

Basic Flow Chart for Adding a New Family and Student to School of Tomorrow Management System

Add a Family

1. On the first screen, click on **File**.
2. Click on **Family Information**.
3. Click on **Add Family**.
4. Enter the first name of the father.
5. Enter the last name of the father.
5. **Save**.
6. Click on the **Addresses** tab and enter the information.
7. **Save**.
8. Click on the tab **Individual Family Members**.
9. Select **Add Member** at the bottom of the page.
10. Enter the first name of the mother and her information, including Gender, Member Status, and Dates.
11. **Save**.
12. Repeat steps 2 and 3 for each student. *Be sure to SAVE after each addition.*
13. **Close**.

Enrolling a Student

1. On the Main Screen, go to **Files**.
2. Click on **Student Information**.
3. Click **Search**, select the appropriate student from the list, and double-click.
4. In the **Enrollment Information** tab, enter the student's **Grade Level**.
5. **Save**.
6. Assign a **Learning Center** and select the **PACE Charge Type**.
7. Click **Assign Fees** and double-click the appropriate tuition type.
8. **Save**.
9. Under **Dates**, enter the enrollment date.

Adding Subjects

1. Click on **Academics** at the top of the page.
2. Click on **Academic Projection**.
3. Click on **Core Subject** at the top of the page.
*This will put the subjects for that level in the **Current Subjects** box after you click the **YES** button.*

Removing Subjects

1. Click on the subject you wish to remove.
2. Click on the **Triangle** at the left of the subject.
The line will turn red.
3. Press the **Delete** button on your keyboard.
4. Click **Yes**.

Assigning Subjects

1. Click on **Supervisor Progress Card** at the top of the page.
2. Click on a subject to highlight it.
3. Select **Insert** at the bottom of the page.
4. Highlight the 12 PACEs for that student's level.
Example – Level 6 PACEs are numbered 1061-1072.
5. Click **Add** at the top of that window.
6. Repeat steps 2 through 5 to assign all subjects.

Issuing PACEs

1. Choose a subject, and click in the box containing the first PACE to be issued.
2. Click **Issue** at the bottom for the page. You may be asked where to allocate the PACE from: Current Stock, Current Assigned, or Next Order.
3. Repeat steps 1 and 2 for all remaining subjects.
4. You are now ready to give the student the first PACE in each subject.