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**The Office of  
Information and Organizational Systems**

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**MCPS  
Online Administrative Student  
Information System (OASIS)**

**Learning Academy**

**User Manual**

**Version 1.2**

**Revised: March 19, 2006**

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## Introduction

The Learning Academy is a tutoring and mentoring program that enhances the academic performance and achievement of students in grades 1 through 12. On Saturday mornings, from 8:30 to 11 a.m., certified teachers and volunteer tutors work with students on core subjects and teach successful learning/studying strategies.

The primary users of this Module are:

- Center Administrators
- Center Directors
- Lead Tutor trainer

This User Guide will provide step by step instructions for using the Learning Academy module to manage student and staff records. The instructions assume that the user has logged in to OASIS. The section on Common Tasks provides information on how to perform tasks common to most OASIS modules.

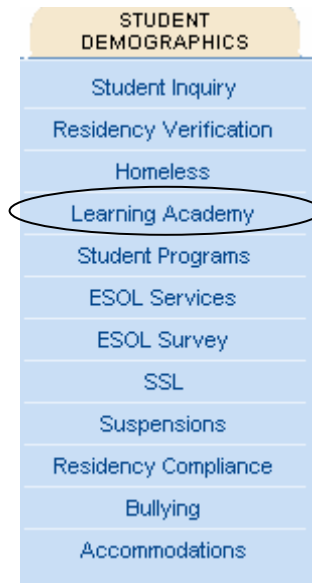
# 1 Manage Student Learning Academy Records

Managing a student's Learning Academy records includes understanding their history, enrolling students, and ending their enrollment.

## 1.1 View a Student's Learning Academy History

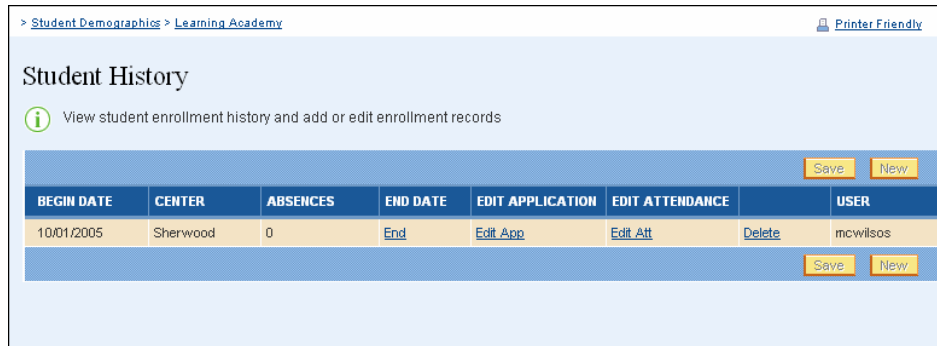
For the Learning Academy module, the **Student History** screen displays enrollment records for previous and current years. *A student will have no record prior the student's first enrollment in a Learning Academy.*

1. Log on to OASIS.
2. Click on the **Student Demographics** tab.
3. If you know the desired student's ID, enter it in the **Find Another Student:** field on the left-hand side, navigation menu. Click **Go**. Below the **Student Detail** tab, the student's name and certain related information displays. Continue with step 5.
4. If the student ID is not known, you need to search by name or other field: click **Advanced Search** and see Section Search for Students for information on this task. If several students are retrieved by your search, they will appear on a list on an expanded **Student Search** screen; click the desired student's **Student ID**.
5. Hover the mouse pointer over the **Student Demographics** tab to display its menu choices.



6. Click **Learning Academy**.
7. On the left-hand navigation menu, under **Data Input**, click **Student History**.

8. The student’s Learning Academy **Student History** screen displays. For students who have not been enrolled in the Learning Academy, the message “No Records Found” displays.




## 1.2 Add a Learning Academy Enrollment

To add a Learning Academy enrollment for the current year:

1. Log on to OASIS.
2. Retrieve the student’s **Learning Academy** history. See Section 1.1 View a Student’s Learning Academy History for information. (If a non-MCPS student would be a first time enrollee, first obtain an MCPS Student ID for the student.)
3. On the **Student History** screen, click the **New** button. The **Student Registration** screen displays.


> [Student Demographics](#) > [Learning Academy](#)

## Student Registration

 Enter/Edit Data on Student Registration Record

**Student Indicators**

Farms:	N	Home Phone:	301- - -
ESOL:	N	Home School:	QUINCE ORCHARD HIGH (125)
HR Teacher/Counselor:	P		

Hide 

Enroll Date:	<input type="text" value="3/17/2007"/>	Center:	<input type="text" value="Sherwood HS"/>	GBTL Grade:	<input type="text" value="10"/>
Parent Last Name:	<input type="text" value="S"/>	Parent First Name:	<input type="text" value="T"/>		
Parent Work No.:	<input type="text" value="301-555-1212"/>	Parent E-Mail:	<input type="text"/>		
Emergency No.:	<input type="text"/>	Parent Cell:	<input type="text" value="240-555-1212"/>		
Address:	<input type="text" value="850 Hungerford"/>	City:	<input type="text" value="Rockville"/>		
Address 2:	<input type="text"/>	State:	<input type="text" value="MD"/>		
		Zip:	<input type="text" value="20850"/>		
Registration fee Received:	<input type="text" value="3/17/2007"/>				

Comments:

4. Select the **Enroll Date** on which the student will begin, using the drop-down list. The date can be any of the days the Learning Academy is in session.
5. Select the **Center** the student will attend.
6. Select the student's **Grade**.
7. As requested, enter the parent's name, address, phone numbers, and e-mail address. If there is no cell phone or email address, leave the fields blank.
8. When finished, click either:
  - **Save** to save the enrollment and return to the **Student History**

- **Cancel** to return to the **Student History**. No enrollment is saved.

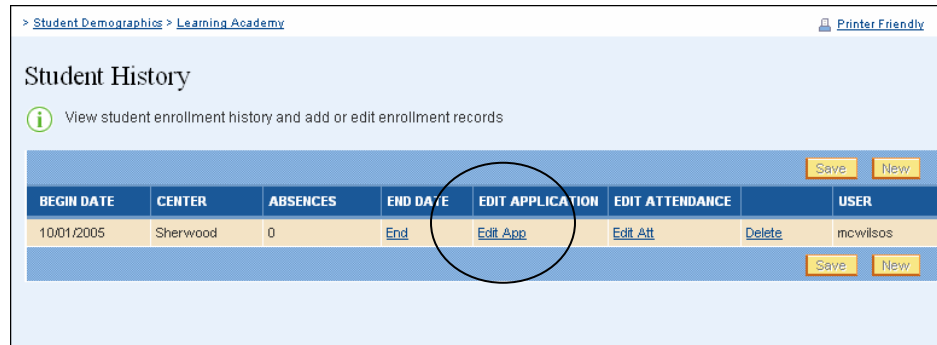
Notice that on the **Student History**, the **Save** and **New** buttons are unavailable. **New** will be available when the previous session has ended (see Section 1.4 End a Learning Academy Enrollment).

### 1.3 Update a Learning Academy Enrollment

You can only edit the most recent application for the current year. Previous year applications cannot be edited.

To update a student's Learning Academy enrollment:

1. Log on to OASIS.
2. Retrieve the student's **Learning Academy** history. See Section 1.1 View a Student's Learning Academy History for information.



3. Click the **Edit App** link. The **Student Registration** screen displays.
4. Make any appropriate updates.
5. When finished, click either:

- **Save** to save the enrollment and return to the **Student History**
- **Cancel** to return to the **Student History**. No enrollment is saved.

**Note:** No new enrollment can be added unless an end date has been assigned to the previous enrollment

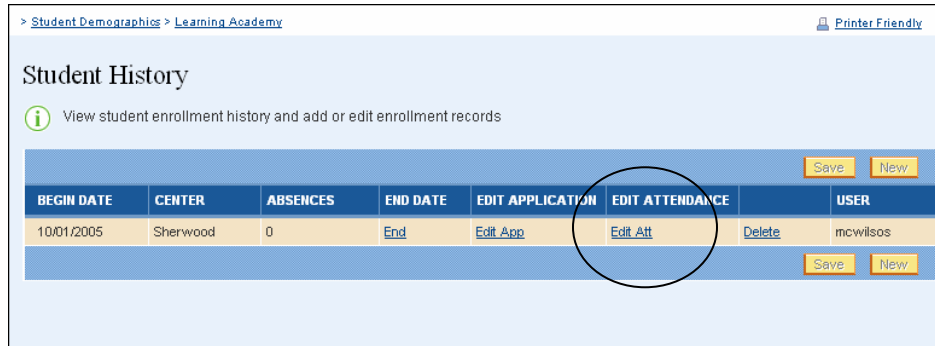
### 1.4 End a Learning Academy Enrollment

Ending an enrollment indicates that the student will not attend more sessions for the current year, or that the year's sessions are ended. Should the student attend sessions in the current year after the enrollment is ended, no attendance will be logged.

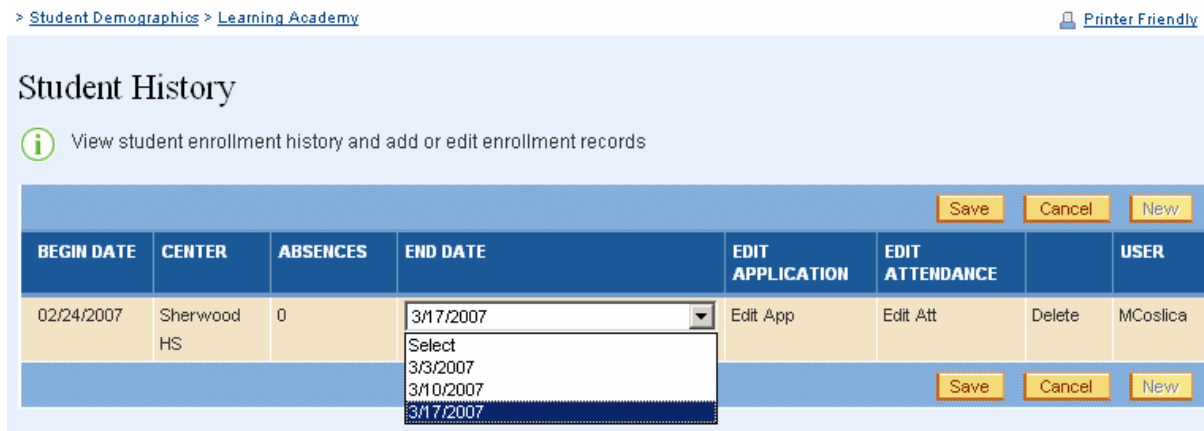
A **New** enrollment application can be added for the student only after an **End Date** has been assigned.

To indicate the end of the enrollment:

1. Log on to OASIS.
2. Retrieve the student's **Learning Academy** history. See Section 1.1 View a Student's Learning Academy History for information.



3. Under End Date, click **End**. When asked to confirm that the student's enrollment is ending, click **OK**.



4. Using the drop-down list, select the **End Date**.
5. When finished, click either:
  - **Save** to save the change and return to the **Student History**
  - **Cancel** to return to the **Student History**. No enrollment is saved.



> [Student Demographics](#) > [Learning Academy](#)

[Printer Friendly](#)

## Student History

View student enrollment history and add or edit enrollment records

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE		USER
03/17/2007	Sherwood HS	0	<a href="#">End</a>	<a href="#">Edit App</a>	<a href="#">Edit Att</a>	<a href="#">Delete</a>	MCoslica

To check that the student’s Attendance record, click **Edit Att**. The Attendance screen displays the student’s attendance from the begin date through the end date of enrollment. As the screen message notes, the student’s attendance record may be updated.

> [Student Demographics](#) > [Learning Academy](#)

[Printer Friendly](#)

## Attendance

You may update this student's attendance. P is for present, A is for Absent

FULL NAME	DATE	ATTENDANCE
R A	3/17/2007	<input checked="" type="radio"/> P <input type="radio"/> A
R A	3/10/2007	<input checked="" type="radio"/> P <input type="radio"/> A
R A	3/3/2007	<input checked="" type="radio"/> P <input type="radio"/> A
R A	2/24/2007	<input checked="" type="radio"/> P <input type="radio"/> A


### 1.5 Delete a Learning Academy Enrollment

Only enrollments for the current year can be deleted. In addition to deleting the enrollment, all attendance associated with the enrollment is also deleted. To do so:

1. Log on to OASIS.
2. Retrieve the student’s **Learning Academy** history. See Section 1.1 View a Student’s Learning Academy History for information.

> [Student Demographics](#) > [Learning Academy](#) [Printer Friendly](#)

### Student History

 View student enrollment history and add or edit enrollment records

BEGIN DATE	CENTER	ABSENCES	END DATE	EDIT APPLICATION	EDIT ATTENDANCE	DELETE	USER
10/01/2005	Sherwood	0	<a href="#">End</a>	<a href="#">Edit App</a>	<a href="#">Edit Att</a>	<a href="#">Delete</a>	mcwilson

Save New Save New

3. Click the **Delete** link.
4. You will be asked to confirm that you want to delete the enrollment. Click **OK** to do so.

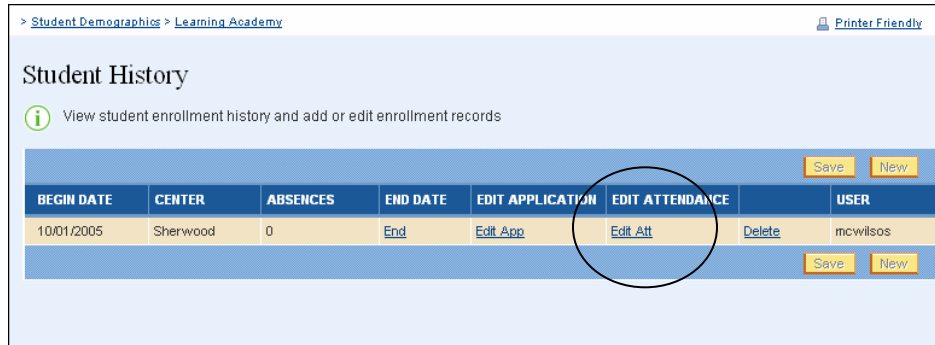
## 2 Attendance

Managing a student's attendance supports MCPS' ability to continue to provide the Learning Academy. It is also a critical factor in helping the student be successful.

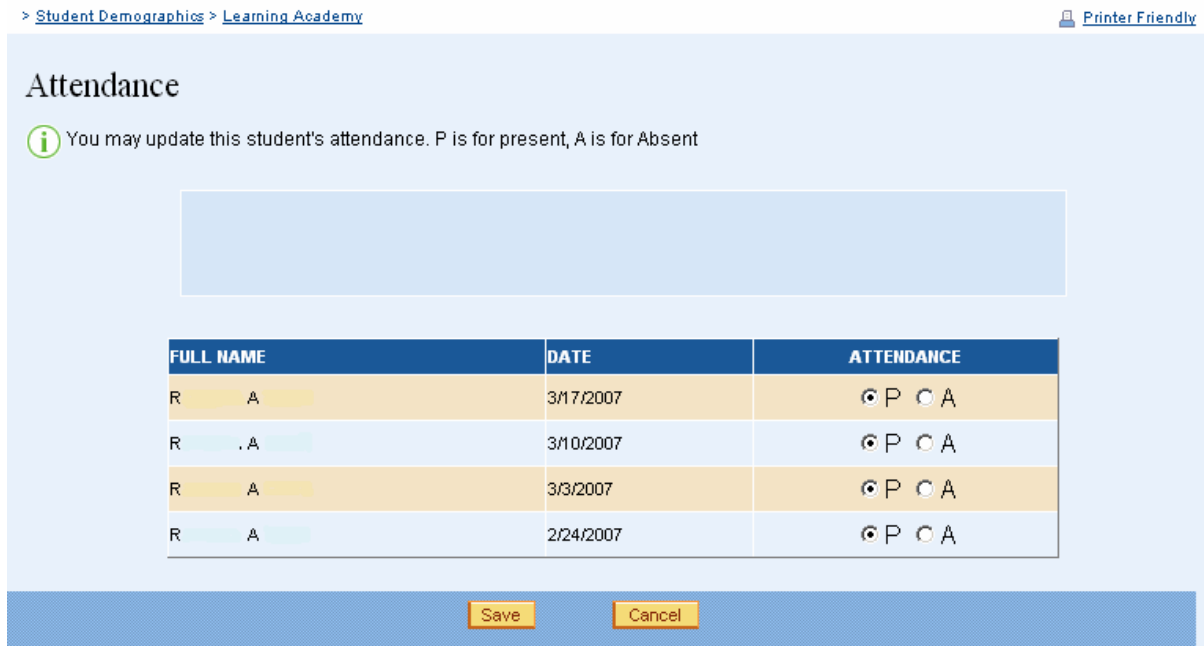
### 2.1 Log Attendance for a Learning Academy Enrollment

To log attendance for the student's enrollment:

1. Log on to OASIS.
2. Retrieve the student's **Learning Academy** history. See Section 1.1 View a Student's Learning Academy History for information.



3. Click the **Edit Att** link. The **Attendance** screen displays. Note that it includes all sessions.



4. To log a student's attendance, select the appropriate radio button:

- **P** to indicate that the student was **Present**
  - **A** to indicate that the student was **Absent**
5. When finished, click either:
- **Save** to save the updated attendance record and return to the **Student History**
  - **Cancel** to return to the **Student History**. No change is saved.

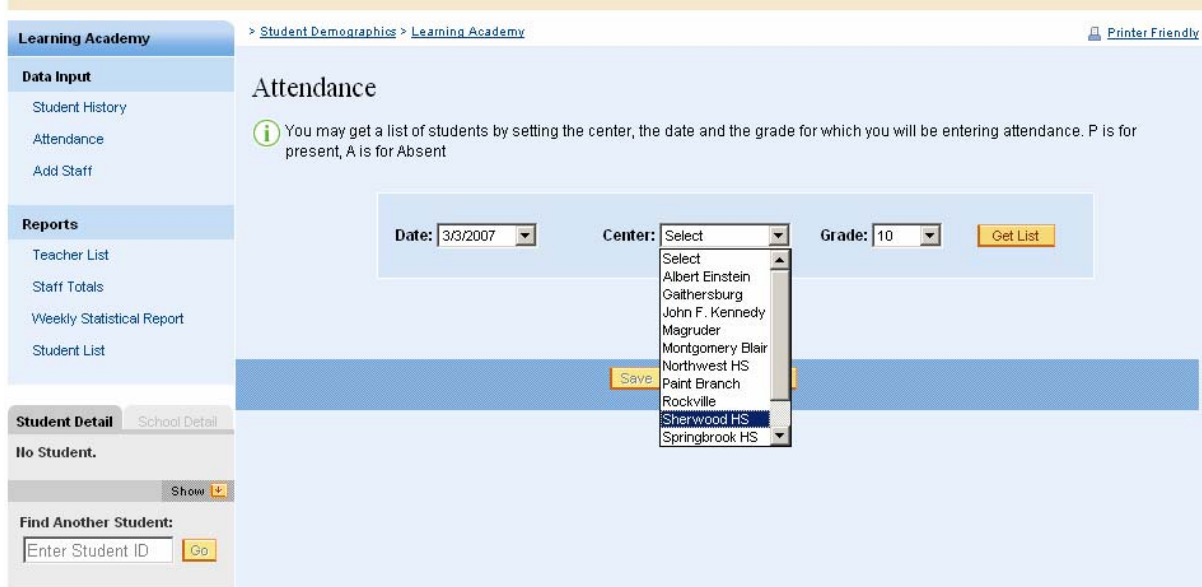
## 2.2 Retrieve a List of Students for Attendance Logging

You can retrieve lists of students enrolled in the Learning Academy by date, center, or grade. This can help log attendance more efficiently.

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



3. Click **Learning Academy**.
4. Click **Attendance** on the left-hand menu. The **Attendance** screen displays.



5. Using the drop-down list fields, select the **Date**, **Center**, and **Grade**.
6. When finished, click **Get List**. The **Attendance** screen and list displays.
7. Update the attendance for the students as needed.
8. When finished, click either:
  - **Save** to save the updated attendance records and return to the **Student History**.
  - **Cancel** to return to the **Student History**. No change is saved.

In the following **Attendance** screen, the information message indicates a successful save.

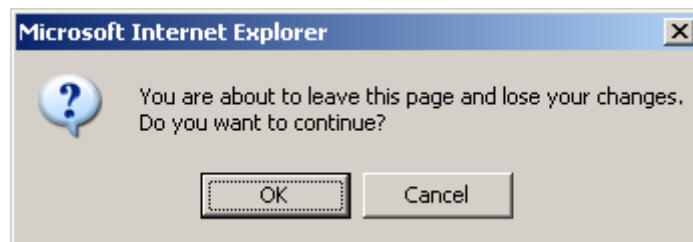
## Attendance

 You have successfully saved attendance data.

Date:  Center:  Grade:

STUDENT ID	FULL NAME	ATTENDANCE
7795	A	<input checked="" type="radio"/> P <input type="radio"/> A
3237	C	<input type="radio"/> P <input checked="" type="radio"/> A
7142	M	<input checked="" type="radio"/> P <input type="radio"/> A
9873	N	<input type="radio"/> P <input checked="" type="radio"/> A
7614	O	<input checked="" type="radio"/> P <input type="radio"/> A
7667	S	<input type="radio"/> P <input checked="" type="radio"/> A

Normally a **Save** action returns the user to the prior screen. If that does not occur, from the left menu, under Data Input, click on **Attendance**. If you see a pop-up window informing you that clicking **OK** to continue will lose changes, this message is in error. Click **OK**.



The original Attendance screen displays. You can now select another date, center, and grade. (If you call up the same options you last selected, you will see that any change you made was indeed saved.)

### 3 Manage Staffing

You can easily determine and track staffing for Learning Academy sessions.

#### 3.1 Add Staff to Centers

There are two ways to add staff to centers: through the Teacher List (see Section 3.2 Manage Staff Through the Teacher List) or through the **Add Staff** menu.

To add Learning Academy staff information from the menu:

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



3. Click **Learning Academy**.
4. Click **Add Staff** on the left-hand menu. The **Add Staff** page displays.

The screenshot shows the 'Add Staff' form in the Learning Academy system. The form is titled 'Add Staff' and is part of the 'Learning Academy' section. It contains various input fields for staff information, including Center, First Name, Last Name, Tutor Level, Certification, School, Current Address, City, State, Zip, Home Phone, Cell Phone, Email Address, and Active status. The form also includes a navigation menu on the left and a 'Printer Friendly' link at the top right.

**Learning Academy** > Student Demographics > Learning Academy [Printer Friendly](#)

**Data Input**

- Student History
- Attendance
- Add Staff**

**Reports**

- Teacher List
- Staff Totals
- Weekly Statistical Report
- Student List

**Add Staff**

**Staff Information:**

Center: Sherwood HS

First Name: A Last Name: Hamilton

Tutor Level: Adult Volunteer Certification: NO

MCPS School:  Yes  No School: Please Select

Current Address: 1234 17th St. City: Silver Spring

Current Address 2: State: MD

Zip: 20999

Home Phone: (301) 555-1212 Cell Phone:

Email Address:

Active: YES

- Using the drop-down list, select the **Center** where the person will be stationed.
- In the fields, enter information about the teacher. If the staffer has no cell phone or email address, leave those fields blank.
- When finished, click either
  - Save** to save the staffer's information. The **Teacher List** screen displays.
  - Save & Add Another** to save the staffer's information and open an addition **Add Staff** page for the next entry
  - Cancel**. The **Teacher List** screen displays. No changes are saved. Select a Center if you want to see the teachers and volunteers at the selected center.

To add Learning Academy staff information from the **Add Staff** screen (see Section 3.2 Manage Staff Through the Teacher List), click the **New** button. Follow the instructions as noted above.

### 3.2 Manage Staff Through the Teacher List

To view a list of teachers assigned to the Learning Academy, or to manage the teacher/staff list:

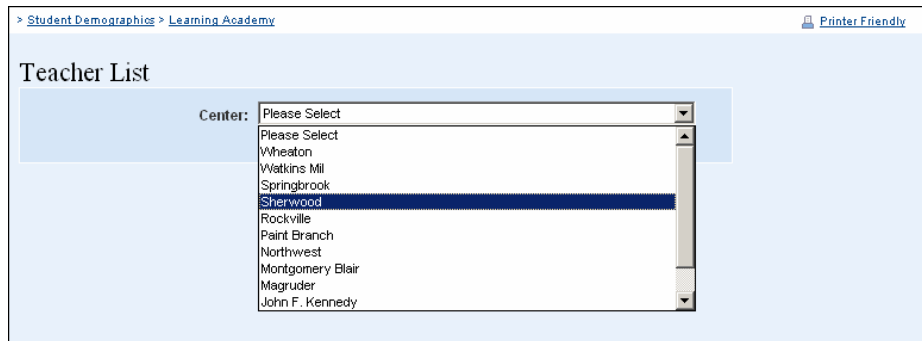
- Log on to OASIS.



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



3. Click **Learning Academy**.
4. Click **Teacher List** on the left-hand menu.



5. You need select a **Center**. Use the drop-down list to do so. An expanded **Teacher List** screen displays the staff at the selected center.
6. From the **Teacher List**, you can click
  - **Edit/View** to update teacher information
  - **Delete** to remove that teacher's information
  - **New** to add a new staff member to the center.

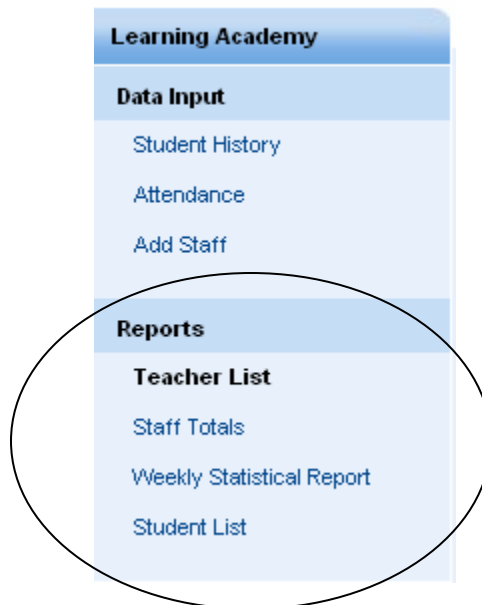
## 4 Reports

You can easily view online reports for Learning Academy

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



3. From left Navigation Menu, under **Reports**, click the report you want to run.



Note: The **Teacher List** option is discussed in Section Manage Staff Through the Teacher List.

## 4.1 Weekly Statistical Report

1. Hover the pointer over the **Student Demographics** tab, click **Learning Academy**. Below **Reports**, click **Weekly Statistical Report**. The **Weekly Statistical Data** screen displays.
2. You will be asked to select a **Center** and a **Date**. Use the drop-down lists to do so.

Weekly Statistical Data:

Center:  Date:

Enrollment	
Total Enrolled	--

Enrollment by Gender	
Male	--
Female	--
Not Available	--

Enrollment By Ethnicity	
African American	--
Asian	--
Hispanic	--
White	--
American Indian	--
Not Available	--

Enrollment By Grade Levels	Enrollment	Attendance
1	--	--
2	--	--
3	--	--
4	--	--
5	--	--
6	--	--
7	--	--
8	--	--
9	--	--
10	--	--
11	--	--
12	--	--
Totals	--	--

Attendance*	
Number of Students at > 80%	--
Number of Students at < 50%	--

\*Individual student attendance records available on request

3. Click **Run** to view the report.
4. The report is displayed. (The preceding screen shot displays the report format only, not an actual report.)

## 4.2 Staff Totals

1. Hover the pointer over the **Student Demographics** tab, click **Learning Academy**, then, below **Reports**, click **Staff Totals**. The **Staff Totals** page displays.

The screenshot shows the Learning Academy interface. At the top, there are navigation tabs: SCHEDULING, STUDENT DEMOGRAPHICS (highlighted), GRADE REPORTING, ASSESSMENTS, and REPORTS. Below the tabs, the breadcrumb path is '> Student Demographics > Learning Academy'. On the left, there is a sidebar with 'Data Input' (Student History, Attendance, Add Staff) and 'Reports' (Teacher List, Staff Totals, Weekly Statistical Report, Student List). The main content area is titled 'Staff Totals' and features a 'Center:' dropdown menu currently set to 'Please Select'. A 'Printer Friendly' link is visible in the top right corner.

2. You will be asked to choose a Center. Use the drop down list to do so
3. The Staff Totals report displays.

The screenshot shows the Learning Academy interface with the 'Center:' dropdown menu set to 'Wheaton'. Below the dropdown is a table displaying staff totals for Wheaton. The table has three columns: Center, Employee Type, and Total. The data rows are as follows:

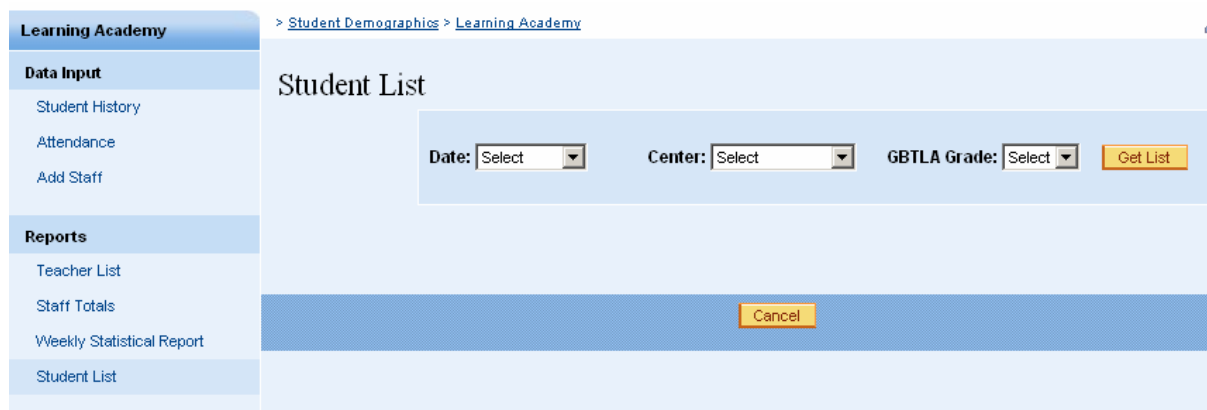
Center	Employee Type	Total
Wheaton	Lead Tutor	13
Wheaton	Adult Volunteer	19
Wheaton	Center Director	1
Wheaton	Student Volunteer	13
Wheaton	Lead Tutor trainer	1
Wheaton	College Student Volunteer	0
<b>Wheaton</b>	<b>Total:</b>	<b>47</b>

A 'View' link is located at the end of the total row, circled in red.

4. Click on **View** to see the **Teachers List** page. From that page, you can **Edit/View**, or **Delete** staff information and staff members. Click **New** to add staff.

### 4.3 Student List

1. Hover the pointer over the **Student Demographics** tab, click **Learning Academy**. Below **Reports**, click **Student List**. The **Student List** page displays.



The screenshot shows the 'Student List' page. On the left is a navigation menu with sections: 'Learning Academy' (selected), 'Data Input' (containing Student History, Attendance, Add Staff), and 'Reports' (containing Teacher List, Staff Totals, Weekly Statistical Report, and Student List). The main content area is titled 'Student List' and contains three dropdown menus labeled 'Date:', 'Center:', and 'GBTLA Grade:', each with a 'Select' option and a downward arrow. To the right of these menus is a yellow 'Get List' button. Below the filters is a blue horizontal bar with a yellow 'Cancel' button.

2. On the **Student List** screen, from the drop-down list fields, select the date, center, and George B. Thomas Learning Academy (GBTLA) grade level for the desired list. In the latter field, select “All” if you want to see all grade levels.
3. Click **Get List**. An expanded **Student List** screen displays.

## Student List

Date:  Center:  GBTLA Grade:

<a href="#">Multi Sort</a>					
	LAST NAME	FIRST NAME	GBTLA GRADE	MCPS GRADE	MCPS HOME SCHOOL
<a href="#">317</a>	B	P	9	10	SHERWOOD HIGH
<a href="#">761</a>	B		9	10	SHERWOOD HIGH
<a href="#">344</a>	B	R	9	10	MONTGOMERY BLAIR HIGH
<a href="#">980</a>	J		9	10	SHERWOOD HIGH
<a href="#">779</a>	R	L	9	10	SHERWOOD HIGH
<a href="#">360</a>	S		9	16	NON-MCPS SCHOOL
<a href="#">357</a>	W	K	9	10	SHERWOOD HIGH
<a href="#">Multi Sort</a>					

- Long lists will display on multi-page screens. Click **Show Pages** to display the entire list.
- Besides the GBTLA grade, each MCPS student's MCPS grade level is listed. Non-MCPS students are listed as being in grade level code 16.
- Click on **Multi Sort** to view the **Multi-Column Sort** pop-up window for your viewing options. In the window that follows, the last Student List report will be sorted first by the MCPS home school (in ascending alphabetical order) and secondly by the students' surnames.

Column	Include	Direction	Sort Order
LAST NAME	Yes	ASC	2
FIRST NAME	No	ASC	3
GBTLA GRADE	No	ASC	4
MCPS GRADE	No	ASC	5
MCPS HOME SCHOOL	Yes	ASC	1

7. Click **Do Sort** after you have set sorting options, or click **Cancel** to exit the pop-up.
8. To see another date/center/grade level report, select the desired combination from **Student List** screen drop-down fields and click **Get List**. Or, click **Cancel**. The **Student Search** screen displays.

## 5 Common Tasks

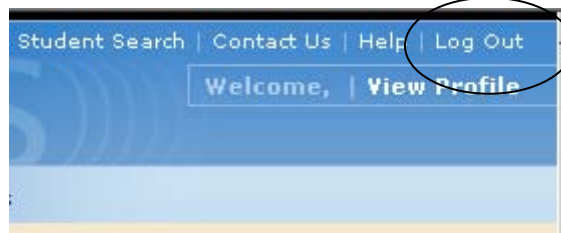
### 5.1 Log On and Off of OASIS

To log on to OASIS:

1. Enter your User name and Password. Select the appropriate domain from the **Log on to:** drop-down list.
2. When finished, click **Go**.



To log off of OASIS, click the **Log Out** link in the upper right-hand corner.



### 5.2 Search for Students

To search for the student's record.

1. On the OASIS menu, click the **Student Search** link in the upper right-hand corner. The **Student Search** page displays.



Montgomery County Public Schools  
Online Administrative Student Information System

Student Search | Contact Us | Help | Log Out  
Welcome, userno1 | View Profile

SCHEDULING ENROLLMENT **STUDENT DEMOGRAPHICS** GRADE REPORTING

> Student Demographics [Printer Friendly](#)

**Student Search**

Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name:

First Name:

Status:  Active  Inactive  Either/Don't Know

[Clear](#) [Search](#)

2. Enter search criteria in one or more fields. You can search for a student using the Student ID, social security number (SSN), Last Name, First Name, or a combination of fields. Use the percent sign (%) as a wildcard to enter part of a name or number. For example, entering a **Last Name** and **R%** in the **First Name** field retrieves all students with the designated last name and whose first name begins with R.

**Student Search**

Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name:

First Name:

Status:  Active  Inactive  Either/Don't Know

[Clear](#) [Search](#)

3. For Status, click an the option button to search by status:
  - **Active**: All active students that meet the search criteria
  - **Inactive**: All inactive students that meet the search criteria
  - **Either/Don't Know**: All students that meet the search criteria regardless of their active/inactive status
4. Click **Search**. If you entered either a first or last name, you see the list of students that match the search criteria.

**Student Search**

**Search Results (Click on a column heading to sort the list)**

Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.
<a href="#">743</a>	H	B	II	01/21/1988	18	Y	Montgomery Blair High	757
<a href="#">621</a>	H	L	M	10/06/1984	21	N	Rosemary Hills Elementary	794
<a href="#">960</a>	H	II	B	07/11/1997	9	Y	Sligo Creek Elementary	517
<a href="#">585</a>	H	R	S	01/03/1982	24	N	Sherwood High	503
<a href="#">621</a>	H	S	N	09/23/1984	22	N	Walter Johnson High	424
<a href="#">563</a>	H	S	M	05/04/1981	25	N	N/a	0

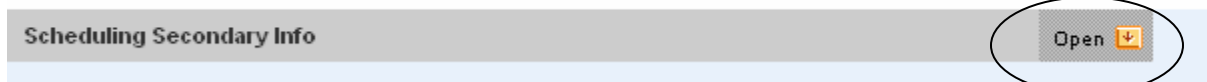
5. To see a student’s record, click the **Student ID**.

The student whose record is retrieved is now the current student. Student-based work that you perform in this module will pertain to that student until you retrieve another student’s record.

In many cases, secondary information about the student is available, but is hidden by default on the page.

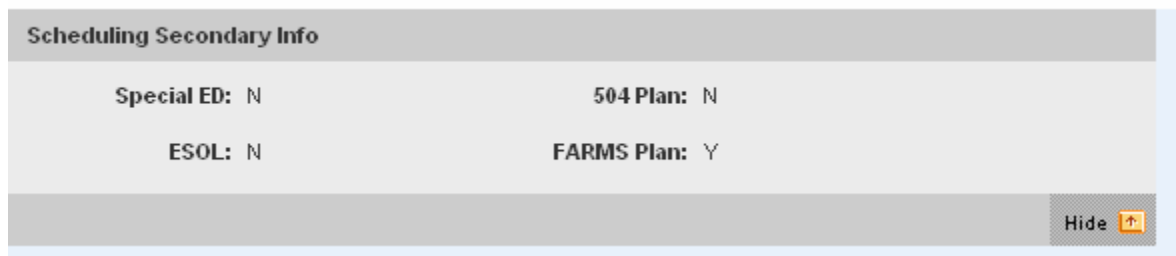
- Click its **Open** button to view that information.

> [Scheduling](#) > [Secondary Drop Add](#)



- Click its **Hide** button to hide the information.

> [Scheduling](#) > [Secondary Drop Add](#) > [View Class By Course](#)



**Note:** You can search for a new student at any time while you are working in a module. Enter a **Student ID** number in the **Find Another Student** field on the left-hand menu and click **Go**.

6. Some students have enrollments in more than one school, including non-MCPS schools. If you select **Scheduling** → **Secondary Drop Add** → **Student Class Drop/Add**, all enrollments will appear. Click **View Schedule** for the school schedule you want to view.

School No.	School Name	Enrollment Date	Withdrawal Date	
230	ROCKVILLE HIGH	11/07/2005		<a href="#">View Schedule</a>
789	ALBERT EINSTEIN HIGH	08/29/2005	11/07/2005	<a href="#">View Schedule</a>

### 5.3 Select a School

If you are involved in more than one school, you be asked to select the appropriate one. To do so,

1. On the right-hand menu, see the **School Detail** tab.
2. Under **Select Another School:**, click the down arrow. A list of schools appears.
3. Click the school name to select it.

The screenshot displays the 'Teacher List' interface. At the top, there are navigation tabs: SCHEDULING, ENROLLMENT, STUDENT DEMOGRAPHICS, GRADE REPORTING, ASSESSMENTS, and REPORTS. Below these is a breadcrumb trail: > Scheduling > Master Schedule Maintenance. The left sidebar contains 'Master Schedule Maintenance' with sub-links like 'Teacher/Counselor Mnt.', 'Class Info Mnt.', 'Add New Class/Section', 'Course Mnt. By Year', and 'Restricted Course List By Year'. Below this is a 'School Detail' tab, and a 'No School.' section with a 'Show' dropdown. The 'Select Another School:' dropdown is open, listing schools such as 'A. Mario Loiederman Middle', 'Albert Einstein High', 'Argyle Middle' (highlighted), 'Baker Middle', 'Benjamin Banneker Middle', 'Bethesda-chevy Chase High', 'Briggs Chaney Middle School', 'Cabin John Middle', 'Col Zadok Magruder High', and 'Damascus High'. The main content area shows 'Teacher List' and a message: 'Please select a school before continuing.'