



Completing, Transitioning, or Creating Training Periods in AutoSkill Academy of READING® and/or the Academy of MATH® for System Administrators and AutoSkill Coordinators

Overview

To ensure that a school is correctly prepared for AutoSkill student training and to optimize the data and reports provided in the AutoSkill Management System, it is necessary to properly create each Training Period. **A Training Period is a defined period of time that students train on the Academy of READING and/or Academy of MATH, i.e. a school year or summer school; not the period of time which teacher training or professional development occur.**

The district has one training period, which encompasses the training periods of all of the schools. Each individual school must have its own training period, which may be different from the district training period. This is a way in which you can account for differences between schools. The training period for any school must fall within the district training period.

Define a Training Period

The school Training Period is the range of dates in which students are scheduled for AutoSkill training, i.e. *2008-2009 School Year*, and should accurately correspond to the school year calendar. **Each school year should be its own Training Period, as each Training Period begins with a pre-test and ends with a post-test to measure student gains.**

Create a New Training Period

Following is the process for creating a new training period:

ITEM	DESCRIPTION
Log in to the <i>District</i> as the System Admin	
Select the <i>Schools</i> tab	
Select <i>Next training period</i> from the School district menu on the left hand side of the page. Click <i>Continue</i> .	Note: <i>Once you transition to the new training period, you can no longer see the training data from the previous training period. The program will remember the skills that the students have mastered at default and will not present these skills to the students again. Therefore, it is important to back-up the database and save it in different location than the Academy folder such as on a CD.</i>
Enter Training Period name	The name of the new training period must be different from the old training period, i.e.; <i>2008-2009 School Year</i> or <i>Summer School 2008</i> . Maximum length is 30 characters.
Start date and End date	The dates of the first and last day of the training period. The start date must be at least two days after the end of the current training period. For example, if the current training period ends on Aug 15, the new training period must start on Aug 17 or later.
	EXISTING SCHOOLS MUST ALSO PERFORM THE FOLLOWING TASKS....

Schedule the transition date & time	The date must be after the end of the current training period, but before the start of the new training period. Midnight is considered to be the start of the day.
Increment student grades by 1	All students will be automatically promoted to the next grade. Grade 12 will be promoted to Adult, and Adults will not change.
Classes	Select a button to specify what to do with the existing classes: <ul style="list-style-type: none"> • Keep classes exactly as they are: students stay in the same class with the same teacher. • Keep classes but move all students to the default class: teachers retain their classes, but the students will be assigned to new classes at the start of the new training period. • Delete all classes and move all students to the default class: all class information is removed. New classes must be created and assigned to teachers.

Click *Save and schedule transition* to save the changes, or click *Delete transition* to clear the information about the transition.

The “Transition to the next training period” should now indicate the Current and Next training period dates as well as the Transition date and time.

Add Non-Training Dates

Non-training dates are days within the school’s Training Period, not including weekends, when students will not be using the program. For example, teacher professional development days, holidays, and spring break are non-training days.

It is important to record all non-training days on the School Information page so they will not be included when calculating information in the teacher and administrator reports.

To add Non-Training days:

1. Select the *Schools* tab
2. Enter a descriptive name for the non-training days. For example, Spring Break. The name must be unique within the school.
3. Enter the start date and end date
4. Dates cannot overlap with other non-training days in the school, and the dates must be within the School Training Period.
5. For a one-day entry, make the start date and the end date the same.
6. Click *Add days* to add the new non-training days to the list.
7. Click *Save* to save the changes and return to a blank Create the Schools Licensed to Use the Program screen.
8. To remove non-training days from the list, select the checkbox beside the entries and then click *Delete*

Create Staff Users

Only System Administrators or AutoSkill Coordinators can create Staff Users.

1. Select District when creating a System Administrator or a District Administrator.
2. Select an individual school when creating an AutoSkill Coordinator, School Administrator, or Teacher.
3. AutoSkill Coordinators can create users only for their own school.
4. Select the *Users* tab. On the left-hand side select *Create user*.
5. Names can contain letters, numbers, spaces, ampersand (&), apostrophe (’), quote (”), period (.), hyphen (-). Maximum length is 30 characters.
6. Assign a role to each user:
 - a. Administrator; access to the Reports tab only. Assign role of Administrator to District level personnel, i.e. Superintendent, Curriculum Coordinator.
 - b. AutoSkill Coordinator; access to all 5 tabs, but limited to school (not district) information. Assign role of AutoSkill Coordinator to Principal and lead teacher designated as the Coordinator.
 - c. Teacher; access to the Classes and Reports tab only.
7. Create User Name. A user name is automatically created when you enter first and last names. Names are not case-sensitive. You can use letters, numbers, spaces, ampersand (&), apostrophe (’), quote (”), period (.), hyphen (-), underscore (_), at sign (@). Maximum length is 30 characters.
8. Create and Confirm password. Not case-sensitive. Use any character. Spaces are not allowed. Maximum length is 30 characters.
9. Click *Save* to save the staff user information in the database.

Backup the AutoSkill Academy of READING and Academy of MATH database

Use the following directions to schedule regular backups, to start a manual backup, and to specify what to do with deleted students after the backup is complete.

FIELD	DESCRIPTION
Last database backup	The date and time the last complete backup of the database occurred.
Next scheduled backup	The date and time the next backup is to occur. You can change this date in the Backup preferences section.
Purge deleted staff and students after each scheduled backup	Select this option to remove from the database all staff and students who have been deleted. These student records will be in the backup, but will be removed from the Deleted students list.
Automatically back up the database	Select the interval between backups, the time of day they are to occur, and the date they are to begin. It is recommended that the AutoSkill

	database be backed up nightly.
Keep the previous database backups	Select the number of database backup files to keep. After the number of backup files is reached, new backups will overwrite the oldest file.
Number of users logged in	Only the person doing the backup should be logged in.

Click *Apply* to apply the new settings.

Click *Perform backup now* to apply the new settings and start a backup immediately.

Finish the old Training Period

Before the transition to a new Training Period occurs, the database is backed up and all existing reports are reset. **NOTE** Any student, class, or school level reports that are desired in the future should be printed before the transition to a new training period is scheduled.** Existing reports will not be available after the transition. The only way to recover them will be to restore the database backup.

Some activities should be completed prior to initiating the transition so that information needed for your records is retained and information not needed in the new training period is removed:

- Review the student records
- PRINT or SAVE reports as PDF files and/or export student report data to a file
- Remove students who will not be registered for the next training period

Following is a checklist to prepare for the transition. Additional information is available from the online *HELP* within the AutoSkill Management System.

ITEM	DESCRIPTION
Review student warnings	Look at the Student Status Warnings list on the <i>Users</i> tab to find students who have never participated, or who have not participated for a long time. They may be candidates for deletion.
Print or Save student reports	Do one or both of the following: <ul style="list-style-type: none"> • Print or save selected school-level and class-level reports as PDF files. • Export student report data to a file and save a copy of the file in another location.
Delete, export, or transfer students who have graduated or who will be changing schools	Removing students who will not be using the program during the new training period ensures that they are not included in the new reports. You can choose to do this before the transition, in which case they will not be included in the database backup made during the transition, or you can choose to do it after the transition occurs.

Schedule the Transition

Only a System Administrator can schedule a transition. Scheduling the transition to the new training period involves:

- Selecting the dates for the new period—the new period *must start at least two days after the current one finishes*.
- Selecting the date and time for the transition to occur—the transition must occur *after the end of the old training period and before the start of the new one*.
- Specifying what to do with existing classes and whether or not to automatically promote students to the next grade.

After you specify the dates for the next training period, you schedule the transition. The transition will begin automatically at the scheduled time.

After the transition is complete, you can prepare the program for use in the new training period. See “Completing the transition”.

Schedule the Transition to a New Training Period

Note: If the AutoSkill services are not running on the server at the scheduled transition time, the transition will not occur when the services are started. You must reschedule the transition, if necessary changing the start date of the new training period so that it occurs after the transition is complete.

1. Click on the Schools tab.
2. From the School district menu, select Next training period. The Transition to the Next Training Period checklist appears.
3. Review the checklist and then click Continue. The Define the Next Training Period form appears.
4. Complete the form as described in this figure.
5. Click Save and schedule transition.

Note: To cancel any changes, click any item in the Navigation pane instead of clicking ‘Save and schedule transition’.

Complete the Transition

At the scheduled date and time, the transition to the new training period occurs. During the transition, the program will:

- Log out all staff users. (Student users would not be logged in at the transition time because it occurs after the end of the old training period.)
- Complete a routine database backup for the current training period and store it in the .../academy/data/backup folder.
- Reset the student warnings. These are the warnings shown Student Status Warnings page on the Users tab.
- Save old student training data.
- Clear all reports. Reports from the current training period will not be available after the transition occurs.
- Update the District training period with the new training period information (including making any changes to classes and student grades that you specify).

Prepare for Training in the New Training Period

After the transition has occurred, you can create the next Training Period. Some items to consider are presented in the following table:

ITEM	DESCRIPTION
Save the backup copy of the database	To prevent the two database backup files made during the transition from being overwritten by subsequent routing backups, save them in another place. They are in the .../academy/data/backup/academy folder. The filenames will look something like: <ul style="list-style-type: none">• Academy_bak_20050616140943, where the number represents the year, date, and time that the backup was made.• Academy_bak_20050616140943.bat is also created and must be saved. Both files must be saved.
Decrement grades of failed students	If you elected to promote students automatically, you need to cancel the promotion for students who are repeating a school year.
Delete, export, or transfer students who have graduated or who will be changing schools	Removing students who will not be using the program during the new training period ensures that they are not included in the new reports. You can choose to do this before the transition, in which case they will not be included in the database backup made during the transition, or you can choose to do it after the transition occurs.
Create/modify new classes and/or assign students	If you elected to delete the classes from the schools, you need to create new classes, and assign teachers and students to them.

When students log in at the beginning of the new training period, they will receive a new pre-test. They will be assigned a new Individualized Training Program even if they had not completed the program in the previous training period.

Summer School

Summer School can be handled in one of two ways:

1. If Summer School is 4 weeks or longer, it may be created as its own Training Period if student time on task during Summer School is expected to reach 10 hours of time on task in the Academy of READING, or 6 hours of time on task in the Academy of MATH and pre and post-testing is desired to measure student gains.
2. If Summer School is an extension of the school year or 4 weeks or less (unless it is an intensive program), it is not recommended that Summer School be its own Training Period as it is unlikely that *measurable* student gains would be achieved in such a short period of time. The Academy of READING and the Academy of MATH is an excellent tool to increase student knowledge and proficiency during Summer School, but with 4 weeks or less of training, it may be not enough time to warrant pre and post-testing.

In this case, you will need to extend the current training period to include Summer School. Also, please add as Non-Training Days the gap of time between the end of the school year and the start of Summer School so that Snapshot reports are accurate.

If you have any questions or require additional information, please refer to:

1. System Administrator documentation provided in the Installation Kit
2. Online HELP within the AutoSkill Management System
3. AutoSkill Customer Support; 1-800-288-6754, ext 1 or support@autoskill.com