



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:

Admin A Administrator
Sunday August 22 2021
Default School
2021-2022
Quarter 1

Student S Student

Student S Student - 1

GENERAL INFO ADDRESSES & CONTACTS MEDICAL

+ Student Photo

Student S Student
Name

1
RosarioSIS ID

student
Username

Last Login

Password

Male
Gender

White, Non-Hispanic
Ethnicity

December 04 2015
Birthdate

Bug
Common Name

05 Years 8 Months 18 Days
Age

English
Language

6th
Grade Level

Main
Calendar

Next grade at current school
Rolling / Retention Options

1 Enrollment Record was found.

The default option is “Next grade at current school”.

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

Grade Levels

9 Grade Levels were found.

TITLE	SHORT NAME	SORT ORDER	NEXT GRADE
Kindergarten	KG	1	1st
1st	01	2	2nd
2nd	02	3	3rd
3rd	03	4	4th
4th	04	5	5th
5th	05	6	6th
6th	06	7	7th
7th	07	8	8th
8th	08	9	N/A
			N/A

SAVE

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.

The screenshot shows the 'Rollover' dialog box with the title 'CONFIRM ROLLOVER'. It asks, 'Are you sure you want to roll the data for 2021-2022 to the next school year?'. Below the question is a list of items with checkboxes, all of which are checked. The items are: Schools, Users, School Periods, Marking Periods, Calendars, Attendance Codes, Courses (with a blue '1' icon), Student Enrollment Codes, Students (with a blue '1' icon), Report Card Grade Codes, Report Card Comment Codes (with a blue '1' icon), School Configuration, Eligibility Activities, Food Service Staff Accounts, and Referral Form. At the bottom left, there is a 'Note' section with two bullet points: '• Greyed items have already have data in the next school year (They might have been rolled).' and '• Rolling greyed items will delete already existing data in the next school year.' At the bottom right, there are 'OK' and 'CANCEL' buttons.

Item	Checked
Schools	<input checked="" type="checkbox"/>
Users	<input checked="" type="checkbox"/>
School Periods	<input checked="" type="checkbox"/>
Marking Periods	<input checked="" type="checkbox"/>
Calendars	<input checked="" type="checkbox"/>
Attendance Codes	<input checked="" type="checkbox"/>
Courses	<input checked="" type="checkbox"/> 1
Student Enrollment Codes	<input checked="" type="checkbox"/>
Students	<input checked="" type="checkbox"/> 1
Report Card Grade Codes	<input checked="" type="checkbox"/>
Report Card Comment Codes	<input checked="" type="checkbox"/> 1
School Configuration	<input checked="" type="checkbox"/>
Eligibility Activities	<input checked="" type="checkbox"/>
Food Service Staff Accounts	<input checked="" type="checkbox"/>
Referral Form	<input checked="" type="checkbox"/>

Note

- Greyed items have already have data in the next school year (They might have been rolled).
- Rolling greyed items will delete already existing data in the next school year.

OK CANCEL

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

The screenshot shows the 'Rollover' dialog box after the process is complete. It displays a 'Note' with a green checkmark icon: 'Note: ✓ The data have been rolled.' Below this is a 'Warning' with a red triangle icon: 'Warning: Do not forget to update the default school year to '2022' from your account when ready.' At the bottom, there is an 'OK' button.

Note: ✓ The data have been rolled.

Warning: Do not forget to update the default school year to '2022' from your account when ready.

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 [rosariosis.com account](https://www.rosariosis.com/account):

 <https://www.rosariosis.com/account/configure-rosariosis>



Configure RosarioSIS

System notifications email

Europe/Paris


Timezone

English

First Language

French

Second Language



Browse...

No file selected.

Custom logo (.png)

2021-2022

Default school year - Change after Rollover. Make sure nobody is currently connected.

SAVE

In case you are not hosted with us at [rosariosis.com](https://www.rosariosis.com), you will have to edit the “config.inc.php” file on your server and change the “\$DefaultYear” 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.

The screenshot shows a web application interface for a school management system. On the left is a dark sidebar menu with categories: ADMIN (Admin A Administrator, Thursday September 08 2022, Default School, 2022-2023, Quarter 1), SCHOOL (Portal Notes, Portal Polls, Calendars, Marking Periods, Periods, Grade Levels, School Information), SETUP (Copy School, School Fields, Configuration), UTILITIES (Rollover), SECURITY (Access Log, Database Backup), STUDENTS, USERS, SCHEDULING, GRADES, ATTENDANCE, ACTIVITIES, DISCIPLINE, and ACCOUNTING. The main content area has a top navigation bar with icons for MENU, STUDENT LIST, PRINT, HELP, and LOGOUT. Below this is a 'Rollover' section with a 'Database Backup' link. The central part is a 'CONFIRM ROLLOVER' dialog box with a question mark icon and the text: 'Are you sure you want to roll the data for 2022-2023 to the next school year?'. It contains a list of items with checkboxes: Schools (1), Users (14), School Periods (21), Marking Periods (7), Calendars (1), Attendance Codes (4), Courses (2) with an info icon, Student Enrollment Codes (6), Students (11) with a checkmark and an info icon, Report Card Grade Codes (41), Report Card Comment Codes (3) with an info icon, School Configuration (93), Eligibility Activities (3), Food Service Staff Accounts, and Referral Form (6). At the bottom of the dialog is a 'Note' section with two bullet points: '▪ Greyed items already have data in the next school year (They might have been rolled).' and '▪ Rolling greyed items will delete already existing data in the next school year.' Below the note are 'OK' and 'CANCEL' buttons.

CONFIRM ROLLOVER

Are you sure you want to roll the data for 2022-2023 to the next school year?

<input type="checkbox"/> Schools (1)
<input type="checkbox"/> Users (14)
<input type="checkbox"/> School Periods (21)
<input type="checkbox"/> Marking Periods (7)
<input type="checkbox"/> Calendars (1)
<input type="checkbox"/> Attendance Codes (4)
<input type="checkbox"/> Courses (2) ⓘ
<input type="checkbox"/> Student Enrollment Codes (6)
<input checked="" type="checkbox"/> Students (11) ⓘ
<input type="checkbox"/> Report Card Grade Codes (41)
<input type="checkbox"/> Report Card Comment Codes (3) ⓘ
<input type="checkbox"/> School Configuration (93)
<input type="checkbox"/> Eligibility Activities (3)
<input type="checkbox"/> Food Service Staff Accounts
<input type="checkbox"/> Referral Form (6)

Note

- Greyed items already have data in the next school year (They might have been rolled).
- Rolling greyed items will delete already existing data in the next school year.

OK CANCEL

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.

← STUDENT LIST PRINT ? HELP LOGOUT

Student Info

DELETE SAVE

+ Student Photo

<u>Student which Finally returns</u>	
Name	
24	✖ Last Login
RosarioSIS ID	
<input type="text"/>	<input type="password"/>
Username	Password

N/A ▾	N/A ▾	<input type="text"/>
Gender	Ethnicity	Common Name
<input type="text"/>	N/A ▾ N/A ▾ N/A ▾	00 Years 0 Months 0 Days
Social Security	Birthdate	Age
N/A ▾	Email <input type="text"/>	Browse... No file selected.
Language	Email	Files

<u>Kindergarten</u>	Main	<u>Next grade at current school</u>
Grade Level	Calendar	Rolling / Retention Options
		Enroll student for next school year

1 enrollment record was found.

ATTENDANCE START DATE THIS SCHOOL YEAR	DROPPED	SCHOOL
September 03 2022 - Beginning of Year	N/A ▾ N/A ▾ N/A ▾ - N/A ▾	Default School

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

RosarioSIS

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