**Student Management System Workbook**

Base Implementation

## Introduction

One of the key components to a successful implementation is communication. This workbook is one of the most important tools your Blackbaud consultant uses to understand your school’s unique setup and needs, and how you plan to use the software. Knowing that schools often change their setup and process in order to better serve their community, please note that these will be used to configure your software. While you are not locked into the answers you give here, should the school choose to change these options after the consultant has configured the system based on your answers here, the school may incur additional costs and delays. Please make sure that you are continually communicating with your consultant about changes that are coming or are being discussed in order to avoid potential issues.

In addition to submitting this workbook, please send ALL items on the required materials checklist to your consultant. **A comprehensive list of required materials can be found at the end of this workbook.**

## Your Information

**School name:**

**School location:**

**Name and title of person(s) completing this form:**

## System Configuration

**School Levels and Grade Levels**

School levels set up the different school or grade level groupings within your system. This could be just a High School, it could be a K-12 that is broken up into Lower, Middle and Upper, or it could be multiple campuses. Please provide all school grade levels and how they are grouped together.

| School Level | Associated Grade Levels |
| --- | --- |
| Upper School | 9th, 10th, 11th, 12th, PG |
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## Academics

**Academic Terms:**

Academic Terms are used to control when classes start and end, as well as when your school runs GPA Calculations. If your school has year-long classes, for example, but you need to be able to display quarterly GPA calculations on report cards/transcripts, then the Academic Terms will be broken down into quarters and the courses will span all four quarters.

Grading periods can be set up as needed. For example, if you have semester courses and semester GPA calculations, but you grade quarterly, these grades can be built into your semesters.

Please enter your academic terms and their start/end dates. If they are different for different school levels within your school, please fill out additional rows for each school level and their terms. These should match the levels you defined in your grid above. Add additional rows as needed.

| School Level | Term Name | Term Start Date | Term End Date  |
| --- | --- | --- | --- |
| Upper School | 1st Semester  | 9/8/2020  | 12/28/2020 |
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Please indicate which divisions have the following:

|  | Divisions: |
| --- | --- |
| Interim Sessions (e.g. Spring Mini-Session) |  |
| Summer School |  |
| Activity Groups (e.g. Clubs) |  |
| Athletic Groups |  |
| Advisory Groups |  |
| Dorm Groups |  |

## Scheduling

Along with providing examples of your schedules as part of the required materials, please briefly explain the schedules for each level of your school below. Anything that you can share that is not easily seen in the schedule documents you will be providing should be included here.

Example: Our school uses a rotating block schedule. We have 2 lunches that split the block that meets from 11-12 each day. The third Thursday of each month, we have an assembly schedule in which all periods are shortened to accommodate an all school assembly.

## Grading Periods

Please add additional rows as needed. Please remember to add in mid-term grading periods if this is something that your school completes and know that these dates are only approximate and can be changed in the system at a later date.

Grading Due Date: The last day of the term for the purpose of displaying attendance totals

Grading Start Date: When teachers can start entering grades on the report card

Grading End Date: When grades are due to administrators

Review Start Date: Optional - when administrators will start reviewing grades and comments

Review End Date: Optional - when administrators will be done reviewing grades and comments

Report Card Publish Date: When report cards will be published online

Report Card Publish Access: To which roles should the report card be published?

| Grading Event  | School Level | Due Date  | Grading Start Date  | Grading End Date  | Review Start Date  | Review End Date  | Report Card Publish Date  | Report Card Publish Access  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| E.g. Quarter 1  | Lower School | 10/31  | 10/15  | 11/4  | 10/15  | 11/6  | 11/7  | Parents Students Advisors  |
|    |  |    |    |    |    |    |    |    |
|    |  |    |    |    |    |    |    |    |
|   |  |   |   |   |   |   |   |   |
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|   |  |   |   |   |   |   |   |   |
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**Does your school award Final Grades?**

**Does your school award credit for courses taken? If so, when is credit attempted and when is it awarded?**

Example: A year long course awards 1 credit across two semesters. 0.5 credit is awarded at the end of the first semester and 0.5 is awarded at the end of the second semester.

**Do you award partial credit under any circumstances?**

Example: A student drops out of class in the middle of the term. Do they get awarded partial credit for the term, or none?

**Can students participate in a course but not attempt to earn credit (auditing)?**

## GPA Calculations

Please provide the formula for each GPA type:

GPA Type: Name for GPA Calculation (Cumulative GPA, Term GPA, etc.)

Calculations: details of calculations i.e ((Quarter Grade + Weight) Credits Earned)/Credits Attempted

Excluded Course types: Are there courses that are excluded from this calculation (i.e. gym)

Weighted Course types: Are there course types that carry more weight than others (i.e AP, honors)

| GPA Type | Calculations | Excluded Course types | Weighted Course types |
| --- | --- | --- | --- |
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## Attendance

**When is the attendance of record taken at your school? (once per day or per period)**

**Who is currently responsible for entering attendance?**

# Advisory

**Does your school have a formal advisory program?**

☐ Yes

☐ No

**Do advisors record grades or comments?**

☐ Yes

☐ No

**Will Advisors take Attendance?**

☐ Yes

☐ No

**Advisory Enrollment periods:**

Please enter your advisory periods and enter the start/end dates. If they are different for different school levels within your school, please fill out each additional section. Be sure to enter the name of the school level each section applies to. These should match the levels you defined in your grid at the start of the workbook. Add as many rows as needed

| School Level | Term Name | Term Start Date | Term End Date  |
| --- | --- | --- | --- |
| Upper School | Full Year  | 9/8/2020  | 6/3/2021 |
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# Activities

**Do you have extracurricular programs that should have their own page within Learning Management System? These could include things like Model UN, Student Council, etc.**

☐ Yes

☐ No

**Do you want activities to be displayed on a student’s schedule?**

☐ Yes

☐ No

**Does your school grade Activities?**

☐ Yes

☐ No

**If Yes, Do activity grades appear on the transcript?**

☐ Yes

☐ No

**Do activity leaders take attendance?**

☐ Yes

☐ No

## Activity enrollment dates:

Please enter your Activity periods and enter the start/end dates. If they are different for different school levels within your school, please fill out each additional section. Be sure to enter the name of the school level each section applies to. These should match the levels you defined in your grid above. If you need more than three, you can copy and paste to create additional.

| School Level | Term Name | Term Start Date | Term End Date  |
| --- | --- | --- | --- |
| Upper School | 1st Semester  | 9/8/2020  | 12/28/2020 |
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## Athletics

**Do you have a formal or club athletics program?**

☐ Formal

☐ Club

☐ Both

☐ Neither

**Will coaches take attendance?**

☐ Yes

☐ No

**Do coaches record grades or comments?**

☐ Yes

☐ No

**Do you have Cross Division Sports? (Middle School students on Upper School Teams)**

☐ Yes

☐ No

## Athletics Seasons

Please enter your Athletic season dates. If your school has divisional sports, please specify the school level for each season.

| School Level | Season | Season Start Date | Season End Date  |
| --- | --- | --- | --- |
| Entire School | Fall Season  | 9/8/2020  | 12/28/2020 |
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## Content and Communication

As part of your Base LMS/SIS Implementation, you and your consultant will have a session to discuss content and communication, which will include topics such as Resource Boards for posting content to users, News, Recent Activity, and school and persona calendars. Do you plan to utilize these areas and/or are you using an external program/system, such as Finalsite to house this information?

## Other

Are there other programs/systems you’re intending to use along side your Blackbaud LMS/SIS, such as Finalsite, Google Classroom, Magnus Health, or other? (If other, please indicate below).

## REQUIRED MATERIAL CHECKLIST

For every applicable school level(s):

* Report cards
* Example of each unique grading period and unique style
* Examples must have real data, names can be blacked out
* If grade levels grade differently, send example of each grade level’s report cards
* Please include any grade translation tables/grading scales
* If there are any changes planned for next year document those changes

* Transcript(s)
* Example - start of year before grades are recorded
* Example - interim grades have been recorded
* Example - end of term grades have been recorded
* Example - end of year grades have been recorded
* Examples must have real data (names can be blacked-out)
* All GPA formulas used for report cards, transcripts and honor rolls with examples of how individual student’s GPAs are calculated
* Logo and watermark for report card/transcript
* Logo size depends on where it will be place (top left corner or top middle)
* Watermark should be big enough to fit the page and be a low alpha
* Master schedules for students and teachers
* Bell schedule
* If there are any changes planned for next year, document those changes
* Student Handbook (if not available online)
* Your school’s branding for the app, as well as report cards/transcripts/etc.
	+ Logos & Seals
	+ Your school’s primary & secondary colors (hex codes)
	+ The logo you’d like to display on the login screen and in the app (Images should be in PNG format. Max width of 360 pixels and max height of 60 pixels.)
	+ Your Homescreen Icon - this would be the icon displayed on mobile devices for users that save the app to their phone/tablet. (Images must be in PNG format. Image should be sized at 152 x 152 pixels.)
	+ App favicon – icon to display to the left of your school’s name in a browser tab. (Images must be in ICO format. Image should be sized at 64 x 64 pixels.)