

# SIS SETUP FOR NUNAVUT SCHOOLS, PART 1

## SIS SETUP BASICS

This is a guide on what the schools should be doing to get their Student Information System (SIS) fully setup. **Part 1** lists basic tasks that need to be completed first. **Part 2** will build on that work and will be distributed at a later date.

If you have trouble completing any of the tasks, do not hesitate to contact the Department of Education. You can find our contact information in the footer of this document.

## READ THIS BEFORE YOU START

**IMPORTANT:** when working with Courses, Classes, Homerooms and Timetables, you should be working under the **File → School Setup** menu in the SIS. Understand that if you work under the **File** menu, you are working on this year's information. If you work under the **Scheduling** menu, you will be working on next year's information (after the Initialize Scheduling has been run).

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## 1. ADD ROOMS/HOMEROOMS

In order to assign students to homerooms and assign rooms to classes taught, rooms/homerooms need to be added to the system. Only include rooms that are used for teaching. Indicate if the room is used as a homeroom.

- Elementary Booklet p. 6
- Secondary Booklet p. 8

### *Tip: Designation*

You do not necessarily have to fill this field one but you can. For example, the Room Number could be 123 but you like to call the room “9C” (grade nine, group C). In this case, “9C” could be the Designation. Many schools use the Designation field for this purpose.

### *Tip: Room Number*

You must enter a value in Room Number. If you do not use Room Numbers at the school, you can use the same value here as for Designation. Or just sequentially number your rooms (1, 2, 3...).

## 2. PRINT STUDENT LIST TO VERIFY ENROLMENT

All your students should be in the system already but there are likely to be a few missing students and possibly a few extras. Print a list of the students in your school and verify who needs to be added and who removed. An alphabetic list of students will probably do the job. Once you have done this, contact Markus or Ross to help fix any problems.

- Elementary Booklet p. 17
- Secondary Booklet p. 20

### *Tip: print extra information*

In Students → Print Lists → Alphabetic List of Students, browse through the tabs to check off further information you would like to see on the printout. Once ready, click View.

### *Tip: how to save report as PDF onto your local Desktop*

After clicking View and the report opens up, click the little arrow next to the word “Print” in the top toolbar. Select “Save to PDF”. Save the PDF on the Desktop of the remote computer. You can copy this

file to your local computer by right-clicking the file and selecting Copy, then going to your local computer's Desktop and pasting it there with **CTRL+V** or by right-clicking the Desktop and selecting Paste.

### 3. ADD STUDENT SIBLINGS

Link siblings together in the SIS. This will help you manage their information more effectively in the future.

- Elementary Booklet p. 14
- Secondary Booklet p. 17

#### *Tip*

You'll find the sibling tool under Students → Students' Siblings.

### 4. EDIT INDIVIDUAL STUDENT RECORDS

Check individual student records for correctness under the Biographics tab in Student Records. Most key information is there but address and contact information may not have been imported (NOTE: for some schools it will be brought in as a separate import, so you may not need to fill it again in SIS). Fill in additional information under Biographics based on your older records.

- Elementary Booklet p. 10
- Secondary Booklet p. 12

#### *Tip: navigate from student to student*

Use Previous and Next buttons at bottom left of the Student Records interface to move to the next or previous student.

### 5. CHECK COURSES FILE

Verify that the Courses File has a list of courses that your school is offering. Contact Markus or Ross (see the footer of this document for contact information) if courses are missing.

- Elementary Booklet p. 7
- Secondary Booklet p. 9

*Tip: Code and Number fields*

The Departmentally approved course code will go in the **Number** field. The **Code** field is intended for a more intuitive short name for the course (max 7 characters) such as “Bio30” or “HOCKEY”. The **Code** field will eventually be renamed to **Name**.

## 6. CREATE CLASSES FILE

Start creating Classes, i.e. sections of the courses that will be taught in different periods. You can only create Classes if there is a corresponding Course that has been created first in the Courses File; Step 5 has to be completed first.

- Elementary Booklet p. 7
- Secondary Booklet p. 9

## 7. ASSIGN STUDENTS TO HOMEROOMS

Define which students belong to which homerooms, if your school uses homerooms.

- Elementary Booklet p. 16
- Secondary Booklet p. 18

...to be continued in **Part 2!**