

# Checklist Considerations – School Office

## Year start – post summer considerations

- Check STU.324 for PC, SC, TC, AC to review access (turn send message back on) and explore new possibilities (parents change info, change password etc.). Make sure Schedule says 'L'.
- Review STU.240 for each teacher to make sure that their access is appropriate for the year.
  1. Authorization codes OK – might have to run STU.542
  2. Parent Connect Messaging appropriately Y/N/E and email address OK
  3. Include in Admin Group appropriate
- Report Card Format name (GRD.211) must match GRD.21E Format name else you will have trouble in teacherconnect (want teachers to have appropriate narrative matched with appropriate grading period).
- Have you confirmed GRD.201 that appropriate grade titles are turned on for Teacher Assignments (T1%, T2%, T3%, T4%) and that only the first grading period is on for Upload?
- Term dates (start and stop) for the whole year must be in place. Once you send your SADE (BC) you cannot change term start date else active dates for courses will duplicate showing a different start date!
- Have you confirmed your SCH.553. Ministry definitions must be CONFIRMED before turning on daily TRAX
- **BC Only:** Turn on the nightly job to process TRAX AUT.101 \*\*Very Dangerous. Need to know what you are doing here!
- **BC Only:** Have you uploaded your exam marks to TRAX (TRA.105) both live and frozen libraries? For the June ended year?
- **BC Only:** (Optional) Have you updated your marks to report card (frozen year) to rerun honor roll etc. Timing is important in schools where students attend multiple buildings. All schools must complete their TRA.105 before you do your TRA.106 to avoid missing kids/marks.

## At each grading period

- STU.324 TC – allow for grading Y (could be on already as there is no need to turn on/off between each grading period. Can use GRD.21E instead to control Yes or Lookup access.
- GRD.21E – turn on appropriate grading format(s). If you use new performance indicators you will probably need 2 formats as you cannot include comment plus 4 indicators on a single format. Naming the formats is important, ie: they will appear in format alpha order for entry so use something like R1M and R1W (marks come before workhabits). Also consider previous grading periods. They may not need to be 'L' if you are including previous grade titles in your current worksheet format. OR, consider showing previous grade titles on current report card to assist teacher in entry.
- GRD.201 – ensure that the appropriate grade title is Y for upload.
- At grades cutoff – turn the format GRD.21E to 'L'ookup only. Also look to GRD.201 to turn Upload 'N' so teachers using gradebook can no longer upload/overwrite marks.

- **BC Only:** Once exam marks arrive – TRA.105 ... TRA.106 and as per above year-start instructions make sure all schools have TRA.105 before you TRA.106. CAREFUL: If you have kids taking courses at multiple buildings – each school must have done their TRA.105 before you can do your TRA.106, ie: kids enrolled elsewhere will be updated based on them doing the TRA.105 so if you do yours thinking ‘ready to go - not!’
- **BC Only:** Handle kids that did not write the exam. They will require a DNW in the TRAX Final and Exam – as the Ministry does not send out anything in the exam final unless kid wrote the exam (which is ridiculous but true). They will also require the F% grade bucket to be updated to something other than the SC% final else it looks like the kid passed!

### **To handle next year Course Requests**

- As soon as the next year course line is filled in for kids – the pick course function could become available. As board office informs you the line is filled check SCH.441 to make sure your formats are turned OFF, i.e.: dates are such that allow for NO entry. As long as schedule says ‘L’ (STU.324), Course Requests ‘L’ that will also prevent any pick course saving!
- When you have reviewed SCH.441 and are ready for input from the Connects (Student, Teacher, AdminConnect) - turn ‘Y’s on to allow for PC/TC and confirm cutoff date. Also, STU.324 to turn Schedule ‘Y’, Course Requests ‘Y’.
- After course request entry is done consider PC ‘N’. This will avoid kids seeing the work that you do with requests from time of entry to scheduling (ie: dropping courses and changing those kids to Y, etc).
- Reminder to use course request type of ‘C’ if you want to lock in certain courses for certain kids. You can also use the PCC tag to lock in a particular student’s schedule, i.e. all his/her course requests.

### **To handle Parent-Teacher Interview timing**

- Your choice at a school level as to whether to leave Interviews as ‘L’ all of the time (STU.324) or to just turn ‘L’ during each interview period.
- Use CBF.301 to upload interview data to CIMS/Web
- Once interview cycle is complete decide when to purge schedules (CBF.301D) .. immediately after the interview process is complete OR before the next one starts!

### **Considerations for July/Summer Period**

Each district handles yearend rollover at different times ... but be aware that once the year rolls over – this enables ParentConnect/Student Connect and TeacherConnect for the new year seeing schedules and the like if you do not handle it.

- Consider turning ParentConnect messaging off over the summer if there will be no one there to answer it! (STU.324)
- If you do not want student schedules to be visible to ParentConnect or StudentConnect you will need to say Schedule ‘N’, Grades ‘N’, Requests ‘N’

- If you do not want PC/SC to see or print what homeroom student is in make sure to Display Homeroom N in STU.324 for PC and SC.

Alternatively, have the discussion with Board Office as to whether to make PC, SC available at all during the summer, i.e.: disable those websites.

- **BC Only:** Turn AUT.101 off sometime before rollover and after all current year activity is complete. If this remains on after rollover and starts processing day 1 when potentially you haven't even verified SCH.320/SCH.553 it could be building all kinds of Junk into TRAX.
- **BC Only:** Consider passport to education and especially grade 12's. It is much harder to add passports after rollover as grade 12's are all unassigned and would have to be processed per kid. If you do it previous to rollover it is an easy 'Index to get passport information in.