



March 2010 - Student Enhancements Ver 16.0

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:

About this Release

- This release contains many new items related to gradebook. It also contains changes and enhancements to many reports. Take the time to read and resolve which items deserve further thought to deploy within your building!

Reminder

- In previous release, an additional screen for other and extra contacts was added that allows schools to indicate as many additional contacts as necessary. Also, third telephone numbers had been added for guardians and emergency contacts. Schools who have in the past misused additional comment fields or description fields to add this information should edit those records and put information into the newly created fields. Not doing so means that contact reports and synvoice downloads still do not contain the complete information!



CIMS Basic Student Information and Reporting

Upload CBF Parent/Teacher Interview Schedules – CBF.301

- Added fields to build all timeslots into the file based on 3 date range and time selects on the prompt screen. All interview times for students plus empty vacancies are within the file so a printout by teacher will visually show all empty/potential free spaces.
- NOTE: When this option is run, it automatically clears previous interview schedules

Print Parent-Teacher Interviews by Teacher – CBF.303

- Reformatted report to use new empty timeslot file
 - Added guardian name(s) to report
 - At bottom of report per teacher/course/section indicate those who have requested an interview but could not get one scheduled so teacher is aware of this status
- ** Note: This report is also available within teacher connect so the office could consider not producing/distributing to teachers

Purge CBF Parent/Teacher Interview Schedules – CBF.301D ** New Item **

- New option to be able to clear previous interview schedules. If your school wants to clear out interview information once interviews are over rather than to wait for an overwrite at the next upload – you can use this option.

Define Teachers – STU.240

- Teacher ID codes cannot contain a '/' or '*' or '.'. The screen now indicates that the characters should not be used. The description can use the characters – just the ID cannot.

Parent Authorization Codes – STU.255

- CIMS automatically generates parent Ids and takes care of creating separate Ids for Guardian2 and Guardian3 if they exist and live at a different postal code than the student. By default all guardians have access to all of the student information but we have limited editing of contact and guardian extra details (phone numbers, place of employment) to just Guardian1. If this is a problem for some families – then STU.255 will now allow you to update G2 or G3 to have full access.

Basic Student Information – STU.301

- Added new flag for Guardian2 'Include in Rep Cards and Attendance report mailings and email'. ONLY mark this as Y for G2's who live at a different address otherwise second copies will be printing unnecessarily.
- Firmed up email address validity checking. Only input one email address on the line (if a parent provides more than one – can only input a single email address per guardian) and do not enter non-email address information on these lines. If mass emails are done to parents and bad information is in these fields then then program will stop when it hits a bad address and not send further emails causing partial distribution of information.
- Enhanced the Transfer From single description field to now indicate Original Entry From – a coded field plus description. Each district will decide how important it is (or not) to track this information and direct Take Two to make this information mandatory or not.
- New phone type added for 'F' ax when describing what type of number is being inputted (cell, pager, fax)
- CIMS is much smarter now to not allow crap into the apt and street number fields. No leading spaces, no dashes or pound sign, and cannot have an apt# without a house number. We warn users of this because if they go into records now that have now unacceptable information – they will be forced to update the record.

Mass email students and parents – STU.525

- New option to 'cc:' Admin Group. If Y is selected, then whoever is identified in STU.240 as Admin Group 'Y' will also receive an email providing you have an email in their STU.240 record.

Copy Teacher Passwords from Previous Year – STU.542 ** New Item **

- New option to copy teacher passwords from previous year to new year. We open the year in January and at that means that there is 6 months of time teacher could have changed their password and new year file will have what occurred in January. STU.542 will only copy for existing staff and only if previous year password was not blank.

Student Picture Roster – STU.890

- Enhanced selections – new prompt to request picture roster based on Restricted Alert

Student Registration Forms – STU.892 and STU.892S

- Added additional phone numbers to standard forms. If your custom district form does not contain them, review your form and fax/email where you want the additional information printing.
- New select option to ‘Exclude printing homeroom and homeroom teacher’ – If you hand out confirmation forms early and do not want the homeroom details printing yet .. can do
- Changed email address field. If no email address is found in CIMS – and underline appears prompting the parent to fill in. If we do have an email address on file it prints not underlined to help with readability.

Student Info Binder Copy (3 Kids/page) – STU.995S

- Added additional guardian phone numbers
- Reformatted doctor and health information slightly to accommodate printing of additional phone numbers



CIMS Student Scheduling Module

Scheduling Options – SCH.101

- Opened up the term screen to allow for up to 9 terms. This has been done for middle schools to accommodate those schools that want to segregate their options courses where kids are in strands for a length of time that does not match normal terms each separately. If you do define more than 4 terms there are complications elsewhere (using proposed master, defining your synonyms, consistent term definitions with other schools to accommodate students taking courses in multiple buildings). Consult Take Two if you are interested in defining more than 4 terms.

Maintain Course Descriptions – SCH.317 ** New Item **

- New option for schools to maintain additional course description that is visible from online course request entry and can be printed in SCH.550. For districts that do not allow their schools change access to SCH.310 – SCH.317 provides them the ability to still add their own course description content for the course.

Print Course Listing – SCH.550

- Added new column to show status of course code in current/previous year master to help at course offering time to know whether to include this course or not in new year.
- Added selection to ‘Include course descriptions’ which will include description found in SCH.310 plus SCH.317.

Print Student Schedules – SCH.581

- New prompt ‘Print other school courses’ so that schools can choose to print a list of scheduled requests for the student at other schools

Sort Student Course Requests – SCH.619

- Added new option to sort by Term and then block

Print Course Request Worksheet/Verification – SCH.590

- Added a new Previous Year Homeroom. This will allow schools to provide listings by teacher advisor (homeroom SCH.684) if TA teachers are working with students in completing their course requests. This report has also been added to TeacherConnect so teachers can identify who in their homeroom has completed next year course requests.



CIMS Student Attendance Module

Maintain Student Attendance – ATT.431

- Enhanced to show homeroom beside student name on absence view

Print School Calendar – ATT.513

- Enhanced to print block rotation next to date/school day code. Note that it prints only periods that have time of day associated with them. This will help for schools .pdf posting this calendar to their website or printing and including in newsletters.

Print Absences by student – ATT.596

- Enhanced print to get the homeroom and school based on the prompted school rather than where the student currently is. This helps when printing attendance for students who have already withdrawn from your school.

Public Health School Attendance report – ATT.896 *NEW Report *****

- New attendance report that provides for the whole district (or can be run by school) number of students absent for the day and a percentage. The goal of this report is for reporting/posting high level of absences for a particular date.
 - Students absent for <.5 of a day are not considered in the report
 - Run by district, district can exclude certain school summary types (alternate schools)
 - Some schools may have to confirm their ATT.101 options to confirm not too many periods are marked ON (too many extra periods on will take students off the report thinking that a day away means say 10 periods when it should be 5)

Synrevoice automatic send attendance to dialer Setup – SYN.101

- Within the setup there is a new ASP area code field. If blank, download will include whatever is in the students' phone number(s). If not blank AND no area code has been specified on the students' phone number(s), then the area code specified in SYN.101 will be added to the downloaded record to accommodate the ASP model of synrevoice where the dialing is occurring in Toronto meaning area code is necessary.

Synrevoice download – SYN.615

- There is a new ASP area code prompt field. If blank, download will include whatever is in the students' phone number(s). If not blank AND no area code has been specified on the students' phone number(s), then the area code specified will be added to the downloaded record to accommodate the ASP model of synrevoice where the dialing is long distance

Build Synrevoice ASP Emergency Address Book – SYN.616 **New Option**

- This is a new option that creates complete address book download. In the regular address book and download only 2 telephone numbers are included. In this new option all guardian and emergency contact names and telephone numbers are loaded to the address book and creates a file SMSTRANS/PSYN6161(xxxxxyyy). In emergency situations and where you may want to use the ASP offering from Synrevoice use this option!
- If you use call order, the call order will be in the order you have specified



CIMS Student Grading Module

Grade Title Setup – GRD.201

- New flags available in GRD.201 to allow schools to which grade titles will appear to Teacher Connect gradebook assignments and that they will be able to upload marks to from gradebook. We recommend that available to teacherconnect items could be the whole year of values that make sense to categorize teacher assignments to BUT you should only have upload Y at that time for only acceptable buckets and you should be turning these off/on to match the timing of your grading periods.
- New ability for schools to edit the grade title description. Note that first 8 characters of the description are what appear as grade title headings on your report card and the remainder is to describe the grade title so that teachers in teacher connect can more easily identify/choose the appropriate grade titles.

Grading Worksheet Formats (GRD.21E)

- New “lookup” option added for teacherconnect. This means that schools can have a worksheet open to schools at all times in lookup mode (perhaps this would be a format called ZAL that includes all grade titles and comments). At each grading time period schools would then control access Y to the appropriate format also to present this worksheet for editing. When a teacher sees the list they see whether the worksheet is lookup only. If you do want a lookup format and it encompasses the whole year – name it Zxx so that it always appears at the bottom so at grading time – your editing sheet will default rather than the lookup only sheet.

Student Report Card Print – GRD.511

- New field has been added to Family information to be able to flag Guardian 2 as “Repcard/ATT Mail” Y ... If you do this and you print report cards an additional copy will also be printed for guardian2 (and guardian3 if you have that flagged).
- If you have only narrative comments on a course (no marks) previous to this release if you had show non-graded courses ‘N’ the course would not show because there were no marks. The report card is now smart enough to also consider comments.

Student Transcript Print – GRD.550

- Added new Sort by Student so schools could produce straight alpha

Student Assignments by Teacher/Course Report – TCH.560 ** New Report **

- For those schools utilizing teacher gradebook – this report will produce a detail listing by teacher/course/section and assignment(s) of students and what they achieved in the assignment(s).

Student Assignment Profile by Student Course/Sect – TCH.561 ** New Report **

- One page profile per student course/section that identifies all details of assignment marks, comments, overall average.

Student Assignment list by Student – TCH.566 ** New Report **

- Perfect report to find students not completing assignments. Report prints per student and can be limited to just those with outstanding assignments



CIMS Student Assessment Module

Special Note re: Dayend Posting to SchoolBooks Cash Receipt

School Fees will summarize and post all lines positive or negative. Schools will have to assess what occurs within their own systems regarding refunds, i.e.: If a student pays \$100 for a lost textbook and then returns the textbook for credit this means a \$100- entry in payment. It is important to use an appropriate payment type to highlight these entries so that you know how to address them within schoolbooks.

CSH	73,060.51	
CHQ	5,000.00	
RFC	200.00-	(Refunds entered into school fees which are not posted at day end as fees will be reversed when refund cheque is issued to student)
RFD	100.00-	(Refunded items where student was given cash back)

RFC items will not post at day end. The report will identify the total amount of RFC and schools can confirm the RFC entries (SGH.535) and ensure that within schoolbooks they will be handling the accounting through doing a cheque.

Student Statement Print – SGH.526

- Added additional fields to be able to exclude up to 8 revenue codes from printing on statements and being included in the outstanding balance indicated on the statement.

Carry Forward Previous Year Outstanding Fees Detail – SGH.528

- Report heading identifies whether option was run Report Only or Posted
- Enhanced order of report to show in alpha order (rather than student number) consistent with the outstanding fees report to assist schools in checking/balancing those 2 reports.

Dayend Assessment/Payment Totals and Post – SGH.550

- Added ability to post for up to 3 userids at the same time (applicable to SD83 where SAS fees are managed by two offices)
- New smarter checking on cash receipt numbering. If user indicates a cash receipt number and that number already exists in schoolbooks – an error will be indicated.

Auto Create Assessment Lines – SGH.910

- Added new tag select or exclusion (i.e.: assess this fee to all the grade 1's except those that are tagged SPE)

Mass Change Assessment Lines – SGH.930 ** New Item **

- New option to mass change assessment lines – description, amount or adjustment amount. The user selects what entries to mass change (revenue code, particular date). Be very careful changing amounts if payment may have already been made.



CIMS Textbook Module

None.



CIMS Transportation Enhancements

None.



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

Build 1701 Distributed Learning Transmission File – STU.383DL

- If DLD tag active date is 20291231 then replace with blanks. You can use this date (20291231) to mark courses that you do not want to include in SADE as they have not activated the course yet without risking having it build for 1701.
- Build now treats GA students identical to 10-12 students

1704 Student Information Maintenance – STU.384

- Now allows for a new grade of RM (Requirements met) and includes that value as a credit



CIMS British Columbia Special Features

Master Schedule Teacher/Block Report – SCH.569

- (For BC): Added new teacher notifications print and incorporated the new CONNOTE and CONSULT overlays.
- (For BC): If autobuild consults records is 'Y' and the record had already existed (due to a previous consult) then the system will update with the new enrollment numbers and indicate 'Auto Upd' in comment

Student Transcript – GRD.450

- Transcript is now storing the BCeSIS code for non-TRAX records upon transcribing the entry and also shows BCeSIS Course code for non-TRAX courses within the transcript record.

BC Grad Requirement Status Report – GRD.573

- If a student had earned more credits than necessary for a particular grouping – that total used to be negative and factor into the total credits total. Now if a student has over-achieved credits in any group – then amount required will reflect as 0.

Build AVID Project Student File – BCP.390

- There were some issues on running this item per school which have been resolved.

Build Student Achievement (SADE) File – TRA.118

- If SADE course code starts with Qxxxxxxx then drop the Q and consider that course code as just xxxxxx
- Added option to post final version of the SADE file (exactly what got transmitted) to a history file so that history is accumulated and we can draw on it to establish a corrections file.

Maintain SADE Correction Records – TRA.120 ** New Item **

- New option to define/maintain correction records for Part II of SADE – send previous period corrections file.

Build SADE Corrections Transmission File – TRA.121 ** New Item **

- Build correction entries file based on TRA.120 entries

Auto-Update 1701 Secondary Number of Courses – TRA.902

- Include XSIEP courses (based on BCeSIS code) in course count regardless of credit value in definitions
- Include MGTx (grad transitions) in course count regardless of definitions
- Exclude XSPBK (support block courses) from course count

Auto-Update 1701 Support Blocks – TRA.904

- Allow option to be run at district level for all schools at once.



CIMS Manitoba Special Features

MB Grad Requirement Status Report – GRD.572

- If a student had earned more credits than necessary for a particular grouping – that total used to be negative and factor into the total credits total. Now if a student has over-achieved credits in any group – then amount required will reflect as 0.

MB Student Grad Requirements Course Profiles – GRD.574 ** New Report **

- Currently the view in SCH.410 for grad check has a print option that details out the grad plan for a student. This new report is that same profile but is now available to print for a grade level or multiple students.