

## **Websis Summer School Setup 5/8/2008**

### **Summer School Checklist**

This Checklist will provide the necessary steps to prepare for enrolling students into Summer School.

Items 1-4 will be completed by the central office. The remaining items and the enrollment will have to be done at the building level. The School Year for Summer School has been set up as Summer School 2008. A course called Summer School has been set up for both the elementary and high school buildings.

Sections will have to be created at the building level and teachers will have to be assigned to the sections.

- |   |  |
|---|--|
| 1. Verify School Year is setup (example: Summer School 2008)  | EzStart -> District Setup -> District Setup -> District School Year Definitions        |
| 2. Verify Marking Periods are created   | EzStart -> District Course Management -> District Course Management -> Marking Periods |
| 3. Verify Attendance Calendar is created  | EzStart -> School Setup -> School Setup -> School Attendance Calendar                  |
| 4. Verify Course Master houses all Summer School courses to be taught   | EzStart -> School Course Management -> School Course Management -> Course Master       |
| 5. Verify all Summer School sections exist in a new Master Schedule with the appropriate Marking Period and School Year | EzStart -> School Course Management -> School Course Management -> Master Schedule     |
| 6. Verify each Summer School Instructor has an account in the Enterprise Manager  | EzStart -> Enterprise Utilities -> Enterprise Manager -> User Manager                  |
| 7. Verify an Instructor is selected for each section (summer school class) in the master schedule                       |  |

### **WeBSIS Summer School Enrollment**

Once the Summer School Year, Marking Period, Building Periods, Attendance Calendar, Courses, and Course Sections, have all been created, students can be enrolled. It is a two step process. Begin by creating an enrollment record in Student Demographics for each student attending summer school. Next, enroll the student into a class or classes.

#### **Creating the Enrollment Record**

For the Next School Year, these records are created automatically from the advancement table when Students are advanced. This will

have no effect on summer school and summer school will have no effect on the Next School Year. For Summer School, the enrollment record is manually created in Student Demographics. The process is to select the student to enroll, click on the enrollment tab, click Add New. The Button "**Set Dates to School Year**" can be used to quickly enter the Activation and Deactivation dates for summer school. The other fields needed to be entered are the reporting and attending school, and the grade level.

### **Enrolling Students into Classes**

Students can be enrolled into classes by using **Next Years Student Course Enrollment** and **Next Years School Course Mass Enrollment** with the Summer School Year in place of the Next Year.

Once this process is complete, schedules and rosters for Summer School can be printed.

May 16, 2008

### **Summer School Scheduling (Enrolling Students)**

This explains the steps for completing summer school enrollment after the Master Schedule has been completed. Many of you have already scheduled students into classes for summer school and that's fine. There is one more step however. Enrolling Students into Summer School is different than the regular school year. All students can be moved from the current school year to the next school year because all attend. In summer school, only a portion of the students enroll into summer school. To make this process as simple as possible, an application has been created to mass enroll students into the Summer School term.

#### **EzStart - Lumen WeBSIS School - School Counselor - Mass Enrollment into Summer School Utility**

This application creates an enrollment record for each student in the enrollment tab of Student Demographics. This record determines the school and the grade level the student is enrolled.

**Select the students by checking the check boxes and click "Enroll Selected Students". Choose the Reporting School, Attending School, and Resident School (usually the same for all). Select the grade level for the group of students selected. Select the School Year. The Activation and Deactivation Dates for Summer School will be entered. Click Enroll.**

The normal applications of School Course Enrollment and School Course Mass Enrollment can now be used. In these applications, selecting The School Year for Summer School and clicking Search will find the students enrolled for summer school.