

INFORMATION TECHNOLOGY NEWSLETTER



May 2012



Things To Do — End of Year

1. Set deadline for teachers to have grades ready
2. Teachers Update JGradebook info
3. Missing Grades Audit
4. Incomplete Grades Audit
5. Calculate Semester and Final Averages
6. Teachers Verify Final Grades
7. Update GPA
8. Run Possible Failures report
9. Assign SBLC Codes for retained students
10. Honor Roll list
11. Perfect Attendance list
12. Post Endorsements
13. Enter Leave info for Completers and Certificates
14. Set up School Next Year for students leaving your school

Student Information

Once parents have returned the Student Information Forms and the data has been updated, there should be no students with missing address, phone number or parent data.

You can check for missing information by running the Recruiter and Alpha List under the Lists tab on the Student Information screen.

After running the report, click on the Address Line 1 header. Any missing addresses will be at the top of the list. You can also click on City, Zip Code, Phone, Parent/Guardian, etc. headers to locate any other missing information.

Student Absence Count

To locate the number of student absences by student or homeroom teacher:

Click on Attendance
Audits & Lists
AYTD List Homeroom/grade

(You may also select Number 20—AYTD List Homeroom/Grade on the Attendance Dashboard).

Enter the skip code of "P", if you wish to exclude students on field trips, ISS, Homebound, etc.

Need Absentee/Attendance Rates for the Year?

The Monthly Attendance Report can be found by selecting Attendance. Select Audits & Lists and click on Monthly Attendance Report.

In the setup box, make sure the year and date range (usually the first and the last day of school) are correct. Click OK.

After the report has processed, click the Print button and select Print Average Totals. This report can also be run for certain ethnicities, grades, etc. Change the year and use the report information to compare percentages.

Senior Grade Reporting Timelines

Regular Schools — Seniors Only

Senior Final Exams			May 7-10, 2012
Last update by office staff before Senior Grade Reporting	4:30 p.m.	Fri	May 18, 2012
Make sure all retentions have been marked using Loaders—Update SBLC Code List	4:30 p.m.	Fri	May 18, 2012
Teacher Grade Books Locked for Senior Grade Reporting	8:00 a.m.	Mon	May 21, 2012
Senior Report Cards ready for pick up in IT	Noon	Tue	May 22, 2012
Senior Report Cards mailed by IT	Noon	Tue	May 22, 2012
Teacher Grade Books open for Senior corrections		Thu	May 24, 2012
Schools must key in all final history grade reporting corrections on graduating students for high school certificates			
High Schools need to exit any seniors who are receiving Skills or Achievement Certificates using the date of 5/30/12 And the appropriate Leave Code		Wed	May 30, 2012
Schools complete Senior Graduating Status		Thu	May 31, 2012
Certificates of High School Credits pulled by State Department		Fri	June 15, 2012



HIGH SCHOOLS — ALL SENIOR REPORT CARDS WILL BE MAILED UNLESS OTHERWISE INSTRUCTED BY CONTACTING INFORMATION TECHNOLOGY BEFORE MAY 22nd.

Certificates

High Schools need to exit any Seniors who are receiving Industry-based Certificates.

Use the appropriate Leave Code and May 30, 2012 as the exit date.

Diploma Endorsements

Do not forget to enter Diploma Endorsements for your seniors before the student graduates.

To enter these, bring the student up on the Student Information screen and click on the "Voc1" tab and click inside the Diploma Endorsements box. Use only codes A1-A4 and B1-B2.

Don't forget to click **Save!!**

Final Grade Reporting Timelines

Regular Schools

Address/SSN Verification Sheets need to be completed	4:30 p.m.	Fri	May 4, 2012
Kindergarten Grade Books Locked for Grade Reporting	4:30 p.m.	Thu	May 24, 2012
Kindergarten Report Cards ready for pick up in IT	Noon	Tue	May 29, 2012
Last update by office staff before Grade Reporting	4:30 p.m.	Fri	Jun 1, 2012
Make sure all retentions have been marked through Loaders — Update SBLC Code List	4:30 p.m.	Fri	Jun 1, 2012
Update Hold Report Cards through Loaders	4:30 p.m.	Fri	Jun 1, 2012
Teacher Grade Books Locked for Grade Reporting	8:00 a.m.	Mon	Jun 4, 2012
School copies of Report Cards ready for pick up in IT	Noon	Thu	Jun 7, 2012
Information Technology mails Report Card Mailers	4:30 p.m.	Thu	Jun 7, 2012

Year-Round Schools

Teacher Grade Books open for 3rd 9-Weeks corrections	All Day		May 7-11, 2012
Progress Reports run for 4th 9-Weeks		Wed	Jun 6, 2012
Kindergarten Grade Books Open for Fourth 9-Weeks	All Day		Jun 11-25, 2012
Kindergarten Grade Books Locked for Grade Reporting	4:30 p.m.	Mon	Jun 25, 2012
Kindergarten Report Cards ready for pick up in IT	Noon	Tue	Jun 26, 2012
Last update for office staff to update prior Grade Reporting	8:00 a.m.	Tue	Jul 3, 2012
Update Hold Report Cards through Loaders	8:00 a.m.	Tue	Jul 3, 2012
Make sure all retentions have been marked through Loaders — Update SNLC Code List	8:00 a.m.	Tue	Jul 3, 2012
Teacher Grade Books Locked for Grade Reporting	8:00 a.m.	Tue	Jul 3, 2012
School copies of Report Cards ready for pick up in IT	Noon	Thu	Jul 5, 2012
Information Technology mails Report Card Mailers		Thu	Jul 5, 2012

TRAINING -- SAVE THE DATE!!

The Elementary Scheduling Training dates and times for May are shown below:

5/1/12 2:00 pm—5:00 pm
Arthur Circle
Atkins
Barrett
Blanchard
Central
Cherokee Park
Claiborne
Creswell
Timmons
Vivian
Alexander

5/2/12 2:00 pm—5:00 pm
Eden Gardens
Fairfield
Forest Hill
Judson
Keithville
Lakeshore
Midway
Mooretown
Turner
Werner Park
South Highlands

5/8/12 2:00 pm—5:00 pm
North Highlands
Northside
Oak Park
Oil City
Pine Grove
Queensborough
Caddo Heights
Herndon
University
West Shreveport
Summerfield

5/9/12 2:00 pm—5:00 pm
Mooringsport
Riverside
Shreve Island
Southern Hills
A. C. Steere
Stoner Hill
Summer Grove
Sunset Acres
Walnut Hill
Westwood

Can't connect to WebPams?

Try the following:

- Click on the wrench
- Click on Tools
- Click on Clear Browsing Data...
- Click on the Clear browsing data tab
- Sign on again



NEXT YEAR SCHEDULING

When rolling up your students and students with your school next year location code, make sure you perform the 'Undo' process first.

This will remove any student from the 12-13 school year that has exited or had a School Next Year change.

The last day to roll up students is May 31st.

RETENTIONS

Please remember to mark all retained students, including any non-graduating seniors.

To mark retained students:

Student Master
Student Information Screen
Loaders
Update SBLC Code List

To mark an individual student, pull up the student in the Student Information screen. Click on the SBLC Code field and select the appropriate code.

MEMORIAL DAY



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DUAL ENROLLMENT

CURRENT YEAR—Make sure your Dual Enrollment Courses in the Master Schedule have been updated with the college and hours earned.

PREVIOUS YEAR—In the Transcript Work Station, any course with a 'D' Honor Flag must have the college and hours earned entered.

END OF YEAR DROPS

If a student is not returning next year, you should drop the student in the 2012-2013 school year.

Simply change the school year to 12-13 in the Student Master Setup Box and enter the leave information.

****DO NOT EXIT IN THE 2011-2012 SCHOOL YEAR****

