



## **Before the School Year Begins**



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# Student Year-at-a-Glance

## Before the School Year Begins

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

Task	Resource
<b>TxEIS Security Admin</b>	
<input type="checkbox"/> Review users and roles. <b>NOTE:</b> Use <a href="#">AskTED</a> to search by school (set <b>Information Type</b> 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
<b>ASCENDER ParentPortal Admin</b>	
<input type="checkbox"/> Set up online student enrollment and registration.	<a href="#">ASCENDER ParentPortal Admin: Enrollment &amp; Registration</a>
<b>Attendance</b>	
<input type="checkbox"/> Update attendance posting codes.	<a href="#">Attendance &gt; Maintenance &gt; District &gt; Posting Codes</a>
<input type="checkbox"/> Update campus attendance options for each campus.	<a href="#">Attendance &gt; Maintenance &gt; Campus &gt; Campus Options</a>
<input type="checkbox"/> Verify the attendance calendar and total yearly minutes for each track at the campus.	<a href="#">Attendance &gt; Maintenance &gt; Campus &gt; Campus Calendar</a>
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SAT1000 - Campus Recap Report</a> <input type="checkbox"/> <a href="#">SAT1100 - District Recap Report</a> <input type="checkbox"/> <a href="#">SRG0100 - Campus Information</a> (see calendar on final pages)
<input type="checkbox"/> Create all attendance letters that will be needed for the school year.	<a href="#">QuickGuide - TxEIS Attendance - Generate Attendance Letters</a>
<input type="checkbox"/> If using Student Activation/First Day Counts, inactivate all students at the campus.	<a href="#">TxEIS &amp; txGradebook - Student Activation/First Day Attendance Counts</a> (See <i>Enter Campus Settings &amp; Inactivate Students</i> )
<b>Grade Reporting</b>	
<input type="checkbox"/> Update district master schedule.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule</a>
<input type="checkbox"/> Update campus master schedule.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</a>
<input type="checkbox"/> Update campus control options.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options</a>
<input type="checkbox"/> Verify that all track end dates are correct.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a>

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

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



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