

Nunavut Department of Education

# Student Information System User Manual

*2015-16*

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# 1 Introduction

The **Student Information System (SIS)** is a territorial, central database system provided by Maplewood Computing Ltd based out of London, Ontario. All 43 schools in Nunavut use the system to maintain student records, collect attendance on a daily basis, collect marks, and produce report cards and other student reports. The use of SIS is mandated by the Department of Education.

The *Student Information System (SIS) User Manual* was developed in 2014 by the Government of Nunavut Department of Education. Previously developed help documentation was coalesced and enhanced to create a single document with the most comprehensive information.

The purpose of the manual was to provide a comprehensive reference and how-to package for SIS users across the territory. The manual was developed collectively by the Student Information System Coordinators and the regional IT Program Coordinators.

The Student Information System (SIS) User Manual is a living document that will grow and expand over time. It will be continuously updated as new software updates are released and new and better practices are introduced. **The SIS User Manual should be updated at least once every year.**

## 1.1 How to Use the Manual

The SIS User Manual is intended for users who have already undergone SIS training. It is designed to answer specific questions that the users have rather than to read like a book. Look through the *Table of Contents* in the beginning of this document to find the specific area that you need help with. Where sections are referred to (e.g. “more detailed steps in section [5.3](#)”), click on the section number or title to jump to it.

## 2 User Accounts and Login

### 2.1 User Accounts and Passwords

In SIS, there are two types of users: **administrators** who use the Remote Desktop Connection; and **teachers** who use the *connectEd* Web portal in a Web browser. This section explains the account creation for administrators for whom this manual has been written. Teacher accounts are discussed section 5.3.

#### 2.1.1 Account Creation

---

School administrators access SIS by using Microsoft Remote Desktop Connection, accessible both from PC and Mac machines. The accounts created are called *remote desktop user accounts*.

The administrator accounts are created by sending a request to either the SIS Coordinators or the region's IT Program Coordinator. They can forward the request to Maplewood who are ultimately in charge of account creation. The user is provided with a username and a temporary password to log in with.

#### 2.1.2 Password Resets

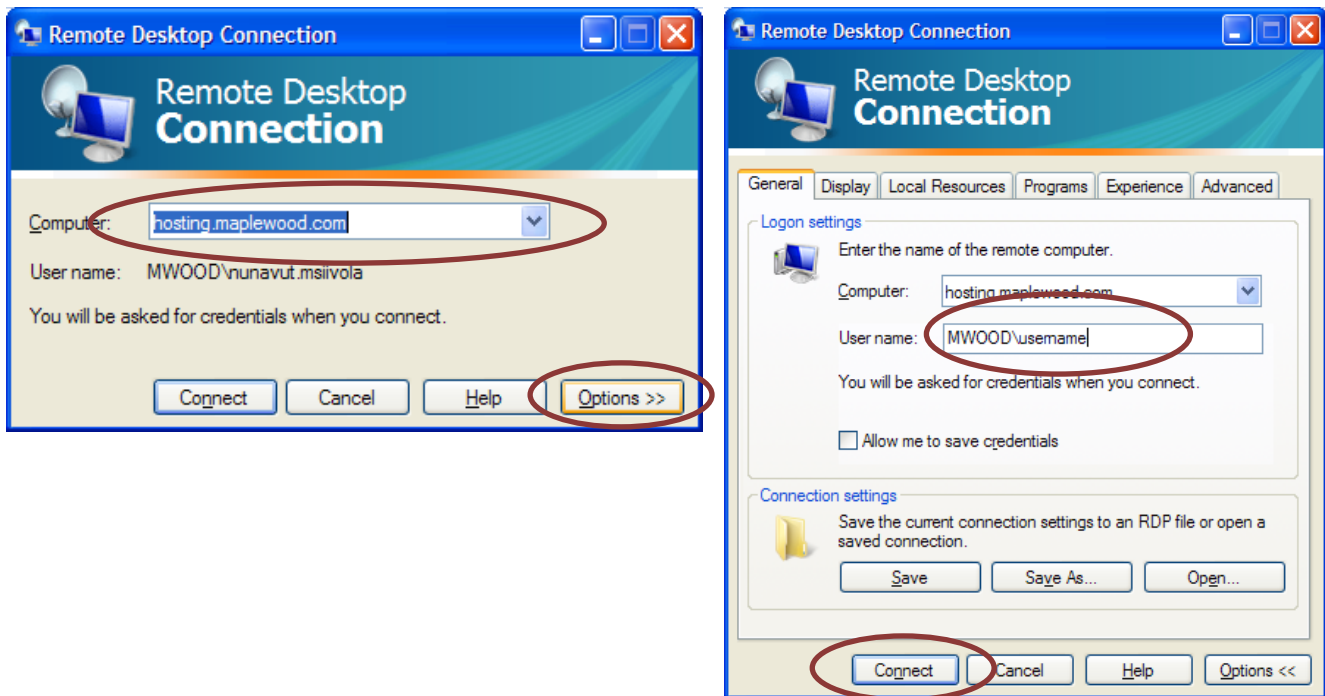
---

If the password is forgotten, it can be re-set by contacting one of the SIS Coordinators or the school region's IT Program Coordinator and requesting a password reset. Please specify in your request whether you are using a Mac or a PC computer to access the Student Information System remote desktop. It affects how the account is created.

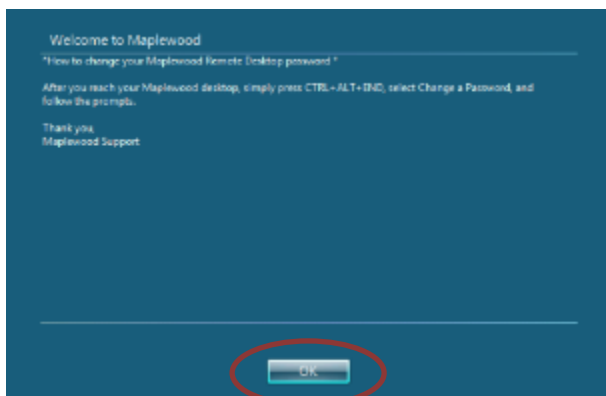
### 2.2 Log in on a PC

In order to log into SIS, the user needs to establish a **Remote Desktop Connection** to the SIS server to the address of *hosting.maplewood.com*. This is most easily done on a Windows PC machine as no software installations are required. Microsoft Remote Desktop Connection software comes pre-installed on all Windows machines.

1. Open **Remote Desktop Connection** application. You can find it under **Start -> All Programs -> Accessories**.
2. Type **hosting.maplewood.com** in the **Computer** field
3. Click the **Options** button at the bottom and the tool will expand. In the **User Name** field, type **MWOOD\[type your username here]**.
4. Click **Connect**



5. After a moment you should get the following screen. (For Windows 7 users the password will be prompted before this step). Click **OK**.



6. In the next screen you should see your user account displayed. **Click on your account.**

7. Finally, type in your password and click the arrow button to log in. If you are not sure what your username or password is, please contact your SIS support person for a password reset. Please note that you may have to try this step twice. The lag caused by satellite connections causes the first authentication to fail on Microsoft's Servers, returning you back to the password entry screen. This is undesirable but normal.





## 2.3 Log in on a Mac

Mac users need to install a third-party application to access SIS. There are several to choose from, however the SIS team recommends a choice of two applications that seem to work consistently connecting to Maplewood: **CoRD** and **Microsoft Remote Desktop Client for Mac**. Both applications are free downloads, however, Remote Desktop Client for Mac requires you to log into the Apple Store to download.

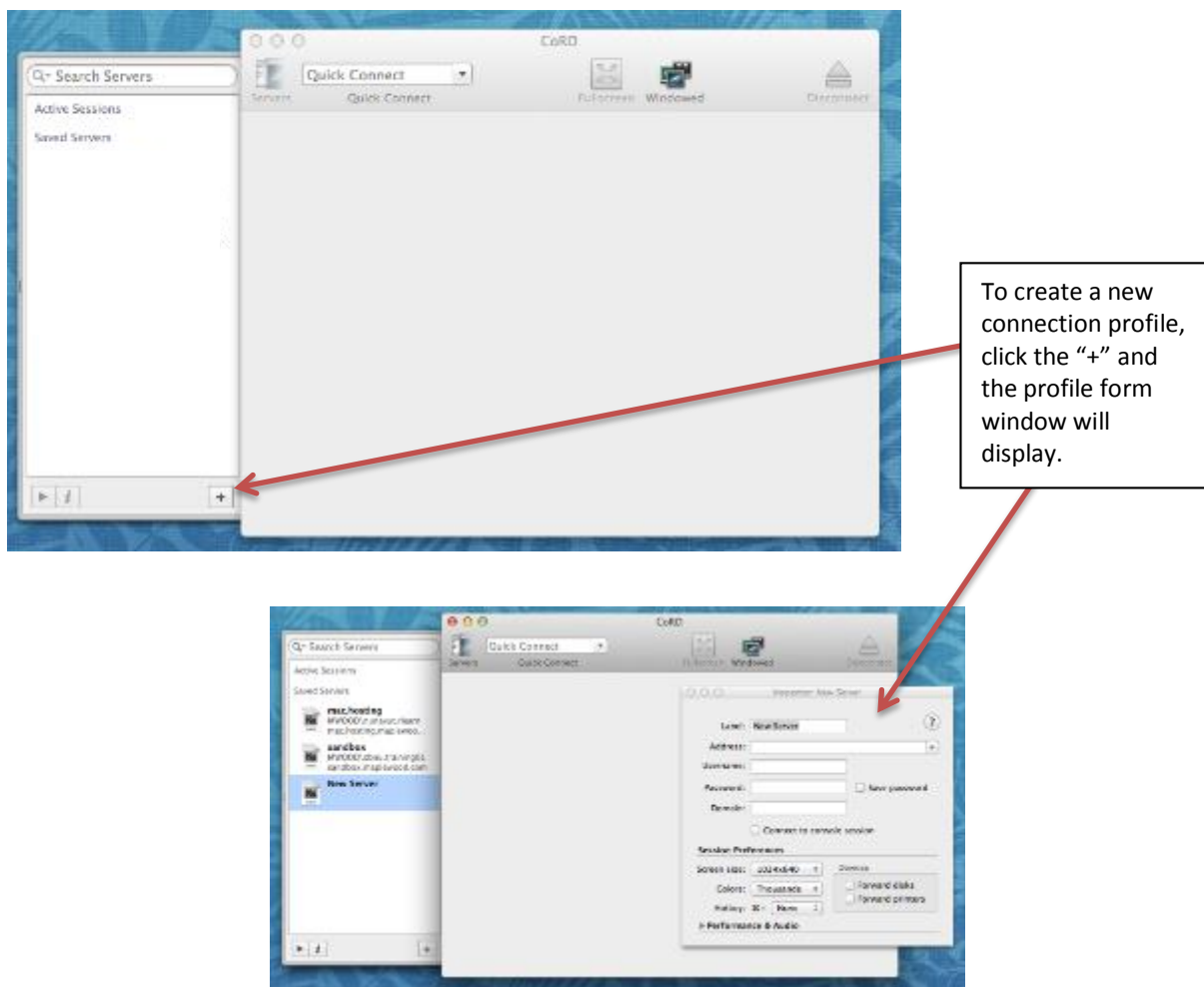
### 2.3.1 CoRD



1. The installer for the most up-to-date version of CoRD is available on the NunavutSIS Wikispaces site: <http://nunavutsis.wikispaces.com/Software>. Download CoRD to your desktop and double-click the installer. To install just move the **CoRD** program to your Applications folder. Double-click the icon to start program.



2. Create your connection profile in CoRD. When you open Cord for the first time, it will look like the image below. You need to configure a **login profile** in order to connect to Maplewood with your username.



3. Your Remote Desktop login profile should contain the same information as the image below.

Inspector: mac.hosting

Label:

Address:

Username:

Password:  ☒ Save password

Domain:

☐ Connect to console session

**Session Preferences**

Screen size:

Colors:

Hotkey:

**Devices**

☐ Forward disks

☐ Forward printers

**Performance & Audio**

**Label:** is simply the title of the profile. You can call it Maplewood, SIS or your name.

**Address:** This is the internet address of the Maplewood hosting server. Because the application is launched from a Mac, you need to use the address **mac.hosting.maplewood.com** to ensure your connection goes to a Mac-compatible server. (For connecting with a Windows-based PC the address is hosting.maplewood.com)

**Username:** this is the username Maplewood uses to identify your login. You need to use this convention for your username: **MWOOD\NU\_xxx.RLearn**. Replace the xxx with your school letters (check with the SIS team to find out yours). Also, there should be a period between your school letters and your first initial last name.

**Password:** whether you enter and save your password or not, Maplewood will still ask you to enter your password once you reach the server.

**Domain:** the domain in all cases is **MWOOD**.

**Screen size (optional):** you can adjust the screen size to your preference by clicking the pull-down menu and choosing a different resolution. You will have to choose the size and try logging in to see if you like that resolution. If not, just choose another setting and login until you get the setting you like best.

All other settings should be left as they are.

4. Once you have configured your server login profile, click the red ball to close the inspector. **Then double-click the new profile to log into Maplewood.**

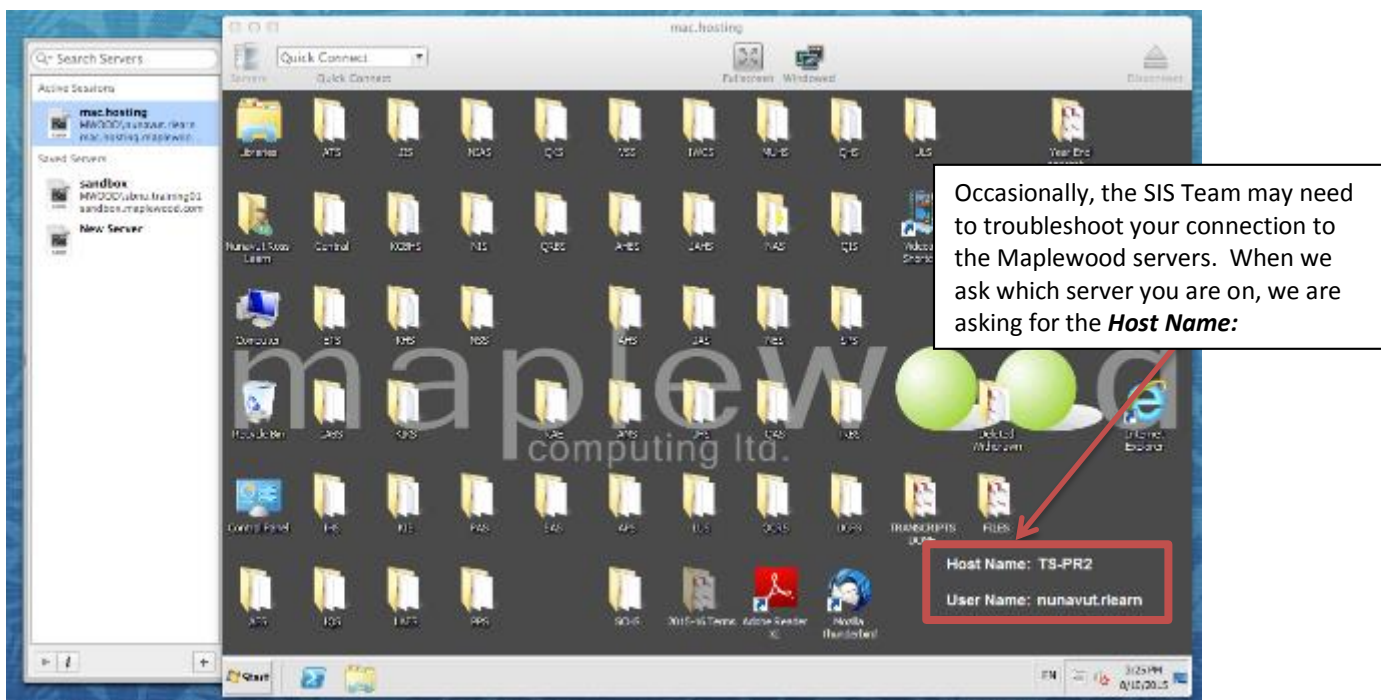


5. The login will continue with a black screen and will give you the login window above to connect to your Maplewood Admin session. Click the icon with your username.



6. Type in your password and click the arrow to login.

7. CoRD will display your remote desktop session.

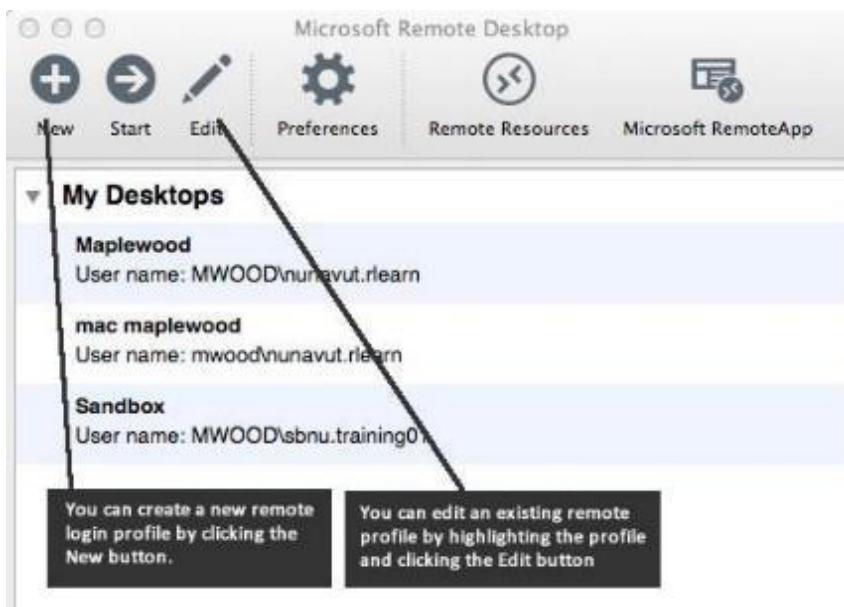


### 2.3.2 Microsoft Remote Desktop Connection Client for Mac

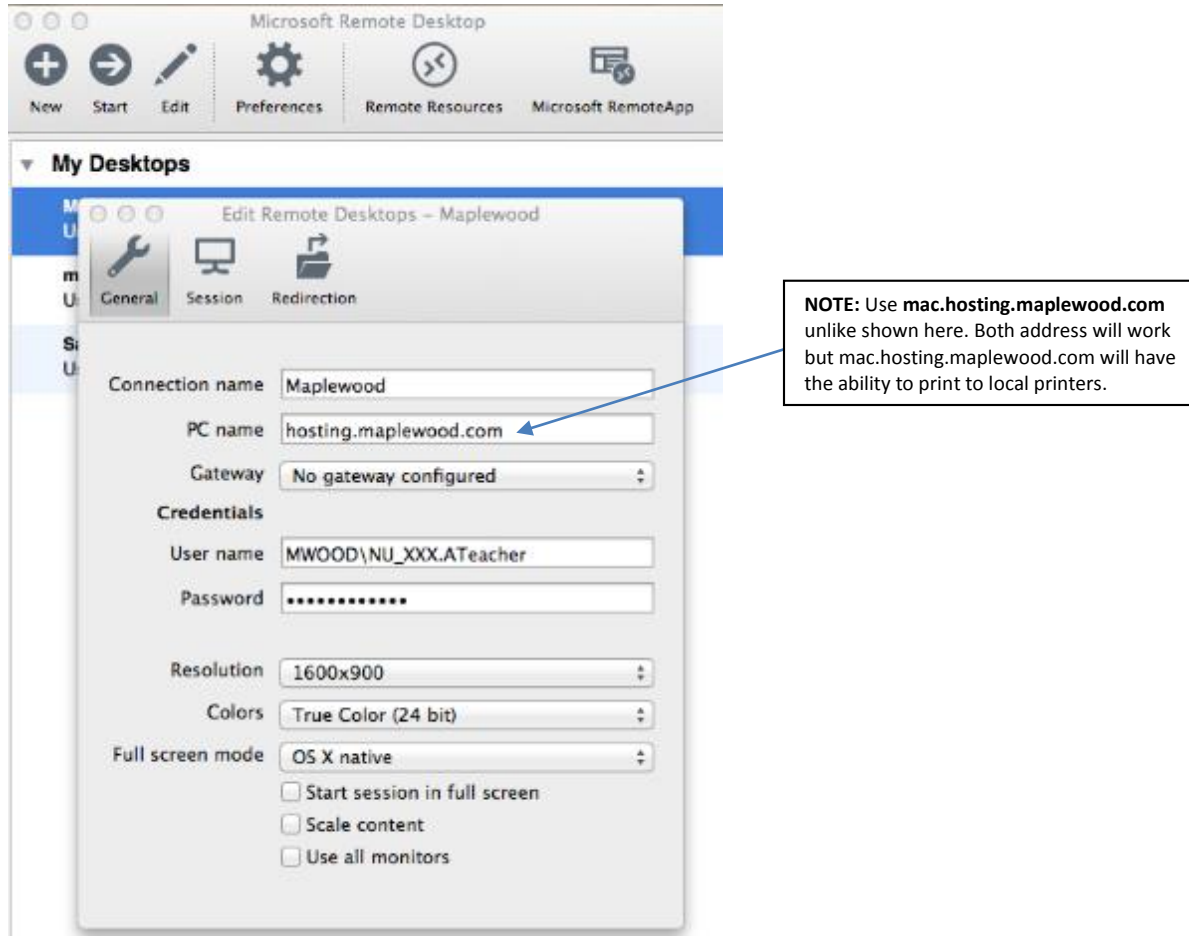
1. Open the **Microsoft Remote Desktop** application. *For Mac users, a Microsoft Remote Desktop Connection Client for Mac may need to be installed first. Contact your IT Program Coordinator if you need it installed on a Mac.*



2. You need to create or edit a **login profile**. Click **New** to create a login profile or **Edit** to edit an existing login profile.



3. Your Remote Desktop login profile should contain the same information as the image below:

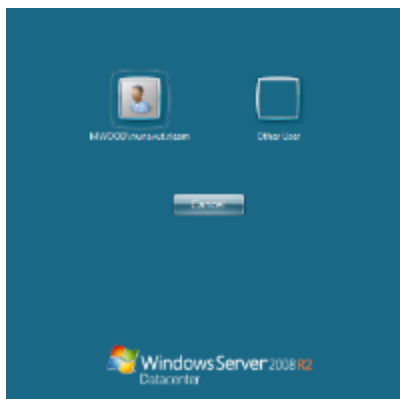


4. Username should be your username, where the **\_XXX**. Is your school letter code and **.ATeacher** is your first initial and last name.
5. Close the Preferences window to save your settings. *No other settings need to be changed.*
6. Click to highlight your profile and click **Start** on the Remote Desktop Connection window
7. A large black screen should appear and after a moment will display this message:

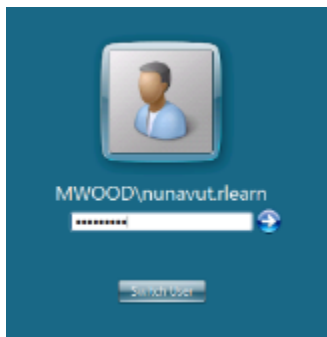


Click **Continue** to proceed.

8. The login will continue with the black screen and will give you the login window to connect to your Maplewood Admin session. Click the icon with your username.



9. Type in your password and click the arrow to login.



## 3 Student Records

### 3.1 The Student Record

**Student Records** is a part of the Student Information System that allows the user to look up student information specific to individual students. Each student has a unique student record that can be searched, opened, viewed and edited. These functions are limited depending on the user's permissions. Typically the Principal has the most permissions but different levels of permissions can be granted to users based on their work needs.

The **Student Record** includes information such as:

- Legal Name
- Preferred an alternative names
- GN ID number
- This year's and next year's grade
- Homeroom (if applicable)
- Address for student and parents
- Emergency contact information
- Attendance
- Marks
- Enrolment information
- Student timetable
- Student course history (if applicable)
- Etc.

By default, a school can view records for:

- Students who are currently enrolled at the school (*Student Records*)
- Students who have attended the school in the past (*Past Students*). Information available may be limited.

### 3.2 Search Student Records

To search and open a student record for a student that is currently registered at the school, go to **Students -> Student Records**. Type in a few letters of the last name of the student in the **Search** box. Then click the **Search** button (binoculars).

When you see the search results, double-click over the student name to open their student record.



## Student Records | Navigate Student Records

**Select Students**

Filter  
 Search By: Partial Name  
 Search On: Surname  
 Search: a  
☒ Use Soundex

Include students registered:  
☒ Both this and next year  
☒ This year only (not returning)  
☒ Next year only  
☒ Deleted (Withdrawn)

Incl. Alt. Names:  
☒ Name Changes  
☒ Aliases

Matches found on alternate names are highlighted with the alternates shown in a tooltip window.

Surname	Given Name	Middle Name(s)	Usual Name	Legal Surname	AKA	Status	Home School	Grade	Homeroom	GN Stud
Atuk	Tunleap	Tunleap	Tunleap		1			2	2A	44844
Aggar	Jeanne-Maria	Valentina	Jeanne-Maria		1			9	9A	81749
Aggon	Shyanne		Shyanne					7	7/8	38163
Akamak	Paul		Paul	Aggar				8		10725
Akik	Hattie		Hattie					9	9A	00605
Akik	Gilbert		Gilbert					1	1A	02753
Akik	Pearl		Pearl					6	6/7	77719
Akomak	Carlton	Harry	Carlton			This Year Only		12		19589
Akomak	Pamela	Emily	Pamela					3	3A	08048
Akuluk	Francis		Francis					10		58582
Alaglak	Adin	Myles	Adin					5	5A	54434
Alarak	Vincent		Vincent					1	1A	04964
Alarak	Alexander		Alexander	Allur		This Year Only		12		30590
Algon	Enosh		Enosh					4	4A	14987
Alikatuk	Carter		Carter		1			11		82154
Alikatuk	Julianne		Julianne			This Year Only		12		73465
Alyak	Donavan		Donavan					8	7/8	15339
Alookie	Tom		Tom	Alookie		Deleted (Withd...		2	2A	

Total Students: 63

Print Method OK Cancel

**Search results.**  
 Double-click on any of these rows to open the student record.

### Search Tips:

- The search process looks, by default, for students whose surname starts with the letters you typed. You can change the **Search On** parameter to search based on given name (first name) or some other option
- The search process also searches through alias names for the student. You can prevent this by unchecking the box for **Aliases**.
- Leave **Use Soundex** checked. The search will give you results on anything that *sounds like* what you typed in the Search field

To view student aliases in this screen, hover your mouse over the student's name. You can tell a student has aliases if the **AKA** column has a number in it (1 indicates one alternative name). See below.

**Select Students**

Filter  
 Search By: Partial Name  
 Search On: Surname  
 Search: a  
☒ Use Soundex

Include students registered:  
☒ Both this and next year  
☒ This year only (not returning)  
☒ Next year only  
☒ Deleted (Withdrawn)

Incl. Alt. Names:  
☒ Name Changes  
☒ Aliases

Matches found on alternate names are highlighted with the alternates shown in a tooltip window.

Surname	Given Name	Middle Name(s)	Usual Name	Legal Surname	AKA	Status	Home School	Grade	Homeroom	GN Stud
Atuk	Tunleap	Tunleap	Tunleap		1			2	2A	44844
Aggar	Jeanne-Maria	Valentina	Jeanne-Maria		1			9	9A	81749
Aggon	Shyanne		Shyanne					7	7/8	38163
Akamak	Paul		Paul	Aggar				8		10725
Akik	Hattie		Hattie					9	9A	00605
Akik	Gilbert		Gilbert					1	1A	02753
Akik	Pearl		Pearl					6	6/7	77719
Akomak	Carlton	Harry	Carlton			This Year Only		12		19589
Akomak	Pamela	Emily	Pamela					3	3A	08048
Akuluk	Francis		Francis					10		58582
Alaglak	Adin	Myles	Adin					5	5A	54434
Alarak	Vincent		Vincent					1	1A	04964
Alarak	Alexander		Alexander	Allur		This Year Only		12		30590
Algon	Enosh		Enosh					4	4A	14987
Alikatuk	Carter		Carter		1			11		82154
Alikatuk	Julianne		Julianne			This Year Only		12		73465
Alyak	Donavan		Donavan					8	7/8	15339
Alookie	Tom		Tom	Alookie		Deleted (Withd...		2	2A	

Total Students: 63

Print Method OK Cancel

If the AKA column has a number in it like for this student, it means that the student has alternative names.

Hover the mouse over the row to see the alternative names in a callout bubble.

## 3.3 Navigate Student Records

The Student Record has a tab-based interface. Every tab shares the left sidebar which shows the student **GN ID**, **Status**, **Home School (yes/no)**, **Birthdate**, **Age**, **Gender**, **Grade**, **Homeroom** and **Ethnicity** information as well as a few other things.

Use the **Previous** and **Next** buttons to jump to the next student record in alphabetical order or use the **Select** button to return back to the Student Search screen. By default, the Next button brings you to the next student in *the alphabetical order*. If you want to step through students in the same Homeroom or Grade as the student whose record is already open, use the **Step to Another Student** dropdown menu to pick “Homeroom” or “Grade”.

The left sidebar is shared by all tabs and contains key information on the student.

Use the **Previous** and **Next** buttons to step to other student records. Change the stepping method using the dropdown.

Alternatively, click **Select** to go back to the Student Search screen.

### 3.4 Biographics tab

The Biographics tab pulls together information from several tabs, providing a view to a lot of the key information: **mailing address, parents and their addresses, emergency information, special custody arrangements, grade and homeroom**.

The Biographics tab

Name, Custody, Print and Edit buttons

### 3.4.1 Edit Homeroom, Grade or Advisor Group

---

Click the **Edit** button to change the **Grade**, **Homeroom** and the **Advisor Group** for the student, both for this and next school year.

The screenshot shows a window titled "Edit Bio. - Aaluk, Tunalaag". It contains the following fields:

- Date of Birth: 12/17/2005
- Gender: Female
- This Year:
  - Grade: 2
  - Homeroom: 2 2A Niugtuq, Doris Mrs.
  - Advisor Group: Not Assigned
- Next Year:
  - Grade: 3
  - Homeroom: 2 2A Niugtuq, Doris Mrs.
  - Advisor Group: Not Assigned
- Defined Characters: (empty)
- Buttons: OK, Cancel

A callout box points to the "Edit" button on the Biographics tab, stating: "The **Edit** button on Biographics tab lets you set the student **Grade**, **Homeroom** and **Advisor Group** both for this and next school year."

### 3.4.2 Set Preferred Name or Add Aliases

---

Click the **Name** button to set the **Preferred Name** for the student. You cannot change the Legal Name of the student. That can only be done by the Student Records Registrar after the school fills out a Request to Change of Student Information Form.

Also, you can use this area to add student *aliases* or alternative names so that the student can be searched by them.

### 3.4.3 Set Special Custody Arrangement

---

Click the **Custody** button to set up a special custody arrangement for the student, such as "Lives with aunt. Must not be released to father."

### 3.4.4 Print a Student Information Sheet

---

Use the **Print** button to print a sheet of basic student information for this student. The printout includes, most of the information you see on the Biographics tab and in the left sidebar.

## 3.5 Family/Contacts tab

The Family/Contacts tab is intended for inputting address, phone and other contact information for the student and the parents. You can view this information directly on the tab. The **Edit** button lets you edit the information.

**Student Records - Aaluk, Tunalaaq Tunalaaq**

File Student View Help

**Aaluk, Tunalaaq Tunalaaq**

Letters: **AJX** 2008199  
 Status: **This Year and Next Year**  
 Home School: **Yes**  
 GN Student ID: **448443472**

**No Picture**  
 (Click here to add a picture)

Birthdate: **12/17/2005** Age: **8 + 8**  
 Gender: **Female** Grade: **2**  
 Def. Chars:  
 Homeroom: **2 2A**  
**Niutuq, Mrs. Doris**  
 Ethnicity: **Inuit**

Step To Another Student:  
 Alphabetical  
 Previous Next Select

**Family/Contacts** | Emergency | Enrolment | Attendance | History | Timetable | Achievement

**Student**

Address:  
 Phone: **(867) 895-1945**  
 First Line Of Mailing: **Michael & Ulipika Aaluk**  
 House: **610** Apt#:   
 Street: **Po 925**  
 City: **Pangnirtung**  
 Province: **NU**  
 Postal: **X0A 0R0** Box: **123**  
 FRR#:   
 Township/Municipality:   
 Lot:  Sublot: **None**  
 Conc.:   
 County:   
 Emergency Code:   
 Country: **Canada**  
 Additional Information:  
 Email: **Aaluk\_Tunalaaq@Maplewood.com**  
 Cell:   
 Pager:

Siblings:

**Edit**

08/19/2014 03:20 PM

The **Edit** button allows you to set student and parent (and others) contact information as well as to identify emergency contacts.

### 3.5.1 Edit Student Contact Information

Click the **Edit** button on the Family/Contacts tab. Select the **Student tab** to input contact information for the student.

*Note: the **First Line of Mailing** is what you would write on the first line of an envelope sent to home. Typically it is used like this: “Mr. and Mrs. Aaluk”, indicating the names and titles of the parents.*

### 3.5.2 Edit Parent Contact Information

Click the **Edit** button on the Family/Contacts tab. Go to the **Father** tab to set father’s contact information and to **Mother** tab to set her information.

*If you need to input contact information for other than the mother or the father, use the other tabs or click **Add Contact** button to see other options for contacts, e.g. Doctor.*

### 3.5.3 Set Emergency Contacts

Click the **Edit** button on the Family/Contacts tab and go to the tab that has the information for the person who should be the emergency contact. Check the box for **Emergency Contact**. When printing student emergency contacts, this person’s contact information will be produced on the report.

## 3.6 Emergency Tab

The Emergency tab is linked to the Family/Contacts tab. If you have set Emergency Contacts when inputting contact information through the Family/Contacts tab, you will see a list of the emergency contactstcs here.

- Edit the emergency contacts directly in this tab by clicking the **Edit** button

## Student Records | Enrolment Tab

- Use the **Notes** button on the Emergency tab to provide special notes on possible medical conditions that the school should know of, such as “Allergic to peanuts. Carries and EPI pen.”
- Use the **Print** button to print out a sheet of emergency information for this student

### 3.7 Enrolment Tab

The Enrolment tab is one of the most important tabs in the Student Record. It captures all key information on the student’s enrolment status at the school:

The screenshot shows a web application window titled "Student Records - Akoomalik, Carlton Harry". The interface includes a menu bar (File, Student, View, Help) and a series of tabs: Assessments, Exams, Choices, Notebooks, Custom Fields, Transportation, Library, Discipline, Locker, Biographics, Family/Contacts, Emergency, Enrolment (selected), Attendance, History, Timetable, and Achievement. The left sidebar displays student information for Akoomalik, Carlton Harry, including letters (AKF), ID (1019577), status (This Year Only), home school (Yes), Alberta Student Number, a placeholder for a picture, birthdate (06/28/1994), age (20), gender (Male), grade (12), def. chars, homeroom (Not Assigned), and ethnicity (Inuit). The main content area shows the Enrolment tab with fields for Status (This Year Only), GN Student ID (195899904), Alberta Student Number, Language (Preferred: Unknown, First Reporting: Inuktitut, Second Reporting: English), Ethnicity (Inuit), Entry Date (Birth), Mother Tongue (Inuktitut), Source Document Type (Unknown), Document Number, Doc. Issue Date, Resident Board (Unknown), Attendance (Full time), French Language Entitlement (No), Registration Type (Unknown), Entry To Elementary, Entry To Secondary (03/25/1999), Entry To This School (03/25/1999), Reg. Entry Status (Unknown), Registration Status (Unknown), Origin School (Unknown), Exit Date (06/30/2013), Exit Description (Graduated with diploma), Dest. School (Unknown), I.E.P. (No), and Alternate Programs (No). Navigation buttons (Previous, Next, Select) and an Edit button are visible at the bottom of the form. The status bar at the bottom right shows the date 08/25/2014 and time 02:55 PM.

#### 3.7.1 Edit Enrolment Information

You can make changes to the student’s enrolment information by clicking the **Edit** button on the Enrolment tab. This opens the following screen:

Enrollment - Angootealuk, Jackie (Jackie)

Enrollment

Other Fields

Status

☐ This year and Next year

☐ This year only

☐ Next year only

☒ Deleted (Withdrawn)

Ministry Information

GN Student ID:

002000760

Citizenship:

Student Authorization Expiry Date:

Verification Document:

Document Number:

Doc. Issue Date:

Mother Tongue:

Inuktitut

☒ Born in Canada

Entry Date to Canada:

Birth

Origin

Entry to Elem. School:

Entry to Sec. School:

08/17/2001

Entry to This School:

08/17/2001

Registration Entry Status:

Unknown

Registration Status:

Origin School:

Filter: All Schools

Unknown

Retirement

Exit Date:

12/13/2012

Exit Description:

21100 Transferred within school region

Destination School:

Filter: All Schools

Aqsaaniit Ilinniarvik (Nu.)

Resident Board

Source:

Unknown

Language

Preferred Language:

1st Reporting Language:

Inuktitut

2nd Reporting Language:

English

☐ French Entitlement

Attendance

Full Time

Registration Type

Programs

☐ IEP

☐ Alternate Program

Ethnicity

Inuit

OK

Cancel

Enrolment fields that the user can edit. Accessible through Enrolment tab -> Edit.

Make changes to the information as needed. Use the table below as a reference.

3.7.2 Explanation of Enrolment Fields

Field Name	Possible Values	Use
Status	<p><b>This Year and Next Year:</b> the student is actively enrolled this year and is expected back next year. Most students have this status.</p> <p><b>This Year Only:</b> the student is actively enrolled this year but is not expected to return next year (e.g. graduating or moving to another school). Students who are in the final grade offered by the school would most likely have this status.</p> <p><b>Next Year Only:</b> the student will become actively enrolled in the next school year. This status can be used to pre-register students for the next school year. Pre-registering students in the spring with Next Year Only status reduces the workload for next fall.</p> <p><b>Deleted/Withdrawn:</b> the student is withdrawn from this school and is no longer attending. The student may have moved or dropped out, for example.</p>	The Status field indicates whether the student is actively enrolled in this school or whether the student is withdrawn (Deleted). The Status can be changed for a student at any point of time to reflect the current status of the student as accurately as possible.
GN ID	A seven digit unique ID number	Cannot be edited by the school

<b>Alberta Student Number</b>	A number complying with Alberta's student number generation rules	Cannot be edited by the school
<b>Citizenship</b>	Canadian Citizen Permanent Resident Student Authorization Study Permit Child of a Canadian Citizen Child of an individual lawfully admitted to Canada for permanent or temporary residence Other/Unknown	Set student citizenship by picking the appropriate value from the dropdown
<b>Verification Document</b>	Canadian Birth Certificate Health Care Card Canadian Citizenship Certificate Permanent Landed Immigrant document Passport Canadian Marriage Certificate Canadian Adoption Certificate	What document was used to verify the student's legal name and birthdate when the student was first registered? Usually this field is set only upon the very first registration.
<b>Document Number</b>	The document number associated with the Verification Document	Do not fill this – not required
<b>Doc. Issue Date</b>	The document issue date associated with the Verification Document	Do not fill this – not required
<b>Mother Tongue</b>	Unknown English Inuinnaqtun Inuktitut Other	Fill in the mother tongue of the student
<b>ORIGIN</b>		
<b>Entry to Elem. School</b>	<i>Date</i>	The date the student entered elementary school for the first time
<b>Entry to Sec. School</b>	<i>Date</i>	The date the student entered secondary school for the first time
<b>Entry to This School</b>	<i>Date</i>	The date the student entered this school (the latest entry date if the student has come and gone in the past)
<b>Registration Entry Status</b>	Continuous Registration New Registration Transfer-in from a school within the school region Transfer-in from a school within Nunavut Transfer-in from a school within Canada Transfer-in from a school outside Canada Returning to school	When a student registers at the school, this field must get a value. Pick the value that most accurately describes the registration.  <b>New Registration</b> should only be used if a student has never attended school in Nunavut before.
<b>Registration Status</b>	-	Not used in Nunavut
<b>Origin School</b>	<i>List of Nunavut schools</i>	If a student is a transfer-in from another school in Nunavut, pick the origin school's name from the list of schools
<b>RETIREMENT (STUDENT HAS DELETED/WITHDRAWN STATUS)</b>		

<b>Exit Date</b>	<i>Date</i>	The date the student exited the school. This date must be filled when a student's Status is changed to Deleted/Withdrawn.
<b>Exit Description</b>	Unknown Completed prescribed course of studies (no diploma) Transferred within school region Transferred within Nunavut Transferred to other province or territory Transferred to other country Deceased Disciplined out Left school for health reasons Seeking employment Gone to work Pregnancy Child care Sports Dropped Out Other Created in error Graduated with diploma (continuing post-secondary) Graduated with diploma	A description of why the student left the school. This field must be filled when a student's Status is changed to Deleted/Withdrawn .
<b>Destination School</b>	<i>List of Nunavut schools</i>	If a student transfers to another school in Nunavut, pick the destination school's name from the list of schools
<b>RESIDENT BOARD</b>		
<b>Resident Board</b>	-	Not used in Nunavut
<b>LANGUAGE</b>		
<b>Preferred Language</b>	English French Inuktitut Inuinnaqtun Other	Fill in the language in which the student prefers to be addressed
<b>1<sup>st</sup> Reporting Language</b>	English French Inuktitut Inuinnaqtun Other	For multilingual reports provided to the student, what should be first language be?
<b>2<sup>nd</sup> Reporting Language</b>	English French Inuktitut Inuinnaqtun Other	For multilingual reports provided to the student, what should the second language be?
<b>French Entitlement</b>	Yes/No	<i>Ayant Droit</i> . Is the student entitled to full-time French language instruction? If so, check the box for "Yes".
<b>ATTENDANCE</b>		



<b>Attendance</b>	Full time Part time Independent Study Half time (PM) Half time (AM) Half Time Alternative Days	Attendance Type describes how the student attends the school. The default is <b>Full Time</b> . Change this to Half Time (AM) or Half Time (PM) for Kindergarten students based on how their classes have been timetabled. Part Time, Independent Study and Half Time Alternative Days are rarely used in Nunavut.
<b>OTHER FIELDS</b>		
<b>Registration Type</b>	Continuing Education Day Student Regular Day Student Continuing Education Evening Student Group Home Home Schooling < 50 % Home Schooling 50-100 % Home Schooling 100 % Magnet Facility < 50 % Magnet Facility 50-100 % Magnet Facility 100 % Non-Attendee Summer Day Student Summer Evening Student	Registration Type describes the registration or association that the student has with the school. The default value is <b>Regular Day Student</b> . In most cases the value should be left at that. If the student is home-schooled, please select one of the Home Schooling options.
<b>Programs</b>	IEP Alternate Program	Select IEP for IEP students, otherwise leave these unchecked
<b>Ethnicity</b>	Unknown First Nations Inuit Non-Aboriginal Metis	Select the value based on the ethnicity of the student

### 3.8 Attendance Tab

The Attendance tab displays today's attendance for a student. You will either see the attendance code entered by the office and/or the teacher or "Not Yet Reported" if attendance has not yet been reported by either.

Assessments

Exams | Choices | Notepads | Custom Fields | Transportation | Library | Discipline | Locker

Biographics | Family/Contacts | Emergency | Enrolment | Attendance | History | Timetable | Achievement

Today's Attendance

Per.	Class	Office	Teacher	In/Out
1	NSS1002c	Absent	Absent	
2	LDC2290a	Absent	Not Yet Reported	
3	ELA2104p	Absent	Not Yet Reported	
4	PED3447a	Absent	Not Yet Reported	

☒ Today's Attendance ☐ Attendance Register

Attendance Notes

8/22/2014  
Signed Out: 3:30 PM (Period 3)

11/29/2013  
teacher in service

11/15/2013  
Signed Out: 2:29 PM (Period 7)

10/17/2013  
parent teacher interview

9/11/2013

Notes | Edit Register | Print Register | Print Per. Att. | Edit

Today's Attendance is shown on the Attendance tab

Click on the **Attendance Register** radio button to see a record of past absences for the student:

Assessments

Exams | Choices | Notepads | Custom Fields | Transportation | Library | Discipline | Locker

Biographics | Family/Contacts | Emergency | Enrolment | Attendance | History | Timetable | Achievement

Attendance Register

Date	Period 1	Period 2	Period 3	Period 4
14-Aug-14	SCN1001c	ELA2104p	Absent	Absent
	Absent	Absent	Absent	Absent
15-Aug-14	NSS1002c	LDC2290a	ELA2104p	PED3447a
	Absent	Absent	Cancelled	Cancelled
18-Aug-14	ELA2104p	NSS1002c	LDC2290a	ELA1400e
	Absent	Absent		

☐ Today's Attendance ☒ Attendance Register

Attendance Notes

8/22/2014  
Signed Out: 3:30 PM (Period 3)

11/29/2013  
teacher in service

11/15/2013  
Signed Out: 2:29 PM (Period 7)

10/17/2013  
parent teacher interview

9/11/2013

Notes | Edit Register | Print Register | Print Per. Att. | Edit

Switch to **Attendance Register** in order to see past absences in a table format.

### 3.8.1 Edit Student Attendance Register

The **Edit Register** button on the Attendance tab allows you to edit past, present or future attendance for the student:

## Student Records | Attendance Tab

Assessments | Exams | Choices | Notebooks | Custom Fields | Transportation | Library | Discipline | Locker | Biographies | Family/Contacts | Emergency | Enrollment | **Attendance** | History | Timetables | Achievement

Today's Attendance

Pos.	Class	Office	Teacher	In/Out
1	NSS1002c	Absent	Absent	
2	LDC2290a	Absent	Not Yet Reported	
3	ELA2104p	Absent	Not Yet Reported	
4	PED3447a	Absent	Not Yet Reported	

☒ Today's Attendance ☐ Attendance Register

Attendance Notes

8/22/2014  
Signed Out: 3:30 PM (Period 3)

11/29/2013  
teacher in service  
11/15/2013  
Signed Out: 2:29 PM (Period 7)

10/17/2013  
parent teacher interview  
9/11/2013

Notes Edit Register Print Register Print Per. Att. Edit

Click **Edit Register** on the Attendance tab to make changes to the student's attendance. Changes can be made for today's date, past dates, or even future dates.

The **Edit Register** screen has the following functions, the **Calendar** button being the most useful one:

Secondary Attendance -

Current School Date Information

**Monday, August 25, 2014**  
Day of Cycle: 5  
Type of day: Normal

Register Add/Drop

☐ Habitually Absent

Date	Period 1	Period 2	Period 3	Period 4
18-Aug-14	ELA2104p	NSS1002c	LDC2290a	FNA1400a
19-Aug-14	Absent	Absent		
20-Aug-14	LDC2290a	ELA2104p	NSS1002c	PED3447a
21-Aug-14	Absent	Absent	Late	
22-Aug-14	NSS1002c	LDC2290a	ELA2104p	FNA1400a
	Late	Absent	Absent	Absent
23-Aug-14	ELA2104p	NSS1002c	LDC2290a	PED3447a
	Absent	Absent		
24-Aug-14	LDC2290a	ELA2104p	NSS1002c	FNA1400a
	Absent	Absent	Absent	Absent

Add Edit Calendar Notes Print Summary Done

Use the **Add** button to add an absence. Best use: use this button to add and absence for a range dates. **See further down for more instructions.**

Use the **Edit** button to edit today's office attendance entry.

Use the **Calendar** button to view a calendar and to use that to edit any day's attendance. **See further down for more instructions.**

Use the **Notes** button to add, edit or delete attendance notes for this student. **See further down for more instructions.**

Use **Print** to print an attendance register for the student. Use **Summary** to get a quick report on this student's attendance this year.

### Set Attendance for a Range of Dates

If a student is known to be absent with a known attendance code (e.g. Family Trip or health related absences) for a period time and the dates are known, attendance can be set at once for that range of dates. This can be done via **Edit Register** by using the **Add** button.

*NOTE: Use the calendar widget instead of typing in the dates. The widget opens when you click the little down pointing arrow to the right of the date. This will ensure that the correct date format is entered into the date field. It is also more intuitive to use.*

Set start and end date for a range of dates:

... use the calendar widget:

Once the date range is entered, click **OK** to get the **Add Register Entry** window, shown below.

Here is where you enter the attendance code for the range of dates. If an entry is made for instance just for Period 1, the code will be applied for the entire date range entered in the previous window. However, at the bottom of the window is the option to check the **All day** checkbox. When this is checked you can set all the periods of the date range to the attendance code chosen in the drop down menu.

After picking the code for individual periods or for All Day, click **OK** and the entries are saved for the date range.

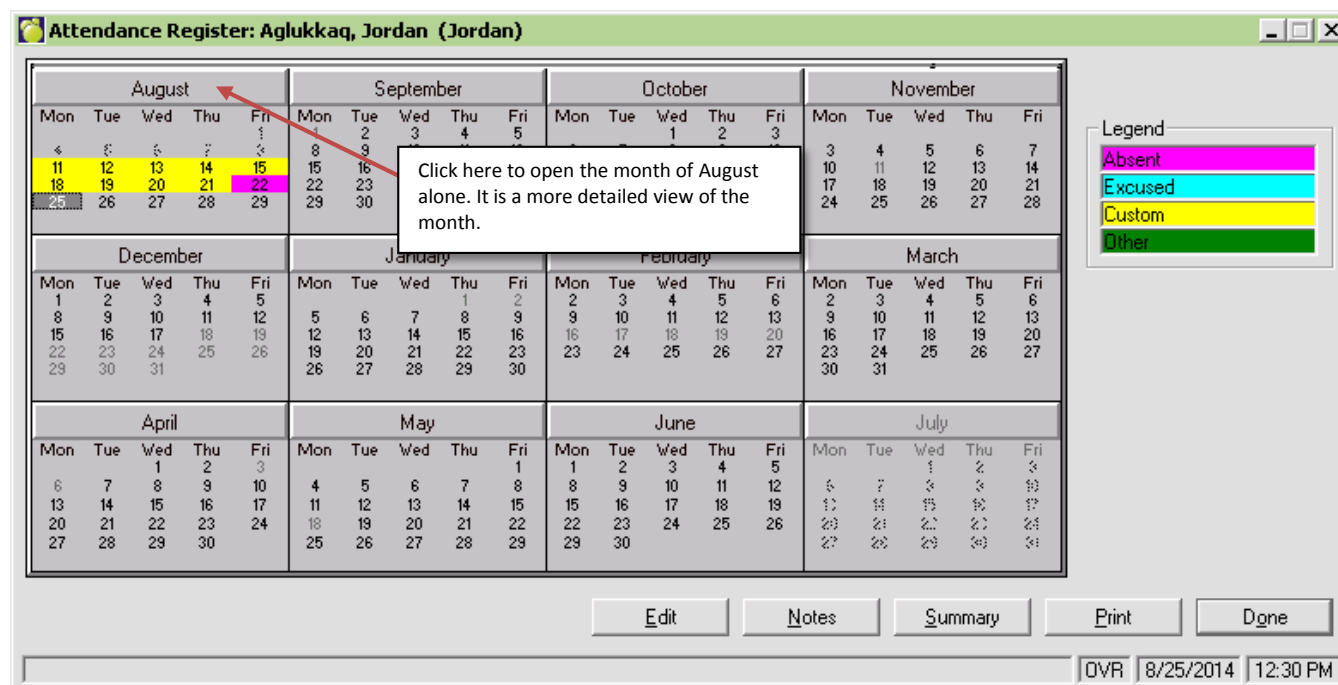
Period	Class	Reason
Period 1	NSS1002c	P Present
Period 2	LDC2290a	P Present
Period 3	ELA2104p	P Present
Period 4	PEP3447a	P Present

**Add Register Entry screen**

### *Use Calendar to Edit Attendance*

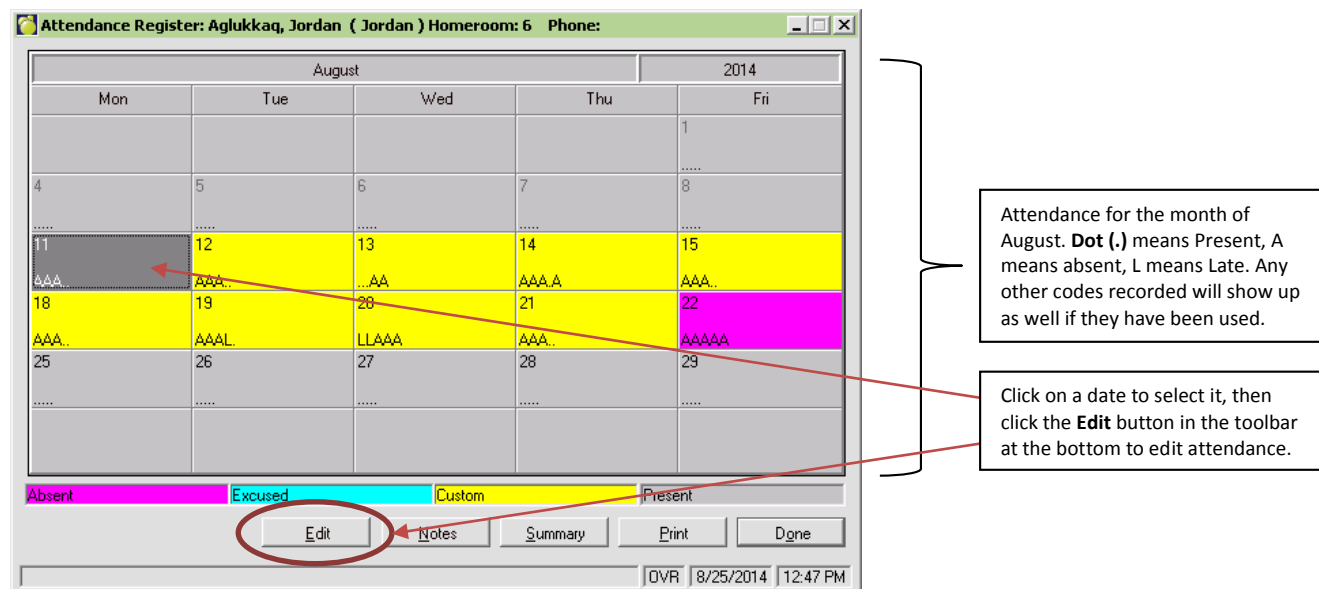
The **Calendar** button in **Attendance tab -> Edit Register** is possibly the most useful way to edit past, present or future attendance. Click the Calendar button and it will bring up the attendance calendar for the student.

Next, click on the month's name to open a more detailed view of the month's attendance. Clicking over "August" in the calendar screen brings up just the month of August:

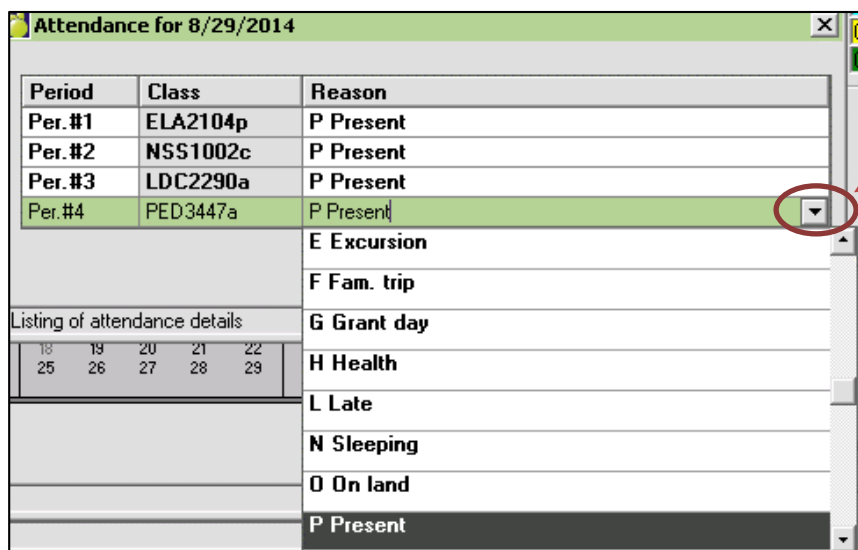


Now you can see the attendance codes for each period of the day in the month. **Dot (.) means Present, A means Absent, L means Late (similarly for any other codes).**

In either of these two views, year or month, click on a date and hit the **Edit** button to edit attendance for that date.



Finally, use the dropdown menus to set the attendance code one period at a time. Click **OK** to save the changes.



Change the attendance code for the desired period by clicking open the dropdown menu and then selecting the attendance code from the list.

Under here somewhere is the **OK** button...

After picking the code(s), click OK to save the changes.

Period	Class	Reason
Per. #1	ELA2104p	P Present
Per. #2	NSS1002c	P Present
Per. #3	LDC2290a	P Present
Per. #4	PED3447a	P Present

Listing of attendance details

18	19	20	21	22
25	26	27	28	29

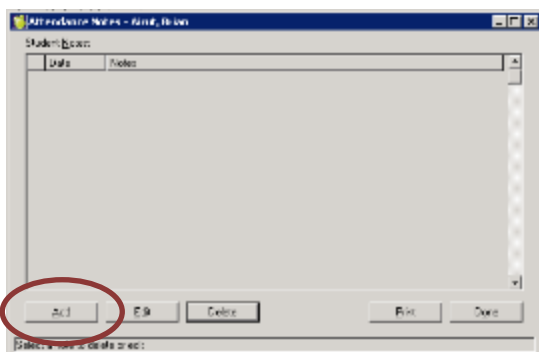
Reasons for absence:

- E Excursion
- F Fam. trip
- G Grant day
- H Health
- L Late
- N Sleeping
- O On land
- P Present

### Add Attendance Notes

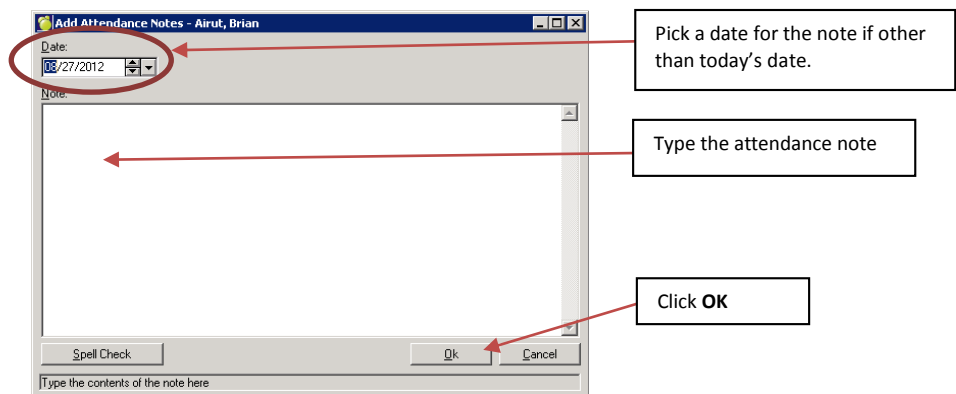
Attendance notes can also be entered the attendance register screen. The attendance notes will be displayed in the connectEd interface and can inform teaching staff on the student's status. The notes can be also displayed on student attendance reports.

Click the **Notes** button on the attendance register screen. Click the **Add** button to enter a note.



You will be presented with a window in which to enter your note. Select a date if necessary and simply type the information in the text field and click **OK** when complete:

Student Records | History tab



*NOTE: for those of us challenged by spelling, there is a conveniently located Spell Check button.*

### 3.9 History tab

The **History** tab is primarily used to track high school students' completed courses, *the course history*. The tab displays all course attempts from the past including both failed and successful attempts. The course history gets updated at the end of each semester based on the student's marks. The tab is a great place to monitor how the student is progressing towards graduation.

Assessments																									
Exams   Choices   Notebooks   Custom Fields   Transportation   Library   Discipline   Looker																									
Biographies   Family/Contacts   Emergency   Enrollment   Attendance   History   Timetable   Achievement																									
Completed Courses																									
Course	Title	Date	Term	Mark	Exam	Project	Final	Credit Attempted	Credit	Main Cat. Grp	Status	Method	Lang	Prev	Sch										
CDN1070	Building Construction	2006/06	3	52	n/a	n/a	52	1.00	1.00	Career & Technology Studies	Completed	Regular	EN	No											
LGS1010	You & the Law 1 (as Consumer an	2006/06	3	35	n/a	n/a	35	1.00	0.00		Completed	Regular	EN	No											
CTR1010	Job Preparation	2008/01	1	68	n/a	n/a	68	1.00	1.00	Career & Technology Studies	Completed	Regular		No											
CTR1210	Personal Safety (Management)	2008/01	1	68	n/a	n/a	68	1.00	1.00	Career & Technology Studies	Completed	Regular		No											
FOD1010	Food Basics	2008/01	1	50	n/a	n/a	50	1.00	1.00	Career & Technology Studies	Completed	Regular		No											
NCS1411	Creating a Career and Program Pl	2008/01	1	50	n/a	n/a	50	1.00	1.00	Career & Technology Studies	Completed	Regular	EN	No											
CTR2210	Workplace Safety (Practices)	2008/01	1	68	n/a	n/a	68	1.00	1.00		Completed	Regular		No											
DES1020	The Design Process	2008/06	2	79	n/a	n/a	79	1.00	1.00		Completed	Regular	EN	No											
CDN1030	Photography 1	2009/01	1	55	n/a	n/a	55	1.00	0.00		Completed	Regular		No											
CDN1120	Product Management	2009/01	1	47	n/a	n/a	47	1.00	0.00		Completed	Regular	EN	No											
CDN1140	Turning Operations	2009/01	1	47	n/a	n/a	47	1.00	0.00		Completed	Regular	EN	No											
CDN1150	Introduction to Statistics	2009/01	1	47	n/a	n/a	47	1.00	0.00		Completed	Regular	EN	No											
Compulsory Credits																									
Ungavutimig		18	Ippagpaakkunimig		25																				
English		0 /15	Mathematics		10 /10																				
Fine Arts		0 /3	Science		5 /10																				
Aulajaaqut		7	CTS		5 /5																				
Aulajaaqut		3 /3	Other		37																				
Com. Prac./Svc.		1 /1	Add. Level 30		5 /10																				
Phys. Ed.		3 /3	Unspec. Credits		27 /27																				
Nunavusiutit		13																							
Social St.		0 /10																							
Northern Stud.		3 /3																							
				Total Compulsory Credits:		62/100		<input checked="" type="radio"/> Earned <input type="radio"/> Projected																	
Diploma Info.   Attend. Hist.   Print   Credit Review   Cert. Trans.																									

The following information is shown for each course attempt. The columns are visible in the screenshot above.

Column	Explanation
Course Code	The Nunavut-approved course code for the course attempted
Course Title	The name of the course
Completion Date	The year/month when the course was attempted. Normally dated to the end of the semester.

<i>(year/month)</i>	
Term	<p>The term during which the course was attempted:</p> <ul style="list-style-type: none"> <li>• 1 = Semester one</li> <li>• 2 = Semester two</li> <li>• 3 = Full year</li> <li>• 4 = Summer</li> <li>• 5 = Special Session</li> </ul>
Mark	<p>The Final Mark for the attempt, typically a percentage mark. Some letter grades are also available:</p> <ul style="list-style-type: none"> <li>• <b>P</b> = Pass</li> <li>• <b>INC</b> = Incomplete (Credit Achieved = 0)</li> <li>• <b>IPG</b> = In Progress (Credit Achieved = 0)</li> </ul>
Exam Mark <i>(if applicable)</i>	An Exam Mark will only apply to Alberta exam courses. It will be available once the marks have been received from Alberta. Counts for 50 % of the Final Mark.
Project Mark <i>(if applicable)</i>	Social Studies courses with a Nunavut Project will have mark in this column. Counts for 30 % of the Final Mark. Must be over 50 % to achieve credit.
Credit Attempted	The credit available upon successful completion of the course
Credit Achieved	The credit achieved by the student
Main Category Group	The Category Group towards which graduation requirement the course counted. For example: Aulajaaqtut, Mathematics, Fine Arts, etc.
Status:	<p>Course Completion Status. Possible values are:</p> <ul style="list-style-type: none"> <li>• <b>Completed:</b> all course work has been completed by the student, whether successfully or unsuccessfully</li> <li>• <b>In Progress:</b> the student has not completed all components of the course but is expected to complete them within reasonable time</li> <li>• <b>Re-Try:</b> the student has re-attempted the course, most likely in order to improve the mark</li> <li>• <b>Re-Write:</b> the student has re-written an Alberta exam for the course</li> <li>• <b>Incomplete:</b> the student has not provided enough work to make an assessment and cannot achieve credits</li> </ul>
Method:	<p>Course Completion Method. Possible values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular:</b> a regular course</li> <li>• <b>Alberta Exam:</b> a course that includes an Alberta exam</li> <li>• <b>Nunavut Project:</b> a course that includes a Nunavut Project</li> <li>• <b>Challenge:</b> the student challenged the final exam for the course</li> <li>• <b>Evaluated:</b> the credit was evaluated. Students who have completed courses outside of the province get evaluated credits.</li> <li>• <b>Waived:</b> the course was removed from the student's graduation requirements</li> <li>• <b>Retroactive:</b> the student completed the course using the Retroactive Credits rule from the Secondary School Administration Handbook</li> </ul>
Language	The instructional language of the course
School	School completed in. Blank means "this school".
Absences	The number of absences (truancies) while attending the course
Excused Absences	The number of excused absences while attending the course
Lates	The number of lates while attending the course
Possible	The number of possible periods in the course



### 3.9.1 Set Graduation Path

The graduation path can be set through the History tab using the **Edit** button. Please note that the student and the parent of the student must be consulted before making changes to the graduation path; the school is not authorized to make graduation path change decisions without consent from the parents and the student.

Click Edit and pick the graduation path from the dropdown called “Graduation Path”. Then click **Done**.

Diplomas

First: 

None

Issuing School:

Second:

Issuing School:

General Information

Grade of Entry: 

10

Graduation Path: 

2009-2010 Graduation Requirements

Change the student's graduation path using the **Edit** button on the History tab, and then by picking the path from this dropdown.

Course	Title	Date	Term	Mark	Exam	Project	Final	Credit Attempted	Credit	Mark
INF1020	Keyboarding 1	2014/01	1	19	n/a	n/a	19	1.00	0.00	
INF1030	Word Processing 1	2014/01	1	18	n/a	n/a	18	1.00	0.00	
INF1001	Autism/aut 10	2014/01	1	27	n/a	n/a	27	5.00	0.00	

### 3.9.2 View Student Graduation Status

The lower part of the History tab shows you in **red** the areas that the student has not yet completed to graduate. This does not include achievement on courses that have not yet finished. The student below has not yet completed English, Fine Arts, Social Studies, Science and Additional Level 30 requirements.

Computory Credits

Uqausimmiq

English

Fine Arts

Autism/aut

Autism/aut

Com. Prac./Svc.

Phys. Ed

Numavusisatit

Social St.

Northern Stud.

18

0 /15

0 /3

7

3 /3

1 /1

3 /3

13

0 /10

3 /3

Iqqaqqaullaringniq

Mathematics

Science

CTS

Other

Add. Level 30

Unspec. Credits

25

10 /10

5 /10

5 /5

37

5 /10

27 /27

Total Compulsory Credits:

62/100

☒ Earned

☐ Projected

Diploma Info

Attend Hist

Print

Credit Breakdown

Copy/Print

### 3.9.3 Print Validation Statement

You can print the student's Validation Statement by clicking the **Print** button in the History tab, and then by selecting the **Validation Statement** radio button. Then click **View**.

## Student Records | Timetable Tab

### 3.9.4 Print Credit Breakdown

To print a report called Credit Breakdown (equally good as the Validation Statement) click on the **Credit Breakdown** button directly on the History tab. The report looks like this:

Category	Course	Credit Value	Title	Date	Mark	Compulsory Credits	Other Credits
Uqausilinnig	(0/18)						
English (0/15)							
Fine Arts (0/3)							
Aulajaaqut	(0/7)						
Aulajaaqut (3/3)	NR2001	5	Aulajaaqut 11	2014-01	51	3	-
Com. Prac./Svc. (1/1)	NR2400	1	Aulajaaqut Community Practicum 11	2014-03	P	1	-
Phys. Ed (3/3)	PE01445	3	Physical Education 10	2011-06	56	3	-
Nunavusutit	(3/13)						
Social St. (0/10)							
Northern Stud. (3/3)	LDC1193	3	Northern Studies 10	2012-06	50	3	-
Qaqqaukkarinig	(20/25)						
Mathematics (10/10)	MAT1793	5	Mathematics 10-3	2013-06	51	5	-
	MAT2793	5	Mathematics 20-3	2014-01	50	5	-
Science (5/10)	LDC1280	5	Science 15	2014-06	51	5	-
CTS (5/5)	CON1070	1	Building Construction	2008-06	52	1	-
	CTR1010	1	Job Preparation	2008-01	68	1	-
	CTR1210	1	Personal Safety (Management)	2008-01	68	1	-
	FOD1010	1	Food Basics	2008-01	50	1	-
	NC51411	1	Creating a Career and Program Plan	2008-01	50	1	-
	CTR2210	1	Workplace Safety (Practices)	2008-01	68	-	-
	DES1020	1	The Design Process	2008-06	79	-	-
	FOD1030	1	Snacks & Appetizers	2009-01	55	-	-
	FAS2090	1	Specialty Fabrics 1	2009-06	55	-	-
	CON2040	1	Framing Systems 1 (Floor & Wall)	2011-01	66	-	-
	WLD2060	1	Interactions (Wildlife & Society)	2011-06	90	-	-
	INF1010	1	Computer Operations	2012-06	55	-	-
	OMH2010	1	Adolescent Health Issues	2012-06	55	-	-
	ENT1020	1	Planning a Venture	2013-06	68	-	-
	ENT2020	1	Financing Ventures	2013-06	68	-	-

Credit Breakdown report

## 3.10 Timetable Tab

The Timetable tab displays the Classes that the student has been assigned to and shows what the student studying this school year. For high schools, this classes are actually slotted to the periods. For elementary

schools, the classes show up at the bottom of the table next to letters A-Z as they do not normally get timetabled (they are “floaters”).

**Student Records - Aggark, Jeanne-Maria Valentina**

Letters: **AJO** 2003435  
 Status: **This Year and Next Year**  
 Home School: **Yes**  
 GN Student ID: **817493021**

**No Picture**  
 (Click here to add a picture)

Birthdate: **02/18/1999** Age: **15**  
 Gender: **Female** Grade: **9**  
 Def. Chars:  
 Homeroom: **9 9A**  
 Aglegoetok, Mr. Manuel  
 Ethnicity: **Inuit**

Step To Another Student:  
 Alphabetical  
 Previous Next Select

**Timetable:**

Per.	Class	Description	Room	Lunc	Teacher	Alt. Teacher
<b>Sem. 1</b>						
1:	ATTAM9a	AM Attendance	X		Mr. Manuel Aglegoetok	
2:	ATTAM9a	AM Attendance	X		Mr. Manuel Aglegoetok	
3:	ATTPM9a	PM Attendance	X		Mr. Manuel Aglegoetok	
4:	ATTPM9a	PM Attendance	X		Mr. Manuel Aglegoetok	
	9000CSEa	Computer	X		Mr. Manuel Aglegoetok	
B	9000ELAa	English 9	X		Mr. Manuel Aglegoetok	
C	9000FNAa	Art 9	X		Mr. Manuel Aglegoetok	
D	9000HELa	Health 9	X		Mr. Manuel Aglegoetok	
E	9000ILAa	Inuktitut 9	X		Mr. Manuel Aglegoetok	
F	9000MATa	Mathematics 9	X		Mr. Manuel Aglegoetok	
G	9000PEDa	Physical	X		Mr. Manuel Aglegoetok	
H	9000SCNa	Science 9	X		Mr. Manuel Aglegoetok	
I	9000SSTa	Social Studies 9	X		Mr. Manuel Aglegoetok	
<b>Sem. 2</b>						
1:	ATTAM9a	AM Attendance	X		Mr. Manuel Aglegoetok	

☒ This Year ☐ Next Year Cont. Entry Print Edit

08/21/2014 01:20 PM

**Periods of the day.** This school has only four periods today.

**Classes that have been scheduled to the four periods today**

**Classes that the student is taking but for which there is no schedule for today.** They may occur on another day or they may be “floater” classes that have no schedule at all.

### 3.10.1 Edit Student Timetable

1. Go to the **Timetable** tab and click **Edit** to get to the following screen:

**Akkuk, Karen (This Year)**

Homeroom: **Unassigned**

	Day 1	Semester 1 Term 1						Semester 2 Term 1					
		1	2	3	4	5	6	1	2	3	4	5	6
1	9000HELa	27				e*23		27				e*23	
2	F001010y		10						z31				
3	9000MATb			26					26				
4	9000SCb				28					28			
5	9000ILAa	b26				27		a24			27		
6	9000SSTb					23						23	
7	FA51030z		y24						16				
8	9000ELAb												
9	9000FRAb												
10	NCS1411a												
11	9000ARTb												
12	9000MUSb												
13	9000PEDb												

Day 1 ☐ Display choices not in timetable

**Select a Class on the left to delete, then click the Delete button to remove it from this student's timetable.**

**Use Add button to add new classes.**

**Click Done when you are done with all the changes.**

**Delete Add Query Choices Originals**  
**Done**

2. To delete a Class, click on it on the left, then click on the **Delete** button. To add a Class, click on the **Add** button. Once happy with the changes, click **Done**

3. On the **Add/Drop Register** that pops up, you can click on **Done**. The Add/Drop Register tracks when Classes have been dropped or added to a student's timetable and is presented to you mostly for information.

Date	Class	Add/Drop	Semester/Term	Day/Period
09/19/2014	9000HELa	Added	9000HELa	9000HELa
09/19/2014	F0D1010y	Added	F0D1010y	F0D1010y
09/19/2014	9000MATb	Added	9000MATb	9000MATb
09/19/2014	9000SC1b	Added	9000SC1b	9000SC1b
09/19/2014	9000SSTb	Added	9000SSTb	9000SSTb
09/19/2014	9000ELAb	Added	9000ELAb	9000ELAb
09/19/2014	9000DRAb	Added	9000DRAb	9000DRAb
09/19/2014	NCS1411a	Added	NCS1411a	NCS1411a
09/19/2014	9000ILAA	Added	9000ILAA	9000ILAA
11/13/2014	9000ARTb	Added	9000ARTb	9000ARTb
11/13/2014	9000MUSb	Added	9000MUSb	9000MUSb

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

### 3.11 Achievement Tab

You can view a student's marks for the current school year in the Achievement tab. Both term marks and Final Marks are available for viewing.

In order to see the marks after entering the tab, you need to first select the **Topic-Based Marks** radio button on bottom left:

Student Records - Akoomalik, Carlton Harry

Letters: AKF 1019577  
Status: **This Year Only**  
Home School: Yes  
Alberta Student Number:

No Picture  
(Click here to add a picture)

Birthdate: 06/28/1994 Age: 20  
Gender: Male Grade: 12  
Def. Chars:  
Homeroom: Not Assigned  
Ethnicity: Inuit

Step To Another Student  
Alphabetical  
Previous Next Select

Assessments  
Exams Choices Notepads Custom Fields Transportation Library Discipline Locker  
Biographics Family/Contacts Emergency Enrolment Attendance History Timetable Achievement

Achievement:  
Per. Class Marks Final  
Sem. 1  
1:  
2:  
3:  
4:  
Sem. 2  
1:  
2:  
3:  
4: MAT3793a Mathematics N N N N N N

☒ Marks ☐ Comments ☐ Topic Based Marks

Edit

08/25/2014 02:20 PM

Click on **Topic-Based Marks** to see the student's marks in this school year

Then use the dropdown menu to see the course for which you wish to see the marks:

## Student Records | Flags

Student Records - Akoomalik, Carlton Harry

Letters: AKF 1019577  
Status: This Year Only  
Home School: Yes  
Alberta Student Number:

No Picture  
(Click here to add a picture)

Birthdate: 06/28/1994 Age: 20  
Gender: Male Grade: 12  
Def. Chrs:  
Homeschool: Not Assigned

Ethnicity: Inuit

Step To Another Student  
Alphabetical  
Previous Next Select

Assessments  
Exams Choices Notepads Custom Fields Transportation Library Discipline Locker  
Biographics Family/Contacts Emergency Enrollment Attendance History Timetable Achievement

Topic Based Marks  
Classes/Homeschools: MAT 3793 a

Topics	First (SEC)	Second (SEC)	Third (SEC)	Fourth (SEC)
Mark:		52	33	44
Topic Total		52	33	44
Final Accumulated				44

Topic Based Marks  
Marks Comments  
Topic Based Marks Edit

First pick the class using this dropdown...

The term marks for that class for this student will appear here if the marks have been entered.

The current **Final Mark** is on the bottom row (cyan colour).

### 3.12 Flags

**Flags** are a special way to earmark students. Different types of flags can be created based on the school's needs. Using flags helps the school staff notice that there is something special going on with a student. For example, the school might want to flag students with severe allergies. Printed lists of students with flags can then easily be produced and distributed to the teachers. Also, the flag is easily noticeable in the SIS when browsing through student records. The flags are also visible on the connectEd side.

First the flag has to be created, then it can be assigned to students.

#### 3.12.1 Create Flags

Go to **Students -> Custom Fields/Tables -> Flag Definitions**. Click **Add** to add a flag such as "Severe allergy". Type in the English Title, then pick a flag colour using the up and down arrows. Click OK once finished. You can make the flag blink by checking the box "Blinking". See the screenshot below for an illustration.

Flags

English Title:  
Severe allergy

French Title:

Display Options:  
▲ ▼   
☒ Blinking

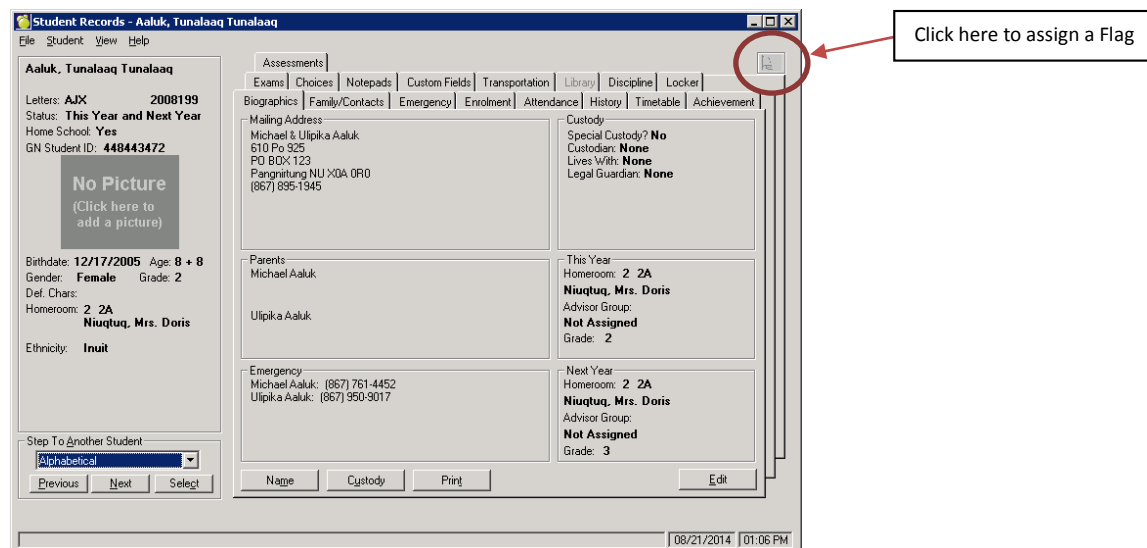
Previous Next OK Cancel

Creating a pink flag for "Severe Allergy" in Students -> Custom Fields/Tables -> Flag Definitions

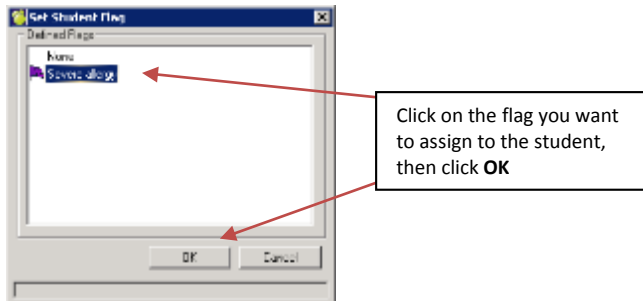
### 3.12.2 Assign Flags to Students

Once you have created a flag or flags using the method mentioned above, you can assign them to students after opening their Student Record.

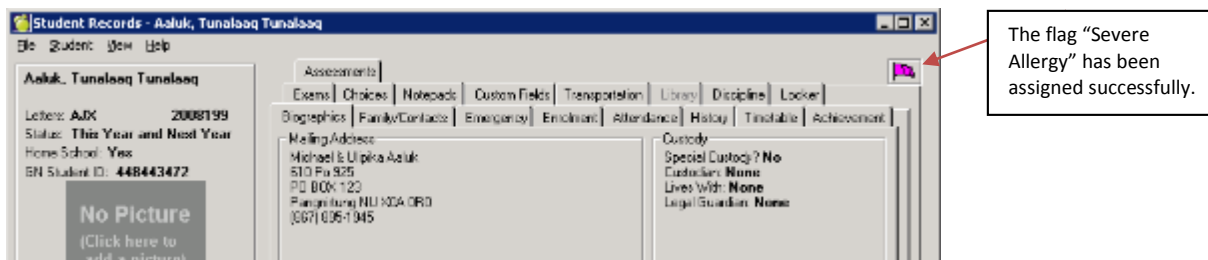
1. Open **Student Records** and find the student to whom you want to assign the flag
2. Click the flag button at the top-right of the student record window



3. Select the flag from the list, e.g. "Severe Allergy", and click **OK**



4. Now the flag should be visible on the top-right corner of the student record, see below for example :



## 4 Student Registration and Withdrawal

*Registering* students in SIS is a process that is an equivalent of *adding* students, using the SIS terminology. A registration means that a student has been associated with the school for this school year, regardless of how they attend the school (half time, full time, home-schooled, etc.). Students who are registered with the school form the *enrolment* of the school.

When a student leaves a school to go to another community or to another school, the student is *withdrawn* from SIS. The withdrawal is always recorded with exit date and a description of why the student left the school. The student could have graduated or moved to another school, for example.

### 4.1 How to Add (Register) a Student

This section explains how to register (add) a student in Maplewood. Kindergarten students get a **new registration** and a completely new record is created. On the other hand, for students who are transferring from school to school a record should already exist. The trick is to find that record.

**Step 1:** Select **Add New Students** from the **Students** menu

**Step 2:** Enter the **Surname**, **Given name** and **Date of Birth**. Use the date widget to pick the date.

**Student Search**

Enter student's basic information. This information will be used to verify whether the student already exists in the database.

Surname: Aalu

Given Name: Tunala

Date of Birth: 12/17/2005

December 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select student date of birth

Cancel

Click this little arrow to open the calendar widget which will make it easier to set the birthdate

**Step 3:** After entering the three fields, click **Search** to search for the student in Maplewood's database

**Step 4:** Either the student is found immediately in the database and you are taken into the **Add New Student** screen with their information pre-filled; or no matching student was found (see below):

**No Student Found**

No students found that match current criteria.

OK

No matching students were found in the database. This could be because you searched the student using an incorrect spelling and/or incorrect birthdate. Click OK to proceed.



#### 4.1.1 No Students Found that Match Current Criteria

If no student was found to match the search criteria, then you may have typed an incorrect name or birthdate for the student. In the next step, the **Advanced Student Search** screen allows you to see **close matches** and do further searching.

This screen offers you a selection of students to pick from, suggesting “maybe this is who you were looking for”. It is also possible that the student did not actually have an existing record yet. This would be the case for students entering a Nunavut school for the first time, such as **Kindergarten students**.

**Step 5:** Look through the results and see if one of the close matches could be the student you are trying to add to your school:

**Advanced Student Search**

Multiple matches found based on surname, given name and birthdate. Please select one of the entries from the following list or enter other names to search on.

**Find Student**

Surname:  ☐ Ignore Surname Birthdate:  ☐ Ignore Date of Birth

Given Name:  ☐ Ignore Given Name Gender: ☐ Male ☐ Female ☐ Ignore Gender

Middle Name(s):  ☐ Ignore Middle Name(s)

GN Student ID:  ☐ Ignore GN Student ID

**Search Results**

Name	AKA	Date of Birth	Gender	School	Entry to Elem/Sec	GN Student ID
Aaluk, Tunalaag Tunal...	1	12/17/2005	Female	Inuujaq School		448443472

See here for close matches. We have found a match here for our search. The actual name registered with was Aaluk, Tunalaag. Click to highlight and select.

☒ Accept and enrol the selected student ☐ Enrol this student as a new student (Student not found in Maplewood)

Only use this option for students who are entering a Nunavut school for the first time. It creates a completely new, blank student record.

When a match is found, highlight/select the student by clicking on her and choose **Accept and enrol selected student** at the bottom. Then click **OK**.

*If you are absolutely certain that the student does not exist in the database, select **Enrol this student as a new student (Student not found in Maplewood)** and click **OK** to create a completely new, blank student record in the database. A new GN ID number will be generated for the student.*

## 4.1.2 Fill in the Details for an Existing Student

If you selected an existing student using **Accept and enrol selected student** in **Step 5**, you will be brought to the screen below. Fill out the mandatory fields denoted by an asterisk (\*). Also fill out **This Year's Grade** and **Homeroom** on the right.

**Add New Student**

**Name**  
 Legal Name: Tunalaaq  
 Legal Surname: Aaluk  
 Given Name: Aaluk  
 Middle Name(s):  
 Verification Document: No Document Provided  
 Document Number:  
 Preferred name:  
 Surname:  
 Preferred Name:  
 GN Student ID: 448443472  
 Alias Names:  
 Current Home School: Sakku School

**Enrolment**  
 Status: This Year and Next Year  
 Entry to Elem.  
 Entry to Sec. School: 08/06/1985  
 Entry date to this school: 08/22/2014  
 \*Reg. Ent. Status: 10 310 - Transfer-in from  
 \*Origin School: Unknown  
 Exit Date: MM/DD/YYYY  
 Exit Description: Unknown  
 Dest. School: Unknown  
 Ethnicity: Inuit  
 Mother Tongue: English  
 Preferred Language of the Student: Unknown  
 1st Reporting Language: English  
 2nd Reporting Language: Inuktitut  
☐ French Language Entitlement

**Biographics**  
 Date of Birth: 05/05/1980  
 Gender: Male  
 This Year:  
 Grade: 10  
 Homeroom: 112 10-1 Hammond, Merrill  
 Advisor Group:  
 Next Year:  
 Grade: 11  
 Homeroom:  
 Advisor Group:  
 Defined Characters: 0 0 0 0

**Fill in the details for:**

**Status:** see lower down.

**Entry Date to This School:** the day the student will be in attendance

**Registration Entry Status:** pick the most appropriate value

**Origin School** if transferring in from another school

**Grade** for this year

**Homeroom** for this year (if applies)

\* Indicates required fields

### Enrolment

- **Status:** If the student is registering for this school year, set the Status to “This Year and Next Year”. If you are pre-registering the student for next school year, set the Status to “Next Year Only”
- **Entry to Elem.** should be set to the first day of elementary school (if known)
- **Entry date to this school** should be set to the actual date the student starts school
- Set **Registration Entry Status** by picking from the dropdown. Select most appropriate value. This field describes how this student came into this school.
- If the student came from another school in Nunavut, pick the **Origin School** using the dropdown. The Origin School cannot be your school.

### Biographics

- **This Year:** set Grade and Homeroom to the correct values for the current school year
- **Next Year:** set Grade and Homeroom to the correct values for Next Year if you are pre-registering the student for the next school year.

## 4.1.3 Fill in the Details for a Completely New Student

If you selected **Enrol this student as a new student** in **Step 5**, you will be brought to the screen below. There are fields with red asterisks (\*) beside them in the **Add New Student** form: these are mandatory fields to fill. However,

fill out as much information as you can. For **Registration Entry Status**, use “200 – New Registration” when creating a completely new student record.

Add New Student form for filling out information for completely new students. Use “200 – New Registration” as Registration Entry Status for students entering the Nunavut school system for the first time.

Explanation of the fields in the above screen:

### Name

1. **Legal Surname** and **Given Name** should be taken directly from the **Verification Document** (such as a Birth Certificate). Please take care in ensuring that the student’s legal name is used here!
2. **Verification Document** should be always requested from the student to verify the legal name. If not available, please make sure to choose **No Document Provided**.
3. If there are other names the student uses, such as nicknames, they should be entered as either the **Preferred Name** or an **Alias**. Click the **Add** button to add aliases.

### Enrolment

1. **Status:**
  - If you are pre-registering students for next school year, set the **Status** to **Next Year Only**
  - If this is a new student entering during this school year, set the **Status** to **This Year and Next Year**
2. **Entry to Elem.** should be set to the first day of elementary school for the student, if known

3. **Entry date to this school** should be set to the date students starts or started at this school
4. Set **Registration Entry Status**:
  - **200 – New Registration** for new Kindergarten students or for students who have not previously attended school in Nunavut
  - The other values are applicable only if you are enrolling a student who already has attended school in Nunavut and has an existing record. See the end of the document for a complete table.
5. Set **Ethnicity** to the appropriate value
6. Set **1<sup>st</sup> Reporting Language** and preferably also **2<sup>nd</sup> Reporting Language** if the student's family should be getting reports in two different languages (e.g. English and Inuktitut)

## Biographics

- **This Year:** Set Grade and Homeroom to the correct values under This Year if here if the student is added during this school year
- **Next Year:** set Grade and Homeroom to the correct values under Next Year if you are pre-registering the student for the next school year

### 4.1.4 Fill in Contact information

Adding **Family/Contact information** will make it easier in the future for teachers to connect with a student's parents or emergency contacts if necessary. Do this by editing the **Family/Contacts** tab in **Student Records**. See the **Student Records** section of this document for more details on the **Family/Contacts** tab.

### 4.1.5 ISSP and French Eligibility

If the student is on an **ISSP** (Individual Student Support Plan), go to his/her Student Record, go to **Enrolment** tab, and click **Edit**. Check the boxes as appropriate. See illustration below. Click **OK** once done.

The screenshot shows the 'Enrollment' tab of a student registration form. The form is divided into several sections: Status, Ministry Information, Origin, Language, Programs, and Ethnicity. The 'Status' section has radio buttons for 'This year and Next year', 'This year only', 'Next year only', and 'Deleted (Withdrawn)'. The 'Ministry Information' section includes fields for GN Student ID, Alberta Student Number, Citizenship, Student Authorization Expiry Date, Verification Document, Document Number, Doc. Issue Date, Mother Tongue, and Born in Canada. The 'Origin' section includes fields for Entry to Elem. School, Entry to This School, Registration Entry Status, Registration Status, Origin School, and Nakasuk Elem. School (Iqaluit) (Nu.). The 'Language' section includes fields for Preferred Language, 1st Reporting Language, and 2nd Reporting Language. The 'Programs' section includes checkboxes for ISSP, IEP, IBP, IAP, and Alternate Program. The 'Ethnicity' section includes a dropdown menu for Ethnicity. The 'OK' and 'Cancel' buttons are at the bottom right.

Annotations with red arrows point to specific fields:

- A box labeled "Check this box if the student is eligible for French language instruction under Section 23." points to the **French Entitlement** checkbox in the Language section.
- A box labeled "Check any applicable ISSP boxes" points to the **ISSP** checkbox in the Programs section.
- A box labeled "Click **OK** once done" points to the **OK** button at the bottom right.

4.1.6 Home-schooling

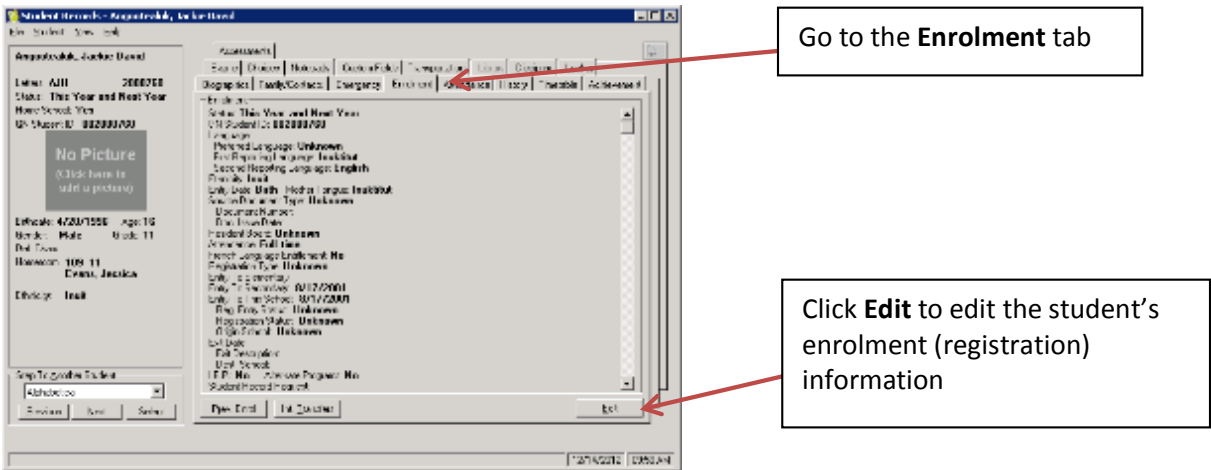
If the student is home-schooled, edit the **Enrolment** tab and set **Registration Type** field to one of the home schooling options as illustrated below. Then click **OK**.



4.2 How to Withdraw a Student

This document explains the process of **withdrawing** students from a school. A student must be withdrawn when s/he has transferred to another school, has been absent for 21 days in a row (dropped out), or left for some other reasons. A student that is no longer attending the school should always be withdrawn from the school even if it is likely that they will eventually return to the school.

- 1. Go to **Student Records** and search for the student you would like to withdraw. Open their student record.
- 2. Go to their **Enrolment** tab and click the **Edit** button at bottom right.



The screenshot shows a software window titled "Enrollment - Angootealuk, Jackie (Jackie)". It has two tabs: "Enrollment" and "Other Fields". The "Enrollment" tab is active. The form is divided into several sections: "Status", "Ministry Information", "Origin", "Language", "Registration Entry Status", "Retirement", "Resident Board", "Attendance", "Registration Type", "Programs", and "Ethnicity". Red arrows point from text boxes to specific fields: one points to the "Deleted (Withdrawn)" radio button under "Status"; another points to the "Exit Date" field under "Retirement"; a third points to the "Exit Description" dropdown menu, which currently shows "21100 Transferred within school region"; and a fourth points to the "Destination School" dropdown menu, which currently shows "Aqsamiit Ilinniavik (Nu.)".

Set student **Status** to **Deleted/Withdrawn**

Give an accurate **Exit Date** (the date student stopped attending), give **Exit Description\*\*** and assign **Destination School** if the student transferred to another school.

**\*\* see the nextt page for Exit Descriptions.**

3. Select **Deleted (Withdrawn)** under **Status**. This means that the student is withdrawn from your school's enrolment and the record becomes available to other schools.
4. Under **Retirement**, set the **Exit Date** to the date the student stopped attending at the school. Use the date picker widget by clicking the little down-pointing arrow.
5. Set the **Exit Description** by selecting the most accurate option from the dropdown menu. See below the possible Exit Description values used in SIS.
5. Set **Destination School** if the student is known to transfer to another school. **Note: please notify the destination school principal about the transfer!**
6. Click **OK** when done.

4.2.1 Exit Descriptions

Exit Description	Use when...
<b>Completed prescribed course of studies (no diploma)</b>	The student completes legal requirements for attending school in Nunavut but does not graduate before leaving the school system
<b>Unknown</b>	The exit reason is unknown and it will be filled later once the reason is known

<b><i>Transferred within school region</i></b>	The student transfers to another school within your school region
<b><i>Transferred within Nunavut</i></b>	The student transfers to another school in Nunavut but outside your school region
<b><i>Transferred to other province or territory</i></b>	The student transfers to another province or territory
<b><i>Transferred to other country</i></b>	The student transfers to another country
<b><i>Deceased</i></b>	The student has passed away
<b><i>Disciplined out</i></b>	The student has been withdrawn from the school as a disciplinary action
<b><i>Left school for health reasons</i></b>	The student has withdrawn from school due to severe health reasons
<b><i>Seeking employment</i></b>	The student has withdrawn from school in order to look for work
<b><i>Gone to work</i></b>	The student has withdrawn from school in order to go to work
<b><i>Pregnancy</i></b>	The student has become pregnant and is not in a physical state to attend school
<b><i>Child care</i></b>	The student is looking after a child and cannot attend school
<b><i>Sports</i></b>	The student has withdrawn from school in order to pursue sports
<b><i>Dropped Out</i></b>	The student has not attended school for at least 21 days in a row
<b><i>Other</i></b>	If none of the descriptions apply, use “Other”
<b><i>Created in error</i></b>	The student was enrolled in the school in error and then had to be withdrawn to correct the mistake
<b><i>Graduated with diploma (continuing post-secondary)</i></b>	The student graduates and it is known that they are going to a certain post-secondary school after that
<b><i>Graduated with diploma</i></b>	The student graduates

### 4.3 Concurrent Students

*Concurrent* students are students who are concurrently, or simultaneously, registered in two or more schools. In Nunavut, there should not be any concurrent students as schools do not normally share students. If a student is flagged by the SIS as concurrent, then it means that a school has forgotten to withdraw a student when the student has left the school. The only exception can be found in Iqaluit between the high school and the French school.

Only one school can be a students’ **Home School**. The Home School has full ownership of the student record and has unlimited permissions to the record. The other school will have **Home School: No (Concurrent)** in the concurrently registered student’s record and has limited access to edit the student’s core data.

It is important to resolve Concurrent Students by:

- Finding any concurrent students in the school
- Determining which school should be the home school for concurrent students
- Withdrawing the student from the school that is not the home school

### 4.3.1 Find Concurrent Students

Concurrent students can be detected in the Search Students screen after clicking Student Records:

**Select Students**

Filter:  
 Search By: Partial Name  
 Search On: Surname  
 Search Item:  
 Search: a

Include students registered:  
☒ Both this and next year  
☒ This year only (not returning)  
☒ Next year only  
☒ Deleted (Withdrawn)

Incl. Alt. Names:  
☒ Name Changes  
☒ Aliases

Matches found on alternate names are highlighted with the alternates shown in a tooltip window.

Surname	Given Name	Middle Name(s)	Usual Name	Legal Surn...	AKA	Status	Home School	Grade	Homeroom	GN Stud
Aaluk	Tunalaag	Tunalaag	Tunalaag		1			2	2A	44844
Aggark	Jeanne-Maria	Valentina	Jeanne-Maria		1			9	9A	81749
Ahegona	Shyanne		Shyanne					7	7/8	381634
Akammak	Paul		Paul	Aggark				8		10725
Akikak	Hattie		Hattie					9	9A	006051
Akittiq	Gilbert		Gilbert					1	1A	02753
Akittiq	Pearl		Pearl					6	6/7	777191
Akoomalik	Carlton	Harry	Carlton			This Year Only		12		19589
Akoomalik	Pamela	Emily	Pamela					3	3A	080484
Akulukjuk	Francis		Francis					10		585882
Alagalak	Adin	Myles	Adin					5	5A	54434
Alaralak	Vincent		Vincent					1	1A	04964
Alariaq	Alexander		Alexander	Alluruk		This Year Only		12		30590
Algona	Enosh		Enosh					4	4A	149871
Alikatuktuk	Carter		Carter		1			11		821547
Aliktituk	Julianne		Julianne			This Year Only		12		73465
Alyak	Donavan		Donavan					8	7/8	15939
Alookie	Tom		Tom	Alookie		Deleted (Withd...		2	2A	
Aluk	Kenneth		Kenneth					1	1A	27014

Total Students: 63

Print Method OK Cancel

Also, if you open the student's Student Record, the sidebar says: **Home School: No (Concurrent)**

**Student Records - Akammak (Aggark), Paul**

File Student View Help

**Akammak (Aggark), Paul**

Letters: AJY 2003788  
 Status: This Year and Next Year  
 Home School: **No (Concurrent)**  
 Alberta Student Number:

**No Picture**  
 (Click here to add a picture)

Birthdate: 05/12/1999 Age: 15  
 Gender: Male Grade: 8  
 Def. Chars: 0 0 0 0  
 Homeroom: Not Assigned

Assessments  
 Exams Choices Notebooks Custom Fields Transportation Library Discipline Locker

Biographics Family/Contacts Emergency Enrolment Attendance History Timetable Achievement

Mailing Address  
 Peter & Yvonne Akammak  
 40 P.O. Box 96  
 Baker Lake Alberta X0K 1A1  
 (867) 476-9598

Custody  
 Special Custody? **No**  
 Custodian: **None**  
 Lives With: **None**  
 Legal Guardian: **None**

Parents  
 Peter Akammak  
 Yvonne Akammak Cell: (867) 521-2762

This Year  
 Homeroom: **Not Assigned**  
 Advisor Group: **Not Assigned**

To produce a list of concurrent students in the school, follow these steps:

1. Go to **Student Records**
2. Type "%" as the Search word (means: show everything) and click **Search**:

**Select Students**

Filter:  
 Search By: Partial Name  
 Search On: Surname  
 Search Item:  
 Search: %

Use Soundex



3. After the search results show up, showing ALL students, sort the rows by **Home School** by clicking over the **Home School** column. Click once more on it to sort all the No (Concurrent) students to the top of the list.

**Now you can see all your concurrent students at the top of the list!**

The screenshot shows the 'Select Students' window with a search filter set to 'Partial Name' and 'Surname'. The search results table is sorted by 'Home School' status, with 'No (Concurrent)' students at the top. The 'Home School' column is circled in red, and a red arrow points to it from a text box on the right.

Surname	Given Name	Middle Name(s)	Usual Name	Legal Sum...	AKA	Status	Home School	Grade	Homeroom	G
Akammak	Paul		Paul	Aggark			No (Concur...	8		
Apsaktaun	Charlotte		Charlotte	Alariaq		Deleted (Withd...	No	2	2A	
Mitsima	Geeteeta		Geeteeta	Muckpa		Deleted (Withd...	No	12		
Nutarariaq	Anthony		Anthony	Natanine	1	Deleted (Withd...	No	12		
Olaiyuk	Joshua	Brandon	Joshua		1	Deleted (Withd...	No	7		
Aaluk	Tunalaq	Tunalaq	Tunalaq		1			2	2A	
Aggark	Jeanne-Maria	Valentina	Jeanne-Maria		1			9	9A	
Ahegona	Shyanne		Shyanne					7	7/8	
Akilak	Hattie		Hattie					9	9A	
Akittirq	Gilbert		Gilbert					1	1A	
Akittirq	Pearl		Pearl					6	6/7	
Akoomalik	Carlton	Harry	Carlton			This Year Only		12		
Akoomalik	Pamela	Emily	Pamela					3	3A	
Akulukjuk	Francis		Francis					10		
Alagalak	Adin	Myles	Adin					5	5A	
Alaralak	Vincent		Vincent					1	1A	
Alariaq	Alexander		Alexander	Allurut		This Year Only		12		
Algona	Enosh		Enosh					4	4A	
Alukukjuk	Enosh		Enosh		1			11		

Click on **Home School** here to sort the students by their Home School status.

Click AGAIN to get the **No (Concurrent)** students to the top.

### 4.3.2 Resolve Concurrent Students

Now that the concurrent students are known, it is important to determine if this school is supposed to be their Home School. If not, then the students **must be withdrawn** from the school.

You can see what the other school is by opening the concurrent student's record and clicking the **Other Schools** button in the sidebar on the left. There you can see the other school who is claiming the student.

After determining which school should "own" the student and has the student in physical attendance, the other school must withdraw the student following steps in section 4.2. A phone call with the other school is usually required to sort out these situations.

## 5 Staff Records

Staff Records are maintained in SIS for all teaching staff and staff that needs to use the Student Information System. Staff records do not contain as much detailed information as the Student Records but are similar in nature. For staff, the most important information to record are names, security roles that limit access to various parts of the system, teacher certification numbers, and teaching timetables.

### 5.1 Add Staff Members

Add all teaching staff into your school in SIS. The process is similar to adding a student but simpler.

Go to **Staff -> Add New Staff Member** and fill in the information as show below:

Enter the name of the staff member. It is not necessary to include both **Surname** and a **Legal Surname**. **Middle Name** and **Title** are optional as well. The **Usual Name** will automatically populate with the first name.

**Gender** has to be entered.

**Birthdate** is *not* necessary to include

Select a **connectEd** security group if the staff member will be connecting through connectEd. The default is **Teacher** and this works 99 % of the time.

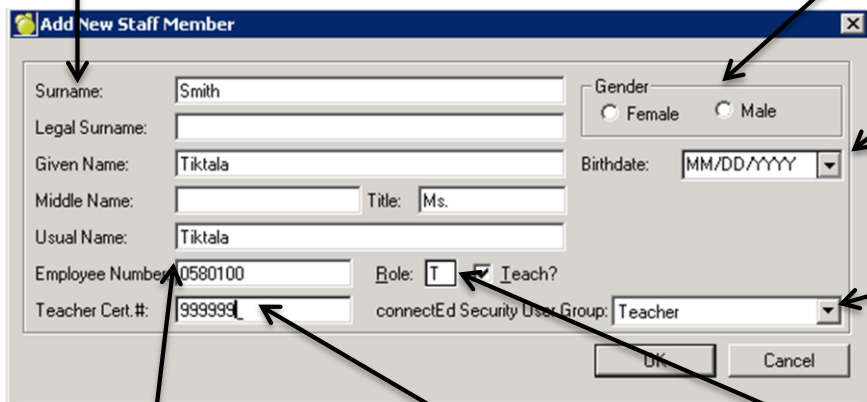
An employee number must be created and must be unique. Use the following convention to create the number:

**<School Number><4 digits>**

For example at Jonah Amitnaaq Secondary School, 0580001 would be the first staff member, 0580002 would be the second staff member, etc.

The **Nunavut Teacher certificate number** must be entered here. If the staff member is not teaching, then it can be left blank.

The **Role** defaults to **T** for **Teacher** and the **Teach?** checkbox should be checked. Use **Role = P** for Principals and Vice-Principals. Consult the **Notes** for more information if this person has a different role.



The screenshot shows the 'Add New Staff Member' form with the following fields and values:

- Surname: Smith
- Legal Surname: (empty)
- Given Name: Tiktala
- Middle Name: (empty)
- Title: Ms.
- Usual Name: Tiktala
- Employee Number: 0580100
- Teacher Cert #: 999999
- Gender: Male (selected)
- Birthdate: MM/DD/YYYY (dropdown)
- Role: T
- Teach? (checked)
- connectEd Security User Group: Teacher

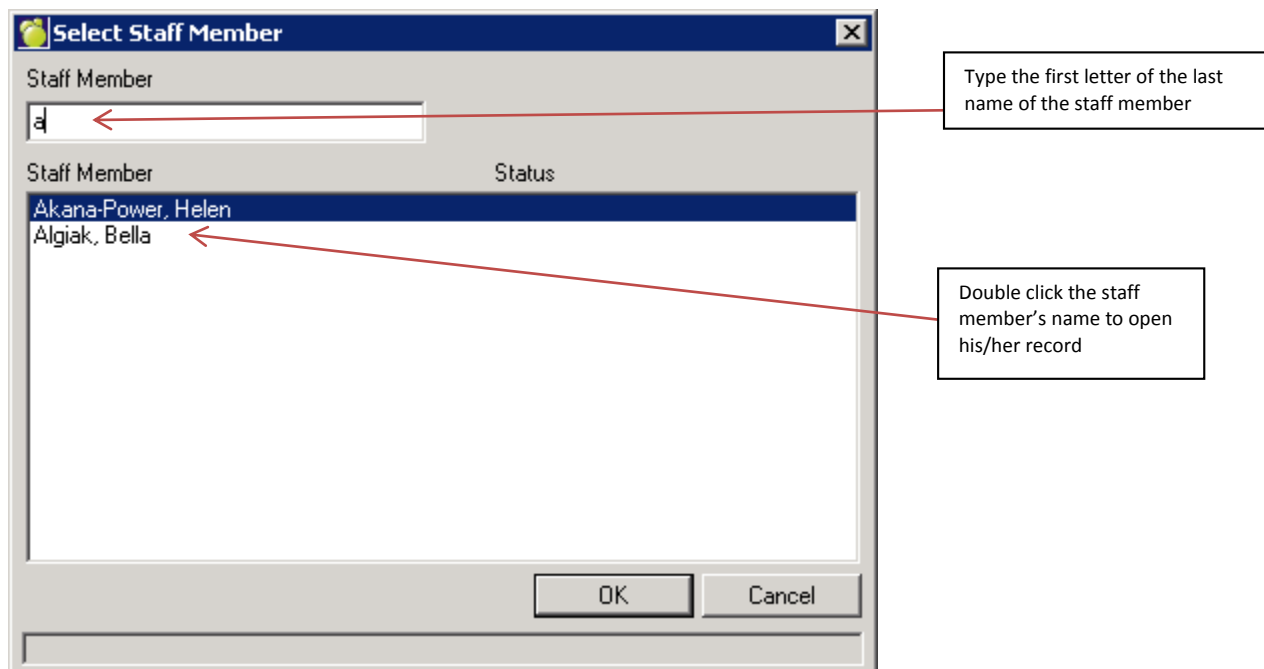
### 5.1.1 Role

- **Roles** are predefined settings in the database which can affect what or how a user can access menu items and fields. The default is **T** for teacher. The following Roles are possible. The ones highlighted **blue** are relevant to schools.
  - **T = Teacher**
  - **P = Principal**
  - **D = SST (Student Support Teacher)**
  - **C = SCC (School Community Counselor)**
  - H = HQ (HEADQUARTERS)
  - O = SOS (SUPERINTENDENT OF SCHOOLS) ROLE
  - S = SCHOOL ADMIN (SECRETARY) ROLE
- *ConnectEd* is the service that Teachers access via a Web browser to connect to the database. **The ConnectEd Security User Group** will default to **Teacher** and is fine in most cases. However, there may be other user groups in the future.
- The **Teacher Certification Number** needs to be entered for school reporting if it's available.

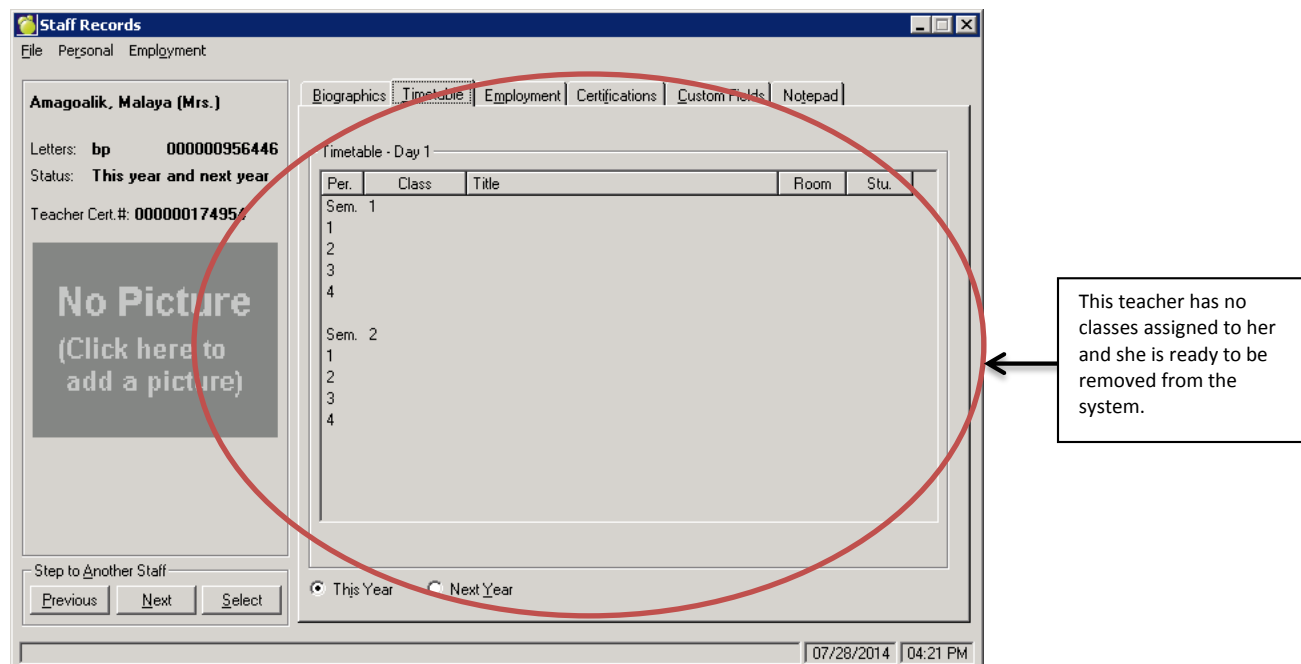
## 5.2 Remove Staff Members

When staff leaves your school for good, you should remove their staff record.

1. Go to **Staff -> Staff Records**
2. Type the first letter of the last name of the staff member (e.g. 'a'). Double click the name of the staff member when you see it show up in the list.



3. Go to **Timetable tab**. If there are Classes showing in the Timetable tab, then you cannot remove the staff member; you will first have to go to **File -> School Setup -> Classes** to unassign this teacher from any classes that she may be teaching. The teacher below has nothing and is ready to be removed from the staff records.



Staff Records

File Personal Employment

Amagoalik, Malaya (Mrs.)

Letters: bp 000000956446

Status: This year and next year

Teacher Cert. #: 000000174954

No Picture (Click here to add a picture)

Step to Another Staff

Previous Next Select

Biographics Timetable Employment Certifications Custom Fields Notepad

Timetable - Day 1

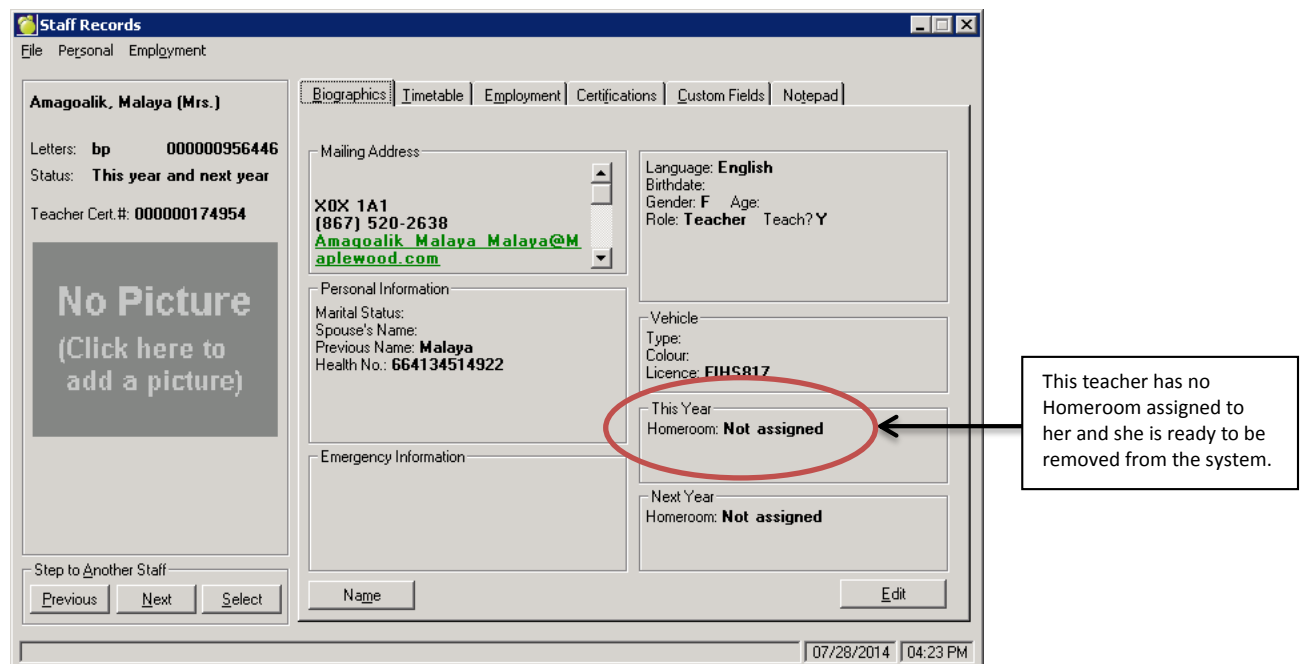
Per.	Class	Title	Room	Stu.
Sem. 1				
1				
2				
3				
4				
Sem. 2				
1				
2				
3				
4				

This Year Next Year

07/28/2014 04:21 PM

This teacher has no classes assigned to her and she is ready to be removed from the system.

4. Go to **Biographics tab** to make sure the teacher has not been assigned to a **Homeroom**. If the teacher has been assigned to a Homeroom, then you must first go to **File -> School Setup -> Rooms/Homerooms** to unassign the teacher from the Homeroom. The teacher below has "Not Assigned" next to Homeroom and is good to go.



Staff Records

File Personal Employment

Amagoalik, Malaya (Mrs.)

Letters: bp 000000956446

Status: This year and next year

Teacher Cert. #: 000000174954

No Picture (Click here to add a picture)

Step to Another Staff

Previous Next Select

Biographics Timetable Employment Certifications Custom Fields Notepad

Mailing Address

X0X 1A1  
(867) 520-2638  
Amagoalik, Malaya Malaya@M  
applewood.com

Language: English  
Birthdate:  
Gender: F Age:  
Role: Teacher Teach? Y

Personal Information

Marital Status:  
Spouse's Name:  
Previous Name: Malaya  
Health No.: 664134514922

Vehicle  
Type:  
Colour:  
Licence: FIHS817

This Year  
Homeroom: Not assigned

Next Year  
Homeroom: Not assigned

Name Edit

07/28/2014 04:23 PM

This teacher has no Homeroom assigned to her and she is ready to be removed from the system.

5. Finally, go to **Employment** tab and click **Edit**.

6. Select **Deleted (Ret./Trans.)** and click **OK**.

If this area is grayed out, it means that you cannot Delete the staff member yet because s/he has been assigned to homerooms or classes. If so, go back to steps 3 and/or 4 to fix this. Then come back here again.

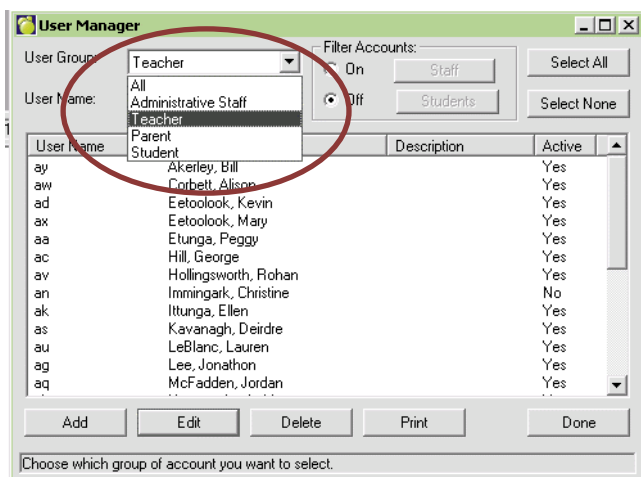
## 5.3 Teacher Accounts

When the school's SIS administrator add staff members using the Staff menu, their connectEd accounts are created **automatically**; there is no need to create them separately or to send account requests for them. The accounts just need to be printed from SIS by the administrators of the school, then provided to teachers:

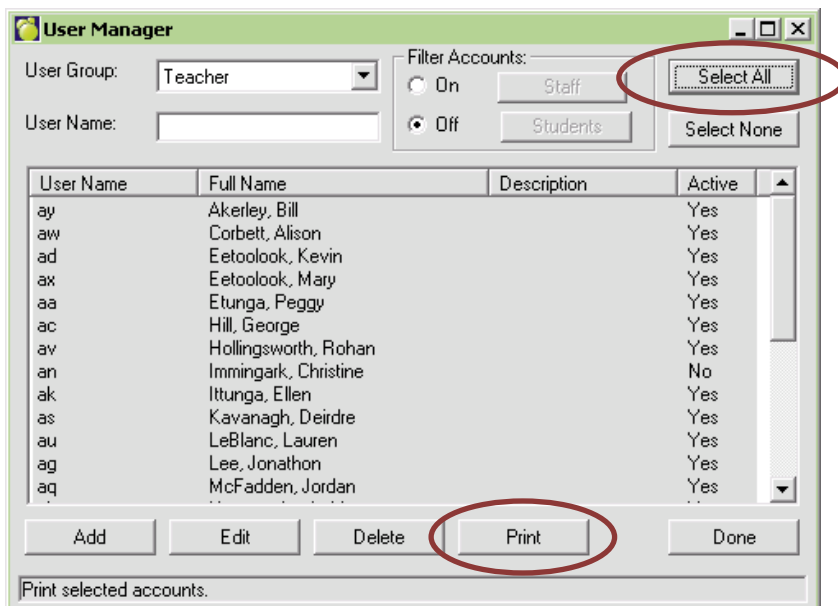
1. Go to **File -> Change Security -> Maplewood connectEd Security**
2. Open **User Manager** by going to **Users -> User Manager**



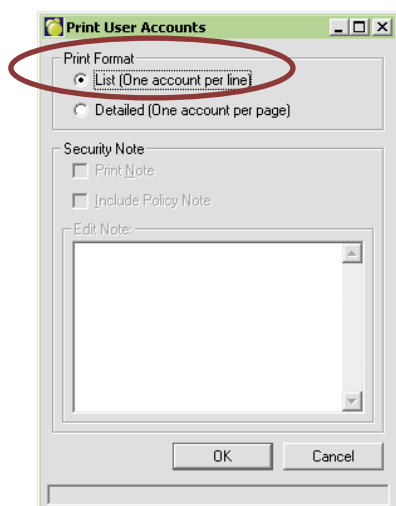
3. Once the **User Manager** opens, select **User Group** of **Teacher** at the top:



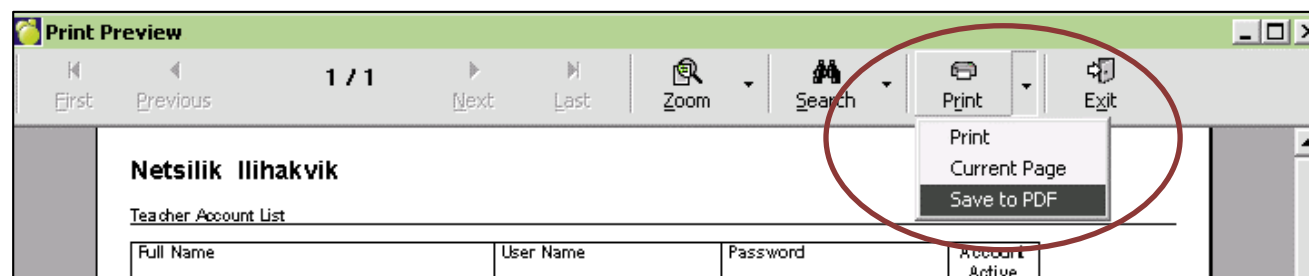
4. Click **Select All** at top right. Then click **Print** at the bottom:



5. In the following **Print User Accounts** dialog, select **List (One account per line)** under **Print Format**:



6. Once the report opens, click **Print** to send it to your printer or click the little arrow next to the **Print** button and select **Save to PDF** to save the report in PDF format. Save the PDF to the Desktop so that you can easily find it.



### 5.3.1 Reset Teacher Passwords

We have provided each school principal with the permission to go in and reset teacher passwords in SIS. It is in your best interest to ensure your teachers know their password or have it easily accessible. Otherwise, you will be resetting passwords more often than you ever want to. Some schools keep a “password book” in the school safe so teacher passwords can be easily retrieved.

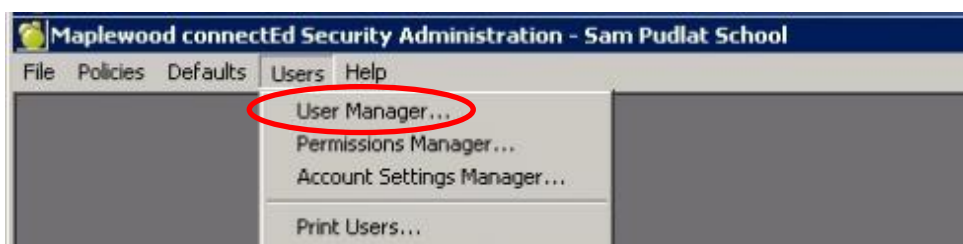
ConnectEd passwords and accounts have been set to never expire. How your school manages staff passwords is entirely a school matter.

The SIS Administrators have set permissions and user accounts so that teachers have the ability to perform daily tasks without hinderance. Please follow the instructions below **ONLY** to change a teacher’s password.

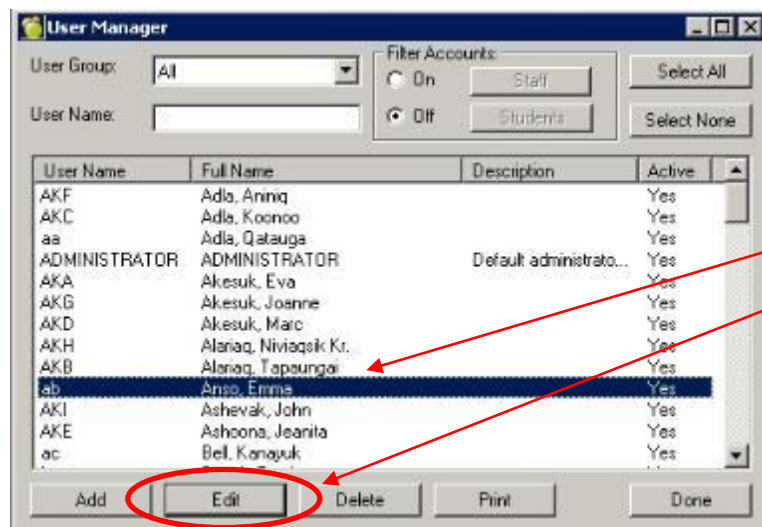
1. Go to **File -> Change Security -> Maplewood connectEd Security**:



2. A grey full-screen window will appear. Choose **Users -> User Manager**:



3. From the **User Manager** window, click the teacher name and then click the **Edit** button:



Click on the teacher whose password you want to reset and then click the **Edit** button lower down.

4. Next you will see the **Account Properties for – (user name)** window which looks like this:



**Account Properties for - MKing (King, Michael)**

User Name | **Settings** | User Groups | Permissions | Login Hours

Account Information  
 User Name: MKing  
 Full Name: King, Michael

Password Question: What is the name of my simian friend?  
 Password Answer: Cheetah

Key: 2QR387551

Change Key | Change Password | Edit

Done

5. Go to the **Settings** tab and click on the **Edit** button. If the **Account Locked Out** box is checked it needs to be unchecked:

**Account Properties for - MKing (King, Michael)**

User Name | **Settings** | User Groups | Permissions | Login Hours

Account Settings  
☒ Account Active  
☐ Can't Change Password  
☒ Account Never Expires  
☐ Must Change Password  
☒ Password Never Expires  
☒ Account Locked Out

Activation and Expiry Dates  
 Account Activation Date: 6/26/2015 10:54:00 AM  
 Account Expiry Date: None

Edit

Done

**User Settings For - MKing (King, Michael)**

User Name and Description  
 User Name: MKing  
 Full Name: King, Michael  
 Description:  
 Key: 2QR387551

Account Settings  
☒ Password Never Expires  
☐ Can't Change Password  
☐ Must Change Password at Next Login  
☐ Account Locked Out

Account Activation  
☒ Active  
☒ Auto-Deactivate on Activation Date  
 Activation Date/Time: 06/26/2015

Account Expiry  
☒ Account Never Expires  
 Expiry Date/Time: 07/29/2015

Change Password | OK | Cancel

7/28/2015 | 03:47 PM

6. Now let's reset the password. Click the **Change Password** button in the same window:

The screenshot shows a window titled "User Settings For - MKing (King, Michael)". It contains several sections: "User Name and Description" with fields for User Name (MKing), Full Name (King, Michael), Description, and Key (2QR387551); "Account Settings" with checkboxes for Password Never Expires (checked), Can't Change Password, Must Change Password at Next Login, and Account Locked Out; "Account Activation" with checkboxes for Active (checked) and Auto-Activate on Activation Date, and an Activation Date/Time dropdown set to 06/26/2015; and "Account Expiry" with a checked checkbox for Account Never Expires and an Expiry Date/Time dropdown set to 07/29/2015. At the bottom, there are buttons for "Change Password" (circled in red), "OK", and "Cancel". A status bar at the bottom right shows the date 7/28/2015 and time 03:47 PM.

7. In the **Change Password** window you will be asked to enter the new password and to enter it again for confirmation. Also, enter a password hint and the answer to the hint (the hint cannot be the same as the password). **It is advisable to have the teacher present to set the password, hint question and hint answer.** Once you have entered the information, click the **OK** button.

The screenshot shows a window titled "Change Password". It contains four input fields: "Enter Password:", "Confirm Password:", "Hint Question:", and "Hint Answer:". At the bottom are "OK" and "Cancel" buttons. Red arrows point from the "Hint Question" and "Hint Answer" fields to a text box on the right.

The **Hint Question** and **Hint Answer** could be something like:

*Hint Question: "What is my favorite food?"*

*Hint Answer: "Nattiminiq"*

**The hint question and answer can be used by the teacher to reset their password by themselves.**

8. We are done unlocking the account and resetting the password! Click the **OK** button, click the next **Done** button and choose **File -> Exit** from the menu at the top left corner to exit connectEd security.

Have the teacher then attempt to log into their ConnectEd account. If they are unsuccessful, you may need to do this process again.

## 6 Setting Up SIS for the School Year

This section explains how to set up SIS for the school year in the fall. The work consists of updating staff lists, setting up the Calendar, setting up Classes File, assigning Homerooms (if applicable), assigning Classes and printing reports to verify that the work has been completed correctly.

### 6.1 Read First

**1 - SYSTEM DATE WHILE DOING SETUPS:** *It is strongly recommended to set the system date using File -> Change Date to the first day in the calendar (first day of school for students) especially when working with student timetables. This way any class that gets added to a student's timetable will have an Add date of the first day of school. If the class Add date is later than the first day of school, then no attendance can be recorded between the first day of school and the Add date. The Add date can be cleared afterwards but this means more work.*

**2 - CALENDAR START DATE:** *the first available date in the Calendar should be the first day of school for students. To check this, go to File -> School Setup -> Calendar -> Edit. The first date in the calendar that is not greyed out is the first day of school for the current year. Ensure that date is correct.*

### 6.2 Update Staff list and Print List of User Accounts

Newly arriving staff need to be added to the system and leaving staff need to be removed if you have not already done this in the previous spring.

**Quick steps for adding staff:** Go to **Staff -> Add New Staff Members**. Fill in name, employee number (school code + four digit sequential number, e.g. 0580001), Teacher Certification Number and Gender. Use Role = T for teachers, S for Secretaries and P for Principals. Click OK.

**Quick steps for removing staff:** Go to **Staff -> Staff Records** and search for the staff member (type one letter of last name). Double-click on the staff member to open his/her Staff Record. Please note that you cannot remove a teacher who is assigned to a class or homeroom; you may have to un-assign them from a class or homeroom at File -> School Setup -> Rooms/Homerooms or File -> School Setup -> Classes. Finally, you can go to the Employment tab and click the Edit button. After that, click the **Deleted (Ret./Trans.)** radio button to remove the teacher, then click OK.

**Additional notes on removing staff:**

- If you already removed staff in the previous spring, you probably marked the staff members as “This year only”, which caused those staff members (the same way it does with students) become Past Staff at the end of the previous school year
- If you are removing current staff, ensure you do not permanently remove staff (there is a checkbox for it) from Maplewood as they need to become part of the historical data we retain year to year

*Detailed steps for adding and removing staff can be found in section 5.*

### 6.2.1 Print a List of connectEd Accounts for Teachers

---

Once finished adding and removing staff members, it is recommended to print out a list of connectEd user accounts for the teachers. That list will show usernames for everybody and, additionally, passwords for completely new teachers who have never logged in before.

*Detailed steps for printing user account lists can be found in section 5.3.*

## 6.3 Set Up School Calendar

### 6.3.1 Verify Calendar Start and End Dates

---

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

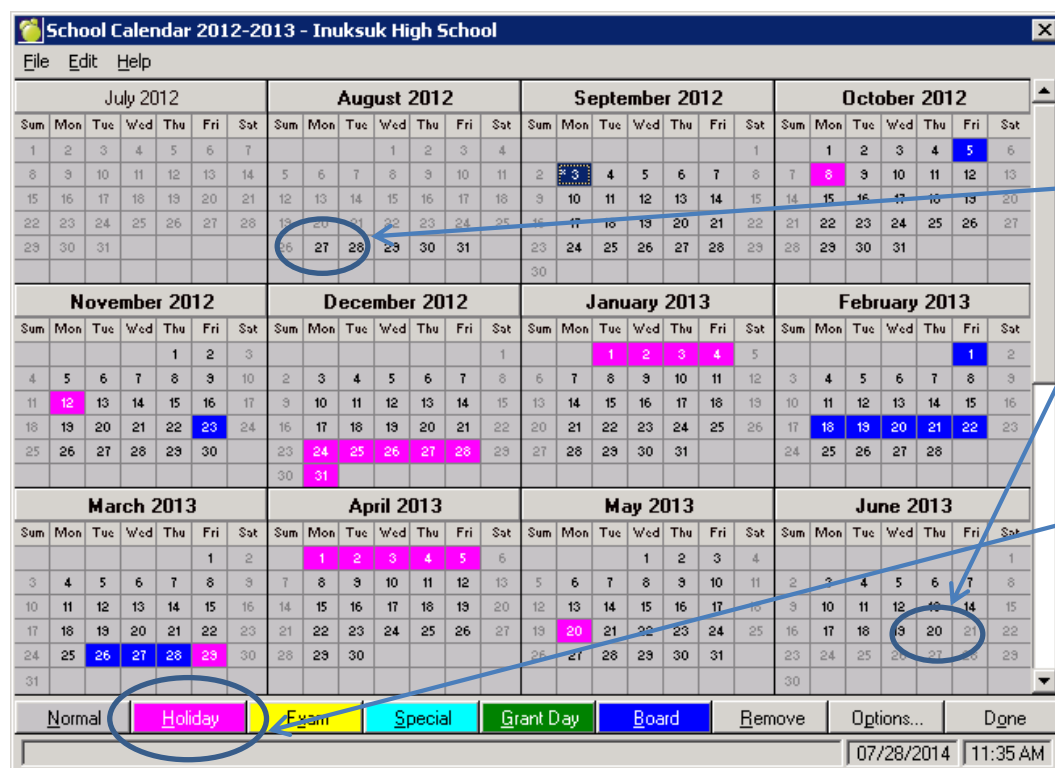
### 6.3.2 Add Holidays, Professional Development and In-Service Days

---

We have already put national statutory holidays into the calendar. Please add local holidays, Professional Development (PD) and in-service days to your school calendar. Those days will be removed from students' possible days and no attendance collection is expected on those days.

The blue date is the currently selected date (September 3 below). To set PD days, select the date by clicking it and then click "Board" at the bottom. That will make that day a Board (PD) day (BLUE). Put in all PD/in-service days and holidays (PINK). **Key point: any colorful day in the calendar means "no school for students" and reduces their possible days.**

Once you close the Calendar, it will ask you to save the changes. Select "Yes".



Check that the first and last available dates in the Calendar are the first and last day of school for students.

In this example, August 27 is the first day and June 20 last.

To make a date a Holiday, first click the day in the Calendar so it is highlighted dark blue, then click the pink **Holiday** button. Then click on some other date and you will see that how the date has changed to pink.

**Board** day button should be used for PD days.

**Grant Day** is reserved for unexpected closures. You should not need to use it at this point.

## Half day closures

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

## Exam Days (YELLOW)

Exam Days will also remove that day from the possible days for students. Avoid using Exam day altogether. If you feel that you must use them, please contact the SIS Coordinators first.

## 6.4 Set Semester Dates and Reporting Term Dates

If your school uses semesters, then you have to set the date for when your semester one ends and semester two starts. Additionally, you need to set your reporting term (typically three or four reporting periods) dates for report cards. The reporting term dates may or may not coincide with your semester dates.

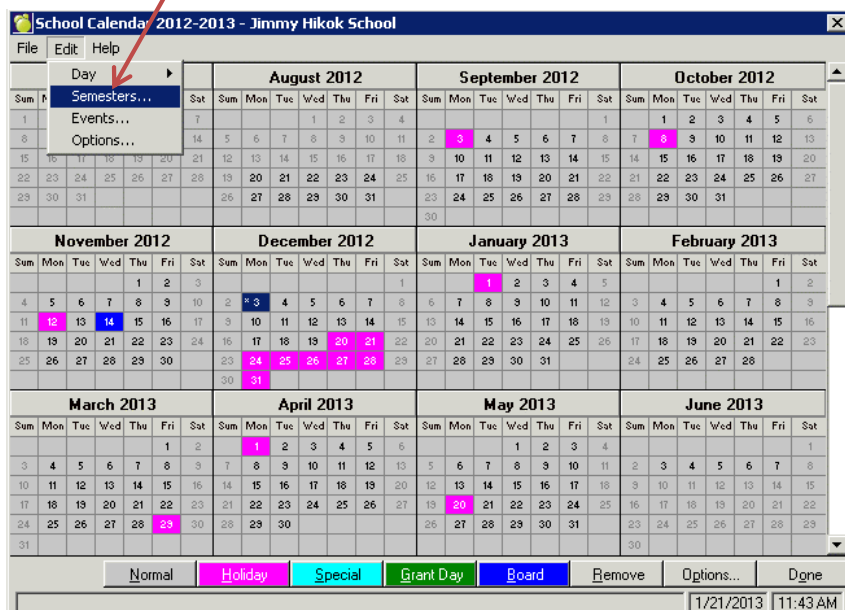
**Semester/Term dates** are important to set up because they define when semesters flip and schedules/timetables change in Maplewood. They do not need to be set if the school only has full-year classes (school is not semesterized).

**Reporting Term dates** are important to set up because they capture the period of time for which attendance totals are collected in report cards. Use the actual start and end dates of your reporting period. All schools need to set these.

### 6.4.1 Set Semester/Term Start and End Dates

**Semester/Term dates** are important to set up because they define when semesters flip and schedules/timetables change in Maplewood. They do not need to be set if the school only has full-year classes (school is not semesterized).

1. Go to **File -> School Setup -> Calendar -> Edit**
2. Go to **Edit** menu and select **Semesters** as shown below:



3. Next, **Semesters and Terms** are displayed on the Calendar with different colours. To change the Semester/Term start and end dates, **click-and-hold the last day and drag it to the correct date**. When you drag the date, the pointer should turn into a double-headed arrow.

Click-and-drag the end date of the Term or Semester to the desired date.

Click the **Summary** button to see a summary of the dates

Click and drag a term's start or end date to adjust it.

Summary... OK Cancel

4. Click the **Summary** button to see a summary of the dates to verify them.
5. When done, click **OK**. Back in the Calendar, click **Done** to exit and save the changes.

## 6.4.2 Set Reporting Term Dates

**Reporting Term dates** are important to set up because they capture the period of time for which attendance totals are collected in report cards. Use the actual start and end dates of your reporting period. All schools need to set these.

1. Go to **Marks -> Topic-Based Marks -> Define Terms**. The screen below will open. You will see the Reporting Term start and end dates on the right. The Reporting Terms in your screen may differ from this slightly.

Click the **Edit** button to edit the selected Term

Title	Description	Identifier	Start	End
First (SEC)		S001	8/27/2012	11/16/2012
Fourth (SEC)		S004	4/1/2013	6/28/2013
Second (SEC)		S002	11/19/2012	12/28/2012
Term 1 (ELE...)		E001	8/27/2012	12/7/2012
Term 2 (ELE...)		E002	12/10/2012	3/15/2013
Term 3 (ELE...)		E003	3/18/2013	6/28/2013
Third (SEC)		S003	1/8/2013	3/29/2013

Add Edit Delete Print Done

2. To edit a Term, for example *Term 1 (ELEM)*, highlight it and click **Edit** at the bottom. Change the **Start Date** and **End Date** by using the date pickers on the right. Click **OK** to save and exit.

**Edit Term**

Identifier: E001 Reportable ☒

English Definition

Title: Term 1 (ELEM)

Description:

Term Dates

Start Date: 08/27/2012

End Date: 12/07/2012

Map to School Schedule

Term: Not Defined

☐ Only publish to Parents/Students site as of this date

Homerooms/Classes (104)

Code	Section	Room	Design...	Title	Homeroom
ART 1	a	X		Fine Arts 1	No
ART 1	b	X		Fine Arts 1	No
ART 2	a	X		Fine Arts 2	No
ART 3	a	X		Fine Arts 3	No
ART 4	b	X		Fine Arts 4	No
ART 4	n	X		Fine Arts 4	No
ART 5	b	X		Fine Arts 5	No
ART 5	n	X		Fine Arts 5	No
ART 6	a	X		Fine Arts 6	No
BF 1	a	X		Brighter Fut...	No
BF 1	b	X		Brighter Fut...	No
BF 2	a	X		Brighter Fut...	No
BF 3	a	X		Brighter Fut...	No
BF 4	a	X		Brighter Fut...	No
BF 4	n	X		Brighter Fut...	No
BF 5	b	X		Brighter Fut...	No
BF 5	n	X		Brighter Fut...	No
RF 6	a	X		Brighter Fut...	No

Assign Print

Previous Next OK Cancel

**Change the reporting term start and end dates here.** You should use the actual start and end dates of your reporting period. **DON'T FORGET TO SET THE YEAR AS WELL.**

**Tip:** click the little down pointing arrow to access the date widget.

List of classes that have this reporting term

Click **OK** when done.

## 6.5 Assign Students to Homerooms

Next, assign students to Homerooms if that has not already been completed during the previous spring. Normally only K-8 or K-9 grades are assigned to homerooms in order to provide a grouping for them for homeroom AM/PM attendance collection. In senior high grades (10-12), schools must do period-by-period attendance and homerooms are not required but you can still assign senior high students to homerooms if you want to use homerooms for some reason.

### 6.5.1 Configure Homerooms

All rooms used for classrooms need to be entered into SIS. To add rooms or designate a room as a homeroom, go to **File -> School Setup -> Rooms/Homerooms**. Review the list of homerooms. If needed, add new ones or edit existing ones. See below an illustration on how each homeroom should be configured.

**NOTE:** To assign Teachers to a homeroom they must first exist as Staff.



Enter a value in Room Number. If you do not use Room Numbers at the school, you can use the same value here as for Designation. Or just sequentially number your rooms (1, 2, 3...).

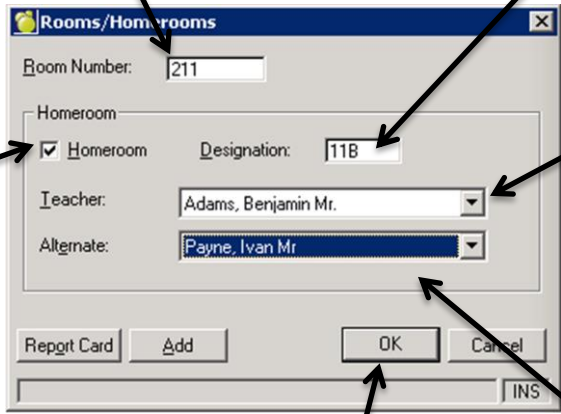
The Designation usually has the grade number and the group letter, like 1A, 2B or 9A.

If the room is used as a homeroom, check this box.

Enter the homeroom teacher by selecting from the list.

Some homerooms may have two teachers who look after the homeroom. Enter the second teacher here if applicable.

Click the OK to save the room and close it.



The screenshot shows a dialog box titled "Rooms/Homerooms". It contains the following fields and controls:

- Room Number:** A text box containing the value "211".
- Homeroom:** A section with a checked checkbox labeled "Homeroom".
- Designation:** A text box containing the value "11B".
- Teacher:** A dropdown menu showing "Adams, Benjamin Mr.".
- Alternate:** A dropdown menu showing "Payne, Ivan Mr".
- Buttons:** "Report Card", "Add", "OK", "Cancel", and "INS".

Annotations with arrows point to the following elements:

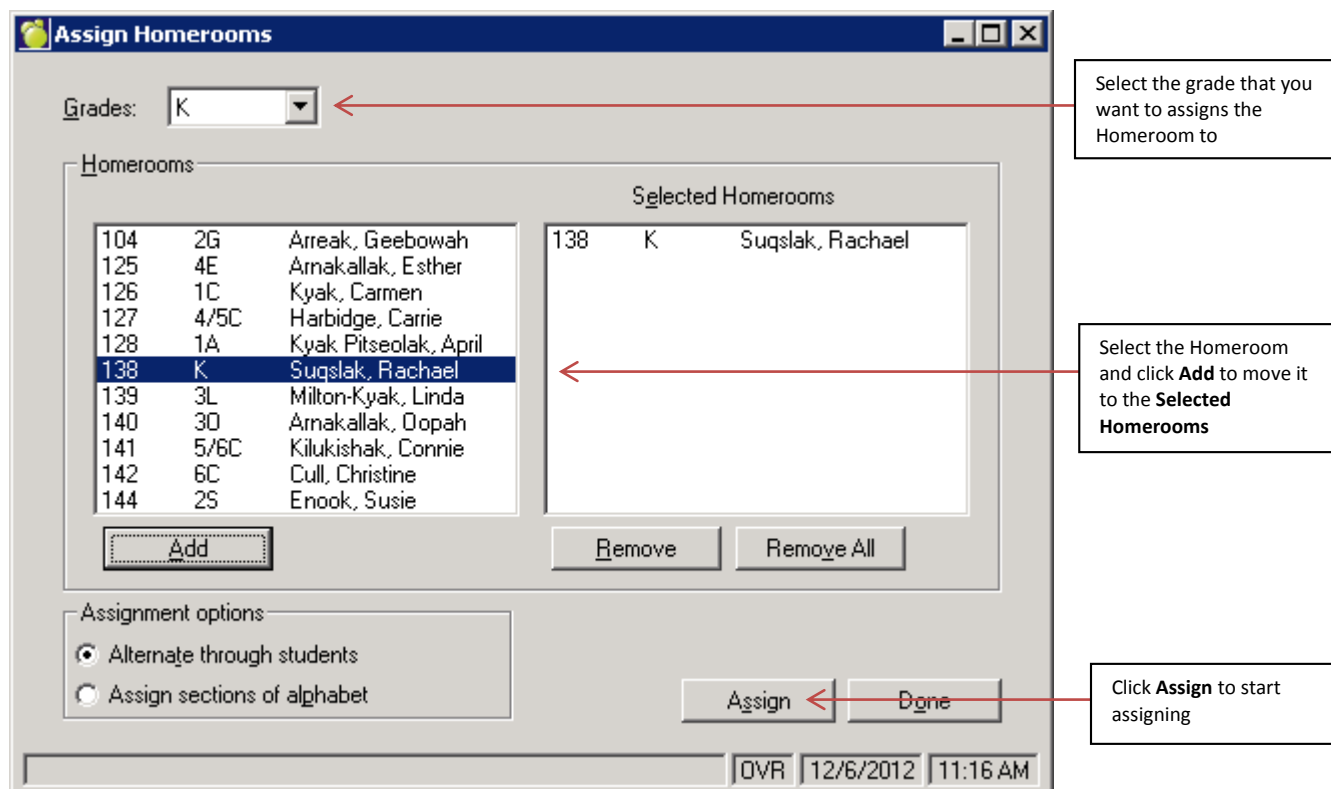
- Room Number field: "Enter a value in Room Number. If you do not use Room Numbers at the school, you can use the same value here as for Designation. Or just sequentially number your rooms (1, 2, 3...)." (top left)
- Designation field: "The Designation usually has the grade number and the group letter, like 1A, 2B or 9A." (top right)
- Homeroom checkbox: "If the room is used as a homeroom, check this box." (middle left)
- Teacher dropdown: "Enter the homeroom teacher by selecting from the list." (middle right)
- Alternate dropdown: "Some homerooms may have two teachers who look after the homeroom. Enter the second teacher here if applicable." (bottom right)
- OK button: "Click the OK to save the room and close it." (bottom center)

### 6.5.2 Assign Homerooms by Grade

Usually homerooms are assigned by grade: every student in one grade is assigned to one homeroom. However, often there are more than one homeroom per grade. Homerooms are assigned differently in these situations.

#### *The school has only one homeroom per grade*

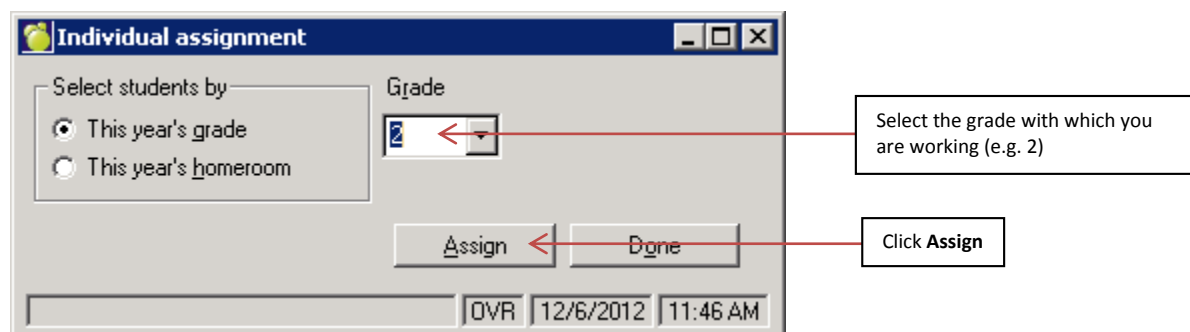
1. Go to **Students -> Assign Homerooms -> Sequential by Grade**
2. Select the **Grade** at the top (e.g. K)
3. Select the Homeroom for the grade and click **Add** to move it to **Selected Homerooms**
4. Click **Assign** to assign students to the homeroom



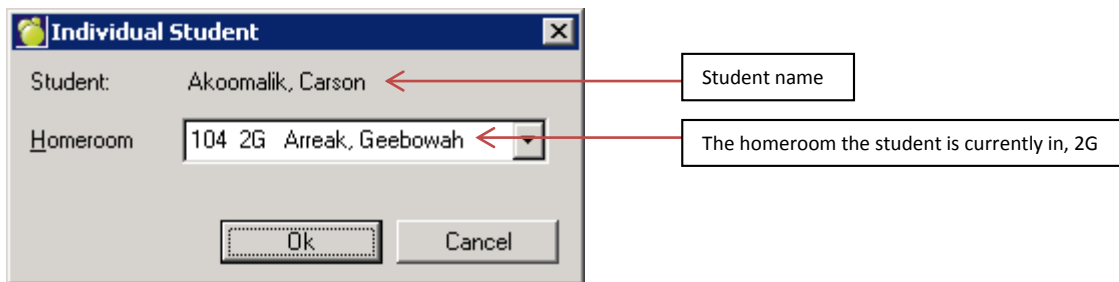
### 6.5.3 Assign Homerooms Individually

In bigger schools there may be more than one homeroom per grade. For example, there could be two grade two homerooms: 2G and 2S. In this case it is best to assign all students to one homeroom first (2G) and then go **individually** through all the students in 2G and change them to 2S where necessary.

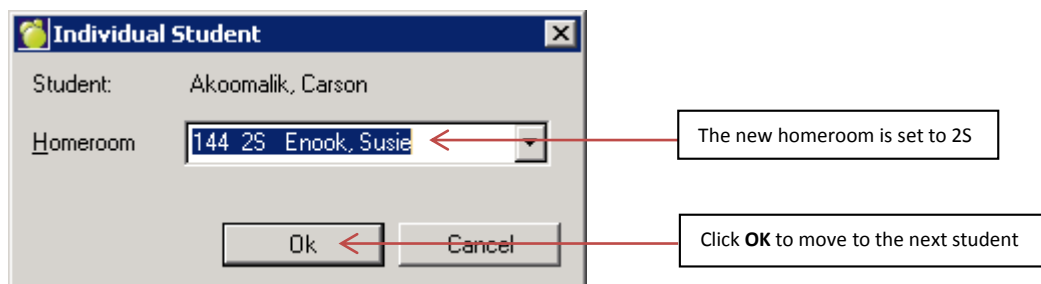
1. Assign all grade two students to one of the grade's homerooms (e.g. 2G) by using **Students -> Assign Homerooms -> Sequential by Grade** (see previous section).
2. Go to **Students -> Assign Homerooms -> Individual Assignment** to move students from 2G to 2S
3. Pick the **Grade** (in this example it's grade 2) from the dropdown menu.



4. After clicking **Assign** to start the individual assigning process, you are brought to the following screen:



5. Change the student to the correct homeroom, if necessary, by using the dropdown menu. Click **OK** to move to the next student in the grade. The system will take you through all students in the grade and you can change the homerooms where necessary. At the end of the process, you should have all the correct students in homerooms 2G and 2S as per the grade two example.

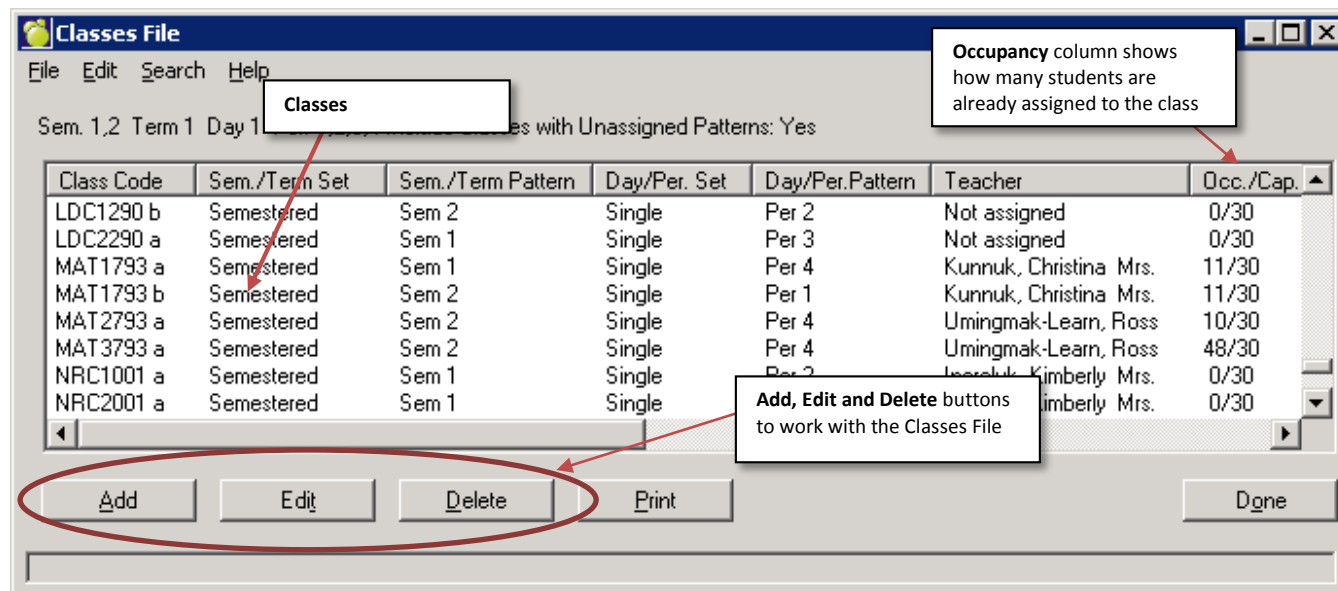


After completing Homeroom assignments, verify the homeroom lists by printing them. **Steps on how to print homeroom lists can be found in section [9.2 Print Homerooms Lists](#).**

## 6.6 Review and Edit Classes File

The **Classes File** consists of *Classes*. A *Class* is a course code taught by a teacher, at a certain time, to a specific group of students. The Classes File defines who is teaching what and when at your school.

Go to **File -> School Setup -> Classes** to open the **Classes File**. Typical rows in the Classes File look like this:



Above, MAT1793a and MAT1739b are two **sections** of MAT1793 differentiated by section letters “a” and “b”. Separate sections are required when a class is taught either at a different time, by a different teacher, or to a different group of kids.

Review the Classes File completely and **edit** entries to change the teachers or the timetable of the class. **Add** entries as necessary. **Delete** unnecessary entries.

6.6.1 Add or Edit a Class

Click the **Add** button in the Classes File to create a new class or select an existing class and click the **Edit** button to make changes to it. Fill in information as illustrated below:

The **Course Code** for the class

The **Section Letter** is assigned automatically but you can also change it manually

The **CTS** button is used with CTS Master Classes

The **Teacher** responsible for marking the class and doing attendance if the class has a schedule assigned to it

The **Room Number** for the class (optional)

The **Reportable** checkbox indicates whether marks should show up on the report cards. It should be unchecked for CTS Master Classes.

Use **Special Schedule** to set timetables to classes that have an unusual schedule

The **Schedule** of the class, set with **Patterns**. If there are no suitable patterns for the desired schedule, use **Special Schedule** button above to schedule the class.

*Semester/Term* area shows the duration of the class, e.g. "Semester 1".

*Day/Period* area shows the weekly schedule of the class, e.g. "Every day periods 5/6".

**Classes** dialog box fields:

- Course Code: ELA1104
- Section: a
- CTS button
- Number of Seats: 30
- Credit Value: 5.00
- Class Teacher: Bassett, Adam
- Additional Teacher: Not assigned
- Delivery: Semester course for credit
- Continuous Entry: ☐
- Class Starting Date: 01/20/2015
- Class Ending Date: 06/16/2015
- Multiple Rooms: ☐
- Room Number: 114
- Reportable: ☒
- Calculate minutes from period times: ☒
- Minutes/Day: 0
- Special Schedule button (circled in red)
- Grouped Classes: None Selected
- Language: English
- Schedule table:

Semester/Term		Day/Period		
Set	Pattern	Set	Pattern	
1	Sr.High	Semester 2	Every day dor	5/6
- Buttons: Report Card, Previous, Next, Exam, OK, Cancel, INS

Further details on some of the key fields above

Field	Explanation
Course Code	Defines the course code taught. Use the Approved Course List to look up senior high course codes (ask for a PDF list if needed). 7000MATa is an example of a course code for grade seven mathematics. You can see an explanation of K-9 course codes here: <a href="#">K-9 Course Codes</a>
Semester/Term Pattern	Defines the duration of the class, e.g. Full Year or Semester 1 or Semester 2. (The actual semester dates are set earlier in this document.)
Day/Period Pattern	Defines which cycle days and periods the class takes place in, for example "Block 1" could refer to "Periods 1 and 2 of every cycle day". The Day/Period patterns are created and named individually depending on school. SIS Coordinators can set them up for you. <b>Float</b> pattern means 'no timetable has been assigned to this class' and is used with CTS modules and often but not always with junior high classes.

## Scheduling a Class

*Scheduling or timetabling a class* means defining the specific weekly timetable for the class by using **Patterns** (*Semester/Term Pattern* and *Day/Period Pattern* columns in the Classes File) or **Special Schedule**.

- **Classes are timetabled in order to enable attendance collection for them on period-by-period basis. That is the primary reason for timetabling.**
- **To not schedule/timetable a class means giving it a “floater” day/period pattern (= no schedule)**
- Typically K-6 classes are never scheduled
- Grade 7-9 classes are not scheduled if the school does AM/PM attendance in those grades. If you want to do class-by-class attendance in junior high, then just timetable all junior high classes.
- All grade 10-12 classes have to be timetabled because attendance is collected per class

Here is an example of a fully scheduled class where the schedule has been established with **Patterns**. The **duration** of the classes is set under *Semester/Term* area and the weekly schedule is set under the *Day/Period* area:

Schedule:

Semester/Term		Day/Period	
Set	Pattern	Set	Pattern
1 Sr.High	Semester 2	Every day do	5/6

Report Card Previous Next Exam OK Cancel

INS

This class has a duration of **Semester 2** and it takes place in **Periods 5/6 every day**

Note that each school can set up and name their Patterns the way they want).

A **floater** class has its Day/Period Pattern set to “Floater” as shown below. This means that no schedule has been assigned to the class.

Schedule:

Semester/Term		Day/Period	
Set	Pattern	Set	Pattern
1 Elementary	Full year	Floater	Floater

Report Card Previous Next Exam OK Cancel

There are 6 records in file. INS

This class is a “floater”: it has no schedule and no attendance can be collected for it. Floaters are used in for elementary school classes and CTS modules that have a Master Class. Marking is still possible.

**Special Schedule** button (see previous page) should be used to schedule the class that cannot be scheduled with Patterns as show above.

## 6.7 Assign Students to Classes

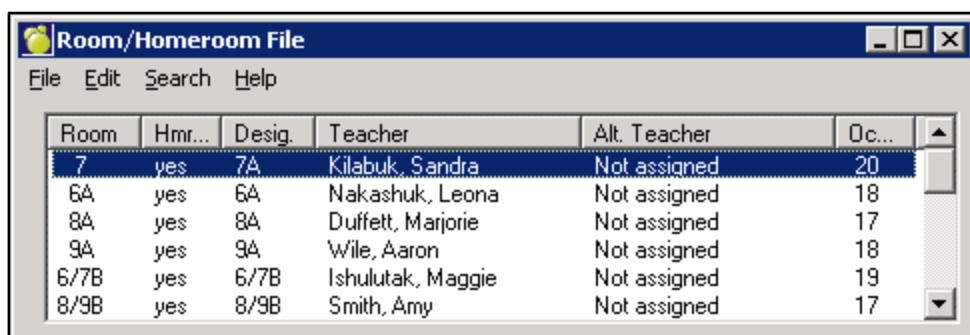
Once you have assigned homerooms and the Classes File looks correct, you can assign students to their classes. Without doing this step, teachers cannot do attendance or give marks to students as the students do not have any timetables assigned to them.

### 6.7.1 Assign Classes by Homeroom

The pre-requisite for assigning classes by homeroom is that you have already assigned students to their homerooms. See section [6.5 Assign Students to Homerooms](#) on how to assign students to homerooms.

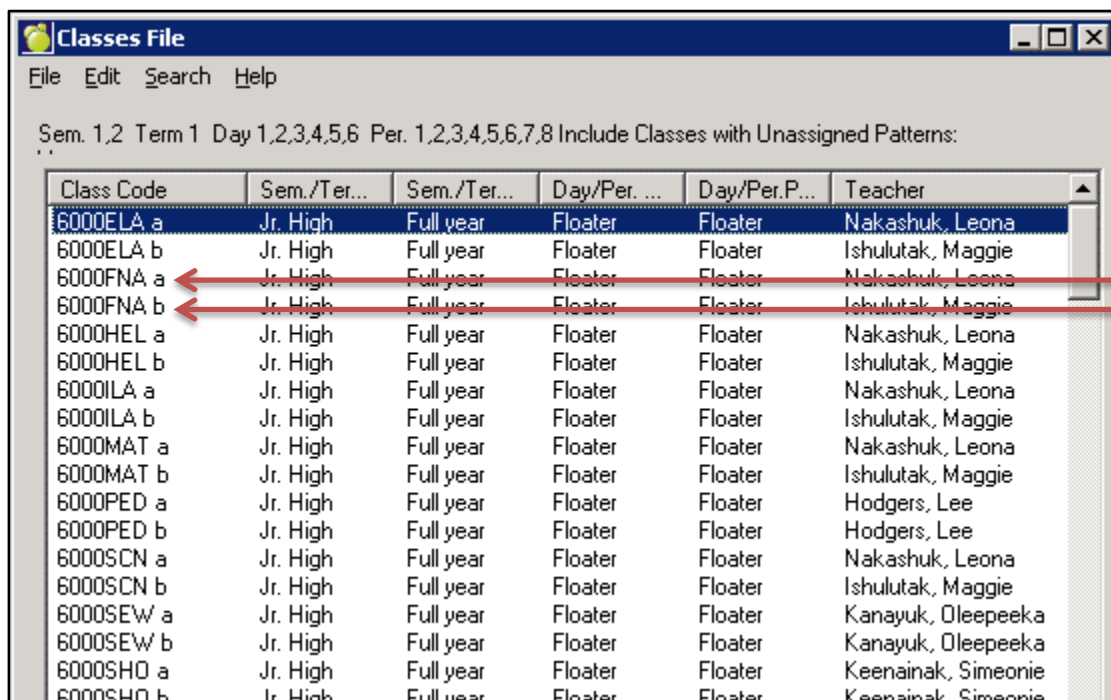
Normally every student in the homeroom group takes the same subjects, at least in K-9. It is simple to assign student to their classes based on the homeroom they are in.

Let's assume we have the following homerooms and students have been assigned to them:



Room	Hmr...	Desig.	Teacher	Alt. Teacher	Oc...
7	yes	7A	Kilabuk, Sandra	Not assigned	20
6A	yes	6A	Nakashuk, Leona	Not assigned	18
8A	yes	8A	Duffett, Marjorie	Not assigned	17
9A	yes	9A	Wile, Aaron	Not assigned	18
6/7B	yes	6/7B	Ishulutak, Maggie	Not assigned	19
8/9B	yes	8/9B	Smith, Amy	Not assigned	17

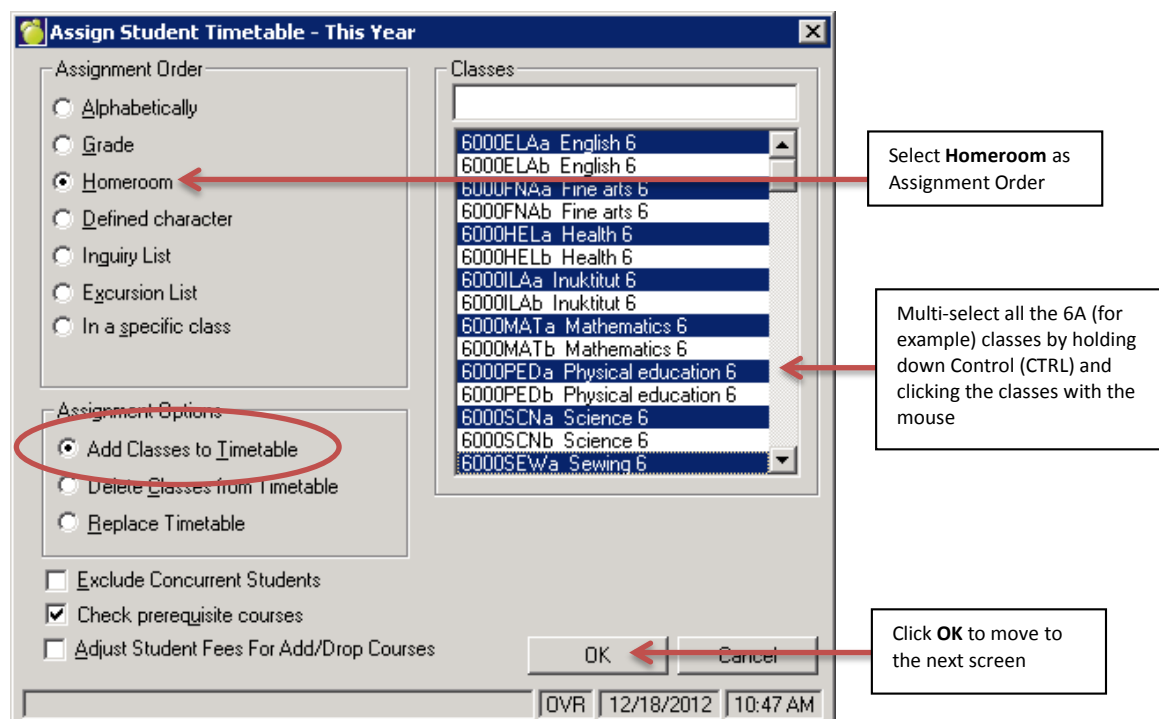
Also, the Classes File (**File, School Setup, Classes**) has already been set up and looks like this:



Class Code	Sem./Ter...	Sem./Ter...	Day/Per. ...	Day/Per.P...	Teacher
6000ELA a	Jr. High	Full year	Floater	Floater	Nakashuk, Leona
6000ELA b	Jr. High	Full year	Floater	Floater	Ishulutak, Maggie
6000FNA a	Jr. High	Full year	Floater	Floater	Nakashuk, Leona
6000FNA b	Jr. High	Full year	Floater	Floater	Ishulutak, Maggie
6000HEL a	Jr. High	Full year	Floater	Floater	Nakashuk, Leona
6000HEL b	Jr. High	Full year	Floater	Floater	Ishulutak, Maggie
6000ILA a	Jr. High	Full year	Floater	Floater	Nakashuk, Leona
6000ILA b	Jr. High	Full year	Floater	Floater	Ishulutak, Maggie
6000MAT a	Jr. High	Full year	Floater	Floater	Nakashuk, Leona
6000MAT b	Jr. High	Full year	Floater	Floater	Ishulutak, Maggie
6000PED a	Jr. High	Full year	Floater	Floater	Hodgers, Lee
6000PED b	Jr. High	Full year	Floater	Floater	Hodgers, Lee
6000SCN a	Jr. High	Full year	Floater	Floater	Nakashuk, Leona
6000SCN b	Jr. High	Full year	Floater	Floater	Ishulutak, Maggie
6000SEW/ a	Jr. High	Full year	Floater	Floater	Kanayuk, Oleepeeka
6000SEW/ b	Jr. High	Full year	Floater	Floater	Kanayuk, Oleepeeka
6000SHD a	Jr. High	Full year	Floater	Floater	Keenainak, Simeonie
6000SHD b	Jr. High	Full year	Floater	Floater	Keenainak, Simeonie

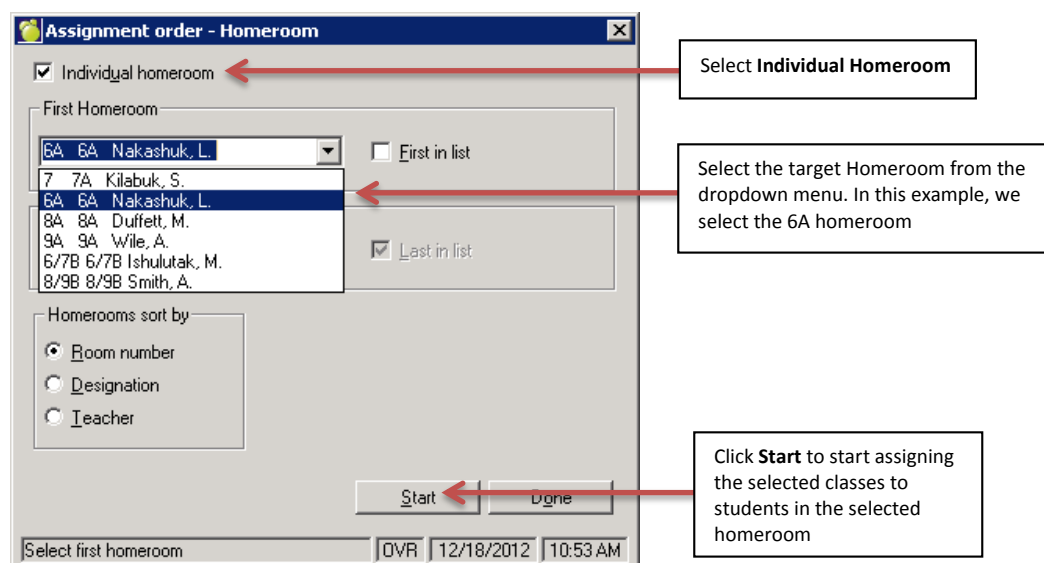
Note that there are two sections (**a** and **b**) of each grade six class because there are two homerooms for grade six students (**6A** and **6/7B**)

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**
2. Set **Homerooms** as the **Assignment Order**
3. Multi-select (CTRL + click) all the applicable classes (in this example 6A classes) that you want to assign
4. Make sure **Add Classes to Timetable** is selected in the lower left portion of the dialog
5. Click **OK** to move to the next screen. That's where the Homeroom is selected



6. Next, select **Individual Homeroom** and select the homeroom from the dropdown.

7. Click **Start** to start assigning classes to students in the homeroom.



To make sure the timetable changes show up immediately on the connectEd (teacher) side, run **Correlate Database: File -> Maintenance -> Topic-Based Marks -> Correlate Database!**



### 6.7.2 Assign Classes by Grade

---

Some classes are taken by the whole grade. For example, grade 10 students could all go to the same Physical Education class or Aulajaaqtut class, regardless of what homeroom they are in. In this case it is most efficient to assign the class *by grade*.

Let's assume all students in a certain grade are taking a certain class.

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**
2. Select **Grade** as the assignment order
3. Select the class on the right by clicking on the class (e.g. ELA20-2a)
4. Click **OK**
5. In the next screen, select the grade for the class (e.g. 11)
6. Click **Start** to start assigning the class to the whole grade of students

*To make sure the timetable changes show up immediately on the connectEd (teacher) side, run Correlate Database: **File -> Maintenance -> Topic-Based Marks -> Correlate Database!***

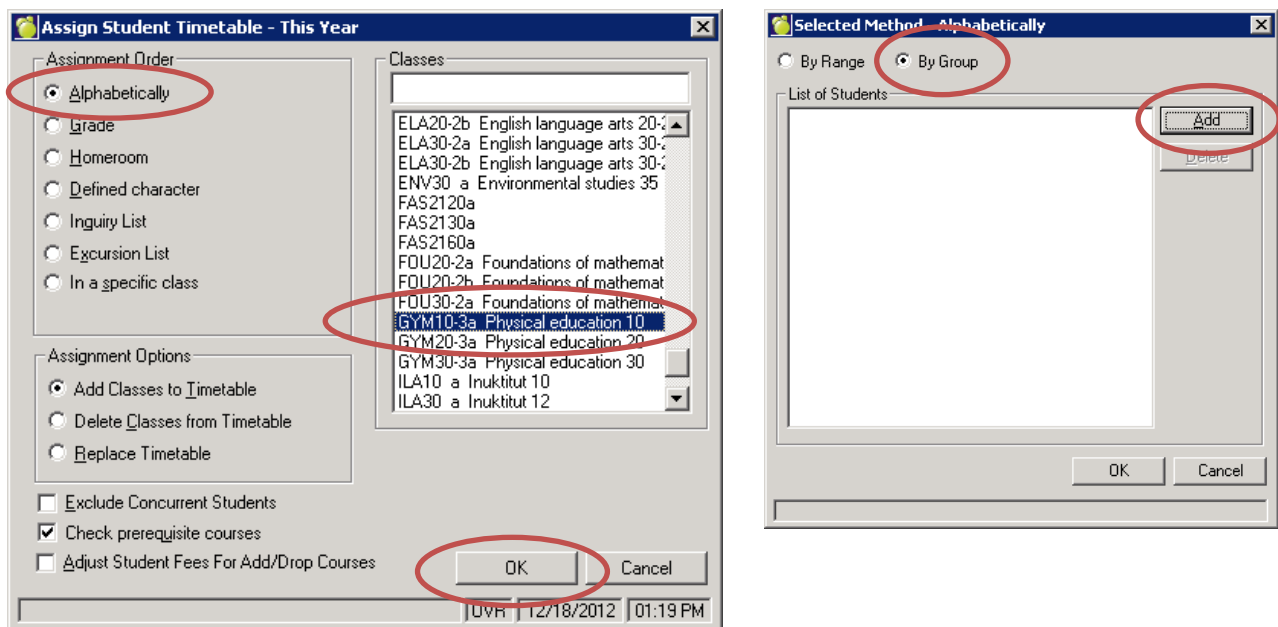
### 6.7.3 Assign a Class to a Specific Group of Students

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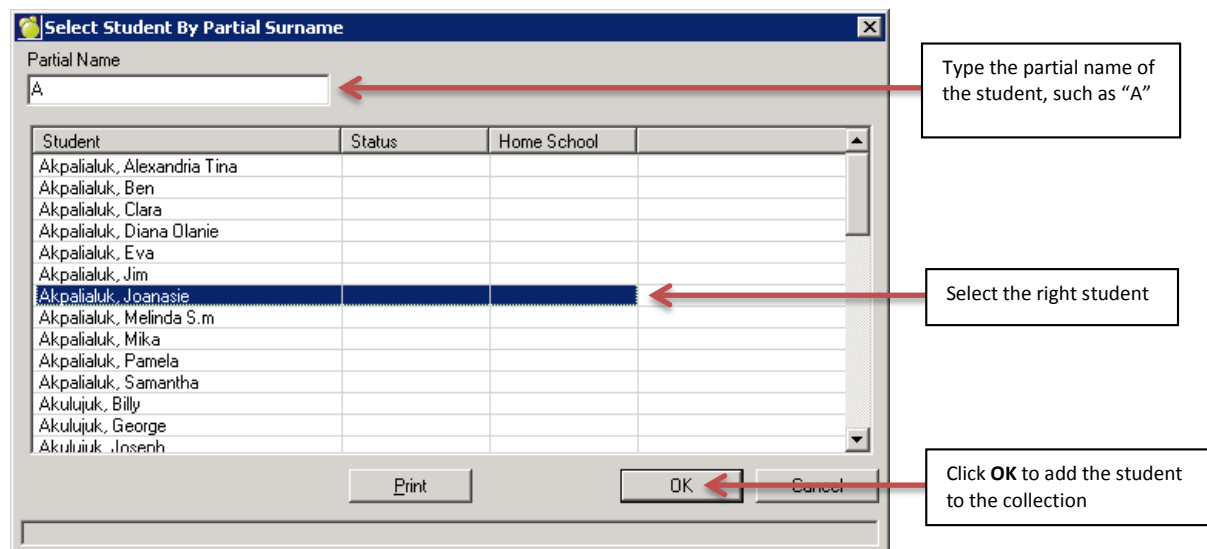
Because each student in high school may have a different set of course choices, students in high school grades most often cannot be assigned to class by grade or by homeroom. Instead, students are individually assigned to their classes.

Let's assume that just some students are taking a certain class and we want to select the students individually.

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**
2. Select **Alphabetically** as the assignment order
3. Select the class on the right by clicking on the class (e.g. GYM10-3a)
4. Click **OK** to move to the next screen
5. In the next screen, select **By Group** and click **Add** to start adding students to the group

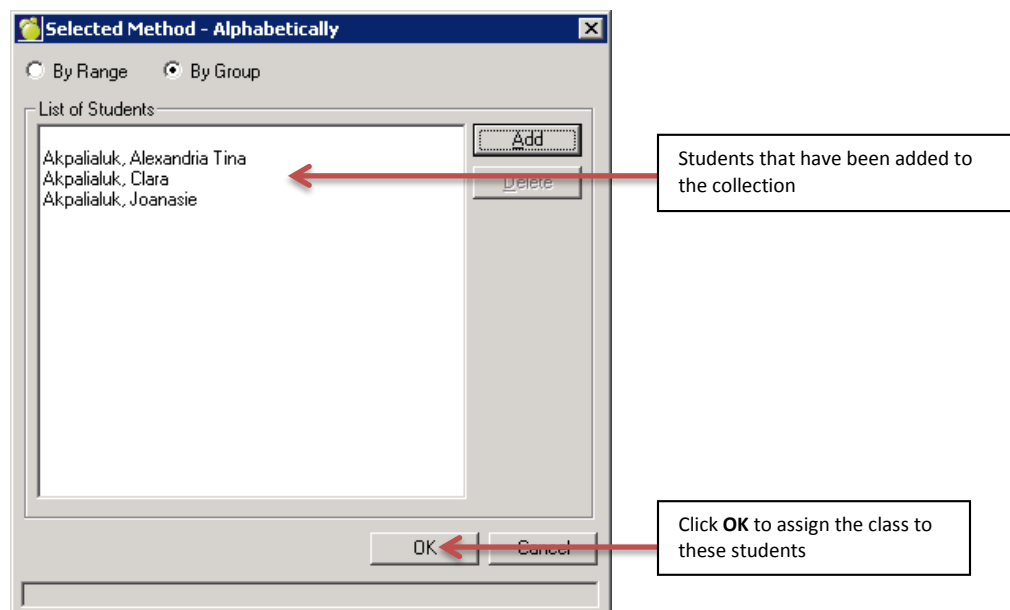


6. Search for the student by partial name. Select the student once found and click **OK** to add.



7. Add all the students to the collection in similar manner

8. Eventually you will have a list of students in the box:



9. Finally, click **OK** to assign the selected class to these students!

*To make sure the timetable changes show up immediately on the connectEd (teacher) side, run Correlate Database: **File -> Maintenance -> Topic-Based Marks -> Correlate Database!***

#### 6.7.4 Set up Homeroom Attendance Classes

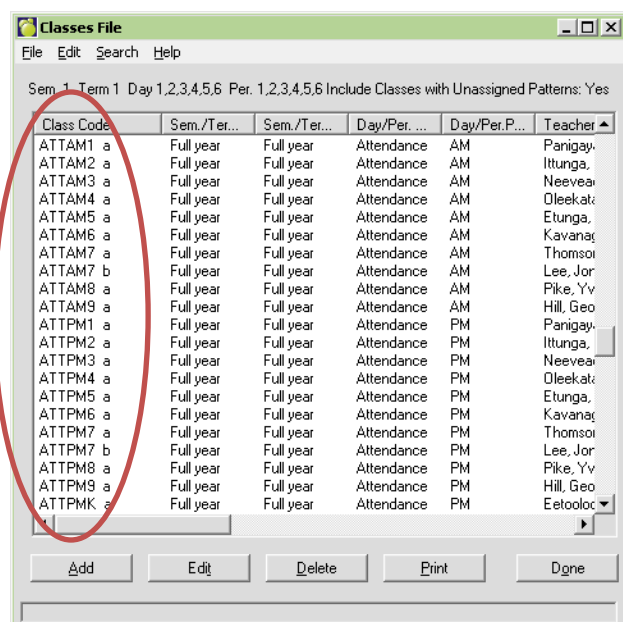
This section only applies to K-12 schools and secondary schools. In pure elementary school, homeroom-based attendance is ready to go after students have been assigned to their homerooms.

In order to do AM/PM attendance in K-9 grades in secondary schools, **homeroom attendance classes** need to be created in the Classes File for each homeroom. They use course codes such as ATTAM1, ATTPM2, ATTAM2, ATTPM2, the number indicating the grade. The attendance classes will act as a vehicle for homeroom-style attendance collection during AM and PM.

The attendance classes have to be assigned a schedule in the Classes File by using **AM** and **PM** patterns. All other classes for that grade must be set as “floaters” (= no timetable) to avoid timetable conflicts.

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

## Setting Up SIS for the School Year | Set up CTS Classes Using a Master Class



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

In K-12 and secondary schools,, AM/PM attendance for K-9 must be set up using **attendance classes** for each homeroom (your school may require a different set of attendance classes depending on your homerooms). SIS Coordinators can help you set them up.

Students are assigned to these classes based on their homeroom.

### Configure Homeroom Attendance Classes

- An “Attendance AM” class will span the first morning period and an “Attendance PM” class will span the first afternoon period of every cycle day. **SIS support can help you set up this schedule using "AM" and "PM" patterns**
- The homeroom teacher should be set as the teacher for the attendance classes since they are expected to do attendance on the students in the homeroom
- The **Reportable** checkbox should be unchecked for Attendance AM and Attendance PM classes in the Classes File.

### Assign Students to Homeroom Attendance Classes

If you have completed assigning students to homerooms already, then go to **Students -> Edit Timetables -> Assign Timetables by Group**, then pick Homeroom as the assignment order and multi-select (press CTRL key and click with mouse) the two attendance classes for that Homeroom. Then click **OK**. In the next step, check the **Individual Homeroom** box and then pick the correct homeroom for the dropdown menu. Then click **Start**.

To make sure the timetable changes show up immediately on the connectEd (teacher) side, run **Correlate Database: File -> Maintenance -> Topic-Based Marks -> Correlate Database!**

## 6.8 Set up CTS Classes Using a Master Class

This section explains how to set up CTS courses so that several of them can be taught at the same time by the same teacher. In this scenario, a **Master Class** such as **CON0001** is created first and timetabled, and then the actual CTS courses (modules) with the appropriate course codes are created as **Floater** classes (no timetable) and included in the Master Class.

**Rationale:** CTS modules are often taught at the same time by the same teacher and a student may be working on more than one CTS module in that same time slot. To schedule all the modules and assign them to the same student, or students, would lead to a **timetable conflict**. The solution is to only schedule the CTS Master Class and assign that to the students, thereby not trying to force many classes to the same time slot.

- **Master Class:**
  - Is used only for attendance collection
  - No mark is expected for the Master Class
  - Has a timetable to make attendance collection possible
  - Is associated with CTS courses/modules
- **CTS courses (modules) under the Master Class**
  - Is used only for collecting marks and not for attendance
  - No timetable (= floater class) and no attendance is collected for it

### Create CTS classes (individual courses/modules)

Go to **File -> School Setup -> Classes**. Add your CTS courses/modules (e.g. FAB1010) to the Classes File using the **Add** button. Set them up as floaters as shown below:

**Classes**

Course Code: FAB1010 Section: CTS Number of Seats: 30 Class Starting Date: / / Class Ending Date: / /

Class Teacher: Audlakiak, Malaya Ms Credit Value: 1.00 Multiple Rooms: ☐ Room Number: Reportable: ☒ Calculate minutes from period times: ☒ Minutes/Day: 0

Additional Teacher: Not assigned

Type of Course: Regular

Delivery: Semester course for credit

Grouped Classes: None Selected Select Language: English

Special Schedule: ☐ Edit

Schedule:

Semester/Term		Period(s)	
Set	Pattern	Set	Pattern
1	Senior High	Semester 1	Floater

Report Card Exam Add OK Cancel INS

Select the CTS course code (e.g. FAB1010) and set the Class Teacher

Select Semester/Term pattern (class duration), for example "Senior High/Semester 1"

Set the Day/Period pattern as "Floater/Floater"

Repeat this until all the CTS courses/modules have been added to the Classes File. It does not yet matter which students take which ones as long as they are all there.

### Create the CTS Master Class

Go to **File -> School Setup -> Classes**. Below is an example Master Class called **CON0001**. As you can see, it has been timetabled since it will be used for attendance collection purposes.

1. Uncheck **Reportable** to disable mark collection for the Master Class.
2. Click the **CTS** button to start adding CTS courses/modules to it
3. In the **CTS Classes** dialog that opens, check **Master Class**
4. Select the included CTS courses/modules by clicking the appropriate classes in the list
5. Click **OK** when done.

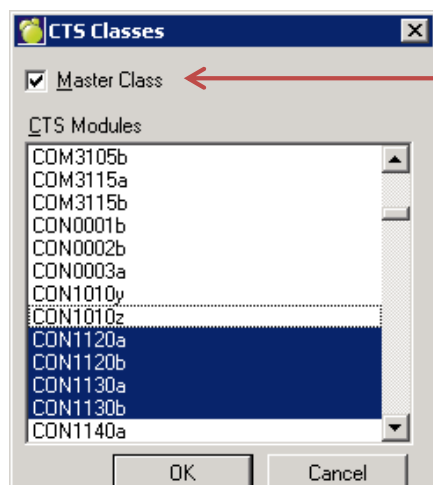
The screenshot shows the 'Classes' dialog box with the following fields and annotations:

- Course Code:** CON0001 (circled in red)
- Section:** A
- Number of Seats:** 30
- Credit Value:** 0.00
- Class Teacher:** Ottokie, Armond Mr.
- Multiple Rooms:** ☐
- Room Number:** D8
- Reportable:** ☐ (with an arrow pointing to it from the annotation 'Uncheck Reportable: no mark is expected for the class')
- Calculate minutes from period times:** ☒
- Minutes/Day:** 0
- Continuous Entry:** ☐
- Class Starting Date:** / /
- Class Ending Date:** 01/27/2015
- Special Schedule:** ☐ (with an arrow pointing to it from the annotation 'Click the CTS button to start including CTS courses/modules in the master the class')
- Language:** English
- Schedule:**

Semester/Term		Day/Period	
Set	Pattern	Set	Pattern
1	Senior High	Semester 1	Period 5

At the bottom of the dialog are buttons: Report Card, Previous, Next, Exam, Code Details, OK, Cancel, and INS.

When you click on the **CTS** button, you will see this dialog:



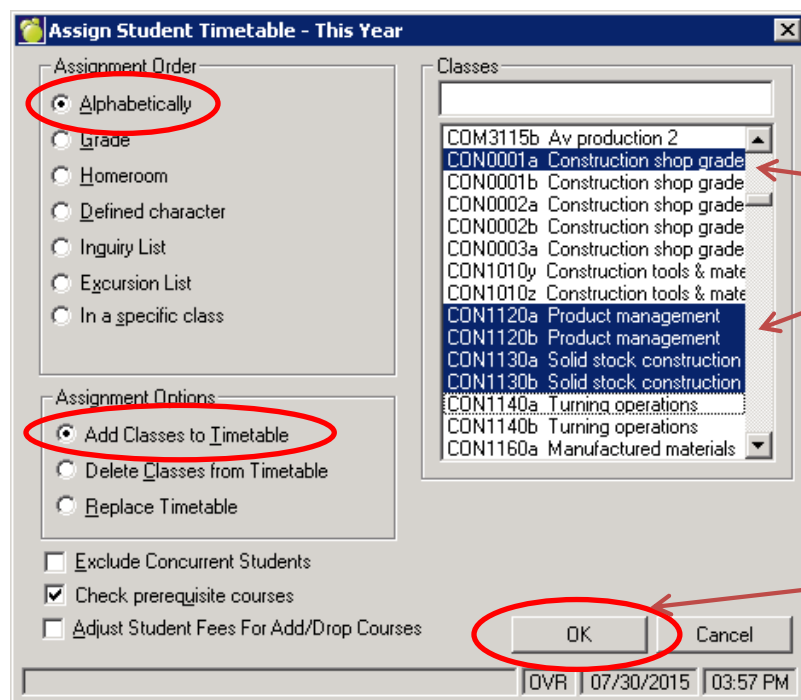
Check the **Master Class** checkbox to indicate that this is a Master Class

Select CTS courses/modules for the Master Class by clicking on them. **Select the ones that apply.** This is done to associate the CTS modules with the CTS Master.

### *Assign students to the CTS courses/modules*

Now you just need to give the CTS classes and the Master Classes to the appropriate students.

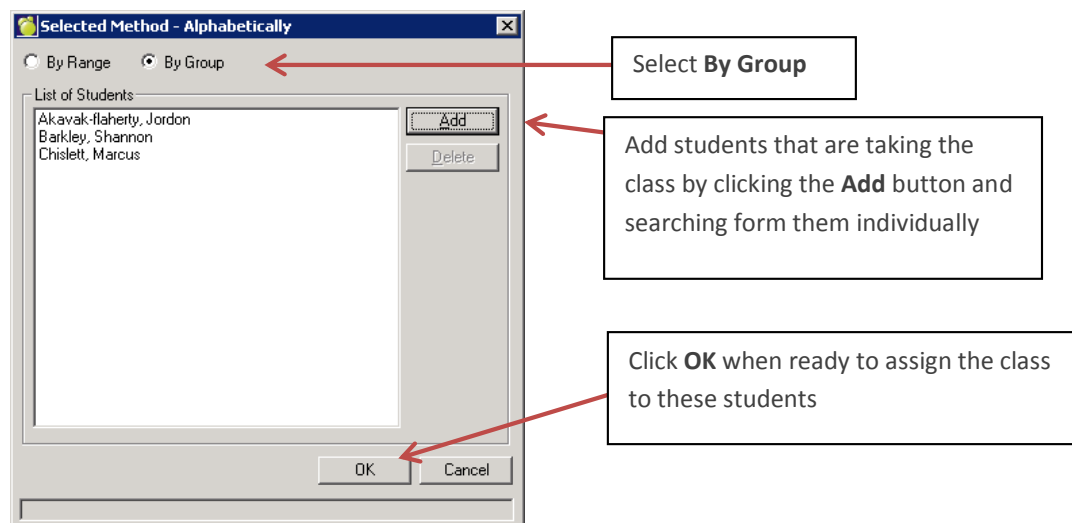
Go to **Students -> Edit Timetables -> Assign Timetables by Group**. Select **Alphabetically** as the Assignment Order. Highlight the class you want to assign students to by clicking it on the right. Click **OK**.



**Multi-select** both the CTS Master and the CTS modules by CTRL+clicking on the rows. You may have to scroll up or down to find them.

Once ready, click **OK**

In the next screen, select **By Group**. Click **Add** to add the students to the list who are taking the class. Once you have added all the students, click **OK** to assign the class to them.



To make sure the timetable changes show up immediately on the connectEd (teacher) side, run Correlate Database: **File -> Maintenance -> Topic-Based Marks -> Correlate Database!**

## 6.9 Correlate Database

Every time changes have been made to the Classes File, which we worked on in the previous section, the database needs to be correlated using **File -> Maintenance -> Topic-Based Marks -> Correlate Database**. Otherwise the changes made on the admin side will not become immediately visible in teachers' connectEd Web portal. Running Correlate Database ensures that the teachers see in connectEd what the admins are seeing in the remote desktop.

*If you ever find that teachers are seeing one thing and you are seeing another, then it is an indication that Correlate Database must be run. Run it from **File -> Maintenance -> Topic-Based Marks -> Correlate Database**.*

## 6.10 Verify Work

Once you have finished assigning students to homerooms and classes, you should print out **homeroom, class lists** and **timetables** for students so that you can verify students are in the correct homerooms and classes. You can find all basic report options under **Students -> Print Lists**. Detailed instructions on how to produce these reports can be found in section [9 Reports](#).



## 7 Attendance

Attendance is collected in SIS on a daily basis. Both the office and the teachers play a role in the daily attendance routine and have their tasks. It is important to adhere to the daily routine. Backfilling attendance for days in the past when attendance collection was missed is always more tedious than doing it on the day of.

### 7.1 Daily Attendance Routine

#### 7.1.1 Elementary schools

In elementary schools (schools that do not offer high school grades), the attendance routine is simpler. There is no need to initialize attendance or to print the Report of Classes Missed. All the office needs to do is change the System Date on a daily basis. Teachers have the ability to enter excuse reasons for students directly in connectEd. This is not the case for secondary schools.

**Daily attendance routine in elementary schools (\* denotes a mandatory step):**

#	Task	Menu item	Explanation
1	<b>Change Date*</b> :	File, Change Date	Change the system date to current date
2	Excursion Lists	Attendance, Enter Attendance, Excursions	Set attendance for groups of students, even the whole school, at once. Example: school closures due to <b>weather</b> or <b>breakdown</b> .
3	Enter Homeroom Attendance	Attendance, Enter Attendance, Homeroom Attendance	Set attendance for students in a specific homeroom (AM or PM); monitor if teachers have collected their attendance for the day
4	Print Today's Absentees	Attendance, Print Today's Absentees	Print a report of students who were absent from school for the AM, PM or both.

*Step one should be done first thing in the morning to allow teachers to enter attendance.*

## 7.1.2 K-12 and Secondary Schools

In schools that offer grades 10-12, the daily attendance routine is as follows.

*While **Step 3 – Input Excused Absences** is not mandatory, it should be used as often as possible when the parents have provided an excuse reason for an absence for a student. Otherwise the student's absences is a truancy.*

**Daily attendance routine in K-12 and secondary schools (\* denotes a mandatory step):**

#	Task	Menu item	Explanation
1	<b>Change Date*</b> :	File, Change Date	Change the system date to current date
2	<b>Initialize Attendance*</b>	Attendance, Enter Attendance, Initialize Today's Attendance	Initialize attendance collection for the day
3	<b>Input Excused Absences</b>	Attendance, Enter Attendance, Excused Before Homeroom	Input excused absences - <b>IMPORTANT</b>
4	Excursion Lists	Attendance, Enter Attendance, Excursions	Set attendance for groups of students, even the whole school, at once. Example: school closures due to weather or breakdown.
5	Enter Class Attendance	Attendance, Enter Attendance, Class Attendance	View or set attendance for students in a specific class; monitor if teachers have collected their attendance for the day
6	<b>Print Report of Classes Missed*</b>	Attendance, Print Report of Classes Missed	Lock attendance for the day and print a report of attendance for the whole school for the day

**Step 6** may be done first thing in the morning to lock down previous day's attendance, followed immediately by Steps 1 and 2. This method allows teachers enter their attendance until midnight every day. **This is the recommended method.**

**Step 5** is only necessary if teachers are not entering attendance themselves directly into the Maplewood via Maplewood connectEd (example, when a substitute teacher is taking attendance). However, you can also use it to monitor if teachers have been taking their attendance today.

## 7.2 Modify Past Attendance

### 7.2.1 Elementary Schools

In elementary and middle schools attendance can be entered for past dates by teachers by using the **date picker** in the attendance entry screen. However, staff are **strongly** encouraged to ensure their attendance is completed each day. The date picker in connectEd is illustrated below:

Homeroom: **4 2A**

Selected Date: 09/06/2010

Administration Date: Monday, Sep 2010 (Final Day)

Attendance Taken: ☒

Morning:

Afternoon:

Student	Current (AM/PM)	Morning	Afternoon
<u>Bird, Angelina</u>	Late/Present	<input type="checkbox"/>	<input type="checkbox"/>
<u>Boudreau, Rene</u>	Absent/Absent	<input type="checkbox"/>	<input type="checkbox"/>
<u>Buzit, Tiffany</u>	General/Present	<input type="checkbox"/>	<input type="checkbox"/>

The office can also enter past attendance. Select **Attendance -> Enter Attendance -> Edit Student's Attendance**. The following screen opens up:

Select Student By Partial Surname

Partial Name

Student	Status	Home School
< None >		

Enter a few letters from the student's last name and his/her name will show up in the search results. Double-click the student's name. Next, the **calendar** screen opens up. **Select the past date** by double-clicking the desired date.

Attendance Register: Aupilardjuk, Sasha (Sasha)

August							September							October							November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

December							January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
30	31																				31						

April							May							June							July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6		1	2	3	4	5	6	7	2	3	4	5	6	7	8	1	2	3	4	5	6	
7	8	9	10	11	12	13	8	9	10	11	12	13	14	9	10	11	12	13	14	15	7	8	9	10	11	12	13
14	15	16	17	18	19	20	15	16	17	18	19	20	21	16	17	18	19	20	21	22	14	15	16	17	18	19	20
21	22	23	24	25	26	27	22	23	24	25	26	27	28	23	24	25	26	27	28	29	21	22	23	24	25	26	27
28	29	30					29	30	31					30							28	29	30	31			

Legend:

- Absent
- Excused
- Custom
- Other

Edit Notes Summary Print Done

Attendance information for current year (click on month title to expand) | OVR | 8/27/2012 | 11:20 AM

Set the attendance by clicking on the row and using the dropdown to select the appropriate attendance code:

**Attendance for 8/23/2012**

Period	Reason
Morning	A Absent
Afternoon	A Absent
	C Compassion
	E Excursion
	F Fam. trip
	G Grant day
	H Health
	L Late
	O On land

Print Done

OVR 8/31/2012 06:15 PM

Once done setting the attendance, click **OK** to accept the changes and **Done** on the Calendar window if you are done with the student.

## 7.2.2 K-12 and Secondary Schools

Schools using the period-by-period attendance (high schools and K-12 schools) cannot change past attendance days through connectEd. Instead, past attendance must be edited by using the **Display/Modify Register** function in the admin system.

*If no attendance is collected, every student will be set by the system to be **Present**. Therefore, there is no need to go back and do past attendance for students who were present; it is only necessary to go back and correct attendance for students who were **absent** (truant or excused).*

Select **Attendance -> Display/Modify Register**. You will get the **Select Students by Partial Surname** screen:

**Select Student By Partial Surname**

Partial Name: a

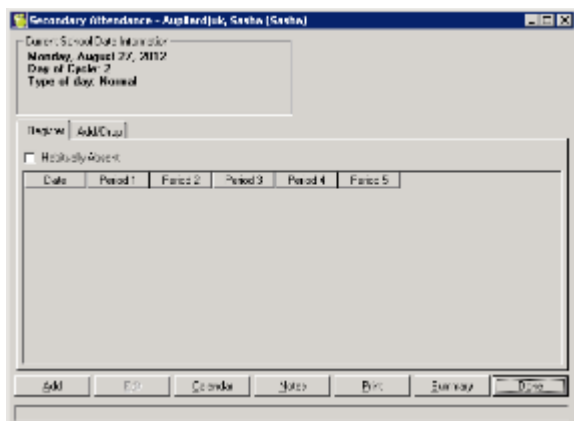
Student	Status	Home School
Aipellee, Boyd		
AIPELLE, JOSEPH (Joseph)		
Aipellee, Nora		
Aipellee, Qaluraud Jr Kevin Pitsiulaq		
Aipellee, Tristan		
Aipellee, Sarapy		
Amarualik, Darlene		
Angnetiak, Sammy		
Angutikuak, Joy		
Apak, Alison		
Apak, Alonzo		
Apak, Angus		
Apak, Arlene		
Anak Bertha		

Print Method OK Cancel

Enter a letter or two from the student's last name and his/her name will show up in the search results. Select a student to work with by either double clicking on the student or highlighting and clicking the **OK** button.

If you wish to do a more advanced search, click the **Method** button. This lets you choose a particular pre-filtered set of students. For example, if you select **Class List**, you will get a screen which displays all the classes available in the school. Choose a class from the list to see only the students from that class.

After double-clicking on a student, the student's attendance register opens:



To make changes to the student's past or future attendance, it is best to use the **Calendar** button. Detailed instructions can be found in section [3.8.1 Edit Student Attendance Register](#).

If you want to assign a certain attendance code for a range of dates, use the **Add** button. Detailed instructions can be found in section [3.8.1 Edit Student Attendance Register](#).

## 7.3 School-Wide Closures

This section explains how to deal with attendance on days when the whole school is closed due to bad weather, mechanical breakdown or other reason. There are two different methods depending on whether the closure is for a full day or just half-a-day: full day closures are handled through the **Calendar**. Half day closures are dealt with using **Excursions**.

### 7.3.1 Full-day Closures

Go to **File -> School Setup -> Calendar -> Edit**. Select (click) the affected date and it will turn blue. Then click the **Grant Day** button at the bottom. Grant Day is used for unexpected school closures. It reduces the students' possible days of attendance.

The system will ask if you want to **reassign the cycle days** since you are skipping a day due to school closure. Select **"No"** if you want to just skip the cycle day. Select **"Yes"** if you want to re-assign the cycle day of the affected date to the following day (and all consecutive days will be bumped up as well).

In the picture below, **November 20** is selected. Once you click some other date, you will see that the affected date has turned green.

**School Calendar 2012-2013 - Qitiqliq School**

File Edit Help

July 2012							August 2012							September 2012							October 2012						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4						1		1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	*15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

November 2012							December 2012							January 2013							February 2013						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1			1	2	3	4	5					1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
							30	31																			

March 2013							April 2013							May 2013							June 2013						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
					1	2			1	2	3	4	5	6				1	2	3	4					1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

11/20/2012 10:03 AM

### 7.3.2 Half-Day closures in Elementary Schools

Example situation: the whole school is closed for the morning due to a blizzard.

Go to **Attendance -> Enter Attendance -> Excursions**.

Choose the **All Students** tab, check off the box for **Morning** and use the **G: Grant Day** attendance code (used for unexpected school closures; reduces the students' possible days of attendance). Enable **Change All**: it changes the attendance for all the students regardless of what may have been previously entered in the attendance. Check off **Apply attendance note to excursion** if you want to specify a note to each student's records.

*If you are setting the attendance for a day in the past, use the **Attendance Date** field in the bottom to define the day*

Hit **Start** when you are ready to apply the changes.

### 7.3.3 Half-Day Closures in Secondary Schools

Go to **Attendance -> Enter Attendance -> Excursions**.

Choose the **All Students** tab; check off the boxes for the morning periods (in this case 1-4) and use the **G: Grant Day** attendance code (used for unexpected school closures; reduces the students' possible days of attendance). Enable **Change All**. It changes the attendance for all the students regardless of what may have been previously entered in the attendance. Select **Override teacher entries**. Check off **Apply attendance note to excursion** if you want to specify a note to each student's records.

*If you are setting the attendance for a day in the past, use the **Another Date** option at the top to pick another day than today.*

## 7.4 Attendance Reports

There are three main attendance reports available in SIS: the **Individual Attendance Register**, the **Monthly Attendance Register** and the **Principal's Monthly Attendance Report**. This section explains how to produce them.

### 7.4.1 Individual Attendance Register

1. Open **Student Records**, search for the student and open his/her record
2. Go to the **Attendance** tab
3. Click on **Print Register**
4. Select **Presence as a % of possible days** option to produce a report with attendance rates as percentages
5. Select **Include Legend** to add the attendance codes to the report
6. Click **View** and the report will be generated. See below a sample report and an explanation of the report information.



Monthly  
attendance  
percentage (%)

Accumulated  
attendance  
percentage

	Week #1	Week #2	Week #3	Week #4	Week #5	Advises			Notes		
	Mo	Tu	We	Th	Fr	Sa	Su	any/m tot	acc	any/m tot	acc
2012 - 2013	Mo	Tu	We	Th	Fr	Sa	Su	any/m tot	acc	any/m tot	acc
August	01	02	03	04	05	06	07	08	09	10	11
September	03	04	05	06	07	08	09	10	11	12	13
October	01	02	03	04	05	06	07	08	09	10	11
November	01	02	03	04	05	06	07	08	09	10	11
December	03	04	05	06	07	08	09	10	11	12	13
January	01	02	03	04	05	06	07	08	09	10	11
February	01	02	03	04	05	06	07	08	09	10	11
March	01	02	03	04	05	06	07	08	09	10	11
April	01	02	03	04	05	06	07	08	09	10	11
May	01	02	03	04	05	06	07	08	09	10	11
June	03	04	05	06	07	08	09	10	11	12	13

Holiday (h)

**Absent in the morning, Present in the afternoon**

## Suspended

**Late in the morning, Absent in the afternoon**

**Not registered (\*),**  
(the weekend in  
this case)

**Late in the morning, Present in the afternoon**

*Present all day is indicated by a dot (.)*

## 7.4.2 Monthly Attendance Register

The **Monthly Attendance Register** can be printed to view the attendance of a number of students at a time for a given month. It can be produced for a grade, homeroom, inquiry list, and so forth – even the whole school at once.

1. Go to **Attendance -> Print Attendance Registers -> Monthly Attendance Register**
2. Select **Presence as a % of possible days** option to produce a report with attendance rates as percentages
3. Select the **Month** from the dropdown
4. Check the box for **Include Legend**
5. Under **Select Order**, select one of the options such as **Grade** if you want to see a report for a specific grade
6. Click **View** to move to the step where you pick the grade(s)
7. In **Select Method** screen, check **Individual** if you want to produce a report of a single grade (otherwise leave it unchecked)
8. Pick the grade(s) from the dropdown(s) and click **OK!**

See previous page on how to interpret the report.

## 7.4.3 Principal's Monthly Attendance Report

The Maplewood system features a custom Nunavut-style **Principal's Monthly Attendance Report** that the DEAs and Superintendents are familiar with from before. The report summarizes attendance by grade (page 1 of the report) and, as a new feature, identifies non-attenders (a student who has been Truant for at least 60 % of the possible periods during the report month) on page 2 of the report.

1. Go to **Attendance -> Print Attendance Registers -> Principal's Monthly Attendance Report**
2. Select the **Month** from the dropdown and click **View** to produce the report

[illegible][illegible]

# 8 Terms and Topics

## 8.1 Introduction

This section explains the concept of **Terms and Topics** and offers basic rules for determining how to select and assign them for a class in the Classes File. This task is important as each Class in the Classes File must be associated with certain Terms and Topics in order for marking to be possible

In a nutshell:

- **Term** refers to *reporting terms*
- **Topic** is a *placeholder for a mark*. Different Topics will be used based on what kinds of marks are expected: letter grades only, percentage marks only, letter grades or percentage marks, etc.
- Each class needs to know what reporting terms (*Terms*) apply to it and what kinds of marks are expected (*Topics*)
- All Classes must have Terms and Topics assigned to them in order for teacher to put in marks

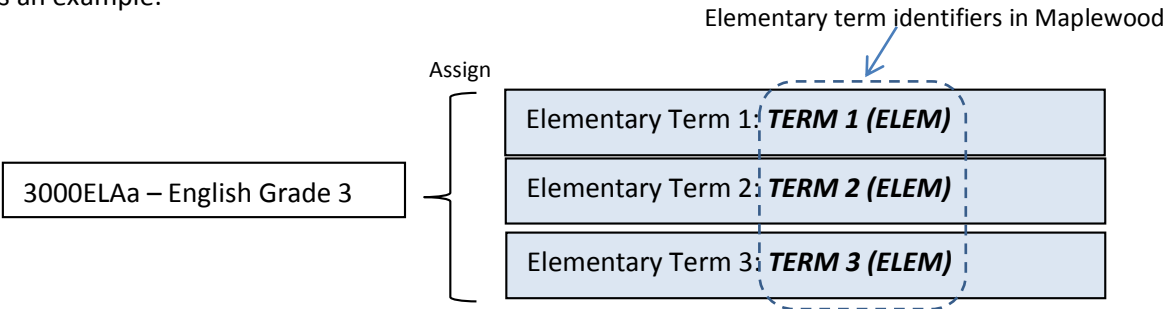
The report card relies on the exact same rules as presented here to retrieve and display the right mark in the right places.

## 8.2 Understanding Terms

**Terms** refer to *reporting terms*. Each class in the Classes File needs to know what reporting terms are applicable to it.

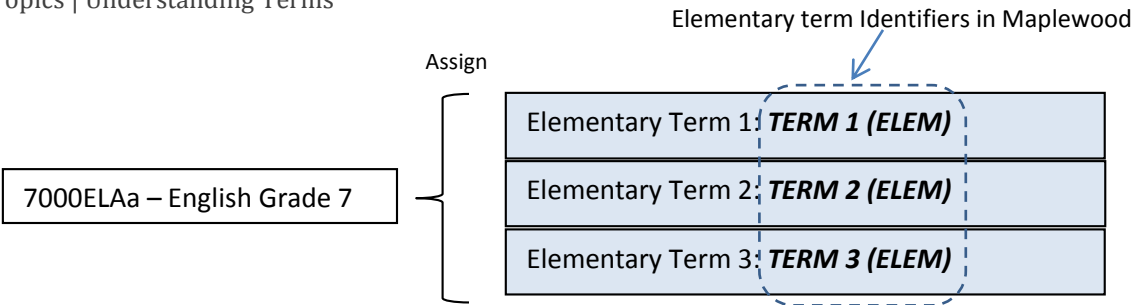
### 8.2.1 Terms in Elementary (K-6) Grades

In elementary (K-6) schools, all classes are typically year-long and there are three reporting terms per year. Therefore, all three elementary terms must be assigned to all classes. Let’s use a grade three English class 3000ELAA as an example:



### 8.2.2 Terms in Junior High (7-9) Grades

In junior high, all classes are typically year-long and there are three reporting terms per year (just like K-6). Therefore, all three elementary terms are assigned to all classes. However, some schools run their junior high grades exactly the same way as senior high grades. If that is the case, then use term assignment designed for senior high grades.



8.2.3 Terms in Senior High (10-12) Grades

In senior high school, there are classes that span the first semester, second semester or full year. Semestered high schools typically have four reporting terms per year: two reporting terms per semester.

The following secondary school terms are available in Maplewood:

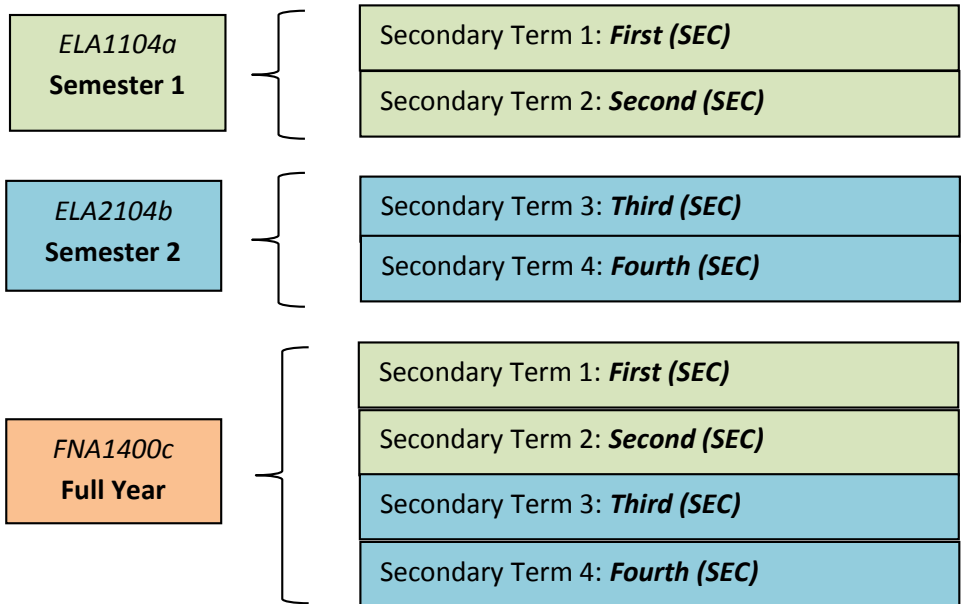
Term name	Term identifier	Description
Secondary Term 1	First (SEC)	The first reporting term, typically ending half way through semester one.
Secondary Term 2	Second (SEC)	The second reporting term, typically ending at the end of semester one.
Secondary Term 3	Third (SEC)	The third reporting term, typically ending half way through semester two.
Secondary Term 4	Fourth (SEC)	The fourth reporting term, typically ending at the end of the year.

Semester one terms

Semester two terms

Full Year Terms

Based on the above table, use the following term assignment depending on the duration of the senior high class:



## 8.3 Understanding Topics

**Topic** is where you put the mark, be it a letter grade or a percentage mark; it is the placeholder for the mark provided by teacher for a class. A Topic must be assigned to each class so that a mark can be entered. The Topic cannot be selected randomly. A class needs to be tied to the correct Topic for marking so that the report card is able to select and display the mark correctly. Furthermore, each Topic allows for different kind of **mark entry** style: letter grades, percentage grades, or both at the same time.

The tables below identify which Topic should be assigned to which class and what the mark entry is for each topic.

### 8.3.1 Grade K-6 Topics

*The K-6 Topics allow letter grade entry only.*

Topic Name	Grade K-6 Subject	Mark Entry
Aulajaaqtut (K-6)	Aulajaaqtut	Letter grade only
Baking (K-6)	Baking	Letter grade only
Computer Science (K-6)	Computer Science	Letter grade only
Cooking (K-6)	Cooking	Letter grade only
Cultural Arts (K-6)	Cultural Arts/Nunavut Culture Studies	Letter grade only
Drama (K-6)	Drama	Letter grade only
English and Language Arts (K-6)	English and Language Arts/English Second Language	Letter grade only
Fine Arts (K-6)	Fine Arts	Letter grade only
French (K-6)	French/French Second Language	Letter grade only
Health (K-6)	Health	Letter grade only
Home Economics (K-6)	Home Economics	Letter grade only
Inuktitut (K-6)	Inuktitut/Inuktitut Second Language	Letter grade only
Inuktitut Guided Reading (K-6)	Inuktitut Guided Reading	Letter grade only
Inuinnaqtun (K-6)	Inuinnaqtun/Inuinnaqtun Second Language	Letter grade only
Mathematics (K-6)	Mathematics	Letter grade only
Music (K-6)	Music	Letter grade only
Physical Education (K-6)	Physical Education	Letter grade only
Science (K-6)	Science	Letter grade only
Sewing (K-6)	Sewing	Letter grade only
Social Studies (K-6)	Social Studies	Letter grade only
Woodshop (K-6)	Woodshop	Letter grade only

### 8.3.2 Grade 7-9 Topics

*The 7-9 Topics allow both letter grade entry and percentage mark entry.*

**NOTE:** if you are running your junior high school/middle school exactly the same way as your high school, then use the same Topic assignment as high school (**Mark** topic only).

Topic Name	Grade 7-9 Subject	Mark Entry
Aulajaaqtut (7-9)	Aulajaaqtut	Letter grade OR percentage
Baking (7-9)	Baking	Letter grade OR percentage
Computer Science (7-9)	Computer Science	Letter grade OR percentage
Cooking (7-9)	Cooking	Letter grade OR percentage
Cultural Arts (7-9)	Cultural Arts	Letter grade OR percentage
English and Language Arts (7-9)	English and Language Arts/English Second Language	Letter grade OR percentage
Fine Arts (7-9)	Fine Arts	Letter grade OR percentage
French (7-9)	French	Letter grade OR percentage
Health (7-9)	Health	Letter grade OR percentage
Inuktitut (7-9)	Inuktitut	Letter grade OR percentage
Inuinnaqtun (7-9)	Inuinnaqtun	Letter grade OR percentage
Mathematics (7-9)	Mathematics	Letter grade OR percentage
Physical Education (7-9)	Physical Education	Letter grade OR percentage
Science (7-9)	Science	Letter grade OR percentage
Sewing (7-9)	Sewing	Letter grade OR percentage
Social Studies (7-9)	Social Studies	Letter grade OR percentage
Woodshop (7-9)	Woodshop	Letter grade OR percentage

### 8.3.3 Grade 10-12 Topics

In grades 10-12 there is only one topic, **Mark**. The only exception is grade 12 Social Studies which also has a **Project** topic. The Mark and Project topics allow percentage marks only.

Topic Name	Grade 10-12 course	Mark Entry
Mark	ALL SENIOR HIGH COURSES IN GRADES 10-12	Percentage mark only
Project	<b>NSS3001 and NSS3002 – Nunavut grade 12 Social Studies</b> -NSS3001 and NSS3002 get both <b>Mark</b> and <b>Project</b> topics -the weight for Mark topic should be set to <b>70</b> -the weight for Project topic should be set to <b>30</b>	Percentage mark only

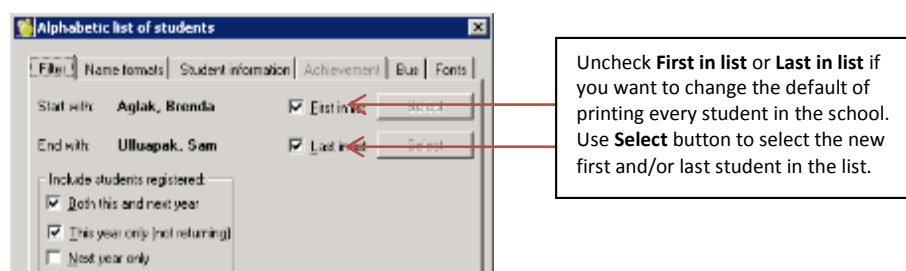
## 9 Reports

SIS can produce reports on nearly any information on students as long as it has first been entered into the system. There are several built-in reports that can be produced with a few clicks but the system also features custom reports that can be tailored to most needs. This section explains the use of the most common built-in reports available through the menus.

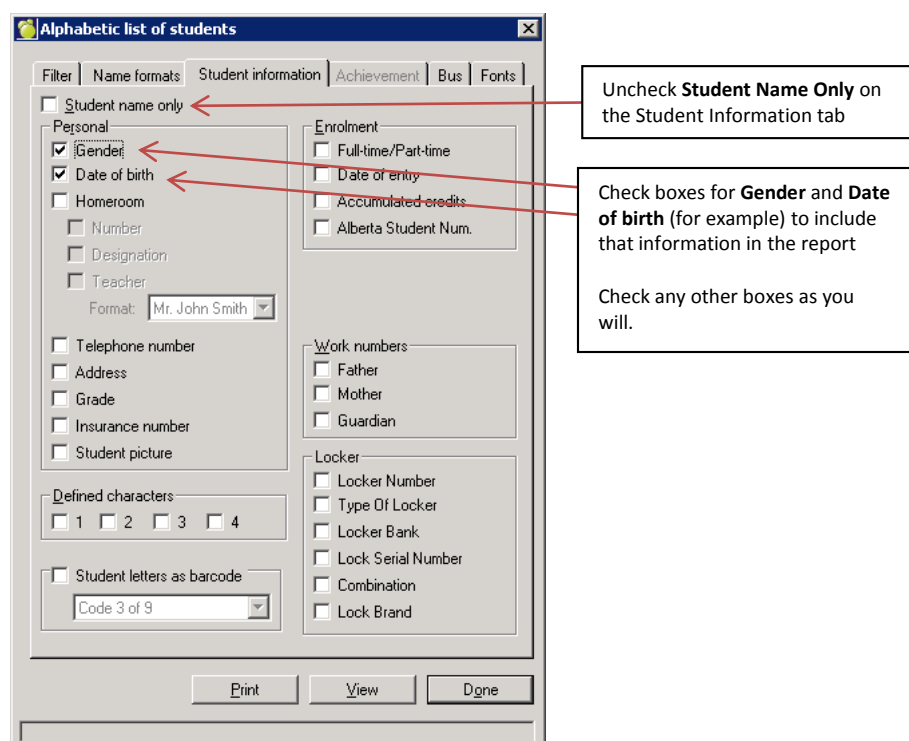
### 9.1 Print an Alphabetical List of Students

1. Go to **Students -> Print Lists -> Alphabetic List of Students**.

2. The **Filter** tab lets you choose which students to print on the report. By default, every student is included. If you want to select fewer students, uncheck the **First in list** or **Last in list** checkboxes and select the first and/or the last student by clicking the **Select** button and searching for a particular student.

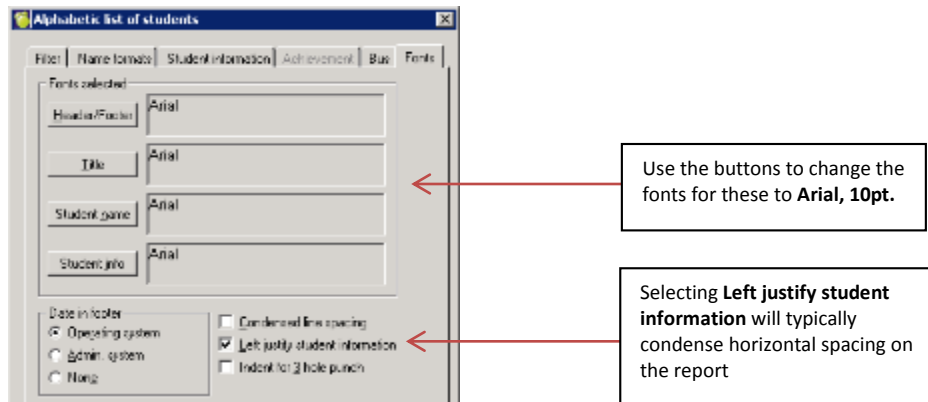


3. Go to the **Student Information** tab and uncheck **Student name only** if you want to print more information on the report. For example, you may want to include **Gender** and **Date of birth** on the report. There are many other options.





4. Go to the **Fonts** tab to fine-tune the look of the report. You may want to resize the font sizes on the report to make everything fit better on the page: click **Header/Footer** and select font *Arial* size 10. Do the same for **Title**, **Student name** and **Student info**. Also, check **Left justify student information** to make everything fit better.

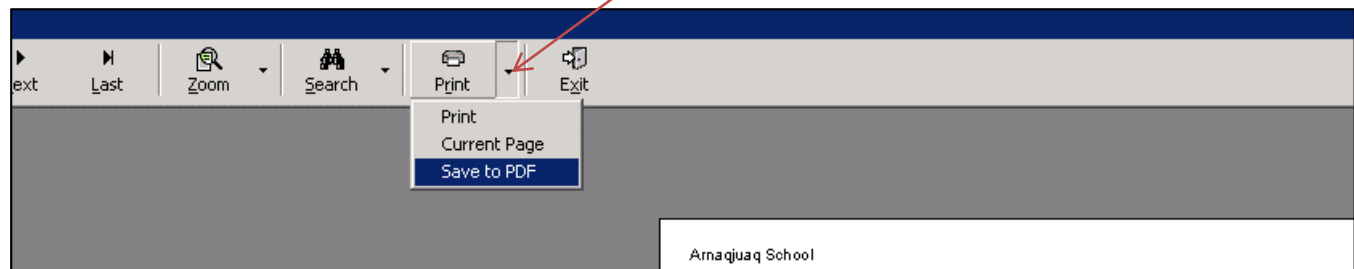


5. Click **View** when ready to view the report. If you need to adjust it, close the report, make your changes in the tabs and click **View** again. You can print the report when you are happy with it. Or save the report as a PDF.

### 9.1.1 Save the report as a PDF

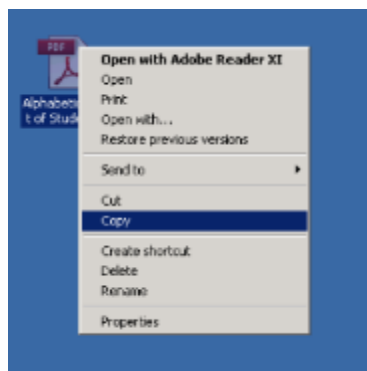
If you cannot print the report directly to a printer from your Remote Desktop session, you can save it as a PDF and copy to your local computer, then print it to a printer. Or perhaps all you need is a PDF.

1. When the report is open, click the little arrow next to **Print** and select **Save to PDF**. Save on the PDF on the Desktop using an intuitive filename such as "Alphabetical List of Students.PDF".



2. Close the report and minimize all other windows so that you can see the Desktop (the remote desktop).

3. Right click the PDF you just saved and select **Copy** (or use CTRL+C).



4. Minimize or move the remote desktop window so that you can see your own computer's Desktop (= the local desktop). Right-click the local desktop and select **Paste** to copy the PDF to your own computer (or use CTRL + V). **Please note that pasting will not work on Macs but will work on Windows machines.**

## 9.2 Print Homerooms Lists

Print lists of students in different Homerooms.

1. Go to **Students -> Print Lists -> Homeroom lists.**

2. The **Filter** tab lets you choose which homerooms to print on the report. By default, every homeroom is included. However, if you want to select fewer homerooms, uncheck the **First in list** or **Last in list** checkbox and use the dropdown menus to select the new start and end values. You can also check **Individual homeroom list** if you want to print students in only one homeroom.

The screenshot shows the 'Homeroom lists' dialog box with the 'Filter' tab selected. The dialog has several sections:
 

- Individual homeroom list:** A checkbox that is currently unchecked. A blue arrow points from a text box to this checkbox.
- Start with:** A dropdown menu showing 'B. Algiak K-PM 1'.
- End with:** A dropdown menu showing 'N. Tremblay Y4/5/8'.
- First in list:** A checked checkbox with a red arrow pointing to it from a text box.
- Last in list:** A checked checkbox with a red arrow pointing to it from a text box.
- Sort students by:** A section with three radio buttons: 'Room number', 'Designation', and 'Teacher' (which is selected).
- Sort by:** A section with three radio buttons: 'Student information' (selected), 'Attendance entry grid', and 'Mark entry grid'.
- Month:** A dropdown menu showing 'September'.
- Number of marks:** A text box containing the number '10'.

 Annotations:
 

- A text box on the right says: 'Uncheck **First in list** or **Last in list** if you want to change the default of printing every homeroom in the school. Use the dropdown menus to select the new start and end homerooms for the report.' Red arrows point from this box to the 'First in list' and 'Last in list' checkboxes.
- Another text box on the right says: 'Check **Individual homeroom list** if you want to print a list of students in a single homeroom. Select the homeroom using the first dropdown menu.' A blue arrow points from this box to the 'Individual homeroom list' checkbox.

3. Go to the **Student Information** tab and uncheck **Student name only** if you want to print more information on the report. For example, you may want to include **Gender** and **Date of birth** on the report. There are many other options.

4. Go to the **Fonts** tab to fine-tune the look of the report. You may want to resize the font sizes on the report to make everything fit better on the page: click **Header/Footer** and select font *Arial* size 10. Do the same for **Title**, **Student name** and **Student info**. Also, check **Left justify student information** to make things even more compact.

Use the buttons to change the fonts for these to **Arial, 10pt.**

Selecting **Left justify student information** will typically condense horizontal spacing on the report

5. Click **View** when ready to view the report. If you need to adjust it, close the report, make your changes in the tabs and click **View** again. You can print the report when you are happy with it. You can also save the report as a PDF following the instructions provided earlier in this section.

## 9.3 Print Class Lists

Print lists of students in specific classes such as “Mathematics Grade 4” or “Aulajaaqtut 12”.

1. Go to **Students -> Print Lists -> Class Lists**

2. The **Filter** tab lets you choose which classes to print on the report. By default, every class is included. However, if you want to select fewer classes, uncheck the **First in list** or **Last in list** checkbox and select the new values using the dropdown menus.

The screenshot shows the 'Class lists' dialog box with the 'Filter' tab selected. The 'Individual class list' checkbox is unchecked. The 'Start with' dropdown is set to 'Algiak, Bella () ELA K b' and the 'End with' dropdown is set to 'Tremblay, Naomi () SST !'. Both 'First in list' and 'Last in list' checkboxes are checked. The 'Print Options' section shows 'Sort by' set to 'Teacher' and 'Student information' selected. The 'Class Filter' section shows 'Pattern' and 'Section' both set to 'Any'. The 'Period in day' radio button is selected, and 'Term', 'Day', and 'Period' are all set to 'Any'. The 'Include Deleted Students', 'Double spaced', and 'Page break between classes' checkboxes are unchecked. The 'Include class schedule in title' checkbox is checked. The 'Grouped Classes' section shows 'Print Grouped Classes Together' and 'All Students Alphabetically' both unchecked. The 'Print', 'View', and 'Done' buttons are at the bottom.

Annotations:

- Uncheck **First in list** or **Last in list** if you want to change the default of printing every class offered in the school. Use the dropdown menus to select new start and end values.
- Check **Individual class list** if you want to print a list of students in a specific class only (such as ELA20-2). Select the class using the first dropdown menu.

3. Go to the **Student Information** tab and uncheck **Student name only** if you want to print more information on the report. For example, you may want to include **Gender** and **Date of birth** on the report. There are many other options.

**Alphabetic list of students**

Filter | Name formats | Student information | Achievement | Bus | Fonts

☐ Student name only

**Personal**

☒ Gender

☒ Date of birth

☐ Homeroom

☐ Number

☐ Designation

☐ Teacher

Format: Mr. John Smith

☐ Telephone number

☐ Address

☐ Grade

☐ Insurance number

☐ Student picture

**Defined characters**

☐ 1 ☐ 2 ☐ 3 ☐ 4

☐ Student letters as barcode

Code 3 of 9

**Enrolment**

☐ Full-time/Part-time

☐ Date of entry

☐ Accumulated credits

☐ Alberta Student Num.

**Work numbers**

☐ Father

☐ Mother

☐ Guardian

**Locker**

☐ Locker Number

☐ Type Of Locker

☐ Locker Bank

☐ Lock Serial Number

☐ Combination

☐ Lock Brand

Print View Done

4. Go to the **Fonts** tab to fine-tune the look of the report. You may want to resize the font sizes on the report to make everything fit better on the page: click **Header/Footer** and select font *Arial* size 10. Do the same for **Title**, **Student name** and **Student info**. Also, check **Left justify student information** to make things even more compact.

**Alphabetic list of students**

Filter | Name formats | Student information | Achievement | Bus | Fonts

**Fonts selected**

Header/Footer: Arial

Title: Arial

Student name: Arial

Student info: Arial

**Date in footer**

☒ Operating system

☐ Admin. system

☐ None

☐ Condensed line spacing

☒ Left justify student information

☐ Indent for 3 hole punch

Use the buttons to change the fonts for these to **Arial, 10pt.**

Selecting **Left justify student information** will typically condense horizontal spacing on the report

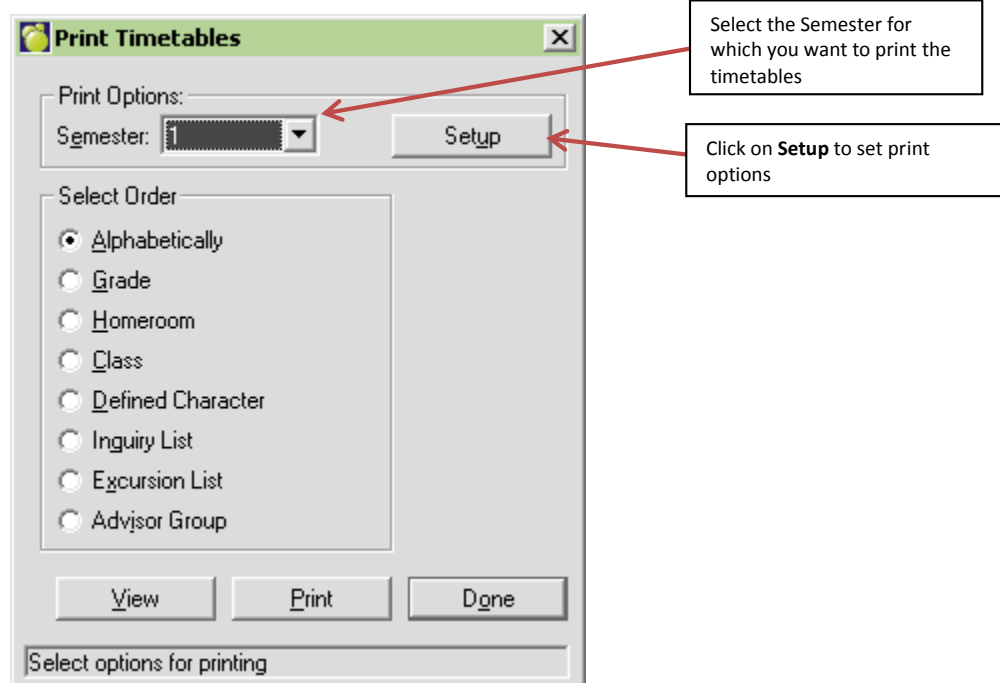
5. Click **View** when ready to view the report. If you need to adjust it, close the report, make your changes in the tabs and click **View** again. You can print the report when you are happy with it. You can also save the report as a PDF following the instructions provided earlier in this section.

## 9.4 Print Student Timetables

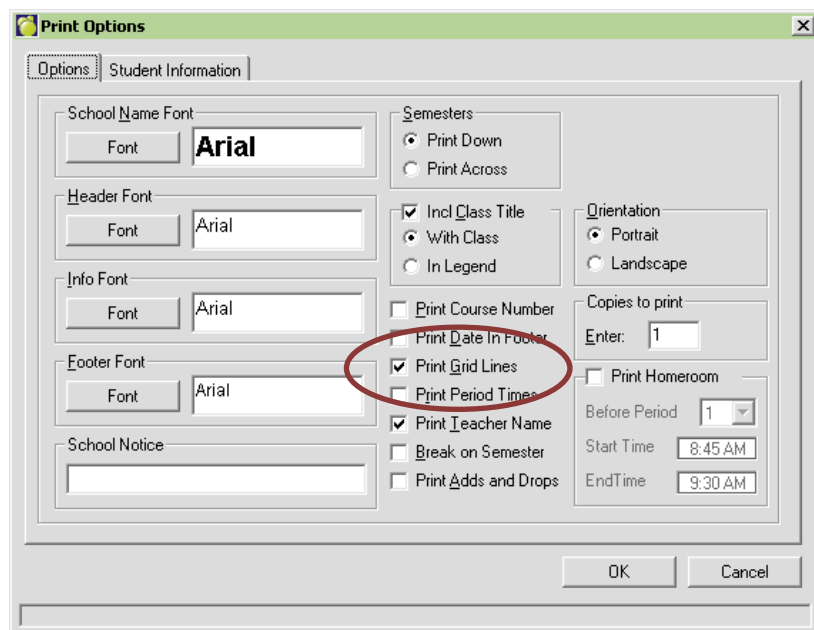
Print student timetables to see what classes they have been assigned to and what their daily timetables look like. This report is not very useful for elementary schools as in most cases timetables are not inputted into Maplewood. This report will be more useful for high school grades.

1. Go to **Students -> Print Timetables**

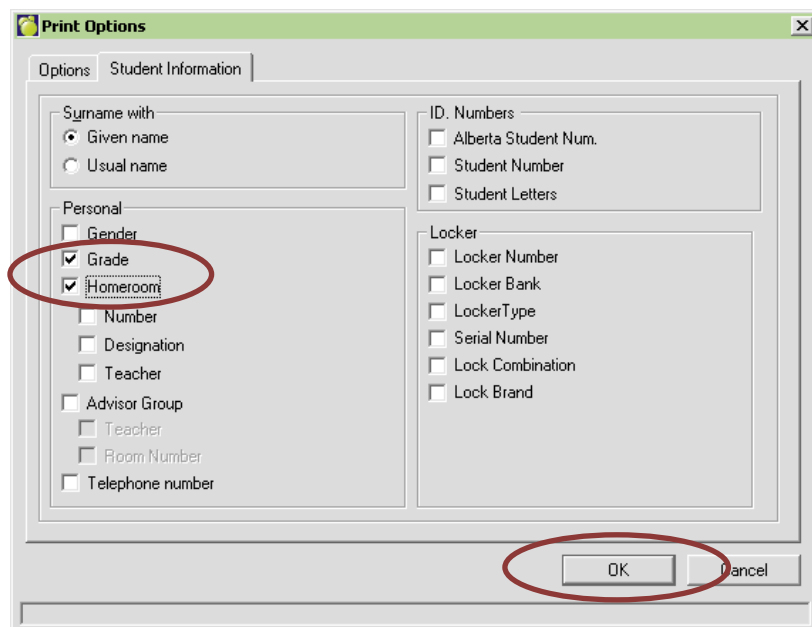
2. If printing Semester 1 timetables, select **Semester: 1** from the dropdown



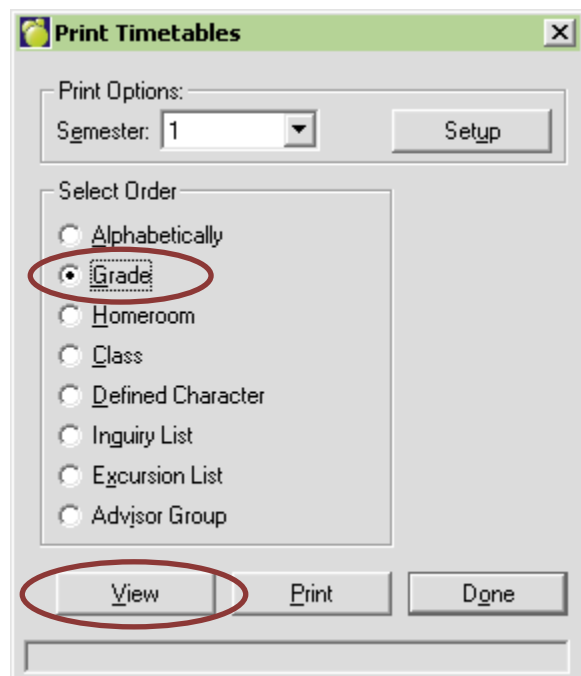
3. Click **Setup** button to set printing options. In the **Print Options**, it is good to at least check the box for **Print Gridlines**. You can check other boxes if desired.



While in Print Options, go to **Student Information** tab. Check the boxes for **Grade** and **Homeroom** if you wish to see those in the timetable printouts. Other options are available as well. Once ready, click **OK** to approve the print options.



4. Back in the Print Timetables dialog, select the way you want to print the timetables. Pick **Grade** if you want to print them by grade. Use another Select Order option as desired, such as Homeroom. Then click **View**.



5. In the next step, pick the grade(s). If you want to print timetables for one grade only, first check the **Individual** box at the top, then select the grade from the dropdown menu. Uncheck the box for **Deleted** as you probably do not want to see timetables for Deleted/Withdrawn students. Click **OK**.

**Selected Method - By Grade**

☒ Individual

First in list: 8 ☐ First

Last in list: 12 ☒ Last

Include students registered

☒ Both this and next year

☒ This year only (not returning)

☐ Deleted

Which Grade

☒ This year's Grade

☐ Next year's Grade

OK Cancel

6. The result should look something like below. The document below has **25** pages for 25 students. Print the document using the **Print** button or click the little **down-arrow** next to Print to save it as a PDF for your records.

**Print Preview**

1 / 25

First Previous Next Last Zoom Search Print Exit

**Attagoyuk Illisavik**

Alpalialuk, Melinda Grade: 8

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Semester 1						
Period						
1	ATTAMBa Attendance AM M. Duffett 136	ATTAMBa Attendance AM M. Duffett 136	ATTAMBa Attendance AM M. Duffett 136	ATTAMBa Attendance AM M. Duffett 136	ATTAMBa Attendance AM M. Duffett 136	ATTAMBa Attendance AM M. Duffett 136
2	...	...	...	...	...	...
3	...	...	...	...	...	...
4	...	...	...	...	...	...
5	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136
6	...	...	...	...	...	...

## 9.5 Print Student Marks (Topic-Based Report)

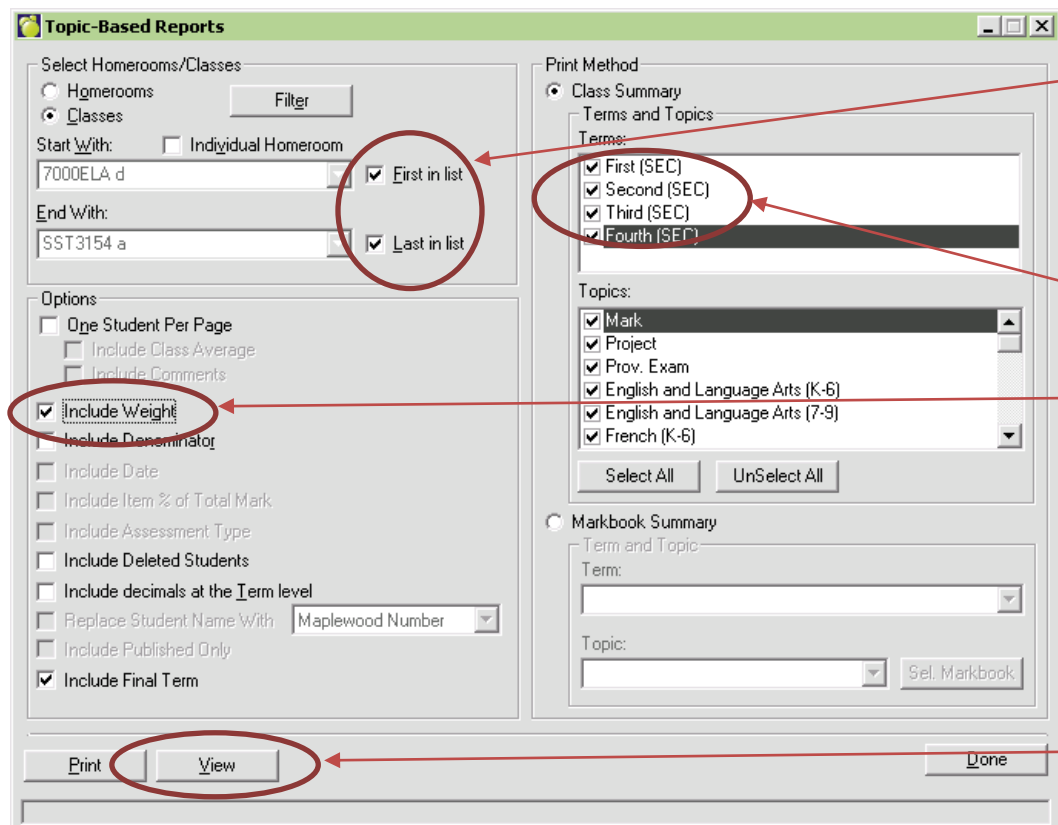
Produce a report that shows marks given by teachers to a selection of classes. It will be a useful report any time of the year but especially during report card time.



**Note:** this report will also indicate if **Terms and Topics** have not been assigned. Terms and Topics are typically assigned by the Department of Education. Please contact SIS Coordinators regarding missing terms and topics.

1. Go to **Students -> Print Lists -> Topic-Based Reports**

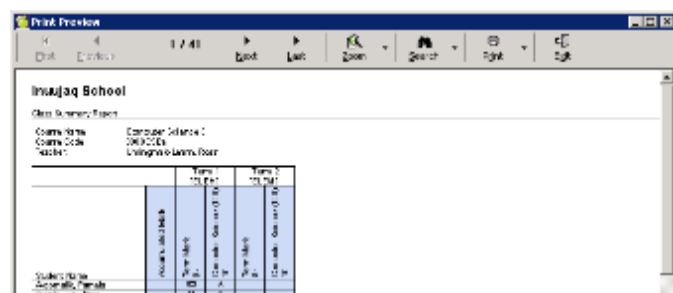
2. In **Topic-Based Reports** screen, use the following settings to view ALL classes and ALL terms: check **First in List** and **Last in list** to include each and every class. Check boxes for all **Terms**. Also check the box for **Include Weight**.



The screenshot shows the 'Topic-Based Reports' window. Red circles and arrows highlight specific settings: 'First in list' and 'Last in list' under 'Start With'; 'First (SEC)', 'Second (SEC)', 'Third (SEC)', and 'Fourth (SEC)' under 'Terms'; 'Include Weight' under 'Options'; and the 'View' button at the bottom. Callout boxes provide additional instructions:

- Check boxes for **First in list** and **Last in list** if you want to include all classes taught in your school. Alternatively, click **Filter** button to narrow down the selection. **See next page.**
- Always check all boxes here!**
- It's always a good idea to check **Include Weight** as it provides information on how term marks are weighted into the Final Mark.
- Click **View** to generate the report.

The report should look like this. The sample report below has 41 pages.



The screenshot shows a sample report titled 'Inuvik School'. It displays a table with columns for 'Student Name', 'Term 1', 'Term 2', and 'Term 3'. The table contains data for several students, including 'A. Smith', 'B. Jones', and 'C. Brown'. The report also includes a 'Print Preview' window at the top.

## 9.6 Print Validation Statements

Schools with secondary grades can print Validation Statements to assess how the students are progressing towards graduation and what areas still remain incomplete in order to obtain a grade 12 diploma in Nunavut. Most often Validation Statements are produced **by grade**.

1. Go to **Marks -> Print Transcripts**. Select **Validation Statement**. Click **View/Print**.
2. In the next screen, select **By Grade**.

**Settings**

Transcript Settings

Date of Issue: 08/29/2014

☐ Official Transcript

☐ Official Transcript for College

☐ Official Transcript for Student

☒ **Validation Statement**

☐ Course History

☒ Include Withdrawn Courses

☒ Include Failed Courses

☒ Include Courses Worth Zero Credits

☒ Include Incomplete Courses

☐ Indicate With Asterisk Previous School Courses

☐ Limit Courses by Grade

Lowest Grade: [ ]

Highest Grade: [ ]

☐ Print Credit Attempted

☒ Print Credit Granted

Printer Settings

☐ Include Students With Empty Transcripts

☐ Include Banner

Print offsets (330 = 1/4 inch)

Top of page: [0]

Left edge of page: [0]

**View / Print** [Done]

**Print Transcripts**

Print Order

☐ Alphabetically

☒ **By Grade**

☐ By Homeroom

☐ By Defined Characters

☐ By Inquiry List

☐ By Advisor Group

Mode

☒ Current Students

☐ Past Students

**OK** [Cancel]

To print Validation Statements for a single grade at once, select **Individual** and pick the grade from the dropdown menu. Unselect **Deleted** to exclude Validation Statements for deleted/withdrawn students. Click **OK**.

**Selected Method - By Grade**

☒ **Individual**

First in list

[12] [ ] First

Last in list

[12] [ ] Last

Include students registered

☒ Both this and next year

☒ This year only (not returning)

☒ Next year only

☐ **Deleted**

Which Grade

☒ This year's Grade

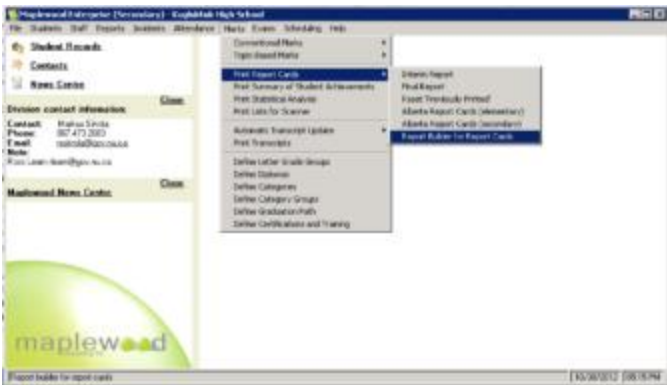
☐ Next year's Grade

**OK** [Cancel]

## 9.7 Print Report Cards

Report cards can be printed both from the admin system and from the connectEd side. This section explains how to produce from the admin side.

1. Go to **Marks -> Print Report Cards -> Report Builder for Report Cards**.



2. In the Report Builder, select **All Student Reports** from the left to see what report cards are available to your school. Select the desired report card from the list of available report cards:

Click on **Elementary (Term x)** for grade K-6 report cards.

Click on **Middle Years (Term x)** for grade 7-9 report cards.

Click on the combined report **Secondary (Term x)** for senior-secondary report cards. (It combines pages 1 and 2 of the report.)

Explanations of different report cards (for Term 1):

Card name	Grades	Intended use
Elementary (Term 1)	K-6	Elementary school report card for Term 1
Middle Years (Term 1)	7-9	Middle school/junior high school report card for Term 1
Secondary (Term 1)	10-12	Senior high school report card for the first semester (fall semester)

After selecting the desired card from the list, press on the the blue **Play** button at the top to run the selected report.

## Reports | Print Report Cards

Press the blue **Play** button to run the selected report.

**Middle Years (Term 1)** card has been selected

Name	Description	Last Modified	Created On	Owner	Available
▶ Middle Years (Term 1)	Middle Years (Term 1)	10/29/2012	7/31/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary (First) P1	Secondary (First) P1	10/29/2012	7/31/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary (First) P2	Secondary (First) P2	10/29/2012	7/31/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name	Description	Last Modified	Created On	Owner	Available	System Report
▶ Secondary (First)	Secondary (First)	10/29/2012	10/29/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. In the next screen, set the **Report Date** the way you want it to appear on the report card.

Set the **Report Date** as you want it to appear on the report card.

5. To see a list of students for whom the card will be printed, click the **Show Students** button. The list will show at the bottom:

Click the **Show Students** button to see who you are printing for.

Surname	Given Name	Grade	Status
▶ Adjun	Danielle	12	This Year and Next
Adjun	Gustin	10	This Year and Next
Adjun	Regan	11	This Year and Next
Adjun	Wyatt	10	This Year and Next
Aggarak	Myles	11	This Year and Next

6. To only print students for a single grade (recommended) click on **Add Criterion**, select **Personal Details** on the left and pick **Student is in grade ...**

Report Parameters

Schools: Kugluktuk High School

Report Date: 10/30/2012 Term(s): Term 1 (ELEM) (8/27/2012 - 12/7/2012)

Enable Page Padding

Include Students

☒ This Year and Next

☒ This Year Only

☐ Next Year Only

☐ Deleted

☐ Past

Student Selection Criteria

Add Criterion

Reset Criteria

Sort Order

Grade

Age

Homeroom

Homeroom Teacher

Run Report

Cancel

Surname	Given Name	Grade	Status
Adjun	Danielle	12	This Year and Next
Adjun	Gustin	10	This Year and Next
Adjun	Regan	11	This Year and Next
Adjun	Wyatt	10	This Year and Next
Aggarik	Myles	11	This Year and Next

Click the **Add Criterion** button to narrow down the list of students for whom the report card will be printed, for example *grade seven students only*.

Add Student Selection Criterion

Alphabetic

Personal Details

Student Number

Homeroom

Class

Excursion List

Advisory Group

Inquiry List

Student is in grade: 7

Student's age is: 0

OK

Cancel

On the left sidebar, select **Personal Details...**

...and then select the desired grade here.

To accept, click **OK**.

7. Finally, to produce the report cards, click **Run Report**. Wait for the report to generate:

Report Progress

Report Generated

Report Cards

Name	Description	Last Modified	Created On	Owner	Available	System Report
Middle Years (Term 1)	Middle Years (Term 1)	10/29/2012	7/31/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary (First) P1	Secondary (First) P1	10/29/2012	7/31/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary (First) P2	Secondary (First) P2	10/29/2012	7/31/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Combined Reports

Name	Description	Last Modified	Created On	Owner	Available	System Report
BI Secondary (First)	Secondary (First)	10/29/2012	10/29/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. The report should show up looking like this (this example is for a junior high report card):

**Kugluktuk High School**  
**Grades 7-9 Report Card**  
 Reporting Term: Fall

Grade 12	Student: A. L. L. L. L.	Student ID: 10000000
Report Card	Homeless/Truancy: A. L. L. L. L.	Date Issued: 10/00/2012

**Attendance**

Attendance	Term 1	Term 2	Term 3	Total
Days Absent				
Days Late				

**Academic Achievement**  
 The student's academic achievement is determined by the following grade:

10. To save the report as a PDF for printing to a printer, click the green icon at the top and select **PDF File**. Save the PDF on the Desktop. After that, you can close the Report Builder and open the PDF file from the Desktop in Adobe Reader and print it off.

**Kugluktuk High School**  
**Grades 7-9 Report Card**  
 Reporting Term: Fall

Grade 12	Student: A. L. L. L. L.	Student ID: 10000000
Report Card	Homeless/Truancy: A. L. L. L. L.	Date Issued: 10/00/2012

**Attendance**

Attendance	Term 1	Term 2	Term 3	Total
Days Absent				
Days Late				

**Academic Achievement**  
 The student's academic achievement is determined by the following grade: