



## Rollover Guide for RosarioSIS

V3.1

Follow this guide at the end of the school year in order to transfer your 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 screenshot shows the 'Student Info' page for 'Student S Student - 1'. The page has a dark sidebar on the left with navigation options like 'Admin A Administrator', 'Default School', '2021-2022', 'Quarter 1', 'Student S Student', 'SCHOOL', 'STUDENTS', 'Student Info', 'Add a Student', 'Group Assign Student Info', 'Associate Parents with Students', 'REPORTS', 'Advanced Report', 'Add / Drop Report', 'Student Breakdown', 'Print Letters', 'Print Student Labels', 'Print Student Info', 'SETUP', 'Student Fields', and 'Enrollment Codes'. The main content area has a top navigation bar with 'MENU', 'STUDENT LIST', 'PRINT', 'HELP', and 'LOGOUT'. Below this is the 'Student Info' header with a 'SAVE' button. The 'GENERAL INFO' tab is selected, showing fields for Name, RosarioSIS ID, Username, Gender, Ethnicity, Birthdate, Language, Grade Level, and Common Name. A dropdown menu for 'Rolling / Retention Options' is set to 'Next grade at current school'. A message at the bottom states '1 Enrollment Record was found.'

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

**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.

Other “Rolling / Retention Options” are:

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

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

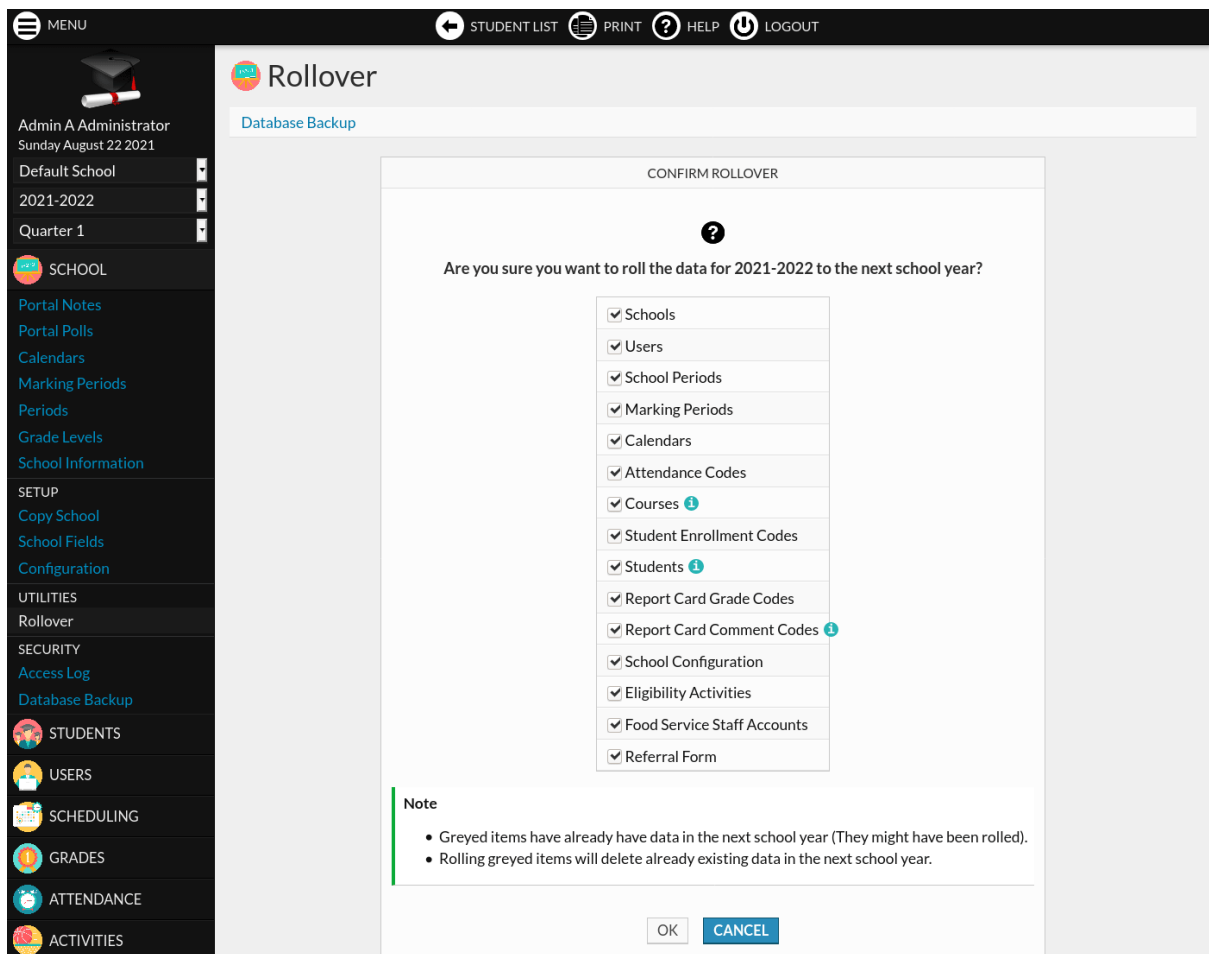
The screenshot shows that students enrolled in “6th” grade will be enrolled in the “7th” grade in the next school year.

## Group Assign Rolling / Retention Options

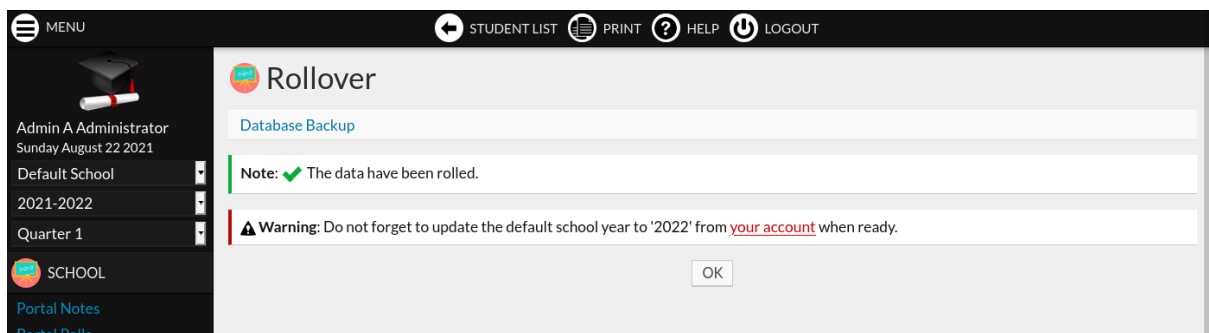
Instead of setting the “Rolling / Retention Options” for each student, you can do it for groups of students using the *Students > Group Assign Student Info* program.

## 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 the *Rollover* again (note though: only for the default school year). 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’s data must first exist in the next school year! So for example, you would first roll the secondary school, and then the elementary one.

# Update the Default School Year

Note: as of RosarioSIS 11.7 (June 2024), it is now possible to update the default school year right from within RosarioSIS.

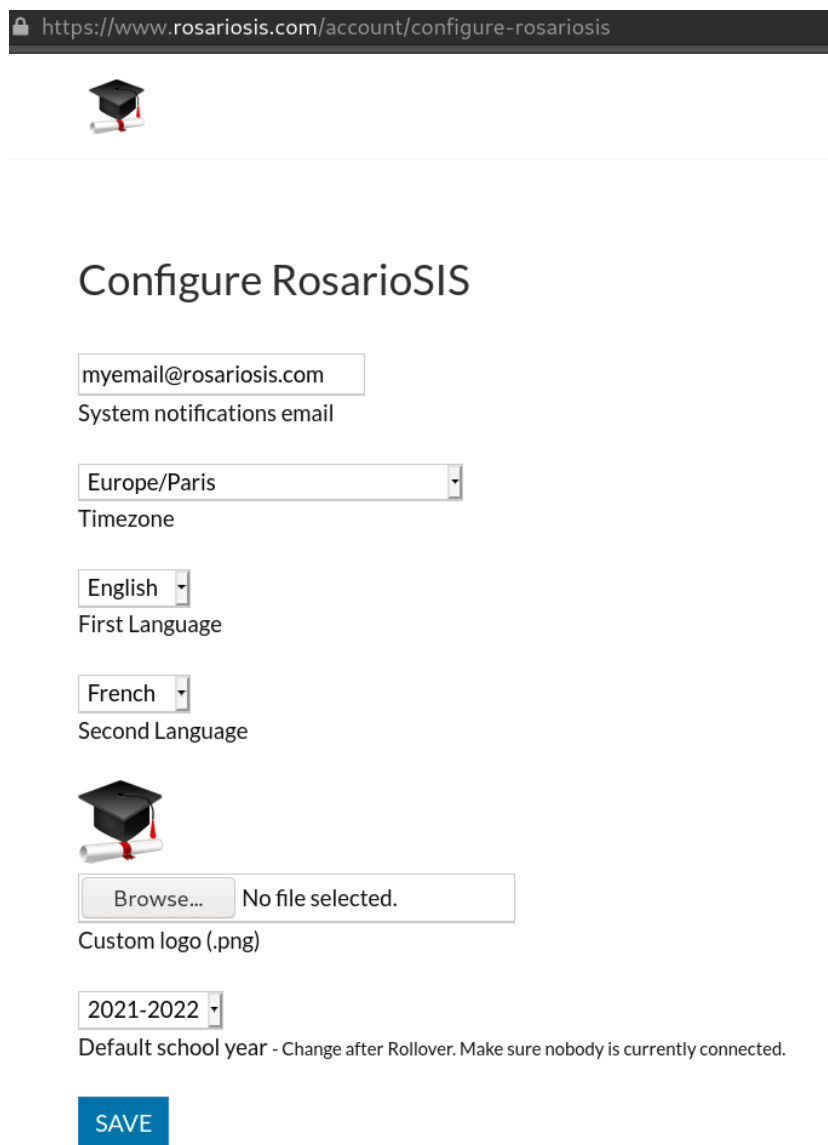
For this, go to the *School > Rollover* program. You should see a warning inviting you to update the default school year. After you have done some verification, click on the “Yes, I am ready” button and then confirm.

The screenshot shows the RosarioSIS interface. On the left is a dark sidebar menu with a 'MENU' icon at the top. Below it, the user is identified as 'Admin A Administrator' on 'Saturday August 03 2024'. The 'Default School' is set to '2023-2024' and 'Quarter 1'. The main menu categories are 'SCHOOL', 'SETUP', 'UTILITIES', and 'SECURITY'. The 'Rollover' option is highlighted under 'UTILITIES'. The top navigation bar includes 'PRINT', 'HELP', and 'LOGOUT' icons. The main content area is titled 'Rollover' and has a 'Database Backup' link. A warning message states: 'Warning: Do not forget to update the default school year to '2024-2025' when ready.' with an 'OK, I AM READY' button. Below the warning is a 'CONFIRM ROLLOVER' dialog box with a question mark icon and the text: 'Are you sure you want to roll the data for 2023-2024 to the next school year?'. A list of data items to be rolled over is shown with checkboxes: Schools (2), Attendance Codes (4), Student Enrollment Codes (6), Students (6) with an info icon, Report Card Comments (3) with an info icon, School Configuration (86), Eligibility Activities (3), and Food Service Staff Accounts (checked).

## Update the Default School Year (old method)

Below is the **old method**, still available in case the “config.inc.php” file cannot be edited by RosarioSIS.

To set (or reset) the default school year, go to your [rosariosis.com account](https://www.rosariosis.com/account):



The screenshot shows a web browser window with the URL `https://www.rosariosis.com/account/configure-rosariosis`. The page features a graduation cap icon and the title "Configure RosarioSIS". The configuration options include:

- System notifications email: `myemail@rosariosis.com`
- Timezone: `Europe/Paris`
- First Language: `English`
- Second Language: `French`
- Custom logo (.png): A file selection area with a "Browse..." button and the text "No file selected."
- Default school year: `2021-2022`

A blue "SAVE" button is located at the bottom of the form. A warning message at the bottom of the page states: "Default school year - Change after Rollover. Make sure nobody is currently connected."

In case you are not hosted by 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 are rolled over and therefore different each year (student accounts stay the same). 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. The top navigation bar includes a 'MENU' button, a 'STUDENT LIST' button, a 'PRINT' button, a 'HELP' button, and a 'LOGOUT' button. The left sidebar contains a navigation 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 is titled 'Rollover' and shows a 'Database Backup' section. A 'CONFIRM ROLLOVER' dialog box is displayed, asking 'Are you sure you want to roll the data for 2022-2023 to the next school year?'. The dialog contains a list of items with checkboxes: Schools (1), Users (14), School Periods (21), Marking Periods (7), Calendars (1), Attendance Codes (4), Courses (2), Student Enrollment Codes (6), Students (11) (checked), Report Card Grade Codes (41), Report Card Comment Codes (3), School Configuration (93), Eligibility Activities (3), Food Service Staff Accounts, and Referral Form (6). A 'Note' section at the bottom of the dialog states: '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.' The dialog has 'OK' and 'CANCEL' buttons.

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 Info

Student which Finally returns - 24 DELETE SAVE

**GENERAL INFO** ADDRESSES & CONTACTS MEDICAL RELATIVES TUTOR COMMENTS

+ Student Photo

Student which Finally returns

Name

24 RosarioSIS ID ✖ Last Login

Username Password

Gender Ethnicity Common Name

Social Security Birthdate Age

Language Email Files

Kindergarten Grade Level Main Calendar Next grade at current school 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 - 7 - 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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