

Student Promotion: Run EOY then Review EOY



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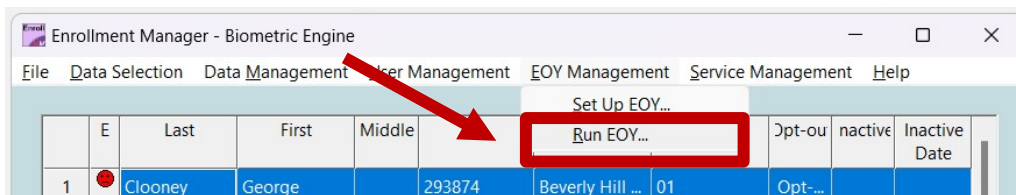
Cheat Sheet

NOTE: This Cheat Sheet assumes that you have set-up End-of-Year (EOY) and your SIS scheduled import is running.

- End-of-Year (EOY) is the process of ‘promoting’ students from one grade to the next.
- You can Run EOY manually or set it up for it to run automatically in the EOY Wizard.
- Running EOY stops the scheduled import of student data your SIS provides to keep student records current and accurate.
- The Start-of-Year (SOY) should be about 2 weeks prior to the actual first day of school.

1. Run EOY on or after the last day of school

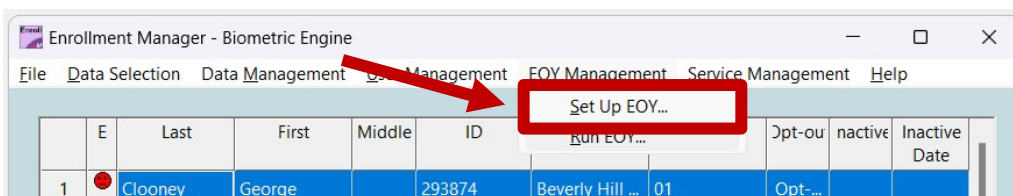
- ‘Running’ EOY executes the Rules you have set-up in the EOY Wizard. The ‘Run’ function is enabled to be run the day after the End of Year date that was set-up in the EOY Wizard.
- Your User Role must be Administrator or Manager to run EOY, (for more info on User Roles, check the Cheat Sheet section of GOidm.com).
- Log into the Enrollment Manager and select Run EOY if you choose to manually run EOY.



- Follow the prompts to Run EOY. Once EOY has run, the EOY and SOY dates will automatically update to the next school year.

2. Review EOY at the SOY (Start-of-Year)

- Whether you ‘Run’ EOY manually or automatically, **you must review the EOY set-up after your SOY date to ensure that your scheduled import from your SIS resumes.**
- Log into the Enrollment Manager and select Set Up EOY. Review each section. Modify if necessary.



- After your SOY date, check your data for accuracy.

Need assistance? It's easy to get in touch with one of our Biometric Experts!



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