Guidance Conversations

Sandi Brown

Harmony®

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1. Why do students still show some documents as active when I have withdrawn them? And why don't students show everything as active when I have enrolled them?

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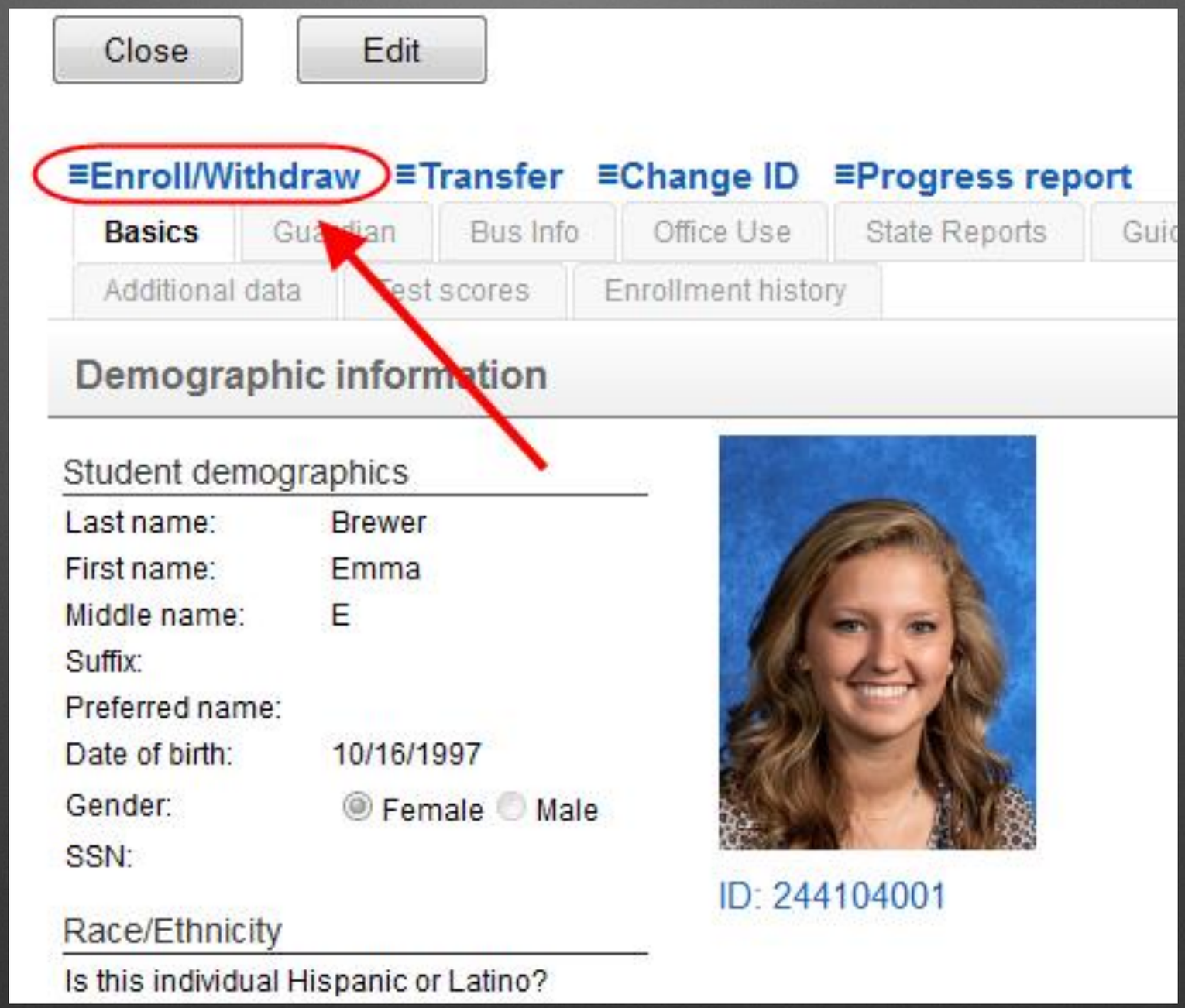
New Enrollments/Withdrawals



The proper way to enroll/withdraw a student is to use the buttons at the top of the student demographics.

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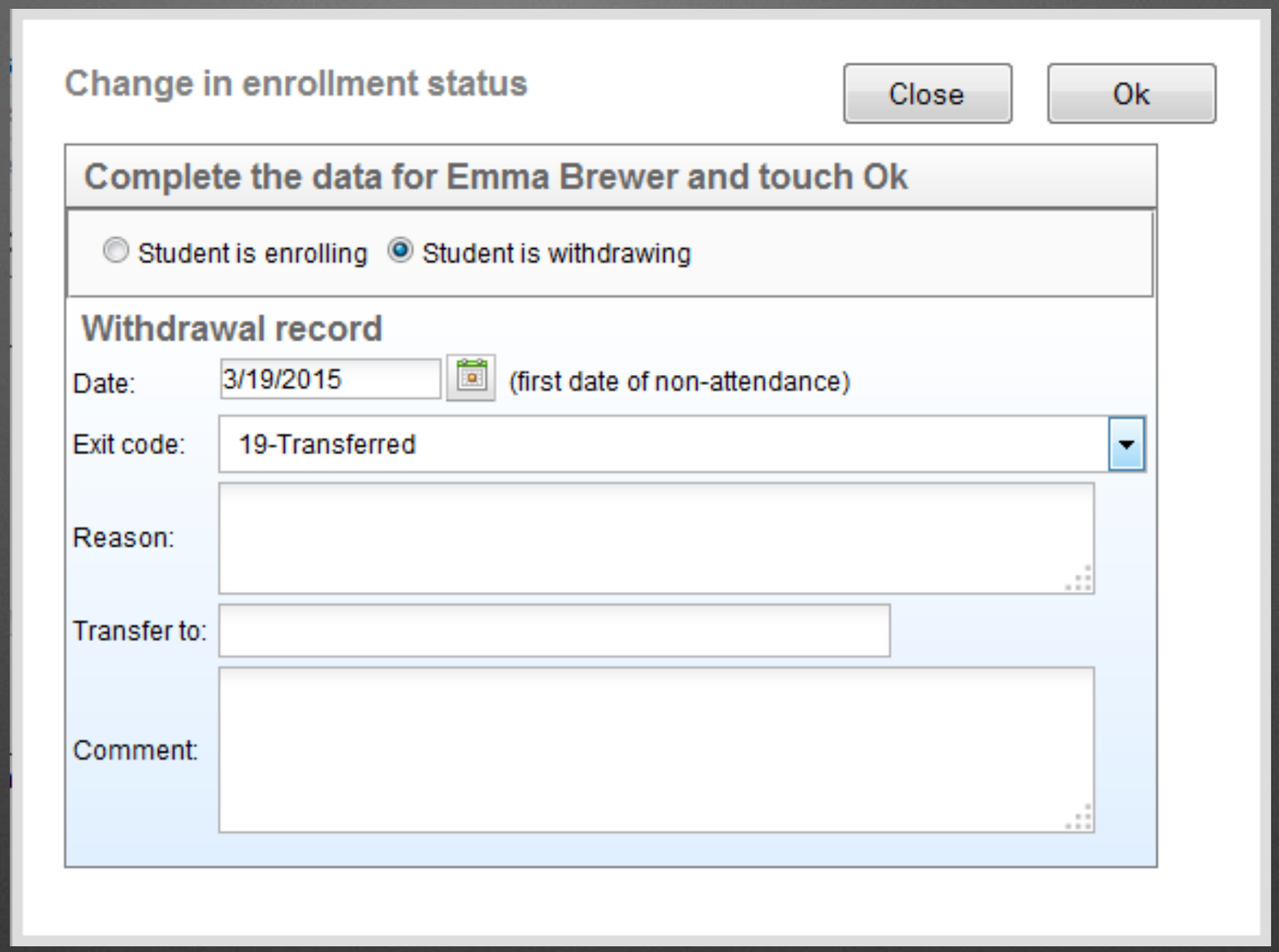
New Enrollments/Withdrawals



This process properly activates all of the student documents (if enrolling) or inactivates all of the student documents (if withdrawing)

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New Enrollments/Withdrawals

Demographics | Guardian | Emergency Contact | Medical Info | Office Use | Guidance

Office Use

Locker Number	263	Locker Comb	22.12.10
Lunch Number	4001	Locker Serial	
Old ID		Grad Date	
Parking Permit		License Plate	
Vehicle Description			
Include in Class Rank	Yes	Attendance Contract/Risk	
Network Account	emmaebrewer	Password	eB104001
Asset Tag		Barcode	
Lunch Status	☐ Free ☑ Reduced	Direct Cert	☐ Yes
TANF		Guardian SSN (N if does not have)	
Twenty First Century Scholar		Textbook Assistance	
Transfer	☐ Transfer	Inactive	☑ Inactive
Retained	☐ Retained	Status	

In Harmony 2, do NOT simply use the “Inactive” checkbox to enroll or withdraw students.

- ✓ **This does NOT properly adjust student records**
- ✓ **This does NOT enter a withdrawal or new enrollment record for DOE reports and attendance calculations**

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2. Can I change master course numbers or descriptions mid-year?

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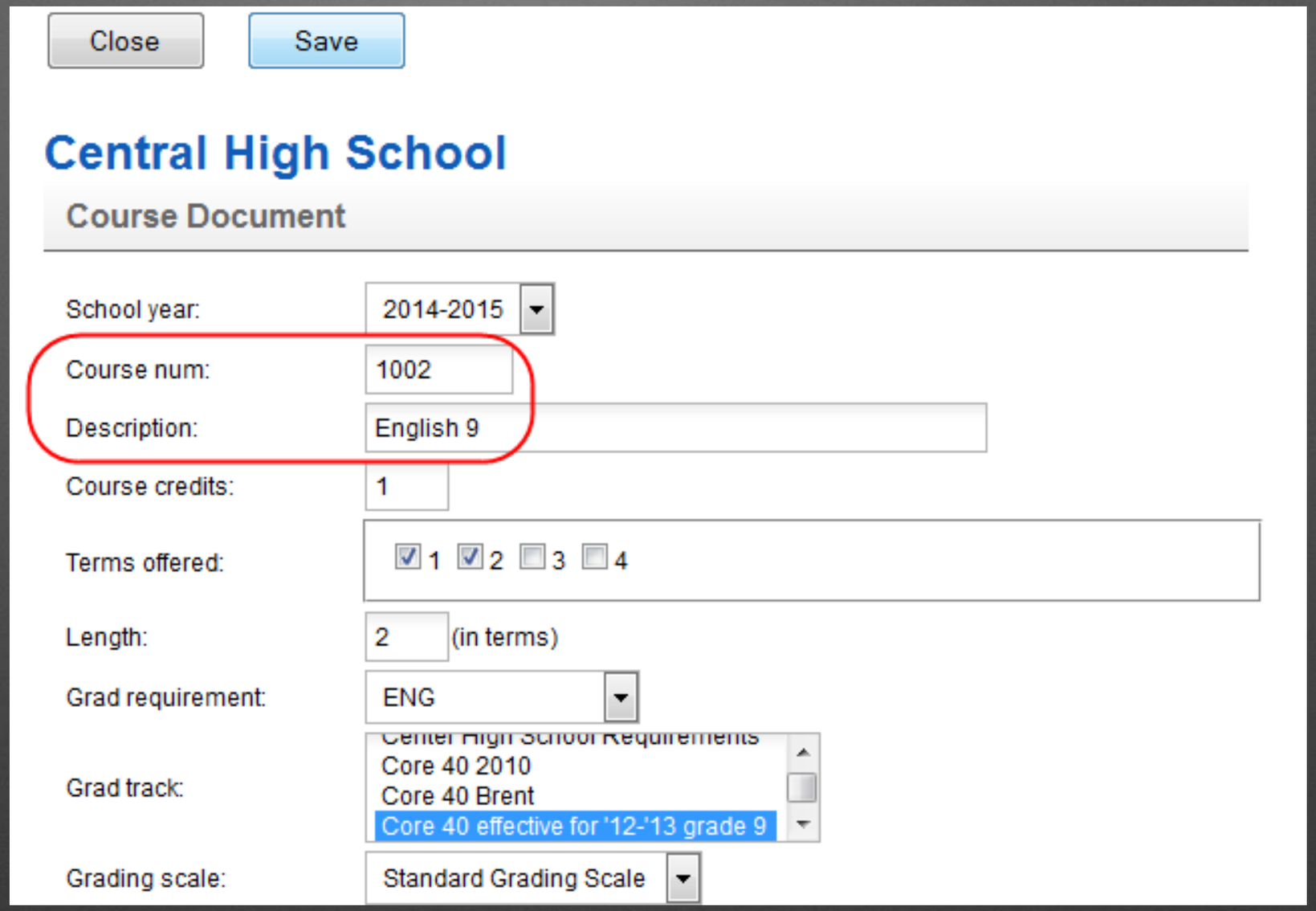
Course Changes



- ✓ **Master Course numbers <u>cannot</u> be changed mid-year as it will detach all data from the course**
- ✓ **Course Descriptions <u>can</u> be changed mid-year**

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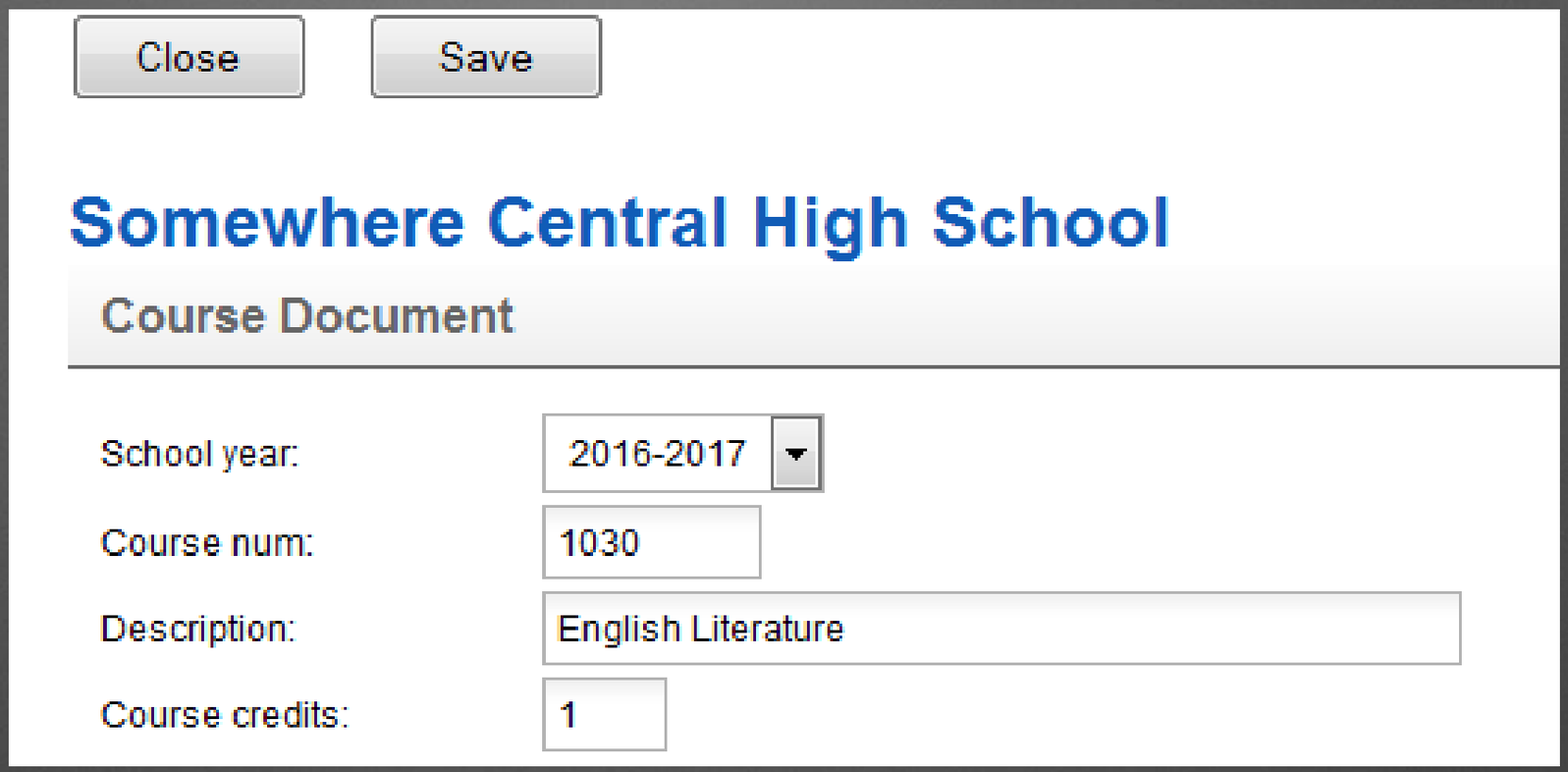
Course Changes-Next Year

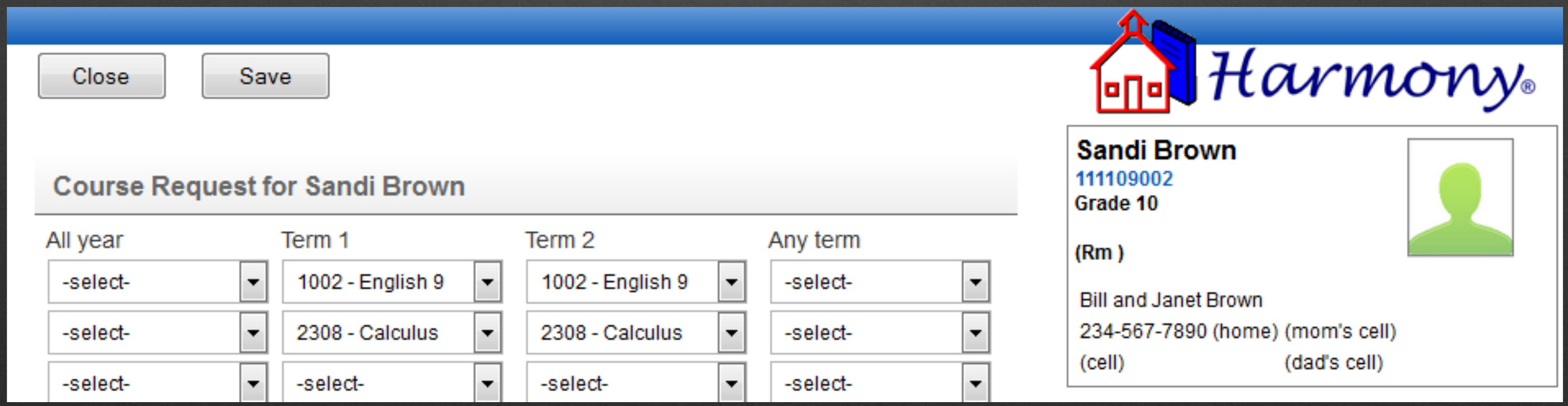


- ✓ **The proper time to change course numbers is when you begin scheduling for next year BEFORE you enter course requests**
  - **If you need course numbers changed at any other time, please contact support and we can assist you!**

Course Changes-Next Year

- If you are in the middle of entering course requests for next year, please do not change any course numbers OR descriptions

  - Changing these in the middle of course requests will cause the request to not match up to the course



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3. How do I handle it if two courses need to have the same course number?

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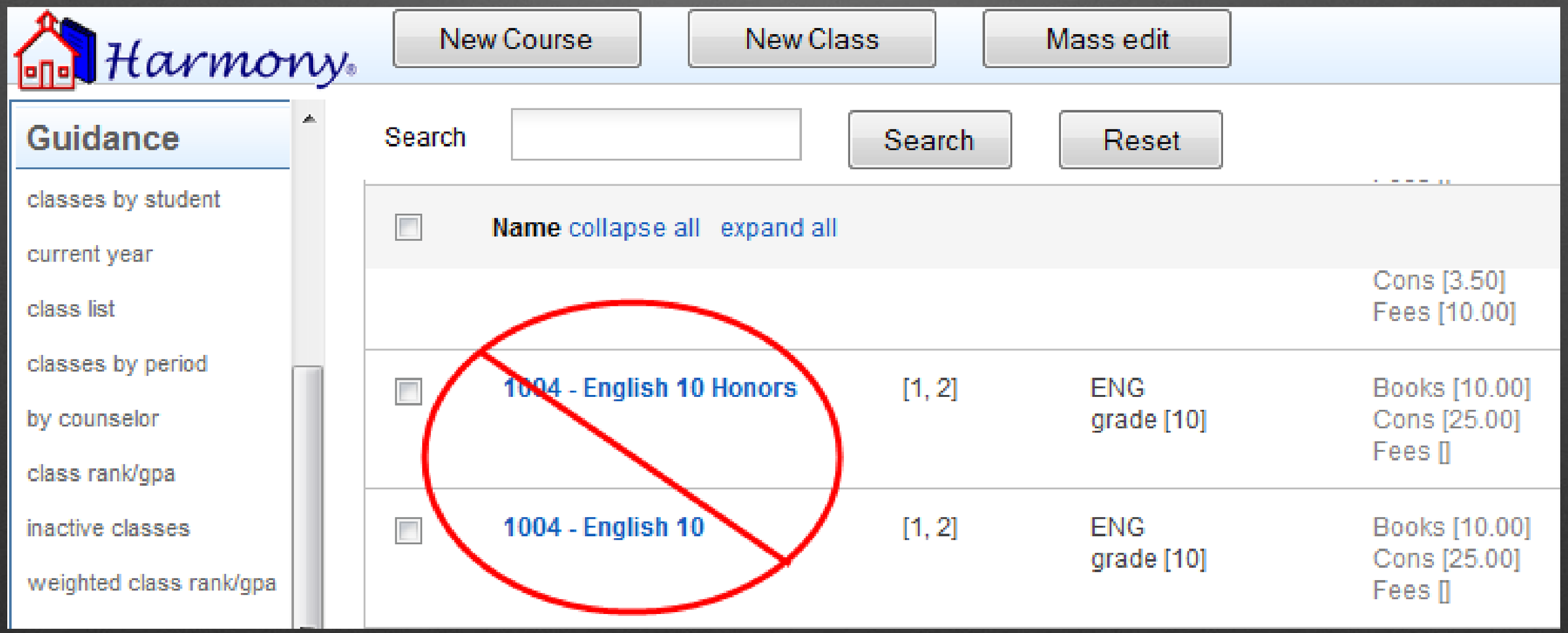
Two Courses with Same Number

Even if courses have a different course name, they can NEVER use the same course number.



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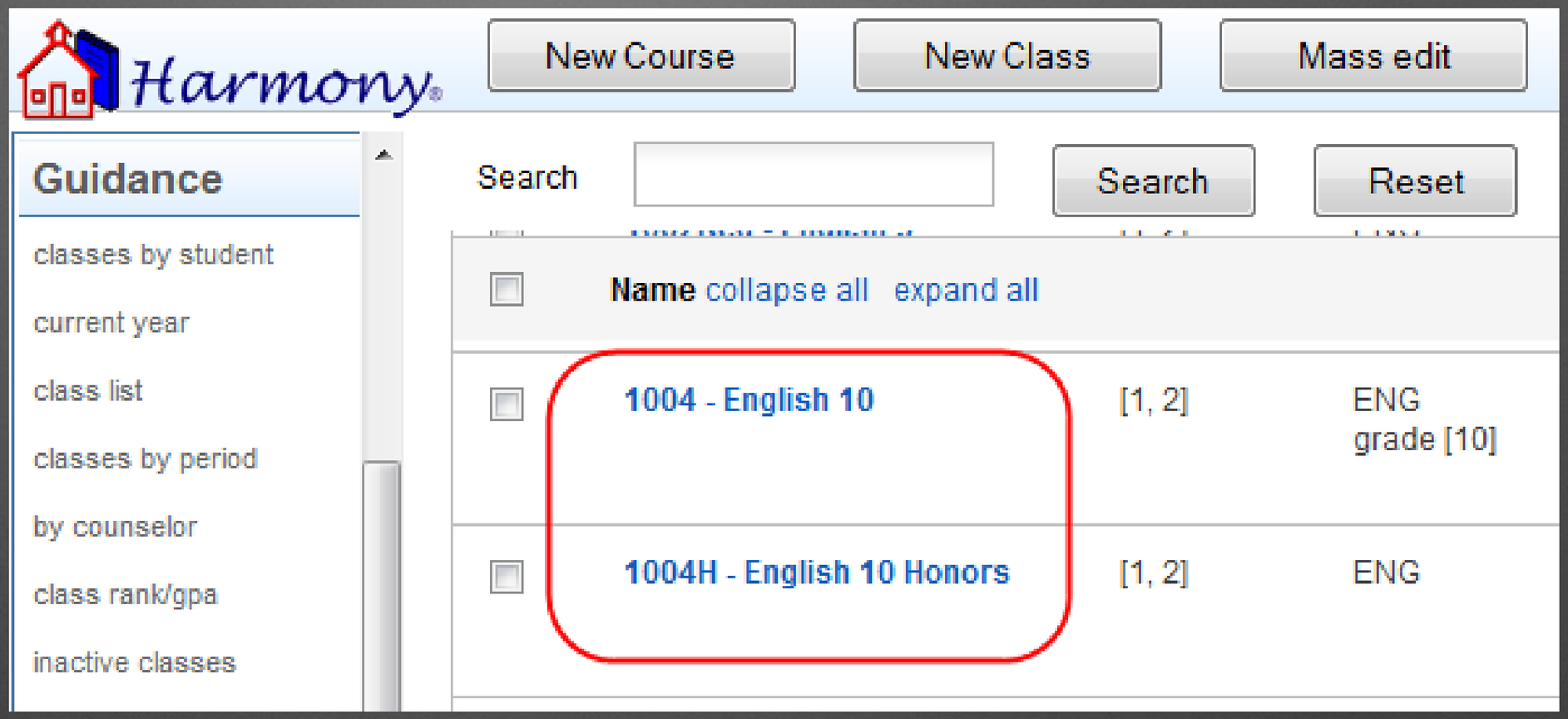
Two Courses with Same Number



The correct way to handle this is to add an extra letter or number at the end of the 4 digit state course number.

All course numbers must be unique.

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4. What's the importance of section numbers? How do I know what to use?

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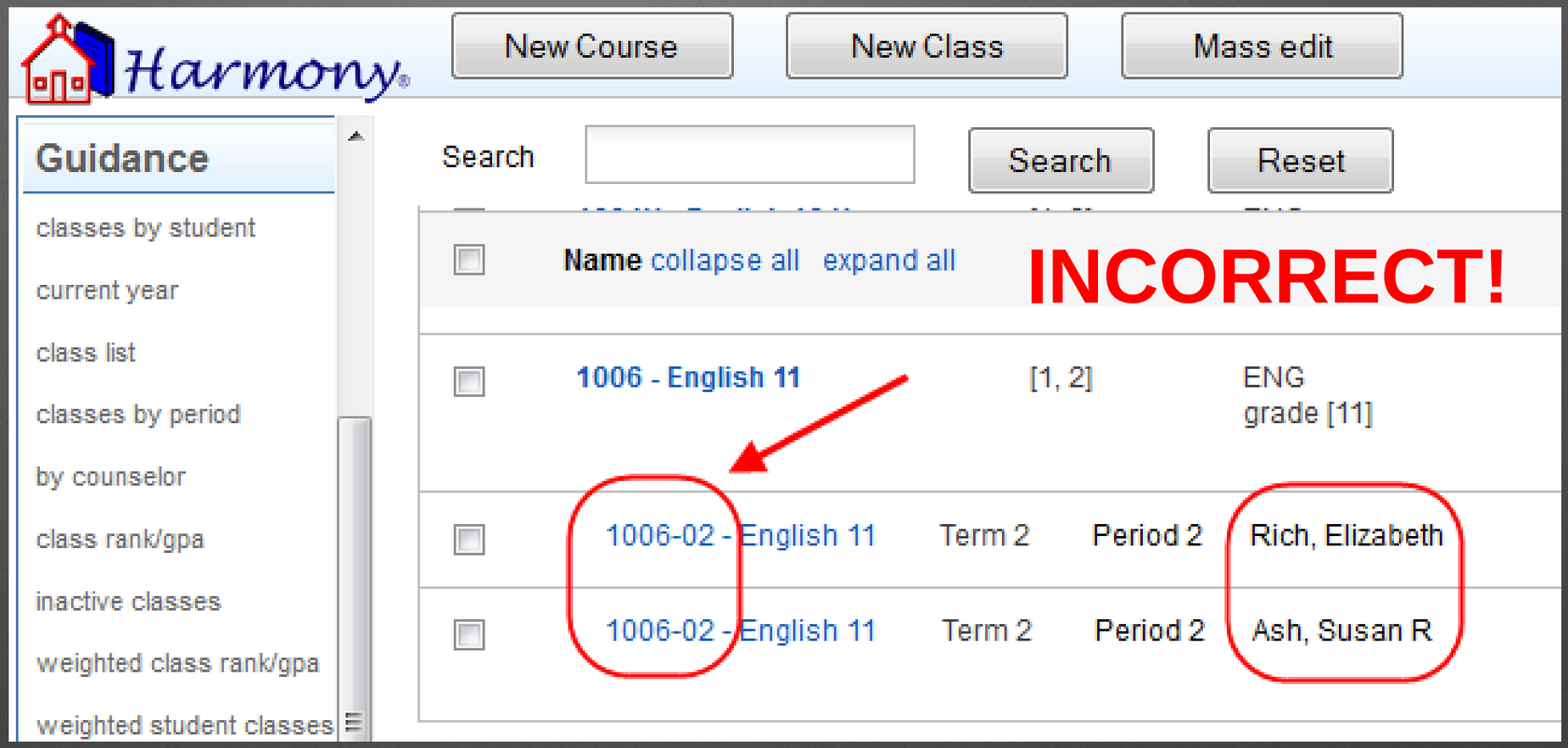
Class Section Numbers



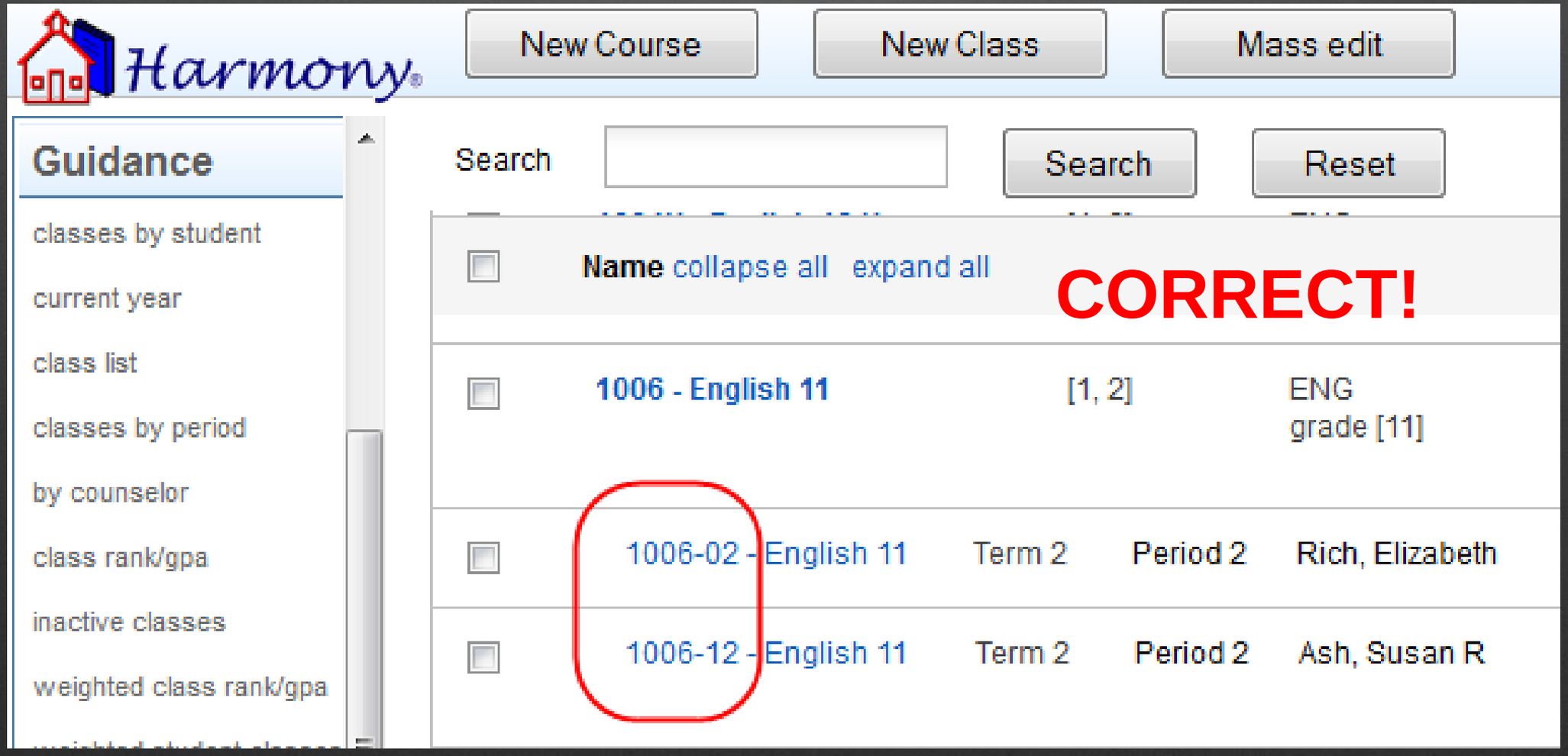
Classes held during the same term must have unique section numbers.

If they are the same section number as another class under the same course, it will combine the classes together into one.

Class Section Numbers

If classes are held under the same term, you must choose a different section number.

For example, section -02 and section -12 for two second period classes



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5. Why are my seat numbers on classes off and how do I fix that ?

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Seat Numbers

⌄	1006-12 English 11 - Ash, Susan R		4
☐	Bryant, Duane A	11	›
☐	Call, Chad A	11	›
☐	Meyer, Rob R	11	›
☐	Miller, Megan R	11	›

☐	1006 - English 11	[1, 2]	ENG grade [11]	Books [17.35] Cons [10] Fees [7.50]				
☐	1006-02 - English 11	Term 2	Period 2	Rich, Elizabeth	Rm: 109	Size: 25	As: 6	Av: [19.0]
☐	1006-12 - English 11	Term 2	Period 2	Ash, Susan R	Rm:	Size: 25	As: 5	Av: [20.0]

Seat numbers may show inaccurately on classes if student class documents have been deleted instead of properly removing a student from a course

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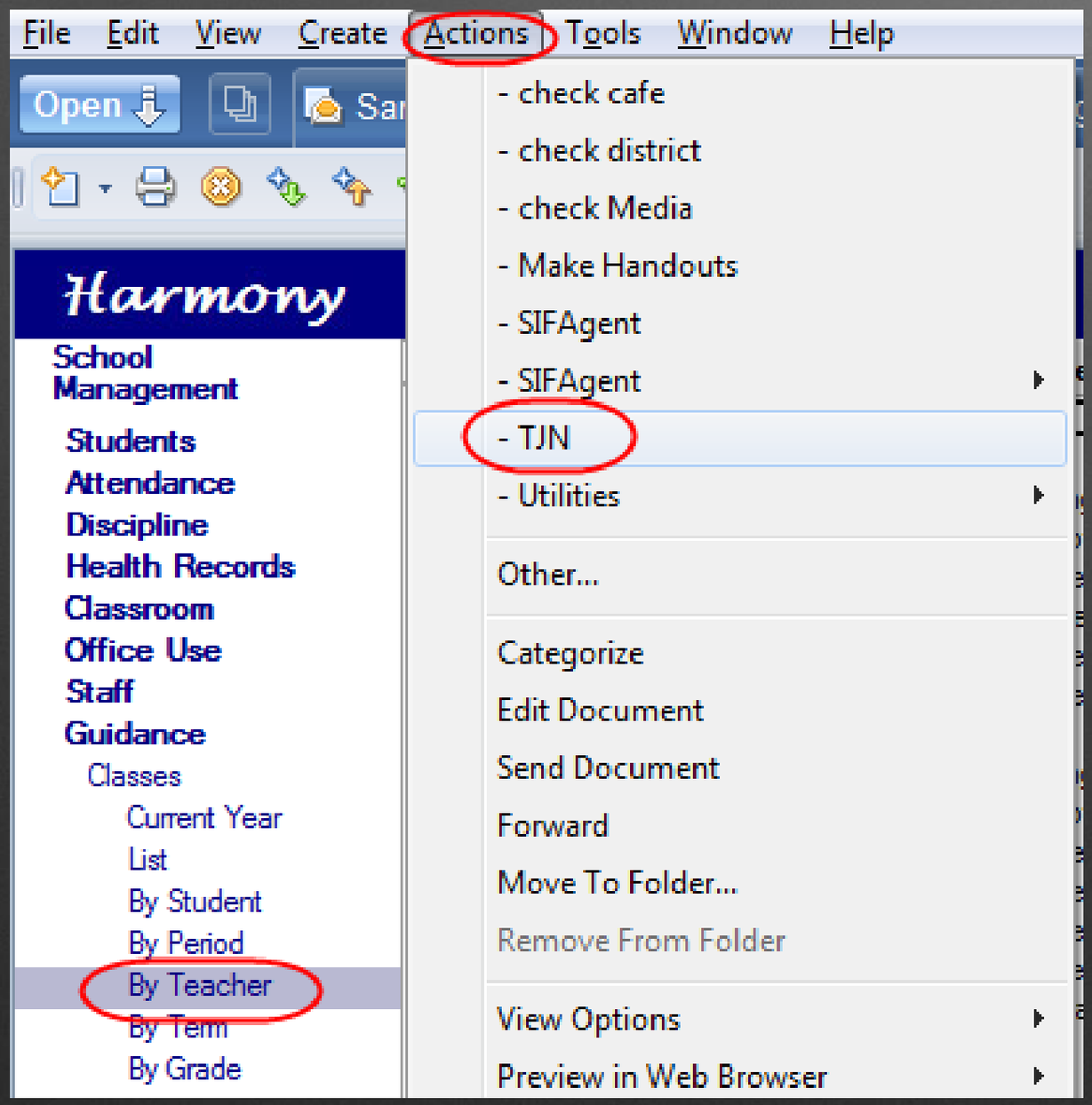
Seat Numbers

To fix this:

- ✓ Go to a view in Harmony 2 that just has classes, such as Classes…by Teacher
- ✓ Select the classes and go to Actions…TJN



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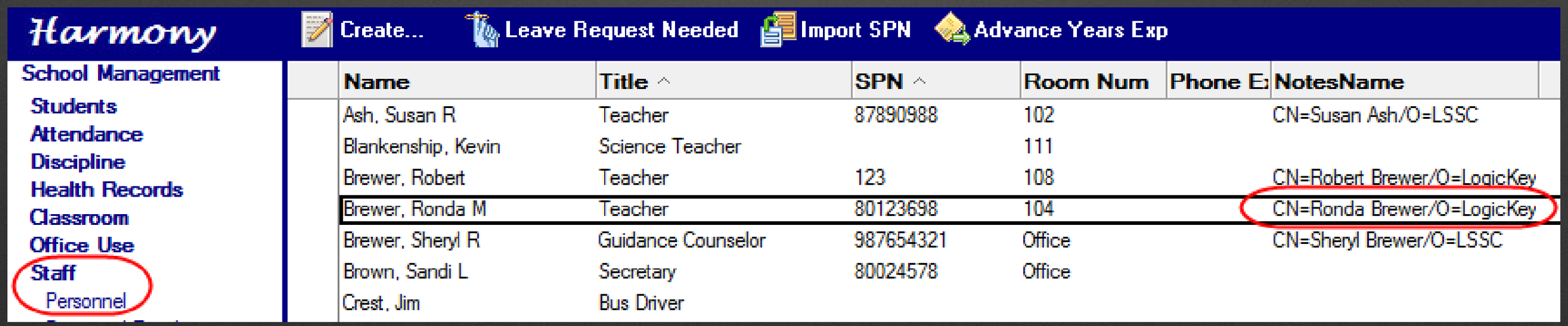
6. Why can't teachers see some of their classes and how can that be fixed?

Teachers Seeing Classes

Name	Title	SPN	Room num	Phone ext	NotesName
Ash, Susan R	Teacher	87890988	102		CN=Susan Ash/O=LSSC
Blankenship, Kevin	Science Teacher		111		
Brewer, Robert	Teacher	123	108		CN=Robert Brewer/O=LogicKey
Brewer, Ronda M	Teacher	80123698	104		CN=Ronda Brewer/O=LogicKey
Brewer, Sheryl R	Guidance Counselor	987654321	Office		CN=Sheryl Brewer/O=LSSC

In order to see their classes, teachers must have a notes name on their staff document.



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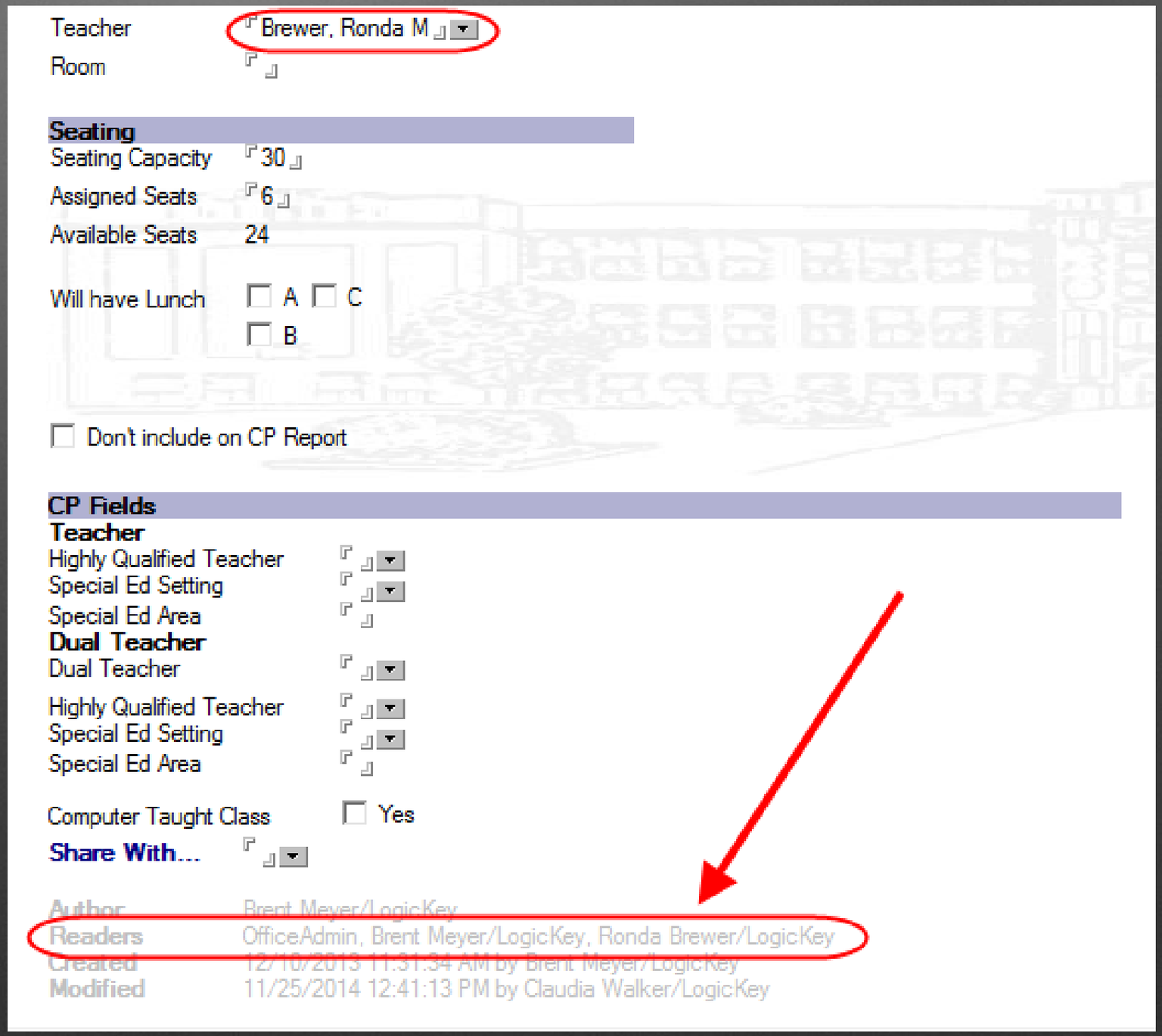
Teachers Seeing Classes

When their name is added to a class, it will then pull the matching notes name and populate them as a “Reader” on the class



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7. How are GPA and Class Rank calculated?

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How are GPA's calculated?

Credits x Grade Point Value = Grade Points Earned

School year: 2013-2014 | Course credits: 1.0

Course num: 2522 | Grad requirement: MATH_AlgII

Class num: 2522-03 | State level:

Department: | State subject:

Description: Algebra II | Grad track:

☑ Included in GPA ☐ Inactive

This grade is currently available to report cards and transcripts

Term: ☑ 1 ☐ 2

Period: 1

Teacher: Ash, Susan R

Room num:

Affects lunch: ☐ A ☐ B ☐ C

Grades

Current grade

Grade: B | ☐ Taken for Dual Credit

Pct: 0.867 | Post secondary insitution code for Dual Credit:

Points: 3

Points earned: 3

Grading scale: As designated by teacher

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How are GPA's calculated?

Close | Print PDF

Somewhere Central High School
RR 1 Box 923
Anytown, IN 46464
Phone: 317-704-7216

03/30/2017 09:42 AM

GPA: 3.500
Weighted GPA: 3.500
Credits Earned: 2.0

Transcript

Total GPE/Total Credits Attempted (not credits earned) = GPA

Harmony

Expand all | Collapse all | Print selected | Deselect all

- Students
- Attendance
- Discipline
- Health
- Guidance
  - classes by student

Classes by Student

find name [ ] Search | Clear

Previous 1 Next

Class #	Description	Per	Room	Grade	GP	GPE	Credits
▸ Beard, Ashlea E						4.00	2
▾ Beauty, Sleeping Aurora						7.00	2
▾ 2016-2017						7.00	2
▾ Term 1						7.00	2
1514-01	Economics 12	1		B	3.0	3.00	1
1004-02	English 10	2	105	A	4.0	4.00	1
▸ Bland, Brittany M						8.67	2

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What about Middle School GPA?

You CAN run a Middle School GPA that does not affect the High School GPA!

- Enter the course credit amounts on middle school master courses
- This will not count towards high school GPA if the grade level on the student class document is 6, 7, or 8

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8. Why do I get errors when I upload transcripts to Parchment?

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Parchment Upload

If transcripts receive an error while uploading, here are the common reasons:

1. Invalid immunization dates
2. Incomplete dual credit information
3. Incomplete standardized tests entered
4. Student class documents with no course number
5. Student class documents missing grade points, credits, or grade points earned

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9. How do I edit grade history for inactive or graduated students?

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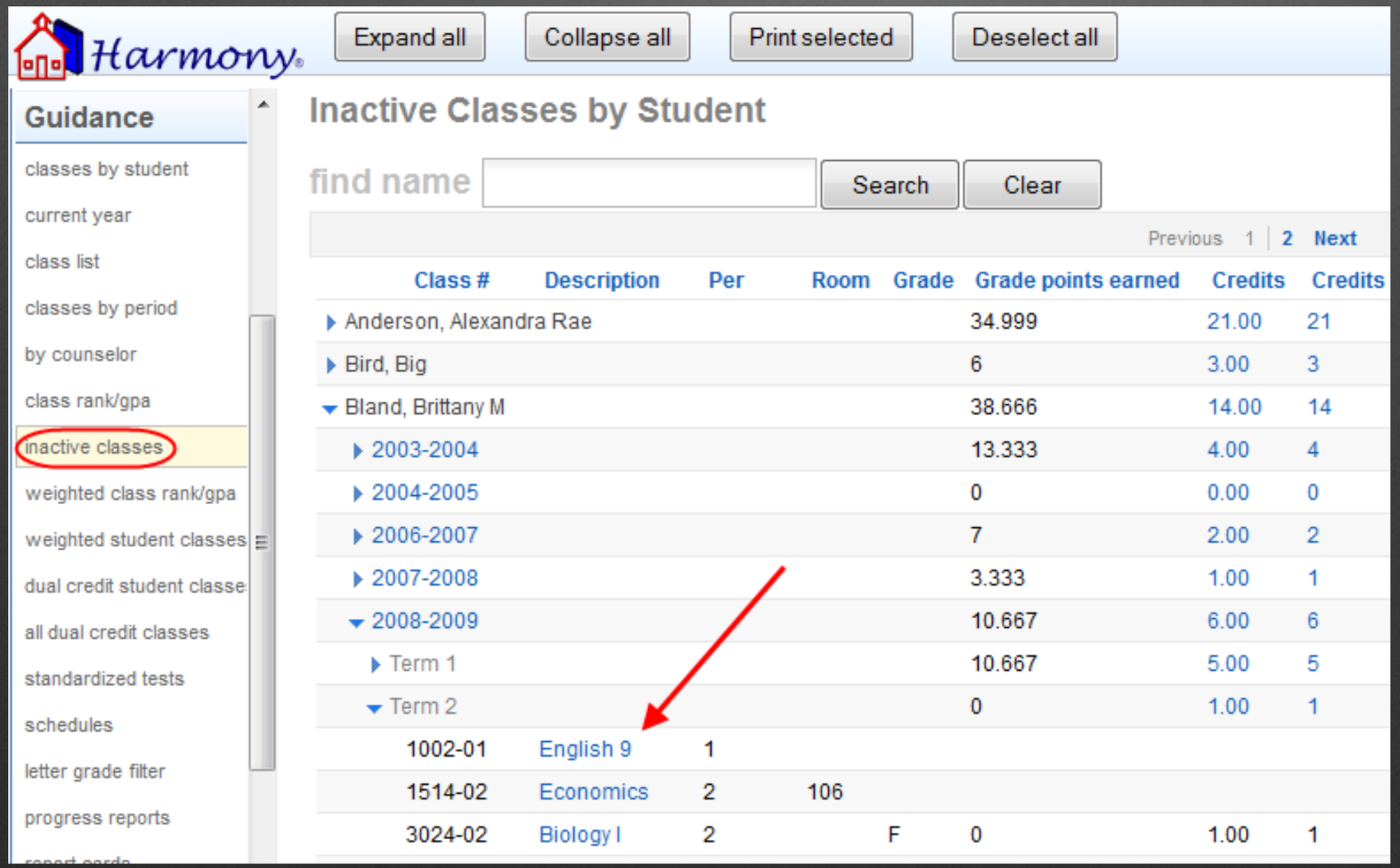
Updating Grade History

Grade history for inactive students or graduates can be found in Guidance…Inactive Classes.



In H2, it is under Guidance… Classes… Inactive.

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10. Why do my grade reports and honor roll not show the right information?

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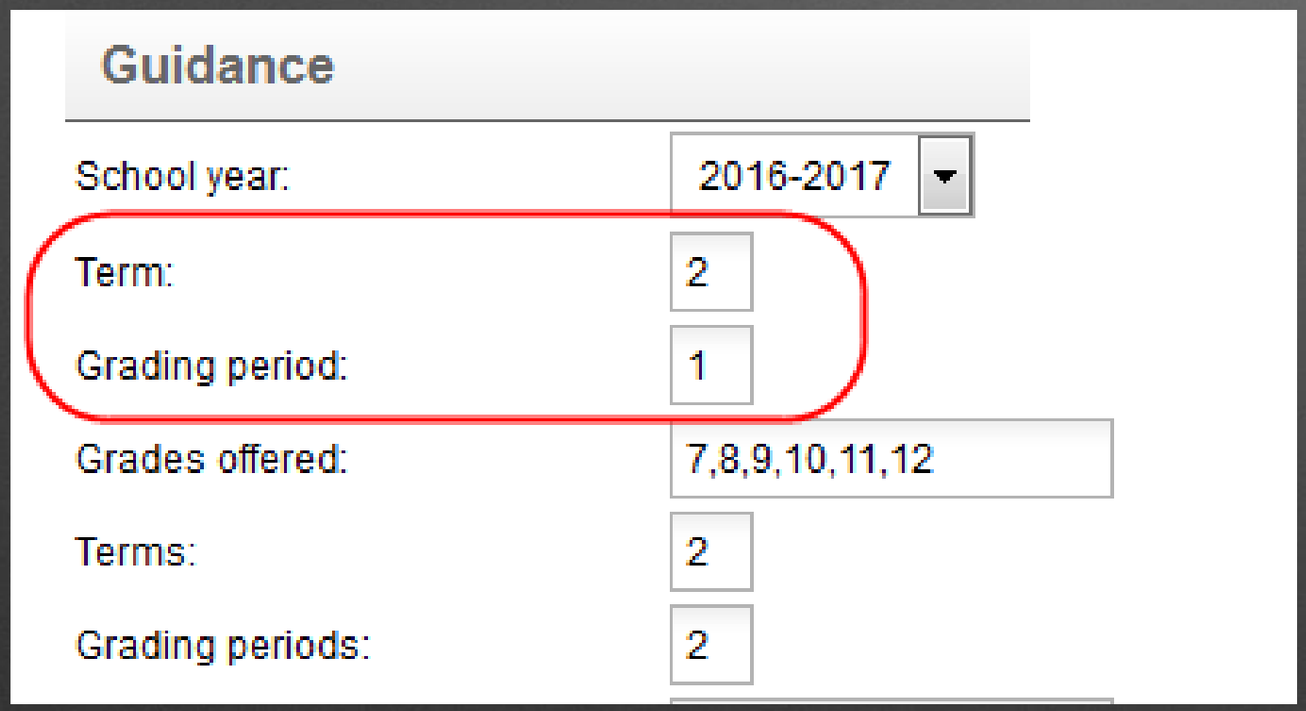
Grade Reports/Honor Roll

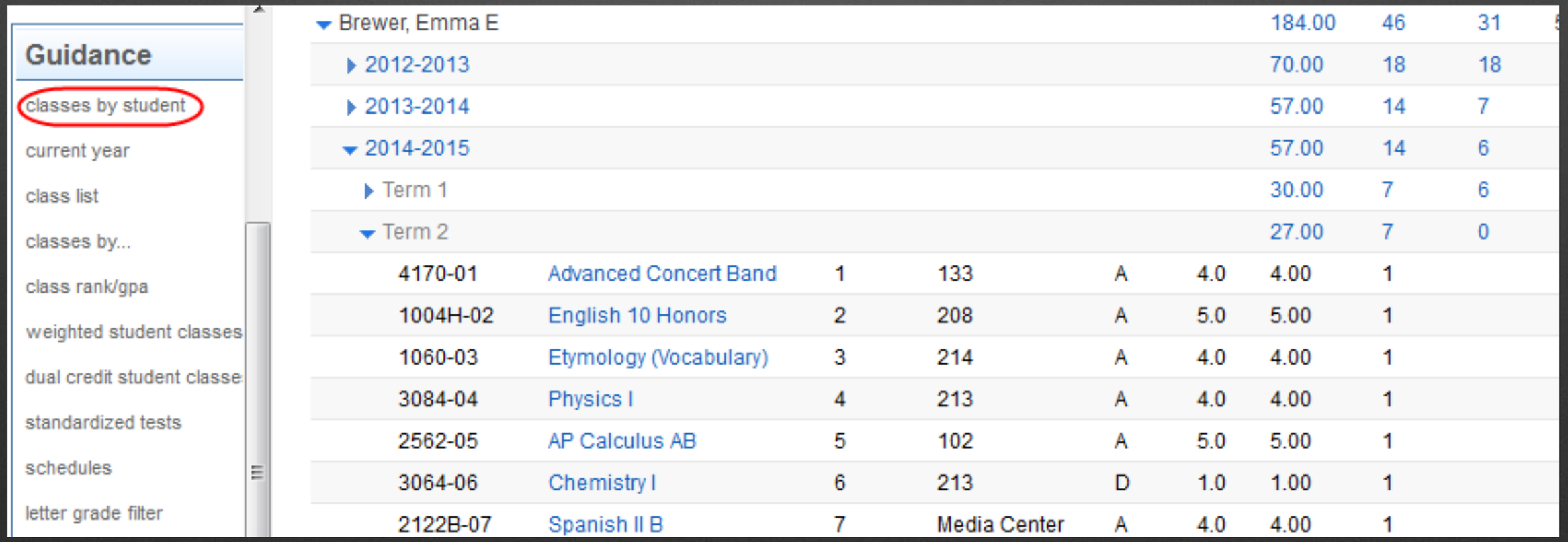


If you are running Honor Roll, Grade Reports or Eligibility and you notice the right information is not on the reports, update your System Profile!

- ✓ **Current Term**
- ✓ **Current Grading Period**

Grade Reports/Honor Roll

If your System Profile is correct, then check Guidance…Classes by Student to make sure the grades on the student class documents are accurate and match what you think should be on the report



Brewer, Emma E						184.00	46	31
2012-2013						70.00	18	18
2013-2014						57.00	14	7
2014-2015						57.00	14	6
Term 1						30.00	7	6
Term 2						27.00	7	0
4170-01	Advanced Concert Band	1	133	A	4.0	4.00	1	
1004H-02	English 10 Honors	2	208	A	5.0	5.00	1	
1060-03	Etymology (Vocabulary)	3	214	A	4.0	4.00	1	
3084-04	Physics I	4	213	A	4.0	4.00	1	
2562-05	AP Calculus AB	5	102	A	5.0	5.00	1	
3064-06	Chemistry I	6	213	D	1.0	1.00	1	
2122B-07	Spanish II B	7	Media Center	A	4.0	4.00	1	

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Grade Reports/Honor Roll

Close Save

Award profile

Honor Roll

How do you determine your honor roll? (•) By GPA ( ) Reviewing each class

Name of the honor	Student must have atleast _____ grade points
Example	
Distinguished Honor Roll	3.667
A Honor Roll	3.667
AB Honor Roll	2.667

Also, make sure that your Award Profile has the right settings for how you wish to run Honor Roll!

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11. How do we handle mid-term graduates?

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Mid-Term Graduates

SUGGESTED PROCEDURE:

-STN Application Center staff advises that all students who will not be attending the second semester due to early graduation should be marked as Mid-Term graduates for the RT report.

-Also they will not be on the membership count after that date or included in end of year Class Rank/GPA calculations.

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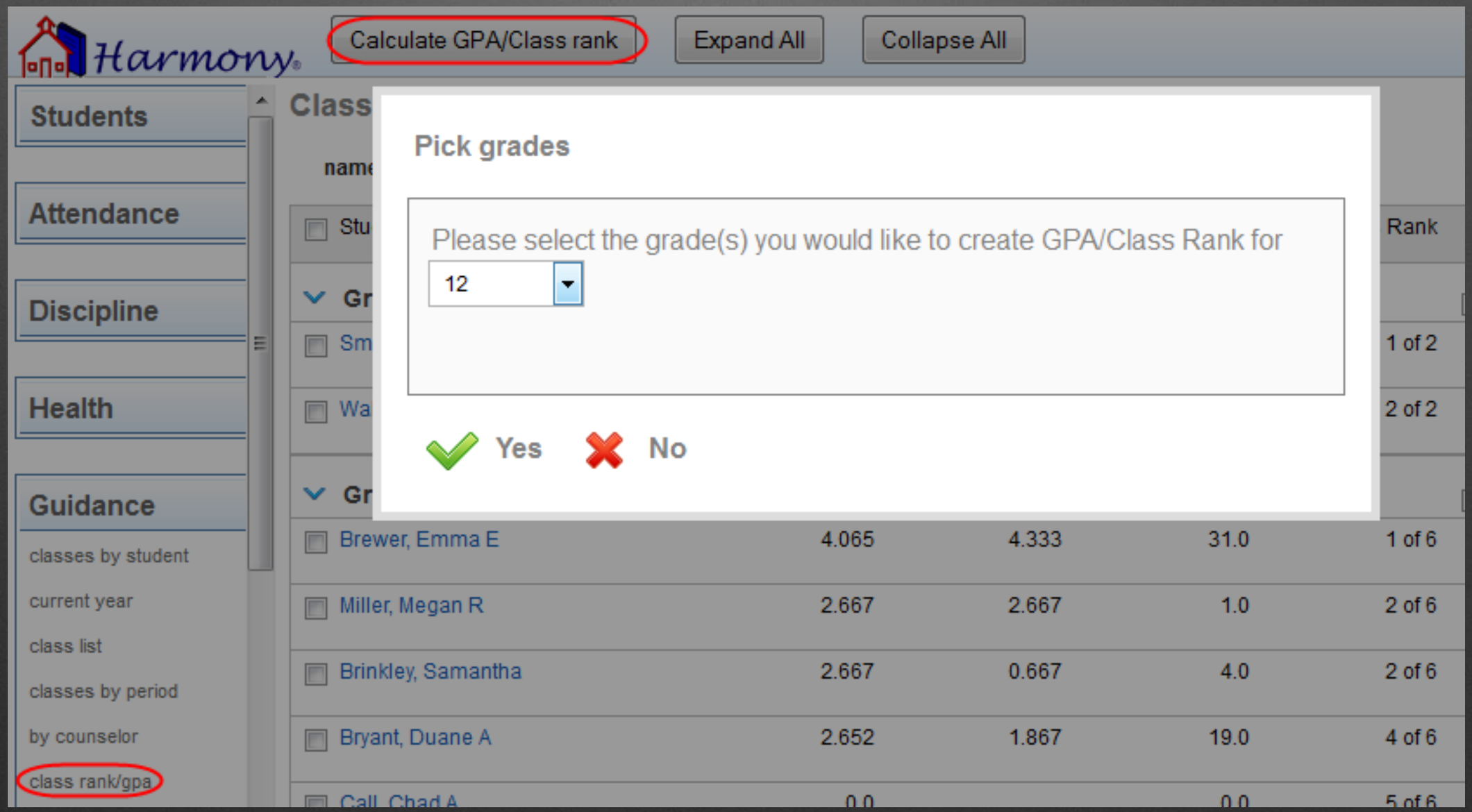
Mid-Term Graduates

First, rerun your class rank/GPA on all students at the end of the term



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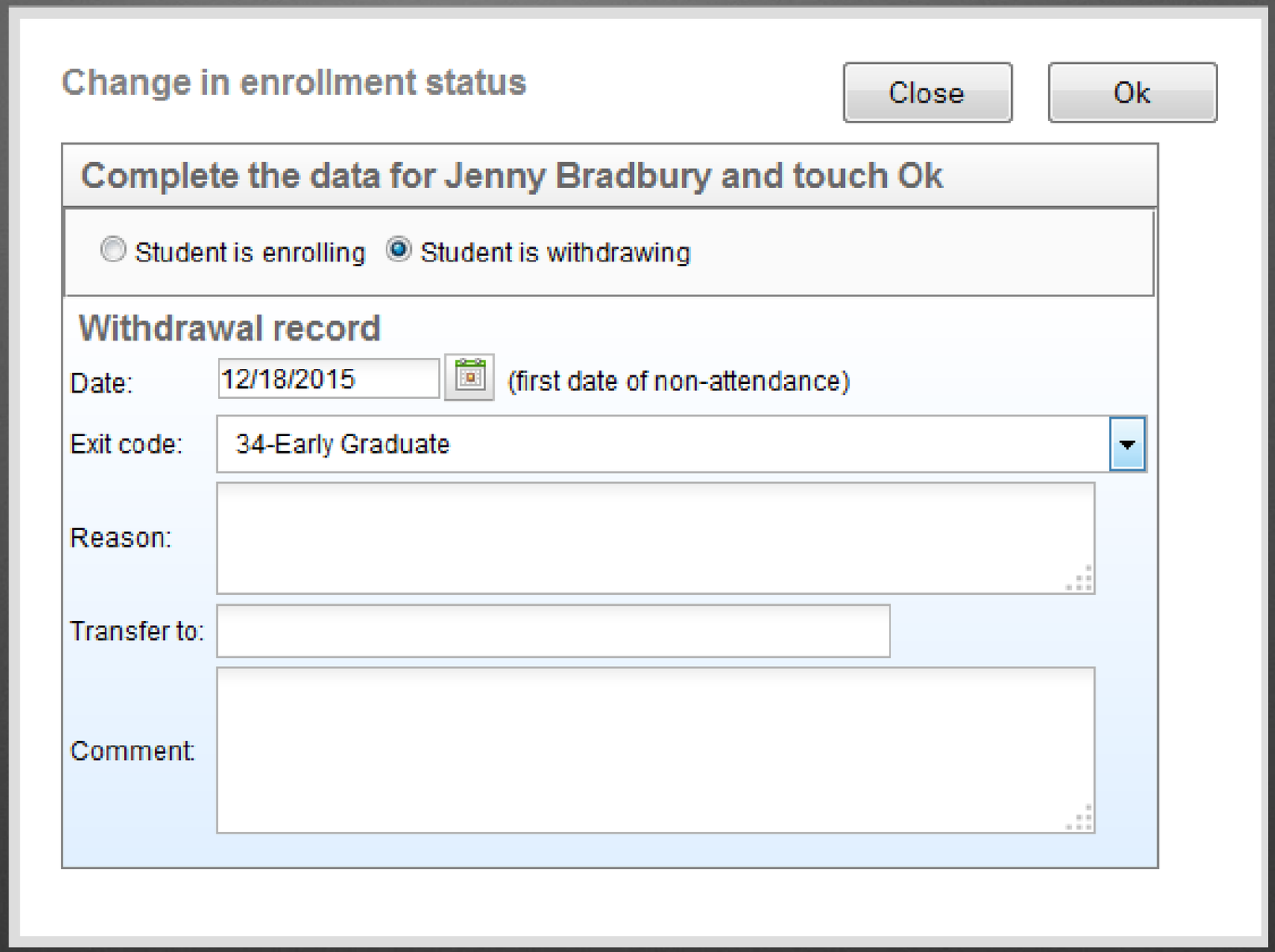
Mid-Term Graduates

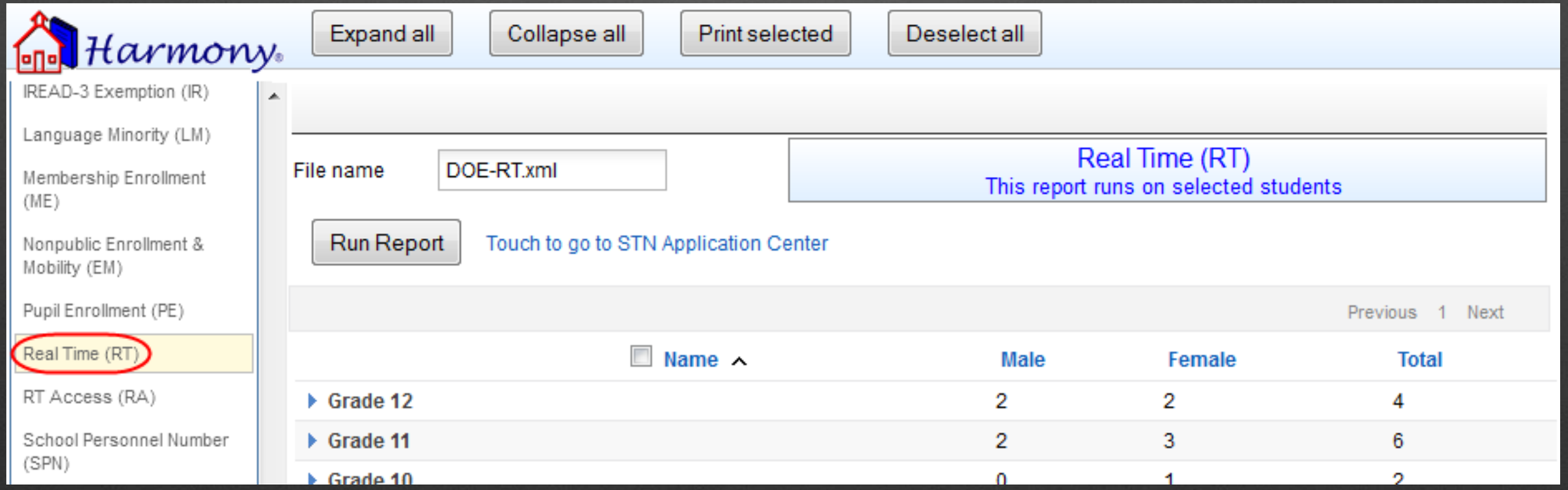


Secondly, withdraw each mid-term graduate for the first day of non-attendance with a code of 34-Early Graduate.

Mid-Term Graduates

Thirdly, run a Real Time (RT) report and send to the STN Application Center.

This will submit those students as mid-term graduates.



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Mid-Term Graduates

Next, open each student and mark their record as graduated with the last full day of attendance.

Close Save

≡Enroll/Withdraw ≡Transfer ≡Change ID ≡Set up web id ≡Progress report

Basics | Guardian | Bus Info | Office Use | State Reports | **Guidance** | Health

Additional data | Test scores | Enrollment history

Guidance information

Guidance data

Grad track: Core 40 with Academi

Career path:

Path category:

Include in class rank

High ability:

Dual credit: 0-Not applicable to thi

Retained

Status: Graduated - null

ECA Retest/Accommodations

Graduation information

≡Mark Graduated

Graduation date:

Diploma type: Core 4

New Tech Certification

College choice:

Post grad info: -select

Adult Secondary Credit program

Cohort:

Transcript comment:

Mark graduated

Graduation information

Graduation date: 06/01/2016

Diploma type: Core 40 with Technica

Post grad info: Four year or more Col

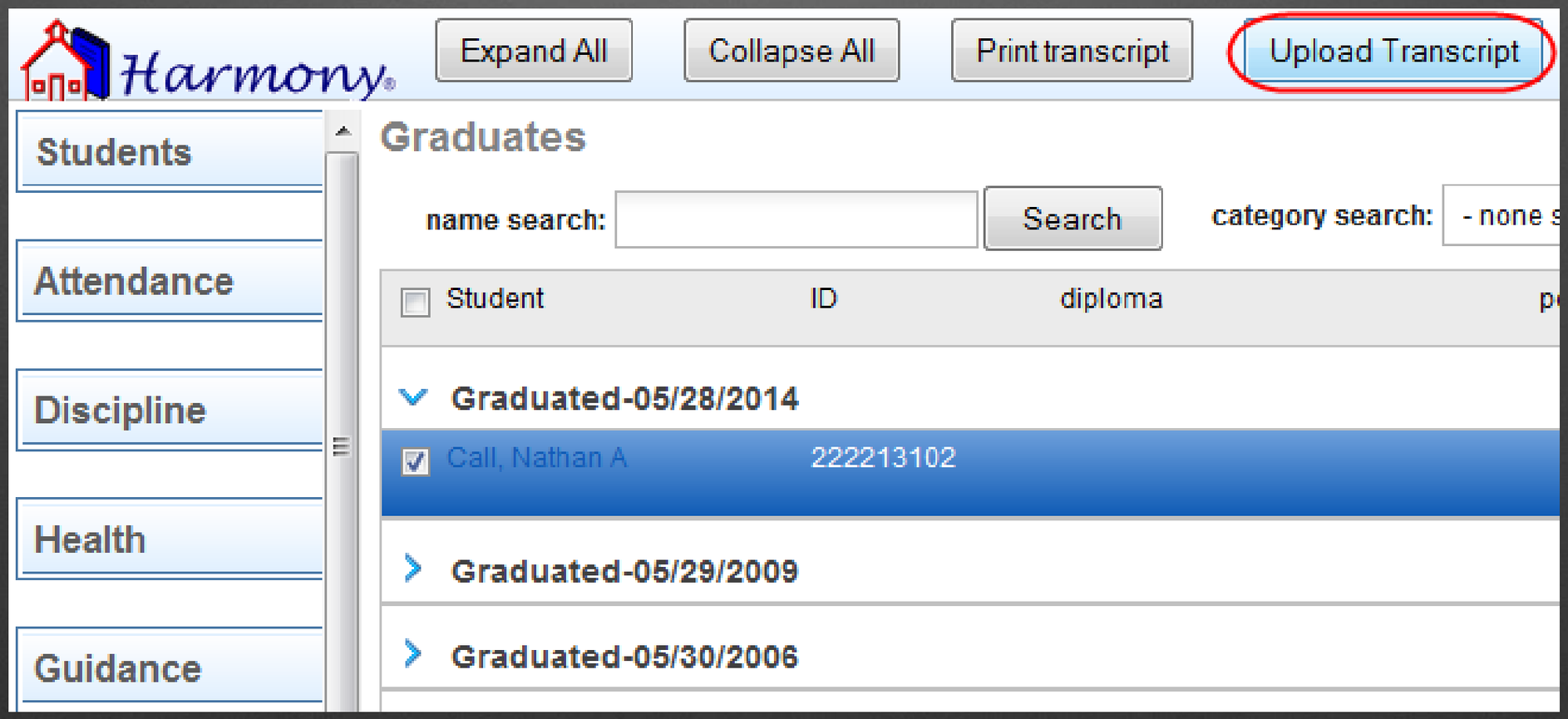
Adult Secondary Credit program

Transcript comment:

mark graduated cancel

Mid-Term Graduates

Lastly, upload the graduate transcript to Parchment in Guidance…Recent Graduates.



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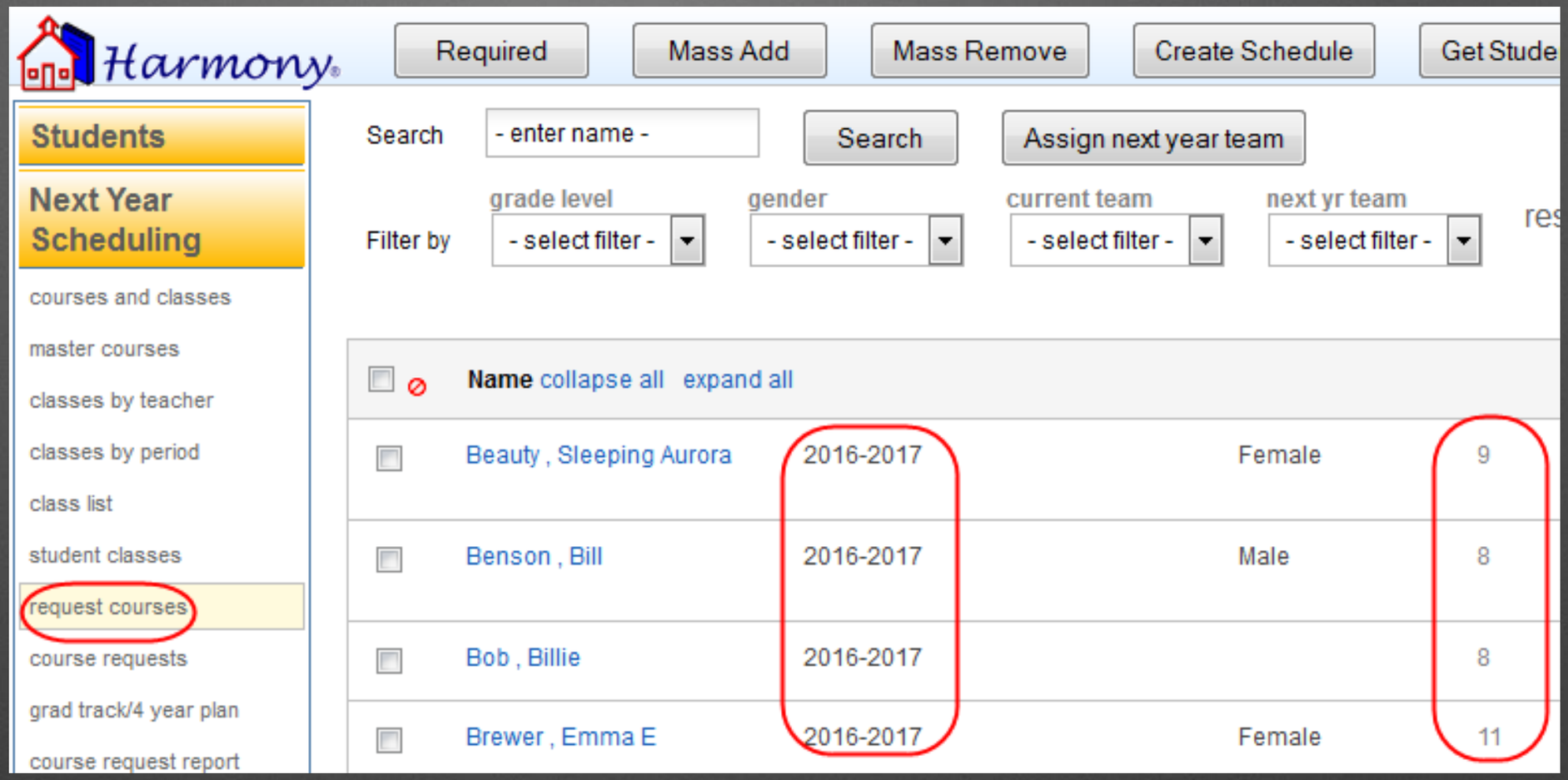
12. Why do students show the wrong grade level in scheduling for next year?

Grade Level in Next Year



The Request Courses view shows the grade level the student is in for the current year.

This is the only place in next year that shows the current grade level.

Grade Level in Next Year

Every other view in next year will show the student in the grade level they will be in NEXT YEAR.

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Required | Mass Add | Mass Remove | Create Schedule | Add New

Students

Next Year Scheduling

- courses and classes
- master courses
- classes by teacher
- classes by period
- class list
- student classes
- request courses
- course requests
- grad track/4 year plan
- course request report

Search - enter name - Search

Schedule preferred only

Print schedules to PDF

Filter by grade level - select filter - contains course - select filter -

results:35

Name collapse all expand all		
Beauty , Sleeping Aurora	2017-2018	10
Bob , Billie	2017-2018	9
Bradbury , Jenny	2017-2018	13
Brewer , Emma E	2017-2018	12
Brinkley , Samantha	2017-2018	12

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13. Where do I make changes to course requests when my students entered them via web course requests?

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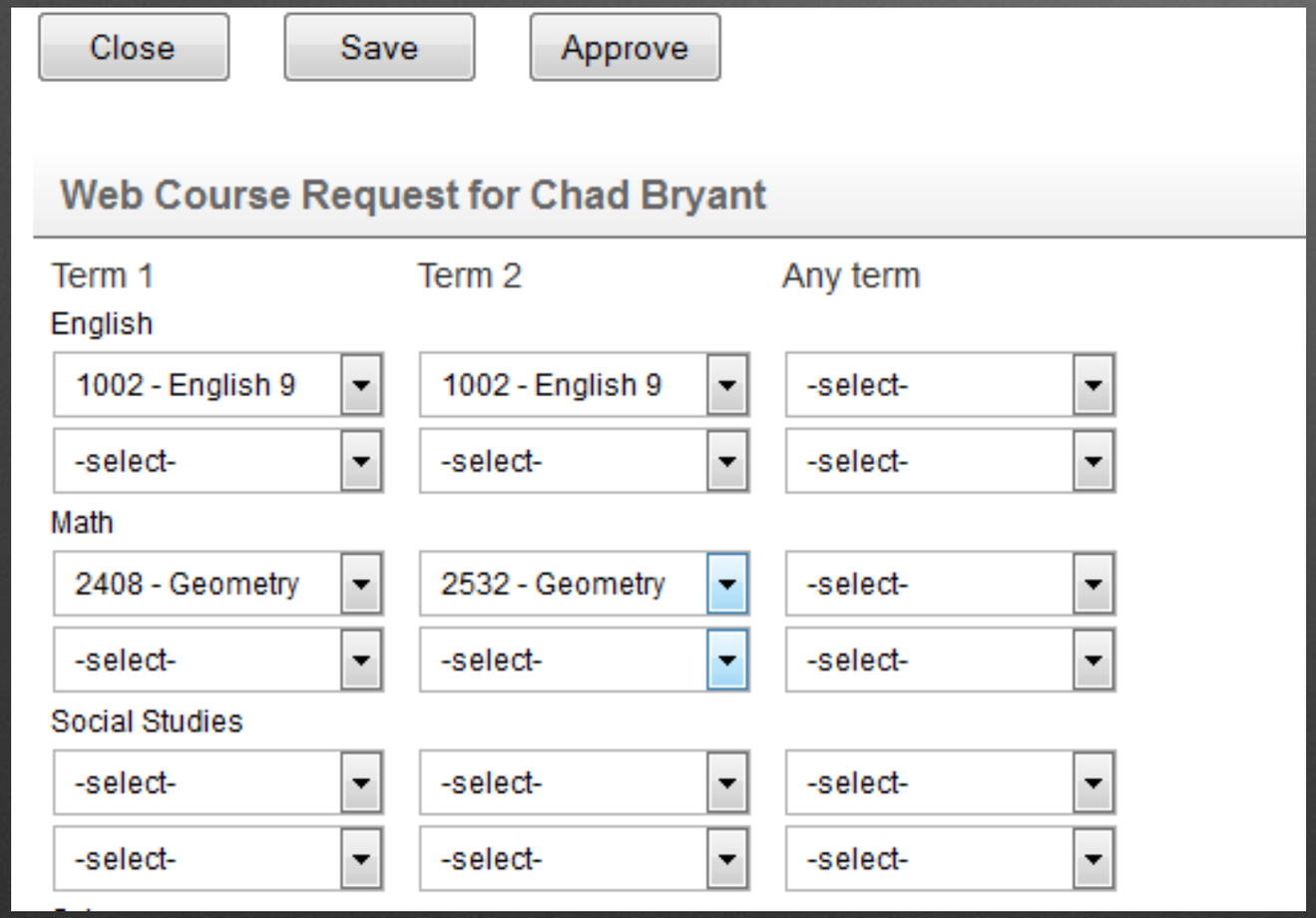
Course Request Changes



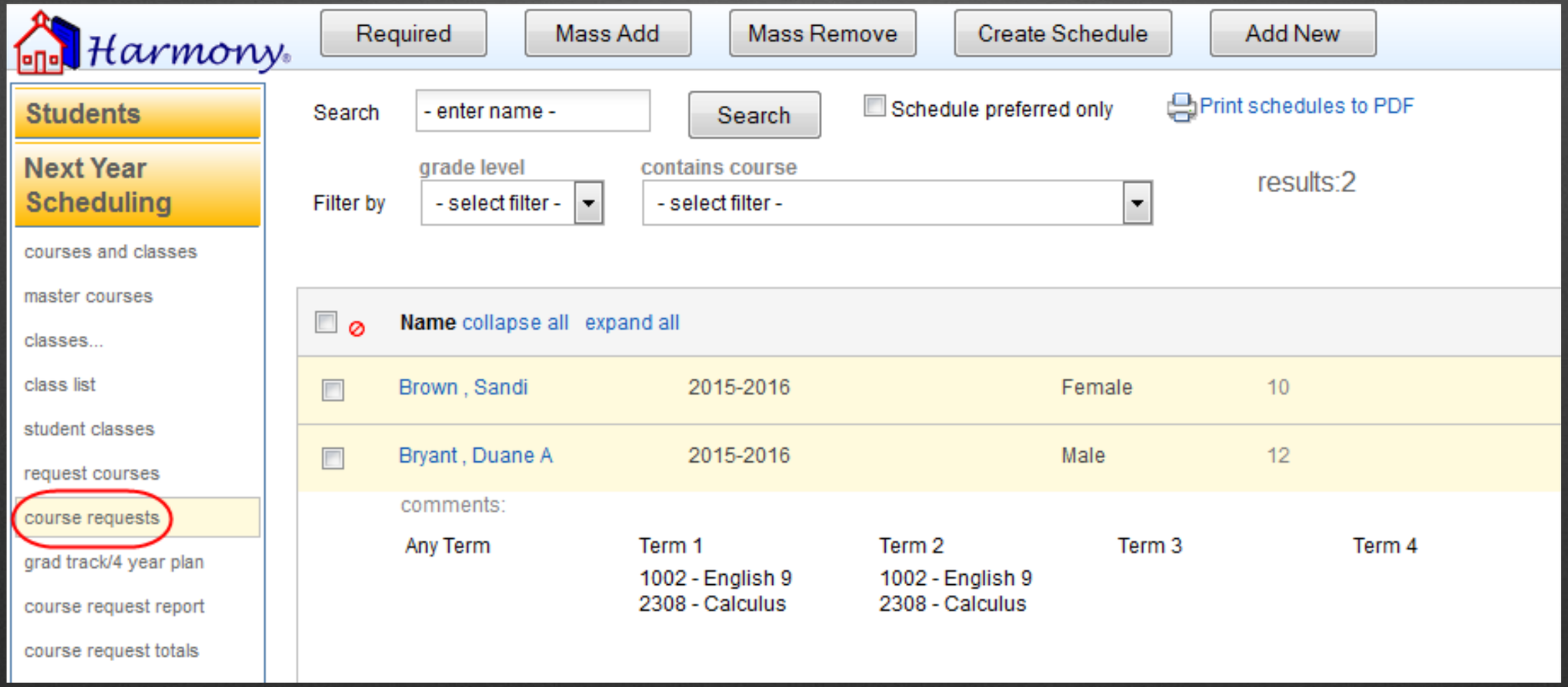
For Web Course Requests…

- ✓ If your web requests are <u>not</u> approved, make changes directly on the web request either via family access OR <u>web requests</u> views
- ✓ Approve when web request is completed

Course Request Changes

For Web Course Requests…

- ✓ **If your web requests are already approved, make changes directly on the course request in Next Year**



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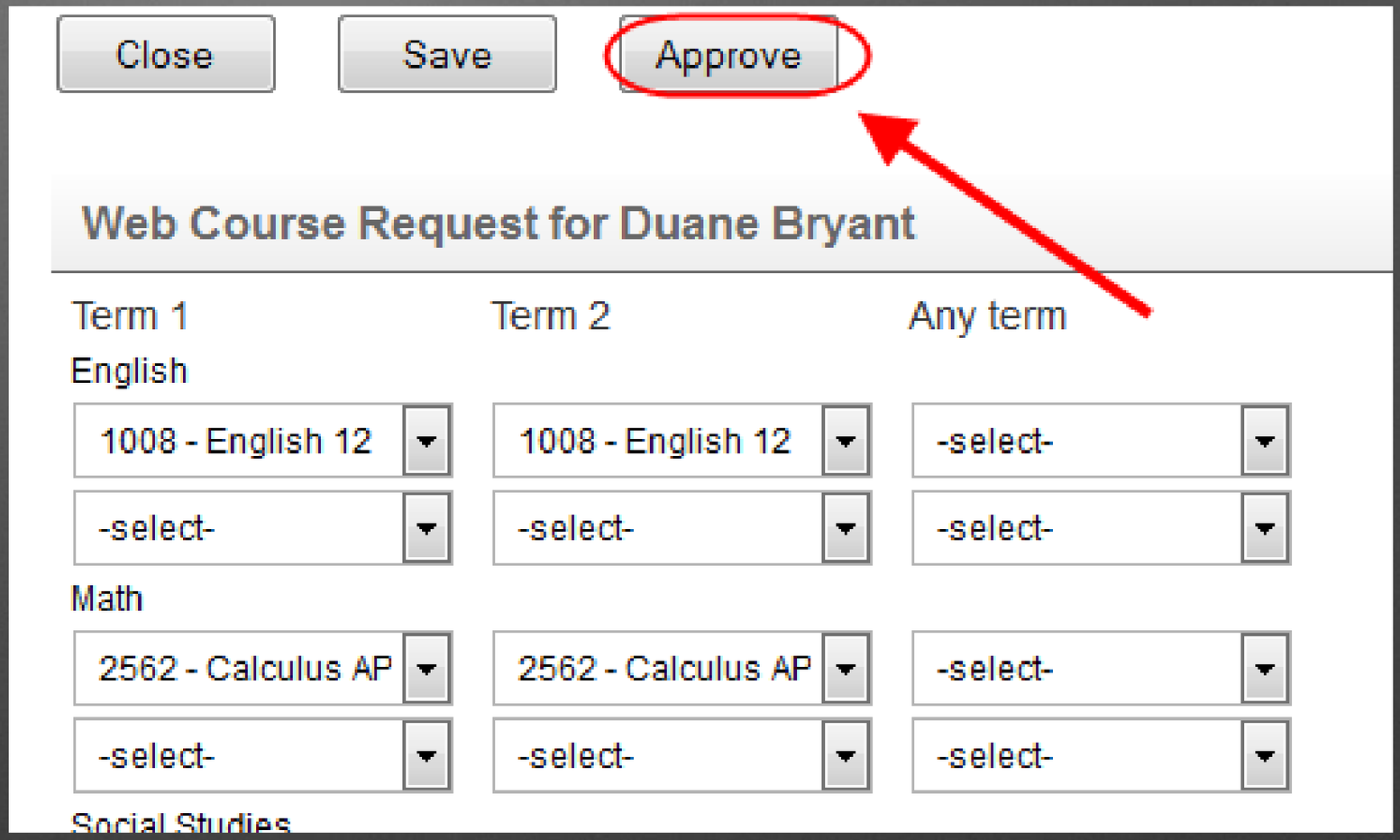
Course Request Changes

For Web Course Requests…

- If you make changes to an approved web request, you must approve it again!



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Other

Questions/Comments?

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Help Document Website

http://harmony.logickey.com/support