



March 2011 - Student Enhancements Ver 17.0

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:

- Parentconnectadmin.doc (includes notes for setup from office for online course requests and web authorization)
- Scheduling spreadsheet (schedflw.pdf)

About this Release

- This release deals with the new 'take your phone number anywhere' strategy for 10 digit dialing provinces. We used to be looking strictly at exchange to determine long distance ... now we must look at area code and exchange. All CIMS programs have been adjusted – no change for customers. ACS.210 has been adjusted to accommodate entry of both area code and exchange to identify long distance.
- This release contains a brand new concept for automating Parent Letters/approvals. Instead of sending a letter home to get signed – Post that letter on the ParentConnect bulletin board and have parents respond electronically!
- As of this release, the Elementary Report Card list is complete. SD22 is successfully utilizing the product and it is ready for other districts to investigate!



CIMS Basic Student Information and Reporting

Display student images (e-File)– IMG.301S

- Previously expected student to be enrolled in your school to gain access. Now if the student is enrolled in your school or is taking courses in your school – option will be available to review e-filed documents.

Student e-Filed Images report – STU.552 ** New Report

- New school report to produce a list of e-filed images added in a specified date range based on categories selected. This will also point out any badly uploaded images *Image not found in folder which means data was recorded to the image log file but then upload failed. These images need to be checked.
- You can use this report to identify what e-filed documents are on-file for a particular student and send this report for that student upon withdrawal (along with the CD of documents)

Mass delete student e-filed images – STU.830 ** New option

- This would only be used in instances like report card (Category REP) where you may have e-filed them VERY wrong and need to remove them where overwriting them will not fix the situation or you are not ready to post yet.

Basic Student Information – STU.301

- Updated email validation programs in guardians to check for valid addresses. Using this field for something other than email, adding second email contacts at the end of the first etc. will result in email crashes when you go to send distributions and resolution will be hard to find.

Maintain Web Bulletin Board Messages – STU.325 * RECENT NEW**

- Expanded the URL to 80 characters from 50 to allow for larger website addresses
- Reformatted on the web for larger font and added last updated date so reader is aware of new postings

Parent Connect Access History Report – STU.557

- This report will replace PARENTCOBC (PARENTCOMB in MB). It will provide you either a listing of who is using ParentConnect or who isn't based on your prompts. Keep in mind that parents linked to family may only use one of the Ids so the other will appear unused when really that particular parent could be active as from the one ID they can access all students from the family.

Parent Authorization Codes – STU.255

- When inside a parent the AUA acceptance date (authorized use) will now appear to show you when that person accepted your AUA.

Student Family Listing – STU.598

- Added guardian1 name onto main student of family to assist in phoning, knowing who the guardian is for the family from the report.

Student Picture Roster – STU.890

- New option to sort whole school alpha, by class or homeroom (previously was alpha by school unless class, homeroom, etc was specified)
- New ability to leave school blank and run by tag to get rosters and pictures of students all related by tag not necessarily school
- New Tag data option (eg: Run for all international students but only those with tag data = China)

District Summary Enrollment Report – STU.894

- Changed CUR+- field to show both current month entries plus current month withdrawals in that same box (to satisfy MB Ministry monthly reporting requirements)


Optional Box Grid Print – STU.998

- Now prints full 10 digit telephone number at the expense of showing class field.

School Class/Register Total Report – STU.996

- Report always sorted and subtalled appropriately by homeroom but the class subtalling may have been in any order, ie: if you had a split grades 3 and 4 homeroom it may have showed your 4M and 3M rather than expected 3M and 4M .. resolved.
- Report used to show a maximum class breakdown per homeroom of 5 classes ... with addition of improved sort that maximum is gone and full breakdown of all classes in a homeroom will print.

Maintain WEB Form Information – STU.328 **NEW OPTION

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- Use this option to create an authorized form record. This information will show on ParentConnect bulletin board for the parent to respond to. The goal is to automate the 1000's of pieces of paper that go home for approving field trips, OK to watch this movies, ... This is a HUGE add and another reason to get parents on ParenConnect!
 - Hopefully the majority of parents will provide a response using ParentConnect. The second screen of STU.328 can be used to view responses and edit responses for paperwork that comes in.
 - In addition to this option, AdminConnect has been enhanced for you to be able to <browse> <attach> a document to the formID so that the parent can see the full contents of the letter and respond.

Student WEB Form Permissions Report – STU.558 **NEW REPORT

- New report to identify details of what has occurred with a particular formID. Indicates who should have received the form and their responses (in detail) plus a summary at the bottom. This report is also available to teacherconnect for their teacher specific forms.



CIMS Student Scheduling Module

WEB Course Request Formats– SCH.441

- Newest release allows school to <Browse> and attach a course booklet PER FORMAT so that ParentConnect, StudentConnect, TC and AC may access this information when on a student. The upload will not accept format names with slashes or special characters – make your format GRADE78 in name rather than GRADE7/8.


Print Course Full Descriptions Catalog – SCH.551

- Enhanced sorting and prompt ability to run for up to 5 group codes. Enhanced fonts and spacing. The goal is to eliminate needing to duplicate the work in Word – do the work in SCH.310 and SCH.312 and produce your course portion of the booklet from CIMS!

Course Request Tally – SCH.592

- New 'Limit to age greater than' added to course requests to allow additional searching for adults or school age students taking X courses.

Graduation Report – within SCH.410 Grad Plan F6 **NEW REPORT

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- When a user is in course requests and F6 for grad plan there is an option Print Y. This will produce a checklist document that identifies where the student has fulfilled courses (with marks) to assist in visually seeing what is missing in order to graduate.

- This option has been available in Manitoba for a year or more, now also available with BC graduation requirements.
- There is a tag COG (Counsellor grad checklist notes) data tag that will print on the grad profile. Counsellors can use this tag to indicate anything that relates to that student and grad plan.



CIMS Student Attendance Module

Maintain and Print Detailed Attendance – ATT.431

- New F16 to be able to view course requests at other schools. This is helpful when you see absences in periods student is not taking something at your school.

Student Absence Profile ALL Years – ATT.518

- Use this option in the current year to report on absences for any/all years and all schools and for any student that has ever been yours.

District Absence Summary Report – ATT.894

- New prompt for ‘Include only full day Absences’ that will include/count only those students missing a full day (based on their load). Students missing a period, or just the morning will not be counted (unless they are a Kindergarten or high school student who only has 1 class that day). This satisfies Manitoba Reporting requirements.



CIMS Student Grading Module

Report Card – GRD.511 and format GRD.211

- For those schools using the ‘B’ format (show percent, resolve and show letter based on percent) there has been a total rework on thinking about when to print an ‘I’. In each report card format there is a new ‘Failure Letter Grd (FIO)’ indicator for each grade title so school can decide:
 - F – If grade in this column is a failing mark, indicate F in letter grade
 - I – If grade in this column is a failing mark, indicate I in letter grade
 - O – If grade in this column is a failing mark, override the percentage value with I and put nothing as a letter grade

Elementary Report Card Formats – GRE.211

- Added prompts to allow report cards to viewed Y/N to ParentConnect and TeacherConnect.
- Added option to suppress printing topics for a course for that student if the student has additional factors.
- Added option to allow which mark columns can be edited in TeacherConnect. E.g.: In Report 2 you want to include T1 and T2 but allow entry only into T2 column

Elementary Student Mark/Comment Summary by Teacher – GRE.5XX **NEW REPORT

- New report for Elementary Report card to select a format (Report card 2) and a teacher or a course to get a listing of report card contents per student (Topics, Marks, comments, outcomes) in a list format rather than separate report cards per student. This can also limit to course to allow subject based checking rather than always seeing a complete report card per student.

Print Report Cards – GRE.511

- For K-3 students; if mark or outcome is NR (not REPORTED) then scale is omitted and instead it indicates 'NOT REPORTED THIS REPORTING PERIOD'. This only pertains to reporting periods after report card 1. In report card 1 – leave the mark blank and the item will not print at all. In following terms where a previous term mark exists, system will not want a 'blank' mark as that will appear unfinished.



CIMS Student Assessment Module

Cash Code Maintenance – SGH.103

- Added new option to mark which cash codes get posted to school books. Use this with codes like RFD (Cash given back) or RFC (Cheque already written) so that cash receipt postings will not interfere in the entry to schoolbooks.

Student Assessment/Payment Maintenance – SGH.430

- New F9=Tag function key added to maintenance so user can view student tags at time of assessment or payment to check on tag indicators that could affect charges.

Print Fee Course Definition Report – SGH.905

- Previously report indicated just those courses that had fees – hard to check on what could be missing. Report now prompts to include just fee courses or complete master schedule indicating what fee entries have been made.



CIMS Textbook Module

Textbook Issues and Returns – All Options

- Will disallow a textbook to be re-issued to another student on the same date as a previous issue. You cannot issue or return a book out twice in the same day (our system is keyed by book/date) and now the system will be beeping to disallow it (previously it allowed the operation but then recorded bad information). If this error does occur, hold the book until tomorrow and give the student a different book OR give the student the book but write a note manually (student#, sequence#, book) and record the entry tomorrow.
- THIS AFFECTS TEACHERCONNECT. Teachers may also be getting this error and you should inform them of what to do when the error occurs!

Build Outstanding Textbook Assessment Lines – TXB.601

- Formatted the textbook sequence# posted into the description so that it will fit/print on assessment payment statement.

Audit Textbook Condition/Status Listing – TXB.535

- Schools should run this report frequently for AUDIT STATUS



CIMS Transportation Enhancements

Bussing Requests Summary/Detail Report – TRN.954

- Added option to sub-total by sort when not page breaking for those occasions you want totals between without having to page break in order to get them.
- Print trip date day identifier on detail report, i.e. Mon, Tue

Transportation Street Definitions – TRN.902

- In CIMS the street address field is 20 characters long but in TRN.902 street definitions the field is physically larger than 20. CIMS will now not allow user to 'A' dd a street length larger than 20.



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

Student Current/YTD Attendance Summary – ATT.469

- New allow for page break by student if sorted alpha so that it can be used for attaching to report cards. All students with no history will be eliminated.

Course Date Details Report – SCH.597

- Added option to include an attribute on print (look for funded students or other criteria). New select for either DLD or CED tags (Alternate Ed versus Continuing Ed). There is a new download file that is generated at time or report. New totals are on the report to provide balancing numbers that should be reviewed and justified to gain confidence in your information and what is transmitting to SADE and 1701.

Completed Courses by Student Report – SCH.599

- New prompt for selection of DLD or CED tag

Carry Forward CE Course Requests from Previous Year – SCH.902CE **NEW ITEM

- New option to carry forward continuing ed. course requests and CED tags from previous year based on uncompleted and or active dates. Automatically excludes courses and tag entries dated 20291231

Build CED Tags for Scheduled Term Courses – BCP.240 ** New Item

- New option to mass build CED tags for courses scheduled in the selected term. If course/section is already in CED tag it will not duplicate, otherwise it adds tag lines for each course/section is finds in the term and auto-fills active date based on the prompt.

Build 1701 Continuing Education Transmission File – STU.383CE

- Continuous enhancements September 2010 – December 2010 (as detailed in the technical notes) to handle Ministry requirements for CED.
- Enhanced build in February 2011 to include students and appropriate course counts only if course was active on/after date specified. If there are no active courses, student will not be in the file at all.
- Corrected 16 age calculation to July 1st of start of school year, not as at end of school year.
- Updated tables to include new funding code 16 for Refugee funded students.

DL Course Statistics Report/File – TRA.109

- If DLD active date is 20291231 consider the course inactive for the report

Build/Update TRAX Files CONED – TRA.201CE

- Added Completed On/After date and made it mandatory.



CIMS British Columbia Special Features

Make sure to review the technical notes regarding changes made to SADE TRA.118, TRA.119, and TRA.121. The majority of changes would ALL have been implemented around the dates indicated and will not have waited until release.

Rebuild TRAX Demog – TRA.100

- Regarding Xcourse – If Ids description is blank then fill this field with local course description as this will translate into the record and print onto the transcript.

Build Equiv/Chall/Ext Course to SADE+Transcript – TRA.115 **NEW OPTION

- New option to add an equivalency, challenge or external credit that is NON-TRAX to both SADE and the non-TRAX transcript.

SADE Active and Not Completed Records Report – TRA.130 **NEW REPORT

- New report to list SADE records active on or before a specific date that have not been completed yet. This reports from your SADE file and will help to look for old records that were not completed properly.

Download Ministry PEN's – TRA.104

- Can run PEN download based on current or NEXT YEAR line. If you are enrolling your students now and indicating their next year information (Kindergarten students, International students) .. you can create a request file now and submit to the Ministry to receive PENS.



CIMS Manitoba Special Features

Mass change Student Transcript – GRD.850

- Added new field “Course method of delivery” to the mass change options

MB Grad Requirement Status Report – GRD.572

- Corrected to exclude current courses that were failed from current credit column