
The Office of the Chief Technology Officer

MCPS Online Administrative Student Information System (OASIS)

Student Programs

User Manual

Version 2.1

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Introduction

The Student Programs module is part of the Montgomery County Public Schools (MCPS) Online Administrative Student Information System (OASIS). This module shows the school programs in which a student is enrolled, for example, Gifted and Talent or Adventures in Reading. You can also display a list of students that are enrolled in a particular program at a school.

Primary users of this module are:

- School secretaries
- School principals
- School administrators

This user manual provides step-by-step instructions for using the Student Programs module.

1 Manage Program Information on Students' Records

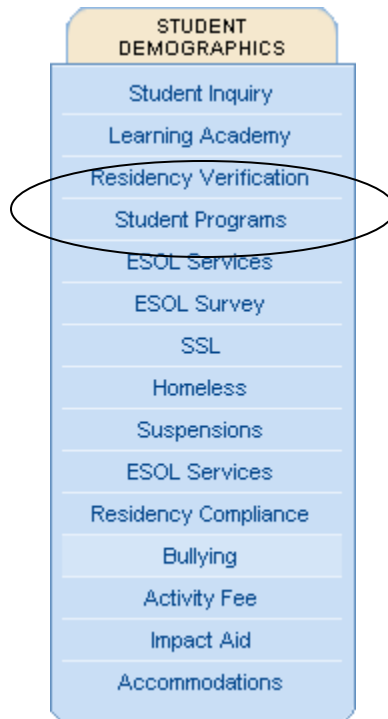
Managing student programs consist of the following tasks:

- Add programs to a student record
- Update or delete a program from a student record
- View the students in a program at a school

1.1 Retrieve a Student's Program Records

To retrieve a student's student program history:

1. Log on to OASIS.
2. Hover the mouse pointer over the **Student Demographics** tab to display its menu choices.



3. Click **Student Programs**.

If you have not selected a school, you may be asked to do so. See Section **Error! Reference source not found. Error! Reference source not found.** for more information.

If you have not already selected a student, you will be asked to do so. See Section **Error! Reference source not found. Error! Reference source not found.** for information on this task.

The student's **Student Programs** page appears.

> [Student Demographics](#) > [Student Programs](#) [Printer Friendly](#)

Student Programs

Prg begin Sch Yr.	Sch No.	Program Group	Program Code	Begin Date	End Date	Exit Reason		
2005	152	SI	KIN	01/10/2005	05/31/2005	SUCCESSFUL COMPLETION	edit	delete
2004	152	SC	GLO	01/12/2004	05/31/2004	SUCCESSFUL COMPLETION	edit	delete

Note: You can also retrieve a student’s program records from the list of students enrolled in a particular program. See Section 2 View the Students in a Program at a School for more information.

1.2 Add Programs to a Student Record

To add programs to a student’s records:

1. Retrieve the student’s **Student Program** records. See Section 1.1 Retrieve a Student’s Program Records for information on this task.

> [Student Demographics](#) > [Student Programs](#) [Printer Friendly](#)

Student Programs

Prg begin Sch Yr.	Sch No.	Program Group	Program Code	Begin Date	End Date	Exit Reason		
2005	152	SI	KIN	01/10/2005	05/31/2005	SUCCESSFUL COMPLETION	edit	delete
2004	152	SC	GLO	01/12/2004	05/31/2004	SUCCESSFUL COMPLETION	edit	delete

2. Click the **New** button. The **Student Enrollment List** appears.

> [Student Demographics](#) > [Student Programs](#) > [Student Programs](#) [Printer Friendly](#)

Student Enrollment List

Grade	School Name	School Number	Enroll Code	School Entry Date	Withdrawal Date	Withdrawal Code	School Year	Absences	Tardies	Add
12	POOLESVILLE HIGH	152	02	08/29/2005		00	2006	0.0		Add
11	POOLESVILLE HIGH	152	02	08/30/2004	06/16/2005	99	2005	5.5		Add
10	POOLESVILLE HIGH	152	02	08/26/2003	06/16/2004	99	2004	2.5		Add
9	POOLESVILLE HIGH	152	11	08/27/2002	06/21/2003	99	2003	3.5		Add
8	JOHN POOLE MIDDLE	247	02	09/04/2001	06/21/2002	99	2002	2.5		Add
7	JOHN POOLE MIDDLE	247	14	09/05/2000	06/20/2001	99	2001	2.5		Add

- In the **Add** column, click the **Add** link for the year to log a program. The **Add Student Programs** page for the student appears.

> [Student Demographics](#) > [Student Programs](#) > [Student Programs](#)

Add Student Programs

You are trying to add a new program for this student for POOLESVILLE HIGH (152) and school year 2006.

Program Group: SECONDARY SPEC PROG

Program Type: GLOBAL ECOLOGY (GLO)

Begin Date: 01/09/2006

End Date: Please Select

Exit Reason: Please Select...

- Select the **Program Type** using the drop-down list.
- Indicate the **Begin Date** using the calendar, or by entering the date in MM/DD/YYYY format.
- If the student has left the program, or you are logging a program for a previous year:
 - Indicate the **Begin Date** using the calendar, or by entering the date in MM/DD/YYYY format.
 - Select the **Exit Reason** using the drop-down list.
- When finished, click either:
 - Save** to save the program entry and return to the student's **Student Programs** page

- **Save & Add Another** to save the program entry and return to the **Add Student Programs** page to add another program
- **Cancel** to return to the student’s **Student Programs** page. No new programs are added.

Prg begin Sch Yr.	Sch No.	Program Group	Program Code	Begin Date	End Date	Exit Reason	edit	delete
2006	152	SC	GLO	01/09/2006		not available	edit	delete
2005	152	SI	KIN	01/10/2005	05/31/2005	SUCCESSFUL COMPLETION	edit	delete
2004	152	SC	GLO	01/12/2004	05/31/2004	SUCCESSFUL COMPLETION	edit	delete

1.3 Update a Program from a Student Record

When a student has exited a program, you can update a student’s record by adding an end date and an exit reason to the program list. Unless you are a central office administrator, you can update or delete a student program only if the student is currently enrolled in your school.

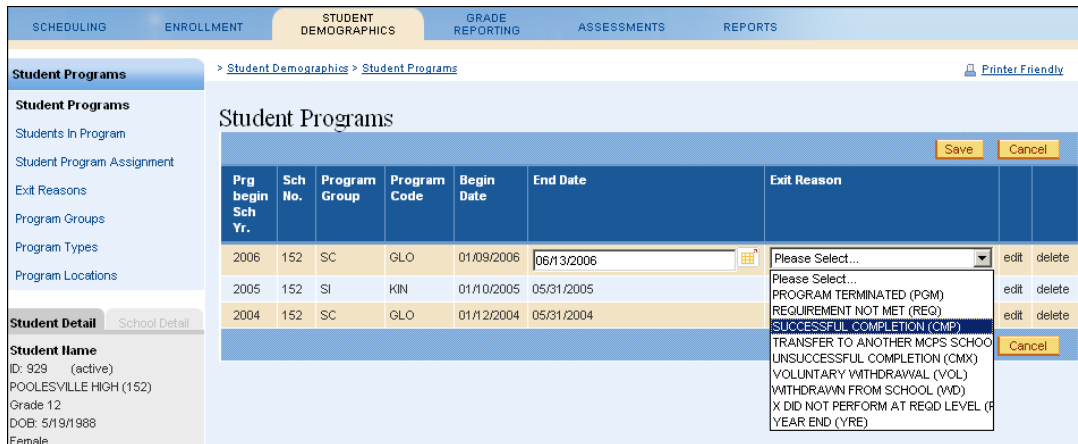
When you update a student’s program, you cannot change the **Program Type** or **Begin Date**. You can only edit the **End Date** and **Exit Reason**. If you want to change the other program information for the student, delete the program and add a new one.

To update a student’s Student Programs record:

1. Retrieve the student’s **Student Program** records. See Section 1.1 Retrieve a Student’s Program Records for information on this task.

Prg begin Sch Yr.	Sch No.	Program Group	Program Code	Begin Date	End Date	Exit Reason	edit	delete
2006	152	SC	GLO	01/09/2006		not available	edit	delete
2005	152	SI	KIN	01/10/2005	05/31/2005	SUCCESSFUL COMPLETION	edit	delete
2004	152	SC	GLO	01/12/2004	05/31/2004	SUCCESSFUL COMPLETION	edit	delete

2. Click the **Edit** link for the program information to update. The **Student Programs** page appears in edit mode.

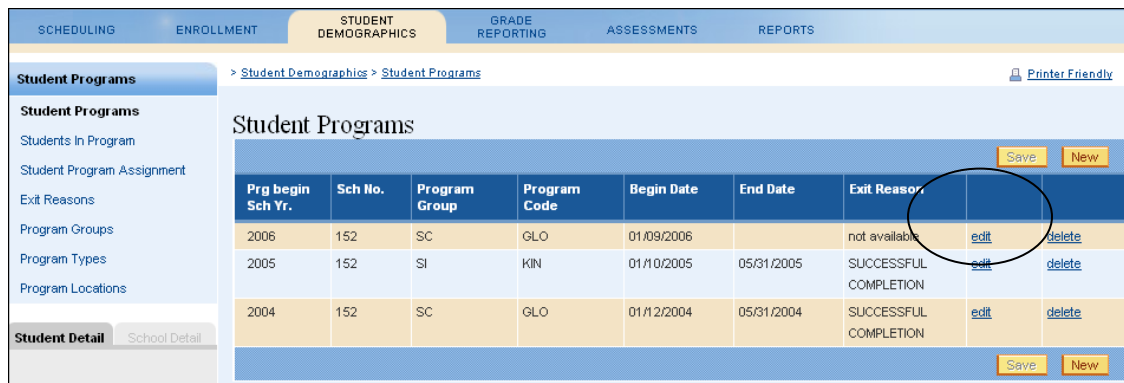


3. You can update the **End Date** and/or **Exit Reason** as appropriate.
4. When finished, click either:
 - **Save** to save the updates and return to the student’s **Student Programs** page
 - **Cancel** to return to the student’s **Student Programs** page. No new programs are added.

1.4 Delete a Program from a Student Record

To remove a program from a student’s record:

1. Retrieve the student’s **Student Program** records. See Section 1.1 Retrieve a Student’s Program Records for information on this task.

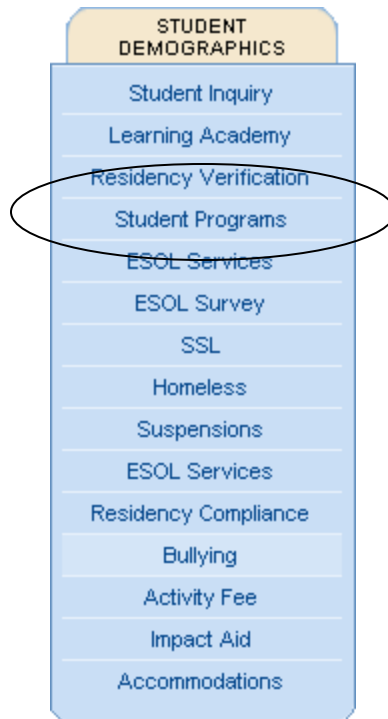


2. Click the **Delete** link for the program information to delete.
3. When asked to confirm that you want to delete the program from the student’s record, click **OK** to do so.

2 View the Students in a Program at a School

The Student Programs module lets you see a list of all the students that are enrolled in a program at your school. To see this list:

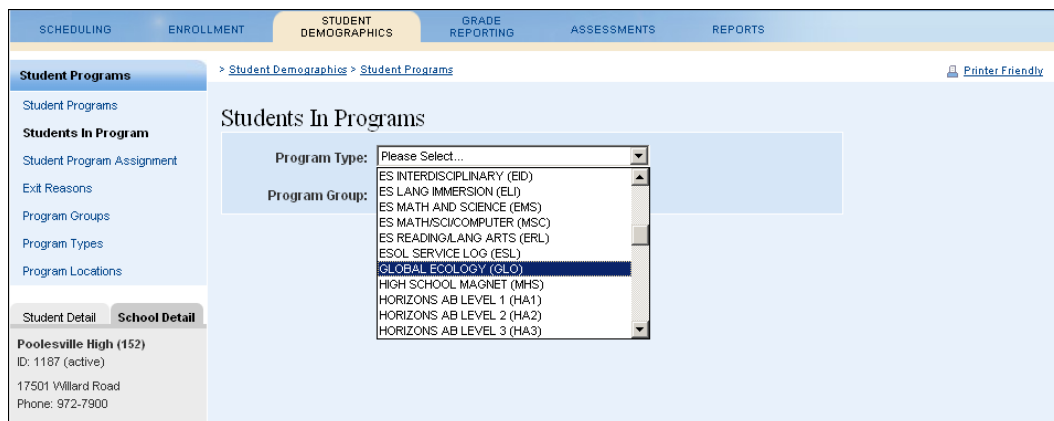
1. Log on to OASIS.
2. Hover the mouse pointer over the **Student Demographics** tab to display its menu choices.



3. Click **Student Programs**.

If you have not selected a school, you may be asked to do so. See Section **Error! Reference source not found. Error! Reference source not found.** for more information.

The student's **Students In Program** page appears.



4. Select the **Program Type** using the drop-down list. The list of all students in the program, past or present, in the school appears.

The screenshot shows the 'Students In Programs' interface. At the top, there are navigation tabs: SCHEDULING, ENROLLMENT, STUDENT DEMOGRAPHICS (selected), GRADE REPORTING, ASSESSMENTS, and REPORTS. Below the tabs is a breadcrumb trail: > Student Demographics > Student Programs. A 'Printer Friendly' link is visible in the top right. The main content area is titled 'Students In Programs' and contains three filter fields: 'Program Type' (set to 'GLOBAL ECOLOGY (GLO)'), 'Program Group' (set to 'SECONDARY SPEC PROG'), and 'Program School Year' (set to 'ALL'). The 'Program Type' dropdown menu is circled in black. Below the filters is a table with columns: StudentID, Last Name, First Name, School Year, Begin Date, End Date, and Exit Reason. The table contains 10 rows of student data. At the bottom of the table, there is a pagination control showing 'Page 1 of 10' and a 'Show All' link.

5. To further refine the search, you can select the **Program School Year** using the drop-down list.

This screenshot is a zoomed-in view of the 'Students In Programs' filter section. It shows the 'Program Type' dropdown set to 'GLOBAL ECOLOGY (GLO)', the 'Program Group' set to 'SECONDARY SPEC PROG', and the 'Program School Year' dropdown set to '2006'. The 'Program School Year' dropdown menu is circled in black, and its options ('ALL' and '2006') are visible. The breadcrumb trail at the top reads '> Student Demographics > Student Programs'.

6. Click a student's **Student ID** to view that student's program records.