

STEPS TO SET UP A K-12 SCHOOL IN MAPLEWOOD

IMPORTANT NOTES - PLEASE 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. See **Section 3** of this document for more details.

Log in first

First get yourself logged in, then start working on tasks listed in this document. If you have forgotten your password, please contact one of the SIS Coordinators or your IT Program Coordinator for assistance. They can have your password reset within a few hours.

[How to log in on a PC](#) | [How to log in on a Mac](#)

1. UPDATE STAFF LIST AND PRINT LIST OF USER ACCOUNTS

Update staff records

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**. 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. As a result, they will no longer show up in the system in the fall.
- 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: [How to Add or Delete Staff](#)

Print a list of connectEd user accounts for your 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: [How to print a list of connectEd accounts](#)

2. SET UP SCHOOL CALENDAR

Verify Calendar start and end dates

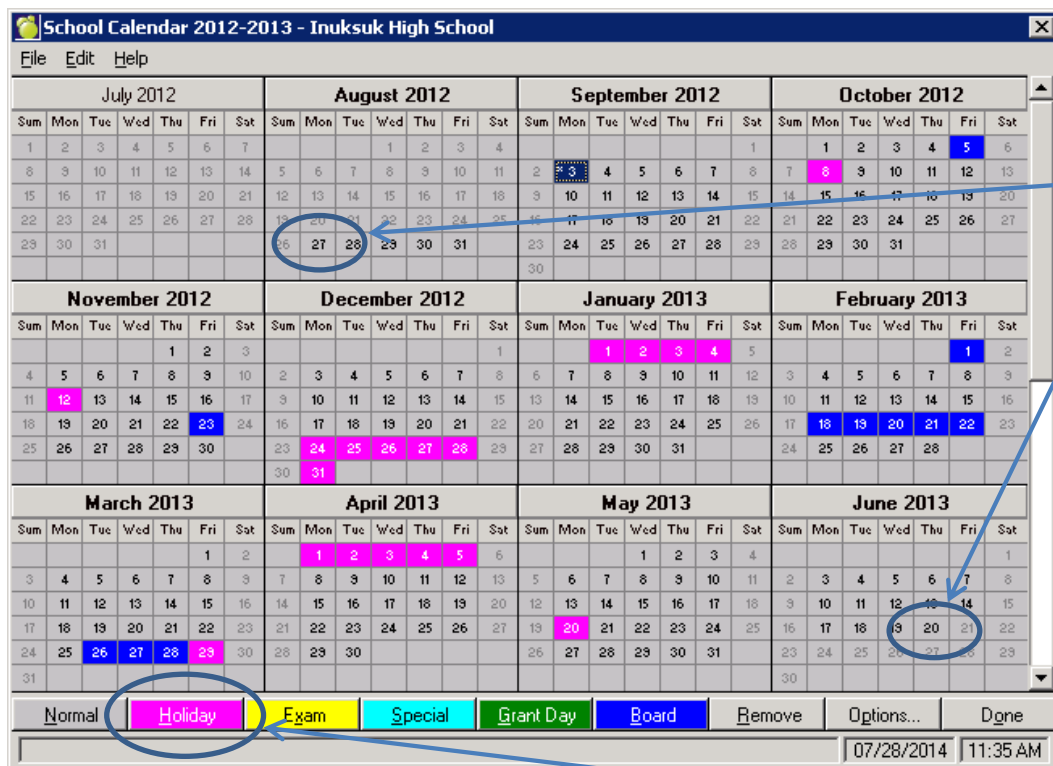
Go to **File -> School Setup -> Calendar -> Edit**. The first available date in the Calendar should be the first day of school for students. The first date in the calendar that is not greyed out is the first day of school for the current year. Ensure that date is correct. Also check the last day in the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



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.

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.

Half day closures

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

Half day closures are handled using the *Excursions* feature of Maplewood. Link: [How to use Excursions to Set Attendance](#)

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.

3. 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 dates** (typically three or four reporting periods) for report cards. The reporting term dates may or may not coincide with your semester dates.

Setting the reporting term dates will ensure that attendance totals printed on the report cards are collected for the correct range of dates.

Quick steps for setting semester dates: Go to **File -> School Setup -> Calendar -> Edit**. Once the Calendar is open, go to the **Edit** menu and click on **Semesters**. This option will be grayed out if you are not using semesters. Colorful areas represent semesters. Click-and-drag the semester end point to the appropriate date. Click OK and save the Calendar.

Quick steps for setting reporting term dates: go to **Marks -> Topic-Based Marks -> Define Terms**. Edit the listed reporting terms by selecting the term and clicking Edit. Use the date picker in the Edit window to set both the start and the end date for the reporting term.

Note: it is a common mistake to forget to check the YEAR in the date. Please also check the YEAR when setting the reporting term start and end dates. If you are lucky, the SIS Coordinators have already advanced the year portion of the dates for you.

Notes on term identifiers:

- **First (SEC), Second (SEC), Third (SEC) and Fourth (SEC)** are reporting terms for grades 10-12
- **Term 1 (ELEM), Term 2 (ELEM) and Term 3 (ELEM)** reporting term for full-year classes in grades K-9.

Detailed steps: [How to Set Semester and Reporting Term Dates](#)

4. ASSIGN STUDENTS TO HOMEROOMS

Next, assign students to Homerooms if that has not already been completed in the previous spring. Normally only junior high 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, therefore homerooms are not required, but you can still assign senior high students to homerooms if you want to use homerooms for example for communications in the mornings.

Detailed steps: [How to Assign Homerooms](#)

After completing Homeroom assignments, verify the homeroom lists by printing them:

Detailed steps: [How to Print Homeroom Lists](#)

5. REVIEW AND EDIT CLASSES FILE

Go to **File -> School Setup -> Classes** to open the **Classes File**. The Classes File defines who is teaching what and when at your school. It is the most important area to set up.

*Review the Classes File completely and edit entries to change the teachers or other information on the class.
Add entries as necessary. **Delete unnecessary entries to keep things clean.***

Interpret each class in the Classes File as “this subject or course will be taught and marked by this teacher.” Each class is specific to a teacher, a group of students and a subject or course being offered.

Typical entries in the Classes File look like this:

Course Code	Semester/Term Pattern	Day/Period Pattern	Teacher	Occupancy
7000MATa	Full Year	Floater	Esther Green	24/30
NRC1001a	Semester 1	Block 1	Agnes White	21/30
NRC1001b	Semester 2	Block 2	Shaniat Wain	20/30
MAT1793a	Semester 1	Block 2	Arnold Schwein	17/30
WLD1010a	Semester 2	Floater	Lisabeth Qayaq	5/30

Above, NRC1001a and NRC100b are two **sections** of Aulajaaqtut 10 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.

Below is an explanation of the most important columns in the Classes File:

Column	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
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.
Teacher	The teacher of the class
Occupancy	Shows how many students have been assigned to the class (5 out of max 30 students in WLD1010a)

On the use of Special Schedule

If your school does not have patterned timetables and class schedules appear more random, then you should use Special Schedule to timetable your classes:

Detailed steps on the use of Special Schedule: [How to Construct a Class Using Special Schedule](#)

Timetabling 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**.

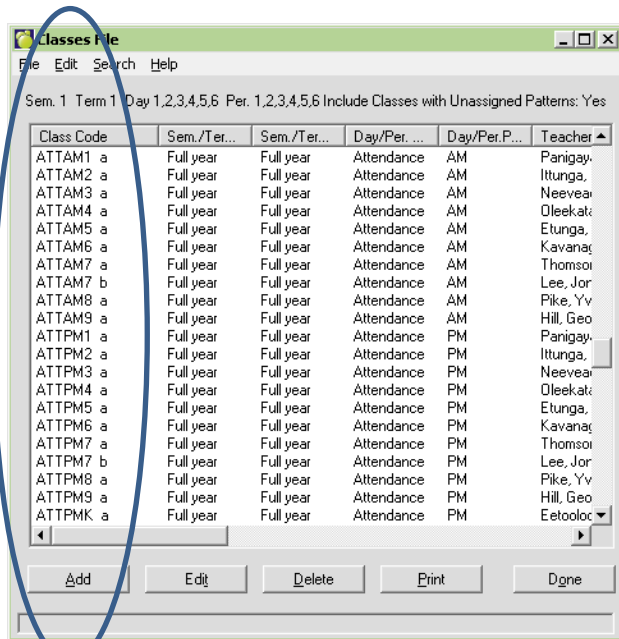
- **Classes are timetabled in order to enable attendance collection for them. That is the primary reason for timetabling.**
- **All grade 10-12 classes have to be timetabled because attendance is collected per-class**
- K-9 classes are typically not timetabled; instead, they are set as “floaters” (= no timetable). This is because normally attendance is not taken for every class in junior high; AM/PM homeroom attendance is more common (see **Section 6: Set Up Homeroom Attendance for K-9**)
- If you want to do class-by-class attendance in junior high, then just timetable all junior high classes

6. SET UP HOMEROOM ATTENDANCE FOR K-9

In order to do AM/PM attendance in K-9 grades, **fake 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 in a K-12 school. The attendance classes have to be assigned a schedule in the Classes File. All other classes for that grade must be set as “floaters” (= no timetable) to avoid timetable conflicts. The word “fake” refers to the fact that no mark is given for these classes by the teacher; these courses are not “taught”.

If you want to do class-by-class attendance for a K-9 grade, then you do not need to do this step – simply timetable all the classes in that grade instead. **Remember: a class is only timetabled if attendance will be collected during that class.**

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



Class Code	Sem./Ter...	Sem./Ter...	Day/Per...	Day/Per.P...	Teacher
ATTAM1 a	Full year	Full year	Attendance	AM	Panigay.
ATTAM2 a	Full year	Full year	Attendance	AM	Ittunga,
ATTAM3 a	Full year	Full year	Attendance	AM	Neevear,
ATTAM4 a	Full year	Full year	Attendance	AM	Oleekat,
ATTAM5 a	Full year	Full year	Attendance	AM	Etunga,
ATTAM6 a	Full year	Full year	Attendance	AM	Kavana,
ATTAM7 a	Full year	Full year	Attendance	AM	Thomsor,
ATTAM7 b	Full year	Full year	Attendance	AM	Lee, Jor
ATTAM8 a	Full year	Full year	Attendance	AM	Pike, Yv
ATTAM9 a	Full year	Full year	Attendance	AM	Hill, Geo
ATTPM1 a	Full year	Full year	Attendance	PM	Panigay.
ATTPM2 a	Full year	Full year	Attendance	PM	Ittunga,
ATTPM3 a	Full year	Full year	Attendance	PM	Neevear,
ATTPM4 a	Full year	Full year	Attendance	PM	Oleekat,
ATTPM5 a	Full year	Full year	Attendance	PM	Etunga,
ATTPM6 a	Full year	Full year	Attendance	PM	Kavana,
ATTPM7 a	Full year	Full year	Attendance	PM	Thomsor,
ATTPM7 b	Full year	Full year	Attendance	PM	Lee, Jor
ATTPM8 a	Full year	Full year	Attendance	PM	Pike, Yv
ATTPM9 a	Full year	Full year	Attendance	PM	Hill, Geo
ATTPMK a	Full year	Full year	Attendance	PM	Eeloloc

In a K-12 school, 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.

Timetabling fake 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.**

Who teaches the fake attendance class?

The homeroom teacher should be set as the teacher for the fake attendance classes since they are expected to do attendance on the students in the homeroom.

Assigning students to fake attendance classes

If you have completed assigning students to Homerooms already, then simply go to **Students -> Edit Timetables -> Assign Timetables by Group**, then pick Homeroom as the assigning method, 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**.

NOTE: Once you are done, assigning classes, run **Correlate Database** to ensure that the change becomes immediately visible to the teachers. Do this by going to **File -> Maintenance -> Topic-Based Marks -> Correlate Database.**

7. SET UP CTS CLASSES USING MASTER CLASSES

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 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.

An example on CTS setups:

- 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 the timetable of cycle day 1, period 1, 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

Detailed steps: [How to Set Up CTS Classes Using a Master Class](#)

8. PRINT TEACHER TIMETABLES

In order to see how your timetabling work is taking effect, print teacher timetables.

Quick steps: Go to **Staff -> Print Teacher Timetables**. Pick a semester. Click on Setup to check the box for *Print Grid Lines* and to tweak other print options and click OK to accept the options. Finally, click View to produce the teacher timetables for a selected group of teachers.

Detailed steps: [How to Print Teacher Timetables](#)

9. ASSIGN STUDENTS TO CLASSES

Once you have assigned homerooms and the teacher timetables look 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.

Quick steps for assigning classes by grade of homeroom: If you are giving classes to all the students in a Homeroom or in a certain grade, go to **Students -> Edit Timetables -> Assign Timetables by Group**. If doing it by grade, select **Grade** on the left. If by Homeroom, select **Homeroom** on the left. Then multi-select the classes you wish to assign by control-clicking them (push CTRL key on keyboard and click with the mouse). Once ready, click **OK**. In the next step, check the box for "**Individual homeroom**" and then select the Homeroom from the dropdown if using the Homeroom method. If using the Grade method, pick the grade from the dropdown. Then click **Start**.

Quick steps for hand-picking students to a class: if the group of students taking the class needs to be hand-picked, then go to **Students -> Edit Timetables -> Assign Timetables by Group**. Use the method of "**Alphabetically**" on the left. Select the class on the right by clicking it. Then click **OK**. In the next step, select **By Group** at the top, then click **OK** again. To add (hand-pick) students for the class, click the **Add** button to add them in one-by-one. Finally, click **OK** to assign the class to the students.

Working with one student at a time: go to **Students -> Edit Timetables -> Individual Student**. Search for the student by typing one or two letters from their last name. Double-click the student once showing in the search results. Once the Change Student Timetable screen opens up, use the **Add** button to add classes to the timetable. This is a very slow method and should only be used in a few individual cases, for example when a student transfer to the school in the middle of the school year.

NOTE: Once you are done, assigning classes, run **Correlate Database** to ensure that the change becomes immediately visible to the teachers. Do this by going to **File -> Maintenance -> Topic-Based Marks -> Correlate Database**.

Detailed steps: [How to Assign Classes to Students](#)

10. PRINT HOMEROOM AND CLASS LISTS

Once you have finished assigning students to homerooms and classes, you should print out homeroom, class lists and timetables for students (or create these lists as PDFs) 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 steps: [How to Print Homeroom Lists](#)

Detailed steps: [How to Print Class Lists](#)

Detailed steps: [How to Print Student Timetables](#)

11. TWEAK

When everything looks 95 % good but a few students have incorrect classes, grades or homerooms, just open their **Student Record**, find the tab that the information you want to change is displayed on, and click Edit button at the bottom. Make the changes as necessary. Student Records can be found under **Students -> Student Records**.

In the Student Records:

- **Biographics tab** allows you to change Homeroom and Grade, among other things.
- **Timetable tab** allows you to make class changes for an individual student, to change what subject classes they are taking. Use Edit button to enter the edit screen where you can add and delete classes from the student's timetable (see below).

How to use Timetable tab to tweak student timetable

Make tweaks to individual student timetables in the Student Records **Timetable** tab. Click **Edit** to start making changes.

Here you can see what classes the student is already assigned to. If you want to remove one, click on it first. Then click **Delete** button lower down.

Fix issues in the student's timetable by using **Add** and **Delete** buttons.

Click **Done** once finished!

Once you click **Done**, the **Add/Drop Register** will pop up. You can just click **Done** on that one. The Add/Drop Register tracks when Classes have been dropped or added to a student's timetable and is presented to you mostly for

information.

The 'Register' window displays a table of classes. The table has five columns: Date, Class, Add/Drop, Semester/Term, and Day/Period. The data is as follows:

Date	Class	Add/Drop	Semester/Term	Day/Period
09/19/2014	9000HELa	Added	9000HELa	9000HELa
09/19/2014	F0D1010y	Added	F0D1010y	F0D1010y
09/19/2014	9000MATb	Added	9000MATb	9000MATb
09/19/2014	9000SClb	Added	9000SClb	9000SClb
09/19/2014	9000SSTb	Added	9000SSTb	9000SSTb
09/19/2014	9000ELAb	Added	9000ELAb	9000ELAb
09/19/2014	9000DRAb	Added	9000DRAb	9000DRAb
09/19/2014	NCS1411a	Added	NCS1411a	NCS1411a
09/19/2014	9000ILaA	Added	9000ILaA	9000ILaA
11/13/2014	9000ARTb	Added	9000ARTb	9000ARTb
11/13/2014	9000MUSb	Added	9000MUSb	9000MUSb

At the bottom of the window, there are five buttons: Edit, Add, Delete, Print, and Done. The 'Done' button is circled in red.

The **Add/Drop Register** will be presented to you. The register shows you dates when Classes were added or dropped. It is for information only although you can make edits. Click **Done** to close it.

NOTE: Once you are done, assigning classes, run **Correlate Database** to ensure that the change becomes immediately visible to the teachers. Do this by going to **File -> Maintenance -> Topic-Based Marks -> Correlate Database**.