



~ In This Issue ~

| | |
|----------------------------------------------|---|
| 2018-19 Training Schedule (Save the Date) | 1 |
| Elementary Scheduling | 1 |
| Progress Book Reporting Periods | 2 |
| Progress Book Grade Entry Dates | 2 |
| Gradebook Grid View | 3 |
| Course Clean Up | 3 |
| 2018-2019 SYI Survey | 3 |

Upcoming Events

Elementary Scheduling
June 12
9 am - 12 pm, with Open
Lab time until 4 pm

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

Open Lab Schedule

- ◆ Every Friday
- ◆ August 2017—June 2018
9:00 a.m. to 3:00 p.m.

To register please send an
email Student Services:
student.support@noacsc.org.
Please include who will be
attending, the time of your
arrival and your topic.

2018 — 2019 Training Schedule



The Student Services Training Schedule is now available on our website. Click on Training Calendar to view upcoming events and register.

SUBMIT A SUPPORT REQUEST **TRAINING CALENDAR** SIGN UP FOR TRAINING JOB OPENINGS

You can also view the complete list from the ProgressBook SIS Home Page under Documents.

Elementary Scheduling Training/Assistance

Training and assistance for elementary scheduling will be provided on June 12 at NOACSC office 9:00 am — 12:00 pm, with lab time until 4 pm. The training will cover the Elementary Scheduling Step-by-Step Procedural Checklist which can be found via StudentInformation Help (?) link >> Procedural Checklists > Student > Elementary Scheduling .

*****Class Lists are required*****

To register for training go to <http://www.noacsc.org/training-sign-up/>





ProgressBook GradeBook Reporting Periods

It is recommended to verify that your Reporting Periods and Grade Entry Windows in GradeBook are configured correctly at the end of the school year. The 2nd Semester Exam Reporting Period should have a Term Begin and Term End date that is after your last day of school. Your teachers then need to use this date as the date on their exam assignments in their GradeBooks. This date will keep the Exam 2 assignment grade separate from the Quarter 4 grade.

| Name | Short Name | GradeBook Range? | GradeBook Dates | | |
|--------------------|------------|-------------------------------------|-----------------|-------------|------------|
| | | | Term Begin | Interim End | Term End |
| Final | FN | <input type="checkbox"/> | | | |
| Quarter1 | Qtr1 | <input checked="" type="checkbox"/> | 8/16/2017 | 9/20/2017 | 10/20/2017 |
| Quarter2 | Qtr2 | <input checked="" type="checkbox"/> | 10/23/2017 | 11/17/2017 | 1/12/2018 |
| Quarter3 | Qtr3 | <input checked="" type="checkbox"/> | 1/16/2018 | 2/14/2018 | 3/16/2018 |
| Quarter4 | Qtr4 | <input checked="" type="checkbox"/> | 3/19/2018 | 4/18/2018 | 5/24/2018 |
| Semester Average 1 | Avg1 | <input type="checkbox"/> | | | |
| Semester Average 2 | Avg2 | <input type="checkbox"/> | | | |
| Semester Exam 1 | EX1 | <input checked="" type="checkbox"/> | 1/13/2018 | 1/13/2018 | 1/13/2018 |
| Semester Exam 2 | EX2 | <input checked="" type="checkbox"/> | 5/25/2018 | | 5/25/2018 |

Grade Entry Dates

The Grade Entry window needs to be open for Quarter 4, Exam 2, Final, and if applicable, the 2nd Semester Average. The Entry Start Date and Entry End Date for these reporting periods should all be the same, as your teachers will submit these report card grades at the same time. The time of the Entry End Date defaults to 12:01 am. To accommodate this, you need to either add a day to the Entry End Date, or enter a specific time. For example, a date of 6/1/2018 in the Entry End Date field will give your teachers all day of 5/30/2018 to submit grades; a date of 5/30/2018 9:00 AM, gives your teachers until 9:00 am on 5/30/2018.

The Publish Date is the date the Report Card grades will begin to post to the Report Card page on ParentAccess. This date does not affect the published PDF report card date.

| Reporting Periods | | Reporting Period: 4th Quarter | | | | | |
|-------------------|------------------|-------------------------------|--------------|--------------------------|------------------|----------------|--|
| School | Report Cards | | | C | Interims | | |
| | Entry Start Date | Entry End Date | Publish Date | | Entry Start Date | Entry End Date | |
| | 4/27/2018 | 5/25/2018 | 5/28/2018 | <input type="checkbox"/> | 4/5/2018 | 4/5/2018 | |
| | 5/16/2018 | 5/30/2018 9:00:00 AM | 6/1/2018 | <input type="checkbox"/> | | | |
| | 5/16/2018 | 6/1/2018 | | <input type="checkbox"/> | | | |
| | 5/16/2018 | 5/30/2018 9:00:00 AM | 6/1/2018 | <input type="checkbox"/> | 4/5/2018 | 4/13/2018 | |

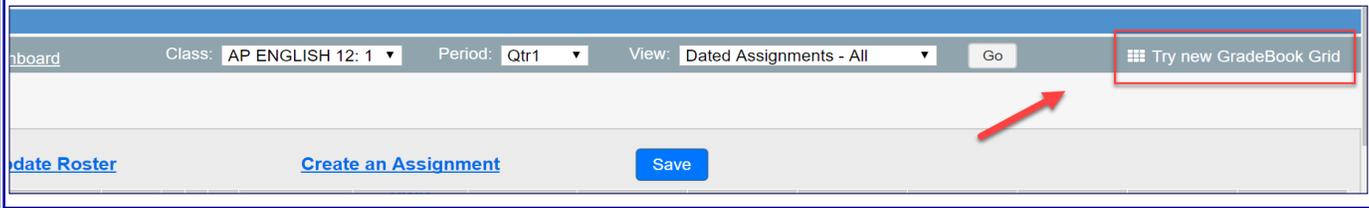
An End Date of 6/1/2018 or 5/30/2018 9:00 am will allow teachers to submit grades on 5/30/18



New GradeBook Grid

If you have not explored the new GradeBook Grid — you should! Just a few of the new features:

- ◆ Filtering by student or student group to easily view assignments
- ◆ Select to view Basic indicators (late and missing) or All indicators
- ◆ Auto save of marks as you enter



End Of Course Exam Course Clean Up

With scheduling underway in the 18-19 school year, now is a good time to work on cleaning up the End of Course Assessment Area field for courses you may or may not want to be included in the Pre-ID export. Courses with specific EMIS Subject Codes are automatically included in the Pre-ID file and additional courses designated with an End of Course Assessment Area on the EMIS tab of the course will also be included. For example, a student is taking a College Credit Plus course in Composition and you want to include this course in the Pre-ID export file. Fill in ELA1 or ELA2 for this course to be included. For a list of default EMIS subject codes, see the Pre-identification Export for Next Generation and End of Course Exams Procedural Checklist

2018-2019 School Year Initialization Surveys

Please remember that ALL buildings defined in Student Information need to submit a School Year Initialization Survey. The SYI survey provides NOACSC the information needed to setup your building for the upcoming school year.

You may access the survey at <http://www.noacsc.org/>

select **Student Services** >> **StudentInformation** >> **InitializationSurvey**.