

Mobile-SIS

1.0



Mobile Student Information System

Student / teacher demographic and schedule information on the Palm handheld.

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About This Guide

This user guide assumes that you have created the necessary Mobile-SIS database files. If you need to create these files please see the Mobile-SIS Utility Users Guide. Also, this guide assumes that you have a working knowledge of the Palm handheld, and your Macintosh or Windows operating system.

System Requirements

Palm

- Palm OS 5 or greater
- 320 x 320 or greater screen resolution
- For photos, a Palm with SD slot and an SD card with sufficient memory to hold your student photos
- Palm internal memory free 32 MB for small schools (less than 2000 students) and 64 MB or more for large schools (greater than 2000 students)

Installation

The Mobile-SIS palm application is normally distributed as an internet download. Once you have downloaded the appropriate file, the following directions are for installing the software.

MacOS X and Microsoft Windows

1) Find these files:

File Name	Description
Mobile-SIS XXX.prc	Mobile-SIS Palm application file
mSIS_Students_XXXXX.pdb	Mobile-SIS Student file from CC export
mSIS_Teachers_XXXXX.pdb	Mobile-SIS Teacher file from Sections export
mSIS_Schedule_XXXXX.pdb	Mobile-SIS Schedule combined from Terms, Bell Sched Items, Calendar Day exports
mSIS_License.pdb	Mobile-SIS License file created by Mobile-SIS Utility

Note: you cannot change the 5 digit school ID for the file by changing its name. You must remake the file with the Mobile-SIS Utility.

2) Drag the files to the “Send to Handheld” or “palmOne Quick Install” application located in the Palm application folder.



Send To Handheld

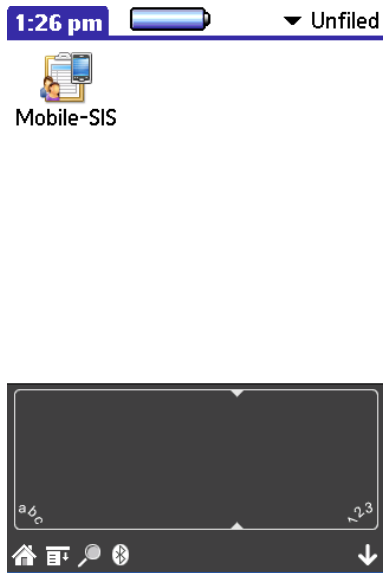


palmOne Quick
Install

The “Send to Handheld” or “palmOne Quick Install” application will ask you where you want to send the files. Select your user name as the destination.

3) Perform a Hot Sync

4) Find and launch the Mobile-SIS Palm application.



Photos

To Install student and teacher photos you must have a secure digital (SD) card for your palm and SD card reader for your Mac or PC. Mount the SD card to your computer and create a new folder named “mSIS” on the card. Inside this folder create two more folders named “S” and “T”. The student photos will be placed in the “S” folder and the teacher photos will be put in the “T” folder. The photos must be in JPEG format and must be named the student or teacher number (plus the extension - for example, a student with a student number 1234 would have a photo named 1234.jpg or 1234.jpeg)

Getting Started

The Login Screen

Once you have launched the application, you will see the login screen. The login screen displays your Mobile-SIS license information and expiration date, along with a list of schools you have installed.

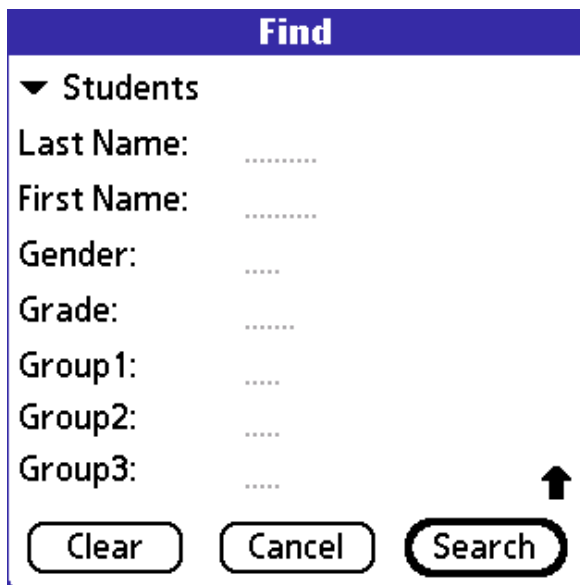


The screenshot shows the Mobile-SIS login interface. At the top is a blue header with the text "Mobile-SIS". Below the header, the text reads: "This software is registered to: Any Town Public Schools", "No one else can legally use this.", and "Expires: 10/23/2007". There is a list box containing "Any Town High School". Below the list box is a "Password:" label followed by a dotted line for text entry. To the left of the password field is a checkbox labeled "show". To the right of the password field is a rounded button labeled "Enter".

From this screen select your school from the list of schools. Enter your password for this school on the password line. You may show your password as you enter it by checking the “show” check box. Click enter.

Find Screen

The first screen you see once you log in is the “Find” screen.



The screenshot shows the Find screen with a blue header labeled "Find". Below the header is a section titled "Students" with a downward-pointing triangle icon. Under "Students" are several labels followed by dotted lines for text entry: "Last Name:", "First Name:", "Gender:", "Grade:", "Group1:", "Group2:", and "Group3:". At the bottom of the screen are three rounded buttons: "Clear", "Cancel", and "Search". An upward-pointing arrow is positioned above the "Search" button.

From this screen you can search for either students or teachers. The default search when you log in will be students. You may change to search teachers by clicking on the “Students” pull down, and switching to “Teachers”.

Find

Students
Teachers

.....

Find

▼ Teachers

Last Name:

First Name:

ClearCancelSearch

You may search for any combination of the first three characters of the students first and or last name and or the gender and or the grade level and or any of the three grouping fields (see the Mobile-SIS Utility guide for more information on grouping.)

You may search for any combination of the first three characters of the teachers first and or last name.

Once you have entered your search criteria click “Search” and you will see a list of students or teachers.

Any Town High School			
Find	Students [56/1420]		
Abdolan, Victoria M	F	10	↑ ↓
Abriso, Lucas S	M	12	
Acevedo, Jamie M	F	12	
Adams, Kaleigh M	F	11	
Adamskey, Jacquelyn R	F	9	
Adler, Peter A	M	10	
Agranot, Jenna L	F	10	
Agranot, Megan R	F	9	
Aines, Sara E	F	9	
Ajamen, Aaron M	F	10	
Akers, Ashley M	F	12	

Any Town High School			
Find	Teachers [3/113]		
Alessi, Maria A			
Allen, Joanne A			
Arthur, Richard M			

Click on the student or teacher you wish to display.

Student Screens


Once you have selected a student you will see the main student screen.

(S) Smith, Anna S

<-

Today

01:31 pm

No Photo

Day: C

Last	Smith	
First	Anna	
Middle	S	
St#	550230	
4	DIRECTED STY 9	615
9	Home Room	407A
5	ART 1	407
6	ALGEBRA 2 acc	N221
7	WORLD HIS. acc	N404
1	ENGLISH 9 ACC	603

Demographic Detail

From this screen you can view the student demographic and schedule data for any one day. Use the scroll bars at the right to view all of the data from this screen.

The current class that the student is in will be highlighted in green. If the current time is between periods there will be a green line between the two periods. Once the school day has ended, the green line will appear at the end of the list.

If you click on any of the demographic data, a new screen will show all of that data in a list.

(S) Smith, Anna S

<-

Student Number

550230

Last	Smith
First	Anna
Middle	S
St#	550230
Gender	F
Grade	9
H Phone	889-555-0208
HR	407A
Street	10945 Central Avenue

When you select an item in the demographic data, the full information will appear at the top. Notice that Mobile-SIS uses short field names on most of the screens. In this case, however, you will see the full field name when displayed at the top of the screen. The full text of the data will appear at the top as well.

As shown below the grouping fields are strung together on one line to conserve space.

(S) Ademskey, Jacquelyn R

<- Groups

1: J 2: R 3: A

Last	Ademskey
First	Jacquelyn
Middle	Rose
St#	3002077
Gender	F
Grade	9
Groups	1: J 2: R 3: A
Home Phon	889-555-1415
Home room	109

Click back arrow button <- to return to the main student screen.

Schedule Detail

If you click on any of the schedule data, a new screen will show all of the information about that class, including schedule, teacher name, room number and a list of all the students in that class.

(S) Smith, Anna S

<- WORLD HIS. acc

Teacher: Bowman, Jennifer


Room: N404

When: 7(A-G)

12:50 PM - 1:40 PM

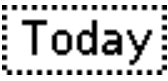
Apel, Maria D	F 9
Argetsin, Colleen B	F 9
Bonuto, Brian J	M 9
Sakna, Daniel P	M 9
Salvucci, Brian C	M 9
Schmidt, Geoffrey S	M 9

From here you can click on any student and you will go to that student's record. You can also click on the teacher's name and you will be brought to that teacher's main screen (see "Teacher Screens" for more information).

Click back arrow button  to return to the main student screen.

Change Date and Time for Schedule View

The schedule data shown in the student main screen defaults to the current days schedule. If you would like to view the student's schedule for a different day click on the date selector, which looks like

this: . This will bring you to a calendar screen.

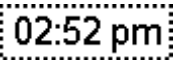
◀ 2007 ▶

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Cancel Today

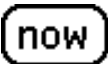
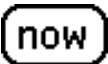
From here you can click on any date to see the student's schedule for that day.

By default the current time is used to highlight the current class. If you would like to see which class the student would be in at a different time click on the time selector, which looks like this:

 This will display a time adjust screen. Change the time to the desired time and click "OK" to return to the student main screen at the desired time.

2 : 5 2 ⬆ ⬆ AM PM

OK Cancel

If you have adjusted the date or time  will appear just below the time. Click  to return to the current date and time.

If you would like to view the student's schedule for all days in a list, click on the student's name at the top of the main student screen then select "Browse Person's Schedule".

(S) Smith, Anna S

<-

Today

03:16 pm


Special

Browse Person's Schedule...

(S) Smith, Anna S

<-

06-07	1(A-G) ENGLISH 9 A...	603
06-07	2(A-G) BIOLOGY ACCN217	
06-07	3(A-G) FRENCH 2 acc N414	
S1	4(A-G) DIRECTED S...	615
06-07	5(A-G) ART 1	407
06-07	6(A-G) ALGEBRA 2 a...	N221
06-07	7(A-G) WORLD HIS....	N404
06-07	8(A-G) CHORUS AF...	218
06-07	9(A-G) Home Room	407A

Click back arrow button  to return to the main student screen.

Teacher Screens


Once you have selected a teacher you will see the main teacher screen.

(T) Smith, Leila A

<-

Today

01:06 pm



No Photo

Day: E

Last	Smith	
First	Leila	
Middle	A	
7	ENGLISH 9-H	609
9	Home Room	609
1	DIRECTED STY 9	609
2		
3	HUMANITIES-H	609
4	ENGLISH 9-H	609

Demographic Detail

From this screen you can view the teacher demographic and schedule data for any one day. Use the scroll bars at the right to view all of the data from this screen.

The current class that the teacher is in will be highlighted in green. If the current time is between periods there will be a green line between the two periods. Once the school day has ended the green line will appear at the end of the list.

If you click on any of the demographic data a new screen will show all of that data in a list.

(T) Smith, Leila A

<-

First Name

Leila

Last	Smith
First	Leila
Middle	A

When you select an item in the demographic data, the full information will appear at the top. Notice that Mobile-SIS uses short field names on most of the screens. In this case you will see the full field name at the top. The full text of the data will appear at the top as well.

Click back arrow button

<-

 to return to the main student screen.

Schedule Detail

If you click on any of the schedule data a new screen will show all of the information about that class including when it meets, teacher name, room number and a list of all the students in that class.

(T) Smith, Leila A

<- HUMANITIES-H

Teacher: Smith, Leila A

Room: 609

When: 3(A-G)

12:50 PM - 1:40 PM

Chan, Branden T	M 12
Chan, Robert G	M 12
Charette, Daniel M	M 12
Cotrini, Daniel J	M 12
Creede, Paul G	M 12
Dasco, Rachel M	F 12

From here you can click on any student and you will go to that students record (see "Student Screens" for more information).

Click back arrow button <- to return to the main Teacher screen.

Change Date and Time for Schedule View

The schedule data shown in the Teacher main screen defaults to the current days schedule. If you would like to view the teacher schedule for a different day click on the date selector, which looks like

this: **Today**. This will bring you to a calendar screen.

◀ 2007 ▶

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	(11)	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Cancel Today

From here you can click on any date to see the teacher's schedule for that day.

By default the current time is used to highlight the current class. If you would like to see which class

the the teacher would be in at a different time click on the time selector, which looks like this:

02:52 pm This will display a time adjust screen. Change the time to the desired time and click “OK” to return to the teacher main screen at the desired time.

The interface shows a time picker with three boxes for hours (2), minutes (5), and seconds (2). To the right is a toggle for AM/PM, currently set to AM. Below the time picker are two buttons: OK and Cancel.

If you have adjusted the date or time **now** will appear just below the time. Click **now** to return to the current date and time.

If you would like to view the teacher’s schedule for all days in a list, click on the teacher’s name at the top of the main student screen then select “Browse Person’s Schedule”.

The header for the teacher's profile shows the name (T) Smith, Leila A. Below the name is a back arrow button, a Today button, and a time display of 01:31 pm. To the right, there are two buttons: Special and Browse Person's Schedule...

The schedule list for (T) Smith, Leila A. is displayed in a table format. The first column shows the date (06-07) and the second column shows the class name and room number.

Date	Class	Room
06-07	1(A-G) DIRECTED S...	609
S1	1(A-G) DIRECTED S...	609
06-07	3(A-G) HUMANITIE...	609
06-07	3(A-G) HUMANITIE...	609
06-07	4(A-G) ENGLISH 9-H	609
06-07	6(A-G) HUMANITIE...	609
06-07	6(A-G) HUMANITIE...	609
06-07	7(A-G) ENGLISH 9-H	609
06-07	9(A-G) Home Room	609

Click back arrow button **<-** to return to the main teacher screen.

Changing to Another School

To change to another school from any screen, except the “Find” screen, click on the top tab

Any Town High School then select “Special” - “Select Another School”.



You will then be brought back to the main login screen.

Viewing School Schedule

You may view the school’s master schedule by clicking on **Any Town High School** then select “View” - “School Schedule”.



Updating and Deleting Mobile-SIS Data

To update your Mobile-SIS, install updated data files on to the palm. It is only necessary to install the files that have been updated. Mobile-SIS will overwrite the existing data file. Note: All of the files in the set for a school must have the same school name, school ID and password. Changing the name of the file will NOT change the school ID stored inside the file.

To delete a file without installing a new file, first go to the main login screen and click on the **Mobile-SIS** menu. Next select “Manage Data Files”. Select the file to delete and click delete. You will be asked to confirm the delete. Click yes to delete.

Click back arrow button  to return to the login screen.

Special	Mobile-SIS Data Management
About MobileSIS... Manage Data Files... Remove License...	<div> <div><-</div> <div>Delete</div> </div>
Expires: 10/23/2007 Any Town High School	Any Town High School mSIS_Students_ANY16 mSIS_Schedule_ANY16 mSIS_Teachers_ANY16
Password: <input type="password"/> <input type="checkbox"/> show <div>Enter</div>	

To remove the license file, first go to the main login screen and click on the **Mobile-SIS** menu. Next select "Remove License". Click "Delete" to remove the license or "Cancel" to return to the login page.

Special	Mobile-SIS License Removal
About MobileSIS... Manage Data Files... Remove License...	This software is licensed to: Needham Public Schools Expires: 10/23/2007 Removing the license will return the program to demo only mode. Click Delete to remove this license.
Expires: 10/23/2007 Any Town High School	
Password: <input type="password"/> <input type="checkbox"/> show <div>Enter</div>	<div> <div>Delete</div> <div>Cancel</div> </div>

Troubleshooting

Please report all problems to support@parkbenchsoftware.com

Please be as specific as possible.