

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 – [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
- 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 your building make inactive
 - Notify your district office of any new or inactive staff so they can update permissions.
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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.

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 Entryrecords.
- **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 addedto. 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 and values:

Entity Information		
Entity:	400	High School-Grades 9-12
School:	400	High School
Calendar:	400	Calendar (400)
Student Type:	R	Regular
Advisor:	PRICESCO000	Pricescr Scott
Discipline Officer:	CLEMEABB000	Clementschr Abby
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).

□ [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 Information	
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 > EntityInfo).
- [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 Skyward Item Master interface for Entity (000) (000). The 'Item Master (344)' section is active, and the 'Item Detail' view is selected. The table below shows the details for item BRK (Breakfast).

Item	Short Description	Long Description	Type	Gov't Fund	Lunch Code	Price Ctg	Disc Itm	Alv Slc EA+
BREO	BreakENON	Breakfast Entree Only	B	N	N	N	N	N
BRK	Breakfast	Breakfast	B	Y	Y	Y	N	N

The 'Item Maintenance Information' section shows:

- Short Description: Breakfast
- Long Description: Breakfast
- Item Type: Breakfast
- Gov't Funded: Yes
- Use Lunch Code: Yes
- Use Price Category: Yes
- Discontinued Item: No
- Allow Selection in EA+: No

The 'Item Detail' section shows a table of pricing and expense records:

	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	0	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	FM	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	1.50	RM	SM
▶ Edit Add Price Delete	A	HS	no	0	09/07/2010	0.00	2.25	0.00	AM	
▶ Edit Add Price Delete	F	HS	yes	1	09/07/2010	0.00	0.00	1.75	FM	SM
▶ Edit Add Price Delete	P	HS	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.

The screenshot shows the Skyward Item Master interface for Entity (000) (000). The 'Item Master (344)' section is active, and the 'Item Detail' view is selected. The 'Pricing' section is expanded, showing the Item Change History.

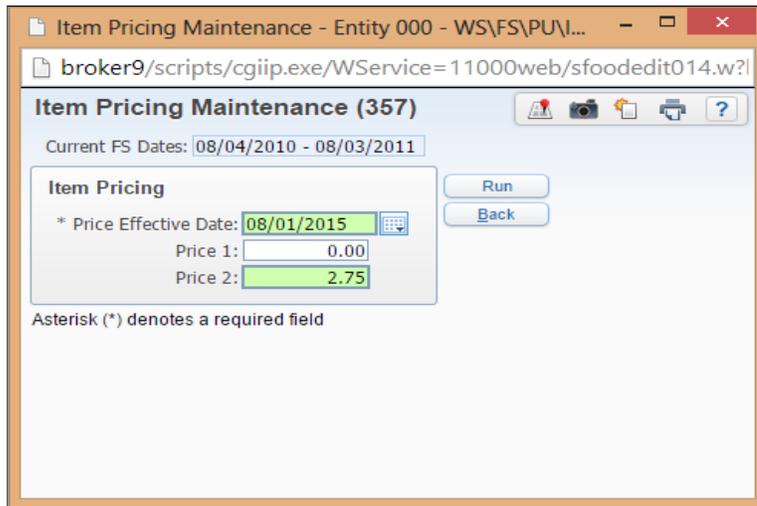
	Lunch Code	Price Category	Gov't Funded?	Limit	Price Effective	Expense	First Price	Second Price	Report Group	Report Group 2
▶ Edit Add Price Delete	A	ELE	yes	0	09/07/2010	0.00	2.25	0.00	AM	
▼ Edit Add Price Delete	F	ELE	yes	1	09/01/2006	0.00	0.00	1.50	FM	SM

The 'Pricing' section shows a table of pricing changes:

	Effective	Price 1	Price 2
Edit Delete	09/01/2006	0.00	1.50
Edit Delete	03/16/2005	0.00	1.48
Edit Delete	07/16/2002	0.00	1.27
Edit	01/01/1900	0.00	1.00

3. Click Add a Price.

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



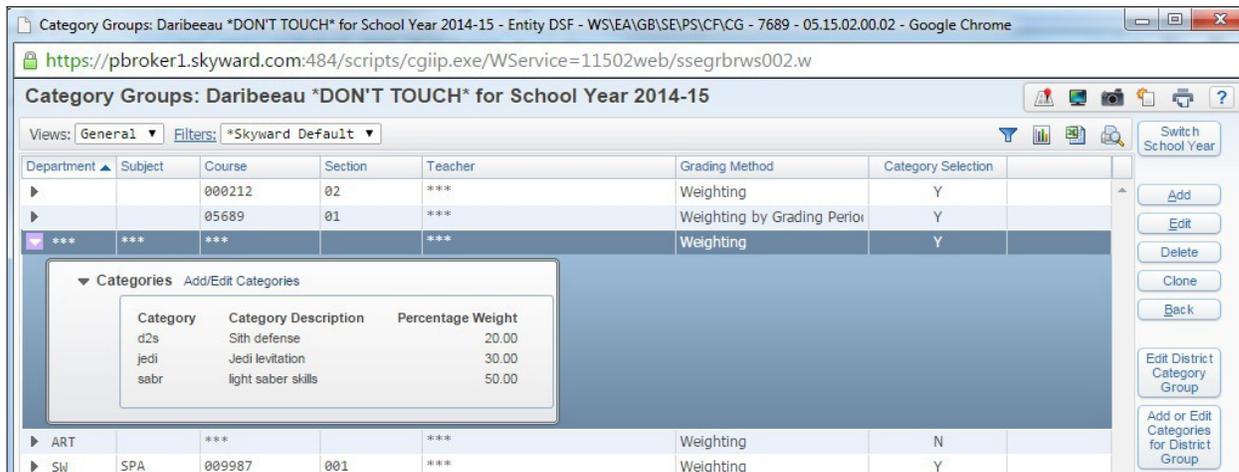
Note: Each Item Detail Record must be changed individually.

Gradebook

Secondary Gradebook

- [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.



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](#)

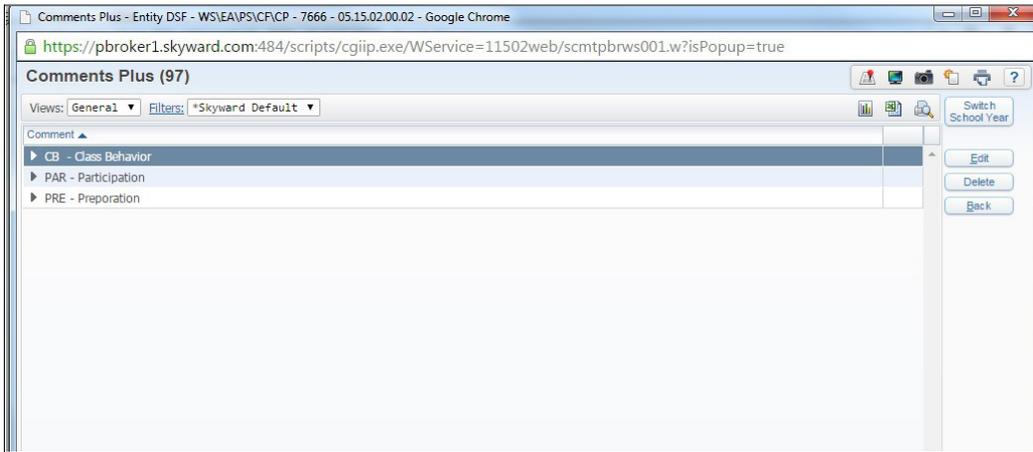
Go to Student Management > Educator Access Plus > Gradebook > Secondary > Setup > Codes > Special Codes.

Code	Description	Count As Missing	No Count
*AD	Automated 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
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.

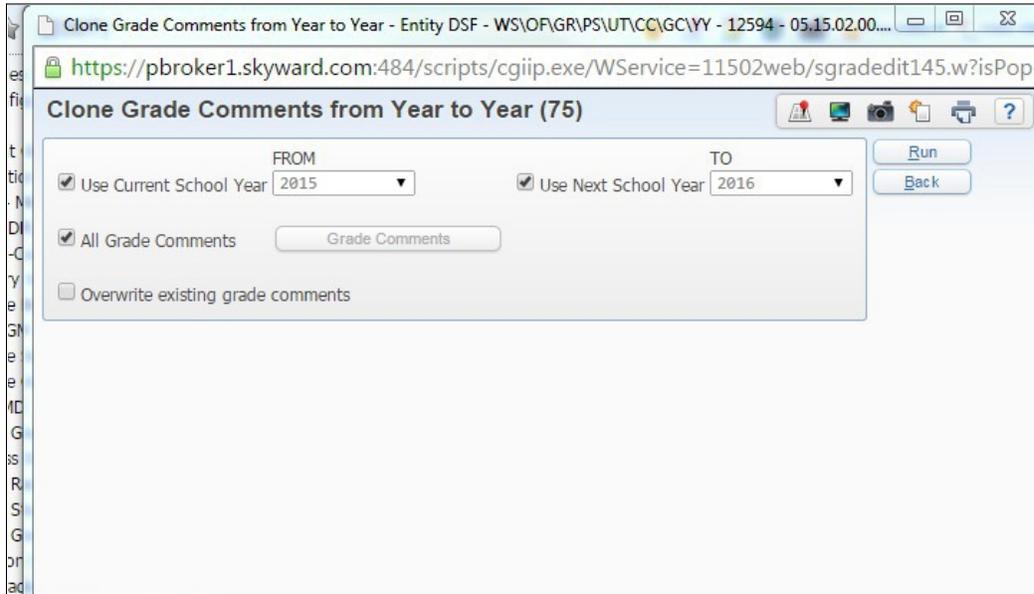
□ [If necessary, make modification to Comment Plus](#)

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

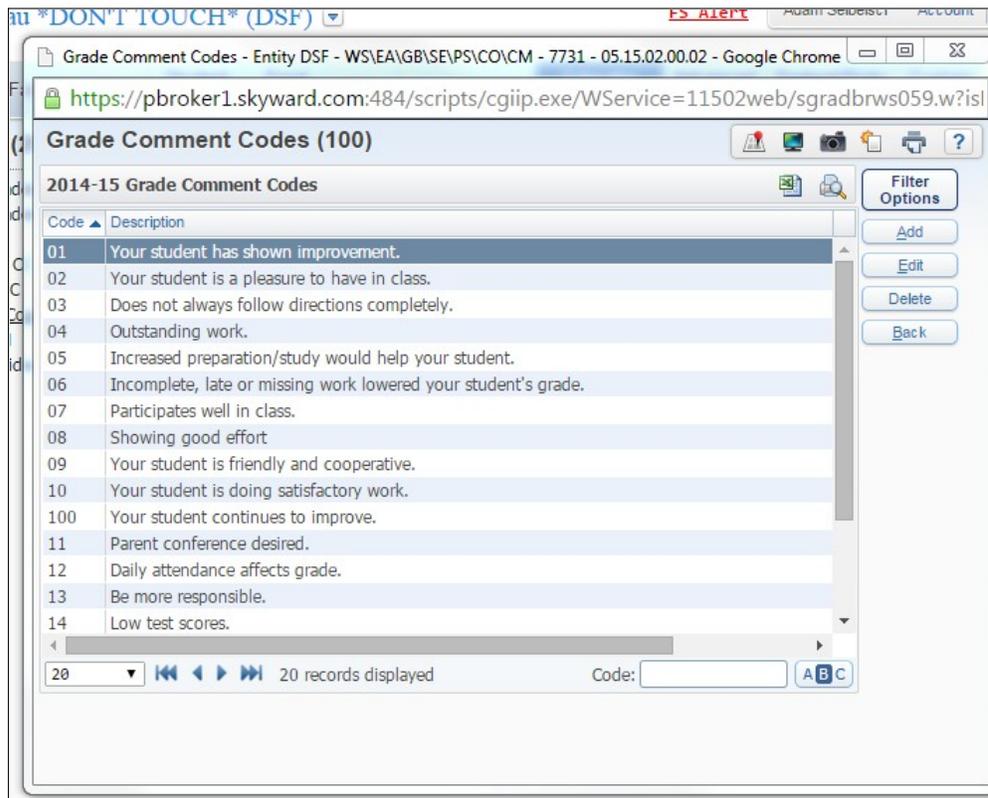


[Comments Plus](#)

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.

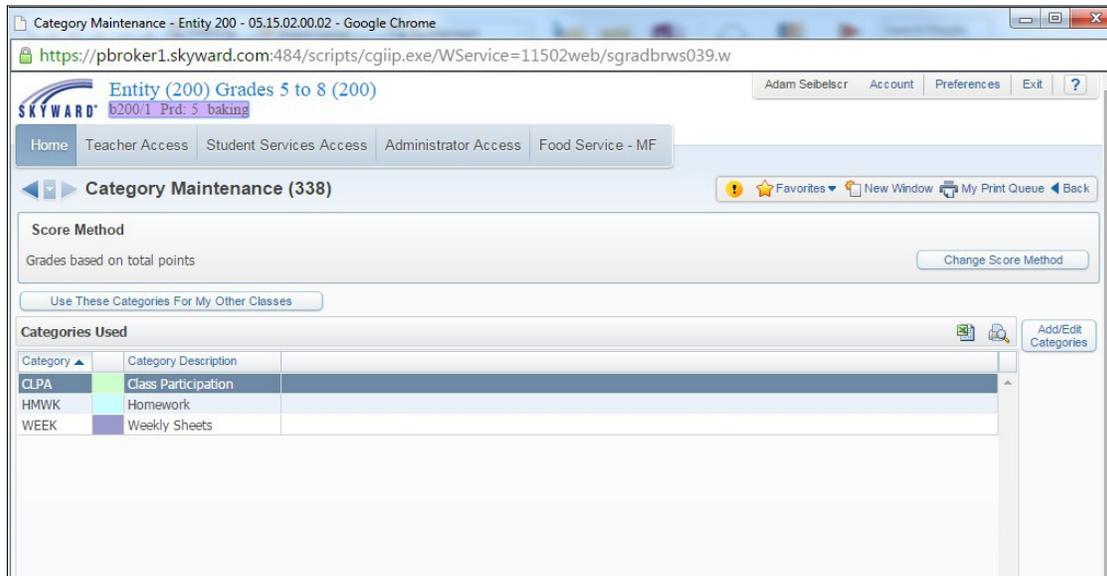


Verify Grade Comment Codes in EA+ > Secondary > Setup > Codes > Grade Comment Codes.



- [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](#)



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

- [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	Dsp Start	Dsp Stop
01	Quarter #1	08/15/2015	10/23/2015	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.

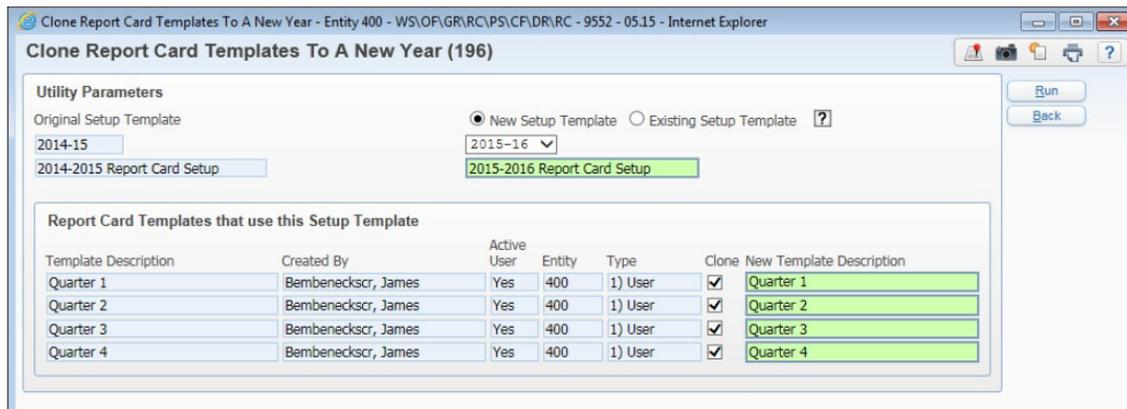
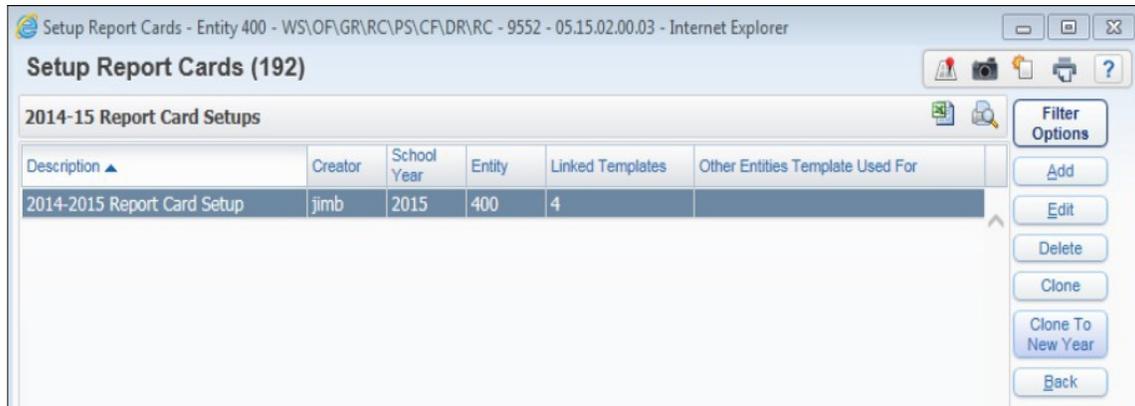
- If the Grade Comment Codes were not cloned over from last year during the year end process, use the utility “Clone Grade Comments from Year to Year” located under Student Management > Office > Grading > Setup > Utilities > GradingCode Clones > Clone Grade Comments from Year to Year.

Code	Description	Spec Code
01	Pleasure to have in class	
02	Missing assignments	
03	Helpful towards other students	
04	Becomes distracted	
05	Please contact me regarding your student	

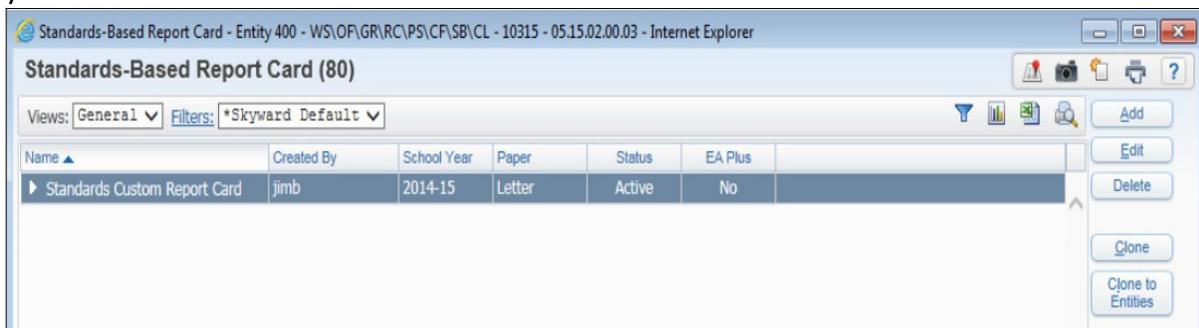
□ [Clone/Set up Report Card](#)

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.



Scheduling

- 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 RO	11	11th Grade Requests	Requests only	
▶ 12	12	12th Grade Requests	Requests only	
▶ 9RD	09	9th Grade Req Only	Requests only	
▶ Wheel S1	10	Wheel S1	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).