Setting Up For a Summer School

Method:
Adding Summer School (SS) as a Program

Outline:
- ❑ For each school that will be having a summer school session:
  1. The Program Code SS should be entered and activated.
  2. The Grade should be added if this school does not normally have it.
- ❑ Bell Times and Days of Week for the SS program should be entered and activated.
- ❑ Create a work list of students for each school.
- ❑ For each student attending summer school, change their Program to SS and change their school code if necessary.
- ❑ View your new summer school student list.

Directions:
1. Open Edulog.nt (TIMS.NT) Summer School Database.
2. On the menu bar under **SCHOOLS** select **TABULAR**
3. Enter the School Code (ex: 235)
   a. Click the **FIND** button
   The window Schools EDIT FORM appears
4. Click the **GRADE/PROG** button
   The window SCHOOL GRADE PROGRAM PROPERTY TABLE appears
5. Click the **PROGRAM** button
   The window PROGRAM SELECTION appears
6. In the field PROGRAMS: NEW type SS
   a. Click the **ADD** button
   The code SS is now showing in both locations; Programs: New and Programs Selected
   b. Click **OK**
   Now you are back at the SCHOOL GRADE PROGRAM PROPERTY TABLE
   SS now appears in each column for Properties
   c. Click **OK**
   Now you are back at the SCHOOLS EDIT FORM

If you DO NOT need to change the Bell Times, click the CONFIRM button. You will be asked to confirm your changes. Click OK and continue with step 8.

7. If you need to change the Bell Times, OR Days of Week, do so now. Save/Confirm all changes.
8. For each student attending summer school, change their Program to SS and change their school code if necessary.
9. Create and Save a new Summer School student worklist. Use the following criteria under DATA FIELDS:

Field Names	Operators	Search Value
School	Equal	School Code (ex: 235)
Program	Equal	SS

Now you have a list of students attending summer school at this one location.