

## **Senior Academic Office™**

Efficiently coordinate all the activities in your private or independent school Academic Office with **Senior Academic Office™**.

Your academic office is at the heart of what you do as a school. Your central student information system needs to handle a wide variety of academic tasks to keep things running smoothly. You need functions to manage student and parent data, faculty, departments, grading, scheduling, attendance, discipline, and much more. Boarding schools need additional features to manage special situations like dorm assignments and weekend sign outs. You need quick access to information, but you also need security for sensitive data. And, of course, you need your academic software to be tightly integrated with your accounting, admissions, and alumni/development software.

**Senior Academic Office™** is a tightly integrated set of modules that is designed specifically for the unique needs of the private/independent school environment and includes:

**Senior Registrar™**  
**Senior Scheduling™**  
**Senior Dean's Office™**

You can further extend functionality and integration with these add-on modules for **Senior Academic Office™**:

**Senior Schedule Builder/Loader™**  
**Senior Teacher Administration™**  
**Senior Placement™**  
**Senior Dashboard™ for Academics**

**Senior Academic Office™** also integrates with other components of the Senior product line:

**Senior Admissions™**  
**Senior Business Office™**  
**Senior Alumni/Development™**

**Senior Summer School™**  
**Senior Campus Store™**  
**My Backpack™ Web Portal**

### **Included In This Module**

- ✓ **Senior Registrar™**
- ✓ **Senior Scheduling™**
- ✓ **Senior Dean's Office™**

### **Optional Add-Ons For This Module**

- ✓ **Senior Schedule Builder/Loader™**
- ✓ **Senior Teacher Administration™**
- ✓ **Senior Placement™**
- ✓ **Senior Dashboard™ for Academics**

### **My Backpack™ Web Portal**

- ✓ **Student/Parent Community**
- ✓ **Faculty/Staff Community**
- ✓ **Daily Gradebook**

## Senior Registrar™

Included As Part Of *Senior Academic Office™*

Keep your private or independent school Registrar's Office running smoothly with *Senior Registrar™*.

Your Registrar's Office is responsible for all of your official academic data. Your central student information system needs to keep up with all the details and changes for student and parent biographical data and addresses, grades and comments, schedules, health records, emergency contacts, advisors, and more. You need your registrar software to manage data for faculty and courses and scheduling, and you need to create clear and readable report cards, transcripts, faculty and student schedules, class rosters, and mailings of various types. And, of course, you need your student and academic data to integrate closely with the rest of your academic and school management software, including your accounting, admissions, and alumni/development systems.

*Senior Registrar™* is at the heart of *Senior Academic Office™*, and provides a robust yet flexible student information system that helps you manage and administer all facets of your Registrar's Office. Here are just a few of the features:

- ✓ Full-featured central student information system to handle and track extensive student and parent data, multiple addresses, and various family configurations
- ✓ Each division within your school can have different marking periods, grading scales and policies, and schedules
- ✓ Easy to create customized report cards, transcripts, schedules, rosters, and mailings
- ✓ Special dormitory management features to support boarding schools
- ✓ Extensive reporting, analysis, and data export capabilities to give you the details AND the big picture
- ✓ Add *Senior Schedule Builder/Loader™* to extend scheduling functionality with sophisticated algorithms for building and automatically loading schedules
- ✓ Add *Senior Teacher Administration™* to allow teachers to enter marking period grades, comments, attendance, and discipline
- ✓ Add *Senior Placement™* for college or next school planning and application management
- ✓ Add the *My Backpack™ Faculty/Staff Community* to enable web-based entry for marking period grades and comments, homework, attendance, and discipline
- ✓ Add the *Daily Gradebook option for My Backpack™* to utilize a web-based electronic gradebook for teachers
- ✓ Add the *My Backpack™ Student/Parent Community* to provide student and parent access to homework, grades and comments, and biographical data
- ✓ Add *Senior Dashboard™ for Academics* to get graphical analysis and up-to-the-minute reporting

## Senior Scheduling™

Included As Part Of *Senior Academic Office™*

**Make quick work of scheduling tasks for your private or independent school Registrar or Academic Office with *Senior Scheduling™*.**

No one envies the master scheduler's job. It's a complex process with lots of factors to balance. You need your scheduling software to simplify the process by helping you to define your courses, sections, and resources (faculty, rooms, meeting times), and to collect course request data from students and faculty. You need the flexibility to schedule by group, by section, or by student, and to handle last-minute changes. You may need to create special types of block schedules and day rotations, or different kinds of schedules for different divisions within your school. You need extensive reporting and conflict-checking to help spot problems as early in the process as possible, and customized printing/mailing functions to distribute clear, readable schedules to everyone involved. And you need it all to be completely integrated with your student information system.

*Senior Scheduling™*, as part of *Senior Academic Office™*, is specially designed to handle the complexities of the independent school scheduling process.

- ✓ Supports block or modular scheduling, up to 14 days in a rotation, specified separately for each division within your school
- ✓ Work on next year's schedule can begin at any time during the year
- ✓ Define unlimited courses and sections, including details about pre- and co-requisites, books, etc.
- ✓ Collect and summarize student course requests and faculty recommendations
- ✓ Flexible scheduling process by student, by section, or by group, with conflicts clearly identified
- ✓ Extensive reporting to spot and resolve problems, and review statistics and summaries
- ✓ Create, print, and mail schedules and class rosters to students, parents, faculty, and staff
- ✓ Add *Senior Schedule Builder/Loader™* to extend scheduling functionality with sophisticated algorithms for building and automatically loading schedules

## Senior Dean's Office™

Included As Part Of *Senior Academic Office™*

**Collect and monitor student attendance and discipline information for your private or independent school Academic Office with *Senior Dean's Office™*.**

Attendance and discipline tracking are detailed, time-sensitive tasks. You need a software solution that is flexible and easy to use. You need to be able to take daily attendance, class attendance, or both, depending on the divisions within your school, and you need up-to-the-minute exception reports to address discrepancies in a timely manner. You need a flexible way to track and monitor discipline infractions and actions, including an automated but customized mailing function for letters. For boarding schools, you also may need to track and monitor weekend sign outs and permissions. And you want all of these functions to integrate with your student information system or registrar software.

*Senior Dean's Office™*, as part of *Senior Academic Office™*, is specially designed to manage attendance and discipline details for independent schools.

- ✓ Configure attendance and discipline entry/reporting separately for each division within your school to reflect differing policies
- ✓ Enable daily attendance, class attendance or both
- ✓ Supports unlimited attendance types and codes for meaningful summaries and reports
- ✓ Administrators can view today's attendance data at-a-glance
- ✓ Create global attendance entries for sports, clubs or other programs
- ✓ Define custom discipline infractions, points, rules, and actions
- ✓ Boarding schools can track weekend sign outs and permissions
- ✓ Easy to create customized discipline letters and mailings to students and parents
- ✓ With the *My Backpack™ Faculty/Staff Community*, enable web-based entry for daily and class attendance and discipline infractions
- ✓ With the *My Backpack™ Student/Parent Community*, allow students and parents to view attendance and discipline details
- ✓ Add *Senior Dashboard™ for Academics* to get graphical analysis and up-to-the-minute reporting

## Senior Schedule Builder/Loader™

Optional Add-On Module For  
*Senior Academic Office™*

**Automatically create and load complex master schedules for your private or independent school Registrar or Academic Office with *Senior Schedule Builder/Loader™*.**

For schools with complex scheduling needs, you can't do it alone. You need schedule building software that uses sophisticated algorithms to help you create a "best fit" master schedule, satisfying as many requests and constraints as possible, and then lets you work from there to make minor adjustments. You want it to take into account student course requests, faculty availability and work restrictions, room characteristics, and special meeting time requirements and constraints. Once you have a master schedule in place, you need schedule loading software to place students into sections, considering factors such as load and gender balancing, alternate student requests, linking between courses and sections, and seating minimums and maximums. You also want the ability to retain partial schedules that you can manually complete for students with conflicts.

*Senior Schedule Builder/Loader™* is an add-on module for *Senior Academic Office™*, which applies sophisticated algorithms to build and load a master schedule.

- ✓ Define detailed constraints for faculty—by subject area, time restrictions, workload limits, etc.
- ✓ Define detailed constraints for rooms and related class resources—by subject area/department, teacher assignment, time restrictions, etc.
- ✓ Builder attempts to accommodate highest number of student requests
- ✓ Loader uses multiple passes to meet as many requests as possible
- ✓ Loader supports balancing sections by student count and/or by gender, and minimum, maximum or optimal seat loading
- ✓ Experiment with multiple combinations of resource constraints or parameters and compare results to achieve optimal schedule
- ✓ Freeze specific sections or existing schedules
- ✓ Reporting to identify conflicts and problems requiring manual adjustments after the process is complete

## **Senior Teacher Administration™**

**Optional Add-On Module For  
Senior Academic Office™**

**Make data entry a breeze for your private or independent school teachers with *Senior Teacher Administration™*.**

You want to make administrative tasks as easy as possible for teachers. You need software that minimizes the menus and choices, presenting only those which are relevant to teachers, and to avoid inadvertent errors, you want to limit choices for tasks like grading and attendance to only those students and classes for which an individual teacher is responsible.

*Senior Teacher Administration™* is an add-on module for *Senior Academic Office™* which simplifies teacher data entry tasks. It is an alternative to the *Faculty/Staff Community for My Backpack™*, for schools who wish to have teachers enter data directly into *Senior Registrar™*.

- ✓ Includes a subset of *Senior Registrar™* functions that are relevant for teachers, with most data limited to only the classes, homerooms, and advisees to which an individual teacher is assigned
- ✓ Teachers can enter marking period grades and comments, attendance, discipline infractions, and next year course recommendations for their students
- ✓ Teachers can view student information and academic history for their students, homerooms, and advisees, and can print schedules and grade reports

## Senior Placement™

Optional Add-On Module For  
*Senior Academic Office™*

Track and manage all the details in your private or independent school College Placement Office with *Senior Placement™*.

Your Placement Office provides guidance and administrative tracking for students' searches and applications for their next educational steps, whether that is college or some other subsequent institution. You need a tool that can collect and manage all the details for college visits and applications, requirements and deadlines, and institutional contacts and mailings, as well as provide reports and data for comparisons, prioritization, and analysis. You need accuracy and efficiency so nothing falls through the cracks. And your placement software needs to integrate with your student information system, to avoid the need for duplicate data entry.

*Senior Placement™* is an add-on module for *Senior Academic Office™* which helps to track and coordinate all the details involved in the application process for colleges or other outside institutions.

- ✓ School Scattergram feature allows families to compare college choices based on past student GPA and standardized test scores
- ✓ Track college visits and school-sponsored trips
- ✓ Customizable checklists to track all requirements for each application
- ✓ Integration with *Senior Registrar™* eliminates need to enter student biographical information, grades, etc.
- ✓ Track applications by student or by college/institution
- ✓ Easy data entry and mailing functions to maintain contact information for colleges and institutions
- ✓ Extensive reporting and data export for analysis at summary and detail levels, with option to mask student name with a Placement ID for anonymity

**Explore the entire Senior product line:****Admissions Office Software**

Senior Admissions™

Add-On Optional Components:

Senior Enrollment Management™

Senior Financial Aid™

My BackPack™ Options

Online Admissions

Online Enrollment/Re-Enrollment

**Academic Office Software**

Senior Academic Office™ includes:

Senior Registrar™

Senior Dean's Office™

Senior Scheduling™

Add-On Optional Components:

Senior Teacher Administration™

Senior Placement™

Senior Master Schedule Builder/Loader™

My BackPack™ Options:

Student/Parent Community

Faculty/Staff Community

Daily Gradebook

**Business Office Software**

Senior Business Office™ includes:

Senior General Ledger™

Senior Accounts Receivable™

Senior Accounts Payable™

Add-On Optional Components:

Senior Enrollment Management™

Senior Fixed Assets™

Senior Student Loans™

Senior Budget Management™

Senior Purchase Request™

My BackPack™ Options:

Student/Parent Community

**Alumni/Advancement Office Software**

Senior Alumni/Development™

Add-On Optional Components:

Senior Events™

My BackPack™ Options:

Alumni Community

**Summer School/Extended Programs Software**

Senior Summer School™

My BackPack™ Options:

Student/Parent Community

Faculty/Staff Community

Online Summer School Registration

**Dashboard Software**

Senior Dashboard™ for Admissions

Senior Dashboard™ for Academics

Senior Dashboard™ for Business Office

Senior Dashboard™ for Alumni/Development

**Campus Store Software**

Senior Campus Store™

**My BackPack™ Web Portal Software**

Student/Parent Community

Faculty/Staff Community

Alumni Community

Add-On Optional Components:

Daily Gradebook

Online Admissions

Online Enrollment/Re-Enrollment

Online Summer/Program Registration

Web Services