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.
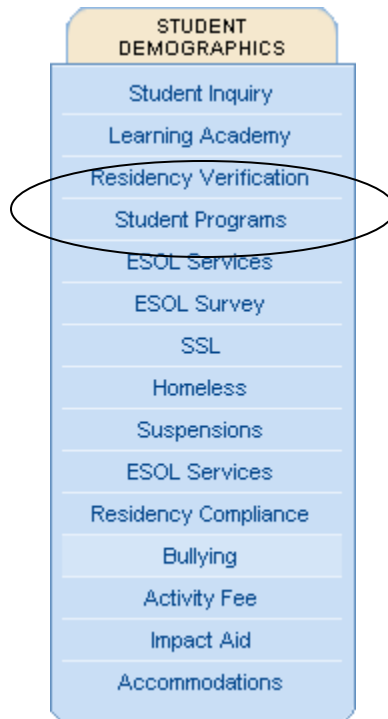
3. Click **Student Programs**.

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.

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.

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

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

4. Select the **Program Type** using the drop-down list.

5. Indicate the **Begin Date** using the calendar, or by entering the date in MM/DD/YYYY format.

6. If the student has left the program, or you are logging a program for a previous year:

 a. Indicate the **Begin Date** using the calendar, or by entering the date in MM/DD/YYYY format.

 b. Select the **Exit Reason** using the drop-down list.

7. 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.

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.

2. Click the **Edit** link for the program information to update. The **Student Programs** page appears in edit mode.
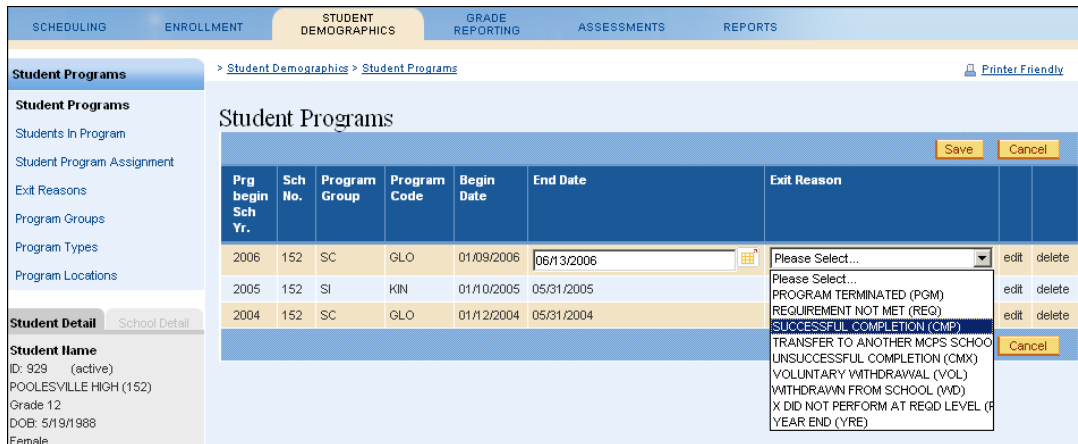
3. You can update the **End Date** and/or **Exit Reason** as appropriate.

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.
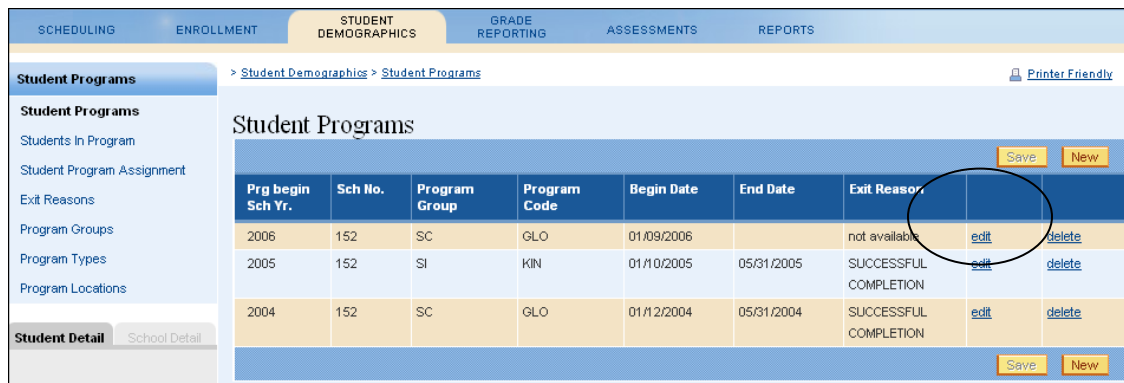

2. Click the **Delete** link for the program information to delete.

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:
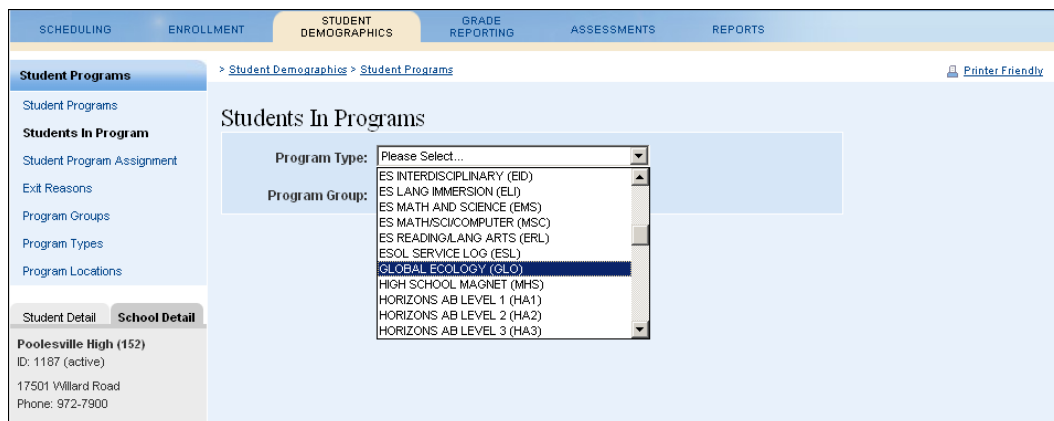
1. Log on to OASIS.

2. Hover the mouse pointer over the **Student Demographics** tab to display its menu choices.
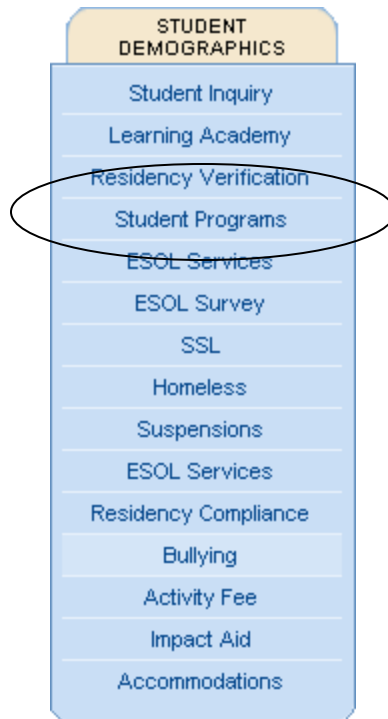
3. Click **Student Programs**.

    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.

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

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