Cameron Counselor Update

Student Master:

1. **New Address Layout**: Separate fields for Number, Street, Street Suffix.

2. **New "Contacts" tab**
   a. Place to put additional contacts instead of using "Comments" field.
   b. Tap "Add" to put new ones in.
   c. Tip: Only need to put in name, relationship, phone numbers. Don't have to fill in all of the stuff.

3. **Iota High: Home Language** now means auto translate for SMS event messages from school admin.

4. **Leave Entry Package**: Added forms to document exits for Out of Country, Home school, Private Parochial.

Leave/Entry Package-07.18.19	☒
☐ Add Personalized Text to the Cover Sheet	
Personalized Text : [ ]	
☐ Print SSN	
☐ Lunch Room Notification	
☐ Nurse Notification	
☐ Bus Notification	
☐ Demographic Information Page	
☐ Current Grades Not Recorded	Semester 1 [∨]
☐ Current Grades	
☐ Current Progress Report	[ ]
☐ Historical Grades Detail	☐ Include Current Year Grades
☐ Attendance Current Year History	
Skip Codes : [ ]	
☐ Discipline Current Year History	
☐ Discipline Referral Detail	☐ Major Referrals Only
☐ Test Score Card	
☐ Out of State/Country	
☐ Print IGP Form	
☐ Private or Parochial School	
☐ Home Study Program	
☐ Student Enrollment History	
☐ Parent Contact Log	

5. **Special Codes (Single Student)**
   a. May want to consider placing a check for "Active Only" to show only active special codes.

Special Codes Information					☒
	Delete	Code	Begin Date	End Date	Save
1					

☑ Active Only Special Codes

   b. Should I use start / end dates on special codes?
      i. Codes that apply for a single year: Good to do a start / end date.
         1. Example: PreK Funding code, Historically Truant
      ii. Codes that apply from a start date but no known stop : put a start date with no end date.
         1. Example: Consent, Diploma Path, Honors Student, FASFA

6. **Search Box Update**: You can now enter a student name as first name last name, in addition to other items such as phone number, state ID, etc…
   a. Don't forget about "Multi-Year" feature to do searches across multiple years.

7. **Addresses tab**: Now shows all contacts. You can add / edit contacts from here.
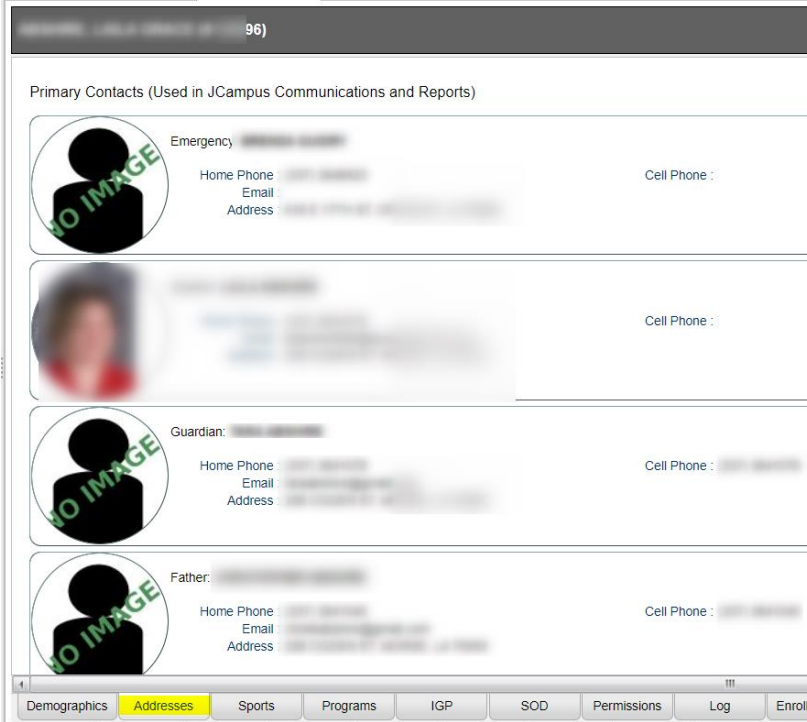
8. **Manage IBC's from IGP tab:**
    a. Click on IGP tab, wait about 7 seconds. Tap the blue IBC link.
    b. Add IBC's on insert (top) row, then save.
    c. Note: Works faster in Transcript Workstation.

9. **For the New Folks: Post to the "Log".**
    a. Password – " _____ "
    b. Enter anecdotal information about things you have done to help the students.
    c. Need to enter a large number of Logs? Use the "Student Log Loader".
        i. Allows the Counselor to post log information to groups of students, such as a class or group setting to document sessions or lessons.

Special Code Fast Loader

1. At the setup, set for "code" option. "Column" is harder to work with.
    a. Use the **Filters** button to help get students on left.
    b. If find that I usually use a "Include" first to see who has a certain code.
    c. Then use "Exclude" that code to get a list of everybody who doesn't.
2. Pay careful attention to the dates at bottom right. Sometimes, you may want a blank "end date".

3. If adding codes, use the "Add" column to mark students.
4. If removing or changing codes, click on the code itself, then click on either blank at top right, or code on the right.
5. **Overwrite Date options on bottom right**: These cause the date to change if one is present.
    a. Sometimes you may want to just overwrite an existing end date on selected records. If so, place a check just for the "Overwrite" check box.
6. **What special codes are commonly used?**
    a. Elementary:
        i. PreK students often have a single year funding code starting with "P".
        ii. Kindergarten students often have a single year experience code starting with "K".
    b. High School: Most of these typically have a start date with no end date unless something changes
        i. *Diploma Pathway (required)*: ex. CTU Tops University or CCA Tops Tech Jump Start
            1. Remember that CCA's also have a Career Option on the IGP tab.
            2. ….which means that they have a related IBC or two for graduation.
        ii. *Consent to Share*: CON Consent to Share, DNC Do non consent to share
            1. Consent needed for Transcript information to go to Colleges and Post Secondary Sites.
        iii. *Act 833*: ACS Act 833 5% - For special ed student with 833 IEP to count EOC as 5%.
        iv. *FASFA*: Codes starting with "F" that indicate some required action in regards to FASFA form.
            1. Required for graduating student.
        v. *Transition Student*: TRA – Exception here on the date. Since this is supposed to be a condition for only one year, this would have a start and end date.

Test Scores By Roster

1. Go to Search in the upper left, then enter "**Test Scores By Roster**". Click on the row to start the program.
2. **As of Date**: Set to current date.
3. **Section**: If desired, click to pick a roster of students in a class.
4. **Test Name**: Any test type can be selected, but the most common are either "LEAP 2025 3-8" for elementary grades or "LEAP 2025" for high school.
5. **Achievement Level Zones**:
    a. **Below (red)**: Set the number of points to next achievement level that is a high amount, and therefore, shaded red.
    b. **Above (green)**: Set the number of points to the next achievement level that is a low amount, and therefore, shaded green.
6. **Legend**: Click to see the scaled score levels for the test.
7. **Filters**: Click to set options to limit which students are to be reported on.
8. **Advanced**:
    a. **Test Date From – To:** If needed, set to get test results for only a specific date range.

Test Scores By Roster Setup - 08.27.19

Year : 1920
District : 005
School : 004
As Of Date : Sep 6 2019
Section :
Test Name : LEAP 2025 Gr. 3-8

Achievement Level Zones

Below	Above
50	20
(red)	(green)

Show Zone Students Only

Legend

Filters   Advanced

OK

b. **Final Grade Order:** Final Grades from either the Current Year or Prior Year will show in a column. This setting will order the final grades in either "Section" or "Transcript Group" order.

c. **Order by:** Set to show student order

d. **Use Final Grade:** The report will show final grades from Prior Year or Current Year.
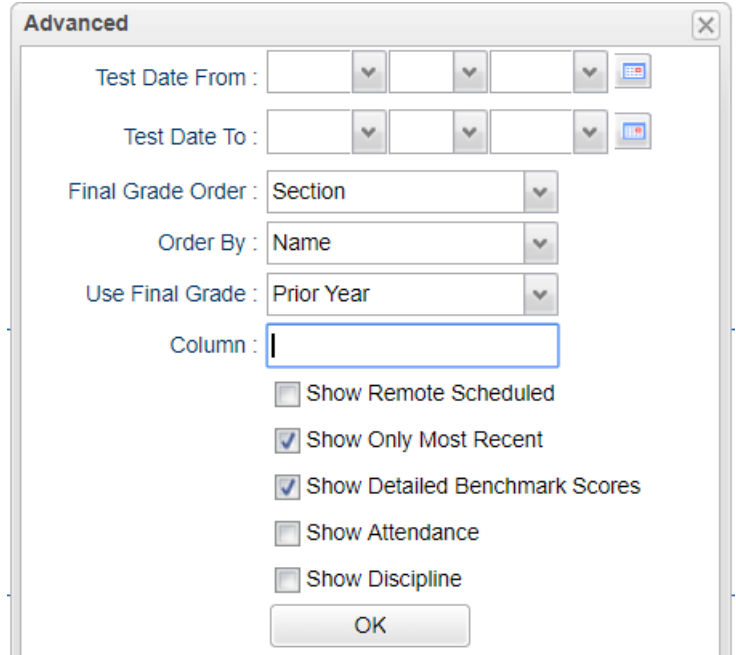
   ▪ When running for Prior Year, the final grade will show the matching final grade for last year in the same transcript group (ie… Math roster this year will show math class final last year)

e. **Column**: Click to select specific data columns to show on the report. Saves from having to hide columns repeatedly.

f. **Show Remote Scheduled**: Use only if students from other locations come to the school site.

g. **Show Only Most Recent**: Check to limit test results to the most recent instance of the test.

h. **Show Detailed Benchmark Scores**: Click to show sub scores of the test.

i. **Show Attendance**: Click to show a count of previous year days absent.

j. **Show Discipline**: Click to show a count of previous year referrals.

9. Click the **OK** button to start the report. Give it a minute or two to obtain the information.

10. On the left side of the screen will be student demographic information.

11. On the right pane of the screen will be matching test results.

12. What do the red and green cells mean?

   a. Green are student results from setup where a small number of points are needed to get to next achievement level.

   b. Red are student results from setup where a large number of points are needed to get to next achievement level.

13. **Need to check out details of a student**?

   a. Tap the student's row to highlight, then…

   b. Tap the "iGear" button at bottom to get to Student, Schedule, Attendance, Grades, ect…

14. **Need to Export to Excel**?

   a. Tap the Export button at the bottom, then select either "xls" or "csv" report type.

15. **Can Teachers run this report**?

   a. In **Classroom**, go to **Reports**, then **Tests**, then **Test Scores By Roster**.
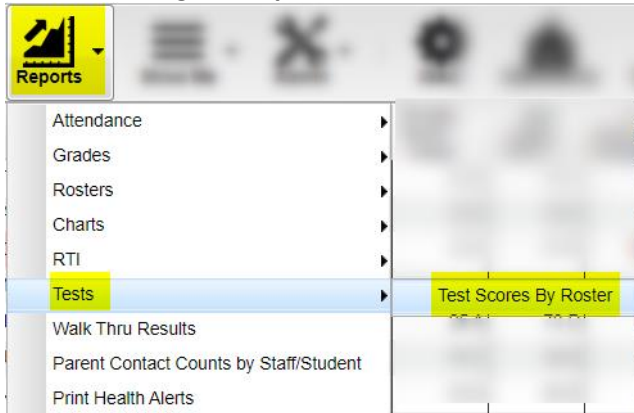
Test Score Editor

Test Score Editor is used when there is a need to enter or edit test results.

1. In upper left, do a keyword search for "Test Score". If you use this often, make the row a "favorite" by clicking on the little heart icon. Tap the row "Test Score Editor" to begin.
2. Setup options:
   a. Working with a single student? In "**Student**" field, pick student or two to work with.
   b. Working with a large group? Leave "**Student**" field blank.
   c. Active Only: Usually checked off.
   d. **Test Name**: Select type of test working with.
   e. **Date From / To**: Use if needed when working with results for tests that need to be limited to a time frame.
   f. **Column**: The best feature on here. Use to limit the report columns to just what you need.
      i. **Tip**: You may want to first run with no settings here to see what comes out, then come back and filter the columns to just what you want.
   g. **Filters**: Click to limit the students on the report.
   h. Click "Ok" to get the report going.
3. To add a test result:
   a. If student row is blank: just enter in cell and will auto store as you move off the cell.
   b. If student has previous test result: go to insert row at top, select the student, enter the results on top row, then click "Save New" button at bottom.
4. To edit a test result: Click on cell, change information, then move off the cell.
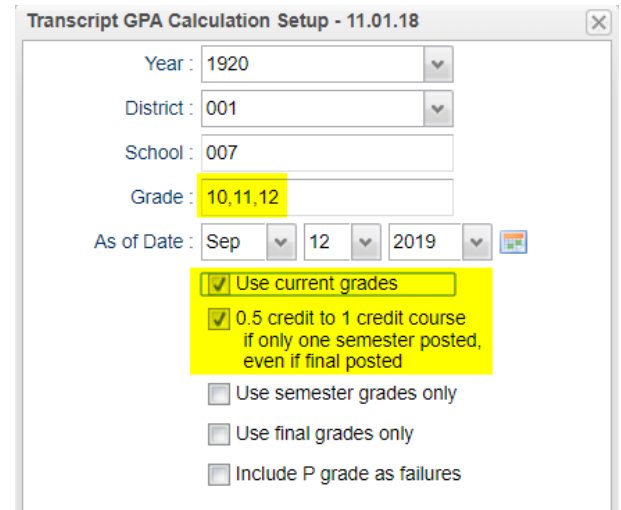
GPA's

Two types:

- Current Year: Used for report card, honor roll. Average of current marking period or final grades only.
- Cumulative: Used for high school students.
- **Reminder**: Grades and Transcripts are a moving target. They change. GPA's are not automatically calculated, so anytime you are doing something official, like report cards, Honor rolls, or major transcript printing, UPDATE THE GPA!

1. **Updating Current Year GPA's**: Can be done from two main locations – Honor Roll or Current GPA report.
   a. **Honor Roll**: After starting up, click "Update GPA" button at bottom.
   b. **Current GPA** report: Click the "Update GPA" button at bottom.
   c. **Grade**: Leave off the PreK grade level.
   d. **Marking Period**: Leave blank and it will calculate for everything that is in the system. Some schools only check marking periods that are complete to prevent gpa's on marking period that is in progress.

e. **Do not create gpa on incomplete grades**: Junior and High School thing: If an "I" grade, the grade is left out of the calculation. Some check this and some don't.

f. **Active courses**: Somewhat new. GPA will calculate for grades that are for courses on the student's current schedule. Grades from courses not on the current schedule will be left out.
   i. **Example**: Student was in Regular Ed Math, then moves to Spec ed Math. Grades from Reg Math class not moved in Post Grades by Student. With this setting, grades from Reg Ed Math will not be counted in GPA.

g. Click "Ok" to have the system update GPA's. Go get some coffee.

h. **Current GPA Report**: Use this report, after calculating, to get a listing of students and the respective gpa's for each grading period.

2. **Updating Cumulative GPA's for High School**

a. Go to **Transcript Workstation**. Click **Action**, then **Rank Report**
   OR
   Go do a search for **GPA Ranking Report**.

b. Click the "**Update GPA**" button at bottom.

c. Grade: Set for desired grade(s) to update.

d. Put a check for the first two check boxes.

e. Click **Ok**.

f. Go get a cup of coffee. If a single class, actually won't take long, but if doing multiple grades, give it a minute.
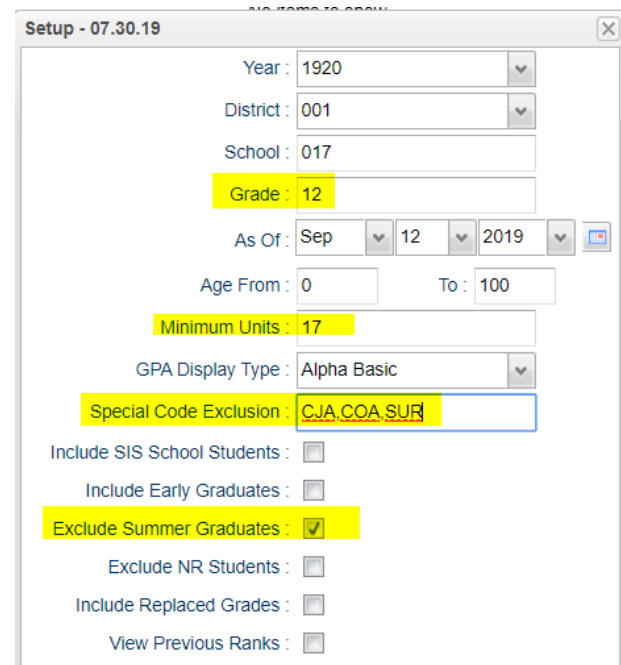
g. Use the **Rank** options to get a listing of cumulative gpa's.
   i. **Min Units**: Set to minimum to be in that grade level.
   ii. **Special Code Exclusion**: Select special codes to filter out students.
   iii. **Exclude Summer Graduates**: Leave out the first day graduates from summer.

3. **Quality Point Average Report**: Elementary and junior highs may like this. Shows gpa based on final grades over multiple years.
   a. Do a search for this report in upper left search bar.
   b. Setup:
      i. **Grade**: Set to a grade level
      ii. **Report Years**: Set to years in past that you would like calculation to be based on.
      iii. **Grade Type**: Set to Finals.
      iv. Click Ok. Go get some coffee.
   c. Report will show students with a calculated gpa based on final grades from years selected.

Monitoring Attendance

- It's all about knowing what skip codes to use for the situation.

1. **Daily Absentee List**: Run in "Summary" mode to get a list of students who have missed more than "x".
   a. Click "**Summary Report**" radio button.
   b. **Skip Reason**: Pick one code with "D", one with a "P", one with a "N".
   c. **Day Range**: Set for number of days you are looking for.

   d. Click **Ok** button to get report of students who missed equal to or more than days set.

Carnegie Units Earned Report

A very good report for monitoring key parts of high school students for state reporting.

1. Do a search for "Carnegie" in search bar.
2. At setup:
   a. **Grade**: Set to grade level being checked.
   b. **Show Highest ACT**: Will show highest in each subject area, regardless of test session composite.
   c. **Show IBC Description**: Put a check here.
   d. **LEAP/EOC**: Check off for both types.
   e. **Column**: You will want to come back to this one. Will allow you to set the specific fields you are checking over.
3. Go get some coffee.
4. When report comes up, focus on key fields for state reporting:
   a. **Pii**: Column indicates if Consent is present.
   b. **Sped, 504, Act 833**: Indicators for student type.
   c. **Path**: Diploma path
   d. **Tests**: Yes or No for passage of tests to graduate.
   e. **IBC**: Lists IBC's associated with student. Needed for Jumpstart graduation.
   f. **Career Options / Description**: If on JumpStart, student has to have this.
   g. **FASFA**: Coded needed for graduation.
   h. Other columns are important too for gathering and checking information.

Transcript Workstation Settings for Checking Students

1. **Setup Stuff**:
   a. Type to "College" so that ACT scores show. Check boxes for Current Year and Active Students.
   b. **Basic** Button:
      i. Check off Show Current Year Schedule
      ii. Use Highest ACT Scores
      iii. Order to List: Pick second option to make courses line up in group by year.

c. **Printing** button:
   i. Set for Letter Size Paper
   ii. Check off Print EOC/LEAP 2025 Scores
   iii. Check off Print Vocational Block

☐ Print Comment
☑ Letter Size Paper
☐ Legal Size Paper
☑ Print EOC/LEAP 2025 Scores (College)   ☐ Only Passing EOC/LEAP 2025 Scores
☑ Print Vocational Block
☐ Print Color Columns (College)
☐ Test Score Card
☐ Do Not Print Replaced Grades

OK

2. By doing these settings, you will get a transcript print that shows previous grades, current year schedule, diploma path info, and test score information.   Can make checking transcripts for upper classmen go a little better.