# 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 <u>separate document</u>
- □ Verify Attendance Letter Setup is correct for the current Year <u>separate document</u>
- □ 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

- □ If necessary, add any Additional Categories and add them to the entity umbrella category group
- □ If necessary, make modifications to the Special Codes
- □ Verify your Report Template range screens have been updated for the current year

#### **Standards Gradebook**

- □ If necessary, make any Modifications to Academic Areas for the new school year
- □ 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
- □ 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 your Report Template range screens have been updated for the current year

# Staff

- □ Review Staff module. Update any new staff to your building and more importantly any staff that has left you building make inactive
- □ Notify your district office of any new or inactive staff so they can update permissions.

# **Attendance**

- Verify Calendars date are correct for the current year *separate document*
- Verify Attendance Letter setup is correct for the current year –
   separate document
- 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

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

Default Parameters for Entry into Entity	
Default Entry Parameters for Entity (400)	Save
Entry Date: Current Date	Back
% Enrolled: 100	
Entry Code: ENR 💌 Entry into District	
Comment:	
School: 400 V 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 is found, the program will use the default values entered above.	
Calendar District	
Student Type	

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

• 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.
- 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.

# □ <u>Verify the Advisor field is up-to-date for your students</u>

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

Entity Mainter	ance					
Entity Information	ı					
Entity:	400			High School-Grades 9-12		
School:	400			High School		
Calendar:	400		(	Calendar (400)		
Student Type:	R		1	Regular		
Advisor:	PRICESCO000	•	Price	scr Scott		
Discipline Officer:	Discipline Officer: CLEMEABB000 V Clementscr Abby					
Teacher of Record:		•				
Band Instrument:	•					

change from year to year, make sure the Advisor assignments are correct and up-to-date.

- You can edit the Entity Maintenance screen and adjust the Advisor for an individual student. (Student Profile > Entity Tab > Entity Info).
- □ Verify the CY Homeroom field is up-to-date for your students

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

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

CY Homeroom	n Informat	ion		
CY Homeroom:	120	<b>v</b> 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).
- <u>Homeroom Quick Entry Utility</u> (Students > Office > Current Scheduling > Setup> Utilities).

# **Food Service**

□ <u>Update Item Cost Changes</u>

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 howmuch the item was previously, and when it was changed, and finally the newprice.

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

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

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

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3. Click Add a Price.

4. Enter in the Effective Date, 1<sup>St</sup> Price, and 2<sup>nd</sup> Price (ifapplicable).

#### 5. Click Run.



Note: Each Item Detail Record must be changed individually.

## Gradebook

#### **Secondary Gradebook**

 If necessary, 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 G	roups: Daril	beeau *DON'T T	OUCH* for Scho	ol Year 2014-15 - Entity DSF - W	VS\EA\GB\SE\PS\CF\CG - 7689 - 05.15.02.00	).02 - Google Chrome			
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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

## Secondary and Standards Gradebook

□ If necessary, make modifications to the Special Codes

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

	odes (110)			
Special Code	es for 2014-15			Filt Optic
Code 🔺	Description	Count As Missing	No Count	Add
*AD	Automated Drop Score	No	Yes	
0	0	Yes	No	
1	1 academic area	No	Yes	Delet
1ABS	1 Day Absent	No	No	Back
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	
MOD	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.

# □ If necessary, make modification to Comment Plus

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

Comments Plus - Entity DSF - WS\EA\PS\CF\CP - 7666 - 05.15.02.00.02 - Google Chrome	
https://pbroker1.skyward.com:484/scripts/cgiip.exe/WService=11502web/scmtpbrws00	1.w?isPopup=true
Comments Plus (97)	🔝 📮 📹 🕤 👼
Views: General V Filters: *Skyward Default V	M Strol Ver
Comment 🔺	
CB - Class Behavior	- Edit
PAR - Participation	Delete
PRE - Preporation	Back

#### 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.

Clone Grade Comm	ents from Year to	o Year (75)			oi 怕 🕯	7
Use Current School Year     All Grade Comments	FROM 2015 Grade Comments	☑ Use Next School Year	TO 2016	•	<u>R</u> un <u>B</u> ack	
Overwrite existing grade	comments					

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

<b>—</b> 110	ps.//pbioker1.skyward.com.484/scripts/cgriptexe/wservice=115	52.000	D/S	graui	5105055	vv:
Grad	le Comment Codes (100)			1	<u>t</u>	?
2014	15 Grade Comment Codes		8		Filter	
Code 4	Description				bbA	5
01	Your student has shown improvement.			*		5
02	Your student is a pleasure to have in class.				Eat	_
03	Does not always follow directions completely.				Delete	
04	Outstanding work.				Back	
05	Increased preparation/study would help your student.					
06	Incomplete, late or missing work lowered your student's grade.					
07	Participates well in class.					
08	Showing good effort					
09	Your student is friendly and cooperative.					
10	Your student is doing satisfactory work.					
100	Your student continues to improve.					
11	Parent conference desired.					
12	Daily attendance affects grade.					
13	Be more responsible.					
14	Low test scores.			•		
				+		
20	Image: Code: Co		A	BC		

- □ <u>Scheduling needs to be completed</u>
- □ 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

Category Maintenance - Entity 200 - 05.15.02.00.02 - Google Chrome	
https://pbroker1.skyward.com:484/scripts/cgiip.exe/WService=11502web/sgradbrws	039.w
Entity (200) Grades 5 to 8 (200) b200/1 Prd: 5 baking	Adam Seibelson Account Preferences Exit ?
Home Teacher Access Student Services Access Administrator Access Food Service - MF	
◄ ⊇ ► Category Maintenance (338)	😗 🏫 Favorites 🔻 🐒 New Window 🖏 My Print Queue ◀ Back
Score Method Grades based on total points Use These Categories For My Other Classes Categories Used	Change Score Method
Category Cat	
CLPA Class Participation	^
WEEK Weekly Sheets	

Send reminder to teachers that they 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

# □ <u>Verify Grading Period Dates are correct for current year</u>

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 datetowards 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.

遵 Grading Periods - E	ntity 400 - WS\O	F\GR\PS\CF\GS\GP - 8442	- 05.15.02.00.03 - In	ternet Explorer					E	- •		
Grading Setup	(125)								6	<b>1</b> 🗟		
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Entity Setup	Grade Periods											
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Course Length	Views, original private private of the second of the secon									Print		
Grade Periods	Grd Prd 🔺	Description	Start Date	End Date	Grade Input Start Date	Grade Input End Date	Dsp Start	Stop	to ID	Add		
Grade Buckets	01	Quarter #1	08/15/2015	10/23/2015	08/12/2015	10/26/2015	01	01		Edit		
Oldue Duckets	02	Quarter 2/Semester 1	10/24/2015	12/21/2015	12/19/2015	01/17/2016	02	02	^			
Grade Marks	03	Quarter #3	01/03/2016	03/10/2016	01/05/2016	03/21/2016	03	03		Delete		
	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.

🥑 Grade	e Comment Codes - Entity 400 - WS\OF\GR\PS\CO\GC - 8433 - 05.15.02.00.03 - Internet E	Explorer	
Grad	e Comment Codes (96)		ā 👌 ?
2015-1	6 Grade Comment Codes	۲. ال	Filter Options
Code 🔺	Description	Spec Code	bbA
01	Pleasure to have in class		
02	Missing assignments	~	Edit
03	Helpful towards other students		Delete
04	Becomes distracted		Back
05	Please contact me regarding your student		

# □ <u>Clone/Set up Report Card</u>

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 usethe "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.

Setup Report Cards (19			1 <del>.</del>					
2014-15 Report Card Setups								Filter
Description 🔺	Creator	School Year	Entity	Linked Templates	Other Entities Template Used For			Add
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		2010 201	o nopore o	and becap					
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Report Card Templates th	at use this Setup Template	2010 201			_				
Report Card Templates th	nat use this Setup Template	Active							
Report Card Templates th	at use this Setup Template Created By	Active	Entity	Туре	Clone	New Template Description			
Report Card Templates th Template Description Quarter 1	at use this Setup Template Created By Bembeneckscr, James	Active User Yes	Entity 400	Type 1) User	Clone	e New Template Description Quarter 1			
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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-Based Report Card - Ent	ity 400 - WS\OF\G	R\RC\PS\CF\SB\CI	L - 10315 - 05.1	15.02.00.03 - Inter	met Explorer	
Standards-Based Report	t Card (80)					A 📹 🕤 🖶 ?
Views: General V Filters: *Sky	ward Default	~				Add
Name 🔺	Created By	School Year	Paper	Status	EA Plus	Edit
Standards Custom Report Card	jimb	2014-15	Letter	Active	No	Delete
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# **Scheduling**

- Verify <u>Scheduling Period Times</u> 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 correctnumber of periods is not reflected in this Code Table you can click on the Add button to create additional periods if needed.

Scheduling Groups					1	۲	10	۰ ج	C
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Group Code 🔺	Grade Level	Group Description	Type Description						-
10th Req	10	10th Gr Requests	Both requests and classes are allowable				*	Add	
11 RO	11	11th Grade Requests	Requests only					Edit	5
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Verify <u>Scheduling Groups</u> 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).