SPECIALIZED DATA SYSTEMS

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Inside This Issue

NEW!

Attendance Policy Notification System for School Personnel
Get the Word Out!

We know it is important to let the appropriate personnel know when your students' attendance history requires attention. We have created a new notification system that will let you get the word out to Principals, Deans, Guidance Counselors or others. Some basic setup is required. Notifications can be automated.

See the following link for more information:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=policy_notification_setup

Make SDS updates, backups… easier by <u>hosting</u> your site with us and we'll do it for you!

Please read all about by clicking the link below and inquire all about it by emailing sherrie@schooloffice.com.
http://schooloffice.com/sdsservices/sdshosting/

Civil Rights Data Collection

This report is a nationwide data collection and it's going on now. We have an area specifically for the purpose of assisting in the export of information pertaining to the Civil Rights Report.

See the following link for more information:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=civil_rights_data_collection

Next Year Registration Options

With the start of the new semester, many of you are already looking towards next year and beginning to register students for next year classes. There are a number of different options for entering student registration requests in the next year scheduling area.

- **Next Year Registration and Schedule Changes** – This option is used to manually enter individual registration requests for each student
- **Mass registration by Course** – This option allows you to query a group of students and register them all for a selected course
- **Mass registration by Student** – This option allows you to select specific students and register them for a specific set of selected courses
- **Parent Connect Online Registration** – This option provides parents and/or students the ability to register for courses via Parent Connect

Detailed instructions for each of these options can be found in these Help Console links:

Next Year Registration & Schedule Changes
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=nex_year_registration_and_schedule_changes

Mass Registration by Course
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=next_year_mass_registration_by_course

Mass Registration by Student
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=next_year_mass_registration_by_student

Parent Connect Online Registration
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=setup_for_parent_connect_online_registration

Course Tally: How to Reflect 2017-18 Grade Level Totals

As you are registering students for next year's classes, remember that 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.

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:

Course Number	Course Title	Stu Reg	Sec Cap	Est Sect	Gender		Total by			
					Male	Female	09	10	11	12
255	Algebra II (E2020)	52	0	0	31	21		52		
698	Pre-Calculus II (LCC)	86	0	0	53	33	31	37	11	6

Course tally breaks down by gender and grade level

- Click on Administrative Utilities
- Next, click on Control Center
- Locate the "tab" called Student System Adjustments, click on it
- Scroll down to "Correct Grade Year on Registration Records" & click the corresponding "Apply Now" button.
- 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.

Click below to access the instructions in the Help Console:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=how_to_find_the_number_of_students_registered_for_a_class

The Best Parmesan Chicken Bake

Ingredients:
- ☐ 8 oz bag shredded mozzarella, divided
- ☐ ¼ cup grated parmesan grated, divided
- ☐ ¼ tsp crushed red pepper flakes
- ☐ 6 skinless boneless chicken halves   ☐ 2 cloves of crushed garlic
- ☐ 2 cups prepared marinara sauce   ☐ 2 Tbls olive oil
- ☐ ¼ cup chopped fresh basil   ☐ 5 oz bag of garlic croutons

Directions:
1. Preheat oven to 350 degrees F.
2. Coat the bottom of a 9x13 inch casserole dish with olive oil, and sprinkle with garlic and hot red pepper flakes.
3. Arrange the chicken breasts in bottom of the dish, and pour marinara sauce over chicken. Sprinkle basil over marinara sauce, and top with half the mozzarella cheese, followed by half the Parmesan cheese. Sprinkle on the croutons, then top with the remaining mozzarella cheese and remaining Parmesan cheese.
4. Bake in preheated oven until cheese and croutons are golden brown and the chicken is no longer pink inside, about 35 minutes to an hour, depending on the shape and thickness of your chicken breasts. An instant-read thermometer inserted into the thickest part of a chicken breast should read at least 160 degrees F

Recipe courtesy of Allrecipes.com

Parent Connect Grade Book Display Setting

Now that most schools have started second semester, some have asked about how to hide first semester grade books on Parent Connect without changing the Parent Connect setting on each individual gradebook.

In Web School Office, you can go into Administrative Utilities and then to SDS Web Office Settings. Scroll down to the Parent Connect section. On the "First Term of Gradebooks to show in Parent" setting shown below, enter the first term of your second semester and click the Save Changes button either at the top or the bottom of the screen.

*For schools on nine weeks/two semesters, enter 3. Schools on six weeks/two semesters, enter 4. For schools on trimesters, enter 2.

Parent Connect		
First Term of Gradebooks to show in Parent	0	First Term of Gradebooks to show in Parent Connect
Last Term of Gradebooks to show in Parent	9	Last Term of Gradebooks to show in Parent Connect

› Once this is done, grade books set up for terms prior to the term you entered in the setting above will no longer display on Parent Connect.

› The second setting displayed above, "Last Term of Gradebooks to show in Parent" allows you to hide grade books after a specified term.

› Remember to make changes to these settings as necessary as new semesters/trimesters begin.

Web Services Data Export: What is it?

Setting up exports for remote users or third parties

Did you know that you have the ability to setup exports of custom data and then give third parties and remote users that you work with, the ability to export just that data? Using web services allows you to setup the data definition and record selection of what is to be exported, create a file that the remote user can use to get the information they need.

Here is a link to more information on this feature:

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