

## Rolling to a New Academic Year - Part 1

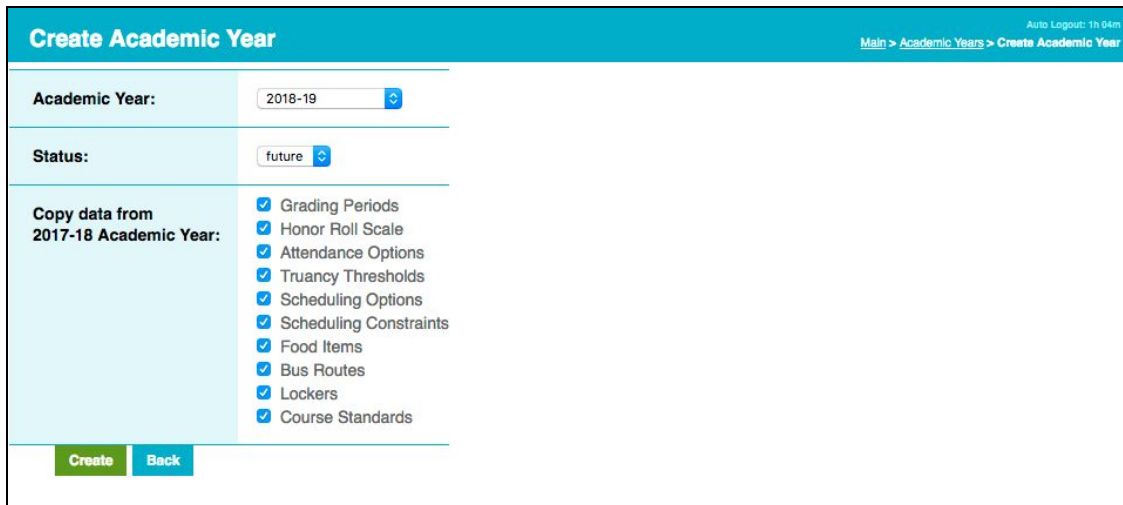
\*these steps can be completed prior to the completion of the school year

### STEP 1: Academic Year

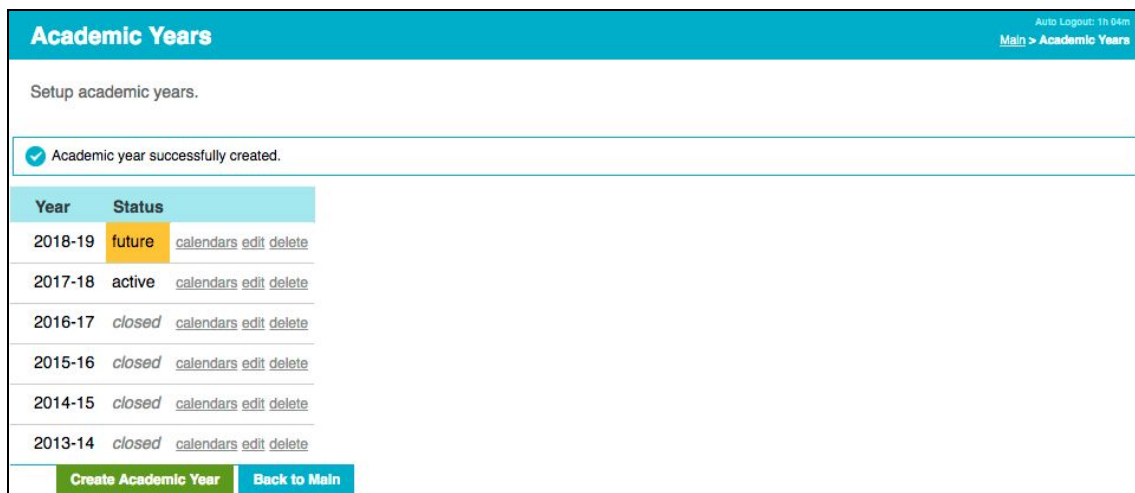
From the Admin Main navigate to Academic Years. (Admin Main > Academic Years)

Select “Create New Academic Year,” locate “2018-19” from the list and mark the status as “Future.”

Several items can be copied from the current year to the new year. All items are checked by default. Uncheck any items that you intend to rebuild from scratch in the new year, keeping in mind that changes can be made to items once they’ve been copied.



Select “Create.” You will be redirected to the “Academic Years” page where “2018-19” will be listed as “future.”



Year	Status	Actions
2018-19	future	<a href="#">calendars</a> <a href="#">edit</a> <a href="#">delete</a>
2017-18	active	<a href="#">calendars</a> <a href="#">edit</a> <a href="#">delete</a>
2016-17	closed	<a href="#">calendars</a> <a href="#">edit</a> <a href="#">delete</a>
2015-16	closed	<a href="#">calendars</a> <a href="#">edit</a> <a href="#">delete</a>
2014-15	closed	<a href="#">calendars</a> <a href="#">edit</a> <a href="#">delete</a>
2013-14	closed	<a href="#">calendars</a> <a href="#">edit</a> <a href="#">delete</a>



## STEP 2: Calendars

Navigate back to the Admin Main and select Calendars. (Admin Main > Calendars)

In the academic year dropdown, select “2018-19. There should be a message stating that no calendar exists. Select “Create Calendar.”

Calendars		Auto Logout: 1h 05m <a href="#">Main &gt; Calendars</a>
Setup calendars for each academic year.		
		Academic Year: <b>2018-19</b> ▼
Sorry, no calendar exists for this academic year.		
<a href="#">Create Calendar</a>	<a href="#">Back</a>	

Complete the calendar fields, ensuring that the dates are for the 2018-19 academic year. Then select “Create Calendar.”

Create Calendar		Auto Logout: 1h 05m <a href="#">Main &gt; Calendars &gt; Create Calendar</a>
Academic Year	2018-19	
Title:	Sample Calendar	
First day of attendance:	9/3/2018 	
Last day of attendance:	5/31/2019 	
Days school is scheduled:	<input type="checkbox"/> Su <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Tu <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input type="checkbox"/> Sa	
Grade Levels:	<input type="checkbox"/> 00 <input type="checkbox"/> EC <input type="checkbox"/> PK <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> PG <input type="checkbox"/> Other <input type="checkbox"/> UN <input type="checkbox"/> EE <input type="checkbox"/> SM <input type="checkbox"/> SS <input type="checkbox"/> 22	
Calendar for external school/district:	<input type="checkbox"/>	
<a href="#">Create Calendar</a>	<a href="#">Back</a>	

### STEP 3: Grading Periods

Navigate to the Admin Main and then to Grading Periods. (Admin Main > Grading Periods)

Ensuring you are in the 2018-19 academic year, edit each of the grading periods and add dates. If any grading periods are missing, use “Create Grading Period” to create them.

Auto Logout: 1h 04m  
[Main > Grading Periods](#)

## Grading Periods

Students are given a grade for each grading period. You can also setup special grading periods for exam grades (ie - Midterm Exam) or summary grades (ie - Final Grade).

Academic Year: 2018-19

Year	Grading Period	First Date	Last Date	Active	Weight	External ID
2018-19	Q1			active		<a href="#">edit</a> <a href="#">delete</a> <a href="#">add to classes</a>
2018-19	Q2			closed		<a href="#">edit</a> <a href="#">delete</a> <a href="#">add to classes</a>
2018-19	Q3			closed		<a href="#">edit</a> <a href="#">delete</a> <a href="#">add to classes</a>
2018-19	Q4			closed		<a href="#">edit</a> <a href="#">delete</a> <a href="#">add to classes</a>

Create Grading Period
Back to Main

Auto Logout: 1h 04m  
[Main > Grading Periods > Edit Grading Period](#)

## Edit Grading Period

Mark grading periods active/closed throughout the year. Also push the status down to classes/sections. Classes/sections with active grading periods show on teachers working list and are editable -- closed ones are not.

<b>Year:</b>	2018-19
<b>*Grading Period:</b>	<span style="border: 1px solid #ccc; padding: 2px;">Q1</span> <span style="font-size: 0.8em;">v</span>
<b>First Date:</b>	<span style="border: 1px solid #ccc; padding: 2px;">9/4/2018</span> <span style="font-size: 0.8em;">📅</span>
<b>Last Date:</b>	<span style="border: 1px solid #ccc; padding: 2px;">10/26/2018</span> <span style="font-size: 0.8em;">📅</span>
<b>*Active:</b>	<span style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No</span> <span style="font-size: 0.8em;">v</span> <input checked="" type="checkbox"/> Update active status of classes/sections too <input checked="" type="checkbox"/> Create news feed item for instructors
<b>Weight:</b>	<input style="width: 50px;" type="text"/>
<b>*Sorting:</b>	<span style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Top of list (before Q2)</span> <span style="font-size: 0.8em;">v</span>
<b>ExternalID:</b>	<input style="width: 100%;" type="text"/>

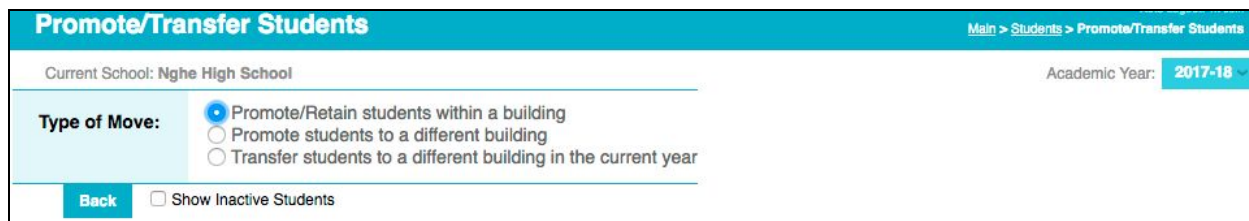
Save
Back

#### **STEP 4: Promote Students**

Navigate to Admin Main and then to Student - Multi View.  
(Admin Main > Student - Multi View)

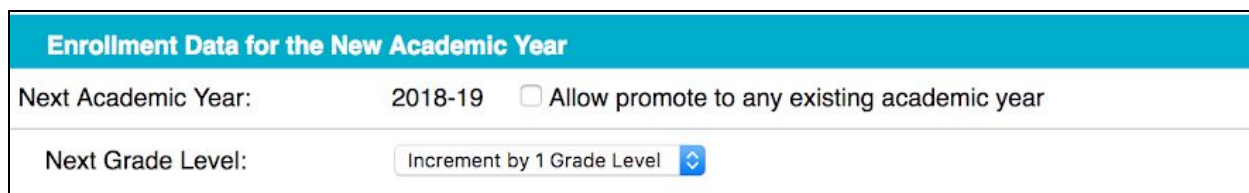
Switch to the 2017-18 academic year. Select “Promote/Transfer Students.”

Select “Promote/Retain students within a building.”



The screenshot shows the 'Promote/Transfer Students' interface. At the top, there is a breadcrumb trail: 'Main > Students > Promote/Transfer Students'. Below this, the 'Current School' is 'Nghe High School' and the 'Academic Year' is '2017-18'. Under the 'Type of Move:' section, there are three radio button options: 'Promote/Retain students within a building' (which is selected), 'Promote students to a different building', and 'Transfer students to a different building in the current year'. At the bottom left, there is a 'Back' button and a checkbox for 'Show Inactive Students'.

On the new page, ensure the first line reads “Next Academic Year: 2018-19” and the second line reads “Next Grade Level: Increment by 1 Grade Level.”



The screenshot shows the 'Enrollment Data for the New Academic Year' interface. It features two main fields: 'Next Academic Year:' with a dropdown menu set to '2018-19' and an unchecked checkbox for 'Allow promote to any existing academic year'; and 'Next Grade Level:' with a dropdown menu set to 'Increment by 1 Grade Level'.

The remaining fields are optional and left blank by most schools.

All students, with the exception of your highest grade level, are automatically checked below. If some of the students are not going to be promoted, or if some of them will not be at your school in the 2018-19 academic year, you can uncheck them from the list.

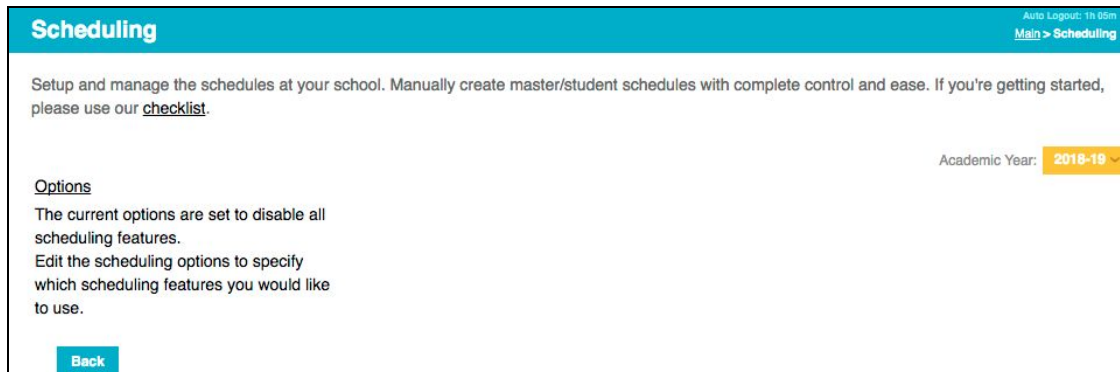
If all students that are to be promoted by one grade level are checked, you can select “Promote Students.”

*\*Note: If you have students who are being retained a year, you can uncheck them and promote the rest of your students. You will then need to complete this process again, but this time only select students from the list that are being retained, and select “Keep the Same Grade Level” from the “Next Grade Level:” dropdown.*

**STEP 5A: Schedule** (has bell schedule)

Navigate to the Admin Main and then Scheduling. (Admin Main > Scheduling)

*\*If you go to the schedule page and see the following message, please skip step 5 and move on to step 5B.*



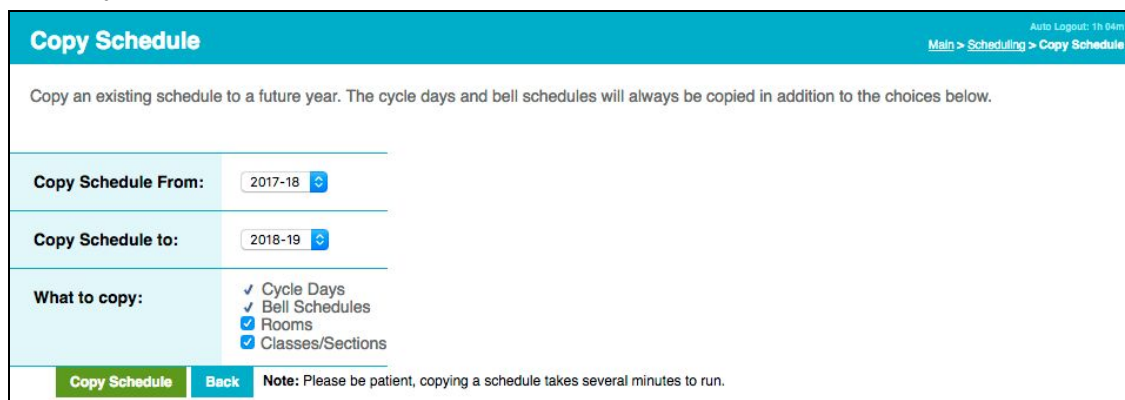
Select "Copy Schedule."

**Copy Schedule From:** 2017-18

**Copy Schedule To:** 2018-19

**What to Copy:** Keep all boxes checked

Select "Copy Schedule."



Navigate to Scheduling > Cycle Days > Assign Cycle Days. Mark the first cycle day and then use the icon to mark the rest. Check dates around holidays and make changes as necessary. Then go to step 6.

September 2018						
S	M	Tu	W	Th	F	S
	3 H	4 A	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 2018						
S	M	Tu	W	Th	F	S
	3 H	4 A	5 B	6 A	7 B	8
9	10 A	11 B	12 A	13 B	14 A	15
16	17 B	18 A	19 B	20 A	21 B	22
23	24 A	25 B	26 A	27 B	28 A	29
30						

**STEP 5B: Schedule** (no bell schedule)

Navigate from the admin main to Classes/Sections and switch to the current academic year. Select “Copy Classes.”

Select the classes to be copied.

- On windows, hold CTRL and click multiple classes. CTRL+A selects all classes, CTRL+Shift and click selects all between two clicks.
- On macs, hold Command and click multiple classes. CMD+A selects all classes, CMD+Shift and click selects all between two clicks.

Select the 2018-19 academic year to copy to.

Click “Create grading periods if necessary.”

Copy

Auto Logout: 1h 05m
Copy Classes
Main > Classes > Copy Classes

Copy classes to another academic year. Before copying, you'll need to create the grading periods for that later year.

<b>Classes:</b>	<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <ul style="list-style-type: none"> <li>- 9 Lunch (Section 1, 4A AB)</li> <li>- 10 Lunch (Section 1, 4B AB)</li> <li>- 11 Lunch (Section 1, 4C AB)</li> <li>- 12 Lunch (Section 1, 4C AB)</li> <li>Anthony, Zia - Fr1 French I (Section 1, Mrs. Z. Anthony, 6 AB)</li> <li>Anthony, Zia - Fr1 French I (Section 2, Mrs. Z. Anthony, 4A,4B AB)</li> <li>Anthony, Zia - Fr2 French II (Section 1, Mrs. Z. Anthony, 2 AB)</li> <li>Anthony, Zia - Fr2 French II (Section 2, Mrs. Z. Anthony, 1 AB)</li> <li>Anthony, Zia - Sp1 Spanish I (Section 1, Mrs. Z. Anthony, 3 AB)</li> <li>Anthony, Zia - Sp1 Spanish I (Section 2, Mrs. Z. Anthony, 5 AB)</li> <li>Anthony, Zia - Sp2 Spanish II (Section 1, Mrs. Z. Anthony, 7 AB)</li> <li>Arnold, Kaden - ENG1 English I (Section 2, Mr. K. Arnold, 3 AB)</li> <li>Arnold, Kaden - ENG1 Com English I Combined (Section 1, Mr. K. Arnold, 7 AB)</li> <li>Arnold, Kaden - ENG3 English III (Section 1, Mr. K. Arnold, 6 AB)</li> <li>Arnold, Kaden - ENG3 English III (Section 2, Mr. K. Arnold, 2 AB)</li> </ul> </div>
<b>Copy to Academic Year:</b>	2018-19 <span style="font-size: x-small;">v</span>
<b>Options:</b>	<input checked="" type="checkbox"/> Create grading periods if necessary

Copy
Back

Hint: To select multiple classes, hold the ctrl or shift key when clicking the mouse.

**STEP 6: Copy Lunch Data**

Navigate to Admin Main > Lunch > Food Items

Verify that food items were copied. Use the “edit” link to make changes and “Create Food Item” to add new items.

**STEP 7: Schedule Classes**

Schedule classes and create rosters for next year using your preferred method.

## Rolling to a New Academic Year - Part 2

**\*Complete these steps after completion of the school year**

### **STEP 8: Instructor Cleanup**

Navigate to Admin Main > Instructors

“Edit” instructors who will not be returning and change “Active” to “no.” This will prevent future access to the system.

**Active:**

No
▾

Use “Create Instructor” to add new instructors that will be starting next year.

### **STEP 9: Fee Rollover (if applicable)**

\*do this after all payments have been entered for the current year

Navigate to Admin Main > Tuition/Fees > Account Rollover

Select the current and next academic year. Select the account to transfer.

Select students and rollover accounts.

**Account Balance Rollover**
Auto Logout: 1h 65m  
Main > Tuition/Fees > Account Balance Rollover

Rollover student account balances from one year to another.

Current Academic Year: 2017-18 ▾
Mode: Students ▾
Account: Lunch ▾
Current Grade Level: All ▾

**Rollover balance to**

School: Nghe High School ▾

Next Academic Year: 2018-19 ▾

**Student Accounts to Rollover**

Rollover?	Grade Level	Student	Current Balance for this Year	Current Balance for next Year	Balance After Rollover
<input type="checkbox"/>					

### **STEP 10: Close Current Academic Year**

\*This should be done after you are completely finished with the year.

Admin Main > Academic Years > “edit” current academic year

Change status to “Closed” and save.