



# Teacher Assistant

Release 8.0



"Technology has limitations on what it can accomplish. You do not..."

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## Contents

Introduction .....	5
Conventions and Procedures used in this guide.....	5
Getting Started.....	6
Accessing Teacher Assistant.....	6
TAWSTART.FMX Teacher's Assistant Start Screen.....	8
TAW800.FMX Preferences - Seating Plan .....	11
Edit User Profile.....	13
Gradebook Options.....	14
TAW800.FMX Preferences .....	14
My Options.....	14
Other Settings.....	17
My Preps .....	18
My Prep - Details .....	19
My Comments.....	21
My Grade Scale .....	22
Spreadsheet.....	23
TAW050.FMX TA Gradebook - MARK SUMMARY SPREADSHEET.....	23
TAW915R.FMX TA Gradebook – Mark Summary Report (TA).....	24
TAW070.FMX TA Assignments .....	25
TAW075.FMX TA View All Assignments .....	26
Adding Assignments .....	26
TAW060.FMX Teacher Enter Grade/Comments .....	28
TAW920R.FMX Mark Entry Report (TA).....	29
TAW080.FMX TA Condensed Mark Entry .....	30
TAW061.FMX TA Missing Marks Screen .....	31
TAW090.FMX TA Reporting Term Marks – Total Points/Weigh % - based .....	32
TAW065.FMX TA Report Cycle Marks/Comments .....	33
TAW921R.FMX Report Cycle Marks And Comments (Report).....	33
SCH140.FMX Secondary Mark Entry .....	35
TAW250.FMX Academic Progress .....	37
TAW225.FMX Gradebook Archive History .....	38
TAW910P.FMX Academic Progress.....	38
Teacher Assistant Attendance .....	39
Select Attendance Date.....	39
Attendance (List) .....	39
TAW900.FMX Attendance by Photo.....	41
TAW906.FMX Attendance Summary .....	42
TAW150.FMX Student Absences.....	44
Period by Class.....	44
Period by Date .....	44
Reports .....	46

TAW020.FMX Class Hot Print - Class Reports .....	46
TAW405R.REP Class List - Parameter .....	47
TAW217R.REP Class Record – Parameter.....	50
TAW910P.FMX Academic Progress Report - Parameter .....	53
STU204R.REP Birthdays.....	60
STU230P.FMX Medical List.....	60
STU255P.FMX Mailing Labels.....	61
STU275P.FMX Emergency Information.....	61
STU240R.REP Field Trip.....	62
TAW925P.FMX Missing Assignment Report (TA) .....	62
TAW930P.FMX Observation Report (TA).....	63
TAW935P.FMX Failures Report .....	63
TAW945P.FMX Failure Reporting Periods Report.....	64
STU476P.FMX Student Timetables.....	64
STU415P.FMX Class List with Marks.....	65
TAW020.FMX Class Hot Print - Home Room Reports .....	65
TAW405R.REP Class List .....	66
TAW217R.REP Class Record .....	67
TAW910P.FMX Academic Progress.....	67
STU204P.FMX Birthdays.....	68
STU230P.FMX Medical List.....	68
STI275P.FMX Emergency Information .....	69
STU240R.REP Field Trip.....	69
TAW930P.FMX Observation Report (TA).....	70
TAW020.FMX Class Hot Print - Team Reports .....	71
SCH092R.REP Team/Group Membership .....	71
TAW910R.REP Academic Progress.....	72
STU204P.FMX Birthdays.....	72
STU230P.FMX Medical List.....	73
STU255P.FMX Mailing Labels.....	73
STU275P.FMX Emergency Information.....	74
My Students .....	75
TAW100.FMX Student Demographics.....	75
Demographics Tab .....	75
Parents/Emergency Contacts Tab .....	76
Medical Tab .....	76
Schedules Tab.....	77
Observations Tab .....	78
TAW930P.FMX Observation Report (TA).....	79
Teams Tab.....	79
Programs Tab.....	80
Fees/Assistance Tab .....	80
Other Features .....	81
Class Changes .....	81
TAW215.FMX Alerts/Follow-Up Observations .....	82
STU713P.FMX Teacher Letters.....	83

TCH165.FMX Student Break-Out Activities .....	84
TCH165.FMX Student Break-Out Activities .....	85
STU175C.FMX Personal Student Notes.....	86
TMW050.FMX Student Textbooks.....	87
STU552.FMX Student Diploma Screen .....	88
STU057.FMX Student Standardized Testing.....	90
TAW040.FMX Read Message .....	91
TAW030.FMX Send Message .....	91
Appendices .....	92
Appendix A - Navigation.....	92
Appendix B - TA School Setup.....	93
Teacher Overrides .....	93
TAW110.FMX TA Configuration .....	94
Appendix C - Reporting Periods .....	95
Appendix D - Assessment Weighting and Mark Calculation.....	97
Appendix E - Programs in Teacher Assistant.....	100
Appendix F - Substitute Teacher Setup.....	103
Appendix G – Establish Teacher Assistant Configuration Options .....	105
SCH186.FMX School TA Config Screen .....	105
TAW120.FMX Teacher Assistant Class Transfer .....	105

## Introduction

Teacher Assistant is part of a complete, web-enabled, user-friendly, real-time information system for the tracking and management of student data. It can be used to track attendance, manage assessments and access information to most effectively influence positive outcomes for your students.

The base of operation in the Teacher Assistant is the Start Screen. Call it the “control panel” if you like; this screen puts you in firm control of teacher-associated activities. As a Teacher, you have easy and ready access to all pertinent information about My Students and My Classes. You can easily customize the program function through the Preferences button.

Teacher Assistant was designed with parent access in mind and seamlessly interfaces with A.A.L.’s Parent Assistant.

### Conventions and Procedures used in this guide

This guide takes you on a walk-through of the Teacher Assistant module. The intent is to help you become familiar with the features of Teacher Assistant and prepare you for further exploration.

The objectives of each of the sections of this guide are outlined below

<b>Section</b>	<b>What it includes</b>
Introduction	Background Information, Procedures and Basics
Getting Started & Basics	Getting familiar with tools and menus. Exploring the teacher functions. Demonstrating ease of access to student information
Gradebook Options	Discussing the user control that can be exercised by a teacher.
TA Attendance	Discusses how to take attendance in Teacher Assistant
Reports	Shows what reports can be produced in Teacher Assistant
Appendices	Details and additional information on issues, which were impractical to discuss in the main body of the guide.

## Getting Started

Teachers will normally have direct access to Teacher Assistant. This means that when a teacher logs on to eSIS s/he is taken directly to the Teacher Assistant Start Screen. Alternatively, the Navigation button may be used. For the purpose of this guide we will assume that all users are accessing the system as teachers. See Appendix A for Navigation Procedure.

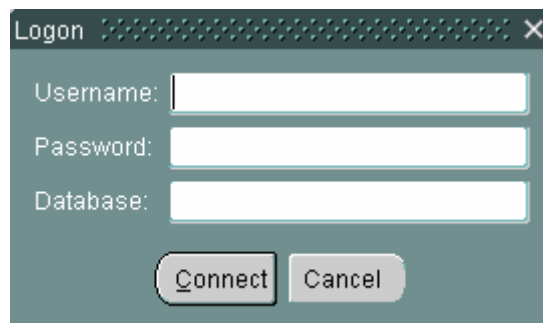
eSIS facilitates controlled access to Teacher Assistant by Substitute Teachers. The logon procedure is exactly the same. The control is exercised at the school level via the School menu. Access to some or all the functions in Teacher Assistant can be granted for each substitute teacher. So, when a substitute teacher logs on, menu items and/or buttons may disappear reflecting the functions that are not available to this teacher.

Prior to setting up Teacher Assistant, see the Appendix G – Configuring Teacher Assistant.

### Accessing Teacher Assistant

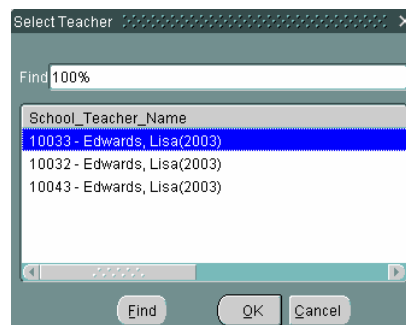
#### Direct Access

- Teacher is presented with a Login dialog similar to this:

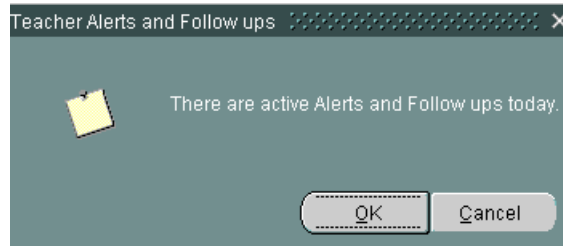


- Enter relevant information as presented to you by your IS department and click Connect or press enter.

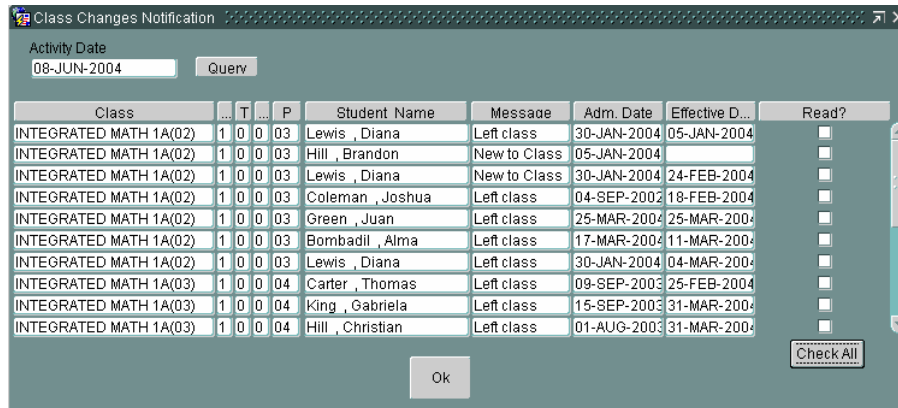
**Note:** Teachers who teach in multiple schools will see a Select Teacher screen where they can identify who they are and select what school they are working in.



- At this point 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 will continue to pop up every 30 minutes until the “Complete Date” is entered.



- A Class Change notification also may pop up. This screen displays any additions or withdraws from your class. It displays the class, student and a message that says “Left class” or “New to class”. Check the “Read?” column to indicate that the change has been read. Once checked, that student no longer appears. Check All is available to expedite the process.



## TAWSTART.FMX Teacher's Assistant Start Screen

The Start screen facilitates easy and logical access to some of the basic teacher functions. Only classes, homerooms, teams and students attached to the current teacher are accessible on this screen.

**Note:** Several functions are hidden behind the Setup Options button.

Screen shot with Classes selected

The screenshot shows the 'Teacher Assistant' window for K. Rodriguez (CHR) at Blue Valley North High School. The 'Classes' radio button is selected. The left pane displays a table of classes:

Course	Sec.	Title	S	T	D	P	AC
BU0218	01	WrldProc	2	0	0	01	
BU0204	01	Prsnl Fin	2	0	0	02	
BU0234	01	Bus Prin	2	0	0	03	
BU0218	02	WrldProc	2	0	0	04	
BU0204	02	Prsnl Fin	2	0	0	05	
SA1361	35	TchrAide 1	2	0	0	05	

The right pane shows a list of students with columns for Name, Phone, Birth Date, Age, and Contact. The 'My Classes' section at the bottom left includes buttons for Attendance, Spreadsheet, Reports, mark Entrv, and Setup Options.

Classes

Class List

Screen shot with Home Rooms selected

The screenshot shows the 'Teacher Assistant' window with the 'Home Rooms' radio button selected. The left pane displays a table of home rooms:

Home Room	Sem	Term	AC
CHA	1	0	
CHR	2	0	

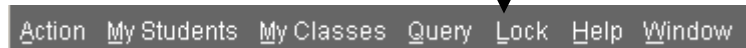
The right pane shows a list of students for the selected home room. The 'My Classes' section at the bottom left includes buttons for Attendance, Spreadsheet, Reports, mark Entrv, and Setup Options.

Home Rooms

Students in the selected homeroom

### Some items of note include:

- A Team Teacher has access to the all functions on the Classes s/he is team teaching but will not be able to set up Preps for the class. The teacher can add Assessments.
- The **Lock** item utility on the Menu Bar suspends your eSIS session. To resume your session at the exact place where you left simply input your eSIS password.



- The Action > Reports menu calls the Student Hot Print canvas.
- The **AC** (Attendance Complete)  checkbox of the Class area may be used to indicate that attendance has been taken for the class. This allows the teacher to check this box on the Start screen instead of going into the Attendance screen. (This is usually used when all students are present).
- The **Alert** button provides selected information on the highlighted student.
- There are five option buttons and a check box on the upper left.



- The **Classes** option displays the Classes the logged-in teacher is scheduled to teach.
- The **Home Rooms** option causes the display of homerooms to which the teacher is attached. (This is an option more relevant to elementary schools perhaps and defaults if the school is not using courses)
- The **Teams** option causes the display of teams with which the teacher is associated. This connection is made in the Team/Group Maintenance using the Faculty Assigned field.
- **Today's Classes** is checked by default. This causes classes being taught in the current semester, term day and tumble only to be displayed. Removing the check causes all classes for this teacher to be displayed. This check box is available when the Classes option is exercised.

**Note:** On non-school days, this function displays active classes that are in the semester/term.


- **Current Students** results in the display of students who are enrolled in the class.
- **All Students** results in students who have dropped the course being displayed (in red) also.
- The **Classes Pane** area displays Courses/Classes, Homerooms or Teams relevant to the choices activated above.

- The **Class List** area displays the list of students in the class, homeroom or team chosen in the Classes area.
- Notice that there may be an asterisk to the right of a student's name indicating that this is a Special Education student. This feature is enabled/disabled according to your District's business rules (Company File).




- My Classes gives you access to all of the record keeping activities including taking attendance, creating assessments and recording marks for them and producing reports. Setup Options are also part of My Classes but we have already covered these.

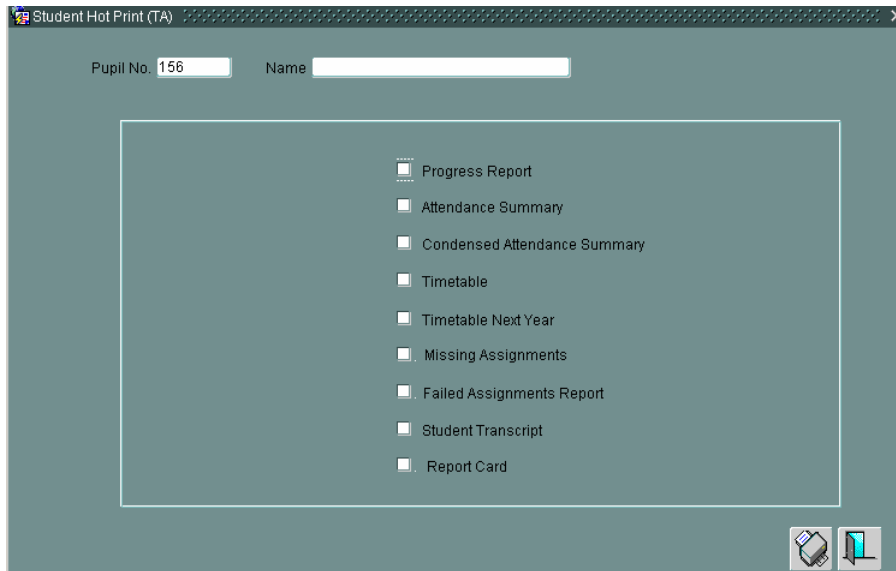
- There is a sequence column **Sec** 107 where a number may be entered to represent the order you wish the student to appear on class lists and reports. The Save Sequence button applies this order. The default name sequence is by last name. You may revert to this order at anytime by clicking Setup Options > **Generate Alpha Class Sequence**. The idea here is to facilitate any order a teacher may want to have a class list.

- The **Navigate** button  on the lower right of the screen facilitates teachers with Security beyond the standard teacher role to access other functions in eSIS.

- At the bottom right the photo button  displays a photograph of the selected student.

- This  is the **Exit** button that takes you out of Teacher Assistant. (Note that you will be taken back to eSIS if you originally navigated to Teacher Assistant).

- Notice the **Hot Print** button  on the lower right of the screen. You have a choice of reports based on the selected student.



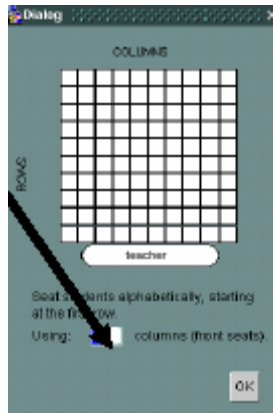
### TAW800.FMX Preferences - Seating Plan

Path: Setup Options > Preferences > Seating Plan Setup button

The Seating Plan Setup offers a 10X10 matrix within which a classroom's seating arrangement can be configured. The teacher is located at the front of the class and photos of students can be moved around to suit just about any desired configuration. This plan drives the Attendance (Photo) function.



To start, click the Alpha Seating button. The **Alpha Seating** button is used to seat students based on last name. Seating begins in the first row using the number of columns entered (3 to 10). Example: 5 = 5 x 5.



- To move a student, double click on a picture. Double click several if you want to move more than one. The pictures disappear.
- Double click the new location to get a list box that is loaded with the student(s) you double clicked.



- Select the required student and click OK or simply double click the name. The student is now in the new location.
- To clear the Seating Plan and start a new one, select Alpha Class or Action Clear. This will destroy any previously saved seating plan and load up the list box with all students.
- Use [0-0-1-01 EN0109] to select other classes that you are teaching. This allows you to set up all of your seating plans.

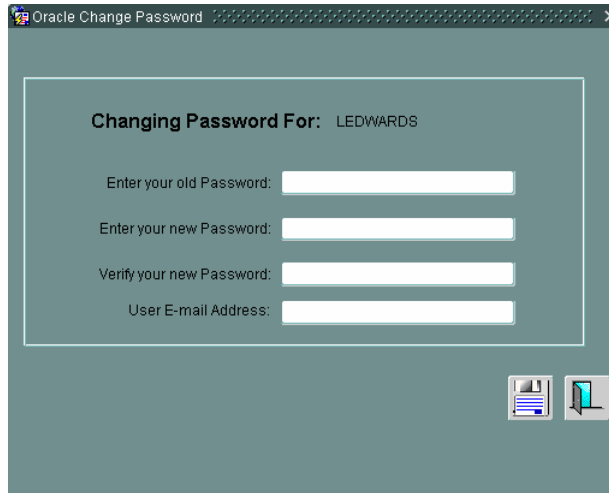
**Some items of note include:**

- Students who are new to the class and yet to be assigned a seat, will show in the list that pops up when double-clicking.
- Students assigned to a seating plan who later drop the course or are taken out of the homeroom will show with a yellow background in the Seating Plan screen. They should be removed by double clicking. The Alpha Seating process will automatically remove such students.
- Use the print button to generate the Seating Plan Report. Guide

## Edit User Profile

Path: *Setup Options > Preferences > Edit User Profile button*

This is where a teacher can change his or her password and email address.



The screenshot shows a window titled "Oracle Change Password" with a close button (X) in the top right corner. The main content area is a light blue box with the following text and input fields:

**Changing Password For:** LEDWARDS

Enter your old Password:

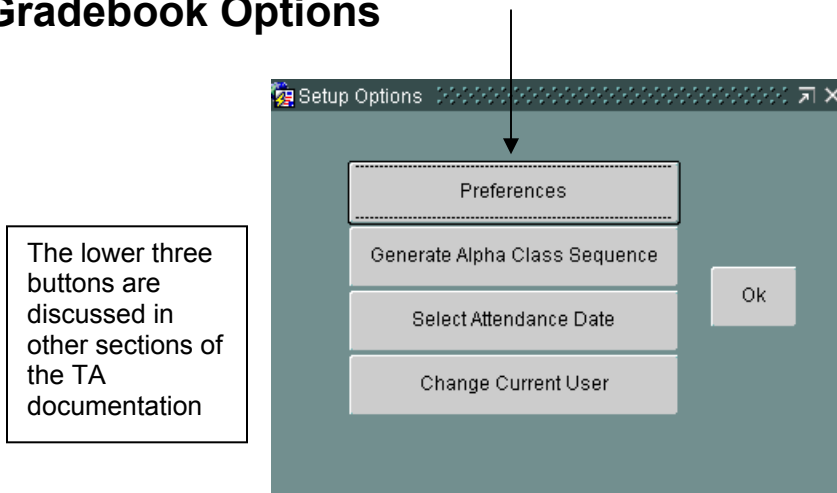
Enter your new Password:

Verify your new Password:

User E-mail Address:

At the bottom right of the dialog box, there are two small icons: a printer icon and a help icon.

## Gradebook Options

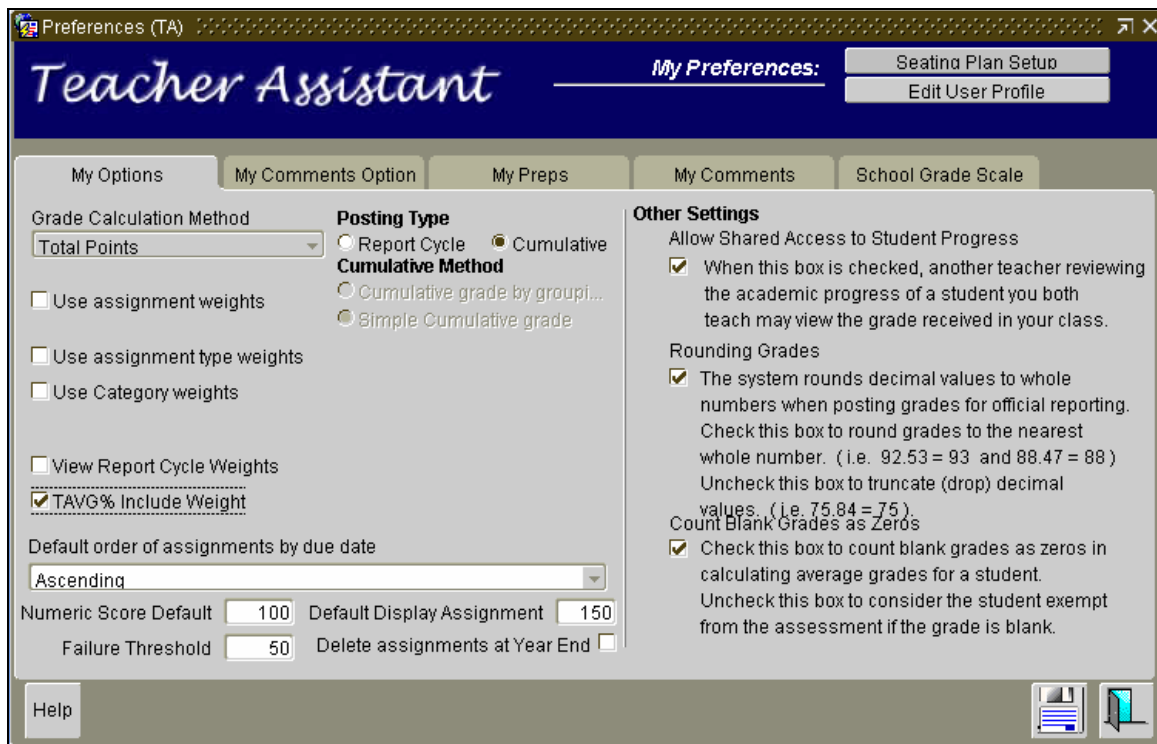


## TAW800.FMX Preferences

The Preferences button facilitates customization of Teacher Assistant by a teacher. Options on Mark Calculation may be enabled, Course 'Preps' may be created and attached to the desired reporting period, a Comment bank may be built and a custom mark scale may be established by a teacher.

## My Options

Path: *Setup Options > Preferences button*



- Select either **Report Cycle** or **Cumulative** as the calculation type. If you choose Cumulative then select either Cumulative grade by grouping or Simple Cumulative grade. See the Appendix for further details on these choices.

- This dropdown list provides a choice of the 2 equations, which may be used for Reporting Period mark calculation in the Gradebook. Teacher Assistant Gradebook also offers 2 cumulative calculations. See the appendix at the end for a rigorous discussion of Mark Calculation and the 4 equations.

**IMPORTANT:** Your choice of mark calculation relates to ALL of your classes. Once a single assignment is entered into your gradebook, the calculation is grayed out and cannot be changed without deleting ALL assignments in all gradebooks.

- Enable **View/Use Assignment Weights**  Use assignment weights to activate a field on the Assessment Detail canvas of TAW070.
- Enable **Use Assignment Type Weights, Use Category Weights** and/or View (Use) Report Cycle Weights to cause a column for each to be displayed on the Prep Details canvas of the above TAW800. Items not enabled have no impact on the calculation of marks.

**Note:** SAVE your choices before creating your prep.

- View Report Cycle Weights Note that the label “View Report Cycle Weights” may change to “Use Report Cycle Weights” based on the School Business Rules. If it reads “View...” the teacher must use the established reporting cycle weights. If it reads “Use...” the teacher can use reporting cycle weights and can change the value of cycle weights. Checking this field, displays this column in Prep Classes Report Cycles on the Prep Details screen.

- TAVG% Include Weight (Reporting) Term Average. There are 2 calculation methods available for TAVG %. How you set up “TAVG% Include Weight” on/off will affect the way the TAVG% column is calculated.

If this is unchecked, the TAVG% column in the spreadsheet (TAW050) will display the student’s total grade for the Reporting Period selected for all assignments. For example, if you are viewing Reporting Period 2, the TAVG% column will display the student’s overall grade in Reporting Period 2 for all assignments.

When viewing **Reporting Terms “All”**, a student’s overall grade will be displayed, but this does not take into consideration Report Cycle Weights.

If **TAVG% Include Weights** is turned on (TAW800), the TAVG% column on TAW050 uses a different calculation method. The TAVG% will show the student’s cumulative grade to date for the selected Reporting Term.

For example, when viewing Reporting Term ‘2’, the TAVG% will show the student’s average of Report Cycle ‘1’ and Report Cycle ‘2’ combined. When viewing Report Cycle ‘3’, this column will display the student’s cumulative grade across Report Cycle 1, 2, and 3. This cumulative grade will include report cycle weights, if they have been applied.

When the system calculates the student’s “cumulative” average grade of for instance, report cycle 2, the application will always look for a posted grade first - for both report cycle 1 and report cycle 2 - to use for the average. If there is no posted grade, it will then use the student’s current grade for the report cycle, as calculated on the spreadsheet (TAW050).

- Determine if assessments will be displayed by Ascending or Descending

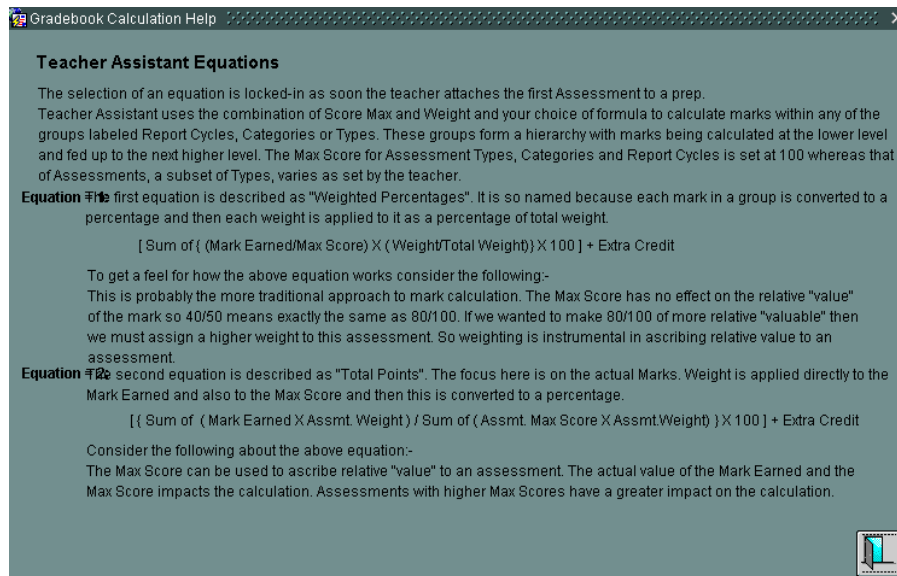
Default order of assignments by due date

Ascending

order of due date. If due dates are the same, it sorts by alpha. Note: Alpha Sort starts with uppercase then lower case alpha.

- Numeric Score Default** Determines what score most of your assessments will be. Defaults to that score when adding new assessments.
- Set the **Failure Threshold** for assessments. Marks below the threshold are color-coded purple in the GradeBook. Failure Threshold  This default is also used on some reports.
- Default Display Assessment default how many assessments show on the mark spreadsheet screen.

- The **Delete Assessments** feature is used at Year End. If checked the Year End process will wipe the teacher's gradebook clear of assessments so they start out fresh. Otherwise, the assessments from last year will remain for the teacher to use again.
- The tab "**School Mark Scale**" may change to "**My Mark Scale**" based on the School Business Rules.
- The Help button provides details about mark calculation



## Other Settings

- A check mark in **Allow Shared Access to Student Progress**, allows all teachers teaching a student to be able to view the student's performance in your class. This is read only and is meant to help teachers get an overall picture of students' current performance. Used on Academic Progress screen.
- A check mark in **Rounding Grades** causes the use of standard mathematical rounding to render all 'officially reported' marks as whole numbers. If left unchecked, the numbers are truncated. Example 98.99 = 98. Note that rounding does not take place in the GradeBook but is done for marks posted to eSIS.
- A check mark in **Count Blank Grades as Zeroes** causes the calculation of averages for the student or class to include the blank as a zero mark for the student.

## My Preps

Path: *Setup Options > Preferences button > My Preps tab*

Prep is a set of business rules for a common course/subject.

**Note:** A class can only associate with a prep but you can have many classes in a prep.

This is a listing of the areas that you teach, usually by subject area. These are the subjects to which you will attach the specific courses such as grade 10 Phys. Ed. or grade 9 Science. Select an item and click the Details button to view the setup details or click ADD to create a new Prep. Setup Options > Preferences > My Preps tab Guide

The screenshot shows a web application window titled "Preferences (TA)" with the "Teacher Assistant" logo and "My Preferences:" header. The "My Preps" tab is selected, showing a list of prep descriptions: "Science Prep", "Advanced Mathematics", and "Keyboarding". Below the list are "Detail", "ADD", and "DEL" buttons. A "Help" button is located in the bottom left corner.

Preferences (TA) Teacher Assistant My Preferences: Seating Plan Setup Edit User Profile

My Options My Preps My Comments School Grade Scale

Click ADD to create a new prep. To view or change a prep, select the prep and press the Detail button.

Prep Description  
Science Prep  
Advanced Mathematics  
Keyboarding

Detail ADD DEL

Help

## My Prep - Details

Path: Setup Options > Preferences button > My Prep Tab > Details button

This is where the structure of your assessment strategy is defined.

- Identify: the Classes to be attached to your prep area.
- Define the Categories (Unit of Study) or strands of your subject area (prep) that you will be assessing.
- Identify the Types of assessment you will be using in your strategy.

The screenshot shows the 'Prep Detail' window for 'Science Prep'. It is divided into four main sections:

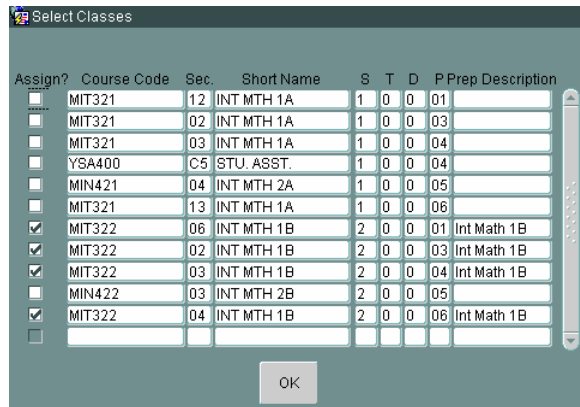
- Prep Classes:** A list of classes to be attached. One class, '2-0-0-04 HLTH4', is selected and highlighted in blue. Below the list are 'Select Classes' and 'Delete' buttons.
- Prep Category:** A list of categories to be assessed. 'Osmosis' is selected as the default category. Other categories include 'Frog Dissection', 'Labs', and 'Worm Dissection'. 'Add' and 'Delete' buttons are at the bottom.
- Prep classes Report Cycles:** A table showing report cycles and their weights.
- Prep assignment types:** A list of assessment types. 'Assignment' is selected as the default type. Other types include 'Final Exam', 'Homework', 'Project', 'Quiz', and 'Test'. 'Add' and 'Delete' buttons are at the bottom.

Report Cycle	Weight
2nd 18 Week - Interim	1
2nd 18 Week - Final	1

Description	Default assignment Type
Assignment	<input checked="" type="checkbox"/>
Final Exam	<input type="checkbox"/>
Homework	<input type="checkbox"/>
Project	<input type="checkbox"/>
Quiz	<input type="checkbox"/>
Test	<input type="checkbox"/>

### Some items of note include:

- The prep name at the top of this window is either created on this window for a new prep or is displayed if selected from the previous canvas to view Details.
- **Prep Classes** is the critical link and will make this class available for attachment to an assessment, and then for mark entry in the GradeBook. Use the Select Classes button to select a class from the list of classes you teach. A Class can be attached to one Prep only. Note: Classes already assigned by another teacher will be checked and displayed in a blue font.



Use the Delete button to remove a class. Delete is only possible for a class that does not have an assessment assigned to it in the GradeBook. See appendix D for a complete discussion of weights.

- **Prep Classes Reporting Cycle:** the reporting cycles and associated weights are displayed for the selected class above. Based on the School's Business rules you may or may not be able to modify the weights. If the weights column is not displayed the "View/Use Report Cycle Weights" the checkbox is disabled on the My Options canvas.
- The use of **Prep Categories** and **Prep Assessment Types** is a matter of business practices and the design of your assessment strategy. Teacher Assistant provides you with the flexibility and power to implement any strategy you choose. If you have chosen to Weight, then the weight column is available in each case, and you can enter a weight for each item.
- **Prep Categories** (Unit of Study) is a sub-group of your Prep. This may be used to identify strands of your prep for which you specifically want to accumulate marks. Alternatively, some teachers may choose not to use this sub-group, in which case one generic item such as General **must** be set up for use in the GradeBook.
- **Prep Assessment Types** is a sub-group of your Prep Categories. This may be used to identify the nature or mode of assessment such as homework, tests, etc. Choose from a popup list of items defined by the District/Board. If you have no need to track the accumulation of marks by Assessment Types then you need not use this sub-group. Again, one generic item such as Assignments **must** be setup for use in the GradeBook.
- At Least one Prep Category and one Prep Assessment Type must be setup because these are required items when setting up an Assessment in the GradeBook.

- The **Default** checkbox causes the associated Assessment Type or Category to auto-populate the GradeBook when creating new Assessments. Only one checkbox can be enabled but this can change as the teacher decides.

## My Comments

Path: *Setup Options > Preferences > My Comments tab*

A teacher may create a bank of comments to be used in the gradebook and with progress reports. The code is for internal use by the computer. Enter your comment in the description area. Use the replacement characters to personalize comments to the selected student.

- \$ (Preferred Name) takes the student's preferred name and places it in the comment.
- # (His/Her) replaces appropriately based on the gender of the student.
- @ (He/She) replaces appropriately based on the gender of the student.

Teacher Assistant allows you to create your own grade comments

Replacement characters are:  
\$ - Preferred Name, # - His/Her, @ - He/She

Code	Description
1	Excellent Progress \$
2	Great Work \$
3	Improvement

ADD DEL

Help

## My Grade Scale

Path: *Setup Options > Preferences > School Grade Scale tab*

**Note:** Teachers can only change the Low/High/Conv. Numbers not the Alpha Marks/Grades.

You may identify the non-numeric marks that you plan to use, if the tab reads My Mark Scale. Otherwise you will not be able to override anything. This depends on the School business rules. If Teachers are not allowed to override the school's mark scale then you will be able to view the Mark Scale for the entire school. Note that while any character or group of characters may be identified as a valid mark, the norm is as indicated on the screen below. This window is also used to identify a mark as Pass or Fail and to set its numeric equivalent.

Pass	Fail	Alpha	Low	High	Conv
<input checked="" type="radio"/>	<input type="radio"/>	A	90	94	92
<input type="radio"/>	<input type="radio"/>	A+	95	99	97
<input type="radio"/>	<input type="radio"/>	A-	85	89	88
<input type="radio"/>	<input type="radio"/>	B	75	79	77
<input type="radio"/>	<input type="radio"/>	B+	80	84	83
<input type="radio"/>	<input type="radio"/>	B-	70	74	72
<input type="radio"/>	<input type="radio"/>	C	60	64	62
<input type="radio"/>	<input type="radio"/>	C+	65	69	67
<input type="radio"/>	<input type="radio"/>	C-	55	59	53
<input type="radio"/>	<input checked="" type="radio"/>	D	45	49	47
<input type="radio"/>	<input type="radio"/>	D+	50	54	52

- Your custom mark scale overrides the schools mark scale.
- Notice that you may easily revert to the school's mark scale by clicking the button Setup, if available.

## Spreadsheet

The Spreadsheet is the pulse of *Teacher Assistant*. All assessments relevant to the subject, teacher's classes and students taught by the teacher can be accessed through the Spreadsheet.

Assessments can be created, deleted or updated. Classes can be attached to assessments thereby giving the assessments life, in that the students in an attached class now become available for grading on the attached assessment.

A teacher can create a repertoire of assessments to be used over as many years as needed. Assessments from this stock can be attached to and detached from current courses as required by the teacher.

### TAW050.FMX TA Gradebook - MARK SUMMARY SPREADSHEET

Path: *Spreadsheet*

This window provides access to student marks by class. Filters may be applied to view marks for a specific Reporting Period, Assessment Category or Assessment Type.

Student Name	Screen Totals				HW1	AW2	Q1	TST1	TST2	HW3
	TAvg%	Total	Earned	Avg%	10:1	10:1	25:1	100:1	100:2	10:1
Davis, Aaron	84	355	222	84	10.666	10	23	90	78	10
Garcia, Sara	88	345	213	88	3	8	25	80	90	10
Green, Austin	91	355	226	91	10	0	22	88	97	9
Green, Jonathan	80	355	205	80	10	4	20	87	79	5
Johnson, Smeag	89	355	228	89	10	6	23	90	89	10
Jones, Jacob	85	355	225	85	10	9	22	100	78	6
Martin, Kimberly	83	355	218	83	6	10	21	94	77	10
Miller, Michelle	87	355	221	87	8	10	20	86	87	10
Moore, Jordan	86	355	226	86	9	10	23	97	78	9
Moore, Nathan	77	355	196	77	10	10	9	79	78	10
Perez, Andrew	85	355	210	85	10	11	18	70	90	11
Perez, Travis	72	255	117	72	10	8	23	77	66	10
Rodriguez, Jenni	63	355	177	63	7	7	25	80	48	10
Smith, Jacob	90	355	232	90	9	10	26	88	88	11
Taylor, Richard	94	355	234	94	11	10	25	80	98	10
Thao, Victoria	93	355	230	93	8	9	23	90	100	0
Torres, Denise	98	345	239	98	10	7	23	99	100	10

### An Item of Note includes:

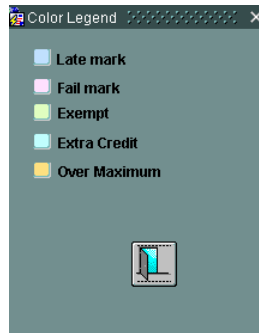
- If you wish to print a hard-copy of your gradebook (spreadsheet), click on the hot print button and a small pop-up with a checkbox to indicate if you wish to print with student names (see example below)

## TAW915R.FMX TA Gradebook – Mark Summary Report (TA)

TAW915R v1.0.13		Western School District			Page: 1	
Lincoln High School		Mark Summary Report (TA)			13-APR-2005 01:46 pm	
Class S2 T0 D0 P4 Science 1(SNC 1G - 14)		Teacher Name Edwards, Lisa			Assignments >	
Student Name	T Avg	Total	Earned	Avg	TH 1	P1
Ahearn, Joey	80%	200	160	80%	100	100
Blanco, Luis	84%	200	168	84%	70	90
Buntaross, Tresha	84.5%	200	169	84.5%	74	90
Caroline I, Mary	62%	200	124	62%	78	90
Connor, Lis	73%	200	146	73%	34	90
D'Onofrio, Vincent	79%	200	158	79%	56	90
Day, Jennifer	85%	200	170	85%	68	90
Duckers, Justin	90%	200	180	90%	80	90
Esposito, Robin	67.5%	200	135	67.5%	90	90
Fibiger I, Jesse	84%	200	168	84%	45	90
Gleason Jr, Tim	85%	200	170	85%	78	90
Hamilton, Andrea	88%	200	176	88%	80	90
Heersink, Kelsey	89.5%	200	179	89.5%	86	90
Henderson, Brett	90%	200	180	90%	89	90
Kowalsky, Christopher	81%	200	162	81%	90	90
MacDonald, Angel	82.5%	200	165	82.5%	72	90
Mayfair II, Billy	84%	200	168	84%	75	90
Michalek II, Brittany	79%	200	158	79%	78	90
Milley II, Norman	84%	200	168	84%	68	90
Paquette-Singer, Benja	91%	200	182	91%	78	90
Patterson, Chritsopher	67.5%	200	135	67.5%	92	90
Petrovckyy II, Ella	84%	200	168	84%	45	90
Tate, Penny	84.5%	200	169	84.5%	78	90
					79	90

An “Assignments Legend” can be found on the final page summarizing the various Assignments /Categories used for the gradebook (spreadsheet).

- The color code on the screen provides information about a mark. Refer to the **Color Legend** button for details. Note that Extra Credit Assignments are color-coded. Failure is determined by the threshold set in Preferences.




- Screen Totals (Total, Earned, Avg%)** relate to the assignments shown on the screen, and the filtering of Category and Assignment Type whereas **TAVG%** (see page 13 for details) is for the active Reporting Period.
- The **AVG%** column displays the student’s average for the specific Reporting Period, Category, and Assignment Types selected from the drop down selections on TAW050. This is useful in determining how students are doing on particular assignment types.





**Some items of note include:**

- **Name:** Enter a descriptive name for assignment. When the tab is pressed, the first five characters of the name appear in the short name and the full description appears in the Narrative.
- **Short Name:** This is used in other screens and reports where brevity is required. 5 characters auto populates from the Name field but can be changed.
- **Score Type:** A Hard coded list. Choices here affect **Enter Mark/Grade Comments** where radio buttons may be displayed instead of numeric entry fields.
- **Pass Value and Fail value:**  These items are relevant to **Score Type** choices of Pass/Fail and **Complete/Incomplete** and are available ONLY if one of these two choices is made. The idea is to attempt to ascribe a numeric value to these two score types.
- **Score Max:** The Maximum score that can be achieved on this assessment. This is used in the calculation of percentage performance.
- **Weight:** Displays if it was selected in Preferences. Otherwise it will not display. The number entered here can be a whole number or a decimal. This value determines the impact a mark will have on its Assessment Type, Category and ultimately the Final Mark. See Appendix D for a complete discussion of weight
- Check the **Use Standardized Test Scores** to
- **Category:** Select from the list that you set up in Preferences. May populate with the default if set.
- **Assessment Type:** Select from the list that you set up in Preferences. May populate with the default if set.
- **Assign Date/ Due Date:** This determines the order on the Mark Summary screen and shows on progress reports based on that date (which must be a school date).
- **Create Date:** A tracking date for the creation of an assessment. Presumably, assessments will be used over a period of several years so this date facilitates tracking.
- **Extra Credit:** An extra-credit assessment will add points to the individual student's points but does not impact the total points for the sum of all the assessments. This is added to the total of the assessments.
- **Post to Parent Assistant Date:** This date is the trigger date for posting assignments to AAL's cutting edge Parent Assistant.
- **Narrative:** A text box for entering a description of the assessment. Defaults to the Short Name.



### An item of note includes:

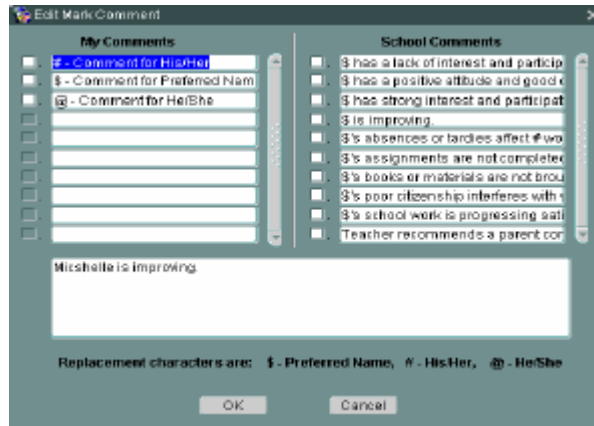
- You can print a Mark Entry Report with comments by clicking on the Hot Print button located on

### TAW920R.FMX Mark Entry Report (TA)

TAW920R v 4.0.05		Western School District		Page: 1		
Mark Entry Report (TA)				13-APR-2005 02:00 pm		
Lincoln High School						
Class S2 T0 D0 P4 Science 1(SNC1G - 14)		Teacher Name Edwards, Lisa				
Assignment	Theory 1 - Assign. 2	Score Max 100	Weight 1			
Pupil No.	Student Name	Grade	Percent	Late	Exempt	Grade Comment
9969920	Ahearn, Joey	70	70.00%			Completed on time
9969645	Antoine III, Ladonna	74	74.00%			Completed on time
9968189	Blanco, Luis	78	78.00%			Completed on time
9969821	Burytaross, Tresha	79	79.00%			Completed on time
9969321	Caroline I, Mary	34	34.00%			Completed on time
9969869	Connor, Lis	56	56.00%			Completed on time
9968492	D'Onofrio, Vincent	68	68.00%			Completed on time
9969610	Day, Jennifer	80	80.00%			Completed on time
9972132	Duckers, Justin	90	90.00%			Completed on time
9969752	Esposito, Robin	45	45.00%			Completed on time
9970457	Fibiger I, Jesse	78	78.00%			Completed on time
9970968	Gleason Jr, Tim	80	80.00%			Completed on time
9970913	Hamilton, Andrea	86	86.00%			Completed on time
9970910	Hassick, Kelsey	80	80.00%			Completed on time

A Class Avg can be found at the bottom of the Mark Entry report.

- Select the class Reporting Term/Assessment for mark entry.
- A list of students is displayed. Enter mark in the **Mark** column. The % is automatically calculated based on the **Score Max** and the **Mark** attained.
- Late** is a log indicating the student was late for the assessment.
- Exempt** excludes this mark from the calculation of averages. New students are auto-exempt from prior assignments and are coded green.
- Condensed Grade Entry calls TAW080 where the class list is displayed in 3 columns along with a mark entry column.
- Mark Comment selected here populates the student's Academic Progress window.
- Use the **Edit comment** button to select from the comment bank.

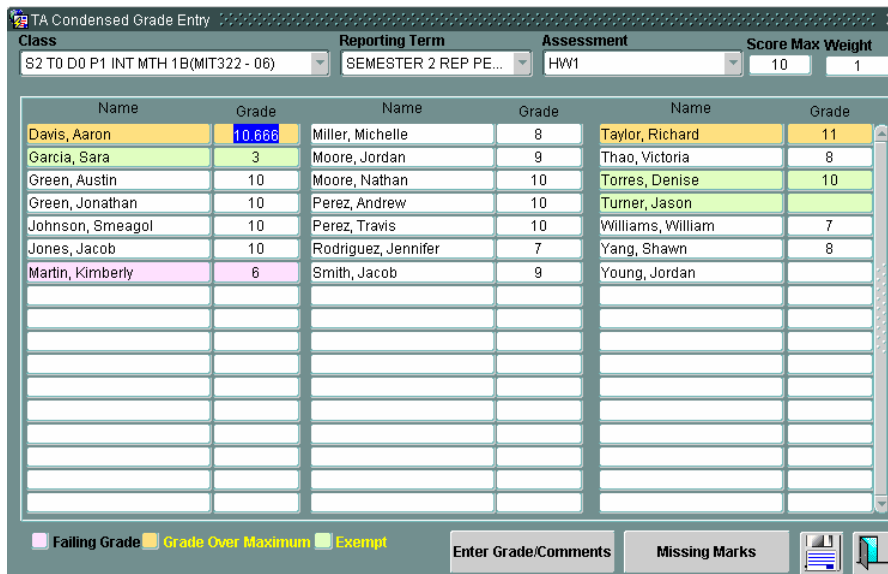


- Comments in the **My Comments** section were setup in the **My Preferences** area whereas School Comments were setup in the **School > Mark Entry** area of eSIS. Note that there is a free form area at the bottom.
- You can copy the first mark or comment down. **Note:** Save your first comment/mark before copying.

### TAW080.FMX TA Condensed Mark Entry

Path: *Spreadsheet > Condensed Mark Entry button*

Here you have the Class list organized in 3 columns. You may find this compact access useful. Note that comments cannot be entered on this screen. The Enter Grade/Comment button takes you back to TAW060.





## TAW090.FMX TA Reporting Term Marks – Total Points/Weigh % - based

Path: *Spreadsheet* > *Reporting Term Marks* button

The actual (raw) mark in TA and the Posted mark for all of the Reporting Terms are displayed. There may be a difference if rounding is enabled in Preferences or if the Posted mark was changed. The (raw) TA mark cannot be changed here. The Exam Grade column may not be displayed if '# of marks' is set to one in the Company File. The Final Grade is calculated based on the weighted average of the displayed marks.

Student Name	SEMESTER 2 F		SEMESTER 2 R		SEMESTER 2 M		Exam		SEMESTER 2 F	
	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post
Davis, Aaron	84.413	100	100	100					100	100
Garcia, Sara	87.826	88	100	100					94	94
Green, Austin	90.986	91	50	50					71	71
Green, Jonathan	80	80	100	100					90	90
Johnson, Smeag	89.296	89	100	100					95	95
Jones, Jacob	85.352	85	90	90					88	88
Martin, Kimberly	83.099	83	70	70					77	77
Miller, Michelle	86.761	87	100	100					94	94
Moore, Jordan	85.634	86	90	90					88	88
Moore, Nathan	77.183	77	40	40					59	59
Perez, Andrew	84.507	85	0	0					43	43
Perez, Travis	71.765	72	0	0					36	36
Rodriguez, Jenni	63.38	63	0	0					32	32
Smith, Jacob	90.141	90	0	0					45	45
Taylor, Richard	93.521	94	0	0					47	47
Thao, Victoria	92.958	93	0	0					47	47

### Some Items of Interest:

- The **Calculate Final** button generates the Final Grade and will proceed to posting. Depending on the School Business rules, you will calculate your Final from the TA column or the Post column. All grades in the Post column may be updated. They will be color coded to show that they were manually changed.
- Use the **Go To Comments Entry Screen** button to access TAW065 where comments may be entered.

## TAW065.FMX TA Report Cycle Marks/Comments

Pupil ...	Student Name	Grade	Grade Comment
110278	Bombadil, Mayra	A	
108735	Davis, Veronica	C	
1003451	Evans, Ryan	A	
110256	Garcia, Jonathan	A	
110852	Gonzalez, Joshua	A	
1002903	Johnson, Adam	A	
110609	Johnson, Amanda	D	
111697	King, Cynthia	A	
110825	Martin, Amanda	A	
110378	Martin, Eowyn	A	
111000	Miller, Ryan	A	
1002558	Moore, Patrick	D	
1003767	Ozbourne, Steven	A	
1004161	Sanchez, Patrick	A	
111006	Taylor, Crystal	B	
110642	Torres, Daniel	A	
Class Avg		91.00%	Edit comment

Note - These comments may or may not show up on your report card based on your district

## TAW921R.FMX Report Cycle Marks And Comments (Report)

TAW921R v 4.0.00	Western School District	Page: 1
<b>Report Cycle Marks And Comments</b>		
Lincoln High School		13-APR-2005 02:31 pm

**Class**  
S2 T0 D0 P4 Science 1(SNC1G - 14)

**Teacher Name**  
Edwards, Lisa

Pupil No.	Student Name	Grade	Grade Comment
9969920	Ahearn, Joey	90	This student is proceeding Joey has a sound understanding of the subject. Joey has an outstanding portfolio.
9969645	Antoine III, Ladonna	80	
9968189	Blanco, Luis	100	Luis has a sound understanding of the subject. Luis has an outstanding portfolio.
9969821	Burytaross, Tresha	86	
9969321	Caroline I, Mary		
9969869	Connor, Lis		
9968492	D'Onofrio, Vincent		
9969610	Day, Jennifer		
9972132	Duckers, Justin		
9969752	Esposito, Robin		
9970457	Fibiger I, Jesse		
0070068	Glenn, Jr, Tim		

- The above Report Cycle Marks and Comments Report prints exactly what is shown on the TA Report Cycle Marks/Comments screen through the Hot Print button located on the bottom right-hand side of TAW065.
- The **Go To Mark Entry Screen** button takes you to SCH140 where both marks and comments may be entered.

Mark Entry  
Blue Valley North High School

Report  Class    Count

**Students in Class**

Last Name	First Name	Pupil No	Mark	Prev	Exam	Final	S. Avg	Abs	Late	View	?	?
Bombadil	Mayra	110278	A					4	0	View	?	?
Davis	Veronica	108735	C					12	12	View	?	?
Evans	Ryan	10034514	A					0	3	View	?	?
Garcia	Jonathan	110256	A					1	0	View	?	?
Gonzalez	Joshua	110852	A					2	0	View	?	?
Johnson	Adam	10029037	A					1	0	View	?	?
Johnson	Amanda	110609	D					2	1	View	?	?
King	Cynthia	111897	A					2	1	View	?	?
Martin	Amanda	110825	A					0	0	View	?	?
Martin	Eowyn	110378	A					0	0	View	?	?
Miller	Ryan	111000	A					0	1	View	?	?
Moore	Patrick	10025587	D					1	0	View	?	?

Mark entry is complete

**Note:**

- If a reporting period does not have any marks entered then it is treated as exempt.
- When you click on the **Calculate Final Grade** button and the system finds a “Posted Mark/Grade” that was manually updated, the following message displays: “You have chosen to recalculate the Final Grade. Do you wish to override the existing posted grades/marks for all students?”
  - If you choose NO, the marks are recalculated but any “Posted Mark/Grade” for students for whom you have manually changed the mark are not posted.
  - If you choose YES, the marks are recalculated all the “Posted Mark/Grades” are updated as normal.

## SCH140.FMX Secondary Mark Entry

Path: *Mark Entry button*

For teachers who accumulate marks other than by using the GradeBook, marks may be manually entered into eSIS using this Mark Entry facility.

Course	Section	Teacher	Room
MIN421	04	N. Coleman(BY)	ROOM 103
MIT321	02	N. Coleman(BY)	ROOM 107
MIT321	03	N. Coleman(BY)	ROOM 129
MIT321	12	N. Coleman(BY)	ROOM 113
MIT321	13	N. Coleman(BY)	ROOM 108
YSA400	C5	N. Coleman(BY)	ROOM 129

- Select the appropriate **Course Length** and **Reporting Period**.
- Select the required class from the **Classes** displayed.
- Click the **Students** button.

**NOTE:** If the View Button  has an asterisk (\*) next to it, it means there are comments from the Gradebook.

Mark Entry  
Lincoln High School

Report 2nd 18 Week - Interim Class BKA2G 02 Edwards, Lisa Count 21

Students in Class


Last Name	First Name	Pupil No	Mark	Prev	Abs	Late	View	?	?	?	?	?
Aufiero	Patricia	9964521			0	0	View	?	?	?	?	?
Bellafonte	Harry	9962664			0	0	View	?	?	?	?	?
Cappelletti	Anthony	9964745			0	0	View	?	?	?	?	?
Chan	Jackie	9962371			0	0	View	?	?	?	?	?
Chisolm	Margaret	9965015			0	0	View	?	?	?	?	?
Davis	Geena	9962997			0	0	View	?	?	?	?	?
DiMella	Millie	9964531			0	0	View	?	?	?	?	?
Goldman	Norman	9964984			0	0	View	?	?	?	?	?
Gray	Robin	9965002			0	0	View	?	?	?	?	?
Holst	Dana	9962330			0	0	View	?	?	?	?	?
Kyle	Jeremy	9964772			0	0	View	?	?	?	?	?
McLellan	Patrick	9962785			0	0	View	?	?	?	?	?

Mark entry is complete

←

- Enter mark in the **Mark** column next to relevant student.
- Use the **? LOV** to select up to 5 pre-defined Comments.
- Click the **Save** button and **Exit** back to the Teacher Assistant.

#### Some items of note include:

- Check the  **Mark entry is complete** box before saving to indicate that all student marks have been entered. This generates an entry on the Mark Entry Completion Log used for administrative purposes.
- Use the  to go back one screen where a different mark **Reporting Period** and/or **Class** can be selected.
- The **PREV** column is populated with marks from the previous reporting period. So when we are performing mark entry for the second period for instance, we will see marks from the first period, *if marks were entered for the first period!*
- Absences and Lates for this class are displayed for each student for a Period Attendance school. For Daily Attendance schools, information must be manually entered.
- Click the **View** button to see a concatenation of the chosen comments.

## TAW250.FMX Academic Progress

Path: *Start Screen > Academic Progress button*

This window gives us a good overview of a student's performance by course and related assessment. This is a read only screen. Items in blue are calculated marks summarized in Assessment Folders. Other items represent actual Assessment Instruments used to measure performance.

### Some items of note include:


- **Student Classes** listing all classes for the student. Selecting a class from this list causes the related assessments to be displayed below. Displays only assessments graded in current year. Note **STDP** after class name. Affected by TAW800 Preferences.

#### Assessment Types

- **All** list allows the selection of a specific assessment type like Final Exam for example. This list is populated based on **Types** setup in the **My Preferences** area.
- **Total Late** indicates the number of assessments that were handed in late and is accumulated from check marks in late box.
- **Total Missing Marks** indicate the number of marks that were not entered for the student but were supposed to be entered.
- **Total Assessments** indicate the number of assessments that were graded for this class.
- All items in the main area of the canvas have been discussed before. Information displayed here is populated from either the **Assessment Detail** or **Mark Spreadsheet** canvases of the GradeBook.

- The **History** button calls TAW225, Assessment History showing details of assessments taken by this student in prior years.

## TAW225.FMX Gradebook Archive History

- Use  to print an Academic Progress report for the selected student. Note that the date range on the parameter form is based on the Assessment Due Dates. Note that the Progress Report displayed, is based on the type of school (elementary, middle or high based on the District decisions).

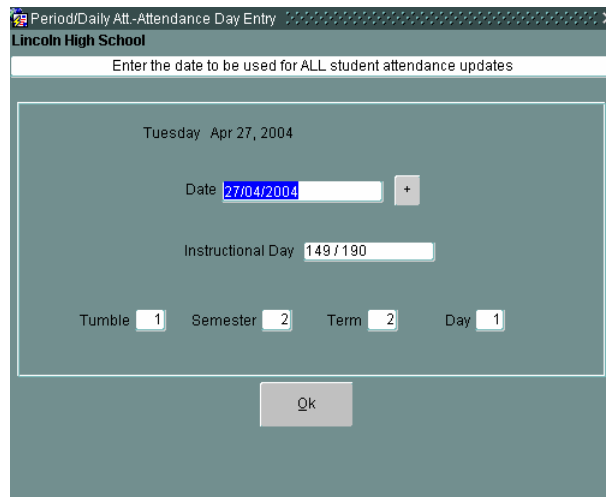
## TAW910P.FMX Academic Progress

## Teacher Assistant Attendance

### Select Attendance Date

Path: *Setup Options > Select Attendance Date button*

Generally dates are not an issue because you will normally work in Teacher Assistant on the current date. If there is any reason you need to work based on a previous or forthcoming date then this button facilitates access. Simply use the plus sign to access a calendar and choose the required date.



**Note:** Based on District Business Rules, teachers may not have access to or may have limited access to previous Attendance entries.

### Attendance (List)

Path: *Attendance List button*

Select the required class from the Teacher Assistant Start screen and click the Attendance **List** button. Remember, if all your students are present, just click the AC checkbox on the Start screen.

This function allows you to take attendance on this class/homeroom/team and to view various bits of relevant information. The screen below assumes that the Classes option is selected. ATT005-Daily Attendance - Class Entry or ATT140 - Team/Club Entry will be called if the Homerooms or Teams options are chosen respectively. If you select the Attendance **List** button from the Homeroom view of the Start screen:

- If you are a Period Attendance school you will see attendance for the homeroom by class.
- If you are a Daily Attendance school, you will see attendance for the homeroom for Daily attendance.

If positive attendance is being used, the **List** button calls the positive attendance status of the active student.

### Some items of note include:

- A Green Registration Date, Blue Part Time / Full Time status, Yellow Alerts and Grey Date buttons display for the active student. Click the yellow button to see the Alerts. Click the Gray Date button to change the attendance date.
- The attendance date is displayed along with the Tumble, Semester, Term and Day associated with the attendance date.
- Details about the class are displayed and total attendance numbers for the entire class is at the extreme right of this information. The list includes students in both “Parent” and “Child” courses.
- The **Reason** field is filled in at the school office level for Period schools and is available for Daily Schools.
- A running tally of **Abs.** and **Lts.** is kept for each student. Taking attendance simply requires check marking the appropriate box to the left of the student’s name and saving when completed. Check mark the Attendance Complete box before saving to populate a completion log.
- Click the Inactive Students button to view a list of students who dropped this class.
- Note that if you scroll to the left of this window there is a drop date and a re-entry date. If a student drops this course and reenters then these fields populate. If the student drops but does not re-enter then the fields do not populate...the Inactive Students list populates.

## TAW900.FMX Attendance by Photo

Path: *Photo button*

Attendance by photo is a very handy feature. It facilitates easy identification of students by Substitute or other teachers unfamiliar with a group of students.

The seating arrangement is setup in **Preferences**.

If no seating plan exists, you will be taken to the setup area in Preferences where you can add or remove students.



### Some items of note include:

Use  to select other classes that you are teaching.

## TAW906.FMX Attendance Summary

Path: *Summary button*

This screen provides a bird's eye view of students' attendance for the selected month. The attendance statistics are for the active class. Weekends and non-school days are grayed out.

The screenshot shows a software window titled "Attendance Summary (TA)". At the top left, there is a dropdown menu showing "1C.1.0". To its right, "Attendance By:" has radio buttons for "Month" (selected) and "Date". Further right, "Show Attendance For:" is a dropdown menu showing "June". Below this, there is a checkbox for "Show Absent Type".

The main area is a grid with columns for days of the week (WED, THU, FRI, SAT, SUN, MON, TUE, WED, THU, FRI, SAT, SUN, MON) and rows for students. The first row of data is for "Alderson, Matthew" with a total of 2 absences and 8 lates. The grid shows attendance for the month of June, with weekends and non-school days grayed out.

Student Name	Tot		Mon		WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON
	L	A	L	A	1	2	3	4	5	6	7	8	9	10	11	12	13
Alderson, Matthew	2	8	0	0													
Ames, Andrew	0	1	0	0													
Baker, Emily	1	1	0	0													
Harrison, Anna	1	1	0	0													
Judge, Danielle	0	1	0	0													
Lew, Joseph	0	0	0	0													
Martin, Branden	2	0	0	0													
Watson Jr, Jimmy	1	1	0	0													

### Some items of note include:

- The relevant class is displayed at the top left.
- If 'Show Absent Type' is enabled, this will rebuild the temp tables and display the following instead of 'A':
  - 'S' if the absence was authorized (i.e. ATTENDANCE\_CODES table AUTHORIZED column value is 'Y' for the given reason code)
  - 'E' if the absence was excused (i.e. ATTENDANCE\_CODES table SUB\_ALLOCATION\_CODE = 'EXAB' for the given reason code)
  - 'U' if the absence was unexcused (i.e. ATTENDANCE\_CODES table SUB\_ALLOCATION\_CODE 'UNEXAB' for the given reason code)
  - 'A' if the reason code is null
  - 'L' will still be displayed for lates. No changes to the way lates are handled
- You can select either to see attendance for a Month or for a Date Range (Up to 6 weeks). The month can be selected from the drop down "Show Attendance for" list. When the Date option is checked a date range selection becomes available. Note: A report can only be printed when Month is the choice. When "Date" is selected the Print button is disabled.
- For each student, information is displayed for the entire year/semester **Tot** or month **Mth**.

- As we move across the screen we see attendance information for each day of the selected month.
- Use  to select other classes that you are teaching. This allows you to set up all of your seating plans.
- Use the print button to generate Attendance Summary Reports TAW906R or TAW907R, Period and Daily respectively.

## TAW150.FMX Student Absences

Path: *Student Absences button*

This window displays the student attendance detail by class or by date.

### Period by Class

This canvas displays dates on which a particular class was missed.

Class	Sec	Sem	Per	Date	Class Entry	Office Reason	Tumble	Period	Total	Auth.
Computer 2	01	1	01	02/09/2003	Late	Slept In	1	1	1	No
Keyboard 3	04	1	01							
Adv Math 2	04	1	02							
Adv Eng 2	01	1	02							
History 2	07	1	03							
History 2	01	1	04							
Adv Math 3	04	1	04							
Computer 2	01	1	05							

### Some items of note include:

- An attendance summary broken out by **Authorized** (school related), **Excused** (parent sanctioned), and **Unexcused** (no reason given).
- Select a **class** on the left pane to display the **dates** and reasons why the student was absent from this class.
- If attendance is taken at the class level then an entry is displayed in the **Class Entry** column.
- The **Office Reason** drives the classification of Authorized, Excused etc. and a blank or reason of **unknown** causes **unauthorized**.

### Period by Date

The **Period by Date** canvas below, displays the same basic information except we now see the classes that were missed on a particular date. The **Grant** column allows for specific holidays not available to the entire population but granted to some students based on say, religion. The choice of office reason triggers this field and it is not counted as an absence.

Student Absences (TA) Alert

Pupil Number: 9962371    Legal Last Name: Chan    Suffix:    Preferred First Name: Jackie    Gender: M    Birth Date: 27/08/1987    Grade: 10    Middle Name:

Period by class    Period by date

Authorized: 0 + Excused: 0 + Unexcused: 0 = Total Periods Absent: 0    Total Periods Late: 1

Date	Class En...	Office Reason	Class	Teacher	Auth.	Grant.
15/10/2003		Sporting Event	History 2 01	Harry, Deborah	Yes	No
02/09/2003	Late	Slept In	Computer 2 01	Fortunato, Nicholas	No	No

## Reports

Path: *Reports button*

**IMPORTANT:** The Reports button gives you easy access to several reports relevant to the teacher's **Classes**, **Home Rooms**, or **Teams**. The button is context sensitive to the option chosen at the very top of the Start Screen prior to entering reports button.

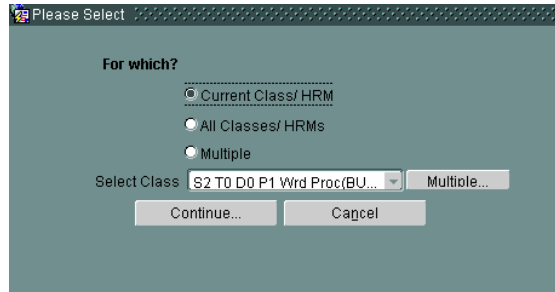
### TAW020.FMX Class Hot Print - Class Reports

- Using this form, you can print several reports relevant to the initial option of **Classes**, **Home Rooms** or **Teams**.
- The **Class Record**, for example, is a list of students by class. This blank list facilitates many types of manual class record keeping such as the manual tracking of marks or attendance.
- The other reports are equally useful and informative. Take a look at the others.

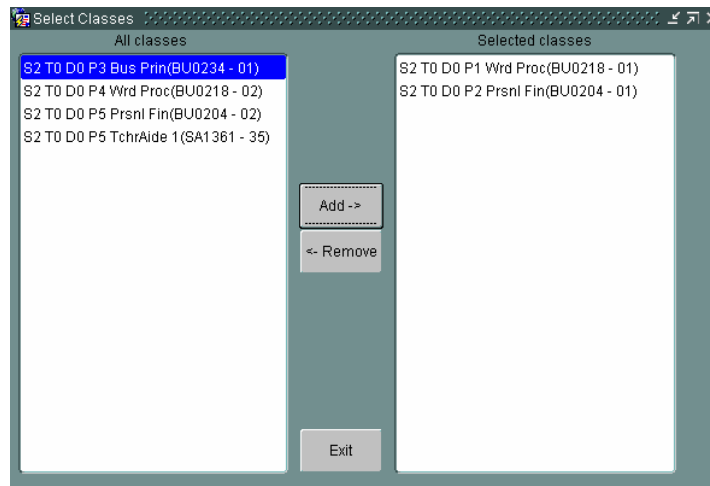


## TAW405R.REP Class List - Parameter

The Class List button calls TAW405R.REP Class List. You can select the current class, All classes or a number of classes (if Multiple is selected).



The Select Classes canvas displays when the Multiple Button is selected. To select a class, click the class in the All classes window and click the Add button. To remove a class, select the class from the Selected classes window and click the Remove button.



## TAW405R.REP Class List - Report

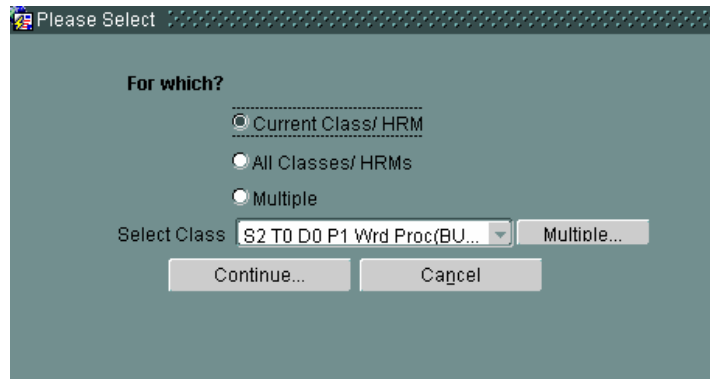
Student Name	Pupil No.	Phone No.	Gender	Ethnicity	Grade	Hrm	Age	Birthdate
Abatte, Christina	9968043	(562)511-2336	F	White	11	9G	16	27-SEP-88
Boulanger, Jeff	9964756	(704)555-1937	M	White	11	9G	17	30-MAR-87
Cardwell, David	9968939	(562)416-9875	M	Asian	11	9G	16	23-MAY-88
Cumberford, Joey	9968621	(562)677-4897	M	Nat. Amer	11	9G	16	19-AUG-88
Dingle, Myles	9969493	(562)537-1832	M	Afr. Amer.	11	9G	16	14-APR-88
Durlov, Marija	9968865	(562)438-0221	F	White	11	9G	16	05-NOV-88
Fedak-Tainopolsky, Lanna	9969502	(562)473-2918	F	White	11	9G	16	21-MAY-88
Forman, George	9962995	(704)555-1677	M	Afr. Amer.	11	9G	16	22-APR-88
Hall, Jerry	9964985	(704)555-7633	F	White	11	9G	17	11-DEC-87
Hylek, Danny	9969092	()	M	Asian	11	9G	16	05-OCT-88
Josephina, Rebeca	9968082	()	F	White	11	9G	16	28-JUL-88
Knuckles, James	9971570	(218)516-3249	M	White	11	9G	16	11-APR-88
LoPresti, Dave	9964528	(704)555-4547	M	White	11	9G	17	02-JUL-87
Monti, Randall	9963064	Unlisted	M	Afr. Amer.	11	9G	17	02-SEP-87
Mountaine, Andrew	9970805	(756)124-3578	M	White	11	9G	16	21-NOV-88
Partnegla, Franny	9973012	(742)345-2315	M	White	11	9G	16	27-SEP-88
Peterovich, Derrick	9968986	()	M	White	11	9G	16	27-APR-88

<b>Report</b>	<b>Pulling From:</b>		<b>Notes and/or</b>
<b>Column/Field</b>	<b>Form</b>	<b>Field</b>	<b>Menu Path to form/field</b>
Report Code Name	TAW405R V4.0.07	N/A	This report name and version # is hard-coded to print on report
District Name	SYS040 – School Details	Board/District	Menu Path: School>School Information> School Details Prints the District name School is attached to on Details Screen.
Page:	TAW405R	Page:	The Page number (s) is determined by the number of students reported on the class list
Report Title: Class List	TAW405R	Report Title	The Title, Class List, is hard-coded on Report
School Name	SYS040 – School Details	School Name field	Pulls from the school that user is either "locked" into based on security or school chosen by user if they have multiple school access.
School Year:	SYS040 – School Details	Current Year	From the Current Year setup in School details, report prints the School Year dates based on what is set as current year and then adds 1 year, ie. If set to 2004 then will read 2004-2005
Run Date	N/A	N/A	Prints date report based on user system date at the time the report was generated.
Course Code Section Course Title Teacher	SCH070 – Course Sec. Maint.	Course Title Section Teacher	Based on the course chosen by the teacher on the class list parameter, the report looks to SCH070 to pull the Course code, section #, Teacher Name and Course Title that has been

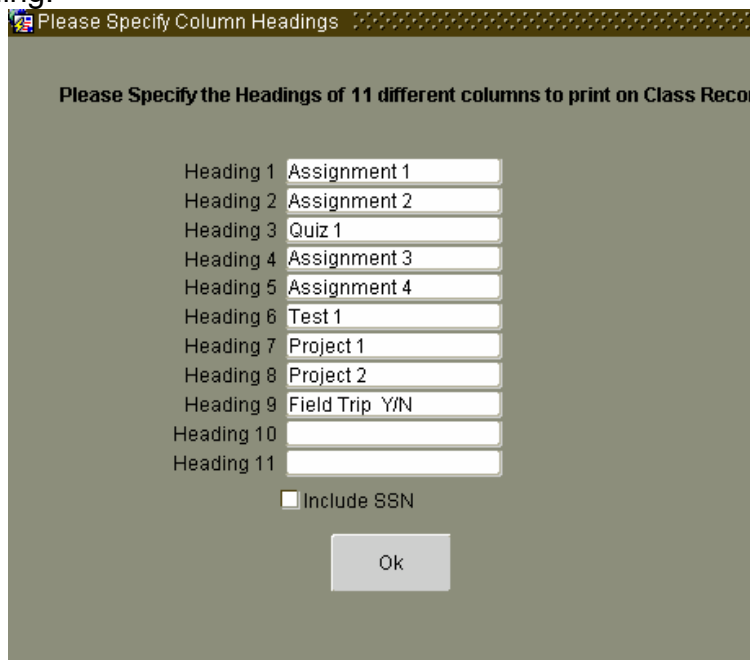
<b>Report</b>	<b>Pulling From:</b>		<b>Notes and/or</b>
<b>Column/Field</b>	<b>Form</b>	<b>Field</b>	<b>Menu Path to form/field</b>
			scheduled for the teacher on Course Section Maintenance.
Student Name Pupil No. Phone No. Gender Ethnicity Grade Age Birthdate	STU105 – Basic Student Demo	Legal Last Name and Legal First Name Pupil No. Phone No. Gender Ethnicity Grade Age Birthdate	All of the student demographic information for each of the columns on the class list is pulled from STU105 – Basic Student Demographics. If a telephone number does NOT populate, it is considered “unlisted” as this has been checked on STU105
HRM	STU111 – Homeroom & Staff Assignment	Homeroom	Dependent upon which semester/term, course is scheduled, report will look to the homeroom assigned at the time the course was scheduled to determine which homeroom to display.
Total Students	TAW405R	Total # of Students listed	The Total Students count is based on the number of students listed on the report

## TAW217R.REP Class Record – Parameter

Calls TAW217R.REP Class Record. You can select the current class (homeroom), All classes or a number of classes (if Multiple is selected).



Once your selection(s) is made, you click on “continue button” and it takes you to the heading pop-up screen, which allows you to design your own headings for the Class Record Report. You can type up to 15 characters (alpha or numeric) for each heading.



### Helpful Suggestions for use:

- Headings could be setup for a “visual gradebook” to allow teacher’s to record marks manually as an alternative to using the electronic gradebook or in addition to using the gradebook.
- Headings such as special classroom assignments could be utilized, eg. feeding fish, cleaning rabbit cage, wiping blackboards, etc.

## TAW217R.REP Class Record – Report

**TAW217R v4.0.05** Northern School District Page: 1  
**Class Record**  
 Lincoln High School School Year:2004-2005 Run Date: 21 Mar 2005 11:36 AM

**HWC3G - 23 History - Civilizations**  
 Teacher: Harry, Deborah S1-T0-D0-P1 Room: Room 206

Student Name	Pupil No.	Gen.	Hrm	Gr	Assignment 1	Assignment 2	Quiz 1	Assignment 3	Assignment 4	Test 1	Project 1	Project 2	Field Trip Y/N	Summary
Abable, Christina	9968043	F	9G	11										
Boulanger, Jeff	9964756	M	9G	11										
Cardwell, David	9968939	M	9G	11										
Cumberland, Joey	9968621	M	9G	11										
Dingle, Myles	9969493	M	9G	11										
Durlov, Marija	9968865	F	9G	11										
Fedak-Tainopolsky, Lanna	9969502	F	9G	11										
Forman, George	9962995	M	9G	11										

<b>Report</b>	<b>Pulling From:</b>		<b>Notes and/or</b>
<b>Column/Field</b>	<b>Form</b>	<b>Field</b>	<b>Menu Path to form/field</b>
Report Code Name	TAW217R V4.0.07	N/A	This report name and version # is hard-coded to print on report
District Name	SYS040 – School Details	Board/District	Menu Path: School>School Information>School Details Prints the District name School is attached to on Details Screen.
Page:	TAW217R	Page:	The Page number (s) is determined by the number of students reported on the class list
Report Title: Class List	TAW405R	Report Title	The Title, Class List, is hard-coded on Report
School Name	SYS040 – School Details	School Name field	Pulls from the school that user is either “locked” into based on security or school chosen by user if they have multiple school access.
School Year:	SYS040 – School Details	Current Year	From the Current Year setup in School details, report prints the School Year dates based on what is set as current year and then adds 1 year, ie. If set to 2004 then will read 2004-2005
Run Date	N/A	N/A	Prints date report based on user system date at the time the report was generated.

<b>Report</b>	<b>Pulling From:</b>		<b>Notes and/or</b>
<b>Column/Field</b>	<b>Form</b>	<b>Field</b>	<b>Menu Path to form/field</b>
Course Code Section Course Title Teacher	SCH070 – Course Sec. Maint.	Course Title Section Teacher	Based on the course chosen by the teacher on the class list parameter, the report looks to SCH070 to pull the Course code, section #, Teacher Name and Course Title that has been scheduled for the teacher on Course Section Maintenance.
Student Name Pupil No. Gender Grade Hrm	STU105 – Basic Student Demo STU111 – Staff & Homeroom Assignments	Legal Last Name and Legal First Name Pupil No. Gender Grade Hrm	All of the student demographic information for each of the columns on the class list is pulled from STU105 – Basic Student Demographics for Student Name, Pupil No. Gen. And Grade. The Homeroom is pulled from STU111 – Staff and Homeroom Assignments and prints the homeroom assigned to student based on the when the Course/Class is scheduled on the student record.
Male Students Female Students Total Students	TAW217R	Gen. and No. of students listed	The total Male Students and Female Students is calculated based on the number of students listed on the report and the gender assigned to each student. The Total Students is calculated based on the TOTAL number of student scheduled on the course and listed on report.

## TAW910P.FMX Academic Progress Report - Parameter

This report has many options. Based on selections made, different progress reports are produced. As there are many different reports, please see table below parameter that correlate the selections made to the report that will be produced. The fields are optional. You can put a message (Message to Parent) at the bottom of the report and you can print the report in Landscape or Portrait.

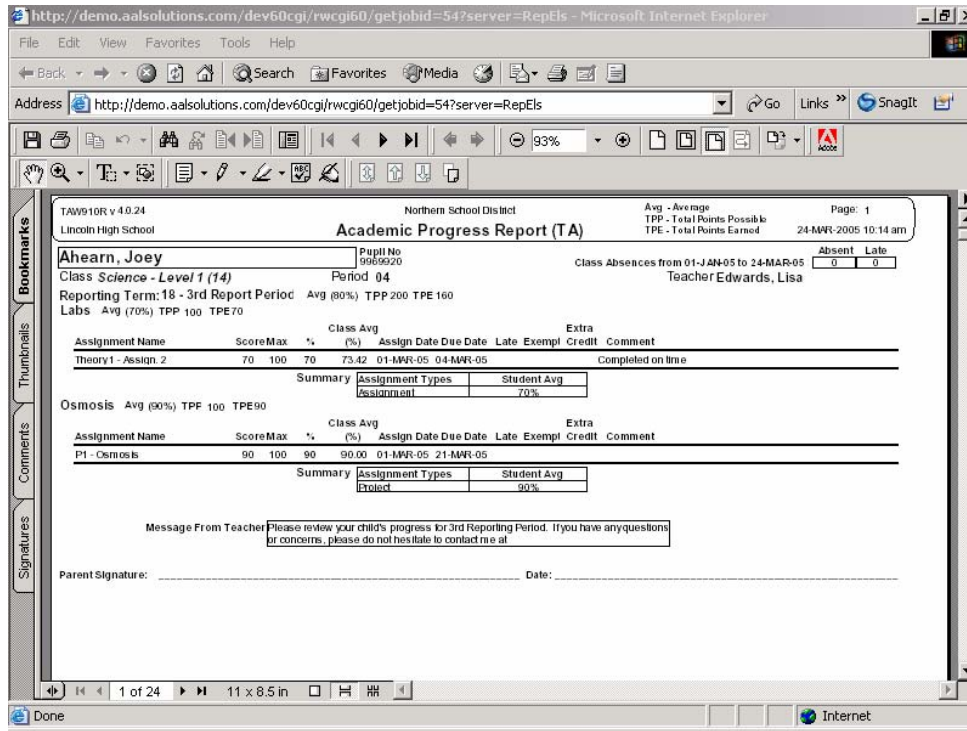
The following chart breaks-down what items checked on parameter screen will produce the various reports that follow. Note: If “nothing” is checked, it will produce TAW913R

<b>Parameter Item</b>	<b>Description</b>
Report Title	Title defaults as “Academic Progress Report (TA)” however, this can be changed by user.
Select Classes & Multiple button	If you wish to report a single class, choose from drop-down. If you wish to choose multiple classes to print at once, click on the multiple button and select the classes to be included.
Report Cycle	Choose the reporting cycle that corresponds with the desired report period.
Category	A user can choose a particular category of the gradebook setup or “All” categories to be included.
Assignment Type	A user can choose a particular assignment type in the gradebook setup or “All” types to be included.
Select Student	A user can select a single student from the class or multiple students from the class to include when printing the progress report
Assignment From Date & To Date	Choose only those assignments for a specific date range.
Group by Unit of Study	If this is checked, Report TAW910R (landscape) or TAW910RP (portrait) will print – see example that follows.
Group by Assessment Type	If this is checked, Report TAW911R (landscape) or TAW911RP (portrait) will print – see example that follows.

<b>Parameter Item</b>	<b>Description</b>
Both Group by Unit of Study AND Group by Assessment Type	If both of these are checked, Reports TAW912R (landscape) or TAW912RP (portrait) will print – see example that follows.
Include Summary by Assessment Type	If this is checked and Group by Unit of Study and/or Group by Assessment Type is NOT checked, Report TAW913R (landscape) or TAW913RP (portrait) will print – see example that follows.
Include Class Average	If this is checked and Group by Unit of Study and/or Group by Assessment Type is NOT checked, Report TAW913R (landscape) or TAW913RP (portrait) will print – see example that follows.
Include Assign Date & Due Date	If this is checked and Group by Unit of Study and/or Group by Assessment Type is NOT checked, Report TAW913R (landscape) or TAW913RP (portrait) will print – see example that follows.
Include Signature	If this is checked and Group by Unit of Study and/or Group by Assessment Type is NOT checked, Report TAW913R (landscape) or TAW913RP (portrait) will print – see example that follows.
Order by Due Date	If this is checked and Group by Unit of Study and/or Group by Assessment Type is NOT checked, Report TAW913R (landscape) or TAW913RP (portrait) will print – see example that follows.
Include Absences from this Class	If this is checked and Group by Unit of Study and/or Group by Assessment Type is NOT checked, Report TAW913R (landscape) or TAW913RP (portrait) will print – see example that follows.
Absences from Date and To Date	If this is checked and Group by Unit of Study and/or Group by Assessment Type is NOT checked, Report TAW913R (landscape) or TAW913RP (portrait) will print – see example that follows.
Message to Parent	If this is checked and Group by Unit of Study and/or Group by Assessment Type is NOT checked, Report TAW913R (landscape) or TAW913RP (portrait) will print – see example that follows.
Include Version Number of the Report	If this is checked, it will print the report name and version at the top left-hand of all reports
Landscape or Portrait	Defaults automatically to landscape, by can be checked to print portrait style (8 ½ by 11 inches)

- When everything is selected, it produces TAW912R or TAW912RP
- When nothing is selected, it produces TAW913R or TAW913RP When one or more of the following is selected, it produces TAW913R or TAW913RP Include Summary by Assessment Type, Include Class Average, Include Assign Date and Due Date, Include Signature, Include Absences.

# TAW910R.REP Academic Progress Report



**Note:** When **Group by Unit of Study** is checked, TAW910R or TAW910RP (Portrait mode) is produced

<b>Report</b>	<b>Pulling From:</b>		<b>Notes and/or</b>
<b>Column/Field</b>	<b>Form</b>	<b>Field</b>	<b>Menu Path to form/field</b>
Report Code Name	TAW910P V4.0.17	N/A	This report name and version # is hard-coded to print on report
District Name	SYS040 – School Details	Board/District	Menu Path: School>School Information>School Details Prints the District name School is attached to on Details Screen.
Avg – Average TPP – Total Points Possible TPE – Total Points Earned	TAW910R v 4.0.24	Hard-coded	These three definitions are hard-coded based on the TA gradebook definitions
Page:	TAW910R V4.0.24	Page:	The Page number (s) is determined by the number of students chosen from the class list
School Name	SYS040 – School Details	School Name field	Pulls from the school that user is either “locked” into based on security or school chosen by user if they have multiple school access.
Report Title:	TAW910P	Report Title	The Title, <b>Academic Progress Report</b>

<b>Report</b>	<b>Pulling From:</b>		<b>Notes and/or</b>
<b>Column/Field</b>	<b>Form</b>	<b>Field</b>	<b>Menu Path to form/field</b>
Academic Progress Report TA	V4.0.17		(TA), is the default set on Report parameter that can be modified by user.
Date/Time:	N/A	N/A	The date/time that prints on report comes from system date/time at the time the report was printed.
Student Name, Pupil Number	TAW910P V4.0.17 STU105 – Basic student demographics	Select Student Legal Last Name Legal First Name Pupil Number	Based on the student selection field on the parameter screen, the Student Name will be pulled from STU105 – Basic demographics screen, Legal Last and First name fields. The Pupil No. is also pulled from STU105.
Class Absences	TAW910P V4.0.17	Include Absences from Class is “checked”	If user checks ‘Include Absences from Class, Absences from Date and to Date will appear and a date range is input to be included on the report
Class Period Teacher	SCH070 – Course Section Maintenance	Course Title, Section scheduled, and Teacher Name	Based on the class chosen and Teacher assigned to course/section in SCH070 – Course Section Maintenance, the associated Course Title/section, Period and Teacher name is printed on report.
Reporting Term	TAW910P V4.0.17	Report Cycle	The report prints what the user chose for the Report Cycle on the parameter screen
Avg TPP TPE	TAW050	Total Earned Avg %	The Avg, TPP and TPE is pulled from TAW050, the TA Gradebook under the columns Total (TPP), Earned (TPE) and Avg % (Avg)
Layout of Report on TAW910R grouped by unit of study	TAW910P V4.0.17  TAW070 – TA Assignments	When Group by Unit of Study is checked look to the Category & Name columns on TA - Assignments	The layout of the Academic Progress Report (TA) for TAW910P (Group by Unit of Study) is determined by the order in which the assignments were created in TAW070 – TA Assignments. The report looks at the Reporting Term, the Category chosen and the list of assignments created. To determine the layout on the report, refer to the user’s TA Assignments, look to the order (sequence) created (by category) and this should match. If “All” categories is chosen, it will print in alphabetical order as assignments were created.
Class Average Assign Date Due Date Summary  Message From Teacher  Parent Signature	TAW910P v4.0.17  TAW050 – TA Gradebook  TAW070 – TA Assignments	Assign Date/Due Date pulled from Add Assignment screen on TAW050, Parent Signature from TAW910P	The class average is calculated by the number of students in the class and the marks associated for each student – Total Mark / # of students = Class Average. The Assign date and Due date and Summary of Assignment Types and Student Avg are all pulled from the “Add Assignment” screen located on TAW050 – TA Gradebook and/or the TAW070 – TA Assignments.

# TAW911R.REP Academic Progress Report

TAW911R v 4.0.01  
 Lincoln High School  
 Northern School District  
**Academic Progress Report (TA)**  
 Pupil No: 9969920  
 Class: *Science - Level 1 (14)* Period 04  
 Reporting Term: 18 - 3rd Report Period Avg (80%) TPP 200 TPE 160  
 Assignment Avg (70%) TPF 100 TPE 70  
 Class Absences from 01-JAN-05 to 24-MAR-05: Absent 0, Late 0  
 Teacher: Edwards, Lisa

Assignment Name	ScoreMax	%	Class Avg (%)	Assign Date	Due Date	Late	Exempl	Credit	Comment
Theory 1 - Assign 2	70	100	70	01-MAR-05	04-MAR-05				Completed on time
Project Avg (90%) TPP 100 TPE 90									
Assignment Name	ScoreMax	%	Class Avg (%)	Assign Date	Due Date	Late	Exempl	Credit	Comment
P1 - Osmosis	90	100	90	01-MAR-05	21-MAR-05				

Summary:
 

Assignment Types	Student Avg
Assignment	70%
Project	90%

Message From Teacher: Please review your child's progress for 3rd Reporting Period. If you have any questions or concerns, please do not hesitate to contact me at

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Note:** When **Group by Assessment Type** is checked, TAW911R (landscape) or TAW911RP (Portrait mode) is produced. The report fields/columns and layout are exactly the same as TAW910R (detailed above) except the summary area is located at the “bottom” of the report instead of showing after each Unit of Study.

# TAW912R.REP Academic Progress Report

TAW912R v 4.0.01  
 Lincoln High School  
 Northern School District  
**Academic Progress Report (TA)**  
 Avg - Average  
 TPP - Total Points Possible  
 TPE - Total Points Earned  
 Page: 1  
 11-APR-2005 02:15 pm

**Ahearn, Joey** Pupil No 9989920  
 Class Absences from 06-SEP-04 to 31-MAR-05 Absent 0 Late 0  
 Class **Science - Level 1 (14)** Period 04 Teacher Name **Edwards, Lisa**  
 Reporting Term: 18 - 3rd Report Period Avg (80%) TPP 200 TPE 160  
 Labs Avg (70%) TPF 100 TPE 70

**Assignment** Avg 70% TPP 100 TPE 70

Assignment Name	ScoreMax	%	Class Avg (%)	Assign Date	Due Date	Late	Exempl	Credit	Comment
Theory1 - Assign. 2	70	100	73.42	01-MAR-05	04-MAR-05				Completed on time

Summary

Assignment Types	Student Avg
Assignment	70%

**Osmosis** Avg (90%) TPP 100 TPE 90  
**Project** Avg 90% TPP 100 TPE 90

Assignment Name	ScoreMax	%	Class Avg (%)	Assign Date	Due Date	Late	Exempl	Credit	Comment
P1 - Osmosis	90	100	90.00	01-MAR-05	21-MAR-05				

Summary

Assignment Types	Student Avg
Project	90%

Message From Teacher

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Note:** When **Group by Unit of Study AND Group by Assessment Type** are both checked, TAW912R (landscape) or TAW912RP (Portrait mode) is produced. The report fields/columns and layout are exactly the same as TAW910R (detailed above) except the report groups first by Unit of Study and THEN by Assessment Types for each area listed.

## TAW913R.REP Academic Progress Report

TAW913R v 4.0.01 Northern School District  
Lincoln High School

**Academic Progress Report (TA)**

Avg - Average  
TPP - Total Points Possible  
TPE - Total Points Earned

Page: 1  
11-APR-2005 02:12 pm

**Ahern, Joey** Pupil No 0900920  
Class *Science - Level 1 (14)* Period 04  
Class Absences from 06-SEP-04 to 31-MAR-05 Absent Late  
Teacher Name Edwards, Lisa

Reporting Term: 18 - 3rd Report Period Avg (80%) TPP 200 TPE 160

Assignment Name	Score	Max	%	Class Avg (%)	Assign Date	Due Date	Late	Exempl	Extra Credit	Comment
Theory 1 - Assign. 2	70	100	70	73.42	01-MAR-05	04-MAR-05				Completed on time
P1 - Cosmos	90	100	90	90.00	01-MAR-05	21-MAR-05				

Summary

Assignment Types	Student Avg
Assignment	70%
Project	90%

Message From Teacher: Please review your child's progress for 3rd Reporting

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Note:** When *none, one or more* of the following are checked\*:

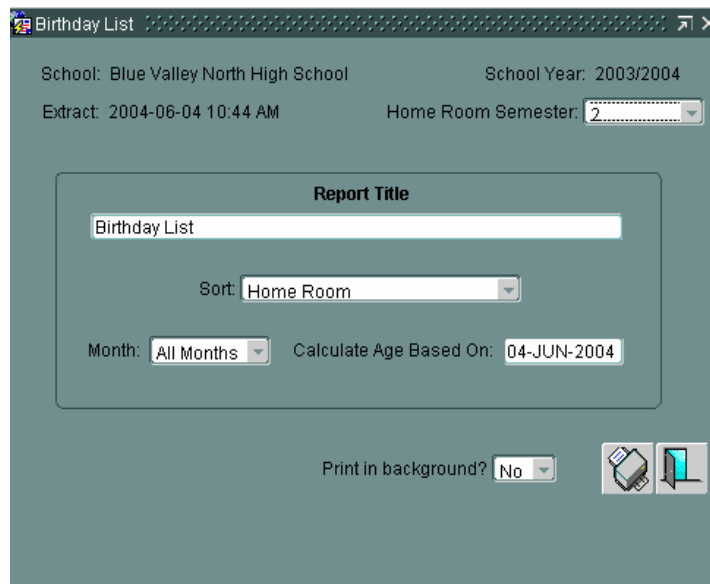
- Include Summary by Assessment Type
- Include Class Average
- Include Assign Date and Due Date
- Include Signature
- Include Absences

TAW913R (landscape) or TAW913RP (Portrait mode) is produced. The report fields/columns and layout is similar to TAW910R (detailed above), however it only prints the Assignment Name and does not group by either Unit of Study or Assessment types. The report gives you a TOTAL summary to each Assignment Type at the bottom of the report along with the student average for the assignment.

\* Group by Unit of Study AND Group by Assessment Type are NOT checked for this report

## STU204R.REP Birthdays

The Birthday List button calls STU204R.REP Birthdays. Select the Sort order for the months you want and enter the date you want the ages calculated on. The report gives you a list of students and their birth dates and ages.

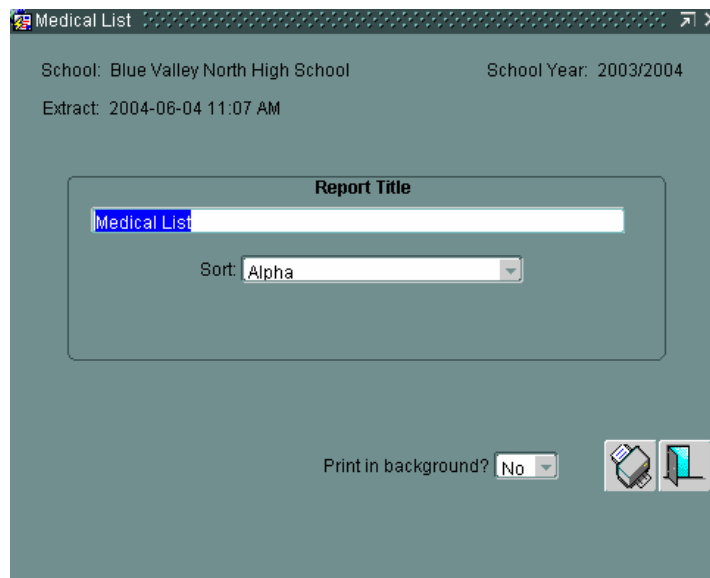


The screenshot shows a window titled "Birthday List" with the following fields and options:

- School: Blue Valley North High School
- School Year: 2003/2004
- Extract: 2004-06-04 10:44 AM
- Home Room Semester: 2
- Report Title: Birthday List
- Sort: Home Room
- Month: All Months
- Calculate Age Based On: 04-JUN-2004
- Print in background?: No

## STU230P.FMX Medical List

The Medical List button calls STU230R.REP Medical List. Select a Sort order. The report gives you a list of your students and any medical details on them.

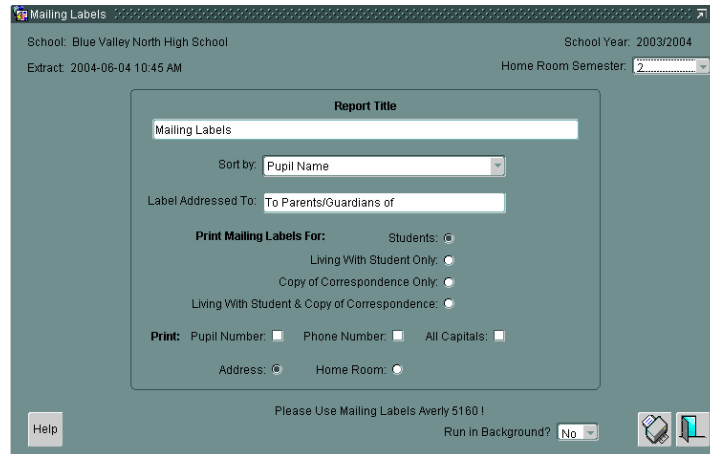


The screenshot shows a window titled "Medical List" with the following fields and options:

- School: Blue Valley North High School
- School Year: 2003/2004
- Extract: 2004-06-04 11:07 AM
- Report Title: Medical List
- Sort: Alpha
- Print in background?: No

## STU255P.FMX Mailing Labels

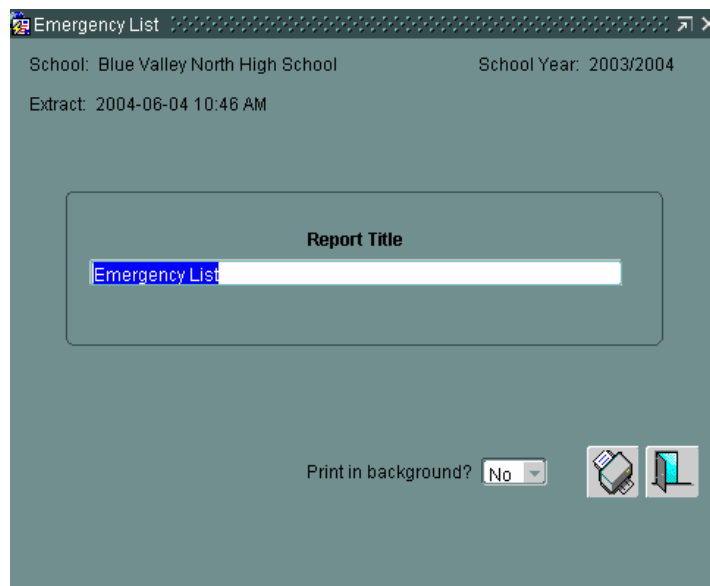
The Mailing Labels button calls STU255R.REP Mailing Labels. Select the options to print Mailing Labels.



The screenshot shows a window titled "Mailing Labels" for Blue Valley North High School, School Year 2003/2004, with an extract date of 2004-06-04 10:45 AM. The "Report Title" field contains "Mailing Labels". The "Sort by" dropdown is set to "Pupil Name". The "Label Addressed To" dropdown is set to "To Parents/Guardians of". Under "Print Mailing Labels For:", the "Students" radio button is selected. Other options include "Living With Student Only", "Copy of Correspondence Only", and "Living With Student & Copy of Correspondence". Under "Print:", checkboxes for "Pupil Number", "Phone Number", and "All Capitals" are present. The "Address" radio button is selected, and "Home Room" is unselected. A "Run in Background?" dropdown is set to "No". A "Help" button is in the bottom left, and printer and refresh icons are in the bottom right.

## STU275P.FMX Emergency Information

The Emergency List button calls STU275P.FMX Emergency Information. This report shows the students and their emergency contacts.



The screenshot shows a window titled "Emergency List" for Blue Valley North High School, School Year 2003/2004, with an extract date of 2004-06-04 10:46 AM. The "Report Title" field contains "Emergency List". At the bottom, a "Print in background?" dropdown is set to "No". Printer and refresh icons are in the bottom right.

## STU240R.REP Field Trip

The Field Trip button calls STU240R.REP Field Trip. Select a Sort order and indicate if you want to see the Parent's permission on the report.

The screenshot shows a window titled "Field Trip" for Blue Valley North High School, School Year 2003/2004. The Extract date is 2004-06-04 10:46 AM. The Home Room Semester is set to 2. The Report Title is "Field Trip". The Sort By is set to "Alpha". There is an unchecked checkbox for "Show Parent Permission". The "Print in background?" option is set to "No". There are icons for printing and a help icon.

## TAW925P.FMX Missing Assignment Report (TA)

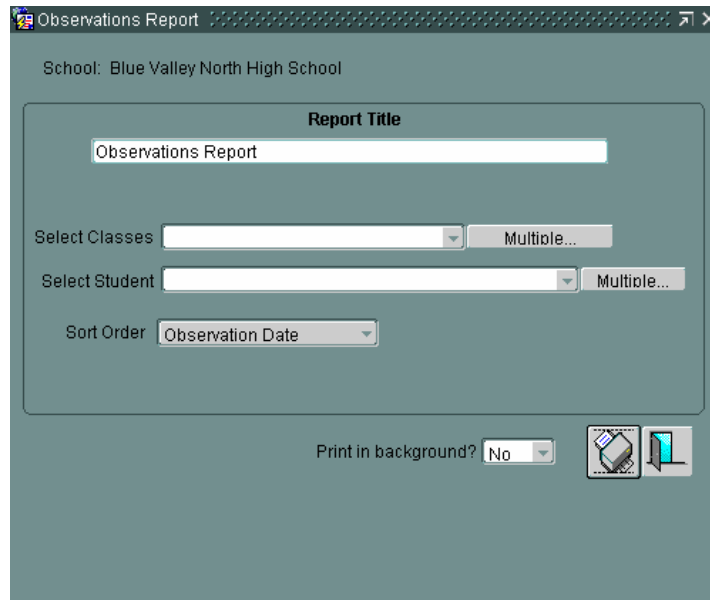
Missing Assignment Report button calls TAW925R.REP Missing Assignment Report (TA)

Select the criteria you want included in the report, which shows students who have missing assignments. If the Select Classes field or the Select Student fields are left blank, All Classes or All Students will be included. If the Date fields are left blank, the whole year will be included in the report.

The screenshot shows a window titled "Missing Assignments" for Blue Valley North High School. The Report Title is "Missing Assignments". The Select Classes field is blank with a "Multiple" button. The Assignment Type is set to "All". The Assignment From Date and To Date fields are blank with "+" buttons. The Select Student field is blank with a "Multiple" button. The Sort Order is set to "Class". The "Print in background?" option is set to "No". There are icons for printing and a help icon.

## TAW930P.FMX Observation Report (TA)

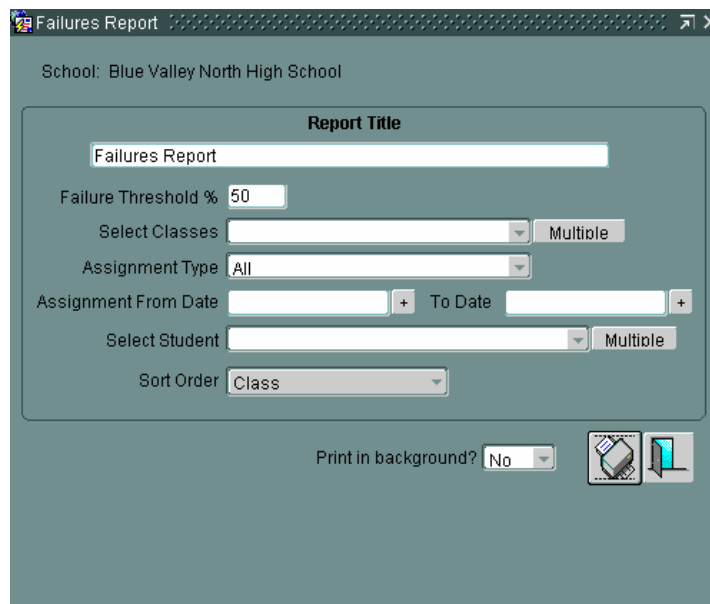
Observation Report button calls TAW930R.REP Observation Report (TA)  
This report shows a listing of observations made on your students. Select the appropriate criteria to be included on the report.



The screenshot shows a window titled "Observations Report" for "Blue Valley North High School". It features a "Report Title" field with "Observations Report" entered. Below are "Select Classes" and "Select Student" dropdown menus, each with a "Multiple..." button. A "Sort Order" dropdown is set to "Observation Date". At the bottom, there is a "Print in background?" dropdown set to "No" and two printer icons.

## TAW935P.FMX Failures Report

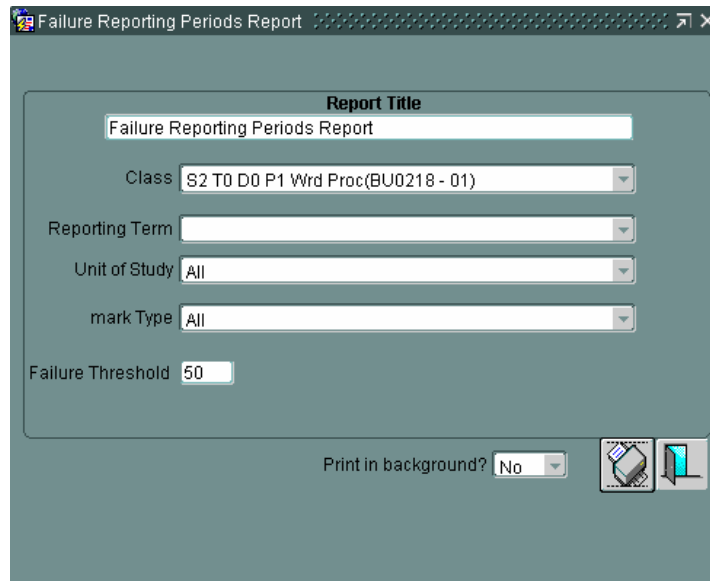
Failures Report button calls TAW935R.REP Failures Report. This report shows students failing assignments based on the Failure threshold. Select the criteria to be included on the report. If the Select Classes field or the Select Student fields are left blank, All Classes or All Students will be included. If the Date fields are left blank, the whole year will be included in the report.



The screenshot shows a window titled "Failures Report" for "Blue Valley North High School". It features a "Report Title" field with "Failures Report" entered. Below are several fields: "Failure Threshold %" with a value of "50", "Select Classes" dropdown with a "Multiple" button, "Assignment Type" dropdown with "All" selected, "Assignment From Date" and "To Date" fields with "+" signs, "Select Student" dropdown with a "Multiple" button, and "Sort Order" dropdown with "Class" selected. At the bottom, there is a "Print in background?" dropdown set to "No" and two printer icons.

## TAW945P.FMX Failure Reporting Periods Report

Failing Reporting Period Report button calls TAW945R.REP Failing Reporting Period Report. This report shows students failing assignments based on the Failure threshold for a select Reporting Term. Select the criteria to be included on the report.



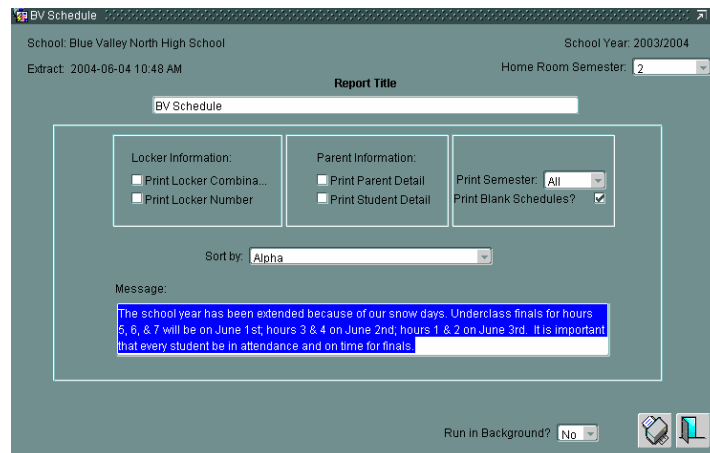
The screenshot shows a web-based form titled "Failure Reporting Periods Report". The form contains the following fields and options:

- Report Title:** Failure Reporting Periods Report
- Class:** S2 T0 D0 P1 Wrld Proc(BU0218 - 01)
- Reporting Term:** (empty dropdown)
- Unit of Study:** All
- mark Type:** All
- Failure Threshold:** 50
- Print in background?:** No

At the bottom right, there are icons for printing and a refresh button.

## STU476P.FMX Student Timetables

Student Timetables button calls STU476R.REP Student Timetables. This report shows the students schedules.



The screenshot shows a web-based form titled "BV Schedule". The form contains the following fields and options:

- School:** Blue Valley North High School
- School Year:** 2003/2004
- Extract:** 2004-06-04 10:48 AM
- Home Room Semester:** 2
- Report Title:** BV Schedule
- Locker Information:**
  - Print Locker Combina...
  - Print Locker Number
- Parent Information:**
  - Print Parent Detail
  - Print Student Detail
- Print Semester:** All
- Print Blank Schedules?:**
- Sort by:** Alpha
- Message:**

The school year has been extended because of our snow days. Underclass finals for hours 5, 6, & 7 will be on June 1st; hours 3 & 4 on June 2nd; hours 1 & 2 on June 3rd. It is important that every student be in attendance and on time for finals.
- Run in Background?:** No

At the bottom right, there are icons for printing and a refresh button.

## STU415P.FMX Class List with Marks

The Marks List Button Calls: (Which report displays depends on the Board/District rules)

- STU415R.REP Class List with Marks (1)
- STU415AR.REP Class List with Marks (1, Specify Extract)
- STU417R.REP Class List with Marks (3)
- STU417AR.REP Class List with Marks (3, Specify Extract)

The report shows a listing of students and their marks.

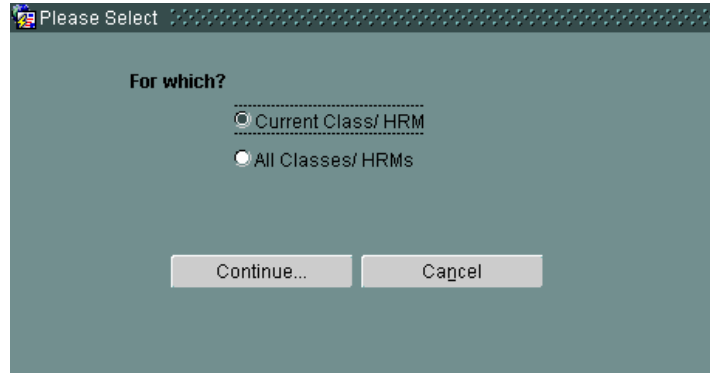
The screenshot shows a software window titled "Class List with Marks". At the top, it displays "School: Blue Valley North High School" and "School Year: 2003/2004". Below this, it shows "Extract: 2004-06-04 10:48 AM" and "Semester: 2" in a dropdown menu. The "Report Title" field contains "Class List with Marks". There are two dropdown menus: "Print Marks & Comments? (If they have been entered)" set to "Yes" and "Sort by:" set to "By Course,Section Letter". A checkbox "Show Attendance Data on Report?" is checked. Below these are two list boxes: "Available" containing "Sept Progress Report", "Oct Report Card", "Oct Report Full Yr.", "Nov Progress Report", and "Dec Report Card"; and "Selected" which is currently empty. Between the list boxes are "Add" and "Remove" buttons. At the bottom right, there is a "Run in Background?" checkbox set to "No" and two small icons.

## TAW020.FMX Class Hot Print - Home Room Reports

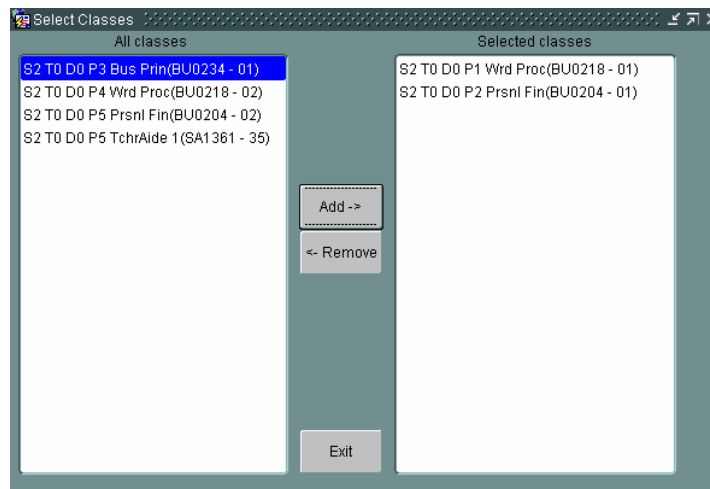
The screenshot shows a software window titled "Class Hot Print (TA)". The main area is labeled "Home Room Reports" and contains a grid of buttons: "Home Room List", "Hm Rm Record", "Progress Report", "Birthday List", "Medical List", "Mailing Labels", "Emergency List", "Trip List", and "Observations". A small icon is visible in the bottom right corner of the window.

## TAW405R.REP Class List

Home Room List button calls Class List. You can select the current homeroom, All homerooms or a number of homerooms (if Multiple is selected).

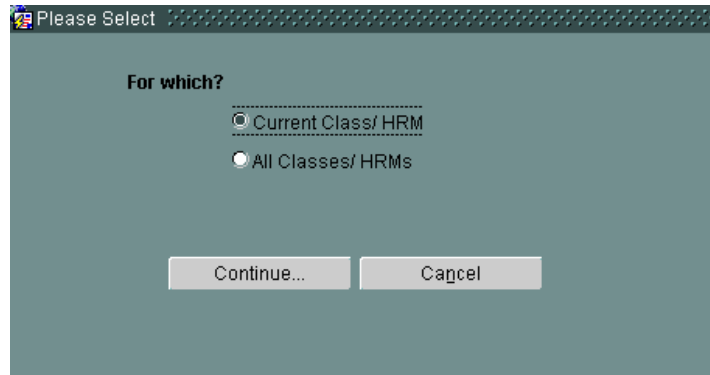


The Select Classes canvas displays when the Multiple Button is selected. To select a class, click the class in the All classes window and click the Add button. To remove a class, select the class from the Selected classes window and click the Remove button.



## TAW217R.REP Class Record

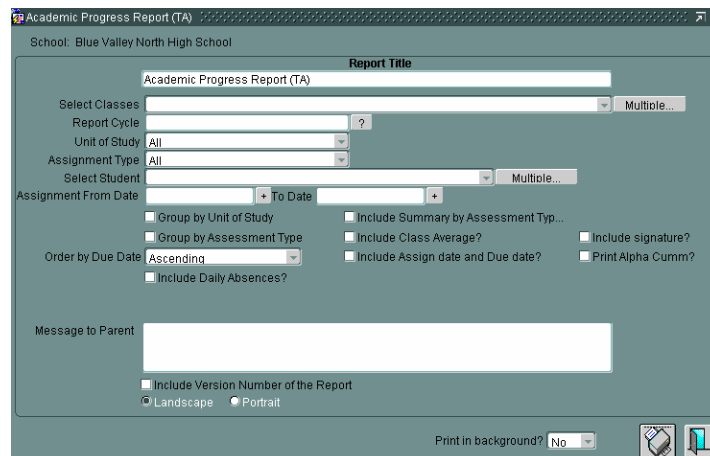
Hm Rm Record Button calls Class Record. You can select the current homeroom (homeroom), All homerooms or a number of homerooms (if Multiple is selected).



The screenshot shows a dialog box titled "Please Select" with a dark green header. The main area is light green and contains the text "For which?". Below this text are two radio button options: "Current Class/ HRM" (which is selected) and "All Classes/ HRMs". At the bottom of the dialog are two buttons: "Continue..." and "Cancel".

## TAW910P.FMX Academic Progress

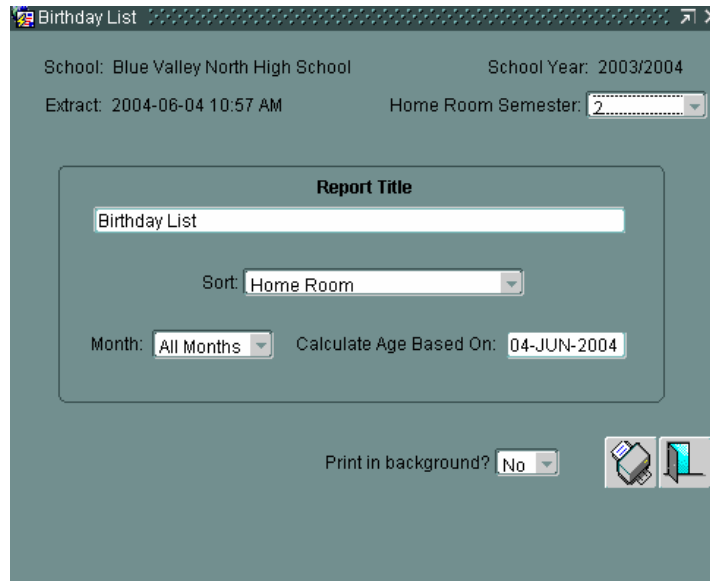
Progress Report Button calls TAW901R.REP Academic Progress Report (TA)  
This report has many options. Select the options you want. The fields are optional. You can put a message (Message to Parent) at the bottom of the report and you can print the report in Landscape or Portrait.



The screenshot shows a dialog box titled "Academic Progress Report (TA)" with a dark green header. The main area is light green and contains various options for generating the report. The "School" field is set to "Blue Valley North High School". The "Report Title" field contains "Academic Progress Report (TA)". The "Select Classes" field has a dropdown menu and a "Multiple..." button. The "Report Cycle" field has a dropdown menu with a question mark. The "Unit of Study" field has a dropdown menu set to "All". The "Assignment Type" field has a dropdown menu set to "All". The "Select Student" field has a dropdown menu and a "Multiple..." button. The "Assignment From Date" field has a date picker and a "To Date" field with a date picker. There are several checkboxes for report options: "Group by Unit of Study", "Group by Assessment Type", "Include Summary by Assessment Typ...", "Include Class Average?", "Include Assign date and Due date?", "Include signature?", "Include Alpha Cumm?", and "Include Daily Absences?". The "Order by Due Date" field has a dropdown menu set to "Ascending". The "Message to Parent" field is a large text area. At the bottom, there are checkboxes for "Include Version Number of the Report" and radio buttons for "Landscape" and "Portrait". The "Print in background?" field has a dropdown menu set to "No". There are also icons for printing and a help icon.

## STU204P.FMX Birthdays

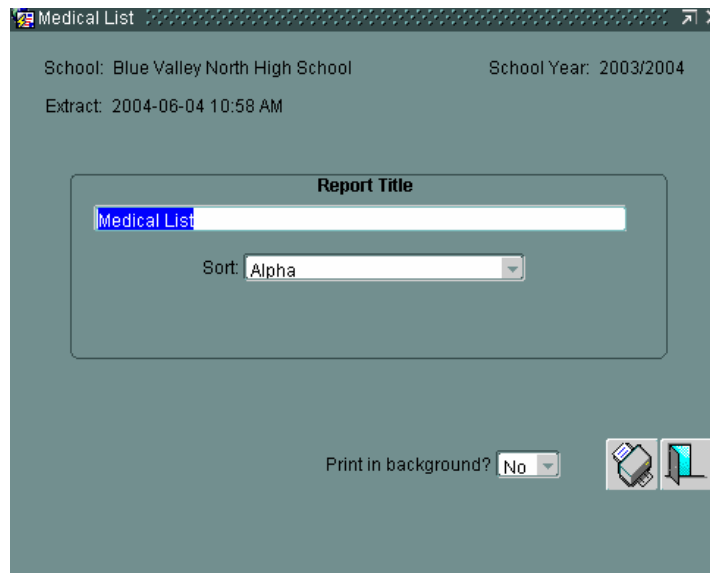
Birthday List Button calls Birthdays. Select the Sort order for the months you want and enter the date you want the ages calculated on. The report gives you a list of students and their birth dates and ages.



The screenshot shows a web-based interface for generating a 'Birthday List' report. At the top, it displays the school name 'Blue Valley North High School' and the school year '2003/2004'. Below this, the extraction date is '2004-06-04 10:57 AM' and the 'Home Room Semester' is set to '2'. A central box titled 'Report Title' contains a text field with 'Birthday List', a 'Sort' dropdown menu set to 'Home Room', a 'Month' dropdown menu set to 'All Months', and a 'Calculate Age Based On' date field set to '04-JUN-2004'. At the bottom, there is a 'Print in background?' checkbox set to 'No' and two icons for printing and viewing the report.

## STU230P.FMX Medical List

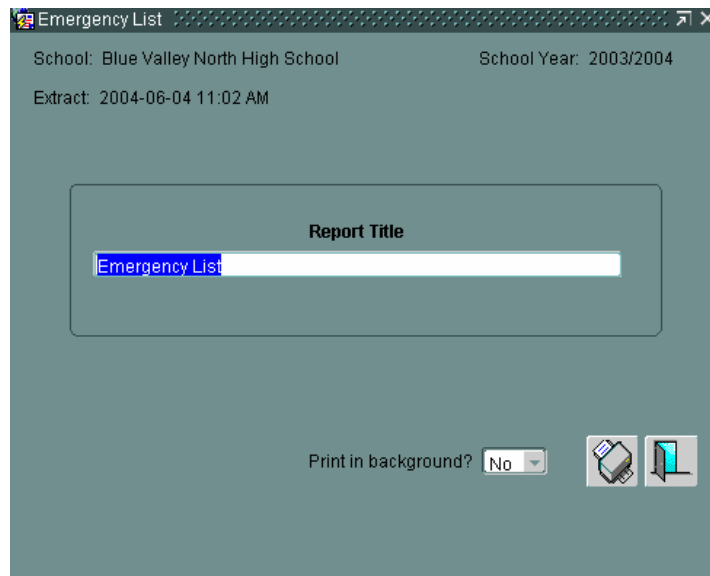
The Medical List button calls STU230R.REP Medical List. Select a Sort order. The report gives you a list of your students and any medical details on them.



The screenshot shows a web-based interface for generating a 'Medical List' report. At the top, it displays the school name 'Blue Valley North High School' and the school year '2003/2004'. Below this, the extraction date is '2004-06-04 10:58 AM'. A central box titled 'Report Title' contains a text field with 'Medical List', a 'Sort' dropdown menu set to 'Alpha', and no other options. At the bottom, there is a 'Print in background?' checkbox set to 'No' and two icons for printing and viewing the report.

## STI275P.FMX Emergency Information

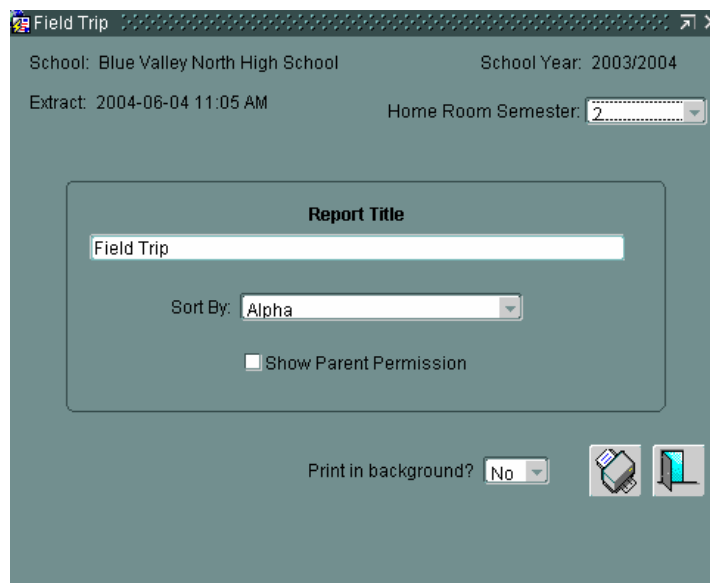
The Emergency List button calls STU275P.FMX Emergency Information. This report shows the students and their emergency contacts.



The screenshot shows a window titled "Emergency List". At the top, it displays "School: Blue Valley North High School" and "School Year: 2003/2004". Below that, it says "Extract: 2004-06-04 11:02 AM". In the center, there is a "Report Title" field containing the text "Emergency List". At the bottom, there is a "Print in background?" dropdown menu set to "No", and two icons: a printer and a monitor.

## STU240R.REP Field Trip

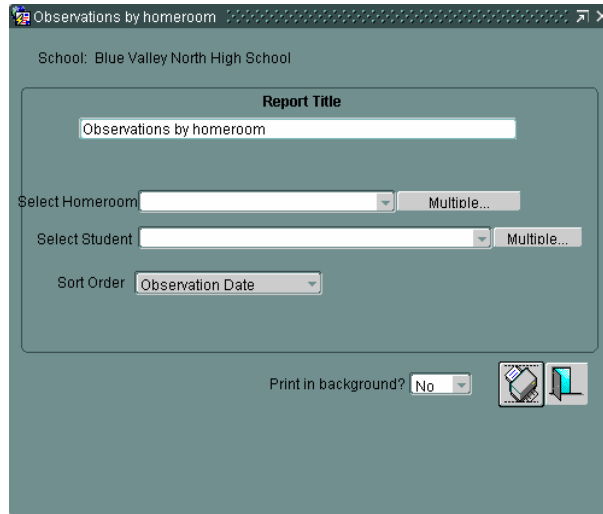
The Field Trip button calls STU240R.REP Field Trip. Select a Sort order and indicate if you want to see the Parent's permission on the report.



The screenshot shows a window titled "Field Trip". At the top, it displays "School: Blue Valley North High School" and "School Year: 2003/2004". Below that, it says "Extract: 2004-06-04 11:05 AM" and "Home Room Semester: 2" with a dropdown arrow. In the center, there is a "Report Title" field containing the text "Field Trip". Below that, there is a "Sort By:" dropdown menu set to "Alpha". Below the dropdown menu, there is a checkbox labeled "Show Parent Permission" which is currently unchecked. At the bottom, there is a "Print in background?" dropdown menu set to "No", and two icons: a printer and a monitor.

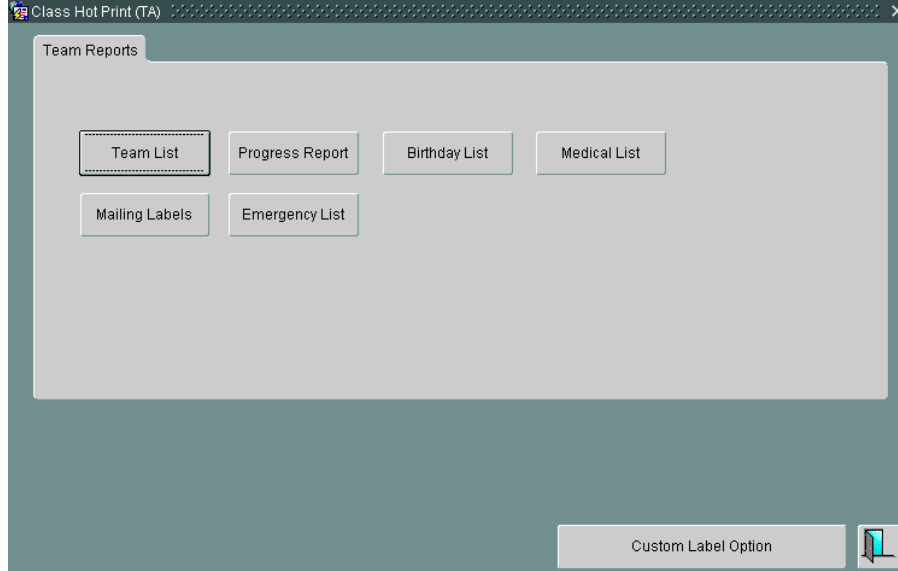
## TAW930P.FMX Observation Report (TA)

Observations Button calls Observation Report (TA). This report shows a listing of observations made on your students. Select the appropriate criteria to be included on the report.



The screenshot shows a software window titled "Observations by homeroom". At the top, it displays "School: Blue Valley North High School". Below this is a "Report Title" section with a text box containing "Observations by homeroom". There are three selection options: "Select Homeroom" with a dropdown menu and a "Multiple..." button; "Select Student" with a dropdown menu and a "Multiple..." button; and "Sort Order" with a dropdown menu set to "Observation Date". At the bottom right, there is a "Print in background?" checkbox set to "No" and two printer icons.

## TAW020.FMX Class Hot Print - Team Reports



## SCH092R.REP Team/Group Membership

The Teams List button calls the Team/Group Membership report.

SCH092R v 4.0.08	Tara'sDistrict	Page: 1
<b>Track and field - Boys</b>		
TM's High School	For:	Run Date: 02 Jun 2005 02:54 PM
Team: 232	Name: Track and field - Boys	Coach:
<b>Pupil No.</b>	<b>Student Name</b>	<b>Gender Ethnicity Birthdate Age Grade Phone</b>
	<b>Male :</b>	<b>Female : Total : 0</b>
* End of report *		

## TAW910R.REP Academic Progress

The Progress List button calls TAW910R.REP Academic Progress

The screenshot shows a software window titled "Academic Progress Report (TA)" for Blue Valley North High School. The form includes a "Report Title" field with "Academic Progress Report (TA)" entered. Below this are several dropdown menus: "Select Classes" (with a "Multiple..." button), "Report Cycle" (with a "?"), "Unit of Study" (set to "All"), and "Assignment Type" (set to "All"). There are also fields for "Select Student" (with a "Multiple..." button) and "Assignment From Date" (with a "+ To Date" button). A group of checkboxes includes "Group by Unit of Study", "Group by Assessment Type", "Include Summary by Assessment Typ...", "Include Class Average?", "Include Assign date and Due date?", "Include signature?", "Include Daily Absences?", and "Print Alpha Cumm?". An "Order by Due Date" dropdown is set to "Ascending". A "Message to Parent" text area is present. At the bottom, there are radio buttons for "Landscape" and "Portrait", and a "Print in background?" dropdown set to "No".

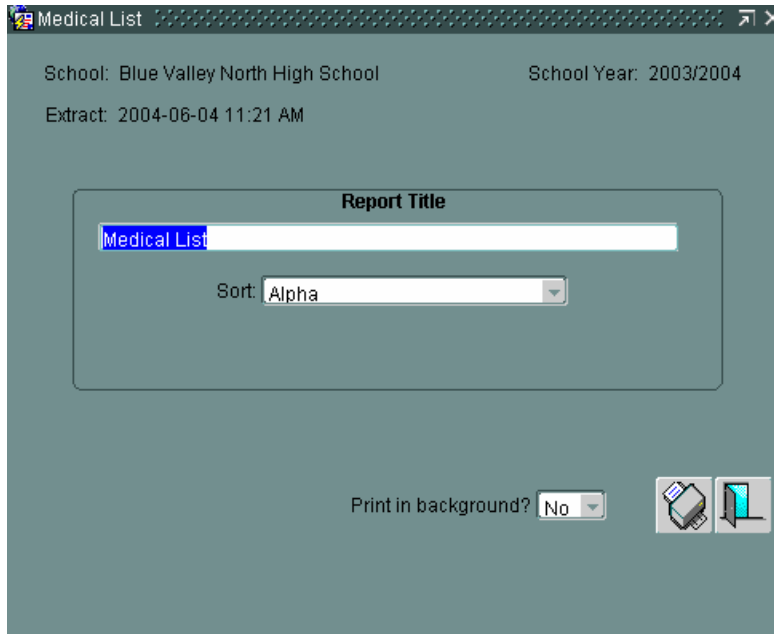
## STU204P.FMX Birthdays

The Birthday List button calls STU204R.REP Birthdays. Select the Sort order for the months you want and enter the date you want the ages calculated on. The report gives you a list of students and their birth dates and ages.

The screenshot shows a software window titled "Birthday List" for Blue Valley North High School. It displays "School Year: 2003/2004" and "Extract: 2004-06-04 11:21 AM". A "Home Room Semester" dropdown is set to "2". The "Report Title" field contains "Birthday List". Below this is a "Sort:" dropdown set to "Home Room". There are two more dropdowns: "Month:" set to "All Months" and "Calculate Age Based On:" set to "04-JUN-2004". At the bottom, there is a "Print in background?" dropdown set to "No" and two printer icons.

## STU230P.FMX Medical List

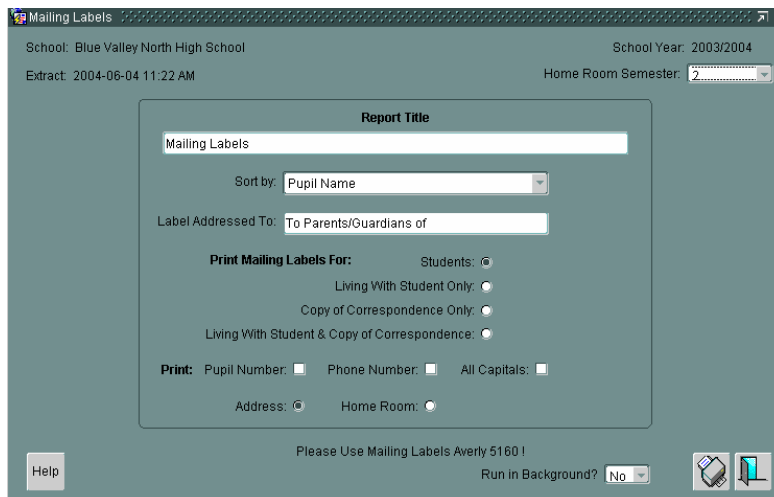
The Medical List button calls STU230R.REP Medical List. Select a Sort order. The report gives you a list of your students and any medical details on them.



The screenshot shows a window titled "Medical List" with a dark green header. Below the header, the following information is displayed: "School: Blue Valley North High School", "School Year: 2003/2004", and "Extract: 2004-06-04 11:21 AM". A central box labeled "Report Title" contains a text field with "Medical List" and a "Sort:" dropdown menu set to "Alpha". At the bottom right, there is a "Print in background?" dropdown set to "No" and two printer icons.

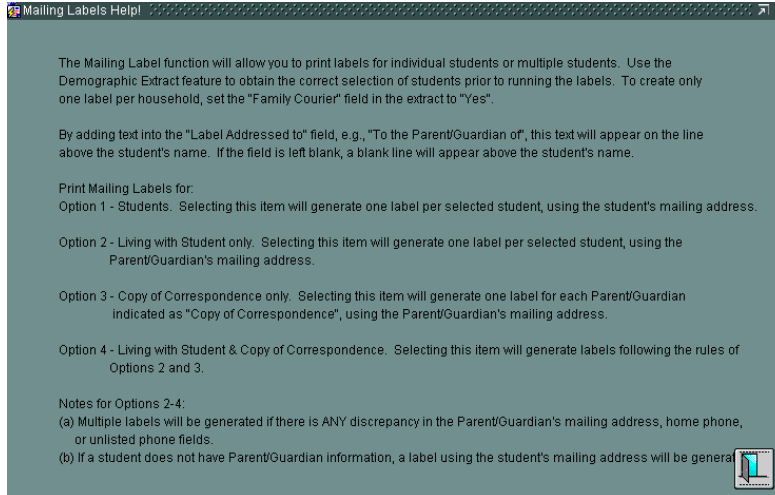
## STU255P.FMX Mailing Labels

The Mailing Labels button calls STU255R.REP Mailing Labels. Select the options to print Mailing Labels.



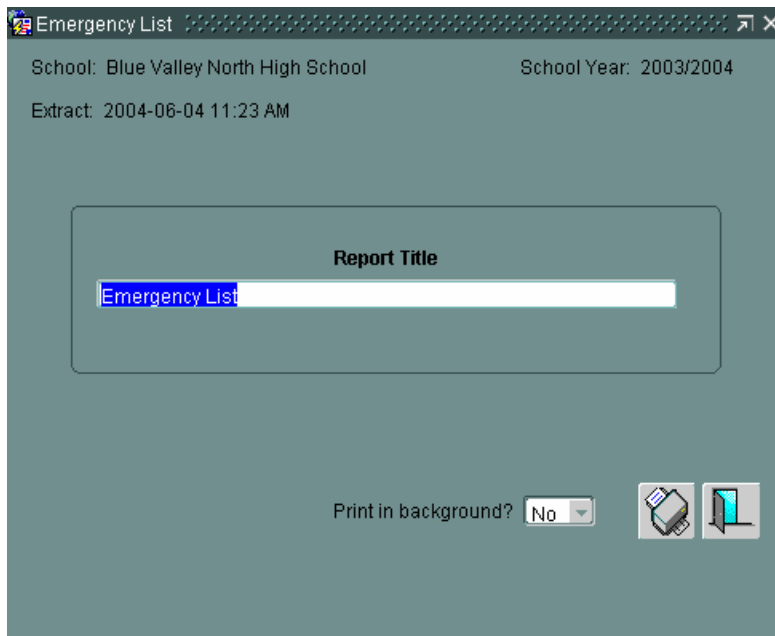
The screenshot shows a window titled "Mailing Labels" with a dark green header. Below the header, the following information is displayed: "School: Blue Valley North High School", "School Year: 2003/2004", "Extract: 2004-06-04 11:22 AM", and "Home Room Semester: 2". A central box labeled "Report Title" contains a text field with "Mailing Labels", a "Sort by:" dropdown menu set to "Pupil Name", and a "Label Addressed To:" text field with "To Parents/Guardians of". Below this, there are radio button options for "Print Mailing Labels For": "Students" (selected), "Living With Student Only", "Copy of Correspondence Only", and "Living With Student & Copy of Correspondence". There are also checkboxes for "Print:" "Pupil Number", "Phone Number", and "All Capitals". At the bottom, there are radio button options for "Address:" "Address" (selected) and "Home Room". A "Help" button is in the bottom left, and a "Run in Background?" dropdown set to "No" and two printer icons are in the bottom right.

## Help Button



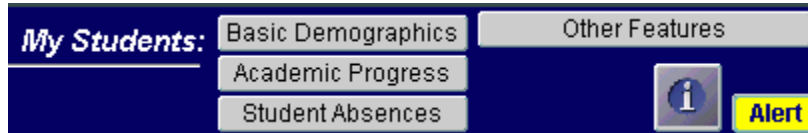
## STU275P.FMX Emergency Information

Emergency List Button Calls STU275P.FMX Emergency Information. This report shows the students and their emergency contacts.



## My Students

You have quick access to a litany of information that can help effectively manage a student's progress in your class and school.



You can access demographic information, performance information on all classes in which the student is enrolled and attendance summary information.

When using these functions, look for filter options that will reclassify the displayed information and facilitate varying perspectives on the data.

### TAW100.FMX Student Demographics

Frequently used and critical information is drawn from numerous screens in eSIS. The information is reorganized and consolidated for quick access through one window with seven tabs or canvases. All canvases are read only except the **Observations** canvas.

#### Demographics Tab

Path: *Basic Demographics* button

Numerous bits of information are available on this screen including age, address, phone, citizenship, counselor, language and siblings in the system.

A screenshot of a web-based form titled "Student Demographics (TA)". The form is divided into several sections. At the top, there is a header with fields for Pupil Number (110278), Legal Last Name (Bombadil), Suffix, Legal First Name (Mayra), Gender (F), Birth Date (20-MAR-1989), Grade (9), and Middle Name (Andrea). Below this is a tabbed interface with tabs for Demographics, Parents / Emergency Contacts, Medical, Schedules, Observations, Teams, and Programs. The "Demographics" tab is active. It contains fields for Adm. Date (20-AUG-2003), Birth Date (20-MAR-1989), Mentor, Gender (F), Grade (9), Counselor (J. Smith(HUN)), Phone ((913) 555-5211), Unlist (checked), Previous School (Leawood Middle School), Mail Address (4244 W 113th Ter, Leawood, KS 66211), Address, Citizenship (United States of America), Ethnicity (Caucas), Citizen Type (American Citizen), Country (United States of Ame), Home Lang (English), Release of Info? (checked), Restriction Type, 1st Lang (English), E-Mail, and Lang. Most Used. At the bottom, there is a "Siblings" section with a table:

Pupil No	Name	Relationship	Age	Gender	Grade	School	Withdrawal Date
102831	King, Jordan	Brother	18	M	12	BVN	

## Parents/Emergency Contacts Tab

Every person available for contact, with respect to this student, is listed here and every possible mode of contact is listed, including Email and Voice Mail, Crucial Custody, Living with and Access information is included at the top of the list.

Student Demographics (TA) Alert

Pupil Number: 110278   Legal Last Name: Bombadil   Suffix:   Legal First Name: Mayra   Gender: F   Birth Date: 20-MAR-1989   Grade: 9   Middle Name: Andrea

Demographics   **Parents / Emergency Contacts**   Medical   Schedules   Observations   Teams   Programs

Custody:   Living With: Both Parents   Court Access:

Name	Relationship	Home Phone	Cellular Phone	Work Phone	Ext.	Voice Mail
Eric57469 Coleman	Father	(913) 555-5211	(913) 555-8265	(913) 555-5757		(913) 555-4000
Language Spoken		Pager #	Fax #	E-Mail Address		
English			(913) 555-5602	Eric57469.Coleman@someplace.com		
William57470 Yang	Mother	(913) 555-5211	(913) 555-8264			(913) 555-4000
Language Spoken		Pager #	Fax #	E-Mail Address		
English				William57470.Yang@someplace.com		
Yesenia5906 Green	Grandmother	(816) 555-3760				
Language Spoken		Pager #	Fax #	E-Mail Address		
English				Yesenia5906.Green@someplace.com		

## Medical Tab

Information regarding medical contacts, insurances and life threatening conditions is conveniently available.

Student Demographics (TA) Alert

Pupil Number: 110278   Legal Last Name: Bombadil   Suffix:   Legal First Name: Mayra   Gender: F   Birth Date: 20-MAR-1989   Grade: 9   Middle Name: Andrea

Demographics   Parents / Emergency Contacts   **Medical**   Schedules   Observations   Teams   Programs

Doctor Name: Dr. Grossman   Phone: (913) 906-0900   Dentist: Dr. Martin   Phone: (913) 491-5044

Health Card No:   Insurance Carrier Name:   Accident Ins?    Preferred Hospital: St. Luke's South

Allergies: Sulfa   Life Threatening: N   Other:

Last Physical Exam: No physical   Date: 14-AUG-2002   Pass/Fail: P   Athletic Status:

## Schedules Tab

This canvas displays current year information about the student including: the **Homeroms** to which the student is attached, the **Special Ed. Requirements** that have been identified for the student with the associated interventions / teachers and the student's Courses schedule.

The display of **Special Ed. Requirements** is a function of the Company File, which is controlled at the District level. Note also, that we can view the student's **Courses** planned for next year by selecting the **Next Year** radio button.

**Student Demographics (TA)**

**Alert**

Pupil Number: 110278    Legal Last Name: Bombadil    Suffix:    Legal First Name: Mayra    Gender: F    Birth Date: 20-MAR-1989    Grade: 9    Middle Name: Andrea

Demographics    Parents / Emergency Contacts    Medical    **Schedules**    Observations    Teams    Programs

**Homeroms**

S

2	HLL - D. Evans(HIJ) 117 (S2 T0)
1	HIL - D. Evans(HIJ) 117 (S1 T0)

**Courses**     Current Year     Next Year

Course	S	T	D	P	Teacher	Room
Dsgn Fund	1	0	0	01	E. Edwards(HOL)	424
~Biology	1	0	0	02	D. Evans(HIJ)	117
~Cont Alg	1	0	0	03	J. Boromir(HAI)	111
StudyHall	1	0	0	04	J. Moore(ROB)	427
~ComArt I	1	0	0	05	J. Griffin(DLT)	344
French 2.5	1	0	0	06	J. Martin(GRA)	217
GenPhysEd	1	0	0	07	R. Lopez(DEL)	Gym2
Wrld Proc	2	0	0	01	K. Rodriguez(CHF)	303
~Biology	2	0	0	02	D. Evans(HIJ)	117
~Cont Alg	2	0	0	03	J. Boromir(HAI)	111
Food Decis	2	0	0	04	S. Perez(DIX)	512
~ComArt I	2	0	0	05	J. Griffin(DLT)	344

## Observations Tab

Teacher observations about performance or behavior can be entered here. Click in the date field to begin. Defaults to current date but can be changed. Any Observation entered can be designated as an **Alert**, a **Follow up** or neither, but not both.

Date	Teacher	Type
03-JUN-2004 13:23:21	K. Rodriguez(CHR)	

### Some items of note include:

- Check the **Shared Access** box to make your observations available to other teachers otherwise they remain private. This keeps Alerts active for you and other Teachers until the teacher who entered the observation enters a Completion Date.
- Check the **Alerts** or **Follow up** box to cause the Observation to populate the Alerts/Follow ups window.
- Use the **Activation** and **Completion Dates** to give the **Alerts** and/or **Follow-ups** a 'shelf-life'.
- If there are **Alerts** or **Follow ups** you are notified on entering Teacher Assistant and you will be reminded every 30 minutes with a pop up until you have dealt with the items as read.
- The print button calls the Observation Report parameter form (TAW930P) and defaults to print the report for the selected student.







## TAW215.FMX Alerts/Follow-Up Observations

Path: *Other Features button > Alerts/Follow Ups button*

Information displayed on this screen was entered in the Observation tab of the Basic Demographic window. Alerts and/or follow-ups for students of this current teacher are displayed for an Activation Date of today and prior. Messages created by the current teacher and those items with shared access are displayed. All data starting with **Type** and moving left is editable by the initiating teacher.

Information beyond the valid date range will drop off the window. Observations without a completion date populate this window perpetually.

Teacher Name  
Edwards, Lisa

**Alerts**

Name	Pupil #	Date	Teacher	Type	Shared Access	Act
Fitzgerald, Ty	9964679	08/10/2003 11:18:41	Rivera, Richard	Incident/Discipline	<input type="checkbox"/>	06
Alison, Greg	9963335	06/11/2003 15:51:18	Dunlop, Reginold	Behavioral	<input checked="" type="checkbox"/>	06
Barkin, Ellen	9962366	06/11/2003 15:53:21	Dunlop, Reginold	Behavioral	<input checked="" type="checkbox"/>	06
					<input type="checkbox"/>	
					<input type="checkbox"/>	

**Follow Up**

Name	Pupil #	Date	Teacher	Type	Shared Access	Act
Alison, Greg	9963335	06/11/2003 15:52:03	Dunlop, Reginold	Academic	<input checked="" type="checkbox"/>	06
Barkin, Ellen	9962366	06/11/2003 15:53:30	Dunlop, Reginold	Academic	<input checked="" type="checkbox"/>	06
					<input type="checkbox"/>	
					<input type="checkbox"/>	

## STU713P.FMX Teacher Letters

Path: *Other Features button > Letters button*

You may want to send a letter to a parent. You have direct access to letters, which have been identified as Teacher letters in the Company File. Calls the STU713 parameter form.

Teacher Letters

School: Lincoln High School School Year: 2003/2004

Extract: 2004-04-28 11:06 AM

Report Title

Teacher Letters

Sort by: Alpha

Letter

Font: Times New Rom... Point: 11 Weight: Medium

Style: Plain Margin: 0.1 Print cover: No

Date format: January 1, 1999

Run in Background? No

## TCH165.FMX Student Break-Out Activities

Path: *Other Features button > Break-out Activities button*

Use this button to access TCH165 to keep track of the time spent by a student on tasks outside of the classroom. This is useful for tracking both the whereabouts of a student and the time spent on various activities.

Student Breakout Activities

LIN LINCOLN HIGH SCHOOL

**Student**

Pupil Number: 9964521    Last Name: Aufiero    Suffix:    First Name: Patricia    Course: BKA2G    Sec: 02

**Break-Out Activities**     Current Course     All Courses

Date	Course Sec	Activity	Location	Time Out	Duration	Time In
07-29-2003	BKA2G 02	Research in Library	Room 210	?	12:00 30	12:30
				?		
				?		
				?		
				?		
				?		
				?		
				?		
				?		
				?		

Total time away from course: 30    Calc

Help    ADD    DEL    [Mouse Cursor]

## TCH165.FMX Student Break-Out Activities

Path: *Other Features button > Athletic Eligibility button*

Students in your current classes who are involved in team sports populate this list. You should visit this window at least weekly (between Thursday and Wednesday) and update their status to fail if necessary. A report can be run at the School Office level.

Athletic Eligibility Checklist  
Lincoln High School

Week of 22/04/2004 - 28/04/2004

Pupil Number	Student Name	Fail
9964521	Aufiero, Patricia	<input type="checkbox"/>
9962664	Bellafonte, Harry	<input type="checkbox"/>
9964745	Cappelletti, Anthony	<input type="checkbox"/>
9962371	Chan, Jackie	<input type="checkbox"/>
9965015	Chisolm, Margaret	<input type="checkbox"/>
9962997	Davis, Geena	<input type="checkbox"/>
9964531	DiMella, Millie	<input type="checkbox"/>
9964984	Goldman, Norman	<input type="checkbox"/>
9965002	Gray, Robin	<input type="checkbox"/>
9962330	Holst, Dana	<input type="checkbox"/>
9964772	Kyle, Jeremy	<input type="checkbox"/>
9962785	McLellan, Patrick	<input type="checkbox"/>
9963064	Monti, Randy	<input type="checkbox"/>
9964780	Nolan, Doug	<input type="checkbox"/>
9962707	Payette, Julie	<input type="checkbox"/>

**Note:** Only students assigned to an active team will appear in this list

## STU175C.FMX Personal Student Notes

Path: *Other Features button > Notes button*

This is a read only list of notes for the selected student. Information populating this screen was entered on STU176, which may be accessed by clicking on either the Detail button or the ADD button.

**Note:** These Notes are accessible to any user who has access to that student's records.

The screenshot shows a software window titled "Notes List". At the top, there are fields for "LIN" (Lincoln High School) and "Homeroom" (No Homeroom). Below this is a form for student information: Pupil Number (9966015), Legal Last Name (Abbotti), Suffix, Preferred First Name (Nancy), Gender (F), Birth Date (13/01/1984), Grade (9), and Middle Name. A yellow "Alert" button is in the top right. The main area is a table with the following columns: Entry Date, Topic, Note Type, Follow Up, Completed, School, Petiti..., and Status. The table contains several rows of notes, including "Testing to see how", "academics", "Backing talking", "smelling terrible in s", "Tardies", and "Sexual Harrassmer". At the bottom, there are buttons for "Detail...", "ADD", "DEL", and a mouse cursor icon.

Entry Date	Topic	Note Type	Follow Up	Completed	School	Petiti...	Status
25/02/2004	Testing to see how	General			LIN	<input type="checkbox"/>	
10/03/2004	academics	Career Plan Review	10/03/2004		LIN	<input type="checkbox"/>	
10/03/2004	Backing talking	Reprimand/Warning			LIN	<input type="checkbox"/>	
10/03/2004	smelling terrible in s	Parent Meeting	10/03/2004		LIN	<input type="checkbox"/>	
10/03/2004	Tardies	Parent Meeting	10/06/2004	10/07/2004	LIN	<input type="checkbox"/>	
10/03/2004	Sexual Harrassmer	Reprimand/Warning	10/05/2004		LIN	<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

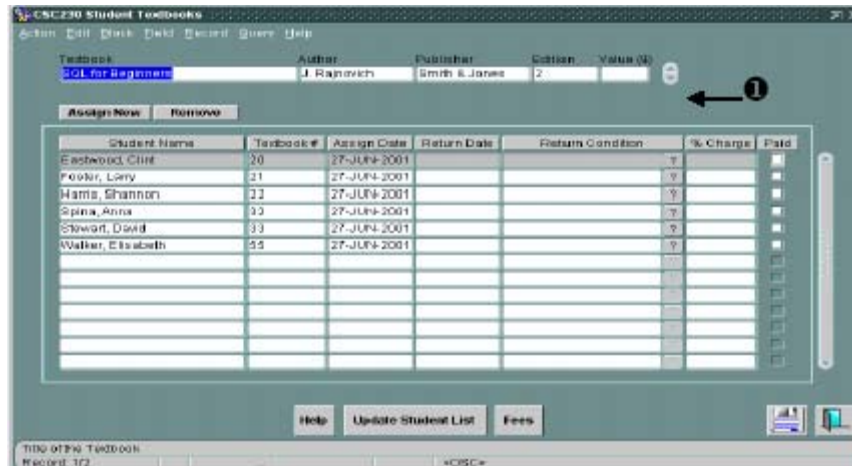
### Some items of note include:

- Notes may be added or deleted by clicking on the appropriate button.
- Select any note from the list and click the detail button to view details of that specific note.
- These notes may be used for any purpose chosen by the school.
- A "follow up" or "call to office" trigger may be added to any note.

## TMW050.FMX Student Textbooks

Path: *Other Features button* > *Student Textbooks etc. button*

This function allows the teacher to maintain a library of relevant textbooks and to administer the lending and recovery of these books.



### Some items of note include:

- When you first enter this screen it will be blank, ensure that the Textbook field is active and query (**F8**) for all textbooks currently assigned to this class if any.
- Use the rollbar 1 to select any of the currently assigned textbooks.
- Students in this class will populate the main canvas indicating status pertaining to textbook.
- To assign a textbook to a student, type in the **Textbook #** and enter a date.
- To assign a new textbook to this class, click the **Assign New** button and select a title from the list that was set up by the district.
- The **Update Student List** will cause the class list to reflect current enrollment in the class.

## STU552.FMX Student Diploma Screen

Path: *Other Features button* > *Student Diploma button*

This screen provides a consolidated view of a student's progress towards identified objectives such as Diploma, Standard Tests, Career Paths, Service Hours, etc. There are several related areas, which may be accessed by using the buttons at the bottom of the window.

The screenshot shows the 'Student Diploma Screen' for a student at West Geauga High School. The student's name is Susie Falter, born 15-MAY-1985, in grade 10. The screen displays a table of requirements for the diploma, with columns for Option, Req'd, Earned, Needed, and Assoc CDP. The 'Total To Date' is 0.000, and 'Eqv. Credits Granted' is also 0.000. On the right, there are fields for Service Learning Hours (100.0), S.S.L. (0.0), and State# (123432123). A 'Ranking School and Date' section shows 'Huron HighSchool' and '05-JAN-2004'. Below this, 'Unweighted Rank' is 327 and 'Weighted Rank' is 172, both out of 474. The 'GPA' is 0.0000. At the bottom, there are buttons for 'Assessment not met.', 'GPA's', 'Subst. Courses', 'Ind Course Plan', 'S.S.L. Detail', 'Middle School C.', and 'Equivalent Credits'.

Option	Req'd	Earned	Needed	Assoc CDP
For Diploma	8.75	0.000	8.750	
Compulsory	3.25	0.000	3.250	
Optional	5.5	0.000	5.500	
english jr	1	0	1	Not Met
French Level I	.5	0	.5	Not Met
English Sr.	.5	0	.5	Not Met
Foreign Language	.5	0	.5	Not Met
Health for Life	A .5	0	.5	Not Met
Physical Education	A .5	0	.5	Not Met
ART for ALL	.5	0	.5	Not Met
Master eSIS	.5	0	.5	Not Met
<b>Total To Date :</b>		<b>0.000</b>		
<b>Eqv. Credits Granted :</b>				

### Some items of note include:

- The values for Custom GPA and Rank are populated based on the last GPA calculation performed that was not an "Official GPA".
- **Diploma Dates** Calls a canvas to capture the following information:
  - Diploma Met (Date)
  - Diploma Issued (Date)
  - Projected Grad Year (Date)
  - Grade 9 Entry Date
  - Date of First Entry to State High School
  - Grade at First Entry to State High School
- **Career Dev. Progress** Calls STU554 Career Development Modeling where progress toward the Intended Career Development Program can be monitored and updated.
- **Assessment not met.** Calls a window, which displays the achievement of Standard Tests requirements for the Diploma. If 'Use Testing Categories' is enabled in SYS050 for a student's Diploma Type, a form "Standardized Testing Requirements" displays from the 'Assessment Met' or

'Assessment Not Met' button. The form shows the Standardized Testing Status and includes:

- The names of the Diploma Categories that were selected on SYS050 Diploma Type Maintenance.
  - The number of Required tests entered on SYS050 Diploma Type Maintenance - Define Test Requirements.
  - The number of tests completed.
  - An override button to override the "Student Selected" Diploma Category. A counselor has authority to override the number of "Student Selected" Completed tests by selecting the Override button. A window opens and the counselor will enter the number of Completed Student Selected tests and a reason for the Override. The User and Date will post automatically. The override is then reflected in the Completed column.
  - A Standard Tests button calls STU057 Student Standardized Testing. 'Student Selected' is included in the Diploma Category list. It is the last item listed and also includes the Required number of tests from the Diploma setup form. If a student has completed more than the required number of tests in any one category, 'Student Selected' tests displays as completed.
  - If "Use Category Testing" is not enabled the original sub-screen of Test Results displays.
- 
- **Career program not met** Displays the current Intended Program, other Career Development Programs Achieved and Career Development Programs Not Achieved.
  - **GPA's** Displays GPA calculated for student other than the "Official GPA" which is displayed in the Ranking area.
  - **Subst. Courses** Lists courses, which are used as substitutes for diploma categories. These substitutions would have taken place in STU544.
  - **Ind Course Plan** Calls STU570, Individual Course Plan to view/edit a plan for the courses a student needs or wants to pursue.
  - **S.S.L. Detail** Calls STU180, (Student) Service Learning Hours Log where SSL may be tracked and attached to specific course.
  - **Middle School C.** Lists high school credits earned while student was attending Middle School.
  - **Equivalent Credits** Calls STU165, which is used to grant credits to a student. It may be because a new student is entering a district or because credit has been earned through extra-curricular work.

- These fields are populated after the "Official GPA" and Ranking report are run. Based on the GPA attained, the student is given a Rank out of the number of students included in the GPA calculation. The 'Unweighted' numbers are based on calculations, which do not include any "extra point scale" whereas the Weighted numbers do include such.

## STU057.FMX Student Standardized Testing

Path: *Other Features button > Standardized Testing button*

Use this window to view Standardized Tests, which have been assigned to a student. This is a read only screen and any activity must be performed via the appropriate button.

- The management of Standard Tests may be viewed as hierarchical. Starting at the top, Test Type may be wide categories such as National Tests, State Tests, or District Tests. Test Name is a subset of Test Type and may be categories such as Gr. 9 Math, Gr.9 English, Literacy Tests, etc. Next we have Sub Test Name, which is a subset of Test Name and is the actual testing instrument. All three must exist and are setup at the district level.
- **Score** Calls a sub-window, Student Sub Test Score, where marks for the selected test may be entered.
- **Question History** Calls STU645 where test questions may be loaded (if available) and scored.

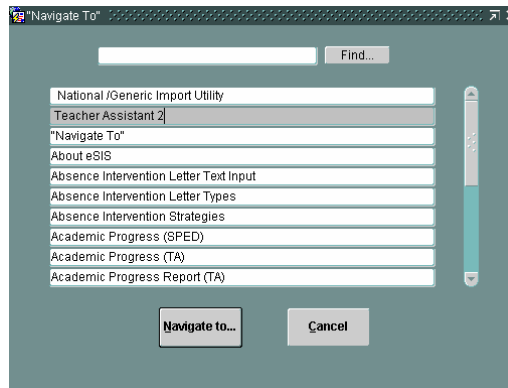


# Appendices

## Appendix A - Navigation

If your login does not take you directly to *Teacher Assistant*, then you will be at the **eSIS Start** screen.

1. Click the Navigate button  to call the Navigate to list box shown below.



2. Select Teacher Assistant 2 and click the Navigate to... button.
3. You are now at the screen where a date can be selected. Change if necessary and click OK.
4. You may have to scroll and select your school district. Instead of scrolling, DO NOT click anywhere. Just begin typing the first few letters of your school district. Click OK.
5. You are now at the teacher selection screen. Find your name and click OK.
6. You are now at the Teacher Assistant Start Screen.

## Appendix B - TA School Setup

### Teacher Overrides

The Report Cycle Weights and the School Mark Scale overrides shown below provide the school with control of weights and marks in Teacher Assistant.

Path: *School Menu > School Information > School Details (Current School Year Canvas)*

Current School Year - West Geauga High School

Current School Year

Year: 1999 Semestered?  Number of Semesters: 2 Number of Terms: 4 Number of Days: 5 Max # Periods: 14 Use Lunch:  Number of Tumble Patterns: 18

\*\*\*\*TUMBLE PATTERNS\*\*\*\*

D1	D2	D3	D4	D5	D6	D7	D8	D9	PeriodLength	Lunch Periods	
1	10	3	1	10	4	1	10	1	1	50	6
2	9	2	2	9	2	2	9	2	2	50	
3	8	3	3	8	3	3	8	3	3	50	
4	7	4	4	7	1	4	7	4	4	50	
5	6	5	5	6	5	5	6	5	5	50	
6	5	6	6	5	6	6	5	6	6	50	
7	4	7	7	1	7	7	1	7	7	50	
8	3	8	8	2	8	8	2	8	8	50	
9	2	9	9	3	9	9	3	9	9	50	
10	1	10	10	4	10	10	4	10	10	50	

Travel Time: 10 Avg Period Length: 50 Re-Calc

Total School Minutes/Override: 700

Course for Extra-minutes: ENG121

Course Extra-minutes: 20

Locker Validation:  In the Sept. Reports File Transfer?:

Use Standard Reporting Days:  Can Teachers Override Report Cycle Weights:

Can Teachers Override Schools Mark Scale:

GPA Calculation: Regular Ranking Method: Course

For Homerooms use:  Semester  Semester/Term

- Override the weights setup for Reporting Periods by the School in SCH100.
- Override the Mark Scale set up by the School in SCH160 and to create a custom Mark Scale. This means that each teach may be able to set up their own Mark Scale.

## TAW110.FMX TA Configuration

Path: *Administration > Navigation Maintenance > Teacher Assistant Configuration File*

Use this window to customize the terminology used in Teacher Assistant and to turn on/off the three listed tabs on the Demographics window of TA.

Teacher Assistant Configuration

Teacher Assistant Configuration

Mark Display Name

Assessment Display Name

Category Display Name

Show Fee/Assistance Tab

Show Teams Tab

Show Programs Tab

Sec Progress Report

Elem Progress Report

Middle/Sen. Elem Progress Report

- The Mark Display Name, for example, can potentially be **Mark, Grade, Points** or something else. This Label will become the header for the Mark columns in various locations in the GradeBook.
- Similarly, the Assessment Display Name and the Category Display Name may be customized. The label entered is displayed wherever the label Assessment or Category would normally be displayed such as the Preferences area.
- The three checkboxes, when enabled, causes the corresponding Tabs and the relevant information to be displayed on the Demographics window of Teacher Assistant.
- Enter the form number for the Secondary Progress Report, Elementary Progress Report and Middle/Senior Progress Report cards.



A Final Grade is calculated for a Final Reporting period that is a calculated Reporting Period. This mark is posted to the Final column of SCH140.

## Scenario 2: Company File Reporting Options = 1

Reporting Periods may be set up as follows:

1. Quarter 1
2. Quarter 2(set as CALCULATED and FINAL REPORTING PERIOD)
3. In Mark Summary – the dropdown items for Reporting Terms would be Quarter 1 and Quarter 2.

In this Scenario, if an Exam mark is required for reporting to SCH140, then a Reporting Period called Exam should be setup and posted. Note that posting of this 'manual' exam mark will not automatically occur with the Quarter 2 posting as had occurred in Scenario 1. Guide vi

## Appendix D - Assessment Weighting and Mark Calculation

Let's start out by saying that there is no way to do this incorrectly. A teacher will select one of two equations available for mark calculation in the New Teacher Assistant. This selection is made in the Preferences area of Setup Options. Though this choice is available, you may have business rules restricting you to one. The selection is locked-in as soon the teacher attaches the first Assessment to a Prep.

Teacher Assistant uses the combination of Score Max and Weight and your choice of formula to calculate marks within any of the groups listed in the sidebar. These groups form a hierarchy with marks being calculated at the lower level and fed up to the next higher level. The Max Score for Assessment Types, Categories and Report Cycles is set at 100 whereas that of Assessments varies as set by the teacher.

We need to design an assessment strategy within this hierarchy. As teachers we know exactly what this means...we do it all the time. We allocate a part of the Final Mark to each Report Cycle and within each Report Cycle we allocate marks to each Area of Study/Strand/Category and within each Category we allocate marks to each Type of assessment and finally to the individual assessment instruments planned.

The first equation is described as Percentages (Eq1). It is so named because each mark in a group is converted to a percentage and then each weight is applied to it as a percentage of total weight.

$$\left[ \sum \left[ \frac{\text{MARK EARNED}}{\text{MAXSCORE}} \times \frac{\text{WEIGHT}}{\text{TOTAL WEIGHT}} \right] * 100 \right] + \text{Extra Credit}$$

To get a 'feel' for how the above equation works consider the following:

- This is probably the more traditional approach to mark calculation.
- The Max Score has no effect on the relative 'value' of the mark so 40/50 means exactly the same as 80/100.
- If we wanted to make 80/100 of more relative 'valuable' then we must assign a higher weight to this assessment.
- So weighting is instrumental in ascribing relative value to an assessment.


The second equation is described as Total Points (Eq2). The focus here is on the actual Marks. Weight is applied directly to the Mark Earned and also to the Max Score and then this is converted to a percentage.

$$\left[ \frac{\sum (\text{MARK EARNED} \times \text{ASSMT. WEIGHT})}{\sum (\text{ASSMT. MAXSCORE} \times \text{ASSMT. WEIGHT})} * 100 \right] + \text{Extra Credit}$$

Consider the following about the above equation:

- The Max Score can be used to ascribe relative 'value' to an assignment.
- The actual value of the Mark Earned and the Max Score impacts the calculation.
- Assessments with higher Max Scores have a greater impact on the calculation.

Let's now take a detailed look at the calculation of marks for an Assessment Type called Assignment with 3 assessment instruments as shown below.



Assessment	Weight	Student Mark	Max Score
Assign 1	0.2	30	50
Assign 2	0.5	15	20
Assign 3	0.4	25	60
<b>Total Weight</b>	<b>1.1</b>		

**Percentages (Eq1):** Using the above numbers and the formula below, the calculation is as follows:

$$\left[ \sum \left[ \frac{\text{MARK EARNED}}{\text{MAXSCORE}} \times \frac{\text{WEIGHT}}{\text{TOTAL WEIGHT}} \right] * 100 \right] + \text{Extra Credit}$$

Assignments = [(value of Assign 1 + value Assign 2 + value of Assign 3)]\*100 = {[(30/50) \* (0.2/1.1)] + [(15/20) \* (0.5/1.1)] + [(25/60) \* (0.4/1.1)]}\*100 = 0.11 + 0.34 + 0.15 = 0.60 .... If no **extra credits**, then 0.60 x 100 = 60 marks is accumulated for Assignment.

**Total Marks (Eq2):** Using the same numbers above and the formula below, the calculation is as follows:

$$\left[ \frac{\sum (\text{MARK EARNED} \times \text{ASSMT. WEIGHT})}{\sum (\text{ASSMT. MAXSCORE} \times \text{ASSMT. WEIGHT})} * 100 \right] + \text{Extra Credit}$$

Assignments = {(Weighted value of Earned Marks for Assign 1 + Weighted value of Earned Marks for Assign 2 + Weighted value of Earned Marks for of Assign 3) / [(Weighted value of Score Max for Assign 1 + Weighted value of Score Max for Assign 2 + Weighted value of Score Max for of Assign )]}\*100 = {[(30 \* 0.2) + (15 \* 0.5) + (25 \* 0.4)] / [(50 \* 0.2) + (20 \* 0.5) + (60 \* 0.4)]}\*100 = [6 + 7.5 + 10] / [10 + 10 + 24] = 23.5/44 = 0.53409 .... If no extra credits, then 0.53409 x 100 = 53.5 marks are accumulated for Assignment.

For Assessments that do not use Numeric Marks a numeric equivalent is assigned based on the following:

- Alpha Mark- SCH160 Mark Scale Entry or the Teacher's Custom Mark Scale is used to obtain a numeric equivalent.
- Complete/Incomplete and Pass/Fail – Both these Score Types use a Pass Value and a Fail value, which must be set when the assessment is created. (see sidebar)

Score Type*	Completed/Inco...
Score Max*	50
Weight*	1
Pass Value	40
Fail	20

## Appendix E - Programs in Teacher Assistant

Program Name	Version	Screen Name
ATT010	4.0.06	Period /Daily ATT.- Attendance Day Entry.
ATT030	4.0.05	Daily Attendance - Team/Group Entry
ATT100R	4.0.07	Period Attendance Mass Entry Screen
ATT105	4.0.27	Period ATT.-Class Entry
ATT140	4.0.10	Period Attendance – Team/Group Entry
ATT571R	4.0.18	Attendance Summary
SCH092R	4.0.02	Team List
SCH138	4.0.08	Mark Entry
SCH139	4.0.08	Mark Entry
SCH140	4.0.33	Mark Entry
SISLOCK	4.0.00	Password Lock
STU057	4.0.16	Standardized Testing
STU165		Equivalent Credits
STU175	4.0.11	Notes List
STU180		Service Learning Hours
STU204P	4.0.05	Birthday List
STU204R	4.0.04	Birthday List
STU219P/R	4.0.00	Emergency Information
STU230P	4.0.05	Medical List
STU230AR	4.0.07	Medical List
STU255P	4.0.08	Mailing Labels
STU255R	4.0.04	Mailing Labels
STU275P/R	4.0.29	Emergency List
STU476R	4.0.04	Student Timetables
STU552	4.0.29	Student Diploma
STU552P/R		Student Diploma Report
STU570		Individual Course Plan
STU713P	4.0.03	Teacher Letters
TAW010	4.0.04	Student Hot Print
TAW020	4.0.11	Class Hot Print
TAW030	4.0.01	Send Messages
TAW040	4.0.00	Read Messages
TAW050	4.0.00	TA Mark Summary
TAW060	4.0.00	Enter Marks/Comments
TAW065	4.0.00	Comment Entry Screen
TAW070	4.0.00	TA Add Assessments
TAW075	4.0.00	All Assessments
TAW080	4.0.00	Condensed Grade Entry
TAW090	4.0.00	Mark Summary Full Screen
TAW100	4.0.24	Student Demographics
TAW105	4.0.00	Observation History
TAW110	r.0.00	TA Configuration
TAW150	4.0.07	Student Absences
TAW200		Gradebook (TA)

TAW205 Mark Summary Full View (TA)  
TAW210 Master Assessment Types  
TAW215 4.0.05 Alerts/Follow-Up Observations  
TAW215R 4.0.03 Teacher Follow-Up Report.  
TAW217R 4.0.04 Class Record Report  
TAW217RB 4.0.03 Home Room Record Report  
TAW220 4.0.03 Athletic Eligibility  
TAW220P Athletic Ineligibility Report - Weekly  
TAW220R Weekly Athletic Ineligibility Report  
TAW250 4.0.10 Assessment Screen  
TAW255 4.0.00 Assessment History Screen  
TAW405R 4.0.06 Class List  
TAW405RB 4.0.03 Homeroom List  
TAW800 4.0.18 Preferences  
TAW900 4.0.17 Attendance by Photo  
TAW905 4.0.15 Seating Plan  
TAW905R 4.0.14 Seating Plan Report  
TAW906 4.0.09 Attendance Summary  
TAW906R 4.0.09 Attendance Summary Report (Period)  
TAW907R 4.0.01 Attendance Summary Report (Daily)  
TAW910P Academic Progress  
TAW910R Academic Progress  
TAW910RP 4.0.00 Progress Report Portrait  
TAW915R 4.0.08 Mark Summary Report  
TAW920R 4.0.04 Mark Entry Report  
TAW925P 4.0.02 Missing Assignment Report  
TAW925R 4.0.04 Missing Assignment Report  
TAW930P 4.0.02 Observation Report  
TAW930R 4.0.02 Observation Report  
TAW935P 4.0.00 Failures  
TAW935R 4.0.00 Failures Report  
TAW940P Progress Report  
TAW940R 4.0.00 Progress  
TAW945P 4.0.00 Student Failing Report Cycle  
TAW945R Student Failing Report Cycle Report  
TAWSTART 4.0.24 Teacher Assistant 2  
TCH165 4.0.08 Break Out Activities  
TMW050 4.0.00 Student Textbooks  
USR010 4.0.03 Oracle Change Password

Note: Three on the TA Configuration screen control, which Progress Report is generated for a school. LEAs have two choices, the Elementary Progress Report (TAW940P) and the Secondary Progress Report (TAW910P). One of the two program names must be entered for all three school levels. It is recommended that high schools use TAW940P and elementary schools use TAW910P. For middle schools, if students are taught by multiple teachers use TAW910P. If

students stay with one teacher throughout the day, use TAW940P. The difference between the two reports is that the Elementary version prints multiple course sections per page, when the courses are taught by the same teacher. The Secondary version prints one page per course section. There is no restriction on using the elementary report in a high school or vice versa. The decision is left up to district preference. Note: If the fields are left blank, teachers will be unable to run progress reports.

## Appendix F - Substitute Teacher Setup

A user at the appropriate functional position will setup and manage the Substitute Teacher functionality.

Note that while the results of the substitute teacher setup manifest itself in the Teacher Assistant, the primary setup and administration is performed through the **School/School Information/Substitute Teacher** menu found on the eSIS Start Screen.

The discussion that follows is a cursory exploration of how the setup affects the functionality of Teacher Assistant. When a 'Sub' logs in to eSIS s/he will be taken to Teacher Assistant based on the conditions exercised on the following screen.

The screenshot shows the 'Substitute Teacher Security Detail' form. The form is organized into several sections:

- Personal Information:** Teacher Id (105), Name First (Tara), Last (Reid), Birthdate (25-SEP-1971), Gender (Female), Ethnicity (Not Applicable), Employee #, SSN (254-12-5698), Address (1285 Summerhill Lane, Bend La Pine, Ohio), State Id (12547).
- Contact Details:** Phone #, Voice Mail #, Work #, Cell Phone #, Pager #, E-Mail, E-Mail Password.
- User Details:** User Name (TREID), User ID (TAR), User Password (TREID), Retain checkbox.
- Assignments:** Start Date (02-SEP-1999), End Date (02-AUG-2003), Time (08:00 to 16:30), School (Blue Mountain High School), Sub For Teacher Id (Mariah Carey).
- Teacher Assistant Options:** Grade Book, Attendance, Reports, Demo & Observations, Alerts/Follow-up Observations, Academic Progress.

At the bottom of the form, there are buttons for 'Add Assign', 'Delete Assign', 'ADD', and 'DEL'.

### Some items of note include:

- You may ADD/DEL 'Subs' and assignments. 'Subs' can have ongoing relationships with a school.
- Once in the system, a substitute can be given different assignments.
- Each assignment has a specific date range. A 'Sub' will be prohibited from entering eSIS if the system date is beyond the range.
- Each assignment is associated with a specific teacher who is absent. Based on the requirements of the assignment, varying combinations of access to Teacher Assistant functions can be granted.
- An absent teacher may want the substitute to enter grades in which case the substitute must have access to the GradeBook.

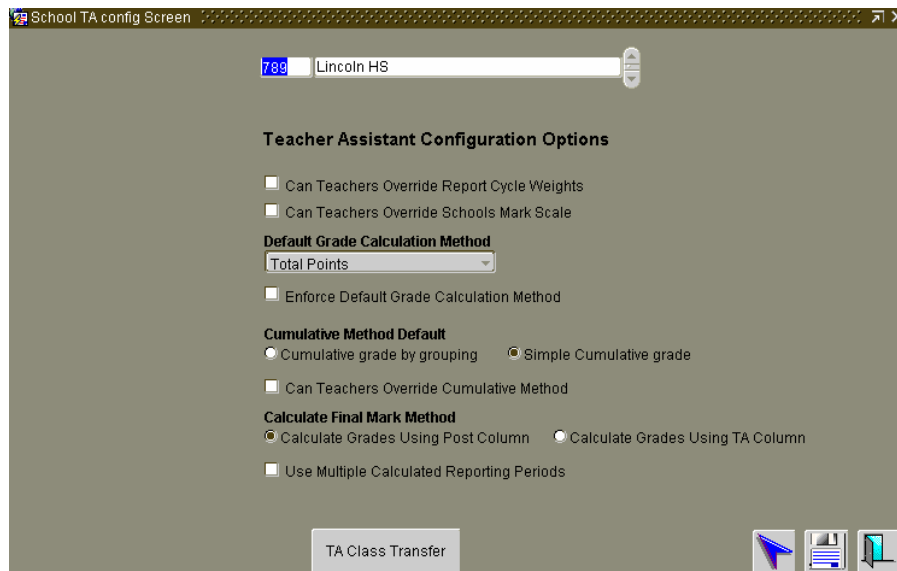
- Or it may be a school policy that substitute teachers never see students' grades in which case the GradeBook and Academic Progress buttons will not be available in the Teacher Assistant.
- When a 'Sub' logs in s/he is taken to the classes of the teacher for whom s/he is 'sub-ing'.
- Functions available to a sub are based on the Default role established by the District on SCH263 and the option applied above.

## Appendix G – Establish Teacher Assistant Configuration Options

### SCH186.FMX School TA Config Screen

Use this form to establish:  
Teacher Override Options  
Default Grade Calculation methods

Select the TA Class Transfer button to



The screenshot shows a web browser window titled "School TA config Screen" for Lincoln HS. The page contains several configuration sections:

- Teacher Assistant Configuration Options:**
  - Can Teachers Override Report Cycle Weights
  - Can Teachers Override Schools Mark Scale
- Default Grade Calculation Method:**
  - Dropdown menu: Total Points
  - Enforce Default Grade Calculation Method
- Cumulative Method Default:**
  - Cumulative grade by grouping
  - Simple Cumulative grade
  - Can Teachers Override Cumulative Method
- Calculate Final Mark Method:**
  - Calculate Grades Using Post Column
  - Calculate Grades Using TA Column
  - Use Multiple Calculated Reporting Periods

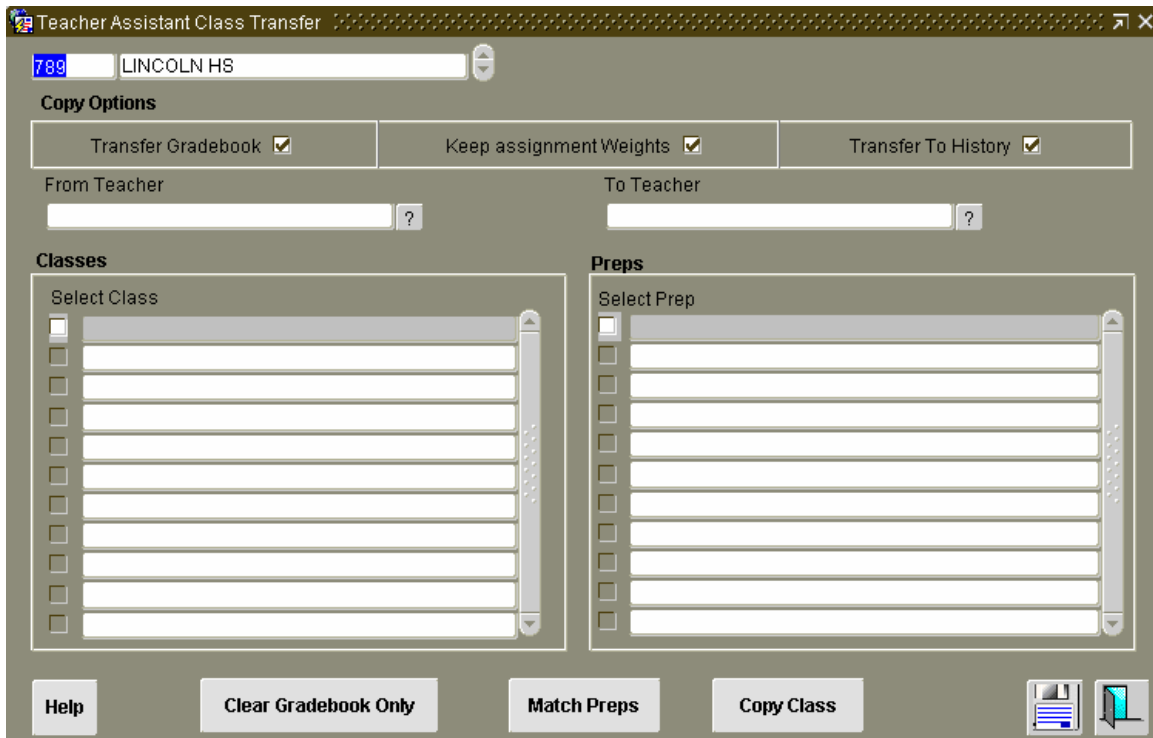
At the bottom of the screen, there is a button labeled "TA Class Transfer" and three small icons (a mouse cursor, a printer, and a refresh icon).

### TAW120.FMX Teacher Assistant Class Transfer

Path: *School > School Details > More Info > School TA Configuration > Class Transfer button*

Use this screen to transfer class preps and/or gradebooks, including assignment grades and assignment and posted teacher comments, from one teacher to another within TA. It can also be used to delete gradebook detail for a class.





“**Clear Gradebook Only**” button - this will remove all Assignments and grades within the gradebook for all students attached to the selected class of the teacher displayed in the “From Teacher” field. *The Prep will remain untouched*, however **all** assignments will be deleted. In this scenario, a “To Teacher” would not be required.

“**Transfer Gradebook**” - if this is checked on, all Assignments and student grades will transfer. If this is not turned on, only the prep will transfer.

“**Keep Assignment Weights**” - transfers Assignment Weights to a new teacher. **Note:** The “To Teacher” will need to have Assignment Weights turned on to see the transfer of the Assignment Weights.

“**Transfer to History**” - transfers assignment detail to the student’s record (TAW255). This option is available **only** for the “Clear Gradebook Only” selection.

**NOTE:** When transferring gradebook detail, if there are any Posted grades, they will remain untouched. If the teacher wishes to update the Posted grades with their Prep, the teacher must repost the reporting term(s). If the teacher *does not repost*, the average displayed in gradebook may differ significantly to what has been posted. This is due to differing weights between teachers.



