to view!**

	Last Name	First	Middle	M/F	Birthdate	Dwlg Street	Family
<input type="checkbox"/>	Adams	Mark		M			784444
<input type="checkbox"/>	Adams	Maureen		F			781332
<input type="checkbox"/>	Adams	Michael		M			781742
<input type="checkbox"/>	Adams	Silvia		F			783832
<input type="checkbox"/>	Adelt	Jose		M			780459
<input type="checkbox"/>	Adelt	Kathy		F			780459
<input type="checkbox"/>	Adema	Caridad		F			100366
<input type="checkbox"/>	Adema	Rodrigo		M			100366
<input type="checkbox"/>	Aden	Jeffrey		M			788237
<input type="checkbox"/>	Aden	Linda		F			788237
<input type="checkbox"/>	Aflague Gabriel	Gloria		F			938030
<input type="checkbox"/>	Agee	Jorge		F			784209
<input type="checkbox"/>	Agee	Marcus		M			784209
<input type="checkbox"/>	Aguila	Elmer		M			789052
<input type="checkbox"/>	Aguilar	Daniel		M			788725
<input type="checkbox"/>	Aguilar	Geena		F			936675

## Key Terminology

### Key Fields

Key fields contain information needed to process SchoolMAX<sup>®</sup> transactions. Information must be entered in **ALL** key fields in order to inquire on, change, or delete an existing record, or to add a new record. Key fields may be found in the upper left-hand corner of a screen. Key fields appear in upper-case green capital letters.

The screenshot shows a software interface for managing household records. At the top, there are navigation tabs: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, and Name Search. The main title is '<CE010> Family Head(s) of Household'. In the upper left corner, two fields are highlighted with a red box: 'DIST' with the value '7053' and 'FAMILY #' with the value '2'. A purple arrow points from the 'Inq' button to the 'FAMILY #' field. Other fields include 'Home Phone' (107 3683295), 'Resident' (checked), 'Inactive' (unchecked), 'Last Update' (02/21/2005), 'AG2', 'Notes' (unchecked), 'Fam Category' (99), and 'Unlisted' (unchecked). The 'Head(s) of Household' section contains fields for 'Last Name' (Garcia), 'First' (Sandra), 'Middle', 'Sur', 'Nme Prefix', 'Alerts', 'Attendance' (unchecked), 'MF' (F), 'Birthdate', 'Mar Status', 'Type' (W), 'Day' (checked), 'Area Cd' (916), 'Number' (1234567), 'Ext' (0), 'Educ' (14 - NOT A HIGH SCHOOL GRADUATE), 'Lang' (006 - POR), 'Occ', 'Empl' (AA - <-10char->), 'SSN', 'E-Mail', and 'Nm/Add Ver Dt'.

### Required Fields

Required fields appear in lower-case green letters. All required fields must have data entered into them, in order to add a new record, or change an existing record.

This screenshot is identical to the one above, but with a different focus. A red box highlights the 'Last Name' field containing 'Garcia'. A purple arrow points from the 'Inq' button to the 'Last Name' field. The 'FAMILY #' field is no longer highlighted. All other fields and their values remain the same as in the previous screenshot.

### Maintenance Box

The maintenance box governs the functions that you perform on a screen; however, it does not appear on all screens. To use the maintenance box, click the up and down arrows within the box until you find the function/action you wish to perform. Then, click your choice to highlight it, and press the <Enter> key or click the [Submit] button (not shown) to submit the information to the system.

Please make sure to change the selection in the maintenance box to what you want it to be **before** you press the <Enter> key or click the [Submit] button (not shown). Otherwise, all changes made to the screen may be lost.

**Note:** You may have access to a screen but not be able to perform all actions within the maintenance box. This is a security issue and should be reported to your District Security Administrator if you require access to perform a certain function, and currently are not able to do so.

Maintenance box options include the following:

- 'Inq' Allows you to "Inquire" on an existing record.
- 'Chg' Allows you to "Change" an existing record.
- 'Add' Allows you to "Add" a new record.
- 'Del' Allows you to "Delete" an existing record.
- 'First' Searches for the "First" record in the database.
- 'Next' Brings up the "Next" sequential record in the database.
- 'Last' Brings up the "Last" record in the database.
- 'Back' Takes you "Back" one sequential record at a time.

**Note:** First, Next, Last, and Back will not be available on all screens with a maintenance box.

The screenshot shows a software interface with a navigation bar at the top containing 'Menu', 'Prev Screen', 'Notes', 'Dwelling', 'Members', 'Add Member', and 'Name Search'. Below the navigation bar, there is a 'Maintenance Box' with two options: 'Inq' (highlighted with a red box and a purple arrow) and 'Chg'. The main form area displays details for a 'Family Head(s) of Household'. The 'DIST' is 7053 and 'FAMILY #' is 2. The 'Head(s) of Household' section includes fields for Last Name (Garcia), First (Sandra), Middle, and Sur. Other fields include Birthdate, Mar Status, Educ (14 - NOT A HIGH SCHOOL GRADUATE), Lang (006 - POR), and Empl (AA - <-10char->). There are also checkboxes for Resident, Inactive, and Unlisted, and a 'Next Screen' dropdown menu.

## Key Terminology

### Maintenance Box - *Continued*

#### Inquiring On An Existing Record

For screens that contain a maintenance box, perform the following steps to inquire on an existing record.

The screenshot shows a software interface with a menu bar at the top containing: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, Name Search. Below the menu bar, there are several input fields and buttons. A red box highlights the 'Inq' and 'Chg' buttons in the maintenance box. A purple arrow points to the 'Inq' button. The 'FAMILY #' field contains the value '2'. The 'Submit' button at the bottom right is also highlighted with a red box and a purple arrow. The main content area displays details for 'Family Head(s) of Household', including fields for Last Name, First, Middle, Sur, MF, Birthdate, Mar Status, Educ, Lang, Occ, Empl, SSN, E-Mail, Alerts, Attendance, and Phones. There are also sections for Mailing, Dwelling, and Misc Codes.

1. For this example, enter a value into the "FAMILY #" field, as shown above.
2. Click 'Inq' in the maintenance box and press the <Enter> key or click the [Submit] button.
3. If a record exists for the family, it will display. If the record does not exist, the 'Record not found' message will appear in the status bar (not shown) located at the bottom of the screen.
4. Repeat steps 1 through 3 to inquire on records for screens containing a maintenance box.

**Maintenance Box - Continued**

**Adding A New Record**

For screens that contain a maintenance box, perform the following steps to add a new record.

The screenshot shows a software interface for adding a new record. At the top, there is a menu bar with options: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, Name Search, and Next Screen. Below the menu bar, there are input fields for 'DIST' (7053) and 'FAMILY #' (2). A 'Maintenance Box' is highlighted with a red box and contains 'Add' and 'Del' buttons. A purple arrow points to the 'Add' button. The main area contains two sections for 'Head(s) of Household' with fields for name, birthdate, marital status, education, language, and employment. Below these are sections for 'Mailing' (address, city, state, zip), 'Dwelling' (move-in/out dates), and 'Misc Codes'. A 'Submit' button is highlighted with a red box and a purple arrow points to it.

1. If a record is displayed, enter 'clear' in the "Next Screen" field and press the <Enter> key or click the [Submit] button.
2. Enter values into all applicable fields for the new record. The Key fields are "DIST" and "FAMILY #".
3. Click 'Add' in the maintenance box and press the <Enter> key or click the [Submit] button.
4. Check the status line at the bottom of the screen for the 'Record Added' message.
5. Repeat steps 1 through 4 to add records for screens containing a maintenance box.

## Key Terminology

### Maintenance Box - *Continued*

#### Changing An Existing Record

For screens that contain a maintenance box, perform the following steps to change an existing record.

The screenshot shows a software interface for managing household records. At the top, there is a menu bar with options: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, Name Search. Below the menu, there are fields for DIST (7053) and FAMILY # (2). A 'Maintenance Box' is highlighted with a red box, containing 'Chg' and 'Add' options. A purple arrow points to the 'Chg' option. The main area contains two sections for 'Head(s) of Household', each with fields for Last Name, First, Middle, Sur, MF, Birthdate, Mar Status, Educ, Lang, Occ, Empl, SSN, E-Mail, Alerts, Attendance, and Phones. Below these are sections for 'Mailing' (To, Addr, City, State, Zip) and 'Dwelling' (Dwelling #, Move-In/Out Dwlg, Move-In/Out Dist). A 'Submit' button is highlighted with a red box and a purple arrow pointing to it.

1. Perform the Inquiring On An Existing Record procedure discussed on page 18.
2. Make the required changes in the appropriate fields.
3. Click 'Chg' in the maintenance box and press the <Enter> key or click the [Submit] button.
4. Check the status line at the bottom of the screen for the 'Record Changed' message.
5. Repeat steps 1 through 4 to change records for screens containing a maintenance box.

### Maintenance Box - *Continued*

#### Deleting An Existing Record

For screens that contain a maintenance box, perform the following steps to delete an existing record.

The screenshot shows a software interface with a menu bar at the top containing: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, Name Search. Below the menu bar, there are fields for DIST (7053), FAMILY # (2), and Home Phone (107 3683295). A maintenance box is present with a 'Del' button highlighted by a red box and a purple arrow pointing to it. The maintenance box contains fields for Family Head(s) of Household, including Last Name (Garcia), First (Sandra), Birthdate, Mar Status, Educ (14 - NOT A HIGH SCHOOL GRADUATE), Lang (006 - POR), and Occ. Below the maintenance box, there are sections for Mailing (To: Sandra Garcia, Addr: 5821 Etiwanda Ave., City: Tarzana, State: CA, Zip: 91356), Dwelling (Dwelling #, Move-In/Out Dwlg and Dist), and Misc Codes (1-10). A 'Submit' button at the bottom right is highlighted with a red box and a purple arrow pointing to it.

1. Perform the Inquiring On An Existing Record procedure discussed on page 18.
2. Click 'Del' in the maintenance box and press the <Enter> key or click the [Submit] button. After doing so, the screen redisplay with blank fields.
3. Check the status line at the bottom of the screen for the 'Record Deleted' message.
4. Repeat steps 1 through 3 to delete records for screens containing a maintenance box.

## Key Terminology

### The A/C/D Feature

When the “A/C/D” column appears on any screen, you may do the following:

- Enter an ‘A’ to “Add” a new record.
- Enter a ‘C’ to “Change” an existing record.
- Enter a ‘D’ to “Delete” an existing record.

The maintenance box and the “A/C/D” column **both** appear on the screen shown below. In this case, the maintenance box controls what happens to all information above the bold line, and the “A/C/D” column governs the information below that line.

The screenshot displays a software interface for managing family member information. At the top, there is a menu bar with options: Menu, Prev Screen, More F Mem Info, Notes, Stu Enroll, N/E Enroll, More Stu Info, and Family Mbr Search. Below the menu, the current record is for a family member with DIST 7053 and ID NUMBER 15192. The name is Adams, Katerina. The maintenance box shows 'Inq' and 'Chg' options. The record details include personal information like M/F (F), Mar Stat (Single), DOB (10/27/1985), and ethnicity (9 - crftest). Below the record details is a table of family members. The table has columns for A/C/D, Family, ID, Primary, Lives With, Home Phone, and Rtn. The first row is for Family 2, Primary, Lives With, Home Phone [107]3683295, Rtn Garcia, Sandra. The second row is for Family 782459, Primary, Lives With, Home Phone [107]3603859, Rtn 11 - Father, Restricted, Lgl, Anderson, Rogelio. The third row is for Family 10 - Mother, Restricted, Lgl, Anderson, Carey. A bold line separates the record above from the table below. Red boxes and arrows highlight the 'Inq/Chg' dropdown, the 'A/C/D' column, and the bold line.

A/C/D	Family	ID	Primary	Lives With	Home Phone	Rtn
	2		Primary	<input checked="" type="checkbox"/>	[107]3683295	Garcia, Sandra
	782459		Primary	<input type="checkbox"/>	[107]3603859	11 - Father
	10 - Mother					Restricted Lgl Anderson, Carey

### Navigation With The Keyboard

Several keys used for navigation in SchoolMAX<sup>®</sup> operate differently because you are in a Windows operating environment. Please make note of the following uses for the keys listed below.

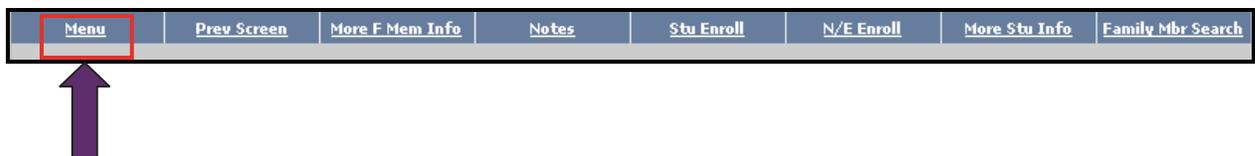
- Enter Key** The <Enter> key **DOES NOT** move the cursor down a line, as it would in a word processing software program. Press the <Enter> key to process (transmit) information on a screen.
- Arrow Keys** The arrow keys do not move the cursor up, down, right, or left on the screen; however, the right and left arrows will move the cursor right or left within a field.
- Home** The <Home> key will move the cursor to the beginning of a field.
- End** The <End> key will move the cursor to the end of a field.
- Tab** The <Tab> key will move the cursor from one field to another field (from top to bottom and from left to right) on the screen.
- Shift/Tab** The <Shift> and <Tab> keys used at the same time will move the cursor backwards from one field to another field.
- Backspace** The <Backspace> key will delete characters to the left of the cursor position.
- Delete** The <Delete> key will delete characters to the right of the cursor position.

### Navigation With The Mouse

On any screen, you can navigate to a field by positioning the cursor in the target field with your mouse, and clicking the left mouse button.

### Navigation With Links

Links are located at the top of many of the screens. These are “shortcuts” which will save you time as you navigate throughout the system. For example, clicking the **Menu** link (as shown below) will return you to the menu of the SchoolMAX<sup>®</sup> Module in which you are currently working. All other links will take you to the screen indicated.



## System Navigation

### Using Data Fields

Data fields contain information needed to process SchoolMAX<sup>®</sup> transactions. In order to add a new record or process an update to an existing record, enter data in all relevant fields. Examples of data fields are shown below.

The screenshot shows a web-based form for managing family information. At the top, there are navigation tabs: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, and Name Search. Below these, there are input fields for DIST (7053), FAMILY # (2), and Home Phone (107 3683295). The main section is titled "Family Head(s) of Household" and contains two entries. The first entry is for Sandra Garcia, with fields for Last Name, First Name, Middle, Birthdate, Mar Status, Educ (14 - NOT A HIGH SCHOOL GRADUATE), Lang (006 - POR), Occ, SSN, E-Mail, Nme Prefix, Alerts, Attendance, and Phones. The second entry is for Brian Garcia, with similar fields. Below the family information, there are three sections: Mailing, Dwelling, and Misc Codes. The Mailing section is highlighted with a red box and contains fields for To (Sandra Garcia), Addr (5821 Etivanda Ave.), City (Tarzana), State (CA), and Zip (91356). The Dwelling section contains fields for Dwelling #, Move-In Dwlg, Move-In Dist, Move-Out Dwlg, and Move-Out Dist. The Misc Codes section contains a table with columns for Dwelling # and Misc Codes. A purple arrow points to the First Name field in the Family Head(s) of Household section.

On most screens, blank data fields must have information entered into them, in order for the system to process a transaction, or record a default value.

In addition to entering data into blank data fields, data may be entered into the system by using the following:

- Check-boxes
- Drop-down list boxes
- Radio buttons

### Using Check-Boxes

Check-boxes are used in SchoolMAX® to indicate that particular information **does** apply. After you click a check-box with your mouse, a check-mark appears in the check-box, indicating that the item is selected.

In the example below, the check-mark in the **[Unlisted]** check-box indicates that the “Home Phone” number is **[Unlisted] does** apply. On the other hand, since the **[Do not release Fam Inform’n]** check-box is not checked, then that **does not** apply.

Menu	Prev Screen	Notes	Dwelling	Members	Add Member	Name Search
DIST 7053		<CE010> Family Head(s) of Household		Next Screen		
FAMILY # 2		Home Phone 107 3683295		Resident <input checked="" type="checkbox"/> Inactive <input type="checkbox"/>		Last Update 02/21/2005 AG2
		<b>Unlisted</b> <input checked="" type="checkbox"/>		<b>Do not release Fam Inform'n</b> <input type="checkbox"/>		Notes <input type="checkbox"/>
		Do not calculate Fam Category				Fam Category 99
Head(s) of Household						
Last Name Garcia		Nme Prefix		Alerts:		Attendance <input type="checkbox"/>
First Sandra		Middle		Sur		Phones
MF F		Birthdate		Mar Status		Type Day Area Cd Number Ext
Educ 14 - NOT A HIGH SCHOOL GRADUATE		Lang 006 - POR				<input checked="" type="checkbox"/> 916 1234567 0
Occ		Empl AA - <-10char->				<input type="checkbox"/>
SSN		E-Mail		Nm/Add Ver Dt		<input type="checkbox"/>
						<input type="checkbox"/>
Last Name Garcia		Nme Prefix		Alerts:		Attendance <input type="checkbox"/>
First Brian		Middle		Sur		Phones
MF M		Birthdate		Mar Status		Type Day Area Cd Number Ext
Educ 15 - DECLINE TO STATE OR UNKMNOWN		Lang				<input type="checkbox"/> 916 1234567 88888
Occ		Empl				<input type="checkbox"/>
SSN		E-Mail		Nm/Add Ver Dt		<input type="checkbox"/>
						<input type="checkbox"/>
Mailing		Dwelling		Misc Codes		
To: Sandra Garcia		Dwelling #		1 g		
Addr 5821 Etiwanda Ave.		Move-In Dwlg		2		
		Move-In Dist		3		
City Tarzana		Move-Out Dwlg		4		
State CA Zip 91356		Move-Out Dist		10		
Submit						

## System Navigation

### Using Drop-Down List Boxes

After clicking the drop-down arrow associated with a field, a drop-down list box displays. From that list box, you can make a selection from the list of possible entries. In the example below, the "Mar Status" field drop-down list box contains the possible options which might apply. To select a status, click it using your mouse. After you release the mouse button, the drop-down list box will close, and the selected marital status will appear in the field.

The screenshot shows a software interface for managing household information. At the top, there are navigation tabs: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, and Name Search. The main area is titled "Family Head(s) of Household" and includes fields for DIST (7053), FAMILY # (2), Home Phone (107 3683295), Resident (checked), Inactive (unchecked), Last Update (02/21/2005), AG2 (unchecked), Unlisted (checked), Do not release Fam Inform'n (unchecked), Do not calculate Fam Category (unchecked), and Fam Category (99). Below this, there are fields for Last Name (Garcia), First (Sandra), Middle, Nme Prefix, Alerts, and Attendance (unchecked). The "Mar Status" field is highlighted with a red box, and a drop-down menu is open, showing options: Single, Married (highlighted), Widowed, and Divorced. A purple arrow points to the "Married" option. Other fields include MF (F), Birthdate, Lang, Occ, SSN, E-Mail, Area Cd (916), Number (1234567), and Ext (0).

### Using Radio Buttons

Radio buttons are used in SchoolMAX<sup>®</sup> to make a particular selection from a list of choices. To do so, you will click the radio button with your mouse. After doing so, a circle will appear inside the button, indicating that the item has been selected.

In the example below, the circle indicates that the [Absent] radio button has been selected as the status to be applied, when taking attendance for multiple students/dates.

The screenshot shows a software interface for marking attendance. At the top, there are navigation tabs: Menu, Prev Screen, and Next Screen. The main area is titled "Mark Attendance Multiple Students/Dates" and includes fields for DIST (7053), SCH YR (2004), and SCHL. Below this, there are three options for selecting students: "Select Students by Enrollment Record Values" (with fields for Teacher #, Homeroom, Grade, and Group), "Select an Individual Student" (with Name and Alias search fields), and "Select Students by Class" (with Course and Section fields). To the right, there are fields for "Apply to ALL", "Status" (with radio buttons for Absent, Tardy, and Pre-excused), and "Reason". Below these are fields for "For Dates" (From and Through) and "For Periods" (From and Through, and Maximum Periods per Day). A "Start Process" button is at the bottom right. A purple arrow points to the "Absent" radio button, which has a small circle inside it, indicating it is selected.

### Using “Drill-Down” Arrows

Clicking on a “drill-down” arrow will allow you to “drill-down” to the maintenance or inquiry screen behind the actual screen you are currently viewing. Click the drill-down arrow in the “**Contact**” section of the “**Student Information**” screen (**ST009**). Doing so takes you to the “**Student Contact Records**” screen (**ST415**) shown at the bottom of this page.

The screenshot shows the 'Student Information' screen (ST009) for a student with DIST 7053 and SCHL 600 (Main High School). The screen is divided into several sections: Personal, School, Family, Contact, Attendance, and Today's Schedule. Each section has a yellow drill-down arrow. A red box highlights the 'Contact' section's arrow, and a purple arrow points to it from the right. The 'Contact' section has a table header with columns: Name, Phone [Ext], Type, and Emerg. A 'More Student Information' button is at the bottom right, and a 'Submit' button is at the bottom right corner.

The screenshot shows the 'Student Contact Records' screen (ST415). The title bar includes 'Menu', 'Prev Screen', 'Student', 'Add Contact', and 'Health Record'. The main title is '<ST415> Student Contact Records', which is highlighted with a red box and a purple arrow pointing to it from the right. Below the title, there are search options for Name and Alias, and an 'Emergency Only' checkbox. A table header is visible with columns: SQ, Type, Contact Name, Emrg, Mail, Day, Type, Area, Number, and Ext. A yellow drill-down arrow is located at the bottom left of the table area.

## Submitting Data

### Submitting Data Into The System

Data may be entered into the system by use of the navigation techniques discussed on the previous pages. Most information is entered by keying data into a blank data field, or by use of a combination of check-boxes, drop-down list boxes, and radio buttons.

If the respective action is highlighted in the maintenance box, or an 'A', 'C', or 'D' is entered into the appropriate field, press the <Enter> key or click the [Submit] button (not shown) to submit data into the system.

Other examples of data submission/action buttons include the [Attn OK] and [Perfect Attn] buttons shown below.

The screenshot shows a software interface with a menu bar at the top containing: Menu, Prev Scrn, Student, Photo, Schedule, Stu Attn, Stu Cls Inq, and Attn Sum. Below the menu bar, the main area displays the following information:

- DIST**: 7053
- SCH YR**: 2004
- SCHL**: 600 Main High School
- COURSE**: [blank]
- SECTION**: [blank]
- DATE**: 05 / 27 / 2005

The title of the screen is "Period Attendance By Class". To the right of the title, there is a "Next Screen" dropdown menu and a "Apply to ENTIRE Class" checkbox. Below the title, there are two buttons: "Attn OK" and "Perfect Attn", separated by "-OR-". The "Attn OK" button is highlighted with a red box and a purple arrow pointing to it from the left. The "Perfect Attn" button is also highlighted with a red box and a purple arrow pointing to it from the right. Below the buttons, there are checkboxes for "A/T" and "Reason", and a "Reason Codes" dropdown menu.

## Changing Your Password

Once you have logged in, you may change your password at any time. From any screen, type 'PASS' (this is not case sensitive) in the "Next Screen" field, and press the <Enter> key or click the [Submit] button (not shown).

Menu	Prev Screen	Notes	Dwelling	Members	Add Member	Name Search						
DIST	7053	<CE010>	Family Head(s) of Household	Next Screen	PASS							
FAMILY #	2	Home Phone	107 3683295	Resident	<input checked="" type="checkbox"/>	Inactive	<input type="checkbox"/>	Last Update	02/21/2005	AG2		
		Unlisted	<input type="checkbox"/>	Do not release Fam Inform'n	<input type="checkbox"/>	Do not calculate Fam Category	<input type="checkbox"/>	Notes	<input type="checkbox"/>	Fam Category	99	
Head(s) of Household												
Last Name	Garcia	First	Sandra	Middle		Sur		Name Prefix		Alerts:	Attendance	<input type="checkbox"/>
M/F	F	Birthdate	/ /	Mar Status		Type	Day	Area Cd	Number	Ext	Phones	
Educ	14 - NOT A HIGH SCHOOL GRADUATE	Lang	006 - POR	Empl	AA - <-10char->	<input checked="" type="checkbox"/>	<input type="checkbox"/>	916	1234567	0		
Occ		SSN		E-Mail		<input type="checkbox"/>	<input type="checkbox"/>				Nm/Add Ver Dt / /	

After doing so, the following screen appears.

(PASS)	Next Screen	
<h3>Password Change</h3>		
Operator	James Dewey	
Old Password	<input type="text"/>	
New Password	<input type="text"/>	
Re-enter New Password	<input type="text"/>	

## Changing Your Password

You should now enter the appropriate information in the following fields:

- Enter your “Old Password”
- Enter your “New Password”
- “Re-enter New Password”

Then, press the <Enter> key or click the [Submit] button (not shown). Finally, check the “Status Line” located at the bottom of the screen to ensure that you receive the ‘PASSWORD CHANGE WAS SUCCESSFUL’ message, as shown below.

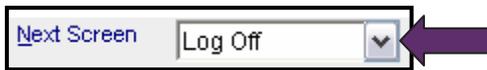
The screenshot shows a web form titled "Password Change". At the top left, it says "(PASS)" and at the top right, "Next Screen" with a small input field. Below the title, it displays "Operator James Dewey". The main form area contains three input fields: "Old Password", "New Password", and "Re-enter New Password". A red box highlights these three fields, with a purple arrow pointing to the right side of the box. To the left of the "New Password" field, there is a red box labeled "Status Line" with a purple arrow pointing down to a status bar at the bottom of the form. The status bar contains the text "PASSWORD CHANGE WAS SUCCESSFUL" in a red box. There is also a small icon in the bottom right corner of the form area.

## Logging Off Of SchoolMAX®

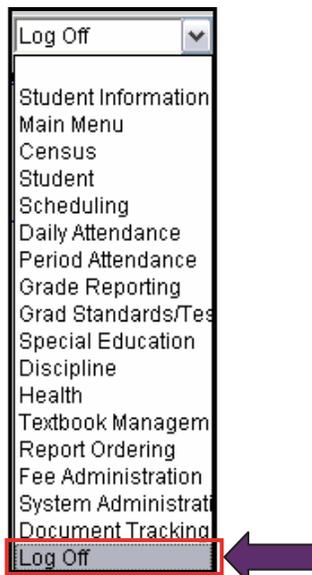
There are several methods which may be used to log off of SchoolMAX®. These methods include the following:



- Click the **Log Off** link from the “SchoolMAX Main Menu” screen.  
To log off of the system, click the **Log Off** link.



- Enter ‘bye’ in the “Next Screen” field.  
To log off of the system, you may enter ‘bye’ (not case sensitive) in the “Next Screen” field on any screen. Then, press the <Enter> key or click the [**Submit**] button (not shown).



- Select ‘Log Off’ from the “Next Screen” field drop-down list box.  
To log off of the system from any screen, click ‘Log Off’ in the drop-down list box. Then, press the <Enter> key or click the [**Submit**] button (not shown).

## Notes

