

STEPS TO SET UP AN ELEMENTARY SCHOOL IN MAPLEWOOD

IMPORTANT NOTES - PLEASE READ FIRST:

1 - 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 retire 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

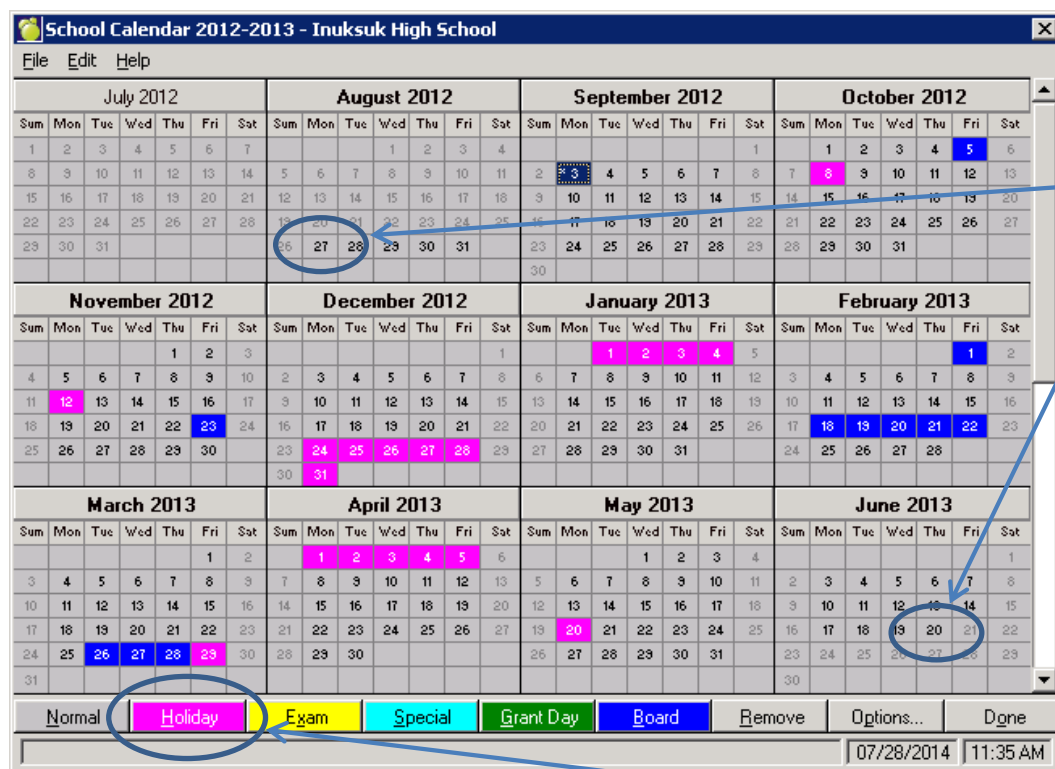
Go to **File -> School Setup -> Calendar -> Edit**. The first available date in the Calendar should be the first day of school for students. More specifically, the first date in the calendar *that is not greyed out* is the first day of school. Ensure that date is correct. Also check the last day in the 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 (not possible to collect it) 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 Days altogether.**

3. ASSIGN STUDENTS TO HOMEROOMS:

Next, assign students to Homerooms if that has not already been completed in the previous spring. Once students have been assigned to homerooms in an elementary school, the school is ready for doing AM/PM attendance taking!

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

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

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

4. 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 will be taught and marked by this teacher.” Each class is specific to a teacher, a group of students and a subject being offered, therefore each homeroom will need its own set of classes differentiated by course code and section letter (e.g. “a” or “b”).

Typical entries in the Classes File look like this:

Course Code	Semester/Term Pattern	Day/Period Pattern	Teacher	Occupancy
4000ILaA	Full Year	Floater	Agnes White	21/30
4000ILAb	Full Year	Floater	Shaniat Wain	20/30
5000ILaA	Full Year	Floater	Arnold Schwein	17/30
5000PEDa	Full Year	Floater	Lisabeth Qayaq	5/30

Above, *4000ILaA* and *4000ILAb* are two **sections** of “*Inuktitut grade 4*”, 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. For example, *4000ILaA* could be for the 4A homeroom and *4000ILAb* could be for the 4B homeroom.

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

Column	Explanation
Course Code	Defines the course code taught. 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 . In elementary schools, all classes have a duration of full year.
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 for all classes in elementary schools in 99 % of the cases.
Teacher	The teacher of the subject
Occupancy	Shows how many students have been assigned to the class (5 out of max 30 students in 5000PEDa)

Do we put in timetables for classes?

In most cases timetables are not put in for elementary classes. Instead, all classes are given a “**floater**” **Day/Period Pattern** in the Classes File. “Floater” means “no timetable assigned”. If you need to print out student timetables, it is less work just to maintain that information outside of SIS in a Word document rather than to input the timetables in SIS.

5. ASSIGN STUDENT TO CLASSES

Once you have assigned homerooms, you can assign students to their classes. Before doing this step, teachers cannot give marks to students as the students do not have any classes (subjects) 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**.

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 for the student. 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](#)

6. PRINT HOMEROOM AND CLASS LISTS

Once you have finished assigning students to homerooms and classes, you should print out homeroom and class lists 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](#)

7. SET REPORTING TERM DATES FOR REPORTING PERIODS

Now you just need to set the dates for your term one, two and three report periods for report cards (or however many reporting terms you have). Setting the reporting term dates will ensure that attendance totals calculated on student report cards are collected for the correct range of dates.

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.

Go here to set reporting term dates (don't worry about setting semester dates since you are not using any semesters):

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

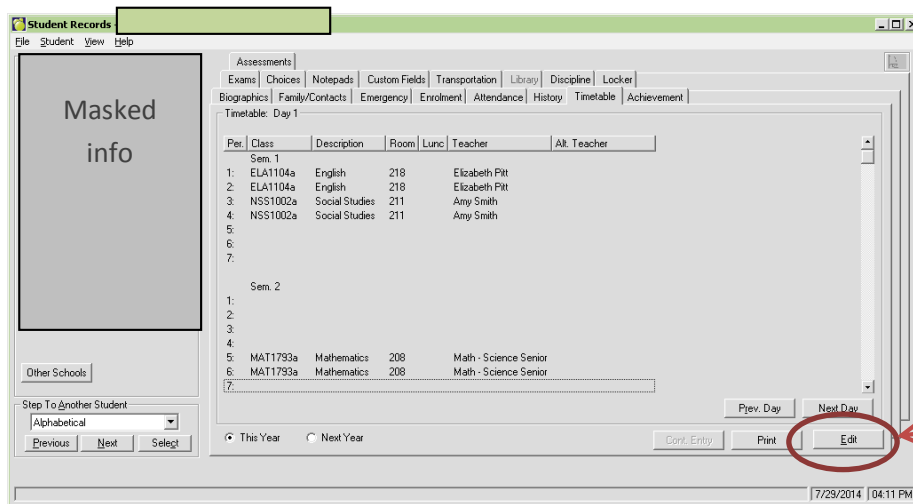
8. TWEAK

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**.

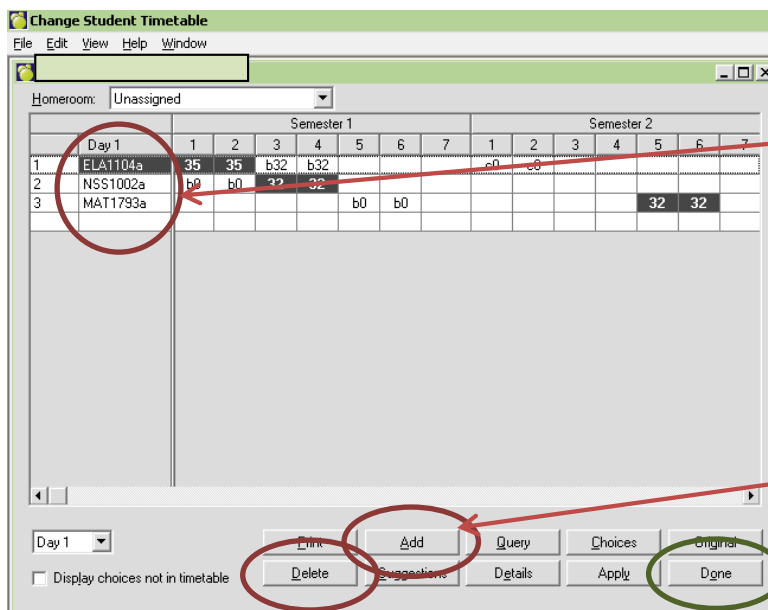
In the Student Records:

- **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 a student's classes



Make tweaks to individual student classes 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 classes assigned to the student 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 screenshot shows a window titled "Register" with 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	9000ILa	Added	9000ILa	9000ILa
11/13/2014	9000ARTb	Added	9000ARTb	9000ARTb
11/13/2014	9000MUSb	Added	9000MUSb	9000MUSb

At the bottom of the window, there are four buttons: Edit, Add, Delete, 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**.

Detailed steps for removing classes from student timetables: [How to Delete Classes from Student Timetable](#)