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 no 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

Admin Reports 'Academies' Teachers Portal Help		Type to quick page find
School Calendar Tracks	Current	Tracks:
Schools can have more than one schedule running concurrently. Each calendar has its own set of dates and holidays which aren't necessarily related to each other in any way.	Track Sta A Ad	tus tve
For example, you might have different schedules for different learning centers. Or, you might have different schedules for elementary students and high school students.	B Ac C Ac	tve tve
Each of these concurrent schedules is called a "Track". You can define any number of tracks. A track persists from year to year, and may contain any number of schoolyears.	D Ina E Ina	clue
It is strongly not recommended to create a track unless you are certain you will need it!	g lina H lina	chue
	1 Ind	Add New Track

If you want to hide the new track from new registrations, click the box. Add School Calendar Track

Name of track: <u>K</u> Hide for new registrations:

• Step 3. Click save changes.

Set School Calendar for a School Year

- Step 1. Go to Admin>Settings>School Calendars
- Step 2. 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?		Is Primary School Calendar is used when bying to determine a school calendar to be used by default (you can only have an antious observe his the extense when if you do serve when it had used.
First school day: MM/DD/YYYY	07/13/2015	une schon caleman de pre primary schon caleman per schoo year).
Las sensor day. MIMDD/YYYYY		
Cutoff date for P-1: MIJ/DD/YYYY		The cutoff dates for the P-1, P-2, and Year End report dates lock attendance claims so that they cannot be changed.
Cutoff date for P-2: MM/DD/YYYY		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.
Cutoff date for Year End: MM/DD/YYYY		"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 smoothy, EFs are allows to make claims in advance of the P1/P2/YE cutoff dates up
Days of allowable P1/P2/YE Pre-Claim:	0	to (and including) the cutoff date. For example, if the P1 cutoff date was Dec 15, and you set the Pte-Claim period to 5 days, EFs would be able to make claims for days up to and through December 15th, as early as the 10th of December
Cancel		Calendar Size 210 Barris
		" You must click the "Save Above Details" button to save the cutoff dates.

- Step 3. 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 4. 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 201	5		
s	м	т	W	Т	F	S
12	13 💌	14 🕑	15 💌	16 💌	17 💌	18
19	20 2	21 🕑	22 💌	23 2	24 2	25
26	27 💌	28 💌	29 💌	30 💌	31 💌	
		A	ugust 20	15		
s	м	Т	W	Т	F	s
						01
02	03 2	04 💌	05 💌	06	07	08
09	10 2	11 💌	12	13 💌	14 💌	15
16	17 2	18 💌	19 💌	20 💌	21	22
23	24 2	25 💌	26 💌	27 💌	28 💌	29
30	31 💌					

Set all unchecked days to 'Normal schoolday'

Save

- Click inside a blue box to change color to code for different categories (Holidays, Emergency days, ACA days, etc.
- **Step 5**. 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 6. Click Save

Set Schoolwide Learning Periods

- Step 1. Go to Admin>Settings>School Calendars
- **Step 2**. Click Set Schoolwide Learning Periods
 - $\circ\,$ In the drop down, select the school year and track you want to set Learning Periods for and click next.
 - $\circ\,$ 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

more meters cannot be a cannot be a meter of a meter of a	Set 1 stroug	1
₽	Define Learning Periods	
What year would you like to set Learning Periods for?		
2015 - 2016, Track A. *		-
		Next

• **Step 3**. 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	01/08/2016	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
			Save above Learning Pe

• Step 4. Click Save above Learning Periods

Set Reporting Periods

- Step 1. Go to Admin>Settings>School Calendars
- Step 2. Click Reporting Periods at the top of the page.
- Step 3. Choose the school year and track you want to work in and click edit.

riods

• Step 4. Click on the first and last day of the first reporting period.

Set Reporting Periods

	August 2015							
S	М	Т	W	Т	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	31							

		Sep	tember	2015		
S	М	Т	W	Т	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			

		Oc	tober 2	015		
S	М	Т	W	Т	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

Select schoolyear: 2016 - 2017 Vupdate 2016 - 2017 Edit Bell Periods Period Name No bell periods have been defined	Index	Tracks	Calendar Days	Learning Periods	Reporting Periods	Bell Periods
Select schoolyear: 2016 - 2017 VUpdate 2016 - 2017 Edit Bell Periods Period Name No bell periods have been defined	ا ا	Bell Peri	ods			
2016 - 2017 Edit Bell Periods Period Name No bell periods have been defined No bell schedules have been created	Select so	hoolyear:	2016 - 2017 🔻 🛛 U	pdate		
2016 - 2017 Edit Bell Periods Period Name No bell periods have been defined						
Edit Bell Periods Period Name No bell periods have been defined	2016 - 1	2017				
Period Name No bell schedules have been created	Edit Bell	Periods		Add Bell S	chedule	
No bell periods have been defined	Period I	Name		No bell sch	edules have been o	created
	No bell p	periods hav	ve been defined			
	Copy fro	om previous	school year			
Copy from previous school year	Print Be	Il Periods				

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

- $\circ\,$ 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.

Admin	R	eports	'Schoo	ls'	Teachers	Portal	Help							T
Start	Credits	Mods	Mods & Ma	rks G	PA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	Keys	
Add	New S	School	Туре											
			Name:											٦.
	Applical	ble Gradele	evels:	UU KN 09 elect All	AD 01 10 Select K-6	US 02 11 Select 7-8	UE 03 12 Select 9-12	Deselect All	□ TD □ 05	□ TK □ 06	□ PS □ 07	08		
	Repor	rt Card Tem	plate: sis	reprcKN		~								
	Withdra	awal Report Tem	t Card plate: Nor	10		~								
	0	Calculate C	redits 🗌											
Cancel													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										
Add a new course category Add a new graduation type Export credit requirements from Elementary										
Import credit requirements to Elementary										
	Hide		Report Sequen	:e 🖬			Genera	l Educat	ion	
Hide 🖬										
Language Arts			1				1			
Mathematics			2				1			
Social Studies			3				1			
Science			4				1			
Art			5				1			
Music			6				1			
Technology			7				1			
PE			8				1			
Electives			9				1			
Back									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 to choose the 'Skip GPA' calculation and "Skip Credits" calculation for any courses set with this modifier. SAVE

Admin	Repo	rts Academy	Teache	ers	Portal	Help									
	Credits N										Types				
Change	Modifier	s List													
Set Name	Modifier	Description	1	Skip GPA	Skip Credits	Delete		Edit		Changing	Modifie	irs			
Cal Grant	x	Cal Grant: Exclude from G	GPA -	-	-	Already in use	. See lis	Edit	D						
CAUC	ag	A-G Course Requirement	s -	-	-	Already in use	See list	Edit		You can ad	d modifier	s to the list. N	lodifiers are	grouped	I into sets, which are used to
ClassType		Non-Academic Class						Edit		make modr individual c	ourse ent	ie. Within a si rv.	et, only one i	moaner p	per set may be specified for an
ClassType	ap 🛛	Advanced Placement (AP) -	-	-			Edit				·			
ClassType	e op	College Prep		-	-			Edit							
ClassType	e h	Honors Course (GPA Wei	ighted) -		-			Edit							
OtherCA	ib	International Baccalaurea	ite -		-			Edit							
OtherCA	0	Other	-	-	-			Edit							
OtherCA	v	Vocational Education			-			Edit							
PassFail	pf	Pass/Fall Course	-	-	-			Edit							
Repeat	r	Repeated Later	1	YES	YES			Edit							
Cancel/Do	ine								Delete C	hosen			\bigcirc	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

W 87

the second	- Charles	

Mods & Marks CPA Types	GPA Scales & Marks		Mode to Classes			
				Class P	Lank HC Types	RCLockouts Russics Keys Comments
Modifiers				1		Which modifiers do you wish to use?
Description	104	SKIP GPA	skip credits	Use	RW/PLS	Which mounters do you wish to use?
Cal Grant: Exclude from G	21A			E		"Transcript Modifiers" change the way that courses are used to calculate GBAs for
A-G Course Requirement	8			N		display on transcripts. For example, many schools have an "Academic GPA" which
Non-Academic Class				M	<u> </u>	specifically excludes classes marked with a "Non-Academic Class" modifier.
Advanced Placement (AP)					
College Prep						Modifiers are broken up into groups called their "set". Only one modifier in a set of he selected. For example, it's impossible to have a class that is both "advanced.
Honors Course (GPA Wei	ghted)					Placement" and "Non-Academic" at the same time. To reflect this, they are in the
International Baccalaurea	te					same set by default, "ClassType". To make this easy to see, each Set is given a
Other						different background color in the table above.
Vocational Education						If you don't wish to use \$11 the notice chown have (including the defaults) then set
Pass/Fail Course					0	the ones you'd like to use, and click the "Use Selected" button. If you do wish to us
Repeated Later		х	Х		0	ALL of the codes shown here, just check the "Use All" button.
	Modifiers Cal Grant: Exclude from O Cal Grant: Exclude from O A-a-Course Requirement Non-Academic Class Advanced Placement (AP College Prep Honors Course (GPA Wei Homerational Baccalauree Other Vocstional Education Pass/Fall Course Repeated Later	Modifiers Cal Grant: Exclude from GPA Cal Grant: Exclude from GPA A-G Course Requirements Non-Academic Class Advanced Placement (AP) Coolege Prep Honors: Course (GPA Weighted) International Blaccatisureate Other Vocational Education Pass/Fall Course Repeated Later	Modifiers	Modifiers Pescription Skip OPA Skip Credits Cal Grant: Exclude from OPA A-C Course Requirements Non-Academic Class Advanced Placement (AP) College Prep Honors Course (OPA Weighted) Werstonal Baccatianreate Other Vocational Education Repeated Later X X X	Modifiers Skip OPA Skip Credits Use Cal Grant: Exclude from GPA. P	Modifiers r Description Skip GPA Skip Credits Use RW / PLS Cal Grant. Exclude from GPA

• 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.

Start Cred	dita Moda	Mods & Marks	GPA	Types	GPA St	cales & M	arits	Trans (Codes	Mods	to Classe	es (Class Rai	nik F	RC Types	RC	Lockouts	a Ru	brics	Keys	Corr	ments		
Which Ma	/hich 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	0	P	5	w
> No Modifiers	s Selected <																							
Cal Grant		x	Ø	ø		Ø	Ø	ø		ø	Ø						ø							Ø
CAUC		ag	ø	ø		Ø		Ø	ø	ø			Ø				ø							Ø
ClassType		* ae ap cp h		2	Ø		Ø	Ø		2	Ø				Ø		Ø							
No Credit		ne	ø		Ø				ø	ø							Ø							Ø
OtherCA		ibov	ø	ø	Ø		ø		ø	ø	ø	ø	ø		Ø		ø							Ø
PassFall		pl													Ø									
Repeat		,	Ø				Ø		Ø								Ø							Ø
																						Sav	e Allowe	d 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.

Start	Credits	Mods Mods &	Marks GPA Type	s GPA Scales & Marks		Mods to Classes				Rubrics			
Transc	ript GPA	Types											^
Add New	Туре												
* The defa	ault scale wi	I be applied to c	ourses not linked to	a modifier									
GPA Type	e	Class Rank	Report Cards	When no modifiers a	re given, use sca	ile: Details		Here yo	ou see the types	of GPAs the	are bei	ing calculated on your	the large
Academic	C GPA	0	0	Unweighted ~		More	vetails .	definitio	ons for your tran	ange mese o scripts.	pennition	s, and/or create new Gr	va type
Cal Gran	t 10/11 GPA	۰ ا	0	Unweighted ~		More	vetails .	Class I this, it v	Rank - is this GF vil affect all clas	A Type use s ranks for a	d to calcu Il current	ulate class rank? If you (tly enrolled students.	:hange
Total GPA	Α.	0	0	Unweighted ~		More	Netails		Canda in Dia	CDA Turne u	and in some	invite ment control T	
Weighted	I GPA	0	۲	Unweighted ~		More	Netails	transcr	ipt can show any	number of	GPA type	es. While this is usually t	he
								same a	is class rank, it n	nay not alwa	ys be.		
								Defaul studen want to	t Scale - Scale i I's transcript. Bu be applied?	may be char t if no modifi	iged basi ers are u	ed on the modifier(s) us ised, what grading scale	ed on a do you

- 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	Rep	orts	Academy	Teache	rs Por	tal	Help						
Start	Credits	Mods Mo	ids & Marks	GPA Types	GPA Scales &	Marks T	rans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	
Trans	cript Clas	s Mark Va	alues										
Select	Class Mark	GPA Scale	GPA Scale:	Skip GPA	Skip Credits	sis_reprc912	sis_reprck8	sis_reprcmiddle					
0	a	4	s										
0	a-	4	5					0					
0	3+	4	5										
0	b	3	4										
0	b-	3	4										
0	D+	3	4										
0	с	2	3										
0	c-	2	3										
0	C+	2	3										
0	d	1	1										
0	d-	1	1										
0	d+	1	1										
0	f	0	0										

- **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

R

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	

Add						_ Sh	ow programs that have been disable
Name	Attendance	Pre-Enroll	Coop?	FTE	Enrolled	Hidden	Edit
AD Attendance	Informational	No	No	0.00	0	Yes	Edit
AESS A	Informational	No	No	0.00	1	No	Edit
AESS 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	Edt
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.

	Program Settings
Name:	
Description:	
RC Type (optional):	None
Source:	Learning Center Classes 👻
Attendance:	(INF) Informational
Attendance Codes:	Select the attendance codes teachers are allowed to select when claiming attendance for students in this program: Code Default P Default I Default 1 Default 2 Default a Default AL Default Image:
Pre-Enroll:	
Gradelevels:	Choose "All Gradelevels" to allow newly registered students from any gradelevel to enroll into this program. Otherwise, select the gradelevels you would like to allow newly registered students to register into this program. * Enforcement of program gradelevel restriction is NOT retroactively enforced on existing enrollments! All Gradelevels UU AD US UE IN TO TK PS
	B the Chall - B 100 100 LC - D 20 40 M L

• 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	1		
Basic Information			
Nam	C Medane Austing		
CDS cod	C 194		
Attendance District cod			
/	For the use this sector and the sect		
Address Line	1: 123 Any Second		
Address Line 2	2:	Terretorie	American Logaritan -
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• Step 2. Enter all information Name, CDS Code, Address, etc. and SAVE when done.

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