

Prior to First Day Checklist

Overview

The information in this guide is intended to assist you with your preparations for the first day of school. In addition to the modules listed, please remember to check your Report Templates. Many of them are year-specific. Some templates when cloned for the next year will not work and you will need to create a new template.

Attendance

- Verify Calendars date are correct for the current year
- Verify Attendance Letter Setup is correct for the current Year
- Verify Attendance Letter Thresholds and Letter Attendance Types are created for current year
- Verify your Report Templates range screens have been updated for the current year

Demographics

- Verify the Entry Code Defaults are set correctly for the start of school
- Verify the Advisor field is up-to-date for your students
- Verify the CY Homeroom field is up-to-date
- Verify your Report Templates range screens have been updated for the current year

Food Service

- Update Item Cost Changes
- Verify your Report Template range screens have been updated for the current year

Gradebook

Secondary Gradebook

- Add any Additional Categories and add them to the entity umbrella category group
- Verify the Grade Level Grade mark Group and/or Special Grade Mark Groups
- Make modifications to the Special Codes
- Verify the Semester/Final Default Formulas for the new year
- Verify the Grade Mark Overrides
- Verify your Report Template range screens have been updated for the current year

Standards Gradebook

- Make any Modifications to Academic Areas for the new school year
- Verify the Semester/Final Default Formulas for Standards Gradebook
- Verify your Report Template range screens have been updated for the current year

Secondary and Standards Gradebook

- Modify Comments Plus, if necessary
- Scheduling needs to be completed
- Verify the dates in the system
- Assign security access to any teachers new to the district
- If the District is allowing teachers to select categories make sure the teacher verifies each gradebook's categories and the score method
- Verify your Report Template range screens have been updated for the current year

Grading

- Verify Grading Period Dates are correct for current year
- Verify Grade Comment codes are up-to-date
- Clone/Setup Report Cards
- Verify your Report Template range screens have been updated for the current year

Scheduling

- Verify Scheduling Codes are correct for the current year
 - Verify your Report Template range screens have been updated for the current year
-

Attendance

□ Verify Calendars date are correct for the current year

Go to Student Management > Office > Attendance > Setup > Codes > Calendar Codes. Calendars are typically cloned over in the year end process. Your calendar will likely need some alterations made to dates and term start and end dates.

1. Go to Student Management > Office > Attendance > Setup > Codes > Calendar Code.
2. Expand the calendar.
3. Expand the year.
4. Expand Calendar Terms and adjust the dates in there



You will also want to verify that calendar days have been created in your calendar.

1. Go to Student Management > Office > Attendance > Setup > Codes > Calendar codes.
2. Expand the calendar.
3. Expand the year.
4. Expand Calendar Days

** If there are no calendar days in there you'll need to click on Utilities > Generate Calendar Days.

1. Select the start and end date for the calendar.
2. Give each day, Monday – Friday a “count as value.”
3. Attach a bell schedule to each day (optional).
4. Enter minutes for each day (optional, some states require this).
5. Run.

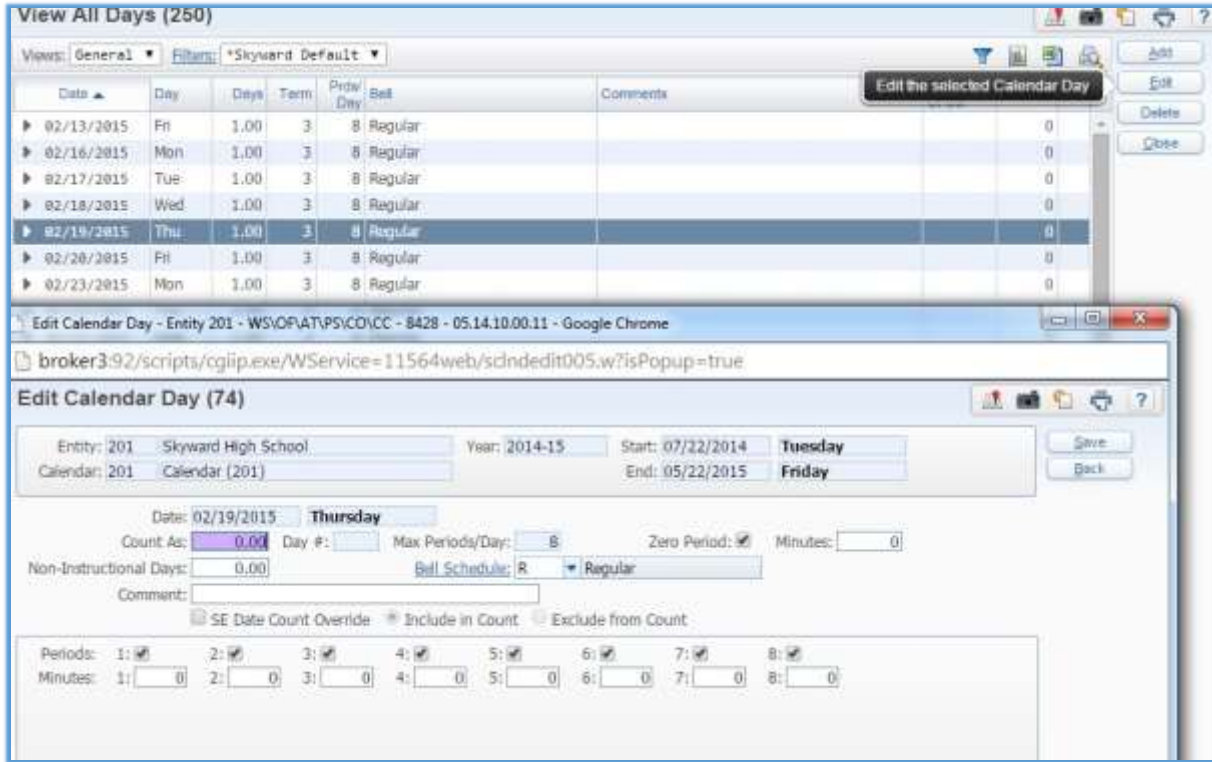
Create For	Count As	Bell	Periods/Day	Minutes/Period
<input checked="" type="checkbox"/> Monday	1.00	M	6	Mon.
<input checked="" type="checkbox"/> Tuesday	1.00	M	6	Tue.
<input checked="" type="checkbox"/> Wednesday	1.00	M	6	Wed.
<input checked="" type="checkbox"/> Thursday	1.00	M	6	Thu.
<input checked="" type="checkbox"/> Friday	1.00	M	6	Fri.
<input type="checkbox"/> Saturday	0.00		6	Sat.
<input type="checkbox"/> Sunday	0.00		6	Sun.

You will also want to update all of your vacation days from your calendar (Thanksgiving, Winter Break, Spring Break, etc.)

1. Go to Student Management > Office > Attendance > Setup > Codes > Calendar Codes.
2. Expand the calendar.
3. Expand the year.
4. Expand Calendar Days.
5. Click View all days and events.
6. Edit days you won't be in school and make them count as 0.00 days.

(see screen shot on next page)

Verify all dates are correct so teachers will be able to take attendance on the first day of school.



Verify current year dates including Term definitions, Grading Periods (pull window), Course Length Sets, and Calendar

Go to Student management > Office > Attendance > Setup > Utilities > Change Subsystem Control Dates

In here you'll be able to change all of the dates in your system. These include Calendar dates, Course Length Set dates, Grading Period dates, and Term Definitions.

** Be sure to expand each Course Length Set and adjust any incorrect dates.

** Term definitions, grading periods, course lengths and calendar dates should all match. Example if the Term start on 9/4 and end on 11/15 then those dates should be used in all four areas.

broker3:92/scripts/cgiip.exe/WService=11564web/satnuedit016.w?isPopup=true

Change Subsystem Control Dates (327)

Select a School Year: 2015

Entity: 201 - Skyward High School

Calendar: 201 - Calendar (201)

Term Definitions

Sem	Trm	Lt	Sb Trm	Sgn Trm	Start Date	End Date
1	00	S1	01	02	07/22/2014	01/01/2015
1	01	Q1	01	01	07/22/2014	10/16/2014
1	02	Q2	02	02	10/21/2014	01/01/2015
2	00	S2	03	04	01/06/2015	05/22/2015
2	03	Q3	03	03	01/06/2015	03/06/2015
2	04	Q4	04	04	03/10/2015	05/22/2015

6 records displayed

Grading Periods

Grd Prd	Grd Str	Grd Stp	Start Date	End Date	Grade Input Start Date	Grade Input End Date
01	01	01	07/22/2014	09/07/2014	09/03/2014	09/07/2014
02	01	01	09/14/2014	10/16/2014	10/03/2014	11/16/2014
03	02	02	10/21/2014	11/09/2014	11/05/2014	11/09/2014
04	01	02	09/14/2014	01/27/2015	12/13/2014	01/01/2015
05	03	03	01/06/2015	02/01/2015	01/28/2015	02/01/2015
06	03	03	01/02/2015	03/06/2015	02/22/2015	03/06/2015
07	04	04	03/10/2015	04/05/2015	04/01/2015	04/05/2015
08	03	04	01/02/2015	05/22/2015	05/10/2015	05/17/2015

8 records displayed

Course Length Set

ID	Short Description	Long Description
SM	SEMESTER	SEMESTER
TM	TERM	TERM
YR	YEAR	YEAR

3 records displayed

Calendar

Term	Start Date	End Date
Master	07/22/2014	05/22/2015
1	07/22/2014	10/16/2014
2	10/21/2014	01/01/2015
3	01/06/2015	03/06/2015
4	03/10/2015	05/22/2015

5 records displayed

[Verify Attendance Letter setup is correct for the current year](#)

Go to Student Management > Office > Attendance > Setup > Configuration > Attendance Letter Setup.

Select the type of letters you wish to use in your calendar year

Entity-Year Attendance Letter Configuration Browse (89)

Entity-Year Attendance Letter Configuration, School Year - 2014-15

Entity	Entity Name	Use Attendance Letter by Class	Use Attendance Letter by Period	Use Attendance Letter by Totals
201	Skyward High School	N	N	Y

Filter Options: Edit, Back

- [Verify Attendance Letter Thresholds and letter Attendance Types are created correct for the current year](#)

Go to Student Management > Office > Attendance > Attendance Letters > Setup > Codes > Threshold and Student Management > Office > Attendance > Attendance Letters > Setup > Codes > Letter Attendance Type.

The screenshot shows a window titled "Thresholds (96)". It has a "Views: General" dropdown and a "Filters: *All Thresholds" dropdown. Below these are icons for filter, chart, print, and search. On the right side, there are buttons for "Add", "Edit", "Delete", and "Back". The main table has the following data:

Letter ▲	Term	Threshold	Description
Total	Year	001	1
Total	Year	004	4 Unexcused
Total	Year	005	5 Unexcused
Total	Year	006	6 Unexcused
Total	Year	012	12 Total
Total	Year	015	15 Total

[Threshold](#)

The screenshot shows a window titled "Letter Attendance Type (109)". It has a "Filter Options" button on the right. The main table has the following data:

Letter ▲	Type	Description	Accum Method	Absence Types
Total	ABS	Total Abs	N/A	G,U
Total	t	tardy	N/A	T
Total	UNX	Unexcused Abs	N/A	U

[Letter Attendance Type](#)

Verify that dates in Attendance Letters are correct.

If you are running scheduled letters, go to Student Management > Office > Attendance > Attendance Letters > Scheduled Letters > Update Params.

If you are running letters manually go to Student Management > Office > Attendance > Attendance Letters > Update templates.

There is one date that needs to be manually adjusted prior to running attendance letters. Please verify the date on the high end of the range next to starting attendance date is correct. See picture below.

Sched Params
Update Params
Letter Params
View Letters

Attendance Update Parameters

Student Selection Save Back

By Range By Individual Ranges Purge Update Records without a Letter ?

Letter Type: Total

Attendance Type: UNX Unexcused Abs

Term: YR - Full Year

Low High

Term Date: 07/22/2014 05/22/2015

Starting Attendance Date: 07/22/2014 05/22/2014 ? Grace Prd: 00 ?

Periods: 00 08

Attendance Accumulation

Method

Period Date Days/Calendar Method

Minimum # of periods for an attendance date to count as 1 day absent: 00

Thresholds to be updated for this Term Type

- 001 - 1
- 004 - 4 Unexcused
- 005 - 5 Unexcused
- 006 - 6 Unexcused
- 012 - 12 Total

Demographics

- Verify the Entry Code Defaults are set correctly for the start of school

Go to Students > Setup > Configuration > Default Parameters for Entry into Entity.

Verify that your entry default settings are correct and up-to-date.

Default Parameters for Entry into Entity

Default Entry Parameters for Entity (400)

Entry Date: Current Date

% Enrolled: 100

Entry Code: ENR Entry into District

Comment:

School: 400 High School

Calendar: 400 Calendar (400)

Student Type: R Regular

Resident District: 5866 District (5866)

Entry Record Default Options

Selecting an item below indicates you would like the default value for the field to come from the student's previous entry record. To get these default values, the program will first look for the last entry record in the entity the entry record is being added to. If no entry record is found for the student in that entity, the defaults will come from the student's last entry record, no matter which entity it is in. The exceptions to this are school and calendar. These defaults must come from an entry record in the entity the entry record is being added to.

If no prior entry record is found, the program will use the default values entered above.

School District

Calendar Percent Enrolled

Student Type

- **Entry Date:** Determines what date is used for the student's entry date into the Entity. Note the different options available if you click on the drop-down menu. While we typically recommend using the "Current Date" option, you may use any of the other available options.
- **Entry Code:** The Entry Code that should be assigned to the majority of entry records for existing students. This code may be used to designate specific information about the student's entrance into the District or Entity.
- **Comment:** Any additional comment to be attached to the student's entry record. Note any comment entered here will display on all Entry records.
- **School:** School in which the majority of students are enrolled.

- **Calendar Code:** Calendar to which the majority of students are assigned.
- **Student Type:** Assigns a code and description to students when enrolled. It can be used to break students into different groups for reporting purposes. Student Type is a parameter field on many reports and helps you report only specific student types. Commonly used codes are R for Regular and S for Special Education.
- **Resident District:** District in which the majority of existing students for whom you expect to add entry/withdrawal records currently live and are reported for federal funding.
- **Entry Record Default Options:** Selecting one of the items in this section indicates you would like the default value for the field to come from the student's previous entry record. To get these default values, the system first looks for the last entry record in the entity the entry record is being added to. If no entry record is found for the student in that entity, the defaults come from the student's last entry record, no matter which entity it is in. The exceptions to this are School and Calendar, which must come from an entry record in the entity that the entry record is being added to. If no prior entry record is found, the program uses the default values entered in the default fields.

□ [Verify the Advisor field is up-to-date for your students](#)

Go to Student Management > Students > Student Profile > Entity > [Entity Info](#). Advisors can change from year to year, make sure the Advisor assignments are correct and up-to-date.

The screenshot shows the 'Entity Maintenance' window with the following fields:

Entity Information	
Entity:	400
School:	400
Calendar:	400
Student Type:	R
Advisor:	PRICESCO000
Discipline Officer:	CLEMEABB000
Teacher of Record:	
Band Instrument:	

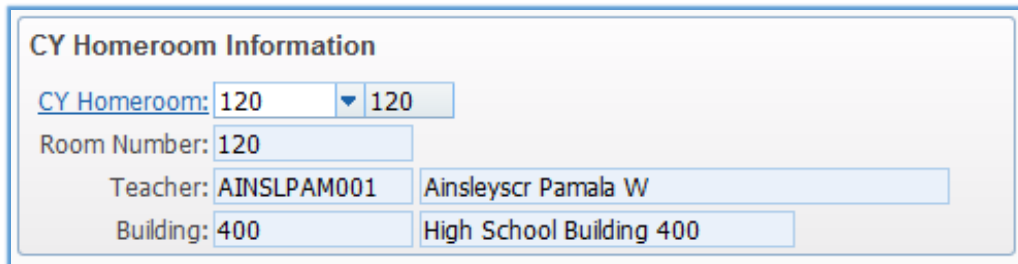
- You can edit the Entity Maintenance screen and adjust the Advisor for an individual student. (Student Profile > Entity Tab > Entity Info).
- Mass Assign Advisor using the [Student Mass Change Utility](#) (Students > Setup > Utilities).
- [Mass Assign Student Advisor by Course or Class Period](#) (Students > Setup > Utilities)
Note for this utility to work, you must have Current Year Schedules assigned to students prior to running this utility.

□ [Verify the CY Homeroom field is up-to-date for your students](#)

Go to Student Management > Students > Student Profile > Entity > Entity Info.

Homeroom codes do not automatically update based on the student's schedule. The homeroom code assigned last year will remain until it is either removed or updated.

If you need to make changes to your CY Homeroom Code there are several ways to do this.



The screenshot shows a form titled "CY Homeroom Information" with the following fields:

CY Homeroom:	120	▼	120
Room Number:	120		
Teacher:	AINSLPAM001	Ainsleyscr Pamala W	
Building:	400	High School Building 400	

- You can edit the Entity Maintenance screen and adjust the CY Homeroom code for an individual student. (Student Profile > Entity Tab > Entity Info).
- Mass assign CY Homeroom using the [Student Mass Change Utility](#) (Students > Setup > Utilities).
- [Mass Assign Student Homeroom Utility](#) (Students > Setup > Utilities) * Note in order to use this utility it is required that students are assigned their CY Schedule first.
- [Homeroom Quick Entry Utility](#) (Students > Office > Current Scheduling > Setup > Utilities).

Food Service

□ [Update Item Cost Changes](#)

Got to Student Management > Food Service > Purchases > Item Master. (Must have all FS Alerts cleared to make price changes.)

Prices can be changed any time prior to the new school beginning. To change the price of an item, you are actually adding a new price on an each Item Detail Record of an Item, along with a new effective date. This will then record the past history of how much the item was previously, and when it was changed, and finally the new price.

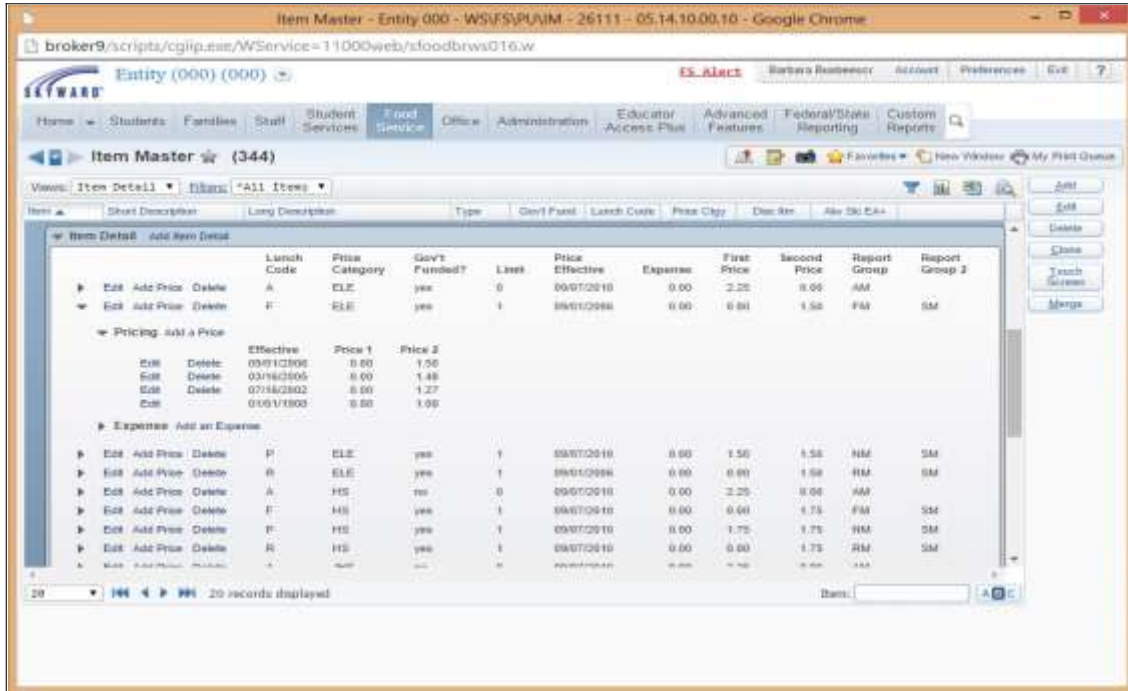
Item Price changes can be done any time during the school year as well. The "effective date" is critical during mid-year.

1. Highlight the item in question, and expand to display the Item Detail Records.

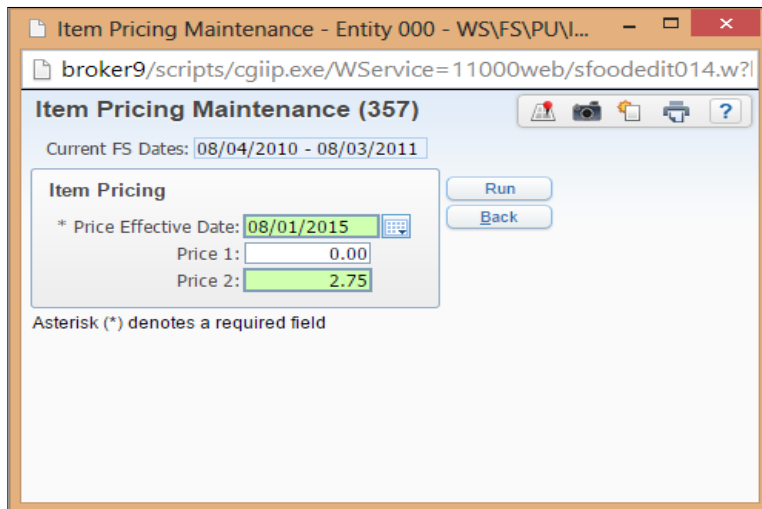
The screenshot shows the 'Item Master' web application interface. The browser title is 'Item Master - Entity 000 - WS\FS\PU\VM - 26111 - 05.14.10.00.10 - Google Chrome'. The URL is 'broker9/scripts/cgiip.exe/WService=11000web/foodbrws016.w'. The page header includes 'Entity (000) (000)' and 'FS Alert'. The navigation menu includes 'Home', 'Students', 'Families', 'Staff', 'Student Services', 'Food Service', 'Office', 'Administration', 'Educator Access Plus', 'Advanced Features', 'Federal/State Reporting', and 'Custom Reports'. The main content area is titled 'Item Master (344)'. Below this, there are tabs for 'Views: Item Details' and 'Filters: All Items'. A table lists items, with 'BRK Breakfast Breakfast B Y V V N N' selected. Below the table, there are sections for 'Item Maintenance Information' and 'Item Detail'. The 'Item Detail' section shows a table with columns: Lunch Code, Price Category, Gov't Funded?, Limit, Price Effective, Expense, First Price, Second Price, Report Group, and Report Group 2. The table contains 8 rows of pricing data for the 'Breakfast' item.

	Lunch Code	Price Category	Gov't Funded?	Limit	Price Effective	Expense	First Price	Second Price	Report Group	Report Group 2
▶ Edit Add Price Delete	A	ELE	yes	3	09/07/2010	0.00	2.25	0.00	AM	
▶ Edit Add Price Delete	F	ELE	yes	1	09/01/2006	0.00	0.00	1.50	PM	SM
▶ Edit Add Price Delete	P	ELE	yes	1	09/07/2010	0.00	1.50	1.50	NM	SM
▶ Edit Add Price Delete	R	ELE	yes	1	09/01/2006	0.00	0.00	1.00	RM	SM
▶ Edit Add Price Delete	A	HE	no	3	09/07/2010	0.00	2.25	0.00	AM	
▶ Edit Add Price Delete	F	HE	yes	1	09/07/2010	0.00	0.00	1.75	PM	SM
▶ Edit Add Price Delete	P	HE	yes	1	09/07/2010	0.00	1.75	1.75	NM	SM

2. Expand the Item Detail Record, and expand the Pricing, to display the past Item Change History.



3. Click Add a Price.
4. Enter in the Effective Date, 1st Price, and 2nd Price (if applicable).
5. Click Run.



Note: Each Item Detail Record must be changed individually.

Gradebook

Secondary Gradebook

- [Add any Additional Categories and add them to the entity umbrella category group by click on the expand arrow on the left and clicking Add/Edit Categories](#)

Go to Student Management > Educator Access Plus > Gradebook > Secondary > Setup > Codes > Category Codes and Student Management > Educator Access Plus > Gradebook > Secondary > Setup > Configuration > Category Groups.

Category Groups: Daribeeau "DON'T TOUCH" for School Year 2014-15 - Entity DSF - WS\EA\G\SE\PS\CF\CG - 7689 - 05.15.02.00.02 - Google Chrome

https://pbroker1.skyward.com:484/scripts/cgiip.exe/WService=11502web/ssegrbrws002.w

Category Groups: Daribeeau "DON'T TOUCH" for School Year 2014-15

Views: General Filters: *Skyward Default

Department	Subject	Course	Section	Teacher	Grading Method	Category Selection
		000212	02	***	Weighting	Y
		05689	01	***	Weighting by Grading Period	Y
		***	***	***	Weighting	Y
ART		***	***	***	Weighting	N
SJL	SPA	009987	001	***	Weighting	Y

Categories Add/Edit Categories

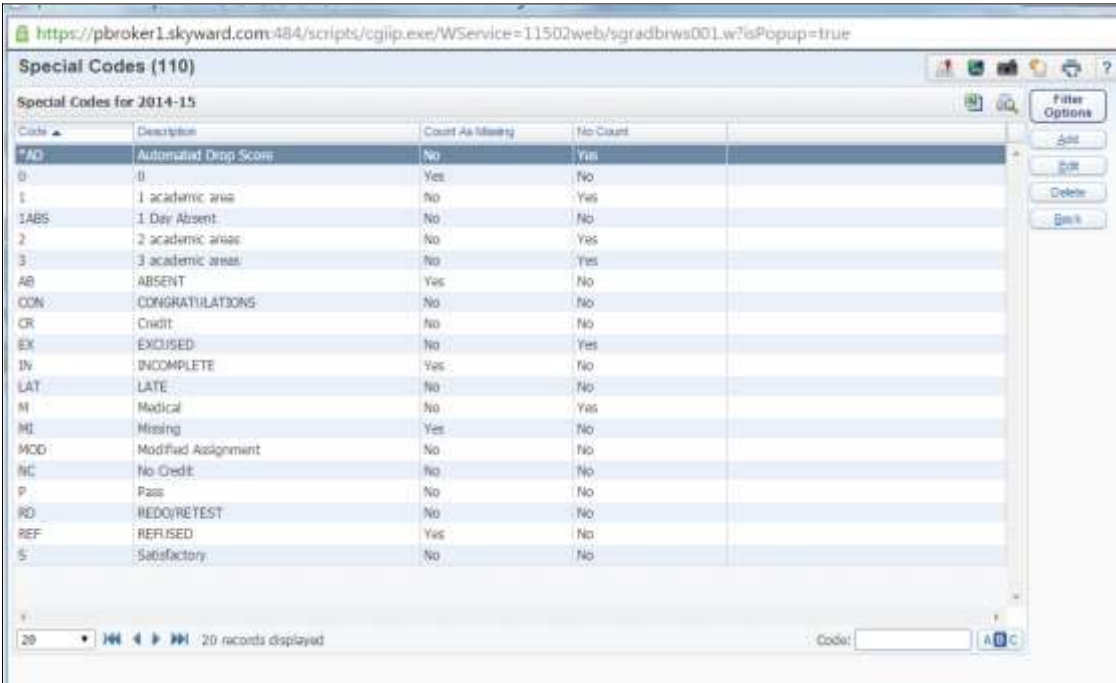
Category	Category Description	Percentage Weight
d2a	Silk defense	20.00
jedi	Jedi levitation	30.00
sabr	light saber skills	50.00

- [Verify the Grade Level Grade Mark Group and/or Special Grade mark Groups, if you are using these options](#)

Go to Student Management > Educator Access Plus > Gradebook > Secondary > Setup > Configuration > Grade Level Grade Mark Groups and/or Student Management > Educator Access Plus > Secondary > Setup > Configuration > Special Grade Mark Groups.

[Make modifications to the Special Codes](#)

Go to Student Management > Educator Access Plus > Gradebook > Secondary > Setup > Codes > Special Codes.



The screenshot shows a web browser window with the URL <https://pbroker1.skyward.com:484/scripts/cgip.exe/WService=11502web/sgradbrws001.w?isPopup=true>. The page title is "Special Codes (110)". Below the title, it says "Special Codes for 2014-15". There is a "Filter Options" button in the top right corner. The main content is a table with the following columns: Code, Description, Count As Missing, and No Count. The table contains 20 rows of data. At the bottom of the table, there is a "20 records displayed" indicator and a search box labeled "Code:".

Code	Description	Count As Missing	No Count
AD	Automatic Drop Score	No	Yes
0	0	Yes	No
1	1 academic area	No	Yes
1ABS	1 Day Absent	No	No
2	2 academic areas	No	Yes
3	3 academic areas	No	Yes
AB	ABSENT	Yes	No
CON	CONGRATULATIONS	No	No
CR	Credit	No	No
EX	EXCUSED	No	Yes
IN	INCOMPLETE	Yes	No
LAT	LATE	No	No
M	Medical	No	Yes
MI	Missing	Yes	No
MCD	Modified Assignment	No	No
NC	No Credit	No	No
P	Pass	No	No
RD	REDO/RETEST	No	No
REF	REFUSED	Yes	No
S	Satisfactory	No	No

For the new year you can delete any codes that you do not want to use this year.

[Special Codes](#)

[Verify the Semester/Final Default Formulas for the new year](#)

Go to Student Management > Educator Access Plus > Gradebook > Secondary > Setup > Configuration > Semester/Final Default Formula.

Verify the Semester/Final Default Formulas for the new year by looking at the Setup column and making sure it is set up and then you can click the expand arrow to see how the formula is going to calculate. If it is not set up, highlight the correct Course Length and click edit. There are 2 options Cumulative Assignment Scores for All Terms and Weighted Exam. This will total all the students' assignment scores divided by the total number of possible points from all the terms. The second option is Weighted Term Grades & Weighted Exams which will let you enter how much each term is worth.

Semester/Final Default Formula for Secondary Gradebooks - Entity DSF - WS\EA\GB\SE\PS\CFDF - 7686 - 05.15.02.00.02 - Google Chrome

https://pbroker1.skyward.com:484/scripts/cgiip.exe/WService=11502web/sgradbrws048.w?isPopup=true

Semester/Final Default Formula for Secondary Gradebooks (782)

Semester/Final Default Formula for Daribeeau *DON'T TOUCH* for the School Year 2014-15

Course Length	Course Length Description	Control Set Description	Grade	No Teacher Override	Setup
▶ SM	Semester	Semester 1	S1	Yes	Yes
▶ SM	Semester	Semester 2	ATH	No	No
▶ SM	Semester	Semester 2	ex2	No	No
▶ SM	Semester	Semester 2	S2	No	No
▶ SM	Semester	Semester 2	S2	Yes	Yes
▶ YR	Year	Year	ATH	No	No
▶ YR	Year	Year	ATH	No	No
▶ YR	Year	Year	ex1	No	Yes
▶ YR	Year	Year	ex2	No	Yes
▶ YR	Year	Year	ex2	No	Yes
▶ YR	Year	Year	FNE	No	No
▶ YR	Year	Year	S1	Yes	Yes
▶ YR	Year	Year	S2	No	No
▶ YR	Year	Year	S2	Yes	Yes
▶ YR\$	Year\$	YR	ATH	No	No
▶ YR\$	Year\$	YR	FIN	No	No
▶ YR\$	Year\$	YR	FNE	No	No
▶ YR\$	Year\$	YR	S1	No	No
▶ YR\$	Year\$	YR	S2	No	No
▶ YSW	Year Star Wars	Year	ex1	No	No

□ [Verify the Grade Mark Overrides](#)

Go to Student Management > Educator Access Plus > Gradebook > Secondary > Setup > Codes > Grade Mark Overrides.

Grade Mark Overrides - Entity DSF - WS\EA\GB\SE\PS\COVGO - 7690 - 05.15.02.00.02 - Google Chrome

https://pbroker1.skyward.com:484/scripts/cgiip.exe/WService=11502web/sgradbrws041.w?isPopup=true

Grade Mark Overrides (192)

View: General | Entity: Skyward Default

Entity ID	Entity	Entity Type	Exempt Grade Mark	Incomplete Grade Mark	Medical Grade Mark	Other
▶ DSF	Daribeeau *DON'T TOUCH*	Regular	MC - No Credit	I - Incomplete		Y

[Grade Mark Overrides](#)

- [Verify the Semester/Final Default Formulas for standard gradebook](#)

Go to Student Management > Educator Access Plus > Gradebook > Standards > Setup > Configuration > Semester/Final Default Formula.

Course Length	Course Length Description	Control Set Description	Grade	Setup
JF	JF TEST	Year	S1	No
JF	JF TEST	Year	S2	No
SM	Semester	Semester 1	S1	No
SM	Semester	Semester 2	S2	No
SM	Semester	Semester 2	S2	No
YR	Year	Year	S1	No
YR	Year	Year	S2	No
YR	Year	Year	S2	Yes
YR\$	Year\$	YR	FIN	No
YR\$	Year\$	YR	S1	No
YR\$	Year\$	YR	S2	No
YSW	Year Star Wars	Year	S1	No
YSW	Year Star Wars	Year	S2	No

- [Grade Calculation District Setup](#)

Secondary and Standards Gradebook

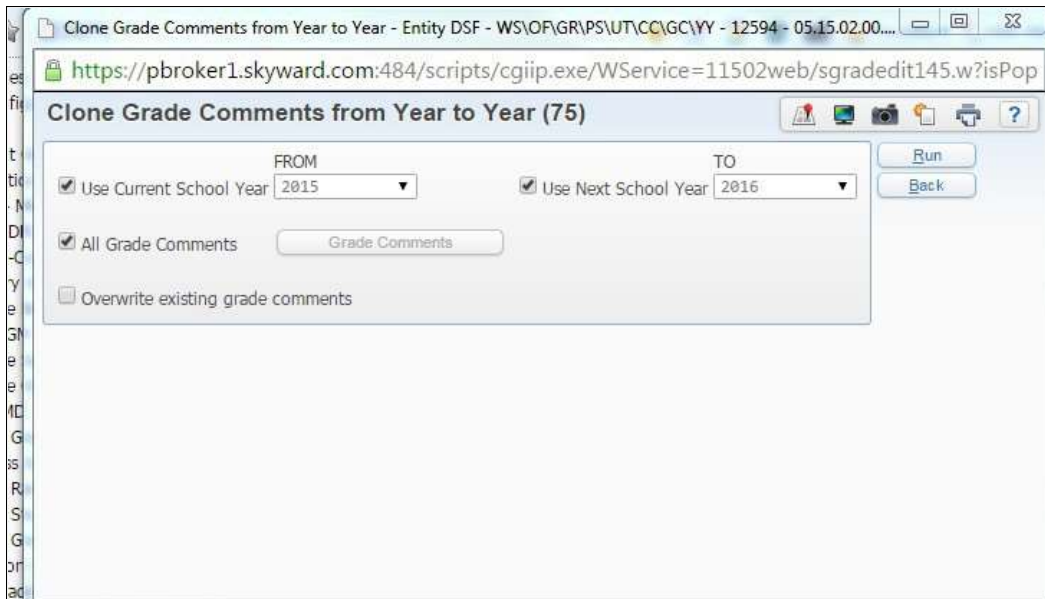
- [Make modification to Comment Plus](#)

Go to Student Management > Educator Access Plus > Configuration > Comments Plus.

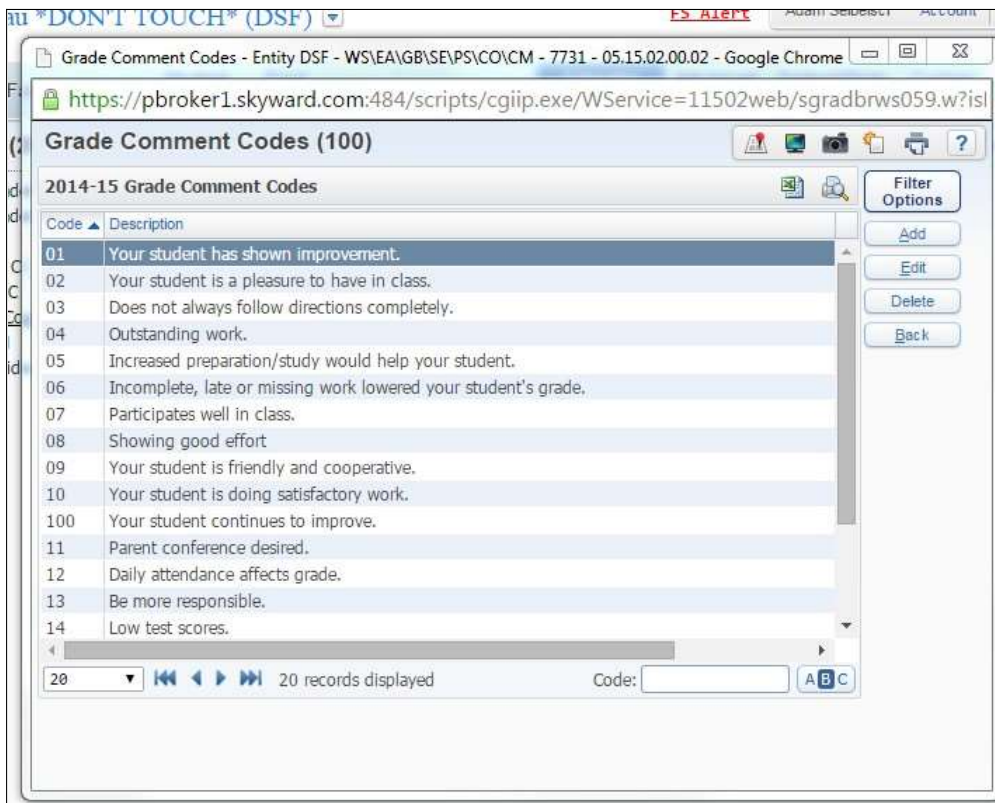
Comment
CB - Class Behavior
PAR - Participation
PRE - Preparation

[Comments Plus](#)

If using regular Grade Comment codes they have to be cloned as well in Student Management > Office > Grading > Setup > Utilities > Clone Grade Marks/Grade Comments Year to Year.



Verify Grade Comment Codes in EA+ > Secondary > Setup > Codes > Grade Comment Codes.



- [Scheduling needs to be completed](#)
- [Assign security access to any teacher new to the district](#)
- [If the district is allowing teacher to select categories make sure the teacher verifies each gradebook's categories and the score method under the Categories Tab in the Gradebook](#)



The teachers will need to validate their Category Score Method if they want to use Total Points or Weighted Category Percentages. They have to Add/Edit the correct Categories that they want to use for their Assignments. Then if they have multiple Gradebooks that will use the same score method and categories they can use the option to Use these Categories for My Other Classes.

[Categories Tab](#)

[Add/Edit](#)

[Categories](#)

[Use These Categories for My Other Classes](#)

[Change Score Method](#)

Grading

Verify Grading Period Dates are correct for current year

Go to Student Management > Office > Grading > Setup > Configuration > Grading Setup > Grading > Grading Periods.

- When establishing the Grading Periods Start and End Dates, verify the dates reflect similar dates to your school calendar.
- Verify that no grading periods have the same End Date.
- It is suggested that the “Grade Input Start Date” that is entered is a date towards the end of grading period, so grades do not start posting to the office side until report card time.
- The “Grade Input End Date” can be pushed out days after the end of grading period to accommodate teachers being able to enter in last minute grades before the grades post from the gradebook.

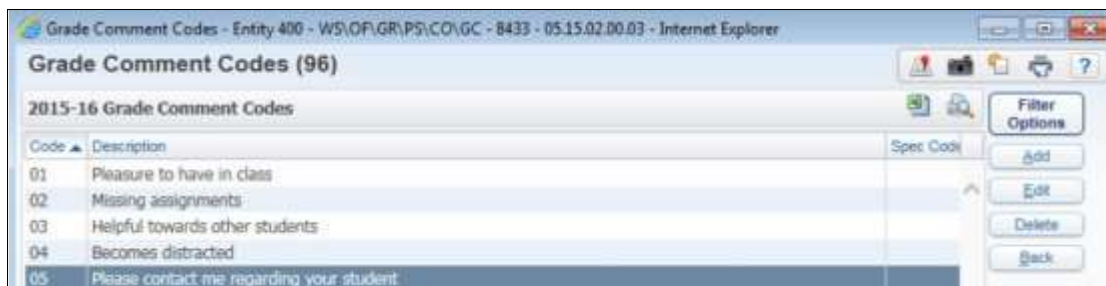


Grd Prd	Description	Start Date	End Date	Grade Input Start Date	Grade Input End Date	Dcp Start	Dcp Stop
01	Quarter #1	08/15/2015	10/28/2015	08/12/2015	10/26/2015	01	01
02	Quarter 2/Semester 1	10/24/2015	12/21/2015	12/19/2015	01/17/2016	02	02
03	Quarter #3	01/03/2016	03/10/2016	01/05/2016	03/21/2016	03	03
04	Quarter 4/Semester 2	03/13/2016	06/03/2016	03/13/2016	06/09/2016	04	04

Verify Grade Comments code are up-to-date

Go to Student Management > Office > Grading > Setup > Codes > Grade Comment Codes.

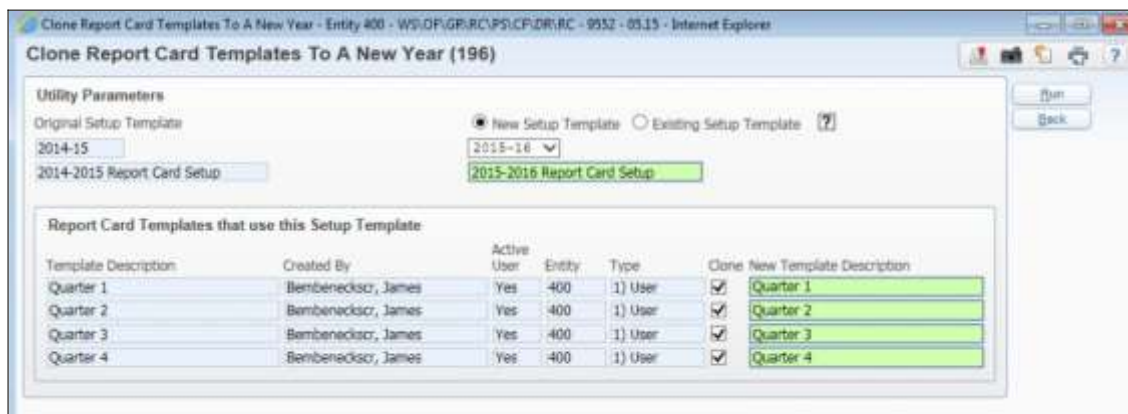
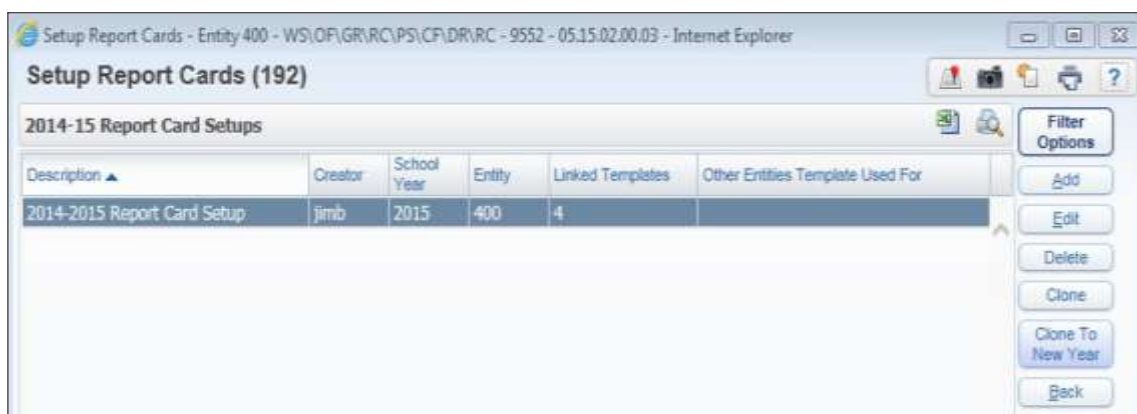
- If the Grade Comment Codes were not cloned over from last year during the year end process, use the utility “Clone Grade Comments from Year to Year” located under Student Management > Office > Grading > Setup > Utilities > GradingCode Clones > Clone Grade Comments from Year to Year.



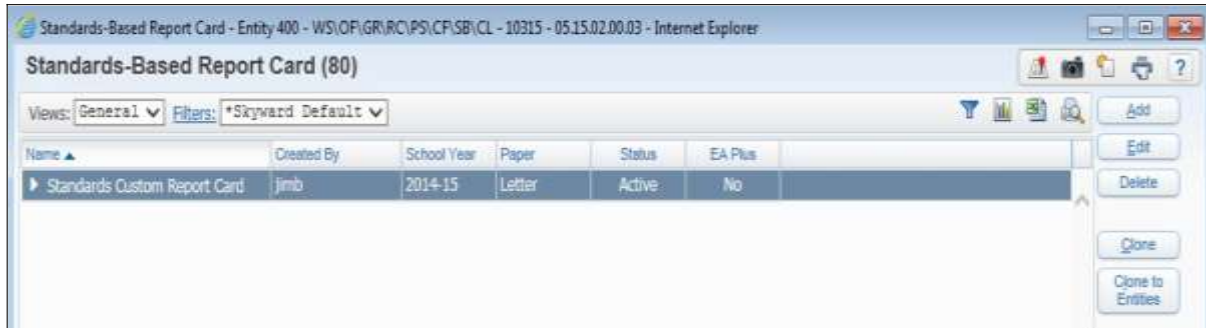
□ [Clone/Set up Report Card](#)

Go to Student Management > Office > Grading > Report Card Setup > Configuration.

- If your school is using the District Report Cards, the configuration layout will need to be cloned over for next year use. Select your type of Report Card Layout and use the “Clone to New Year” button to clone it into the next year. The process has the capability to clone the attached templates that are linked to it.



The Standard Custom Report Card Layout is year specific and will need to be cloned over into the next year. Objects in the Standards Report Card Layout will need to be updated to the new year values.



Standards Gradebook

- [Make any Modifications to Academic Areas for the new school year](#)

Go to Student Management > Educator Access Plus > Gradebook > Standards > Academic Areas.

[Academic Area Setup](#)

Scheduling

- [Verify Scheduling Codes are correct for the current year](#)

Go to Student Management > Office > Current Scheduling > Build Course Master > Setup > Codes.

Verify Codes are present and up-to-date.

Dsp Prd	Day Pattern	Start Time	End Time	S/P	Start Time 2	End Time 2	Abnd Prd	Can Mtg Suggest?	Period Lunch?	Period Hours	Scheduling Periods
00	MTWRF	7:00 AM	7:45 AM	N			01	N	N	1.00	1
01	MTWRF	8:00 AM	8:45 AM	N			01	Y	N	1.00	1
02	MTWRF	9:00 AM	9:45 AM	N			02	Y	N	1.00	2
03	MTWRF	10:00 AM	10:45 AM	N			03	Y	N	1.00	3
04	MTWRF	11:00 AM	11:45 AM	N			04	Y	N	1.00	4
05A	MTWRF	11:48 AM	12:15 PM	N			05	Y	N	1.00	5
06B	MTWRF	12:18 PM	12:56 PM	N			05	Y	N	1.00	5
07	MTWRF	3:00 PM	3:45 PM	N			07	Y	N	1.00	7
08	MTWRF	4:00 PM	4:45 PM	N			08	Y	N	1.00	8

- Verify [Scheduling Period Times](#) are correct. These are the times that will display on the Student Locator as well as the Student Schedules (Student Management > Office > Current Scheduling > Build Course Master > Setup > Codes > Scheduling Period Time Codes).
- Ensure the Start and End times are accurate for each period. If the correct number of periods is not reflected in this Code Table you can click on the Add button to create additional periods if needed.

Group Code	Grade Level	Group Description	Type Description
▶ 10th Req	10	10th Gr Requests	Both requests and classes are allowable
▶ 11 RD	11	11th Grade Requests	Requests only
▶ 12	12	12th Grade Requests	Requests only
▶ 9RD	09	9th Grade Req Only	Requests only
▶ Wheel 51	10	Wheel 51	Both requests and classes are allowable

- Verify [Scheduling Groups](#) are created for current year. Scheduling Groups allow you to create requests or student schedules. These can be a huge time saver for scheduling individual students as they join your district mid-year (Student Management > Office > Current Scheduling > Build Course Master > Setup > Codes > Scheduling Group Codes).