


STRONGSTART BACK-TO-SCHOOL CHECKLIST

Description	Path
<p><input type="checkbox"/> Pg 4</p> <p>DEFINE SCHOOL DETAILS</p> <p>General sub top tab - Check the school information: name, phone number, principal.</p>	<p>School view > School top tab > Setup side tab > Details > General sub top tab</p>
<p><input type="checkbox"/> Pg 4</p> <p>Address sub top tab – Check the school's address and postal code.</p>	<p>School view > School top tab > Setup side tab > Details > Address sub top</p>
<p><input type="checkbox"/> Pg 4-6</p> <p>SET SCHOOL PREFERENCES</p> <p>Daily Attendance – set up how attendance is to be taken and which buttons will be seen in school view. Basic & Advanced sub top tabs.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Daily Attendance</p>
<p><input type="checkbox"/> Pg 6-7</p> <p>Class Attendance – set up how often a teacher can post their attendance and which buttons will be seen in staff view. Basic & Advanced sub top tabs.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Class Attendance</p>
<p><input type="checkbox"/> Pg 7</p> <p>Conduct – these fields appear in the Conduct area to track students who have been assigned detentions.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Conduct</p>
<p><input type="checkbox"/> Pg 7</p> <p>Staff Attendance – is only used for TOC assignments. DO NOT CHANGE</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Staff Attendance</p>
<p><input type="checkbox"/> Pg 7</p> <p>Grade – these field are for setup of the teacher's gradebook and the report card message.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Grade</p>
<p><input type="checkbox"/> Pg 7</p> <p>Schedule – most of the items it this section pertain to the Build view and should not be adjusted. Basic & Advanced sub top tabs.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Schedule</p>
<p><input type="checkbox"/> Pg 7</p> <p>Secondary School Management – sets the ability for cross enrolled & primary schools to both be able to create a daily attendance record for a student.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Secondary School Management</p>

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<input type="checkbox"/> Pg 8 	<p>COMMIT THE MASTER SCHEDULE</p> <p>Choose the Scenario to be used as the master schedule for the current school year.</p> <p>***To be done by September 13th***</p>	<p>Build view > Scenario top tab > Check mark beside appropriate scenario > Details side tab > Terms side tab > start & End dates defined > Details side tab > Options > Commit Schedule</p>
<input type="checkbox"/> Pg 8	<p>SET ACTIVE SCHEDULE</p> <p>If a schedule was committed from the Build view, this will be in place. The current year will appear with a triangle beside the Name. If not, please contact Software Support.</p>	<p>School view > School top tab > Schedules side tab</p>
<input type="checkbox"/> Pg 9	<p>SCHOOL SET-UP</p> <p>Staff – Please contact Software Support if there are new staff members coming to your school who are not displaying in your Staff list. DO NOT create new staff records.</p>	<p>School view > Staff top tab</p>
<input type="checkbox"/> Pg 9	<p>Schedule Terms (<i>Grade term cover maps</i>) – Schedule terms define course section durations for each portion of the school year in which a single course section can be scheduled.</p>	<p>School view > Schedule top tab > Structure side tab > Terms sub side tab</p>
<input type="checkbox"/> Pg 9	<p>Days – review and make sure the days came across properly from Build view when you committed the schedule.</p>	<p>School view > Schedule top tab > Structure side tab > Days sub side tab</p>
<input type="checkbox"/> Pg 9	<p>Periods – review and make sure the periods came across properly from Build view when you committed the schedule.</p>	<p>School view > Schedule top tab > Structure side tab > Periods sub side tab</p>
<input type="checkbox"/> Pg 10	<p>SCHOOL CALENDAR</p> <p>School calendars are pushed out to schools from the District. If there is no Calendar available, notify Software Support.</p>	<p>School view > School top tab > Calendars side tab > Dates leaf - Early dismissal Bell Schedules must be assigned to appropriate dates in the Calendar</p>
<input type="checkbox"/> Pg 10	<p>Update columns for Schedule Day Number and Schedule Bell (5.1 Manual)</p>	<p>Filter = Days in Session then Mass Update or Modify List to update relevant fields and columns</p>
<input type="checkbox"/>		

Pg 11	Assigning Calendars to Students – the "Standard" school calendar must be assigned to ALL students in order to take attendance.	School view > Student top tab > Primary Active Students Filter > Options > Mass Update + Calendar = Standard
	Description	Path
<input type="checkbox"/> Pg 11	ASSIGN HOMEROOMS Teachers – make sure to mark if the teacher is the Primary Teacher.	School view > Staff top tab
<input type="checkbox"/> Pg 11	Students – Check that the homeroom rolled correctly into the student and that the teachers' names are now correct (<i>make sure you assign the Teachers homerooms first</i>).	School view > Student top tab
<input type="checkbox"/> Pg 11	Snapshots – Create snapshot of all students	School view > Student top tab > Filter=All Active Students > Options > Snapshots > New
<input type="checkbox"/> Pg 12	SCHOOL COURSE CATALOGUE While the XAT--EL should have been rolled in from the Build view, the school course catalogue will need to be reviewed and adjusted as necessary.	School view > Schedule top tab > Courses side tab
<input type="checkbox"/> Pg 12	ELEMENTARY SCHEDULING Create one section of XAT—EL and assign all students to it.	School view > Schedule top tab > Master side tab > Options > Add
<input type="checkbox"/> Pg 14	STUDENT SCHEDULES Randomly check a handful of students to ensure they have schedules and the courses are displayed correctly in both the List and Matrix view.	School view > Student top tab > Schedules side tab
<input type="checkbox"/>	EOYR CLEAN UP ACTIVITIES *** DO NOT DO THIS TILL EVERYTHING ELSE ON THE CHECKLIST HAS BEEN COMPLETED *** Now that students have been rolled and placed in homerooms, schools need to go in and wipe the Next School, the Pre-transition Withdrawal Code and Next Homeroom columns. Retain Grade, Withdraw and To	School view > Student top tab > Filter = Primary Active Students > FieldSet = Pre-Transition > Options > Mass Update

	be Graduated columns should all be set to "N".	
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Completed By

Principal's Signature

Date

Scan and email completed checklist to software.support@sd23.bc.ca by September 18th,2020.