
**The Office of
Information and Organizational Systems**

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

Master Schedule Maintenance

User Manual

**Version 1.4
Revised: July 16, 2012**

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Note: **Cross scheduling** information is included in sections 4 and 8.

Introduction

The Master Schedule Module allows secondary school users to manage information about classes and scheduling. This includes information such as assigning teachers to class sections, adding new classes and sections, assigning room numbers, and maintaining class information.

The primary users of the Master Schedule Maintenance module are **Master Schedulers**:

- Master Schedulers perform all Master Schedule Maintenance tasks. The exception is that they cannot add or change the four-digit course codes. (If a school believes a new course code is needed, contact the Office of Curriculum and Instruction for further information.)
- Some counselors may be authorized to manage class capacity.

To access this and any OASIS module, users will first have to log on to OASIS. Depending on the task in this module, users will also need to be able to **Search for Students** or **Select a School**. Section 10 of this User Manual explains how to perform these **Common Tasks**.

Subject to a user's access rights, this User Manual provides brief step-by-step instructions for using the Master Schedule Maintenance module to:

1. View and change teacher/counselor assignments.
2. View, create, and change class information.

Reports

Master Schedulers also may access, from the **Scheduler** tab, **Scheduling Reports**. Two reports are available:

- **Class Schedules by School**, which provides the master schedule for a school; output may be sorted by multiple criteria and may be exported as an Excel spreadsheet
- **Missing Student Schedules by School**, which provides a report of any student who has not been assigned to at least one class (including homeroom or counselor) in the period.

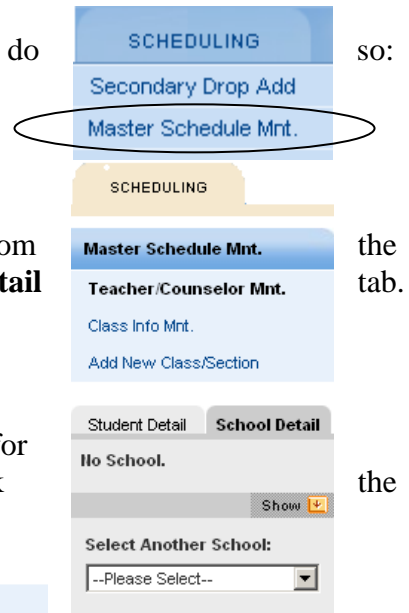
This User Manual provides no further information regarding these reports.

When you, the user, are finished your work in OASIS, be sure to log out!

1 View Teacher/Counselor Class Information

You can view teacher and counselor assignments in a school. To do

1. Click on the **Scheduling** tab to display its menu choices.
2. Click **Master Schedule Mnt.**
3. If the desired school is not already selected, select a school from **Select Another School:** drop-down list under the **School Detail** See Section 10.3 **Select a School** for more information.
4. The **Teacher List** displays. It includes all teachers available for class assignment. (If the **Teacher List** does not display, click **Teacher/Counselor Mnt.** link on the left-hand menu.)



Master Schedule Mnt. > Scheduling > Master Schedule Mnt.

Teacher/Counselor Mnt.

Class Info Mnt.
Add New Class/Section
Course Mnt. By Year

Student Detail **School Detail**

Argyle Middle (823)
ID: 1778 (active)
2400 Bel Pre Road
Phone: (301) 460-2400

Hide [x]

Select Another School:
--Please Select--

Teacher List

School: ARGYLE MIDDLE (823)

Employee ID	Name	
00006	A	Reassign All Sections
0000471	B	Reassign All Sections
000010	B	Reassign All Sections
0000598	BI	Reassign All Sections
000064	B	Reassign All Sections
0000756	B	Reassign All Sections
000058	B	Reassign All Sections
0000754	B	Reassign All Sections
0000	B	Reassign All Sections

5. To review the sections to which a teacher is assigned, click that teacher's **View Sections** link. (Note: the **Reassign All Sections** link is currently only enabled during the summer.)
6. The **Class List By Teacher** displays, by school and by teacher, the class **Duration, Period, Course Title, Room No., Course [code], Level, Section, Teacher Begin Date, Teacher End Date, Total Students, and the Maximum number of Students** currently allowed in this class.

Class List By Teacher

School: ARGYLE MIDDLE (823)

Teacher: B

Duration	Period	Course Title	Room No.	Course	Level	Section	Teacher Begin Date	Teacher End Date	Total Stud.	Max Stud.	
S1	02	SOFT APP DESIGN A	129	2903	00	04	08/28/2006		29	32	Reassign Teacher
S1	04	SOFT APP DESIGN A	129	2903	00	07	08/28/2006		31	32	Reassign Teacher
S1	08	SOFT APP DESIGN A	129	2903	00	06	08/28/2006		27	32	Reassign Teacher
S2	02	SOFT APP DESIGN B	129	2904	00	04	01/20/2007		29	32	Reassign Teacher
S2	04	SOFT APP DESIGN B	129	2904	00	07	01/20/2007		30	32	Reassign Teacher
S2	08	SOFT APP DESIGN B	129	2904	00	06	01/20/2007		26	32	Reassign Teacher
YR	03	INTRO COMPUTERS	129	2940	00	01	08/28/2006		30	32	Reassign Teacher
YR	07	INTRO COMPUTERS	129	2940	00	02	08/28/2006		31	32	Reassign Teacher
YR	99	HOMEROOM		9151	00	32	08/28/2006		19	0	Reassign Teacher

2 Re-assign a Teacher

2.1 Re-assign a Course to a Different Teacher

You may need to assign a course to a different teacher. Note that you cannot reassign a teacher to a course that has a **Teacher End Date**.

To re-assign a course:

- 1 Perform steps 1 through 6 of Section 1, **View Teacher/Counselor Class Information**, to arrive at the **Class List By Teacher** screen.
- 2 To assign a section to a different teacher, click the **Reassign Teacher** link for that section.

Class List By Teacher

School: ARGYLE MIDDLE (823)

Teacher: B

Multi Sort

Duration	Period	Course Title	Room No.	Course	Level	Section	Teacher Begin Date	Teacher End Date	Total Stud.	Max Stud.	
S1	02	SOFT APP DESGN A	129	2903	00	04	08/28/2006		29	32	Reassign Teacher
S1	04	SOFT APP DESGN A	129	2903	00	07	08/28/2006		31	32	Reassign Teacher
S1	08	SOFT APP DESGN A	129	2903	00	06	08/28/2006		27	32	Reassign Teacher
S2	02	SOFT APP DESGN B	129	2904	00	04	01/20/2007		29	32	Reassign Teacher
S2	04	SOFT APP DESGN B	129	2904	00	07	01/20/2007		30	32	Reassign Teacher
S2	08	SOFT APP DESGN B	129	2904	00	06	01/20/2007		26	32	Reassign Teacher
YR	03	INTRO COMPUTERS	129	2940	00	01	08/28/2006		30	32	Reassign Teacher
YR	07	INTRO COMPUTERS	129	2940	00	02	08/28/2006		31	32	Reassign Teacher
YR	99	HOMEROOM		9151	00	32	08/28/2006		19	0	Reassign Teacher

Multi Sort

- 3 The **Reassign Teacher** screen opens. Select the **New Teacher** from the drop-down list. Using the calendar or entering the date in MM/DD/YYYY format, enter the **As Of Date** to signify the date the change becomes effective.

Reassign Teacher

School: JULIUS WEST MIDDLE (211)

Teacher: Letisa M Course Code: 7888

Level: 01 Section: 05

Term Code: YR Period: 02

Section Begin Date: 9/17/2005 Section End Date:

New Teacher: Betty A

As Of Date: 10/31/2005

Reset Cancel Save

- 4 When finished, click either:

1. **Save** to save the updates. The **Class List By Teacher** screen for the **newly-assigned** teacher displays.
2. **Reset** to return the original contents of the fields.
3. **Cancel** to return to the **Class List By Teacher** screen. No changes are saved.

> Scheduling > Master Schedule Mnt. > Teacher/Counselor Mnt. Printer Friendly

Class List By Teacher

School: JULIUS WEST MIDDLE (211)

Teacher: S.

Multi Sort											
Duration	Period	Course Title	Room No.	Course	Level	Section	Teacher Begin Date	Teacher End Date	Total Stud.	Max Stud.	
YR	01	ESOL LEVEL 2 MID	002C	1222	01	03	08/27/2007		16	29	Reassign Teacher
YR	02	SOCIAL STS GRD 6	002C	7883	81	01	08/27/2007		10	5	Reassign Teacher
YR	02	US HISTORY 8	002C	2002	81	01	08/27/2007		6	7	Reassign Teacher
YR	03	MATH 6 (MATH A)	002C	3016	81	01	08/27/2007		10	5	Reassign Teacher
YR	03	ALG PREP (MATHC)	002C	3018	81	01	08/27/2007		10	10	Reassign Teacher
YR	04	ESOL LEVEL 2 MID	002C	1222	01	02	08/27/2007		10	29	Reassign Teacher

Multi Sort

2.2 Re-Assign a Different Teacher to All of a Teacher’s Sections

The **Reassign All Sections** option on the **Teacher List** screen is currently available only during the summer.

> Scheduling > Master Schedule Mnt. Printer Friendly

Teacher List

School: ARGYLE MIDDLE (823)

Employee ID	Name		
00006	A	Reassign All Sections	View Sections
0000471	B	Reassign All Sections	View Sections
000010	B	Reassign All Sections	View Sections
0000598	BI	Reassign All Sections	View Sections
000064	B	Reassign All Sections	View Sections
0000756	B	Reassign All Sections	View Sections
000058	B	Reassign All Sections	View Sections
0000754	B	Reassign All Sections	View Sections
0000	B	Reassign All Sections	View Sections

Click **Reassign All Sections** for a given teacher. When enabled, the **Reassign All Sections** screen displays. The user may select, from the **New Teacher:** drop-down list of teachers in the school, the teacher who will be assigned the schedule of the former teacher. The drop-down list includes temporary place names starting with “A –,” for the number of teachers expected to be newly assigned to the school.

Leave the date field blank.

> Scheduling > Master Schedule Mnt. > Teacher/Counselor Mnt.

Reassign All Sections

School: ARGYLE MIDDLE (823)

Teacher: D

New Teacher:

As Of Date:

3 View Class Information

You can view class information. To do so:

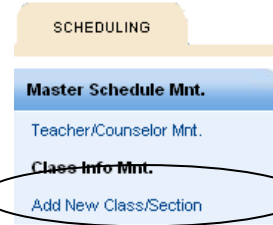
1. Hover the pointer over the **Scheduling** tab. Its tasks display.



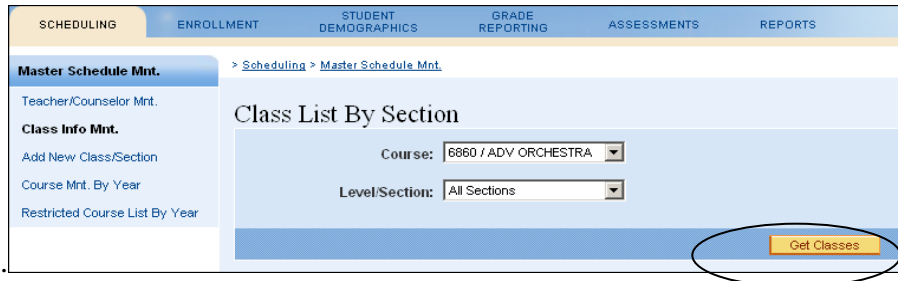
Master Schedule Maintenance.

2. Click the **Class Info Mnt.** link on the left-hand menu.

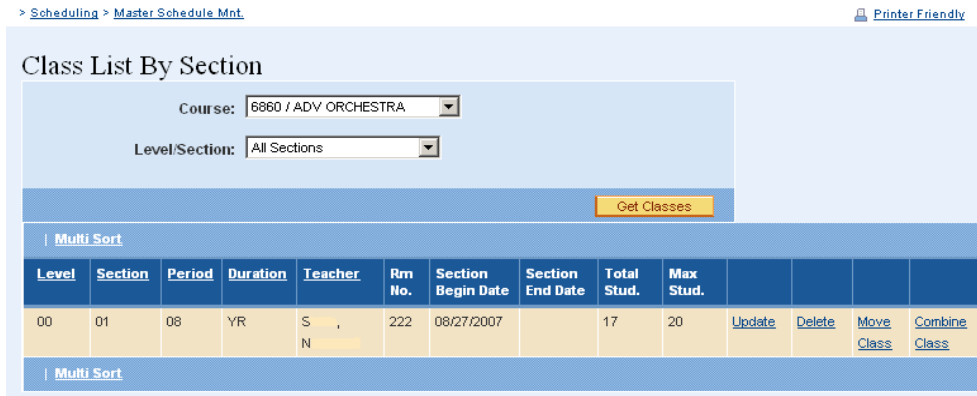
If you have not selected a school, you may be asked to do so. **Select a School**, Section 10.3 for more information.



3. The **Class List by Section** screen for that school displays.



4. Using the drop-down list, select a **Course**.
5. Select the **Level/Section**. You may also view **All Sections** (the default choice).
6. Click the **Get Classes** button. On the **Class List by Section** screen, you will see the section(s) for the course selected. From this screen, you can click **Update** to update the class' **Room, Capacity, and Period** (see Section 4 Update Existing Classes and Sections),



Delete sections, **Move Class**, and **Combine Class**.

4 Update Existing Classes and Sections

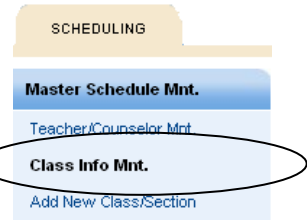
Updating existing classes allows you to change a section’s room assignment, maximum number of students, period, and cross scheduling (attending school). To do so:

1. Hover the pointer over the **Scheduling** tab. Its tasks display. Click **Master Schedule Maintenance**.

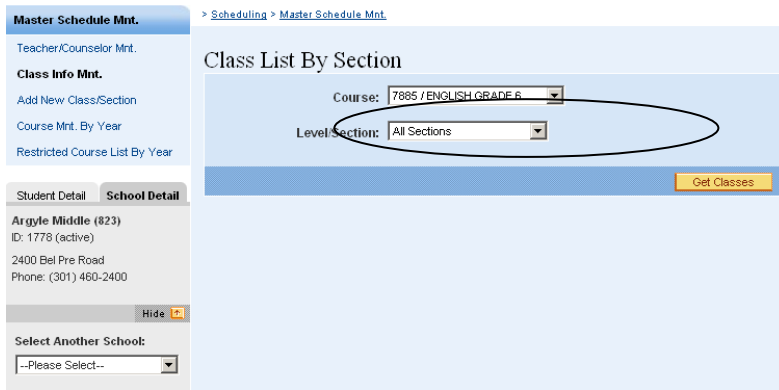


2. Click the **Class Info Mnt.** link on the left-hand menu.

If you have not selected a school, you may be asked to do so. See **Select a School**, Section 10.3 for more information.



3. The **Class List by Section** screen displays.



4. Using the drop-down list, select a **Course**.
5. Select the **Level/Section**. You may also view **All Sections** (the default choice).
6. Click the **Get Classes** button. The **Class List by Section** screen displays the section(s) for the specified course.

> Scheduling > Master Schedule Mnt. Printer Friendly

Class List By Section

Course: 7885 / ENGLISH GRADE 6

Level/Section: All Sections

Get Classes

Multi Sort													
Level	Section	Period	Duration	Teacher	Rm No.	Section Begin Date	Section End Date	Total Stud.	Max Stud.				
00	01	06	YR	P	209	08/27/2007		19	28	Update	Delete	Move Class	Combine Class
00	02	01	YR	S	207	08/27/2007		18	28	Update	Delete	Move Class	Combine Class
00	03	07	YR	S	207	08/27/2007		21	28	Update	Delete	Move Class	Combine Class
00	04	02	YR	S	207	08/27/2007		29	28	Update	Delete	Move Class	Combine Class

Multi Sort

7. Click the **Update** link to update room number, class capacity (maximum number of students), and the period. The **Class Data Entry** screen displays.

8. Update the **Room**, **Class Capacity**, and/or **Period** and **Attending School** as needed.

Class Data Entry

School: Any School (000)

Course Term Code: S1

Course: 1711 / SPANISH 1A

Level: 00

Section: 06

Teacher: York, Maria W

Room: 318

Class Capacity: 30

Period: 01
02
03
04
05
06
07
08
09
10

Attending School: Any School

Reset Cancel Update

Note: **Cross Scheduling** - If students are already assigned to the class when you change the attending school, you **MUST** delete the class from each student's schedule and add it back. Note the begin date for each student and add it back with the correct begin date so that you will not lose attendance. If any marking period or final marks are in OASIS, they must be re-added when you do this.

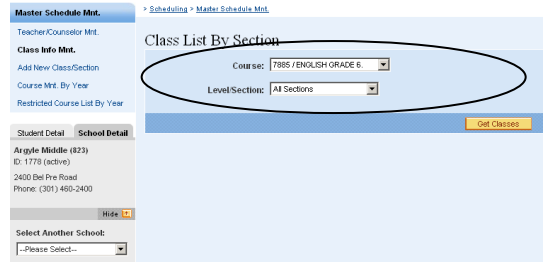
9. When finished, click either

- **Update** to save the updates and return to the **Class List by Section** screen.
- **Reset** to return the original contents of the fields.
- **Cancel** to return to the **Class List by Section** screen. No changes are saved.

5 Delete a Class and/or Section

1. Hover the pointer over the **Scheduling** tab. And click **Master Schedule Maintenance**.
2. Click the **Class Info Mnt.** link on the left-hand menu.
3. If you have not selected a school, you may be asked to do so. See **Select a School**, Section 10.3 for more information.

4. The **Class List by Section** screen displays.
5. Using the drop-down list, select a **Course**.
6. Select the **Level/Section**. You may also view **All Sections** (the default choice).



7. Click the **Get Classes** button. The **Class List by Section** screen displays.

> Scheduling > Master Schedule Mnt. Printer Friendly

Class List By Section

Course: 7885 / ENGLISH GRADE 6

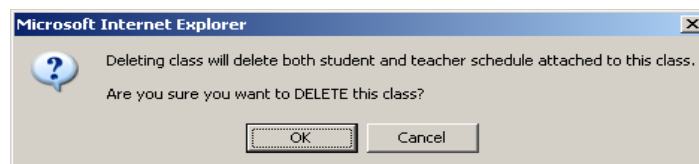
Level/Section: All Sections

Get Classes

Multi Sort												
Level	Section	Period	Duration	Teacher	Rm No.	Section Begin Date	Section End Date	Total Stud.	Max Stud.			
00	01	06	YR	P	209	08/27/2007		19	28	Update	Delete	Move Class
00	02	01	YR	S	207	08/27/2007		18	28	Update	Delete	Move Class
00	03	07	YR	S	207	08/27/2007		21	28	Update	Delete	Move Class
00	04	02	YR	S	207	08/27/2007		29	28	Update	Delete	Move Class

Multi Sort

8. Deleting a section deletes the section's entries in both the student and teacher schedules. To delete a section, click the section's **Delete** link on the **Class List by Section** screen.
9. You will be asked to confirm that you are sure you want to delete the class. Click **OK** to do so. If there is still one or more student assigned to this section, you will be asked to click **OK** to confirm the class deletion, or to **Cancel**.



Option: **Combine** two sections, rather than using **Delete**, if you want to move the students in a section to another section of the same course.

Important Note: Deleting a section removes all student grades and attendance records, attached to that section, from the OASIS database!

6 Move a Class

Moving an existing class allows you to change its eight-digit course code to a new eight-digit course code, without changing its other pre-existing information (such as room, maximum of students, teacher, students, and period). To do so:

1. Perform steps 1 through 6 of Section 3, **View Class Information**, to arrive at the **Class List By Section** screen.
2. Select the class and section to move. Click **Get Classes**.
3. The **Class List by Section** screen expands to provide information regarding the selected course code (course, level, and section). Click the **Move Class** link to move students into a new class from the sending class.
4. The **Move Class** screen displays with the current course code information (course, level, and section) information for the section you wish to move.

> [Scheduling](#) > [Master Schedule Mnt.](#) > [Class Info Mnt.](#)

Move Class

School: ARGYLE MIDDLE (823)

Teacher: S Term Code: YR

Period: 01 Class Cap: 28

Course: 7885 / ENGLISH GRADE 6. ▾

Level: 00 ▾

Section: 02 ▾

5. Using the drop-down lists, all of the course code information can tentatively be changed, as appropriate.
6. When finished, click either:
 - **Save**, to complete the move. The students and teacher will now be assigned to the new course code. The **Class List by Section** screen now displays the updated course code information.
 - **Cancel**, to return to the **Class List by Section** screen without completing the move. Accordingly, the course code information remains unchanged.

7 Combine a Class

Combining existing classes allows you to select, for a particular course, the section that you want to combine (in the sense of merging into another section) and the receiving section. To do so:

1. Perform steps 1 through 6 of Section 3, **View Class Information**, to arrive at the **Class List By Section** screen.
2. On the **Class List By Section** screen, you may select, from the **Level/Section** drop-down list field, either
 - All Sections
 - The specific section you need to combine into a receiving section

3. Click **Get Classes**.

4. If you had selected **All Sections**, you will see the **Class List by Section** screen expanded to display all the sections for that school and course, with information per section, including period, total students enrolled, and maximum number of students (section capacity limit), as in the following screen shot.

Level	Section	Period	Duration	Teacher	Rm No.	Section Begin Date	Section End Date	Total Stud.	Max Stud.	Update	Delete	Move Class	Combine Class
10	01	02	S1	W	A266	08/27/2007		12	20	Update	Delete	Move Class	Combine Class
20	01	03	S1	W	A266	08/27/2007		12	20	Update	Delete	Move Class	Combine Class
12	01	02	S2	W	A266	01/23/2008		12	20	Update	Delete	Move Class	Combine Class
22	01	03	S2	W	A266	01/23/2008		12	20	Update	Delete	Move Class	Combine Class

5. Instead of selecting **All Sections**, the user could have selected a particular level and section. In that case, the expanded **Class List by Section** screen would only display the information for that section.

6. Click **Combine Class** to select the specific level and section for combining. The **Combine Class** screen then displays. In the following example, the user selected level 10, section 01.

7. Under **TO:**, select the **Level/Section/Period/Class Cap[acity]/Actual Size:** drop-down list, select the receiving class. The combined class size must not exceed the class capacity of the receiving class. (Class capacity limits may be changed through the **Update** function.)
8. The **As of Date** is the effective date for combining the sending section into the receiving section. Click on the calendar icon to the right of the blank date field, click to the correct month if not already displayed, and then click the effective date. Or click in the blank date field, and enter the date in the MM/DD/YYYY format.

Note: Courses may be combined up to the twenty-fifth school day of a current semester.

9. When finished, click either
 - **Save** to combine the two sections and return to the **Class List by Section** screen.
 - **Cancel** to return to the **Class List by Section** screen. No changes are saved.

8 Add New Classes (and set cross schedule school)

To add new classes:

1. Hover over the **Scheduling** tab to display its menu choices. Click **Master Schedule Mnt.**
2. Click the **Add New Class/Section** link on the left-hand menu. If you have not selected a school, do so from the **Select Another School:** drop-down list (lower left-hand side of the screen).
3. The **Class Data Entry** screen displays.

4. Using the drop-down lists, select the **Duration, Course, Level, Section, Teacher, Class Capacity, and Period.** Enter the **Room** number. If this is a cross scheduled class, change the Attending School field to indicate the school where the student will attend class or the school responsible for entering the grades and attendance.

Note – You MUST set the attending school before adding students to a class.

5. When finished, click either
 - **Save** to save your changes. The **Class List by Section** screen displays with the new class you added. (In the screen, it is the last entry.)
 - **Save & Add Another** to save your changes. The **Class Data Entry** screen displays again with blank fields so you can add another class.
 - **Clear** empties the fields so you can select different information.
 - **Cancel** closes the **Class Data Entry** screen and returns to the **Class List by Section** screen. No changes are saved.

Class List By Section

Course: 3020 / ALGEBRA 1A
 Level/Section: All Sections
 Get Classes

Level	Section	Period	Duration	Teacher	Rm No.	Section Begin Date	Section End Date	Total Stud.	Max Stud.				
60	01	01	S1	McKay, Michael A	276	08/27/2007		8	8	Update	Delete	Move Class	Combine Class
70	01	01	S1	McKay, Michael A	276	08/27/2007		22	26	Update	Delete	Move Class	Combine Class
80	01	03	S1	McKay, Michael A	276	08/27/2007		30	32	Update	Delete	Move Class	Combine Class
81	01	01	S1	Pietrandrea, Timothy P	176	08/27/2007		25	32	Update	Delete	Move Class	Combine Class
70	02	04	S1	Tomlinson, Tracy O	350	08/27/2007		30	32	Update	Delete	Move Class	Combine Class
80	02	07	S1	McKay, Michael A	276	08/27/2007		24	32	Update	Delete	Move Class	Combine Class
81	02	05	S1	Pietrandrea, Timothy P	176	08/27/2007		23	32	Update	Delete	Move Class	Combine Class
70	03	06	S1	Tomlinson, Tracy O	350	08/27/2007		31	32	Update	Delete	Move Class	Combine Class
01	02	03	YR	A Teacher-06, A	503	08/27/2007		0	19	Update	Delete	Move Class	Combine Class

9 Adding Classroom Support Staff

9.1 Classroom Support Maintenance

The Classroom Support Maintenance module in OASIS allows the tracking and reporting of additional staff assigned to a class.

From the Scheduling tab select Master Schedule Mnt., Classroom Support Mnt.



This screen allows you to add support staff to a class. It also provides you with links to helpful reports.

Classroom Support Maintenance - Class List By Section

Course: Please Select

Level/Section:

Get Classes

Reports

[Classes with Classroom Support Report](#)

[Available Teachers by Period Report](#)

9.2 Add support staff to a class

1. Enter a course and level/section and press the Get Classes button.
2. From the class list, click on the Assign link of the desired class.

Classroom Support Maintenance - Class List By Section

Course: 7880 / ENGLISH GRADE 6

Level/Section: All Sections

Get Classes

Multi Sort										
Level	Section	Period	Duration	Teacher	Rm No.	Section Begin Date	Section End Date	Total Stud.	Max Stud.	
62	01	01	YR	A Teacher-01, A	E104	08/27/2012		0	28	Assign

Multi Sort

3. Choose a staff member from the dropdown.
4. Set begin and end dates (these must be valid school days). These default to the term dates for the class.
5. Choose the type of support:
 - Co-Teacher – this access allows full classroom access to Gradebook and attendance. Only staff with teacher job codes in HR are permitted to be co-teachers.
 - Support – this access does not have access to Gradebook and attendance.
6. Click Save

Assign Classroom Support

School: BRIGGS CHANEY MIDDLE (335)

Teacher: A Teacher-01, A Course Code: 7880

Level: 62 Section: 01

Term Code: YR Period: 01

Section Begin Date: 8/27/2012 Section End Date:

New Classroom Support: Teacher-95, T

Begin Date: 08/27/2012

End Date: 06/14/2013

Support Type: Co-Teacher Support

Reset Cancel Save

9.3 Reports

There are currently 2 reports available.

Click on the link to select the desired report.

Reports

- [Classes with Classroom Support Report](#)
- [Available Teachers by Period Report](#)

SQL Server Reporting Services
[Home](#) > [Reports](#) > [Classroom Support](#) >
Classes With Classroom Support

Home | My Subscriptions | Help
 Search for: Go

View | Properties | History | Subscriptions

New Subscription ⬆

School: <Select a Value>

9.3.1 Classes with Classroom Support Report

1. Select your school
2. Click the View Report button once the report screen appears.

SQL Server Reporting Services
[Home](#) > [Reports](#) > [Classroom Support](#) >
Available Teachers By Period

Home | My Subscriptions | Help
 Search for: Go

View | Properties | History | Subscriptions

New Subscription ⬆

School: <Select a Value> Period:

9.3.2 Available Teachers by Period

1. Select your school
2. Select the period
3. Click the View Report button.

9.3.3 Notes:

- Only OASIS users with Master Scheduler access can assign support staff and see reports.
- Every class must have a primary teacher assigned in Class Info Mnt., support staff is optional.
- A class can have more than one support staff assignment.
- If a primary teacher is on long term leave, you must assign a different primary teacher, not rely on the secondary teacher. (You can end the co-teacher assignment and make them primary.)
- If you move a class, the support staff moves with the class
- If you combine a class with support staff into another existing class, the support staff does NOT move with the students. You must add the support staff to the receiving class if desired.

- Deleting a class automatically deletes all support staff assignments for that class.

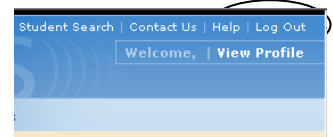
10 Common Tasks

10.1 Log On and Off of OASIS

To log on to OASIS:

1. Enter your **User name** and **Password**, and select the appropriate domain.
2. When finished, click **Go**.

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



10.2 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** screen displays.

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.

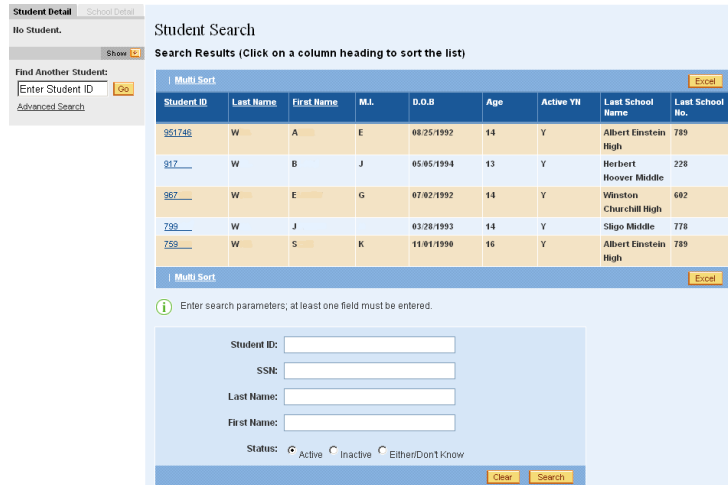
For **Status**, click an option button to search by status:

Active: All active students that meet the search criteria

Inactive: All inactive students that meet the search criteria

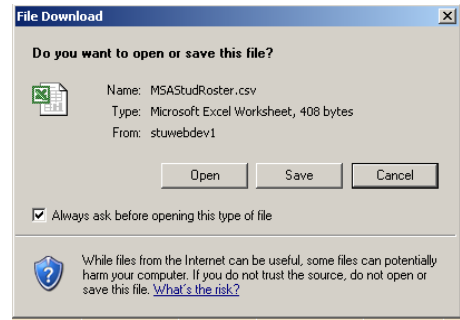
Either/Don't Know: All students that meet the search criteria regardless of their active/inactive status

Click **Search**. If you entered either a first or last name, you see the list of students that match the search criteria.



10.2.1 Export Search Results

The Excel button provides the option to display or export your search results as a spreadsheet file. Click **Excel**. The following message will pop up and overlay the search results screen:



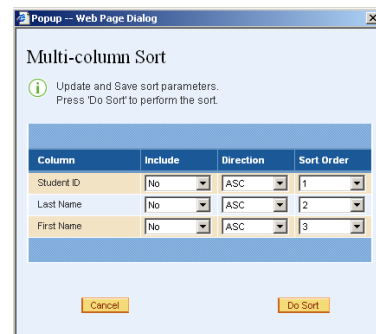
- Disregard the warning statement in this case. Opening or downloading this file is without risk.
- Click **Open** to see the same search results in a spreadsheet format. Under **File**, on the menu tool bar, you have the standard options.
- If you click **Save** on the **File Download** dialogue, the standard Windows **Save As** dialogue displays.
- Saved search results may subsequently be opened in MS Excel (or another spreadsheet program). The file may also be inserted into MS Word as an object, as a Microsoft Excel worksheet.

10.2.2 Sort Search Results

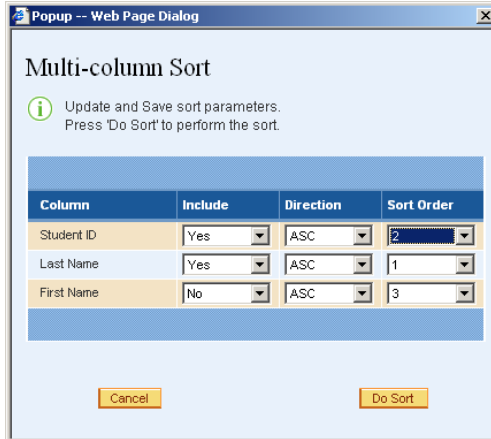
You may also sort your search results. Click the **Multi Sort** option. The popup may display as following.

- To include a field in the sort, change **Include** to "Yes."
- If you want the sort to be in descending order, set **Direction** as "DSC."
- The **Sort Order** determines which field is first sorted.

For example, if you wanted to sort only by **Last Name** and



Student ID, with both in ascending order, and with the sort first by **Last Name** and secondly by **Student ID**, set the drop-down list options as in the following figure.



In the previous example, the **Sort Order** for First Name is inactive, as First Name is not selected for inclusion in the sort order.

The **Multi-column Sort** dialog could contain a different combination of fields. For example, the following available screen may display for a multi-column sort in OASIS' MSA Roster module.

10.3 Select a School

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

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

