

WOODLAND SCHOOL

Extended Care User Guide

HOW NOT TO SPEND HOURS MANAGING AFTER SCHOOL CARE

Extended Care Database User Guide

Last updated: April 30, 2002

Introduction

The Extended Care Database is a custom software application that was developed for Woodland School. It was created to simplify the entry and management of student after care hours. It tracks the amount of time each student spends in morning and afternoon extended care. As a result, you can get very detailed information about the actual dates and times a particular student spent in extended care as well as summary information for the entire school. The Extended Care Database was created in Access97, a Microsoft database application. Users can interact with the system using forms that were created specifically for this application. Users can also print reports to review the information contained in the Extended Care Database.

How Information is Organized

This manual is organized according to the most common tasks that you would want to perform with the Extended Care Database application. Each chapter starts with an overview describing the overall steps you need to perform. Each step has its own section that contains detailed instructions that tell you how to invoke the correct form and how to enter data into it. In some cases, examples are given of the type of information that needs to be entered. The instructions also direct you to verify the information that you have entered using specific reports.

Navigating

You can invoke various Extended Care Database functions by using the Extended Care Database toolbar. When you invoke MS Access, the toolbar appears in the top right area of the window. This toolbar looks like this:

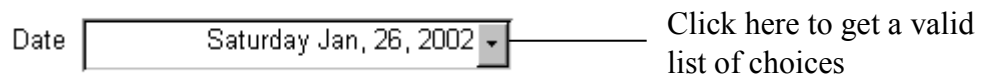


Each word in the toolbar is a menu, like Maintenance. You can bring up the menu by either clicking on the word using the mouse or by using an *access key*. Notice that each menu has one character that is underlined. This character is the access key for that menu. By pressing the Alt key and the access key, you can activate the menu without using the mouse. For example, pressing **Alt** ⇒ **M** brings up the Maintenance menu.

On a form (these are the windows that appear to collect information), you can use the mouse or keyboard to move from field to field. As long as the cursor or *I-bar* (this is the flashing vertical line that appears in the current field) appears in a field, you can enter data into the field. You may have to use the mouse to click on a field to make it active. You can use the **Tab** key to move to the next field once you have entered the data.

A field that is a plain rectangle accepts either text or numeric data.

Some fields are rectangles with a down arrow in the box on the right hand side. These are called *combo boxes*.



Clicking on the down arrow shows you a list of valid entries. You can either select from the list using the mouse or you can type in the data. The system automatically completes your entry based on what you have typed in.

Conventions

Before you start using the Extended Care Database, it is important to understand the general typographical conventions used in this manual.

Formatting Convention	Type of Information
Bold	<p>The name of a form. For example: Use the Student form to enter student information.</p> <p>A button on the form that you need to click on. For example: New, Delete, Details.</p> <p>A key on the keyboard that you need to click on. For example: Enter, Alt ⇒ E.</p> <p>The name of field on a form. For example: Type the current date into the Date field.</p>
<u>Shortcut</u>	An item on the Extended Care Database menu. Underlined letters are access keys that you can use (with the Alt key) to execute that menu item.
Courier	Sample text that you type into a field. For example: In this combo box, you can select from AM or PM.

<i>Italics</i>	A term when used for the first time in the text. For example: These fields are called <i>combo boxes</i> .
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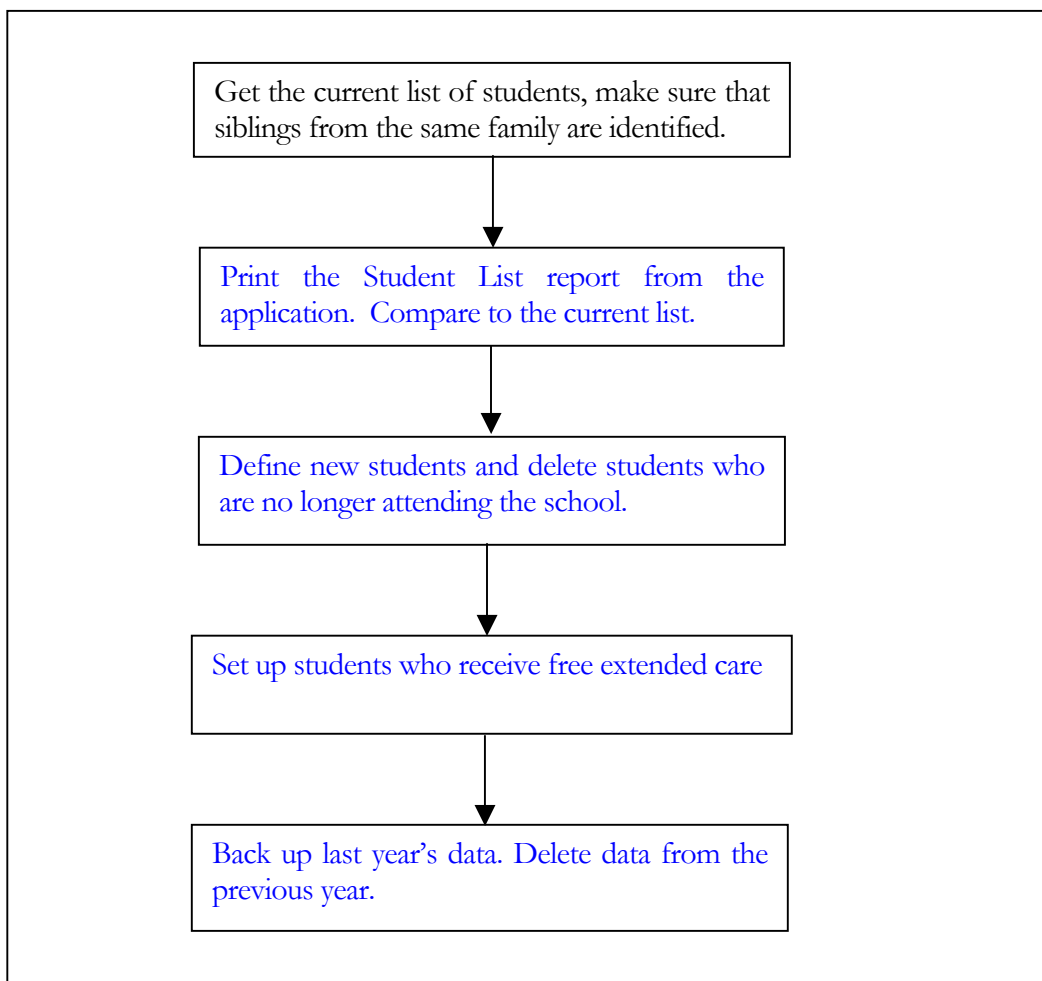
Other Information: The screen shots that are shown in this document were originally prepared in a PowerPoint file. That file is graphics.ppt.

Questions

If you have any questions concerning this application, please contact either dkeith@woodlandschool.org or murasaki@xs.com.

Setting Up for the New School Year

The process of setting up the Extended Care application is very straightforward, as shown in the flowchart below. Steps described in blue font must be performed with the Extended Care application. Each subsection within this chapter corresponds to a step.



You should compile an alphabetized list of current students and compare it with the list of students currently in the Extended Care application.

Preparation

Before you begin updating the students in the Extended Care application, you need to do the following:

1. Prepare an alphabetized list of students, ordered by last name. This list should include:
 - a. The correct spelling of the student's first and last name.
 - b. If the student has any siblings who also attend Woodland, those siblings' names.

Sibling information is used to calculate late charges correctly. Woodland's policy is to charge the family a late charge, not each individual student. Consequently, if a family has two children who were picked up late, only one late fee is assessed for that day.

Update Student Information

To add, edit or delete student information, you need to

1. Bring up the **Student** form

Maintenance ⇒ Edit Student (Alt ⇒ M ⇒ E)

First Name: Monique Middle Name: Last Name: Ackers

Siblings: Sibling Name New... Delete

Notes

Define sisters or brothers

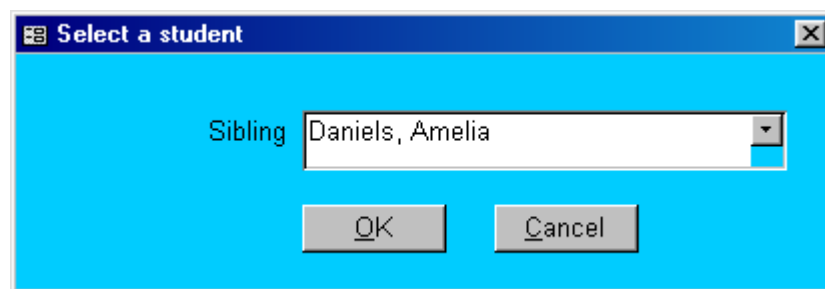
Create a student

Delete the student

Find a student

Move to previous or next student

2. To navigate through the database entries for students, click on the arrow keys that are in the upper right hand corner of the form. You can also use the button that has the binocular icon on it to search for a particular student. Please refer to the Frequently Asked Questions section on page xxx for more details. The students are ordered alphabetically by last name. Information is automatically saved when you move to a different student, create a new student, delete a student, or close the form.
3. To define a new student, click on the **New Student** button. The screen clears.
4. The cursor appears in the **First Name** field. Enter the student's first name. Press **Tab** or **Enter**.
5. You are now in the **Middle Name** field. You can optionally enter the student's middle name. Press **Tab** or **Enter**.
6. You are now in the **Last Name** field. Enter the student's last name.
7. If the student has siblings, you must first define them using the procedure outlined in steps 1 – 6. Once the siblings have been defined, you can edit the student. To enter their siblings click the **New** button in the **Siblings** table.



Note: It is important to define siblings since the Extended Care application charges late fees per family, not per student. If a family with three children picks their children up late, the late fee will only be charged for one child, not all three. The Extended Care application can only determine who is a member of the same family using the Siblings relationship that you define.

8. The **Select a Student** dialog appears. You can either click on the down arrow to get a list of students or you can begin typing the sibling's name, last name first. The system will automatically complete your entry to the best of its ability. Click **OK** to make your selection. When you return to the Student form, the sibling will appear in the table.

Note: You also need to edit each sibling and add his/her siblings as well. This is a commutative relationship.

Define Students Who Are Not Charged

Students whose parents are not charged for extended care need to be entered in a special form. When the Extended Care application prints detail and summary versions of the extended care charges, these students will show a zero balance. However, if any of these students are picked up late, their families are still charged a late fee.

1. To invoke this form:

1. Maintenance ⇒ Special Handling (Alt ⇒ M ⇒ S)

	Student Name
▶	Barkmann, Lauren
	Barkmann, Leslie
	Barnes, Sarah
	Barulich, Talia
	Billimoria, Sherri
	Blackmore, Jonathan
	Blackmore, Nathan
	Boneso, Giovanni
	Fair, Justine

New... Delete

2. The **Enter Students Who Are Not Charged** form appears. This form is a table. To place a new student on this list, click **New**. The **Select a Student** dialog appears. You can either click on the down arrow to get a list of students or you can begin typing the sibling's name, last name first. The system will automatically complete your entry to the best of its ability. Click **OK** to make your selection. When you return to the **Enter Students Who Are Not Charged** form, the student will appear in the table.

Frequently Asked Questions

Question	Solution
I want to look at a particular student but I do not want to keep clicking on the arrow keys. Is there a faster way?	<p>Yes. The button with the picture of the binoculars on it invokes a search function. You can also use Ctrl ⇒ f.</p> <p>To use the search function:</p> <ol style="list-style-type: none">1. Place the mouse cursor in the field that you wish to search. For example, if you are searching for a student whose last name is Barnes, you should click on the Last Name field.2. Click on the binocular button. Another window pops up, titled Find What.3. Type the text that you want to find. For example, you could type Barnes or you could also type Bar*. The * is a wildcard character that matches any combination of characters that follow your input.4. Click on the Find First button.5. If the student who comes up is not the one you want, click on Find Next.

Entering Extended Care Times

The Extended Care application has been set up to automatically accommodate data entry. When you first invoke the Extended Care Application, the **Enter Extended Care Information** form appears. Today's date is automatically entered in the **Date** field. You must select whether you are entering students for the morning extended care session or afternoon extended care session by selecting AM or PM from the **Period** combo box.

The **Student** table appears on the form. You are now ready to check students in to extended care. Before you begin, double check the time shown on the computer's clock. If it is not correct, you need to modify the system clock as described in xxx on page xxx. The Extended Care application often uses the system clock's time to automatically enter a student's check in or check out time.

Checking Students in for the Afternoon

To check students in, you need to do the following:

1. The Enter Extended Care Information form should already be up. If it isn't, invoke using.

Extended Care ⇨ Data Entry... (Alt ⇨ E ⇨ D)

2. To check in a student, click on New. The Select Student dialog appears. Enter the student's name, last name first, into the Student combo box. The Extended Care application automatically completes the entry. Press Enter twice to exit the form.
3. Alternatively, you can click on the combo box and scroll down the entries. If the student's name does not appear in the list, you need to add him or her. Please refer to Update Student Information on page 5.

During morning extended care, the student's entry time is automatically entered by the computer, based on the current time on the computer's system clock.

During afternoon extended care, the student's entry time is logged as 3:15 p.m. After 3:15 p.m. (as determined by the time on the computer's system clock), the student's entry time is the current time. This means that you do not have to do any additional work to check in students who are checking in from tutoring or sports practice.

If the time is not correct, you need to follow the directions in xxx to correct the computer's system clock.

Checking Students in for the Morning

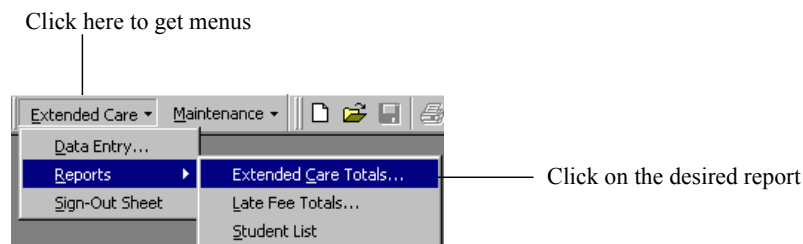
Checking Students Out

Printing Extended Care Reports

Extended Care reports can be printed in either a summary mode or a detailed mode. In summary mode, you specify the start and end dates for which you want the report and the report information lists for each child the total time spent in extended care as well as the total cost. Special characters are used to denote situations such as late fees and missing end times.

Print the Extended Care Summary Report

1. Bring up the Print Extended Care Totals form.



Extended Care ⇒ Reports ⇒ Extended Care Totals... (E ⇒ R ⇒ C)

2. The **Print Extended Care Totals** form appears. In the **Which report do you want** box, select whether you want a detail or summary report by clicking on the appropriate radio button.
3. In the **Who do you want to see in the report** box, select whether you want the report to print information about all students in the school or a particular student.

Print Extended Care Totals

Please select the report you want, specify whether you want to print this report for everyone at the school or a specific person (last name first), and enter a start and end date that you want covered by the report.
Note: This report no longer includes late charges.

Which report do you want?

☐ Detailed extended care report

☒ Summary report of extended care

Who do you want to see in the report?

☒ Everyone

☐ Specific Person Person

Start Date End Date

Rate

Annotations:

- Select the amount of information you want (points to radio buttons)
- Indicate who you want to see in the report (points to radio buttons)
- Enter the Start and End Dates (points to date fields)
- You can change the rate if you wish (points to rate field)

4. Enter the **Start Date** and **End Date** for the report. Since the Extended Care Database records the amount of time students have spent in both morning and afternoon extended care for previous days, it is possible to create a report for a previous point in time (provided you have not deleted past data). Press **Tab** or **Enter**.
5. Enter the **Rate**. The rate automatically defaults to \$3.50. Press **Tab** or **Enter**.
6. Click on **Print**.