

[speaker unknown]:

00:00 - 00:02

This conference will now be recorded.

- Deidra - School Data Solutions

00:08 - 00:09

All right.

- Deidra - School Data Solutions

00:09 - 00:10

Well, we are going to go ahead and get started.

- Deidra - School Data Solutions

00:10 - 00:19

I think we probably will see some more folks trickle in, but I want to just make sure to be to honor your time, and thank you for being here.

- Deidra - School Data Solutions

00:19 - 00:26

Good morning, We are here today to share updates and reminders to help you prepare for class registration this spring.

- Deidra - School Data Solutions

00:26 - 00:39

So, my name is Deidre McCollum: The Ailey Applications Specialist and all the talking for part of the time today and then handing it over to Sarah you as part of our Early Customer Service team as Well, and we're also joined by Kurt Strauss.

- Deidra - School Data Solutions

00:39 - 00:46

Who, if you've put a hop desk ticket in, you've likely had the opportunity to interact with him this year.

- Deidra - School Data Solutions

00:47 - 00:50

So we are recording today's session for those who can't be here.

- Deidra - School Data Solutions

00:50 - 00:51

So just be aware.

- Deidra - School Data Solutions

00:51 - 00:52

It is being recorded.

- Deidra - School Data Solutions

00:53 - 00:55

We will post the recording in the Help Center.

- Deidra - School Data Solutions

00:56 - 00:58

So even for you that are here.

- Deidra - School Data Solutions

00:58 - 01:00

If you'd like to refer back to it, it will be available.

- Deidra - School Data Solutions

01:02 - 01:05

So, what exactly do we plan to cover today?

- Deidra - School Data Solutions

01:05 - 01:18

Um, after we get through the Welcome and a little bit of housekeeping, we're going to discuss quite a few things all really focused on class registration and helping make sure that that process goes as smoothly as possible for you for this coming school year.

- Deidra - School Data Solutions

01:19 - 01:38

So we'll work through setting the schedule, talk specifically about some things to consider when you're setting up courses and classes, and then just a few reminders about parent registration: managing enrollments after they happen as a registrar, and then just have some tools and resources available that will share as well.

- Deidra - School Data Solutions

01:38 - 01:44

So there's a lot to cover as we worked through the presentation today We're gonna share slides first.

- Deidra - School Data Solutions

01:44 - 01:52

So we have this PowerPoint, But then we're going to be hopping over into the application and showing a lot of things that we're talking about as well.

- Deidra - School Data Solutions

01:52 - 01:53

We are going to use.

- Randy Fairfield

01:53 - 01:54

Some.

- Deidra - School Data Solutions

01:54 - 01:59

Live district data, but we're going to be using demo mode, and all of.

- Tammy

01:59 - 02:00

The names.

- Deidra - School Data Solutions

02:00 - 02:04

Of students and staff will be scrambled for FERPA Compliance.

- Deidra - School Data Solutions

02:09 - 02:12

So we do have a kind of a large group.

- Deidra - School Data Solutions

02:13 - 02:17

We feel like what we've presented will fill most of the time.

- Deidra - School Data Solutions

02:17 - 02:22

So for now, if you have questions, certainly feel free to post them in the chat.

- Deidra - School Data Solutions

02:24 - 02:28

Kurt is going to be helping to monitor the chat and answer questions, or Sarah, and I are talking.

- Deidra - School Data Solutions

02:29 - 02:34

To post a question to the chat, you should see a toolbar that looks like this with a little chat bubble.

- Deidra - School Data Solutions

02:34 - 02:44

If you click on it, you should get a box that opens up where you can enter your message, and then you can choose to post the question for everybody to see or you can send it directly to the organizers.

- Deidra - School Data Solutions

02:44 - 02:47

And so Curt and Sarah and I would be the ones that would see it.

- Deidra - School Data Solutions

02:48 - 02:57

So we, by the time we get to the end of our agenda, if there is still time, we will certainly open it up and answer questions at that point.

- Deidra - School Data Solutions

02:58 - 03:05

But for now, because it is a large group, we just ask that you keep your Mike's muted and will answer questions at the end.

- Deidra - School Data Solutions

03:07 - 03:12

So, before we get started and jump into the agenda, just a couple of housekeeping things.

- Deidra - School Data Solutions

03:12 - 03:19

I want to make sure to share a little bit about our proud of system and how it works, in case this is the first time you're joining us for our training like this.

- Deidra - School Data Solutions

03:20 - 03:24

So if you're here, you somehow got the link for today's webinar.

- Deidra - School Data Solutions

03:24 - 03:30

But to register for a course yourself, you do need to create an account in our approach of application.

- Deidra - School Data Solutions

03:30 - 03:35

And so, if you need help with that, you can certainly contact our support, our helpdesk.

- Deidra - School Data Solutions

03:35 - 03:44

But once you've logged in and created an account, you can find courses available to register for under course registration, and you can see you.

- Michelle Graves Sizemore

03:44 - 03:44

Can.

- Deidra - School Data Solutions

03:45 - 03:47

You can see the list of courses.

- Michelle Graves Sizemore

03:48 - 03:48

Down the.

- Deidra - School Data Solutions

03:48 - 03:49

Left-hand.

- Michelle Graves Sizemore

03:49 - 03:50

Side.

- Deidra - School Data Solutions

03:55 - 04:00

Any that you've enrolled for will be listed as enrolled in any that are available.

- Deidra - School Data Solutions

04:00 - 04:02

Have the Register button next to them.

- Deidra - School Data Solutions

04:03 - 04:08

So once you've added a course and you're are enrolled for it, you can see it under My Records.

- Deidra - School Data Solutions

04:09 - 04:12

And here are some additional things that are helpful.

- Deidra - School Data Solutions

04:12 - 04:18



I wanted to point out, there's a link to a PDF with information about the course that you've signed up for.

- Deidra - School Data Solutions

04:18 - 04:24

So this is where you could find the links to Login or any materials that are associated with the course.

- Deidra - School Data Solutions

04:24 - 04:29

You can e-mail your instructor, and if you need to cancel, or course registration for any reason, you can do it here.

- Deidra - School Data Solutions

04:30 - 04:35

This is also where you go to complete the evaluation after we complete today.

- Deidra - School Data Solutions

04:35 - 04:38

So we would request that you take the time to do that.

- Deidra - School Data Solutions

04:38 - 04:41

We definitely look at those and value your feedback.

- Deidra - School Data Solutions

04:41 - 04:47

That course registration, I'm sorry, course evaluations typically available for 10 days following the session.

- Deidra - School Data Solutions

04:49 - 04:55

If you are going to get clock hours for today, this is also all done through the proto site.

- Deidra - School Data Solutions

04:56 - 05:09

Once the today is completed, you would go to my records, and within the next two weeks, that transcript four o'clock hour should be available in the report section, and there's a transcript button where you can find that.

- Deidra - School Data Solutions

05:09 - 05:14

So, real quickly, I just want to hop over into proud of and show you what this actually looks like.

- Deidra - School Data Solutions

05:14 - 05:24

So here under course registration, after, you've logged in here, you can see the courses that are coming up, and you can enroll in one in the my records section.

- Deidra - School Data Solutions

05:24 - 05:27

Here's where you can see courses you are signed up for.

- Deidra - School Data Solutions

05:27 - 05:29

I wanted to particularly show you.

- Deidra - School Data Solutions

05:29 - 05:32

This link is where all the course info is.

- Deidra - School Data Solutions

05:32 - 05:39

When I click on that, I get another page that opens up and we did post the slides from today's presentation already.

- Deidra - School Data Solutions

05:39 - 05:41

And they're available for download in that course information.

- Deidra - School Data Solutions

05:41 - 05:46

So we included a lot of links that might be helpful in the slides today.

- Deidra - School Data Solutions

05:46 - 05:49

So you might want to access this PDF here.

- Deidra - School Data Solutions

05:51 - 05:58

Also, when you need to get your clock, our forums, and this is where you come to do it under Reports.

- Deidra - School Data Solutions

05:58 - 06:07

And there's a little drop-down where you can select the clock, our farm, and the class that you are getting at, those clock hours for, and just print the report right from here.

- Deidra - School Data Solutions

06:07 - 06:12

And then you will need to take that to your HR department once it's complete.

- Deidra - School Data Solutions

06:13 - 06:14

So speaking of clock hours.

- Deidra - School Data Solutions

06:15 - 06:23

One other really important thing to note is that we do verify attendance to make sure you are here if you're claiming, if you're requesting those clock hours.

- Deidra - School Data Solutions

06:24 - 06:32

So before you log off the goto meeting today, make sure that your name and your e-mail address match the one that you've registered for the coursework in Pro Dev.

- Deidra - School Data Solutions

06:32 - 06:41

So if you need to edit what's showing on your name and e-mail, there's a little arrow next to your name here and goto Meeting and you should be able to edit your name and e-mail.

- Deidra - School Data Solutions

06:42 - 06:44

So just make sure that's taken care of.

- Deidra - School Data Solutions

06:45 - 06:50

So, with that, we are going to jump in, get going.

- Deidra - School Data Solutions

06:51 - 06:56

Very first of all, before we go too far, though, we need to just make an.

- Kyle

06:56 - 06:57

Important.

- Deidra - School Data Solutions

06:57 - 07:00

Distinction about enrollment methods.

- Deidra - School Data Solutions

07:03 - 07:11

So, our system is configured, or can be configured in two different ways to allow for very different enrollment methods.

- Deidra - School Data Solutions

07:11 - 07:16

In this configuration, really impacts a lot of the things that we're going to talk about today, and the way class enrollment work.

- Deidra - School Data Solutions

07:17 - 07:37

Some of the things don't apply to one method or the other, so we'll try to point out really clearly as we proceed, but in a nutshell, just no enrollment method one limit class enrollments to only classes that correspond to subject course records, that already exist on the learning plan, while enrollment method to create subject course records.

- Deidra - School Data Solutions

07:37 - 07:39

As a result of class enrollments.

- Deidra - School Data Solutions

07:40 - 07:44

So as we proceed, just kinda keep in mind which enrollment method your district has set up with.

- Deidra - School Data Solutions

07:47 - 07:51

So, first of all, we're going to talk about setting the schedule and the system.

- Deidra - School Data Solutions

07:51 - 07:55

And previously, this was all done on our end.

- Deidra - School Data Solutions

07:55 - 07:59

And we kind of, internally, set your schedule each year, or migrated some of the data from.

- Deanna Van Notric

07:59 - 08:00

Your Student.

- Deidra - School Data Solutions

08:00 - 08:00

Information System.

- Deidra - School Data Solutions

08:00 - 08:08

But, with the most recent release, in the application, we added some tools, and the data admin role.

- Deidra - School Data Solutions

08:08 - 08:12

Where you can manage some of the schedule pieces in the system yourself.

- Deidra - School Data Solutions

08:12 - 08:24

So, this is all done on the data admin role and the configuration menu So the very first step in setting up the schedule in the system is defining class terms.

- Deidra - School Data Solutions

08:24 - 08:31

And this is just, kind of, a one-time stuff that needs to be taken to tell the system if you operate on quarters or semesters.

- Deidra - School Data Solutions

08:31 - 08:36

And once they're set and in here, you probably will not edit them at any point.

- Deidra - School Data Solutions

08:37 - 08:51

If you are already using our system and already had classes scheduled, it's likely that these were already defined for you, just by default, where, if you're a newer program, still getting everything set up, you may need to go in and make sure these classrooms are defined in the system.

- Deidra - School Data Solutions

08:52 - 08:59

So once that stuff is done annually, then you would be able to define what we call class term date ranges.

- Deidra - School Data Solutions

08:59 - 09:02

And this is, essentially, for each of your terms.

- Deidra - School Data Solutions



09:02 - 09:04

You will tell the system when that term starts and ends.

- Deidra - School Data Solutions

09:04 - 09:14

So if you operate on semesters, you would go in and tell the system that semester one is, from this date to this date, versus our semester two, is this state to this state?

- Deidra - School Data Solutions

09:14 - 09:27

And then, those defaults, once they're set in the system, those Class terms are used when scheduling classes, and then, also, they currently default, they determined the default start and end dates for initializing student learning plans.

- Deidra - School Data Solutions

09:29 - 09:41

So, a couple of things to know about class terms, class term date ranges are set at the district level right now, and they cannot be individualized per program or sub domain.

- Deidra - School Data Solutions

09:41 - 09:47

So this is just something, we need to make sure this is not a change, It's been like this all along.

- Deidra - School Data Solutions

09:47 - 09:56

The classroom date ranges, which is to make sure that we set those to a default that works for your entire district, and we can always change.

- Deidra - School Data Solutions

09:56 - 10:04

You can always change them when you're creating classes and courses on the fly, but we just, the defaults can only be set once per district.

- Deidra - School Data Solutions

10:05 - 10:13

Another thing to note is you can edit them after they're set, if there's changes that happen, but you are only editing the default when you change them in this interface.

- Deidra - School Data Solutions

10:14 - 10:23

So, if you've used what was set prior to create classes and student learning patterns, changing them in here will not update all that existing data.

- Deidra - School Data Solutions

10:23 - 10:27

It's just from that point forward, going to update the defaults that was set in the system.

- Deidra - School Data Solutions

10:28 - 10:29

So just an important thing to note.

- Deidra - School Data Solutions

10:32 - 10:41

In addition to studying the Class terms, a new piece of the system allows you to set systemwide excluded dates.

- Deidra - School Data Solutions

10:41 - 10:42

These are.

- Kari

10:42 - 10:43

Again, just slide.

- Deidra - School Data Solutions

10:44 - 10:45

By the data admin.

- Deidra - School Data Solutions

10:48 - 10:54

And they you can either enter a single date that you're excluding in the system or a range of dates.

- Deidra - School Data Solutions

10:54 - 10:59

And essentially, this would be days that your program is not offering any scheduled classes.

- Deidra - School Data Solutions

10:59 - 11:09

So it could be a break, like a great example would be setting the dates in the system for winter break and spring break, or holidays, or just any days that system wide.

- Deidra - School Data Solutions

11:09 - 11:12

For some reason you're not having classes at all.

- Deidra - School Data Solutions

11:13 - 11:25

So once you come in here and you define excluded dates, if you do it prior to setting up classes, when you do scheduled classes, no meetings will be generated on the dates that are defined in the system.

- Deidra - School Data Solutions

11:29 - 11:34

Excluded dates does work a little bit different and that these can be configured per sub domain.

- Deidra - School Data Solutions

11:34 - 11:36

So when we look at it in just a moment, you'll see that.

- Deidra - School Data Solutions

11:37 - 11:41

And changing entries here do affect currently scheduled classes.

- Deidra - School Data Solutions

11:41 - 11:54

So if you schedule classes first, and then you find out that there's no school day scheduled at a later point, and you come in and enter that here, adding that excluded date will remove existing class meetings for that date in the future.

- Deidra - School Data Solutions

11:55 - 12:04

If there's attendance taken, it will not remove any class meetings, for some reason if you tried to add an excluded date for a class that had already happened and had attendance taken.

- Deidra - School Data Solutions

12:06 - 12:10

You can also, if you have excluded dates planned in the future, and something happens.

- Deidra - School Data Solutions

12:10 - 12:12

And you need to add it back.

- Deidra - School Data Solutions

12:12 - 12:18

If you remove an excluded date in this interface, it's going to add those class meetings back onto the class schedule.

- Deidra - School Data Solutions

12:18 - 12:25

So, we tried to account for, you know, the possibility that changes need to be made to these as the year goes forward.

- Deidra - School Data Solutions

12:27 - 12:30

There is a help document all about these new date pieces.

- Deidra - School Data Solutions

12:32 - 12:33

And here's where I was thinking.

- Deidra - School Data Solutions

12:33 - 12:35

It might be helpful to download this PowerPoint.

- Deidra - School Data Solutions

12:36 - 12:46

We linked all throughout the Power Home, you've linked help documents that refer to each section that we're gonna cover today, and that they link right over to our Help Center, where you can find the article.

- Deidra - School Data Solutions

12:46 - 12:52

So, just a reminder, you want to hear in the Help Center articles, right here on the web interface.

- Deidra - School Data Solutions

12:52 - 13:03

If you scroll down to the bottom of any article in the Help Center, you'll also find a place where you can download that help article as a PDF, and then save or print it to refer to, if that's helpful.

- Deidra - School Data Solutions

13:04 - 13:08

So I won't show you all to help articles, They are links throughout the presentation today.

- Deidra - School Data Solutions

13:09 - 13:11

Just wanted to show you kind of what that looked like.

- Deidra - School Data Solutions

13:12 - 13:15

Now, we're gonna jump over that, we've kind of talked through these different date pieces.

- Deidra - School Data Solutions

13:15 - 13:17

We're going to jump over into the application.

- Deidra - School Data Solutions

13:17 - 13:20

And I'm going to show you what that looks like.

- Deidra - School Data Solutions

13:20 - 13:29

And again, we are looking at districts, several different districts today, but for all of it in demo mode, so we shouldn't see any student or staff names, as we kind of navigate through.

- Deidra - School Data Solutions

13:30 - 13:35

So here I am logged in as a data admin, and I'm on the Configuration menu.

- Deidra - School Data Solutions

13:35 - 13:40

And here's those three different pieces that we just talked about, where I can define class terms.

- Deidra - School Data Solutions

13:40 - 13:46

And I can see, for Sky Valley, they've already defined semesters as their class terms.

- Deidra - School Data Solutions

13:46 - 13:49

So they operate on a two semester system here.

- Deidra - School Data Solutions

13:49 - 13:56

If you don't see any terms here, when you're logged in, you can add them by clicking on add record at the top right.

- Deidra - School Data Solutions

13:56 - 13:57

And you're gonna get.



- Lori Kanz

13:57 - 13:57

A form.

- Deidra - School Data Solutions

13:57 - 14:02

Here, where you can name and define those terms and set them up.

- Deidra - School Data Solutions

14:02 - 14:05

However, it makes most sense for your program.

- Deidra - School Data Solutions

14:06 - 14:08

So again, this is kind of a one-time thing.

- Deidra - School Data Solutions

14:08 - 14:12

Once our system knows you operate on those, you may not have to ever edit these again.

- Deidra - School Data Solutions

14:13 - 14:17

Annually, you will have the opportunity to set your class, turn date ranges.

- Deidra - School Data Solutions

14:17 - 14:26

So, this kinda tells the system what your semesters, or two quarters, if you operate on those, when they start and stop and set those default dates.

- Deidra - School Data Solutions

14:27 - 14:31

This view, when I click on, it is defaulted to look at the current school year.

- Deidra - School Data Solutions

14:32 - 14:36

But, if I click on the filter here, I can see, I can change to look at a different year.

- Deidra - School Data Solutions

14:36 - 14:45

So, by clicking on 21 22, I can see that they have also already defined their classroom date ranges for this coming school year.

- Deidra - School Data Solutions

14:45 - 14:47

And they're set here in the system.

- Deidra - School Data Solutions

14:48 - 14:51

If I needed to make edits to them, I could buy coming in here.

- Deidra - School Data Solutions

14:51 - 15:05

Or if I needed to add additional records and add additional terms, I could come into this Add Record button at the top right, and here's where I'm going to choose the term, which school year I'm setting it for, and the start and end date.

- Deidra - School Data Solutions

15:05 - 15:07

So pretty easy to set those.

- Deidra - School Data Solutions

15:07 - 15:13

And again, these have to be set currently at the district level, so this is going to apply to all programs in your district.

- Deidra - School Data Solutions

15:15 - 15:17

The next one is the Excluded Dates.

- Deidra - School Data Solutions

15:18 - 15:22

And again, when I click on this view, it's going to default to the current school year.

- Deidra - School Data Solutions

15:23 - 15:27

If there are excluded dates listed for other school years, I can filter to see them.

- Deidra - School Data Solutions

15:27 - 15:31

But currently, looks like there are only dates for the 2021 school year.

- Deidra - School Data Solutions

15:32 - 15:36

But I can see it looks like Winter break has been entered here as an excluded set.

- Deidra - School Data Solutions

15:37 - 15:44

This is likely spring break, and then there's a couple of days throughout the spring here that they have set that are non school days and the system.

- Deidra - School Data Solutions

15:45 - 15:56

So adding or exclude days, again, I just click on the Add record button at the top right, choose the here, and here's where I can set this per subdomain, or by program if necessary.

- Deidra - School Data Solutions

15:57 - 16:04

And then I can enter either just a single's day by putting the same date in the start and end, or I can add a range of dates.

- Deidra - School Data Solutions

16:06 - 16:08

Bye, putting the date range in there.

- Deidra - School Data Solutions

16:12 - 16:16

So those are the three pieces that we looked at.

- Deidra - School Data Solutions

16:16 - 16:20

We're going to pop back over here to the presentation.

- Deidra - School Data Solutions

16:21 - 16:27

So, those tools, we just looked at are really for editing your schedule school wide.

- Deidra - School Data Solutions

16:27 - 16:30

Something that affects all classes.

- Deidra - School Data Solutions

16:30 - 16:36

We do also have the ability in here for you to edit individual class schedules, if needed.

- Deidra - School Data Solutions

16:36 - 16:47

And this has been around for awhile, so this may be review, but you can edit individual class schedules via the registrar role on the All Class Meetings page.

- Deidra - School Data Solutions

16:47 - 16:58

So, on this page, you're gonna first enter a date range to pull up a list of class meetings you'd like to view, and then using the table, the columns, you can filter to find any class meetings you want to remove.

- Deidra - School Data Solutions

16:58 - 17:08

So, sometimes this might be helpful if, for some reason, a particular teacher needed to cancel all of their classes for a week, and you just, we're going to remove them out of the system completely.

- Deidra - School Data Solutions

17:08 - 17:21

Or if something changed in a class schedule, one particular class, determined that they needed to end sooner than everybody else, and they weren't going to have as many class sessions as originally scheduled.

- Deidra - School Data Solutions

17:21 - 17:24

You could come in and remove just those individual class meetings.

- Deidra - School Data Solutions

17:26 - 17:27

So, that's removing.

- Deidra - School Data Solutions

17:27 - 17:38

If you need to extend a schedule at the end of the year, for whom snow days happen, or different things, require a class to meet for longer than originally scheduled.

- Deidra - School Data Solutions

17:39 - 17:46

You can update the end date on the schedule tab for that particular class, and it will generate additional class meetings that way.

- Deidra - School Data Solutions

17:47 - 17:48

So a couple of different options.

- Deidra - School Data Solutions

17:48 - 17:54

Again, I've linked to the help document here for editing individual class schedules, for your reference, if you need to.

- Deidra - School Data Solutions

17:55 - 18:03

But one really important thing to note, if you delete class meetings, using this first method, by removing individual ones.

- Deidra - School Data Solutions

18:03 - 18:05

There's not really a great way to regenerate them.

- Deidra - School Data Solutions

18:06 - 18:15

So if you go back and look and see, oh, we scheduled some class meetings inadvertently in December and I delete them right now, there's really no way to restore them.

- Deidra - School Data Solutions

18:15 - 18:19

So you just have to be sure that you only delete class meetings that you intend to delete.

- Deidra - School Data Solutions

18:20 - 18:24

So we'll hop out and look at that, and have a couple of samples pulled up here.

- Deidra - School Data Solutions

18:24 - 18:28

So this is a removing class meetings for one particular class.

- Deidra - School Data Solutions

18:28 - 18:33

I'm on the registrar role under courses, Classes, on all class meetings.

- Deidra - School Data Solutions

18:33 - 18:36

And the first thing that this is going to ask you to do is put in a date range.

- Deidra - School Data Solutions

18:36 - 18:43



So in this scenario, I'm imagining for whatever reason, one teacher just notified me they're not gonna hold classes the last week of school.

- Deidra - School Data Solutions

18:44 - 18:47

So, I'm gonna go find that class and remove those class meetings.

- Deidra - School Data Solutions

18:47 - 18:51

So I put the date dates for the last week of school in and search.

- Deidra - School Data Solutions

18:51 - 18:57

And this form is going to return all of the scheduled class meetings in the system for that last week of school.

- Deidra - School Data Solutions

18:59 - 19:05

But we're going to imagine this happened to be the arts and crafts teacher who told me, Oh, we're not going to meet that whole last week.

- Deidra - School Data Solutions

19:05 - 19:16

I can come in filter, using any of the, you know, the criteria in this table, Either the title, or if it's one particular teacher, I can filter and find all the classes associated with them.

- Deidra - School Data Solutions

19:16 - 19:20

And then using the selected row over here, I can choose one or more.

- Deidra - School Data Solutions

19:20 - 19:23

Are all of the classes I filter down to.

- Deidra - School Data Solutions

19:23 - 19:31

And you see, as soon as I select any one or more, I get the blue button for selected row actions, and I can delete those class meetings right from here.

- Deidra - School Data Solutions

19:32 - 19:34

And so again, that's a permanent deletion.

- Deidra - School Data Solutions

19:34 - 19:41

I can't easily bring those back, especially if they happened in the middle of the class schedule.

- Deidra - School Data Solutions

19:42 - 19:48

I can extend the class schedule, though, for one particular class if I need to, for any reason.

- Deidra - School Data Solutions

19:49 - 19:51

And so I have a class pulled up here.

- Deidra - School Data Solutions

19:52 - 20:02

An example of class and I navigated here, just by going to all classes and opening the class that I wanted to edit the schedule for and going to the Schedule tab.

- Deidra - School Data Solutions

20:02 - 20:04

So this has to be done by the registrar.

- Deidra - School Data Solutions

20:04 - 20:08

They're the only one that has the ability to edit class schedules.

- Deidra - School Data Solutions

20:08 - 20:13

If I come here and use the row actions here to choose edit, you'll see I get the class schedule here.

- Deidra - School Data Solutions

20:13 - 20:23

Here's where, if for some reason, we had snow days in this class needed to be extended All the way, through the end of the week, I could come in and do that, update it.

- Deidra - School Data Solutions

20:23 - 20:32

And as soon as I make that change, the class is going to automatically generate any class meetings based on the schedule that needs to be added based on this new end date.

- Deidra - School Data Solutions

20:33 - 20:38

So, it's pretty quick and easy to just update that schedule when needed.

- Deidra - School Data Solutions

20:41 - 20:51

So, with that, we're going to hop back over into the presentation and talk a little bit about courses themselves, and how they are connected to class registration.

- Deidra - School Data Solutions

20:54 - 21:04

So, here's where, we're really going to make some distinctions between enrollment method one and Enrollment method two, because how classes and courses interact depends on that configuration.

- Deidra - School Data Solutions

21:05 - 21:15

So, our system will allow you to schedule a class that is not tied to a course, And for enrollment method one, sometimes, that makes perfect sense, and you may choose to do that.

- Deidra - School Data Solutions

21:16 - 21:26

The system will allow you in enrollment method to, to do that as well, but I just wanna make sure you're aware of some of the, some of the results that happen, if you choose to do that.

- Deidra - School Data Solutions

21:27 - 21:45

So, enrollment method, too, because subject course records are created automatically at the moment a student registers for a class, if there is not a course associated, that subject course record on the student's Learning Plan is going to be generated with no name attached.

- Deidra - School Data Solutions

21:45 - 21:46

So here's just an example.

- Deidra - School Data Solutions

21:46 - 21:48

I pulled up of what that might look like.

- Deidra - School Data Solutions

21:49 - 21:55

It's going to generate that course record, but without a course attached to it, doesn't have anything to fill into that field.

- Deidra - School Data Solutions

21:56 - 22:13

In addition, because the state course code is a required field for every subject course record, if there is no course associated, and that's the place for that state course code

association comes from, the system has to find something to fill in on this subject course record when it creates it.

- Deidra - School Data Solutions

22:13 - 22:22

So typically, what it does is it finds the very first one on the list that matches the subject area of the class, and it just fills it in so that it's there.

- Deidra - School Data Solutions

22:22 - 22:28

So if this does happen for any reason, we have some ways to go about fixing it.

- Deidra - School Data Solutions

22:28 - 22:33

And you can certainly come in here into the students' Learning Plan, and make any adjustments that are needed.

- Deidra - School Data Solutions

22:33 - 22:34

You could associate a course.

- Deidra - School Data Solutions

22:34 - 22:37

You could update the subject and course code.

- Deidra - School Data Solutions

22:38 - 22:44

But certainly, for those enrollment method to folks, it's much easier if this is kind of all in place ahead of time.

- Deidra - School Data Solutions

22:44 - 22:47

And you don't end up with committees empty courses.

- Deidra - School Data Solutions

22:47 - 22:54

So, we recommend that you, you set those courses up ahead of time, and make sure your classes are associated, as you would expect.

- Deidra - School Data Solutions

22:58 - 23:05

So when setting up courses themselves, we have added a couple of new fields throughout the school year.

- Deidra - School Data Solutions

23:05 - 23:12

Just as different programs have come on board and have asked for some different tools for sorting and categorizing courses.

- Deidra - School Data Solutions

23:12 - 23:14

So I just wanted to quickly review those.

- Deidra - School Data Solutions

23:16 - 23:23

There's a new field for course type, and this is managed and defined internally by your own program.

- Deidra - School Data Solutions

23:23 - 23:32

So this is done in the data admin role, There's a place is right under that configurations menu that we were just looking at the date configurations for.

- Deidra - School Data Solutions

23:32 - 23:34

But you can define your own course types.

- Deidra - School Data Solutions

23:34 - 23:42

And the idea here is that you can then use that to filter or categorize your courses in any way that you find helpful.

- Deidra - School Data Solutions

23:42 - 23:52

We see some folks using this to categorize like, on-site versus remote courses, or some of our programs that have multiple kind of sub programs under the umbrella.

- Deidra - School Data Solutions

23:52 - 24:01

They can identify a course as being used by one particular program or group of students, So, we'll look at an example of that in just a moment.

- Deidra - School Data Solutions



24:02 - 24:08

We also have a new field for State subject area that you can define on a course.

- Deidra - School Data Solutions

24:09 - 24:21

This one is a little, a little interesting, what it's used for, there's already an implicit state subject area associated with the course through the course code that's determined and set.

- Deidra - School Data Solutions

24:21 - 24:32

So, for example, I know a lot of our elementary courses in our system are associated with the, the generic elementary course, code of ..., or W A 0007.

- Deidra - School Data Solutions

24:32 - 24:45

So if you look at the state course, the state subject area that's associated with that state course code, it's just miscellaneous, so it's kinda abroad previously when we only have that implicit state subject area association available.

- Deidra - School Data Solutions

24:45 - 24:53

All of your elementary courses, then if you choose to use that code would kinda get lumped into the state subject area of miscellaneous.

- Deidra - School Data Solutions

24:55 - 25:11

But what this new field will let you do if you're creating a math grade three course, and you want to use that generic elementary state course code, But you want to be able to say, this is a math course, and categorize it in that state subject area.

- Deidra - School Data Solutions

25:11 - 25:15

This will let you choose that and do that, so we'll show you in a moment what that looks like as well.

- Deidra - School Data Solutions

25:16 - 25:26

We've also added a field where course codes from your student information system Temperature should be pulled in and used when building courses and student learning plans.

- Deidra - School Data Solutions

25:27 - 25:29

We see that this is helpful for some districts.

- Deidra - School Data Solutions

25:30 - 25:40

There are certainly some programs and districts that don't use this at all, but what it does is, it looks for any associations that currently exist in your student information system.

- Deidra - School Data Solutions

25:40 - 25:45

So it's always going to start with the state course code, because that's what ultimately has to be reported to cedars.

- Deidra - School Data Solutions

25:46 - 25:53

In any district course codes that are coming to us from your system associated with that state course code would be available to choose for the course.

- Deidra - School Data Solutions

25:54 - 26:06

We did update our help document all about building courses with all of these new fields and information about them, So I linked to that here, in just a general reminder about course templates while we're talking about them.

- Deidra - School Data Solutions

26:07 - 26:23

This is particularly important for classes, for courses, associated with classes for folks using enrollment method to the subject course record on the students' learning plan is created at the moment that student registers for the class.

- Deidra - School Data Solutions

26:24 - 26:26

Or even signs up for the waitlist for the class.

- Deidra - School Data Solutions

26:26 - 26:31

The system captures all of the content from the associated course template at that moment.

- Deidra - School Data Solutions

26:32 - 26:42

So if you're running registration for fall, the spring, At the moment, that registration happens is when we pull that course template information over onto the student's learning plan.

- Deidra - School Data Solutions

26:43 - 26:52

We do have a tool that will let you update learning plans based on content, changed in templates, and we'll talk about that an amendment a moment.

- Deidra - School Data Solutions

26:53 - 26:57

But there's just some special considerations that you have to think about when you're using that tool.

- Deidra - School Data Solutions

26:58 - 27:05

Really ultimately, if you could have your course templates as finalized as possible before you run registration, that's the best method to go.

- Deidra - School Data Solutions

27:05 - 27:13

We know it doesn't always happen, but just if you can, that's a great plan to aspire to.

- Deidra - School Data Solutions

27:14 - 27:20

So, we're going to jump out and look at the course template and those new fields that I just mentioned to shortly here.

- Deidra - School Data Solutions

27:20 - 27:39

So, I have a course pulled up here and three reverse, and I got here by going to Courses, Classes, and then the all Courses list and filtering down and opening this course, I'm here on the Details tab, and here's where a couple of those new fields are located.

- Deidra - School Data Solutions

27:39 - 27:41

So here's that first course type.

- Deidra - School Data Solutions

27:42 - 27:47

And again, this one's district to find Everybody can set their own course types, and you can use this however you want.

- Deidra - School Data Solutions

27:48 - 27:51

Here at three Rivers, they've defined for different course type.

- Deidra - School Data Solutions

27:51 - 27:59

So they're breaking up the remote and then their on-site elementary or secondary courses and then their online courses.

- Deidra - School Data Solutions

28:00 - 28:09

So this can be helpful when building learning plans or even scheduling classes to make sure you associate the course that you want when you're when you're doing that work.

- Deidra - School Data Solutions

28:10 - 28:15

Here's that subject area field that will allow you to select from the state subject areas.

- Deidra - School Data Solutions

28:16 - 28:22

And this is a perfect example, just like the scenario I was describing, where they've used the general elementary course code.

- Deidra - School Data Solutions

28:22 - 28:38

And the implicit association here would be just to the miscellaneous state subject area, but because this is an art course, they've selected here Fine and Performing Arts, which when they're looking at lists of their courses, they would be able to filter down and use this.

- Deidra - School Data Solutions

28:38 - 28:47

This category to search for a Fine and Performing Arts course, regardless of the fact that it's associated with the miscellaneous State course code.

- Deidra - School Data Solutions

28:48 - 28:55

Here's that, the district course code field, or assist student information system, again, it's optional.

- Deidra - School Data Solutions

28:55 - 29:07

It, will, it will display a list of any course codes from your student information system that are migrating into our system, that are associated with the state course code that you've chosen.

- Deidra - School Data Solutions

29:12 - 29:16

Ok, back to our presentation here.

- Deidra - School Data Solutions

29:20 - 29:35

So, next, we have an update, and I just learned about this, the earlier this week, cedars and OSPI, at the end of March released, the new state course code list for 202122 school year.

- Deidra - School Data Solutions

29:36 - 29:49

And we noticed something that's going to likely have a big impact on a lot of programs that they are retiring, the WA 0006 course code or the junior high generic course code.

- Deidra - School Data Solutions

29:49 - 29:55

It will no longer be available to use when recording to theaters for next school year.

- Deidra - School Data Solutions

29:56 - 30:01

So, I'm guessing that this information may not have trickle down to everybody yet.

- Deidra - School Data Solutions

30:01 - 30:08

So, I didn't put a link to the OSPI website that has all the information about the cedars reporting for each year.

- Deidra - School Data Solutions

30:10 - 30:15

This could have some significant impacts for the way courses and things are set up in the system.

- Deidra - School Data Solutions

30:15 - 30:23

And I initially had, I was trying to put in some information here about how to deal with this I think because this really depends on how your program is configured.

- Deidra - School Data Solutions

30:23 - 30:36

It depends on whether you're currently using courses that have this code associated to them or whether you're just getting set up for next year, how we tackle, getting this straighten out in the system for you, is really going to differ just kinda depending on your program.

- Deidra - School Data Solutions

30:37 - 30:47

So I think the best route for, would just be for each of you to work with your, you know, whoever your of, your main CS customer service person is, To talk about how to make this.

- Deidra - School Data Solutions

30:47 - 30:56



How to make this adjustment for next year, so that we don't impact any current courses, or any current classes in the system, inadvertently while making changes for next year.

- Deidra - School Data Solutions

30:57 - 31:07

So, since this is all kind of new information, I'm sure there'll be lots more to come on this, and we will likely have additional conversations about, about this piece.

- Deidra - School Data Solutions

31:10 - 31:14

So, while we're talking about course codes, a couple of other things to consider.

- Deidra - School Data Solutions

31:14 - 31:23

Um, when you're setting up courses in our system, you, you have the option to assign multiple course codes to a single course.

- Deidra - School Data Solutions

31:23 - 31:37

And this has been kind of a process that's evolving over time, and I think we have a really great solution in place now that will allow you to do this, and allow the system to really be as automated as possible.

- Deidra - School Data Solutions

31:37 - 31:54

So, in this example here, if you had a course that you were setting up, that was an elementary art course, for students in grades 5 through 9, you likely would have to use several different course codes for students to represent their coursework.

- Deidra - School Data Solutions

31:54 - 32:09

So, you might use an ..., that general elementary course code previously here, We might've seen that junior high course code, but for this scenario, I picked a, a fine arts course, that's a non credit bearing course code, that's what the end stands for.

- Deidra - School Data Solutions

32:09 - 32:16

And then for our high school students, that could potentially take this a ninth grader, they would need a credit bearing course code.

- Deidra - School Data Solutions

32:16 - 32:22

So, we may have a single course with a grade band of students, with multiple course codes assigned.

- Deidra - School Data Solutions

32:24 - 32:38

So, what we did is we actually created a tool in the data admin role where you can define for the system, for each course, what grade level each course code should be associated with.

- Deidra - School Data Solutions

32:39 - 32:46

So, that way, the system knows automatically if a student registers for a class associated with this course.

- Deidra - School Data Solutions

32:47 - 32:53

In sixth grade, the system goes and looks at this table, and knows, for sixth grade student, here's the course code that I use.

- Deidra - School Data Solutions

32:54 - 33:07

Previously, the system didn't always know which course code to use, and if you do, choose to assign multiple course codes to a course, and don't use this tool to kind of tell it which one to use.

- Deidra - School Data Solutions

33:07 - 33:12

The default is, typically, it just goes and grabs the first course code on the list and assigns it.

- Deidra - School Data Solutions

33:12 - 33:18

Because it doesn't know which grade level to give you which course code goes to that student.

- Deidra - School Data Solutions

33:18 - 33:20

So this is another kind of setup process.

- Deidra - School Data Solutions

33:20 - 33:27

Once it's done once for your courses, you would just need to kind of make adjustments as necessary for each year.

- Deidra - School Data Solutions

33:28 - 33:41

But again, you would want to make sure this is completed prior to class registration because the system is gonna go look at that course and pull the course code for the student at the time that they register for that class.

- Deidra - School Data Solutions

33:41 - 33:48

So we have updated our, we have a document that walks through how to do this, how to kind of walk through this process.

- Deidra - School Data Solutions

33:48 - 33:53

I was going to show quickly what this looks like in the system as well.

- Deidra - School Data Solutions

33:54 - 34:01

So in Bellingham, they actually have been using this for a second semester, and they have a lot of their courses setup in grade bands.

- Deidra - School Data Solutions

34:01 - 34:05

So, you can see here this advanced beginner, ukulele course class.

- Deidra - School Data Solutions

34:06 - 34:26

Sounds like a great one I wish I could sign up for it, but they offer it to grades 3 through 8, and so, this is current year data and so, they do have for third through fifth grade the system knows that they're to use that elementary general course code, and then for sixth through eighth grade, it knows to use that junior, high, general, of course.

- Deidra - School Data Solutions

34:26 - 34:27

Code for now.

- Deidra - School Data Solutions

34:29 - 34:39

So, these are edited on a 1 by 1 basis, and, again, kinda, once it's in here and it's set up, and the system knows, it's not something that, you should have to edit much as we go forward.

- Deidra - School Data Solutions

34:39 - 34:42

And it'll just be established to use.

- Deidra - School Data Solutions

34:45 - 34:46

So, let me go back to the PowerPoint.

- Deidra - School Data Solutions

34:46 - 34:58

I did want to briefly talk about the tool, I mentioned, that, we have built for updating courses once they're on Learning Plans with changes made to the course template.

- Deidra - School Data Solutions

34:58 - 35:01

So, there is a tool, there's a way to do it.

- Deidra - School Data Solutions

35:02 - 35:07

Just know that it's not an automatic, doesn't happen, without you choosing to tell the system to do it.

- Deidra - School Data Solutions

35:08 - 35:14

Because those course templates, the way we've kinda design the system, really consider the templates to be used.

- Deidra - School Data Solutions

35:14 - 35:24

So once that template is copied onto a student learning plan, you're free to make changes to the template without affecting any learning plans that have that, that template on them.

- Deidra - School Data Solutions

35:26 - 35:31

Sometimes, though, either a course template isn't complete or a change needs to be made to it.

- Deidra - School Data Solutions

35:32 - 35:44

For example, after, after a course has put onto a learning plan, you realize that the wrong course code was on the template, and that we need to update everybody's learning plans to reflect the right course code.

- Deidra - School Data Solutions

35:45 - 35:56

Or a teacher was assigned to a particular course, And over the summer, there was a staffing change, and now we have to update everybody's learning plan, who has that course record on it with the correct teacher.

- Deidra - School Data Solutions

35:56 - 36:00

And so there are situations where this absolutely has to be done, but there's just a couple of considerations.

- Deidra - School Data Solutions

36:02 - 36:20

If you make edits to courses, after they're added to student Learning plans to individualize this course templates, you would not want to use this tool, because essentially, you are, you are going to overwrite any changes that have been made individually for students when you take this action.

- Deidra - School Data Solutions

36:20 - 36:28

It's gonna go look at the template and push out all changes and overwrite the, what's in the plan with the template at this time.

- Deidra - School Data Solutions

36:29 - 36:38

So this really only works if you have your templates really dialed in your course templates, and you don't make changes to them after they go on to the Student Learning Plans.

- Deidra - School Data Solutions

36:38 - 36:44

So, a lot of time for scheduled classes, where the template just kinda is, and the whole class, is using the same template.

- Deidra - School Data Solutions

36:45 - 36:49

This will work, but just, you just have to be aware of how it works.

- Deidra - School Data Solutions

36:50 - 36:55

The changes, when you use this tool, it only affects currently in progress courses.

- Deidra - School Data Solutions

36:56 - 37:13

So, if I have courses on Learning Plans from last year, who use this template, and I push out changes, it is not going to affect any prior learning plans, or prior instances of this course, even like from first semester, before into second semester, and somebody had a course on their plan ended first semester.

- Deidra - School Data Solutions

37:13 - 37:21

It's only gonna affect the courses that are currently happening when I take this action, UDOIT actually in the course itself.



- Deidra - School Data Solutions

37:21 - 37:36

So, if I make edits to our course template, and then I want to push them out, right on that Details tab of the course, there's, in the page Action gear, there's a place where you can choose update WSOP, subject courses.

- Deidra - School Data Solutions

37:36 - 37:44

It is going to give you a little warning and say, Are you sure you want to do this because it's gonna overwrite all of the plans that have this course in it that are currently going on?

- Deidra - School Data Solutions

37:44 - 37:49

And then you just say, Yes, and with that action, it does make that update.

- Deidra - School Data Solutions

37:50 - 37:54

So just, real quickly, I'm gonna pop back over here to where you had the course template open.

- Deidra - School Data Solutions

37:54 - 38:04

I'm on the Details tab, and right here within this course, If I was to make a change that, I needed to push out, and I knew it was OK to do it through the Page.

- Deidra - School Data Solutions

38:04 - 38:07

Action gear here, I can choose Update WSOP, Subject Courses.

- Deidra - School Data Solutions

38:07 - 38:09

And again, it's gonna give me this little Learning.

- Deidra - School Data Solutions

38:09 - 38:10

Are you sure?

- Deidra - School Data Solutions

38:10 - 38:12

I would say yes.

- Deidra - School Data Solutions

38:12 - 38:15

And continue to make that change.

- Deidra - School Data Solutions

38:21 - 38:36

Ok, updates to the Course Class Association, so for enrollment method to districts, we have, we've tried to more carefully link courses in classes, because subject course records are automatically created when you enroll in a class.

- Deidra - School Data Solutions

38:38 - 38:47

We have now linked these a little tighter so that changes made to a subject course record that's linked to a class will affect that class enrollment as well.

- Deidra - School Data Solutions

38:47 - 38:56

So previously, they were not fully linked, and so if you took a student out of a class and didn't mark their subject course record withdrawn.

- Deidra - School Data Solutions

38:56 - 39:02

Or if you marked a separate course circuit withdrawn and didn't enroll them from the class, we sometimes had a disconnect between these records.

- Deidra - School Data Solutions

39:03 - 39:09

So, we've tried to really link them, so that they are, Because they're created together, they are ended together as well.

- Deidra - School Data Solutions

39:10 - 39:13

With our next release, there will be a warning that will be added.

- Deidra - School Data Solutions

39:13 - 39:24

That'll pop up in the user interface that will tell the user, Hey, you're marketing to subject course record withdrawn that's linked to a class enrollment and so it's gonna withdraw the student from the class.

- Deidra - School Data Solutions

39:24 - 39:37

And again, this only applies to enrollment method to, because, because the tie between a subject course and a class is really a 1 to 1 connection that's linked.

- Deidra - School Data Solutions

39:39 - 39:46

So, with that, we're going to jump into setting up classes, just a few reminders and things to consider as you're setting up classes, and getting them ready for registration.

- Deidra - School Data Solutions

39:47 - 39:52

The biggest consideration is, how you set up your classes for the year.

- Deidra - School Data Solutions

39:52 - 40:03

If it's a year long class, and students are expected to participate in it for the entire year, you wanna make sure that you choose both terms, or all four terms, if you work on quarters, when you're creating the class.

- Deidra - School Data Solutions

40:04 - 40:19

If there's two independent, almost like sections of the class, where there's a group of students enrolled for the first semester and a different group enrolled for semester two, then you wanted to create two different classes that are, that are separate and will allow for enrollments for both of those sections.

- Deidra - School Data Solutions

40:21 - 40:26

Tied with that, the Class Schedule view on the Student Learning Plan is really designed to look at current enrollments.

- Deidra - School Data Solutions

40:26 - 40:29

So, I know this can be a little bit challenging.

- Deidra - School Data Solutions

40:29 - 40:37

But if a class is scheduled for the full year, and a student doesn't enroll until semester to, it's still going to show, for the full year on their schedule.

- Deidra - School Data Solutions

40:37 - 40:42

Just because that hold that class was set up as a year long class, and it's linked in the back end.

- Deidra - School Data Solutions

40:43 - 40:53

So, likewise, if a student is in a class for semester one, but then they drop it during semester to, and it's a full year long class, it's not going to show on their schedule for the whole year.

- Deidra - School Data Solutions

40:53 - 41:07

So, just something to consider, all of the subject course records will still display, you know, their participation in that class, But that class schedule view itself is really a current view of what classes the schedule is, the student is enrolled in.

- Deidra - School Data Solutions

41:09 - 41:11

A couple of reminders about the class detail page.

- Deidra - School Data Solutions

41:11 - 41:18

We do have a place that you can omit a classroom parent displays, and choose to not have it show for parent registration.

- Deidra - School Data Solutions

41:18 - 41:25

There is also, if you have a class, you do not want to be included for monthly progress.

- Deidra - School Data Solutions

41:25 - 41:35

You can designate that class as a workshop, and that will have it, that way, it will not show up for monthly progress on the student's overall Monthly Progress Review.

- Deidra - School Data Solutions

41:37 - 41:49

Um, subject area, when you are creating a class, is not a required field, but without designating one, the class will not display for student registration for parents.

- Deidra - School Data Solutions

41:49 - 42:00

So, that's a step, it's important to make sure that you've designated a subject area for enrollment method one, because the subject areas or determining which students are eligible to register.

- Deidra - School Data Solutions

42:00 - 42:04

For that class, You can certainly select all the subject areas that apply.

- Deidra - School Data Solutions

42:04 - 42:15

But for enrollment method, too, because it's a 1 to 1 relationship for subject record and a class, you would only want to select one subject area in, that, in that place.

- Deidra - School Data Solutions

42:15 - 42:22

It does auto fill a subject area there for you when you're creating a class from this course.

- Deidra - School Data Solutions

42:23 - 42:28

Code, if you've associated a course to the class, but you can always change it at this point.

- Deidra - School Data Solutions

42:28 - 42:33

So if it's a course, that's not Miscellaneous course code being used.

- Deidra - School Data Solutions

42:33 - 42:38

But you want to define it as mass here, that's a place you can make edit.

- [Deidra - School Data Solutions](#)

42:38 - 42:43

But again, enrollment method 2, 1 subject area per class.

- [Deidra - School Data Solutions](#)

42:44 - 42:45

And again, here's a link to the hub talk.

- [Deidra - School Data Solutions](#)

42:45 - 42:51

We updated it with kind of this new information, and that's linked there for your reference.

- [Deidra - School Data Solutions](#)

42:52 - 43:01

So there are a couple of tools in the system for copying classes from one semester or one turn to the next, or copying even an individual class.

- [Deidra - School Data Solutions](#)

43:02 - 43:06

These are located in the data admin, again, because it kind of a one-time action.

- [Deidra - School Data Solutions](#)

43:07 - 43:20



But if you have your first semester all set up and you're going to kind of offer a copy of a lot of those classes, it's gonna look very similar for semester to, after you go in and set up all of the semester one classes.

- Deidra - School Data Solutions

43:20 - 43:28

You can use this tool to pick all of the ones You want to copy to semester two, and it will recreate them all without you having to go in and schedule each individual one.

- Deidra - School Data Solutions

43:29 - 43:34

All of the data is copied forward when you use this tool based on the selected term.

- Deidra - School Data Solutions

43:35 - 43:38

And then student enrollments are not copied forward.

- Deidra - School Data Solutions

43:38 - 43:48

So, if you're doing this for currently in Progress classes, just know, it will not copy those enrollments, and the idea is really setting up a group of classes to offer for future term.

- Deidra - School Data Solutions

43:49 - 43:53

There's, again, a help document that walks all through what this process looks like, and how to do it.

- Deidra - School Data Solutions

43:54 - 44:00

And it's linked here, you can copy, also an individual class.

- Deidra - School Data Solutions

44:00 - 44:03

We are to call this, Cloning the Class and it works a little bit different.

- Deidra - School Data Solutions

44:04 - 44:10

This might be helpful if you have four different sections of arts and crafts that you're going to offer for this coming term.

- Deidra - School Data Solutions

44:11 - 44:24

Once you set it up once, if it's the same teacher, but you're just going to offer it on Monday, two, on Wednesday, at 10, and Thursday at four, you can go in and clone that individual class, and then assign a new schedule to each one of them.

- Deidra - School Data Solutions

44:25 - 44:31

So this works a little bit different in that it does not copy the schedule, It also does not copy that student enrollment.

- Deidra - School Data Solutions

44:33 - 44:36

One last reminder before I hand it over to Sarah.

- Deidra - School Data Solutions

44:37 - 44:53

Verifying enrollments for enrollment method to verify your defaults for enrollment method to, Again, because your subject course records are automatically created when students register for classes, it's really important to verify that all the defaults are set up, like you want them to be.

- Deidra - School Data Solutions

44:54 - 44:58

So, the cert teacher who's assigned to each subject course record?

- Deidra - School Data Solutions

44:58 - 45:06

There's a couple of different ways that can be set up to come from the course, to come from the class, to be the advisor on the Student Learning Plan.

- Deidra - School Data Solutions

45:07 - 45:10

Course types can be defaulted, participation.

- Deidra - School Data Solutions

45:10 - 45:25

Status can be defaulted, and even the hours, so if you have any questions about how your defaults are set up, or you want to just confirm how they're set up, so we make sure they're dialed in before we have hundreds of parents, and registering for, classes, just contact us.

- Deidra - School Data Solutions

45:25 - 45:32

You can submit a ticket to our helpdesk, and we'll go through and work through that with you to make sure it's set up as you need it.

- Deidra - School Data Solutions

45:33 - 45:40

So with that, I have taken far longer than I planned, but I'm going to hand it over to Sarah, too.

- Deidra - School Data Solutions

45:40 - 45:41

Continue.

- Sarah Yee

45:48 - 45:54

Ok, so, we're actually going to look at some registration reminders here.

- Sarah Yee

45:55 - 46:00

We're going to dive right in, because we only have about 10 minutes left, so, I'm going to try and get through all of these.

- Sarah Yee

46:00 - 46:05

Um, first of all, if, Sorry, I went back to Derisk slide, there.

- Sarah Yee

46:06 - 46:15

There we go, OK, So, of course, before we can even allow parents to register, we have to make sure that we have those Student Learning can set up for the following school year.

- Sarah Yee

46:15 - 46:23

So we actually have a new feature that you may have noticed whether it be through our Help documents, or just as you're poking around in the app.

- Sarah Yee

46:23 - 46:28

And so, we can now mass initialize student learning plans, especially for the for the following school year.

- Sarah Yee

46:29 - 46:39

So this can be done in the registrar role and what you do then is you go under student learning plans and there's a new feature here: mass initiate, SLPs.

- Sarah Yee

46:39 - 46:45

So when you do this, you can select the teacher that all of these students are going to be assigned for.

- Sarah Yee

46:45 - 46:51

And then, over here in the Students field, is where you'll be able to select as many or as few students as you want.

- Sarah Yee

46:51 - 46:54

So, I'm going to pop over here to show you.

- Sarah Yee

46:55 - 47:04

So, if, for example, I were to choose this first teacher here, I can select as many or as few students as I want to hear.

- Sarah Yee

47:05 - 47:17

I could then, for example, if this is a fifth grade teacher, I could select just fifth grade students, and then easily select all fifth grade students if this teacher happens to be assigned to all the fifth grade students in your program.

- Sarah Yee

47:18 - 47:26

Then once I hit add student, all of your defaults that you've already set in your program are going to be auto filled in here.

- Sarah Yee

47:26 - 47:35

So as you can see, these two teachers were already listed here from previous SLPs that we've created as has the weekly contact requirements.

- Sarah Yee

47:37 - 47:42

Down here, then you want to make sure that this school year is set to the following school year, which it is right now.

- Sarah Yee

47:43 - 47:47

You can change this enrollment to the 28 that you can now add it to.

- Sarah Yee

47:48 - 47:59

Once you set that school year here, if you've set your school year Start and End date already, just like Deidre had showed earlier than those dates will populate as soon as you select that school year.

- Sarah Yee

48:01 - 48:07

Once you hit save, of course, I chose students that also already have plans.

- Sarah Yee

48:07 - 48:11

So, what seals you saying you will see that successfully created up here?

- Sarah Yee

48:16 - 48:19

Ok, let's go back to the slides.

- Sarah Yee

48:20 - 48:24

And, again, we've attached that help document there if you need to walk through it.

- Sarah Yee

48:25 - 48:31

So, going back to setting parent enrollment groups, Some of you have already done this in previous years.

- Sarah Yee

48:31 - 48:36

This may be new to you this here, because this might be the first year that you're doing parent registration.

- Sarah Yee

48:36 - 48:42

You manage those groups here under the registrar role in the parents part of the left navigation menu.

- Sarah Yee

48:42 - 48:47

You're gonna go to Manage Groups, and then you're gonna choose just Add record.

- Sarah Yee

48:47 - 48:50

Now when you add a record here, you're really just creating a name for the group.

- Sarah Yee

48:50 - 49:01



If you want to manage the group members that belong in this group, you will then go ahead and do choose the Manage group members right underneath.

- Sarah Yee

49:06 - 49:10

So next, you'll be setting those enrollment windows by the parent groups.

- Sarah Yee

49:10 - 49:15

So, it doesn't matter, I'm sorry, let me go back.

- Sarah Yee

49:15 - 49:29

We're gonna set the enrollment limits for a group, This acts as a copy and paste action, so, any changes that are made here are immediately applied to any of the students that these, that belong to these parents, in this parent group that you've created.

- Sarah Yee

49:30 - 49:38

So, they'll remain there until any individual changes are made on those individual learning plans, if you choose to.

- Sarah Yee

49:38 - 49:52

So, whether you create these enrollment limits via this method here, or if you enter them manually 1 by 1 into the student learning plans, because maybe that specific student has a different enrollment time.

- Sarah Yee

49:53 - 49:56

Any entries that you make, oh, I'm sorry, I went back here.

- Sarah Yee

49:58 - 50:01

Any entries that you make here.

- Sarah Yee

50:03 - 50:07

Will overwrite anything that you do in the individual students' learning plans.

- Sarah Yee

50:09 - 50:18

Conversely, any changes that you make custom to that individual student learning plan will not affect this overall student group or parent group.

- Sarah Yee

50:19 - 50:21

So, to allow for increasing enrollment limit.

- Sarah Yee

50:21 - 50:32

So, for example, if you are only going to allow families to enroll in five classes for the first two days of registration, but then you're going to allow them to enroll in 10 classes for the last few days.

- Sarah Yee

50:32 - 50:40

You'll have to come back in here to apply a new limit to those groups, and then be able to run those again for a.

- Leslie Connor

50:40 - 50:40

Second.

- Sarah Yee

50:50 - 51:06

So, if you want to set enrollment by student groups, rather than parent groups, what you can do is here in the Registrar role, under your All Student Learning Plans table, you're actually going to select the number of students that you want to have the same Enrollment window.

- Sarah Yee

51:06 - 51:09

Then you're gonna go up here to the Select Row options.

- Sarah Yee

51:10 - 51:12

And you're going to issue, Select Enrollment Dates.

- Sarah Yee

51:12 - 51:19

This is, this is basically the same thing as it if you were to do it with the parent groups except you're doing with specific students.

- Sarah Yee

51:24 - 51:25

So next is waitlist.

- Sarah Yee

51:25 - 51:33

So before parents can actually start using this waitlists feature you have to activate it in on your system and in the program manager role.

- Sarah Yee

51:34 - 51:39

So you're going to actually just set that allow parent access to waitlist item on that.

- Sarah Yee

51:39 - 51:42

Table that you see here using the row action gear.

- Sarah Yee

51:42 - 51:49

You're going to choose edit, which will pull up this modal down here, you're going to flip that allow parent access to a waitlist to true.

- Sarah Yee

51:49 - 51:52

So that waitlists can be used by parents.

- Sarah Yee

51:56 - 52:01

So if you'd like to see what parents see, this is, what they would see in their student learning plan.

- Sarah Yee

52:01 - 52:04

That they're going to pull up It's under the Classes tab.

- Sarah Yee

52:04 - 52:05

They're going to choose waitlist.

- Sarah Yee

52:05 - 52:09

This will generate a table of any classes that they're on the waitlist for.

- Sarah Yee

52:09 - 52:14

It'll show that the class name, what position they have in that class waitlist.

- Sarah Yee

52:14 - 52:18

And then the date that they were added to that waitlist right here.

- Sarah Yee

52:22 - 52:32

So other waitlists reminders that we have so even if the waitlist is not enabled for parents, the registrar has the ability to add students to that waitlist.

- Sarah Yee

52:32 - 52:37

And then it doesn't matter who adds the student to the waitlist, the date and time is captured.

- Sarah Yee

52:37 - 52:44

So whether the Registrar did it, or the parent did on their end, that date will be captured and time that they actually joined the waitlist.

- Sarah Yee

52:46 - 52:58

The wait lists are managed by the registrar, but they are also the only ones that can actually manually add and enroll students into that class if a parent's enrollment limit, if it's not been reached.

- Sarah Yee

52:58 - 53:10

So, for example, if they are allowed to enroll for 10 different classes, if they haven't reached that, they're not prevented from enrolling into a class when there's already an existing waitlists, since they have not reached their limit personally.

- Sarah Yee

53:11 - 53:30

When a student is moved from the waitlist to enrolled status, the start date for that corresponding corresponding subject course record on their plan is going to automatically be updated to today's date, OK, So that will be the enrollment date, if it is scheduled after this class has already started.

- Sarah Yee

53:30 - 53:38

If the class hasn't started yet, the current default is to have the scheduled start date of the class that will be entered there.

- Sarah Yee

53:39 - 53:43

And again, if you have the link here for that help document, if you need it.

- Sarah Yee

53:46 - 53:51

Ok, in the registrar role, we're managing registrations.

- Sarah Yee

53:52 - 54:12

Or when students you're trying to override the system because in the system What happens is if you this scheduling classes modal here, what you'll notice is it's already been limited to either the student's grade level if the courses don't match on the SLP, if you're enrollment.

- Sarah Yee

54:13 - 54:19

Enrollment method, hashtag one or if those classes are outside of this or if the class is already full.

- Sarah Yee

54:19 - 54:24

So, what you'll see that is a red plus sign.

- Sarah Yee

54:24 - 54:27

So, you can see here, these are the students that are, I'm sorry.

- Sarah Yee

54:27 - 54:33

These are the classes that this student who wouldn't be able to enroll in, I have it flipped to all classes.

- Sarah Yee

54:33 - 54:38

So, as a registrar, I can override that and enroll the student in these classes.

- Sarah Yee

54:38 - 54:44

Even though they would not see it based on just their \*\*\*\* learning, this is what they would normally see.

- Sarah Yee

54:49 - 54:59

Ok, going back here, in this student's tab of the class, this is where you would manage those waitlists.



- Sarah Yee

54:59 - 55:05

So you can take, you can add these students directly to the waitlist by filtering this view to not enroll.

- Sarah Yee

55:05 - 55:12

So right here in the status column, you could filter it to not enrolled and then add those students to the waitlist.

- Sarah Yee

55:12 - 55:13

And I'll show you that right here.

- Sarah Yee

55:15 - 55:18

So as you see, we're showing all of the students right now.

- Sarah Yee

55:18 - 55:21

If we, if we filter to just not enroll.

- Sarah Yee

55:21 - 55:24

We can, oh, sorry, student here.

- Sarah Yee

55:27 - 55:30

So these are all the students, the 33 students that are not enrolled.

- Sarah Yee

55:30 - 55:36

We can easily add the students that we want to to a waitlist just using the associated row action here.

- Sarah Yee

55:41 - 55:50

Also, if you wanted to select more than one student, you then get this row action button here if these were students that were already enrolled.

- Sarah Yee

55:50 - 55:52

So let's flip this to only enrolled.

- Sarah Yee

55:55 - 55:59

So I could select these two students and unenroll them from the class here.

- Sarah Yee

56:08 - 56:11

So, have the feature of deleting versus canceling classes now.

- Sarah Yee

56:11 - 56:15

So if a start date for a class has already passed, the class can be canceled.

- Sarah Yee

56:15 - 56:19

That's not actually deleted the, corresponding attended the weekly contact.

- Sarah Yee

56:19 - 56:22

The progress records, those all have to be removed.

- Sarah Yee

56:22 - 56:37

So this can be done on the registrar role, it'll be hidden from your all classes menus but it and will not show for attendance in my classes for certificated teachers and it'll also not appear for registration on students' schedules.

- Sarah Yee

56:38 - 56:46

So all you do here is, you're in the registrar role, you go to all classes, and again, that row action gear for it, and you just choose Delete again.

- Sarah Yee

56:47 - 56:49

It says delete, but it's actually just cancel.

- Sarah Yee

56:54 - 57:08

If you need to delete class enrollments, you can choose multiple classes here in the All Classes table, and delete them all at the same time in the Registrar role by selecting the Selected Row Actions button at the very top.

- Sarah Yee

57:11 - 57:15

That deletes not just the class but all the corresponding enrollments along with it.

- Sarah Yee

57:19 - 57:21

Ok I'm going to quickly go over these tools and resources.

- Sarah Yee

57:22 - 57:27

We have a couple of new reports, the course data download and the class data download.

- Sarah Yee

57:27 - 57:31

The course data download is available for certificated teachers and registrars.

- Sarah Yee

57:31 - 57:34

The class data download is available for just the registrar.

- Sarah Yee

57:34 - 57:39

Well these can be found under all courses or all classes.

- Sarah Yee

57:39 - 57:42

And then that page action here where we typically final reports.

- Sarah Yee

57:42 - 57:48

This shows you all of the course content basically your entire course catalog.

- Sarah Yee

57:48 - 57:51

Same thing over here except with your classes.

- Sarah Yee

57:55 - 58:00

As many of you know, we do have all of our help documents and training videos listed here under ...

- Sarah Yee

58:00 - 58:04

Management button on our support page which you can find at this link.

- Sarah Yee

58:05 - 58:11

We will upload the video from today here, as long along with all of our previous webinars that we've done.

- Sarah Yee

58:11 - 58:13

Those are already listed there as well.

- Sarah Yee

58:17 - 58:24

And if you need help, of course, my goodness, and went back without letting me do it, OK.

- Sarah Yee

58:25 - 58:30

You can always go to our Help Center, or e-mail us directly at support at school data dot net.

- Sarah Yee

58:30 - 58:33

If you have any questions or run into any issues.

- Sarah Yee

58:33 - 58:37

There's our phone number as well, if you wanted to reach us there.

- Sarah Yee

58:39 - 58:52

Using that question mark in the upper right hand corner is how you access any of our Help Center documents, a helpdesk ticket, anything that you can do, a search for any topic that you may be looking for.

- Sarah Yee

58:56 - 59:01

And then as a reminder, we'd really appreciate if you could complete that webinar evaluation today.

- Sarah Yee

59:01 - 59:07

And know that the clock hours will not be available for about two weeks, but those will all be available.

- Sarah Yee

59:11 - 59:13

No, pop in the chat here.

- Sarah Yee

59:15 - 59:17

See if there's any last-minute questions.

- Sarah Yee

59:18 - 59:18

I didn't.

- Deidra - School Data Solutions

59:19 - 59:20

I didn't see anything in there.

- Deidra - School Data Solutions

59:20 - 59:22

Sarah wins the prize for conciseness.

- Sarah Yee

59:23 - 59:24

I.

- Deidra - School Data Solutions

59:24 - 59:25

Have far too many words, obviously.

- Deidra - School Data Solutions

59:25 - 59:28

So I'm happy to hang out.

- Deidra - School Data Solutions

59:28 - 59:30

I know that's the end of our scheduled time for today.

- Deidra - School Data Solutions

59:30 - 59:32



If there's folks that have questions.

- Deidra - School Data Solutions

59:32 - 59:34

I'm happy to hang on a little bit longer, and answer those.

- Deidra - School Data Solutions

59:34 - 59:37

But thank you for being here.

- Deidra - School Data Solutions

59:37 - 59:39

Hopefully, you got some good reminders.

- Deidra - School Data Solutions

59:39 - 59:44

And it's helpful as you think forward to scheduling classes for this year.

- Sarah Yee

59:47 - 59:48

Thank you, everyone.