



School Setup & Entry

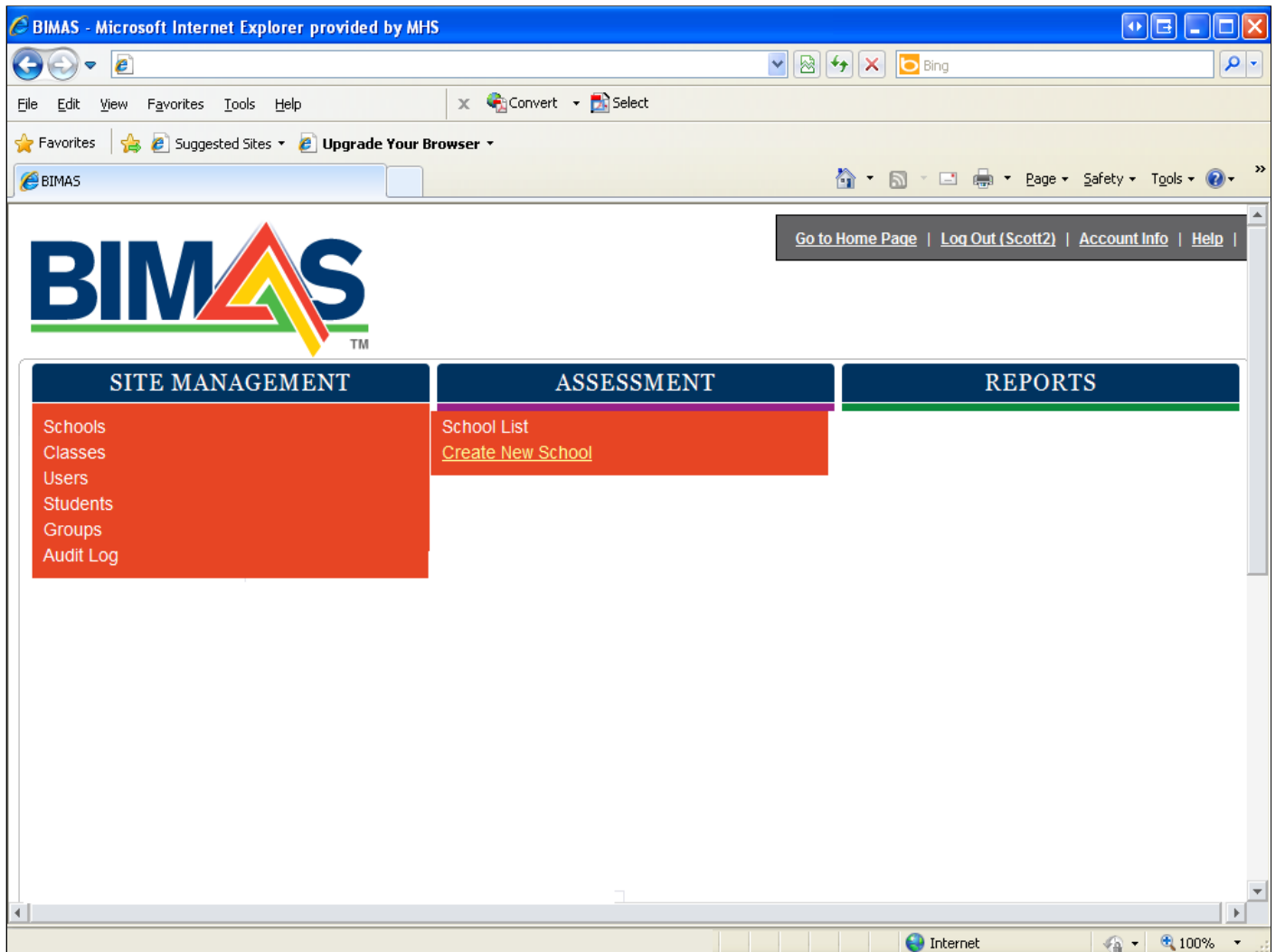


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In the U.S.A., P.O. Box 950, North Tonawanda, NY 14120-0950
In Canada, 3770 Victoria Park Avenue, Toronto, ON M2H 3M6

To create a new school:

1. Click **Site Management**.
2. Select **Schools**.
3. Select **Create New School**.



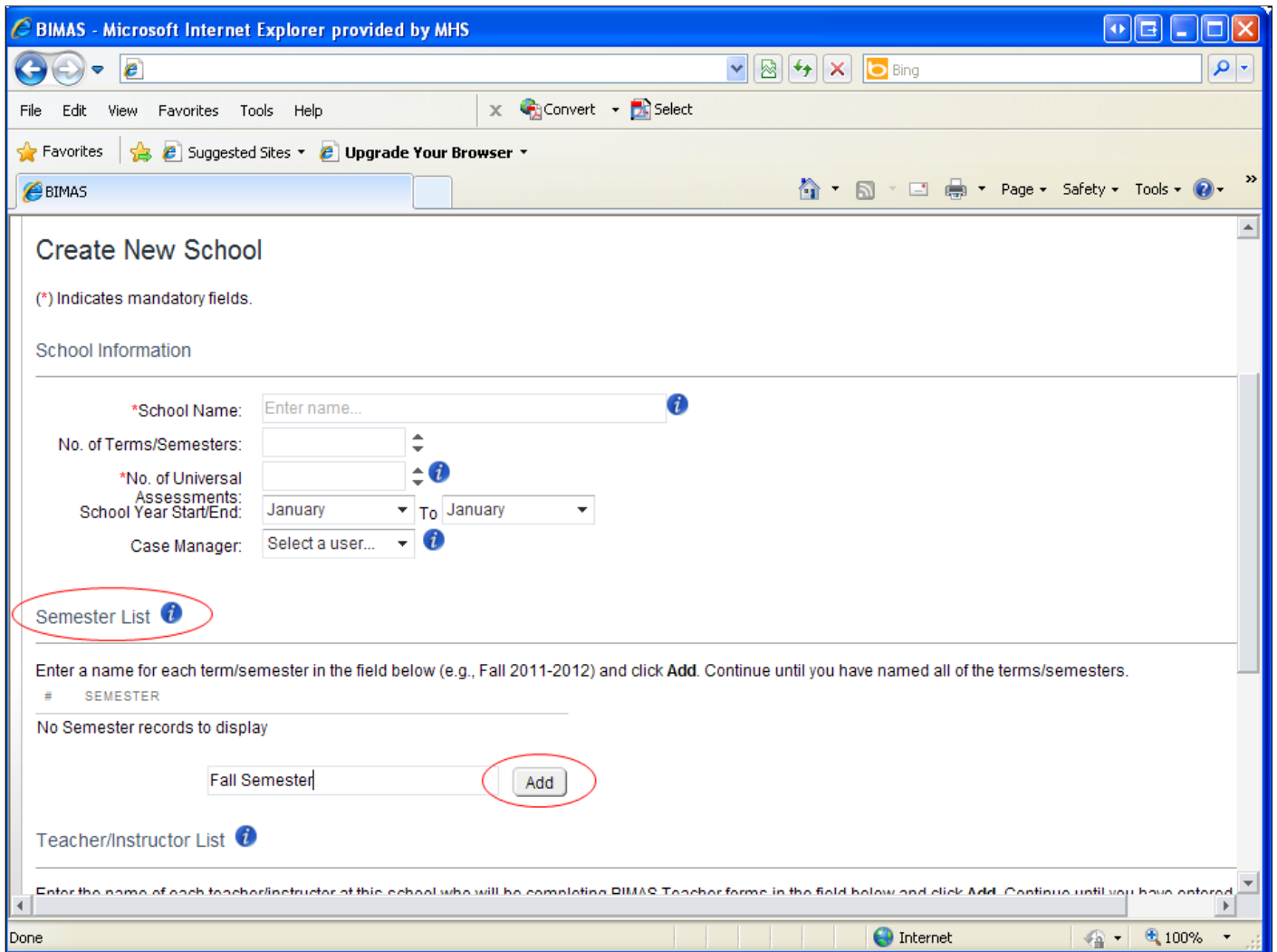
Under **School Information**, complete the following fields. Use the drop-down menus where applicable:

- **School Name**
- **No. of Terms/Semesters**
- **No. of Universal Assessments**
- **School Year Start/End**
- **Case Manager:** If you are first setting up your system, there may not be users available to choose from. You can edit this field (or any of the other fields) at any time through the School List page, and clicking **Edit** next to the school you wish to modify.

The screenshot shows the BIMAS web application interface in a Microsoft Internet Explorer browser window. The browser title is "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar shows "BIMAS". The page has a navigation menu with "SITE MANAGEMENT", "ASSESSMENT", and "REPORTS". Under "SITE MANAGEMENT", there is a "Schools" section with "School List" and "Create New School" links. The "Create New School" form is displayed, with "School Information" circled in red. The form fields are: "*School Name:" with the value "Lincoln Middle School"; "No. of Terms/Semesters:" with the value "2"; "*No. of Universal Assessments:" with the value "2"; "School Year Start/End:" with "January" selected for both start and end; and "Case Manager:" with the value "Bob". There are information icons (i) next to the School Name, No. of Universal Assessments, and Case Manager fields. Below the form is a "Semester List" section with an information icon. At the bottom of the form, there is a text box and a note: "Enter a name for each term/semester in the field below (e.g., Fall 2011-2012) and click **Add**. Continue until you have named all of the terms/semesters."

To add a semester:

1. Enter the Semester name under **Semester List**.
2. Click **Add**.
3. Repeat these steps until you have entered all of the semesters.



To add a Teacher:

1. Enter the Teacher's name under the **Teacher/Instructor List**.
2. Click **Add**.
3. Repeat these steps until you have entered all Teacher names.
4. When all fields are completed, click **Save and Proceed**.

Note that names entered here will print on the BIMAS–Teacher forms and reports exactly as they appear on this list.

The screenshot shows a web browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The page contains several form fields for school configuration:

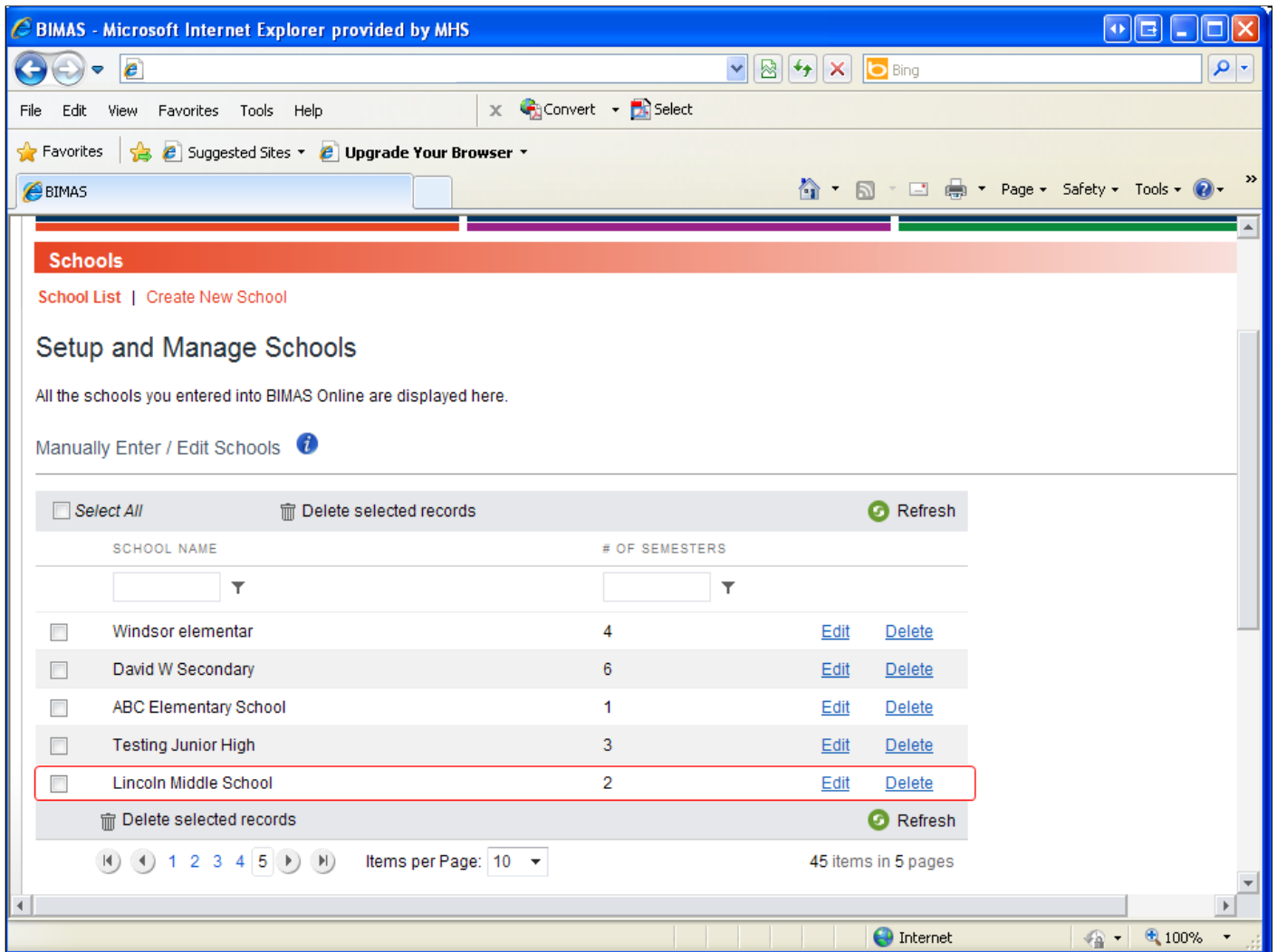
- *School Name: Lincoln Middle School
- No. of Terms/Semesters: 2
- *No. of Universal Assessments: 2
- School Year Start/End: January To January
- Case Manager: Bob

Below these fields is a "Semester List" section with a table header "# SEMESTER" and a message "No Semester records to display". An "Add" button is present next to an empty input field.

The "Teacher/Instructor List" section is circled in red. It contains a message: "Enter the name of each teacher/instructor at this school who will be completing BIMAS Teacher forms in the field below and click **Add**. Continue until you have entered all the names, then click **Save and Proceed**." Below this is a table header "NAME" and a message "No Teacher records to display". An input field contains "* Ms. Carrie Fish" and an "Add" button.

At the bottom right, two buttons are visible: "Save and Proceed" (circled in red) and "Exit Without Saving".

You will be directed to the School List page. The school you entered will now appear as a School.



To edit a school:

1. Click **Edit** beside the school you wish to modify.
2. Enter changes into the displayed form.
3. Click **Save and Proceed**.

To delete a school:

1. Click **Delete** beside the school you wish to delete.

To delete more than one school at a time, click the check box beside the school names, then click **Delete Selected Records**.

2. Click OK to delete the school(s).

