SPECIALIZED DATA SYSTEMS

Student Newsletter
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Parent Connect: Generate Passwords Automatically

How many times have you added a new student to Web School Office and forgotten to go into Administrative Utilities to create a Parent Connect Password for the student? Did you know your system can be set up to automatically generate passwords for new students overnight?

Your tech staff can simply create a task on Windows Task Scheduler to run an SDS file that will create the new student passwords for you. The task can be set up to create passwords for either all school locations or a specific location. It also allows the flexibility to create just parent passwords or also non-custodial and student passwords.

This Help Console link provides instructions for your tech staff for setting up this valuable new feature. Click on the link below to view and print.

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

Class Rank is a Separate Process from GPA Calculation

Don't forget that simply calculating GPA at the end of the semester does not re-rank students. GPA calculation is required to update the student's GPA as well as posting the comment descriptions for report cards and transcript records for transcripts. However, ranking students is only done at the end of the semester when final grades are issued. Once the semester GPA calculation process is completed, click the Rank Students button to update your rank.

Also, don't forget to indicate which GPA type you are using for your class rank, GPA_A, GPA_B, or GPA_C in the box below the school location drop down.

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

Monitoring Attendance Made Easy

Monitoring student attendance can be a monumental task, but we have included some tools to make it easier for you. Let's look in our tool box:

Tool #1: Reporting – When you want to know if a student has reached or surpassed a limit on the number of days, we have some fantastic reports to assist you.

> Part 1: Use the Daily Attendance Report named **Absences Greater Than X:** This report lists Students who have absences that are equal to, greater than or less than (one is chosen) a number that is specified. The report lists the number of absences for each student broken down by excused and unexcused.

> Part 2: Use the Period Attendance Report named **Periods Greater/Less/Equal by student:** This will list students who have greater than, less than or equal to a number of absences specified for a given single course.

Tool #2: Policy Letters – This tool is a workhorse to help you notify parents of their child's absences from school.

> **Part 1: Define your policy types and letters:**
> http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=policy_types_explained and letters:
> http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=policy_processing_policy_definition
> **Part 2: Find the students in violation of your attendance policies:**
> http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=policy_processing_letter_creation
> **Part 3: Print the letters/envelopes/labels and mail home:**
> http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=school_policy_reports

Tool #3: Parent Connect –This tool allows the parents to check on their child's progress in attendance, grades, and any other area you allow them to view. Any one of our expert support staff would be happy to help you start using these valuable tools.

http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=parent_connect_office_instructions
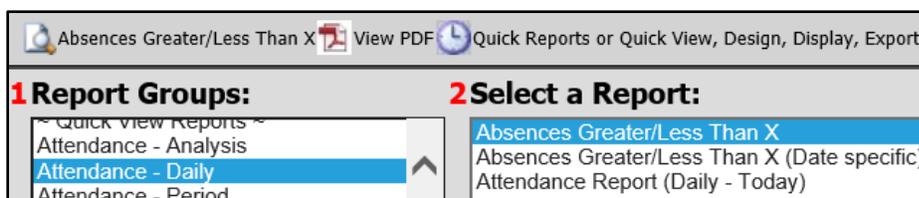
A variety of reports will help you to monitor attendance.
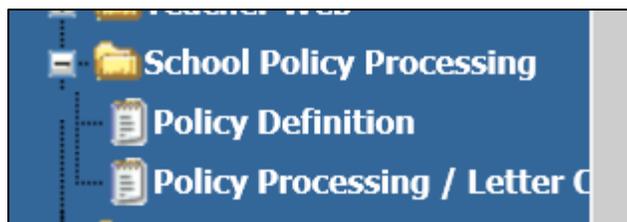
Setup Policy Definition

Crystal Report Classes
Grow your skills this year by learning how to customize and create SDS reports.

Happy New Year! It's the time of year where many of us put our **New Year's resolutions** into action. If one of yours is to learn something new, we have just the class that will help you to fulfill that resolution. We have added two new SDS Crystal Report Training dates. You can register today. With this training you will learn how to customize your SDS reports and create new ones. You will learn something new to add onto your job skills, and can also share what you learn by helping others at your district by creating custom reports specifically to meet their needs. **It's a win, win…** you meet your resolution by learning something new and your colleagues will be happy to have someone on staff that knows how to customize reports on demand!

To read more about this training and register today, click below:
http://schooloffice.com/sdsservices/sdsreporttraining/

I hope you join us and please feel free to email me with any questions about this training.
Jennifer@schooloffice.com
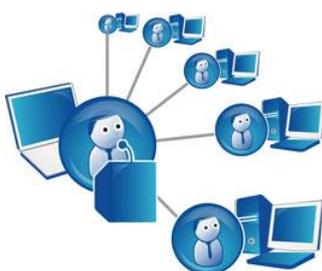
Slow Cooker Pork, Sauerkraut, and Apples

Ingredients:
- ☐ 6 Thick cut pork chops
- ☐ 4 Tart apples, peeled and sliced
- ☐ 1 large onion, sliced
- ☐ Water to cover
- ☐ 1Qt Sauerkraut
- ☐ ½ tsp fennel, or to taste

Serve with mashed potatoes.

1. Heat a large skillet over medium-high heat. Brown pork chops in hot skillet, 2 to 3 minutes per side. Drain.
2. Arrange apples and onion in the bottom of a slow cooker; top with browned pork chops. Pour in enough water to cover bottom of the slow cooker crock.
3. Cook on high for 3 hours (or on Low for 6 hours). Add sauerkraut and fennel seed to pork chop mixture. Cook for 1 more hour.

Courtesy of AllRecipes.com

The Scheduling Process…Start Getting Ready
Here is something you can do to get your student's records ready for 2017-2018

Before you begin the Next Year Registration and Scheduling process with your students, the 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.

- *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 moving to 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 instructions on using this feature, use this link to the Help Console:
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, use this Help Console link:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=next_year_registration_and_schedule_changes

Checking or Editing NY School Location
An easy way to check students' next year school location is to:
1. Click on Data entry and Changes
2. Click on Student Information Changes
3. Choose an entry grid that has NY School Location
4. In the "First Field to Edit" drop down, choose that field.
5. You can easily see what is entered and adjust as necessary.
6. Click Save diskette to save changes.