

Campus Beginning of Year Checklist

- Collect any Outstanding Instructional Materials from Individuals**
(this includes any stacks of materials collected over the summer)
 - Home > Quick Links > Quick Entry > Collect by Accession

- Perform Closing Procedures** (respective to the needs of your campus)
 - **Tools > Closing > Students:**
 - Change Student Distributions to Lost
(Best Practice: Use the Prior to Date)
 - Remove/Archive Book History – Students
(Best Practice: If in doubt, just remove & archive COLLECTED transactions)
 - Remove/Archive Cleared Students (Best Practice: Perform this at the end of the business day AFTER your student information system has rolled over to the fall semester)
 - **Tools > Closing > Teachers:**
 - Change Teacher Distributions to Lost
(Best Practice: Only perform if you expect your teachers to turn in all of their instructional materials each summer)
 - Remove/Archive Book History – Teachers
(This only removes COLLECTED & TRANSFERED transactions)
 - Remove/Archive Cleared Teachers (Best Practice: Perform this at the end of the business day AFTER your student information system has rolled over to the fall semester)

- Receive all Instructional Materials into TIPWeb-IM**
(district tracked items will have pick tickets to identify the requisition names)
 - Inventory > Orders > Campus Requisitions > Receive

- Review/Print Reports to Identify Individuals with items still Outstanding**
(depending on your campus' distributions this may be either teachers or students or both)
 - Reports > All Reports
 - Campus Distribution by Title Report
(sorts by ISBN, then student, then teacher)

- Student Textbook Status Report
(sorts by student last name)
- Student Charge Summary Report
(provide a list of charges assessed to students, sorted by last name)

Print Barcode Reports to Prepare for Distributions to Individuals (if applicable)

- Reports > All Reports
 - Class Roster with Bar Codes
(sorts by teacher last name, then course, then student last name)
 - Student Listing with Bar Codes
(sorts by student last name)
 - Teacher Listing with Bar Codes
(sorts by teacher last name)

Distribute Instructional Materials to Individuals (if applicable)

- Home > Quick Links > Quick Entry > Student Distribution
- Home > Quick Links > Quick Entry > Teacher Distribution

Print/Provide Distribution Information to Individuals (if applicable)

- Receipts:
 - Reports > All Reports > Teacher Textbook Receipts
 - Reports > All Reports > Student Textbook Receipts
- Form Letters to Student Parent/Guardians:
 - Modify Body of Letter (Best Practice: include campus policies and contact information)
 - Tools > Form Letter Editor (Note: Feel free to create a new Form Letter to suit your campus' needs)
 - Student Contract Letter (Identifies all distributions and generally is used to communicate what items the student has checked out)
 - Default Letter (generally used to communicate Lost and Partial Paid issues)
 - Print Form Letters
 - Reports > Form Letters