



FALL 2007 NEWSLETTER

SUPPORTING OUR USERS

At Wicked Good Software, supporting our users has always been our top priority. When you talk, we listen! Many of you have asked for some additional tools like helpful hints, frequently asked questions, or checklists. In this edition of our newsletter, you will see we have included a Fall Checklist along with tips to help schools make sure data is in place for future state reporting and grade reporting. You will also find the answers to some frequently asked questions. When you next speak with us, please let us know of other topics that you would like for us to include in future newsletters.

FALL CHECKLIST/TIPS

As the school year is about to begin, there are a number of tasks that will need to be completed to help assure that your school's data is in place for accurate state and grade reporting. With the understanding that requirements vary by state, and a given task may require a user with specific permission, we offer this general checklist:

- Create the new year.
- Create new calendar(s).
- Set your default year. This is a frequently asked question. *If you have permission to do this*, the

default year for administrators is changed by going to Management - Users - Add/Modify Users. Select type and user and change the Primary Year field. Teachers may be set all at once using Management-Users-User Types, select Teacher, select user and change the Primary Year. (The Set Default Year button is available only to those with superuser privileges.)

- Check with your state to see if any new categories have been added. Update all categories, including state descriptive, state user-defined, descriptive and user-defined categories.
- Before entering any new health information, validate that all student health information from the prior year is present. If it is not, change year to 2006-2007, and go to Tools - Global - Update Future Year, and click in the Health box, then click OK.
- Enter all new students into the database.
- Enter all new personnel into the database, including username and password.
- Assign personnel entry dates and calendars.
- Set up Grade Book calculations and create Grade Books. **Tip:** We recommend creating a master

set of calculations that will be passed on to each grade book as it is created. You do this by selecting All Departments from the Grade Book Calculations window. Teachers can modify as needed, but this ensures that a calculation is in place.

- Create Grade Books. When the grade books are created, be sure to enable the automatic calculations by selecting the appropriate terms, semesters, and tests. **Tip:** You can do this for all grade books at once from the Create Grade Book Information window by clicking Select All, then selecting the appropriate Automatic Calculations.
- Assign student entry dates and calendars.
- Delete grade level for the YOG that has graduated from your school.
- Change or assign all required categories.

NEW FEATURE LIST

We always keep a list of new features on our web site. The easiest way to access that information is through **web2school**. Log into the program, click on the **Help Menu** and select **View New Features**.

GRADE BOOK ASSIGNMENTS TAB

Our users have requested that we provide the ability to view and print assignments for a student directly from the Student Information Window. Under the GB Assignments Tab, we have placed a View Text button. When you have selected the desired Term and Course, the View Text button displays the Grade Book Assignments in report format using the default text viewer.

PERMANENT RECORD LABELS

web2school software now allows more options for printing data on Permanent Record Labels. In response to user requests, we now offer the ability to enable or disable the printing of Mid-Term Exams, Final Exams, and Custom Exams.

A frequently asked question at end of each school year is “What size label should I purchase for my Permanent Record Labels that I print directly from *web2school*?” The answer is Avery 5164.

IMPROVED ROSTER DISPLAY

Users of *web2school*'s Grade Book module will notice that inactive students in a Roster, as well as under Edit Averages and Exams menus, will now appear in italic so they are immediately identifiable as not active in the database. Further, those students who have been moved to another course will appear in Bold. Those students may be deleted from the course roster.

ADDITIONAL SERVICES

Your Wicked Good Software team is here to support you in many ways. Beyond the technical support and upgrades you receive as part of your service contract, for a small fee we offer additional services:

Remote Backup and Update Service - It is very important to make regular backups of your *web2school* data. Recreating years of student data can be virtually impossible. We offer a remote backup service where we log into your server and back up your data nightly. We will also install updates to *web2school* as they are released.

Custom Reports - If you require a report that you do not see as part of our standard offerings, please contact us regarding

development of a custom report that meets your specific criteria.

On-site Training - If you are new to *web2school*, or would just like to refresh your skills, we would be happy to work with you to create and deliver a custom training agenda directed at the specific needs of your site and your staff.

WHAT'S COMING UP?

Our engineers have been busy over the summer on many new and exciting enhancements to our software. Here are just a few of the many things you can look forward to in future releases:

Calendar - Our calendar interface is being enhanced, allowing users to copy from one calendar to another, create multiple day types (like snow days), add notes to a given day, select a date range, and more!

Gradebook- Users can apply background color to individual assignment cells as desired. A new Teacher Desk option will be added so that teachers have access to grades, attendance and more in one simple location.

Advanced Custom Exports - Users will find many more options for exporting schedule, course, and personnel data.

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