

Rediker Software Inc.

School Administrative Software

Administrator's Plus Extended RC Feature

Brown; Beth			#1	Grade	10	Year : - 1							
ATTENDANCE:	MEMB:	172	ABS:	1	1/2 ABS:	0	SUSP:	0	TAR:				
Extended RC [F12]			0	1	2	3	4	5	6	7	8	9	10
#	CRS	CRS NAME	TCH	1st	2nd	MEX	MID		3rd	4th	FEX		FNL
1	960	Trans Eng *		90	92	88	92		91	87	97		91
2	961	Tran Lang *		88	87	95	91		90	94	88		92
3	962	Trans Sci *		89	87	91	91		88	86	95		90
4	963	Trans Hist *		95	97	93	92		90	92	95		92
5	964	Trans Math *		88	89	86	90						
6	965	Trans Elec *		90	91	96	95						
7	966	Trans Art *		97	98	97	99						

Brown; Beth		ID# 10001				
#	COURSE	LEV	MID	FNL	CREDIT	
960	Chaucer	AP	92	91	1.00	
961	French 1H	Hon	91	92	1.00	
962	Geology H	Hon	91	90	1.00	
963	AncCivs	TRF	92	93	1.00	
964	Geometry	TRF	90	89	1.00	
965	Blacksmith	TRF	95	92	1.00	
966	Mosaics	TRF	99	97	1.00	
AVERAGES:			93	92	7.00	

Introduction

Extended RC makes it easier to manage unique transcript situations, such as transfer courses, students who are retained and students who skip a grade level. This feature allows you to override specific fields of master course information on a per-student basis. For example, create the generic transfer course “Trans Eng.” Override the course name with “Hon Eng 12” for one student and “Eng Lit 9” for another. You can also override the grade and year in which a course was taken, making it simple to print accurate transcripts for students who have repeated a grade. The most powerful aspect of the Extended RC feature is the ability to print the overridden course information on report cards and transcripts generated by the Report Card Report Writer.

Extended RC is accessed through the View/Change/Add/Drop transcript view. Courses that have been overridden with Extended RC data appear with an asterisk, making it easy to distinguish them from other courses. Extended RC also allows for the addition of customized fields. These fields can be printed on report cards or transcripts, or can be used to store unlimited course notes in a student’s record. Any Extended RC information can be printed from the Extended RC screen or exported directly to Microsoft Excel.

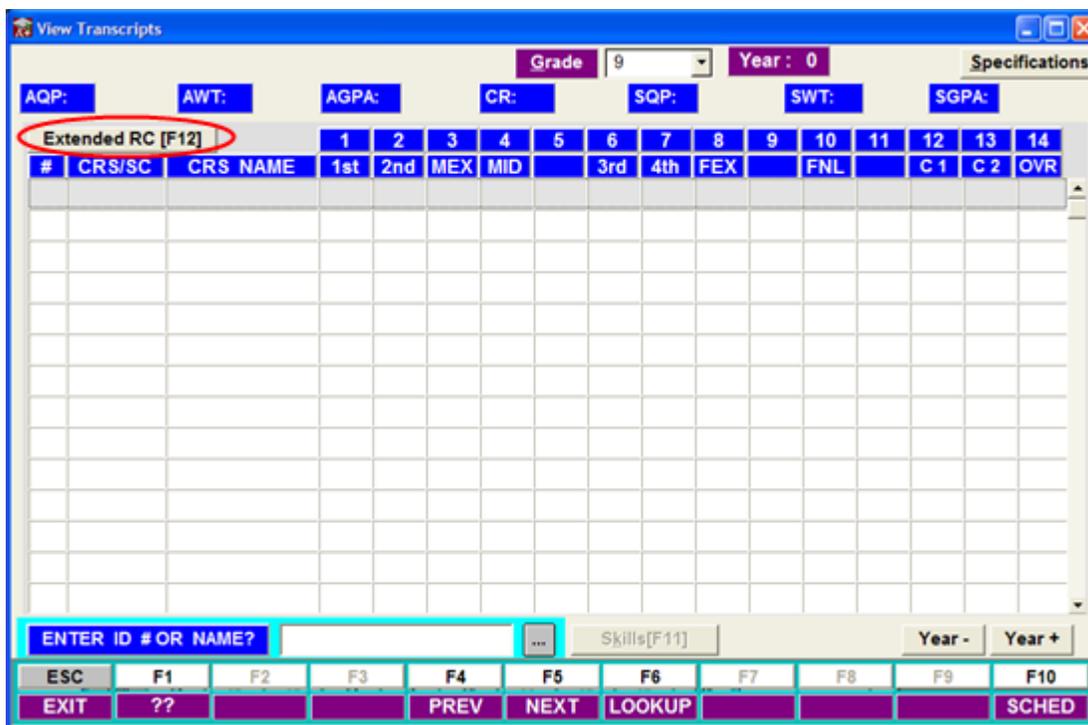


IMPORTANT! Extended RC overrides are cosmetic. They do not change the actual course information that appears in Enter Courses. You should not attempt to change actual course values on an individual student basis. Changing actual course names or descriptions adversely affects the printing of transcripts. Changing course length, weight, credits, GPA factor, department or “Count in GPA” settings causes GPA and credit totals to be incorrect.

Defining Extended RC

There are two main screens for entering Extended RC information. The first allows you to view, add or edit extended RC fields. The second allows you to enter Extended RC info for a student. To view, add or edit extended RC fields:

1. Go to **Report Cards** ⇒ **View/Change/Add/Drop**.
2. The **View Transcripts** screen opens. Click the **Extended RC** button.



NOTE: In order to view, edit or add Extended RC fields, you must click the Extended RC button before calling up a student record. Only the Supervisor may add or edit Extended RC fields.

The **Define Items for Extended RC** screen opens. The first nine bracketed fields are defaults and cannot be edited. Notice that some of the default Extended RC fields have the same names as master course list fields. The default Extended RC fields automatically substitute for the regular course information on a student’s report card and transcript when an entry exists. For many schools, the default Extended RC fields will suffice. However, you can add to the list of fields should the need arise.

Define Items For Extended RC

Characters Used 173
 Characters Remaining 234

Add additional items, such as a "NOTE" by pressing ADD [F2]

Item Name	Type	Length	Required?	Case	Validation
[School Name]	Text	50	Optional	Leave As Is	Not Validated
[Alt Course Name]	Text	10	Optional	Leave As Is	Not Validated
[Course Description]	Text	40	Optional	Leave As Is	Not Validated
[Course Level]	Text	3	Optional	Leave As Is	Not Validated
[Alias]	Text	10	Optional	Leave As Is	Not Validated
[Course Length]	Text	1	Optional	Leave As Is	Not Validated
[Transcript Year]	Text	7	Optional	Leave As Is	Not Validated
[Transcript GR Level]	Text	2	Optional	Leave As Is	Not Validated
[Staff]	Text	50	Optional	Leave As Is	Not Validated

Exit [Esc] Add [F2] Edit [F3] Delete [F8] Edit Entries [F6] Done [F10]

To add additional fields to Extended RC, click the **Add [F2]** button at the bottom of the screen. A blinking cursor will appear in the first available line. You must now define several specifications for the new Extended RC field.

Item Name: The Item Name is the name of the field that appears in the Extended RC table. The Item Name may be up to 20 characters long.

Type: Select a field type for this field. Your choices are:

- *Text:* Any characters may be entered in any format.
- *Integer:* Any whole numbers can be entered.
- *Decimal:* Numbers may be entered with a decimal point.
- *Date:* A date must be entered in MM-DD-YYYY format.
- *Note:* Any characters may be entered in any format. A Note field differs from a Text field in that there is no field length limit for a Note field.



NOTE: If you have chosen an international date format, Date fields will adhere to that format.

Length: Indicate the maximum number of characters allowed for an entry in this field. No field may exceed 234 characters in length.

Required: Indicate whether the field is *Optional* or *Mandatory*. If a field is made *Mandatory*, the student's record cannot be saved unless the field contains an entry.

Case: Select what type of case formatting you want for this field. Formatting is applied when entries are saved. The options for case formatting are:

- *Leave as is:* No formatting is applied.
- *Sentence Case:* The first word of each entry is capitalized, the rest are left lower case.
- *Lower Case:* All entries are converted to lower case.
- *Upper Case:* All entries are converted to upper case.
- *Title Case:* The first letter of each word is capitalized.



NOTE: Case formatting is only available for Text fields. All other field types default to NA.

Validation: Choose whether or not to validate the field. A validated field allows the user to pick entries off a drop-down list. The options for field validation are:

- *Not Validated:* All entries must be typed into the field.
- *Supervisor Only:* Entries are selected from a drop-down list, but only the Supervisor can add to the list.
- *Anyone:* Entries can be selected from a drop-down list, and any user can add to the list.

Once you have finished entering the information for the new Extended RC field, click

Done[F10]. Edit custom fields by returning to this screen and clicking **Edit [F3]**.

Entering Extended RC Data

To enter overrides for a single course:

1. Go to **Report Cards** ⇒ **View/Change/Add/Drop**.
2. The **View Transcripts** screen opens. Call up the appropriate student record by either clicking **F6: Lookup** or entering an ID number or last name in the **Enter ID # or Name** field.
3. **Right-click** on the course to which you wish to add an entry, then click **Add/Edit Extended RC Details**.

Keefe; Mary			#1			
AQP:	2202.50	AWT:	25.00	AGPA:	88.10	CR:
Extended RC [F12]			1	2	3	4
#	CRS/SC	CRS NAME	1st	2nd	MEX	MID
1	041/01	AP/Sr Eng	90	93	94	94
2	135/01	Calculus	99	98	97	98
3	242/01	Add/Edit Extended RC Details (135/01) [ALT-X]				7

The **Extended RC Details For One Course** screen opens:

Extended RC Details For One Course

Course #: 135/01
 Course Name: APCalculus
 Course Description: Advanced Placement
 Level: AP
 Alias: 1098ap
 Course Length: A
 Credit: 1 Weight: 1 GPA Factor: 10

Extended RC Details

School Name	
Alt Course Name	
Course Description	
Course Level	
Alias	
Course Length	
Transcript Year	
Transcript GR Level	
Staff	
Program	

Exit [ESC] Show All Courses [F2] Lookup [F6] Delete [F8] Done [F10]



NOTE: The top portion of this screen displays the master course information for the course you have selected. All of this information may be overridden by Extended RC except the Credits, Weight and GPA Factor.

4. Click the appropriate field and enter the overrides. When you are finished, click **Done [F10]** to save the data and exit the screen.

If you wish to make entries for multiple courses in a student's record:

1. Go to **Report Cards** ⇒ **View/Change/Add/Drop**.
2. The **View Transcripts** screen opens. Call up the appropriate student record by either clicking **F6: Lookup** or entering an ID number or last name in the **Enter ID # or Name** field.
3. Click the **Extended RC** button.

View Transcripts					
Keefe; Mary					#1
AQP:	2202.50	AWT:	25.00	AGPA:	88.10
Extended RC [F12]					
			1	2	3
#	CRS/SC	CRS NAME	1st	2nd	MEX
1	041/01	AP/Sr Eng	90	93	94
2	135/01	Calculus	99	98	97

The **Extended RC Details for All Courses** screen opens.

Extended RC Details For All Courses							
#12001 - Keefe; Mary				Grade 12	Page Setup	Setup	
	(All)	(All)	2005-06	(All)	(All)	(All)	
	#	CRS/SC	CRS Name	Year	School Name	Alt Course Name	Course Description
▶	1	719/01	Economics	2005-06			
▶	2	041/01	AP/Sr Eng	2005-06			
▶	3	135/01	APCalculus	2005-06			
▶	4	242/01	C Physics	2005-06			
▶	5	336/01	Sociology	2005-06			
▶	6	442/01	French 4	2005-06			

ENTER ID # OR NAME?

All Year [F12]
 All courses [F11]
 Current Year [F12]
 Only courses with entries [F11]

Exit [Esc] Edit [F3] Prev [F4] Next [F5] Lookup [F6] Excel [F7] Delete [F8] Print [F9] Save [F10]

4. Click the appropriate field and enter the data. When you are finished, click **Done [F10]** to save the data and exit the screen.

Courses with Extended RC overrides are shown with an asterisk on the View Transcripts screen.

Keefe, Mary		
AQP:	2202.50	AWT: 25.00
Extended RC [F12]		
#	CRS/SC	CRS NAME
1	041/01	AP/Sr Eng *
2	135/01	APCalculus
3	242/01	C Physics *
4	336/01	Sociology
5	442/01	French 4
6	719/01	Economics *

Filtering and Sorting Options

The Extended RC Details For All Courses screen gives you several options for sorting and filtering entries. Two sets of radio buttons at the bottom of the screen control what courses appear.

All Years/Current Year: Click the radio button at the bottom of the screen or use the F12 key to toggle the view between all courses or just those for the current year.

All Courses/Only Courses with Entries: Click the radio button at the bottom of the screen or use the F12 key to toggle between all courses in the student's record or just those with Extended RC entries.

Extended RC allows you to sort the data in each column by clicking on the column headers. The default filtering options appear in parentheses at the top of the list. Below the default filters are listed all of the entries found in that column for that student. You can choose to show courses that only contain that specific entry in that field by choosing it from the list.

In addition to filtering, you can also hide columns on the Extended RC Details For All Courses screen. For example, you may not delete any of the default fields, but you can hide them to make room on the screen for custom fields. To hide a column, right-click the column header and choose **Hide This Column**. To un-hide columns, right-click any column header and choose **Show All Columns**.

Extended RC Output

The Extended RC feature has 3 main types of output. You may print or export a student's Extended RC data from the Extended RC Details for All Courses screen. Also, the alternate course information will automatically print on report cards and transcripts.

Exporting to Excel from Extended RC

To export a student's Extended RC information to Excel:

1. Go to **Report Cards** ⇒ **View/Change/Add/Drop**.
2. The **View Transcripts** screen opens. Access the student record you wish to export by clicking **F6: Lookup** or entering an ID number or last name in the **Enter ID # or Name** field. When the student's record appears, Click the **Extended RC** button. The **Extended RC Details for All Courses** screen opens.
3. Click the **Excel** button at the bottom center of the screen. The student's Extended RC information then appears in an Excel spreadsheet.

	(All)	(All)	(All)	(All)	(All)	(All)	
	#	CRS/SC	CRS Name	Year	School Name	Course Description	Course Level
▶	1	012	Col Fr Eng	2002-03			
▶	2	022	Col So Eng	2003-04	Home Schooled		
▶	3	032	Jr Eng 4	2004-05			
▶	4	041/01	AP/Sr Eng	2005-06	Lobster Rock Academy	Chaucer	
▶	5	119	Algebra 1	2002-03			
▶	6	123	Geometry	2003-04	Home Schooled		
▶	7	128	Algebra 2	2004-05			
▶	8	135/01	APCalculus	2005-06			
▶	9	212	C Earth Sc	2002-03			
▶	10	222	C Biology	2003-04	Home Schooled		
▶	11	232	C Chemist	2004-05			
▶	12	242/01	C Physics	2005-06	Lobster Rock Academy	Astrophysics	
▶	13	309	C SocSt A	2002-03			



NOTE: If you have chosen to hide Extended RC columns, the hidden columns will not appear in the Excel spreadsheet.

Printing from Extended RC

To print a student's Extended RC information:

1. Go to **Report Cards** ⇒ **View/Change/Add/Drop**.
2. The **View Transcripts** screen opens. Call up the student record you wish to print by either clicking **F6: Lookup** or entering an ID number or last name in the **Enter ID # or Name** field. When the student's record appears, Click the **Extended RC** button. The **Extended RC Details For All Courses** screen opens.
3. Click the **Print** button at the bottom right of the screen. When the print preview appears, click **Print** to send the document to the printer. If you wish to change the margins or orientation of the printout, click **Page Setup**.

	(All)	(All)	(All)	(All)	(All)	(All)	
	#	CRS/SC	CRS Name	Year	School Name	Course Description	Course Level
1	012	Col Fr Eng	2002-03				
2	022	Col So Eng	2003-04	Home Schooled			
3	032	Jr Eng 4	2004-05				
4	041/01	AP/Sr Eng	2005-06	Lobster Rock Academy	Chaucer		
5	119	Algebra 1	2002-03				
6	123	Geometry	2003-04	Home Schooled			
7	128	Algebra 2	2004-05				
8	135/01	APCalculus	2005-06				
9	212	C Earth Sc	2002-03				
10	222	C Biology	2003-04	Home Schooled			
11	232	C Chemist	2004-05				
12	242/01	C Physics	2005-06	Lobster Rock Academy	Astrophysics		
13	309	C SocSt A	2002-03				



NOTE: If you have chosen to hide Extended RC columns, the hidden columns will not appear on the printout.

Extended RC Overrides in Report Card Report Writer

The most powerful aspect of the Extended RC feature is the ability to override course information on report cards and transcripts printed from the Report Card Report Writer. This allows you to enter data for transfer students without having to create special courses for them.

Any entry in a default Extended RC field will automatically replace the corresponding data for the course. For example, if course 100 is named “Art,” and you enter “Painting” into a student’s Alt Course Name field in Extended RC, “Painting” will print as the course name on the student’s report cards and transcripts. The default Extended RC fields are:

- School Name
- Alt Course Name
- Course Description
- Course Level
- Alias
- Course Length
- Transcript Year (indicates the calendar year a course was taken in on transcripts)
- Transcript Grade Level (indicates the grade level a course was taken in on transcripts)
- Staff

To print data from a non-default Extended RC field, you must add a code to the body of the report in which you wish to include the non-default data. The code is formatted as follows;

~!EX(YR)(CR).(Extended RC field name):(NUM). These variables are explained in Chapter 7 of the Report Cards Plus manual.