



# FALL 2006 NEWSLETTER

## WE HAVE MOVED!

WGS has moved its offices just down the street. Telephone and fax numbers will remain the same. To reach us by mail use the following address:

250 North Commercial Street  
Suite 3009  
Manchester, NH 03101

## DISCIPLINE UPDATE

Our programmers have spent the summer upgrading the Discipline program. We tried to include as many customer requests as possible and still release the product in a timely fashion. New features include:

- Enter multiple infractions at one time on the same screen.
- Give infractions to multiple students at the same time.
- Enter both a Teacher Action, like Sent to the Office, and an Administrator Action, such as Sent to Detention.
- Associate one or more victims with an infraction.
- Associate one or more weapons with an infraction.
- Two types of notes can be included in an infraction record. Student Notes that are associated with one of multiple students and Infraction Notes which are associated with all students linked to the infraction. Student Notes

are limited to 250 characters. Infraction Notes have no size limit.

- Teachers can be given permission to enter infractions without being able to view a student's discipline record.
- Administrators can complete an infraction record started by a Teacher by searching for records marked as Pending.
- Users can be given a special permission to the Suspension/Detention window. This allow them to mark students who have served their Suspensions or Detentions without accessing the students' Discipline records.

## NEW SERVICE PRICING FOR 2007-2008

It has been several years since our last price increase. We know that many of you begin working on your budgets in the fall. In order to make that process easier we are publishing our new service prices for 2007-2008.

Service contracts will now be \$600.00 per module with a cap at \$2,500.00. Those of you who have a district bill, should contact us for an updated quote on service.

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## SERVER MAINTENANCE AND BACKUP SERVICE

It is very important to make regular backups of your **web2school** data. No matter how new your equipment or how secure your system, you too can suffer data loss. Recreating years of student data can be virtually impossible.

For a small fee, we offer a remote backup service where we log into your server and back up your data nightly. We will also install updates to **web2school** as they are released.

If you need help backing up, please do not hesitate to contact our technical support staff.

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## NEW FEATURE LIST

We always keep a list of new features on our web site. The easiest way to access that information is through **web2school**. Log into the program, click on the **Help Menu** and select **View New Features**. That link takes you directly to our web site.

Features are listed by version number and program (i.e. Grade Book) for several versions back. You can also see the most recent Help files by clicking on the **Help Menu** and selecting **Online Help web2school.com**.

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## PERSONNEL ATTENDANCE

After many, many requests from our customers we have decided to implement Personnel Attendance and make it available in our next release. To use personnel attendance you will need to create a separate calendar for teachers. Each teacher will also need an entry date. Attendance categories that are used for students are available for teachers. Reports include Daily Attendance List, Threshold Report, Attendance Register and Attendance Summary. In addition, you can create and store lists of preferred substitutes.

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## FAVORITES/SHORTCUTS

**web2school** has a little known feature that allows you to create buttons on the desktop that link to user selected screens. As buttons are created, a list of bookmarks or favorites is also created.

1. To create shortcuts select **Favorites-Key Assignments**.
2. Click the **Add** button. In the **Key Assignment** section click on an available keyboard key to select it.
3. In the **Command** section browse to the window that for which you are making a shortcut.

*Note that you must click on the + symbol to open the folders or double-click on the folder.*

4. At the bottom of the window in the **Name** field you can modify the name that appears on the button.
5. Click **OK** to add the shortcut.
6. Click **Tools-Preferences** to control where the buttons display (top, bottom, left, right).

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## NY ASSESSMENT TRACKING

The **web2school** Standards (Assessment Tracking) program has been modified to accommodate requirements for the state of New York. This program can be used to record a score for each assessment, the date the assessment was taken, and the school year in during which it was taken. In addition, users can create custom fields that are associated with each score. For NY those fields would include: the Alpha Score, Language Code, Standard Achieved Code, Testing Modification, and Version Date. Other fields can be added as needed.

Data entered in the Assessment program can be exported using Advanced Custom Export. This allows **web2school** users to export Assessment data in the format required by the state.

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