



SpSIS Update – February 8, 2010

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1. Emergency cards – Mass Print

You can now mass print emergency cards by teacher roster. Under the Teacher Pages tab, click on Student Roster. Enter a check in the “Check All” box at the bottom left of the list. Then click the “Print Emergency Cards for Selected” button.

2. Dashboard – staff association

This section of the dashboard has been updated. The student enrollment is now at the top right. Next will be the staff association.

The staff association section of the student dashboard was specifically built to show the staff/student link with ReportWriter – our independent study tool for individualizing student instruction. You could use this association for classroom-based or modified independent study associations but it didn't have the benefits of the link with ReportWriter and would have to be updated each year for each individual student as they moved to a new class. You now have the ability to show a staff association with a learning center instructor. This association is easily made by choosing the learning center class that might be considered the "Homeroom" class or the "Attendance" class settings in learning centers.

On the bottom right corner of the learning center class/edit page, check the Home Room Class button.


| | | | |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| School Year | 2009 - 2010 | Multi Teacher Status * | Not Multi-Teacher |
| State Transcript Code? | --- CHOOSE --- <input checked="" type="checkbox"/> Exclude this class from being reported to the state | | |
| NCLB Academic Core Course? | -- No -- | | |
| ReportWriter Core? | <input type="checkbox"/> | Emerg. Contact Info Req. | <input checked="" type="checkbox"/> |
| Shown on Learning Records | <input checked="" type="checkbox"/> | Permission Slip Req. | <input checked="" type="checkbox"/> |
| Satisfies A-G Requirement? | <input type="checkbox"/> | AP Course? | <input type="checkbox"/> |
| Satisfies UC Requirement? | -- None -- | IB Course? | <input type="checkbox"/> |
| Online, Televised class, Community College | <input type="checkbox"/> (not enrichment) | Home Room Class | <input checked="" type="checkbox"/> |
| First Class Date * | 08/03/2009 | Last Class Date * | 05/28/2010 |

The student dashboard will show the enrollment/association with the instructor of the class.

Search | List | Registration | Enrollment | Staff Assoc | Discipline | Classes | MAs | Med | Accom | Transcripts | Cume | Dashboard

Student Dashboard Printable

Student Information Edit pg. 1 | pg. 2



Name: Bristol, Lawrence
Grd 2 Gender M Local ID 78467
SID
Birthdate 08/03/1996
Home Phone
Student Cell
Student E-mail

Physical Address 908 Appleton Lane Folsom, CA 96531
Mailing Address 908 Appleton Lane Folsom, CA 96531

Parents / Guardian
Name Relationship E-mail
No parent or guardian records entered

Student Home Room

| Class | Staff Member | Start | Finish |
|--------------------------------------------|-----------------------------|----------|----------|
| Attendance - Mrs. Breneman | Breneman, K | 08/03/09 | 05/28/10 |

Student Enrollment History Edit

| Track | Start | Finish | Grd | Att | Program | Grad Reqs |
|-------|------------|---------|-----|-----|-----------------|-------------------------------|
| A | 08/03/2009 | present | 2 | CB | Classroom Based | Elementary: General Education |

Independent Study Teacher Edit

| Staff Member | Start | Finish |
|--------------------------------------------|-------|--------|
| File Migration: Has no RW file associated. | | |

If the student is enrolled in ReportWriter the dashboard will show a link with the Independent Study Teacher.

Site Home | Administration | Classes | Teacher Pages | Parents - Students | Help | Logout

Student Dashboard

Printable

Student Information Edit pg. 1 pg. 2

Name: Goldsmith, Larry
Grd 9 Gender M Local ID 78379
SSID
Birthdate 06/11/1999
Home Phone (111) 111-1111
Student Cell (222) 222-2222
Student E-mail Gold@nowusa.net

Physical Address **Mailing Address**
 10 East Wick St.
 San Diego, CA 98765

Parents / Guardian
Name **Relationship** **E-mail**
 No parent or guardian records entered

Student Enrollment History Edit

| Track | Start | Finish | GrdAtt | Program | Grad Reqs |
|-------|------------|------------|--------|----------------------|----------------------------------------|
| A | 08/06/2009 | present | 9 | IS Independent Study | High School: General Education 2011/12 |
| A | 07/31/2009 | 08/05/2009 | 9 | IS Independent Study | High School: General Education |

Independent Study Teacher Edit

| Staff Member | Start | Finish |
|-----------------|------------|------------|
| Garrity, Jay | 08/06/2009 | present |
| McCarthy, Shawn | 07/31/2009 | 08/05/2009 |

File Migration: Migrated, currently with Garrity, Jay;
 ReportWriter file is called: Goldsmith, Larry UnMigrate

Recent Synchron Activity (7-14 days) Show Synchron History

3. Student Class Schedule

Printed Class Schedule from Student Dashboard now shows only classes student is enrolled in as of **today**, rather than during the year.

4. Migrant Education ID Number

In pg. 2 of student registration, a field for entering the Migrant Education ID number for students is now available.

5. Lock Attendance claims

You can now set a lockout time in attendance. Teachers will not be able to change their attendance after a set number of minutes in the system. If you require teachers to take attendance within the first 15 minutes of class, you can enter a 15 in the box and the attendance will be locked after that amount of time. The 15 minutes will start after the start time of the class. So if the class starts at 8:00 a.m., attendance will lock at 8:15 a.m. If the next class starts at 8:55 a.m., that class attendance will be locked at 9:10 a.m.

The lock is set in Policies. Go to *administration>Settings>Policies*

Attendance Policies

Learning Center classes may be set up as either Attendance by Day, or Attendance by Learning Period. If the attendance is set up to be taken By Day, then you may choose a time for the attendance claim forms to become locked out. This is the number of minutes since class start. For example, if 'Algebra 1B' starts at 10:00am and this lockout time is set to '20', then attendance for 'Algebra 1B' can not be claimed after 10:20am. Leaving this blank or setting it to 0 will disable this option, allowing teachers to claim attendance any time.

Learning Center attendance claim lockout time (in minutes)?

6. Find a Class

When searching for a class, go to the Learning Center tab > Find Class

Site Home | Administration | **Learning Center** | Teacher Pages | Parents - Students | Help | Logout

SchoolPathways SIS

SimpleSearch: Student (enter search text)

Find Class

Type in some information you know about the class such as Algebra 1 – then click SEARCH

Find a Class in any 'Classes'

Class Name Class ID Subject code

Instructor Last Instructor First

Fill in as many fields as you like. Partial matches OK. Case is not sensitive, and specifying more information will refine your results.

You will get a list of classes that match your search criteria. If you click on the Inst area, the class will be highlighted in yellow to point it out quickly. The highlight will go away when you leave the page.

Find a Class in any 'Classes'

Class Name Class ID Subject code

Instructor Last Instructor First

Fill in as many fields as you like. Partial matches OK. Case is not sensitive, and specifying more information will refine your results.

| Class Name | 'Classes' | Instructor | Edit | Req | Inst |
|----------------------------------------|------------------------------|-------------------------------------|----------------------|---------------------|----------------------|
| Algebra 1 (2430:01) | Milestone IS | Brenneman, Kathleen | Edit | Req | Inst |
| Algebra 1 (2430:02) | Milestone IS | Brenneman, Kathleen | Edit | Req | Inst |
| Algebra 1 (2430:02-MS) | Milestone IS | Brenneman, Kathleen | Edit | Req | Inst |
| Algebra 1 (2430:01-S) | Milestone IS | Brenneman, Kathleen | Edit | Req | Inst |
| Algebra 1 (2430:02-S) | Milestone IS | Brenneman, Kathleen | Edit | Req | Inst |

[Refresher Math \(2400:01-S\)](#) (Edit)

Schedule: MR 2:00-2:55

Curriculum: [Refresher Math Skills](#)

Curriculum: [Probability Tic Tac Toe](#)

Gradebook(s) [Semester 2](#)

Gradebook(s) [Semester 2](#)

Show on MA Roster Assign/Attn AWR Eval Progress Rep Crd Reports

[Algebra 1 \(2430:01\)](#) (Edit)

Schedule: MWR 2:00-3:10

Curriculum: [Algebra - 1](#)

Gradebook(s) [Semester 1](#) [Semester 2](#)

Show on MA Roster Assign/Attn AWR Eval Progress Rep Crd Reports

[Algebra 1 \(2430:01-S\)](#) (Edit)

Schedule: MWR 2:00-3:10

Show on MA Roster Assign/Attn AWR Eval Progress Rep Crd Reports

7. Updates to learning center class/edit page

Some additional updates to the page are:

a. NCLB Academic Core Course: Check No, Elementary, or Secondary so the class is reported correctly to the state.

NCLB Core Academic Course: NCLB defines core academic subjects as English, reading, language arts, mathematics, science, civics and government, economics, arts, foreign languages, history, and geography, and self-contained multiple-subject elementary classrooms in which students receive instruction in core academic subjects. This definition also applies to charter schools. (2008 CBEDS Administrative Manual)

b. ReportWriter Core? If the RW teacher is the Highly Qualified teacher for NCLB, check this box. We think this better describes what you are doing when a ReportWriter teacher gets control of this course for HQ reporting to the State.

ReportWriter Core: If checked, the teacher that will be counted for HQT status of the class is the Instructor listed in the LC Class. If NOT checked, the assigned staff of all students in the LC Class is counted for the HQT status.

c. Show on Learning Records: Do you want this course to show on the student’s learning records in ReportWriter? Click here.

d. Online, Televised class, Community College: signifies if the teacher of the class is from another source than your school staff.

e. AP Course: If this is checked it not only reports the course as AP to the State but also can affect the GPA calculation for the grade students receive in this class. If set, an AP course can receive extra weight when calculating a GPA.

f. IB Course: If this is checked it not only reports the course as AP to the State but also can affect the GPA calculation for the grade students receive in this class. If set, an AP course can receive extra weight when calculating a GPA.

g. Home Room Class: show this class instructor on the student dashboard as the staff association. For more on this, see #2 above.

| | | | |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------|
| School Year | 2009 - 2010 | Multi Teacher Status * | Not Multi-Teacher ▾ |
| State Transcript Code: | 2403: Beginning algebra/algebra I (one year course) ▾ <input type="checkbox"/> Exclude this class from being reported to the state | | |
| NCLB Academic Core Course: | Secondary ▾ | | |
| ReportWriter Core? | <input checked="" type="checkbox"/> ? | Emerg. Contact Info Req. | <input checked="" type="checkbox"/> ? |
| Shown on Learning Records | <input checked="" type="checkbox"/> ? | Permission Slip Req. | <input checked="" type="checkbox"/> ? |
| Satisfies A-G Requirement: | <input type="checkbox"/> ? | AP Course: | <input type="checkbox"/> ? |
| Satisfies UC Requirement: | -- None -- ▾ | IB Course: | <input type="checkbox"/> ? |
| Online, Televised class, Community College | <input type="checkbox"/> (not enrichment) | Home Room Class | <input checked="" type="checkbox"/> |
| First Class Date * | 01/04/2010 <input type="text"/> MM/DD/YYYY | Last Class Date * | 05/28/2010 <input type="text"/> MM/DD/YYYY |

8. Learning Center Report Cards

A. When teachers are completing report cards in learning centers, if a student is no longer enrolled in the class, the student name will be highlighted gray and the hide box will be auto-checked so the class does not show on the printed report card. Teachers can un-check this hide button if they wish the class to appear on the report card.

B. Teachers can now click the “Set Credits Earned” button at the bottom of the page to auto fill all credits earned with what was attempted.

C. The Alt Info column is for an effort mark – if your school has this set. Setting are under the Administration>Settings>Transcripts/Report Cards area. See the gray tabs across that page for choices. More information on Report Card settings will be available in a new manual.

D. Schools can pre-set their comments to use on printed Report Cards. See the new Report card settings area in Administration>Settings>Transcripts/Report Cards area.

9. New Reporting Period Names

'Progress Report 1-6' are now available as terms for select schools. If you use the term Progress Report at your school, call us. We'll set this up for you.

10. Hyperlinks in the student Portal

You can now enter a hyperlink (web address to a site) in your class assignments and the link will show in the student portal as a blue hyperlink. The student is able to click on the hyperlink and will be immediately directed to the web address.

11. CAHSEE Test score subtest names match the names given by the state.

This new update merges all student test scores for CAHSEE by re-referencing them to two global subtests of either English-Language Arts or Mathematics. It also migrates scores and removes misspelled, scope-specific subtests for the CAHSEE.

12. Create-A-Report

New setting available under options: "Download Options," suppress date/time header when downloading as a CSV.

The screenshot shows the 'Create-A-Report' configuration page. It is divided into several sections: 'Report Title' (with a text input field containing 'Staff to Students (current)'), 'Auto Count' (with a dropdown menu set to 'None (No count performed)'), 'Hide Fields from Results' (with a list of checkboxes for fields like 'First Name (Staff)', 'Last Name (Staff)', 'Finish Date (Student/Staff Associations)', 'Student Local ID (Student/Staff Associations)', 'First Name (Students)', and 'Last Name (Students)'), 'Download Options' (with a checkbox for 'Suppress date/time header for .CSV download' which is highlighted by an orange arrow), 'Duplicate Results' (with a dropdown menu set to 'Show all results'), and 'Grouping' (with a list of checkboxes for fields like '(Staff) First Name', '(Staff) Last Name', '(Student/Staff Associations) Finish Date', '(Student/Staff Associations) Student Local ID', '(Students) First Name', and '(Students) Last Name').

13. Fieldtrips

All schools now have the ability to use the Administration>Website Management>Fieldtrip area. If you set up field trips in this management area, students and parents can view the fieldtrips in the Parents-Students tab. They can click on Field Trips and Fairs, view all that are available.

Field trips can be set up by county and the counties are color coded to set them apart.

14. Transcript Anomaly Report

Administration>Transcripts>Verify Imported Report Cards

Currently this is only for ReportWriter report cards.

This report, although not fully functioning, will let you know if you course category issues or if hidden classes made it to the transcript. The other options are coming soon. When you run this report, you will only see areas where problems might exist. If no red shows, you have no problems. Currently only the

Imported Report Card has no category and the **Class was hidden but was still imported** sections are operational. Others are coming soon. Uncheck the **OK** box and click **Redisplay Results** again to show current problem areas.

A Manual will be coming out on this new feature.

Find Student SimpleSearch: Student | [enter search text]

Verify Imports

2009 - 2010 Redisplay Results

[Check Import Tuitasi, Precious](#) OK Personal Finance 1A Electives 5.00 / 5.00

OK Music Appreciation 1A Electives 5.00 / 5.00

OK World Geography 1A Electives 10.00 / 10.00

OK Career Exploration 1A Electives 5.00 / 5.00

[Check Import Ratola, Kelly](#) OK PE Physical Education 10.00 / 10.00

OK PE 4A Physical Education 1.00 / 5.00

| Status Count | | Suppress? |
|--------------|------------------------------------------|-------------------------------------|
| 1204 | Imported Report Card has no category | <input checked="" type="checkbox"/> |
| 6027 | OK | <input type="checkbox"/> |
| 302 | Transcript Categories do not match | <input type="checkbox"/> |
| 107 | Grade given for class doesn't match | <input type="checkbox"/> |
| 22 | Credits Earned do not match | <input type="checkbox"/> |
| 16 | Class was hidden but was still imported | <input checked="" type="checkbox"/> |
| 3 | Imported class not found in original r/c | <input type="checkbox"/> |
| 1 | Credits Attempted do not match | <input type="checkbox"/> |

15. SSID Requests – CSIS Gateway

You cannot submit SSID requests from the CSIS Gateway. Users should instead go to the CALPADS Gateway to manage SSIDS. This page serves purely as a historic reference to old SSID requests before the switch to CALPADS.