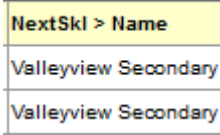

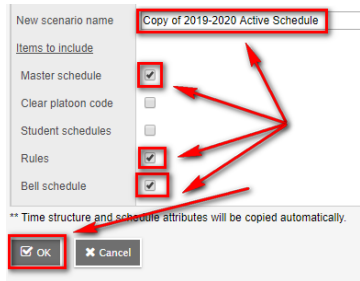




EOYR Checklist for StrongStart Schools

	Task	How to	Notes
<input type="checkbox"/> Pg 4-6	Identify students that will be withdrawing at the end of the school year (including students that are of school age).	School view > Student tab <ul style="list-style-type: none"> Use the StrongStart Pre-transition field set. Use the YOG = ? filter and filter for 2032 and/or 2033 (school aged students) Select any students with a NextSkl>Name and go Options > Omit Selected Now go Options > Mass Update and choose Withdraw at EOY for the Field and click in the Value box, Update Students with no next school value will remain in the school, unless their Withdraw at EOYR box is checked. 	If you know the student's next school and you get approval from that school to add the student, then fill in the student's NextSkl>Name and the Pre-transition Withdrawal Code if required. The students will automatically be withdrawn from the current school with the withdrawal code you chose and be admitted to the next school, DO NOT PUT A ✓ IN THE Withdraw BOX.. ***REMINDER*** If there is a Next SKL Name make sure that the WITHDRAW column is N.
<input type="checkbox"/> Pg 4-6	Update Next School for any Students that are on the StrongStart Attendance Summary and any students that a school has already asked you to pre-transition.	School view > Student tab <ul style="list-style-type: none"> Use the StrongStart Pre-transition field set Select students that are on the StrongStart Attendance Summary Go Options > Show Selected Select any students where the School>Name column is not your StrongStart and/or Select any students that already have a NextSkl>Name and/or Select any students that Withdraw is a "Y" Go Options>Omit Selected Now go Options > Mass Update and choose Next School for the Field and your StrongStart Centre for the Value, Update. 	Run a separate query for students transitioning to a different next school than the current one. Using the <i>Next Year Student</i> filter will help to determine next year enrollment numbers. <i>**This must now be maintained for the remainder of the school year.**</i>  <p>To run the StrongStart Attendance Summary, go to Staff View, click Select Teacher top tab and choose your coordinator. Next go to the Attendance top tab > Class side tab > Input leaf > Reports > StrongStart Attendance Summary</p>

	Task	How to	Notes				
Pg 5	Assign the next homeroom **Can also be done after EOYR** **Will be the same Hroom as this year HRM 1**	<ul style="list-style-type: none"> • School view, Student top tab, Next Year Students Filter, Strongstart Pre-Transition Field Set • Use Options > Modify List to fill in the Next Homeroom field 	<table border="1"> <thead> <tr> <th>NextHomeroom</th> <th>Next HR Teacher</th> </tr> </thead> <tbody> <tr> <td>111</td> <td>Schmidt, B</td> </tr> </tbody> </table> <p>If this field is populated, the new homeroom will be assigned to the student as a part of the EOYR process. Note: The Next HR Teacher information will populate automatically if a Next Homeroom value is assigned to a student BUT it will display as this year's teacher until we go through EOYR and the teacher's homeroom has been updated in the Staff top tab.</p> <p>If the student is leaving, be sure to remove the next year homeroom and next year teacher if it is your information.</p>	NextHomeroom	Next HR Teacher	111	Schmidt, B
NextHomeroom	Next HR Teacher						
111	Schmidt, B						
Pg 7	EOYR Health Checks	<ul style="list-style-type: none"> • School view, Student top tab, Pre-Transition Field Set 	Use the following filter to run EOYR Health Checks. These filters work with the Pre-transition field set to identify students with potential data issues heading into EOYR <ul style="list-style-type: none"> • EOYR – Multiple flags set 				
Pg. 9	Update Secondary school associations	<ul style="list-style-type: none"> • Use the Global top tab > Favorite side tab > Student School Association > List leaf then the Secondary Students filter and double click on the Year column header to review and update end dates 	<p>If it has an end date:</p> <ul style="list-style-type: none"> • On or before Aug 8, 2021, the secondary association will be ended at EOYR <p>If it has a future end date:</p> <ul style="list-style-type: none"> • If the date is after EOYR (Oct 20, 2021) then the current secondary association will be ended in June and a new secondary school association will be created with an end date of Oct 20, 2021 for the next school year. <p>If there is no end date:</p> <ul style="list-style-type: none"> • New Secondary School Association will be created for the next school year (2021/2022). 				
Pg 10	Prepare for Build View	<ul style="list-style-type: none"> • Use the School top tab > Setup side tab • > Details leaf to update Build Year Context> School year 	<ul style="list-style-type: none"> • For Build Year Context > School year click on the red X save then use the  and select the appropriate next year school year (2021/2022) and Save again. 				
Pg 11 - 12	Next Year Course Catalogue	<ul style="list-style-type: none"> • School view > Schedule top tab > Courses side tab > Options > Copy Course Catalog... 	<ul style="list-style-type: none"> • Copy from 2020-2021 copy to 2021-2022 and choose Copy all then click OK. 				

	Task	How to	Notes
Pg 13	Build View – Creating A Scenario	<ul style="list-style-type: none"> Build view > Scenario top tab > Options > Copy Active Schedule 	 <p>Once a scenario has been copied over be sure to open it so that the scenario name shows below your school name above the top tabs.</p>
Pg 14	Build View - Check Scenario Terms, Days, Periods	<ul style="list-style-type: none"> Build view > Scenario top tab > select scenario > Terms, Days or Periods side tabs 	<ul style="list-style-type: none"> Check that there is a full year schedule term Confirm 1 Day was copied over Make sure there is 1 period
Pg 18	Build View – Refresh Courses, Students & Staff	<ul style="list-style-type: none"> Go to Courses, Students and Staff top tab > Options > Refresh Refresh should be run every time you come in to the Build view on Courses, Student & Staff top tabs. 	<ul style="list-style-type: none"> If you are missing courses, students or staff members, change the filter to All and then check the Schd? box. If you still don't see a student make sure they have your school as the Next School If you still don't see a Staff member, call Software Support they may have to change the staff's school for next year
Pg 18 - 20	Workspace – getting ready for Next year	<ul style="list-style-type: none"> Build view > Workspace top tab > Master side tab Refresh should be run every time you come in to the Build view on Courses, Student & Staff top tabs. 	<ul style="list-style-type: none"> Check that the XAT-EL-01 course section came across with the schedule Term and schedule record Update the PrimaryStaff > Name to the teacher that will be teaching that class next year if it will be changing.
Pg 20 - 21	Workspace - Loading Students into Sections OR Doing this after EOYR	<ul style="list-style-type: none"> This procedure can be done in the Build view but it can also be done after EOYR as part of the Year Start Checklist. 	<ul style="list-style-type: none"> You may want to do this process after EOYR and once the StrongStarts are in operation so the class lists only have those students that are attending.
Pg 22	Snapshots	<ul style="list-style-type: none"> Student top tab > Options > Snapshots drop down > choose the snapshot radio button and click on Delete > repeat 	<ul style="list-style-type: none"> Snapshots will go through EOYR fine as long as <i>all students who are assigned to a Snapshot are still in your school, if not, it will corrupt your Snapshot.</i> Our recommendation is to print off lists of students in Snapshots that you want to keep as part of the year-end process, delete all Snapshots and then re-create them next year. Just be sure to remove students that are leaving from your Snapshots.

	Task	How to	Notes
<input type="checkbox"/>	Attendance	<ul style="list-style-type: none"> Be sure your Coordinator has entered all attendance records. 	<ul style="list-style-type: none"> Talk with your Coordinator to confirm all attendance for the year has been entered before moving to the next step.
<input type="checkbox"/>	Reports	<ul style="list-style-type: none"> When saving the reports, be sure you are saving them as an Adobe Acrobat PDF document or you won't be able to open them later In IE be sure to click on the save icon on the pop up bar NOT File > Save As  In Chrome be sure to click on the download icon on the pop up bar  Save reports to your network drive: N:\MyEdBC Year End 2020-2021 StrongStart 	<ul style="list-style-type: none"> Run the following reports and save to your network drive (you may want to create a folder within the Year End folder for your StrongStart centre). <ul style="list-style-type: none"> <input type="checkbox"/> School view > Student top tab > Reports > BC Student Information Verification Form <input type="checkbox"/> Staff view > Select Teacher (choose your coordinator) > Attendance top tab > Input side leaf > Reports > StrongStart Attendance Summary – run for the full year <input type="checkbox"/> Run any other report you think you may have to refer back to

Completed By _____

Principal's Signature _____

Date _____

Scan and email completed checklist to software.support@sd23.bc.ca by **July 9th, 2021**.