



# Chancery SMS

## Entering Chancery Historical

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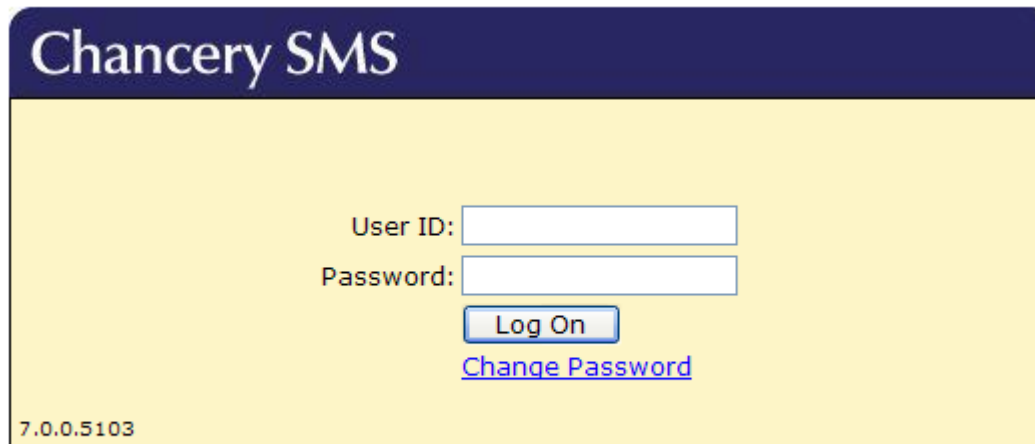
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## Student Historical

This webpage is created to alleviate the process of entering historical grades. The webpage should be used for adding historical records only.

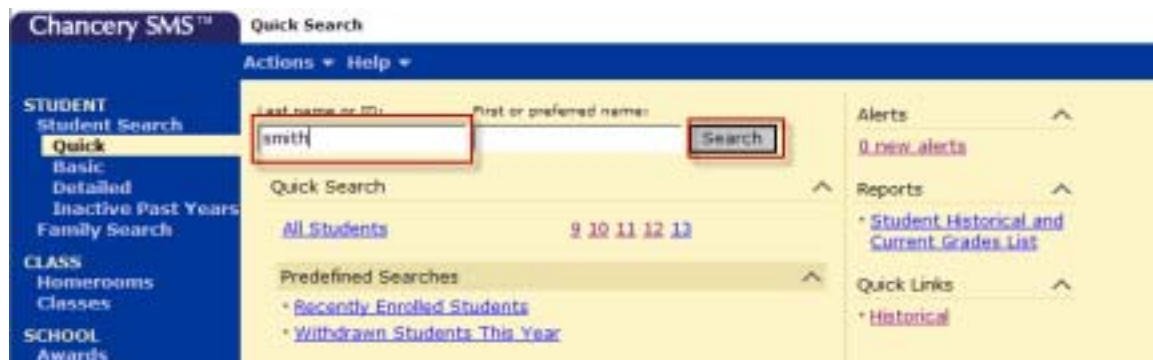
### Opening the Webpage

1. *Login in Chancery.*



The image shows the login page for Chancery SMS. It features a dark blue header with the text "Chancery SMS" in white. Below the header is a yellow background with a login form. The form includes two input fields: "User ID:" and "Password:". Below these fields is a blue "Log On" button and a blue link labeled "Change Password". In the bottom left corner of the yellow area, the version number "7.0.0.5103" is displayed. At the bottom of the page, there is a Pearson logo and copyright information: "PEARSON Copyright© 1998-2009 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.pearsonschoolsandcolleges.com".

2. *Search for any student.*



The image shows the search interface in Chancery SMS. On the left is a blue navigation menu with categories: "STUDENT" (with sub-items: Student Search, Quick, Basic, Detailed, Inactive Past Years, Family Search), "CLASS" (with sub-items: Homerooms, Classes), and "SCHOOL" (with sub-item: Awards). The "Quick" option under "STUDENT" is highlighted. The main content area is titled "Quick Search" and has a blue header with "Actions" and "Help" dropdown menus. It contains two search input fields: "Last name or ID:" with the text "smith" and "First or preferred name:". A red box highlights the "smith" text, and another red box highlights the "Search" button. Below the search fields is a "Quick Search" section with a dropdown menu showing "All Students" and a list of years: "9 10 11 12 13". Underneath is a "Predefined Searches" section with a dropdown menu and two links: "Recently Enrolled Students" and "Withdrawn Students This Year". On the right side, there are three expandable sections: "Alerts" (showing "0 new alerts"), "Reports" (with a link to "Student Historical and Current Grades List"), and "Quick Links" (with a link to "Historical").

3. *Click on the student's name.*



4. Click on the Historical Grd link.



5. Click on Enter Historical Grades link.



**NOTE:** Once the webpage is open, you can use the page to enter historical grades for **ANY** student.

## Finding the student

You can search for a student by their Student ID or their Student Name.

### Searching by Student ID

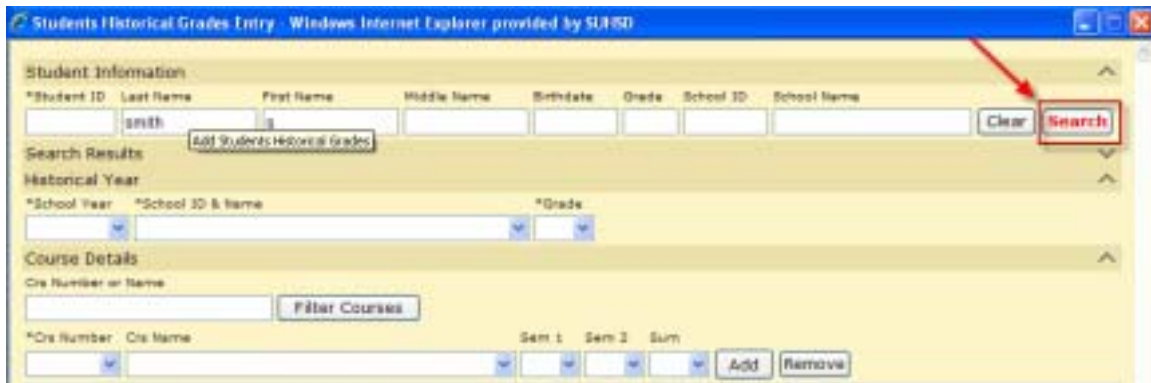
1. Type the Student ID

The screenshot shows a web browser window titled "Students Historical Grades Entry - Windows Internet Explorer provided by SUSD". The page has a yellow background and several sections:

- Student Information:** Fields for \*Student ID (607548), Last Name, First Name, Middle Name, Birthdate, Grade, School ID, and School Name. Includes "Clear" and "Search" buttons.
- Search Results:** A section with a downward arrow.
- Historical Year:** Fields for \*School Year, \*School ID & Name, and \*Grade.
- Course Details:** A field for "Crs Number or Name" with a "Filter Courses" button. An "Add Subject Historical Grades" button is also present.
- Course Selection:** Fields for \*Crs Number, Crs Name, Sem 1, Sem 2, and Sum. Includes "Add" and "Remove" buttons.
- Table:** A table with columns: School Year, School Name, Grad, Crs Number, Crs Name, Sem, and Score. The table is currently empty.
- Buttons:** "Post" and "Close" buttons are visible at the bottom right.


**NOTE:** The screen will look pretty similar as the Access database. The only addition is the Courses Taken by Student screen.

2. *Click* on the Search key. (You will notice that the student information will be filled automatically. The information that gets automatically filled cannot be altered.)

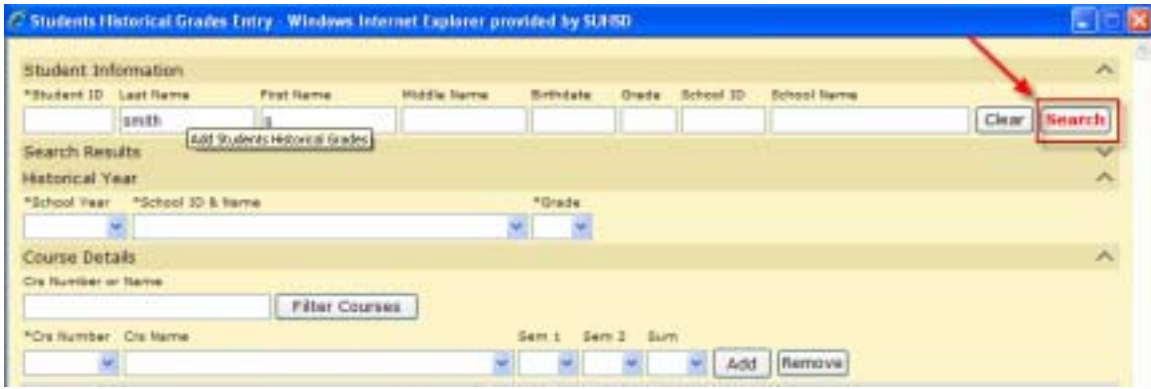


## ***Searching by Student Name***

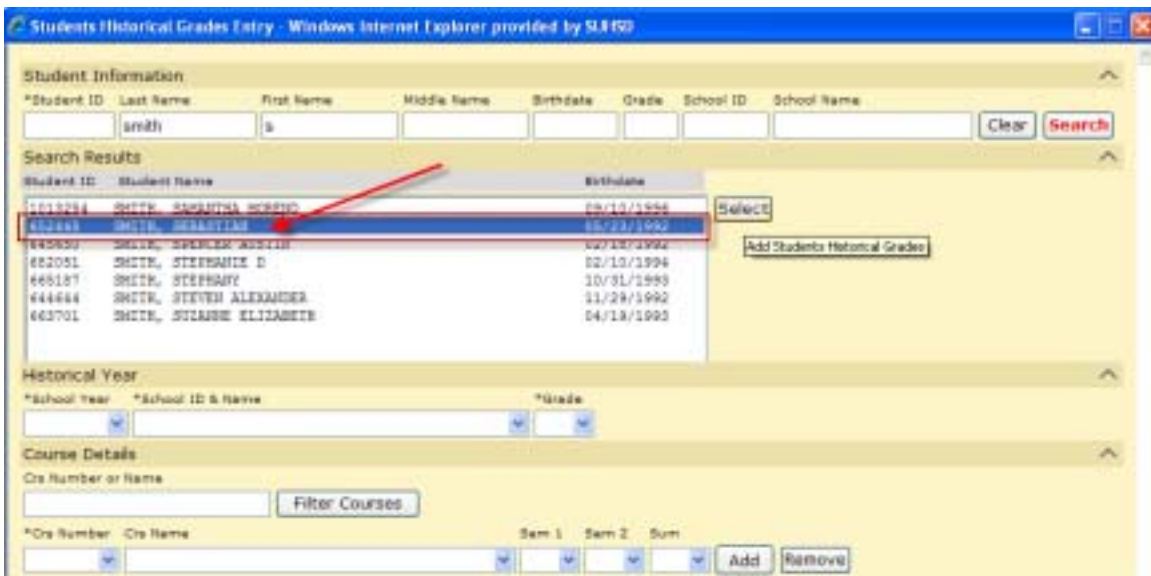
1. *Type* the Student Last Name and/or First Name.



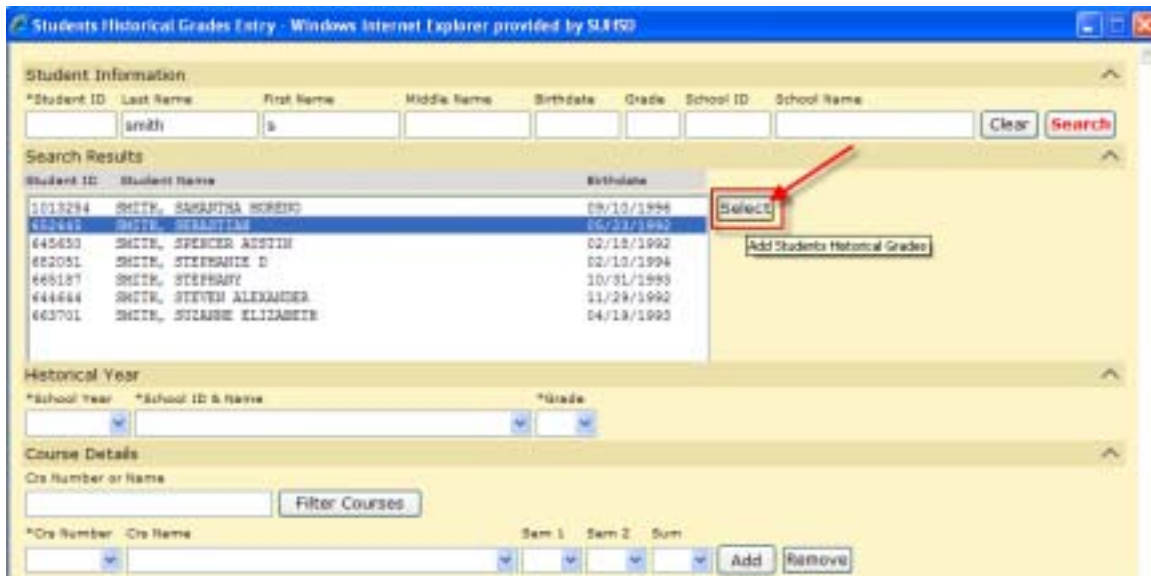
2. *Click* on **Search**.



3. Select the Student Name you need.

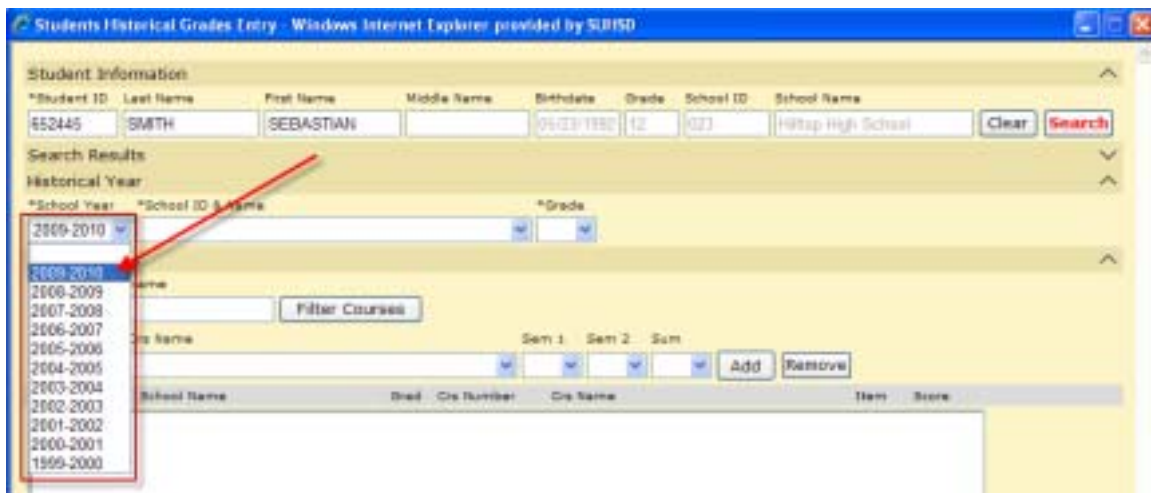


4. Click on Select.

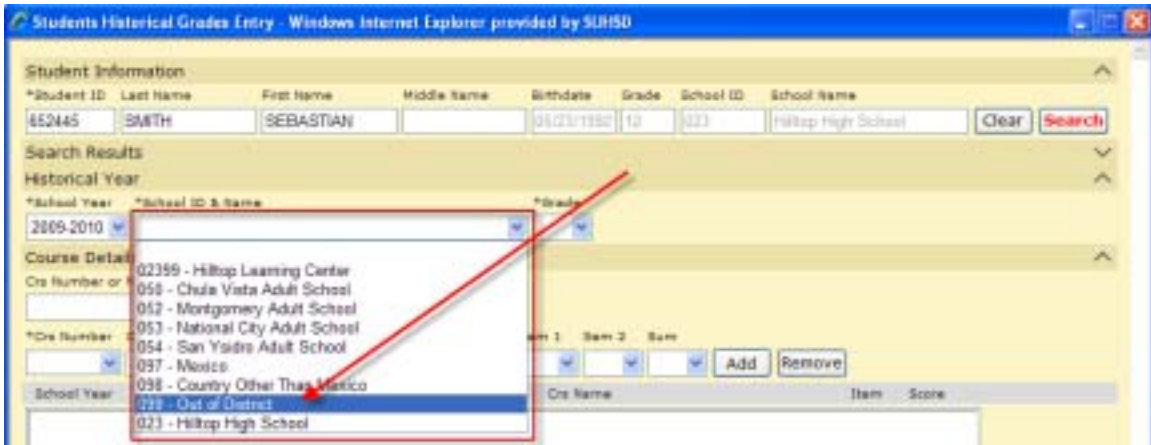


## Select Historical Year

1. Select the **School Year**. XXXX-XXXX (Use the dropdown to select the appropriate historical year)



2. Select the appropriate **School ID & Name**.



3. *Select the **Grade Level** in which the credit was earned.*

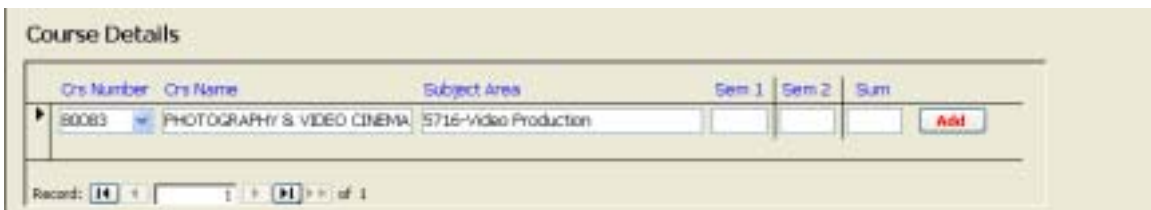


## Entering Course Details

1. *Type the **Course Number**.*



2. *Press the tab key. (You will notice that the student information will be filled automatically. The information that gets automatically filled cannot be altered.)*



3. Enter the appropriate **Grade**. You can enter multiple grading periods on the same time.

NOTE: **Sem 1** = Semester 1  
**Sem 2** = Semester 2  
**Sum** = Summer

Crs Number	Crs Name	Subject Area	Sem 1	Sem 2	Sum	
30083	PHOTOGRAPHY & VIDEO CINEMA	5716-Video Production	A	A		Add

Record: 14 of 1

4. Click on **Add**.

Crs Number	Crs Name	Subject Area	Sem 1	Sem 2	Sum	
30083	PHOTOGRAPHY & VIDEO CINEMA	5716-Video Production	A	A		Add

Record: 14 of 1

NOTE: After clicking on Add, the data is entered below the course details. At this point, you can continue adding additional course for the **same** historical year. Repeat steps 1-4.

Course Details

Cr# Number	Cr# Name	Subject Area	Sem 1	Sem 2	Sum	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Record: 14 of 1

Course	Course Name	Sem 1	Sem 2	Sum
80083	PHOTOGRAPHY & VIDEO CINEMA 8	A	A	

Change Student

Change Year

Exit Application

Record: 14 of 1

## Switching to another student record

Click on **Change Student**.

Student Information

Student ID	Last Name	First Name	Middle Name	DOB	Grade	School Code	School Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Historical Year

School Year	School ID	School	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Course Details

Cr# Number	Cr# Name	Subject Area	Sem 1	Sem 2	Sum	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Record: 14 of 1

When you click on Change Student, the page will reset to a blank screen.

Change Student

Change Year

Exit Application

## Entering a different Historical year for the same student

When working with the same student and would like to add more historical entries but for a different historical year, you can use the Change Year button.

Click on **Change Year**

**Student Information**

Student ID	Last Name	First Name	Middle Name	DOB	Grade	School Code	School Name
100021	ROSALES	JORGE	DANIEL	1/07/1995	8	001	Bonita Vista Middle School

**Historical Year**

School Year	School ID	School	Grade

**Course Details**

Cr# Number	Cr# Name	Subject Area	Sem 1	Sem 2	Sum

Records: 1 of 1

Clicking Change Year will clear the Historical Year information but retain the Student Information.

Change Student  
Change Year  
Exit Application

## Editing Course Details Entries

Change the appropriate letter grade from the Course Details Section. Keep in mind that you can't modify the course number and course name, only the course grade. If you entered the incorrect course, please see **Deleting Course Details Entries**.

**Student Information**

Student ID	Last Name	First Name	Middle Name	DOB	Grade	School Code	School Name
100021	ROSALES	JORGE	DANIEL	1/07/1995	8	001	Bonita Vista Middle School

**Historical Year**

School Year	School ID	School	Grade
2007-2008	001	Our of District	7

**Course Details**

Cr# Number	Cr# Name	Subject Area	Sem 1	Sem 2	Sum

Records: 1 of 1

You can modify the course grade directly.

Course	Course Name	Sem 1	Sem 2	Sum
30030	TELEVIDEO PRODUCTION ADV (8)	A	B	
30035	TECHNOLOGY IN VIDEO PROD (7 & 8)	B	A	
30035	TECHNOLOGY IN VIDEO PROD (7 & 8)	A	A	
30075	ARTS-MED-CRAFTS-I (7 & 8)			A

Change Student  
Change Year  
Exit Application

# Deleting Course Details Entries

1. *Select the Course Detail.*



The screenshot shows a web application interface with three main sections: Student Information, Historical Year, and Course Details.

**Student Information:**

Student ID	Last Name	First Name	Middle Name	DOB	Grade	School Code	School Name
1300021	ROSALES	DANIEL	DANIEL	2007/09/05	8	001	Sanita Vista Middle School

**Historical Year:**

School Year	School ID	School	Grade
2007-2008	001	Sanita Vista Middle School	7

**Course Details:**

Course Number	Course Name	Subject Area	Sem 1	Sem 2	Sum	
30030	TECHNOLOGY IN VIDEO PRODUCTION ADV (B)		A	A		
30035	TECHNOLOGY IN VIDEO PROD (7 & 8)		B	A		
30035	TECHNOLOGY IN VIDEO PROD (7 & 8)		A	A		
30035	AP FS AND DRAFTING (7 & 8)				A	

A red box highlights the row for course 30035 (TECHNOLOGY IN VIDEO PROD (7 & 8)). A red arrow points to this row with the text "Click on the course detail you want to delete." Buttons for "Change Student", "Change Year", and "Exit Application" are visible on the right side of the table.

2. *Press the **delete** button on your keyboard.*

# Exiting the Application

*Click on Exit Application*

Course Details

Crs Number	Crs Name	Subject Area	Sem 1	Sem 2	Sum	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Record:  of 1

Record:  of 1