



Preparing for the New School Year

As you welcome back students for the new school year, there are a few steps we recommend to prepare Symphony Math for use in your school. This past year we've added new features and content and it's important to get student accounts ready before they begin their work in the program.

1. Export student data to integrate with your offline data integration systems.

All of the 'Status' reports for Symphony Math (Screener, Benchmark, and Instruction) can be exported in CSV format from the Reports menu:

1. From the Reports tab, choose your report selections (for example Benchmark => Comp Students => Status, All Grades and All Classes).
2. Press the Calendar Icon and choose the date range from your previous school year.
3. Press the 'Create Report' button
4. Above the 'Create Report' button, press the 'Export' link.

2. Update your school rosters automatically using the Import tools, or manual from the steps below.

The new Automatic Placement feature in Symphony Math relies on student grade levels in the assignment of content following the first assessment results. Student rosters be updated at one time using the 'Import' tools in the Students and Staff tabs. Click [here](#) for more details on the exact format to use for these tools.



checkbox to select a classes. Choose 'Remove Enrollment' from the More Actions pulldown.

2. **Move students to the next grade level.** Press 'Students.' Select the top checkbox to select students. Choose 'Promote to Next Grade Level' from the More Actions pulldown.
3. **Add new students to the school roster.** Press 'Students.' Press 'Add.' Type the information for the new student account. Press 'Save Changes' when you are done.
4. **Assign students to their new classes.** Press 'Classes.' Select a class name, then press student names and 'Add' to add students to the class. Press 'Save Changes' when you have added all students.

NOTE: All student data is preserved unless the student is deleted from the overall school roster

3. If desired, reset student progress.

Many schools choose to reset student progress at the end of the school year.

Symphony Math uses an adaptive branching engine that quickly moves students through mastered material, and the Automatic Placement feature will bypass content based on student results follow their initial assessment. By resetting student progress, students will have an opportunity to demonstrate the mastery in all available content.

1. Press Students.
2. Press the top checkbox to select all students.
3. From the More Actions pulldown menu, select 'Reset Student Progress'.

IMPORTANT: This action is permanent.

Please consult with your entire staff before resetting student progress.