



August 2010 - Student Enhancements Ver 16.5

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:

- SADE Flowchart
- Elementary Report Card Process
- Teachergradebook.doc
- Yearend/Yearstart checklist for school admin smsschlchecklist.doc
- ParentConnect Setup for admin

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!
- HUGE HUGE: We introduce a whole new module for Elementary Report Card that affects green screen (setup) as well as the connect products in teachers being able to manage the report card online.



CIMS Basic Student Information and Reporting

Display student images – IMG.301S **NEW FEATURE

- New item that allows you to see the history of all images on-file for a student and then view right from green screen. Make sure to check on your menus for this item and consider adding it to particular custom menus (eg: counsellors)

Basic Student Information – STU.301

- If you are inputting a student address and (F4) to the street definitions file and select a street – the postal code will automatically fill. This is ONLY TRUE if your district is maintaining the street database and with postal codes!
- On brand new student add – original entry code and/or description must be completed.
- Added new synrevoice email item to second screen of emergency (refer to attendance section for synrevoice details)

Safety Plan Tag - **NEW CONCEPT*

- To identify students on a Safety Plan – a) use tag SAF to indicate they are on a plan, b) attach the safety plan document into the students efolder Anyone with a SAF tag will appear in all of the connects with a Restricted STOP sign (Same as custody indicator). There is also a new indicator on front screen ‘Safety Plan’ to help to bring those students to attention.

Student Transfers – STU.301T

- Indicate at time of transfer whether student is on an IEP (as per IEP flag on IEP screen). This should alert clerical if special attention/tasks need to be done regarding IEP students.

Student Web Connect Setup – STU.324

- New option to random generate ParentConnect passwords or not. CONSULT with your district as to what method will work for your school. Do not randomly Y/N this option as it has immediate impact on generating IDs each night.
- New option to show homeroom Y/N ... This is handy at certain times of year (ie: summer) when rollover is done to let students know (or not) what their homeroom will be. Add this duty to your yearend/yearstart items.

Cumulative File Insert – STU.376

- New ability to access this option for existing AND now students whose next year line says your school. This allows you to input information early enough – before you even have that student.
- New ability to add multiple records for the same year ... HUGE ... In previous versions there could be only a single record per year (accommodate only one in/out). Now you can record all of the CUM file activity for a student to handle those students who come and go multiple times/multiple places in a year. Schools really should consider this option to manage files (get rid of that additional paperwork or spreadsheet you are currently doing this on). This information shows on the entry/withdrawal report (STU.983) and then exists with the student history – where it belongs!

Student Guardian/Contact Listing – STU.551

- New selection to limit to all with tag. If you have students marked as restricted or otherwise – can now run full contact list just for those students.

ParentConnect history Report – STU.557 * New Report ****

- New report to indicate what parents have not signed in, and indicate who has signed in and how many times. This will help with the statistics of PC utilization and ongoing success from year to year!

Maintain Web Bulletin Board Messages - STU.325 ** New Feature integrated AC **

- New option to define and maintain bulletin board messages to be displayed in the connect products. Maintenance is still a green screen option meaning maintaining the bulletin board will still be ‘office’ controlled. Excellent features to automatically control when messaging will appear, additional hyper links, email responses, etc.



Mass Delete bulletin board messages – STU.901 ** New Item **

- New option to mass delete bulletin board messages based on stop date, eg: It is December and you want to remove all previous/old messages that you have onfile for Sept-November. This does not affect whether the message appears or not – just cleans out the history.



CIMS Student Scheduling Module

Scheduling Options – SCH.101



- Important: Once September 1st has passed, schools can no longer change their term end dates. Make sure to check SCH.101 in August to confirm that the term dates for the school year are correct!

Missing Course Request Report – SCH.527

- New *UA (unassigned) appears besides students who are unassigned. Otherwise the report will show any student who has *dropped course requests with you when really you want to consider them gone.

Print Course Full Description Catalogue – SCH.551 ** NEW EXCITING REPORT

- New report to print full description catalog (all course description info, pre-requisites) sorted by a variety of ways (alpha, alpha by group, as per web format ...)

The screenshot shows a PDF document titled "WACHOVIA SECONDARY SCHOOL COURSE CATALOG" in Adobe Reader. The document lists several courses with their respective codes, grade levels, and credits. The courses listed are:

Course Name	Course Code	Grade Level	Credits
Accounting 11	AC 101	Grade Level 11	1.000
American Sign Language 11	ASL101	Grade Level 11	4.000
Automotive Technology 11	AT 101	Grade Level 11	4.000
APPLICATIONS OF MATH 11	AMA1A0	Grade Level 11	4.000
APPLICATIONS OF MATH 11	AMA1A1	Grade Level 11	4.000
APPLICATIONS OF PHYSICS 11	PHA1A1	Grade Level 11	4.000
APPMATH 11 D	AMA1D0	Grade Level 11	4.000

Each course entry includes recommended pre-requisites and a brief description. For example, Accounting 11 (AC 101) has pre-requisites AC 000 and AMA1A1, and its description states: "This is the description that lets you know how fabulous this course is and that every grade 11 student should take this course. This is the additional text in SCH.317 that you can go on and on forever about the course and only once as it carries from year to year."

Course Verification worksheets – SCH.590

- If no sort is selected, system will now default to straight alpha
- Link courses will now show on the verification sheet with all courses that makeup the link so reader can more easily tell what a link consists of.

Print Scheduled students not assigned to your school – SCH.710

- If you are running for next year 'N' do not consider the ORQ tag as that applies only to the current year



CIMS Student Attendance Module

Print Student Absence Information – ATT.515

- Added new Print Detail Y/N .. and now 'O'nly. If you select only it will not print the summary end page (some people really hate that extra sheet of paper!)

Automated download to Synrevoice – SYN802 job

- If alternate phone number is 111-1111 (parent does not want to be called at all) then CIMS will not send a phone number at all for absence or for address book
- New alternate email address for absences prompt: Alt Email for Absence Dialer ___
Blank=G1 NO=No Email G1 G2 G3 ST. This will help assist in what to send down in the automated file. If NO – then no email addresses will go – phone only. If answered – then that email address will go down with the absence record allowing user in Synrevoice to control whether absences should phone/email/both etc.

Print Student attendance ALL YEARS for a student – ATT.518 ** HUGE NEW OPTION

- This option allows you to select any student (providing that student has a registration line for your school) and print all attendance any year as per your selected date range.



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.



CIMS Student Assessment Module

None.



CIMS Textbook Module

Textbook Issues/Outstanding textbook listing – TXB.520

- Great new feature to email statements (for those with guardian email addresses) as per selection on the report (same as SGH.526).

Build Outstanding Textbook Assessment Lines – TXB.601

- Correction to update closing condition code with issuing condition code only if code is blank (ie: if has been manually adjusted at return time – want to retain that value).



CIMS Transportation Enhancements

None.



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

Course Date Details Report – SCH.597

- Added current school and class to the report
- Added final mark (grade title#1) after completed date
- (BC) If DLD active date is 20291231 show on report as blank (course not active yet)
- Now shows total students, total dropped, and total active (based on DLD tag). Active means active now (completed or dropped students not included in active total).

These changes should really help to balance. If the report is run monthly and confirmed, it will keep your students and activities accurate .

Completed Courses by Student Report – SCH.599

- Changed DLD active on/before to be a date range (look for anybody that was active between this date and that date). Also added option to include/exclude dropped courses.

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

- Added frozen library indication so that you can carry forward appropriate courses and the DLD tag info from frozen to live and for only the courses carrying forward.

Student Tag Definitions – STU.280 DLD Tag

- Added new Related to Course and Related to Level columns in the DLD tag. This is to accommodate the very rare situations (IDS courses).
- Logic has been added within the DLD tag to help ensure information is filled out properly, ie: looking for 3 digit section code, course and section cannot be blank. Also will not allow an active date in the future other than the 20291231 AND will not allow an active date to be added/changed that does not fall within the the SADE 6 Month cutoff date.

Build Continuing Ed Transmission File – STU.383CE ** New Option **

- New option like STU.383DL to build a 1701 file of all students in CE who are taking courses in the date range you select on the build. Only builds for students over 16, and number of courses is also based on those with an add date that matches the range you select.

Build Trax – TRA.201CE

- Enhanced prompt so users will not get confused in choosing between regular DL option and new CE option
- Now handles the interim reporting for failures (ie: interim failing mark will only indicate an I and now percentage value)
- Added logic to accommodate the new related to columns in the DLD tag

Mass Email Students – STU.525

- New ability to exclude students based on course completed or not. This assists in being able to send email to all currently enrolled students in a course (DL).

Registration/Verification Profile – STU.892D * New Profile ****

- New profile that shows both demographic information and course information (as per SCH.410). Shows currently enrolled and unscheduled course selections.



CIMS British Columbia Special Features

Course Definitions – SCH.310

- BceSis course code field is now table driven.

Master Schedule Ministry Definitions Report – SCH.553

- Now validates the BCeSIS codes and will indicate error(s) if course code not found or is no longer open

Master Schedule Teacher/Block Report – SCH.569

- Reversed the order that the special needs and total enrolled were showing on the consult letters to match the same order for input in BCP.106

Student Transcript – GRD.450

- Added comment reminders that changes to transcript usually mean changes to SADE using TRA.116

Printing Report Cards – GRD.511

- **IMPORTANT CHANGE:** If an interim% is a failure indicate I as a letter grade in resolving on the report card (when B (both) is selected to resolve letter from percent). If the grade is a final grade then it will resolve as an F.
- Changed CUM ABS column heading to TOT ABS instead
- (BC only) Changed wording TRAX Credits to GRAD credits

Student Passport to Education – STU.388

- New default issue date prompt. If you input a date into this field and then 'I'ndex to issue passports. This date will default (rather than current date) to more properly reflect when the passport has been issued (ie: issue passports in July/August but want to backdate to June 30th)

Build TRAX – TRA.201

- Now overrides interim values for failures. TRAX will not accept an interim failing percentage PLUS an 'I' ... CIMS now builds the interim mark and automatically indicates and I in letter and NO percentage value for all marks 39% or less.

SADE equivalency/challenge file maintenance, build trax, and transmission options

TRA.116/TRA.117/TRA.118

- Huge improvements in past 6 months with accommodating the ever changing and 'wanting' SADE.
- **Ensure that schools have a copy of the SADE flowchart and make sure at a district level to establish a guide for them on the process, timelines, rules etc. so that records are cleaner without any additional work.**



CIMS Manitoba Special Features

Build Ministry Files (MIN.001, MIN.011...)

- If enrollment type is 5xx then send postal code as blanks

Basic Student Information – STU.301 ** all changes completed as per Ministry guidelines

- In Demog screen – if a student has an enrolment code = 300 then resident division must be empty and grade cannot be NU
- In Demog screen – eligible% values must be in multiples of 10 and have a leading zero
- In Demog screen – if a student has language code 171 then grade must be ≥ 3 and lang code 101 OR grade ≥ 1 and lang code 110,111,112
- In Demog screen – if a student has language code 170 then they cannot also have language code 101,110,111 or 112