



HeadMaster Year-End & New School Year Guide

2022



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Set Up School Contact and Term Information

An administrator should enter the term and school's contact information in Options so that it will properly display on reports and correspondence.

Canadian Clients – To display the Canadian format for your social security numbers, you must type either Canada or CA in the country field.

To add the school term and contact information

1. On the Home screen, click **Options**.
2. Click **School Info**.
3. Under Term, enter a Description, such as "School Year (2017-2018)."
4. Under contact, enter the contact information.
5. Enter the address.
6. Click **Close**.

Schedule HeadMaster Online Uploads

If you've been doing scheduled automatic uploads, you must select the new data set to upload.

To select the data set to upload

1. On the Home screen, click **Options**.
2. Click **Scheduled Tasks**.
3. In the drop-down list, select the new data set.

Note: If you're using HeadMaster Lunch and would like to automatically import preorders, select the Import Lunch Preorders check box.

Select the Active Grading Period

You can set up HM Online so that a specific grading period uploads to HM Online and displays by default when you log in.

To select an active grading period

1. In HeadMaster, on the Home screen, click **Options**.
2. Click **HMOnline**.
3. Under Active Period, select the grading period from the drop-down lists.
4. Click **Close**.

Reset Your Calendar Options

Resetting the options erases all data in the current calendar.

Resetting the calendar options is generally used at the start of a new school year. You can also reset the options when you want to change the start and end dates of the calendar, change the specific days of the week that display, or switching from a standard calendar to a block scheduled calendar (A/B Days or A/B Weeks).

To reset calendar options

1. On the Tools menu, click **School Calendar**. The default standard calendar displays.
2. With the School Calendar open, click **Reset**.
3. Select the **Start Date** and/or **End Date**.
4. Select the **Type**.
5. Select the days your school is regularly open. Note that all days of the week display in the calendar.
6. Click **OK**. HeadMaster builds the new calendar based on the options selected.

Reset Lesson Plans

After you copy the lesson plans to the new data set during promotion, you can reset the dates for all teachers' lesson plans.

To reset lesson plans

1. On the Tools menu, click **School Calendar**. The default standard calendar displays.
2. Click **Reset Lesson Plans**.
3. Enter the date for the first day that lesson plans begin, then click **Run**.
4. After the lesson plans have been rescheduled, click **OK**.
5. Click **OK**.

Update Your Data Set with the SchoolCast™ Export

After you've created a new data set for the new school year, you must update the data set by running the SchoolCast Export.

To do the manual export (*HeadMaster Desktop users*)

1. Go to your HeadMaster directory (Example: C:\HMaster) and double-click the **SchoolCast Export.exe** file.
2. Select the data set you want to export.
3. Select where you want to save the export file.
4. Select **Export Students**, then click **Next**.
5. If you're using Activities, select **Include Activities**.
6. Select a **Sort by** option, then click **Next**.
7. Select a **Parent Home** number as well as any of the other numbers you want, then click **Next**.
8. Click **Export**.
9. When the export finishes, click **OK**, then **Close**.

Be sure to email your export file to SchoolCast: support@highgroundsolutions.com

To do the manual export (*HeadMaster OnDemand users*)

1. In the OnDemand window, double-click **SchoolCast Export**.
2. Select the data set you want to export.
3. Select where you want to save the export file.
4. Select **Export Students**, then click **Next**.
5. If you're using Activities, select **Include Activities**.
6. Select a **Sort by** option, then click **Next**.
7. Select a **Parent Home** number as well as any of the other numbers you want, then click **Next**.
8. Click **Export**.