Student Services Hints & Tips

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Upcoming Events

**Elementary Scheduling
June 12
9 to 12**

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 Jennifer Schwartz: jschwartz@noacsc.org. Please include the time of your arrival and your open lab topic.

Beginning of Year Meeting

To accommodate everyone's varying August schedules we have scheduled three **2018-2019 Beginning of the Year Meetings.**
*** *Registration Now Available* ***
Further details and communications will be sent regarding the meeting as we finalize the BOY meeting agenda.

Session 1	Session 2	Session 3
Thursday, August 2, 2018	Tuesday, August 7, 2018	Thursday, August 9, 2018
9:00 am to 12:30 pm	9:00 am to 12:30 pm	9:00 am to 12:30 pm

Issues with HB410 Absence Intervention Letters

We have had several reports of the new HB410 Absence Intervention Letters printing duplicate pages. This occurs when the template does not have the bookmark RepeatForEach_DailyAbsence in it. We are currently exploring a more permanent solution, but in the meantime, there is an easy workaround. If your template is not using the bookmark, simply include an empty RepeatForEach_DailyAbsence bookmark at the end of your template. This prevents the entire template from repeating multiple times, and instead includes a blank page at the end.

We have also discovered that there are some typos within the HB410 Absence Intervention Letters template bookmarks. The monthly summary bookmarks, with the exception of Repeat-ForEach_MonthlySummary, are all missing the 'l' in "Monthly" (e.g. MonthySummaryAbsenceDays). We are planning to update these bookmarks to the correct spelling in the next hotfix.

Yearly Absence Detail with Perfect Attendance

There is a new report in your Analytics Hub called Yearly Absence Detail with Perfect Attendance Report. This report will print a zero for the Total Absence Hours instead of leaving that field blank. This report will sort by the Total Absence Hours beginning at 0. After you click ok to run the report there will be 4 dots to the left of the report, when you click on them you will have options to filter by building, status, grade level. There are also sort options on how you want the report to appear and you can uncheck columns you don't want to show.

Pre-identification Export for ACT

Creating the Pre-ID file for ACT using Ad Hoc Reports

For the 17/18 school year, 11th grade students are required to take the ACT or SAT assessment. An Ad Hoc report was created to produce the ACT Pre-ID file in CSV Format. Unlike other pre-ID files, this file will require additional information to be updated to the file prior to uploading it to the ACT assessment company. There are elements required that are not contained in StudentInformation. Because the format of the file is CSV, you may open it in Excel, update any necessary fields for optional and required information and submit the file. This report may be run at the district or building level. If your district only has one building containing 11th grade students, you can run it at the building level. The instructions for this can be found in StudentInformation help icon, under Procedural Checklists, Student and then Preident for ACT.

Elementary Scheduling Training/Assistance:

Training and assistance for elementary scheduling will be provided on June 12 at NOACSC office 9:00 a.m.— Noon. The training will cover the Elementary Scheduling Step-by-Step Procedural Checklist which can be found via StudentInformation Help (?) link >> Step-by-Step Procedural Checklist. *****Class Lists are required*****

To register for training go to HTTP://WWW.NOACSC.ORG click on **Sign Up for Training link**

Entering Partial Absences—This is a known defect

Absences entered for a student (by secretary) that have a Partial Qualifier (such as an early dismissal) prior to the teacher taking attendance from the Teacher Menu Daily Attendance are deleted. Until this defect is fixed you will want to make sure you are entering your partial absences after your teachers take attendance.

Northwest Ohio Area Computer Services Cooperative

NOACSC

April 2018   www.noacsc.org

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.**

Marking Pattern Mapping:

The School Year Initialization process does not copy the Marking Pattern Mapping information to the upcoming school year. Marking Pattern Mapping is used to define how Course History marks are moved from the Sending School to the New School during a student transfer. For more information please see The Student Transfer Step by Step documentation.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Pattern Mapping

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Firefox browser causing unexpected behavior in SpecialServices

Please be aware that ProgressBook's SpecialServices application does not currently function properly when using Firefox. Firefox made some recent changes to the way they handle browser cache, which is causing inconsistent and unexpected behaviors in the SpecialServices application.

When editing pages on students' tasks in SpS, if changes are made and a new page is selected from the menu on the left of the screen, the browser sometimes does NOT save the new data changes, and does not navigate the user to the new selected page.

For example, the Goal 1 page is opened for editing, changes are made, and the Goal 2 page is selected from the menu on the left of the screen. A popup window displays notifying the user that some changes have been made and offers a SAVE button to click to save these changes. After the SAVE button is clicked, the data changes may or MAY NOT be saved. The Goal 1 page is still loaded, but the Goal 2 page is highlighted in the menu, and displays in the Page Name field.

Until the SpS Team can release a fix for this issues, you may want to recommend that your users use a different browser. Chrome and Internet Explorer are working as expected.

If users want to continue using Firefox, they can click the top right SAVE button first to make sure their changes are saved, and then navigate to a new page from the menu.

Printing Issues Gear Icon

Printing of School Absences & SIS/Student/Fees page in Chrome & Firefox browsers is overlapping split pages. There are various pages in StudentInformation that are behaving this way if there are enough items in the results to cause the printed copy to split into two pages. It usually behaves correctly in IE. It will also behave differently depending on whether Portrait or Landscape mode is selected.