OLR List Bank Replacer (Prime)

Last Modified on 10/21/2024 8:21 am CDT

> This documentation applies to the Online Registration Prime version.

Tool Search: OLR List Bank Replacer

The OLR List Bank Replacer updates and replaces existing OLR List Banks with their Campus counterparts.

This tool should only be used in cases where a large number of codes and/or values are different between the existing OLR List and the Campus. Using the tool will cause the existing OLR list bank for the selected category to be completely deleted and replaced with the Campus list bank for that category.

OLR List Bank Replacer

Select the **OLR List Bank Category** from the dropdown list. The **Current OLR List Bank** table populates with the matching online registration values. These values will be deleted and replaced with the codes and values that populate in the **Campus List Bank** table.

Click the **Run** button in the bottom right corner of the screen. The selected category has been updated.

Online Registration Workflow

▸ Click here to expand...

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime).

Step		Campus Location	OLR	OLR Prime
Calendar and Enrollment Management				
1	Create calendars for the next school year	System Administration > Calendar > Calendar Wizard	X	X
2	Roll enrollments forward for the next school year.	System Administration > Student > Enrollment Roll Forward	X	X
3	Review the grade levels associated with each calendar, and if desired, mark the Exclude from Online Registration Calculations checkbox.	System Administration > Calendar > Calendar > Grade Levels	X	X
Online Registration Setup				
4	Add Languages.	System Administration > Data Utilities > Multi-Language Editor > Language Groups	X	X
5	Enter language translations that display on Online Registration panels.	System Administration > Data Utilities > Multi-Language Editor > OLR Literals Bank	X	X
6	Enter language translations that display on Online Registration panels in the dropdown lists.	System Administration > Data Utilities > Multi-Language Editor > OLR Lists Bank	X	X
7	Create letters to send to parents announcing acceptance or denial based on their applications.	Ad hoc Reporting > Letter Designer	X	X
8	Create approval/denial statuses.	Census > Online Registration > OLR Status	X	X

Step		Campus Location	OLR	OLR Prime
9	Enter OLR setup information for online registration.	Census > Online Registration > OLR Set Up > OLR Set Up	X	X
10	Enable the Online Registration Portal outline link for the active date range on the OLR Setup.	System Administration > Custom > Custom Tab	X	X
11	Select OLR System Settings.	Census > Online Registration > OLR Set Up > OLR System Settings	X	X
12	Enter registration dates for each school.	Census > Online Registration > OLR Set Up > Registration Window by School		X
13	Set Document Upload Options.	Census > Online Registration > OLR Set Up > Document Upload		X
14	Modify fields that appear on pleats using the OLR Builder. (OLR version has limited functionality.)	Census > Online Registration > OLR Set Up > OLR Builder	X	X
15	Create Notifications.	Census > Online Registration > OLR Setup > OLR Notification Editor		X
16	Reference the OLR Information Center to view links to OLR tools.	Census > Online Registration > OLR Setup > OLR Information Center	X	X
17	Create application queues.	Census > Online Registration > OLR Queue Setup		X
18	Modify application queues.	Census > Online Registration > OLR Queue Applications		X
19	Review the Configuration List Editor to verify the appropriate options are in the dropdown lists.	Census > Online Registration > OLR Setup > OLR Configuration List Editor	X	X

Step		Campus Location	OLR	OLR Prime
Student Application Entry *These articles are intended for the parents/guardians entering the registration information. All articles can be saved as a PDF and given to the parent, or made available on the district website. See the Enter Applications article for information on accessing OLR and other important information.*				
20	Enter Household Information.	Portal > Online Registration > Household	X	X
21	Enter Parent/Guardian Information.	Portal > Online Registration > Parent/Guardian	X	X
22	Enter Emergency Contact Information.	Portal > Online Registration > Emergency Contact	X	X
23	Enter Other Household Children.	Portal > Online Registration > Other Household (non-enrolled children)	X	X
24	Enter Student Information.	Portal > Online Registration > Student	X	X
25	Review and complete student registration.	Portal > Online Registration > Completed	X	X
Process and Analyze Applications				
26	View applications that have been submitted by year or school and by status.	Census > Online Registration > OLR Dashboard	X	X
27	Search for applications by status and begin review and approval of them. - Staff Processing - Student Processing - Health Staff Processing - Parent Information	Census > Online Registration > Staff Processing, Student Processing, Health Staff Processing, Parent Information	X	X
28	Run the Audit Reports and Summary Reports.	Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	Census > Online Registration > OLR List Bank Replacer	X	X

Step		Campus Location	OLR	OLR Prime
30	Merge list options from the List Value Updater from the OLR database into Campus.	Census > Online Registration > OLR List Value Updater		X
31	When necessary, mass re-post registration data.	Census > Online Registration > Mass Re-Post Applications Data		X
32	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Administration > Data Change Tracker	X	X