

## GradeBook Beginning of the Year Checklist

Article # 1795

Before the school year begins, please consider to check the following ProgressBook status, settings and data.

- Staff Cleanup:
  - Transfer activities and banks, if needed.
    - In 16.0, staff members with VirtualClassroom Activities are not able to transfer data. This has been corrected in 16.1.
  - Delete old staff accounts that are no longer needed (retired, no longer employed at district, etc.).
    - If a staff member has VirtualClassroom Activities, the Activities must be transferred to a new staff member in order to delete the staff member.

**Note:** A staff member with SpecialServices information can be deleted. The user's name, date and time are stored in the SpSStudentFinalizedGroupAudit and StudentFormAudit tables even after a staff record has been deleted.

- Enable Integration:
  - SIS selection is set (located on District screen).
  - Nightly integration setup is set (optional, located on **Data Integration Status** screen).
  - Live attendance option is set (optional, located on **School Features** screen).
- Grading Setup:
  - Verify **Reporting Periods** have been adjusted accordingly to the school calendar year
  - Verify grade **Entry Dates** for teachers have been setup, and align with the school year correctly
  - Map terms to reporting periods on **Cross Reference** screen.

**Note:** Do not leave gaps in dates between reporting periods. This can cause assignments to be left out of averages if they fall within the gap.

- School Calendars:
  - Set up new calendars, or verify that they imported correctly.
  - Verify the actual end of the school year corresponds with the end of the assigned calendar days.  
  
Verify each calendar's **Instructional Cycle Days** have been assigned to all school days.
- Named Codes:
  - Verify **Absence Totals** include all appropriate absence types (in case new ones have been added).
  - Verify Absence Totals are set up for each school building if there are separate absence type lists for each school.
  - Verify **School Named Codes** have appropriate code lists assigned to each school.
  - Verify all valid **Student Status Codes** are listed and checked as Active if the code corresponds with an active enrollment status after integration has been turned on.
- Homerooms
  - Staff Homeroom assignments will import and display one week prior to the start of school.
  - **Set Required Homerooms for Homeroom Attendance**, from the Principal, Clerical or Attendance screens after integration has been turned on.
- Report Cards:
  - Ensure that new courses have been attached to elementary report cards from the **Report Card Builder**.
    - Run reports to verify:
      - **Classes missing from Report Card**
      - **Report Card Classes with No Students**
  - Verify report card integration settings are correct.
  - Map external reference fields on assessments.
  - When creating new report cards, refer to the report card checklist.
  - Recompile report cards.



**Note:** Any changes to a mark type or grading scale require recompiling report cards that use them.

- Student Cleanup:
  - Delete old students, inactive, graduated, etc., using **Delete Students** Utility located on the Administrator Home page.
    - In 16.0, students cannot be deleted if a parent has signed up for alerts for the student. This has been corrected in 16.1.
  - If desired, perform course cleanup to remove courses no longer used. Do this after integration has run and schedules are finalized. On the **Courses** Search screen, choose the search option **Courses with No Classes** to identify and remove the outdated courses.

**Note:** Students with SpecialServices forms can be deleted, a warning icon appears. When you hover over the icon, the “This student has SpecialServices Form(s)” tooltip displays.

- ParentAccess, **PA Admin**:
  - Update ParentAccess Manage Website Content pages, if needed.
  - Create or update **Alert Setup** if they are being used.
  - Generate new registration keys for new students, **Registration Key Maintenance**.
    - Extract data for letters, **Export Registration Keys for Letters**.

**Note:** In 16.0 and prior, Student Schedules will not display on ParentAccess until the first day of school arrives. You can manually update the ClassStudent table and change the Active column from 2 (Future) to 1 (Active) and the schedules will then display. As of 16.1, you will have the option to select the date to display the Student Schedules by building under District Setup in PA Admin.

- Report Card Vault
  - Page Level Security
    - Enable View Official Report Cards option.



- Districts using VirtualClassroom
  - Ensure enabled on District Features under District Setup screen on the GradeBook Administrator screen.
  - Ensure district, parents, and students have the correct security settings for ParentAccess on the Page Level Security screen.
    - Ensure Activities option is enabled.
    - Ensure Submit Student Activity option is enabled to allow students to submit activities.
  - Ensure 3<sup>rd</sup> Party API setting is accurate if school districts are using Google Docs under District Setup on the GradeBook Administrator screen.
- StudentInformation Alerts
  - School Features under District Setup from the GradeBook Administrator screen
    - SIS Alerts (*optional*)
      - Enable alert types for your staff.
  - ParentAccess – Page Level Security under PA Admin
    - Enable View Notes option (*optional*)
      - If you wish for the parents to have access to view StudentInformation alerts such as medical, custody, disability, and miscellaneous.
- Family Groups (*optional*)
  - Page Level Security under PA Admin
    - To allow viewing of contact information from ParentAccess:
      - Ensure Student Contacts option is enabled.
        - This option enables the parent to only view the contacts.
    - To allow update of contact information from ParentAccess
      - Ensure Edit Contact option is enabled.
        - This option allows the owner of the Family Group to update contact information.



- Student Search (*optional*)
  - School Features Setup under District Settings on the GradeBook Administrator screen
    - To allow for teachers to have the ability to search and view schedule of students outside of their classes:
      - Set the Search Within to an appropriate option.
        - Teacher's Classes – only search for students in the teacher's classes.
        - Teacher's School – search for students in the school that the teacher teaches in.
        - Entire District – search for students in the entire school district.
      - Enable the “Enable Student Photos” option if you would like the teachers to see the student's picture.
- Discipline (*optional*)
  - School Features Setup under District Settings on the GradeBook Administrator screen
    - To allow teachers to enter a discipline referral:
      - Enable by Building (School).