

The Rollover Process

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Step 1:

**Preparing for the New
School Year in Spring**

Moving Students for Scheduling

Students can be moved to the next building for scheduling purposes in Spring



A screenshot of the Harmony software interface. At the top, there are several buttons: 'Required', 'Mass Add', 'Mass Remove', 'Create Schedule', 'Get Students' (circled in red), and 'Add New'. On the left side, there is a navigation menu with 'Students' and 'Next Year Scheduling' highlighted. Under 'Next Year Scheduling', 'request courses' is circled in red. The main area shows a dialog box titled 'Get students for scheduling'. It has a 'from school' dropdown menu set to 'Somewhere Central Elementary' and a 'grade' list with checkboxes for 'PW', 'PK', 'AM K', 'PM K', 'K', '1', '2', '3', '4', '5', and '6'. The '6' checkbox is checked. At the bottom of the dialog, there are two buttons: 'get students' with a green checkmark icon and 'cancel' with a red X icon. A red arrow points from the 'Get Students' button in the top navigation bar to the dialog box. Another red arrow points from the '6' checkbox in the grade list to the 'get students' button. In the background, a table is partially visible with columns for student name, year, gender, age, and team. The first row shows 'Bryant, Peter A', '2015-2016', 'Male', '12', and 'Gold Team'. The second row shows 'Blue'.

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Enrolling Students for Next Year



Is the student enrolling for NEXT school year?

✓ Yes ✗ No

Students can be enrolled in Spring for the next school year. This can be done via directly entering the student or web enrollments.

When enrolling, you will be prompted as to what year the student will be attending.



Assigning Next Year Teacher in Elementary

The screenshot shows the Harmony software interface. At the top, there are buttons for 'Add new', 'Assign Next Year Teacher' (circled in red), 'Expand all', and 'Collapse all'. Below these is a 'Select: (None)' dropdown menu with an 'Apply' button. The main area displays a table of students and their assigned teachers. The table has columns for 'Student' and 'Teacher'. The students are grouped by grade level: Grade 1, Brown, Sandi L, Clute, Jessica, and Neese, Jason. The student 'Walker, Sue' is highlighted in blue, and a red arrow points to the checkmark in the 'Office Use' column next to her name. The teacher assigned to her is 'Cooper, Lucy'. The 'assign teacher' option in the left sidebar is also circled in red.

Student	Teacher
Grade 1	
<input type="checkbox"/> Meyer, D	Cooper, Lucy
<input type="checkbox"/> Walker, Max	Cooper, Lucy
<input checked="" type="checkbox"/> Walker, Sue	Cooper, Lucy
<input type="checkbox"/> Brinkley, Samantha	Cooper, Lucy
<input type="checkbox"/> Walker, Camryn	Cooper, Lucy

- Checkmark the students in Office Use... Assign Teacher and use the “Assign Next Year Teacher” button to pick a particular homeroom teacher



To Use Placements in Elementary-H2

Placements in H2 are entered by either the office or teachers in Classroom...
Student Skills by choosing Add...
Student Placement

Close Save

Student Placement

Smith, Susie Q (Sue)

Average %	90%
Placement	『Promoted』
Role Model	『Yes』
Title Reading	『No』
Title Math	『No』
IEP	『No』
Gifted/Talented	『No』
Conflicts	『』
Medical Issues	『No』
Discipline	『None』
Recommended Teacher	『Clute, Jessica』
Preferred Teacher	『』



To Use Placements in Elementary-H3

Placements in H3 are entered by either the office or teachers in Classroom...by Homeroom by choosing Add New... Student Placement

Student placement for Tori Alli

Grade:	1
Gender:	Female
Average:	
Placement:	Promoted
Role model:	Yes
Title Reading:	No
Title Math:	No
IEP:	No
High ability:	Yes
Conflicts:	<p>press and hold down the Ctrl key, and then click each student you want to select</p> <ul style="list-style-type: none">Alli, ToriBrinkley, SamanthaMeyer, DMeyer, MikeWalker, CamrynWalker, MaxWalker, Sue
Medical Issues:	No
Discipline:	Moderate
Recommended teacher:	Patton, Bob B
Next Year teacher:	-select one-
Comment:	

To Use Placements in Elementary



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Add new Assign Next Year Teacher Expand all Collapse all Print selected Deselect all

Select: (None) Apply

															Previous	1	Next						
Student	Teacher	Ave	Place	HA	Disc	Med	Conflicts	Teacher	RM	Read	Ma	IEP	M	F	Total								
Grade 1															0%	1	0	0	0	0	0	1	1
Not Assigned															0%	1	0	0	0	0	0	1	1
<input type="checkbox"/>	Alli, Tori	Cooper, Lucy	P	Yes	Moderate	No	Walker, Max	Patton, Bob B	1					1	1								
Total															0%	1	0	0	0	0	0	1	1

more student views
calendar
state reports
student ECA
ECA eligibility
web enrollment
lockers
lunch count
data exports
templates
system settings
Rollover
assign teacher
student placement

- Placements are then viewed in the Rollover navigator (H3) or the Ready for Next Year navigator (H2)
- They are used to determine next year classes
 - Teachers can be assigned from this view

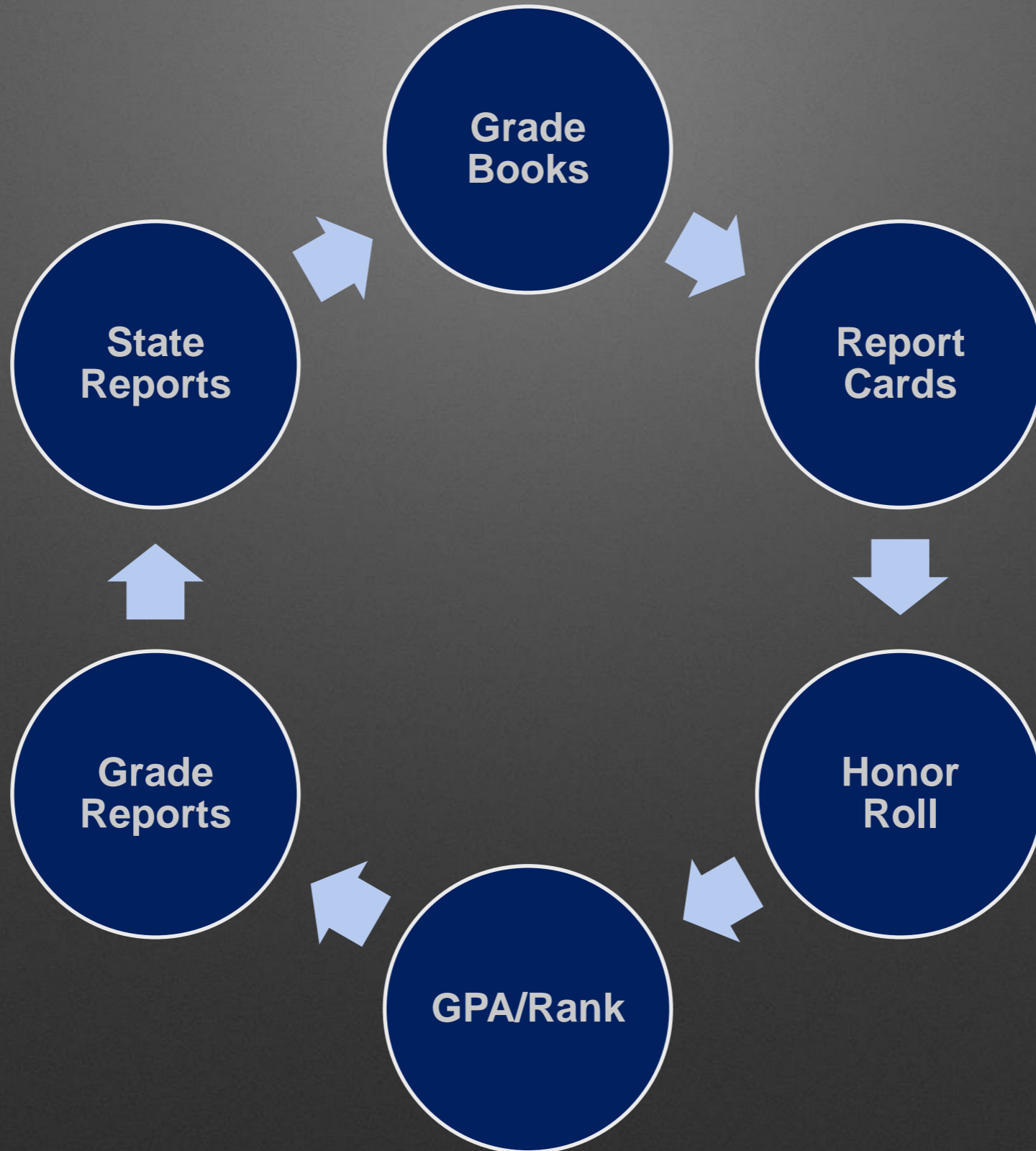
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Step 2:

**Completing the Current
School Year**

What needs to be completed?





Before you rollover...

- Check your System Profile to make sure the grades offered are accurate.
- The highest grade level listed here will be marked as graduated

Guidance	
School year:	2016-2017 ▼
Term:	2
Grading period:	2
Grades offered:	7,8,9,10,11,12
Terms:	2
Grading periods:	2



Before you rollover...

- Make sure you have moved over students to the next database if they are going to a different school in your corporation
 - You should have already moved students for scheduling purposes
 - This is especially important if you have several elementary buildings and students move from one elementary to the next!

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Step 3:

The Rollover Process

Harmony 2

Harmony 2-Promote/Retain

Select the grade level to promote

- Begin with your highest grade level
- Select the students who are retained
- Choose a graduation date, if necessary

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School Management

Students

Attendance

Discipline

Health Records

Classroom

Office Use

System Admin

Profile Documents

Templates

Web Messages

Import Data

Ready for Next Year?

1. Promote/Retain

2. Advance Grade

3. Add School Year

4. Assign Lockers

5. Assign Homeroom

Purchase Orders

Promote Students

Promote Students

Promote students for which grade?

Do not promote these students..

Save

Cancel

Grade 10

Grade 11

Grade 12

Grade 7

Grade 8

Grade 9

Grade Incoming

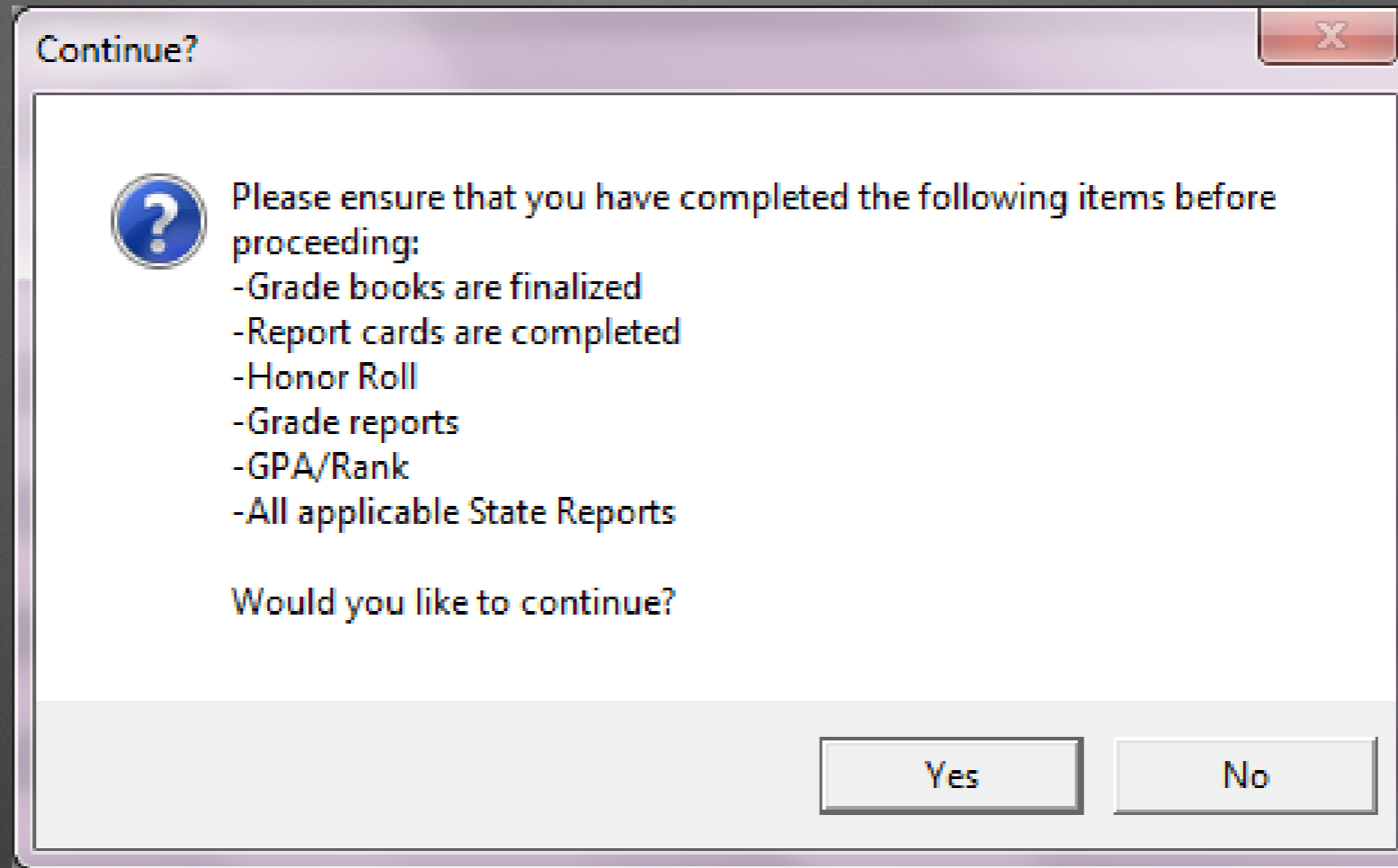
Bryant, Peter A

Meyer, Mitch

Puckett, Megan Ann

Graduation Date 05/27/2017 16

Harmony 2-Advance Grade



- Make sure you have completed all the necessary items
 - If not, stop the process and finish those items

Harmony 2-Advance Grade



Clear Data?

Mark the fields you want cleared as the grade levels are advanced.

If Yes is indicated that data will be cleared!

Free/Reduced Lunch	<input type="checkbox"/> Yes
Direct Cert	<input type="checkbox"/> Yes
ECA	<input type="checkbox"/> Yes
Paperwork	<input type="checkbox"/> Yes

OK

Cancel

- Select if you wish to clear any data
 - When in doubt, do NOT clear
 - This can always be cleared after rollover

Harmony 2-Advance Grade

- Select the grade level to advance
 - Begin with your HIGHEST grade level and work down



Promote Students

Advance which Grade?

Please begin with your highest grade level and work down!

Grade 10

Grade 11

Grade 12

Grade Incoming

Brewer, Ronda L
Brown, Sandi J
Brumfield-Brown, Brittney E
Bryant, John A
Fidler, Jenny
Hamison, Ashley A
James, Lynn
Johnson, Laura N
O'Donovan, Bruce'd K
Robertson, Joshua Allan
Star, Patrick
Thompson, Rebecca C
Walters, Sam

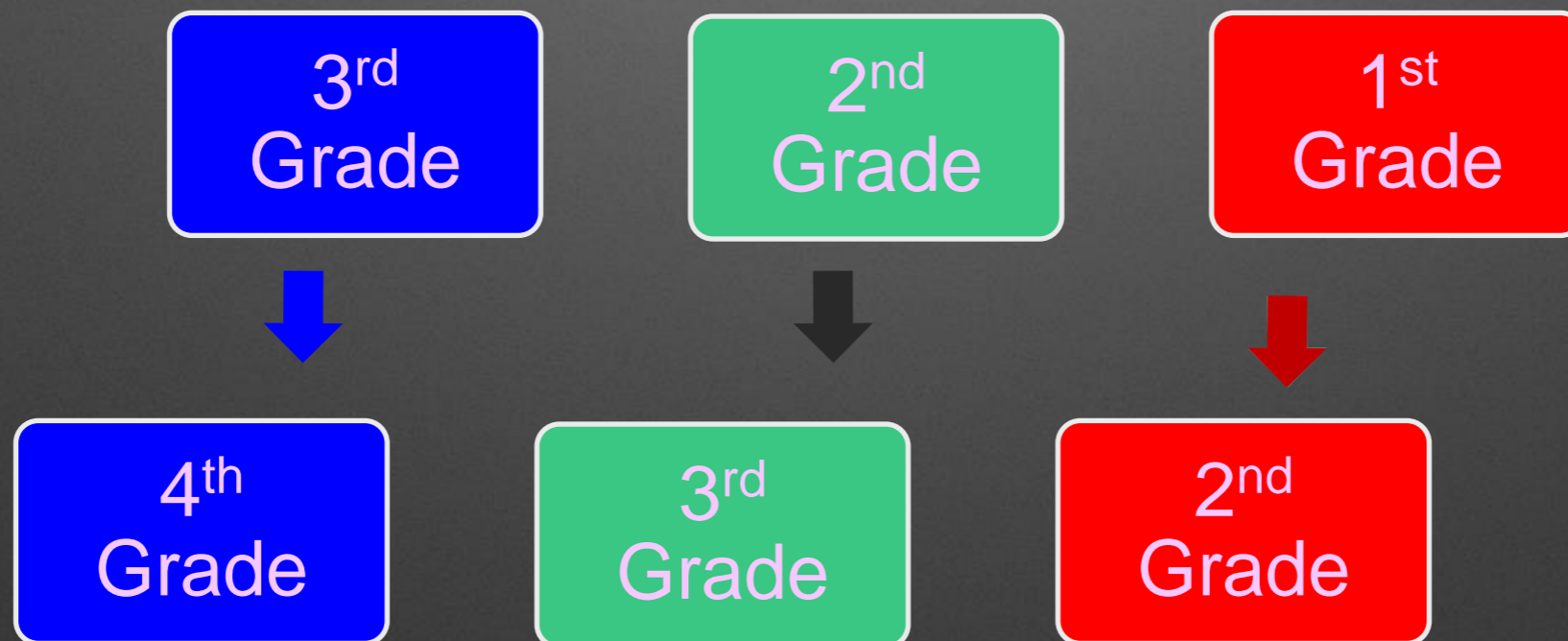
Save

Cancel

Harmony 2-Advance Grade



- Correct way to advance-Starting with highest grade and working down



Harmony 2-Advance Grade



- What happens if you don't advance grade levels from highest to lowest?

1st
Grade

2nd
Grade

3rd
Grade

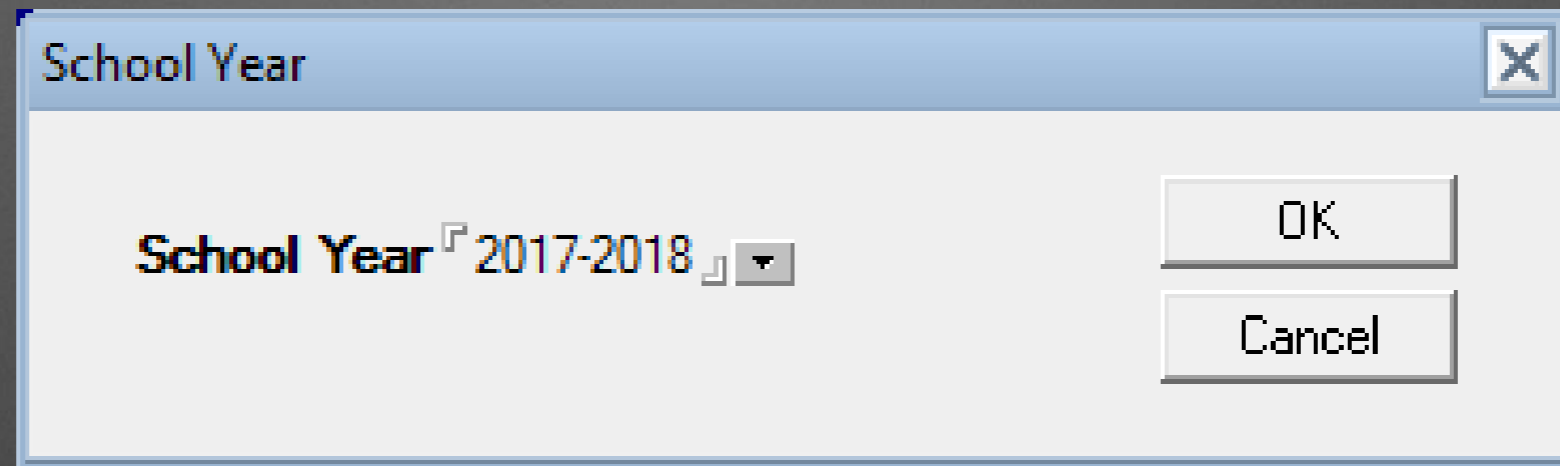


4th
Grade

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Harmony 2-School Year



- Select what school year you wish to add
 - This will add the school year to each student

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Step 3:

The Rollover Process

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Harmony 3 Rollover

Promote / Retain Students

Step 1 - mark retained students

Grade

<input type="checkbox"/>	Student Name	Grade
<input type="checkbox"/>	Beauty, Sleeping Aurora	
<input checked="" type="checkbox"/>	Benson, Bill	(8)
<input type="checkbox"/>	Bob, Billie	
<input checked="" type="checkbox"/>	Brewer, Emma E	(11)
<input type="checkbox"/>	Brinkley, Samantha	
<input type="checkbox"/>	Brown, Dean	
<input type="checkbox"/>	Brown, Sandi	
<input checked="" type="checkbox"/>	Bryant, Duane A	(11)

These students will be retained

Benson, Bill (8)
Brewer, EmmaE (11)
Bryant, DuaneA (11)

Graduation Date

All active and incoming students will be marked as promoted, except for any students listed above.

Students will be advanced to the next grade level on the following screen.

next cancel

Office Use

- textbook rental
- more student views
- calendar
- state reports
- student ECA
- ECA eligibility
- web enrollment
- lockers
- lunch count
- data exports
- templates
- system settings
- Rollover**
- assign teacher
- student placement
- promote students**
- health records

- Choose “Promote Students”
 - Select the students to be retained
 - Enter the graduation date

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Harmony 3 Rollover

● Stop!

Please ensure you have completed the following items before proceeding...

- Grade books are finalized
- Report cards are complete
- Honor roll
- Grade reports
- GPA / Rank
- All applicable State Reports

If you have not completed these items, you should do so before you advance your students.



yes, continue



no, I'm not ready to continue

Verify that
you have
completed all
the items from
the school
year



Harmony 3 Rollover

Step 2 - advance students' grade and reset fields

Mark the fields you want cleared for each student as the grade levels are advanced.

- Direct Certification
- Extracurricular Activities
- Paperwork
- License Plate Number
- Parking Permit Number
- Vehicle Description

Students who were not retained will be advanced to the next grade level.
Students leaving this building will be marked as graduated.

When you are ready to complete your rollover, touch Finish.

 finish  cancel

- Select what fields you want cleared
 - Students will be advanced to the next grade
 - School years will be automatically added

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Step 4:

**Setting up the New
School Year**

After the Rollover steps are completed...



- System Profile changes
 - Change the school year
 - Enter the new grading period dates
 - Update the current term/current grading period

Guidance	
School year:	2017-2018 ▼
Term:	1
Grading period:	1
Grades offered:	7,8,9,10,11,12
Terms:	2
Grading periods:	2

Grading Period Dates			
Grading period 1:	8/14/2017	10/16/2017	
Grading period 2:	10/17/2017	12/30/2017	
Grading period 3:	1/6/2018	3/24/2018	
Grading period 4:	3/25/2018	5/15/2018	
Grading period 5:			
Grading period 6:			

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IF YOU ARE SCHEDULING...

- Continue to work in the Show Next Year navigator as normal
- We will change current year views to match Show Next Year during the summer

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Health

Records

Rollover



Harmony 2 Health Records Rollover

- Click the “Rollover” button from the Immunizations, Allergies and Health Concerns views
- Select the building the students move to
- You must do this from each building

The screenshot shows the Harmony software interface. The top navigation bar includes "Incomplete Immunizations", "Rollover Immunizations" (circled in red), "Mark as Incomplete", and "CHIRP Export". The left sidebar shows a menu with "Health Records" expanded to "Immunizations". The main table displays student records with columns for Student, DOB, ID, Grade, and Complete. A dialog box is open over the table, showing "Students from this building" as "Elementary Harmony R2.0" and "will move to this building" as "Student Manager Template : R20\student.nsf". A blue arrow points from the "Rollover Immunizations" button to the dialog box. The dialog box has "OK" and "Cancel" buttons.

Student	DOB	ID	Grade	Complete
Brumfield, Brit B	07/12/2000	123654789	Inactive	
Fidler, Ryleigh M	08/05/99	111107003	Inactive	
Jerrell, Nir				
Jordan, F				
Mouse, M				
Nitschke, N				
Nitschke, W				
Wilson, R				



Harmony 3 Health Records Rollover

- Building Rollovers must be done first
- Health records will be automatically moved to the building the student is in

Rollover					
promote students					
health records					
<input type="checkbox"/>	Smith , Susie Q	9	10/16/99	222204555	+
<input type="checkbox"/>	Test , Testing	11	04/05/00	222214001	+

Rollover health records

Health records will be updated with the students' current grade level and advanced to the next building where appropriate.

Students from this school will be moving on to which school?

Somewhere Central High School ▼

All buildings should complete their student rollover before you run this process.

Are you ready to roll over your health records?

✓ yes, continue

✗ no, I'm not ready to continue

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Other

Questions/Comments?

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Help Document Website

<http://harmony.logickey.com/support>