Fall 2020-2021

Information and Reminders for WRISC Student Records Users
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Year Start

Changes to Coding Grade Level for Kindergarten (GLO)

- Districts no longer have to code Student GLO (Grade Level Override) for Full Day Kindergarten students (K1 or K3).
- All kindergarten students will now report to CEDARS as K1 - Full Day Kindergarteners. Students choosing to attend part time of a full day program will need to have their FTE adjusted by adjusting their percent enrolled.
- Districts with Part Day Kindergarten Programs will need to add a Student GLO of K2 so students will be reported to CEDARS as Part Day Kindergarteners.

Entering Students who are RETURNING to your District

- ALWAYS check to see if a student is already in the system. Update the Most Recent District Entry Date (MRDED) if a student has previously attended the district and is now returning.
- Most Recent District Entry Date is found on the entry record screen.
- MRDED should reflect the student’s NEW (and most recent) enrollment into the district.
- If the student is moving from school to school within the district, do not update MRDED.

Adding New Students Prior to 1st Day of School — Current Year Status

- When adding a new student before the 1st day of school, the student’s entry date should be DAY 1 of school (because that is when they will start). The current year status is automatically set to Active upon an ADD.
- However, because a future date was entered, the system will produce an informational message: “Judging from the Enrollment Date specified it appears the student’s status should be inactive. Would you like the status changed?” Say NO to this message (saying NO keeps the student active).
- Note: this process is different than pre-registering in the spring. At that time the Current Year Status needed to be NO and was changed to YES during the Year End process.
Default Entity

- At the beginning of each year, it is important to ensure all students have the correct default entity. The default entity is important for accuracy in many reports – including the P223 Monthly Enrollment Report & CEDARS.
- A quick way to check students’ default entity is to run a Data Mining Report.
  - Fields to use: Student Full Name, Grade Level, Default Entity Name.
  - Set the **Student Status** to active and **Default Entity** to no
    - If any students show on this report they do not have the entity as their default.
    - If they ARE shared students and the other school is the default, all is okay (verify the shared school).
    - If they ARE NOT shared students, and/or the entity should be the default, change the Default Entity to YES on the Student’s Entity tab (Note: communicate with the other entity so that everyone is on the same page).
    - Be sure to check shared students: those who were shared last year and may not be this year and newly shared students.

Student Counts—Action Recommended

- **The 1st Enrollment Date is the 4th School Day of September. Be Prepared!!**
- It is important to begin looking at counts as soon as possible. Things to consider:
  - Prior to the 1st day of school, the P223 Report will NOT provide accurate counts of students because new students have not yet started. Some options to help prepare are:
    - Entity Counts can be used to get a headcount. WS\Advanced Features\Entity Counts\Entity Counts.
      - Remember to run the recount students utility to update numbers prior to running the entity counts. WS\Advanced Features\Entity Counts\Setup\Utilities\Recount Students.
    - The Estimated Enrollment Report will provide data and journals to assist with preparation. You may need to request access from your District Contact. WS\Advanced Features\Entity Counts\Reports\Washington State Reports\Estimated Enrollment.
  - After school, starts use the P223 Enrollment Report to verify counts. Hint: Include the Enrollment Detail Report option to verify names of students included in each grade level.
Updating Advisors and/or Homerooms

- Advisor and/or Homeroom data is not automatically updated. Updating is important if schools use these fields and data in these fields change each year.
  - ADVISORS: A utility must be run to update the student’s advisors from their current year schedule when the field represents a period or course in the day.
  - HOMEROOM: To update the Homeroom field, the Homeroom Codes need to be set up and updated to match the Meet patterns in your Course Master.
  - Recommended Practice: Blank the field(s) before updating with new data.
  - For a detailed document on how to update the Advisor and/or Homeroom fields, go to our website and select Training Documents - Cheat Sheets category. The document is titled “Updating Advisor and Homeroom Fields on Student Entity Tab.”

Calendars

- **Action Required:** Check your 2021 Calendar Dates to ensure they are in sync.
- When calendars are cloned during the Future Year Scheduling Setup, districts and schools may not yet know exact dates for the next school year. Year Begin/End dates; Course Length Sets and Grading Periods will remain as they were when cloned. ALL Calendar Areas must be adjusted to the correct dates once they are finalized by the district.
- **Now is the time to UPDATE and/or CHECK & RECHECK**
- The quickest way to update/check calendars is to access the “Change Subsystem Control Dates” Utility (WS\OF\AT\PS\UT\CS) as it will allow review of all calendar areas at once. Make sure the correct school year has been selected.
- **Common Mistakes:**
  - Date Typos. Like: 2200 instead of 2021.
  - Forgot to increment the year (increment the year to 2021 beginning January).
  - Forgot to update one of the areas.
  - Forgot to check EACH Course Length Set. Each one needs to be expanded to verify each term set has the appropriate dates in sync with the other areas.
**Attendance Calendar Days-Action Required**

- Check Calendar(s).
- Check for synchronicity between calendar start/stop days and term definition dates.
- Check Calendar Days.
- If you are responsible for the entity’s attendance calendar, be sure to have Generated Calendar Days and adjusted dates. Non-school days should be set to Count As: 0.00 and school days (even half days) should be set to Count As: 1.00. If you do not maintain the calendar, ask the person who does.
- **TASK:**
  - Verify the first date on your list is really the first day of school / last date is last day, etc.
  - Review each calendar day that was generated and edit days that will be non-school days, holidays, etc.
  - Verify the periods taking attendance are marked correctly for each day.
- **PATH:** WS/OF/AT/Setup/CO/CC / Expand the calendar / Expand 2020-21 School Year / View All Days and Events/Edit Calendar Days to view settings.
- **Caution:** Teachers cannot take attendance if calendars are not in sync.

**NEW Attendance requirements for Remote Learning**

- OPSI sent out bulletin number 064-20 on August 13, 2020 with new requirements for Remote Learning attendance for the 2020-2021 school year. The OSPI Attendance, Chronic Absenteeism, and Truancy page has three documents listed under the OPSI Rules and Guidance area that should be reviewed.
  - Emergency Rule Language
  - Bulletin 064-20 – Emergency Rule Making – Definition of Absence
  - Attendance and Truancy Emergency Rule FAQ
- The following is a link to the OSPI page: [https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy](https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy)

**Student CY Member Mass Change**

- The CY Member flag is a great way to identify students, Active or Inactive, who were Active at the entity some time during the current school year. This data provides a helpful range for many reports and utilities.
  - Run the Student Current Year Member Mass Change Utility to ensure the Current Year Member Flag is accurate for all students at the beginning of the school year (WS/ST/ST Setup/UT/MM). Enter grade level for school and the start date for the current school year.
  - Caution: Do NOT run this utility after students have been pre-enrolled for the next school year. Based on the utility’s criteria #2, these students will be marked as CY members since they have an entry record, but no withdrawal record.
Staff Changes and New Staff

- **New teachers or assignment changes:**
  1) When adding a staff name to an entity (WS\SF\SF), use the search feature to match the name in the name table.
     - The teacher may have been at another building prior to coming to yours.
     - District’s HR department will be adding employees to the database and that name record should be used.
     - If the name is not found in the table, check with HR. The teacher may ‘go by’ a name that is different than the legal name in HR or HR may not have added them yet.
  2) Once the name has been added into an entity, that name can be attached to a meet.
     - If a new teacher is replacing a teacher already assigned to a meet, remove the existing teacher from the meet and enter the new teacher.
  3) For a teacher who will no longer be teaching at an entity:
     - Inactivate at the current entity. If the teacher is changing entities, then enter them as a new teacher following the above instructions.
     - DO NOT DELETE OR EDIT THEIR NAME. Staff names are used in many other places: Guardians, Emergency Contacts, Food Service, and Payroll and HR, so please do not delete or edit.
     - In the Staff table, inactivate the teacher who is leaving. Their name must remain for historical purposes.
  4) To Inactivate a teacher leaving the entity:
     - Staff Table path: Web Student\Staff\SF.
     - Select and Expand the Staff record for the teacher leaving.
     - Expand the Entity sub-area.
     - Click Edit next to the Entity from which the teacher is leaving.
     - Select the ‘Inactive’ radio buttons for ‘Current Year Status’ and ‘Next Year Status’.
     - Save.

Creating a File for the Photographer

- Want to load student pictures so they display in Skyward and Educator Access Plus? If so, the photographer will need a file with student name and ID (the correct student identifier to use for this purpose is the Other ID).

Surveys

- If Surveys are used in Educator Access Plus, the Surveys need to be cloned from year to year - **Path:** WS\EA\SU\PS\UT\SQ.
- Verify that surveys are in the 2021 school year and have the appropriate start/stop dates.
Templates

- Templates associated with 2020 should be updated to 2021.
- Review Filters to ensure the correct data will display (i.e. Grad year, School Year).
- Areas with year-specific templates include: Activities, Attendance, Discipline, Fees, Grading, Health.
- If cloned or edited templates are not providing desired results—ADD a new template.

Scheduled Tasks

- It is important to review Scheduled Tasks each school year. Reports and Utilities that are set to run automatically based on specific template parameters need to be reviewed and/or updated for the current school year.
- An option exists to allow a scheduled task to be linked to its initial template. If a template is edited, the corresponding scheduled task would be updated to match. This eliminates the need to recreate a scheduled task each time a template is updated.
- Depending on security, you may be able to perform the following tasks or you may need to contact your district contact for assistance.
  - Edit the Scheduled Task and check the box to “Keep parameters synchronized with associated template”, review the Start Date and End Date, and then click Save.
  - If you need to update the parameters to reflect the current school year within the initial template, do so after the option has been selected and-MAGIC-your scheduled task is in sync.
  - Note: If you no longer have the initial template or you do not know which template the scheduled task was based on, you can delete the scheduled task, re-create the report or utility template, and re-schedule the automated process (and check the option).

Updating Activities

- Make sure Activities have been cloned for 2020-21 (if using Activities module).
- Activities are year specific. Ensure that activities are present in the 2021 school year and dates are correct before school starts.
  - Path: WS\OF\AC\AM
- Note: If the activities do not exist for 2021, run the Clone Student Activities utility.
  - Path: WS\OF\AC\Setup\UT\AU\CS
Grading — Check Report Card Template Settings

- Check Report Cards template settings. It may be necessary to adjust the school year and other parameters dependent on the school year.
- Clone Setup templates to the new year or edit the appropriate Setup templates used for 2020 and change the school year to 2021. Verify all settings before clicking Save.
  - Path: WS\Office\GR\RC\Setup\CF\DR
- Also, clone Report Card Templates or edit existing Report Card Templates, verify settings dependent on the school year, make changes as necessary, and then Save the templates.
  - Path: WS\Office\GR\RC\RE

Scheduling Reminders

- Current Year Schedule Changes
  - Using the appropriate button and the transaction date will allow the system to properly reflect the scheduling change. The following procedures are available from Student Profile\Scheduling – Current tab, and also Office/Current Scheduling/Student Schedule Generation\Entry by Student:
    - Use the Replace button or ‘R’ hyperlink to drop one class and add another.
    - Use the Drop button or ‘D’ hyperlink to drop a class.
    - Use the Unschedule button or ‘U’ hyperlink to remove a student from the class, but retain a Request for the course.
      - You can then use the Add Course button to add another class.
    - Use the Chng Sect button or ‘C’ hyperlink to move a student from one section of a class to another.
    - Do not use the Edit button or ‘E’ hyperlink to adjust the Start/Stop Terms or to use a subset. This can cause problems with credit values, Gradebook, Attendance, and Grading Reports.
  - Check Scheduling Options
    - Make sure the Transaction Update Options are set to Prompt for Effective Date.
    - Check that the Display Options are accurate for your preferences.

- Create Scheduling Transaction Records
  - If you did not create Scheduling Transaction records when generating student’s schedules for the new year, we recommend that you do so by running the Mass Create Initial Add Scheduling Transactions Utility, but only on or after the first day of school. Path: WS\Office\CS\SS\Setup\UT\AT
  - The Effective Date defaults with the first day of school – the recommended date to use. Click Run.
• **Scheduling Reports/Quick Print**
  - If the Quick Print button is used to print Student Schedules from a student’s Scheduling tab, the report may be set to view a setting that was saved last year (for instance, Semester 2).
  - To update the settings for this report:
    - Click the Quick Print button, and then the ‘Template’ hyperlink in the Quick Print window.
    - Select the desired template and click Edit.
    - Update the Print Schedule for Term dropdown and click Save.
    - Click Select to load the chosen template for use.

**CTE Reminders**

- **2019-20 Completers**
  - If CTE Completer Information has not yet been determined and entered into the student’s CTE tab, now is the time to do that.
  - It is important that this data be included in the 2019-20 CEDARS files for P210 Voc Reporting.
  - Check with your District Contact regarding timing for the LAST 2019-20 CEDARS files.

- **2020-21 School Year Changes and Reminders**
  - There are new Course Codes for the 2020-21 School Year. Check the State Course Code List 2020-21 for updated codes on the CEDARS webpage.
    - [http://www.k12.wa.us/CEDARS/Manuals.aspx](http://www.k12.wa.us/CEDARS/Manuals.aspx)
  - Ensure that the correct CIP Codes and Course Codes are attached to the appropriate courses.

**Did You Know?**

- **Mass Create Gradebook Records**
  - You can run the Mass Create Gradebook Records utility before the beginning of the School Year. This creates a Gradebook for each class, which otherwise happens when the teacher opens the Gradebook for each class for the first time. Doing so allows you to do a test run of your Standards Report Cards. (Student Management\Educator Access Plus\GB Setup\UT\MC)

- **New Student Online Enrollment**
  - Did you know that you need to create the Grad Yr/Xref (Product Setup\Skyward Contact Access\ST\CF\Grad Yr/Grade Xref Setup) for the next school year in order for next year’s grade levels to be available in NSOE?
Western Regional Information Service Center

Student Support Team:

★ Michelle Daugherty
★ Christie Griswold
★ Jo Porter
★ Peggy VanDeen

Help Desk:

Phone: 360-782-5096
Fax: 360-478-6869
Email: student-wrdc@oesd114.org

Help Desk Information
For a quicker response to issues:

1) Use the Help Desk contact information (contacting an analyst directly may cause delays).
2) Provide pertinent information: names, screenshots, template names, names of reports and/or utilities, etc. Let us know if it is time-sensitive and what the time line is.
3) Help Desk Process:
   ➢ If an issue has a quick answer, you should receive a quick response depending on workload that day.
   ➢ Other issues are created as tickets and are placed in the queue. These will be handled in the order received.
   ➢ If an issue is deemed “critical”, it will be assigned top priority and be handled as soon as possible.

OESD Printing Services

- OESD continues to provide printing services. The hours for the operations room are 8:00 AM – 4:30 PM, Monday through Friday. Due to the building closure, all print jobs are currently being mailed (no pick up available).
Year Start Checklist
The following items are pertinent for everyone, with some additional items for Secondary only at the bottom.

Information on each checklist item can be found within The Scoop. Please refer to this information for any updates, changes, or new options relevant to each item.

Checklist Items—Everyone

☐ Update Calendars

☐ Review and Update Attendance Calendar Days

☐ Review new guidelines for Remote Learning attendance

☐ Make Staff Additions and Changes

☐ Check Template Settings for Year Specific parameters

☐ Review Scheduled Tasks

☐ Clone Activities (if using)

☐ Check Report Card Settings

☐ Send Staff Changes to the ESD

If your school has any changes to office staff or administration, please email the following information to student-wrde@oesd114.org

Name:
Position:
Phone#:
Email:

This will help us ensure their name and contact info are in our helpdesk database to allow us to respond in a timely manner.

Additional Items for Secondary

☐ Scheduling

☐ CTE Reminders
Gradebook Reminders for Teachers

Verify that your Secondary Gradebook is Setup Correctly

It is important to verify alignment between your grading procedures and the Gradebook’s configuration before the school year begins. If changes are needed, you may not have access to make them and will need to contact the Gradebook Administrator in your building. Be sure to check:

✓ Grade Mark Groups
  o Are the grade marks displaying correctly? Are they set to the correct percentages?
  o Will all students be graded using the same grading scale or should a Special Grade Mark group be available for some students, such as a Pass/Fail group?

✓ Categories
  o Are the appropriate categories available?
  o Are they using the correct score method (total points or weighted categories)?
  o Caution! If you plan to use weighted categories, it’s important to only select categories that you intend to use. A weighted category that is unused will have its weight redistributed to the other categories, which may cause calculations that are not in sync with your syllabus. Categories may also be assigned by Grading Period if some categories will be unused until the next term.

✓ Grading Periods
  o Is the Gradebook displaying the correct grading periods? Should term 2 encompass the dates for term 1 or does each grading period stand-alone?

✓ Semester Grade Calculation Setup
  o Should semester grades be calculated based on Weighted Term Grades (e.g. 50% of Term 1 grade and 50% of Term 2 grade) or Cumulated Assignment Scores for All Terms (e.g. based on assignment scores that are earned any time during the semester)?
  o Caution! If you calculate term grades based on Weighted Categories and semester grades based on Cumulated Assignment Scores for All Terms, it can cause semester grades to calculate that may not be intuitive. An assignment in a Category that is barely used or unused in a Term can have a big impact on a Term grade, and have much less impact on the Semester grade. To avoid explaining why the student earned a higher grade for each Term than they did for the Semester, consider calculating Semester grades based on Weighted Term Grades.
Verify that your Standards Gradebook is Setup Correctly

✓ Subjects and Skills
  o Review the Subjects and Skills that will be assessed by clicking on the Student Name hyperlink in the Gradebook and selecting the All Events tab.

✓ Grade Marks
  o Review the Grade Marks that will be used to assess subjects and/or skills by clicking the Grade Marks Button at the top of the Gradebook Main Screen.

✓ Calculation Methods
  o Check with your Gradebook Administrator to find out if both subjects and skills will be graded and if grades will be manually entered by the teacher or calculated by the Gradebook. The Standards Gradebook can be configured to Auto Calculate Subject and Skill grades based on a wide array of options.

✓ Categories
  o Will Categories be used to organize and/or weight skill grades? If they will be used to weight skill grades, are they set to the correct percentage? Categories are an optional feature and are enabled for your Gradebook if a Categories button displays at the top of the Gradebook Main Screen.

✓ Grading Periods
  o Is the Gradebook displaying the correct grading periods? Should term 2 encompass the dates for term 1 or does each grading period stand-alone?

Clone Assignments from Prior Year’s Gradebook
Did you know that Gradebook Assignments (Secondary Gradebook) and Events (Standards Gradebook) from prior years can be cloned to the new school year’s Gradebook? From the List Assignments or List Events Screen, select **Clone from Existing Gradebook**. You may be able to clone assignments from other teachers’ Gradebooks if the option is enabled by your Gradebook Administrator.