StrongStart Setup

Sept 2015 v2.0

FUJITSU

Version History

Version	Date	Description
1.0	March 10, 2015	Initial Document
1.1	March 27, 2015	Updated Secondary School Management preference
2.0	September 8, 2015	Implemented new Positive Attendance setup and process

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1.0 StrongStart Centres

The overall setup of a StrongStart Centre is similar to the setup of most other schools. There are, however, some unique settings that enable StrongStart Centres to record positive attendance. This section addresses the most common setup for StrongStart Centres.

1.1 Security

StrongStart facilitators who are recording attendance will need the Teacher role assigned to them.

Clerical staff recording attendance for StrongStart students must have access to the Staff View, as well as a role that includes "Gradebook administrator access" permission in the Organization category. Currently, two of the four baseline Clerical security roles in MyEducation BC have both these permissions:

- Clerical – School Admin Assistant
- Clerical – SIS Admin

1.2 School Details

Even though StrongStart Centres do not record grades or comments for students, a default transcript definition needs to be selected in order to bring the necessary course into the school for attendance purposes.

1. In the **School View**, click the **School** top tab.
2. Click on the **Details** leaf.
3. Confirm the school details are correct on the **General** sub-top tab:
   a. **Type** field should be set to Early Learning.
   b. **Start Grade** field should be set to -1.
   c. **Number of Grades** field should be set to 1.
   d. **Build Year Context > School year** field can be left to the current year.
   e. Use the 🔍 beside the **Default Transcript Definition > Name** field to select a default transcript definition. As StrongStart Centres do not record grades, choose a default transcript definition of *Comment Only Courses – Trimester*.
   f. The **School Sub Type** should be Regular Day School.
   g. Uncheck the **Class to Daily Attendance Procedure?** Checkbox.

4. Click **Save.**

5. Click on the **Address** sub-top tab and ensure the address is correct.

1.3   School Preferences

1.3.1   Daily Attendance Preferences

Positive Attendance is both recorded and submitted to the Ministry of Education based on Class Attendance. This means that we do not require a Daily Attendance value for StrongStart students. In your *Daily Attendance Preferences*, you do not want the system to automatically copy the Class Attendance values to the Daily Attendance fields, so you should set your **Classroom Input Type** to *Homeroom*. This ensures that you will not get a Daily value created that may confuse staff on which attendance record is correct, in the event that they do not match.

Because Positive Attendance is not taken by Daily Attendance, you should also remove the **Daily Attendance** side tab for your staff, so that they do not get confused. This is done by *unchecking* the **Show daily side tab in Staff view** checkbox.

1.3.2 Class Attendance Preferences

Setup for Positive Attendance for your school is done from the **School** top tab > **Setup** side tab > **Preferences** leaf. From there, change the pull-down menu to "Class Attendance".
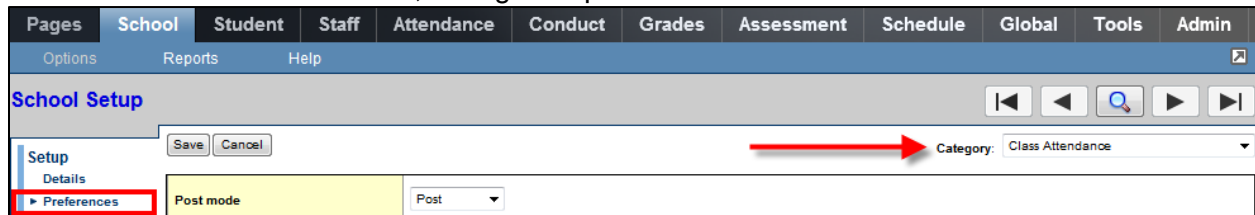
From here, check the *Positive Attendance* checkbox to indicate that your school is a Positive Attendance school.

The **Post Mode** pull-down menu defaults to *Post*. This setting means that a teacher could post attendance multiple times, in the event they need to make a change. Because you must make changes in the **School** view, you will set this to *Post Once* so that whoever is taking attendance does not try and make changes, wiping out all their work (you will not use *No Post* here, as that would not let the teacher post at all, and Positive Attendance must be done in the teacher's view).

The **Allow date change** checkbox is where you will give permission for a Teacher to be able to change the date to take Attendance in the past or future. If you do not give them this permission, then Office staff cannot also do that when they are in the Staff view.

You can ignore the *Negative Attendance Input Buttons*, as they will no longer apply if your entire school is a Positive Attendance school.

For the *Positive Attendance Input Buttons*, MyEducation BC already assumes you wish to use an **A** button for *Absent*, so you do not need to add this here. You will need to add the **POS** button which is what the StrongStart schools will use for Positive Attendance during the year and at the end of year for the extract. When adding the button, ensure that you tell the system that you are using 1 extra button in the *Number of buttons* field.

Note: You will need a class at your school to use for Attendance. In our examples, we are using XAT—EL which has been set up at the school with students assigned to it.

2.0 School Schedule

1. In the **School View**, click the **School** top tab.
2. Click the **Schedules** side tab.
3. Ensure there is a YearID representing the current school year. If you do not see a YearID, set the filter to **All Records**
   a. If you see the current year in the list under the All Records filter click on the blue hyperlink. Ensure the start and end dates are within the district calendar (Aug 1 to July 31 or shorter).
   b. Ensure the current YearID is set as the Active Schedule. This is indicated by a small triangle in front of the schedule Name, or by the schedule year showing when the filter is set to Active Schedule.
   c. If you do not see the triangle, click the blue hyperlink on the YearID.

d. In the **Options** menu, select **Set Active Schedule.**
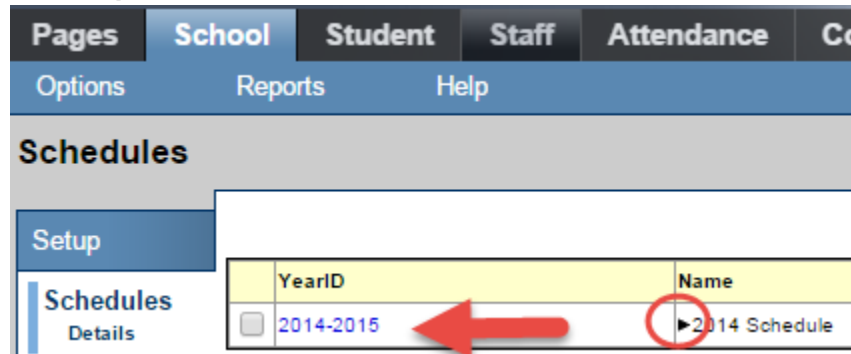
4. If you do not see a current year in the list under the All Records filter:
   a. In the **Options** menu, click **Add**.
   b. Populate the **Name** field.
   c. Populate the **Start date** and **End date** fields.
   d. Click **Save**.
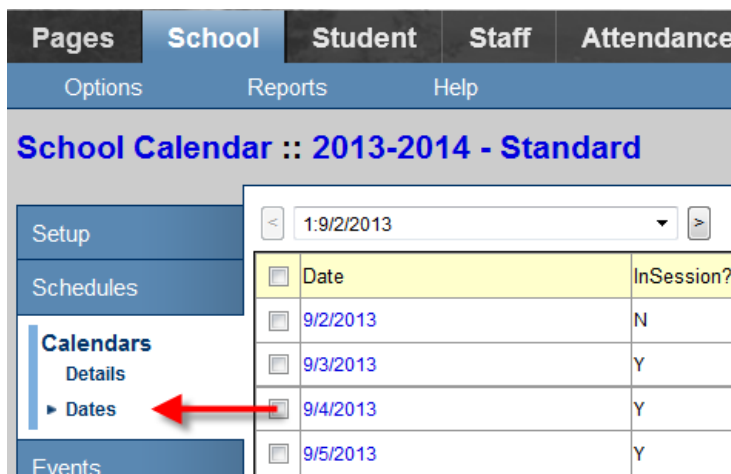   e. In the **Options** menu, select **Set Active Schedule**.
   f. Click **Save**.
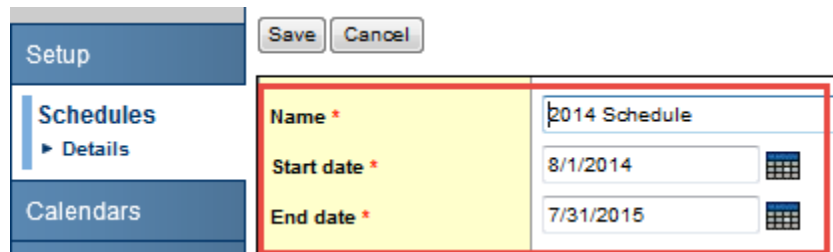
3.0 School Calendar

Districts must "initialize" a calendar to determine the session dates and non-session dates within their district.

A school calendar name of **Standard** will allow all schools with secondary students to take attendance on students from other schools with a calendar name of **Standard.** ***This will be especially important for StrongStart Centres where students are cross-enrolled between multiple centres.***

Once the district calendar has been initialized:

- StrongStart Centres should see dates in the School top tab, Calendars side tab, Dates leaf.

- If the school does *not* see dates in the **School** top tab, **Calendars** side tab, **Dates** leaf the school should:

  o Contact the district support desk and ask if the district calendar has been initialized. If not, the school should wait for the district calendar to be initialized as that process could overwrite the manually created school calendar.
  o If the district calendar *has* been initialized and the dates do not appear in the school calendar, the calendar will need to be initialized at the district or school level. See the *Initializing the School Calendar* in the School Setup guide for instructions.

4.0 Student Details

This guide does not cover student registration and assumes students are already registered in the StrongStart Centre. It is an important step to assign a calendar to each student in order to do attendance. See the *Enrollment Management & Student Demographics* document for more on registering students in your school.

4.1 Assigning Calendars to Students

Every student in the school must have a Calendar assigned. Once your students are converted into MyEducation BC, you can mass assign your school calendar to all students or a selected group of students in your school.

1. Log in to the **School** view.
2. Click the **Student** top tab.
3. Click **Options** in the menu bar.
4. Select **Mass Update**.
5. Choose **Calendar** from the drop-down menu as the **Field** value.
6. Use the 🔍 icon to select the appropriate calendar for the students you wish to update
7. Click **Update**.
8. Acknowledge the confirmations. A pop-up window will appear verifying the changes.
9. Click **OK.**

4.2 Creating a student snapshot

StrongStart Centres that have had a large number of students converted in may want to consider creating an initial snapshot with all students in it. This will make it easier to mass assign students to the course section for attendance as part of the setup tasks.

Remember that snapshots are "static" and will not automatically update when new students enter the school or are added to classes.

1. On the **Student** top tab, click the 🔽 icon and choose *All Active Students.*
2. In the **Options**, select **Snapshots**.
3. In the pop-up window, click the **New** button.
4. Give your snapshot a name that represents the students in the snapshot. There is an option to save the snapshot as a filter, but you probably do not want this snapshot in the filter.
5. Click **Save**.

5.0   Staff

If staff has not been converted into the StrongStart Centre, they can be added in the Staff screen.

To add a staff record:

1. In the **Options** menu, select **Add.**
2. Populate the **Legal last name** and **Legal first name** fields as appropriate and set the **Staff Type** to *SSC.*
3. Click **Save**.

6.0   Schedule Structure

StrongStart Centres require a basic structure so students can be scheduled into the appropriate course for attendance. The most common structure is defined in this section.

6.1   Schedule Terms

A StrongStart Centre will only need one schedule term of a Full Year.

1. In the **School View,** click the **Schedule** top tab.
2. Click the **Structure** side tab. This will turn into the **Terms** sub-side tab.
3. In the **Options** menu, select **Add**.
4. In the **Code** field, select FY.
5. In the **Name** field, type Full Year.
6. In the **Base terms per year** field, type a 1. Click **Set.**
7. Check the **Term map** box.

8. In the **Term Date Ranges** section, populate the **Start** and **End** fields with the start date of the school year and the end date of the school year.

9. Click **Save.**

Note: Grade terms are not necessary as StrongStart Centres do not generate report cards.

6.2   Set up Structure to Have One Day and One Period

1. From the **Schedule** top tab, click the **Structure** side tab and the **Days** sub-side tab.

2. If there are no records, select **Add** from the **Options** menu.

3. When the pop-up menu appears, enter 1 into the *Day count* field, and tab out of that area. This will give you your section for filling in the information for this Day.

4. Put in the value of **1** for *Identifier* and *Name* fields, and click the **Save** button.

5. This will create a single Day for your school.
6. Next, click the **Periods** sub-side tab.
7. Following the same steps as above, select **Add** from the **Options** menu.
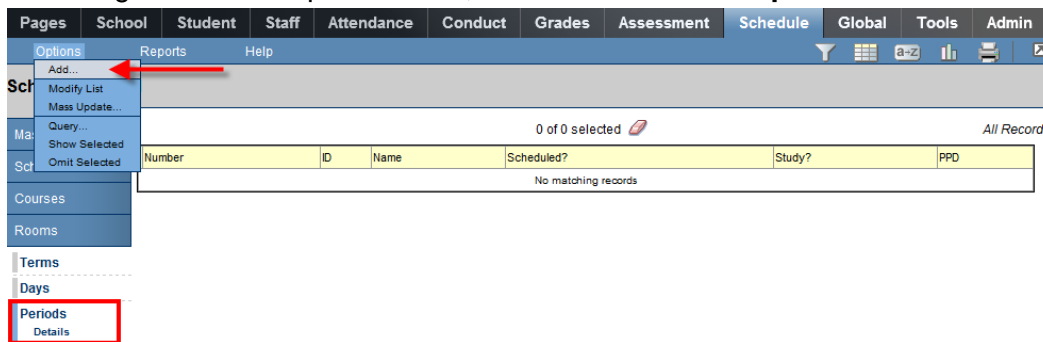
8. When the pop-up menu appears, enter 1 into the *Period count* field, and tab out of that area. This will present a section for filling out the information for the period you have just created.

9. Put in the value of **1** for the *Identifier* and *Name* fields for the first period, and then the value of **1** for the second period's Identifier and Name. Click **Save**.

7.0 School Calendar Setup

7.1 Assign Day 1 to Every *In Session* Date for Your School.

1. From the **School** top tab, click the **Calendars** side tab, followed by the **Dates** leaf.
2. Filter your list down to only the Days that are assigned as "In Session".
    a. From the **Filter** menu, select **Days In Session.**

10. In the **Options** menu, select **Mass Update.**
11. Select **Schedule day number** from the drop-down selection list for **Field**.
12. In the **Value** field, enter **1**.
13. Click the **Update** button.

7.2 Course Setup

Ensure the XAT---EL course is in the district course catalogue. If it is not, it will need to be brought into the school.

To bring the XAT---EL course into the district course catalogue:

1. In the **District** view, select the **Schedule** top tab.
2. Click the **Courses** side tab.
3. In the **Options** menu, select **Add**.
4. Find the XAT---EL course in the list. Check the box beside it and click **OK**.

To bring the XAT---EL course into the StrongStart centre course catalogue:

1. In the **School** view, select the **Schedule** top tab.
2. Click the **Courses** side tab.
3. In the **Options** menu, select **Add**.
4. Find the XAT---EL course in the list. Check the box beside it and click **OK**.

7.3 Create a Course Section

In most StrongStart Centres, only one section of the course will be created with all students in the same section. This way, all students appear on the same list for attendance purposes.

1. In the **School** View, click the **Schedule** top tab.
2. Click the **Master** side tab. This will turn into the **Sections** sub-side tab.
3. In the **Options** menu, select **Add**. A new screen will appear to create a section.
4. In the **Number** field, use the magnifying glass to bring up the list of courses in the school.
5. Click the radio button beside the XAT—EL course and click **OK**.
6. The **Section number** field should populate automatically, but if it does not, type in the number of this section (probably 01 or 001).
7. In the **Primary Staff > Name** field, select the facilitator assigned to this Centre.
8. In the **Schedule Term > Code** field, use the magnifying glass to select the **FY** schedule term code.
9. In the **Schedule** field, click the blue hyperlink for **Edit Schedule**. Click the box in the matrix representing Day 1, Period 1. Click **OK.**
10. Populate the **Enrollment maximum** field with a number that will accommodate all StrongStart students.
11. All other fields on this screen are optional.

12. Click **Save.**

7.4   Using Snapshots for Mass Scheduling Students

The snapshot created in Section 4.0 can be used to schedule all StrongStart students into the course section created.

7.4.1   Scheduling students using a snapshot

Use the student snapshot to load all StrongStart students into the course section:

1. In the **Schedule** top tab, select the **Master** side tab.

2. Click the **Roster** leaf.

3. In the Options menu, select **Add**.

4. In the pop-up window, set the **Schedule Mode** to **Pull**.

5. In the **Students** block, select **Snapshots**. The snapshots picklist, popup window will open for the user to choose from.

6. Select the snapshot you created with all your students in it and click **OK**.

7. Click **OK** in the Pull students window. The roster will be populated with all students.
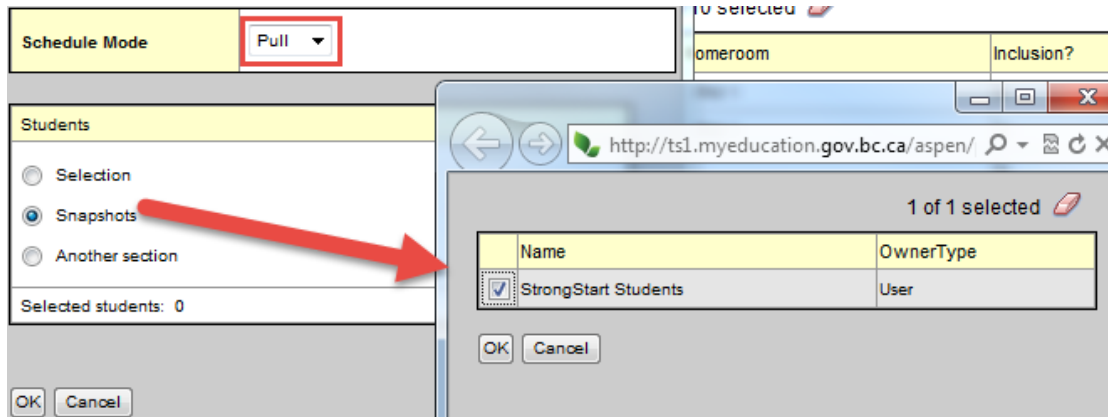
8.0 Create User Account

A user account will need to be created for the SSC Facilitator assigned to the course section. Use the Security Management guide to create the user account if you are unsure. This User Account should have the Security Role of *Teacher*.

9.0 Taking Attendance

The process for taking attendance in StrongStart Centres is detailed in the Attendance Management document in the section on **Positive Attendance**.