

Online Certification Reporting Application (OCRA)

System updates effective March 20, 2012

- Ability to reprint certificates of completion by class selection
- New “No DL/ID/Permit/SSN” checkbox indicator for students that do not have a driver’s license, permit, ID card, or Social Security Number
- New Risk Reduction Program Intervention Course Roll report
- Students sorted alphabetically in class rosters and finalization screens
- Bug fixes for Internet Explorer 9 users

Print Certificate Command in Main Menu:

Two sub-menu items have been added under the **Print Certificates** command in the Main Menu: **Print By Student** and **Print By Course**. Select the “**Print By Student**” command to print certificates of completion for individual students. Select the “**Print by Course**” command to print certificates of completion for a selected class.



Figure 1

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Print Certificates By Course:

The new **“Print by Course”** feature provides users with an additional method of printing, or reprinting, certificates for students in a selected class. Select **“Print by Course”** and then enter search criteria, such as class start date, course type, or instructor name to find a class. Place your cursor over the word **“Select”** in the search results to print the certificates.

An error message will appear if no certificates have been generated for the selected class (in other words, if no students have been finalized in the selected class).

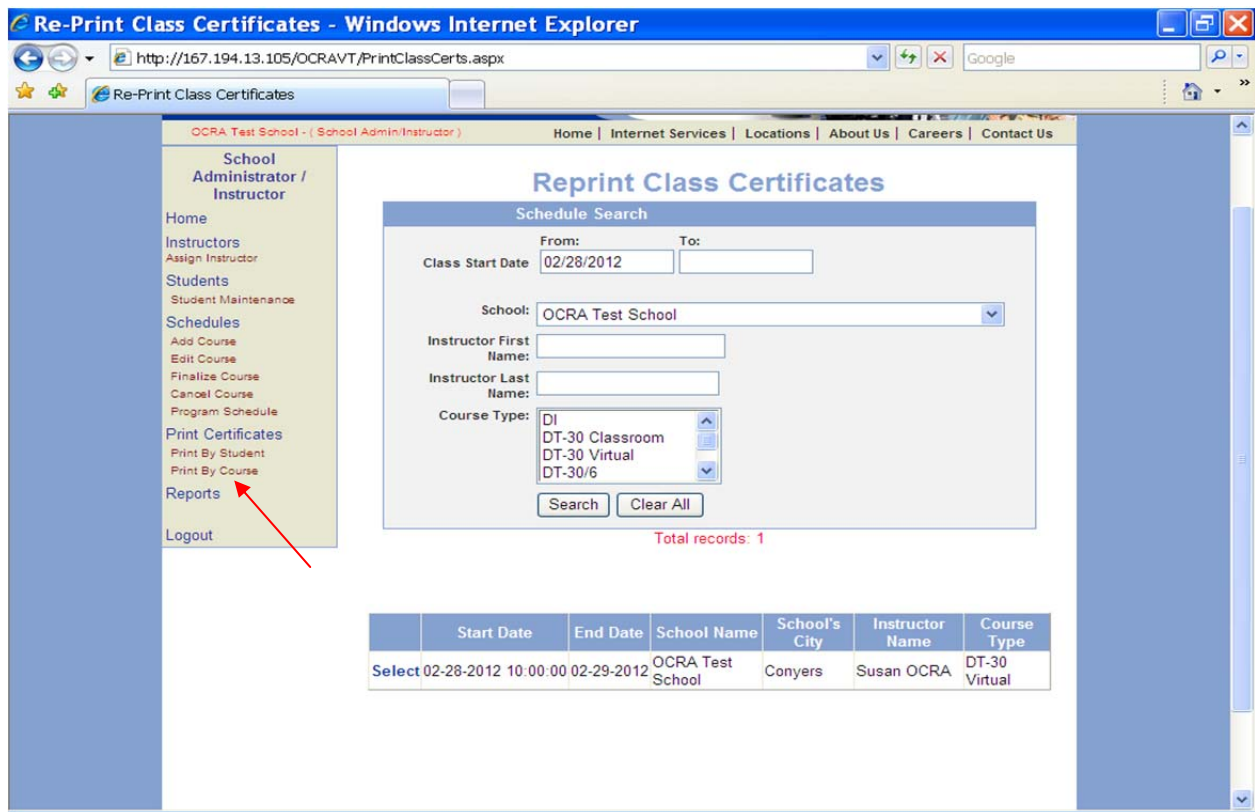


Figure 2

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Driver Training and Driver Improvement Add New Student Screens:

A new “**No DL/ID/Permit/SSN**” checkbox selection has been added to “Add New Student” screens. Select the “**No DL/ID/Permit/SSN**” checkbox when the student does not have a driver license, learner’s permit, a DDS-issued ID card, or Social Security Number. When checked, the user will be prompted to enter the student’s address.

The “**No DL/ID/Permit/SSN**” checkbox selection has also been added to the **Student Maintenance** screens used to edit student information.

The screenshot shows a web browser window titled "Schedule Maintenance - Windows Internet Explorer". The address bar displays "http://167.194.13.105/OCRAVT/Roster.aspx?Action=Main&Type=Add". The page content includes a search bar, a "Search Students" section, and an "Add Student" form. The form contains the following fields and options:

- First Name: Test
- Last Name: Student
- Date Of Birth: 09/09/1993
- Middle Name: [empty]
- Suffix: [empty]
- SSN: [empty]
- DL/ID/Permit Num: [empty]
- Country: United States (dropdown)
- DL State: GA (dropdown)
- Gender: M (dropdown)
- No DL/ID/Permit/SSN (checkbox, highlighted with a red arrow)

Buttons at the bottom of the form include "Confirm" and "Clear". A navigation bar at the very bottom of the page contains "Previous", "Save", and "Cancel" buttons.

Figure 3

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New Report for Risk Reduction Programs:

A new report has been added for Risk Reduction Programs (DUI): **Risk Reduction Program Intervention Course Roll**. This report is found under the **Reports** command in the Main Menu and will replace the course sign-in sheet currently used by Risk Reduction Programs.

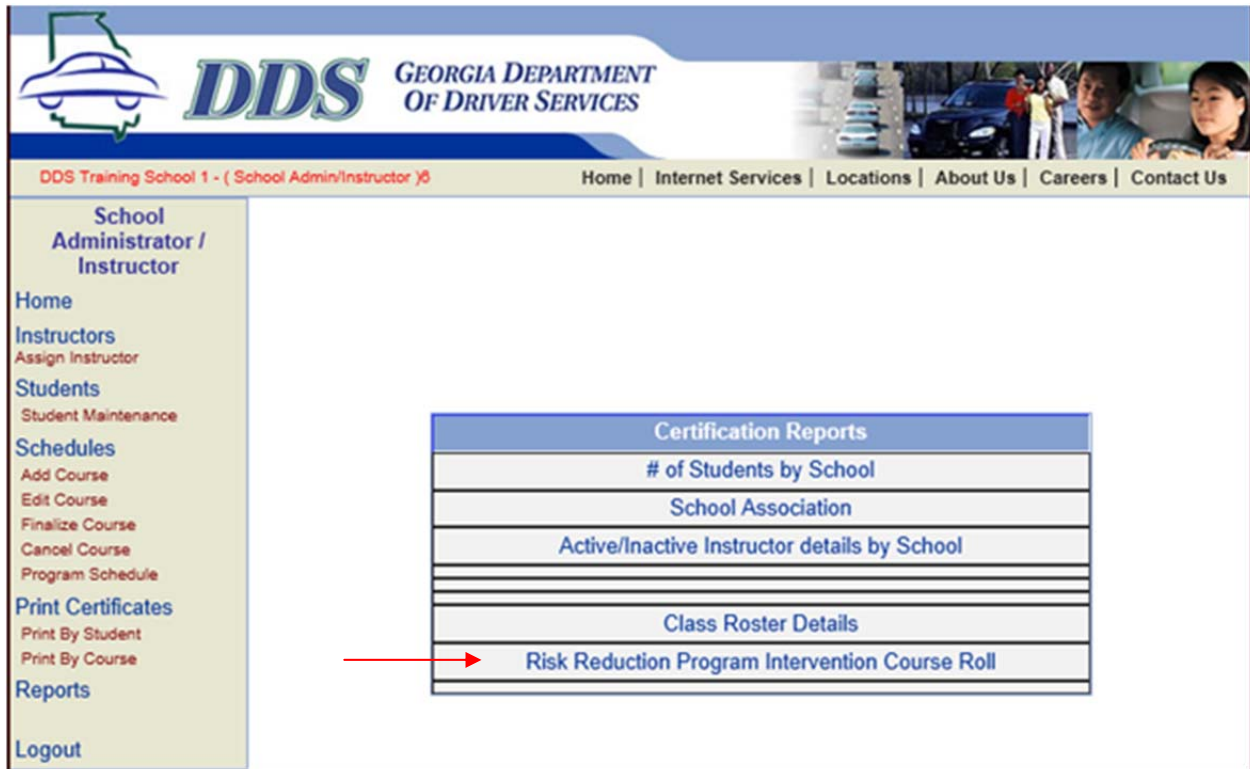


Figure 4

Online Certification Reporting Application (OCRA)

System updates effective January 3, 2012

- Functionality for Risk Reduction and Driver Improvement programs implemented
- Command buttons in Add Course and Edit Course screens revised
- Ability to search by Class Start Date added to several search screens

Add Course Command in Main Menu:

The “Add Student” command button has been renamed “**Go To Roster**”. The renamed command button has the same functionality as the “Add Student” button. The “**Go To Roster**” button will take the user to the class roster so students can be added to the class.

A new command button has been added to the bottom of the screen. The “**Cancel Go To Previous Screen**” button discards any changes made to the class details and takes the user to their previous screen.

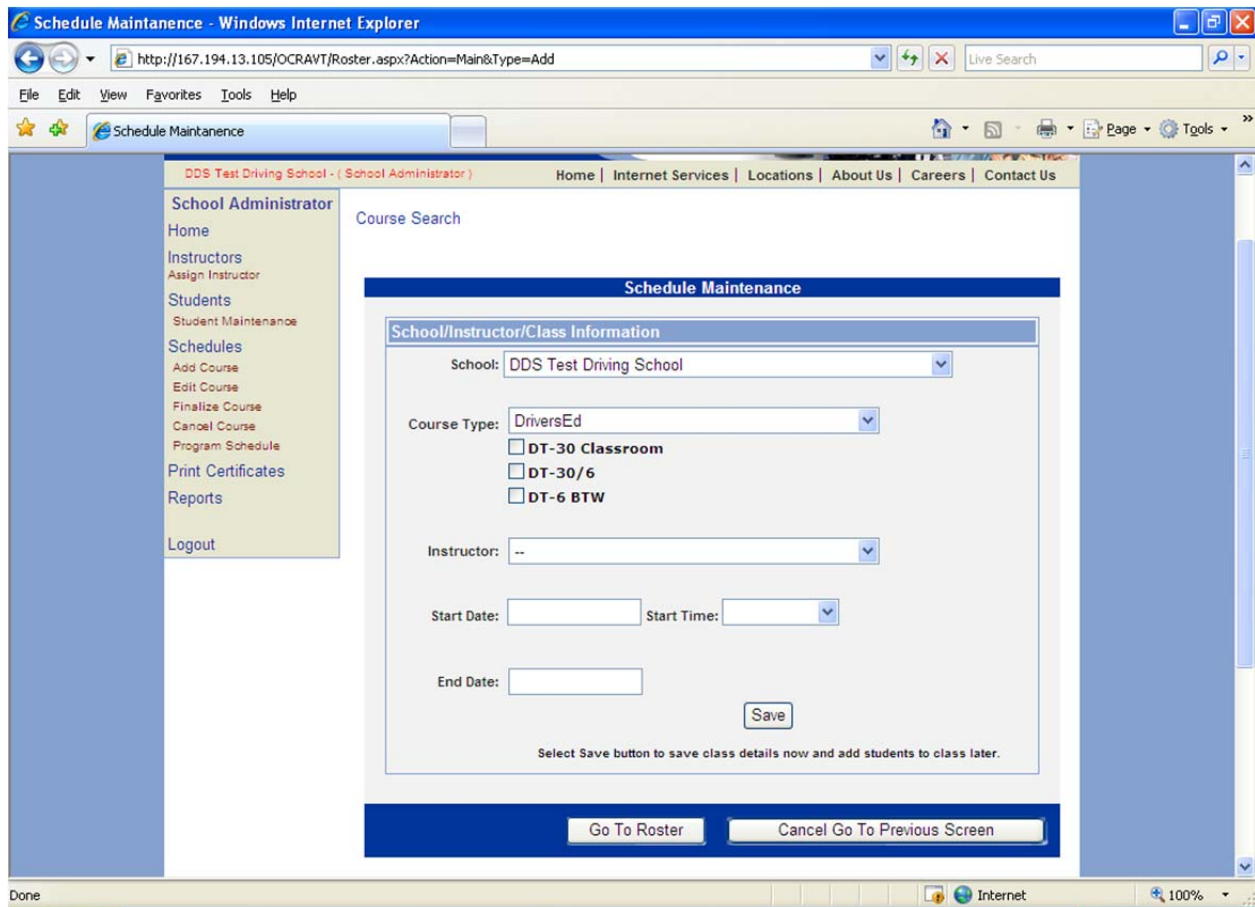


Figure 5

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Edit Course Command in Main Menu:

A new search feature has been added to the **Edit Course** search screen. Search fields “From” and “To” have been added to the screen, allowing users to search for classes within a date range. Users may also enter a single date in the “From” field to search for classes starting on a particular date.

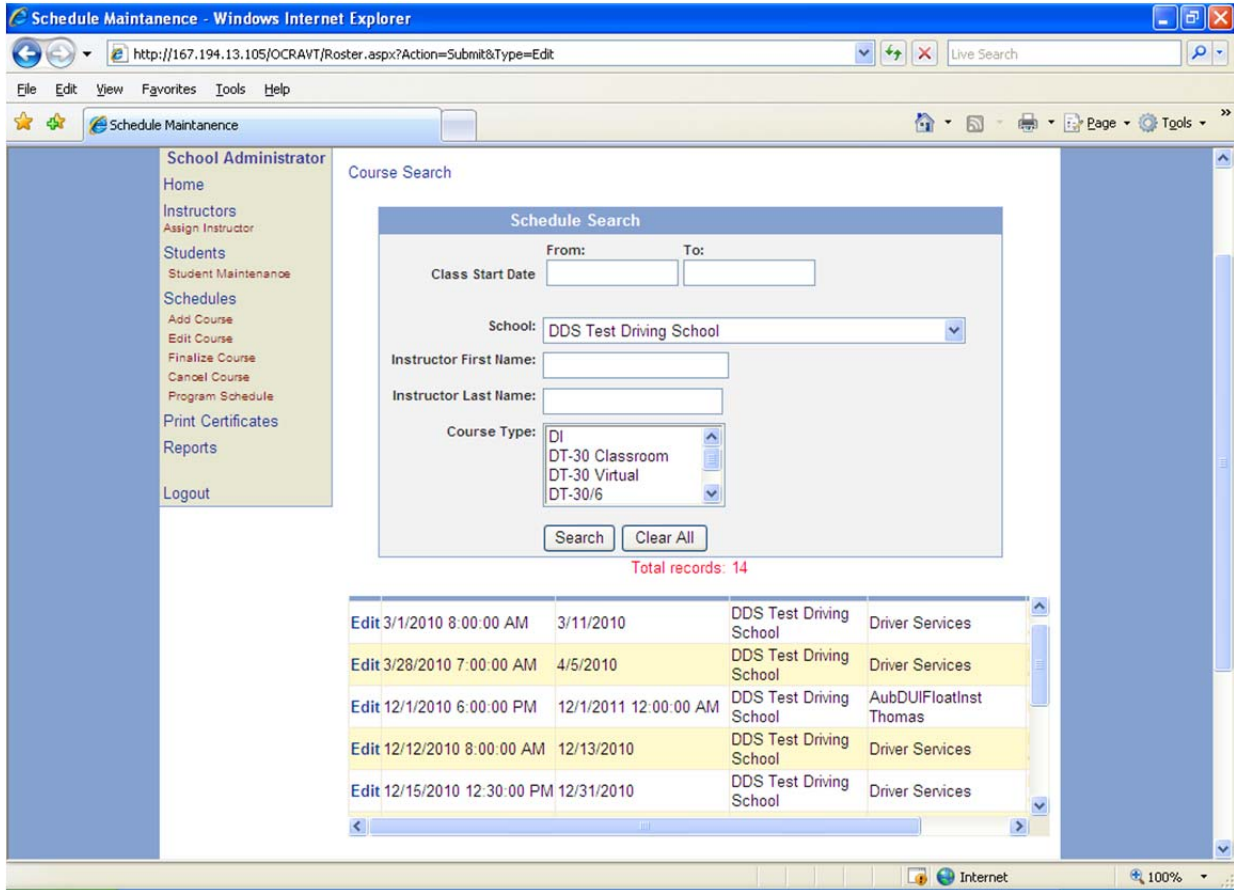


Figure 6

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The same changes made to the **Add Course** screen have also been made on the **Edit Course** screen.

The “Add Student” command button has been renamed “**Go To Roster**”. The renamed command button has the same functionality as the “Add Student” button. The “**Go To Roster**” button takes the user to the class roster so students can be added to the class.

A new command button has been added to the bottom of the screen. The “**Cancel Go To Previous Screen**” button discards any changes made to the class details and takes the user to their previous screen.

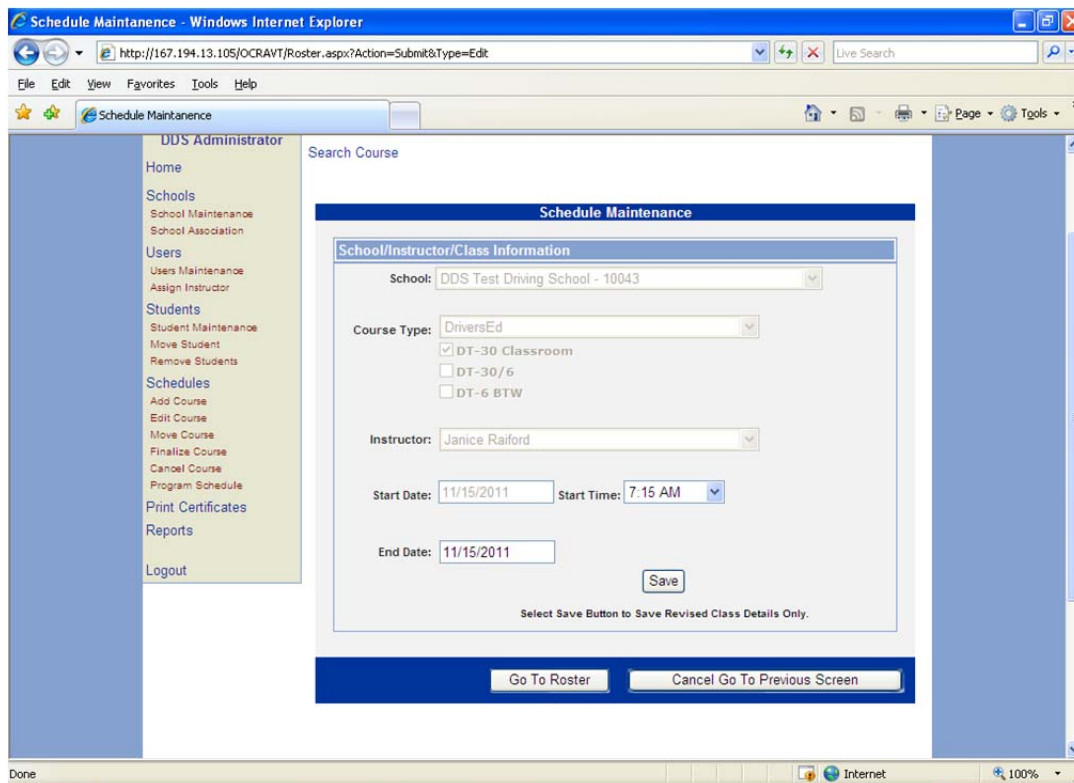


Figure 7

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The "Add New Student" link has been *removed* from the Student Maintenance screen for Driver Training Schools. Driver Training and Driver Improvement users will add students to the class roster by using the **Add Course** or **Edit Course** commands from the Main Menu.

Student Maintenance - Windows Internet Explorer

http://167.194.13.105/OCRAVT/student.aspx?Action=Add

Student Maintenance

DDS Test High School - (School Admin/Instructor) Home | Internet Services | Locations | About Us | Careers | Contact Us

Student Maintenance

Student Search

First Name:

Last Name:

Date of Birth:

SSN:

DL/ID/Permit Num:

Course Type:
DT-30 Classroom
DT-30 Virtual
DT-30/6

Class Start Date:

Certification #:

School Administrator / Instructor

Home

Instructors
Assign Instructor

Students
Student Maintenance

Schedules
Add Course
Edit Course
Finalize Course
Cancel Course
Program Schedule

Print Certificates

Reports

Logout

Figure 8