Data Rollup

What’s New for 2017-18
Levels of Support

School

FAQ  User Guide  Webpage Assistants  SIS Support

Conferences/SIS Support

Martha Ban/NADE Director of Tech.

Contact through the online support portal
Report Cards

Final Grade “End of Life”

The final grade field has seen its last days. Report cards will be reporting grades for four quarters only.

Skills

Social Development/Work Ethic Grades 1-8: +, ~

Grades 1-2: +, ~

Grades 3-8: +, ~, 1, 2, 3, 4

Fine Arts

Two new subjects - NO skills listed underneath.

• Art

• Music

Instructional Level

Proper usage - (Video) - Do NOT teach classes below or above student’s grade level.
Other Reports

**Transcripts (9-12)**

NEW AND IMPROVED!!

**Cumulative Record Report**

With the dropping of the final grade column - this report will have an entirely new look. All four quarters will be posted.

Things to consider?

- Caught between the Digital Divide
- Mailing Cumulative Record Reports

**User Manager**

Change in access terminology - from roles to levels
School Setup

We are a Global Community

Being part of the NAD means we are all members of a global community. SIS = tool, NAD = keeper of LEGAL documents
What does it mean to be part of a Global Community?  
--or--  
Parents don’t see it, so why does it have to be correct?

NAD is the official keeper of the LEGAL documents.  

That means your school, student, and class (i.e. grade) information MUST be complete and correct.  

Our combined data is used for NAD-wide reporting; correct data = correct reports!
How to take information from this...
...to this!
School Setup . . .

Year and Term

Calendar
- NS days can impact NAD attendance

Attendance
- Different calculation methods

School UD Fields
- Use the Custom NAD (School) report

Note - Know how to tell if your school was progressed from previous year

Calculating attendance SIS = Apples, NAD = Oranges
Know how to make fruit salad!
Methods of Calculation:
RenWeb - type 1 - HR/Day Attendance: total number of days minus negative day attendance (absences).
RenWeb - type 2 - Period Attendance: reflects year/term attendance day setup in Scheduler.
Attendance Calculator - be careful how you set this up!
NAD: total number of positive attendance marks (presents).

School UD Fields - use Custom NAD report (School) to make sure you have the correct data recorded in the right place.
Student Setup . . .

How to add new Students

- What information is needed?
- Where does it go?
- NAD ID Numbers
- Impact on CUM Record Report

Transferring Students

- Why Transfer Students?
- What happens when a student leaves? Do I delete?
  - NO WAY, JOSE! Delete is a dirty word.

Advice - add new students in NAD dashboard first, easy way to tell if they are “New” or “Transfer”
Make sure you know family information
Emergency Contacts should NOT be mom and dad
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
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<tbody>
<tr>
<td>SDA Student ID</td>
<td>1255841</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Other</td>
</tr>
<tr>
<td>Denomination</td>
<td>7th Day Adventist</td>
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<tr>
<td>Date of Birth</td>
<td>09/06/2006</td>
</tr>
<tr>
<td>Enroll date</td>
<td>07/04/2016</td>
</tr>
<tr>
<td>Status</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Grade Level</td>
<td>02</td>
</tr>
<tr>
<td>Custodial Parent(s) Relationship</td>
<td>Father</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is baptized as an Adventist?</td>
<td>No</td>
</tr>
<tr>
<td>Student was baptized during this school year?</td>
<td>No</td>
</tr>
<tr>
<td>Is one or more Parent/Guardian a member of SDA church?</td>
<td>No</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Student is boarding at the school?</td>
<td>No</td>
</tr>
<tr>
<td>Student is a distance learner at the school?</td>
<td>No</td>
</tr>
<tr>
<td>Student is on a modified instruction plan?</td>
<td>No</td>
</tr>
<tr>
<td>Student is on a financial hold?</td>
<td>No</td>
</tr>
<tr>
<td>Student is APLE?</td>
<td>No</td>
</tr>
<tr>
<td>Emergency Contact Name</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Immunization was last verified for student</td>
<td>09/06/2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Parent(s) Relationship</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
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<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Student</td>
<td></td>
</tr>
<tr>
<td>Update Parent</td>
<td></td>
</tr>
</tbody>
</table>
Staff Setup . . .

Staff Setup

- IDs
- User-Defined NAD Information
  - How to calculate FTE
  - Titles, why doesn't it like “GoFor”
- Who, What, Where, & Why of Locally Funded Employees
  - Interfaces with Accreditrac
  - FTEs

Warning about disconnecting a teacher during the school year or before you freeze closing reports

FTE - Normal number of hours divided by 38 ie. 22 hours per week divided by 38 = .58 (don't forget the decimal point)! Can't be over 1 FTE total per person

See NAD Custom Staff report on next slide to show staff information needed.
SDA Data Rollup: Staff Data Report

Staff Data Required for NAD Data Roll Up

Byron Eaker, Jean

- Educator ID: 104672
- Street: 15035 Thompson Lane
- City: SimCan
- State: ND
- ZIP: 58603
- Country: USA
- Email: jeaneseeker@gmail.com
- Gender: Female
- Ethnicity:
- Title: Accountant
- Staff Full Time Equivalent (FTE)
  - Admin PK-8: 2
  - Admin 9-12: 1
  - Teacher PK-8: 0
  - Teacher 9-12: 0
  - Support PK-8: 0
  - Support 9-12: 0

Staff is an Administrato

- Highest Degree:
- State Certification:
- Expiration Date of State Certification: 03/08/2020

Update
Setting Up Courses . . .

Courses

- Set up correctly to meet NAD requirements.
  - No extra points for creativity!

- Verify course/class information.
  - Enter NAD Course ID in State ID.
  - Mark school division.
  - Make sure teacher is selected for each class.
Setting Up Classes...

Large School Setup vs. Small School Setup

- What classes can be combined?
- Creating and Naming Sections logically

Adding Students to Classes – Methods

- Add students to classes as you set up their schedules.
- Add students within the class section screen.

Grade 1 and 2 or any grades 3-8 can be combined, i.e. PE for grades 3&4 can be set into one class.

Naming Class sections in a uniformed manner - 3.8-PE.Grs 3-4 or if multiple classes for a single grade level 3.8-Math.3.BJM and 3.8-Math.3.JE
How to Check that Everything is Done Correctly?

Use Custom NAD RenWeb Reports to Ensure Accurate Data

- Enter data correctly the first time.
- Where to find them!
  - Report Manager -- Custom
  - NAD User Defined fields - School, Student, and Staff
- What do they mean?
Remember!

The old adage is true. . .

Garbage In = Garbage Out

In the end, entering data correctly the first time saves you time! If it’s not correct to begin with it will only create errors.
Correct Data Entry Saves You Time!
Courses & Classes
Definitions

Courses - Step 1

- Filing cabinet
- Associate with School & Classes
- Foundation that everything is built on.

Classes - Step 2

- Files
- Associate with Student & Teacher
- House sections and allow you to take attendance, record grades, etc.

We had a difficult time defining the relationship between courses and classes; we hope you can get the picture. We should also mention “sections” here as well, which are the individual classes that house records. A section is tied to a class, which is tied to a course.
What’s the difference?

Pre-K/K:
- ONLY Homeroom class
- subjects are in as skill sets
- E, S, N or I, P, NT grade marks

Grades 1-2:
- By subject
- E, S, N or I, P, NT grade marks
- Graded at end of term

Grades 3-8:
- By subject
- A, B, C letter grades

Multigrade Class Sections:
- Must record data based on Pre-K/K, 1.2, 3.8 designations.
- Cannot cross over the grade lines.
- May group within those designations.

Grades 9-12:
- Junior Academies (9-10):
  - Set to record on the High School level
  - Name courses/classes by course title
- Senior Academies (9-12):
  - Set to record on the High School level
  - Name courses/classes by course title
Course IDs

Where do we find NAD course IDs?
https://datarollup.nadeducation.org/2016-2017/courses

What about classes not listed in the NAD course ID list?
-- If a class is not listed in the course ID list, leave the field blank.

Where do we put NAD course IDs?
-- Enter it in the courses area under “State ID”.

<table>
<thead>
<tr>
<th>Active?</th>
<th>ID: 677</th>
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</thead>
<tbody>
<tr>
<td>Abbrev.</td>
<td>CHOIR</td>
</tr>
<tr>
<td>Title</td>
<td>Choir</td>
</tr>
<tr>
<td>Department</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Level</td>
<td>STD</td>
</tr>
<tr>
<td>State ID</td>
<td>40309</td>
</tr>
</tbody>
</table>
Skills Setup

- Comes pre-formatted by RenWeb.
- Don’t create new Skills classes.
- Use only appropriate Skills grading marks.
- Use your creativity elsewhere - use the standard. We are part of a global community.
Academy Items

- Year Long Classes
  - Ensure these are marked in the class user-defined area.

- Mark it High School!
  - High school classes need to be designated with the appropriate checkbox.

- To SKIP or not to SKIP…?

  **SKIP policy:**
  Courses used for school management and that have no academic value (worker assignments, special activities, and extracurricular activities, etc.), should use the word SKIP for the state ID. This causes RenWeb to skip exporting that course and associated data to Data Rollup. All academic classes (that should show up on report cards, etc.) should be exported from RenWeb and should not be skipped — including those that are not in the list of standardized courses. If a class should be exported, but just doesn't have a course ID, then please do not put SKIP. Instead, just leave the state ID blank. (The NAD course ID is not required.)
A word on credits.

- Credits/semester vs. credits/year
- Types of credits:
  - Carnegie unit - 1.0 = full year, daily class
  - 10 credits = full year, daily class
- Have questions on credits? Ask after this session.

1 credit typically refers to a full year of a daily class and .5 credit refers to a half-year daily class. Some Adventist schools use a multiple of the Carnegie unit, simply changing the 1 to 10 credits and 0.5 to 5 credits.
Delete is a dirty word.

What to do if a course isn’t offered during the current year:

MARK INACTIVE - DO NOT DELETE.

Active?  
Active?

Classes are tied to historic records as well as current records. Also, if your school is offering a course that does not show on your list? Don’t just create it, check your inactive courses and “Activate” course.
Withdrawing from Courses

Unenroll vs. drop vs. withdraw

Transferring classes (attendance, etc.)

Unenroll - leaving the school
Withdraw - formally withdrawing from a class (designate on transcript with W, WP, or WF)
Drop - drop a student from a class without a transcript record (clean up attendance before dropping)
Transferring - make sure attendance transfers with the student

As good record keepers, we need to be diligent in recording when students withdraw, drop, or enroll from a class. First, we need to distinguish between the three:

1) Unenroll - in general this would be a student who leaves your school completely so therefore unenrolls from their classes; in classes, unenroll is the action of removing a student from a class (regardless of drop vs. withdraw distinction). When you unenroll a student as a means of transferring them to a different class or section, you have the option of using the “Student Transfer” feature (student - schedule - transfer) to carry over attendance, gradebook grades, or report card grades. Using this option make sure you don’t lose student records and end up with errors.

2) Drop - this would be when a student drops a class before any withdraw deadlines your school might have (at my school, students have around two weeks to add/drop classes without penalties).

3) Withdraw - this would be when a student drops a class after withdraw

From
ART 3-1
To
ART 2-1

□ Transfer Report Card Grade(s)
□ Transfer Attendance
□ Transfer Grade Book Grade(s)
Assignment Transfer Mapping

□ Print Transfer Approval Receipt

Transfer
4) Deadlines. The process at my school becomes much more involved at this point. There must be parental conversation prior to a request to withdraw from a class, the student must fill out a written request (signed by the teacher) that must be approved by the Academic Standards Committee, the committee must decide whether the course should be recorded as W, WP, or WF depending on grade at time of withdrawal, invalid attendance marks must be cleaned up, the student must be enrolled from the class, and a manual transcript entry must be recorded indicating the course title, as well as grade designation given by the committee.

Also, it is good to archive report cards and/or transcripts at the end of major grading periods (quarters, semesters, etc.) so that you have a paper trail should you need it.
Common Errors

Scheduled Quarters

School Division

Teacher ID errors or
No Teacher Assigned to Class
I need help.

sis.adventisteducation.org
RenWeb University
Support Chat (NAD-SDA support category)
End of Year & New Year Setup

How to survive with a smile!
ending your year with data rollup

sequence

1. finalize the closing report
   a. be sure to check total days in school field for accurate count

2. check all other reports for accuracy
   a. includes report cards, CUM records, transcripts for grades 9 and above, etc.
what to do when

- early August - check courses and classes
- second week of school - start checking your NAD errors
- by the end of the third week of school - FREEZE your Opening Report
- end of each quarter - check your errors and reports
- April 1 - start checking end of year reports and clearing errors
- July 15 - have all issues resolved, NAD will freeze if you have not already done so
- ALL YEAR - read your emails from your Conference and from Martha!
ending your year with data rollup, cont.

3. ask for help if something is still wrong
   a. RenWeb Chat Support (use NAD-SDA support category)
   b. check NAD FAQ site (sis.adventisteducation.org)
   c. check RenWeb University (SDA page)
   d. Your conference office
   e. if all else fails . . . submit a help ticket in data rollup for errors/warning

4. check your reports after each import and twice at the end

5. freeze your closing report and/or imports
why do I keep getting more errors?

common reasons for frustrations

1. manually changing student grade level
2. manually changing student's enrollment status
3. adding in next year's students
4. Moving teachers
reports to check
teacher level

Bluebook Reports (grades K-8)
Teacher Opening (high school level)
Cumulative Record Report
what to look for

- is teacher’s information correct?

- attendance

- are grades complete?

- student information (i.e. names, date of birth, religion and baptism information)

At the end of each quarter and semester check your Bluebook Reports

- Teacher information - contact and certification info?
- Is attendance accurate?
- Are quarter grades showing
- Are all classes reported?
Don't have any “missing teeth.” make sure all of your class grades are showing
principal or registrar level

Bluebook Reports
Cumulative Record Reports
Report Cards/Transcripts
School Opening/Closing Report

At the end of each quarter and semester check your Bluebook Reports
● Are all students reported?
● Are all classes reported?
● Is school information correct?
what to look for

- confirm your school demographic information
- student enrollment numbers
- baptism information
- number of students graduating
- what are APLE students?
where does the information come from?

- school demographic information - eAdventist and school user defined fields
- student enrollment numbers - student demographics
- baptism information - Religion tab and student user defined fields
- number of students graduating - student demographics
- APLE students - student user defined fields
conference level

School Opening or Closing Report

are all school reporting?

are the appropriate grade levels reported?

(you may want to do more)
who freezes when?

- schools need to ensure all data is correct
- conferences or schools can freeze data ONLY once the data is confirmed
- freeze the closing report before July 15 or before you leave for the beach
- freeze imports for the year (imports resume after the new school year begins)
- do not freeze anything until you are positive your reports and data are correct
- do NOT progress your RenWeb data until data rollup is finished/frozen
get your new year started in RenWeb

- confirm that your previous year was progressed!
- year/term setup
- scheduler (Year and Term report)
- course IDs (how to activate inactive courses)
- setting up classes
- student IDs
- staff IDs

Confirm prior year was progressed - do not pass Go, do not collect $200
Year/term set-up
Scheduler - make sure your days are ALL scheduled (run Year and Term report)
plan ahead

confirm your calendar *(Year and Term report)* make changes as needed
ensure courses and classes are correct
large school vs small school set-up
combine where needed, i.e. one teacher for multigrade classes such as PE, Art, Music

At the end of each quarter and semester check your Bluebook Reports

- Is attendance accurate?
- Are quarter grades showing
- Are all classes reported?
most common problems

- missing students or incorrect grade levels
- missing grades
- wrong information
- data stopped exporting

Regarding Data Imports Stopping:

If the import has stopped, the school should go to the maintenance job, select the maintenance job and review the log files. There should be 2 log files for each day it runs. One is to show it started and the second one is to show what occurred.

If they find a missing School_Org_Id error in the log file, they should check the School based UD fields. Go into the Configuration of the UD area and select the NAD group, select the affected field and correct it. There are two field names that will keep the job from running:
  - Conference ID
  - School ID
These two field names must match.

If a school is trying to save data on the data entry reports and it is not saving, it is going to be because someone has changed the user defined field name. Depending on which UD field they are updating they need to go into the UD Configuration screen for that group type (school, staff, student), find the field and correct it.

If the school only finds one entry in the log then it means it did not finish. They should
manually execute the job and see if it works. If they get an error they should contact Customer Support with the error.
how to fix problems

sis.adventisteducation.org

RenWeb University

support chat (NAD-SDA support category)

Conference Office

Martha Ban
Resources
Helpful Websites

NAD FAQ Site

- Sis.adventisteducation.org

Data Rollup Resources

- troubleshooting versions of reports
- submit help request for errors/warnings

RenWeb University - SDA Schools

- rwu.renweb.com/2_RenWeb_1/Knowledge_Base/SDA_Resources
RenWeb Support Chat/Phone Support

Support Chat

- Specify “NAD-SDA” category when logging into support chat.

Phone Support

- Be sure to indicate that you are an SDA school.
- Be specific with your question so they know what area to help you with (data rollup reports, IDs, etc.)
Hands On

Go through all reports. List reports here so we cover them all:

- Bluebook
- Opening report
- Closing report
- Report cards
- CUM records
- Transcripts