

InformationNOW – Winter 2015 Release Preview Document

About this Document

This document provides a preview of the new features and enhancements that will be available in the winter 2015 release of *InformationNOW*.

This update will also include changes to address known issues which are not listed here. A complete list of these changes will be included in the final Release Notes, which will be available the week of the update.

Release Schedule

The release and deployment dates for self-hosted and hosted customers will be announced in a future communication.

Table of Contents

InformationNOW – Winter 2015 Release Preview Document	1
About this Document	1
Release Schedule	1
Table of Contents	1
Discipline Threshold	3
Event Log	5
Fee Reconciliation	6
Grading	6
Averaging Method	6
Maintain Grades Permission	7
Integration	8
Chalkable Café	8
Learning Earnings	8
Past/Future Banner	9
Quick Entry/Edit	9
Reports	10
Discipline Report	10
Student Profile Report	12
Traditional Report Card	13
Transcript – Year Oriented Format	15
Scheduling	16

Automated Scheduler Overrides.....	16
Master Schedule Add	17
Team Scheduling	18
Share School Settings	20
Student Locator.....	21
Student Registration/Enrollment.....	22
Registering For Future Academic Session	22
Additional Registration Changes.....	24
Enrollment Changes	25
Standards	26
State Specific Changes	27
Alabama	27
Tennessee	29
Security Changes	29
New Permissions Added.....	29
Changes To Existing Permissions	29

Discipline Threshold

A new threshold may be set for the number of days a special education student can have for specific dispositions.

- This is a per school setting.
- The system will not allow the user to save a record that exceeds the allowable number of dispositions.
- When the user selects the disposition start/end date and time the system will calculate the sum to determine if it exceeds the allowable number of disposition days for the current school/academic session.
- If the student exits special education, and then re-enters special education, the threshold checking will not occur until the first discipline event is entered after the student becomes an active special education student.

To view this change go to **School/District | School**. Search for and select to **View** the school. Click the *Setup* tab.

A new **Discipline Threshold for Special Ed Student** section has been added.

The screenshot shows the 'Setup' tab for 'Edit School: 1050 - Washington High School'. The 'Discipline Threshold for Special Ed Students' section is highlighted with a red box. It contains a list of dispositions: After School Detention, Expulsion, In School Suspension, Out of School Suspension, Referral, Time Out, and Unilateral Removal. The 'Number of Days' is set to 4. Other sections visible include Attendance, Enrollment, Classroom, Fee, Scheduling, and Time Zone Settings.

Select the dispositions that are to be considered towards the total days. Use Ctrl+click to select multiple dispositions. Enter the maximum total number of dispositions that a special education student may have.

- The threshold is a maximum day total for all selected dispositions. For example, if the user selects in-school suspension and out-of-school suspension and enters a four (4), a student will not be allowed to have more than a total of four days for either in-school and/or out-of-school. So if a student has 1 day of in-school suspension and 3 days of out-of-school suspension, a user will not be able to save a discipline records where a student receives any number of in-school or out-of-school suspensions.
- The threshold will be in whole days. Decimals are not allowed.
- The threshold is a maximum number of days for the selected disposition(s) that can be attached to the student for this academic session of context. An active special education student cannot exceed the amount of the threshold within the academic session of context.

- A discipline record cannot be saved if the supplied disposition dates would cause the student to exceed the threshold.
- A discipline record cannot be copied from a student to a special education student if the new event would exceed the threshold.

If a disposition is entered that reaches the maximum, the following message will display:

Add Discipline for S1014 - Adams, Gary

Student Discipline

The threshold for this disposition would be reached or exceeded for this student.

Student Personal

Student Number: S1014 Student Name: Adams, Gary

Infraction

*Infraction: Fighting *Demerits: 0 *Remaining: 0

*Date: Time: Teacher:

If a discipline event is copied to a special education student, and the threshold is met, the discipline event will not be copied. The user will be notified that the threshold has been met on the copy discipline results screen.

Copy Discipline Records

Copy Discipline Results

Step 4. Copy Discipline complete. Click the Close button to close the form.

Infraction List

Infraction	Date	Disposition	Disposition Start Date	Disposition End Date	Incident No.
Cheating	10/20/2014	Out of School Suspension	10/20/2014	10/20/2014	I1098
Cheating	10/20/2014	Referral	11/07/2014	11/07/2014	I1098

The Incident(s) have been successfully copied to the following students:

The following students would reach or exceed the maximum threshold for the associated Disposition(s) - No Incidents copied:

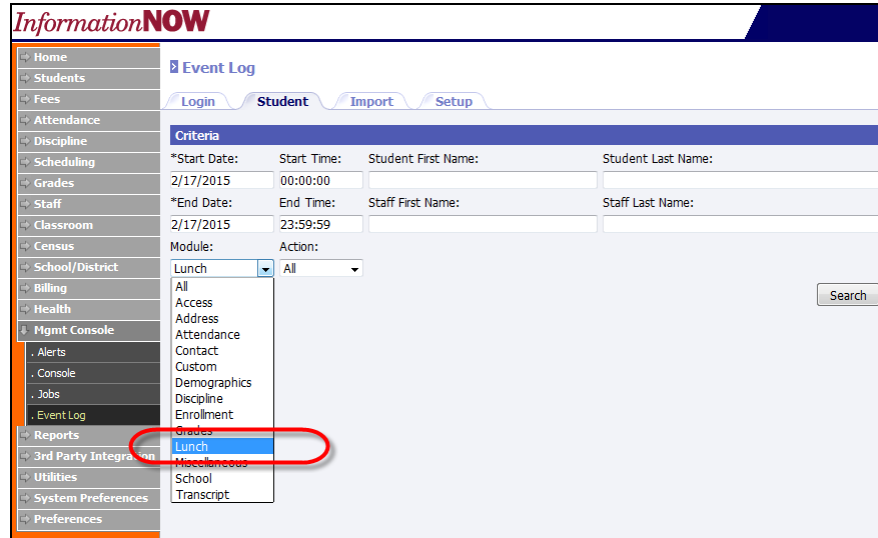
S1014 - Adams, Gary

Cancel < Back Close

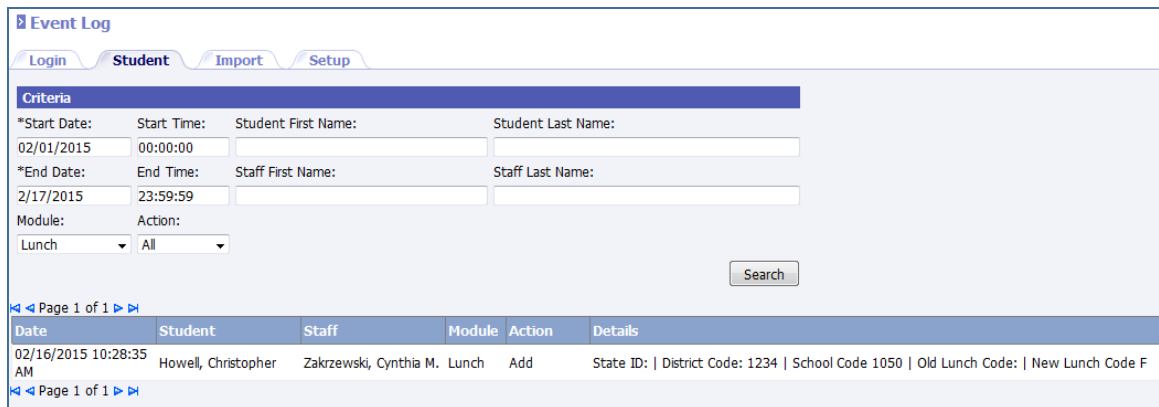
Note: When using the copy function, if copying to multiple students where some are special education students and some are not the user will only receive an error for the special education student whose maximum threshold was exceeded. The record will still copy to the non-special education students.

Event Log

A new option has been added to the event log to track student lunch status changes. To view this change go to **Mgmt Console | Event Log**. Click the *Students* tab. In the *Module* drop list select **Lunch**.



All student lunch status changes will be included on the report including manual changes on the student, InformationNOW lunch import changes or Direct Certification import changes.



The event log includes:

- Date/Time
- Student
- Staff
- Action
- Details
 - User Id
 - SSID
 - District Code (export only)
 - School Code (export only)

- Old (Previous) Lunch State Code
- Current Lunch State Code

Fee Reconciliation

The fee reconciliation process has been updated regarding dates and lunch status changes. Prior to the winter 2015 update, the fee reconciliation process was applicable only to the current academic session which was a problem if the user logged into a past academic session and made a lunch status change or the student was dually enrolled.

The system now checks to see that the date for the lunch status change is within the start/ending dates of the academic session in which the user is logged in.

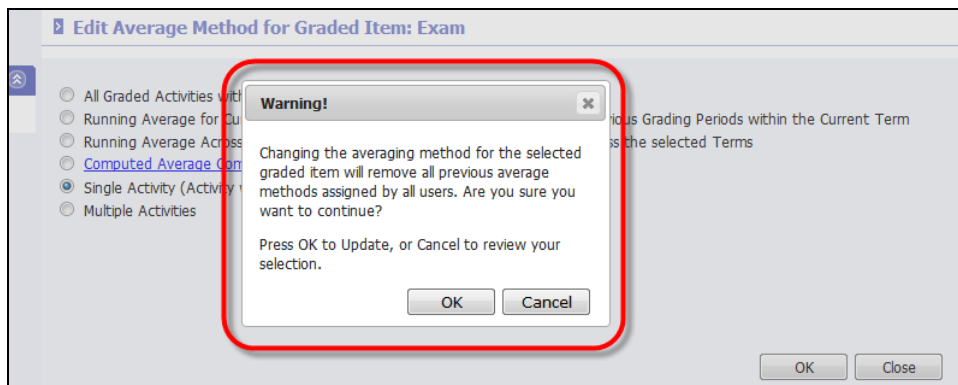
This change affects the following:

- Student has existing unpaid fees; the lunch program is changed from paid to free (with a current academic session date). Fees with free lunch exceptions (of 100%) will now have a zero balance in the current academic session.
 - Fees from the past academic session are not affected by the lunch change in the current academic session.
 - Fees in the future academic session are not affected by the lunch change in the current academic session.
- Student is dual enrolled and has existing unpaid fees in both schools; the lunch program changes (with current academic session date) from paid to free. All fees with free lunch exceptions (of 100%) will now have a zero balance in the current academic session in **both** schools.
 - Fees from the past academic sessions are not affected by the lunch change in the current academic session.
 - Fees in the future academic session are not affected by the lunch change in the current academic session.
- Free Lunch Student: When a student is charged with a fee that has a free lunch exception, the student is not charged for that fee in the current academic session.
- Full Pay Lunch Student: When a student with a fee that has a lunch exception, the student is charged full price for the fee in the current academic session.

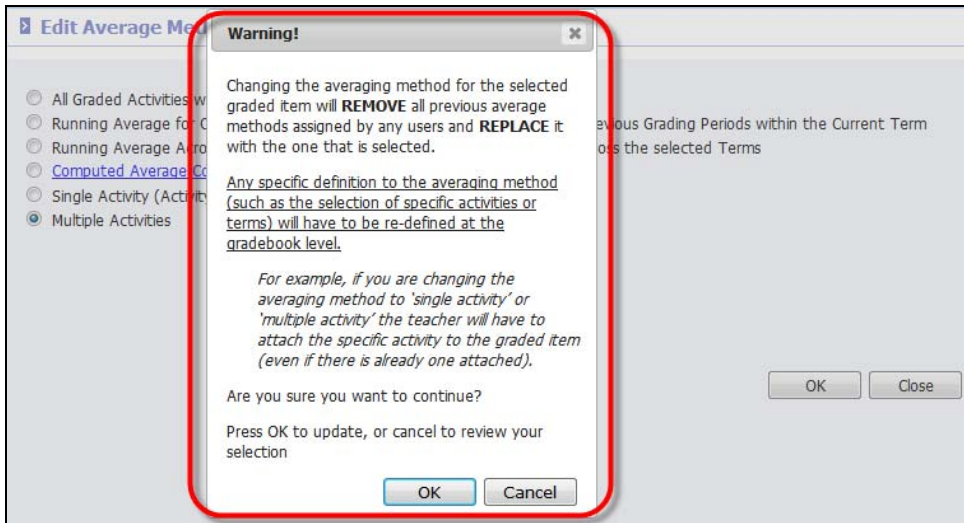
Grading

Averaging Method

- When a user makes a change to the **Averaging Method**, a stronger warning message will display. Prior to the winter 2015 update when a user made a change the following message displayed:

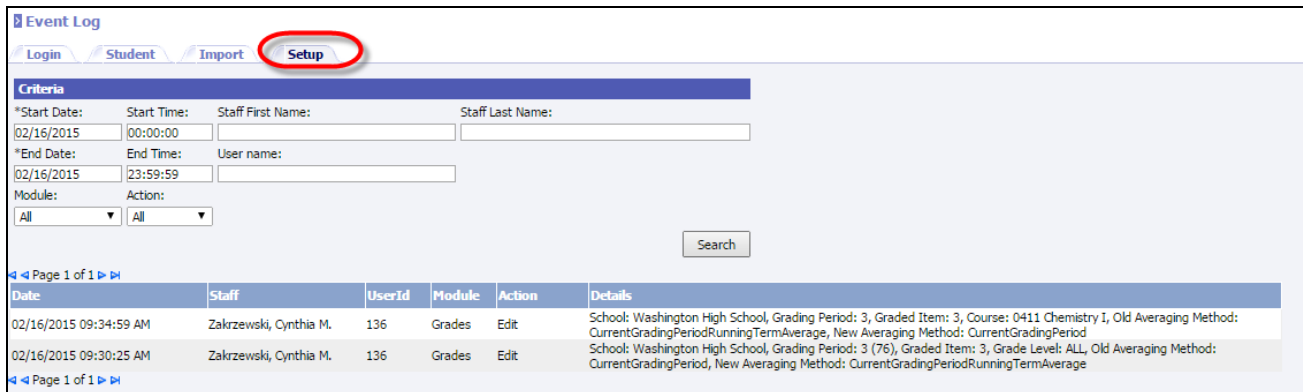


After the winter 2015 update is installed, the following message will display:

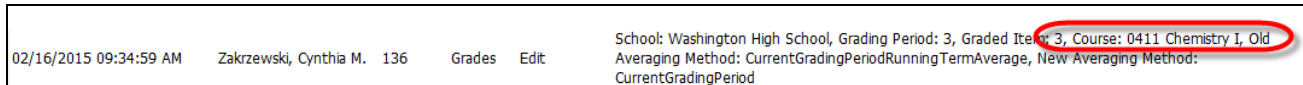


Event Log

The event log will display a record when a user makes a change to the **Averaging Method**. Go to **Mgmt Console | Event Log**. A new *Setup* tab has been added. When a change is made to an averaging method a record will display indicating the date, time, staff member, user ID, module, action and the details.



If the change to the averaging method was made under **Scheduling | Valid Courses** and from the individual course's *Average Setup* tab, the event log will include the specific course.



Note: Only changes made to the averaging method under **Grading | Setup | Grading Periods** or **Scheduling | Valid Courses** from the individual course's *Average Setup* tab will be included in the event log. Changes made by the teacher under **Classroom | Grade Book | Average Setup** for an individual course will not be included in the event log.

Maintain Grades Permission

The permission previous called **Maintain Grades** has been changed to three separate permissions. To see this change go to **System Preferences | Permission Maintenance**.

The **Maintain Grading** permission has been split out to 3 separate permissions:

- **Maintain Grading:** Allows user to perform manual grade entry/changes and access to most **Grades | Setup | Lookup** tab. Access to **Grades | Setup | Settings** tab has been removed. Access to **Grades | Setup | Lookup** tab | **Grading Periods** has been removed.
- **Maintain Grading Periods:** Allows user to make changes to **Grades | Setup | Lookup** tab | **Grading Periods**.
- **Maintain Grade Settings:** Allows user to make changes to **Grades | Setup | Settings** tab.

Note: Users with **Maintain Transcripts** permission will no longer have access to **Grades | Setup | Settings** tab.

Integration

Chalkable Café

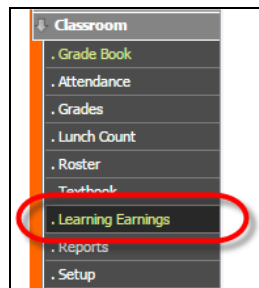
InformationNOW is now integrated with *Chalkable Cafe* for online payment process from the *InformationNOW* Home Portal.

To view this change go to **3rd Party Integration | Chalkable Café**.

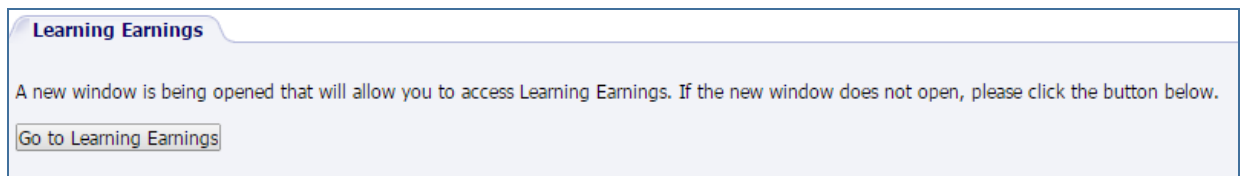
- **Chalkable Cafe URL:** Enter the Chalkable Café URL.
- **INOW API URL:** Enter the *InformationNOW* API URL.

Learning Earnings

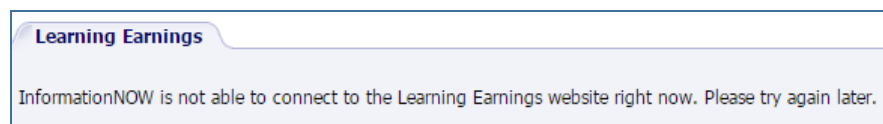
A link has been added under the **Classroom** menu which allows teachers for accessing the Learning Earnings (LE) URL directly for Single Sign On (SSO) for districts where Learning Earnings is enabled.



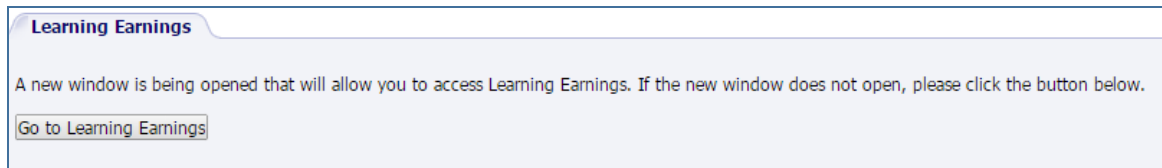
The user will be logged into LE with the *InformationNOW* user account.



If the link to LE has been disabled the following message will be displayed in *InformationNOW*.



- Users must have permission to Award LE Credits (Classroom) for the LE menu to display.
- If the school has not enabled LE the user will be prompted to create a new account in LE. *InformationNOW* will display the following message if the pop-up window is blocked.



Note: When using non-integrated single sign-on, LE will not have access to the *InformationNOW* API. Therefore, the LE buttons that are located in the *InformationNOW* gradebook and student search will not be displayed. In LE, the user must manually set up rosters, etc. In other words, there is no actual integration between *InformationNOW* and LE other than LE remembering the user's school and username when the **Learning Earnings** button is clicked.

If a school enables LE mid-year, any users who were previously using non-integrated single sign-on can continue to access their account in LE by logging directly in to the LE website. There will be no facility to automatically migrate their data from their non-integrated LE account to the integrated LE account.

Past/Future Banner

When the user is logged into a future or previous academic session a header displays at the top of the screen. This banner has been updated to display the school name, academic session and academic year in which the user is logged in.

The banner displays at the top of the screen and across the entire screen width. The banner will display on all subsequent screens as well.



Quick Entry/Edit

A **Date Effective** field has been added to **Quick Entry/Edit** when updating the lunch and transportation status of students. In addition, a **Remove Future Entries** check box has been added.

To see these changes to **Students | Quick Entry/Edit**.

When the user selects either **Demographics | Lunch Program** or **Transportation | Transportation Method** two new fields will display.

File No.	Name	Current Value
S1088	Aaron, Hank	Free Lunch
S1014	Adams, Gary	Free Lunch
S1047	Alpha, Patrick	NA
S1141	Baker, Bill	Unreduced Full Pay (Unreduced) Lunch
S1096	Black-Jones, Francine	Free Lunch
S1012	Canan, Antonetta Angelina	Free Lunch
S1135	Casimir, Cynthia	Free Lunch
S1097	Catron, Beverly	Free Lunch
S1148	Contacts, Carmen	Free Lunch

- **Effective Date:** If a record already exists for the student, it will be updated with the new **Effective Date** selected. If no record exists for the date, a record with that date will be added to the student.
- **Remove Future Entries:** If checked, any records that exist with a date after the **Effective Date** will be removed/deleted. If unchecked, records dated after the effective date will be retained.

Reports

Discipline Report

The **Discipline** report has been changed to limit the information that can be printed on the report based on the current academic session of context and permission associated with the user.

To view this change go to **Discipline | Reports | Discipline Reports**.

- **Academic Year:**
 - Defaults to the academic year in which the user is logged in.
 - If the user does not have permission to **Past Academic Session**, they will not be able to select any year prior to the current year.
 - If the user does not have permission to **Future Academic Session**, they will not be able to select any year after the current year.
 - When the user selects an academic year, the list of available academic sessions/schools will refresh automatically.
- **Academic Session:**
 - Defaults to the academic session in which the user is logged in.
 - Only displays academic sessions to which users have permission to access.

Discipline Report

Criteria

*Academic Session Year:
2015

*Academic Sessions:
K12 - Online Utah Virtual Academy - 2014-2015
K12 - Online Wyoming Virtual Academy - 2014-2015
Test High School - 2014-2015
Washington High School - 2014-2015

Student Filter:
[Empty]

Severity: [Empty] *Order By:
Occurrence Date

*ID To Print: Student Number Report Type: Summary

Custom Report Title: [Empty]

Student Profile Report

A new option has been added to the **Student Profile** report to include **Enrollment History**.

Criteria

Student Filter

*Student Identification: Student Number

*Sort Order: Last Name

Contacts: All

*Absence Reasons:

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	COTST	E	CO test
<input checked="" type="checkbox"/>	COS	E	Counseling Off-site
<input checked="" type="checkbox"/>	C	E	Court
<input checked="" type="checkbox"/>	E	E	Excused
<input checked="" type="checkbox"/>	FE	E	Family Emergency
<input checked="" type="checkbox"/>	F	E	Funeral

Include

<input checked="" type="checkbox"/> Extended Student Demographics	<input type="checkbox"/> Medical	<input type="checkbox"/> Special Instructions	<input type="checkbox"/> Daily Attendance
<input checked="" type="checkbox"/> Student Address/Phone	<input type="checkbox"/> School Programs	<input type="checkbox"/> Enrollment	<input type="checkbox"/> Period Attendance
<input type="checkbox"/> Locker	<input type="checkbox"/> Special Education	<input checked="" type="checkbox"/> Enrollment History	<input type="checkbox"/> Check In/Out
<input type="checkbox"/> Transportation	<input type="checkbox"/> Services	<input type="checkbox"/> Graduation Goals	<input type="checkbox"/> Discipline
<input type="checkbox"/> Include Withdrawn	<input type="checkbox"/> Parent/Guardian Signature	<input type="checkbox"/> Grades	<input type="checkbox"/> Student Picture

Format: Acrobat (PDF) file Save as Default

When selected a new section is added to the report that includes enrollment and withdrawal records for the school/academic session in which the user is logged in.

- Records display in date ascending order.
- Each record contains the following:
 - Enrollment Records/Re-enrollment records:
 - Reported date of the transaction
 - Enrollment Code/Description
 - Enrollment reason code/description
 - Note where exists
 - Withdrawals:
 - Reported date of the transaction
 - Effective date of the transaction
 - Enrollment Code/Description
 - Enrollment reason code/description
 - Note where exists
 - Destination district
 - Destination school

Enrollment History							
Rpt Date	Eff Date	A	Enrollment Description	Code	Reason Description	Destination Dist	Destination Sch
07/04/2014	07/04/2014	R1 01E	Remained: Advanced E	R101	Remained: Advanced		
10/14/2014	10/14/2014	D0 1	Dropped Out: Other	D01	Dropped Out: Other	unknown	unknown
Note: unknown reason for drop out							
01/06/2015	01/06/2015	T1 08 R	Tfer From Drop-Out R	T108	Tfer From Drop-Out		
Note: Returned to school after discussion with parents and student							

Traditional Report Card

The following changes have been incorporated in the Traditional Report Card.

A new section has been added to the **Grades | Setup | Settings** tab that controls information on the report card.

The screenshot shows the 'InformationNOW' interface. On the left is a navigation menu with 'Reports' expanded to 'Setup'. The main content area is titled 'Setup' and 'Settings'. Under 'Grading Settings', there are sections for 'Transcript History', 'Report Card GPA', and 'Reports Card Options'. The 'Reports Card Options' section is highlighted with a red box and contains the following controls:

- Course Sort Order: [Dropdown]
- Period: [Dropdown]
- Grading Scale to Display: [Dropdown]
- Grading Scale Text: [Text Area]
- Include Period Number
- Include Class Rank
- Include Detailed Attendance
- Include YTD Credit

- **Course Sort Order:** Select *Course Name*, *Course Number* or *Period*.
- **Include Period Number:** Affects the Portrait Report Card and the Traditional Report Card. Check to display the period of the day number on the report card.

Term: 1st		Grd Period: 1		Absences: 4.00		Tardies: 5.00	
Section	Name	Per	Teacher	Grade Item	Grade	Credit	
0112.02*	Eng IV	2	Smart, Darlene	1 st	95.00 A		
0120.456	Journalism	5	Smith, Michael	1 st	85.00 B		

- **Include Class Rank:** Includes the student's latest rank that was last posted to the transcript. Prints below the counselor name.

To the Guardian of: Adams, Laura Marie 1234 Main Street Anytown, TN 12345	Number: 5348588 Grade: 12 HR: HARROLD 134 HR Teacher: Harrold, Mary Counselor: Tew, Terry Class Rank: 28 of 372
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- **Include Detailed Attendance:** Shows a single attendance grid on the report card that includes grading period and year-to-date attendance.

Attendance	1	2	3	Total
Enrolled	46.00	44.00	45.00	135.00
Present	45.00	44.00	44.00	133.00
Absent	1.00	0.00	1.00	2.00
Excused	1.00	0.00	0.00	1.00
Unexcused	0.00	0.00	1.00	1.00
Tardy	1	0	0	1
Excused	1	0	0	1
Unexcused	0	0	0	0

- **Include YTD Credit:** Check to include the total year-to-date credits earned along with cumulative credits.

YTD Crd	
Cum Crd	13.000

- **Grading Scale to Display:** Select the grading scale to print on the report card.
- **Grading Scale Text:** Edit the selected grading scale to print. Prints to the right of the announcements section of the report card.

Additional Changes

- The page number has been removed from the bottom of the report card when printing for a group of students.
- **Withdrawn students:** Prior to the winter 2015 update, when a user printed a traditional report card from the individual student all sections printed, including sections from which students had withdrawn. After the winter 2015 update is applied:
 - If the student is withdrawn from school, all sections (withdrawn and enrolled) will always print on report cards.
 - If the student is enrolled in school, but has withdrawn from section(s), the **Grades | Setup | Settings** tab **Include Withdrawn Sections on Reports** will determine whether or not courses from which students have withdrawn will be included on report cards.

Transcript – Year Oriented Format

A new **Year-Oriented** format has been added to the **Traditional (portrait) Transcript** report. When selected, the courses will print in academic year/school order in two columns.

The screenshot shows the 'Transcripts' configuration window. The 'Criteria' section includes a 'Student Filter' dropdown. The 'Transcript Options' section has 'Report Layout' set to 'Year Oriented' (highlighted with a red circle), 'Signature Label Text' set to 'Registrar/Principal', '*Order By' set to 'Student Display Name', and '*ID to Print' set to 'Student Number'. There is also a 'Go Green' checkbox with a leaf icon. The 'Grade Options' section includes 'Grade Levels' (a list with 'All' selected), '*Grade Type' set to 'Numeric', 'Grading Scale to Display' dropdown, and 'Grading Scale Text' text area. The 'Include' section has several checkboxes: Attendance Information, Class Rank, Projected GPA, Student Photograph, Homeroom, Immunization, Rank GPA, Current Schedule, Graduation Credit, Display Goals, Display Standardized Tests, and Additional Mailings. The 'Working Filter' section has radio buttons for 'Save to Working Filter', 'Append to Existing', and 'Overwrite Existing'. The 'Format' section is set to 'Acrobat (PDF) file' with a 'Save as Default' checkbox. 'Preview' and 'Close' buttons are at the bottom right.

The new format includes the following changes:

- A header row will print at the top of each school/year.
- Years will print in ascending order grouped by school/academic year. If the student has 3 transcript records for the same academic year from 3 different schools, they will print in alpha order by school name.
- The school/academic years will print in two columns, ordered left to right then down.
- Up to 4 credit-bearing graded items will print for each school/academic year.
- A total line will print at the end of each academic year/school giving the total credits, GPA, days on roll, days absent and days tardy for that academic year/school combination.
- Courses will be in alphabetic order ascending.
- The student name, ids, and graduation date will print as an abbreviated header on subsequent pages.
- Between the header and course detail the cumulative data will print (cumulative GPA, rank, and total earned credits).

Transcript									
School:	[REDACTED]			Student:	[REDACTED]				
Address:	[REDACTED]			Address:	[REDACTED]				
Phones:	[REDACTED]			Phone:	(256) 435-2600				
Fax:	[REDACTED]			Birth Date:	10/16/1995			Grade:	
Cumulative Data	GPA: 1.270			Home:				Rank: 123/129	
							Earned Credits: 12.		
Legend: Weighted Course (>), Repeated Course (^), Meets Requirements for Standardized Test (#)									
School: Alexandria High School Year: 2009 Grade: 06					School: Alexandria High School Year: 2010 Grade: 07				
	NA	NA	Credits		NA	NA	Credits		
Language Arts 6	C 77.00	B 80.00		Choir (7th Grade)	A 100.00	A 100.00			
Math 6	B 87.00	A 93.00		Citizenship	C 77.00				
Reading 6	D 69.00	C 73.00		English 7	D 60.00	C 74.00			
Science/Health 6	C 70.00	D 64.00		Geography		C 73.00			
Social Studies 6	D 69.00	C 75.00		Mathematics 7	C 70.00	D 60.00			
GPA: /					GPA: /				
School: Alexandria High School Year: 2011 Grade: 08					School: Pleasant Valley High School School Year: 2012 Grade: 09				
	NA	NA	Credits		T1	T2	Credits		
Agriscience Exp Gr8	C 75.00	B 85.00		Algebra IA	B 80.00	D 61.00	0.500		
Basic Skills 8		D 69.00		Biology	F 48.00	F 58.00			
English 8	D 69.00	C 77.00		Bus Tech App	D 63.00	C 78.00	0.500		
Exploratory I	B 87.00	C 73.00		Choir Jr Ro		B 84.00	0.500		
Physical Ed Boys 7-8	A 93.00	A 100.00		English 9	D 64.00	D 66.00	0.500		
Prealgebra	D 65.00	D 69.00		Health	C 70.00		0.500		
Science (Grade 8)	C 75.00	C 70.00		PELife Boys9	A 90.00	B 88.00	0.500		
World Hist/Geo<1500	B 87.00	C 72.00		Wild HisGeo2	D 63.00	D 61.00	0.500		
GPA: /					GPA: 1.643 /				
School: OUT-OF-STATE SCHOOL School Year: 2013 Grade: 10					School: Alexandria High School Year: 2014 Grade: 11				
	NA	NA	Credits		T1	T2	Credits		
Algebra IB	F 55.00	F 55.00	0.000	Algebra IB	F 55.00	F 33.00	0.000		
Biology	C 75.00	D 65.00	0.500	English 10	C 76.00	F 39.00	0.000		
English 10	F 55.00	F 55.00	0.000	English 11	F 55.00	F 22.00	0.000		
Family Consu	B 85.00	D 65.00	0.500	Geometry	C 73.00	F 29.00	0.000		
Geography	D 65.00		0.500	Physical Sci	F 50.00	F 15.00	0.000		
HY Elective	F 55.00	C 75.00	0.500	US HisGeo 1	C 77.00	F 44.00	0.000		

Scheduling

Automated Scheduler Overrides

A change has been made to the **Schedule Requests** routine that will enforce gender and grade level parameters when scheduling students end masse under **Scheduling | Schedule Requests** and from the individual student's requests screen under **Students | Student Maintenance**.

In the previous version of *InformationNOW*, only the **Enforce Seating Capacity** option was available in the automated scheduler. Two new check boxes have been added to **Enforce Gender** and **Enforce Grade Level**.

Schedule Requests

Automated Scheduler

Step 3. Set scheduler execution settings.

Scheduler Execution Settings

Un-schedule:
All Sections

Enforce Gender

Enforce Grade Level

Enforce Section Capacity

Balance Ethnicity

Balance Gender

- **Enforce Gender:** When selected a student will not be scheduled into a section that has been assigned a specific gender (ex. Girls PE) that does not match the student’s gender. Checked by default.
- **Enforce Grade Level:** When selected a student will not be scheduled into a section that has been assigned a specific grade level that does not match the student’s grade level. Not checked by default.

Master Schedule Add

When a user goes to **Scheduling | Master Schedule** and clicks to **Add** a new section, *InformationNOW* will now search for active courses only by default. Also, a **School Category** drop list has been added to allow users to search for courses only assigned to a specific school. A **Partial Match on Course Number** option has also been added.

To view this change go to **Scheduling | Master Schedule**. Click **Add** (or click **Search** and then **Add**).

Search Courses

Search

Criteria

Course Number: Partial Match on Course Number

Course Name:

Course Type:

Starting Grade: Ending Grade:

Sort By: School Category:

Active Only

- **Partial Match on Course Number:** Check this box and enter just a partial course number to perform the search. For example, to search for all course numbers that contain “01”, enter 01 in the **Course Number** field and click **Partial Match on Course Number**.
- **Active Only:** Users may now only search active courses.
- **School Category:** Select a **School Category** to filter the search results to only courses that have been assigned a specific school category under **Courses | Valid Courses**.

Edit Course: 0208M - Alg 2

Summary Main Standards Custom Textbook Scheduling Rules Average Setup

Course Details

*Course Number: 0208M Alt Course Number: State Course Number: 111801

*Short Name: Alg 2 *Long Name: Algebra 2

*Course Type: Mathematics CIP Code: GPA Credit: 1.000 Difficulty Level: Graduation Credit: 1.000 Max Capacity: 30

*Starting Grade: 09 *Allowable Gender: Male Female

*Ending Grade: 12 Honor Roll

*School Category:
 Alternative Education
 Elementary School
 High School
 Middle School
 test
 Virtual Academy

Team Scheduling

New scheduling components have been added which expand the functionality for more complex team scheduling.

- Teaching Teams are defined with staff members associated to them.
- Sections are assigned Teaching Teams.
- The Schedule Requests routine will place each student into sections for a single team. Teams must be defined prior to running the automated scheduler.

Set Up Teaching Teams

Go to **Scheduling | Setup**. Select **Teaching Teams** from the list and click **Refresh**. Click to **Add** a new team.

Edit Teaching Team

*Team Name: Blue

Description: Blue Team

Add Delete

Staff Number	Staff Name
<input type="checkbox"/> ST1014	Forest, Janet
<input type="checkbox"/> ST1041	Husting, Chris
<input type="checkbox"/> ST1037	Parker, Izabelle

Add Delete

OK Close

- ***Team Name:** Enter the name of the team – up to 50 characters. Ex. Green, Gold, Lions, Tigers.
- **Description:** Enter a brief description for the team if desired.
- Click **Create**.
- Once the team record has been saved, click **Add** to insert teachers to the team.
- Continue adding all staff who belong to that particular team. Do not assign teachers to a team that teaches multiple teams such as a shared music teacher that teaches students in multiple teams.

Note: A team can have as many staff associated as needed. However, a staff member can only be associated with one team per academic session. A message will display if the user tries to add a teacher to a team who is already assigned to a different team.

Users must have *Maintain Academic Session* permission to add teams. Users must have *View Academic Session* to view teaching teams.

Assigning Team To Master Schedule Sections

Once teams have been created and teachers assigned to the teams, the teams will be assigned to sections in the master schedule. Go to **Scheduling | Master Schedule**. Search for and select to **View** the section that is part of a teaching team.

A new drop list field has been added for **Teaching Team**.

The screenshot shows the 'Edit Section: Dr Ed.01- Dr Ed' form. The 'Teaching Team' dropdown menu is highlighted with a red circle and shows 'Blue' selected. The form includes sections for Course Information, Section Details, and Additional Info.

GPA Method	Weight Add.	Weight Mult.	Inc. Weighted GPA	Inc. Unweighted GPA
11 pt	0.000000	1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High Schoo...	0.000000	1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Middle Sch...	0.000000	1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Numeric	0.000000	1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard 4...	0.000000	1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Teaching Team:** Select the team of students who are to be assigned to this section (ex. Green, Gold, Lions, or Tigers).
 - Select **Do not use a team** if this section can be assigned to students of any team (ex. A music class that can be assigned to students of many teams).
 - If the primary teacher assigned to the section is a member of a team, that team will automatically display in the drop list. However, it will automatically use the primary teacher's team even if the **Teaching Team** field is blank.
 - The **Teaching Team** assigned to the section does not need to match the team to which the primary teacher of this section has been assigned. For example, the Teaching Team "Lion" can be assigned to the section even though the teacher "Husting" is not part of the "Lion" teaching team.

- The teaching team assigned to the section will be copied when **Creating A New Academic Session** and selecting **Copy Master Schedule**. The teaching team that is assigned to the section can also be copied as part of **Share School Setup** when the user selects **Master Schedule**.

Automated Scheduler Changes

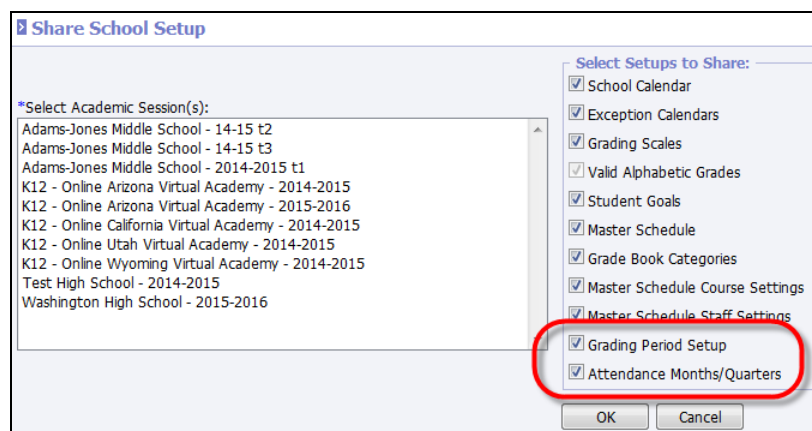
The automated scheduler **Schedule Requests** routine has been modified so that a student is placed into sections for a single teaching team.

- When a user schedules a student via the Schedule Requests routine or from the individual student’s requests screen the automated scheduler will attempt to assign sections to the student based on a team.
For example, the student has requested Algebra 1, Spanish 1 and English 1. If the student is assigned to section 1 of Algebra 1 that has been assigned to teaching team “Blue” then the student will also be assigned to the sections of Spanish 1 and English 1 that have been assigned to teaching team “Blue”.
- Sections that have **Do Not Use A Team** (i.e. Chorus that students do not attend as a team) will be scheduled as before based on student availability.
- When a request is entered on the student the user has the option to prescribe a section. If the user prescribes a section to a student that is part of a team, then that student will automatically be placed into that team’s sections. For example, if the user prescribes section 3 of Algebra which has been assigned a Teaching Team of Blue, then that student will be assigned to all sections of their requests that have been assigned Teaching Team Blue. Prescribing sections is a way for schools to force certain students into a specific team. However, if a user prescribes sections from varying teams, when the user runs the automated scheduler the program will not allow the students to be scheduled into sections from different teams.
- If a user has manually forced a student into sections that have been assigned different teaching teams, when the automated scheduler (Schedule Requests) is run, the program will not be able to schedule any additional requests. An error will display on the Scheduling Error Report.

Share School Settings

The **Share School Setup** feature has been updated to allow users to share grading period definition and attendance months/quarters definitions.

To view this change go to **Mgmt Console | Console**. Click **Share School Setup**.



- **Grading Period Setup:** If checked the following grading period setup items will be copied to the school/academic session that is selected.
 - Grading Periods (including announcements)
 - Graded Items

- Graded Item Percentages
- Grading Comment Headers
- Grading Comments

Business Rules: To copy grading period setups the following business rules must be true:

- The target academic session year must match the source academic session year.
- The target academic session must have terms defined.
- The target academic session must have the same number of terms as the source academic session with matching sequence numbers.
- The target academic session must not have any grading periods defined.
- **Attendance Months/Quarters:** If checked the following attendance setup will be copied to the school/academic session that is selected. Items are copied from the **School/District | School** menu. Click to **View** the school. Click the *Acad Sessions* tab. Click to **View** the academic session. Select **Attendance Month** under the *Manage* menu on the left.
 - Attendance Month/Quarter start and end date
 - Name
 - Lock status (*Attendance* and *Discipline*)

Business Rules: To copy attendance month setups the following business rules must be true.

- The target academic session year must equal the source academic session year.
- The target academic session must not have any attendance months defined.

Student Locator

The student locator has been updated to show absence information. Currently the locator shows the class where the student will be based on their schedule, date and time.

After the winter 2015 update is applied absence column will be added indicating the periods for which the student is absent/present.

- The section (for the current time) will still be highlighted even if the student has an absence in that timeslot.
- A new **Absence** column has been added. Any periods that were missed during the day will display with an A in the **Absence** column.
- A message displays at the top of the grid indicating if the student has an existing absence record.

Note: If the user does not have **View Attendance** permission, the reason code will not display.

Student Locator 973151 - Aaron, Hank

The student has an all day absence with a reason code of M today.
2/16/2015 9:55:05 AM

Section #	Section Name	Teacher	Period	Room	Start Time	End Time	Absence
0130.01	Drama	Swyers, Brenda	1	100	8:00 AM	8:55 AM	A
0112.02	Eng IV	Smart, Darlen...	2	200	8:56 AM	9:51 AM	A
0711.03	German II	Keys, Joe	3	400	9:52 AM	10:47 AM	A
0309.04	Wrl'd Geog	French, Marvin	4		10:48 AM	11:43 AM	A

Close

Student Locator 973151 - Aaron, Hank

The student has a check out at 9:45 AM with a reason code of C.
2/16/2015 9:57:15 AM

Section #	Section Name	Teacher	Period	Room	Start Time	End Time	Absence
0130.01	Drama	Swyers, Brenda	1	100	8:00 AM	8:55 AM	
0112.02	Eng IV	Smart, Darlen...	2	200	8:56 AM	9:51 AM	
0711.03	German II	Keys, Joe	3	400	9:52 AM	10:47 AM	A
0309.04	Wrld Geog	French, Marvin	4		10:48 AM	11:43 AM	A

Close

Student Locator 973151 - Aaron, Hank

The student has an all day other absence with a reason code of SA today.
2/16/2015 9:59:37 AM

Section #	Section Name	Teacher	Period	Room	Start Time	End Time	Absence
0130.01	Drama	Swyers, Brenda	1	100	8:00 AM	8:55 AM	A
0112.02	Eng IV	Smart, Darlen...	2	200	8:56 AM	9:51 AM	A
0711.03	German II	Keys, Joe	3	400	9:52 AM	10:47 AM	A
0309.04	Wrld Geog	French, Marvin	4		10:48 AM	11:43 AM	A

Close

Student Locator 973151 - Aaron, Hank

The student has a check in at 8:15 AM with a reason code of FE. The student has a check out at 10:01 AM with a reason code of M.
2/16/2015 10:02:04 AM

Section #	Section Name	Teacher	Period	Room	Start Time	End Time	Absence
0130.01	Drama	Swyers, Brenda	1	100	8:00 AM	8:55 AM	
0112.02	Eng IV	Smart, Darlen...	2	200	8:56 AM	9:51 AM	
0711.03	German II	Keys, Joe	3	400	9:52 AM	10:47 AM	A
0309.04	Wrld Geog	French, Marvin	4		10:48 AM	11:43 AM	A

Close

Student Registration/Enrollment

Registering For Future Academic Session

When a student has enrolled in the current academic session (ex. 2014-2015) after a future academic session (ex. 2015-2016) was created, users now have an option to register the student into the future academic session at the same time the student is enrolled in the current academic session.

For example, a user creates the 2015-2016 academic session for next year and registers available students. Then new students are enrolled in the 2014-2015 academic session. Users may now be prompted to register the student in the next (ex. 2015-2016) academic session at the same time they are enrolled in the 2014-2015 academic session.

To view this change go to **School/District | District**. Click the *Enrollment* tab. An option has been added for **Automatic registration into future academic session**.

If this option is checked and the next academic session (ex. 2015-2016) has been created, when a user enrolls a student in the current academic session (ex. 2014-2015), the student will automatically be enrolled in the 2015-2016 academic session.

Note: If the option is not checked, when a student is enrolled in the current (ex. 2014-2015) academic session the student will not be registered in the next (ex. 2015-2016) academic session.

- The **School Next Year** field is now available when enrolling a new student.

- If the student is enrolled in your school this year and is to be registered in your school for next year leave the **School Next Year** field blank. The program will determine if an academic session for next year (ex. 2015-2016) has been created for your school. If so, the student will be registered in the 2015-2016 academic session for your school as they are enrolled in the 2014-2015 academic session.

Note: If the school selected in **School Next Year** has not yet created an academic session for next year (ex. 2015-2016) the **Future Registration** box at the bottom will not display.

- If the student is enrolled in your school this year but is to be registered at a different school next year (ex. Middle school student moving to high school next year), select the next school to which the student is to be registered. The program will look at the school that has been selected for **School Next Year** to see if a next year academic session exists (ex. 2015-2016). If so, the student will be registered into the 2015-2016 academic session for the school selected in the **School Next Year** field.
- If a future academic session (ex. 2015-2016) is found a new option will display at the bottom of the student enrollment screen. Check the option to also register the student into the future academic session as the student is enrolled in the current (2014-2015) academic session.

The screenshot shows the 'Enroll Student' form for S1092 - Able, Linda. The form is divided into several sections: Personal, Mailing Address, Physical Address, and Enrollment Information. The 'Future Registration' section at the bottom is highlighted with a red circle, showing a checked option for 'Washington High School - 2015-2016'. Other options in this section include 'Title 1', 'Resides Outside of School Zone', and 'Student responsible for Lock'. The 'Enrollment Information' section includes fields for School - Academic Session (Washington High School - 2014-2015), Transportation Code, Counselor, Reported Date, Enrollment Code, Reason Code, Miles from School, Parking No., Locker, and Locker Combination. The 'Mailing Address' and 'Physical Address' sections include fields for Address Line 1 and 2, City, State/Province, Zip Code, County, and Country.

Additional Registration Changes

District Registration Settings

New options for inheriting data from a previous academic session during the registration process has been added to district settings. Go to **School/District | District | Enrollment** tab. Select the items that indicate which data to inherit when registering students.

The screenshot shows the 'Edit District' form with the 'Enrollment' tab selected. The 'Allow' section includes options for 'Automatic registration into future academic session', 'Enroll and Withdraw from same school in a single day', 'Enrollment on non-school days', and 'Non-membership days'. The 'Copy' section is highlighted with a red circle and includes options for 'Copy Bus Routes/Stops', 'Copy Lunch Program', 'Copy Grade Level', 'Copy School Programs', 'Copy District Services', 'Copy Student FTE', 'Copy Homeroom', and 'Copy Transport Method'. The left sidebar shows a navigation menu with categories like 'Students', 'Fees', 'Attendance', 'Discipline', 'Scheduling', 'Grades', 'Staff', 'Classroom', 'Census', and 'School/District'.

- Copy Bus Routes/Stops

- Copy Grade Level
- Copy District Services
- Copy Homeroom
- Copy Lunch Program
- Copy School Programs
- Copy Student FTE
- Copy Transport Method

Registration Screen

The following changes have been made to the **Students | Registration** search screen.

- **Include:** Added new **Not registered in this school** option in the *Include* section.
 - Not registered: No change. Student is not registered in any academic session.
 - Not registered this school: New option. Student is not registered in the current academic session.
 - Registered: No change. Student is registered in the current academic session.
- **Grade Level:** Users can now search by a student's current grade level when including **Not Registered** or **Not registered this school**.
- **School Next Year:** Added an option to search by student's **School Next Year**.

Enrollment Changes

Mass Enrollment

Four new options have been added for inheriting data when mass enrolling students.

To view this change go to **Students | Mass Enrollment**. The following four options have been added. When selected, as students are enrolled, these data elements will be inherited from the previous academic session.

- Homeroom
- Grade Level
- Bus routes/Stop (both AM and PM)
- Student FTE

Mass Enrollment

School: **Washington High School - 2014-2015**

*Reported Date: [] Reported Time: hh:mm tt *Enrollment Code: Initial Entry *Enrollment Reason: Initial Entry

Notes: []

Copy from previous Academic Session

Bus Routes/Stops District Services Grade Level Homeroom
 Lunch Code School Programs Student FTE Transportation Code

Default Enrollment Values

*Lunch Code: Direct Cert *Transportation Code: 1-5 miles

Exclude from Class Rank

OK Close

Standards

When standards are entered under **System Preferences | Setup | Standards** users have the ability to mark standards as *Active*. Users may uncheck the box to make the standard inactive.

Edit Standard

*Name: [] *Standard Subject: Math

*Lower Grade Level: 01 *Upper Grade Level: 01

Parent Standard: [] Active

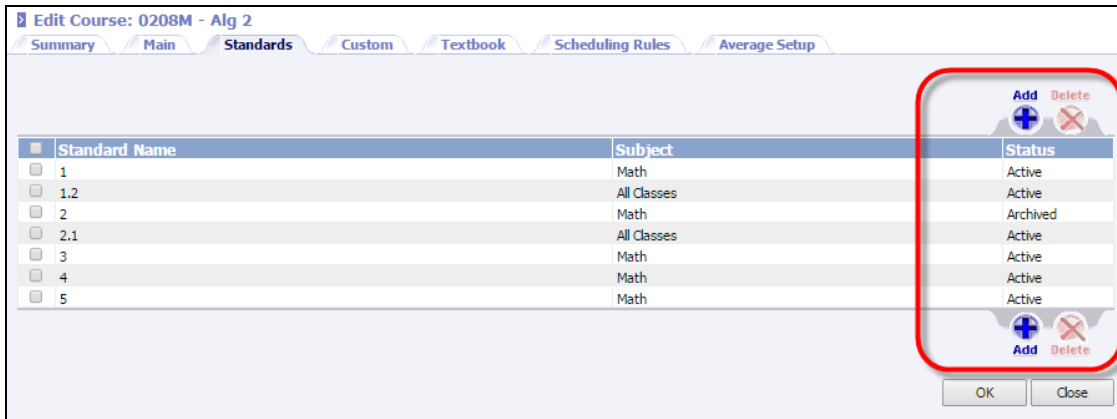
Description: Can Multiply by 2

OK Close

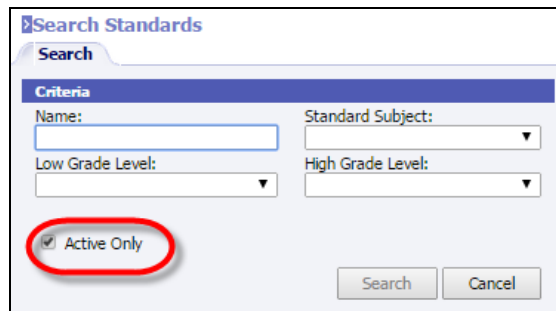
After the winter 2015 update is applied, the user may now search for active standards only. Also, a column has been added to the standards list to indicate if the standard attached to the course is *Active* or *Archived*.

To view these changes go to **Scheduling | Valid Courses**. Search for and select to **View** a course. Click the *Standards* tab.

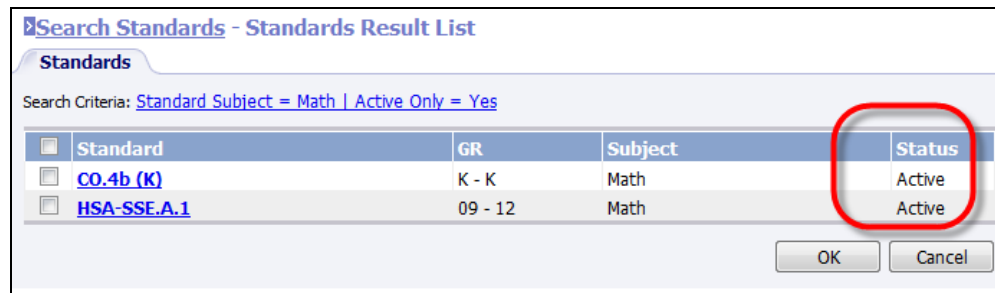
A column has been added to indicate if the standard that has been attached to the course is currently marked as *Active* or not active (*Archived*).



When the user clicks **Add** a new **Active Only** check box has been added to the search screen. It is checked by default. Uncheck the **Active Only** box to search both active and inactive standards to add to the course.



The search results screen will also indicate if the standard is *Active* or not active (*Archived*).



State Specific Changes

The following state-specific changes are included in this release:

Alabama

- Acceptable Use Message: The following acceptable use message will display for all staff members. This message will not display for home portal users.

“By selecting continue to log into INOW, I agree to abide by all local, state, and federal rules, policies and laws regarding data privacy/governance. This includes, but is not limited to the Family Educational Rights and Privacy Act (FERPA). I understand that I may not access INOW using any other person’s login credentials or give my login credentials to any other person. Further, I will protect the data contained in INOW by never leaving my device unattended and by not allowing unauthorized persons to view confidential information while

I am logged into INOW. Further, I will ensure that any confidential information that I export from INOW is always stored and transmitted in a secure manner. I understand that if I violate this agreement I may be subject to disciplinary actions up to and including termination as well as any applicable legal charges.”

Please select a school and academic session.

Registration

By selecting continue to log into INOW, I agree to abide by all local, state, and federal rules, policies and laws regarding data privacy/governance. This includes, but is not limited to the Family Educational Rights and Privacy Act (FERPA). I understand that I may not access INOW using any other person's login credentials or give my login credentials to any other person. Further, I will protect the data contained in INOW by never leaving my device unattended and by not allowing unauthorized persons to view confidential information while I am logged into INOW. Further, I will ensure that any confidential information that I export from INOW is always stored and transmitted in a secure manner. I understand that if I violate this agreement I may be subject to disciplinary actions up to and including termination as well as any applicable legal charges.

Cancel Continue

- Track Student with disciplinary infractions for Taylor’s Law: New report under **Student Reports** for AL Public and Private Schools showing eligibility point system for discipline as it relates to driving permits and licenses.
- Dual Enrollment checkbox on school Setup changes: Dual enrollment checkbox renamed to **Extended Enrollment**. Also sets to false and disables box id school number is numeric.
- Custom field removed & enhancements for Federal Programs tab: Homeless renamed and moved, residency status moved and removed from Quick Entry/Edit, Federal tab fields repositioned, new list values added for *Served By*, *Country of Origin* updated to custom fields instead of sharing **Citizenship/Nationality** field.
- Enhance Ethnicity/Race input and replication for SDE: Ethnicity is changed to list field called **Hispanic/Latino** and moved ahead of **Race** field. Tool tips added to both drop lists, updated list of race options
- State Enrollment error checking: When a student is located to enroll that personal information is disabled for changes until that student is enrolled, specifically first name, last name, social security number and data of birth. If NULL, the above fields allow entry.
- Remove future registrations for withdrawn students: Checkbox **Remove Future Registrations** will be activated and disabled on **District Settings**
- Custom field CCRS category, preschool UI format, update to cert codes
 - **College and Career Ready Standards** category renamed, two new fields added, 5 fields disabled
 - **PreSchool** category renamed, two new fields added, update field type **No Preschool** to checkbox

- SSN removed from transcript as available ID to print: SSN no longer available as ID to print on any transcript report for all user groups (including administrator and STISupport).
- Update of DC codes after DC rollover is complete: When mass enrollment is completed, update all students with direct cert code = 21 to **App Income Reduced to 2-reduced** and update all students with direct cert code 22 – DC to App Income Free to **1 – Free**.

Tennessee

- Disallow alpha changed from being stored in State ID field on student. Error displayed if attempt to store a non-numeric in state ID field through manual entry.
- Support for single sign on (SSO): New button to allow authentication using TN DOE login credentials instead of *InformationNOW* credentials, unique identifier (EDFI number) must match.

Security Changes

This section contains a list of any changes to permission maintenance that correspond to new or changed functionality. This is to provide a quick overview for any users who manage **Permission Maintenance** in the school/district to determine what, if any, new functionalities need to be modified/added for current *InformationNOW* users. Changes to permissions are performed under **System Preferences | Permission Maintenance**.

New Permissions Added

- New functions for maintain/view academic sessions
 - The user must have permission to view or edit the list of teaching teams.
Category: Academic Session
Permissions: Maintain Academic Session, Maintain Closed Academic Session, Prepare Academic Session, or View Academic Session

Changes To Existing Permissions

- The **Maintain Grading** permission has been split out to 3 permissions which permit changes to 3 different areas of the program:
 - **Maintain Grading**: Allows user to perform manual grade entry/changes and access to most **Grades | Setup | Lookup** tab.

- **Maintain Grading Periods**: Allows user to make changes to **Grades | Setup | Lookup** tab | **Grading Periods**.
- **Maintain Grade Settings**: Allows user to make changes to **Grades | Setup | Settings** tab.