Beginning of Year Checklist

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The BOY Process below is a living process and is subject to changes as NCDPI determines best practices for Beginning of Year. Click each item to for more information on each item.

School Year and Calendar Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup)		
School Information (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#SchoolInfo)		
School Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#schoolyear)		
School Calendars (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#schoolcalendar) • Verify Student Day, Teacher Day, Whole Day Absence, and Half Day Absence fields.		
Term Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#termsetup)		
Period Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#periodsetup) • Verify Non-Instructional checkboxes for periods. Verify Lunch Time minutes.		
<u>Day Setup</u> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#daysetup)		
Month Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/school-year-calendar-setup#Month)		
Courses and Grading (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading)		
Audit Course Master Information (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#Audit)		
Relink Courses to the Course Master (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#Relink) (if applicable)		
Audit Grade Calc Options (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#gradecalc)		
Audit Grading Tasks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#gradetasks)		

Audit Standards Bank (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#standardsbank) (if applicable)	
Remove Scheduling Tool Rights (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/courses-and-grading#toolrights)	
Sections and Scheduling (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections)	
Verify the Section Information (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#sectioninfo)	
Verify Teachers Can Take Attendance (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#teacheratt) (if applicable)	
Verify Primary Teachers for Each Section (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#primaryteachers)	
Verify Inclusion and Pull-Out Sections Are Correct (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#pullout)	
Students With Gaps in Their Schedule (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#gapscheduler)	
Roster Students Into Sections (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#roster)	
Run the Master Schedule Report (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#master)	
Print Student Schedules (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/sections#print)	
Student Information (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information)	
Review Student Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#review)	
Clean Student Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#clean)	
Add Summer Promotions (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#promotions)	
Add Summer Graduate Information (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#graduate)	
Summer End Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#end)	
Audit No Show Records (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#noshow)	

<u>Student Activity Roll Forward</u> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#activity)	□
<u>Audit / Add Transcript Data</u> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#transcript)	
Audit North Carolina Program Participation (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#program)	
Audit Student Flags (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-information#flags)	
Attendance & Workflow (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior)	
<u>Verify Attendance Codes</u> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#attcode)	
Day Setup Verification (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#day)	
Workflow Roll Forward (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/attendance-and-behavior#workflow) (if applicable)	
Census Verification (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification)	
<u>Verify Census Information</u> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#census)	
<u>Verify Staff Information</u> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#staff)	П
<u>Update Staff Information</u> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/census-verification#update)	
User Access (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access)	
Review and Update User Groups (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#review)	
Change Calendar User Groups to Reflect the Current Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#calendar)	

Tool Rights Catalog (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#tool)		
Student and Parent Portal Display Options (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/user-access#portal)		
Reporting and Transportation (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation)		
Roll Forward Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#report)		
Modify Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#modify)		
<u>Transportation Roll Forward</u> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation#transport) (if applicable)		

Premium Products

OLR	
Review OLR Configuration and Settings (https://kb.infinitecampus.com/help/online-registration-configuration-prep) Note: OLR should not be opened until calendars and enrollments have been rolled forward.	
Post New OLR Links (https://kb.infinitecampus.com/help/olr-information-center)	
Communication	
<u>Update Communication for New School Year</u> (https://kb.infinitecampus.com/help/communication)	
Third Party Apps	
Turn on Syncs to Third Party Apps Note: It is recommended to not begin OneRoster syncs until the use of the scheduling board has been completed.	

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