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Student Summer Withdrawals

Confused about how to handle those students who move over the summer?

We've taken the confusion away for Web School Office users. WSO users can simply withdraw those students through the Withdraw and Re-enter Students processing option.

On the withdrawal screen, there is a box to enter a date not listed in the calendar dropdown. Using this option will properly change the student to "Current Year Active and Next Year Active =1".

So, if you wish to withdraw a student prior to the first day of school, type in the desired withdrawal date. If no grades have been entered for the student, there will also be a check box to check to delete the student's schedule. For those students who you don't find out have left until after school has begun and they've been marked absent, there is even a check box to delete any attendance records with dates after the exit date.

For more information see following Help Console link:

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

Version 8 clients should continue to withdraw students who leave over the summer by deleting or inactivating their schedule and then changing Current Year Active and Next Year Active to a 1 in demographics. If you're unsure how to handle a withdrawn student, please submit a support request for one of our support staff members to help you with the correct procedures.

Web 4 Teacher Gradebook – Free User Sessions Posted

To sign up – follow the link to our website: <http://www.schooloffice.com/free-user-sessions/>

The webinars are designed for **current** users of Teacher Web who want to know more about the Web4. All changes and enhancements will be covered in the sessions. The sessions are not for new hires or clients just starting on the system.

- August 7, 2012** 1:00–2:00 p.m. (CT)
- August 16th, 2012** 10:00–11:00 a.m. (CT)
- August 20th, 2012** 1:00–2:00 p.m. (CT)
- August 28th, 2012** 10:00–11:00 a.m. (CT)
- September 11, 2012** 10:00–11:00 a.m. (CT)

Please, only sign up only if your school is currently using the Teacher Web Gradebook.

New Student Entry: Multiple Tables Made Easy!

Adding new students to your data can often mean entering data in several different views such as Demographics, Transcript Detail, Health Records, State Reporting, etc. To facilitate this data entry, you can use the Group Data Entry Options to create a sequence of screens to be used for entering new student data. With this option, after you have completed one screen the system will save your work and automatically display the next data collection screen you need to complete your work.

This Help Console link provides instructions on setting up and using this great feature that will help you efficiently complete new student data entry. Check it out!

[http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=student_information_\(vertical_view\)](http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=student_information_(vertical_view))

New Gradebook Enhancement: See who is absent in Gradebook

Enter WSO |Administrative Utilities |SDS Web Office Settings |Scroll down to Attendance. You will then see a new options "Show Absence in Grade Book Pages". Select Y for the dropdown to activate. This will then display the student's absence code to the right of their id number. There is a two minute delay before checking for new absences while the teacher is working in a particular grade book page – So new absences may not immediately show while they are working.

Attendance		
Allow Version 8 Attendance Entry	N	Set to "N" if district is using the SDS Web Processing system. "N" is the recommended and default setting.
Allow Version 8 Schedule Changes	N	Set to "N" if district is using the SDS Web Processing system. "N" is the recommended and default setting.
Parent Activity Registration	N	Activate/Show extra curricular activity registration on the Web Registration Screen
Time of Day to Turn Teacher Attendance Off		Enter the time of day you want to turn off teacher attendance. Note this is the time on the server.
Enable Period Attendance by Period	N	Enable Period Attendance by Period
Show Absence in Grade Book Pages	N	Setting this to Y will display absent students Absent Code beside their Id Number in the Grade Book

GPA Reports Added to GPA Processing Area

In Web School Office you may now quickly print your class rank, honor roll and honor roll exclusions reports.

The GPA Calculations screen has had a drop box added underneath the school location drop box so that you can quickly print one of the listed reports. Enjoy this new change that was recently suggested by one of our clients!

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

Policy Processing Enhancement: Choose Individual Students

SDS has made the policy processing area easier than ever to use. You can print your letters by batch, as you always have but now you can choose individual students too! There is a check box grid as shown in the figure below. The students displayed are being filtered based on the policies you are running. If you have multiple policies selected you will see all students that meet at least one of those policies.

For more information see our Help Console link.

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

The screenshot displays the SDS Student Help interface for policy processing. It includes several sections:

- Only process students who have activity for these dates:**
 - No Beginning Activity Date
 - Select From: 6/21/2012
 - Select Thru: 6/21/2012
 - Two calendar grids for June 2012. The first grid shows dates from 27 to 7, with the 21st highlighted in yellow. The second grid shows dates from 3 to 7, with the 21st highlighted in yellow. A "thru" label is between the grids.
- Dates for evaluating attendance and discipline Policy Types:**
 - Select From: 6/21/2012
 - Select Thru: 6/21/2012
 - Two calendar grids for June 2012. The first grid shows dates from 27 to 23, with the 21st highlighted in yellow. The second grid shows dates from 3 to 23, with the 21st highlighted in yellow. A "thru" label is between the grids.
- Student List:**
 - Buttons: Refresh, Create Letters for Selected Students
 - Table with columns: Name, Id
 - Students listed with checkboxes:

Name	Id
<input type="checkbox"/> Applebee, Miranda Suzanne	00387
<input type="checkbox"/> Barr, Lacie Ann	1222
<input type="checkbox"/> Barter, Jordan Nicole	00164
<input type="checkbox"/> Beeson, Cayli J	1350
<input type="checkbox"/> Bidner, Autumn Dawn	00083
<input type="checkbox"/> Bitterman, Amber London	00448
<input type="checkbox"/> Bright, Jessica Grace	00032
<input type="checkbox"/> Clements, Kaitlyn Elizabeth	00049
<input type="checkbox"/> Denton, Stephanie Leigh	00924
<input type="checkbox"/> Dix, Alicia L	00450
<input type="checkbox"/> Donovan, Kelley S	1340
<input type="checkbox"/> Dyer, Leah	1329
<input type="checkbox"/> Harner, Krystal Nicole	00060
<input type="checkbox"/> Harney, Taylor Ann	00470
<input type="checkbox"/> Harter, Carissa Joy	01066
<input type="checkbox"/> Hanson, Rebecca Ann	00484