

# Introduction to: Admin Special Education (SE) Summer School



- Module Assignment Overview
- Creating a Summer School Location (optional)
- Creating Summer Periods
- Creating a Summer School Calendar
- Creating Summer Marking Periods
- Creating Summer School Grade Formulas
- Creating Summer School Courses/Classes
- Creating Summer School CoSers
- Scheduling Summer School Classes for Current Students
- Assigning Summer CoSers for Current Students
- Creating Summer Services for Current Students
- Scheduling Summer Services for Current Students



# Admin SE Summer School

- Registering New Students who are New for Summer School
- Project/Enroll New Students into Summer School Classes
- Creating Summer Services for New Students
- Assigning Summer CoSers for New Students
- Scheduling Summer Services for New Students
- Admin Attendance Functionality
- Admin Discipline Functionality
- Summer School Management Functionality



## Module Assignment Overview

The following is a list of modules that the ClassMate System Administrator will need to assign the administrative staff that is involved in Summer School.

- Admin Attendance
  - SE Admin Begin Session
  - Attendance by Student – used by Traditional CTC/BOCES Sites
- Admin Attendance Options
  - SL Attendance by Student – used by Shared Location Sites
- Admin Discipline
  - Admin Summer Referrals
  - General Summer Referrals
- Admin Grading
  - School Grade Formulas
- Base Data Information
  - Period Management
- Curriculum Management
  - Instructional Course Offerings by Location
- District Billing
  - CoSer Billing Information



## Module Assignment Overview

The following is a list of modules that the ClassMate System Administrator will need to assign the administrative staff that is involved in Summer School.

- School Calendar Information
  - Calendar Session Management
  - School Calendar Management – Used only if a new Summer Location was created
  - Summer School Calendar Management
- Special Education Options
  - Admin Services Assignment
  - Services Manager
  - Staff Services Assignment
- Student Projection
  - SL Projection/Scheduling
- Student Enrollment Options Enrollment **(Optional)**
  - SL Student Scheduling – used by Shared Location Sites
- System Administrator
  - Summer School Management



# Admin SE Summer School

## Creating a Summer Location (optional)

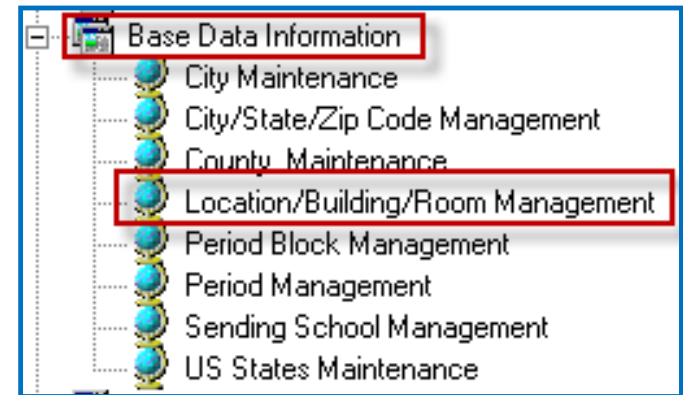
### Getting Started

Double Click **Modules** > Double click **Base Data Information** > Click **Location/Building/Room Management**

### Module Overview

This module will be used to create new summer locations, buildings, and rooms if applicable at your site.

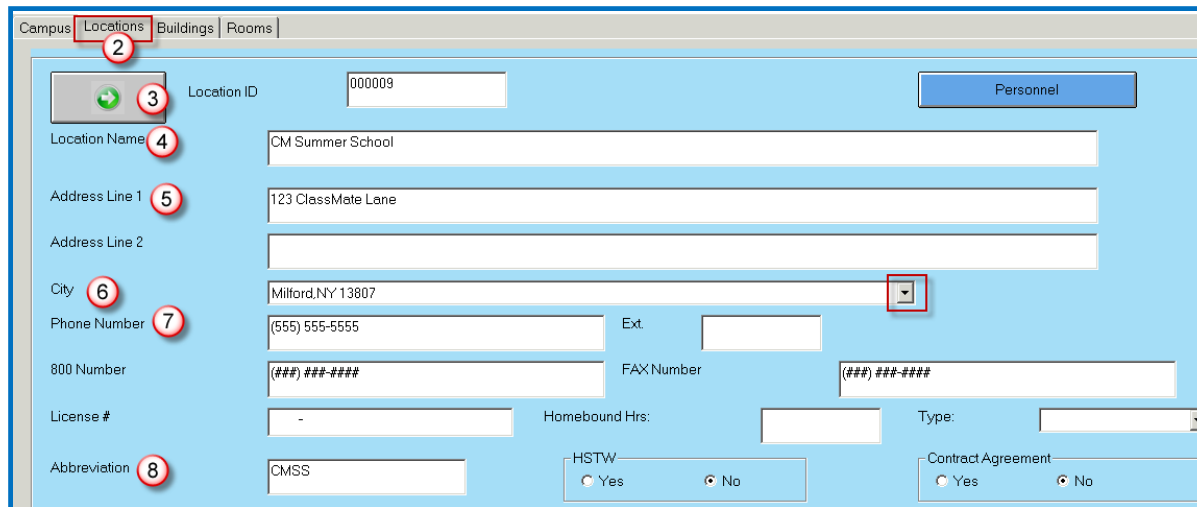
Existing locations, buildings, and rooms can be used for Summer School. However in some cases sites need to add a new location/building/rooms that is only used for Summer School.



## Creating a Summer Location (optional)

### Creating a New Location

1. Click on the **Campus Name** from the group tree on the left hand side
2. Click on the **Location Tab**
3. Click on the **Green Arrow** to auto-generate a **Location ID**
4. Enter a **Location Name**
5. Enter the **Location Address**
6. For City click the drop-down arrow and select City, State, Zip Code
7. Enter a **Phone Number**
8. Enter an Abbreviation



The screenshot shows the 'Locations' tab in the Admin SE Summer School interface. The form is titled 'Locations' and has a 'Personnel' button. The fields are as follows:

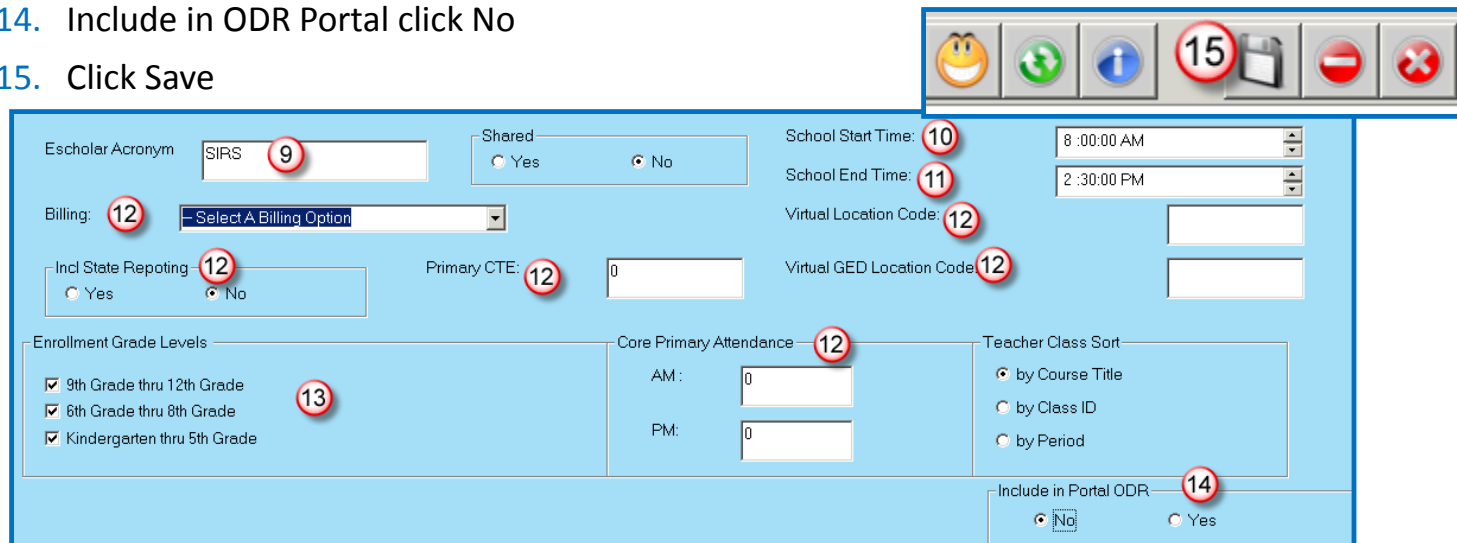
- Location ID: 000009 (highlighted with a red box and circle 2)
- Location Name: CM Summer School (highlighted with a red circle 4)
- Address Line 1: 123 ClassMate Lane (highlighted with a red circle 5)
- Address Line 2: (empty)
- City: Milford,NY 13807 (highlighted with a red circle 6 and a red box around the drop-down arrow)
- Phone Number: (555) 555-5555 (highlighted with a red circle 7)
- Ext.: (empty)
- 800 Number: (###) ###-#### (highlighted with a red circle 7)
- FAX Number: (###) ###-#### (highlighted with a red circle 7)
- License #: - (highlighted with a red circle 7)
- Homebound Hrs: (empty)
- Type: (empty)
- Abbreviation: CMSS (highlighted with a red circle 8)
- HSTW:  Yes  No (highlighted with a red circle 8)
- Contract Agreement:  Yes  No (highlighted with a red circle 8)



## Creating a Summer Location (optional)

### Creating a New Location

9. Escholar Acronym enter SIRS if New York or PIMS if Pennsylvania
10. Enter School Start Time
11. Enter School End Time
12. Do Not Change the following/Leave Blank:
  - Billing, Virtual Location Code, Incl State Reporting – Leave NO if this location is only being used for Summer School, Virtual GED Code, Primary CTE, and Core Primary Attendance
13. Select an **Enrollment Grade Level(s)** that will be offered at this location
14. Include in ODR Portal click No
15. Click Save



The screenshot shows a web form for creating a summer school location. The form is light blue and contains several input fields and checkboxes. Red circles with numbers 9 through 15 are placed over specific fields to indicate where to click or enter data. A toolbar with icons for smiley, refresh, share, save (15), delete, and close is visible at the top right of the form area.

Escholar Acronym: SIRS (9)	Shared: <input type="radio"/> Yes <input checked="" type="radio"/> No	School Start Time: 8:00:00 AM (10)
Billing: Select A Billing Option (12)	Virtual Location Code: (12)	School End Time: 2:30:00 PM (11)
Incl State Reporting: <input type="radio"/> Yes <input checked="" type="radio"/> No (12)	Primary CTE: 0 (12)	Virtual GED Location Code: (12)
Enrollment Grade Levels: <input checked="" type="checkbox"/> 9th Grade thru 12th Grade (13) <input checked="" type="checkbox"/> 6th Grade thru 8th Grade <input checked="" type="checkbox"/> Kindergarten thru 5th Grade	Core Primary Attendance: AM: 0 (12) PM: 0 (12)	Teacher Class Sort: <input checked="" type="radio"/> by Course Title <input type="radio"/> by Class ID <input type="radio"/> by Period
		Include in Portal ODR: <input checked="" type="radio"/> No (14) <input type="radio"/> Yes

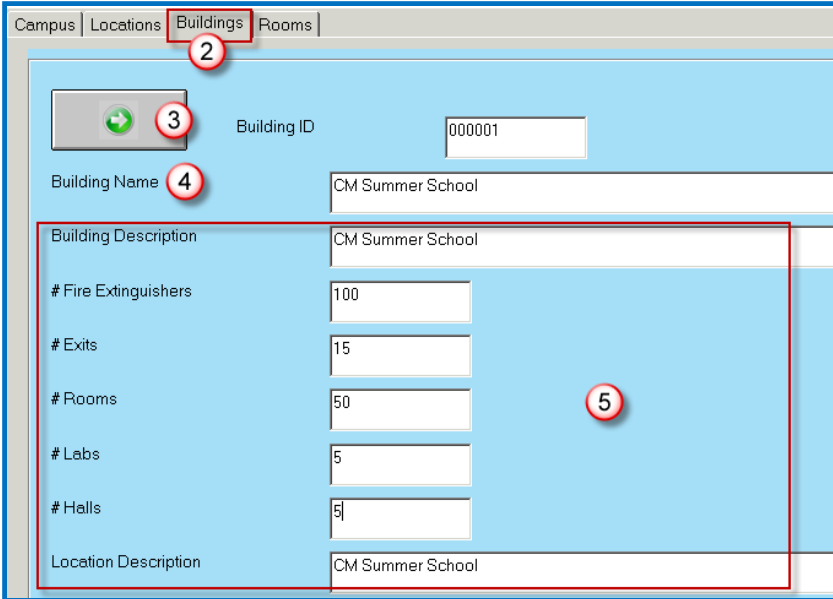




## Creating a Summer Location (optional)

### Creating a New Building

1. Click on the **Location Name** from the group tree on the left hand side
2. Click on the **Building Tab**
3. Click on the **Green Arrow** to auto-generate a **Building ID**
4. Enter a **Building Name**
5. The following fields are also available & optional to complete:
  - Building Description
  - # Fire Extinguishers
  - # Exits
  - # Rooms
  - # Labs
  - # Halls
  - Location Description
6. Click the **“Save”** icon to save Building information



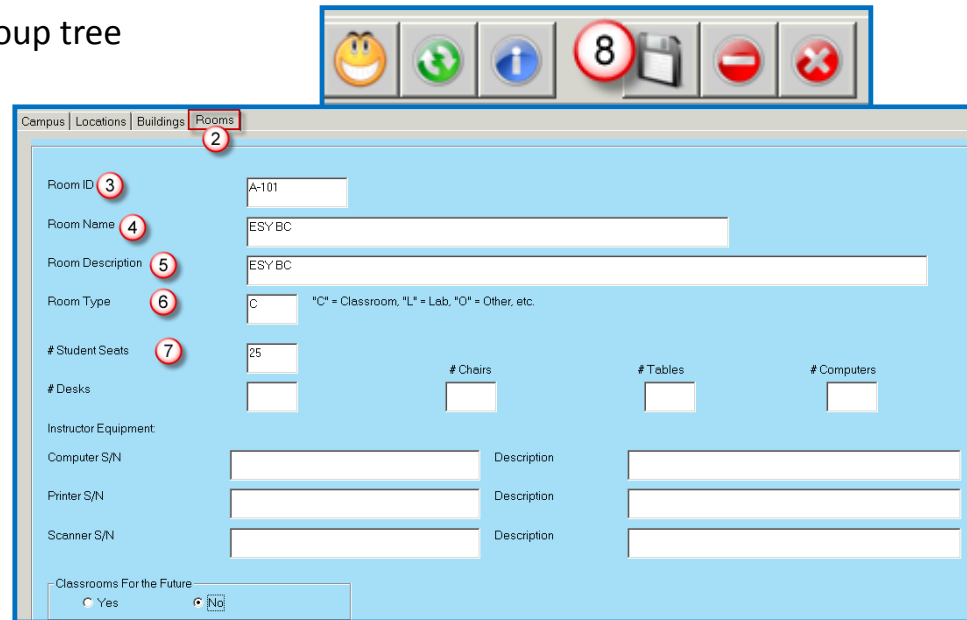
Field	Value
Building ID	000001
Building Name	CM Summer School
Building Description	CM Summer School
# Fire Extinguishers	100
# Exits	15
# Rooms	50
# Labs	5
# Halls	5
Location Description	CM Summer School



## Creating a Summer Location (optional)

### Creating a Room

1. Click on the **Building Name** from the group tree on the left hand side
2. Click the **Rooms Tab**
3. Enter a unique **Room ID**
4. Enter a **Room Name**
5. Enter a **Room Description**
6. Enter a **Room Type**:
  - Enter “C” for Classroom
  - Enter “L” for Lab
  - Enter “O” for Other
7. Enter the number of **Student Seats**  
 (this # can be adjusted at a later time to accommodate class seating size)
8. Click the **“Save”** icon to save Room information



**NOTE:** The fields listed above are **REQUIRED** fields. Other **optional** fields include:

- # of Desks • # of Chairs • # of Tables • # of Computers
- Instructor Equipment Serial Numbers and Descriptions
- “Yes” or “No” radio buttons designation for Classrooms For the Future

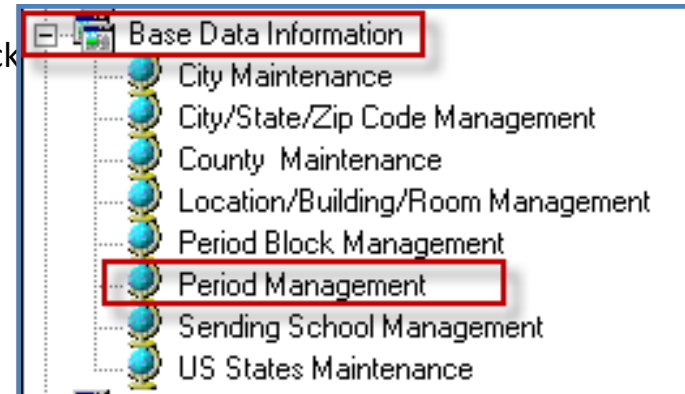
## Creating Summer Periods

### Getting Started

Double Click **Modules** > Double click **Base Data Information** > Click **Period Management**

### Module Overview

Create summer school periods where needed.



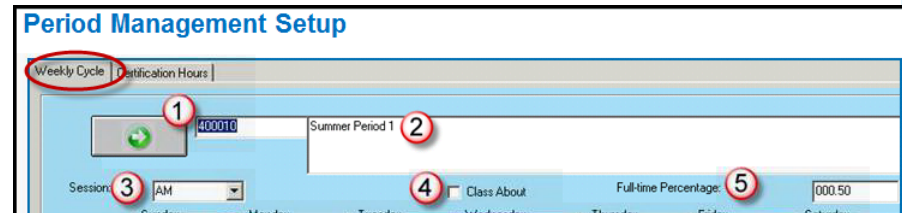
- 1 Click the **Green Arrow** to auto-generate a **Class Number** or if your site utilizes a specific **Period ID #** scheme enter new ID number for that scheme in the ID box
  - Example a site might use ID #'s 100010–100099 for CTE Periods, 200010–200099 for Alt Ed Periods, 300010–300099 for Special Ed Periods, the site might use 400010–400099 for Summer Periods

- 2 Enter a **Period Description**
  - Example: Summer Period 1

- 3 Select a **Session/Block** from the drop-down

- 4 If this Period follows a Day A/B schedule check the **Class About** box

- 5 Enter the **Full Time Percentage**



A screenshot of the 'Period Management Setup' form. It includes fields for 'Weekly Cycle', 'Identification Hours', 'Session', 'Class About', and 'Full-time Percentage'. Numbered callouts (1-5) point to the 'Green Arrow' button, the 'Identification Hours' field, the 'Session' dropdown, the 'Class About' checkbox, and the 'Full-time Percentage' field respectively.



# Admin SE Summer School

## Creating Summer Periods

- 6 Select **True** for each day classes meet
- 7 Enter a **Start Time** for each day classes meet
- 8 Enter an **End Time** for each day classes meet
- 9 Enter a class **Length** in hours and minutes
- 10 Enter a **Tardy Time** for each day classes meet (**required even though you may not use this functionality**)
- 11 Select all associated Periods under **Time Block**
- 12 Click **Save**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Class Held:	<input type="radio"/> True <input checked="" type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False
Start:	12:00 AM	08:30 AM	08:30 AM	08:30 AM	08:30 AM	08:30 AM	12:00 AM
End:	12:00 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	12:00 AM
Length:	00:00	03:00	03:00	03:00	03:00	03:00	00:00
Tardy Time:	12:00 AM	08:45 AM	08:45 AM	08:45 AM	08:45 AM	08:45 AM	12:00 AM

**Time Block: Select all associated Periods**


1    2    3    4    5    6    7    8

9    10    11    12    13    14    15  



## Creating Summer Periods

Weekly Cycle | Certification Hours

1  400010 Summer Period 1 2

Session: 3 AM 4  Class About Full-time Percentage: 5 000.50

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Class Held:	<input type="radio"/> True <input checked="" type="radio"/> False	6 <input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False
Start:	12:00 AM	7 08:30 AM	08:30 AM	08:30 AM	08:30 AM	08:30 AM	12:00 AM
End:	12:00 AM	8 11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	12:00 AM
Length:	00:00	9 03:00	03:00	03:00	03:00	03:00	00:00
Tardy Time:	12:00 AM	10 08:45 AM	08:45 AM	08:45 AM	08:45 AM	08:45 AM	12:00 AM

Time Block: Select all associated Periods

11  1  2  3  4  5  6  7  8

9  10  11  12  13  14  15



# Admin SE Summer School

## Creating a Summer School Calendar

### Getting Started

Double Click **Modules** > Double click **School Calendar Information**> Click **Summer School Calendar Management**

### Module Overview:

This module allows users to create and maintain the summer school calendar(s).

\*Students **will not** get assigned the newly created Summer School Calendar in the Student Registration or Student Master modules.

Creating the summer school calendar(s) is necessary for the Summer 1 & Summer 2 radio buttons in Instructional Course Offerings and for Summer Attendance/Grading.



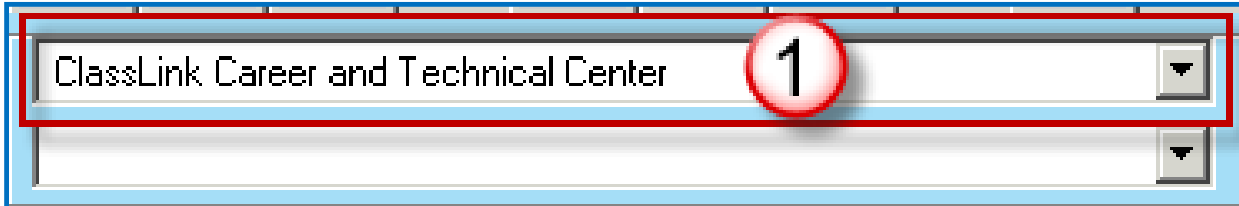
## Creating a Summer School Calendar

### 1 To begin creating a Summer Calendar:

Select the summer school location from the drop down menu. Create a **New Summer School Calendar**.

**EACH Summer School Location** will have a separate summer school calendar. School Year calendars for each location (created/maintained in School Calendar Management module) are maintained separately and must exist. If a new summer school location was created you will also need to create a School Year calendar in the School Calendar Management module.

Refer to the QRG titled: Creating & Maintaining the School Calendar with Rotations located on our website at: <http://www.classmate.net> for instruction on creating a School Year Calendar if necessary.



## Creating a New Summer School Year

### New Summer School Year Description



ClassLink Career and Technical Center

201213 2012-13 Summer School CTC 2

2

- Move to the field located directly to the right of the calendar drop down. (This field may contain the current school calendar year.)
- Enter **New Summer School Year** in the following format: full year and last two digits of the next year. For example: the summer school year 2013 & 2014 would be entered as **201314**.
- After the new school year has been entered in the system will automatically place you in the **Calendar Control Management Tab**
- In the field directly to the right of the 6 digit newly create date, enter and describe the new school year. For example, **2013-2014 Summer School Year**

**NOTE:** If your site is a multi location site a ClassMate Best Practice is to add the location name at the end of each calendar. For example: 2013-2014 Summer School Year - North





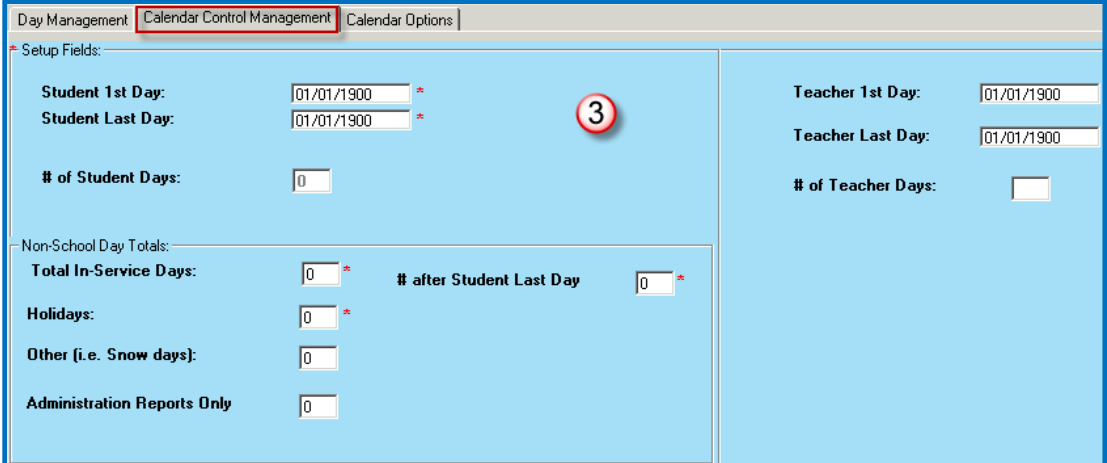
# Admin SE Summer School

## Creating a Summer School Calendar

### Populate the Following Required Fields

3

- Student First Day
- Student Last Day
- Teacher First Day
- Teacher Last Day
- Total In-Service Days
- # After Student last Day
- Holidays
- Other
- Administration Reports Only



### ClassMate Auto-Calculated Fields

- Number of Student Days
- Number of Teacher Days

### Verify

- Location Selection
- School Year Description

### Save the Calendar

Note: The **Red \*** asterisk indicates required fields.

## Creating a Summer School Calendar

### Save Function

After populating all required fields:

Click on the “save” button located along the top of the screen on the toolbar.

All calculations for:

- # of Student Days
- # of Teacher Days

Will be auto-generated and the fields will be populated.

<b>Student 1st Day:</b>	<input type="text" value="07/02/2012"/> *	<b>Teacher 1st Day:</b>	<input type="text" value="07/02/2012"/>
<b>Student Last Day:</b>	<input type="text" value="08/03/2012"/> *	<b>Teacher Last Day:</b>	<input type="text" value="08/03/2012"/>
<b># of Student Days:</b>	<input type="text" value="23"/>	<b># of Teacher Days:</b>	<input type="text" value="23"/>



## Creating a Summer School Calendar

### Verifying Calendar Days

After populating all required fields & saving the Calendar, the **Day Management Tab** will be populated with the number of requested calendar days. Verify all dates and ensure they match the fields entered.

Please take note of:

#### Setup Column

Number of identified days that need to be setup or scheduled in the system.

#### Scheduled Column

Indicates the number of days by type you have identified or scheduled in the system.

The goal is to have the Setup column equal the scheduled column. This ensures the correct number of days have been scheduled.

	Setup	Scheduled
Holidays:	1	1
Other (i.e. Snow days):	0	0
Admin Only	0	0



## Creating a Summer School Calendar

### Identifying Calendar Days

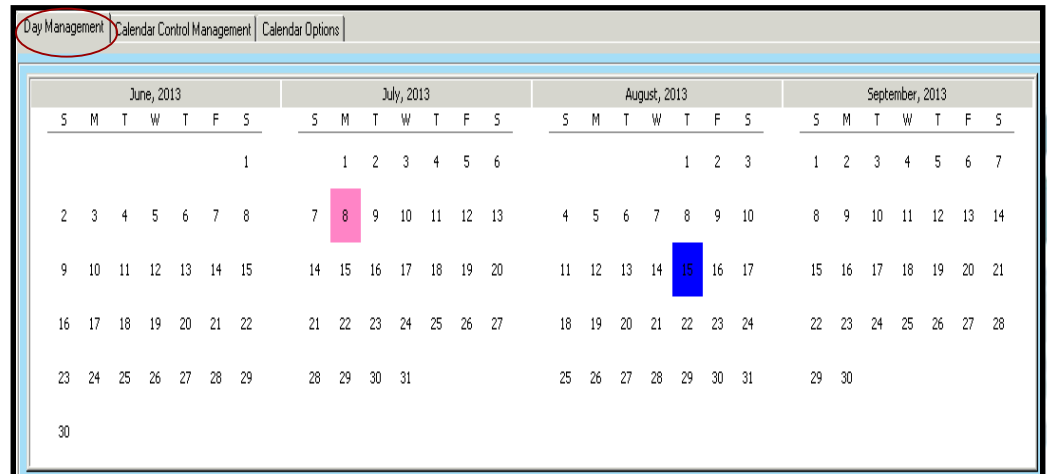
After the initial Calendar has been created you must then identify days within the ClassMate Calendar to correspond with the fields used to calculate the calendar. The calendar will display colored coded blocks, indicating various day types.

#### Days to Identify:

- In-Service Days
- Holidays
- Other

#### Click on the Day Management Tab :

- Click the date for which you will identify the day type.
- The date will auto populate in the date field.



June, 2013							July, 2013							August, 2013							September, 2013											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1							1	2	3	4	5	6								1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14					
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21					
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28					
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30										
30																																

## Creating a Summer School Calendar

### Identifying Calendar Days

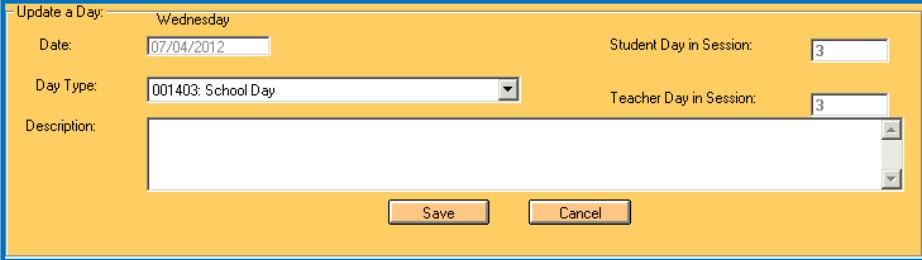
ClassMate will default weekdays (Monday-Friday) to a “School Day” Day Type.

ClassMate will default weekends (Saturday & Sunday) to a “Weekend” Day Type.

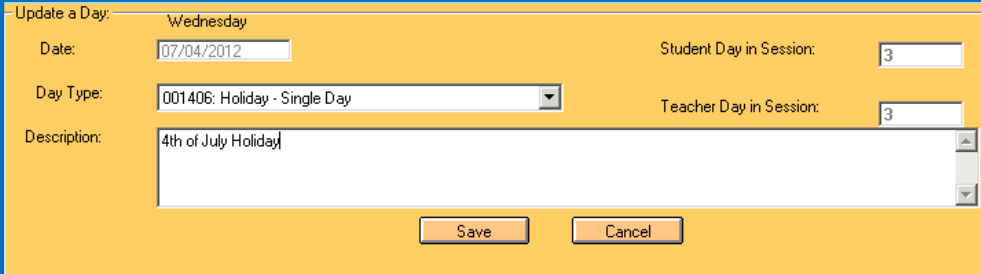
Any day in the school calendar that does not follow this pattern must be identified by an alternate Day Type to ensure accurate calculations.

For example, You may need to identify & change July 4<sup>th</sup> to a “Holiday” Day Type.

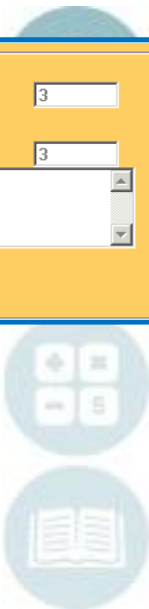
Repeat for each day that does not follow the default pattern, until the “**scheduled days**” number equals the “**setup**” number.



The screenshot shows the 'Update a Day' dialog box with the following fields: Day Type: 001403: School Day, Date: 07/04/2012, Student Day in Session: 3, and Teacher Day in Session: 3. The Description field is empty. The dialog box has 'Save' and 'Cancel' buttons at the bottom.



The screenshot shows the 'Update a Day' dialog box with the following fields: Day Type: 001406: Holiday - Single Day, Date: 07/04/2012, Student Day in Session: 3, and Teacher Day in Session: 3. The Description field contains '4th of July Holiday'. The dialog box has 'Save' and 'Cancel' buttons at the bottom.

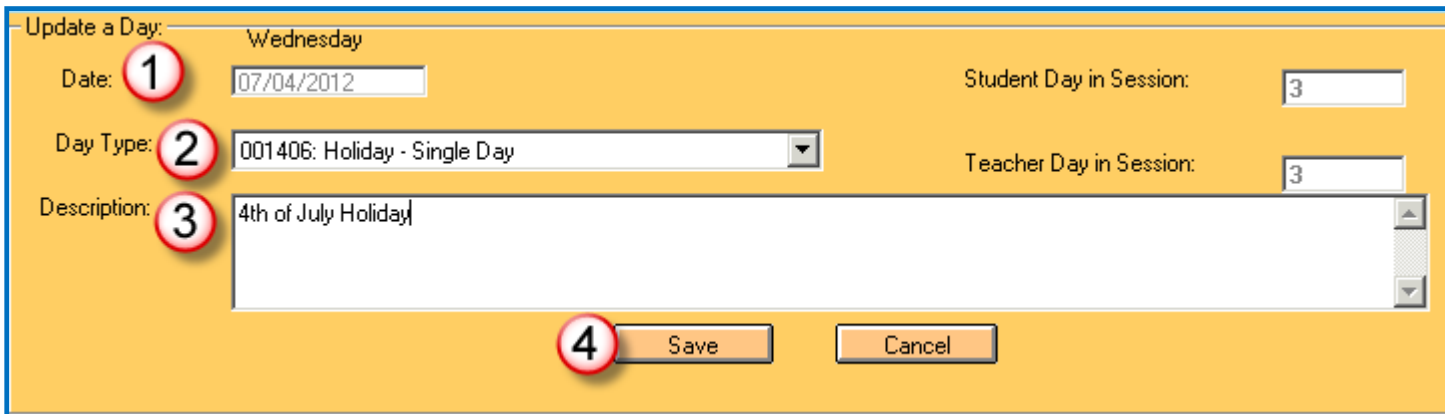


## Creating a Summer School Calendar

### Identifying Calendar Days

1. **Date:** The selected date will display by default. An end date can be entered for multiple days
2. **Day Type:** From the **Day Type** Drop Down Menu Select the appropriate day type
3. **Description Field:** Enter the specific details of day in the **Description Field**.
4. Click **“Save”**

Repeat for **Each** Day that does not follow the default pattern



Update a Day: Wednesday

Date: **1**  Student Day in Session:

Day Type: **2**  Teacher Day in Session:

Description: **3**

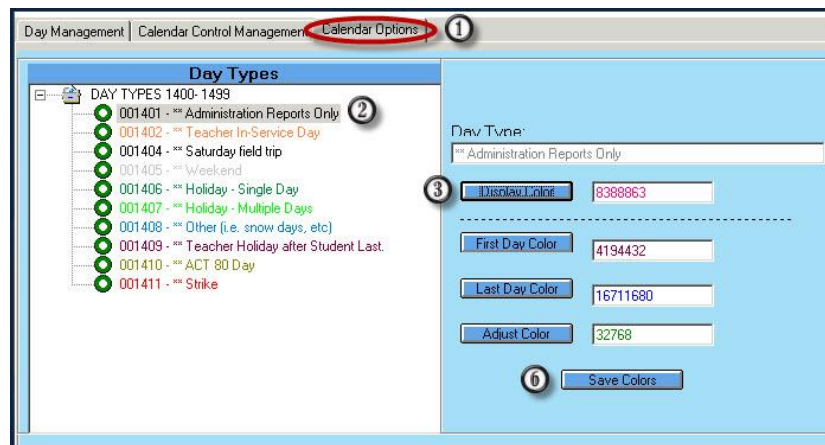
**4**



## Creating a Summer School Calendar Customizing Display Colors

The School Calendar display different day types by color. Users have the ability to customize the color for display.

1. Click Calendar Options tab
2. Click the Day Type you would like to customize. The **Day Type** will populate the right hand field Display Color.
3. Click the **Blue Display Color** button.
4. Select the **New Color** from the color chart
5. Click “OK”
6. Click **Blue** “Save Colors” button



**Note: All changes follow the same process**

## Creating Summer Marking Periods

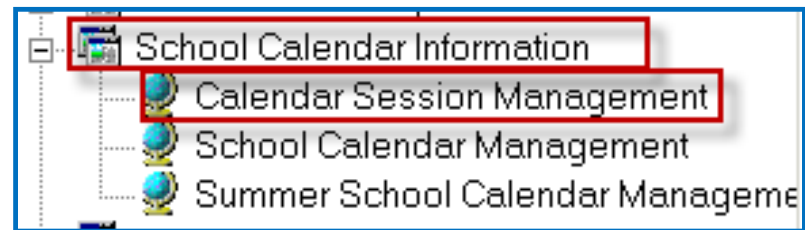
### Getting Started:

Double Click **Modules** > Double click **School Calendar Information**>  
Click **Calendar Session Management**

### Module Overview:

This module allows users to create and maintain the begin and end dates for the summer marking periods.

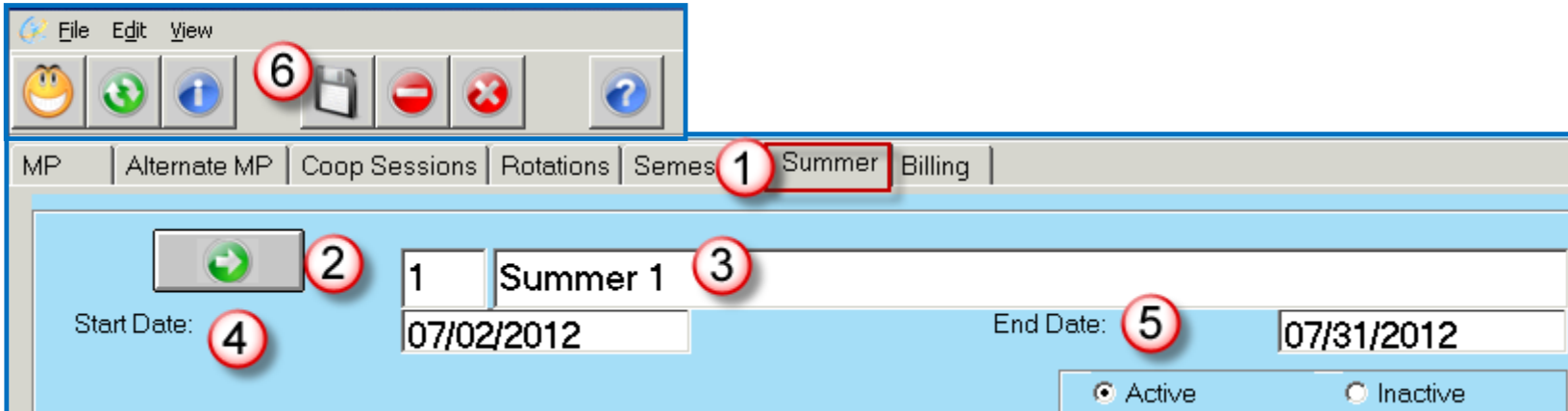
Summer Marking Periods need to be created whether using only Attendance or if utilizing grading functionality as well during Summer School.





## Creating Summer Marking Periods

1. Click the Summer Tab
2. Click the **Green Arrow** button to auto create the next sequential ID number
3. Enter a description for the Summer Marking Period
4. Enter the Summer Marking Period Start Date
5. Enter the Summer Marking Period End Date
6. Click Save



The screenshot shows the 'Summer' tab selected in the 'Semes' section. The form contains the following elements:

- MP** | **Alternate MP** | **Coop Sessions** | **Rotations** | **Semes** | **Summer** | **Billing**
- Green Arrow** button (2)
- 1** (ID number)
- Summer 1** (Description) (3)
- Start Date:** (4) **07/02/2012**
- End Date:** (5) **07/31/2012**
- Active** |  **Inactive**

Numbered callouts (1-6) indicate the steps: 1. Summer tab, 2. Green Arrow button, 3. Description field, 4. Start Date field, 5. End Date field, 6. Save button.



# Admin SE Summer School

## Creating Summer School Grade Formulas

### Getting Started:

Double Click **Modules** > Double click **Admin Grading** > Click **School Grade Formulas**

### Module Overview:

- This module allows users to create Summer School Marking Period formulas. Summer School Grade formulas must be created if using grading functionality during summer school.

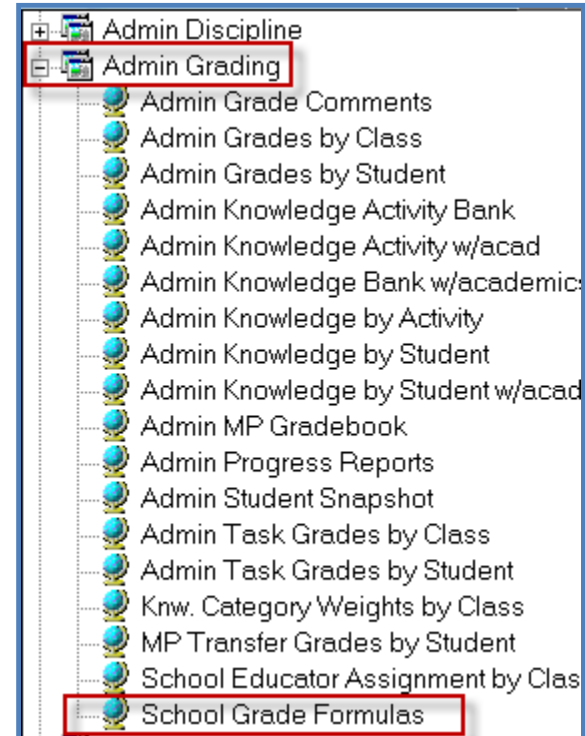
- If the site has two separate summer sessions then two new Marking Period formulas should be created.

- If only one summer session is offered then only one new formula is required.

- When creating the new formulas for Summer School the grading components that can be selected for grading are Work Ethic (WE), Knowledge (KNW), Skill (SKL). Sites can choose to use a combination of these components or just one.

- Example Summer School MP formula names:

- Summer School 1
- Summer School 2



## Creating Summer School Grade Formulas

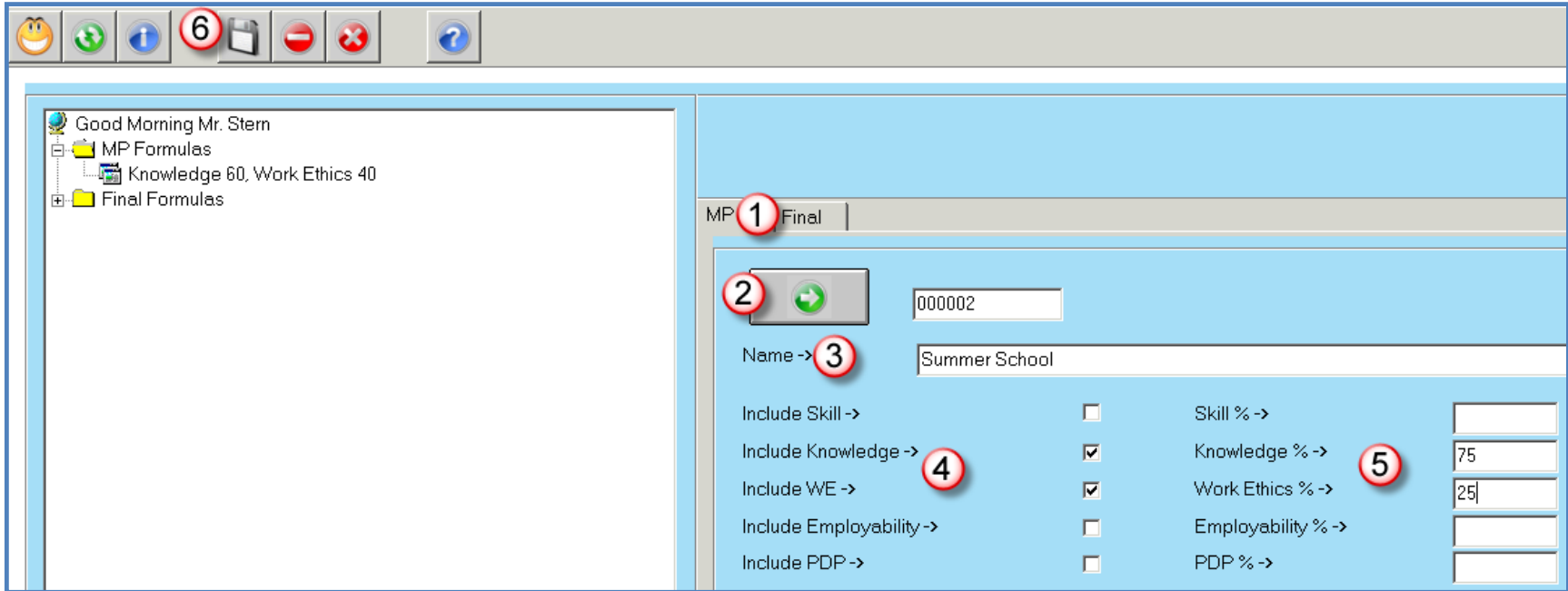
### Getting Started:

Double Click **Modules** > Double click **Admin Grading** > Click **School Grade Formulas**

1. Click the MP tab
2. Click the **Green Next Number** button
3. Enter the Summer School formula name in the Name box
  - Example: Summer School
4. Click in the box next to the grading component(s) you want to grade for Summer School
5. Enter the Percentage (%) that each grading component will be worth, the total must be equal to 100%
  - Examples:
    - Work Ethics 50% & Knowledge 50%
    - Work Ethics 25 % & Knowledge 75%
    - Work Ethics 25 %, Knowledge 50%, & Skill 25%
    - Knowledge 100%
6. Click Save




## Creating Summer School Grade Formulas



Good Morning Mr. Stern


- MP Formulas
  - Knowledge 60, Work Ethics 40
  - Final Formulas

MP **1** Final

**2**  000002

Name -> **3** Summer School

Include Skill ->	<input type="checkbox"/>	Skill % ->	<input type="text"/>
Include Knowledge ->	<input checked="" type="checkbox"/>	Knowledge % -> <b>5</b>	75
Include WE ->	<input checked="" type="checkbox"/>	Work Ethics % ->	25
Include Employability ->	<input type="checkbox"/>	Employability % ->	<input type="text"/>
Include PDP ->	<input type="checkbox"/>	PDP % ->	<input type="text"/>

**6** 

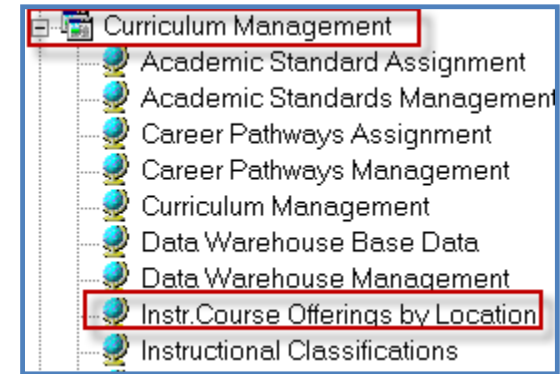
## Creating Summer School Courses/Classes

### Getting Started:

Double Click **Modules** > Double click **Curriculum Management**> Click **Instr.Course Offerings by Location**

### Module Overview:

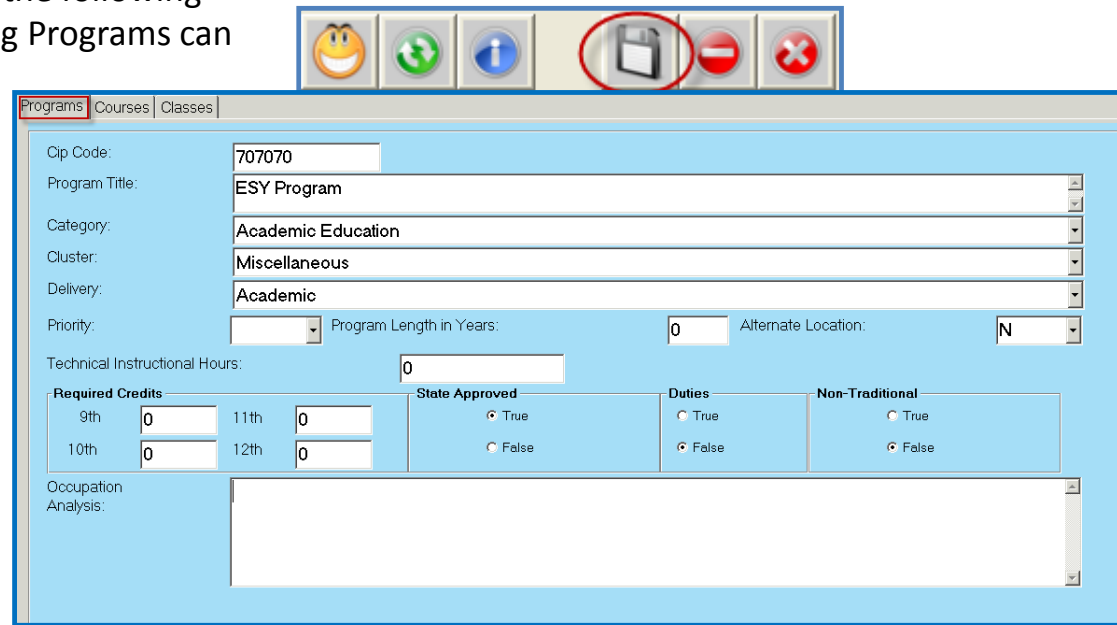
- This module will allow the user to create the courses and classes that will be offered during the summer sessions.
- Existing Courses may be used, however new Classes must be created for use during the summer session.
- On the Class Tab the Summer indicator allows the user to indicate for which summer session the class will be offered.



## Creating Summer School - Programs

If creating new Programs for Summer School the following fields are **REQUIRED**. Please note that existing Programs can be used for Summer School.

- 1) Enter a **CIP Code**
- 2) Enter a **Program Title**
- 3) Select a **Category** from the drop-down
- 4) Select a **Cluster** from the drop-down
- 5) Select a **Delivery** from the drop-down
- 6) Select the **“Yes”** radio button if the Program is **State Approved**
- 7) Click the **“Save”** icon to save



Programs Courses Classes

Cip Code: 707070

Program Title: ESY Program

Category: Academic Education

Cluster: Miscellaneous

Delivery: Academic

Priority: Program Length in Years: 0 Alternate Location: N

Technical Instructional Hours: 0

Required Credits				State Approved	Duties	Non-Traditional
9th	0	11th	0	<input checked="" type="radio"/> True	<input type="radio"/> True	<input type="radio"/> True
10th	0	12th	0	<input type="radio"/> False	<input type="radio"/> False	<input type="radio"/> False

Occupation Analysis:

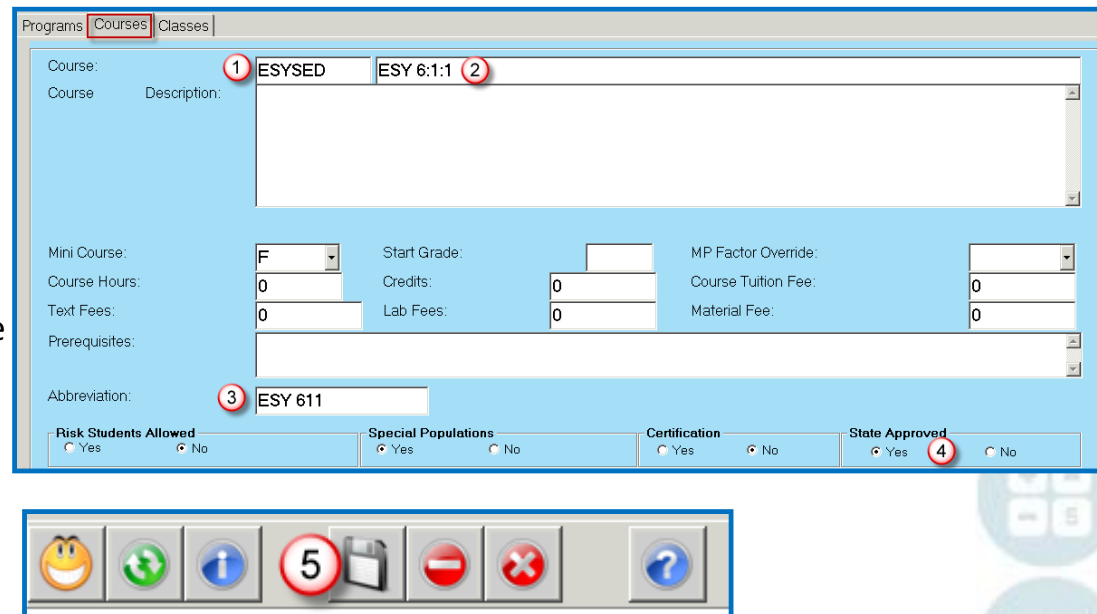
## Creating Summer School - Courses

If creating new Courses for Summer School the following fields are **REQUIRED**. Please note existing Courses can be used for Summer School.

- 1) Enter a **Course Number**
- 2) Enter a **Course Name**
- 3) Enter in a **Course Abbreviation** in the Abbreviation box
- 4) Select the **“Yes”** radio button if the Course is **State Approved**
- 5) Click the **“Save”** icon to save

Add a Course:

- Click the plus sign “+” left of the **Program** name to view **Courses**
- Click on the **“Courses”** Tab to add a new course



The screenshot shows the 'Courses' tab in the Harris School Solutions Admin SE Summer School interface. The form includes the following fields and options:

- Course:** A dropdown menu with 'ESYSED' selected, marked with a red circle 1.
- Course Description:** A text input field with 'ESY 6:1:1' entered, marked with a red circle 2.
- Mini Course:** A dropdown menu with 'F' selected.
- Start Grade:** A text input field.
- MP Factor Override:** A dropdown menu.
- Course Hours:** A text input field with '0' entered.
- Credits:** A text input field with '0' entered.
- Course Tuition Fee:** A text input field with '0' entered.
- Text Fees:** A text input field with '0' entered.
- Lab Fees:** A text input field with '0' entered.
- Material Fee:** A text input field with '0' entered.
- Prerequisites:** A text input field.
- Abbreviation:** A text input field with 'ESY 611' entered, marked with a red circle 3.
- Risk Students Allowed:** Radio buttons for 'Yes' and 'No'.
- Special Populations:** Radio buttons for 'Yes' and 'No'.
- Certification:** Radio buttons for 'Yes' and 'No'.
- State Approved:** Radio buttons for 'Yes' and 'No', with 'Yes' selected and marked with a red circle 4.

The bottom toolbar contains several icons: a smiley face, a refresh icon, an information icon, a save icon (marked with a red circle 5), a minus sign, a close icon, and a help icon.

# Admin SE Summer School

## Creating Summer School - Classes

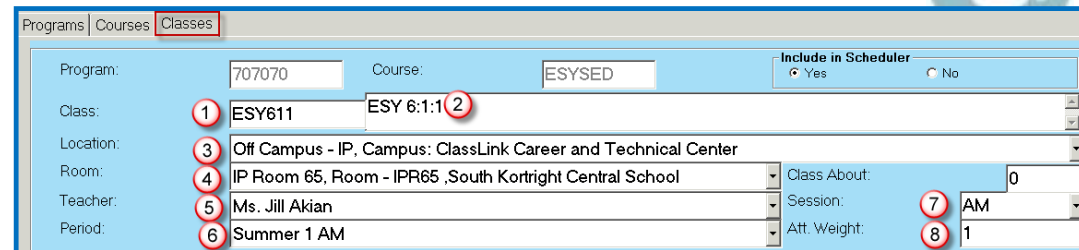
New Summer School Classes **Must** be created.

The following fields are **REQUIRED**:

- 1) Enter a **Class ID**
- 2) Enter a **Class Description**
- 3) Select a **Location** from the drop-down
- 4) Select a **Room** from the drop-down
- 5) Select a **Teacher** from the drop-down
- 6) Select a **Period** from the drop-down
- 7) Select a **Session** from the drop-down
- 8) Enter an **Att. Weight** (Attendance Weight).  
If attendance is not being taken for the class enter a Zero (0)

Add a Class:

- Click the “+” left of the **Program** to view **Courses**
- Click the “+” left of the **Course** to view **Classes**
- Click on the “**Classes**” Tab to add a new class



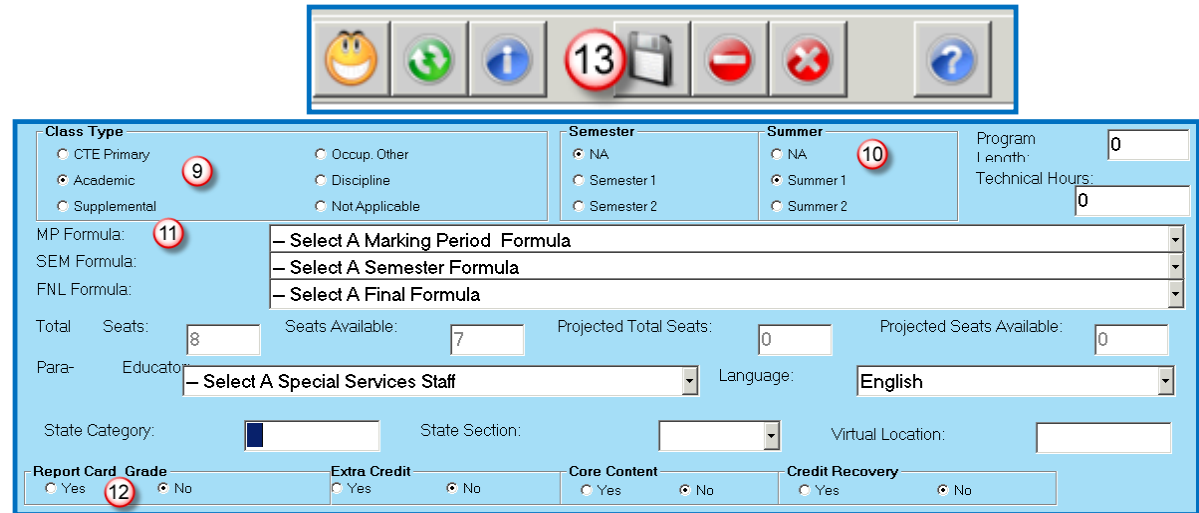


## Creating Summer School - Classes

The following fields are **REQUIRED**:

- 9) Select a **Class Type**:
- CTE Primary
  - Occup. Other
  - Academic
  - Discipline
  - Supplemental
  - Not Applicable

- 10) Select a **Summer Session**:
- Summer 1
  - Summer 2

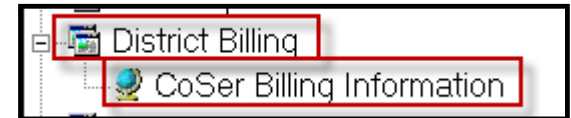


- 11) If doing grading: Select an **MP Formula** from the drop-down if grading is being performed
- 12) If doing grading: Select “Yes” for **Report Card Grade** to include Class grade on Report Card
- 13) Click the “Save” icon to save Class information

## Creating Summer School CoSers

### Getting Started:

Double Click **Modules** > Double click **District Billing** > Click **CoSer Billing Information**



### Module Overview:

This module allows the user create any new CoSers (Programs, Service Options, or Services) if necessary. New CoSers would only be created if the CoSers currently do not exist.

For further information on creating CoSers please refer to the Services Management QRG available on our website at:

<http://www.classmate.net>



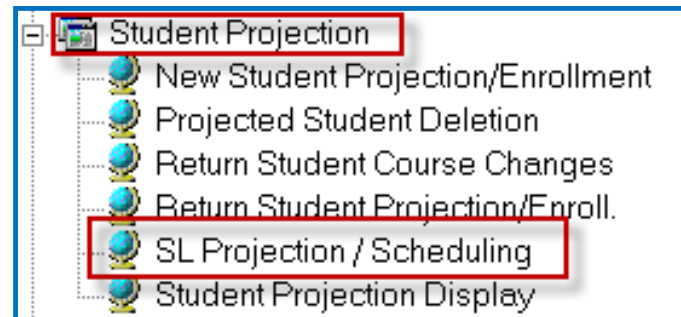
## Creating Summer School Schedules for Current Students

### Getting Started:

Double Click **Modules** > Double click **Student Projection** > Click **SL Projection/Scheduling**

### Module Overview:

This module allows the user to schedule current students into their summer classes.



## Creating Summer School Schedules for Current Students

### Getting Started

Each time you enter the module each step **MUST** be performed.

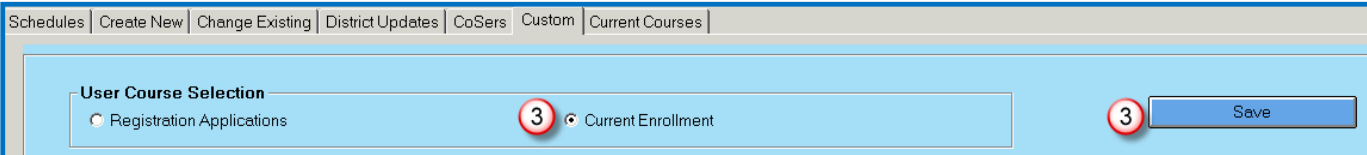
1. Select the location that the student is currently enrolled in
2. Click on Projected School Year radio button
3. Click on the custom tab > select Current Enrollment radio button > Save
4. Now you will notice on the left, SUMMER SCHOOL New Year for that location



Itinerant and Related Services

Alpha  ID  + -

Projected Year  Current Year

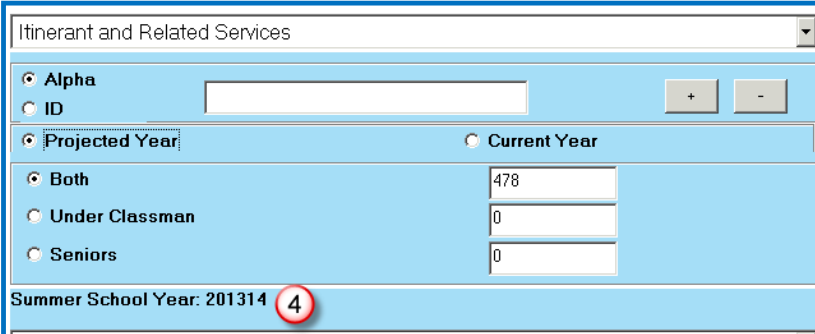


Schedules | Create New | Change Existing | District Updates | CoSers | Custom | Current Courses

User Course Selection

Registration Applications  Current Enrollment

3 Save



Itinerant and Related Services

Alpha  ID  + -

Projected Year  Current Year

Both  478

Under Classman  0

Seniors  0

Summer School Year: 201314 4



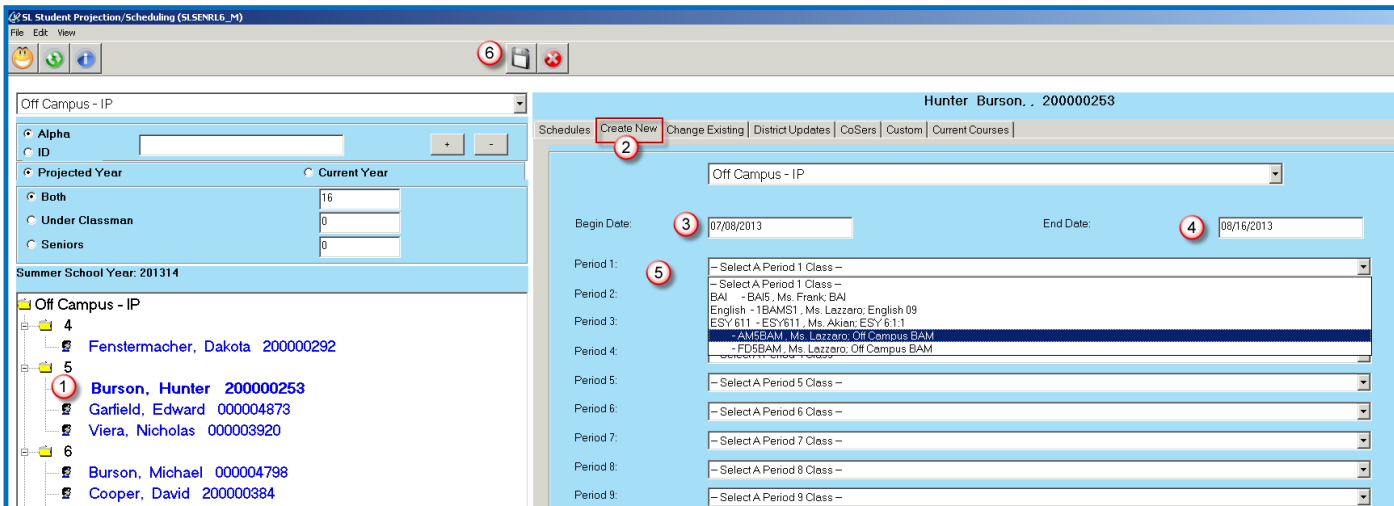
# Admin SE Summer School

## Creating Summer School Schedules & CoSer's for Current Students

### To Enroll the Current students into their Summer Schedules

1. Click on student
2. Click Create new tab
3. Enter a summer start date & a summer end date
4. Select the summer class
5. Save

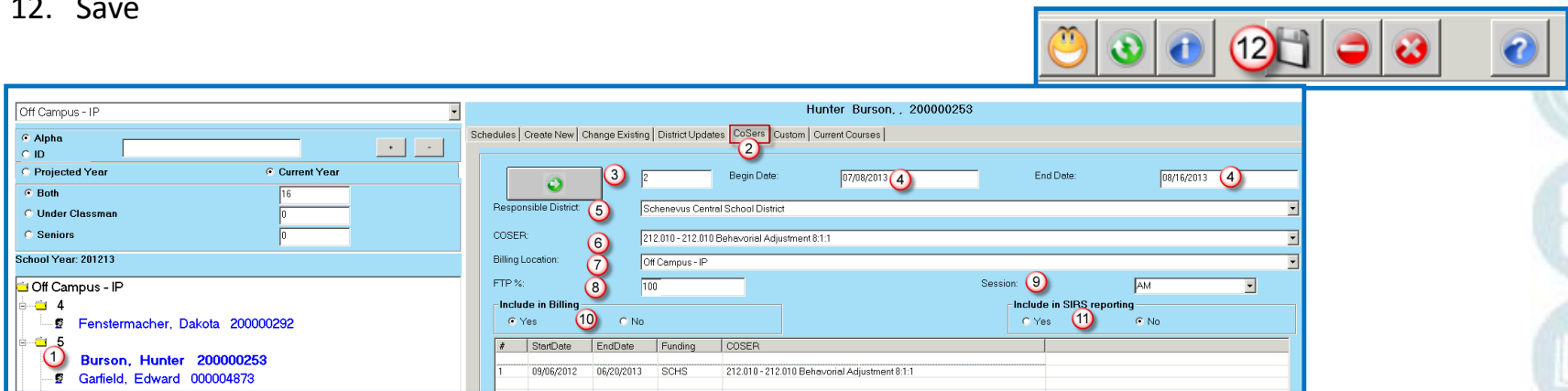
Note: By selecting a class that you have set up in Instructional Course Offerings as a Summer 1 or Summer 2 class – this will automatically attach the Summer school Calendar to the student (this is the purpose for creating the summer school calendar).



## Creating Summer School Schedules & CoSer's for Current Students

### To Assign Summer School CoSers to Current Students

1. Click on student
2. Click on the CoSers tab
3. Click the Green Next Number button
4. Enter a summer start date
5. The responsible district will default to the students district
6. Select the Student's CoSer from the CoSer drop-down
7. Select the Billing location if different then the students location
8. Enter FTP %
9. Select Session
10. Include in Billing select Yes or No depending upon your sites billing
11. Include in SIRS Reporting select Yes or No depending upon your site
12. Save



Off Campus - IP

Alpha

ID

Projected Year

Current Year

Both

Under Classman

Seniors

School Year: 201213

Off Campus - IP

4

Fenstermacher, Dakota 200000292

5

Burson, Hunter 200000253

Garfield, Edward 000004873

Hunter Burson, . 200000253

Schedules | Create New | Change Existing | District Updates | CoSers | Custom | Current Courses

2

3

Begin Date: 07/08/2013 4

End Date: 08/16/2013 4

Responsible District: 5 Schenevus Central School District

COSER: 6 212.010 - 212.010 Behavioral Adjustment 8:1.1

Billing Location: 7 Off Campus - IP

FTP %: 8 100

Session: 9 AM

Include in Billing: 10 Yes No

Include in SIRS reporting: 11 Yes No

#	Start Date	End Date	Funding	COSER
1	09/06/2012	06/20/2013	SCHS	212.010 - 212.010 Behavioral Adjustment 8:1.1

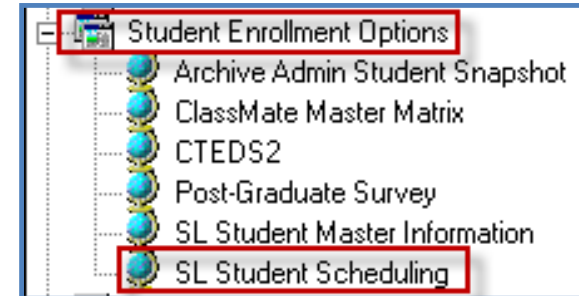
## Assigning Summer CoSers for Current Students “Alternative” option

### Getting Started:

Double Click **Modules** > Double click **Student Enrollment Option** >  
Click **SL Student Scheduling**

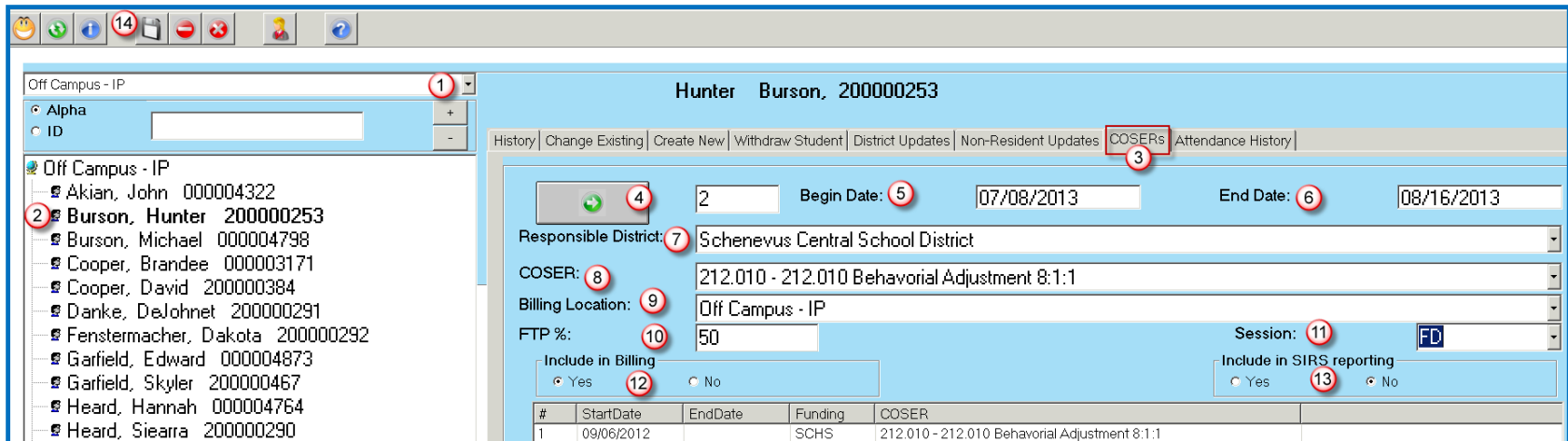
### Module Overview:

This module will allow schools to assign Summer CoSers to current students.



## Assigning Summer CoSers for Current Students

1. Click on a location
2. Click on a **Student**
3. Click the **CoSers Tab**
4. Click the **Green** Next Number button to generate the next available ID number
5. Enter the **Begin Date**
6. Enter the **End Date**
7. The Responsible District will default to the district that's assigned as the Responsible/Funding District on the Non-Residents Update tab & in SL Student Master
8. Select the **CoSer** from the drop-down list
9. The **Billing Location** will default to the students location
10. The **FTP %** (Full Time Percentage) field defaults to 50, adjust accordingly
11. Select the **Session** when the student is in the CoSer (ex: AM, FD, PM)
12. Include **Billing** select Yes or No depending upon your sites billing
13. Include in **SIRS** Reporting select Yes or No depending upon your site
14. Click **"Save"**



Off Campus - IP

Hunter Burson, 200000253

History | Change Existing | Create New | Withdraw Student | District Updates | Non-Resident Updates | **COSERS** | Attendance History

Begin Date: 07/08/2013 End Date: 08/16/2013

Responsible District: Schenevus Central School District

COSER: 212.010 - 212.010 Behavioral Adjustment 8:1:1

Billing Location: Off Campus - IP

FTP %: 50

Session: FD

Include in Billing:  Yes  No

Include in SIRS reporting:  Yes  No

#	StartDate	EndDate	Funding	COSER
1	09/06/2012		SCHS	212.010 - 212.010 Behavioral Adjustment 8:1:1



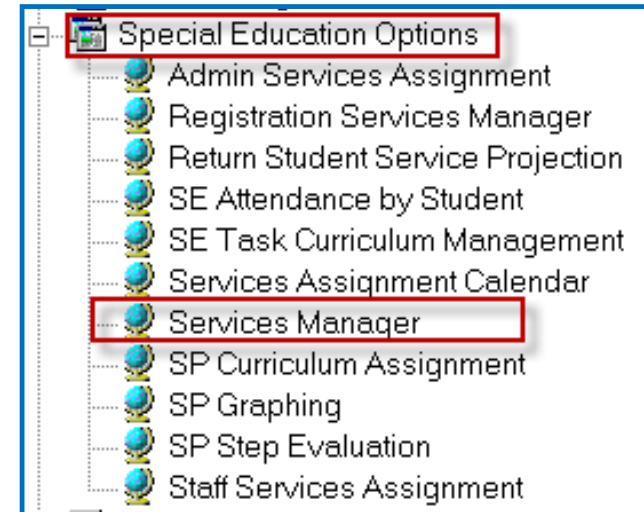
## Creating Summer Services for Current Students

### Getting Started:

Double Click **Modules** > Double click **Special Education Options** > Click **Services Manager**

### Module Overview:

This module allows the user to create summer services for special education students. When creating the summer service make sure to enter the start date and end date for the summer session.



For further information on using these modules please refer to the Services Management QRG available on our website at: <http://www.classmate.net>

## Scheduling Summer Services for Current Students

### Getting Started:

#### Administrators Performing the Scheduling

Double Click **Modules** > Double click **Special Education Options** > Click **Admin Services Assignment**

#### Special Education Staff (ex: Aides, Therapists, etc) Performing the Scheduling

Double Click **Modules** > Double click **Special Education Options** > Click **Staff Services Assignment**

### Module Overview:

This module allows the user to schedule students into their summer services.



For further information on using these modules please refer to the Services Management QRG and the Staff Services Assignment QRG

available on our website at:

<http://www.classmate.net>

## Registering NEW Summer School Students

### Getting Started:

Double Click **Modules** > Double click **Student Registration** > Click **SL Student Registration Information**

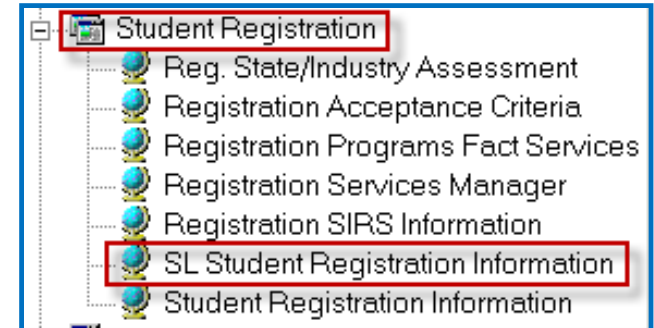
### Module Overview:

This module will allow schools to register students who are Brand New to BOCES and their first experience at BOCES will be in Summer School.

For Calendar **Year**: Select the calendar year for the upcoming school year. For example select 2013-14 for student who are attending 2013-14 Summer School.

For Calendar Location: Select the calendar year and Location that the student will be attending during the summer.

**Note: For sites that created a new Summer School location, you will use this new location to Register NEW students into.**



For further information on using this module please refer to the Introduction to New SL Student Registration – A QRG for Consolidated/Shared Location Sites available on our website at: <http://www.classmate.net>



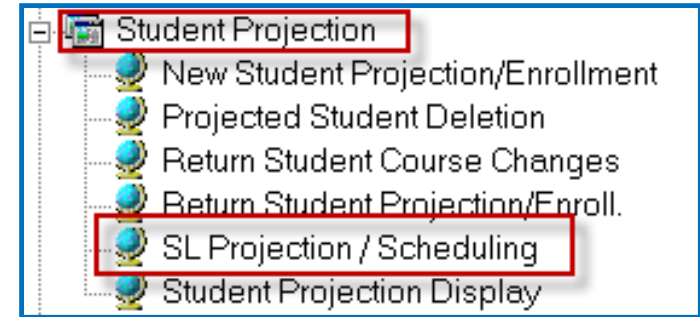
## Project/Enroll Brand New Students into Summer School Classes

### Getting Started:

Double Click **Modules** > Double click **Student Projection** > Click **SL Projection/Scheduling**

### Module Overview:

This module allows the user to schedule brand new students into their summer classes.



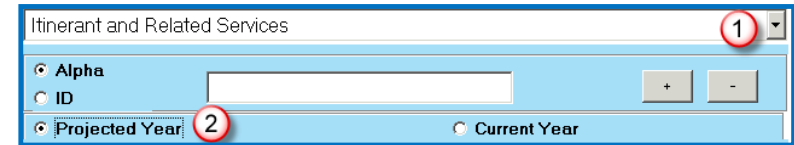
## Project/Enroll Brand New Students into Summer School Classes

### Option 1 – Individual Projections

#### Getting Started

Each time you enter the module each step **MUST** be performed.

1. Select the location that the new students are in
2. Click on Projected School Year radio button – the default will be to the current school year
3. Click on the custom tab > select REGISTRATION APPLICATIONS radio button > Save using Blue save button to the right
4. Now you will notice on the left, School Year : Year for that location



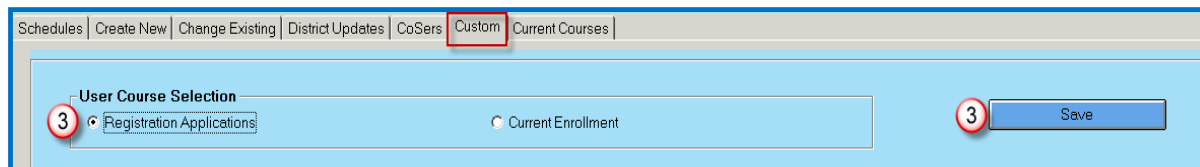
Itinerant and Related Services

Alpha  ID

Projected Year  Current Year

1

2



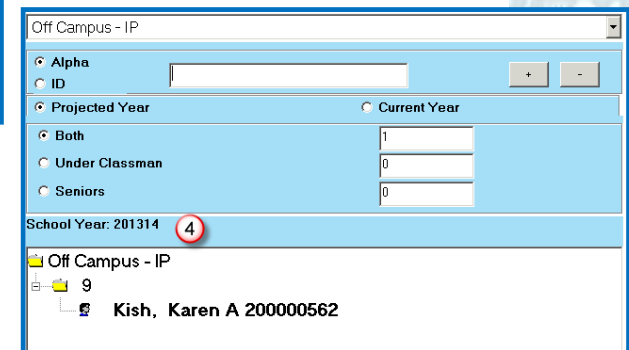
Schedules | Create New | Change Existing | District Updates | CoSers | Custom | Current Courses

User Course Selection

Registration Applications  Current Enrollment

3

3 Save



Off Campus - IP

Alpha  ID

Projected Year  Current Year

Both  Under Classman  Seniors

School Year: 201314

4

Off Campus - IP

9

Kish, Karen A 200000562

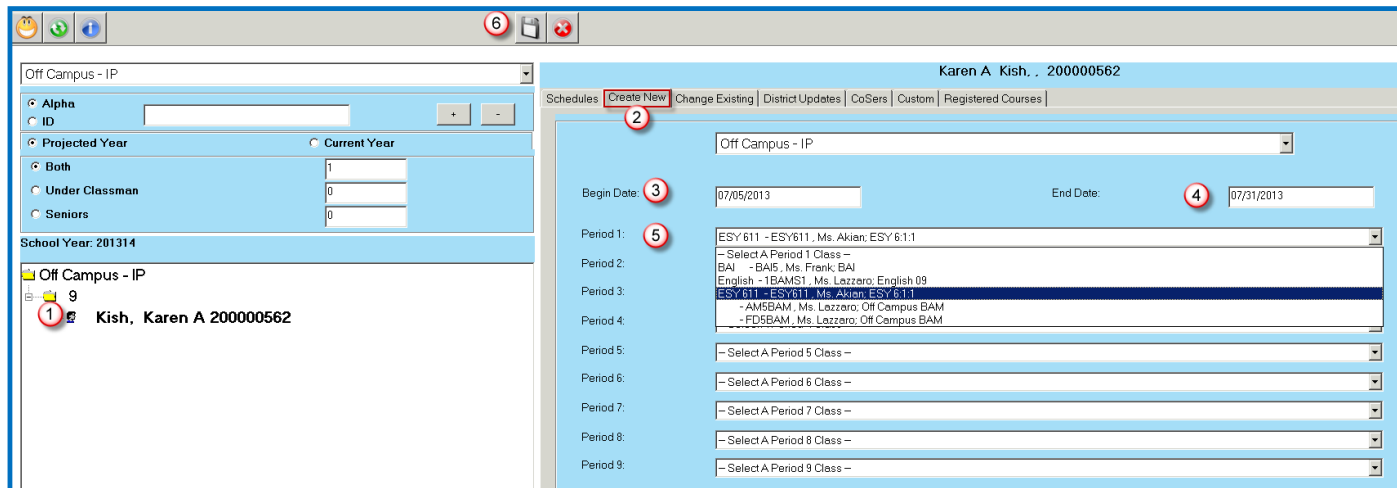
## Project/Enroll Brand New Students into Summer School Classes

### Option 1 – Individual Projections

To Project/Enroll the New students into their Summer Schedules

1. Click on a student
2. Click Create new tab
3. Enter a summer start date & a summer end date
4. Select the summer class
5. Save

Note: By selecting a class that you have set up in Instructional Course Offerings as a Summer 1 or Summer 2 class – this will automatically attach the Summer school Calendar to the student (this is the purpose for creating the summer school calendar).



The screenshot shows the 'Create New' tab in the software. The student's name 'Karen A. Kish, . 200000562' is displayed at the top. The 'Begin Date' is set to 07/05/2013 and the 'End Date' is 07/31/2013. The course selection dropdown for Period 1 is open, showing options like 'ESY 611 - ESY611, Ms. Akian; ESY 6:1.1' and 'AM5BAM, Ms. Lozzero; Off Campus BAM'. The 'Save' button is highlighted with a red circle 6.



## Project/Enroll Brand New Students into Summer School Classes

### Option 2 – Bulk Projections

#### Getting Started

Double Click **Modules** > Double click **Student Projections**  
> **New Student Projection/Enrollment**

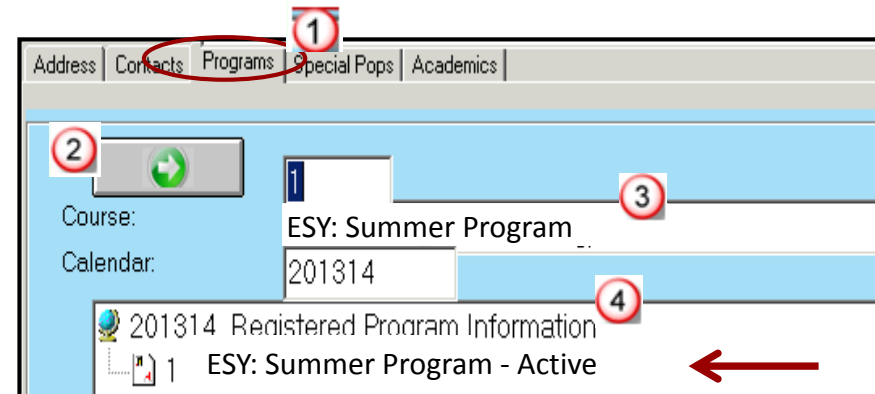
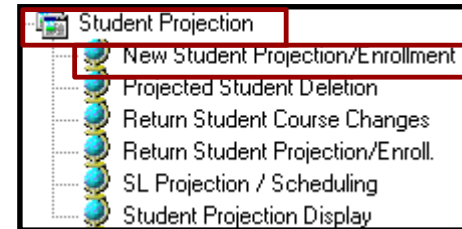
#### Module Overview:

This module will allow the site to Enroll multiple New students into the **Summer Course & Class**.

#### Pre-Requisite:

The student must have an ACTIVE Course/Preference selection identified in **(SL) Student Registration Information**  
> **Programs tab**

1. Click on the **Programs Tab**
2. Click the button with the **Green arrow** to initiate next selection
3. Select the **COURSE** from the dropdown menu
4. Verify the **calendar year** is the current school year
5. Click the **“save”** disk on the top toolbar

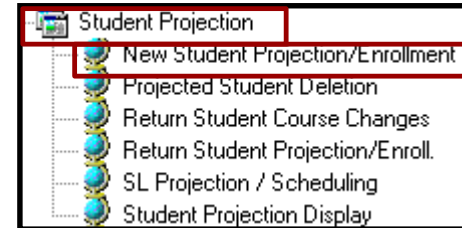


## Project/Enroll Brand New Students into Summer School Classes

### Option 2 – Bulk Projections

#### Getting Started:

Double Click **Modules** > Double click **Student Projection** > Click **New Student Projection/Enrollment**



#### Module Overview:

This module will allow the site to easily enroll multiple new students from the into the summer school course/class(es).

Preference	1	<input checked="" type="radio"/> Projected School Year <b>1</b>	<input type="radio"/> Current School Year
<b>2</b> Course	ESY001	<input checked="" type="radio"/> Non-Rotation Students	<input type="radio"/> Rotation Students
Class <b>3</b>	ESY04	ESY Summer Debra Charlton	
Rotation			
Begin Date	07/05/2014 <b>4</b>	Status	E0011 Enrollment in building or grade

1. Select **Projected School Year**
2. Click the **Blue Course** button and select the Summer Course the students need to be scheduled into
3. Click the **Blue Class** button and select the Summer Class
4. Enter the **Begin Date** for the first day of Summer School



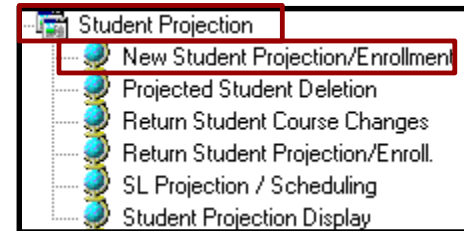


## Project/Enroll Brand New Students into Summer School Classes

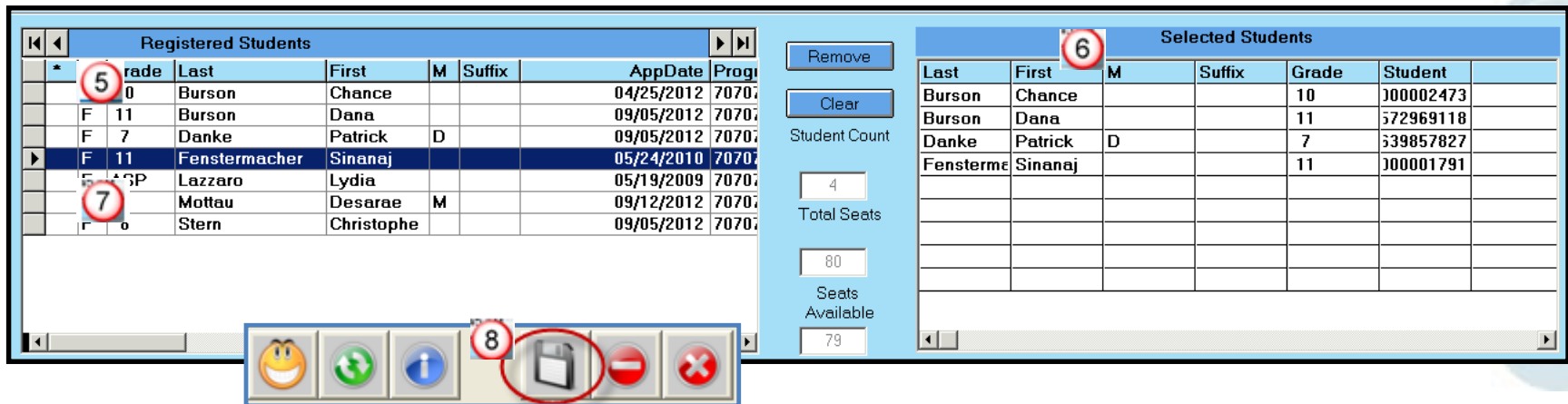
### Option 2 – Bulk Projections

#### Getting Started:

Double Click **Modules** > Double click **Student Projection** > Click **New Student Projection/Enrollment**



- 5 Double click on a **Student** from the Registered Students list on the left that needs to be scheduled into the summer class
- 6 Verify that the student now appears under the **Selected Students** list on the right
- 7 Single click the remaining **Students** under the Registered Students list until all necessary students appear under the Selected Students list
- 8 Click the **“Save”** disk on the top toolbar



Registered Students							Selected Students					
Grade	Last	First	M	Suffix	AppDate	Prog	Last	First	M	Suffix	Grade	Student
10	Burson	Chance			04/25/2012	7070	Burson	Chance			10	00002473
F 11	Burson	Dana			09/05/2012	7070	Burson	Dana			11	572969118
F 7	Danke	Patrick	D		09/05/2012	7070	Danke	Patrick	D		7	539857827
F 11	Fenstermacher	Sinanaj			05/24/2010	7070	Fenstermacher	Sinanaj			11	00001791
5	Lazzaro	Lydia			05/19/2009	7070						
	Mottau	Desarae	M		09/12/2012	7070						
	Stern	Christophe			09/05/2012	7070						

Remove  
Clear  
Student Count: 4  
Total Seats: 80  
Seats Available: 79

## Creating Summer Services & CoSers for New Students

### Getting Started:

Double Click **Modules** > Double click **Student Registration** > Click **Registration Services Manager**

### Module Overview:

This module allows the user to schedule brand new students into their summer CoSer's & summer Services.

When creating the Summer CoSers & Services make sure to enter Summer Start and End Dates.



For further information on using this module please refer to the Introduction to New SL Student Registration – A QRG for Consolidated/Shared Location Sites available on our website at: <http://www.classmate.net>



## Scheduling Summer Services for Brand New Students

Once the process to open Summer School has been performed you can then schedule summer services for Brand New students. The process to open Summer School moves the new students from projections and brings them into enrollment.

### Getting Started:

#### Administrators Performing the Scheduling

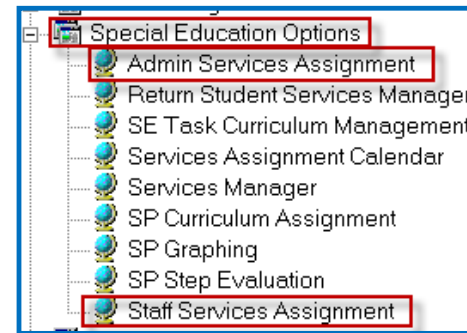
Double Click **Modules** > Double click **Special Education Options** > Click **Admin Services Assignment**

#### Special Education Staff (ex: Aides, Therapists, etc) Performing the Scheduling

Double Click **Modules** > Double click **Special Education Options** > Click **Staff Services Assignment**

#### Module Overview:

This module allows the user to schedule students into their summer services.



For further information on using these modules please refer to the Services Management QRG and the Staff Services Assignment QRG available on our website at: <http://www.classmate.net>



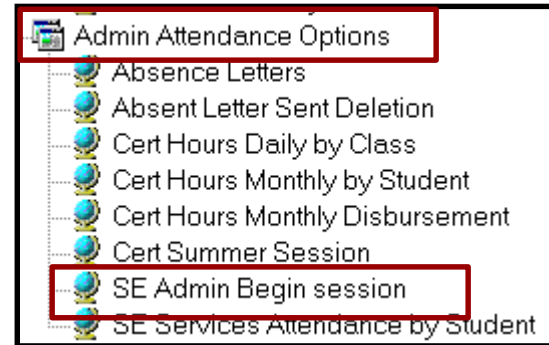
## Admin Attendance Functionality

### Getting Started:

Double Click **Modules** > Double click **Admin Attendance Options** > Click **SE Admin Begin Session**

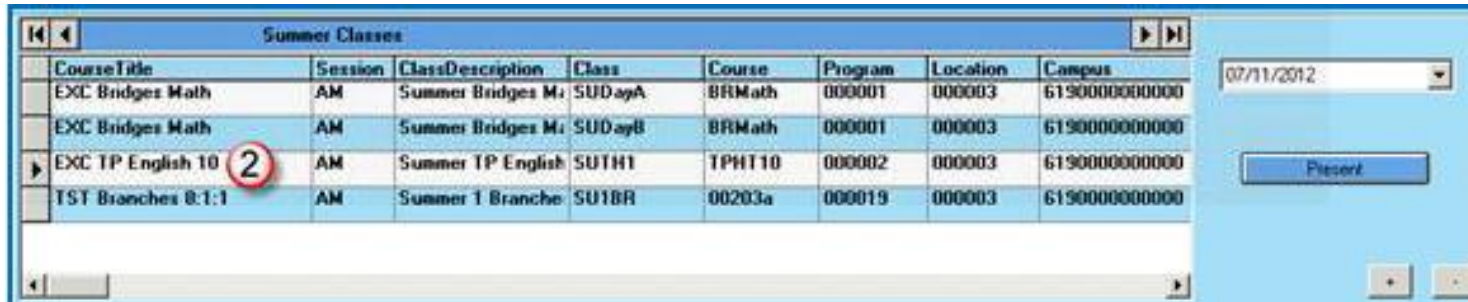
### Module Overview:

This module allows the user to insert and update attendance for summer classes.



When the module opens:

1. Click on the Summer Class that attendance needs to be inserted or updated for
2. Click the button for the necessary students to insert attendance



Last	First	M	OCC	Attendance	Starttime	Endtime	Predefined Comment	Freeform Comment
Burson	Ronald			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H				
Danke	Electa			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H				
Einstein	Dimitrie			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H				
Mottau	Mark			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H				
Reinhart	Jose			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H				
Stern	Vincent			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H				



## Admin Attendance Functionality

### Getting Started:

#### Traditional CTC/BOCES:

Double Click **Modules** > Double click **Admin Attendance** > Click **Attendance by Student**

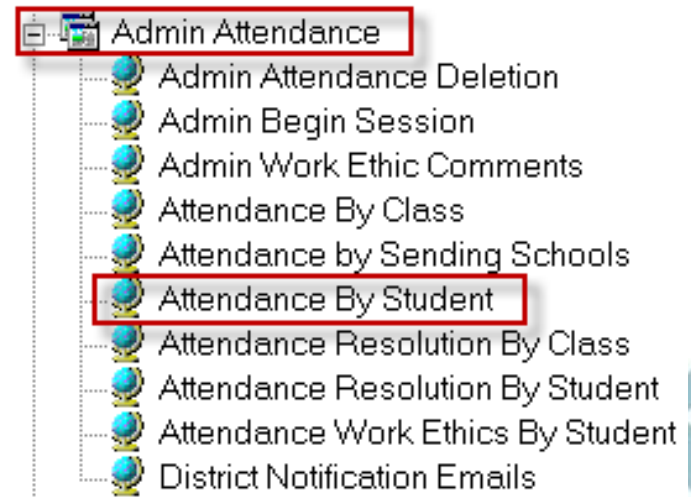
#### Shared Location Site (CTE/Alt Ed/Special Ed):

Double Click **Modules** > Double click **Admin Attendance Options** > Click **SL Attendance by Student**

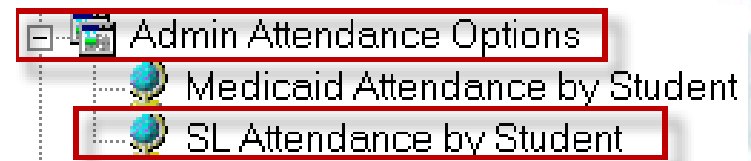
#### Module Overview:

This module allows the user to insert and update student attendance for summer classes.

### Traditional CTC/BOCES



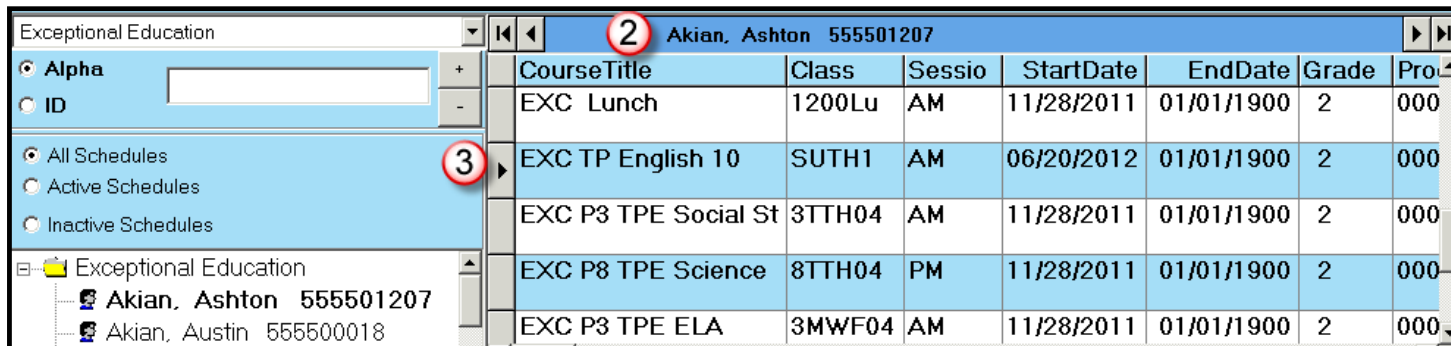
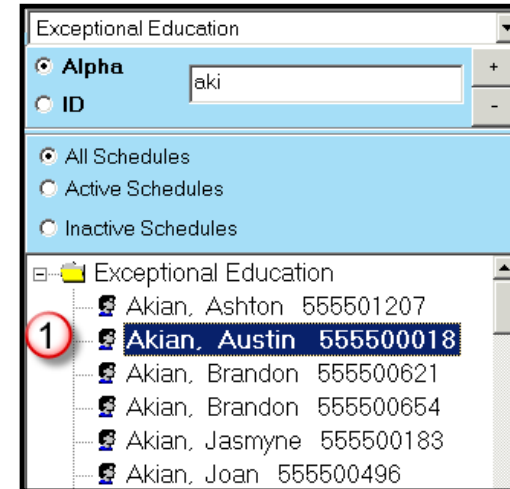
### Shared Location Site



## Admin Attendance Functionality

### Editing Student Absences: *Tardies & Early Dismissals*

1. Scroll to locate the desired student. Select the student by clicking on their name.
2. Once a student has been selected, the student's name, ID and enrolled courses & classes will display.
3. Click on a class to edit the Students Attendance
4. Verify you are editing the correct student data.



## Admin Attendance Functionality

### Editing Student Absences: *Tardies & Early Dismissals*

1. Scroll to find the date you wish to edit
2. In the **GREEN** attendance column, click to the right of the attendance condition.
  - A black arrow next to the attendance condition will display.
  - Click the arrow to display attendance conditions in a drop down menu.

Exceptional Education		Akian, Ashton 555501207						
Alpha		CourseTitle	Class	Sessio	StartDate	EndDate	Grade	Pro.
ID		EXC Lunch	1200Lu	AM	11/28/2011	01/01/1900	2	000
All Schedules		EXC TP English 10	SUTH1	AM	06/20/2012	01/01/1900	2	000
Active Schedules		EXC P3 TPE Social St	3TTH04	AM	11/28/2011	01/01/1900	2	000
Inactive Schedules		EXC P8 TPE Science	8TTH04	PM	11/28/2011	01/01/1900	2	000
Exceptional Education		EXC P3 TPE ELA	3MWF04	AM	11/28/2011	01/01/1900	2	000
Akian, Ashton 555501207		EXC TP English 10 / SUTH1						
Akian, Austin 555500018		OVR	Date	Attendance	WE	StartTime	EndTime	Resolved
Akian, Brandon 555500621		F	07/17/2012	Absent Unexcused	0	08:30 AM	11:30 AM	F
Akian, Brandon 555500654		F	07/13/2012	Absent Unexcused	0	08:30 AM	11:30 AM	F
Akian, Jasmyne 555500183		F	07/12/2012	Student Present	10	08:30 AM	11:30 AM	T
Akian, Joan 555500496		F	07/11/2012	Student Present	10	08:30 AM	11:30 AM	T
Akian, Katelynn 555500688								
Akian, Mercedes 555501307								
Akian, Monique 555500917								
Akian, Pavel 555500908								
Akian, Zachary 555501007								

EXC TP English 10 / SUTH1							
OVR	Date	Attendance	WE	StartTime	EndTime	Resolved	
F	07/17/2012	Absent Unexcused	0	08:30 AM	11:30 AM	F	
F	07/13/2012	Absent Unexcused	0	08:30 AM	11:30 AM	F	



## Admin Attendance Functionality

### Editing Student Absences: *Tardies*

If the student has arrived late to school or is leaving school early you **MUST** enter the time in ClassMate. Failure to record time accurately will negatively impact certification hours and/or TSDL minutes.

EXC TP English 10 / SUTH1			
OVR	Date	Attendance	WE
F	07/17/2012	Absent Unexcused	0
F	07/13/2012	Absent Unexcused	0
F	07/12/2012	Doctors Excuse -Tarc	8

**Tardies:** Change the start time to reflect the time the student arrived at school.

- Highlight the time in the **GREEN Start Time** column
- Enter actual time the student arrived.
- Click in any other field and the edit will automatically be saved.

EXC TP English 10 / SUTH1						
OVR	Date	Attendance	WE	StartTime	EndTime	
F	07/17/2012	Absent Unexcused	0	08:30 AM	11:30 AM	
F	07/13/2012	Absent Unexcused	0	08:30 AM	11:30 AM	
F	07/12/2012	Doctors Excuse -Tarc	8	09:30 AM	11:30 AM	





# Admin SE Summer School

## Editing Student Absences: *Early Dismissals*

If the student has arrived late to school or is leaving school early you **MUST** enter the time in ClassMate. Failure to record time accurately will negatively impact certification hours.

**Early Dismissals:** Change the end time to reflect the time the student left school.

- Highlight the time in the **GREEN END Time** column
- Enter actual time the student departed.
- Click in any other field and the edit will automatically be saved.

EXC TP English 10 / SUTH1				
OVR	Date	Attendance	WE	
F	07/17/2012	Absent Unexcused	0	
F	07/13/2012	Absent Unexcused	0	
F	07/12/2012	Doctors Excuse -Tarc	8	
F	07/11/2012	Parent/Guardian Exci	8	

EXC TP English 10 / SUTH1						
OVR	Date	Attendance	WE	StartTime	EndTime	
F	07/17/2012	Absent Unexcused	0	08:30 AM	11:30 AM	
F	07/13/2012	Absent Unexcused	0	08:30 AM	11:30 AM	
F	07/12/2012	Doctors Excuse -Tarc	8	09:30 AM	11:30 AM	
F	07/11/2012	Parent/Guardian Exci	8	08:30 AM	10:00 AM	

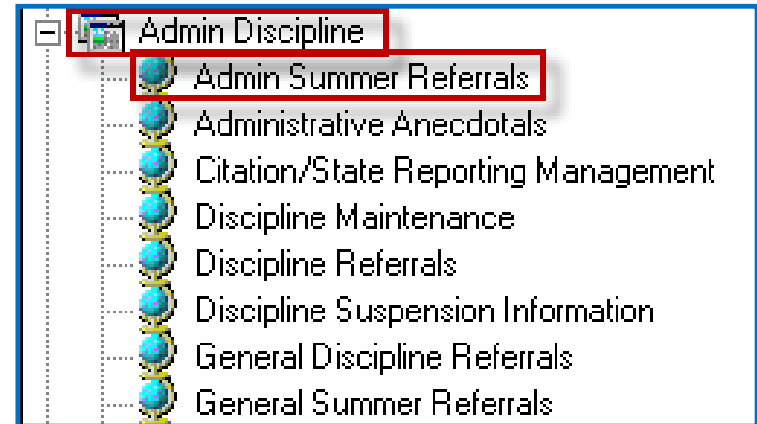
## Admin Discipline Functionality

### Getting Started:

Double Click **Modules** > Double click **Admin Discipline** > Click **Admin Summer Referrals**

### Module Overview:

This module allows the user to insert and update student referrals for summer students.



For further information on using this module please refer to the Introduction to Discipline: An Administrator's Guide available on our website at: <http://www.classmate.net>



## Admin Discipline Functionality

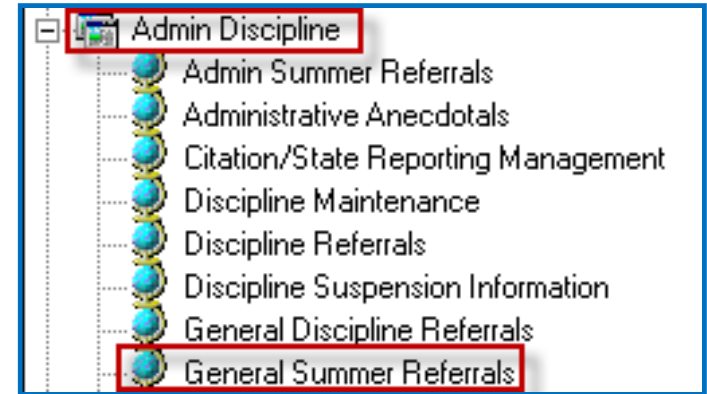
### Getting Started:

Double Click **Modules** > Double click **Admin Discipline** > Click **General Summer Referrals**

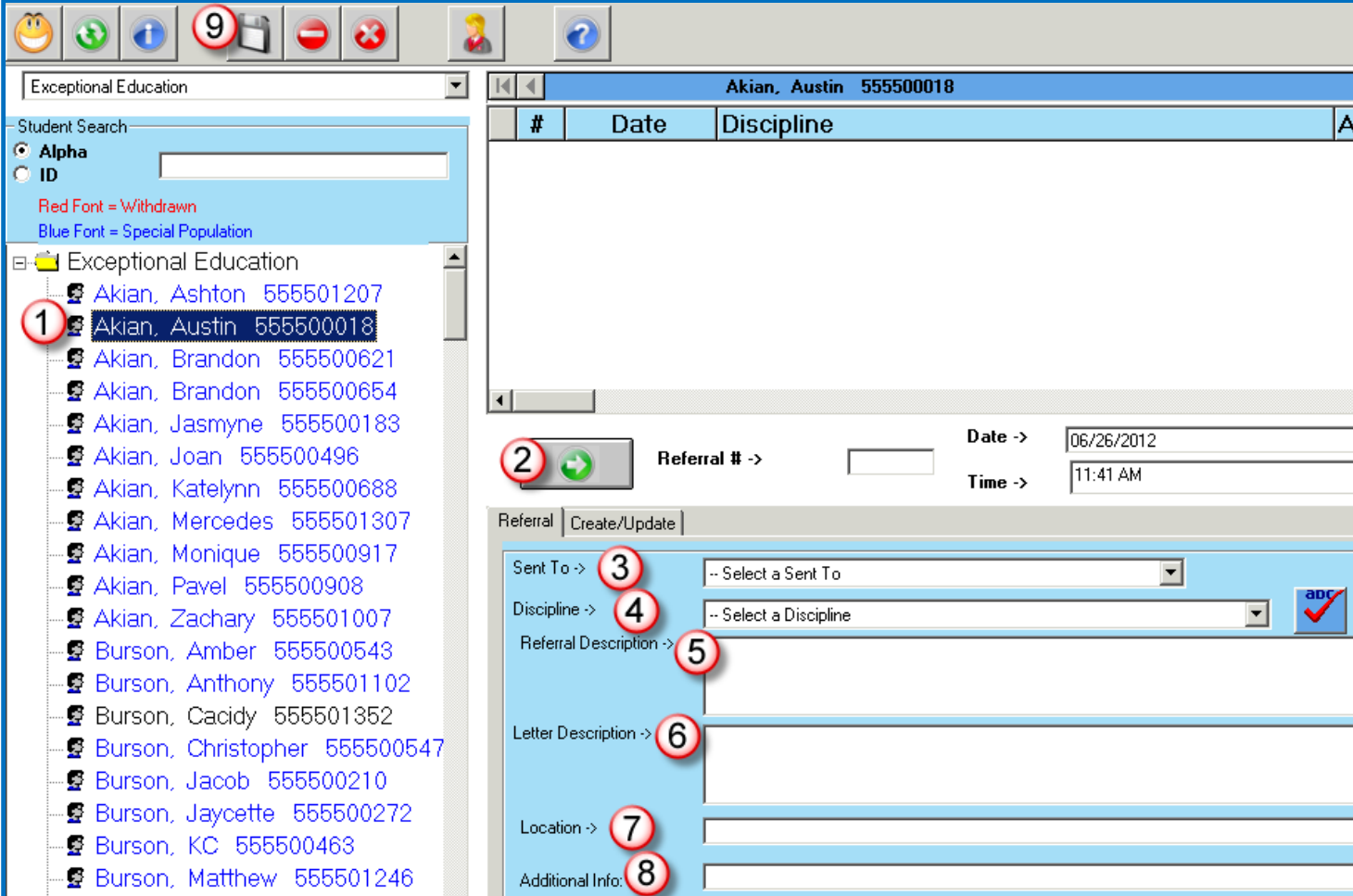
### Module Overview:

This module allows the user to insert student referrals for summer students. This module can be assigned to staff (example: Support Staff or instructors) who need to create referrals on any/all students.

1. Click a Student
2. Click the Green Next Num button to generate a referral ID #
3. Sent To: Select who the referral should be sent to
4. Discipline: Select the discipline offense
5. Referral Description: Enter details of the offense
6. Letter Description: Support Staff/Instructors typically leave blank this field is handled by Discipline Administration unless instructed otherwise.
7. Location: Enter where the offense took place (example: Cafeteria, Hallway, Classroom, Shop area)
8. Additional Information: Enter any further information about the referral
9. Save



## Admin Discipline Functionality



Exceptional Education

Student Search

Alpha

ID

Red Font = Withdrawn

Blue Font = Special Population

Exceptional Education

1 Akian, Ashton 555501207

Akian, Austin 555500018

Akian, Brandon 555500621

Akian, Brandon 555500654

Akian, Jasmyne 555500183

Akian, Joan 555500496

Akian, Katelynn 555500688

Akian, Mercedes 555501307

Akian, Monique 555500917

Akian, Pavel 555500908

Akian, Zachary 555501007

Burson, Amber 555500543

Burson, Anthony 555501102

Burson, Cacidy 555501352

Burson, Christopher 555500547

Burson, Jacob 555500210

Burson, Jaycette 555500272

Burson, KC 555500463

Burson, Matthew 555501246

Akian, Austin 555500018

#	Date	Discipline	Ac
---	------	------------	----

2 Referral # -> [ ] Date -> 06/26/2012 Time -> 11:41 AM

Referral Create/Update

Sent To -> 3 -- Select a Sent To

Discipline -> 4 -- Select a Discipline

Referral Description -> 5

Letter Description -> 6

Location -> 7

Additional Info: 8



# Admin SE Summer School

## Summer School Management Functionality

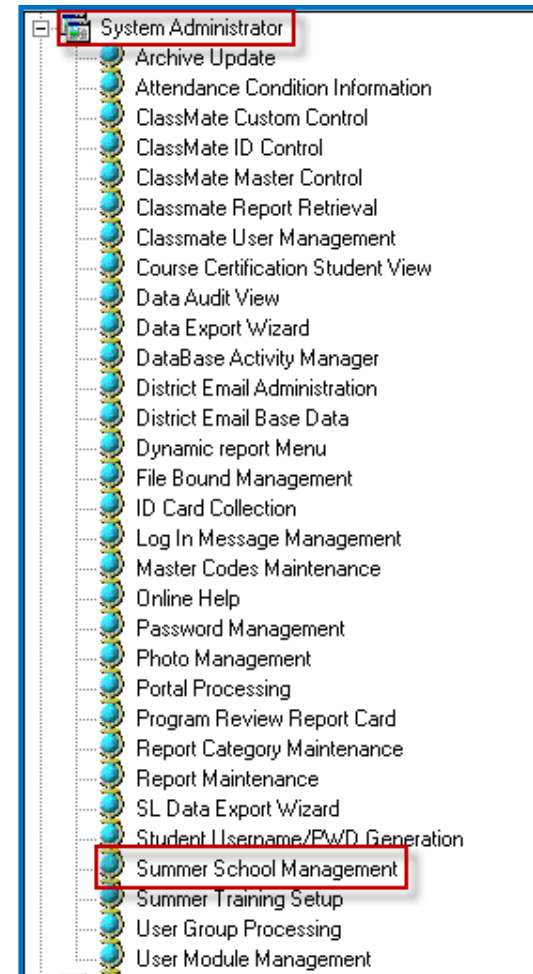
### Getting Started:

Double Click **Modules** > Double click **System Administrator** > Click **Summer School Management**

### Module Overview:

This module allows the user to perform the following Summer School management procedures:

- 1. Summer Session MP Grade Close:**
  - Closes the summer school session and creates a Summer School Overall grade
- 2. Summer School Recalc Grades:**
  - Allows the user the ability to recalculate summer school overall grades per student.
- 3. Summer School Delete Student:**
  - Allows the ability to remove a student completely from summer school enrollment, attendance, grading, and services
- 4. System Rollover:**
  - Allows the CTE/BOCES to archive the summer information and purge the summer data prior to the start of the new school year or after the Annual system rollover.  
\*\*\*Multi-locations should perform one backup & then process all summer school locations, one after the other\*\*\*
- 5. Miscellaneous:**
  - Allows the user to Open Summer School and merge SE Students from Projection to Student Master.



## Summer School Management Functionality

### Summer School Open Process:

#### Getting Started:

The Summer School Open Process is performed so that all projected students will be enrolled into their classes & appear in Student Master Information modules.

The following Pre-requisites must be completed before you run the Open Summer Process:

1. Summer School Projections are completed for the upcoming summer session.  
NOTE: If you do not get to Register all of your students before Summer Open Process you can Register & ENROLL them directly afterwards (no need to project if already in the current summer session).
2. Any NEW student who is in Student Registration only must be projected into a Summer class.  
-A helpful report to run to make sure you have all students Projected is found under :  
**Reports > Student Registration > Alpha Registration Roster**
3. Verify the students who have been Projected & the class roster for Summer Classes  
-A helpful report to run to verify this is found under :  
**Reports > Student Projection > Projected Roster by Program/Class**

NOTE: If the scheduled class that you projected a student into needs to be changed – you can do so after Summer Open Process.



## Summer School Management Functionality

### AFTER Summer School Open Process:

After the Summer School Open Process is performed all summer school students will be enrolled into their summer classes & will now appear in Student Master Information modules.

At this time you can Register New Students & Enroll into a summer class

1. This does not involve Projections (Projections are used to schedule students into “next year” classes)
2. Since it is now “next year”, just during the Summer, students can now be enrolled directly into their Summer classes.
  - Use the Enrollment Processing module to enroll directly into summer classes
  - Remember: when using Enrollment Processing, the Pre-requisite of putting a student into the “Summer School” Program (Programs Tab) must be completed during the Student Registration process.

Also at this time, students will now display in Teacher Attendance & Discipline modules, along with Administrative Attendance & Discipline modules.



## Summer School Management Functionality

### Summer Session MP Grade Close Pre-Requisites:

1. Summer Marking Period closures must occur **ON THE DATE** that is entered in the **Calendar Session Management Module** in the **End Date box** for each summer marking period.
2. Summer Marking Period must occur at the **END** of the school day.
3. Summer Marking Periods **CANNOT** be closed at the beginning of a school day as Work Ethic Grades will be negatively impacted.
4. Summer Marking Periods **CANNOT** be closed on holidays or weekends.
5. Summer Marking Periods **CANNOT** be closed on Teacher In-service days or any other day types that are not School Days (Student Days).

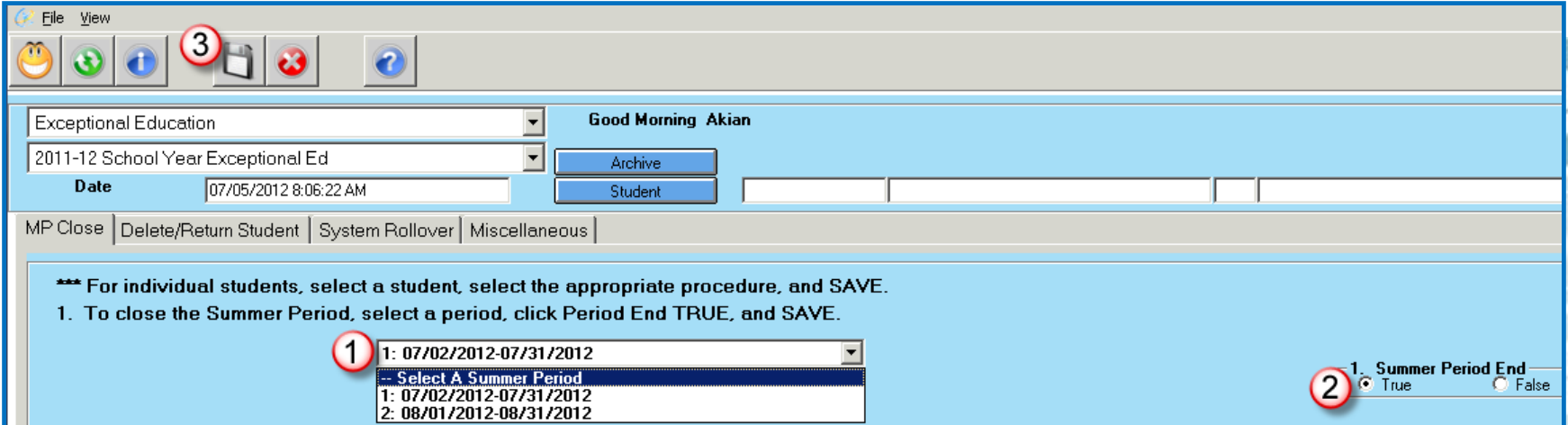




## Summer School Management Functionality

### Summer Session MP Grade Close Process

1. Select the Summer Marking Period to Close
2. Click Period End True
3. Click Save (Floppy Disk Icon) located on toolbar



File View

Exceptional Education Good Morning Akian

2011-12 School Year Exceptional Ed Archive

Date 07/05/2012 8:06:22 AM Student

MP Close | Delete/Return Student | System Rollover | Miscellaneous

\*\*\* For individual students, select a student, select the appropriate procedure, and SAVE.

1. To close the Summer Period, select a period, click Period End TRUE, and SAVE.

1 1: 07/02/2012-07/31/2012

-- Select A Summer Period

1: 07/02/2012-07/31/2012

2: 08/01/2012-08/31/2012

2 1. Summer Period End

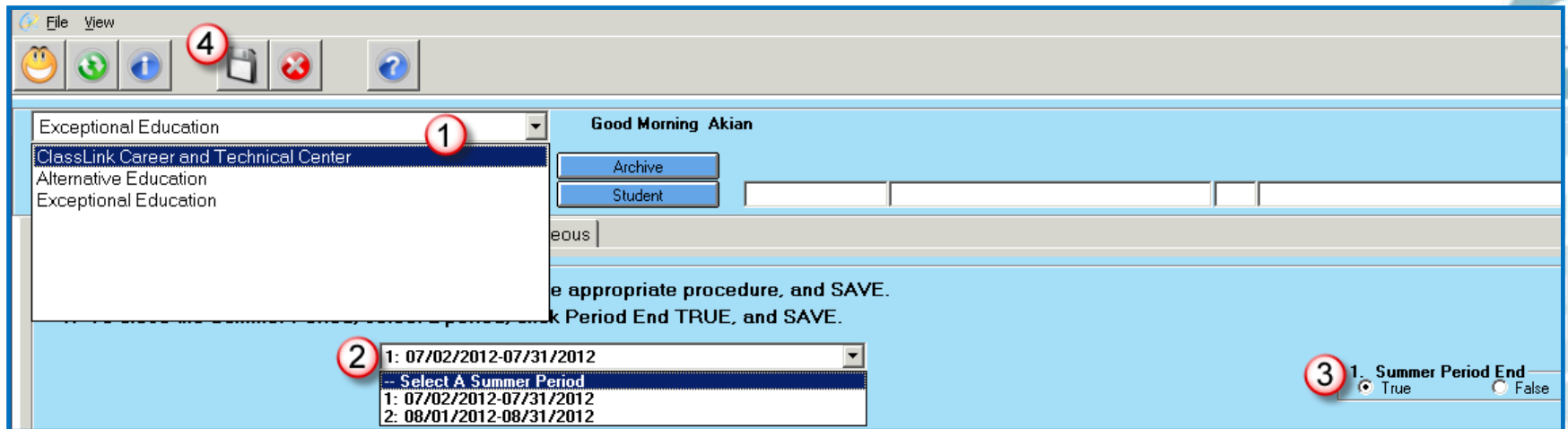
True  False

## Summer School Management Functionality

### Summer Session MP Grade Close Process – Multi Location Sites

1. After closing the Summer Marking Period for the first location you will need to select the Next location
2. Select the Summer Marking Period to Close
3. Click Period End True
4. Click Save (Floppy Disk Icon) located on toolbar

Repeat the above steps for any additional locations offering Summer School



The screenshot displays the software interface for managing summer school sessions. The toolbar at the top contains several icons, with a red circle and the number 4 highlighting the floppy disk icon (Save). Below the toolbar, a dropdown menu is open, showing a list of locations: 'Exceptional Education', 'ClassLink Career and Technical Center', 'Alternative Education', and 'Exceptional Education'. A red circle and the number 1 highlight the first 'Exceptional Education' option. To the right of the dropdown, the text 'Good Morning Akian' is visible. Below this, there are buttons for 'Archive' and 'Student'. A date range selector is shown with a red circle and the number 2, displaying '1: 07/02/2012-07/31/2012' and '2: 08/01/2012-08/31/2012'. At the bottom right, there is a radio button labeled 'Summer Period End' with a red circle and the number 3, and options for 'True' and 'False'.

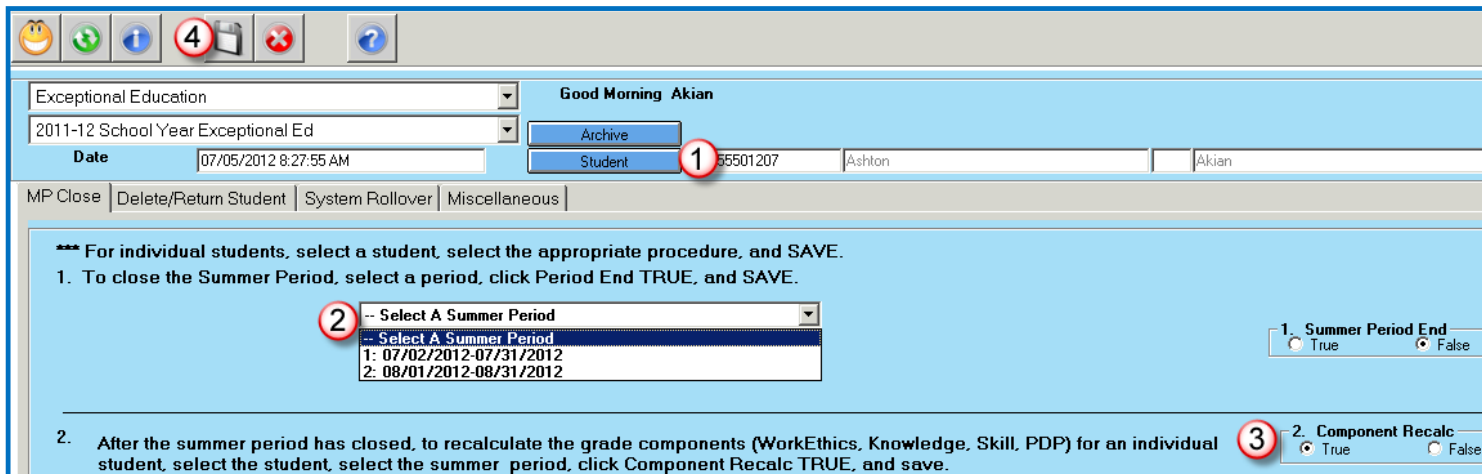
## Summer School Management Functionality

### Summer Session Recalculate Grade Component Process

If after the close of a Summer Marking Period graded components (ie: Work Ethic, Knowledge) have been updated for a student Administration can perform a component recalculation for that student.

1. Have instructor update/enter the necessary grade information
2. Using the Summer School Control Management module:
  1. Click the Blue Student button to select the student
  2. Select the Summer Marking Period
  3. Click Component Recalc True
  4. Click Save (Floppy disk icon) on toolbar

Repeat this process for any additional students as necessary



The screenshot shows the Summer School Control Management module interface. At the top, there is a toolbar with icons for help, refresh, save, and delete. Below the toolbar, the interface displays the following information:

- Exceptional Education: 2011-12 School Year Exceptional Ed
- Date: 07/05/2012 8:27:55 AM
- Student: 65501207 (Ashton Akian)

Below this information, there are buttons for "MP Close", "Delete/Return Student", "System Rollover", and "Miscellaneous".

The main area contains instructions: "For individual students, select a student, select the appropriate procedure, and SAVE. 1. To close the Summer Period, select a period, click Period End TRUE, and SAVE."

Callout 1 points to the "Student" button. Callout 2 points to the "-- Select A Summer Period" dropdown menu, which shows two options: "1: 07/02/2012-07/31/2012" and "2: 08/01/2012-08/31/2012". Callout 3 points to the "Component Recalc" radio button, which is currently set to "True".

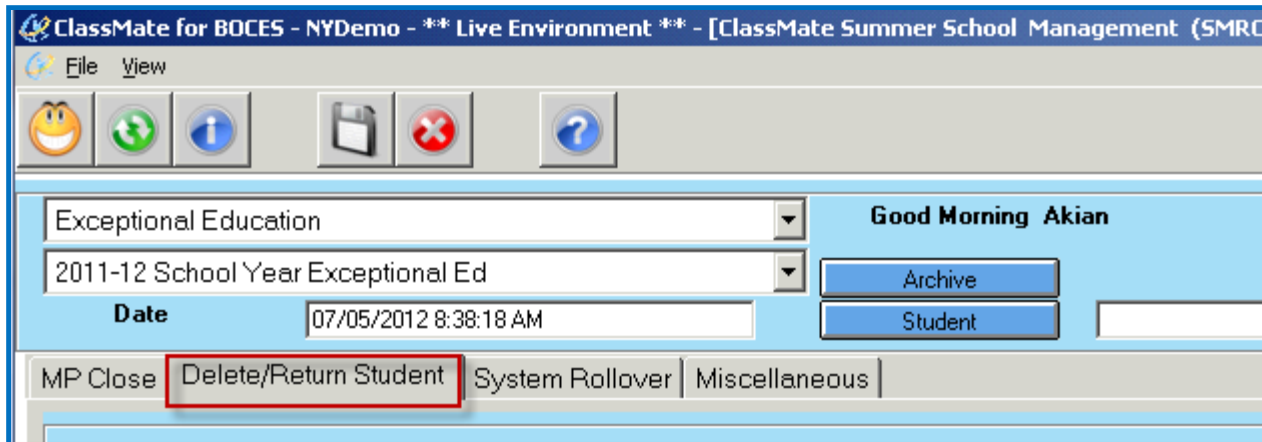


## Summer School Management Functionality

### Summer School Delete/Return Student Process

#### Getting Started:

Double Click **Modules** > Double click **System Administrator** > Click **Summer School Management** > **Delete/Return Student Tab**



For further information on performing this process please refer to the Student Deletion & Archive Student Return QRG available on our website at: <http://www.classmate.net>



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**7599 Beth-Bath Pike**  
**Bath, PA 18014**

**855-984-1228 Help Desk: Option 1**  
**[www.classmate.net](http://www.classmate.net)**

