

**August 2009 - Student
Enhancements Ver 15.5**



CIMS Basic Student Information and Reporting

Student Discipline Listing/Profile – DSP.512

- Added option to run report based on next year line. This will allow you to get a glimpse of your incoming students providing the other school(s) are utilizing discipline and you ask to included incidents from all schools Y

Basic Student Information – STU.301

- There were some issues with catchment and address validation. We have re-written that section to do a much better job at looking by street and even/odd and postal code to compare to the catchment table.
- Added additional 3rd phone number fields for Guardian1,2, and 3 and have adjusted all of the reporting (STU.550, STU.551) to display the third telephone number. We have also updated the emergency screen to show all of the numbers when you view the emergency screen.
- Have added a new field to house student cell phone number (front screen demographic)
- Added 2nd telephone number fields for Emergency1 and Emergency2 contacts and adjusted reporting to show these additional telephone numbers

Student Transfers – STU.301T

- Now shows right as you have selected the student if the student is a ****BUSSED STUDENT****. If CIMS finds an existing transportation record for the student, the message will be displayed hopefully reminding the person dropping the student that if there is special paperwork to deal with bussed students withdrawing – to do it!

Mass add tag for 3rd guardians marked for Mail Out – STU.695 **** New Option ****

- Many CIMS reports and labels run based on a tag. This new option lets you automatically mass tag students based on their 3rd Guardian wanting to be involved, ie: Att/Email Y on Guardian3.

Add New Tag based on existing other Tags – STU.696

- New selection to be able to copy the contents of an existing tag into the new tag being built

Maintain additional Teacher Access for a Course/Section – TCH.420 **NEW ****

- New option and database for teachers and the office to give other teacher(s) access to particular course and sections. This should assist in providing a **TOTALLY** flexible environment as to what course/sections a teacher will see in Teacher Connect. If teacher's are team teaching and TeacherA wants TeacherB to see particular course(s) – in Teacher Connect that teacher can assign that access or at the office you can assign that access with TCH.420. If you have Phys Ed courses where the kids move – open up access to the x number of teachers that divvy up the group.

Teacher Connect – Sub Assignment Maintenance – TCH.410 **** New Item ****

- If you are using Teacher Connect this is an EXCELLENT thing to consider for when TOC/Subs are coming into the classroom. Many of you are using SCH.598 to print the teachers schedule of students for Sub/TOCs coming in for the day. This allows them to know who/what they are teaching and can also be used as an attendance sheet. This new option allows you to provide temporary access to the teacher's Teacher Connect without having to worry about re-changing the password or mucking with the teacher assignment ID. With TCH.410 you can assign a Sub ID and password and effective date. We recommend setting up a Sub ID that uses the 1st 3 digits of the teacher ID say SUBSEM (for teacher SEMEM). There are now additional sign-in Ids within Teacher Connect for the Sub. They must:



- Input the Teacher ID they are replacing
- Input the Sub ID and Sub Password you have assigned to them in TCH.410



CIMS Student Scheduling Module

Scheduling Options – SCH.101

- In 'C'hange mode all of the scheduling items (grading, periods, terms...) are set to 'Y' as when they were set to 'N' schools were confused as to how to recheck/edit those additional screens.
- CIMS will now allow for up to 9 terms to be defined (previous max was 6)

Master Schedule – SCH.320

- Now disallows a course/section to be deleted if students are either scheduled or dropped. In order to be able to properly report and do things like Sade (BC) the course/section must remain in the master schedule even if enrollment is currently 0.
- New 'I'ndex by Grade level ... can view your master schedule by grade level rather than just by course/section which can help in scheduling time.

Course Requests – SCH.410

- Main screen now shows student homeroom and homeroom teacher
- Changed <F22> drop message. If this function key is pressed the bottom message indicates that all courses will be dropped and tells the user to <F12> to cancel if they did not mean to do this
- Added <F4> to be able to select report card format

- Instead of being blank, report card format will default based on whichever format you have turned on for teacher connect (GRD.21E). This has to be communicated to staff so they are aware that they can control which marks they see or all
- Added a new Index to view students by Ministry/PEN# ... this can assist in showing missing PEN/MIN#'s for students that are yours or are not yours but are taking courses at your school
- Added new <F21> to options to be able to access registration history information from the course request screen

Print Course Request Tally – SCH.510

- In previous releases the link courses where identifying themselves in preferred term counts – and now they are not which will give a much more accurate reflection of special term cases

Course Request Inquiry – SCH.523

- Added option to include/exclude alternate requests. NOTE: If you ask for include only scheduled requests and there is an alternate scheduled – that student will be included.
- Enhanced print to show the course(s) and course types even if all course requests are not selected

Print Student Schedules (List Format) – SCH.581

- Print Teacher Room has changed from just Yes or No to Yes, No, or Room only

Print Course Request Verifications – SCH.590

- Added option to be able to add a standard message code to bottom of each verification form – uses STU.120 first 4 lines x 70 characters
- Credit count now considers links, ie: before would just counts as ‘1’ .. now it will look at all of the courses within the link and add that as the credit total

Create Master Schedule from Proposed – SCH.622

- New prompt to allow user to select what to do with the preferred number to resolve to a reasonable absolute value. Check in SCH.330 as to what the preferred max says (it defaults from SCH.310 or from previous master if it has been copied) to assess whether you should be adding 0-5.

Course Request Combination Validation Report – SCH.653 NEW REPORT

- This report will go through all of your existing combinations (SCH.651) and confirm that courses are still valid and active. All these errors MUST BE FIXED before running SCH.652
- SPECIAL NOTE: A new message has been added to caution schools that use ‘A’lternate requests to be careful about automatically replacing type, ie: If a student has requested AC 101 as an ‘A’ ... you should not have an entry in SCH.651 to change any AC 101 to an ‘E’.

Print Student Schedules – SCH.787

- If the course has been completed then it will show as completed on the schedule print

Print Master Schedule by Block or period – SCH.563

- Super enhancement to include additional columns on that report: 1) Number of students not scheduled in that course 2) Total number of requests for that course ... These two fields will

help as you analyze the success of your scheduling per course/section how many students are affected by that course.



CIMS Student Attendance Module

Calendar Notes and Codes – ATT.212

- New Feature within your calendar code definitions to restrict that calendar type to display to Parent Connect, Teacher Connect, and/or Admin Connect. This will allow schools to create an internal calendar (to keep track of things like lunch hour supervision, team meetings, etc) that is visible say to only Teacher Connect and Admin Connect. This is a VERY powerful new tool. Consider its opportunity!

Maintain and Print Detailed Absence – ATT.431

- Now indicates student homeroom and homeroom teacher on screen next to kid's name so as you are dealing with the student you know right away the homeroom details as well
- Added ability to <F>key to student assessment and system highlights if fees are owing ... so if fees are owing and you are already talking to the parent – might as well discuss o/s fees as well!

Print Course Attendance Letter – ATT.581A

- Now enforces that if you are updating a tag – either student# or multiple student#'s must be selected. This should prevent tags from being built by pressing <Enter> to early and not selecting kids.

Group Absence Maintenance – ATT.620 ** Reminder **

- Selecting a date range does listen to school day codes (ATT.210). If you take a student and mark them away for a month and there is a non-school day in there – it will not mark the absence providing the official school day AND local school day fields are both blank in ATT.210 to know that the day is not a school day.



CIMS Student Grading Module

Student Report Card Format – GRD.211

- Trimmed the report card description to 35 as that is all that will show on the report card print. Make sure to review your GRD.211 formats and edit descriptions if necessary.
- New option in formats to Show Alternate Symbol Y/N/B – 'B'oth indicates that you want both the numeric (78%) and letter(B+) to show. The letter grade will appear below the numeric. This means that in BC – you may consider NOT holding a letter grade bucket which would simplify A LOT. Have the discussion for sure within your building to see that

the ONLY mark value you hold is a T1% The bucket will accept a non-numeric when you need to and in this case would only print one value (INC) and nothing for alternate.

Report Card – GRD.511 ** Huge Enhancement **

- Added option to electronically file a copy of each student's report card ... AMAZING ... Along with your printed copy – the system will create or overwrite a .pdf of that same report card to the CIMS efile system. This electronic report card is then available to teacher connect, parent connect, and admin connect to view and/or print. It is important to run this efile copy AFTER you are sure that all changes are totally done. This option slows down your print probably 10 minutes! So do your report carding ... then do the efile copy.

Transcript print – GRD.550

- Shifted marks over a bit to allow for PDFing (EMS.900) the transcript. Previously the right margin was cutting off.
- (BC Only) TRAX courses marked as Exclude credit Y are still included on the transcript print BUT their credit will print as 0 and are not included in totals.

Print Students with Specific Marks – GRD.558

- Added 5 more courses to the exclude – so now you can exclude up to 9 courses (and also those you have marked as non graded in SCH.310)

Mass Correct Course Completed Date – GRD.865 ** New Option **

- This option will review all of the course requests and ensure that completed date makes sense:
 1. Clear completed date if there is no final mark
 2. Fill in a completed date (as specified in the prompt) for all courses that have a final mark and no completed date

Performance Indicators Detail/Summary Report – GRD.598 *New Report *

- New report that operates like an honor roll report (GRD.591) but based on performance indicators rather than mark values. You can attach numeric equivalents to the values our just count in order to come up with some consistent measurement.



CIMS Student Assessment Module

Assessment/Payment Maintenance – SGH.410, SGH.420 and SGH.430

- Changed the default ALL SCHOOLS to 'N' so that if you do Index it will limit to your own school unless you change it to Y

Student Statement Print – SGH.526

- Now allows for class '?' selection to accommodate 9? (all grade 9's) where you have them designated to class 9a,9b,9c ...
- Added ability to email student fee statements to guardian 1,2, and/or 3 instead of printing a paper copy. When you request statements and email a register will be produced of all

students who received email statements instead of paper ones along with statements for all non-email ones.

Student Receipt Print – SGH.527

- Added additional revenue code selection fields
- Now allows for class ‘?’ selection to accommoda



CIMS British Columbia Special Features

Student Course Requests – SCH.410

- Sade and TRAX and the grad calculation are all smart to look past just SCH.320 ministry definitions right to that student's record to confirm whether the student is getting regular course/section treatment or whether the office has used the overriding Alternate ID.
- Counsellors commented that the grad screen <F6> was too confusing. We moved the electives to within the main body so it adds in with the core requirements. We moved the totals to the bottom.

BC Grad Requirement Status Report – GRD.573

- CIMS now smart enough to look past the standard SCH.320 trax definition to look into the student trax record alt ID to use it if present.
- Added option to automatically build GRA tag based on grad calculation. It will not duplicate tag if it already exists. Report will identify which students got tagged.
- Can run the report based on current year line or next year line (ie: review all next year grade 12s)

Report Card – GRD.211 and GRD.511

- Talk to administration about having to physically ask for/keep a letter bucket field. With the new 'Alternate Symbol B' this means that report cards would show both values without having to maintain a T11,FIL bucket!
- For Trax examinable courses – the report card will automatically show PND (Pending) below the credits field if there is only a SC% in the trax record. This way the parent is aware that this mark is pending Ministry sending back a true final mark.

Student Transcripts – GRD.550

- Pushed formatting over slightly to work better when you EMS.900 to email a copy of a transcript. Previously the right margin was cutting off the right mark edge.
- REMINDER: Trax marks that are asked to Exclude credits 'Y' are still printed on the transcript but credits print as 0 and they are not included in the totals.

Build TRAX Files Summer School – TRA.100SL

- Added a new Exam Requests select that will build a transmission file for all students regardless of whether the course is complete or not. This can be sent to request exams.

DL Course Statistics Report/File

- New exclude courses added before YY/MM/DD to exclude previous year courses from the report.



CIMS Manitoba Special Features

Master Schedule – SCH.320

- On Second screen (Ministry course details) there is a new delivery mode field which defaults to 01 – classroom. This is now a mandatory field and must be edited to accommodate alternate methods (independent study, no teacher supervisor, online, distance learning). Take Two has changed all appropriate screen, files, and reports to accommodate this new field.

Student Course Requests – SCH.410

- New Print Course Profile ‘Y/N’ available right from the grad requirements screen that will show how the grad plan is filling out based on what course completions/schedule VERY COOL and must be shown to counsellors
- Adjusted the view/print to put current credits as earned if course has a passing final mark

MB Grad Requirement Status Report – GRD.572

- New include/omit based on tag
- Added option to automatically build GRA tag based on grad calculation. It will not duplicate tag if it already exists. Report will identify which students got tagged.
- Adjusted current credits to earned if course has a passing final mark
- Can run the report based on current year line or next year line (ie: review all next year grade 12s)

Student Demographics – STU.301

- New additional field to indicate number of Courses for students enrolled in 2 different enhanced programs to track the number of courses in each program:
No. International Language Courses Program 1 ____ Program 2 ____