

[admin](#), [admin essential](#), [transcripts](#), [calendars](#), [attendance](#)

School Setup

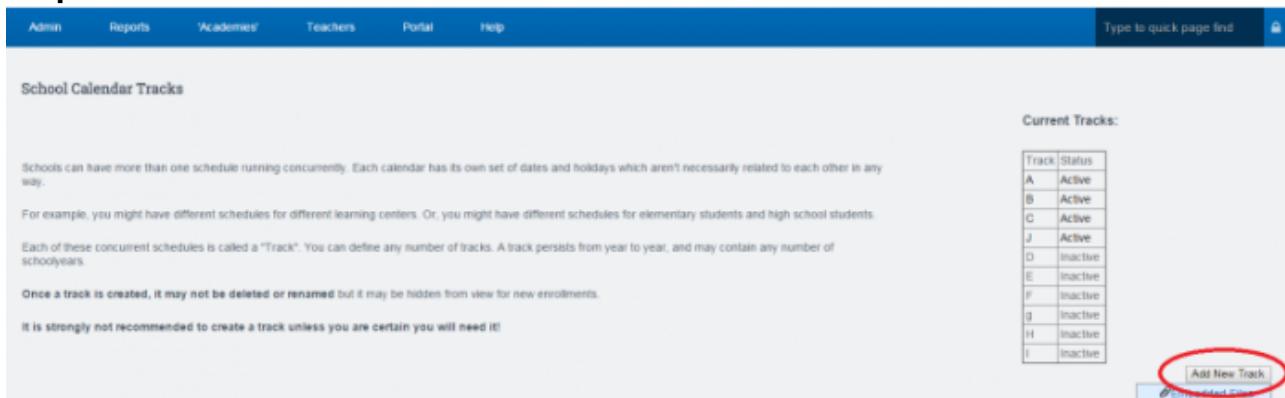
Setting School Calendars

Set/Define School Tracks

Note: If you are only using one calendar for your entire school, you do not have to change anything in this section.

If you want to add a new track:

- **Step 1.** Go to **Admin>Settings>School Calendars**
- **Step 2.** Click either the **Set/Define School Tracks** link or the **Tracks** tab.
- **Step 3.** Click **Add New Track**



School Calendar Tracks

Current Tracks:

Track	Status
A	Active
B	Active
C	Active
J	Active
D	Inactive
E	Inactive
F	Inactive
G	Inactive
H	Inactive
I	Inactive

Add New Track

If you want to hide the new track from new registrations, click the box.

Add School Calendar Track

Name of track: ←

Hide for new registrations:

- **Step 3.** Click save changes.

Set School Calendar for a School Year

- **Step 1.** Click on the Calendar days tab at the top
 - Choose the new school year and correct track you wish to add calendar dates for then click Set Year Details button.

Set School Calendar

Details for School Year: 2015 - 2016, Track "A"

Is Primary School Calendar?

First school day: MM/DD/YYYY
Last school day: MM/DD/YYYY

Cutoff date for P-1: MM/DD/YYYY
Cutoff date for P-2: MM/DD/YYYY

Cutoff date for Year End: MM/DD/YYYY

Days of allowable P1/P2/YE Pre-Claim:

Save

Is Primary School Calendar is used when trying to determine a school calendar to be used by default (you can only have one school calendar be the primary school calendar per school year).

The cutoff dates for the P-1, P-2, and Year End report dates lock attendance claims so that they cannot be changed.

For example, if you set the cutoff for P-1 at December 17th, attendance claims can be made or changed until 12:00 AM on the 18th of December. From that date forward, attendance claims up to and including the 17th of December cannot be changed.

"Pre-Claim" answers the fact that P1/P2/YE claims must be counted as of the cutoff date that the attendance is being claimed. In order to make this happen smoothly, EF's are allowed to make claims in advance of the P1/P2/YE cutoff dates up to (and including) the cutoff date. For example, if the P1 cutoff date was Dec 15, and you set the Pre-Claim period to 5 days, EF's would be able to make claims for days up to and through December 15th, as early as the 10th of December.

* You must click the "Save Above Details" button to save the cutoff dates.

- **Step 2.** Enter the dates for the first and last day of school
 - Entering P1, P2, or YE dates are not necessary at this time and should not be set
 - Click Save Above Details
- **Step 3.** Click "Define Dates"
 - You will now add a check to every box to turn the box blue
 - Or you can go to the bottom of the page and click the "Set all unchecked days to Normal Schoolday" check box. This will auto-fill all days to normal school days

215	Normal Schoolday (Schoolday)					
30	Holiday (HOL)					
0	Emergency Day (EMC)					
0	Other Day (OTH)					
0	Non-Apportioned Academic Day (ACA)					

July 2015						
S	M	T	W	T	F	S
12	13 <input checked="" type="checkbox"/>	14 <input checked="" type="checkbox"/>	15 <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input checked="" type="checkbox"/>	18
19	20 <input checked="" type="checkbox"/>	21 <input checked="" type="checkbox"/>	22 <input checked="" type="checkbox"/>	23 <input checked="" type="checkbox"/>	24 <input checked="" type="checkbox"/>	25
26	27 <input checked="" type="checkbox"/>	28 <input checked="" type="checkbox"/>	29 <input checked="" type="checkbox"/>	30 <input checked="" type="checkbox"/>	31 <input checked="" type="checkbox"/>	

August 2015						
S	M	T	W	T	F	S
						01
02	03 <input checked="" type="checkbox"/>	04 <input checked="" type="checkbox"/>	05 <input checked="" type="checkbox"/>	06 <input checked="" type="checkbox"/>	07 <input checked="" type="checkbox"/>	08
09	10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input checked="" type="checkbox"/>	14 <input checked="" type="checkbox"/>	15
16	17 <input checked="" type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input checked="" type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input checked="" type="checkbox"/>	22
23	24 <input checked="" type="checkbox"/>	25 <input checked="" type="checkbox"/>	26 <input checked="" type="checkbox"/>	27 <input checked="" type="checkbox"/>	28 <input checked="" type="checkbox"/>	29
30	31 <input checked="" type="checkbox"/>					

Set all unchecked days to 'Normal schoolday'

- Click inside a blue box to change color to code for different categories (Holidays, Emergency days, ACA days, etc.)
- **Step 4.** At the bottom of the page click Set this calendar to Active
Note: You will get an error message if you have less than 175 days in your calendar
- **Step 5.** Click Save

Set Schoolwide Learning Periods

- **Step 1.** Click Set Schoolwide Learning Periods
 - In the drop down, select the school year and track you want to set Learning Periods for and click next.
 - You will see boxes to start entering your beginning and ending dates for each Learning Periods.
 - As you enter the dates, they will change to another color on the calendar on the right.

Note: If you skip dates, you will see a red alert above the Save above Learning Periods button. In addition, you will not be able to save your LPs if you are missing a school day



- **Step 2.** Enter dates by clicking on the calendar icon or by entering in the following format: mm/dd/yyyy

1	07/13/2015	08/07/2015	20
2	08/10/2015	09/04/2015	16
3	09/07/2015	10/02/2015	20
4	10/05/2015	10/30/2015	19
5	11/02/2015	11/27/2015	15
6	11/30/2015	01/06/2016	20
7	01/11/2016	02/05/2016	19
8	02/08/2016	03/04/2016	18
9	03/07/2016	04/01/2016	15
10	04/04/2016	04/29/2016	15
11	05/02/2016	05/27/2016	20
12	05/30/2016	06/10/2016	9
13			0

- **Step 3.** Click Save above Learning Periods

Set Reporting Periods

- **Step 1.** Click Reporting Periods at the top of the page.
- **Step 2.** Choose the school year and track you want to work in and click edit.
- **Step 3.** Click on the first and last day of the first reporting period.

Set Reporting Periods

August 2015						
S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15
16	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22
23	24	25	26	27	28	29
30	31					

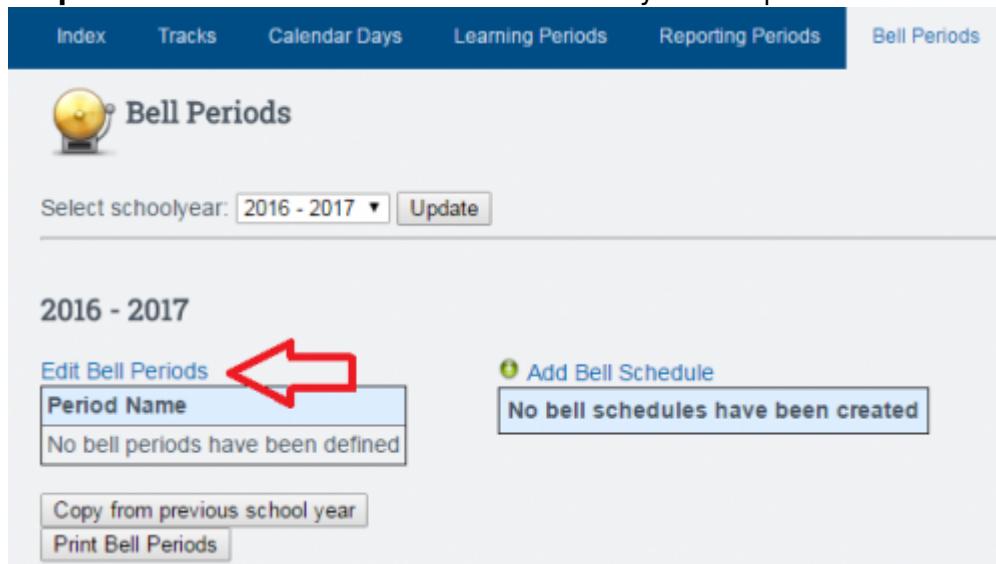
September 2015						
S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

- On the right side-lower box you will see "Adding a New Reporting Period"
- Most common answers are SEMESTER, TRIMESTER, SESSION, or QUARTER
- Click Confirm to save your choice. You will see what you saved in the above box.
- Continue this process to set all reporting periods

Set Bell Periods (Optional)

- Step 1.** Click on Bell Periods tab at the top of the page
- Step 2.** Choose the school year you want to create bell periods for and then click update
- Step 3.** Click the Edit Bell Periods link to name your bell periods



The screenshot shows the 'Bell Periods' page. At the top, there is a navigation bar with tabs: Index, Tracks, Calendar Days, Learning Periods, Reporting Periods, and Bell Periods (which is the active tab, indicated by a blue background). Below the navigation bar, there is a section titled 'Bell Periods' with a bell icon. A red arrow points to the 'Edit Bell Periods' link. Below this, there is a dropdown menu for 'Select schoolyear' with '2016 - 2017' selected and an 'Update' button. The main content area shows the '2016 - 2017' school year. It includes a 'Period Name' input field (which is empty and highlighted with a red box), a 'Copy from previous school year' button, a 'Print Bell Periods' button, and a 'Add Bell Schedule' link with the message 'No bell schedules have been created'.

- Click the green plus button. This will create an empty field where you can enter the name of the bell period.

- Continue this process until you have all the desired periods. Click save.
- **Step 4.** Click Add Bell Schedule
- **Step 5.** Enter the times for each bell period and name the schedule.
 - You can move the periods around by clicking on the green arrows to the left of the period names.
- **Step 6.** Click Save when done adjusting the schedule.

Transcript Settings

Set Transcript Credit Requirements

There may have been changes to the Transcripts Settings that will give each school the ability to set up transcripts to match the school's needs. Transcripts settings affect everything from credit requirements, grade weights, course modifiers and GPA types to how grades can be posted in ReportWriter and Learning Centers.

- **Step 1.** To Set transcript information go to **Admin»Settings»Transcripts/Report Cards**. On the next page, click on **Set Transcripts Credit Requirements**
Click **Add a new school type**
- **Step 2.** Name your school type, choose the grade levels, report card template, and select if you want to calculate credits for this type. **SAVE**.

This will automatically create a "General Education" graduation type under your new school type.

If you need to create a new graduation type, click the "Add new graduation type" link. Type in the name of the new graduation type (ex: College Prep Education) Do not forget to set the rollover category.

- **Step 3.** Click "Add a new course category" for this grad type. Enter a category name and Click **SAVE**
- **Step 4.** Continue to add course categories as needed by clicking on "Add a new course category" and saving until you have all categories entered. If you make a mistake, click on a category, such as English, and edit or delete the course category
- **Step 5.** Most schools make electives their rollover category so any extra credits taken in any other course category will be "rolled over" to electives. Do this by clicking on the Electives category and then selecting the "Make this the rollover category for all graduation types" button. The rollover category will be highlighted in green.

Start	Credits	Mods	Mods & Marks	GPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	Keys	Comments																																												
Elementary																																																									
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<input data-bbox="182 662 230 685" type="button" value="Back"/> <input data-bbox="1421 662 1453 685" type="button" value="Set"/>																																																									

- **Step 6.** Enter the credits required for each course type and click SET

NOTE: You can edit or delete the course categories and add new graduation types if needed. Click on the name of the course category if you need to edit or delete it. All deletes in SP SIS requires typing CONFIRM in all caps and clicking on the DELETE button

To edit the credits needed in a category, just change the number of credits in the boxes and click SET

Set Printed Transcript Options

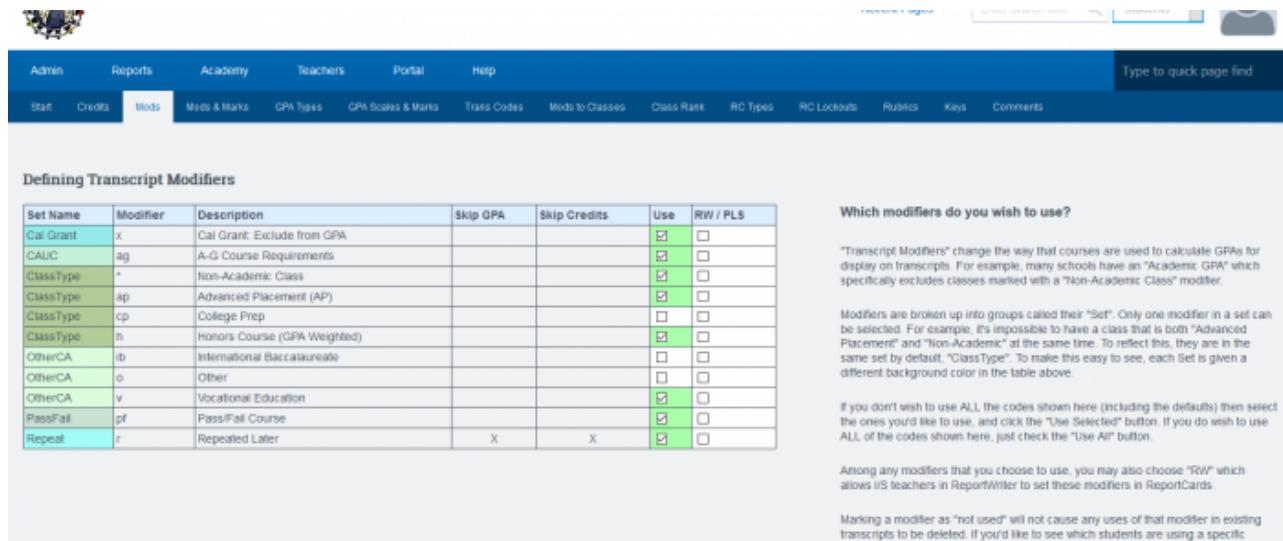
Determine what optional information will be included in students' printed transcripts MODS Tab

- **Step 1.** Choose Define Transcript Modifiers
- **Step 2.** Choose what modifiers you want to be used on your transcripts. The basic list is given and this may be all you need. If you would like to add modifiers to the list, click on CHANGE MODIFIER LIST. Then click on ADD or Edit to make changes
 - **Example:** students might have courses that will not be taken for credit. Click Add and enter "nc" and "course not taken for credit" in the fields. Change the Modifier set to read "Create New Set Called" and then enter your own name in the blank field. SAVE. You can also choose the 'Skip GPA' calculation and "Skip Credits" calculation for any courses set with this modifier. SAVE

Admin	Reports	Academy	Teachers	Portal	Help	Type to quick page find																																																																																											
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<input data-bbox="293 1897 373 1920" type="button" value="Cancel/Done"/> <input data-bbox="960 1897 1056 1920" type="button" value="Delete Chosen"/> <input data-bbox="1230 1897 1325 1920" type="button" value="Add"/>																																																																																																	

- **Step 3.** SAVE...OR Click Cancel/Done to return to the main page.

Now choose where you want to allow this modifier. The USE column indicates what is on or off in the SIS. Choosing RW/PLS allows teachers to use it as a modifier in ReportWriter and/or PLS



Defining Transcript Modifiers

Set Name	Modifier	Description	Skip GPA	Skip Credits	Use	RW / PLS
Cal Grant	x	Cal Grant: Exclude from GPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAUC	ag	A-G Course Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ClassType	*	Non-Academic Class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ClassType	ap	Advanced Placement (AP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ClassType	cp	College Prep	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ClassType	h	Honors Course (GPA Weighted)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OtherCA	ib	International Baccalaureate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OtherCA	o	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OtherCA	v	Vocational Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PassFail	pf	Pass/Fail Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repeat	r	Repeated Later	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Which modifiers do you wish to use?

"Transcript Modifiers" change the way that courses are used to calculate GPAs for display on transcripts. For example, many schools have an "Academic GPA" which specifically excludes classes marked with a "Non-Academic Class" modifier.

Modifiers are broken up into groups called their "Set". Only one modifier in a set can be selected. For example, it's impossible to have a class that is both "Advanced Placement" and "Non-Academic" at the same time. To reflect this, they are in the same set by default, "ClassType". To make this easy to see, each Set is given a different background color in the table above.

If you don't wish to use ALL the codes shown here (including the defaults) then select the ones you'd like to use, and click the "Use Selected" button. If you do wish to use ALL of the codes shown here, just check the "Use All" button.

Among any modifiers that you choose to use, you may also choose "RW" which allows US teachers in ReportWriter to set these modifiers in ReportCards.

Marking a modifier as "not used" will not cause any uses of that modifier in existing transcripts to be deleted. If you'd like to see which students are using a specific modifier, click the "View" link.

- **Step 4.** Click Use Selected.

Mods and Marks Tab

- **Step 1.** Access this page by clicking on the Mods & Marks tab at the top of the page.



Which Marks Can Be Used With Which Modifier Sets?

	a	a-	a+	b	b-	b+	c	c-	c+	d	d-	d+	f	fa	i	n	NC	ng	o	p	s	w
> No Modifiers Selected <	<input checked="" type="checkbox"/>																					
Cal Grant	X	<input checked="" type="checkbox"/>																				
CAUC	ag	<input checked="" type="checkbox"/>																				
ClassType	*	<input checked="" type="checkbox"/>																				
No Credit	nc	<input checked="" type="checkbox"/>																				
OtherCA	ib, o, v	<input checked="" type="checkbox"/>																				
PassFail	pf	<input type="checkbox"/>	<input type="checkbox"/>																			
Repeat	r	<input checked="" type="checkbox"/>																				

Save Allowed Marks

Description

Above is a list of all the class marks that are acceptable for transcripts, and a list of the modifier sets. You may want to set things so that certain marks cannot be used with certain modifier sets. For example, you might decide that pass/fail classes can only be given a mark of "p" (pass) may not be used unless the Pass Fail modifier (pf) has been selected.

- **Step 2.** Check the marks that are OK with each class modifier set, then press "Save Allowed Marks" to set.

GPA Types Tab

- **Step 1.** Access this page by clicking on the GPA types tab at the top of the page.

Here you see the types of GPAs that are being calculated on your transcripts. You can change these definitions, and/or create new GPA type definitions for your transcripts.

* The default scale will be applied to courses not linked to a modifier

GPA Type	Class Rank	Report Cards	When no modifiers are given, use scale:	Details
Academic GPA	<input type="radio"/>	<input type="radio"/>	Unweighted <input type="button" value="▼"/>	<input type="button" value="More Details"/>
Cal Grant 10/11 GPA	<input checked="" type="radio"/>	<input type="radio"/>	Unweighted <input type="button" value="▼"/>	<input type="button" value="More Details"/>
Total GPA	<input type="radio"/>	<input type="radio"/>	Unweighted <input type="button" value="▼"/>	<input type="button" value="More Details"/>
Weighted GPA	<input type="radio"/>	<input checked="" type="radio"/>	Unweighted <input type="button" value="▼"/>	<input type="button" value="More Details"/>

Here you see the types of GPAs that are being calculated on your transcripts. You can change these definitions, and/or create new GPA type definitions for your transcripts.

Class Rank - is this GPA Type used to calculate class rank? If you change this, it will affect all class ranks for all currently enrolled students.

Report Cards - is this GPA Type used to calculate report cards? The transcript can show any number of GPA types. While this is usually the same as class rank, it may not always be.

Default Scale - Scale may be changed based on the modifier(s) used on a student's transcript. But if no modifiers are used, what grading scale do you want to be applied?

- **Class Rank**- (For classes relevant to class rank.) This will apply to all currently enrolled students' class ranks
- **Report Cards**- is this GPA used to calculate report cards? The transcript can show any number of GPA types. While this is usually the same as class rank, on occasion it is not
- **Default Scale**- Scale may be changed based on the modifier(s) used on a student's transcript. If no modifiers are used, what grading scaled do you want to be applied?
- **Step 2.** Set the GPA types for your school (if you need to add more click on Add New Type)
- **Step 3.** Choose if you want a class rank to be calculated using this GPA. You must choose one and then click Save Class Rank/Default Scales. If you want another GPA type calculated for Class Rank, choose a new one and then click Save Class Rank/Default Scales again.
- **Step 4.** Choose if you want the GPA to be calculated on an un-weighted or weighted scale. Unless you want all grade types to have a boost (5.0 Scales instead of 4.0) leave this unweighted
- **Step 5.** Click on "More Details" and choose what grade levels this particular GPA type. The "Default" sets the grading scale to whatever you did in step 3 (usually unweighted.) Notice that the Pass/Fail grade type is not added into the GPA calculation and the honors and AP are given an extra point.
- **Step 6.** Click SAVE when you have completed this page.

Define Transcript GPA Scales

Basically, the define transcripts GPA Scales are the marks you want to allow for classes, and how much value should they have

- **Step 1.** Choose Define Transcripts GPA Scales
- **Step 2.** Enter in values you'd like to have for the GPA scales used for computing GPAs in transcripts for the various marks. If you don't wish to use a particular mark in your transcripts, leave the entry box blank

Admin	Reports	Academy	Teachers	Portal	Help							
Start	Credits	Mods	Mods & Marks	GPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	Keys
Transcript Class Mark Values												
Select	Class Mark	GPA Scale: <u>Unweighted</u>	GPA Scale: <u>Weighted</u>	Skip GPA	Skip Credits	sis_reprc912	sis_reprck8	sis_reprcmiddle				
<input type="radio"/>	a	4	5	<input type="checkbox"/>								
<input type="radio"/>	a-	4	5	<input type="checkbox"/>								
<input type="radio"/>	a+	4	5	<input type="checkbox"/>								
<input type="radio"/>	b	3	4	<input type="checkbox"/>								
<input type="radio"/>	b-	3	4	<input type="checkbox"/>								
<input type="radio"/>	b+	3	4	<input type="checkbox"/>								
<input type="radio"/>	c	2	3	<input type="checkbox"/>								
<input type="radio"/>	c-	2	3	<input type="checkbox"/>								
<input type="radio"/>	c+	2	3	<input type="checkbox"/>								
<input type="radio"/>	d	1	1	<input type="checkbox"/>								
<input type="radio"/>	d-	1	1	<input type="checkbox"/>								
<input type="radio"/>	d+	1	1	<input type="checkbox"/>								
<input type="radio"/>	f	0	0	<input type="checkbox"/>								

- **Step 3.** You may add your own marks if you aren't satisfied with what you see here. To delete a mark, you must type "CONFIRM" in all caps to complete the removal.
- **Step 4.** SAVE all changes

Class Rank (optional)

- Choose Class Rank tab
- Every night, the class rank for all students with transcripts is calculated
- This page shows the student name, the calculated GPA, the grade level, the class rank, and the date it was calculated
- If there are errors in your student's transcripts (because an entry was made erroneously), you will get an error report at the bottom of the page

Start	Credits	Mods	Mods & Marks	GPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	R
<input type="checkbox"/> Junior High School - General Education <input type="checkbox"/> LVCS 4th Grade CC - General Education <input type="checkbox"/> Middle School - General Education <input type="checkbox"/> Staff Development - General Education										
<input type="button" value="Show computed values for selected students"/> <input type="button" value="Download CSV"/> <input type="button" value="ReCalculate Class Rank"/>										
<input type="checkbox"/> Rebuild ALL transcripts <small>?</small> <small>Students not on this list</small>										

Most Recently Computed Values for

-- All 'Schools's --

Count	Student	Calculated GPA	GradeLevel	Class Rank	Date Computed	Exit Date
1	Leonard, Eamon M.	3.86	12	1	03/19/2016 11:07 am	
2	Azevedo, Loura	3.67	12	2	03/19/2016 11:07 am	
3	Short, Adam	3.5	12	3	03/19/2016 11:07 am	
4	Ferris, Jonathon	3.25	12	4	03/19/2016 11:07 am	
5	Johnson, Nels	3.24	12	5	03/19/2016 11:07 am	
6	Watson, Jonathon	2.75	12	6	03/19/2016 11:07 am	
7	Reeves, Case A.	2.67	12	7	03/19/2016 11:07 am	

- (RC Types- Comments) Please refer to [this page](#) for instructions on setup for remaining steps

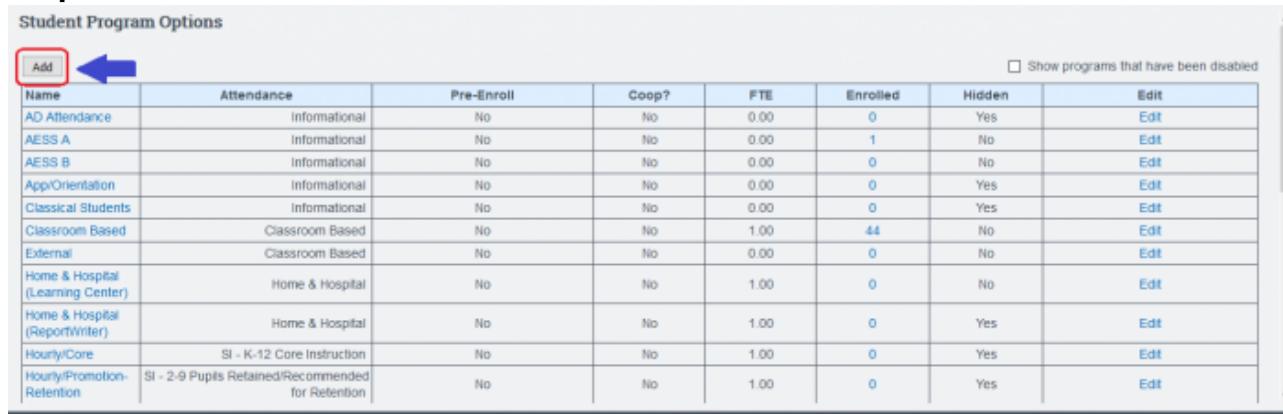
Program Options

- **Step 1.** Admin» Settings» Program Options

This allows you to set any program you want to enroll your students in. Examples might be tutoring groups, groups that meet once every week, or groups that are enrolled in a special class that you need to get a specialized roster for. Once these are set, a student can be enrolled in the program from the student enrollment page.

The following shows how to create a program for your school. When setting up a program, decide if it will be connected to ADA or just for general information and tracking of students.

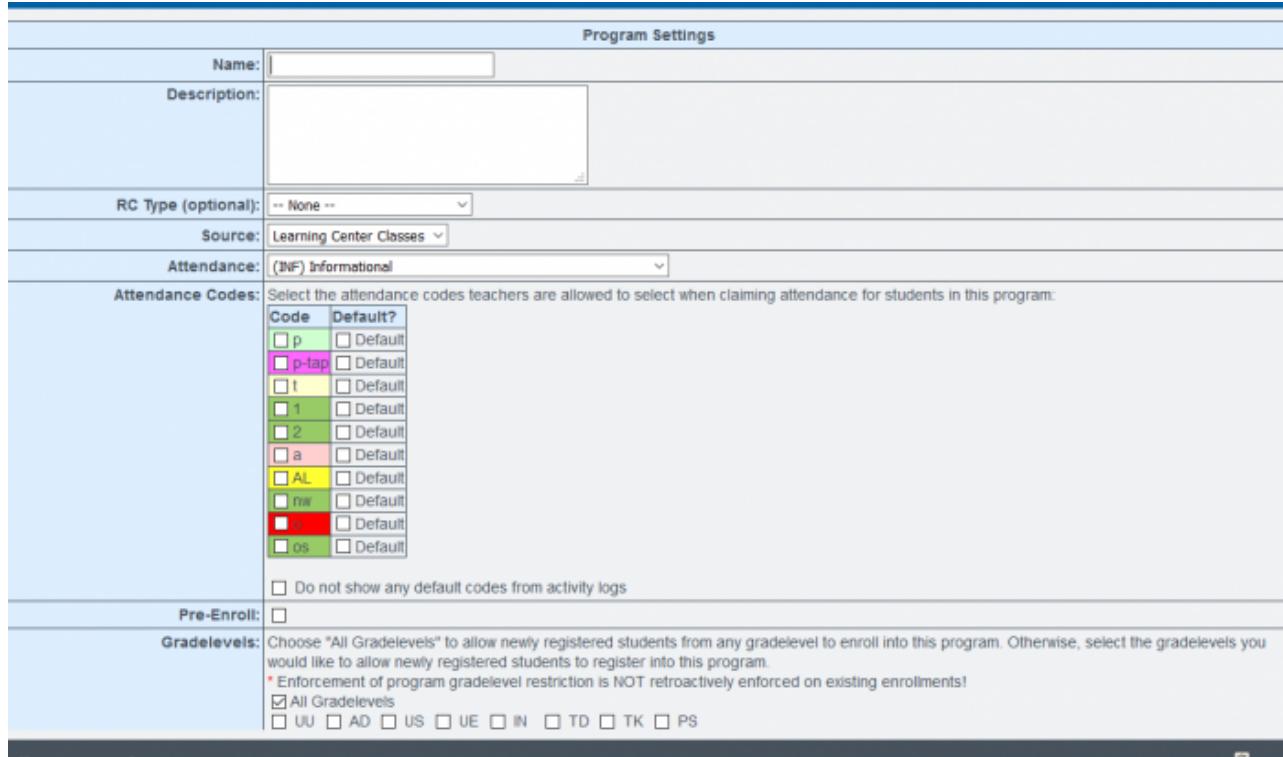
- **Step 2.** Click Add



Student Program Options							
Name	Attendance	Pre-Enroll	Coop?	FTE	Enrolled	Hidden	Edit
AD Attendance	Informational	No	No	0.00	0	Yes	Edit
AEES A	Informational	No	No	0.00	1	No	Edit
AEES B	Informational	No	No	0.00	0	No	Edit
App/Orientation	Informational	No	No	0.00	0	Yes	Edit
Classical Students	Informational	No	No	0.00	0	Yes	Edit
Classroom Based	Classroom Based	No	No	1.00	44	No	Edit
External	Classroom Based	No	No	0.00	0	No	Edit
Home & Hospital (Learning Center)	Home & Hospital	No	No	1.00	0	No	Edit
Home & Hospital (ReportWriter)	Home & Hospital	No	No	1.00	0	Yes	Edit
Hourly/Core	SI - K-12 Core Instruction	No	No	1.00	0	Yes	Edit
Hourly/Promotion- Retention	SI - 2-9 Pupils Retained/Recommended for Retention	No	No	1.00	0	Yes	Edit

- **Step 3.** Enter the name of the Program. For example: PreEnroll, Tutoring, etc.

* Program options should not be used for Special Program enrollments such as Special Education, 504, EL, or Free/Reduced Lunch programs.



The screenshot shows the 'Program Settings' form. The 'Name' field is empty. The 'Description' field is also empty. The 'RC Type (optional)' dropdown is set to '-- None --'. The 'Source' dropdown is set to 'Learning Center Classes'. The 'Attendance' dropdown is set to '(INF) Informational'. The 'Attendance Codes' section shows a list of attendance codes with checkboxes: 'p' (green), 'p-lap' (purple), 't' (yellow), '1' (green), '2' (yellow), 'a' (pink), 'AL' (yellow), 'nw' (green), 'o' (red), and 'os' (green). Below this is a checkbox for 'Do not show any default codes from activity logs'. The 'Pre-Enroll' checkbox is empty. The 'Gradelevels' section contains a note about allowing all grade levels and a list of checkboxes for 'All Gradelevels' and other grade levels: 'UU', 'AD', 'US', 'UE', 'IN', 'TD', 'TK', and 'PS'. The status bar at the bottom shows 'Student Program Options Page 0 of 1 10/20/2016 2:39:12 PM'.

- **Step 4.** Click SAVE

As you enroll students into program options, you can get a tally of students and generate a list by clicking on the name of the program.

Setting District Information

Basic information about your school including address and phone numbers, must be entered. This includes your 14-digit CDE code.

- **Step 1. Admin»Settings»Set District Information**



Set School Information

Basic Information

Name: Mountain Academy

CDS code: 190-000000000000 (County, District, Network)

Attendance District code:

For the purpose of determining in-district resources for attendance, use this attendance code instead.

Address Line 1: 123 Any Street

Address Line 2:

City: Anytown

State: CA

Phone 1: 333-555-1234

Fax 1:

Website: (e.g. "http://www.mountain-academy.org")

Email: (e.g. "info@mountain-academy.org")

REG-Online Contact:

REG-Online Contact: call this number, when you have a login or password problem. If not, this link will replace the Phone 1 field above on REG-Online pages after the first few attempts. For example, contact your teacher and answer the questions when you forget.

Address: (e.g. "123 Any Street, Anytown, CA 90210")

City: (e.g. "Anytown")

State: (e.g. "CA")

Phone 2:

Fax 2:

Second Office Phone: (e.g. "555-1234 ext. 4444")

Second Office Fax:

Save

- **Step 2.** Enter all information Name, CDS Code, Address, etc. and SAVE when done.

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