

# System Set Up

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## Overview - Setting Up Your Red Canyon Systems Program

**Initial Set Up** is the first procedure after you install your Red Canyon Systems program. If you have not completed the items in **Initial Set Up** or you have new items and changes to enter, you must do so by using **Set Up** from the Main Menu. Use the following functions to customize settings for your site. If you use a system administrator level password to access your Red Canyon Systems program, Set Up appears on the Main Menu bar at the top of the screen with the following options:

- Site Data
- ID # Formats
- Lab Set Up
  - Add Lab and Greeting
  - Assign Courses
  - Assign Workstations
- Log In Set Up (Log In and CenterFit customers)
- Passwords
  - Create password and assign access level
  - Assign lab to lab-level passwords
- Default Courses
- Import

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## Site Data

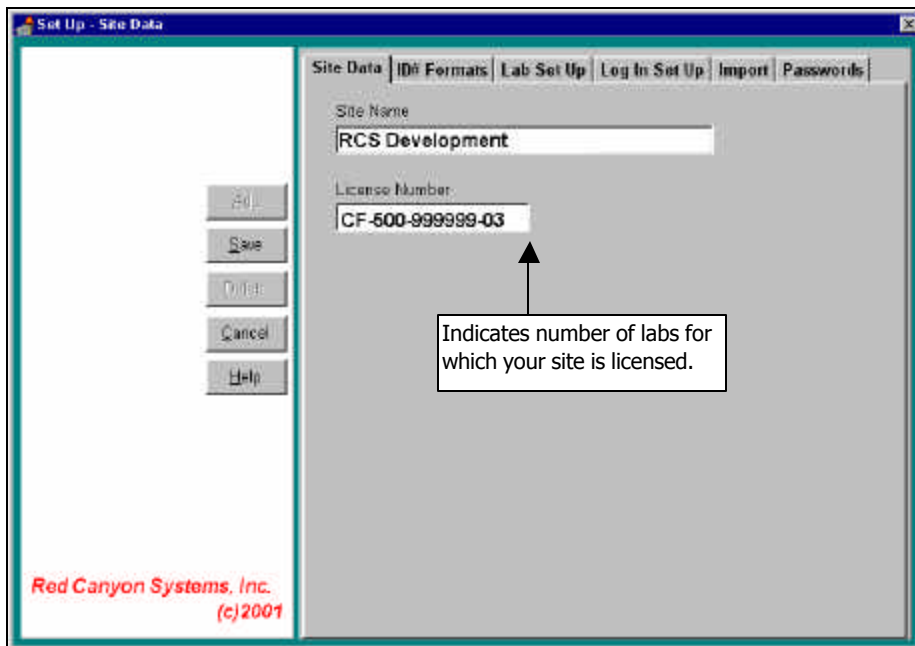
**Site Data** is entered automatically when you run the license program sent by Red Canyon Systems.

**Site Name** appears in the footer of every report that you print.

**License number** is your customer license number that you will reference and use when you call customer support or attempt to download an upgrade from [www.redcanyon.com](http://www.redcanyon.com) Upgrades link. You can find your license number in the **Help About** window on the Main Menu and on your support contract. Write down this number and store it in a safe location.

You cannot change these items on the *Site Data* form. They are automatically provided when you run the Red Canyon Systems license program. This program is sent to you when you install initially or it has already been coded into your system upon installation.

Here is an example of a *Site Data* screen.



## ID# Formats

Use ID# Formats to identify IDs and formats for your site. There are four instances where an ID is used in the system – on the Participant General Information (adding a participant), Secondary IDs as reference information on the Participant General Information, Card IDs on the Participant General Information when specified for use in Log In Set Up, and Staff IDs. Each one may require a different format. The available ID formats from which you can select are:

ID Type	Example
3 alpha (lc) + 6 numeric	aaa123456
6 digit - Variable length	1, 12,..123456
Four (4) digit numeric	1234
Seven (7) digit numeric	1234567
Six digit numeric	123456
Ten (10) digit numeric	1234567890
U.S Social Security Number	123.45.6789
9 digit numeric/Unformatted SS	123456789

**Note:** Upon customer request, we add formats to this table, as needed. If you do not see a format that your site can use, please call our offices to have it added.

Follow these steps to assign IDs and their formats:

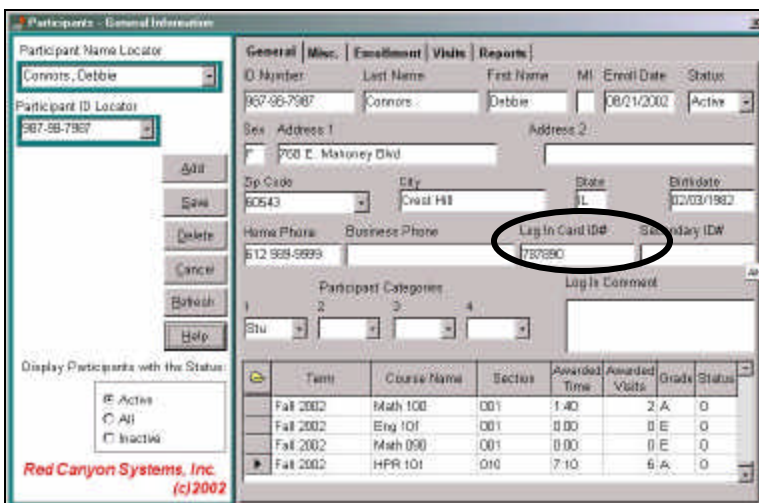
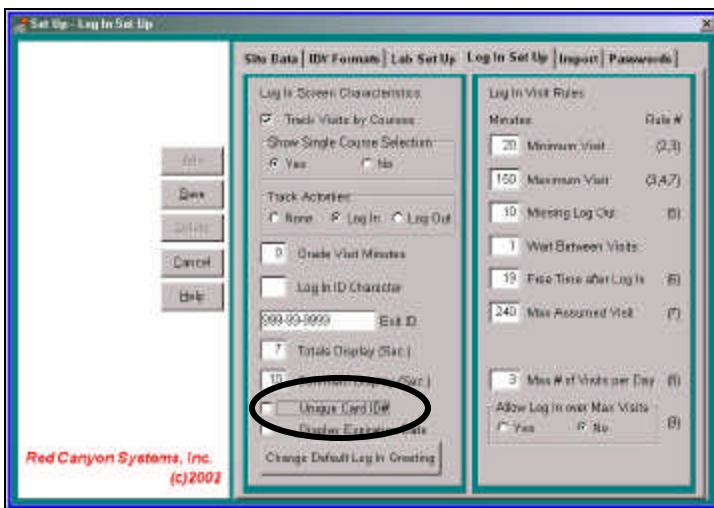
1. For each ID that you need to specify the format: click in the field to display the drop-down list, which displays the names and samples of Formats. A discussion of ID Formats follows these steps.
  2. Click the correct ID format and click **Save**.
- **Participant Primary ID #** - format of the primary ID used to identify a participant. This is the ID that a participant uses to “log in” and the one that is used by the application to store and locate the participant’s record. The **Log In Exit ID** uses this format also. The Participant Primary ID applies to the **ID Number** field on the *Participant/General Information* screen. Normally it is a social security number or a unique ID assigned by a school or club. If you import data files, you will need to change the import file format for this item. The format of the Participant Primary ID can only be changed by running our ID conversion program, which can be purchased as an additional module.

The screenshot shows the 'Participant - General Information' form. The 'Participant ID Locator' is set to '987-98-7987'. The 'ID Number' field is also set to '987-98-7987'. The 'Secondary ID#' field is empty. The form includes fields for Name, Address, Phone, Birthdate, and a table of course enrollments.

Term	Course Name	Section	Awarded Time	Awarded Visits	Grade	Status
Fall 2002	Math 100	001	1.40	2	A	O
Fall 2002	Eng 101	001	0.00	0	E	O
Fall 2002	Math 080	001	0.00	0	E	O
Fall 2002	HPR 101	010	7.10	6	A	O

**Note:** Some sites do not want to use social security numbers as the primary ID. If your site uses SSN, but does not want the ID displayed when participants log in, select the option, **Log In ID Character**, in Log In Set Up.

- **Participant Secondary ID #** - an ID format that can be used in addition to the Participant Primary ID. It can be the format of an ID given to a participant under an older system, as in the case of a school that at one time assigned their own IDs, but now uses SSN. This ID format is useful if you wish to add the ID to each Participant's General Information record in the **Secondary ID** field. **Note:** Sites that require a conversion or switch from using SSN as the primary ID to that of a registration-assigned and formatted ID, place the original participant primary ID in this field for reference purposes. Red Canyon Systems sells the ID conversion program for this purpose – converting a site's current primary format and ID to a new one and then storing the original ID in the secondary ID field. Please call our sales department or email sales@redcanyon.com to request pricing and details for specifications.
- **Participant Card ID #** - format of a participant's ID on a bar-coded or magnetic-stripped ID card, if the number is not the same format as the **Participant Primary ID**. (**Log In Card ID#** field on the *Participant/General Information* screen displays if you select **Unique Card ID #** in Log In Set Up.



- **Staff ID #** - format that site uses for staff ID. (*ID Number* field on Facility/Staff screen.)

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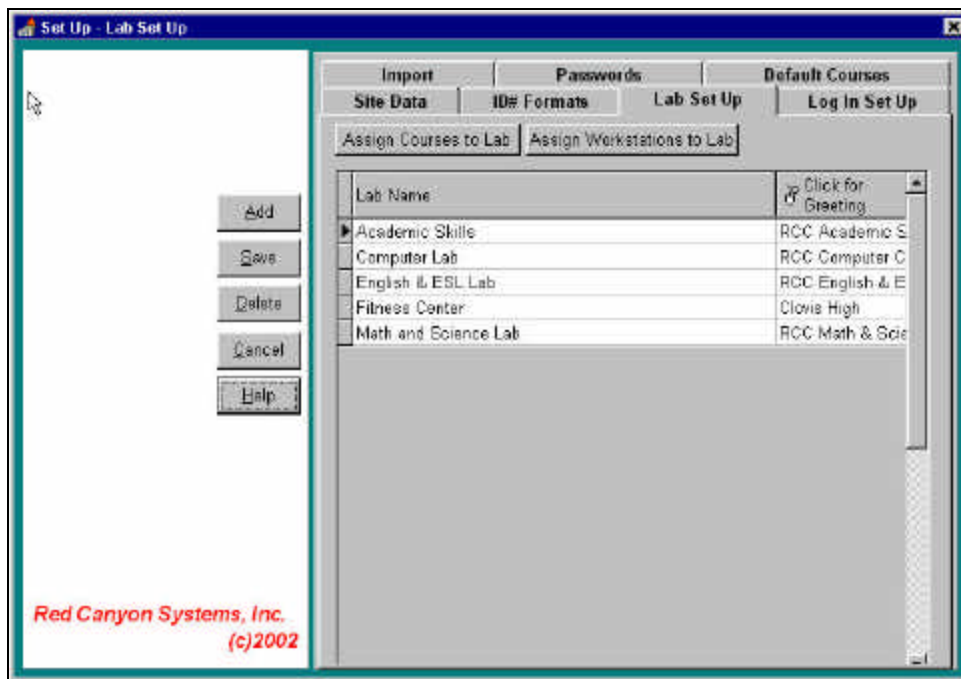
## Lab Set Up


At least one lab must be set up for each site. In version 5.0 and above, your site license indicates the number of labs for which your site is licensed. Labs can be set up for sites that have several Log In computers installed and running off a network from different locations. By setting up lab names, you can run reports for *Log In Visits by Lab*, as well as course. All labs share the same database that is licensed for the appropriate number of labs. In the function, **Lab Set Up**, you do the following:

- Add a lab name for each lab for which your site is licensed.
- Specify a welcome greeting for each lab (optional). If you do not set up a greeting, the default greeting from the Log In Set Up is used.
- Assign courses to each lab (course listing is shared).
- Assign workstations to each lab (add the names of workstations (computer's name) on which participants "log in" for each lab).

### Add a Lab

1. Select **Lab Set Up** on the Set Up Menu.  
The *Lab Set Up* screen appears.



2. Click **Add** on the *Lab Set Up* screen.
3. **Lab Name:** Type a name (up to 50 characters, including spaces, are allowed) for each Lab.
4. **Greeting:** Select a lab that you have named and click on  to add or change its welcome message. Use the same editing rules and process that you used to format the default Log In Greeting screen (in Log In Set Up, Change Log In Greeting). You can edit and format the greeting as you wish with a different message, fonts, spacing, and font colors. If you do not define a greeting for each lab, the default Log In Greeting from the Log In Set Up screen will be used for the lab's Log In welcome screen.

5. **Assign Courses to Lab:** perform this process after you have added the term and course/sections for your facility. Normally, terms and courses are added during installation and initial set up by a system administrator. If the appropriate terms and courses have been added for your facility, perform the steps in the next section, *Assign Courses to Lab*.
6. **Assign Workstations to Lab:** normally this process has been performed by the system administrator upon installation and initial set up. You may need to use this process again if you change computers in your lab. This is where you identify the names of the computers in your lab that participants use to log in and log out. See [the section](#), *Assign Workstations to Lab*, for details.

### ***Assign Courses to Lab***

In the Installation and Initial Set Up you were prompted to add a term and then add courses for your facility (see Adding Courses to a Term). After you have added a term and its courses, you must use **Assign Courses to Lab** on the *Lab Set Up* screen to select the courses that you want participants to be able to log in for.

When a participant keys in his/her ID on the lab's Log In screen, the participant's enrollment record is checked for courses that have been assigned to the lab. Participants can log in for courses in which they are enrolled and that have been assigned to the lab.

Participants who are enrolled in a lab's assigned courses are allowed to "log in" and select a course for the lab. In *Log In Set Up*, if you select **No** for the option "Show Single Course Selection" and the participant is enrolled in only one course, the list of courses does not appear during "log in."

By assigning courses to a lab, you can then track lab visits by course and/or participant, obtaining the amount of time a participant spends on each course in a specific lab.

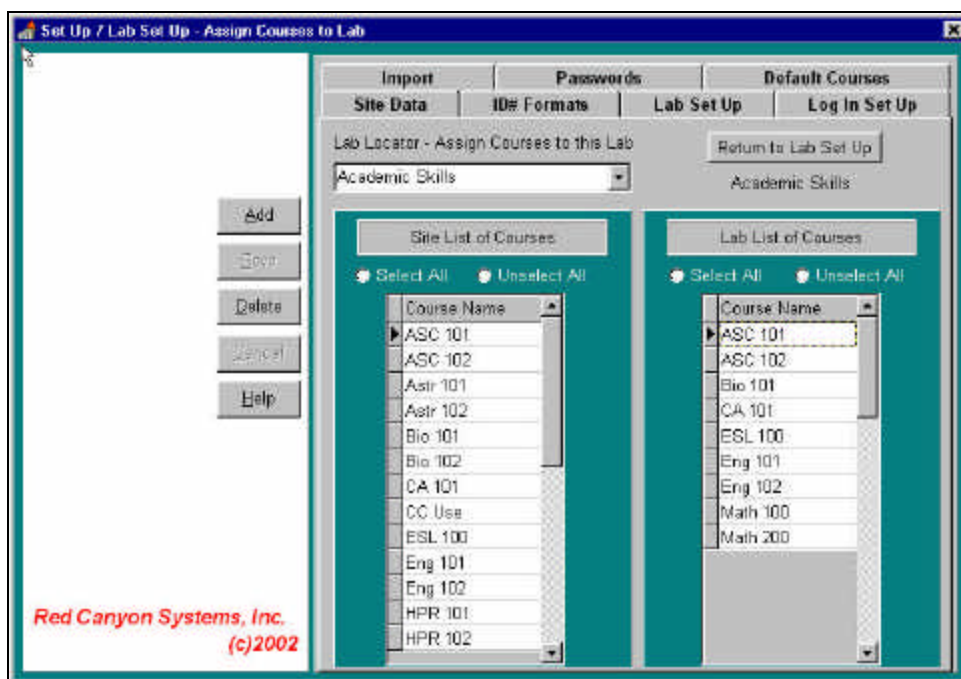
#### **Key points:**

- If the lab for which you are tracking visits is an open entry, open exit type lab in which any student can attend (such as tutoring and computer labs) and there is no required course for enrollment, you should add a "fake course" for the term and enroll every participant in this course. If you need to track what the participant does while in the lab, you can create activities and assign them to the "fake course." Participants will not need to select a course upon "logging in" if in *Log In Set Up*, you select **No** for the *Show Single Course Selection* option.
- To be able to create activities, assign them to the fake course, and have them displayed for participant selection, you must click "Log In" or Log Out" for the *Log In Set Up* option, *Track Activities*.



### To assign courses to labs:

1. On the *Lab Set Up* screen, click **Assign Courses to Lab**.  
The *Assign Courses to Lab* screen appears.



2. Click in the **Lab Locator** field and select the correct lab name from the drop-down list.
3. In the *Site List of Courses*, you should see the names of courses that may be selected for your site's labs. Use the scroll bar on the right side of the list to see more of the list if it continues beyond the provided length of the window. Highlight (select) a course for which you need to track visits for your lab. You can click **Select All** if you want to assign all the courses in the list to the selected lab.
4. Click **Add**. The selected course appears in *Lab List of Courses* on the right.
5. Continue with steps 2 - 4 until you finish adding the courses that are to be tracked for each lab. **Note:** If you have decided previously in *Log In Set Up* to have participants select activities when they log in or log out for a course, you must also add activities and assign them to courses for your site. For the required steps, see [the sections in the Facility chapter, Adding Activities and Assigning Activities to Courses](#).
6. Click **Save** when you finish assigning courses for each selected lab.
7. Click **Return to Lab Set Up** in the upper right corner.

### To delete courses from a lab:

1. Select the lab in the **Lab Locator** field.
2. In the *Lab List of Courses* on the right side of the screen, select one or more courses that you want to delete.
3. Click the **Delete** button. If the course has visit records associated with it, you will not be able to delete it.
4. Click **Save** when you finish deleting courses for each selected lab.
5. Click **Return to Lab Set Up** in the upper right corner.

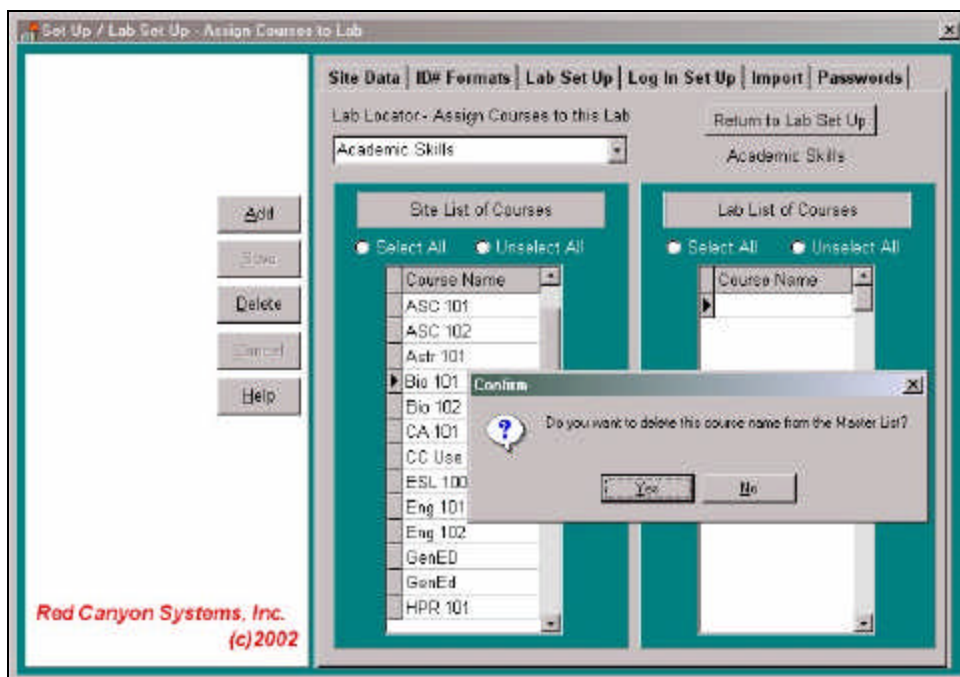
### To delete course names from the Site List of Courses:

Upon the initial entry of courses, there may be some names that were entered incorrectly or misspelled upon entry. A system administrator is the only person who can correct the spelling and delete the incorrect course name so that it does not appear on the Lab Set Up – Assign Courses' *Site List of Courses*. Each time a course name is changed, the "changed" course name is added to the *Site List of Courses* and any records associated with its original name are reassociated with the new changed name (participant enrollments, visits, etc.). The original course name stays on the *Site List of Courses* until it is deleted manually by a person having system-level password control.

1. In the *Site List of Courses* on the left, highlight the course name that must be deleted.  
**Note:** If the course name is still listed in any lab's Lab List of Courses, you cannot delete the course name from the Site List.

2. Double-click the mouse.

This message appears: *Do you want to delete this course name from the Master List?*



3. Click **Yes** to remove the course name.

If the course name has been assigned to a lab, a message appears to indicate that the course name is in use. In this case, first delete the erroneous course name from each *Lab List of Courses* in which it is used and then assign (add) the corrected course name from the *Site List of Courses* to each *Lab List of Courses*.

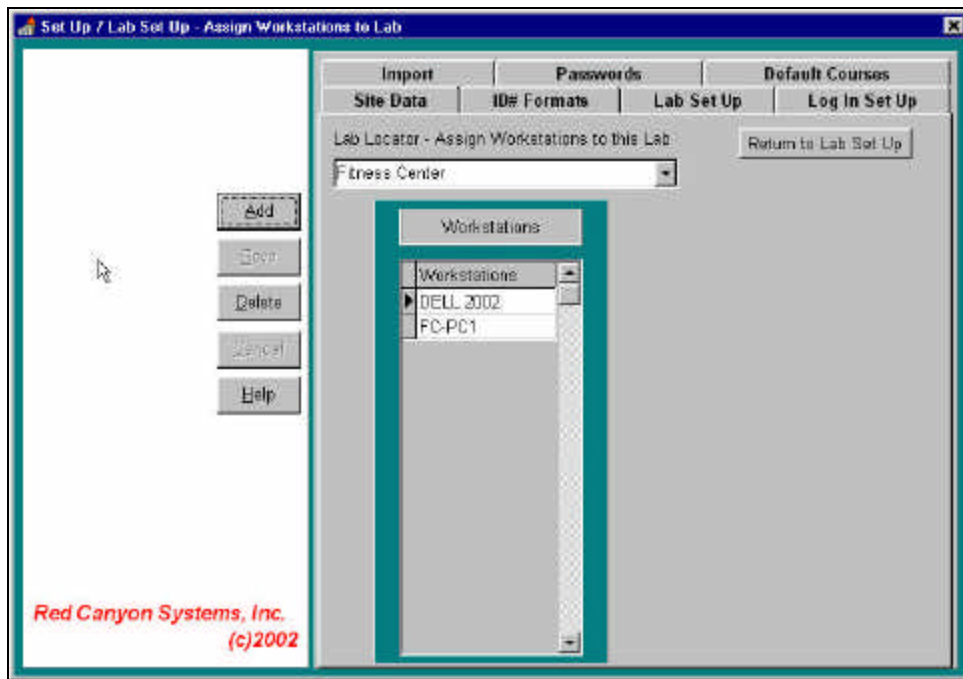


## Assign Workstations to Lab

During the Installation and Initial Set Up of your Red Canyon Systems programs, you (or the person installing) were prompted to identify the names of the computer workstations used for logging in for each lab. Most likely, you will not be using this process again. However, if you need to change to a different computer or add additional Log In computer workstations for a lab, you must use the Lab Set Up process, **Assign Workstations to Lab**, to add, delete or edit workstation names and assign them to the lab. These are the workstation names that appear in the Log In Location column on the Visit reports. Only Log In Locations need to be assigned as workstations, not other computer workstations on which labs run Log In Administrator or CenterFit.

Follow these steps to assign workstations to your lab.

1. On the *Lab Set Up* screen, select a lab record and click **Assign Workstations to Lab**. The *Assign Workstations to Lab* screen appears.



2. Click **Add**.
3. In the **Workstation** field type (in uppercase) the computer name of each workstation from which participants will log in or log out. The actual computer name is required for each workstation.

**Note:** In most Windows operating systems, you can find the workstation's name by clicking once on the *Network Neighborhood* icon and then right clicking on *Properties*. Look for the *Identification* screen and then the *Computer Name* field.

### To delete workstations from a lab:

There may be occasions in which you need to change workstations for a lab by removing one and adding in a new one. In this case, you should delete the workstation you are removing. In the *Workstations* list, select one or more workstations that you want to delete.

Click **Delete**.

4. Click **Save** when you finish assigning workstations for each selected lab.
5. Click **Return to Lab Set Up** in the upper right corner.

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## Passwords

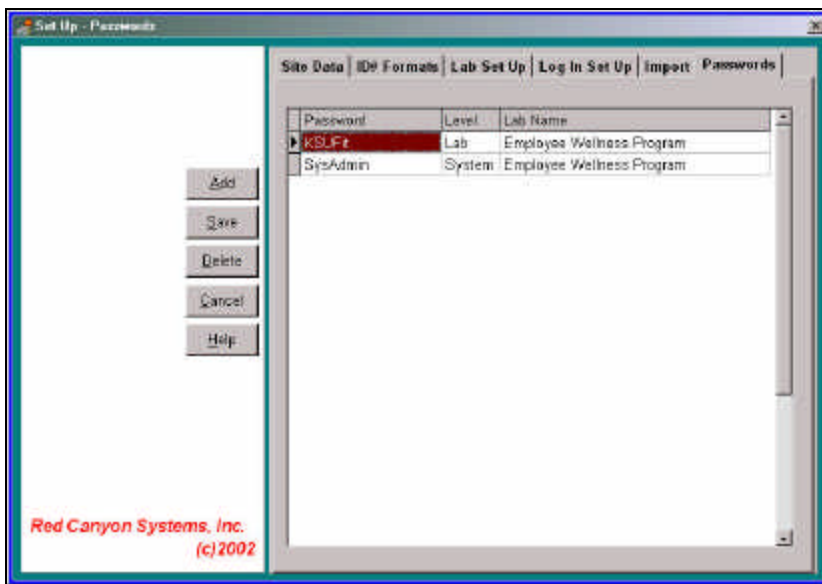
If you are a system administrator setting up the Red Canyon Systems programs, you can add to the Passwords table, creating new passwords. The password must have a level assigned to it that identifies what menus and screens the password can access. There are two password levels: SYSTEM and LAB. You can add any number of passwords using up to **18** characters and then select the access level for each password.

**System level** passwords allow access to the *Set Up* menu functions.

**Lab level** passwords allow access to all menu functions except Set Up.

Follow these steps to add and maintain passwords.

1. From the Main Menu, select **Set Up** and then select **Passwords**.  
The *Passwords* screen appears.



2. Click **Add**.  
An open, highlighted field appears in the *Password* column.
3. In the highlighted *Password* field, type a password, using any combination of up to 18 alpha and numeric characters. If you use upper and lower case characters, remember that at the Password prompt that appears when you start your program, you must type the password using the same format. To start the Red Canyon Systems program, users must enter one of the assigned passwords.



The Password prompt window looks like this sample:

4. Click on the drop-down arrow in the *Level* field.  
The drop-down list appears with access levels.
5. From the list, select the appropriate access level for the password: **System** or **Lab**.
6. **For Lab-level passwords:** assign the appropriate lab by clicking in the field , Lab Name, and selecting the correct lab from the drop-down list of labs that are set up for this account.  
**Note:** If you do not see the lab, it must first be added by a system administrator using Set Up/Lab Set Up.

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## Default Courses

Some labs do not know in advance which students will use their labs. This is often the case in labs that do not require pre-enrollment in a course in order to use the lab. In this case, it might not be efficient to have imported all the student records ahead of time. When you set up a default course for the lab, if the student has a participant record in the database from any other course or semester, the student will be able to log in to your lab with their ID. They will only be able to log in to the default course. In this way, you do not need to stop and enroll them in a course when they come in the first time. If the student does not have a general record with an ID, you will need to add them as a participant first.

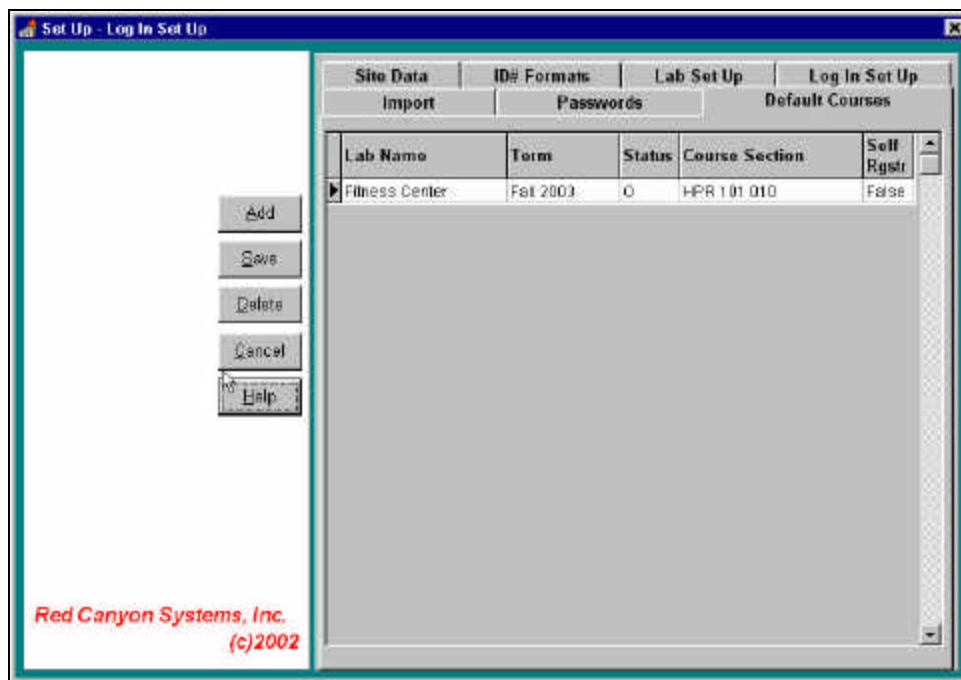
**Note:** Default courses must be updated for each term in which they are needed.

### Assign a Default Course to a Lab

To assign a default course for automatic enrollment, you must do the following:

1. Select **Default Courses** on the Set Up Menu.

This screen appears.



2. Click **Add**.
3. Click the mouse in the *Lab Name* field and select the correct lab from the drop-down list.
4. Click the mouse in the *Term* field and select the correct term from the drop-down list.
5. Click the mouse in the *Status* field and select the correct status (O –open, C – closed) from the drop-down list.
6. Click the mouse in the *Course Section* field and select the correct course/section.
7. Click the mouse in the *Self Rgstr* field and select True or False.

**True** – allows students who are not defined in the database to add themselves and register for the default course.

**False** – prevents students from self-registering. You will need to add unregistered students to the database before they will be able to log in for the default course.

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## Import Data

Use **Import Data** to transfer external data files that you obtain from registration systems or other software programs. For assistance on file and record layouts and specifications for building the program to obtain external data, refer to the specifications as provided in *Import Data in the System Set Up chapter*. Your IS department can use this information to build the external files. Import Data allows you to transfer the following types of external files:

- Course records for each term
- Participant records
- Registration (enrollment) records for each term

Each import file must be a text file with comma-separated, double-quote delimited fields. You can import any combination of files, but you must import them in the following order:

1. Course
2. Participants
3. Enrollment

**Note:** If you import files in a different order, they may end up having records missing and be rejected. If the Import function rejects records, they are copied to a reject file, which you are prompted to name at the beginning of the import process. You can review the reject file with a word processor. Errors are listed at the end of each rejected list.

**Note:** **Create a term master record before you import data.**

### Create a Term Master Record

1. Select **Facility** from the Main Menu and select **Terms**.  
The Terms form appears.
2. Click **Add**.
3. Enter a *Term Name*.
4. Enter a start date and an end date.
5. Click **Save**.

The Term Master Record is added to the Term Master table.

**Note:** The name you assign to **Term** in the above process must be the same name as the one in the *Term* field in the downloaded Course Master and Enrollment Mater import files. If you already have a designation of some sort for Term in your registration system's records, then use that. Otherwise, be sure to match whatever you named the term in Log In with the term name in your downloaded Course and Enrollment master records.

## Import Steps

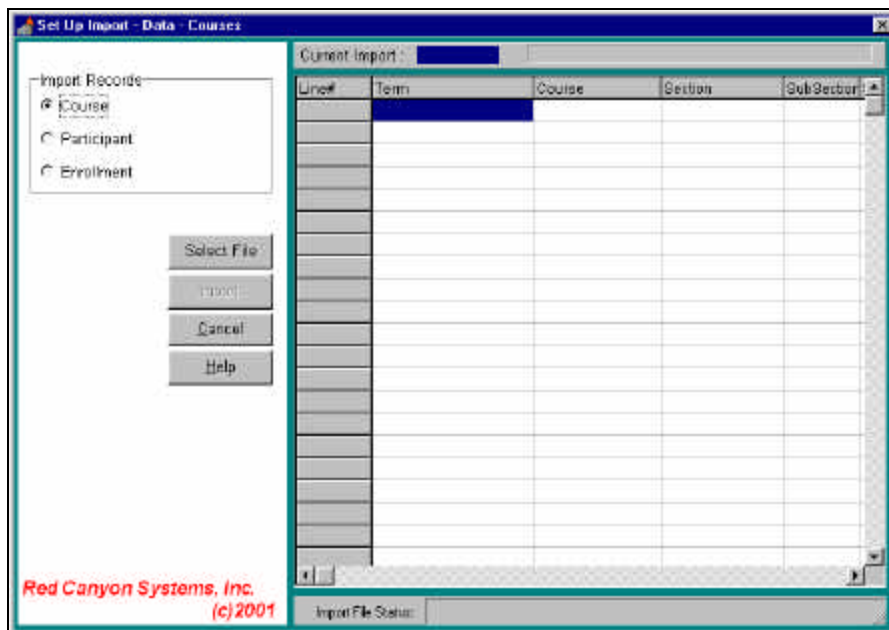
If you have course, participant, and enrollment data from a registration system or another system, you can request from your IS department that files be built according to our record layout specifications. You can then import the data from another system into Red Canyon Systems. This saves you from having to manually key in participant general information records and course enrollments (if you use course tracking).

Give a copy of the record layout specifications for the three files to your IS staff with your request. If you need special assistance on how to request this information or to talk to a customer who is currently doing imports, please call our technical support staff or send an email to [techsupport@redcanyon.com](mailto:techsupport@redcanyon.com).

Once the files are built and copied to an accessible location on the network or diskettes, you can use the Import function to pull the files and records into the Red Canyon Systems database.

Follow these steps to import data files that have been built according to record layout specifications:

1. On the **Main Menu**, open the **Set Up** menu and click on **Import Data**.  
The *Import Data* screen appears.



2. On the left side of the screen, click the radio button –**Course**, **Participant**, or **Enrollment**– that identifies the type of records that you want to import.
3. Click the **Select File** button. The *Open* dialog box appears.
4. Select the location and filename that was prepared for the import. The records in the selected file load into the grid on the screen.
5. Check the records on the screen to see if the data and record layout are correct. (Obvious signs of incorrect records are fields that are empty that you thought would contain data, required fields empty or cut off, no records, etc.) This grid allows you to review the file before importing it. You can then return to the file and make the corrections.
6. Click the **Import** button.
7. When prompted, enter a name for the reject file and click **OK**.  
Records are imported and the data in the records shows in the grid on the screen. Check this data to see if it imported correctly. If not, you should fix the data in its original file and import it again.
8. When you finish importing all three files, click the **X** in the upper right corner to close the screen.

## **Import File and Record Specifications**

This section explains how to import data from external data files. The file format and record layouts are provided next.

For schools using software from Red Canyon Systems, most student data required by the software already exists on the registration system of the school. You will need the assistance of your IS department to build the program that exports data from the registration system into a format that can be read by Red Canyon Systems programs. When possible, you will find it more convenient to have this data imported from the registration system of the school rather than keying it by hand.

Three types of data records are required.

- Participant (student) records
- Course master records
- Student enrollment records.

### *Participant Student Records*

There is one Participant Record for each participant (student/member) who will be using the facility. This record only needs to be created and stored on disk the first time any person enrolls in any course provided by the facility.

### *Course Master Records*

The Course Master Table contains a record for each course offered in the facility each term. If your school offers the same class three times in a lab, three Course Master records with the course code must be created. Each record must have a unique value in the Section field. Your facility may use names other than Course and Section for Course Master Record's key fields; these are the names used in the software, manual and reports. There is a third field, Subsection for use with a key field scheme that requires three fields for a unique course or class key.

### *Enrollment Master Records*

The Enrollment Master contains a record for each participant for each course enrolled. If a participant is in three courses for a term, three Enrollment Master Records must be on file for the participant. Each contains the participant's ID number and the appropriate course key, comprised of Course Code and Section and, if necessary, Subsection.

Each table (Participant, Course and Enrollment Masters) can have records entered via the keyboard or through importing data from an ASCII file that is downloaded from a school's mainframe, or both. The more data you can download from the mainframe, the quicker and easier the data entry process.

The required record layout and samples of each layout are described next. During the import procedure, any records that do not meet the record layout specifications are written into a reject file on disk, with a message indicating the reason for the rejection appended to the end of the record. After all valid records are imported into the appropriate master table, you can view the rejection file (one for each import/master file) with any word processor. The appropriate corrective measure can be taken, the records corrected, and imported again.



## Import Order

Because of the relationship between participant, course and course enrollment, the import files must be processed in a specific order. If not, large numbers of rejected records occur unnecessarily.

As an example, assume you have 1,000 new students to import for the first time and each has enrolled in one or two courses. In order for an Enrollment Master record to be accepted, there must be a Participant Master with a Participant ID matching the one in the Enrollment Master record, and a Course Master with the same course code as in the Enrollment record.

What will happen if you import the Enrollment Records before the corresponding Course Masters and/or Participant Masters? All 1,000 to 2,000 Enrollment Masters are rejected because there were no Participant Masters or Course Masters on file for them. Not only do you still have to import participant and courses records, you must repeat the importing of the Enrollment masters.

Import in the following order:

1. Course Masters
2. Participant Masters
3. Enrollment Masters

However, there may not always be records to import into all three files. You may have already imported all possible Course Masters for this term and only have Participant and Enrollment Masters. That's fine. Just import them in the order of Participant and then Enrollment. On the other hand, you may have imported all participants, but still have course and enrollments to import. If so, import Course Masters first and then Enrollment Masters.

### **Note to IS Department: Term Identification**

Normally, well before the start of a specific term, you know the courses, or at least most of them, that will be offered in the upcoming term. You can add/import those courses any time you want - even while a prior term is still active. Likewise, you can import new Participant Masters and even enroll participants in courses in an upcoming term without fear of them trying to log into those classes before the term begins. Each Term, Course and Enrollment Record has a Start and End Date, as well as a Course Status. Even though a participant is on file, a Course Master is on file, and an Enrollment Record for that course for that student is on file, the software does not recognize student enrollment records until the appropriate term has opened, that course has opened and the date is between the start and end date of that course.

Therefore, a student can be enrolled in one or more courses for the current term and one or more for an upcoming term, but only the current courses show. Whenever you have Participant, Course and Enrollment Master records available for any term, you can download them from your central registration system into the appropriate import files and then import those records into Log In. This allows you to be ready as soon as one term ends and another begins to have enrolled students on file.

Besides a record for each participant, each course in a term and each student enrollment in a course, there is also a record for each term in a term table. There is one Master Term Record for each term. It contains the name of the term (Spring 1998, Fall 1999, Inter-Session 2000), along with the start and end date of the term and a status indicating if the term is currently open or closed to student's logging into any courses in that term.

Normally, a school has three semesters or four quarters per year. (Each is considered a Term.) Some schools may offer an abbreviated Inter-Session between traditional terms. Some schools may allow a student to enroll at anytime and have a term's normal length of time to complete the course (Open-entry/Open exit). Our programs accommodate these circumstances by allowing you to have any number of terms, terms that overlap and terms of any length.

Each term has courses that are specific to that term. For a course to have its record added to the Course Master Table you must assign that course to a term and there must be a Term Master Record on file that matches the term that course is in.

There may be times when you have on your registration system Course Master records for one, two, three or more upcoming terms. In advance, you can download and then upload all these Course Master Records along with any participant Enrollment Records already on file for those courses. Whenever you download course records or enrollment records, the downloaded file must provide the term name in the records. Red Canyon Systems programs need to know to which term each Course Master and Enrollment master applies. Since Course Codes, Course names and Section Numbers repeat each term, the programs have a way of differentiating Course Master and Enrollment Master Records from one term to another. To do this, each Course Master and Enrollment Master record must contain the name of the appropriate term. You assign this name during start-of-term set up. Whatever name you assign to this term is what needs to be in the downloaded records. You can decide on the term name and inform the MIS department or the department can tell you what the term name should be. The name needs to be the same in the term record as it is in the downloaded record.

**Note:** You must use the same name for the term in both this record and in the *Term* field in the downloaded Course Master and Enrollment Mater import files. If you already have a designation (name) of some sort for Term in your registration system's records, use that name for both fields in the Red Canyon Systems term record and the downloaded file.

### *Guidelines for All Import Files*

- ASCII text file
- **Double-quote delimiters**
- **Comma separators**
- Import File Names - User Defined
- Import File Location - Anywhere accessible by a Win95 Open File Dialog.
- Field lengths given in record layouts are the maximum accepted.
- The downloaded fields can be longer, but are right truncated at the length stated when imported.
- Downloaded data fields do not need to equal the maximum length; they can be shorter.
- Downloaded data must include special editing characters in ID number, date, phone number, etc. to match Red Canyon's format (Examples are given in record layout specifications)
- If you have no value for a field or it does not apply to you, insert a null field of ""

## Course Master Import File Record Layout

Course Master Record Layout		
Field	Length	Description
Term Name	20	Term name as assigned in Log Admin.
Course Code	15	Abbreviation for course, i.e., Math 101, Eng 102. (Appears in Course Name field on the Facility/Courses screen – be careful not to use extra spaces or characters as this field must match exactly to that in your registration system – it will also be used by our system in the Lab Set Up Course Names list.)
Section	10	Sub-category of a course, i.e., 001, 002 for Math 101 001, Math 101 002.
Subsection	10	Sub-division of section, if required, to make Course Code, Section unique.
Status	1	Indicates if a Course is Open or Closed. <b>C</b> = closed <b>O</b> = open.
Title	40	Full name of course – Example: Beginning College Algebra. (Appears in Course Title field on the Facility/Courses screen.)
Instructor ID	15	ID of staff member responsible for course.
Start Date	10	First date course is active – participants cannot log in <u>before</u> this date.
End Date	10	Last date course is open - participants cannot log in <u>after</u> this date.
Credit Type	1	Code indicating Credit, Non-Credit, etc. Use character(s) you use now.
Credit Hours	5	Number of credit hours that a course is worth. Include decimal point wherever needed.

### Sample Course Master Records

Here is a sample of the records contained in the course master. It is information taken from our demo database. You can also look at this file on the screen if you still have the demo database. Open the demo database file, C:\RCanyon\Alldata\CrsSmpl.txt, using Notepad or WordPad on your computer.

```
"Spring 2000","HPE 101","001","","0","","","01/01/2000","06/01/2000","",""
"Spring 2000","HPE 102","001","","0","","","01/01/2000","06/01/2000","",""
"Spring 2000","HPE 102","002","","0","","","01/01/2000","06/01/2000","",""
```

## Participant Master File Record Layout

Participant Master Record Layout		
Field	Length	Description
Primary ID Number	15	Unique ID used as primary key for participants. Include all edit characters such as hyphens (-) in the Social Security Number. Must be same format as that selected for Participant Primary ID # on Set Up/ID # Formats screen.
Enrollment Date	10	First date participant enrolled.
Last Name	15	Last name. Capitalized the same as it is to be printed on reports.
First Name	12	First name. Capitalized the same as it is to be printed on reports.
Middle Initial	1	Middle Initial
Name Prefix	5	Mr., Mrs., etc.
Address - Line 1	25	First line of street address
Address - Line 2	25	Second line of street address
City	20	City
State	2	State 2-digit code
Zip/Postal Code	10	Zip or Postal Code. If 9-digit zip code is available and used in registration data, include a dash (-) in the correct position following the first 5 digits.
Home Phone	12	Home phone - Format: 999 999-9999
Business Phone	18	Business Phone. Includes room for 5-digit extension. Format: 999 999-9999X99999
Birth date	10	Birth date - 4-digit year. MM/DD/YYYY (Include "/") (required field for CenterFit and FICIS users)
Sex	1	Code for Sex. F = female; M = male (required field for CenterFit and FICIS users)
Status	1	A or I - Code to indicate if a participant is Active (A) or Inactive (I) Inactive participants cannot "log in" to any lab or course.
Card ID	15	If the facility uses an ID card that is scanned for Log In and Log Out and the ID on the card is not the same as the participant's Primary ID, this field contains the value on the ID card. In order to have this operational, you must specify the Card ID field in Log In Set Up.
Category1	4	Code that represents participant's category 1. Use 1 to 4 characters (alphanumeric). Category 1 is usually a participant's major category. Examples of category 1 codes used at some sites: STU = student, FAC = faculty. You assign your own codes in the program before importing data. The codes are not always available from your registration system. To assign category codes, use Resources on the Main Menu.
Category2	4	Can be a sub-category of Category 1 or a separate category.
Category3	4	Can be a sub-category of Category 2 or a separate category.
Category4	4	Can be a sub-category of Category 3 or a separate category.
Secondary ID	15	A participant's supplemental ID, (not the Card ID from above), such as an ID used in an earlier computer system
Emergency Name	30	Whom to contact if participant has an emergency (first name first)
Relationship	20	How the emergency contact is related to the participant (wife, son, manager, etc.)
Emergency Phone	18	Same format as business phone - 999 999-9999X12345
<b>** Fields below: Apply to sites converting from a DOS Log In system. If you do not convert, make these fields blank – quote and comma delimited.</b>		

Participant Master Record Layout		
Field	Length	Description
**Total Actual Visits	4	Current participant actual visits to date - Conversion sites only
**Total Actual Time	5	Current participant actual time to date - Conversion sites only
**Total Awarded Visits	4	Current participant awarded visits to date - Conversion sites only
**Total Awarded Time	5	Current participant awarded time to date - Conversion sites only
Country Code	3	Three-character abbreviation for country
E-Mail	30	E-mail address of participant

### Sample Participant Master Records

Here is a sample of four records contained in the participant master. It is information taken from our demo database. Due to space constraints on this page or your help screen, each record wraps (continues) to multiple lines. The actual records, as they appear in the file, do not have line breaks. You can also look at this file on the screen if you still have the demo database. Open the demo database file, PrtSmpl.txt (in the demo's AllData folder), using Notepad or WordPad on your computer.

There are four records in this sample. Although records look like they are on three different lines each, in the import file, there are no line breaks. Each is a continuous record with commas and double-quotes to show each field in the record.

```
"111-11-1111", "05/24/1995", "Collins", "Alameda", "", "", "RR 12", "", "Elwood", "IL", "60435",
"815 818-7721", "", "10/09/1956", "F", "A", "", "S", "PT", "", "", "", "Howard Collins", "Son",
"312 895-5531", "", "", "", "", "", ""

"222-22-2222", "06/09/1995", "Frieder", "Patrick", "", "", "789 E. Main", "", "Wilmington", "IL",
"60435", "815 333-8588", "", "04/03/1970", "M", "A", "", "E", "FA", "", "", "", "Emily Frieder", "Sister",
"708 944-8333", "", "", "", "", "", ""

"333-33-3333", "06/12/1995", "Jones", "Anne", "", "", "8791 E. Wellington", "", "Godley", "IL", "67838",
"815 679-0872", "", "04/02/1979", "F", "A", "", "S", "PT", "", "", "", "Ellie Jones", "Mother",
"815 672-9833", "", "", "", "", "", ""

"444-44-4444", "05/15/1995", "Murphy", "Jill", "", "", "899 N. Williams", "", "Plainfield", "IL", "60433",
"815 833-9449", "", "10/20/1960", "F", "A", "", "S", "PT", "", "", "", "Ed Murphy", "Partner",
"815 672-8734", "", "", "", "", "", ""

"555-55-5555", "05/26/1995", "Marshall", "Jack", "", "", "125 E. Main", "", "Braidwood", "IL", "60481",
"815 455-8553", "", "03/02/1970", "M", "A", "", "S", "PT", "", "", "", "Jane Marshall", "Wife",
"815 433-8733", "", "", "", "", "", ""
```



## Enrollment Master File Record Layout

Enrollment Master Record Layout		
Field	Length	Description
Participant ID	15	ID number of participant enrolling in indicated course. Must include any editing characters in the ID number. (Example: hyphens in SSN: 333-08-9898) The format must match the Participant Primary ID # defined in Set Up/ID # Formats.
Term Name	20	Name of this course's term as assigned in Facility/Term. Must match exactly.
Course Code	15	Course Name from Course Master Record. Appears on Facility/Courses screen – Course Name field and on the Lab Set Up, Assign Courses to Lab.
Section	10	Section number/code from Course Master Record. This field is not carried over to the Lab Set Up/Assign Courses to Lab function.
Subsection	10	Subdivision of section, if needed. This field does not appear on the Facility/Courses screen. However, it is retained in the course record.
Status	1	Status of this student's enrollment in this course. C = Closed-Cannot log in O = Open-Can log in Note: Usually import using the status "C". All Enrollment records will then switch to "O" (open) when you open the term if you wait until the import is completed to open the term.
Start Date	10	Start date of course for the participant. Normally, this date will be the same date as the Course Master start date.
End Date	10	End date of course for the participant. Normally, this date will be the same date as the Course Master end date.
<b>**Remaining fields below: Apply to sites converting from a DOS Log In system. If you do not convert, make these fields blank – quote and comma delimited.</b>		
**Total Actual Visits	4	Total actual visits to date - Conversion sites only.
**Total Actual Time	5	Total actual time to date - Conversion sites only.
**Total Awarded Visits	4	Total awarded visits to date - Conversion sites only.
**Total Awarded Time	5	Total awarded time to date - Conversion sites only.

### Sample Enrollment Master Records

Here is a sample of the records contained in the enrollment master. It is information taken from our demo database. You can also look at this file on the screen if you still have the demo database. Open the demo database file, C:\RCanyon\Alldata\EnrSmpl.txt, using Notepad or WordPad on your computer.

```
"111-11-1111","Spring 2000","HPE 101","001","","0","01/01/2000","06/01/2000","","",""
"222-22-2222","Spring 2000","HPE 102","001","","0","01/01/2000","06/01/2000","","",""
"333-33-3333","Spring 2000","HPE 102","002","","0","01/01/2000","06/01/2000","","",""
"555-55-5555","Spring 2000","HPE 101","001","","0","01/01/2000","06/01/2000","","",""
```

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