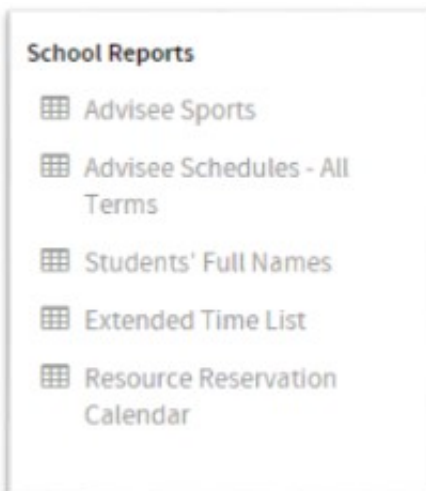
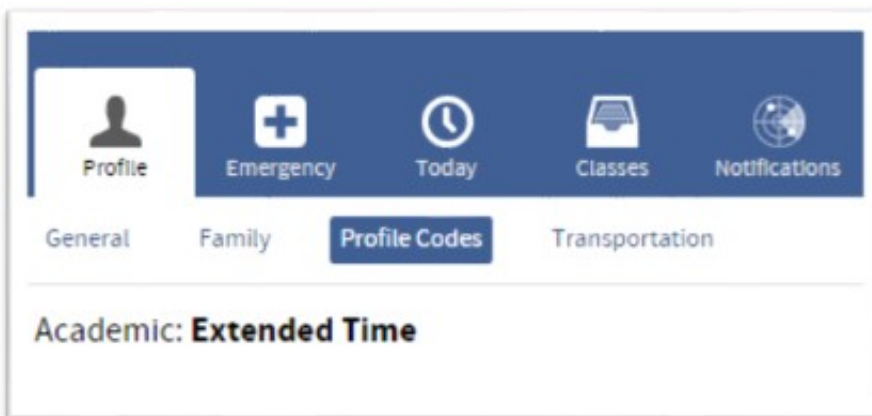


From: Evelt, Kim kevelti@williston.com
Subject: More Veracross Updates
Date: September 17, 2014 at 12:52 PM
To: Faculty and Administration FacultyandAdministration@williston.com

Hello Faculty-

I wanted to update you all on some more important facts and questions related to Veracross. Please take a moment to thoroughly read through the updates below as there is some critical information. This email will also be added to Josh's academic technology blog available at <http://willistonblogs.com/edtech/support-docs/>.

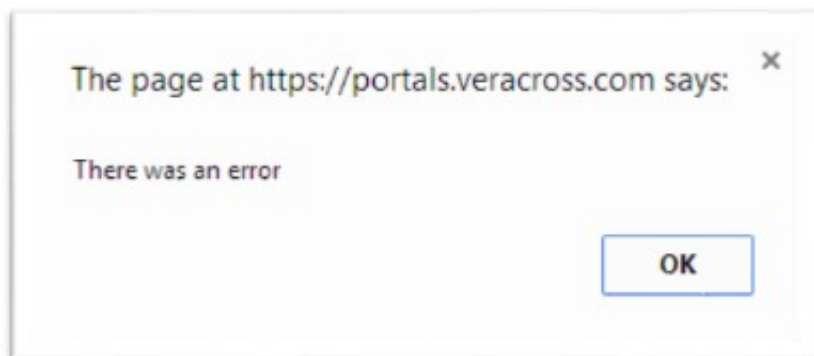
1. **We are now tracking students who have been approved for extended time in Veracross.** You can view a student's extended time status on the student information screen's "Profile" tab by clicking "**Profile Codes**." If the student has been approved for extended time it will be listed under the codes. You can also click on the "Extended Time List" report link under "School Reports" on your portal homepage. Please note that the list goes beyond the first page of results. Also note that we will not be maintaining updates to the list elsewhere, so **this is now the official extended time list**. Old versions of the list will soon be removed from WillyNet, so please familiarize yourself with the new location.



2. Q: Why am I sometimes prevented from saving an assignment by a popup box that says there

was an error?


A: In an attempt to save us from ourselves, **Veracross only allows assignments to be added for categories that you've weighted**, unless you've weighted no categories at all. So, if you have even one category weighted, and you try to add an assignment to any category that is currently not weighted, you will get a dialogue box that looks similar to the one below. To fix this, change the category for the assignment to one that you've weighted.



3. Q: *What happens when I email students using a link to a group in Veracross?*

A: Your default mail program (usually Outlook on the Surfaces) lets you compose a message to send to the group using a special email address. A copy of the message also shows up in each student's "Recent Messages" area of their portal's homepage.

4. Q: *How do I see my advisees' grades?*

A: Click on "Review Grades" on your portal homepage in the right column. Select the student you're looking for and click on the "Classes" link next to any one of the course names. This will show you a quick report of all averages. If you want detail, click on the grade detail report icon () next to the class.

5. Q: *Why do I still see students that have left my class?*

A: While they're gone from attendance, students still appear in the gradebook for 10 days after they've been withdrawn unless they are manually removed. This is meant to allow teachers to complete any outstanding grading for the student and enter it into their gradebook before the record disappears (which may be necessary in section or level changes.) Because it's still early in the term, we've asked for early withdrawals to be removed more quickly than 10 days, but 10 will always be the maximum.

As always, please don't hesitate to email or call with questions. The more I hear the better able I am to support all of you. I've also enjoyed meeting one-on-one with some of you to work through class or gradebook configuration questions, so please let me know if you'd like to set up a time to talk.

Have a lovely Wednesday!

Kim

Kimberly Zern Evelt
Associate Academic Dean
The Williston Northampton School

THE WILLISTON NORTHAMPTON SCHOOL
19 Payson Avenue
Easthampton, MA 01027
(413) 529-3071
kevelti@williston.com
www.williston.com

The Williston Northampton School inspires students to live with purpose, passion, and integrity.