

A decorative graphic on the left side of the slide, consisting of a network of orange lines and circles that resemble a circuit board or a stylized tree structure.

# ADM TROUBLESHOOTING

2018 USER GROUP

# STATE REPORTING CHECKS

- State Reporting Periods Setup
  - Setup for each entity
  - 20 school day increments
- Standard Day Minutes
  - All grade levels should be filled out
  - Setup in entity 000
  - This determines how many minutes student need to be scheduled for.

**Edit Reporting Period Dates (101)**

Entity ID:	010	School Year:	2017-18
Calendar:	010	Instructional Program Number:	10
* Reporting Period 1 Begin Date:	07/24/2017	* End Date:	08/18/2017
* Reporting Period 2 Begin Date:	08/22/2017	* End Date:	09/19/2017
* Reporting Period 3 Begin Date:	09/20/2017	* End Date:	10/31/2017
* Reporting Period 4 Begin Date:	11/01/2017	* End Date:	12/04/2017
* Reporting Period 5 Begin Date:	12/05/2017	* End Date:	01/18/2018
* Reporting Period 6 Begin Date:	01/19/2018	* End Date:	02/15/2018
* Reporting Period 7 Begin Date:	02/16/2018	* End Date:	04/02/2018
* Reporting Period 8 Begin Date:	04/03/2018	* End Date:	05/01/2018
* Reporting Period 9 Begin Date:	05/02/2018	* End Date:	05/24/2018

# ADM CALCULATION

- $\text{Time Scheduled (minutes)} / \text{Student Standard Day (minutes)} = \text{ADM}$
- Examples:
  - $390/390 = 1.0$
  - $300/390 = .769$
- To get 1.0 ADM students must be scheduled into classes for the same amount of minutes as their Student Standard Day Minutes.

**Student Standard Day Minutes Maintenance (108)**

School Year: 2018-19

Entity: 006 Entity (006) Grades 6 to 8

* Grade P3 Standand Day Minutes:	420
* Grade P4 Standand Day Minutes:	420
* Grade K Standand Day Minutes:	420
* Grade 01 Standand Day Minutes:	420
* Grade T1 Standand Day Minutes:	420
* Grade 02 Standand Day Minutes:	420
* Grade T2 Standand Day Minutes:	420
* Grade 03 Standand Day Minutes:	420
* Grade T3 Standand Day Minutes:	420
* Grade 04 Standand Day Minutes:	420
* Grade T4 Standand Day Minutes:	420
* Grade 05 Standand Day Minutes:	420
* Grade T5 Standand Day Minutes:	420
* Grade 06 Standand Day Minutes:	420
* Grade T6 Standand Day Minutes:	420
* Grade 07 Standand Day Minutes:	420
* Grade T7 Standand Day Minutes:	420
* Grade 08 Standand Day Minutes:	420
* Grade T8 Standand Day Minutes:	420
* Grade 09 Standand Day Minutes:	420
* Grade 10 Standand Day Minutes:	420
* Grade 11 Standand Day Minutes:	420
* Grade 12 Standand Day Minutes:	420

# WHERE DO SCHEDULED MINUTES COME FROM?

- Minutes are attached to Student Courses
- Any course flagged as Pull-Out will not count in minutes.
- Skyward uses a hierarchy as follows to find minutes for a course:
  - Class Meeting Time Overrides
  - Bell Schedule Attached to Course Section
  - Bell Schedule Attached to Calendar
  - Calendar Day Minutes

# RUN VERIFICATION REPORTS

- Run the Directors Monthly Membership/Attendance Report – “MM Report”
- This report only pulls data from source, it will not verify data sent to EIS.
- You can run this report at any time to see if students are generating 1.0 ADM, even before EIS is ran for the year.

1ssrtn07.p 48-4			Entity (000)			06/04/17			Page:44	
05.17.02.00.08			Students with less than 1.0 ADM						3:53 PM	
SCHL	ENT	GRADE	NAME	GENDER	DAYS SCHEDULED	STANDARD DAY	SCHEDULE DAY	DAYS PRESENT	ADA	ADM
010	010	08	Burttsr, Ruben U	MALE	10	420	0	0	.00000	.00000
010	010	09	Dychesscr, Numbers J	MALE	20	445	0	0	.00000	.00000
010	010	09	Fieroscr, Dana U	MALE	20	445	0	0	.00000	.00000
010	010	09	Kimlerscr, Shannon A	MALE	20	445	0	0	.00000	.00000
010	010	09	Loneesscr, Tamala S	FEMALE	20	445	0	0	.00000	.00000
010	010	09	Neideckerscr, Bradford U	MALE	20	445	0	0	.00000	.00000
010	010	10	Adayscr, Gretchen B	FEMALE	1	445	0	0	.00000	.00000
					10	445	75	10	.08426	.08426
010	010	10	Allawayscr, Guillermo F	MALE	20	445	0	0	.00000	.00000
010	010	10	Anstinescr, Mohammad N	MALE	8	445	0	0	.00000	.00000
					12	445	485	12	.65393	.65393

# RUN VERIFICATION REPORTS

- If a student is less than 1.0 run the Student Attendance Audit Report
- Warnings and Inconsistencies will print if there are missing 041 & 048 records

1ssrtn28.p 12-4 05.17.02.00.00		Entity (000) Student Attendance Audit Report	06/04/
Warnings and Inconsistencies			
School Number (ID)	Student Name	IPN	Warning Message
0010(010)	Demoscr, Amos E.	10	041 record for this student (Enrollment Date 09/05/14) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 01030015A01) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103002B02) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103021A01) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103021B02) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103081A03) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103081CI07) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103102B03) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103103A03) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103108B06) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103181A02) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103210A01) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103210B04) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103221B03) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103231A02) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103260A01) has not been extracted for EIS
0010(010)	Demoscr, Amos E.	10	048 record for this student (Class 0103260A02) has not been extracted for EIS



# RUN VERIFICATION REPORTS

- Here you see the per day, per period and what courses the student is attending and for how many minutes
- The report will tell you if the scheduled minutes are greater/less than the Standard Day

1ssrtn28.p 12-4 05.18.02.00.00		Entity (000) Student Attendance Audit Report										04/09/18 Page:102 11:40 AM	
School Num (ID)	Student Name	SASID	Grd	Cal	IPN	Entry Date	Atnd Date	Stand Day	Half Day	Min Pres/Poss	Present for Day	Warning	
Period	Course Code	Local Class Num	CTE	Effect Date	Class Type	Start Time	Stop Time	Minutes	Present	Minutes	Derived From		
0000(010)	Artistecr, Nathalie C.	300004560	11	010	10	07/24/2017	04/09/2018	400	195	400/400	YES		
1	3416	010341603		01/03/2018	T	8:30 AM	10:10 AM	100	YES		Bell Sched Minutes on Section (S) Prd 1		
2	3022	010302204		01/03/2018	T	10:10 AM	11:50 AM	100	YES		Bell Sched Minutes on Section (S) Prd 2		
3	3003	010300305		01/03/2018	T	12:10 PM	1:50 PM	100	YES		Bell Schedule Minutes (S) Prd 3		
4	3108	010310802		01/03/2018	T	1:50 PM	3:30 PM	100	YES		Bell Sched Minutes on Section (S) Prd 4		

# OTHER ITEMS TO LOOK AT

- If course is not extracting into Skyward's EIS then:
  - Verify that a state course code is assigned.
  - Verify that the course is scheduled into a period on the calendar.
  - Verify that the course is Active and has student scheduled into it.
- If course is loaded but student didn't then:
  - Verify that student has State ID, PIN or SSN.
  - Check the enrollment date (year).
  - Check student classes and scheduling transactions.



# DATA IN SKYWARD'S EIS BUT NOT AT STATE

- Verify that the course/student is not caught in error at EIS.
- Verify that the data is correct in Skyward's EIS (check the View Exported EIS Data area).
  - If the record is there and is correct then resend the record to EIS.
  - If the data is still not loading - then check for errors again at the state.
  - If the data is still not loading - contact EIS helpdesk for assistance. Either they can help you or tell you what needs to be done and open a Microsoft Dynamics Ticket and contact Skyward.

# ADA/ADM TROUBLESHOOTING

- Calendar Check
  - Check Calendar Days for the Reporting Period, ensure they are all set to 1.0 in the Count As Field
  - If using Bell Schedule to calculate minutes, ensure the Bell Schedule is tied to each day
  - Verify that the bell schedule minutes add up to either 420 or 390, confirm the number of minutes in each period

▼ Calendar Days		<a href="#">Add Day</a>	<a href="#">View All Days and Events</a>	<a href="#">Utilities</a>		
		Date	Days	Term	Prds/Day	Bell
<a href="#">Edit</a>	<a href="#">Delete</a>	04/02/2018 Mon	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/03/2018 Tue	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/04/2018 Wed	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/05/2018 Thu	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/06/2018 Fri	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/09/2018 Mon	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/10/2018 Tue	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/11/2018 Wed	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/12/2018 Thu	1.00	4	9	
<a href="#">Edit</a>	<a href="#">Delete</a>	04/13/2018 Fri	1.00	4	9	
▶ <a href="#">Edit</a>	<a href="#">Delete</a>	04/16/2018 Mon	0.00	4	9	

# ADA/ADM TROUBLESHOOTING

- Student Transaction Check
  - Review transactions to ensure the courses are scheduled during the reporting period
  - Transactions should reflect the student's actual days in the class

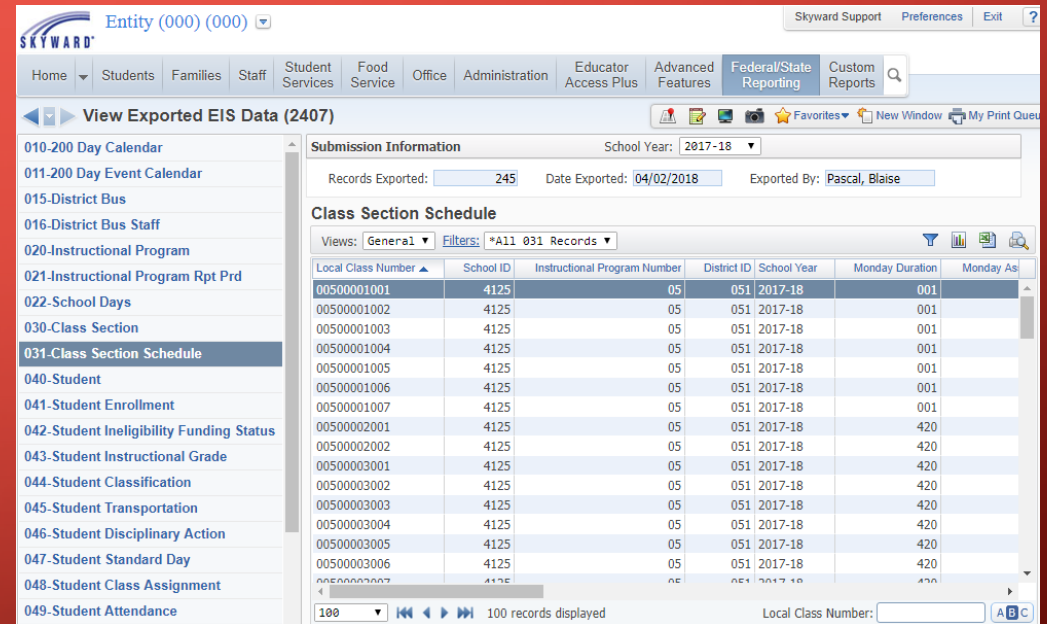
View All Transactions (188)

Views: General Filters: \*Skyward Default

Effective Date	Transaction Type	Course	Description	Old Terms	New Terms	Period	Teacher	Performed By	Transaction Date
07/28/2017	Drop	9390SP/05	SPARK	03-04	00-00				07/28/2017
07/28/2017	Drop	9390SP/01	SPARK	01-02	00-00				07/28/2017
07/28/2017	Add	9724L /02	Life Skills	00-00	03-04	01	OWoomerscr		07/28/2017
07/28/2017	Add	9724L /01	Life Skills	00-00	01-02	01	OWoomerscr		07/28/2017
07/24/2017	Drop	3303 /01	Wellness	01-02	00-00	01	SEmighscr		07/28/2017
07/20/2017	Drop	3301PS/01	PE Spring	03-04	00-00	01	AOrosscr		07/28/2017
07/20/2017	Add	9390SP/05	SPARK	00-00	03-04				07/28/2017
07/20/2017	Add	9390SP/01	SPARK	00-00	01-02				07/28/2017

# ADA/ADM TROUBLESHOOTING

- EIS Check
  - Ensure that the 031 – Course Section Schedule Records are created for each course
  - Verify records are pulling on the 048 – Student Schedule Record



The screenshot displays the Skyward software interface for viewing exported EIS data. The left sidebar lists various data categories, with '031-Class Section Schedule' selected. The main area shows a table of records with columns for Local Class Number, School ID, Instructional Program Number, District ID, School Year, Monday Duration, and Monday Assignment. The table contains 100 records, all for School ID 4125 and District ID 051, covering the 2017-18 school year. The bottom of the interface shows pagination controls indicating 100 records displayed.

Local Class Number	School ID	Instructional Program Number	District ID	School Year	Monday Duration	Monday Assignment
00500001001	4125	05	051	2017-18	001	
00500001002	4125	05	051	2017-18	001	
00500001003	4125	05	051	2017-18	001	
00500001004	4125	05	051	2017-18	001	
00500001005	4125	05	051	2017-18	001	
00500001006	4125	05	051	2017-18	001	
00500001007	4125	05	051	2017-18	001	
00500002001	4125	05	051	2017-18	420	
00500002002	4125	05	051	2017-18	420	
00500003001	4125	05	051	2017-18	420	
00500003002	4125	05	051	2017-18	420	
00500003003	4125	05	051	2017-18	420	
00500003004	4125	05	051	2017-18	420	
00500003005	4125	05	051	2017-18	420	
00500003006	4125	05	051	2017-18	420	
00500003007	4125	05	051	2017-18	420	

# ADA/ADM TROUBLESHOOTING

- Course Master/Curriculum Check
  - Curriculum Assigned
  - Course Set to Active
  - Keep Attendance checked
- Section Details
  - TN Button filled out
  - Attendance method is Mixed or Computer
  - Correct Calendar assigned
  - Correct Bell Schedule Assigned
  - If using Meeting Time Override make sure this is checked

The screenshot shows the 'Tennessee Class Information Maintenance (129)' web application. The interface includes several input fields and dropdown menus for class configuration. The 'Course Key' is set to '3001B' and 'English I CP'. The 'Section' is '01'. 'Service District ID' is '51' and 'Service School ID' is '10'. 'Class Type' and 'Teaching Method' are both set to 'T - Traditional'. 'Quality Points' is an empty dropdown, and 'Population Served' is also an empty dropdown. 'Instruction Method' is an empty dropdown. 'Post-Secondary Institution' is an empty dropdown. 'Test Admin Window' is set to 'F - Fall Block Schedule'. There are checkboxes for 'State Dual Credit', 'Local Dual Credit', and 'Dual Enrollment', all of which are currently unchecked. Below these fields is a 'Teacher History' section with a table header containing 'Start Date', 'End Date', and 'Teacher'. The table body contains the text 'There are no records to display; check your filter settings.' and '0 records displayed'. To the right of the table are buttons for 'Add', 'Edit', and 'Delete'. A 'Start Date' input field is located at the bottom right of the table area.

Tennessee Class Information Maintenance (129)

Course Key: 3001B English I CP

Section: 01

Service District ID: 51

Service School ID: 10

Class Type: T - Traditional

Teaching Method: T - Traditional

Quality Points: Federally Funded

Population Served:

Instruction Method:

Post-Secondary Institution:

Test Admin Window: F - Fall Block Schedule

☐ State Dual Credit ☐ Local Dual Credit ☐ Dual Enrollment

Teacher History ?

Start Date	End Date	Teacher
There are no records to display; check your filter settings.		

0 records displayed Start Date:

Add Edit Delete



# ADA/ADM TROUBLESHOOTING

- Class Meeting Pattern
  - Check Attendance & Scheduling Period
  - Days that the course meets are checked
  - Teacher assigned and flagged as Primary
  - If using Meeting Time Override, enter times
- Curriculum Master Check
  - Course Code must be filled in
  - If changed are made to the Course/Curriculum, EIS needs to be reextracted.

The screenshot shows the 'Edit Class Meet (150)' form. It contains several sections for configuring a class meeting:

- Course:** Entity: 010, Entity (010) Grades 9 to 12, Class: 3001B/01, English I CP, Control Set: S1, Class Status: Active.
- Warning:** Students Scheduled. Updating fields that change when the Section meets may cause conflicts.
- Start and Stop Terms:** \* Display Term Start: 01, \* Stop: 02, \* Scheduling Term Start: 01, \* Stop: 02.
- Meet Pattern:** \* Display Period: 02, \* Scheduling Period: 02, \* Attendance Period: 02. A table shows days of the week (M, T, W, R, F, S) with checkboxes for Display, Scheduling, and Attendance.
- Lunch Code:** Radio buttons for None, Group A, Group B, Group C, Group D, Group E, and Group F.
- Building/Room/Teacher:** Building: 010, Room: 2121, Teacher: MATTOELI000.
- Teacher Type:** Radio buttons for Primary and Alternate. Checkboxes for 'Display This Class Meet On Student Schedules', 'Allow Access to EA+', and 'Allow Access to Gradebook'.
- Class Meeting Time Override:** Start Time: 12:00 AM, Stop Time: 12:00 AM.
- Class Meet Type:** Radio buttons for Instructional, Lunch, Recess, Study Hall, and Other.



# DOCUMENTATION AVAILABLE

- Director's Monthly Membership Export Troubleshooting Guide
- ADA/ADM Troubleshooting Checklist
- These documents are available on Skydoc along with tutorials.

An abstract graphic on the left side of the slide, consisting of a network of thin, light-orange lines and small circles, resembling a circuit board or a neural network diagram. The lines and nodes are concentrated on the left edge and spread out towards the center.

QUESTIONS?