10 Steps to Prepare for a New Semester

An important note: Your imports contain student registrations specific to a term, the timing between changing your Term Code and importing your registrations is important.

STEP ONE: IT needs to update the Student and Course Files to your server or the SFTP site

- If it is for the first time or have made any changes to the files, then IT will need to send Redrock a sample file to create or update your import script.

STEP TWO: Change Term Number

- As a SysAdmin- Go to the Trac Navigation -> Tracman Icon -> Utilities and Prefs -> System Prefs Tab -> CurrentTerm -> Change to the new term number -> Save.
    - *The term number will always be in numeric format (i.e 201910, 1910) ***

STEP THREE: Change Semester Dates

- As a SysAdmin- Go to the Trac Navigation -> Tracman Icon -> Utilities and Prefs -> System Prefs Tab -> SemesterStart/ SemesterEnd -> Change to the new semester start and end date -> Save.
    - *SemesterStart/ SemesterEnd date format is MM/DD/YYYY***

STEP FOUR: Run the import

- As a SysAdmin- Go to the Trac Navigation -> Tracman Icon -> Utilities and Prefs -> Custom Utility Tab -> Standard -> Import Student Data -> Execute.

STEP FIVE: To confirm the import finished

- As a SysAdmin- Go to the Trac Navigation -> Tracman Icon -> Utilities and Prefs -> Custom Utility Tab -> Standard -> View Import Status -> Execute.

STEP SIX: Globally Activate Sections

- As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Sections Tab -> List Options -> Activate These…
    - *That will check the box to the left of the Section Term ID***

STEP SEVEN: Activate Sections per Subcenter

- You have two options to add the sections to your subcenter.
    - First Option is to add ALL the sections to ALL Subcenters. As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Sections Tab -> List Options -> Click on Subcenter Activation ->

Choose 'activate' or 'deactivate' and select the centers for which you would like add the all the sections to -> click on Continue.

- Second Option is to add designated sections to a specific Subcenter. As a Center Profile Admin- Go to the Trac Navigation -> Search Glass -> Center Profile -> click on your Profile -> Sections Tab -> Subcenter Options -> Click on the subcenter name -> Check box in the middle box to activate the sections one by one.

    Following option one or two will check the box to the right of the Section Term ID

STEP EIGHT: Consultant Specialties

- As a Center Profile Admin to add new sections manually to your consultants- Go to the Trac Navigation -> Search Glass -> Center Profile -> Click on your Profile -> Consultants Tab -> Select consultants name-> Section Specialties Tab -> Search for the sections the consultant can meet with a student -> Check box to activate the sections -> Save.

- As a SysAdmin to copy the consultant specialties from previous term to the new term- Go to the Trac Navigation -> Tracman Icon -> Utilities and Prefs -> Custom Utility Tab-> Standard -> Copy Specialties -> Add the previous Term and the current term -> Execute.

STEP NINE: Reset Center Status

- First Step as a SysAdmin - Go to the Trac Navigation -> Tracman Icon -> Utilities and Prefs -> Custom Utility -> Standard -> Reset Center Status/Missed -> Check the boxes "Reset Total Missed Count" and "Set Center Status to (leave blank)"-> Execute.
- Second Step as a Center Profile Admin - Go to the Trac Navigation -> Search Glass -> Center Profile -> Click on you Profile -> Prefs Tab -> Scheduling Tab -> change the date in "Student max missed:" -> Save.
- Third Step as a SysAdmin - Go to the Trac Navigation -> Search Glass -> Students -> List Options -> Search for "Inactive" Students -> Then go to the Trac Navigation -> Tracman Icon -> Utilities and Prefs -> Change Value -> Field: "Special Status"-> Value: (Blank) or Active -> Execute.

STEP TEN: Other Settings

- **Max Appointment Rule** - As a Center Profile Admin - Go to the Trac Navigation -> Search Glass -> Center Profile -> Click on your Profile -> Prefs Tab -> Scheduling Tab -> Max Appointment Rules -> Update any date that is using the preference -> Save.
- **Other Scheduling Block -**As a Center Profile Admin - Go to the Trac Navigation -> Search Glass -> Center Profile -> Click on your Profile -> Prefs Tab -> Scheduling Tab -> Other Scheduling Block -> Update any date that is using the preference -> Save.