



March 2009 - Student Enhancements Ver 15.0

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 worksheet

About this Release

- This release contains significant enhancements for many specialty functions. If you do not read contents of this release and discuss in detail you will miss features that would save you hours in manual effort.

Convert CIMS Report (Output) to a File for Excel – DOWNSMS or DOS.900

- Great new item to reduce the complexity in downloading a report to a file so that you can move it to Excel. Previously users had to copy down information and then fill out a screen full of options ... NOW EASIER. The new item allows you to 'Index for your report and then just select it ... This will automatically create a file SMSTRANS/PDOWNOUT(USERID) that a user can then bring into Excel.
- This is different than EMS.900 ... EMS.900 selects a report and emails it to someone.

Email CIMS Report (Output) – EMS.900

- Enhanced to move the report over 1/4inch to allow for that left margin that most printers need. This should have no affect on most things but if you have found reports too far to the left and being cut-off – this has now been resolved!



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.

Print Parent-Teacher Interviews by Teacher – CBF.303

- New report to print parent-teacher interview schedules for teachers based on file uploaded from CBF. Report is also available from Teacher Connect .. Goal is to reduce paper!

Basic Student Information – STU.301

- New Emergency Contact Screen (Option from Emergency <F14>) allows schools to manage additional out of province contacts, additional emergency contacts, and other contacts. In addition use report STU.550 or STU.551 to report on this information.
- Registration Screen – now displays AM and PM bus numbers from transportation if it is on-file. In addition, this information is still available in detail within option TRN.999L to see all of the pickup and drop off details.
- ****VERY NICE**** Schools are struggling with updating guardian1 and guardian2 information as per the mailing address screen versus the second detail screen. Some of the errors are occurring because address information changes to the student were not necessarily updating to the guardians. This has been resolved. As long as the guardians have the exact same street address – CIMS will ensure that the detail screen matches the student address screen.

Student Mailing Labels – STU.519

- Label looked odd when #20 Ministry/Pen# was selected. Now the heading information of MIN# will precede the number so those reading the label will understand what that number is.

Mass Email Message to Parent/Student

- Added new ‘Test Email only’ option that ignores all of the selection prompts and emails a message to the email address specified. This prevents you from having to put your own email address in a kid to test what the email will look like and if email is working. Once you select Test Email Only Y A second screen will appear asking what email to send to.

Student Columnar/Text Tag Details Report – STU.585 ** New Report

- Selects students who have a particular tag and in addition to demographics include all of the tag contents in the report. STU.530 will not print the contents of columnar or text tags – this is the only option that will!

Student Picture Roster – STU.890

- If you request entire school – sort order has been changed to alpha not alpha by grade
- New option to limit report to letter last name starts with .. so you can logically break the email and report to be an acceptable size or to manage changes
- Shifted report over 1/4inch so that left margin will not cutoff for certain printers
- Enhanced course/section selection to user can just select a course if all students in all sections are required

Letters – ATT.280 to create and STU.994 to print

- Enhanced for format PCA – If user creates a letter ID of PCA – then parent connect ID, password, and postal code information will appear at the end of the letter. This is ideal for those wanting to send something to parents indicating how to use Parent Connect and how they would log in (Guardian 1 ID only).



CIMS Student Scheduling Module

Student Course Requests – SCH.410

- The DNS (No Schedule changes) tag if assigned to a student shows up right at the top of the student so that any user would be aware. NOW a new tag called COA works in the same fashion. If you add a 'COA' (Counsellor assigned) tag to a student and input 'Counsellor: Donna Bell' within the tag .. then that name will appear at the top of the schedule so all are aware of who the counsellor is AND it allows counsellors to update this information themselves.

Web Course Requests – SCH.441

- Added a new print option so user has the ability to print out the format and confirm everything has been added/looks good.
- Updated the Title fields to allow for upper/lower case
- Enhanced format on the web to show both pre-requisites and course description. This means schools should consider, in SCH.310, inputting their course descriptions and pre-requisites then parents would not have to look to your course handbook independently.

Teacher Block Grid Listing – SCH.598 ** HUGE enhancement for Teacher Connect and dealing with Teacher Subs

- Added new Day __ Select. This is an ideal report to give to a Sub coming in to replace a teacher on a particular day. Ask for Day and Teacher And appropriate class lists page broken by blocks will appear but only for courses taught on that day for that teacher.

Print Student Schedules Box Format – SCH.787

- Added new select option 'Includes courses from other schools?' If chosen, in addition to the box format a list of course, section information will appear at the bottom of the page indicating all other scheduled courses for that student from other locations

Course Optional Box Grid Print – SCH.998G

- Added option to limit course lists to only those taught on a particular day.

Exam Conflict Matrix – SCH.915 * Great Enhancement**

- Currently the exam conflict matrix indicates how many conflicts you will have if you put two courses at the same time (indicate X in SCH.310)
- Now SCH.310 allows for more than just an 'X' to indicate course is examinable. If you input table values for when you think you will be offering this exam (eg: 1 = Monday Morning, 2 = Monday Afternoon, 3 = Tuesday morning) then when you run SCH.915 it will indicate what could conflict and then what is conflicting and total number of students affected. This way you can juggle your exam scheduling and re-run SCH.915 and know how many and who is affected in total.



CIMS Student Attendance Module

Input absences by full week by Tag – ATC.423 *New Program

- New option to be able to maintain attendance for a whole week (AM/PM) for a selected tag of students.

Attendance Calendar – ATT.210

- Enhanced the view to show defined calendar code types to help schools in categorizing calendar items

Maintain and Print Detailed Attendance – ATT.431

- Added F19 to display discipline records so user can check whether there is a suspension on-file without having to leave the screen.
- Enhanced student schedule view – Day 1 of the student schedule was shown if a non-school day was selected .. now nothing shows.

Print School Calendar – ATT.513

- Added new limit to category types (select up to 6) if you want to print only certain types of items

Print Student Absence Info by Teacher/Course ** Great enhancement

- Previous to this release students enrolled elsewhere but taking a course with you did not appear on your absence report if they were away .. now they do!

Many attendance Reports and Statistical Calculations ** Great enhancement

- We adjusted our attendance calculation to disregard school stamped on the record – look to just the kid, course, section. This will now consider all absences for students who are not enrolled in your school but taking courses in your school. The only crossover issue would be for a student that is taking the same course and section in two schools during the same period and term (should not occur).

Absence Callout Download to Synrevoice – SYN.615

- Added new download option #4 to include students with no reason or where reason given is defined as unexcused

Teacher Block Grid Listing – SCH.598 ** HUGE enhancement for Teacher Connect and dealing with Teacher Subs

- Added new Day __ Select. This is an ideal report to give to a Sub coming in to replace a teacher on a particular day. Ask for Day and Teacher And appropriate class lists page broken by blocks will appear but only for courses taught on that day for that teacher.



CIMS Student Grading Module

Grade Matrix Selection Formats GRD.292 / GRD.590

- Added more fields and more columns for selection to accommodate a wider number of courses. This has pushed the selection to 2 screens.

New Theory – CIMS allowing for Performance Indicators in addition to marks & Comments

- Some schools may want to start indicating more than just work habits per reporting period – call them other performance indicators such as behaviour, homework, participating, meeting potential. We have adjusted teacher connect (for teacher input), grading worksheet verifications (GRD.5xx), and the report card (GRD.511) to allow for collection of up to 16 performance indicators (4 per report card if you do 4 reporting cycles) which we store in comment buckets. As an end result the indicators will appear on the report card in a separate section right below narrative. It means two extra lines per course – One for the nice separator banner and the second line to spell out the indicator values and grades:

```

BIOLOGY 11 S BI 101 3 90 91 91
M SEMELOV TERM 1 - 2
This student continues to maintain a good level of achievement.
Test out the narrative for the biology section.
----- PERFORMANCE INDICATORS -----
HOMEWORK: G MEET POTENTIAL: G PARTICIPATION: G BEHAVIOUR: G
ACCOUNTING11 AC101

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- In order to setup for using performance indicators: GRD.203 one-time to setup your indicator titles (*H1, *H2 ... must start with a *) and give them meaningful short descriptions that will appear on the report card. Then setup an additional GRD.21E format to collect indicator values (if your regular GRD.21E does not have enough comment column space)

Report Card Print – GRD.511

- Enhanced to print performance indicators (as shown above)
- Now separates the third guardian report card copies. When report cards are requested there used to be one job sitting on hold containing all of the report cards and the second copies were sorted in with each kid. Now, 2 jobs will appear on hold – one with the report cards all of them and a second file with just the third guardian copies so that you can manage them separately for mail/email.

Student Transcript Print – GRD.550

- Added GRA as a default in the Grad Tag field so by default transcript print will indicate graduated if the student has the GRA tag.

Print Students with Specific Marks – GRD.558

- Enhanced to print additional grade title not based on a select, ie: Show me all failures for grade title T1% but also print additional grade title T1W so we can see those failures and also see what their work habit for that failure was
- Added lates (absences already on report) and Special Ed category/Level to report
- Added ability to email if report is being run by teacher. If you sort by teacher Y and email Y and if you have teacher email addresses in STU.240 – then in addition to a report for you the teachers will each get their appropriate courses/kids emailed automatically as an attachment.



Mass Fill Grade or Comment Title for a specific Course/Sec – GRD.864 ** New Item

- New option to mass fill a grade and/or comment title with a specific mark value



CIMS Student Assessment Module

Assessment/Payment Maintenance – SGH.410 and SGH.430

- Added function key <F2> to be able to view the student schedule right from within fees

Assessment/Payment Grid List – SGH.530

- Added grand totals Assessed\$, Paid\$, and Outstanding\$ amounts. Totals will print on a separate page depending on the sort order

Assessment/Payment YTD summary by RevCode – SGH.540 ** New Report

- New option to produce a YTD summary report of assessed, paid, and outstanding by revenue code.

Dayend Assessment/Payment List and Posting – SGH.550

- Enhanced to show charges and payment split between current unposted and previous (already posted). Now user can tell when they run report only Y what amounts are going to get built to a cash receipt versus what had already been posted in previous receipts.



CIMS Textbook Module

None.



CIMS Transportation Enhancements

School Student All Bus/Route Listing – TRN.997

- Added option to be able to print grid boxes. You can print this list in a variety of sorts and it will print for transported students ... student information, pickup and drop off details, address and phone information, and potentially grid boxes.

New Transportation Alert Tag – ZTR

- If you add a ZTR tag to a student (transportation responsibility) then that student will have a Red transportation alert show up on TRN.999 and on student assessment. This would make schools aware that this student is on alert in terms of any transportation related information – should be dealt with by transportation.



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

- NONE.



CIMS British Columbia Special Features

Master Schedule – SCH.320

- Ministry is now sending a Ministry File with inactive and active courses and they are identifying the inactive ones. Master Schedule <F4> to Ministry view now shows only active courses and will only allow you to put and ID that is active.

Ministry Definitions Report – SCH.553

- Now checks that ministry course is active and reports on errors
- Now allows for longer (10 character) BCeSIS code for SADE transmissions

List Completed Courses by Student – SCH.599 ** New Report

- Select any date range. A list of all students and what courses they completed in that time range will appear. Great to balance against DL transmission to know what students should be included in the run.

Student Transcript Print – GRD.550

- Added new logic to accommodate School Completion Certificate. If GRA tag is added to a student AND the student has a SCCP marked in their 1701 Graduation Requirement Year then the transcript print will indicate School Completion Certificate instead of indicating 'Graduated' AND when you are indexing for a student SCC will appear rather than *GR

Auto Nightly Job – AUT.101

- Now that the nightly job automatically builds TRAX we want to make sure that during school preparation (July, August, start of September) that the AUT.101 is turned to 'N'. When schools are ready to start traxing, they will go into AUT.101 and turn it back to 'Y' for the year. **THIS IS CRITICAL.** If TRAX is turned on too early it will mean a mess – master schedule to ministry definitions have not been checked, kids moving in and out of sections etc. Board Office will be responsible for turning the value to 'N' upon yearend rollover (July) and then schools should know nearing the end of September to turn it back to 'Y'.

Basic Student – 1701

- New Field to identify support blocks as per ministry requirements. Also added a new auto-build option TRA.904 to review student courses and auto-fill the number of support blocks. TRA.904 calculates support blocks based on finding a BceSis code of XSPBK in the course definitions (SCH.310).

Student PSR – 1704

- Added new Index by Legal Name to assist in finding information based on Legal name

Student Passport to Education Maintenance – STU.388

- **VERY IMPORTANT:** Added a new option to 'P'rint PSR at time you are taking care of the passport. This means that you can print an updated PSR for graduated Grade 12 students at the time you update the Passport so that the PSR reflects your passport entry. It must be done per kid at time of entry because they are no longer yours and there is no ability in the new year to print PSR's for last year grade 12's in mass.

Build Student Achievement (SADE) Transmission File – TRA.118 ** New Item

- New option based on Ministry requirements to accumulate all students, their courses, course add/drop/complete dates, and marks.
- The option creates a transmission file for import into the new SADE exchange web application. It also creates a verification file (SMSTRANS/PTRA11V) and reporting for the school to ensure that information is complete. The only pre-requisite to be ready for SADE is to ensure that all non-trax courses have a BceSis course code associated to them (SCH.310). Otherwise CIMS is just grabbing information from your standard practices to create the necessary information.
- The transmission file has been made ftp ready (all numeric fields are zoned not packed) so that districts can create a script to grab the members automatically and update the web application without having to do file transfers for each location) ... For more details on this talk to Stephen at SD83.



CIMS Manitoba Special Features

Student Graduation Status <F6> from SCH.410

- Now displays the Graduation Requirement year from the student demographic screen so user can assess an appropriate student plan as per grad year (based on year entered grade 9).

Graduation Requirement Status Report – GRD.572

- Enhanced to use the Graduation Requirements year on the student MB screen to calculate appropriate graduation plan

University of Manitoba Mark Transmission File – MIN.211 ** New Item

- New Process from the UofM ... Students apply online to the University. The University collects all this information and then will provide each district with a file of all the students they need information on. District Office loads the file and then prepares a file in return that has all of the necessary course and mark information for the University. This should be done at the district level and means that schools do not have to do anything with regards to updating UofM with information.

Build PTSR Export to Web for Provincial Exams – MIN.215 ** New Item

- The Ministry announced in 2009 that all provincial exam registrations have to be done on the web. To save the many, many hours of input for all students in examinable courses – CIMS now produces an XML export file that can be loaded directly to the web application. In MIN.215 user indicates what courses to include and a file SMSTRANS/PMIN215X(clientxxx) is built containing all of the necessary information. If your school is doing this manually CONSIDER CIMS!!!!

MB Level II/III Students Attendance Summary – MIN.990 **New Item

- New report as per Ministry to give attendance summary info for all level II/III students. This is a complex report that reviews all student registration lines (in/out/transfers) and all absences to calculate an accurate attendance percentage. This report includes any level II/III student that has attended anytime during the school year. It is a very important report and student services should be made aware of this report so that they do not attempt to do this manually

Basic Student – Ministry Screen

- Added a new Graduation Requirement year so that an appropriate graduation plan (based on year the student started grade 9) can be used in calculating whether student is meeting the appropriate grad requirements. The ministry is in the process of changing graduation requirements over a 3 year period so students will have different graduation requirements based on the year they started grade 9. Currently there are only 3 graduation requirement years, 2008 (entered grade 9 in 2004-2005 school year or earlier), 2009 (entered grade 9 in 2005-2006) and 2010 (entered grade 9 in 2006-2007 or after)