

DETAIL OF STEPS 5, 11, & 12 ABOVE:

5. Archive the transcript data for students

- a. Log into the web portion of SIS
- b. Launch the Student Transcript report (Reports/Academic Progress/...)
 - Leaving the “Year End Archival” box unchecked, perform “regular” archiving, including **Withdrawn Students**, and ‘print’ to a .pdf file (and printer, if desired)
 - Check the “Year End Archival” box
 - Select “**Generate Report**” to ‘print’ to a .pdf (Adobe Acrobat) file. This automatically selects all students in the database who graduated one year ago and prints their transcripts to a single pdf (Adobe Acrobat) file grouped by school and sorted alphabetically. **These students will no longer be in the database.**

The screenshot shows the 'Reports' window in a web browser. The browser title bar indicates 'Shasta Liberty Tuesday, 21 Ap' and the time '25:54'. The page has links for 'User Profile' and 'Change User'. The main content area is titled 'Reports' and contains the following elements:

- Report Category:** Academic Progress (dropdown)
- Report:** Student Transcript (dropdown)
- Show Students:** In My Track(s) (selected), I Advise, I Am a Contact For
- School:** 2009 - Sani-Grantsville High School (dropdown)
- Student(s):** A dropdown menu is open, showing options: '<< Select a Student >>', '* All Students' (highlighted), Aakinsen, Radison, Aaron, Shandice, Aarzola, Mara, Abreu, Jonathon, Aceves, Tinel, Adakai, Vivien, Adamy, Bobbi, Adohene, Boedi, and a 'Continue' link.
- Formatting Options:** Scheduled Courses, Citizenship, Absences, Official Copy
- Sorting Options:** Sort By School Year (dropdown)
- Filtering Options:** Withdrawn Students, Grades 9 - 12 (dropdowns), GPA From 9 (dropdown), Year End Archival
- Report Format:** Acrobat (.pdf) (dropdown)
- Generate Report** (button)

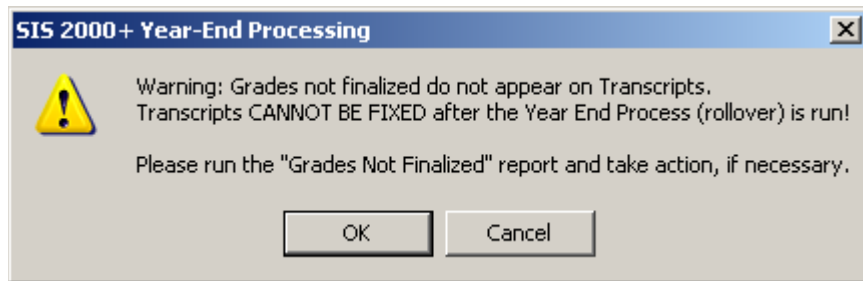
10. & 11. Year End Process

This process will delete attendance, locker (unless “Retain Locker” is selected in step #7 above), old year scheduling, and gradebook records for all schools, even if you choose only one! It will also promote students and teachers from “future” to “active” status, for the schools you have selected.

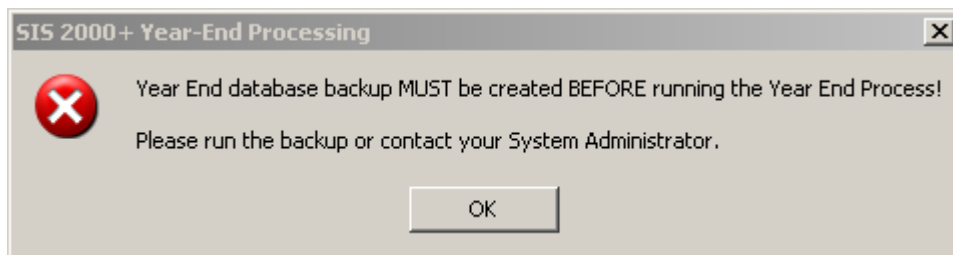
- a. Launch the Year End Process from the New Year Menu



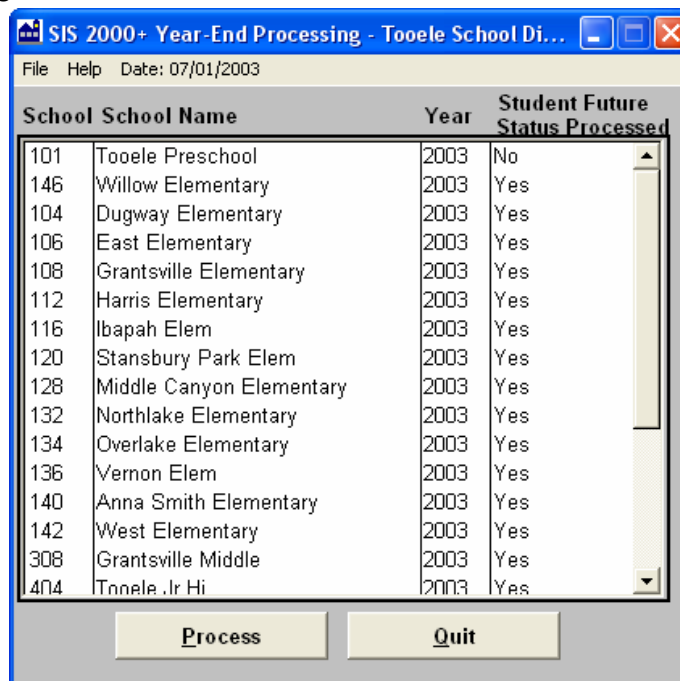
- b. A 'Warning' message will appear, reminding you to run the "Grades Not Finalized" report and to finalize all grades, if needed



- c. You may get a message if the Year End database backup has not yet been run; if the message appears, the process cannot continue until the backup is complete.



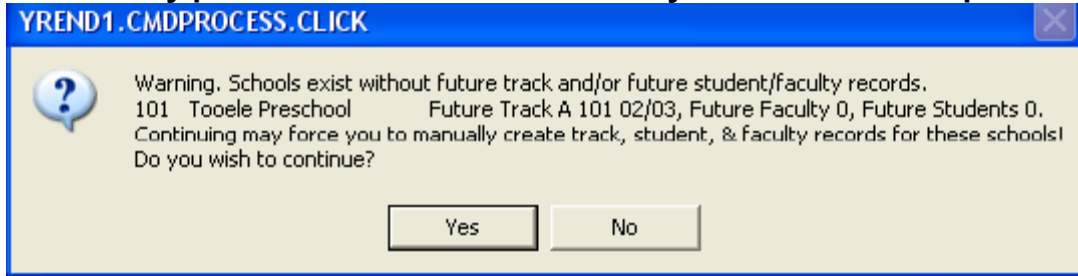
- d. Select (by highlighting) the school(s) that you wish to process.
- Only schools that have **not** been "rolled over" to the new year are listed
 - All schools, including the District Office, should be processed
 - One or more schools can be processed at once, not necessarily in order
 - Use typical windows keystrokes (i.e. shift, ctrl) to select multiple schools



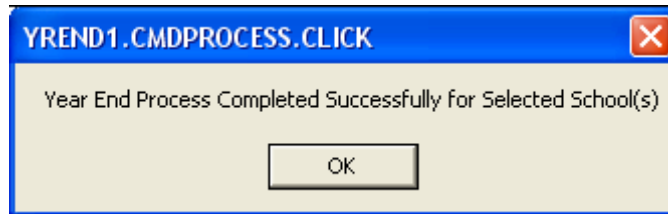
- e. Select "Process"

Note: To the right of each school is an indicator of whether or not the "Student Future Status Process" and been completed for the school. You can run the Year End process for schools that have not completed the "Student Future Status" Process, but you will receive a warning. (See graphic below.) Clicking "Yes" will continue the Year End Process; clicking "No" will cancel it.

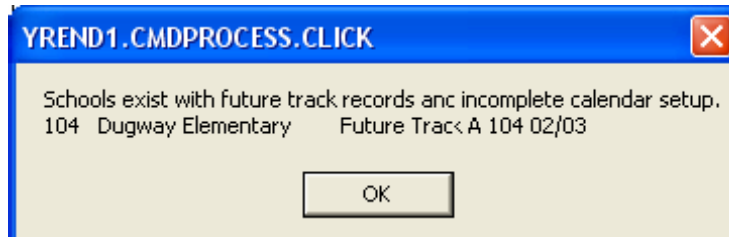
IMPORTANT: It is not recommended that you continue unless you plan to manually promote all students and faculty for the school in question.



- f. Successful completion of the process will give you the following message (and the selected school(s) disappears from the Year End Interface School List):



- g. If you get the message below, action is needed before the process can be completed:



This means: One or more of the selected schools does not have a complete future calendar (calendar setup must be completed before processing will be allowed).