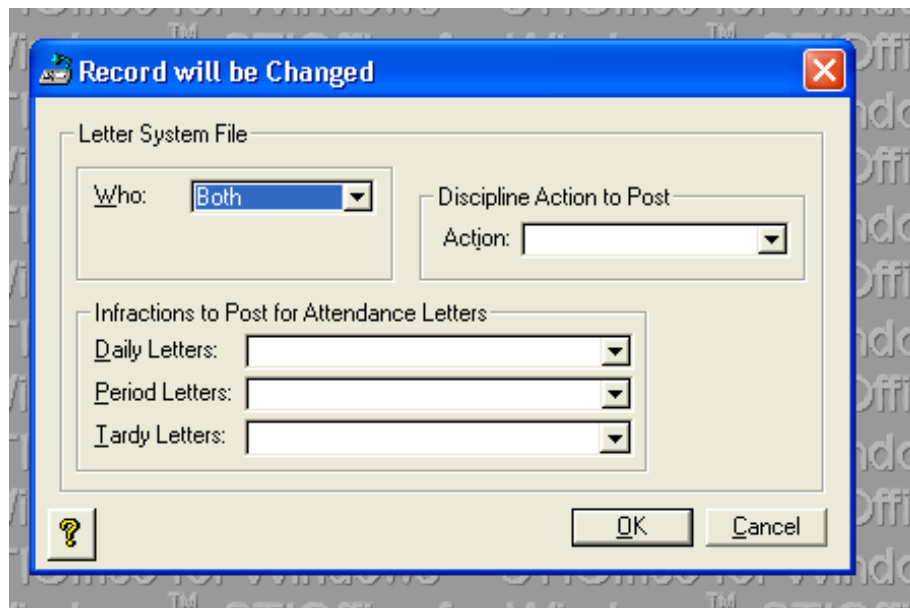
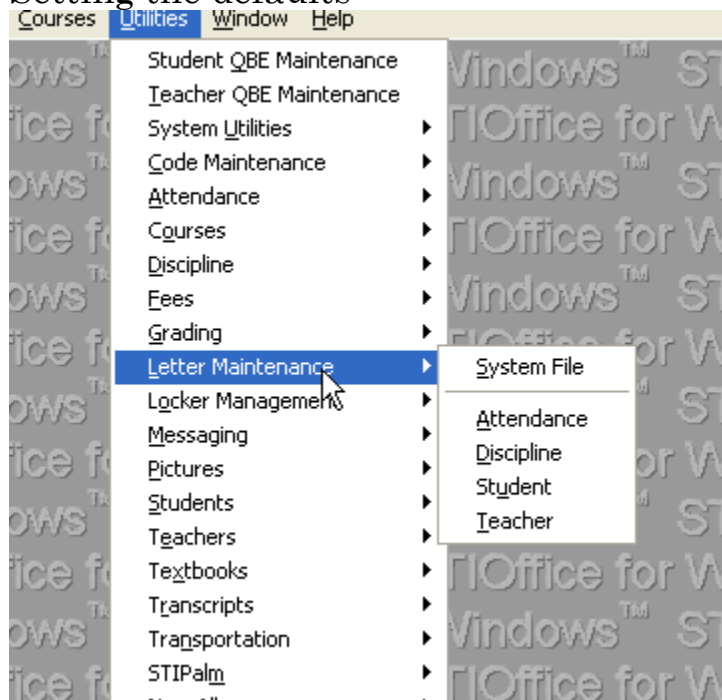
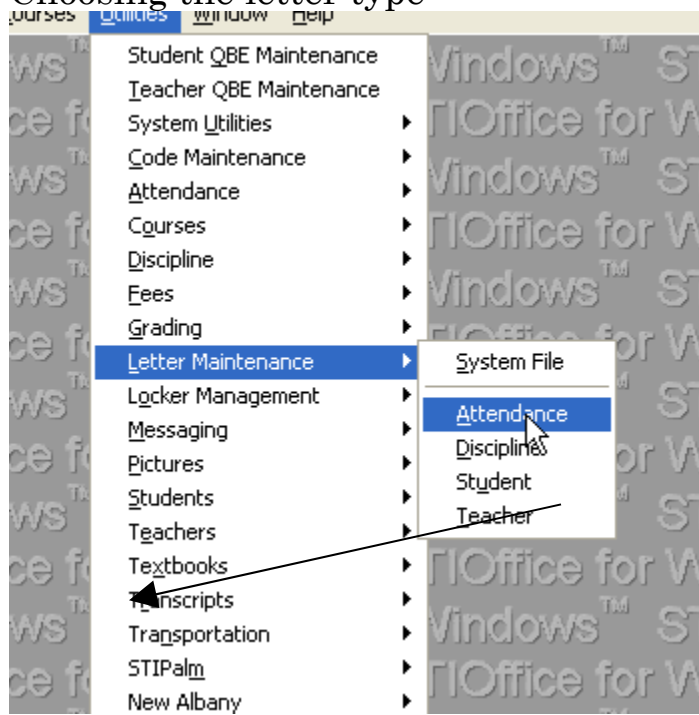


Screen Shots for Letters

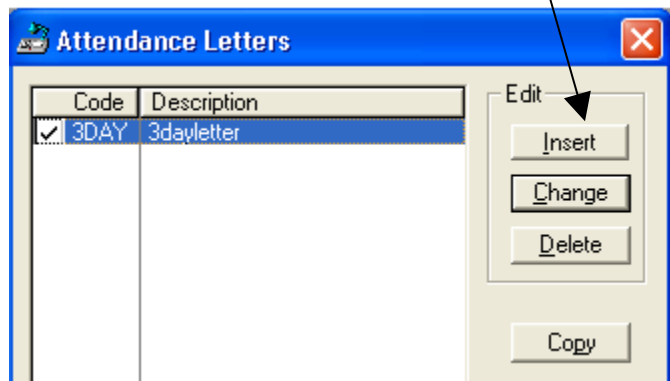
Setting the defaults



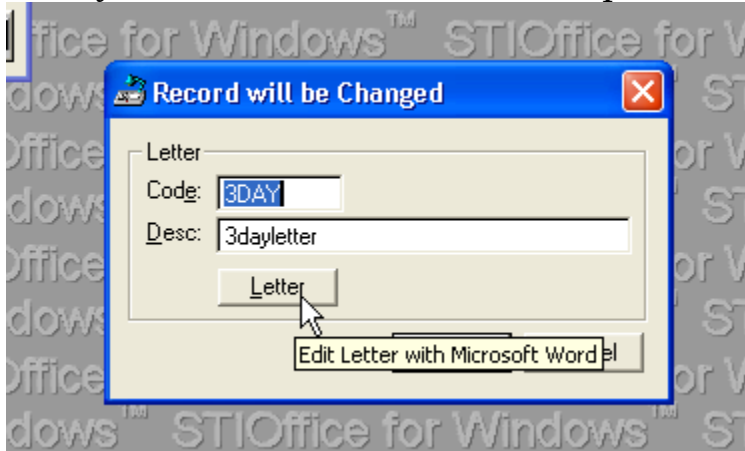
Choosing the letter type



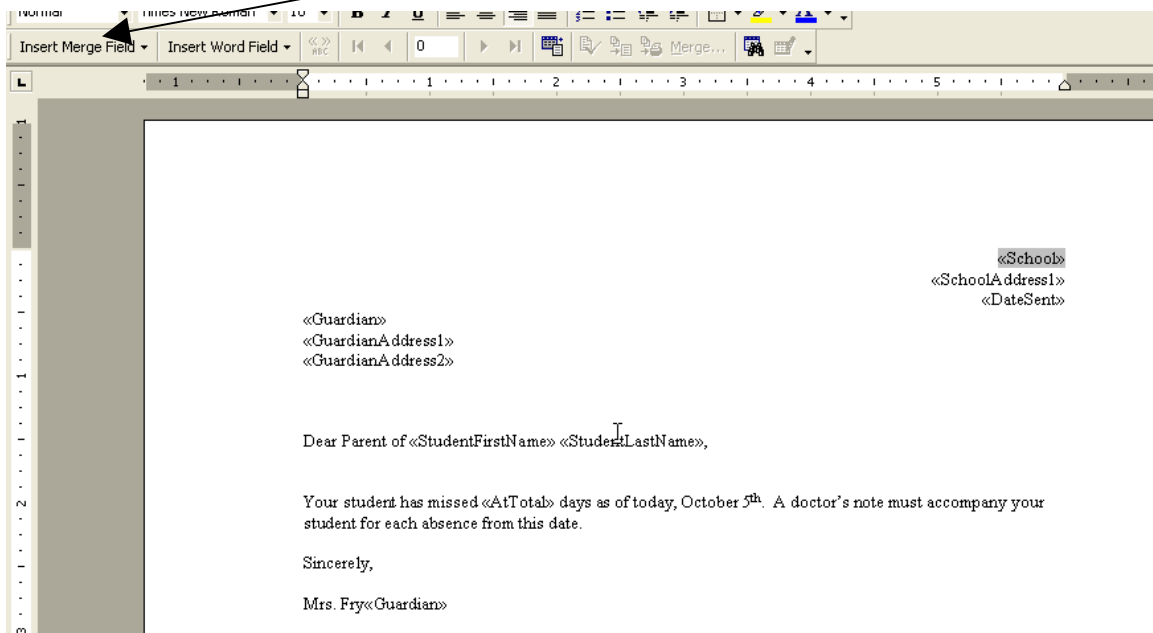
Click Insert to create a new letter



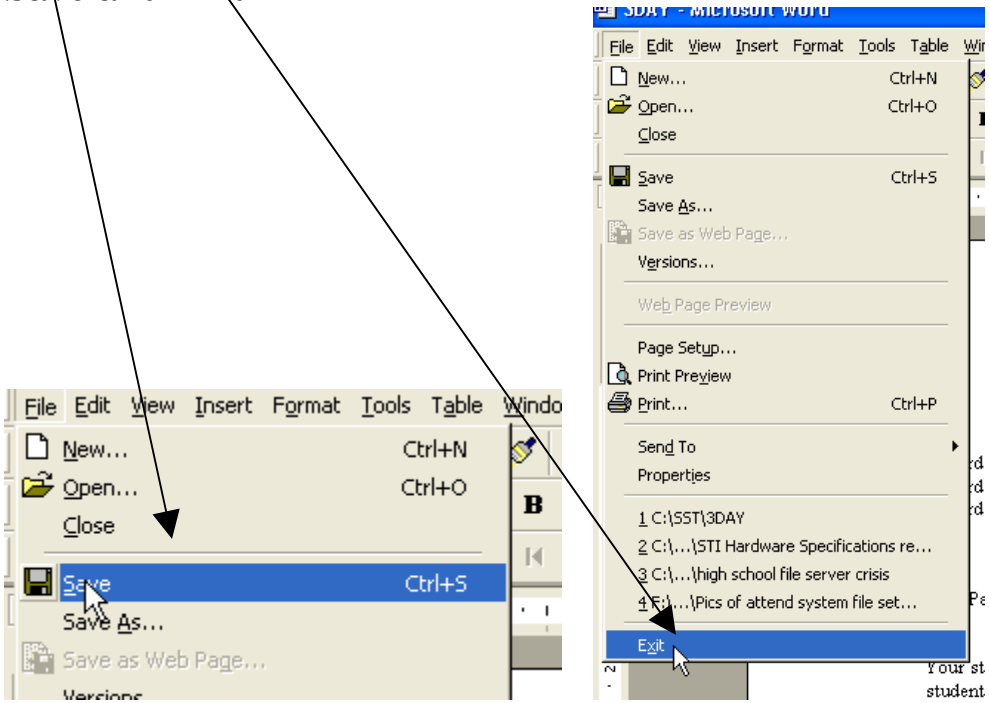
Give your letter a Code and Description and then click Letter



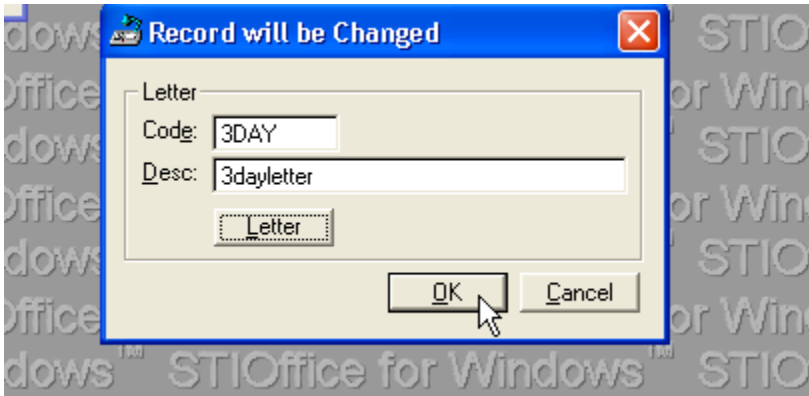
Type your letter using the Merge Fields not Word Fields



Save and Exit

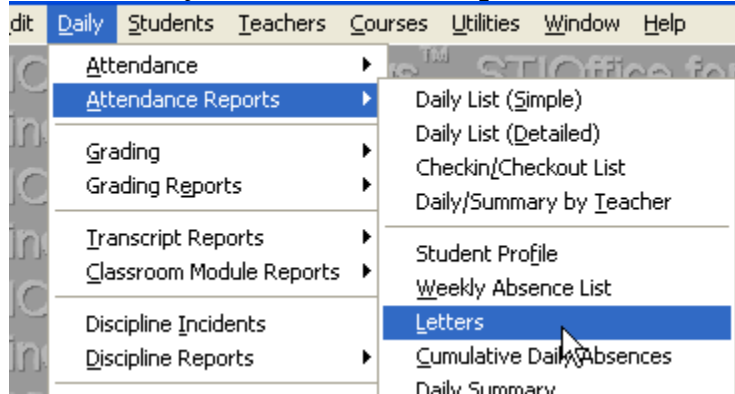


Click OK now to save the letter into STI

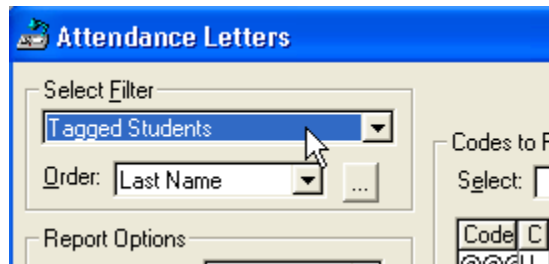


Generate the letter:

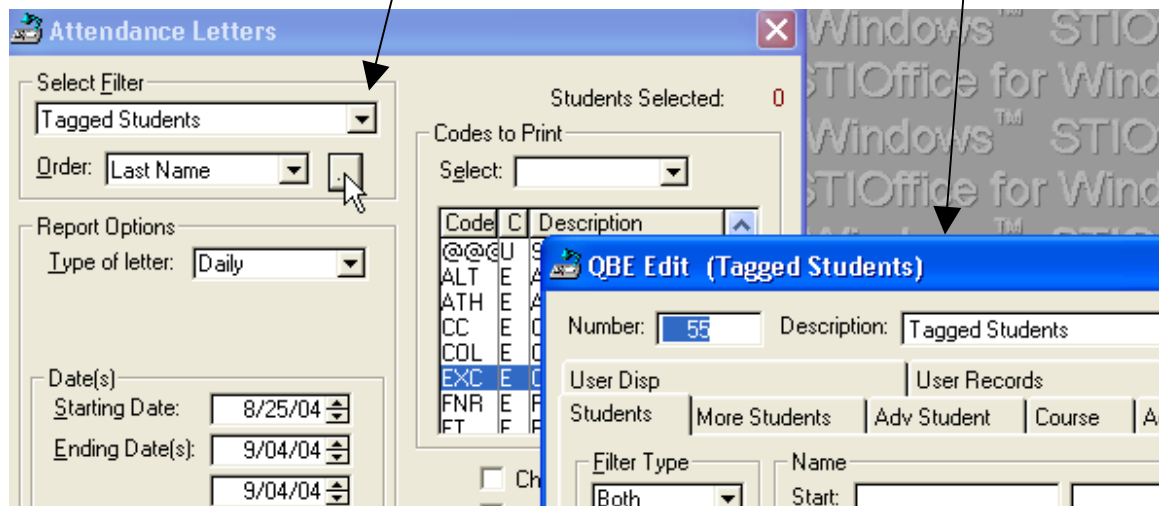
Go to Daily, Attendance Reports, Letters



Choose the Tagged Students filter if you have an exact list of students to send letters to....



Click on the Ellipsis button and the QBE (Tagged Students) appears. This is where you will select your group.



Click on the More Students tab and make sure nothing is selected on this page.

The screenshot shows the 'User Records' window with the 'More Students' tab selected. The window has a title bar with 'User Disp' and 'User Records'. Below the title bar are four tabs: 'Students', 'More Students', 'Adv Student', and 'Course'. The 'More Students' tab is active. The main area contains several input fields: 'Race Codes' (empty), 'Zip Codes' (with a 'Who:' dropdown), 'Attendance' (empty), 'Phone to Use' (dropdown), 'Student Group' (with 'Start' and 'End' dropdowns), and a 'Not in Gro' checkbox.

Now click on the Adv Student tab and then click on 1 Student

The screenshot shows the 'User Records' window with the 'Adv Student' tab selected. The window has a title bar with 'User Disp' and 'User Records'. Below the title bar are four tabs: 'Students', 'More Students', 'Adv Student', and 'Course'. The 'Adv Student' tab is active. The main area contains an 'Expression Builder' section with 'File', 'Field', 'Oper', and 'Value' dropdowns. Below this is a 'Student Filter Expression' section with a 'Delimiter' dropdown and a text input field containing '1 Student'. At the bottom, there is a table with columns 'Student Na', 'Select Students for Filter', 'ent #', 'Gd', and 'Home R'. A mouse cursor is pointing at the '1 Student' text in the filter expression field.

A list of all of your students appears. Either highlight and click Select or double click your choice. You can scroll or type in last names to get to your choices. They appear as student numbers.

The screenshot shows a software interface with a table of students and an expression builder. The student list is as follows:

Student Name	Student #	Grade	Home Room	Teacher
Burton, Matthew	102206	07	0219	
Butala, Kevin	103402	07	0217	
Byczko, Amanda M.	96019	08	0320	
Byrnes, Jolene K.	105238	07		
Caballero, Melissa I.	113469	06	0211	
Cabrera, Andrianna R.	92209	08		
Caffee, Alyssa	102297	07	0109	

The expression builder shows the following fields:

- File: [Dropdown]
- Field: [Dropdown]
- Oper: [Dropdown]
- Value: [Text Box]
- Student Filter Expression: `stu:snum = '102251' or stu:snum = '140478'`
- Count: 1 Student

To check for accuracy you can click the Test button and the list you entered appears in the bottom area.

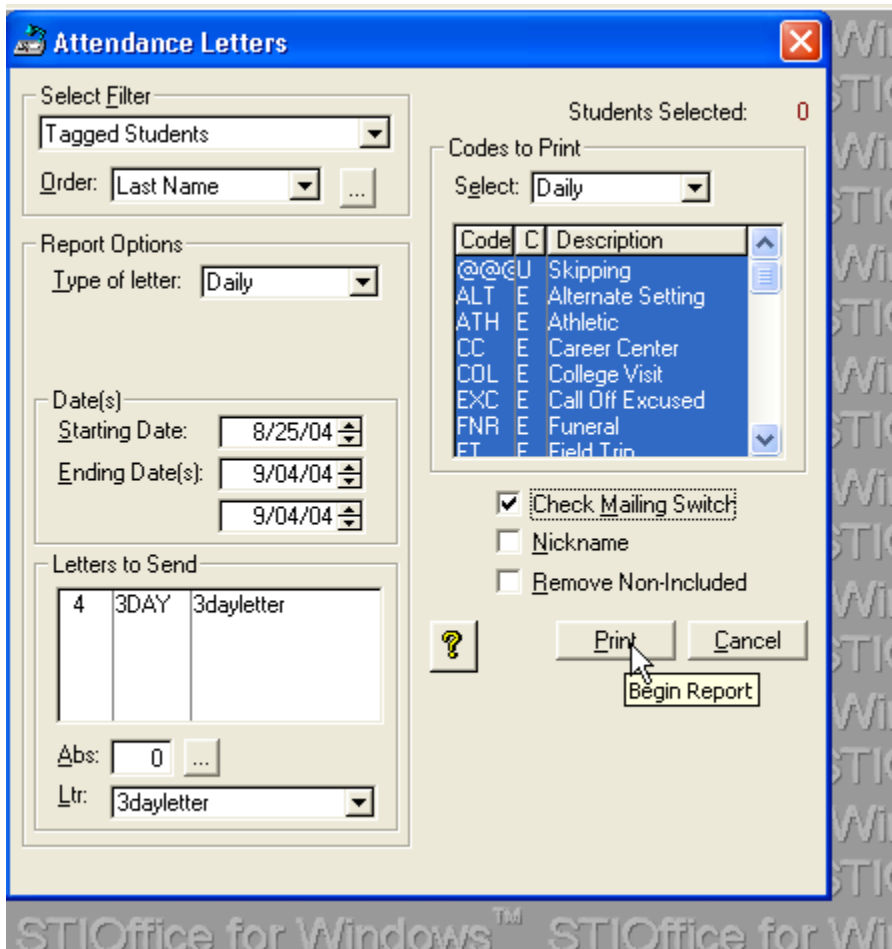
The screenshot shows the software interface after clicking the Test button. The expression builder shows the following fields:

- File: [Dropdown]
- Field: [Dropdown]
- Oper: [Dropdown]
- Value: [Text Box]
- Student Filter Expression: `stu:snum = '102251' or stu:snum = '140478' or stu:snum = '112269'`
- Count: 3

The bottom area displays a list of students:

Student Name	Student #	Gd	Home R	Course #	P	Zip Code	F
WAMS, ZACHARY W	102251	6	0211				
ANDERSON, TALIA K	140478	7	0220				
MPBELL, MITCHEL A	112269	6	0212				

Now close this window and you return to complete your selections. Look at the other handout for a description.



Once you have your selection, click Print and you have the choice of entering an infraction in the student's discipline record.

