



TOUCH BASE TUESDAY AGENDA

August 18, 2020

Presenter: Jackie

Welcome Back, virtually & in-person!

Objective: To go over setup and common processes done at the start of the year, followed by Q & A.

I. Student Enrollment

- Create Student Enrollment records
 - a) How to create- done **after** calendar is added with dates inactivated
 - b) When to create- right **before** your AA report/report card with attendance
- Summer withdrawals- how to handle students who don't come back

II. Attendance, Schedule Changes, Parent Connect Processes

- Add Calendar and term dates
 - a) Inactivate student non-attendance dates- what if grayed out?
 - b) Copy to other locations in your database- wait until days inactivated
- Schedule Changes
 - a) Inactivate vs delete
 - b) Adjusting start date on student's schedule
- Parent Connect
 - a) Create password letters for parents
 - b) Printing letters/PC Admin Screen

III. Verify Grades-related setup areas

- Grade area setup
- Grade codes and getting setup for GPA calculation
- Review coursemaster's grades/GPA related fields

The next Student Touch Base Tuesday will be Tuesday, Sept. 15th.

Have a Wonderful New School Year & Stay Safe!