



Checklist for Starting the New Year

NOTE: This Checklist is a guide. Some items cannot be completed until the students are scheduled. Refer to the Online Help documentation. It is suggested that you do these in order. For any questions or help, please contact SAM Spectra Support.

FYI: When the Current EOY Rollover is complete, it will be approximately 2 weeks before the Archive is ready. You can, however, begin to work on the Next School Year.

Calendar Module:

Academic Session Maintenance

- Verify Begin & End Year Dates
- Verify Session is Live

Reporting Date Maintenance

- ADA Reporting Dates
- Populate to All Schools & State Reporting Dates

Schedule Calendars

- Create New Calendar/Create School Calendar
- Edit Days in School Calendar

Scheduling Module:

Scheduling Maintenance/School Schedules

- Set Schedule Live
- Set Calendar Name
- Verify 'Lowest Passing Grade' on Framework

Administrative Module:

Additional Table Maintenance/Attendance Code Maintenance

- Verify Attendance Codes are correct

Discipline Admin/Action Maintenance

- Verify State Codes are correct

Discipline Admin/Infraction Maintenance

- Verify State Codes are correct

Attendance Module:

Utilities/Attendance Code Maintenance

- Verify Attendance Rules are set correctly
- If School is blank, set Attendance Rules

School Attendance Codes

- Verify Attendance Codes in Use

Attendance Options – Status

- Verify options are setup for how teachers set Attendance in Teacher Gradebook

Break Schedule

- Verify Break Schedule Maintenance
- Break Schedule Assignments

Instructional Time Schedule Assignments

- Verify ITS Maintenance
- ITS Assignments

Grading Module:

Calendar/Schedule Terms Setup

- Validate
- Can Copy to Other Schools

Grading Template

- Verify Grading Templates
- Grading Template Assignments

Translation Tables Assignments

- Verify Translation Tables
- Translation Table Assignments

Term Formula Assignments and Update Calculation Start Dates

- Verify Term Formulas
- Update Calculation Start Dates
- Term Formula Assignments

Utilities/Admin Lesson Plans

- Lesson Plan Period Setup

District/School Gradebook Policy

- Verify policies
- Set Term Grade Ceiling and Floors, if used

Skills-Based Grading

- Verify Skill Groups, Term Groups, and Defined Scores
- Verify Skill Group/Employee Assignment
- Assign Student/Employee Assignment

Enrollment Module:

Entry-Exit Registration/Group Entry-Exit

- Mass E1 Assignment

Entry-Exit Registration

- Mass Summer Transfer Students

Admin Module:

ActiveParent/School Options/Current Year Classes/Grades tab

- Check Schedule to Display when you are ready for parents to view classes and grades

Security/User Group/Edit User Group/Teacher Gradebook User Group

- If this was unchecked during the summer so teachers could not view schedules, go in and re-check so they can view and use the Teacher Gradebook

Grading/Utilities/School or District Policy/Teacher Gradebook tab

- If these were unchecked during the summer, go in and re-check so they can view and use the Teacher Gradebook