

Trinity Computer Services

School Administration Program

Installation

1. If you have the DOS version of the program and you want to transfer that data to the Windows version, make sure that the data files (all .dbf files) are on the hard disk of the machine you are installing on. Please note the files do not have to be in the WinSchool directory, and it is recommended that they are not placed in that directory
2. Place the CD in the CD drive. It should run automatically. If it does not, use the mouse and click on "Start, and then Run. At the prompt, type the letter of the CD drive and the word "Setup.exe". An example would be, "D:Setup.exe"
3. The setup program will ask you to specify which directory to install in. The program must be installed in the "WinSchool" directory. When asked which directory, do not change it. However, you can install it on a different hard disk drive. An example could be if you need to access the data on a network. You could install the program on "C:\WinSchool" but the data could reside on the network drive "E". In that case, you could specify the data directory as "E:\WinSchool".
4. The first time you run the program, it will ask if you have old data to import. If you are importing the files from the DOS version, click on Yes. Other wise, click No.
5. If you clicked Yes, it will search for the directory that the files are in and display a screen allowing you to select a directory. If the directory is correct, click on OK, otherwise select the directory the data is in. It may take a while to import the data, so as long as you see the indicator moving, it is working. If you get an error importing the data, there may be a problem with the data files. You can e-mail your back up of the old version to tricomse@bellsouth.net and they will correct the problem.
6. If no old information was imported, you will be asked for your school information. Enter the correct information and click on "Save"
7. You are now ready to use the program!



On the main screen, you see buttons at the bottom. These are the way you access all of the main functions

Student Functions

Access student files by selecting the "STUDENTS" button on the first screen when you open the program. From here, you may add or edit student information, locate a student record, enter prior degrees, enter grades for completed courses, and enter the selected degree program. There are also several useful reports that can be printed from the "STUDENTS" tab.

Add new Students

1. Select the "Student" tab at the top of the window.
2. If there are already students listed, the student's information will automatically appear in the window.
3. To add a new student, click on the "+ADD" button and a blank entry form will appear
4. Complete all requested information:
 - a. tab from one field to the next
 - b. case, punctuation, and spelling are important
 - c. use your mouse to click on the appropriate option for the Citizen, Sex, and Status fields on the right-hand side of the window
5. Click on the "SAVE" button to save the record. If you miss this step, you will lose the information you just entered.

Find Student Record

1. On the right-hand side of the Student window, click the "FIND" button and a box will appear.
2. Type the student last name, or a portion of it and "OK" For common last names, you may want to include a first initial in the search
3. Click on the student name to highlight it
4. Review or edit student information as needed

Degree Program

(NOTE: degree programs must be entered into your version of the software. If no degree program is available, please see instructions later in this manual for updating this file)

1. Use the "Degree" command at the bottom of the window
2. The first screen allows you to view all the degree programs for which the student is or has been enrolled
3. Select the "Student Degree Program" tab
4. Click the "+ADD" button and select a degree program from the pop-up list
5. Click the "SAVE" button so information is not lost

6. The "Required Courses" tab shows which courses are required to complete the degree program. You may print this list by clicking the icon at the bottom of the window.
7. "Pre-requisite Courses" tab lists any courses that must be completed before entering a selected degree program
8. "Transfer Units" tab allows you to enter courses a student completed at another institution that are being applied toward their current degree program.
 - a. to add transfer units, click the "ADD COURSES" button on the right hand side of the window.
 - b. enter the Course (or institution if more than one course is to be transferred)
 - c. add the total units earned through that course or institution
 - d. this list may also be printed by selecting the "Print" icon at the bottom of the window

Enter a prior Degree

1. Many students have completed full degrees at other institutions. Enter the degree information so complete transcripts may be created at the student's request.
2. Prior degrees should only been entered when a transcript from the other institution has been received
3. Click on the "Prior Degree" button
4. Select the "Prior Degree" tab
5. Click on the "+ADD" button to bring up a blank, editable screen
6. Enter information as stated on transcript from degree-granting institution
7. Selected the "SAVE" button. If you neglect this step, you will lose all entered information
8. The "Print" command will print the student's name, degree earned, issuing institute, completion date, and GPA

Grading

to enter grades for courses completed at the Center

1. From the main Student screen, click on "A+ GRADING" button.
2. Select the "Grades" tab
3. A list of the required courses for that student's degree program will appear
4. Select the appropriate course
5. Use the tab key to add the letter grade and date completed
6. The GPA will be automatically computed based on the letter grade you enter
7. On the right-hand column, the "Date Completed" field refers to the entire degree program. Only enter this date when the student has completed all required courses for the program.
8. Click "SAVE" to preserve the changes

Printing from the Student Menu

1. An "Individual" report allows you to print demographic and personal information for the selected student. You may print to the screen or to a printer
2. A "Master" list prints the Social Security number, phone number, status, and affiliate center name for all students of a particular center
3. The "Student Directory" prints the name and phone number of all students of a selected center
4. You may also print mailing labels and envelopes by selecting the students and setting the appropriate configurations when prompted.

Affiliate Center

You may enter or edit you affiliate center information at any time by selecting "AFFILIATES" at the bottom of the entry screen.

1. Choose the "Affiliate" tab. If there are already centers entered, one will automatically appear on the form.
2. To add a new center, click "+ADD" and a blank form will appear. Use the tab key to move from one field to another
3. Be sure to indicate the "Type" as a "Facility"
4. Click "SAVE" before leaving the screen or added information will be lost

Courses

You may view, edit, or add courses by clicking on the "COURSES" icon at the bottom of the entry screen.

1. Obtain a course number from FICU if you have not already done so
2. Select the "Courses" tab
3. Click the "+ADD" button to add a new course
4. Complete the form, using the tab key to move from one field to another
5. Be sure to "SAVE" the changes before leaving the window

Degree Programs

You may view, edit, or add courses by clicking on the "DEGREES" icon on the entry screen.

1. Select the "Degree" tab
2. Press "+ADD" to get a blank form
3. Complete the form, using the tab key to move from one field to another
 - a. the "Degree" field is should be a number (obtain one from FICU if you have not already done so)
 - b. "Title" is the name of the degree program (for example "Associate of Biblical Studies")
 - c. the "units" field will not be completed at this time.
4. "SAVE" your changes
5. Select the "Courses" tab to add required courses to the degree program.
 - a. highlight a course and click "+ADD"
 - b. repeat for each courses course
 - c. the "units" will be added for you on the lower right-hand side of the window. Be sure the total units is appropriate for the degree program (for example, a total of 60 units should be required for the Associate of Biblical Studies degree program)
 - d. "SAVE" the changes
6. When you return to the "Degree" tab, you will see the "units" section of the form has been completed

Back up Files

It is important that you back up the files when you have made changes to the program. If you have made changes, you will need to close the program completely before performing the back up. If you do not close the program and re-enter, the changes you made will not be acknowledged on the backup. This could mean a lot of unnecessary work should you have a problem with the program.

1. Exit the School Administration program completely
2. Re-open the program
3. In the upper-left corner of the program, select "File" to bring up the menu.
4. Click on "Backup Files"
5. You will be prompted for a disk to place the backup files (for example, my floppy drive is "A"). It is highly recommended that you backup to an external disk rather than your hard drive
6. Follow the prompt on the screen to add a floppy disk and subsequent disks if and when requested

Restore Files

There may be occasions you will need to use your backup disk to restore the files to the School Administration program. This will delete any student files in the program, replacing them with the records on the disk. You will not be able to access the deleted files.

1. Open the program
2. In the upper-left corner of the program, select "File" to bring up the menu
3. Click on "Restore Files"
4. Select the location of the files to be used to restore (for example, your floppy disk drive)
5. Follow the prompts on the screen