



Before the School Year Begins

Table of Contents

Student Year-at-a-Glance	1
Before the School Year Begins	1

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The following tasks must be done before the first day of school.

Task	Resource
TxEIS Security Admin	
<input type="checkbox"/> Review users and roles. NOTE: Use AskTED to search by school (set Information Type to Personnel). Changes must be made by the district's AskTED administrator.	<input type="checkbox"/> Security Administration > Reports > List of Users by Permission <input type="checkbox"/> Security Administration > Reports > List of Tasks Associated With Roles <input type="checkbox"/> Security Administration > Reports > List of Security Users and Roles
<input type="checkbox"/> Delete accounts for users who retired or are not returning.	Security Administration > Manage Users > Create/Edit User
<input type="checkbox"/> Add accounts for new staff.	Security Administration > Manage Users > Create/Edit User
ASCENDER ParentPortal Admin	
<input type="checkbox"/> Set up online student enrollment and registration.	ASCENDER ParentPortal Admin: Enrollment & Registration
Attendance	
<input type="checkbox"/> Update attendance posting codes.	Attendance > Maintenance > District > Posting Codes
<input type="checkbox"/> Update campus attendance options for each campus.	Attendance > Maintenance > Campus > Campus Options
<input type="checkbox"/> Verify the attendance calendar and total yearly minutes for each track at the campus.	Attendance > Maintenance > Campus > Campus Calendar
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SAT1000 - Campus Recap Report <input type="checkbox"/> SAT1100 - District Recap Report <input type="checkbox"/> SRG0100 - Campus Information (see calendar on final pages)
<input type="checkbox"/> Create all attendance letters that will be needed for the school year.	QuickGuide - TxEIS Attendance - Generate Attendance Letters
<input type="checkbox"/> If using Student Activation/First Day Counts, inactivate all students at the campus.	TxEIS & txGradebook - Student Activation/First Day Attendance Counts (See <i>Enter Campus Settings & Inactivate Students</i>)
Grade Reporting	
<input type="checkbox"/> Update district master schedule.	Grade Reporting > Maintenance > Master Schedule > District Schedule
<input type="checkbox"/> Update campus master schedule.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section
<input type="checkbox"/> Update campus control options.	Grade Reporting > Maintenance > Tables > Campus Control Options
<input type="checkbox"/> Verify that all track end dates are correct.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

Task	Resource
TxEIS Security Admin	
<input type="checkbox"/> (Secondary campuses) Verify the GPA setup.	TxEIS Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs (See Before You Begin)
<input type="checkbox"/> (Elementary campuses) Set up numeric grade conversions for alpha grades in core and non-core courses.	Core: Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn Non-core: Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn
<input type="checkbox"/> Select the type of grade that should appear on the report card for each course.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course (Rpt Card Grd Type field)
<input type="checkbox"/> (Secondary campuses) Run CTE reports for verification.	<input type="checkbox"/> SGR0110 - Master Schedule PEIMS (Grd Rptng) (filter for CTE hours) <input type="checkbox"/> SGR1600 - Career and Technology Code Verification <input type="checkbox"/> SGR1650 - Career and Technology Audit
<input type="checkbox"/> Enter schedules for newly enrolled students.	Grade Reporting > Maintenance > Walk-in Scheduler > Scheduler
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SGR1930 - Student Schedules (Plain Paper) <input type="checkbox"/> SGR2055 - Student Schedules
Graduation Plan	
<input type="checkbox"/> Create/update district-level graduation plans.	TxEIS Graduation Plan (See Create Graduation Plans)
Registration	
<input type="checkbox"/> Enroll new students.	Registration > Maintenance > Student Enrollment
<input type="checkbox"/> Set ParentPortal IDs for new students.	Registration > Utilities > Set Parent Portal IDs
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SRG0100 - Campus Information <input type="checkbox"/> SRG0600 - Student Special Program Listing <input type="checkbox"/> SRG0800 - Registration Forms <input type="checkbox"/> SRG1200 - Student Status Changes by Program <input type="checkbox"/> SRG1300 - Student Bus Information <input type="checkbox"/> SRG1500 - Student At Risk Listing <input type="checkbox"/> SRG1800 - Enrollment by District of Residence <input type="checkbox"/> SRG1900 - Generic Programs Enrollment Count <input type="checkbox"/> SRG2000 - Student Contact Information
ParentPortal Settings in TxEIS	
<input type="checkbox"/> Update ParentPortal district options.	Registration > Maintenance > Parent Portal > District
<input type="checkbox"/> Update ParentPortal campus options.	Registration > Maintenance > Parent Portal > Campus
txGradebook Settings in TxEIS	
<input type="checkbox"/> Update txGradebook district options.	Grade Reporting > Maintenance > Gradebook Options > District > Options
<input type="checkbox"/> Update txGradebook campus options.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
<input type="checkbox"/> Update hint questions.	Grade Reporting > Maintenance > Gradebook Options > District > Hint Questions
<input type="checkbox"/> Update txGradebook categories and weights.	Grade Reporting > Maintenance > Gradebook Options > Campus > Categories
<input type="checkbox"/> Remove previous year admin users.	Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users

Task	Resource
TxEIS Security Admin	
<input type="checkbox"/> Create new txGradebook admin accounts.	District: Grade Reporting > Maintenance > Gradebook Options > District > Administrative Users Campus: Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users Discipline Approvers: Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor
<input type="checkbox"/> Enable txGradebook at all campuses.	Grade Reporting > Maintenance > Gradebook Options > District > Options (set txGradebook Use Flag to Enabled)
txGradebook	
<input type="checkbox"/> Teachers must create a new txGradebook account. NOTE: Teachers must know their Staff ID to create an account (Grade Reporting > Maintenance > Master Schedule > Campus > Instructor (to obtain Staff ID).	
<input type="checkbox"/> Teachers must set up txGradebook courses, assignments, etc.	



Back Cover