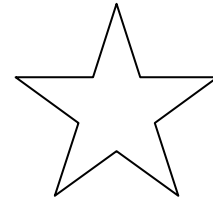


Simple Mark Entry - Scheduling NOT required



Teacher Connect can be used in situations where marks have to be recorded for history purposes BUT schools have no reason to setup course, master scheduling options, specifically:

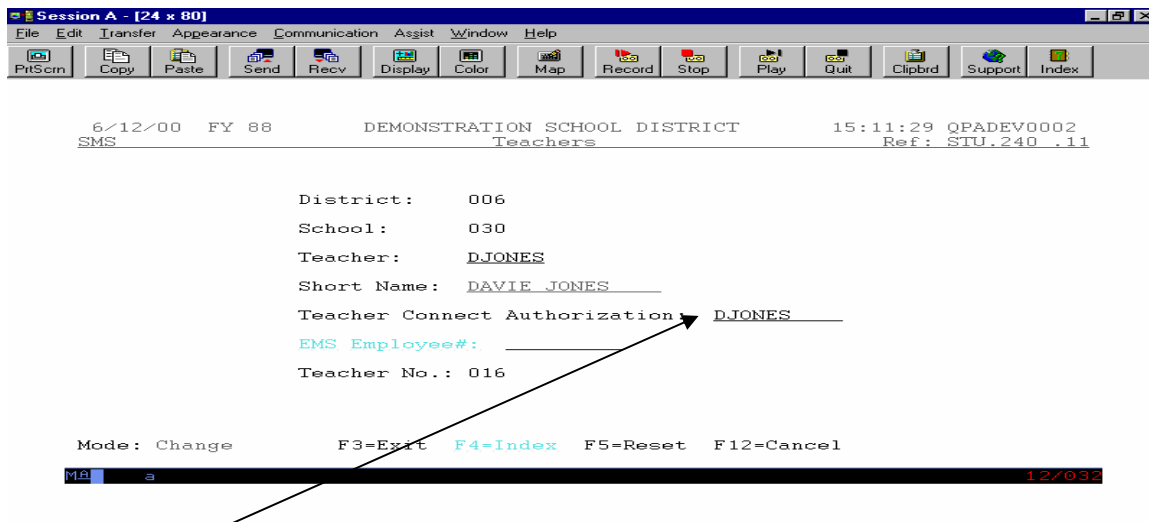
- To enter Yearend Marks and Achievement into history



1. Setup is easy
2. Teaching staff to input their own achievement, marks, and/or narrative is simple and secure OR School Secretary to input on their behalf.

Setup:

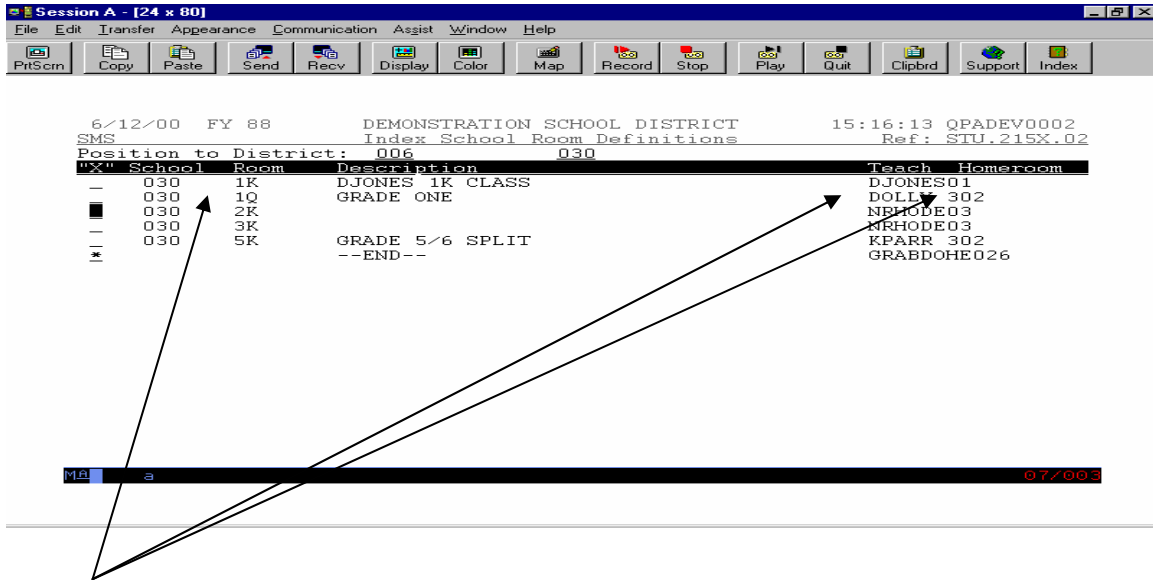
1. Use **STU.240** to provide authorization codes for your teaching staff. They will require this code to be able to maintain only their own marks. If clerical staff will be doing all the input, use the same authorization code for all teachers. If secretary is doing the work consider making all the passwords the same so that you do not have to remember a separate password per teacher.



Input a teacher authorization code in space provided.

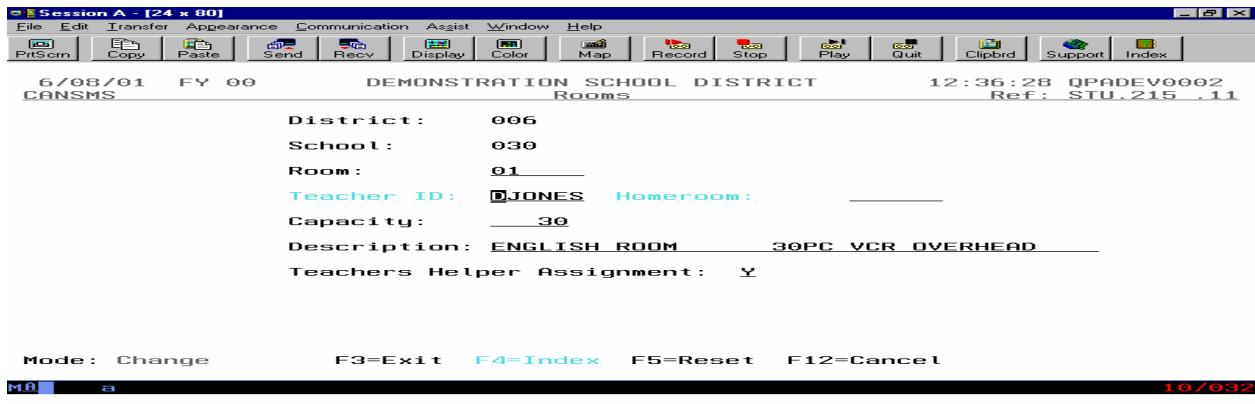
Special Note: Using program FIX.STU or FIX.HRM. Some district uses classes like (3A, 3B) and map all students based on class. These districts would use FIX.STU. Other districts use class fields like (01,02,03) and assign students to homerooms and teachers – these districts would use FIX.HRM. Using the wrong option can be catastrophic. Make sure you know which option is right for you before selecting!

2. Ensure that teachers are assigned to appropriate classes (**STU.215**) and that Teacher Helper is turned on for each staff/room (STU.215) and that **FIX.STU/FIX.HRM** has been run to ensure students are assigned to appropriate teachers.



** Each class MUST have a valid Teacher Code and Room Assigned. In this example class 1K is assigned to DJONES in room 01

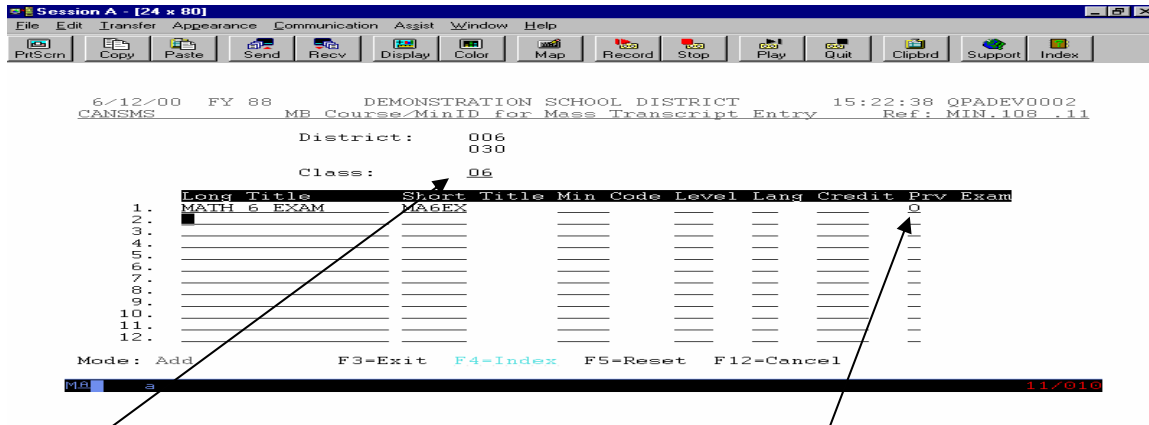
** Each room/teacher combination that requires Teacher's Helper must be turned on. If you mark both the class and room with Teacher Helper 'Y' .. CLASS WILL NOT COME UP.



- In Manitoba use **MIN.108** to define what course(s) are available for each grade level. In BC use **BCP.108** to accomplish the same task. At most districts, board office takes care of setup of this option. Check with your Board Office to confirm.

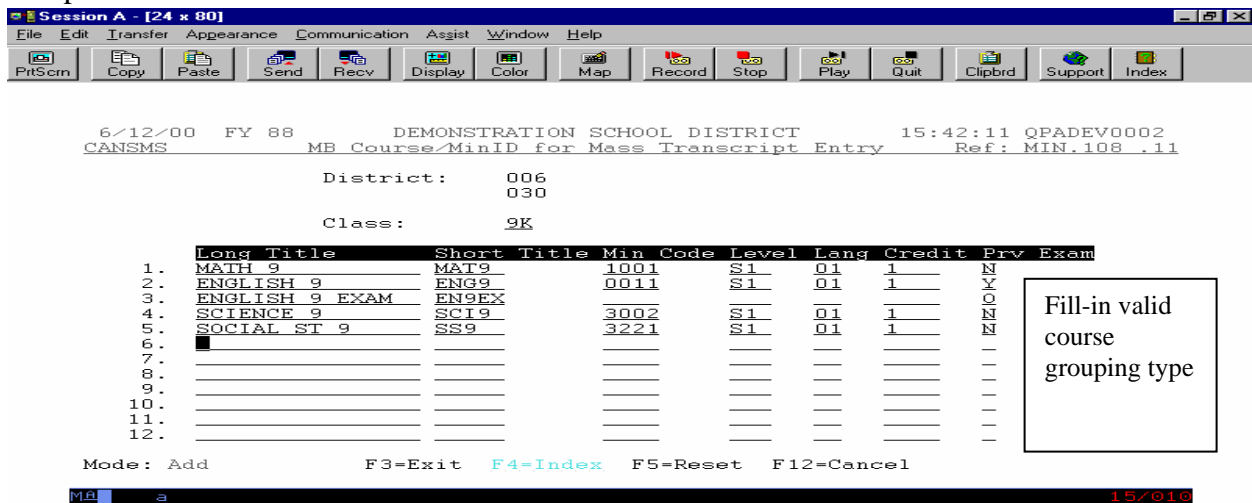
MANITOBA (Use MIN.108):

Sample 1: Setup to input Grade 6 Math Exam mark:



- Select grade level OR if you have designated classes, setup the same course for 6A, 6B, 6K.. classes (only reason to define each class is if courses change per class in a grade level).
- Put nothing under Ministry course or Level as this mark IS NOT transmitted back to the Ministry.
- In order to avoid the system verifying ministry information input an 'O' in Prov exam field

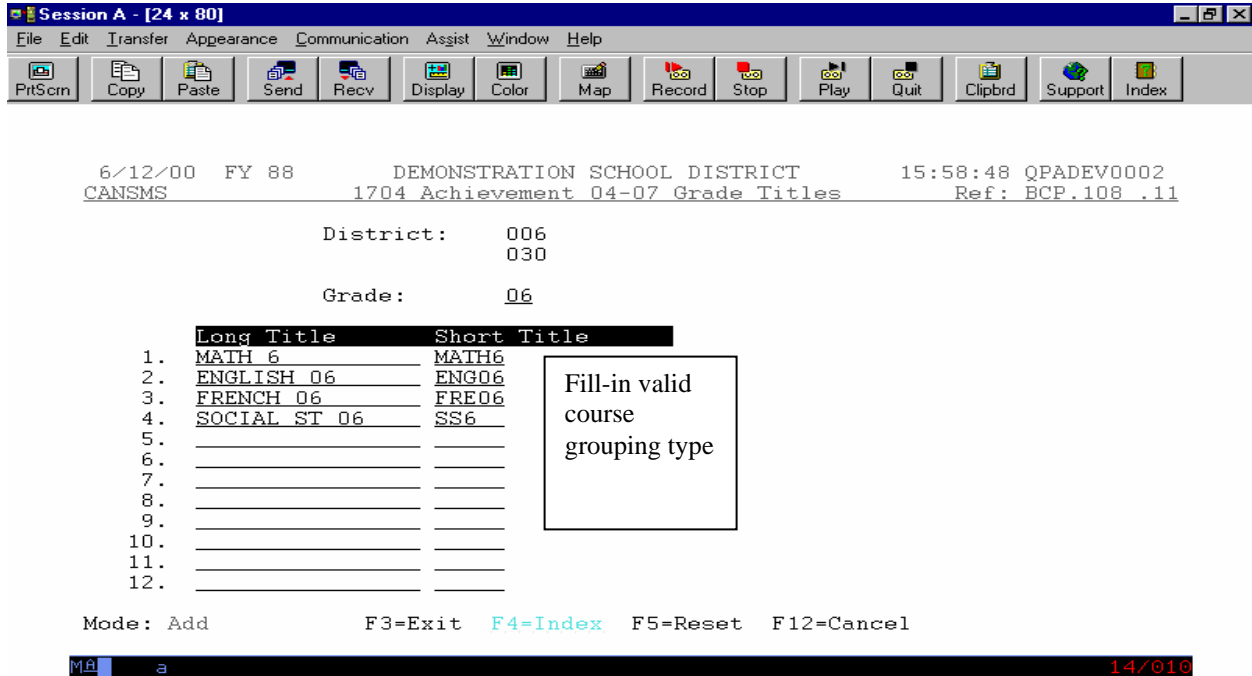
Sample 2: Define Grade 9 Courses for S1 mark transmission



- Define each course and complete all Ministry Information.
- System verifies valid Ministry Course Ids
- Indicate 1 or .5 Credit Value
- Indicate if Final Mark will include Provincial Exam Mark in calculation
- Make Sure to enter Exam Mark as a separate course for history purposes
- Make sure to fill-in Type with Valid Course Grouping type (for reporting purposes)

BRITISH COLUMBIA (Use BCP.108)

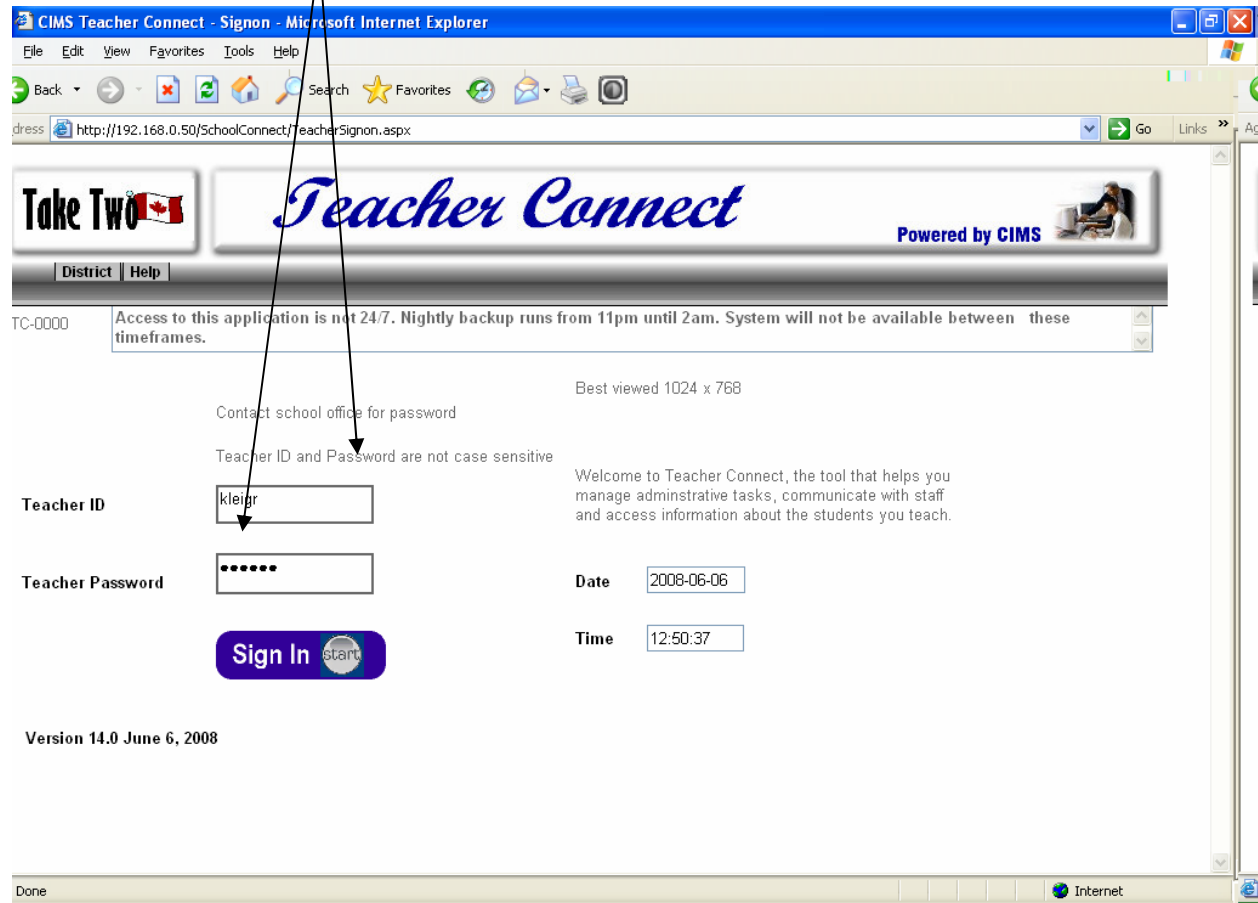
- Use this option for each grade level to indicate the course names to appear on the transcript/1704:



- **Special Note:** When you complete mark entry for students, a 1704 record must have been initiated or the student will NOT appear on the class list for mark entry. If you have run FIX.STU/FIX.HRM and the student still does not appear in the list, use STU.384 to add a 1704 record for the student.

Entering Marks

At the Teacher Connect signon screen input the appropriate teacherID and password as setup in STU.240 (at the office)

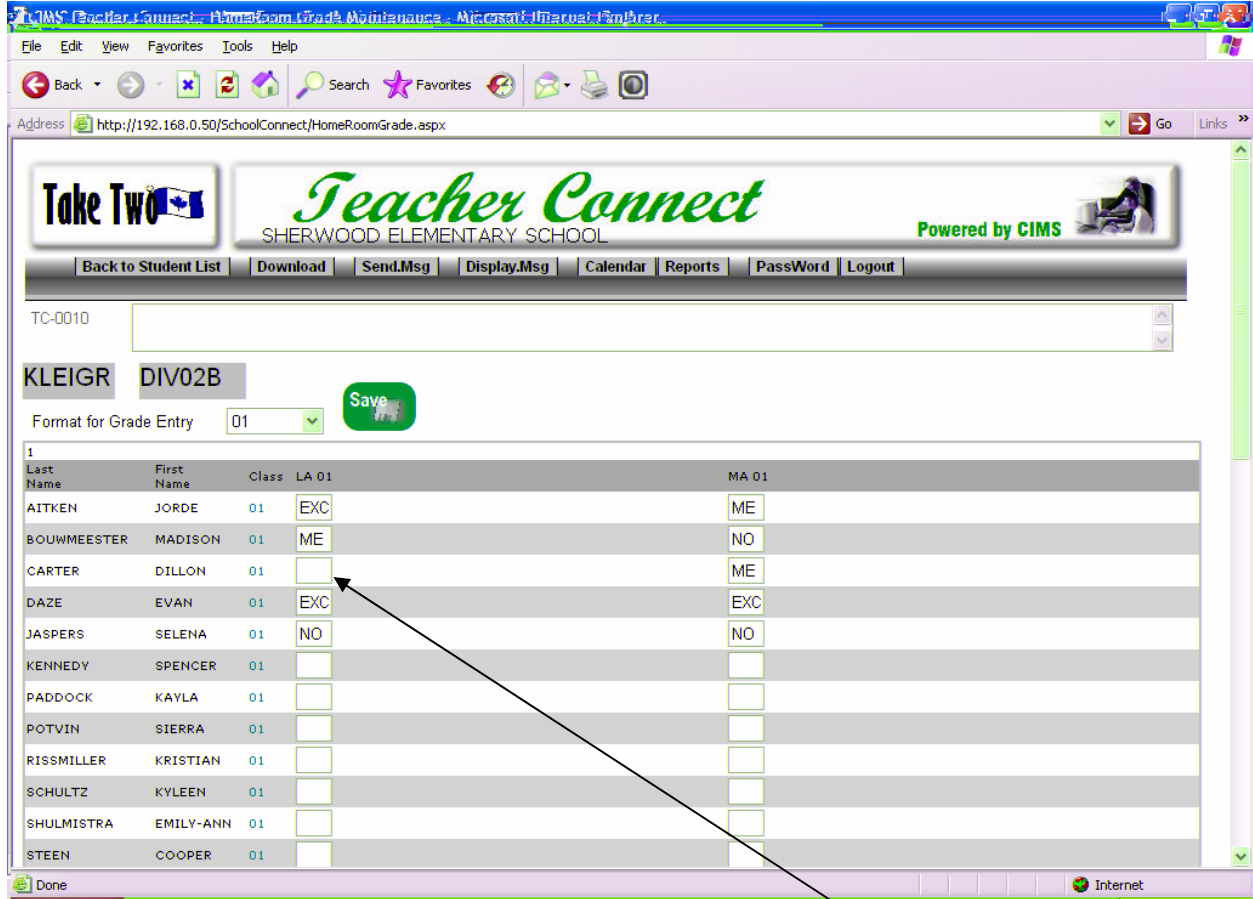


From the list of students that appears, select the <grades> and <transcript grades> in order to access the marks screen

A screen will be displayed showing all students for the class/grade level requested that you are assigned to you. If the list is blank or a student is missing, the homeroom information for those student(s) are incorrect .. fix in STU.301.

- If the wrong courses are appearing use BCP.108 (BC) or MIN.108 (MB) to resolve
- Input valid grade symbols or percentages. **Make your own school policies re: VALID MARK VALUES for input!**
- **Press PrintScreen to have a copy/proof of marks entered**
- **Press <SAVE> frequently in order** to save your entries

You can utilize TCH.301E to edit student marks but only if the student is still registered at your school. Marks can be seen/edited in the BC PSR option STU.384. You may also use GRD.450 to edit/add marks for individual students.



You can use <tab> or <enter> to advance from column to column.

IMPORTANT: Once <SAVE> is pressed all valid grades are saved. The system does not provide any errors for invalid grade symbols – it simply removes them and leaves the grade blank. It is critical that you review the screen after you have hit save to ensure everything is filled in.

Once you have completed input or in order to see your work in print, go to the <report> tab and there is an option to print your worksheet. This can be directed to your PC Printer (works even if you are at home).

There are two options:

- a) print transcript history of marks and comments. Good if you have used comments
- b) print mark grid ** recommended as prints in the same format of the screen for easy verification

Ref: GRD.569	DEMONSTRATION
Date: 6/06/08	SHERWOOD ELEM
Time: 14:00:53	Room DIV02B
Teacher G KLIETHOFF	

STUDENT NAME	CL LA 01 MA 01

AITKEN, JORDE M.	01 EXC ME
BOUWMEESTER, MADISON D.	01 ME NO
CARTER, DILLON D.	01 ME ME
DAZE, EVAN T.	01 EXC EXC
JASPERS, SELENA R.	01
KENNEDY, SPENCER D.	01
PADDOCK, KAYLA M.	01
POTVIN, SIERRA J.	01

Entering Achievement Comments for the PSR (typically K-3 Only)

Independent from marks, achievement comments can be loaded to the PSR in an achievement area (not inclusions) that will remain with the PSR and print with the PSR. CIMS allows for narrative or comment codes to be added to students (not high school).

If you use comment codes – they resolve into a comment on the screen and can be modified or edited at that point. The system does not save comment codes – it saves the resolved long comment.

TC-0011

KLEIGR DIV02B 04/05 Save Comment Codes

01 : Exceeds expectations
02 : Meets expectations
03 : Does not meet expectations

Last Name	First Name	Grade	Code	OR Comment	Narrative Line 1 (maximum 80 characters)	Narrative Line 2
AITKEN	JORDE	01		Exceeds expectations but could be even better	Would like to see Jorde challenged more	
BOUWMEESTER	MADISON	01				
CARTER	DILLON	01				
DAZE	EVAN	01				
JASPERS	SELENA	01		Has problems socializing with peers		
KENNEDY	SPENCER	01				
PADDOCK	KAYLA	01				
POTVIN	SIERRA	01				
RISSMILLER	KRISTIAN	01				
SCHULTZ	KYLEEN	01				
SHULMISTRA	EMILY-ANN	01				
STEEN	COOPER	01				

A Drop down box appears showing all of the comment codes that can be used. Once <save> is pressed the comment codes will disappear and the long comment will be displayed and can be modified.

You may input up to two comments per student. Comments are not per subject area aligned – If you have a specific comment for a subject, indicate that in the comment.

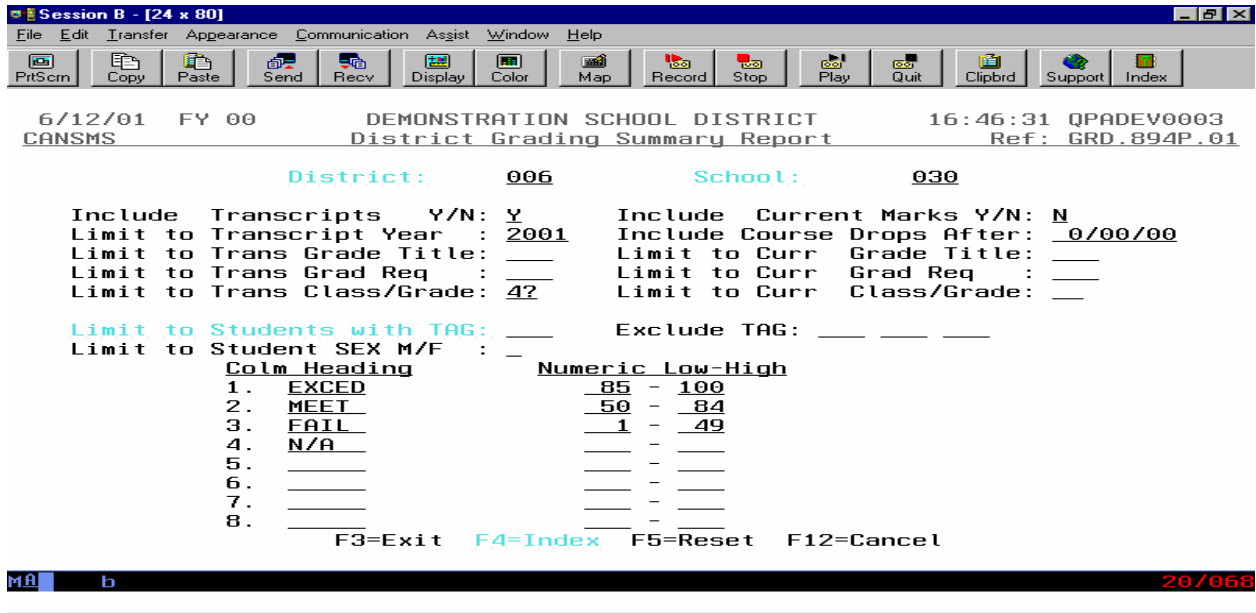
The Transcript history and comments report will show you all students with comments.

Office Reporting

Use GRD.894 to statistically report on marks for students. This report allows you to select:

- female/male or both
- all students or exclude by tag (eg: exclude first nations students or include ONLY fn students)
- grade level

The bottom portion of the screen allows you to personalize Exceed, Meet, Fail to meet objectives.



In the above example:

- Include transcript marks for June 2001 ending
- Limit report to just Grade 4's

The report does NOT list students in detail. It provides a summary report by course type (eg: English, Math, Social Studies) identifying the class average as well as how many and what percentage of students Met and failed to meet outlined expectations.

Special Note: IF secretary is taking care of mark entry, use STU.260/530 with grid boxes to provide to teachers OR use STU.998G .. ensure that the order of courses you provide to teachers matches the order of BCP.108!