

Teacher's Connect - For Elementary Schools

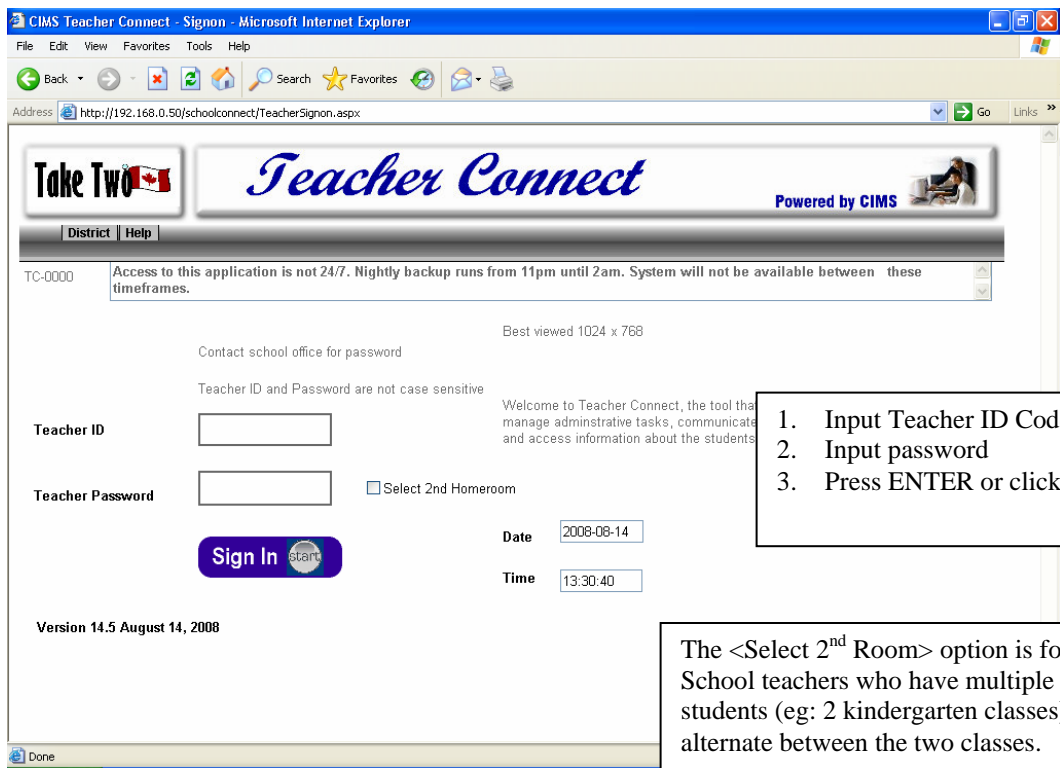
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Last Updated: August 2008

Signing Into CIMS Teacher Connect

Teacher Connect will be available from your district website or the user can input a URL as assigned by district office.

Teacher Connect will be available from any desktop within the school or district. It may be available from home depending on district security policies.



The TeacherID and Password are unique to each individual. Each school maintains their own Teacher ID and Password codes. If you have forgotten your unique teacher ID or password contact your school office. If the wrong information is appearing, double-check with the office that you are using the appropriate user/password and that you have not used the same password at multiple locations. If you teach at multiple schools, you must assign a different password at each school.

All information presented to the Teacher is 'live' up to the minute. Any information updated by the teacher (by requesting to save) is updated immediately for office and other users to access.

Upon successful sign-in, your homeroom class list of students will appear

IMPORTANT: This application does not want you to utilize standard web back and forward. Use the application tabs eg: <back to my courses> or <return to list> available at the top of each screen to access different options. **DO NOT use the standard browser <back> button**

IMPORTANT: When you are doing attendance/grades for a class and that class is more than one page remember to SAVE each page. Do not input your information and then click to go to the next page. Refreshing to a new page without a save means you have chosen to refresh the page.

Homeroom Teacher Main Screen

Based on the Teacher ID you entered, a list of your homeroom students will appear

The screenshot shows the CIMS Teacher Connect interface in a Microsoft Internet Explorer browser window. The address bar shows 'http://192.168.0.50/sch'. The page title is 'CIMS Teacher Connect - Teacher Master Schedule'. The interface includes a navigation bar with 'MyCourses', 'Download', 'Send.Msg', and 'Disp.Msg' buttons. A 'Re Fresh' button is also present. A message box at the top right says 'Current Term courses will appear by default. If you want to see the whole year, delete the term number and choose to ReFresh'. Below the navigation bar, there are 'Sort By' options: 'Sort by Term/Course' (selected) and 'Sort by Term/Block/Course'. A red banner across the table reads '** You have a new message - display messages **'. A message box on the right says 'If there are unread messages, system prompts you to review your mail.' The table below has columns for Student List, Take Attendance, Course, Section, Subject Name, Term, Block, Period, and other details. A callout at the bottom left says 'Select List - to see a list of students' and 'Select Attend - to take attendance for today'. A callout at the bottom right explains the attendance status: 'Front Screen Indicates whether attendance has been completed. This should assist teachers in knowing whether they have communicated to the office that attendance has been completed. It only updates as you login so don't be misled. It shows only whether todays attendance has been completed. If the course is not offered today, NO is fine!'.

| Student List | Take Attendance | Course | Section | Subject Name | Term | Block | Period | Da | | | |
|--------------|-----------------|--------|---------|--------------|------|-------|--------|----------|-----|----|----|
| List | Attend | AC 101 | 66 | ACCOUNTING11 | 4 | S1 | S1 | 12345678 | | No | 3 |
| List | Attend | BI 101 | 5 | BIOLOGY 11 S | 4 | C | 01 | 1 3 5 7 | 018 | No | 39 |
| List | Attend | HOME10 | 4 | HOMEROOM 10 | 4 | Z | Z | 12345678 | 018 | No | 20 |
| List | Attend | IDS201 | 15 | INDEP STU12S | 4 | E | 01 | 2 4 6 8 | GVM | No | 1 |
| List | Attend | PE 112 | 2 | PE (TRAD)11S | 4 | E | 01 | 2 4 6 8 | GVM | No | 22 |
| List | Attend | PE 112 | 12 | PE (TRAD)11S | 4 | E | 01 | 2 4 6 8 | GVM | No | 1 |
| List | Attend | PE 207 | 2 | PE (TRAD)12S | 4 | EA | 01 | 12345678 | GVM | No | 12 |
| List | Attend | PTU1C1 | 15 | PEER TU 11 S | 4 | A | 01 | 1 3 5 7 | GVM | No | 1 |
| List | Attend | PTU1C3 | 12 | PEER TU 11 2 | 4 | B | 01 | 1 3 5 7 | GVM | No | 1 |
| List | Attend | PTU2C1 | 28 | PEER TU 12 S | 4 | H | 01 | 2 4 6 8 | 108 | No | 2 |
| List | Attend | RL 1C1 | 2 | REC L CP11SA | 4 | H | 01 | 2 4 6 8 | 108 | No | 14 |
| List | Attend | RL 2C1 | 2 | REC L CP12 | | | | | | | |

At the top of all Teacher Connect screens, user may have other options available (according to district setup):

- **Assignments:** Participate with Parent Connect. Assignment/homework information and details per student may be uploaded from your gradebook. Alternatively, teachers can input homework and assignment details per student into this Assignment module for parents and students to see.
- **Download:** Use this tab function to be able to select fields of information (student name, address, email, guardian...) and download that directly to excel for external to CIMS purposes.
- **Send Messages:** Through Teacher Connect, teachers can communicate with other staff or main office through teacher connect messaging. The teacher may also email students and/or parents. Messages sent

through Teacher Connect can be directed to email or teacher messaging depending on the person's choice to either receive messages one way or the other.

- **Display Messages:** There are several message types that can be sent to teachers. (AUT) CIMS will automatically send messages to teachers for all new student add, withdrawals on a daily basis so teacher is immediately aware of class changes. CIMS can automatically send messages for suspended/discipline incidents that affect that teacher. (OFF) Other teachers or admin may send messages. (PAR) Parents can communicate with teachers. Teachers should review, respond, remove messages as appropriate.
- **Reports:** Hover over the Reports tab to list available global reports – homeroom roster, grid list, attendance summary, picture roster, medical listings.
- **Calendar:** View school activities calendar (school day codes, events, sports activities, meetings)
- **Password:** Use this tab to change your current password.
- **Logout:** When you are finished using the application - choose to logout before closing.

Press the LIST button to return to your list of students. If instead you wish to take attendance - press the ATTEND button. If attendance is taken that day - then the attendance screen will appear allowing you to edit AM/PM attendance for that date.

Attendance:

Attendance can be taken only on valid school days (not weekends and days not in session). The date defaults to today.

Each school sets their own policies on whether teachers can/cannot:

- a) edit already completed attendance for previous dates.
 - b) Add reason codes in addition to an absence
 - c) Add 'E'xcused absences, ie student is on a school related function but not physically in your class
- Check with your school office on what procedures are acceptable.

Current attendance is shown. Teacher may edit/add attendance and reasons.

Communication/Cooperation with the office is immediate. All entries already made by the office will be shown to you. You can edit/add/remove entries and it will be available to everyone after 'Save changes' has been done.

Very Important: The system will timeout after a period. Make sure to complete your attendance by requesting to 'Save Changes'. If you do all the work then leave yourself sitting in the screen without saving for an extended period of time (more than 10 minutes) - your work may be lost.

Very Important: Only one box should be 'checked'. There should never be two check marks on a single student, ie: impossible to be both away and late! If both absent and late are marked - the system will assume 'late'... uncheck the incorrect entry to clear it.

Very Important: All adds/edits are not saved until you press the 'SAVE CHANGES' button. If you do not SAVE - all work will be lost. The Save Button must be executed after attendance taken is checked! If there are multiple pages of students, press SAVE before paging to the next page.

Very Important: In order for the office to know that you have completed attendance for a class it is mandatory to mark 'Attendance Completed' then SAVE for each course/section for the daily attendance. The office will run a report (ATT.904) to confirm who has completed attendance for today. That

information is looking at whether you have answered 'Attendance Completed'. You must click this box even when there is perfect attendance - else office will not know the difference between not completing attendance or no-one is away! You must press SAVE in order for the Completed message to be executed.

Very Important: You must ask to record attendance even if you have perfect attendance.

1. Request to take attendance
2. Click Attendance Completed
3. Ask to Save Changes

Calendar view: Underlined

Accumulated absences and lates YTD (less today) show here

*Attendance saved but not marked COMPLETED. If you are done, check

Date: 06/15/05 AM PM

** YTD Does not include today **

Click on Completed to indicate attendance has been completed. THEN <SAVE>

Click on Details button to view complete history of attendance for the student.

| PM Absence | PM Absence Reason | Absence Details | First Name | Last Name | YTD Absent AM | YTD Absent PM | YTD Tardy |
|-------------------------------------|-------------------|-----------------|------------|-------------|---------------|---------------|-----------|
| <input checked="" type="checkbox"/> | A | IL | CONNOR | AUBIN | 0 | 1 | 7 |
| <input type="checkbox"/> | | | DANIEL | BRIND'AMOUR | 3 | 4 | 0 |
| <input type="checkbox"/> | | | MACKENZIE | CROWE | 6 | 5 | 6 |
| <input type="checkbox"/> | | | ZAHA | DESROCHERS | 0 | 1 | 1 |
| <input type="checkbox"/> | | | MARKUS | DRAKE | 4 | 5 | 0 |
| <input checked="" type="checkbox"/> | | | ERIN | KARIYA | 7 | 7 | 2 |
| <input type="checkbox"/> | | | JORDAN | KING | 1 | 3 | 2 |
| <input type="checkbox"/> | | | MACKENZIE | KOVALCHUK | 2 | 3 | 8 |
| <input type="checkbox"/> | | | STEVEN | LUNDMARK | 3 | 3 | 0 |
| <input type="checkbox"/> | | | | | 2 | 2 | 12 |

View Attendance Details per Student

When you are taking attendance, the right hand side of the attendance screen shows attendance year-to-date totals per student. Use the DETAILS button to view complete details on that student's attendance.

The screenshot shows the CIMS Teacher Connect interface for WACHOVIA SECONDARY SCHOOL. The main window displays student attendance information for student 9829462, THOMAS AFINOGENOV. The interface includes a navigation menu, a student list table, a student information form, and two detailed attendance tables.

Student Information:

- Student#: 9829462
- Last Name: AFINOGENOV
- First: THOMAS
- Middle:
- Sex: Male
- Homeroom: 155B
- Age: 20
- Phone#: (000)555-7778
- Unlisted?: N

Current Year Totals:

- Absence NO Reason (A) = 19
- School Excused (E) = 0
- Absence With Reason (a) = 44
- Late/Tardy (T) = 37

Attendance Details ALL Years:

| Date | School Code | Day | Period | Absences | Reason |
|-----------|-------------|-----|-----------|-------------------|--------|
| 6/30/2005 | 001 | 4 | Thursday | . . 0 | AP |
| 5/24/2005 | 001 | 5 | Tuesday | | AP |
| 3/9/2005 | 001 | 1 | Tuesday | . . T | |
| 2/16/2005 | 001 | 4 | Wednesday | . . a T | PE |
| 2/10/2005 | 001 | 8 | Thursday | | PE |
| 2/9/2005 | 001 | 7 | Wednesday | . . a T | PE |
| 2/8/2005 | 001 | 6 | Tuesday | | PE |
| 2/3/2005 | 001 | 3 | Thursday | | PE |
| 1/26/2005 | 001 | 7 | Wednesday | . . a T | PE |

Current Course Absence Totals (Does not include today):

| Course | Section | Block | Teacher | Term | Total AU NO | Total AE With Reason | Total E | Total T |
|--------|---------|-------|---------|--------|-------------|----------------------|---------|---------|
| CAP200 | 001 | S1 | GODDS | LINEAR | 0 | 1 | 0 | 0 |
| RP 201 | 001 | AE | STAFF | SEM 1 | 1 | 3 | 0 | 5 |
| CH 201 | 011 | BF | RICHM | SEM 1 | 4 | 13 | 0 | 7 |
| PMA201 | 002 | CG | EMTEC | SEM 1 | 6 | 10 | 0 | 12 |
| PSV2C1 | 001 | DH | HUJSJ | SEM 1 | 6 | 12 | 0 | 9 |
| PE 207 | 002 | EA | SEMEM | SEM 2 | 1 | 0 | 0 | 2 |
| PH 201 | 002 | FB | RICHM | SEM 2 | 1 | 1 | 0 | 0 |
| PTU2C1 | 097 | GC | FREHC | SEM 2 | 0 | 1 | 0 | 1 |

Attendance per course is shown on the right
 All years attendance history for all schools is shown on the left
 Click on <return to list> to go back to previous screen

Taking Attendance for Old or Future Dates

Teachers can only maintain attendance by homeroom. Teachers are allowed to edit attendance for any future date and may be able to change for previous dates (school admin choice):

- Choose the ATTEND button
- If the attendance date appears, go ahead and change the calendar date to the date you want to take attendance ... If The student List will appear indicating attendance is not taken today. Select 'Take Attendance' at top bar
- Attendance date will appear - choose the date you wish to view/edit
- Input/edit appropriate attendance
- SAVE changes

Report for Attendance for any Day

You can use Teacher Connect to list course attendance for any date. This is an excellent way to confirm/verify your class/course attendance for any date.

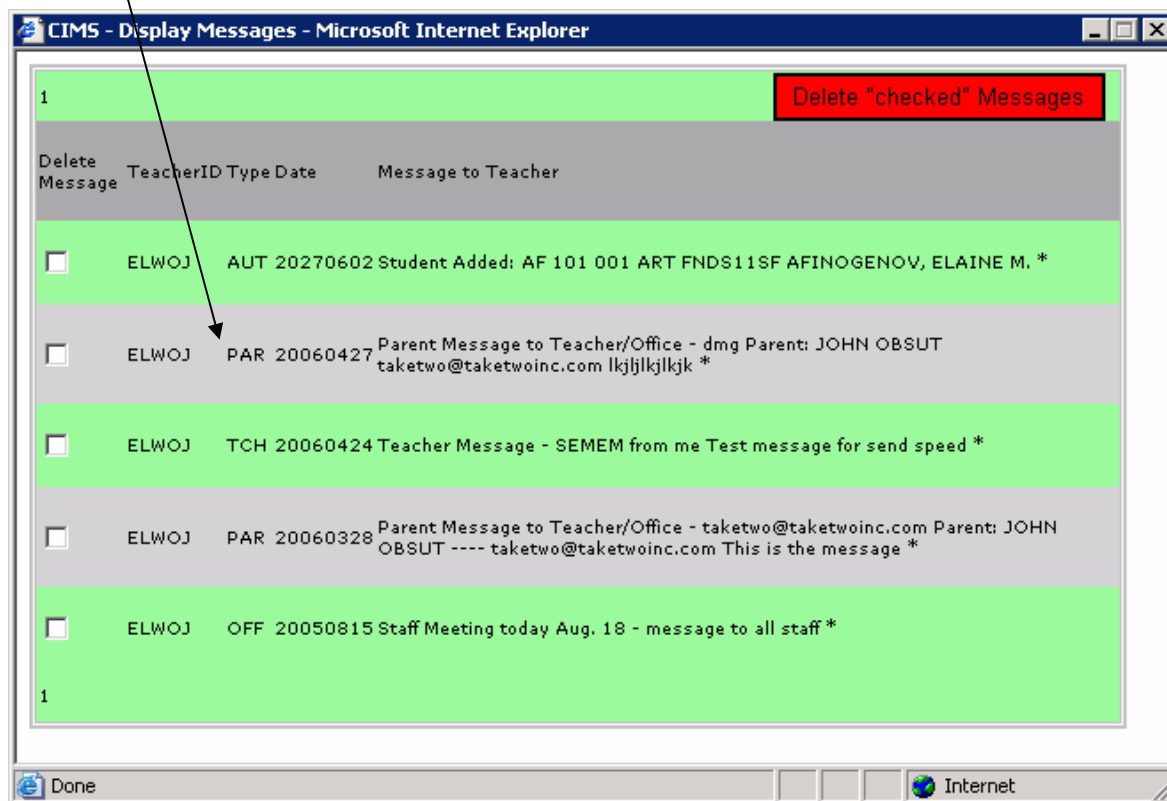
- a) Select to take attendance
- b) Use the date tab to select the date you want to know the attendance for,
- c) Once that date appears, use the reports tab to select 'Absence report' and a report will be produced

From the main screen cumulative attendance reporting is also available.

Special 'Message' Utility with Office, Parents, and Automatic

Messages can be generated from the office to teacher(s). Teacher(s) can send messages to each other. Messages from CIMS can be auto-sent based on student suspensions (entries made to discipline module). Parents can send messages to teacher(s) from the Parent Web product.

This messaging is directed to either internal Teacher Messaging that can be retrieved only from within Teacher Connect OR can be directed to email. The system decides where to send it based on what each teacher told the office. Your school office sets up per teacher where mail should be directed.



Message Type:

- PAR (Parent Initiated). Indicates that it came from Parent Connect.
- AUT (Automatic). Indicates that it was sent automatically by CIMS. CIMS sends AUT messages for students with excessive absences or for students who have been suspended that are in your homeroom
- OFF (Office Initiated). The Office can broadcast messages to all teachers or specific.

- GUI (Teacher Initiated).

Message Teachers, Office, Student, or Guardian

You can message single teacher(s). You can message the OFFICE. You can message *ALL teachers. AND, you can message *all Teachers that teach a particular student. You can also choose to email the student or student/guardian.

http://192.168.0.50 - CIMS - Send a Message - Microsoft Internet Explorer

Select Teacher / OFFICE: *No Teacher Selected*

Select Student LastName: smith Find SONNENBERG, JASON

Message ALL Teachers who teach this student Term: 1

Select Student or Guardian: *No EMAIL Selected*

Select Course & Section: *No Course Selected*

Student Guardian1 Guardian2 Guardian3

1. Type a subject
 Teacher Message - BARRLE *

2. Type a message and "FROM" information
 This is a reminder that Jason is part of the after school choir and he needs a release form signed and submitted to the school by Friday morning. *
 500 character maximum

EMAIL Address you can be contacted at *

3. Click "Send Message" and wait for "Message Successfully Sent" before closing this window

Send Msg

- Select who to send the message to:
 - Teacher OR All teachers OR Office
 - Email the student based on CIMS email address
 - Email the student's guardian based on what CIMS has for email address(s)
 - Email all guardians and/or students in a particular course/section
- Write your message
- Indicate your email address in the Return or a DO NOT REPLY address as setup by the school
- Choose to SEND

When you initially sign in to Teacher Connect a bright red message bar will appear if you have new messages. This will appear only temporarily. It will disappear once you begin to work.

Student List - Student Information

The attendance screen is designed specifically to take attendance. If you want to drill down to a particular student and view information about that student (detailed attendance, discipline, demographics, history of marks ..) then use the 'Student List' tab to do so.

Once the list of students appears, use VIEW STUDENT beside the student you want to investigate. The following information is available:

- **Demographics** (Grade level, birthdate, homeroom, student picture, important items. Ability to edit student email address)
- **Family** (Guardians, Address Information, brother/sister details)
- **Emergency** (Contacts, medical details, Phone numbers)
- **Tags** (School use identifications for Sports Teams, house teams, Attendance letters sent home)
- **Registration** (Current year Entry/withdrawal details plus summary of where the student was at the end Of every school year since they have been with the division)
- **Ministry** (September 30th Ministry details for funding)
- **Discipline** (All years, all schools details for incidents recorded and actions taken. Ability to attach behaviour related documents)
- **Attendance** (all years, all schools details for any absent periods for the student)
- **Assignments** (If your school is populating CIMS with outstanding assignment info from your Gradebook, this information is available for view)
- **Grades** (Show history/transcript of all yearend subject marks)
- **Fees** (Show current year assessment and payment details)

TC-0004 Student DEMOG text custom by school

Student# 9836333 Last Name AMADIO First MITCHELL Middle GEORGE Sex Male

Ministry# 1010101 Age 19 Phone# (000)555-0787 Unlisted? N

Current School/Class WACHOVIA SECONDARY SCHOOL 11

Next Year School/Class WACHOVIA SECONDARY SCHOOL 12

Last Attended School/Class WACHOVIA SECONDARY SCHOOL 10

Birth Date 5/11/1988

Birth Place HAMIOTA MB

Transfer From 1158

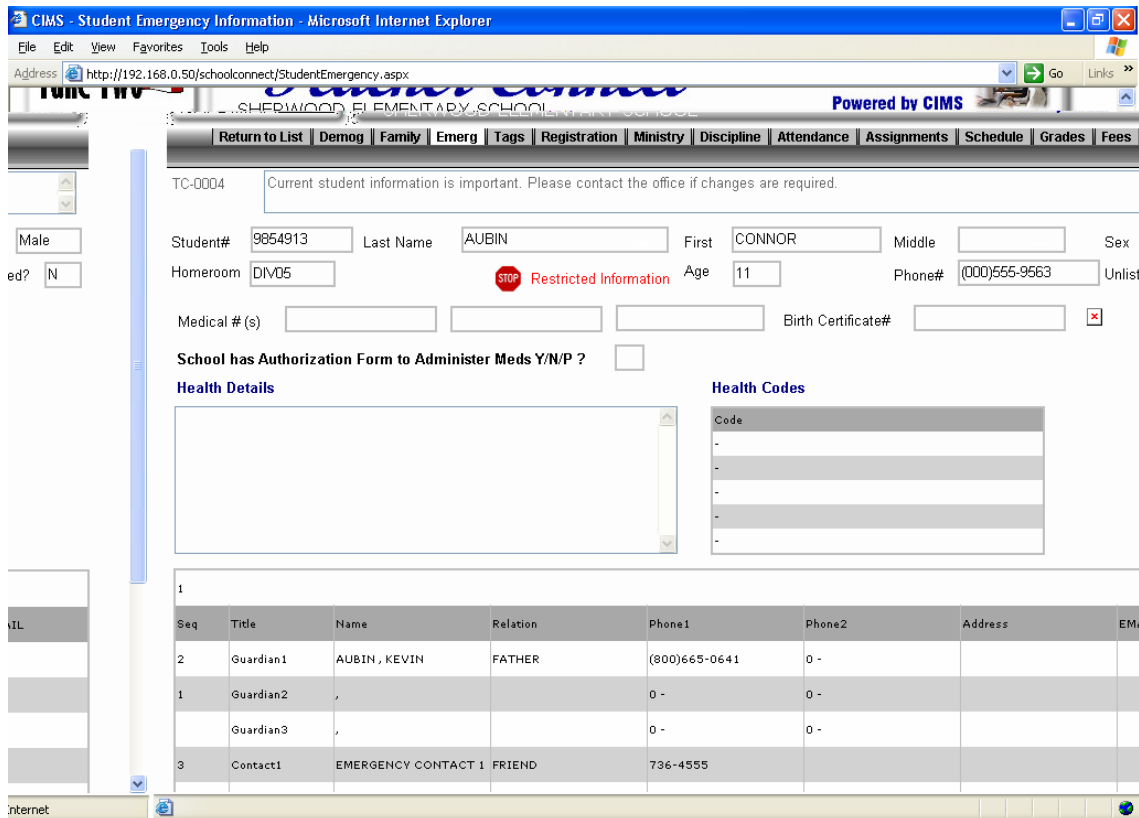
Student EMAIL mamadio@hotmail.com

Homeroom DRAM PERKC C PERKRICH

Input Date 5/17/2000

| # | Title | Value |
|---|--------------------|-------|
| 1 | Year of Graduation | 07 |
| 2 | Program | |

Sample Demographics Screen with ability to edit email address



From the List option - the user is also presented with additional features to perform on a class other than just attendance, namely:

- a) Review all incidents that this particular class of students has had **(all years)**
- b) Access the Attendance screen to maintain attendance & review YTD absence values for the class
- c) Input transcript/yearend marks and achievement
- d) Download information to Excel
- e) Send/Review messages - duplicated from main screen
- f) Print Reports about that student (attendance, mark confirmations, picture rosters, class rosters)

Maintaining Student Assignments

Teacher Connect will allow the teacher to maintain all assignments, quizzes, homework related items (date given, date due, description, attachment, value). This information is available to parent connect so that parents/students are aware of what has been covered in class.

In future releases of Teacher Connect the teacher will be able to input completions/marks per student. Then parents and students will know what assignments are still due or have been completed at what grade.

The screenshot displays the 'Teacher Connect - Course Assignments' interface. At the top, there's a navigation bar with 'Return to Course/HRoom' and 'Logout' buttons. Below that, the course information is shown: 'TC-0012', 'SEMEM', 'AC 101', and '6'. A table on the right side lists assignments with columns for 'Change', 'Assignment#', 'Date', and 'Due Date'. The table contains two rows of data, each with a 'Change' button. The main content area features a search bar with 'is' entered, a '6' grade selector, and an 'Add' button labeled 'Add New Assignment'. Below this is a table of assignments with columns for ID, Type, Mark Type, Weight, and Description. Two rows are visible: an ESSAY (ID: 008, 20 Points) and a QUIZ (ID: 008, 10% of 20 of fin).

| ID | Type | Mark Type | Weight | Description |
|-----|-------|------------------|--------|--|
| 008 | ESSAY | 20 Points | | Essay due on Romeo and Juliet as per posting. |
| 008 | QUIZ | Out of 20 of fin | 10% | Quiz will cover all there is to know about Accounting. You should read chapters 1-15 in your text and do the practice assignments in order to prepare. |

Adding Documentation/Attachments to Discipline Record

For any student, the teacher has access to review the incidents that have occurred. Along with viewing the entries, the teacher has ability to attach their own behaviour related documentation to the student (could be a word document or scanned in form or a .pdf). This information will then accompany the discipline information and be available to all those within discipline.

Teacher Connect
 WACHOVIA SECONDARY SCHOOL
 Powered by CIMS

Return to List | Demog | Family | Emerg | Tags | Registration | Ministry | Discipline | Attendance | Assignments | Schedule | Grades | Fees

Student DEMOG text custom by school

9841312 Last Name AFINOGENOV Sex Male
 First A.J. Age
 Phone# (000)555-3032
 Restricted Information Unlisted? N

| View Document Description | Updated |
|---------------------------|---------|
| No Discipline Documents | |
| | |
| | |

| Class | Incident Date | Place | Code | Description | Teacher | Action Code | Action Date |
|-------|---------------|-------------|------|---|---------|-------------|-------------|
| 08 | 6/1/2005 | | BUL | Problems in class bullying another child | ARNOD | REM | 6/1/2005 |
| 08 | 5/20/2005 | CHANGE ROOM | AST | Verbal abuse to another child, first offense, sent to detention | ARNOD | DET | 5/24/2005 |
| 08 | 9/1/2004 | GYMNASIUM | FIG | First day of school fight already | | | |

TC-0004

Student#
 Homeroc

1
 School

View existing incident records for a student
 View existing documents related to incidents/behaviour
 Be able to attach document(s) to this student to be kept onfile

Report Options

From the <Reports> tab users can select to print a class list, summary class attendance, medical register, or picture roster reports.

The screenshot displays the CIMS Teacher Connect interface. The main navigation menu includes: MyCourses, StuList, Attendance, Discipline, Fees, Assignments, Grades, and Reports. The Reports menu is expanded, showing options such as Course Grid List, Course Grid-Condensed, Course Homeroom List, Grade Verification, Teacher Roll-Parent Info, Course Roll-Address Info, Course Absences Day, Course Absences YTD, Picture Roster Full, and Picture Roster Simple. An arrow points from the text above to the 'Picture Roster Full' option.

The main content area shows a student list for course TC-0002 SEMEM. The list includes columns for 'Include Dropped', 'Include Completed', 'Day', 'Term', and 'Date'. Below this is a table of student information:

| Select Student | Res | Med | IEP | First Name | Last Name |
|--------------------------|--------------------------|--------------------------|--------------------------|------------|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ELAINE | AFINOGENOV |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | JESSICA | BARILKO |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | AMANDA | BERTUZZI |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | BRAD | BERTUZZI |

Two Adobe Reader windows are open, displaying PDF reports. The first window, 'SEMEM[1].PDF', shows a detailed medical register for Elaine Afinogenov, including her address, contact information, and medical history. The second window, 'SEMEM[2].PDF', shows a student list for the course, including names, IDs, and contact information.