
**The Office of
Information and Organizational Systems**

**MCPS
Online Administrative Student Information
System (OASIS)**

Student Service Learning

Quick Guide

Version 1.0

Draft

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Introduction

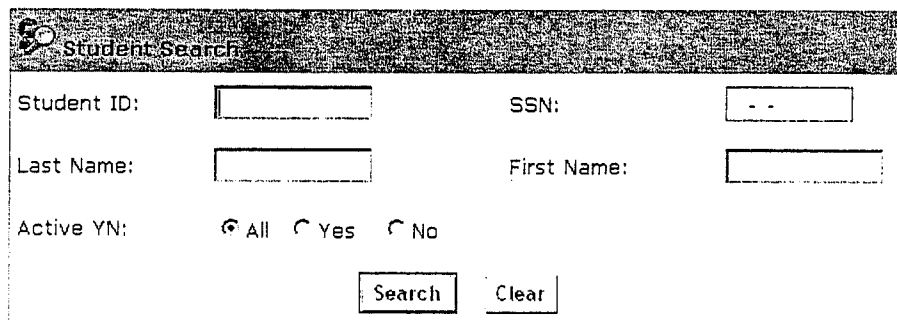
The Student Service Learning (SSL) module is part of the Montgomery County Public Schools (MCPS) Online Administrative Student Information System (OASIS). This module shows the service learning hours that individual students have accomplished and how many hours they have left to fulfill their graduation requirements.

This Quick Start Guide provides brief step-by-step instructions for using the SSL module. It describes the following tasks:

- Searching for student information
- Entering service learning hours
- Updating required service learning hours
- Viewing reports

Searching for Student Information

The first step is to search for the SSL record for an individual student. To open a student record, log on to OASIS and click the SSL tab at the top of the page. You see the Student Search page.



The screenshot shows a web form titled "Student Search". It contains the following fields and controls:

- Student ID:
- SSN:
- Last Name:
- First Name:
- Active YN: All Yes No
- Search:
- Clear:

You can search for a student using the Student ID, social security number (SSN), Last Name, First Name, or a combination of fields. You can use the percent sign (%) as a wildcard to enter part of a name or number.

To search for a student record:

1. Enter search criteria in one or more fields.
2. In the Active YN field, click an option button to search for the following:

- **All:** All students that meet the search criteria
- **Yes:** Students that are active in the MCPS system
- **No:** Students that are no longer active in the MCPS system

3. Click **Search**.

If you entered either a first or last name, you see the list of students that match the search criteria, as shown below.

Student ID	DOB	First Name	DOB	Age	Gender	Current School Name	Grade
56-9		P	08/07/1981	23	N	N/A	0
75-0			08/10/1991	13	Y	ROSA PARKS MIDDLE	155
67-7		D	07/29/1987	17	Y	WINSTON CHURCHILL HIGH	602
71-4			03/24/1989	15	Y	BETHESDA-CHEVY CHASE HIGH	406
66-4			04/12/1985	19	N	MONTGOMERY BLAIR HIGH	757
81-4		P	04/22/1994	10	Y	BELLS MILL ELEMENTARY	607
56-2		G	12/06/1980	24	N	N/A	0
93-8		C	08/10/1995	9	Y	GOSHEN ELEMENTARY	546
75-4		S	02/11/1991	13	Y	KINGSVIEW MIDDLE	708
75-8		S	05/01/1991	13	Y	WILLIAM H FARQUHAR MIDDLE	507
91-9		P	09/27/1994	10	Y	OLNEY ELEMENTARY	502
69-5		P	09/02/1988	16	Y	QUINCE ORCHARD HIGH	125

4. Click the Student ID. You see the SSL Log for that student.

Basic Student Details

Student ID : E 37 D.O.B : 6/17/1994
 Name : T ER Grade : 6
 Active : Y Gender : Male
 School : GAITHERSBURG MIDDLE (554) Ethnicity : White, Not Hispanic

STUDENT SERVICE LEARNING LOG

Required: 60 Earned: 17 Remaining: 43

(i) Type in whole hours or half hours using .5. To subtract use the - sign.

Hours:
 Type:
 Comment:

BCH	TYPE	HOURS	COMMENT	USER	DATE
554	OTHER	2		siglerna	2/28/2006
554	OTHER	3.5		siglerna	2/28/2006
554	OTHER	1.5		siglerna	2/28/2006
554	OTHER	-2		siglerna	2/28/2006
554	OTHER	5		siglerna	2/28/2006
554	OTHER	2		siglerna	2/28/2006

If you entered the Student ID or the SSN, your search should bring up only one student. You see the SSL Log for that student.

You can search for a new student at any time while you are working in a module. Enter the Student ID number in the Search box at the bottom of the page and click **Go**.

Entering Student Service Learning Hours

The SSL Log for a student displays the Basic Student Details and the following service learning hours:

- Required: Hours that the student is required to complete for graduation
- Accumulated: Hours that the student has accumulated
- Remaining: Hours that the student needs to complete for graduation

This page also displays a table with all of the service learning hours entries that were made for that student in descending order by date.

To enter SSL hours for a student:

1. In the **Hours** field, enter the number of service learning hours that the student has completed.
2. In the **Type** drop-down list, select either Community or Other.

3. Enter a comment, if appropriate.
4. To cancel your changes, click **Reset**. You cannot reset your changes after you click **Save**.
5. Click **Save**. You see the entry in the table at the bottom of the page.

Tip: Once you click **Save**, you cannot change your entry. To correct service learning hours, submit a new entry that either adds or subtracts hours. For example, you entered 15 hours for a student, but the student only completed 10 hours. Submit a new entry for the student with -5 in the Hours field. Add a comment to explain the correction.

Prevent Posting

Students in middle school take a mandatory course for which students may earn SSL hours. To prevent the posting of SSL course hours:

1. Click the **Override Course Hours** in the left-hand menu.
2. **Prevent Posting of Course Hours** by checking the box, if appropriate.

The screenshot shows a web application interface for managing student service learning. At the top, there are navigation tabs: Home, Student, Elem Subj, Assignment, SSL, Report, Cards. Below the tabs, a message states: "You may set the course hour posting flag for this student".

On the left side, there is a user profile section with the following information:

- User: [Name]
- Role(s): Assistant_principal, Principal, QA_Team, Ss_Team
- Locations: 41446

The main content area is titled "Basic Student Details" and contains the following information:

Student ID	: 8 7	D.O.B	: 6/17/1994
Name	: T R	Grade	: 6
Active	: Y	Gender	: Male
School	: GAITHERSBURG MIDDLE (554)	Ethnicity	: White, Not Hispa

Below the student details, there is a section titled "STUDENT SERVICE LEARNING: PREVENT POSTING OF COURSE HOURS". It contains an information icon and the text: "Prevent Posting of Course Hours by Checking the box:". Below this text, there is a checkbox labeled "Prevent Posting Grade 6 Course Hours:" which is checked.

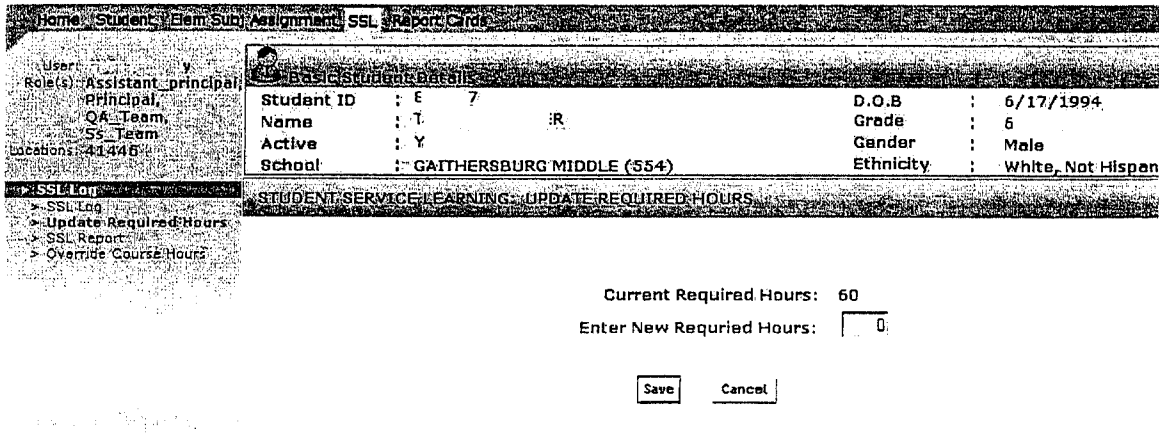
At the bottom of the form, there are two buttons: "Cancel" and "Save".

3. Click **Save**. Click **Cancel** to return to the SSL Log without saving the change.

Updating Required Service Learning Hours

To update the number of service learning hours that an individual student is required to complete:

1. Click the **Update Required Hours** link in the left-hand menu. You see a page with the student's current required SSL hours.



2. In the **Enter New Required Hours** field, enter the correct hours.
3. Click **Save** to save the change and return to the SSL Log. Click **Cancel** to return to the SSL Log without saving the change.

Viewing reports

There are three reports that you can view regarding service learning hours:

- **Completed Required Hours:** Students who completed the service learning hours that are required for graduation
- **Zero Hours Accumulated:** Students who have not completed any service learning hours
- **More than # of hours remaining:** Students who have completed the number of service learning hours that you specify, for example, students who have completed 40 hours of service

These reports list all the students in a particular school that fit the criteria.

To view reports:

1. Click the **SSL Reports** link in the left-hand menu.

2. Select a **School** from the drop-down list.
3. Select a **Grade** from the drop-down list.
4. To find a report for a particular student, enter all or part of the student's name in the **Last Name Begins With** field.
5. Click an option button to select a report. If you select **More than # of hours remaining**, enter the number of hours.
6. Click **Run Report**.

STUDENT ID	LAST NAME	FIRST NAME	REQUIRED	EARNED	REMAINING
1	S	A	60	0	60
2	S	N	50	10	50