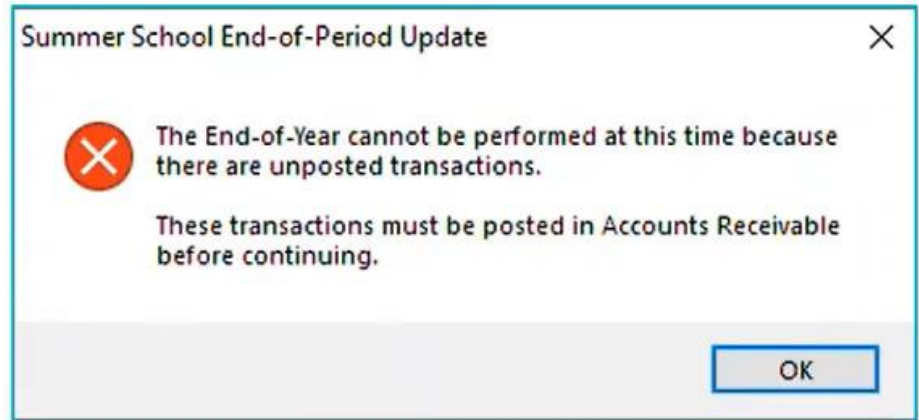


Summer School End of Year Process

1. Post all Transactions.

If there are unposted transactions, you will receive this error message:

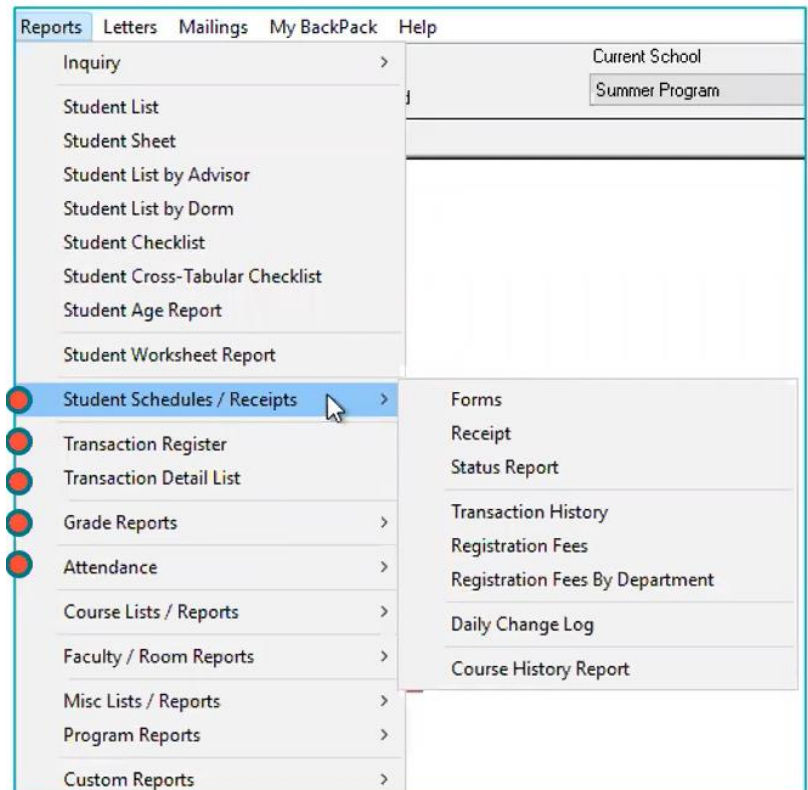


2. Run All Reports

Best Practice:

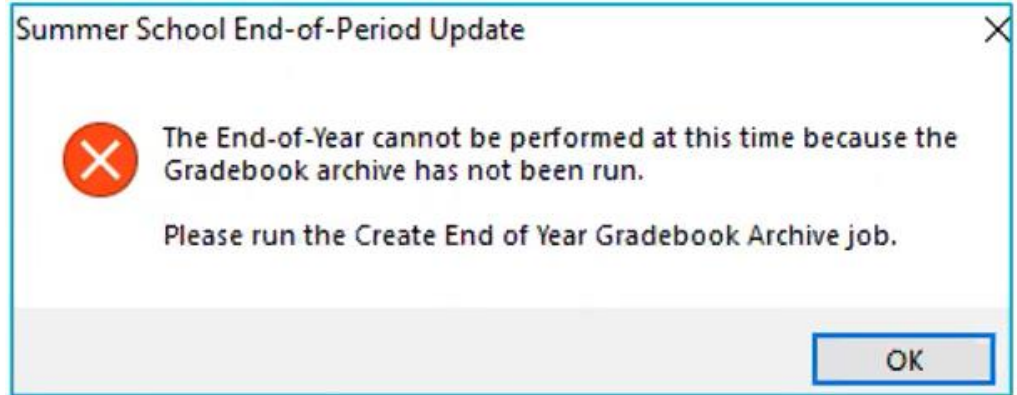
Keep all report in the same folder as your End of Year reports.

Highlighted are some of the most important, but you should save any report you think you may need.



3. Archive the End of Year Gradebooks

Run this in *My Backpack > Grading Setups/ Tasks > Grading Job Process Monitor*



4. Transfer Grades to Academic History

Student:	Kayla Andrea Adamaz	Enter Date	
Address:	201 Main St. Marlborough, MA 01752	Entered Fr	
Gender:	F	Graduation	
DOB:	April 6, 2000		

Grade 10				
Year	Course	Sem1	Sem2	Credit
2016	Algebra II	B-	B	1.00
	Apps. Development	A		0.50
	Civics/History	B	B	1.00
	English II	B+	B+	
	Spanish III	B	B	
	Volleyball	P		
	Womens Lacrosse		P	
	World History	B	B	
	Yearbook	A		
	Apps. Development	A		
	Studio Art II		A+	
	Photography I	A		
Year GPA:				6.14

Grade	Year	Courses	Type	SEM1	SEM2	Year	Credit
8		Honors Algebra 1	H	B	A-	B+	0.00
9		Introduction to Literature an	A-	A+	A	1.00	
19-20		Honors Algebra II	H	C+	B	B-	1.00
		Honors Biology	H	B	B+	B+	1.00
		East & West Civilization &	A+	A	A+	1.00	
		Honors Intermediate Spanish H	A-	B+	B+	1.00	
		Personal Finance	P		P	0.50	
		Studio Art I	A-	A+	A	1.00	
		Modern Music		P	P	0.50	
		Geometry	SS		B+	0.00	

Best Practice

Preview a transcript to see how Summer School grades are displayed

For assistance on Mapping Summer School grades to Academic History [Click Here](#)

5. Run the End of Year Permanent Transcript Transfer:

End-of-Period/Year > End-of-Year Permanent Transcript Transfer > Update:

End-of-Period/Year Reports Letters Mailings

End-of-Year Permanent Transcript Transfer

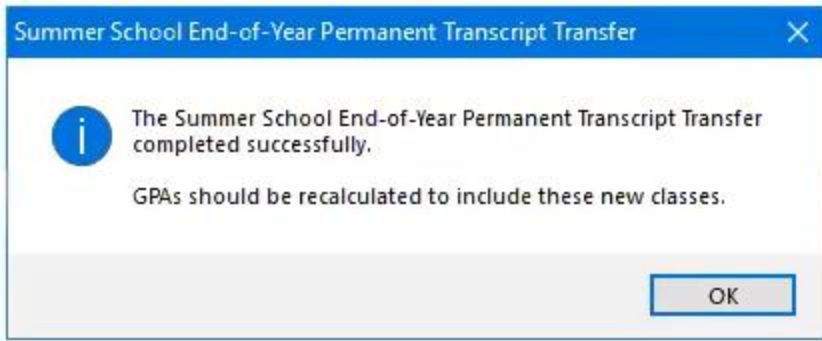
End-of-Period Update

Summer School End-of-Year Permanent Transcript Transfer
✕

Make sure that no other users are in the Registrar system and you have a current backup before proceeding!

In Process

Delete prior transfers
Update
Cancel



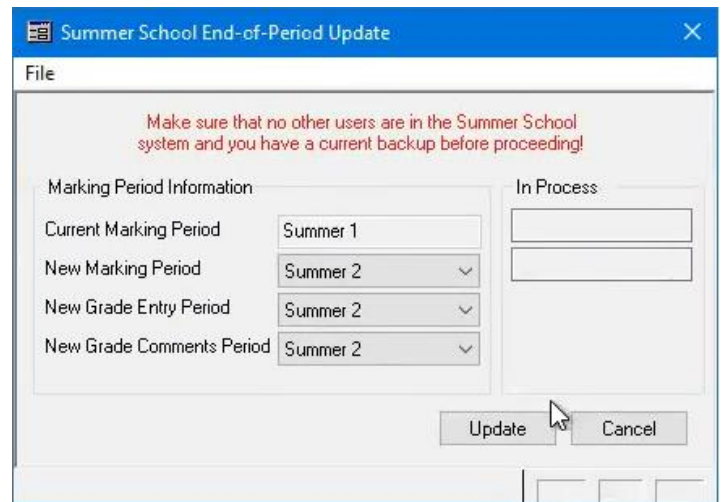
In Registrar, you may need to run a GPA build to update the Student GPAs

Registrar > Grading > Build GPA

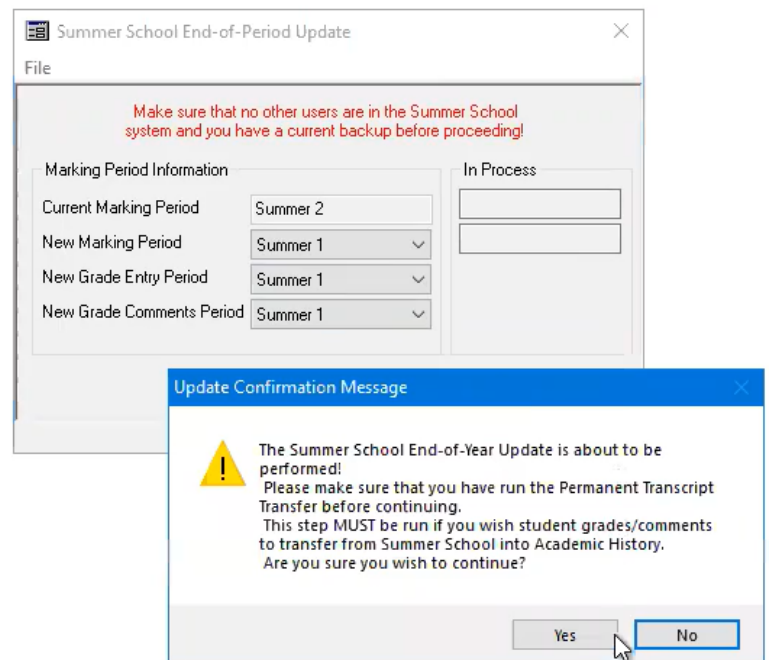
6. Run the End-of-Period/ Year updates

This will clear Rosters, Grades, Attendance, Registrations and Transactions.

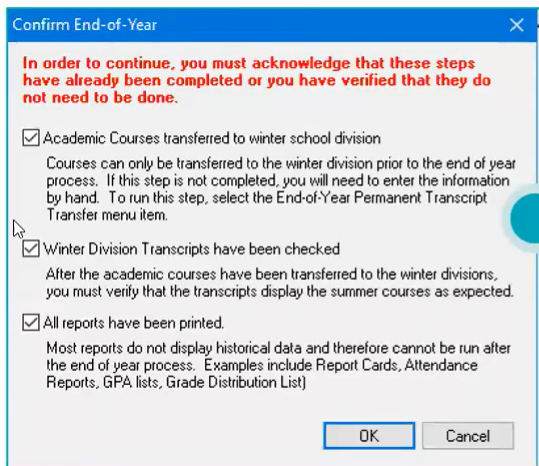
You will need to run this for each Summer Marking Period.



When reaching the End of Year window, you will get this alert:



Confirm all reports have been printed/saved:



Confirm End-of-Year

In order to continue, you must acknowledge that these steps have already been completed or you have verified that they do not need to be done.

- Academic Courses transferred to winter school division
Courses can only be transferred to the winter division prior to the end of year process. If this step is not completed, you will need to enter the information by hand. To run this step, select the End-of-Year Permanent Transcript Transfer menu item.
- Winter Division Transcripts have been checked
After the academic courses have been transferred to the winter divisions, you must verify that the transcripts display the summer courses as expected.
- All reports have been printed.
Most reports do not display historical data and therefore cannot be run after the end of year process. Examples include Report Cards, Attendance Reports, GPA lists, Grade Distribution List)

OK Cancel

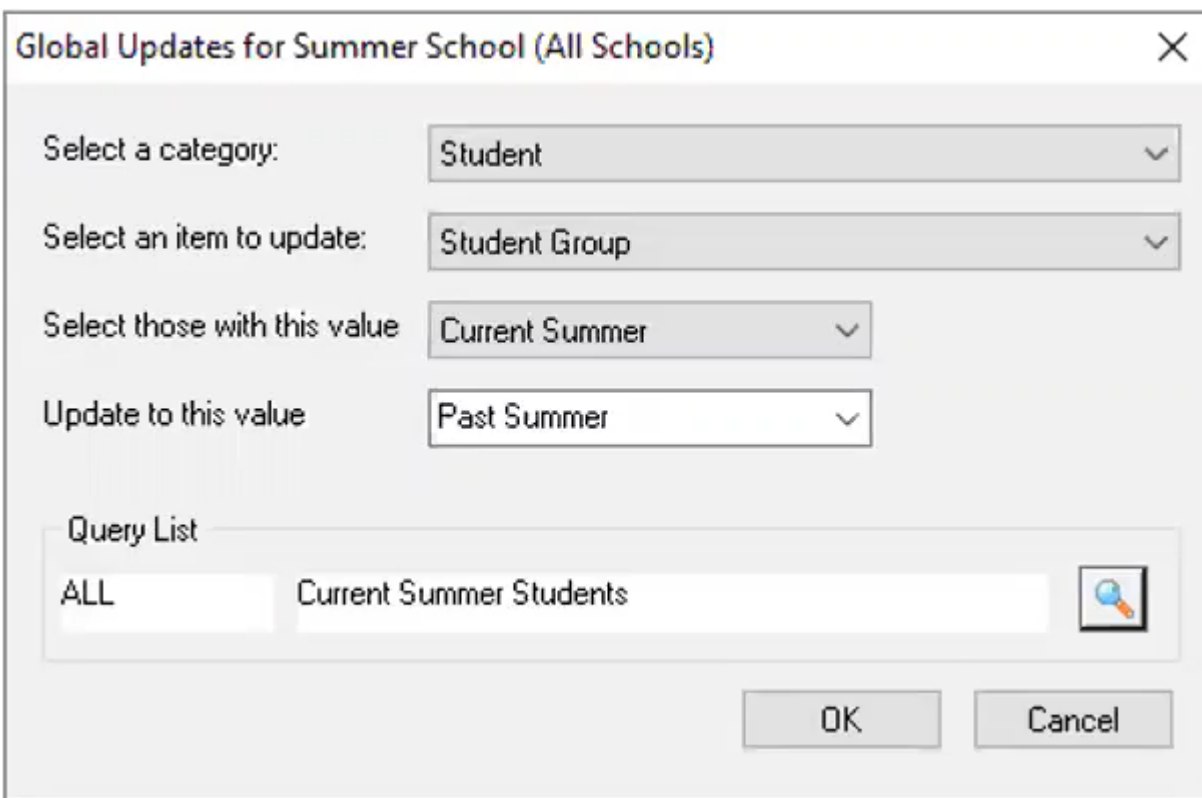
Best Practice

All users out of Registrar / Academic History modules

7. Update the Student Group from Current/Summer to Past Summer

Maintenance > Global Update

Warning: Values are School/ Division Specific ~ Include the Division in your Query



Global Updates for Summer School (All Schools)

Select a category: Student

Select an item to update: Student Group

Select those with this value: Current Summer

Update to this value: Past Summer

Query List

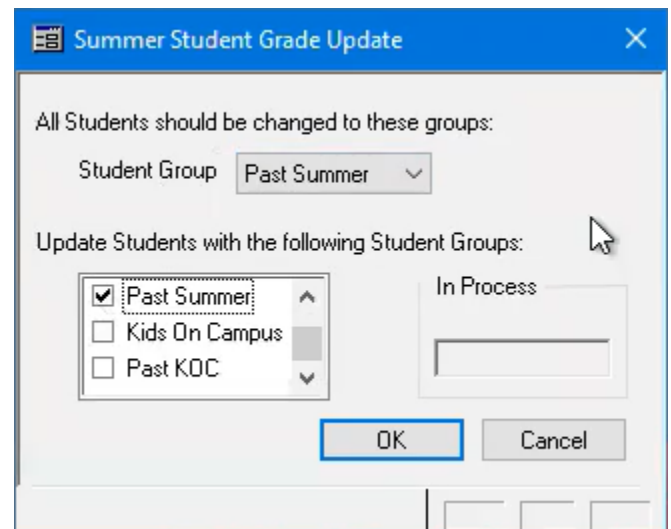
ALL Current Summer Students

OK Cancel

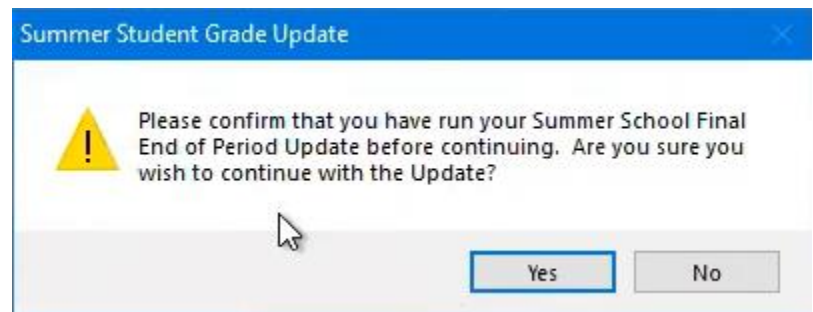
8. Run Student Grade Update to advance the students to the next grade

Summer School > Maintenance > New Year Initialization > Update Student Grades:

Since all Summer Students are listed as Past Summer now, we want to update only Past Summer Students.



This warning will display:



General rule of thumb:

- Summer Program = rising year
- After School Care = current year

Setting up the new Year

1. Reset Meeting Dates:

Maintenance > New Year Initialization >

Reset Meeting Dates

Edit the New dates:

Old Dates		New Dates	
Start	End	Start	End
05-31-2021	06-04-2021	05-31-2022	06-04-2022
06-07-2021	06-11-2021	06-07-2022	06-11-2022
06-14-2021	06-18-2021	06-14-2022	06-18-2022
06-14-2021	06-25-2021	06-14-2022	06-25-2022
06-14-2021	07-02-2021	06-14-2022	07-02-2022
06-21-2021	06-25-2021	06-21-2022	06-25-2022
06-28-2021	07-02-2021	06-28-2022	07-02-2022
07-05-2021	07-09-2021	07-05-2022	07-09-2022
07-12-2021	07-16-2021	07-12-2022	07-16-2022
07-12-2021	07-30-2021	07-12-2022	07-30-2022
07-19-2021	07-23-2021	07-19-2022	07-23-2022

2. Reset Online Registration Dates

Maintenance > New Year Initialization >

Reset Online Registration Dates

Edit the new year dates:

Online Registration Options

Dates / Defaults | Payment Schedules | Early Booking Disc. | Registration Fee | Late Fee

Allow Summer School Online Registration

Control Dates

	Date	Start Time	End Date	End Time
Pre-Registration (Biographical info entry)	01-01-2021	1:00 AM	08-01-2021	12:00 PM
Class Selection	01-01-2021	1:00 AM	08-01-2021	12:00 PM
Registration Submit	01-01-2021	1:00 AM	08-01-2021	12:00 PM
Early Booking Discount				
Payment in Full	08-01-2021	8:00 AM		
Late Fee				
End Online Access			12-02-2021	8:00 AM

Defaults

Default Student Group to be assigned when approving new students: Summer

3. Update Courses:

Update all course information:

Faculty

Room

Credits/Multiplier

Section Maintenance - (American Government)

Save Delete Close

General | Schedule | Online | Roster | Comments

General

Course ID: S314
American Government

Section No: 2

Section ID: S314-2

Faculty ID: HERRL
Mr. Larry Herrington

Room/Loc.: 136

Group: [Dropdown]

Course Fee: 700.00

Class Size

Max. Class Size: 15
Min. Class Size: [Empty]
Opt. Class Size: [Empty]

Current Enrollment:

Male: 0
Female: 0
Total: 0

Grading

Multiplier: 1.000

GPA Bump: [Empty]

On Transcript On Schedule
 On Grade Report On Receipt

On GPA Group: 1 2 3

Use Which QPA Points: Standard

4. Update Section Information:

On the Schedule tab:

Update the Start/End dates

and Perm Transfer Map:

Section Maintenance - (American Government)

Save Delete Close

General | Schedule | Online | Roster | Comments

Session Information

Session	Sched?	Credit	Perm. Tr.
Summer	N	0.00	
Summer 2	Y	0.50	Sem1 2022 (L)

Meeting Dates

Start Date: 07-11-2022 End Date: 08-12-2022

Assign to all applicable days:

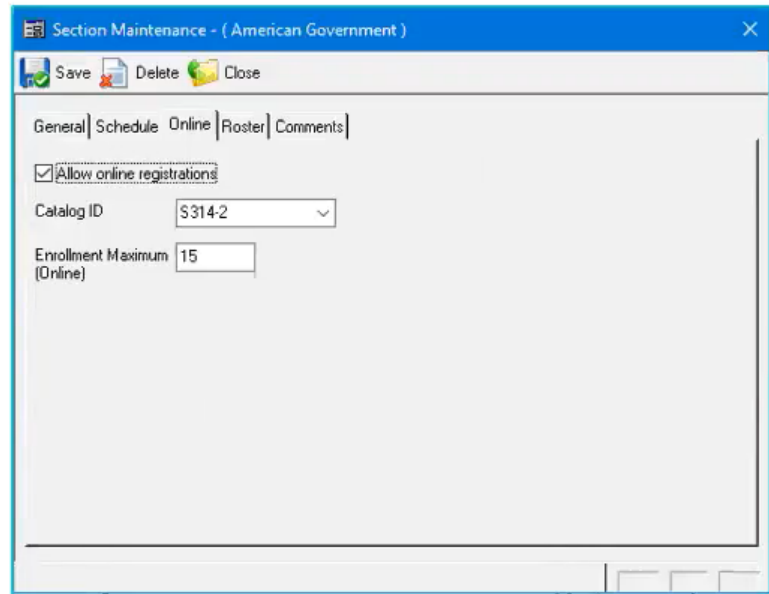
Start Time: 8:30 AM End Time: 11:30 AM

Day	Start	End	Room/Loc.
Monday	8:30 AM	11:30 AM	136
Tuesday	8:30 AM	11:30 AM	136
Wednesday	8:30 AM	11:30 AM	136
Thursday	8:30 AM	11:30 AM	136
Friday	8:30 AM	11:30 AM	136

Students typically meet all days

5. Update Section Information

If you want the section to display in My BackPack the Allow online registrations box needs to be checked:



Section Maintenance - (American Government)

Save Delete Close

General | Schedule | Online | Roster | Comments

Allow online registrations

Catalog ID S314-2

Enrollment Maximum (Online) 15

6. Update My BackPack

My BackPack > My BackPack Setup > Summer/Program Registration:

Update any Parent facing screens

Sign in Page / Registration Pages may have dates in them:



[Click Here to view a video of the End of Year process for Summer School](#)