

New Things!

1. **Alpha Recruiter List Save Template feature.**
 - a. Configure setup and screen, then click "SAVE".
 - b. Jump to the saved report in the "Report" field on setup or at bottom of Alpha Recruiter screen.

2. **Carnegie Units Earned:** New Index fields
 - a. On Filters, remove "Active Only" so that you can review dropped students.
 - b. Review state reporting columns: Diploma Path, Career Option, IBC, FASFA, Pii, Tests columns.
 - c. New Index columns: Diploma Index, ACT, Workkeys, ACT vs Workkeys
 - i. Need to put test data in to make these work.

3. **Cohort Loader:** Updating student cohort year.
 - a. Set for 9th grade, TRA first. Update.
 - b. Rerun for 9th grade all, sort on 9th grade entry year.
 - c. Use iGear / Enrollment History to check correct 9th grade entry year, then use for cohort.
 - d. If no Enrollment History, use the transcript.
 - e. Repeat for next grade levels up.

4. **Student Master IGP:** New columns on right.
 - a. In near future, the Required column will be loaded according to diploma path.
 - b. Focus on new column "Must Complete"

Grad Templates: Basic Selections

Option #1

9 th	10 th	11 th	12 th
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Advanced Math
World Geography	Civics	US History	World History
Physical Science	Biology I	Chemistry	Physics
PE I	PE II/Health		
Spanish I	Spanish II		
Art I	IBCA		

Option #2

9th	10th	11th	12th
English I	English II	Technical Writing	Business English
Algebra I	Math Essentials	Financial Math	Business Math
Physical Science	Biology	Entrepreneurship	Accounting I
Civics	U.S History	Speech II	Virtual Workplace Experience
P.E. I	Speech I		
Quest for Success	BCA		
IBCA	P.E II/ Health		

Option #3: Community Based

Subjects	9th Grade	10th Grade	11th Grade	12th Grade	Min. Req.
English	Applied English I	Applied English II	Applied English III	Applied English IV	4
Mathematics	Applied Math I	Applied Math II	Applied Math III	Applied Math IV	4
Science	Applied Science I	Applied Science II			2
Social Science	Applied Social Studies I	Applied Social Studies II			2
Workforce and Career Electives	Transition: Foundation Employment (500204)	Transition: Employment Sampling (500200)	Transition: Employment (500201) & Applied Communication (500050)	Transition: Education/ Training (500202)	7 to 9
	Community- based Instruction (500300)	Transition: Independent Living (500203)	Quest for Success	Workplace Safety	
General Electives (may include Health & PE	PE- I	PE II/ Health	Art I		2 to 4

How to Access Grad Templates for your School:

1. Go to Scheduling / Entry / Graduation Template Editor.
2. Set for 2021, click "Limit to Master Schedule". Click Ok.
3. Click Find to select, then view courses associated with Template.

How to Copy Graduation Templates

1. In 2021 Graduation Template Editor, "Find" a Template to copy.
2. Click "Copy" button.
 - a. Give it a new name and description.
 - b. Click Ok. The new template will be stored.
3. Click the "Find" button to go to the newly created template.
4. Edit the copied template with additional courses, replacements, deletions as needed, then click Ok to save the changes.

How to Create a New Graduation Template from Scratch

1. In Graduation Template Editor, click the "Clear" button.
2. In the top, enter a name and description.
3. On the left, click on year 1 to place an asterisk.
4. On the right, select the year 1 course, such as first year English course.
5. Repeat for additional year 2, 3, 4 if desired.
6. Click SAVE. The courses will drop down.
7. Repeat for next group of courses such as Math. SAVE, then do next subject area.

How to Assign, or Change, Grad Templates for Students

1. **In next year Student Master**, find the student, then go to the IGP tab.
 - a. Click on the Grad Template field (right above courses). A listing of Templates will appear.
 - b. Select the one best for the student. Click Ok.
2. **In next year Load Student Course Requests**, find the student, then go to the Action button.
 - a. Choose Graduation Template. A listing of Templates will appear.
 - b. Select the one best for the student. Click Ok.
3. **In next year Student Graduation Template Loader**, set for 2021, grade 09.
 - a. A listing of 9th grade students will appear. Templates will be on the right.
 - b. Click in the select box of the student(s) on the left, then pick the desired template on the right.

How to see Requests from Another EBR School

1. **In next year Load Student Course Requests**:
 - a. At the bottom right, if the button "**Non School Requests**" is not grayed out, click to see requests posted for the student from another EBR school.
 - i. If button is "grayed out", there are no requests from other EBR location.
2. **In next year Pattern Board**:
 - a. In the menu bar icon set, there is an icon labeled "**NSR**".
 - b. If it not grayed out, click on it to see requests from other EBR location.
 - c. If it is grayed out, there are no requests from other EBR location.

3. **In next year Student Schedule Maintenance:**

- a. In the upper right of the title bar, there is an icon labeled "NSR".
- b. If it is not grayed out, click on it to see requests from other EBR location.
- c. If it is grayed out, there are no requests from other EBR location.