
Guide to Using the Demonstration Version of

SchoolTime



Dixon
Creek
Software

Quality Software With Your Needs In Mind

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Contents

- Overview 1**
 - Introduction1
 - What is SchoolTime...?.....1
 - Dixon Creek Software.....2
 - Who Are We.....2

- Getting Started 3**
 - Getting Started Overview.....3
 - Installation/Setup.....3
 - Now What Do I Do...?4
 - 1.) Lists Setup4
 - 2.) Faculty Setup.....6
 - 3.) Course List Setup.....7
 - 4.) Course Sections Setup.....7
 - 5.) Student Setup.....8

- Technical Specifications 11**
 - System Requirements11

- Contacting Support 13**
 - How To Get In Touch With Us13
 - SchoolTime Support Program.....13

- How to Use Help 15**
 - Online Help.....15

Overview

Introduction

Welcome to the User's Guide for the Demonstration Version of SchoolTime. This document will assist you in getting started and previewing the many useful features available in the full version of SchoolTime.

The Demonstration Version of SchoolTime allows you to enter a limited amount of information, with restrictions on the number of records allowed in the Students, Faculty, Courses and Financial Screens. In addition, the security system has been disabled, although you can view the interface and read about it in the online documentation. Though this printed guide is a smaller version of the full system documentation, the demonstration version does contain the complete online help system so you can see text descriptions of all SchoolTime's features.

What is SchoolTime...?

SchoolTime is a Windows-based computer program designed with the needs of a school in mind. It keeps track of school information, allowing it to be easily stored and manipulated. SchoolTime will take your old student, instructor and course records and breath new life into them, allowing you to use that information to work more efficiently.

SchoolTime runs under both Windows 3.1 and Windows 95, which are the industry standard in computer platforms. As such, SchoolTime runs like your word processor, spreadsheet and other Windows applications. For those with Windows experience, SchoolTime will look very familiar, and the ease of using Windows also allows new users to learn SchoolTime in a short period of time.

Dixon Creek Software

Who Are We

Dixon Creek Software is a small company focused on the needs of the individual client. Specializing in full-service PC-based computer application development, Dixon Creek Software provides assistance in not only application construction, but also systems analysis, installation and support. Our goal is to produce software that suits our client's needs. We want our clients to be satisfied with the software well after final delivery. End-user support is very important at Dixon Creek Software and we make every attempt to see that our clients are as happy as possible.

Getting Started

Getting Started Overview

This section of the guide will help get you started in using SchoolTime. It describes the procedures and requirements for installing the software, along with step-by-step for initial configuration and setup.

Installation/Setup

SchoolTime requires the following hardware and software:

- Windows 3.1 - 3.11 or Windows 95
- 8 MB RAM minimum (16 MB recommended)
- 20 MB of available hard disk space
- VGA (256 color) or better recommended

Be certain that your machine meets the above criteria. Items marked as recommended will make SchoolTime run more efficiently or improve its appearance, but SchoolTime will run fine with the minimum requirements.

To install SchoolTime:

1. Start Windows, if it is not already running.
2. Insert SchoolTime Disk 1 into drive a: or b:

3. Choose Run from the File menu.
4. Type **a:\setup.exe** (where **a:** indicates your floppy drive), and click OK.
5. Follow the Setup instructions on the screen.

By default, the installation will create a folder titled **SchoolTime**. If you did not change this option during Setup, that folder will be created during installation.

Please Note: Before beginning, be certain that you have enough disk space for SchoolTime's installation. The Demonstration Version is a full running version of SchoolTime (with restrictions previously noted). It requires a **minimum of 20 MB of free space**.

Now What Do I Do...?

SchoolTime is a program with many different features, so when you first begin there are several steps which should be taken to ensure a minimum of problems.

It is *highly* recommended that you perform all these steps, in this order, to prepare SchoolTime for use.

1.) Lists Setup

Within SchoolTime are a variety of lists which will not change frequently, but may vary from school to school or year to year. These are contained on the Lists Screen of SchoolTime. We suggest that you begin by entering the lists which you will be using. You can reach the Lists Screen by clicking the "Lists" button on the Main Screen.

To change information on one of the lists (The Demonstration Version of SchoolTime comes with a default set of lists already entered) you simply

place the mouse over the entry you wish to change and click. This will place a cursor on the entry, and you can add and delete text as you wish.

Entire rows can also be deleted from the list by clicking the gray box to the left of a row and pressing DEL on the keyboard. You will be asked whether you wish to delete that list item. If you click Yes, the row will be deleted, clicking No will return you to the list without changing anything.

Please Note: Deleting list items in SchoolTime is permanent - there is no undo or undelete function. As such, be certain you wish to delete a row before doing so.

The various lists are as follows:

- **Class Periods:** Here you enter the class period (which can be either text, numbers or a combination of the two) and the time slot during which the period occurs.
- **Course Categories:** Here you enter the course categories which your school offers. Categories include broad subjects of study, such as English, math, science and foreign languages.

Please Note: Course categories are used to define graduation requirements. As such, if you require a specific English course to be taken each year, and also have a writing course which cannot count toward graduation, it is recommended that the writing course be assigned its own course category.

- **Grades & GPA:** Here you enter the letter grading scale and corresponding percentages and GPA weights which will be used throughout SchoolTime.
- **Attendance Codes:** Here you enter attendance codes to note different types of absences and tardies. These include a code for use in the program and a description of the violation it represents.
- **Sports & Activities:** Here you enter the sports and other activities in which students may participate. In the upper grid you enter the name of the sport and chose a season from the combo box beside it. Highlighting one of these rows by clicking on it will display the coach/advisor information in the grid on the bottom of the screen. You may enter that information directly as well.

Please Note: Only one coach/advisor can be checked as the Primary and that coach/advisor will be shown throughout the system when brief mention is made of the sport.

- **Classrooms:** Here you enter information on the classrooms at your school, including classroom IDs, and room capacities. At this time you do not have any faculty members entered, so leave the Primary Instructor space blank.
- **Transaction Types:** Here you enter the different types of transactions which you wish to make note of in the Financial Screen of SchoolTime. This can include such things as payments, tuition charges and other fees.
- **Graduation Requirements:** Here you enter the graduation requirements for different classes. In the years grid you must enter the years which you will be filling in requirements for. Highlighting one of the years you have entered will allow you to edit the requirements for that year in the grid on the bottom of the screen. Clicking the College-prep check box will switch the requirements shown from college-prep to non-college-prep, which are two entirely independent lists. Both must be entered separately if you wish to use that feature.

2.) Faculty Setup

At this point it is suggested that you enter your faculty information. This is done from the Faculty Screen, which can be reached by clicking the Faculty Button on the Main Screen. If you are on another screen, the Faculty Screen can also be reached by clicking the button on the toolbar which looks like an apple.

From the File menu, chose “Add A New Instructor.” This will open a screen where you enter the first, middle and last name of the new instructor. When these are entered, click OK and you will be returned to the Faculty Screen, where on the Main Tab the new instructor’s information is shown. You may now enter the rest of the information for the new instructor. Repeat those steps until you have entered at least the name for every instructor at your school.

If no faculty records have been entered, SchoolTime automatically adds one called First Instructor. After adding your instructors, you may delete this

record. To do so, click on the down-arrow on the right hand side of the Instructor's Full Name combo box and click on First Instructor in the list that opens. Then go to the File menu, and chose Delete Current Instructor. This will prompt you as to whether you wish to delete the Instructor. Click Yes.

At this point, you can enter the primary instructor on the classrooms in the Lists Screen. To go to the Lists Screen, click on the button on the toolbar that looks like a piece of paper with light-blue lines on it.

3.) Course List Setup

At this point it is suggested that you enter your offered course information. A course in SchoolTime is a generic class, such as ENG 101. No period or instructor is attached to a course - an actual offering of a course is called a *section*. Courses are added on the Course List Tab of the Course Screen. To get there, click on the Courses Button on the Main Screen or from another screen click the button on the toolbar with two stacked books on it. When the screen comes up, click the tab which is labeled "Course List."

The Course List Tab is formatted like many of the screens in SchoolTime. It consists of a grid with Add, Edit and Delete buttons on the bottom of the screen within a frame. This grid, unlike those in the Lists Screen, cannot be edited directly by clicking on it. Clicking will, however, highlight the row.

To put your courses into SchoolTime, click the Add button. The Add Course Screen will come up, and you may enter the information there.

If you entered information incorrectly when adding a new course, click on that course's row to highlight it. Then click the Edit button on the bottom of the screen. Changes can then be made to the information you entered.

4.) Course Sections Setup

You now need to enter information on the specific course sections which are being offered. An example of a course section would be ENG 101,

taught during 1st period by Joe Smith in room C4. Course sections can be entered on the Course Sections Tab on the Courses Screen. If you are not on the Courses Screen, you can reach it by clicking the Courses Button on the Main Screen or from another screen clicking the button on the toolbar with two stacked books from anywhere in SchoolTime. Once on the Courses Screen, click on the tab which reads “Course Sections.”

The Course Sections Tab is formatted very similarly to the Course List Tab. You may highlight rows on the grid by clicking on them. The information on the Course Sections Grid cannot be edited directly on the grid.

To enter a course section, click the Add button on the bottom of the screen. This will take you to the Add Course Section Screen, where you actually enter the information, as you did on the Course List Screen.

If you entered information incorrectly when adding a new section, click on that section’s row to highlight it. Then click the Edit button on the bottom of the screen. Changes can then be made to the information you entered.

5.) Student Setup

At this point it is suggested that you enter the student information for your school. This is done from the Students Screen, which can be reached by clicking the Student Button on the Main Screen. If you are on another screen, the Students Screen can also be reached by clicking the button on the toolbar which looks like a face.

From the File menu, chose “Add A New Student.” This will open a screen which will prompt you for the first, middle and last name of the new student. When these are entered, click OK and you will be returned to the Student Screen, where on the Main Tab the new student’s information is shown. You may now enter the rest of the information for the new student. Repeat those steps until you have entered at least the name for every student at your school.

If no student records have been entered, SchoolTime automatically adds one called “First Student.” After adding your students, you may delete this record. To do so, click on the down-arrow on the right hand side of the

Student's Full Name combo box and click on First Student in the list that opens. Then go to the File menu, and chose Delete Current Student. This will prompt you as to whether you wish to delete the Student. Click Yes.

When these steps are completed, you will be well on your way to having your information entered into SchoolTime, and having it configured how you want. After this time, you can enter student and faculty schedules, financial records, calendar events and all the other information that SchoolTime provides access to.

Technical Specifications

System Requirements

- Windows 3.1 - 3.11 or Windows 95
- 8 MB RAM minimum (16 MB recommended)
- 30 MB of available hard disk space
- VGA (256 color) or better recommended

Networks: SchoolTime has been thoroughly tested using Novell v3.12, but should also work with the following network operating systems:

- Windows for Workgroups 3.11
- Novell v3.1 or better
- Windows NT v3.5 or better
- LANtastic peer-to-peer network

Regular backups of your critical data is essential. Although SchoolTime does not provide a backup function we ***strongly*** recommend that you purchase a suitable backup device such as a tape backup unit, or one of the many popular high-capacity removable disks.

Contacting Support

How To Get In Touch With Us

Dixon Creek Software's regular office hours are Monday through Friday 8:30 AM to 5:00 PM Pacific Time. We can be reached in the following manners:

Toll-free:	(888) 349-6627
Oregon:	(541) 752-3051
Fax:	(541) 752-6804
E-mail:	schooltime@dixoncreek.com
Mailing Address:	PMB 200 2397 NW Kings Blvd. Corvallis, OR 97330

SchoolTime Support Program

From time to time problems come up that require assistance from our technical staff. We at Dixon Creek Software strive to provide the highest quality user support available. We are always more than happy to supply you with helpful, friendly and courteous answers to all your computer questions.

The purchase of your SchoolTime product entitles you to one full year of free technical support as well as all maintenance updates during that period

of time. You will also receive special notification of new SchoolTime products and upgrades as they become available. Additional annual support agreements may be purchased from Dixon Creek Software and will provide the same technical support, maintenance updates and other benefits that you received during the first year.

How to Use Help

Online Help

The Demonstration Version of SchoolTime provides the complete text of the full SchoolTime manual in an online format. You can access that information from the Help menu on most screens, the Help button on the toolbar or a Help button on most add/edit screens.

To view the information on how to use the help file, run SchoolTime and from the Help menu on the Main Screen, chose Contents. After the help file loads, click on the Help menu there, and from the list chose How to Use Help. Information can also be obtained from your Windows documentation.

This manual was produced using *Doc-To-Help*[®], by WexTech Systems, Inc.

