

Secondary Administration System

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PART 1 - FILE

When a school is using the Maplewood system for the first time the order in which information is entered is important. The suggested order of entering the data is outlined below and is discussed in detail throughout the seminar.

1. Set up the School Information and structure of the school.
2. Create a School Calendar.
3. Create a Staff List.
4. Create a Room/Homeroom File.
5. Create a Courses File.
6. Create a Classes File.
7. Create a Code File.
8. Customize tables for the student records.
9. Enter students' information.

1. SCHOOL INFORMATION

File, School Setup, School Information

It is necessary to define certain aspects of the school's setup in order that the system's response will adapt the school.

- ◆ Information about the school's address, principal and phone number is stored on the **School Info.** tab.
- ◆ On the **This Year** tab indicate the number of semesters, terms, days and periods at the school. The tumble/rotation of the above that form the basis for the timetable of the school may be defined under the **Patterns** area.
- ◆ Specify the **Number of Semesters** (up to 16 semesters can be defined).
- ◆ Indicate the number of **Terms per Semester** (up to 16 terms may be defined). For example, any classes that end half way through the semester (i.e. Civics and Career?).
- ◆ Set up how many **Days per Cycle** there will be. This refers to the number of days that have different teaching patterns before returning to the first day of the teaching cycle. If there is no differentiation among teaching days, enter "1". A maximum of 16 days in the cycle is permitted.
- ◆ Enter the number of **Periods per Day**. This is the number of periods to be taught each day. There is a maximum of 15 periods in a day.

WHAT IS A PATTERN

There are two different areas within Patterns – the Semester/Term and the Day/Period.

SEMESTER PATTERNS (DURATION OF A CLASS)

Semester Sets must contain all possible combinations pertaining to the duration that class may use. A Semester Pattern represents one possibility within a specific Semester Pattern Set. A Semester Pattern Set is a group, while a Semester Pattern is but one possible option.

Click on the Add button, enter a name for the Pattern Set (main group) and click on the OK button. For example, Semestered. Clicking on the drop down arrow for the Semester Set may change an existing Set name. Highlight the set to change then click on the Rename button. When changes have been made click the OK.

Once a Set is created, the various Patterns (possibilities) within the Set must be specified. To add a new pattern for the set, click on the Add button beside the Pattern pull down arrow. Then enter a name for the Pattern and click on the OK button. For example, call a Set Semestered and within that set there are two possibilities (patterns) a class can either be in Semester One or Semester Two. Therefore, create two patterns, one called Sem 1 the other, Sem 2. Each pattern that is added to a Pattern Set must indicate which semesters the classes may be taught.

Under the Semester Pattern name, there is a grid with the Semesters across the top, and the Terms down the left side. To indicate that a particular pattern will be taught in a given term and semester, click on the check box beside that term/semester.

When all of the necessary Semester Sets and Patterns have been established, click the Done button.

DAY AND PERIOD PATTERNS (ROTATION OF A CLASS)

Now the periods when classes may be taught must be set up. The periods and days when each class is taught are referred to as a Period Pattern.

Click on the Add button. Then enter a name for the Set (e.g. Regular) and click on the OK button. Once a Set is created, the various Patterns (possibilities) within the set must be specified.

Click on the Add button beside the Pattern pull down arrow. Then enter a name for the Pattern and click on the OK button.

For each Pattern that is added to a Set indicate which periods classes may be taught. Under the Pattern name, there is a grid with the Days in the Cycle across the top, and the Periods in the day down the left side. To indicate that a particular pattern will be taught in a given period, click on the check box beside that period. When all of the necessary Period Pattern Sets and Patterns are set up, click on the Done button.

As a result of this set up, later in the Classes File, the school will be able to specify the required set up information of a class. Please see our manual, for further information and or examples on the concept of Patterns as well as pressing the F1 key while in the school set up, this year window.

- ◆ On the **Configuration** tab, indicate to keep track of transfers between homerooms, concurrent students in the school (for school boards using Maplewood's Central Office application). Information regarding network settings (should be set to Shared Files) and the language of the school should also be specified.

2. CALENDAR

File, School Setup, Calendar, New

A school calendar must be created each new school year. The school calendar specifies the school days throughout the school year and which days are holidays, exams and special days. There is only ever one calendar stored in the system.

Note: Once the first day of school have been specified, this cannot be edited. The only way to edit this date is to create a new calendar.

To set up holidays, PA days, exams, etc., while in the yearly view, click on the date, then click on the appropriate type of attendance day button at the bottom of the screen. Select a different day and the colour of the changed day will indicate the type of day selected (e.g. purple for a holiday). Many days can be changed at once (e.g. Christmas holidays) by holding the CTRL key while clicking on the days and then clicking the appropriate button at the bottom of the screen.

A notepad with Events is available by double clicking on a date. This brings up a note screen, simply type events that will happen on the specified day. These events may be printed **File, School Setup, Calendar, Print Events**.

To set up the Semester / Term beginning and ending dates, while in the yearly calendar view, select **Edit, Semesters**. If the school has more than one semester defined, the calendar will show varying shades of green and purple. The colour should change on the first day of the Semester. Dark and Light colour variation will show if the school has been defined as having more than one Term. Click on the **Summary** button to show the semester and/or term start and end dates.

Use the **Options** button to set up a daily cycle rotation and how the calendar should be displayed. There are three possibilities for the **Daily Cycle**:

Daily Rotation	- Day 1, Day 2, Day 3, Day 4, Day 1, Day 2, Day 3 ...
Weekly Rotation	- Week 1 is always Day 1, Week 2 is always Day 2 etc
Custom Rotation	- Create custom rotation.

For specifying which days alternating kindergarten students attend there is the **Alternate Days** check box. There are four formats to choose from:

Default Order
Daily Rotation
Weekly Rotation
Custom Rotation

Select which **Active Months** to have displayed by clicking on one of three options: All Months, September - June, or setting up a Custom display. Under the **Days Displayed** select All Days, Monday - Friday, or a Custom set as well. When finished, click the **OK** button to save changes and return to the yearly calendar view.

Click on the month's name to see the daily cycle and alternate day rotation in detail for that month. While a month is displayed in detail, clicking on the Cycle Day button can change the day in the cycle. If alternate days have been defined, clicking on the Alt. Day button can change the alternate day in the cycle. Click the **Done** button when finished changing the rotation Cycle Day. Then click the **Done** button to return to the school year view. The system's current date may be set to today's date by pointing to the correct date and right clicking. Click **OK**. Now today's date is marked with a '*'.

3. STAFF

Staff, Add New Staff Members

The staff records should include the names of all of the staff members in your school. Homeroom teachers must be added to the Staff Records as well as any staff member who will have access to Maplewood (important if the school is using Maplewood's security feature called Access Manager).

- ◆ Each staff member has an Employment Status from one of the four following choices:
 - This year and next year – the staff member is at the school this year and will be returning next year.
 - This year only – the staff member will be at the school until the end of the current year
 - Next year only – the staff member will be new to the school next year
 - Deleted – the staff member has left the school. This completely removes the staff member from the computer records.
- ◆ Enter the staff member's name and then click OK. Other information concerning the staff member can be entered now, or at a later time, click the OK button. Enter any employment information and then select **File, Exit**. A message will pop up asking if you would like to add another staff member. Click the **Yes** to continue adding staff or click the **No** to finish.
- ◆ If this staff member is a teacher at the school, then ensure on the **Biographics** tab that the **Teach?** box is checked. Also, for security purposes, assign this staff member a letter to indicate their **Role** at the school.

Once a staff member is added to the system, information can be entered, by calling up the staff member's record (**Staff, Staff Records**). Simply click on the appropriate tab with the information you want and then on the **Edit** button.

4. ROOMS/HOMEROOM

File, School Setup, Rooms/Homerooms

Any rooms that are used as homerooms or classrooms should be added to this table.

To add a new Room to the list, click on the **Add** button. If this room will later be assigned to student classes, simply assign the room a **Room Number** and click the **OK** button (or **Add** to add another room).

To add a new homeroom to the list, click on the **Add** button. The room number is entered first when adding a new room or homeroom. If the room that is being entered is a homeroom, click on the **Homeroom** box. This will allow the entry of a designation for the homeroom and the assignment of the teacher(s). The Homeroom **Designation** is often used to represent the grade level of the students in that homeroom (e.g. Room 101 has a homeroom designation of 9A). To select a teacher for this homeroom, click on the drop-down arrow to the right of the **Teacher** box, and then click on the appropriate teacher's name in the list. If an additional teacher is also responsible for the homeroom, select the **Alternate** teacher in the same manner. When all of the information about that homeroom is entered, click on the **OK** button (or **Add** to add another room).

A room or homeroom that is already listed in the file can be edited by clicking on that homeroom to highlight it, then clicking on the **Edit** button.

Every room number and designation must be unique because in most areas of the Maplewood system, the room number and designation may be used interchangeably. If two rooms share a room number or designation, make each slightly different

5. COURSES

File, School Setup, Courses

A list of all the courses (subjects) offered, must be entered into the Courses File. A Course must be entered before the individual classes may be entered into the Classes File.

All Ministry approved Courses should show in the table. If you are missing Courses from the list, please contact your Dept. of Education technician. Whether you can **Add** or **Edit** the Courses file will depend on your Maplewood Permissions.

A course that is already listed in the file can be edited by clicking on that course to highlight it and then clicking on the **Edit** button.

- ◆ A **Course Code** is entered between 4 and 7 characters in length. This is the name of the course as seen on the student's timetable. A **Course Number** must be entered and these are available from the Department of Education.
- ◆ A **Course Title** must be entered as well as the **Course Description**. The Long Description is used with the On-Line Student Viewer.
- ◆ The **Weight** is used in the Student Scheduling area of Maplewood. It is used to indicate the workload of a course from light - heavy. This feature is not necessary but can be of value to a school. **Sequenced Courses** are used to determine how other course choices are related to the specified course. Under the Sequenced Courses indicate which courses are Pre-sequenced, Co-sequenced, Alternate, Blocked or the connected teacher. Please note, this area is only of relevance for scheduling purposes.
- ◆ The day and period within the **Exam Schedule** may be filled in here, or the Assign Exams can be used to automatically create a schedule. This field can also be left unchecked. The **Department** that the course belongs to may be selected from the drop down list.

When all of the information concerning that course is entered, click on the **OK** button.

6. CLASSES

File, School Setup, Classes

Classes are the sections of the courses taught in different periods (possibly by different teachers or in different rooms). For example, for the course MAT4U, there may be three classes (sections): MAT4Ua, MAT4U b and MAT4U c. Before classes may be entered into the Classes File, the corresponding courses must be entered into the Courses File.

- ◆ To add a new class to the list, click on the **Add** button. A class that is already listed in the file can be edited by clicking on that class to highlight it and then clicking on the **Edit** button.

- ◆ Specify the **Course Code** by clicking on the drop-down arrow and highlighting the desired course. The **Section** letter is automatically assigned.
- ◆ The **Number of Seats** is set at 30, but a different number may be entered. The first occurrence of the class will be designated section a, the second section will be section b, etc.
- ◆ Specify the **Room Number** in which the class is taught by clicking on the drop-down arrow and highlighting the desired room.
- ◆ Enter the **Schedule**. Specifying first the Semester/Term information then the Day/Period. This information is derived from the patterns that were specified under the School Information Area.
- ◆ Indicate the **Language** in which the class is taught.
- ◆ **Grouped Classes** are classes that are taught at the same time, with the same teacher in the same room. To group two or more classes together, click the **Select** button to the right and click on the class(es) that are to be grouped with the one being edited. To ungroup a class, simply click the selection again, and it will be de-selected.
- ◆ Enter the **Schedule** for this class by specifying first the Semester/Term information then the Day/Period. This information is derived from the patterns that were specified under the School Information Area. **Edit Special** is an alternative way to indicate the schedule of the class without setting patterns for the class.

When all of the information concerning that class is entered, click on the **OK** button (or **Add** to add another class).

7. CODES

File, School Setup, Codes

In the History area of the students' records, all of the courses a student has completed can be displayed. This is the information used to print transcripts. Before courses can be added to the History records of students, the course codes must be entered into the Code File.

- ◆ To add a new code to the list, click on the **Add** button. A code that is already listed in the file can be edited by clicking on that code to highlight it and then clicking on the **Edit** button.
- ◆ Type in the **Course Code** that to add. This is the course code that will appear on the students' transcripts.
- ◆ The **Grade** level of the course can be indicated in the Grade box. This is especially helpful with complex or new codes.
- ◆ Enter a **Course Title** for the code (and **French Title** if applicable). This is the course title that will appear on the students' transcripts.
- ◆ The **Categories** should be filled in so that the course will count toward the proper compulsory category on the students' History screen. These are the categories that must be fulfilled in order to graduate. Click on the **Select** button then highlight the correct category and click the **OK** button.

When all of the information concerning that code is entered, click on the **OK** button (or **Add** to add another code).

DEPARTMENT

File, School Setup, Departments

Specify the possible departments to which a course may belong.

- ♦ To add a new department to the list, click on the **Add** button. A department that is already listed in the file can be edited by clicking on that code to highlight it and then clicking on the **Edit** button.

8. ENTER STUDENTS' INFORMATION.

The Maplewood system maintains comprehensive information on students. There are two main groupings of students:

Present Students: Present students are subdivided into the following categories based on their enrolment status:

This Year and Next Year: Students attending the school at the present moment and are planning on attending the school next year. Most students in your school will have this status. This is the default status.

This Year Only: Students currently attending the school, but are not returning to the school next year.

Next Year Only: Students not currently attending the school, but are coming to the school next year.

Deleted (Retired/Transferred): Students that attended the school at some point during this school year, but are no longer attending. These students will become Past Students at the end of the school year.

Past Students: Students who have attended your school in previous years.

ADDING STUDENTS

Students, Add New Students

The **Add New Students** is used to enter a student into the Maplewood system. Once the student is added to the system, their student record may be accessed through **Student Records**.

When adding a student to the system, begin by entering student Surname, Given Name and Birthdate and click the **OK** button. If a match is found the details of that matching student will be displayed. If no exact matches are found, possible matches will be presented for closer inspection. If one of the matches is the student to be enrolled, select the student and choose to Enroll This Student, otherwise, check the option to Enroll This Student as a New Student and continue to fill in their details on the next screen.

When all required information has been entered, click the **OK** button to continue. The sibling question is presented, if the answer is **Yes**, Maplewood automatically pre-populates the applicable biographical information of the brother or sister to the new student's record.

Once these students have been added to the system, use **Student Records** to access the student record. If any changes need to be made to their information, or if more information needs to be entered, it may be done by using the **Student Records**

EDITING STUDENTS

Students, Student Records

The select student screen defaults to call a student alphabetically by surname. Type in the first letter of their surname and click on the **Search** button (or press the Enter key). A list of the students with surnames starting with that letter will be displayed. Double-click on the student to call up their record, or click on that student's name once and then click on the **OK** button.

- ◆ To search for a student alphabetically, but not on surname, change the Search On choice from the list available in the dropdown.
- ◆ If the **Use Soundex** box is checked, students that phonetically match the search criteria will also be included in the search results.
- ◆ Check the **Name Changes** and/or **Aliases** boxes to show students who have been referred to by another name. If a student has additional names that they go by, entered in their record, these will show in a caption bubble pop-up, by hovering the mouse over any portion of that student's details.
- ◆ Clicking on the **Method** button may change the method of selecting a student. Methods of selection include: Three Letter Code, Student Number, Homeroom List, Class List, Teacher's Students, Inquiry list, and Excursion list.
- ◆ Once a student is selected from the list, their full student record is displayed. Tabs on the record reflect the various areas of student information. To view the different areas of student information, simply click on the desired tab. The following tabs are available with fields to record information: **Biographics**, **Family**, **Emergency**, **Enrolment**, **Attendance**, **Timetable**, **Achievement**, **Custom Fields**, **Transportation**, **Notepads**, **Special Education**. Each Tab will be examined in more detail.

To make changes to the student's information, after clicking on the appropriate tab for the area of information desired, click on the **Edit** button.

BIOGRAPHICS

- ◆ The **Biographics** tab displays a summary of the mailing address, parents' information, emergency, custody, homeroom and grade information. Clicking on the **Edit** button brings up a screen to edit This Year's Homeroom and Grade, Next Year's Homeroom and Grade, the Defined Characters, Birthdate and Gender.
- ◆ There is a button to edit the **Name** of the student (including the student number). Click the **Name Changes** and/or **Aliases** boxes to show other names the student may be referred to.
- ◆ Another button edits the **Custody** information. By clicking Special Custody a unique graphic will be displayed on the student's record.

FAMILY

- ◆ The **Family** tab displays the family information of the student in more detail. The addresses of the student's father, mother, guardian and permanent address are available.
- ◆ Additional contacts can be added to the student record by clicking on the Add Contact button. If a new contact needs to be added to the list, please contact your Dept. of Education technician
- ◆ If the student has any siblings they are displayed at the bottom of the tab.

EMERGENCY

- ◆ The emergency contact, doctor, insurance number and sitter are viewed and edited on the **Emergency** tab. Medical details entered in the **Emergency Notes** field will be displayed on the **Biographics** tab.
- ◆ There is a button on the Emergency screen for Medical **Notes**. Often schools will keep track of and medical information concerning the student here such as medications, injuries or allergies.
- ◆ Unique to the Elementary system is the Sitter Information.

ENROLMENT

- ◆ On the **Enrolment** tab information regarding language, ethnicity, preferred languages, Nunavut Education number, start and/or retirement details, and attendance type is indicated. Clicking on the **Edit** button allows you to enter or edit this information.
- ◆ There are also buttons to display the **Previous Enrolment** and **Internal Transfer** information. See below for more information.
- ◆ The Retirement/Transfer date, Destination Type, and Destination School are only available to students who have left or who are leaving the school (i.e. This Year Only or *Deleted/Withdrawn students).
- ◆ To activate the Special Ed. Tab the Special Ed. box on the Enrolment tab must be checked. Once activated, all of the Special Education fields are available.

*When a student leaves the school, he/she must be indicated as "Deleted/Withdrawn" by changing the enrolment status. Once a student is withdrawn, he/she will no longer appear on class lists, alphabetic lists, homeroom lists, etc. The student record of a withdrawn student is still accessible through **Student Records** until the end of the school year. At the end of the school year, the **Transfer To Current** process places all deleted students into the **Past Students** area.

Other Fields Sub-Tab

This sub-tab differs from jurisdiction to jurisdiction. It contains further information relevant to a student's enrolment file.

PREVIOUS ENROLMENT

The most recent entry date (and retirement date if applicable) is recorded on the main **Enrolment** screen, and all entry and retirement dates which occurred prior to the dates on the main Enrolment screen are recorded in the **Previous Enrolment** area.

- ◆ If a student was enrolled in the school but left and then came back again, the word "Latest" will appear beside his/her Entry to This School on the **Enrolment** tab.

INTERNAL TRANSFERS

If a student has any changes to his/her enrolment while attending the school, for example, changing attendance types from Full Time to Part Time, the date the change occurred is automatically recorded in the **Internal Transfers** area on the **Enrolment** tab.

ATTENDANCE

- ◆ On the **Attendance** tab, the permanent register may be displayed and edited by clicking on the **Edit Register** button.
- ◆ The **Edit** button allows the user to edit today's attendance entries.
- ◆ Attendance Notes may also be recorded and edited at any time by clicking the **Notes** button.
- ◆ The **Print Per. Att.** button prints the Period Attendance Report. This is a printout of all days where a student has an attendance code other than present. It prints all of the classes for the day along with a summary of the student's attendance in every class for the year. The Period Attendance Report may be printed at any time during the year and will include attendance information up to the time of printing. Each day that has an attendance entry will be printed and the period by period attendance for that date is given.

HISTORY

- ◆ In the **History** area, the courses that each student has completed with the date they were completed, the final mark, and credit value can be recorded.
- ◆ The Diploma information indicates certain specifics pertaining to the graduation requirements and any diplomas granted.
- ◆ The categories for the compulsory credits are presented with how many are necessary for graduation. As courses are completed, depending upon the Category of Requirements, the number of courses counted toward each category will increase for each student.
- ◆ As well, Attendance History is automatically recorded from year-to-year as well as grade progression. This information is contained within the **Prev. Years** area. The homeroom teacher at the time of Transfer to Current populates the Teacher field.

TIMETABLE

- ◆ The timetable of the student is displayed with buttons to allow a look at other days in the cycle (**Previous Day** and **Next Day**). This year's timetable and next year's timetable may be viewed as well.
- ◆ Click the **Edit** button to make changes to a student's timetable. The classes in which the student is enrolled are displayed. The numbers across the top of the screen correspond to the periods in each of the semesters. The classes are displayed in the order they would occur on the current day of the cycle. Beside each class, a row of numbers is displayed. The numbers correspond to the number of students enrolled in the class for the period indicated. The blue highlighted numbers indicate the classes in which the student is currently enrolled.
- ◆ Courses can be added with the **Add** choice or dropped with the **Delete** choice.
- ◆ The **Query** option allows for the user to ascertain all of the pertinent information about a class or a group of classes. For example, to find which grade 11 math classes are available simply enter 'MAT3*'. Indicate which period to be considered (e.g. period '3' or '*' for all periods), which semester, and which teacher.
- ◆ When the **Course Choices** and **Timetable Suggestions** options are used together, they allow the application to automatically generate a timetable for the student based on the courses he/she wishes to take. Indicate the choices that the student would like to take with **Course Choices**, and then select **Timetable Suggestions** and answer the prompted questions to generate a timetable.
- ◆ Timetable **Add/Drop** information is contained under Edit, Register. This information of particular interest when evaluating the actual time a student has spent in/out of a class.

EXAMS

The Maplewood system may be used to generate a timetable for the Exam Schedule, or it may be created manually. When the exam day and period are specified in the Courses file, the **Exams** tab will show the Exam Schedule for each student.

CHOICES

If the Maplewood system is to be used to create timetables for the next school year, **Choices** (the courses that the students would like to take next year) must be entered. The process of creating Next Year's timetable for a student is a comprehensive process and is not covered in this seminar. Maplewood encourages all of our schools to take advantage of this timesaving feature. Please refer to our manuals on Scheduling or your Dept. of Ed contact for further assistance on with Scheduling.

CUSTOM FIELDS

- ◆ The **Custom Fields** tab contains the user-defined fields that are unique to the school (as discussed earlier). Click on the appropriate choice at the bottom of the screen to display the Text Fields or List Fields.

ACHIEVEMENT

- ◆ This tab may be used to display the achievement information of students
- ◆ The Achievement tab may be used to display various summary marks. Notice at the bottom the four display options: Marks, Comments, Anecdotal Comments, Topic Based Marks. The later, Topic Based Marks, is dependent upon the Classroom Manager Database. The former three are Conventional Mark format.

NOTEPADS

- ◆ Each student has 3 different **Notepads** where anything pertaining to the student may be entered. The titles of the notepads are user-defined and were discussed earlier.

SPECIAL EDUCATION

- ◆ For students with special needs, information that can be stored includes Dates Admitted and Assessed, Exceptionalities, Programs, Meetings, and Placements. To activate the Special Ed. Tab the Special Ed. Box on the Enrolment tab must be checked. Once activated, all of the Special Education fields are available.

DISCIPLINE

This tab contains information pertaining to a student's discipline and conduct at school. There are two distinct areas to record information:

- ◆ The Student Incident Tracking is accessed through the **Print**, **Add** and **Edit** buttons. Please be sure to have defined the Incident tables prior to recording an incident.
- ◆ The Discipline note pad is similar to the other predefined note pads. A student's discipline activity may be recorded through this feature by pressing the **Notes** button.

LOCKERS

This tab allows schools to either automatically or manually enter information pertaining to a student and the locker to which they are assigned. Please be sure to have defined the tables pertinent to Lockers prior to recording the locker on the student.

- ◆ Press the **Edit** button to access the fields available.

STEP TO ANOTHER STUDENT

- ◆ **Step to Another Student** allows the display of same tab but calls another student record. Click the **Next** button to step forward to the next student, or **Previous** to step back to the previous student.
- ◆ Select an order to step through the students by clicking on the drop-down arrow. It is possible to step through the students Alphabetically, By Grade, By Homeroom, or Defined Character. The **Select** button returns to the **Select Student** screen.

STUDENT SIBLINGS

Students, Student's Siblings

The Student's Siblings option in Maplewood allows for the automatic copying of family information among siblings.

- ◆ During the process of Adding New Students, the question asking if the new student has any siblings attending the school is asked. If the answer is "Yes", enter the name of the sibling. This will then copy all the applicable biographical information of the existing sibling to the new student's record. This includes the Address, Parental and Guardian information, and Emergency information (excluding insurance or health card number and the Emergency Notes line).
- ◆ Students, Students Siblings will display a list of student families at any time. This will present a screen with the names of existing families and the siblings in those families. To create a link between siblings, click the **Add** button. This creates a new family. Next click the **Add** button. Enter the partial surname of one of the siblings and select the desired student then clicking the **OK** button.
- ◆ Within the student's records, the names of the siblings will appear at the bottom of the **Family** tab. When a change is made to a student's Address, Parental and guardian information, or emergency information, the question to apply the changes to the other siblings in the family will occur.

PAST STUDENTS

Past Students

Past Students contains the information on students that have attended the school in previous years. At the end of the school year, those students who are not returning to the school (e.g. Deleted and This Year Only students) are automatically transferred to the **Past Students** area.

TRANSFERRING STUDENTS

Transfer

The **Transfer** is used to copy information on students from past into present or vice versa. During a school year, students should not be moved from the Present to the Past as this will alter the monthly reports and jurisdictional reporting. This feature is best used for retuning students or to move 'no-show' students to the archives (past).

This area is also used to create transfer files for feeder secondary schools. Simply follow the onscreen instructions for this powerful, timesaving feature.

PART 2 – STUDENT UTILITIES

Within Maplewood there exist several applications, which help to quicken the data entry process. As a rule of thumb, software programs are designed to make life easier, and if a school finds themselves editing thirty records manually, perhaps there is an existing utility to assist with the process.

ASSIGN HOMEROOMS

Students, Assign Homerooms

There are many different method of mass homeroom assignment.

Sequential By Grade

Assign the homerooms to students based on their grade level. If a school selects to Alternate Through Students, the system will alternately place students in each of the homerooms specified.

On the other hand, if a school selects to Assign Sections of the Alphabet students will be placed in the homerooms that are available by evenly dividing the students alphabetically.

In a Specific Class

Homerooms are assigned based on the class in the specified period or class depending upon the indicated information.

Transfer

The Transfer option is used to move all of the students from one homeroom into another homeroom.

Individual Assignment

Individual Assignment will bring each student in a specific grade or homeroom up on the screen one at a time to allow the user to select the student's new homeroom manually. This is faster than calling up each student one at a time through **Student Records**.

ASSIGN TIMETABLES BY GROUP

Students, Assign Timetables by Group

The Assign Timetables by Group choice may be used to rapidly enter students' timetables. It does not schedule timetables but rather assigns selected classes to groups of students. The assignment of classes may be accomplished by adding classes, deleting classes, or by replacing timetables.

- ◆ Chose the method of assignment.
- ◆ Then select from the following choices:

Add Classes to Timetables: This will add the specified classes to the students' timetables.

Delete Classes From Timetables: This will delete the specified classes from the students' timetables.

Replace Timetables: This will remove all the classes previously assigned to a group of students and then will add the specified classes to the students' timetables.

- ◆ Select the classes (course code and section letter) to be added to timetables, deleted from timetables, or be replacing classes in timetables.

ASSIGN ADVISOR GROUPS

Students, Assign Advisor Groups

This feature allows a school to quickly assign students to an advisor group. There are four methods to assign the students that are similar in fundamental concept to that of Assign Homerooms.

**Sequential by Grade
In a Specific Class
Transfer
Individual Assignment**

ASSIGN LOCKERS

Students, Assign Lockers

Lockers may be assigned automatically to a group of students using the Assign Lockers option, or entered manually through the Locker tab in the student's record. Choose Students, Assign Lockers.

- ◆ Click the Select button to choose the assignment method. If all the students in the list are to be assigned lockers, check the All Students checkbox. Otherwise, highlight the individual student(s) to be assigned by clicking on each student (shift+click to select a range). Click the Unassign button to remove the current lockers assigned to the selected students.
- ◆ Select a Locker Bank. If all the lockers in the list are going to be assigned to students, check the All Lockers button. Otherwise, highlight the individual lockers to be used by clicking on each locker.
- ◆ Click the Assign Button to assign the lockers to the selected students. Student's lock information (serial number, combination and lock brand) must be entered individually.

PART 3 – PREDEFINED REPORTS

PRINT LISTS

Students, Print Lists

There are many reports available in the Maplewood system. The Print Lists choice is used to select the desired pre-formatted printouts with various pieces of information that may be included. If any of the school desires to build a custom report, use the Report Builder to create a format (see Part 6).

Alphabetic List of Students
Students on Bus Routes
Homeroom Lists
Class Lists
Students in an Excursion

For the majority of the above Print Lists, the following information may be specified:

- ◆ On the **Filter** tab, indicate which student to **Start with**, and the student to **End with**. To start with the first student in the school and end with the last student in the school, check the **First in list** and **Last in list** check boxes. As well, indicate which students to include by checking the Status.
- ◆ At the bottom of the **Filter** tab, specify whether to include **Student Information**, the **Attendance Entry Grid** (then specify the desired month), or the **Mark Entry Grid** (indicate the number of columns desired).
- ◆ The students may be sorted by grade if the class/homeroom is mixed by clicking on the **Sort students by grade** check box.
- ◆ On the **Name Formats** tab, specify which names to print for the students. The three-letter code and student number if desired may be included. The grids may be underlined as well as have heading 'buckets' added.
- ◆ Various other student information may be included on the report based on selections made on the **Student Information** tab. To print just the students' names, check off **Student name only**, to include other information, uncheck **Student name only** and then check of the information to be included with the list of students.
- ◆ The **Fonts** tab allows the user to change the font type and size of the Hheader/Footer, Student Name, and Student Information.
- ◆ When ready to view the report, click on the Print or View button.

BIRTHDAY LISTS

Students, Print Lists, Birthday List

A helpful feature is the Birthday Lists. Specify which month to print and the program will compile a listing of students with the specified fields of information.

TOPIC- BASED REPORTS

Students, Print Lists, Topic-Based Reports

This print list allows schools using the Topic-Based Marks method of mark entry to easily print the mark information of students. The reports print one page per student and a school may select to print various topics and sub-topics of terms.

PRINT TIMETABLES

Students, Print Timetables

Once students' timetables are entered, they may be printed. Timetables may also be printed for staff members and rooms.

- ◆ Indicate which semester and term to print.
- ◆ Under the **Setup** button, choose different fonts for the school name, header and body of the printout. There are also some questions about other information to be included on the timetable and the format.
- ◆ With the **Method** button the print order may be selected from alphabetically, by grade, homeroom, defined character, Inquiry list, Excursion list, and Individual Student.

PRINT TIMETABLE CHANGES AND NOTIFICATIONS

Students, Print Timetable Changes

Print changed student timetables

Print teacher's notifications

Print Both

When any changes have been made to a student's timetable, teacher notification sheets and/or the student's new timetable may be printed as a record of the class change(s). The students whose timetables have been changed will appear in the Students with Changes list. Select the records by clicking the *Add All* button or individually using the *Add* button. Remove records if selected by mistake. A separate page will be printed for each teacher when printing notifications and each student's timetable will print on a separate page as well. Once the changes have been printed or viewed the user will be notified that any record that has been previously printed or viewed will be removed from the Timetable Changes file. Choose "No" to have the student remain in the file or "Yes" to have the student removed from the file. This does not affect the student record, merely the print changes file.

PRINT NOTEPADS

Students, Print Notepads/Notes

The entries into any of the notepads, the attendance notes, the medical notes, or the discipline notes, special education notes, or the alternate program notes may be printed.

- ◆ Select the notepad/note to print and the print order then click on the **OK** button.

PART 4 - ATTENDANCE

The Maplewood attendance system records attendance for each student. The majority of secondary schools use the Period-by-Period method of entering attendance. Attendance on its own is a one-day seminar due to the complexities and will just be briefly introduced today. For more information on Secondary Attendance, please refer to our web site, under the Manuals section.

PREPARATION REQUIRED BEFORE RECORDING ATTENDANCE

- Set Attendance Parameters
- Define attendance codes
- Create excursion lists (optional and may be done as required)

DAILY ATTENDANCE ROUTINE

- Change the date
- Initialize Today's Attendance
- Excused Before Homeroom
- Excursion entries (if any)
- Homeroom attendance (if taken)
- Print an Absentees List (so you can make phone calls to parents)
- Class attendance entries throughout the day (in the case of a substitute teacher, otherwise, teachers will be taking their own class attendance online).
- Print Report of Classes Missed (post the daily attendance)

REPORTS

- Monthly Attendance Register
- Individual Attendance Register
- Period Attendance Report
- Class List with Attendance'
- Consecutive Subsequent Absences Report
- Daily Absentee Export

DEFINING ATTENDANCE CODES

Attendance, Attendance Codes.

The Maplewood attendance system is automatically set to record two types of attendance entries: 'A' for absent, 'P' for present. The Dept. of Education has defined specific codes for all schools. If you require a new code, please contact the Ministry.

CREATING EXCURSION LISTS

Attendance, Excursion Lists.

If certain groups of students will be missing school (e.g. sport teams, choirs, drama clubs), these students may be entered into an excursion list. Excursion lists may be used to group students for reasons that are not necessarily attendance related.

- ◆ To create a new excursion list, click on the **Add** button. An excursion list that is already listed in the file can be edited by clicking on that list to highlight it and then clicking on the **Edit** button.
- ◆ Next, the list of students included in the excursion list must be created. Click on the **Add** button. Enter the partial surname of the student you wish to add, then either click on their name then the **OK** button, or double-click on their name.
- ◆ The list of students may be printed by clicking on the **Print** button.

PART 5 – CUSTOM REPORTS

Note: Please refer to the web manual section of Report Builder for a more comprehensive explanation of the application.

INQUIRY

Reports, Inquiry

Inquiry is a tool to search for students in the Maplewood system that meet certain user specified criterion.

- ◆ To add criteria to the empty tab, click the **Add** button. A Criterion Selection Tree is displayed. Double-click the branches of the tree to access specific criteria. As each level of the tree is double-clicked, it is expanded to show another level. Continue to double-click until the desired field is displayed.
- ◆ More criteria can be added to Group A by clicking the **Add** button and following the same process. Similarly, criteria can be added to the Empty group by clicking on the **Empty** tab and then the **Add** button.
- ◆ When multiple criteria are put into a group (e.g. in Group A, list that the Gender is Male, the Grade is 8, and the Discipline notes contain the word “suspended”), for a student to be counted, they must match ALL of the criteria in the group. So, in this example, a student will only be counted if he is a male grade 9 student and has “suspended” recorded in his Discipline notes. Students who don’t match all three criteria will not be counted. In terms of “And” and “Or” statements, within a tab the criteria all relate with “And” statements.
- ◆ If an Inquiry search contains criteria in more than one group, students will be counted if they fit ALL of the criteria in ANY of the groups. For example, if there were criteria in Group A to search for students who were absent 10 days and criteria in Group B to search for students who were late 5 times, the engine would count anyone who had missed 10 days of school or had been late 5 times. The students would not necessarily have to fit both criteria to be counted. In terms of “And” and “Or” statements, between tabs there are “Or” statements. Up to 26 different groups can be set up.
- ◆ Once the criteria have been specified, select which students to be included in the search. In the bottom left corner are the four status possibilities for the students. Click on the status choice(s) that are appropriate for your search so they have an “x” in the check box beside them. To search the students currently enrolled in the school, have an ‘x’ in the check boxes for **Both This and Next Year** and **This Year Only**.
- ◆ To compile the list, click on the **Compile** button. Enter a name under which you will store the list and click on the **OK** button. Once the students are compiled click on the **Students** button to display the students that were included in the list. The list of students can be printed from this screen.

REPORT BUILDER

Reports, Report Builder, Reports for Printing, Present Students

Report Builder allows a school to create custom reports (templates). The information, to be contained in the report is specified by adding and editing Text and Field boxes.

- ◆ Field boxes are used for pieces of information (fields) that are contained within the Maplewood system and are dependent upon the student being printed (e.g. name and birth dates are fields because every student's will be different).
- ◆ To specify what information the field box will contain, double-click the box with the left mouse button. A field selection tree appears. As you double-click a level of the tree, it expands to show another level.
- ◆ Text boxes are used for words and headings that print exactly the same for each student on each page (e.g. titles like "Name:"). Type in the words (text) to be included in the report.

Note: Please refer to the web manual section of Report Builder for a more comprehensive explanation of the application.

EXPORTING

Reports, Report Builder, Reports for Exporting

Exporting simply means copying the desired information into a file, which may be used by another software package. The Export feature allows for transfer into other commercial software packages such as word processors, spread sheets, and databases

- ◆ Use the **Add Field/Text** buttons to add a field of student information to the format. To specify what field to export by double clicking on the item. A field selection tree appears. Continue to double-click until the desired field, then double-click it.
- ◆ To the right of the field, a default length was entered. To change this length, click on the length box and type in the desired length.
- ◆ Once the export format is set up, the Record Separators and Field Separators must be indicated. The **Record Separator** indicates the end of each student's information within the file. The **Field Separator** indicates the end of each field within each student in the file. Record Separators may be a Carriage Return/Line Feed, Carriage Return, Nothing or Other. Fields may be exported in a Fixed Length, with a Carriage Return/Line Feed, Tabs or Other.
- ◆ The exported file may be viewed by clicking on **File, View Exported File** or click the Notepad icon.

PART 6 - MARK REPORTING

The Mark Reporting area of the Maplewood system has the capability to enter marks and comments and other data associated with recording and reporting students' achievements, as well as the capability to print a variety of standard report cards. Through **Report Builder** custom report forms may be created and printed as well or produce Provincially mandated report cards under Reports, Print Report Cards.

The following procedure is suggested for the preparation of printing achievement reports regardless of the entry mark entry method.

- ◆ Assemble the marks and comments.
- ◆ Enter the marks and comments.
- ◆ Correct the marks and comments.
- ◆ Format the report cards.
- ◆ Print the report cards.

Note: Before Printing Report Cards, students must have classes in their timetables as marks are associated with a class.

Further information on Mark Reporting is explained in a separate seminar. Please consult our on-line manuals for details on Topic-Based Marks.

PART 7 – INCIDENTS TRACKING

Incident Tracking is an evolution of the Discipline Notes, which are still available within the student record. Incident Tracking provides a more in-depth form of both recording and analyzing incidents as well as the ability to link multiple students involved with an incident. Incident Tracking can be broken down into the three areas:

INCIDENT SETUP

Incidents, Define

For each of the following menu options under Incidents a box will appear with a list (if any) already set up. Click **Add** or **Edit** to make changes to the list. Please note, the entries are on the pre-defined lists were established to assist in the discipline portion of the Ontario Board October Report.

- Define Consequences (pre-defined)
- Define Infractions (pre-defined)
- Define Person Types (pre-defined)
- Define Locations
- Define Time Frames
- Define Report Note
- Define Weapons

Points of interest include:

Define Infractions – If the infraction is categorized as violent, click the Violent checkbox, this will allow the incident to register as violent when selecting from the Additional Infractions Edit/Add box on the Incident Details screen.

Define Person Types – The setup of this table is important for the tally of “report by” teacher and Principal statistics in the Ontario October Board Report. As well, the Role (a letter from A to Z) should agree with the current role used in Maplewood staff records. For example, if the Principal has the role of A, change the predefined role from P to A.

Define Report Note – Report notes may be added to allow for additional text when printing Incident Reports. Each note is associated with a specific Report Type. When that report type is printed, the user may select any of the additional notes to be included.

ADDING/MODIFYING STUDENT INCIDENTS

Incidents, Add/Modify Incidents or Students, Students Records, Discipline Tab

To add an Incident from the Modify Incidents box, click **Add**. To edit an existing Incident, select the Incident and click **Edit**.

When adding a student incident, the process can be broken down into two stages:

- ◆ Add the Incident Itself (general nature of event)
- ◆ Specify Incident Details (specific Infraction, Incident Details and Consequences)

Adding the Incident

Begin by specifying the date, location and Reported By Details (accessed through the **Details** button). Enter any specifics of the infraction in the Note area then add the involved student(s) by pressing the **Add** button. If this incident is added through the student's record, the student's name will automatically appear.

Specify Incident Details

Once the student(s) has been added, simply press the **Edit** button to enter the specific details of the incident. If the infraction information will be the same for multiple students, be sure to check the box beside Select multiple students to add same infraction.

Infraction

From the drop-down menu, select the infraction and then indicate in the check box if it is of a violent nature. To select the specific violent infraction(s), press the Edit button. This will bring up a new window and from the left, highlight the entire line by clicking the grey box to the left of the infraction, and then click the appropriate arrow to move to the right hand side. Check the Violent box to indicate that the Infraction was violent.

Student Incident Details

Specify the details of Parental Contact in this area. If a weapon was used in the incident, check the box and then select the weapon from the drop-down down list. Indicate police involvement and add any additional notes to the incident in the Notes area.

Consequences

If a consequence is to be applied, select the Primary Consequence from the drop-down list, and enter the effective date and end date (or duration of days). If the "automatically calculate weekday duration" option is selected, then the number of weekdays between the start and end date will be automatically calculated. Simply enter only the start date, and the duration, the "last day" will automatically be populated. Please note, at this time, suspension dates will not automatically enter attendance information. This must still be entered in the attendance area.

If the issue has been resolved, click the Resolved checkbox. The Imposed By information will be populated by clicking the **Details** button. To add Additional Consequences, click the **Add** then select from the pull down list the consequences and specify the appropriate information.

REPORT

Incidents, Incident Reports

There exist four pre-defined Incident Reports, which schools can use to easily report on Incidents.

Suspension

Violent Incidents

Expulsion

Student Incident

Each report contains the standard Maplewood Select Print Method Order, simply choose for which students to print the selected report. Once the order has been specified, click the OK button. Please pay particular attention to the registered status of the students. Click each tab as it presents itself in the varying reports to select the desired information and format. Click the **View** or **Print** button when ready.

Maplewood Computing is pleased to offer a full range of skills enhancement seminars designed to assist participants as they complete their own Maplewood Education.



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For further information, please contact the Maplewood Training team at 800.265.3482 or training@maplewood.com.