



student information systems

OUTCOMES

STUDENT INFORMATION SYSTEM

END OF YEAR PROCEDURES

User Guide

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END OF YEAR PROCEDURES:

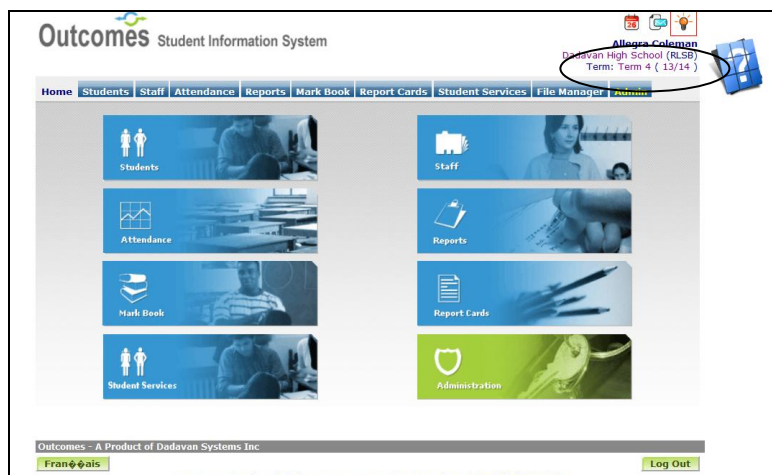
The End of Year Procedures handle student placement for the upcoming school year. Homeroom teachers complete their September Grade Placement Procedures and Administrators then follow the simple three-step procedure.

Note: Homeroom Teachers do not have to grade their students before Administrators can do the End of Year Procedures. Administrators can complete the End of Year Procedures at any time. When teachers have the final grade placement for their students, they can perform their procedures and it will override the grade status.

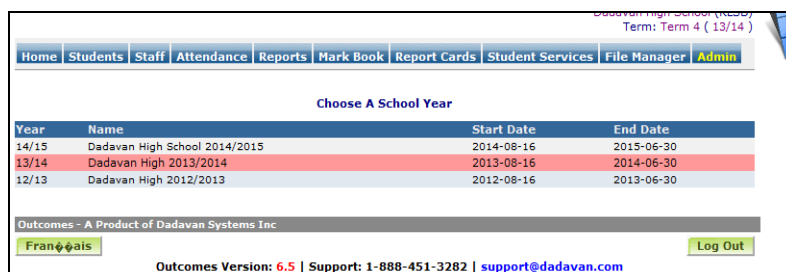
Check to make sure the next school year has been set:

Your End of Year Procedures requires the next school year to be set up. If it has not been set up for your site, contact your Outcomes support person.

1. Click on this year's school year in brackets, which is located in the upper right-hand corner of the screen below your name and the school name.



2. If next year is listed, you will see it in the next screen and you may begin your end of year procedures.
3. If it is not listed, contact your Outcomes support person.



Check your Student Data

You need to review your student data to ensure all students are active in your current year.

- If students have not been in attendance this year, you should remove them as a 'no show'.
- If students have left your school during the school year, you should remove them **AFTER YOU HAVE CONFIRMED THAT THE TEACHER HAS COMPLETED ALL THEIR ATTENDANCE, REPORT CARDS, IPP/IEPs, ETC.**

September Grade Placement by Homeroom Teachers:

Note: Only Homeroom Teachers can indicate on each student's report card the grade each student will be entering in the fall. The steps below show homeroom teachers how to do this easy process:

1. Click on the [Blue Report Cards Button](#) on the HomePage or click on the 'Report Cards' tab at the top of the screen.
2. Click on the 'September Grade Placement' button below your course listings. This takes you to a list of all the students in your homeroom. The default September grade is the next highest grade for the student (e.g., Grade 3 students have Grade 4 as a default).
3. If a student is not going into the next grade (e.g. the student is repeating or skipping a grade), change the grade by clicking the drop-down menu.
4. Click the green 'Save' button to save the September grade levels for your homeroom students. This will complete the September Grade Placement procedure for teachers.

Report Cards for Birchwood K4-8 School
You are viewing sections from the current reporting period.
You may choose to only view sections from a particular term. Term 3 Change Term

Art 8 Hudson	English Language Arts 8 Hudson
Geography 8 Hudson	Health Education 8 Hudson
History 8 Hudson	Mathematics 8 Hudson
Native Language Arts 8 Hudson	Science 8 Hudson

[HR Report Card Admin](#)
[September Grade Placement](#)
[Comment Bank](#)

September Grade Placement
Select next year's grade level for each student in your homeroom, and click Save when done. The selected grade will display on the student's June report card as the grade the student is being promoted to next year.
NOTE: Grade 12 students who are graduating should have 'PSE' as their September Grade.

Student Name	September Grade
Cox, Kelsey Lynn	09
Hillier, Joe	09
Simpson, Janet	08

[Save](#)
[Return to Report Cards](#)

September Grade Placement by Data Management Person

Note: In some schools, the end of year procedures are completed before teachers have done their 'September Grade Placement' when writing report cards. In this instance, the person doing the end of year procedures will assign students their next year grades. Teachers are able to make any corrections when they do their report cards; it will overwrite what was done by the data management person.

End of Year Procedures:

Accessing the End of Year Procedures:

1. Click on the [Green Administration Button](#) on the HomePage or 'Admin' tab at the top of the screen.
2. Click on the 'School Procedures' sub-tab on the left-hand side of the screen.
3. Click on the 'End of Year Procedures' button, which will take you to the End of Year Procedures page.

Step 1: Grade Placement for Next Year:

1. Click on the 'Grade Placement' button. You'll see a tabs representing the grades taught at your site - click on the tabs to select different grades.
2. Under each tab, you'll find the students within their current grade listed, as well as a dropdown menu where you will choose each student's grade for next year.
3. The 'No Homeroom' tab will list students that have not been placed in a homeroom. These students will not be included in the end of year procedures. You must put them in a homeroom or remove them from your database.

Note: *Changing and saving September grades on this page will change the data that homeroom teachers may have previously saved. However, we would advise the administrator to **check each grade to ensure that the data is correct**. It is also a good practice to **save each grade after it is verified** – even if the teacher has already saved the data.*

To check to see if any students are not in a homeroom:

1. Click on the 'No Homeroom' tab.
2. If students are listed there, you need to put them in the proper homeroom or remove them from your database.

To place students in next year's grade or to make changes to their grade placement:

1. Click on each grade tab.
2. Select next year's grade for each student using the dropdown menu.
3. Click on 'Save this Grade' button.
4. Repeat steps 1-3 for each grade tab.
 - Note: A tab with an * means that the grade has not yet been saved.
5. Click on 'Continue to Outgoing Students' for the next step.

Homeroom	Student Name	Current Grade	Next Year Grade
3/4 Hare	Cox, Rebecca Jessica	04	05
3/4 Hare	Hill, Jessica	04	05

[Save This Grade](#)

[Continue to Outgoing Students](#)
[Return to End of Year Procedures](#)

Step 2: Assign Leaving Codes, Planned Destinations, and Destination Schools to Outgoing Students:

'Outgoing Students' refers to all students who will not be enrolled in this site in the next school year. **(Note: All students may not appear on the first page. To move to the next grouping of students, use the name links by grade field.)**

1. Click on a range of last names to view a different set of students (If there is more than one link).
2. Put a checkmark next to each student who is 'Outgoing'.
 - a. Select the Leaving Code
 - b. Select the 'Planned Destination'
 - c. Select the 'Destination School'
3. Once you have completed a page click the 'Move Student Now' button.
4. Repeat steps 1-3 until all 'Outgoing Students' have been moved.
5. Click on 'Continue to Next Year Preview' button for the final step.

Note: Clicking on **Clear** will clear anything you have selected in each column.

Remember: Sometimes not all students will fit on one screen and you'll have to go to the next page. Don't forget to complete this step for ALL students.

Step 3: Next Year Preview to Confirm the Students who are Staying:

1. You now will see a list of the grade levels in your school. Use this page to confirm the students that will be staying at your school next year.
2. Click on the [+] sign next to each grade to see the list of the students for next year who are expected to return to your school in September.
3. Check each grade to confirm that the list of students is complete.
4. To copy student data, leave the 'Copy Student Demographics' box checked.
5. Click 'Confirm' button to move all students' data to next year.

Note:

- It is only necessary to click on **Confirm once** to confirm all of the students who are staying at your school. Each grade level does not need to be confirmed separately.
- Be sure to uncheck the 'Copy Student Demographics' box if you have previously completed the end of year procedures. Any changes you have made in the next year to

the students' addresses, etc., will be lost if you copy the information a second time.

Next Year Preview

This page serves as a preview of the student body at **Birchwood K4-8 School next year (12/13)**.

1. Click on the [+] next to each grade to view and verify the students' grade listing for next year.
2. To make any necessary adjustments, return to the Grade Placement and/or the Outgoing Students page
3. Once your list is correct for next year, click the 'Confirm' button

This will complete the 'End of Year Procedures'. Students will now appear in next year's database.

[+] Grade K4

[+] Grade K5

[+] Grade 01

[+] Grade 02

[+] Grade 03

[+] Grade 04

[+] Grade 05

[+] Grade 06

[+] Grade 07

[+] Grade 08

☒ Copy Student Demographics

Uncheck only if you have previously completed the end of year procedures

Confirm

Next Year Registration Date & Review of Students:

Now it is time to go to next year and confirm that your students are there and to set the registration date for all the students you have transferred over.

To Move to Next Year to See Your Students:

1. Click on this year's school year in brackets, which is located in the upper right-hand corner of the screen below your name and the school name.

Outcomes Student Information System

Allegra Coleman
Dadavan High School (RUSB)
Term: Term 4 (13/14)

Home | **Students** | Staff | Attendance | Reports | Mark Book | Report Cards | Student Services | File Manager | Admin



Students


Staff


Attendance


Reports


Mark Book


Report Cards


Student Services


Administration

Outcomes - A Product of Dadavan Systems Inc

Français **Log Out**

Outcomes Version: 6.5 | Support: 1-888-451-3282 | support@dadavan.com

To Confirm Students:

You can click on the student tab to review your students. It will now show you the students in this year's database.

To Set Global Registration Dates:

All students need a registration date. This date should be the very first date ANY students in that school will begin attending classes. When in doubt, use August 16 as the start date. This will not affect your attendance records. This process is completed once only.

Note: Some schools will not have this permission, and need to contact their Dadavan technical support person.

To globally set the registration date:

1. Click on the [Green Administration Button](#) on the HomePage or 'Admin' tab at the top of the screen.
2. Click on the 'Set Registration Date' button.
3. Choose the first day that students attend classes at that school.

Note: If you choose a date later than the first day of school, you will not be able to set up the school properly. When in doubt, choose a date before any students will attend.

Marks to Transcript (High Schools Only)

At the end of each semester/block, students' marks are to be sent to their transcript on the student page. If you have not done this process throughout the year, you will need to do it for each semester/block.

Note: This process is to be completed only after the course has been taught and all marks have been allocated. At that point, the marks are to be submitted to transcript. If you attempt to do this before the end of the term, courses in progress will not show on the printed transcript. If a student's mark changes after it has been submitted, re-submit the course and the mark will be updated.

1. Click on Admin Tab at the top of the page.
2. Click on the 'Marks to Transcript' button. You will see all the courses listed for the current semester/block

*Note: Courses with an * indicates that you have already moved their marks to students' transcripts*

3. Put a checkmark by the courses you want to indicate to move and click blue 'Submit' button at bottom.
4. Marks are now listed on each student page under the sub-tab 'Transcript'

Note: To do this for previous terms, go to that term by clicking on the Term name in the upper right-hand corner, and then select the term you want to go to. Then do the process in that term.

You will now all set for setting up for the next school year. Most schools do this later in the summer or at the beginning of the next school year.