


School Set Up Checklist

The following is a list of fields on screens to be set up before converted data and student information can be tested (Note: Refer to the Conversion Details document for specific conversion pre-requisites). Most of the screens that need to be set up are from the school menu, with the exception of Standard Tests, which is under the Administration menu. Some of these fields will be updated through the conversion process, and some of them will be updated with a default value. It is important to go through the list to ensure that proper values are entered.



Be sure to click  and select the school you will be working with. Pay attention to the YEAR field. It should display the current school year. (School year 2006-2007 will display as 2006)

The minimum setup for converting in data is indicated below. Forms with mandatory data are marked with an asterisk (*) and mandatory fields are bolded.

*School > School Information > School Details

This screen is used to set up basic school details. These fields need to be set up correctly in order for basic school functionality to run as desired.

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	School #	A four-digit School identifier.	Pre-loaded – check for accuracy.
<input type="checkbox"/> 2.	Code	A three letter alpha code to identify the school. Typically the initials of the school.	Pre-loaded – check for accuracy.
<input type="checkbox"/> 3.	Min/State No	The Ministry number (4303XXX – where 43 is your current district number, 03 is your old district number XXX is the number of your school)	Pre-loaded – check for accuracy.
<input type="checkbox"/> 4.	Name	The full name of the school (approved ministry name).	Pre-loaded – check for accuracy.
<input type="checkbox"/> 5.	Address	In the first line field, enter the street address. In the second line field, enter the city and state / province (no punctuation should be used).	Pre-loaded – check for accuracy.
<input type="checkbox"/> 6.	Postal Code	Enter the postal code for the school	Pre-loaded – check for accuracy.
<input type="checkbox"/> 7.	Phone/Fax	The phone number for the school and fax number	Pre-loaded – check for accuracy.
<input type="checkbox"/> 8.	Mailing Address	Enter the school's mailing address	Pre-loaded – check for accuracy.
<input type="checkbox"/> 9.	Email	Enter the school's email address	
<input type="checkbox"/> 10.	Board/District	Using the drop down menu, select the Board or District to which your school belongs	
<input type="checkbox"/> 11.	Area	Using the drop down menu, select the Area to which your school belongs if your district has already defined these codes. (Area System Codes need to be set up prior to	

Checklist	Parameter	Description	Comments
		using this field.	
<input type="checkbox"/> 12.	Field Office	Using the drop down menu, select the Field Office to which your school belongs (Field Office system codes need to be set up prior to conversion – SYS250)	
<input type="checkbox"/> 13.	Family of Schools	Using the drop down menu, select the Family of Schools to which your school belongs (Family of Schools system codes need to be set up prior to conversion – SYS255)	
<input type="checkbox"/> 14.	Superintendent	Using the drop down menu, select from the list of Superintendents available in your District.	
<input type="checkbox"/> 15.	Superintendent Phone	The phone number for the Superintendent	
<input type="checkbox"/> 16.	French Program Option	Select French program option from the drop down list	
<input type="checkbox"/> 17.	Principal	Enter Principal's name (Principals name does not need to be entered in Staff Maintenance prior to entering name in School Details)	
<input type="checkbox"/> 18.	e-mail	Enter an e-mail address for the Principal	
<input type="checkbox"/> 19.	Vice Principal	Enter the name of the Vice Principal (up to 3 names) (Name of VP does not need to be entered in Staff Maintenance prior to entering name in School Details)	
<input type="checkbox"/> 20.	School Description	Select a school description. List of values populates from SYS813 School Description Codes.	
<input type="checkbox"/> 21.	Type	Select the type of school from the drop down menu. The choices available are hard-coded in the system	
<input type="checkbox"/> 22.	Sub-Type	Select the sub-type for your school. These have been entered as system codes and will be classified by your District.	This should be set to 'Regular Day School'. Before choosing any other option please contact support.
<input type="checkbox"/> 23.	Homeroom Assign.	Indicate how your school will assign the homerooms. This option works with the mass assign homerooms feature and does not need to be selected if schools are placing students in homerooms individually. Other choices include: By Class Period - you will have to indicate which period in the Period box; By Grade and Alpha Grouping - this choice will assign homerooms first by the students' grade and then by student name in alphabetical order; By Grade and Random Grouping - this choice will assign homerooms first by a student's grade and then randomly select students to place in each homeroom	
<input type="checkbox"/> 24.	Attendance Type	Select the appropriate Attendance Type for your school. The type of attendance set up in School Details will ultimately determine the menu choices in the Attendance Module. Attendance Type choices are hard-coded and include: Period - attendance will be taken in every period. Daily - attendance is taken on a daily basis. This may	

Checklist	Parameter	Description	Comments
		<p>include a.m. and p.m. attendance as well.</p> <p>Specific Period - Attendance is to be taken in a specified period only. A popup will appear into which you will enter that period.</p> <p>Positive Attendance - In this Attendance mode, a student is marked Present if in attendance as opposed to Absent if away from class. Uses for this type of attendance may include remote internet classes.</p> <p>None - your school does not take attendance</p>	
<input type="checkbox"/> 25.	Alternate Period Attendance	If the box is checked, then you will see both daily and period attendance methods in the Attendance Start screen. The attendance you choose in the School Details screen is your primary attendance. When you check the Alternate Attendance button, whatever is not selected is your secondary attendance. Attendance reports are run on the primary attendance.	
<input type="checkbox"/> 26.	Check the days the school has classes	Select any and all days in which classes are run / courses are offered in your school	
<input type="checkbox"/> 27.	Course Capping	Select "On" to prevent overloading in courses. Select "User Choice" to give counsellors the ability to deselect this option on a Student's Course Selection screen thus allowing a student to enrol in a course that is over its capping limit	
<input type="checkbox"/> 28.	Courses in Use	<p>Select this box if the school will be using Courses. This is required for Scheduling and Master Timetable purposes.</p> <p>If the school is not using courses the box must be unchecked or students will default to part-time status upon mass registration regardless of the part-time/ full-time status in homeroom set-up.</p>	
<input type="checkbox"/> 29.	Using Course Alternates	Select this box if your school uses Course Alternates. This works with the Master Timetable Builder to assign an alternate course if the primary course is unavailable	

School > School Information > School Details > Picture Locations

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Students: Client/Server Web		Contact support desk for assistance with loading pictures

School > School Information > School Details > Logo

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Logo ID		Contact support desk for assistance with

Checklist	Parameter	Description	Value
			loading pictures
<input type="checkbox"/> 2.	Logo Name		Contact support desk for assistance with loading pictures

School > School Information > School Details > More Info > More School Details

Fields not shown below are not used in BC. They can be entered for informational purposes only.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Next School Default	Enter the school that most of the students in your school will move to next year.	Typically, this will be the same school. Last grade students moving to another school next year, can be dealt with separately thru the YET process
<input type="checkbox"/> 2.	Allow Teacher Room Conflicts	Check if your school allows a teacher and/or room to be scheduled into the same period more than once. A soft warning will appear when a section is created in Course Section Maintenance indicating that the Teacher and / or room has already been scheduled, and the user will be allowed to continue	Recommended
<input type="checkbox"/> 3.	Print Intervention letters	If selected, this checkbox allows the school to print Attendance Intervention letter for students with attendance problems. If unchecked, all letters will be printed at the Board / District office.	
<input type="checkbox"/> 4.	Calculations for Attendance Intervention by	Choose to calculate attendance intervention by days or courses.	

***School > School Information > School Details > More Info > Current Year**

This screen is used to set up current year information for the school.

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Year	The current school year auto-populates.	
<input type="checkbox"/> 2.	Semestered?	Check this box to indicate that the school uses semesters in its scheduling. Note at least one semester must be set up in order to create homerooms.	
<input type="checkbox"/> 3.	Number of Semesters	If it is a semestered school, enter the number of semesters in the school year. If you run 36-week courses, enter 1. If you run 18-week courses, enter 2. Note at least one semester must be set up in order to create homerooms.	
<input type="checkbox"/> 4.	Number of Terms	Enter the maximum number of terms offered at your school, within a semester. A term is a further division of a semester. A school that offers 9 week long courses will	

Checklist	Parameter	Description	Comments
		have 2 semesters and 2 terms.	
<input type="checkbox"/> 5.	Number of Days	Enter the number of days it takes to cover your entire course offering. For example, if you can cover the full course offering in one day, enter 1. If you run an alternating day schedule, i.e. four courses one day and four the next, enter 2.	
<input type="checkbox"/> 6.	Max # of Periods	Enter the maximum number of periods that run in a day. This number should include regular class periods, plus those that run before or after school.	
<input type="checkbox"/> 7.	Use Lunch	For scheduling purposes, this checkbox should be enabled once the lunch periods have been identified in the Lunch Periods block. Leave this unchecked if you will not be scheduling lunch.	
<input type="checkbox"/> 8.	Number of Tumble Patterns	Enter the number of tumble patterns to be used by the school for the randomization of the schedule. Note: The number entered here will establish the number of Tumble Patterns to be used in the Tumble Patterns block	
<input type="checkbox"/> 9.	Tumble Patterns (D1-D20)	Tumble patterns determine the order in which classes are presented on any particular day. The tumble patterns can be organized according to the school's preference to allow for variety when ordering courses and to allow for assemblies and other functions that may occur on a regular or random basis. Note: The assignment of the tumbles to the actual School Days occurs in the Attendance Module.	Enter at least ONE tumble pattern to match the number of periods in the day. Schools which do not use periods still need to enter at least one tumble pattern - this can be achieved by entering a 1 in the first box under D1.
<input type="checkbox"/> 10.	Period	Enter periods from one to the maximum number, as indicated in the Maximum # of Periods field	
<input type="checkbox"/> 11.	Length	Enter the length (in minutes) of each period. Period lengths can vary	
<input type="checkbox"/> 12.	Lunch Periods	Enter the periods that will be designated as Lunch Periods. As soon as this information is entered, the Use Lunch field will automatically be checked	
<input type="checkbox"/> 13.	Travel Time	Enter the time, in minutes, for students to travel between classes. This should only be entered if you wish the travel time to be included in the calculation of student's course minutes.	
<input type="checkbox"/> 14.	Average Period Length	This is a system-calculated number based on the period lengths entered. Informational field only. If this field is left blank, the minute's calculation will be based on actual period lengths. If you run variable period lengths in a day, the average figure will be used for the minute's calculation. This could have an impact on defining a student as a full-time or part-time student.	
<input type="checkbox"/> 15.	Total School Minutes / Override	The Total School Minutes is automatically calculated by the system based on the total period lengths. Informational field only. Enter an override number, in minutes, to account for additional minutes in a day used for extra-curricular activities, meetings, etc	
<input type="checkbox"/> 16.	Course for Extra-	Enter any course codes that will be allotted extra time	

Checklist	Parameter	Description	Comments
	minutes	during the day. Note: Certain courses may be allotted extra time in order to move a student from part-time to full-time status.	
<input type="checkbox"/> 17.	Course Extra-minutes	Enter the extra minutes to be allotted to these identified courses	
<input type="checkbox"/> 18.	Locker Validation	Check the box to ensure that a locker assignment is validated against the Master Locker List	
<input type="checkbox"/> 19.	In the Sept. Reports File Transfer?	Not currently required in BC	
<input type="checkbox"/> 20.	Use Standard Reporting Days	Not currently required in BC	
<input type="checkbox"/> 21.	Can Teachers Override Report Cycle Weight	Used only if you have Teacher Assistant. Allows a teacher to over-ride the school settings.	
<input type="checkbox"/> 22.	Can Teachers Override Schools Mark Scale	Allows a teacher to over-ride the school settings.	This Should NOT be checked. Note: the Mark Scale that should be used by all schools is the one detailed in the Provincial Orders and shown in the Standards Handbook
<input type="checkbox"/> 23.	GPA Calculation	Select the GPA calculation method relevant to your District / School.	BC schools intending to use BC Report cards should set this field to <i>GPA Module</i> . This allows for the set up of the GPA Reporting dates, which are used in the BC Report Cards.
<input type="checkbox"/> 24.	Ranking Method	Select the method for ranking student performance in your school.	BC schools intending to use BC Report Cards should set this field to <i>GPA Module (Grade)</i> . This allows for the set up of the GPA Reporting dates, which are used in the BC Report Cards.
<input type="checkbox"/> 25.	For Homerooms Use: Semester, Semester Term	Select the appropriate radio button to determine if the school will assign homerooms by semester, or semester and term.	

***School > School Information > School Details > More Info > Grades and Catchments**

This screen is used to set up the grades each school offers. BC is not using catchments

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Code	N/A.	
<input type="checkbox"/> 2.	Description	N/A	
<input type="checkbox"/> 3.	Catchment Name	N/A	
<input type="checkbox"/> 4.	Grade	Select the grades taught in the school. List populates from SYS260 Grades	
<input type="checkbox"/> 5.	Description	The grade description populates based on the grade selected	
<input type="checkbox"/> 6.	Unavailable Period	Select a period that a grade cannot take a course in, if applicable. Used in the Master Timetable Builder	
<input type="checkbox"/> 7.	Last grade at School	Identify the last grade taught at the school	This must be selected for Year End Transition to work correctly.

***School > School Information > Schedule**

This screen is used to set up the beginning and end dates for the school year, as well as semesters and terms the school offers and wishes to attach to a course. A separate record must be created to indicate each semester and term.

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Semester	All schools need to have a Semester 0 row. All schools using homerooms will need to have at least a semester 1 row. A typical Secondary school with two semesters will need to have a Semester "0" to represent the full year, in addition to the Semester 1 and 2. It must be entered first with the full year dates. Enter a row for each semester and term.	
<input type="checkbox"/> 2.	Start Date/End Date	Enter the start and end dates for the full year then for each semester. Dates cannot overlap.	
<input type="checkbox"/> 3.	Term	Enter each term within each semester. A term is a further breakdown of a semester. A typical setup for a Secondary school offering 36 week, 18 week and 9 week courses would be 2 Semesters, 2 Terms.	
<input type="checkbox"/> 4.	Start Date/End Date	Enter the start and end dates for each term.	

An example of a course based school schedule where the school offers courses in both semesters and terms. This school has two semesters per year and two terms per semester. The first record indicates the full school year.

Schedule					
Semester	Start Date	End Date	Term	Start Date	End Date
0	05-SEP-2006	29-JUN-2007	0	05-SEP-2006	29-JUN-2007
1	05-SEP-2006	02-FEB-2007	0	05-SEP-2006	02-FEB-2007
1	05-SEP-2006	02-FEB-2007	1	05-SEP-2006	09-NOV-2006
1	05-SEP-2006	02-FEB-2007	2	10-NOV-2006	02-FEB-2007
2	05-FEB-2007	29-JUN-2007	0	05-FEB-2007	29-JUN-2007
2	05-FEB-2007	29-JUN-2007	1	05-FEB-2007	13-APR-2007
2	05-FEB-2007	29-JUN-2007	2	16-APR-2007	29-JUN-2007

*School > School Information > School Details > More Info > Course Lengths and Formats

This screen indicates the course lengths offered at the school and their corresponding format (example: course offered every day or on alternating days)

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Number	A free form, unique number, this is an ID that will be used for the specified Course Length and Format you are creating.	
<input type="checkbox"/> 2.	Course Lengths	Select from the drop down menu to choose a Course Length – course length indicates how long it will take a course to run from beginning to end. Course Lengths are system codes set up at the Enterprise level.	
<input type="checkbox"/> 3.	Course Formats	Select from the drop down menu to choose a Course Format - Full Term, Full Semester, etc. Course Formats are application-defined codes.	

School > School Information > School Details > More Info > Course Start Dates

This screen allows start dates to be attached to courses. Dates populate drop down list from the School Schedule.

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Course Length	Select a Course Length. List populates from SYS581 Course Lengths and Formats	
<input type="checkbox"/> 2.	Description	Select the Start Dates to populate the Start Date Description. List populates from SCH099 School Schedule (based on course length)	
<input type="checkbox"/> 3.	Ext. Code	N/A	

School > School Information > Reporting Periods

This screen is used to attach reporting periods to course lengths and start dates set up in SYS585 Course Start Dates. Reporting periods need to be set up for each course length and start date in order to be able to record marks for courses.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Course Length/Start Date	Select the Course Length and Start Date. List populates from SYS581 Course Lengths and Formats	
<input type="checkbox"/> 2.	Report Cycle Number	Enter a number for the report cycle	
<input type="checkbox"/> 3.	Long Name	Enter the long name for the reporting period	
<input type="checkbox"/> 4.	Short Name	Enter a short name for the reporting period	
<input type="checkbox"/> 5.	End Date	Enter an end date for the reporting period.	This has no effect on when marks can be entered for a given Reporting Period
<input type="checkbox"/> 6.	Mark Calculation	Mark Entry is the default Calculated is used with teacher assistant. Marks are calculated based on report cycle weights. If teachers are using Grade book then this should be set to Calculated. When selected, a button entitled Report Cycle Weights will allow weights to be applied to each reporting period.	
<input type="checkbox"/> 7.	Final Mark?	Identify which reporting period will report a final mark. One period must be flagged as a final mark for each course length/start date and only one period may be flagged as final for each course length/start date.	
<input type="checkbox"/> 8.	Exam		Not applicable to BC.
<input type="checkbox"/> 9.	Marking Start Date	Enter the date that teachers can start to enter marks into this reporting period.	If you want to define a mark entry date range for your teachers, enter a Marking Start and End Date. This only affects teachers. School users can still update marks for any Reporting Period, regardless of these two settings.
<input type="checkbox"/> 10.	Marking End Date	Enter the end date for entry of marks into this reporting period. Teachers will only be able to enter marks within this date range.	

The example below demonstrates how a school may set up its reporting periods for a full year course. Reporting periods will need to be set up for each course length and start date (e.g. A school could require reporting periods set up for 1 full year, 2 semester and 4 term courses).

Course Length Start Date

Course Length Start Dates Full Year Course 05-SEP-2006

	Long Name	Short Na...	End Date	Mark Calculation	Final Mark? Exam	
1	First Report Period	FR1	09-NOV-2006	Mark Entry	No	<input type="checkbox"/>
2	Second Report Period	SR2	02-FEB-2007	Mark Entry	No	<input type="checkbox"/>
3	Third Report Period	TR3	13-APR-2007	Mark Entry	No	<input type="checkbox"/>
4	Fourth Report Period	FR4	22-JUN-2007	Calculated	Yes	<input type="checkbox"/>

School > School Information > School Details > More Info > Period Start and End Times

The period start and end times set up in this screen are used for the Find Student button on the start screen. These times are associated to the tumble pattern periods on the Current Year canvas (SYS040) but do not affect other system functionality. This is an optional screen.

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Query Grades	Select ALL (for all grades). Select a specific grade if setting Period Start and End times for a specific grade(s).	
<input type="checkbox"/> 2.	Period	Enter the period number	
<input type="checkbox"/> 3.	Start/End Time	Enter the starting time of the selected period and the ending time. Be sure to factor in any travel time to the Start Time	
<input type="checkbox"/> 4.	Grade	If the start/end time is associated with a specific grade, that grade is displayed in this field. If nothing is displayed then the start and end times related to all grades	

*School > School Information > Non School Days

This screen is used to set up non-school days. The Schedule (SCH099) and school days selected on the School Details screen (SYS040) indicates the days that should be counted as school days. This screen indicates which days fall within those criteria but are exempt due to holidays, professional development or other school related breaks. Once non-school days are set up for one school they can be copied to all schools in the district or a type of school in the district.

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Non-School Date	The actual calendar date of the non-school day	
<input type="checkbox"/> 2.	Reason	The reason for which this date has been designated non-school. These reasons have been set up in the Systems Codes table called Master Non-School Days - SYS320. To view if the day is set as instructional or not, go to the system codes table <i>Administration > System Codes > School > Non-school day</i> . Instructional days will be counted in the school	

Checklist	Parameter	Description	Comments
		calendar as a school day.	

School > School Information > Rooms

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Code	Enter up to a 6 character room code	
<input type="checkbox"/> 2.	Long Name	Enter the Room Name. Use up to 30 characters.	
<input type="checkbox"/> 3.	Capacity	Enter the maximum number of people in a room for fire and safety. Use up to 4 characters	
<input type="checkbox"/> 4.	Room Type	Select a room type. List populates from SYS278 Room Types	

School > School Information > Staff Maintenance > Staff Details

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Teaching Staff/Non-Teaching Staff/All Staff	Select to see a list of Teaching Staff, Non-Teaching Staff or All Staff. When adding staff, each will be marked as teaching or non-teaching depending upon the current list displayed. If All Staff are currently shown it will be necessary to identify the position of each new staff member	
<input type="checkbox"/> 2.	ID	Enter teacher staff ID (if applicable)	
<input type="checkbox"/> 3.	Last Name	Enter teacher/staff last name	
<input type="checkbox"/> 4.	Initials	The teacher/staff initials. Every teacher/staff member must be entered with initials. Duplicates will produce an error. It is recommended that a number ID is used.	
<input type="checkbox"/> 5.	First Name	Enter teacher/staff first name	
<input type="checkbox"/> 6.	SIN	Enter teacher's SIN (optional)	
<input type="checkbox"/> 7.	Gender	Enter teacher's gender.	
<input type="checkbox"/> 8.	Teacher Indicator	Ensure that this is checked if the staff member is a teacher. When adding staff on SCH040 Staff Maintenance, each will be marked as teaching or non-teaching depending upon the current list displayed. If All Staff are currently shown it will be necessary to identify the position of each new staff member.	
<input type="checkbox"/> 9.	Assigned Room	If a teacher is assigned to a room then select the appropriate room.	
<input type="checkbox"/> 10.	Grades Taught	Enter grades taught by teacher	

School > School Information > Homeroom Maintenance

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	HRoom	Enter homeroom code (division or class)	
<input type="checkbox"/> 2.	S	Enter the Semester for the homeroom.	
<input type="checkbox"/> 3.	Seats	Enter the number of seats available in the homeroom. This is different from the capacity number that is set for fire and safety reasons on the Room screen	
<input type="checkbox"/> 4.	Used	Displays the number of seats used as students are assigned	

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 5.	Teacher	Select the teacher for the homeroom. List populates from SCH040 Staff Maintenance	
<input type="checkbox"/> 6.	Room	Select the room number. List populates from SCH030 Room Maintenance	
<input type="checkbox"/> 7.	Class Type	Select the class type. List populates from SYS560 Class Types. Displays only when using Daily Attendance	
<input type="checkbox"/> 8.	Full/Half Time	Indicate whether this is a Full Time homeroom or a Half Time homeroom. Displays only when using Daily Attendance. Note: A selection MUST be made here or it will not be possible to take attendance for the homeroom	
<input type="checkbox"/> 9.	AM/PM	Indicate whether this is only an AM homeroom or only a PM homeroom. If Full Time is selected the fields are unavailable. Displays only when using Daily Attendance	
<input type="checkbox"/> 10.	Course Type	Select the type of course. List populates from SYS267 Course Types. Displays only when using Daily Attendance	
<input type="checkbox"/> 11.	Learning Hours	N/A	
<input type="checkbox"/> 12.	External Code	N/A	

School > School Information > Departments

Departments can be copied from one school to all other schools in the district or to other school types in the district. **Department is a required field on the Course Maintenance form**

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Code	Enter a department code	
<input type="checkbox"/> 2.	Description	Enter a description of the school's department	
<input type="checkbox"/> 3.	Dept Category Code	Select the District level department that this department will match up with. List populates from SYS252 Department Categories	

School > School Information > School Details > More Info > Mark Scale Entry

Note: The Standard Provincial Mark Scale must be entered on this screen.

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Pass/Fail	Indicate if the grade is a passing or failing grade.	See Standards Handbook
<input type="checkbox"/> 2.	Alpha	Indicate the Alpha grade.	See Standards Handbook
<input type="checkbox"/> 3.	External Code	N/A	
<input type="checkbox"/> 4.	Low	Indicate the lowest numerical value that can be awarded to receive this alpha grade (if applicable)	See Standards Handbook
<input type="checkbox"/> 5.	High	Indicate the highest numerical value that can be awarded to receive this alpha grade (if applicable)	See Standards Handbook
<input type="checkbox"/> 6.	Conv	N/A	
<input type="checkbox"/> 7.	Reporting Period	This field will display if 'Use Mark Scale by Reporting Period Type' is set to Yes on the School Tab of the Company File. If set to Final, the Final mark will be converted to Alpha, if set to Interim, the Interim mark will be converted to Alpha,	

Checklist	Parameter	Description	Comments
		and if set to Both then Both will be converted to Alpha (if the Reporting period field does not display this functionality will be used).	
<input type="checkbox"/> 8.	Comp Comply	If checked and the student earns the corresponding mark, the compulsory credit will be awarded towards the students diploma. If left unchecked and the student is awarded a passing grade the credits earned will go towards additional credits and not compulsory credits required for diploma graduation.	
<input type="checkbox"/> 9.	Report Card Legend	Enter the description of the alpha grade (e.g. excellent, good etc..)	See Standards Handbook
<input type="checkbox"/> 10.	Grade Point	Enter the grade point awarded for this grade.	See Standards Handbook
<input type="checkbox"/> 11.	Level	N/A	

Mark Scale

Pass	Fail	Alpha	External Code	Low	High	Conv	Period	Reporting Comp	Comply	Report Card Legend	Grade Point	Level
<input type="radio"/>	<input type="radio"/>	A	A	86	100	93	Both	<input type="checkbox"/>		Excellent Performance	4.0000	
<input type="radio"/>	<input type="radio"/>	AE					Final	<input type="checkbox"/>				
<input type="radio"/>	<input type="radio"/>	B	B	73	85	79	Both	<input type="checkbox"/>		Very Good Performance	3.0000	
<input type="radio"/>	<input type="radio"/>	C	C	60	66	63	Both	<input type="checkbox"/>		Satisfactory Performance	2.0000	
<input type="radio"/>	<input type="radio"/>	C+	C+	67	72	69	Both	<input type="checkbox"/>		Good Performance	2.5000	
<input type="radio"/>	<input type="radio"/>	C-	C-	50	59	55	Both	<input type="checkbox"/>		UnSatisfactory Performance	1.0000	
<input type="radio"/>	<input type="radio"/>	F	F	0	49	25	Both	<input type="checkbox"/>		Fail	.0000	
<input type="radio"/>	<input type="radio"/>	I	I				Inter...	<input type="checkbox"/>		In Progress		
<input type="radio"/>	<input type="radio"/>	SG	SG				Both	<input type="checkbox"/>		Standing Granted		
<input type="radio"/>	<input type="radio"/>	TS	TS				Both	<input type="checkbox"/>		Transfer Granted		
<input type="radio"/>	<input type="radio"/>	W	W				Both	<input type="checkbox"/>		Withdrawn		

School > School Information > Teams/Groups

Checklist	Parameter	Description	Comments
<input type="checkbox"/> 1.	Team Status Type	Select a specific type of team or All types. List populates from SYS094 Team Types	
<input type="checkbox"/> 2.	Code	The team code associated with the team as entered on SCH093 Team/Group Maintenance Detail. Click on the Code Button to sort in Code order	
<input type="checkbox"/> 3.	Name	The name of the team as entered on SCH093 Team/Group Maintenance Detail. Click on the Name Button to sort in Name order	
<input type="checkbox"/> 4.	Short	The short name of the team as entered on SCH093 Team/Group Maintenance Detail. Click on the Short Button to sort in Short name order	
<input type="checkbox"/> 5.	Team Category	The Team Category assigned on SCH093 Team/Group Maintenance Detail. Click on the Team Category Button to sort in Team Category order	
<input type="checkbox"/> 6.	Members	The number of members in the team/group	
<input type="checkbox"/> 7.	Cumulative GPA	The cumulative GPA average attained by the members of the team/group	
<input type="checkbox"/> 8.	Mark GPA	The average GPA mark attained by the members of the team/group.	

Administration > Standard Tests/Assessments > District Standard Tests

Select Standard Tests required at the District from the left column and click on the Add button. The selected Standard Test will appear in the right column with other tests offered at the district (Standard Tests Selected). This step must be repeated at the school level (*Administration > Standard Tests/Assessments > School Standard Tests*).

If all the standard tests required for a diploma are not at the school level, the school will not be allowed to assign that diploma to a student, regardless of whether or not the school is offering the course.

