

# Starting a New School Year in Rediker AdminPlus

Create a new School Year ([Support Link](#))

Time: Approximately 5-10 Minutes

Date of Competition: June 4, 2022

Note: Can perform anytime, but must be done before promoting students.

Steps:

- 1 In the toolbar, click **File > Create Year**
- 2 When the **Network Warning** dialog box appears stating **There must be no other users currently using Administrators Plus**
- 3 Click **Yes**.
- 4 Choose the current year as the source school year, then click **Select**.
- 5 Verify that the year name listed is the one you want, then click **Next**.
- 6 A **Congratulations!** message will appear. Click **Done**, and the new year will have been successfully created.
- 7 A **Scheduling Year Warning** message will appear asking if you would like to set this new year as your scheduling year. If it is intended to be the scheduling year or next school year, say **Yes**. Otherwise, say **No** to this message.

## Promoting Students and Clearing Prior Years' Data ([Support Link](#))

Time: Approximately 20-30 Minutes

Date of Competition: July 22, 2022 (STAFF AFTER FINAL REPORT CARDS)

Note: Must be done AFTER all final report cards are complete, but prior to July 22, 2022

Steps:

- 1 [Backup Database](#)
- 2 At the top center of the screen, click on the **Year** dropdown menu, and select the new school year.
- 3 Navigate to **Data Base > Beginning**.
- 4 **Beginning Program Warning** will appear asking if you have backed up.
  - If you did at the beginning of the article, click Yes.
  - If you did not, click No, go to the beginning of this article, and walk through the backup procedure before proceeding.
- 5 Next, a **Folder Warning** will appear. Verify the year name in the middle of the warning to confirm that it is the year you just created.
  - If it is, click Yes.
  - If it is not, click No, and return to step 1 of the Promote Students process.
- 6 The last warning you will receive at this time is the **Network Warning** ensuring there are no other users currently using this school year.
  - If no one else is logged into this specific school year, click Yes.
  - If someone else is logged into this specific school year, click No, and ask them to either log out or change to a different school year for the time being.

- 7 The **Specifications: Beginning** screen will appear, and contain the following options:
  1. Promote Students: When checked, the system will promote students one grade level and delete the oldest grade level in the year you are currently viewing. When creating and setting up your new scheduling year, this option should be checked.
  2. Erase Attendance Data & Clear Calendar: When checked, the system will erase Attendance data and calendar dates from the year you are currently viewing. When creating and setting up your new scheduling year, this option should be checked.
  3. Erase Report Cards Data in Year 0: When checked, the system will erase all Report Card and Scheduling information from the year you are currently viewing. When creating and setting up your new scheduling year, this option should be checked.
  4. Erase Discipline Data: When checked, the system clears out all Discipline data from the year you are currently viewing. This is an optional choice when setting up your new scheduling year, as some schools like to keep discipline within the year it occurs(check the box), and others like to see everything regardless of what year it occurred in(leave box unchecked).
  5. Erasing Billing Data: When checked, the system clears out all Billing data from the year you are currently viewing. This is an optional choice when setting up your new scheduling year, as some schools like to keep billing data within the year it occurs(check the box), and others like to see everything regardless what year it occurred in(leave box unchecked).
- 8 Click **Done**.
- 9 Confirm the options you have chosen in the specifications, and then click **Ok**.

