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## **openSIS Student Information System**

Quick Setup Guide  
For  
Community Edition 5.3

**Last updated: December 2013**

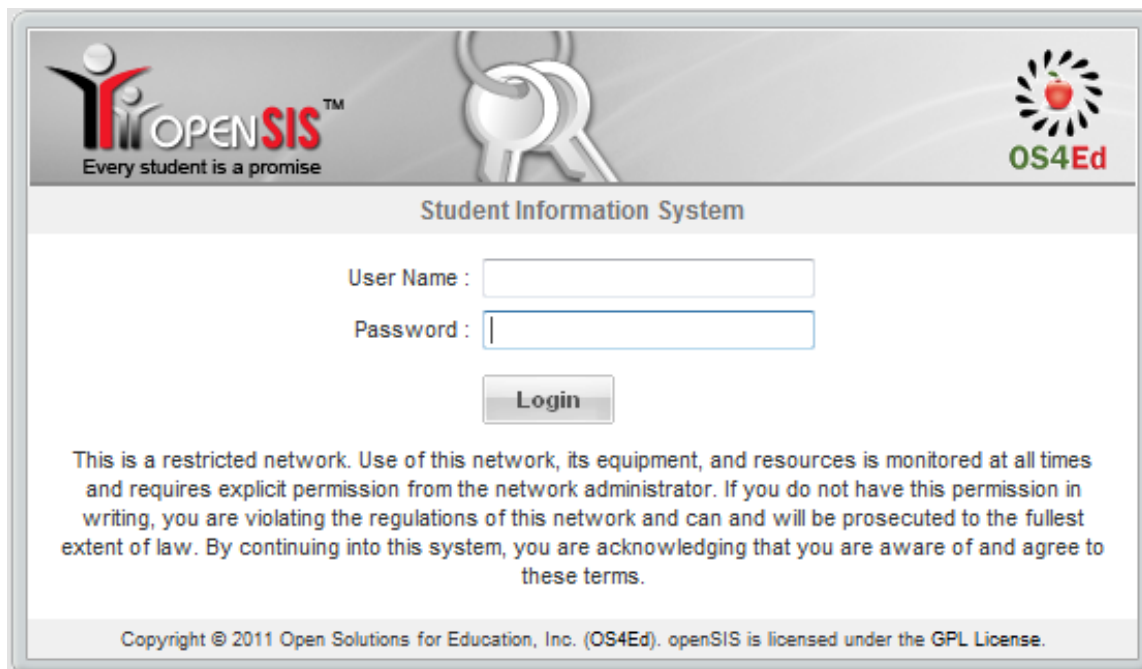


## Contents

Login to openSIS .....	3
School Information .....	4
System Preferences .....	5
School Calendars .....	7
School Periods .....	10
Grade Levels .....	11
Attendance Codes.....	12
Report Card Grades .....	13
Report Card Comments .....	14
Student Enrollment Codes.....	15
Portal Notes .....	16
Adding Users (Add Teachers) .....	17
Course Manager .....	18
Course Period .....	19
Adding Students .....	20
Custom Fields .....	21
Student Scheduling.....	22

## Login to openSIS

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



The screenshot shows the login interface for the openSIS Student Information System. At the top, there is a header bar with the openSIS logo on the left, a central graphic of interlocking keys, and the OS4Ed logo on the right. Below the header, the title "Student Information System" is centered. The login form consists of two input fields: "User Name :" and "Password :", each followed by a text box. Below these fields is a "Login" button. A disclaimer text is displayed below the button, and a copyright notice is at the bottom.

**Student Information System**

User Name :

Password :

**Login**

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

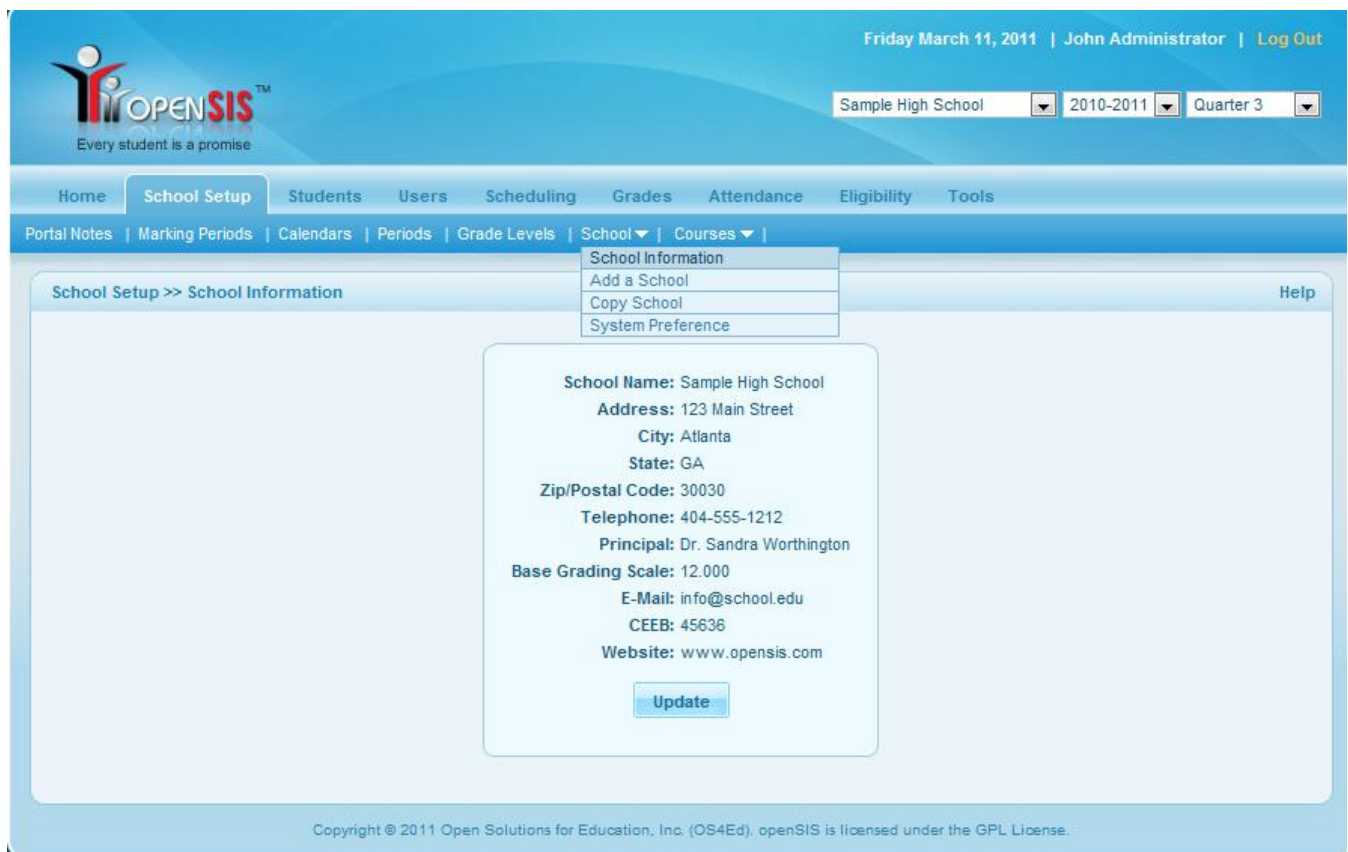
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## School Information

To access this page choose **School Setup >> School >> School Information** from the tabs and sub menus used to navigate within openSIS.

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

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



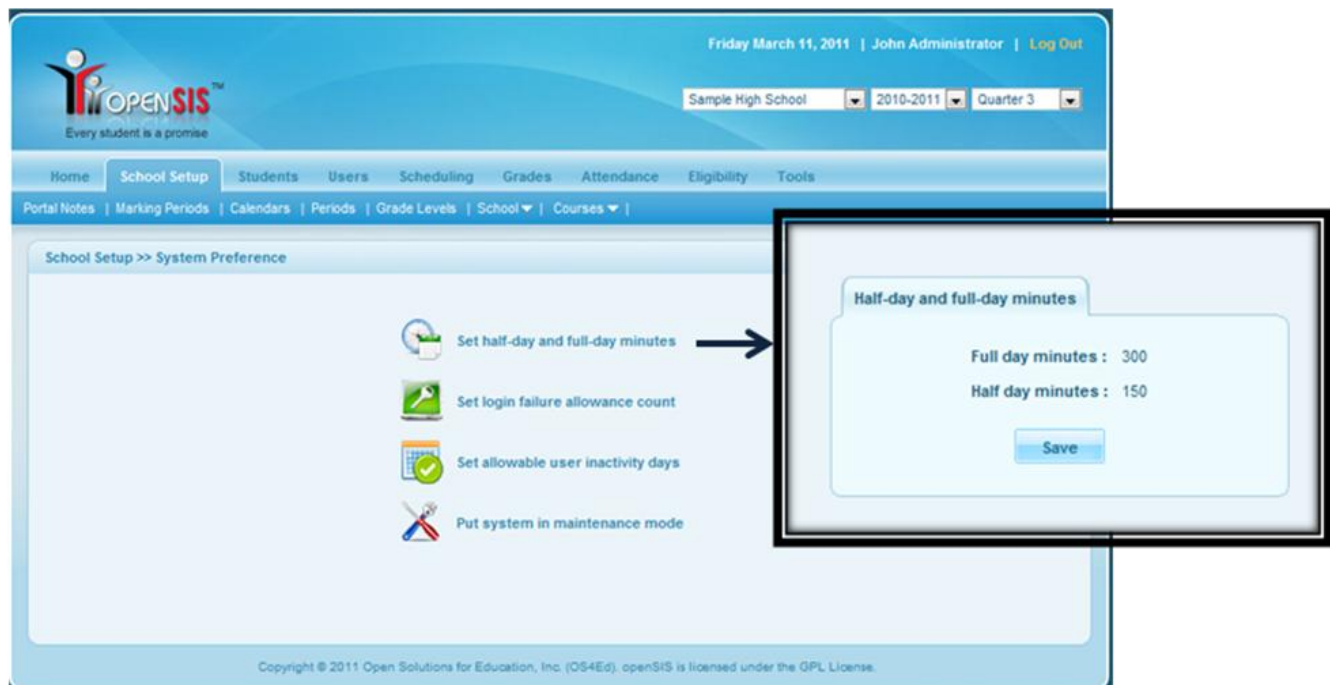
The screenshot shows the openSIS web interface. At the top, the logo and tagline "Every student is a promise" are on the left. On the right, the date "Friday March 11, 2011", user "John Administrator", and a "Log Out" link are displayed. Below this, a navigation bar contains tabs: Home, School Setup (selected), Students, Users, Scheduling, Grades, Attendance, Eligibility, and Tools. Under "School Setup", a dropdown menu is open, showing options: School Information (selected), Add a School, Copy School, and System Preference. The main content area is titled "School Setup >> School Information" and contains a form with the following fields: School Name (Sample High School), Address (123 Main Street), City (Atlanta), State (GA), Zip/Postal Code (30030), Telephone (404-555-1212), Principal (Dr. Sandra Worthington), Base Grading Scale (12.000), E-Mail (info@school.edu), CEEB (45636), and Website (www.opensis.com). An "Update" button is at the bottom of the form. A "Help" link is in the top right corner of the form area. The footer contains the copyright notice: "Copyright © 2011 Open Solutions for Education, Inc. (OS4Ed). openSIS is licensed under the GPL License."

## System Preferences

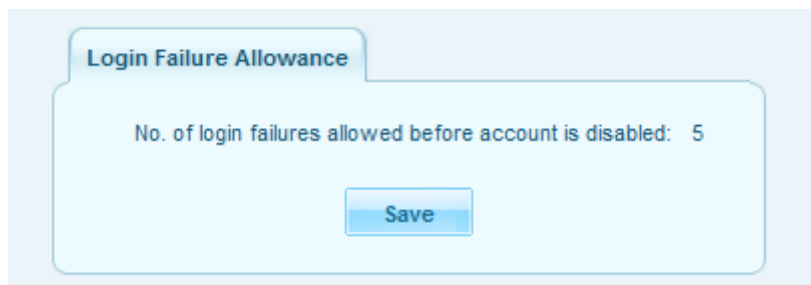
### Set half-day and full-day minutes

In this section, it is important to set up the Full day and Half day minutes of the school. The system is set to mark a student present for the day, if the student attends school for 300 minutes. If the student attends school for 150 minutes to 299 minutes, he will be marked half day present. If a student attends school for less than 150 minutes, the he will be marked absent.

If your school has different attendance requirements, then you need to set the number of minutes in this section.



### Set login failure allowance count



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

## Set allowable user inactivity days

**User Inactivity Days**


Maximum inactive days allowed before account is disabled: 300

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

## Put system in maintenance mode

This section is used when the Administrator is doing any maintenance work with the system and doesn't want any other users like Teachers, Parents, Students to log in to the system. He can type the notice here and after saving it that notice will show up in the Log in screen. Only the Administrator is permitted to login while the system is in maintenance mode.

To put the system in the maintenance mode, click on Under Maintenance and select the checkbox. Then put some text on the text area that you want your users to see in the login screen and save the form.



Friday December 2, 2011 | John Administrator | [Log Out](#)

Sample High School

2011-2012

Quarter 2

[Home](#) | [School Setup](#) | [Students](#) | [Users](#) | [Scheduling](#) | [Grades](#) | [Attendance](#) | [Eligibility](#) | [Tools](#)

[Portal Notes](#) | [Marking Periods](#) | [Calendars](#) | [Periods](#) | [Grade Levels](#) | [School](#) | [Courses](#)

School Setup >> System Preference
Help

[« Back to System Preference](#)

Under Maintenance : No

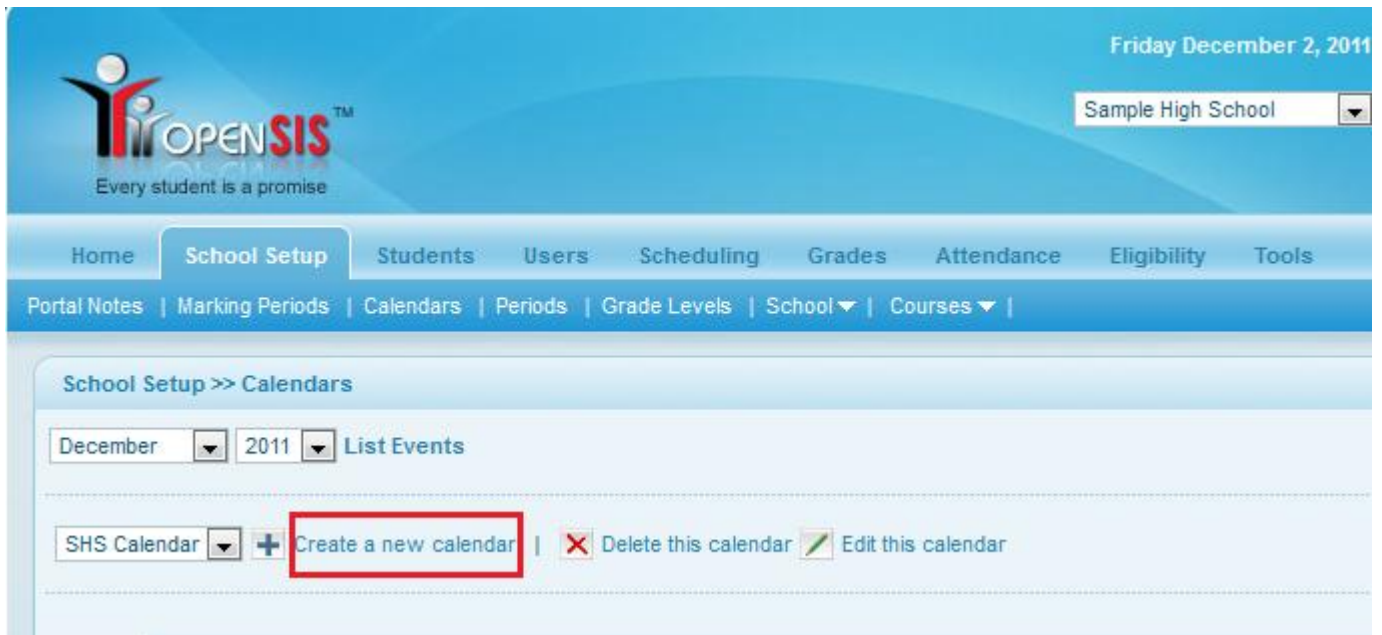
1 Message was found.

Login Message		Display
<div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc;"> <div style="display: flex; align-items: center;"> <div style="background-color: #f2f2f2; padding: 2px; margin-right: 5px;">✖</div> <div>                     This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.                 </div> </div> </div>		<input checked="" type="radio"/>
<div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc;"> <div style="display: flex; align-items: center;"> <div style="background-color: #f2f2f2; padding: 2px; margin-right: 5px;">+</div> <div></div> </div> </div>		<input type="radio"/>

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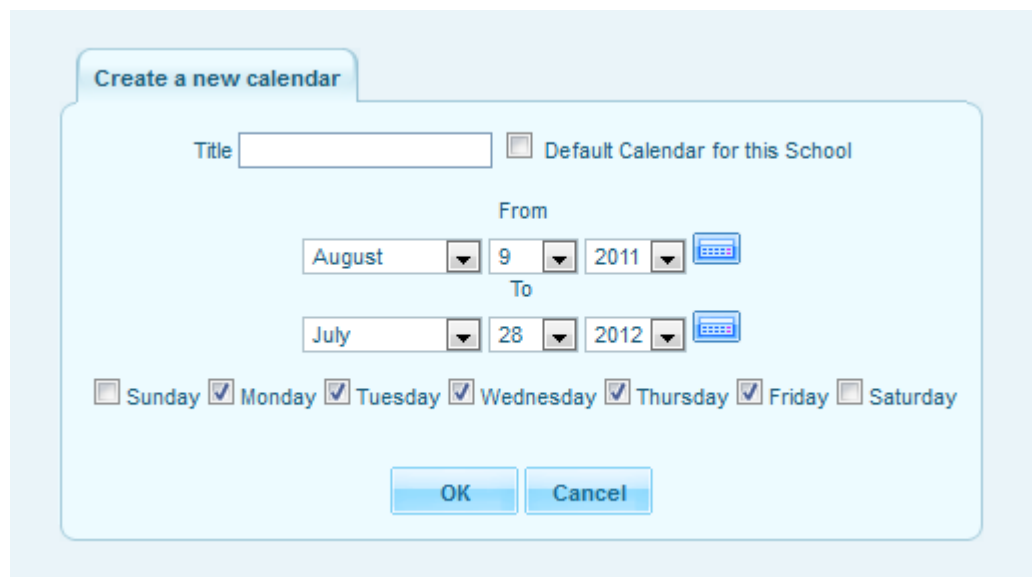
## School Calendars

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



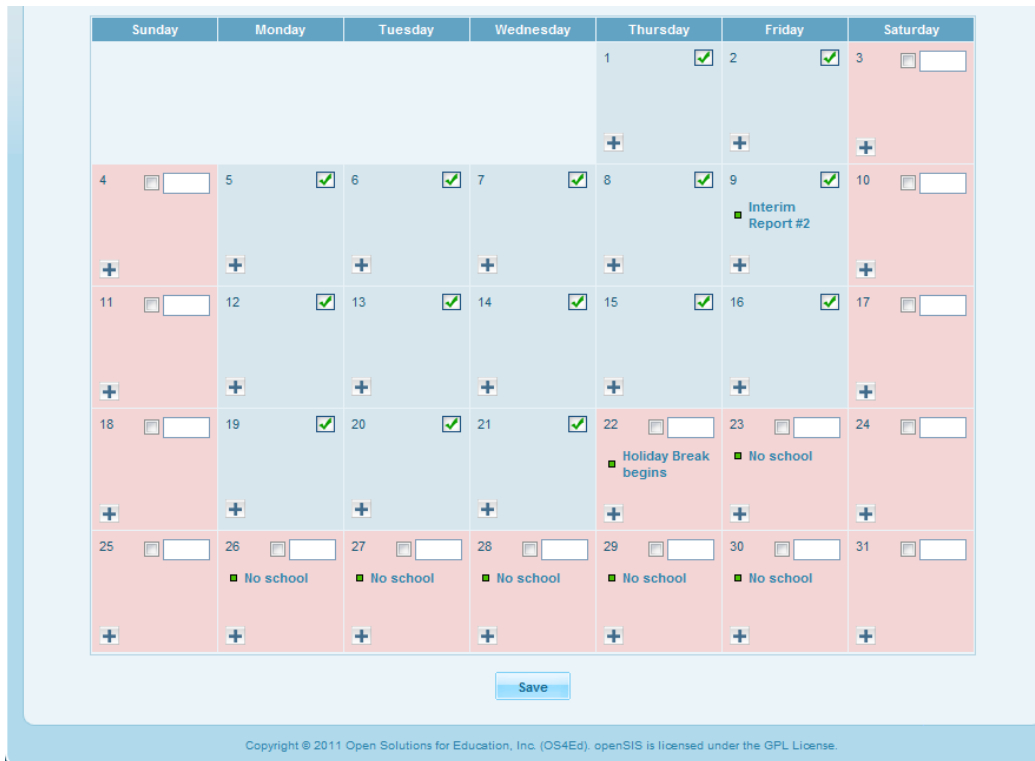
Give the Calendar a name and mark it as the default calendar for the school. The system will automatically fill in the begin and end dates of the school year that you have provided during installation.

Mark the days of the week the school is in session and click OK to save the calendar.

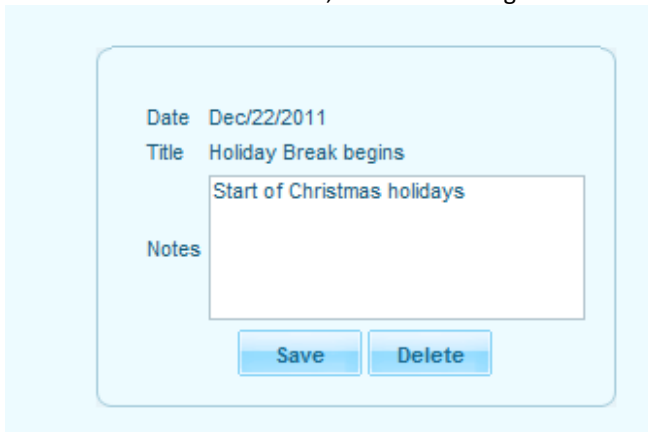


Once the default calendar is created, each month will be automatically marked as a school day and will be light blue in color with green check marks. The holidays will be pink.

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



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



The event information is saved and it will show on the calendar and on the portal page of the users.  
Marking Periods

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



Home
School Setup
Students
Users
Scheduling
Grades
Attendance
Eligibility
Tools

Portal Notes
Marking Periods
Calendars
Periods
Grade Levels
School
Courses

School Setup >> Marking Periods

Quarter 1

Title

Quarter 1

Short Name

Q1

Sort Order

100

Graded

☒

Exam

☒

Comments

☒

Begins

Aug/9/2010

Ends

Oct/22/2010

Grade Posting Begins

Oct/20/2010

Grade Posting Ends

Oct/26/2010

Delete

Save

1 Year was found.

3 Semesters were found.

2 Quarters were found.

No Progress Periods were found.

Year

Full Year

Semester

Semester 1

Semester 2

Summer Semester

Quarter

Quarter 1

Quarter 2

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

To enter exam grades for a Semester or Quarter, check on the Exam option.

To enter comments on a report card for final grades, check the Comments option.

Fill in the begin and end dates of each marking periods.


Grade posting begin and end dates are the dates when a teacher is allowed to enter final grades for that marking period. It is a good practice to keep it for the last week of the marking period so that teachers do not prematurely enter the final report card grade.

## School Periods

To access this page choose **School Setup >> Periods** from the tabs and sub menus used to navigate within openSIS.

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

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



Friday March 11, 2011 | John Administrator | [Log Out](#)

Sample High School

2010-2011

Quarter 3

Home

School Setup

Students

Users

Scheduling

Grades

Attendance

Eligibility

Tools

Portal Notes

Marking Periods

Calendars

Periods

Grade Levels

School

Courses

School Setup >> Periods

Help

8 Periods were found.

Search

Go

Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Ignore for Scheduling
<input checked="" type="checkbox"/> Home Room	HR	0	8:00 AM	3:00 PM	420	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Period 1	P1	1	8:00 AM	8:50 AM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Period 2	P2	2	9:00 AM	9:50 AM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Period 3	P3	3	10:00 AM	10:50 AM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Period 4	P4	4	11:00 AM	11:50 AM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Period 5	P5	5	12:00 PM	12:50 PM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Period 6	P6	6	1:00 PM	1:50 PM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Period 7	P7	7	2:00 PM	2:50 PM	50	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>

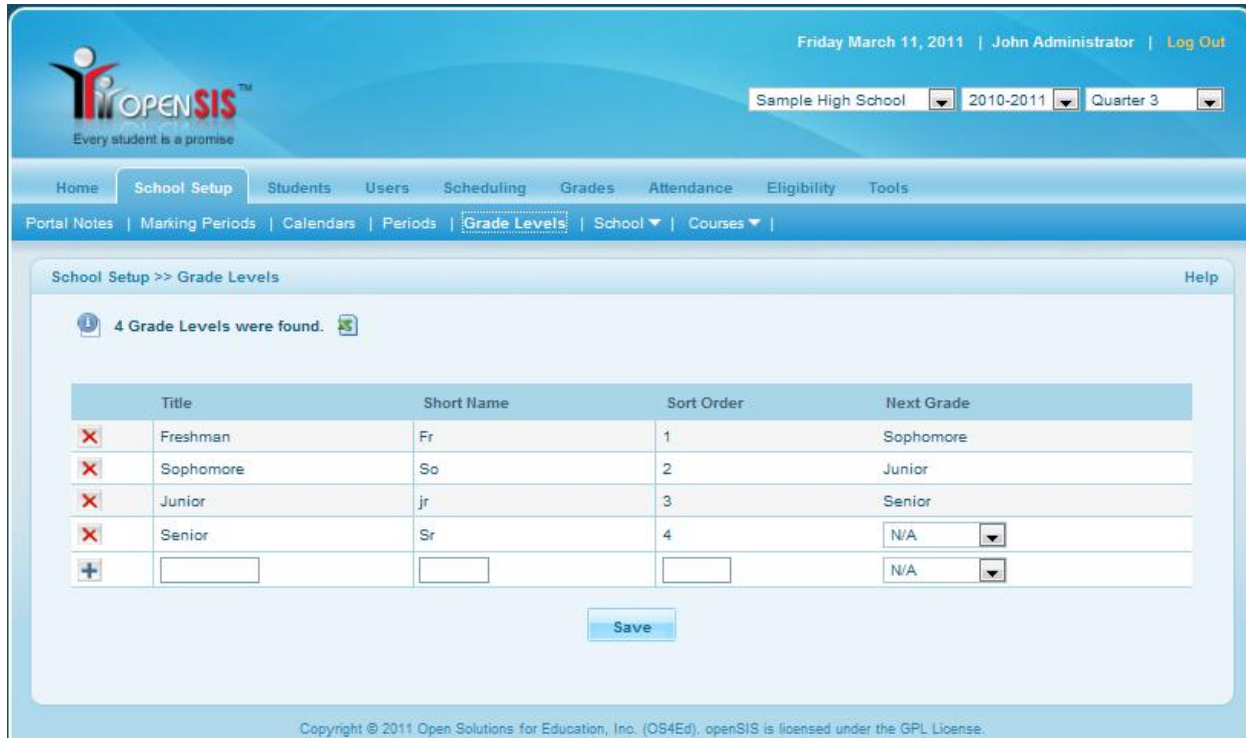
Save

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## Grade Levels

To access this page choose **School Setup >> Grade Levels**. This section captures the different grade levels your school has. Fill in the information and pay particular attention to the Next Grade field. When the school is rolled over at the end of each academic year, the students who are set to be promoted to the next grade are done so according to the value you set here.

So, always set the next grade value as the one following the previous grade level.



Friday March 11, 2011 | John Administrator | [Log Out](#)

Sample High School | 2010-2011 | Quarter 3

Home | **School Setup** | Students | Users | Scheduling | Grades | Attendance | Eligibility | Tools

Portal Notes | Marking Periods | Calendars | Periods | **Grade Levels** | School | Courses

School Setup >> Grade Levels [Help](#)

4 Grade Levels were found.

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

[Save](#)

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## Attendance Codes

To set up Attendance Codes, go to **Attendance > Setup > Attendance Codes** from the tabs and the sub menus of openSIS. Now create the Attendance Codes as per requirement and click Save.

It is recommended that you select Yes for Default for Teachers for the Attendance Code = Present, because that will default all students to present for a given day. It becomes easier for teachers to take attendance since most students are usually present in the class.

You must fill in the State Code value otherwise attendance will not work.

Attendance
+

	Title	Short Name	Sort Order	Type	Default for Teacher	State Code
<span style="color: red;">✖</span>	Present	P	1	Teacher & Office	Yes	Present
<span style="color: red;">✖</span>	Absent	A	2	Teacher & Office	No	Absent
<span style="color: red;">✖</span>	Less than 5 minutes late	L	3	Teacher & Office	No	Present
<span style="color: red;">✖</span>	Tardy	T	4	Teacher & Office	No	Present
<span style="color: red;">✖</span>	Excused Absence	E	5	Office Only	No	Absent
<span style="color: red;">✖</span>	Sick	S	6	Office Only	No	Absent
<span style="color: red;">✖</span>	Vacation	V	7	Office Only	No	Absent
<span style="color: blue;">+</span>	<input style="width: 100px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	N/A <span style="font-size: small;">▼</span>	<input type="checkbox"/>	N/A <span style="font-size: small;">▼</span>

Save

## Report Card Grades

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

Put the weighted value in the GP value code and unweighted value in the unweighted GP value column. Without these values the transcript will not work.

Friday March 11, 2011 | John Administrator | [Log Out](#)

Sample High School | 2010-2011 | Quarter 3

Home | School Setup | Students | Users | Scheduling | **Grades** | Attendance | Eligibility | Tools

Report Cards | Calculate GPA | Transcripts | Reports | Setup | Utilities

Grades >> Report Card Grades

Main +

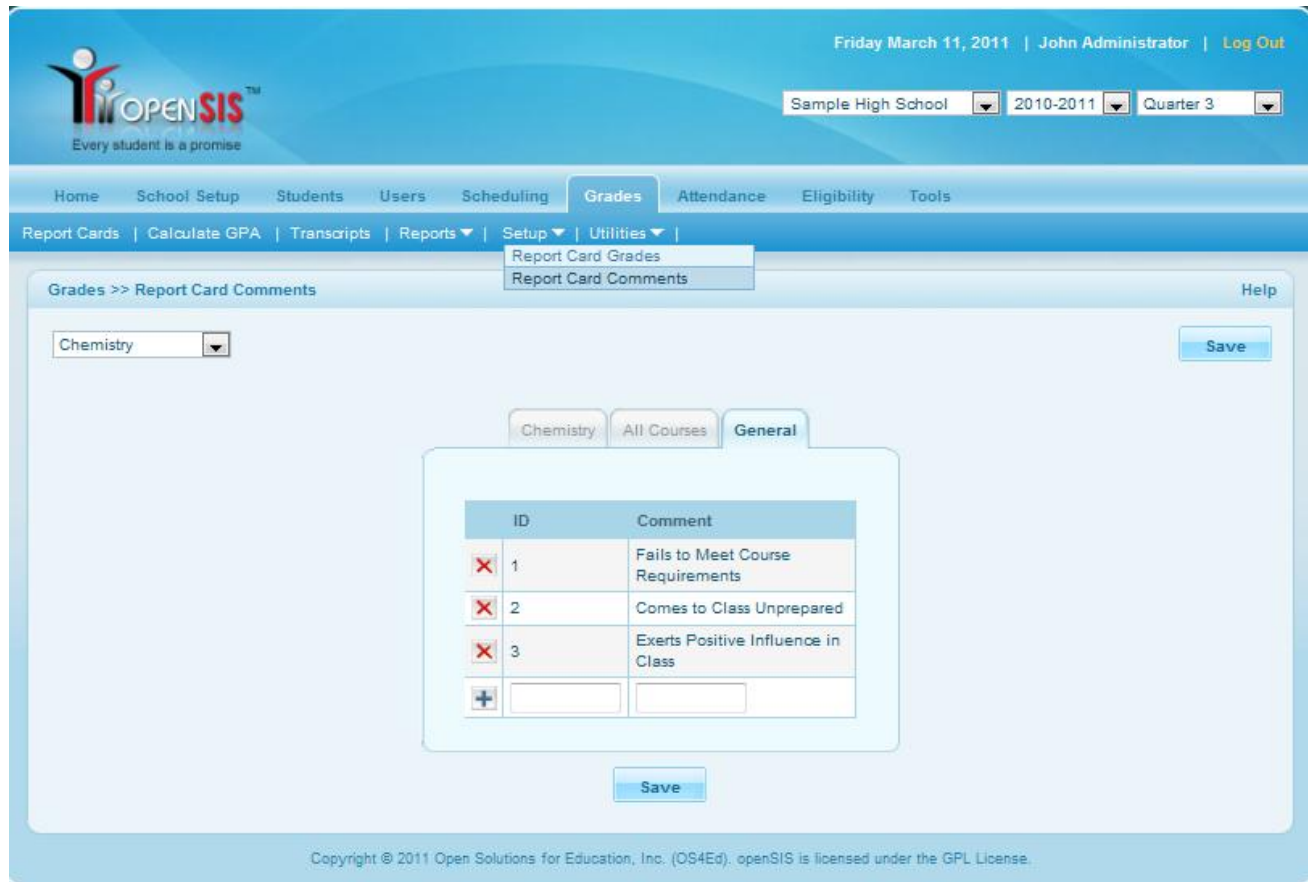
Title	Breakoff	GP Value	Unweighted GP Value	Order	Comment	Grade Scale
<input type="checkbox"/> A+	97	12.00	12.00	1	Consistently superior	Main
<input type="checkbox"/> A	93	11.00	11.00	2	Superior	Main
<input type="checkbox"/> A-	90	10.00	10.00	3		Main
<input type="checkbox"/> B+	87	9.00	9.00	4		Main
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

Save

## Report Card Comments

Now you need to set up Report Card Comments. These are the canned comments that a teacher can use to insert in the report card.

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



Friday March 11, 2011 | John Administrator | [Log Out](#)

Sample High School | 2010-2011 | Quarter 3

Home | School Setup | Students | Users | Scheduling | **Grades** | Attendance | Eligibility | Tools

Report Cards | Calculate GPA | Transcripts | Reports | Setup | Utilities

Grades >> Report Card Comments

Chemistry

Save

Chemistry | All Courses | General

ID	Comment
1	Fails to Meet Course Requirements
2	Comes to Class Unprepared
3	Exerts Positive Influence in Class
+	

Save

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## Student Enrollment Codes

As the next step you need to create the Student Enrollment Codes. To do so go to **Students > Setup > Enrollment Codes**.

These codes are displayed in the enrollment record for students and are required for adding and dropping a student from a school.

Home
School Setup
**Students**
Users
Scheduling
Grades
Attendance
Eligibility
Tools

Student Info | Add a Student | Group Assign Student Info | Associate Parents with Students | Reports ▼ | Setup ▼ |

Students >> Enrollment Codes
Help

7 Enrollment Codes were found.

	Title	Short Name	Type
<input type="checkbox"/>	Beginning of Year	EBY	Add
<input type="checkbox"/>	Expelled	EXP	Drop
<input type="checkbox"/>	From Other District	OTHER	Add
<input type="checkbox"/>	Moved from District	MOVE	Drop
<input type="checkbox"/>	Rolled Over	ROLL	Rollover
<input type="checkbox"/>	Transferred in District	TRAN	Drop
<input type="checkbox"/>	Transferred in District	EMY	Add
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A <input type="button" value="▼"/>

Save

## Portal Notes

The Portal Notes page is a messaging page. In this section you can create text messages to be displayed on the home page of the user.

Go to School Setup > Portal Notes. Type any message for Students, Parents, and Administrators.


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

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

Home | **School Setup** | Students | Users | Scheduling | Grades | Attendance | Eligibility | Tools


Portal Notes | Marking Periods | Calendars | Periods | Grade Levels | School ▼ | Courses ▼ |

School Setup >> Portal Notes Help


 **No Notes were found.**

Title	Note	Sort Order	Publishing Options
<div> <div>+</div> <div>ber 1st to 10th.</div> </div>	<div> <div>Parent Teacher Meeting for 1st-8th Grade from December 1st to 10th.</div> </div>	<div> <div></div> </div>	<div> <div>Visible Between:</div> <div> <div>December</div> <div>1</div> <div>2011</div> </div> <div>&amp;</div> <div> <div>December</div> <div>10</div> <div>2011</div> </div> <div>Visible To:</div> <div> <div><input type="checkbox"/> Administrator w/Custom</div> <div><input type="checkbox"/> Teacher w/Custom</div> <div><input type="checkbox"/> Parent w/Custom</div> <div><input checked="" type="checkbox"/> Student</div> <div><input checked="" type="checkbox"/> Administrator</div> <div><input checked="" type="checkbox"/> Teacher</div> <div><input checked="" type="checkbox"/> Parent</div> </div> </div>

**Save**

 **1 Note was found.**

Date Posted	Title	Note	School
Dec/2/2011	Parent Teacher Meeting	Parent Teacher Meeting for 1st-8th Grade from December 1st to 10th.	Sample High School

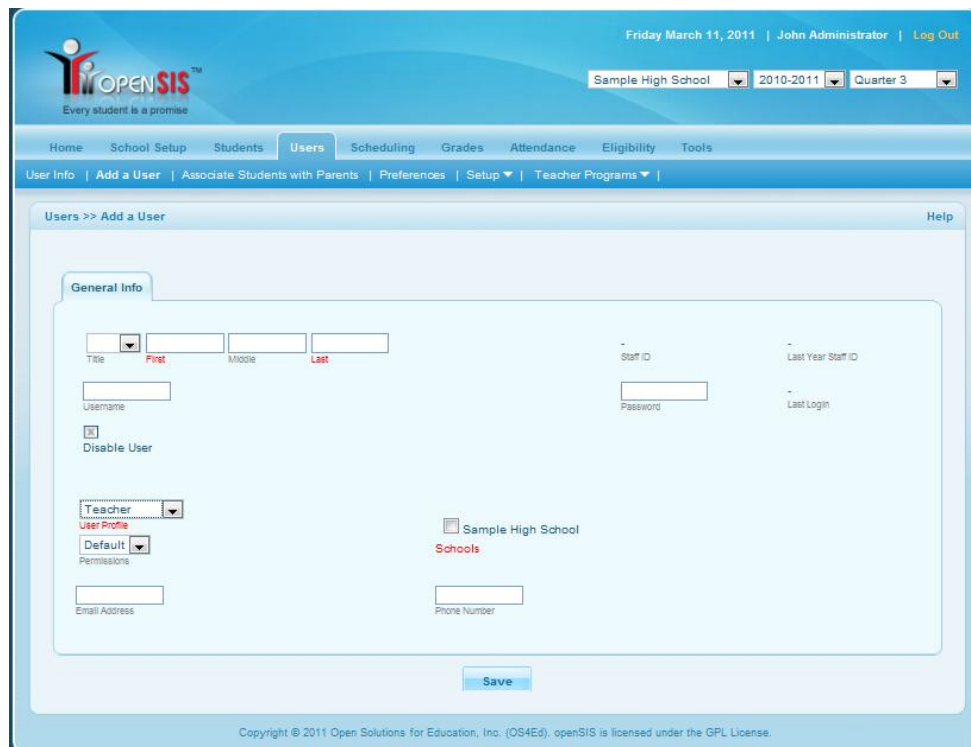
 **3 Upcoming Events were found.**

Date	Event	Description	School
Dec/2/2011	Holiday	Due to Storm	Sample High School
Dec/14/2011	Holiday	Due to Storm	Sample High School
Dec/20/2011	Begin Christmas Holidays	Begin Christmas Holidays	Sample High School



## Adding Users (Add Teachers)

Now you need to add teachers in the system. To do so go to **Users > Add a User**. Now fill up the form. Here select the User Profile as Teacher while creating a teacher. In the same way if you want to create an Admin select User profile as Admin. If you want to create a Parent select Parent.



Friday March 11, 2011 | John Administrator | Log Out

Sample High School | 2010-2011 | Quarter 3

Home | School Setup | Students | **Users** | Scheduling | Grades | Attendance | Eligibility | Tools

User Info | Add a User | Associate Students with Parents | Preferences | Setup | Teacher Programs

Users >> Add a User Help

**General Info**

Title First Middle Last

Staff ID Last Year Staff ID

Username Password Last Login

☐ Disable User

Teacher User Profile

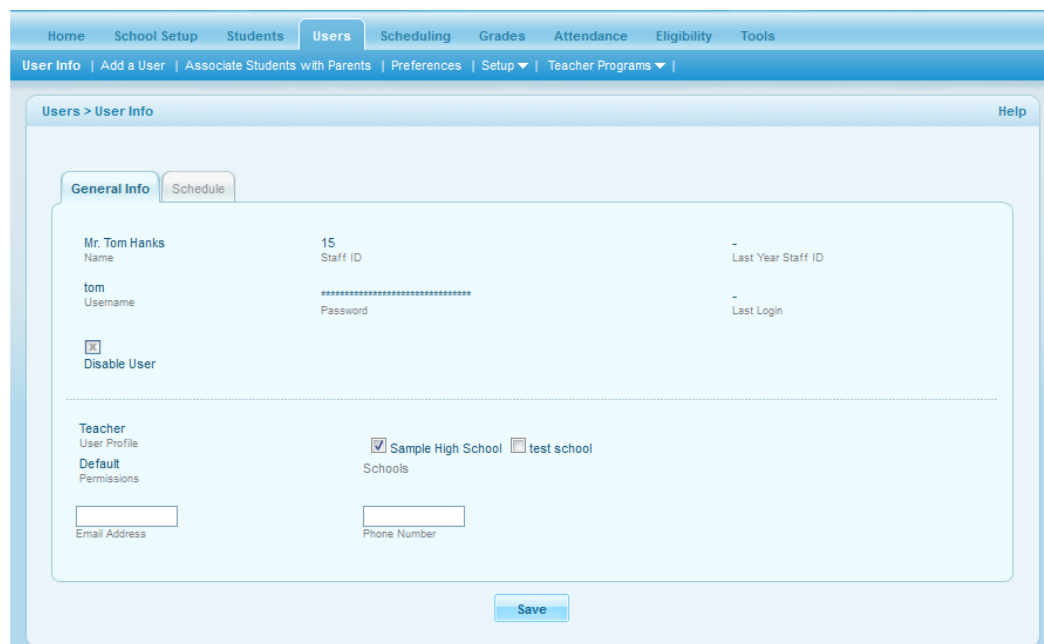
Default Permissions

Sample High School Schools

Email Address Phone Number

Save

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Home | School Setup | Students | **Users** | Scheduling | Grades | Attendance | Eligibility | Tools

User Info | Add a User | Associate Students with Parents | Preferences | Setup | Teacher Programs

Users > User Info Help

**General Info** Schedule

Mr. Tom Hanks Name 15 Staff ID Last Year Staff ID

tom Username Password Last Login

☐ Disable User

Teacher User Profile

Default Permissions

☒ Sample High School ☐ test school Schools

Email Address Phone Number

Save

## Course Manager

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

You can add as many subjects you want to. Just click on the + sign. Give a Title, and click Save. Your new subject is created.

Select any subject and click on the plus sign to create a Course within the subject. You can create unlimited number of courses.

Music  
Title

17 Subjects were found.

4 Courses were found.

Subject	Course
Art	Band
Creative Writing	Guitar
Digital Media	Music
English Language Arts	Music Appreciation
Handwriting	+
Health	
Homeroom Attendance	
Industrial Arts	
Mathematics	
Michigan Studies	
Music	
Physical Education	
Science	
Social Studies	
Spanish	
Technology	
Test Course	
+	

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## Course Period

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

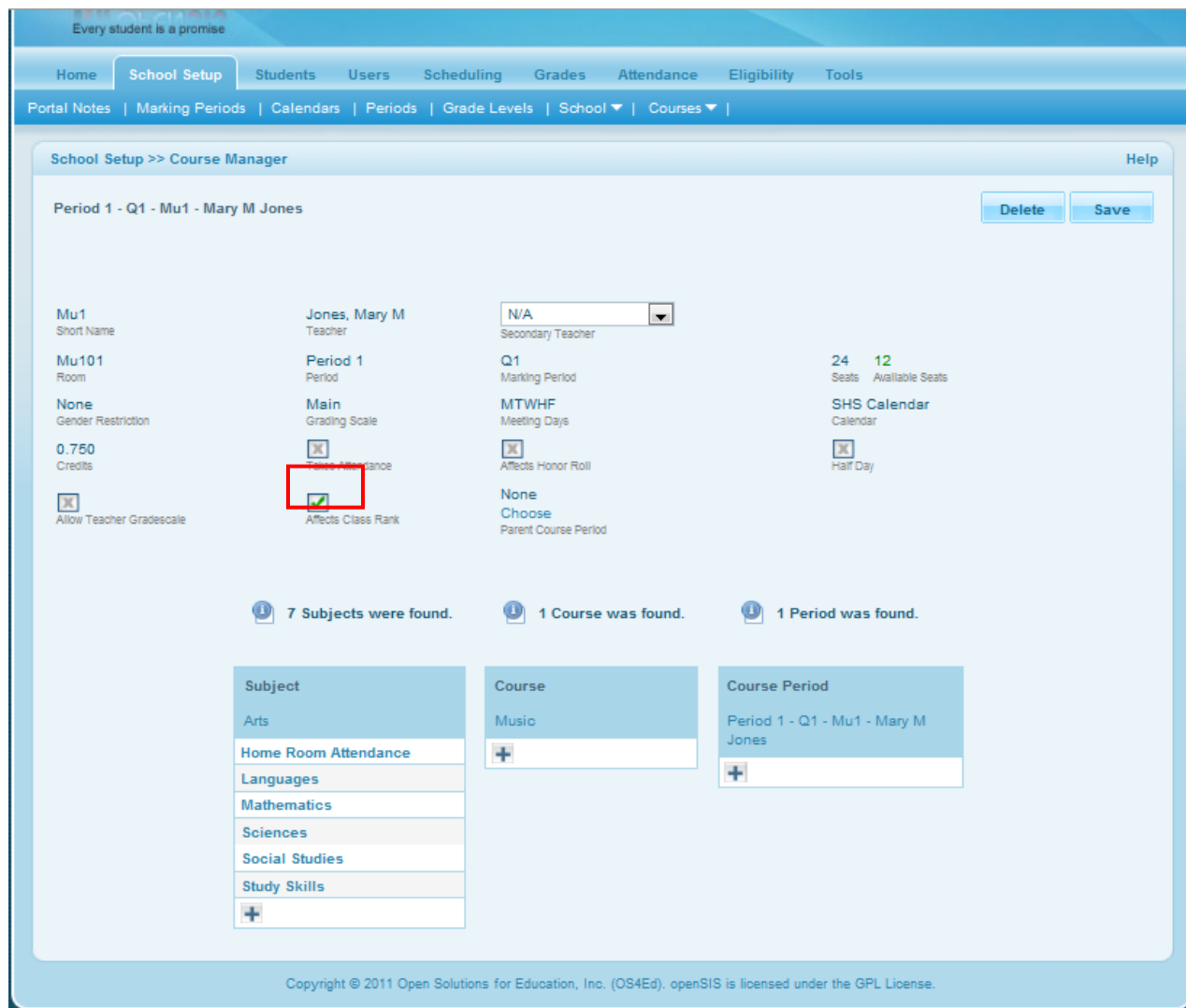
To enable a course period for attendance, check the Takes Attendance option.

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

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

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

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



Every student is a promise

Home School Setup Students Users Scheduling Grades Attendance Eligibility Tools

Portal Notes Marking Periods Calendars Periods Grade Levels School Courses

School Setup >> Course Manager Help

Period 1 - Q1 - Mu1 - Mary M Jones [Delete] [Save]

Mu1 Short Name Jones, Mary M Teacher N/A Secondary Teacher

Mu101 Room Period 1 Q1 24 Seats 12 Available Seats

None Gender Restriction Main Grading Scale MTWHF Meeting Days SHS Calendar Calendar

0.750 Credits Takes Attendance Affects Honor Roll X Affects Class Rank X Half Day

X Allow Teacher Gradescale None Choose Parent Course Period

7 Subjects were found. 1 Course was found. 1 Period was found.

Subject	Course	Course Period
Arts	Music	Period 1 - Q1 - Mu1 - Mary M Jones
Home Room Attendance		
Languages		
Mathematics		
Sciences		
Social Studies		
Study Skills		

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## Adding Students

Now the most important part of a school is to add students into the system. To do so go to **Students > Add a Student**. Fill in the form and click Save. You must enter data into General Info tab first and save the record before filling in the other tabs.

Students >> Add a Student
Help

General Info
Addresses & Contacts
Medical
Comments
Goals

### Demographic Information

Name :      
First Middle Last Suffix

Estimated Grad. Date :       
N/A N/A N/A

Gender\* :

Ethnicity\* :

Common Name :

Birthdate\* :       
N/A N/A N/A

Primary Language :

Email :

Phone :

### School Information

Student ID : Will automatically be assigned

Alternate ID :

Grade\* :

Calendar :

Rolling/Retention Options :

### Access Information

Username :

Password :

Last Login : -

Disable Student : ☐

### Enrollment Information

Attendance Start Date this School Year	Dropped	School
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>		Sample High School

Save

## Custom Fields

openSIS by default provide a number of fields for student data capture. If you want to capture additional data, you can create custom fields by selecting Students ->Setup ->Student Fields.

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

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

Give the field a name, select the data type and sort order. If you want the fields to be a required field, check the Required option.

The data type selection has multiple options. For pull down and its variants, fill in the values one in each line in the given box and save.

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

Last Login	Default
Disable Student	Default
Start Date	Default
Enrollment Code	Default
Drop Date	Default
Drop Code	Default
School	Default
Home Address	Custom
Parents Name(s)	Custom
+	

Field Name

Pull-Down

Data Type

Pull-Down/Auto Pull-Down/Coded Pull-Down/Select Multiple Choices  
 \* one per line

General Info

Student Field Category

Sort Order

☐  
Required

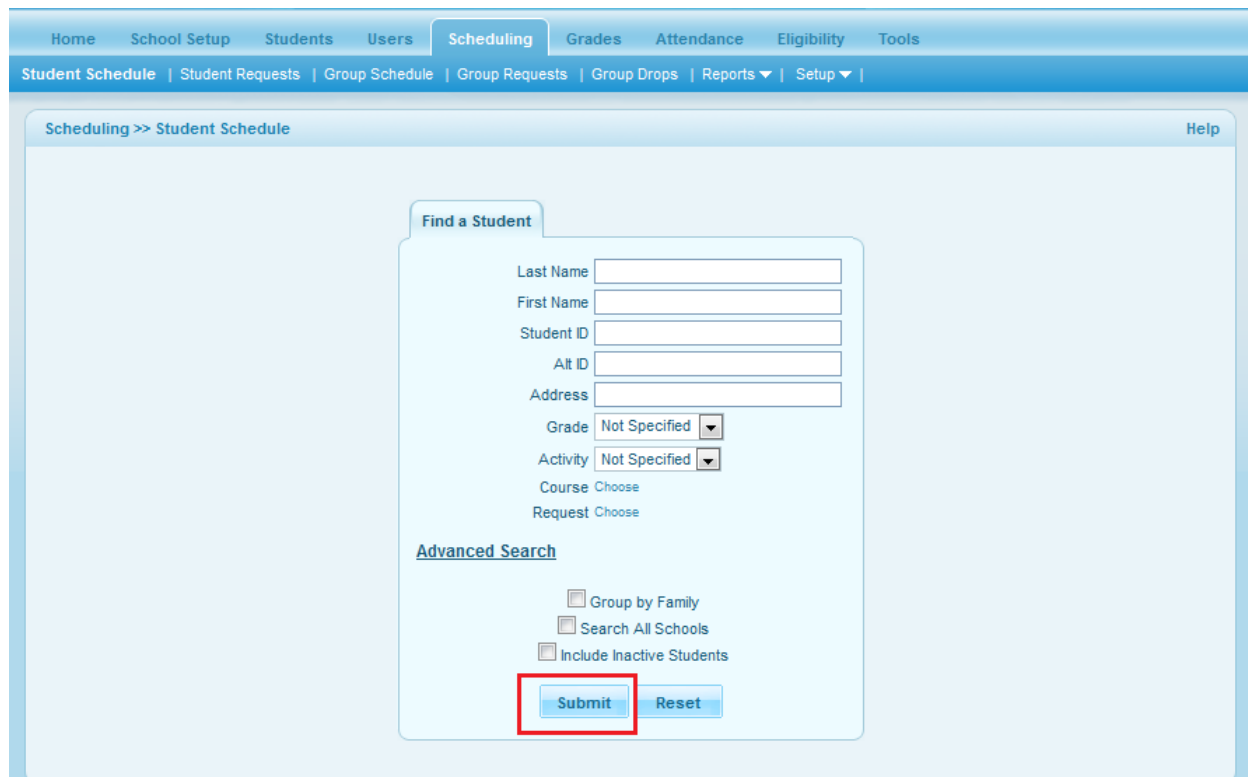
☐  
Hide

Default  
 \* for dates: YYYY-MM-DD,  
 for checkboxes: Y  
 for long text it will be ignored

## Student Scheduling

Scheduling is the last function that needs to be completed before the school is ready for operation. There are several ways of scheduling students. The most common way is Group Scheduling and Single Student Scheduling.

To do single student scheduling go to **Scheduling > Student Schedule**. Then click on Submit to get the list of all the students.



Home School Setup Students Users **Scheduling** Grades Attendance Eligibility Tools

Student Schedule | Student Requests | Group Schedule | Group Requests | Group Drops | Reports ▼ | Setup ▼ |

Scheduling >> Student Schedule Help

Expanded View

10 Students were found.

Student	Student ID	Alternate ID	Grade	Phone
<a href="#">Chawla, Mita</a>	6	GA6	Sophomore	770-555-1212
Chowksy, Monica	4	GA4	Senior	678-555-1212
Dillard, Ryan	5	GA5	Sophomore	770-555-1212
Elabassi, Kareem	3	GA3	Junior	404-555-1212
Griffin, Gracy	2	GA2	Sophomore	404-555-1212
Hall, Josh	11	GA11	Junior	404-555-1212
Mellon, Jeff	12	GA12	Senior	404-555-1212
Milton, Lindy	9	GA9	Junior	404-555-1212
Rodriguez, Maria	8	GA8	Senior	678-555-1212
Williams, Bob	1	GA1	Sophomore	678-555-1212

Now click on any student for single student scheduling. Then click on Add a Course.


Home School Setup Students Users **Scheduling** Grades Attendance Eligibility Tools


Student Schedule | Student Requests | Group Schedule | Group Requests | Group Drops | Reports ▼ | Setup ▼ |

Scheduling >> Student Schedule Help

Selected Student: [Ryan Jacob Dillard](#) (Remove) | [Back to Student List](#)

December 5, 2011  ☐ Include Inactive Courses : Marking Period : Quarter 2

 No Courses were found.

 No Unscheduled Requests were found.

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A new window will open up.

Courses

Search

7 Subjects were found.

1 Course was found.

2 Periods were found.

Subject	Course	Course Period	Available Seats
Arts	English	Period 2 - Writing - Mary M Teacher	24
Home Room Attendance		Period 3 - Reading - Derrick Holland	24
Languages			
Mathematics			
Sciences			
Social Studies			
Study Skills			

Click on the Period and the period is added for that student.

Home

School Setup

Students

Users

Scheduling

Grades

Attendance

Eligibility

Tools

Student Schedule

Student Requests

Group Schedule

Group Requests

Group Drops

Reports

Setup

Scheduling >> Student Schedule

Help

December

5

2011

Include Inactive Courses

Marking Period

Show All

Save

1 Course was found.

Search

Go

Course	Period - Teacher	Room	Term	Enrolled	Dropped
English	Period 2 - Writing - Mary M Teacher	lang 101	Full Year	Dec/5/2011	N/A

Add a Course

Print Schedule

Save

No Unscheduled Requests were found.

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To add more subjects click on Add a Course again.



To schedule many students at a time to a single course period, use the Group Scheduling option. Go to **Scheduling > Group Schedule**, click on submit to get the student list. Then click on Choose a Course.

Scheduling > Group Schedule
Help

Course to Add Choose a Course

Start Date
December
2
2011

Marking Period
Full Year

Expanded View

10 Students were found.

Student	Student ID	Grade
Chawla, Mita	6	Sophomore
Chowksy, Monica	4	Senior
Dillard, Ryan	5	Sophomore
Elabassi, Kareem	3	Junior
Griffin, Gracy	2	Sophomore
Hall, Josh	11	Junior
Mellon, Jeff	12	Senior
Milton, Lindy	9	Junior
Rodriguez, Maria	8	Senior
Williams, Bob	1	Sophomore

Add Course to Selected Students

Courses
Search

8 Subjects were found.
1 Course was found.
1 Period was found.


Subject	Course	Course Period
Arts	EveryDayMath	Period 4 - Q2 - Algebra1 - Jacob A Donaldson
Home Room Attendance		
Languages		
Mathematics		
Sciences		
Social Studies		
Sports		
Study Skills		

The course selection box opens up. After the course is selected, enter the start date which is when you want the students to be scheduled on the class you just selected. Select the proper marking period.

Now check the little boxes beside Students and click on Add course to Selected Students button at the bottom of the screen. This action will schedule all selected students to that course if they do not have a scheduling conflict. If there is a conflict, you will get a notification that one or more students were not scheduled to that course period due to conflict..


EveryDayMath  
 Course to Add Period 4 - Q2 - Algebra1 - Jacob A Donaldson  
 Choose a Course



Start Date


December ▾ 2 ▾ 2011 ▾ 

Marking Period

Quarter 2 ▾

 Expanded View

 10 Students were found. 

Search  

	Student	Student ID	Grade
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Chawla, Mita	6	Sophomore
<input checked="" type="checkbox"/>	Chowksy, Monica	4	Senior
<input checked="" type="checkbox"/>	Dillard, Ryan	5	Sophomore
<input checked="" type="checkbox"/>	Elabassi, Kareem	3	Junior
<input checked="" type="checkbox"/>	Griffin, Gracy	2	Sophomore
<input checked="" type="checkbox"/>	Hall, Josh	11	Junior
<input checked="" type="checkbox"/>	Mellon, Jeff	12	Senior
<input checked="" type="checkbox"/>	Milton, Lindy	9	Junior
<input checked="" type="checkbox"/>	Rodriguez, Maria	8	Senior
<input checked="" type="checkbox"/>	Williams, Bob	1	Sophomore

Add Course to Selected Students

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