Harmony Conference April 19 - 21, French Lick Conference Center

We will be holding our annual conference at the French Lick conference center on April 19th through 21st, 2017.

You have until March 21 to make discounted room reservations for your overnight stay. Touch here for the direct link to the hotel.

Of course, as always, reservations can be made as well by calling toll free 1-888-936-9360 and using Group Code 0417HAR.

Sessions will be directed towards our Harmony 3 product as we believe it is superior to the earlier versions. But some sessions will still cover Harmony 2 as well as Harmony 3. Be sure to check the audience for each session. We attempt to provide something for everyone.

Come and enjoy the fellowship of the Harmony family, learn new things, and make your job easier.
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Google Chrome "Website is not Private" Message

Users that use Google Chrome v56 will receive a notification when visiting the Harmony site if your SSL certificate is utilizing the older SHA-1 encryption. Most of these certificates were issued around 2012 when SHA-1 was the newest encryption format. Even though the certificate has not expired, Google is not supporting it – all in the name of better online security. For more information on this topic visit https://security.googleblog.com/2016/11/sha-1-certificates-in-chrome.html

Currently, the newest versions of Firefox and Safari are not warning users at this time.

Solution:

Notify your tech director. That person is responsible for maintaining the SSL certificate.

Tech Directors: If your certificate is created with this encryption, it is probably due to expire sometime in 2017. Go ahead and renew the certificate now. Confirm with your issuing company that they are utilizing SHA-256 encryption (GoDaddy is).
**Marking a Student as a Mid-Term Graduate**

Mid-term graduates need to follow a specific process in order to properly submit them to the STN application center as a mid-term graduate. Before graduating the students, make sure to go to Guidance...Class Rank/GPA and rerun your class rank/GPA. This will ensure that the students get their accurate rank at time of graduation.

Next, open the students who will be graduating mid-term and touch the “Enroll/Withdraw” button. Choose to withdraw the student and enter the date of withdrawal (graduation). Select the exit code as “34-Early Graduate”. This makes all the documents for the student inactive and removes them from attendance.

Once the students are withdrawn as early graduates, Run a Real Time (RT) report and send it to the STN Application Center. This submits the student to the DOE as an early graduate.

Next, mark the individual student as a graduate within Harmony by opening their demographics in the Inactive Students view. Then touch the ”Edit” button to put the student into edit mode. Then touch the “Mark Graduated” link on the Guidance tab of the demographics.

Enter the graduation date, diploma type and post grad info. You can also add a transcript comment if necessary. When you touch the “Mark Graduated” button, the student will be marked with the graduation date and their transcript will then reflect that date.
State Report Resources

We try to provide advice for all the questions that we can for the state reports, including the collection reports. However, many answers are going to be a local decision so we cannot tell you what you should submit. Here are some additional resources to contact so you can make the correct decisions.

Contacts for Questions on Subject Codes and HQT

For High School Subjects: See https://learningconnection.doe.in.gov/Library/FilingCabinet/ViewFile.aspx?lfid=82950

For Elementary & Middle School Subjects: Jenny Berry, jberry@doe.in.gov
For HQT (Highly Qualified Teachers): Tana Mansfield, HQT Specialist, tmansfield@doe.in.gov

DO NOT SPEND HOURS WORKING BY YOURSELF ON STATE REPORTS. PLEASE CONTACT US FOR HELP!

We have experience in solving most problems, and will make suggestions on who to contact if the question is out of our range of expertise.

SNOW DAYS!!!

Remember that any snow days must be entered as “Days Out” on the calendar under Office Use. If they are not entered, then it will count as a regular day of school.

To enter a day as a snow day, touch the “Calendar Entry” button.

Enter the date and then mark this as a “Day Out”. Choose All Day, AM, or PM and then enter the description as “Snow Day”.

Enter the date and then mark this as a “Day Out”. Choose All Day, AM, or PM and then enter the description as “Snow Day”.
Harmony 3 scheduling for next year offers the additional feature of the "Course Request Report" view. This view shows you how many students have requested each course.

Based on the number of students requesting the course, it then uses the size limit of the master course to determine how many class sections are needed. It then displays how many sections are recommended, already scheduled, and needed. You can then use these numbers to indicate on the master course how many sections you want to have set up.

Touching in the row of the course will expand the view to show you the classes already scheduled for the course. Classes can be added right from this view by touching the “New Class” button.

If there are padlocks next to the class, it means that it has been locked in. Locking classes allows you to run the schedule, but leave certain classes preset. To lock or unlock any classes, checkmark the class and touch the “Lock In/Unlock” button.
Tired of trying to copy students over for next year scheduling and having problems with duplicating students or new move-in students missed?

Harmony 3 offers a quick and easy way to copy over students without the hassle of opening another database or picking the students you wish to copy.

When you are ready to move students over to your building for scheduling, go to Guidance…Next Year…Request Courses and touch the “Get Students” button.

Then simply choose the school you wish to move students from and the grade level you wish to move over.

Showing Master Schedule During Schedule Changes

While working on schedule changes in Harmony 3, you can touch the “Show Master Schedule” link to view the master schedule. This helps with seeing what classes are offered when. If you wish to open it in a separate window, right click on the link.

This opens the master schedule and allows you to search for particular course numbers. The courses/classes are view only and cannot be edited from this view.
The Benefits of a HUG (Harmony Users Group)

Much information was learned and fun was had at our three most recent HUG meetings.

A big thank you to South Newton, Barr Reeve and Western Boone for hosting these meetings.

Thank you to South Newton, Benton Community Schools, Union Township, Barr Reeve, Southeast Dubois, Northeast School Corporation, Washington Community Schools, North Daviess, Shoals, White River Valley, Western Boone, Lafayette Central Catholic, and South Putnam for attending these free meetings.

Are you interested in hosting a HUG meeting? Contact Carol Call at ccall@logickey.com to set up a date.

Parchment and Electronic Transcripts

Have you watched the latest Parchment webinar? Touch here to see the most recent webinar and hear what Parchment, CHE and Higher Ed Institutes are saying about Indiana’s Electronic Transcript!