Calendar Setup

Path: New Look: Scheduling & Courses>Calendar Setup>Calendar Information
Path: Old Look: System Administration>Calendar>Calendar

1) Calendar
2) Start and End Dates should be 7/1/xx to 6/30/xx+1 (fiscal year).
3) If other than a regular school calendar, select Type (e.g., Extracurricular calendars are "Other").
4) If there is a significant schedule difference within the school, a second calendar must be created (e.g., K goes M-TH, 1-6 goes M-F).
5) Grade Levels
   a) The grade levels should match the OPI Central grade levels for the calendar/school (a district could have two calendars in the school that, together, match the OPI Central grade levels (e.g., K-3 calendar, 4-5 calendar).
6) Terms
   a) Enter the terms that match the grading periods for the school (trimester, quarter, etc.).
7) Periods
   a) Create Period Schedules for each day length during the year (regular day, early release).
   b) Enter Start and End times. For elementary, only beginning of the day and end of the day are required. For accredited 7-8 and HS use period schedules.
   c) In the "Lunch Time" field, enter the number of minutes of unstructured time between start and end times of the day.
   d) Do not check any time periods between the start and end of school as non-instructional (e.g., a lunch period – enter the period minutes in the lunch time field).
8) Days
   a) Click Day Reset
   b) Enter first and last instructional school day, select the days school is held (generally) and click Create Days
   c) For PIR Days, check School Day, enter Day Event, and Duration (actual hours of instruction, minus breaks). Full day PIR is 6 hours (360 minutes). Minimum PIR is 2 hours (120 minutes).
   d) For non-school days, uncheck School Day, Instruction and Attendance and enter Day Event (optional).
   e) For early out or other day changes, change Period Schedule for the date.

There are options to do a day rotation (A/B or MTWRF) or copy calendars from one calendar to another. Consult the full user guide for more information.

Staff Setup

Path: New Look: Census>People>Demographics OR Census>Staff>Staff Locator Wizard
Path: Old Look: Census>People>Demographics OR Census>Staff Locator

1) Search for Person:
   a) Search for All People.
   b) If not found using All People search, use Staff Locator.
   c) If multiple people are found *within* the district, combine using Data Utilities>Combine Person.
   d) If multiple people are found *using the Student Locator*, select the best match and the state will combine the duplicates.
2) Demographics: Enter/verify the SEID in the Staff State ID field.
3) District Employment: Enter District Employment Start Date (may be historical OR 7/1/2023 or later).
4) District Assignment (use the TEAMS – TOE Position Code Crosswalk for reference):
   a) Select School (or use District Level – EL, HS, K-12).
   b) Enter Start Date (may be historical OR 7/1/2023 or later).
   c) Enter State Assignment Code.
   d) Enter FTE that corresponds to the assignment.
   e) Enter other information as indicated on the Crosswalk.
5) Credentials:
   a) Click New Credential.
   b) Select Licensure/Certification (professional licensure) or Highly Qualified (SPED/Paraprofessional).
      i) Licensure/Certification (DLI Licensure):
         (1) Select New Credential/Subject Type Licensure/Certification.
         (2) Enter Start Date (license issue date) and End Date (expiration date).
         (3) Select either SPED Related Services Credential or Health License.
         (4) Enter License Number.
         (5) Enter License/Certification Type.
      ii) Highly Qualified (SPED):
         (1) Select New Credential/Subject Type Highly Qualified.
         (2) Enter Start Date (historical or 7/1/2023 or later).
         (3) Select Subject Type SPED: Special Education Content.
         (4) Select Certification Status.
      iii) Highly Qualified (Paraprofessional):
         (1) Select New Credential/Subject Type Highly Qualified.
         (2) Enter Start Date (historical or 7/1/2023 or later).
         (3) Select Paraprofessional Qualification.
6) Contractors
      i) Path: New Look: Student Information>Special Ed Administration>Special Ed Service Provider Setup
      ii) Path: Old Look: System Administration>Special Ed>Service Providers
   b) Select New.
   c) From Link to Person, select Contractor.
   d) Enter Agency (for self-employed, enter Contractor's name).

Course Setup

Path: New Look: Scheduling & Courses>Courses>Add Course (new course) OR Courses>Course Sections (existing course)

Path: Old Look: Scheduling>Add Course (new course) OR Scheduling>Courses (existing course)

1) Course
2) Number: District Course Number.
3) Name: District Course Name.
4) SCED Subject Area: Course Subject Area (use 23 for a self-contained class).
5) SCED Course Identifier: Must be prefaced with "MT".
6) SCED Lowest Grade and SCED Highest Grade: Lowest and highest grade allowed to enroll in the course.
7) Available Carnegie Unit Credit: Credit awarded for completion of the course (HS only).
8) SCED Course Level: Level of the course (usually GE: General Education).
9) SCED Sequence: Use for courses in a required sequence.
10) Distance Class: For courses where the Teacher of Record is not on site.
11) Dual Enrollment: For courses offering college credit.
12) Alternative Ed: For courses in an alternative school program.
13) Section
14) Section/Section Information:
    a) Section Number: Four-digit number (unique for each course).
    b) Session Type: Length of course.
    c) Session Number: Alignment of course (e.g., Semester 2).
    d) Section Schedule Placement: Period(s), Term(s), and Period Schedule(s) aligned to the course.
15) Staff History/Section Staff History:
    a) New Primary Teacher: Teacher of Record (use Not Applicable/Not State Reported for District Edition courses not reported to the state – e.g., elementary "subject" courses).
    b) New Teacher: Add Co-Teacher, if applicable.
    c) New Section Staff: Add other staff, if applicable (usually for classroom overload).
    d) Assignment Minutes: Used for classroom overload, in accordance with ARM 10.55.712.
16) Roster/Roster Setup:
    a) Add students using Roster Setup (if District Edition/Value Added, use Roster Setup prior to the start of school ONLY – use Walk-In Scheduler instead).

Data Validation & Certification

Path: New Look: Reporting>Data Validation OR Reporting>Data Certification

Path: Old Look: Data Integrity Tools>Data Validation OR Data Integrity Tools>Data Certification

1) Data Validation
   a) Data Validation/Validation Groups
      i) Search for a Collection (e.g., Calendar, TOE, Teacher Class).
      ii) Add a User Group (to run the full report under Data Validation).
      iii) Click Preview to review in HTML format (first 100 records only).
   b) Data Validation/Validation Reports
      i) Select Data Validation Group.
      ii) Select Data Source.
         (1) Local Dataset – validate district-level data entry.
         (2) State Dataset – validate sync to the state.
      iii) Report Processing
         (1) Generate Now – smaller datasets.
         (2) Submit to Batch Queue – larger datasets or State Dataset.
      iv) Format Type
         (1) HTML: Web-based format (do not click links on report output).
         (2) CSV: Excel-based format (opens in one tab, no summary).
2) Data Certification
   a) Data Certification>Setup/Type Membership Setup
      i) Select Certification.
      ii) Click New Member.
      iii) Search for Certifier (must have active user account).
      iv) Select Type (Primary – may certify/Secondary – view certification only).
   b) Event Certification
      i) Select Certification Event.
      ii) Review Validation Reports (at district and state to ensure full sync prior to certification).
      iii) Certify & Submit.