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| Nunavut Department of Education |
| Student Information System User Manual |
| *2014-15* |

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# Introduction

The **Student Information System (SIS)** is a territorial, central database system provided by Maplewood Computing Ltd based out of London, Ontario. All 43 schools in Nunavut use the system to maintain student records, collect attendance on a daily basis, collect marks, and produce report cards and other student reports. The use of SIS is mandated by the Department of Education.

The *Student Information System (SIS) User Manual* was developed in 2014 by the Government of Nunavut Department of Education. Previously developed help documentation was coalesced and enhanced to create a single document with the most comprehensive information. The manual was developed collectively by the Student Information System Coordinators and the regional IT Program Coordinators.

The purpose of the manual was to provide a comprehensive reference and how-to package for SIS administrator users across the territory. Currently it does not provide instructions for teachers who use the connectEd Web portal.

The Student Information System (SIS) User Manual is a living document that will grow and expand over time. It will be continuously updated as new software updates are released and new and better practices are introduced. **The SIS User Manual should be updated at least once every year.**

## How to Use the Manual

The SIS User Manual is intended for users who have already undergone SIS training. It is designed to answer specific questions that the users have rather than to read like a book. Look through the *Table of Contents* in the beginning of this document to find the specific area that you need help with. Where page numbers are referred to (e.g. “more detailed steps on page 6”), click on the page number to jump to that page.

# User Accounts and Login

## User Accounts and Passwords

In SIS, there are two types of users: **administrators** who use the Remote Desktop Connection and **teachers** who use the *connectEd* Web portal in a Web browser. This section explains the account creation for administrators for whom this manual has been written. Teacher accounts are discussed on page 43.

### Account Creation

School administrators access SIS by using Microsoft Remote Desktop Connection, accessible both from PC and Mac machines. The accounts created are called *remote desktop user accounts*.Aministrator accounts are created by sending a request to either the SIS Coordinators or the region’s IT Program Coordinator. They can forward the request to Maplewood who are ultimately in charge of account creation. The user is provided with a username and a temporary password to log in with.

### Password Resets

If the password is forgotten, it can be re-set by contacting one of the SIS Coordinators or the school region’s IT Program Coordinator and requesting a password reset. Please specify in your request whether you are using a Mac or a PC computer to access the Student Information System remote desktop. It affects how the account is created.

## Log in on a PC

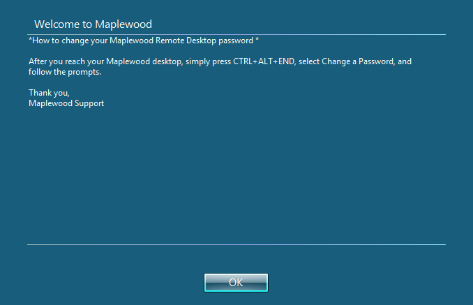
In order to log into SIS, the user needs to establish a **Remote Desktop Connection** to the SIS server to the address of *hosting.maplewood.com* or *mac.hosting.maplewood.com* if using a Mac computer. The connection is most easily established on a Windows PC machine as no software installations are required: Microsoft Remote Desktop Connection software comes pre-installed on all Windows machines.

Login step for a Windows PC machine:

1. Open **Remote Desktop Connection** application. You can find it under **Start -> All Programs -> Accessories**.2. Type **hosting.maplewood.com** in the **Computer** field3. Click the **Options** button at the bottom and the tool will expand. In the **User Name** field, type **MWOOD\[type your username here]**.  
4. Click **Connect**

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5. After a moment you should get the following screen. *(For Windows 7 users the password will be prompted before this step).* Click **OK**.



6. In the next screen you should see your user account displayed. **Click on your account.**   
7. Finally, type in your password and click the arrow button to log in. If you are not sure what your username or password is, please contact your SIS support person for a password reset. Please note that you may have to try this step twice. The lag caused by satellite connections causes the first authentication to fail on Microsoft’s Servers, returning you back to the password entry screen. This is undesirable but normal.

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## Log in on a Mac

There are currently two pieces of software that can be recommended for connecting to SIS with a Mac computer:

* **CoRD** has been recognized as a well-functioning remote desktop client for Macs
* **Microsoft Remote Desktop Connection Client for Mac** is another option and may prove to be better than CoRD. If you are having trouble connecting with or printing from CoRD, you can try the Microsoft client.

### CoRD



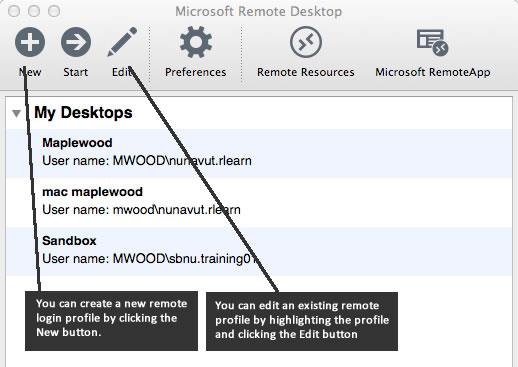
1. Download **CoRD** using the link at <http://nunavutsis.wikispaces.com/Software>  
2. To install CoRD, double-click the package you downloaded. If it asks “*Do you want to move this to applications folder?”* say “*Yes”*.  
3. You should now see CoRD as a new application in your Mac’s toolbar (see the blue logo above)  
4. Open CoRD  
5. Click **Servers** on the top left and a “wing” expands to the left  
6. In that “wing”, click the **(+)** plus sign at the bottom to add the SIS as a server  
7, In the opening dialog box use these values: “Label” = SIS, “Address” = mac.hosting.maplewood.com, “Username” = yourusername, “Password” = yourpassword, “Domain” = mwood  
8. In that same dialog box, check “Forward printers” and “Forward disks”  
9. In that same dialog box, set Screen Size to whatever you want the SIS to open up in (1240 x 768 is a little small, maybe make it bigger)  
10. Close the dialog box by pressing red (x) in the corner  
11. Connect to SIS by double-clicking the connection you just created. It should have a name of “SIS”.

### Microsoft Remote Desktop Connection Client for Mac

1. Open the **Microsoft Remote Desktop** application. *For Mac users, a Microsoft Remote Desktop Connection Client for Mac may need to be installed first. Contact your IT Program Coordinator if you need it installed on a Mac.*



2. You need to create or edit a **login profile**. Click **New** to create a login profile or **Edit** to edit an existing login profile.



3. Your Remote Desktop login profile should contain the same information as the image below:



**NOTE:** Use **mac.hosting.maplewood.com** unlike shown here. Both address will work but mac.hosting.maplewood.com will have the ability to print to local printers.

4. Username should be your username, where the **\_*XXX.***Is your school letter code and *.****ATeacher***is your first initial and last name.  
5. Close the **Preferences** window to save your settings. *No other settings need to be changed.*  
6. Click to highlight your profile and click **Start** on the Remote Desktop Connection window  
7. A large black screen should appear and after a moment will display this message:

  
Click **Continue** to proceed.

8. The login will continue with the black screen and will give you the login window to connect to your Maplewood Admin session. Click the icon with your username.

  
9. Type in your password and click the arrow to login.



# Student Records

## The Student Record

**Student Records** is a part of the Student Information System that allows the user to look up student information specific to individual students. Each student has a unique student record that can be searched, opened, viewed and edited. Access to various parts of the student records are limited depending on the user’s permissions. Typically the Principal has the most permissions but different levels of permissions can be granted to users based on their work needs.

The **Student Record** includes information such as:

* Legal Name
* Preferred an alternative names
* GN ID number
* This year’s and next year’s grade
* Homeroom (if applicable)
* Address for student and parents
* Emergency contact information
* Attendance
* Marks
* Enrolment information
* Student timetable
* Student course history (if applicable)
* Etc.

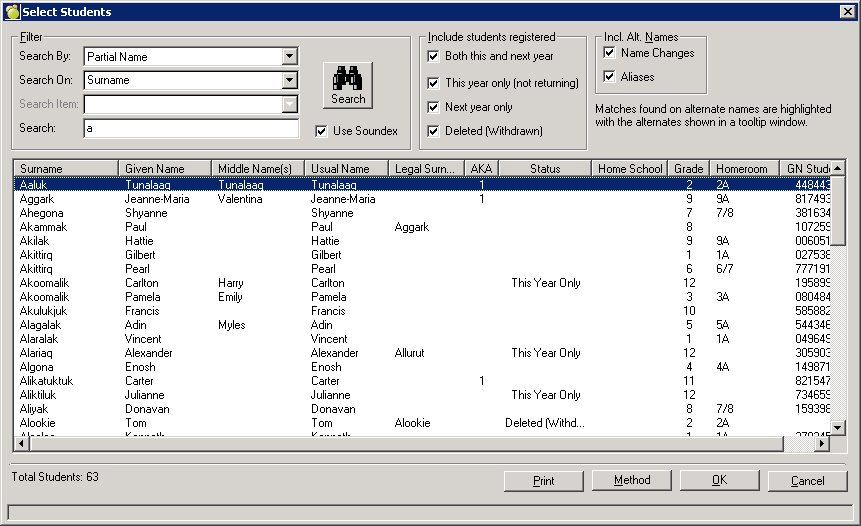
By default, a school can view records for:

* Students who are currently enrolled at the school (*Student Records*)
* Students who have attended the school in the past (*Past Students*)

## Search Student Records

To search and open a student record for a student that is currently registered at the school, go to **Students -> Student Records.** Type in a few letters of the last name of the student in the **Search** box. Then click the **Search** button (the binoculars).

When you see the search results, double-click over the student name to open their student record.

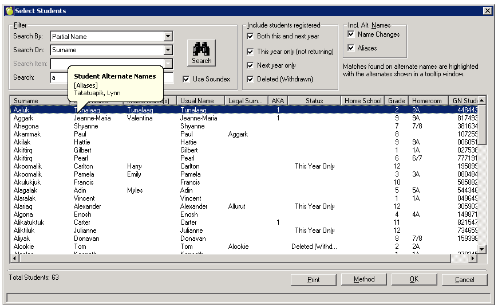


**Search results.** Double-click on any of these rows to open the student record.

**Search Tips:**

* The search process looks, by default, for students whose surname starts with the letters you typed. You can change the **Search On** parameter to search based on given name (first name) or some other option
* The search process also searches through alias names for the student. You can prevent this by unchecking the box for **Aliases**.
* Leave **Use Soundex** checked. The search will give you results on anything that *sounds like* what you typed in the Search field. This is useful with Inuktitut names.

To view student aliases in this screen, hover the cursor over the student’s name. You can tell a student has aliases if the **AKA** column has a number in it (1 indicates one alternative name). See below an illustration.



If the **AKA** column has a number in it like for this student, it means that the student has alternative names.

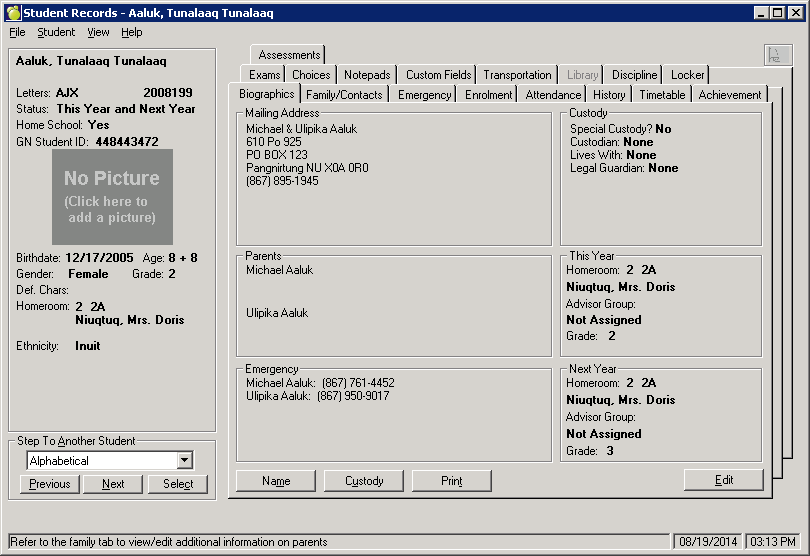
Hover the cursor over the row to see the alternative names in a callout bubble.

## Navigate Student Records

The Student Record has a tab-based interface. Every tab shares the left sidebar which shows the student **GN ID**, **Status, Home School (yes/no)**, **Birthdate**, **Age**, **Gender**, **Grade**, **Homeroom** and **Ethnicity** information as well as a few other things.

Use the **Previous** and **Next** buttons to jump to the next student record in alphabetical order or use the **Select** button to return back to the Student Search screen.

By default, the Next button brings you to the next student in *the alphabetical order*. If you want to step through students in the same Homeroom or Grade as the student whose record is already open, use the **Step to Another Student** dropdown menu to pick “Homeroom” or “Grade”.



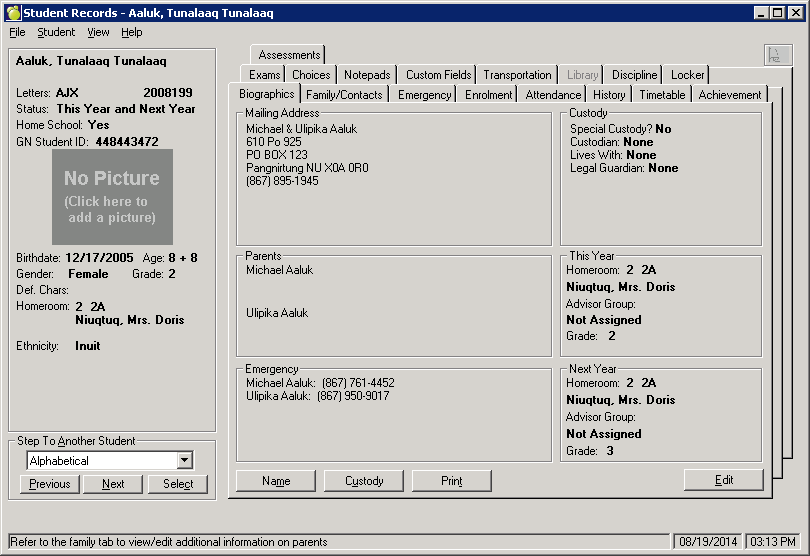
Use the **Previous** and **Next** buttons to step to other student records. Change the stepping method using the dropdown.

Alternatively, click **Select** to go back to the Student Search screen.

The left sidebar is shared by all tabs and contains key information on the student.

## Biographics tab

The Biographics tab pulls together information from several tabs, providing a view to a lot of the key information: **mailing address, parents and their addresses, emergency information, special custody arrangements, grade and homeroom**.

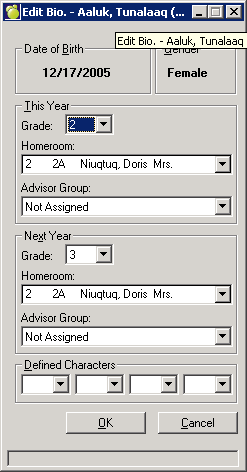


The **Biographics** tab

**Name, Custody, Print** and **Edit** buttons

### Edit Homeroom, Grade or Advisor Group

Click the **Edit** button to change the **Grade,** **Homeroom** and the **Advisor Group** for the student, both for this and next school year.



The **Edit** button on Biographics tab lets you set the student **Grade, Homeroom** and **Advisor Group** both for this and next school year.

### Set Preferred Name or Add Aliases

Click the **Name** button to set the **Preferred** **Name** for the student. Note that you do not have permissions to change the Legal Name of the student. That can only be done by the Student Records Registrar after the school fills out a Request to Change of Student Information Form found at <http://nunavutsis.wikispaces.com/Forms>.

Also, you can use this area to add student ***aliases*** or alternative names so that the student can be searched by them.

### Set Special Custody Arrangement

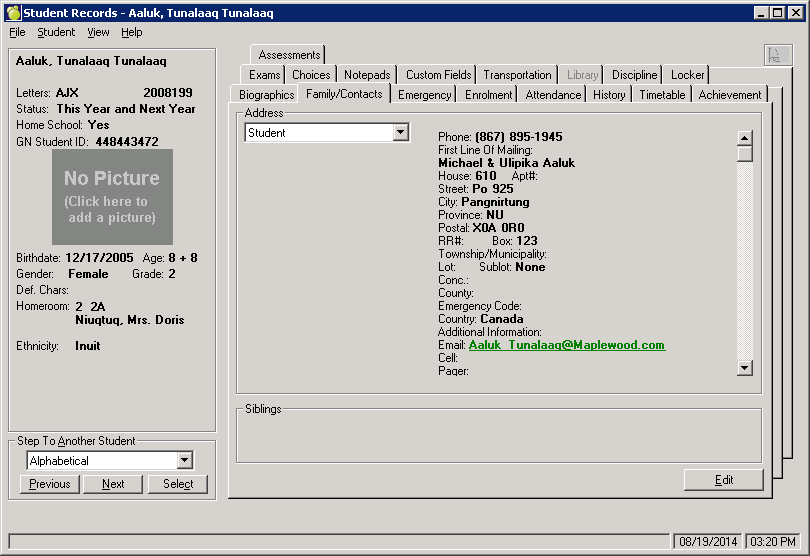
Click the **Custody** button to set up a special custody arrangement for the student, such as “Lives with aunt. Must not be released to father.” This will trigger a special flag in the student record that is easily visible when entering the record.

### Print a Student Information Sheet

Use the **Print** button to print a sheet of basic student information for this student. The printout includes most of the information you see on the Biographics tab and in the left sidebar.

## Family/Contacts tab

The Family/Contacts tab is intended for inputting address, phone and other contact information for the student and the parents. You can view this information directly on the tab. The **Edit** button lets you edit the information.



The **Edit** button allows you to set student and parent (and other’s) contact information as well as to identify emergency contacts.

### Edit Student Contact Information

Click the **Edit** button on the Family/Contacts tab. Select the **Student tab** to input contact information for the student.

Note: the **First Line of Mailing** is what you would write on the first line of an envelope sent to home. Typically it is used like this: “Mr. and Mrs. Aaluk”, indicating the names and titles of the parents.

### Edit Parent Contact Information

Click the **Edit** button on the Family/Contacts tab. Go to the **Father** tab to set father’s contact information and to **Mother** tab to set her information.

If you need to input contact information for other than the mother or the father, use the other tabs or click **Add Contact** button to see other options for contacts, e.g. Doctor.

### Set Emergency Contacts

Click the **Edit** button on the Family/Contacts tab and go to the tab that has the information for the person who should be the emergency contact. Check the box for **Emergency Contact.** When printing student emergency contacts, this person’s contact information will be produced on the report.

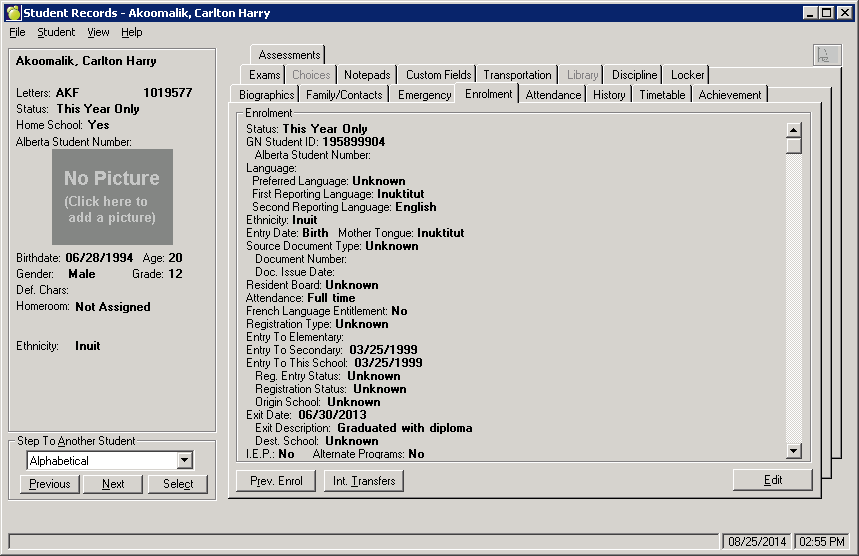
## Emergency Tab

The Emergency tab is linked to the Family/Contacts tab. If you have set Emergency Contacts when inputting contact information through the Family/Contacts tab, you will see a list of the emergency contacsts here.

* Edit the emergency contacts directly in this tab by clicking the **Edit** button
* Use the **Notes** button on the Emeregency tab to provide special notes on possible medical conditions that the school should know of, such as “Allergic to peanuts. Carries and EPI pen.”
* Use the **Print** button to print out a sheet of emergency information for this student

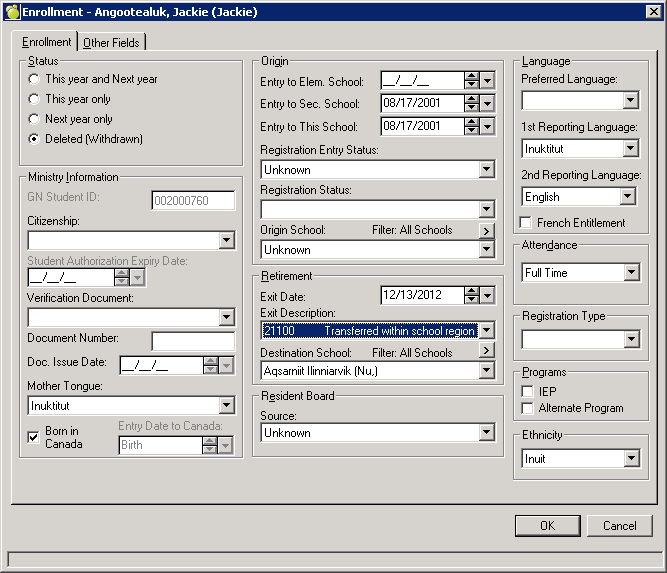
## Enrolment Tab

The Enrolment tab is one of the most important tabs in the Student Record. It captures all key information on the student’s enrolment status at the school. The fields available through this tab are explained further along in this section.



### Edit Enrolment Information

You can make changes to a student’s enrolment information by clicking the **Edit** button on his/her Enrolment tab. This opens the following screen:



Enrolment fields that the user can edit. Accessible through **Enrolment tab ->** **Edit.**

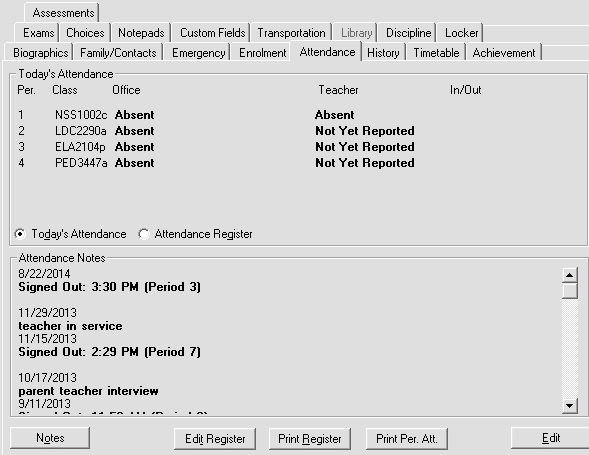
**Make changes to the information as needed.** Use the table below as a reference.

### Explanation of Enrolment Fields

|  |  |  |
| --- | --- | --- |
| Field Name | Possible Values | Use |
| **Status** | **This Year and Next Year:** the student is actively enrolled this year and is expected back next year. Most students have this status.  **This Year Only:** the student is actively enrolled this year but is not expected to return next year (e.g. graduating or moving to another school). Students who are in the final grade offered by the school would most likely have this status.  **Next Year Only:** the student will become actively enrolled in the next school year. This status can be used to *pre-register* students for the next school year. Pre-registering students in the spring with Next Year Only status reduces the workload for next fall.  **Deleted/Withdrawn:** the student is withdrawn from this school and is no longer attending. The student may have moved or dropped out, for example. | The Status field indicates whether the student is actively enrolled in this school or whether the student is withdrawn (Deleted). The Status can be changed for a student at any point of time to reflect the current status of the student as accurately as possible. |
| **GN ID** | A seven digit unique Nunavut student ID number | Cannot be edited by the school |
| **Alberta Student Number** | A number complying with Alberta’s student number generation rules | Cannot be edited by the school |
| **Citizenship** | Canadian Citizen Permanent Resident Student Authorization Study Permit Child of a Canadian Citize Child of an individual lawfully admitted to Canada for permanent or temporary residence Other/Unknown | Set student citizenship by picking the appropriate value from the dropdown |
| **Verification Document** | Canadian Birth Certificate Health Care Card Canadian Citizenship Certificate Permanent Landed Immigrant document Passport Canadian Marriage Certificate Canadian Adoption Certificate | What document was used to verify the student’s legal name and birthdate when the student was first registered? Usually this field is set only upon the very first registration. |
| **Document Number** | The document number associated with the Verification Document | **Do not fill this – not required** |
| **Doc. Issue Date** | The document issue date associated with the Verification Document | **Do not fill this – not required** |
| **Mother Tongue** | Unknown English Inuinnaqtun Inuktitut Other | Fill in the mother tongue of the student |
| **ORIGIN** | | |
| **Entry to Elem. School** | *Date* | The date the student entered elementary school for the first time |
| **Entry to Sec. School** | *Date* | The date the student entered secondary school for the first time |
| **Entry to This School** | *Date* | The date the student entered this school (the latest entry date if the student has left and is now coming back to this school) |
| **Registration Entry Status** | Continous Registration New Registration Transfer-in from a school within the school region Transfer-in from a school within Nunavut Transfer-in from a school within Canada Transfer-in from a school outside Canada Returning to school | When a student registers at the school, this field **must** get a value. Pick the value that most accurately desribes the registration.  **New Registration** value should only be used if a student has never attended school in Nunavut before. |
| **Registration Status** | - | Not used in Nunavut |
| **Origin School** | *List of Nunavut schools* | If a student is a transfer-in from another school in Nunavut, pick the origin school’s name from the list of schools |
| **RETIREMENT (STUDENT HAS DELETED/WITHDRAWN STATUS)** | | |
| **Exit Date** | *Date* | The date the student exited the school. This date must be filled when a student’s Status is changed to Deleted/Withdrawn. |
| **Exit Description** | Unknown Completed prescribed course of studies (no diploma) Transferred within school region  Transferred within Nunavut Transferred to other province or territory Transferred to other country Deceased Disciplined out Left school for health reasons Seeking employment Gone to work Pregnancy Child care Sports Dropped Out Other Created in error Graduated with diploma (continuing post-secondary) Graduated with diploma | A description of why the student left the school. This field must be filled when a student’s Status is changed to Deleted/Withdrawn. |
| **Destination School** | *List of Nunavut schools* | If a student transfers to another school in  Nunavut, pick the destination school’s name from the list of schools |
| **RESIDENT BOARD** | | |
| **Resident Board** | - | Not used in Nunavut |
| **LANGUAGE** | | |
| **Preferred Language** | English French Inuktitut Inuinnaqtun Other | Fill in the language in which the student prefers to be addressed |
| **1st Reporting Language** | English French Inuktitut Inuinnaqtun Other | For multilingual reports provided to the student, what should be first language be? |
| **2nd Reporting Language** | English French Inuktitut Inuinnaqtun Other | For multilingual reports provided to the student, what should the second language be? |
| **French Entitlement** | Yes/No | *Ayant Droit*. Is the student entitled to full-time French language instruction? If so, check the box for “Yes”. |
| **ATTENDANCE** | | |
| **Attendance** | Full time Part time Independent Study Half time (PM) Half time (AM) Half Time Alternative Days | Attendance Type describes how the student attends the school. The default is **Full Time**. Change this to Half Time (AM) or Half Time (PM) for Kindergarten students based on when they attend school. Part Time, Independent Study and Half Time Alternative Days are rarely used in Nunavut. |
| ***OTHER FIELDS*** | | |
| **Registration Type** | Continuing Education Day Student Regular Day Student Continuing Education Evening Student Group Home Home Schooling < 50 % Home Schooling 50-100 % Home Schooling 100 % Magnet Facility < 50 % Magnet Facility 50-100 % Magnet Facility 100 % Non-Attendee Summer Day Student Summer Evening Student | Registration Type describes the registration or association that the student has with the school. The default value is **Regular Day Student**. In most cases the value should be left at that. If the student is home-schooled, please select one of the Home Schooling options. |
| **Programs** | IEP Alternate Program | Select IEP for IEP students, otherwise leave these unchecked |
| **Ethnicity** | Unknown First Nations Inuit Non-Aboriginal Metis | Select the value based on the ethnicity of the student |

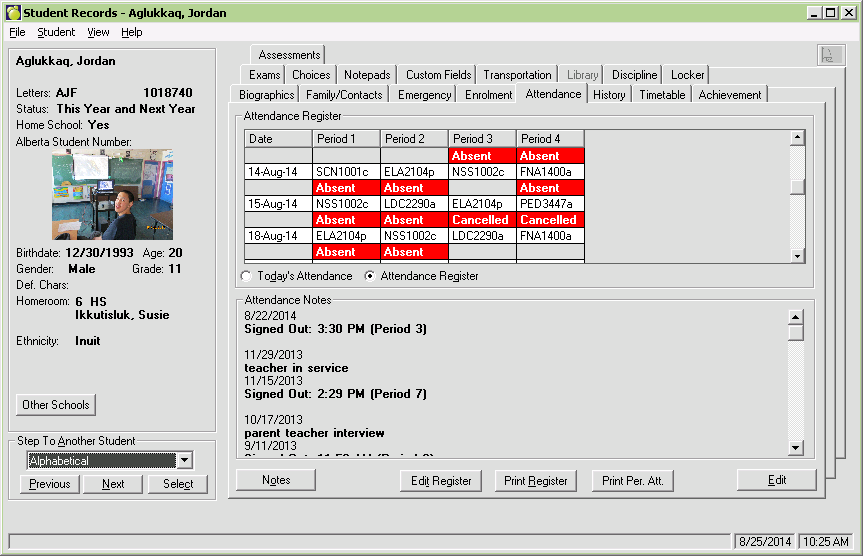
## Attendance Tab

The Attendance tab displays today’s attendance for a student but it also allows you to see past attendance. In the tab you will either see the attendance code entered by the office for the day and/or the teacher or “Not Yet Reported” if attendance has not yet been reported by either.



**Today’s Attendance** is shown on the Attendance tab

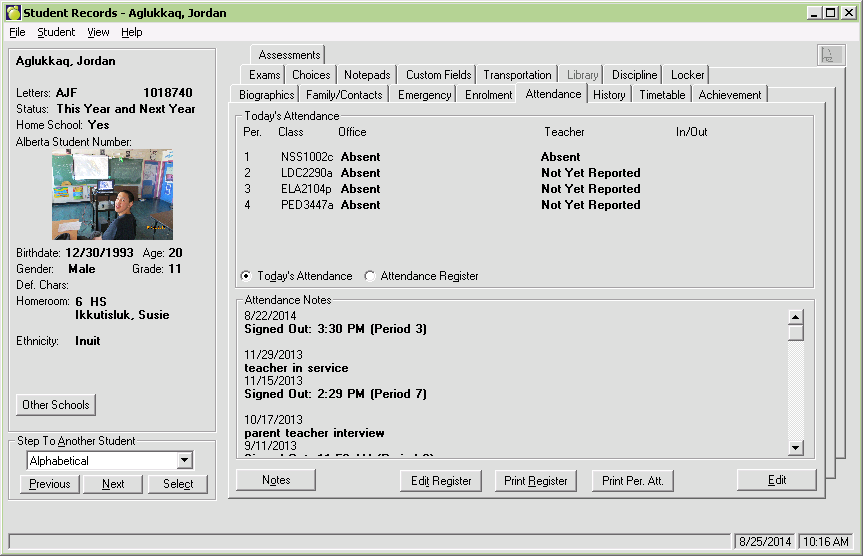
Click on the **Attendance Register** radio button to see a record of past absences for the student:



Switch to **Attendance Register** in order to see past absences in a table format.

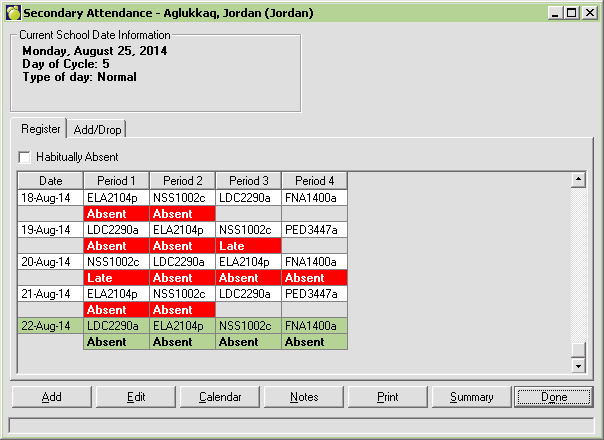
### Edit Student Attendance Register

The **Edit Register** button on the Attendance tab allows you to edit past, present or future attendance for the student:



Click **Edit Register** on the Attendance tabto make changes to the student’s attendance. Changes can be made for today’s date, past dates, or even future dates.

The **Edit Register** screen has the following functions, the **Calendar** button being the most useful one:



Use the **Add** button to add an absence. Best use: use this button to add and absence for a range dates. **See further down for more instructions.**

Use **Print** to print an attendance register for the student. Use **Summary** to get a quick report on this student’s attendance this year.

Use the **Notes** button to add, edit or delete attendance notes for this student. **See further down for more instructions.**

Use the **Edit** button to edit today’s office attendance entry.

Use the **Calendar** button to view a calendar and to use that to edit any day’s attendance. **See further down for more instructions.**

#### Set Attendance for a Range of Dates

If a student is known to be absent with a known attendance code (e.g. Family Trip or health related absences) for a period time and the dates are known, attendance can be set at once for that range of dates. This can be done via **Edit Register** by using the **Add** button.

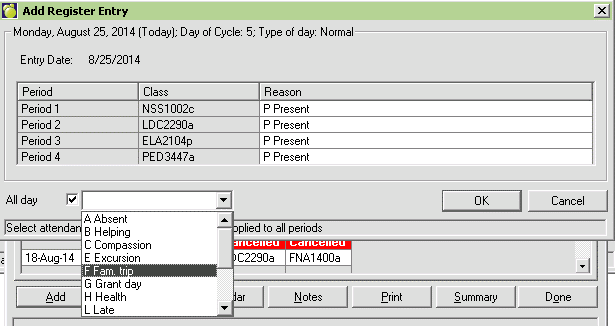
**NOTE:** Use the calendar widget instead of typing in the dates. The widget opens when you click the little down pointing arrow to the right of the date. This will ensure that the correct date format is entered into the date field. It is also more intuitive to use.

|  |  |
| --- | --- |
| Set start and end date for a range of dates: | … by using the calendar widget: |

Once the date range is entered, click **OK** to get the **Add Register Entry** window, shown below.

Here is where you enter the attendance code for the range of dates. If an entry is made for instance just for Period 1, the code will be applied for the entire date range entered in the previous window. At the bottom of the window is the option to check the **All day** checkbox. When this is checked you can set all the periods of the date range to the attendance code chosen in the drop down menu.

After picking the code for individual periods or for **All Day**, click **OK** and the entries are saved for the date range.

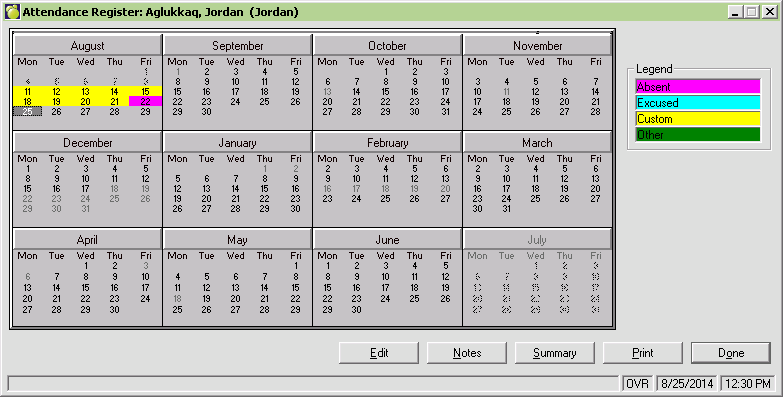


Add Register Entry screen

#### Use Calendar to Edit Attendance

The **Calendar** button in **Attendance tab -> Edit Register** is possibly the most useful way to edit past, present or future attendance. Click the Calendar button and it will bring up the attendance calendar for the student.

Next, click on the month’s name to open a more detailed view of the month’s attendance. Clicking over “August” in the calendar screen brings up just the month of August:



Click here to open the month of August alone. It is a more detailed view of the month.

Now you can see the attendance codes for each period of the day in the month. **Dot (.) means Present, A means Absent, L means Late (similarly for any other codes).**

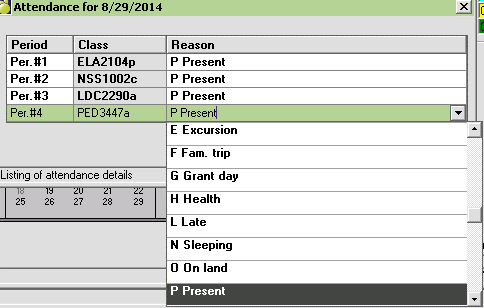
In either of the two views presented here (the whole year or just the month) click on a date and hit the **Edit** button to edit attendance for that date.



Click on a date to select it, then click the **Edit** button in the toolbar at the bottom to edit attendance.

Attendance for the month of August. **Dot (.)** means Present, A means absent, L means Late. Any other codes recorded will show up as well if they have been used.

**Finally, use the dropdown menus to set the attendance code one period at a time**. Click **OK** to save the changes.



Under here somewhere is the **OK** button…

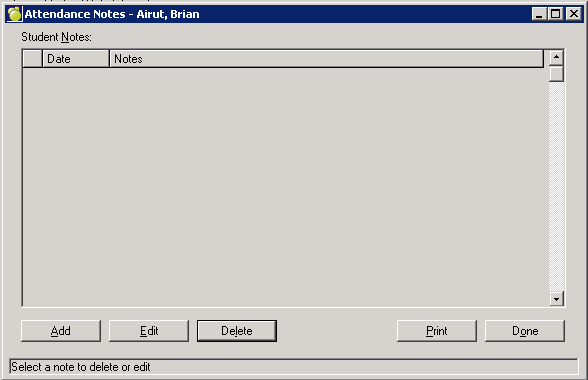
After picking the code(s), click OK to save the changes.

Change the attendance code for the desired period by clicking open the dropdown menu and then selecting the attendance code from the list.

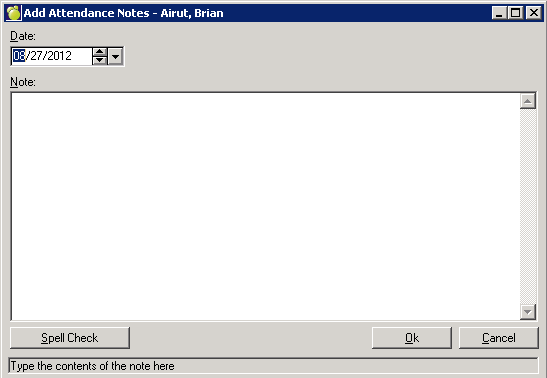
#### Add Attendance Notes

Attendance notes can also be entered the attendance register screen. The attendance notes will be displayed in the connectEd interface and can inform teaching staff on the student’s status. The notes can be also displayed on student attendance reports.

Click the **Notes** button on the attendance register screen. Click the **Add** button to enter a note.



You will be presented with a window in which to enter your note. Select a date if other than today and simply type the information in the text field and click **OK** when complete:



Click **OK**

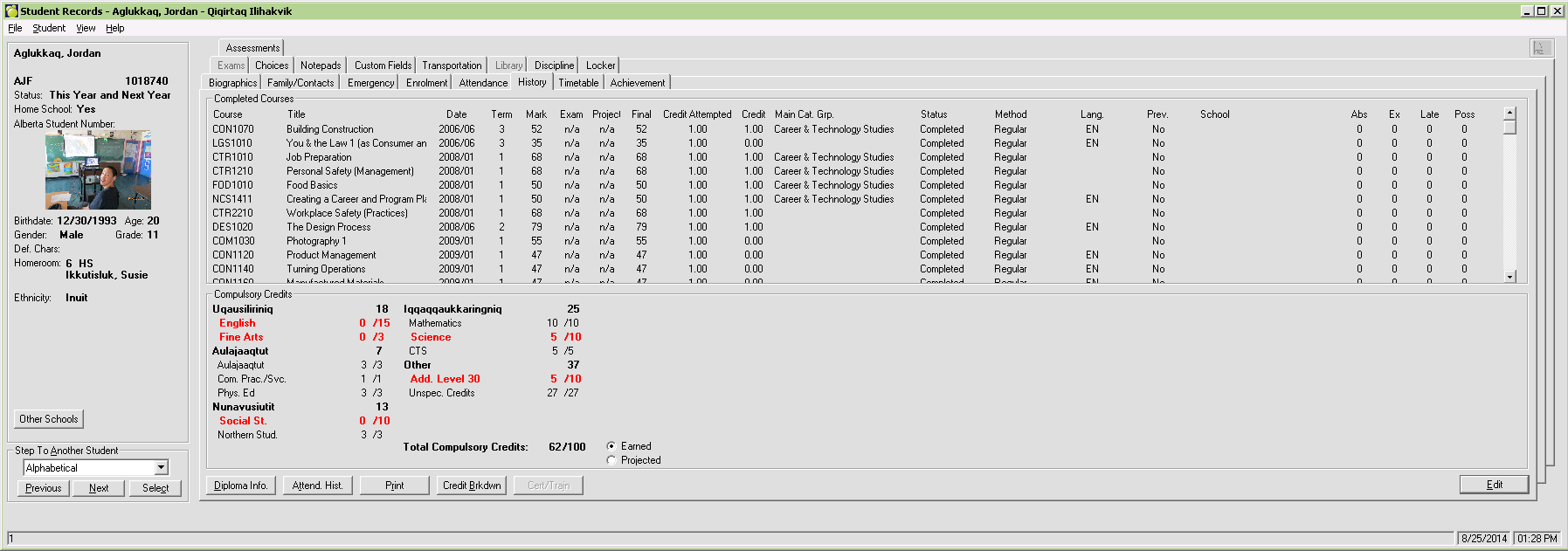
Type the attendance note

Pick a date for the note if other than today’s date.

**NOTE**: for those of us challenged by spellingg, there is a conveniently located Spell Check button.

## History tab

The **History** tab is primarily used to track high school students’ completed courses, *the course history*. The tab displays all course attempts from the past including both failed and successful attempts. The course history gets updated at the end of each semester based on the student’s marks. The tab is a great place to monitor how the student is progressing towards graduation.



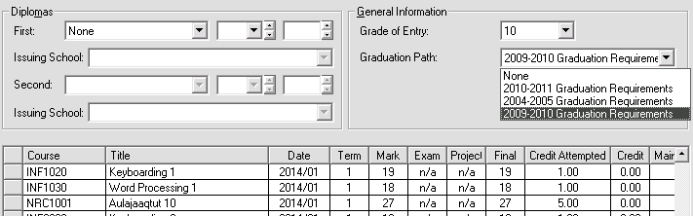
The following information is shown for each course attempt. The columns are visible in the screenshot above.

|  |  |
| --- | --- |
| Column | Explanation |
| Course Code | The Nunavut-approved course code for the course attempted |
| Course Title | The name of the course |
| Completion Date  *(year/month)* | The year/month when the course was attempted. Normally dated to the end of the semester. |
| Term | The term during which the course was attempted:   * 1 = Semester one * 2 = Semester two * 3 = Full year * 4 = Summer * 5 = Special Session |
| Mark | The Final Mark for the attempt, typically a percentage mark. Some letter grades are also available:   * **P** = Pass * **INC** = Incomplete (Credit Achieved = 0) * **IPG** = In Progress (Credit Achieved = 0) |
| Exam Mark  *(if applicable)* | An Exam Mark will only apply to Alberta exam courses. It will be available once the marks have been received from Alberta. Counts for 50 % of the Final Mark. |
| Project Mark  *(if applicable)* | Social Studies courses with a Nunavut Project will have mark in this column. Counts for 30 % of the Final Mark. Must be over 50 % to achieve credit. |
| Credit Attempted | The credit available upon successful completion of the course |
| Credit Achieved | The credit achieved by the student |
| Main Category Group | The Category Group towards which graduation requirement the course counted. For example: Aulajaaqtut, Mathematics, Fine Arts, etc. |
| Status: | Course Completion Status. Possible values are:   * **Completed**: all course work has been completed by the student, whether successfully or unsuccessfully * **In Progress**: the student has not completed all components of the course but is expected to complete them within reasonable time * **Re-Try**: the student has re-attempted the course, most likely in order to improve the mark * **Re-Write**: the student has re-written an Alberta exam for the course * **Incomplete**: the student has not provided enough work to make an assessment and cannot achieve credits |
| Method: | Course Completion Method. Possible values are:   * **Regular**: a regular course * **Alberta Exam**: a course that includes an Alberta exam * **Nunavut Project**: a course that includes a Nunavut Project * **Challenge**: the student challenged the final exam for the course * **Evaluated**: the credit was evaluated. Students who have completed courses outside of the province get evaluated credits. * **Waived**: the course was removed from the student’s graduation requirements * **Retroactive**: the student completed the course using the *Retroactive Credits* rule from the Secondary School Administration Handbook |
| Language | The instructional language of the course |
| School | School completed in. Blank means “this school”. |
| Absences | The number of absences (truancies) while attending the course |
| Excused Absences | The number of excused absences while attending the course |
| Lates | The number of lates while attending the course |
| Possible | The number of possible periods in the course |

### Set Graduation Path

The graduation path can be set through the History tab using the **Edit** button. Please note that the student and the parent of the student must be consulted before making changes to the graduation path; the school is not authorized to make graduation path change decisions without consent from the parents and the student.

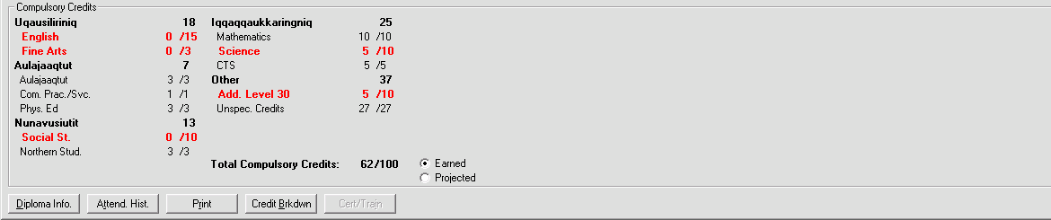
Click **Edit** on History tab and pick the graduation path from the dropdown called “Graduation Path”. Then click **Done**.



Change the student’s graduation path using the **Edit** button on the History tab, and then by picking the path from this dropdown.

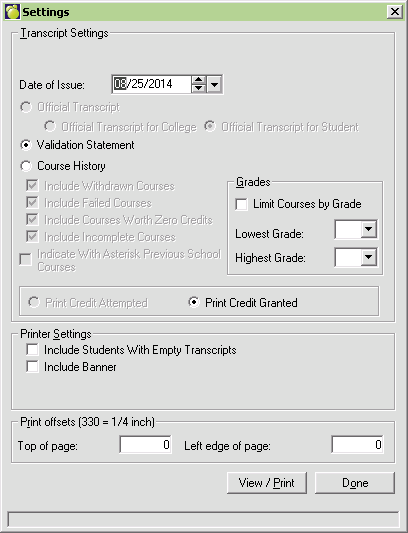
### View Student Graduation Status

The lower part of the History tab shows you in **red** the areas that the student has **not yet completed** to graduate. This does not include achievement on courses that have not yet finished. The student below has not yet completed English, Fine Arts, Social Studies, Science and Additional Level 30 requirements.



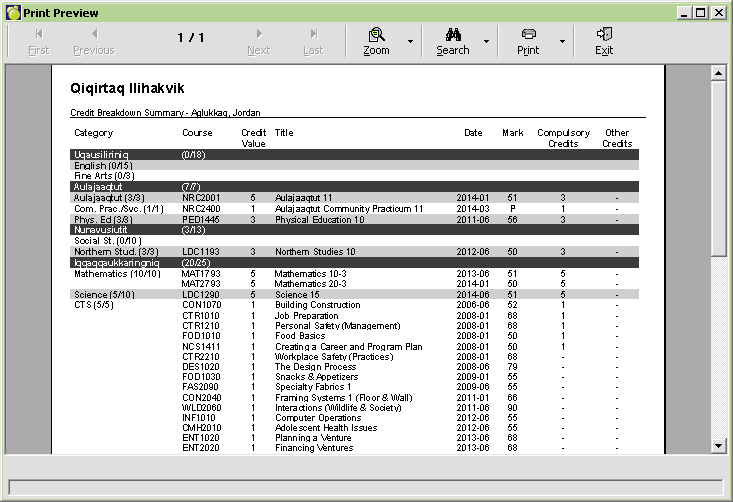
### Print Validation Statement

You can print the student’s Validation Statement by clicking the **Print** button in the History tab, and then by selecting the **Validation Statement** radio button. Then click **View**.



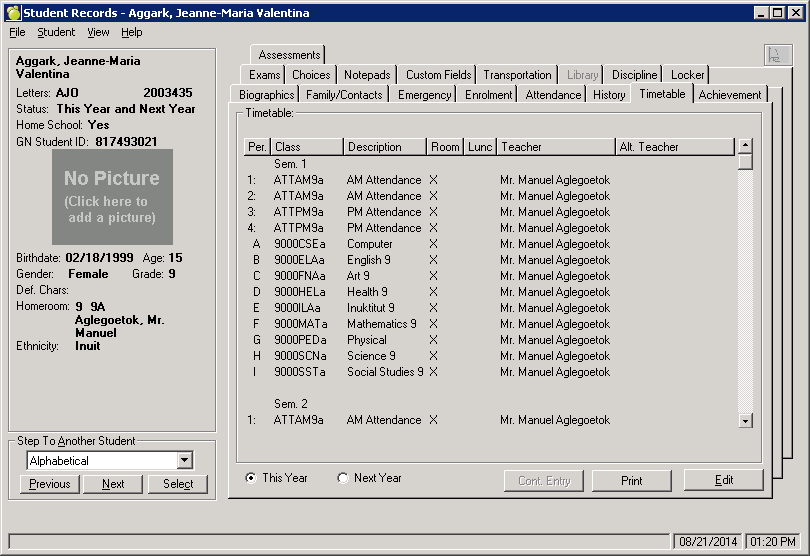
### Print Credit Breakdown

To print a report called Credit Breakdown (equally good as the Validation Statement) click on the **Credit Breakdown** button directly on the History tab. The report looks like this:



## Timetable Tab

The Timetable tab displays the Classes that the student has been assigned to and shows what the student studying this school year. For high schools, this classes are actually slotted to the periods. For elementary schools, the classes show up at the bottom of the table next to letters A-Z as they do not normally get timetabled (these are called “floater” classes).



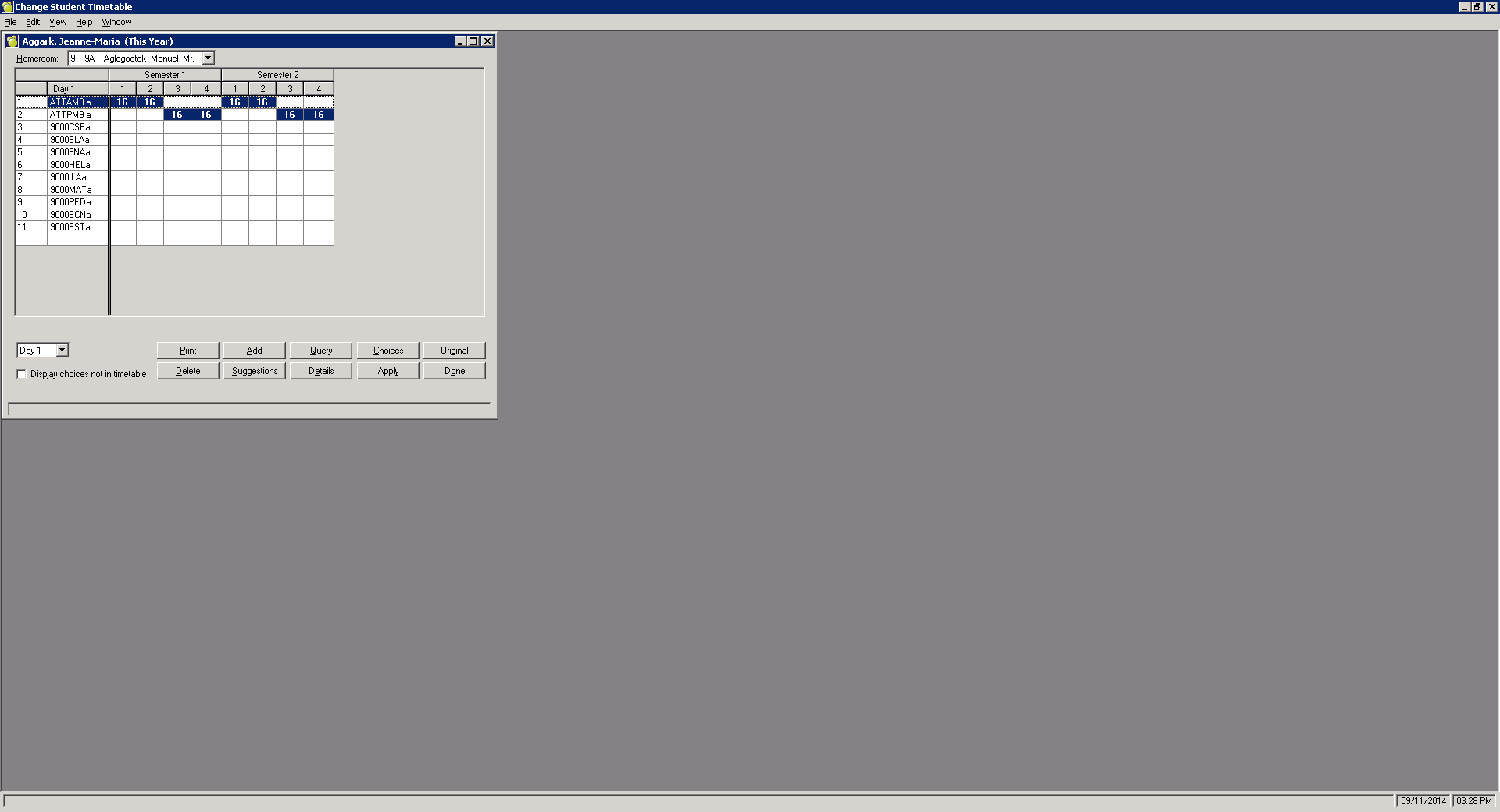
Classes that the student is taking but for which there is no schedule for today. They may occur on another day or they may be “**floater**” classes that have no schedule at all.

**Periods of the day**. This school has only four periods in a school day.

Classes that have been scheduled to the four periods today

### Edit Student Timetable

Click **Edit** on Timetable tab to make changes to the student’s timetable (classes). The following screen opens.

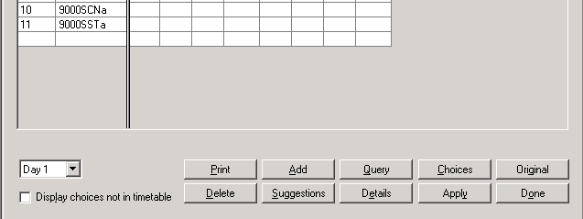


These classes are **floaters**, in other words, theyhave no schedule. At least not for Cycle Day 1.

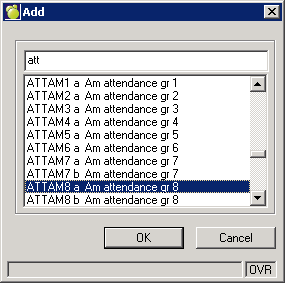
Note that we are looking at the schedule for **Cycle Day 1**. Change the Cycle Day here if you wish to see the schedule for other cycle days.

If the classes have been scheduled, you can see the timetable here **(blue blocks)**. The number 16 here indicates the number of students enrolled in the class.

If you need to add classes to the student’s timetable, click the **Add** button:

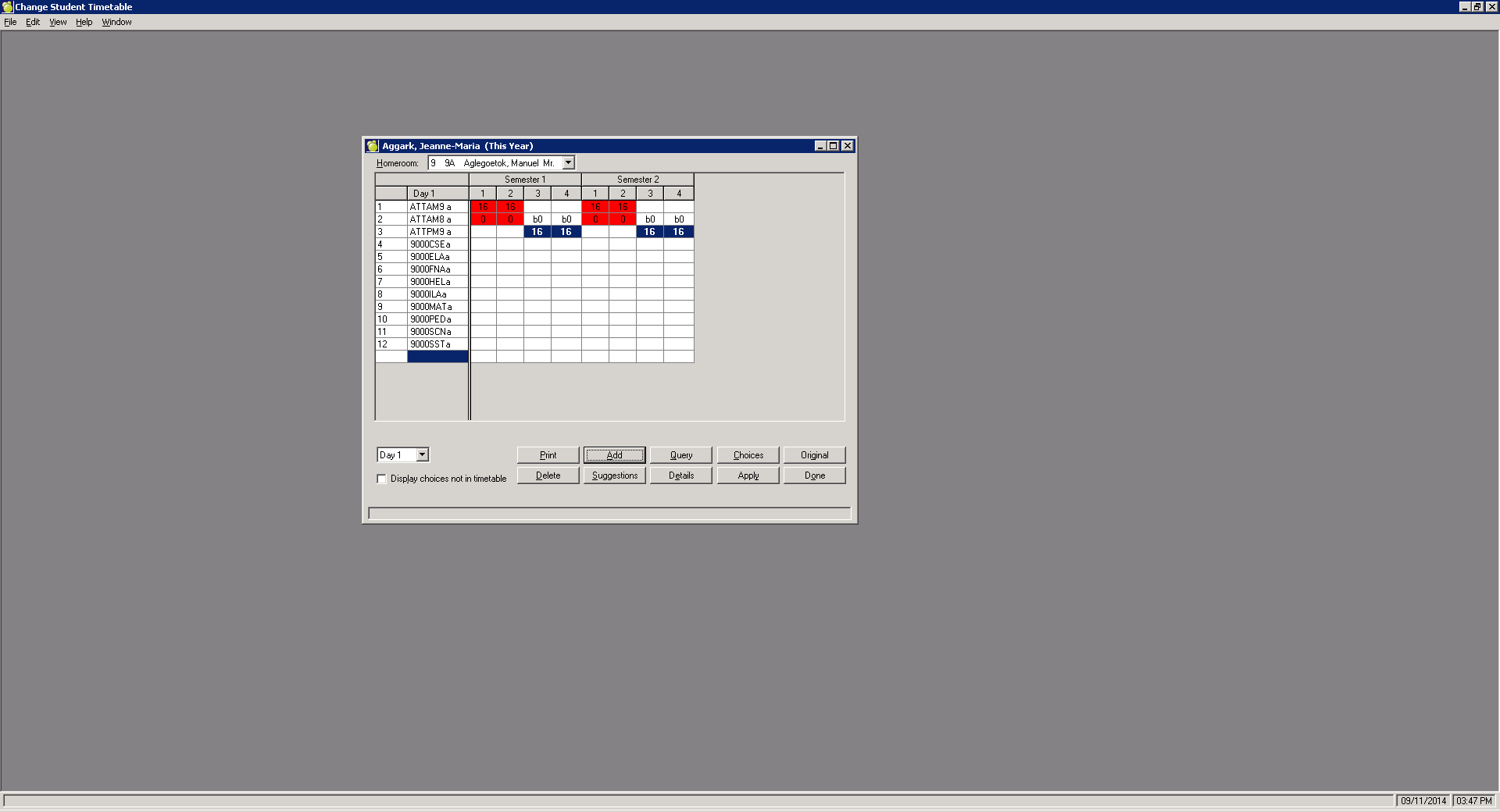


Pick the class from the list and click OK to add it to the student’s timetable:



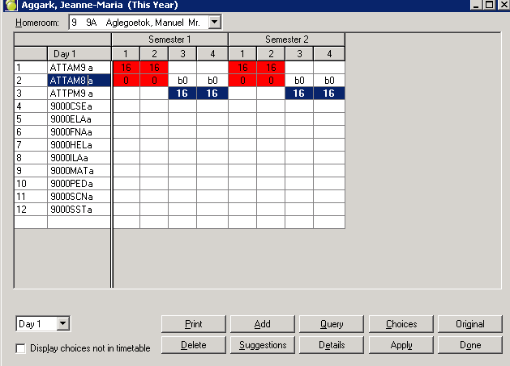
Select a class from the list and click **OK** to add it to the student’s timetable.

Now we can see the class (ATTAM8a) added to the timetable. However, red colour indicates that it is conflicting with another class. This means that **one class must be deleted in order to resolve the conflict**. In this case, we may want to delete the class we just added (ATTAM8a).



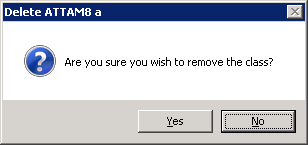
Red indicates a **timetable conflict**: ATTAM9a and ATTAM8a are occurring at the same time. One must be deleted to resolve the conflict.

To delete a class, select it and click **Delete:**

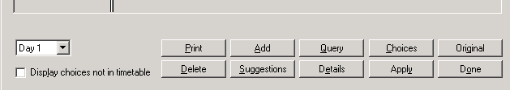


Click on a class to select it. Then click **Delete** to delete the class.

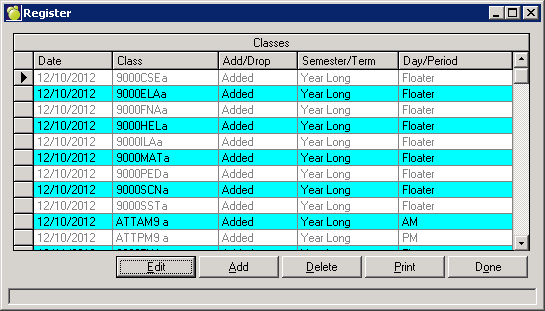
The system will ask if you really want to delete the class. Click **Yes**:



Back in the timetable tab, click **Done** when you are finished working with the student’s timetable:



After clicking **Done**, you will be presented with the Add/Drop Register showing what classes have been added and/or deleted for this student and when. These are just dates, nothing else. Typically you can just click **Done** to approve and close the dialog.

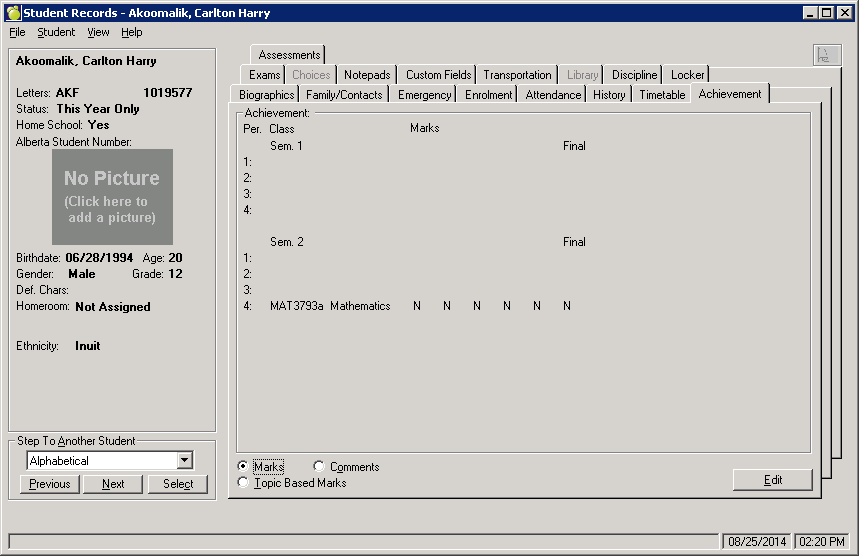


**Special note on Add/Drop Register:** the Added date is the earliest that that attendance can be collected for a student for that class. You can delete rows from the add/drop register in the above screen if you want the Added date to default to the first day of school this school year. This will not delete any classes from the timetable and is ok to do. As a result, the student’s attendance can be backfilled all the way to the first school day of the year.

## Achievement Tab

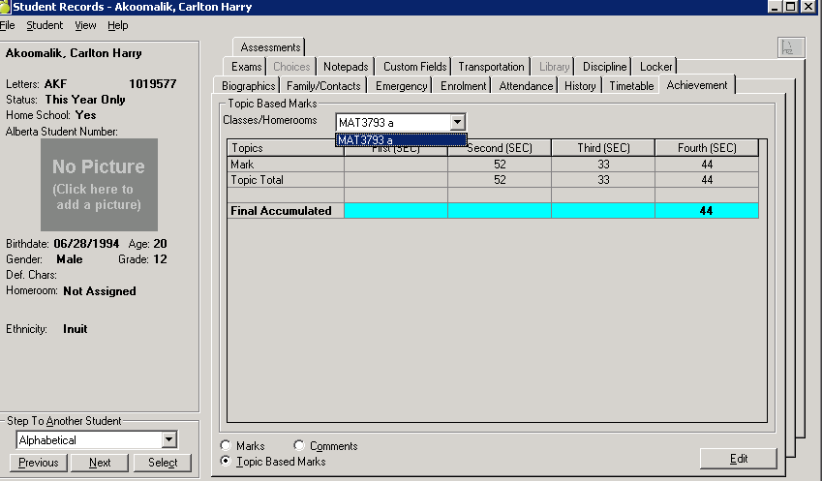
You can view a student’s marks for the current school year in the Achievement tab. Both term marks and Final Marks are available for viewing.

In order to see the marks after entering the tab, you need to first select the **Topic-Based Marks** radio button on bottom left:



Click on **Topic-Based Marks** to see the student’s marks in this school year

Then use the dropdown menu to see the course for which you wish to see the marks:



First pick the class using this dropdown.

The term marks for that class for this student will appear here if the marks have been entered.

The current **Final Mark** is on the bottom row (cyan colour) (44 %).

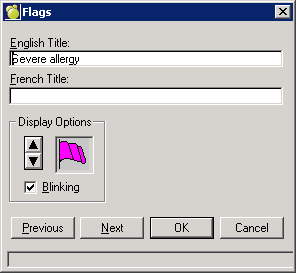
## Flags

**Flags** are a special way to earmark students. Different types of flags can be created based on the school’s needs. Using flags helps the school staff notice that there is something special going on with a student. For example, the school might want to flag students with severe allergies. Printed lists of students with flags can then easily be produced and distributed to the teachers. Also, the flag is easily noticeable in the SIS when browsing through student records. The flags are also visible on the connectEd side.

First the flag has to be created, then it can be assigned to students.

### Create Flags

Go to **Students -> Custom Fields/Tables -> Flag Definitions**. Click **Add** to add a flag such as “Severe allergy”. Type in the English Title, then pick a flag colour using the up and down arrows. Click OK once finished. You can make the flag blink by checking the box “Blinking”. See the screenshot below for an illustration.

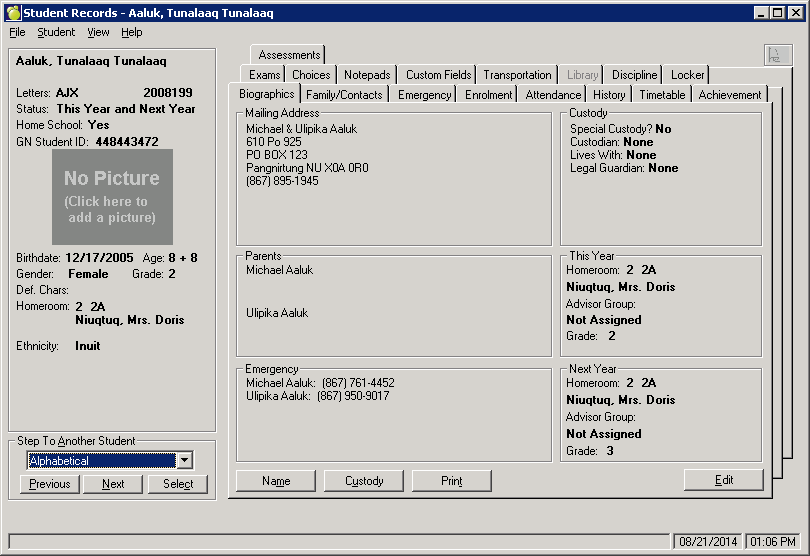


Creating a pink flag for “Severe Allergy” in **Students -> Custom Fields/Tables -> Flag Definitions**

### Assign Flags to Students

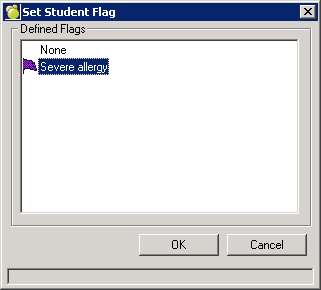
Once you have created a flag or flags using the method mentioned above, you can assign them to students after opening their Student Record.

1. Open **Student Records** and find the student to whom you want to assign the flag  
2. Click the flag button at the top-right of the student record window



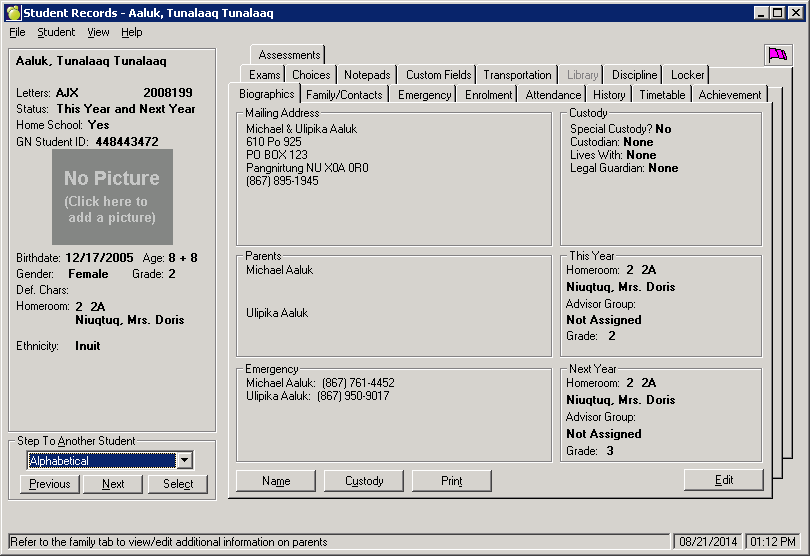
Click here to assign a Flag

3. Select the flag from the list, e.g. “Severe Allergy”, and click **OK**



Click on the flag you want to assign to the student, then click **OK**

4. Now the flag should be visible on the top-right corner of the student record, see below for example :



The flag “Severe Allergy” has been assigned successfully.

# Student Registration and Withdrawal

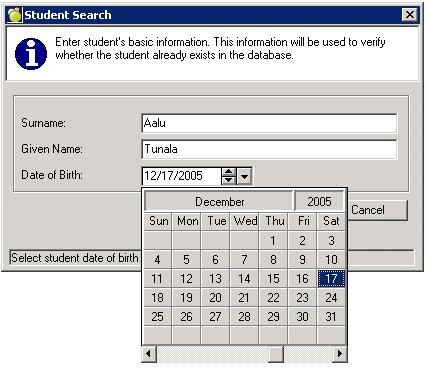
*Registering* students in SIS is a process that is an equivalent of *adding* students when using the SIS terminology. A registration means that a student has been associated with the school for this school year regardless of how they attend the school (half time, full time, home-schooled, etc.). Students who are registered with the school form the *enrolment* of the school.

When a student leaves a school to go to another community or to another school, the student is *withdrawn* from SIS. The withdrawal is always recorded with exit date and a description of why the student left the school. The student could have graduated or moved to another school, for example.

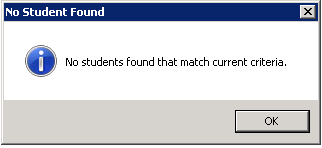
## How to Add (Register) a Student

This section explains how to add (register) students to your school.

**Step 1:** Select **Add New Students** from the **Students menu**  
**Step 2:** Enter the **Surname**, **Given name** and **Date of Birth.** Use the date widget to pick the date.

  
**Step 3:** After entering the three fields, click **Search** to search for the student in Maplewood’s database  
**Step 4:** Either the student is found immediately in the database and you are taken into the **Add New Student** screen with their information pre-filled; or no matching student was found (see below):

Click this little arrow to open the calendar widget which will make it easier to set the birthdate



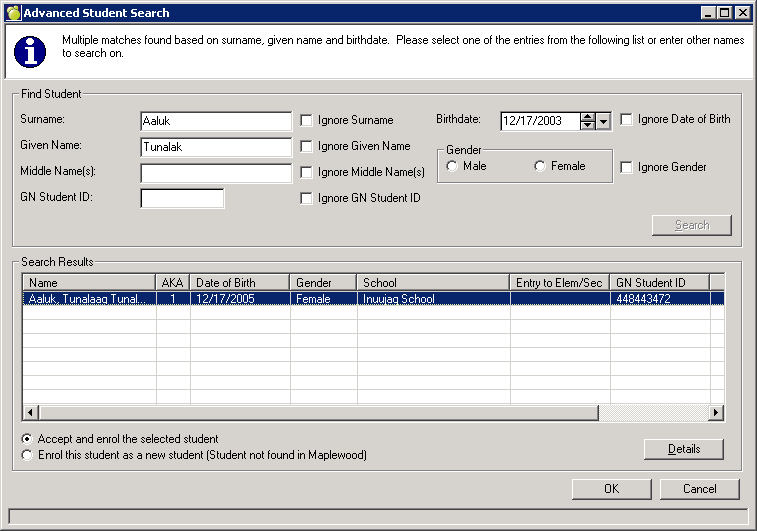
**No matching students were found in the database**. This could be because you searched the student using an incorrect spelling and/or incorrect birthdate. Click OK to proceed.

### No Students Found that Match Current Criteria

If no student was found to match the search criteria, then you may have typed an incorrect name or birthdate for the student. In the next step, the **Advanced Student Search** screen allows you to see **close matches** and do further searching.

This screen offers you a selection of students to pick from, suggesting “maybe this is who you were looking for”. It is also possible that the student did not actually have an existing record yet. This would be the case for students entering a Nunavut school for the first time, such as **Kindergarten students**.

**Step 5:** Look through the results and see if one of the close matches could be the student you are trying to add to your school:



Only use this option for students who are entering a Nunavut school **for the first time.** It creates a completely new, blank student record.

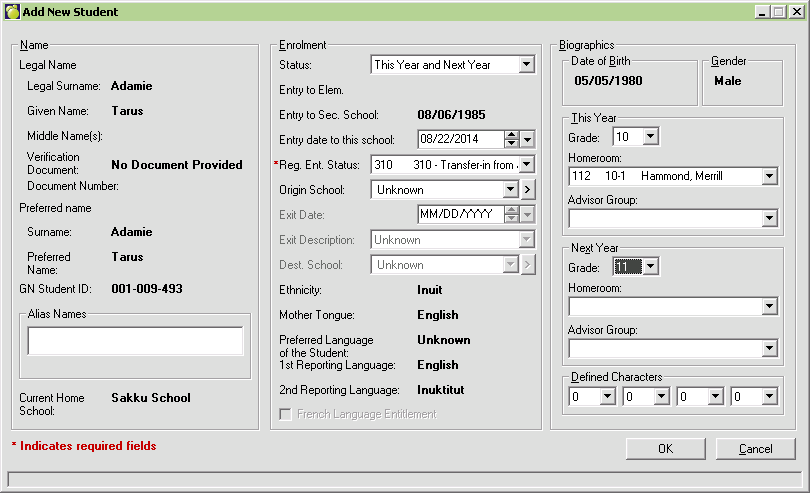
See here **for close matches**. We have found a match here for our search. The actual name registered with was *Aaluk, Tunalaaq.* **Click to highlight and select.**

When a match is found, highlight/select the student by clicking on her and choose **Accept and enrol selected student** at the bottom. Then click **OK**.

If you are absolutely certain that the student does not exist in the database, select **Enrol this student as a new student (Student not found in Maplewood)** and click **OK** to create a completely new, blank student record in the database. A new GN ID number will be generated for the student.

### Fill in the Details for an Existing Student

If you selected an existing student using **Accept and enrol selected student** in **Step 5**, you will be brought to the screen below. Fill out the mandatory fields denoted by an asterisk (\*). Also fill out **This Year’s Grade** and **Homeroom** on the right.



**Fill in the details for:**

**Entry Date to This School:** the day the student will be in attendance

**Registration Entry Status**: pick the most appropriate value

**Origin School** if transferring in from another school

**Grade** for this year

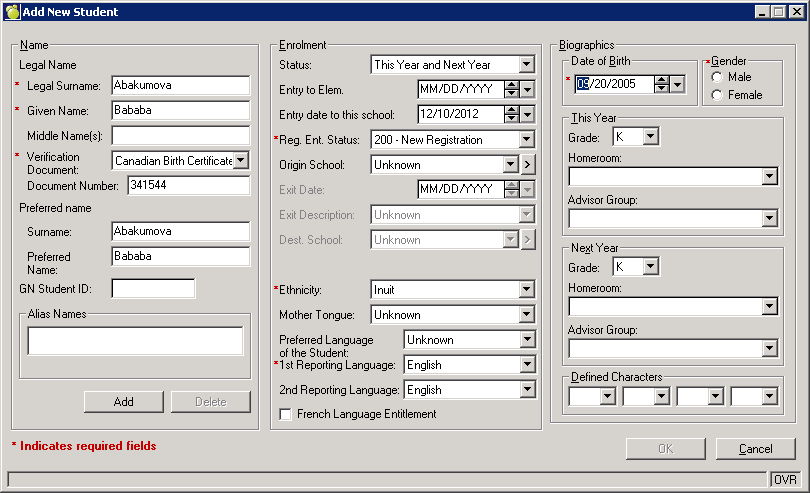
**Homeroom** for this year (if applies)

**448443472**

**Tunalaaq  
Aaluk**

### Fill in the Details for a Completely New Student

If you selected **Enrol this student as a new student** in **Step 5**, you will be brought to the screen below. There are fields with red asterisks (\*) beside them in the **Add New Student** form: these are mandatory fields to fill. However, fill out as much information as you can. For **Registration Entry Status**, use “*200 – New Registration*” when creating a completely new student record.



Add New Student form for filling out information for completely new students. Use “200 – New Registration” as Registration Entry Status for students entering the Nunavut school system for the first time.

Explanation of the fields in the above screen:

#### Name

1. **Legal Surname** and **Given Name** should be taken directly from the **Verification Document** (such as a Birth Certificate). Please take care in ensuring that the student’s legal name is used here!
2. **Verification Document** should be always requested from the student to verify the legal name. If not available, please make sure to choose **No Document Provided**.
3. If there are other names the student uses they should be entered either as the **Preferred Name** or as an **Alias**

#### Enrolment

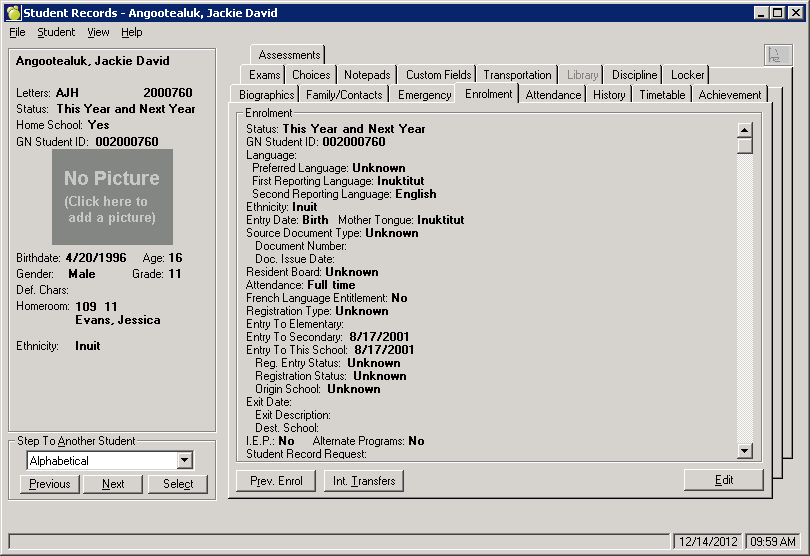
1. **Status**:
   * If you are pre-registering students for next school year, set the **Status** to **Next Year Only**
   * If this is a new student entering during this school year, set the **Status** to **This Year and Next Year**
2. **Entry to Elem.** should be set to the first day of elementary school for the student, if known
3. **Entry date to this school** should be set to the date students starts or started at this school
4. Set **Registration Entry Status**:
   * **200 – New Registration** for new Kindergarten students or for students who have not previously attended school in Nunavut
   * The other values are applicable only if you are enrolling a student who already has attended school in Nunavut and has an existing record. See the end of the document for a complete table.
5. Set **Ethnicity** to the appropriate value
6. Set **1st Reporting Language** and preferably also **2nd Reporting Language** if the student’ s family should be getting reports in two different languages (e.g. English and Inuktitut)

#### Biographics

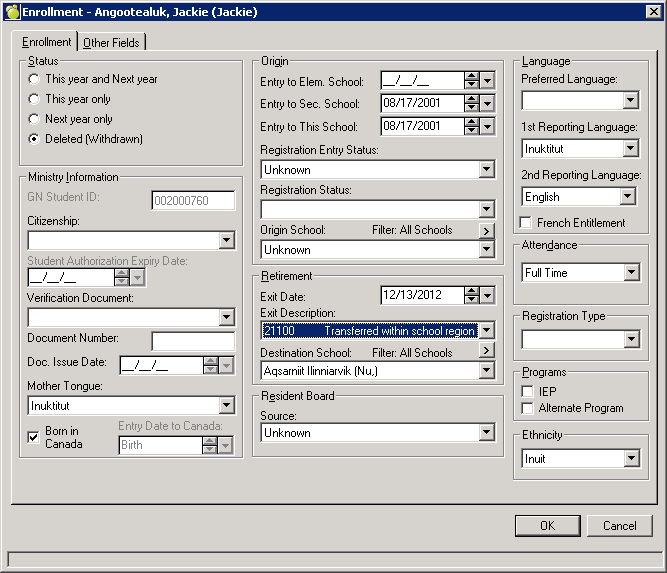
1. **This Year**
   * Set **Grade** and **Homeroom** to the correct values under **This Year** if here if the student is added during this school year
2. **Next Year**
   * Set **Grade** and **Homeroom** to the correct values under **Next Year** if you are pre-registering the student for the next school year

## How to Withdraw a Student

1. Go to **Student Records** and search for the student you would like to withdraw. Open their student record.  
2. Go to the **Enrolmen**t tab and click the **Edit** button at bottom right.



Click **Edit** to edit the student’s enrolment (registration) information



Give an accurate **Exit Date** (the date student stopped being in enrolment), give **Exit Description** and assign **Destination School** if it is known.

Set student as **Deleted/Withdrawn**

3. Select **Deleted (Withdrawn)** under **Status**. This means that the student is withdrawn from your school’s enrolment and the record becomes available to other schools.

4. Under **Retirement**, set the **Exit Date** to the date the student stopped being part of the enrolment. Use the date picker widget by clicking the little down-pointing arrow.

5. Set the **Exit Description** by selecting the most accurate option from the dropdown menu. \*\*See lower down for the possible Exit Descriptions in SIS.

5. Set **Destination School** if it is known where the student is going next.  
  
6. Click **OK** when done.

#### \*\*Exit Descriptions

|  |  |
| --- | --- |
| Exit Description | Use when… |
| *Completed prescribed course of studies (no diploma)* | The student completes legal requirements for attending school in Nunavut but does not graduate before leaving the school system |
| *Unknown* | The exit reason is unknown and it will be filled later once the reason is known |
| *Transferred within school region* | The student transfers to another school within your school region |
| *Transferred within Nunavut* | The student transfers to another school in Nunavut but outside your school region |
| *Transferred to other province or territory* | The student transfers to another province or territory |
| *Transferred to other country* | The student transfers to another county |
| *Deceased* | The student has passed away |
| *Disciplined out* | The student has been withdrawn from the school as a disciplinary action |
| *Left school for health reasons* | The student has withdrawn from school due to severe health reasons |
| *Seeking employment* | The student has withdrawn from school in order to look for work |
| *Gone to work* | The student has withdrawn from school in order to go to work |
| *Pregnancy* | The student has become pregnant and is not in a physical state to attend school |
| *Child care* | The student is looking after a child and cannot attend school |
| *Sports* | The student has withdrawn from school in order to pursue sports |
| *Dropped Out* | The student has not attended school for at least 21 days in a row |
| *Other* | If none of the descriptions apply, use “Other” |
| *Created in error* | The student was enrolled in the school in error and then had to be withdrawn to correct the mistake |
| *Graduated with diploma (continuing post-secondary)* | The student graduates and it is know that they are going to a certain post-secondary school after that |
| *Graduated with diploma* | The student graduates |

## Concurrent Students

*Concurrent* students are students who are concurrently, or simultaneously, registered in two or more schools. In Nunavut, there should not be any concurrent students as schools do not normally share students. If a student is flagged by the SIS as concurrent, then it means that a school has forgotten to withdraw a student when the student has left the school. The only exception can be found in Iqaluit between the high school and the French school.

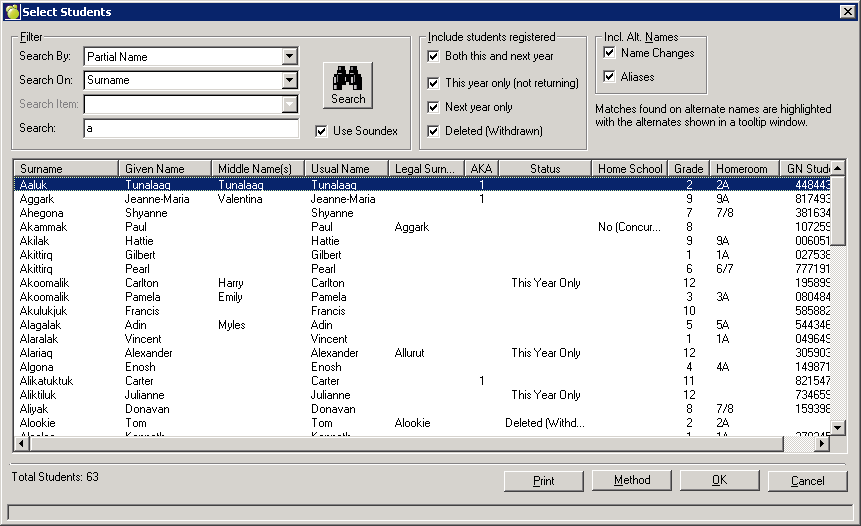
Only one school can be a students’ **Home School.** The Home School has full ownership of the student record and has unlimited permissions to the record. The other school will have **Home School: No (Concurrent)** in the concurrently registered student’s record and has limited access to edit the student’s core data.

It is important to resolve Concurrent Students by:

1. Finding any concurrent students in the school
2. Determining which school should be the home school for concurrent students
3. Withdrawing the student from the school that is not the home school

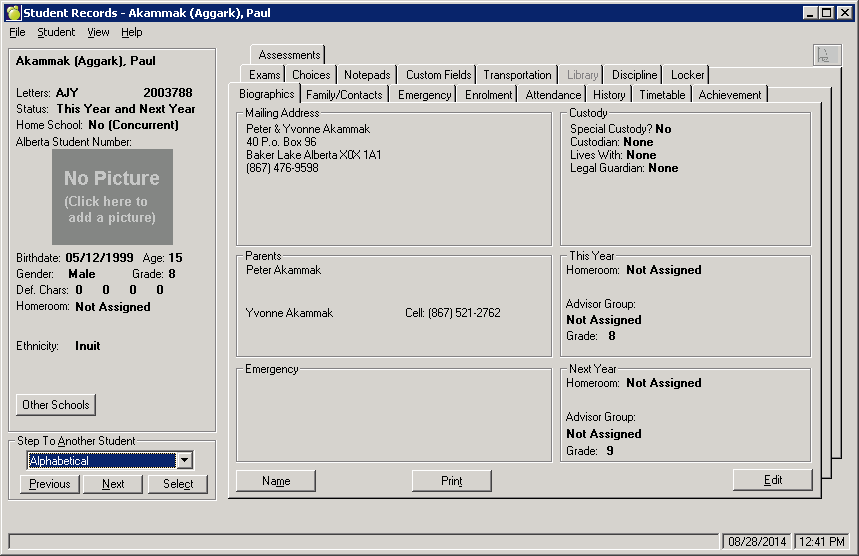
### Find Concurrent Students

Concurrent students can be detected in the Search Students screen after clicking Student Records:



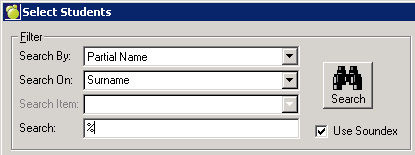
Indication of a **Concurrent** student

Also, if you open the student’s Student Record, the sidebar says: **Home School: No (Concurrent)**



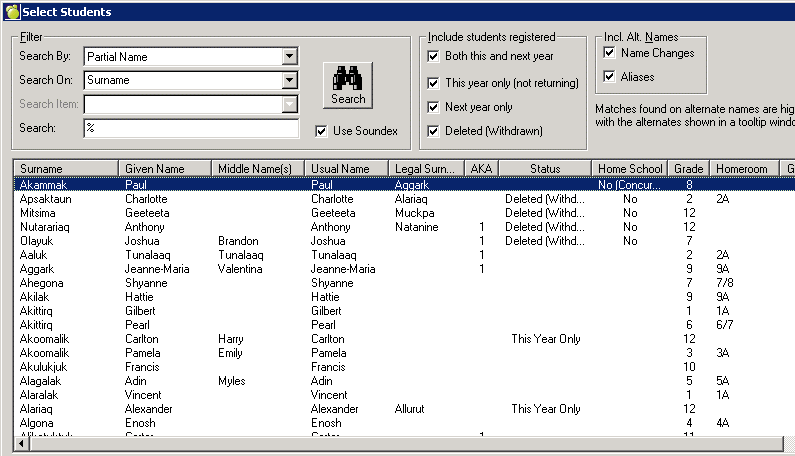
To produce a list of concurrent students in the school, follow these steps:

1. Go to **Student Records**2. Type “%” as the Search word (means: show everything) and click **Search:**



3. After the search results show up, showing ALL students, sort the rows by **Home School** by clicking over the **Home School** column. Click once more on it to sort all the No (Concurrent) students to the top of the list.

**Now you can see all your concurrent students at the top of the list!**



Click on **Home School** here to sort the students by their Home School status.

Click AGAIN to get the **No (Concurrent)** students to the top.

### Resolve Concurrent Students

Now that the concurrent students are known, it is important to determine if this school is supposed to be their Home School. If not, then the students **must be withdrawn** from the school.

You can see what the other school is by opening the concurrent student’s record and clicking the **Other Schools** button in the sidebar on the left. There you can see the other school who is claiming the student.

After determining which school should “own” the student and has the student in physical attendance, the other school must withdraw the student following steps on page 34 of this document. A phone call with the other school is usually required to sort out these situations.

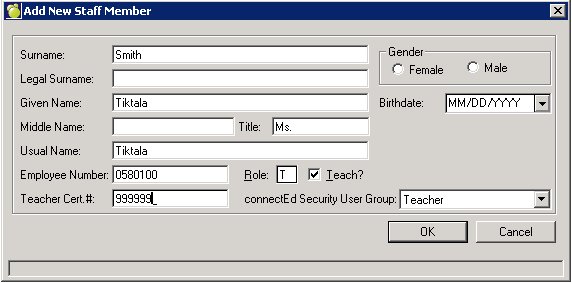
# Staff Records

Staff Records are maintained in SIS for all teaching staff and staff that needs to use the Student Information System. Staff records do not contain as much detailed information as the Student Records but are similar in nature. For staff, the most important information to record are names, security roles that limit access to various parts of the system, teacher certification numbers, and teaching timetables.

## Add Staff Members

Add all teaching staff into your school in SIS. The process is similar to adding a student but simpler.

Go to **Staff -> Add New Staff Member** and fill in the information as show below:



**Birthdate** is *not* necessary to include

**Gender** has to be entered.

Enter the name of the staff member. It is not necessary to include both **Surname** and a **Legal** **Surname**. **Middle Name** and **Title** are optional as well. The **Usual Name** will automatically populate with the first name.

Select a **connectEd** security group if the staff member will be connecting through connectEd. The default is **Teacher** and this works 99 % of the time.

The **Role** defaults to **T** for **Teacher** and the **Teach?** checkbox should be checked. Use **Role = P** for Principals and Vice-Principals. Consult the **Notes** for more information if this person has a different role.

The **Nunavut Teacher certificate number** must be entered here**.** If the staff member is not teaching, then it can be left blank.

An employee number must be created and must be unique. Use the following convention to create the number:

**<School Number><4 digits>**

For example at Jonah Amitnaaq Secondary School, 0580001 would be the first staff member, 0580002 would be the second staff member, etc.

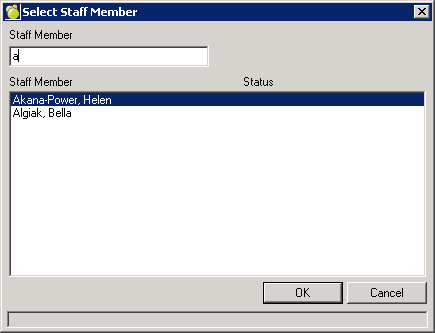
### Role

* **Roles** are predefined settings in the database which can affect what or how a user can access menu items and fields. The default is **T** for teacher. The following Roles are possible. The ones highlighted **blue** are relevant to schools.
  + **T = Teacher**
  + **P = Principal**
  + **D = SST (Student Support Teacher)**
  + **C = SCC (School Community Counselor)**
  + **H = HQ (HEADQUARTERS)**
  + **O = SOS (SUPERINTENDENT OF SCHOOLS) ROLE**
  + **S = SCHOOL ADMIN (SECRETARY) ROLE**
* *ConnectEd* is the service that Teachers access via a Web browser to connect to the database. **The ConnectEd Security User Group** will default to **Teacher** and is fine in most cases. However, there may be other user groups in the future.
* The **Teacher Certification Number** needs to be entered for school reporting if it’s available.

## Remove Staff Members

When staff leaves your school for good, you should remove their staff record.

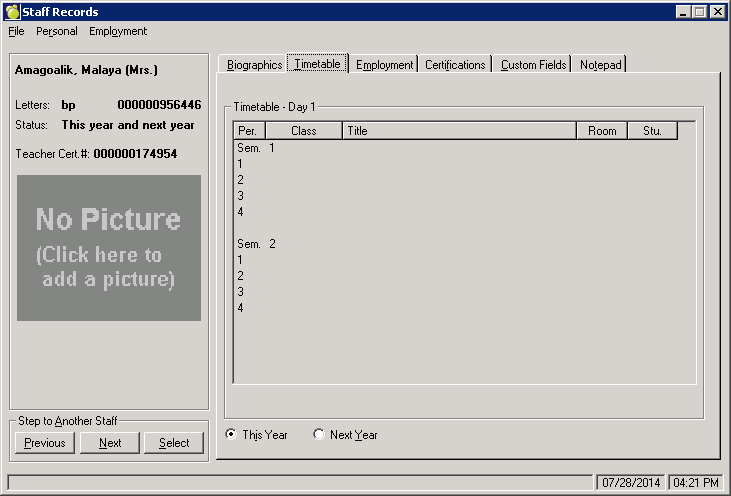
1. Go to **Staff -> Staff Records**  
2. Type the first letter of the last name of the staff member (e.g. ‘a’). Double click the name of the staff member when you see it show up in the list.



Double click the staff member’s name to open his/her record

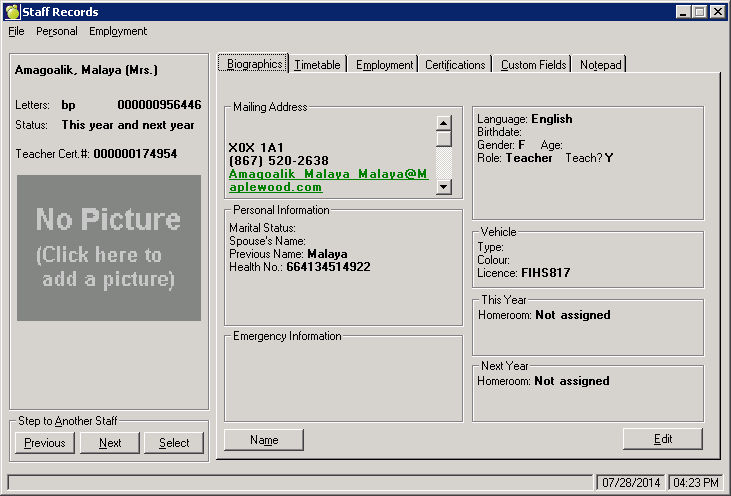
Type the first letter of the last name of the staff member

3. Go to **Timetable tab.** If there are Classes showing in the Timetable tab, then you cannot remove the staff member; you will first have to go to **File -> School Setup -> Classes** to unassign this teacher from any classes that she may be teaching. The teacher below has nothing and is ready to be removed from the staff records.



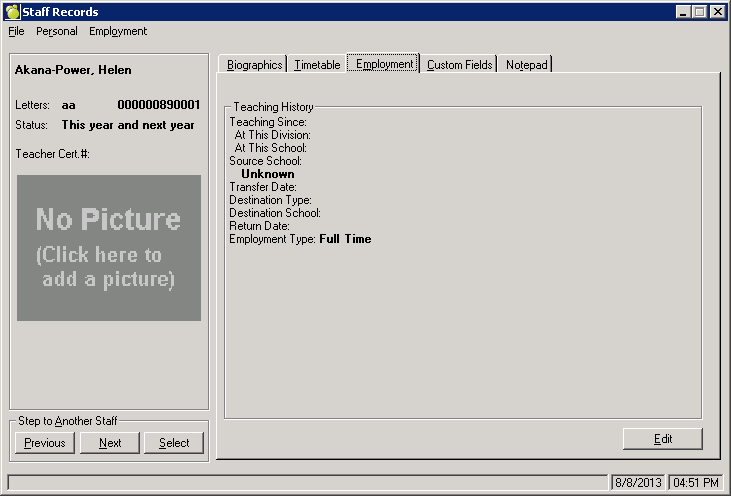
This teacher has no classes assigned to her and she is ready to be removed from the system.

4. Go to **Biographics tab** to make sure the teacher has not been assigned to a **Homeroom**. If the teacher has been assigned to a Homeroom, then you must first go to **File -> School Setup -> Rooms/Homerooms** to unassign the teacher from the Homeroom. The teacher below has "Not Assigned" next to Homeroom and is good to go.

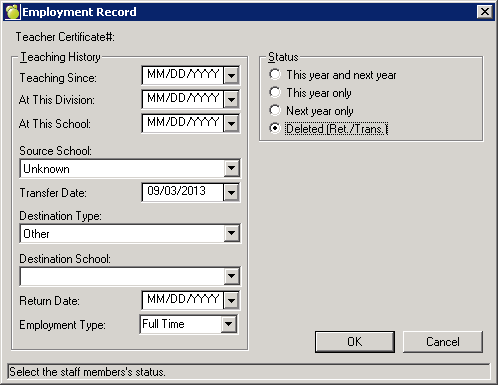


This teacher has no Homeroom assigned to her and she is ready to be removed from the system.

5. Finally, go to **Employment** tab and click **Edit**.



6. Select **Deleted (Ret./Trans.)** and click **OK.**

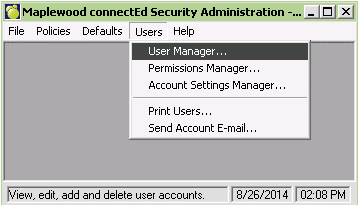


If this area is grayed out, it means that you cannot Delete the staff member yet because s/he has been assigned to homerooms or classes. If so, go back to steps 3 and/or 4 to fix this. Then come back here again.

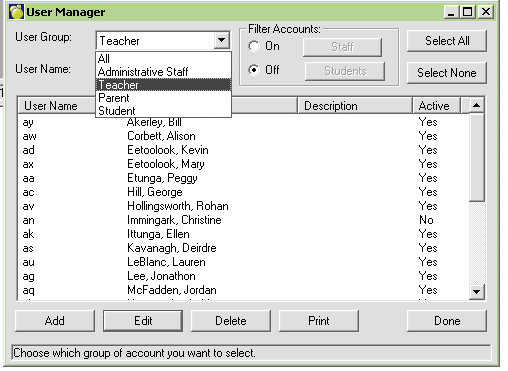
## Teacher Accounts

When the school’s SIS administrator add staff members using the Staff menu, their connectEd accounts are created **automatically**; there is no need to create them separately or to send account requests for them. The accounts just need to be printed from SIS by the administrators of the school, then provided to teachers:

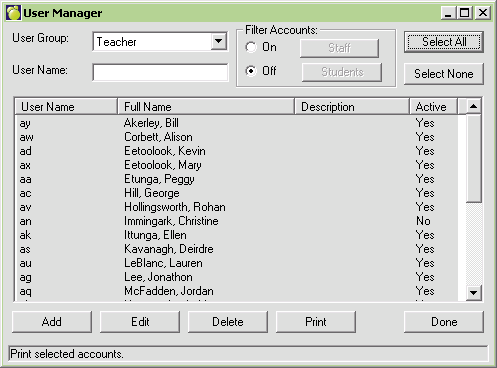
1. Go to **File -> Change Security -> Maplewood connectEd Security**2. Open **User Manager** by going to **Users -> User Manager**



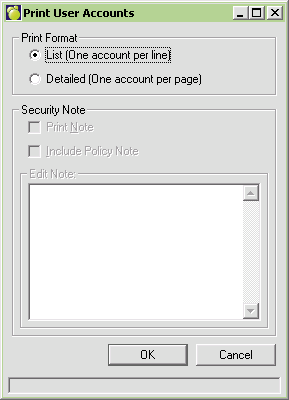
3. Once the **User Manager** opens, select **User Group** of **Teacher** at the top:



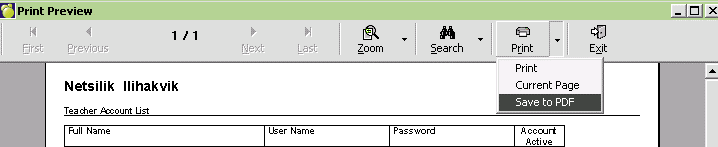
4. Click **Select All** at top right. Then click **Print** at the bottom:



5. In the following **Print User Accounts** dialog, select ***List (One account per line)*** under **Print Format**:



6. Once the report opens, click **Print** to send it to your printer or click the little arrow next to the **Print** button and select **Save to PDF** to save the report in PDF format. Save the PDF to the Desktop so that you can easily find it.



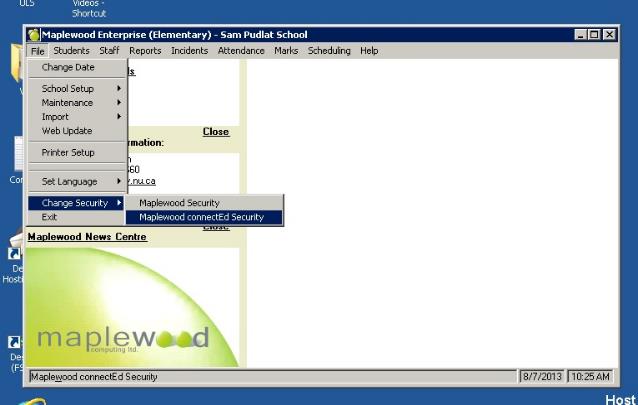
### Reset Teacher Passwords

We have provided each school principal with the permission to go in and reset teacher passwors in SIS. It is in your best interest to ensure your teachers know their password or have it easily accessible. Otherwise, you will be resetting passwords more often than you ever want to. Some schools keep a “password book” in the school safe to teacher passwords can be easily retrieved.

ConnectEd passwords and accounts have been set to never expire. How your school manages staff passwords is entirely a school matter.

The SIS Administrators have set permissions and user accounts so that teachers have the ability to perform daily tasks without hinderance. Please follow the instructions below ONLY to change a teacher’s password. ***Do not make any changes to ConnectEd security or permissions while accessing the “Change Security” area of your Maplewood.*** If you have concerns or wish to discuss changes to ConnectEd in Maplewood, please contact one of the SIS support people.

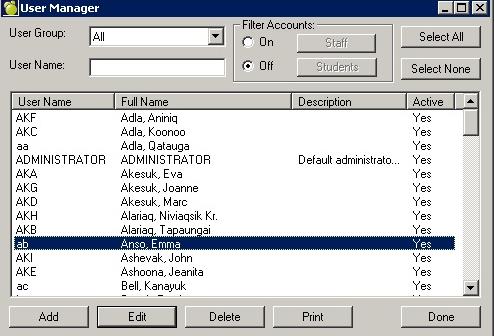
1. Go to **File -> Change Security -> Maplewood connectEd Security:**



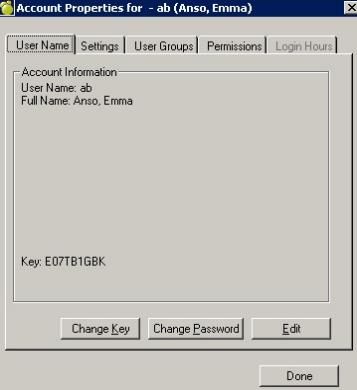
2. Go to **Users -> User Manager**:



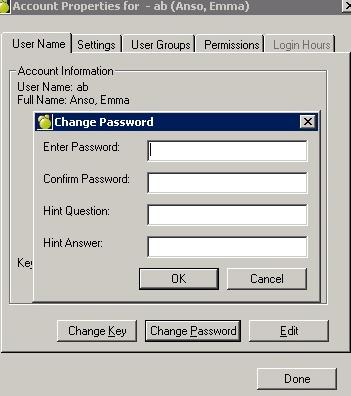
From the User Manager Window, click to highlight the teacher you wish to make changes to and click the **Edit** button.



You will see the “**Account Properties for – (user name)”** window. Click on the **Change Password** button:



In the change password window you will be asked to enter the password, enter it again for confirmation, enter a password hint and the answer to the hint (the hint cannot be the password). Once you have entered the information, click the **OK** button:



It might be useful to have the teacher present to set the password hint so they can more easily remind themselves in the future. Example hint question and answer: Q: “What colour is my brother’s truck”? A: “Blue”.

Click the **Done** button, click the next **Done** button and choose **File ->** **Exit** from the menu at the top left corner.



Have the teacher then attempt to log into their ConnectEd account.

# Setting Up SIS for the School Year

This section explains how to set up SIS for the school year in the fall. The work consists of updating staff lists, setting up the Calendar, setting up Classes File, assigning Homerooms (if applicable), assigning Classes and printing reports to verify that the work has been completed correctly.

## Read First

**1 - SYSTEM DATE WHILE DOING SETUPS: It is strongly recommended to set the system date using File -> Change Date to the first day in the calendar (first day of school for students) especially when working with student timetables.** This way any class that gets added to a student's timetable will have an Add date of the first day of school. If the class Add date is later than the first day of school, then no attendance can be recorded between the first day of school and the Add date. The Add date can be cleared afterwards but this means more work.

**2 - CALENDAR START DATE: the first available date in the Calendar should be the first day of school for students.** To check this, go to **File -> School Setup -> Calendar -> Edit**. The first date in the calendar that is not greyed out is the first day of school for the current year. Ensure that date is correct.

## Update Staff list and Print List of User Accounts

Newly arriving staff need to be added to the system and leaving staff need to be removed if you have not already done this in the previous spring.

**Quick steps for adding staff**: Go to **Staff -> Add New Staff** **Members**. Fill in name, employee number (school code + four digit sequential number, e.g. *0580001*), Teacher Certification Number and Gender. Use Role = T for teachers, S for Secretaries and P for Principals. Click OK.

**Quick steps for removing staff:** Go to **Staff -> Staff Records** and search for the staff member (type one letter of last name). Double-click on the staff member to open his/her Staff Record. Please note that you cannot remove a teacher who is assigned to a class or homeroom; you may have to un-assign them from a class or homeroom at File -> School Setup -> Rooms/Homerooms or File -> School Setup -> Classes. Finally, you can go to the Employment tab and click the Edit button. After that, click the **Deleted (Ret./Trans.)** radio button to remove the teacher, then click OK.

**Additional notes on removing staff:**

* If you already removed staff in the previous spring, you probably marked the staff members as “This year only”, which caused those staff members (the same way it does with students) become Past Staff at the end of the previous school year
* If you are removing current staff, ensure you do not permanently remove staff (there is a checkbox for it) from Maplewood as they need to become part of the historical data we retain year to year

**Detailed steps for adding and removing staff can be found on page** 40.

### Print a List of connectEd Accounts for Teachers

Once finished adding and removing staff members, it is recommended to print out a list of connectEd user accounts for the teachers. That list will show usernames for everybody and, additionally, passwords for completely new teachers who have never logged in before.

**Detailed steps for printing user account lists can be found on page** 44.

## Set Up School Calendar

### Verify Calendar Start and End Dates

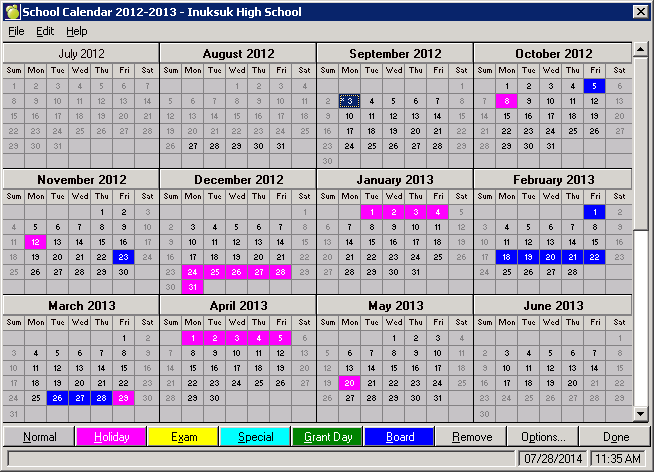
Go to **File -> School Setup -> Calendar -> Edit.** The first available date in the Calendar should be the first day of school for students. The first date in the calendar that is not grayed out is the first day of school for the current year. Ensure that date is correct. Also check the last day in the Calendar in a similar manner.

### Add Holidays, Professional Development and In-Service Days

We have already put national statutory holidays into the calendar. Please add local holidays, Professional Development (PD) and in-service days to your school calendar.  Those days will be removed from students’ possible days and no attendance collection is expected on those days.

The blue date is the currently selected date (September 3 below). To set PD days, select the date by clicking it and then click "Board" at the bottom. That will make that day a Board (PD) day (BLUE). Put in all PD/in-service days and holidays (PINK). **Key point: any colorful day in the calendar means "no school for students" and reduces their possible days.**

Once you close the Calendar, it will ask you to save the changes. Select “Yes”.



To make a date a Holiday, first click the day in the Calendar so it is highlighted dark blue, then click the pink **Holiday** button. Then click on some other date and you will see that how the date has changed to pink.

**Board** day button should be used for PD days.  
  
**Grant Day** is reserved for unexpected closures. You should not need to use it at this point.

Check that the first and last available dates in the Calendar are the first and last day of school for students.

In this example, August 27 is the first day and June 20 last.

#### Half day closures

Half day closures cannot be handled in the calendar so do not worry about those yet.

#### Exam Days (YELLOW)

Exam Days will also remove that day from the possible days for students. Avoid using Exam day altogether. If you feel that you must use them, please contact the SIS Coordinators first.

## Set Semester Dates and Reporting Term Dates

If your school uses semesters, then you have to set the date for when your semester one ends and semester two starts. Additionally, you need to set your reporting term (typically three or four reporting periods) dates for report cards. The reporting term dates may or may not coincide with your semester dates.

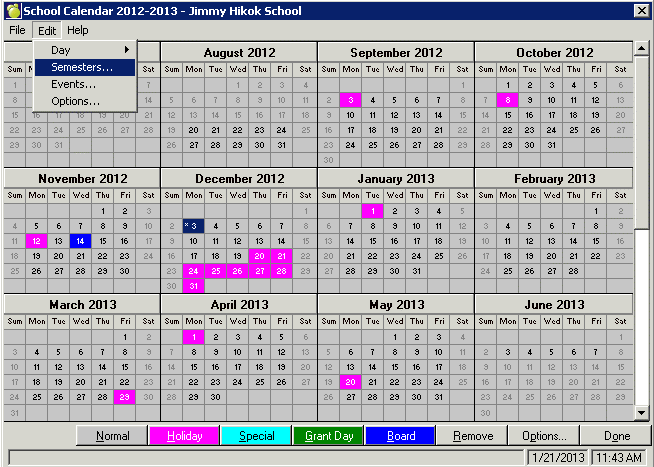
**Semester/Term dates** are important to set up because they define when semesters flip and schedules/timetables change in Maplewood. They do not need to be set if the school only has full-year classes (school is not semesterized).

**Reporting Term dates** are important to set up because they capture the period of time for which attendance totals are collected in report cards. Use the actual start and end dates of your reporting period. All schools need to set these.

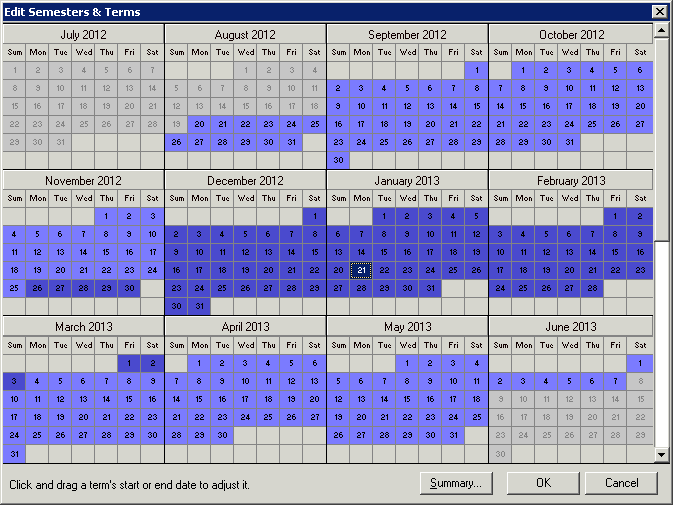
### Set Semester/Term Start and End Dates

**Semester/Term dates** are important to set up because they define when semesters flip and schedules/timetables change in Maplewood. They do not need to be set if the school only has full-year classes (school is not semesterized).

1. Go to **File -> School Setup -> Calendar -> Edit**2. Go to **Edit** menu and select **Semesters** as shown below:



3. Next, **Semesters and Terms** are displayed on the Calendar with different colours. To change the Semester/Term start and end dates, **click-and-hold the last day and drag it to the correct date**. When you drag the date, the pointer should turn into a double-headed arrow.



Click the **Summary** button to see a summary of the dates

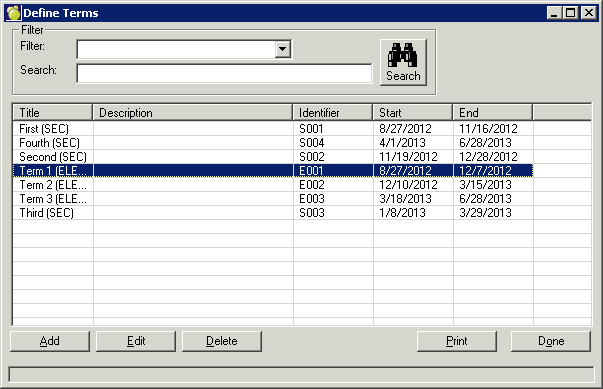
Click-and-drag the end date of the Term or Semester to the desired date.

4. Click the **Summary** button to see a summary of the dates to verify them.  
5. When done, click **OK**. Back in the Calendar, click **Done** to exit and save the changes.

### Set Reporting Term Dates

**Reporting Term dates** are important to set up because they capture the period of time for which attendance totals are collected in report cards. Use the actual start and end dates of your reporting period. All schools need to set these.

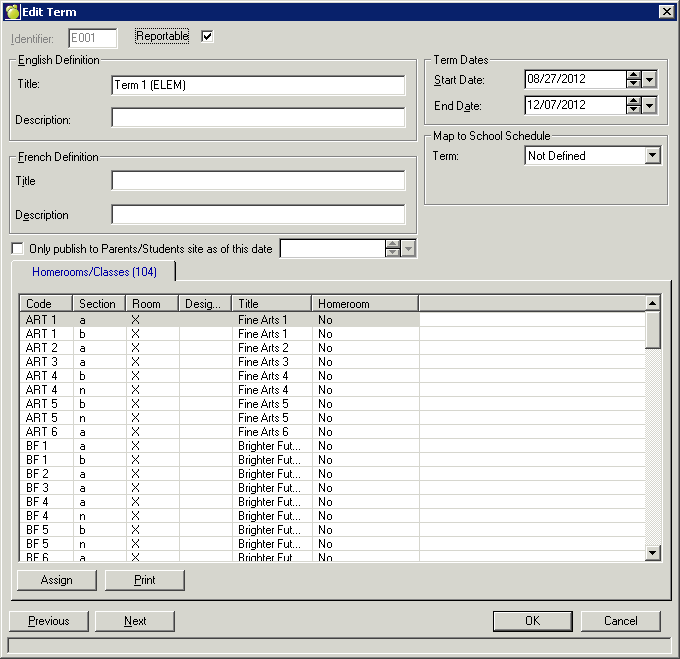
1. Go to **Marks -> Topic-Based Marks -> Define Terms**. The screen below will open. You will see the Reporting Term start and end dates on the right. The Reporting Terms in your screen may differ from this slightly.



Click the **Edit** button to edit the selected Term

2. To edit a Term, for example *Term 1 (ELEM)*, highlight it and click **Edit** at the bottom. Change the **Start Date** and **End Date** by using the date pickers on the right. Click **OK** to save and exit.

**Change the reporting term start and end dates here.** You should use the actual start and end dates of your reporting period. DON’T FORGET TO SET THE YEAR AS WELL.  
  
**Tip:** click the little down pointing arrow to access the date widget.



Click **OK** when done.

List of classes that have this reporting term

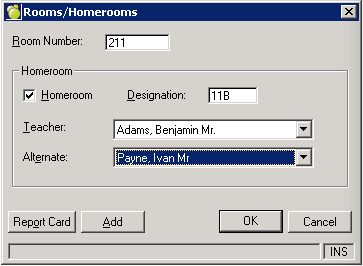
## Assign Students to Homerooms

Next, assign students to Homerooms if that has not already been completed during the previous spring. Normally only K-8 or K-9 grades are assigned to homerooms in order to provide a grouping for them for homeroom AM/PM attendance collection. In senior high grades (10-12), schools must do period-by-period attendance and homerooms are not required but you can still assign senior high students to homerooms if you want to use homerooms for some reason.

### Configure Homerooms

All rooms used for classrooms need to be entered into SIS. To add rooms or designate a room as a homeroom, go to **File -> School Setup -> Rooms/Homerooms**. Review the list of homerooms. If needed, add new ones or edit existing ones. See below an illustration on how each homeroom should be configured.

NOTE: To assign Teachers to a homeroom they must first exist as Staff.



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…).

The Designation usually has the grade number and the group letter, like 1A, 2B or 9A.

Enter the homeroom teacher by selecting from the list.

Some homerooms may have two teachers who look after the homeroom. Enter the second teacher here if applicable.

Click the OK to save the room and close it.

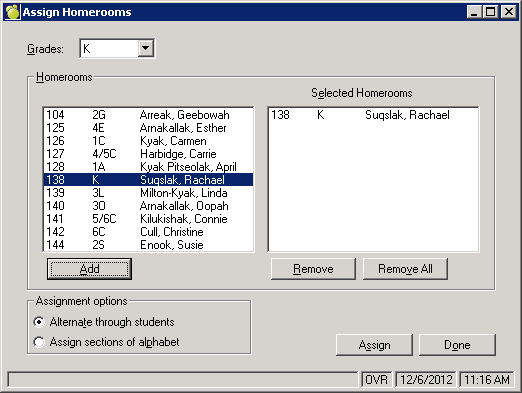
**If the room is used as a homeroom, check this box.**

### Assign Homerooms by Grade

Usually homerooms are assigned by grade: every student in one grade is assigned to one homeroom. However, often there are more than one homeroom per grade. Homerooms are assigned differently in these situations.

#### The school has only one homeroom per grade

1. Go to **Students -> Assign Homerooms -> Sequential by Grade**2. Select the **Grade** at the top (e.g. K)  
3. Select the Homeroom for the grade and click **Add** to move it to **Selected Homerooms**4. Click **Assign** to assign students to the homeroom



Click **Assign** to start assigning

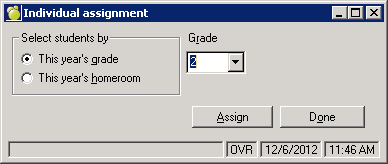
Select the Homeroom and click **Add** to move it to the **Selected Homerooms**

Select the grade that you want to assigns the Homeroom to

### Assign Homerooms Individually

In bigger schools there may be more than one homeroom per grade. For example, there could be two grade two homerooms: 2G and 2S. In this case it is best to assign all students to one homeroom first (2G) and then go **individually** through all the students in 2G and change them to 2S where necessary.

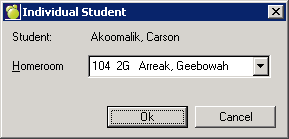
1. Assign all grade two students to one of the grade’s homerooms (e.g. 2G) by using **Students -> Assign Homerooms -> Sequential by Grade** (see previous section).  
2. Go to **Students -> Assign Homerooms -> Individual Assignment** to move students from 2G to 2S  
3. Pick the **Grade** (in this example it’s grade 2) from the dropdown menu.



Click **Assign**

Select the grade with which you are working (e.g. 2)

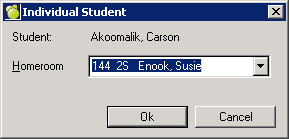
4. After clicking **Assign** to start the individual assigning process, you are brought to the following screen:



The homeroom the student is currently in, 2G

Student name

5. Change the student to the correct homeroom, if necessary, by using the dropdown menu. Click **OK** to move to the next student in the grade. The system will take you through all students in the grade and you can change the homerooms where necessary. At the end of the process, you should have all the correct students in homerooms 2G and 2S as per the grade two example.



Click **OK** to move to the next student

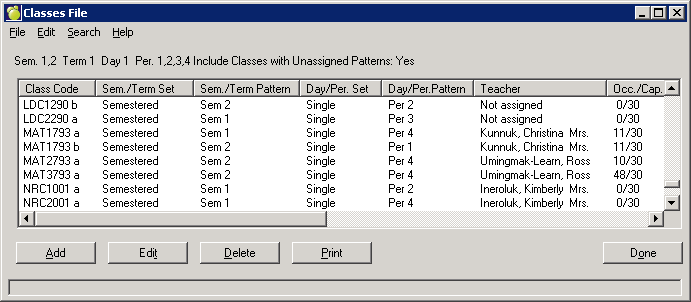
The new homeroom is set to 2S

After completing Homeroom assignments, verify the homeroom lists by printing them. **Steps on how to print homeroom lists can be found on page** 80.

## Review and Edit Classes File

The **Classes File** consists of *Classes*. A *Class* is a course code taught by a teacher, at a certain time, to a specific group of students. The Classes File defines who is teaching what and when at your school.

Go to **File -> School Setup -> Classes** to open the **Classes File**. Typical rows in the Classes File look like this:



**Classes**

**Occupancy** column shows how many students are already assigned to the class

**Add, Edit and Delete** buttons to work with the Classes File

Above, MAT1793a and MAT1739b are two **sections** of MAT1793 differentiated by section letters “**a**”and “**b**”. Separate sections are required when a class is taught either at a different time, by a different teacher, or to a different group of kids.

Review the Classes File completely and **edit** entries to change the teachers or the timetable of the class.  
 **Add** entries as necessary. **Delete** unnecessary entries.

### Add or Edit a Class

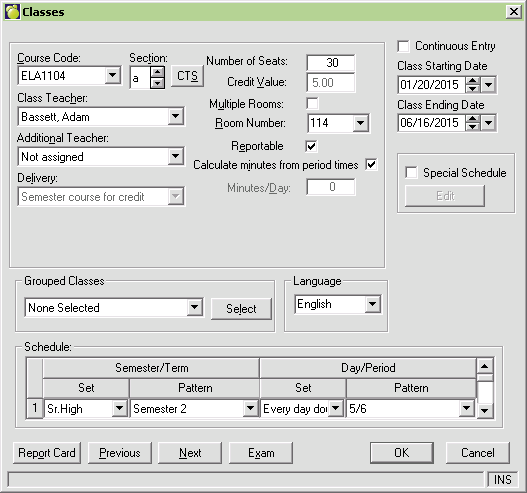
Click the **Add** button in the Classes File to create a new class or select an existing class and click the **Edit** button to make changes to it. Fill in information as illustrated below:

The **CTS** button is used with CTS Master Classes

The **Course Code** for the class

The **Teacher** responsible for marking the class and doing attendance if the class has a schedule assigned to it

The **Section Letter** is assigned automatically but you can also change it manually



The **Reportable** checkbox indicates whether marks should show up on the report cards. It should be unchecked for CTS Master Classes.

The **Schedule** of the class, set with **Patterns**. If there are no suitable patterns for the desired schedule, use **Special Schedule** button above to schedule the class.

*Semester/Term* area shows the duration of the class, e.g. “Semester 1”.

*Day/Period* area shows the weekly schedule of the class, e.g. “Every day periods 5/6”.

Use **Special Schedule** to set timetables to classes that have an unusual schedule

The **Room Number** for the class (optional)

Further details on some of the key fields above

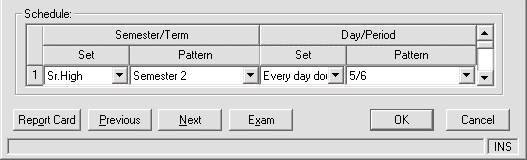
|  |  |
| --- | --- |
| Field | Explanation |
| Course Code | Defines the course code taught. Use the Approved Course List to look up senior high course codes (ask for a PDF list if needed). 7000MATa is an example of a course code for grade seven mathematics. You can see an explanation of K-9 course codes here: [K-9 Course Codes](http://nunavutsis.wikispaces.com/file/view/Elementary%20Codes%20Explained.pdf/443067200/Elementary%20Codes%20Explained.pdf) |
| Semester/Term Pattern | Defines the duration of the class, e.g. Full Year or Semester 1 or Semester 2. (The actual semester dates are set earlier in this document.) |
| Day/Period Pattern | Defines which cycle days and periods the class takes place in, for example “Block 1” could refer to “Periods 1 and 2 of every cycle day”. The Day/Period patterns are created and named individually depending on school. SIS Coordinators can set them up for you. **Floater** pattern means ‘no timetable has been assigned to this class’ and is used with CTS modules and often but not always with junior high classes. |

#### Scheduling a Class

*Scheduling or timetabling a class* means defining the specific weekly timetable for the class by using **Patterns** (*Semester/Term Pattern* and *Day/Period Pattern* columns in the Classes File) or **Special Schedule**.

* **Classes are timetabled in order to enable attendance collection for them on period-by-period basis. That is the primary reason for timetabling.**
* **To not schedule/timetable a class means giving it a “floater” day/period pattern (= no schedule)**
* Typically K-6 classes are never scheduled
* Grade 7-9 classes are not scheduled if the school does AM/PM attendance in those grades. If you want to do class-by-class attendance in junior high, then just timetable all junior high classes.
* All grade 10-12 classes have to be timetabled because attendance is collected per class

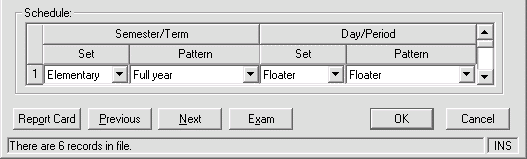
Here is an example of a fully scheduled class where the schedule has been established with **Patterns**. The **duration** of the classes is set under *Semester/Term* area and the weekly schedule is set under the *Day/Period* area:



This class has a duration of **Semester 2** and it takes place in **Periods 5/6 every day**

Note that each school can set up and name their Patterns the way they want).

A **floater** class has its Day/Period Pattern set to “Floater” as shown below. This means that no schedule has been assigned to the class.



This class is a “floater”: it has no schedule and no attendance can be collected for it. Floaters are used in for elementary school classes and CTS modules that have a Master Class. Marking is still possible.

**Special Schedule** button (see previous page) should be used to schedule the class that cannot be scheduled with Patterns as show above.

## Assign Students to Classes

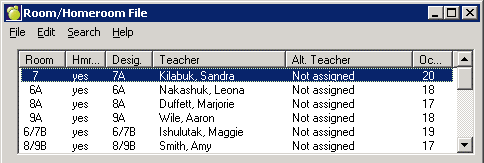
Once you have assigned homerooms and the Classes File looks correct, you can assign students to their classes. Without doing this step, teachers cannot do attendance or give marks to students as the students do not have any timetables assigned to them.

### Assign Classes by Homeroom

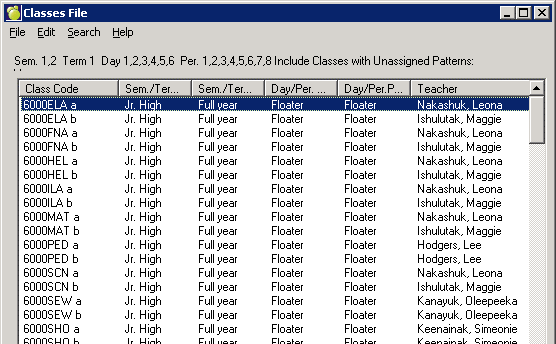
The pre-requisite for assigning classes by homeroom is that you have already assigned students to their homerooms. See page 54 on how to assign students to homerooms.

Normally every student in the homeroom group takes the same subjects, at least in K-9. It is simple to assign student to their classes based on the homeroom they are in.

Let’s assume we have the following homerooms and students have been assigned to them:

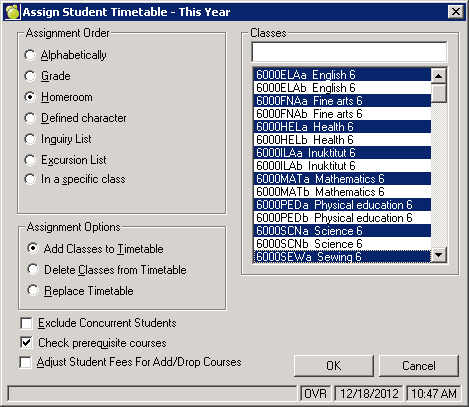


Also, the Classes File (**File, School Setup, Classes**) has already been set up and looks like this:



Note that there are two sections (**a** and **b**) of each grade six class because there are two homerooms for grade six students (**6A** and **6/7B**)

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**2. Set **Homerooms** as the **Assignment Order**  
3. Multi-select (CTRL + click) all the applicable classes (in this example 6A classes) that you want to assign4. Make sure **Add Classes to Timetable** is selected in the lower left portion of the dialog5. Click **OK** to move to the next screen. That’s where the Homeroom is selected

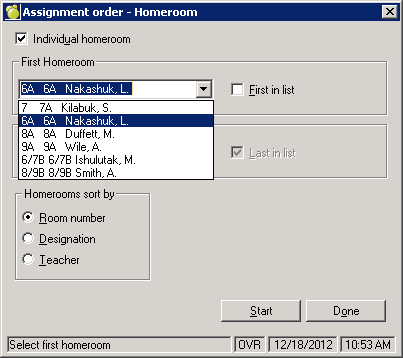


Click **OK** to move to the next screen

Multi-select all the 6A (for example) classes by holding down Control (CTRL) and clicking the classes with the mouse

Select **Homeroom** as Assignment Order

6. Next, select **Individual Homeroom** and select the homeroom from the dropdown.  
7. Click **Start** to start assigning classes to students in the homeroom.



Click **Start** to start assigning the selected classes to students in the selected homeroom

Select the target Homeroom from the dropdown menu. In this example, we select the 6A homeroom

Select **Individual Homeroom**

### Assign Classes by Grade

Some classes are taken by the whole grade. For example, grade 10 students could all go to the same Physical Education class or Aulajaaqtut class, regardless of what homeroom they are in. In this case it is most efficient to assign the class *by grade*.

Let’s assume all students in a certain grade are taking a certain class.

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**  
2. Select **Grade** as the assignment order  
3. Select the class on the right by clicking on the class (e.g. ELA20-2a)  
4. Click **OK**  
5. In the next screen, select the grade for the class (e.g. 11)  
6. Click **Start** to start assigning the class to the whole grade of students

### Assign a Class to a Specific Group of Students

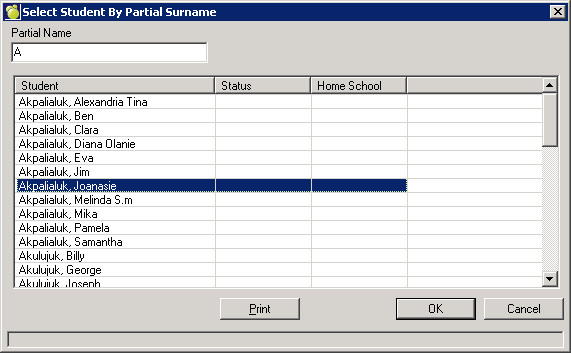
Because each student in high school may have a different set of course choices, students in high school grades most often cannot be assigned to class by grade or by homeroom. Instead, students are individually assigned to their classes.

Let’s assume that just some students are taking a certain class and we want to select the students individually.

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**  
2. Select **Alphabetically** as the assignment order  
3. Select the class on the right by clicking on the class (e.g. GYM10-3a)  
4. Click **OK** to move to the next screen  
5. In the next screen, select **By Group** and click **Add** to start adding students to the group

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

6. Search for the student by partial name. Select the student once found and click **OK** to add.

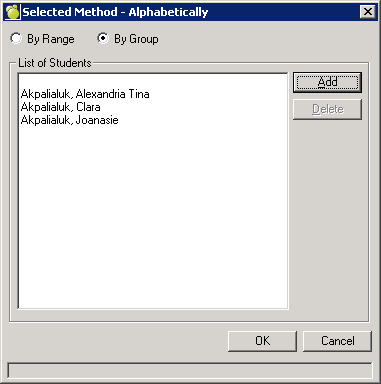


Click **OK** to add the student to the collection

Select the right student

Type the partial name of the student, such as “A”

7. Add all the students to the collection in similar manner  
8. Eventually you will have a list of students in the box:



Click **OK** to assign the class to these students

Students that have been added to the collection

9. Finally, click **OK** to assign the selected class to these students!

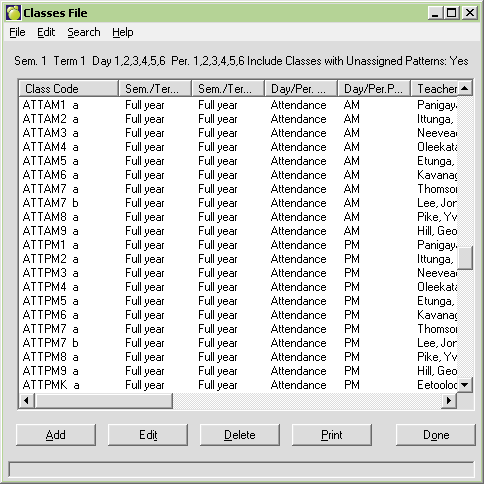
### Set up Homeroom Attendance Classes

This section only applies to K-12 schools and secondary schools. In pure elementary school, homeroom-based attendance is ready to go after students have been assigned to their homerooms.

In order to do AM/PM attendance in K-9 grades in secondary schools, **homeroom attendance classes** need to be created in the Classes File for each homeroom. They use course codes such as ATTAM1, ATTPM2, ATTAM2, ATTPM2, the number indicating the grade. The attendance classes will act as a vehicle for homeroom-style attendance collection during AM and PM.

The attendance classes have to be assigned a schedule in the Classes File by using **AM** and **PM** patterns. All other classes for that grade must be set as “floaters” (= no timetable) to avoid timetable conflicts.

Example homeroom attendance classes in the Classes File for K-9:



In K-12 and secondary schools,, AM/PM attendance for K-9 must be set up using **attendance classes** for each homeroom (your school may require a different set of attendance classes depending on your homerooms). SIS Coordinators can help you set them up.

Students are assigned to these classes based on their homeroom.

#### Configure Homeroom Attendance Classes

* An “Attendance AM” class will span the first morning period and an “Attendance PM” class will span the first afternoon period of every cycle day. **SIS support can help you set up this schedule using "AM" and "PM" patterns**
* The homeroom teacher should be set as the teacher for the attendance classes since they are expected to do attendance on the students in the homeroom
* The **Reportable** checkbox should be unchecked for Attendance AM and Attendance PM classes in the Classes File.

#### Assign Students to Homeroom Attendance Classes

If you have completed assigning students to homerooms already, then go to **Students -> Edit Timetables -> Assign Timetables by Group**, then pick Homeroom as the assignment order and multi-select (press CTRL key and click with mouse) the two attendance classes for that Homeroom. Then click **OK**. In the next step, check the **Individual Homeroom** box and then pick the correct homeroom for the dropdown menu. Then click **Start.**

## Set up CTS Classes Using a Master Class

CTS courses or modules are typically taught in a manner where several modules are taught at the same time to a group of students. As a result, individual students may complete a different number of CTS courses during the semester.

**The first intuition would be to timetable all those individual CTS modules and then assign them to the students. But this will cause timetable conflicts. CTS Master Classes are a design to avoid these conflicts.**

Instead of timetabling all those individual modules so that you can do attendance for them, you have to set the CTS modules as “**floaters**” (= no timetable) and instead create a single, timetabled **CTS Master Class** for attendance collection. When the CTS Master Class is assigned to the group of students, it reserves a spot in their timetable. Next, when the CTS "floaters" are added, they go in without a problem as they have no timetable and cannot conflict with anything.

The CTS Master Class is used purely for doing attendance but no mark is expected for it. The students must be assigned both to the CTS Master Class and the CTS classes that they are taking.

**The CTS Master Class:**

* + Has a fake course code such as FAB0001 or COM0001 etc.
  + Has zero (0) credits
  + Will have a timetable
  + Will be used for attendance collection
  + Will be associated with specific CTS courses/modules
  + Will not be marked

**The CTS courses (modules) that are included in the Master Class:**

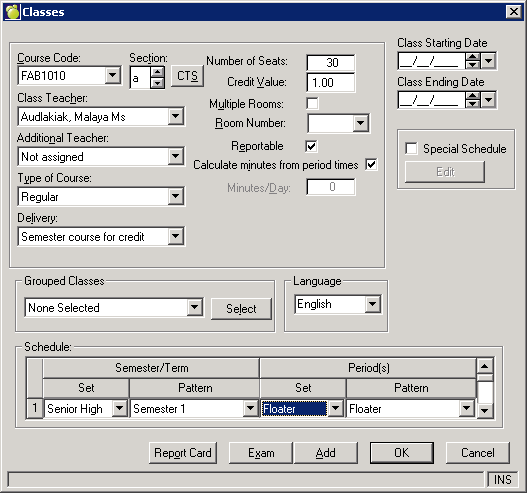
* + Will not have a timetable (= floater class) -> no attendance collection
  + A mark is expected for the CTS course/module
  + Different students can take different CTS courses/modules during the Master Class

### Example CTS Setup

* *10 students are taking "Wildlife CTS" on cycle day 1, period 1 in Semester 1*
* *All of them take WLD1010. Six take WLD2040. Another four take WLD3020.*
* *CTS setup would then be:*
  + *Create* ***Wildlife CTS Master*** *class (WLD0001a) for collecting attendance for the group. Assign all 10 students to it.*
  + ***Wildlife CTS Master*** *(WLD0001a) is given he timetable of “every day in period 1 during semester 1” in the Classes File using Patterns or Special Schedule*
  + *WLD1010 is set as a “floater” and all ten students are assigned to it*
  + *WLD2040 is set as a “floater” and the six students are assigned to it*
  + *WLD3020 is set as a “floater” and the four students are assigned to it*
  + *After this, the setup is complete*

### Create CTS Classes/Modules

Go to **File -> School Setup -> Classes.** Add your CTS courses/modules (e.g. FAB1010, FAB2010, FAB3010) to the Classes File. Set them up as floaters as shown below:



Select the CTS course code (e.g. FAB1010) and set the Class Teacher

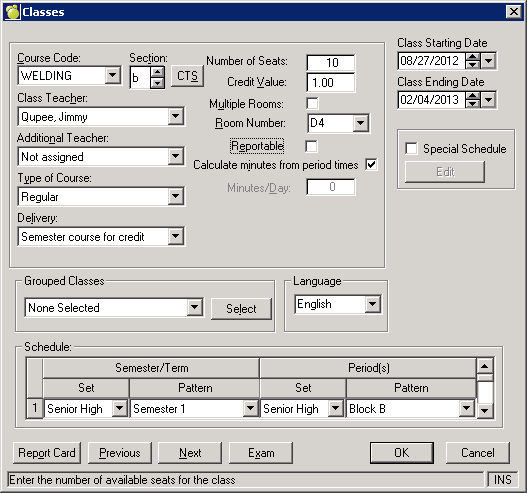
Set the **Day/Period** pattern as “Floater/Floater”

Select **Semester/Term** pattern (class duration), for example “Senior High/Semester 1”

#### Create the CTS Master Class

Go to **File -> School Setup -> Classes.** Below is an example Master Class called WELDING. As you can see, it has been timetabled since it will be used for attendance collection purposes.

1. Uncheck **Reportable** to disable mark collection for the Master Class.
2. Click the **CTS** button to start adding CTS courses/modules to it
3. In the **CTS Classes** dialog that opens, check **Master Class**
4. Select the included CTS courses/modules by clicking the appropriate classes in the list
5. Click **OK** when done.

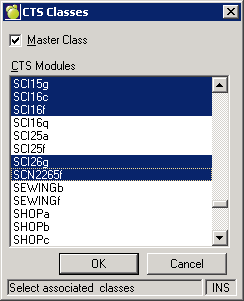


The Master Class has been fully timetabled as it should be

Uncheck **Reportable.** As an effect, no mark collection is expected for the class

Click the **CTS** button to start including CTS courses/modules in the master the class

WELDING Master Class



Check CTS courses/modules for the Master Class by clicking the classes. Select the CTS modules that you want associated with the Master Class.

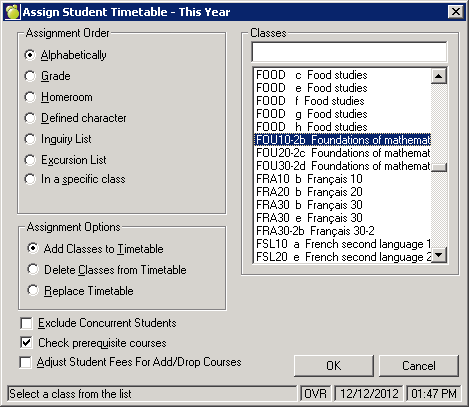
Check the **Master Class** checkbox

Selecting CTS classes

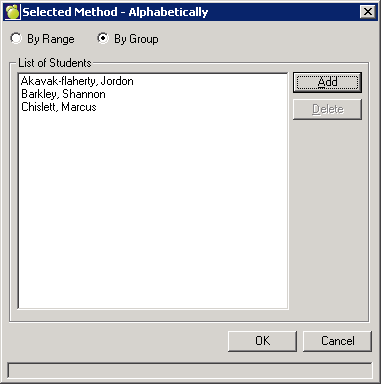
### Assign Students to CTS Classes/Modules

Now you just need to give the CTS classes and the Master Classes to the appropriate students.

Go to **Students -> Edit Timetables -> Assign Timetables by Group.** Select **Alphabetically** as the Assignment Order. Highlight the class you want to assign students to by clicking it on the right. Click **OK**.



In the next screen, select **By Group**. Click **Add** to add the students to the list who are taking the class. Once you have added all the students, click **OK** to assign the class to them.



Add students that are taking the class by clicking the **Add** button and searching form them individually based on **last name**.

Select **By Group**

Click **OK** when ready to assign the class to these students

## Correlate Database

Every time changes have been made to the Classes File, which we worked on in the previous section, the database needs to be correlated using **File -> Maintenance -> Topic-Based Marks -> Correlate Database**. Otherwise the changes made on the admin side will not become immediately visible in teachers’ connectEd Web portal. Running Correlate Database ensures that the teachers see in connectEd what the admins are seeing in the remote desktop.

If you ever find that teachers are seeing one things and you are seeing another, then it is an indication that Correlate Database must be run. Run it from **File -> Maintenance -> Topic-Based Marks -> Correlate Database.**

## Verify Work

Once you have finished assigning students to homerooms and classes, you should print out h**omeroom, class lists** and **timetables** for students so that you can verify students are in the correct homerooms and classes. You can find all basic report options under **Students -> Print Lists**.  Detailed instructions on how to produce these reports can be found starting from page 78.

# Attendance

Attendance is collected in SIS on a daily basis. Both the office and the teachers play a role in the daily attendance routine and have their tasks. It is important to adhere to the daily routine. Backfilling attendance for days in the past when attendance collection was missed is always more tedious than doing it on the day of.

## Daily Attendance Routine

### Elementary schools

In elementary schools (schools that do not offer high school grades), the attendance routine is simpler. There is no need to initialize attendance or to print the Report of Classes Missed. All the office needs to do is change the System Date on a daily basis. Teachers have the ability to enter excuse reasons for students directly in connectEd. This is not the case for secondary schools.

**Daily attendance routine in elementary schools (\* denotes a mandatory step):**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Task | Menu item | Explanation |
| **1** | **Change Date\***: | File, Change Date | Change the system date to current date |
| **2** | Excursion Lists | Attendance, Enter Attendance, Excursions | Set attendance for groups of students, even the whole school, at once. Example: school closures due to **weather** or **breakdown.** |
| **3** | Enter Homeroom Attendance | Attendance, Enter Attendance, Homeroom Attendance | Set attendance for students in a specific homeroom (AM or PM); monitor if teachers have collected their attendance for the day |
| **4** | Print Today’s Absentees | Attendance, Print Today’s Absentees | Print a report of students who were absent from school for the AM, PM or both. |

Step one should be done first thing in the morning to allow teachers to enter attendance.

### K-12 and Secondary Schools

In schools that offer grades 10-12, the daily attendance routine is as follows.

While **Step 3 – Input Excused Absences** is not mandatory, it should be used as often as possible when the parents have provided an excuse reason for an absence for a student. Otherwise the student’s absences is a truancy.

**Daily attendance routine in K-12 and secondary schools (\* denotes a mandatory step):**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Task | Menu item | Explanation |
| 1 | **Change Date\***: | File, Change Date | Change the system date to current date |
| 2 | **Initialize Attendance\*** | Attendance, Enter Attendance, Initialize Today’s Attendance | Initialize attendance collection for the day |
| 3 | **Input Excused Absences** | Attendance, Enter Attendance, Excused Before Homeroom | Input excused absences - **IMPORTANT** |
| 4 | Excursion Lists | Attendance, Enter Attendance, Excursions | Set attendance for groups of students, even the whole school, at once. Example: school closures due to weather or breakdown. |
| 5 | Enter Class Attendance | Attendance, Enter Attendance, Class Attendance | View or set attendance for students in a specific class; monitor if teachers have collected their attendance for the day |
| 6 | **Print Report of Classes Missed\*** | Attendance, Print Report of Classes Missed | Lock attendance for the day and print a report of attendance for the whole school for the day |

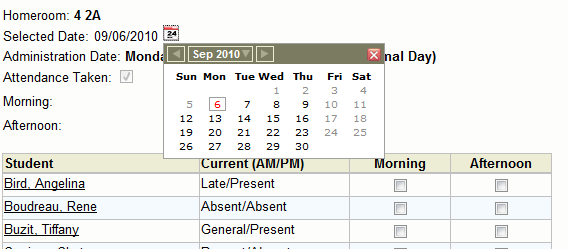
**Step 6** may be done first thing in the morning to lock down previous day’s attendance, followed immediately by Steps 1 and 2. This method allows teachers enter their attendance until midnight every day. This is the recommended method.

**Step 5** is only necessary if teachers are not entering attendance themselves directly into the Maplewood via Maplewood connectEd (example, when a substitute teacher is taking attendance). However, you can also use it to monitor if teachers have been taking their attendance today.

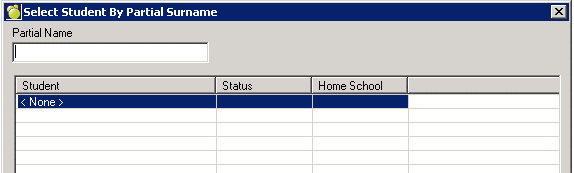
## Modify Past Attendance

### Elementary Schools

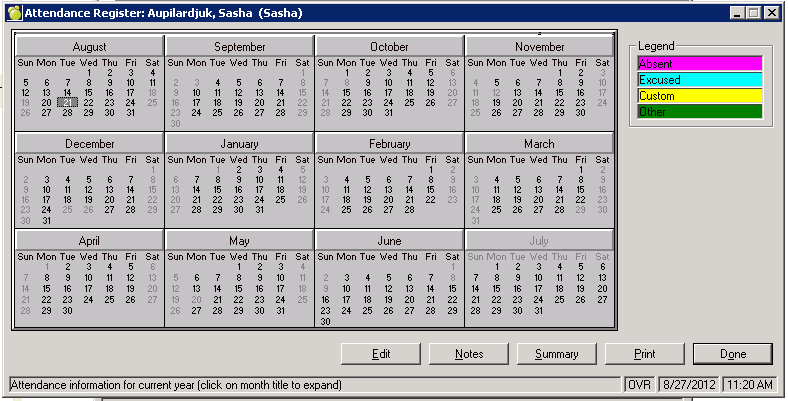
In elementary and middle schools attendance can be entered for past dates by teachers by using the **date picker** in the attendance entry screen. However, staff are **strongly** encouraged to ensure their attendance is completed each day. The date picker in connectEd is illustrated below:



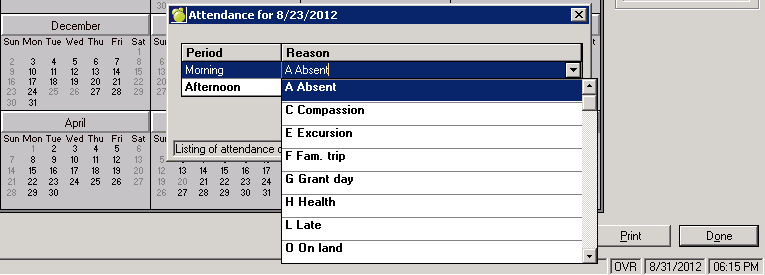
The office can also enter past attendance. Select **Attendance -> Enter Attendance -> Edit Student’s Attendance**. The following screen opens up:



Enter a few letters from the student’s last name and his/her name will show up in the search results. Double-click the student’s name. Next, the **calendar** screen opens up. **Select the past date** by double-clicking the desired date.



Set the attendance by clicking on the row and using the dropdown to select the appropriate attendance code:



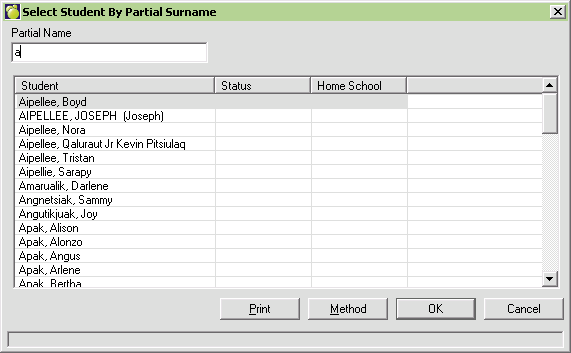
Once done setting the attendance, click **OK** to accept the changes and **Done** on the Calendar window if you are done with the student.

### K-12 and Secondary Schools

Schools using the period-by-period attendance (high schools and K-12 schools) cannot change past attendance days through connectEd. Instead, past attendance must be edited by using the **Display/Modify Register** function in the admin system.

NOTE: you only need to set past attendance for those students who were **absent (truant or excused)**.

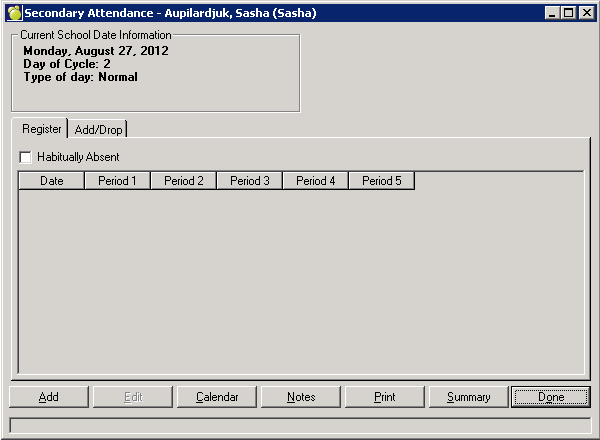
Select **Attendance -> Display/Modify Register**. You will get the **Select Students by Partial Surname** screen:



Enter a letter or two from the student’s last name and his/her name will show up in the search results. Select a student to work with by either double clicking on the student or highlighting and clicking the **OK** button.

If you wish to do a more advanced search, click the **Method** button. This lets you choose a particular pre-filtered set of students. For example, if you select **Class List**, you will get a screen which displays all the classes available in the school. Choose a class from the list to see only the students from that class.

After double-clicking on a student, he student’s attendance register opens:



To make changes to the student’s past or future attendance, it is best to use the **Calendar** button. Detailed instructions can be found on page 19.

If you want to assign a certain attendance code for a range of dates, use the **Add** button. Detailed instructions can be found on page 18 of this document.

## School-Wide Closures

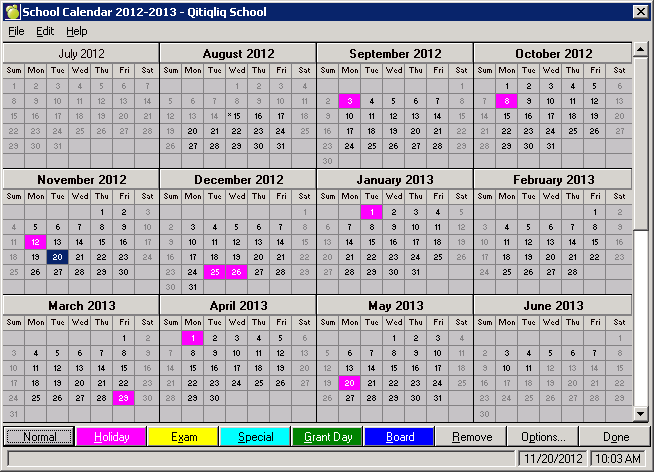
This section explains how to deal with attendance on days when the whole school is closed due to bad weather, mechanical breakdown or other reason. There are two different methods depending on whether the closure if for a full day or just half-a-day: full day closures are handled through the **Calendar.** Half day closures are dealt with using **Excursions**.

### Full-day Closures

Go to **File -> School Setup -> Calendar -> Edit**. Select (click) the affected date and it will turn blue. Then click the **Grant Day** button at the bottom. Grant Day is used for unexpected school closures. It reduces the students’ possible days of attendance.

The system will ask if you want to **reassign the cycle days** since you are skipping a day due to school closure. Select “**No”** if you want to just skip the cycle day. Select “**Yes”** if you want to re-assign the cycle day of the affected date to the following day (and all consecutive days will be bumped up as well).

In the picture below, **November 20** is selected. Once you click some other date, you will see that the affected date has turned green.



### Half-Day closures in Elementary Schools

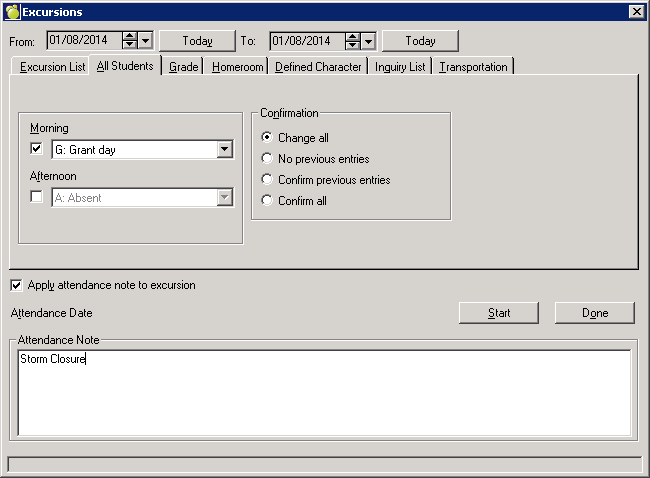
Example situation: the whole school is closed for the morning due to a blizzard.

Go to **Attendance -> Enter Attendance -> Excursions**.

Choose the **All Students tab**, check off the box for **Morning** and use the **G: Grant Day** attendance code (used for unexpected school closures; reduces the students’ possible days of attendance). Enable **Change All**: itchanges the attendance for all the students regardless of what may have been previously entered in the attendance. Check off **Apply attendance note to excursion** if you want to specify a note to each student’s records.

If you are setting the attendance for a day in the past, use the **Attendance Date** field in the bottom to define the day

Hit **Start** when you are ready to apply the changes.

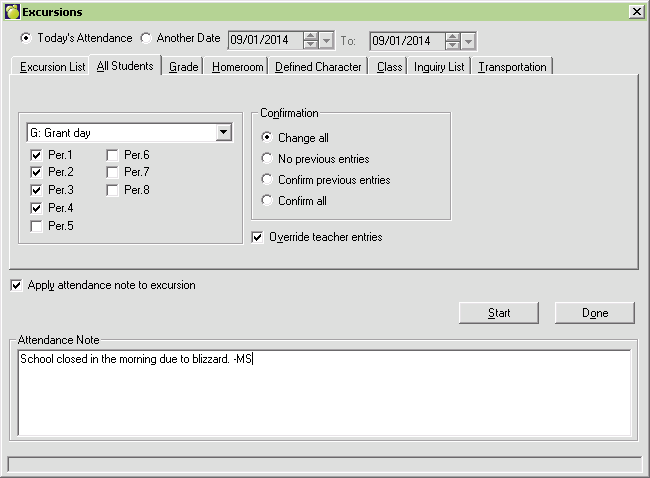


### Half-Day Closures in Secondary Schools

Go to **Attendance -> Enter Attendance -> Excursions**.

Choose the **All Students tab**; check off the boxes for the morning periods (in this case 1-4) and use the **G: Grant Day** attendance code (used for unexpected school closures; reduces the students’ possible days of attendance). Enable **Change All**. Itchanges the attendance for all the students regardless of what may have been previously entered in the attendance. Select **Override teacher entries**. Check off **Apply attendance note to excursion** if you want to specify a note to each student’s records.

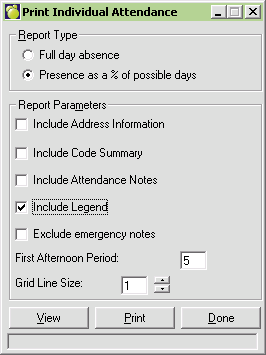
If you are setting the attendance for a day in the past, use the **Another Date** option at the top to pick another day than today.

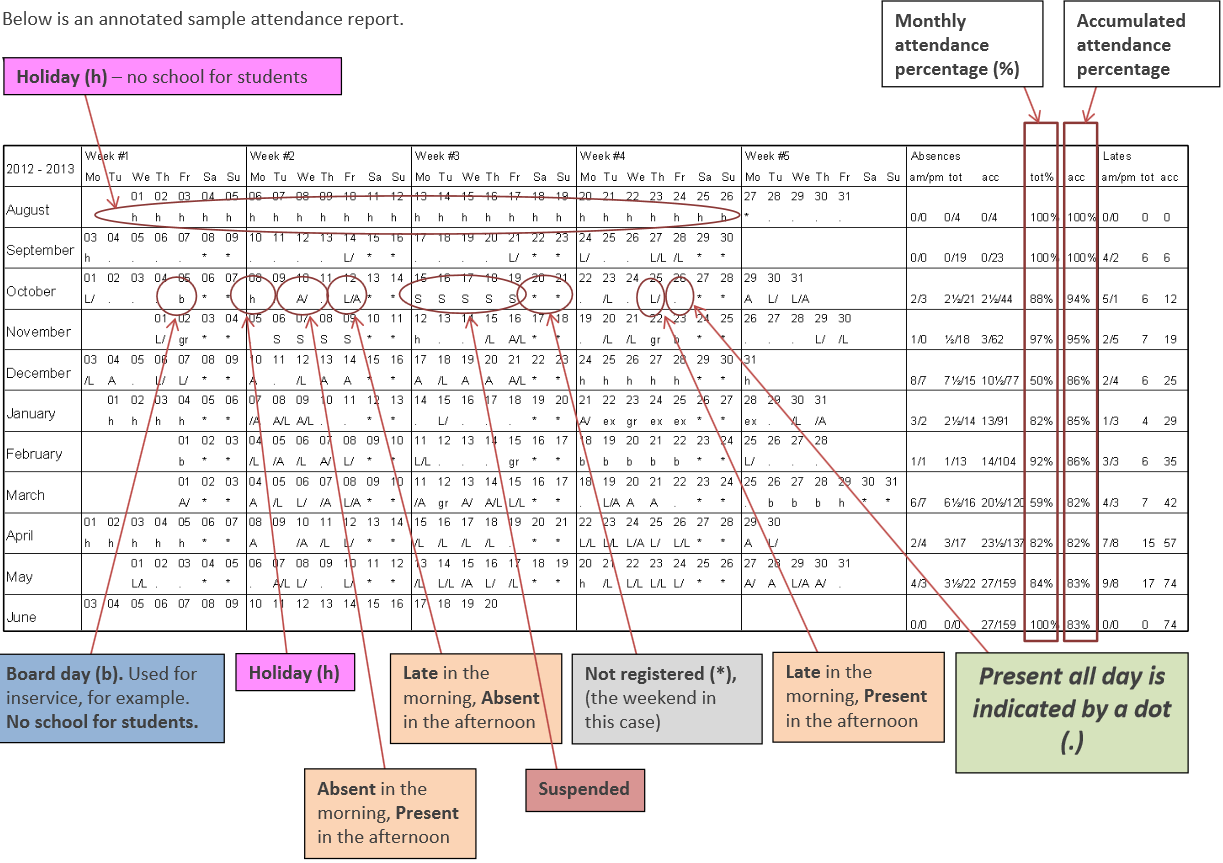


## Attendance Reports

There are three main attendance reports available in SIS: the **Individual Attendance Register**, the **Monthly Attendance Register** and the **Principal’s Monthly Attendance Report**. This section explains how to produce them.

### Individual Attendance Register

1. Open **Student Records**, search for the student and open his/her record  
2. Go to the **Attendance** tab  
3. Click on **Print Register**4. Select **Presence as a % of possible days** option to produce a report with attendance rates as percentages  
5. Select **Include Legend** to add the attendance codes to the report  
6. Click **View** and the report will be generated. See below a sample report and an explanation of the report information.



### Monthly Attendance Register

The **Monthly Attendance Register** can be printed to view the attendance of a number of students at a time for a given month. It can be produced for a grade, homeroom, inquiry list, and so forth – even the whole school at once.

|  |  |
| --- | --- |
|  |  |

1. Go to **Attendance -> Print Attendance Registers -> Monthly Attendance Register**2. Select **Presence as a % of possible days** option to produce a report with attendance rates as percentages  
3. Select the **Month** from the dropdown  
4. Check the box for **Include Legend**5. Under **Select Order**, select one of the options such as **Grade** if you want to see a report for a specific grade  
6. Click **View** to move to the step where you pick the grade(s)   
7. In **Select Method** screen, check **Individual** if you want to produce a report of a single grade (otherwise leave it unchecked)   
8. Pick the grade(s) from the dropdown(s) and click **OK**!

**See previous page on how to interpret the report.**

### Principal’s Monthly Attendance Report

The Maplewood system features a custom Nunavut-style **Principal’s Monthly Attendance Report** that the DEAs and Superintendents are familiar with from before. The report summarizes attendance by grade (page 1 of the report) and, as a new feature, identifies non-attenders (a student who has been Truant for at least 60 % of the possible periods during the report month) on page 2 of the report.

1. Go to **Attendance -> Print Attendance Registers -> Principal’s Monthly Attendance Report**  
2. Select the **Month** from the dropdown and click **View** to produce the report

Page 1 of the report shows the attendance summary while page two lists individual **non-attenders** that month:

|  |  |
| --- | --- |
| Page 1: Attendance Summary | Page 2: Non-Attenders |

# Terms and Topics

## Introduction

This section explains the concept of **Terms and Topics** and offers basic rules for determining how to select and assign them for a class in the Classes File. This task is important as each Class in the Classes File must be associated with certain Terms and Topics in order for marking to be possible

In a nutshell:

* **Term** refers to *reporting terms*
* **Topic** is a *placeholder for a mark*. Different Topics will be used based on what kinds of marks are expected: letter grades only, percentage marks only, letter grades or percentage marks, etc.
* Each class needs to know what reporting terms (*Terms*) apply to it and what kinds of marks are expected (*Topics*)
* All Classes must have Terms and Topics assigned to them in order for teacher to put in marks

The report card relies on the exact same rules as presented here to retrieve and display the right mark in the right places.

## Understanding Terms

**Terms** refer to ***reporting terms***. Each class in the Classes File needs to know what reporting terms are applicable to it.

### Terms in Elementary (K-6) Grades

In elementary (K-6) schools, all classes are typically year-long and there are three reporting terms per year. Therefore, all three elementary terms must be assigned to all classes. Let’s use a grade three English class 3000ELAa as an example:

Assign

Elementary term identifiers in Maplewood

Elementary Term 1: ***TERM 1 (ELEM)***

3000ELAa – English Grade 3

Elementary Term 2: ***TERM 2 (ELEM)***

Elementary Term 3: ***TERM 3 (ELEM)***

### Terms in Junior High (7-9) Grades

In junior high, all classes are typically year-long and there are three reporting terms per year (just like K-6). Therefore, all three elementary terms are assigned to all classes. However, some schools run their junior high grades exactly the same way as senior high grades. If that is the case, then use term assignment designed for senior high grades.

Elementary term Identifiers in Maplewood

Assign

Elementary Term 1: ***TERM 1 (ELEM)***

Elementary Term 2: ***TERM 2 (ELEM)***

7000ELAa – English Grade 7

Elementary Term 3: ***TERM 3 (ELEM)***

### Terms in Senior High (10-12) Grades

In senior high school, there are classes that span the first semester, second semester or full year. Semestered high schools typically have four reporting terms per year: two reporting terms per semester.

The following secondary school terms are available in Maplewood:

*Full  
Year  
Terms*

*Semester  
one terms*

*Semester  
two terms*

|  |  |  |
| --- | --- | --- |
| **Term name** | **Term identifier** | **Description** |
| **Secondary Term 1** | **First (SEC)** | The first reporting term, typically ending half way through semester one. |
| **Secondary Term 2** | **Second (SEC)** | The second reporting term, typically ending at the end of semester one. |
| **Secondary Term 3** | **Third (SEC)** | The third reporting term, typically ending half way through semester two. |
| **Secondary Term 4** | **Fourth (SEC)** | The fourth reporting term, typically ending at the end of the year. |

Based on the above table, use the following term assignment depending on the duration of the senior high class:

*ELA1104a*  
**Semester 1**

Secondary Term 1: ***First (SEC)***

Secondary Term 2: ***Second (SEC)***

*ELA2104b*  
**Semester 2**

Secondary Term 3: ***Third (SEC)***

Secondary Term 4: ***Fourth (SEC)***

Secondary Term 1: ***First (SEC)***

*FNA1400c*  
**Full Year**

Secondary Term 2: ***Second (SEC)***

Secondary Term 3: ***Third (SEC)***

Secondary Term 4: ***Fourth (SEC)***

## Understanding Topics

**Topic** is where you put the mark, be it a letter grade or a percentage mark; it is the placeholder for the mark provided by teacher for a class. A Topic must be assigned to each class so that a mark can be entered. The Topic cannot be selected randomly. A class needs to be tied to the correct Topic for marking so that the report card is able to select and display the mark correctly. Furthermore, each Topic allows for different kind of **mark entry** style: letter grades, percentage grades, or both at the same time.

The tables below identify which Topic should be assigned to which class and what the mark entry is for each topic.

### Grade K-6 Topics

*The K-6 Topics allow letter grade entry only.*

|  |  |  |
| --- | --- | --- |
| Topic Name | Grade K-6 Subject | Mark Entry |
| **Aulajaaqtut (K-6)** | Aulajaaqtut | **Letter grade only** |
| **Baking (K-6)** | Baking | **Letter grade only** |
| **Computer Science (K-6)** | Computer Science | **Letter grade only** |
| **Cooking (K-6)** | Cooking | **Letter grade only** |
| **Cultural Arts (K-6)** | Cultural Arts/Nunavut Culture Studies | **Letter grade only** |
| **Drama (K-6)** | Drama | **Letter grade only** |
| **English and Language Arts (K-6)** | English and Language Arts/English Second Language | **Letter grade only** |
| **Fine Arts (K-6)** | Fine Arts | **Letter grade only** |
| **French (K-6)** | French/French Second Language | **Letter grade only** |
| **Health (K-6)** | Health | **Letter grade only** |
| **Home Economics (K-6)** | Home Economics | **Letter grade only** |
| **Inuktitut (K-6)** | Inuktitut/Inuktitut Second Language | **Letter grade only** |
| **Inuktitut Guided Reading (K-6)** | Inuktitut Guided Reading | **Letter grade only** |
| **Inuinnaqtun (K-6)** | Inuinnaqtun/Inuinnaqtun Second Language | **Letter grade only** |
| **Mathematics (K-6)** | Mathematics | **Letter grade only** |
| **Music (K-6)** | Music | **Letter grade only** |
| **Physical Education (K-6)** | Physical Education | **Letter grade only** |
| **Science (K-6)** | Science | **Letter grade only** |
| **Sewing (K-6)** | Sewing | **Letter grade only** |
| **Social Studies (K-6)** | Social Studies | **Letter grade only** |
| **Woodshop (K-6)** | Woodshop | **Letter grade only** |

### Grade 7-9 Topics

*The 7-9 Topics allow both letter grade entry and percentage mark entry.*

**NOTE**: if you are running your junior high school/middle school exactly the same way as your high school, then use the same Topic assignment as high school (**Mark** topic only).

|  |  |  |
| --- | --- | --- |
| Topic Name | Grade 7-9 Subject | Mark Entry |
| **Aulajaaqtut (7-9)** | Aulajaaqtut | **Letter grade OR percentage** |
| **Baking (7-9)** | Baking | **Letter grade OR percentage** |
| **Computer Science (7-9)** | Computer Science | **Letter grade OR percentage** |
| **Cooking (7-9)** | Cooking | **Letter grade OR percentage** |
| **Cultural Arts (7-9)** | Cultural Arts | **Letter grade OR percentage** |
| **English and Language Arts (7-9)** | English and Language Arts/English Second Language | **Letter grade OR percentage** |
| **Fine Arts (7-9)** | Fine Arts | **Letter grade OR percentage** |
| **French (7-9)** | French | **Letter grade OR percentage** |
| **Health (7-9)** | Health | **Letter grade OR percentage** |
| **Inuktitut (7-9)** | Inuktitut | **Letter grade OR percentage** |
| **Inuinnaqtun (7-9)** | Inuinnaqtun | **Letter grade OR percentage** |
| **Mathematics (7-9)** | Mathematics | **Letter grade OR percentage** |
| **Physical Education (7-9)** | Physical Education | **Letter grade OR percentage** |
| **Science (7-9)** | Science | **Letter grade OR percentage** |
| **Sewing (7-9)** | Sewing | **Letter grade OR percentage** |
| **Social Studies (7-9)** | Social Studies | **Letter grade OR percentage** |
| **Woodshop (7-9)** | Woodshop | **Letter grade OR percentage** |

### Grade 10-12 Topics

In grades 10-12 there is only one topic, ***Mark.*** The only exception is grade 12 Social Studies which also has a ***Project*** topic*.* The Mark and Project topics allow percentage marks only.

|  |  |  |
| --- | --- | --- |
| Topic Name | Grade 10-12 course | Mark Entry |
| **Mark** | *ALL SENIOR HIGH COURSES IN GRADES 10-12* | **Percentage mark only** |
| **Project** | **SST3152** and **SST3154** -SST3152 and SST3154 get both **Mark** and **Project** topics  -the weight for Mark topic should be set to **70**  -the weight for Project topic should be set to **30** | **Percentage mark only** |

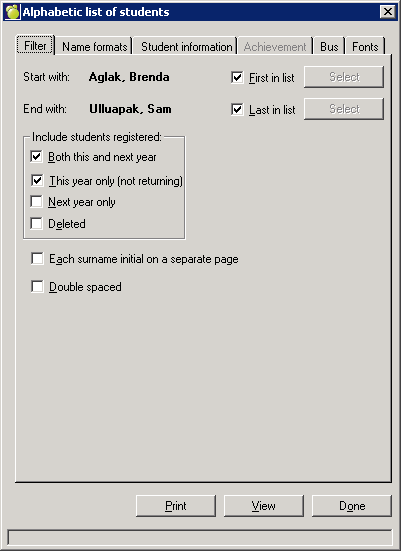
# Reports

SIS can produce reports on nearly any information on students as long as it has first been entered into the system. There are several built-in reports that can be produced with a few clicks but the system also features custom reports that can be tailored to most needs. This section explains the use of the most common built-in reports available through the menus.

## Print an Alphabetical List of Students

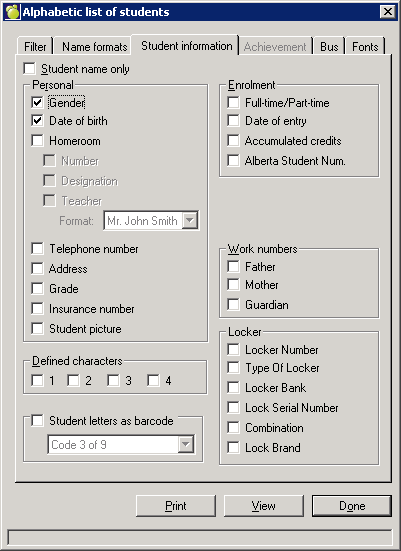
1. Go to **Students -> Print Lists -> Alphabetic List of Students**.

2. The **Filter** tab lets you choose which students to print on the report. By default, every student is included. If you want to select fewer students, uncheck the **First in list** or **Last in list** checkboxes and select the first and/or the last student by clicking the **Select** button and searching for a particular student.



Uncheck **First in list** or **Last in list** if you want to change the default of printing every student in the school. Use **Select** button to select the new first and/or last student in the list.

3. Go to the **Student Information** tab and uncheck **Student name only** if you want to print more information on the report. For example, you may want to include **Gender** and **Date of birth** on the report. There are many other options.

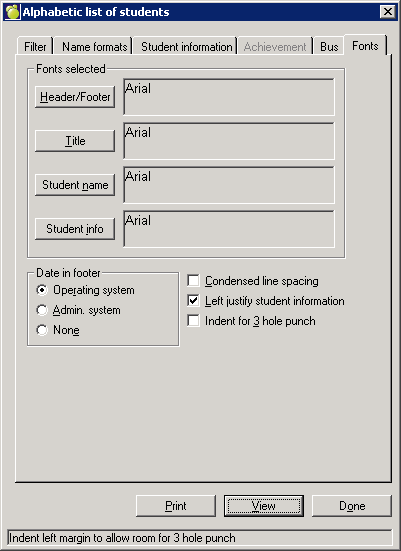


Check boxes for **Gender** and **Date of birth** (for example)to include that information in the report

Check any other boxes as you will.

Uncheck **Student Name Only** on the Student Information tab

4. Go to the **Fonts** tab to fine-tune the look of the report. You may want to resize the font sizes on the report to make everything fit better on the page: click **Header/Footer** and select font *Arial* size 10. Do the same for **Title**, **Student name** and **Student info**. Also, check **Left justify student information** to make everything fit better.



Selecting **Left justify student information** will typically condense horizontal spacing on the report

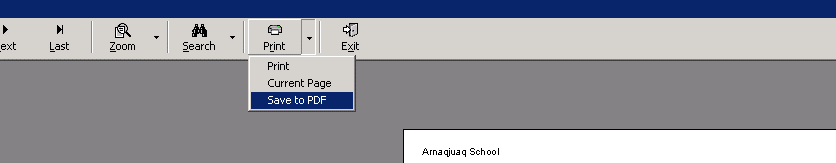
Use the buttons to change the fonts for these to **Arial, 10pt.**

5. Click **View** when ready to view the report. If you need to adjust it, close the report, make your changes in the tabs and click **View** again. You can print the report when you are happy with it. Or save the report as a PDF.

### Save the report as a PDF

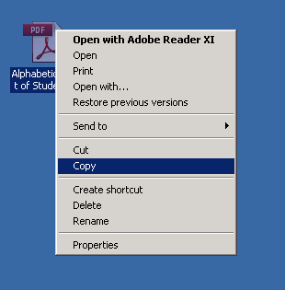
If you cannot print the report directly to a printer from your Remote Desktop session, you can save it as a PDF and copy to your local computer, then print it to a printer. Or perhaps all you need is a PDF.

1. When the report is open, click the little arrow next to **Print** and select **Save to PDF.** Save on the PDF on the Desktop using an intuitive filename such as “Alphabetical List of Students.PDF”.



2. Close the report and minimize all other windows so that you can see the Desktop (the remote desktop).

3. Right click the PDF you just saved and select **Copy** (or use CTRL+C).



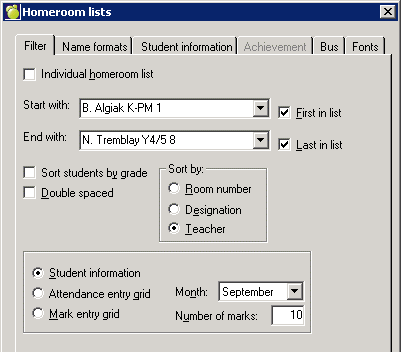
4. Minimize or move the remote desktop window so that you can see your own computer’s Desktop (= the local desktop). Right-click the local desktop and select **Paste** to copy the PDF to your own computer (or use CTRL + V). **Please note that pasting will not work on Macs but will work on Windows machines.**

## Print Homerooms Lists

Print lists of students in different Homerooms.

1. Go to **Students -> Print Lists -> Homeroom lists.**

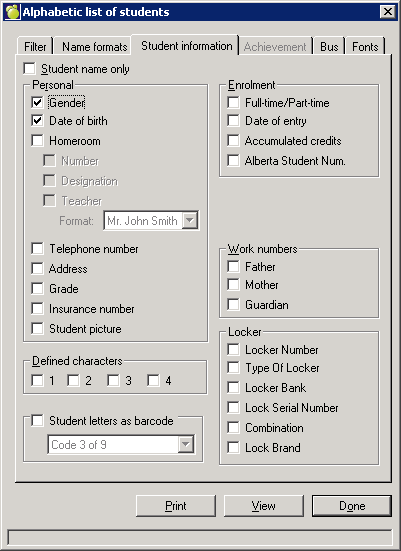
2. The **Filter** tab lets you choose which homerooms to print on the report. By default, every homeroom is included. However, if you want to select fewer homerooms, uncheck the **First in list** or **Last in list** checkbox and use the dropdown menus to select the new start and end values. You can also check **Individual homeroom list** if you want to print students in only one homeroom.



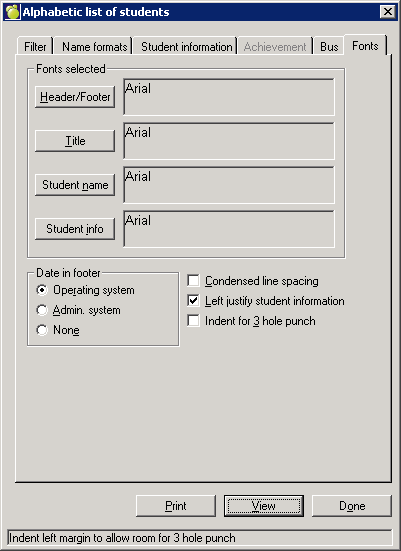
Check **Individual homeroom list** if you want to print a list of students in a single homeroom. Select the homeroom using the first dropdown menu.

Uncheck **First in list** or **Last in list** if you want to change the default of printing every homeroom in the school. Use the dropdown menus to select the new star and end homerooms for the report.

3. Go to the **Student Information** tab and uncheck **Student name only** if you want to print more information on the report. For example, you may want to include **Gender** and **Date of birth** on the report. There are many other options.



4. Go to the **Fonts** tab to fine-tune the look of the report. You may want to resize the font sizes on the report to make everything fit better on the page: click **Header/Footer** and select font *Arial* size 10. Do the same for **Title**, **Student name** and **Student info**. Also, check **Left justify student information** to make things even more compact.



Selecting **Left justify student information** will typically condense horizontal spacing on the report

Use the buttons to change the fonts for these to **Arial, 10pt.**

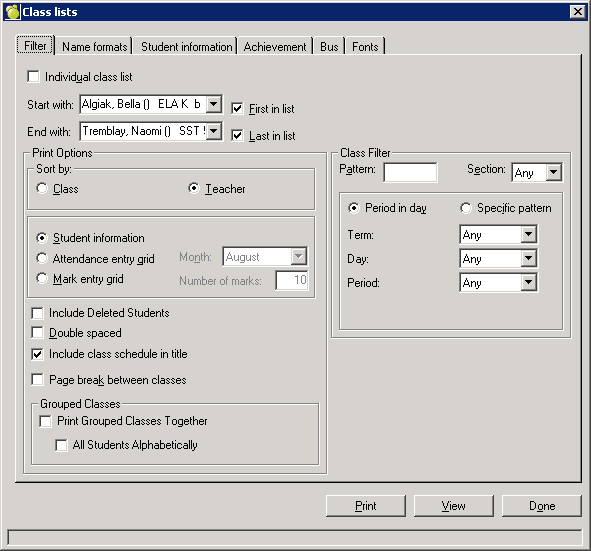
5. Click **View** when ready to view the report. If you need to adjust it, close the report, make your changes in the tabs and click **View** again. You can print the report when you are happy with it. You can also save the report as a PDF following the instructions provided earlier in this section.

## Print Class Lists

Print lists of students in specific classes such as “Mathematics Grade 4” or “Aulajaaqtut 12”.

1. Go to **Students -> Print Lists -> Class Lists**

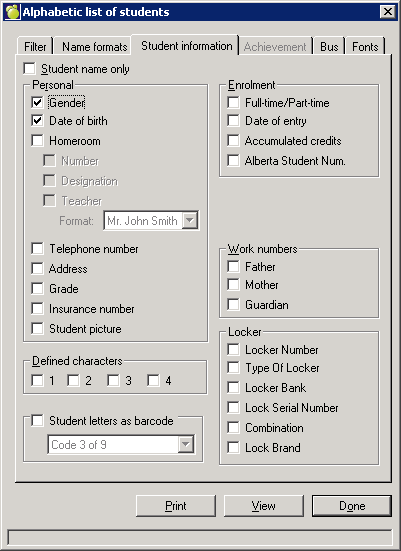
2. The **Filter** tab lets you choose which classes to print on the report. By default, every class is included. However, if you want to select fewer classes, uncheck the **First in list** or **Last in list** checkbox and select the new values using the dropdown menus.



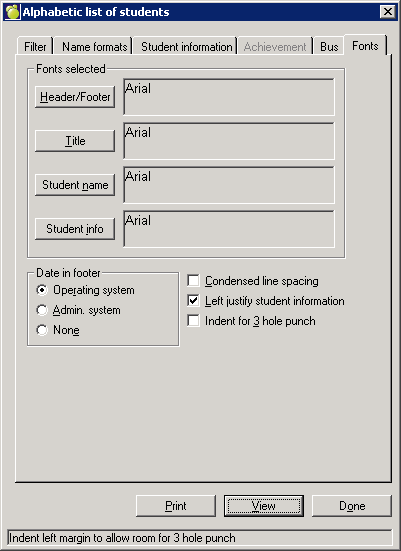
Check **Individual class list** if you want to print a list of students in a specific class only (such as ELA20-2). Select the class using the first dropdown menu.

Uncheck **First in list** or **Last in list** if you want to change the default of printing every class offered in the school. Use the dropdown menus to select new start and end values.

3. Go to the **Student Information** tab and uncheck **Student name only** if you want to print more information on the report. For example, you may want to include **Gender** and **Date of birth** on the report. There are many other options.



4. Go to the **Fonts** tab to fine-tune the look of the report. You may want to resize the font sizes on the report to make everything fit better on the page: click **Header/Footer** and select font *Arial* size 10. Do the same for **Title**, **Student name** and **Student info**. Also, check **Left justify student information** to make things even more compact.



Selecting **Left justify student information** will typically condense horizontal spacing on the report

Use the buttons to change the fonts for these to **Arial, 10pt.**

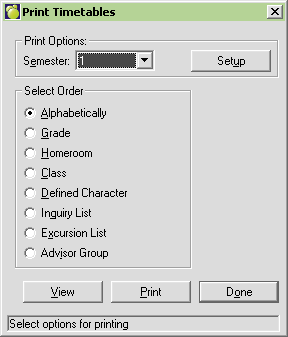
5. Click **View** when ready to view the report. If you need to adjust it, close the report, make your changes in the tabs and click **View** again. You can print the report when you are happy with it. You can also save the report as a PDF following the instructions provided earlier in this section.

## Print Student Timetables

Print student timetables to see what classes they have been assigned to and what their daily timetables look like. This report is not very useful for elementary schools as in most cases timetables are not inputted into Maplewood. This report will be more useful for high school grades.

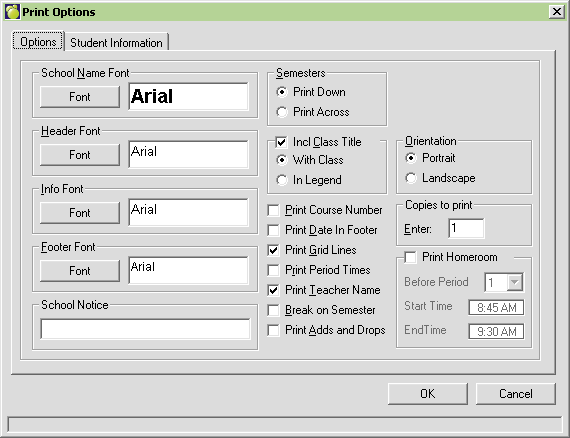
1. Go to **Students -> Print Timetables**2. If printing Semester 1 timetables, select **Semester: 1** from the dropdown

Select the Semester for which you want to print the timetables

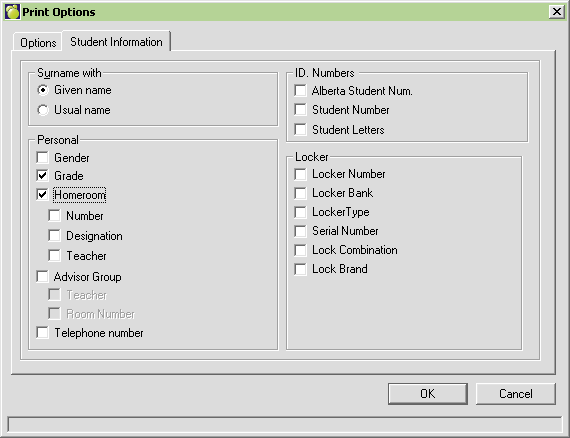


Click on **Setup** to set print options

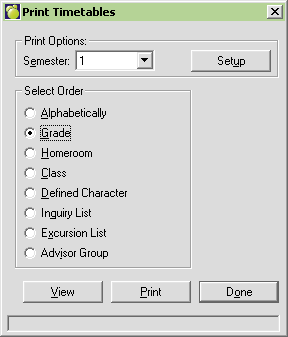
3. Click **Setup** buttonto set printing options. In **the Print Options**, it is good to at least check the box for **Print Gridlines***.* You can check other boxes if desired.



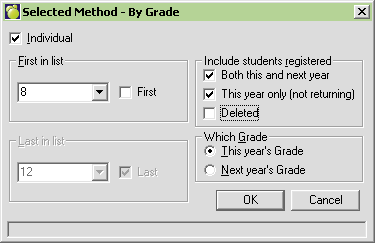
While in Print Options, go to **Student Information** tab. Check the boxes for **Grade** and **Homeroom** if you wish to see those in the timetable printouts. Other options are available as well. Once ready, click **OK** to approve the print options.



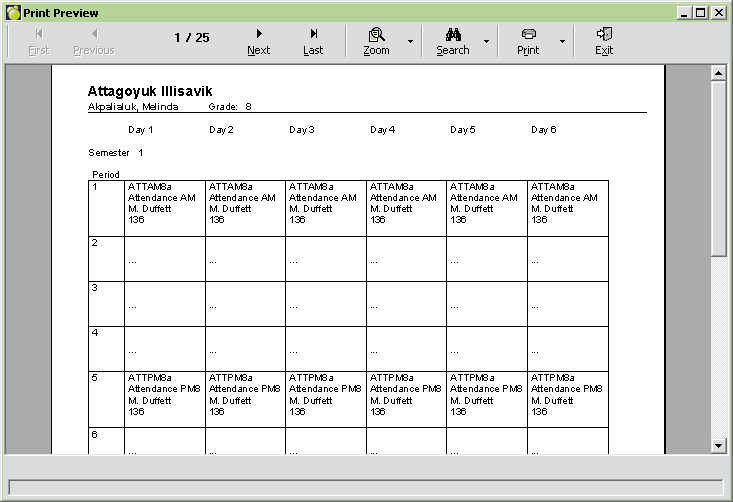
4. Back in the Print Timetables dialog, select the way you want to print the timetables. Pick **Grade** if you want to print them by grade. Use another Select Order option as desired, such as Homeroom. Then click **View.**



5. In the next step, pick the grade(s). If you want to print timetables for one grade only, first check the **Individual** box at the top, then select the grade from the dropdown menu. Uncheck the box for **Deleted** as you probably do not want to see timetables for Deleted/Withdrawn students. Click **OK.**



6. The result should look something like below. The document below has **25** pages for 25 students. Print the document using the **Print** button or click the little **down-arrow** next to Print to save it as a PDF for your records.



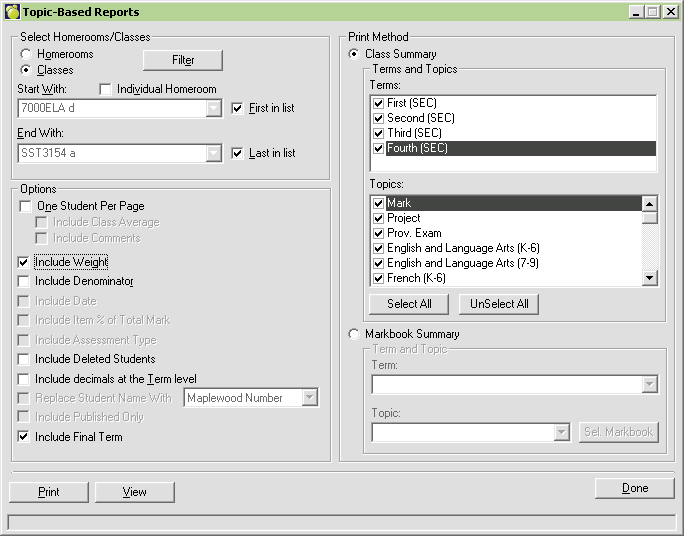
## Print Student Marks (Topic-Based Report)

Produce a report that shows marks given by teachers to a selection of classes. It will be a useful report any time of the year but especially during report card time.

**Note:** this report will also indicate if **Terms and Topics** have not been assigned. Terms and Topics are typically assigned by the Department of Education. Please contact SIS Coordinators regarding missing terms and topics.

1. Go to **Students -> Print Lists -> Topic-Based Reports**

2. In **Topic-Based Reports** screen, use the following settings to view ALL classes and ALL terms: check **First in List** and **Last in list** to include each and every class. Check boxes for all **Terms**. Also check the box for **Include Weight.**



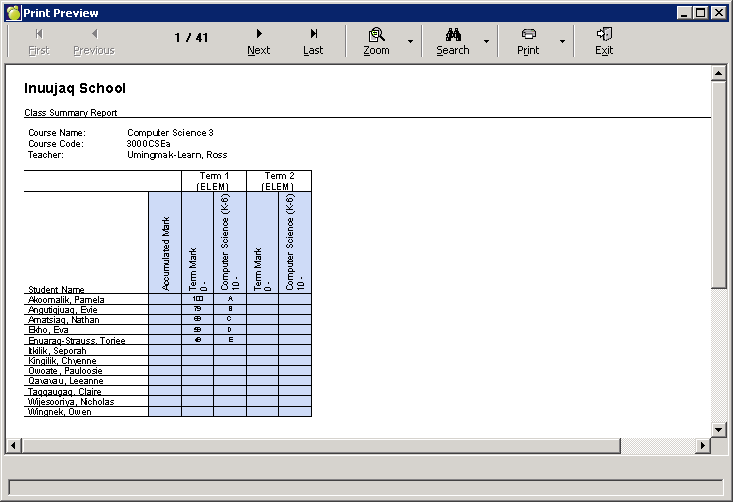
Click **View** to generate the report.

It’s always a good idea to check **Include Weight** as it provides information on how term marks are weighted into the Final Mark.

**Always check all boxes here!**

Check boxes for **First in list** and **Last in list** if you want to include all classes taught in your school. Alternatively, click **Filter** button to narrow down the selection**. See next page.**

The report should look like this. The sample report below has 41 pages.



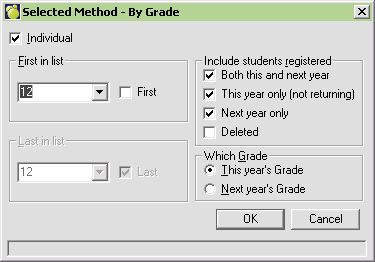
## Print Validation Statements

Schools with secondary grades can print Validation Statements to assess how the students are progressing towards graduation and what areas still remain incomplete in order to obtain a grade 12 diploma in Nunavut. Most often Validation Statements are produced **by grade**.

1. Go to **Marks -> Print Transcripts**. Select **Validation Statement**. Click **View/Print**.  
2. In the next screen, select **By Grade.**

|  |  |
| --- | --- |
|  |  |

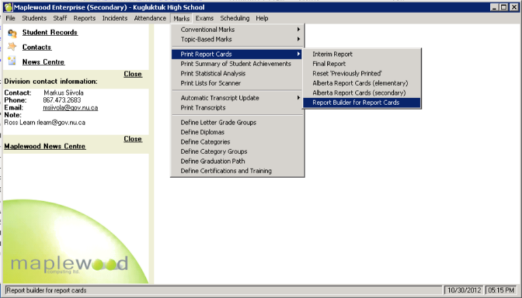
To print Validation Statements for a single grade at once, select **Individual** and pick the grade from the dropdown menu. Unselect **Deleted** to exclude Validation Statements for deleted/withdrawn students. Click **OK**.



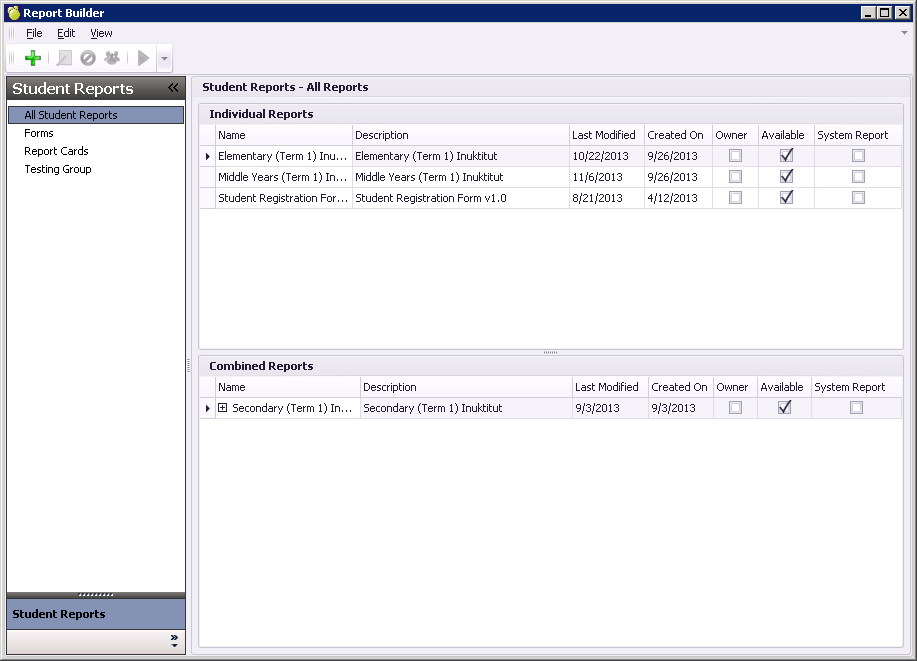
## Print Report Cards

Report cards can be printed both from the admin system and from the connectEd side. This section explains how to produce from the admin side.

1. Go to **Marks ->** **Print Report Cards -> Report Builder for Report Cards.**



2. In the Report Builder, select **All Student Reports** from the left to see what report cards are available to your school. Select the desired report card from the list of available report cards:



Click on **Middle Years (Term x)** for grade 7-9 report cards.

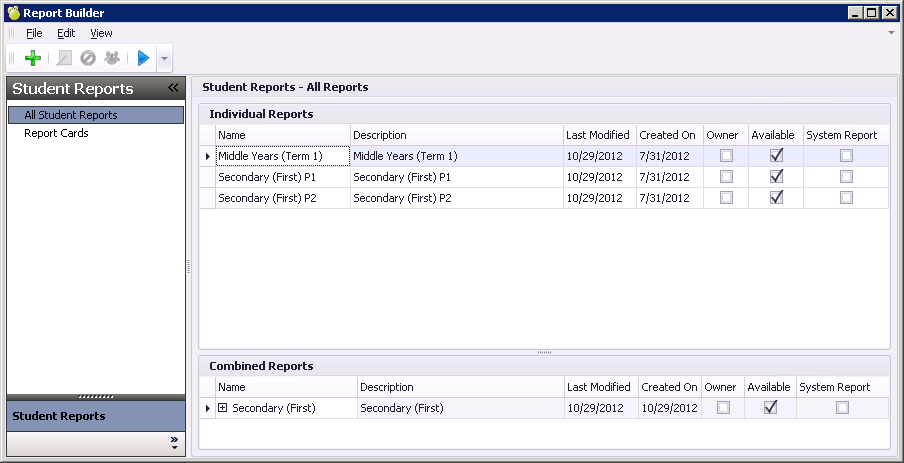
Click on the combined report **Secondary (Term x)** for senior-secondary report cards. (It combines pages 1 and 2 of the report.)

Click on **Elementary (Term x)** for grade K-6 report cards.

Explanations of different report cards (for Term 1):

|  |  |  |
| --- | --- | --- |
| Card name | Grades | Intended use |
| **Elementary (Term 1)** | K-6 | Elementary school report card for Term 1 |
| **Middle Years (Term 1)** | 7-9 | Middle school/junior high school report card for Term 1 |
| **Secondary (Term 1)** | 10-12 | Senior high school report card for the first semester (fall semester) |

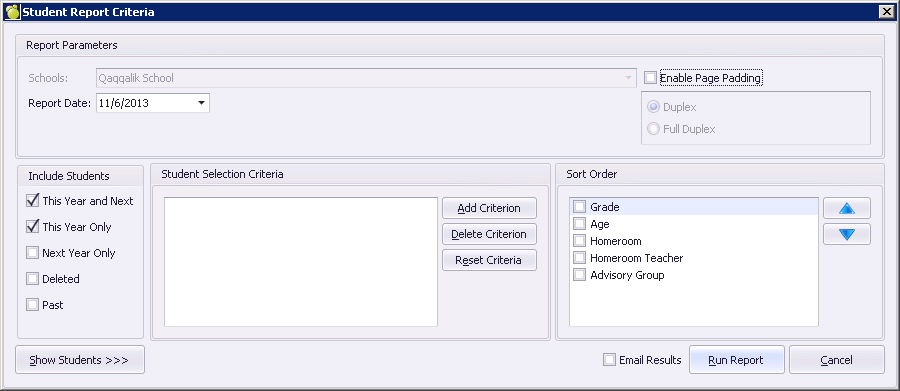
After selecting the desired card from the list, press on the the blue **Play** button at the top to run the selected report.



Press the blue **Play** button to run the selected report.

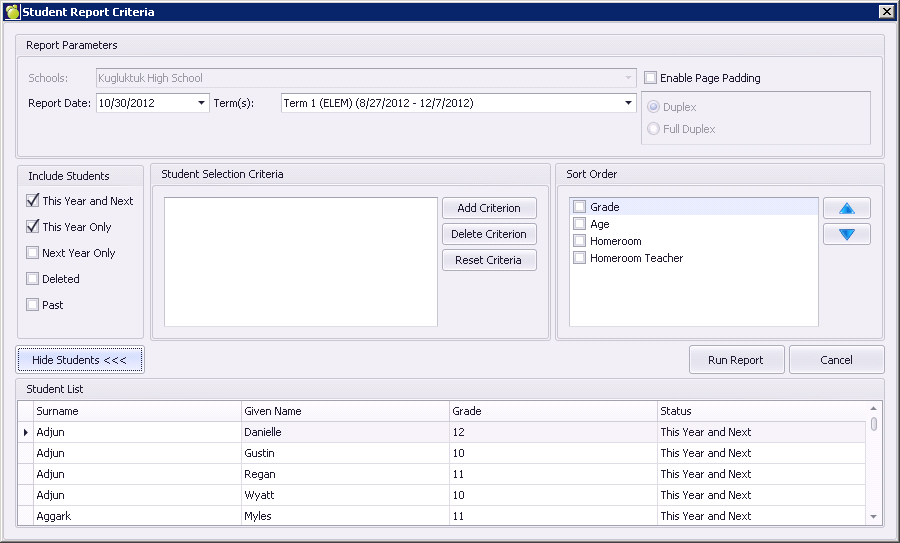
**Middle Years (Term 1)** card has been selected

4. In the next screen, set the **Report Date** the way you want it to appear on the report card.



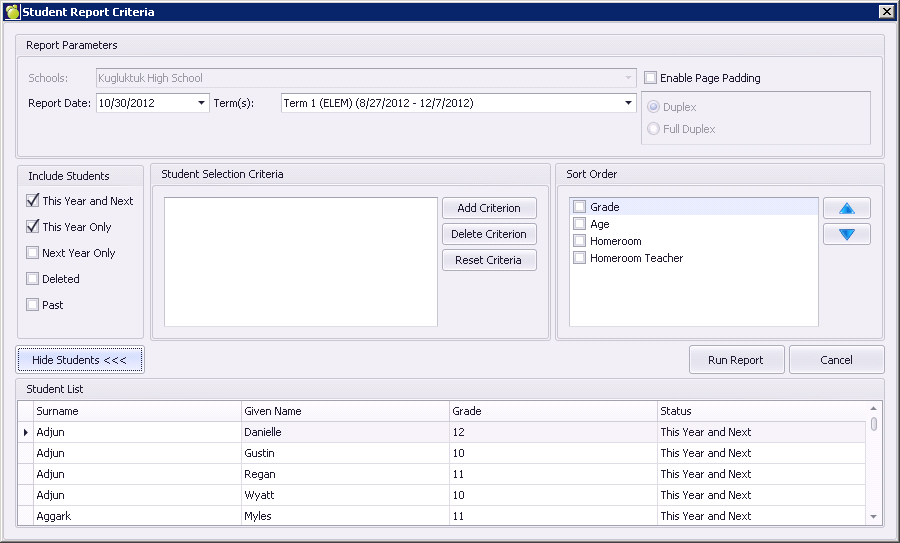
Set the **Report Date** as you want it to appear on the report card.

5. To see a list of students for whom the card will be printed, click the **Show Students** button. The list will show at the bottom:

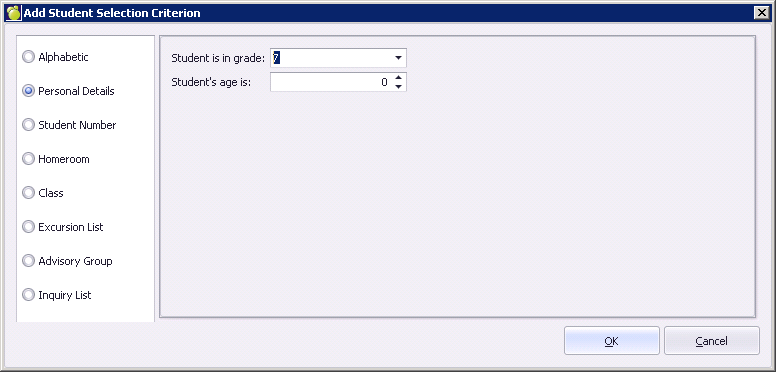


Click the **Show Students** button to see who you are printing for.

6. To only print students for a single grade (recommended) click on **Add Criterion**, select **Personal Details** on the left and pick **Student is in grade …**



Click the **Add Criterion** buttonto narrow down the list of students for whom the report card will be printed, for example *grade seven students only.*

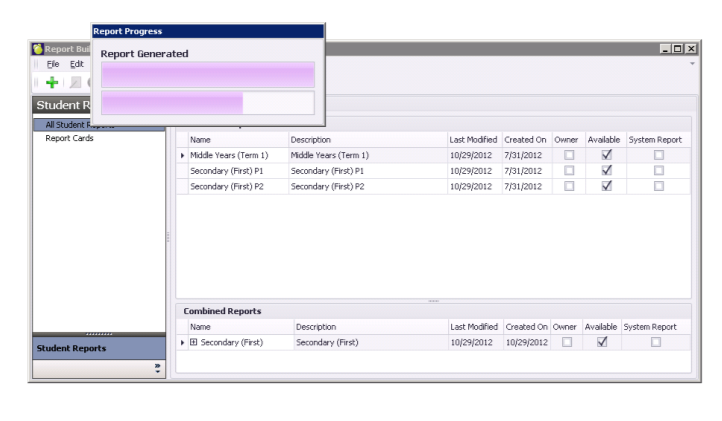


To accept, click **OK.**

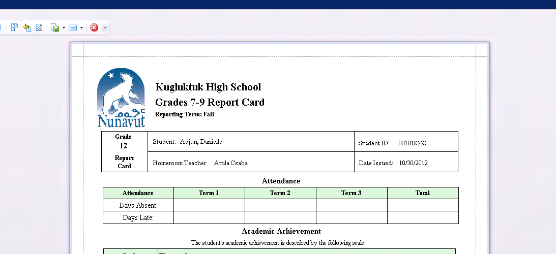
…and then select the desired grade here.

On the left sidebar, select **Personal Details…**

7. Finally, to produce the report cards, click **Run Report**. Wait for the report to generate:



9. The report should show up looking like this (this example is for a junior high report card):



10. To save the report as a PDF for printing to a printer, click the green icon at the top and select **PDF File.** Save the PDF on the Desktop. After that, you can close the Report Builder and open the PDF file from the Desktop in Adobe Reader and print it off.

