



TOUCH BASE TUESDAYS

October 23, 2018

Presenter: Jackie

What are Touch Base Tuesdays Webinars?

- Free Sessions – Live and Recorded for Sharing with Clients
- Review Trending Questions
- Share New Enhancements

Trending Questions:

1. **How to remove Student Course Assignment Courses from Transcript**
2. **Pre-Report Card Processes**
 - Verify Honor Roll setup
 - Verify Grade areas turned on/off for current term
3. **Report Card Processing: What are the steps involved?**
 - Grades to Marking period grade area-manual entry or posted from gradebooks
 - Generate Verification reports
 - Compute GPA/HR
 - Refresh Attendance
 - Review Report Card Print Option Screen- Print Report Cards
4. **How do I register for the Annual Conference? When, What and Where is it?**

To register click the following link: <http://schooloffice.com/sds-2018-student-annual-user-conference/>

DAY ONE - November 27th 9:00 - 11:00 a.m. CT

- **First Session - Lorie**
 - Review of Student Maintenance & Horizontal Screens
 - Parent Connect Online Demographic Changes
 - How to Change a Class Description
- **Second Session - Lynn**
 - Demographic Supplemental Information
 - Email Grade Reports
 - Review of Helpful Reports

DAY TWO - November 29th 1:00 - 3:00 p.m. CT

- **Third Session - Lorie**
 - Test Score Setup & Entry
 - Quick View Reports and Exports
- **Fourth Session - Lynn**
 - Discipline & Policy Notification
 - Meal & Miscellaneous Counts

Enhancements:

1. **Additional Re-entry screen options are listed below:**

- Location
- Grade level
- Homeroom
- Misc Group
- Percent Full time

2. **New Changes to ISBE Student Attendance reporting:** how it will be handled in the SDS program are in the works. To be discussed in future Touch Base Tuesday. Stay tuned!