

# SASI-III



*Fresno Unified School District  
Pre Reg Procedures Manual  
Secondary Schools  
2/11/04*

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# Introduction

This Pre-Reg manual is a reference/resource to assist you during the Pre-Registration process.

You will also need the following documents to complete the Pre-Reg/Master Schedule Process.

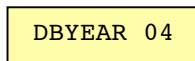
These documents are available at <http://www.fresno.k12.ca.us/technology/sasi/sasidl.html>

1. SASI Secondary Schools Beginning Training Manual
2. FUSD - SASI 2004-2005 Calendar

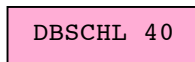
Use your Highlighter! Write on it! Let it work for you! Please send any corrections or suggestions to John Forbes – [jdforbe@fresno.k12.ca.us](mailto:jdforbe@fresno.k12.ca.us).

## **Conventions used in this manual**

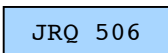
Several of the steps in this manual require you to switch DBYEAR, DBSCHL or both. The following reminders were added to help you know which year and school you should be in for each step.



Yellow boxes tell you which DBYEAR you should be in.



Pink boxes tell you which DBSCHL you should be in.



Blue boxes list a JRQ number, which is a “Job Request” that goes to Technology Services.



The caution symbol is next to items that require added attention.



The floppy disk picture is next to steps that require a special DBDUMP.

# General Guidelines and Calendar


<p><b>November/December</b></p>	<ol style="list-style-type: none"> <li>1. Begin preparing "In-House" Pre-Reg materials: Course Offerings, directions, Booklets, Pamphlets, Mailers, Inquiries to Teachers/Departments, etc.</li> <li>2. Magnet/Specialty School Presentations</li> <li>3. Make list of Feeder School Contact Person(s)</li> <li>4. Set Visitation Dates with Feeder Schools</li> </ol>
<p><b>December/January</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRQ 506</div>	<ol style="list-style-type: none"> <li>1. Magnet/Specialty Schools send data to Student Services</li> <li>2. Start determination of your enrollment - use census of your current Students and use 'JRQ - 506' transaction on Mainframe to order census of Incoming Students.</li> <li>3. Data is sent to Facilities from Student Services</li> </ol>
<p><b>February</b></p> <p><i>Pre-Reg will 'open' on Feb 10</i></p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRQ 626</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRQ 695</div>	<ol style="list-style-type: none"> <li>1. From Census Lists - Check EAZ, 1-2-3's, IDT's, 61's, 66's, 91's, GATE, ELD/LEP,etc.</li> <li>2. <u>SASI</u> - Start Pre-Reg sequence - Set Pre-Reg files             <ol style="list-style-type: none"> <li>a. SEE: "PRE-REG MANUAL" - Download Incoming 7th and 9th (BY EAZ) - JRQ 626 (you can only do a 626 once)</li> <li>b. Purge Pre-Reg Enrollment:                 <ul style="list-style-type: none"> <li>• Choice/Open Enrollment/IDT</li> <li>• 1-2-3</li> <li>• Magnets</li> <li>• Expulsion List</li> <li>• Lists to come from Magnets and Student Services</li> </ul> </li> </ol> </li> <li>3. Facilities Projections</li> <li>4. First Student Upload (695)</li> </ol>
<p><b>March</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRQ 695</div>	<ol style="list-style-type: none"> <li>1. Continue with Student Enrollment/Drop</li> <li>2. Check/Update Master Schedule "Zero Section" - <u>SASI</u> <ul style="list-style-type: none"> <li>• CRS01</li> <li>• CRSCRT [Alt-C]</li> </ul> </li> <li>3. Establish Student Course Requests - Set Teams</li> <li>4. Student Upload (695)</li> </ol>
<p><b>March/April</b></p>	<ol style="list-style-type: none"> <li>1. Enter Students into Zero Sections</li> <li>2. Tally/Verification by Student/List by course - <u>SASI</u> <ul style="list-style-type: none"> <li>• SSS03 – course request tally</li> <li>• SSS07 – course request verification list</li> <li>• SSS04 – reverse verification list</li> </ul> </li> </ol>
<p><b>April</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRQ 695</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRO 906P</div>	<ol style="list-style-type: none"> <li>1. Pre-Reg Student Uploads (695) &amp; (906 "P" - LEP/GATE/"504's")</li> <li>2. Build Master Schedule - <u>SASI</u> <ul style="list-style-type: none"> <li>• COPY MST</li> <li>• SMSCRT [Alt-N]</li> </ul> </li> </ol>
<p><b>May</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRQ 695/696</div>	<p><b>UPLOADS:</b> Pre-Reg Student (695) and Master Schedule (696) (This checks students - as above - and checks Master Schedule against District Course Master)</p>
<p><b>June</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRQ 695/696</div>	<p><b>UPLOADS:</b> Pre-Reg Student (695) and Master Schedule (696)</p>


<p><b>June/July/August</b></p>	<p>1. Continue to Add (ENR) and Drop (DRO) Students</p> <p style="text-align: center;"><b>Communicate!!!</b></p> <p>2. Continue to "Fine Tune" Master Schedule</p>
<p><b>August</b></p> <div style="border: 1px solid black; background-color: #e0f0ff; padding: 2px; margin: 5px;">JRQ 695/696</div> <div style="border: 1px solid black; background-color: #e0f0ff; padding: 2px; margin: 5px;">JRQ 697</div> <div style="border: 1px solid black; background-color: #e0f0ff; padding: 2px; margin: 5px;">JRQ 620/622/619</div>	<p>FIRST WEEK OF AUGUST - FINALIZE PRE-REG</p> <ol style="list-style-type: none"> <li>1. UPLOAD 695/696 - Clean Up</li> <li>2. SCHEDX, et al</li> <li>3. UPLOAD 697 - Clean Up</li> <li>4. SSS09 et al</li> <li>5. UPLOAD 620/622/619</li> </ol> <p>SECOND WEEK OF AUGUST - FINAL CLEANUP - NO NEW ENROLLMENTS</p>
<p style="text-align: center;">NOTE: AFTER ALL CLEAN UP IS COMPLETED, COMMENCE NEW ENROLLMENTS</p> <p style="text-align: center;"><b>Communicate !!!</b> All transactions now "On-Line" Receive Technology Services requests ordered one week prior to first day of school</p>	

# Pre-Registration – New School Year

These procedures allow the SASI files for next year to be established and used while still conducting business using the current year's SASI files. This process normally begins in February. Exactly when this is started depends on the individual school's calendar of activities.

These procedures are to be used only if you are generating pre-registration files on SASI. This means SASI is your primary source for Pre-Reg data.

<b>I. SASI New Year Set-up</b>	
1. LOGIN	Sign on as normal. This will sign you on to the current school year.
2. Next Year's Files [F12] <div style="border: 1px solid black; background-color: yellow; padding: 2px; margin: 5px 0; display: inline-block;">DBYEAR 04</div> 	DBYEAR 04  Use DBYEAR at Enter Command to switch school years.  Be very careful! Know which school year you are in at all times.  Example: DBYEAR 04 will switch to 04-05. Some people use the KEYCRT (see below) program to tell F12 to automatically switch to the next school year.
3. LOCCRT [ALT-L]	Verify the grade range for your school. This should already be set, but it is a good idea to double check.  Also check School 40.  <b>** What is DBSCHL 40? –</b> School 40 is used on your SASI program to load incoming students from your feeder schools. Your School 40 should already be correctly configured, but it is a good idea to double check before continuing the Pre-Reg process. Check that the grade range is correct for a feeder school to your site (A High School feeder has grade levels 07-08 and a Middle School feeder has grade levels 05-06)
4. KEYCRT [ALT-K] (Optional)	Adjust Hot Keys  At codes, type C, press [Enter]. Press [TAB] to key to be changed, make change, press [Enter]. Type E to exit, press [Enter].

<p>5. SORTS</p> <p>(Daily and as needed)</p>	<p>Your sorts are important to keep your Pre-Reg files healthy.</p> <p>From 'Enter Command':</p> <p>STUSRT</p> <p>SSS16 – This removes blank course requests</p> <p>SSS99 (Option 1)</p> <p>SSSIDX</p> <p>SMS01</p> <p>CRSSRT</p>
<p>6. DBDUMP</p> 	<p>Daily and as needed before mass changes.</p> <p><b>IMPORTANT</b> - Have a set of disks for each day of the week! We had 2-3 horror stories this past year that would have been avoided if this had been followed.</p>
<p><b>Other Helpful Commands:</b></p>	
<p>DBTYPE</p>	<p>Will send data to the screen (i.e. SMS04)</p>
<p>DBPRNT</p>	<p>Will send data to a printer (i.e. SMS04)</p>
<p>Ctrl-F8</p>	<p>Use for Pre Reg Course/Section Info</p>
<p>Shift-F8</p>	<p>Use for Pre Reg Teacher Info</p>
<p>Alt-F8</p>	<p>Use for Pre Reg Room Info</p>
<p>DBLOAD</p>	<p>Use to reload a file (i.e. DBLOAD SSS)</p>

## II. Pre-Registration Files Set-up

**YOU MUST BE IN THE NEXT SCHOOL YEAR TO DO THE FOLLOWING STEPS.**

DBYEAR	Change school year to <u>next</u> year. [F12] At Enter Command, type DBYEAR 04 press [Enter]. 04 = 04-05
DBYEAR 04	

### A. Master Schedule Set-up (TCH, CRS, SMS)

1. TCH00	This program will create a new teacher file (TCH.DAT). COPY LAST YEAR'S FILE (Y/N)? Type Y, Press [Enter]. Default is 1000. Press [Enter].
DBYEAR 04	
2. TEACRT [ALT-U]	Teacher File  Make any additions, corrections or deletions to the teacher file. (Note SSN's). a. At Enter Command type TEACRT, press [Enter] or use [Alt-U]. b. At Code: type C, press [Enter] c. [Arrow] to desired Teacher Number d. [TAB] three times, type Teacher Name e. [TAB] to SOC-SEC-NUM, type Teacher's SSN f. Press [Enter] and type E to exit, or [TAB] to next Teacher Number/Space to be added. Note: Use F and/or B to go forward or backward in file. g. When finished MASTER SCHEDULE FILES UPDATED will show on screen.
3. TCHCRT [ALT-T]	Gives you a condensed view of Teacher File. You may do Teacher Number/Name Updates. (without SSN's)
4. F6	a. "Windows" Teacher List by Teacher Number  b. Use [Up Arrow] or [Down Arrow] keys to go through list.  c. Can use this when finding Teacher Number to use with [Shift-F7] Regular File or [Shift-F8] Pre-Reg File.
5. Printed Teacher List	At Enter Command type TCH01, press [Enter]. 1) Alpha List - Type A, press [Enter] 2) List by Teacher Number just press [Enter] "OK to Proceed?(Y/N), type Y,press [Enter] to get your printed list. QUERY TYPE TCH TN TE SS BY TE IF TE # " " (ALPHA LIST)


<p>6. CRS00</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">DBYEAR 04</p>	<p>This program will create a new District Course file (CRS.DAT).  COPY LAST YEAR'S FILE (Y/N)?  Type Y, Press [Enter].</p> <p>*Middle Schools: DO NOT use 990 or 991 as "In House" number.</p>
<p>7. CRSCRT [ALT-C]</p>	<p>Make any corrections or additions to the SASI Course File.</p> <p>Add New Course (This is like Zero Section)</p> <p>a. At Enter Command, press [Alt-C].  b. At CODE: type A, press [Enter].c. At CRS-ID type Four (4) Digit Course #, press [Enter].  d. At COURSE-TITLE type Abbreviated Title from District Course Master or IDC on Mainframe.  Must Match!  e. [TAB] to N/A. If PE or Military Sci, type X, press [TAB]. If <u>not</u> PE or Military Sci, press [TAB].  (X = 2 Flag on Mainframe).  f. [TAB] to DISTRICT CD, type M CODE or four (4) digit District Course Number, press [Enter].  g. At CODE: type E, press [Enter] to Exit <u>OR</u> type C, press [Enter], [TAB] to Change, make change(s), press [Enter] <u>OR</u> type A, press [Enter] to Start of Add New Course.</p>
<p>8. F5</p>	<p>"Windows" Course List</p>
<p>9. Printed Course List</p>	<p>a. At Enter Command type CRS01, press [Enter].</p> <p>b. QUERY - TYPE CRS CN CO C3 CP NA (BY CN?) (BY CO?)</p>
<p><b>QUESTION</b> - Do you want to...</p> <p>(1) Roll your current Master Schedule – Continue with step 10.</p> <p>(2) Build a new Master Schedule (from scratch) – Skip step 10 and move to step 11.</p>	
<p>10. Master Schedule</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">DBYEAR 04</p>	<p>To roll current Master Schedule to the new school year</p> <p><u>Not needed if building from scratch</u></p> <p>a. At Enter Command type COPY MST3xx.DAT MST4xx.DAT and Press [Enter].</p> <p>The number 3 represents 03-04, the number 4 represents 04-05, and xx represents your school number. If your school number is larger than 99, use the last two digits of your school number.</p>

<p>11. SMS00</p> <p style="text-align: center; border: 1px solid black; background-color: yellow;">DBYEAR 04</p>	<p>This program creates a pre-registration Master Schedule for the next school year.</p> <p>The SMS file was meant to be a means of changing Master Schedule at semester time. Since we are using it for the next year, you must first do the Step 10 COPY to get the MST file copied into the new year.</p> <p>NOTE: The Step 10 COPY is not needed if building from scratch.</p> <ol style="list-style-type: none"> <li>a. At Enter Command type SMS00, press [Enter].</li> <li>b. Copy Existing Master Schedule File (Y/N)? Type Y, press [Enter] (Type N, press [Enter] ONLY if creating empty file)</li> <li>c. Generic Teacher-Aid Type N, press [Enter]</li> <li>d. Enter Maximum Sections (Default 2000). Press [Enter].</li> </ol>
<p>12. SMSCRT [ALT-N]</p> <p style="text-align: center; border: 1px solid black; background-color: yellow;">DBYEAR 04</p>	<p>Make any Course/Section corrections or additions to the Pre-Reg Master Schedule.</p> <p><b>Add New Course/Section</b></p> <ol style="list-style-type: none"> <li>a. At Enter Command, press [ALT-N]</li> <li>b. At CODE: type A, press [Enter]</li> <li>c. Complete the following: (Use [TAB] to move)</li> </ol> <p style="padding-left: 40px;">PERIOD Enter 1-9. For periods 9-12, <b>you must change the SEM code.</b></p> <p style="padding-left: 40px;">BLOCK Type 1 unless class is to cover more than one period (Voc Ed, Block=3)</p> <p style="padding-left: 40px;">SEM Type Y if period 1-8 or type 1=Per 9, 2=Per 10, 3=Per 11, 4=Per 12</p> <p style="padding-left: 40px;">COURSE-ID Type Course/Section Numbers</p> <p style="padding-left: 40px;">TCH# Type Teacher Number</p> <p style="padding-left: 40px;">ROOM Type Room Number</p> <p style="padding-left: 40px;">CREDIT Type number of credits (05.0 usually)</p> <p style="padding-left: 40px;">DIS CD Type the District Course Code (Use Space Bar to clean out x and -)</p> <p style="padding-left: 40px;">MAX Type maximum seats in class. Press [Enter]</p> <p><b>Note:</b> If you need 1000 seats or more in a course you will need additional sections. SASI goes up to 998 and converts 1000 to zero (0).</p> <p style="padding-left: 80px;">Example: 0751 - Open Per 1 <u>You need 1500 seats</u> 0751 01 - 998 seats 0751 02 - 998 seats Available seats - 1996</p>

	<p><b>Change or Drop - Course/Section</b></p> <p>a. At Enter Command press [ALT-N]</p> <p>b. To Change: At CODE type C, press [Enter]. [TAB] to desired spot and make change. Press [Enter].</p> <p>c. To Drop: At CODE type D, press [Enter], type Y, press [Enter].</p>
13. SMSCS01	<p>This program will reveal Title &amp; District Code Errors. You can use the print out to correct course name errors.</p> <p>a. At Enter Command type SMSCS01, press [Enter].</p>

<p><b>B. Students</b></p> <p><b>Roll Current Students</b></p>	
<p>1. STU00</p> <p>DBYEAR 04</p>	<p>Deals with your current students only.</p> <p>a. At Enter Command type STU00, press [Enter].</p> <p>This program will create a student data file for next year by copying the student data file from the current year. Current classes will not be copied. Active students will have their grade level increased by one. Students in the highest grade level will not be copied into the new file.</p> <p>The program will ask if you want to "REASSIGN STUDENT NUMBERS?". Answer: Y</p> <p>* NEW Incoming Students must ENR (Mainframe) &amp; A (SASI/STUCRT)</p>
<p>2. SSS00</p> <p>DBYEAR 04</p>	<p>This program creates a pre-registration student file (student scheduling file in SASI terms) (SSS.DAT) containing one record for each student in next year's student master file. Enter default period range of 0-9.</p>
<p><b>Mass Load Feeder Students (Optional)</b></p> <p><b>QUESTION</b> – Will you mass upload your incoming students from your feeder schools?</p> <p>Yes – You will follow steps 3-13 to verify that DBSCHL 40 is set-up, request JRS 626, and load your students.</p> <p>No – You can skip steps 3-13 and continue with the section “Manually Add/Drop Students from Pre-Reg”</p>	

<p>3. Double Check LOCCRT</p> <p style="text-align: center;">DBYEAR 04</p>	<ol style="list-style-type: none"> <li>a. At Function Code type G (Get) and press [Enter]</li> <li>b. Type 40, press [Enter]</li> <li>c. Check that the grade range is correct for a feeder school to your site (A High School feeder is 07-08 and a Middle School feeder is 05-06)</li> <li>d. You may also want to make sure that the Alphabet numbers match your current school set-up (use the G code to pull up your current school set-up)</li> <li>e. E to End the LOCCRT program</li> <li>l. At Enter Command, type DBSCHL ___ (Your school) and press [Enter].</li> </ol>
<p>4. JRQ</p> <p style="text-align: center;">JRQ 626</p>	<p>Submit a JRQ to Tech Services that you are ready for Download of Incoming students (626)</p>
<p>5. After Download</p> <p style="text-align: center;">DBSCHL 40</p> <p style="text-align: center;">DBYEAR 03</p> <p style="text-align: center;">DBYEAR 04</p> <p style="text-align: center;">DBSCHL xx</p>	<ol style="list-style-type: none"> <li>a. At Enter Command, type DBSCHL 40 (Incoming School), press [Enter].</li> <li>b. Verify school year and school name are correct at top of screen. You must be in the <u>current</u> school year when loading Incoming school's data. If school year is incorrect, at Enter Command, type DBYEAR 03, press [Enter]. 03 = 03-04</li> <li>c. Check Alt/S – If you get a “Cannot Locate/Read STU640.IDX” then run a Student Sort (STUSRT).</li> <li>d. Check STUCRT [Alt-S] for Incoming student data.</li> <li>e. You can also use QUERY to get a feel for who is in your feeder population.</li> <li>f. Change school year to NEXT year. At Enter Command, type DBYEAR 04, press [Enter]. 03 = 03-04 04=04-05</li> <li>g. f. Change school number to "Your" School. At Enter Command, type DBSCHL xx press [Enter]. (xx = Your SASI School Number)</li> </ol>
<p>6. STU90</p> <p style="text-align: center;">DBYEAR 04</p> <p style="text-align: center;">DBSCHL xx</p>	<p>Mass Load your incoming students from DBSCHL 40 to your Pre-Reg files for DBYEAR 04.</p> <p>This program will merge DBSCHL 40 with your school and increment the grade level of the incoming students.</p> <ol style="list-style-type: none"> <li>a. At Enter Command type STU90, press [Enter]. STU90 will ask for:</li> <li>b. Transfer only data tagged in DATABASE.STU? Answer: N, press [Enter]</li> <li>c. Enter start date Answer: First date of next school year, press [Enter] Example: 08/25/04</li> <li>d. OK to proceed? Answer: Y, press [Enter]</li> <li>e. Enter school code students are from: Answer: 40, press [Enter]</li> <li>f. Add another school (Y/N)? Answer: N, press [Enter]</li> <li>g. You will then be told to run STUSRT (see next step)</li> </ol>

<p>7. STUSRT</p> 	<p>a. At Enter Command type STUSRT, press [Enter].</p> <p>b. This is also a good time to do a DBDUMP of all your Pre-Reg Info. DBDUMP SSS SMS CRS TCH</p>
<p>8. JRQ</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">JRQ 695</div>	<p>JRQ Upload 695 - Student Count/Check/Clean Up</p>
<p>9. Students to be Dropped</p>	<p>Because not all Incoming Students are yours, you can (1) Inactivate or (2) Delete/Drop them.</p> <p>a. Check your lists of students who will be going elsewhere</p> <p>b. Print list of incoming students. (Highlight those to be Inactivated/Dropped) TYPE STU SN " _ _ _ _ _ " NM, GR LS IF LS = 40</p> <p>1) To Inactivate (Keeping a list, but no Pre-Reg)</p> <p>a. At Enter Command type CHANGE STU TG, press [Enter]</p> <p>b. At CODE: type G, press [Enter]</p> <p>c. At STU# type four (4) digit SASI Student#, press [Enter]</p> <p>d. At CODE: type C, press [Enter]</p> <p>e. At TAG type W, press [Enter]</p> <p>Continue as needed G to Get another student or E to Exit Note: STUSRT must be run to Clean Up Files. STUCRT [ALT-S] will show W in Status Field.</p> <p>2) To Delete/Drop (Completely, No Record)</p> <p>a. At Enter Command, type CHANGE STU, press [Enter]</p> <p>b. At CODE: type G, press [Enter]</p> <p>c. At STU# type four (4) digit SASI Student#, press [Enter]</p> <p>d. At CODE: type D, press [Enter]. "Delete Record Permanently (Y/N)?" Type Y, press [Enter]</p> <p>Continue as needed. G for Get another student or E to Exit.</p>
<p>10. STUSRT</p>	<p>Must be run to Clean Up Files.</p>
<p>11. SSS99</p>	<p>This program will Create/Clean up/Index the SSS file</p> <p>Select File Sequence      Answer: 1, press [Enter] and let it do its thing</p>
<p>12. JRQ</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">JRQ 695</div>	<p>JRQ Upload 695 Student Count/Check/Clean Up (Refer to Calendar - Reminder)</p>
<p>13. JRQ</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">JRQ 906P</div>	<p>Next Day, after successful 695 upload. JRQ 906 "P" download</p>

## Manually Add/Drop Students from Pre-Reg

### Reminders:

- Schools that used DBSCHL 40 to mass load feeder students need to keep pre-reg student census on both Mainframe and SASI synchronized via ENR (pre-reg enroll) and DRO (pre-reg drop) transactions.
- Schools that did not use DBSCHL 40 must use this process to pre-reg all students.
- Pre-Reg transfer information is available on Mainframe at IPS.

### 1. NEW/ADD

DBYEAR 04

DBSCHL xx


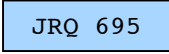
### Do not use ISM for Pre-Reg Inquiry - USE IPS

#### Mainframe

- ENR, press [Enter]
- Type Student ID#, press [Enter]
- Cursor will be at UNLOCK STUDENT DATA (Y):\_\_.(This unlocks: SP. ED CODE, GRADE, SEX)
- To Unlock - Type Y, press [Enter]
- To go to Course/Section, press [TAB]
- Either add courses and update [F12] or just update [F12] and jump to SASI [ALT-PG UP]

#### SASI

- At Enter Command press [ALT-S] to access STUCRT
- At CODE: type A, press [Enter]. Student should copy from Mainframe to SASI.
- At CODE: type E, press [Enter]. (To exit STUCRT)
- At Enter Command press [ALT-R] to access SSSCRT. Pre-Reg Schedule Screen should appear. (If Insufficient Memory; at CODE: type E, press [Enter], [ALT-R].
- Check Grade - Correct for next year?
- Check Range - Should be 0-9. (This is a must for Scheduler to work).
- If either needs change, at CODE: type C, press [Enter].
- [TAB] to area to be changed, make correction, press [Enter].

<p>2. SSSSCRT [ALT-R]</p>	<p>Enter Course Requests on SSSCRT [ALT-R]</p> <ol style="list-style-type: none"> <li>At CODE: type R, press [Enter]</li> <li>Type Four (4) Digit courses with zero sections, press [Enter].</li> <li>To manually schedule, at CODE: type S, press [Enter]. SASI will schedule student.</li> <li>To add specific Course/Sections: at CODE type P or A and SASI section #, press [Enter] and SASI will schedule student.</li> </ol> <p>To Make Program Changes</p> <ol style="list-style-type: none"> <li>At CODE: type R, press [Enter], [TAB] to Course(s) to be changed, make change, press [Enter].</li> </ol> <p>To Reschedule Complete Program</p> <ol style="list-style-type: none"> <li>At CODE: type S, press [Enter].</li> </ol> <p>To Delete a course</p> <ol style="list-style-type: none"> <li>Type R, press [Enter], when at course to be deleted, press [ESC], press [Enter].</li> </ol>
<p>3. DROP- Be Careful!!</p> 	<p>DO NOT type "OK" unless....see NOTE below</p> <p>Mainframe – Use IPS (not ISM) for Pre-Reg Inquiry</p> <ol style="list-style-type: none"> <li>At TRAN= type DRO and at DATA type Student #, press [Enter]. <u>NOTE: TYPE OK ONLY</u> if student is at your school on Mainframe.</li> <li>At bottom right type OK, press [Enter]. ONLY if at your school !!</li> <li>Jump to SASI [ALT-Pg Up]</li> </ol> <p>SASI</p> <ol style="list-style-type: none"> <li>At Enter Command press [ALT-S] to access STUCRT</li> <li>At CODE: type G, press [Enter] two (2) times. (This will bring student from Mainframe to SASI).</li> <li>At CODE: type D, press [Enter]. Student will be dropped from Pre-Reg (STU, SSS and Mainframe).</li> </ol> <p><u>NOTE: TYPE OK ONLY</u> if student is at your school on Mainframe.</p>
<p>4. STUSRT</p>	<p>Sort and reorganize STU file for efficient use. At Enter Command type STUSRT, press [Enter].</p>
<p>5. JRQ</p> 	<p>JRQ Upload 695. Student Count/Check/Clean Up</p> <p>(Refer to Calendar - Reminder)</p>
<p>6. VERIFY School Number</p>	<p>This is the school number shown below the double line in STUCRT and has a heading of SCH#.</p> <p>To verify this school number is correct for <u>all</u> students, you can execute the following Query statement: CHANGE STU SC TO xxx (Your School Number)</p> <p>The variable represented by xxx will be your 3 digit school number; i.e. Hoover is 095, DeWolf West is 120.</p>

NOTE: Technology Services uploads Student and Master Schedule information to the mainframe upon request (JRQ 695). Since Fiscal Services and other administrators look at Pre-Reg student counts via the DIG transaction, **it is to your advantage to have as accurate a set of pre-reg data as possible.** It is recommended that you upload every 2 weeks.

Upon request, Technology Services executes jobs that will:

- a. Inactivate all students
- b. Download all "Incoming Students" (7th or 9th) to their EAZ school (JRQ 626).  
(You will have to adjust your enrollments due to: Open Enrollment, District Placements, Magnet Schools, etc. COMMUNICATE!)
- c. Upload next year's student data to the mainframe (JRQ 695)  
(Refer to Calendar - Reminder)
- d. Activate students on mainframe Pre-Reg based on the STU file uploads
- e. Send you a list of errors from this process. The most common error will be a student already active in pre-reg at another school. These errors must be resolved with the other school. The rule for this process is FIRST IN WINS. Technology Services will also notify the school who has the student that another school is trying to enroll him/her. COMMUNICATE with each other! (JRQ 695)
- f. Upload next year's Master Schedule to mainframe (JRQ 696)  
(Refer to Calendar - Reminder)
- g. Update Master Schedule on mainframe with upload data from SASI (SMS file)

A possible error can be the course title contained in SASI (SMS and CRS file) does not match the course title contained in District Course master on mainframe. Any discrepancy in course title entered on SASI vs. course title on District Course master will be listed on an error report sent to each school. These discrepancies must be resolved by changing SASI via SMSCRT and CRSCRT.

### C. Using Scanners to Input Course Requests

7. Scanners	<ol style="list-style-type: none"> <li>a. Have a list of courses, with course numbers, for each student</li> <li>b. Check your stock of scanners</li> <li>c. DBYEAR ___ (98=98-99, 99=99-00 etc.)</li> <li>d. SSS00 - Creates student pre-reg file (<u>If not already done</u>)</li> <li>e. &lt;8PERINCH - Sets printer for scanners</li> <li>f. SSS46 - Prints scanners (or complete by hand)               <ul style="list-style-type: none"> <li>SSS46 (Prints 'ALL' by Alpha)</li> <li>SSS46 BY GRADE (Prints 'ALL' Alpha by Grade)</li> <li>SSS46 GRADE 10 (Prints Alpha by Grade 10 only)</li> <li>SSS46 IF _____ (Can use Query logic)</li> </ul> </li> <li>g. Students bubble scanners - Use course list as guide</li> <li>h. Reconfigure scanner</li> <li>i. LOCCRT (ALT/L) change Z to 4</li> <li>j. SSS47 (Reads Scanners)</li> <li>k. QUERY: Change SSS CC TO 00 IF C# &gt; " "</li> <li>l. LOCCRT (ALT/L) Change Z to 7</li> </ol>
8. JRQ	JRQ Upload 695 & 696 (Student and Master Schedules)

JRQ 695/696


9. TALLY	a. At Enter Command, type SSS03, press [Enter] b. Check Tally for Sections to be added or dropped
10. (Optional)	CLASS LOAD ANALYSIS At Enter Command, type SSS10 and press Enter
11. Conflicts	Master Schedule Conflicts  a. At Enter Command, type SSS05, press [Enter] Make needed adjustments  b. At Enter Command, type SMSCS01, press [Enter] Title & District Code Error List
12. Mass Course Adds/Changes	Use SSS13 - See your little blue SASI Manual "Student Scheduling"

#### D. Checks Before You Schedule


(You are now ready to execute the scheduling process in SASI. Refer to SASI Manual - "STUDENT SCHEDULING". Also, see "PRE-REG SASI ONLY - QUICK REFERENCE").


The following sequence is suggested: (Use DBTYPE - DBPRNT)

1. SSS17	Prescheduling edit. This will show course request rejects (p.1-33). At Enter Command type SSS17, press [Enter].
2. SMS01	Edits/Reorganizes Student Pre-Reg classes against Pre-Reg Master Schedule (p.2-3). At Enter Command type SMS01, press [Enter].
3. OPTCRT (HIGH SCHOOL)	Scheduling options currently in effect. Refer to "Top" portion only. At Enter Command, press [ALT-O].
4. JRQ <div style="border: 1px solid black; background-color: #e0f0ff; padding: 2px; display: inline-block;">JRQ 695/696</div>	JRQ UPLOAD 695 & 696 - Clean Up any errors

E. Scheduler		
1.	SCHEDX	<p>Scheduler! MUST DO! Places students into Course/Section. This may be done as often as you wish. (P.1-90). * <u>DO NOT RUN IF CONFLICTS HAVE BEEN CLEANED UP. SCHEDX WILL RE-SCHEDULE EVERYONE !!!</u></p> <p>a. At Enter Command type SCHEDX, press [Enter].</p>
2.	SCHEDZ	<p>Optimizer. This looks for possible changes to reduce conflicts. (p.1-92).</p> <p>a. At Enter Command type SCHEDZ, press [Enter]. This procedure will try to re-schedule <u>only</u> the conflicts. It <u>does not</u> re-schedule everyone like SCHEDX.</p>
3.	SMS01	Run again
4.	SSS28	Will list students with any Duplicate Periods on student schedules
5.	SSS08	<p>Conflicts. Printout of Rejects/Conflicts. (p.1-17).</p> <p>a. At Enter Command type SSS08,press [Enter].</p> <p>If you have cleaned up your conflicts - DO NOT run SCHEDX or you will get a whole new list of conflicts.</p> <p>*May also want SSS03 and/or SSS10. See SASI Manual.</p>
6.	Conflicts SSSCRT [ALT-R]	This will get you to individual student programs. Use 'N' and/or 'L' at CODE: to get to conflicts. (p.1-75). Also at CODE: Q and [Enter] = Scheduling Statistics
7.	To run other SASI Pre-Reg commands	<p>See the table of contents in the STUDENT SCHEDULING manual. (SSS14 - SSS18 - SSS19)</p> <p>Note: Technology Services will repeat uploads on a regular basis to maintain accurate student counts on the mainframe. See Pre Reg Calendar.</p>
8.	BACKUP  	<p>Backup your SASI data! The following steps will update files. You can do this via the nightly regular backup to tape or use the DBDUMP ALL command (make sure you have plenty of empty formatted HD diskettes. Disks are easier to use).</p> <p>Insert Disk</p> <p>a. At Enter Command type DBDUMP ALL, press [Enter]. (Insert Disks, press [Enter] as needed)</p> <p>b. Label/Date Disks</p> <p><b>You should have a different set of disks for each day of the week.</b></p> <p>DBLOAD (Only if needed)</p>

### III. Roll Over to Live

<p>1. JRQ</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">JRQ 697</div>	<p>JRQ UPLOAD 697 - Clean Up any errors Re-Upload to verify Clean Up (If Needed)</p>
<p>2. Query</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">DBYEAR 04</div> <div style="text-align: center; margin: 10px 0;">  </div>	<p>CHANGE STU.TG TO N IF TG = W  CHANGE STU.ED TO 082504 (<i>First day of school still needs to be set!</i>)  CHANGE STU.SC TO __ __ __ (Your site #)  CHANGE STU.TR TO 1  CHANGE STU.TK TO 001  CHANGE STU.SP TO 1 IF SS = 61  CHANGE STU.SP TO 6 IF SS = 66  CHANGE STU.SP TO 9 IF SS = 91  CHANGE STU.SS TO 61 IF SP = 1  CHANGE STU.SS TO 66 IF SP = 6  CHANGE STU.SS TO 91 IF SP = 9</p>
<p>3. Sorts</p>	<p>Run Sorts  STUSRT  SSS99 - Option 1  SSSIDX  SSS16  SMS01  CRSSRT</p>
<p>4. STU93</p>	<p>Option 2. Clean out Pre-Reg Drops</p>
<p>5. STUSRT</p>	<p>Run Sort</p>
<p>6. Roll over SASI from Pre-Reg to Live in DBYEAR 04</p>	
<p>SSS09</p>	<p>Move Pre-Reg scheduling file to <u>STU</u> file in next school year. (p.1-20)   At Enter Command type SSS09, press [Enter].</p>
<p>MST00</p>	<p>Move Pre-Reg Master Schedule (SMS) to regular file (<u>MST</u>). (P.1-20)   At Enter Command type MST00, press [Enter].   COPY.....(Y), Teacher Aide.....(N), MAX.....[Enter], OK to Delete....(Y)</p>
<p>MST01</p>	<p>Edit/Update class counts in Master Schedule. (p.1-20)   At Enter Command type MST01, press [Enter]</p>

<p>Mass Course/Section Changes</p>	<p>(If wanted/needed - BEFORE Upload: #3 Below)</p> <p>Use STU13 - See SASI Manual</p> <p>Use CLSCRT - SASI Section Numbers/Same Period only</p>
<p>DBDUMP </p>	<p>Insert disk to be loaded.          At Enter Command type <u>DBDUMP STU TCH CRS MST</u>, press [Enter]. "OK TO DELETE?" type Y, press [Enter]. This is <u>your</u> Pre-Reg backup copy. Label it and keep it in a safe place.</p>
<p>7. MSTCS01</p>	<p>Final SASI Master Schedule - Course File Edit</p>
<p>8. JRQ</p> <p style="border: 1px solid black; padding: 2px;">JRQ 620/622/619</p>	<p>Roll from SASI Pre-Reg to Mainframe Live.</p> <p>JRQ UPLOAD 620/622/619</p> <pre> TRAN= JRQ (JRQ ) 02/12/04 09:26:20 DATA= _____ TECHNOLOGY SERVICES JOB REQUEST  DEPARTMENT: BULLARD HIGH  TYPE OF REQUEST (CENSUS LIST, ADDRESS LABELS, CUM LABELS, ETC.): <b>UPLOAD 620/622/619</b>  SEQUENCE (EX: ALPHA BY GRADE, ETC.):  CONTENTS (EX: 9TH GRADE ONLY, MALE/FEMALE):  DATE NEEDED: <b>8/25/04</b> NUMBER OF COPIES: <b>01</b> REQUESTED BY: <b>FORBES, JOHN D</b> PHONE NUMBER: <b>457-2547</b> JDFORBE SPECIAL INSTRUCTIONS: <b>my cell is xxx-xxxx</b>  RETURN BY: <b>X SCHOOL MAIL (MAIL TO: FORBES, JOHN D</b> ) WILL CALL (PHONE NUMBER: ) PLEASE ENTER DATE REQUEST OUTPUT IS NEEDED AT SITE 35P00 </pre>
<p>NOTE:</p>	<p>The final Uploads will produce an edit/error report. Any errors <u>must</u> be resolved by changes via CRG (Mainframe and MSTCRT (SASI)). May need to JRQ to Re-Upload 620.</p> <p>If errors are not corrected:</p> <ol style="list-style-type: none"> <li>1. Your Master Schedule will be missing Course/Sections</li> <li>2. Student Programs will be missing classes</li> </ol>
<p>9. "ON LINE"</p>	<p>You are now "Live". Do NOT use SMSCRT [Alt-N] or SSSCRT [Alt-R]</p>
<p>10. JRQ</p>	<p>Any special requests - Roll Sheets et al</p>

# Pre-Reg Hot Keys

(Getting ready for Pre Reg and Next Year)

F11 = Current Year      F12 = Next Year

1. At Enter Command: press [Alt-K] (KEYCRT).
  2. At ENTER FUNCTION: type **X** and press [Enter].
- Look at Your Screen. Note [Alt-A] below [ALT-KEYS].
3. At ENTER FUNCTION: type **F** and press [Enter].  
[Alt-A] changes to [Alt-B]. Continue to hold or press [Enter] till you see [F11]. Stop at [F11].
  4. Place CAPS LOCK on.
  5. At ENTER FUNCTION: type **C** and press [Enter].
  6. Type **DBYEAR 04** and press [Enter]. (01 = 2001-2002)
  7. Press F11.
  8. Type **DBYEAR 04** and press [Enter].
  9. At ENTER FUNCTION: type **F** and press [Enter]. This should take you to F12.
  10. At ENTER FUNCTION: type **C** and press [Enter].
  11. Type **DBYEAR 05** and press [Enter].
  12. Press F12.
  13. Type **DBYEAR 05** press [Enter].
  14. At ENTER FUNCTION: type **X** and press [Enter].
  15. At ENTER FUNCTION: type **E** and press [Enter].
  16. At Enter Command: press F12.
  17. At Enter Command: press F11.
  18. You should now be set for Current Year and Next Year.
  19. For future updates repeat the above procedures. Change the year as needed.  
04 = 2004-2005      05 = 2005-2006    06 = 2006-2007      07 = 2007-2008
  20. CAPS LOCK off.

# How to Format a Disk

1. Go to WINDOWS so you can see the START tab
2. Place Disk in Drive A
3. Right Click on START
4. Left Click on EXPLORE
5. Run "Bar" up to top
6. Right Click on 3 1/2 FLOPPY (A:)
7. Left Click on FORMAT
8. Left Click on FULL
9. Left Click on START
10. "Formatting Blocks" will appear.....
11. When finished, Left Click on CLOSE
12. Either Format another disk, or "Click on Out"

## Common Problems and Frequently Asked Questions

Question	Answer
<p>Slow Pre Reg</p> <p>SASI give a message that the files need to be reorganized</p>	<p>Run your Pre-Reg Sorts</p> <ul style="list-style-type: none"> <li>• CRSSRT</li> <li>• SSS99</li> <li>• SSSIDX</li> <li>• STUSRT</li> </ul>
<p>How do we schedule students into the Mainframe Zero Period from SASI?</p>	<p>The 'Zero Period' on Mainframe keys off the period your school has designated as the advisory. The Zero Period is set automatically after you school rolls-over.</p>
<p>Can I get a list of students who have enrolled at other sites?</p>	<p>No. the no-show process at the beginning of the year resolves this. The best proactive solution is to COMMUNICATE with other schools. Let other schools know if you Pre-Register a student that used to be with them.</p>
<p>When can I order mailing labels?</p>	<p>Anytime - but it is recommended that you complete a recent upload from Pre-Reg (695) so your list is accurate.</p>
<p>How do you change the student requests after running the scheduler?</p>	<p>Use SSSCRT and the command 'R' to change individual courses</p>
<p>I get a Pre-Reg Warning "Pre-Registered in Elem and Sec"</p>	<p>For middle schools with grades 5 and 6, You can ignore this warning. It is cleaned up at Tech Services.</p>
<p>After an upload 697 I get a "group restriction" message on student schedules.</p>	<p>Make sure all restrictions on the course (Alt-N) are set-up correctly. There can be restrictions on a number of categories (i.e. gender, team, etc.). Double-check your set-up.</p>
<p>We are a magnet and our 7th grades are not showing up</p>	<p>Magnet programs must manually enroll their incoming students. Student Services must enter the transfer code on Mainframe. Check IPS for Pre-Reg transfer codes.</p>