

## Year End Process Annual Update

Only schools that use the AAR Full Page Transcript will need to perform the Annual Update.

This procedure copies all grades for the current year into the history file (aardbf).

It is **ABSOLUTELY IMPERATIVE** that the following procedures be performed **BEFORE** running the Annual Update:

- Enter/correct all grades for the current school year
- Enter Summer School Grades
- Run a final Honor Roll
- Run a final Class Rank
- Save file and run ASCII UDF import
- Set the Promotion Status
- Set the Graduated Status
- Run final AAR Labels/Transcripts
- Update the Historical file

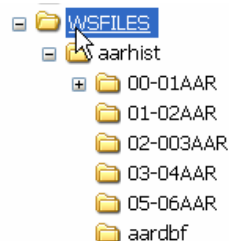
**VERY IMPORTANT:** SINCE THE COURSE GRADES FOR THE CURRENT SCHOOL YEAR ARE PICKED UP FROM THE TEXAS EXTRACT FROM WIN SCHOOL, **IT IS IMPERATIVE THAT THE ANNUAL UPDATE BE RUN ONLY ONCE PER YEAR AFTER ALL AAR TRANSCRIPTS HAVE BEEN RUN AND COMPLETED.** RUNNING THE ANNUAL UPDATE MULTIPLE TIMES WILL RESULT IN DUPLICATE HISTORY RECORDS. ALSO, IF THE UPDATE IS RUN PRIOR TO PRINTING THE FINAL AAR TRANSCRIPTS FOR THE YEAR YOU WILL SEE DUPLICATE ENTRIES FOR THE CURRENT SCHOOL YEAR ON THE AAR FORM.

### Directory for AAR History Files

The directory structure is very important and should be setup **EXACTLY** as seen in the \*Example.

1. Right click on "My Computer" and select "Explore".
2. DC (double-click) the C: drive, DC the "wsfiles" folder, and then DC the "aarhist" folder.
3. Under the File PDM (pull down menu) select New/Folder.
4. A new folder is displayed with the default name "New Folder" highlighted.
5. Name the folder "05-06aar". Press "Enter".

\*Example:



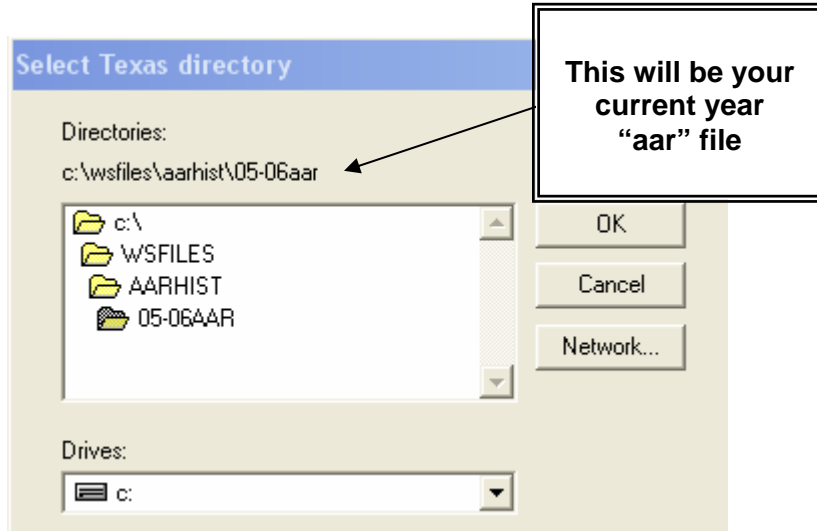
It is difficult for Student Support to trouble-shoot problems you might be having with your AAR Full Page Transcript if your directories are setup differently from our example.

It should also be noted that in these instructions, we are using the local hard drive on which to save files. You could also use a network drive. If using a network drive, adjust the paths mentioned here accordingly.

## Texas Extract

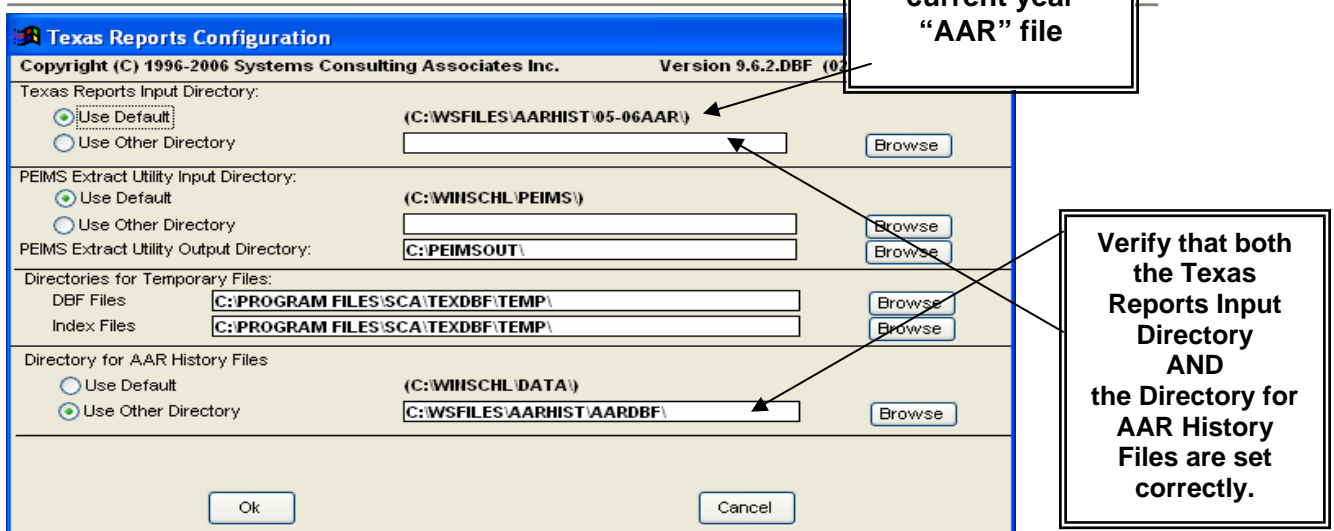
Change the Texas Extract directory prior to performing this extract.

1. Launch the State/Province module.
2. Click on the Extract PDM and select "Select Texas Directory".
3. DC (double-click) C:\ → wsfiles → aarhist → 05-06aar. This is where you will send the final extract for the year. Verify that the entire "sentence" is displayed above the white box.



4. Click on the Extract PDM and select "Extract Texas Data".
5. Select the 1<sup>st</sup> and 2<sup>nd</sup> Semester bins as well as the bin where your Final grades are stored (if applicable).
6. Select "Version 4" in the "Select DBF Table Version" screen. Click "OK".
7. Verify that the Dbase File Export is three to four pages long and complete.
8. Close State/Province and minimize Win School.

## Texas Reports & PEIMS Configuration



Verify your Texas Reports Configuration screen is set correctly.

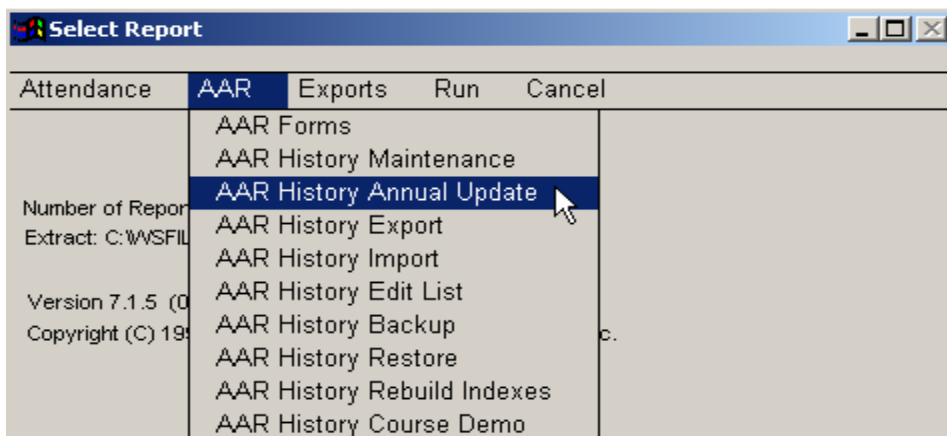
## Backup – Very Important

It is very important that you backup the “wsfiles” folder **BEFORE** and **AFTER** performing the Annual Update. Remember, the “aardbf” file is an accumulation of grades over several years. If these files were lost or corrupted the entire process would have to be redone.

## AAR Annual Update

Open your Texas Report Program and click on the AAR menu.

1. Click on the AAR History Annual Update option.



2. The following screen appears. Key in the appropriate bin numbers in the option boxes.

**AAR Annual Update Options**

Avg Marks Bin

Final Credits Bin  (leave zero to use the total of the credits from the Grade Bins)

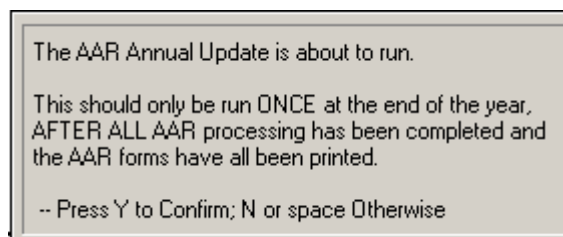
Grade Bins

Term	1	2	3	4
Grade Bins	<input type="text" value="5"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

(verify that these are the correct bins for your term grades, and correct if necessary)

Ok Cancel

3. Click OK and then choose Run Reports.
4. The following box appears. Read the message. Press Y to Confirm.



5. You should see the following message:

AAR Annual Update has been run - Press any key

## Re-Running AAR Transcripts

If you need to make a correction and run an AAR for a student AFTER the Annual Update has been made, but before the Year End Merge, follow these steps:

1. Make the needed correction in the AAR History file. Also make the same correction in the Report Cards module of Win School.
2. Use the latest Texas Extract DBF file as input (i.e. DO NOT re-extract your data from Win School).
3. On the Full Page AAR option screen set ALL the bins to zero. This will bypass picking up the current year "bin marks" data and only use records from the AAR History files.

## BACKUP AGAIN!

It is extremely important that you backup (zip) your entire WSFILES directory after each year completed. Be sure to label the diskettes accordingly. These backups will prove invaluable if you need to restore this information for any reason.

## VERY IMPORTANT – Re-set the Texas Extract Directory

Again, it is imperative that you re-set the Texas Extract Directory before running another extract.

1. Launch State/Province.
2. Click on the Extract PDM and select "Select Texas Directory".
3. Set the directory path to c:\winschl\texas.

