



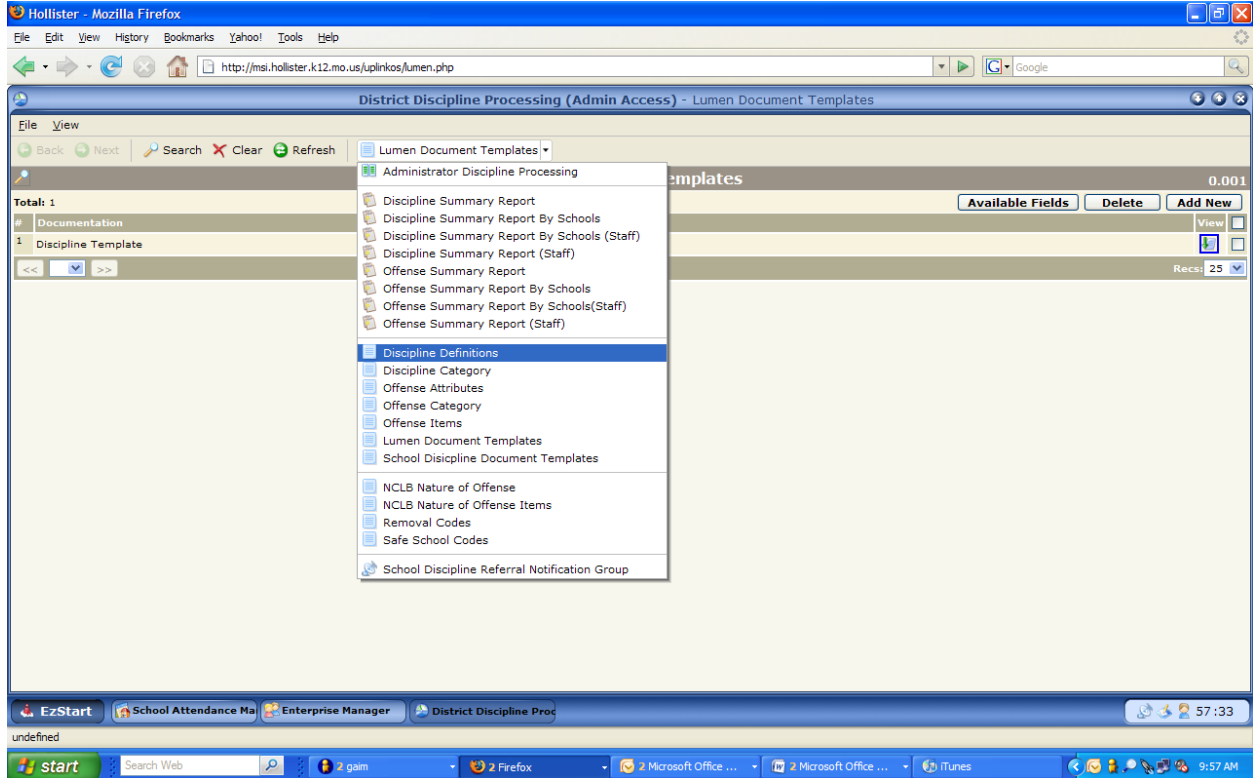
WeBSIS Discipline Implementation and Processing Guide (v:1.2)

Getting Started

1. The **Lumen Software WeBSIS System and its** Lumenation environment is a browser based solution meaning that only a browser is needed to perform almost all functions. If your organization allows you will be able to work from home, an email station at a convention, or anywhere you have Internet access. If your district only allows access through their network you will still use a browser to access the system.
2. You will need to use the **Firefox** browser is to be used with the **Lumen Software WeBSIS System**.
3. In your Firefox browser you need to have your settings set to **NOT Block Popup Windows**.
4. If you are using CA (Computer Associates) virus protection you need to turn your personal firewall off.
5. Do NOT use your browser's Back button at any time in the **Lumenation** environment which the **Lumen Software WeBSIS System** operates. Using the Back button is not supported in the **Lumenation** environment to prevent security issues. Navigation through the system is consistent and easy to learn. If you use the system like you would your normal workstation you will have success navigating through the system.
6. On all workstations the Adobe Acrobat reader should be installed.
7. For the **Principals** and **secretaries** who support this area who create and print the discipline documents **OpenOffice** will need to be loaded on their workstations only. This is a free software application. **OpenOffice** is used to process the industry standard Open Document Format to allow easy creation and modification of forms such as the Food Service Lunch Letters.

Step 1. Establishing your districts and schools processing settings.

Below is a screen shot of the different settings which may be set by the system. The system does come with a generic setup ready to use which you can edit and add to.



Step 2. Document Templates.

The Lumen Software WeBSIS Discipline system is installed with one document template from Lumen Software. This template can be used to customize your own discipline documents for your buildings. You will want to review this document as with the system it will allow you to merge the offense and discipline dates and descriptions etc. This format has been found helpful to reduce the number of letters down greatly from what was typically used before. You can add other templates here at the district level to make them available to the buildings with the district to create their own documents or to use as they are.

The screenshot shows a web browser window titled "Hollister - Mozilla Firefox" with the address bar displaying "http://msi.hollister.k12.mo.us/uplinkos/lumen.php". The main content area is titled "District Discipline Processing (Admin Access) - Lumen Document Templates". Below the title, there is a navigation bar with "Back", "Next", "Search", "Clear", and "Refresh" buttons. The main content area displays a table with the following data:

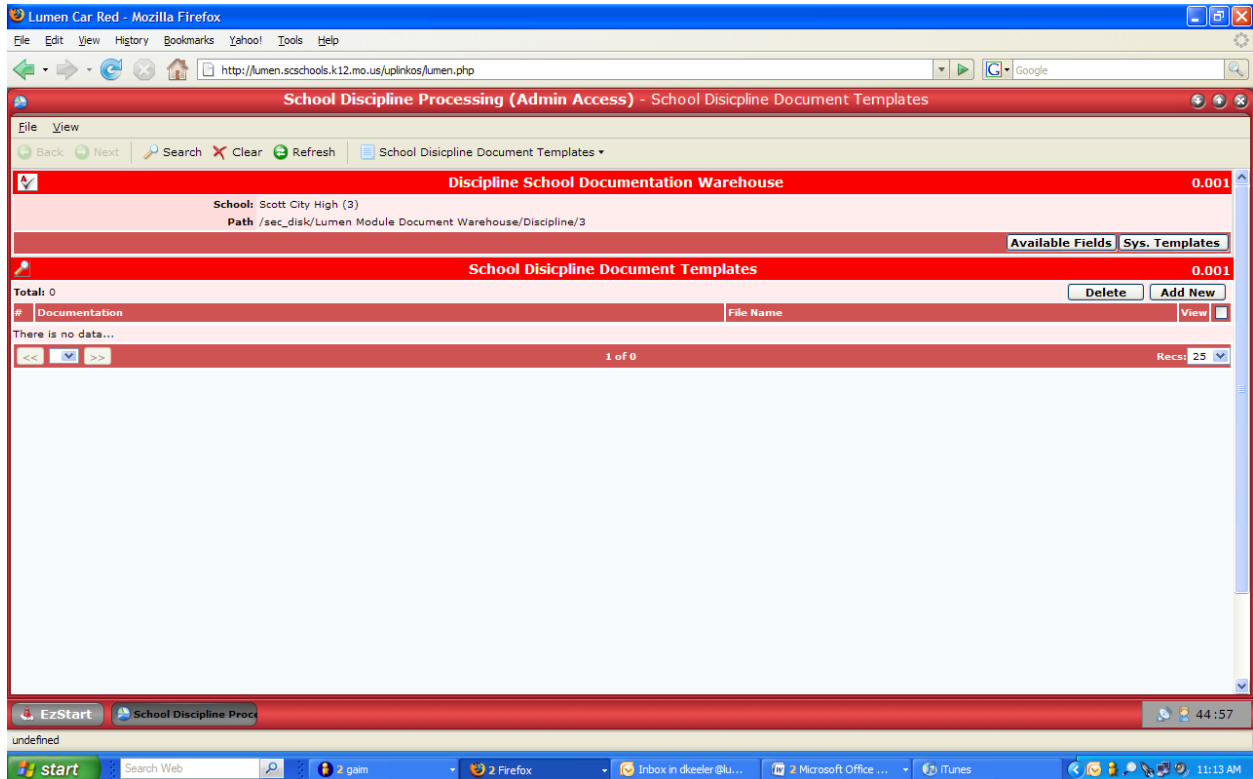
#	Documentation	File Name	View	Print
1	Discipline Template	WeBSIS_Discipline_Letter_updated-1.odt	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the table, there are navigation controls: "<<" and ">>" buttons, "1 of 1" text, and "Recs: 25" with a dropdown arrow. The browser's taskbar at the bottom shows several open applications: "EzStart", "School Attendance Ma...", "Enterprise Manager", and "District Discipline Proc...". The system tray on the right shows the time as "49:44".

Step 3. Discipline School Documentation Warehouse

This is the application that allows schools to keep their own set of discipline documents. The **Sys. Templates** option allows for system documents at the district level to be accessed and placed into the schools area. The Available Fields is an option that displays a list of the fields which may be merged into a document.

When assigning letters it is from here that they will be selected.



Step 4. Establish the School Discipline Referral Notification Group

Here you define who will be notified when a teacher indicates they have sent a student to office. The people in this group will be notified by email, Lumen IM or both.

The screenshot shows a web browser window titled "Lumen Car Red - Mozilla Firefox" with the address bar displaying "http://lumen.scschools.k12.mo.us/uplinkos/lumen.php". The main content area is titled "School Discipline Processing (Admin Access) - School Discipline Referral Notification Group".

At the top of the interface, there is a search section with the following fields and options:

- School: High School
- User Name: [Last], [First]
- Search By: Lumen IM Notification (dropdown: ALL), Email Notification (dropdown: ALL)
- Buttons: Search, Delete, Add New

Below the search section, it displays "Total: 0" and a table header for "Lumenation User" with a sub-header "Notification Methods". The table content is empty, showing "There is no data...".

At the bottom of the table area, there are navigation controls: "<< >>" and "1 of 0" records, with a "Recs: 25" dropdown menu.

The browser's taskbar at the bottom shows the "start" button, a search bar, and several open applications: "2 gain", "2 Firefox", "Inbox in dkeeler@U...", "Microsoft Office ...", and "iTunes". The system clock shows "11:23 AM".

Step 5. Principal Student Discipline Processing by Referral

Principal Student Discipline Processing by Referral has two modes of operation; the **default referral workflow list** and then the **Process by Student Options**. The **referral workflow list** that appears below is created automatically by users submitting referrals to the principal. Any of the students listed here indicate that they need to have discipline assigned to them.

The screenshot shows the 'Principal Student Discipline Processing by Referral' interface in a Mozilla Firefox browser. The page title is 'School Discipline Processing (Admin Access) - Principal Discipline Processing'. The interface includes a search bar with 'Search', 'Clear', 'Refresh', and 'Menu' options. Below the search bar is a form with the following fields:

- Last Name
- First Name
- Lumen Student ID
- Ext Student ID
- State ID
- Grade Level: ALL (dropdown)
- Active status: Inactive (dropdown)

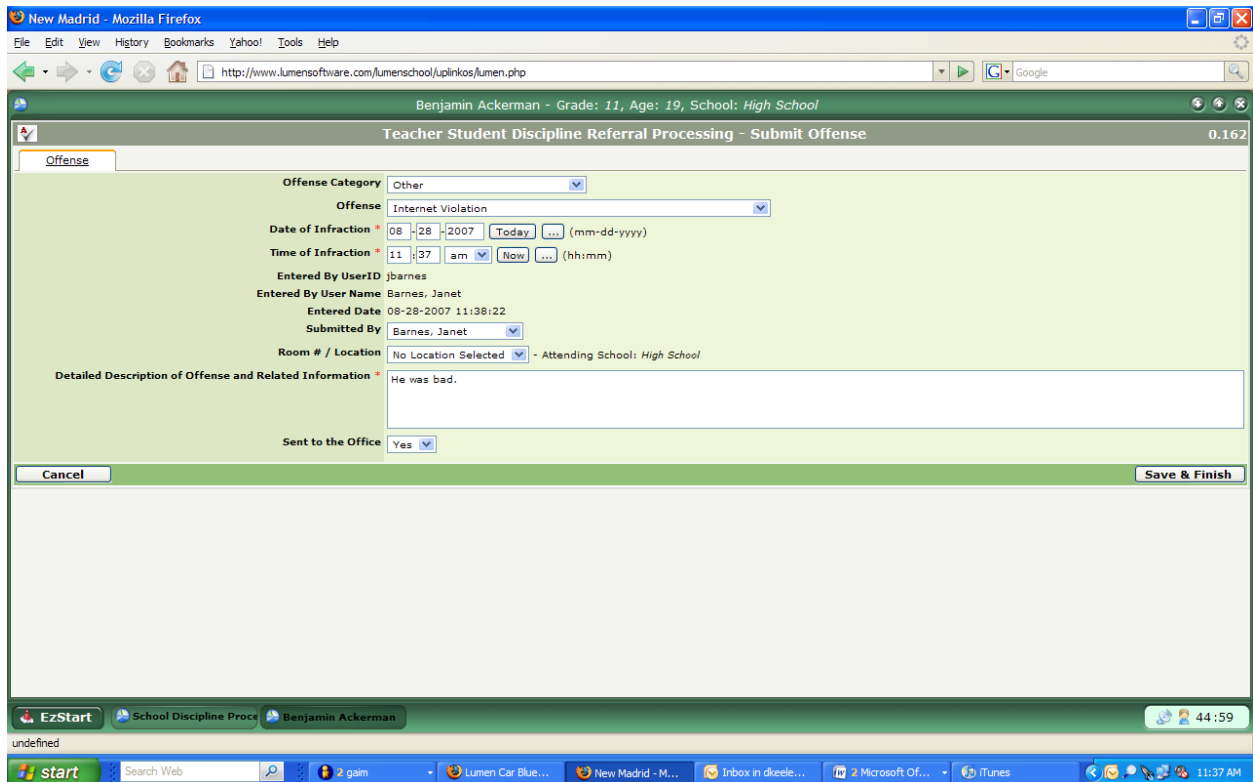
A 'Search' button is located to the right of the form. Below the form, the total number of records is 'Total: 1'. There are two buttons: 'Process by Student Option' and 'Refresh Referral List'. A table displays the following data:

#	Date of Offense	Offense	Student Name	Attending School	Grade	Lumen Student ID
1	08-28-2007 11:37	Other Internet Violation	Ackerman, Benjamin	High School	11	212450

Navigation controls include '<<', '>>', and '1 of 1'. The bottom of the page shows the 'EzStart' logo, the current time '43:57', and the Windows taskbar with the 'start' button and search bar.

Below is a screen shot of a sample teacher discipline referral. The teacher can indicate;

- the student is being sent to the office. (If your discipline notification groups have been defined then staff in this group will be notified.)
- the teacher is referring to the principal for discipline action.
- The teacher is going to keep a record of the incident but the student was not sent to the office and not sent to the principal for discipline action.



Process by Student Option

This option allows a user to access all students previous discipline information and to add a new discipline directly into the system. Please refer to screen shot below when examining the items below.

Add Discipline

Search for the student you wish to process. Then click on the students name in the list. This will open the student to the Add mode immediately.

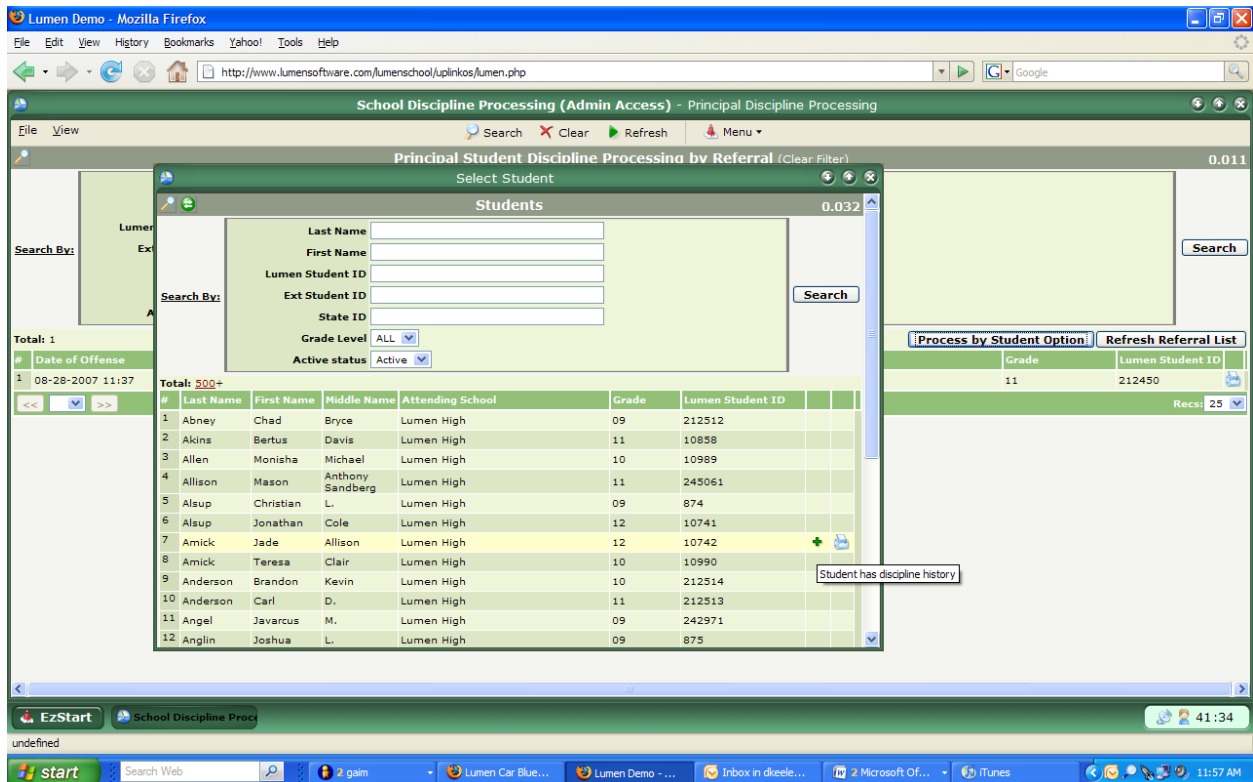
Edit or Flag to Print Previous Discipline

A plus sign (+) in the student list indicates the student has previously assigned discipline activity. Click on the plus sign (+) and you will be presented a list of all previous discipline activity.

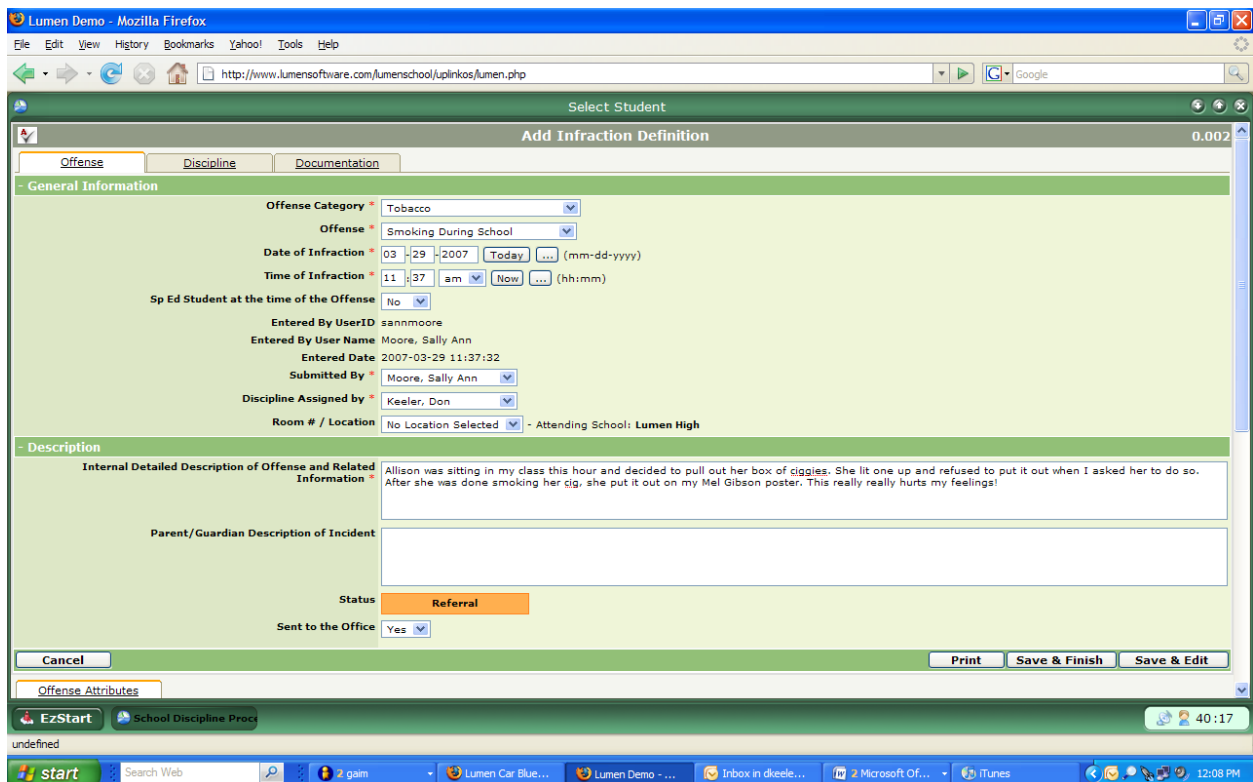
Print Student Discipline Summary

If you click on the Printer Icon in the student list the system will generate a student discipline summary for viewing and printing.

Note: It is often good to maximize the screen when processing in this area.



Below is a screen shot of the Offence information. Most options are selected through pull downs from items already defined to the system..



Parent/ Guardian Description of Incident

This description is what will be made available to parents/guardians.

New Documentation Processing

Below describes the new document processing (parent letters, etc). The **Discipline** tab will no longer have the **Generate** option. You will now need to use the **Documentation** tab. To generate a **Discipline** parent letter for this incident click on the **Add New** option.

Document to Print

Select the document you wish to have printed. Typically this will be a parent letter for the discipline action taken.

Do you wish to Queue Document for Printing?

This option allows you to place this discipline letter into the **Discipline Document Print Queue**. This allows for the discipline letters and labels to be printed at the end of the day or some other time. The reason you may want to do this is when printing labels you can print more on a page. The option to print these queued documents is the **Mass Print Queued Discipline Documents** application.

Document sent on

This field is used to indicate and track when the document was sent out, if applicable.

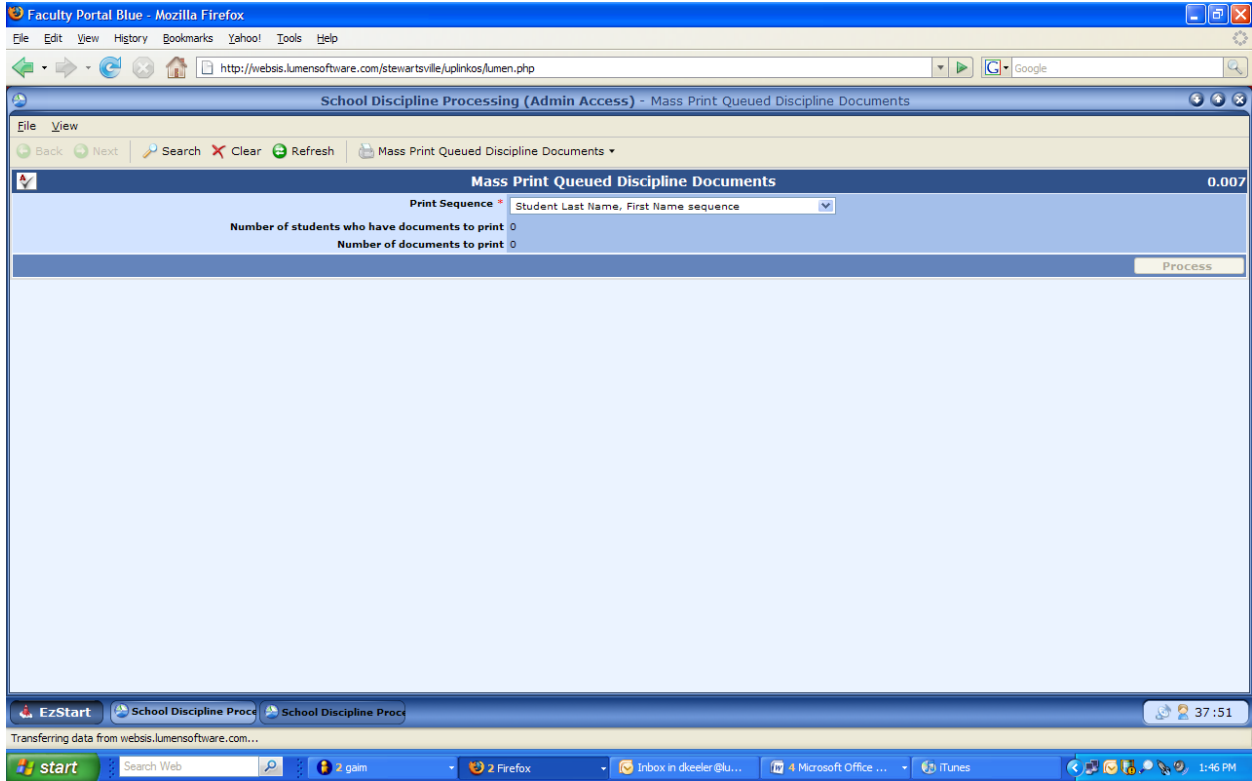
The screenshot displays the Faculty Portal Blue interface in Mozilla Firefox. The main window is titled 'Add Infraction Definition' and has a 'Documentation' tab selected. Below the tabs, there is a search bar and a table with columns: #, Documentation, Queue?, Date Sent\Received, Created By, Last Update, and View. The table is currently empty, showing 'Total: 0' and 'There is no data...'. A dialog box titled 'Add Letter' is open in the foreground. It contains the following fields and options:

- 'Document to Print' dropdown menu with '-- None --' selected.
- 'Do you wish to Queue Document for Printing?' dropdown menu with 'No' selected.
- 'Document sent on' field with a date picker set to '2007' and 'Null', and a 'Today' button.
- 'Cancel' and 'Process' buttons.

At the bottom of the main window, there is an 'Offense Attributes' section, also empty, with 'Total: 0' and 'There is no data...'. The system tray at the bottom shows the time as 1:27 PM.

Step 6. Mass Print Queued Discipline Documents

Here you are able to print all discipline documents that have been placed in the queue.



8/31/2007