



# Webinar: August 2021

Getting Started with the New School Year

# Introductions

## Your Presenter

Azroy Kandan

Head of Support



## Q&A Panelists

- Ezekiel: Technical Support Specialist
- Eralyn: Technical Support Specialist

Let's take a Poll

# Webinar Format

- Presentation & Demo - 30 min
- Q & A / Close - 30 min

Please submit your questions via “Q&A”. Panelists will answer questions.

Certain questions will be addressed by the Presenter via Live Demo

# After the Webinar

- There's a survey after the webinar ends.
- Link to survey will also be included in Thank You email, which we'll send out after the webinar
- Link to recording available on request

Please send us feedback

# Agenda / Topics

- Activating the New Academic Year
- Updating Teachers
- Updating Subjects
- Updating Students
- Updating Settings
- Moving Forward
- Q & A / Demo
- Recommendations / Closing

# Activating the New Academic Year

## **REVIEW: Academic Terms are SELF-CONTAINED**

What happens when you activate a new year:

- Grade Level are copied forward
- Subjects are copied forward
- Students are promoted
- Certain settings are copied forward
  - Subject Attendance Settings
  - Standard Charges
  - Schedule

**Let's take a Poll**

# Activating the New Academic Year

## How to activate the new Academic Year

- Activate the new Academic Term
- Confirm Promotion Paths
- Click “Create New Semester”
- If you don’t see it, go to “Settings” > “Edit Overall Settings”
- Grade Levels for individual students can be adjusted afterwards

# Updating Teachers

Let's take a Poll

- Invite New Teachers
- Deactivate teachers who have resigned
  - Do not delete teachers
- Assign Roles and Access

**TIP: Teachers have different access from Staff**



# Updating Subjects

- Subjects are copied over from previous year
- Add / Remove Subjects
- If teacher has resigned, you can re-assign subjects to a new teacher

**TIP: Make sure you have the correct Academic Term activated**

Let's take a Poll

# Updating Students

- Students are promoted from previous year
- Deactivate students who have left, graduated or expelled
- Reactivate previous students
- Adjust student grade levels, and homerooms
- Adjust subjects for students
- You can permanently delete students (GDPR)

**TIP: You can also adjust students from subjects**

# Updating Settings

Let's take a Poll

- Attendance Calendar
- Attendance Settings
- Simplified Schedule
- Standard Charges
- Integration Mappings

**TIP: Report Cards are managed separately from the Academic Term**

# Moving Forward

- Getting Started for Teachers
  - Gradebook, Taking Attendance, etc
- Inviting Students and Parents
- Configuring Report Cards
- Adopting new Features and Apps

**TIP: We have webinars every month**

**Let's take a Poll**

# Q & A

*Getting Started with the New School Year*



# Miscellaneous Tips

Did you know...

- You can reset the Teachers Lounge
- You can zero out Fee Tracking by importing the balance owing as a credit
- You can configure elements to copy over when activating a new academic term

**TIP: Check our blog for Release Notes**

Let's take a Poll

# Recommendations / Closing

- Let us know how we did
- Chat with us online
- Check blog for Release Notes
  - We have releases every 3 weeks

**We value your feedback**

**Let's take a Poll**

# Thank You

Don't forget the survey





# Coming Soon / Road Map

Releases Every 3 weeks

- Learn LMS (Online Tests)
- Temperature App for Parent Portal

We prioritize based on demand from schools. Please chat if with suggestions.