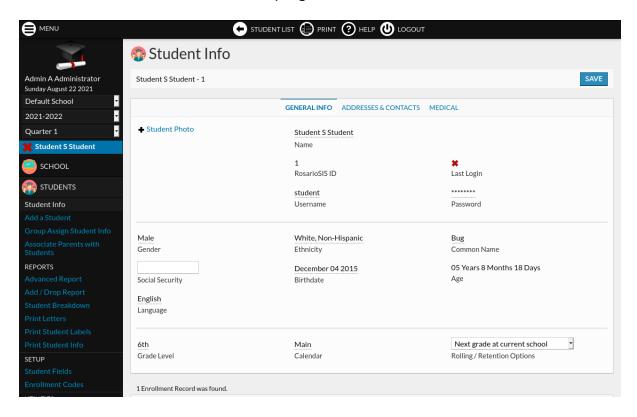


Rollover Guide for RosarioSIS V2.1

Follow this guide at the end of the school year in order to transfer you school data to the next school year and set the new default school year.

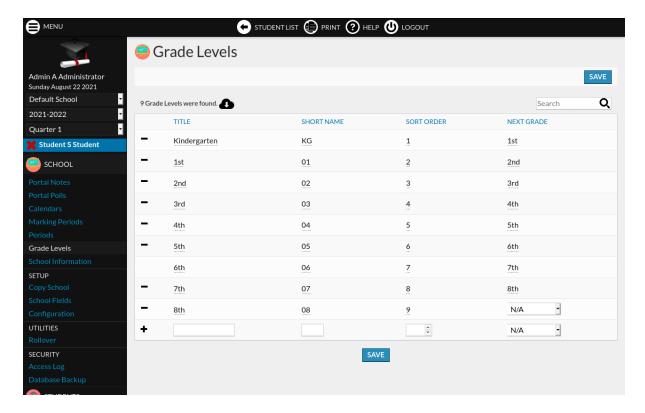
Student Rolling / Retention Options

First, review for each student their "Rolling / Retention Options". This field can be found on the *Students > Student Info* program, under the "General Info" tab:



The default option is "Next grade at current school".

To setup next grades, go to the School > Grade Levels program:



The screenshot shows that students enrolled in "6th" grade will be enrolled in the "7th" grade in the next school year.

Other "Rolling / Retention Options" are:

- "Retain": students will retail / stay enrolled in the same grade level
- "Do not enroll after this school year".

If you have more than one school, other schools will appear in the list options. To move a student to another school, select it in the list. The student will be either enrolled:

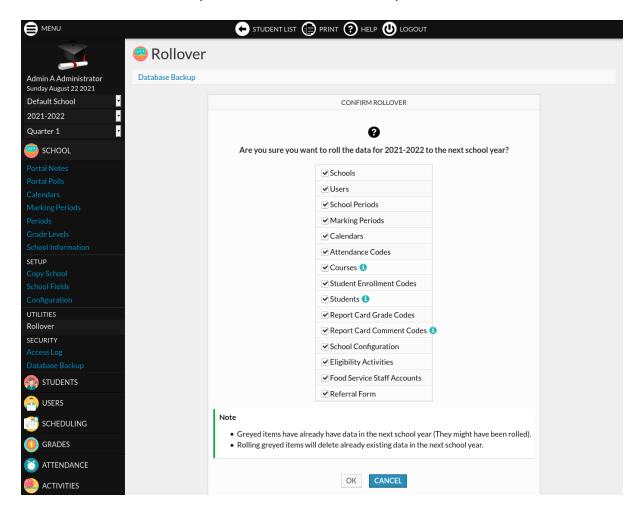
- in the first grade level (Sort Order 1): for example when passing from elementary to secondary school.
- or in the same grade level (same Title): for example when using a dedicated "school" for registration purposes.

Group Assign Rolling / Retention Options

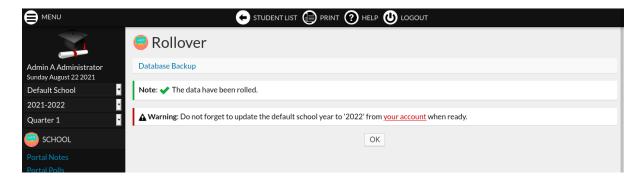
Instead of setting the "Rolling / Retention Options" for each student, you can do it for groups of students using the *Students > Group Assign Student Info* program.

Rollover

To proceed to rollover, go to the *School > Rollover* program. *Rollover* copies the current year's data to the next school year. Students are enrolled in the next grade, and each school's information is duplicated for the next school year.



For most cases, you can simply leave all the items checked and click "OK".



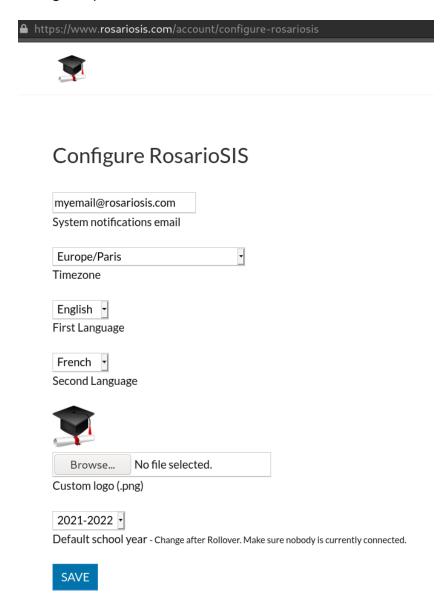
That's it. Now, you can access the new school year from the dropdown in the left menu. In our example, select "2022-2023" and check everything went fine.

In case something went wrong, no worries, you can do *Rollover* again. Greyed items indicate how many elements are already present in the next school year. Check them to roll them over again.

In case you have more than one school, you will have to do the *Rollover* for each school. Order matters and if you move students from one school to another, the other school must first exist in the next school year! So for example, you would first roll the secondary school, and then the elementary one.

Set new Default School Year

To set the new default school year to 2022, make sure nobody is currently connected to RosarioSIS and go to your <u>rosariosis.com account</u>:



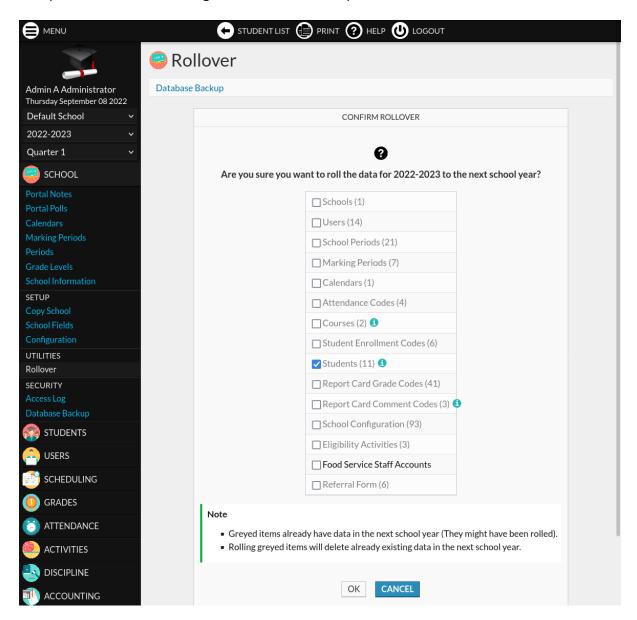
In case you are not hosted with us at rosariosis.com, you will have to edit the "config.inc.php" file on your server and change the "\$DefaultSyear" variable.

It is important to update the default school year. Otherwise, new students and users won't be able to login.

Warning: user accounts (student accounts are the same) are rolled over and therefore different each year. If you edit your *username*, you will no longer access previous years from the left menu. So be sure to first edit your *username* for previous years.

After Rollover

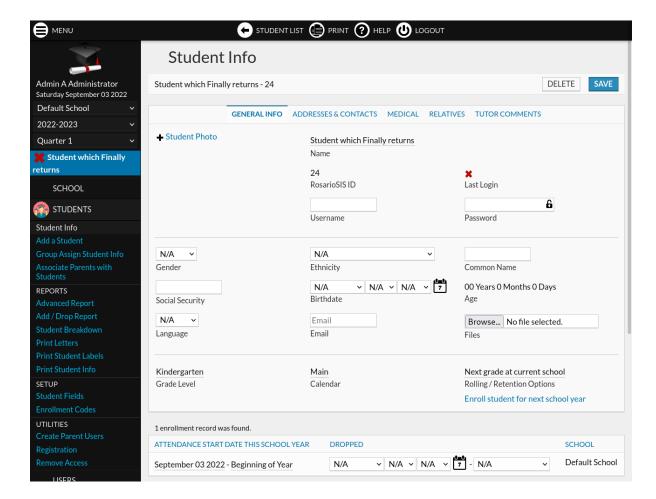
Some students were not enrolled in the next school year as desired? You can switch back to the last school year, edit the "Rolling / Retention Options", and perform the *Rollover* again for students only.



However, this solution is **not suitable** if the new school year has already started (enrollment start dates would be reset to today).

What happens if I have a student marked as "Do not enroll after this school year" who finally returns?

Switch back to the last school year, go to *Students > Student Info*, edit the "Rolling / Retention Options" to "Next grade at current school" (or whatever is suitable) and save. An *Enroll student for next school year* link should appear below the "Rolling / Retention Options", click it.



Same can be done for students who were in the last grade level and finally repeat the year.

RosarioSIS

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