

Making Changes in eSchool

This document addresses COVID-19 considerations in eSchool. Due to the unusual nature of this semester, changes may need to be made to district policies and/or configurations in eSchool.

Revised 4/30/2020

NYSED Guidance

- Not applicable

Guidance from eSchool Team (SCRIC/BT-BOCES)

- **Role of the eSchool team**
 - Help you consider the ramifications of a change
 - Consider the feasibility of making the change in eSchool
 - Implement the change when possible
 - Many of these changes will benefit with one-on-one guidance. Please call us!
- **State guidance**
 - Minimize changes until NY has released guidance
- **Descriptions**
 - If you make changes in eSchool because of COVID-19, you may want to use COVID-19 in the description when possible. This will identify the change for the future when COVID-19 may not be in the forefront of our minds.
- **New values**
 - It may be cleaner to create a new value rather than use an old one. For example, you may want to create a value called CP (COVID-19 Pass) and CF (COVID-19 Fail) so that it can be used in this environment without causing problems with historical data.
- **Define well what you're trying to accomplish by a change.**
- **Keep the solution simple**
 - Less room for error.
 - Sometimes a manual task is the simplest in the long run.
- **Documentation**
 - Document your changes.
 - Clarify what calculations are done in eSchool and what is calculated in some other way.
- **Every change has potential ramifications.**
 - Gradebook assignments
 - Gradebook categories
 - Gradebook averages
 - Grading scales/Level table
 - Load from gradebook
 - Course/student competencies and related calculations
 - Progress reports
 - Report cards (including custom templates)
 - Honor roll
 - Display of information in HAC
 - Final average calculation
 - Credit calculation

- Course equivalency
- Graduation requirements
- GPA Calculation
- Rank
- Transcripts (including custom templates)
- State reporting
- Students who transfer in or out
- **Consider the future and past**
 - Will the change need to be reversed for the future?
 - Will the change affect historical data?
 - If a historical grade gets changed legitimately, will any calculations be affected by this change?
- **Consider how the change will be viewed by stakeholders**
 - Administrators
 - Teachers
 - Students
 - Parents
 - IT Staff
 - Office Staff
 - School board
 - Lawyers
 - NYSED
 - Unions
 - Colleges
- **Previous district policy**
 - Does this change contradict previous district policy?
 - Should it contradict previous district policy?
- **Test, test, test, test, test, test...**

Please help us add to this document!

Document Change Log

- 4/27/2020 Document created
- 4/29/2020 Added Unions to list of stakeholders
- 4/30/2020 Added Colleges to list of stakeholders