



Features & Benefits

Summary

Benefits:	Features:
<ol style="list-style-type: none"> 1. No local servers to purchase or maintain. 2. No specialized software to install or update—access from anywhere. 3. Real-time summaries of registration, attendance, and other critical data. 4. “One-touch data handling” means decreased staff workload and increased accuracy. 5. Supports CDE’s A-22 Course Categories of 2005. 	<ul style="list-style-type: none"> ◆ A hosted web application. ◆ Manages registration and attendance accounting. ◆ Records attendance on the web or on a Palm Pilot. ◆ Collects and exports TOPSpro data. ◆ Generates website that supports online registration. ◆ Handle data only once for various purposes.

CDI for Teachers

Benefits:	Features:
<ol style="list-style-type: none"> 1. Up-to-the-second accurate rosters. 2. No scantron forms to buy, wrinkle or lose. 3. Supports teacher awareness of attendance-related finance issues. 4. Clear communication with office on attendance document status. 	<ul style="list-style-type: none"> ◆ Student names appear on the online roster as soon as they are added to a class. ◆ Instant feedback from office when your attendance records are received. ◆ Average student attendance, ADA figures always displayed to teacher. ◆ Names of students pursuing HS credit displayed in red.
<ol style="list-style-type: none"> 5. Direct paperless entry into database easier and more accurate than bubbling forms. 	<ul style="list-style-type: none"> ◆ Clicking of on-screen checkboxes records hourly attendance. ◆ One click records student entry time for minute-by minute attendance. A second click logs exit time. ◆ Menu selections record hours for appropriate independent study courses. ◆ Online submission of grades & credits and generation of (paper) grade reports.
<ol style="list-style-type: none"> 6. Record class info in locations without Internet connections. 	<ul style="list-style-type: none"> ◆ Palm Pilot application HotSynchs rosters, attendance, grade and credit info with the main database.
<ol style="list-style-type: none"> 7. Equipped for communications outside the classroom. 	<ul style="list-style-type: none"> ◆ Access to student phone numbers and email addresses. ◆ Tool for sending email message to entire class.

8. Official records easily replaced if lost. 9. Tools to do your job how and where you wish.	<ul style="list-style-type: none"> ◆ Print current rosters anytime you like to suit your purposes. ◆ Print and sign official attendance records from any PC with an Internet connection. ◆ Access student phone lists, broadcast email to entire class.
10. TOPSpro Entry/Update data collection tasks streamlined.	<ul style="list-style-type: none"> ◆ Entry/Update Record data recorded on screen via menu selection, checkboxes. ◆ Integrated database “knows” date, class numbers, hours attended, etc.
11. Fewer papers to push (with a less frequent print cycle).	<ul style="list-style-type: none"> ◆ Adjustable frequency of attendance print cycle (weekly to every 4 weeks).

CDI for Students/Community

Benefits:	Features:
12. Get the class info needed. 13. Sign up from your home or office. 14. Enter personal info only one time, no matter how many times you enroll. 15. Protection from creating “impossible” schedules.	<ul style="list-style-type: none"> ◆ Access to a detailed website displaying all class offerings. ◆ Online enrollment available for any departments or courses that school chooses. ◆ Option to provide early online enrollment to current students. ◆ System blocks student from registering into classes with conflicting schedules
16. Access an informal learning resume.	<ul style="list-style-type: none"> ◆ Access to online record of classes registered for.
17. No extra investment from school in setting up merchant accounts, etc.	<ul style="list-style-type: none"> ◆ Supports credit card payment with no additional set-up.

CDI for School Administrators

Benefits:	Features:
18. No servers to purchase or maintain.	<ul style="list-style-type: none"> ◆ CDI is hosted on servers owned & managed by Boston Reed.
19. No specialized software to install or troubleshoot. (Exception: the Palm application.)	<ul style="list-style-type: none"> ◆ Core application accessed via Windows PC and Internet Explorer 6. (Other browsers/OS support most functions.)
20. Get information the level of detail you choose. 21. No delay waiting for forms to be scanned before attendance data is available.	<ul style="list-style-type: none"> ◆ Powerful reports summarize attendance hours by date range, program area, site/location/district, department, course or class. ◆ “Average Attendance” summaries date range, program area, site/location/district, department, course or class, or by instructor. ◆ Access to “real time” data.
22. Use new tools for supervision.	<ul style="list-style-type: none"> ◆ Time stamp on teacher recording of each day’s attendance. ◆ Reports and instant emails to teachers with attendance records not submitted.

23. No additional costs for building detailed website.	◆ Public website of school offerings created automatically.
24. Receive credit card payments with no bank set-up charges.	◆ Website supports online enrollment into selected classes/program by students.
25. Open a new door to your school and new students will enter.	◆ Online “Coupons” give means for promoting particular classes, early registration, etc.
26. No delay in accessing new features caused by delays in local installation.	◆ Application enhancements, revisions, available to all schools immediately upon development.

CDI for Office Staff

Benefits:	Features:
27. Smooth transition to CDI.	<ul style="list-style-type: none"> ◆ “Learnable” interface follows conventions of web pages. ◆ Able to import student records from other data systems.
28. Reliable accuracy delivered just-in-time.	<ul style="list-style-type: none"> ◆ Find and merge duplicate records for same student. ◆ “Rollover” enrollments from one term to the next. ◆ Attendance summaries for individuals, for CalWorks, rehab or other case workers. ◆ Automated collection, refunds and tracking of bank card fee payments. Tracking cash and check payments. ◆ Prepares Perkins eligibility/participation reports.
29. Reduce frequency of processing attendance records, increase accuracy.	<ul style="list-style-type: none"> ◆ Frequency of official attendance record printout adjustable from 1 to 4 weeks. ◆ Teacher can print out own rosters & attendance records. ◆ Bar code technology for logging in of signed official attendance records.
30. Record keeping for counselors is streamlined.	<ul style="list-style-type: none"> ◆ Tracks multiple courses/grades/credits for students in learning lab settings. ◆ Concurrent student reports keep home high schools informed of student progress. ◆ Robust transcript/grad check functions for managing completion of diploma or other certificate requirements. ◆ Notes area in Grad Check to provide student guidance. ◆ Search by expected graduation date.
31. Accounting of student fees centralized, automated.	<ul style="list-style-type: none"> ◆ Tracks payment by cash, check, bank card. ◆ Tracks materials/books/lab fee separately from course fee. ◆ Generates “Daily Receipts” report for any date or date range.
32. Eliminate redundant data entry.	<ul style="list-style-type: none"> ◆ Data ports into TOPSpro. ◆ Exports to speed accurate catalog creation.