

YET Checklist.

TASK	Description / Instructions	Completed
Update School Details for next Year	<p>Go to School->School Information -> School Details -> More Info -> Next Year.</p> <p>Hint: These settings will most likely need to be the same as your current year settings (click the back arrow to see those settings)</p>	
Copy Grades and Catchments to Next Year	<p>Go to School->School->School Information-> School Details -> More Info -> Grades and Catchments. Then click the “Next” button on the top right of the screen, then click “Copy from Current”, save and exit.</p> <p>For schools with grade 12 students make sure that the grade GR is listed here.</p> <p>For schools with grade 7 students make sure that the grade 7 is setup as “homeroom” and not “minutes”</p>	
Setup Schedule for Next Year	<p>Go to School -> School Information -> Schedule. Then click the “Next” button, then setup the schedules.</p> <p>Hint: Please note that schools do not have access to setup this up (to protect current data) as such please contact the Helpdesk to have this setup. Also note that the best is to setup the start date to be the Monday and then if you school starts on the Tuesday set the Monday as a non-school day, this ensures that a couple of the reports work properly.</p>	
Setup Course Lengths and Format	<p>Go to School -> School Information -> School Details -> More Info -> Course Lengths and Format. Then click the “Next” button, then setup the course and format.</p> <p>Hint: These setting will typically be the same as the current course lengths and format.</p>	
Setup Course Starts Dates	<p>Go to School -> School Information -> School Details -> More Info -> Course Start Dates. Then click the “Next”, then setup the course start dates.</p> <p>Hint: This can only be setup if your schedule is setup for next year.</p>	
Setup Report Periods	<p>Go to School->School Information->Reporting Periods. Then click the “Next”, then setup the reporting periods for each course length. (ie. full-year and/or each</p>	

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	<p>semester, and/or terms).</p> <p>Hint: All elementary reporting periods must be setup in the full-year course length reporting period screen. Also note that all Elementary reporting periods should be listed before any full-year High School reporting periods. (this ensures the elementary report cards will work properly).</p>	
Setup Non-School Days	<p>Go to School -> School Information -> Non-school days. Then click the "Next", then setup the non-school days (including Pro-D days, stat holidays and school vacation).</p> <p>Hint: These are days that the whole school is closed (i.e. All grades). If even just one grade is at school during that day it is not a non-school day.</p>	
Copy Staff to Next Year.	<p>Go to School -> School Information -> Staff Maintenance. Then click the "Next" button. It will ask if you want to copy the staff, click "Yes". Then Add or remove any staff members for next year. Click Save and exit.</p>	
Setup Homerooms for Next Year (if applicable)	<p>Go to School -> School Information -> Homeroom Maintenance. Then click the "Next" button.</p> <p>Hint: Teachers need to be setup before homerooms can be setup.</p>	
Copy Courses to Next Year (if applicable)	<p>Go to School->Option Sheet->Copy Courses to Next School Year. Then click the "Pencil and Paper" icon, Then click "OK", then click the "Save" icon.</p> <p>Hint: Please note that this should only be done once, because otherwise you could possibly delete courses you have already setup for next year.</p>	
Ensure all final marks have been entered for all courses.	<p>Go to School -> Mark Information -> Mark Entry Completion Log. Then select the Final report period and make sure all are completed.</p> <p>Hint: You will only be able to check this after the end of the school year.</p>	
Generate all reports related to marks	<p>Report Cards can only be run for this current year. PSR can be run for previous years.</p>	
Ensure diploma met dates have been entered for graduating students.	<p>Go to School->Mass Updates->Mass Update Multi-Value. Then Click "Extract" and choose all your grade 12 students.</p>	

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	<p>Then from the drop-down called "Field to Update" choose Diploma Granted Date. Then update all the dates, then click "Update".</p> <p>Hint: Run the Report "11. Diploma/Mark Reporting > Graduation Report" Choose to run it in Detail mode to display the Diploma met date for your students to verify all have been entered correctly.</p>	
Do Pre-transition	<p>Please review attached document (Pre-Transition_QRG_v1.pdf)</p> <p>Hint: This can be run multiple times – for the whole school or grade by grade.</p>	
Review Pre-Transition List	<p>Make any necessary changes for students transitioning to a different school or for students who are being retained in the same grade. Make sure that all students have been assigned to either a homeroom or courses.</p> <p>Also make sure that all your grade 12 students have no next school setup in the pre-transition list.</p> <p>Hint: To ensure your edits are saved for subsequent Do Pretransition runs, make sure to uncheck the "Overwrite Existing entry..."checkbox.</p>	
Run the Students Leaving Report to verify	Go to Main Menu -> Reports -> Year End Reporting -> Pre-Transition Report and then select "Student Leaving" and then print.	
Run the Students Coming report to verify new students pre-transitioned to your school.	Go to Main Menu -> Reports -> Year End Reporting -> Pre-Transition Report and then select "Student Coming" and then print.	
Run the Pre-transition Validation report.	Go to Main Menu -> Reports -> Year End Reporting -> Pre-Transition Validation Report.	
Select Configuration Reset Values as appropriate	<p>Please review attached document (Reset Configurations.pdf)</p> <p>Hint: The Independent school district reset values all been set to NULL so that schools can choose what they would like to happen during YET.</p>	