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

Version 1.1
June 2012

Contents

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. Also, the design of pages in some OASIS modules might vary slightly from those shown in this document.

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.
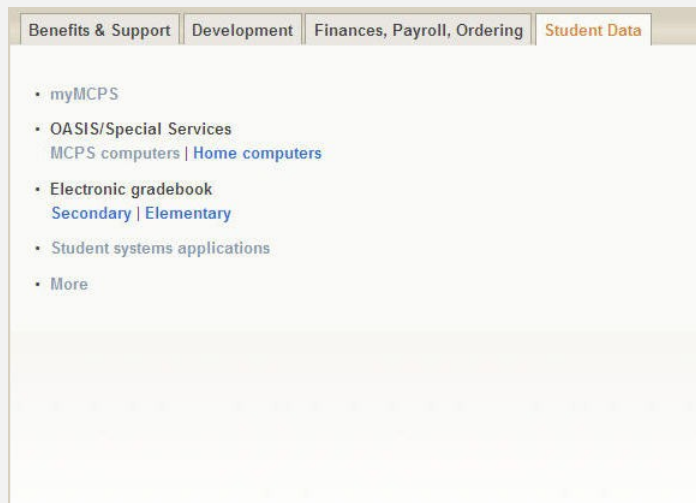
Getting Started

Logging In To OASIS

Generally, you must log in to OASIS from within the MCPS network. However, you can log in to the OASIS Special Services module from a home computer. All other OASIS access is blocked from home logins.
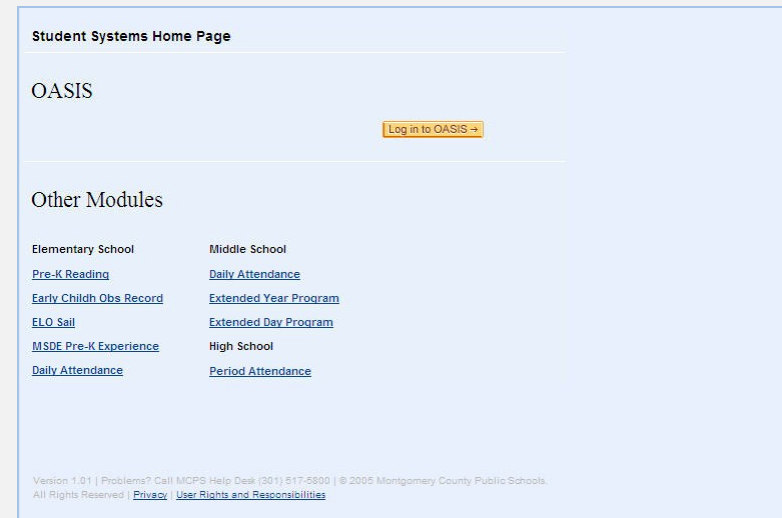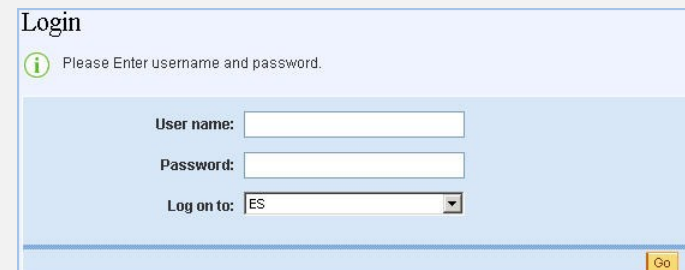
1. Open the MCPS website.

2. Click the **Staff** tab. Scroll down the page and click the **Student Data** tab.

3. 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.

   i 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 to** field is correct.

6. Click the **Go** button.

   i 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.

- In *myMCPS* on the **Students** tab, click the **OASIS** link.

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

Logging Out Of OASIS

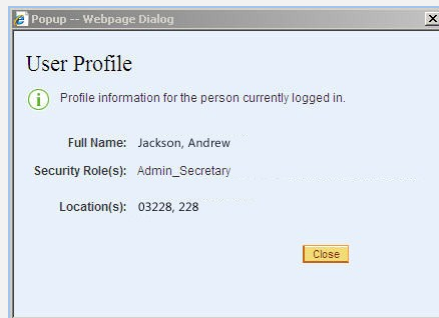Student Search | Contact Us | Help | Log Out

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 MCPS 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.

Popup -- Webpage Dialog   ✕

User Profile

(i) Profile information for the person currently logged in.

Full Name: Jackson, Andrew

Security Role(s): Admin_Secretary

Location(s): 03228, 228

Close

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

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 detail** 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 a quick search using only the student ID or perform an advanced search using one or more search parameters.

Performing a Quick Search

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

1. On the left of the page in the **Find Another Student** field, enter the ID of the student whose record 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.

Click the Hide/Open link to hide or show student detail other than the student name and ID.

At this point, you can perform OASIS functions for the current student by selecting options in one of two ways. One way is to *hover your mouse over a tab* in the tab bar at the top of the page to display a menu, as shown below, then select an option from the menu.

A second way is to *click a tab* to display the same menu options as links on the left and in the content area of the page, as shown below.

Performing an Advanced Search

Following are instructions for searching for a student record using one or more search parameters.

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 This is an exact match search so, for example, Smith finds exactly that last name and not last names such as Smith, Jr. or Smith IV. You can use the percent sign (%) as a wildcard to enter part of a name or number. Up to three wildcards are allowed in a single search parameter, such as last name. For example, Beck% finds Beck, Beckman, and Beck, Jr. Sm%th finds Smith, Smyth, and Smooth. %Rodri%uez% finds Alfaro-Rodriguez, Rodriguez, Rodrigues, Rodriques, and Rodriquez-Shakaji.

3. Click the **Search** button to display a list of student records that matches your search parameters.

Managing Search Results

If multiple student records result from a search, you can sort, page through, print, or export the results as shown and explained below.

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.

i In OASIS, an underlined column heading indicates that the column can be sorted. However, not all columns that can be sorted have an underlined column heading. To verify if a column can be sorted, hover your mouse over the column heading and look for an indicator such as the following:

1. On the search results page, do one of the following:

   - Click a column heading to sort by that column.

   - Click the **Multi Sort** link to sort by more than one column. Continue with the next step.

2. Under Include, select **Yes** for the column(s) that you want to use for sorting.

3. Under Direction, select **ASC** to sort a column in ascending order, or select **DSC** to sort a column in descending order.

4. 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.

5. Click the **Do Sort** button to initiate the sort.

Viewing and Printing a Student's Personal Information

1. In the Student Inquiry module, 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.

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

3. Click the **Send to Printer** link to print the student's personal information.

4. To copy and paste the information into another program, do the following:

   - Highlight the text 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.

5. 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.

1. 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.

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**. A Find feature, similar to the one shown below, will open in your browser immediately above OASIS. As you type in the **Find** field, matching text on the page will be highlighted. Click the **Next** and **Previous** buttons to move through the matches. Select from the options to show only matches that are complete words versus part of another word or phrase and only matches with the same capitalization as the text you typed in the **Find** field.
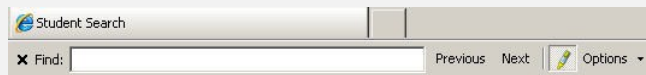
  To close the Find feature, click the **X** to the left of the **Find** field.

- 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.

Montgomery County Public Schools
850 Hungerford Drive, Rockville, Maryland 20850