

Using Microsoft Access to Put a Friendlier Face on



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Choose Student Add-On Items

6/15/05 FY 05 HANCOCK COUNTY SCHOOLS 18:49:41 I29001030
ACS HANCOCK COUNTY SMS STAFF WORK AREA Ref: ACS.002 .01

MENU SMWC00: COUNTY COORDINATOR - SMS, SAS, SGS, & SSS

| | | |
|---|--------|------|
| 1. STUDENT MANAGEMENT SYSTEM | SMW00C | MENU |
| 2. STUDENT ATTENDANCE SYSTEM | SAW00C | MENU |
| 3. STUDENT GRADING SYSTEM | SGS000 | MENU |
| 4. STUDENT SCHEDULING SYSTEM-WITH AUTO.SCHEDULER | SSW0SC | MENU |
| 5. COUNTY CONTACT SMS PROCESSES | SGS20C | MENU |
| 6. COUNTY CONTACT SMS DATA INTEGRITY MENU . . . | SMSCTI | MENU |
| 7. CIMS SCANNING OPERATIONS | CS0000 | MENU |
| 8. WVEIS LUNCH ROOM PROGRAMS | WVRL00 | MENU |
| 9. WV STUDENT DATA CUSTOM REPORT MENU | WVRRPT | MENU |
| 10. WV STUDENT DATA CUSTOM PROGRAM MENU | WVRPRG | MENU |
| 11. STUDENT ADD-ON ITEMS | AOS000 | MENU |
| 12. STUDENT ENROLLMENT MENU - SCHOOL LEVEL . . . | WVR050 | MENU |
| 13. STUDENT ENROLLMENT MENU - COUNTY LEVEL . . . | WVR051 | MENU |
| 14. TESTING PRE-SLUG - SCHOOL LEVEL | WVR052 | MENU |
| 15. TESTING PRE-SLUG - COUNTY LEVEL | WVR053 | MENU |

Option or Menu Item 11

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MA b MW 22/025

Choose Student Records Add-on

6/15/05 FY 05 HANCOCK COUNTY SCHOOLS 18:54:00 I29001030
ACS HANCOCK COUNTY SMS STAFF WORK AREA Ref: ACS.002 .01

MENU AOS000: STUDENT ADD-ON ITEMS

| | | |
|---|--------|------|
| 1. SETUP AND DEFINITIONS (ADD-ON ITEMS) | AOS100 | MENU |
| 2. STUDENT RECORDS (ADD-ON ITEMS) | AOS200 | MENU |
| 3. ATTENDANCE (ADD-ON ITEMS) | AOS300 | MENU |
| 4. SCHEDULING AND REGISTRATION (ADD-ON ITEMS) | AOS400 | MENU |
| 5. GRADING (ADD-ON ITEMS) | AOS500 | MENU |
| 6. GRADEQUICK INTERFACE | AOS600 | MENU |
| 7. PROGRAMS FOR TEACHER USE | AOS800 | MENU |
| 89. Change Assignment | | |
| 90. Signoff | | |

Option or Menu Item 2

MA b MW 22/024

Download Student Info to PC/Network

The screenshot shows a terminal window titled "Display" with a menu of options for downloading student information. The menu is titled "MENU AOS200: STUDENT RECORDS (ADD-ON ITEMS)". The options are listed as follows:

| Option | Description | Code |
|--------|--|---------|
| 1. | Update Attributes Using Student Lists | AOS.995 |
| 2. | Mass Change Teacher IDs | AOS.950 |
| 3. | Update Student Info Using Student Lists | AOS.770 |
| 4. | Print Student Index Cards | AOS.560 |
| 5. | Vocational Students Listing | AOS.210 |
| 6. | Download Students to ICLAS/SchoolView | AOS.580 |
| 7. | Download Students to Circulation Plus V7.82 | AOS.690 |
| 8. | Download Students to Unison V1.5 | AOS.695 |
| 9. | Download Student Info to PC/Network | AOS.595 |
| 10. | Print CUT-Sheef Student/GUardian Labels | AOS.515 |
| 11. | Student Letter Formats | AOS.725 |
| 12. | Student Letter Processing | AOS.735 |
| 13. | Download a Report to PC ASCII File | AOS.565 |
| 14. | Update Registration Data Using Student Lists | AOS.775 |
| 15. | Mass Change Course Number | AOS.925 |

More . . .

Option or Menu Item 9

The terminal window also shows the following information at the top: 6/15/05 FY 05 HANCOCK COUNTY SCHOOLS 18:56:09 I29001030
ACS HANCOCK COUNTY SMS STAFF WORK AREA Ref: ACS.002 .01

The terminal window has a menu bar with the following items: File Edit Transfer Appearance Communication Assist Window Help. The toolbar contains the following icons: PrtScrn, Exit, ExitAll, Copy, Paste, Send, Recv, Display, Color, Map, Record, Stop, Play, Quit, Clipbrd, Support, Index.

You will need to create a new one.

6/15/05 FY 5 HANCOCK COUNTY SCHOOLS 18:58:08 I29001030
AOS Download Student Info to PC/Network Ref: AOS.595P.01

| Opt | Download Definition | Dis | Sch | Description |
|-----|----------------------|-----|-----|--|
| — | OGHS CLASS OF 99 | G29 | 501 | OGHS ALUMNI ADDRESS/PHONE LIST |
| — | WHS CLASS OF 99 | G29 | 502 | WEIR HS ALUMNI ADDRESS/PHONE LIST |
| — | ADDRESS INFO BY HR | 029 | | HR ROSTER WITH ADDRESS AND PHONE |
| L | ALL STUDENT DATA | 029 | | TABLE DOWNLOAD OF ALL AVAILABLE DATA |
| — | APPLESEEDS REPORT | 029 | | DOWNLOAD OF APPLESEED INFORMATION |
| — | BD-LD ADDRESSES | 029 | | BD AND LD STUDENT ADDRESSES |
| — | COUNTY | 029 | | GOVERNOR'S REQUEST |
| — | DC DOWNLOAD | 029 | | DIRECT CERTIFICATION MERGE INFORMATION |
| — | DIRECT CERTIFICATION | 029 | | DOWNLOAD FOR DIRECT CERTIFICATION EDIT |
| — | EDULOG 2004 | 029 | | DOWNLOAD OF EDULOG INFORMATION FY 2003 |
| — | HANCOCK PRC LABELS | 029 | | DOWNLOAD NAME AND ID FOR PRC LABELS |
| — | HCS MAILING LABELS | 029 | | STUDENT DATA FOR COUNTY MAILING LABELS |
| — | HCS STUDENT INFO 2K | 029 | | BASIC STUDENT INFORMATION HCS 2002 |
| — | ID CARD DOWNLOAD | 029 | | ID CARD DOWNLOAD |
| — | JDR ALLDATA DOWNLOAD | 029 | | JDRCC ALLDATA DOWNLOAD GR. 9-12 |

F3=Exit F4=Index Options: A=Add, C=Change, D=Delete, L=Lookup, R=Run

MA b MW 10/003

Choose your options as below.

```
6/15/05  FY  5  HANCOCK COUNTY SCHOOLS  19:00:38  I29001030
AOS      Download Student Info to PC/Network  Ref: AOS.596P.01

District: 029  School:      Download definition: ALL STUDENT DATA
Description: TABLE DOWNLOAD OF ALL AVAILABLE DATA

A comma delimited record will be created for each selected student.  Each
record will contain the fields you select on a subsequent screen.
Optionally, you may create a "header" record (which contains the names of
the selected fields) and print a field names list.  Both of these options
would be useful if you plan to use the file for Word mail merges and may
be useful for importing the file to other PC applications.

Create a header record? Y  Print a list of field names? N

Download option: 2
                1 = Automatic: DOS-based with shared folders and Organizer
                2 = Semi-automatic: prompted to run interactive file transfer

Below, specify the full PC path and file name of the target file.
c:\wveis\alldata.txt

F12=Cancel

MFI  b  MW  01/001
```


Select Fields (F6 gets standards)

6/15/05 FY 5 HANCOCK COUNTY SCHOOLS 19:07:59 I29001030
AOS Download Student Info to PC/Network Ref: AOS.596P.03

District: 029 School: Download definition: ALL STUDENT DATA
Description: TABLE DOWNLOAD OF ALL AVAILABLE DATA

Select desired fields by placing sequence numbers in front of them.

| Seq# | Field Name | Seq# | Field Name |
|------------|------------------------|------------|------------------------|
| <u>10</u> | Student Last Name | <u>130</u> | Student File ID |
| <u>20</u> | Student First Name | <u>140</u> | Social Security Number |
| <u>30</u> | Student Middle Initial | <u>150</u> | Locker Number |
| <u>40</u> | Current District | <u>160</u> | Homeroom Number |
| <u>50</u> | Current School | <u>170</u> | Homeroom Teacher ID |
| <u>60</u> | Current Class | <u>180</u> | Homeroom Teacher Name |
| <u>70</u> | Sex | <u>190</u> | Morning Bus |
| <u>80</u> | Birth Date | <u>200</u> | Afternoon BUS |
| <u>90</u> | Age in Years | <u>210</u> | Date First Enrolled |
| <u>100</u> | Months Since Birthday | <u>220</u> | Student Phone Number |
| <u>110</u> | Birth Place | <u>230</u> | Guardian Last Name |
| <u>120</u> | Birth State/Code | <u>240</u> | Guardian First Name |

More...

F6=Select All Standard Fields F8=De-Select All F9=Renumber F12=Cancel
Make changes or press Enter to confirm selections.

MA b MW 01/001

Select Additional Fields

6/15/05 FY 5 HANCOCK COUNTY SCHOOLS 19:07:59 I29001030
 AOS Download Student Info to PC/Network Ref: AOS.596P.03

District: 029 School: Download definition: ALL STUDENT DATA
 Description: TABLE DOWNLOAD OF ALL AVAILABLE DATA

Select desired fields by placing sequence numbers in front of them.

| <u>Seq#</u> | <u>Field Name</u> | <u>Seq#</u> | <u>Field Name</u> | |
|-------------|--------------------|-------------|--------------------------------|--------------|
| <u>250</u> | Guardian Title | <u>370</u> | Year of Graduation | Attribute |
| <u>260</u> | Spouse Last Name | <u>380</u> | Native Language | Attribute |
| <u>270</u> | Spouse First Name | <u>390</u> | Ethnic Group | Attribute |
| <u>280</u> | Spouse Title | <u>400</u> | Transportation | Attribute |
| <u>290</u> | Residence Address | <u>410</u> | Graduation Plan | Attribute |
| <u>300</u> | Residence City | <u>420</u> | Career Cluster | Attribute |
| <u>310</u> | Residence State | <u>430</u> | Title 1 | Attribute |
| <u>320</u> | Residence Zip Code | <u>440</u> | 504 STUDENT RECEIVES 504 S Tag | |
| <u>330</u> | Mailing Address | <u>450</u> | LC LOCKER COMBINATIONS | Tag |
| <u>340</u> | Mailing City | <u>460</u> | AUP ACCEPTABLE USE FORM ON Tag | |
| <u>350</u> | Mailing State | <u>470</u> | VOC | Tag Category |
| <u>360</u> | Mailing Zip Code | | WV Mentor | Attribute |

More...

F6=Select All Standard Fields F8=De-Select All F9=Renumber F12=Cancel
 Make changes or press Enter to confirm selections.

MA b MW 01/001

More Fields Available (Tags, etc)

```

6/15/05  FY  5 HANCOCK COUNTY SCHOOLS  19:07:59 I29001030
AOS      Download Student Info to PC/Network  Ref: AOS.596P.03

District: 029  School:      Download definition: ALL STUDENT DATA
Description: TABLE DOWNLOAD OF ALL AVAILABLE DATA

Select desired fields by placing sequence numbers in front of them.

Seq#  Field Name                               Seq#  Field Name
-----
_____ Pathway                               _____ CH          Tag Category
_____ Medically Fragile  Attribute  _____ CH6         Tag Category
_____ AB                  Tag Category  _____ CH7         Tag Category
_____ ABS                 Tag Category  _____ CH8         Tag Category
_____ ALG                 Tag Category  _____ CI7         Tag Category
_____ AM7                 Tag Category  _____ CI8         Tag Category
_____ AM8                 Tag Category  _____ DIS        Tag Category
_____ ATH                 Tag Category  _____ EXC        Tag Category
_____ BD5                 Tag Category  _____ FR7         Tag Category
_____ BD6                 Tag Category  _____ FR8         Tag Category
_____ BD7                 Tag Category  _____ HE         Tag Category
_____ BD8                 Tag Category  _____ KE         Tag Category
More...

F6=Select All Standard Fields  F8=De-Select All  F9=Renumber  F12=Cancel
Make changes or press Enter to confirm selections.
  
```

MA b MW 01/001

Run the Download

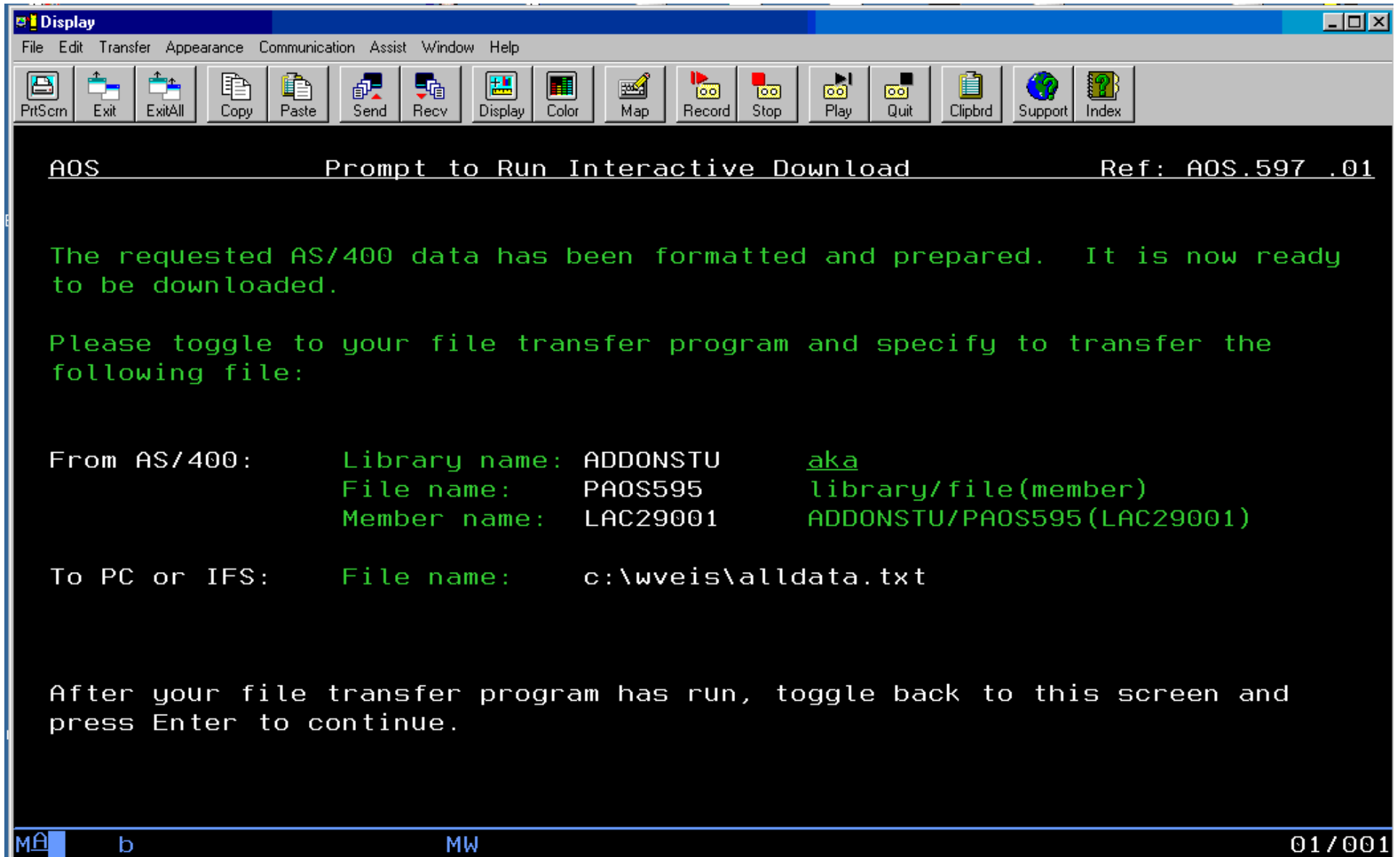
6/15/05 FY 5 HANCOCK COUNTY SCHOOLS 19:10:53 I29001030
AOS Download Student Info to PC/Network Ref: AOS.595P.01

| Opt | Download Definition | Dis | Sch | Description |
|----------|-------------------------|-----|-----|--|
| — | OGHS CLASS OF 99 | G29 | 501 | OGHS ALUMNI ADDRESS/PHONE LIST |
| — | WHS CLASS OF 99 | G29 | 502 | WEIR HS ALUMNI ADDRESS/PHONE LIST |
| — | ADDRESS INFO BY HR | 029 | | HR ROSTER WITH ADDRESS AND PHONE |
| R | ALL STUDENT DATA | 029 | | TABLE DOWNLOAD OF ALL AVAILABLE DATA |
| — | APPLESEEDS REPORT | 029 | | DOWNLOAD OF APPLESEED INFORMATION |
| — | BD-LD ADDRESSES | 029 | | BD AND LD STUDENT ADDRESSES |
| — | COUNTY | 029 | | GOVERNOR'S REQUEST |
| — | DC DOWNLOAD | 029 | | DIRECT CERTIFICATION MERGE INFORMATION |
| — | DIRECT CERTIFICATION | 029 | | DOWNLOAD FOR DIRECT CERTIFICATION EDIT |
| — | EDULOG 2004 | 029 | | DOWNLOAD OF EDULOG INFORMATION FY 2003 |
| — | HANCOCK PRC LABELS | 029 | | DOWNLOAD NAME AND ID FOR PRC LABELS |
| — | HCS MAILING LABELS | 029 | | STUDENT DATA FOR COUNTY MAILING LABELS |
| — | HCS STUDENT INFO 2K | 029 | | BASIC STUDENT INFORMATION HCS 2002 |
| — | ID CARD DOWNLOAD | 029 | | ID CARD DOWNLOAD |
| — | JDR ALLDATA DOWNLOAD | 029 | | JDRCC ALLDATA DOWNLOAD GR. 9-12 |

F3=Exit F4=Index Options: A=Add, C=Change, D=Delete, L=Lookup, R=Run

MA b MW 10/003

Now do a Data Transfer



The screenshot shows a window titled "Display" with a menu bar (File, Edit, Transfer, Appearance, Communication, Assist, Window, Help) and a toolbar with icons for various functions like Print, Exit, Copy, Paste, Send, Recv, Display, Color, Map, Record, Stop, Play, Quit, Clipbrd, Support, and Index. The main area is a black terminal window with green text. The text reads: "AOS Prompt to Run Interactive Download Ref: AOS.597 .01", "The requested AS/400 data has been formatted and prepared. It is now ready to be downloaded.", "Please toggle to your file transfer program and specify to transfer the following file:", "From AS/400: Library name: ADDONSTU aka, File name: PAOS595 library/file(member), Member name: LAC29001 ADDONSTU/PAOS595(LAC29001)", "To PC or IFS: File name: c:\wveis\alldata.txt", "After your file transfer program has run, toggle back to this screen and press Enter to continue.", At the bottom, there is a status bar with "MA" on the left, "b" in the middle, "MW" on the right, and "01/001" in the bottom right corner.

```
AOS Prompt to Run Interactive Download Ref: AOS.597 .01

The requested AS/400 data has been formatted and prepared. It is now ready
to be downloaded.

Please toggle to your file transfer program and specify to transfer the
following file:

From AS/400:      Library name: ADDONSTU      aka
                  File name:      PAOS595        library/file(member)
                  Member name:     LAC29001       ADDONSTU/PAOS595(LAC29001)

To PC or IFS:    File name:      c:\wveis\alldata.txt

After your file transfer program has run, toggle back to this screen and
press Enter to continue.
```

MA b MW 01/001

Data Transfer Configuration

The screenshot displays a software interface for configuring data transfer from an AS/400 system to a PC. The main window is titled "Data Transfer From AS/400 - PC5250\$B.TTO" and features a menu bar (File, View, Help) and a toolbar with icons for file operations and transfer actions. The interface is divided into two main sections: "AS/400" and "PC".

AS/400 Section:

- System name: 10.140.248.3
- File name: ADDONSTU/PAOS595(LAC29001) (with a "Browse..." button)
- Data Options... button

PC Section:

- Output device: File (with a "Details..." button)
- File name: C:\WWEIS\ALLDATA.TXT (with a "Browse..." button)
- Format Options... button
- Transfer data from AS/400 button

File Details Dialog Box:

- Output PC file:
 - Create new file
 - Overwrite existing file (highlighted by a yellow arrow)
 - Append to existing file
- File type: ASCII Text (with a "Details" button, highlighted by a yellow arrow)
- Translate EBCDIC to:
 - ANS
 - ASCII
- PC file description file:
 - Save transfer description
 - File name: C:\DOCUMENTS AND SETTINGS\LAC290 (with a "Browse..." button)
- Buttons: OK, Cancel, Help

The background shows a terminal window with the text "AOS Prompt to" and "OS.597 .01". The bottom status bar displays "MA b MW 01/001".

Convert CCSID - Important

The screenshot shows an AS/400 terminal window with a menu bar (File, Edit, Transfer, Appearance, Communication, Assist, Window, Help) and a toolbar with icons for various functions like Print, Exit, Copy, Paste, Send, Recv, Display, Color, Map, Record, Stop, Play, Quit, Clipbrd, Support, and Index. The terminal text includes: "AOS", "Prompt to", "The requested AS/400 data to be downloaded", "Please toggle the following file", "From AS/400:", "To PC or IFS:", and "After your file is downloaded, press Enter to".

Overlaid on the terminal is a window titled "Data Transfer From AS/400 - ALLDATA DOWNLOAD.dtf" with a menu bar (File, View, Help). It contains a "Properties" dialog box with the following settings:

- Conversions: Library List, Display, SQL, Connection, Start
- Data conversion:
 - Convert CCSID 65535
 - Check for untranslatable fields
 - Convert tabs

Other fields in the dialog include a dropdown menu with "10.140.248.3", a text field with "ADDONSTU/PAOS595(LAC29001)", and a "File" dropdown menu with "c:\wveis\alldata.txt". Buttons for "Browse...", "Data Options...", "Details...", "Format Options...", and "Transfer data from AS/400" are also visible. A red arrow points from the "Data Transfer From AS/400" window to the "Convert CCSID 65535" checkbox in the "Properties" dialog.

At the bottom of the terminal window, there is a status bar with "MA", "b", "MW", and "01/001".

Data will be transferred as Text

The screenshot shows a mainframe terminal window titled "Display" with a menu bar (File, Edit, Transfer, Appearance, Communication, Assist, Window, Help) and a toolbar with icons for various functions like Print, Exit, Copy, Paste, Send, Recv, Display, Color, Map, Record, Stop, Play, Quit, Clipbrd, Support, and Index.

The terminal text is as follows:

```
AOS Prompt to Run Interactive Download Ref: AOS.597 .01
```

The requested AS/400 data has been formatted and prepared. It is now ready to be downloaded.

Please toggle to your file transfer program and transfer the following file:

From AS/400: Library name: ADI
File name: PA
Member name: LA

To PC or IFS: File name: c:\wweis\alldata.txt

After your file transfer program has run, toggle back to this screen and press Enter to continue.

An "AS/400 Data Transfer" dialog box is overlaid on the terminal, showing a progress bar and the text: "Receiving data from AS/400..." and "Received record 344". A "Cancel" button is visible at the bottom of the dialog.

At the bottom of the terminal window, there is a status bar with "MA" on the left, "b" in the middle, "MW" on the right, and "01/001" in the bottom right corner.

Data Transfer Complete Now Start Microsoft Access

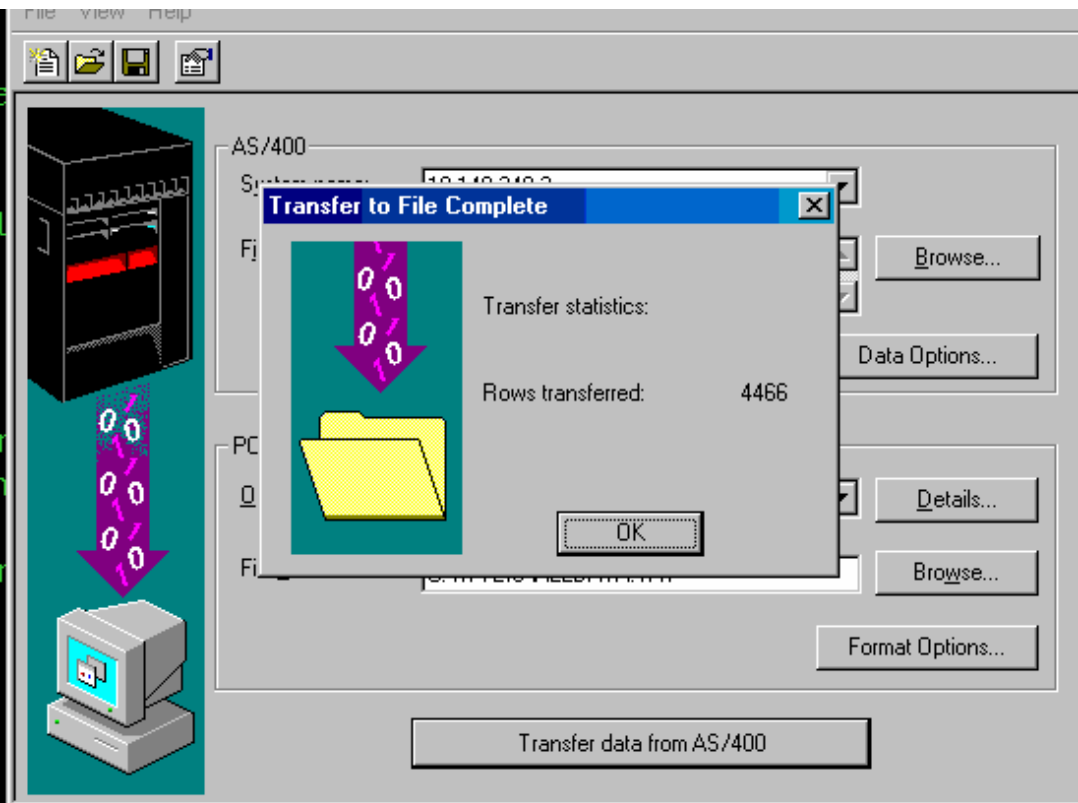
The requested AS/400 data
to be downloaded.

Please toggle to your file
following file:

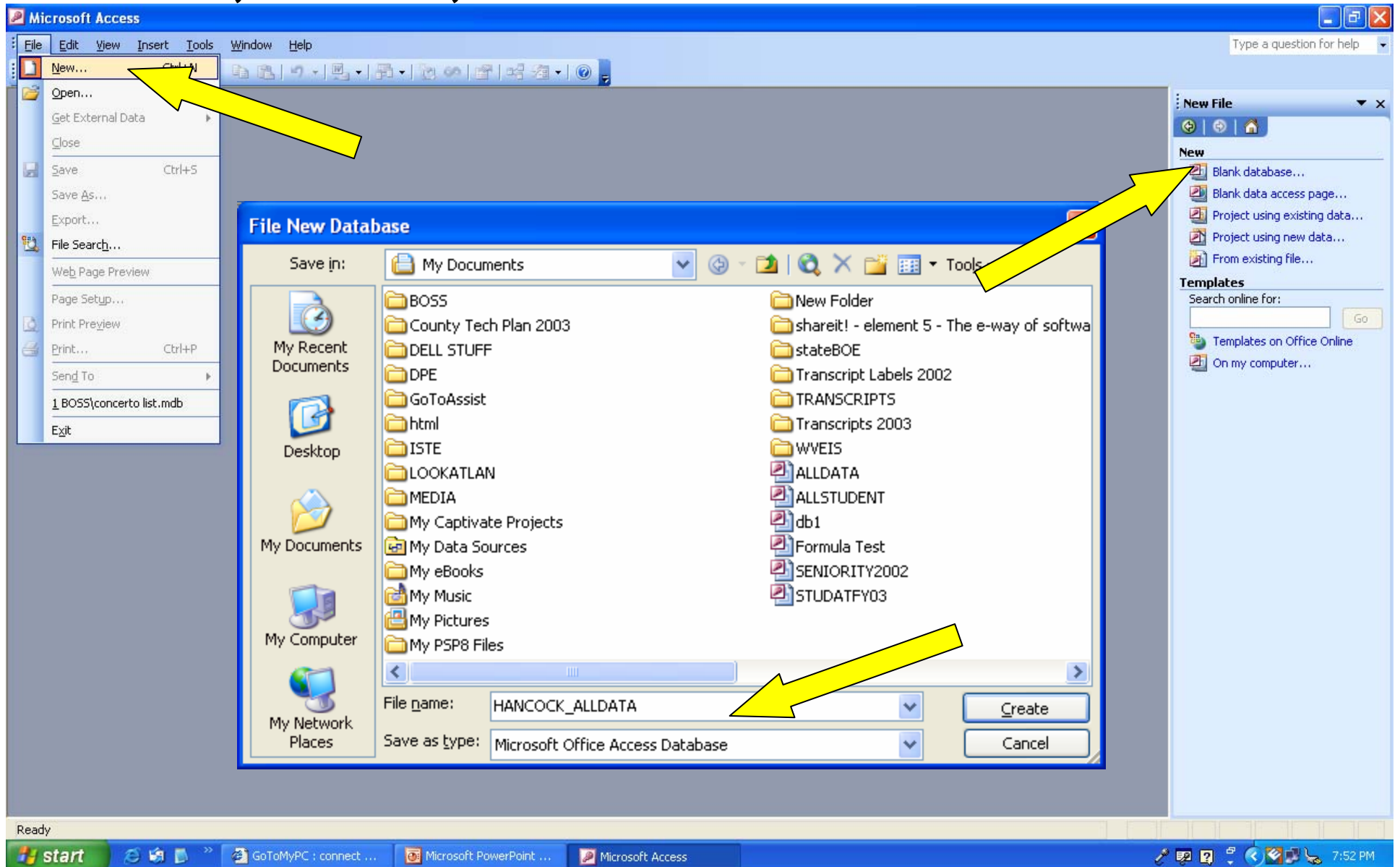
From AS/400: Library
 File nam
 Member n

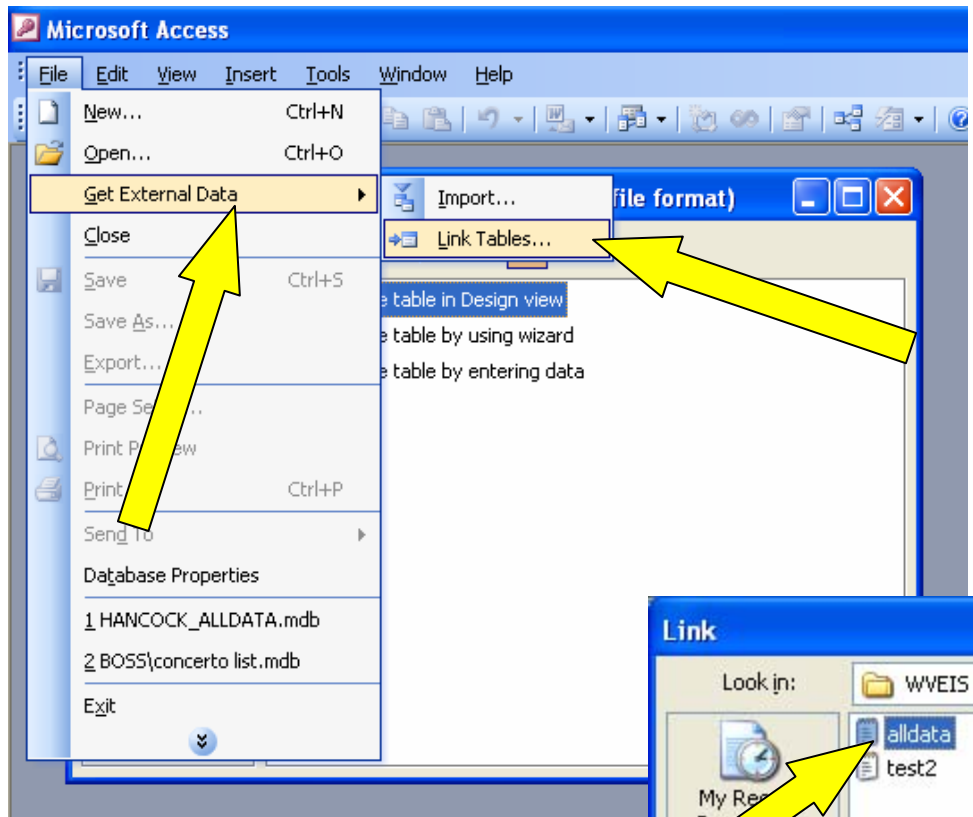
To PC or IFS: File nam

After your file transfer
press Enter to continue.

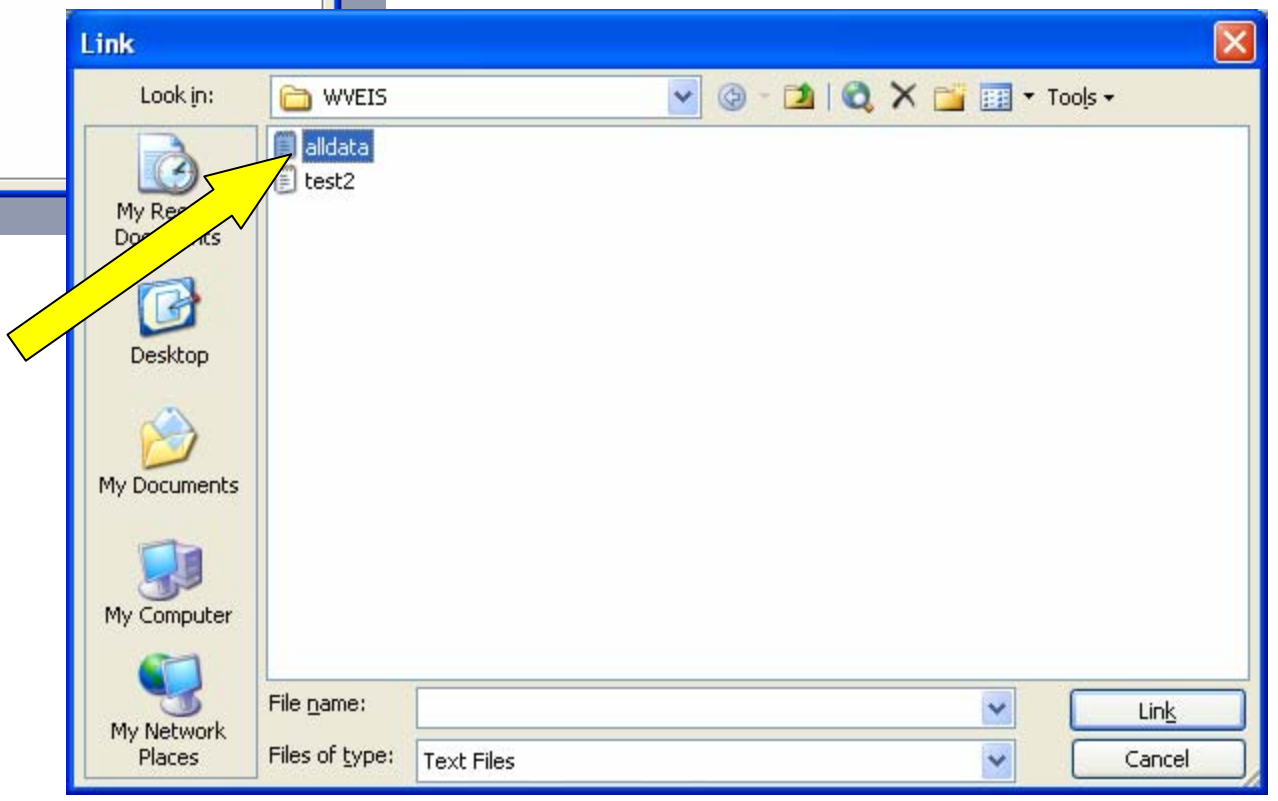


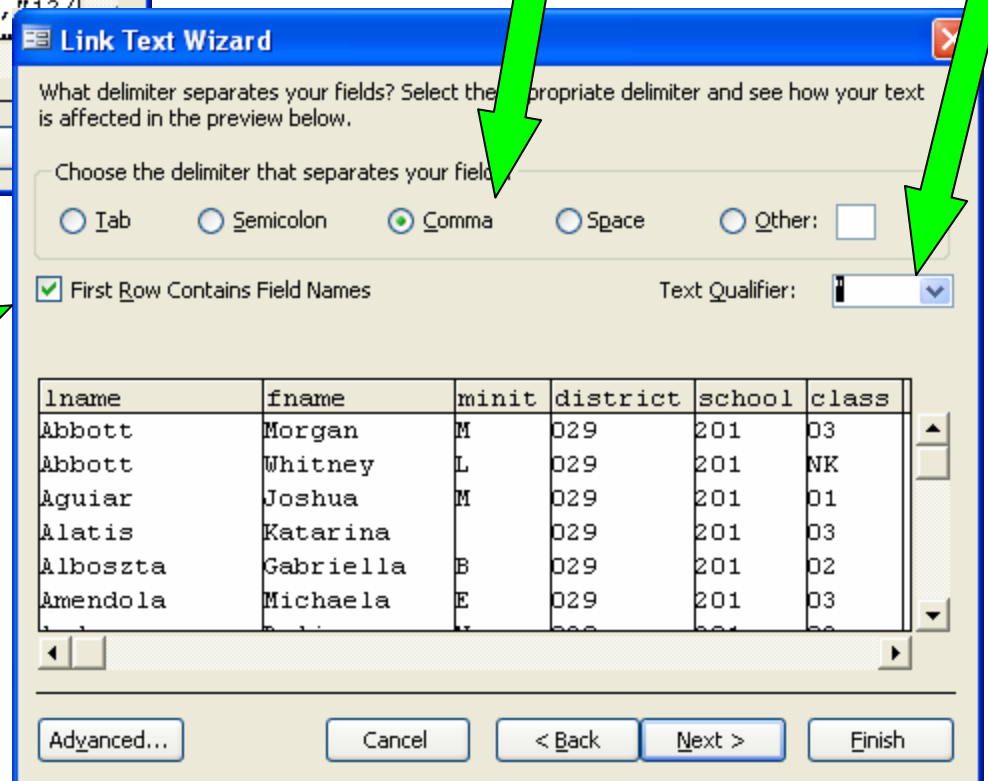
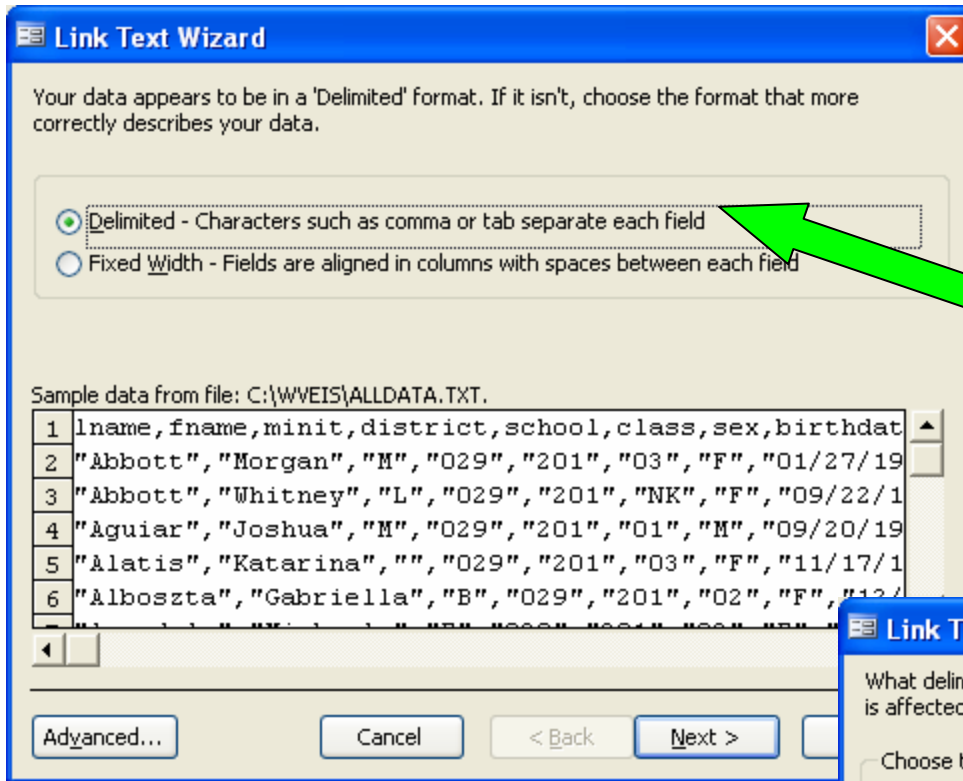
File, New, Save Blank Database





Choose the File to Link





Link Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

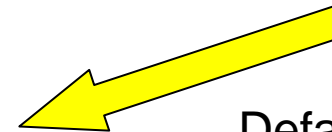
Field Options

Field Name: Data Type:

Indexed: Do not import field (Skip)

| lname | fname | minit | district | school | class |
|----------|-----------|-------|----------|--------|-------|
| Abbott | Morgan | M | 029 | 201 | 03 |
| Abbott | Whitney | L | 029 | 201 | NK |
| Aguiar | Joshua | M | 029 | 201 | 01 |
| Alatis | Katarina | | 029 | 201 | 03 |
| Alboszta | Gabriella | B | 029 | 201 | |
| Amendola | Michaela | E | 029 | 201 | |


Advanced... Cancel < Back Next >



Defaults are OK Here

Link Text Wizard

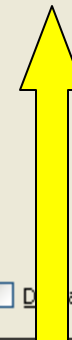
That's all the information the wizard needs to link to your data.



Linked Table Name:


Display Help after the wizard is finished.

Advanced... Cancel < Back Next > Finish

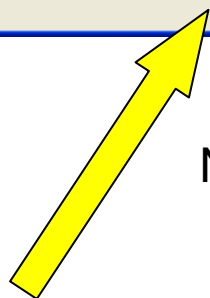


Name the Linked Table

Link Text Wizard

 Finished linking table 'Alldata' to file 'C:\WVEIS\alldata.txt'.

OK



Now Ready to Go!!

Microsoft Access

File Edit View Insert Tools Window Help

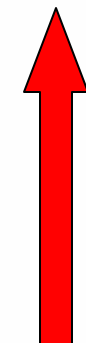


HANCOCK_ALldata : Database (Access 2000 file format)



- Objects
- Tables**
- Queries
- Forms
- Reports
- Pages
- Macros
- Modules
- Groups
- Favorites

- Create table in Design view
- Create table by using wizard
- Create table by entering data
- Alldata**



Notice Arrow Indicating Linked File

Suggestions

- Place Data File on Shared Network Drive
 - Only one user at a time, but many can access
- Create Front End to simplify tasks
 - Examples to Follow
- Remember to do the download daily
 - Download only, not upload – Still must do regular WVEIS upkeep.
 - Daily update keeps the data current.