



Online Administrative Student Information System (OASIS) Basics Quick Reference Guide

Version 1
December 2010

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Introduction

The Online Administrative Student Information System (OASIS) provides a central location for viewing and updating student administrative data online. This guide explains how to perform basic functions in OASIS.

The OASIS Web pages represented in this document might vary slightly from those on your screen. Some OASIS functions are available only during specific times of the year and are shown and accessible only during those times.

For readability, you can press **Ctrl+L** to view this document in Full Screen Mode. Press the **Esc** key to return to normal viewing mode.

Getting Started

Logging In To OASIS

At this time, you must log in to OASIS from within the MCPS network. You cannot log in to OASIS from home.

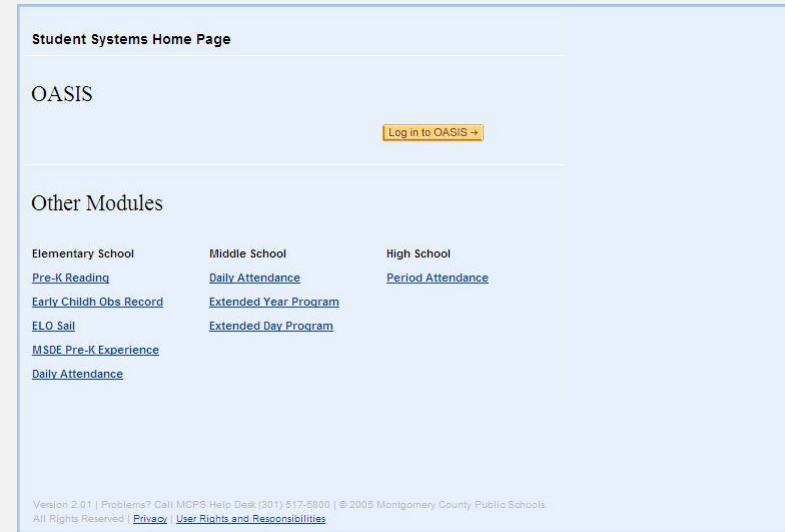
1. Open the MCPS website.



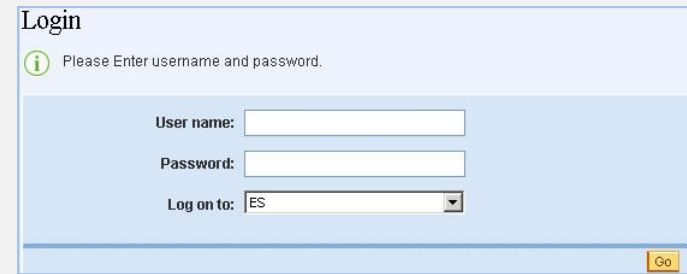
2. Click the FOR STAFF tab.



3. Scroll down the FOR STAFF page and, in the Technology & Online Services column, click the **Student Systems Applications** link.



4. On the Student Systems Home Page, click the **Log in to OASIS** button.




5. On the Login page, enter your login information.




In the **User name** field, do not include your domain name (mcpsmd, es, sec), which indicates whether your work location is an MCPS central office, an elementary school, or a secondary school. Instead, ensure that the domain name in the **Log on** field is correct.

6. Click the **Go** button.

 Alternative ways to access the OASIS Login page are as follows:

- If you are in a school, click the OASIS link or icon on your school menu.
- In your browser, enter the following Web address: <http://studentweb.mcpsmd.org/Oasis/Content/Common/Login.aspx>.
- Click the **OASIS** link in myMCPS on the Student tab.

 OASIS times out if it is open and inactive for 30 minutes. The time might be less, depending on workstation settings at your school.

2. When you have finished viewing your user profile, click the **Close** button.

Logging Out Of OASIS

[Student Search](#) | [Contact Us](#) | [Help](#) | [Log Out](#)

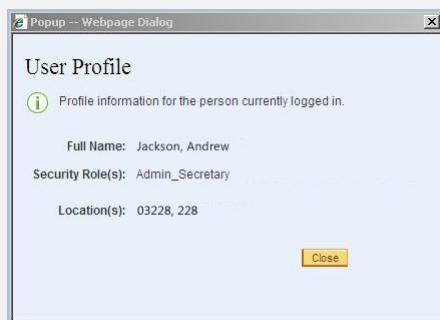
In the upper right corner of the page, click the **Log Out** link.

Viewing Your OASIS Profile

Your OASIS profile includes your security role(s) based on your MPCS job function. Security roles determine which OASIS modules and features you can access.

[Student Search](#) | [Contact Us](#) | [Help](#) | [Log Out](#)
 Welcome, Jackson, Andrew | [View Profile](#)

1. In the upper right corner of the page, click the **View Profile** link. Your OASIS user information, similar to the following, will be displayed.



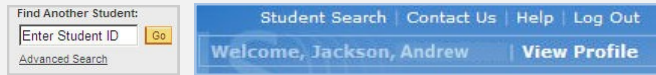
Understanding the Basic OASIS Page Layout

- 1 **Basic application tasks** such as logging out and viewing your user profile.
- 2 **Tab bar** for accessing OASIS modules. The modules you can view depend on your MCPS job function.
- 3 **Current options available** based on the selected tab.
- 4 **Current student/school** details resulting from a search.
- 5 **Quick search field** for finding a student record using only a student ID.
- 6 **Tip area** with helpful hints for using OASIS.
- 7 **Content area** for entering and viewing student data.
- 8 **Printer Friendly** link for displaying information in the content area as a text file for printing and copying.

Searching for Student Records

In OASIS, you can perform an advanced search using one or more search parameters or a quick search using only the student ID.

Performing an Advanced Search



1. On the left of the page, click either the **Advanced Search** link; or in the upper right corner of the page, click the **Student Search** link.

2. On the Student Search page, enter one or more search parameters. A student ID number search is best. If you enter a first name, you must also enter a last name.

i You can use the percent sign (%) as a wildcard to enter part of a name or number. For example, Beck% finds Beck, Beckman, and Beck, Jr. Sm%th finds Smith, Smyth, and Smooth.

3. Click the **Search** button to display a list of student records that matches your search parameters. Sort, page through, print, or export the search results as indicated below.

<u>Student ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>M.I.</u>	<u>DOB</u>	<u>Age</u>	<u>Active YN</u>	<u>Last School Name</u>	<u>Last School No.</u>
204694	Chaplin	Charlie				N	Glen Haven Elementary	767
122190	Chavez	Cesar	T	03/04/1987	23	N	Seneca Valley High	104
283462	Child	Julia	R	09/01/1989	20	N	Tilden Middle	232
253119	Christie	Agatha	F	05/01/2001	9	N	Carderock Springs Elementary	604
145573	Churchill	Winston	R	08/15/1986	23	N	Quince Orchard	125
264513	Clarkson	Kelly	J	12/24/2000	9	Y		
292871	Cleveland	Grover	M	08/01/2002	7	Y		
173846	Clinton	Bill				N	Damascus High	701
156952	Clinton	Chelse				N		228
129710	Cruise	Tom				N		315

Sorting Search Results

If multiple student records result from your search, follow the instructions below to sort them so that you can more easily find the desired record.

1. On the search results page, do one of the following:
 - Click an underlined column heading to sort by that column.
 - Click the **Multi Sort** link to sort by more than one column. Continue with the next step.

Column	Include	Direction	Sort Order
Student ID	No	ASC	1
Last Name	No	ASC	2
First Name	No	ASC	3

- Under Include, select **Yes** for the column(s) that you want to use for sorting.
- Under Direction, select **ASC** to sort a column in ascending order, or select **DSC** to sort a column in descending order.
- Under Sort Order, specify the sequence in which columns will be sorted. For example, to sort by student ID, first name, then last name; select **1** for student ID, **2** for first name, and **3** for last name.
- Click the **Do Sort** button to initiate the sort.

Viewing and Printing a Student's Personal Information

- If multiple student records result from your search, click a student ID link to view personal information about the student on the Demographics page. If only one student record results from your search, the Demographics page for that student will automatically be displayed.

[Send to Printer](#) | [Close Window](#)

Current Student: Chelsea Clinton - ID: 156952

Demographics

Student: 156952 - Chelsea Clinton (active)	Gender: F
Current School: HERBERT HOOVER MIDDLE (228)	Grade: 7
Counselor: Reese Witherspoon	Homeroom Section: 14
DOB: 04/06/1998	MSDE(State ID): 0000000000
MCPS Entry Date (without break): 04/28/2008	Year-to-Date Absences/Tardies: 0 / 0
Next Year's School No.:	Days Absent Last Year: 2
Ethnicity: White, Not Hispanic	Current School Entry Date (without break): 08/31/2009
Phone: 301-977-0000	Withdrawal Date:
Primary Address: 12000 FERN CT POTOMAC MD, 20854 (Mailing Address)	School Entry Code: 11
Additional Address: N/A	Withdrawal Code:
	ESOL Language:
	ISAO Language:
	Native Country:

> [Student Demographics](#) > [Student Inquiry](#) [Printer Friendly](#)

Demographics

Student: 156952 - Chelsea Clinton (active)	Gender: F
Current School: HERBERT HOOVER MIDDLE (228)	Grade: 7
Counselor: Reese Witherspoon	Homeroom Section: 14
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Ethnicity: White, Not Hispanic	Current School Entry Date (without break): 08/31/2009
Phone: 301-977-0000	Withdrawal Date:
Primary Address: 12000 FERN CT POTOMAC MD, 20854 (Mailing Address)	School Entry Code: 11
Additional Address: N/A	Withdrawal Code:
	ESOL Language:
	ISAO Language:
	Native Country:

- Toward the top right of the page, click the **Printer Friendly** link. The student's personal information is displayed as a formatted text file for printing and copying.

- Click the **Send to Printer** link to print the student's personal information.
- To copy and paste the information into another program, do the following:
 - Highlight the text that you want to copy, or press **Ctrl+A** to select all of the text on the page.
 - Press **Ctrl+C** to copy the text.
 - Press **Ctrl+V** to paste the text.
- Click the **Close Window** link to close the printer friendly view.

Exporting Search Results to Excel

If multiple student records result from your search, follow the instructions below to view the results in an Excel spreadsheet.

- On the search results page, click the **Excel** button to export the results to Excel.

A	B	C	D	E	F	G	H	I
Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.
204694	Chaplin	Charlie		01/10/1991	19	N	Glen Haven Elementary	767
122190	Chavez	Cesar	T	03/04/1987	23	N	Seneca Valley High	104
283462	Child	Julia	R	09/01/1989	20	N	Tilden Middle	232
253119	Christie	Agatha	F	05/01/2001	9	N	Carderock Springs Elementary	604
145573	Churchill	Winston	R	08/15/1986	23	N	Quince Orchard High	125
264513	Clarkson	Kelly	J	12/24/2000	9	Y	Rosement Elementary	555
292871	Cleveland	Grover	M	08/01/2002	7	Y	Darnestown Elementary	351
173846	Clinton	Bill	R	11/25/1985	24	N	Damascus High	701
156952	Clinton	Chelsea		04/06/1998	12	Y	Herber Hoover Middle	228
129710	Cruise	Tom	E	10/21/1993	16	Y	Paint Branch High	315

2. In Excel, adjust the columns and page setup as necessary to view cell contents and to print, if desired.

Performing a Quick Search

Following are instructions for quickly searching for a student record using only the student ID.

Find Another Student:

[Advanced Search](#)

1. On the left of the page in the **Find Another Student** field, enter the student ID for the record that you want to find.
2. Click the **Go** button. On the left of the page, information about the student will be displayed on the Student Detail tab.

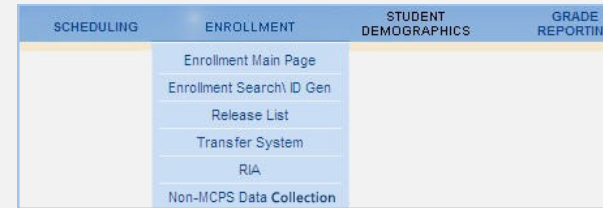
Student Detail | School Detail

Chelsea Clinton
 ID: 156952 (active)
 HERBERT HOOVER MIDDLE (228)
 Grade 7
 DOB: 4/6/1998
 Female
 White

Find Another Student:

[Advanced Search](#)

At this point, you can perform OASIS functions for the selected student by selecting options from the tab bar at the top of the page.



3. To perform enrollment functions for the selected student, in the tab bar, hover your mouse over the Enrollment tab and select **Enrollment Main Page** from the menu.

Enrollment Main Page > Enrollment > Enrollment Main Page

Enrollment Search\ ID Gen

Enrollment Details

Update Address/Phone i No release is necessary for enrollment of student until after fifth day (9/3/2010) of school.

Update Phone i Enrollment at your school will automatically withdraw the student from the current school.

Set Mail Address Indicator i Be aware that this student's schedule at HERBERT HOOVER MIDDLE will be deleted on withdraw.

Update Demographics

Release List

Student Detail | School Detail

Grade	School Name	School No.	ENR Code	Enroll Date	WD Code	Withdrawal Date	School Year	Release/Withdraw	Update/Enroll	Release Date
7	HERBERT HOOVER MIDDLE	228	02	08/30/2010	00		2011	Release/Withdraw	Update/Enroll	

Chelsea Clinton
 ID: 156952 (active)
 HERBERT HOOVER MIDDLE (228)
 Grade 7
 DOB: 4/6/1998

4. Select an enrollment option from the Enrollment Main Page menu on the left of the page, or click a link in the student record in the Student Enrollment list.

Basic Tips and Tricks

- To move between data entry fields, press **Tab** to go to the next field and **Shift+Tab** to go to the previous field.
- To quickly find data on a page, press **Ctrl+F**.
- To copy and paste information to Word or Excel, highlight the information or press **Ctrl+A** to select all of the text, press **Ctrl+C** to copy, and press **Ctrl+V** to paste the text in the other program.
- When selecting a date using a calendar, days that are *not* available for selection are gray.



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