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2016 - 2017 School Year Initialization

As a reminder, the StudentInformation School Year Initialization survey is available. This survey was emailed to the distribution list and is also available on our NOACSC website under Student Services > StudentInformation > Initialization Survey.

Once you have received confirmation that your building is initialized you may begin the Student Promotion and Bulk Enrollment processes.



A new feature to the Bulk Enrollment process is your ability to copy student transportation assignments from the 15/16 school year into the 16/17 school year.

Currently enrolled here and set to go elsewhere Currently enrolled elsewhere and set to go here Students to Enroll Bulk Enroll

< Back Process Bulk Enrollment

Enrollment Options

Copy Locker Assignments: ☐ Clear All Data Flags: ☒

Copy Free Lunch Status Assignments: ☒ Clear Homerooms: ☒

Copy Counselor Assignments: ☒

Copy Transportation Assignments ☐

Upcoming Events

ScheduleSMART Demo
Jan. 5th, 10:00 –11:00

Batch Scheduling Training
Jan. 28th, 9:00 - 3:00

To register, click the Sign Up For Training link on the NOACSC website.

Open Lab Schedule

- ♦ Every Wednesday
- ♦ August 2015 thru June 2016
9:00 a.m. to 3:00 p.m.

To register please send an email Jennifer Schwartz: jschwartz@noacsc.org. Please include the time of your arrival and your open lab topic.

A quick overview of the ScheduleSMART master scheduler is available in the link below.

<https://youtu.be/iMAdwqT3hAQ>



Student course requests can be entered by the students through the Public Course Requests Module in StudentInformation. Details of the setup and process are located in the Public Course Requests Step by Step Procedural Checklist. If you use Public Course Requests, your students will log-in at <https://sispublic.noacsc.org>

SOFTWARE ANSWERS
ProgressBook
SUITE
Spring Retreat 2016
In Conjunction with MC•OECN

April 18-19, 2016
Hilton Columbus at Easton

ProgressBook and the MCOECN are pleased to present the 2016 ProgressBook Suite Retreat. Teachers, administrators and school district staff members are invited to come learn the latest tips, techniques and practices for using ProgressBook solutions and other technology to enhance student learning experience!

Registration and further details available at <http://events.constantcontact.com/register/event?llr=mzmri9dab&oeidk=a07ebv3yz28a5f9d392>



January 2016

www.noacsc.org

Setting up a 7 Semester GPA

Issue: The high school needs a 7 Semester GPA that looks at this year's 1st Semester Average and this year's Earned Credit, and all prior years' Earned Credit.

Solution:

1. Edit the All Year Marking Pattern and change the Progress Level on the 1st Semester Average to be Progress 3. StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns, Marking Pattern Rules link.
2. Create a GPA Set that looks at the Progress 3 and Earned marks for the current school year, and Earned marks for prior years. StudentInformation > Management > School Administration > Course History Administration > GPA Sets.
3. Refresh the GPA Set established for the 7 Semester GPA.

Marking Pattern Rules - All Year

From this screen, you can display, add, change and delete data pertaining to marking pattern rules.

The marking pattern rule was successfully saved

	Name	Mark Type	Sequence Number	Reporting Term ^	Significance	Credit Percentage	Marks Start Date	Marks Cutoff Date
X	1st Quarter Mark	Quarter Mark	2	Quarter 1	Progress 1	25		
X	1st Quarter Interim	Interim Mark	1	1st Interim	Not Used	0		
X	2nd Quarter Mark	Quarter Mark	4	Quarter 2	Progress 1	25		
X	2nd Quarter Interim	Interim Mark	3	2nd Interim	Not Used	0		
X	1st Semester Exam	Exam	5	1st Semester Exam	Not Used	0		
X	1st Semester Average	Avg	6	1st Sem Average	Progress 3	50		
X	3rd Quarter Mark	Quarter Mark	8	Quarter 3	Progress 1	25		
X	3rd Quarter Interim	Interim Mark	7	3rd Interim	Not Used	0		
X	4th Quarter Mark	Quarter Mark	10	Quarter 4	Progress 1	25		
X	4th Quarter Interim	Interim Mark	9	4th Interim	Not Used	0		
X	2nd Semester Exam	Exam	11	2nd Semester Exam	Not Used	0		
X	2nd Semester Average	Avg	12	2nd Sem Average	Progress 2	50		
X	Final	Final Mark	13	Final	Earned	100		

General | Calculations | Rank

GPA Set: Next >

Code: 7SEM Description: 7 Semester GPA

Name: 7 Semester GPA

Mark Credit Types:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☒ Progress 3 ☐ Progress 4 ☒ Earned

Previous Years:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

Grade Levels:

☒ 09 ☒ 10 ☒ 11 ☒ 12 ☐ 13 ☐ GR ☐ 23 ☐ 31 ☐ IN

Reporting Terms:

Exam2
Quarter 4
4th Interim
Sem2 AVG

Sem1 AVG
Final

Mark Type:

Exam
Interim
Quarter Mark
Quiz

Final
Average

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private ☐



Setting up a 7 Semester GPA to include Course History from JVS

Issue: The school is a home school and has course history from the JVS loaded in as Progress 2, 1st Semester Averages. If the school sets up the 7 Semester GPA to look at Progress 3 and Earned, manual courses from the JVS that are Progress 2 significance will not be included.

Solution:

1. Instead of editing the All Year Marking Pattern, edit the 1st Semester Marking Pattern. Change the 1st Semester Average to Progress 3 and save.
2. On the 7 Semester GPA set mark Progress 2 and Earned.
3. Refresh the 7 Semester GPA set.

Marking Pattern Rules - 1st Semester

From this screen, you can display, add, change and delete data pertaining to marking pattern rules.

The marking pattern rule was successfully saved

Add Pattern Rule

Cancel and Return

	Name	Mark Type	Sequence Number	Reporting Term ^	Significance	Credit Percentage	Marks Start Date	Marks Cutoff Date
X	1st Quarter Mark	Quarter Mark	2	Quarter 1	Progress 1	50		
X	1st Quarter Interim	Interim Mark	1	1st Quarter Interim	Not Used	0		
X	2nd Quarter Mark	Quarter Mark	4	Quarter 2	Progress 1	50		
X	2nd Quarter Interim	Interim Mark	3	2nd Quarter Interim	Not Used	0		
X	1st Semester Exam	Exam	5	1st Semester Exam	Not Used	0		
X	1st Semester Average	Avg	6	1st Semester Average	Progress 3	100		
X	1st Semester Final	Final Mark	7	Final	Earned	100		

GPA Set Maintenance

From this screen, you can display, add, change and delete data pertaining to GPA sets.

General Calculations Rank

GPA Set:

Code:

7Sem

Description:

7 Semester GPA Calculation

Name:

7 Semester GPA

Mark Credit Types:

☐ Not Used

☐ Progress 1

☒ Progress 2

☐ Progress 3

☐ Progress 4

☒ Earned

Previous Years:

☐ Not Used

☐ Progress 1

☐ Progress 2

☐ Progress 3

☐ Progress 4

☒ Earned

Grade Levels:

☒ 09

☒ 10

☒ 11

☒ 12

☐ 13

☐ 23

☐ GR

Reporting Terms:

Quarter 1

1st Quarter Interim

Quarter 2

2nd Quarter Interim

Mark Type:

1st Semester Average

Final

Exam

Interim Mark

Quarter

Avg

Final Mark

Ad-Hoc Membership:

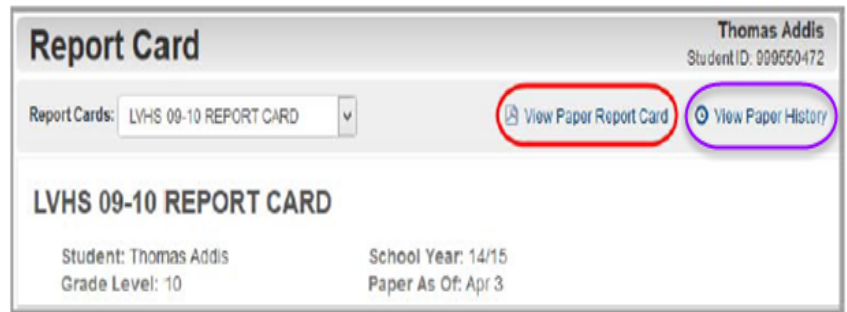
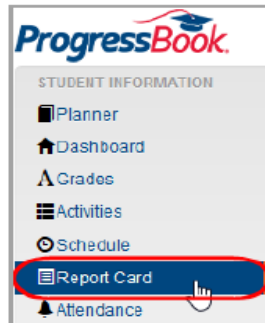
-- Select an Ad-Hoc Membership --

Public And Private



Report Cards on ParentAccess

Buildings have the ability to publish both report cards and interims from StudentInformation and GradeBook to the ParentAccess site as PDF documents for the parents and students to view. The ParentAccess site stores the current report card and interim for the student, as well as a history of all report cards and interims that have been published on ParentAccess.



Steps to post StudentInformation report card or interim from R700 to ParentAccess:

1. Run your R700 as normal and verify your reports
2. Once all student report cards are ready to be made available go to the Load Settings tab and create a new load setting with your current R700 parameters. **Note:** The load setting name will be the report card name visible on ParentAccess.
3. Edit your load setting and check the Schedule Report Card box.
4. Select the Term and enter the Archive Date. The Archive Date is the date you want the report card to be viewable by parents and students.
5. The status of your report will show "Pending" until a job at NOACSC runs at night to publish the report cards to ParentAccess. The status will change to "Complete" after the job has ran, which indicates parents and students can now view the report cards in ParentAccess.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Creator	Date Created	Scheduled By	Date Scheduled
Best, Jaime (jaime)	Dec 15, 2015		

Name: 2nd Quarter 15/16
Private: ☐

Schedule Report Card: ☒

Term: Qtr2
Archive Date: 01/08/2016

Save Cancel

	Name	Term	Archive Date	Private	Creator	Date Created	Status
X	2nd Quarter 15/16	Qtr2	Jan 08, 2016	<input type="checkbox"/>	Best, Jaime (jaime)	Dec 15, 2015	Pending
X	1st QTR 15/16	Qtr1	Oct 30, 2015	<input type="checkbox"/>	Best, Jaime (jaime)	Nov 04, 2015	Complete



Steps to post ProgressBook GradeBook report cards and interims to ParentAccess:

1. From the Principal page, run and verify your report cards from the Run Report Cards page in Preliminary mode.
2. Once all student report cards are ready to be made available select the Final option and re-run your report cards.
3. Click View Saved Report Cards, and on the Saved Report Cards screen the Final tab will display. A job at NOACSC will need to run to first to convert your report cards from RTF documents to PDF documents. This will show as stage 1 and stage 2 on the View Report Cards page.
4. Once your PDF report cards have been generated you can view the PDF documents. After you have verified they are accurate, click the Finalize button. This will show as stage 3 on the Saved Report Cards page.
5. A job at NOACSC will need to run again to publish your PDF report cards to the ParentAccess site. When the job is complete, stage 4 on the Saved Report Cards page will show as "Done".

Final Report Cards

Actions:

Click on a Report Card name to view individual student report cards

Name	Description	Run Date	Process	
Third Grade Report Card	2nd Quarter 2014-15 Gr 3 - Report Cards	1/26/2015 3:39:17 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Pending Conversion
Second Grade Report Card	2nd Quarter 2014-15 Gr 2 - Report Cards	1/26/2015 3:39:00 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize
First Grade Report Card	2nd Quarter 2014-15 Gr 1 - Report Cards	1/26/2015 3:34:56 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Pending Print / Publish
Third Grade Interim	2nd Qtr 2014-15, Grade 3 - Interims	12/9/2014 3:39:16 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Print
Second Grade Interim	2nd Qtr 2014-15, Grade 2 - Interims	12/9/2014 3:38:48 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Print
First Grade Interim	2nd Qtr 2014-15, Grade 1 - Interims	12/9/2014 3:38:26 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Print

At stage 1, you can view individual RTF documents of each student's report card or an RTF document that includes report cards for all students.

At stage 2, you can view individual PDF documents of each student's report card or an RTF document that includes report cards for all students. If you determine all report cards are ready to go, you can finalize and publish them.



View Official Report Cards is a new ParentAccess Page Level Security item that is not checked by default. To enable this, from GradeBook go to PA Admin > Page Level Security and View Official Report Cards under Report Card.





DISABLING REPORT CARDS FOR STUDENTS WITH UNPAID FEES

If your district does not make report cards available to students who owe fees, **before** you run the process to publish the electronic report cards to ParentAccess, at your district level navigate to:

**StudentInformation>Management
>District Administration > District
Options.**

On this page check the option:

**Disable Report Cards on
ParentAccess Portal for Students
with Unpaid Fees**



Going Green?

If your building is posting your electronic report cards as PDF documents to your parents and students on the ParentAccess site, you can choose to only print paper copies for requesting students. On the Additional tab of the Student Profile in StudentInformation you can identify a student as requiring a paper copy by checking the 'Requires Paper Copy of Report Card' option. This option is also available in the Student Profile Bulk Update.

To print paper report cards for only the identified students check the option 'Print for Students Requiring Hard Copies' on your R700 page.

Student ID(s):

Homeroom Date: 12/17/2015

Common Text For Report Cards:

Grading Scale:

Print Blank Report Card For Student With Unpaid Fees: ☐ Yes ☒ No

Print for Students Requiring Hard Copies: ☐

Omit Unlisted Phone Numbers: ☐



There is currently no way to remove an electronic report card from the ParentAccess site. Posted report cards can be updated by re-running your original StudentInformation load setting from the R700 page, or GradeBook report card from the Saved Report Cards page. You will need to re-run your original settings, even if you only need to post an updated report card for one or a few students.

Selection Criteria		Selection Summary		Load Settings	
Creator	Date Created	Scheduled By	Date Scheduled	Status	
Best, Jaime (jaime)	Nov 4, 2015		Nov 4, 2015		Rerun

Final Report Cards				
Actions: Rerun Delete				
Click on a Report Card name to view individual student report cards				
Name	Description	Run Date	Process	
Third Grade Report Card	2nd Quarter 2014-15 Gr 3 - Report Cards	1/29/2015 3:39:17 PM		RTF
Second Grade Report Card	2nd Quarter 2014-15 Gr 2 - Report Cards	1/29/2015 3:39:06 PM		RTF