Welcome to Wednesday's Wisdom – A weekly dose of support!
January 13, 2015

Announcements

TODAY at 1:00pm - **January User's Group WebEx Meeting –** Today's User's Group Meeting WebEx will be on the topic of "Scheduling." Laura Patton will review setting up and getting ready for 2016-2017 scheduling and will share new and improved scheduling tools including the enhancements to Online Course Recommendations. *Click here for User's Group WebEx details*

The Support Team is excited to announce the birth of Melissa Leporati's son, Dominic. Dominic was born January 9th and the entire family is doing great. While Melissa is on family leave, please submit a Harris eSupport ticket for any issues that you would have brought to her attention and the Support Team will assist you.

Frequently Asked Questions

Q. **Sync Release Sites: How do I set "Allow Multiple Daily Attendance Records = No" at a school so that only one daily code can be entered?**

A. **Submit the School Attendance Parameter screen with the default value of Allow Multiple Daily Attendance Records = No.** The School Attendance Parameter screen shows a default value of No. In order to apply this to the school, the School Attendance Parameter screen must be submitted. This must be done for EACH SCHOOL. This will generate the parameter and set it to No.

Q. **SIF Districts: The March 2016 SIMS Submission is now open on the DESE Security Portal, why do I have errors of "101510 - Days in Membership=0 is Invalid" and "101491 – SPED students must have other SPED data elements" for all of my students?**

A. **When the DESE re-opens the portal for a new submission you need to restart your SIF Processors.** If the SIF processors are not running, no data is sent and the errors will occur.

Shutdown both your SIF Response and Events Processors and restart them. You can check the box to Delete the "Stopped" Records and you can check the box to Purge All Log Files Except Current Day. The DESE clears out and re-pulls the attendance and Sped data from your site nightly. It may therefore take 24 hours for the errors to clear.

You should also set the DOE Parameters for EACH SCHOOL to have a Last Transmission Date = 03/01/2016 so that the number of days will accrue correctly for the March 1 submission.

Q. **What are the recommended settings to use when rolling over the Course Catalog for the next school year?**

A. **When rolling over the course catalog it is recommended that you set BOTH Roll Schedule = YES and Roll MSB Teacher/Room = YES.**

Even if you do not use the Master Schedule Builder (MSB) to schedule your students, rolling the course catalog this way will allow you to save a Master Schedule version in the next year with all the Term, Period, Teacher, and Room information from the current year. After you save this version you can then choose to "clear" some or all the Master Schedule to remove schedule details and save this additional un-scheduled version. Doing it this way will give you 2 Master Schedule back-up options: one *with* and one *without* the current year schedule detail.

Once scheduling has begun and online course recommendations have been completed you do not want to roll the course catalog over again. Each year when you roll the course catalog the courses get new course sequence numbers. Course Recommendations and Requests reference these sequence numbers. If the Course Catalog were to be rolled over again, some courses could end up with different sequence numbers. If you find you need to roll your course catalog again and you have already begun the Recommendations and Requests process, please contact the Support Team for assistance.

*** REMINDER ***

When working in the Schedule System be sure to select the 2016-2017 (Next) School year

Rolling the Course Catalog over to the new school year:

< Administration > < End of Year Procedures > < Course Rollover >

Source Academic Year = 2015-2016

Destination Academic Year = 2016-2017

Set Roll Schedule = Yes (rolls over all current year course details and sections, including Term, Period, Teacher and Room).

Set Roll MSB Teacher/Room = Yes (rolls over MSB Teachers/Room table where Teachers and Rooms are defined for use with the MSB) Even if you don't use the MSB to schedule students, it is recommended to roll the course catalog over with this set to Yes.

Override if Exists = No (first time you rollover the course catalog you don't need to override - override should only be used if you need to rollover again and you have NOT done any major work on your scheduling or done online course recommendations).

Saving versions of the Master Schedule:

< Master Schedule Builder > < MSB Options >

< Save Current Master Schedule >

Once the course catalog is rolled over as outlined above, with the current year detail, SAVE the Master Schedule for possible use in 2016-2017. This schedule will contain all of the current year schedule details (terms, periods, teachers, rooms). Save/Name the schedule "Master Schedule with 2015-2016 Schedule Detail."

< Clear Current Master Schedule >

Option 1: Clear the schedule details (terms, periods, teachers, rooms) from ALL courses – This will give you the option to clear the 2015-2016 course details from ALL courses in the 2016-2017 Course Catalog. SAVE/Name the version with "Master Schedule with No Schedule Detail."

Option 2: Clear schedule details (terms, periods, teachers, rooms) from select courses only. **< Scheduling System > < Master Schedule Builder >**

On the *Interactive Master Schedule Builder* screen you can select specific courses to "Unschedule." This will remove the Term, Period, Teacher, and Room from the selected courses only. Save this schedule version with a different file name to identify characteristics of this schedule version.

NOTE: This option requires that courses are set to **Use with MSB = Yes** on the Course Details screen. Go to Course Catalog > Course Details > in Field to Update select Use with MSB to update courses to Yes if necessary.