



## March 2007 - Student Enhancements Ver 13.0

### 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.

### Really Important:

Report Card and Honor Roll logic has changed in BC to accommodate new credit attempted/earned requirements from the Ministry, and to handle students taking courses in multiple buildings wanting report cards and honor roll to reflect combined. It is CRITICAL that schools test report cards (right now only SD83 and SD22 have multiple school report cards) and honor roll. Select random students and check that your report card is working appropriately AND that your honor roll is calculating as you expect for regular kids and those that are taking courses in multiple buildings.

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

- Scheduling flowchart highschoools

### 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

#### Upload CBF Parent/Teacher Interviews - CBF.301 \*\*NEW OPTION

- For those using CBF Parent/Teacher scheduling S/W - New great option to upload interview schedule times to a file accessible by Parent Connect for parents to view online!

#### Student Information Audit - STU.190

- Changed all indexes from ascending to descending. Newest changes will appear first.
- Added additional fields to audit - homeroom, locker, and counsellor.

#### Build Discipline Pivot Table Download File - DSP.555

- Added incident time and hour to the download file to assist in visualizing incident issues by time of day.

## Student Maintenance - STU.301

- New Index by Email with ? logic, ie: look for any email that has ?bel? in it

## Email Students/Parents - STU.525

- Enhanced to Request Current Year or Next Year.
- If Current Year is requested, NS students are not included

## Print Student Profile and Course Schedule - STU.570

- Enhanced Email fields (bold) and added a new statement encouraging parents to provide their email addresses so in CIMS we can take advantage of communicating absences etc. to them automatically thru email!



## CIMS Student Scheduling Module

### Course Listing - SCH.550

- New select by Course level . This can be useful at yearstart when considering courses and bubble sheets ... to check by grade level of course.

### Print Student Schedule Box format - SCH.787

- New indicator '\*\*\*' and course ID/Section for second course will now show within a box for blocks where a student is double-booked.
- Added Ministry# on the report at the top (along with student number)

### Print Teacher Schedule Box Format - SCH.788 **\*\* New Report \*\***

- Currently you can print teacher schedules SCH.581T List format and SCH.587T box format. This new format contains real images for boxes and better spacing ... Would use this rather than SCH.587T! It will print both terms on a page if your schedule size accommodates.

### Schedular (SCH.610) and Walk-In Scheduling SCH.410

- Enhanced to not re-schedule a student into a course/section they have already dropped. Previously even if the scheduling options were set to not allow same course/section - teacher could re-input the course (no section) and then choose to 'Process. The system could re-schedule into the dropped section.



## CIMS Student Attendance Module

### Attendance Letters Sent (Tag) Report **\*\* New Report \*\***

- New report to check/report on tag lines built from ATT.580A letter option. This will replace the CHECKATT program. It can be run in detail to report on anyone missing say 5 days in a certain date range and will show which course they have been marked for as per the tag contents (not checking detailed attendance). In Summary this report is perfect for statistics reporting - How many over5 letters did I send this year, this month?



### **Attendance Letter/List - ATT.580A**

- Enhanced the Course List option to show home Phone#, Guardian 1 Name and total for Au+Ae to help those using the list to contact parents. Also added grand totals at the bottom of the list - for statistic purposes.
- **HUGE:** Automatically message teachers (Teachers Helper, Teacher Connect) based on Tag being updated and only for course absences. If you are running letters to all those new kids who have missed more than X times in a course - a message will automatically be sent to the teacher who teaches that course indicating that there is a problem and a letter got sent.

### **Attendance Taken Audit Report - ATT.904**

- Smarter now with date range option to not include 'non-school days'
- Enhanced details option to consider whether the kid has dropped, if dropped already, do not include kid on the report even if marked absent.
- Got report working for Elementary Schools taking homeroom attendance using Teacher Helper/Connect.

### **Synrevoice Download Setup Options - SYN.101**

- In addition to using Synrevoice to download attendance, it can be used for all kinds of other communication and broadcasting. Using the district Synrevoice, you can now turn schools on for both attendance/address book - or NEW just address book. By allowing this, elementary schools can now have an updated address book nightly without having to participate in the absence dialing. (Creates new SYN8023.csv in the IFS every night).

### **Print Student Absence Info by Teacher/Course - ATT.516**

- Be able to select certain absence type, ie: Print only students with unexplained absences (This one is for you Marty).



### **CIMS Student Grading Module**

#### **Report Cards - GRD.511**

- Custom to Vernon and Salmon Arm: Automatically print courses with marks & absences (no comments) that your student is taking at other schools. In order for this to work all schools must have identical grade titles and report card formats. The GPA calculation will be for only current school. TEST THIS SCHOOLS IN VERNON and SD83 long before report cards for multi-school students and regular to confirm report cards are looking good!!!!
- In BC only: In order to comply with Ministry requirement to show credits attempted/earned , If you request to show credits earned Y in the format the system will now show attempted & earned in the format XX/YY
- In BC only: If you choose cumulative credits Y then only TRAX courses will count towards the total.

## Student Transcript Verification Grid - GRD.569

- In addition to print grid for all final marks by grade level for standard courses, new option to allow selection of alternate 'X' formats (so similar nice grid ability for viewing additional testing items like reading).

## Honor Roll Calculation - GRD.591 **\*\*HUGE ENHANCEMENT\*\***

- New option to 'Include Marks from other Schools' Y/N. All schools must use same grade titles and same grade symbols. Make sure to randomly test some students (view them in detail) to ensure your honor roll calculation is working.
- Make sure to update your format GRD.291 appropriately if you need this to default to 'Y'

## Combine multiple course marks into one course - GRD.863 **\*\*NEW ITEM\*\***

- New option to combine/average out the marks in a grade title for up to 10 courses and put the resulting average mark in a grade title for another course. All courses marked must be scheduled for the student to count. Some districts use this to handle shops courses or options where they want to have them all separated during the year and then combined for yearend course/transcript into a single value.
- A report is produced indicating what students/values have been inputted.
- The course and valid section must already exist on the student in order for the mark to get added.



## CIMS Student Assessment Module

### Student assessment/payment - SGH.430

- New F11 function key on payment screen to change view between who added payment to pay type (show CSH, CHQ..)
- New F17 on assessment screen to view Family Information (Names, telephone numbers) directly from assessment in case contact is required!

### Student Receipt Print - SGH.527 **\*\* Very Cool \*\***

- New option to Print Tax Receipt Y/N and Received from tag details. Some districts are running lunch program through school assessment and can now use SGH.527 to print out tax statements for parents.

### Assessment/Payment Edit Listing - SGH.535

- Added sub-totals after primary sort option (unless student is selected as primary sort)



## 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



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

### Distance Learning 1701 Transmission File - STU.383DL **\*\*New Process\*\***

- New transmission file option built for distance learning. Who to include in transmission?  
How to count number of courses?
  - Grades 10-12 are included as long as they have at least one uncompleted course. Course count based on courses at DL school AND active date as entered on the DLD Tag.
  - Grades 8-9 include all kids enrolled in DL school, course count is as per what is entered on the 1701 screen.
  - Grades K-7 include all kids enrolled in DL school, course count is 0

### Build DL Achievement File for Ministry Web Application - TRA.108 **\*\* New Process\*\***

- New option to build achievement records for the Ministry for DL kids/courses
- Must utilize DLD tag for all kids taking courses. In addition to the course, the DLD tag indicates course active date (course add date comes from standard course request add date) as well as withdrawal reason (if applicable).
- For marks, build looks for first non-blank grade bucket. For kids that want to maintain courses at original school and still record into DL this will allow you to add a course into DL but not put a mark in final (so will not transcript) but will still appear in DL achievement build.
- For Grades 10-12 trax course codes are built. For K-9 local course code in CIMS is sent to ministry.
- Auto-build an additional file SMSTRANS/PTRA108V with student#,name, course info. The transmission file does not contain name info so when Ministry checklist comes back - is sometimes hard to check/verify. This second build file can assist in your checklist and verification needs!



## CIMS Transportation Enhancements

### Transported Students Build Direct Debit **\*\*New Process\*\***

- New set of programs to be able to:
  - One-time: Read the assessment info entered for bussing charge type and create direct debit file (TRN.410)
  - Add bank routing information for direct debit parents/transportation records (bank, bank#)
  - Be able to maintain the direct debit records (add new people, take people off as bussing is withdrawn for some students) - TRN.401
  - Each month use the new direct debit build option to create a bank direct debit file and report on errors (ie: direct debit info added but no routing information onfile)



This is a very exciting option. If your district has significant revenue coming from kids paying for transportation AND you have monthly cheques .. this is a better way to go !!!!!

## **Student Audit Reporting - STU.290**

- Great new enhancement to select Transported Students Only. If transported students is selected Y then you can also select to sort records by Bus Route. If Sort 1 is bus route, then a separate page will print for each primary route (record #1) indicating any changes to students on those routes. You can limit what changes to show (just medical) and for what date range.

## **Transported Students Enrollment Report - TRN.895**

- Added current bussing information on report (record #1, record #2)
- New sort option to sort by primary route(record #1) or by student. If you select to sort by route, then report will page break by route indicating new students and withdrawn students

\*\* Goal with enhancing STU.290 and TRN.895 ... At start of every month (or as appropriate) you can run off new driver lists BUT at the top have STU.290 in summary describe all adjustments to kids on their routes and also TRN.895 to show all new students and withdrawn students. This will be a nice visual for drivers to not have to review their lists in detail to pick out changes that have occurred.



## **CIMS British Columbia Special Features**

### **Bill 33 Legislation - Course Requests SCH.410**

- When indexing using #3 by course and section, the Special Ed code is now shown along with the student name so user is aware of the class makeup when considering adding an additional student. THIS PROCEDURE SHOULD BE DESCRIBED TO ALL ADMIN/COUNSELLORS WHO ARE SCHEDULING KIDS!

### **Bill33 Legislation - Master Schedule Block Report SCH.569**

The enhanced goal with this report now is to auto-inform you and manage consults. Use SCH.569 to identify consults, print off the letters, consult with staff, then input approved consult information into BCP.106 so that CIMS knows consultation has occurred. New features of the report:

- Always show special ed count on report in addition to course totals
- For classes with over 30 or Special Ed greater than 3 where no consult has been done (as per BCP.106) or consulted numbers are different than new numbers, letters will auto-generate.

### **Bill 33 Legislation - Student Course List SCH.997**

- Added option to limit to courses with Special Ed Count GE/LE x. This provides the detail of who the special needs students are and of what category to support summary listings.

### **Bill 33 Legislation - BCP.106 **\*\*NEW PROGRAM\*\*****

- New program to maintain approved consults - user per teacher, block & term can indicate class size, # special ed students, comments, EA/TA hours and who. This info is used when re-producing consult sheets to know whether consult has been approved.

- In addition new BCP.996 available to copy linear courses across terms so that re-keying is not necessary. (only have to consult once not once per term as long as sizes remain the same).

### **Bill 33 Legislation - BCP.506 \*\* NEW PROGRAM \*\***

- New report to show approved Teacher Consults as per BCP.106 entries

### **Class Size Breakdown Files - BCP.992**

- Includes TA/EA assistance average hours/week as indicated in BCP.106 approved consults
- Added option to build class composite file for transmission to the Ministry. If run with school blank (or by school type), automatically creates separate members for each school
- Added additional column totals for aboriginal, english, french immersion, and francais programs

### **Student Transcript - GRD.450**

- CIMS will now validate any TRAX courses for current year, next year, previous year. Old entries are not validated on add.
- Increased credit earned totals showing -achievement can now exceed 99 credits.

### **PSR Print - STU.384 \*\* VERY COOL \*\*\*\***

- Include CUM File History on PSR so you can see from the 1704/PSR print a history of file comings and goings as per entry in the new 'Cumulative File' tab available in 1704 record.

### **Auto-Update Attribute from 1701 enrolled programs - TRA.917**

- Added ability to update attribute based on funding code. Some districts want to be able to mark their International Students .. By using an attribute this makes it visible on front screen and more easily reportable in report writer. PLUS, you can then run monthly enrollment and district enrollment reporting (STU.993, STU.894) for international students only.



## **CIMS Manitoba Special Features**

### **PSP Workload Maintenance - MIN.500**

- Disallow number of males or females to be 0 when course level is not NA
- In MIN.505 give an error if class or male/female information is 0 (except NA's)

### **Basic Student Information - STU.301**

- Added field to display # of EAL Years (English as an alternate Language). The Ministry can provide you with a file of students and EAL years. This can be loaded to CIMS viewable to the schools and available in report writer (New item # 760)
- **HUGE, HUGE, HUGE:** New #5 'P'rint option available to print Manitoba Pupil Transfer Request Form. Once you register a new student, you can request to 'P'rint #5 and it will produce the exact Ministry Form all filled in that you can fax to the last school to get the CUM File.