BCeSIS User Guide

For Elementary Teachers
in School District #70 (Alberni)

Adapted from SD#28

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1. Privacy and Security

As a teacher using the BCeSIS Teacher Assistant you are responsible for the privacy and security of your students' personal information. Your responsibility includes ensuring that no one learns your password and that no one gains access to BCeSIS using your login and password. You are also responsible for any information you take out of BCeSIS, including printed reports.

How do I stop students from seeing personal information about other students on my screen?

> Be aware of where students are standing as you are working on BCeSIS. Make it clear to them that it is inappropriate to look over your shoulder at the screen. Select **Lock** on the menu bar to suspend your session. To resume your session at the exact place where you left, simply type in your password.

Can I give access to someone else to help me with attendance or mark entries?

> NO! Remember that everything entered into BCeSIS is the responsibility of the one who is signed in, regardless of what is put in or by whom. If anything is put in under your username you will be credited with doing the deed.

Password protection is critical.

> The criteria for a password are set up to ensure that passwords are not easily guessed. It is essential that this password not be shared or passed around since it is the key to your marks, grades and notes and to personal information about your students. Remember that BCeSIS can be reached from anywhere. Since you don't want someone at home in the evening changing your marks, make sure they do not learn your password.

Government Access to teacher data

> Access to the information in BCeSIS is governed by privacy legislation (FOIPPA). Ministry access is through extracted reports only when approved by the district, NOT directly, and only as granted by legislation.

2. Logging in to the BCeSIS Teacher Assistant

The easiest way to get to BCeSIS is to open your web browser, go to the SD70 web site and click on the BCeSIS menu button on the left hand side. You can also just open your browser and type in the address www.bcesis.isw-bc.ca.

In about 30 seconds you will connect to the BCeSIS system and the following logon box will appear.

Note: The first time BCeSIS is used on a computer a special 'client' program called Jinitiator must be installed on the computer. You must give permission for this to happen, and it will take a few minutes if you have a quick Internet connection, longer if the connection is slow. If the security settings on the computer or on your web browser are set to a high level you may have to make some adjustments to allow the program to be installed.

In the Username text box, type the username you have been given. Now tab or click to the Password text box and enter the password you have been given.

Press tab or click the Database text box to enter the database name: bcesis

Press the Enter key or click on the Connect button.

You will then see a box warning you of your security obligations. You must click the OK button. Pressing the Enter key will not take you past this screen.

Screens that pop up when you login:

Alert Messages
Once you have logged in a Teacher Alerts and Follow-up box may pop up indicating that there are active Alerts/Follow ups for you on this date. Click OK to view the alerts/Follow ups window, or click Cancel to ignore. The alert above will continue to pop up every 30 minutes until the "Complete Date" is entered. Alert Screens will be discussed later.

To Leave BCeSIS:

Click on the Exit Door button. When a message appears, click on Yes.
Do not leave any BCeSIS screens by clicking on the X in the upper right corner.

3. General Information About Using The Teacher Assistant

Navigation Hints
Most BCeSIS screens have a door button at the bottom right. Clicking the door is the proper method of leaving the screen and returning to the previous screen. Many screens also have a disk or save button to save your work. Clicking the save button before the door button will save you time because the system will not have to ask you if you want to save your work.

When Things Go Wrong

If you find yourself in a screen that you cannot exit, press Ctrl-Q. This can happen in screens that have fields that must be filled in to continue, but you are not ready to enter the required information.

You can see what is happening in BCeSIS by looking in the status bar in the lower left corner of the screen. This will show messages that are often very helpful to the user.

Status bar
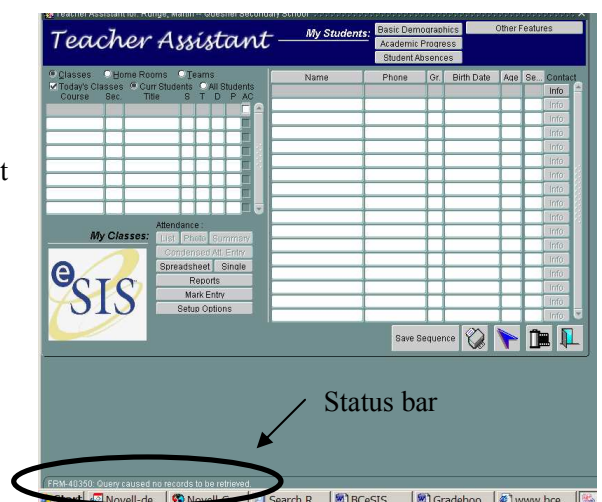
4. Changing Your Password

In the Teacher Assistant Start Screen click on Setup Options button. When a dialog box opens, click on the Preferences button. When the preferences screen opens, click on the Edit User Profile button.
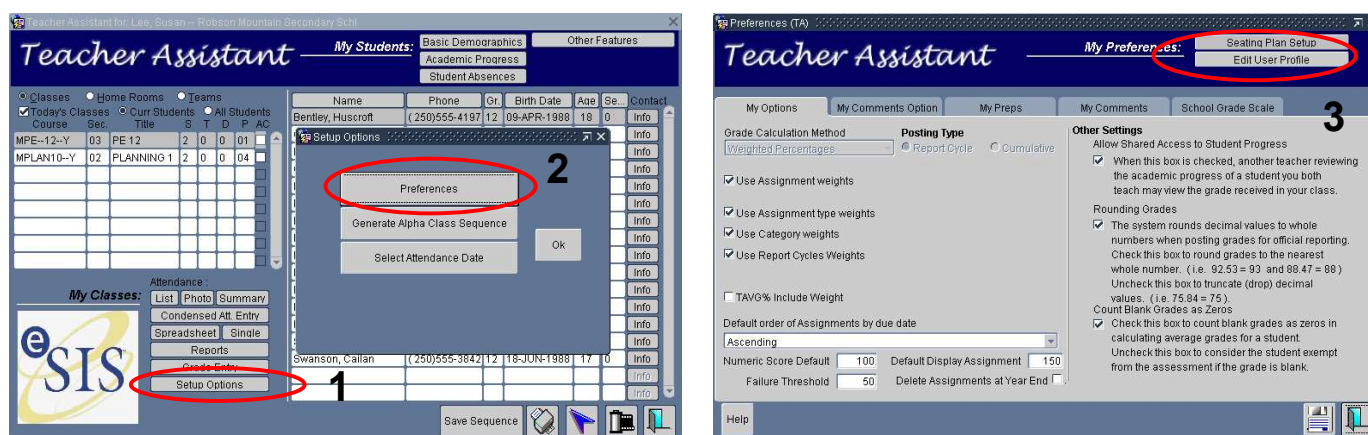
The Change Password screen appears for you to fill out. Enter your old password and then enter your new password twice.

Click on the Save icon and click on the Exit door to exit the dialogue box.

The BCeSIS user password is now changed. You should log off BCeSIS and log back into BCeSIS to test your new password.
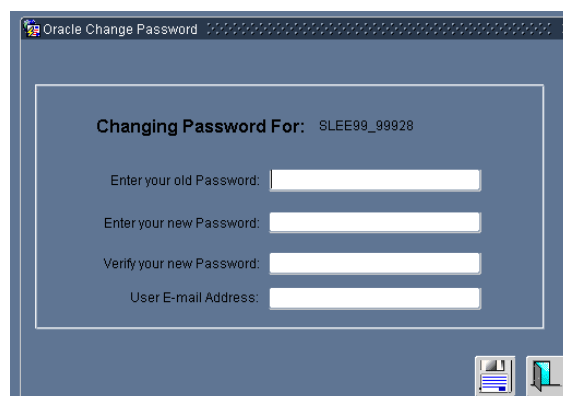
Choosing a Password

BCeSIS passwords are not case sensitive and must begin with a letter.

The BCeSIS rules state that a password must:
- contain a minimum of eight characters and a maximum of fourteen;
- begin with a letter
- not contain any part of the user name (e.g., the name or initials used to log in); and
- contain characters from **each** of the following categories:

English upper or lower case letters   A…Z and a…z
Base 10 digits   0123456789
Valid Symbols $ _ #

Please note the three symbols shown above are the only symbols that can be used. Guard your BCeSIS password as you would a credit card PIN or bank account PIN. By doing this, you help protect private information about students and parents, whose rights to such protection are guaranteed by legislation.

5. The Teacher Assistant Start Screen

When you first log in to the Teacher Assistant (and clear any alert Screens that may appear), you will see a screen like this.
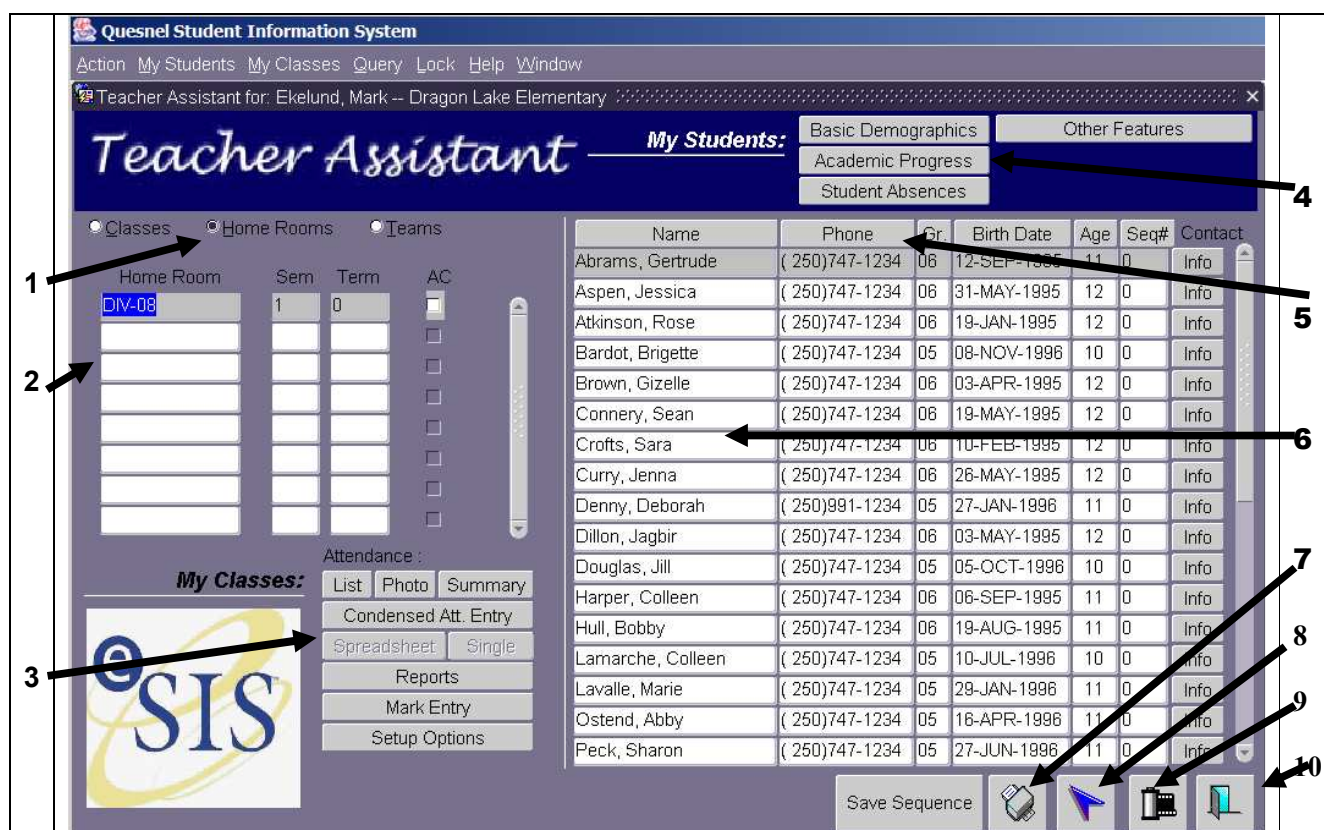
1.   Here you can select the type of student group you want to work with: homeroom or team. (Teams must be set up by the secretary, classes are used only in secondary schools.)

2.   List of your homerooms or teams.

3.   My Classes Action buttons – These are the buttons used to do any task with your classes.

4.   My Students Action buttons – These are the buttons to do tasks with individual students.

5.   Column Headings – Click on a column heading to sort the list by that column.

6.   List of students for the selected class or team.

7.   Printer tool for printing

8.   Navigation Tool – to move to a part of the program that is not normally used by teachers.

9.   Photo button to show photo of selected student.

10.   Exit.

Notes about the Start Screen

- At the upper left of the screen is a choice of homeroom or team. (teams must be created and members added by the secretary)

- The Class List area on the right of the screen displays the students in the homeroom or team

- The Se (Sequencing) Column is used to set up a special order for sorting the students. To resort the list into your special order, number the students, click the Save Sequence button and click the top of the Se column.

6. Printing from the BCeSIS Teacher Assistant

There are quite a few reports available to teachers in BCeSIS. There are two buttons to print reports: the Hot Print button and the Reports button. The reports will appear in a PDF document for viewing on the screen, from which you can print on paper if necessary.

Whenever you are printing reports from BCeSIS it is critical that you think about the rights your students have to privacy. Once you print any information, the responsibility is yours to ensure that the information on the report is kept secure and is not misused. If you are not completely sure of your ability to keep the information secure, you may be wise to not print the report but just look it up in BCeSIS as needed.

Hot Print Reports

Hot Print reports concerning a specific student are available from the start screen by selecting a student and clicking the printer icon.
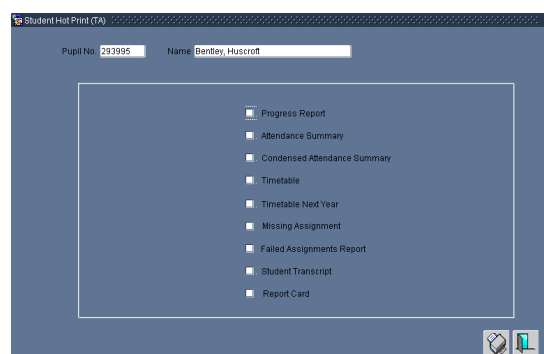
Attendance Summary:
A detailed report for a student showing their daily absences and lates.

**Condensed Attendance Summary:**
A single page report for a student showing when they were absent or late for each day of the school year or any other specified time period.

Report Card:
This prints the student report card for any chosen reporting period.

Class Reports

Clicking the Reports button on the Teacher Assistant start screen will give you a selection of reports for your homeroom.
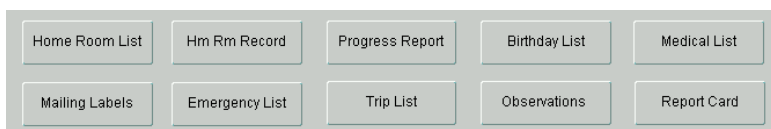
Home Room List:

A list of the students in your class along with some basic demographic information.

Home Room Record (Checklist):
A list of the students in your class along with a grid of 12 columns. You can type in headings for the columns.

Progress Report: only used for secondary schools

Birthday List:
A report of the birthdays of the students in a class. It can be sorted by age.

Medical List:
A list of medical information for the students in your class. Note that this report may contain sensitive information with critical privacy concerns.

Mailing Labels:
A report that creates mailing labels with student addresses for mailouts to each student in the class. It can also create labels for distribution to the students' homerooms.

Emergency List:
A list of the emergency contacts for each student in the class, with all of their contact information. Note that this report may contain sensitive information with critical privacy concerns.

Trip List:
A list of the students in a class, along with some demographic and medical information that might be suitable for taking on a field trip in case of emergency. You might also need the emergency list.
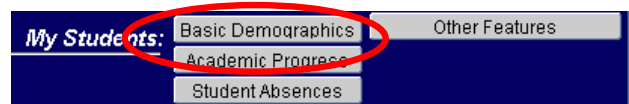
Observations:
A list of observations that you have entered for your students, using the demographics section of Teacher Assistant.

Report Card:
More information is given about printing report cards on page 20.

7. *My Students* Action Buttons

Student Demographics

Selecting a student and clicking the Basic Demographics button on the Teacher Assistant start screen takes you to the demographics screen for that student.

The top part of the screen is used to select a student. You can search for a particular student by pressing F7, selecting a field, entering information in the field, and pressing F8. If you just press F7 then F8 you will see the first student in the class and can scroll through the students in the class using the scroll bar on the right.

The tabs along the top of the screen take you to various screens giving information about the student. These screens contain personal information about the student so the privacy implications of any use of this information should always be considered.

Demographics:
Basic demographics for the student including birthdate, address, home language, citizenship and previous school. If the school has entered sibling information, the siblings of the student will be shown.

Parents/Emergency Contacts:
Emergency contact information, including multiple phone numbers and email addresses. Custody information will be shown only if the school has received court documents. Depending on the way the information has been entered, parent information may be shown as well.

Medical:
Medical information, including allergies and other health issues.

Schedules:
This screen shows special education information for the student, including their eligibility for any special education funding and the special education staff working with the student.

Observations:
This screen is used to enter observations about the student. These observations can be shared with other teachers of the student. We suggest you not share observations until the school has developed a policy about the use of observations.

Teams:
A list of the teams and groups the student belongs to, along with the coach and staff member assigned to the team or group.

Programs:
A list of the programs associated with the student. These programs are usually to do with funding categories for the ministry of Education. This tab can be removed by a school setup setting.

Fees/Assistance: only used for secondary schools

Please be aware of the sensitive nature of the information shown on these screens. As a BCeSIS user, it is your responsibility to safeguard any information you have access to.

Academic Progress

Only used for secondary schools
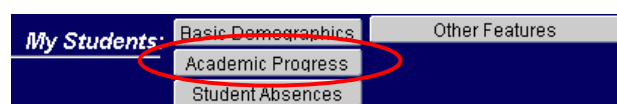
Student Absences

Clicking the Student Absences button on the Teacher Assistant start screen takes you to a screen showing absences for the student for the whole year.
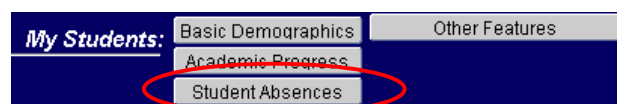
Other Features

A variety of Teacher Assistant functions are grouped under the Other Features button. Some are only useful to secondary teachers, but you may find these useful:
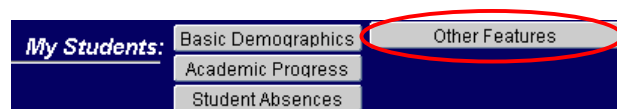
Letters:
This screen allows you to print pre-defined letters to your class. A single PDF file is created with the letter addressed to each student, but you can print only one page if you want to send it to only one student. To use this feature the school secretary needs to create a template for the letter in BCeSIS. It can include information about the student such as names, addresses, etc.

Notes:
Teachers can create notes on this screen about any aspect of a student, positive or negative. Other teachers of the student can read and add a follow-up to the note. Be aware of the privacy issues associated with such shared notes.

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8. Entering Marks for Report Cards

Start by clicking on Grade Entry, and then choose to either enter all marks for one student or enter one subject area for all students in the class.

Mark Entry by Student

Click the Select button to choose your class.

On the mark entry screen you must first select a reporting term (1). Then you can use the scroll bar (2) to scroll the students. For each student you must enter a mark for each subject. To see the available marks, click the Performance/Effort Levels button (3). Note that you may have to scroll down through the subjects to find all that need marks (4). Once you have entered all the marks for one student, click on the Mark Entry Complete check box (5) and the Save button (6).
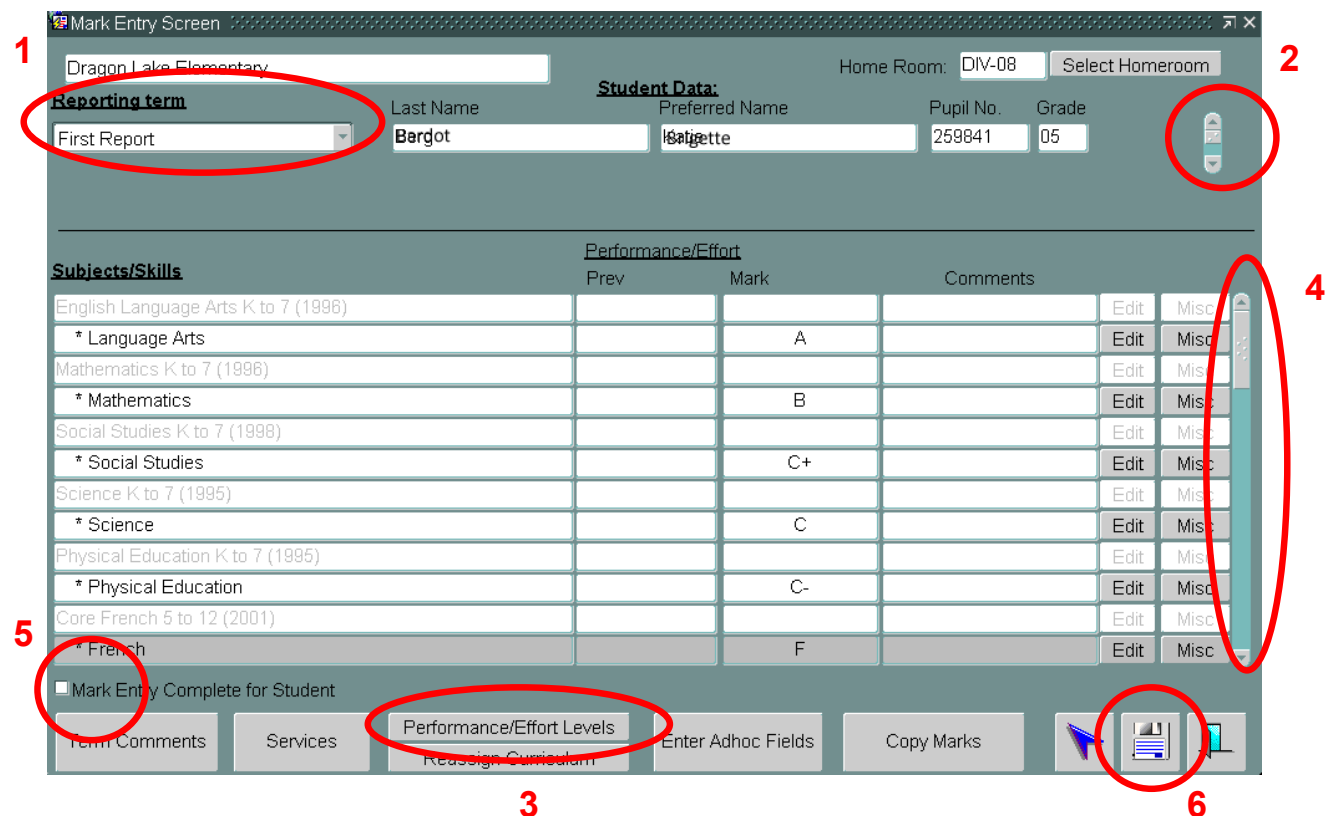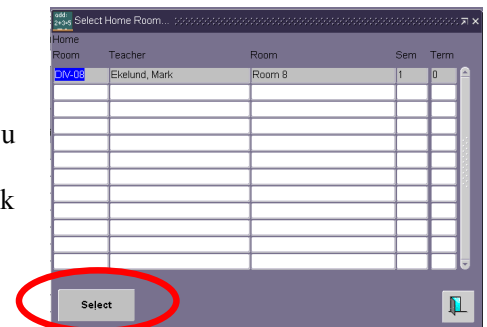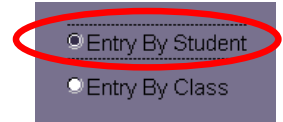
What subjects should you report on?

The subjects you should give a mark (or comment) for are as follows:

Subject	English K-3	English 4-7	French K-3	French 4-7
English Language Arts K-7 (2006)		✓		✓
Reading	✓		✓ 3 only	
Writing	✓		✓ 3 only	
Speaking/Listening	✓		✓ 3 only	
French (Core French)		✓ 5, 6, 7		
Mathematics	✓	✓		
Social Studies	✓	✓		
Science	✓	✓		
Physical Education	✓	✓		
Arts Education K-7 (2010)	✓	✓		
Health and Careers	✓	✓		
Social Responsibility	✓	✓ (1)	✓	✓ (1)
Daily Physical Activity	✓ (1)	✓ (1)	✓ (1)	✓ (1)
Francais langue seconde – immersion M a 7 (1997)				✓
Lecture			✓	
Ecriture			✓	
Expression orale et ecoute			✓	
Mathematiques			✓	✓
Sciences humaines			✓	✓
Sciences			✓	✓
Education Physique			✓	✓
Beaux-Arts M a 7 (2006)			✓	✓
Education a la sante et a la carriere			✓	✓

Notes:
(1)   Reported with a comment only. No mark is given.

Mark Entry by Class

When you choose to enter marks for the whole class you must first select your class, then select a reporting term (1). You then select a grade (2) and a subject (3). This will bring up the list of students. You then enter a mark for each student, pressing the down arrow key after each mark is entered. If you want to fill in a mark for all students, use the Copy Marks button (4). The shortcut key F3 can also be used to copy the mark from the line above.

To enter a comment, click on the Edit button to the right of the comment field (5). The next page gives more details.

It is wise to frequently click on the save button (6). When you have finished entering all marks for the class, click on the Mark Entry checkbox (7).

9.   *Entering Comments for Subject Areas*

Both mark entry screens have a column to enter report card comments. To enter a comment, click on the Edit button to the right of the comment field. This will open a Comment window as shown at the right.

Note: Do NOT use the Term Comments button at the bottom of the screen. This is used for a general comment.

There are three types of comments: the school comment bank, the teacher's on 'my comments' bank, and comments typed for the specific student report.

School Comments

The school can create a bank of comments which are shared by all teachers. These are stored in a single list from which the teacher can select a comment for a report. Clicking on the comment and then on the Copy button will put the comment in the lower box which shows the comment as it is being built.

School comments can include these special characters:
$ - changes to the student's first name
# - changes to his or her
@ - changes to he or she.

Note: These words will be capitalized when put at the beginning of a comment in 'my comments'. If you make a comment that includes two sentences, the beginning of the second sentence will NOT be capitalized.

Teacher's Comments (My Comments)

This list of comments is kept by the teacher and can be edited any time you are in the comment window. Each comment can be up to 250 characters and can use the above special characters.

Entering more comments (From Curriculum)

After you have used the copy button to include comments from the school comment bank and your own comment bank, you can add your own comments. You can edit the comments as you see fit in the lower box. You can also copy text from a Word document and paste it into this box. If you do so, do not use quotation marks or apostrophes in your comment as they will not be copied properly.   Once complete, click the Transfer button to go back to the mark entry screen.

Unfortunately, the spell check button is not yet functioning.

We suggest you click the Save button after entering each comment. The status line at the bottom of the screen should indicate that your work was successfully saved.

10.   Entering Term (General) Comments

To enter a general comment for a student's report card, click the Term Comments button at the bottom left of the screen. This will open the comment entry screen, the same as you have used for subject area comments.

Any comments you enter here will show at the end of the report card with the heading 'Term Comments'. Note that when printing report cards there is an option to include the Term Comment or not. (see below)

11.   Printing Report Cards and Verification Reports

There are two ways of printing report cards.

1. To print a report for a single student, select the student on the main screen and click the printer icon.

2. To print report cards for your entire class, click on the Reports button.

A list of available reports will appear, from which you can select Report Card.

The next screen shows the report card parameters. Select Report Card at the top and then the grade level.

For a K-1 split class, select Primary.

For a 3-4 split class, select Intermediate. *Teachers of 3-4 split classes will see their marks and comments, but unfortunately the reports for all of their students will look like Intermediate report cards. They can be printed correctly by the school secretary.*

Select the reporting term and check the boxes to include school comments, term comments and the performance scale.

Click the printer button one more time. An Adobe Acrobat window should pop up, showing the report card for the student(s). To print it on paper, click the printer button above the report.

Verification Reports

The parameter screen for printing report cards (see above) gives you the option of printing a verification report instead of a report card. This report shows the marks and comments for each subject for the whole class in a more concise format, sorted by subject. You may find it useful to quickly proofread the comments given to a whole class.

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12.   Final Report Cards

School District 70 elementary schools are set up with three reporting periods and a separate final reporting period named FINAL. Reporting periods 1, 2 and 3 are for the term marks and comments. The final reporting period is used to hold a final grade and a promotion comment for the permanent student record (PSR).

For the June report card, teachers should enter the marks for the third term and all the comments they wish to appear on the report card in reporting period 3. This includes course comments and any term (general) comments. These marks and comments will appear on the report card. If a comment such as 'Promoted to Grade…' is required, it should be included at the end of the term comment for third term.

Teachers should also enter the final marks into the reporting period called FINAL. These will appear in the Final Mark box on the report card and will also appear on the permanent student record (PSR).

In addition, grade K-3 teachers should enter a promotion comment in the Term Comment field of the PSR reporting period. This will be put on the permanent student record. It should be "Assigned to Grade… ".

This is in Term 3

1. Enter the third term marks for each course.

2. Enter comments for courses as required.

3. Enter general comments in the Term Comments field to show on the report card, possibly ending "Assigned to grade .."

This is in PSR Term

4. Enter the final marks for each course.

5. (Grade K – 3 only)
   Enter in the Term Comments field the student's placement for the following year.
   (Assigned to Grade …)

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