

dadavan^o

student information systems

OUTCOMES
STUDENT INFORMATION SYSTEM

**CHECKLIST FOR
SCHOOL YEARLY SETUP**

Updated August 2014

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Just a reminder! The web browsers we recommend to use with Outcomes are Firefox, Chrome, and Safari

CHECKLIST FOR SCHOOL YEARLY SETUP

Here is a quick reference guide with the steps you should follow when setting up your school this year. We've made some changes to the setup, so be sure to review the steps below. Just follow the buttons until you get to setting up your courses. We've divided that part into Elementary and High School.

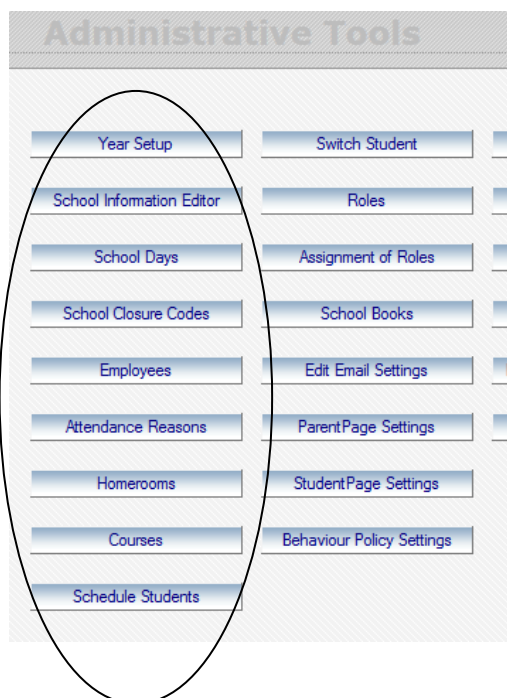
Update Student Data: (Students Tab)

First you want to make sure your students have been transferred into your school from last year, new students this year have been added, and any students who are not attending have been removed.

1. Be sure you do your end of year procedures before you begin this check list!
2. Bring in any new students from the transfer tank, if necessary (Admin tab/Students sub-tab/Student Transfer Tank button).
3. Add any students to your database who have not been in a previous Outcomes schools (Student tab/New Student button). Be sure to look for them in the transfer tank first!!
4. Remove students using the Students Tab/Transfer or remove button. Be sure to remove them as 'no shows'.

*Note: If your system tells you that student already has an account, **do not make another one** with a different ID number. Contact your Dadavan support person.*

Now you are ready to set up your school. Follow the buttons on the Admin Page:



The Global Registration Date button is now gone. When End-of-Year procedures are completed, all students are automatically given the registration date of the first day of the school year.

If you've previously completed the End of Year Procedures, don't worry – we've fixed your data.

Questions? Give us a call or an email.

Set up the School Year: (Year Setup button)

We've set the school year for everyone from August 16 to September 30. This will be your 'working year'; you will not change it. You will only need to set up the semesters/blocks and terms.

1. Set up semesters/terms dates and report card end writing dates

New! You now set your report card writing end dates when you set up your term dates – be sure to set them for at least 2 weeks after the end of the term. You can click on the link to see all the dates you've set once you are finished, if you wish.

2. Choose the school day cycle/periods.

3. Add period times for high schools (and elementary schools if you wish). These goes to teachers' timetables in the teacher planner as well as some new reports.

New! We've created a new report for our Ontario users; however, everyone can use it. It's a daily attendance report which calculates attendance by minutes. This report requires the number of minutes taught daily on the last teaching day of October and March. 300 is the number which is required for Ontario reporting. If you are unsure, you can use that number.

Update Your School Information: (School Information Editor button)

1. Update all this information. Don't leave out this step, as the information cascades to report cards, attendance alerts, and nominal roll.

Set up Your Calendar: (School Days button)

Note: Before you begin setting up your calendar, you might want to set up school closure codes, as they are needed for a new Daily Attendance Report. It was designed for Ontario schools; however, everyone will probably want to use it too! This is optional, of course, but we'd recommend you check out the School Closure Codes Button described below before you set your calendar!

1. Mark the school days calendar for the year, including all PD days, holidays, prescribed teaching days, and your teaching cycles

If you are using codes, this is what you will see when you make it 'not a school day'

Calendar Date 2014-09-01

Cycle Day Number

Official School Closures

Selected School Closures

Create School Closure Codes: (*School Closure Codes button*)

New! We've created a new student daily attendance report which requires school closures and attendance reasons to use codes. This report will give you a year's attendance report for a student by day and can also include their lates.

1. Add the school closures that you usually put on your school calendar and give each one a unique code. Here's an example

School Closure Codes			
Reason	Code		
Funeral	FN	Edit Reason	Delete Reason
Weather	W	Edit Reason	Delete Reason
PD Day	PD	Edit Reason	Delete Reason
Holiday	HOL	Edit Reason	Delete Reason
Community Event	CE	Edit Reason	Delete Reason

[Add School Closure Code](#)

2. Once you've completed that, now you set up your calendar using the new School Closure Codes feature, as shown in the Section above.

Update Employees: (*Employees Button*)

You will not see your employees listed until you click the 'Copy Employees from Last Year'. (This button is at the bottom of the employee page).

1. Update your employee listing by clicking on the link at the bottom of the screen. (If you don't have this permission, contact your Outcomes support person.)

Setup/Update your Attendance Reasons: (*Attendance Reason button*)

New! You can now copy the attendance reasons from last year and can add/edit attendance reasons or remove reasons you don't want to use this year. Remember, once attendance has been taken, you can't remove the reason so be sure to set this up before teachers begin taking attendance.

New! Teachers now have the option of entering explanatory notes when they do their attendance for any absent reasons as well as when students are late! You might want to review the attendance reasons with your principal, as we've added a new feature for taking attendance.

1. Copy attendance reasons from last year – edit them after speaking with the principal. Don't forget to include Late as a reason.
2. Be sure to indicate Excused or Unexcused for any absent reason.
3. Enter codes if you think you will want to use the daily attendance report by student

Set up Homerooms: (*Homerooms Button*)

1. Set up homerooms by clicking on Add New Homeroom link

The following steps are divided into Elementary Schools and High Schools (and any junior highs who schedule attendance by course).

ELEMENTARY SCHOOL Setup Continued:

Go to page 8 for high school setup.

1. Set up Attendance Sections: (*Courses button*)

Only set up attendance course sections here; other courses are set up through Standard Courses (see below)

1. Select Attendance from the ‘Add New Courses(s)’ link.

New! You now need to set the maximum enrollment. That means that when you schedule students into attendance sections, if you have more than 40 students, it won’t accept them all. If you don’t enter a number, the system will select 40. You can enter another number if you wish before you save and that will be your maximum enrollment for that course section.

2. Create a morning attendance section and an afternoon attendance section for each homeroom. (If students only attend in the morning, only create only a morning section for them. If they only attend in the afternoon, create an afternoon section only for that group)

Note: Use the homeroom name with the letters **am** following it for the morning attendance section and the afternoon section name ends with a pm

- 1 Smith am (no spaces or periods) (This is Mr. Smith’s morning attendance section.)
- 1 Smith pm (no spaces or periods) (This is Mr. Smith’s afternoon attendance section.)

2. Schedule Attendance Sections: (*Courses button*)

Once you’ve set up the attendance sections, now you need to schedule the attendance so teachers can take attendance.

1. Click the Schedule Attendance Sections link at the bottom of the screen and schedule the sections.
 - If all students come every day, you can do them all at once
 - If some grades (i.e., Kindergarten) don’t attend every day, you need to do those classes individually

Hint: If you want to check if you’ve done them properly, go to your Courses screen and click on ‘Schedule COURSE Sections’. Find the Attendance section and click on the ‘Schedule Attendance’ link. You can make any changes here.

3. Schedule Students into Homerooms and Attendance Sections: (*Schedule Students button*)

Note: If you exceed the maximum enrollment for the attendance section, you will get a warning message and will need to go back to the attendance section and change the maximum enrollment before you can continue adding students.

Note: Start date for homerooms will match each student's registration date, so you don't have the option to select a date for homerooms – you just click 'save'. Start date for attendance sections need to be selected – and must be the first date that students' attendance will be taken.

Have you put students in the wrong homeroom or attendance section?

- ✓ Use the Switch Student button to switch them to the correct grade, homeroom, course, or attendance section (Admin tab/Switch Student button)

4. Set up Standard Courses for Elementary Report Cards: (*Homerooms Button*)

This can be done now or closer to report card time once all your students are in their correct homerooms.

1. Set up the standard courses for elementary school report cards by going to the homeroom button, locating the Homeroom course, and clicking on the 'Edit Section' link.
2. Select the courses to be shown on the report card template, indicate the teacher for each course, and select the start date of school – then save.

New! *The Health and Fitness Module is linked to course sections. If your school decides to use this new module, you will need to go to the course section and indicate that it is attached to the Health and Fitness Module (Admin/Courses/select the course/edit section).*

5. Generating Registration Forms: (*Admin Tab*)

Registration forms can also be generated with data you have filled in on each student's input screen. These forms can be generated and given to parents at the beginning of the year. You can also generate a blank form to give to new students' parents.

To generate registration forms:

1. Click the '**Admin**' tab
2. Click on the '**Students**' sub tab on the left hand side of the screen
3. Click on the '**Student Registration Forms**' button
4. You can print the registration form by student, homeroom, or grade.
5. To generate a blank form, check the box by 'Generate Blank Form'

Your Elementary School is now set up and you are all set to start your school year!!

HIGH SCHOOL Setup Continued:

1. Set up Courses and Course Sections (*Courses button*)

You now need to set up High School Courses. This method is also used for any junior high courses that take attendance by course.

1. Choose the courses using the 'Add New Course(s)' link
2. Create sections for each course:
 - Name the sections so it is easy for scheduling, such as the term or semester or teacher name. Here are a few examples:
 - English 401 Sem 1 (*English 401 is the course name; Sem 1 shows it is taught in Semester 1*)
 - Mathematics 105 Bl 2 (*Mathematics 105 is the course name; Bl s shows it is taught in Block 1*)
 - Biology 463 Sem 1 Smith (*Biology is taught in Semester 1 and is taught by Ms Smith*)

New! You now need to set the maximum enrollment. That means that when you schedule students into course sections, if you have more than 40 students, it won't accept them all. If you don't enter a number, the system will select 40. You can enter another number if you wish before you save and that will be your maximum enrollment for that course section.

New! The Health and Fitness Module is linked to course sections on this screen now. If your school decides to use this new module, you indicate on this screen too.

2. Schedule Students into Course Sections: (*Schedule Students button*)

1. Click on the 'Schedule Students' button on the admin page
2. Add students to course sections.

New! If you exceed the maximum attendance, you will get a warning message and will need to go back to the course section and change the maximum enrollment before you can continue adding students.

Note: Start date for course sections must be selected.

Have you put students in the wrong course section?

- ✓ Use the Switch Student button to switch them to the correct course (Admin tab/Switch Student button)

3. Schedule Course Sections: (*Courses Button*)

Note: If you put the students in each course section **before** you schedule your high school courses, you will receive messages if you have scheduling conflicts for students or teachers when you try to schedule the courses periods. However, if there is a conflict, you still can schedule students and teachers.

To schedule courses:

1. Select the ‘**Courses**’ button from the admin page. You will see all the courses with their sections created.
2. Click the ‘**Schedule Course Sections**’ link at the bottom of the screen
3. Select the course from the list at the bottom of the page
4. Click on each course ‘**Terms**’ link to schedule the terms
5. Click on each course ‘**Periods**’ link to schedule the periods

4. Generating High School Student Timetables/Schedules: (Admin Tab)

To print schedules for students,

1. Click on the ‘**Admin**’ tab
2. Click the ‘**View Schedules**’ button in the Students Section
3. Identify whether you want to generate a schedule for one student, one homeroom, or one grade level
4. Use the dropdown menu to select your option
5. Press ‘**Generate Schedule(s)**’ button

5. Generating Registration Forms: (Admin Tab)

Registration forms can also be generated with data you have filled in on the student input screen. These forms can be generated and given to parents at the beginning of the year to update. You can also generate a blank form to give to new students’ parents.

To generate registration forms:

1. Click on the [Green Administration Button](#) on the HomePage or click the ‘**Admin**’ tab
2. Click on the ‘**Students**’ sub tab on the left hand side of the screen
3. Click on the ‘**Student Registration Forms**’ button
4. You can print the registration form by student, homeroom, or grade.
5. To generate a blank form, check the box by ‘**Generate Blank Form**’

Your High School is now set up and you are all set to start your school year!!