

Synergy [©] Summer School Processing Guide



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NYR SUMMER SCHOOL PROCESS STEPS

A shortened version of the annual NYR process makes it easy to set up summer school sessions. For more information on New Year Rollover see: *Synergy New Year Rollover Process Guide*.

STEP ONE: PREPARATION

✓ <u>Define Summer School New Year Extension</u>

1. Go to SynergySIS>System>Setup>District Setup> Options tab.

Summer School 🔇				
Summer School Type				
S-Summer 🔽				

Figure 1 District Setup Screen Options Tab Summer School Grid

- 1. Enter Summer School Year and select Summer School Type.
- 2. Click the blue triangle rext to the year of the new extension. The triangle turns green V and points down.

♥District Setup					
District Setup					
Options System Grade Setup TeacherVUE Labe					
Current System Year 🔇 Year Permissions					
Current Year Base Year Previous Year(s) Permission					
2012-2013 🕑 2005 Update	× ×				
Organization Year Tree Action					
▶ 2003					
2004 Dist Add Extens	sion to 2012				
▶ 2005 Delete 2012					
▶ 2006 Line Setup Scr	etup Screens strict Attendance Code strict Discipline Code				
District Atte					
2008 2009 2008 2009					
2009 2010 3 District Course					
2011 4 District Groups					
2012 5 District Tra	5 District Tracks				
Regular					
2013					
2014					

Figure 2 District Setup Screen Options Tab

- 3. Click on the year to highlight it.
- 4. Click Action... drop-down.
- 5. Select Add extension to YYYY. The Add Year Extensions screen opens.

Add Year Extensions	(«
Year Extensions Link Year with all organizations	
Summer V	
If checked, all current organizations will have this year associated with them. If left unchecked, you will have to manually link this year with any organizations you want associated with it.	

Figure 3 Add Year Extensions Screen

- 6. Select **Summer** from the Year Extension drop-down.
- 7. Check Link Year with all organizations, if appropriate. If checked, all schools will be linked to the summer school extension.

8. Click Save.

District and School Calendar for Summer School

1. Highlight the newly created Summer extension.

Organization Year	Tree Action 🔻 🔇
 2006 2006 2007 2008 2009 2010 2011 2012 C Regular C Summer 2013 	District Setup Year-Type Specific Setup (2) Line Setup Screens 1 District Calendar

Figure 4 District Setup Screen Options Tab

2. Click on the **District Calendar** link in the Year-Type Specific grid. The District Calendar screen opens.

Chool Year: 2013-2014	ndar Summer Ca	lendar Type: Regular
District Calendar R	eport Periods	Advanced Options
District Calendar Typ	e Options 🔇	District Calendar Options
Calendar Type		Sun Mon Tue Wed Thu Fri Sat
Regular 💌		
Create Calendar		
Calendar	· · · · · · · · · · · · · · · · · · ·	
Line Month/Year Day	nday Mond Type Day Ty	ay Tuesday Wednesday Thursday Friday Saturday ype Day Type Day Type Day Type Day Type Day Type

Figure 5 District Calendar Screen

3. Select **Regular** as the **Calendar Type** (think of it as a regular summer school calendar)

Collect Year Dates			
The default calendar has not been generated. Please enter in the start and end dates of the calendar you would like to create.			
Calendar Type			
Regular 🕑			
Calendar Start Day Calendar End Day			

Figure 6 Collect Year Dates Screen

- 4. Click Create Calendar. The Collect Year Dates screen opens.
- 5. Enter the **Calendar Start Day** and the **Calendar End Day**. The Calendar Start and End days must encompass all summer session time periods.
- 6. Click OK. The Collect Year Dates screen closes.
- 7. Check the days of the week that classes will meet in District Calendar Options.
- 8. Enter any holidays by clicking in the **Type** box next to the Day (date) and making a selection from the drop-down.
- 9. Click Save.



Figure 7 District Calendar Screen

- 10. Create and **Save** any non-attendance days.
- 11. You can choose to **Update Schools** with the changes after you have saved.
- 12. Log out and log back into the summer extension and school, to make sure your calendars are there.

Updat	E Schools Close	Mindow			
Atte	ndance Cal	endar Upd	ate		
Chang	es Made				
School Close \	calendar records a Mindow to not make	ready exist in the any updates to so	system. Please select the char hool records.	iges you would like pushed out to all s	schools, or select
Modifie	cations				0
Une	Include Change	Date	Original Value	Hew Value	
1	2	07/04/2013		Hol	

Figure 8 Attendance Calendar Update Screen

13. Navigate to Synergy>System>School Setup>Options tab.

School Setup	«			
School Name: Hope High School School Year: 2012-2013 Su	mmer			
Basic Info Options SIS Data Options Labels TeacherV	UE			
School Setup Options				
Line Setup options				
1 Grading Setup				
2 ParentVUE and StudentVUE School Configuration				
3 Period Rotation Definition				
4 School Attendance Code				
5 School Attendance Options				
School Calendar				
7 school Course Opt-In				
8 School Discipline Code				

Figure 9 School Setup Screen Options Tab

- 14. Click School Calendar link. The School Calendar screen opens.
- 15. Click Create Calendar. Create School Calendar screen opens.
- 16. Check Use District Calendar and click OK.

Create School Calendar	
If you would like to get the District calendar then select "Use District Calendar" checkbox and click OK. You can create your own independent calendar by entering the start and end dates of the calendar you would like to create.	
District Calendar	٥
If the 'Use District Calendar' check box is disabled the district calendar has not been created for the school's calendar type.	
Calendar Type	
Regular	
Start Date End Date	
06/04/2012 🗊 06/29/2012 🗊	
Use District Calendar	

Figure 10 Create School Calendar Screen

✓ <u>School Setup</u>

- 1. Navigate to Synergy SIS>System>School Setup.
- 2. Complete the needed summer school settings on the Basic Info Tab. (Periods, School Type, Attendance Type, Calendar Type (should be **Regular**), Term Codes, Grade Selection, etc...)

REMEMBER: Any Type of summer school can offer classes for any defined grade level.



Figure 11 School Setup Screen

Identify Students Attending

- 1. Focus to the current regular school year.
- 2. Navigate to Synergy SIS>Student>Student>Other Info tab>Summer School group box.
- 3. Populate Summer Grade Level and Summer School for each student attending summer school.

Summer School		
Summer Grade Level	Summer School	
*		~

Figure 12 Student Screen Other Info Tab Summer School Grid

STEP TWO: SETUP PROCESS SET

- 1. Navigate to Synergy SIS>System>Setup>New Year Rollover Setup.
- 2. Create a Summer School Rollover Process Set. See: Create Process Set

<u>Execute Tab</u>

- 1. Check Process Students.
- 2. Year Type should be Regular

∀New Year Rollover Setup
Process Name: Process Students - Summer Year Type: R
Execute Schools Grade Levels Enrollment Properties Student Properties Configuration
Name Process Students - Summer Year Type Regular 💌
New Year Rollover 2012-2013 to 2013-2014
Execute New Year Rollover Suppress Detail Rollover Type Summer School 👻
Summer New Year Rollover
NOTE: Schools and Grade Levels selected define the destinations of the students to be rolled over.
Process Students
On the Schools tab, populate the Enter Code and Enter Date fields in the Enrollment Defaults group box. On the Enrollment Properties tab, select the desired update action for each enrollment field. Student Filter Type
Current Year Grade and Schoo
Student Filter Type Help
School Setup Options will not be copied when running the Rollover Type of Summer School.

Figure 13 New Year Rollover Setup Screen Execute Tab

- 3. Rollover Type should be Summer School.
- 4. Student Filter Type
 - Use Current Year Grade and School when rolling to the same school.
 - Use Next Year Grade and School when changing schools.

NOTE: Both Student Filter Types may be used. The above recommendation is most effective.

5. Click Save.

✓ <u>Schools Tab</u>

- 1. Complete the Calendar Types grid with the Default Calendar Dates and Enrollment Defaults.
- 2. Using <u>chooser</u>, select all Live In SYNERGY SIS Schools within the Affected Schools grid that will be hosting the summer school.
- 3. Calendar Type should be Regular.



Figure 14 New Year Rollover Setup Screen Schools Tab

4. Click Save.

✓ Grade Levels Tab

1. Select the Affected Grade Levels in the current regular year to process.

2. Click Save.

∀New Year Rollover Setup										
Process I	Process Name: Process Students - Summer Year Type: R									
Execute	Schools	Grade Levels	Enrollme	ent Properties	Student Properties	Configuration				
Name P	rocess Studen	ts - Summer			Year Type	Regular 🛛 🔽				
Affected	d Grade Level	s	٨							
Line	Process	Grade								
1	\checkmark	06								
2	v	07								
3	v	08								
4	1	09								
5	1	10								
6	1	11								

Figure 15 New Year Rollover Setup Screen Grade Levels Tab

NOTE: Enrollment Properties, Student Properties, and Configuration Files do not need to be set up, as Summer Rollover only processes students.

STEP THREE: RUNNING THE PROCESS

REMEMBER: The Focus should be set to the current regular school year and to any school.

[™] New Year Rollover Setup									
Process Name: Process Students - Summer Year Type: R									
Execute Schools Grade Levels Enrollment Properties Student Properties Configuration									
Name Process Students - Summer Year Type Regular									
New Year Rollover 2012-2013 to 2013-2014									
Execute New Year Rollover Suppress Detail Rollover Type Summer School V									

Figure 16 New Year Rollover Setup Screen Execute Tab

- 1. From New Year Rollover Setup screen, select the summer school rollover definition. See: <u>Display a</u> <u>NYR Process Set Definition</u>
- 2. Click Execute New Year Rollover on the Execute tab.

STEP FOUR: AFTER THE PROCESS

Assign Staff to Summer School

- 1. Change your focus to the Summer School extension/Summer School.
- 2. Navigate to Synergy SIS>Staff>Staff screen.
- 3. Click Add. The Staff Find screen opens.
- 4. Select Summer School in the Assign to School drop-down.
- 5. Enter all or part of the staff Last Name, First Name, or Badge Num. in the Selection Criteria.
- 6. Click Find.

OR

Just click Find to select from the entire list of staff names.

- 7. Highlight the Staff Name.
- 8. Click Assign. Staff will be assigned to the Summer School.



Figure 17 Focus

✓ Opt In to Courses for the Summer School

VSchool Course Opt-In										
Scho	School Name: Hope High School School Year: 2012-2013 Summer									
Cou	Course Opt In									
Subje	ct Area	Course ID	Course Sh	ort Title	Course Title					
	Search									
Sear	ch Resi	ults				٥				
Line	Optin	Subject Area	Course ID	CourseSh	ortTitle	Course Title				
1		English Writing	CCEN33	Corr P/eng		Corr P/eng I				
2		English Writing	CCEN34	Corr P/eng	li	Corr P/eng II				
3		English Writing	CCEN46	Corr Eng lii		Corr Eng III				
4	1	English Writing	DEEN1	English 101		English 101				
5	1	English Writing	DEEN2	English 102	2	English 102				

Figure 18 School Course Opt-In Screen

- 1. Change the Focus to the Summer School extension/Summer School.
- 2. Navigate to Synergy SIS>Course >School Course Opt-In.
- 3. Select the Subject Area from the drop-down and click Search.
- 4. Check **Opt-In** for the courses to use for summer school, and **Save** your selections.

Set up Sections for the Summer School

- 1. Change the **Focus** to the Summer School extension/Summer School.
- 2. Navigate to Synergy SIS>Schedule>Section.
- 3. Click Add. A new Section screen opens.
- 4. Populate the mandatory fields, along with any other desirable information.

Section						
Current Students						
Section ID Course	ID 🔶 Course Ti	tle	Staff N	ame 🔶	Room Name	*
0001 DEEN1	Freshmar	n Englis	h Smith.	JK	207	
Section Info		Stude	nt Seat Te	otals		۵
Begin Period End Period	Term Code	Male	Female	Totals	Max	Open Seats
1 1 1	SS Y				20	

Figure 19 Section Add Screen

- 5. Select the designated Summer School Term as the **Term Code**.
- 6. Click **Save.** The screen closes.

✓ <u>Schedule the Students</u>

l	Students											Chooser		
	×	Line St	udent ame	Perm ⊜ ID ≑	Gender 🖨	Resolved Race/Ethnicity 🗢	Grade 😂	Enter Date	40	Leave Date 👙	Teacher Aide ≎	Audit Class 🕀	Term Override ≑	Qualifies For Alt Funding
		1 Ste	<u>lams.</u> ephen	901622	Male	White	10	06/17/2013	P	17			*	
		2 Ad Ala	lamski. In M.	872035	Male	White	10	06/17/2013	F	P			~	
		3 Ag	bby J	943822	Male	Hispanic	10	06/17/2013	F	P			~	

Figure 20 Section Screen Students Grid

- 1. Using <u>chooser</u>, select the students for the section.
- 2. The Enter Date should default to the first day of the Summer School Calendar.
- 3. Save when finished.

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