

Data Entry by Teachers for Attendance, Grades and Progress Reports

For detailed instructions refer to *Chapter 7* of the *Student Information System User Manual (SIS)* which can be downloaded from the *Kalamazoo RESA* website at: <http://support.kresanet.org/sis-usersguide.htm>. You can also get to the page on the website by clicking *Help* and *User Manual* from your toolbar while in the *SIS* program.

Login Screen

The first screen you will see when you click the application icon is the *KRESA Technology Services Application Login Screen*. Using the login information given to you by your main office, type in the *Login ID* which is always *TEACHER*, *Password* and the *Teacher Password* as shown in **Figure 1**.

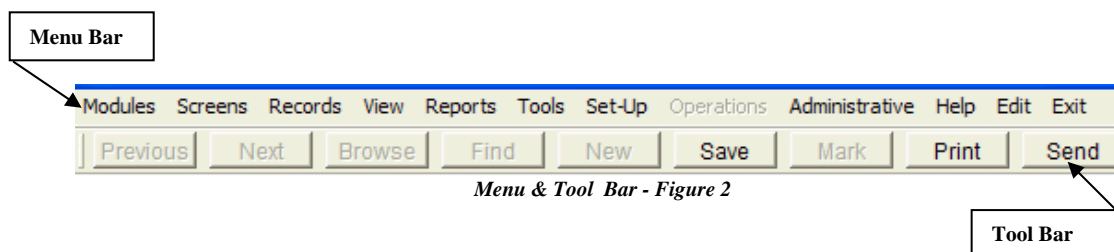
The screenshot shows the 'K/RESA Technology Services - Application Login Screen'. It features three input fields: 'Login ID:' with the text 'TEACHER', 'Password:', and 'Teacher Password:'. Below these fields are 'OK' and 'Cancel' buttons. A checkbox labeled 'Change Password After Login' is present. At the bottom, there is a logo for the 'KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY Technology Services Department' with the tagline '"We make technology work for schools"' and the copyright notice '(C)1994 - 2000 K/RESA TECHNOLOGY SERVICES'. Callout boxes provide instructions: 'Enter your teacher code in the Password box' points to the Password field; 'Enter TEACHER as the Login ID' points to the Login ID field; 'Enter your assigned password in the Teacher Password box' points to the Teacher Password field; and 'You can change your password at anytime by clicking the box in front of the Change Password After Login option.' points to the checkbox.

Teacher Sign-in Screen- Figure 1

Click **OK** to be taken to the *Teacher Application* module.

Menu & Tool Bar

The menu and tool bars allow different options for the screen you are working in – **Figure 2**. Below you will find details for each option.



Menu & Tool Bar - Figure 2

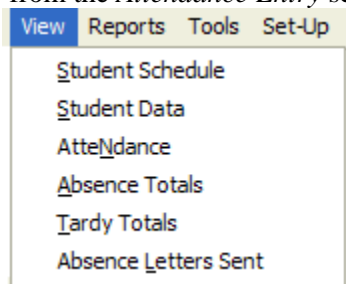
Menu Bar

Modules *Kalamazoo RESA Technology Service* Programmers have sectioned the program into categories called *Modules*. Each *Module* contains the screens related to that category.

Screens Displays a list of the screens available for the *Module* selected.

Records Displays a list of the *Tool Bar* commands.

View Displays statistical summaries related to the currently active *Module* and *Screen* as in the screenshot below from the *Attendance Entry* screen.



Reports Lists reports available to be printed for the current *Screen*.

Tools Displays a list of tools to assist in creating reports or exports.

Set-Up Displays a list of system configuration options – such as printer selection, screen color, show deleted records, etc.

Operations Displays a list of action choices for updating, organizing, and manipulating data within a record. This command is specific to certain *Modules* and *Screens*.

Administrative Displays a menu of administrative functions, such as backup, restore, etc.

Help Displays program Help files. Includes a link to the *Kalamazoo RESA* website for support, documentation updates, etc.

Edit Typical word processing edit options.

Exit Closes the active program.

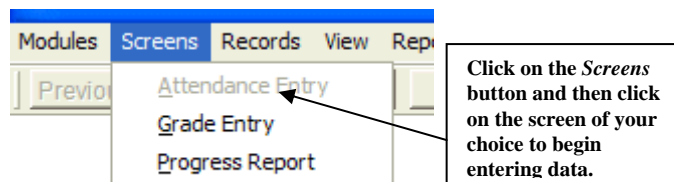
Tool Bar

Save Used to store new and/or changes in your records to your database. If you click Save after entering attendance information, it also sends the data to the school's office the same as clicking the *Send Data* button.

Print Clicking this button on certain screens allows you to print a pre-defined report relative to the screen showing.

Send Clicking this button allows you to send reports to *Kalamazoo RESA* for printing.

Click on the *Screens* button on the menu and choose the screen you wish to use as in **Figure 3**.



Teacher Screens - Figure 3

Note: The office controls when and how data is to be entered into the *Attendance Entry*, *Grade Entry* and *Progress Report* screens.

Attendance Entry Screen

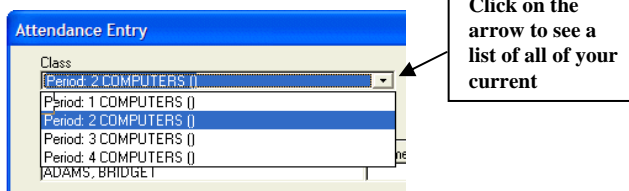
The *Attendance Entry* screen allows you to enter attendance directly into the *SIS* database over the school's computer network – **Figure 4**.

Name	Today	Thu	Wed	Tue	Mon	Fri
ADAMS, BRIDGET	A	A		A	FT	
BAKER, CHAD			T			
ELSMAN, JULIE						
HUDSON, KAREN	T	EX		A		
HUDSON, KRISTA	O	A				
MOORE, JACKSON						
PETERSON, PATRICIA	A					
TEAL, MARY		T		A		

On this screen you will be able to view the current week's attendance. Changes cannot be made to the attendance prior to the current date unless the office has allowed the option to do so.

Attendance Entry Screen - Figure 4


Unless the office has issued rights to allow you to change the date in the date box, you will only be able to enter attendance for the current date. To begin entering attendance click on the arrow next to the drop-down box under class and select the class you would like to enter the data for – **Figure 5**.



Class Drop-Down Box- Figure 5

Once you select the class you would like to enter attendance data for, the class roster for that class will appear in the large grid on the screen. Click the arrow next to the student's name under the today column to select the appropriate attendance code. – **Figure 6.**

Student name		Comment	
ADAMS, BRIDGET			

Name	Today	Thu	Wed
ADAMS, BRIDGET			
BAKER, CHAD			
ELSMAN, JULIE	A		
HUDSON, KAREN	T		
HUDSON, KRISTA	S		
MOORE, JACKSON	O		
PETERSON, PATRICIA	P		

Click on the arrow to see a list of codes used for attendance/tardies.

Class Attendance Roster - Figure 6

Attendance Codes:

- A Absent
- T Tardy
- S School Related Absence
- O Office entered absence – The office has entered this absence and it cannot be changed.
- P Present – this option is used by certain schools on count days to indicate a student is present.

Send Data to Office

Once you have entered the absences for your classes click the *Send Data* button to send the data to the office. You can enter attendance and make changes throughout the day as needed, except for those designated with an *O* (office entry). Simply click *Send Data* button again to update the class attendance entries.



Note: If you do not send your data to the office for the current date, your name will appear on the **Bad Teacher Report** that the office prints daily to make sure attendance has been entered and submitted.

Reports available from the Attendance Entry screen

Each report selected will have different options available for printing. Reports can be previewed on your screen, printed to your printer, printed as an ASCII file, printed as a PDF file, emailed as a PDF file, or submitted to *Kalamazoo RESA* for printing.

Daily Absence Report	Prints a list of individual student absences and tardies for a specified date. This report can be printed for one student, one class or for all students.
Weekly Absence Report	Prints a list of individual student absences and tardies for a specified week. This report can be printed for one teacher or one class.
Absence Totals Report	Prints a class list with absence totals for each student in the class. Totals can be printed for a specific marking period or semester. Report can be printed for one class or for all classes of one teacher.
Tardy Totals Report	Prints a class list with tardy totals for each student in the class. Totals can be printed for a specific marking period or semester. Report can be printed for one class or for all classes of one teacher.
Student Master Absence	Prints a complete list of absences and tardies for one student. The report can be printed for the current date, year, specified semester, specified marking period or you can choose to print the data by entering a specified duration by entering a begin and end date. The report defaults to the first student of the class list and can be changed by entering a different student's last name and first name.
Class List	Prints all of the teacher's class lists.
Class List with Grids	Prints all of the teacher's class lists with grid lines.
Class List with Pictures	Prints a class list of all students in the teacher's class with student pictures. Can be printed for one class or for all classes of one teacher and can be printed for specified semester or marking period.
Class List with Birth Dates	Prints a class list of all students in the teacher's class with birthdates listed. Can be printed for one class or for all classes of one teacher and can be printed for specified semester or marking period.
Class Mailing Labels	Prints mailing labels addressed to parents and/or guardians of all students in the class currently displayed on the <i>Attendance Entry</i> screen.
Student 3 line list	Prints a 3 line listing of teacher's students with address and phone.
Teacher List of Students	Prints a listing of all students assigned to the teacher with their class periods.
Custom Reports	Takes you to a listing of all reports that have been created by the user. Allows you to set up and use filters for the reports.

For specific information regarding creating reports, setting up filters, creating and emailing PDF files, please click *Help* on the *Menu Bar* and select *User Manual* to be taken to the *Kalamazoo RESA* website to allow you to print the documentation relative to your needs.

Progress Report Screen

The *Progress Report* screen allows you to enter grades and comments regarding the student's progress. The Progress Reports are then printed by the main office for distribution.

Click on *Screens* on the menu bar and select *Progress Report*. The *Progress Report Entry* screen will appear. – **Figure 7**.

Progress Report Entry screen.- Figure 7

Click on the arrow next to the course title box and select the class you want to enter the progress report data for. The class roster will appear for the course selected. Enter grade information for each student under the *Grade* column.

The comments have been pre-entered by your main office. Click on the *Comment Codes* box to view available comments. The *Progress Report Comments* screen will appear which shows a listing of all comments – **Figure 8**. The numbers next to each comment corresponds to the numbered columns on the *Progress Report Entry* Screen. To enter a comment for the student, enter a **Y** under the column with the corresponding number on the comment screen. To print a list of the comments, click reports and select *Print Comments List*.

Progress Reports Comment screen - Figure 8

You can also add your own comment to the Progress Report. To do so, enter a **Y** in the column under the **U**. This procedure activates the *Teacher Defined Progress Report Comment* screen – **Figure 9**. Type in the comment - up to 40 characters - that you would like to have print on the progress report and click **OK** when finished.

Type in your defined comment and click **OK**. The comment can be up to 40 characters long.

Teacher Defined Progress Report Comment

User defined comment:

Teacher Defined Progress Report Comment - Figure 9

Click *Save* when you have finished entering data for each class.

Data can only be changed on this screen during the progress report grade entry time period set by the main office. If changes need to be made after the time period has passed, the change must be made through the main office.

Click the **Print** button for a printout of the class currently displayed on the screen – **Figure 10**.

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PRUPDATE                PROGRESS REPORT UPDATE LIST                09/10/2004
                        Semester 1   Report Number 01                Page    1

Teacher DILLON
Course 0080  02   Period  2   COMPUTERS

Student's Name          Grade  Comments
ADAMS, BRIDGET          A      Excellent Student
                           Always turns work in on time
                           Outgoing and pleasant
BAKER, CHAD             B      Always turns work in on time
  
```

Example of Progress Report Update List by using the Print button - Figure 10

Grade Entry Screen

The *Grade Entry* screen allows you to enter grades and comments to generate Report Cards for the students. The Report Cards are then printed by the main office for distribution.

Click on *Screens* on the menu bar and select *Grade Entry*. The *Grade Entry* screen will appear. – **Figure 11**.

Click the arrow next to the course title box and select the course you wish to enter data for.

Grade Entry

Course/Section: 0080 02 Period: 2 Sem.: 1 Student Name: ADAMS, BRIDGET
M.P.: 1 Comment codes: Building:

Student Name	Grd	MP 1	MP 2	MP 3	Cit	Com 1	Com 2	Notes	Abs	Tdy
ADAMS, BRIDGET,	12	A			S			N	0	0
BAKER, CHAD,	11				S			N	0	0
ELSMAN, JULIE,	10				S			N	0	0
HUDSON, KAREN,	09							N	0	0
HUDSON, KRISTA, G	12				S			N	0	0
MOORE, JACKSON, B	10				U	0		N	0	0
PETERSON, PATRICIA, J	10				S			N	0	0
TEAL, MARY, E	12				S			N	0	0
VANDROSS, JAMES,	09							N	0	0

Grade Entry Screen - Figure 11

Click on the arrow next to the course title box and select the class you want to enter the report card data for.

The class roster will appear for the course selected. Enter grade information for each student under the appropriate column. Your school's office will allow entry on this screen for a specific length of time for the current Marking Period or Semester.

The comments have been entered by your main office. Click on the Comment Codes box to view available comments. The *Report Card Comments* screen will appear which shows a listing of all comments – **Figure 12**. The numbers next to each comment is what you will enter under the *Com1* or *Com2* column on the *Grade Entry* Screen. To enter a comment for the student, click in the grid under the *Com1* or *Com2* column and type in the number of the comment that you would like to have printed on the report card. For a printed list of comments available, click Reports on the Menu bar and select *Print Comments List*.

Enter the comment number under the *Com1* or *Com2* column that you would like printed on the report card.

Com 1	Com 2
1	2

i.e. If you enter a 1 under *Com1* on the *Grade Entry* screen, the comment will be *Great Work*.

Report Card Comments

01-20 21-40 41-60 61-80 81-99

Comments may not exceed 40 characters. Building: BFHS

1 Great Work	11 Disrupts class
2 Excellent Student	12 Inconsiderate of others
3 Shows Improvement	
4 Very Outgoing and Considerate	
5 Tries very hard	
6 Homework Always turned in on time	
7 Homework Seldom turned in on time	
8 Needs to improve	
9 Could do better	
10 Failing	

Figure 12 – Report Card Comments

You can also add your own note to be printed on the Report Card. To do so, enter a **Y** in the column under the *Notes*. This procedure activates the *Notes* screen which will list the Student's name, course number and which marking period and semester you are entering the note for – **Figure 13**. Also displayed are the comments you have entered for this student. Type in the note that you would like to have print on the report card and click **OK** when finished.

Enter Notes for Report Cards - Figure 13

Click **Save** when you have finished entering data for each class.

Data can only be changed on this screen during the grade entry time period set by the main office. If changes need to be made after the time period has passed, the change must be made through the main office.

Reports Available

Print Comments List Prints a list of the comments for the Grade Entry screen that have been created by your school's office.

Operations Available

Create ABANTE Export Creates an export that can be imported to the *ABANTE* program.

Create GradeQuick Export Creates an export that can be imported to the *Grade Quick* program.