

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<sup>®</sup>. These conventions include the following:

The screenshot shows the 'Student Information' screen in SchoolMAX. At the top, there are navigation tabs for 'Menu' and 'Prev Screen'. The main content area includes several fields and sections:

- DIST:** 7053 (Callout 1 points to the field)
- SCHL:** 600 Main High School (Callout 2 points to the text)
- ID NUMBER:** 14192 (Callout 6 points to the value)
- SEARCH:** A search box with a dropdown arrow (Callout 3 points to the dropdown)
- Buttons:** 'Personal', 'School', 'Family', 'Contact', 'Attendance', 'Today's Schedule' (Callout 4 points to the 'Printable Version' link above these buttons)
- Table Headers:** 'Name', 'Phone [Ext]', 'Prm Lgl Lives', 'Type', 'Emerg', 'Date', 'A/T', 'Period[s]', 'Prd', 'Class', 'Teacher', 'Room' (Callout 5 points to the 'Submit' button at the bottom right)
- Other Elements:** 'Next Screen' dropdown, 'Printable Version' link, 'Student Picture' button, 'More Student Information' button, and 'Submit' button.

- 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

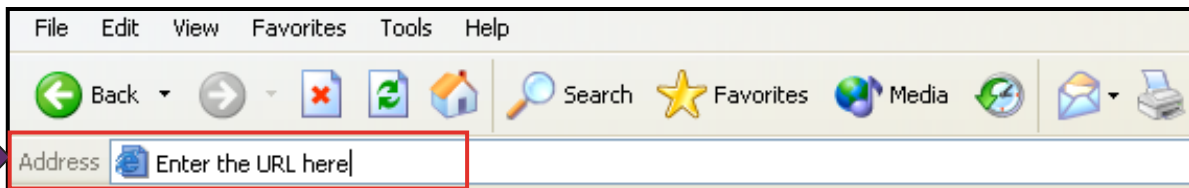
**Step 1:**



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**.

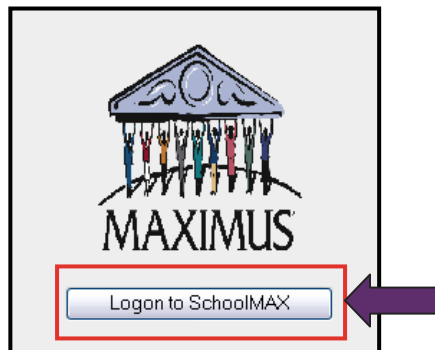
**Step 2:**

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



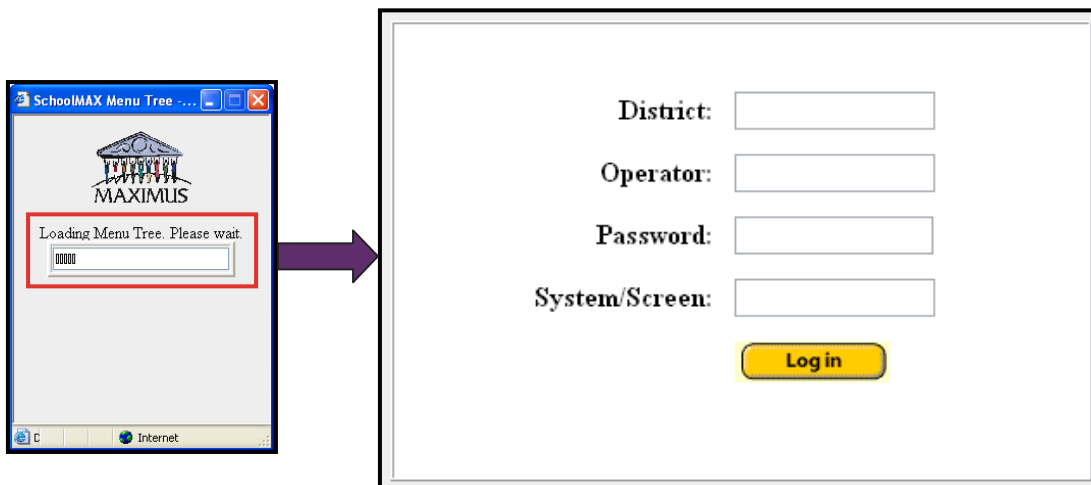
**Step 3:**

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



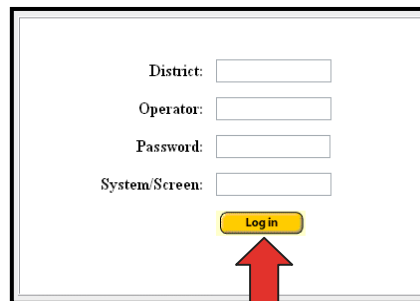
**Step 4:**

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:

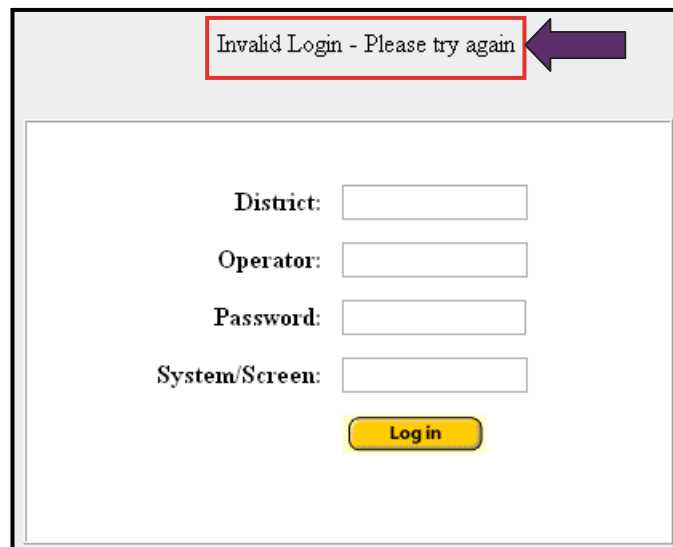
Enter your "District:" number.  
Enter your "Operator:" number.  
Enter your "Password:".

**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

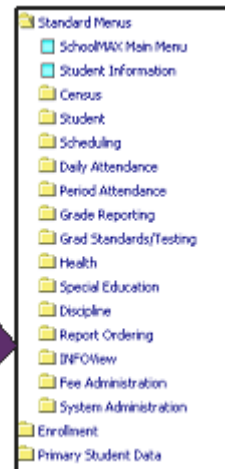
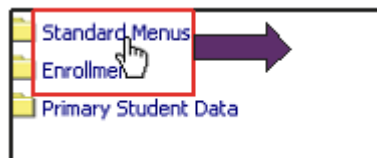
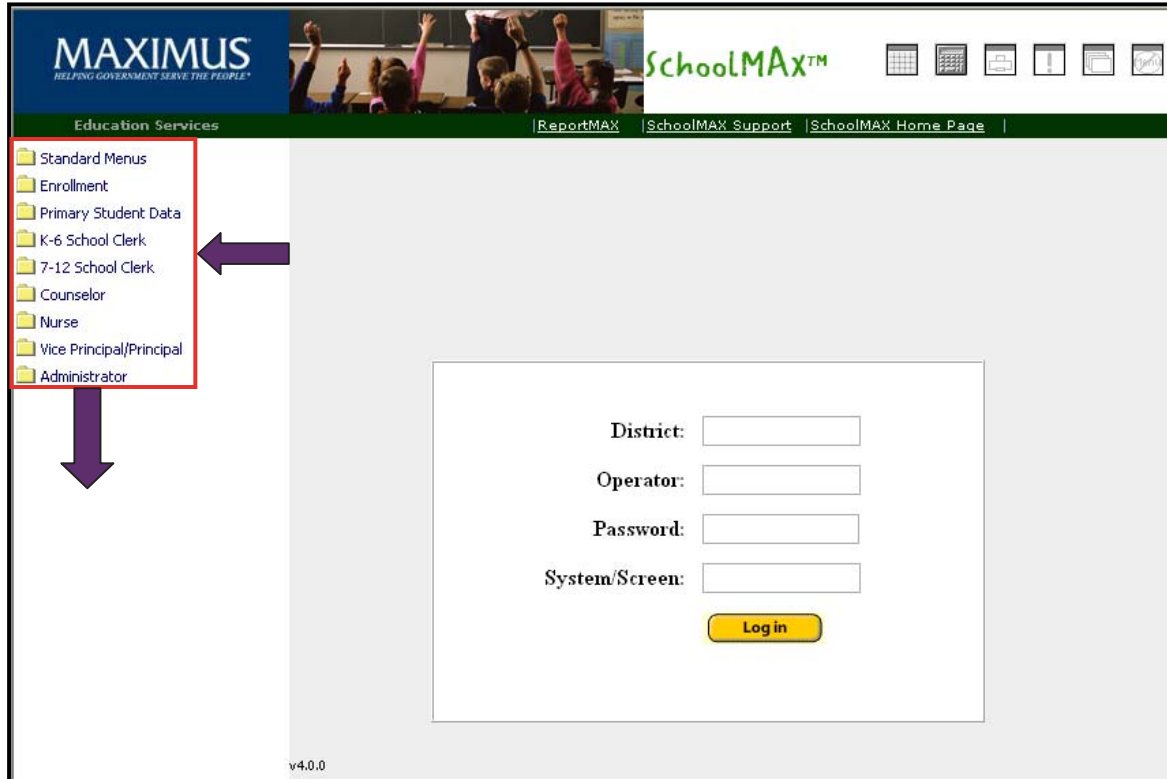
District:   
Operator:   
Password:   
System/Screen:

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

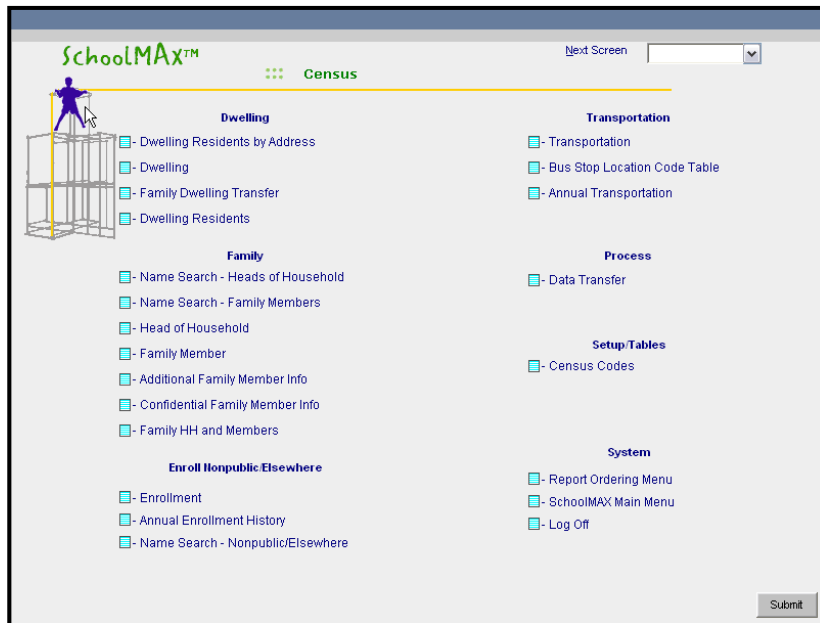
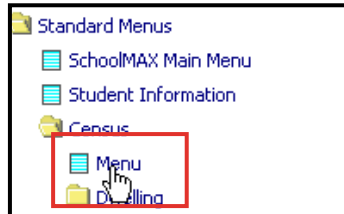
When you first logged in, you saw the window indicating that the SchoolMAX® Menu Tree was loading. Once the Menu Tree has finished loading, the options illustrated below on the left-hand side of the screen appear.



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.



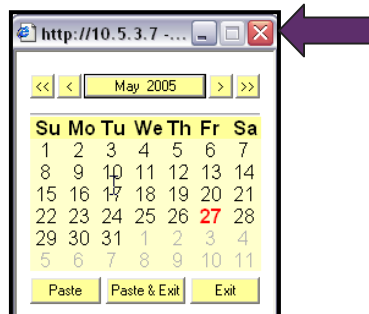
## Toolbar Options

### 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.

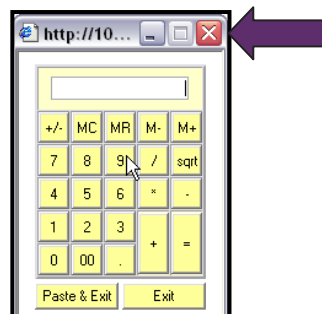


### Using The Calculator

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

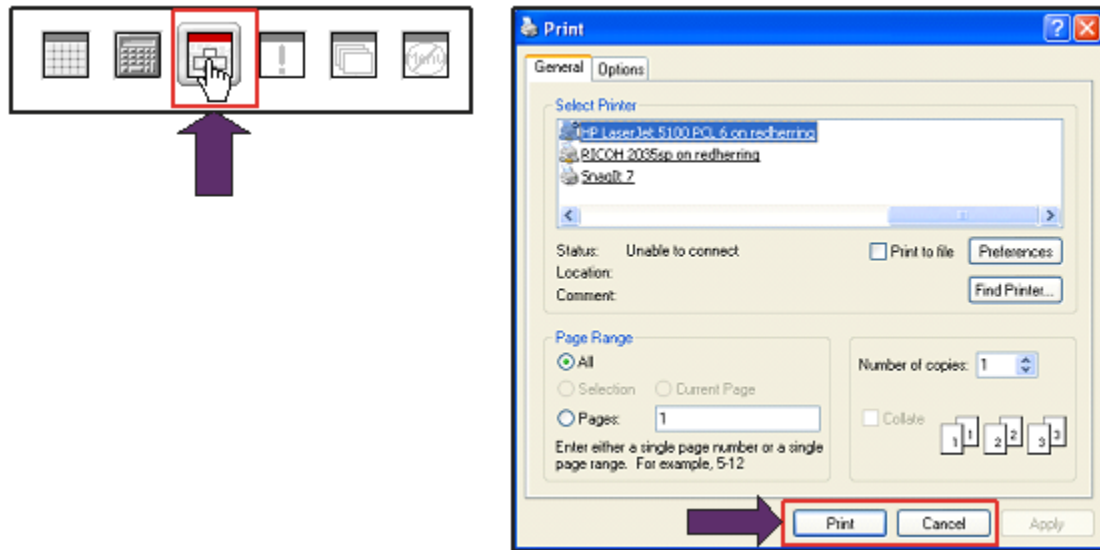


After doing so, a calculator will display, as shown below. When you are finished, close the window by clicking the **[X]** button.



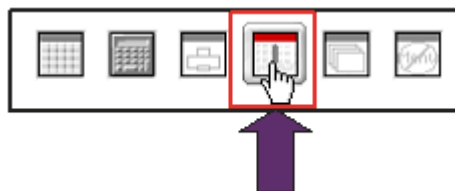
## Printing

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.

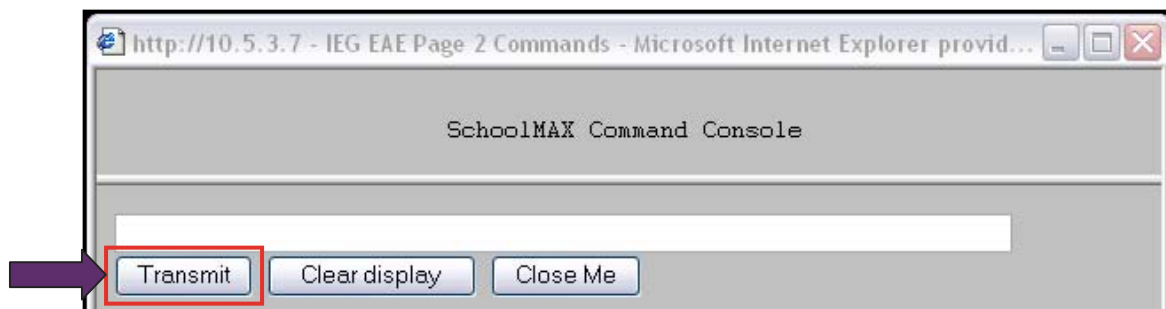


## Using The Command Console

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



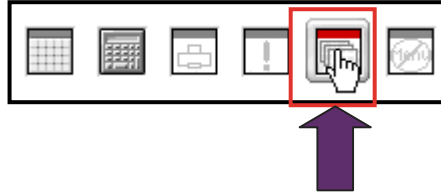
After doing so, the window shown below displays and you may enter the necessary command to proceed. You may enter ‘:HELP’ and click the **[Transmit]** button to see a list of three character commands that are available.



## Toolbar Options

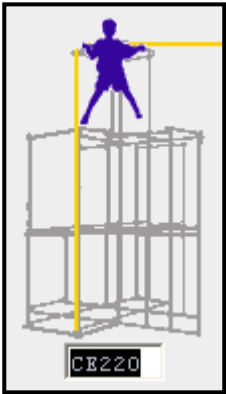
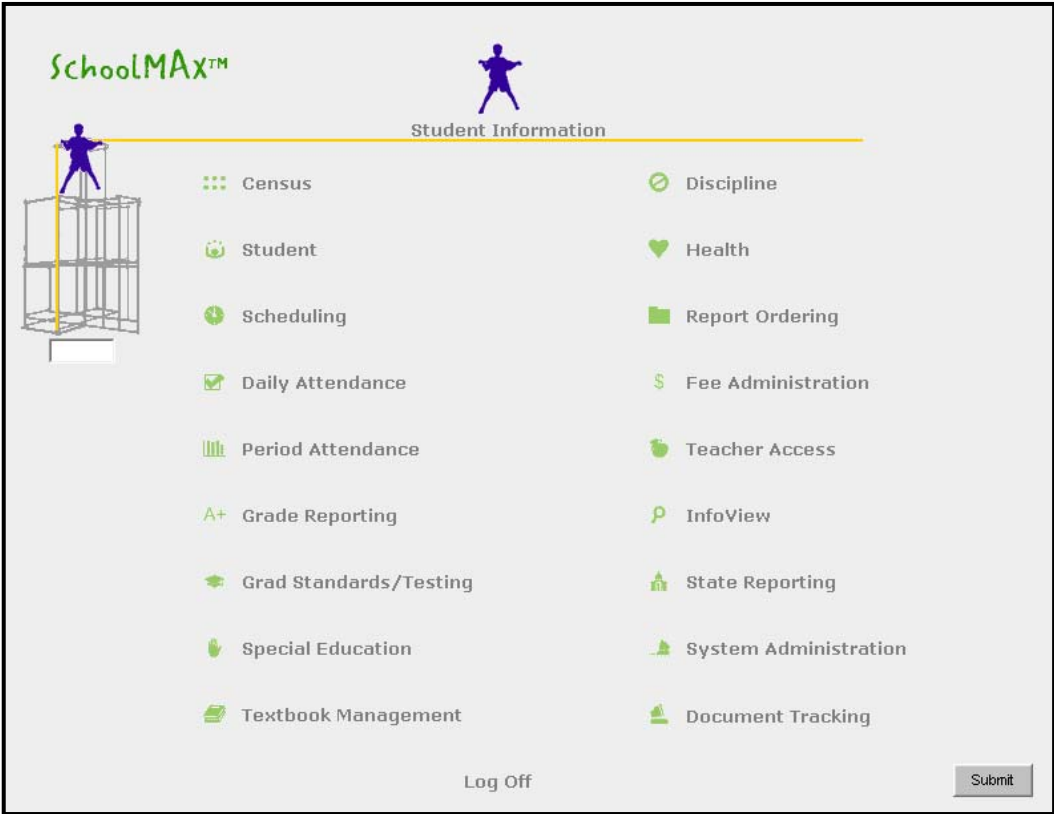
### Opening Multiple Windows

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

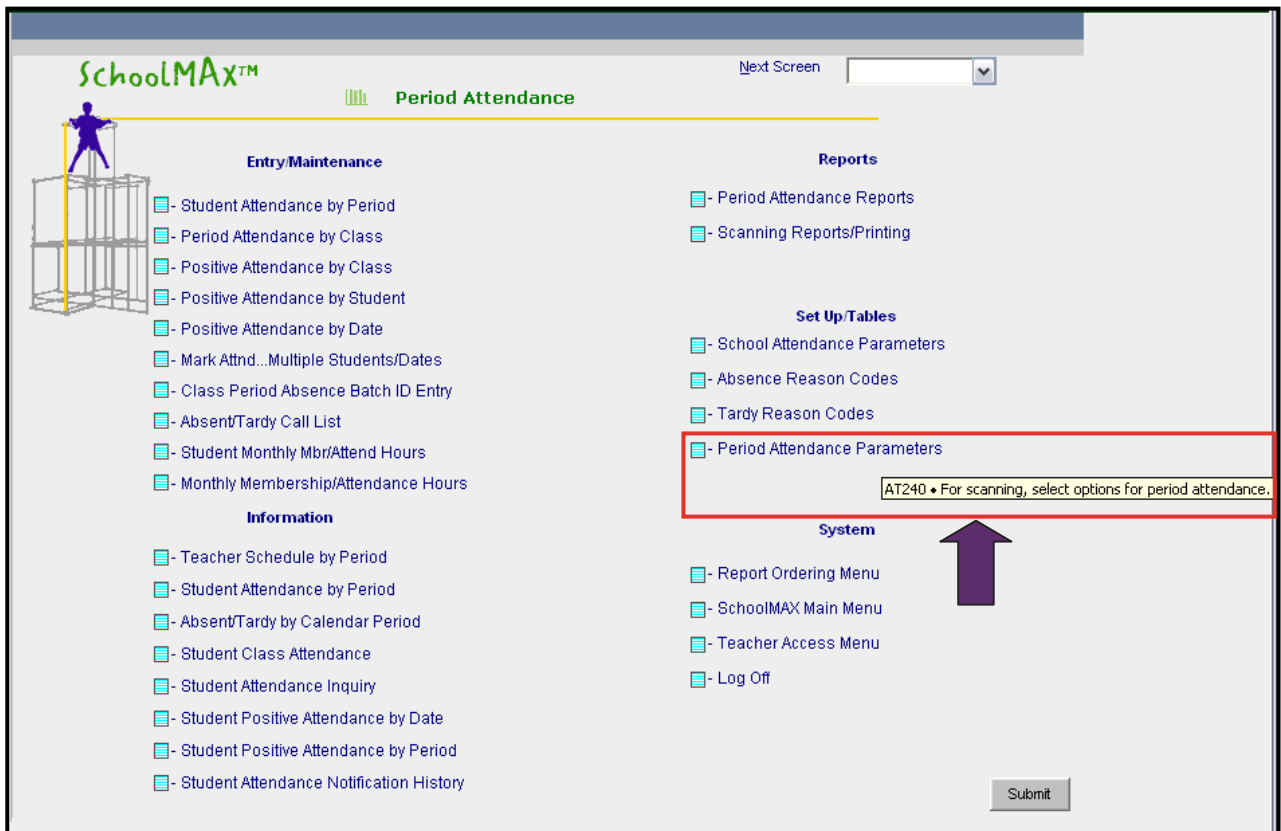
### Navigating To SchoolMAX® Modules Using Links

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

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.

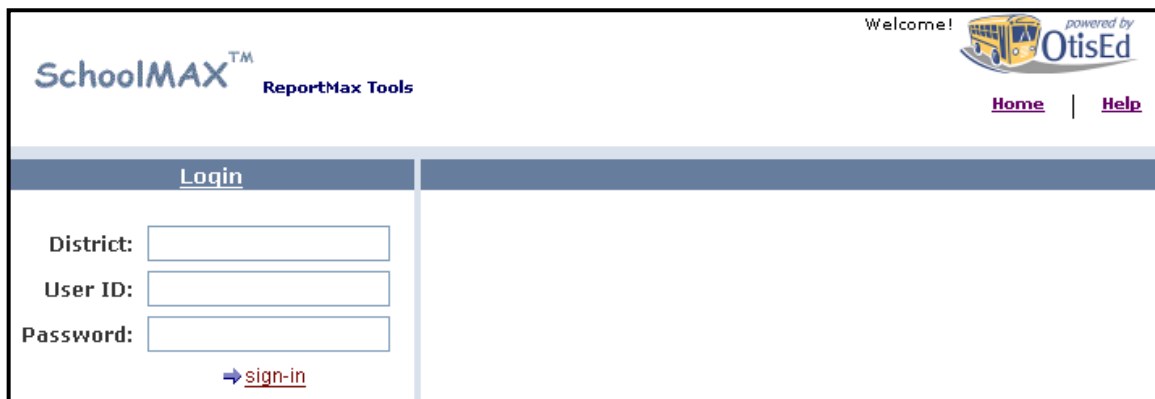
## Navigating To ReportMAX™

### 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 top left features the SchoolMAX™ logo and "ReportMax Tools". The top right says "Welcome!" and includes the OtisEd logo (powered by OtisEd) and links for "Home" and "Help". Below this is a blue header with the word "Login". The main area contains three input fields: "District:", "User ID:", and "Password:". Below the "Password:" field is a blue arrow pointing to a "sign-in" link.

### 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!**

The screenshot shows a software interface with a navigation bar at the top containing 'Menu', 'Prev Screen', 'Family', and 'Members'. Below the navigation bar, there is a 'DIST' field with the value '7053'. A red box highlights the text '<CE415> Name Search - Head(s) of Household', with a purple arrow pointing to it from the right. To the right of this text is a 'Next Screen' dropdown menu. Below these fields are input boxes for 'Last Name' (containing 'Aguilar') and 'First Name' (containing 'Imelda').

<input type="checkbox"/>	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 the 'Family Head(s) of Household' screen. The top navigation bar includes Menu, Prev Screen, Notes, Dwelling, Members, Add Member, and Name Search. The main title is '<CE010> Family Head(s) of Household'. The 'DIST' field is highlighted in green and contains the value '7053'. The 'FAMILY #' field is also highlighted in green and contains the value '2'. A red box highlights these two fields, with a purple arrow pointing to the 'Inq' button. Other fields include Home Phone (107 3683295), Resident (checked), Inactive (unchecked), Last Update (02/21/2005), AG2, Notes (unchecked), Fam Category (99), and various personal information fields like Last Name (Garcia), First (Sandra), MF (F), Birthdate, Mar Status, Educ (14 - NOT A HIGH SCHOOL GRADUATE), Lang (006 - POR), and Empl (AA - <-10char->).

### 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.

The screenshot shows the 'Family Head(s) of Household' screen. The top navigation bar is the same as in the previous screenshot. The main title is '<CE010> Family Head(s) of Household'. The 'DIST' field is highlighted in green and contains the value '7053'. The 'FAMILY #' field is also highlighted in green and contains the value '2'. A red box highlights the 'Last Name' (Garcia) and 'First' (Sandra) fields, with a purple arrow pointing to the 'Inq' button. Other fields include Home Phone (107 3683295), Resident (checked), Inactive (unchecked), Last Update (02/21/2005), AG2, Notes (unchecked), Fam Category (99), and various personal information fields like MF (F), Birthdate, Mar Status, Educ (14 - NOT A HIGH SCHOOL GRADUATE), Lang (006 - POR), and Empl (AA - <-10char->).

### 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 displays a software interface with a menu bar at the top containing: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, Name Search, and Next Screen. Below the menu, there is a 'DIST' field with the value '7053' and a 'FAMILY #' field with the value '2'. A 'Maintenance Box' is visible, containing two options: 'Inq' (highlighted) and 'Chg'. A purple arrow points from the 'Inq' option to the text '<CF010> Family Head(s) of Household'. The main form area contains various fields for personal and contact information, including 'Last Name' (Garcia), 'First' (Sandra), 'Middle', 'Sur', 'Birthdate', 'Mar Status', 'Lang' (006 - POR), 'Empl' (AA - <-10char->), 'Home Phone' (107 3683295), 'Resident' (checked), 'Inactive' (unchecked), 'Unlisted' (unchecked), 'Alerts', 'Attendance' (unchecked), 'Phones' (Type, Day, Area Cd, Number, Ext), and 'SSN' and 'E-Mail' fields. The 'Last Update' is shown as 02/21/2005 AG2, and the 'Fam Category' is 99.

## 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 pointing to it. The main area of the screen 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 two entries for household members: Sandra Garcia and Brian Garcia. The 'Mailing' section shows the address: Sandra Garcia, 5821 Etiwanda Ave., Tarzana, CA 91356. The 'Dwelling' section has fields for Dwelling #, Move-In Dwlg, Move-In Dist, Move-Out Dwlg, and Move-Out Dist. The 'Misc Codes' section has fields for codes 1, 2, 3, 4, and 10.

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.

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 forms for household members: 'Head(s) of Household' and another member. The 'Head(s) of Household' form includes fields for Last Name (Garcia), First (Sandra), Middle, Sur, Birthdate, Mar Status, Educ (14 - NOT A HIGH SCHOOL GRADUATE), Lang (006 - POR), Occ, and Empl. The second member form includes fields for Last Name (Garcia), First (Brian), Middle, Sur, Birthdate, Mar Status, Educ (15 - DECLINE TO STATE OR UNKNOWN), Lang, Occ, and Empl. Below these forms are sections for 'Mailing' (To: Sandra Garcia, Addr: 5821 Etiwanda Ave., City: Tarzana, State: CA, Zip: 91356), 'Dwelling' (Dwelling #, Move-In Dwlg, Move-In Dist, Move-Out Dwlg, Move-Out Dist), and 'Misc Codes' (1 [s], 2, 3, 4, 10). 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 displays 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 are input fields for 'DIST' (7053) and 'FAMILY #' (2). A 'Maintenance Box' is present, containing a 'Del' button (highlighted with a red box and a purple arrow) and a 'First' dropdown menu. The main area of the screen is titled 'Family Head(s) of Household' and contains two entries for household members. The first entry is for Sandra Garcia, and the second is for Brian Garcia. Each entry includes fields for last name, first name, middle name, birthdate, marital status, education, language, and employment. Below the household member information, there are sections for 'Mailing' (address, city, state, zip) and 'Dwelling' (dwelling number, move-in/out dates). A 'Misc Codes' section is also visible. At the bottom right, a 'Submit' button is highlighted with a red box and a purple arrow.

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.

Menu Prev Screen More F Mem Info Notes Stu Enroll N/E Enroll More Stu Info Family Mbr Search

DIST 7053 Inq Chg CE220> Family Member Next Screen

ID NUMBER 15192

Last Name Adams First Name Katerina Middle

Personal M/F F Ethnicity Subcode Mar Stat Single Pri 9 - crftest crftest DOB 10/27/1985 Age 19 2nd SSN Grad Stnd Yr 2004 Month State ID Lang 100 - ENG Lmt Engl Prior ID Ninth Gr Entry 09/01/2000 Test ID School 600 Enr Grade 09 E-Mail Lunch 0

Ind Immigrant Inactive Adult Preschl Holdback Student E P Migrant ID Date ID 506 Sch CIB Sch Tribe Sch Misc1 3 2 3 4 10 SEARCH:

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

Next Family

### 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.

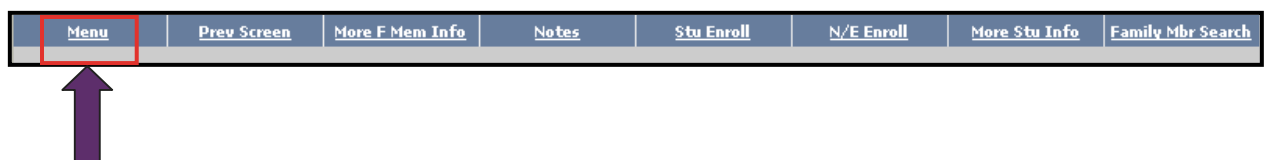
- Enter Key** The <Enter> key **DOES NOT** move the cursor down a line, as it would in a word processing software program. Press the <Enter> key to process (transmit) information on a screen.
- Arrow Keys** The arrow keys do not move the cursor up, down, right, or left on the screen; however, the right 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 displays a web-based form for entering family information. At the top, there are navigation tabs: Menu, Prev Screen, Notes, Dwelling, Members, Add Member, and Name Search. The main title is "Family Head(s) of Household".

**Family Information:**

- DIST:** 7053
- FAMILY #:** 2
- Home Phone:** 107 3683295
- Resident:**
- Inactive:**
- Last Update:** 02/21/2005
- AG2:** AG2
- Unlisted:**
- Do not release Fam Inform'n:**
- Do not calculate Fam Category:**
- Fam Category:** 99

**Head(s) of Household:**

**Member 1:**

- Last Name:** Garcia
- First:** Sandra
- Middle:**
- Sur:**
- Nme Prefix:**
- Alerts:**
- Attendance:**
- MF:** F
- Birthdate:** / /
- Mar Status:**
- Educ:** 14 - NOT A HIGH SCHOOL GRADUATE
- Lang:** 006 - POR
- Occ:**
- Empl:** AA - <-10char->
- SSN:**
- E-Mail:**
- Phones:** Type Day Area Cd Number Ext (916 1234567 0)
- Nm/Add Ver Dt:** / /

**Member 2:**

- Last Name:** Garcia
- First:** Brian
- Middle:**
- Sur:**
- Nme Prefix:**
- Alerts:**
- Attendance:**
- MF:** M
- Birthdate:** / /
- Mar Status:**
- Educ:** 15 - DECLINE TO STATE OR UNKNOWN
- Lang:**
- Occ:**
- Empl:**
- SSN:**
- E-Mail:**
- Phones:** Type Day Area Cd Number Ext (916 1234567 88888)
- Nm/Add Ver Dt:** / /

**Mailing:**

- To:** Sandra Garcia
- Addr:** 5821 Etivanda Ave.
- City:** Tarzana
- State:** CA
- Zip:** 91356

**Dwelling:**

- Dwelling #:**
- Move-In Dwlg:**
- Move-In Dist:**
- Move-Out Dwlg:**
- Move-Out Dist:**

**Misc Codes:**

- 1 [s]
- 2
- 3
- 4
- 10

**Submit**

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<sup>®</sup> 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"/>
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 UNKNOWN		Lang				<input type="checkbox"/> 916 1234567 88888
Occ		Empl				<input type="checkbox"/>
SSN		E-Mail		Nm/Add Ver Dt		<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 family information. The title is "Family Head(s) of Household". The form includes fields for DIST (7053), FAMILY # (2), Home Phone (107 3683295), Resident (checked), Inactive (unchecked), Last Update (02/21/2005), and AG2. Below these are fields for the head of household: Last Name (Garcia), First (Sandra), Middle, Sur, Birthdate, Mar Status (with a drop-down menu open), Educ (14 - NOT A HIGH SCHOOL GRADUATE), Lang, Occ, SSN, and E-Mail. The drop-down menu for Mar Status is highlighted with a red box and a purple arrow, showing options: Single, Married, Widowed, and Divorced. There are also fields for Alerts, Attendance, and a table for Phones with columns for Area Cd, Number, and Ext.

### 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. The title is "Mark Attendance Multiple Students/Dates". The form includes fields for DIST (7053), SCH YR (2004), and SCHL. Below these are several sections for selecting students and dates. The "Apply to ALL" section has a "Status" field with three radio buttons: Absent (selected), Tardy, and Pre-excused. A purple arrow points to the selected "Absent" radio button. Other sections include "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). There are also 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.

### 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) with the following details:

- Menu:** Prev Screen
- DIST:** 7053
- SCHL:** 600 Main High School
- ID NUMBER:** 14192
- SEARCH:** (Name/Alias dropdown)
- Next Screen:** (dropdown)
- Printable Version:** (checkbox)
- Student Picture:** (checkbox)
- Radio Buttons:** Today's Schedule (selected), Full Schedule
- Drill-Down Arrows:** Personal, School, Family, **Contact** (highlighted with a red box and a purple arrow), Attendance, Today's Schedule
- Tables:**
  - Family:** Name, Phone [Ext], Prm, Lgl, Lives
  - Contact:** Name, Phone [Ext], Type, Emrg
  - Attendance:** Date, A/T, Period[s]
  - Today's Schedule:** Prd, Class, Teacher, Room
- Buttons:** More Student Information, Submit

The screenshot shows the 'Student Contact Records' screen (ST415) with the following details:

- Menu:** Student, Add Contact, Health Record
- DIST:** 7053
- ID NUMBER:** 10
- SEARCH:** (Name/Alias dropdown)
- Next Screen:** (dropdown)
- Emergency Only:** (checkbox)
- Table Headers:** SQ, Type, Contact Name, Emrg, Mail, Day, Type, Area, Number, Ext
- Table Content:**

			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
- Buttons:** Drill-down arrow (left), Submit (bottom right)

## 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 is titled "Period Attendance By Class". On the left side, there are several data fields: DIST (7053), SCH YR (2004), SCHL (600 Main High School), COURSE, and DATE (05 / 27 / 2005). In the center, there is a "Class Information" dropdown menu. On the right side, there are several controls: "Next Screen" (dropdown), "Apply to ENTIRE Class" (checkbox), "A/T" (checkbox), "Reason" (dropdown), and "Reason Codes" (dropdown). Two buttons are highlighted with red boxes: "Attn OK" and "Perfect Attn". A purple arrow points from the "Attn OK" button to the left, and another purple arrow points from the "Perfect Attn" button to the right. The text "-OR-" is positioned between the two buttons.

## 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).

The screenshot shows a user profile form for 'Family Head(s) of Household'. The 'Next Screen' field is highlighted with a red box and contains the text 'PASS', with a purple arrow pointing to it. The form includes fields for DIST (7053), FAMILY # (2), Home Phone (107 3683295), Resident status, and various personal details for Sandra Garcia.

Menu	Prev Screen	Notes	Dwelling	Members	Add Member	Name Search						
DIST	7053	<CE010>				Next Screen						
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			Name Prefix				Alerts:	Attendance			<input type="checkbox"/>
First	Sandra			Middle				Phones				
M/F	F	Birthdate	/ /	Mar Status				Type	Day	Area Cd	Number	Ext
Educ	14 - NOT A HIGH SCHOOL GRADUATE			Lang	006 - POR			<input checked="" type="checkbox"/>	<input type="checkbox"/>	916	1234567	0
Occ				Empl	AA - <-10char->			<input type="checkbox"/>	<input type="checkbox"/>			
SSN				E-Mail				Nm/Add	Ver	Dt	/ /	/

After doing so, the following screen appears.

The screenshot shows the 'Password Change' screen. It displays the operator name 'James Dewey' and three input fields for 'Old Password', 'New Password', and 'Re-enter New Password'. The 'Next Screen' field at the top right contains '(PASS)'.

(PASS) Next Screen

### Password Change

Operator James Dewey

Old Password

New Password

Re-enter New Password

## 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”

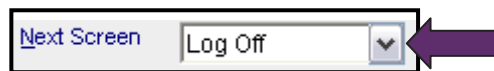
Then, press the <Enter> key or click the [Submit] button (not shown). Finally, check the “Status Line” located at the bottom of the screen to ensure that you receive the ‘PASSWORD CHANGE WAS SUCCESSFUL’ message, as shown below.

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 "New Password" field. To the left of the "New Password" field, a red box labeled "Status Line" has a purple arrow pointing down to a red box at the bottom of the screen containing the text "PASSWORD CHANGE WAS SUCCESSFUL".

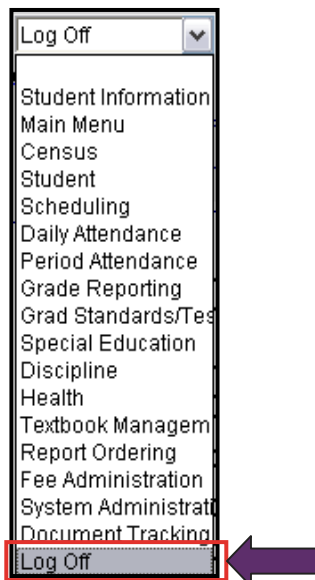
There are several methods which may be used to log off of SchoolMAX®. These methods include the following:



- 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

