The Rollover Process

Sandi Brown

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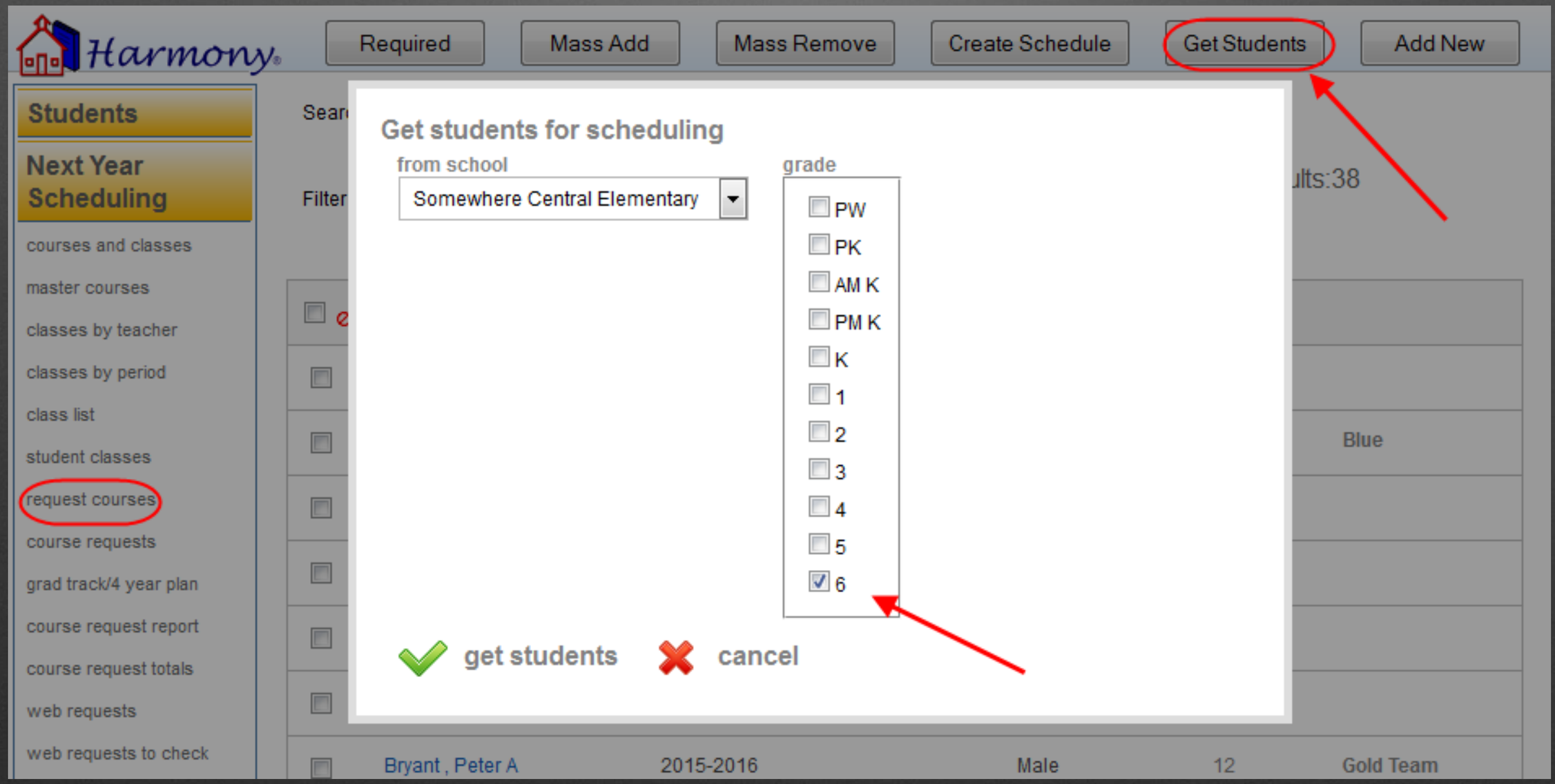
Step 1:

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



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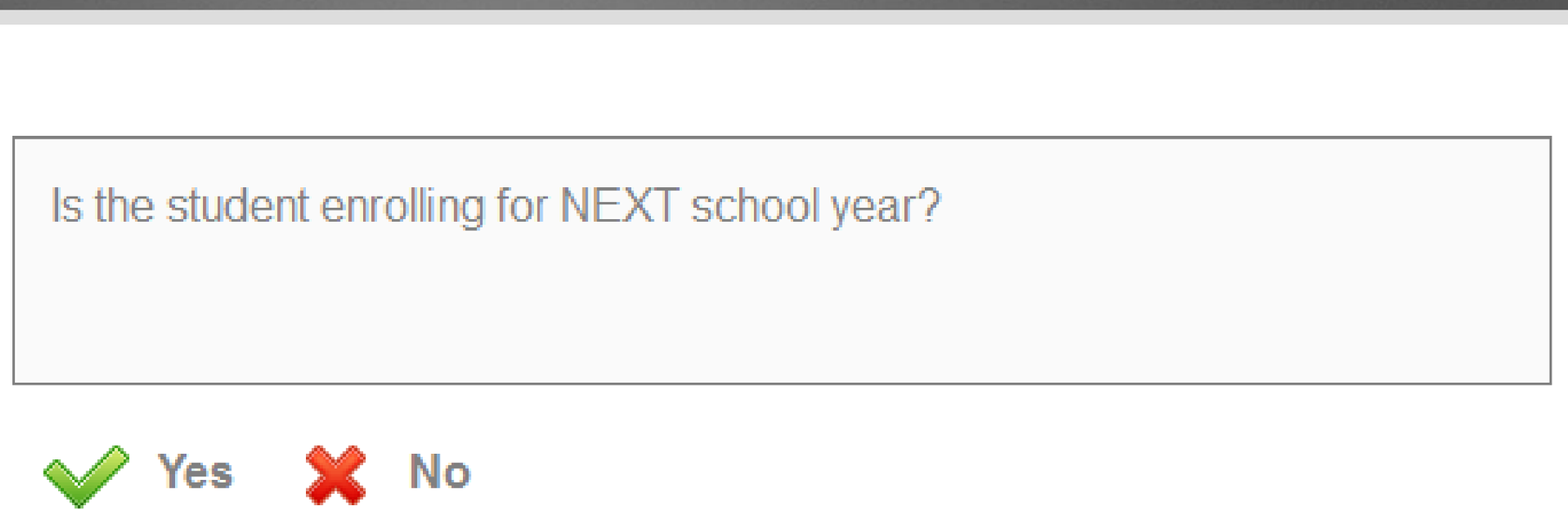
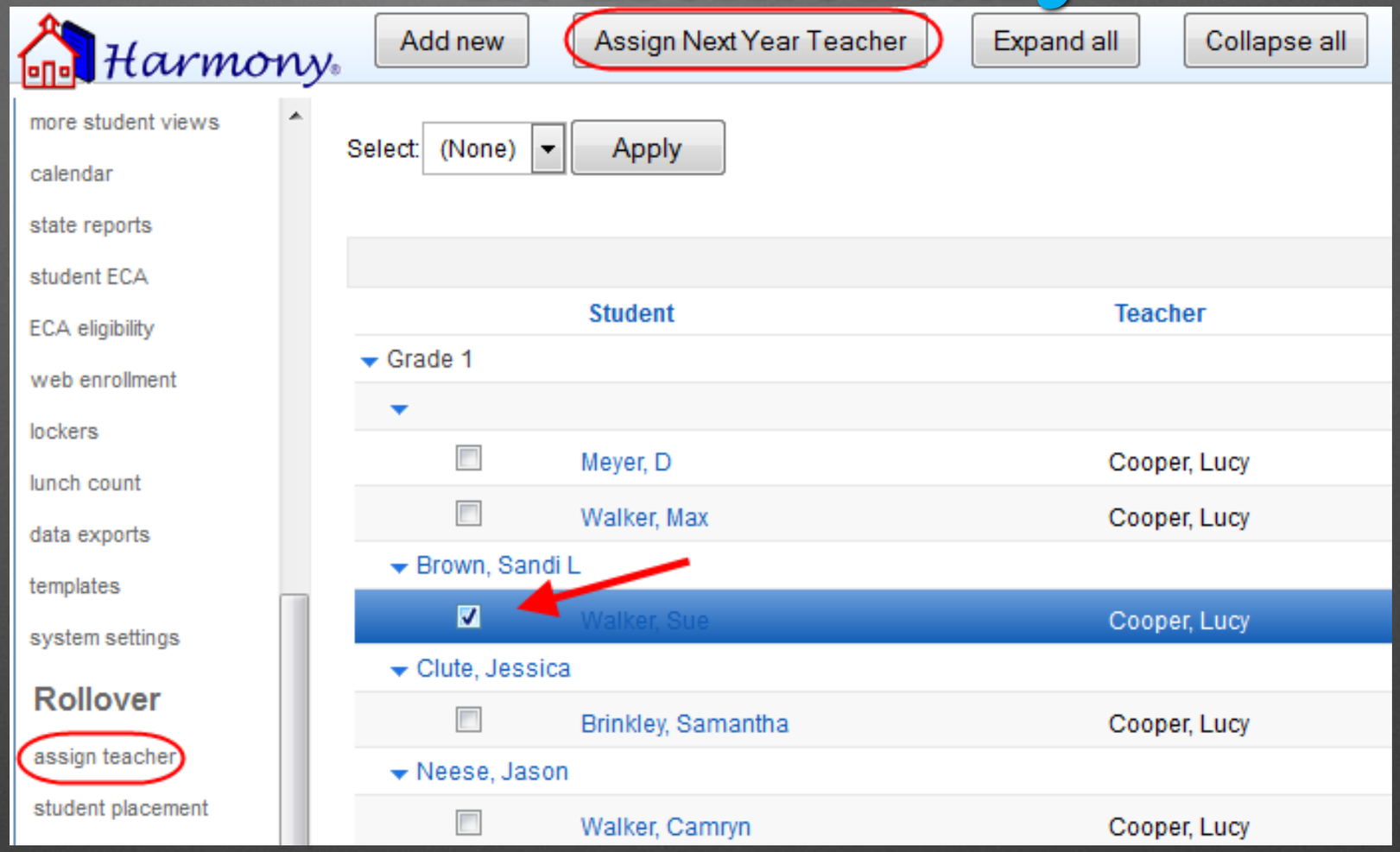
Enrolling Students for Next Year



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



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

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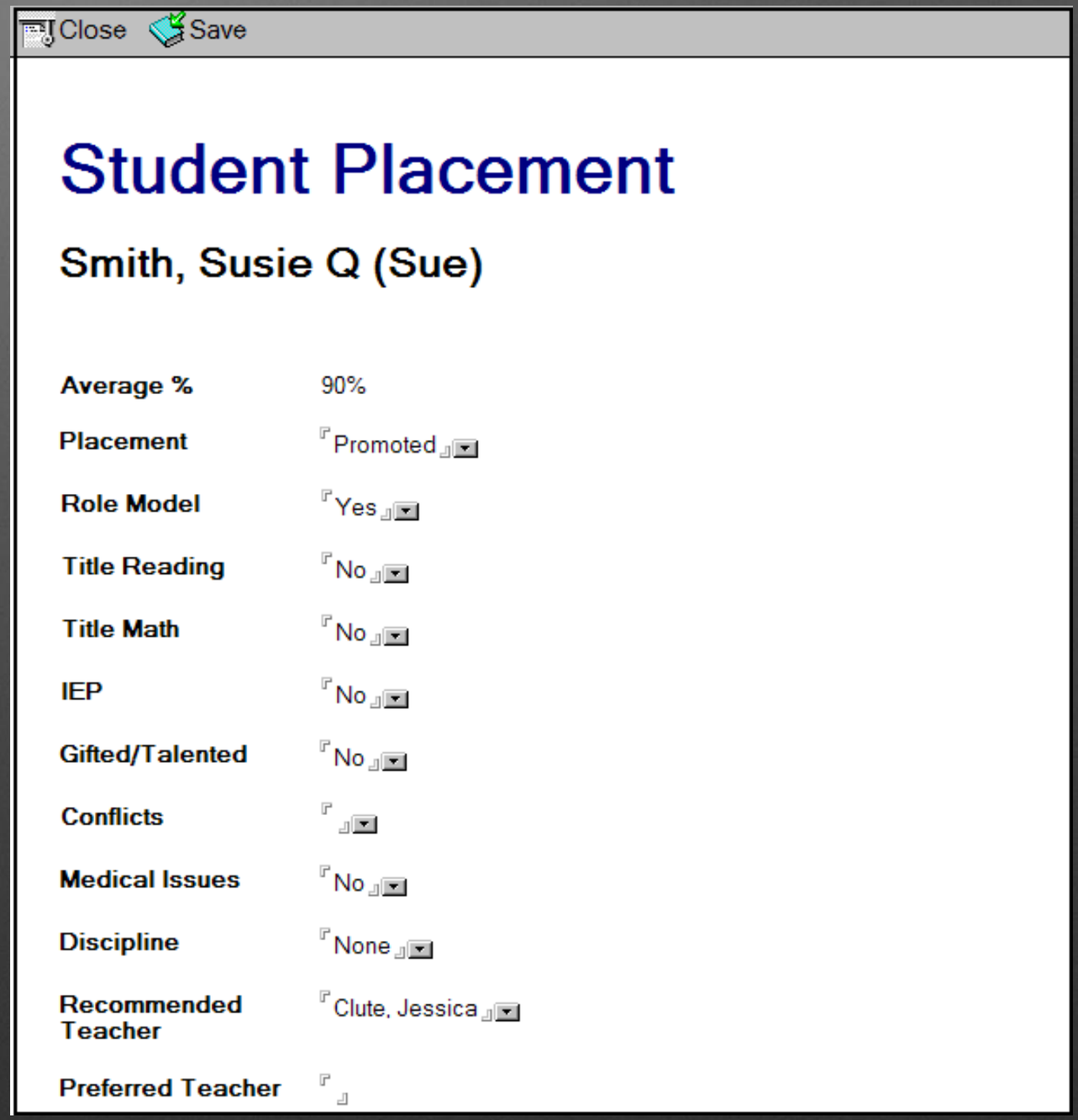
To Use Placements in Elementary-H2

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



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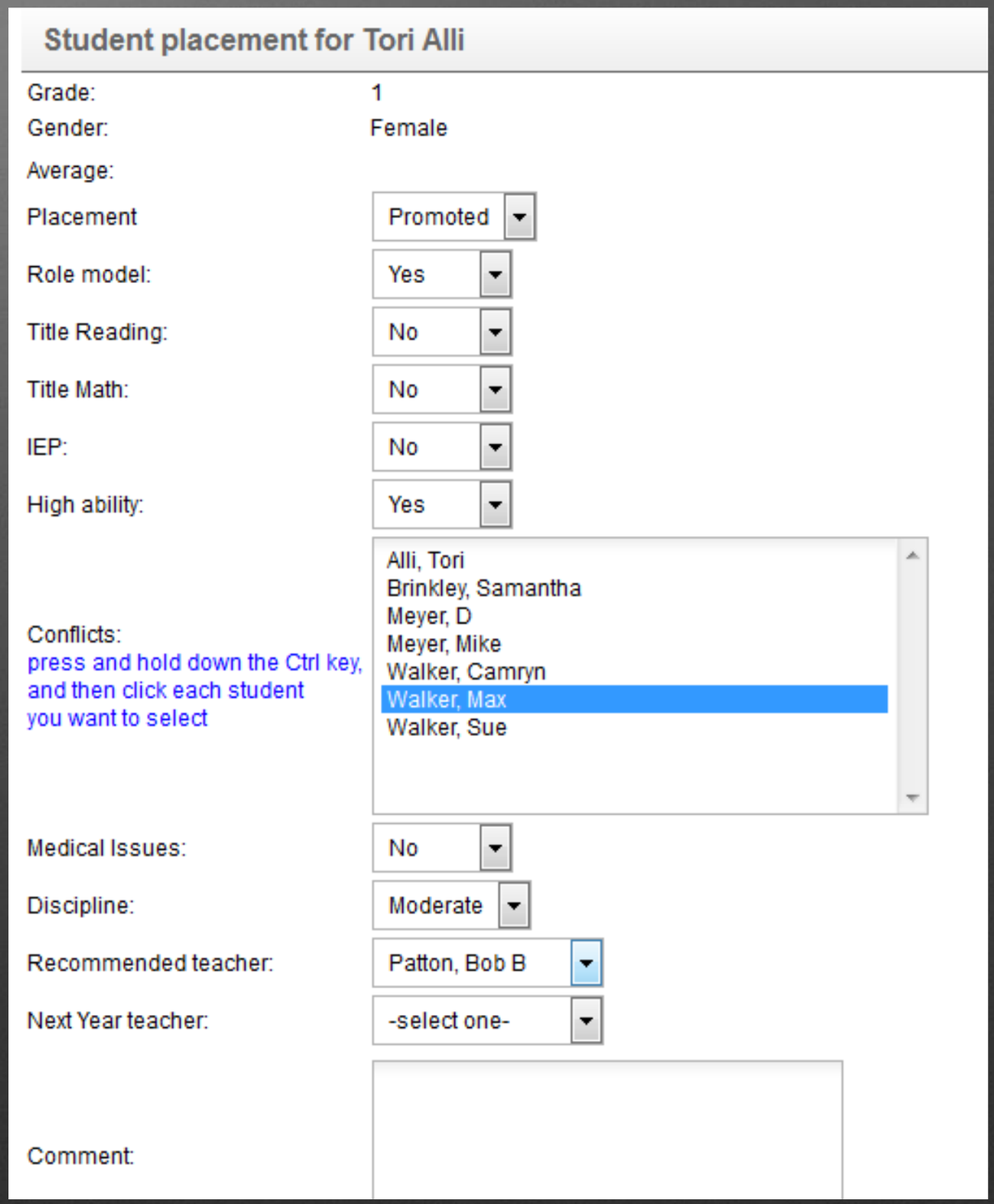
To Use Placements in Elementary-H3

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



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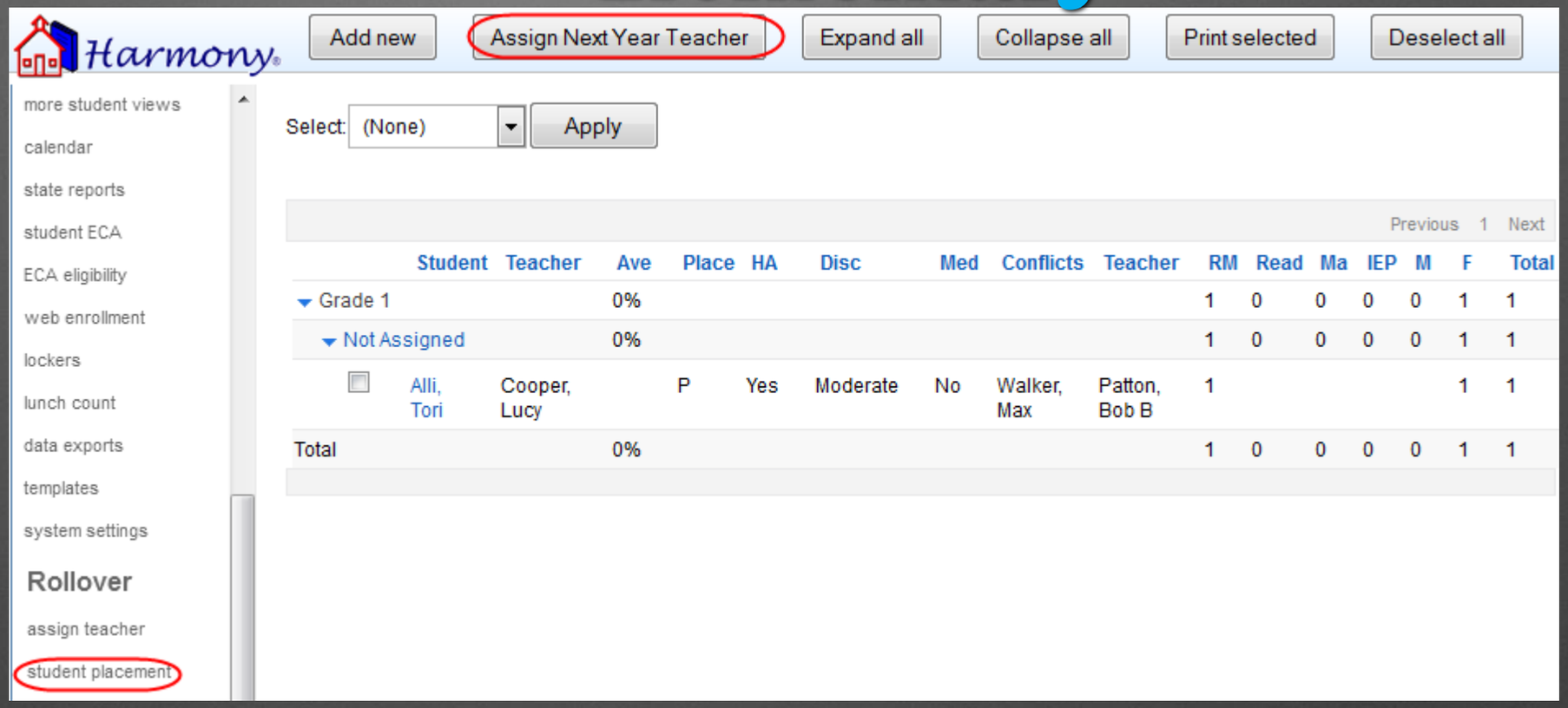
To Use Placements in Elementary



- 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

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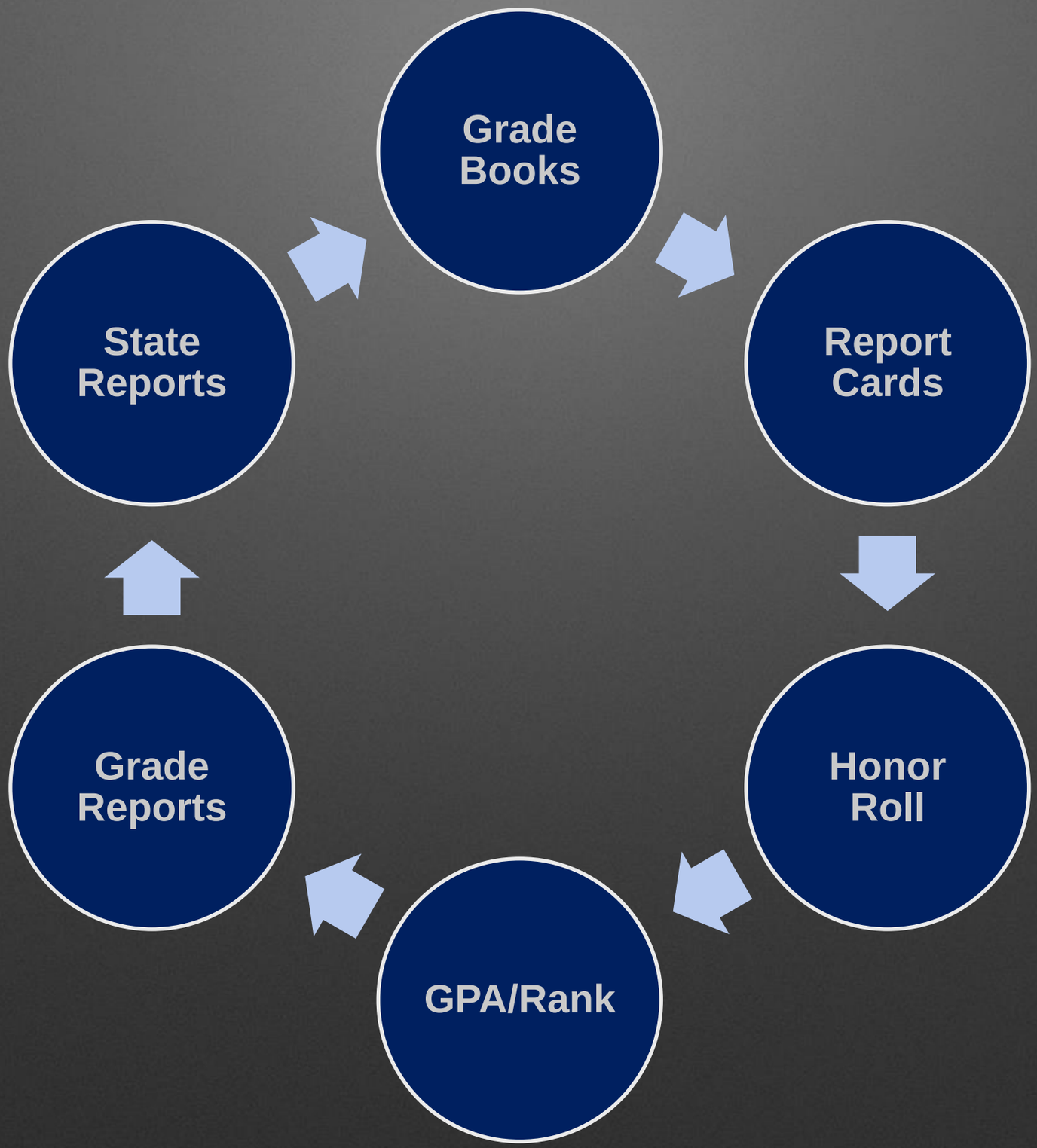
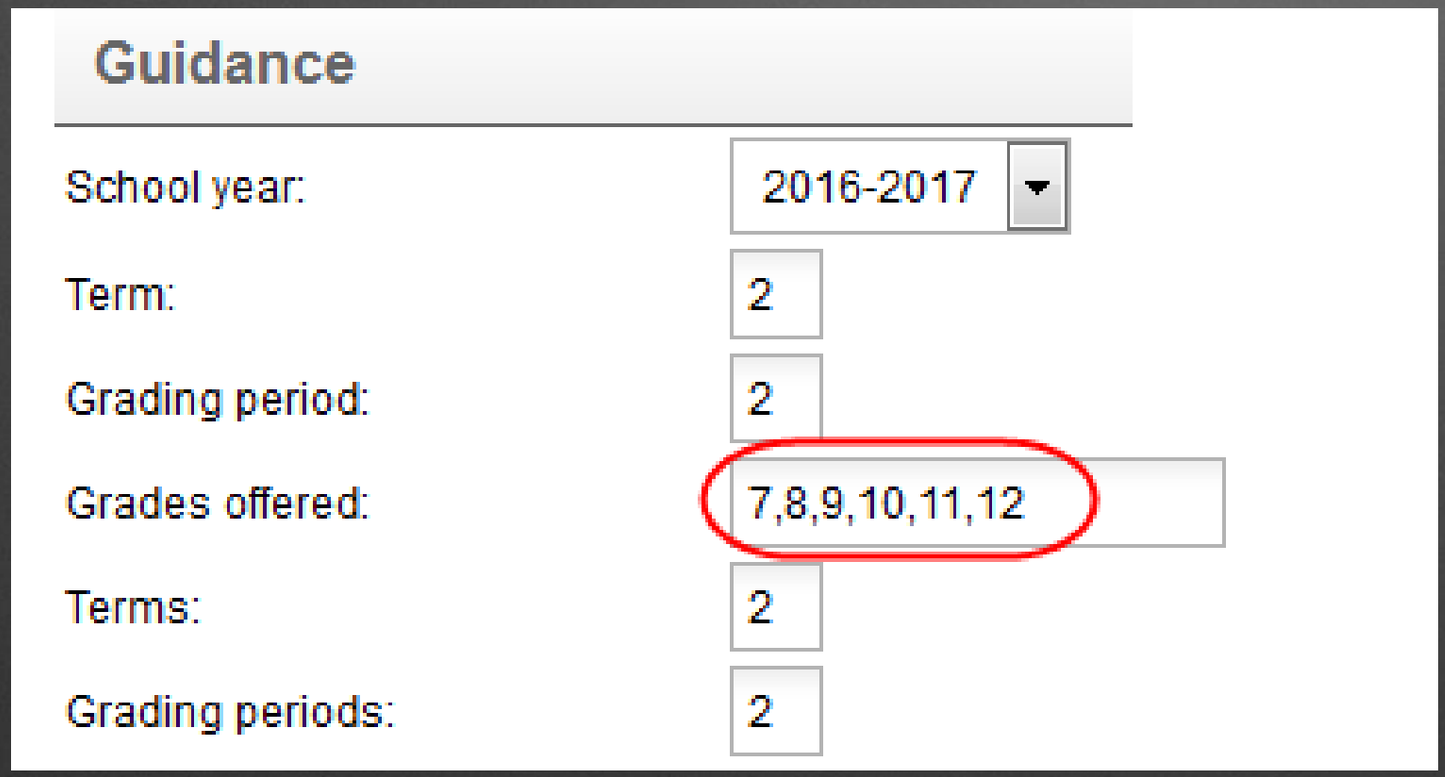
BRINGING YOUR SCHOOL TOGETHER

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

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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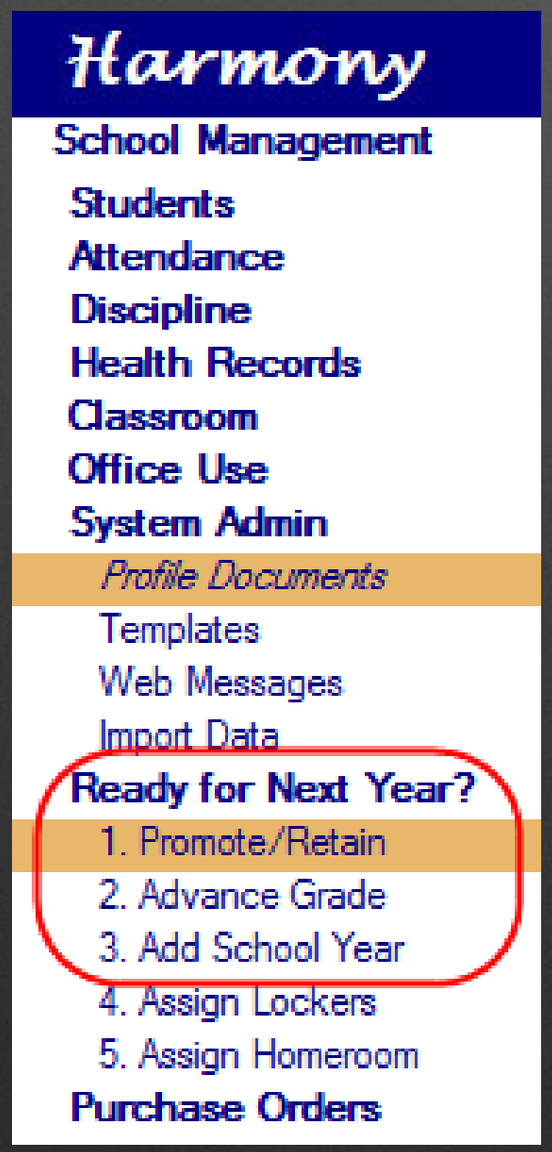
Step 3:

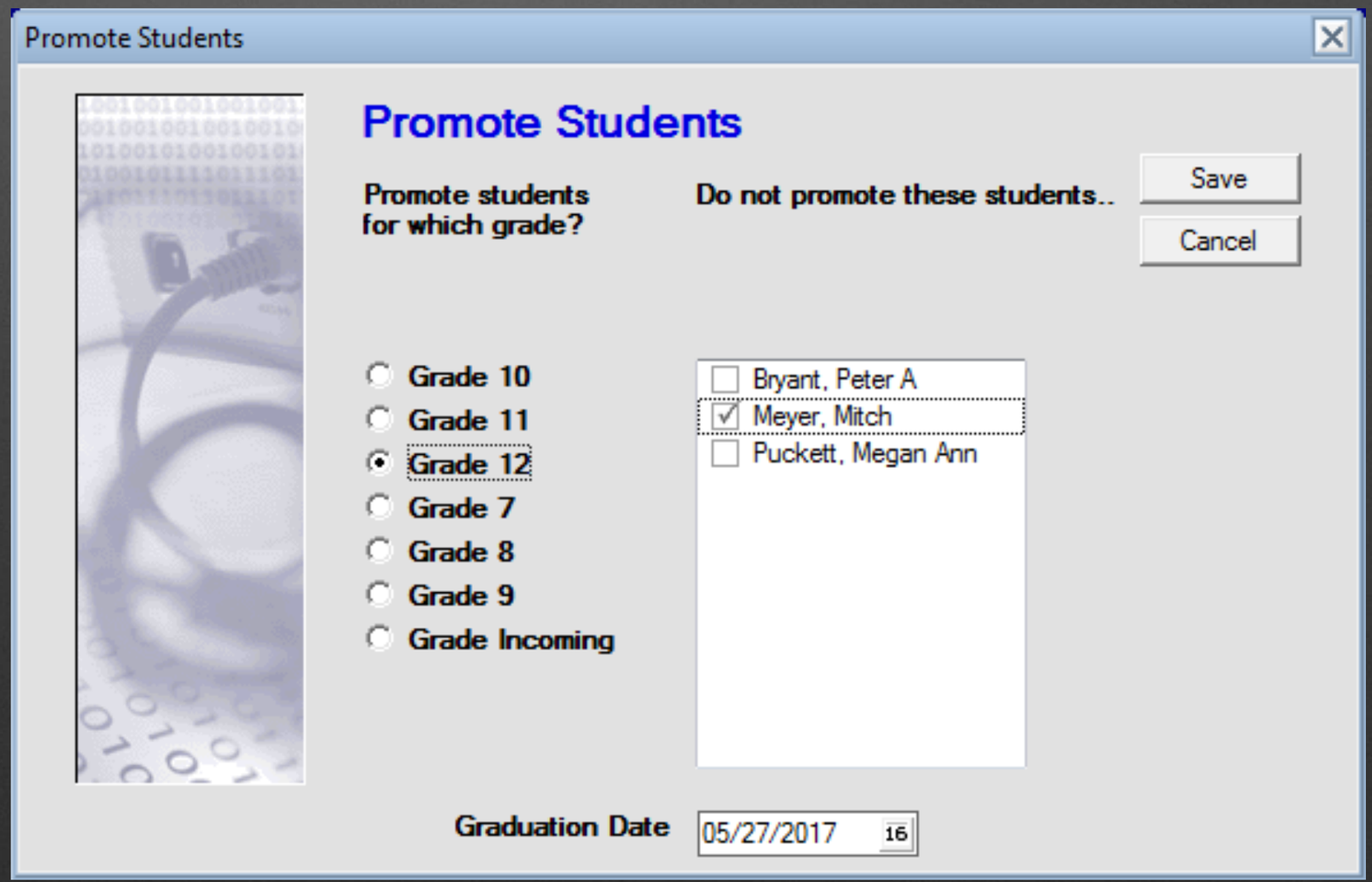
The Rollover Process

Harmony 2

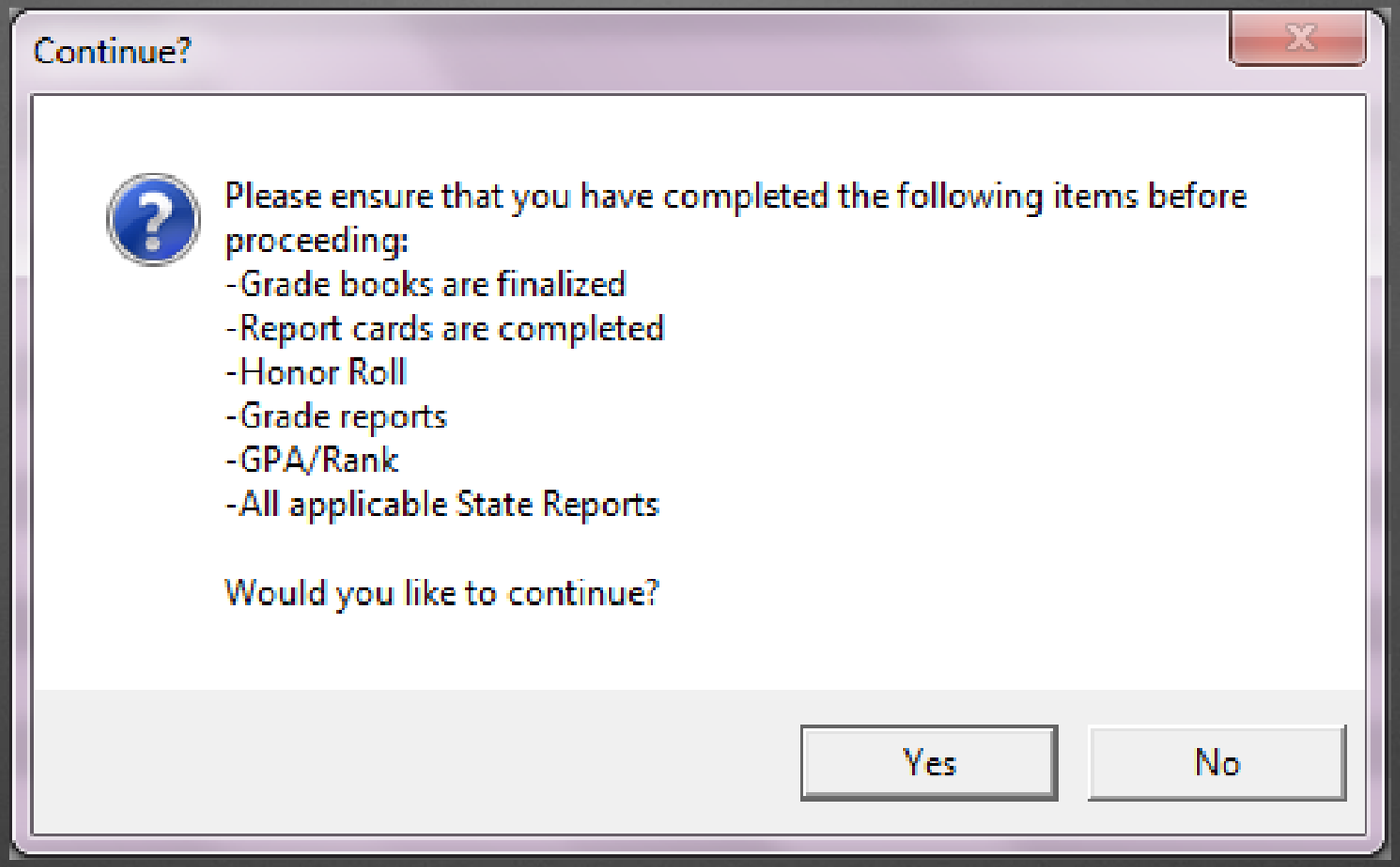
Harmony 2-Promote/Retain

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



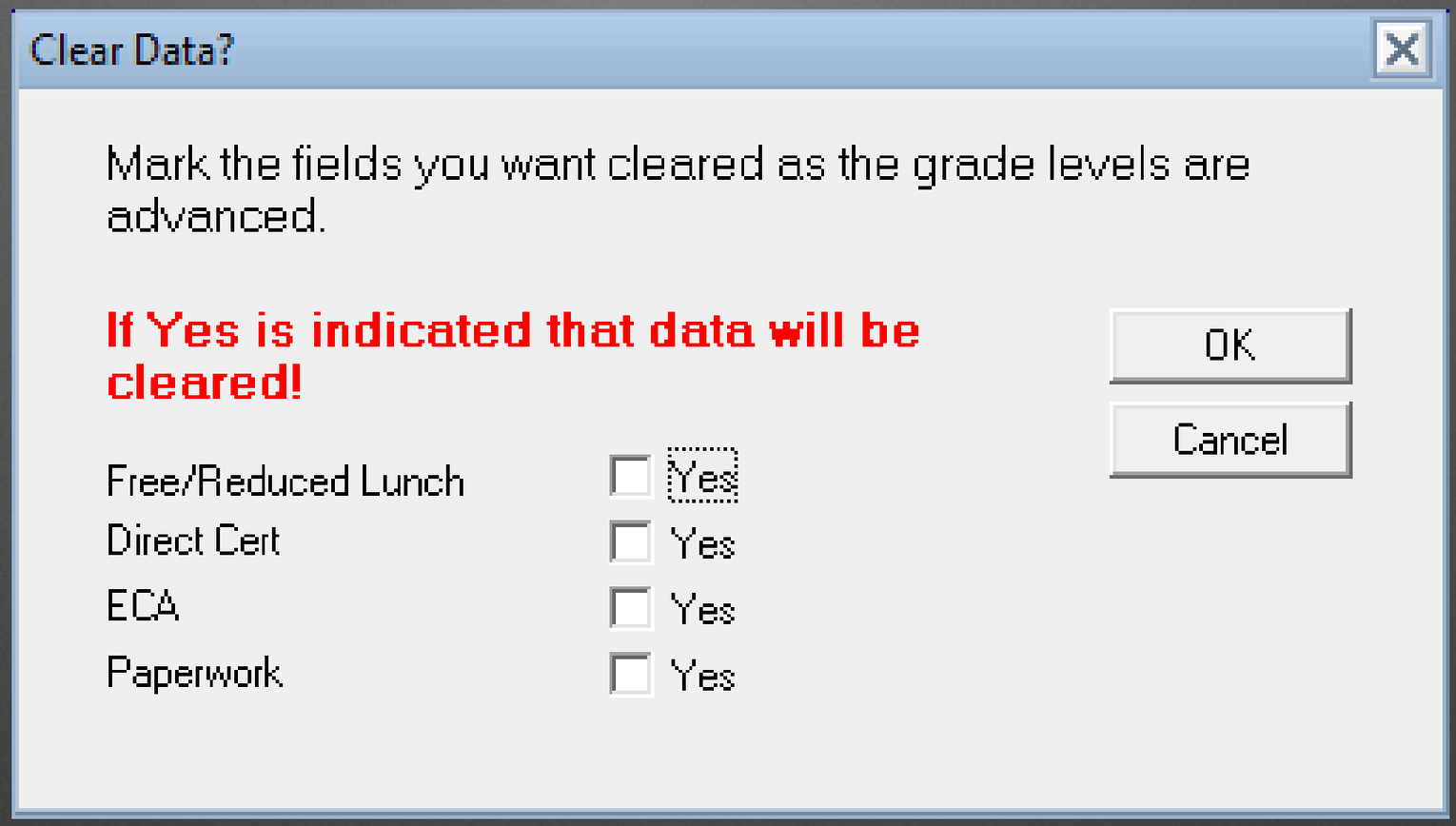


Harmony 2-Advance Grade



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

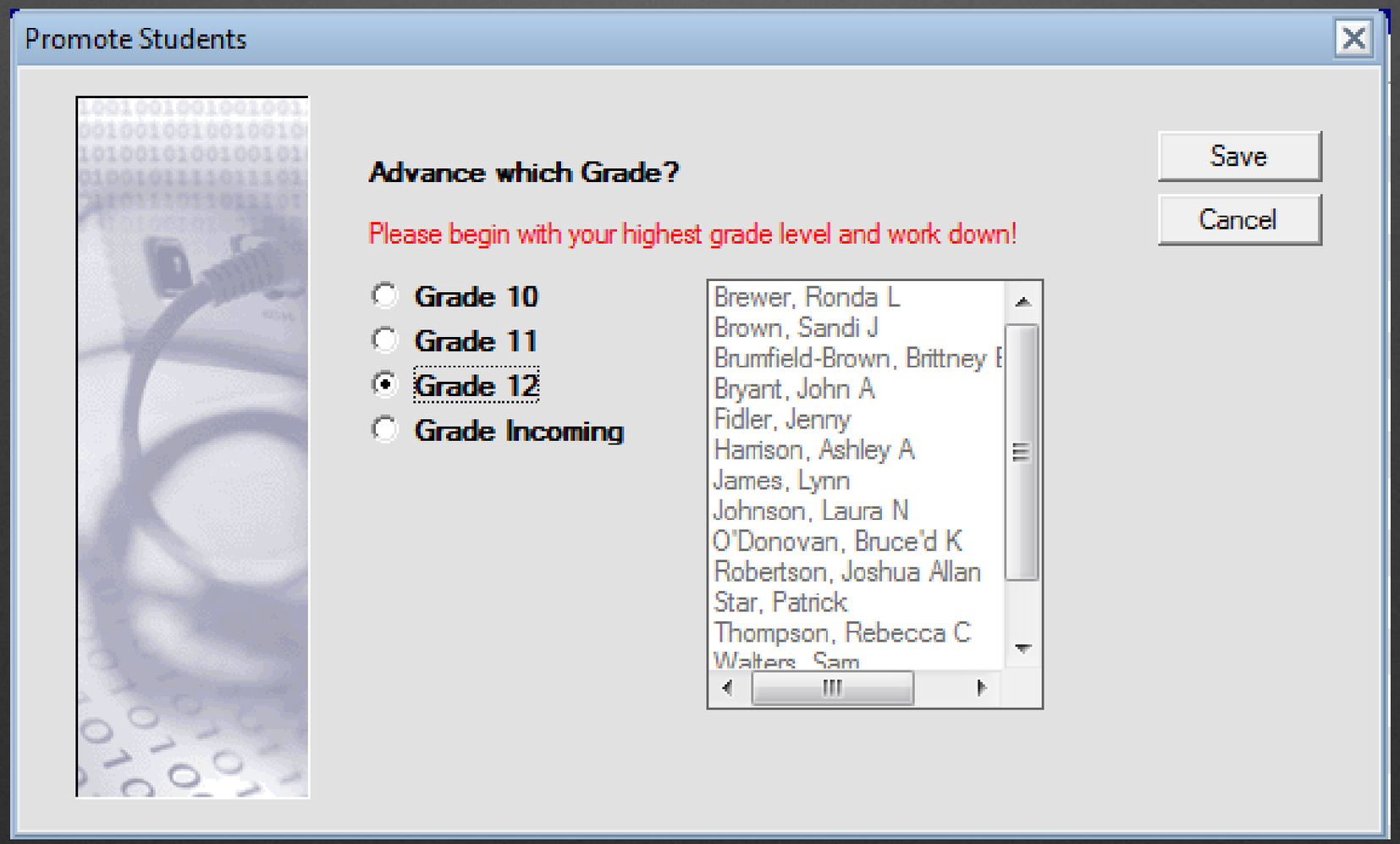
Harmony 2-Advance Grade



- 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



Harmony 2-Advance Grade

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

3rd Grade	2nd Grade	1st Grade
↓	↓	↓
4th Grade	3rd Grade	2nd Grade

Harmony 2-Advance Grade

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

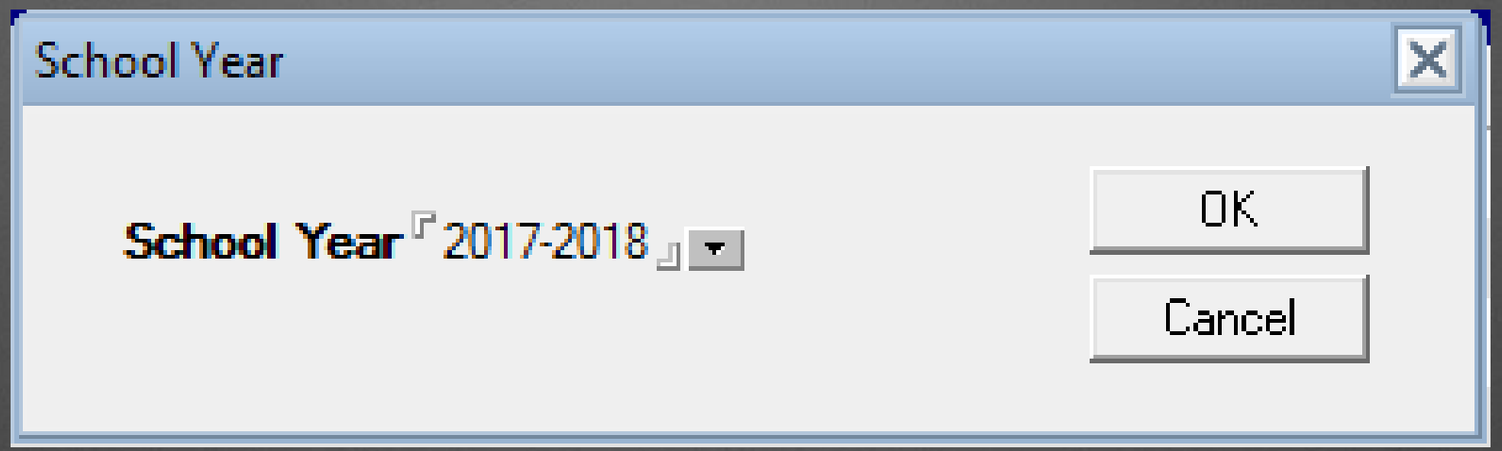
1st Grade

2nd Grade

3rd Grade

4th Grade

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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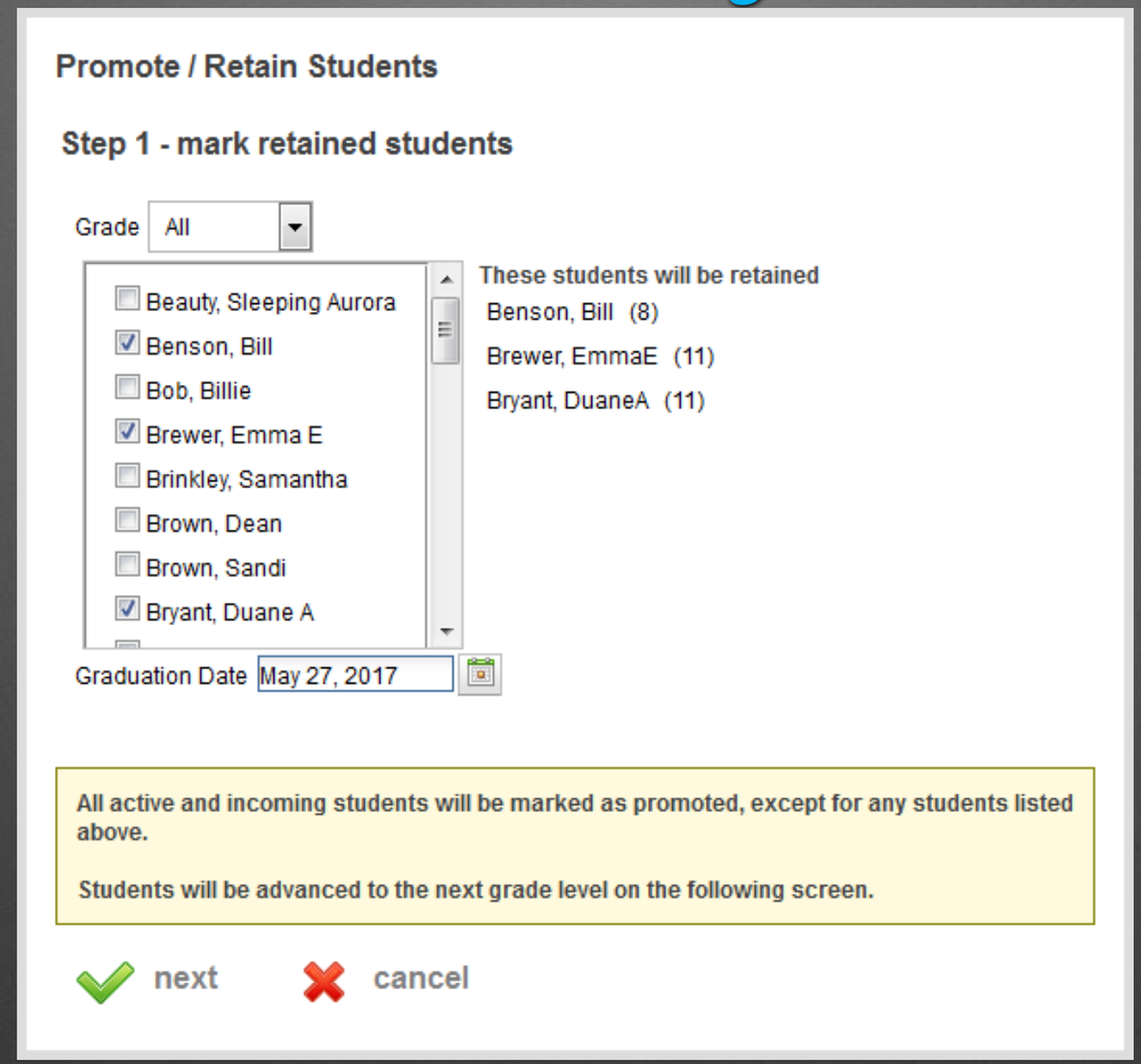
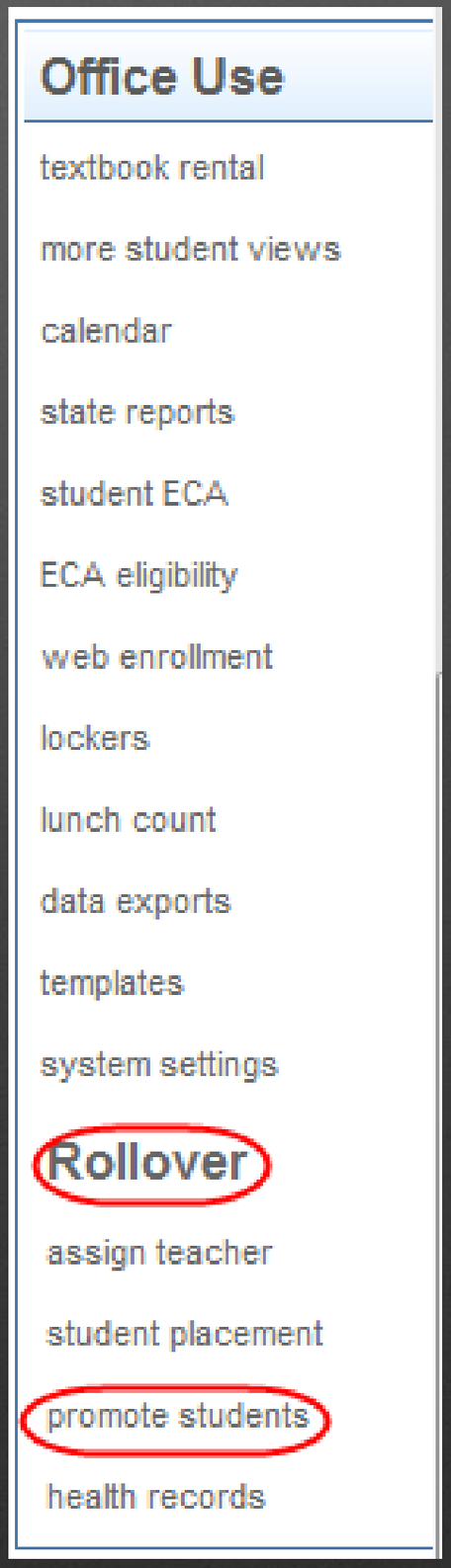
Step 3:

The Rollover Process

Harmony 3

Harmony 3 Rollover

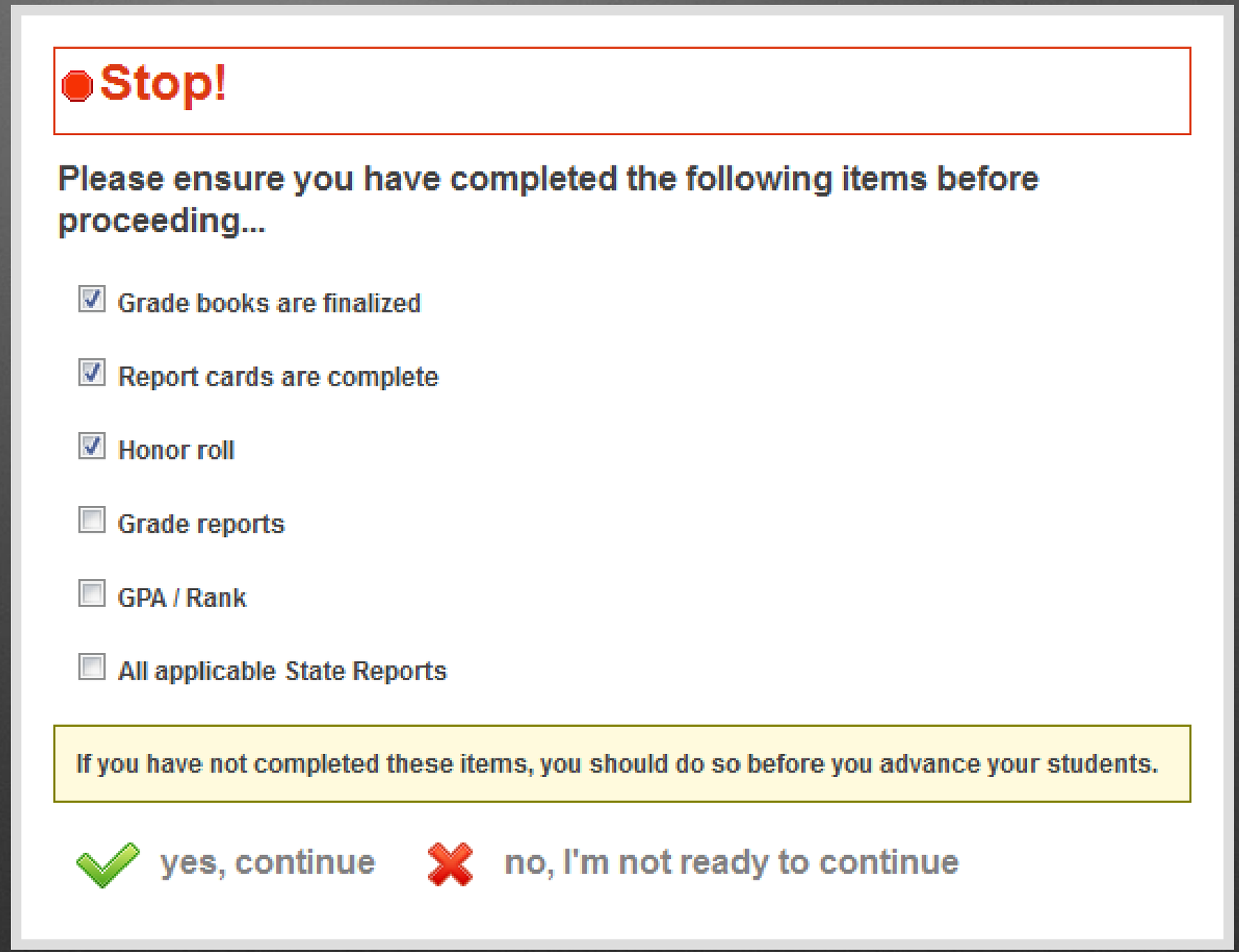




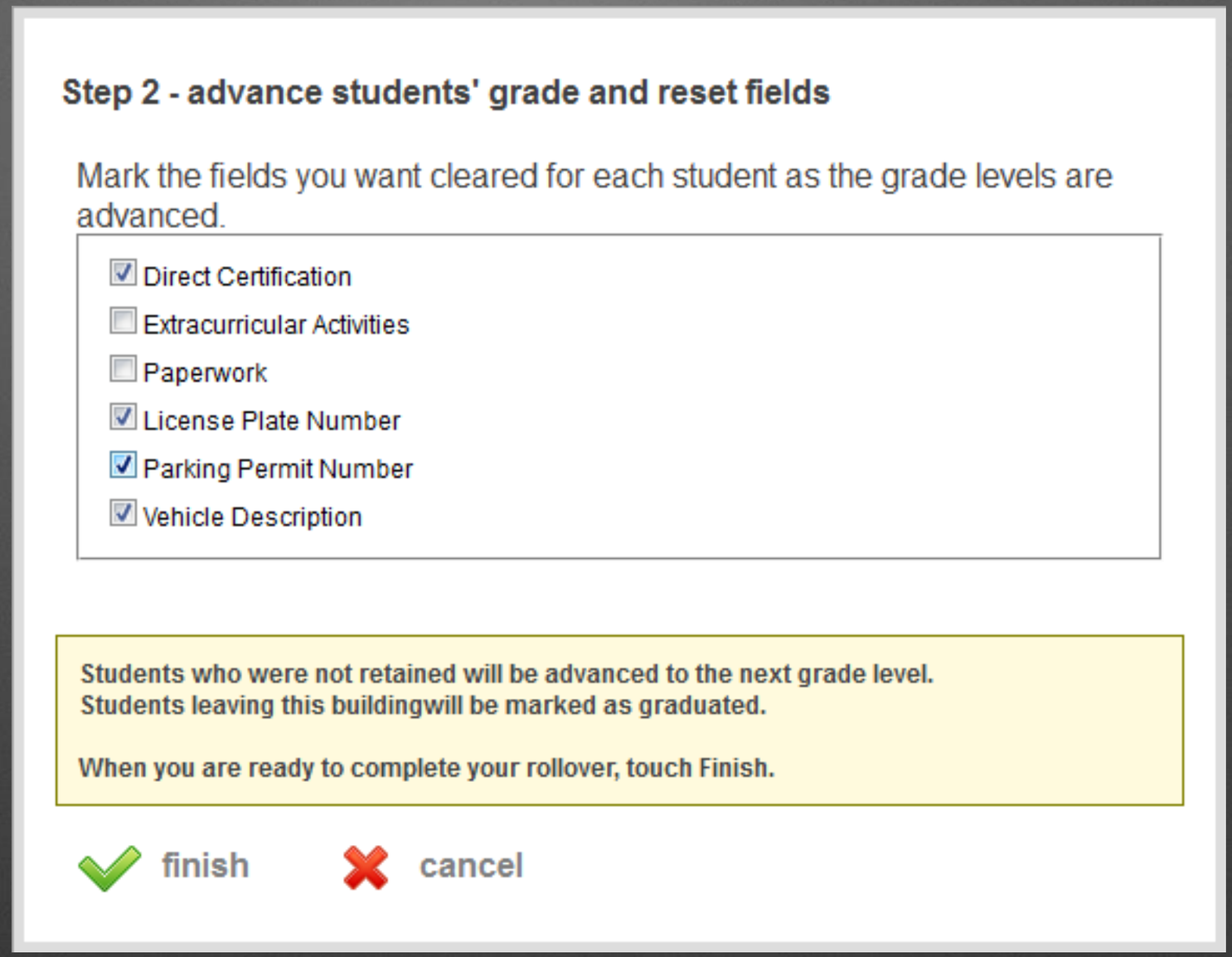
- Choose “Promote Students”
  - Select the students to be retained
  - Enter the graduation date

Harmony 3 Rollover

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



Harmony 3 Rollover



- 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

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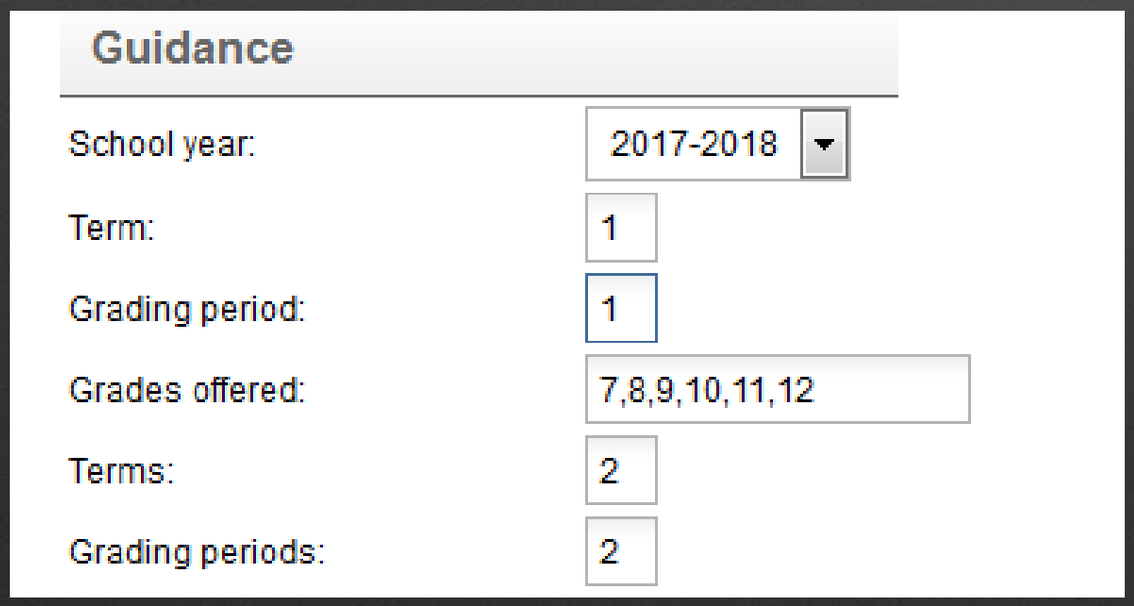
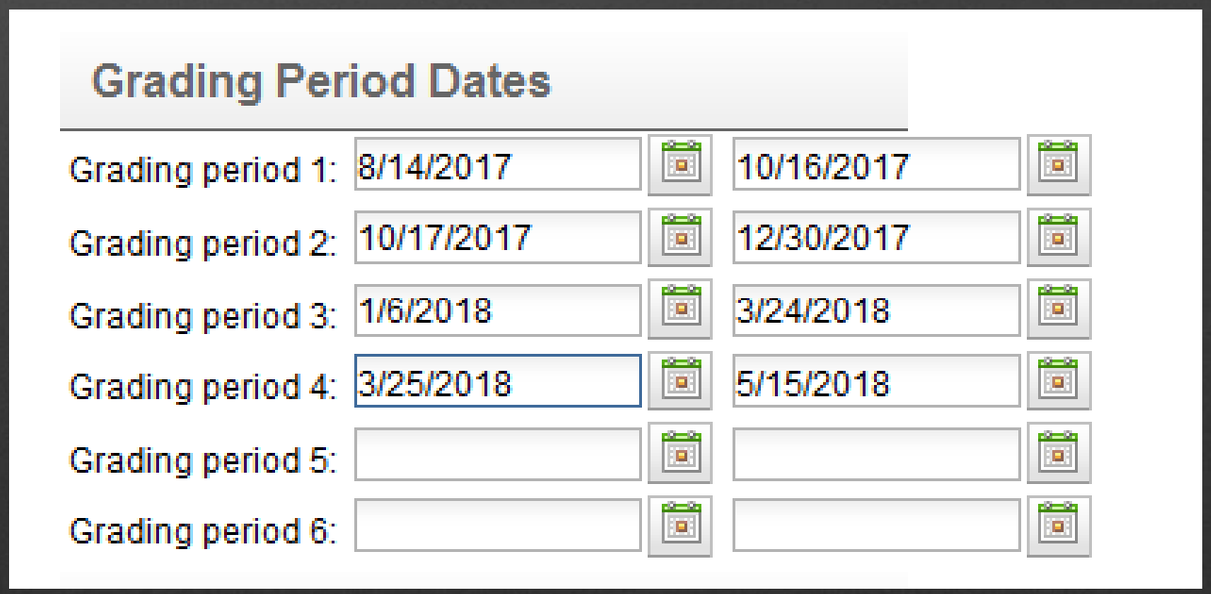
After the Rollover steps are completed…

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





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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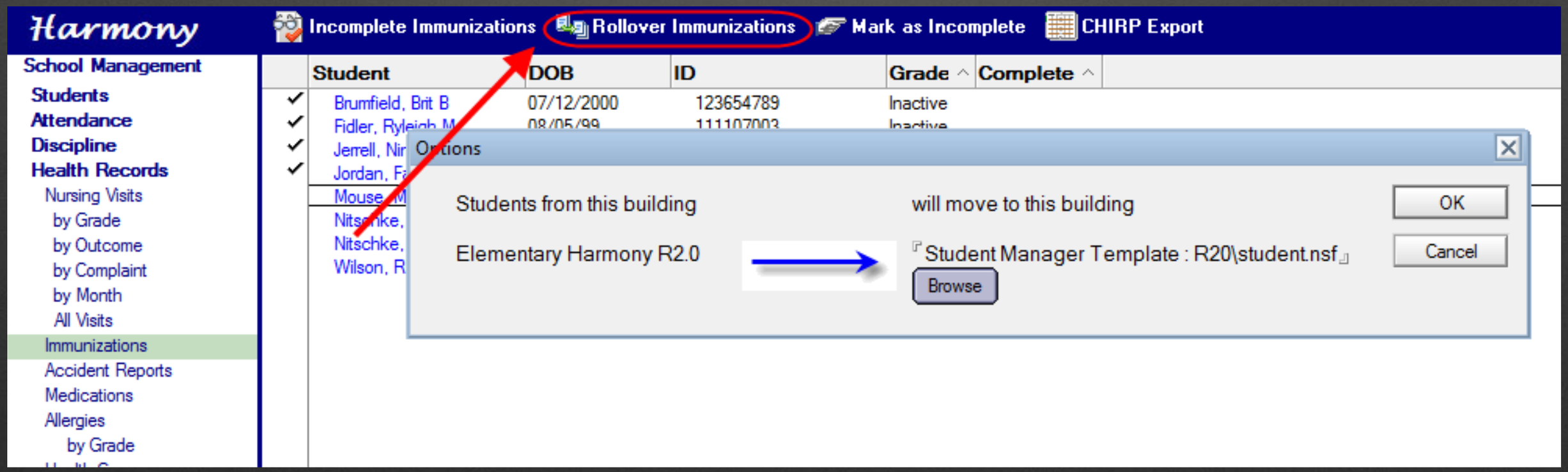
Health Records Rollover

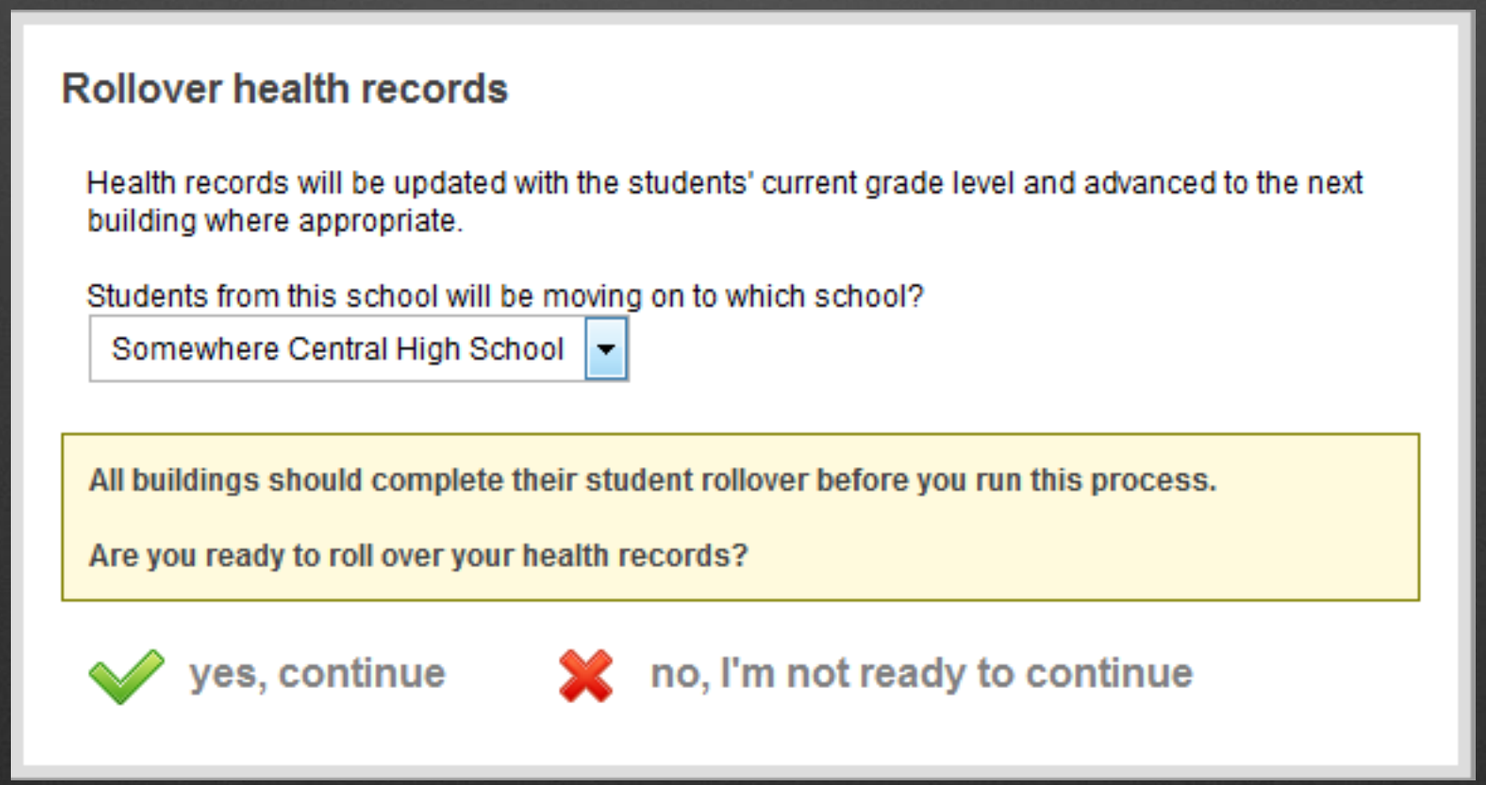
Harmony 2 Health Records Rollover

- 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



Harmony 3 Health Records Rollover

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



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Other

Questions/Comments?

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Help Document Website

http://harmony.logickey.com/support