

Courtesy of:
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Technical tips and updates
made simple for school
owners and administrators

TechTalk

For
Higher
Ed.

Solutions For a New Economy

We are in a recession. A Career school can easily fall victim to recession related shortfalls, OR a school can capitalize on the current economy and actually increase its enrollment. Technology plays a very big role in a school's success during a recession. If the school is not managing its student data electronically, (ex., student leads, academics, schedules, billing), **now** is a crucial time to invest in a system. Be sure to focus on usability as much as features. Your school management system is only a good investment if you can actually learn and use all of its features painlessly. Be sure your system has key components to manage all faucets of your school including a student lead tracker, a flexible student scheduler, grade management with academic progress reporting and ledger or billing tracking. Career schools want a complete system. Therefore, you may need solid integration with Time and Attendance tracking or a Point-of-Sale module. Review at least 3 systems and do not let direct cost be your biggest decision maker.



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Exploring ways to save with your current school management software

School Management Software is no longer an option. It is a necessity. Most proprietary schools have jumped on the bandwagon of purchasing some sort of “package” to manage their small to medium sized career school. Some schools love their system and others are not sure if their system benefitting them all that much.

The first thing we suggest to any school staff that is questioning their software's value is to “relearn” the features of their system.

Many users may not realize all the additional tasks and reporting the software could be managing. Other users may not be correctly inputting data or not inputting necessary data at all to aid the system's accuracy. More and more busy users are not even aware of their system's recent updates and enhancements that could be directly benefitting their school.

Your school management system is based on technology and like all technology it must constantly be updated. A newer PC or a faster internet service may make a world of a difference. Adding more memory to your PC or importing the proprietary updates may change the entire way you use your system.

Consult your school software support specialist and schedule frequent training or feature updates to be sure you are using your system to the best of its ability. Visit the website of your system to check on news and updates regarding the system. Be sure you are receiving regular emails from your school software provider for tips and updates.

Schools consider their school management software investment the best business decision ever made and they are saving on additional staff expenses and resources such as time.

Schools should also be using their school management software to save on tangibles such as paper. Many reports can be printed to electronic file formats so that reams of paper and file folders are not necessary to store data.

One of the most cost effective moves a school can take is to be sure they are backing up all student and school data. Double check the back up. (See article next page) Losing crucial data due to a system crash is a very expensive and counter productive nightmare that can be avoided.

GENESIS - SMS

Genesis is the only "one-stop shopping" school management software solution for today's modern career school. Genesis integrates its own reporting module with its time clock and its own point of sale. Each module works seamlessly with the entire Genesis system at the school or offsite.

INDUSTRY EXPERTS

Who created Genesis – SMS over 15 years ago? Experts in the proprietary school industry, from school owners to education directors and administrative assistants to educational consultants developed this evolving application to best fit daily school operational needs.

TURNKEY SOLUTIONS

Schools need to do more with less in today's environment. Genesis-SMS immediately allows the school to achieve this goal upon installation. Automation of student data is important, but that automation must be simple to use!



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IT Management 101



We use Symantec Products for Back-up and find them reliable.

Go to www.symantec.com to review their products.

For a list of back up applications, go to: <http://www.backup-software-reviews.com> and/or <http://www.trustedreviews.com/software/review/2008/01/16/Backup-Software-Group-Test/r1> For more details on this subject: [http://msdn.microsoft.com/en-us/library/ms316430\(VS.80\).aspx](http://msdn.microsoft.com/en-us/library/ms316430(VS.80).aspx)

Back up your data and TEST it

By now most IT managers understand the importance of backing up data. However, many tend to put off checking out if their back up is actually working. The importance of testing the integrity of back up data regularly is just as important as performing the actual back up. Many users are under a false sense of security as they let back up processes run automatically each night or week without checking them. This seems like a risky practice, but it is very common. It isn't until a server or PC crashes and data is lost that users realize whether or not their back up is actually running successfully. **Successful back up means being able to restore all your lost data to its original state with 100% accuracy.** You can start by checking the backup logs for any errors or events on a daily basis. If your backup software provides the option, you should run data integrity checks on your backed up data as well.

Testing back up data is not super complicated. However, you cannot even really **fully** test your back up *manually*. A quick check can be done by restoring the backed up data onto a disk. You would then review the data on an available work station or server outside the daily working environment by checking some favorite files that should be there. You will not be able to review all selected directories that are checked off to be backed up unless you have a **integrity tool*** that can take a snap shot of the directory tree. These tools or applications are widely available and may even be a part of the back up application.*

When is the last time you tested your back up?

Genesis Updating Tips

Administrative Rights

Due to tighter security practices, many schools have assigned the administrative rights to their computer network or server to one specific person. This person usually is the only one who can install updates such as Genesis' update onto the server and each PC. Be sure you know who the person is in your school who has these administrative rights.

They are the only one who can update software. (If you are only working on one PC, you may not have to have this type of set up.) If you are setting up a network for the first time and you are considering assigning rights to one person, consider that they need to be available monthly or during Genesis updates to provide assistance in downloading the updates to the network and connecting PC's.



If you are receiving an error message when trying to install a Genesis update, administrative rights is the most common reason to receive such a message.)

DSN

If using a system "DSN", Genesis updates need to have a "User DSN".

Live Update.exe

Be sure to Install the live update.exe on a computer that contains the Genesis Database first. Usually this is the server.

ITA Install

Never use old Genesis CD's to install Genesis ITA!



Enterprise Data Gateway for Education

EDGE development is presently in year 3. FAS and Genesis have learned that creating a web application from scratch with this much functionality and depth takes time. We continue to invest significant resources to bring you an amazing tool that will no doubt bring your school to the next level. When will you get to see EDGE in action? If you are an FAS client, you will see it this spring. Last spring we did introduce an EDGE prototype only to have it recalled for a couple of major bugs. This springs reintroduction is predicted to go much smoother. FAS encourages client schools to watch email and attend the FAS spring seminar in Portland, ME for more details.