



March 2008 - Student Enhancements Ver 14.0

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 in a negative way.

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

- Scheduling Flowchart High Schools (schedflw.xls)
- CBF Parent teacher interview upload/download process (cbfprocess.pdf) NEW
- Teacher Connect manual (teacherconnect.pdf)
- Teacher Connect Admin manual (teacherconnectadmin.pdf)



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!

Teacher Definitions - STU.240

- Added field for 'INCL IN ADMIN GRP MESSAGING' Y/N. Teachers marked as Y will default to include in discipline additional messaging. In standard messages there is an option to message admin group? The goal is to make notifying the admin group more convenient when a teacher/counsellor is sending an important message about a kid to all teachers who teach the kid - can now also choose to include admin without thinking of them separately.

Basic Student Information - STU.301

- FAMILY: Added window on 3rd guardian for selection on International Student Agencies, if applicable. If a student is an international student, user can <F4> on guardian last name to select an agency - that agency name will come into student last name, and first name will indicate agency number. This must be in place if you want to run international student labels for agencies.
- FAMILY: CIMS now validates email addresses; must contain an @ symbol to be valid
- EMERGENCY: Added screen (accessible through 2nd emergency screen) to maintain unlimited amount of additional emergency contacts (ER) or out of province (OP) contacts. If your district has district wide policy/plan to have out-of-province contact information for each student 'in case of a natural disaster' then this screen is exactly what you need! These

fields are not available in report writer - this information can be included in STU.550 (Full guardian/contact listing).

Student Information - STU.301E

- **DISCIPLINE:** You can select to message Teachers 'Y' which means the notice of this incident is automatically sent to all teachers who teach this kid in this term. Now, a second screen will come up displaying teachers messaged and default the admin group (as defined STU.240) allowing you to send to them and any other(s).
- **SPECIAL ED:** Changed default of STATUS to A, ASSESSMENT CONFIRMED and ADDITIONAL TESTING REQUIRED to N. All defaulted as blanks before

Student Transfers - STU.301T

- Added the message teachers screen during the withdrawal process. This will allow you to message specific teacher(s) or all teachers who teach that student automatically. Careful not to duplicate messaging. On a course *drop the teacher will be informed already that the student has dropped the course. In withdrawal you can input more information and indicate that the student is leaving the school.

Build International Student Labels - STU.522 ** New Program

- This program will generate labels for all guardian's who are agencies (should mean all of your international students). The label is Avery #5663 the 2" x 4" labels come in sheets 2 across and 5 down.
- The purpose of this option is to allow the schools to manage producing the report card extra copy (which already occurs) and matching it to the appropriate label to send.

Student Full Guardian/Contact Listing - STU.522

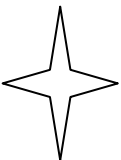
- Added selection to include additional emergency contact information - OP (out of Province contacts) or/and ER (emergency release contacts).

Student Picture Roster - STU.890

- The program cannot be enhanced to allow for more students - maximum is 240. Previous to this release, the program would bomb - now if you select more than 240 the report will generate but no pictures will be included.

Student Medical Listing - STU.991

- Added option to be able to print pictures. If print option is selected, user must input an email address to send the report to. CIMS cannot physically print pictures but it can email you a .pdf report that you can print and contains the pictures.
- There is a 240 limit. If you have more than 240 students in your school marked with medical alert you need to print the report by grade level or something to reduce the report size in order for pictures to print.





CIMS Student Scheduling Module

Course Definitions - SCH.310

- Changed the wording for 'Include in Course Catalog' to "Maintain Course Long Description" and defaulted this to 'Y' on initial course add. The extra title provides more opportunity for report cards, bubble sheets, transcript to say more than the 12 digit short title.

Course Long Description Maintenance - SCH.310XX

- Enhanced version of SCH.310 that allows you to maintain the course long description (old course catalog screen) and ONLY that screen so if you want to add a long description or a BCeSIS course code to course definitions you do not have to go through all the other screens of the course definition.

Master Schedule - SCH.320

- The special ed enrollment counts had issues if you started paging up/down on the schedule. This has been resolved and the Special Ed enrollment is always accurate.

Student Course Requests - SCH.410

- Send Message Function <F8> enhanced to allow send to Admin Group Y/N. There is a new flag in STU.240 to identify appropriate user(s) as Admin Group so that they can easily be included in messaging.

Course Listing - SCH.550

- New build file option SMSTRANS/PSCH550(userid) containing all specifics for your course directory. District/schools can use this for course handbooks and other non-CIMS related needs for course information.

Where is this Teacher - SCH.572 ****Brand New GREAT OPTION****

- Input the date and teacherid and CIMS will indicate what the teacher is doing today. The system will identify by block based on today's rotation. It will display time, block, room, course/section information. Great option for a sub coming in for a teacher as you can give them a print screen of the schedule of the person they are replacing that day.
- Districts will have to make sure that this item is added to all appropriate counsellor and custom menus.
- District should also consider giving this item to TOC dispatch person and other staff interested in locating teachers.

Course Request Verification Print - SCH.590

- Title the worksheet appropriately to indicate Next Year Requests if running in the next year
- Added new 'C'ounsellor assigned line to existing P/R/E/A table to describe if it has been pre-marked by counsellor
- Verification sheet will now print 'PCC' tag contents if it exists. This new tag refers to online parent pick courses module. If you are using the web for online course registration and want to enforce parents' authorization and know that further changes have not been made by the



parent, the PCC tag closes online editing and will be indicated on the worksheet to confirm you are working with what the parent/child selected.

Print Student Schedules (Box Format) - SCH.787

- Enhancement to be able to print in order of previous year homeroom. This means you can print all incoming grade 9 schedules and request to sort based on their current homeroom for distribution in the feeder schools.

Print Scheduled Students Not in Your School - SCH.710

- Enhancement to exclude completed students from scheduled list. This means when you ask for SCHEDULED ONLY Y then students whose course request(s) are dropped, unscheduled or completed (based on completed date) will be excluded from the list.



CIMS Student Attendance Module

Absence Maintenance - ATT.431

- Added function key <F8> to Send Teacher Message right from the attendance entry screen. This will allow the office to update attendance and at the same time send a message to all teachers who teach the kid (or selected teachers) immediately.
- Added ability to see if student owes money. If you are on the phone with a parent collecting the absence reason details - might as well remind them they owe you money!

Student absence Profile Print - ATT.596

- Previous to this release, the absence totals by reason at the bottom of this profile print was working only if you were using period reasons. Now, it accommodates daily reason and will indicate to the parent how many times no reason has been entered counting by day rather than just looking for period reasons.

School Calendar Print Option - ATT.513 **HUGE HUGE HUGE **

- New option to print school calendar in a calendar like format (single month at a time). Start marking your items in ATT.210 - they will be visible on the web AND you can print right off CIMS to prevent having to do it in word. You can also .pdf it from CIMS so if you need to include in your newsletter - you can!



CIMS Student Grading Module

Report Card Print - GRD.511

- Reformatted the top of the standard report card slightly to better accommodate a window envelope. Specifically, fields were moved away so that the window would contain just pertinent student/address information. You still have to get creative with the fold. We did not want to push everything down to align for envelope as this would waste value space for reporting and likely cause two pages.

- Last release, we added the ability to print an overlay with the report card - meaning schools could load a letterhead or report card image into CIMS and then print report cards on plain paper. The only drawback of this is that there would be no color.

Print Student Credit Status Report - GRD.570

- Added Grade Level Select. This means that you can now use this for scholarship reporting or for any other occasions where you need to accumulate credit/averages based on transcript entries (not just current grades). With GRD.570 you can now run say ' Give me all grade 12's and what grade 12 level courses they have achieved and with what marks'.



CIMS Student Assessment Module

Student Statement Print - SGH.526

- Indicate **PREV on lines of assessment that have been carry forwarded from the previous year to make this more obvious to the reader.

Assessment/Payment Edit Listing - SGH.535

- Added selection by PAY TYPE and limit report to payments just with that type



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

Master Schedule Ministry Definitions Report - SCH.553

- Added BCeSIS course code to report after TRAX info. BCeSIS information comes from SCH.310 definition. This information is only important in DL for achievement transmissions.

Build DL Achievement File - TRA.108

This file has been undergoing constant change. Following is a list of items that have been done since September:

- Added option to exclude courses requests added after a specific date so summer learning courses can be excluded from June transmission

- IEP is no longer accepted as a valid mark; indicate on report if mark is IEP that there is an error and exclude record
- Check DLD tag for grades 10+ only
- Grades 10-12: use ministry course code and level, else BCeSIS code else local course code
- Grades K-9: use BCeSIS code else local course code
- Added RECS DROPPED and RECS COMPLETED totals to bottom summary of report; counts only records included in the transmission file
- GRADES KI-09: If student has dropped and you want to indicate course as withdrawn with a reason (6) instead of 5 then add a DLD tag for that course and section with a withdrawal reason

DL Course Statistics Report/File ** New Item ** - TRA.109

The purpose of this report is to know at any time where your DL program is at with regard to number of students, FTE, and status of all courses (added, active, completed, withdrawn). A file build is possible if a district wants to setup additional excel templates (Vernon has a very good one).

- Can build a detail or a summary report and/or summary file of DL grades 10-12 course statistic information and now expanded to include course requests for all grades
- FTE Values: KI=0.5 FTE, 01-09 DL = 1.0 FTE, NON-DL = .125 x #requests, 10-12 = .125 x #requests
- Added option to include an attribute on report and in the file
- For KI-09 students assume active date is add date for courses same as TRA.108 does; therefore if course is dropped courses will count as WA instead of WN



CIMS Transportation Enhancements

Transportation Route Listings - TRN.901

- For transfer students, the report always showed any students transferring from another bus on the next bus' list and now it shows the originating bus driver any students transferring to another bus where they are going.
- Added additional sort order to the report ... all pickups now listed alpha and all drops alpha by stop instead of being mixed together alphabetically.

Build Direct Debit Student Payments for Transportation - TRN.410

- Prompts to build are smarter to figure out based on the dates entered how to fill in the payment dates.

Mass Add Tag for Transported Students - TRN.914 ** New Item

- New option to mass add a tag to students on a specific bus or bus range and/or route. This is great if you need to mass call students on a route using Synrevoice as you can run it for a tag. There are more opportunities for reports by tag then to look based on whether they are bussed.

Student Out of Boundary Report - TRN.905

- Enhanced to print RESIDENT DIVISION and ENROLLMENT TYPE on report
- Exclude schools with no summary type from DISTRICT report to reduce size

Mass Approve Bussing Requests & Assign Drivers - TRN.918

- Automatically email copy of approved bussing request to "OFFICE" ID at each school. This is an excellent way to approve common/regular types of field trip requests (eg: trips to swimming lessons). A copy of the approved field trip will automatically be emailed to the school provided they have setup their OFFICE ID appropriately in STU.240.



CIMS British Columbia Special Features

Master Schedule Teacher/Block Report - SCH.569

- In addition to using this report for scheduling, SCH.569 produces consult letters and a listing for courses that it finds requiring consult (enrollment over 30 or over 3 Special Ed students not yet consulted OR consulted at a different value (BCP.106)).
- Effective this release there is a new prompt 'Auto Build Consult Recs' - If you run SCH.569 and choose to mark completed 'Y' it will automatically create an entry into BCP.106 confirming that a consult has been conducted. In the comment field it will indicate AUTOBLD, the userid who ran the option and time it was run.
- There is also a new prompt 'Print Maximums/Consults?'. If you select 'C'onsults then a VERY NICE listing of teachers by block is produced identifying consult information if it has been done, else '*' to indicate a consult is required. This report is different than the consult report because it produces ALL courses regardless of consult.
- When SCH.569 is run, OSCH569A letters are automatically produced for all teacher blocks that require consult (or new consult because numbers have changed). If your district would like changes made to the letter - no problem. Contact Take Two to customize.

Student Course Requests all schools (current students) - SCH.995 * New Report

- This option provides the details for TRA.902 (count secondary number of courses for 1701) which has become critical in this new BC funding scenario.
- District may choose to adopt this report as backup to TRA.902
- A second report automatically prints that also shows differences to 1701 number of courses.
- A file build also occurs to assist district office in automating the detail and potentially using Excel to re-combine and compare to 1701 submitted data.

**** Remember to add this to custom BC 1701 menus and procedures for schools**

Transcript and Mark History

- Allow for a new mark value of RM (requirement met). Treat this value the same as TS and SG

Duplicate Transcript Info Listing - GRD.552

- Newly added to be able to check against TRAX records
- If EXCLUDE NON-CREDIT COURSES is Y then report will now exclude failed TRAX records from being included as dups
- Add TRAX mark titles for identification and lineup marks underneath as appropriate
- Corrected problem for XCRSE duplicates where not all duplicates were being shown



Grad Status Report - GRD.573 ** NEW EXCITING REPORT **

- New report to check on students' grad status based on TRAX records and determine who is eligible for graduation. The report will identify all grade 12's and where each student is OR can just provide a list of all those who will not graduate and what amount of types they are short.

DEMO VERSION. NOT FOR SALE OR PRODUCTION 204.174.141.5 - Mocha W32 TN5250

File Edit View Settings Help

Open Close Copy Paste Print About Dup Clear Erase Attn Sysreq Help Hex

Display Spooled File

File : OGRD573 Page/Line 7/9
 Control : Y10 Columns 10 - 132
 Find : _____

1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..

CL	HM	RM	HR	TEACHER	SUBJECT AREA	REQUIRED	EARNED	PENDING	NEEDED
CHARLES	992881	12	119	M SARGES	**GR 12 CREDITS	16.00	12.00	16.00	12.00-
					TOTAL	80.00	72.00	20.00	12.00-
LLE, KAITLYN	1001884	12	113	L WALLBERG	FA/ASK 10/11/12	4.00	4.00		
					GRAD TRANSIT	4.00		4.00	
					LANG ARTS 10	4.00	4.00		
					LANG ARTS 11	4.00	4.00		
					LANG ARTS 12	4.00	4.00		
					MATH 11/12	4.00	4.00		
					MATH 10	4.00	4.00		
					ELECTIVES	28.00	30.00	20.00	22.00-
					PHYS ED 10	4.00	4.00		
					PLANNING 10	4.00	4.00		
					SCIENCE 11/12	4.00	4.00		
					SCIENCE 10	4.00	4.00		
					S STUDIES 11/12	4.00	4.00		
					SOC STUDIES 10	4.00	4.00		
					**GR 12 CREDITS	16.00	16.00	16.00	16.00-

More...

F3-Exit F12-Cancel F19-Left F20-Right F24-More keys
 Text functions not displayed.

ONLINE-SSL-128 3,22 M

Build AVID Project Student File - BCP.390

- Added days absent, ministry course code, ministry course level and letter grade (based on alternate symbol of final percentage) to file as per project requirements (November 2007)

Auto-Update 1701 Number of Courses - TRA.902

- Added option to exclude courses completed on or before a specific date to exclude summer school courses
- Increase maximum course default to 20 courses as many students exceed old default of 8 and if schools didn't override default would miss funding for additional courses.

1701 Transmission File Listing - BCP.383

- Has been adjusted to match the new Ministry funding - For grades 10-12 level students FTE is .125 x number of courses (they no longer have the .5 base).



CIMS Manitoba Special Features

Move Copy Employee PSP records from one emp to another - MIN.590

- Added option to be able to change grade level. This is perfect for Elementary Schools and in situations where a teacher just changes grade level from last year to current.

Auto Clear MB Demog Code Fields - MIN.909

- Added option to clear exit status and date; system ensures that users restricted to a school CANNOT clear this field between August 15th and October 10th same as the DEMOG screen restriction. Districts should consider when is the right time to run this option and who will run it (ie: do the schools need to update their procedures). It should be run after mark transmission/Sept 30th has been sent to make sure that any returning student does not have a last year exit status/code.