



August 2006 - Student Enhancements Ver 12.50

Standard Release Procedures:

- Applying a release means that new items may appear on menus or item numbers may be shifted. Pay attention to your selections for a few days until you know/recognize differences.
- If you cannot find an item that is described below on your menu and you think it may be useful to you, please contact your district IS to ensure that the item is added to your menu.
- Pay attention to 'critical' items, ie: if you see changes to schedule print or report cards, please test these items early to ensure that the change has not effected you badly.

Documents updated with this release and re-posted on the website:

- Scheduling flowchart highschoools * counsellor notes
- School textbook manual * new discipline spreadsheet dsp555.xls

New Item SES.900 – Student Search Option



- Use this option ANYTIME to search for all menu items that contain ????????. Example, you want an attendance report and cannot find it on the menus. Ask to see all items by ?ABSENCE? and the system will show all items with the word absence in it!! This can be VERY VERY helpful. Please ensure users are made aware of this great new feature.



CIMS Basic Student Information and Reporting

Student Maintenance - STU.301

- Added Call contact field to Guardian3. Call contacts are more visible on reporting and reporting options to assist 'callers' in knowing what order they might contact parent/guardians.
- Changed Family screen and wording slightly to reduce confusion of displaying 3rd guardian info on the screen above primary guardians.
- Changed input date - once it is initially 'A'dded .. now it cannot be changed if you are a restricted user. The input date is supposed to reflect the date that the record was initially added - should not be updated when kids change schools.
- Added 3rd Guardian to Emergency Screen and moved dentist info to second emergency screen ** Very Cool **
- Regarding Transfer From Field - This field really should be blank. The registration reporting has been adjusted to only look at information entered on the registration/entry line (date, entry code, where from comment). The transfer from info on main screen of STU.301 is never reported.

Student Transfer In/Withdrawal - STU.301T

- Enhancement to assist users on the registration line - when you withdraw a student, first digit of Reg line will default 'W' (to prevent thinking to add another line using an Entry code E).

HIGH SCHOOL HINT: If a student is dropping current year - say in March - but he has course requests for following year and will be returning following year - if you STU.301T to withdraw the student you will lose next year course requests. Alternate method: Change the current year line to NS, input a withdrawal line, and remove the homeroom information. If you do this - then you will retain the course requests for the next year.

Mass update School Contact Info on Cum File - STU.375 **New Option

- If you carry forward CUM File (to indicate annually who has the file and what is in it) then this new option will update the CUM header info with your school and contact info based on student current school.

Cumulative File Maintenance - STU.376

The goal of this option is to be THE PLACE to go if you need to know where the student file is at and potentially what is in it. Some districts are utilizing this option - some are still using spreadsheets and other non-CIMS methods. We are continually making enhancements .. consider Testing out this new method.

- Use STU.376 to record to maintain your requests for student files (who,when,got) as well as what has happened to records sent out (who, when, went). There is also a notepad/comment screen that will allow you to put unlimited additional instructions/comments.
- Use STU.983 to report on withdrawn students and progress of CUM File as well as newly entered students and their CUM file status.
- Use STU.378 for more elaborate reporting on CUM Files and to report on all incoming students whose files have been requested and not yet received.
- Enhanced to include new Index to a specific year of records to assist in verifying what records have come/gone
- New district option to include CUM content definitions

Discipline Reporting - DSP.512

- Enhanced Full Details report to include all Text/Notes and comments

Discipline Pivot Table Download File - DSP.555

- Enhanced to include additional fields - district group, severity, and group AND incident code description, action code description. You may want to update your pivot table to include the incident/action descriptions rather than the short 3 digit codes!

Mass Assign Incident - DSP.640

- New selection to Print Profiles Y/N ... User can generate the incident and Profiles for each student at the time of the mass add.

Teacher Definitions - STU.240

- For those using GUI and teacher messaging .. a new enhancement that if you delete the teacher ID - all open messages will also be deleted.

Report Writer - STU.260/STU.530

- Added new 'Authorized to administer Meds' field to selection

- Added new 3rd Guardian Call sequence field to selection
- Added Special Ed items from F10 Special Ed Screen (Primary Diagnosis, IEP In place, Last Assessment Date) .. Look in the 650 series

Student Locker Maintenance - STU.403

Some Schools sell a lock to a student for multiple years and provide the lock and combination before knowing what locker this lock/student will be placed on. CIMS works so that a lock is assigned to a locker not a kid. If your school operates as above - then our recommendation is to:

- a) Use Tag ZSL to assign a lock# to a student (STU.405 is probably best program to use)
- b) Use STU.403 to assign the student to a locker .. now the ZSL tag information is visible so when you are entering the locker ID for the student it will be totally easy to also include the lock ID which will then auto-fill the combination



Student Attribute Maintenance - STU.406 **Very Cool New Option

- New option to view/add/delete student attribute for all students in a spreadsheet appearance. This is very good to confirm/maintain any of the front screen user-definable fields.

Mass Remove Teacher Messages - TCH.901 **New Option

- For those using GUI and teacher messaging, this new option will help manage the broadcast messages and being able to remove certain types of messaging globally for teachers .. some do not manage their mail boxes well!



CIMS Student Scheduling Module

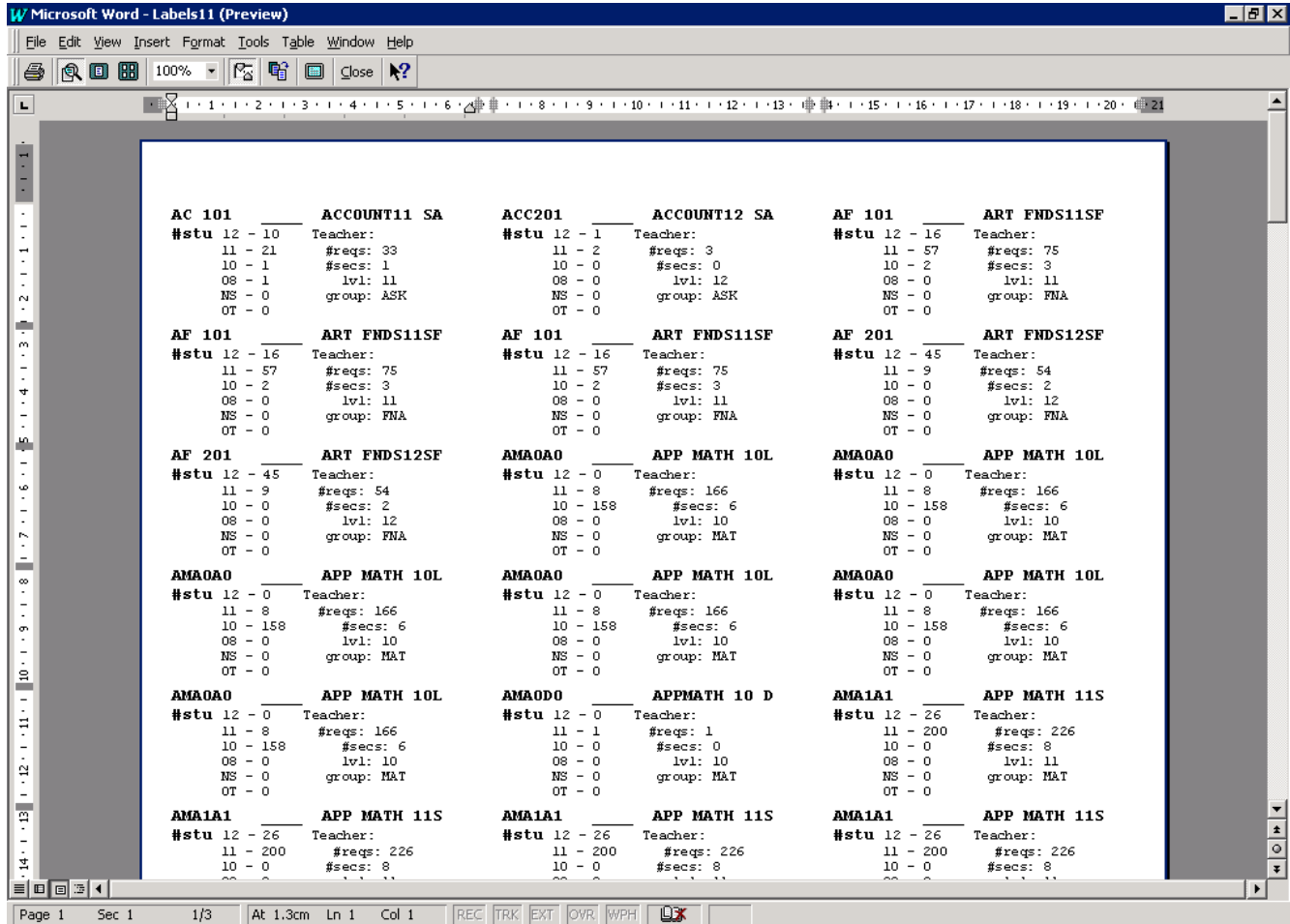
Master Schedule SCH.320

- To handle new Bill33 in BC, the Special Ed Total adds up all students who have attribute #3 (Special Ed designated) in accordance with scheduling setup (SCH.101). This is GREAT to see in SCH.410 when you F4 for master schedule. The Special Ed Total shows under the '*' column to indicate how many students in that teacher/block (course/sec) are marked Special Ed.

Course Request Tally - SCH.510

- New 'D'etailed File Build Option. This will include a record/line for each course/section required. The summary File just has a single line indicating 6 sections required. The 'D'etailed File includes the course/section 6 times. This will be excellent for pulling into Excel to begin staff allocation. PLUS, we have a pre-done Word Mail Merge option that will create labels for you that can be used to assist in your 'on the wall' scheduling.

- NOTE: The file structure has changed to include grade level totals along with female/male totals. If you have been using the file build - it has changed!



Print Course Requests by Course - SCH.521

- New option to build File for downloading all requests for X course

Course Request Inquiry - SCH.523

- When user asks to see course request Detail - block information is now shown. This helps to answer the scheduling question: 'I need to move a section - where can I move it?' If you print out the course and where all the students are busy/free - it should help to show you where you can move it to obtain the best result!

Student Course List (Flexible!) - SCH.997

- Added option to show Special Ed category and Totals
- Report now identifies Medical Alert students with a *MD



CIMS Student Attendance Module

Absence Callback report - ATT.510

- Enhanced to allow user to select which guardian/contacts to include on the list. If 'N' (Default) is chosen, then guardian1 and guardian2 will print - else it will use the contact order (Guardian1 & 2, Additional Contacts, Guardian3) to print the top 2.

Course Attendance Summary by Student - ATT.516

- Enhanced to allow select by Teacher AND Block. If a teacher teaches multiple courses in the same block, this new select will print all of the students on a sheet rather than to page break for each course/section that the teacher teaches.

Monthly Attendance Summary - ATT.597 (Elementary Schools)

- Added new tag select ... Show all First Nations Students absence totals and current month details.
- Also excellent for students tagged for things like 'in lieu of transportation' so you can report on missed days and not be paying them for those days.

Synrevoice Download - SYN.615

- Added new select for 'C'urrent or 'N'ext Year students to allow schools to mass voicemail incoming students if they wish!

Maintain and Print Detailed Absences - ATT.431

- Added F14 = Emergency Screen function key so user while maintaining absences has access to all phone/contact information.

Attendance Taken Audit Report - ATT.904

- Added date range select - provide details of anyone not completing their attendance for the 'week' rather than just a single day.



CIMS Student Grading Module

Course Requests - SCH.410

- Added F2= Narrative from marks screen (F16). The narrative that appears/updates is based on the first comment code as displayed by the report card format.

Search Transcript for Course(s) - GRD.568

- Removed checking that the course is valid in your school. You may want to look for course(s) the kids have achieved at the feeder school. Now you can without having to add the course code into your own course definitions.

Transcript Grid - GRD.569

- Enhanced to be able to print for a single homeroom. This is a GREAT report to confirm yearend mark entry for elementary schools!

Mass Change/Clear Grade Title

- Enhanced to select just for *Dropped courses. Some gradebooks have trouble in importing final/term marks - upload even for kids that have dropped the course. Add this option to your report card process. Use it to report on/clear appropriate dropped course marks!



CIMS Student Assessment Module

Student Outstanding Fee Listing - SGH.520

- New Option to Exclude current students ... Excellent to be able to list kids that owe money to your school who are no longer your kids.

Student Receipt - SGH.527

- In addition to show paid values per line - include total paid value at bottom of receipt. The receipt uses the same Statement Letter format so provides flexibility for the school to produce a very nice looking/custom receipt.



CIMS Textbook Module

Textbook issues by Homeroom, Student, Course - TXB.405/410/415

- Will now disallow a textbook to be issued to a student if the textbook belongs to another school

Mass Return Textbook - TXB.416

- A new message will appear when returning a text that currently has the status of lost to make the returner aware that this book status is 'OFF'.

School Textbook Listing - TXB.501

- New select for 'C' to include a summary of all textbooks (IN, OUT, Available) and to exclude the textbooks out of commission so that teachers are not confused to think that the OOC ones are available for circulation.



Alternate School Items - Attendance (online), Courses, Marks, and Statistics Reporting

TRAX Reporting/Building Summer Learning

- In previous release alternate program schools are now able to TRAX for Alternate Education programs where course completions can be at any time and transmissions deal with appending to the existing Ministry records rather than providing complete student snapshot. (New TRA.201CE and TRA.100A)
- In this release, CIMS can now accommodate Summer Learning (Summer School) for the Ministry who requires a 1701 file for enrollment and a TRAX File for all completed courses.

A new STU.383SL has been created to build a 1701 and appropriate #of courses info based on course requests. This means that summer school can operate simply by doing course requests and not worrying about what school a student is enrolled in - CIMS will pull together the right kids and #courses based strictly on seeing course requests for the kid.

A New TRA.100SL has been created to build TRAX for students based also on their course requests - not on the 'Y' flag for trax being on. Summer Learning can run TRA.201 to build their trax records - then TRA.100SL to create a file containing all the completed records.



CIMS Transportation Enhancements

- Custom adjustments have been made to transportation continuously for River East - Transcona, Seven Oaks, North Okanagan, and Louis Riel as requested. No global enhancements have been made to this product for this release.



CIMS British Columbia Special Features

Bill 33 Legislation

- Make sure that SCH.101 Scheduling Balance is filled in like:
 - Concern
 - 70 Number of students
 - 20 Sex balance
 - 10 Ethnic balance for ethnic groups HI LO
- Each time you enroll a student into a course it looks to the attribute on STU301 to update the enrolled total. Each time you update the special ed category code in the 1701 for a student it automatically updates the front attribute with either HI,LO depending on the special ed category code (except Delta).

- Use SCH.563 or SCH.569 to report in summary course/section or teacher/block totals
- Use SCH.997 for details on who is in course/sections and Special Ed category totals.

NOTE: Special Ed Category is displayed on SCH.410 right beside fees **have to know what you are looking for so make counsellors aware!!

NOTE: Onetime you will have to initially populate the attribute field - use TRA.917 and run it for each special ed category code to fill-in the appropriate HI, LO values. Then run SCH.611 to update the master schedule totals based on the new attribute! HI - Special Ed Categories A,B,C,D,E,F,G. LO = H,K,Q,R

NOTE: In busy periods and times when you are doing mass changes and kids are moving - make sure to use SCH.611 to update the master schedule enrollment as well as Special Ed Category totals.

Elementary Report Card/Marks Definitions - BCP.108

- Added new TeacherID to subject lines. Use this ONLY if you are considering downloading information to a NON CIMS report card process. This will enable you to indicate who is teaching what subject(s) to which homerooms.

Mass Add Work Experience Placement Record - BCP.620

- New option to mass assign a placement record for multiple students (random select option)

1704/PSR Maintenance - STU.384

- New Cumulative File Page Y/N added to PSR Maintenance. This will allow user to handle the IN/OUT record information at the same time as 1704 records.

Passport to Education Selection TRA.400

- Enhanced to accommodate the new ministry legislation that Portfolio mark constitutes X% of the selection criteria. Look to utilize this option rather than honor roll (GRD.591) when it comes to passport selection.



CIMS Manitoba Special Features

Student Information Profiles CGC Report - CGC.903

- Include birthdate on profile