

PEMS System-Wide Work Flow - ARCHIVE

Before Any Student May be Enrolled

School Configuration

1. Configure grade levels, grade spans, and schools
2. Configure term label database
3. Create academic year records sufficient to graduate the youngest student at the highest possible level
4. Configure time delays for automation
 - For teachers to grade final assignments at the end of term - 1 week minimum
 - For student promotion after end of year - two week minimum

Academic Program Configuration

1. Define **subjects** to be taught
2. Create/Upload **Class** List - *each linked to one subject record*
3. Create/Upload **Curriculum** list (Moodle course List) - *each linked to one subject record*
4. Build a program **plan**
 1. insert multiple related **subject requirement** records - *each linked to one subject record*
 2. under each subject requirement, insert multiple related **template** records
 - *NOTE: template records are related to one plan, one subject requirement, and one class, and one curriculum record.*
 - *The subject requirement record, the class record, and the curriculum records are all linked to the same subject record. Subject relationship between these records is used to filter the options, but is not used to restrict the options, at this point.*
5. Complete building all the program plans so that there is at least one plan per grade span.

Ready to Enroll Students

Enrolling a new student

1. CRM side completes required information, sends invoice and gets all forms signed, clicks a button to enroll student - leads/contacts database of the out-of-the-box Krayin config
2. Student record created in the SIS side, status = planned
 1. *Student email, password and user IDs are created in Moodle, Key Cloak and Next Cloud*
 2. *Form letter is emailed to guardian with log-in directions and other information*

3. Student field calculations are automatically estimating time to graduation.
4. Student term records created by automation
5. Student term records added/deleted if the start date moves
6. Student Plan is assigned
7. Student enrollments records are created for the plan and related to the student terms created in step 4.

Changing the Plan

1. The current plan is deactivated - Incomplete enrollment records are deleted
2. A new plan record is created /activate
 - Enrollments for classes that have not been deleted are added
 - If the student already completed an enrollment for a class, the enrollment records are not added.

At the End of Term

1. *After time delay specified in user configuration- show a button that allows the admin to Import grades from Moodle to the SIS and default grades based on Moodle raw scores*
2. Alert user to review grades - teachers and admins may adjust final grades manually
3. *Allow user to select 'continue curriculum' for each enrollment where the student will work on the same Moodle class in the next term. The student did not complete enough of the work to get credit (note field exist yet)*
 1. Excludes this enrollment from automatic Moodle course dis enrollment
 2. Marks the enrollment record complete the enrollment record, and award half the units
 3. Create a duplicate enrollment record for the very next term (optional or required)
4. After review complete, user selects a button that sets all the term's enrollment records to complete
 1. *This step automatically suspends access to Moodle courses for any completed enrollment records*
5. Automatically activate the next term's enrollment records
 1. *When an enrollment record is made active, this triggers the enrollment is the Moodle course*
6. View set of poorly performing students - one failing enrollment (F) or 2 nearly failing (D)
 1. Allow user to select 'repeat' in the student promote field, to stop end of year automatic promotion.

Promoting Students

1. After time delay specified in user configuration- automatically advance all students 'current grade level' by one
2. Do not promote students who have 'repeat' selected in the promote field, the default for all new students is 'promote'

3. After promotion, show the students who have not been promoted and allow the user to adjust if needed.
4. Automation will update the grade span of the student
 1. When a student has a grade span change, new student term records will automatically be create for that student
 2. If the student has a student plan record found for the new grade span, and if only one record has been found, and if that record has a status = future, activate the student plan
5. Automation will create the student's new enrollment records - note this happens after automation creates the new student term records

Assigning New Student Plans

When students enter a new grade span, their old plan will not cross-over, a new plan must be assigned. This only happens at the end of the official end of the academic year.

1. Create a filtered view of students who do not have plans assigned and who have been promoted into a new grade span.
2. Allow user to work on assigning new plans, this must be completed before the start of the next academic year
 - *Need a default plan - create a field for this - recurring students that do not have a plan selected by the user will be automatically assigned the default plan prior to start of the next school year. If only one plan is create for a grade span, it is marked default.*
3. When a new student plan is assigned, create the enrollment records automatically

Dis-enrolling a Student

1. Create a button/view specifically for dis-enrolling a student
2. Set the date of dis-enrollment
3. Set the status field to graduated, dis-enrolled, or expelled.
 1. *Deleted all enrollment records that will be no be completed by the dis-enrollment date*
 2. *Create a current transcript record, showing current enrollments as incomplete*
 3. *email current transcript record to guardian*
 4. *On date of dis-enrollment, suspend user from Moodle and Next cCoud.*

Recording Assessments - TBD

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