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YET – The Final Review

Annie Fullwood
Pamlico County



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Post YET Verification

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The steps on the following slides should be completed **after** YET to verify that data transitioned properly.

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School Details – Path

Navigation: START > School Information > School Details

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School Details

Review/Update:

- School Type
 - School Days
- School Sub-Type
 - Course Capping
- Home Room Assignment
 - School Name & Demographic Information
- Attendance Type

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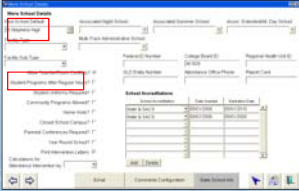
School Details Screen

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More School Details

- Next School Default must be populated.
- Verify Allow Teacher/Room Conflicts is checked.

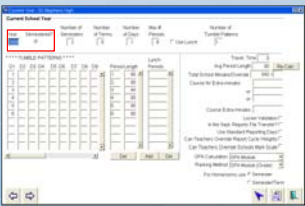


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Current School Year

- School Year.
- Semestered box is checked.



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Current School Year ...

- Verify/Update:
 - Number of Semesters, Terms, Days, Max # Periods.
 - Tumble Pattern (D1) against Period Length.

 All periods listed in Course Section Maintenance must be defined in the Current School Year screen.

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Schedule – Path

Navigation: START > School > School Information > Schedule

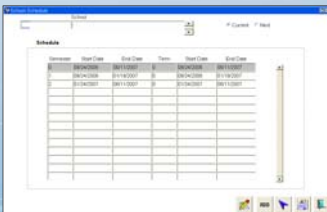
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Schedule

- Include the 0 and 181st day.
- Verify against the **Current Year** screen.



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Non School Days – Path

Navigation: START > School > School Information > Non School Days

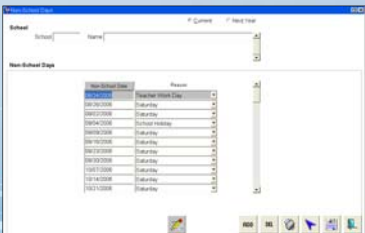
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Non School Days

- Include the 0 and 181st day.



Start Date	Reason
08/20/2009	Teacher Work Day
09/06/2009	Statewide
09/13/2009	Statewide
09/20/2009	Teacher Work Day
09/27/2009	Statewide
10/04/2009	Teacher Work Day
10/11/2009	Statewide
10/18/2009	Statewide
10/25/2009	Statewide
11/01/2009	Statewide
11/08/2009	Statewide
11/15/2009	Statewide
11/22/2009	Statewide
11/29/2009	Statewide

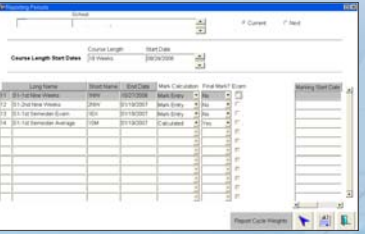
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Reporting Periods – Path

Navigation: START > School > School Information > Reporting Periods



Course Length	Start Date
24 Weeks	08/08/2009

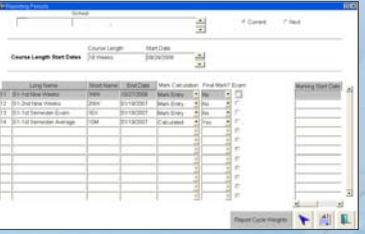
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Reporting Periods

- Use 0 and 181st days.



Course Length	Start Date	Reporting Start Date
24 Weeks	08/08/2009	

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Reporting Periods ...

- **Verify:**
 - Mark/Calculation
 - Report Cycle Weights
 - Calculated Report Cycles
- Complete prior to teachers adding Preps.
- **Final marks** must be set to **Calculated** if teachers post from TAM.

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Course Start Dates – Path

Navigation: START > School > School Information > School Details > More Info > Course Start Date


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Course Start Dates

- Verify **Course Start Dates**.
- Always use the **?** to add the dates .



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Course Lengths and Formats – Path


Navigation: START > School > School Information > School Details > More Info > Course Lengths and Formats

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Course Lengths and Formats Screen



Number	Course Length	Course Format
01	18 Weeks	Full Semester
02	18 Weeks	Full Year
03	18 Weeks	Full Year
04	18 Weeks	Full Year
05	18 Weeks	Full Year
06	18 Weeks	Full Year
07	18 Weeks	Full Year
08	18 Weeks	Full Year
09	18 Weeks	Full Year
10	18 Weeks	Full Year
11	18 Weeks	Full Year
12	18 Weeks	Full Year
13	18 Weeks	Full Year
14	18 Weeks	Full Year
15	18 Weeks	Full Year
16	18 Weeks	Full Year
17	18 Weeks	Full Year
18	18 Weeks	Full Year
19	18 Weeks	Full Year
20	18 Weeks	Full Year
21	18 Weeks	Full Year
22	18 Weeks	Full Year
23	18 Weeks	Full Year
24	18 Weeks	Full Year
25	18 Weeks	Full Year
26	18 Weeks	Full Year
27	18 Weeks	Full Year
28	18 Weeks	Full Year
29	18 Weeks	Full Year
30	18 Weeks	Full Year
31	18 Weeks	Full Year
32	18 Weeks	Full Year
33	18 Weeks	Full Year
34	18 Weeks	Full Year
35	18 Weeks	Full Year
36	18 Weeks	Full Year
37	18 Weeks	Full Year
38	18 Weeks	Full Year
39	18 Weeks	Full Year
40	18 Weeks	Full Year
41	18 Weeks	Full Year
42	18 Weeks	Full Year
43	18 Weeks	Full Year
44	18 Weeks	Full Year
45	18 Weeks	Full Year
46	18 Weeks	Full Year
47	18 Weeks	Full Year
48	18 Weeks	Full Year
49	18 Weeks	Full Year
50	18 Weeks	Full Year

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Staff Maintenance – Path

Navigation: START > School > School Information > Staff Maintenance

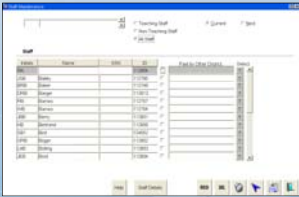
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Staff Maintenance

- Verify **Staff** list.
- **Add or Delete** teachers as needed.
- Update **Experience** level of certified staff.



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Mark Scale – Path

Navigation: START > School > Mark Information > Mark Scale Entry

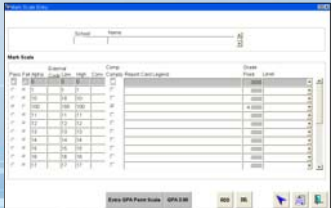
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Verify Mark Scale Entry

- Verify that the correct Mark Scale is listed for your school.



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Grades and Catchments – Path

Navigation: START > School > School Information > School Details > More Info > Grades and Catchments

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Grades and Catchments

- Verify **Grades** and **Catchments**.

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Period Start and End Times – Path

Navigation: START > School Information > School Details > More Info > Period Start and End Times


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Period Start and End Times

- Optional.
- Must be completed to use the **Student Locator**.
- Times must be entered using military time.



Period	Start Time	End Time	Grade
1	08:00	08:45	6-8
2	08:50	09:35	6-8
3	09:40	10:25	6-8
4	10:30	11:15	6-8
5	11:20	12:05	6-8
6	12:10	12:55	6-8
7	13:00	13:45	6-8
8	13:50	14:35	6-8
9	14:40	15:25	6-8
10	15:30	16:15	6-8
11	16:20	17:05	6-8
12	17:10	17:55	6-8
13	18:00	18:45	6-8
14	18:50	19:35	6-8


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Attendance Tumbles – Path

Navigation: START > Attendance icon > Attendance Tumbles



Date	Tumble	Day
02/18/2010		
02/19/2010		
02/20/2010		
02/21/2010		
02/22/2010		
02/23/2010		
02/24/2010		
02/25/2010		
02/26/2010		
02/27/2010		
02/28/2010		
02/29/2010		


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Attendance Tumbles

- Build calendar right before school starts.
- Allows attendance to be recorded.
- Update **Tumble** and **Day** columns as needed.



Date	Tumble	Day
02/18/2010		
02/19/2010		
02/20/2010		
02/21/2010		
02/22/2010		
02/23/2010		
02/24/2010		
02/25/2010		
02/26/2010		
02/27/2010		
02/28/2010		
02/29/2010		

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School Reporting Dates – Path

Navigation: START > School > GPA Module > School Reporting Dates button


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School Reporting Dates

- Delete previous year dates.
- Add school report card dates.



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Promotions/Retentions Report – Path

Navigation: START > Reports icon > Course Credit and Diploma > Promotions/Retentions

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Promoted at Summer School and Moving to a New School . . .

- Next School:
 - Admit student into the next grade level.
 - Admit using 0 day of current year.
 - Review Homeroom History for correct Promotion and Retention dates.

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Promoted at Summer School and Moving to a New School . . .

- Next School:
 - Retention records should have YET date.
 - Promotion records should have a date between YET and the 0 day of the current year .

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Promotions/Retentions – More Info

- Retention, Promotion, Graduate documentation in the UERS section of the library at www.ncwise.org.

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Graduates – Things to Think About

- Graduates withdrawn by YET should have the withdraw code **W6**.
- A Graduate's withdrawn by YET have a the grade level **GR**.
- Spot check your graduates using the screens and reports noted on the following slides in this presentation.

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Admission/Withdrawal – Path

Navigation: START > Main Menu > Change Student > Admission/Withdrawal

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Admission/Withdraw Maintenance Screen

The screenshot shows a software interface for managing student admissions and withdrawals. It includes a search bar at the top with fields for 'Student ID', 'Description', 'Admit Date', and 'Status'. Below the search bar is a table with the following columns: 'Student ID', 'Description', 'Admit Date', 'Status', 'Admit Date', 'Status', 'Admit Date', 'Status'. The table contains several rows of data, including one with 'W6' in the Status column. At the bottom of the screen are buttons for 'Register', 'Abandon', and a search icon.

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Admission Withdraw Report – Path

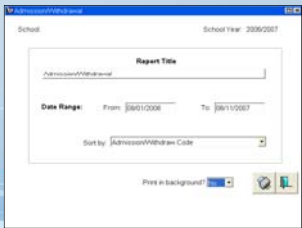
Navigation: START > Report icon > Enrollment/ Registration > Admission/ Withdraw Report

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Admission Withdrawal Report Screen





School: _____ School Year: 2009/2010

Report Title:

Date Range: From: 08/01/2008 To: 08/31/2007

Sort by: AdmissionWithdrawal Code

Print in background?  

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Homeroom History – Path

Navigation: START > Main Menu > Change Student > Homeroom History

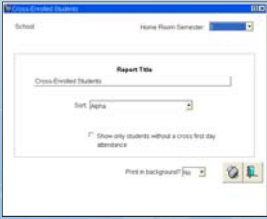
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Cross Enrolled Students Report

- Review both groups:
 - Cross Enrolled by your school.
 - Cross Enrolled to your school.



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Course Section Maintenance - Path

Navigation: START > School > Course Information > Course Section Maintenance

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Course Section Maintenance

- Updates may not be made to the schedule (**Semester, Term, Day, Period**) while students are attached to course sections.

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Mass Simulation – Path

Navigation: START > School > Mass Simulation


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Mass Simulation

- Mass Simulation may be run after YET to place (or reshuffle) students in classes.



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Course Explodes – Path

Navigation: START > School > Scheduling Utilities > Course Explodes

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Course Explodes

- Courses set to **Explode After Simulation** should be exploded when schedules are complete, and before schedules are printed.

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Student Schedules – Path

Navigation: START > Print Button > Timetable

Navigation: START > Report icon > Courses and Course Sections > Student Timetables (BV)

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Diploma – Path

Navigation: START > Common View > Diploma

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Diploma Types

- Review/Update **Diploma Types** for 9th grade students.

Diploma Type
FRC

Diploma Dates

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9th Grade Entry Date

- Verify **Grade 9 Entry Date** new 9th graders.

Diploma Dates

Diploma Met _____

Diploma Issued _____

Certificate of Initial Mastery (CIM) _____

Projected Grad Year _____

Or 9 Entry Date 2010/2011

Date of First Entry to State High School _____

Grade at First Entry to State High School _____

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Athletic Eligibility – Things to Think About

- Set up AE reporting dates in the GPA module.
- Run GPA Calculation.
- Update Teams as necessary after GPA is calculated.

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Athletic Eligibility – Things to Think About . . .

- Update **Scholar Reporting Date** with correct date.
- Add team members not copied from last year, including new student and 9th graders.

 **DO NOT re-calc 1st Semester for the current year on the Advanced Setup screen!**

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Special Education Lite (SPED) – Path

Navigation: START > SPED icon

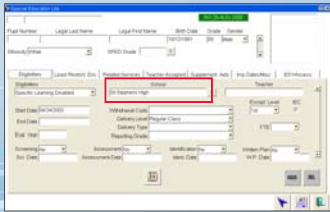
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SPED Lite . . .

- Verify the correct **School** for new students



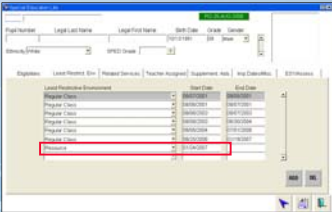
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- Populate the **Least Restrictive Environment** and **Start Date** for new students.



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