

HOW TO PREPARE SIS FOR NEXT SCHOOL YEAR

This document explains how to prepare Maplewood Student Information System (SIS) for the **next school year**. This process begins around March of the current school year once the SIS team has run *Initialize Scheduling* to establish the starting point.

The preparation process can be broken down into the following steps, most of which are completed under the **Scheduling** menu in Maplewood.

You need to:

1. Update staff lists
2. Complete next year homeroom assignments
3. Pre-register Kindergarten students
4. Define how the school is run next year (cycle days, semesters/terms, periods, patterns etc.)
5. Create a Master Timetable (Classes File)
6. Assign timetables (Classes) to students
7. Verify your work

What is my starting point?

- Rooms/homerooms carry over to next year but you will have to re-assign students to their new Homerooms because they change from year to year
- Staff carries over to next year
- Classes in the Classes File carry over to next year but will be emptied from students
- Advisor Groups are carried over to next and the students will remain in them
- Those students who currently have **This Year and Next Year** status in SIS will be carried over in enrolment
- Student timetables (classes) do not carry over and you will have to define them for all students
- The Nunavut-approved secondary school courses for next year have been copied to **Scheduling -> Modify Files -> Courses** for you

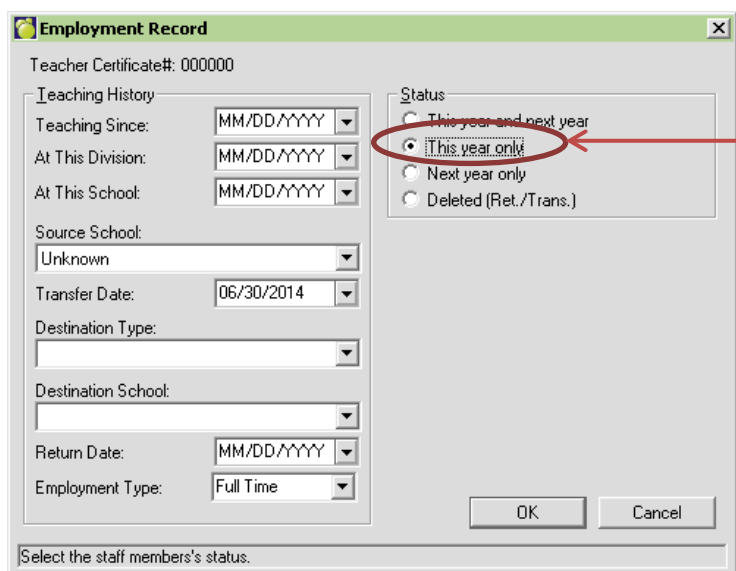
1. UPDATE STAFF LISTS

Retire staff members that are not returning

If a staff member is leaving at the end of this school year, do not just delete his/her record from Staff Records effective immediately. The staff member may still be teaching until the end of the year. Instead, give the staff member **This Year Only** status in **Staff Records**: open up their staff record, then click **Edit** on **Employment** tab and make the **Status** change.

Once the system is transferred to next school year, staff members with This Year Only status will be moved to Past Staff Members.

For detailed steps, please see [How to Add or Remove Staff](#).



The screenshot shows the 'Employment Record' dialog box. On the left, there are fields for 'Teaching History' (Teaching Since, At This Division, At This School), 'Source School' (Unknown), 'Transfer Date' (06/30/2014), 'Destination Type', 'Destination School', 'Return Date', and 'Employment Type' (Full Time). On the right, the 'Status' section has four radio button options: 'This year and next year', 'This year only' (which is selected and circled in red), 'Next year only', and 'Deleted (Ret./Trans.)'. A red arrow points from a text box on the right to the 'This year only' option. The text box contains instructions on how to set the status. At the bottom of the dialog are 'OK' and 'Cancel' buttons, and a footer note says 'Select the staff members's status.'

Go to **Employment** tab -> **Edit** in Staff Records.

Set leaving staff members' Status to **This Year Only** and they will not show up in the system next fall.

Figure 1: Give This Year Only status to staff members who are leaving.

Add new staff members for next year

If new teaching staff members will be joining you next year, use **Staff -> Add New Staff Members** to add them. Detailed instructions can be found under this link: [How to Add or Remove Staff](#).

TIP: Give them the status of **Next Year Only** by going to the **Employment** tab and clicking **Edit**, then picking this Status. This Status indicates that the teacher is not yet teaching this year but is expected to come next year.

2. COMPLETE NEXT YEAR HOMEROOM ASSIGNMENTS

Next year the school may have a different configuration of rooms and/or homerooms, different teachers, and different students in the homerooms. First make changes to the homeroom/room configurations, then assign students to their Homerooms for next year.

Change or verify homeroom configurations

The screenshot shows the Maplewood Enterprise (Secondary) - Ataguttaaluk High School interface. The Scheduling menu is open, showing options like Transfer to New Year, Modify Files, Students' Choices, Print Students' Choices, Print Students' Choices by Scanner, Print Conflict Matrix, Print Triple Conflict Matrix, Print Conflict Information, Print Timetables, Print Period/Grade Distribution, Print Lists, Assign Classes, Master Builder, Load Students, Assign Homerooms, Edit Timetables, and Assign Advisor Groups. A red arrow points to the 'Rooms/Homerooms' option in the menu. A text box explains: 'Click here to make changes to **Rooms/Homeroom** configurations for next year. If nothing changes from this year, there is no need to go here.'

The 'Room/Homeroom File (Next Year)' window is open, showing a table of room configurations. A red circle highlights the window title. A text box explains: 'The **Next Year** text here indicates that you are making changes for *the next school year*, not affecting this school year's setups.'

The table lists 14 records with columns: Room, Hmr..., Desig., Teacher, Alt. Teacher, and Occ... The data is as follows:

Room	Hmr...	Desig.	Teacher	Alt. Teacher	Occ...
1	yes	1	MacDonald-Geraghty, ...	Not assigned	18
2	yes	2	Williams, Jay	Not assigned	18
3	yes	3	Towne, Lauren	Not assigned	16
4	yes	4	White, Sheila	Not assigned	15
5	yes	5	Foley, Jillian	Not assigned	20
A	yes	8A	Mitchell, Reginald	Not assigned	18
B	yes	8B	McKinlay, Kathleen	Not assigned	16
C	yes		Iyyiraq-Kunuk, Mary	Not assigned	0
D	yes	9A	Lee, Eric	Not assigned	17
E	yes	9B	Miranda, Bernardete	Not assigned	18
ADM	yes	REW	Aninlak, Nellie	Not assigned	0
GYM	yes		Willis-Leake, Ben	Not assigned	0
LAB	yes		Not assigned	Not assigned	0
SHOP	yes		Winser, Jordan	Not assigned	0

Buttons at the bottom: Add, Edit, Delete, Print, Done. A status bar at the bottom says: 'Select a record from the list. Double click to edit. (14 records in this file)'

A text box explains: 'Make changes here as applicable: change teachers, add/modify/remove rooms and homerooms.'

A note explains: 'Note: if you do not know yet who will be teaching the homeroom next year, you can leave it blank until you have the information.'

Figure 2: Rooms/Homerooms file (Next Year)

Assign student to their next year's Homerooms

After making changes to homeroom configurations as shown above, you have to assign student to their new Homerooms under **Scheduling -> Assign Homerooms**. **Do not attempt to assign next year's Homerooms under the Students menu as that would affect this year's situation**. Please remember to use **Scheduling -> Assign Homerooms**. If you have worked previously with assigning Homerooms using the Students menu, the idea is the same. You can refer to these steps keeping in mind that you should be performing the task under the Scheduling menu: [How to Assign Students to Homerooms](#).

3. PRE-REGISTER KINDERGARTEN STUDENTS

New Kindergarten students are typically pre-registered in the spring in order to prepare for their arrival next fall. The Kindergarten pre-registrants are added to Maplewood using **Students -> Add New Student** and they are assigned **Next Year Only** status instead of This Year and Next Year status.

In most cases a Kindergarten student is registering for the first time and a completely new student record will be created for them in Maplewood. This will be based on the information you provide in the spring. *Please make sure the information you enter is correct. It is your responsibility to ensure accurate information.*

It is particularly important to verify the student's **Legal Name** and **Date of Birth** using a verification document provided by the parent. This could be a birth certificate or other government issued document. Once the student has been added to the system, the school cannot change the Legal Name or Date of Birth easily; the school has to contact Student Records Registrar for changes using a Correction of Student Information form.

The best thing to do is confirm the information with the parent from the very beginning.

For detailed steps on Kindergarten pre-registrations, please refer to this document: [How to Pre-Register Kindergarten Students](#).

4. DEFINE HOW THE SCHOOL IS RUN NEXT YEAR

If you are changing the number cycle days, semesters, number of periods per day, period times, or scheduling patterns for next year, you need to change some configurations in SIS. This is done under the **File -> School Setup -> School Information**. Then pick the **Next Year** tab and follow the instructions below:

School Information - Jonah Amitnaaq Secondary School

Achievement Settings | Email Settings | School Info | This Year | **Next Year** | Configuration | Board Info | Enterprise | Active Directory

Semester / Term Information

Number of Semesters: 2

Terms per Semester: 1

Day / Period Information

Days per Cycle: 4

Periods per Day: 8

Scheduling for Next Year

Schedule Method: Secondary Only (based on student choices)

Lunches Information

Secondary

☒ Lunch Periods

Elementary

Lunch Period Assigned to Elementary Homerooms: [Select]

Breaks Assigned to all Elementary Homerooms: [Select]

OK Cancel

Adjust number of **Semesters** if different from last year. Note that **Terms per Semester** are not the same as reporting terms: **Terms per Semester** should be 1 unless you are running classes that have half semester duration.

Adjust your **Days per Cycle** and **Periods per Day** if different from the current school year.

If you have changed cycle days or period count, you will need to adjust your **Patterns** accordingly. It might be easiest to consult SIS support if you need to do this.

Set the correct **Period Times** to match the School Calendar submitted and approved for the upcoming school year.

Working with Patterns

Patterns are created by the school or the SIS team to speed up the process of assigning schedules to a class in the Classes File. Patterns should be created if your schedule is patterned: classes occur every day in the same period or a double-period, or you have a staggered schedule, or there is some other pattern that the schedule follows. If you are uncertain about working with Patterns, please contact the SIS support for assistance.

Click on the lower **Patterns** button in the above dialog to view and edit your scheduling patterns.

Define Day/Period Patterns

Set

Every day double

Add... Delete Rename...

Pattern

7/8

Add... Delete Rename...

	Day 1	Day 2
Per.1	<input type="checkbox"/> 1/2	<input type="checkbox"/> 1/2
Per.2	<input type="checkbox"/> 1/2	<input type="checkbox"/> 1/2
Per.3	<input type="checkbox"/> 3/4	<input type="checkbox"/> 3/4
Per.4	<input type="checkbox"/> 3/4	<input type="checkbox"/> 3/4
Per.5	<input type="checkbox"/> 5/6	<input type="checkbox"/> 5/6
Per.6	<input type="checkbox"/> 5/6	<input type="checkbox"/> 5/6
Per.7	<input checked="" type="checkbox"/> 7/8	<input checked="" type="checkbox"/> 7/8
Per.8	<input checked="" type="checkbox"/> 7/8	<input checked="" type="checkbox"/> 7/8

Print Done

Start by selecting the **Set**. An example Set could be "Every day double" as shown here. You can also create new ones with the **Add** button.

Pick the **Pattern** you want to modify. This Pattern is called "7/8" and is defining a schedule where the class takes place every cycle day in periods 7 and 8. See the tick boxes.

You can create new Patterns with the **Add** button.

Click **Done** when finished with the changes.

5. BUILD THE MASTER TIMETABLE FOR NEXT YEAR

Building the Master Timetable simply means reviewing and editing the **Classes File** for next year. Your starting point is an exact copy of this year's Classes File. All you need to do is make changes as necessary.

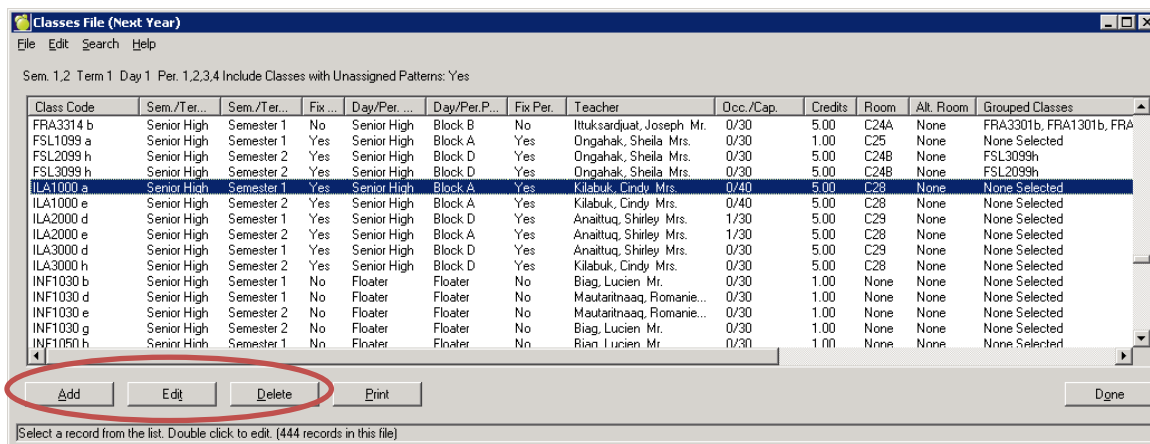
While Maplewood does have functionality for building a master timetable, that functionality is quite complex. Please first create your schedule using any method that you have been using in the past. Then input that schedule as per the instructions below.

How work on your next year master timetable (Next Year Classes File)

Go to **Schedule -> Modify Files -> Classes**. Use the **Add** button to add new classes and the **Delete** button to remove classes no longer needed. Use the **Edit** button to edit existing entries (change teacher, schedule, semester/term, room etc.).

Review the Classes File completely and edit entries to change the teachers or other information on the class. Add entries as necessary. **Delete unnecessary entries to keep things clean.** The end result will be a collection of classes that reflect your school's course/subject offering for next year. Students will be assigned to them later.

*In Maplewood, a **class** refers to a course code taught by a specific teacher to a specific group of students at a specific time. This can often be confusing as schools usually use "class" to refer to a group of students.*



Classes File
for next
school year.
Review it and
make changes
as necessary.

Figure 3: Classes File (Next Year)

Working on a Class

If you need to add a new class, click the **Add** button for instance when creating a completely new course offering or adding an additional section for an existing class. If you just need to edit an existing class, highlight the class and click **Edit**. In both cases, fill out the information as follows:

Section Letter differentiates multiple offerings of the same course code. The system sets it automatically but if you want, you can change the letter.

Select **Course Code**. Also K-9 subjects have course codes. They start with four numbers and are followed by three letters such as 7000MAT for "Grade 7 Mathematics."

Select **Class Teacher**. If not known yet, you can select **Not Assigned**. But a much better option would be to create a fake staff record such as "NEWARTTEACHER" and use that here.

Select **Room Number** where the class is taught in (optional)

Uncheck **Reportable** for CTS master classes where no mark expected.

Select **Language of Instruction**

Select the **duration** of the class by picking the semester that the class takes place in.

Select the day/period pattern for the class, e.g. "Every day double" and "7/8".

The screenshot shows the 'Classes (Next Year)' form with the following fields and annotations:

- Course Code:** FNA3400 (Annotated: Select Course Code. Also K-9 subjects have course codes. They start with four numbers and are followed by three letters such as 7000MAT for "Grade 7 Mathematics.")
- Section:** c (Annotated: Section Letter differentiates multiple offerings of the same course code. The system sets it automatically but if you want, you can change the letter.)
- Class Teacher:** Jaypoody, Daniel (Annotated: Select Class Teacher. If not known yet, you can select Not Assigned. But a much better option would be to create a fake staff record such as "NEWARTTEACHER" and use that here.)
- Room Number:** Not Assigned (Annotated: Select Room Number where the class is taught in (optional))
- Reportable:** Checked (Annotated: Uncheck Reportable for CTS master classes where no mark expected.)
- Language:** English (Annotated: Select Language of Instruction)
- Schedule:** Semester/Term: Sr. High, Semester 2; Day/Period: Every day double, 7/8 (Annotated: Select the duration of the class by picking the semester that the class takes place in. and Select the day/period pattern for the class, e.g. "Every day double" and "7/8".)

Elementary schools and grades will normally set all subject classes to *full year* duration with *Floater* pattern. Floater means "no schedule". In other words, schedules for K-9 classes do not have to be defined - just the duration. (Please note that some K-12 or high schools often provide a schedule anyway in order to collect attendance on a period-by-period basis in junior high. This is up to them.)

K-6 school example - how to assign Patterns:

The screenshot shows the 'Schedule' form with the following fields:

- Semester:** Full Year
- Period(s):** Floater
- Pattern:** Floater

Buttons: Report Card, Previous, Next, OK, Cancel. Footer: Change the grouped classes selections, INS.

K-12 school example - how to assign Patterns:

The screenshot shows the 'Schedule' form with the following fields:

- Semester/Term:** Full Year
- Period(s):** Floater
- Pattern:** Floater

Buttons: Report Card, Previous, Next, Exam, Code Details, OK, Cancel. Footer: INS.

Set K-9 subjects to **Full Year** duration with **Floater** pattern.

Some schools prefer to schedule their junior high classes for period-by-period attendance collection. If that is the case, you can ignore the advice above and schedule them like high school classes.

TIP: If you want to complete work on the Classes File but do not yet know a teacher's name, a good option would be to create a fake staff record such as "NEWMATHEACHER" or "NEWSOCIALSTEACHER" and use that in the Classes File in the **Class Teacher** field. Once the teacher name is known in the fall, you can just rename that staff member using the Name button in the Staff Records, Biographics tab.

Using Special Schedule

Some high school classes have “special” schedules that are somehow unconventional and do not follow a pattern - the schedule is somewhat random in nature. In these cases you can use the **Special Schedule** button to set a custom schedule for that class. You can see that button in the screenshot on the previous page, in the top-right area.

Please note that using Patterns is always faster than setting a Special Schedule for each class; Patterns speed up the process of building the Classes File. This is simply because there is more clicking involved with Special Schedule.

However, if the class schedule does not follow a pattern, use the **Special Schedule** button to set a custom schedule for it. Here is a how-to on how to use Special Schedule button: [How to Use Special Schedule to Construct a Class](#)

How to set up CTS classes

High school Career and Technology Studies (CTS) courses/modules are typically taught in bundles. The best way to set up CTS classes is using a scheduled **CTS Master Class** and setting all individual CTS classes as **floaters**. Floater means “no schedule”. Complete instructions on CTS setups can be found here (just do the steps under **Scheduling** menu, not **File** menu): [How to Set Up CTS Classes with Master Class](#)

6. ASSIGN TIMETABLES (CLASSES) TO STUDENTS

After you are satisfied with your next year's Classes File, you can start assigning students to these Classes. This is accomplished through **Scheduling -> Edit Timetables**.

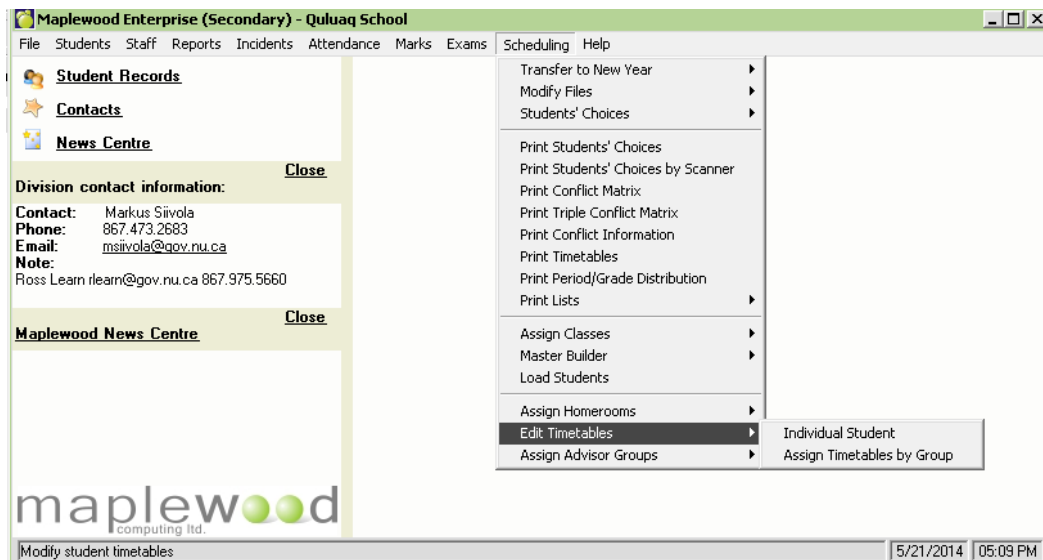


Figure 4: Where to go to edit student timetables / assign Classes

Follow these instructions for assigning Classes but remember to access **Edit Timetables** using the menu item in the above screenshot and not the one under Students menu: [How to Assign Classes to Students](#) .

7. VERIFY YOUR WORK

Once you have finished assigning students to homerooms and classes for next year, you should print out homeroom, class lists and timetables for students (or create these lists as PDFs) so that you can verify students are in the correct homerooms and classes.

- You can print next year homeroom and class lists under **Scheduling -> Print Lists**
- You can print next year's timetables using **Scheduling -> Print Timetables**

If you need further details on these reports, please refer to the following step-by-step documents but remember to use the **Scheduling menu** entries listed above instead of going through the Students menu:

- [How to Print Homeroom Lists \(This Year\)](#)
- [How to Print Class Lists \(This Year\)](#)
- [How to Print Student Timetables \(This Year\)](#)