



## **Maplewood ConnectEd User Guide**

For AMDSB Elementary Teachers Grades 1 to 8



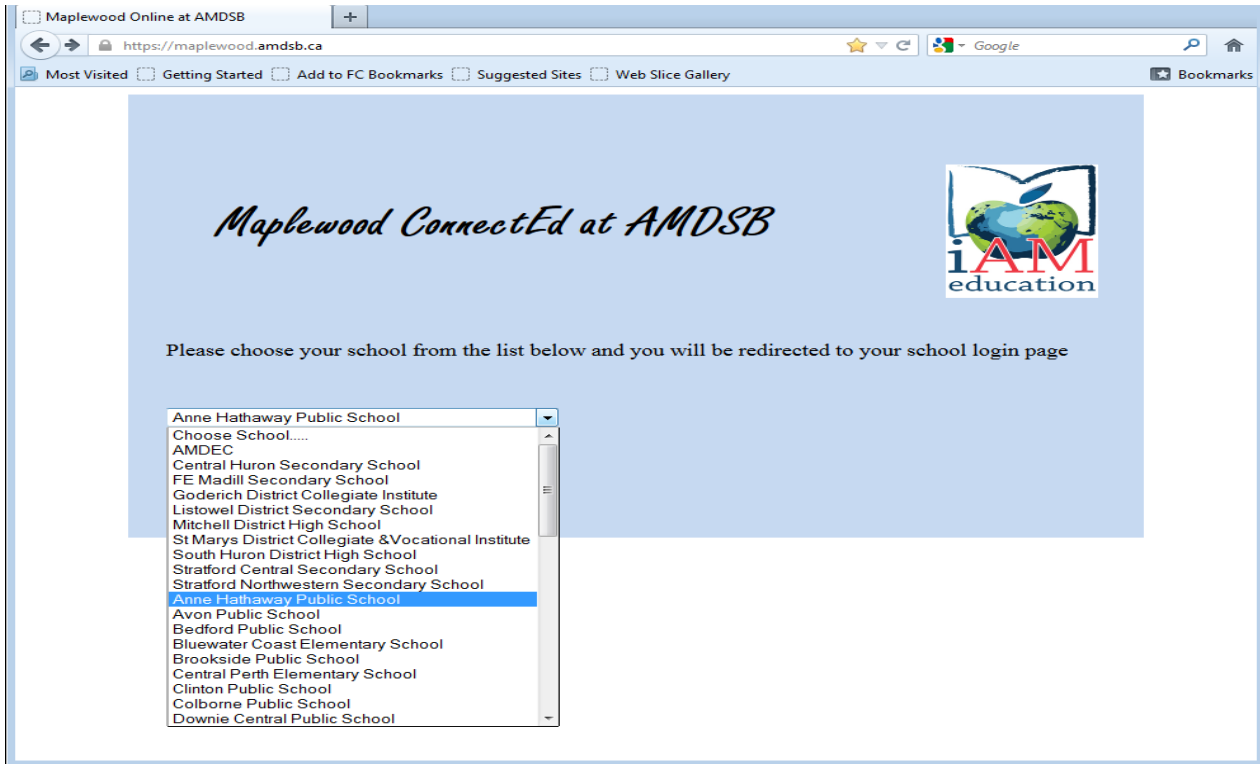
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## Maplewood ConnectEd - Teachers' Guide

### 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.



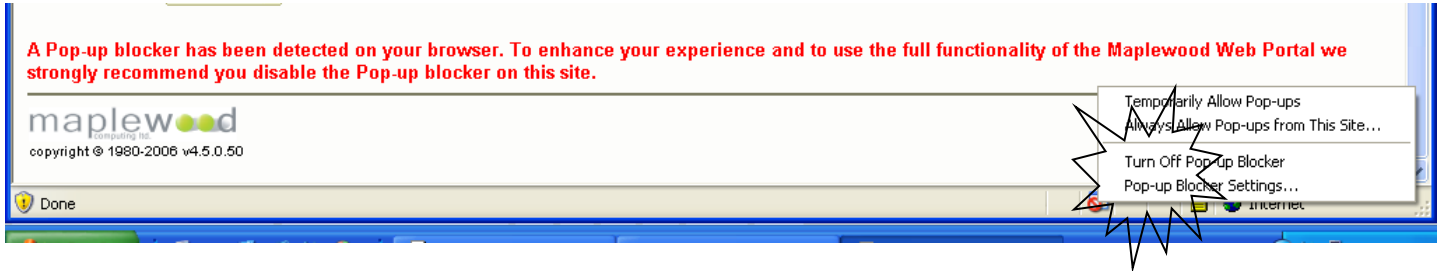
Your username will be the first four letters of your first and last names. You will be prompted to change your password upon first login.

A screenshot of the 'Maplewood connectEd for Teachers' login page. The page has a light beige background. At the top, the logo 'maplewood connectEd for Teachers' is displayed. Below the logo, a paragraph states: 'Maplewood connectEd is designed to provide student information to authenticated student, teacher, parent, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws.' Below this text is a login form with two input fields: 'User name:' and 'Password:'. A yellow 'Login' button is positioned below the password field. At the bottom of the page, the 'maplewood computing inc.' logo is shown, along with the copyright notice: 'copyright © 1980-2012 v5.3.0.0(MW-WEB8)'.

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

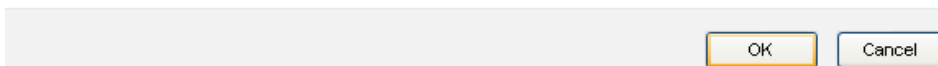
> [Menu](#) > [Students](#) > [Select Student](#) > [Student Details](#)


**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.**

Current time: Wed Nov 02 2011 10:04:01 GMT-0400 (Eastern Daylight Time)  
Session will timeout in: 5 minutes.

It is recommended that you save your work now. If you do not save, your connection to the network may be automatically disconnected and all your changes will be lost. Click OK to save your work or Cancel to continue without saving.

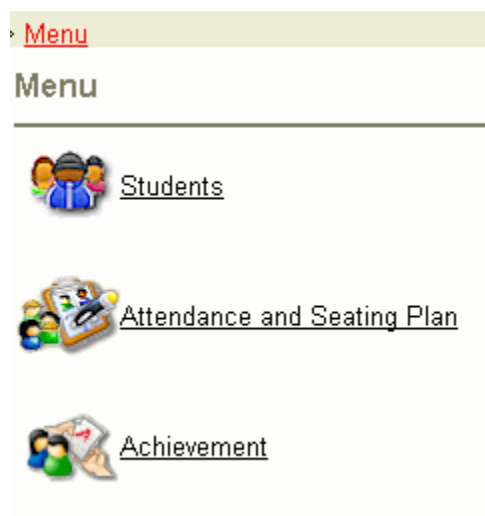


Always remember to logout when you are not using ConnectEd using the Logout button at top left of your screen.  [Logout](#)

**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.

The screenshot shows a web interface with a yellow header bar containing the text '> Menu > Students > Select Student'. Below the header, the text 'Select Student' is displayed. There is a search form with a 'Method' dropdown menu set to 'Partial Name', a 'Partial Name' text input field, a 'Use Sounds Like' checkbox, and a 'Search' button. Below the search form, there is a table with the following columns: '#', 'Name', 'Grade', 'Homeroom Designation', 'Teacher', and 'Status'. The table contains one row of data. Below the table, there is a text input field with the placeholder text 'Type the first few letters of the desired student's surname above.'

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.

The screenshot shows a web interface with a yellow header bar containing the text '> Menu > Students > Select Student > Student Details'. Below the header, the text 'Student Details' is displayed. There is a navigation bar with tabs: 'Home', 'Personal', 'Attendance', 'Timetables', and 'Achievement'. The 'Attendance' tab is selected. Below the navigation bar, there is a section titled 'Student Attendance & Class Information'. On the left, there is a profile picture placeholder with the text 'No picture available'. Below the picture, there is a section titled 'Cullen, Jasper' with the following information: Gender: Male, Grade: 2, Status: This year and Next year, Homeroom: 2A3A - 9, and Flags: None. To the right of the profile information, there is a table with the following columns: 'Attendance', 'Subject', 'Teacher', and 'Markbook Last Updated'. The 'Attendance' table has columns for 'Date', 'AM', and 'PM'. The 'Subject' table has rows for 'Learning Skills and Work Habits (1-6)', 'Responsibility', 'Organization', 'Independent Work', 'Collaboration', 'Initiative', 'Self-Regulation', 'Language (1-6)', 'Language (1-6)', and 'Reading'. Below the 'Student Attendance & Class Information' section, there is a section titled 'School Events Thursday, May 23, 2013'. This section contains a calendar for May 2013 and a row of buttons for the days of the week: 'Mon May 20', 'Tue May 21', 'Wed May 22', 'Thu May 23', and 'Fri May 24'.

## 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

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**Teacher's Class List**

---

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

Select Homerooms/Classes  
☐ Class ☒ Homeroom

| Homeroom | Seating      |
|----------|--------------|
| 205 2B3A | <u>7 x 5</u> |

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):  x Rows (High):

\*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<br><br>Beierling, Jeffrey Scott | Empty<br><br>Cannon, Lisa Jean | Empty<br><br>Crawford, Sandra Ann | Empty<br><br>Dixon, Ronald Ivan | Empty<br><br>Duffett, Brian Ross | Empty<br><br>Gooding, Sheri Lee | Empty<br><br>Graham, Anne Marie |
| Empty  | Empty   | Empty  | Empty  | Empty   | <br>Ansems, Paul Andrew         | <br>Arthurs, Dennis             |

- 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.

### Class Seating Plan

|   |  |   |   |   |  |   |
|---|--|---|---|---|--|---|
| <br>Beierling, Jeffrey Scott | <br>Cannon, Lisa Jean | <br>Crawford, Sandra Ann | <br>Dixon, Ronald Ivan | <br>Duffett, Brian Ross | <br>Gooding, Sherri Lee | <br>Graham, Anne Marie |
| Empty   | Empty  | Empty   | Empty   | <br>Empty                | <br>Ansems, Paul Andrew | <br>Athurs, Dennis     |

- 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.



> Menu > Achievement


> Menu > Achievement
Session Timeout: 28:49


### Achievement


 [Individual Student](#)
 [Ontario Provincial Report Cards](#)


 [Class Achievement](#)
 [Standardized School-Wide Assessments](#)

 [Class Comments by Group](#)
 [Print Report Cards](#)

 [Report Card Details](#)

 [My Comments](#)

 [Report Card Spell Checker](#)

 [Search for missing marks/comments](#)

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.

| 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.

Term: Report 2

Topics

Language (1-6)

NA

Reading

ESL/ELD IEP

Writing

ESL/ELD IEP

Oral Communication

ESL/ELD IEP

Media Literacy

ESL/ELD IEP

Comments

Insert Context Sensitive Word:

Quick Comment: My #'s

Preview Add to Bank Spell Check

Save Save & Go Back Cancel

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 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.

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.

The screenshot shows a web-based interface for entering comments. At the top, there is a 'Comment Number' field with the value '2003'. Below this is an 'English Comment' text area containing the text 'This is a test.'. To the right of the text area is a 'Spell Check' button and a dropdown menu labeled 'Insert Context Sensitive Word:'. Below the English comment is a 'French Comment' text area. At the bottom left, there is a 'Filter' section with a list of expandable categories: Courses, Topics, Comment Type, Grades, Levels, Departments, Terms, and Category. At the bottom right, there are 'Save' and 'Close' buttons.

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**.

The screenshot shows the 'Student Achievements' page. At the top right, there are links for 'Print Verification Sheets', 'Print Ontario Provincial Report Card', and 'Print Report Card'. Below these links, there is a 'Suggested Comments' link with a green speech bubble icon. The page also shows a 'Class' dropdown set to 'EN2b English (Language)', a 'Student' dropdown, and a 'Term' dropdown set to 'Report 2'. There are buttons for 'Save & Next', 'Save', 'Save & Go Back', and 'Cancel'.

- 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.

The first screenshot shows the 'Suggested Comments' dialog box with 'Comment Selection' set to 'My Comments', 'Language' set to 'English', and 'All Comments' selected. The 'Start' field is set to '1'. The 'Find Comments' button is visible. The second screenshot shows the same dialog box with filters applied: 'Knowledge and Understanding' is selected, 'Areas of Improvement' is 'J', 'This Course Only' is checked, 'Term' is 'Report 2', 'Topic' is 'Learning Skills and Work Habits (1-6)', 'Sub Topic' is 'None (Topic Only)', and 'Department' is 'Arts-Comprehensive'. A list of comments is displayed, with the first comment highlighted: '1. Kaleb recognizes a few text features (eg. table of contents, glossary, index, captions) and how they can be used to help readers understand non-fiction texts and with teacher support applies them when reading.' The 'Insert Comment' button is visible at the bottom.

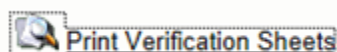
- d) Use the **Quick Comment** to enter comments numbers when numbers to be assigned are already known. Enter number of the comment in your bank and select **Insert Comment**. The number will appear in the comment area. You can enter more than one comment at a time. i.e. comment 1 insert, comment 5 insert.

The screenshot shows the 'Student Achievements' page with the 'Term' set to 'Report 2'. Below the 'Topics' section, there is a 'Comments' section. The 'Quick Comment' field is set to 'My #'s'. The 'Insert Comment' button is visible. The 'Comments' section shows a list of topics and their corresponding comment numbers: Language (1-6) [1] [5], Reading A, Writing B, Oral Communication C, and Media Literacy D. There are buttons for 'Preview', 'Add to Bank', 'Spell Check', 'Save', 'Save & Go Back', and 'Cancel'.

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

The screenshot shows a web application for entering student achievements. At the top, a breadcrumb trail reads: > Menu > Achievement > Individual Student (Select Class) > Select Student > Student Achievements. A session timeout of 26:51 is shown in the top right. The main title is "Student Achievements". Below this, there are links for "Print Verification Sheets", "Print Ontario Provincial Report Card", and "Print Report Card". The form includes fields for "Class: EN2b English (Language)", "Student:" (with a dropdown), and "Term: Report 2". A "Save & Next" button is next to the Student field. On the right, there are checkboxes for "Suggested Comments", "Show Comments Preview", and "Display letter grade box", along with "Save", "Save & Go Back", and "Cancel" buttons. The main content area is divided into "Topics" and "Comments". The "Topics" section lists "Language (1-6)" with sub-items: NA, Reading, Writing, Oral Communication, and Media Literacy, each with checkboxes for "ESL/ELD" and "IEP". The "Comments" section has a text area with a sample comment about a student named Kaleb. Below the text area are buttons for "Preview", "Add to Bank", and "Spell Check". At the bottom of the comments section, there is a "Quick Comment" dropdown set to "My #'s" and an "Insert Comment" button. The bottom of the page shows a status bar with dimensions: 859, 93px and 1023 x 850px.

- 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 student 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** from 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.

**Class Achievement**

**View Options**

☒ Reportable Classes Only ☒ Show Deleted Students ☒ Show Totals ☒ Use Quick Comment Entry

| Room | Class | Title |
|------|-------|-------|
|------|-------|-------|

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.

> Menu > Achievement > Class Achievement > Enter Class Achievement Session Timeout: 29:52

**Enter Class Achievement** [Print Verification Sheets](#) [Print Ontario Provincial Report Card](#) [Print Report Card](#)

Class: **EN2b English (Language)** ☐ Use Arrow/Enter Keys ☒ Tab Vertically  
Term: **Report 2** Topic: **All Topics** ☒ Display letter grade box

**Comment Options:**  
☐ School Comment #'s ☒ Teacher Comment #'s  
☒ Append ☐ Replace

| Students | Gr. | Langua | Readin | Writin | Oral C | Media | Topic | Final | Enter Comment #'s e.g. 1,2 or 1+2                   |
|----------|-----|--------|--------|--------|--------|-------|-------|-------|---|
|          | 2   |        | A      | B      | A      | B     |       |       | Language (1-6)<br>Kaleb recognizes a few text fe... |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |
|          | 2   |        |        |        |        |       |       |       |   |

573, 147px 1023 x 850px

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.

> Menu > Achievement > Class Achievement > Enter Class Achievement Session Timeout: 24:09


**Enter Class Achievement** [Print Verification Sheets](#) [Print Ontario Provincial Report Card](#) [Print Report Card](#)

Class: EN2b English (Language) ☐ Use Arrow/Enter Keys ☒ Tab Vertically  
 Term: Report 2 Topic: All Topics ☒ Display letter grade box

**Comment Options:**  
☐ School Comment #'s ☒ Teacher Comment #'s  
☐ Append ☒ Replace

Save Save & Go Back Cancel

| Students ▼ | Gr. ▼ | Language | Reading | Writing | Oral C | Media | Topic | Final | Enter Comment #'s e.g. 1,2 or 1+2   |
|------------|-------|----------|---------|---------|--------|-------|-------|-------|-------------------------------------|
|            | 2     |          |         |         |        |       |       |       | 1 Kaleb recognizes a few text fe... |
|            | 2     |          |         |         |        |       |       |       |                                     |
|            | 2     |          |         |         |        |       |       |       |                                     |
|            | 2     |          |         |         |        |       |       |       |                                     |
|            | 2     |          |         |         |        |       |       |       |                                     |

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.

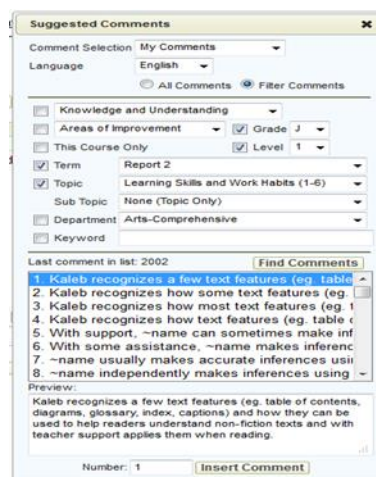
1. Select **Class Comments by Group** from the **Achievement Menu**. Select the terms and topics and sort the student list if you wish by using the red arrow at top of each column. For any students who have left the school and still require a report card check the **Show Deleted Students** before choosing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

> Menu > Achievement > My Comments Session Timeout: 28:54

**My Comments**

Comment Filter:

1 2 3 4 5 6 Next Last

| Number | English Comment                                       | French Comment | Courses | Topics | Types | Grades | Levels | Depts. | Terms | Categories |  |
|--------|---|----------------|---------|--------|-------|--------|--------|--------|-------|------------|--|
| 1      | {Name} recognizes a few text features (eg. table o... |                |         |        |       |        |        |        |       |            |  |
| 2      | {Name} recognizes how some text features (eg. tabl... |                |         |        |       |        |        |        |       |            |  |
| 3      | {Name} recognizes how most text features (eg. tabl... |                |         |        |       |        |        |        |       |            |  |
| 4      | {Name} recognizes how text features (eg. table of ... |                |         |        |       |        |        |        |       |            |  |
| 5      | With support, {Name} can sometimes make inferences... |                |         |        |       |        |        |        |       |            |  |
| 6      | With some assistance, {Name} makes inferences from... |                |         |        |       |        |        |        |       |            |  |
| 7      | {Name} usually makes accurate inferences using sta... |                |         |        |       |        |        |        |       |            |  |
| 8      | {Name} independently makes inferences using stated... |                |         |        |       |        |        |        |       |            |  |
| 75     | Next Steps: {Name} needs to use success criteria p... |                |         |        |       |        |        |        |       |            |  |
| 76     | Next Steps: {Name} is encouraged to continue to f...  |                |         |        |       |        |        |        |       |            |  |
| 77     | {He/She} is encouraged to think about what matters... |                |         |        |       |        |        |        |       |            |  |
| 78     | {He/She} is encouraged to work on summarizing the ... |                |         |        |       |        |        |        |       |            |  |

Total Comments Found: 165

- 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.

Yellow, K connectEd

Logout My Profile Help

> Menu > Achievement > Define My Comments > Add/Edit Teacher Comment

**Add/Edit Teacher Comment**

Comment Number

English Comment

Spell Check Insert Context Sensitive Word:

- 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.
- 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.

The screenshot shows the 'Add/Edit Teacher Comment' form. At the top, the breadcrumb trail is '> Menu > Achievement > Define My Comments > Add/Edit Teacher Comment'. The form has a title bar 'Add/Edit Teacher Comment'. Below it, there is a 'Comment Number' field with the value '802'. There are two text areas: 'English Comment' containing the text '(He/She) can usually identify and explain the specific choices (he/she) makes when planning and producing (his/her) art work.' and 'French Comment' which is empty. Below the text areas are 'Spell Check' buttons and 'Insert Context Sensitive Word:' dropdown menus. At the bottom left, there is a 'Filter' section with a list of filter categories: Courses, Topics, Comment Type, Grades, Levels, Departments, Terms, and Category. All these categories have a '+' sign next to them, indicating they are collapsed. At the bottom of the form are five buttons: 'Previous', 'Next', 'Save Changes', 'Save Changes and Go Back', and 'Cancel'.

This screenshot shows the same 'Add/Edit Teacher Comment' form, but with the 'Filter' section expanded. The 'Topics' category is now checked, and its sub-items are visible: 'Learning Skills and Work Habits (1-6)', 'Language (1-6)', 'Reading', 'Writing', 'Oral Communication', 'Media Literacy', and 'French (1-6)'. The 'Language (1-6)' and 'French (1-6)' items are also checked. The rest of the form, including the comment number, text areas, and buttons, remains the same as in the previous screenshot.

## Importing and Exporting Comments – ConnectEd/Media-x

Session Timeout: 29:55

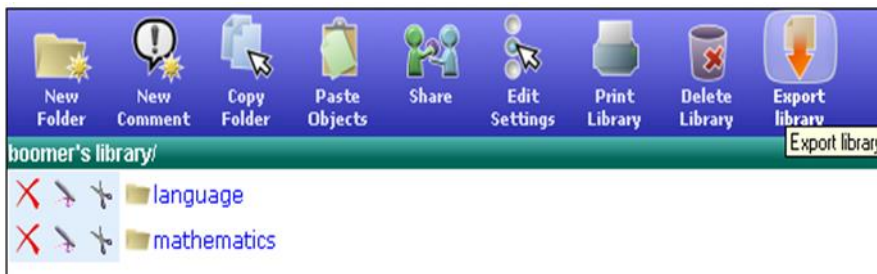


If you are leaving a school and moving to another school in our board, comments can be exported in a text format from the old school and be imported into the new school. The export text file must be requested prior to you leaving the original school, if you wait too long your data will be cleared. The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

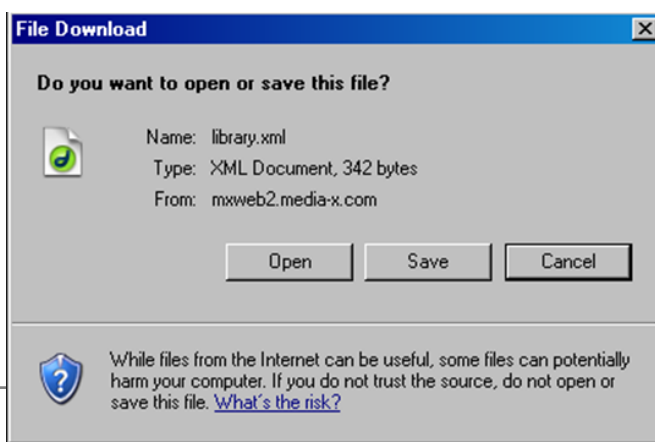
1. To import comments into MW, click on Achievement, My comments, Import comment. Select eTeacher or Maplewood as your file source. Browse to where you saved the file and click Import.
  - a) To export comments from MW to share, click on **Achievement, My Comments, Export Comments**. Save this file to 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.

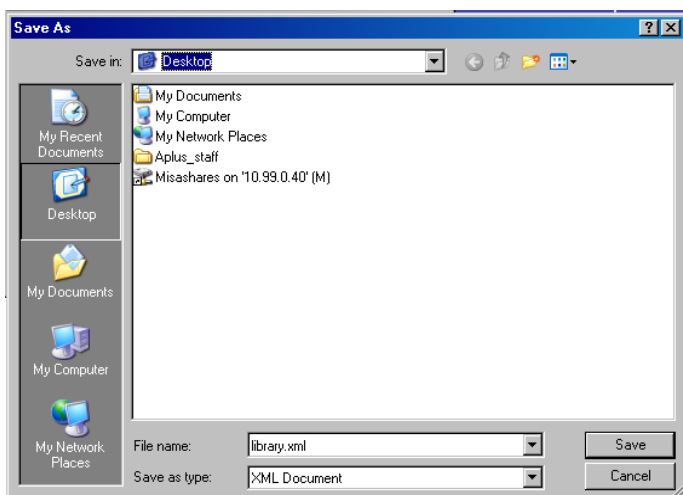


b)



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).

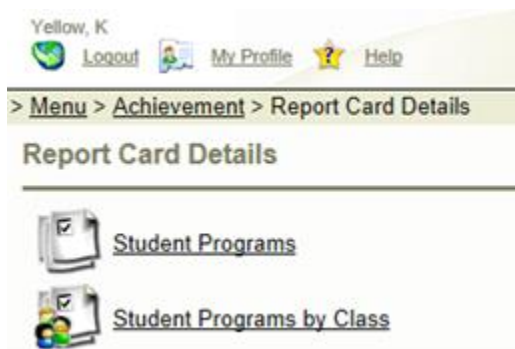


- d) Once you have exported your eWEB comments library you can now import them into ConnectEd or, open First Class, new message and attach your comment libraries. You do not need to send this message, just leave as is.
- e) To import comments into MW, click on Achievement, My comments, Import comment. 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 screen 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**.

Class: **AD3b Drama** Save Save & Go Back

Term: Report 1

Topic: The Arts (1-6) -> Drama

| Student           | ESL/ELD                  | IEP                      | NA                                  |
|-------------------|--------------------------|--------------------------|-------------------------------------|
|                   | All   None               | All   None               | All   None                          |
| Bear, Winnie      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Defour, Paris     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Manchester, Alice | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reid, Johnny      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

## 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  |         | <u>1</u>                |

Legend for icon's under the Checked column



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:**

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.

> Menu > Achievement > Search for missing marks/comments Session Timeout: 29:35

Teacher: Hoevenaars, Kim

Term: Report 1

☒ Find Missing Grade/Mark  
☒ Find Missing Comment  
☒ Find Overrun Comment  
☐ Find Marks < 50 (Grades 7,8)  
☐ Find Invalid Program Assignments

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

> Menu > Achievement > Search for missing marks/comments Session Timeout: 29:44

Teacher: Hoevenaars, Kim

Term: Report 1

☒ Find Missing Grade/Mark  
☒ Find Missing Comment  
☒ Find Overrun Comment  
☐ Find Marks < 50 (Grades 7,8)  
☐ Find Invalid Program Assignments

| Name                     | Room/Class | Teacher         | Mark | Comment | Overrun Comment |
|--------------------------|------------|-----------------|------|---------|-----------------|
| Black, Jacob (Jake)      | AM3a       | Hoevenaars, Kim | X    | X       |                 |
| Brooks, Aiden            | AM3a       | Hoevenaars, Kim | X    | X       |                 |
| Brooks, Fallon           | AM3a       | Hoevenaars, Kim | X    | X       |                 |
| Cullen, Jasper           | AM2a       | Hoevenaars, Kim | X    | X       |                 |
| Defour, Paris            | AM3a       | Hoevenaars, Kim | X    | X       |                 |
| Depp, John (Johnny)      | AM3a       | Hoevenaars, Kim | X    | X       |                 |
| Hoevenaars, Kim          | EN8a       | Hoevenaars, Kim | X    | X       |                 |
| Manchester, Alice        | AM3a       | Hoevenaars, Kim | X    | X       |                 |
| Potter, Harry            | AM3a       | Hoevenaars, Kim | X    | X       |                 |
| Shepherd, Amelia         | AM3a       | Hoevenaars, Kim | X    | X       |                 |
| Swan-Cullen, Rene (Bell) | AM3a       | Hoevenaars, Kim | X    | X       |                 |

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.

> Menu > Achievement Session Timeout: 29:22

### Ontario Provincial Report Cards

**Settings**

Report Date: 02/22/2013 24

Page: All

☐ Include Decimals

**Report Information**

Term: Report 1

☒ Include Alternate Homeroom Teacher

☐ Include Rotary Teacher

☐ Include median with mark of ALT

Report Period Ending: 02/13/2013 24

**Select Student** ☐ Include Deleted Students

☒ Homeroom ☐ Class ☐ Advisor Group

9 2A3A Defour, Faith

| # | Name                | Grade |                                     |
|---|---------------------|-------|-------------------------------------|
| 1 | Brooks, Aiden       | 2     | <input checked="" type="checkbox"/> |
| 2 | Cullen, Jasper      | 2     | <input type="checkbox"/>            |
| 3 | Defour, Paris       | 2     | <input checked="" type="checkbox"/> |
| 4 | Depp, John (Johnny) | 2     | <input type="checkbox"/>            |

View Cancel

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.

> Menu > Achievement Session Timeout: 29:22

### Ontario Provincial Report Cards

**Settings**

Report Date: 02/22/2013 24

Page: All

☐ Include Decimals

**Report Information**

Term: Report 1

☒ Include Alternate Homeroom Teacher

☐ Include Rotary Teacher

☐ Include median with mark of ALT

Report Period Ending: 02/13/2013 24

**Select Student** ☒ Include Deleted Students

☒ Homeroom ☐ Class ☐ Advisor Group

9 2A3A Defour, Faith

| # | Name                | Grade |                                     |
|---|---------------------|-------|-------------------------------------|
| 1 | Brooks, Aiden       | 2     | <input checked="" type="checkbox"/> |
| 2 | Cullen, Jasper      | 2     | <input type="checkbox"/>            |
| 3 | Defour, Paris       | 2     | <input checked="" type="checkbox"/> |
| 4 | Depp, John (Johnny) | 2     | <input type="checkbox"/>            |

View Cancel

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.

Class: EN2a English (Language)  
Term: Progress    Topic: All Topics

**Comment Options:**  
☐ School Comment #'s   ☒ Teacher Comment #'s  
☒ Append   ☐ Replace

| Students ▼     | Gr. ▼ |  |  |  |  |
|----------------|-------|--|--|--|--|
| Cullen, Jasper | 2     |  |  |  |  |

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

Menu > Achievement > Individual Student (Select Class) > Select Student > Student Achievements

**Student Achievements**

Class: EN2a English (Language)  
Student: Cullen, Jasper    Term: Progress

☒ Suggested Comments  
☐ Show Comments Preview  
☒ Display letter grade box

Term: Progress

| Topics   | Comments  |
|--|---|
| Language (1-6)   | W Insert Context Sensitive Word:<br>Jasper is doing quite well now. |
| <input type="checkbox"/> ES/ELD <input type="checkbox"/> IEP <input type="checkbox"/> NA |   |
| Reading  |   |
| Writing  |   |
| Oral and Visual Communication  |   |
| Media Literacy   |   |

Preview   Add to Bank   Spell Check

Quick Comment: My #'s

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

**Ontario Provincial Report Cards**

**Settings**  
Report Date: 05/16/2013  
Page: All  
☐ Include Decimals

**Report Information**  
Term: Progress Report  
☐ Include Alternate Homeroom Teacher  
☐ Include Rotary Teacher  
Report Period Ending: 10/29/2012

**Select Student**  
☐ Include Deleted Students  
☐ Homeroom   ☒ Class   ☐ Advisor Group  
9 AD2a   Defour, Faith  
All | None

| # | Name           | Grade |                                     |
|---|----------------|-------|-------------------------------------|
| 1 | Cullen, Jasper | 2     | <input checked="" type="checkbox"/> |













## **Standardized School-Wide Assessments**

> Menu > Achievement

Session Timeout: 26:29

### Achievement

---

|   |  |
|---|--|
|  <a href="#">Individual Student</a>                |  <a href="#">Ontario Provincial Report Cards</a>      |
|  <a href="#">Class Achievement</a>                 |  <a href="#">Standardized School-Wide Assessments</a> |
|  <a href="#">Class Comments by Group</a>           |  <a href="#">Print Report Cards</a>                   |
|  <a href="#">Report Card Details</a>               |  |
|  <a href="#">My Comments</a>                       |  |
|  <a href="#">Report Card Spell Checker</a>         |  |
|  <a href="#">Search for missing marks/comments</a> |  |

> Menu > Achievement > Standardized School-Wide Assessments Results

Session Timeout: 29:38

## Standardized School-Wide Assessments Results

Filter By

☐ Class

☒ Homeroom

☐ Advisor Group

Homeroom: 

205 2B3A

Select Assessment By

Assessment Name: 

Grade 3 EQAO

Assessment Period: 

2012-2013

OK

> Menu > Achievement > Standardized School-Wide Assessments Results > Edit Standardized School-Wide Assessments Results Session Timeout: 29:36

### Edit Standardized School-Wide Assessments Results

Class: MA3a ☐ Tab Vertically

Assessment Name: Grade 3 EQAO Assessment Period: 2012-2013 Assessment Version: 2

| Student | Math      | Reading      | Writing      |
|---------|-----------|--------------|--------------|
|         | Gr 3 Math | Gr 3 Reading | Gr 3 Writing |
|         | 1         | 2            | 3            |
|         | 3         | 2            | 1            |
|         |           |              |              |
|         |           |              |              |
|         |           |              |              |
|         |           |              |              |
|         |           |              |              |
|         |           |              |              |
|         |           |              |              |
|         |           |              |              |

## **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