

ELEMENTARY – ADDING NEW COURSES & SECTIONS CHECKLIST

| TASK | NAVIGATION | COMMENTS |
|---|---|--|
| <input type="checkbox"/> Check that all course codes on the Report Card Guidelines are available in your school | School view > Schedule top tab > Courses side tab | <ul style="list-style-type: none"> • Options > Add • School Level = Elementary for K – 5 and All for 6 – 12 |
| <input type="checkbox"/> Course Details | School view > Schedule top tab > Courses side tab > set Field Set to Report Card Field Set | <ul style="list-style-type: none"> • Once courses have been brought in, check the Details of each course and populate fields as needed <ul style="list-style-type: none"> ✓ Transcript Definition <ul style="list-style-type: none"> ➢ Elementary – Kindergarten/Primary ➢ Elementary Interim. With Final ➢ Comment Only Courses-Trimester ✓ Rubric Definition <ul style="list-style-type: none"> ➢ ! Kindergarten ➢ ! Primary/Intermediate ➢ ! Intermediate Grade Scale ➢ Comment Only – No Rubric Scale ✓ Comment Bank <ul style="list-style-type: none"> ➢ School Comments |
| <input type="checkbox"/> Create sections (classes) of new courses | School view > Schedule top tab > Master side tab (<i>turns into Sections when open</i>) > Field Set to Primary Teacher | <ul style="list-style-type: none"> • Options > Add • Number field = use the magnifying glass to choose Course Code • Section number = Homeroom number • Primary Staff > Name = use magnifying glass to choose teacher • Schedule Term > Code = FY • Enrollment maximum = 22, 24 or 30 • Section closed at max = ✓ • Save |
| <input type="checkbox"/> Create Snapshots of all homerooms (<i>separate snapshot for each grade in a split class</i>) | School view > Student top tab | <ul style="list-style-type: none"> • Use Homeroom=? Filter • If split class click Grade column header and select students in one grade then Options > Show Selected • Options > Snapshot then click on New and give snapshot a name (ex: Hrm 2001 – 01) • Click Save and repeat this step for every Homeroom (<i>twice for split classes</i>) |
| <input type="checkbox"/> Mass assign students by homeroom snapshot to new course sections | School view > Schedule top tab > Master side tab > Roster leaf | <p>For just ONE course:</p> <ul style="list-style-type: none"> • Choose the course and click on Roster leaf • Options > Add • Schedule Mode = Pull • Choose Snapshots and choose homeroom of class to add to course • Click OK • Click OK |

ELEMENTARY – ADDING NEW COURSES & SECTIONS CHECKLIST

| | | |
|--|---|---|
| | | <p>For MULTIPLE courses:</p> <ul style="list-style-type: none"> • Choose one of the courses and click on Roster leaf • Options > Add • Schedule Mode = Push • Choose Snapshots and choose homeroom of class to add to course • Click Select... > Click on SecNo header then choose all new courses to add to homeroom • Click OK • Click OK |
| <input type="checkbox"/> Prepare Grade Input | <p>School View > Grades top tab > Grade Input side tab > Options > Prepare Grade Input</p> | <p>Before Prepare Grade Input can be run:</p> <ul style="list-style-type: none"> ➤ all courses have to be brought in ➤ all courses have transcript definitions, rubric definitions and comment banks assigned ➤ all classes (<i>sections</i>) have been created ➤ all students scheduled <p>Prepare Grade Input Wizard:</p> <ul style="list-style-type: none"> ➤ choose All sections then click Next ➤ Report type = Term ➤ Grade Term = Tri 1, Tri 2 and Tri 3 ➤ Fill In Start and End Dates with period of time that you want teachers to be able to enter data ➤ Allow Posting For = All Students ➤ Click Next then Finish |
| <input type="checkbox"/> Change date range for gradebook entry | <p>School view > Grades top tab > Grade Post Controls side tab</p> | <p>Grade Terms IDs are created when grade input is prepared. Dates can be entered/adjusted to provide a window for Staff to enter marks in the teacher gradebook.</p> <ul style="list-style-type: none"> • Click on blue hyperlink of GradeTerm > ID you wish to change • Adjust the Start or End date • Save |