Introduction to: SL Projections- Academic

April 2019

SL Projections - Academics

- **Academic Student Projections**

  - **Reviewing Key Terms**

  - **Academic Projection Pre-requisites**

  - **Entering New Student Projections**

  - **Entering Returning Student Projections**

  - **Editing Student Projections**

    - Deleting New Student Projection

    - Deleting Returning Student Projection

    - Parallel editing of current and projected data

    - Correcting Academic Student Projections

  - **Projections Reporting & Enrollment Scenarios**

SL Projections - Academics

SL Projections- Academic Key Terms

- Returning Student   Any student currently enrolled in the school.

- New Students   Any student that is NOT currently enrolled in the school but plans to attend in the upcoming school year

- New School Year   The upcoming school year beginning in August or September

- Projected Enrollment   Estimated enrollment for the upcoming school year

- Maximum Seats   Maximum number of students in a class

- Current Year   Active year- select for Returning Student Projections

- Projected Year   New School year- select for New Student Projections

SL Projections - Academics

Projection Pre-Requisites

The purpose of this step is to prepare the ClassMate System to accurately receive student projection data

- Create a New School Calendar

- Enter New Student Registration Data

- Verify Projected Room Seating

- Activate Sync Seat Process

- Verify Seat Override Max Value

- Projection "holding" class & Instruction Course Offering Updates

Create a New School Year

Create a New School Year
(Mandatory Step)

Prior to projecting students, create a new school calendar for the upcoming school year into which you would like to project students.

Getting Help

Please visit:
www.classmate.net for an instructional guide on creating a new school year (Creating & Updating the School Calendar)

Main Location				
			Main Location	
2009-2010 School Year		200910	2009-2010 School Year	

My Modules > School Calendar Information > School Calendar Management > Day Management Tab

Enrollment Projections
New Student Registration

New Students Registration

All new students must be registered in ClassMate before you can begin to project them into the upcoming school year.

You may begin entering new students into registrations as soon as the applications begin to arrive.

Please ensure you complete the pre-requisite steps prior to beginning the new student registration process.

My Modules > Student Registration > Student Registration Information module OR SL Student Registration Information module

Getting Help

Please visit: www.classmate.net for an instructional guide on creating a new school year (Student Registration w/Services)
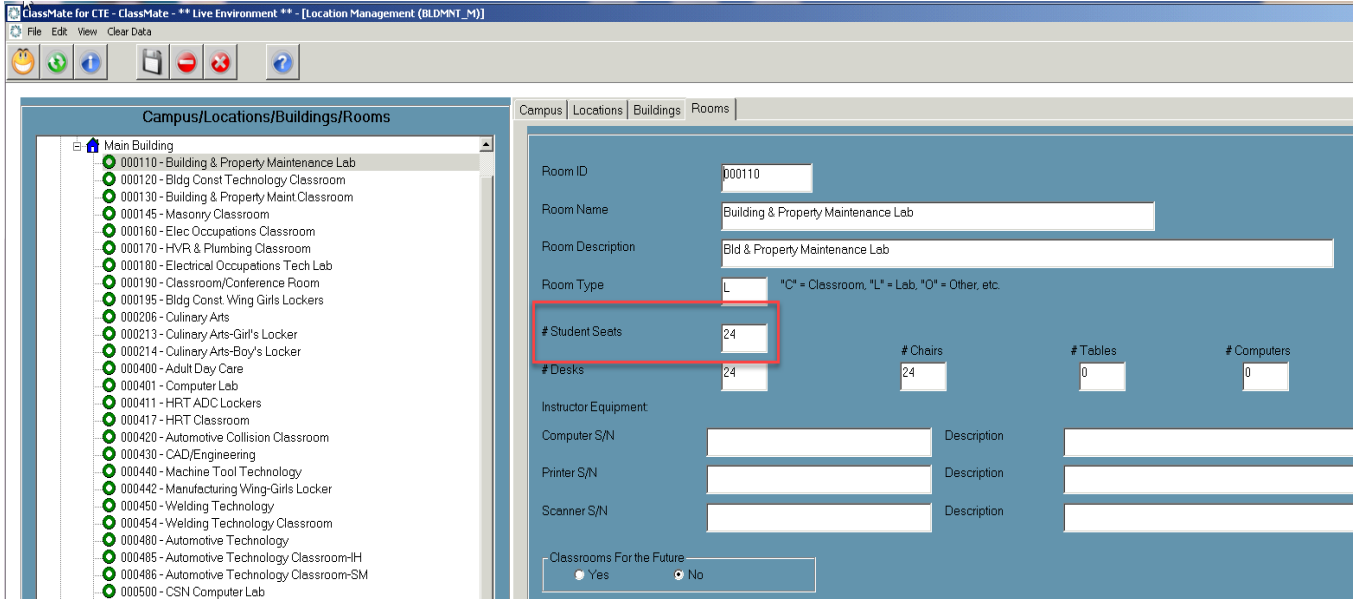
Verify Room Seating
(Mandatory Step)

Prior to projecting students, verify the number of student seats for EACH class in the upcoming school year.

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

- Select the **Campus, Location, Building** and **Room** from the left hand view

- From the room level verify the # of student seats are accurate for the upcoming school year.

- Edit as needed > Click **Save**

Note: You may generate a Room Maintenance Report to view the number of student seats currently assigned.
Reports > Base Data Information > Room Report

Enrollment Projections
Sync Seats

Sync Seats
(Mandatory Step)

This process verifies the number of student seats available for each class in the projected year. This step may only be done **AFTER** the number of seats have been updated for the upcoming year.

Double click **My Modules** > Double Click **System Administrator** >

Click **ClassMate Master Control**

•Click **Misc Tab**

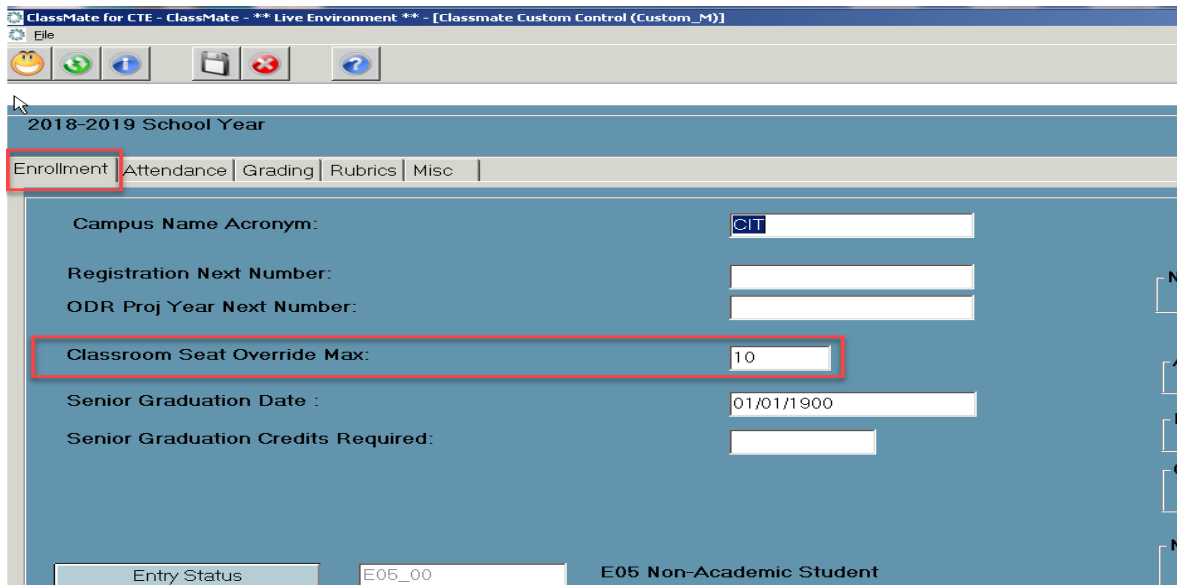•Click **T (True)** in the 2. Sync Seats box in the right hand view

•Click **Save**

Enrollment Projections

Seat Override Value

This process establishes the incremental number of student seats available should you exceed the number students seats during projected enrollment. Should this occur an alert message will allow you the option to override the enrollment by the number of seats established in this step.

Double click **My Modules** > Double Click **System Administrator >** Click **Custom Control** > Click **Enrollment Tab**

• Classroom Seat Override Max > Enter the number seats when override is > Click Save

SL Projections - Academics

Projecting Students prior to completion of Master Schedule

All students <u>must</u> be projected into a minimum of 1 class prior to rollover.

If the student schedule is not yet known but must be projected, a student can be projected into a **Homeroom** or **Lunch** class**.** A generic placeholder course/ class can be created in Instructional Course Offerings for projections as well

Updating Course Offerings

If you will be offering new courses, you can add new courses and class to **Instructional Course Offerings (My Modules > Curriculum Management> Instructional Course Offerings)** prior to beginning projections.

However, you may not delete nor change a course/class to "Inactive" status until after system roll-over is complete

SL Projections - Academics

Getting Started

Double click > **My Modules** > Double Click **Student Projection**> **Click SL Projection /Scheduling**
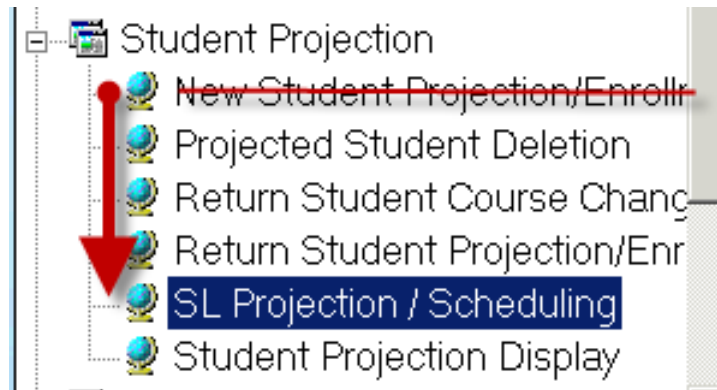
Note: For Shared Location Clients with Academic Courses, the SL Projection/Scheduling
   Module has replaced the New Student Projection/Enrollment Module which is
   typically used for CTE Course Projections.

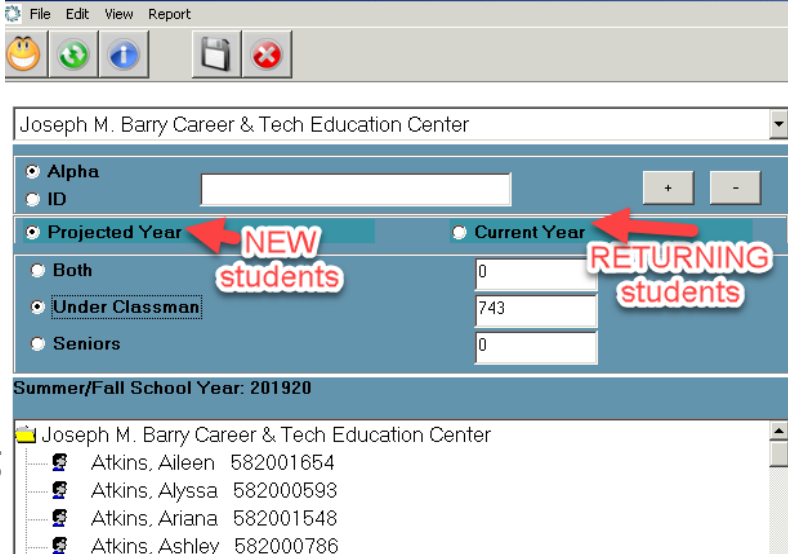# SL Projections - Academics

Projecting Academic Students
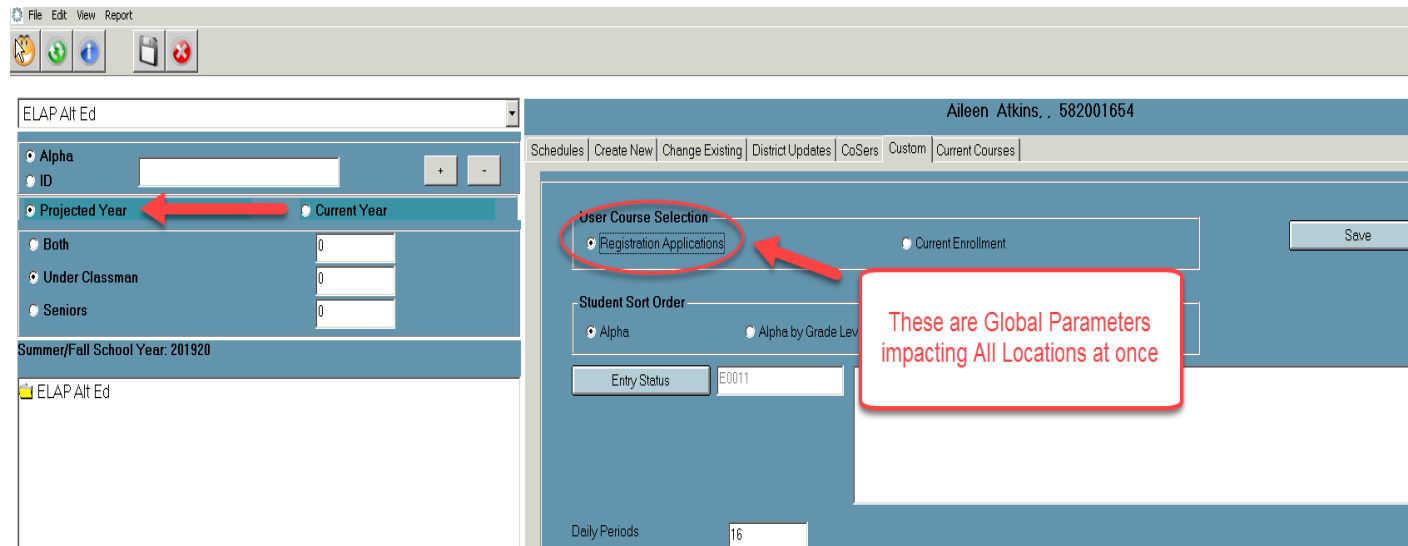
When projecting Academic students, **Returning** or **New**, the Shared Location (SL) Module is used.
It is **CRITICA**L to ensure the correct school year is Selected, either **Projected Year** or **Current Year**

Getting Started

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

1. **Select Location** using the drop down menu

2. **Select Projected Year** for **NEW** student Projections

3. **Select Current School Year** for **RETURNING** Student Projections

SL Projections - Academics

Projecting Academic Students

When projecting Academic students, **Returning** or **New**, the Shared Location (SL) Module is used. It is **CRITICAL** to ensure the correct **Course Selection** is made on the **Custom Tab**, R**egistration Applications** or **Current Enrollment**

Select a course by clicking on the radio button:

- **Registrant Applications** is used for **NEW** Student Projections
- **Current Enrollment** is used for **RETURNING** Student Projections.

It is **CRITICA**L to verify if the **Correct school** year has been selected , **Projected Year** or **Current Year**

It is **CRITICA**L to verify if the correct **Course** has been selected , **Projected Year** or **Current Year**

- **Academic Student Projections**

  - **Academic Projection Pre-requisites**

  - **Entering Returning Student Projections**

  - **Entering New Student Projections**

  - **Editing Student Projections**

    - Deleting New Student Projection

    - Deleting Returning Student Projection

    - Parallel editing of current and projected data

    - Correcting Academic Student Projections
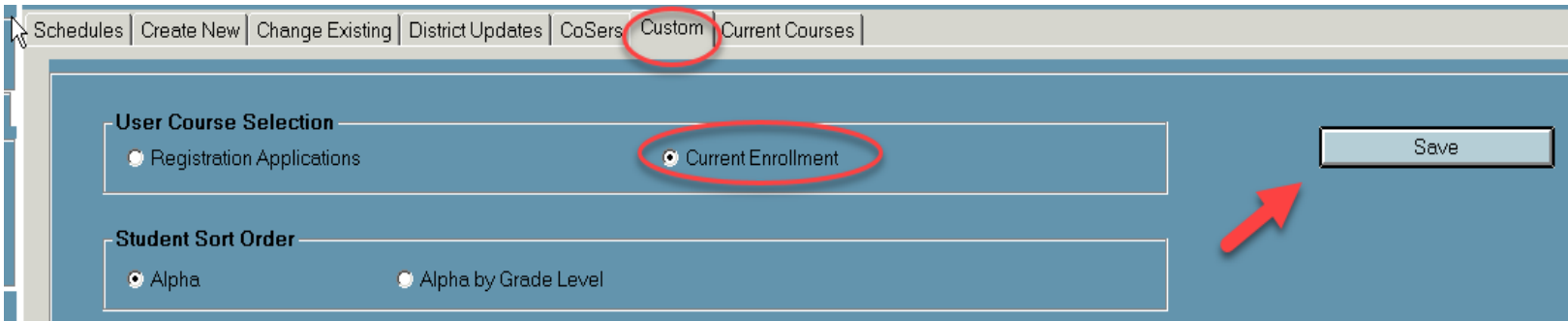
    - **Projections Reporting & Enrollment Scenarios**

SL Projections - Academics

Projecting Returning Students into Academic Courses

Project Return Students

- To project Returning students into academic classes the process is the same as for projecting New students. However, the Custom control must be set back to **Current Enrollment**

- SAVE changes and Refresh the Data.

NOTE: To project students the module must have **Projected Year** selected.

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SL Projections - Academics
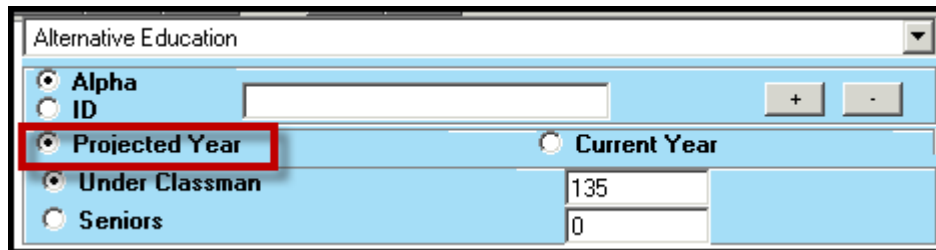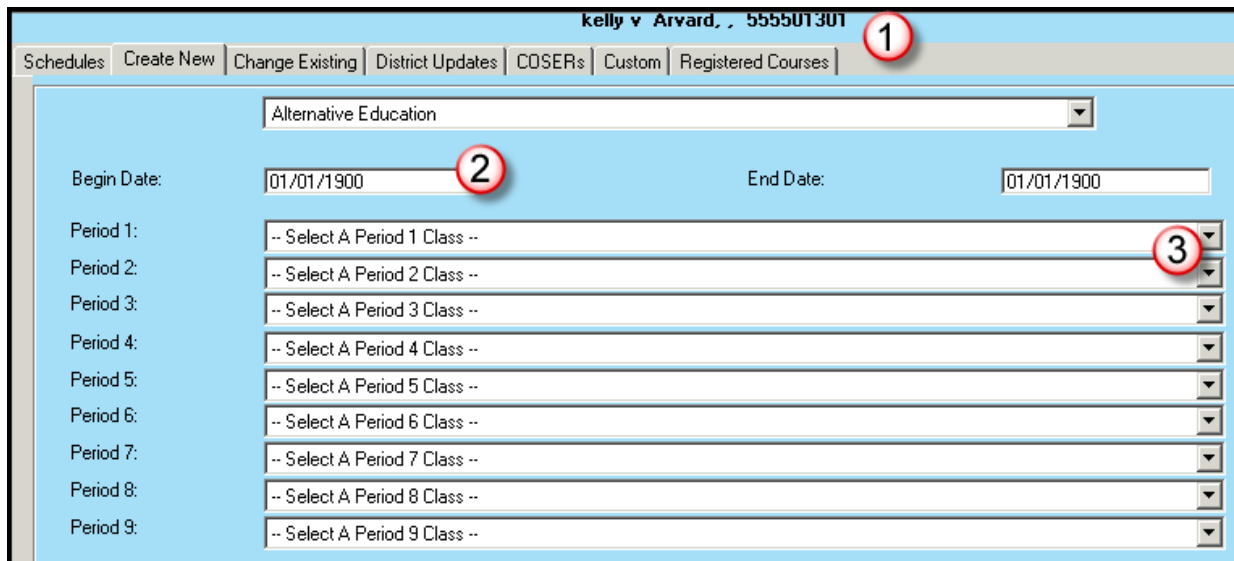
Projecting Returning Students into Academic Courses

Select the Create New Tab

(1) Confirm the Student selection

(2) Enter the **Begin Date**

(3) Click on the **Arrow** icon next to each period that applies and select course from the list as needed.

Once Schedule is complete, all courses will be visible in the field, Select **SAVE**

Note: The End Date should not be changed.

SL Projections - Academics

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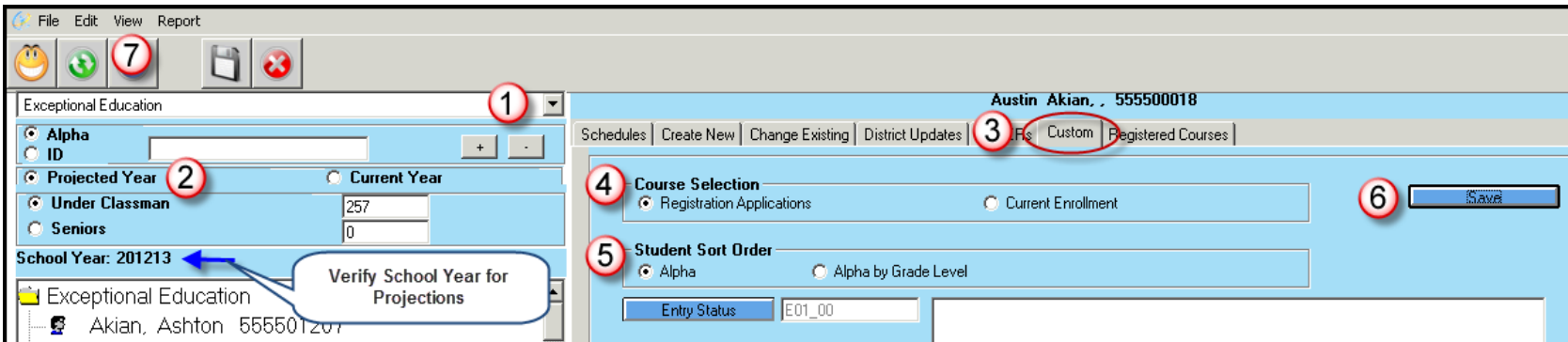
  - **Projections Reporting & Enrollment Scenarios**

SL Projections - Academics

Projecting NEW Academic Students

When projecting **NEW** Academic students:

1 Confirm **Location**

2 Confirm Projection Year

3 Click **Custom Tab**

4 Under User Course Selection, Click **Registration Applications radio button**

5 Select which Sort Order you'd like to view the students in

6 Click the blue Save button

7 Click View > Refresh students to refresh the student listing
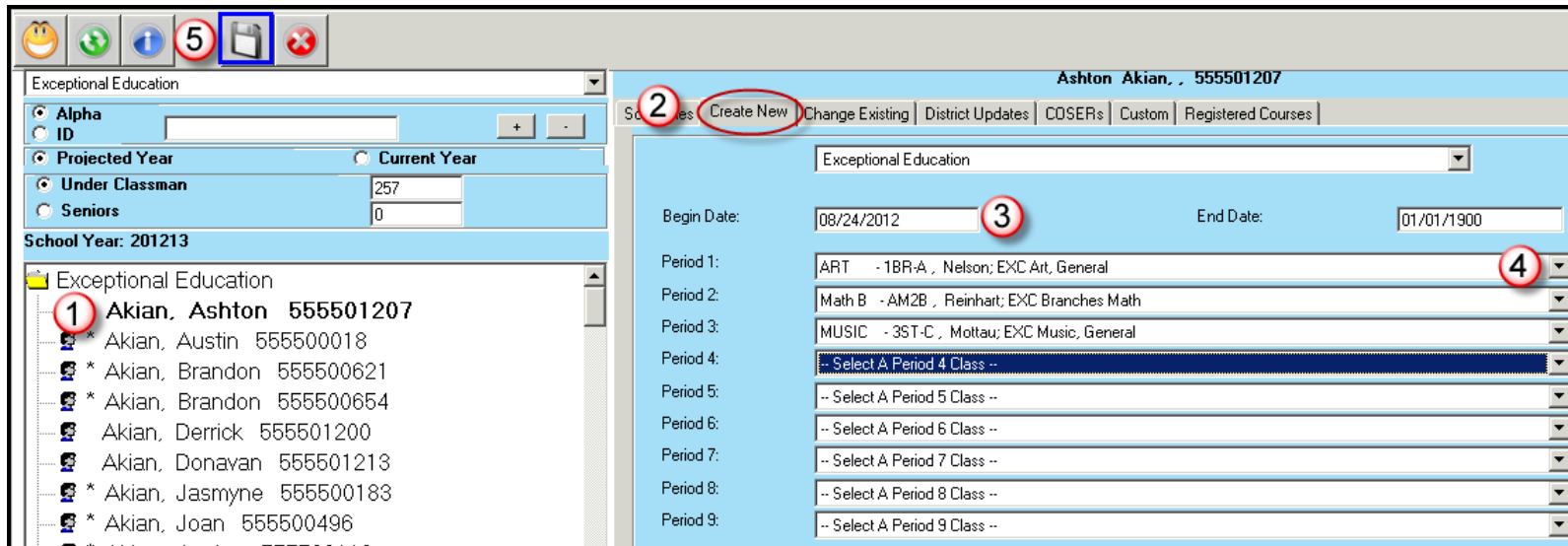
SL Projections - Academics

Projecting New Students into Academic Courses

① Select **Student**

② Click **Create New Tab**

③ Enter the **Begin Date.** End date can stay at 01/01/1900

④ Click on the Grey Arrow for each period dropdown and select all required classes

⑤ Click Save button on top toolbar when scheduling is complete. All selected courses will be visible on the Schedules tab

⑥ Verify all selected classes for accuracy.

SL Projections - Academics

- **Academic Student Projections**

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# SL Projections - Academics

Editing Student Projections

During the SL Projection- Academic process it may be necessary to edit data entered into ClassMate. There are ways to approach the editing process:

New Students

- Deleting Course or Class in the upcoming school year.
- Deleting New students from the upcoming school year.
- Re-projecting New students into the upcoming school year.

Returning Students

- Editing of current and projected data
- Deleting Course or Class in the upcoming school year.
- Re-projecting Returning students into the upcoming school year.
- Parallel Editing: Edit data in both the current & projected school years.

New Students ← → Returning Students
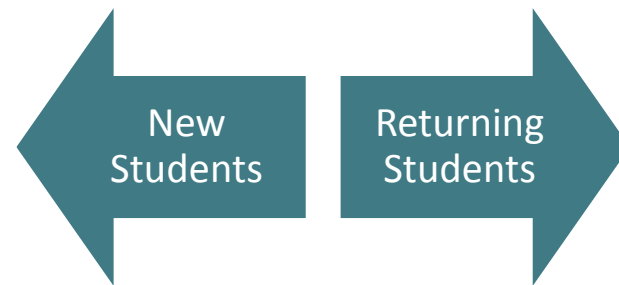
Enrollment Projections
Editing: **Deleting Student** Projections

This step should be utilized when deleting a **COURSE** or **CLASS** for a **NEW or RETURNING** student .

Double click > **My Modules** > Double Click **Student Projection** > Click **Projected Student Deletion**

- Click the **New Student or Return Student** radio button in the top left hand view as required
- Select the **Student Name** from the list in the left and view by single clicking
- On the Projection Tab, the **currently projected** class and course information will be displayed.

Delete Class Only Option 1

- Click the class session in the **Projected Class Schedules** list
- Right click the **Class** name
- Click the **Delete** button
- A grey confirmation message will appear
- Click " **Yes**" to delete the class

The class will no longer be listed. The student can now be reprojected into a different **class.**

Delete Class Only Option 2

- Click the Class session in the **Projected Class schedules** list
- Click the word **Edit** located along the top of the toolbar
- Click **Delete Class Schedule**
- A grey confirmation message will appear
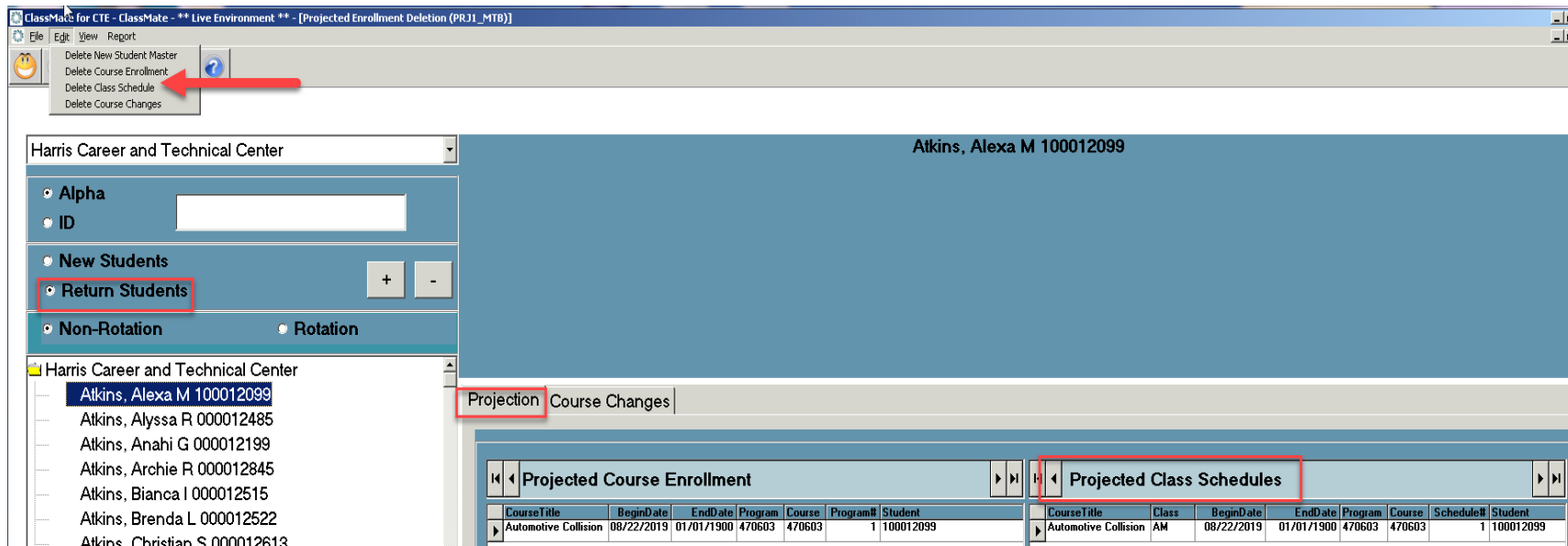- Click " **Yes**" to delete the class

The class will no longer be listed. The student can now be reprojected into a different **class.**

Note: The above process is for **NEW STUDENT** Course Projection errors or changes. This is **NOT** to be used for **RETURNING STUDENTS**. Please use the returning student process

Enrollment Projections
Editing: **Deleting Student** Projections

Note: For instructions to re-project the student after deletion refer back to *Entering New Student Projections*

Enrollment Projections
Editing: **Deleting New Student** Projections
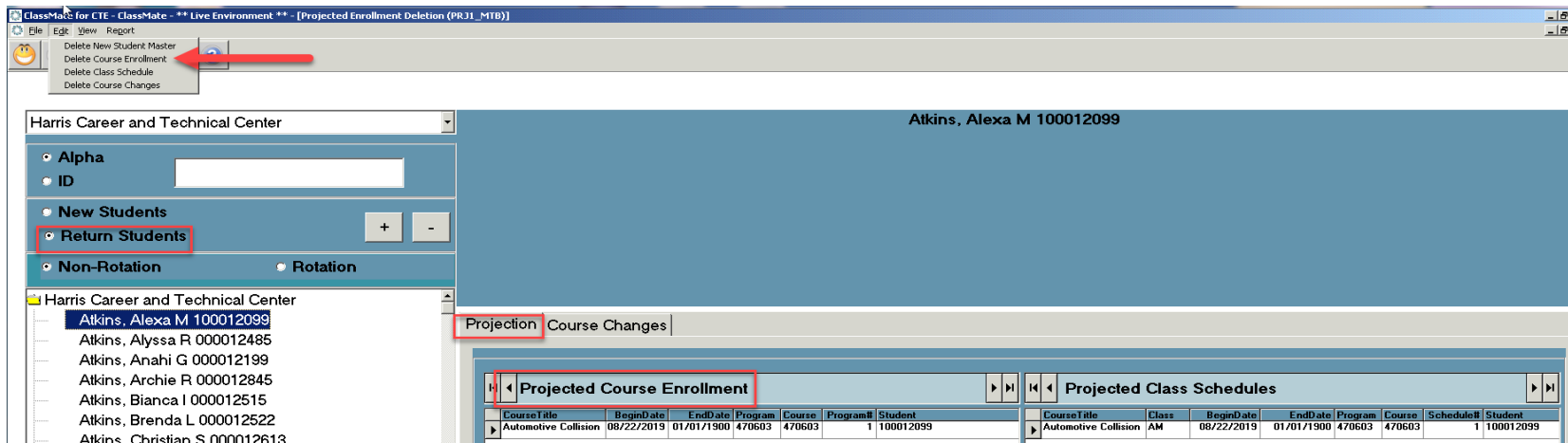
Delete Course and Class Option 1

- Click the Course session in the **Projected Course Enrollment** list
- Right click the **Course** name
- Click the **Delete** button
- A grey confirmation message will appear
- Click " **Yes**" to delete the class

The Course & Class will no longer be listed. The student can now be reprojected into a different **Course & Class.**

Delete Course and Class Option 2

- Click the Course session in the **Projected Course Enrollment** list
- Click the word **Edit** located along the top of the toolbar
- Click **Delete Course Enrollment**
- A grey confirmation message will appear
- Click " **Yes**" to delete the class

The Course & Class will no longer be listed. The student can now be reprojected into a different **Course & Class.**

Note: The above process is for **NEW STUDENT** Course Projection errors or changes. This is **NOT** to be used for **RETURNING STUDENTS**. Please use the returning student process

Enrollment Projections
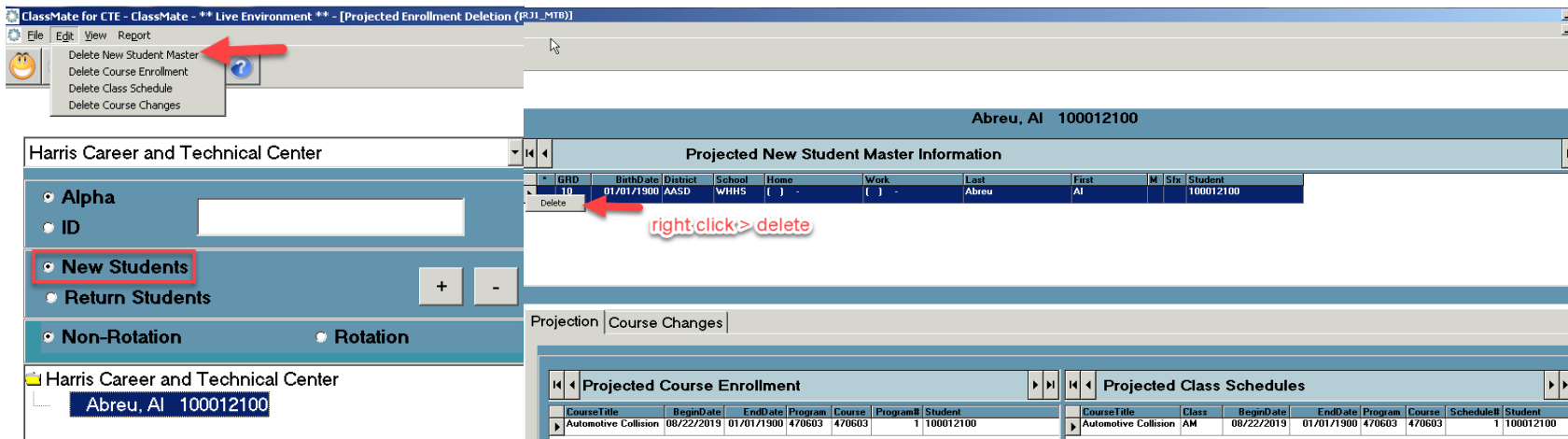## Editing: **Deleting New Students**

If a New student has been projected in the upcoming school year then decides to **NOT** attend, the student **MUST** be removed from the projected year.

This step **MUST** be utilized when deleting an entire **NEW** student record.

Double click > **My Modules** > Double Click **Student Projection** > Click **Projected Student Deletion**

- Click the **New Student** radio button in the top left hand view
- Select the **Student Name** from the list in the left and view by single clicking
- Click **Edit** on the toolbar located at the top of the screen
- Select **Delete New Student Master**
- A confirmation message will appear,
- Click "**Yes**"

Or you can **Right Click > Delete** by selecting the **Projected Student Master** at top right of module

Note: If the student is not deleted entirely by performing this step, the student will be enrolled in upcoming school year without a **Course and Class.**
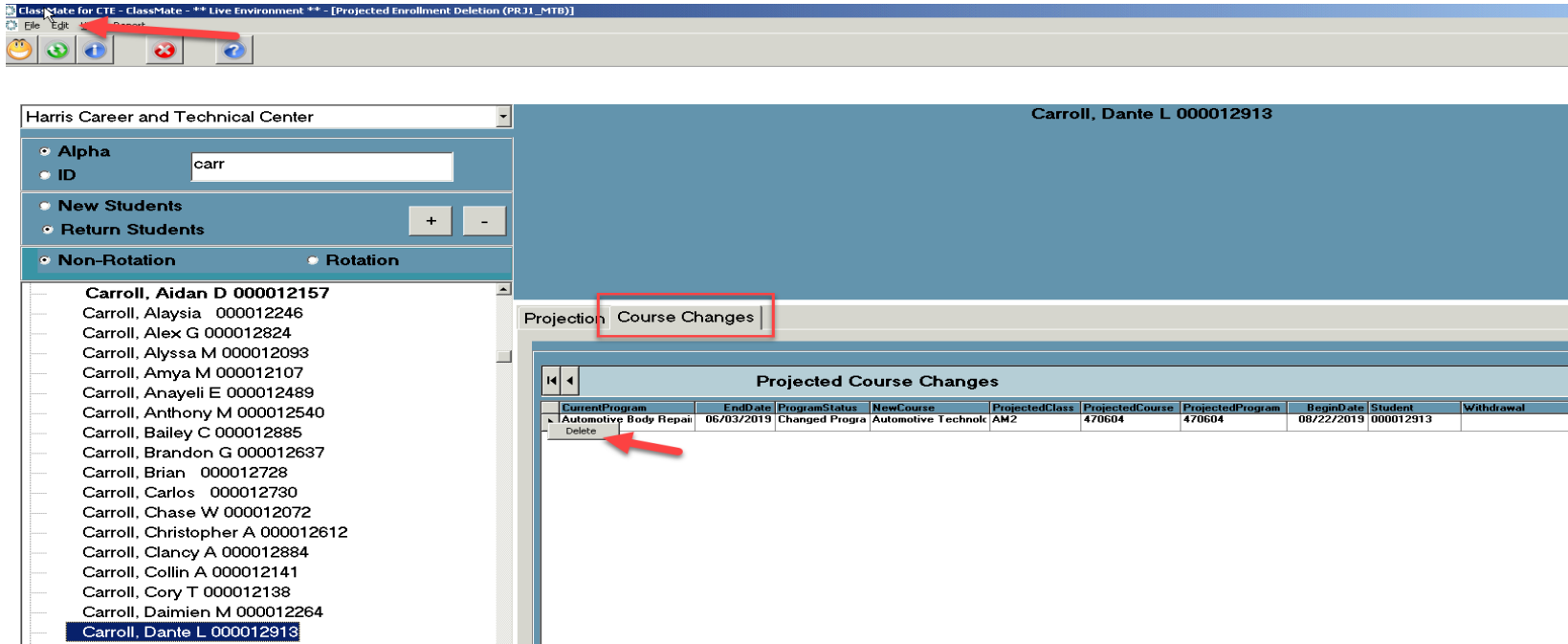
Enrollment Projections
Editing: **Deleting Returning Student** Projections

Deleting Returning students Course and Class Projections

Option 1

Mandatory Step for Deleting a Course Change

Each time a **Returning Student** changes Program or Course, a record of the change is recorded. When using projection modules you must delete this record along with the **Course** and **Class**.

- Click the **Course Change** Tab
- Verify a Course Change Record Exists
- Right click the **Course Name**
- Click the **Delete** button
- A grey confirmation message will appear
- Click " **Yes**" to delete the **Course Change Record**, **Course** and **Class**

Option 2

Mandatory Step for Deleting a Course Change

- Click the **Course Change** Tab
- If a course change record exists, you must delete the record
- Click **Edit** located along the toolbar on the top of the screen
- Select **Delete Course Changes**
- Click " **Yes**" to delete the **Course Change record**, **Course** and **Class**

The returning student can now be reprojected into the correct course and class using the **Return Student Course Change** module and accompanying instructions.

Note: Deleting the Course Change Record will delete both Course and Class session as well.
This can be verified on the Projections Tab. You may use either option.

Enrollment Projections

Editing: **Deleting Returning Student** Projections

Deleting Returning students Course and Class Projections

Option 1

Option 2

SL Projections - Academics

Parallel Editing: Changing Returning student data in the current and projected school year

M Akian, 000000004

New | Withdraw Student | District Updates | Non-Resident Upd

Black Font = Inactive

: Global Studies Remediatio, E01
: Schedule # 2 - RM4
: Physical Education, E01
: Auto Body Repair, E01
: Schedule # 1 - PM
9/11/2007 : Auto Body Repair, E01
9/11/2007 : Auto Body Repair, E01

Current School Year

During the projection and enrollment process it may become necessary to edit returning student data in both the **current school year AND the projected school year.**

This step will be used when a **Returning student** (that has been projected into the upcoming school year) **changes Course or Class in the Current School year.**

ClassMate Enrollment Projections
Parallel Editing of Enrollment Projections

Parallel Editing: Changing Returning student data in the current and projected school year

Parallel Editing Example:

1. John is **currently** enrolled in the Carpentry Program, in the AM class.
2. John has already been projected in the **same program** (Carpentry) and into the PM class for the **UPCOMING school year.**
3. John decides that he would like to **change programs before the end of the CURRENT school year.** John would like to change to Welding, AM.
4. Parallel editing would then be required to address this scenario.

Note: Verify the projections after making any edits. This may done using the Projected Class Schedule by Grade report.

Parallel Editing Process:

Edit Returning Student Course or Class change in the **current school year**.
- For example: You would change John from Carpentry AM to Welding PM in the current year using the proper process in the **Student Scheduling module**

Then delete the Projection for the Upcoming school year using the **Returning Student Projection** instructions, Delete **BOTH** Course and Class.
- For example: You would delete John's projected Carpentry course and his PM class.

Then Re-project the student into the New Course and Class for the Upcoming school Year using Returning Student Projection instructions.

SL Projections - Academics

Correcting Academic Student Schedules

When data entry errors in scheduling are made, editing maybe required to correct mistakes.

All corrections begin from the **Change Existing** TAB

There are 3 Scenarios using the District Updates Tab to make corrections.

1. Updating the Begin and/or End Date for courses
2. Changing a Class entry
3. Deleting a Course

SL Projections - Academics

Correcting Date Entries

Select the Change Existing Tab

(1) Select the scheduled class from the list

(2) Update the **Begin Date** and/or **End Date**

(3) **Save** change, repeat for any additional courses.

Note: This Scenario requires the same correction to be made on the District Updates Tab.

Coop:	-- Select A Coop Session --		
Begin Date:	09/07/2011	End Date:	01/01/1900
Program Status:	** Currently Enrolled		
Instruction Delivery:	-- Select An Instruction Delivery --		

☐ Delete Enrollment and Schedule   Full Time %: 025.00

#	BeginDate	EndDate	Course
9	09/07/2011	01/01/1900	ALT GED
8	09/07/2011	01/01/1900	ALT English 12
7	09/07/2011	01/01/1900	ALT Algebra 1B
6	09/07/2011	01/01/1900	ALT Lunch
5	09/07/2011	01/01/1900	ALT PE
4	09/07/2011	01/01/1900	ALT Environmental
3	09/07/2011	01/01/1900	ALT Earth Science
2	09/07/2011	01/01/1900	ALT Academic Support
1	09/07/2011	01/01/1900	ALT AM Homebase (Mon

SL Projections - Academics

Correcting Class Enrollment

Select the Change Existing **Tab**

1 Select the scheduled class from the list

2 Select the correct **Class** from the drop-down

3 **Save** change

Note: Class correction is easiest error to update. It does not require a correction on the District Update Tab.

Note: This correction Scenario is for entries where the correct COURSE was made but the wrong Class Period or Teacher was selected in error.

SL Projections - Academics

Deleting a Course/ Class Enrollment

Select the Change Existing **Tab**

(1) Select the scheduled class from the list

(2) Check the "**Delete Enrollment and Schedule**"

(3) Confirm the correct CLASS is displayed and **DELETE** 🔴

Note: Course Deletion correction will automatically update the District Update Tab if "**Delete Enrollment and Schedule"** is selected prior to deletion. If not selected, a manual update of the District Update tab will be required.

Note: Once the incorrect course is deleted, use the **Create New Tab** to add the correct Course if applicable.

SL Projections - Academics

Correcting a Class & Adding a New Course/ Class

Select the Create New **Tab**

①   Select the scheduled class from the list

②   Input the correct Begin Date

③   Save change 🖬

Note: You can use the module to enter a Single Course entry.
It is not required to input data into all the period fields, only those that apply.
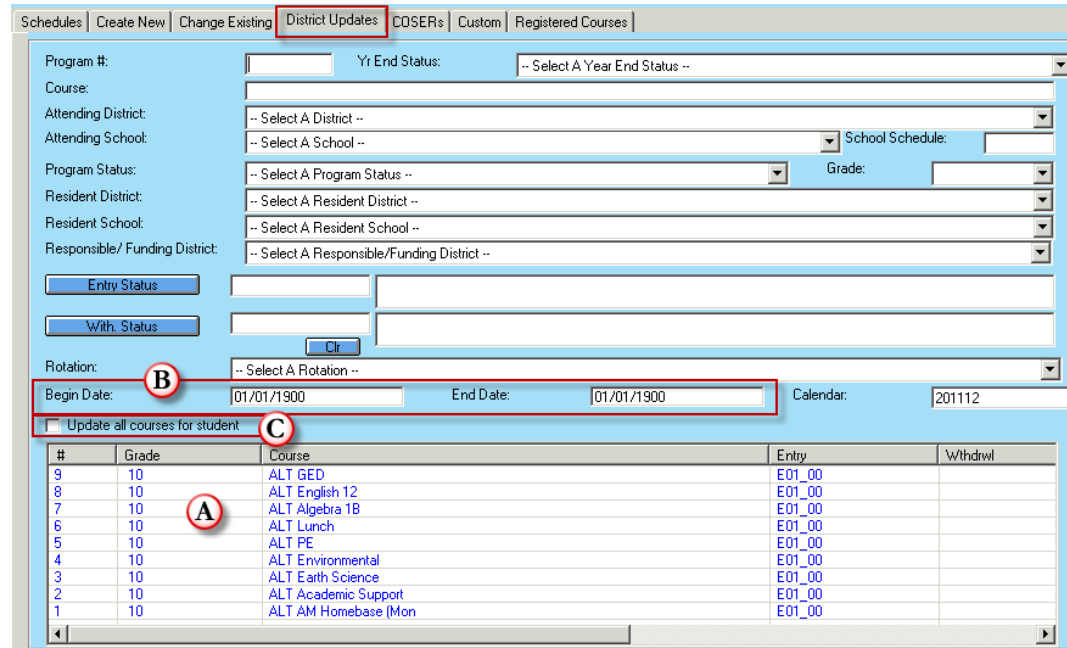
SL Projections - Academics

Academic Student Schedule Verification

It is critical to verify the information is accurately reflected on the District Updates tab.
If the fields are not auto updated correctly, the data must be manually corrected.

There are 3 Scenarios that require the District Updates Tab to make corrections.
1. Updating the Begin and/or End Date for courses
2. Deleting Course Enrollment
3. Changing a District (not commonly edited during projections)

Note: When a class correction is made, no modification is required on the District tab. The student will be re-enrolled in the same Course at a different time.

Note: Making a District change will require an "update" of all student Courses and Classes

SL Projections - Academics

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  - **Entering Returning Student Projections**

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  - **Projections Reporting & Enrollment Scenarios**

Reporting Projected Enrollment

Reporting Projected Enrollment

Throughout the projection process ClassMate Reports can provide an up to date view of projection totals. The reports can be utilized by various staff at any time during the process.

For Example:
New Student Projected Enrollment Rosters allow advance enrollment totals of next year's class.

Counselors and other Administrative staff may use Projected Schedules worksheet as a resource for planning returning student schedules.

Getting Started

Double Click **My Reports** >
Double Click **Student Projection** >
Click report name to view

Commonly Used Projection Reports

Returning Students

•Current Student Course Changes
•Projected Alpha Returning Enrollment
•Projected Class Schedule by Grade
•Projected Schedule Letters Returning
•Return Student Projected Enrollment

New Students

•New Student Projected Enrollment Roster
•Projected Alpha New Student Roster
•Projected New Student Enrollment Roster
•Projected Schedule Letters New

All Students

Projected Class Schedule by Grade
Projected Enrollment by : Course or District
Projected Rosters by Program/Class
Projected Summary by Course or District

ClassMate Enrollment Projections
Enrollment Scenarios

I am trying to project a student that attended more than a year ago but is coming back in the Fall of next school year. What should I do?

Solution:
The student will need to be brought back from Archive before you can Project them.
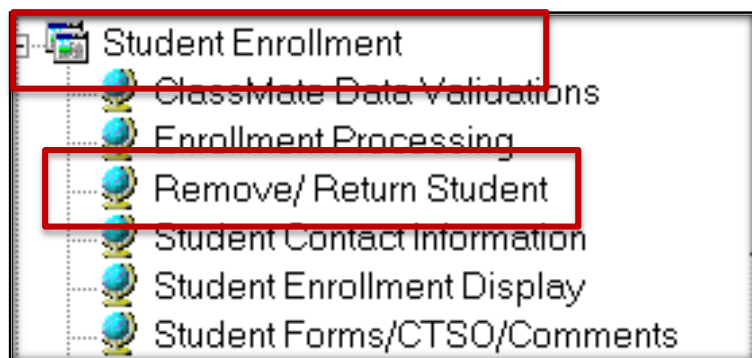
Getting Started:
Double click **> My Modules** >
Double **Click Student Enrollment > Click Remove/Return Student**

ClassMate Enrollment Projections
Enrollment Scenarios

I am trying to project a student that attended more than a year ago but is coming back in the Fall of next school year. What should I do?

Refer to **Student Deletion & Archive Student Return** documentation on our website to Return Archive Student using option 2B Return Selected.

Once student returned, you can then return to Student Registration Information Module and locate the student. Update the student's Calendar and Program Preferences/choices on the Programs tab. And finaly project the student using the New Student Projection/Enroll module.

SL Projections - Academics

I am trying to register a new student and a duplicate record message appears. Why is this happening? What should I do?

Double click > **My Modules** > Double

Click Student Enrollment> Click

Remove/Return Student

The error message generated has two main causes:

1. The student you are trying to register exists in registration.

2. The student you are trying to register exists in archive data.

Solution:

Find the student in registration or

Return the student that exists in archive data.

ClassMate
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Suite 500
Bethlehem, PA 18017

Questions?
Contact our Helpdesk!
support.classmate.net
Phone: 1-855-984-1228