

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

# School Setup

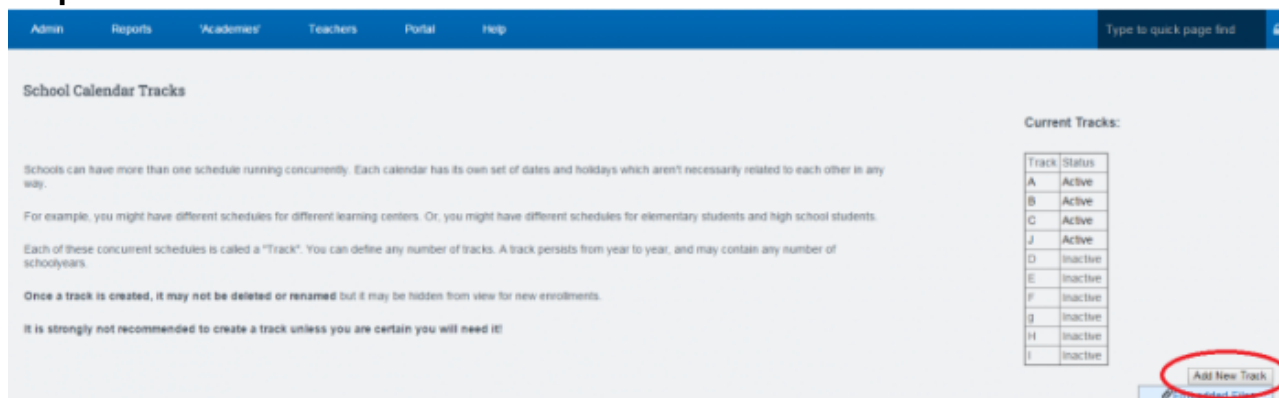
## Setting School Calendars

### 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**



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

The screenshot shows the 'Add School Calendar Track' form. It has a text input field for 'Name of track:' and a checkbox for 'Hide for new registrations:'. A red arrow points to the checkbox.

- **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? ☐

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:

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, EFs 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, EFs 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 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-Appportioned Academic Day (ACA)

July 2015						
S	M	T	W	T	F	S
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 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	31					

☐ 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 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
  - 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 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 Periods

- **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.
- **Step 4.** 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.** Go to **Admin>Settings>School Calendars**
- **Step 2.** Click on Bell Periods tab at the top of the page
- **Step 3.** Choose the school year you want to create bell periods for and then click update
- **Step 4.** Click the Edit Bell Periods link to name your bell periods

Index
Tracks
Calendar Days
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Bell Periods



### Bell Periods

Select schoolyear: 2016 - 2017

#### 2016 - 2017

[Edit Bell Periods](#)

Period Name
No bell periods have been defined

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 5.** Click Add Bell Schedule
- **Step 6.** 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 7.** 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.

Hide	Report Sequence	General Education
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	1	1
<input type="checkbox"/>	2	1
<input type="checkbox"/>	3	1
<input type="checkbox"/>	4	1
<input type="checkbox"/>	5	1
<input type="checkbox"/>	6	1
<input type="checkbox"/>	7	1
<input type="checkbox"/>	8	1
<input type="checkbox"/>	9	1

- **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

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

- **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



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

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

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.

- ## 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 Types GPA Scales & Marks Trans Codes Mods to Classes Class Rank RC Types RC Lockouts Rubrics Keys Comments

### Transcript GPA Types

[Add New Type](#)

\* 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 ▾	<a href="#">More Details</a>
Cal Grant 10/11 GPA	<input checked="" type="radio"/>	<input type="radio"/>	Unweighted ▾	<a href="#">More Details</a>
Total GPA	<input type="radio"/>	<input type="radio"/>	Unweighted ▾	<a href="#">More Details</a>
Weighted GPA	<input type="radio"/>	<input checked="" type="radio"/>	Unweighted ▾	<a href="#">More Details</a>

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: Unweighted	GPA Scale: Weighted	Skip GPA	Skip Credits	sis_repro912	sis_reprock8	sis_reprocmiddle
<input type="radio"/>	a	4	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	a-	4	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	a+	4	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	b	3	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	b-	3	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	b+	3	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	c	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	c-	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	c+	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	d	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	d-	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	d+	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	f	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 **Class Rank** RC Types R

☐ Junior High School - General Education  
☐ LVCS 4th Grade CC - General Education  
☐ Middle School - General Education  
☐ Staff Development - General Education

Show computed values for selected students    Download CSV    ReCalculate Class Rank

☐ Rebuild ALL transcripts ?  
 Students not on this list

### 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, Laura	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

 ☐ Show programs that have been disabled

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	Edit
Home & Hospital (Report/Writer)	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):

Source:

Attendance:

Attendance Codes: Select the attendance codes teachers are allowed to select when claiming attendance for students in this program.

Code	Default?
<input type="checkbox"/> p	<input type="checkbox"/> Default
<input type="checkbox"/> p-lap	<input type="checkbox"/> Default
<input type="checkbox"/> t	<input type="checkbox"/> Default
<input type="checkbox"/> 1	<input type="checkbox"/> Default
<input type="checkbox"/> 2	<input type="checkbox"/> Default
<input type="checkbox"/> a	<input type="checkbox"/> Default
<input type="checkbox"/> AL	<input type="checkbox"/> Default
<input type="checkbox"/> nw	<input type="checkbox"/> Default
<input type="checkbox"/> s	<input type="checkbox"/> Default
<input type="checkbox"/> os	<input type="checkbox"/> Default

☐ Do not show any default codes from activity logs

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 ☐ TD ☐ TK ☐ PS

- **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**



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

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