

## MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **MASTER AND STUDENT SCHEDULING REMINDERS**

The master and student course information is used for processing grade reporting, FTE, Class Size reporting, electronic gradebook and other academic applications (SPI, Riverdeep, Etc). Listed below are some reminders for insuring the accuracy of these records:

- The new electronic gradebook is populated based on ISIS data. To ensure the accuracy of gradebook information (including teacher schedules, student schedules, and class lists), it is imperative that ISIS information is kept current. The electronic gradebook is updated daily between 3:00 a.m. and 5:00 a.m. Changes made to the master schedule or student schedules today will be reflected in the gradebook tomorrow.
- Schools that use Mac School as a scheduling tool are reminded that they must run Daily Transactions **every** day. ITS strongly discourages double-posting information in both systems.
- Schools may initiate ISIS-only transactions (which update student entries and withdrawals as well as grade changes and course name changes) at any time during the day, which updates Mac School immediately. Upon successful completion of the transaction, schools must open the Details Module and "remove deleted" to update Details. Bypassing this step and going directly into the Scheduler module may result in data damage.
- Schools may also run Mac-to-ISIS transactions (which send student schedule changes and master schedule changes to ISIS) multiple times daily. In the past, schools were able to run multiple Mac-to-ISIS transactions, but ITS only applied the updates once overnight. To assist schools in providing the most current ISIS information to their guidance staff that may not have access to Mac School, ITS now applies multiple Mac-to-ISIS updates daily at 10:00 a.m. and 2:00 p.m., in addition to our normal nightly update.
- Schools are also encouraged to run Discrepancy Reports (Reports for Current) to ensure data integrity between Mac School and ISIS prior to no-show processing (August 12 for Zone schools and August 19 for all others. ITS suggests that schools continue to run Discrepancy Reports weekly throughout the school year.

If you have any questions regarding this memo, please call Support Services at 305-995-3705.