

## STEPS TO SET UP A SECONDARY 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

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
- 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*

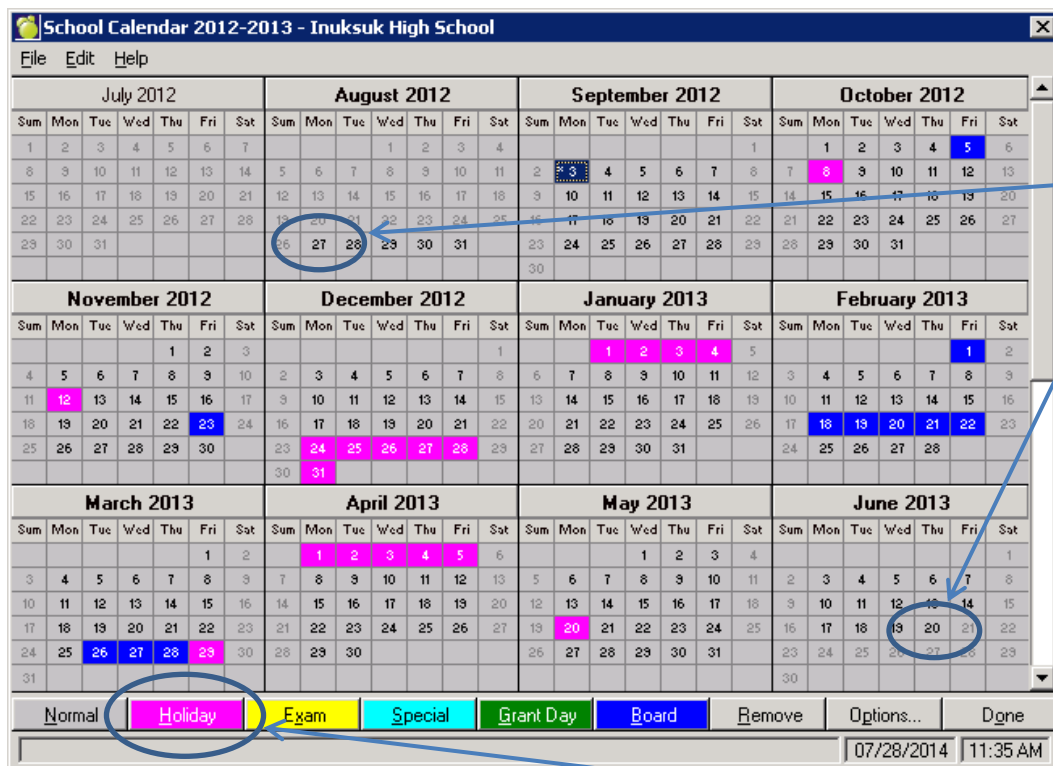
Go to **File, School Setup, Calendar, Edit**. The first available date in the Calendar should be the first day of school for students. The first date in the calendar that is not greyed out is the first day of school for the current year. Ensure that date is correct. Also check the last day in the Calendar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



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.

### 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 (typically three or four reporting periods) dates 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 **Edit** menu and click on **Semesters** (the 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: We have found that users often just change the day and the month but not the year. Make sure you get the year right as well.

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 the timetable of the class.  
Add entries as necessary. Delete unnecessary entries.*

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
MAT1793a	Special Schedule	Special Schedule	Irwin Goodman	22/30

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 a different group of kids. MAT1793a has **Special Schedule** under Semester/Term Pattern and Day/Period Pattern columns. That is because it is a custom schedule that does not use Patterns. See the bottom of this page for further explanation on Special Schedule.

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

Column	Explanation
<b>Course Code</b>	Defines the course code taught. Use the Approved Course List to look up senior high course codes (ask for a PDF list if needed). NOTE: 7000MATa is an example of a course code for grade seven mathematics.
<b>Semester/Term Pattern</b>	Defines the <b>duration</b> of the class, e.g. Full Year or Semester 1 or Semester 2. (The actual semester dates are set earlier in this document.)
<b>Day/Period Pattern</b>	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. <b>Floater</b> 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.
<b>Teacher</b>	The teacher of the class
<b>Occupancy</b>	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 (or some of them) 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**
- Junior high 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. Contact SIS Coordinators on how to set up AM/PM homeroom attendance for junior high using ‘fake attendance classes’.
- If you want to do class-by-class attendance in junior high, then just timetable all junior high classes

## 6. 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 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](#)



## 7. 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](#)

## 8. 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.

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

## 9. 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](#)

## 10. 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 timetable changes for an individual student. Use Edit button to enter the edit screen where you can add and delete classes from the student's timetable.

### *How to use Timetable tab to tweak student timetable*

Student Records - [Masked info]

File Student View Help

Assessments

Exams Choices Notebooks Custom Fields Transportation Library Discipline Locker

Biographics Family/Contacts Emergency Enrolment Attendance History Timetable Achievement

Timetable: Day 1

Per	Class	Description	Room	Lunc	Teacher	Alt. Teacher
Sem. 1						
1:	ELA1104a	English	218		Elizabeth Pitt	
2:	ELA1104a	English	218		Elizabeth Pitt	
3:	NSS1002a	Social Studies	211		Amy Smith	
4:	NSS1002a	Social Studies	211		Amy Smith	
5:						
6:						
7:						
Sem. 2						
1:						
2:						
3:						
4:						
5:	MAT1793a	Mathematics	208		Math - Science Senior	
6:	MAT1793a	Mathematics	208		Math - Science Senior	
7:						

Prev. Day Next Day

Cont. Entry Print Edit

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

Change Student Timetable

File Edit View Help Window

Homeroom: Unassigned

Day 1	Semester 1							Semester 2						
	1	2	3	4	5	6	7	1	2	3	4	5	6	7
1	ELA1104a	35	35	b32	b32			c0	c0					
2	NSS1002a	b0	b0	32	32							32	32	
3	MAT1793a					b0	b0							

Day 1

Display choices not in timetable

Link Add Query Choices Original

Delete Suggestions Details Apply Done

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

Click **Done** once finished!