

SCEPTER 7 BASIC INSTRUCTIONS

Student Record WebViewer

Welcome to the Student Record WebViewer

You must login to use the Student Record WebViewer application.

Username ▶

Password ▶

Reset Login

Buena Vista School District Friday, October 17, 2008

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The website to access your districts information is available from your technology department or by calling the Application Services Dept.

The user id will be their last name and first initial of first name.
The password will be the first four letters of last name and the last four digits of the SS#.

You have the ability to set up users as admin, teachers or users.

- Users have access to single/or all buildings
- Teachers have access to only the students they teach
- Admin has access to the district and can set up teachers/users

Student Record WebViewer

User: **admin** District: **BV** School: **No Restrictions**

Main Menu

- Single Student Profile 1
- Schedule Search 2
- Attendance Queries 3
- Demographic Queries 4
- Discipline Queries 5
- Grading Queries 6
- Scheduling Queries 7
- Excel Output 8
- Student Report Writer 9

| User Admin | | Log Out |

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Once signed on you will be presented with the above screen. As a user/teacher you may not have all of the items listed above. Listed is a brief description of each tab:

1. Single Student Profile - Will show demographic/attendance/etc.
2. Schedule Search - Search for a specific student's schedule
3. Attendance Queries - Ability to print several attendance reports
4. Demographic Queries - Ability to search students by street or phone and print birthday list and mailing labels.
5. Discipline Queries - Ability to print discipline reports
6. Grading Queries - Ability to print grade verification and DFI reports
7. Scheduling Queries - Ability to print class lists and student locator report
8. Excel Output - Ability to produce excel spreadsheet with already defined fields
9. Student Report Writer - Allows you to select up to 9 fields of information to create a report that you can print or export to Excel.

Student Record WebViewer

User: stresmand

District: BV

School: 072

STUDENT SELECTION

Please enter your student profile selection criteria:

DISTRICT: BV

SCHOOL: 072 BUENA VISTA

LAST NAME INDEX:

Submit Selection Values

Fill in the last name you are searching for

| Print |

| New Search | Main Menu | Log Out |

Buena Vista School District

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By selecting Single Student Profile you will be presented with the above screen. A teacher will only have access to their building and the students they teach. A user would have access to all students in their building. If your district access is multiple buildings then you would have to select the building you wish. You then can key in the name of the student you want or the beginning letter of the alphabet of the student you are looking for and click 'Submit Selection Values'.

Student Record WebViewer

User: admin

District: BV

School: No Restrictions

SELECTION ROSTER

Click on Student ID number

STUDENT ID	LAST NAME	FIRST NAME	PHONE	CLASS	SCHOOL
28596		DANZELL	(989) 013-0133	K	013
7489		JADA	(989) 013-0133	01	013
7491		JORDAN	(989) 013-0133	K	013
24137		FONTAINE JR	(989) 013-0133	K	013
28092		ISAAH	(989) 013-0133	01	013
24141		LARRY	(989) 013-0133	K	013
24150		ANTAVIYONIA	(989) 013-0133	K	013
7762		ARIONA	(989) 013-0133	01	013
29837		IYANA	(989) 013-0133	PK	013
7889		DONOVAN	(989) 013-0133	K	013
24160		ARIOUS	(989) 013-0133	K	013
24170		DESTINY	(989) 013-0133	K	013
24194		CURTIS	(989) 013-0133	K	013
29536		KIARA	(989) 013-0133	PK	013
29226		NAYAN	(989) 013-0133	K	013
29087		JADEN	(989) 013-0133	K	013
29739		LABRANDEN	(989) 013-0133	PK	013
29659		LANDEN	(989) 013-0133	PK	013
7534		TALHIA	(989) 013-0133	K	013
29163		ANTAZIONA	(989) 013-0133	01	013

Names have been blocked

| Print |

| New Search | Main Menu | Log Out |

Buena Vista School District

Monday, October 20, 2008

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When your list is displayed you will click on the student id number and the basic student information will be displayed with the availability of selecting additional records to view from a list at the top of the screen.

Student Record WebViewer

User: admin District: BV School: No Restrictions

[Profile](#)
[Contacts](#)
[Emergency](#)
[Attendance](#)
[Attributes](#)
[Discipline](#)
[Grades](#)
[Registration](#)
[Schedule](#)
[Tags](#)
[Transcript](#)

STUDENT PROFILE

Select the appropriate tab to view the information attached.

NAME: [REDACTED]		STUDENT ID: 28596	
DISTRICT: BV	SCHOOL: 013 - DOERR ELEM	CLASS: K	
ENROLLMENT DATE: 9/02/08	GENDER: MALE	AGE: 5	DOB: 1/15/03
TRANSFER FROM:			
STUDENT PHONE: (989) [REDACTED]		FAMILY PHONE: (989) [REDACTED]	
RESIDENCE: [REDACTED]			
SAGINAW , MI 48601			
MAILING: [REDACTED]			
SAGINAW , MI 48601			
GUARDIAN(S):		WORK PHONE:	
ROWLAND LORISE			

[Print](#) | [New Search](#) | [Main Menu](#) | [Log Out](#)

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This screen will allow you to select the appropriate tab to view information associated with that students' record. A teacher/user might not have access to all tabs listed at the top.

Student Record WebViewer

User: stresmand

District: BV

School: 072

Demographics Query Menu

Search by Street	1
Search by Phone	2
Birthday List	3
Birthday List by Course	4
POF Labels by School	5

| [Print](#) |

| [New Search](#) | [Query Menu](#) | [Main Menu](#) | [Log Out](#) |

Buena Vista School District

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Under the Demographics Query Menu you will find the following options:

1. Search by Street Name
2. Search by Phone Number
3. Print a Birthday List
4. Print Birthday List by Course
5. Print mailing labels to the Parents of by School'. This option will allow your teacher/users to be able to print a set of mailing labels for their students. This program uses standard Avery 5160 labels.

Student Record WebViewer

User: stresmand

District: BV

School: 072

Printing 5160 Avery Labels

When printing - "PAGE SCALING" must be set to "NONE"

Avery Labels

District: BV

School: BUENA VISTA

Grade:

Select a Format * To The Parent/Guardian Of:

- To The Parent/Guardian Of:
- Student Label

Can choose a specific grade level

Choose one

[Print](#) | [New Search](#) | [Query Menu](#) | [Main Menu](#) | [Log Out](#)

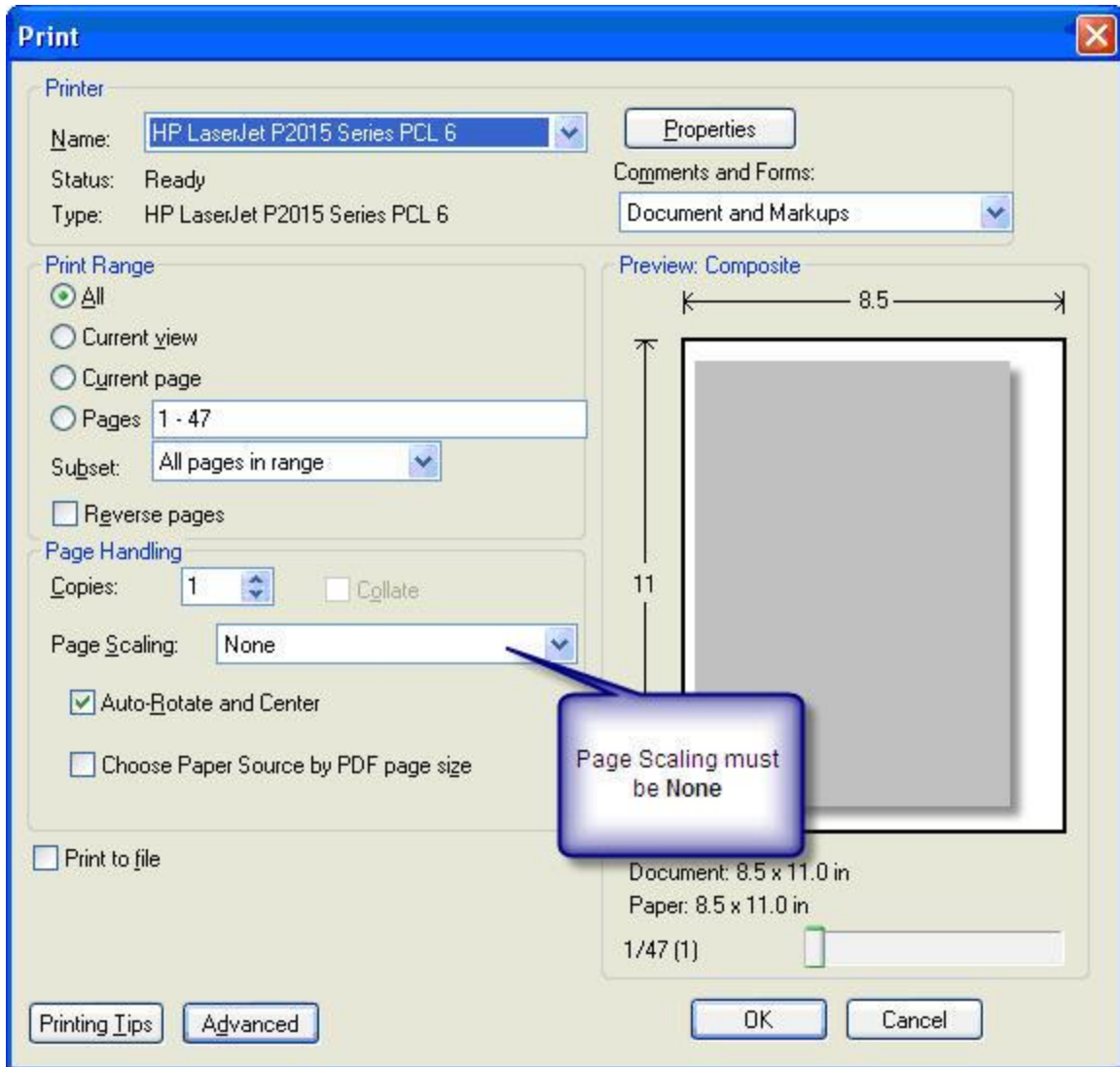
Buena Vista School District Tuesday, October 28, 2008

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The first time you use the 'Print Mailing Label' program it may take a few minutes for the above screen to appear. If you have multiple grade levels that you teach you will also be able to select a single grade level. You have the choice of either printing your labels 'To the Parents of' or 'Student Labels'.

Shown below is a sample of how the labels will look.

To Parent/Guardian Of: PEBBLES FLINTSTONE 506 BRADLEY ST BAY CITY, MI 48706	To Parent/Guardian Of: BARNEY RUBBLE 1312 FITZHUGH ST BAY CITY, MI 48708	To Parent/Guardian Of: JESSICA SIMPSON 818 SIBLEY ST BAY CITY, MI 48706
To Parent/Guardian Of: EDDY HASKEL 506 BRADLEY ST BAY CITY, MI 48706	To Parent/Guardian Of: RICKY NELSON 1312 FITZHUGH ST BAY CITY, MI 48708	To Parent/Guardian Of: ERIC CLAPTON 818 SIBLEY ST BAY CITY, MI 48706



When printing labels you must remember to change 'Page Scaling' to **None**. Once you have pressed OK it will print your labels and return you to the previous screen. Press the **Back** button to return to the screen shown on page 7. You can then select the button to return to the **Main Menu**.

Student Record WebViewer

User: admin

District: BV

School: No Restrictions

Main Menu

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Student Report Writer	9

| User Admin |

| Log Out |

Buena Vista School District

Friday, October 17, 2008

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From this menu you can select Excel Output (tab 8) to be able to create an Excel spreadsheet of your students.

Student Record WebViewer

User: admin

District: HAS

School: No Restrictions

Excel Output Menu

Student Data (Mailings)

| Print |

| New Search | Query Menu | Main Menu | Log Out |

Holly Area Schools

Thursday, July 31, 2008

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Select the 'Student Data (Mailings)' button.

Student Record WebViewer

User: stresmand District: BV School: 072

STUDENT SELECTION


Please enter your student profile selection criteria:


DISTRICT: BV
SCHOOL: 072 BUENA VISTA
CLASS:

| Print | | New Search | Query Menu | Main Menu | Log Out |
Buena Vista School District Monday, October 20, 2008
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File Download [X]

Do you want to open or save this file?

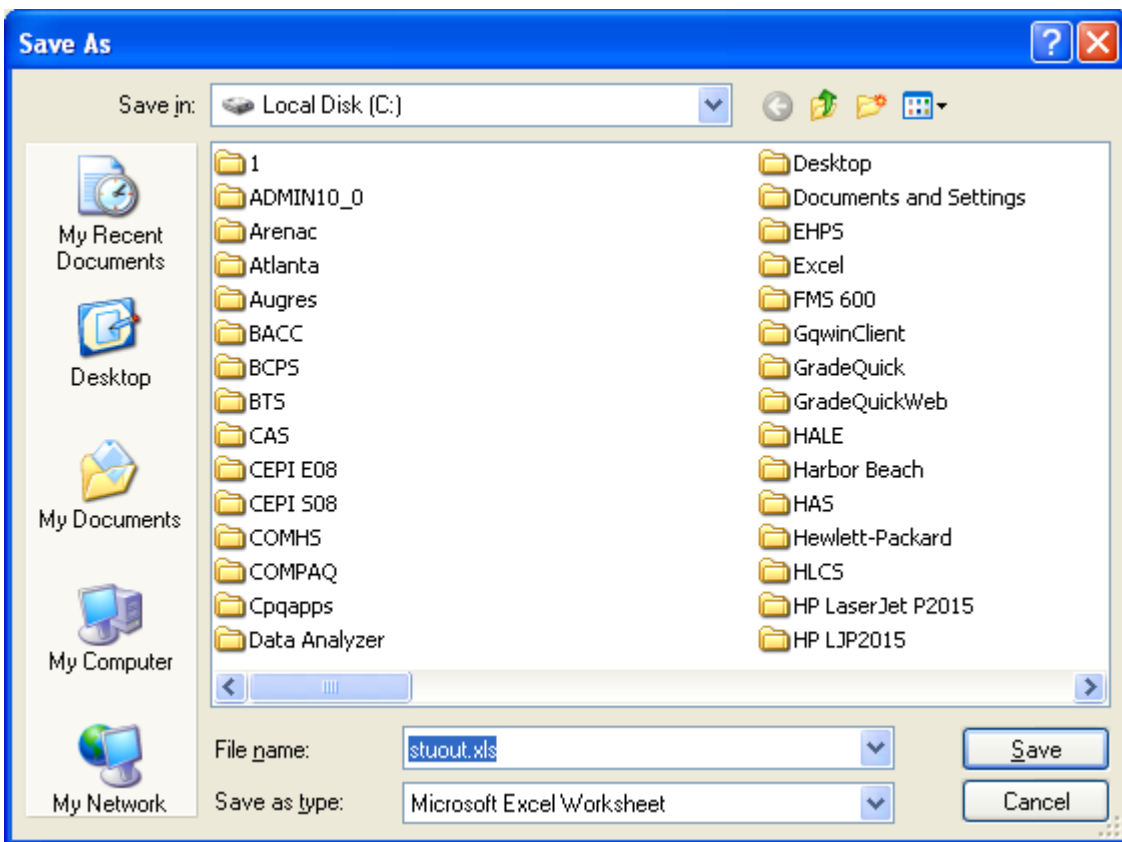
 Name: stuout.xls
Type: Microsoft Excel Worksheet
From: webcims3.baisd.net

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

You will press the 'Submit Selection Values' and the above screen will appear. At this time you can select the 'Save' or the 'Open' button.

	A	B	C	D	E	F	G	H	I	J	K
1	Student ID	LastName	FirstName	LastFirst	FirstLast	StuPhone	FamPhone	Class	Sex	School	Street
2	110419	ABE	VAN	ABE	VAN	(248) 801 6198	(248) 801 6198	9	F	801	6198 BENTWOOD CIR
3	85913	AD	JES	AD	JES	(248) 801 16133	(248) 801 16133	9	F	801	16133 LANCASTER WAY
4	126331	AK	MAJ	AK	MAJ	(248) 801 15181	(248) 801 15181	9	F	801	15181 WORDEN
5	64940	ALI	EMI	ALI	EMI	(248) 801 841	(248) 801 841	9	F	801	841 MILFORD RD
6	55922	ALL	GAF	ALL	GAF	(810) 801 708	(248) 801 708	9	M	801	708 N LEROY ST
7	64943	ALL	ZAC	ALL	ZAC	(248) 801 807	(248) 801 807	9	M	801	807 ASH ST
8	92536	ALL	JAC	ALL	JAC	(248) 801 207	(248) 801 207	9	M	801	207 GRANT ST
9	86828	ALL	ZAC	ALL	ZAC	(0) 63 801 6143	(248) 801 6143	9	M	801	6143 E BELFORD RD
10	64679	IAN	ALY	IAN	ALY	(248) 801 10200	(248) 801 10200	9	F	801	10200 OAKHURST RD
11	64680	IAN	GEF	IAN	GEF	(248) 801 10200	(248) 801 10200	9	M	801	10200 OAKHURST RD
12	64682	IAN	WILL	IAN	WILL	(248) 801 10200	(248) 801 10200	9	M	801	10200 OAKHURST RD

This is an example of pressing the 'Open' button. At this point you can either print a report or save it as a spreadsheet.



If you selected the 'Save' button the above screen will appear and you can name your file and save it in the appropriate directory. After the file is saved you will press Close and return to the original screen you started from.

Student Record WebViewer

User: ELYAD

District: HAS

School: 801

Attendance Query Menu

Daily Attendance

Daily Attendance with Reason

5 Day Attendance

Monthly Attendance

Marking Period Attendance

Multiple attendance reports available

| [Print](#) |

| [New Search](#) | [Query Menu](#) | [Main Menu](#) | [Log Out](#) |

Holly Area Schools

Thursday, July 31, 2008

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Under the Attendance Query Menu you will notice that there are several queries a teacher can run and print.

Student Record WebViewer

User: ELYAD District: HAS School: 801

Scheduling Query Menu

Class Lists Student Locator by Hour

Select Class Lists

| Print | | New Search | Query Menu | Main Menu | Log Out |

Holly Area Schools Thursday, July 31, 2008

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Under the Scheduling Query Menu, teachers will have the ability to print mailing labels for a specific class. From this menu you will select Class Lists.

Student Record WebViewer

User: stresmand

District: BV

School: 072

CLASS LIST FORM
PLEASE ENTER YOUR CLASS LIST SELECTION CRITERIA:

DISTRICT: BV

SCHOOL: 072 BUENA VISTA

MARKING PERIOD: SM1

COURSE ID: F0091 - SPANISH I

Click on Get Course
Select Marking Period
Select Course & Press Submit

| Print |

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Buena Vista School District

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1. Select the button 'Get Course Names' and press 'Submit'.
2. From the Drop Down items select the Marking Period and Course Id you wish to print labels for.
3. Press Submit.

Student Record WebViewer

User: stresmand

District: BV

School: 072

CLASS LIST INDEX

COURSE	SECTION	TITLE	PERIOD	TEACHER	ROOM	SCHOOL
F0091	3	SPANISH I	05	STRESMAN	111	072

Select Course from List

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Buena Vista School District

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From this screen select the course you wish and the following screen will appear.

Student Record WebViewer

User: **stresmand** District: **BV** School: **072**

Parents Of Family Labels

To the Student Labels

POF 5160 Labels

STU 5160 Labels

CLASS LIST ROSTER

COURSE	SECTION	TITLE	PERIOD	TEACHER	ROOM	SCHOOL
F0091	3	SPANISH I	05	STRESMAN	111	072

STUDENT ID	NAME	CLASS	SEX	BIRTHDATE	STUDFNT PHONF
3096	BARNES	10	F	11/04/92	(989)
2173	DAVENP G	12	M	6/28/91	(989)
6552	DAVY E	10	F	3/16/93	(989)
6949	FIELDS	12	F	6/04/91	(989)
6580	GIBSON	11	F	11/13/92	(989)
2878	HARRIS	10	F	3/02/93	(989)
6790	HOUSTO	10	M	6/26/92	(989)
4018	MCDOLE	12	M	4/17/91	(989)
2282	MILLS /	12	M	7/18/91	(989)
5762	MITCHE	10	M	6/12/92	(989)
4666	RANKIN	10	F	8/30/93	(989)
3288	SCROGG	10	M	10/04/92	(989)
2325	SURLES	11	M	11/14/91	(989)

| Print |
| New Search | Query Menu | Main Menu | Log Out |

Buena Vista School District
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This screen will present you with a listing of students in a specific class. At the top you will have the option of printing labels 'To The Parents Of' by selecting the button labeled 'POF 5160 Labels' or 'Student Labels' by selecting the button labeled 'STU 5160 Labels'.

When the document appears you will select which printer you want your labels to print to. Make sure you change the scaling to 'None'. (See page 8)

Student Record WebViewer

User: admin District: BV School: No Restrictions

Main Menu

- Single Student Profile
- Schedule Search
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- Excel Output
- Student Report Writer

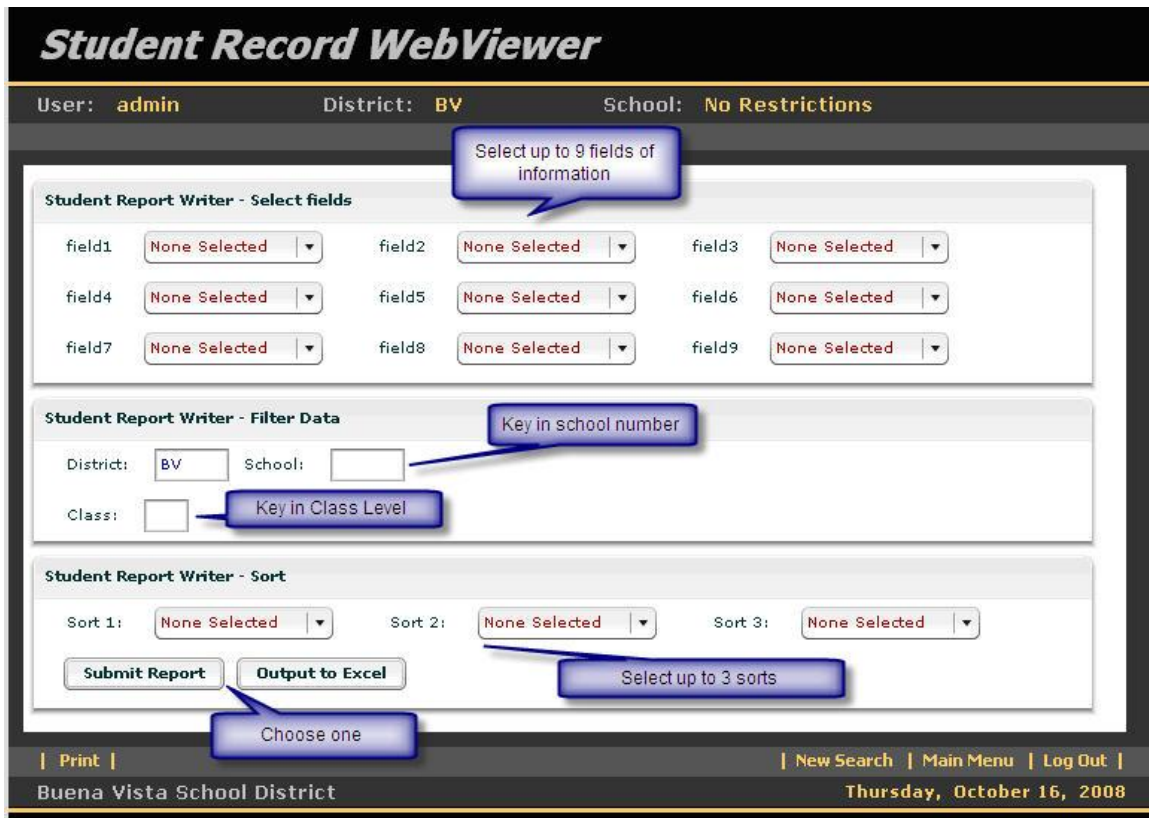
Select Student Report Writer

| User Admin | | Log Out |

Buena Vista School District Monday, October 20, 2008

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Another new option 'Student Report Writer' has been added. This is only available to users and not teachers at this time. The first time you select this option it could take a few minutes to display.



From this screen you have 9 data items that you can select for your report.

There are 17 different items you can select. After selecting the items you wish to export into excel you will select the school or class. This will depend on what buildings are available to you.

You then have up to 3 options for sorting your document or file. When completed you will either select the 'Submit Report' or 'Output to Excel' button.

If you select the 'Submit Report' you will be able to do a File, Print of your report.

If you select 'Output to Excel' you will have the option to either 'Open' or 'Save' this spreadsheet.