



To all those in the military, Thank you for your service!

# eSD May 2025 Newsletter

## Course Formulas for EOY Grading


Make sure that you are checking your Course Formulas for the end of the year

- System > Grade Reporting > Average Formulas – change the Grading Period to Final Average – this will show you the formulas for calculating final averages in your courses in the building
- To see if any courses have a separate formula added onto them, go to Reports > Custom Reports > MS Reporting Services – GradeReportingFormulas – any courses that have had a separate formula built into them will show here – to change or delete this, you will need to go to Scheduling > Courses > Courses, find the course – click the View icon to the left of the course; choose Average Formulas from the top – change the Grading Period to Final Average and either add, change, or delete

## Ungraded Students

- Instead of having UG or UGS on the building enrollment, it is recommended to create an Ungraded status on these students under their Status Summary tab on their Student Profile screen
- If a student has an alternate assessment record (O220), they need to have an ungraded status with the same start date
- Be aware of where the Alternate Assessment record comes from when loading to Level O – it could be coming from either eSD or your Special Education System

## SSO Reminders

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- Before you enforce SSO, please make sure that all staff can login by enabling it. All staff need to have an email attached to only **ONE** account in the district. They **CANNOT** have email addresses on multiple building's accounts
  - When inactivating a staff member from a building, make sure to remove their email address from that account before inactivating it
  - If a Staff member has a Cross Building Assignment, make sure there is an email address **ONLY** on the main account, not on both

## Important Deadlines

- May 16: Teacher out of Certification Data due
- May 16: Day Calendar, Student Daily Attendance, Course Instructor Assignment, and Student Class Entry Exit Data due – must be current through May 2nd and in Level 2

## SBRC Reminders

Please meet with your Curriculum Leaders and send in any changes to your Standards Based Report Cards by June 1st. We will contact you with a quote based on the changes requested. As a reminder, these changes cannot be completed until after bitflip has been completed in your district.

### P-TECH Students

All P-TECH Students need to have a Level of Education for the guardians and a County listed on the Household.

### Reminder

As a reminder, our offices will be closed on Monday, May 26th in observance of Memorial Day!

### Regents Assessments

- If your Science teachers are teaching the new Regents curriculum, make sure you have the new state course codes assigned to those courses.
- Make sure the new Geometry code is assigned to your Geometry courses.
- Make sure that you have the NCES and State course codes attached for all courses that you are ordering answer sheets

### Upcoming Events

★ May Monthly Call  
May 7, 2025 at 10 am  
[Registration Link](#)  
[Meeting Link](#)

★ Spring User Conference  
Erie 1 BOCES Education Campus  
May 28, 2025 8:30 am – 12:30 pm  
[Registration Link](#)

Please note the time change  
★ for the User Conference

### Scheduling Reminders

When approving Course Requests, make sure to switch the drop down choices to All Schools to make sure that you approve all incoming students

No Requests	Unapproved Requests	Approved Requests
Scheduling Year 2025 - 2026		
Current School --All--		

Don't forget to fill out the School setup form to have it run for school year 2025-26.

- Public / Charter Schools: [School Setup Form](#)
- Buffalo Diocese Schools: [School Setup Form](#)
- [Summer School Setup Form](#)

### eSD Coordinators

Please make sure that your eSchool Coordinators are attending our monthly calls. We go over a lot of important information that is needed.

### Dual Credit Courses

- For Dual Credit Courses, the teacher on the courses must be reported with a Teacher of Record role of TOR/college if they are taught by a College Professor
- Dual credit courses should have College Credit and College Credit Course Setting on the course settings

College Credit	0.00
College Credit Course Setting	--Select--

- Make sure to notate which students are receiving college credits on the TOR screen
- Contact the team if you need help with this