



## August 2008 - Student Enhancements Ver 14.5

### 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.

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

- None.



### CIMS Basic Student Information and Reporting

#### Parent Authorization Codes – STU.255

- The automatically running nightly program to auto-generate Parent Connect Ids was enhanced to also build for class NS based on their next year designation. This will allow parents to be able to use the online course selections.
- Screen now displays student name and birthdate so that password reset for the parent is more easily done. It now also displays the guardian Postal Code and Guardian# (G2, G3) so clerk is aware of the ID generated and who it belongs to also to assist in confirming and resetting passwords
- HUGE SPECIAL NOTE: Previously only one ID was built per student and assumed everyone from that family was signing in with a single ID. Now a primary ID is built for guardian1 and additional Ids are built for Guardian2 and Guardian3 if their postal code is different than guardian1. On parent connect it will now ask for Userid (which will be first initial+last name first initial+ministry# of student), password, and Postal Code. This way guardians not living together will have their own Ids and be able to manage their own passwords. Plus we can control access more appropriately for guardian2 and guardian3. It also allows us to unlink families with guardian2 and guardian3. Primary guardian will still family link to other students in the family whereas the other guardian Ids will be for the single student.



#### Search for Item – SES.900

- After the search is completed and screen displays all of the items that have the selected phrase in it – now also shows the menu which this item is found on to assist for those that may not be able to navigate to the item.

#### Audit File Report – STU.290

- New select added to report to be able to report on all changes made for a particular student.

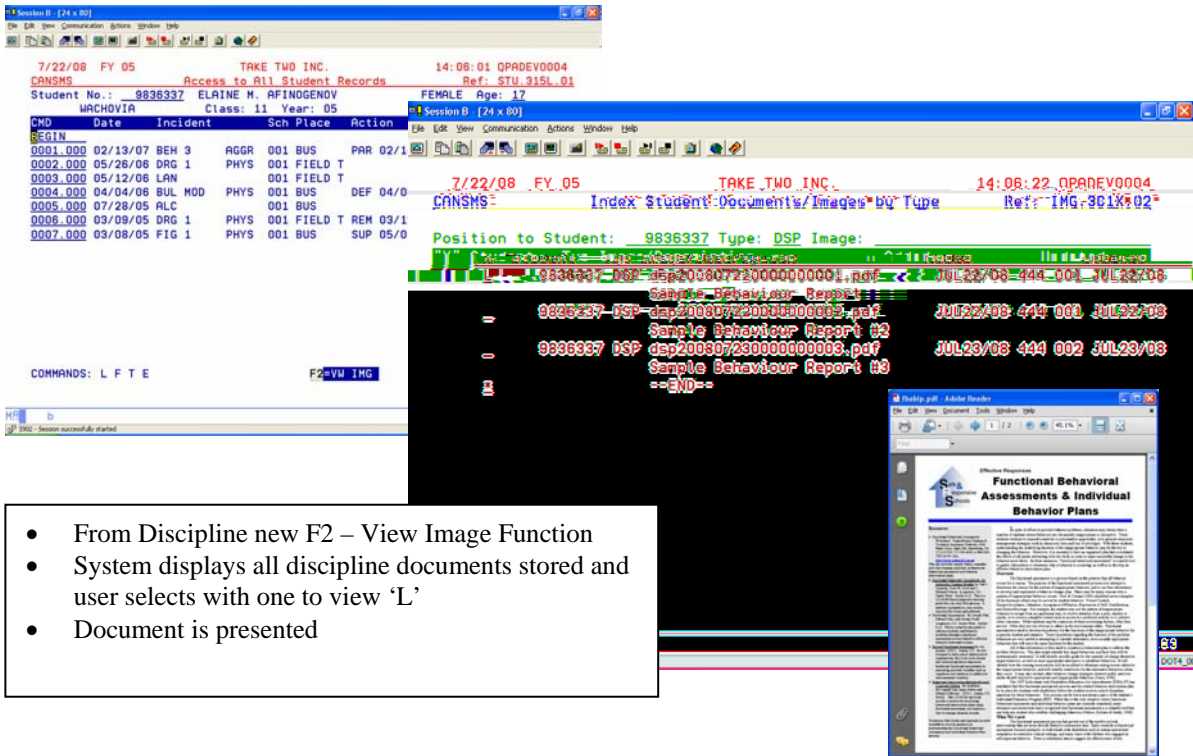
**Mass add an event to multiple dates in the Calendar – ATT.701 \*\* New Item**

- School Calendar views and prints (ATT.513) are now available and the goal is to produce them directly from CIMS rather than to have to maintain a word document elsewhere. Also this calendar is viewable in teacherconnect and parentconnect and updates live based on

- There is a new select option in STU.890 'Simple Format (25 stu/page)' which will print just name and picture information 25 kids per page ... **VERY COOL!**

## Storing/Retrieving Discipline/Behaviour and EP Documents with CIMS \*\* New Item

- Teacher Connect and Admin Connect will allow people to attach behavioural documents to a student. Once these documents have been attached they are visible within the web products but also from CIMS discipline. If a student has records onfile then there is a new <F2 = View documents> within the discipline screen that allows you to browse and view PC attachments.



7/22/08 FY 05 TAKE TWO INC. 14:08:01 QPADEV0004  
 CANSMS Access to All Student Records Ref: STU.315L.01  
 Student No.: 9836337 ELAINE H. AFINGENOV FEMALE Age: 17  
 WACHOVIA Class: 11 Year: 05 Session B: (24 x 80)

CHD	Date	Incident	Sch Place	Action
0001.000	02/13/07	BEH 3	AGGR 001 BUS	PAR 02/1
0002.000	05/26/06	DRG 1	PHYS 001 FIELD T	
0003.000	05/12/06	LAN	PHYS 001 FIELD T	
0004.000	04/04/06	BUL MOD	PHYS 001 BUS	DEF 04/0
0005.000	07/28/05	ALC	PHYS 001 BUS	
0006.000	03/09/05	DRG 1	PHYS 001 FIELD T	REM 03/1
0007.000	03/08/05	FIG 1	PHYS 001 BUS	SUP 05/0

7/22/08 FY 05 TAKE TWO INC. 14:08:22 QPADEV0004  
 CANSMS Index Student Documents/Images by Type Ref: IMG-301X902  
 Position to Student: 9836337 Type: DSP Image:  
 9836337 DSP dsp200807230000000001.pdf JUL23/08 444 001 JUL23/08  
 Sample Behaviour Report #1  
 9836337 DSP dsp200807230000000002.pdf JUL23/08 444 002 JUL23/08  
 Sample Behaviour Report #2  
 9836337 DSP dsp200807230000000003.pdf JUL23/08 444 002 JUL23/08  
 Sample Behaviour Report #3  
 ==END==

COMMANDS: L F T E F2=VW IMG

Effective Response  
 Functional Behavioral Assessments & Individual Behavior Plans

- From Discipline new F2 – View Image Function
- System displays all discipline documents stored and user selects with one to view 'L'
- Document is presented



## CIMS Student Scheduling Module

### Course Definitions - SCH.310

- Schools who are doing online course registration may want to consider adding course description information into course definitions. As parents/students select courses they can preview the details right from CIMS (rather than have to go to the course handbook PDF).

### Master Schedule – SCH.320

- The <F4> window to master schedule now allows for question mark searching based on course title. On the window if you indicate EN ... then it positions you to the first course code starting with EN based on course code. If you indicate ?EN? then course code is not considered. The window positions based on all courses that have EN in the title anywhere.

This will really help counsellors/admin to find those oddly coded courses! Make sure to share this trick with all who use SCH.410.

### **Print Course Requests – SCH.521**

- Now includes add date and drop date on the report and in the build file

### **Master Schedule Teacher/Block Report – SCH.569**

- HUGE FOR BC: Added new select to be able to produce SCH.997 teacher/block course lists for teachers receiving consult letters. A separate report is generated for each teacher/block (not just a single report with many pages). These can be matched up with the letters to qualify who the students are and with what Special Ed codes.

### **Who is in this Room – SCH.575 \*\* NEW ITEM**

- New view to identify what teachers and courses are in a specified room for a particular day .. excellent if you need to use a room and know who needs to be moved!

### **What Teachers are Free – SCH.576 \*\* NEW ITEM**

- New view to identify what teacher(s) are free for a specified date/block ... excellent if you need to find a free body to cover. It will run through your teacher definitions and if that Employee ID is not busy during the date/time you specify it will show that person on the view.

### **Student Schedule Print – SCH.581**

- There was a select to exclude printing teacher names .. has been enhanced to be able to exclude teacher name & room. This is helpful if you want to hand out next year schedules but not show teacher/room information.

### **Student Schedule Print – SCH.587T**

- Previous to this release a schedule was prepared for each ID in STU.240 which meant wasted paper for all of the empty schedules. This has been resolved – paper prints only if the teacher ID has a schedule.

### **Backup Scheduling – SCH.61B**

- New selection to backup master schedule. Previously only the student schedules would backup – now so will the master schedule (SCH.320) ... if you make changes to when courses are taught and run the scheduler and do not like any of it – this will allow you to go back to the original configuration.

### **Restore Scheduling – SCH.61R**

- New selection to restore master schedule. Previously only the student schedules would restore – now so will the master schedule (SCH.320) ... if you make changes to when courses are taught and run the scheduler and do not like any of it – this will allow you to go back to the original configuration. NOTE: If the backup copy specified does not exist it will not allow you to restore from it as that would replace your master schedule.

## Remove Unscheduled Requests – SCH.630

- All 'C' counsellor assigned course requests will not be removed. This allows schools to differentiate between regular unscheduled requests and those that the school wants to keep around for wait list or other purposes.

## Print Scheduled Students not in your School – SCH.710

- NEW CONCEPT: You can use an ORQ tag to track approved travellers. When you run SCH.710 the tag will show so that the reader of the report knows whether that student is OK or not.

## Print Students taking courses elsewhere – SCH.711

- NEW CONCEPT: You can use an ORQ tag to track approved travellers. When you run SCH.710 the tag will show so that the reader of the report knows whether that student is OK or not.



## CIMS Student Attendance Module

### Input absences by full week – ATC.422/ATT.422B

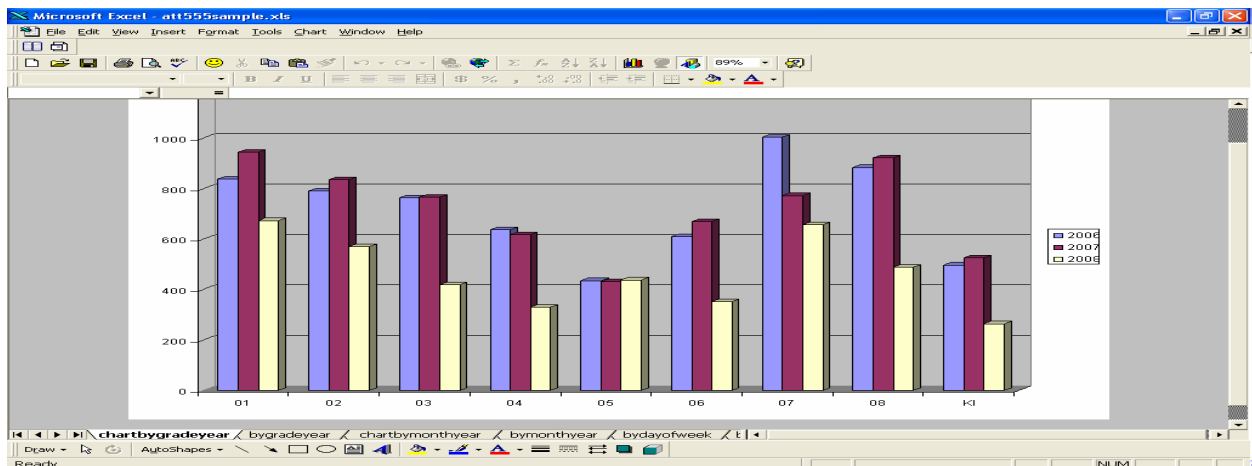
- Added Attendance Completed Y/N checkbox for each date. This will allow the office to maintain AM/PM attendance along with teachers and flag it as completed to help with ATT.904 reporting.

### Absence Call Back Report – ATT.510

- Added new selection to print homeroom on report. There is a space problem – printing homeroom means sacrificing guardian2 contact information so it is a choice as to which you want to print.

### Build Attendance Pivot Table Download – ATT.555 \*\* New Exciting option

- This option is for Elementary School – AM/PM attendance
- This option prepares a file of detailed absence per kid for the year. Once you have loaded this to Excel into the ATT555 template it will provide you with analysis by grade level, month, day of week, or sex. You can run this option in previous year(s) and append to the spreadsheet to be able to compare years.



## **Download to Synrevoice – SYN.615**

- Provisions have been made to accommodate new 10 digit dialing policies in BC and Alberta. CIMS now downloads area code and the telephone number. Determination of adding the long distance '1' indicator is done based on the telephone number prefix being local as determined by your district office. There is no change in Manitoba (we are still looking for the 204 in area to consider the phone number long distance and add the '1' indicator).



## **CIMS Student Grading Module**

### **Honor Roll – GRD.591 / GRD.291 (Format)**

- Added ability to select name style (Last, First) or (First Last) for the download file to assist in mail merging flexibility



## **CIMS Student Assessment Module**

### **Assessment/Payment Edit Listing – SGH.535**

- Added selection to limit by userid – report on all entries done by CLERK06 for date range X and Y.
- Added new sort selection by family# (must be #1 primary select) which will work only if you are using family#. This will bring up assessment showing all family members together to assist with identifying maximums for revenue types that are family oriented.

## **Carry Forward Previous Year Outstanding Fee Detail – SGH.528**

- Added additional text on the prompt to show moving fees from fiscal year XX to fiscal year YY to assist users in being the right year when running this option
- Added text onscreen indicating that the option can be run live (Report Only N) only once else assessment will be duplicated



## **CIMS Textbook Module**

### **Textbook issues by Student – TXB.410 \*\*HUGE**

- If you use <F19> to autofill in the books to be issued then CIMS will fill in the course and section so that TXB.601 will run appropriately for course outstanding books. If you manually key in the book and sequence number – NOT GOOD if they are supposed to be course oriented. If you <F19> and then edit/add sequence number then life will be grand in terms of associating that book to a course to make all of the course oriented listings work.



## **CIMS Transportation Enhancements**

### **Bus Request Maintenance – TRN.910**

- CIMS now audits deletion of trip requests (holds when it was deleted and who did it) – can find it in STU.190
- Enhanced field trip types to show user account number associated with the type



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

### **Course Date Details Report – SCH.597**

- New selection to include only students active as per a certain date (according to the DLD tag). Previously there was no option – active and added students would all show.

### **Carry Forward DL Course Requests from Previous Year – SCH.902DL**

#### **\*\*New Item\*\***

- New option to carry forward all DL course requests from previous year .. only those that have not completed (no completion date) or where completed date is later than your prompted selection.



## **CIMS British Columbia Special Features**

### **Student Course Requests all schools – SCH.995**

- Added new select to include only credit courses to make a comparison to 1701 # of courses. This is a must use option at funding time to ensure that schools are aware of low numbers and multiple school numbers and can produce who those students are.

### **Grad Requirement Status Report – GRD.573**

- Added tag select (Be able to run for First Nations separately)
- Added student count to bottom of report

### **Maintain Class Consults/Bill 33 – BCP.106**

- Added new field to select comment code (Optional)
- Added Comment Description and comment code to the Index so user can easily see auto-built entries versus ones updated.

### **Build/Update TRAX Exam/Xcourse Files – TRA.201 and TRA.201CE**

- Now accommodating new final mark RM (Requirements Met). In CIMS RM can be put in the final% bucket. When CIMS builds the trax record it will move the RM mark to final letter in the trax record even though in CIMS report card it is in the final% bucket.



## **CIMS Manitoba Special Features**

### **CGC Child Guidance Options**

- Changed the wording/titles on reports to read Clinical Services Unit (CSU) from the old terminology of Child Guidance Centre (CGC)

### **MB Student, MET#, Grade .. all transmission files**

- Updated all files to accommodate the new ministry student name criteria allowing 35 characters for name
- Updated BEF File to track additional male and female breakdowns

### **PSP Workload Maintenance – MIN.5xx**

- Removed VO (Vocational) as a valid language program as per ministry specifications.

### **September 30<sup>th</sup> Screen – Aboriginal Identity**

- The ministry has changed codes for aboriginal identity. Particularly 050 – Not Aboriginal is no longer valid and the ministry no longer has a code for not aboriginal – only interested in those that are. Take Two removed all of the 050's so that schools did not have to worry about doing this manually.