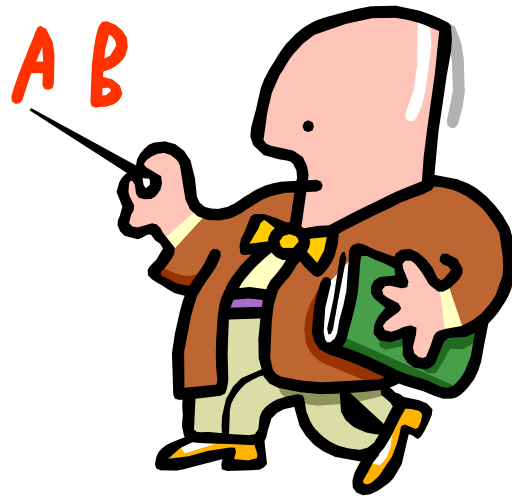




Proudly Presents:

Teacher's Helper



A product designed for teachers to maintain student grading, achievement, and attendance.

... with future enhancements to reporting and student lookup.

Last Updated: March 20, 2002

Introducing

Teacher's Helper

Teacher's helper is a new module "add-on" to the existing CIMS lineup. The purpose of this new product is to allow teachers to:

- Maintain either AM/PM or course/sec attendance
- Maintain Course/Sec marks and comments for their own courses only
- Print Grade and Comment Summary list per course/section
- Maintain student achievement (lower grade level mark entry direct to transcript without needing to setup courses, master schedule, etc.)

*Special Note: This product is NOT meant to replace teacher gradebooks. It is positioned to replace the gradebook for teachers that use it only for mark entry and to compliment gradebook users in offering additional information and editing capabilities.

*Special Note: The product is positioned to replace the absence scanning process entirely for schools where teacher's have TCP/IP capable PCs available.

*Special Note: The product is positioned to allow for teacher's to begin recording achievement and provincial exam information direct to a student's transcript (or PR card) without needing to setup courses and a master schedule.

At present this application can be accessed from either a MAC or Windows PC using a telnet session or client access. The user signs directly into the AS/400 (no intermediate PC server with data replicating). This means the teacher is editing the identical information that the office is working with (no duplication/timing issues) and the office has NO maintenance or overhead in maintaining an alternate server.

In development special attention was given to user-friendliness. It is expected that teachers can use this product with no official training. Instructions should be handed out to teachers and time spent describing CIMS terminology and the RESET key!

This is the FIRST step in providing direct CIMS maintenance functions to teachers. Once teachers are comfortable with this new application why not add student lookup, timetable printing, discipline maintenance, and other reporting options also!!

Security Considerations:

Security is maintained within CIMS so that teachers have access ONLY to their own students (ie: Homeroom designations STU.215 and TeacherID assigned to a course/section in SCH.320)

The system has been designed for maximum flexibility in maintaining teacher Ids and passwords. There are 2 different UserId schemes:

- The CIMS administrator could maintain each teacher separately and also have to ensure within CIMS that appropriate restrictions are in place OR
- The CIMS administrator can assign one TeacherID per school and the school would be responsible for maintaining teacher authorities from within the teacher definitions (recommended).

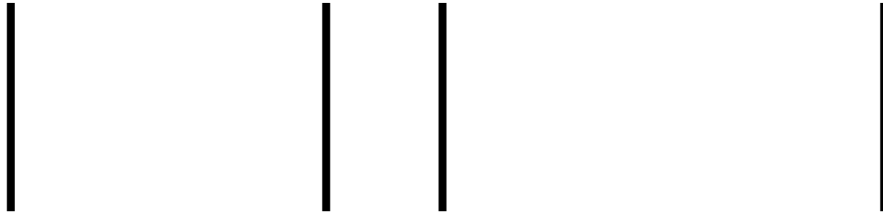
User Guide

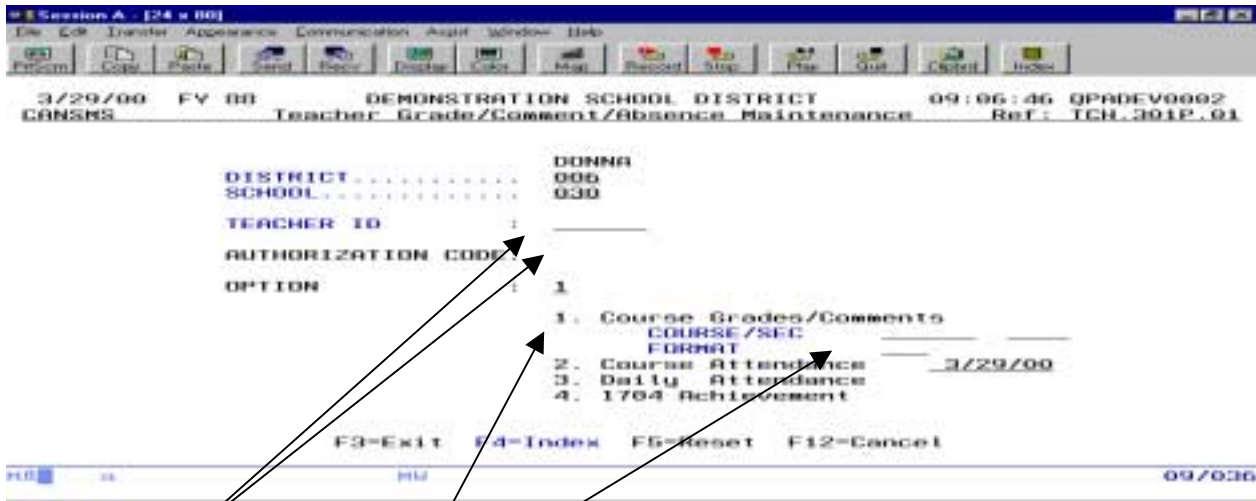
Log-in Tips:

1. In order to sign into CIMS, a user must have a valid USERID and Password. Obtain both these from the office. Note that the system will "lock" after only a few attempts. Don't guess more than 3 times before going to the office to confirm information
2. In CIMS, only use the ENTER key once all information on the screen is complete. ENTER in CIMS means Save and Exit!
3. To sign into the server:
 - input your USERID,
 - <tab> to the password field and input your password Then press ENTER
4. CIMS is "**keyboard** sensitive". If you input inappropriate information, the system can appear to lock and an error message flashes bottom left .. use the left <ctrl> key to RESET the error.

Once you have successfully logged into the AS/400 server, CIMS requires that you authorize with your special teacher Code so that it can provide appropriate access to only your students and course/sections. In order to access the option you wish:

- a) input your authorization code <tab>
 - b) input the option you wish to use, namely
1. **Input/maintain/view/Print course & section marks and comments.** Select '1' for option, then input the course and section you wish to edit. The appropriate report card format appears according to what the office marks 'Y' on GRD.21E.
 2. **Input/maintain/view course attendance.** Select '3' for option, then input the course and section to edit, then <tab> to date and input the date of absence you wish to edit. If the course is NOT offered on the date selected, the absence maintenance screen d1(fffe)-73(oat appae)-7.3(e)1.90





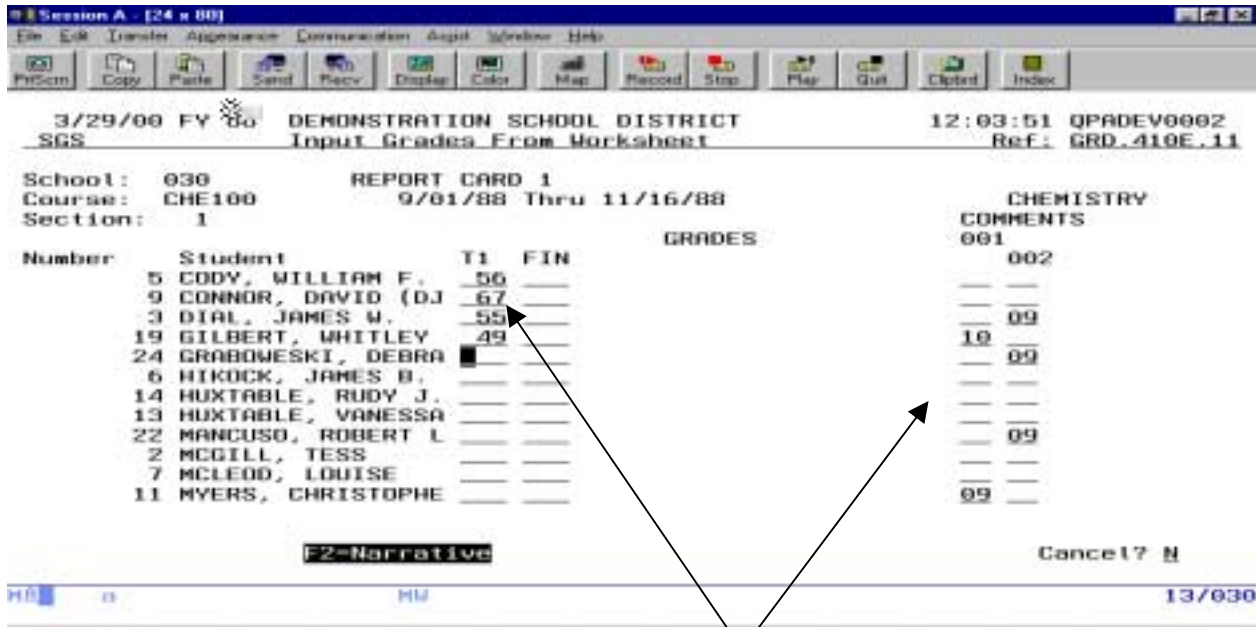
*Input Teacher ID (F4 to list) and authorization code (authorization code will not display).

*Select Option, then based on the option selected input course/sec and other parameters.

*Special Note: Only items you have access to will appear.

1. Maintaining Course/Sec Grades and Comments

- Input Course and Section (The students will appear only if you are listed in the master schedule as the teacher of that course/section) (ENTER)



*Students will appear in alpha order. Input or edit your mark in the appropriate grading bucket (ie: all marks are stored in columns, a student receives only one final mark for any course).

*If you utilize comment codes, input them in the column(s) provided. If you utilize narrative, press "F2" (function keys at top of keyboard) on the student you wish to add narrative to, a screen will appear allowing you to input narrative information.

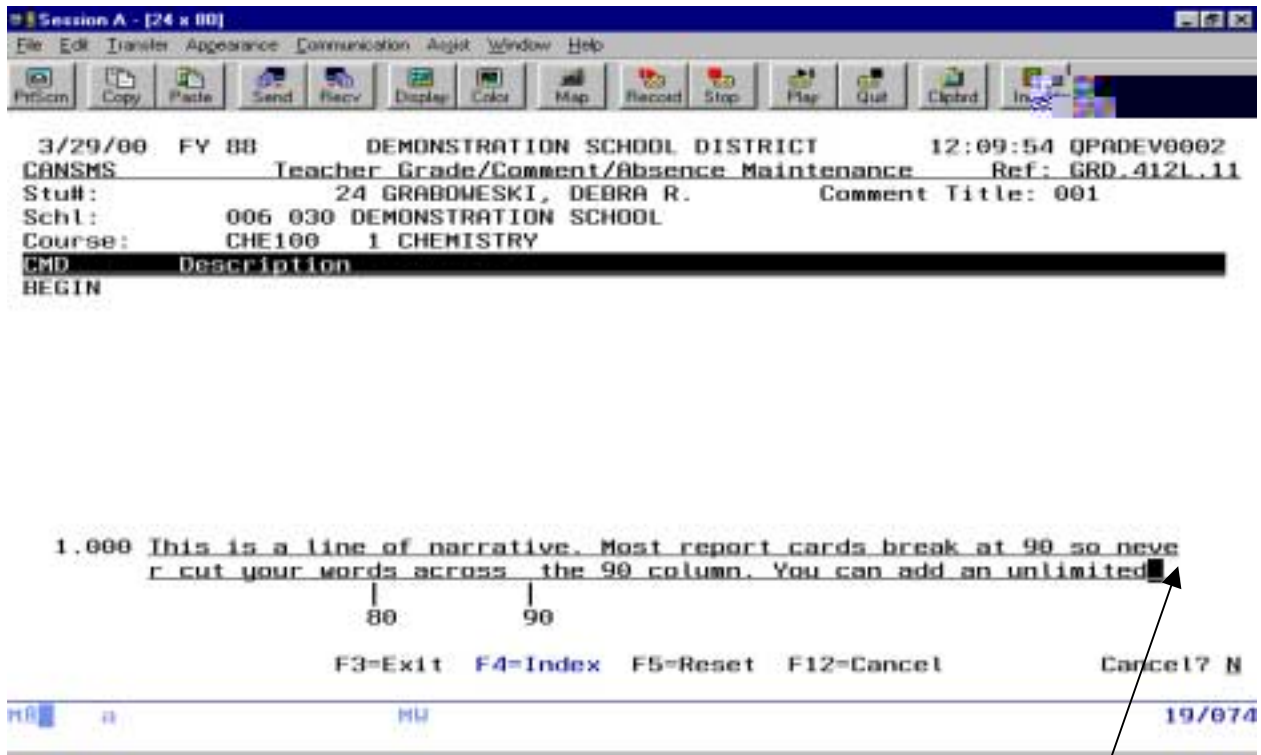
Marks are verified against allowable grade symbols defined by the office. If the system is beeping indicating an error "invalid grade" you must edit the grade value in order to save and exit. Contact the office for a valid list of grade symbols to use.

Comment codes are verified with comment codes already defined at the office. If the system is beeping indicating an error "invalid comment" you must edit the comment code in order to save and exit.

CIMS will display all students including students that have *Dropped the course. If *dropped students do not receive marks DO NOT ENTER anything for them on this screen.

*Special Note: Function key "F7" can be used to duplicate mark(s) and comment(s) for a whole class. Input what you want to duplicate on the first student, then use F7 to copy the entry to all other students in the class.

Special Notes Regarding Entering Narrative:



A user can enter an unlimited amount of text for a student and course/section. Start typing and the text will appear on the report card exactly as it appears (Upper/lower case, capitals, etc).

- There is no spellcheck, be careful on both your grammar and spelling.
- Most report cards wrap at 90 (refer to your office for confirmation). You can let your words wrap across the break from line 1 to line 2 (neve..r) BUT DO NOT allow a word to break across the 90 marker.
- If more space is required, press ENTER and another line will appear. Continue with the comment on the next line.

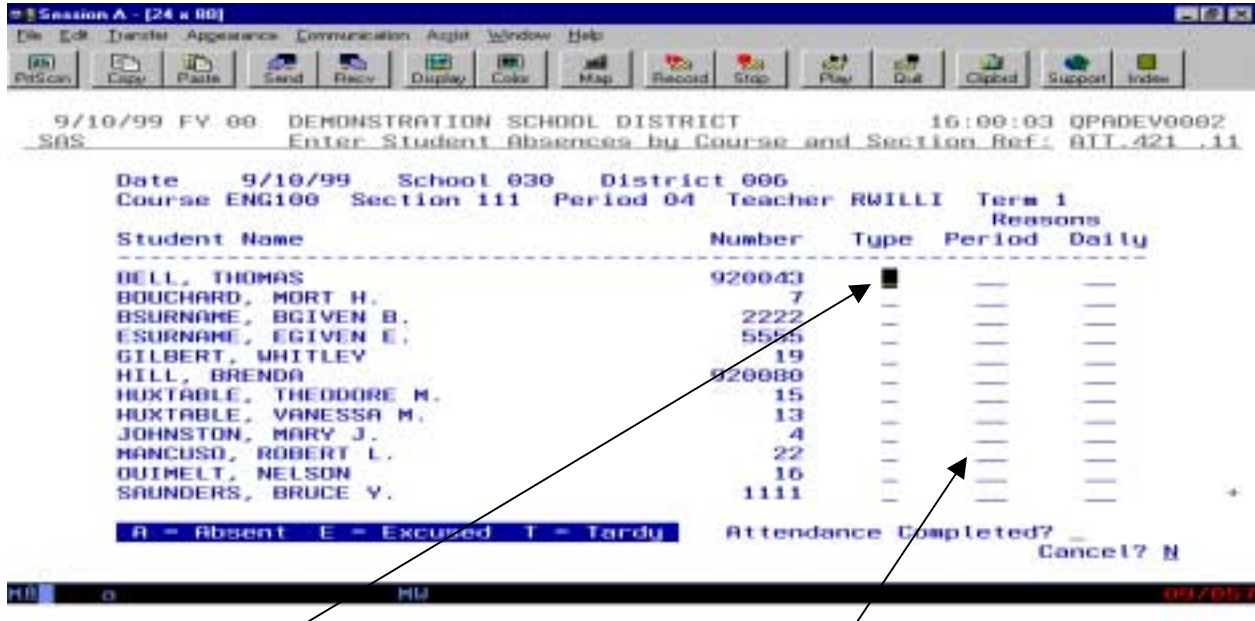
*** Use ENTER, then 'E'nd to exit this operation and return to the grading screen.



'E' can appear at any left hand line entry (as above)!

2. Maintaining Course/Sec Attendance

- Input Course and Section (The students will appear only if you are listed in the master schedule as the teacher of that course/section)
- Input an appropriate date for absence entry. CIMS will default to today's date (ENTER)



A list of all enrolled students will appear. Under type input either:

- A - implies student was absent from class
- T - student was tardy or late
- E - student is away on field trip or other school related activity

(Optional): You may enter a reason code in period or daily reason (check with your school as to which option they use). The reason codes are predefined at the office.

NEW 2002: In order for the office to know that you have completed attendance, input Y that attendance has been completed for your course. If there are no students absent, you must still go into that course and section and update the Attendance completed with 'Y'.

Press ENTER to save your entries and return to the main menu.

3. AM/PM Attendance Maintenance

- Input the date to take attendance for in the date field adjacent to the #2 entry (ENTER)

CIMS brings up a list of your homeroom students in alpha order. If a student does not appear, contact the office.

3/29/00 FY 88 DEMONSTRATION SCHOOL DISTRICT 12:56:13 QPADEV0002
 SAS Enter Student Absences by Homeroom Ref: ATT.422 .11

Date 9/16/88 School 030 District 006
 Period A1 A2 Room 02

Home #	Student Name	Reasons		
		Type	Period	Daily
		A1	A2	A1 A2
255-4444	GILBERT, WHITLEY	A	A	---
	HILL, BRENDA	-	-	---
269-8712	JOHNSON, RONALD	I	-	---
256-7827	KENDALL, OLIVIA M.	-	-	---
259-7812	MANCUSO, ROBERT L.	E	E	ET
233-9867	QUIMELT, NELSON	-	-	---
233-9867	QUIMELT, WINNIFRED	I	-	---

A = Absent E = Excused T = Tardy

Cancel? N

MW a MW 14/057

*In this school example instead of using period names of AM & PM this school uses A1 and A2.

A list of all enrolled students will appear. Under type input either:

- A - implies student was absent from class
- T - student was tardy or late
- E - student is away on field trip or other school related activity

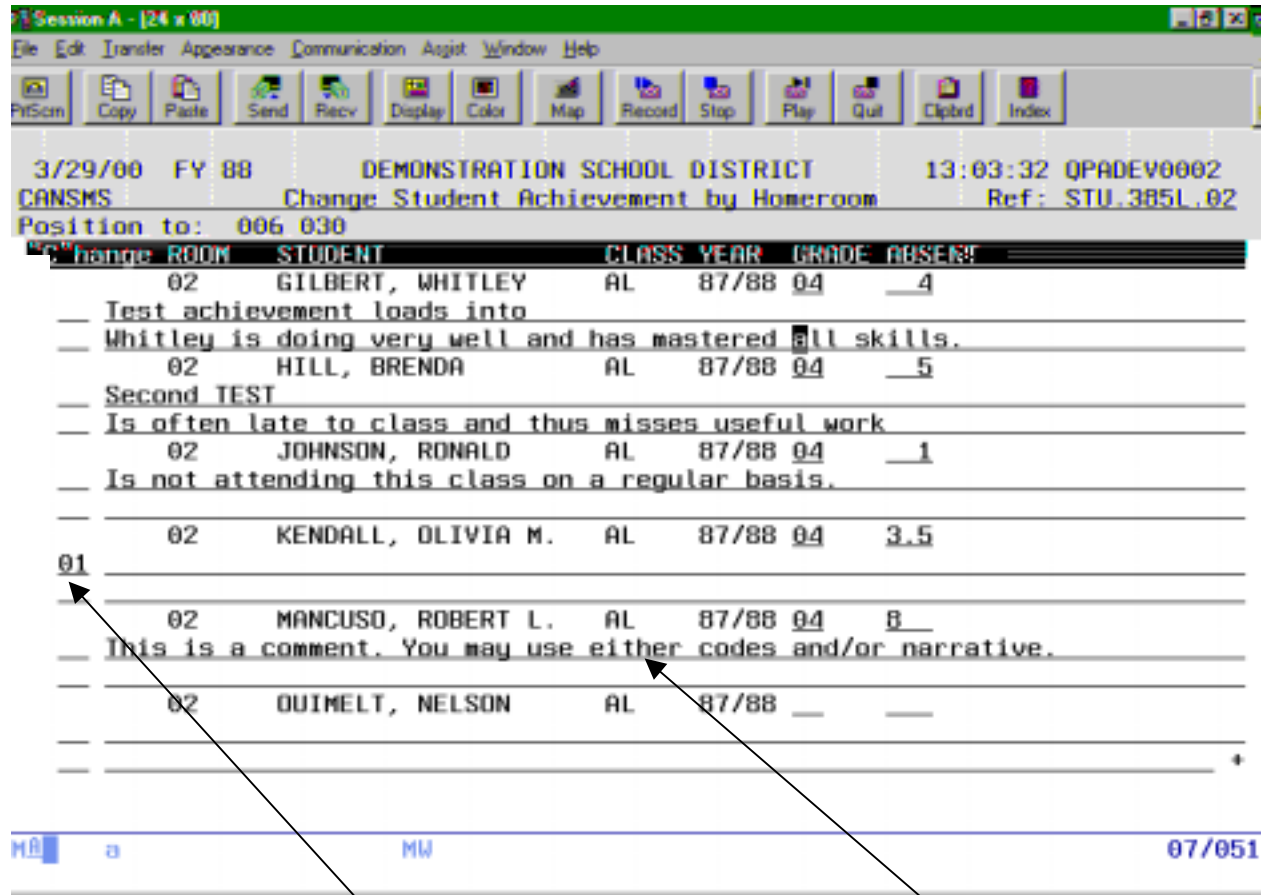
(Optional): You may enter a reason code in period or daily reason (check with your school as to which option they use). The reason codes are predefined at the office.

Press ENTER to save your entries and return to the main menu.

4. 1704 Achievement Maintenance (K-3 homeroom students)

- Select option #5 and enter the appropriate Grade Level for achievement (ENTER)

CIMS brings up a list of your homeroom students in alpha order and excludes split class students NOT meeting the grade level requested. If a student does not appear, contact the office. Previous achievement for the student will appear for the year that you are working in.



- Grade Level of Achievement is displayed for you
- Absence Summary Values are displayed for you
- Either input an achievement code (as assigned by the office GRD.253) or narrative. A student for any single year can have at maximum 2 achievement lines (anything more can be done from the office). Never enter both a code and narrative for the same student on the same line!

Use PageUp and PageDown to scroll through the list of students. Press ENTER to save your work and advance back to the main menu.

This information feeds directly into the 1704 records. Any editing will be impacted immediately. Achievement maintenance MUST be completed before summer break. Teachers will not have access returning in September to students' last year records.

****CRITICAL: Maintenance of achievement MUST BE COMPLETED by July 10th.**

5. Input Grade 04-07 Achievement for selected grade level

The pre-requisite to entering mark information for courses WITHOUT having to create a master schedule is to use BCP.108 (or MAN.108 in Manitoba) to create a course template to be used to teacher entry. This allows per grade level the basic courses to be setup for teacher's columns.

5/16/00 FY 88 DEMONSTRATION SCHOOL DISTRICT 07:41:03 QPADEV0002
 CANSMS Change Student Mark History S1 by Homeroom Ref: MIN.450G.02
 Position to: 006 030

NAME	F12=CANCEL	ENG	SCI	MATH	FR	MTH E					
BELL, THOMAS	AK	80		82		90					
BROWN, GERRY	AK		50		52						
BROWN, MURPHY C	AK			51							
BSURNAME, BGIVE	AK		50		52						
CODY, WILLIAM F	AK	70	71		73	74					
CSURNAME, CGIVE	AK										
DIAL, JAMES W.	AK										
ESURNAME, EGIVE	AK										
HIKOCK, JAMES B	AK										
HUXTABLE, THEOD	AK										
HUXTABLE, VANES	AK										
MACGILLIS, JOHN	AK										
MCGILL, TESS	AK										
MCLEOD, LOUISE	AK										
SAUNDERS, BRUCE	AK										
SIMPSON, JASON	AK										
SYLEPING, HEATH	AK					85					
--END--											

MB a 05/021

Courses appear as setup in BCP.108

Information is either entered or updated. Mark verification is completed as per valid grade symbols allowed in your school. The Screen WILL NOT Save and EXIT until all invalid grades have been fixed.