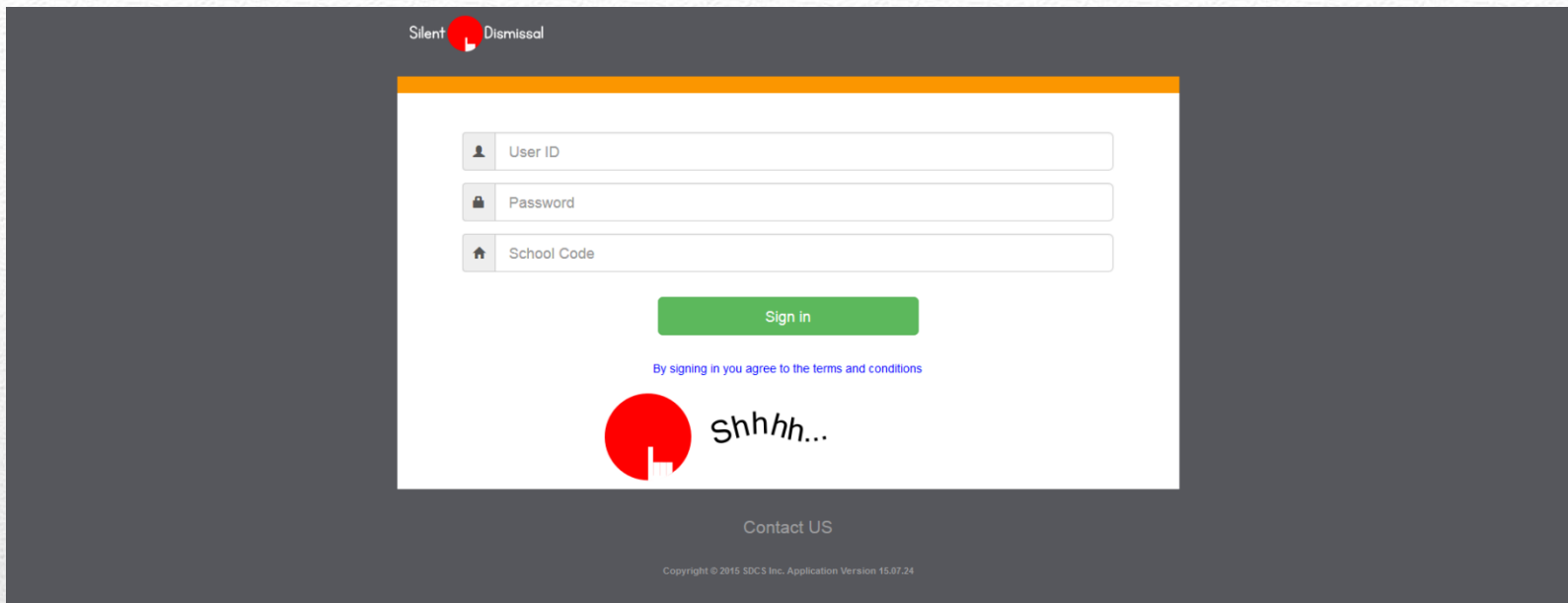


Silent Dismissal

Administrator Year to Year





Enter your site address in the browser, e.g., yourschool.sdcs99.com

Enter your User ID, Password. These should be first initial and last name, all in lower case without spaces, last name all in lower case, and the School Code should be filled in already

Sign In

When doing a year-to-year conversion there are only six steps to perform

- Tools / Set Grade Reference – this ensures that all students have a properly assigned grade value. Do Not perform this step if you have mixed grade classes and your student grade settings are already correct.
- Tools / Delete Grade – select the grade level from the drop down list for students who have graduated from your school
- Tools / Promote – increment all students' grade (except for Other) by one level
- Tools / Unassign – Remove the student associations from last year's teachers
- Account / List / Classroom or as all teachers Students / Roster – assign the students to the new classroom roster
- Tools / Delete Unassigned – only perform this step after everyone has been assigned for the new year

Six Steps
