

Data Rollup/ RenWeb Duties By Month

JUNE

DATA ROLLUP: *Principals and Data Managers*

- After all grades are entered into RenWeb check NAD Data Rollup for errors.
- Fix Errors. Call Fawn for troubleshooting help.
- Review all Report Cards and Transcripts, they **MUST BE 100% accurate** in NAD Data Rollup. **REMEMBER THESE ARE LEGAL DOCUMENTS! ACCURACY IS VERY IMPORTANT.**
- Once Report Cards are 100% accurate and no errors or warnings appear in your NAD Data Rollup, **FREEZE** school closing report.
- **FREEZE** school closing report by **June 30**.

JULY/ EARLY AUGUST

DATA ROLLUP: *Principals and Data Managers*

- School NAD closing Report **MUST BE FROZE**.
- NAD will progress NAD Dashboard to next school year on July 16. Once this occurs schools may update Student Lists.

Update Student Lists in Data Rollup

- New Students who have attended previous SDA school will already be in the system. **DO NOT ADD THEN AGAIN AS NEW STUDENTS!** Search for student then enroll in your school.
- New students who have NEVER attended SDA school will need to be added to system as new students. (See NAD Dashboard How to Guide for help or Call Fawn)
- Students **MUST** have their **Legal Name (FIRST, MIDDLE, LAST)** entered into NAD Dashboard and RenWeb. REMEMBER THIS IS WHAT WILL APPPEAR ON REPORT CARDS AND TRANSCRIPTS. THESE ARE LEGAL DOCUMENTS!

Update Staff Lists in Data Rollup

- Contact Fawn to add or remove staff members.
- Staff members **MUST** have Full Legal Names, including full middle name entered into NAD Dashboard. Out of the 767 schools multiple people may have the same first and last name.

RENWEB

- Have you completed all above task? If the answer is Yes, then the school is ready to Progress RenWeb to the upcoming school year. Please see End of Year Progression Guide at <http://oceducation.org/renweb/>
- Prepare your student lists and staff lists for upcoming school year.
- Teachers can begin to create gradebooks and class lists.

LATE AUGUST/EARLY SEPTEMBER

DATA ROLLUP: *Principals and Data Managers*

- Check NAD Data Rollup School Opening Report for accuracy.
- Use troubleshooting version if your report is inaccurate, this will show where errors are pulling form.
- Teachers need to view Teacher Opening Report for accuracy.
- View NAD Data Rollup Error Report. Need help with Errors view "How to Guides" at <http://oceducation.org/renweb/> or Call Fawn.

SEPTEMBER

RENWEB

- Review Student Lists & Update as Needed
- Review Staff Lists & Updated as Needed

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup School Opening Report
- Review NAD Data Rollup Error Report and correct errors.
- Remember the school cannot freeze the School Opening Report until it is 100% accurate and the school is error free.
- **Freeze NAD School Opening Report No later than Sept. 30**

OCTOBER

RENWEB

- Teachers enter grades for Quarter 1

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup Errors & correct them.
- Review report cards in NAD Data Rollup to ensure that they are correct.

NOVEMBER

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup Errors & correct them.

DECEMBER

RENWEB

- Teachers enter grades for Quarter 2

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup Errors & correct them.
- Review report cards in NAD Data Rollup to ensure that they are correct.

JANUARY

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup Errors & correct them.
- Update Student & Staff lists if needed.

RENWEB

- Update Student & Staff lists.

FEBRUARY

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup Errors & correct them.

MARCH

RENWEB

- Teachers enter grades for Quarter 3

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup Errors & correct them.
- Review report cards in NAD Data Rollup to ensure that they are correct.

APRIL

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup Errors & correct them.
- Review report cards in NAD Data Rollup to ensure that they are correct.

MAY

DATA ROLLUP: *Principals and Data Managers*

- Review NAD Data Rollup Errors & correct them.
- Review report cards in NAD Data Rollup to ensure that they are correct.

JUNE

RENWEB

- Teachers enter Quarter 4 grades.
- Teachers check Reports Cards for accuracy.

DATA ROLLUP: *Principals and Data Managers*

- After all grades are entered into RenWeb check NAD Data Rollup for errors.
- Fix Errors. Call Fawn for troubleshooting help.
- Check to make sure all Report Cards and Transcripts are 100% accurate in NAD Data Rollup. **REMEMBER THESE ARE LEGAL DOCUMENTS! ACCURACY IS VERY IMPORTANT.**
- Once Report Cards are 100% accurate and no errors or warnings appear in your NAD Data Rollup, **FREEZE** school closing report.
- **FREEZE** school closing report by **June 30**.

QUESTIONS/NEED HELP

Contact Fawn Fahrer – RenWeb/ Data Rollup Support

Fawn.fahrer@oc.npuc.org

503-850-3551