SIMS ACCESS LAN INTERFACE
(SALI)

USER GUIDE

(updated as of February 2016)

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IMPORTANT! The information that SALI provides is only accurate as of the prior night since it uses information extracted from SIMS once per day overnight. If you require information that is accurate up to the minute, please consult SIMS directly.
CONTACT INFORMATION

For additional assistance or information about SALI:

Irina Shor
Tel: (718) 951-5861
irina@brooklyn.cuny.edu

For questions about or problems with CUNYfirst, SALI access, or if you need reports that are not available in SALI:
Registrar’s Office:
Tel: (718) 581-5693
registrar@brooklyn.cuny.edu
INTRODUCTION

SALI (SIMS Access LAN Interface) is a user-friendly program that provides easy access to student, instructor and class data. Currently, SALI takes the data from CUNYfirst on a nightly basis. The SALI program was designed to provide the following benefits and tools:

**Reduced Production Backlog**

Because of the many users accessing the CUNYfirst, it is time-consuming to generate reports and retrieve information from the program. SALI provides the user with a user-friendly view of current course and student information without creating a backlog.

**Security**

Access to SALI requires authorized permission (see [SALI Account Creation Procedure](#)). Each user receives an Access Code that is used to access other BC systems. To assure confidentiality, SALI offers different levels of access. SALI offers 2 levels of security for course information. The user is given access to all course information or access to course information only for a specific department(s). Careful consideration should be used when authorizing a SALI user.

**Customized Reports**

SALI offers sort and export features that allow the user to generate, rearrange and print reports from the SALI program or other software packages and produce current data in report format. SALI can also produce customized reports in color or black-and-white.

**Printing**

SALI is programmable to print from your own printer, providing flexibility and convenience.

**User Friendly**

SALI conveniently accesses and retrieves information via a personal computer so that the user can easily organize a workload. The user can maneuver easily around the screen and instruct SALI with a click of the Mouse. SALI shows a full color display for easy viewing and access to other features.
A prospective SALI user fills out an application that can be downloaded at http://portal.brooklyn.edu, IT tab, Technology Forms channel, SALI Access Request Forms. The form is then signed by the Department Chair or Manager. SALI access is granted by the Registrar.

The Registrar must consider several factors before creating a new SALI account.

- The user must be an active employee.
- The user must have a BC email address.
- Determine if the new user will have access to course information for all departments or for specific department(s) only. Multi-department access is also available.

The minimum hardware and software requirements are:

- 500-megahertz (MHz) 32-bit (x86) or 64-bit (x64) processor
- 128 megabytes (MB) of system memory (RAM)
- 25 megabytes (MB) of available space on the hard disk
- Operating system: Windows XP or higher (or Mac Virtual PC - contact Greg Pemberton from ITS for MAC installation at 718-951-5861)
- Internet access capability

**NOTE**

Multiple users sharing one PC can access SALI.

1. **Complete the SALI Application**

The prospective user must complete and sign Part A of the application and the Chair/Manager must fill out Part B.

2. **Final Approval and Activation**

Fax all completed applications to the Registrar at 718-951-5145. You will get an email when access is approved that include instructions on how to access and load SALI. Users who have access to other BC systems will use the same Access Code to login to SALI. New users will get by email a temporary Access Code that must be changed before using the system for the first time. Use the last 4 digits of your CUNYfirst emplID and the Access Code to login to SALI.

**NOTE:** CUNYfirst has a different login process and requires a different user name and a password for access.

**LOAD SALI:**

SALI can be loaded at https://websql.brooklyn.cuny.edu/bcapps. Login with the last 4 digits of your CUNYfirst emplID and your Access Code. Detailed instructions on how to load SALI are available on the page. SALI is not currently available for home-use.

If you forgot your Access Code, you can request a new one at https://websql.brooklyn.cuny.edu/changeaccesscode. Follow instructions on the screen or contact Portal Support group at 718-951-5383.
GENERAL INSTRUCTIONS FOR USE OF SALI

1. From the Windows Desktop screen, double click on the SALI icon.
   The FERPA Access Notice appears.
2. Read the disclosure and click [I Agree].
3. SALI Privacy Warning appears. Read the disclosure and click "OK" to enter SALI.
4. The SALI login window now appears. Type the last 4 digits of your CUNYfirst emplID and an Access Code and click [OK] to access the four (4) major features on the main screen. If this is the first time you are using the Access Code, you will need to change it. Please follow instructions on Change Access Code page on how to change your Access Code.
The *SALI main screen* now appears that gives you access to the four (4) major features on the main screen.
MAIN SCREEN FEATURES

Under the **Student Menu**, the user can generate the following reports:

- **For a single student**
- **For a group of students**
- **Student’s List of Sections**
- **Academic summaries**
- **Transcripts**

Under the **Course Menu**, the user can generate the following reports:

- **Roster**
- **Section Schedule**
- **Open Sections**
- **Closed Sections**
- **Section Tallies**
- **Sections by Instructor**
- **Roster by Department**
- **Grade Roster Template for Excel**

**New Login/Switch User**

Allows multiple users to access SALI from the same computer using their last 4 digits of CUNYfirst ID and an Access Code without exiting SALI program.

**Exit**

Closes SALI and returns to Windows

**Exploring SALI Toolbar**

The SALI Toolbar has four features:

**Student/Course Menu**

Open the Student or Course Menu to generate reports.

**Tools**

Allow users to access the SALI Messaging System. When using Tools, user can send or receive messages from the support staff in ITS.

This feature is limited and will not interfere with Email.

**Window**

Offers the standard Windows options, such as Cascade, Tile Horizontal, Tile Vertical or layer active windows.

**Help**

Contains a basic SALI User Guide.
If you leave SALI inactive for longer than 30 minutes, you will be prompted to enter your Access Code again to make sure unauthorized personnel doesn’t gain access to the system.

**STUDENT MENU**

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**General information**

When entering *Student* from the Main Menu, the Student’s Menu is revealed automatically.

The user can generate the following reports:

- **Cumulative Information**
- **Semester Academic Summary**
- **List of Sections**
- **Transcripts**
- **Students Lists** (for an individual or specified group of students)
- **Address Labels** can be generated via the Students List’s Option
The Criteria screen (see below) appears when using some of the features listed in the Student Menu.

1. Type in 8-digit CUNYfirst ID.
2. Press [Search] button to choose from the list of students. Highlight the student’s name you want to select.
3. Select the degree type for that student and press [OK].

OR

1. Select “Student Name” and type in the student’s Last and/or First Name into appropriate boxes.
2. Press [Search] button to choose from the list of students. Highlight the student’s name you want to select.
3. Select the degree type for that student and press [OK]

NOTE: When accessing another feature that requires the ID/Name criteria, SALI will automatically reuse the same ID. To retrieve information for a different student, change the CUNYfirst ID or Name.
When selecting a number of features from the Student menu, the Criteria Screen (see below) gives the user an option to access information for the current semester or previous semesters, up to Fall 1996.

Selecting a Semester

1. Click the [Semester Tab] and select the appropriate Semester
2. Click [Student]
3. Type [CUNYfirst ID] or [Name]
4. Click OK

RESULT: The window directly above appears.
STUDENT CUMULATIVE INFORMATION

The Student Cumulative Information Report displays the student’s name, CUNY first ID, address, telephone number, DOB, Degree, GPA, credits, program and stops codes, and email address on file. NOTE: students who have not attended BC prior to Spring 2013 might not have a CUNY first ID.

![Student Cumulative Information](image)

Accessing Student Cumulative Information

1. Click [Cumulative Information] from the Student Menu.
2. Type CUNY first ID or Name in the criteria fields
3. Click [OK]

RESULT The window directly above appears.
The Semester Academic Summary provides current semester information such as Credits Attempted, Credits Earned, Real Credits Attempted, Real Credits Earned, and Semester GPA.

Accessing Student Semester Academic Summary

1. From the Student Menu, click [Semester Academic Summary]
2. Type the CUNYfirst ID or Name
3. Click [OK]

RESULT The window directly above appears.
The List of Sections shows all the courses a student will be taking or has taken for a given semester. The user can also access additional information using the *Drill-Down Menu*.

### Accessing List of Sections

1. Click [List of Sections] in the Student Menu
2. Enter the Student Name or CUNYfirst ID in the Criteria Window
3. Click OK

**RESULT** The window directly above appears.

If additional information is required:

4. Position the cursor on a selected item below the titles
5. Right-click your mouse and a Popup Menu will appear.
6. Click [Section Schedule] from the Drill-Down menu. A class schedule for the specified student will appear.
7. Click [Roster] and SALI will generate a roster for the specified course.
The Student Transcript provides the following information:
- Brooklyn College Credits
- Transfer Credits (not available for transfer credits entered after Spring 2013)
- Other Courses (not available for other courses information entered after Spring 2013)
- Graduation Information
- Transcript Comments (not available for comments entered after Spring 2013)

Total GPA, Number of credits and CUNY Skills status can also be obtained via the transcript.

Retrieving a Student Transcript

1. Click [Transcript] from the Student Menu
2. Enter the CUNY first ID or Name in the Criteria Screen
3. Select and click the [Degree type]
4. Click [OK]

RESULT The window directly above appears. Move the cursor to the appropriate radio button to access other transcript views or press ALT and a corresponded letter (B for BC Credits, T for Transfer Credits, O for Other Courses, G for Graduate Info or C for Transfer Comments).
1. Choose [Student List] from the Student Menu (see screen shot below).
This action generates a report based on categories noted on each tab.

STUDENTS LIST CRITERIA SCREEN

Formatting a Report

Select All Students to generate a list of all students presently eligible to register at Brooklyn College (BC).

Click Registered to generate a list of students actively registered for a given semester or NOT Registered to generate a list of students enrolled at BC but not actively registered.

To change the Term, click [For Term] drop-down menu and select the appropriate term.
Choose an appropriate tab to identify the Conditions of the report.

To place the criteria under Condition, click [Add>>]. Move the cursor to the phrase AND/OR.

Select AND when moving from a condition in one category to a condition in a different category.
Select OR when moving between condition from the same category.

To delete a selected condition, highlight the appropriate condition and click [Remove]
To Exclude a Condition, click the [EXCLUDE Option box] in the upper-right corner before adding the condition to the list.

**IMPORTANT**  Do *Not* enter AND/OR in the last box

If you need to use the criteria often, click the [Save Query] button

Name the Query and click [OK]

To choose the query that was saved from the list, click [Load Query]

Click [OK] to generate a report.

**RESULT**  Your report is generated.
When selecting more than one (1) condition within a category, clarify your choices by enclosing the conditions in parentheses. The screen directly above will produce a list of students registered for Spring 2012 who are majoring in Accounting (BS) or Economics (BA) and are either Continuing or New Transfer students who do not have an expired Visa. (*The “exclude option” was used for the last Condition.*)
Using Parenthesis

1. Open the Parenthesis menu: click the [parenthesis drop-down button] located on the left of the appropriate Condition

2. Enclose the Conditions: Click the [parenthesis drop-down button] on the top-right to reveal the menu and select the parenthesis

Nested Conditions

Nested conditions can be created using parenthesis.

NOTE The number of parenthesis to the left must equal to the number of parenthesis to the right or the query will not load. The conditions given directly above produce a list of Graduate students registered for Fall 2010 who have completed between 20 and 40 credits, or Undergraduate students (both day and evening) who have completed between 90 and 300 credits.
1. Click [Student] from the Toolbar to retrieve the Menu
2. Click [Students List]
3. Enter the Report Criteria (See Student List criteria instructions).

For additional information on a student, use the Drill-Down Menu:

1. Right-click your mouse and the Drill-Down Menu will appear
   From this menu you can generate reports such as: Cumulative Info, Academic Semester Summary, List of Sections or the Transcript without leaving and the Students List.
2. Click the report you want.

ADDRESS LABELS

Generating Address Labels

In the active window, click [Label Format]

RESULT The labels will be displayed. Load 1.00 x 2.63 30 labels sheets into the printer. Select [Student] menu and select [Print]. Shortcut key CTRL P can also be used.
GETTING TRANSCRIPTS

1. Click the [Get Transcripts] button and get the first 100 transcripts from the list.
2. From the student list, right click on each student manually to get additional transcripts.

RESULT  The first page of each first 100 transcripts will be displayed.

NOTE  The student list result set is sorted by the CUNYfirst ID as default. For instructions on how to re-sort the results, click [here](#).
SALI Users can view course information in the Course Menu. The following reports are available:

- **Roster**
- **Section Schedules**
- **Open Sections**
- **Closed Sections**
- **Section Tallies**
- **Sections by Instructor**
- **Rosters by Department**
- **Grade Roster Template for Excel**

**Displaying the SALI Course Menu**

1. To switch from Student Menu to Course Menu, click [Exit] from the [Student] menu. The main screen will appear.

2. Click [Course]

**RESULT**  The Course Menu is displayed.
COURSE CRITERIA: REGISTRATION CODE
The Course Criteria must be defined before you can access the Roster. You are required to enter the Registration Code of a specific course or Section Parameter to access a specific section.

NOTE: You must have access to the department for which you are trying to access the roster. Otherwise it will come up as empty.

Bringing Up the Course Section Roster Criteria Screen

1. Select Course from the SALI Main Screen
2. Select Course from the Tool Bar. The Course Menu will appear.
3. Click [Roster] to reveal a criteria screen
4. Type the Registration Code
5. Click [Semester] tab to change a semester if needed
6. Click OK

RESULT A roster is generated.
COURSE: SECTION SCHEDULE CRITERIA: SECTION PARAMETERS

The SALI user can enter either the Registration Code or Section Parameters when defining the criteria for the Section Schedule. Either set of information can be obtained from the List of Sections in the Student Menu, the Section Tallies Report in the Course Menu or the Brooklyn College Schedule of Classes.

**Using the Section Parameters**

1. Select Course from the Tool Bar
2. Click [Roster] or [Section Schedule] and the above Criteria Screen will appear
3. Type the Section Parameters for a specific course. All 4 fields must be completed.
4. Click [Semester] tab to change a semester if needed
5. Click OK

**RESULT**

The roster is generated.
COURSE: ROSTER INQUIRY

The Course Roster lists students in a specified course and provides student’s name, CUNYfirst ID, Email address, registration date and grade (if applicable). This screen also allows you to:

- Print Mailing Labels
- Get Transcripts
- Set/Edit Alternative Email Address
- Send Mail to the students in the roster

Making a Student Roster Inquiry

1. Select Course from SALI Main Screen
2. Select Course from the Tool Bar
3. Select Roster from the Course menu
4. Type the Registration Code or Section Parameters

For additional information on an individual student

1. Right-click your mouse on the student’s Name, CUNYfirst ID or Date to reveal the Drill-Down Menu and generate the following reports:
   - Cumulative Information
   - Semester Academic Summary
   - List of Sections
   - Transcripts
2. Left-click on the report you require

RESULT Your report is generated.

Mailing Labels

Mailing Labels allows the user to print mailing labels for the chosen roster.

Getting Mailing Labels

1. Click the box to the right of [Mailing Labels]

RESULT The mailing labels are generated.
Get Transcripts

*Get Transcripts* allows the user to generate up to 100 transcripts for the chosen roster.

**Getting Transcripts**

1. Click the [Get Transcripts] button
2. Select and click the [appropriate degree] for the transcripts

3. Click OK

**RESULT**  The transcripts are generated.

**NOTE**  The roster is sorted by the student’s name as default. For instructions on how to re-sort the results, click here.
Set Alternative Email Address

*Edit Second Email* allows the user to set/change student’s private Email address that is used more often than the Email provided by the college.

**Setting Alternative Email Address**

1. Click the [Edit Second Email] button
2. Type the desired Email address in the Second Email Address column for a student
3. Click Save

**RESULT**  The personal student Email address has been recorded and saved.

**NOTE**  Users can return to the *Set Alternative Email Address screen* at anytime and modify the existing alternate Email address on file.
**Send Email**

*Send Email* allows the user to send Email to the students in the roster. By default, the Second (personal/alternate) email address is used. Users can send an email to all students or some students.

**Sending Email**

1. Login to your MS Outlook. SALI uses MS Outlook to send out email. You will see the email in your Sent Items folder.
2. As with any Email program, type the subject in the *Subject* field and the message in the *Message* field, attaching a file if desired.
3. Deselect the checkbox for any student to whom you do not want to send the email.
4. Click [Send Email]

**RESULT**

Your Email will be sent.
COURSE: SECTION SCHEDULE

The Section Schedule provides the course registration number, time, day, instructor, building, division and section of a specified course.

Creating a Course Section Schedule Report

1. Select Section Schedule from the Course Menu
2. Type the Course Registration Number or the Section Parameters
3. Click [OK]

RESULT The Course Section Schedule Report is generated.

![Section Schedule](image)

NOTE Section Schedule does not have a Drill-Down option.
OPEN SECTIONS, CLOSED SECTIONS & SECTION TALLIES

The Criteria Screen appears when selecting *Open Sections, Closed Sections* and *Section Tallies* reports.

Creating a Report

1. Select *Open Sections, Closed Sections* or *Section Tallies* from the Course Menu and the Criteria screen will appear.

2. Click the [Course] tab to see the *Discipline, Division* and *Section* boxes. NOTE: If you only have access to one department, leave ALL for Discipline and you will only received the info for your department.

3. Click the [Semester] tab to select the appropriate semester

4. Select the desired *Discipline*, or select *All* to get all disciplines to which you have access.
5. Select a specific Division Code, or select All to retrieve information for all divisions

6. Type the specific Section Code, or select All

7. Click OK

RESULT  The report is generated

COURSE: OPEN SECTIONS REPORT

The Course Open Sections Report lists all open sections within each course and displays the number of students enrolled and number of seats available.

Accessing the Drill-Down menu

1. Place the cursor on any block of information under the titles and right-click your mouse.

2. Select either Section Schedule or Roster to generate a report for the selected section.
The Course Closed Section Report lists Closed or Canceled sections.

Accessing the Drill-Down Menu

1. Place the cursor on any block of information under the titles and right-click your mouse
2. Select either Section Schedule or Roster

RESULT Either a Section Schedule or Roster report is generated.
COURSE: SECTION TALLIES REPORT

The Course Section Tallies Report provides Section Tallies for Courses within the disciplines to which the user has access. It lists the following fields:

- Registration code (CUNY first class number)
- Section Parameters
- Course credits
- Class hours
- Number of students registered for classes
- Prime limit to be accepted
- Second limit (the maximum number of over-tallies that can be given for a course)
- Number of seats remaining for each limit

Generating a Section Tallies Report

1. Select Course from the SALI Main Screen
2. Select Course from the Tool Bar and the Course Menu will appear
3. Move the cursor to Section Tallies in the Course Menu, to go to the Section Tallies Criteria Screen
4. Click [OK]

RESULT

The Section Tallies Report is generated.

NOTE

Follow the procedure to enter Section Criteria.

NOTE

Section Tallies Report does not have a Drill-Down option.
The Course Section by Instructor is available only to SALI users with access to ALL departments. It provides information about a selected instructor and a detailed course schedule for that instructor.

Generating a Report for Course Section by Instructor

1. Click the [Course] menu on the toolbar
2. Click [Section by Instructor] to reveal the Criteria Screen (see sample directly above)
3. Enter the instructor’s name or the first few letters and click the [Search] Button.
4. A list of names will appear.
5. Select a name
6. Click OK

RESULT The report is generated.
The *Section by Instructor Report* has a Drill-Down Menu that allows the user to generate additional reports without exiting the Instructor’s *List of Sections Report*.

### Accessing the Drill-Down Menu

1. Right-click the mouse on any item
2. Select [Section Schedule](#) or [Roster](#)

### List of Sections Report

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<th>Div</th>
<th>Disc</th>
<th>Num</th>
<th>Sect</th>
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<td>2</td>
<td>12</td>
</tr>
</tbody>
</table>
ROSTERS BY DEPARTMENT

The *Rosters by Department Report* provides a list of all rosters for a specific department for selected semester.

Generating a Rosters by Department Report

1. Click [Course] from the Toolbar
2. Click [Rosters by Department]
3. Select and click a specific semester
4. Choose the department (by default, your department to which you have access will be displayed)
5. Click [OK]

**RESULT**   The report is generated.

**NOTE**   The users will see the list of the departments in the *Select Semester and Department* window to which they have access.
GRADE ROSTER TEMPLATE FOR EXCEL

The Grade Roster Template for Excel allows the user to create an Excel spreadsheet for a desired roster.

Accessing the Grade Roster Template for Excel

1. Click [Course] from the Toolbar
2. Click [Grade Roster Template For Excel]
3. Type the registration code or section parameters
4. Choose a Semester
5. Click [OK]

RESULT A template screen is displayed.

Users can change the header names (in black) and include or exclude any headers as well as add additional columns.
6. Click [Create Template]. The information box below will appear and display the location and the name of the file.

NOTE The given file name will also include the term number and a four-digit registration code. Example: In RosterTemplate201202_0005.xls, 201202 = Spring 2012
0005 = the registration code

NOTE The program will overwrite the existing file with the same name in the same directory. If you do not wish to overwrite the old file, simply rename it.

Find the location of your Excel file and open it.
**SALI TOOLBAR**

Once a report has been generated, the user can access additional features from the *Student/Course Menu* and the *SALI Toolbar*.

[Images of the Student/Course Menu and the SALI Toolbar]

Additional features available within this menu are:
- Print
- Export
- Sort
- Exit

**When the report is open:**

Click [Student] *or* [Course] on the Toolbar and the menu will open.
EXPORTING A REPORT

The Export feature is available when using the List of Sections, Students List, Course Roster, Section Tallies, Open Section, and Closed Section reports. Once a report is generated it can be exported to another software application.

Exporting a Report

1. Click the [Student] or [Course] button from the Main Screen
2. Click [Export]
3. Click column/s to be exported.
4. Place your cursor on the single arrow button pointing to the right and click. It will place the selected criteria in the box to the right.
   To export all columns, select the double arrow button facing right.
5. Click [OK]. The Save As window will open
6. Choose directory where you want to save your file.
7. Select type at [Save as Type]
8. Type the file name.
9. Click [Save]

RESULT  The report is exported.

Retrieving the Exported Report

1. Open the software application in which the file was saved
2. Select the appropriate directory and open the file.

PRINT FEATURES

SALI uses Windows print features that allow you to print active reports, preview reports, and change page settings.

Printing a Report

1. Click [Course] or [Student] from the Toolbar to open the menu
2. Click [Print] to open the window
3. Select and click your print range and number of copies
4. Click [OK]

RESULT  The report will print.
SORT SCREEN

When generating the Student Roster, Students List, and Labels, the reports are sorted according to default settings.

1. Click [View] from the Toolbar

2. Click [Sort] from the menu and the window directly above will be displayed. There are two fields:
   - LEFT FIELD: Columns Available for Sorting
   - RIGHT FIELD: Sort Columns (by which the report is presently sorted)

3. Move cursor to the left window and select and click a [Heading]
4. Left-click the mouse, hold it down and drag it to the Sort Columns box
5. Release the mouse
6. Click [OK]
7. Repeat for other columns

RESULT The report will re-sort according to the new specifications.
FIND FEATURE

After a Student List or Section Tallies report has been generated, you can locate a specific student or course by using the Find feature.

Using the Find Feature

1. Click [Edit] from the Toolbar
2. Click [Find]. The window directly above will appear.
3. Place the cursor on the arrow to the right of the Find Where field and click to open the menu
4. Select and click an option from the Find Where field
5. Type the name in the Find What field that you are looking for.
6. Choose the option to search Down or Up
7. Check the box if you want to match case
8. Click the [Find Next] button

RESULT  The student or course is located.
SALI MESSAGING SYSTEM: SEND MESSAGES

This SALI Messaging System allows SALI users to send mail to other SALI users within SALI system. This feature is limited to the SALI program and does not send messages outside of it.

Sending messages

1. Click either [Student] or [Course].
2. Click [Tools].
3. Select and click [Send Message].
4. Select one or more users by clicking the appropriate box to the right of each name
   - To select all users, right-click the mouse in the Send To box and a Drill-Down Menu will be displayed, as pictured directly below.
   - In the Drill-Down Menu, click [Include All] to send to all names or [Exclude All] to clear your choices and begin again.
5. Type subject and text of your message
6. Click Send

RESULT: The message will be sent to the specified individuals.
SALI MESSAGING SYSTEM - RECEIVE MESSAGES

If you have received new SALI messages, the system will prompt "You Have a New Message" when accessing SALI. The most recent message is displayed at the top of the list and is indicated as "New" under the subject area.

Retrieving your SALI Messages

1. In the Main Menu, click [Student] or [Course]
2. Click [Tools]
3. Select and click [Check Messages]

![SALI Message](image)

View Message

From: MO CHING LI
Subject: CALI question

I need help with SALI. Please give me a call. Thanks!