
STIClassroomWin

User Manual



Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This manual, which covers material through STIClassroomWin version 7.5, was last updated on October 11, 2002. Any changes made to the application will be discussed in the release notes that accompany each update.

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About STI Products

Product Name Changes

As of the 2002 summer mandatory update releases, the names of all STI applications have officially been changed. The chart below displays the current names of all products.

	Previous Product Name	Current Product Name
School Level Applications	SSTS/Win2000	STIOffice
	Teacher Classroom Module Teacher Classroom Module -Teacher Takehome Module	STIClassroomWeb or STIClassroomWin -STIClassroom Companion
	SETS (School Install) -SETS Companion	STISets -STISets Companion
	Health Tracker	STIHealth
	IIOD	STIHome
	IOD	STICaller
	Local School Accounting / School Bookkeeper	STIBookkeeper
	DaisiNet	STIDistrict Net
Accessory Products	Query Builder Save-It Data Import/Export SSTS/Palm2000	STIAccessories -STIQuery -STISave-It -STIData Import/Export -STIPalm
District Level Applications	DAISI/2000 -DAISI Enrollment -DAISI District Net -DAISI Import Engine -District Net	STIDistrict -STIDistrict Enrollment -STIDistrict Net -STIDistrict Import Engine -STIDistrict Net
	DAISI SETS -Board Install	STIDistrict Sets -STISets DL
	Central Office Accounting Package	STIFinancial
	Textbook Inventory Tracking	STITextbook
	[new product]	STIDistrict Exchange Manager

Other Products

In addition to our own software applications, STI markets the following products:

1. Teacher's Pal-Curriculum Management (Instructional Management)
2. Data Futures-PrimoWare Transportation, Facilities, and Routing (Transportation)
3. ConfluentTechnologies-ConfluentEDU (Data Mining)
4. Comalex-Comalex (Child Nutrition)
5. E on Campus (Professional Development Tracking)

Please contact the STI Sales Department at 800-844-0884 for more information.

Introduction

Overview

STIClassroom is a tool that automates the administrative functions of a teacher's workday. The program accesses student attendance directly to the office in one task. The automated grade book stores, averages, and sends final grades to STIOffice. The teacher's records and the office records are the same on a shared system. The overall result of this program is that it factors the teacher into the entire administrative arena and recovers some of the non-instructional time that had been lost to paper work.

Two variations of STIClassroom are available: STIClassroom and Principal's Module. Each version is tailored to fit the specific needs of the user. However, both versions may be installed on a single workstation.

STIClassroom

Opening Screen

The opening screen of STIClassroom gives the teacher a view of his/her schedule and provides many options for creating student records and retrieving information.

Right-clicking from the desktop will give the teacher a list of selections that are available as icons. Once the teacher has selected in this manner, double-clicking on a class will automatically take the teacher to the last selection. This allows for the teacher to access the most commonly used section simply by double-clicking.

Pull-Down Menus

File

- Lookup Student: Select this option to view the *Student List* screen, which displays a list of all students in alphabetical order. To view information on a particular student, scroll through the list or type in a specific *Last Name* in the appropriate field and click the *Tab* key.
 - When the correct student is highlighted in the list, click any button on the right to view the pertinent information for that student.
- Report Modes: Selecting this option brings up a *Report Modes Selections* screen which provides access to many advanced reporting tools:
 - After generating a report, if the *Use Pre-Destination Dialog* option has been activated, a pre-destination dialogue box will appear before the actual printing of the report. This allows the user to choose whether to preview the report or send it directly to the printer and/or to choose the specific printer for which the report will be formatted (which is not necessarily the printer to which the report will be sent, since this can be changed at the last minute). Clicking the **Select** button invokes the same print dialogue as above. If a new printer is selected here, it becomes the default printer for the remainder of the current STIOffice session, unless this printer is "memorized" for this specific report. Clicking Cancel will prevent the report from being previewed or printed.
 - Disable Printer Select- Checking this option disables the Pre-Destination Dialog option.

- Enable Save Printer Setup-Checking this option activates the Printer Setup tab on the Pre-Destination Dialog box. The Memorize Printer Setup button links the chosen printer to this specific report, i.e., from this point on, whenever this particular report is generated it will always be formatted for the printer which is currently selected on the General tab. Clicking the Clear Memorized Printer button reverses this process, and the report's default printer is the same as the default report printer.
- Enable Final Destination- Checking this option and clicking on the Print button from the report previewer opens the Report Destination screen. This screen gives the user the options to choose the specific printer to which the report will be sent; to print multiple copies of the report, collate copies, and/or reverse print; to print the report to file; to export the report as text; and/or to archive the report.
- Enable Final Printer-Checking this option hides the Select Printer button and the Report Destination Dialog.
- Enable 2Up/4Up- Checking this option allows the user to print multiple report pages on a single sheet of paper-either two or four report pages per sheet.
- Disable Page Delete- Checking this option disables the Delete THIS Page button.
- Maintain Printer Defaults- If using a "memorized" printer, this option allows for the printer settings to be changed and to be restored to the "memorized" values after printing.
- Enable Draft Mode Selection- Check this item if using a dot-matrix printer.
- Print Setup- Choosing this option will allow the user to view or change printer routes, paper sizes and sources, and the print Orientation.
- Change Password- Choosing this option will allow the user to change his/her password. Add the new password and then type it again in the verification slot.
- Message Console – This option will only appear if the *Teachers Can Send Messages* feature is enabled in Principal's Module. Select **Message Console** to view a list of all other users who may send and receive messages via STIClassroom.
 - Click **Refresh** to refresh the user list (this will bring the list up-to-date and display all users who are currently logged in).
 - Select the user(s) to whom a message is to be sent, then click **Write Message**. A dialog box will appear in which the text of the message should be typed.
 - **No Replies** – Check this box to prevent any responses to the message from returning. This might be used for mass announcements or other such messages.

Edit Menu

These features are used for cutting, copying and pasting text. This menu is inactive for most functions within STIClassroom.

TakeHome

The TakeHome menu is used to create and read student data that is transported to and from school via STIClassroom Companion, a supplemental product to STIClassroom. For more information, see the STIClassroom Companion User Manual.

Window

The Window menu item allows for opened windows to be displayed in cascade or tile format and for icons to be arranged. It will also list each open window.

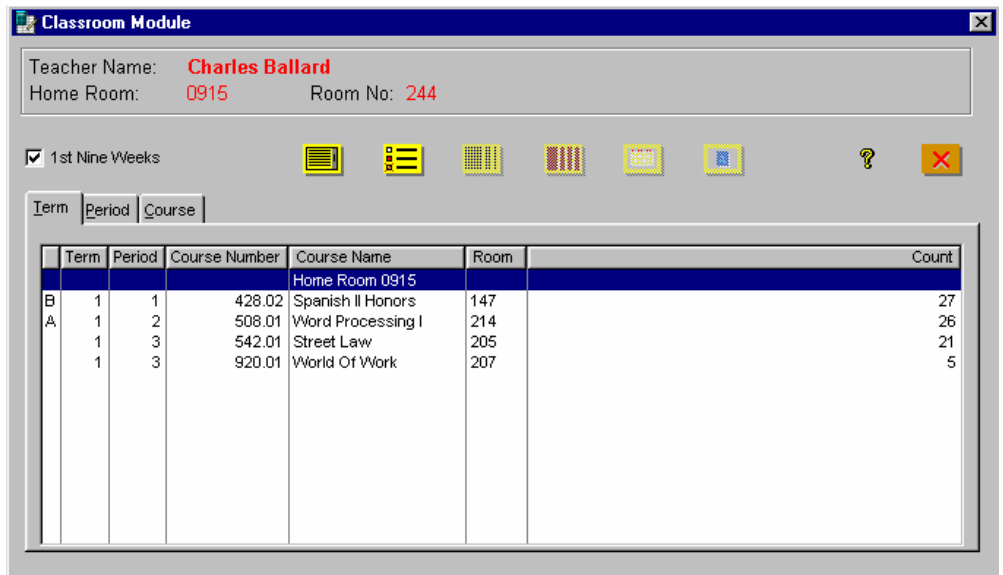
Help

The Help items provide access to online Help and offers instructions about using Help.

The **About** item provides information about the application. Occasionally when problems arise, STI Support will ask that the user check this window to verify the location of the program or database, as well as the current file dates and versions for key files. The **Help | About** window is resizable.

STIClassroom Main Menu

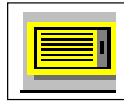
This screen appears after the user logs on to the program.



- **Teacher Information-** The teacher's name, Teacher Number, Homeroom Number, and Room Number are all provided at the top of the screen. If any information is incorrect, the office should be notified.
- **Term-** STIClassroom defaults to the present term. Verify that the term selected is the proper one. Uncheck the box next to the term to display information for all terms. In the example shown above, the current term is called *1st Nine Weeks*; this could also appear as *1st Quarter*, *Quarter One*, etc. This designation is drawn from the STIOffice System File.
- **Schedule Window-** This window contains the homeroom and schedule of the teacher who has logged into the program. The information in the screen may be arranged according to Term, Period,

or Course. All the user has to do is click on the desired tab, and STIClassroom will arrange the information automatically. (Be sure that all of the information in the window is correct. Contact the office if there are discrepancies.

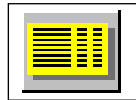
- **Icons-** The icons positioned in the middle of the graphic are the heart of this program. Each has its own particular purpose, but each can do many tasks to save the teacher and the school time and effort. Resting the pointer directly over an icon will cause a pop-up description of the icon's function to appear.



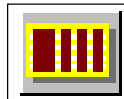
- **Student Class Roster-** Clicking on this icon will bring a screen that contains the class roster of the class or homeroom that has been highlighted. For more information about this feature, see the section *Student Class Roster* below.



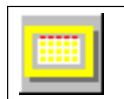
- **Student Attendance Roster-** Clicking on this icon will bring the attendance roster of the highlighted class to the screen. For more information about this feature, see the section *Student Attendance Roster* below.



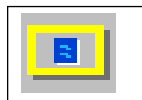
- **Manual Grade Entry-** Clicking on this icon will allow the teacher to enter final grades without going through Teacher Grade Book. For more information, see Manual Grade Entry. It is also possible to add a comment to report cards from this position. For more information about this feature, see the section *Manual Grade Entry* below.






- **Teacher Grade Book-** This is the icon that takes the teacher to the place where grades are actually entered and averaged. For more information about this feature, see the section *Teacher Grade Book* below.



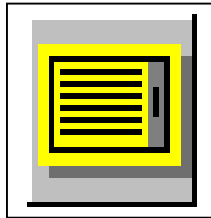
- **Lesson Planner-** This icon takes the teacher to where lesson plans may be entered. This is quite useful for accountability, substitute teacher guidance, and Activity storage. For more information about this feature, see the section *Lesson Planner* below.



- **Textbook Management-** This icon will take the user to where records of textbook assignments in each classroom are kept. For more information about this feature, see the section *Textbook Management* below.

-  **Skills** – Click this icon to enter Skills marks and/or track students based on Skills that have been completed. All Skills must be defined in STIOffice first. For more information about this feature, see the section *Skills* below.
-  **Help** – Click this icon to view Help information for STIClassroom.
-  Click this icon to exit STIClassroom.

Student Class Roster



Select a class in the main menu and click this icon to view a roster of the students in the selected class.

- **Types of Student Information**
 - **Demographics-** Clicking on this button will allow the teacher to see a read-only account of the student's information. (Not available on all programs). If the student's guardians have an e-mail or Web site listed, they may be accessed from within STIClassroom.
 - **Discipline-** This button will allow the teacher to see a read-only screen of the student's discipline record.
 - **Schedule-** This button will allow the teacher to access the student's schedule. It is also possible to access the roster of any class on the student's schedule from here.
 - **Tests** – Select a student and click this button to view testing information for the selected student.
- **Print-** Select the options of either a *Pictures Roster* or *Labels*.
 - When printing *Labels*, the user may select multiple students in the roster by using the *Ctrl* or *Shift* keys along with a mouse click. Then leave the filter blank after clicking the **Labels** button. This multi-select option will NOT work when printing *Pictures*.
- **Print icon-** The teacher has a choice of either a simple report or a detailed report that will include Contact information for Students and Guardians.
- **While at this spot in the program,** go to the following Pull Down Menus to see the optional tasks that can also be completed:

File Pull down Menu

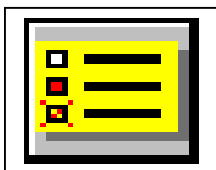
- **Lookup Student**-Clicking on this option will bring the Student List screen into view. This is a listing of ALL students enrolled in the school. Scroll down the list or type in the last name in the *Last Name* field and click the *Tab* key on the computer keyboard.
 - **Schedule button**-After the name of the desired student has been highlighted, click on the Schedule button and that student's schedule will come into view. From this screen, it is possible to see the entire roster of the any of the classes on this student's schedule.
 - **Roster button**- Highlight any course on the student's schedule and click on the Roster button. The roster for that class will come into view.
- **Report Modes: Selecting** this option brings up a Report Modes Selections screen which gives the user access to many advanced reporting tools:
 - *After generating a report, if Use Pre-Destination Dialog is ON, a pre-destination dialogue box will appear *before actual printing of the report*. This allows the user to choose whether to preview the report or send it directly to the printer and/or to choose the specific printer for which the report will be formatted (which is not necessarily the printer to which the report will be sent, since this can be changed at the last minute). Clicking the Select button invokes the same Print dialog as above. If a new printer is selected here, it becomes the default printer for the remainder of the current STIOffice session, unless this printer is "memorized" for this specific report. Clicking Cancel will prevent the report from being previewed or printed.*
 - **Disable Printer Select**- Checking this option disables the Pre-Destination Dialog option.
 - **Enable Save Printer Setup**-Checking this option activates the Printer Setup tab on the Pre-Destination Dialog box. The Memorize Printer Setup button links the chosen printer to this specific report, i.e., from this point on, whenever this particular report is generated it will always be formatted for the printer which is currently selected on the General tab. Clicking the Clear Memorized Printer button reverses this process, and the report's default printer is the same as the default report printer.
 - **Enable Final Destination**- Checking this option and clicking on the Print button from the report previewer opens the Report Destination screen. This screen gives the user the options to choose the specific printer to which the report will be sent; to print multiple copies of the report, collate copies, and/or reverse print; to print the report to file; to export the report as text; and/or to archive the report.
 - **Enable Final Printer**-Checking this option hides the Select Printer button and the Report Destination Dialog.
 - **Enable 2Up/4Up**- Checking this option allows the user to print multiple report pages on a single sheet of paper-either two or four report pages per sheet.

- Disable Page Delete- Checking this option disables the Delete THIS Page button.
- Maintain Printer Defaults- If using a "memorized" printer, this option allows for the printer settings to be changed and to be restored to the "memorized" values after printing.
- Enable Draft Mode Selection- Check this item if using a dot-matrix printer.
- **Print Set Up**- Choosing this option will allow the user to view or change printer routes, paper sizes and sources, and the print Orientation.
- **Change Password** – Choosing this option will allow the user to change his/her password. Add the new password and then type it again in the verification slot.

Window Pull down Menu

- **Tile and Cascade**- Selecting Tile will re-arrange the windows on the screen in the order that the user desires.

Student Attendance Roster



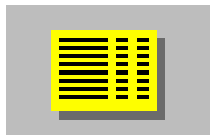
This is the screen in which the teacher actually takes attendance and posts the information to the office. One of the classes or homerooms will be programmed for all-day attendance; the other classes will post period attendance. This screen will also allow the teacher to look up the demographics and schedules of individual students.

- ✓ Skipping Students are posted as Code @@@
- ✓ When selecting a student with an absence, the description of that absence code will be displayed above the list of students.
- **All-Day Attendance and Period Attendance**- Follow the instructions below to take attendance. Check the date, course, term, period and class count and make sure the information is correct for the highlighted class.
 - Present- If the student is present, do nothing. However, if all students are present, go to the *Mark All* field and click the *All* solid red block. This will tell STIClassroom that all students are present.
 - Absent- Absences will only be marked during the period that All-Day Attendance is taken. To mark an individual student absent, simply double-click on that student's name. An empty/white-filled box will take the place of the red block. This is the symbol for a student missing from class. Once Attendance is posted to the office, the Absent Symbol will replace the Missing Symbol. Go to the next student absent and repeat the above procedure. If all students are absent, go to the Mark All Square and click on the white-filled Missing icon. If a student has been selected by

accident, simply double-click on that student's name again and the record will be corrected.

- **Tardy-** To mark a student tardy, highlight that student's name and click on the Tardy button. The solid red Present block will be replaced by a white block that has a red dot in the center, which is the tardy icon.
- **Period Attendance-** Period Attendance is much like All-day Attendance; however, the classroom teacher does not mark absences. Those students who have been coded absent from homeroom will appear as absent on the teacher's class screen. If other students are not present, highlight each of those students and click on the Missing icon. STIClassroom will send this information to the office.
- **Post-** When all information has been entered and the teacher is sure that it is correct, click on the Post button to send this attendance record to the office. Any corrections after posting will have to be made through the office.
- **After posting,** the number of absences, tardies, and those present will be given in the upper right corner of the screen. The Time and Date of posting will replace the Post button.
- **Demographics-** Highlight the student desired and click on this button to view the general information such as guardian, emergency info, etc.
- **Schedule-** To view the schedule of a student, highlight the name and click on the Schedule button. The student's schedule will appear.
- **Roster-** After pulling up a student's schedule, it is possible to see the roster and teacher's name of any of the student's courses. Highlight the course and click on the Roster button, the information will appear.
- **Attendance Detail-** To view the attendance record of a student, highlight the student's name and click on this button. The student's All-day Attendance record and the Period Attendance will be shown.
- **Planner-** It is possible to go to the teacher's lesson plans from this screen; simply click on the Planner button. For more information, see Lesson Planner.
- **Print-** To print out a hard copy of the attendance report, click on the Print icon. A roster of the class will be printed that includes today's record and a history of past absences.

Manual Grade Entry

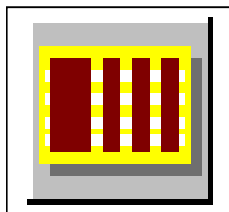


This screen allows a user who doesn't wish to use STIClassroom Grade Book to manually enter the final grades for a grading period. If entering grades manually, the teacher will have to average the grades manually before entering. This is also the utility to use to edit a final grade that has already been posted by Grade Book.

Grade input is limited to values in the grade scale.

- **Term-** Select the desired term by using the drop-down arrow.
- **Edit-** Highlight the student's name that is to have a grade or comment entered. The *Grade Edit* screen will appear. Check to make sure it is the edit screen for the student needed and the course that is giving the grade. If this is the proper screen, enter the information for each window block. It is also possible to enter a comment from this position, and the comment may be entered by number as well as selected alphabetically. After all the data has been entered, click **Save** and the record will be posted to the office. To abort the screen, click on **Cancel** or the **X** in the upper right corner. If grades have already been posted, it is not necessary to re-post here.
- **Cycle-** When entering grades for several students or the entire class, checking the Cycle button will speed up the process. When this option is checked, every time a record has been added and saved, the next student's Grade Edit screen will appear automatically.
- **Delete** – Click this button to delete a selected grade.
- **Default** – Click this button to mass-assign grades for the selected term to all students in the class. This default grade information may then be changed for specific students as necessary.
- **Report Card-** This allows the teacher the ability to print a report card for the selected student or for *All* students. The user may select multiple students in the list by using the *Ctrl* or *Shift* keys along with a mouse click. Then click the **All** button and set the parameters for the report.
- **Print-** To print a roster of the class and their grades, click on the Printer icon in the bottom right of the screen.

Teacher Grade Book



The Teacher Grade Book utility is used to enter and track grades and class work details for the students. The utility may also be used to print Progress Reports, check on averages, mid-term grades, etc. Read the instructions below for the many capabilities of this component of the program.

Using the Grade Book Menu

- **The menu is resizable.** To change the size, move the mouse to a corner until the standard mouse pointer icon turns into a two-way arrow icon. Click and hold down the mouse button, then drag the corner inward or outward until the menu is the correct size. This setting will be retained when Grade Book is opened in the future.
- **All columns in the Grade Book work area are also resizable.** Click on any column separator line and drag as described above to resize the column.

- **Icons** – Most of the Grade Book icons will remain inactive until the user clicks in a data entry column in the student/grade browse box below. Alternately, the user may right-click in any highlighted data entry column to select any of the functions that are available via the icons.
- **Students who have Comments** entered in their records will appear in blue font.
- **Skills** – If Skills have been linked to the selected class in STIOffice, a field will appear in the middle of the Grade Book menu (just above the student list) that will allow the user to select a specific Skill from the drop-down list. Then the user may view students' averages and scores for any Activities that were linked to that Skill.

Setting Up At The Start of The Grading Period

Selecting the Method of Averaging

- Go to the pull-down menus and select **Grade Book**.
- Select **Class Defaults**. The *Course Default Edit* menu will appear.
- Go to the *Average Method* section and checkmark the method that will be used to average the grades for this course.
- Select any other information to include in the grading report. It is possible to select Group By category that will allow the teacher to group Activities by category when displayed within the grade book.

If *Use Weight Mult on Scores Only* is checked, this will force the multiplier to be applied to the score only, rather than to both the score and the value.

- It is not necessary to do anything in the Posting section right now. This will be performed later, when final grades will be sent to the office.
- After completing the information on this screen, click **OK** to return to the *Grade Book* menu.

Averaging by Points

Entering Grade Categories

- Click the second icon from the left (the red columned icon), which is the **Define Categories** icon. The *Category List* screen will appear.
- Click on the Insert button, and the *Grade Book Category Edit* screen will appear.
- Enter a description of the Activity category in the Category window (An example would be Tests or Vocabulary).
- Enter the Value, or points, that all Activities in this category will have.
- In the Wt. Mult window, STIClassroom defaults to 1.00, but this may be changed to any weight by deleting and typing in the new weight here.
- Weight Add: This is where the teacher may add points to an Activity.

Categories may be edited or deleted, as long as they are not referenced by an Activity.

Averaging by Average

Entering categories for Averages is the same as entering for Points as described above.

Category Averages

Entering categories for Categories is the same except for the percentage. Each category must have a percentage assigned which will count that percent of the total grade. Therefore, before STIClassroom will accept the categories, they must add up to 100 percentage points. The final grade will be calculated using these percentages.

Example:

- Major Grades (Essays, Unit tests, etc.) =34% of the final grade
- Weekly Grades =33% of the final grade
- Daily Grades =33% of the final grade

The final average is the average of the averages in each category multiplied by the category weights. Each Activity in a single category counts the same.

Category Points

This averaging method allows the teacher to calculate a final grade based on the averages of the points within a category rather than the points.

Example:

- Major Grades (50%)-If the points for this category is 1000 and the student earns 800 points; the average is 80. If Major Grades has been set to count 50% of the total, the computer will calculate the grade making the 80 count for 50% of the final grade.
- Weekly Grades (25%)- If the total points for this category is 500 and the student earns 500, he has 100% of the total; the average is 100, but if Weekly Grades has been set for 25%, the 100 will count only 25% of the final grade.
- Daily Grades (25%)- If the total points for this category is 400 and the student earns 200, he has earned 50% of the 400; the average is 50, but if the Daily Category has been set at 25%, the 50 will only count 25% of the final grade.

Entering Activities for all four methods

- Click the first icon (the blue-columned one), which is the **Define Activities for This Grading Period**. The *Activity List* screen will appear. This feature may also be accessed from the pull-down *GradeBook* menu.
- Click the Insert button to add an Activity for the selected class.
- Accept the default of the current date or type in a new date.

- Use the drop-down arrow to select the *Category* under which this Activity will fall.
- Enter a description of the Activity. For example, if *Vocabulary* were chosen, the Activity might be *Unit #3 Practice*.
- The Value, Wt. Mult., and Wt. Add will default to the settings entered when the category was defined. However, it is possible to change these values here for this individual Activity.
- Enter any teacher notes about this Activity in the space provided.
- Skills Addressed in this Activity – This browse box will be displayed only if Skills have been linked to the selected class in STIOffice. Use this item to link specific Skills to the Activity. Perform the following steps to do this:
 - Click **Insert**. The *Select Skills* list will appear.
 - Select the Skill(s) to link to the Activity and click the **Add** button.
- Move to Lesson Plan – Check this box to move the details of the Activity and any linked Skills to a Lesson Plan record for the *Date* of the record.
- When all information has been entered, click **OK** to return to the *Activity Lists* screen.
- Continue until all Activities, or just this one, have been entered and click on **Close** to return to the Grade Book screen.
- Copy Activities from one class to another to save time and avoid repeating tasks. For more information, see the section *Copy Activities* below.

Entering Scores/Grades for Activities for all four methods of grading

- Click in the column under the Activity for which grades are to be entered. All the grayed-out icons should become active.
- Click the fourth icon (the blue icon), which is the **Enter Scores Down This Column** icon. The *Column Entry* screen will appear, with a roster of the students in the class. Make sure the correct *Activity* is listed on the screen.
- Place the cursor in the New column and enter the grade for the corresponding student and click the **Enter** key .
- To assign the same grade to all the students, type the grade for one student and click the **Fill** button, INSTEAD of clicking the **Enter** key.
- To drop all scores that have been entered, click the **Drop** button. The scores will continue to be displayed onscreen, but an asterisk will indicate that they have been dropped.
- Click Undrop to undo the Drop procedure.
- Click Save when all grades have been entered.
- It is possible to edit grades that have been entered by performing all the steps above; however, the scores will now be listed in the *Current* column. Place the edited score in the *New* column and click **Save**.

Editing Grades for all four methods of grading

Double-clicking on a student's score will automatically take the teacher to **Edit**. Clicking twice on the date of an Activity automatically edits that Activity. The date is retained from the previous Activity edited. Clicking the *CTRL* key while in any field will copy the value from the previous Activity edited.

- Highlight the name and score of the student's grade to be edited.
- Go to the third icon (the black and white one), which is the Edit Selected Score icon and click; the *Score Edit* screen for that student will appear.
- Enter the new grade in the window (Check to make sure this is the correct student and correct Activity).
- Enter a comment about the edit, if desired.
- Click OK when all information has been entered.
- Print this Activity and others by selecting **Print Grade Book** under the GradeBook pull-down menu.
- Cycle Student – Checking this option allows continuous entry of Activities for that student.
- Cycle Activity – Checking this option will cycle through all students for this Activity.

Entering Comments

- Highlight the name of the student who is to receive the comment.
- Click on the fifth icon (the white bar icon), the **Enter Comments** icon, and the comment screen for that student will come into view.
- Type in the User Number, if needed. This is an optional sorting tool. Highlight the student's name, select the Comment icon, and enter the number the user wishes to assign this student. The number can be changed whenever the user wishes.
 - This is also where the user assigns the User Number to the individual students. Simply highlight the student's name and give him or her a number. This number may remain the same all term or it may be changed as the user desires.
- Highlight the comment to be included for this student and click on the Select button. (For more information on the Comments, click here.)
- Click OK if the information is correct when the Comment screen reappears.

Printing Selected Student's Progress Report

- Select a student and click the sixth icon, **Print Selected Student's Report**.
- Report Options – Select the information to include in the report. To view more specific information about each item, rest the mouse cursor over the text until the pop-up caption appears.
 - *Print Picture* will print the student's picture on the report.

- If *Print Teacher Note* is checked, a *Select a Note* menu will appear after **Print** has been selected. The teacher may enter a new comment or select from a previously entered note.
- *Parent Signature* will print a line on which a parent can sign.
- *Course Comment* will print the comment that was entered via the **Edit Selected Score** icon.
- *Average Only* will print the course average only- no Activity grades will be included.
- Attendance Codes – Select the attendance codes to include in the report. Use the drop-down arrow to choose *All*, *None*, *Excused* or *Unexcused*; individual code types may be clicked to include or exclude them from the report.
- Daily Attendance Included – Check *Yearly* to include daily attendance for the academic year. Check *Grading Period* to include daily attendance for the grading period.
- Period Attendance – Check this box to include period attendance in the report.

Printing Gradebook Information

- Highlight the name of the student whose record is to be printed. See note below for information about printing Gradebook information for multiple students.
- Click on the seventh icon, which is the **Print Gradebook** icon, and STIClassroom will generate the report.
- View the Print Preview.
- Click on the Printer icon to print or click on the **Closed Door** icon to cancel printing.

When printing the Grade Book, the user may select multiple students in the roster by selecting a range of names and using the *Ctrl* or *Shift* keys along with a mouse click. Then click the **Print Grade Book** icon. Click **Yes** when prompted to print the grade report for the selected students only.

- Exporting Reports- In the Grade Book *Print Preview*, the user will see a **Globe** icon on the upper right-hand side of the window. Select this icon to export the report to an HTML or RTF file. The user may name the report, select the directory in which the report is to be saved, and indicate whether he/she would like to launch the registered viewer for the file type.

Printing Progress Reports for the Entire Class

- While in Grade Book, select the **Reports** pull-down menu.
- Select **Print Class Progress Reports**. The *Class Progress Report* menu will appear.
- Report Options – Select the information to include in the report. To view more specific information about each item, rest the mouse cursor over the text until the pop-up caption appears.

- *Print Picture* will print the student's picture on the report.
- If *Print Teacher Note* is checked, a *Select a Note* menu will appear after **Print** has been selected. The teacher may enter a new comment or select from a previously entered note.
- *Parent Signature* will print a line on which a parent can sign.
- *Course Comment* will print the comment that was entered via the **Edit Selected Score** icon.
- *Average Only* will print the course average only- no Activity grades will be included.
- Attendance Codes – Select the attendance codes to include in the report. Use the drop-down arrow to choose *All*, *None*, *Excused* or *Unexcused*; individual code types may be clicked to include or exclude them from the report.
- Daily Attendance Included – Check *Yearly* to include daily attendance for the academic year. Check *Grading Period* to include daily attendance for the grading period.
- Period Attendance – Check this box to include period attendance in the report.

Printing A Progress Report for a Student's Complete Schedule

- Highlight the student whose schedule progress report is to be printed.
- Click on the eight icon, which is the **Print Selected Student's Progress Report in All Classes** icon, and the *Student Progress Report* menu will appear.
- Select the grading period for this report. STIClassroom defaults to the present grading period, but this may be changed if desired.
- Select the student ID to use.
- Check the Averages Only box to print a simple report that contains only averages and the items checked below.
- Check Combined Averages to include an average for all of the classes.
- Select the Starting and Ending Dates for this report; STIClassroom defaults to the dates of the present grading system, but this may be changed.
- Check any, all, or none of these items to be included on the report:
 - Student Picture
 - Letterhead – A space will be left for the letterhead to fill.
 - Announcements
 - Round Averages – This will average numerical grades to the nearest whole number for display purposes.
 - Counselor – Print the names of student counselors.
 - Include Comment – This will include comments added via the **Comment** icon.

- Activities by Category – Activities will be grouped by category.
- Category Averages - Categories averages will be displayed, if used.
- Parent Signature – Provides a line on the printout for a parent’s signature.
- Current Teacher Only – Information on the report will be only for the teacher currently selected in Grade Book.
- Attendance Codes – Select the attendance codes to include in the report. Use the drop-down arrow to choose *All*, *None*, *Excused* or *Unexcused*; individual code types may be clicked to include or exclude them from the report.
- Daily Attendance Included – Check *Yearly* to include daily attendance for the academic year. Check *Grading Period* to include daily attendance for the grading period.
- Period Attendance – Check this box to include period attendance in the report.
- Failing Message – Check this box to include failing messages on the report for any student whose average is lower than the figure specified here. Type in the failing message as it should appear on the report.
- Average – Check this box to print a report for a student with one or more averages in a range. Enter the high and low figures in the spaces provided.
- Letter Grades – Check this box to show letter grades instead of number grades. Then use the drop-down list to select the *Scale to Use* for converting number grades into letter grades. Check the *Letter and Number Grade* box to include both letter and number grades in the reports.

If the user is printing letter grades and the course has a scale defined in the Master Schedule, that scale will be used.

- When all criteria have been entered and the report is ready, click the **Print** button to generate the report.

Print Missing Grades

- While in Grade Book, select this option under the **Reports** pull-down menu to generate a list of missing grades by student or Activity.

Printing Problems

Some printers print in the normal size and some print in a very small size... There are two possible solutions:

- Go to the Properties of the printer, select the Graphic tab, see if the DPI is either 300 or 600, make sure that all are programmed on the one that prints as the user would like.
- Go to the Computer Desktop and right-click, then select Properties and check Screen Resolution. If it is 600\480, change it to 800\600 or vice versa. Even though this one has nothing to do with printing, it has corrected the problem before.

The Gray lines print from some printers and do not print from others.

- This is not an STIClassroom problem. If one computer prints the lines, the program is working. Check the individual computer and see that all are in sync under Properties.

Posting Grades

Some principals will allow teachers to post to previous grading period from the current one. If this option is allowed, the teacher can post to Grading Period 1 from Grading Period 2 and so forth. This will allow teachers to maintain totals over a longer period of time, but this also requires teachers to make sure they are posting grades into the correct grading period.

Follow these directions to post grades:

1. Set up class defaults as described below in the *Class Defaults* section.
2. Click the ninth icon, which is the **Post Scores to SSTS** icon.
3. If all the information on the *Post Grades* screen is correct, click the **Post** button.

Grades will not be posted for students with no Activities.

Viewing a Student's Schedule

- Select the student whose schedule is to be viewed.
- Click the **Student Schedule** icon, and the student's schedule will appear.
- Click the **Roster** button to view a roster for any class in the student's schedule. Additional information is available for all other students in the roster.

Viewing a Student's Demographics

- Select the student whose demographic information is to be viewed.
- Click the **Student Demographics** icon and the student's demographic data will appear.
- Click on a tab to view the desired information.

Viewing a Student's Discipline Information

- Select the student whose discipline information is to be viewed.
- Click the **Student Discipline** icon and any infraction details and actions will be listed onscreen.

Viewing Student Test Information

- Select the student whose test information is to be viewed.
- Click the **Student Tests** icon and any test details will appear onscreen.

Viewing the Teacher Planner

- Click the last icon to enter the Lesson Planner. See the section *Lesson Planner* for information about this utility.

GradeBook Pull-Down Menu

The **GradeBook** pull-down menu is displayed at the top of the screen whenever Grade Book is open. The following options are available here:

Class Defaults

Select this option from the pull-down menu to view the *Course Default Edit* menu.

- **Grading Period** – Grade Book displays the most recent grading period here.
- **Course #** - The course and section number for the selected course is displayed here.
- **Average Scale Weight** – To add points to the final averages of all of the students in the selected course, insert the number of points here.
- **Activity Sort Order** – Select whether to sort Activities in Date Ascending or Date Descending order. Check the *Group by Category* box to group the Activities by Category.
- **Average Method**
 - **Points** –To use the Points method for calculating the final course grade in the selected course, check this item. The Points method controls the weighting of Activities based upon the number of points each Activity is worth. Activities with greater weight have a higher point value. The final course average is calculated by totaling the total number of points for a student, and dividing that total by the number of Activities possible.
 - **Average** –To use the Average method for calculating the final course grade in the selected course, check this item. The Average method assigns equal weighting to all Activities by assigning a value to each Activity of 100 percentage points. The final course grade is calculated by totaling all averages and dividing by the total number of averages possible.
 - **Category** – To assign weighting to Categories, check *Category (Pts)* or *Category (Av)* as appropriate. All grades in Activities are inflated or reduced based upon the weighting assigned to each Activity category.
- **Include Withdrawn Students** – Check this box to continue to display withdrawn students in the list.
- **Auto Display Current Grading Period** – Check this box to set Grade Book to automatically display the most current grading period on startup.
- **Use Weight Mult on Score Only** – Check this box to force the multiplier to be applied to the score only, rather than to both the score and the value.

- **Print Class Averages On Progress Reports** – Check this box to display the class average for each Activity on student progress reports.
- **Use Grade Translation Table** – Check this box to use the grade translation table when entering grades.
- **Display Previous Grading Period Grades** – Check this box to display student averages posted from previous grading periods for the selected course.
- ***Display Total Points** – Check this box to display each student’s total points and the number of points possible.
- **Round Displayed Average** – Check this box to display each student’s numeric average as a whole number.
- ***Display Letter Grade for Average** – Check this box to display corresponding letter grades next to each student’s current average.

*The *Display Total Points* setting is inherited by reports. For example, if the user chooses to display letter grades and possible points in Grade Book, these values will display when the Grade Book, Class Progress and other reports are printed.

- **Skills Scale** – This scale, which is used to calculate marks from Activities, will only be displayed if Skills are used.
- **Comment Entry By** – Select a Comment entry preference to use in manual grade entry, if applicable. Choose either *Comment Number* or *Comment Description*.
- **Averages Updated** – This field displays the most recent date and time on which student averages in the selected class were updated.
- **Grade Posting** – Select up to three grades that will be posted at the end of the current grading period, along with the heading for each grade.

Define Categories

This feature is described in the section *Averaging by Points* above.

Copy Activities

Use this utility to copy Activities that have already been entered into one class over to another.

- In the main menu, select the course with no Activities and click the **Grade Book** icon. In the *GradeBook* pull-down menu, select **Copy Activities**. The *Copy Activities* menu will appear, with the selected course listed in the *Copy To* field.
- In the *Copy From* field, use the drop-down arrow to select the class from which the Activities are to be copied. All Activities entered for that class will be listed in the lower right window.
- Highlight each Activity that is to be copied and click the **Copy Activity** button, located between the *Copy To* and *Copy From* windows. This button consists of an arrow pointing to the left. All selected Activities should appear in the *Copy To* window, in red font.

- To copy ALL Activities from one class to another, click the **All** button and then click the **Copy Activity** button.
- To undo the All selection, click the **None** button- but this must be done before the **Copy Activity** button is clicked; otherwise the user must remove Activities from the *Copy To* field by selecting them and clicking the **Remove Copied Activity** button.

Once Activities have been copied from a class, the user may select **Auto** when copying Activities from that class to any other class in the future, and all the previously copied Activities will become highlighted. The user may then choose to copy all the selected Activities, some of them, or none of them, by using the instructions above.

- Check the Copy Categories box to copy categories along with Activities.
- Click the **Save** button to complete the copy procedure.

Define Daily Activities

This feature is described in the section *Entering Activities for all four methods* above.

Define Notes

This utility allows the user to enter notes or comments that may be stored and used over and over again by pasting to a record.

- Go to the pull-down menu and select **Define Notes** under *GradeBook*. The *Define Notes* screen will appear.
- Click the Insert button, and the *Grade Book Note Edit* screen will appear. Type in the desired comments and click **OK**.
- Repeat the instructions above for each note. The comments will be stored where the teacher may access them for placing on individual records.

Hide Names

Select this option to toggle on/off the display of student names in the Grade Book work area. The user must enter the administrator password to perform this function.

If the **Print Gradebook** command is selected when names are hidden, the Grade Book will be printed with no student names listed.

Drop Scores

This utility allows the user to drop certain scores without having to search through the grade book manually.

- Go to the GradeBook pull-down menu and select **Drop Scores**.
- Click on one, two, or all three of the options and STIClassroom will perform the procedure for the class/student that was selected.
- Number of Scores – Select the number of these scores, per student, which are to be dropped.

Sort

This utility gives the user the option of arranging the student names in the class roster in any of the formats listed. If *By Random Numbers* is chosen, the names will be displayed in a different sort every time the teacher enters the Grade Book.

Teacher Planner

This feature is identical to the Lesson Planner, described below.

Graphs Pull-Down Menu

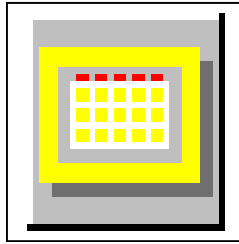
It is possible to print a graph of students' grades while in Grade Book by selecting the **Graphs** pull-down menu and choosing the type of graph to print.

Reports Pull-Down Menu

The following reports may be generated here:

- Print Gradebook – See the section *Printing Gradebook Information* above for information about this report.
- Print Class Progress Reports – See the section *Printing Progress Reports for the Entire Class* above for information about this report.
- Print Class Worksheet – Select this option to print a class worksheet in grid format.
 - Select up to eight *Activities* to include in the worksheet. Then choose the Report Options to include. Right-click anywhere in the *Activities* list to Select All Activities.
 - Student ID – Choose whether to print students' *Names*, student *Numbers* or *Both*.
 - Print Lines – Select whether to print *Vertical* lines, *Horizontal* lines, or *Both*.
 - Single Line per Student – Check this box to print one line per student.
 - Landscape – Check this box to print in *Landscape* format (left-right, as opposed to the default format, Portrait, which is orientated up-and-down).
 - Check the respective box(es) to Print Student *Averages*, average *Letter Grade*, *Student Scores*, or *Blank Scores Only*.
- Print Missing Grades – Select this option to generate a list of missing grades by student or Activity.
- Print Progress Reports (All Classes) – See the section *Printing A Progress Report for a Student's Complete Schedule* above for information about this report.

Lesson Planner



This utility provides a fast, efficient tool for creating lesson plans. The plans are easily entered and accessed.

There are four main sections of the Lesson Planner screen:

- The *Lesson Plan Calendar*, in the upper left corner, allows the user to click on any day of the month to view the planner screen for that day. The current date and month is selected by default, but the user may scroll backward or forward throughout the year. The date selected here determines what information the user will see in the next section, the *Lesson Plan Browse Box*.
- The *Lesson Plan browse box*, which is the large white field in the middle of the screen, displays any lesson plans that have been entered for the selected day. Check the *Weekly* box above this field to display all lesson plans for the week of the selected day. This setting will be retained between STIClassroom sessions.
- The *Unit or Chapter browse box*, located in the middle left side of the screen below the *Lesson Plan Calendar*, displays the unit or chapter that corresponds with the selected date.
- The *Terms browse box*, located at the bottom left side of the screen below the *Unit or Chapter browse box*, displays the date ranges for all terms comprising the current year. Click on any range to move to the month of the starting date of the term.

Entering Lesson Plans

- In the STIClassroom main menu, select the class for which the lesson plans are to be made.
- Click the **Lesson Planner** icon. The *Lesson Planner* screen will appear. This utility may be also accessed within Grade Book.
- Note that the Course and Section appears in the title bar. Make sure this information is correct before proceeding.
- Use the cursor and click on the day of the month for the lesson plan (STIClassroom defaults to today's date, but the plans can be made for the days ahead and entered for those in the past.).
- Click the **Insert** button, and the *Lesson Plan Edit* screen will appear.
- Check to make sure that the course and date are correct.
- Enter the title of the chapter, unit, or lesson plan in the Unit window.
- Use the cursor and select the tab for the part of the lesson plan that needs input, such as Objective.

- After Objective has been entered, go to whatever tabs the user would like next (All tabs do not have to be completed).
- Click OK when all data for the lesson plan has been entered, and the lesson plan will appear in the screen to the right. Plans are displayed by the week or day, depending on the user's selection.
- Enter other lesson plans for other dates by repeating the above procedures.
- After teaching this lesson, if the objectives have been met, check Objectives Completed, and this plan will become grayed out (to indicate that the lesson was completed) in the window that lists all of the daily plans.
- Change or Delete a lesson plan by selecting the proper button or either highlighting the lesson plan in the window and right-clicking.

Terms

This box defaults to the selected term. Selecting a different one will take the user to the month of the starting date of the term.

Categories

This allows the user to define items within a pre-set Category for inclusion in a lesson plan. The user should highlight the category and insert/define any Activities that fall into its realm. For example, there may be a category called *Assessment* that contains a list of items to use to assess a student's progress, such as *Check Homework*, *Oral Responses*, or *Classwork*. When the teacher builds the lesson plan, she/he can drag the items to the lesson plan being created.

Actions

- **Copy-** This button allows the teacher to copy or move lesson plans from one course to another in any term or from one set of dates to another within the same course.
 - Term- Check Term and a list of all classes all terms will be shown.
 - Procedure- This can be either Copy or Move, whichever the teacher desires.
 - Course- Highlight the course that is to be copied.
 - Dates- The dates default to the starting and ending dates for the selected term; these may be changed to move one week to another.
 - Copy To- Select the term to get starting and ending dates or type them in. From and To dates may not overlap. If the number of days in the From and To range differs, the user will be warned and the procedure will copy/move what it can, either not copying or leaving some dates without plans.
 - Copy- When ready to copy/move, select this button.
- **Export** – Lesson plans may be exported for the selected date(s) to a text file. The file may be imported into STIClassroom at a later date; this allows the teacher to reuse the plan from year to year. This file may be saved for archiving and may be viewed with any editor; however, altering the file in any way may cause the file to be unimportable. The

filename defaults to an extension of *.LPX* for easy location when importing.

- The *Export* screen will show the file that the plans will be exported to; the term is for the term of the course from which the plans will be copied; the dates are the dates of the lesson plans that will be copied.
- **Import** – The *Import* screen will show the file from which the plans will be exported; the *Term* refers to the term of the plans; the *Dates* are the dates of the plans. If the number of days in the imported file differ from the date range selected, the teacher will be warned and the utility will import what it can. It will either fail to import all plans or leave some dates without plans.

Editing Lesson Plans

To move a plan, the teacher need only to change the date on the *Record Will Be Changed* screen that comes up after the **Change** button has been selected. If information exists in any one of the tabs, the tab description will appear in red font.

Right-clicking under any tab will give the teacher a list of options to use to build a plan. Options include *Skills*, *Activities*, and any *Categories* that have been defined. If *Activities* is chosen, for example, the user will get a list of *Activities* that have been defined for the class in the current term. The user may click-and-drag any item displayed in the list onto any tab of the plan. More than one of these options may be active at one time; the user may leave them open while working on plans.

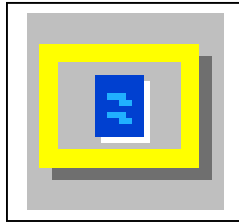
When *Activities* are dragged into a lesson plan, the user has the option of including any *Skills* linked to the *Activities*.

Viewing Lesson Plans

- Click on the day of the week that lesson plans are needed. The plans for that entire week will be displayed.
- Click on the lesson plan desired, and that plan's Edit page will appear.
- Make any corrections or simply review and click OK to return to the main screen.
- Delete the single daily plan by clicking on the Delete button.
- Delete all the plans for this course by clicking on the Delete Plan button.

Even though a lesson plan for another day or week has been retrieved, only the Unit Title for the current day's lesson plan will be displayed in the bottom-left window.

Textbook Management



This utility provides the user with a method of assigning and tracking textbooks. The textbooks for a class/course must be entered in the **Valid Schedule** in STIOffice before this utility will work.

Assigning Textbooks

1. Select the class for which textbooks are to be assigned and click the **Textbook Management** icon. The *Textbook Tracking* menu will appear, displaying a roster of the students in that class.
2. If more than one book has been assigned to the course in the STIOffice **Valid Schedule**, use the drop-down list to select the appropriate book in the *Book* field.
3. The first field in the column next to *Home Rm* will be highlighted. Click the **Out** button, and the *Check Out* menu will appear.
4. Enter the Book #. This number must be within the range entered for the book in **Utilities | Textbooks | Master List** in STIOffice.
5. Select the condition of the book. The *Fee* value will adjust accordingly, if applicable.
6. Enter the Date of assignment. The current date will appear by default, but this may be changed if necessary.
7. To print a list of assigned textbooks, click the **Printer** icon.

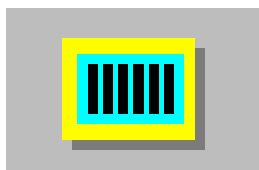
Returning Textbooks

- To check a book back in, repeat the steps above, but click the **In** button in *Step 3*. If a book is damaged, the fee will be entered on the student's record.

Clearing All Books Except Unaccounted

- Click the **Clear** button to clear all books except the ones that are unaccounted for. Books that are unaccounted for are considered to have outstanding charges.

Skills



This utility may be used to enter Skills marks and/or track students based on completed Skills. These Skills may also be used when building Lesson Plans.

All Skills must be defined and linked to classes in STIOffice before the user may implement any Skills feature in STIClassroom. If Skills have not been linked with a class in STIOffice under **Utilities | Grading | Skills Bank**, the **Skills** icon will remain inactive when the class is selected in the STIClassroom main menu.

The **Skills** utility functions much the same as **Grade Book**, except it is based upon Skills and Marks, rather than scores, grades and Activities. Many of the icons in the *Skills Maintenance* menu perform the same function as they do in Grade Book.

Click the **Skills** icon and the *Skills Maintenance* menu will appear.

Using the Skills Maintenance Menu

- **The menu is resizable.** To change the size, move the mouse to a corner until the standard mouse pointer icon turns into a two-way arrow icon. Click and hold down the mouse button, then drag the corner inward or outward until the menu is the correct size. This setting will be retained when Grade Book is opened in the future.
- **All columns in the Skills Maintenance menu are also resizable.** Click on any column separator line and drag as described above to resize the column.
- **View** – By default, *Marks* is selected here. If Skills have been linked to any Activities, the user may select *Averages* here to view students' averages in specific Skills, or what the students' marks would be if posted based on their averages. Marks that appear with asterisks after them have not been posted; these marks are calculated based on the *Default Skills Scale* set in the **Classroom** system edit menu in Principal's Module.
- **Icons** – All the Skills Maintenance menu icons, with the exception of **Print** and **Exit**, will remain inactive until the user clicks in a data entry column in the student/Skills browse box below. Alternately, the user may right-click in any highlighted data entry column to select any of the functions that are available via the icons.

Edit Selected Mark

Double-click in any column space underneath the Skills displayed across the *Skills Maintenance* menu to open a *Record will be Changed* menu for the student whose record corresponds with the space selected. These menus are used to enter or edit marks for Skills. Until a mark is entered, the space will be blank.

Alternately, the user may click a single time in any space and then click the **Edit Selected Mark** icon.

Clicking on a space within the student/Skills browse box “selects” both the student and the Skill.

- **Check the Cycle Student box** to enter multiple Skills records for the selected student.

- Check the *Cycle Skill* box to enter multiple student records for the selected Skill.
- Use the drop-down list to select a *Mark*.
- Use the drop-down list to select up to two *Comments*, if desired.
- Enter any *Notes* if necessary.
- Click **OK** to save the record. If a *Cycle* box has been checked, the next record will immediately appear onscreen. Click **Cancel** to end the cycling procedure.

Enter Marks Down a Column

- Click in any column and select the Enter Marks Down This Column icon to cycle down the column for Mark entry only. The *Column Entry* screen will appear, with a roster of the students in the class. Make sure the correct *Category* and *Skill* are listed on the screen.
- Place the cursor in the *New column* and enter the mark for the corresponding student and click the **Enter** key.
- To assign the same mark to all students, type the mark for one student and click the **Fill** button, INSTEAD of clicking the **Enter** key.
- Click **Save** when all marks have been entered.
- It is possible to edit marks that have been entered by performing all the steps above; however, the marks will now be listed in the *Current* column. Place the edited mark in the *New* column and click **Save** to save the changes.

Print Selected Student's Report

- Select a student and click this icon to generate a skills-based report card for the student. For more information on skills-based report cards, see the section *Skills Report Cards* in the *Principal's Module* chapter.

Print Skills Maintenance Menu (Gradebook)

- Click this icon, which may actually be labeled with the popup description *Print Gradebook* in some applications, to generate a report of the information displayed in the *Skills Maintenance* menu.

Post Marks

- Click this icon to post marks. Marks may not be posted unless the Skills Scale is set in *Class Defaults*.

View a Student's Schedule

- Select the student whose schedule is to be viewed.
- Click the **Student Schedule** icon and the student's schedule will appear.

- Click the **Roster** button to view a roster for any class in the student's schedule. Additional information is available for all other students in the roster.

View a Student's Demographics

- Select the student whose demographic information is to be viewed.
- Click the **Student Demographics** icon and the student's demographic data will appear.
- Click on a tab to view the desired information.

View a Student's Discipline Information

- Select the student whose discipline information is to be viewed.
- Click the **Student Discipline** icon and any infraction details and actions will be listed onscreen.

View Student Test Information

- Select the student whose test information is to be viewed.
- Click the **Student Tests** icon and any test details will appear onscreen.

Teacher Planner

- Click the last icon to enter the Lesson Planner. See the section *Lesson Planner* for information about this utility.

Skills Reports

- While in the *Skills Maintenance* menu, click the Reports pull-down menu at the top of the screen to generate either of the reports described below.
- Before generating these reports, the user may select multiple students in the *Skills Maintenance* roster by using the *Ctrl* or *Shift* keys along with a mouse click. This procedure is referred to as *multi-selection*. When the report is selected, the user will be prompted as to whether the report should be printed for the selected students only.

Report Cards for this Class – (All Students)

- This option will generate skills-based report cards for the entire class or a multi-selected group of students. For more information on skills-based report cards, see the section *Skills Report Cards* in the *Principal's Module* chapter.

Report Cards for All Classes (All Students)

- This option will generate skills-based report cards for all classes in the teacher's schedule. For more information on skills-based report cards, see the section *Skills Report Cards* in the *Principal's Module* chapter.

Principal's Module

Master Schedule

This button leads to a read-only access into the Master Schedule. However, the administrator may access teachers' schedules and planners from this vantage. Student schedules, demographics, and attendance records are also obtainable.

Tabs

Select the tab that will arrange the Master Schedule in the order that is preferred for this particular visit into the program:

- **Course Name**-Selecting this tab will arrange the schedule in alphabetical order according to name.
- **Course #**- Selecting this tab will arrange the schedule in ascending numerical order.
- **Teacher Name**- Selecting this tab will arrange the schedule in alphabetical order according to teacher's last names.
- **Room**-Selecting this tab will arrange the schedule in ascending order of room numbers.

Terms

The system defaults to the current term.

Attendance

Highlight the desired class and click the Attendance button and the All Day Attendance screen for that class will appear. The screen contains a list of the students in that class with a summary of each student's attendance record included.

- **Date**- Use the Drop-down Arrow and select the date for the attendance record desired.
- **Demographics**- Click on this button to view the demographics of the highlighted student.
- **Schedule**- Click on this button to view the schedule of the highlighted student. Note: It is possible to view the roster of any class on the student's schedule simply by clicking on the Roster button located on the student's schedule screen.

- **Attendance Detail**-Click on this button to get a more detailed record of the highlighted student's attendance.
- **Planner**- Click on this button to view the teacher's Lesson Planner for this particular course.

Grades

To view the grades of the students in the highlighted class, click on the Grades button. A screen with the individual averages of each student on roll will appear.

Gradebook

To view this class from Grade Book, click on the Grade Book button. Select the term, highlight the Activity and then click on any of the active icons to make use of their utilities.

Planner

To view the lesson plans of the teacher in the selected course, click the **Planner** button. This portion of the module is not read only; the administrator may enter, delete, or edit the planner.

Roster

To view the roster of the selected class, click on the **Roster** button.

Skills

If the selected class uses Non-traditional Skills marking, click on the **Skills** button to view the record.

Close

To exit this part of the module, click on the **Close** button.

Classroom

Click this button to access the *CRM System Edit* menu, which will allow the administrator to set the limits of STIClassroom. An administrator password is necessary to access this utility.

Three tabs may be available here:

Access and Defaults

Password

The *Password* field contains the *Supervisor System* password. Once the *CRM System Edit* menu is open, the administrator is given the option to change this password as often as needed. Of course, the word may stay the same and the administrator can simply ignore the Password Window; however, for security reasons, there may be times when a change is needed and this utility provides this capability.

Substitute Teacher Password

This password can be used by substitutes when logging in as the teacher for whom they are substituting. The substitute will not be allowed into **Grades** fields and will have read-only access to **Lesson Plans**.

Warning: If the *Substitute Teacher Password* matches any regular teacher's password (as set up in STIOffice), that teacher's access rights will be restricted as though he/she were logged in as a substitute. Care should be taken to avoid this scenario.

Classroom Setup Password

This field contains the password that the user must use to access the *CRM System Edit* menu. Leave this field blank to use the *Supervisor System* password for this purpose.

Settings

This section of the program allows the administrator to limit/grant areas of access or capabilities to the users of STIClassroom.

- **Student Demographics-** To allow users of STIClassroom access to a student's demographic information, check this option. This will allow a read-only access.
- **Mark Students Present-** (Defaults off). If checked, period teacher may mark a student shown as absent, present. This may be useful if there is typically a lag between when a student checks in and when he/she gets to class.
- **Special Instructions-** (Defaults on). If checked, a teacher may view a student's Special Instructions.
- **Teachers Can Change Their Passwords-** (Defaults on). If checked, teachers may change their passwords.
- **Student Discipline-** To allow users of STIClassroom access to a student's discipline record, check this option. This will be a read-only access.
- **Change Previous Daily Attendance-** Check this box to allow users to change previously posted daily attendance records.

Whether or not this option is enabled, teachers cannot change previously posted attendance if a month has been closed in the STIOffice State System File.

- **Student Special Ed** – Check this box to allow teachers to see students' Special Education classifications.
- **Change Previous Period Attendance-** Check this box to allow users to change previously posted period attendance records. If this box is selected, the *Period Attendance Codes* tab will be enabled; in this tab, the administrator should select each period attendance code that teachers may use.

Whether or not this option is enabled, teachers cannot change previously posted attendance if a month has been closed in the STIOffice State System File.

- **Student Tests** – Check this box to allow teachers to view and print students’ test histories.
- **Print Progress/ Report Card [All Classes]**- Select this option to allow users of STIClassroom the capability to create progress reports that contain all of the courses a student takes, not just the report from that teacher’s class. If this is left unchecked users can make progress reports for their classes only.
- **Lesson Plan Deletes-** (Defaults on). If checked, teachers may delete whole lesson plans.
- **One Instance Running per Workstation-** (Defaults on). If checked, a teacher may not run multiple instances of STIClassroom on one workstation at the same time.
- **Grades Posted Over 100-** (Defaults on). If checked, teachers can post grades greater than 100. If not checked, the teachers will be warned that a grade they are posting would have been greater than the 100 but is being changed to 100.
- **Teachers Can Send Messages** – Check this box to allow teachers to send messages to users logged into STIClassroom and/or STIOffice.

Default Average

It is up to the administrator to set the default average code in STIClassroom. The customary approach is to set the default for the method used by most of the teachers at school.

- **Points-** To set the default code to Point, check this item.
- **Average-** To set the default code to Average, check this item.
- **Category Pts.-** To set the default code to Category Pts., check this item.
- **Category Avg.** To set the default code to Category Avg., check this item.

Default Skills Scale

This item will only appear if Skills are entered in the Skills Bank (under **Utilities | Grading**) in STIOffice. Use the drop-down arrow to select the scale to use when calculating Skills Marks from Activities.

Attendance

- **Type “Other”=Allday Absence** – Check this box to mark students who have a daily absence type of *Other* as *Absent Allday*.

Teacher Desktop - Allow Access

(All default on). The administrator may restrict access to all icons on the teacher desktop except Rosters. If an administrator does not want the teachers to have access to an icon, simply uncheck the option.

Default Absentee Code

If most of the absences at this school are coded excused, the administrator may want to set the default absentee code to Excused. This will mean that the only changes will

be for those who are unexcused. However, if the opposite is true, the administrator may select Unexcused as the default code. The choice for this is left totally to the administrator.

The Default Skip Code is @@@; however, the administrator may select the attendance code that the program uses to post for skipping students.

Classroom Shut Down

There are times when STIClassroom must be shut down, for example to allow STIOffice to do its daily back up. This shut down can be set to happen automatically by inserting the time for the shut down to START and then inserting the time the shut down is to END. This time of shut down is normally set for hours that STIClassroom is not ordinarily in use; for example, many administrators set the shut-down time for after hours. Starting and ending times may not cross midnight. The times entered will be immediately seen by logged-in teachers; this means that the administrator may enter shutdown times at any time and all users will be affected without having to log out and log back in for the times to show up on the computer.

Inactivity Timeout

(Defaults to zero, or *None*) Enter the number of minutes for which the program may remain inactive before the user is automatically logged out. It is recommended that this feature be implemented, as a security measure, to prevent students from accessing STIClassroom when a teacher leaves the room. Alternately, teachers should be instructed to log out of the program whenever they will be away from their workstations.

Grades/Lesson Plans

Allow Posting

This is where the administrator sets up the times that users of STIClassroom may post grades (or Skills) to the office. Check those grading periods that are to have grades posted. **Note:** To avoid problems, these are usually not checked until a couple of days before the grades are actually due.

- **Allow Posting to Previous Grading Periods**- (Defaults to unchecked). Checking this will allow teachers to post to Grading Periods previous to the current one from Grade Book. A teacher may start a grade book for a course in Grading Period 2 (Semester), recording Activities from the beginning of school. If this option is checked, he/she will be allowed to post to Grading Period 1 from a class active in Grading Period 2. This allows the teacher to maintain totals over a longer period of time.
- Check each term listing below to allow grades for that term to be posted.

Lesson Plan Tabs

Use this feature to customize the tab names in teachers' Lesson Planners. For each tab, the user may indicate whether the tab is *equal to Activities* or *Skills*. This enables that part of the lesson plan to be built automatically as Activities are entered.

Student Filters

There are times when the administrator will need to run reports or make lists for various reasons. This utility allows the administrator to make filters for those that are most often used. They are then available and may be accessed according to Description or Query # by selecting the respecting tab. Of course, the administrator may run new reports at anytime.

For information on how to create the filters, follow the directions below:

Click on the Insert button to bring the QBE screen into view. When first choosing to edit or create a student QBE, the first screen to appear is the Student QBE for 2000 that has a display of the basic reports that have already been created. The tabs Description and Query #, will arrange this list by name alphabetically or report number (which is automatically assigned by STIOffice). To create a new query, click on the Insert button and the QBE Edit screen will appear.

QBE Edit

This screen is reached by clicking on the **Insert** button on the above screen. The tabs displayed across the top of this screen provide avenues for creating a customized, specific query.

- **Student tab-**The Student tab allows the user to enter the following fields of information as part of the report criteria:
 - **Filter Type-** Use the Drop-down Arrow and select *Standard*, *Both*, or *Advanced*. *Standard* is the simple A to Z type reports. *Advanced* is for reports that are concerned with Adv. Students and/or Adv. Courses. *Both* is for reports that will concern both types of filters.
 - **Name-** To run a report of All students, leave these blank. To restrict the report, type in the beginning and ending names to set a range for the collection of data.
 - **Order-** Use the Drop-down Arrow and select the order that this report is to be printed.
 - **Homeroom-** To print a report that is regarding specific homeroom(s), enter the beginning and ending homerooms to set the range for the information to be gathered.
 - **Grade-** If only information pertaining to certain grade levels is needed, enter the beginning and ending grades to set the range for the information to be gathered.
 - **Gender-** Use the Drop-down Arrow and select the gender criterion to use in this report.
 - **Withdrawn-** To include the withdrawn students in this printed report, select this command.
 - **TEST-** After all criteria have been entered for this report, click on this button to see whether or not the criteria will deliver the list of students needed for this test. The list will be displayed in the bottom window of the screen.
 - **Print-** After the Test queue has been created, a printer icon will appear on the bottom left of the screen. If ready to print, select this command.

- **More Students tab-** This utility allows the user to enter more fields of information as report criteria.
 - **Race Codes-** If only students of a particular race(s) are needed for this report, enter here by typing the codes representing those races one after another, without spaces or punctuation.
 - **Zip Codes-** If only certain zip codes are to be considered for this report, use the Drop-down Arrow and select which are to be included.
 - **Phone-** If only the student or guardian phone number is to be included on this report, use the Drop-down Arrow and select the ones desired.
 - **Student Groups-** To include only students belonging to a particular group on this report, use the Drop-down Arrow and make the selection of the particular one(s).
 - **TEST button-**After all criteria have been entered for this report, click on this button to see whether or not the criteria will deliver the list of students needed for this test. The list will be displayed in the bottom window of the screen.
 - **Print-**After the Test queue is created, a printer icon will appear on the bottom left of the screen. If ready to print, select this command.
- **Adv. Student tab-** Selecting this tab allows the user to Apply the Expression Builder to set up expressions with values to filter the selection criteria for this report.
 - **Expression Builder-** An expression is an added criterion for selecting data. Use the Drop-down Arrow and select the file containing the student information needed to make the report's specifications.
 - **Field-** Use the Drop-down Arrow and select the field within the student information file that contains the information desired to become a part of the report criteria.
 - **Oper-** Use the Drop-down Arrow and select the operand (a quantity upon which a mathematical operation is based, i.e., equal to or greater than) to use in generating this report.
 - **Value-** Type in the information in the window provided that represents some or all of the criteria for this report. (An example could be in zip codes: equal to 03546; and the criteria would be all students who have that zip.)
 - **Inc. User File-** To include information contained within a User file, check this item.
 - **Add Expression button-** After creating the "expression," click on this button and STIOffice will add the expression to the Student Filter Expression window.
 - **Delimiter-** To insert another "expression" into this report criterion, click on the Delimiter (A character or space indicating the beginning or end of a piece of computer data) and select the appropriate bridge to insert between the expressions. Click on the Add more expressions.

- 1 Student- To select the students individually for inclusion in the report criteria, click on the 1 Student button. This will find the student(s) to add and select them one at a time. Note: There is a limit of 39 students that can be entered in this filter.
- TEST button- After all criteria have been entered for this report, click on this button to see whether or not the criteria will deliver the list of students needed for this test. The list will be displayed in the bottom window of the screen.
- Print-After the Test queue is created, a printer icon will appear on the bottom left of the screen. If ready to print, select this command.
- **Course tab**- If this report concerns course information, select the Course tab and enter the basic course search data.
 - Course Number- To limit this report to only one course number, type the number in the slot provided.
 - Section- If a section is to be part of the criteria, enter it here.
 - Period- If a particular period of the school day is to be included in the criteria, use the Spin Box and select it here.
 - Term- If a particular term is to be part of the criteria, enter it here.
 - Course Name- To generate a list of all students who are taking a particular course, type the course title here. The course number, section, and period will also give this same information.
 - Teacher Name- Type the name of the particular teacher to include all courses taught by that teacher, or enter the period and restrict it to that class.
 - TEST button- After all criteria have been entered for this report, click on this button to see whether or not the criteria will deliver the list of students needed for this test. The list will be displayed in the bottom window of the screen.
 - Print-After the Test queue is created, a printer icon will appear on the bottom left of the screen. If ready to print, select this command.
- **Adv. Course tab**- This utility works very similar to the Adv. Student tab. Use the Expression Builder to create expressions with values to filter the selection criteria for this report.
- **User Display tab**- This utility allows the user to print, in essence, a different report based on the data already entered. Select the User Display tab and enter the data for the students already selected and only the data selected on this page will print.
 - File- Click on the Drop-down Arrow and select the file containing the field that is to be included in this filter.
 - Field- Click on Drop-down Arrow and select the field within the file that contains the information to be printed. Next, click on the Ellipsis button located next to the Field window, and the data will be added to the User Display Field Expression below.
 - Text- (Optional) Type the info for the column that will contain the data and click on the Ellipsis button to the right of the Test window. The text will be added to the column labeled User Display.

- Include User File- If information in the User Files is to be considered in this search, check this item.
- Test- Run the Test to see if this is actually the list that is desired. If it is, click on the Printer icon at the bottom of the page and the QBE Filter Results screen will appear.
- **QBE Filter Results-** This screen allows the user to decide what information is to be printed.
 - ID to Print- Use the Drop-down Arrow and select the ID to use as a printing guide.
 - Form Feed Between Breaks- Check this item if a page break is needed when Sort Field changes.
 - Sort By Display Field- Check this item if this information is to be sorted by content of User File display.
 - Only Students With Display Info- Check this item to remove students who do not have User Display information.
 - Name Order- Check the order desired for this printed report.
 - Fields- In the Fields window, click on the fields not needed for this report and they will be removed from the window. They will appear on the Drop-down List above. Go to that Drop-down List and select User Display. After User Display has been selected, click on the Ellipsis button located to the right of this option. User Display should now be listed in the Fields window where the other info was removed.
 - Heading- If this report needs a heading, type it here.
 - Print- When all criteria have been entered, click on the Print button.

Grade Translation

This option gives the administrator the ability to create a grade translation that will allow teachers to use an alpha grade system in lieu of the numeric system that has been set up in 2000.

This is a school-wide decision. If the administrator selects alpha grades, the entire school must use alpha grades.

To set up a grade translation, follow the directions below:

- After clicking on the Grade Translation button, the Grade Translation Table screen will appear.
- Click on the Insert button, and a Record Will Be Added screen will appear.
- Enter Mark- Enter all possible grades in the table with the appropriate percentage values. These will be entered as Activity grades only.
 - Example: A=90%, B=80%, C=70%, D=60% or INC=0% (This could stand for Incomplete, no credit).
 - Example: Use it as a DROP SCORES' table where any mark created is dropped automatically from the grade book. For instance

INC (Incomplete), ABS (Absent that day...don't have score yet), or MKUP (This score need to be made up) could be symbols that would not be counted in grade book calculations.

- Check Drop Grade if this score is not to be included in the average.

Plan Categories

This option allows the administrator to define categories and items that a teacher should (or must if used as requirements) be used in building a lesson plan. For example, the administrator may create a category called *Assessment*, comprised of a list of items that teachers will use to assess students (such as *Check homework, Oral responses, Classwork, etc.*). When a teacher builds a lesson, he/she can drag the items to the lesson plan.

- **Insert**- This button allows the administrator to enter a category. First enter a code such as Assess. Then in the Description Window, enter Assessment.
- **Define**- After creating the category, click on the Define button and create items that make up that category. These items, such as Oral Responses, may be types of Assessments that the administrator requires of the teachers or suggests for the teachers. The teacher, in return, can access these and then drag the ones that apply to a particular lesson plan.

Progress Reports

It is possible to run progress reports from the Principal's Module. After clicking on the Progress Report button, the Progress Reports screen will appear. Follow the directions below to create the desired reports:

- **Selection Filter**- Use the Drop-down Arrow and select the filter to use for running this report. This is one of the filters that were created in the Student Filter component of this program. For example, a filter for 11th grade was created in Student Filter. The administrator could run progress reports for only 11th graders before they take the exit exams to determine who might need special help before the testing begins.
- **Order**- Use the Drop-down Arrow and select the order that this report is to be printed.
- **One Student** – To print a report for only one student, click on this button and select the student from the master list that appears. Select by using the Drop Arrow or by typing in the last name in the window provided. Highlight that student's name and click on the select button.
- **Average**- Check this option to run a report of only those students with a particular average; for example, there may be a need for a report of students who have all A's for National Honor Society consideration. After this has been checked, spaces to fill in the average range will appear.
- **Grading Period**- Use the Drop-down Arrow and select which grading period is to print on this particular report.
- **Report Options**-

- ID to Print-Use the Drop-down Arrow and select which identification is to be used on this printed report.
- Averages Only- Checking this item will print just the averages in the individual courses.
- Combined Average- Checking this option will print a combined average for all of the classes.
- Starting Date/Ending Date- Enter the dates to create a range to generate this report.
- Check any or none of these options -Picture, Letterhead, Announcements, Include Comment, Activities by Category, Category Average-to be included on the printed progress report.
- Picture- To include the student's picture on this report, check this item.
- Letterhead- If this is unchecked, a letterhead will be printed by the program. If paper with a letterhead on it is to be used on this report, check this item and the program will leave space for it.
- Announcements- If announcements are to be included on this report, check this item.
- No Decimals- To round the numbers to the nearest whole, check this item.
- Include Comment- To include the comment that was entered.
- **Attendance**- Using the Drop-down Arrow, select the type codes, if any, to be included on this Progress Report. To customize the attendance, highlight the codes to print from the Attendance Window.
- **Daily Attendance Included**- Check whether the attendance is to be from the year or just the grading period.
- **Period Attendance**- Check this box if period attendance is to be included on the printed report.
- **Failing Grade**-
 - Average- Use the Drop-down Arrow and set the grade to be used as the signal for a student to receive a special message from the administration. Those students who have that grade or below will receive the message.
 - Message- Enter the message desired about the failing grade(s).
- **Average**- Use the Drop-down Arrows and set the range for this particular progress report.
- **Letter Grades**- To include letter grades on this progress report, check this item and then select the grade scale to be used.

Unposted Attendance

This utility allows the administrator to run a report of those who have not yet posted attendance to the office.

- **Date-** The date defaults to the present date, but this may be changed by typing in the date needed.
- **Period-** Use the Drop-down Arrow and select which period attendance is being checked.
- **Include Posted Attendance-**To include those who have posted on the list, check this item.

Unposted Grades

This utility allows the administrator to run a report of those teachers who have not yet posted their grades to the office.

- **Grading Period-** Use the Drop-down Arrow and select the grading period for this report.
- **Print-** Click on this button to begin the printed report of what teachers and their class periods that have not been posted.

Skills Report Cards

This utility allows the administrator to print report cards that record according to Skill-based assessment.

- **Select Filter-** Use the Drop-down Arrow and select which filter to use in printing this report card. Use the Drop-down Arrow and select the order for these report cards to print.
- **Report Options**
 - **Last Grading Period to Print-** Use the Drop-down Arrow and select from which grading period this report is to pull grades.
 - **ID to Print-** Use the Drop-down Arrow and select the ID to print on this report card.
 - **Picture-** Check this item if pictures are to be included on the report card.
 - **Comments-** Check this item if the report is to include the comments from the standard list that was created in STIOffice. These will be selected by the teacher from the Edit Selected Score screen.
 - **Notes** – Check this item to include teacher notes that were entered on the Edit Selected Score screen. The program defaults on, but it may be deselected if desired.
 - **Show Course-** To include the name and number of the courses, check this item.
 - **Student Address** – To include the student's address on the report, leave this item checked. The program defaults on, but it may be deselected if desired.
 - **Parent Signature-** To include a line for a parent/guardian signature, check this item.
 - **Letterhead-** To include room for a letterhead, check this item.

- **Codes to Print-** If absent codes are to print, use the Drop-down Arrow and select or highlight the ones desired from the window.
- **Daily Attendance Included-** If Yearly and/or Grading Period attendance is to be included, check here.
- **Heading-** Type the heading that is to appear on this report.
- **Print-** When all criteria have been entered and the report is ready, select here to begin printing.

Lesson Plans

This option allows the administrator to print a detailed list of teachers' lesson plans or, alternately, a list of teachers who have no lesson plans for a specified date range.

Gradebook Not Used

This report will generate a list of teachers who have not used Gradebook for specific courses since a specified date.

A Gradebook is considered *used* on the day the average of any one student listed in the Gradebook changes.

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