New Features & Functionality in Q Release Version 3.6.1

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Release at a Glance

New Applications

Reporting
- Q Report Server
- Q Report Server Windows Service
- Q Report Server Queue

New Reports

School

Extra-Curricular Reports
- EC Adds & Drops Summary Report
- EC Daily Enroll Summary
- EC Transaction List Report

A green ‘5’ symbol denotes the enhancement meets a request from one of our District’s “Top 5” enhancement requests.
New Features & Functionality in Q

General Navigation (Shell)
- Login track selection list is 80% of the width of the window, unless using the Edge browser which will set the width to a static 600 pixels.

Student Banner
- Added the student contacts’ email address as a hyperlink in the Contact display popup in Student Banner.

Attendance
Class Attendance
- Counts of Tardy, Excused, and Unexcused Absences for the Class Roster now take the Bell Schedule ‘Not Scheduled’ flag into account.
- The application will now handle attendance codes associated with a track that have been discontinued for the track when changing the system date to a date when the code was in effect. The discontinued track attendance codes will now appear on dates when they were in use and assigned to students.

Truancy Tracking
- Added an Export Report Listing option to allow exporting the report to Excel.
- Added the ability to filter the list of Sets that display in the drop list for both Process Students and Setup Tabs.
Attendance Reports
ADA/ADM Report
• Performance improvements.

Calculate Attendance
• Performance improvements.

Behavior
Class Behavior
• Changed default begin and end dates for Class Report and Student Report embedded within the application to stay within the track begin and end dates. This behavior now corresponds to the default date behavior when running these reports from the Reporting menu.

Student Discipline
• Added the ability for staff with permission to ‘Student Discipline [Referral Administrator]’ to be able to process and dismiss referrals if they have edit rights for the permission item.

Behavior Reports
Behavior Letters
• Added an option to “Print Mail Merge in English.” This option was added to enable staff to print a copy of the letter in English for reference.
• Added ‘Penalty Remarks’ to the set of available merge fields.

Enrollment
Student Editor
• Added ‘Phone’ to the Contacts search criteria and to the list columns on the New Contact form.
• Modified the default label for student name in the demographics area in display or browse mode to be ‘Student Name’ instead of ‘Legal Name’.
Student Visits

- Added an Administrator permission item for Student Visits. With this permission, a user will be able to view details of visits that are not shared. If given Edit and Delete rights for Student Visit [Administrator], the user will also be able to edit or delete Visit records that they do not own.

Food Service
Online Eligibility Setup

- Added the ability to maintain Food Service Sites for districts implementing Eligibility without Point-of-Sale. A new tab is enabled/disabled via a database preference (snpref record "FSEligOnly").

Process Applications

- Added a new tab ‘Enter Surveys’ to allow paper surveys to be entered by hand. This functionality is activated in FS Setup by setting the ‘Submission Method’ to Survey.
• On the ‘Find Applications’ tab, added 'Series' textbox to allow searches to include a Series ID. In addition, on this tab, checkboxes for filtering to show or hide ‘Incomplete’ or ‘Inactive’ Applications and/or Surveys have been added.

Food Service Reports
• Added Eligibility ‘Notes’ field to the ‘FS Student Eligible’ data set for custom reports.

Food Service POS

Data Entry
• Added a new preference ‘Allow Ad hoc ala carte pricing’ that when set on, allows ala carte transaction prices to be set as desired at purchase when the rate is set to zero. This is useful for snack bars, as example, where items change a lot. See related preferences in FS Accounts and FS Setup.
Food Service Accounts

- Added a new preference ‘Allow Ad hoc ala carte pricing’ that when set on, allows ala carte transaction prices to be set as desired at purchase when the rate is set to zero. This is useful for snack bars, as example, where items change a lot. See related preferences in Data Entry and FS Setup.

Food Service Setup

- Added a new preference ‘Allow Ad hoc ala carte pricing’ that when set on, allows ala carte transaction prices to be set as desired at purchase when the rate is set to zero. See related preferences in FS Setup and FS Accounts.
- Added "Statements" tab for creating/editing FS Statements for use in Letters & Labels. This allows districts to print statements with multiple statements per page (2 or 3) as well as envelopes where the address fits in a window.
- Added permissions for each tab.

Food Service POS Reports

FS Point of Sale Letters & Labels

- Added ability to specify beginning location (row & column) for label card printing.
- Added ability to print pre-defined Statements from FS Setup - Statements tab. When output of ‘Pre-Defined Statement’ is selected, Statement options defined in FS Setup for the logged in school may then be selected.
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- Added Data Card Laser ID cards with Barcode and Picture.

Health
Health Setup
- Added Merge Contacts Tab to enable the merging of contact records similar to the Contact Editor – Duplicates functionality.

Health Reports
Daily Medications Scheduled
- Changed the default Enrollment option to be Active Students (instead of ‘Students This Year’).

Medications Administered
- Changed the default Enrollment option to be Active Students.
Medications Scheduled

- Changed the default Enrollment option to be Active Students.

Marks
Grade Book

- On the By Task tab, added ‘Is Hidden’ checkbox.

Marks Reports

Academic Transcript Report

- Entry and Exit Dates in headers always showed the student’s most recent enrollment in the district instead of the enrollment for the school and year that the transcript was run. The report has been modified to show Entry and Exit dates appropriate for the school and year for which the report is run.
• Added an option ‘Attendance Summary by Track’ that, when checked, will display one line per track, per year. The default is off or not checked. This new option is only enabled if ‘Include Yearly Attendance Summary’ is checked.
• The printing of Gender now comes from the new ‘Gender to Report’ field in the student’s demographic record, rather than the Gender field. This is to ensure that printed gender coincides with legal name. [Related to this, a code association for an AKA Name Type may be used to override for the student’s name as their legal name in the Transcript Report.]

Programs
Service Tracker

• Implemented Configure Banner (tool icon) button.
• Added Primary Disability and Status Date as available fields within the Banner. Note: In MI Status Date is labelled as ‘Plan Date’. The label for this Banner item may be modified in Interface Editor, under Service Tracker application – SpecialEd Banner view.
• Changed the ‘Include Inactive’ checkbox in the Banner to an Include drop-down like the standard Student Banner. The drop-down list includes a new entry called ‘Added’ that shows only students added through ‘Add’ button function.
  o Active – Shows actively enrolled students plus added students.
  o Inactive – Shows students enrolled on dates other than the system date, plus added.
  o Both – Shows students enrolled at any time during the school year, plus added.
  o Added – Shows only the Added students.
• Added two new preferences for Service Tracker:
  o Show Only Open Placements – When set to Yes, only open placements will be shown. The default is No. Districts may want to consider making this a Staff level preference, so users can change this setting for themselves if needed within Service Tracker.
Number of Years of Medicaid Data – This setting controls the number of years of Medicaid data shown in the Medicaid Eligibility History popup display within the Student Banner. The default is set to 2 years. A setting of zero will show all years.

- In Monthly Summary, the icon is changed to a magnifying glass for consistency.
- When the magnifying glass icon is clicked, the display of information now includes the Monthly Progress note and a Print button which will print the Service records shown with their notes and the Monthly Progress note.

Special Education
- A new preference has been added to show all certified providers instead of just those at the individual school. When the preference is off, only certified providers appear in provider list of the placement record for logged in school and when on, all certified providers for selected placement appear in list.

Programs Reports
Program History
- Added School code to the Excel export report when the report is run at the district.
Report Server Queue is a new application to setup the newly available Q Report Server and provide the ability to create recurring scheduled reports and track all scheduled reports. The purpose of providing the option for users to schedule reports, or creating recurring schedules for them, is to enable users to function within Q without having to wait for reports to complete. Q canned reports may be run using the Report Server, but it does not currently support running Mail merge reports, Report Writer reports, or Decision Support Tool reports. It is intended to be used for scheduling long-running reports like Transcripts, etc.

The application has three tabs: Report Queue, Recurring Report Schedule, and Setup. The tabs themselves are permission-driven. The Report Server Queue Setup tab needs to be configured including indicating the reports that will use the Q Report Server.
When reports are configured to Use Report Server, a Schedule button will appear for the user to select options when running the report.

When clicking Schedule, users will see options Run Now or Run Tonight to produce a PDF version of the report. If the report has an Export option, then Export Now and Export Tonight options will also be available. If the user has permission to the Report Server Queue [Recurring Schedules] permission item, then they will have an additional option to Create Recurring Schedule under the Schedule button as well as permission to the Recurring Report Schedule tab within the Report Server Queue application. Individuals responsible for creating recurring schedules need to be aware of and be able to manage all recurring report schedules for users.
When one of the Schedule options is selected, a message will appear indicating the report has been scheduled and letting the user know that when it is complete, it may be found on their Scheduled Reports Widget on the Home page. The user is then free to move on to other applications within Q without waiting for the report to complete.

A sample of the Scheduled Reports Widget is shown with links to the report, which when clicked cause the report to download. Information is displayed about the report including when it was viewed. Settings in the Report Server Queue Setup tab control the number of days both viewed and unviewed reports remain available in the Widget.
Users with permission to schedule recurring reports need to first ensure that report options are set as they want the report to be run, then click *Create Recurring Schedule* and complete the dialog including selecting who the report is Scheduled For, setting the Report Output (Print or Export), Frequency (Daily or Monthly), Run Time and Date range. Reports, like Excessive Absence, with date fields or ranges as options need to be set within the Schedule dialog, and Days Offset values are used. There is detailed help available within the dialog offering guidance to the user. To run a report weekly, users may select Daily and choose the day of the week on which they want the report run, as shown. When a report is scheduled for another user, the report will appear in that user’s Scheduled Reports Widget.

### District Courses

- Changed Course list interface for performance improvements in districts with large course directories.
- Added ‘Include Inactive’ checkbox to Course List. When Include Inactive is unchecked, which is the default, only courses with Active status are included. When checked, all courses will be included.
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Student Schedules

- Scheduled Requests may now be edited. There is an indicator that the request has been scheduled and when scheduled, the Course drop-downs are disabled.

- When printing the Student Schedules Report from within the Student Schedules application, bell schedules may be included on the report if the ‘Include Bell Schedules’ checkbox is checked ON in the ‘ExtDefault’ report set.

Schedule Reports

Course Request List & Tally

- Added options to display Advisor and Counselor.
- Changed the existing Course filter to ‘Course Description’ and added ‘Course Code’ also. If items are selected in both lists, courses matching all selected items will be displayed.
- Added low and high Grade level values below the Grade Tallies checkbox. The values in these settings are the 6 highest grade levels of the school. The range may not include more than 6 grade levels.
School
Extra Curricular
• Added print button to Account Charges / Payments tab.
• When student contacts do not meet minimum or maximum counts, a warning is displayed in two places: in details of Student Schedule tab and at the top of Student Contacts tab.
• Updated the Add Student form to look like the Locate Student form and include more useful information.
• Updated to allow user to Add student when Program is set to ‘All Programs’ and enable user to select a Program. In addition, when set to All Programs, the Program is shown on Student Schedule tab, detail area.
• Student and Account Banners now use standard banner drop-down with ‘Active / Inactive / Both’ options instead of the ‘Include Inactive’ checkbox.
• When selecting or adding an account for a student, in the grid showing ‘Students Associated with Selected Matching Account / Contact’ added Birthdate, Status, and Year columns and changed School code to School Name.
• On the Post Transactions tab, the Batch Post function has been streamlined and a Print button added to print Batch Payment Transactions.

Inventory
• Allow editing of Check In / Out Notes.
• Added ability to see all student or staff damages on By Student and By Staff tabs. This will bring up a new page with a list of all of the student’s damages.

Inventory Setup
• Fixed error when deleting an order. Users with permission to delete orders are now able to do so.
Mass Email

- The ‘CC to Self’ checkbox will be disabled if the logged in user does not have an email address in Staff Editor.
- A ‘CC to Staff’ checkbox has been added. When either ‘CC’ is checked, the radio buttons to the right of ‘CC to Self’ are enabled:
  - **One Copy per Recipient** – All of the staff selected in the ‘CC to Staff’ are added as CC in the email to each recipient.
  - **One Copy Only** – An email is sent from the From User to the From User with selected CC staff addresses as the CC.

When ‘Refresh List’ or ‘Review Selected Recipients’ is clicked, the CC staff is displayed below the Student/Contact List.

School Reports

**Extra-Curricular Reports**

The following new Extra Curricular reports replace legacy reports:

- EC Adds & Drops Summary Report
- EC Daily Enroll Summary Report
- EC Transaction List

State Reporting – CA Only

- The CALPADS - Daily Attendance (STAS) Extract was modified to report attendance codes identified through Code Associations 'CALPADS_Attend_WeekendMakeupUnexcused' or 'CALPADS_Attend_WeekendMakeupExcused' in the Lookup Editor for situations where a student's absence is made up by attending on the weekend. This mechanism will enable districts to simultaneously report a student as absent, track chronic absenteeism, and re-coup ADA for attendance that is made up by students when they attend on the weekend.

To implement this change new attendance codes will need to be created to accommodate each scenario - Weekend Makeup Excused Absence and Weekend Makeup Unexcused Absence. In addition, the two new Code Associations need to be set in Lookup Editor Code Association tab to associate each reporting scenario with the desired attendance codes.
Once the configuration is in place, schools will do the following when a student is absent on a weekday and makes up that day on a weekend: a member of the office staff will mark the student’s weekday attendance code(s) with one of the NEW codes either Weekend Makeup Unexcused or Weekend Makeup Excused. Then, when the ADA reports are run, the district will now get credit for that day, and when the CALPADS STAS extract is run, the student will be seen as absent excused or absent unexcused for that day, depending on the attendance code set and it’s mapping in Code Association.

When adding new attendance codes, please make sure the codes are configured in Lookup Editor under Attendance Codes to correctly indicate excused or unexcused absence.

**System**

**Address Manager**

- Updated Address Range, School Feed and Invalid Address list pages to prompt for filter criteria first before rendering the lists. This change was made for performance purposes especially for large districts.
Mass Parchment Upload
- Updated so Mass Upload may now be run multiple times without exiting.

Process Manager
- A Q Toolbox has been added for the Mass Delete of Communication records. This may be used as an ‘Undo’ of Truancy Tracking Letters.

QLIP Hook Editor
- Added hotkeys to Submit and Reset buttons.

Testing

Test History
- Updated to show the Grade code rather than the numeric value for the Grade on Test Listings and Detail pages.

Other Applications

Q FS Online Applications
- Allow login using either FS Online or Parent Connection credentials when accounts are linked.
Q Parent Connect

- Bookmark icon and “Add to Homescreen” icon and name will be set appropriately for various devices.
- Added a database preference to enable hiding Citizenship and Country fields in Parent and Student Portals.
- Updated to show the Grade code rather than the numeric value for the Grade on Test Listings and Detail pages.
- On the Email Notifications page, a check-all box has been added at the top of each column to make it easier for users when they have more than one student.

Q Pre-Enrollment

- Bookmark icon and “Add to Homescreen” icon and name will be set appropriately for various devices.

Q Report Server


Q Report Server Windows Service

- New Windows Service is used by the new Q Report Server to monitor and execute scheduled reports. See ‘Q Reporting - Report Server Queue’ Information for related application information.

Q Student Connect

- Added a database preference to enable hiding Citizenship and Country fields in Parent and Student Portals.
- Updated to show the Grade code rather than the numeric value for the Grade on Test Listings and Detail pages.