



July 2007 - Student Enhancements Ver 13.5

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 in a negative way.

Really Important:

1. This release in Manitoba is big as many programs have been altered to revert back to Grades 9-12 rather than S1-S4.
2. There have been file changes that means OLDER VERSIONS OF GUI and WEB will not work (will affect attendance). You must be at new (anything newer than July 20th) versions of Teacher Helper and Teacher Connect and also apply the new release. Both have to be in place.
3. There are some significant new options and adjustments to existing programs that can have GREAT impact to users. Share these notes with counsellors.

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

- New Certification Level 1 School Manual has been posted to the website. Level 1 covers all of the CIMS basics and basic attendance/reporting (Elementary School Level)

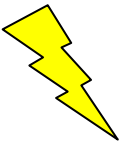
Email a CIMS Report - EMS.900 ****CRAZY GREAT NEW OPTION ****

- This option allows you to take any CIMS output (run any report) and email it. In running the option the user selects which report to do - CIMS will convert it to .pdf and then email it to whomever you requested. Often people email it to themselves ... then forward it to the 2 or 3 users they want and include other message information. You can F4 for employee or parent email addresses, but the To email field can be filled out with ANY email address. This option works at all locations except Northern College and Louis Riel.

***** THIS IS A MUST MUST TRY OPTION *****

Reminder of 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 Course Requests - SCH.410

- In F8-Messages: New prompt to be able to send to a teacher(s) OR to send to all teachers who teach this kid in a particular term. Term is important. If you leave term blank it will also send to next/previous term teachers which will be confusing to those teachers
- NEW: When you F8 for messages, a leading line indicating REGARDING STUDENT xxxxxx will appear so the recipients will automatically know what kid this is regarding.

Student Course Medical Listing - SCH.992 **** NEW REPORT ****

- New Report can be run by Teacher/Course or Teacher/Block order to highlight students with medical issues. Report will only include students if they have either a health code, or health details, or medical alert = 'Y'. All guardian, doctor, and emergency information is shown for these students to act as reference should an incident occur.

Discipline Action Codes - DSP.002

- If you are having CIMS auto-email notify particular people about particular incidents (ie: every night automatically email the Superintendent of all new suspensions granted today) NOW an additional grade level select is available. You can say - also email VP1 if it was a kid in grade 10 or VP2 if it was a kid in grade 11 or 12.

Discipline Profile - DSP.512

- Profile now appropriately handles large amounts of text. Previously the profile would just CUT-OFF. Now, if the profile requires a second page due to the amount of text being entered, a second page will be generated.

Student Lockers - STU.265

- Last release, we took out the logic to disallow more than one student to be assigned to a locker. There is no advantage need to setup a locker 100A, 100B - assign both kids to locker 100. By having the 100A and 100B defined it can mean extra clutter at the start of every year if lockers are optionally shareable or not.
- Locker definition will now show that the locker is shared, use STU.403 index to confirm who is in the locker.
- New Notes / extra text file added to locker definition to allow user to write things about the locker or kid details regarding the locker.
- Locker Listing STU.546 has also been adjusted to show the locker more than once if it is shared.
- Locker upload STU.904 has also been adjusted to allow for multiple students to load with the same locker number.

Basic Student Information - STU.301

- Disallow a student to be deleted who has textbook history on file for the current year
- REGIST: Allow the same locker to be specified for more than one student, ie allow locker sharing without having to create locker acronyms
- PICTURES: Changed "image" reference to 13 chars so if student number is full 9 digits uses student number + .jpg for image name else gets image name from PGUIIMG mapping file

Access to Student Information - STU.301E

- DISCIPLINE: Corrected messaging to term teachers for courses that are more than one term long and it is now 2nd term .. will only message current term teachers appropriately
- DISCIPLINE: Expanded message to teachers to include description of incident code and action code below the appropriate lines. This makes the message longer but more meaningful to the teachers receiving so that they don't necessarily have to go review the incident themselves.
- DISCIPLINE: Changed PRINT PROFILE report to be on hold instead of automatically printing from green screen option only - this way you can control either printing or keeping it on hold so you can email (EMS.900).

Mass Email Message to Parent/Students - STU.525

- Changed option to never include NS students

Guardian/Contact Listing - STU.551 ** NEW REPORT **

- New Report to identify all student contacts - Guardian and Emergency listed for each student in the order of their call sequence (if call sequence not identified then G1,G2,G3, E1,E2)
- Report can be produced in alpha, class, or homeroom order

Student Picture Roster - STU.890

- Reminder that this option exists in CIMS and will print both student information AND picture.
- The print for selected course option has been changed to include only SCHEDULED courses. Previously dropped students were also appearing on the report.



CIMS Student Scheduling Module

Proposed Master Schedule - SCH.330

- Added some instruction text to input screen so user is aware of what to fill-in and how preferred maximum/absolute works.

Print Course Listing - SCH.550

- New column added to report shows whether this course is included in the conflict matrix report or not.

Print Unscheduled Period Analysis - SCH.566

- Added prompt for 'Show previous year homeroom'

Re-Sort Student Course Requests - SCH.619

- Preventative: Will now disallow this option to be run during the school year as this can happen when doing next year scheduling but accidentally positioning yourself in the wrong school year.

Create Proposed Master Schedule from this year/last year - SCH.631

- New prompt to fill preferred number of seats based on course definitions SCH.310 or to fill with existing master schedule seats
- New prompt to default max period so you can control your core periods vs. extras



CIMS Student Attendance Module

Attendance Letters - ATT.580A

- More flexibility added to printing Guardian and Homeroom Information on the list. Some schools use the list to distribute to staff for callbacks so want guardian/phone info. Others use the list internally and want the student# and no guardian details. No, you have the option for Guardian/Homeroom .. Y/N/H/G.
- GREAT NEW FEATURE FOR HIGH SCHOOLS: If you are running the list by course (eg: all those missing 5+ courses) and you choose to auto update tag .. then the course that the letter is being written about will appear on the List (That tag line will print on the List)
- REMINDER: You can Email Attendance Letters and to third Guardians at the same time as letters are produced, ie: letters go to places where no email address is found and email to those that have. This will produce an exact copy of the letter and email it to parent(s) immediately. A register will be produced indicating who was emailed.

Attendance Letter Print (Elementary Schools) - ATT.580B

- Same as ATT.580A added option to print letter/lists for a tag or excluding a tag

District Attendance Register - ATT.895

- Was enhanced to include all students. Previously this report would only include students who had an absence. Now it includes any student that had been registered in that school anytime during the year and then indicates absences if there were any (in detail).

Attendance Taken Audit Report - ATT.904 ** Very Cool **

- New ability to 'Auto Message Teachers' Y/N who have not completed their attendance. A message will be sent to their Teacher Messaging (NOT EMAIL) indicating 'Attendance Not completed for Course xxxx for date yy/mm/dd. A similar message is sent for AM/PM attendance schools indicating attendance not completed for homeroom XXXX.



CIMS Student Grading Module

Student Mark Verification by Course - GRD.510, GRD.510E

- New prompt to show student class/grade level on report

Print Students with Specific Marks - GRD.558

- If you select to print a list of all students missing marks ('***') a new additional summary report (OGRD558T) will be produced identifying teacher, course, section, number students enrolled, number of students with marks. THIS SHOULD REALLY HELP for you to assess quickly what teachers have not completed their marks! Add this to your list of reports to run BEFORE producing verification sheets and to confirm that the marks are completed by teacher/course.

Honor Roll Listing and Download - GRD.591

- Added additional fields for download: current class, ministry grade level and legal name fields to the end of the file to assist with merge/reporting.

Student Grade Compare Listing - GRD.595

- New select option for graduation requirement. This is important. You can now limit the compare to core subject areas, ie: Show me all students between Term1 progress mark and Term2 progress mark who are 10% down but ONLY include core subject areas (MA,EN,SS,SC..)



CIMS Student Assessment Module

Auto-Download Students that owe Fees - SGH.101 (SGH802C) *NEW

- New SGH.101 to setup your school to participate in auto-downloading kids that owe
- New nightly process that runs automatically every night (at user specified time). Program looks to SGH.101 for which schools to include and then creates a file for every kid enrolled that has a balance owing. The file includes the amount owing but not the details of what for. This could REALLY assist in collections. Consider for your school when/how this might work and know that you are in control of how often/when the calls are made by turning on/off in SGH.101.
- NOTE: The file will only include students enrolled in your school. If they are at your school taking a course(s) and owe for that course - they will not get called.

Student Statement Print SGH.526 and Receipt Print SGH.527

- New select option to print statements and/or receipts for multiple students 'Y'
- Description on receipt line used to cutoff ... print has been enhanced to include complete description



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.383SL

- Changed build as per ministry specifications to include all K-12 students enrolled (not just Trax). K-7 students are included with a 0 course count and 8-12 students are included with the number of courses they are enrolled in.
- If school funding code is blank then transmit band code as a blank even if a band code is specified in students' records
- Added EXCLUDE STUDENTS WITH TAG to be able to exclude school aged graduates, adult students, exchange students, GED students, etc. School must determine who should not be included and tag appropriately.



CIMS Transportation Enhancements

Student Transportation Cards SEV.995

- Changed Sort/Select to allow selection of students based on current/next year line but PRINT current or next year information; ie select based on current students but print next year schooling info for routing. This new sort means that schools can print for the kids that are currently in the building but the card will include bussing information for next year and only print for kids that are being bussed next year. When running this option you need to be in the year that contains the bussing information you wish to print.

Transportation Route Error Listing - TRN.897

- Added option to base student school on current year line or next year line .. so you can be in the new year doing routing and check for errors before July rollover.

Bus Request Maintenance and Field Trip Posting - TRN.910

- When posting field trip charges to the G/L - the word FIELD TRIP will post into the G/L reference field to assist in the G/L to know what system the charges are from.

Bus Driver Audit Listing - TRN.290 ** NEW REPORT

- Report page breaks by driver and sorts by route. It includes specified student changes for a selected date range.



CIMS British Columbia Special Features

Print Student Credit Status Report - GRD.570

- New prompts to accommodate Grade 10s to include/not in grade level/trax courses.
- HUGE: Added GPA Range select. This report can now be used to assist in scholarship, other GPA oriented searches where you want to select only certain grade level of courses and be able to see/assess details on high achievers.

Special Ed Category Detail Report - BCP.385

- New rating field added to report
- Excellent new build file option SMSTRANS/PBCP385 that collects all student special ed details into the file

Build Discipline Pivot Table Download - DSP.555

- Added additional fields to the end of the file: BC Funding Code and Band Code

Build 1701 Transmission File - STU.383 / DL/CE

- If school funding code is blank then transmit band code as a blank even if a band code is specified. This is important! This means that schools/districts can utilize the band code field ALL the time to assist in their own requirements without having to worry about the Ministry guidelines on band code driving funding or not.

1704 PSR Maintenance - STU.384

- CIMS now allows for two additional grade values for elementary grading:
 - AP Approaching expectations - mark translation for K-3 students and
 - INT No evaluation: English - limited mark translation for K-3 international students

Student Achievement Mark Entry - STU.390

- Neat new trick. If you have X? formats setup to handle additional achievement entry (reading assessment, ministry level testings) you can now use STU.390 to input/edit for a student. Instead of indicating grade level - input the X Format ID.

Student Label Print - STU.519

- New select to include/omit labels by funding code, ie: Produce labels for all the students including international students or all but the international students



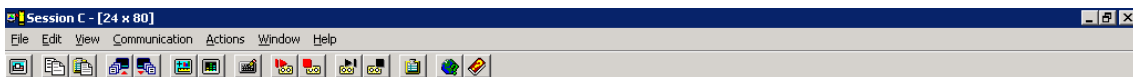
CIMS Manitoba Special Features

Special Note RE; Change back to Grades 09-12 from S1-S4

- Programs and defaults have been changed (eg: STU.894) to replace any occurrence of S1-S4 with Grades 9-12. Careful though, as Levels in master schedule/ministry course definitions are still utilizing 30S,40S level thinking.
- History has NOT been changed, ie: all previous year info, transcript history etc. still show class/grade level of S1-S4.

New Grad Plan Checklist - SCH.410 **** NEW AND VERY EXCITING**

- The Ministry Course handbook (all 4000 courses) has been updated to hold appropriate core subject area (SS,SC,MA,PE,EN) and other (TEC,LAN,OTH). With this in place, CIMS can now assist in showing counsellors how the student is doing towards meeting graduation requirements (For Regular and French Immersion). CIMS will check through the transcript and current courses to assess what credits per grade level have been earned or are currently being taken. **THIS IS CRITICAL** to understand and to show all staff !!!!!
- **HUGE HUGE** thanks to the Administrators from Louis Riel School Division who got together to categorize all of the courses.



7/25/07 FY 05 TAKE TWO INC. 12:33:29 QPADEV000B
 CANSMS Course Requests Ref: GRD.310X.11
 Student No.: 9836337 ELAINE M. AFINOGENOV FEMALE Age: 16
 Class: 11 Year: 05 Phone: 444-5758

SUBJECT AREAS	GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	EARNED	CURRENT	EARNED	CURRENT	EARNED	CURRENT	EARNED	CURRENT
ENGLISH	4.00							
** FRANÇAIS								
MATH	1.00							
SCIENCE								
SOC STUDIES	4.00							
PE/HEALTH	.50							
COMPULSORY	9.50							
OTHER	6.00							
TOTAL	15.50							

TOTAL CREDITS EARNED TO DATE 15.50 CURRENT .00

** APPLICABLE TO FRENCH IMMERSION PROGRAM ONLY

Mode: Chang

- All elective courses are combined/summarized in the OTHER row
- Compulsory subject area courses are summarized by category
- Each grade level of course is shown in separate columns

Grade Requirement Status Report - GRD.572 ** NEW REPORT

- New report to check on students' grad status based on transcript and current course request information. The program determines who is eligible for graduation based on the MB requirements and compared to transcript/current course ministry details.
- The program will look for both French Immersion and Regular graduation based on ministry screen (110 French Immersion)
- THIS IS A MUST TRY !!!!!

Build Ministry Grade Transmission File - MIN.001

- Include new aboriginal other description field to transmission file as per ministry spec.

Copy/Move PSP Record from one Teacher to another - MIN.590 ** MUST TRY NEW OPTION

- This is ideal for those that copy PSP records from one year to another and just need to make adjustments for the new teachers. MAKE SURE TO UPDATE your own district PSP manual notes to describe why and how to use this great new utility!

Parent Connect Authorization Codes nightly Job SCH806C

- There is the access issue for parents when 18 year olds deny access - 18+ tag. Once a student is 18 and if they have denied access (have an 18+ tag) the nightly job that generates parent Ids will NOT include this student into the family if there are younger siblings. A separate parent ID will exist for the 18 year old.

Basic Student Information - STU.301

- DEMOG: Added new 400 DESC field to DEMOG screen; required field for a description of the aboriginal identity of a student IF the aboriginal identity code used is 400 ABORIGINAL - OTHER
- DEMOG: Change default on ADD to use new grade levels of 9-12 as appropriate instead of S1-S4