



Olympic Educational Service District 114

Western Regional Information Service Center



Winter 2018-2019

Information and Reminders for WRISC Student Records Users

WINTER has arrived!

Adjusting Your Calendar for School Cancellations

When snow days or other cancellations occur, there are five specific areas that need to be updated.

* The first is used to adjust the individual calendar days. Path: *WS/OF/AT/PS/CO/CC*

* The last four are accessible on one screen. Path: *WS/OF/AT/PS/UT/CS*

1. Calendar Days
2. Term Definitions
3. Grading Periods
4. Calendar Terms
5. Course Length Set/Class Control Set for EACH course length listed

It is **VERY IMPORTANT** to ensure all calendar and term dates are correct and in sync. Make any adjustments as necessary. If these dates are not in sync it will cause issues with grading and attendance.

Request Document: 'Quick Guide - Adjusting School Calendars for Missed School Days'

or get it on our website: <https://www.oesd114.org>

Pre-Registration of Students for Next Year

IMPORTANT: ALWAYS check to see if a student is already in the system

BEFORE ADDING A NEW STUDENT:

- Check the name table. The student may be:
 - Returning to your district
 - Currently shared with another entity
 - Enrolled as preschool or in a special education program

GRADE LEVEL:

- Use student's current grade level (not next year's grade level)
- For Kindergarten pre-registration, use grade level P4

STATUS:

- Current Year Status should be INACTIVE
- Next Year Status should be ACTIVE

CURRENT YEAR MEMBER:

- Current Year Member should be set to No

ENROLLMENT DATE / ENTRY DATE:

- First day of school next year

MOST RECENT DISTRICT ENTRY DATE:

- If currently enrolled in district, don't change the MRDED date
- If new or returning to district, use first day of next school year

General Info - Scheduling Transaction Records

Scheduling Transaction records contain information, such as the date a student was added into a Section, the date the student was dropped, who performed the transaction, and the date and time the transaction took place.

This information provides a historical record of changes that occur in student schedules. These changes affect the gradebook, attendance, and ability to make schedule changes.

VIEWING TRANSACTION RECORDS: Scheduling Transaction Records are found by clicking the "View Trans" button on the Current Scheduling tab in Student Profile.

Recommended practices:

Effective Date: The Effective Date should reflect the first day the student attended the class. For ANY schedule changes made in the middle of the school year, use the "Prompt for Effective Date" feature found in the Options button to assist in entering the correct date.

Deleting Records: While you can delete a student's Scheduling Transaction record, doing so can cause attendance and scheduling problems for the student. It can also cause reports to display inaccurate information. Before deleting a Scheduling Transaction record, consult your District Contact.

Secondary Reminders - GPA Troubleshooting

Reminder: Semester grading is upon us – verify your GPAs. It is important to verify that your GPAs are accurate. Verifying now will also help with verification in the spring when you are trying to determine valedictorian and honor students.

Tips on Troubleshooting GPA Discrepancies are contained in the GPA Troubleshooting handout (available on our website) as well as the WSIPC Guide to the Grading Cycle and Configuration (Appendix A) which is available in SkyDocs.

Use the GPA Summary Tab to display the current cumulative and non-cumulative GPAs. The capability allows you to quickly filter on the non-cumulative values. Fields have also been added to show when the GPA record was last updated and when it was last validated to be correct.

REMINDER: GPA DETAILS BUTTON

This button displays details for GPA records and is a handy tool to assist in troubleshooting any GPA issues.

Open Labs

Open Labs provide the following opportunity:

- Get away from the office for uninterrupted work time
- Come with another person or team to work on project
- Work one-on-one with an analyst on a tricky situation

To ensure adequate analyst assistance will be available, we need to know who is coming (**register** on pdEnroller) **and** what you will be working on (**email the** student helpdesk).

Labs are offered monthly (except July) in both Bremerton and Port Angeles locations for your convenience.

Register & Email: A class may be cancelled due to low enrollment, so please be sure to register if you plan to attend.

Special Requests

Requests for training beyond regularly scheduled events and requests for special help will be considered as analyst time permits.

Once we know the nature of the request, we will suggest the best approach. This could include:

- An Open Lab
- Adding a training to our schedule
- Phone/Zoom connection consultation
- A visit to your school/district (or scheduling a room at the ESD)

Please notify your district contact to make a special request. They can contact the analysts using the help-desk ticket system.

Submitting Tickets: Important Information to include

Help *US* Help *YOU!*

Including all relevant information when submitting tickets makes it easier for analysts to research your issue and get back to you sooner with answers. Please consider the following items when submitting tickets via Footprints, email, phone and voicemail:

Contact Information

- Your name
- District
- Phone number

Details (as applicable)

- School, building or entity number
- Teacher name
- Student name
- Specifics (e.g. course, category, code)
- Application area/path
- Report name/template name
- Screen shots

Future Scheduling Timeline

PHASE 1: Preliminary Tasks (Timeline: Sept – Jan)

- Organize scheduling team
- Review course offerings and determine courses to offer
- Develop timeline and assign responsibilities
- Review day patterns and terms – get assistance to make any changes
- List courses with special needs
- Gather constraints
- Prepare materials
- Advertise courses
- Prepare system for next year:
 - Update Grad Year/Grade Cross Reference
 - Adjust setup & codes
 - Add students to next year entity
 - Adjust staff
 - Verify configuration
 - Run Course Master utilities
 - Adjust Course Master (if necessary)
 - Create Scheduling Teams
 - Adjust Scheduling Categories

Check out Recorded Tutorials: FY Scheduling Overview, FY Scheduling Setup

PHASE 2: Tally (Timeline: Dec – Feb)

- Complete student course selection
- Produce tallies
- Review and adjust requests
 - Too few requests to offer the course
 - Too many requests for the possible number of sections
- Finalize courses to offer
- Re-run tally (tally represents requests for courses)
- Finalize sectioning decisions
- Run the Potential Conflict Matrix
- Prepare scheduling board
 - Note: Skyward Interactive Scheduling Board may be used for this

Check out Recorded Tutorials: FY Scheduling Prepare Student Requests, FY Scheduling Manual Requests, FY Scheduling Online Requests, FY Scheduling Prepare for Interactive Scheduling Board

PHASE 3: Construction (Timeline: Jan – Mar)

- Place constraints
- Place singletons (refer to conflict matrix to ensure 0 conflicts)
- Place doubletons (compare to singletons to maintain 0 conflicts)
- Place remainder (courses with lowest number of sections first)
- Check balance: run seats by grade level
- Make adjustments to master schedule as necessary
- Re-run seat count by grade level
- Repeat until balance is reached

Check out Recorded Tutorial: Using the Interactive Scheduling Board

PHASE 4: Analyze and Adjust (Timeline: Mar – May)

- Schedule students (Auto Scheduling Run)
- Analyze results
- Make adjustments to master schedule
- Un-schedule/re-schedule students
- Repeat as necessary

Check out Recorded Tutorial: FY Scheduling Auto Scheduler

PHASE 5: Final Tasks (Timeline: May/June – Aug)

- Students schedule themselves with Online Arena *OR* manually place students who have unresolved conflicts if Auto Scheduler was used
- Run final reports

Check out Recorded Tutorials: Online Arena Scheduling and Concluding Scheduling

CRDC is coming

The 2017-18 CRDC Collection is expected to open in February. You will have approximately 75 days after the opening to submit your data file. The tools in Skyward are updated and ready for you to use to collect your 2017-18 CRDC data and prepare the submission file. The 2017-18 CRDC Manual and other documents can be found in Skydocs at: Web Student Management\Federal-State Reports\Federal Reporting\Federal Office of Civil Rights Reports (WS\SR\FR\FO). We have two CRDC workshops scheduled: Tuesday, March 5th in Bremerton and Thursday, March 7th in Port Angeles. The workshops will provide you with a quiet place to work and an analyst to answer questions. Please sign up on pdEnroller if you plan to attend.

WASWUG

Boldly go where no WASWUGer has gone before! Join the fleet and explore new worlds at WASWUG Spring: March 10-12, 2019 in Bellevue, WA.

WASWUG Spring is a 3-day event that will empower you with information, training, and resources to help you gain the most value from your Skyward software. You'll have access to over 175 highly intelligent breakout sessions, with Student, Finance and HR sessions for every skill level as well as **new Skyward Qmlativ sessions**. Plus, choose from a variety of professional development training to sharpen your skills and inspire your creativity.

Network with other attendees, exchange ideas, and gain insights from WSIPC and Skyward software experts, and engage with industry-leading partners and exhibitors.

Please keep in mind the Student Analysts will be attending the conference. During this period, analysts will have limited access to email. They will respond to your emails as soon as possible upon their return.

WSIPC Cooperative Member Registration Pricing:

- Now through 1/18/19: \$325
- 1/19/19 through conference: \$375