Maplewood ConnectEd User Guide

For AMDSB Elementary Teachers Grades 1 to 8

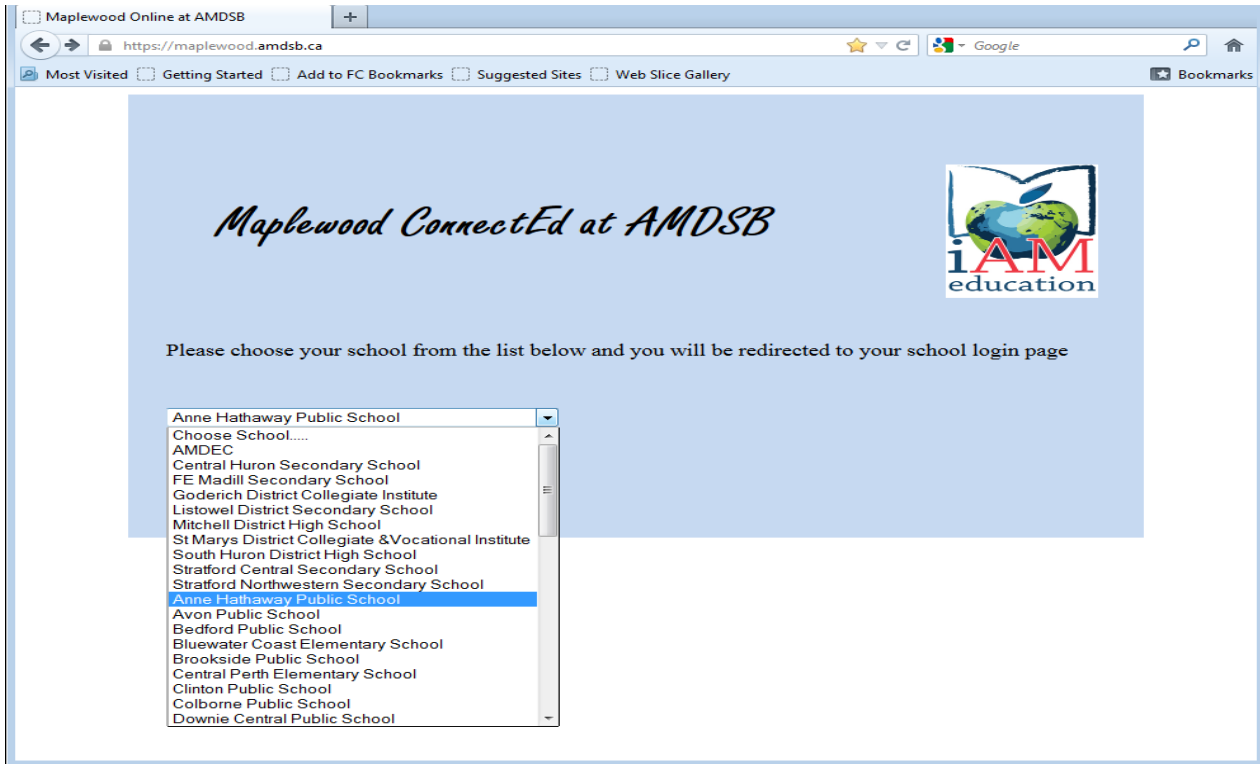**Avon Maitland** DISTRICT SCHOOL BOARD

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Maplewood ConnectEd - Teachers' Guide

Login

You connect by going to: https://maplewood.amdsb.ca. On this screen you scroll down the list until you find your school name, click on it and it will take you directly to your school URL.

Your username will be the first four letters of your first and last names. You will be prompted to change your password upon first login.

If you wish to change your password later, click on the **MY Profile** Icon. Passwords must be 8 characters in length and alpha/numeric/capital. **Do not** have your Internet Browser remember your password. **Please note that you will be locked out of the program for 30 minutes after 5 failed login attempts.**

Pop-Up Blockers

You must **always allow pop-ups from this site**. Most saved functions in the Maplewood interface use a pop up window. If pop ups are Blocked, data may not be saved properly.

If pop ups are blocked on the site you will receive a **Red** message indicating so. If you right click on the icon below it will let you select "**Always allow Pop-ups from This Site".**
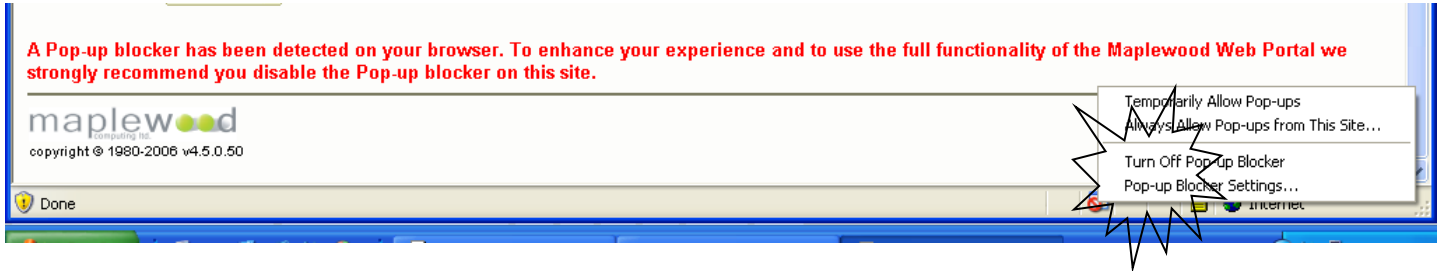
Or you may receive a message like this instead. Use the "**Options for this site button"** and select "**Always allow".**


Internet Browsers

DO NOT use your internet browser's **Back** button, data will be lost. Please use bread crumb links, shown above. *Bread crumbs* typically appear horizontally near the top of a Web page, providing links back to each previous page that the user navigates through in order to get to the current page. Bread crumbs are **always underlined**. If the bread crumbs are **not underlined** this indicates the page you are currently on must be **Saved** to return to the previous page. Please use the **Save & Go Back** button.

Please note that the Board has configured the website to automatically disconnect users after a period of inactivity. So, remember to save regularly.
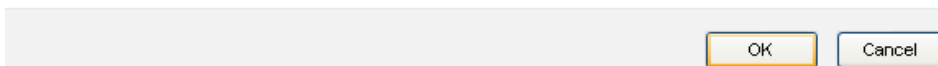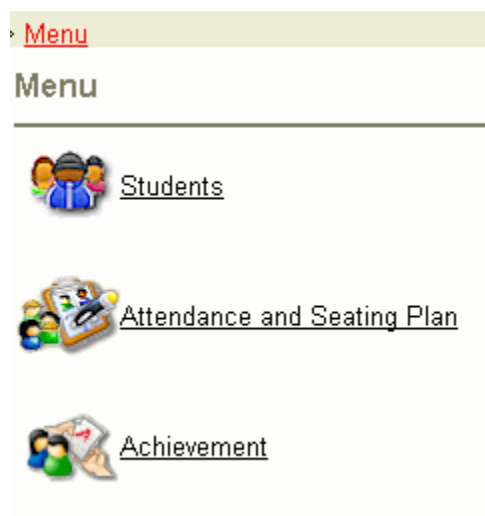

Always remember to logout when you are not using ConnectEd using the Logout button at top left of your screen.

For assistance with ConnectEd, in First Class, enter in the "TO" line, MW Report Cards.

Main Menu

Once you have logged in your first screen displays the following headings.

Student Menu

The Student menu gives access to view student records.   To select a student enter a partial surname, enter a few letters of the surname and then click Search. You can also search by, Classes, Student OEN number or Homeroom.

You will have access to personal (i.e biographics, phone numbers), attendance, timetables and achievement information pertaining to your students.   Select a student by clicking the name link and then use the menu options at the top of the next screen to view and/or edit the different student data.

Attendance / Seating Plan Menu

Teachers can set up class or homeroom seating plans simply by accessing the Attendance and Seating Plan menu. Here you will be able to set dimensions for the seating plan and place students. The homeroom attendance portion of this menu is locked.

1. From the main menu, click the **Attendance and Seating Plan** link. On the following screen select **Attendance and Seating Plan** again.

> Menu > Attendance and Seating Plan > Teacher`s Class List   Session Timeout: 29:18

Teacher`s Class List

Administration Date: Monday, May 27, 2013 (Day 1, Normal Day)

Select Homerooms/Classes
○ Class ⦿ Homeroom

Homeroom	Seating
205 2B3A	7 x 5

2. Before looking at the class layout, you may want to first change the seating plan layout, click the currently displayed link under the **Seating** heading, **7 x 5**. Above it shows 7 columns (wide) by 5 students in each row.

Enter Seating Plan Dimensions

☑ Default 7 x 5   ☐ Default 5 x 7

Columns (Wide): 7   x   Rows (High): 5

*There are 20 assigned students in this homeroom.

Save & Go Back

3. If the layout is fine, you can go ahead and select your homeroom or class from the list. If not modify the dimensions and select **Save & Go Back**

4. A grid displaying the seating plan will appear. You'll see student pictures or placeholder if no images are available. The students' names will appear below the image. The seating plan can be printed.

Class Seating Plan

Empty	Empty	Empty	Empty	Empty	Empty	Empty
No picture available	No picture available	No picture available	No picture available	No picture available	No picture available	No picture available
Beierling, Jeffrey Scott	Cannon, Lisa Jean	Crawford, Sandra Ann	Dixon, Ronald Ivan	Duffett, Brian Ross	Gooding, Sherri Lee	Graham, Anne Marie
Empty	Empty	Empty	Empty	Empty	No picture available	No picture available
					Ansems, Paul Andrew	Arthurs, Dennis

5. To move students around on the grid, simply click and hold the left mouse button and drag to a new location. The name will be highlighted in yellow. In the image below, we are moving Ivan Dixon to the row below. The 'Empty' title will be replaced with the image and student name.

6. Always save any modification by selecting **Save** or **Save & Go Back**.

Achievement Menu

This menu provides you with a variety of tools to enter achievement data for your students.

At the Achievement Menu, you can select to enter by Individual Student, Class Achievement or Class Comments by Group. See descriptions below.

When you start entering your report card information, you should **regularly save** your data. The board has configured the website to automatically disconnect users after 30 minutes of inactivity.

Entering Achievement for an Individual Student

Using this menu you can enter marks and comments for an individual student. **This screen is also the entry point for student that are ESL/ELD or IEP.**   For teachers who like to compose student comments individually, this is a good option. If marks and comments were previously entered, this option is also an excellent way to check your entries. Select **Individual Student** from the Achievement Menu.

For any students who have left the school and still require a report card check the **Show Deleted Students BEFORE** choosing the subject. Click on the subject and then student.

Session Timeout: 28:22

Individual Student

View Options
☑ Reportable Classes Only ☑ Show Deleted Students

Room	Class	Title
205	2B3A	
206	EN2b	English (Language)
206	EN3a	English (Language)
206	HS2b	Social Studies
206	HS3a	Social Studies
206	MA2b	Mathematics
206	MA3a	Mathematics
206	PP2b	Healthy Active Living
206	PP3a	Healthy Active Living
206	SN2b	Science and Technology
206	SN3a	Science and Technology

1. A new screen will appear. Select the appropriate **Term** under the student's name. If you select a wrong term, that term's columns will appear greyed out because the office has locked these terms to ensure entry into the correct reporting term. To use comments from your library you need to have **Show Comments Preview** checked off.

> Menu > Achievement > Individual Student (Select Class) > Select Student > Student Achievements   Session Timeout: 29:40

Student Achievements   🔍 Print Verification Sheets 🔍 Print Ontario Provincial Report Card 🔍 Print Report Card

Class: **EN2b English (Language)**   💬 Suggested Comments
Student: [▼]   [Save & Next]   ☐ Show Comments Preview
Term: [Report 2   ▼]   ☑ Display letter grade box
                                   [Save] [Save & Go Back] [Cancel]

Term: Report 2

Topics		Comments
Language (1-6)		Insert Context Sensitive Word: [▼]
☐ NA		
Reading	A	
☐ ESL/ELD ☐ IEP		
Writing	B	
☐ ESL/ELD ☐ IEP		
Oral Communication	C	
☐ ESL/ELD ☐ IEP		
Media Literacy	D	
☐ ESL/ELD ☐ IEP		

[Preview] [Add to Bank] [Spell Check]
Quick Comment: [My #`s ▼] [   ] [Insert Comment]

[Save] [Save & Go Back] [Cancel]

⊕   🖳 1 × 1px   🖳 1023 × 850px

2. **Enter** the letter grade/mark beside each topic. A **Letter Box** will now automatically appear when selecting a column that allows letter grades entry. The letter box only contains letters appropriate for that column.

3. Enter the comment in the default comment box. You can use **Suggested Comments** or **Quick Entry Comments** to insert predefined comments. You can create new comments by entering the comment directly into the comment box. Use {Name} or {Given Name} to insert the student's name and {he/she} pronoun to insert words based on student's gender (e.g. {his/her}).

    a) If you choose to enter comments directly into the comment box you must be sure the comment box is **active** (so that there is a flashing cursor). Be sure to **Insert Context Sensitive Words** if creating new teacher comments (ie. {Usual Name}, {he/she}), these context words are <u>case sensitive</u>.   Any new comments created here can be added to **My Comments** bank directly from this screen by selecting the **Add to Bank** button.

    You will notice that the program has automatically numbered this comment using next available number. Click on the Save button. There are two options to how to filter your comments. You can re-number the comment in your comment bank if you use a number schema or you can use the option to assign filters if you prefer this method.

Comment Number	2003
English Comment	This is a test.

    Spell Check   Insert Context Sensitive Word:

French Comment	

    Insert Context Sensitive Word:

    Filter
    ⊞ Courses
    ⊞ Topics
    ⊞ Comment Type
    ⊞ Grades
    ⊞ Levels
    ⊞ Departments
    ⊞ Terms
    ⊞ Category

    Save   Close

    The suggested comment database can only import 500 comments at a time. So it is beneficial to filter your comments. You may filter comments by Grade, Level, and Course etc.

    Any comments that contain {Name}, {Given Name} or {his/her} will insert the appropriate text for each student once saved. **Note: these words are case sensitive.**

    For example, a comment "{Name} was a pleasure to teach. {He/She} would consistently contribute to class discussions". When applied to a student named James, the comment saved would read "James was a pleasure to teach. He would consistently contribute to class discussions."

b) You can use the **Suggested Comment** link (top right corner) to insert predefined comments from your **My Comments.**

c) Select **All Comments** or **Filtered Comments** if filters have been previously applied**.** To search for filtered comments apply filters and select **Find Comments.** A list of comments will appear. You can either double click the comment you wish to use or highlight and use the **Insert** button to move the comment from the suggested box to the Comment entry box.


d) Use the **Quick Comment** to enter comments numbers when numbers to be assigned are already known. Enter number of the comment in your bank and select **Insert Comment**. The number will appear in the comment area. You can enter more than one comment at a time. i.e. comment 1 insert, comment 5 insert.

e) **Save** and the comments will now appear.

f) Use the **Spell Check** button to spell check the comment just entered.

g) If the scroll bar appears in the Comment box, the comment may be too long for the report card. Click the Comment Preview button to see exactly how the comment will appear in the report card. The Preview button will also translate the Quick Comment number entries into actual comments, and if you like the comments, you may click Apply Comment to show the comment text rather than numbers. **You must still save** the comment for it to be applied to Report Card. **Once saved, the comments will turn red if you have exceeded the report card comment area.**

h) Clicking any of the Save options will save all the information on the page. Clicking **Save & Next** will save the information for the current student and then load the page for the next student alphabetically in the list. Similarly, **Save & Previous** will save and then load the page for the previous student. You can also have the option to **Save & Go Back** or just to **Save**.

i) To verify your Report Card entries for this <u>student</u> use the **Print Verification Sheets** link. The link is found in the top left hand corner of the screen. The verification reports are created in PDF format.
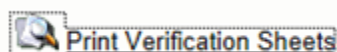
Note: Adobe Acrobat Reader must be installed if you are planning to print reports.

Entering Class Achievement

This method allows teachers to enter marks for an entire class at once. Teachers with a comment database prepared can assign comments as well by entering the corresponding comment number. You can only modify comment numbers in this screen not actual text. If modifying comment numbers you must have the **Use Quick Comment Entry** checked.

Select **Class Achievement** form the Achievement Menu. Under the topics specify which subject you want to work on. Choose the Subject and include **Show Deleted Students.** This is helpful for those who have a student who have left the school, and are still required to complete a report for them. For the **Progress Report** remember to check off **Show Totals.** This must be selected so that users will have the ability to enter information.

1. Once you have selected your subject and topic you can enter your marks. Select the appropriate **Term** and **All Topics**, the software should default to the current reporting term. If you select a wrong term, that term's columns will appear grey as the office has locked terms that do not need to be reported on. To apply comments to the whole class make sure that the Teacher Comment #'s is chosen. Enter the comment number in the box appearing in the comment area. You can enter the complete class at once. Remember to save often while entering by class**.** By selecting the Save and go back button, it takes you back to the main Class Achievement screen.

2. By default, the mark entry tabs vertically. When adding numerical marks this is appropriate. When adding Learning Skills and Comment #'s you may wish to uncheck the **Tab Vertically** box. This allows you to tab horizontally (top right corner of the screen).

3. Another feature has been added to allow teachers to use the keyboard arrow/enter keys rather than the tab key. Please check the **Use Arrow/Enter Keys** checkbox to use this feature.

4. A 'Letter Box' will automatically appear when selecting a column that allows letter grades entry. The letter box only contains letters appropriate for that column. Letters grades or indicators can be entered in the "Grade", "Interview" and "Learning Skills" columns.

5. For Comment Options choose **Teacher Comment #'s** if you have **My Comments** defined (see page 19).

    a) The comment may be appended (added to the end of the student's current comment) or replaced (overwriting the student's current comment) by selecting either **Append** or **Replace** radio buttons. The default in Maplewood ConnectEd is always Append.

    b) Enter comment numbers into the Comment Box. Separate each comment number by a comma ',' or a plus sign '+'.   Once saved, the comments will turn to text and/or turn red if you have exceeded the report card comment area.

    c) If you have entered the wrong comment you can correct it by entering the correct comment number but make sure that the **Replace** button is checked off and save.

6. Please **save your work on a regular basis**. In the Class Achievement screen you have two options to save your work. Use **Save** to save and keep the page open or use **Save & Go Back** to return to your class lists.

7. To verify your Report Card entries for this class use the **Print Verification Sheets** link. The verification reports are created in PDF format. Note: Adobe Acrobat Reader must be installed if you are planning to print reports.

8. When you save, a new pop up screen is presented saying "**Processing Information, Please Wait"**. Once the page has been refreshed, the form will disappear. While this program is processing, it is important not to touch any keys in order maintain data integrity.

Class Comments by Group

This option provides an area to change multiple student comments at once (i.e. students that may have like achievement – Level 4 students etc.) As well, this option allows you to view and modify an individual student's comment. Currently, you cannot modify marks using this screen.

1. Select **Class Comments by Group** from the **Achievement Menu**. Select the terms and topics and sort the student list if you wish by using the red arrow at top of each column. For any students who have left the school and still require a report card check the **Show Deleted Students** before choosing the subject. The following screen will appear listing the students in your class.

2. Enter the comment in the default comment box. You can use **Suggested Comments** or **Quick Entry Comments** to insert predefined comments. Or create new comments by entering the comment directly into the comment box.

    a) If you choose to enter comments directly into the comment box. The comment box must be active (select so that there is a flashing cursor). Be sure to 'Insert Context Sensitive Words' if creating new teacher comments (ie. {Usual Name}, {he/she}), these context words are case sensitive.   Any new comments created here can be added to **My Comments** bank directly from this screen by selecting the **Add** to Bank button.

Any comments that contain {Name}, {Given Name} or {he/she} will insert the appropriate text for each student once saved. Note: these words are case sensitive.

For example, a comment "{Name} was a pleasure to teach. {He/She} would consistently contribute to class discussions." When applied to a student named James, the comment saved would read "James was a pleasure to teach. He would consistently contribute to class discussions."

b) Select the **Suggested Comment** link (top right corner) to insert predefined comments from your 'My Comments'.   Select **All Comments** or **Filtered Comments**. Then apply filters and select Find Comments.   A list of comments will appear. You can either double click the comment you wish to use or highlight and use the 'Insert' button to move the comment from the suggested box to the Comment entry box. The suggested comment database can only import 500 comments at a time. So it is be beneficial to filter your comments.
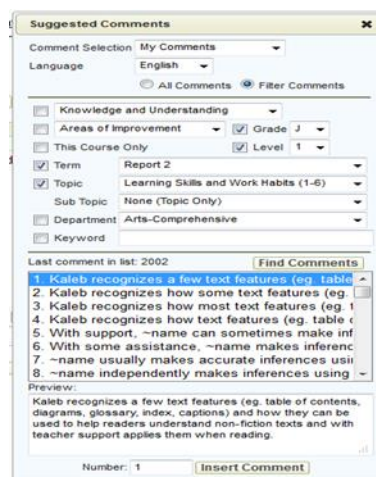
c) Use the Quick comment entry to enter comment numbers when the numbers to be assigned are already known and select **Insert Comment**. Only the comment number is inserted, not text.

d) The comment may be appended (added to the end of the student's current comment) or replaced (overwriting the student's current comment) by selecting either **Append** or **Replace**. Append is always set as the default.

3. To apply the comment in the Comment box, click the checkbox beside a student or multiple students in the Apply column and then click Save or Save & Go Back to attach the comment to those students.

4. Placing the mouse over the comment beside each student will display the entire comment. **A red exclamation mark** indicates that the comment is too long to be printed on the report card without being truncated. If the comment is too long or if you want to edit the comment, click the **clipboard** icon to copy the comment to the Default Comment box and make your changes. The red exclamation mark will disappear when the comment is saved and is no longer too long.

5. To verify your Report Card entries for this class use the 'Print Verification Sheets' link. The link is found in the top left hand corner of the screen. The verification reports are created in PDF format.
Note: Adobe Acrobat Reader must be installed if you are planning to print reports.

My Comments – Add/Edit

From the **Achievement Menu** click My Comments. You will see a list of comments if you have entered or imported into your bank.

1. To add a new comment to your bank select add. If you have a comment you would like to edit select the underlined comment number and the edit screen will appear for you to make corrections. After you are finished select **Save Changes & Go Back**. This will bring you back to your list of comments.

   a) When adding a new comment, enter the comment in the English Comment area. For those teachers who teach French please use the French Comment box. The system will automatically choose a number not in use. If you wish to enter your own comment numbers just enter the number in the comment number field, you will be notified if the Comment Number is already in use.

   b) When composing a comment, use {Name} or {Given Name} to insert the student's name and {male word/female word} to insert words based on student's gender (e.g. {his/her}). Note: these words are case sensitive.

Applying Filters

Under the **Filter** options you have different option available to filter your comments.

Courses - you will see a list of your classes (i.e. AD2 –Drama)

Topics - subject and strand; you can choose more than one per comment.

Comment Type - strength, area of improvement and next steps

Grades - 1-8

Levels - 1-4, R

Departments – Not Applicable

Terms - Progress, Report 1, Report 2, KCHK (Kindergarten Checklist) and KFIN (Kindergarten Final)

Category - Knowledge and Understanding, Thinking and Inquiry, Communication and Application

1. The Filter area is only visible after a comment is initially saved. Therefore, filters can be set up when you edit an existing comment. If you are defining a comment for the first time, click Save, rather than Save and Go Back to have the comment Filter screen available. If you add filters to your Comment list you will be able to search a smaller group of comments when within the Individual Student or Class Comments by Group areas. The different filters that can be added to your comments are listed below. Select the "+" sign beside each type of filters to expand and define. More than one filter can be defined on an individual comment. To select multiple choices in the course, comment type, grades, levels hold down the Ctrl key and at the same time using your mouse, click on the values you want selected.

2. To print a copy of your comments, click on Print Comments in the top right corner of the My Comments window. Select **My Comments**. Using the checkboxes, check off which fields you want included and then click the **VIEW** button at the bottom right of the screen. This creates a PDF in a pop window.

# Importing and Exporting Comments – ConnectEd/Media-x

If you are leaving a school and moving to another school in our board, comments
can be exported in a text format from the old school and be imported into the new school. The export text file
must be requested prior to you leaving the original school, if you wait too long your data will be cleared. The
Export (red) and Import (green) buttons are at the top right hand corner of the main My Comments screen.

1. To import comments into MW, click on Achievement, My comments, Import comment. Select eTeacher or
    Maplewood as your file source. Browse to where you saved the file and click Import.

    a) To export comments from MW to share, click on **Achievement**, **My Comments**, **Export Comments**.
        Save this file to your desktop or home directory. It will automatically be named
        MW_Comments12_01_2010.txt (12_01_2010 is the date you created the file). To share with another
        teacher, you will have to email them the file. They will then have to import them into ConnectEd,
        making sure to choose the Maplewood option. It **WILL** overwrite any existing comment if you have
        added any new comments to your new school comment bank. You will have to re-number your
        existing comments before importing from your previous comment bank.
    b) It will not transfer from school to school like eTeacher did.

2. Exporting eWeb Comment Libraries

    a) Click on Comment builder and then on the comment library you wish to export. If you have more than
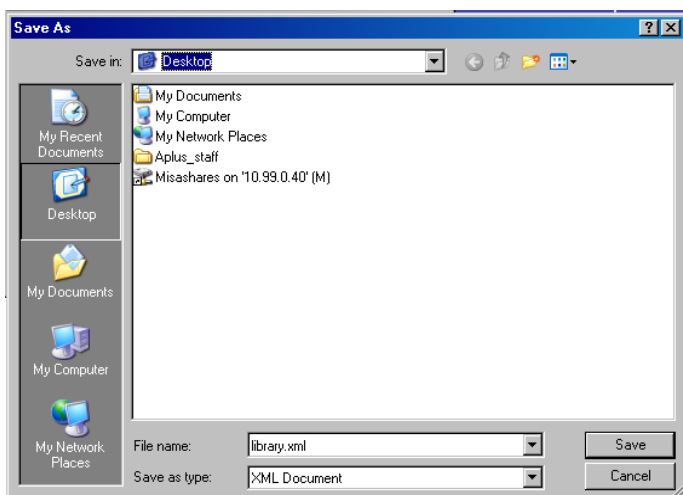   one, you will have to export them separately. Select the export Library icon.
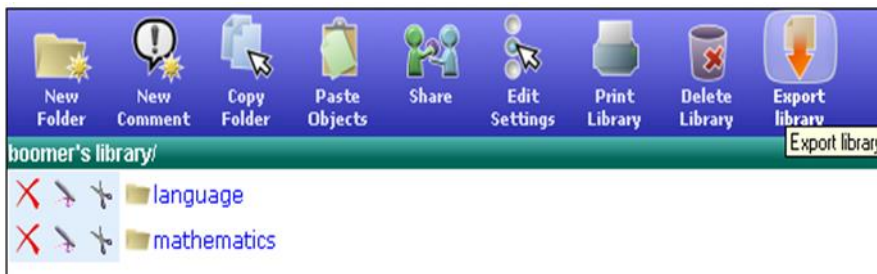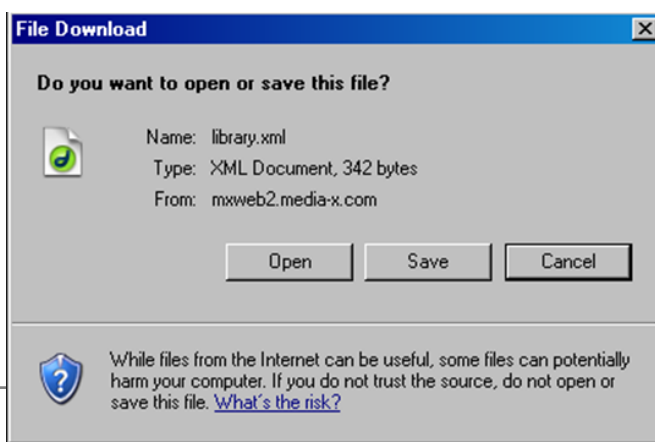
    b)   When this screen appears select save.

c) Save it to the desktop of your machine, the program automatically names it, library.xml. If you are exporting more than one library the program will number them. (e.g. Library1, Library2).


d) Once you have exported your eWEB comments library you can now import them into ConnectEd or, open First Class, new message and attach your comment libraries. You do not need to send this message, just leave as is.

e) To import comments into MW, click on Achievement, My comments, Import comment. Select eTeacher or Maplewood as your file source. Browse to where you saved the file and click Import.

f) Please import your comment database into the new school prior to making any additions or modifications to My Comments.

Report Card Details

This option enables you to indicate a student who is ESL/ELD, IEP or the NA for a subject not taught at the time of report card. You can enter the information individually under Student Programs or by class under Student Programs by Class. Using the Student Programs by Class is more efficient therefore the instructions below will be based on Student Programs by Class.

1. At the **Achievement Menu**, select **Report Card Details**. The following schreen will load.
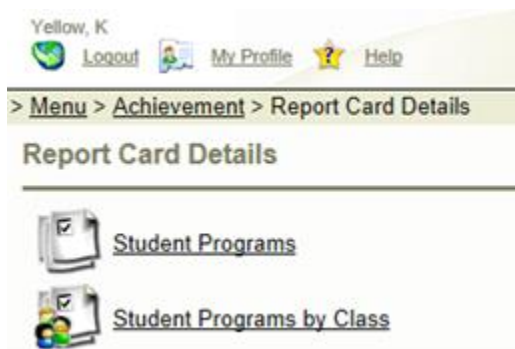
2. Select the class and the appropriate **Term** and **Topic**. For any students who have left the school and still require a report card check the **Show Deleted Students.**   For a strand that has not been taught under the NA column, click on **ALL**, this will put a check in each box. Click on **Save & Go Back**, and continue with other classes that need to be marked as NA.

3. Select the appropriate checkboxes to assign student programs ESL/ELD or IEP for those students. You can select the student individually or by clicking on ALL. Save your work by selecting **Save** or **Save & Go Back**.

Report Card Spell Checker

This spell checks the report cards by Class or Homeroom. From the **Achievement Menu** select Report Card Spell Checker. Select a class or homeroom, and term from the drop down list. Select the **Spell Check Term** checkbox.

Select Homerooms/Classes   ☑ Spell Check Term

◉ Class ○ Homeroom

| AD1a   Dalrymple, Jennifer | ▾ | Term: | Report 1 | ▾ |

Student	Checked	# of spell check errors
Morden	⊗	1

Legend for icon's under the Checked column

🗹 Checked comment, no errors.   ⑦ No comment entered.   ⊗ Checked comment contains error(s)

To modify a comment that contains errors select the error number that is underlined to make changes Select **Ignore**, **Replace** or **Add** to your Comment bank.

Term: **Report 1**   Topic: **Learning Skills and Work Habits (1-6)**

Class: **AD1a**   Teacher: **Dalrymple, Jennifer**

Student: **Morden**

Comment Preview:

Morden is a diligent student who works hard and usually sees rewards **forhis** work.

Word not found in dictionary:

forhis   [Ignore]

Change to:

                                          [Replace]

Suggestions: [Add]

for his
FHA   ☐ This Comment Only
                                          [Ignore All]
                                          [Replace All]

                                          [Close]

Select close and it will take you back to the class list.

Searching for Missing Marks / Comments

Use this feature will find missing marks, learning skills, comments and comments that overrun the space provided. Select the appropriate term and the options you wish to search for. Select the search button and a list of student names will appear indicating the errors.

A report screen will appear. The red 'X' indicates that there is missing data.

The report lists the student name and class for you to review prior to printing report cards.

Printing Report Cards

From the **Achievement Menu** select **Ontario Provincial Report Cards**. Select a class or homeroom, and term from the drop down list.   By Report Date, enter the date that the report cards go home to the students, and choose the proper report card.

This date is defaulted by the program.

If there are 2 homeroom teachers click on the **Include Alternative Homeroom Teacher**.

You can choose to print the report cards by homeroom or class.

For any students who have left the school and still require a report card check the **Include Deleted Students**. You can select individual students by placing a checkmark in the box or you can select 'ALL' if you want to print the entire homeroom.   Click on the view button. This will open the .pdf

At this point you can either print (click on the printer icon), or save this file (Click on to save).

Progress Reports

Under Class achievement you enter D, W, or V in the first column only. The other columns have been locked by the office and appear greyed out.

Under Individual Students this is what you will see for the Progress Report.

To print the progress report card select Achievement Menu, Ontario Provincial Report Cards, set the term to Progress Report.

For any students who have left the school and still require a report card check the 'Include Deleted Students'. You can select individual students by placing a checkmark in the box or you can select 'ALL' if you want to print the entire homeroom. Click on the view button. This will open the .pdf. At this point you can either print (click on the printer icon), or save this file (click save).

Standardized School-Wide Assessments

At the Main Menu select **Achievement** and then **Standardized School-Wide Assessments**.

In the next screen you will see have access to Standardized Assessments.

Filter by **Homeroom** and then select the **Assessment Name** and **Period** you wish to enter from the dropdown menu. Click OK. Enter the results and be sure to save regularly.   Once your data entry is complete select Save or Save and Go Back.

Appendix 1

Course Codes

EN – Language

MA – Mathematics

PA-Physical Education

PP-Healthy Active Living

SN-Science and Technology

HS – Social Studies (grades 1 to 6 only)

FS – Core French (grades 4 to 8 only)

FI – French Immersion (all grades)

CG – Geography (grades 7 & 8 only)

CH – History (grades 7 & 8 only)

AD- Drama

AM- Music

AT-Dance

AV- Visual Arts