Profiles: How to tell Harmony what to do

Sandi Brown

Harmony®

BRINGING YOUR SCHOOL TOGETHER

System Profile- "The Brains"

The System Profile is the "brains" of the program.

System Profile

School information

School name:	Somewhere Central High School
School address:	RR 1 Box 923
City:	Anytown
State:	IN
Zip:	46464
School phone:	317-704-7216
Corporation num:	2110
Building num:	2222
School website:	www.central.k12.in.us
Building:	High School
Phone prefix:	812-847
County:	Greene

Close   Save

School information is used for DOE reports, letters, and general system setup.

System Profile- "The Brains"

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The Guidance section determines grade level choices, period choices and term/grading period setup.

Guidance

School year:	2016-2017
Term:	2
Grading period:	2
Grades offered:	7,8,9,10,11,12
Terms:	2
Grading periods:	2
Periods per day:	7
Periods offered:	1,2,Homeroom,3,4,5,6,
Request courses by:	Course Number
Transcript or permanent records:	☑ Transcript ☐ Permanent Record
State course num:	Subject Code

System Profile- "The Brains"

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Transcript/Gradebook

only show GQE:	● Yes ○ No
Grade point wt:	● Yes ○ No
Guidance contact:	Sandi Brown sbrown@logickey.com
Locker comb:	B ▾
use imported standards:	● Yes ○ No
show Pct on Report Cards:	○ Yes ● No
Next Year Teacher on Report Cards (Elementary Only)	○ Yes ○ No
Single term:	

Lunch count options

Option 1:	Lunch
Option 2:	Breakfast
Option 3:	Milk
Option 4:	Adult Salad
Option 5:	Option 2
Option 6:	Option 3
Option 7:	Option 4

Personnel

Discipline:	Ronda Brewer ▾
Building secretary:	PaymentGateway ▾
Send on:	PaymentGateway ▾
CO secretary:	Jimmy Neutron ▾
CO treasurer:	Arthur Price ▾
Personnel:	PaymentGateway ▾

Attendance Profile

The attendance profile determine the settings for how absences and tardies are recorded.

Attendance profile

If a student misses 1 period it should count as	0	absences.
If a student misses 2 periods it should count as	0	absences.
If a student misses 3 periods it should count as	0.5	absences.
If a student misses 4 periods it should count as	0.5	absences.
If a student misses 5 periods it should count as	0.5	absences.
If a student misses 6 periods it should count as	1	absences.
If a student misses 7 periods it should count as	1	absences.
If a student misses 8 periods it should count as	1	absences.
If a student misses 9 periods it should count as		absences.

Attendance reasons
(press Enter between choices)

Illness
With Parent
Doctor
Dentist
Truant
Funeral
Field Trip

Attendance officer:

Jim Crest

Absences default to
○ Excused ● Unexcused

Number of Attendance terms per year:

2

Display letters/discipline in attendance review by:

○ By Term ● By Year

Attendance Profile

It can be set up to generate automatic discipline notices for a set amount of tardies per student.

Cutoffs for messages/discipline notices

☑ Enable messages in the classroom(must be checked for the discipline notices to be created and teachers to be alerted)

Notify when [3] absences in a periodhave been missed

Notify when [3] total tardies have been accrued

Notify when [3] tardies are reached in a period

☐ Make discipline notices when excessive number of total tardies is reached?

☑ Make discipline notice when excessive number of tardies per period/block reached?

Award Profile

The award profile holds the settings for how Honor Roll and Perfect Attendance are run.

Close	Save

Award profile

Honor Roll Awards

Determined by

Reviewing each class ▾

Honor Name	must have at least __ grade points
A Honor Roll	3.667
AB Honor Roll	2.667

☐ show GPA on the report

Attendance Awards

Honor Name	no more than __ absence and __ tardies
Perfect Attendance	1 absences and 1 tardies

Period or daily attendance?   Period ▾

Career Paths Profiles

Career Paths Profiles allow you to attach certain courses with each Career Path. The benefit is courses can be automatically picked for students based on their career path.

Close	Save

Career Profile

Please separate choices with a new line (press Enter between choices)

Career paths:

```
Core 40 AHD Band
Core 40 AHD
Core 40 THD Band
Core 40 THD
Core 40 Band
Core 40
```

Career clusters:

Close	Save

Career Path Profile

Career Path: Core 40

Year 1	Year 2	Electives
2520 - Algebra 1	2532 - Geometry	-select-
1002 - English 9	1004 - English 10	-select-
3024 - Biology I	9901 - Health and \	-select-
-select-	-select-	-select-
-select-	-select-	-select-
-select-	-select-	-select-
-select-	-select-	-select-
-select-	-select-	-select-
-select-	-select-	-select-
-select-	-select-	-select-

Discipline Profile

The Discipline profile determines the choices that will be available when a discipline record is filled out. Choices can be added to this at any time.

Discipline Profile

Please separate choices with a new line (press Enter between choices)

Infraction choices:
- stealing
- excessive absences
- cheating
- disrupting class
- not following rules
- excessive talking
- failure to turn in homework
- disrespectful to other students
- disrespectful to staff
- dress code violation

Action choices:
If the word detention is in the action selected the user will be prompted to complete detention fields.
If the word suspension, OSS or ISS are in the action selected the user will be prompted to complete the suspension fields.

- action taken pending
- in school suspension
- out of school suspension
- detention
- discussion with principal
- warning
- letter to parent
- assigned seat
- moved the student to the hallway
- turned shirt inside out

Location choices:
Location is not mandatory.
Enter location choices if you want the user to select where the incident occurred.

- playground
- lunch room
- restroom
- hallway
- classroom
- library

Use demerits:
If enabled you will be able to choose demerits for each referral. ☐ Yes
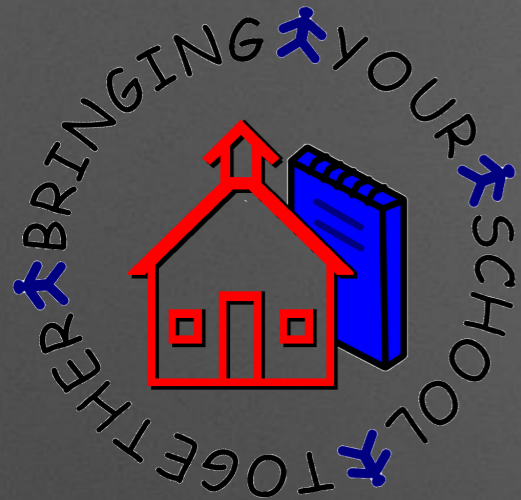
Print guardian signature line:
If enabled, discipline records will be printed with a signature area. ☐ Yes

Grading Method Profiles

The Grading Method profiles determine how the final term grade is calculated. Teachers will pick the grading method they wish to use on each grade book.

Grading method

Profile name:	2/5, 2/5, 1/5

When calculating final grades....

- ○ Use average of grade percentages
- ● Use average of grade points
- ○ Use current grade

Weight per grading period
2/5,2/5,1/5

First grading period:	2
Second grading period:	2
Third grading period:	
Test:	1

Enter as many grading method profiles as you need!

Grading Scale Profiles

Grading Scale Profiles

The Grading Scale profiles determine how grades are calculated within each grade book and at the end of each grading period/term.

Enter as many grading scales as you need!

Grading scale

Name of the grading scale:	Standard Grading Scale
Round the grade percentage?	⦿ Yes ○ No

Letter grade		Percent range		Point value	Final point value	Cutoff
		Low %	to High %			
A	=	.92	to 1.00	4	4	3.8
A+	=	0.99	to 1	4.333	4.333	4.1
A	=	0.95	to 0.99	4	4	3.8
A-	=	0.93	to 0.94	3.667	3.667	3.5
B+	=	0.91	to 0.92	3.333	3.333	3.1
B	=	0.86	to 0.9	3	3	2.8
B-	=	0.84	to 0.85	2.667	2.667	2.5
C+	=	0.82	to 0.83	2.333	2.333	2.1
C	=	0.77	to 0.81	2	2	1.8
C-	=	0.75	to 0.76	1.667	1.667	1.5
D+	=	0.73	to 0.74	1.333	1.333	1.1
D	=	0.68	to 0.72	1	1	0.8
D-	=	0.6	to 0.67	0.667	0.667	0.5
F	=	0	to 0.59	0	0	0

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Graduation Requirements Profiles

Graduation Requirements Profile

Profile Name: Core 40

☐ Grade earned must be at least a C- to count for this diploma

Total Math	6	**Total Science**	6
Algebra I	2	Physical Science	2
Geometry	2	Life Science	2
Algebra II	2	**Health & Wellness**	1
English	8	**Direct Electives**	5
Total Social Studies	6	World Languages	0
US History	2	Arts	0
Economics	1	Career	0
Government	1	Technical	0
World Geo/World History	2	**Electives**	6
PE	2	**Speech**	0

Are there other requirements for this diploma?
(Please enter the requirements you want to be made aware of, separated by a new line)

A student working for Core 40 must have science credits as follows:
Biology I - 2
Chemistry I or Physics I or Integrated Physics - 2
Any Core 40 Science Course - 2
A student working for Core 40 must take Math or a QR - Quantitative Reasoning - class each year of high school.

A Graduation Requirements profile needs to be entered for each graduation track.

Enter the amount of credits required for each subject area.

On-line Payment Profile

On-line Payment Profiles

The On-line Payments profile should be set up with assistance from Harmony Support.

On-line Payment Profile

Vantiv ▾

vantiv®

(Do not modify these settings without instruction from Harmony support!)

Access Fee	num*.0259+.19

Enabled Options
- ☐ TBR
- ☑ Lunch
- ☑ Other Fees

Choices
```
Yearbook : 10.00
Athletic Pass : 45.00
Parking Fee : 18.00
```

Account ID	1017634
Account Token	40EC6AC3B6E8F793AFCAB80F61BD64924F1351F03
Acceptor ID	3928907
Terminal ID	0001

Merchant name to display on transactions

Harmony Demo for Vantiv

Merchant phone number to display on transactions

317-704-7215

Parent Access Profile

The Parent Access/Web Profile determines what is available for parents and students on Family Access.

Parent Access Profile

Make the following available to parents...

Bus Info:	○ Yes ● No
Schedules:	● Yes ○ No
Textbook rental fees:	● Yes ○ No
Teacher emails:	● Yes ○ No
Course requests:	● Yes ○ No
Four year plans:	○ Yes ● No
On-line payment:	● Yes ○ No
On-line registration:	● Yes ○ No
On-line F/R lunch applications:	● Yes ○ No
Enable translation of forms:	● Yes ○ No

Translation language choices
- ☐ English
- ☐ Spanish
- ☐ Arabic
- ☐ Japanese
- ☐ Hatian

Web filter:	○ Yes ● No
Show Discipline comment:	● Yes ○ No
Push notification: (if you have not purchased this feature it will not function)	● Yes ○ No

☐ temporarily disable parent/student access

Enter the message you would like parents/students to see when they attempt to login. (can use HTML tags)

Harmony access is not available as we prepare for the upcoming 2016-2(

Message to display after New Enrollment (can use HTML tags)

<div style="font-size:small;"><script type="text/javascript">function startSur

Login footer (can use HTML tags)

<div style="padding:20.0px;color:rgb(128,128,128);
font-size:1.5em">Footer from the Web Profile</div>
<!--

<script type="text/javascript"
src="https://seal.godaddy.com
/getSeal?sealID=m2Ducf0G1TJFf6oo5AAjbpNO5j4lI2P7rtu42cWAEvxZQ
RD0xNInf4ta"></script>
<a style="font-family:arial;font-size:9px"
href="https://www.godaddy.com/gdshop/ssl/ssl.asp"
target="_blank">SSL Certificate -->

Scheduling Profile

| Close | Save |

Scheduling profile

Scheduling Year	2017-2018 ▾
Request courses by Course Number or Description	⦿ Course Number ◯ Description
How many total sections should be on a student's course request?	14
Keep the same course with the same teacher all year?	⦿ Yes ◯ No
Keep the same course in the same period all year?	⦿ Yes ◯ No
Do you prefer to overfill classes rather than make conflicts?	◯ Yes ⦿ No
Students promoted from this school will move on to:	-select one- ▾

The Scheduling profile is used for next year scheduling. The choices here will determine how students are scheduled.

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TBR Profile

Transcript Profile

The Transcript profile determine what information displays on transcripts in H3.

Transcript profile

Indicate if you want the data displayed on the transcript

Class Rank	● Yes ○ No
Weighted GPA	● Yes ○ No
Weighted Class Rank	● Yes ○ No
Work in progress	● Yes ○ No
Dual Credit Information	● Yes ○ No
Graduation Track	● Yes ○ No
Social Security Number	● Yes ○ No
Signature Line	● Yes ○ No
ISTEP	● Yes ○
ECA	● Yes ○
ACT	● Yes ○
CCRA	● Yes ○
PSAT (will not be included on Parchment)	● Yes ○

The Parchment codes must be entered on here in order for transcripts to upload to Parchment.

SAT	● Yes ○ No
SATII	● Yes ○ No
AP	● Yes ○ No
Accuplacer	● Yes ○ No
CEEBACT Code (identifier assigned by the College Entrance Examining Board and ACT)	127639
Parchment Consumer Key (this is obtained from Parchment)	1134523452345-8743243
Parchment Consumer Secret (this is obtained from Parchment)	24523452345-09-323432

Help Document Website

http://harmony.logickey.com/support