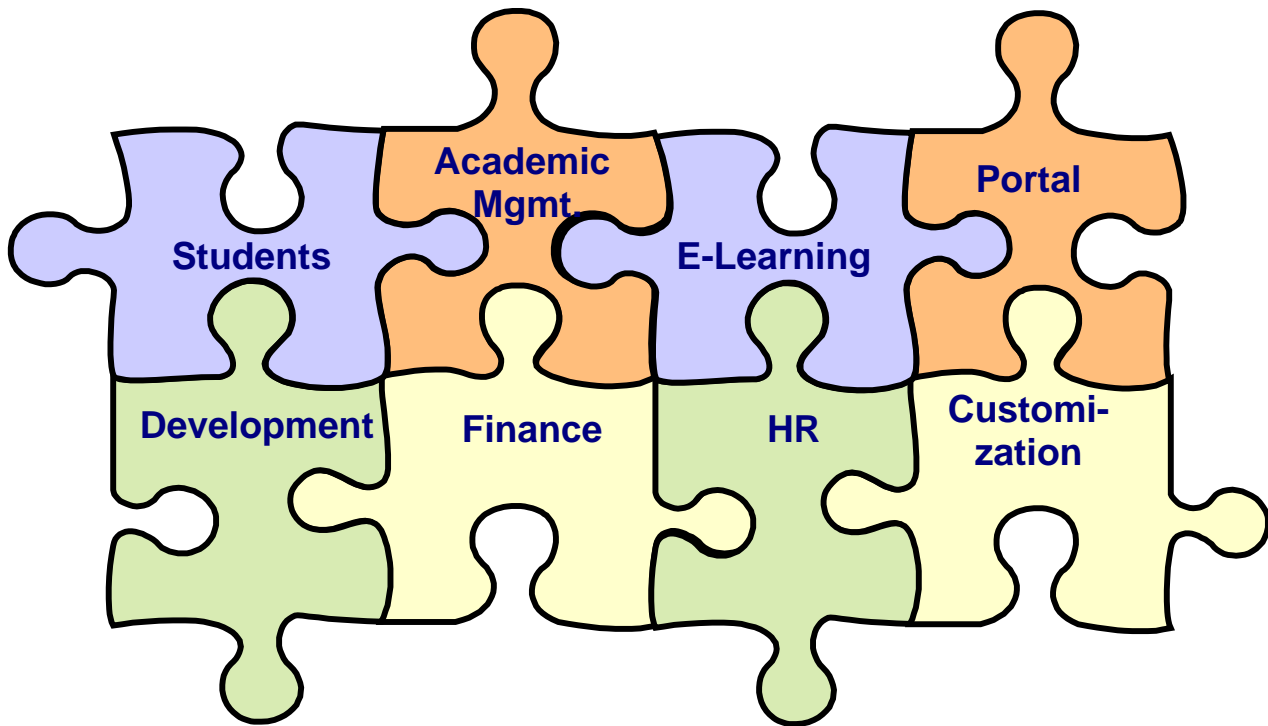


The Conductor™ System Features & Benefits Version 4.5



Conductor™ System Goals

To provide a comprehensive, web based, integrated (single database) solution for Student Administration, Academic Management, Portal, e-Learning, Human Resources, Finance, and Development for K-12 independent schools, charter schools, public school districts and schools.

The **Conductor™** enables the institution to put all resources at the disposal of faculty, staff and students. The system provides management with unprecedented planning and control tools by streamlining the flow of information thereby lowering operating costs and increasing productivity.

The **Conductor™** also conveys to the community and to donors an image of a highly coordinated, sophisticated and advanced institution.

The **Conductor™** system is a proven solution that uses world-class state-of-the-art technology.

The Conductor™ Modules

The **Conductor™** includes seven fully integrated modules:

- Students Administration
- Academic Management
- Portal
- E-Learning
- Development
- Financial Management
- Human Resources

System Capabilities

- Multi-level security
- Scalability – with unlimited number of users
- Open system
- Multi-lingual support
- Flexible data analysis and multiple reporting tools (Internal and external)
- External user interface (UI) enabling easy customization
- Broad and narrow bandwidth communication support
- Centralized and/or site-based implementation
- A multi-year system
- Fiscal and study year auto-separation

The Conductor™ System Functions Highlights

Conductor™ Student Administration

Application

- Online application through a school's website - data input by student/parent or staff.
- Online payment of application fee, allowing for multiple currencies and discounts.
- Multiple documents and pictures can be scanned into the system.

Admission

- Automatic checking of prerequisites based on prior student background and grades.
- Mail merge using MS-Word for letter of offer, rejection or confirmation.
- Contract generation.
- Explanation regarding items not met as part of the admission criteria.
- Personal data entered by applicant flows into Student File Management upon acceptance and contract signing.

Student File Management

- Automatic or manual student number/ID.
- Student demographic and personal information.
- Emergency/contacts information.
- Siblings and family tree.
- Automatic family matching.
- Reminders for follow-up activities.
- Correspondence.
- Student special activities, information and disabilities.
- International students.

Registration

- Online course registration by student/parents or staff.
- Class assignment.
- Creation of student's personal timetable based on the open/free model (registration to study groups/sections) and the class model.

Grades

- Grades of current sections/study groups.
- Past grades.
- Calculation of grade averages – for sections and GPA.
- Automatic checking of eligibility for graduation.

Attendance and Discipline

- Attendance management.
- Disciplinary events recording and management.
- Disciplinary committee management.

Health Management

- Medical/Health files management.
- Immunizations management.

Tuition

- Payment Plans/Tuition tables - automatic calculation for student based on program, courses, credits, activities, classes, and more.
- Automatic and manual discounts.
- Multiple sources of payment with different percentages: student, sponsors and scholarships.
- Billing - invoices, bills, and receipts generation
- Any payment methods and payment terms.
- Refunds.
- Interest and late payment fees calculation.

Financial Aid

- Scholarship and prizes management.
- Sponsors and payers management.
- Loan management.
- Student's request (for a scholarship or loan) management and evaluation.

Transportation and Boarding

- Transportation route management.
- Management of student's housing requests.
- Hall/dormitory management.

Statistics Generator – flexible comparative analysis

Report Generation

Academic Management

Academic Program Development

- Departments, majors and tracks' management.
- Study plan/Curriculum (courses clusters, prerequisites, replacements, conditions, credits, hours, limits on student number, population).
- Courses (sections/study groups, syllabus, prerequisites)
- Sections/Study groups (student posting, grading events, special sections, time-table, fees, required items, minimum and maximum student numbers, dates, time, instructor/teacher, type of activity).

Class/Homeroom

- Class/Homeroom (student posting, sections, profile, fees, required items, minimum and maximum students, dates, time, instructor).
- Class/room assignment and management.

Attendance and Class Management

- Attendance taking.
- Seating chart management.

Grading

- Multiple grading options: number/letter grades, pass/fail status, effort and notes/anecdotal.
- Two-dimensional course grading system: numeric and letter with automatic conversion.
- Additional Pass/Fail criterion
- Rounding numbers methods definition.
- Unlimited section notes/anecdotal information.
- Notes for each evaluation event.
- Multiple types of evaluation events: exams, papers, seminars.
- Exams can be defined as mandatory or optional.
- Automatic grade weighted average calculations.
- Student appeals.
- Design and print of report cards and transcripts.

Scheduling

- Academic year calendar.
- Calendar year based scheduling.
- Weekly scheduling.
- Flexible terms and class periods.
- Room posting.
- Semi-automatic schedule creation. The system checks and prevents scheduling conflicts. For example, a system supervisor gets a system warning about a conflict and is able to override it.
- Fully automatic master scheduler (Optional service).

Conductor™ Portal

Public

- Public portal and private portal.
- Ability to post schools' shared calendar.
- Ability to post course catalog automatically from Academic Management module.
- Ability to post staff and faculty contact information automatically from HR module.
- Navigation tree management.
- Rich text editor and authoring tool. Templates: one column, two columns, index, calendar, curriculum, "contact us", teachers and staff list, objects and free HTML (hyperlinks).
- Window for "running" News.
- Ability to receive comments from viewers in responses to portal articles
- Option to post approved content.

Private

- All activities are based on the organizational (hierarchy) tree of the Institution (departments, curriculum, courses, study groups, etc).
- All activities have unlimited attachment option based on HTTP upload protocol.
- All functions are accessible to a specific user, a standard group, or a special group.
- Public and private calendar based on a tree level: online activities/learning, surveys, exams, and schedules of events. For example all users in a specific department/school have a party on Friday.

Secure E-Mail

- E-Mail - folders, external mail interface, time stamp, receipt acknowledgement.

Surveys

- Create, gather responses, and analyze results on the web.

Instant messaging

- Messaging groups are created automatically for the user.

E-Learning

General

- All activities are based on the institution's organizational tree (departments, curriculum, courses, study groups, etc).
- All activities have unlimited attachment option based on HTTP upload protocol.
- All options may apply for a specific user, a standard group, or a special group.

Forums

- Forums/News groups (unlimited hierarchy).
- Forums content supervision (edit/delete option by teacher).

Knowledge Management

- Storing any type of learning objects (LO): image, flash, video, audio, document (Word, Excel, PowerPoint), hyperlink, etc. in a hierarchical tree.
- Search engine for quick retrieval of objects.

Content Authoring

- SCORM compliant authoring tool. A course can have external material, knowledge management objects, slide shows, and internal activities such as exams, forums, surveys and online/synchronous activities.
- Multi levels course authoring: course-> units-> lessons-> slides.

Content Delivery

- Asynchronous courses delivery.
- Automatic course FAQ's and shared bookmarks' creation.
- Synchronous e-learning in three levels:
 - Chat (text) - controlled/moderated or free.
 - Web cast and video-conferencing using Macromedia Flash communication Server back-end technology.
 - Interwise integration for high-level learning.

On-line Exams

- Adaptive or questions bank exams - create, answer, and analyze on the web.
- Question bank management.
- Multiple choice and perfect match questions.

Development, Customer Relationship Management (CRM) and Marketing

Development

- Management of database for all constituents:
 - Donors and potential donors
 - Sponsors and payers
 - Students' parents and relatives
 - Alumni
 - Employee contacts
 - Corporations
 - Funds
 - Government
- Management of development activities.
- Campaign Management. Manage scenarios: action items and automatic follow-up based on each result.
- Gifts, pledges, and endowments.
- Event management.
- Mail merge (labels and letters).
- Billing and payments management.
- Operational analysis through queries.
- Tracking sources of information.

Customer Relationship Management and Marketing

- A Customer Relationship Management (CRM) for students, staff, and faculty recruitment.
- Marketing year can be different than study year.
- Managing meetings and interviews.

Financial Management

General

- Multi-currency system.
- Automatic separation between study year and fiscal/budget year.
- Automatic and manual year rollover.
- Chart of accounts management. (Up to three levels of grouping).
- Two levels income and expenditure subjects' management.
- Automatic journal entries based on system processes.
- Supports consolidated and departmental statement generation.

Budget formulation

- Budget planning based on planned activities, last year's budget, or last year's results.
- Budget management and control.

Accounts Receivable

- Billing and receivables management.

Accounts Payable and Procurement process management

- Suppliers' management.
- Procurement process management:
 - Purchase request (budget or out of budget)
 - Approval or denial
 - Purchase order
 - Payment voucher
- Tax deductions.
- Payment vouchers (in advance or after invoice).
- Payment using checks, system printed checks, bank transfer, or cash.
- Expenses (petty-cash) management.

Bank Management

- Two phase bank deposits.
- Bank returns management.
- Automatic and manual bank statement reconciliation.
- Automatic and manual student payments at the bank (via vouchers) student file reconciliation.

Inventory Management

- Products/items catalog.
- Books and other library materials catalog.
- Storage management.
- In/Out documents (e.g.: bill of lading, transfer, etc).
- Simple library management.
- Borrows and returns (library or any inventory item).
- Depreciation management.
- Premises management (buildings and rooms).
- Maintenance (building, room or any other inventory item).

Accounting system

- General Ledger
- Generation of Profit and Loss (P&L) and Balance Sheet reports using Excel formatting.

Human Resources (HR)

Employees File Management

- Employee personal information.
- Jobs, roles, institutions and status management.
- Contract and payroll formula (fixed salary, per hour, by level and rank, etc).
- Working hours and timetable constraints.
- Relevant courses.
- Education information.
- Seniority, tenure and levels/ranks.
- Committees.
- Study group posting.
- Absence and presence management.

Compensation and Payroll

- Compensation and benefits.
- Salary/Payroll calculation and payment.
- Taxes management.
- Interface with payroll services.

Technology

Infrastructure

The Conductor™ was developed using Microsoft's *.Net* cutting edge methodology/technology for internet/intranet systems. The system was developed based on layers and components. The Conductor™ is a fully scalable 4-Tier solution, which can be installed in any configuration, starting from one server for a small institution and up to several hundred servers in server farms for large institutions, networks, school districts, and all the way up to the Ministry of Education. The system can be operated on a variety of **infrastructures**, based on the most beneficial solution for the customer. Supporting an unlimited number of users, Conductor™ can be operated on a local area network (LAN) or wide area network (WAN), connecting many sites to one operational network. The WAN connection can be achieved using a private network, a VPN over the Internet, or implemented as an a-synchronous network, where every site has its own server/server farm with a dial-up connection directly to the central server farm or via Internet. The system can be installed in an N-tier environment, divided among servers to achieve the best performance and maximum tolerance. Synchronous activities (e-learning and video conferencing) are built upon Macromedia new high performance Flash Communication Server.

Database

The system is database independent, supporting any database on the market, including: Oracle, Ms-SQL server, Sybase, Informix, DB2, and others.

Servers

Web Server operating system must be Windows 2000 or 2003.
Database can reside on any server. Hardware minimum requirements are Pentium Xeon III+ (two processors recommended), 1GB RAM, Raid5 SCSI disk array with 40GB disk space, Backup tape and backup software, UPS, 100BaseT or GB Network adapter. Pc-anywhere for remote support and maintenance (if the server has no connection to the internet, a modem and phone line/isdn line is required)

Workstations

The Client workstation requires Internet Explorer 5.5 or higher.
Hardware minimum requirements are 64MB RAM for staff and teachers (students can use 32MB RAM machines), and 100MB free disk space. Ms-Office is highly recommended. In each site at least one workstation with CD.

Interface with Existing Systems

Conductor interfaces transparently with any existing database and system. To do so, the system defines internal interfaces using database triggers, scheduled stored procedure jobs, COM/DCOM objects, direct access, and web services. The system also supports import and export of files in any format, such as: ASCII, XML, Excel, M-Jet, or ODBC compliant database files. The solution is fully integrated with MS-Office programs, including: Word, (e.g., personal letters, labels, document templates, diplomas and transcripts, etc.); Excel (e.g., data analysis, graphs, data manipulation based on the existing reports, etc.); and Access (e.g., generating queries and reports, etc.). Data can be accessed by any standard third party system, including all standard report generators (e.g., Crystal); all standard OLAP tools (e.g., Business Objects) and more. The system can be integrated with a variety of peripherals such as: scanners, smart card terminals, information kiosks, cheque/credit card readers, and barcode readers.

Performance

The system is pre-configured to provide the best performance for educational institutions' systems. The system uses advanced technology to provide stellar performance, such as: a stepped hit-list. In this feature, similar to other web-based search engines, when a query receives a large number of results, the user receives an immediate response in the form of a limited number of optimal results. The user determines the numbers of results displayed. As the user scrolls down the list, the system keeps on searching and displaying results. The system monitors the user's actions, thereby determining future actions and ensuring that users receive only relevant responses to their queries. In addition, optimal performance is assured by caching data in the workstations' RAM, guaranteeing fast access to data. The system also provides batch mode processing for long operations

Security

The system was developed to withstand the toughest security standards, ensuring maximum security for users at all levels and protecting the institution's data and systems. Access to the system requires a user and password access. The authorization mechanism is based on two algorithms, which define the actions users can and cannot perform, depending on their security clearance. In addition, users cannot directly access the main database. User access is restricted to an application. The system then accesses the database, which is protected by a separate and secure server. The system supports two user levels: standard and supervisor. Only the supervisor level has access to the maintenance and customization programs, and can overwrite errors or constraints, such as course prerequisites, grade change, etc. All changes are logged, as are the activities of all users. And, just in case, no data can be permanently deleted from the system. The system can work with SSL encryption. The system has a full log and auditing capabilities. A log is done in two levels, log regular activities, and requires

the user to provide a reason for special activities (for example: why the student grade was changed).

Reporting

The system has more than 100 pre-defined reports. A pre-defined report is a fixed format report, with a pre-defined query form enabling the user to query and sort in any way he needs. Immediate Excel export can be done from each relevant report, to enable the user to refine the data analysis and to create user defined reports. The system data can be interfaced with standard report generators and OLAP tools. The system comes with a meta layer for easy and flexible report generation by the school.

Customization

The system is fully customizable. The users themselves do most of the customization.

The system administrator can:

- Define personalized menus and fields.
- Define which information will be displayed for every user in the database (multidimensional model: one dimension: forms permissions and the other dimension: organization tree based data permissions).
- Change all system terms, terminology and messages.
- Define the information displayed in all tables.
- Define basic rules (such as for course pre-requisites).
- Manage user templates (such as, security, parameters, menus, etc.).
- Define the ERP parameters for each group, defining the program's structure, rules and user interface.
- Determine the system's automatic defaults.
- Create the institution's multi-level organizational 'tree'.