



# New Features & Functionality in Q Release Version 4.1.0

June 2023

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## 4.1.0 Highlights

### NEW ADD-ON MODULES

#### [Q Analytics](#)

In this replacement of District Pulse, real-time data analysis is now within Q in a new Q Analytics application and in embedded widgets that may be added to the Q main page. In this first version, an initial set of dashboards and widgets are provided including, as example, District Overviews, Enrollment, In Danger of Failing, Chronic Absenteeism, Suspension Rate, among others.

#### [Q Forms](#)

This new module is a set of applications in Q and new modules in ParentConnect & StudentConnect. The Q applications include: 1) the Q Forms Designer that allows district users to create generic Form Templates and 2) the Q Forms application that enables school and district users to create specific Form Instances from the Form Templates. The Form Instances may be assigned to student, contact and faculty recipients. Contacts and students will see and be able to complete and sign the forms in their respective portals, ParentConnect and StudentConnect.

### KEY ENHANCEMENTS

- **Mark Reporting**
  - Report Card Comments may now be retired.
  - Missing assignment calculation changed for assignments with associated Standards.
- **Google Manager Enhancements**
- **Lookup Categories** may now have Role Data Filter permissions.

### NEW Q APPLICATIONS

#### [Q Program Forms](#)

##### **For MI Only**

A new student-based application for program-related forms such as Special Education or Section 504. This first version includes a set of Special Ed forms including Meeting Invitation, Review of Existing Evaluation Data (REED), MET, IEP, Amendment, Nonpublic Services Plan, among others. The application enables users to add students to their caseload to work on and manage their forms. Validation is built into the forms. Forms are considered 'Draft' until, when all validation issues pass, they may be 'Finalized' at which time they are automatically archived and, if configured, also stored as Student Documents.

#### [Staff Manager](#)

A new application for managing staff en masse. Using filter fields at the top of the grid-like screen, administrators can work with a set of faculty records and apply changes to all those in the results, such as setting an entry or exit date in the track, etc.

The application includes a new interface for managing Alternate Faculty – to see all alternates in a date range and more easily manage their assignments.

## General Interface

### Q Reporting

#### DATA DESIGNER

- Added Transfer data to Student objects in Data Designer.

<input checked="" type="checkbox"/>	↕↑	Transfer Type code		Transfer Type
<input checked="" type="checkbox"/>	↕↑	Transfer Reason code		Transfer Reason
<input checked="" type="checkbox"/>	↕↑	Transfer Effective Date		Effective Date
<input checked="" type="checkbox"/>	↕↑	Transfer Expiration Date		Expiration Date

- Added Device ID and Client IP fields to FS Student Survey Data Designer to enable districts to report on source of Surveys to determine if the Survey was submitted by a parent or a staff member on behalf of a parent.
- Added Faculty photo data to the Staff Data Designer set. Note that these fields default off and will need to be enabled and given a default heading, if desired, to be accessible in a report.

<input type="checkbox"/>	↕↑	facphoto funiq		facphoto.funiq
<input type="checkbox"/>	↕↑	facphoto schyear		facphoto.schyear
<input type="checkbox"/>	↕↑	facphoto facphoto		facphoto.facphoto
<input type="checkbox"/>	↕↑	facphoto photofile		facphoto.photofile

#### REPORT SERVER QUEUE

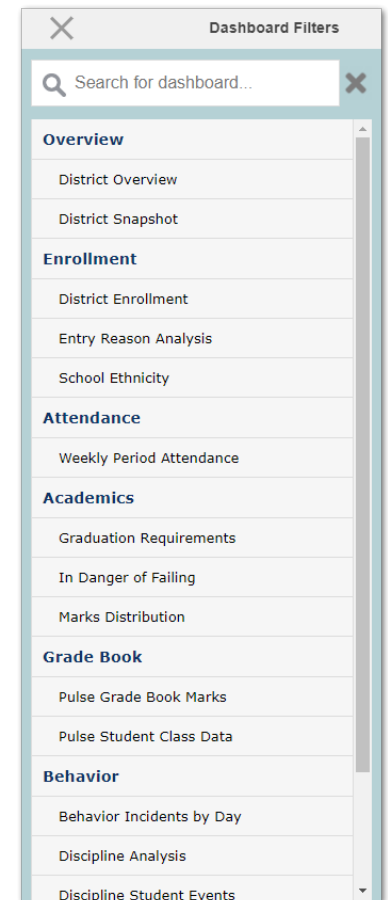
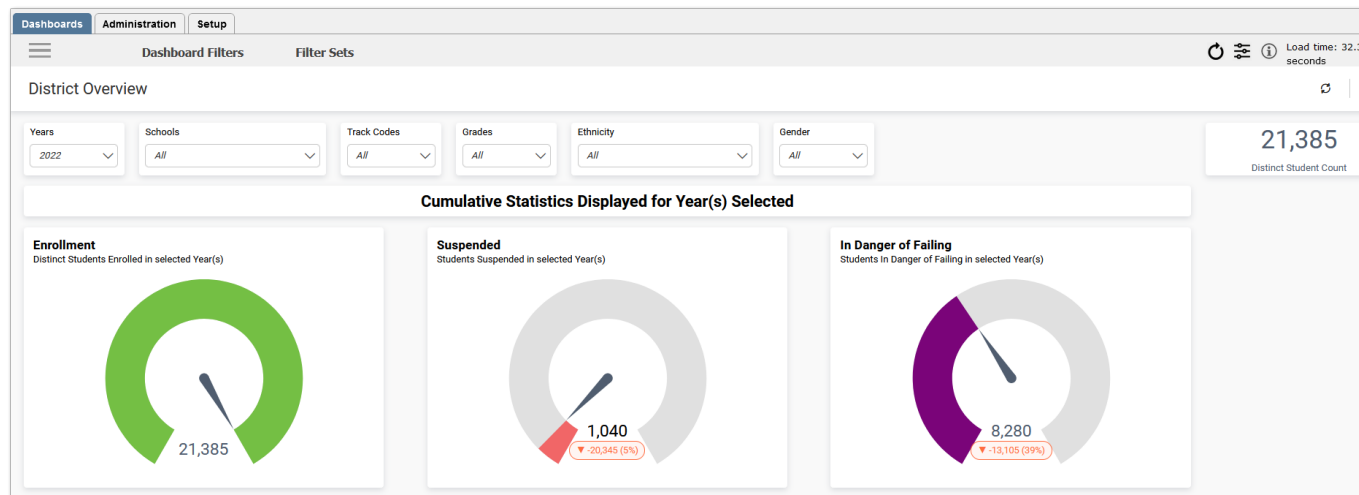
- When a report is scheduled to run using Report Server, the results appear in the Report Queue Tab. If the report is turned off, the report results from prior runs will now still appear on the Report Queue tab.

## Analytics

### Q Analytics

#### An Add-On Product

- Provides real-time analysis of district data in dashboards and widgets within Q in both a new Analytics application and in the form of embedded widgets made available on the Q Main Page.
- A parameter-driven interface enables data analysis across school years, schools, grade levels, programs and custom indicators.
- Dashboard filters may be defined and saved as sets for ease of use.
- Users may drill-down into the results, or filter them, and use options to view or export the underlying data. Or they may use the underlying data to send an email to contacts based on the result set.



This product will replace District Pulse over the course of the 23/24 school year. If interested, please contact your account manager. For more information see [Introducing Q Analytics](#).

#### Features & Functionality of Q Version 4.1.0

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## Behavior

### Student Discipline


- Added student photos to the Details View  on the Incidents and Referrals tabs.

**Incident Information**

Type: Weapons Firearms  
 ID: 1158541  
 Date: 03/17/2023  
 Reported By:  
 School: Clarkson's High School  
 Location: Boy's Locker Room  
 Time: Lunch  
 Reference:  
 Notes: Sample notes  
Incident Last changed 07/28/2021 at 4:57 PM by SolAe

**Involvement Information**

Student: Demo, Charley (03306)  
 Involvement: Witness  
 Action:  
 Alert:



## Enrollment

### Student Profile

- Changed Contact details to include a label for Email Address when a contact does not have a valid email address.
- Changed how missing assignments are determined so that tasks with no points available that are associated with standards are considered missing if no score has been entered for an associated standard. Tasks with points available are still considered missing if no score has been entered for the assignment even if standards are associated and scored.
- Re-worked how standards associated with an assignment are displayed for readability.

Per: 01 Elem Algebra C (ME06-14)								T 301 22/23			
Current S2 Triad 1 Grade: A+								Teacher: Andrus, R / Allen, M			
Detail	Date Due	Assigned	Assignment	Pts Possible	Score	Pct Score	Class Avg	Scored As	Extra Credit	Not Graded	Comments
	12/29/2022	12/29/2022	Sliding Scales	10	10	100%	95%				
			<b>Standard:</b> 1.0 - Identify and use arithmetic properties						Score: 4		
	12/14/2022	12/13/2022	Model Samples	25	25	100%	82.5%				
			<b>Standard:</b> 7.0 - Identify points on a line given an equation of the line						Score: 4		
	12/14/2022	12/14/2022	Exam 2	100	100	100%	100%				
	12/13/2022	12/13/2022	Manga Puzzle	25	25	100%	100%				✓
			<b>Standard:</b> 7.0 - Identify points on a line given an equation of the line						Score: 4		
	12/13/2022	12/13/2022	Exam 1	200	200	100%	83.1%				
			<b>Standard:</b> 1.0 - Identify and use arithmetic properties						Score: 4		

- Added a new preference for the Assignments area so that when 'Show All' is selected, the list of assignments goes back to the entry date in the class for a student rather than limiting the assignments to the current term. The preference can be set at the district or school level using the Preference Editor.

Preference	Level	Owner	Setting	Lowest Level
Include Barcode on Report	+ District	Columbus Unified School District	No	Staff
Include Photo on Report	+ District	Columbus Unified School District	Yes	Staff
Show All Assignments For School Year	District	Columbus Unified School District	Yes	None

## Enrollment Reports

### Student Profile Report

- Implemented Student Profile preference for the Assignments area so that when 'Show All' is selected, the list of assignments goes back to the entry date in the class for a student rather than limiting the assignments to the current term. The preference can be set at the district or school level using the Preference Editor.

### SCHOOL/TRACK FILTER

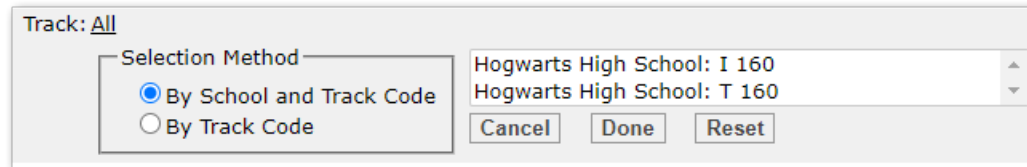
Added support for the new School/Track filter in the Student Selection area for the following reports:

Authorization Prohibitions Report

Withdrawal Checklist Report

Household Mailing Labels

Record Access Log



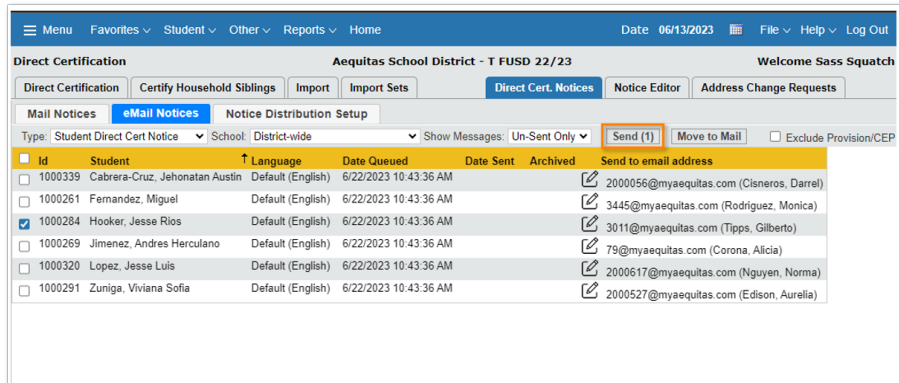
*Options Logged into a School track*

## Food Service

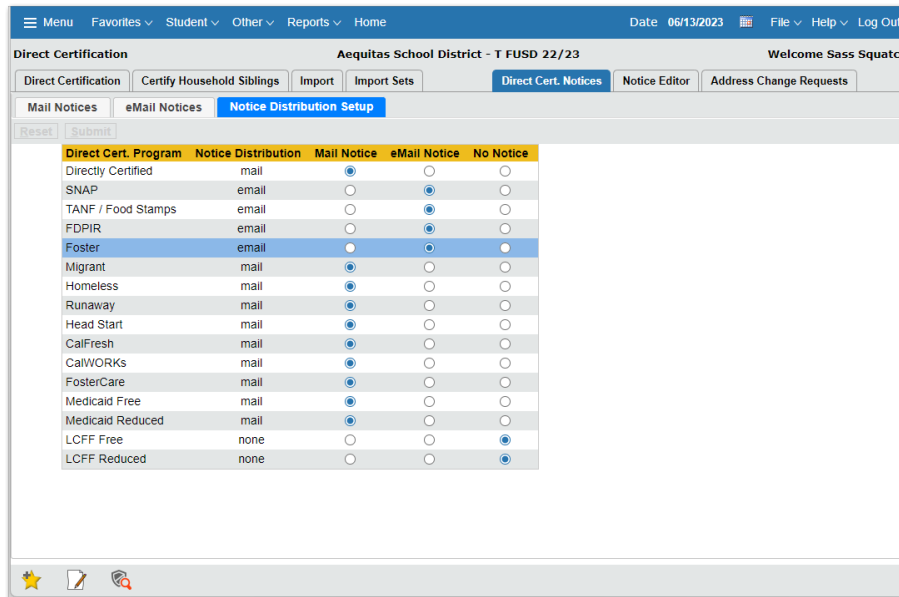
### Direct Certification

- Added import birthdate format option "yyyy-mm-dd".

- Added option to send Direct Cert notices via email.

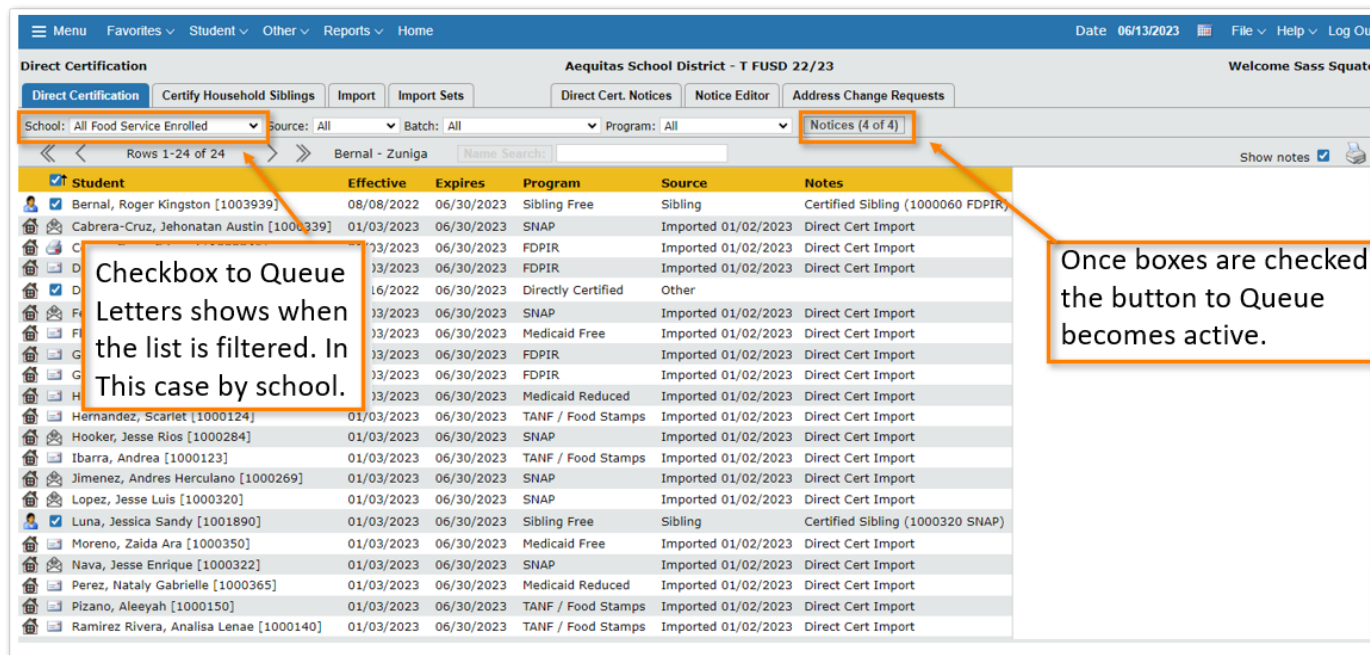


- Added new tab "Notice Distribution Setup" allowing Notices to be sent via mail, email, or not generated based on the certification program.



- Added option to Display or Export rosters for both "Certify Household Siblings" and "Certify Rollover Siblings" tabs.

- Added option/checkbox 'Include exited students' to the "Certify Household Siblings" tab. When checked, all certified students as well as eligible siblings enrolled this year are included.
- Updated process of adding students to the Mail (or email) queue from the "Direct Certification" tab as follows:
  - Checkboxes are enabled **only** when the list is filtered by one or more of the dropdown filter controls (School, Source, Batch, or Program).
  - Checkboxes are now available for each student notice allowing users to choose which individual student notices will be added to the mail/email queue.



The screenshot shows the 'Direct Certification' interface for 'Aequitas School District - T FUSD 22/23'. The 'Direct Certification' tab is active. The interface includes filter controls for School, Source, Batch, and Program. A table of student notices is displayed with columns for Student, Effective, Expires, Program, Source, and Notes. A 'Queue Letters' button is visible at the bottom right of the table. Two callout boxes provide instructions: one points to the 'Queue Letters' button and states 'Checkbox to Queue Letters shows when the list is filtered. In This case by school.' and another points to the checkboxes in the table and states 'Once boxes are checked the button to Queue becomes active.'

Student	Effective	Expires	Program	Source	Notes
Bernal, Roger Kingston [1003939]	08/08/2022	06/30/2023	Sibling Free	Sibling	Certified Sibling (1000060 FDP)
Cabrera-Cruz, Jehonatan Austin [100339]	01/03/2023	06/30/2023	SNAP	Imported 01/02/2023	Direct Cert Import
D...	03/2023	06/30/2023	FDPIR	Imported 01/02/2023	Direct Cert Import
D...	03/2023	06/30/2023	FDPIR	Imported 01/02/2023	Direct Cert Import
D...	16/2022	06/30/2023	Directly Certified	Other	
F...	03/2023	06/30/2023	SNAP	Imported 01/02/2023	Direct Cert Import
F...	03/2023	06/30/2023	Medicaid Free	Imported 01/02/2023	Direct Cert Import
G...	03/2023	06/30/2023	FDPIR	Imported 01/02/2023	Direct Cert Import
G...	03/2023	06/30/2023	FDPIR	Imported 01/02/2023	Direct Cert Import
H...	03/2023	06/30/2023	Medicaid Reduced	Imported 01/02/2023	Direct Cert Import
Hernandez, Scarlet [1000124]	01/03/2023	06/30/2023	TANF / Food Stamps	Imported 01/02/2023	Direct Cert Import
Hooker, Jesse Rios [1000284]	01/03/2023	06/30/2023	SNAP	Imported 01/02/2023	Direct Cert Import
Ibarra, Andrea [1000123]	01/03/2023	06/30/2023	TANF / Food Stamps	Imported 01/02/2023	Direct Cert Import
Jimenez, Andres Herculano [1000269]	01/03/2023	06/30/2023	SNAP	Imported 01/02/2023	Direct Cert Import
Lopez, Jesse Luis [1000320]	01/03/2023	06/30/2023	SNAP	Imported 01/02/2023	Direct Cert Import
Luna, Jessica Sandy [1001890]	01/03/2023	06/30/2023	Sibling Free	Sibling	Certified Sibling (1000320 SNAP)
Moreno, Zaida Ara [1000350]	01/03/2023	06/30/2023	Medicaid Free	Imported 01/02/2023	Direct Cert Import
Nava, Jesse Enrique [1000322]	01/03/2023	06/30/2023	SNAP	Imported 01/02/2023	Direct Cert Import
Perez, Nataly Gabrielle [1000365]	01/03/2023	06/30/2023	Medicaid Reduced	Imported 01/02/2023	Direct Cert Import
Pizano, Aleeyah [1000150]	01/03/2023	06/30/2023	TANF / Food Stamps	Imported 01/02/2023	Direct Cert Import
Ramirez Rivera, Analisa Lenae [1000140]	01/03/2023	06/30/2023	TANF / Food Stamps	Imported 01/02/2023	Direct Cert Import

### Eligibility Notices

- Added the new button "Accept All Change Requests", adding the ability to accept all address change requests en masse. Available on the "Address Change Requests" tab in Food Service apps that include Notices. Access is controlled by permission.

## Process Applications

- Changed when new surveys are entered using the 'Enter Surveys' tab, they are assigned a Series automatically. If the applicant had previously submitted a Survey or Application, this series is assigned. If no previous submission exists, a new survey number (the next available) is assigned.
- In the Enter Surveys tab: The yellow bar that shows if a student is Direct Certified for a categorical program is now permissible and will only show if the user has the "Highlight Direct Cert Survey Students" permission item.

## Food Service Reports

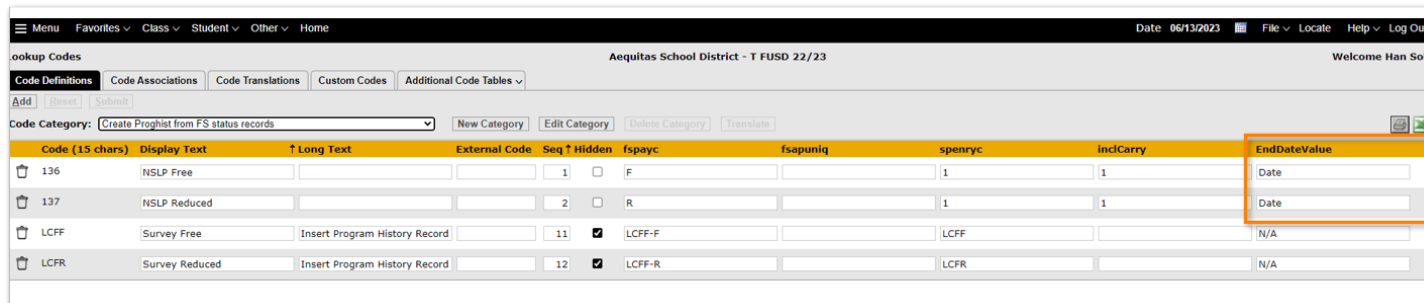
### Application Sharing Survey

- Updated report filter to accommodate 5 Application Survey questions.

## Food Service PoS

### Food Service Accounts

- New "Data5" column added to the "Create Proghist from FS status Records" Lookup category named "EndDateValue." When set to **DATE** (DEFAULT SETTING) Student Program records created by free reduced statuses will be assigned end dates of June 30. When left blank the end dates will be set to null.



Code (15 chars)	Display Text	↑ Long Text	External Code	Seq ↑	Hidden	fspayc	fsapuniq	spenryc	inclCarry	EndDateValue
136	NSLP Free			1	<input type="checkbox"/>	F		1	1	Date
137	NSLP Reduced			2	<input type="checkbox"/>	R		1	1	Date
LCFF	Survey Free	Insert Program History Record		11	<input checked="" type="checkbox"/>	LCFF-F		LCFF		N/A
LCFR	Survey Reduced	Insert Program History Record		12	<input checked="" type="checkbox"/>	LCFF-R		LCFR		N/A

- Account Settings Editor: Changed to use the Student, Staff, or Patron's consumer type to filter the "Minimum Balance Allowed" settings.
- Added column "Pay Type" to the Account Detail Report.

## Cafeteria

- Updated stored procedure to improve performance.
- Implemented use of Ad-hoc Priced Menu Items.

### Features & Functionality of Q Version 4.1.0

- Implemented "Minimum Allowable Balance" Cafeteria Policy by Consumer type (defined in POS Cafeteria Settings).

### Food Service Setup

- Changed when adding or editing register buttons using the Register Editor so Ad-hoc ala Carte menu items (items where price = 0.00) are excluded from the available menu items when the Food Service Setup preference "Allow Ad hoc ala carte pricing" is set to 'No'.
- Changed so while editing a District Office Cash Drawer using the Cash Drawer editor, the District Online Cash Drawer checkbox is disabled if there are any payments recorded using the drawer in the payment transactions or payment archive tables.
- Added "Minimum Allowable Balance" Cafeteria Policy Settings per Consumer type (Students, Staff, Adults, and Children).

### Food Service PoS Reports

#### Point-of-Sale Letters & Labels

- New Permission item entitled "FS POS Letters & Labels Option [Eligibility Filter]" has been added to control the visibility of the Student Eligibility Filter (Free/Reduced/Paid) control in the Report Options section of the Letters & Labels Report interface.

## Health

### Health Reports

#### Non-Compliance Report

- Added support for the new School/Track filter in the Student Selection area.

## Marks

### REPORT CARD COMMENTS

Report Card Comments may now be retired. In [Mark Setup](#), for the desired school, a check in the new 'Retired' column will mean the item will no longer appear in the Comments drop-down lists in [Class Marks](#) or [Student Marks](#) for a new comment. If the item was already a value in the record, it will still appear.

**Marks Setup** Hogwarts High School - T 160 22/

Term Dates | Mark Values | **Comments** | Mark Definitions Setup | Rpt Card Message | Grdbk Mark Calc

Reset | Submit | Language: English

	Code ↑	Retired	Description	Usage Count
✖	1	<input checked="" type="checkbox"/>	Class Leader/Excellent Student	2876
✖	2	<input type="checkbox"/>	Cooperative/Positive Attitude	5449

**Comments / Notes**

QH1	Comment 1:	1 - Class Leader/Excellent Student
	Comment 2:	
QP1	Comment 1:	
	Comment 2:	2 - Cooperative/Positive Attitude
QP2	Comment 1:	3 - Neg Attitude/Uncooperative

**Comment 1**

	2 - Cooperative/Positive Attitude
	3 - Neg Attitude/Uncooperative

**Student Marks** – The student's first comment '1 – Class Leader/Excellent Student' was set before this comment was retired. It still appears, but when adding an additional comment, notice the first available comment is code 2, since code 1 is retired.

**Class Marks** – Showing Code 1, retired, is not included in the list of comments.

## Grade Book

- Updated assignments and scores import process from Google Classroom.
- Added QLIP hooks when adding an assignment to validate data before saving an assignment or process data after saving an assignment. The validation hook could be used, as example, to ensure at least one standard is associated with an assignment.

## Mark Reports

### MISSING ASSIGNMENT CALCULATION

Changed how missing assignments are determined so that tasks with no points available that are associated with standards are considered missing if no score has been entered for an associated standard. Tasks with points available are still considered missing if no score has been entered for the assignment even if standards are associated and scored. This change affects the following reports:

Grade Book Missing Scores Report  
Grade Book Progress Summary Report

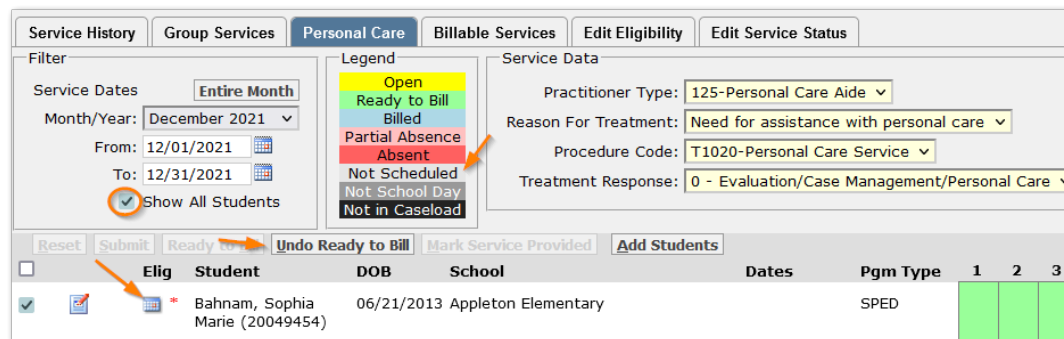
### Grade Book Student Progress Report

- Implemented the use of Grade Book Options for whether or not Task Percentages and Class Averages for assignments are printed on the report.

## Programs

### Service Tracker

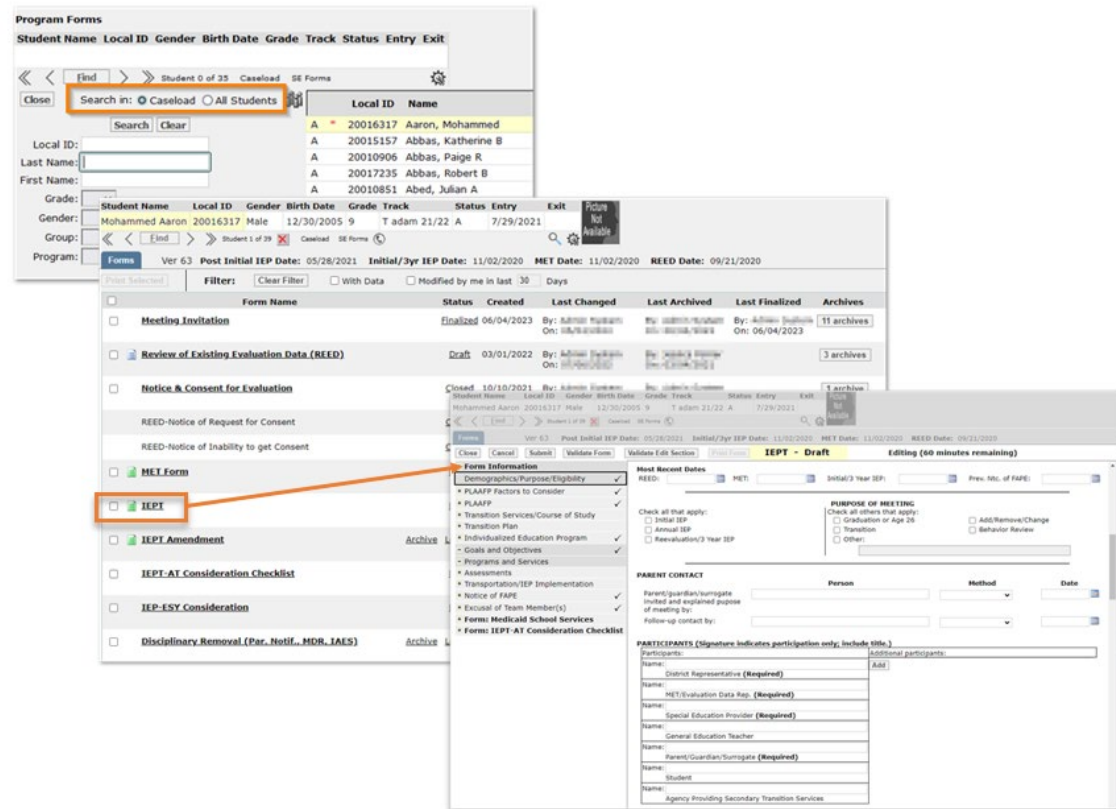
- In Group Services, the 'Reason for Treatment' drop-down list is now limited to the available choices based on the Provider's certification.
- On the Personal Care Tab:
  - The grid now has sticky headers, so the column headers do not scroll out of sight.
  - Now allows adding services on a day a student is not scheduled, if new preference 'Personal Care Modify Non-Schedule Day' is set on and a new legend entry 'Not Scheduled' indicates dates the student is not scheduled.
  - Added 'Undo Ready to Bill' button. For selected rows, this changes any 'Ready to Bill' entry to 'Open'.
  - Moved the 'Elig' column to appear before 'Student' and added an icon to display Eligibility. This is the same icon and display as appears in the banner on the Service History tab. The original red asterisk follows the icon.
  - When 'Show All Students' is checked, it now shows students without a schedule in the grid. Days with no schedule have the new Legend color. The application will remember the setting of 'Show All Students'.



### Features & Functionality of Q Version 4.1.0

## Program Forms (MI Only)

- A new Student Banner application for forms such as Special Education IEP's and related forms, Section 504 forms, or any other form associated with Programs.
- The banner shows the provider's caseload. Students may be added to the application caseload work with and manage their forms.
- Forms are created in 'Draft' mode and when printed in this mode have a large DRAFT watermark. Forms include validation which will guide the user to correct any issues with the requirements for the form. When all validation issues are cleared, the form may then be 'Finalized'. At this time an archive is automatically created, and a Student Document stored, if configured. The DRAFT watermark will be removed when the form is finalized.
- An initial set of Special Education forms including Meeting Invitation, Review of Existing Evaluation Data (REED), MET, IEP, Amendment, Nonpublic Services Plan, etc. will be released with this version.
- For the remaining forms, legacy 'SEEFs' forms will be available within Program Forms.
- For the new Program Forms now available, i.e., REED, MET, IEP, etc., any existing legacy SEEFs versions will be available to view, print or edit within the Program Forms application. When a new instance of one of these forms needs to be created, it will be created as a new Program Form after the existing legacy form is archived.



The screenshot displays the 'Program Forms' application interface. At the top, there is a search bar with 'Search in: Caseload' selected. Below this is a table of students with columns for Student Name, Local ID, Gender, Birth Date, Grade, Track, Status, Entry, and Exit. The table lists several students, including Aaron, Mohammed, Abbas, Katherine B, Abbas, Paige R, Abbas, Robert B, and Abed, Julian A.

Below the student list is a table of forms with columns for Form Name, Status, Created, Last Changed, Last Archived, Last Finalized, and Archives. The forms listed include Meeting Invitation, Review of Existing Evaluation Data (REED), Notice & Consent for Evaluation, REED-Notice of Request for Consent, REED-Notice of Inability to get Consent, MET Form, IEP, IEP Amendment, IEP-AT Consideration Checklist, IEP-ESY Consideration, and Disciplinary Removal (Par. Notif., MDR, IAES).

The 'IEPT' form is highlighted with a red box. Below the table, there is a form editing screen for 'IEPT - Draft'. The form includes sections for Form Information, Most Recent Dates, PURPOSE OF MEETING, PARENT CONTACT, and PARTICIPANTS. The PARTICIPANTS section has a table with columns for Name and Address, and a list of participants including District Representative, MET/Evaluation Data Rep., Special Education Provider, General Education Teacher, Parent/Guardian/Surrogate, Student, and Agency Providing Secondary Transition Services.

## SBA

### Student Body Accounting Setup

- Changed the Items tab so that From Date and To Date aren't tied directly to the 'Use Quantity' checkbox so that items can be made available only during a specific time frame without using the quantity checks.

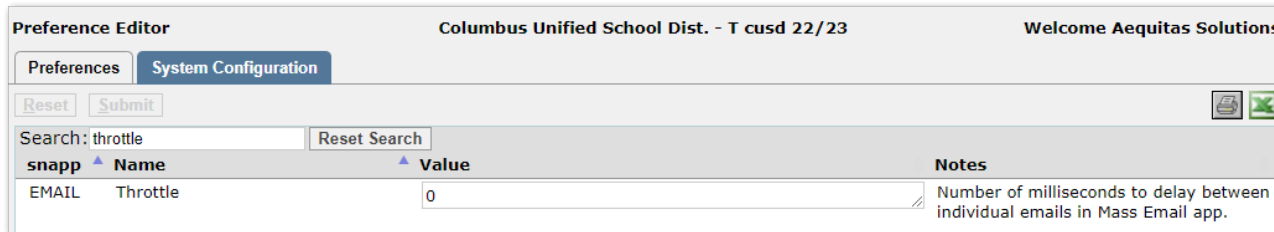
### SBA Accounts & SBA Transactions

- Implemented change in SBA Setup application to only make items available during a specified date range.

## School

### Mass Email

- Implemented a new preference called 'Throttle', under the System Configuration tab of Preference Editor, to enable districts to set a number of milliseconds delay between individual emails in the Mass Email application.



The screenshot shows the 'Preference Editor' interface for 'Columbus Unified School Dist. - T cUSD 22/23'. The 'System Configuration' tab is active. A search bar contains the text 'throttle'. Below the search bar is a table with the following data:

snapp	Name	Value	Notes
EMAIL	Throttle	0	Number of milliseconds to delay between individual emails in Mass Email app.

## Q Forms

### An Add-On Product

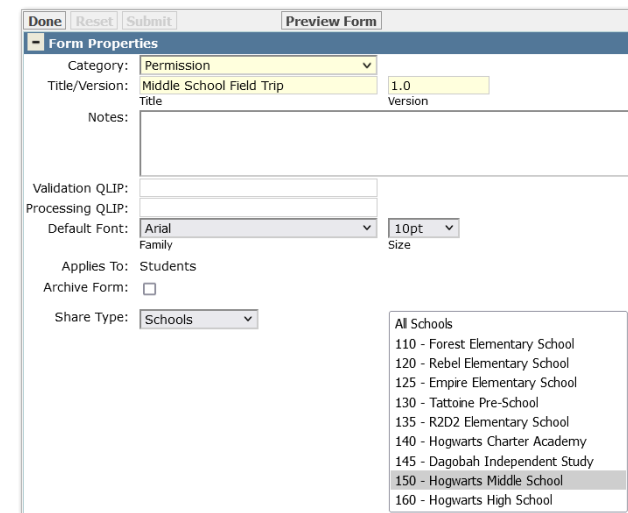
Consists of two applications: Forms and Forms Designer as well as changes to Q, Parent and Student Connect to support staff, parent contacts and students completing forms. See *Staff* for information about how staff members will complete forms and see *ParentConnect* for screenshots of the interface for parents which will be comparable for students as well. If interested in the Q Forms module, please contact your account manager. For more information see [Introducing Q Forms](#).

### Forms Designer

- Used to define form templates such as a generic Field Trip Permission Form.
- Includes QLIP options to validate data before saving the completed form or processing data after saving the completed form.
- Provides options to:
  - Specify whether the form is about students or faculty
  - Share the template, comparable to sharing a Report Writer report.
  - Archive forms.

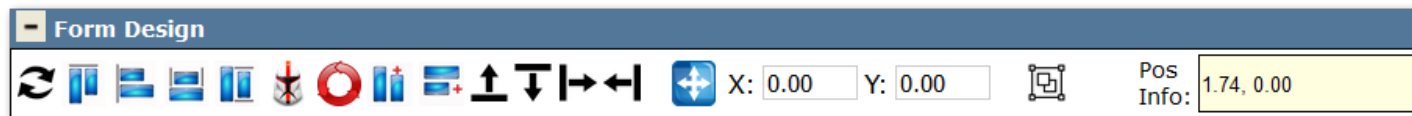
### The Forms Design area:

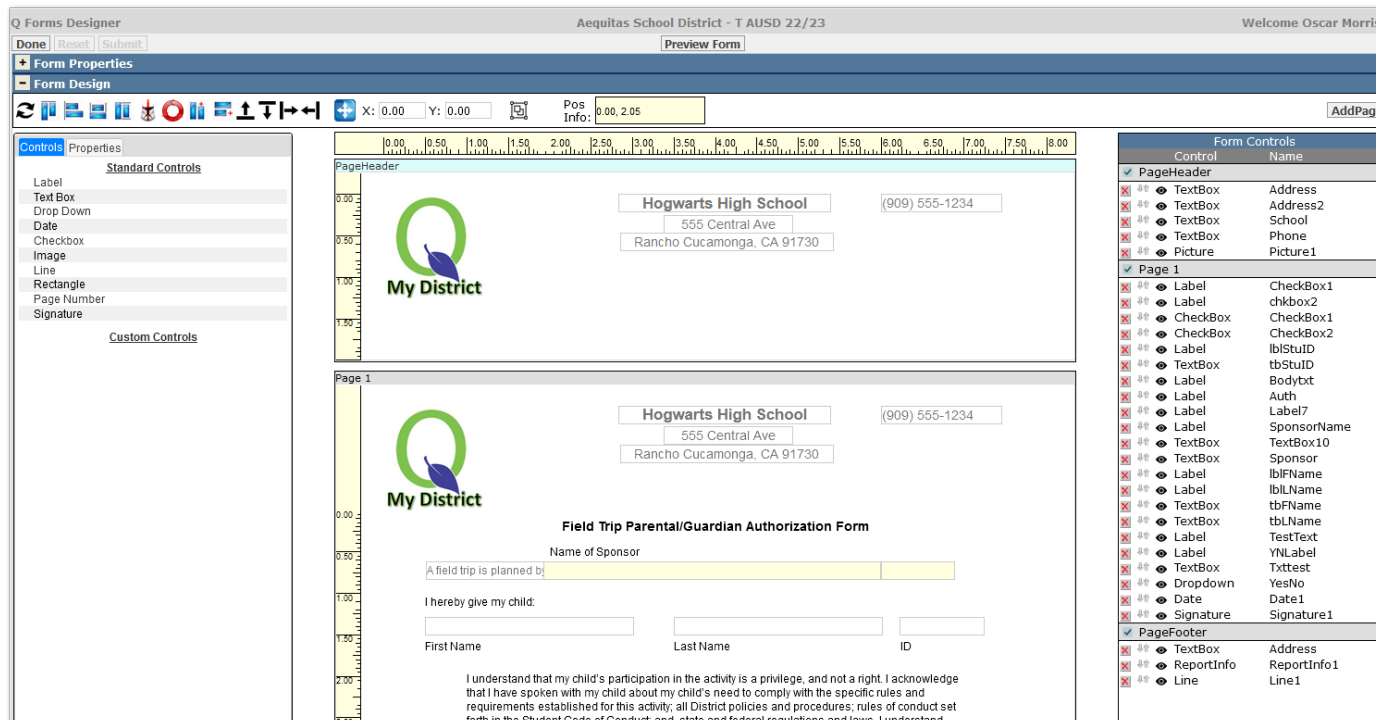
- Supports a set of standard controls including Label, Textbox, Drop Down, Date, Checkbox, Image, Line, Rectangle, Page Number and Signature.
- Supports the ability to create Custom Controls, a combination of controls arranged and saved as a custom control. This will help expedite the creation of templates with common sets of controls such as student banner-like headings, etc.
- Define Page Header and Footer areas. The rendering of these areas as defined appear in the page to assist users gauging the available space.
- Design tools to assist in alignments and positioning are available across the top of the designer interface. Tools include alignment, match width/height, clone, reflow, snap to, move relative, and Create Custom Set.



The screenshot shows the 'Form Properties' dialog box. It includes fields for Category (Permission), Title/Version (Middle School Field Trip, 1.0), Notes, Validation QLIP, Processing QLIP, Default Font (Arial, 10pt), Applies To (Students), Archive Form (checkbox), and Share Type (Schools). A list of schools is visible on the right side of the dialog.

Share Type	Available Schools
Schools	All Schools
	110 - Forest Elementary School
	120 - Rebel Elementary School
	125 - Empire Elementary School
	130 - Tattoine Pre-School
	135 - R2D2 Elementary School
	140 - Hogwarts Charter Academy
	145 - Dagobah Independent Study
	150 - Hogwarts Middle School
	160 - Hogwarts High School





## Forms

- Used to define instances of a Form such as a Field Trip Permission Form for a specific trip, etc. with its dates of availability and assign the form to specific recipients.

Q Forms Aequitas School District - T AUUSD 22/23 Welcome Oscar Morrison

Create & Assign Forms Review Assigned Forms

Create Form  Show Past Due Forms

Owner: {All} Category: {All} Form: {All}

Owner	Category	Template	Title	Available From	Due By	Applies To	Completed
Morrison, Oscar	Permission	Middle School Field Trip	Middle School Field Trip - Band Competition	06/12/2023	06/23/2023	29 Student(s)	0
Morrison, Oscar	Permission	High School Field Trip	TEST	06/05/2023	06/14/2023	5 Student(s)	0

## Features & Functionality of Q Version 4.1.0

Done Reset Submit

Create & Assign Forms | **Review Assigned Forms**

Template: **PERM - Middle School Field Trip (v1.0)**  
 Form Title: **Middle School Field Trip - Band Competition**  
 Notes:


Default Availability: **06/12/2023** From **06/23/2023** Due By

Form Recipients:

Applies To	Recipient Type	Recipient
Andrade, Jaime (106088)	Contact	Andrade, Isidoro
	Contact	Murillo, Luz Maria
Arias, Briseyda (1004505)	Contact	Arias, Estrella
Brady, Elizabeth (106702)	Contact	Brady, Carlos
	Contact	Casas, Crystal
Elias, Brennan (105281)	Contact	Ramos, Aaron
	Contact	Ramos, Fidelina
Flores, Anabelle (106039)	Contact	Flores, Gerardo
	Contact	Grandes, Juan
Garnica, Viviana (1002731)	Contact	Garnica, Santa
	Contact	Lugo, Kimberly

[Edit Recipients](#)

Form Preview:



**Hogwarts High School** (909) 555-1234  
 555 Central Ave  
 Rancho Cucamonga, CA 91730

**Field Trip Parental/Guardian Authorization Form**

- Review Tab enables users to review assigned forms, check their status, preview and print a signed form, or extend the date range if needed for an individual recipient.

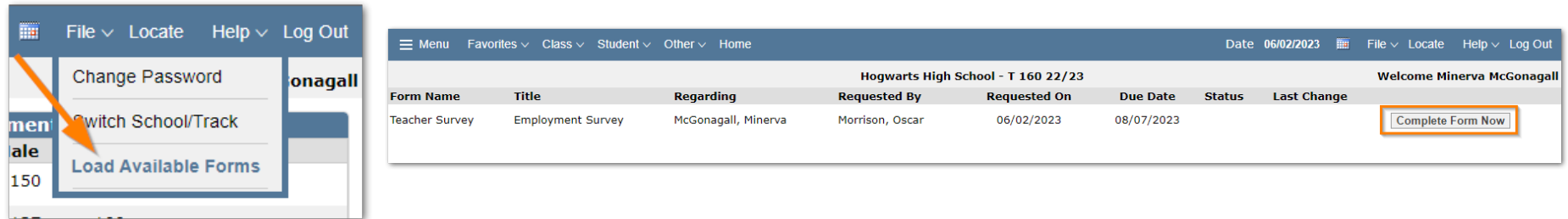
Create & Assign Forms | **Review Assigned Forms**

Owner: **{All}** Category: **{All}** Completion Status: **{All}**  
 Form: **{All}**

Owner	Template	↑ Title	Avail From	Due By	6/20/2023	Applies To	Recipients	Status	Last Modified
	Morrison, Oscar	High School Field Trip	TEST	06/05/2023	06/14/2023	<a href="#">Extend</a>	S - Garza Murillo, Bryan Jose (3306)	C - Garza Murillo, Sherri C - Suarez, Robbie	Started
	Morrison, Oscar	High School Field Trip	TEST	06/05/2023	06/14/2023	<a href="#">Extend</a>	S - Garza Murillo, Felix (1002972)	C - Garza Murillo, Sherri	
	Morrison, Oscar	High School Field Trip	TEST	06/05/2023	06/14/2023	<a href="#">Extend</a>	S - Garza Murillo, Iruma (3305)	C - Garza Murillo, Sherri C - Suarez, Robbie	
	Morrison, Oscar	High School Field Trip	TEST	06/05/2023	06/14/2023	<a href="#">Extend</a>	S - Garza Murillo, Janessa (105354)	C - Garza Murillo, Elsa C - Khoury, Pierre	
	Morrison, Oscar	High School Field Trip	TEST	06/05/2023	06/14/2023	<a href="#">Extend</a>	S - Garza Murillo, Lilia (1003561)	C - Garza Murillo, Elsa C - Khoury, Pierre	
	Morrison, Oscar	Middle School Field Trip	Middle School Field Trip - Band Competition	06/12/2023	06/23/2023		S - Andrade, Jaime (106088)	C - Andrade, Isidoro C - Murillo, Luz Maria	Started

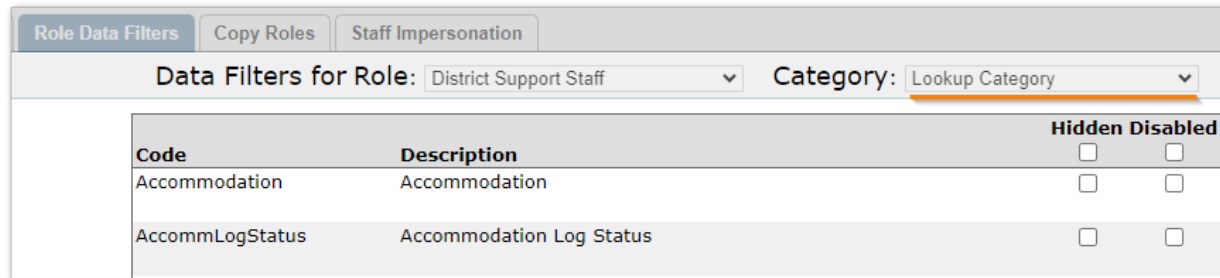
## Staff

When staff are assigned Q Forms to complete, an option appears in their Q File Menu called 'Load Available Forms.' This will open a listing of forms assigned to them to complete. Clicking the 'Complete Form Now' button will enable them to fill out the form.



## Permissions Editor

- Added the ability to set Role Data Filters for Lookup Categories. Using the hidden or disabled checks, shown below, districts will be able to provide access for a staff member to view or configure specific Lookup Categories but not have access to all Lookup Categories.



## Staff Manager

- New Application for the management of staff and alternate faculty in a bulk fashion.
  - Staff appear in a grid that may be filtered by any field across the top. A teacher's classes will appear under the note page icon on the right.
  - Values such as Entry or Exit dates may be set for all selected records using the Fill arrow button at the top of the column.
  - Staff may be removed from the track using the trash icon at far left if they are not scheduled in a class in the master schedule for the track.

### Staff Assignment Tab

Track Assignment | Alternate Faculty

Reset | Submit | **Add Staff to Track**

Staff Assignments for Track: Clarkson's High School (T 301 23/24)

Last Name	First Name	ID	Entry Date	Exit Date	Eval Date	FTE	Job	Tchr	Couns	Cert	SysAdm	DB Adm	Site Adm	Classes
Callahan	John	112	07/24/2023			0.00	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Callan	Linda	113	07/24/2023			4.00	<Unset>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Campuzano	Bill	1019881	07/24/2023			0.00	<Unset>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Canales	Anne	116	07/24/2023			0.00	<Unset>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carson	Brenda	1019965	07/24/2023			0.00	<Unset>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

**Trm Per Crs-Sec Title**

S2 01 SV22-1 Sociology

YR 02 SH91Y-1 Amer Hist AP

S1 04 SV21-2 Psychology

S2 04 SV22-2 Sociology

YR 05 SH91Y-2 Amer Hist AP

S1 06 SV21-3 Psychology

S2 06 SV22-3 Sociology

Staff may be selected and added using the 'Add Staff to Track' button, then filter from existing staff and set the values for status records at right.

Done | Reset | Submit | **Updates Pending**

Add Staff Assignments for Track: T 301 23/24 (2 selected)

**Select Staff to Assign**

Last Name: a

First Name:

Track:

Find | Clear

Last Name	First Name	ID	Track Assignments
<input type="checkbox"/>	Aguilar	Becky	2 T 107 20/21, S 107 19/20, T 107 19/20, T 107 18/19
<input type="checkbox"/>	Aldrete	Anne	6 T 110 18/19
<input type="checkbox"/>	Alfaro	Roberta	7 T 104 19/20
<input type="checkbox"/>	Alfaro-Trujillo	Nicole	8 T 202 23/24, DL 202 22/23, T 202 22/23, T 202 21/22, ...
<input type="checkbox"/>	Allen	Paul	9 T 301 21/22, T 301 20/21, S 301 19/20, T 301 19/20, ...
<input checked="" type="checkbox"/>	Allen	Stephanie	11 T 110 20/21
<input type="checkbox"/>	Almeyda	Becky	12 T cUSD 23/24, T 107 22/23, T 301 22/23, T cUSD 22/23, ...
<input type="checkbox"/>	Alonzo	Jim	13 T cUSD 23/24, T cUSD 22/23, T cUSD 21/22, T cUSD 20/21, ...
<input type="checkbox"/>	Alpert	Kelsey	14 T 109 22/23, T 109 21/22, T 109 20/21, T 109 19/20
<input type="checkbox"/>	Alpert	Mark	15 T 109 22/23, T 109 21/22, T 109 20/21, T 109 19/20
<input type="checkbox"/>	Amarasekara	Anne	16 T 110 23/24, T 110 22/23, T 110 21/22, T 110 20/21
<input checked="" type="checkbox"/>	Amaro	Roberta	17 T 106 20/21
<input type="checkbox"/>	Amaya/Felton	Nicole	18 T 106 20/21
<input type="checkbox"/>	Amezua	Megan	19 T 106 23/24, T 106 22/23, T 106 21/22, T 106 20/21

**Values for new Status records**

Entry Date: 08/01/2023

Eval:

FTE: 1.00

Job: Classroom Based Teacher

Tchr:

Coun:

Cert:

Default

### Alternate Faculty Tab

Track Assignment **Alternate Faculty**

Reset Submit **Add Alternate** Alternate Faculty for Track: Clarkson's High School (T 301 22/23) Dates: 05/15/2023 to: 05/26/2023

Alternate Type	Alternate Faculty	Teacher of Record	Class	Period	From	To	
Team Teacher	Agema, Henry (1019836)	White, Paul (1020049)	SS62-6 Economics	06-R	12/28/2022	07/27/2023	Clear All
Team Teacher	Agema, Henry (1019836)	White, Paul (1020049)	SS62-5 Economics	05-R	12/28/2022	07/27/2023	
Team Teacher	Agema, Henry (1019836)	White, Paul (1020049)	SH11Y-6 US History	03-R	08/01/2022	07/27/2023	
Team Teacher	Agema, Henry (1019836)	Waskey, Henry (1020066)	SH11Y-1 US History	01-R	08/01/2022	07/27/2023	

### Add Alternate

When adding an alternate faculty for a date range, the staff value may be filled for a day or for all periods in the range, or set for selected individual periods.

Track Assignment **Alternate Faculty**

Done Reset Submit **Updates Pending** Add Alternate Faculty for Track: T 301 22/23

Teacher of Record: Dixon, Linda Full Term:  Dates: 05/15/2023 to: 05/26/2023

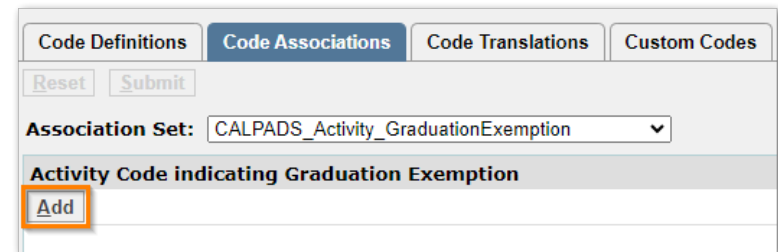
Type: Long-term Substitute (LS) Alternate Faculty: Edwards, Ted

Per	Class	Mon 5-15	Tue 5-16	Wed 5-17	Thu 5-18	Fri 5-19	Tue 5-23	Wed 5-24	Thu 5-25	Fri 5-26
02	EL72-2 World Literature		Anderson, B		Edwards, T (L)					
03	EC22-3 Composition 2		Anderson, B							
04	EL22-2 Ethnic Lit	Fox, J (LS)	Fox, J (LS)	Fox, J (LS)	Fox, J (LS)	Fox, J (LS)	Fox, J (LS)	Fox, J (LS)	Fox, J (LS)	Fox, J (LS)
05	EC22-5 Composition 2		Anderson, B							
06	EL72-7 World Literature		Anderson, B							

Click in a cell to assign Alternate Faculty

## State Reporting (CA Only)

- CALPADS CFS v15 extracts available under the Data Extracts tab of State Reporting now support:
  - New 3-character language codes
    - A new Code Translation set "zlang3 CALPADS" has been created by copying "zlang CALPADS", adding any missing records from Language codes (zlang), and converting the external code from the 2-character set to the 3-character set using the mapping provided by CDE.
  - Transitional Kindergarten (TK) is now being treated as a grade, rather than a program.
    - If code translations exist for TK to Kindergarten, they will now be translated TK to TK.
  - Parent Education Level
    - Now coming from contact's education level code, rather than extension data.
  - Graduation Exemption indicator
    - A new Code Association has been defined to identify the Activity Code for Graduation Exemption. Each district will need to set up this association.

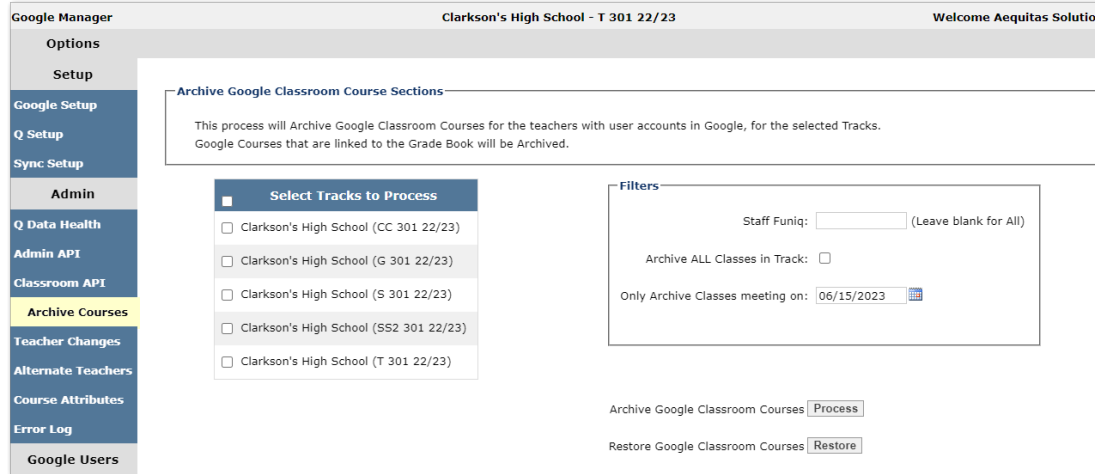


The screenshot shows a web interface for managing code associations. At the top, there are four tabs: 'Code Definitions', 'Code Associations' (which is selected), 'Code Translations', and 'Custom Codes'. Below the tabs are 'Reset' and 'Submit' buttons. An 'Association Set' dropdown menu is set to 'CALPADS\_Activity\_GraduationExemption'. Below this, there is a section titled 'Activity Code indicating Graduation Exemption' with an 'Add' button highlighted by an orange box.

## System

### Google Manager

- **Archive Courses** – Added a new process to enable those with Google Manager Admin permission to Archive or Restore Google Classroom courses.



Google Manager      Clarkson's High School - T 301 22/23      Welcome Aequitas Solution

Options

Setup

Google Setup

Q Setup

Sync Setup

Admin

Q Data Health

Admin API

Classroom API

**Archive Courses**

Teacher Changes

Alternate Teachers

Course Attributes

Error Log

Google Users

**Archive Google Classroom Course Sections**

This process will Archive Google Classroom Courses for the teachers with user accounts in Google, for the selected Tracks. Google Courses that are linked to the Grade Book will be Archived.

**Select Tracks to Process**

- Clarkson's High School (CC 301 22/23)
- Clarkson's High School (G 301 22/23)
- Clarkson's High School (S 301 22/23)
- Clarkson's High School (SS2 301 22/23)
- Clarkson's High School (T 301 22/23)

**Filters**

Staff Funiq:  (Leave blank for All)

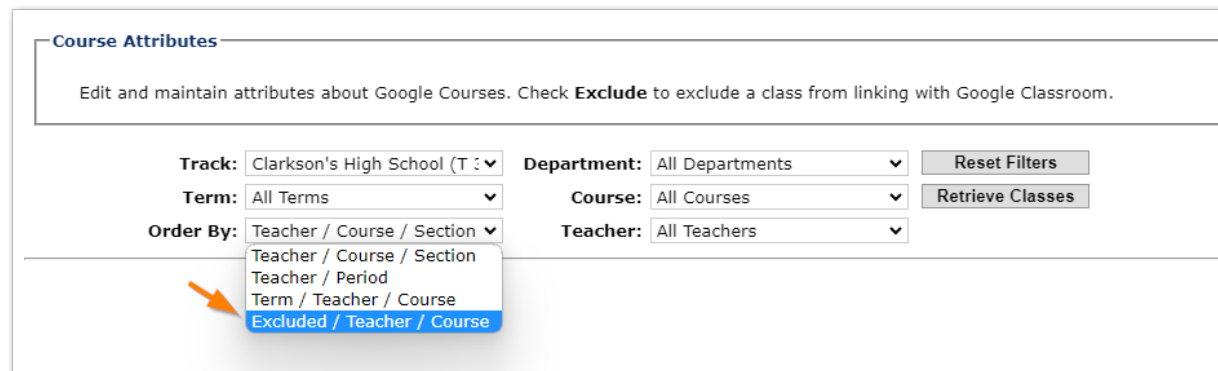
Archive ALL Classes in Track:

Only Archive Classes meeting on:

Archive Google Classroom Courses

Restore Google Classroom Courses

- **Course Attributes** – Added a new Sort option 'Excluded / Teacher / Course' to enable users to see all Sections that are excluded from syncing.



**Course Attributes**

Edit and maintain attributes about Google Courses. Check **Exclude** to exclude a class from linking with Google Classroom.

Track: Clarkson's High School (T)      Department: All Departments     

Term: All Terms      Course: All Courses     

Teacher: All Teachers

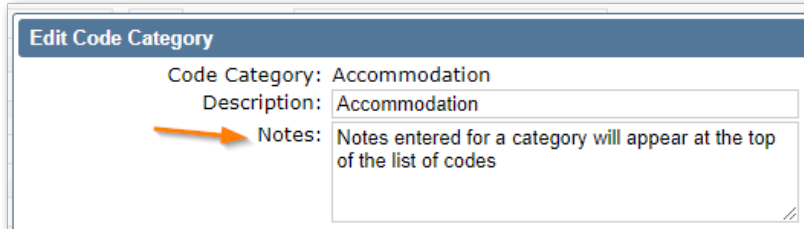
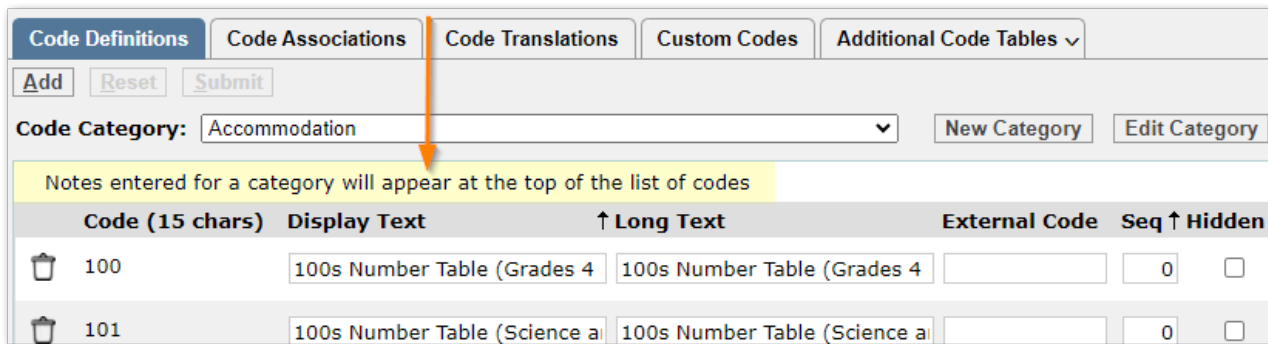
Order By: Teacher / Course / Section

- Teacher / Course / Section
- Teacher / Period
- Term / Teacher / Course
- Excluded / Teacher / Course**

- Added support for Summer School (Next Year Tracks).

## Lookup Editor

- Added Lookup Category Notes field which may be accessed and set when creating a new category or through 'Edit Category' button.

Code (15 chars)	Display Text	↑ Long Text	External Code	Seq ↑	Hidden
100	100s Number Table (Grades 4	100s Number Table (Grades 4		0	<input type="checkbox"/>
101	100s Number Table (Science a	100s Number Table (Science a		0	<input type="checkbox"/>

- Increased the length of the Lookup *Code field* from 15 to 50 characters, but note each code has a max length setting in the database that would need to be adjusted. The default setting of max length remains at 15 characters.
- Implemented Role Data Filter for access to specific Lookup Categories. *See Staff - Permissions Editor.*

### ParentConnect Manager

- Added a new preference available on the Modules tab when logged into the District track to enable districts to turn off the ability for contacts to choose two-factor authentication on the Account page of ParentConnect.

**District Preferences**

Color Theme Preference: Blue

Allow Online Contact Updates: Yes

Allow Contact to Update Spouse: Yes

Allow Online Re-Enrollment: Yes

From: 06/19/2023 To: 08/04/2023

Hide Unlisted Contact Information: No

Hide Student Gender: Yes

Hide Student Citizenship: Yes

Hide Graduation Requirement Sums: Yes

Use Google Translate instead of Manual: No

Parent Reported Absence Days Back: 1 Days Forward: 7

Parent Reported Absence Require Edit Info: Yes

Allow Access to Previous Term Progress Reports: Yes

**Allow Contacts to Set 2FA Preference: Yes**

Allow Login using Email Address instead of PIN: Yes

### Pre-Enrollment Setup

- Added management of new options:
  - Maximum Primary Contacts
  - Maximum Phones per Contact
  - Maximum Emergency Contacts

Minimum Primary Contacts: 1

Maximum Primary Contacts: 2

Minimum Phones per Contact: 1

Maximum Phones per Contact: 2

Minimum Emergency Contacts: 1

Maximum Emergency Contacts: 2

### Widget Editor

- Enhanced to support Q Analytics dashboard widgets in Q Main page widgets.

New Widget Type

Widget Type: Analytics Widget

- Chart/Graph
- External Feed
- HTML
- Table List Format
- Analytics Widget**

Widget Editor - Evergreen Unified School District - 2023(T) EUSD

Cancel | Reset | Submit

**Edit Widget**

Name: Ethnicity Doughnut

Type: AnalyticsWidget

Roles With Access:

- 0 Q Analytics 1
- 0 Q Analytics 2
- 0 Q Analytics 3
- 0 Q Analytics 4
- 0 Q Analytics 5
- 1 - ALL APPS (READ ONLY)
- A,F,J,R,O,T,C. Teacher
- Academic History
- Accounting Technician

Notes:

**User Interface**

Display Column: 1 | Display Row: 1 | Row Span: 2

Required to Display:

Display if Empty:

Hidden:

Header Text: Ethnicity

Header CSS:

Header Tooltip Text:

**Data**

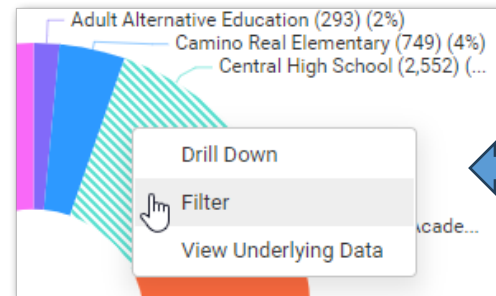
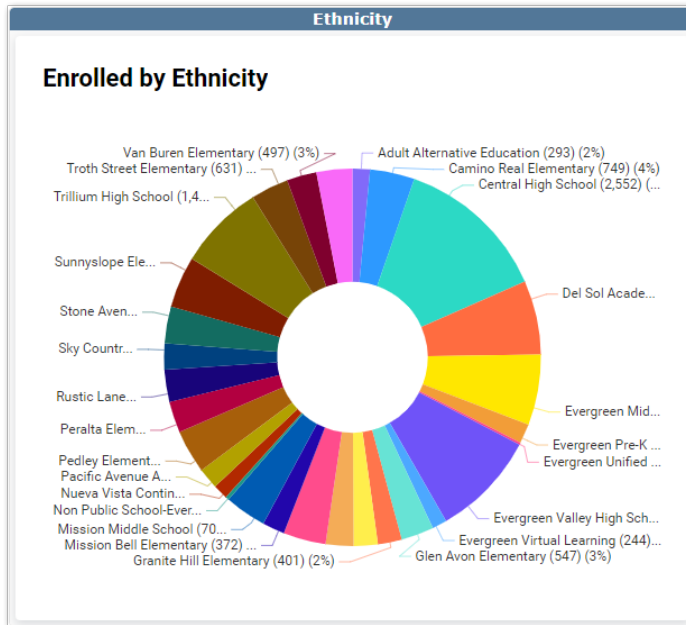
Select the Q Analytics Dashboard Widget you want to use

Dashboard	Widget	Type	Selected
Discipline Student Events	Discipline Detail Events	Grid	
District Enrollment	Email	Grid	
District Enrollment	Enrolled by Ethnicity	Chart	✓
District Enrollment	Enrolled by Grade	Chart	

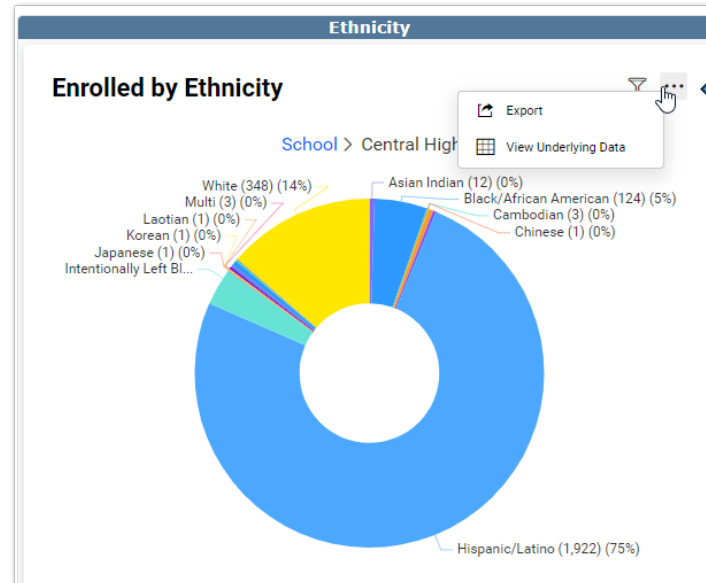
Stored Procedure and Parameters are automatically set for Q Analytics Widgets

Seq	Parameter	Type	Default
1	@qa_funliq	int	@qa_funliq
2	@qa_trkunliq	int	@qa_trkunliq
3	@qa_systemdate	smalldatetime	@qa_systemdate
4	@qa_grpunliq	int	@qa_grpunliq
5	@qa_excipartime	int	@qa_excipartime
6	@qa_inclsummerschool	int	@qa_inclsummerschool

### Features & Functionality of Q Version 4.1.0



Q Analytics widgets support Drill Down, Filter, or View Underlying Data.



Data may be exported or viewed.

## Other Applications

### FS Online Applications

- Added FY 2024 Income Guidelines.
- The fiscal year for Applications & Surveys is now determined by "Online Apps & Surveys" configuration in Online Eligibility Setup.
- Changed so the "Parent Connect" and "My Account" menus on the menu bar are displayed only when appropriate. From the Menu page, the "Parent Connect" menu is now hidden if/when the user's account is already linked to their contact record.
- Added options to complete or delete an incomplete survey created for the following school year.
- When accepting surveys for the following school year, remove all items from the "What would you like to do?" menu that do not apply.

### ParentConnection

- Implemented the new preference added to the ParentConnect Manager enabling districts to turn off the ability for contacts to choose two-factor authentication on the Account page.
- Implemented changes from SBA Setup that enables items to only be available for a specific date range when purchasing SBA items for students.
- Changed how missing assignments are determined so that tasks with no points available that are associated with standards are considered missing if no score has been entered for an associated standard. Tasks with points available are still considered missing if no score has been entered for the assignment even if standards are associated and scored.
- Re-worked how standards associated with an assignment are displayed for readability.
- Implemented Student Profile preference for the Assignments area so that when 'Show All' is selected, the list of assignments goes back to the entry date in the class for a student rather than limiting the assignments to the current term. The preference can be set at the district or school level using the Preference Editor.
- Implemented the use of Grade Book Options for whether or not Task Percentages and Class Averages for assignments are printed on the Grade Book Progress Report.
- Added printing of standards associated with assignments on the Grade Book Progress Report.
- Moved Edit buttons that appear on the Mobile Re-enrollment Information view to the middle of the view rather than the far right.
- Added new **Q Forms** for contacts:

ParentConnection **Welcome Isidoro Andrade** Signed In: Monday, June 19, 2023 at 1:...

[Report Absence](#) | [My Information](#) | [My Account](#) | [Email Signup](#) | [Help](#) | [About](#) | [Sign Out](#)

+	Student Name	Grade	School Name	School Year	Birth Date	Advisor	Counselor
	Jaime Andrade	08	Hogwarts Middle School (T)	2022-2023	7/21/2009	Unassigned, User	Rivero, Joanne

- Demographics
- + Contacts
- + Schedule
- Attendance
- Assignments
- + Pulse
- Marks

**Forms to Complete**

Form Name	Title	Regarding	Requested By	Requested On	Due Date	Status	Last Change
Middle School Field Trip	Middle School Field Trip - Band Competition	Andrade, Jaime	Morrison, Oscar	06/12/2023	06/23/2023		

[Complete Form Now](#)

**Hogwarts Middle School**

Welcome to ParentConnection

ParentConnection Home | FAQ's | District Website | Language: English

Close | Reset | Validate | Decline... | Save Changes | Submit Completed Form | Print

**Hogwarts High School** (909) 555-1234  
555 Central Ave  
Rancho Cucamonga, CA 91730

**Field Trip Parental/Guardian Authorization Form**

Name of Sponsor: \_\_\_\_\_

A field trip is planned by: **Marching Band** On: **06/26/2023**

I hereby give my child:

<b>Jaime</b>	<b>Andrade</b>	<b>106088</b>
First Name	Last Name	ID

I understand that my child's participation in the activity is a privilege, and not a right. I acknowledge that I have spoken with my child about my child's need to comply with the specific rules and requirements established for this activity; all District policies and procedures; rules of conduct set forth in the Student Code of Conduct; and, state and federal regulations and laws. I understand that all District rules and policies apply to my child and the other students during the course of the field trip.

I understand that my child's participation in the activity is a privilege, and not a right. I acknowledge that I have spoken with my child about my child's need to comply with the specific rules and requirements established for this activity; all District policies and procedures; rules of conduct set forth in the Student Code of Conduct; and, state and federal regulations and laws. I understand that all District rules and policies apply to my child and the other students during the course of the field trip.

Isidoro Andrade Rage Italic

Signature Text Font

Isidoro Andrade

Preview

I agree that this signature will be the electronic representation of my signature for all purposes when I (or my agent) use them on documents, including legally binding documents - just the same as a pen-and-paper signature.

---

Sign Here - Isidoro Andrade Date

Signature portion of the form

## Pre-Enrollment

- Implemented new preferences for Maximum Primary Contacts, Maximum Contact Phones, and Maximum Emergency Contacts to complement the existing minimum preferences. *See System – Pre-Enrollment Setup.*

## StudentConnection

- Changed how missing assignments are determined so that tasks with no points available that are associated with standards are considered missing if no score has been entered for an associated standard. Tasks with points available are still considered missing if no score has been entered for the assignment even if standards are associated and scored.
- Re-worked how standards associated with an assignment are displayed for readability.
- Implemented Student Profile preference for the Assignments area so that when 'Show All' is selected, the list of assignments goes back to the entry date in the class for a student rather than limiting the assignments to the current term. The preference can be set at the district or school level using the Preference Editor.
- Implemented the use of Grade Book Options for whether or not Task Percentages and Class Averages for assignments are printed on the Grade Book Progress Report.
- Added printing of standards associated with assignments on the Grade Book Progress Report. <Is this a change that should be noted under the Mark Reports section?>
- Added new Q Forms for students. *See ParentConnection for comparable images of forms process.*