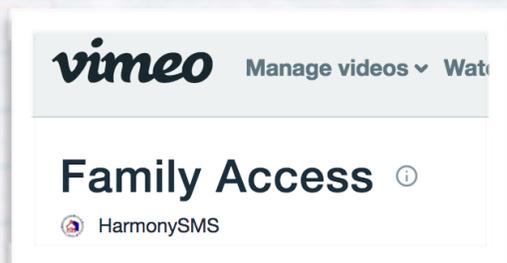


HARMONY HAPPENINGS

LOGIC KEY, INC/FEBRUARY, 2018

Instructional Videos for Students/Parents



Harmony has put together some instructional videos you can share with your students and parents, showing how to use features of Family Access. These videos are short and should help students and parents better use Family Access.

We currently have three videos covering setting up a Family Access account, using Four Year Plans, and using the Student Self Scheduler option. These video links can be shared on your school's social media sites and emailed out to parents when you think they would be helpful.

We will be creating more Family Access instructional videos and will post those in the

Family Access collection on vimeo. [You can access that collection by touching here.](#)

Let us know your thoughts on these videos and share ideas on topics you would like to see covered. We hope these videos will save you as well as your students and parents time and help them to better utilize the features available.

Use the links below to access the videos:

[How to set up your Family Access account](#)

[Four Year Plans and Family Access](#)

[Student Self Scheduler and Family Access](#)



Like our [facebook](#) page to learn more about what is going on with Harmony!



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Log in to [The Learning Connection](#) and join our Harmony Family Community



Follow us on [Instagram](#) to see what we are up to!

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New Self Scheduling Features

Two new features have been added to the Student Self Scheduler.

1. Hide from Self Scheduler

If you have classes that you do not want students to be able to choose when self scheduling, you can now mark the course to Hide from Self Scheduler. Those classes are then available for the school personnel to choose, but are not available for students or parents to select. This option is found on the course in the Scheduling Options area.

2. Restrict course offerings by student grade level

If you would like to restrict which courses a student can pick on the Self Scheduler, based on the student's next year grade level, you can turn this feature on by going to the Scheduling Profile.

If this option is turned on, only courses marked as being offered for the grade level the student will be in next year will be available to select. You can turn this option off if you would like to be able to choose any courses regardless of grade.

The screenshot shows a 'Scheduling Options' form with the following fields and values:

- Grades offered:** A group box titled 'what grades can take this course' containing radio buttons for grades 9, 10, 11, and 12. The 9 and 10 options are checked.
- Required grade:** A group box titled 'what grade is required to take this course' containing radio buttons for grades 9, 10, 11, and 12. No options are checked.
- Excluded period:** An empty text input field.
- Preferred:** A dropdown menu set to 'No'.
- Linked:** An empty text input field.
- Fixed period:** An empty text input field.
- Fixed room:** An empty text input field.
- Hide from self schedule:** A checkbox that is checked.

Using Social Media to Remind Students/Parents to View their Report Cards

Now that your report cards are published to Family Access and emails have been sent to guardians, post the link to your Family Access website on Facebook and Twitter.

Report Cards can be viewed at

<https://harmony.yourschoolname.net/familyaccess.nsf/hello.xsp>

Please log in to your account and select your student to see the Report Card.

Using the Course Request Report

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.

The screenshot shows the Harmony 3 scheduling interface. The sidebar on the left includes options like 'Students', 'Next Year Scheduling', 'courses and classes', 'master courses', 'classes...', 'class list', 'student classes', 'request courses', 'course requests', 'grad track/4 year plan', 'course request report' (highlighted with a red box), and 'course request totals'. The top navigation bar contains buttons for 'New Course', 'New Class', 'Mass edit', 'Lock In/Unlock' (circled in red), and 'Copy Courses'. The main content area shows a search bar and a table of course requests. The table has columns for course name, requests, sections, and scheduling status. The first row, '1004 - English 10', is highlighted with a red box and shows 52 requests, 26 per term, 15 per section, 4 sections recommended, 2 sections scheduled, and 2 sections needed. Below it are two rows for '1004-02 - English 10' (Term 1 and Term 2), both showing King, Phillip in Room 105 and a padlock icon. A red arrow points to the first '1004-02 - English 10' row, and another red arrow points to the padlock icon on the second '1004-02 - English 10' row. The last row is '1004H - English 10 Honors' with 0 requests, 0 per term, 30 per section, and 0 sections recommended, scheduled, or needed.

Course Name	Requests	Per Term	Per Section	Sections Recommended	Sections Scheduled	Sections Needed
1004 - English 10	52	26	15	4	2	2
1004-02 - English 10 (Term 1)						
1004-02 - English 10 (Term 2)						
1004H - English 10 Honors	0	0	30	0	0	0

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.

Registration is now open for the 2018 Harmony Spring Conference

The link to the session page is:

[Touch here to see available sessions](#)

Click on the name of the workshop to get a description of what the session covers and who will be presenting the workshop. There is a suggested audience for each session.

There is a link on the session page to the registration page. [Or touch here to register.](#) When you are done selecting workshops please hit the Register button at the bottom to complete the registration. Please hit Register at the bottom of the registration page because it will confirm that you completed the required fields for registration. You will see a confirmation and a link to the hotel to make your room reservations.



We are returning to the French Lick Resort & Conference Center on April 9th thru 11th. On-site registration will be held Monday April 9th from 12:00 PM - 1:00 PM at the Hoosier Business Center in the Hoosier Hallway on the second floor. Registration Tuesday morning April 10th from 8:00 AM - 10:15 AM will be at the Hoosier Business Center in the Hoosier Hallway. Our opening session will begin at 10:15 AM. Registration Wednesday morning April 11th from 7:45 AM - 8:15 AM will be at the Hoosier Business Center located in the Hoosier Hallway.

There are many new sessions this year!

College and Career Readiness and scheduling options. Online consents and verification of registration, Data summaries: how to see the data you need, Automated exports and how to manage them, How to find paperwork and/or registration forms, Dual Credit – Applied Units, and Managing your Extra Curricular Activities in Harmony are a few of our new sessions.

We also are expanding our in-depth workshops this year to be held on Monday, April 9th. We have both morning and afternoon sessions.

We are continuing our Conversation meetings with stakeholders. The Harmony staff will be presenting common questions we have received over the year. There will be time for questions and answers for each group. These sessions will all be held as the last session so you can ask questions about any session you have attended.

You are welcome to sign up for any sessions you want to attend no matter the strand or your job classification. You have the opportunity to sign up for a one, two or three day registration. The registration page will show the sessions available when you pick the day(s) you want. Please sign up for sessions so that we can coordinate the best room for the number of attendees. You are welcome to bring devices to all sessions to access your data.

You should receive a confirmation email within 48 hours of your registration. If you do not receive one, please contact me directly: jrobertson@logickey.com

Registration with the hotel is up to you or your school. Use the registration code of 0418HLE to get the conference discount. You must register before March 16th to get the discount.

We have kept the cost for the conference the same as last year. The cost per person is \$220 for three days, \$150 for two days, or \$90 for a one day registration. We accept purchase orders that can be emailed to jrobertson@logickey.com

Please register by March 25th. Registrations received beginning March 26 will be charged \$250 for three days, \$175 for two days and \$100 for a one day registration.

Please feel free to contact me with any questions! We look forward to seeing you!

State Assistance Adjustments

The Book Fee Report view under Textbook Rental is populated with the free/reduced students who were enrolled on the count day on October 1st. The state assistance amount of \$78.69 per student was released on 1/26/2018. The state assistance adjustment can now be done in mass for all these students in Harmony.

Go to Office Use...Textbook Rental...Book Fees Report. In this view, select the students to receive the adjustment and then touch the "Apply SA Adjustment" button. You can choose to do the adjustment three ways.

Enter the adjustment information below
Brewer, Emma
Grade 11

Credit - reduce the amount owed
 Debit - add to the amount owed

Date: Feb 14, 2018

How would you like the adjustment calculated? **enter the amount to eliminate**

Percent
 Eliminate Portion
 Eliminate Specified Amount

78.69
(enter \$79.20 as 79.20)

this will be applied to the amount owed for books, curricular materials, and consumables

Memo: State Assistance Adjustment

1. If you choose "Percent", then enter the percent as a decimal, such as 0.789. This will be applied to the amount owed for books, curricular materials and consumables.
2. If you choose to "Eliminate Portion", select the categories to eliminate.
3. If you choose to "Eliminate Specified Amount", enter the amount to eliminate without a dollar sign. This will be applied to the amount owed for books, curricular materials and consumables.

This is the method to use if you are adjusting the TBR based on the amount prescribed by the Indiana Department of Education, Office of School Finance

Next Year Students

You can begin to put your incoming students for next year into the database at any point in the spring or summer. This process only needs to be done for students who are **completely new** to your corporation. If you have students moving up to the High School from the Middle School, this will be taken care of during the scheduling process.

Entering students for next year can be done by either directly entering students or having the parents enter the students through the Family Access.

Manually Entering Next Year Students

To enter the students manually, touch the "Add Student" button in the Students...by Name (Main) view. Enter the student's name and touch "Search for student" to see if there are any matches to the student. If the student is already entered, you can select to enroll that student. Otherwise select to enroll a new student. Then select that the student is not enrolling for this school year and touch "OK" to enter the student.

Enter the student demographics, including the student's grade level.

New student..

Search corporation for existing records

Enter the student's last name and first name then touch 'Search for student' (you can enter a partial first name if you are not sure of spelling)

Last name: Lopez

First name: Jennifer

Search for student

No matches

No matching students were found. Touch 'OK' to enroll the student.

This student is NOT enrolling for this school year!
The student will be listed as Inactive for Next Year

Ok Cancel

1. If they will be KG next year, enter them in your regular Kindergarten grade. This grade will not be moved up during the rollover.
2. If they will not be in KG next year, enter the grade they are in now. Then during the rollover, their grade will be increased by one.
3. The ID number is already set to a next year number based on your selection that the student is not enrolling for this year.

Once the student record is saved, the student will be listed in the "Inactive Students" view and will be flagged as a next year student. Touch the + sign next to the student and select "Immunization" to add their immunization record.

Next Year Students (continued)

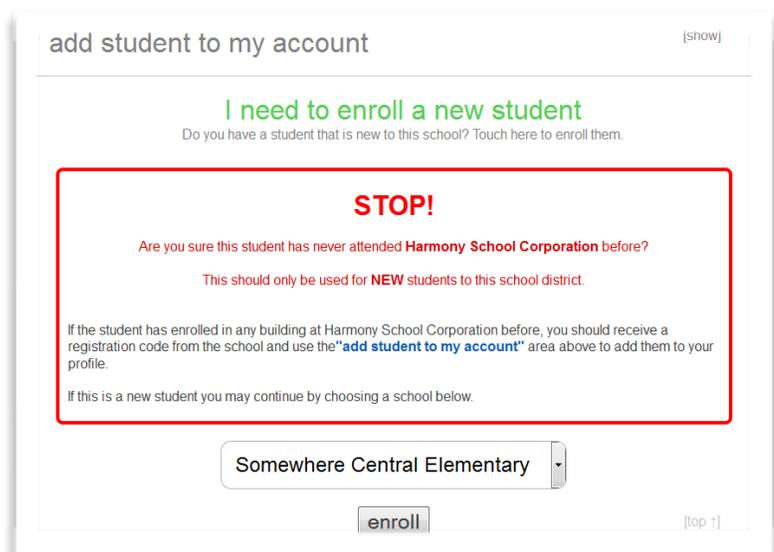
Enrolling Through Family Access

For a completely new student, have the parent/guardian go to the family access link for your school corporation. If the parent has other students in the corporation, they would simply log in with their existing account. If the parent does not have an account set up, they would touch on "Create an account here" and set up their new account.

Then they would touch on "I need to enroll a new student" to enter the details of their new student. If this is a parent with an account already set up for other students, they can simply touch "Manage Account" to get to this choice.

This will display a warning box to ensure that this is a completely new student enrolling. If the student has attended the corporation at any time in the past, this process should not be used. Instead the student would be reenrolled and the parent would be provided with a registration code. If this is an entirely new student, then choose which building the student will be enrolled in and touch "Enroll".

Enter the demographics for the student and then touch "Submit".



The screenshot shows a mobile application interface for adding a student to an account. At the top, it says "add student to my account" with a "[show]" link. Below that, a green heading reads "I need to enroll a new student" with a subtext: "Do you have a student that is new to this school? Touch here to enroll them." A large red-bordered box contains a "STOP!" warning: "Are you sure this student has never attended Harmony School Corporation before? This should only be used for NEW students to this school district." Below the warning, there is explanatory text: "If the student has enrolled in any building at Harmony School Corporation before, you should receive a registration code from the school and use the 'add student to my account' area above to add them to your profile. If this is a new student you may continue by choosing a school below." At the bottom, there is a dropdown menu showing "Somewhere Central Elementary" and an "enroll" button. A "[top :]" link is in the bottom right corner.

Once the student demographics are submitted by the parents/guardians, the office would then go to Office Use...Web Enrollment and touch on the student to open the web enrollment. Changes can be made to the demographics and then touch "Approve demographic changes" once completed. Then select that the student is enrolling for next year.

Once the student record is saved, the student will be listed in the "Inactive Students" view and will be flagged as a next year student. Touch the + sign next to the student and select "Immunization" to add their immunization record.

Also, once the student record is created, you can open the demographics and go to the Office Use tab. Touch "Generate random" by the Web Reg Code and Stu Web Reg Code. Parent/guardians and students can then use these codes, along with the student's date of birth, to add the student to their family access account.