

*Notes for School Administration - Teacher Connect* (last update August 2009)

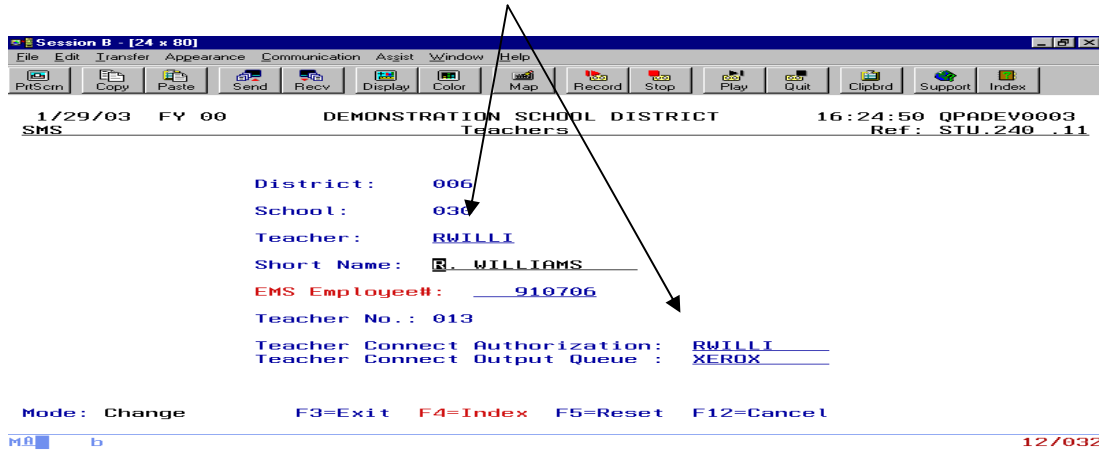
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Last Update August 2009

## Teacher USERID and Password

In order for teacher's to be able to utilize the Teacher Connect product ensure that a valid teacher ID exists in STU.240 and that you have issued a password

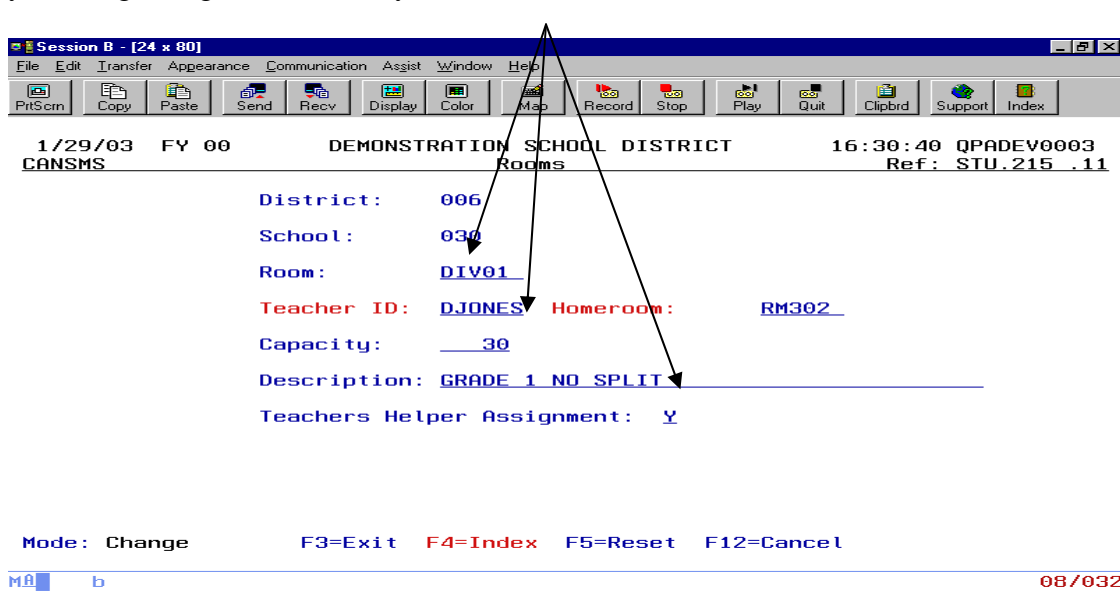


The default output queue is not necessary with Teacher Connect. All reports requested by the teacher will appear in Adobe and the user can control where to print the document (any available windows printer). The .pdf report is not AS/400 output so will not cause any printing issues with the end user.

If the school has provided access, Teachers may change their own password. If they use this feature, the password is visible as shown above in STU.240.

## Teacher access to appropriate Homeroom or Courses

For Elementary School applications, the system looks for a valid Homeroom link STU.215 to confirm which homeroom to pull-up for a teacher. Also, you must have Teacher's Helper as 'Y' on the room definition (not the class). This is the same procedure for ensuring appropriate Teacher's Helper access for yearend grading for elementary schools.



In the above example, all students that have a homeroom as DIV01 will appear for teacher DJONES. It is important for offices to maintain appropriate FIX.STU or FIX.HRM procedures to confirm that class changes have been reflected in homeroom information.

For High School environments, appropriate courses will appear for a teacher according to the master schedule. If a course does not appear, double-check in SCH.320 that the appropriate teacher ID has been input on the course & section.

## **Providing Temporary Access for Substitute Teachers**

The office can run SCH.598 for a Sub coming in to produce manual class lists that they can know who is in the class, what they are teaching, and do manual attendance from the list. If you do want the Sub to go online using TeacherConnect you can use option TCH.410. This option is MUCH better than going into STU.240 and sharing/changing a teacher password. With TCH.410 you can assign a Sub ID and password and put effective dates on it so that you don't have to worry about having to go back and expire or change anything. The Sub will have to know the teacher ID he is replacing plus a SubId and password that you have assigned.

## **Providing Access to other Teachers for Course and Sections**

Teacher Connect release due out November 2009 will have a new tab for teachers to be able to grant access to other teachers for particular course/sections that they teach. Right now, this feature is available through the office. Office staff can use TCH.420 to grant a teacher access through teacherconnect to any course/section that they do not teach (eg: Physed classes where you can assign only one teacherID but many switch up the sections). The additional course/sections will appear in teacherconnect just like it was that teachers' own – but it will be coloured differently.

## **Teacher Access to Particular Functions**

Each School has the ability to restrict functions and operations for their own teachers. There is only one setup item STU.324 and all teachers follow the same rules. You cannot setup rules per teacher.

The setup screen has three functions:

- a) select what features are available to the teachers
- b) select whether features are Lookup Only or Active for Edit (Attendance, Grades, ..)
- c) add local school notes/items to screens to assist teachers in using functions



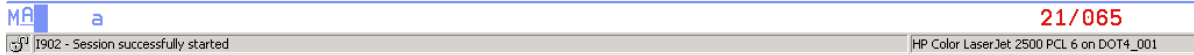
9/18/07 FY 05 TAKE TWO INC. 11:18:04 QPADEV0003  
CANSMS School WEB Management Options Ref: STU.324 .11

District: 444 DEMONSTRATION SCHOOL DISTRICT  
School: 001 WACHOVIA SECONDARY SCHOOL  
Type: TC TEACHER CONNECT

RECORD	No\Yes\Look	RECORD	No\Yes\Look
ABSENCES	Y	ASSIGNMENTS	N
TRANSCRIPTS	L	INTERVIEWS	L
SCHEDULE	L	FEES	L
GRADES	Y		
FAMILY	L	REGISTRATION	L
TAGS	L	REQUESTS	L
HEALTH	L	GRADUATION	L
SPECIAL ED	L	DISCIPLINE	L
EMERGENCY	L	TEXTBOOK	Y
PROVINCIAL	L		

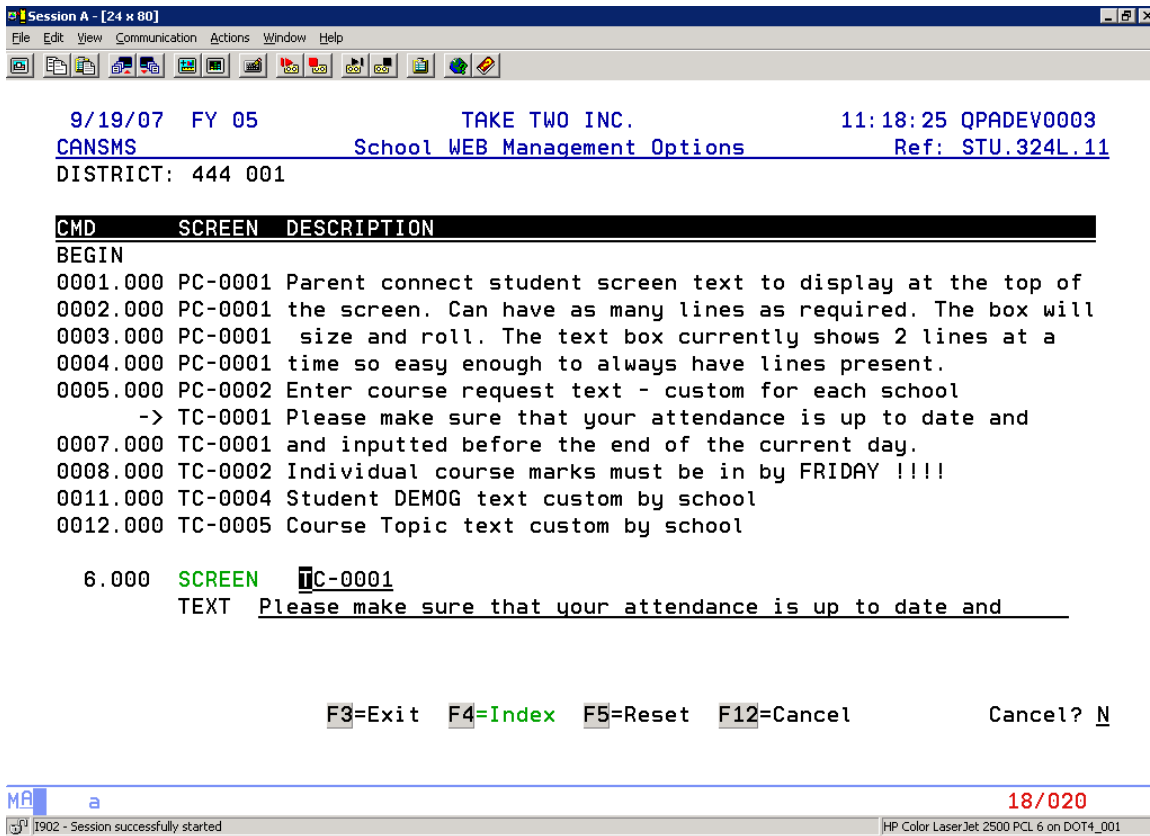
	No\Yes		No\Yes		No\Yes
SEND MESSAGE	Y	DISPLAY MSG	Y	INPUT REASONS	Y
CALENDAR	Y			INPUT Excused	Y
CRS CATALOGUE	N	MASTER SCHEDL	Y	CHANGE REASON	Y
CHG PASSWORD	Y	DOWNLOAD EXCEL	Y	CHANGE ABSENCE	Y

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel



SEND MESSAGE / DISPLAY MESSAGES: Should say 'Y'. CIMS sends all kinds of automatic messages for student course add/drops, discipline incidents, missing attendance etc. that the teacher needs to be aware of.

CALENDAR: This allows the teacher to see your school calendar in a nice calendar format showing dates,



## Available Reports and Printing

Teacher Connect utilizes .pdf utilities meaning that the user is NOT dependent on CIMS printing. When a report is requested it is presented as a pdf document right on the web. The user can choose to save the output or print to any local printer (including home if they are there).

## Student Pictures

Pictures for all students in the district all reside on the webserver. Nothing needs to be setup at the school or with the PC in order to see pictures. As students move between buildings, their picture follows them. Pictures are over-written each year with new ones. If a student does not get a picture that year, last years will still be showing.

## Teacher's being able to input grades/comments and print mark verification

Each school office is responsible for turning on/off ability for teacher's to adjust marks. Use GRD.21E to create worksheets for the teachers. In non-grading times ensure that none of the formats have 'Teacher's Helper as 'Y'. At maximum only one worksheet can be 'Y' to reflect the marks you wish to collect.

9/19/07 FY 05 TAKE TWO INC. 11:48:45 QPADEV0003  
 CANSMS Grading Worksheet Formats (Expanded) Ref: GRD.21E .11

District 444 School 001 WACHOVIA Year 05

Format ID: T2 Teacher Connect Y/N: Y  
 Parent Connect Y/N: N

Short Title: TERM 2

Description: TERM 2

For Date Range: 11/10/04 Thru: 1/10/05

Use Grade Titles: T2P T2G T2W \_\_\_ \_\_\_ \_\_\_ \_\_\_  
 Use Grading Absences: - - - - -

Use Comment Titles: C12 C22 \_\_\_ \_\_\_

Display Previous Grade Titles: T1P T1G T1W \_\_\_ \_\_\_

Display Official Absences: Y

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

Consider showing previous marks to teachers, ie: In Report Card 2, include T1 marks for previous. This will let them see those marks but NOT edit

MA a 14/037  
 1902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4\_001

### Special Worksheet and Report Card Format naming considerations:

In order for teachers to be able to print grading worksheet verifications, the verification format (GRD.21E) must be named the same as the report card format (GRD.211). CIMS goes to look for valid format from GRD.21E (Teacher connect 'Y') and expects that there is a report card format to match and present in printing the verification sheet.

### Special Considerations - Teacher Narrative Input

Narrative is meant to be continuous. Teachers:

- a) Must not use special characters like exclamation mark, accents, quotes. These may have trouble in translation
- b) Must not use the <enter> key with hopes to create a new paragraph or leave a blank line. Narrative must be continuous. If <enter> is used, the text may break in unusual and illogical pieces.

### Attendance Maintenance and Reporting

When a teacher chooses the take attendance tab, a list of their students will appear and the ability to take attendance providing the course is being taught for today. (Refer to the attendance calendar ATT.210). The

system looks to the calendar to get what day it is in the cycle and then goes to the master schedule to confirm that the course is being offered on that school day.

If a teacher wants to edit attendance for a future date, use the attendance calendar to select the date and if attendance selection does not appear click on 'take attendance'.

If the teacher requests to 'take attendance' and a screen appears that attendance is not taken today and the teacher really wants to take attendance for a different date, then:

- click on the attendance tab
- the attendance calendar will appear - select the appropriate date

### ***Taking Attendance for a course taught Double Blocked that day***

If a course is being taught more than once in a day, the system is expecting that the teacher take attendance for each occurrence separately.

There is a period pulldown at the top of the screen. In order to handle double block situation:

- enter the attendance for the existing period and 'save'
- Use the period pulldown to indicate the second period (time of day) that this course is also appearing in. Take Attendance and 'save'.

### ***Attendance Confirmation and Audit at the Office***

Teachers must 'click' that Attendance has been completed and then 'save' so that the office is aware that attendance has been completed for that course/section. Even if all students have arrived (perfect attendance) the teacher must complete attendance and save.

The office can use ATT.904 to confirm attendance. This list run for any date will indicate what courses have been offered today and then who has or has not completed their attendance (according to the completed attendance flag).

- The list can be done in summary (just show the course/section teacher) or with detail (who has been marked absent)
- The office can select to automatically message teachers who have failed to complete attendance. The message will appear within their teacher connect messaging indicating the date and that attendance for course xxxx has not been completed.

### **How to maximize use of the school calendar function**

The school calendar can be viewed from teacher connect and/or parent connect. This can be an excellent tool to show your school calendar without having to work in word/pdf and then update some website manually. Once an entry is added/changed it is immediately updated and available for view.

- Use ATT.212 to come up with calendar categories. Categories will come up in different colors to assist users in finding the type of activity they are looking for. We recommend that the district setup standard categories for all schools so that the order, color and coding are consistent ... example  
001 1 SCHOOL DAY OFF/CLOSURE/EARLY DISMISSAL



Messaging can be very powerful to assist in communicating with the teachers especially through automated functions like add/drops, attendance audit. It is important to review these opportunities and resolve how this can eliminate some of the lists/extra work that is currently occurring.

## Managing Online Course Requests

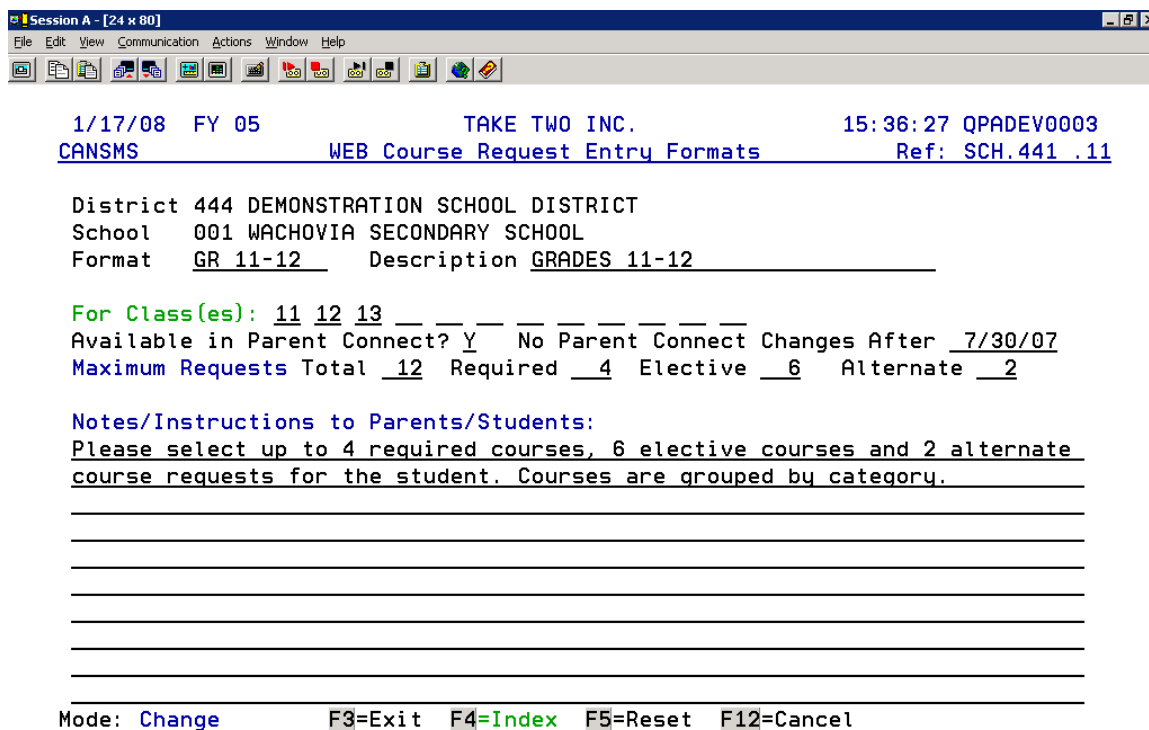
Parent Connect, Teacher Connect, and Admin Connect products all have the option to pick courses. Schools can decide where entry will occur:

- a) at home - use Parent Connect
- b) with the homeroom teacher - Use Teacher Connect

The purpose of online course requests is to automate the selection of courses and potentially replace manual methods of entry and/or course bubble sheets.

## Setting up Format(s) per grade level

The school sets up formats very similar to setting up a bubble sheet using SCH.441.



**For Classes:** This is a very important field. When a student is selected for pick courses - the next year line of that student is reviewed and the appropriate format is presented based on a match. For all grade levels that are doing online course requests you must have a format that references that grade level/class(s).

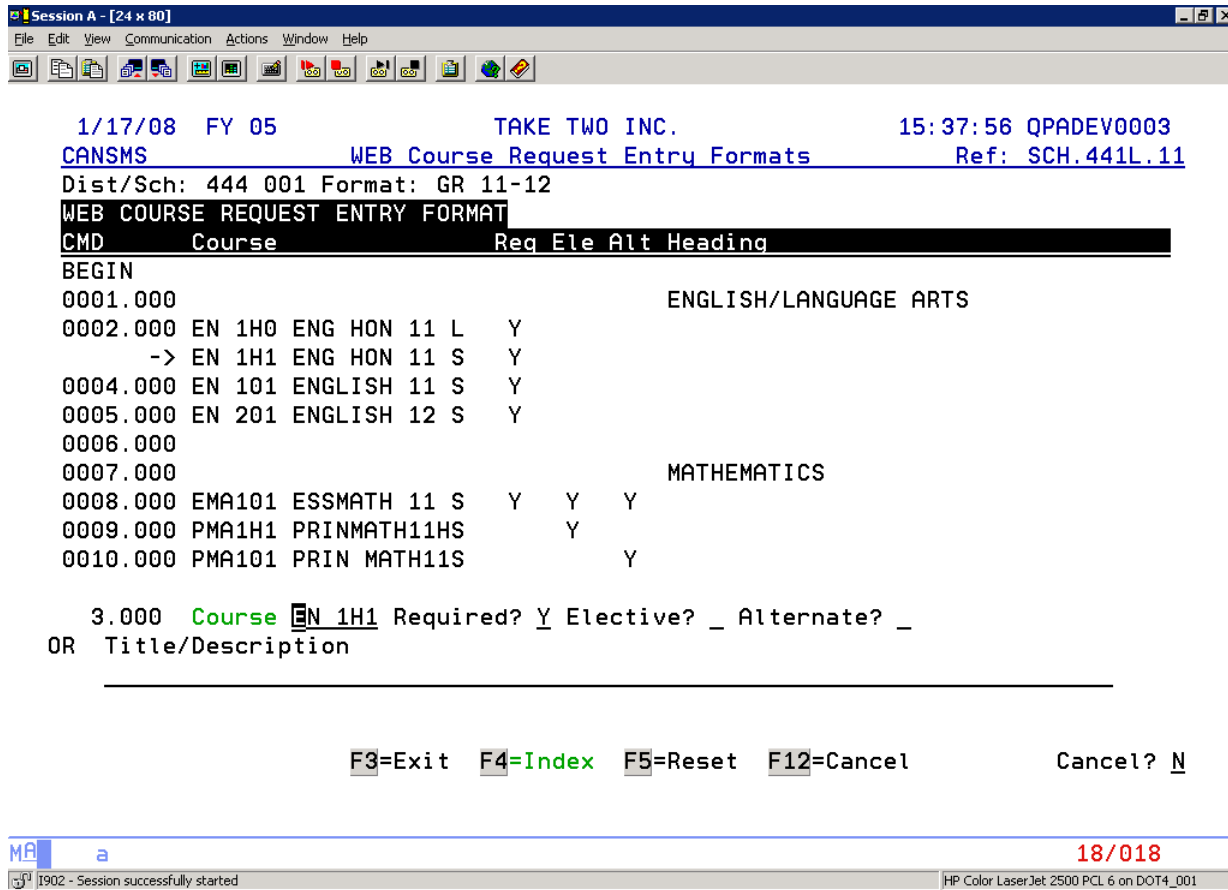
A Class should not be defined on more than one format.

You can create one/many formats. The purpose of multiple formats is to allow you to simplify/personalize a form to match the grade level(s) of students you are working with.

**Maximum Requests, Required, Elective, Alternate:** Use these to assist in better and more complete input by those selecting courses. The system will not save 'extras' if request numbers have been exceeded, ie: if maximum required courses indicates 4 and the user has selected 5 - an error message will appear and courses causing the error will automatically and randomly uncheck.

It is important for the person inputting to understand that if an error is found, the selections should be reviewed to ensure all are correct. The system may have assumed to remove the wrong extra choice.

**No Parent Connect Changes After:** Input the cutoff date where the option will no longer be available for entry.



Once the initial parameters have been setup a second screen appears allowing the user to input courses that should appear on the format.

**Course or Title:** Input a title description OR input a valid course or link course as defined in SCH.310 (Course definitions). Indicate what type(s) this course can be selected as. If say English 9 must be selected as required for all students that select it then indicate Required 'Y'

- You can input Area Headings and they will appear as a new section and different colour when presented to the user.

- You can input blank line(s) by inputting a '.' (period) in the description line. Inputting a period will produce a blank line in standard white.

Special Note: Link Courses. The screen will indicate to the inputter what course(s) are included in the link and will add them up to count in total courses by type.

Special Note: Restricting Courses that can be edited. The online pick courses will not allow web users to modify:

- Any course that is already scheduled (has a section)
- Any Link Courses that have been exploded
- Any course that has been marked as type 'C'. If the office wants to mass assign and/or lock in requests consider using the type 'C' and potentially SCH.903 to mass assign things to 'C'.
- The whole sheet if it has been marked completed (could have been marked complete by school or parent)

PC-0002 Enter course request text - custom for each school

Student# 9636337 Last Name AFINOGENOV Next Year Class 12 GR 11-12  
 First ELAINE Next Year School 001 WACHOVIA SECONDARY SCHOOL

Please select up to 4 required courses, 6 elective courses and 2 alternate course requests for the student. Courses are grouped by category.

Requests Completed  
 No More Changes

Description	Course	Date Added	Select Course Required	Select Course Elective	Select Course Alternate	Max #Requests
<b>MATHEMATICS</b>						
ACCOUNTING 11	AC 101		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 2
APPLICATIONS OF MATH 11	AMA1A1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Max #Required 4 0
APPLICATIONS OF MATH 12	AMA2A1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Max #Electives 2 1
CP CALCULUS 12	CAL2C1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Max #Alternates 2 1
ESS. MATH 11	EMA101	1/22/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FINANCIAL ACCOUNTING 12	FA 201		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principles of Mathematics 11	PMA101	6/18/2007	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Principles of Mathematics 12	PMA201		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The right portion of the screen identifies how many courses have been selected.

From the Pick Courses Screen the student/parent can choose to print the course selections by selecting the <PRINT> Option.

### ***Careful - Office leaving themselves in SCH.410 while input is occurring***

CIMS Green Screen course change screen (SCH.410) has been modified to say 'Last Man in gets the save' and saves what that person has on the screen. This means:

- If a counsellor/admin has SCH.410 up for a kid in 'C'change mode for next year course requests, and
- The parent/student at that time goes onto the web, edits course requests and saves thinking all is well
- The counsellor finally returns to the screen and presses ENTER to save ... that save of old information will have wiped out the web work.

The key factor is that ENTER was pressed to indicate save the items that are on my screen. If the green screen was in 'L'ookup mode or the person did an F12 to cancel - the web work would have been fine.

### ***Marking Sheet Completed***

When a parent/student completes his selection, there is an optional ability to 'Close Requests from further changes'. Once this has been selected NO FURTHER CHANGES are allowed from the web.

The office or admin can use this to prevent further editing from the web. If the parent is concerned with student going in later, then they may also choose to close.

What physically happens when the option is selected is a PCC tag is generated for that student indicating the date and userid that closed the requests for web. If it has been done in error or the page needs to be re-opened the office just needs to remove the PCC tag.

### ***Using Course Type 'C' to Lock in Courses***

The office typically auto-assigns certain grade level/courses and commonly uses type 'R' required. In this scenario - students would be able to edit/remove those courses when doing course selection online. You can auto-assign with type 'C' (Counsellor assigned) and in doing so, students will not be able to edit these selections. Students cannot edit any course marked with a type 'C'.

If you have missed it in auto-assign you can mass change certain courses from 'R' to 'C' using SCH.903.

### ***Course Handbook Link***

Right on the Pick Courses webpage, there is a link to School Course Handbook. Having the link available right on the pick courses screen can be very convenient to the parent/student as they work through the process. The course handbook must be named coursehandbookxxxxyyyy.pdf (where xxx is the school location code in cims and yyyy is the format as defined in SCH.441) and it must be place in /schoolconnect/images.

The purpose of adding the format is ability to have different/grade level handbooks. If you have only one handbook for all grade levels, you will have to copy it and rename for each format to make it available on all formats.

### ***Course Request Help for Users***

Online help for the student/parent is expected to be at /images/coursepickhelp.html. Standard help already exists for the user. A district may choose to update/personalize this help to accommodate more custom district needs.

### ***Troubleshoot - Pick Courses is appearing or is not appearing for a student***

The pick courses option will only be available to a student if the system finds a format match for that student's next year line of information, ie: combination of school and class. If the pick courses item is not available - confirm Next Year School, Next Year class and that a format exists in the next year for that combination.

### ***Preparing Pick Courses for Feeder Students and students not currently yours***

If feeder students are using Parent Connect to input their course requests then the only option that must be checked/considered is STU.324 for the Elementary or Middle School. If the feeder school is not utilizing Parent Connect then Ids are not being built nightly and parents have no ID to sign into. Use STU.324 at the feeder school to ensure that the Auto-Build of that grade level(s) are not being excluded and that a record does exist.

If Teacher Connect will be used to input courses for feeder students – then the school must do something in the master schedule and student course requests in this current school year in order to make those students available to the appropriate teacher. Teacher Connect shows only course/sections of kids that are being taught for that teacher so if you are assigning a teacher to certain groups of students then:

- a) in the current year create a course SCH.310 to reflect NYCOURSE or something (no credit value, non graded)
- b) in the current year create appropriate number of sections of your new course and assign appropriate teacher(s) SCH.320
- c) Use SCH.415 in order to assign the appropriate feeder students (input student numbers)

At this point, the teacher will now have a new course on the master schedule view and can then access those students and use pick course to handle their next year request.

\*\* Once the year is complete – office can use SCH.902 in the new year in order to copy those course/section details to the new year for homerooms (if applicable).

Admin Connect can easily be used to pick courses for students that are currently yours. IN order to deal with students who are not yours – use the select course/section option to select the homeroom grouping for that student so that you can access the students who are not currently yours.

### **Final Note: Ensuring that work gets saved**

This web application works on a save/submit principal. If you enter an entire screen of marks - it is not saving per key stroke. The save is done when you request to 'SAVE' and only the contents on that screen will be saved.

- Save frequently
- If there is more than one page of students, save the page and then page down to the next page.

## Making Users aware of application availability

Most web users assume that since the application is on the web - it is available 24 hours a day and 7 days a week. This is probably not the case at your district. Most districts do a full system save/backup starting at 11pm and running until maybe 2am. During this time the datagate/web services are probably turned off.

In order to make endusers aware of the downtime, you can use STU.324 at either a school level or at a district level (if district creates a PC entry for school ' ' - means all schools). For screen reference PC-0000 or TC-0000 (teacher connect) add additional message.

```

Session A - [24 x 80]
File Edit View Communication Actions Window Help
3/06/08 FY 05 TAKE TWO INC. 12:55:32 QPADEV0003
CANSMS School WEB Management Options Ref: STU.324L.01
DISTRICT: 444

CMD SCREEN DESCRIPTION
BEGIN
0001.000 PC-0000 Access to this application is not 24/7. Nightly backup runs
0002.000 PC-0000 from 11pm until 2am. System will not be available between
0003.000 PC-0000 these timeframes.
0004.000 TC-0000 Access to this application is not 24/7. Nightly backup runs
0005.000 TC-0000 from 11pm until 2am. System will not be available between
0006.000 TC-0000 these timeframes.

COMMANDS: A C D L F T # E POSITION: +n, n.n, -n, Roll-up, Roll-down

M8 a 06/002
I902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001
  
```