SPECIALIZED
DATA
SYSTEMS

TOUCH BASE TUESDAY AGENDA

February 18, 2020
Presenter: Jackie
Objective: Get your database ready for scheduling

1. Get Course Codes ready to Copy to Next Year for Scheduling
   - Check subject area for blanks
   - Check state course code for blanks
   - Check course level for blanks

2. Use the "Prepare for Next Year Scheduling" Utility
   - Discuss options regarding course codes/coursemaster
   - Discuss options regarding demographics

3. Get Student Demographics ready for Next year Scheduling
   - Change graduates to Next year active=1
   - Change NY Location for students moving to "next" school, i.e. 8th grade to H.S.
   - Change NY Grade Level, if necessary.

4. Open up to Questions

Next Touch Base Tuesday: March 17, 2020, to register please visit
https://www.schooloffice.com/pages/tbtstudent/