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Movie Mondays: December's Lineup

December 07   Advanced School Policy 201* Click here to View
December 14   Mass Data Changes & How to Add Fields
December 21   How to use Supplemental Information

These webinars are pre-recorded. A link to the webinar will be sent out via email so that you can watch at a time that is convenient for you!

*School Policy Basics 101 is already available. It can be found on the student video list on login screen.

End of Semester Class Rank

For many schools, the end of the semester means final grade time. Final grades are the grades that get put onto student transcripts. This usually means it's time to do a new class ranking. Class rank is a process in which students, in each grade level, will get ranked based on their GPA as compared to other students in their grade. It will put students' GPAs in order with the highest GPA being ranked #1, etc.

Any student who has the demographic field "Rank with class"coded with a 0 (zero) will be included in rank. If you do not want a particular student included in the ranking, simply change the "Rank with class" field to a 1 before you rank and they will not be included. As example, some schools exclude special education or foreign exchange students from class rankings.

Steps to Rank:

1. Process Final Grades
2. Compute GPA
3. Process Class Rank

For a more detailed explanation of the rank process click on following link:

http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=class_rank_is_separate_process_from_gpa_calculation

Next Year Scheduling: Tips to Get Data Ready

Although it may seem early, many schools start the next year scheduling process in January. Before you begin the Next Year Registration and Scheduling process with your students, the demographic NY School Location field needs to be edited on all students to accurately reflect the school location they will attend next year. If this isn't done, these students may not be included in your Next Year Registration and Scheduling areas.

NY School Location Adjustment (Next Year School Location)
- **Students whose school location will not change next year** – make sure that the NY School Location field reflects the value entered in current year School Location.
- **Students whose school location will change next school year, (i.e. 8th graders going to the high school) –** make sure that the NY School Location field reflects the value of the school they will attend next school year.
- **Students that will be attending your school location next year from another school location** – have the staff at their current school adjust the NY School Location field to your location.

The Mass Change feature in the toolbox can be used to mass change this data. For more information:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=mass_data_changes1

For more information on Next Year Registration and Scheduling and prep work required for this process:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=nex_year_registration_and_schedule_changes

Also remember as you are registering students for next year classes, the registration record and course tally report will reflect the information contained in the Next Year Grade Year field in student information. The first step in beginning the scheduling process is to copy the course codes and course master to the next year area but if you don't also copy the grade year to the next year grade year field and "Add 1 to the Grade Year in the Next Year area" as the final step located in the Prepare for Next Year Scheduling area, your grade year on your registration records could be incorrect. *Note:* If your grade year field holds the year of graduation, then you won't need to do the process to "Add 1 to the Grade Year in the Next Year area".

Steps for Course Tally Correction
If your course tally is showing that you have the incorrect grade level of students registered for classes, edit your Next Year Grade Year field in Student Information so that the information in that field is correct for all students.

Once the next year grade year field is corrected:
1. Click on Administrative Utilities
2. Click on Control Center
3. Click on the "tab" called Student System Adjustments
4. Click the Apply Now button next to Correct Grade Year on Registration Records
5. Once that process is complete, simply run your course tally again and the grade years will reflect the grades the students will be in next year.

Next Year Scheduling: Adding New Courses

When working on next year scheduling, if you add any new courses to your course codes, make sure you add the STATE course information to this new course code. Difficult? Not really – here's how:

Start by adding your new course code:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=create_add_edit_delete_a_course_code_ny

Now match up the state's course code to it:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=add_state_course_codes

If you are missing a state course code (that is, your state has added or changed a code for a course), make the needed changes by clicking on the following menu options:

Master File & Code File Entry & Changes | Application: All Entry Options | Entry Options: State Defined Course Codes.

By keeping on top of this, you are making it easier for state reporting in the future for your school.

Always Refer to your state's Board of Education for the latest information regarding state reporting data element requirements

Snow Days: Adjust Calendar for Accurate Attendance

It's that time of year again when the snow and ice starts falling and many of you will find yourselves out of school for snow days. So, we thought a reminder of how to handle snow days in Web School Office would be helpful. Follow the steps below:

1. Remove any pre-entered absences that may have been entered for that day.
2. Go into the calendar setup area and inactivate the snow day. *Note:* if that day is grayed out and won't allow you to adjust the "active" field that is an indication that someone has an attendance entry for that date.
3. Next, all you have to do is open your school's calendar and inactivate the date of the snow day and save the change.
4. This action of changing the calendar will automatically adjust the students' enrollment records for that school location so no further action, in regards to enrollment records, is necessary. Below is a link to the Help Console instructions on handling snow days. Click below to check it out!
   http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=snow_days

Date	Day Type	Duration	Active	Day Codes
08/18/2015		1	● Y ○ N	1
08/19/2015		1	● Y ○ N	1
08/20/2015		1	● Y ○ N	1
08/21/2015		1	● Y ○ N	1

To inactivate a day, change "Active" from Y to N

Semester Schedule Change and Gradebooks

Are you wondering how to handle gradebook grades for a student that has a schedule change at semester?

Yes! Here is what you need to know:

If the student has a schedule change at semester for a semester-only class, there is nothing special that needs to be done. That student will show up on the new class roster along with the students who were originally scheduled into the class. There are no previous assignments that need to be accounted for, and so there is nothing special regarding this schedule change and gradebooks.

If the student has a schedule change at semester in a full-year course, then it is likely that the receiving teacher will need to enter, into their gradebooks, information regarding that student's previous class, so that a final grade can be computed that is inclusive of work done in the other teacher's class.
See the following link for more information on that process:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=transfer_grades_between_classes

 If you have any questions contact us http://sc.schooloffice.com/supportconnect , we are here to help!

Holiday Cookie Recipes…From Around the World

Easy is the #1 Ingredient!

Russian Tea Cakes/Snowballs

Prep: 20 min Cook: 12 Min Ready: 32 Min

Ingredients:

- ☐ 1 C Butter, softened
- ☐ 1 tsp vanilla extract
- ☐ 6 Tbsps. confectioner's sugar
- ☐ 2 C all-purpose flour
- ☐ 1 C chopped walnuts
- ☐ 1/3 confectioner's sugar (for decoration)

Directions:

- ☐ Preheat oven to 350 degrees
- ☐ In a medium bowl, cream butter and vanilla until smooth. Combine the 6 tablespoons confectioners' sugar and flour; stir into the butter mixture until just blended. Mix in the chopped walnuts. Roll dough into 1 inch balls, and place them 2 inches apart on an ungreased cookie sheet.
- ☐ Bake for 12 minutes in the preheated oven. When cool, roll in remaining confectioners' sugar. Optional: Roll a 2nd time in confectioner's sugar

Rosenmunnar/Swedish Thumbprint Cookies

Prep: 40min Cook: 15 Min Ready: 55 Min

Ingredients:

- ☐ 1 C Butter, softened
- ☐ ½ C white sugar
- ☐ 2 C All-Purpose flour (sifted)
- ☐ ½ C Your Favorite Fruit Jam (any flavor)

Directions:

- ☐ Preheat oven to 375 degrees
- ☐ Cream butter and sugar until light and fluffy. Add sifted flour, and mix well. Shape dough into 1-inch balls and place on cookie sheets. Imprint your thumb in the center to make a 1/2-inch indentation. Fill with your favorite preserves.
- ☐ Bake 15 to 20 minutes or until golden brown at the edges.

~Recipes Courtesy of Allrecipes.com

Happy Holidays