

**Basic Applications
CSUG Conference
January 31, 2005 – February 1, 2005**

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Logging in and changing the login password

- You login when you start the SASIxp software. You can use the Login Screen to change your password at any time and then log in using the new password.

SASIxp™

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PEARSON
Digital Learning

User ID: suser
Password: ****

Ver. 6110.4190

Change Password Cancel Login

- To change your current password, enter in your current User ID and Password, and then click on the Change Password button.
 - The following window will open:

User Password

Enter your new password: *****

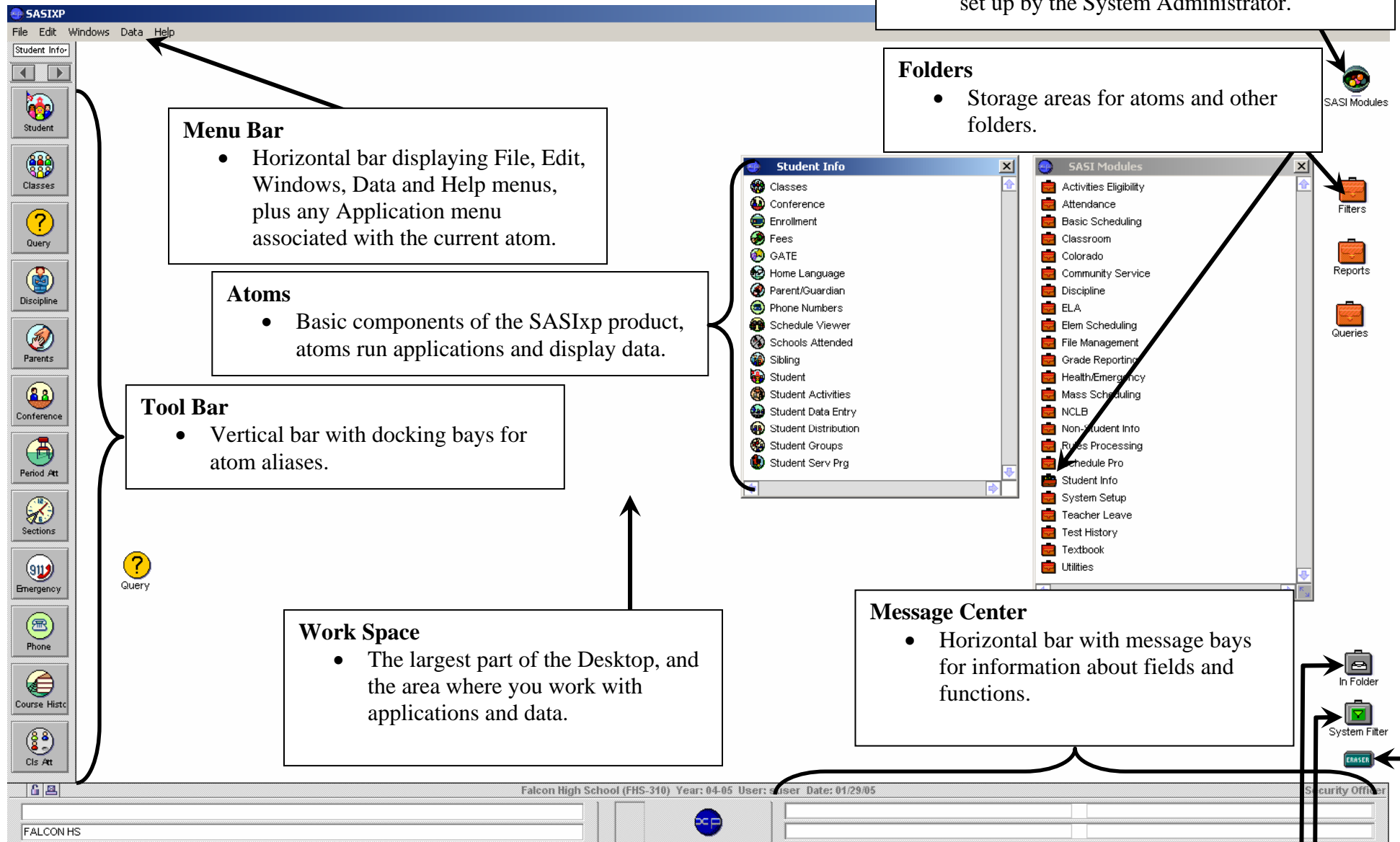
Enter your new password again: *****

Password must be at least 4 characters

Cancel Change

- Enter your desired new password and then re-enter it again for accuracy. If your entry has been successful, the Change button will un-dim and you can click it, changing your password and returning you to the Welcome window. Click Login to log in using your new password. You also can click Exit to save your password and quit the program.

The SASIxp Desktop



In Folder

- Receives atoms from other users over the network.

System Filter Folder

- Contains active filter atoms.

Eraser

- Removes folders, atoms, and atom aliases from the Desktop.

Information Bays

Selecting Fields for Information Menus

1. Open the Student atom.
2. Click and hold any available data field even if it is blank. A dotted line displays around the selected field.
3. Drag the dotted outline over one of the Personal Data Center fields and drop it there. The system activates the selected field within the Personal Data Center.

Replacing Fields in Information Menus

1. Open the Student atom.
2. Click and hold any available data field in the form even if it is blank. A dotted line displays around the selected field.
3. Drag the dotted outline over a Personal Data Center field that already contains an active form field and drop it there. The system activates the newly selected data form field in the Personal Data Center.

Removing Fields from Information Menus

Hold down the Option key (Macintosh), the Alt key (Windows), or the right mouse button (Windows) then click each field you want to remove. The system removes the field from the Personal Data Center.

Drag and Drop

- The drag-and-drop capability gives you added speed and flexibility in working with folders, atoms, screens, and fields. You can move objects around the desktop and access data with a click of the mouse button. Examples of what you can do include:
- Drag and drop folders and atoms to reposition them on the desktop.
- Drag and drop a student record field from one screen onto another screen.
- Drag and drop a student record field from one screen onto any student-related atom to open that atom and display the student's record.
- Drag and drop fields from a record or list to create a data atom for that record or list. You can then double-click that atom to instantly access the record or list.
- Drag and drop an atom into a toolbar bay to create an alias for that atom. Click the alias to open the atom.



Student Atom & Screen Elements

- Location: SASI Modules Globe → Student Info → Student Atom
- The Student atom enables you to enter, maintain, and view demographic data for students at your school. The Student atom consists of three pages and accepts information that becomes part of the student's unique records.

The screenshot shows the 'Student' atom interface with several callout boxes pointing to specific UI elements:

- Forward/Back Arrows:** Located at the top left of the form, next to the 'Last Name' field.
- Data Fields:** A central callout box with arrows pointing to the 'First Name', 'Middle Name', and 'Grdn' fields.
- Dropdown Arrows:** A callout box with arrows pointing to the dropdown arrows on the 'Grdn' and 'Gen' fields.
- Close Button:** A callout box pointing to the 'X' button in the top right corner of the window.
- Tabs:** A callout box pointing to the 'Page 1', 'Page 2', 'Page 3', and 'Page 4' navigation tabs.
- Photo Box:** A callout box pointing to the empty rectangular area on the left side of the form.

The interface includes a title bar 'Student' with a close button. The main form contains fields for 'Last Name', 'First Name', 'Middle Name', 'Grdn', 'Grd', 'Gen', and 'Student ID'. Below these are tabs for 'Page 1', 'Page 2', 'Page 3', and 'Page 4'. The form is divided into sections for 'Mailing Address' (with a dropdown), 'City', 'St', and 'Zip Code'; 'Parent/Guardian Mailing Title', 'Family ID', and 'Accept. Use Policy'; 'Telephone', 'UnL', 'Restriction', and 'Medical Alert'; 'Birth Date', 'Soc Sec No.', 'Eth', 'ConcSch/Home', 'Bus 1', and 'Bus 2'; 'Enter Date', 'Code', 'Leave Date Code', 'OrgEntDate', 'Code', 'EntGrd', and 'Yr/Grad'; and 'Advsr# Name', 'Room#', 'Couns# Name', and 'ESL IS'. At the bottom, there are navigation arrows, a search icon, and 'Undo' and 'Find' buttons.

Matrices (Simple Query)

- A matrix displays when you use the Find function to search for multiple records that match criteria you specify. Below each matrix, the system displays the number of records in the list. Scroll bars enable you to view data beyond what displays on the screen. The matrix for each atom contains its own set of rows and columns that display atom data.

From a matrix with multiple records that results from a Find, you can:

- View the list of records that matches specified search criteria.
- Print the entire matrix or selected rows and columns.
- Display individual records in the currently active form.
- Export matrix data to a file to use with other applications.
- Display matrix data in graph form.

Use

- * –Wild card
- : –Contains
- ; –Does not contain
- = " " –Blank
- < –Less than
- > –Greater than
- <> –Not equal to
- | –Begins with
- | –Ends with

Student ID	Sta	Last Name	First Name	Middle	Gntr	Grd	Gen	Birthda
1712			Julian	Thomas		12	M	05/22/8
15123	I		Christopher	Robert		12	M	09/19/8
11329			Tyler	Watson		12	M	12/10/8
1725			Jacob	Andrew		12	M	12/27/8
464			Matthew	James		12	M	04/07/8
471			David	Joseph		12	M	02/24/8
613			Daniel	Scott		12	M	08/22/8
473			Joshua	Lee		12	M	08/20/8
19803			Benjamin	Edward		12	M	07/01/8
12681			Jason	Robert		12	M	08/08/8
16499			Kristopher	M		12	M	03/31/8
12069			Bradley	Edward		12	M	08/31/8



Enrollment

- Location: SASI Modules Globe → Student Info → Enrollment Atom
- Use the Enrollment atom before entering student information or using other student-related functions in the SASIxp™ educational software. As you enter and save basic data, the SASIxp educational software automatically creates the Student records and Attendance records where you can enter data for each enrolled student. You can create records in other student-related atoms as needed.
- Adding a new student depends on the type of setup your school/district.
- Required fields are filled in with gray boxes below.



Student Data Entry

- Location: SASI Modules Globe → Student Info → Student Data Entry Atom
- The Student Data Entry atom enables you to add student information into the system using one atom instead of multiple atoms. Unlike all other atoms which record unique information, the Student Data Entry atom serves as a tool for collecting information that is recorded in various files.

Line	Field Name	Data
1	Birthdate	
2	MailAddr	
3	City	Falcon
4	State	CO
5	ZipCode	80831
6	SocSecNum	
7	Telephone	
8	Gender	M
9	EthnicCode	
10	Birthplace	
11	Restrict	



Parent/Guardian

Parent/Guardian

- Location: SASI Modules Globe → Student Info → Parent/Guardian Atom
- The Parent Guardian atom enables you to create, maintain, and view address and employment information for the primary parent or guardian for a student and for any additional adults responsible for a student.
- You can add as many parent/guardian records as needed for each student. The primary parent or guardian should be added first as they are the default when the record displays. Subsequent parents or guardians may be added and others such as non-custodial parents or step-parents.

The screenshot shows a software window titled "Parent/Guardian" with a close button (X) in the top right corner. The form is organized into several sections:

- Header Section:** Fields for Last Name, First Name, Middle Name, Grd (dropdown), Gen (dropdown), and Student ID.
- Relationship Section:** Fields for Relationship (dropdown), Last Name, First Name, Middle Name, and Title (dropdown).
- Personal/Employment Section:** A tabbed interface with "Personal/Employment" selected and "Comments" as an alternative tab.
- Address Section:** Fields for Address, City, St (dropdown), and Zip Code.
- Telephone Section:** Fields for Telephone, Alt Telephone, Extn, Soc Sec No., and Birthplace.
- Employer Section:** Fields for Employer and Occupation.
- Work Address Section:** Fields for Work Address, City, St (dropdown), and Zip Code.
- Work Telephone Section:** Fields for Work Telephone, Extn, Work Hrs: From, To, Ctz (dropdown), E/M (dropdown), Mil (dropdown), Cont (dropdown), Res (dropdown), and Rsp (dropdown).
- Work Extension Section:** Fields for Work Extension, Country, and Email Address.

At the bottom of the window, there are navigation buttons: a left arrow, a magnifying glass (Find), a right arrow, and buttons for "Undo" and "Find".



Health

- Location: SASI Modules Globe → Health/Emergency → Health Atom
- The Health atom enables you to create, maintain, and view health records for a student. A student's health record contains data on all health-related incidents that occur at school or that affect a student's attendance or performance at school. The health record also displays a record of required immunizations and vaccination dates for each student.
 - The **Health History** tab displays a row for each health-related incident that occurs at school or that affects a student's attendance or school performance.
 - The **Immunizations** tab displays data related to separate immunization records. It includes a row for each immunization required for a particular student. The tab allows a maximum of 10 required dosages for any immunization type.
 - The **Medical** tab enables you to record information about tuberculosis skin tests and chest x-rays. Use this tab to add or update a student's Tuberculin skin test record.
 - The **Health Screening** tab enables you to record information about screenings and referrals for vision and hearing. It also enables you to record height and weight information. Use this tab to add or update a student's health screening record.
 - The **Scoliosis Screening** tab enables you to record information about screenings and referrals for scoliosis. Use this tab to add or update a student's scoliosis screening record.

The screenshot shows a software window titled "Health". At the top, there are input fields for "Last Name", "First Name", "Middle Name", "Grd", "Gen", and "Student ID". Below these fields are five tabs: "Health History", "Immunizations", "Medical", "Health Screenings", and "Scoliosis screening". The "Health History" tab is currently selected and displays a table with the following columns: "Ln", "H Code", "Comment", "Eff. Date", "End Date", and "V Code". The table is currently empty. At the bottom of the window, there are navigation buttons: a left arrow, a magnifying glass (Find), a right arrow, and buttons labeled "Undo" and "Find".



Emergency

- Location: SASI Modules Globe → Health/Emergency → Emergency Atom
- The Emergency atom is in the Health/Emergency folder. This atom enables you to create, maintain, and view emergency records for a student. A student emergency record contains all the medical alert and contact information necessary to contact a student’s parent or guardian in case of a medical emergency.
 - Use the **Emrg Contacts** Tab to enter and view information about a student’s primary and secondary emergency contacts.
 - Use the **Other Contacts** tab to list other persons to notify if the first and second contact is unavailable in an emergency.
 - Use the **Emrg Info** tab to record information about a student’s medical conditions and physician.
 - The large Comment field under the physician information accepts up to 32,000 characters. Use the Comment field to explain medical conditions, note medications taken by a student, or record medical equipment required for a medical condition.

The screenshot shows a software window titled "Emergency" with a close button in the top right corner. At the top, there are input fields for "Last Name", "First Name", "Middle Name", "Gnrtn", "Grd", "Gen", and "Student ID". Below these fields are three tabs: "Emrg Contacts" (which is selected), "Other Contacts", and "Emrg Info". The "Emrg Contacts" tab contains two sections for contact information. The first section is for the "First Contact" and includes fields for "Telephone", "Extn", "Relationship" (with a dropdown arrow), "Address", "City", "St", and "Zip Code". The second section is for the "Secondary Contact" and includes identical fields for "Telephone", "Extn", "Relationship", "Address", "City", "St", and "Zip Code". At the bottom of the window, there are navigation buttons: a left arrow, a magnifying glass icon, a right arrow, an "Undo" button, and a "Find" button.



Conference

Conference

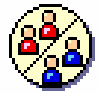
- Location: SASI Modules Globe → Student Info → Conference Atom
- The Conference atom enables you to schedule, maintain, and view conference data for specific students. Conference records may indicate the date and subject of a student conference, and which personnel attended the conference.
 - The Conference screen displays data related to conferences for a particular student. It includes a row for each specific conference. Use the conference screen to add, update, or delete a student's conference record.



Generic Selection

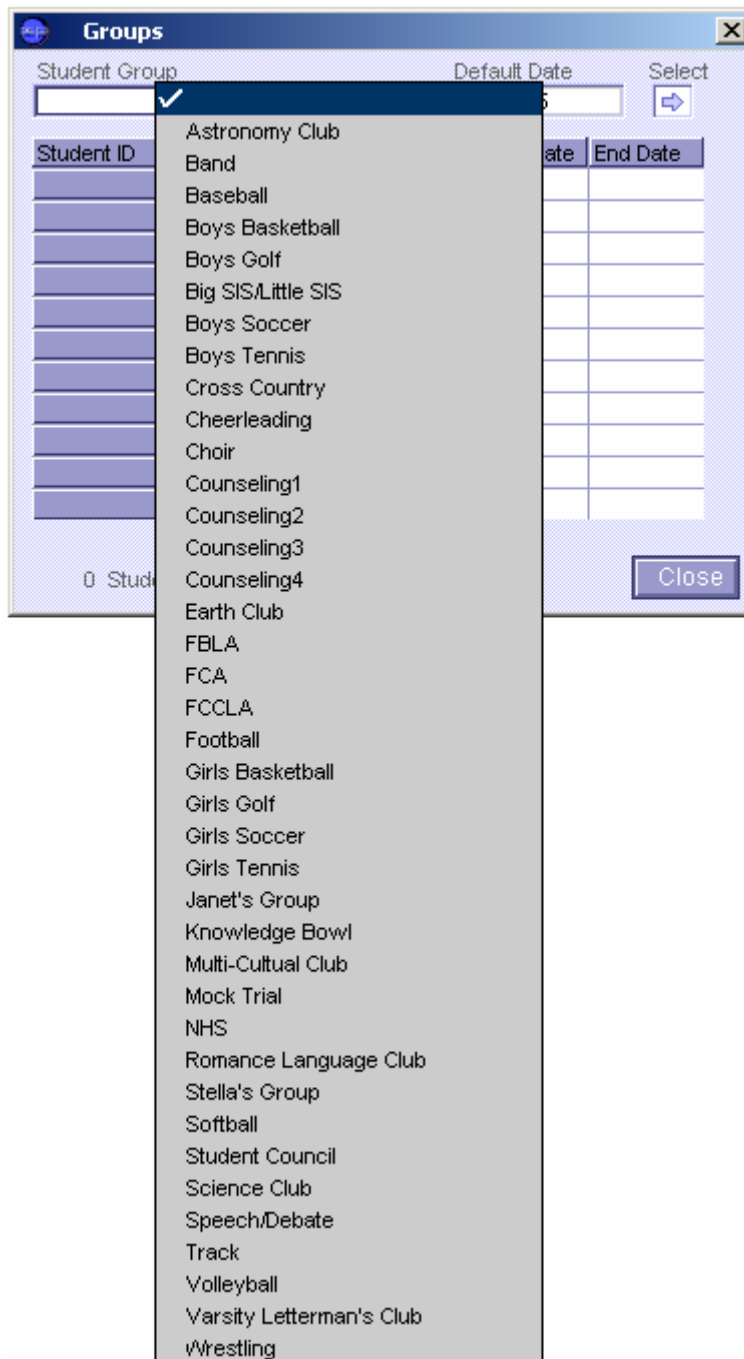
Generic Selection

- Location: SASI Modules Globe → Utilities → Generic Selection Atom
- The Generic Selection atom (in the Utilities folder) provides fast access to records for one or more files within a specific atom by displaying lists of student names based criteria you specified. Once a student list displays, select the student names for which you want to locate records. Then drag and drop the student names onto the Student atom icon to simultaneously open their records.



Student Groups

- Location: SASI Modules Globe → Student Info → Student Groups Atom
- The Student Groups atom enables you to add students to groups such as marching band, girls' basketball, or the National Honor Society. Organizing students into group lists enables you to run reports by group and to mass change attendance by group. For example, if the marching band is not present one day due to participation in a battle of the bands event, you can use the Mass Change Attendance function to mark records for all band members with Activity for that day.





Query

- Location: SASI Modules Globe → Utilities → Query Atom
- The Query atom enables you to search up to four atom data files at once to extract the information you need from the SASIxp database. You can also use the Query atom to conduct a complex search in one data file. The system conducts each query search based on criteria and conditions you define in a query statement.
 - You can work from the Query atom to:
 - Print specified data produced by a query in a matrix, in a report, or on labels.
 - Save a query in a Query Statement atom for repeated use.
 - Save the data produced by a query in a Query Data atom for future reference.
 - Export the data produced by a query.
 - Create and print a report for which no program-supplied option exists.
 - Save a query statement as a filter in a Filter atom. Filters work in the background to prescreen data, so only records that meet filter criteria are available when you search for records, perform another query, or run reports.
 - Mass change data for multiple records.

1. Command Field

3. Column Heading Preview Bar

4. File Type Fields

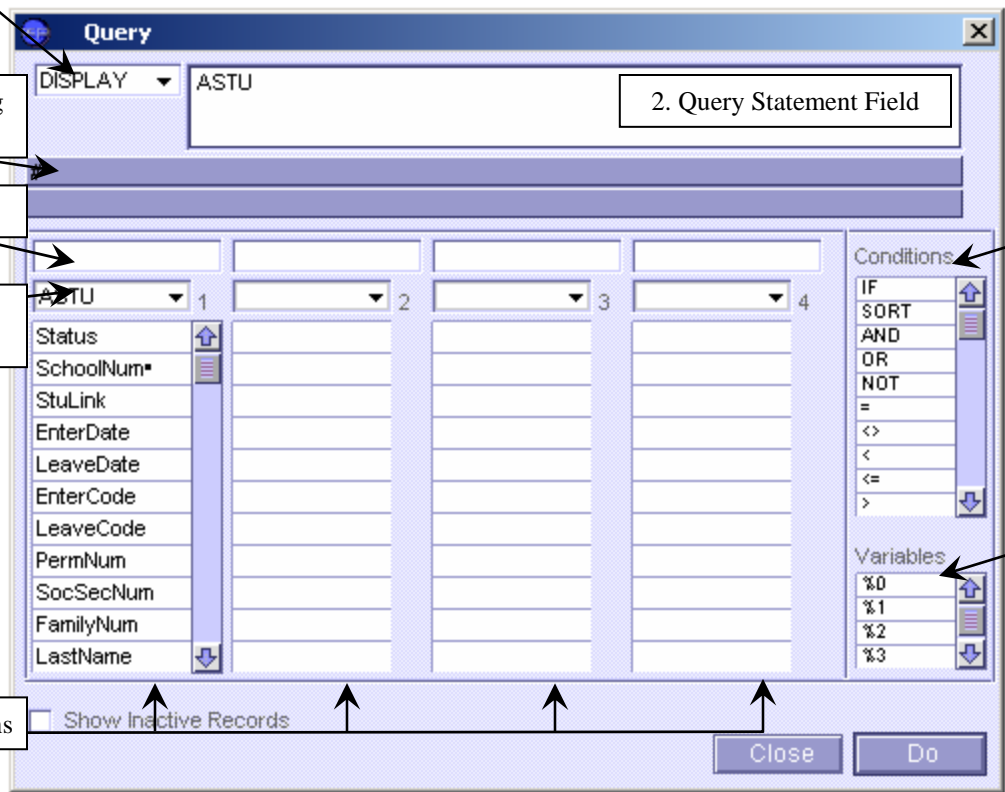
5. File Selection Fields

6. Data File Columns

2. Query Statement Field

7. Conditions

8. Variables



Purposes of the Query Screen

1. Command Field

- Enables you to select and display the first word in a query statement. The first word is the “verb” of the statement; it determines the action taken when a query is performed or a filter is in effect. Displays a list with these options:
- DISPLAY – Displays records that match your query criteria. This option is the default.
- TOTAL – Displays the number of records that match your criteria.
- KEEP – Includes records specified by a filter.
- SKIP – Skips records specified by a filter.
- CHANGE – Effects mass changes to data for multiple records.
 - **Note:** Use this option carefully. Back up your data first.
- PRINT – Prints a report with query data.
- LABELS – Prints labels with query data.
- EXPORT – Exports query results to a file that can be used by a spreadsheet, word processor, or third party software such as a transportation or library program.



2. Query Statement Field

- Use this field to construct and display a query statement. Each part of a statement displays in this field as you select fields and conditions and type the constants. You can select data fields from the data files in columns below this field. Data file names display at the start of the query statement. The student data file, ASTU, automatically displays when you open the Query atom. This file is the default data file for the first column. You can override the default by selecting a different file.

3. Column Heading Preview Bar

- Demonstrates how column headings display in any matrix produced by a query and in reports printed for a query. As you add search fields to a query statement, the name of each field displays in this bar in the order selected (fields included in conditions do not display here). A scroll bar displays as it becomes full. If you select TOTAL in the *Command* field before performing a query, the preview bar displays a message indicating the number of records that match your request.

4. File Type Fields

- Identifies the type of data file selected for the column below it. Data types include:
 - StuLink – for student data
 - Counselor/Advisor – for teacher data
 - ClassLink – for master-schedule data
 - SchoolNum – for course or school data

5. File Selection Fields

- Enables users to select a data file for the column below it. The arrow in each selection box displays a list of data files. When users select a data file from this list, its name displays in the selection box and all the fields it contains are listed in the column below. The file type displays in the field above. The name of the file also displays at the front of the *Query Statement* field. ASTU (the student data file) is the default data file for the first column. You can override the default by selecting a different file.

6. Data File Columns

- Lists all the fields available for the data file selected. You can include one or more fields from each column in a query statement, selecting some as fields to search in and including others in conditions. To select a field, double-click it. Selected fields are highlighted and added to the statement in the order selected. A black dot beside a field indicates a link to another data file.

7. Conditions

- Lists conditions (such as IF, AND, OR), and comparison symbols (such as =, >, <) that you can insert in query statements along with data fields and constants to determine which data should be included or skipped in the data found. The IF condition must be used only once in all query statements that contain conditions. To add a

condition to a statement, double-click it in the *Conditions* list. The condition displays at the point where the cursor is positioned.

- See [Appendix 1](#) for Conditions and explanations.

8. Variables

- This field contains the %0 variable, which is designed for use in queries saved in Query Drag-and-Drop atoms. These atoms enable you to perform any type of query (display, print, mass change) for a list of records in a matrix or Data atom. To use a Query Drag-and-Drop atom, drag and drop a list onto it; the %0 variable in the query statement tells the system to work with all records in a list that meet query criteria. The %0 variable works with the IF condition and either the *StuLink*, *TchNum*, *UserLink*, or *CrsID* fields. For example, IF *StuLink* = %0.

Buttons and Check Boxes

Show Inactive Records

- Enables you to include inactive records when you display, total, or print data with the Query atom. If you do not select this option, the query skips inactive records.

Show Empty Records

- Displays at the bottom of the Query screen when you select a data file for the second column and enables you to display empty records in the matrix produced by a query.

Do

- Enables you to initiate a query once a query statement is completed. You can also select Do from the Query menu.

Revise

- Displays in the Query screen after a query has been performed (a Revise option also displays on the Query menu), and enables you to modify a query statement without reconstructing the entire statement.

Save Filter

- Enables you to save a query statement as a filter and displays when you select KEEP or SKIP in the *Command* field. You can also select Save Filter from the Query menu.

Print

- Replaces the Do button in the Query screen when you select PRINT or LABELS in the *Command* field and enables you to print a report or labels.

Preview

- Displays above the Print button when you select PRINT or LABELS in the *Command* field.

Preview

- Replaces the Print button in the Query screen when you select preview. Enables you to preview a report or labels before printing.

Export

- Replaces the Do button in the Query screen when you select EXPORT in the *Command* field.

How do I write/perform a Query?

1. What do I want from my query?
 - Simple information for a list or non-standard report?
 - Verifying information
 - Troubleshooting information?
 - Changing record information?

2. From what files will I be pulling information?
 - Student (ASTU)
 - Current Schedules (ACLS AMST)
 - Mass Scheduling (ASSS ASMS)
 - Grades (AGRD AGRL)
 - Daily Attendance (AATD AATR)
 - Period Attendance (AATP AATR)
 - Course History (ACHS)
 - Parent/Guardian (APRN)
 - Health (AHLT)
 - Emergency (AEMG)
 - Immunization (AIMM)

3. Do I want specific records?
 - Only specific grades (Filters)
 - Other criteria (Filters/Conditions)

4. Do I want the records sorted?
 - Alphabetically (1 SORT field)
 - Alphabetically by grade (2 SORT fields)
 - Other sorts (Multiple SORT fields)

5. Do I want a printed report or labels?
 - PRINT or LABELS command

6. Do I want the data to be taken out of SASI??
 - EXPORT to Word, Excel, or other file

7. Will I or others be using this query repeatedly?
 - Save Query or Send Atom