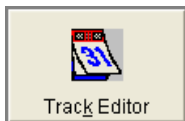


Detailed Steps for New Year Initialization

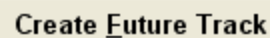


Future Track Creation

Recommended steps.

1. In the track editor make sure the desired school is selected. The school list is enabled if you are logged into the district, otherwise it defaults to the school you are logged into.
2. At this point there are three options. Option 1 is recommended if you do not wish to enter the calendar at the time you create the track. Option 2 is recommended if you would like to copy the calendar for the desired year from another track, and wish to completely set up your future track. Option 3 will be used rarely, and allows complete manual entry of the future track.

- 1) Click the button entitled “Create Future Track”.
This creates a future track using the highest track year, for the chosen school, as a template.



Example: If a track exists for school year 05/06, 2006 is the highest school year. A future track will be created for 06/07 (Year End 2007).

- 2) Click the Add button; enter the Track Code, Description, and Year End; then use the “Copy From Another Track” feature.

Code	A	Description	A 708 05/06	Year End	2006
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Note: When using option 2, you should copy over the calendar as part of copy process, failure to do so will leave the track information incomplete. Also, this step will require you to completely validate the track.

- 3) Click the Add button; you may now manually enter all track information including the First Day of the School Year and the Last Day of the School Year.

Note: When using option 3, you will be required to completely validate the track.

3. If using option 1, make certain that the First Day of School Year, and Last Day of School Year fields, are blank to avoid track validation. Click the save button.



If using options 2, or 3, save your changes after the track has been fully validated.



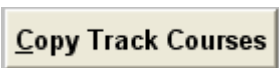
Copy Track Courses

Prerequisites: The future track should have been created previously and there can be no records on the target track. The copy process copies all course records from one track to another.

1. In the Course Selection Module, select the track from which you wish to copy your course records.

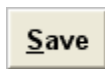
Track A (A 708 02/03)

2. Click the “Copy Track Courses” button.



3. On the Copy Screen, choose the track you wish to copy to, then click “Copy”.

4. You will get a message stating that the courses were successfully copied. Click “ok”, click “Quit” on the copy screen and then “Save”.



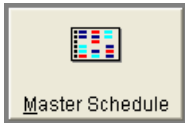
Create Future Status Faculty/Students

Prerequisites: The future tracks for all feeder schools should have been created previously and geocodes need to be verified for all students.

Note: This application now has only two options, create future status for faculty and create future status for students. Although most users will run both process together, it is possible to run just one or the other. If, for example, one wanted to begin work on a master schedule but did not want to promote the students, just the faculty promotion could be run.

1. Check the box next to the process (es) (Faculty, Student or both) that you wish to run.
2. Click the Continue button.

Create Next Year's Faculty Status Records
 Create Next Year's Student Status Records



Copy Master Schedule

Prerequisites: The future track should have been created previously, course records should have been selected/copied in the Course Selection module for the future track, and the faculty should be promoted. Also, if a master schedule exists on the track to which you are copying, the copy will not be allowed.

Note: The Master Schedule Copy process copies over only those courses where there is a corresponding course record, and a future status record for the faculty member to whom the course is assigned, on the track to which you are copying.

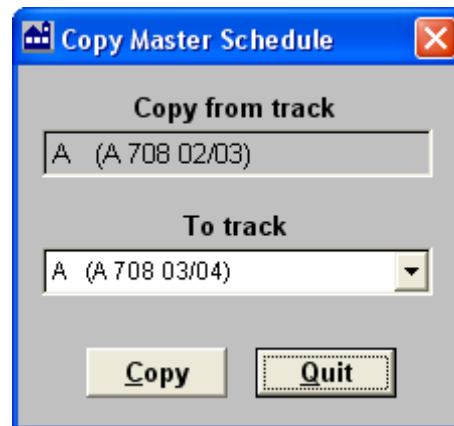
Examples: If in your current year master schedule you have several sections of course “3000 Biology”, but this course is not selected on your future track it will be ignored by the copy process. Also, if course 6000-1 is assigned to Mr. Smith in the current master schedule, and Mr. Smith has not been promoted (i.e. does not have a future status record) course 6000-1 will be ignored by the copy process.

1. From the Master Schedule editor, use the “vcr” buttons or the “List” button to select the track from which you desire to copy.

2. Click the “Copy Schedule” button.

A rectangular button with a light gray background and a thin border, containing the text "Copy Schedule".

3. On the Copy Screen, choose the track you wish to copy to, then click “Copy”.



4. You will get a message stating that the Master Schedule was successfully copied. Click “ok”, click “Quit” on the copy screen and then “Save”.

A rectangular button with a light gray background and a thin border, containing the text "Save".