



August 2011 - Student Enhancements Ver 17.5

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:

- Scheduling spreadsheet (schedflw.pdf)
- Elementary Report Card Manual
- Teacher Gradebook Manual

About this Release

- Email STU.525 has been rewritten and we are anxious to know that it is 100% so that schools can gain confidence in it and have more flexibility in sending email.
- There are some great new features – almost all modules largely due to input at conference. This includes features that are web dependent (web forms, online course requests) and also many clerical green screen only functions. Take time to read this document as there are items that will save you time!

Email CIMS Report – EMS.900 *** Great Add **

- New 'Subject' and 'Message' features added so that as you send the report you can also personalize the subject and messaging content.

Search for Student Option by Name – SES.900

- Now allows for a larger search string



CIMS Basic Student Information and Reporting

Parent Authorization Codes – STU.255

- On Guardian1 it will now display if there are separate Guardian2 (G2) or Guardian3 (G3) Ids so if you are on the phone .. you will be aware of these additional Ids to know who/which passwords you might want to be providing!

Student Report Writer Format – STU.260

- Lines per page has been removed and replaced with the more friendly option to either select Landscape or Potrait for the report

- Added items 462-473 for student cell phone, Guardians 3rd phone numbers and extra emergency contact numbers

Locker Definition – STU.265

- New condition code/field available to identify locker condition. There is also additional notes/comments that can be added.

Basic Student Information – STU.301

- Improved the Index by Name to include the whole name (previously cutoff long names)
- In Tag screen, new Index by tag description ... look for a tag code that has the word ?HONO? in it to find what the darn honour roll tags are.
- Added additional email validation testing. It is SUPER SUPER important to get email addresses in validly and indicate only one email address... If you mass send an email and you have a grammatically awful address it has the potential to hang your whole email job... and the problem is hard to find. Do not use email fields for extra notes. Do not put a comma and indicate a second email address ... etc.

School Web Management Options – STU.324

- Excellent new option in PC/SC/TC 'Next Year Schedule' Y/N. This is valid ONLY in the time period May – August. The system will by default show parents/students this years courses and timetable. With the Next Year Schedule Y ... an additional report becomes available 'Next Year Grid Schedule' which will report on Next Years schedule without showing teacher information. Even if you do rollover in July and have all of your display schedule stuff to 'N' you can leave the Next Year Schedule 'Y' and parents will get the upcoming schedule print.
- New option in AC Field Trip Y/N to allow for school secretary or admin to request a field trip online.

Web Bulletin Board Messages – STU.325

- Adjusted for page breaking. Previously a page break was presenting itself too early .. long messages were splitting up unnecessarily. Now there is chance for just a single page break further down.

Maintain Web Form – STU.328

- Added mandatory category field so all forms have a category/classification. The pre-defined categories are (CLS – Class/homeroom oriented, FAM – Family/Demographic related, MED – Medical related, GEN – General)
- Preparing to change ParentConnect to be able to filter forms by category and have a separate history of forms tab

Web Forms Permission Report – STU.558

- Added ability to filter based on response code, ie: report on only those that responded No to the form....
- Added 'Forms Permission' report to TeacherConnect so those forms that are course/section or homeroom related can be reported by the teachers themselves as teachers will be able to see the form responses from the report ***HUGE ***



Student Cumulative File Maintenance – STU.376

- New F17 function key to go to family information right from within the cum file maintenance option
- New ability to view Cum File details (when records were sent, status of file dates) from within AdminConnect

Mass Email to Parents/Students – STU.525

- Rewrote option .. with the intent to improve on email clogging on large sends. We are now using Coolspool send command rather than the traditional IBM SNDDST command with hopes that it is more reliable and efficient. New features because of this new messaging
 - Instead of asking for a return ID .. now works on email so we prompt for return email address and default from the directory entry.
 - Messaging is no longer limited when sending attachments
 - User can initiate HTML statements for bolding and to enforce line breaks ****HUGE**** If you are in your message and you want to bold then bolded text And if you want to do point form then 1. First point
 2. Second Point
 adding the
 breaks the line!
- Rewrote the prompt screen to present two screens – first who you want to send to, then second screen to write your message
- Added the ability to send email based on web form and response, ie: email anyone with form X who has not responded!
- Added new summary report that lists each student emailed to showing Y as to who in that family was emailed ... easier report to identify who has not been contacted at all for you to use as a checklist.

EMAIL Message Log Lookup – STU.526 **New Option****

- New option to lookup/list all email sent through STU.525 or from any of the connect products. This can help to answer/troubleshoot email issues.

School Student eFiled Images Report – STU.552

- Added the ability to exclude image categories, ie: show me anything filed in the last month excluding REP cards
- Added the ability to limit to date range ... show me all of the REPort cards efiled this month.

Student Family Listing – STU.598

- New 'Name only' option so if you are providing this list to a volunteer less confidential information appears.

Student Info Binder Copy (3 kids/page)

- Added new limit to print for Surname(s) ... A,B,C ... to assist in updating binders for just sections of changes.

Teacher Connect – Sub Assignment Maintenance – TCH.410

- HUGE HUGE HUGE - Added Sub Employee# to TCH.410 record. This means that the Sub can sign into EmployeeConnect and automatically launch to Teacherconnect without requiring a password from you!!!!
- Added new indexes by start date and Sub ID to assist in searching



CIMS Student Scheduling Module

Maintain Course extra description – SCH.317

- Issue in catalogue print SCH.551 that breaks where not long enough for description to fit and continuation text was breaking ugly! Changed to accept potentially only one paragraph break further into the text.

Print Course Full Description Catalog – SCH.551

- Will now check first and additional grad requirement groupings. For Districts that generalize (ELE – electives) and schools that want further breakdown for courses (ARTs, COMPUTER..) this will allow them to better group and report on courses!

Maintain Course Requests – SCH.410

- In Index courses by #3 course – listing of students now also shows if there is a final mark or not with that course
- (BC Only) Cosmetic changes to grad plan print to not underline Math 11 and 12 (not required to graduate)

Course Request Entry Format – SCH.441

- Added more control to restrict/allow entry separately for Parents, Students, Teachers, Admin
- Added additional minimum requirements for entry

Course Request Tally – SCH.510 and now new SCH.510B

- New district switch for Include Alternates in Course Request Tally ... ensure that SCH.510B is added to menus for schools that want to print this report and exclude Alternate totals from printing. New item is good when you want a shorter report and to just not consider alternates at all in the report.

Course Conflict Matrix – SCH.515

- Changed default to eliminate all students with ... from 6 to 3

Print Master Schedule by Block – SCH.563

- New sort by Block, Teacher, Course

Academic Balance Report – SCH.712 ** New Report **

- New report to check on academic balances between semesters and for quarter schools to check on for balance + pre-requisite issues (look for more than 1 MA course per term). This is a very powerful report but you need to spend a little time getting the selections correct in order to show you what you are seeking to find.

Career Cruising Download Files – SCH.808 **New Item **

- Career Cruising is provincially licensed in Manitoba and used by many districts in Canada as a counselling tool for students in career selection. Its largest benefit is to plan a 4 year cycle. It's major limitation is that it does not hold BC or MB grad requirements (ministry tables) so even though the demo looks great – we would not recommend using it to as a source to build a graduation plan or to input/upload course requests. Visually it is great to work with the



student and draw out a plan given counselling knowledge about graduation. That said, if you are interested in this product we have created necessary download files.

Master Schedule Ministry Definitions Report – SCH.553

- New selections to include whole master schedule, just schedule that have ministry numbers, and schedule missing ministry course definition.



CIMS Student Attendance Module

build Attendance Pivot Table Download – ATT.555

- (MB Only) Added 2 new aboriginal codes to download.



CIMS Student Grading Module

Report Card – GRD.511 and format GRD.211

- Super new feature for automatic signature overlay that will print on the last page of each report card (and efile). The report card is looking for a SIGxxx (school#).
- Modified bottom of report card messaging to allow for more space to print. Previously there was a good inch at the bottom unused ... now we accommodate 6 more lines per page!
- Did some work on smarter page breaking so that for instance a report will not break when only the first line will appear at end of page.
- **We recommend that customers do some random report card checks EARLY in the first report card just to confirm they are happy with the changes and so that they are confident/prepared as 1st report card deadline approaches!**

Student Transcript – GRD.550

- Final Mark failing current courses used to show on the transcript. Now, if the user selects Non-Credit Courses 'N' then current failures will not be included in the print.
- New option to print Duplex .. save paper if your printer is capable of two-sided printing.

Assignment Summary by Teacher/Course Report TCH.567 ** New Report

- New option to produce an assignment summary report by teacher, course/section that shows total# of assignments, Avg mark, #failed assignment, #incomplete assignments, #efiled. This is a great report for both audit that efilng has been done PLUS to gather some good admin information on activities based on assignments (not waiting until report card)!

Elementary Report Card Course Definitions – GRE.204

- New grade table field per course/section so that schools can control what marks are valid for input per course/section and report card, ie: Accept letter values in Report Card 1 for Math but only RM for physed and accept only No Mark at yearend.

Elementary Report Card Print – GRE.511

- NM special mark value (No Mark) means that scale will not print, mark value will be blank

- NR - this implies Not reporting this reporting period and this actual text will appear printed on the report card rather than just value NR. In scale format the scale will print but blank.
- PR – this will produce a message ‘Overall, your child is progressing as expected for a child within a similar age range’ . Scale will not print
- NP – this will produce a message ‘Overall, your child is not progressing as expected for a child within a similar age range.

Mass fill Grade Title for Learning Outcome – GRE.866 ** New Item **

- New option to mass fill a course/section outcome value ... Fill all physed requirements met with ‘YES’ so teacher has to just edit the few ‘NO’s

Grade Matrix – GRD.590

- Added Elementary Grading logic – this is an excellent report to see whole homeroom/all marks all subjects in one spreadsheet one page. Added to Elem Report Card menu.



CIMS Student Assessment Module

Student Outstanding Fees Listing – SGH.520

- New option ‘A’ to include all students who are assigned to any school. This will catch students who owe you money, are not at your school, but are still registered in a school so that you have a chance to collect. A ‘N’ will include unassigned students.

Dayend Assessment/Payment Total Listing – SGH.550

- Now shows payment totals by cash code and revenue code(s) that have been marked excluded from posting. This will confirm what amounts did not post and should be reviewed.



CIMS Textbook Module

Mass put textbooks Out of Circulation – TXB.427

- Now shows STATUS and DESCRIPTION fields that is helpful to see/know as you mark things OOC

Mass put ALL copies of a Textbook to OOC (out of circulation) – TXB.429 ** NEW OPTION

- New option to mass put all copies of a specified textbook code that are currently status IN to OOC. This will make discontinued book maintenance MUCH EASIER!



CIMS Transportation Enhancements

Bus Route Summary Listing – TRN.903

- Added option to print stop comments before or after stop information or to exclude them from printing. Some districts are using these comments to coincide with driver instructions relating between stops. This will allow them to control where to print.
- Added ability to print on regular or now LEGAL size paper
- Adjusted headings slightly and added driver number and name
- Limited to the stop numbers to show 1 decimal (previously 2 or 3)

Field Trip Maintenance – TRN.910

- Now posts charges to G/L based on completed date NOT trip date
- Now highlights Wheelchair Bus Required if Y to assist transportation in more easily seeing it
- New ‘Will driver miss regular route’ field to the driver screen and on printouts. This will help for driver to know ‘Be back for regular route’ or ‘Regular route has been reassigned’
Leave this field blank if you do not wish anything to print



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

Nothing to Report



CIMS British Columbia Special Features

BC Grad Requirements status report – GRD.573

- Now prints the COG (Counsellor Grad notes) tag if found. This helps to qualify right on the report so that counsellors do not have to remember OH YAH – this is what is up with this student regarding graduation.
- Report will now automatically exclude students with an SLP completion date

Course Definitions – SCH.310

- New ‘F4’ ability and validation on BC Subject codes

Build Equiv/Chall/Ext Course to SADE and TRAX – TRA.116

- Now stores student# so that as you do multiple records for the same student process is easier

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

- NOTE: Default for Final Version has been changed to Y
- Process now clears the holding file for all of the records of that school so that comparison has all deletions etc.



CIMS Manitoba Special Features

CSU – Child Guidance Module

- CSU Module was modernized with F4's, function keys to tags added etc. to make this module a great alternative for tracking and managing clinician caseloads and activities with students.

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

- Updated to meet new ministry specifications (added birthdate, additional class info)
- Added new limit to level so report can be run for both II/III or individually

Homeroom Enrollment (STU.992) and District Homeroom (STU.898)

- Ministry has reduced Enrolled program/Language of Study codes immensely effective this September. CIMS has been adjusted and all reporting that split these programs out have been adjusted to no longer provide breakdowns (Cree, German, Hebrew) as schools can no longer identify them on the DEMOG screen.
- Take Two has automatically changed all students who are affected by mass removing these codes from their DEMOG screen.