# New School Year Manager Site

QUICK START GUIDE

What does this do?

✦ Moves the accounts of students who have left the school (i.e. moved, transferred, or progressed to middle/high school) into a holding bin. Individual student accounts can be pulled back in to the last school they attended. This enables items in the student account such as the profile, assignments, projects, favorite activities, etc. to move with the student as he or she transitions to middle school and high school.
✦ Opens up Renzulli credits or "seats" for use by new students.
✦ Cleans up old student accounts to reflect the most accurate and up-to-date utilization information for review by administrators.
✦ Updates faculty accounts.
✦ Promotes students to the next grade in the system.

1. Click **Administrative Tools**.

2. Click **New School Year**.
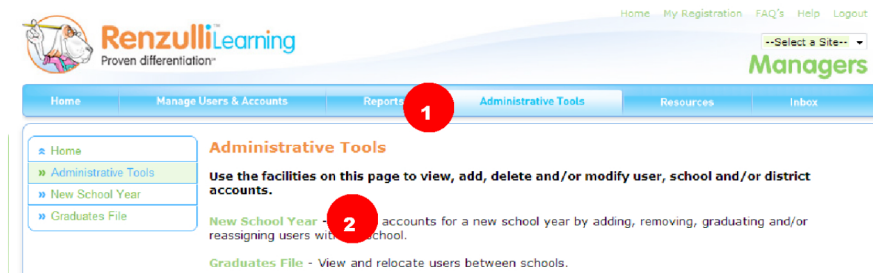
IMPORTANT NOTE: Please complete the following steps in the order as shown.

Step #1. Select Your School

1. Select your school.

   Note: If you are a School Site Manager at more than one school or you are a District Manager, all schools that you have Renzulli manager access to will be listed.

Step #2. Specify Your School's Grade Levels

1. Click **Go**, to specify the school's grade levels.

2. **Specify your school's grade levels** Go ①

3. Confirm that the **Lowest Grade Level** is correct. Edit if necessary.

Specify your School's Grade Levels

Please choose the lowest and highest grade levels serviced by your school by clicking the respective drop-down menu boxes below and clicking the appropriate number for each.

District: Dean's District
School: The Dean's Academy Elementary School

3. Confirm that the **Highest Grade Level** is correct. Edit if necessary.

*Lowest Grade Level: K ②

*Highest Grade Level: 5 ③

4. Click **Submit**.

SUBMIT » ④

Step #3. Review Class List

3. **Review Class List** Go ①

1. Click **Go**, to review the class list. Review each student's grade to ensure that the grade listed is the grade that the student **completed last year**.

Review Class List

« RETURN

District: Dean's District
School: The Dean's Academy Elementary School

Below is a listing of all your students by grade level. Please verify the grade level is correct for each student. Click the "Edit" button to make any changes.

Edit	Grade Level	Name
Edit	1	Madigan, Gracie
Edit	1	Perry, Kevin
Edit	1	Smith, Younina
Edit	2	Dodd, Kimberly
Edit	2	Johnson, Kny'jah
Edit	2	Young, Jaylin
Edit	3	Bowers, Matthew
Edit	3	Felker, Charlie
Edit	3	Jenkins, Crystal
Edit	3	Warner, Megan
Edit	4	Baringer, Bailey
Edit	4	Colona, Micaela
Edit	4	Fornari, Peter
Edit	5	Amerson, Maya
Edit	5	James, Tavonte
Edit	5	Williams, Janey
Edit	K	Beaudoin, Connor

②

Note: Part of the new school year process is to "promote" students in the system to the grade that they will be entering during this new school year. To ensure that students are promoted to the correct grade for the new school year, their grade for the previous school year must be correct. For example, students going into 5th grade this year should be listed in 4th grade on the class list.

2. To change a student's grade, click **Edit**.

District: Dean's District
School: The Dean's Academy Elementary School

You may edit the students grade level below:

Students Name: Felker, Charlie

3. The following screen will appear. Click the **correct grade** for the student.

*Grade Level: 3 ③

<--Select One-->
1
2
3
4
5
6

4. Click **Submit**.

SUBMIT » ④

5. Click **Return**.

Step #4. Transfer Graduating Class

1. Click **Go**, to transfer the graduating class.

2. Select the **grade** of the students to be graduated.

   Note: By default, the grade is set to the school's highest grade level.

3. The list of all students in the selected grade or higher will appear automatically with the boxes next to each student's name in the "graduating" grade checked.

4. To prevent a student from being graduated, uncheck the box next to their name.

5. Scroll to the bottom of the page. Click **Submit**.

6. A pop-up window will appear with a warning that the New School Year Transition can only be performed once per school year and confirming that all students to be included in the process have been selected.

7. Click **OK**.

4. Transfer your graduating class Go ①

Transfer Graduating Class

[« RETURN]

District: Dean's District
School: The Dean's Academy Elementary School

Step A: Verify or select the grade level of your graduating class as shown below.

[5 ▼] ②

Step B: All students listed below with a "checkmark" have been selected for transfer to your school's graduation file. To **de-select** a student who has not graduated, please click the box at the left of that student's name.

Click the **"Return"** button if you do not wish to perform the graduation transfer option at this time.

Click the **"Submit"** button below to transfer the selected (checked) students to your school's graduating class file. This makes room for in-coming students.

Check All - Clear All

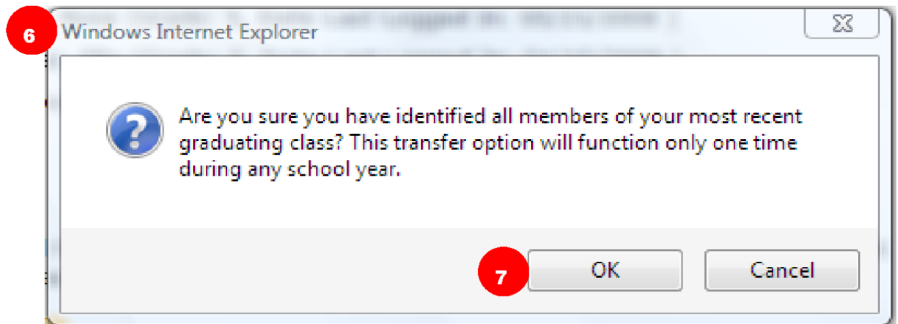③ ☑ Amerson, Maya (Grade: 5, Date Last Logged In: 07/15/2008)
   ☑ James, Tavonte   (Grade: 5, Date Last Logged In: 11/12/2007)
④ ☑ Williams, Janey (Grade: 5, Date Last Logged In: 07/10/2008)

Note:

You will have access to, and may reclaim anyone from your graduate student file during the coming school year. (see View/Edit Graduates File)

⑤ [SUBMIT »]

⑥ Windows Internet Explorer   [✕]

? Are you sure you have identified all members of your most recent graduating class? This transfer option will function only one time during any school year.

⑦ [OK]   [Cancel]

Step #5. Update Your Faculty

1. Click **Go**, to update your faculty list.

2. Click **Edit**, next to the name of the teacher whose registration information you wish to edit.

3. The following screen will appear. Update/edit the necessary information.

4. Click **Submit**.

5. Update your faculty Go ①

Update your Faculty

« RETURN   ADD NEW »

District: Dean's District
School: The Dean's Academy Elementary School

Click the "Inactivate" button associated with any teacher who is no longer affiliated with your school.

Click the "Edit" button to modify registrations of existing teachers in your school.

Click the "Add New" button to register new teachers to your school. Alternatively, new teachers may self-register through the Teacher Site Registration on the Renzulli Learning home page.

Click the "Return" button when you have finished reviewing your teacher selections.

Edit	Inactivate	Name
Edit	Inactivate	Jean Ahlenius
Edit	Inactivate	
Edit	Inactivate	

②

Update your Faculty

« RETURN

* Required Field

Below you may edit this teacher. Click "Submit" at the bottom of the page to save changes.

School Name:	The Dean's Academy Elementary School
*What Grade Level do they teach: If they teach more than one grade level, just select one.	2
*Select their school(s): To select more than one school, use the control key	The Dean's Academy Elementary School / The Dean's Academy Middle School
*Male/Female:	Female
Salutaton:	Ms.
*First Name:	Jean
*Last Name:	Ahlenius
Email:	ahlenius@culver.k12.in.us
*User Name:	jahlenius (This is temporary, the teacher can change this later.)
*Password:	grover63 (This is temporary, the teacher can change this later.)
Cty:	New York
*State:	New York
*Zip:	06000

③

④ SUBMIT »

Remove Teacher from Roster:

You may wish to remove teachers who have transferred to another building or left the district from your school roster. This procedure will "inactivate" a teacher's account as it is.

1. Click **Inactivate**.

2. A message will appear confirming that you would like to inactivate the teacher's account.

3. Click **OK**.

Update your Faculty

« RETURN   ADD NEW »

District: Dean's District
School: The Dean's Academy Elementary School

Click the "Inactivate" button associated with any teacher who is no longer affiliated with your school.

Click the "Edit" button to modify registrations of existing teachers in your school.

Click the "Add New" button to register new teachers to your school. Alternatively, new teachers may self-register through the Teacher Site Registration on the Renzulli Learning home page.

Click the "Return" button when you have finished reviewing your teacher selections.

Edit	Inactivate	Name
Edit	① Inactivate	Jean Ahlenius
Edit	Inactivate	Kristin Anderson
Edit	Inactivate	Madeline Baciak
Edit	Inactivate	Megan Bahr
Edit	Inactivate	Robin Booth
Edit	Inactivate	

Windows Internet Explorer

Do you really want to delete this teacher? The action cannot be undone.

② OK   Cancel

Step #1. Promote Remaining Students

1. Click **Go**, to promote the remaining students to their current grade for this year.

2. Uncheck the box next to the name of any student who you do not wish to be promoted the next grade, in the Renzulli Learning System.

3. Click **Submit**.

1. Promote remaining students Go ①

Promote Remaining Students

« RETURN

District: Dean's District
School: The Dean's Academy Elementary School

All students have been selected for promotion. To de-select any student (someone who should not be promoted to the next grade), please click the box at the left of that student.

Click the "Return" button if you do not wish to perform the mass-student promotion option at this time.

Check All - Clear All
- ☑ Madigan, Gracie (Grade: 1)
- ☑ Perry, Kevin (Grade: 1)
- ☑ Smith, Younina (Grade: 1)
- ☑ Dodd, Kimberly (Grade: 2) ②
- ☑ Smith, Kny'jah (Grade: 2)
- ☑ Young, Jaylin (Grade: 2)
- ☑ Bowers, Matthew (Grade: 3)
- ☑ Felker, Charlie (Grade: 3)
- ☑ Jenkins, Crystal (Grade: 3)
- ☑ Warner, Megan (Grade: 3)
- ☑ Baringer, Bailey (Grade: 4)
- ☑ Colona, Micaela (Grade: 4)
- ☑ Fornari, Peter (Grade: 4)
- ☑ Beaudoin, Connor (Grade: K)

Note: Clicking Submit will promote all 'checked' students to the next grade.
③ SUBMIT »

Step #3.   View/Edit Graduates File

1. Click **Go**, to view/edit current graduate files.

   If you need to reclaim a student which you have graduated from the system, use this tool to do so.

New School Year

This set of tools is provided to help you simplify and manage your school's **"New School Year"** processing for the Renzulli Learning System. Please complete each Housekeeping step in the order shown below.

New School Year Directions
Housekeeping Tools:

1. Select your school: The Dean's Academy Elementary School ▼

2. Specify your school's grade levels Go

3. Review Class List Go

4. Transfer your graduating class Go

5. Update your faculty Go

User Validation Tools (Optional):
Please click each of these tools to review and select the ones (if any) that best fit your school's needs.

1. Promote remaining students Go

2. Confirm current user registrations Go

3. View/Edit Graduates File Go ①

Note: Use this feature to reclaim an individual student's account.

Reclaim a Single Student Account

2. Locate the student's name.

3. Click **Reclaim to Existing School/District**.

Graduates File

« RETURN

District: Dean's District
School: The Dean's Academy Elementary School

Reclaim and Move Multiple Students

Click the Reclaim button associated with any student who you wish to return to active RLS status at your school. You may do this at any time during the current school year. Note: It is recommended that you verify individually the registration status of each Student you reclaim.

Click Return when you have finished reviewing/reclaiming students within this file.

Reclaim to existing school/district		Name
(3) Reclaim to existing school/district	Reclaim to new school	Amerson, Maya **(2)**
Reclaim to existing school/district	Reclaim to new school	James, Tavonte
Reclaim to existing school/district	Reclaim to new school	Williams, Janey

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Note: Use this feature to reclaim multiple student accounts at one time.

Reclaim Multiple Students

1. Click **Reclaim and Move Multiple Students**.

2. Select the **name of the new school**.

3. Select the name(s) of the students to move to the school roster.

4. Click **Reclaim**.

Graduates File

« RETURN

District: Dean's District
School: The Dean's Academy Elementary School

(1) Reclaim and Move Multiple Students

Click the Reclaim button associated with any student who you wish to return to active RLS status at your school. You may do this at any time during the current school year. Note: It is recommended that you verify individually the registration status of each Student you reclaim.

Graduates File

« RETURN

Current District: Dean's District
Current School: The Dean's Academy Elementary School

Select new district: Dean's District (New York, NY) ▾
(2) Select new school: The Dean's Academy Middle School ▾

Check All - Clear All

(3)
☑ Amerson, Maya
☑ James, Tavonte
☐ Williams, Janey
(4) Reclaim