We have updated the Grade Rollover report to be more responsive and allow you to exert more control over the Rollover process while also helping prevent mistakes and keeping track of what students, districts, schools, and grades have already been rolled over.

Accessing the Grade Rollover Tool

Accessing the Grade Rollover Tool requires the "Allow Grade Rollover" permission to be set for an administrator's account, as shown below:

Permissions
Primary role*.
Super Administrator ▼
Extended permissions:
Has access to all menus for all students and administrative functions per extended permissions.
☑ Allow grade rollover
☑ Delete student records

Any administrator type can have access to this tool and accessing it as other than a Super Administrator will limit the scope (Number and location of students) affected by a rollover.

It is accessible from the SpEd Forms Reports menu as item #17

| Overview | Educators | Students | Reports | Organization | Files |
| GenEd Forms | SpEd Forms | MA Forms | Custom | Super Admin |

15. View student history	16. Find students without history
17. Grade rollover	18. Find students outside my permissions
19. Forms in PDF format	20. Service Logs by Provider

Using the Grade Rollover Tool

On accessing the page, the Grade Rollover tool will assess whether or not your district uses Custom Values, SpEd Forms Values, or a combination of both. The Grade Rollover tool, to prevent issues with educator entered values, does not support educator supplied custom values. Only Custom Values supplied by the administration of the server or grades provided by SpEd Forms, derived from the MARSS Manual, are accepted.

If your server uses Custom Values *and* SpEd Forms Values, you will be given a choice of which to roll over.

Your server allows the use of Custom and SpEd Forms grades. These cannot be rolled over together, as this may cause conflicts. Please choose one set of grades to roll over. You can roll over a different set later if necessary.

(SpEd Forms Grades) (Custom Grades)

Review Rollovers performed in the last:
30 days | 60 days | 90 days | 120 days | 180 days | 1 year

Clicking either one will allow you to roll over only those grades. You may roll over the other set at any time, excluding any overlapping grades – this will be explained later.

Regardless of choice, the next screen looks the same:

Notice: Any administrator with permission to the Grade Rollover report can rollover grades. Please review previous rollovers, if any, before attempting to roll over a given set of students.

Before we begin the rollover, if you want to limit the rollover in scope to only a building or a district, please do so now. Either click "Begin Rollover" to roll over the entire student database, or limit it by choosing a district, and optionally selecting a building as well.

District: ---Select District--- ▼ Building: ---Select School--- ▼

(Begin Rollover)

Review Rollovers performed in the last:
30 days | 60 days | 90 days | 120 days | 180 days | 1 year

Selecting a district and/or school will limit the range of the rollover to that selection only.

Clicking "Begin Rollover" without selecting a district or a school will set the tool to roll over all schools and all districts on the server. Please use this with caution.

We'll use the following as our demonstration:

District: 2581: Train District ▼ Building: 123: Train Elementary ▼
(Begin Rollover)

Clicking Begin Rollover will take you to the next screen.

Warnings

- Any Super, Cooperative, District or School Administrator is able to use the Grade Rollover procedure. For this reason great care should be taken to coordinate the rollover process so that grades are not changed more than once.
- Rolling Grades backwards can lead to irreparable damage to your database. Please use care when choosing which grade rolls over to which grade.
- Please roll grades over to the next sequential grade. Once a grade is rolled over, we will be unable to differentiate between a student who has been rolled over and a student that was in the new grade originally.
- This can cause a snowball effect if grades are rolled over in reverse order: 12 to 11, 11 to 10, 10 to 9, etc.

Notice: We prevent rollovers of the same student within a 30 day period. This is to prevent issues with accidental rollovers.

You are currently rolling over **SpEd Forms** grades in District **2581: Train District**, and school **123: Train Elementary**

We've made some improvements to the Rollover Process. We encourage you to look at the new guide if you haven't done so since the last rollover. Some things have changed.

From Grade	To Grade	Include in Rollover
12	12 ▾	☐
11	11 ▾	☐

The current scope of the rollover will always be listed at the top of the list of grades.

Note: If you have selected "School" and your district uses custom school grade levels, those will be displayed instead. These will appear differently from the screen above, as they will list only the actual grade value as it appears in the School Setup page and not the full name of the grade. The order is also based on the order set in your school setup page.

You do not need to click the checkbox to include a grade in a rollover. Selecting a grade in the "To Grade" column will automatically check the box. Unchecking the "Include in Rollover" check will reset the drop down and it will not be included in the rollover.
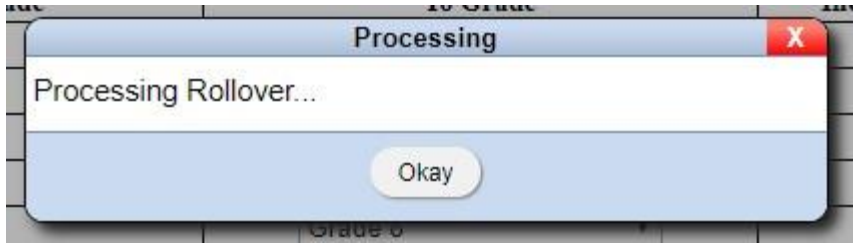
Grade 4	Grade 5 ▾	☑
Grade 3	Grade 4 ▾	☑
Grade 2	Grade 3 ▾	☑
Grade 1	Grade 2 ▾	☑

Grade 4	Grade 4 ▾	☐
Grade 3	Grade 4 ▾	☑
Grade 2	Grade 3 ▾	☑
Grade 1	Grade 2 ▾	☑

Once you have selected the grades you wish to roll over, click "Rollover Selected Grades

Rollover Selected Grades

A message indicating that the rollover is being processed will appear.

When the rollover process is completed, which may take some time depending on the size of the rollover and the number of students involved as well as the speed of your internet connection, a summary window will appear letting you know the details of the rollover just completed, including how many students were affected.

District ID	School ID	From	To	Students	Rollover Date/Time
2581	123	Grade 01	Grade 02	0	10/29/2018 03:09:33 PM
2581	123	Grade 02	Grade 03	1	10/29/2018 03:09:33 PM
2581	123	Grade 03	Grade 04	1	10/29/2018 03:09:33 PM

Included on this popup are the District ID (if any was chosen), the School ID (if any was chosen), the grade From, the grade To, the number of students affected (In this case, from top to bottom, 0, 1, and 1), as well as the Date, hour, minute and second that the rollover was completed – this is recorded in the system for later reference and to prevent accidental double or multiple rollovers from affecting the same student.

Afterwards closing the report, the rollover process will reset and you'll get a message indicating the rollover was successful.

Built-in Safeguards

When you roll over a student now, the student's time and date of rollover is recorded. A student cannot be rolled over more than once using this tool within a 30 day time frame. If performing roll overs over the course of several months, care must be taken not to accidentally roll over students who had been rolled over more than a month ago.

Attempting to run the rollover again on students who have already been rolled over will still attempt to perform a rollover on any students that were not included in a rollover in the last 30 days. Otherwise, it will show that 0 students were affected by the rollover. An entry will also be added to the Rollover database with this information.

Built-in Quick Reports

We have also added a set of reports at the bottom of the page that will show all of the rollovers within the current scope, or any rollover events that have affected the current scope, within the listed time frames:

Rollover Selected Grades   Start Over
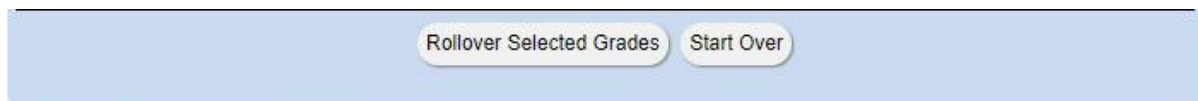
Review Rollovers performed in the last:
30 days | 60 days | 90 days | 120 days | 180 days | 1 year

30, 60, 90, 120, 180, or 365 days. Beyond that, rollovers will not be listed. Also, it will not list rollovers that occurred before the rollout of this tool. Any of these reports will list the same as the summary and will additionally display the name of the person who performed the previous rollovers.

Rollover operations completed in the last 30 days						X
District ID	School ID	From	To	Students	Performed By	Rollover Date/Time
2581	123	Grade 01	Grade 02	0	SpEd Forms	10/29/2018 03:09:33 PM
2581	123	Grade 02	Grade 03	1	SpEd Forms	10/29/2018 03:09:33 PM
2581	123	Grade 03	Grade 04	1	SpEd Forms	10/29/2018 03:09:33 PM