

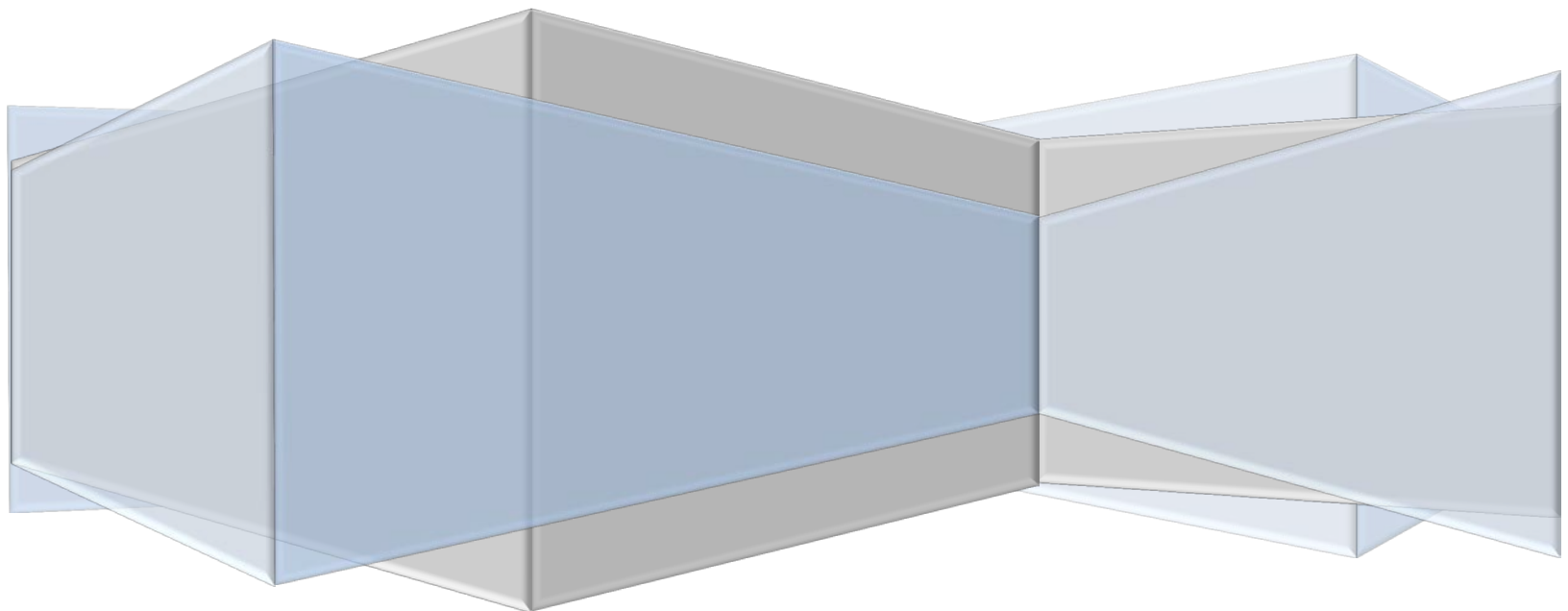


*Saskatchewan Rivers  
Public School Division*

# Students Achieve Manual

Updated versions available online

September 17<sup>th</sup> , 2015



## Table of Contents

<i>Philosophy</i> .....	5
Why do we use Students Achieve? .....	5
Understanding by Design – Usage by Design.....	5
Philosophy Support .....	5
<i>Parent Section</i> .....	6
Communicating Student Learning .....	6
Assessment and Grading.....	6
Outcomes Based Reporting .....	7
Indicators of Achievement for Kindergarten to Grade 9 .....	7
Indicators of Achievement for Grades 10-12.....	8
Characteristics of Successful Learners K-12.....	8
Indicators of success for Characteristics of Successful Learners .....	9
Parent Frequently Asked Questions .....	9
<i>Teacher Section</i> .....	10
Internet Based – Web Based Software .....	10
Clearing your Internet Explorer Cache.....	10
Logging into Students Achieve .....	11
From school.....	11
From home.....	11
Other setup information.....	12
Shortcuts .....	13
Manage Class Sections .....	14
Renaming class sections.....	16
Verifying Maplewood Topic Selection .....	17
Sharing Classes.....	19
Touch Marks Entry (non-touch screens too!) .....	20
Creating an Assignment .....	20
Marking an Assignment .....	21
Auto Filling vs. Marking student by student. ....	22
Other features of the touch marks entry screen .....	22
Importing an Assignment.....	23
Transferring Student Marks .....	24

Cross Curricular .....	25
Deactivating an Assessment .....	26
Controlling Portal Visibility .....	26
Student Analysis.....	27
Navigating to Student Analysis .....	27
Viewing Data .....	28
Quick Tricks looking at data .....	29
Overall Result Analysis – High School 10-12 only: .....	30
Reports in Student Analysis .....	31
Kindergarten Report Card.....	32
What do K teachers actually do for term 1? .....	32
Engagement Portal.....	33
Background Information .....	33
Checking Portal View .....	33
Plan Class Assignments (OLD – to be discontinued in coming years).....	34
Creating an Assignment (OLD, use Touch Marks Entry when possible) .....	34
Marking an Assignment (OLD, use Touch Marks Entry when possible) .....	37
Will Plan Classroom Assignments go away? .....	38
Exporting .....	39
Exporting Options .....	39
Maplewood .....	41
Comments.....	41
Entering Comments .....	41
Programming Codes entered in Maplewood.....	43
Printing Report Cards.....	43
OMG do I have to wait forever for it to print? (June 2015 – seeking resolution) .....	44
Saving Report Cards .....	44
<i>Secretary Section – Under Construction</i> .....	45
Create Classes from Courses.....	45
Selecting Terms.....	46
Selecting Topics.....	46
De-select topics for PAA.....	47

Printing Report Cards .....	47
Saving Report Cards .....	48
Correlate Database .....	49
Integration .....	49
<i>Expert Section</i> .....	50
Manage Tab .....	50
Setup – School Schedule .....	50
Classes – Subject Resolution .....	53
Classes – Class Configuration .....	54
Classes – Class Configuration .....	<b>Error! Bookmark not defined.</b>
De-initializing .....	55
Entities – Launch School Integration .....	56
Mass Export.....	57
.....	57
Managing People .....	58
Assess Tab .....	59
Analyze Tab .....	59
Steps to get a whole class student/parent portal passwords:.....	59
<i>FAQ</i> .....	64
<i>Vocabulary</i> .....	68
Accessing this manual online .....	68
<i>Who do I call for help?</i> .....	69

# Philosophy

---

## Why do we use Students Achieve?

Students Achieve is gradebook software. It is meant to assist teachers in tracking and calculating grades.

Grading and reporting are two separate things that inform each other.

With regard to grading, Students Achieve displays the scale that Saskatchewan Rivers School Division believes best supports student learning. Maplewood is not able to facilitate this choice. We use a (4,3,2,1) rubric for grades K-9 and a (4+, 4, 4-, 3+ ...) rubric for grades 10-12 with a percent conversion at the overall course level only.

Students Achieve has a Parent and Student Engagement Portal for reporting, but we still use Maplewood for our generating our paper based reporting documents that require attendance and comments.

## Understanding by Design – Usage by Design

If you use Students Achieve as a gradebook, and not as a report card, your experience will be more satisfying. Weekly usage at a minimum, and ensuring each assessment is graded on the outcome(s), not the assessment qualities itself, will also yield an experience that is gratifying because the software will be complementing your practices rather than conflicting with them.

Each outcome has its own column in the gradebook. Then at a reporting period, the software will pick for the teacher, the most recent mark for that outcome. Very rarely will a teacher need to apply professional judgement, unless you were actually marking different things under one outcome column. Ensuring each outcome mark is a reflection of the individual outcome you are marking and not something else will truly yield a mark that will should not need changing. The previous marks are an indication of growth, or consistency, you can use them to communicate, inform, and provide a record of learning, but if you are marking more than one ‘thing’ in one column, the summary won’t support your thinking.

## Philosophy Support

Looking at current and emerging practice in other Canadian school divisions can be very re-affirming. We are not alone. The Integrated Learning Department website has a Students Achieve philosophy page with varying support documents that have been shared at past assessment workshops. Many school divisions across Alberta, Saskatchewan, Manitoba, and Ontario use Students Achieve for their outcomes based reporting.

# Parent Section

---

## Communicating Student Learning

Ongoing communication between teachers, students and parents informs and supports learning. The use of quality feedback ensures that teachers, parents and students clearly understand the learning targets. Parent involvement in discussing feedback and can support the student's progress towards learning outcomes. Effective communication practices already in place have now been expanded to include the Engagement Portal, an online venue for parents to be informed about how their child is doing at school.

## Assessment and Grading

Daily, ongoing assessment and report cards are not separate. They inform each other. Both are based on outcomes from the provincial curricula and inform next steps for learners and teachers. During a unit of study, students have multiple and varied opportunities to develop, demonstrate, check and refine their understanding of content. This process is called formative assessment. At times, often at the end of a particular unit of study, the learning of a student is verified through a summative assessment. Teachers then use multiple summative assessments aligned with outcomes from the curriculum, to assign a 'grade'.

**Formative assessment:** checking learning to decide what to do next

**Summative assessment:** a comparison at a particular moment in time between individual student achievement and the outcomes of the Provincial Curricula.

Formative assessment supports learning, summative assessment verifies learning, reports card grades summarize learning. The Engagement Portal will show you all three.

## Outcomes Based Reporting

Saskatchewan Rivers Public School Division is shifting toward a new vision for education which promotes competencies for today’s world and for the future. The direction of our provincial curricula as well as current research on assessment, evaluation and student learning, require us to work together to understand and communicate about student learning in new ways. Like many other school divisions in Saskatchewan and across Canada, SRPSD is re-designing assessment and reporting practices to reflect these new directions.

We are expanding the outcomes based grading model from the current grades K-9 up into grades 10-12. Indicators based on rubrics provided to your child are used to represent the extent to which the student has demonstrated achievement of learning outcomes. The rubrics for Kindergarten to grade 9 are assessed on a 4,3,2,1 scale. The rubrics for grade 10-12 include a high and low level at each rubric mark. This high and low is designed to assist with summarizing and calculating a required percent grade for the Ministry of Education.

### Indicators of Achievement for Kindergarten to Grade 9

Rubric Descriptor	Report Card Descriptor	Rubric Level
<b>Mastery</b>	Indicates an insightful understanding of the grade level outcomes. Students at this level can apply and transfer knowledge to novel situations.	<b>4</b>
<b>Proficiency</b>	Indicates a well developed understanding of the grade level outcome. Students at this level are competent with the skills and knowledge identified in the outcome and are on par with curricular expectations.	<b>3</b>
<b>Approaching</b>	Indicates a basic understanding. Students at this level have limited success with the stated outcome even with support.	<b>2</b>
<b>Beginning</b>	Indicates a partial understanding. Students at this level have limited success with the stated outcome even with support.	<b>1</b>

**N/A** Not Applicable indicates that this topic or unit was not taught or assessed this term. Comments will indicate which.

## Indicators of Achievement for Grades 10-12

Rubric Descriptor		10-12 Rubric Level	Percentage Point Range
<b>Mastery</b>	Indicates an insightful understanding of the grade level outcomes. Students at this level can apply and transfer knowledge to novel situations.	4+	96 – 100
		4	91 - 95
		4-	86-90
<b>Proficiency</b>	Indicates a well developed understanding of the grade level outcome. Students at this level are competent with the skills and knowledge identified in the outcome and are on par with curricular expectations.	3+	81-85
		3	76-80
		3-	71-75
<b>Approaching</b>	Indicates a basic understanding. Students at this level have limited success with the stated outcome even with support.	2+	66-70
		2	61-65
		2-	56-60
<b>Beginning</b>	Indicates a partial understanding. Students at this level have limited success with the stated outcome even with support.	1+	50-55
		1	43-49
		1-	36-42

N/A Not Applicable indicates that this topic or unit was not taught or assessed this term. Comments will indicate why.

## Characteristics of Successful Learners K-12

Skills such as working with others, following directions, punctuality and participation are important for success in life. At SRPSD those skills are reported separately from academic achievement. There are four characteristics of successful learners as follows:

### Confidence

Welcomes new opportunities; perseveres when met with challenges; is invested in learning.

### Citizenship

Respects others, rules & property; is caring & trustworthy; conducts self with dignity.

### Responsibility

Exhibits personal and academic independence; takes responsibility for own behaviour; resolves conflict.

### Work-Habits

Works effectively with others; completes and turns in assignments; comes prepared to class.



## Indicators of success for Characteristics of Successful Learners

C – Your child consistently demonstrates these characteristics.

U – Your child usually demonstrates these characteristics.

S – Your child sometimes demonstrates these characteristics.

R – Your child rarely demonstrates these characteristics.

## Parent Frequently Asked Questions

### **How does a teacher use multiple assessment tools to determine a final grade?**

Assessment consists of a variety of conversation, observation, process-based and product-based forms over time. These multiple forms of assessment determine the extent to which learner outcomes have been demonstrated by your child.

Rubrics are clearly outlined sets of criteria that explain what a learner should know and be able to do. Throughout a unit of study a teacher will use a variety of assessments (rubrics, labs, tests, performance-based, observations, feedback, conversations, quizzes, portfolios etc.) At the end of their unit of study, students and teachers can assess progress in reference to the criteria, and decide on next steps in learning. A teacher then uses the most recent evidence of achievement to determine a final grade.

### **Why is there no percent mark on the grade 10-12 courses until the end of the course?**

The teacher view and student or parent view are all aligned. Teachers nor students use % marks to inform instruction. The overall % is a final calculation made at the end of a course for reporting to the ministry of education. When it is calculated, it is made available to all. It is not available to any stakeholder prior to year end. Students need to be encouraged to focus on the outcomes and improving their attainment of the concepts in each course.

### **How will behavior, punctuality, and participation be graded?**

Skills such as working with others, following directions, punctuality and participation are important for success in life. At SRPSD, such skills are reported separately from academic achievement through the four Characteristics of Successful Learners or CSL's which are Citizenship, Confidence, Responsibility, and Work Habits.

### **Who do I contact if I have questions or comments about reporting and assessment practices at my child's school?**

Contact the school principal to share any comments or discuss any questions you might have.

# Teacher Section

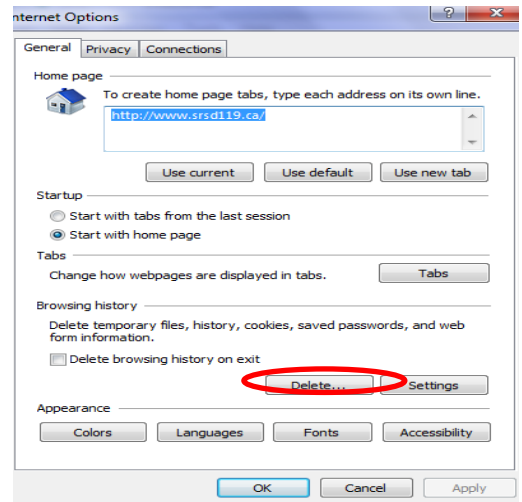
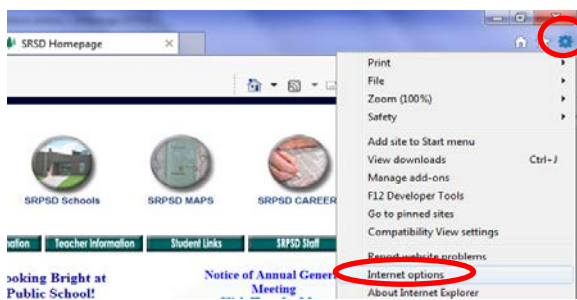
## Internet Based – Web Based Software

Students Achieve is viewed through a web browser. You can use any browser...but they will all give you different views. It's like Students Achieve is the landscape outside your window...out there on the Internet. You might view it through sunglasses, or a windshield, or a scratched piece of plexiglass. Moral of the story – whenever possible **use Chrome** as your browser instead of others. It provides a better user experience. Students Achieve is designed on Chrome, and then tested for functionality on Safari, Firefox, and Internet Explorer (in that order). We would still like to know about bugs in certain browsers to fix them, but in any immediate need of help, try a different browser if you feel it is not 'looking' right. This is a symptom of the Internet itself and is true for many different websites.

## Clearing your Internet Explorer Cache

Sometimes you need to clear your browser cache to get rid of your machine remembering old, and therefore bad links.

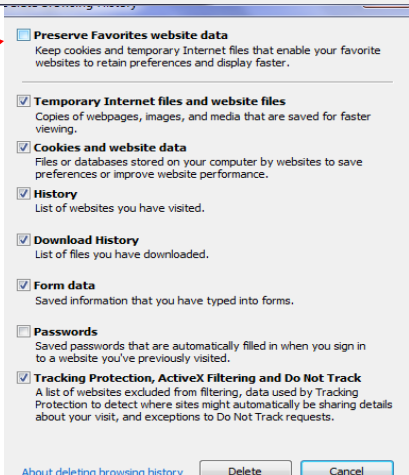
Click the tiny **cog** in the upper right hand corner, choose **Internet Options** from the list.



Click Delete (if you want this to never happen again...check the box delete browsing history on exit...but that also means IE won't save your passwords for anything...convenience factor)

**Uncheck the top box** and leave the rest alone and hit delete.

After hitting delete it will take you back to the first picture....click Apply and OK and then Close internet explorer. When you go back in next time you are good to go.



## Logging into Students Achieve

### From school

From [www.srsd119.ca](http://www.srsd119.ca), click **SRPSD Staff**.




Inside the staffroom, click the purple Students Achieve icon.

This will get you to this website: <https://sas.srsd119.ca/SASTeacherWeb/>

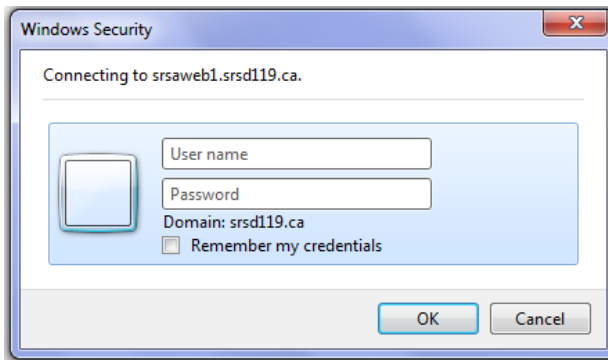
All login credentials are tied to your regular SRPSD login information and Maplewood. Contact Rochelle in the Technical Services department at [rlennox@srsd119.ca](mailto:rlennox@srsd119.ca) for login issues. If your class information or school information is incorrect, contact your school secretary.

### Create a shortcut for easy access

Once you have gained access, feel free to drag the tiny favicon, or little blue stepping stones at the beginning of the URL ( <http://sas.srsd119.ca/SASTeacherWeb/>) to your desktop or taskbar. This will create a permanent shortcut straight to Students Achieve.

### From home

Follow the same instructions as from school, and expect to be prompted to enter your SRPSD username and password.



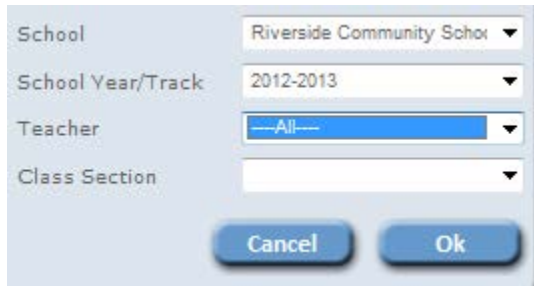
The windows security box is where you login. If you are having trouble at home, ensure that the word Domain says srsd119.ca and not something like homepc...to change it put an @ in your username, or use your whole email address – the Domain is actually made up of the letters after an @ symbol in a person's username.

If you get the Students Achieve login screen something is wrong, clear your browser cache and try again, or go directly to <https://sas.srsd119.ca/SASTeacherWeb/>

## Other setup information

Maplewood ‘talks to’ Students Achieve nightly. Maplewood sends teacher, class, and student information to Students Achieve, but it never ever takes anything away from Students Achieve.

You will see at the top of your Students Achieve screen your options. You won’t be able to change your school, unless you work in more than one school. You won’t be able to change teacher unless you are an administrator of Students Achieve, and everyone can change years to view previous data.



The image shows a filter dialog box with the following fields:

- School: Riverside Community Schoo
- School Year/Track: 2012-2013
- Teacher: All
- Class Section: (empty)

Buttons: Cancel, Ok

If you don’t appear in the teacher list, request that your school secretary add you as a teacher in Maplewood. OR if you simply share assessing in a class, ask the main teacher to share with you.

If you appear in the wrong school, or multiple schools when you shouldn’t, contact the school secretary of the school you do not wish to show up in, request you be removed from their Maplewood teacher list.

If the classes in the class section list are not all the ones you teach, request that your school secretary add those classes to Maplewood for you.

If the incorrect students are in your class, request that your school secretary fix the timetable for the students into your class in Maplewood.

Any changes to Maplewood the school secretary makes will be reflected in Students Achieve the next morning. If a change is urgent, please have the school secretary contact a Students Achieve administrator to perform a mid-day integration rather than waiting overnight.

Keeping in mind that Students Achieve does not ever delete information, sometimes at the beginning of the year you can get duplicate classes. If you have two copies of one class, delete them both and only the correct one will come back the next day. See **Managing Class Sections** for instructions.

## Shortcuts

All Shortcuts on the middle of the page are also found in the tabs at the top of the page.

**Input Classroom Attendance** – is a one click link out to Maplewood to do your attendance.

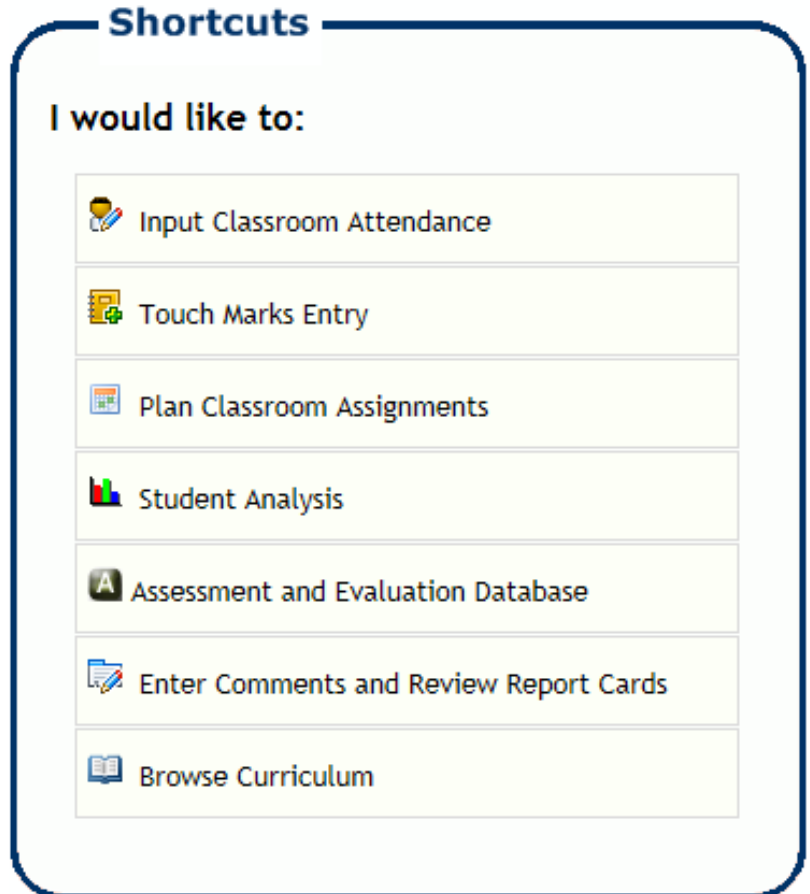
Touch Marks Entry – the fastest, clearest way to enter marks. It is used mainly at the point of entering marks. Looking at the Touch Marks Entry screen to find old or future assignments can become cumbersome as many get entered. Touch Mark Entry is the ONLY way to use cross curricular marking and to be able to edit assignments by adding or removing outcomes.

**Plan Classroom Assignments** – an older but valid way to enter marks. This area is the best place to look at a list of all assignments, easily rename assignments, or check if things are summative, formative, or make changes. *This area will be phased out as the new Touch Marks Entry system gains features over the next few years.*

**Student Analysis** - the overall view of summative marks and the reportable overall marks for a student. Student Analysis also is where you can print marks verification sheets and various reports.

**Assessment and Evaluation Database** – is a link to the SRPSD databases for entering math common assessments and DRA marks.

**Enter Comments and Review Report Cards** - is a link to Maplewood for teachers to see the results of an export, and to type comments. This is where programming codes are entered.



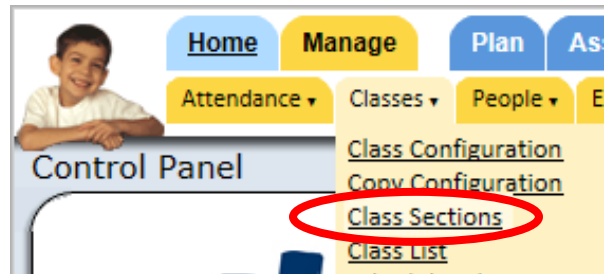
## Manage Class Sections

For the very first time use of Students Achieve, you need to initialize your class. This means you are telling the software which outcomes you need aligned to which class. You are essentially confirming that the SOC or Social curriculum does indeed go with your class. This is an automated process, but the teacher needs to confirm by clicking initialize, and looking to see if indeed the right curriculum is there.

Your understanding of the implications of this process is essential because if you do start putting assessments for the year in your class and you do not have the correct template assigned, the only way to fix it is to start over.

Initialization is just as simple to verify as it is important to do.

- Click Manage
  - >Classes
    - >Class Sections in the menu.

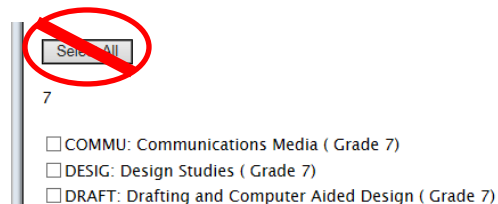


A screen with all your classes will appear. Follow the row across from the class you wish to set up to the template name column.

- Click the underlined word initialize in the template name column.

#		Class Code	Class Id	Grade Level	Start Date	Has Ended	Active	(sys) Teacher Class Id	Template Name
1	<input type="checkbox"/>	HOMEROOM-B204-	HOMEROOM				•	52155	<u>Initialize</u>
2	<input type="checkbox"/>	HOMEROOM-R208-	HOMEROOM				•	52205	<u>Initialize</u>
3	<input type="checkbox"/>	Physics 30-a (12)	PHYS 30	12	9/2/2014 12:00:00 AM	•	•	52340	<u>Initialize</u>
4	<input type="checkbox"/>	Physics 30-z (12)	PHYS 30	12			•	52486	<u>Initialize</u>
5	<input type="checkbox"/>	Science 10-d (10)	SRSCI10	10	9/2/2014 12:00:00 AM	•	•	52402	High School Subject

Immediately after clicking Initialize, you will be able to choose your strands for your curriculum for the ENTIRE YEAR! Check off all boxes for your grade, or for multigrade, check off the grades you require.



Do NOT click select all! It will give you like 6 grades. Just check the boxes you need...all strands for your grade.

Yahoo – it worked....but what did it do? How do you know you did it correctly? Go make an assignment...do you have the correct curriculum for the whole year? If so, congratulations, keep calm and assess on. If not, tell your school students achieve expert immediately. The instructions for de-initializing, or resetting your template are found in the expert section under Manage Tab.

IF it did not say course configuration copied, it will give you a message. **Read the message**, and send the information to your school secretary. Common issues are:

- Course not found starting after 9/2/2014 or some date. This means the date the course starts in Maplewood does not match the terms set up for the school. The secretary must check the dates the course starts and if they do match, call their support person to contact Students Achieve.
- Course code 'XXX10' not matching. This should not happen in 2015-16, but if it does, let your secretary know. We are pushing the proper codes out to all schools rather than having schools enter codes that match...so they should all match.

When you get the configuration copied message, if you want to see the template applied, you need to refresh your screen. Hit F5, or the cycle icon to refresh your screen – then you will see the template you were assigned.

There are 5 templates that could get assigned: *(or 6: French Immersion K-2 coming soon)*

**1.) Elementary Subject Template**

- a. This template is for all Grade 1-9 subjects except PAA. It should simply initialize and give you no choices. It will also give you a 1,2,3,4 scale.

**2.) High School Subject Template**

- a. This template is for all Grade 10-12 subjects except PAA. It should simply initialize and give you no choices. It will also give you a 1-,1,1+,2-,2,2+,3-,3,3+,4-,4,4+ scale with final % conversion for ministry mark exporting.

**3.) Kindergarten Template**

- a. This template will give you a 1,2,3,4 scale, and NO CSL, or Characteristics of Successful Learners per subject like grade 1-9 uses. It should simply initialize and give you no choices.

**4.) High School PAA Template**

- a. This template is for all Grade 10-12 PAA subjects. It should ask you which PAA strand(s) your class is. Choose ALL strands that the students in your class will receive for their WHOLE year. If those kids switch between 'home ec' and shop' you will need to choose clothing, and food, and construction, and drafting. You only choose one 'strand' if you are teaching a pure course. Even if you are just the 'home ec' teacher. It will also give you a 1-,1,1+,2-,2,2+,3-,3,3+,4-,4,4+ scale with final % conversion for ministry mark exporting.

**5.) Elementary PAA Template**

- a. This template is for all Grade 7-9 PAA subjects. It should ask you which PAA strand(s) your class is. Choose ALL strands that the students in your class will receive for their WHOLE year. If those kids switch between 'home ec' and shop' you will need to choose clothing, and food, and construction, and drafting, even if you are just the 'home ec' teacher. There are no pure courses at this level, the minimum is 3 strands.

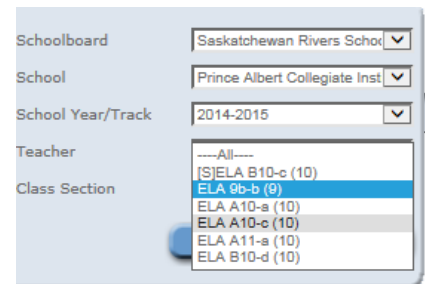
If you believe you have the wrong template applied, tell your school students achieve expert immediately. The instructions for de-initializing, or resetting your template are found in the expert section under Manage Tab.

**IF** the program asks you which strands or grades you want in a regular non PAA class, you are unfortunately accessing students achieve during a time when initialization has been turned off automatic mode so that multi-grade classes can be set up. Please proceed carefully choosing the entire curriculum for your whole year in the correct grade only.

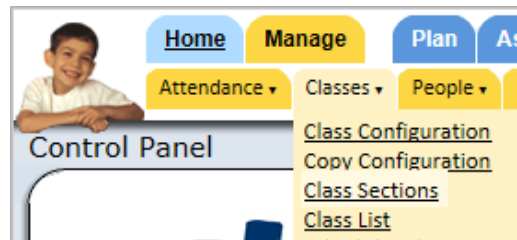
### Renaming class sections

It may become hard to keep track of your classes because of the way they are named in Maplewood, you can change them to a nicer view for yourself.

In this picture there are two ELA A10's – A section a and c. If that was your semester 1 vs. semester 2 class – it would be nice to name them that way.



- 1.) Click **Manage, Classes, Class Sections.**



- 2.) Click the tiny paper and pencil button beside the class you want to change.

#		Class Code	Class Id	Grade Level	Start Date	Has Ended	Active	(sys) Teacher Class Id	Template Name
1		HOMEROOM-B204-	HOMEROOM				•	52155	Initialize
2		HOMEROOM-R208-	HOMEROOM				•	52205	Initialize
3		Physics 30-a (12)	PHYS 30	12	9/2/2014 12:00:00 AM	•	•	52340	Initialize
4		Physics 30-z (12)	PHYS 30	12			•	52486	Initialize
5		Science 10-d (10)	SRSCI10	10	9/2/2014 12:00:00 AM	•	•	52402	High School Subject
6		Science 10-q (10)	SRSCI10	10	1/30/2015 12:00:00 AM		•	52410	High School Subject
7		Science 10-r (10)	SRSCI10	10	1/30/2015 12:00:00 AM		•	52411	High School Subject

- 3.) In the Label row, type what you wish. Please leave the section letter – the a or d or q there for your admin. Maybe Sem1-Physics 30a...

Category	Regular Class
Teacher	Jenna Welsh
Track	2014-2015
Course Type	Physics 30 (PHYS 30)
Class Section	a
Label	Physics 30-a (12)
Start Date	2014-09-02
End Date	2015-01-29



## Removing class sections

#	<input type="checkbox"/>	Class Code	Class Id	Grade Level	Sta
1	<input type="checkbox"/>	HOMEROOM-B204-	HOMEROOM		
2	<input checked="" type="checkbox"/>	HOMEROOM-R208-	HOMEROOM		
3	<input type="checkbox"/>	Physics 30-a (12)	PHYS 30	12	9/2/2014 12
4	<input type="checkbox"/>	Physics 30-z (12)	PHYS 30	12	
5	<input type="checkbox"/>	Science 10-d (10)	SRSCI10	10	9/2/2014 12
6	<input type="checkbox"/>	Science 10-q (10)	SRSCI10	10	1/30/2015 1
7	<input type="checkbox"/>	Science 10-r (10)	SRSCI10	10	1/30/2015 1

Check the empty box beside the class section that you no longer teach or want to see, and choose delete. It will go away (unless you have marks or assignments in which case you will have to clear it first).

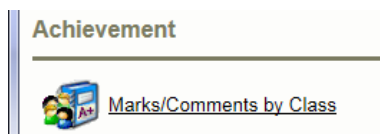
If that class is still timetabled to you in Maplewood, it will come back the next day. For this reason, at the beginning of the year, if you have more than you should, it is acceptable to delete them all and see what comes back the next day. This only works before you put in assignments.

## Verifying Maplewood Topic Selection

Topics in Maplewood selected for your course WILL print on the report card. The secretary at the school has many topics to match to many classes, and it is the teacher's responsibility to notice any errors prior to entering comments in Maplewood as it cannot be fixed after the teacher's initial entry.

- Open up Maplewood. (Through the staff room web link or through the shortcut menu in students achieve item says 'Enter Marks and Review Report Cards')

- Click Enter Marks/Comments by Class



- Look at the Topics listed. Do the underlined blue words that will PRINT on your report card look correct? If so, buy your secretary a coffee...there are lots of topics to choose from! If not, you might want that coffee anyway when you go tell your secretary the topics are incorrect. Use the word 'TOPICS' and she will know how to assign the correct topics to your class.

Class:	SCI 10a - Science 10	Topic:	All	To:	2015-06-03	Done				
Topic	Grade	Science 10				Characteristics of Successful Learners				
Sub Topic		<a href="#">Career Education</a>	<a href="#">Student Directed Study</a>	<a href="#">Climate and Ecosystem Dynamics</a>	<a href="#">Chemical Reactions</a>	<a href="#">Force and Motion in Our World</a>	<a href="#">Work Habits</a>	<a href="#">Confidence</a>	<a href="#">Citizenship</a>	<a href="#">Responsibility</a>
Category										
Item										
Date										
Assessment Type										
Denominator   Weight										

- Open up students achieve and go to the **student analysis** screen. By clicking STUDENT ANALYSIS from the main list of shortcuts.

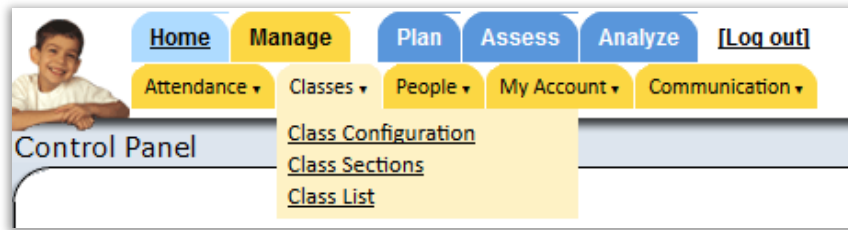
Strand	SCICE	SSDS	ECO	CHEM	FORCE
Average		2-	3-	4-	2+
Most Consistent		2-	3-	3+	2+
Professional Judgement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Strand Result		2-	3-	3+	2+

- Look at the overall strands that are there. Hover over the short code to get a full description. Compare them with the topics you have in Maplewood. If they match, you are golden. If they do not match alert your secretary.

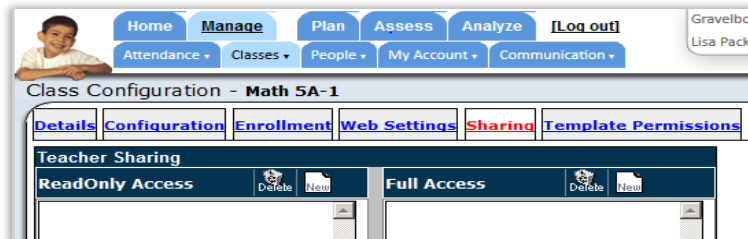
NOTE: All high school classes grade 10-12 will additionally have the topic Grade.

## Sharing Classes

**Step 1:** From the Students Achieve **Blue Tabs** select **'Manage'**, **'Classes'** and then **'Class Configuration'**

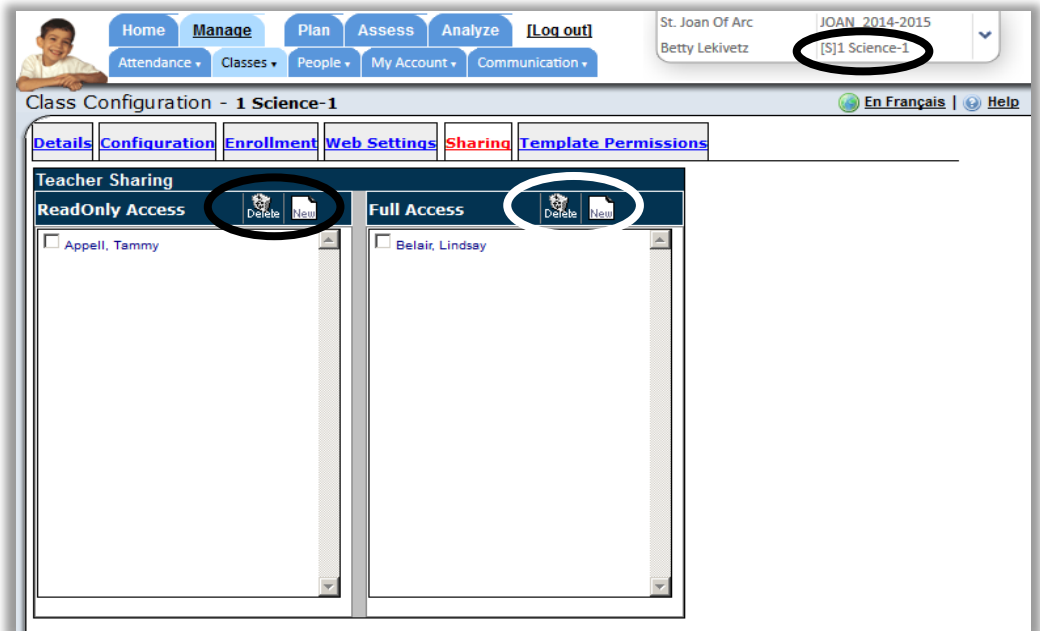


**Step 2:** Select the **'Sharing'** Tab and decide whether you will provide **'Read Only'** or **'Full Access'**.



**Step 3:** Click on **'New'** & select a **'Teacher'** and then Click **'Finish'**

If you do not see the teacher in the list to select, it is because they have no classes yet. Check the Filter by Date box, and all staff will appear to choose from.



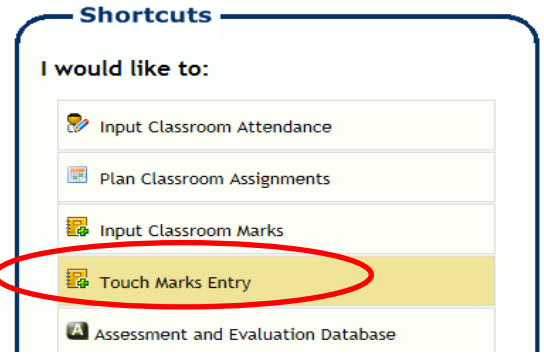
The Shared Class(es) will appear in the Teacher Class Drop Down with an **'S'** next to the Course Code.

To **"Unshare"** or Delete a Teacher as a Shared User, Check the Box to the left of the name and click **'Delete'**

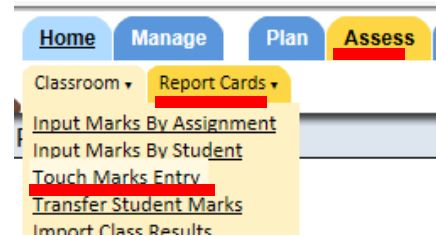
# Touch Marks Entry (non-touch screens too!)

## Creating an Assignment

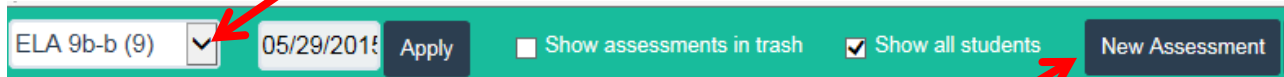
1.) Click Touch Marks Entry from the shortcuts menu



OR from the top menu under the ASSESS tab, Classroom tab, Touch Marks Entry.

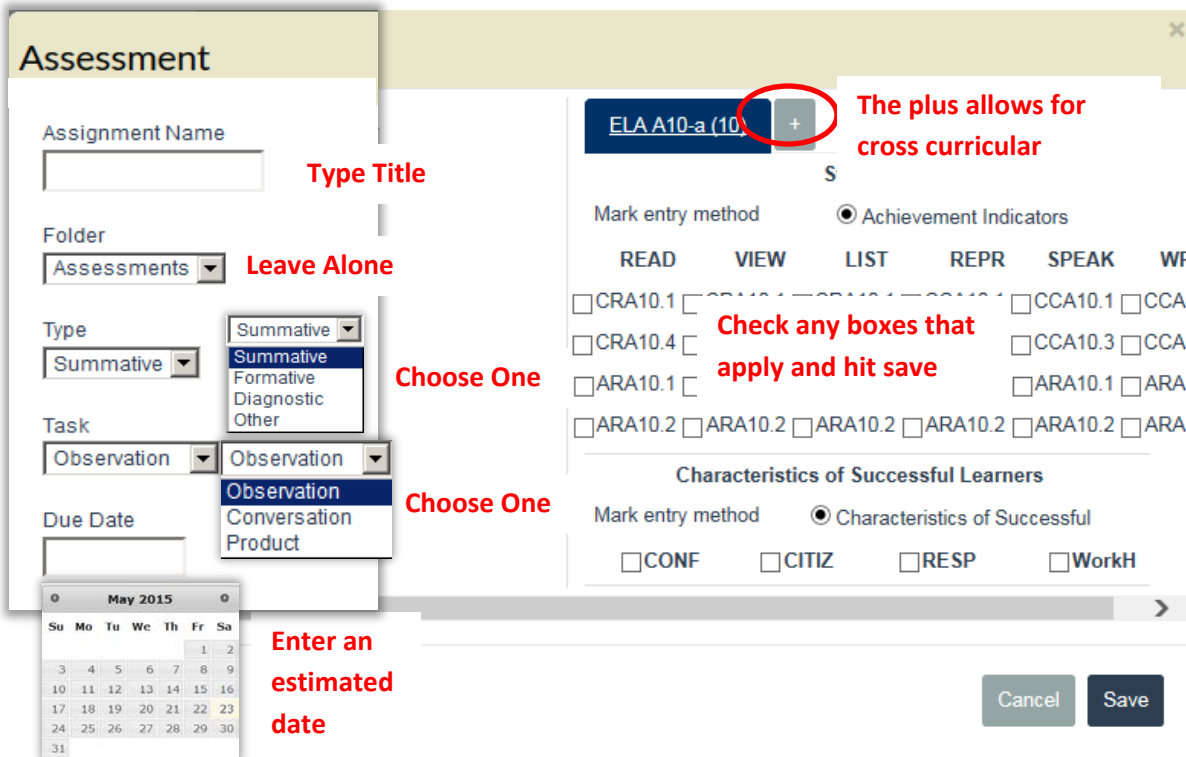


2.) Choose the class you want to create an assessment in from the top drop down area.



3.) Click New Assessment from the Touch Marks Entry (TME) top menu

4.) Fill out the new assignment wizard



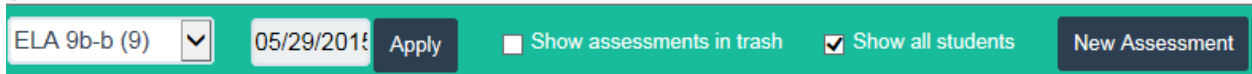
Clicking save in the new assignment wizard will close it and you will be at the marking screen.

## Marking an Assignment

Touch Marks Entry is a simple click and fill or touch and fill on a touch screen. YES you can use Touch Marks Entry on a NON-Touch screen! In the Fall of 2015 it will also facilitate keying in marks with the number pad and tab key as an improvement.

The top menu in Touch Marks Entry will change automatically as soon as you touch an area to mark.

Normal top bar:



Touch an empty outcome box inside your gradebook – and the top menu looks like this:

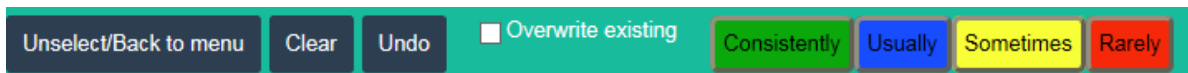
Elementary K-9:



High School 10-12:



Touch an empty Characteristic of Successful Learner box – and the top menu looks like this:



You cannot touch/click/highlight an outcome box AND a characteristic box at the same time. The offending box will flash red and simply not allow it to happen.

The screenshot shows the marking interface with a red error message box overlaid on the top bar. The error message reads: "Only result cells of the same type can be selected. You currently have one or more cells of a different type already selected". Below the error message is a table with the following structure:

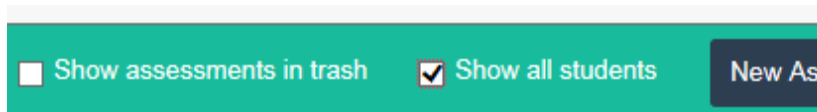
testing CSL sheri Thu Jan 22 2015					
Science 10-d (10)					
Complete	Comment	ECO-CD3	RESP	WorkH	Complete

### Auto Filling vs. Marking student by student.

If a cell is light blue, that cell will be filled with whatever number you choose as a mark.

To auto fill an entire column click the **title of the column**.

To choose just individual cells, click as many of the same type (all outcome or all CSL) as you wish, even across different assignments.

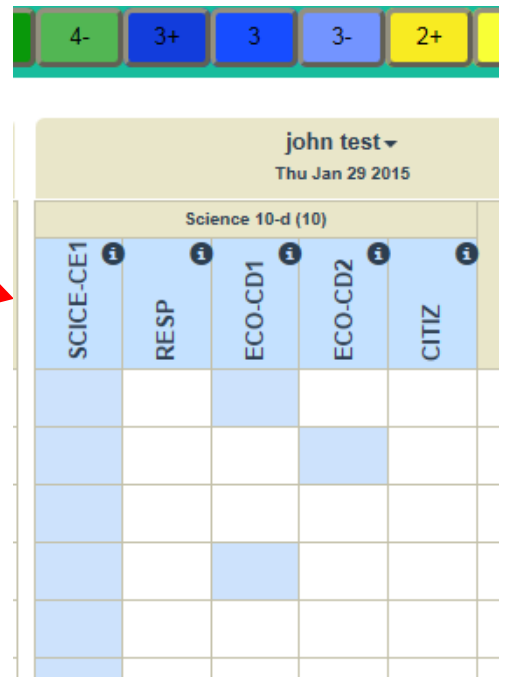
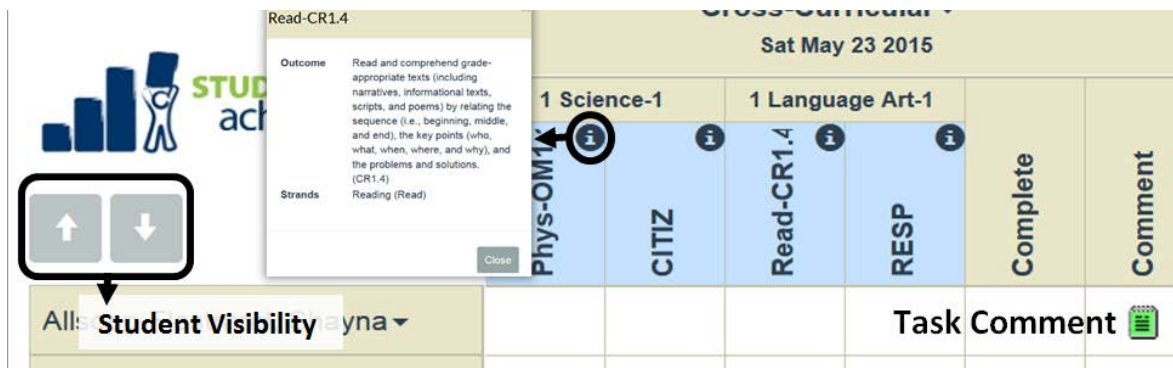


If you are entering marks **student by student**, you will want to uncheck the show all students check box so that just some of your students are showing. This displays a few kids at a time with a down arrow above their names, so you can still go to any kid in your class...but you can see the top menu bar for every kid, even the ones at the bottom. Thus unchecking this box eliminates the constant scrolling that can happen with kids at the bottom of the class and marks available only at the top of the screen.

Only one caution: Autofill will only fill in the kids **on the screen** not the whole class if you have show all students unchecked.

### Other features of the touch marks entry screen

- The up and down arrows will show your class list page by page, or if you check the show all students box on the top menu, they will be greyed out because all students are on one screen.
- The tiny i gives you more information about an outcome.
- The comment column will allow you to put an individual comment on one assignment for one kid. These are not report card comments. Currently they do not show on the portal, but if teachers want, that can be turned on to communicate with parents via these comments.



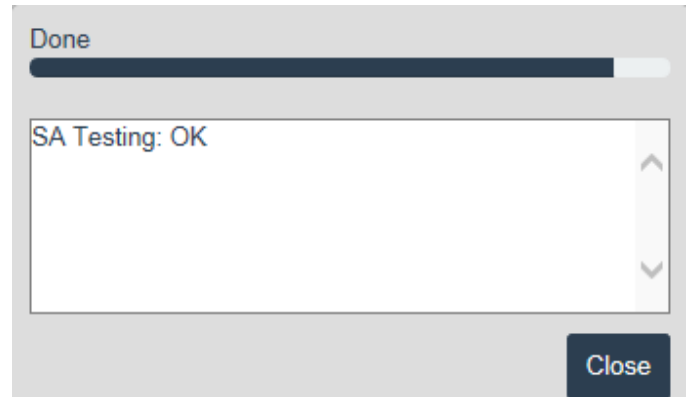
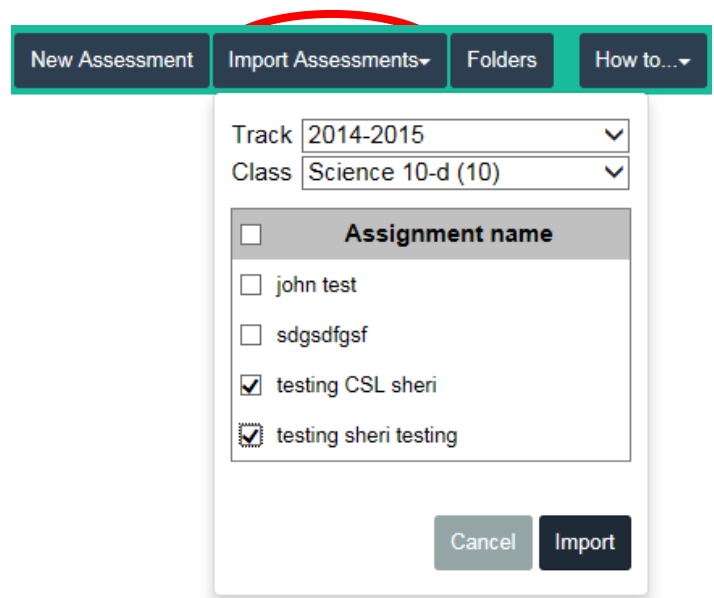
## Importing an Assignment

Inside Touch Marks Entry start in the class you want your new assessments to LAND IN, or the one you want them copied to.

- Click the **Import Assessments** button in the top menu.
- Choose the **track** or year you want to copy from
- Choose the **class** you want to copy from
- Choose the **assessments** you want to copy. The top check box will choose all.
- Hit Import.

In this picture – I am copying two assignments from my Science D class to my Science R class which I selected to start with.

This is the pop up box that will list each assignment that you are copying, and the blue bar at the top will show progress. When the bar is complete and it says done, you close the box. Your assignments then just appear in your touch marks entry screen ready to mark with your new class. The date will automatically be the date you imported. In most cases you will have to go change the dates. To save yourself time, you can just import when you need the assessments, rather than picking a day at the start of the year and just importing lots of assignments from last year. If you do that all at once your touch marks entry screen will be huge until you change your dates. You'll also have to change portal visibility if you don't want them to show up in the list yet.



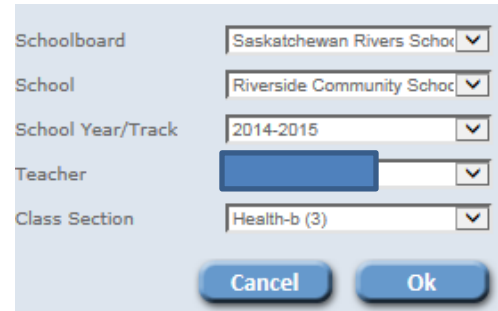
Note: you used to be able to copy assignments in the old plan class assignments section, that does not work any longer, you must use the import feature to copy assignments from previous years.

Check to make sure your assignment has the parts it needs. If it had old curriculum and the curriculum in students achieve has changed, then you should not copy as the outcomes will be different. If a copied assignment does not show up in the student analysis, or the marks appear not to count call your students achieve expert to get your copied assignments re-aligned.

## Transferring Student Marks

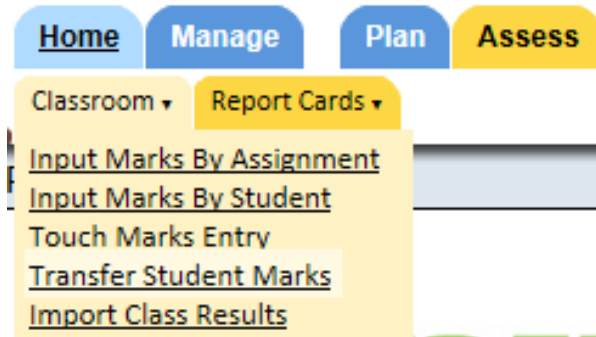
If a student comes to you from another SRPSD school you may have hit the jackpot! You can transfer marks into your classes from any like classes this student has taken.

Pick your own class from the top drop down.



Then from the top tabs choose

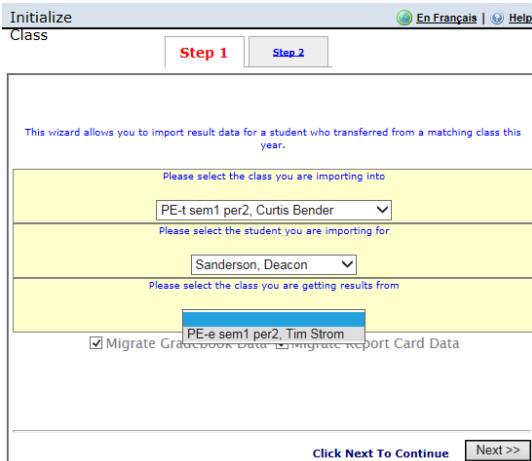
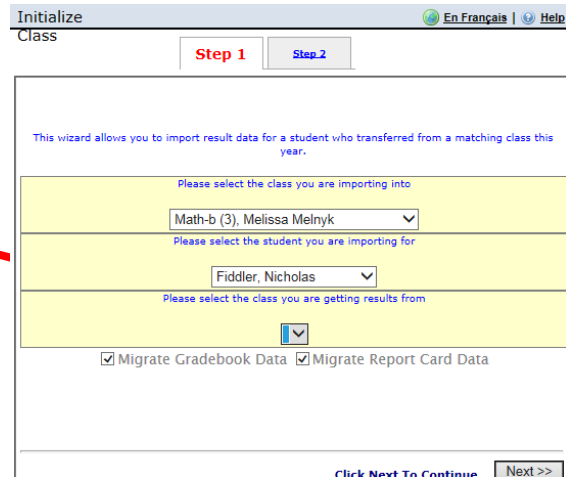
- Assess>Classroom>Transfer Student Marks.



A new pop up window will appear.

- In the first selection box, select the class you are importing into: your class.
- In the second selection box, choose the student from your list.
- IF the student selected has taken that class from any other SRPSD school at any time in the past 5 years, the last selection box will fill up.
- Click Next.

In this example, this student has never taken another Math 3 class in our division.



In this example this student has taken PE 9 previously with another teacher.



## Cross Curricular

Whatever class you make your assignment in is the ONLY class you will be able to see it in your gradebook and enter marks in. This means your 'ELA' assignment with Health, Arts, and PAA outcomes will appear only in your 'ELA' gradebook. You will not see a duplicate in your Health gradebook for example. However it is working! If you proceed to the Health or Arts Student Analysis screen and open up the assignment level with the + sign, you will see your marks counting for that course.

**Assessment**

Assignment Name:

Folder: Assessments

Type: Summative

Task: Observation

English Langua-a (7) | Health-a (7) x +

Arts Education-a (7) x

Arts Education-a (8)  
Career Educati-a (7)  
Math-a (7)  
Practical and -a (7)  
Science-a (7)  
Social Studies-a (7)

Mark entry method

DANCE | DRAMA | MUSIC | VARTS

CP7.1 |  CP7.4 |  CP7.7 |  CP7.10

The Touch Marks Entry screen in the 'ELA' class in this example will have the outcomes from all cross curricular areas selected.

cross curricular test -  
Fri Jun 05 2015

English...	Health-a...	Practica...		
View-CRT.1	Health-a (7)	PHOTO-PH	Complete	Comment

DO NOT use Cross Curricular across different grades. (make new assessments)

English Langua-a (3) | English Langua-b (2) x +

Strands

Do NOT use Cross Curricular for different sections of different kids. (use import assessments instead)

Science 10-d (10) | Science 10-q (10) x +

Science 10-r (10)

Strands

## Deactivating an Assessment

Click on a student and choose 'Deactivate Assessments' to deactivate an assessment for a student. Click the same button to Re-Activate the assessment as well. (light blue is active, greyed out is de-activated)

IF the student has marks:

- This will be viewed as a grey color in the Student Analysis Screen and the Portal.

IF the student does not have any marks:

- The assignment will disappear altogether from the Student Analysis Screen and the Portal.

The screenshot displays the 'Students Achieve' interface. At the top, there are navigation buttons: 'Unselect/Back to menu', 'Clear', 'Undo', and 'Overwrite existing'. Below these are color-coded buttons for assessment status: 'Consistent' (green), 'Usually' (blue), 'Sometimes' (yellow), and 'Rarely' (red). The main area shows two assessment grids. The left grid is titled 'Assign Two' (Thu May 21 2015) and the right grid is titled 'test' (Wed May 20 2015). Both grids show columns for '1 Science-1' with sub-columns for 'Life-LT1.1', 'Phys-SE1.2', and 'CITIZ' (left grid) or 'CONF' (right grid). Below these are columns for 'Complete' and 'Comment'. A dropdown menu is open over the 'Assign Two' grid, showing 'Deactivate assessments' and 'Student Analysis'. A modal dialog titled 'Deactivate assessments for student' is also open, showing two buttons: 'test' and 'Assign Two', with 'Cancel' and 'Save' buttons at the bottom.

## Controlling Portal Visibility

Click on the name of the assignment and choose Parent Portal Visibility from the drop down menu.

The screenshot shows a portion of the assessment management interface. A dropdown menu is open over an assignment titled 'APK1.c... plays safely a...'. The menu options include 'Properties...', 'Move to trash', and 'Parent Portal Visibility...'. A red arrow points to the 'Parent Portal Visibility...' option, which is circled in red.

This will allow you to set both an assignment visibility date, and the results publish date by choosing from a calendar that will pop up when you click in the empty date box, or by choosing today or never.

The results publish date is meant to allow you to mark some students one day, some another day, and have all students see their marks at the same time.

The screenshot shows the 'Parent Portal Visibility' dialog box. It has two sections: 'Assessment Publish Date' and 'Assessment Results Publish Date'. Each section has a date input field and two buttons: 'Today' and 'Never'. At the bottom, there are 'Cancel' and 'Save' buttons.

# Student Analysis

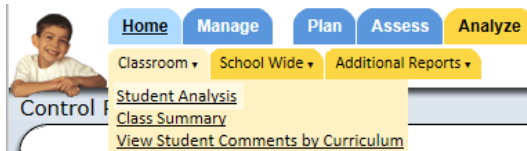
## Navigating to Student Analysis

Student Analysis is a shortcut on the main screen.

OR

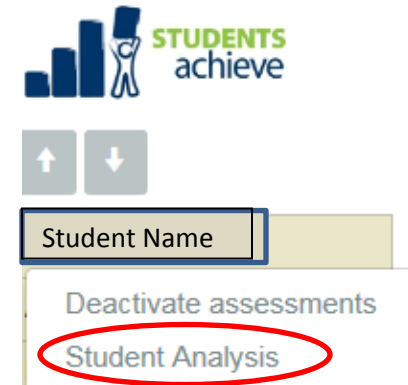
You can also use the main tabs at the top.

Analyze>Classroom>Student Analysis



OR

Click on the student name in the Touch Marks Entry screen and choose Student Analysis from the drop down box.

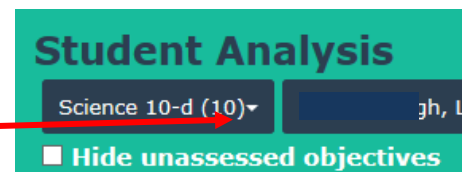


#		Class Code	Class Id	Grade Level
		HOMEROOM-B204-	HOMEROOM	
		HOMEROOM-R208-	HOMEROOM	
		Physics 30-a (12)	PHYS 30	12
		Physics 30-z (12)	PHYS 30	12
		Science 10-d (10)	SRSCI10	10
		Science 10-q (10)	SRSCI10	10
		Science 10-r (10)	SRSCI10	10

The Student Analysis area has two main functions:

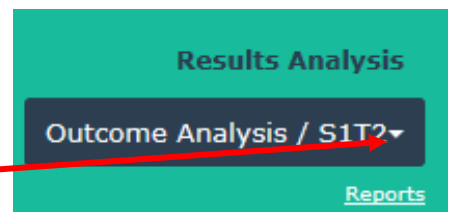
- 1.) Generating reports for marks verification, student handouts, or interim reports.
- 2.) Applying Professional Judgement to obtain the desired strand mark.

The menu bar for student analysis has a drop down choice for different classes, and for different students. Simply choose your class and student.



The menu bar also has the results analysis where you can see what marks will go on the report card and apply professional judgement.

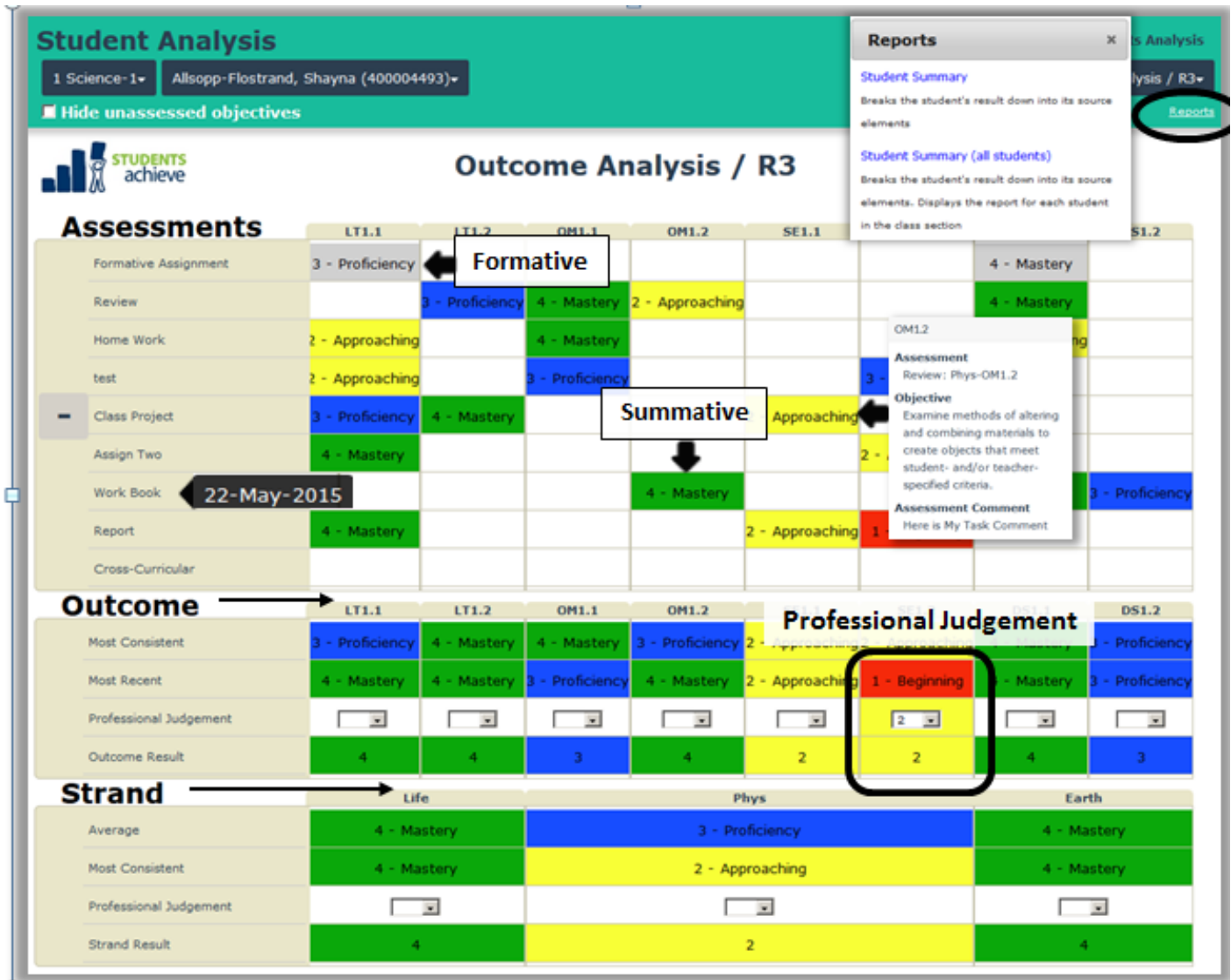
Your choices will be an outcome analysis and a characteristic of successful learner analysis for each term.



## Viewing Data

Once you have chosen your class/student/term using the above pictured drop down arrows, then your screen will reflect that data.

This image has all the pop up and hover over items showing.



The **BOTTOM** line: Strand Result – is the only line that exports to Maplewood.

Overall outcome marks reflect the most recent learning.

Overall strand marks reflect the average of all outcomes in that strand.

If an overall course mark is there (Grades 10-12) it will be an average of all outcomes, regardless of strand.

The most underused and neatest feature of Student Analysis is the +/- button. You can see as much or as little as you want by clicking + or -.

+ You can see assignment level in addition to Outcome level. You can simplify down to strand only by clicking the - as well.

You can click inside a drop down box in any Professional Judgement line and make your choice. That choice will display in subsequent terms as well so you don't have to remember it. This picture has a Previous Term Professional Judgement line.

Assessments			
	CE1	SDS1	CD1
testing CSL sheri			
- john test			
sdgsdfgsf		4-	4+

Outcome			
	CE1	SDS1	CD1
Most Consistent		4-	4+
Most Recent		4-	4+
Previous Term Professional Judgment			
Professional Judgement	N/A		
Outcome Result	N/A	4-	4+

Strand		
	SCICE	SSDS
Average		4-
Most Consistent		4-
Professional Judgement		
Strand Result		4-

The **Assessments** are organized by date. You can hover over each name and see the date, you can hover over each mark and see the outcome, description, and completion code.

The **Outcomes** display the most consistent and most recent from a single outcome column of all the assignment parts that referred to that outcome. Only if the most recent and most consistent are different should you apply professional judgement. It should not be used to insert your own average number or ignore growth. The outcome result defaults to the **most recent** by design.

The **Strand** section shows the average and most consistent, gives you professional judgement there too, and the overall strand result is the **average** of all outcome result marks for items in that strand.

### Quick Tricks looking at data

Try the **student summary** report for a quick view of all students to see if any most consistent and average marks are different...this saves going student by student by student....you can see which 3 or 4 kids actually require professional judgement rather than looking at each student.

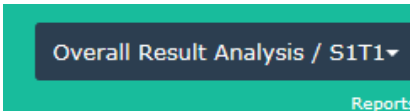
The student summary has many **filters** on it...you can switch to outcome, and pick one outcome and look at the overall results for all assessments on that outcome. Just click VIEW to see the results.

Mystery at Lake Laberge Review	3 - Proficiency
Biography Writing Assignment	2 - Approaching
Journal	1 - Beginning
Terry Fox Persuasive Paragraph	2 - Approaching
Outcome	Experiment with a variety of text forms (e.g. a peer interview, presentation at an assembly, poem, letter to parents, short review, poster, tableau, graphic organizer) and techniques (e.g. surprise ending).
Most Consistent	2 - Approaching
Most Recent	3 - Proficiency
Transferred Results	
Previous Term Professional Judgment	
Professional Judgement	
Outcome Result	3

Course	Filter On:
Strand	
Outcome	
	Term 3/Writing/Experim

## Overall Result Analysis – High School 10-12 only:

Kindergarten to Grade 9 classes do not calculate a percent at any time. Grades 10-12 classes will give you an **overall analysis** at the end of the term so you do not have to calculate a mark for the Ministry by hand.



This example shows that even though we never give a zero on assignments, **we don't mark assignments....we mark outcomes**; outcomes not attempted at all will lower your overall mark.

This is not automatic. You cannot give a zero as a grade. In the overall course analysis where you create a percent, you can use your professional judgement as a teacher to zero out any outcomes that you have no evidence for.

The message for students is that every outcome matters. Attempting and aiming for mastery on every outcome is how we learn and demonstrate learning.

Outcome		CE1	SDS1	CD1	CD2	CD3	CD4	CR1	CR2	CR3	CR4	FM1	FM2	FM3
	Most Consistent		4-	4+										
+	Most Recent		4-	4+										
-	Professional Judgement	4+ ▾	▾	▾	4+ ▾	4+ ▾	4+ ▾	4+ ▾	ZERO ▾	ZERO ▾	ZERO ▾	ZERO ▾	ZERO ▾	ZERO ▾
	Outcome Result	4+	4-	4+	4+	4+	4+	4+	ZERO	ZERO	ZERO	ZERO	ZERO	ZERO
Term		S1T1												
	Average	52												
	Professional Judgement	▢												
	Term Result	52												

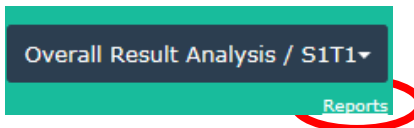
As a teacher, you encourage students to do something, anything, to show their skill or knowledge with that outcome. We encourage, we differentiate, we re-teach and provide opportunity to learn, but when they have not shown evidence of anything, there is recourse. When it is time to assign a mark for the course in its entirety, and you have no evidence at all in any outcome, you can add a zero to an outcome mark and it will lower the percent calculation.

You can also put N/A into the professional judgement for outcomes that you did not teach, did not expect that student to do, or for outcomes that are optional and should not be factored into the percent calculation. **N/A will not lower the student's mark. Zero will lower an overall term result.**

The percent is calculated by **averaging each outcome's mid point** value from the teacher view conversion chart. The strands have nothing to do with % calculation as there can be an unbalanced number of outcomes in a strand.

This example of 6 high 4's and one low four and 6 zero's is:  
 $(98+88+98+98+98+98+0+0+0+0+0+0)/13 = 52$

## Reports in Student Analysis



The tiny word reports under the analysis choices will get you to various printable reports for students and parents and marks verification.

The current list of reports that pops up is ridiculously long and not descriptive. This list is changing over the summer so as it changes reports will be more properly described. Time will definitely yield improvements here.

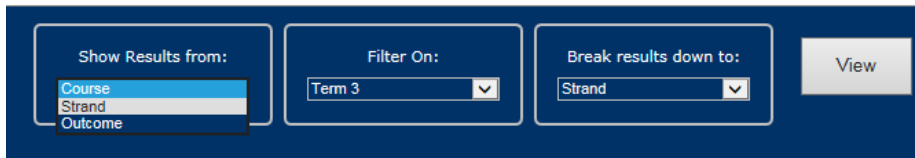
Reports with the words (all students) after them will do the whole class, the one named the same without *all students* will do the same thing for a single student.

The Marks Verification Summary is simply the Class Section Summary for ALL classes a teacher teaches.

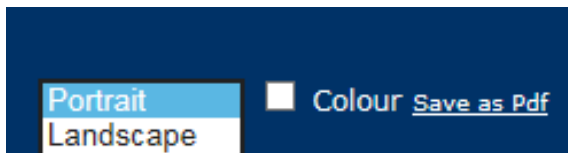
So if you are trying to verify your marks that will be exported, use the Class Section Summary if you prefer to do it class by class, or the Marks Verification Summary if you want one print job with every class you teach. For both of those options run them once for outcome marks and once for CSL marks.

Click on any report.

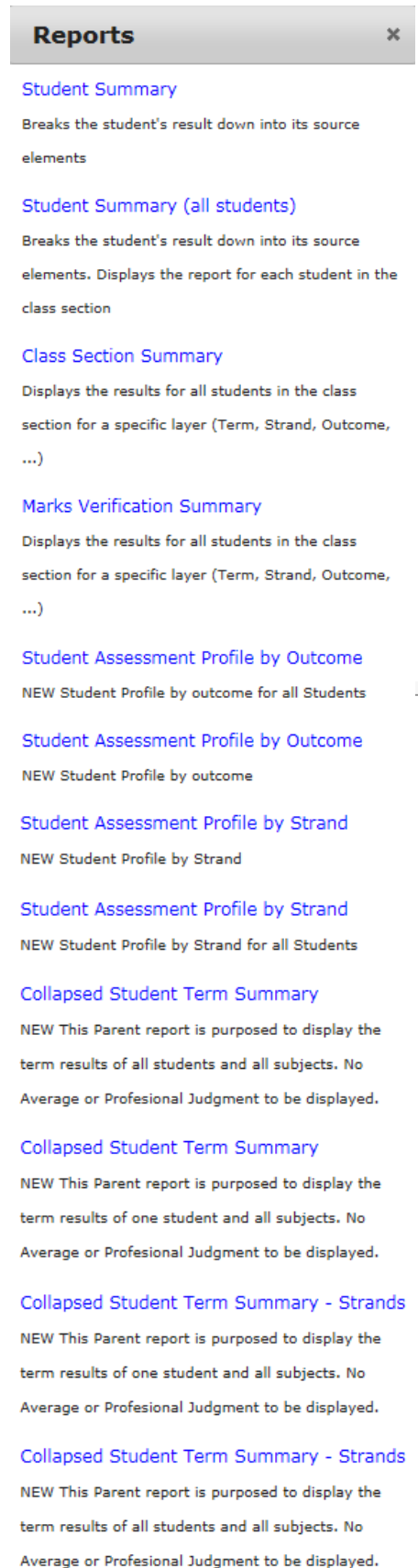
Notice the options available in the top bar, each time you change options, click VIEW to see your new results. Many reports themselves have different options within them.



Click Save as PDF to save the report to your computer and print. Notice you have the option to have the report display portrait or landscape and can check the colour box to have it saved with colours.



Any desired reports can be requested. If you really need something here you don't see, send a hand drawn/typed/or photo of what you want and why to your students achieve expert and it can be determined if that will be paid to be developed.



## Kindergarten Report Card

Kindergarten teachers use Students Achieve to enter outcome based marks but NOT Characteristics of Successful Learner marks.

In the past Kindergarten teachers have been responsible for attaching a word document with the Kindergarten Specific CSL marks to a report card. Now you do this in MAPLEWOOD.

Kindergarten teachers do not do programming codes. (NEW)


Term 1 ONLY has CSL marks, Term 2 and 3 will have both outcomes based marks AND CSL marks.

---

### What do K teachers actually do for term 1?

- ✓ Consistently keep appropriate outcome achievement data in students achieve as in the past.

- ✓ At report card time, use the  button to get into Maplewood.

- ✓ Click Class Achievement  [Class Achievement](#)

- ✓ Choose your Social K class

X	<a href="#">SOC Ka</a>	Social Studies
---	------------------------	----------------

- ✓ Enter the CSL marks directly into Maplewood in the empty boxes for each reportable CSL.

Gr. ▼	Progra	Willin	Is not	Follow	Plays	Follow	Shares	Cares	Shows	Accept
K	R	S	Willing to try a new experience Weight: 10 Denominator: 100					U	U	U
K										

(hover over the topic titles for a pop up to appear. Don't click on the topic titles. Just click in the empty box to choose C,U,S,R for Consistently, Usually, Sometimes, and Rarely. To 'autofill' ensure your cursor is in a box with a letter pre-chosen you want, and hit Shift-ctrl-down arrow.)

- ✓ Enter generic comments in the Social Studies class comment box.

 <a href="#">Marks/Comments by Student</a>	or	 <a href="#">Marks/Comments by Class</a>
---	----	--

- ✓ Print the Kindergarten report card on LETTER paper. Choose Kindergarten CSL only for term 1.



# Engagement Portal

## Background Information

Students Achieve as you know it sits on one website.

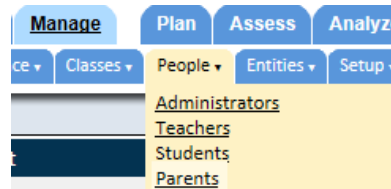
<https://sas.srsd119.ca/SASTeacherWeb/>

The student engagement portal which facilitates student authenticated login via SRPSD computer username and password sits on a DIFFERENT website. <https://sas.srsd119.ca/SASStudentWeb/>. The parent engagement portal which facilitates parent authenticated login via generated usernames and passwords, sits on a DIFFERENT website <https://sas.srsd119.ca/SASPublicWeb/>

You as a teacher, can go look at the student or parent view any time you wish, from your own SA teacher website, without logging in as anyone else.

## Checking Portal View

- Click **Manage**
  - People
  - Parents ...from the main menu.



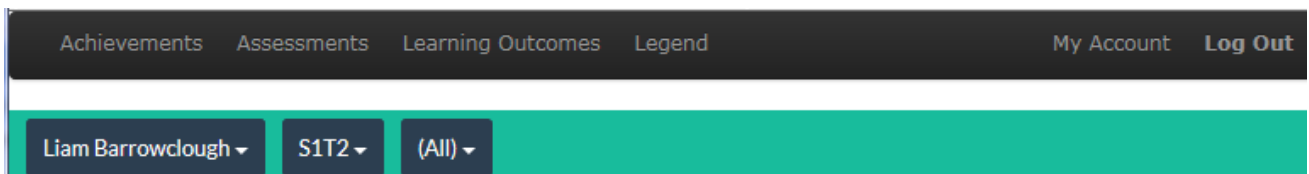
- Click on the paper pencil icon beside the desired Parent.



- Click on the Website Tab
- Click Launch Parent Website



The Portal shows **Achievements** as the overall snapshot just like the report card, but it is interactive, so everything you click will go deeper to show either the **assessment** itself or the **outcome**. Students and Parents can see completion codes and marks for assignments, and outcome and strand overall results.



There is a legend and people can reset their password under *My Account*.

To see the last date a parent or student accessed the portal, go to Manage, People, and find the person. There is a column beside their name titled LAST LOGIN. It has dates and can be sorted by date.

## Plan Class Assignments (OLD - to be discontinued in coming years)

The Plan Class Assignments view is being replaced slowly by Touch Marks Entry (TME). As far as simply entering marks, TME is better all around, but the old view has value in:

- Making and using folders to organize yourself
- Being able to see all assignments on one screen, regardless of date.
- Changing formative to summative quickly for multiple assignments
- Previewing to see if all strands or all CSL's have been covered

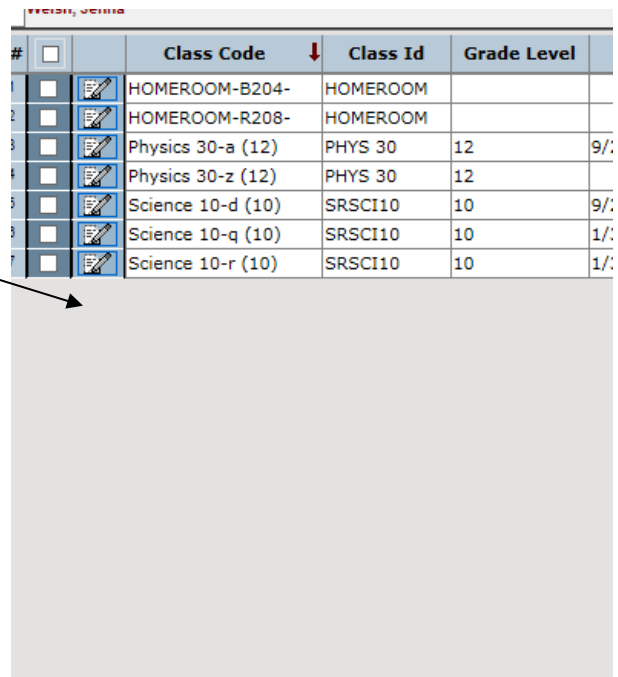
The new TME view will eventually have all these features and at that point Students Achieve will get rid of this old view. Until then, use it for its valued pieces only.

### Creating an Assignment (OLD, use Touch Marks Entry when possible)

**Step 1:** Select the course you want to work with using the drop down arrow.




**Step 2 :**

Select **“Plan Classroom Assignments”** from the Shortcuts Menu.



#	<input type="checkbox"/>	Class Code	Class Id	Grade Level	
	<input type="checkbox"/>	HOMEROOM-B204-	HOMEROOM		
	<input type="checkbox"/>	HOMEROOM-R208-	HOMEROOM		
	<input type="checkbox"/>	Physics 30-a (12)	PHYS 30	12	9/:
	<input type="checkbox"/>	Physics 30-z (12)	PHYS 30	12	
	<input type="checkbox"/>	Science 10-d (10)	SRSCI10	10	9/:
	<input type="checkbox"/>	Science 10-q (10)	SRSCI10	10	1/:
	<input type="checkbox"/>	Science 10-r (10)	SRSCI10	10	1/:

**Step 3:** Choose a Folder.

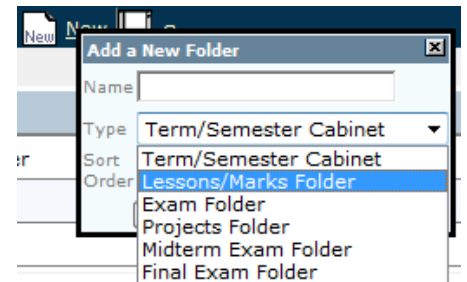
Folder Name	Type
 <a href="#">Assessments</a>	Lessons/Marks Folder
 <a href="#">Rubrics</a>	Rubric Root Folder
 <a href="#">Lesson Garage</a>	Unlinked Folder

Assessments is the only folder there to start with. Feel free to click New to create new lesson marks folders and name them what you want. You can also rename the assessment folder.

If you click the edit checkbox you can change the names of existing folders.








If you click new – there are cabinets or exam folders...just stick with lesson marks folders please.



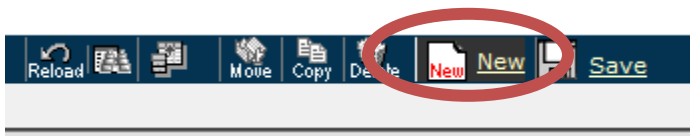
**Please note that just because you name a folder: Term 2, those marks will not just go into Term 2 – the dates of the assignments have to fall within the Term 2 date range. You might even be better off to name your folder “Life Science” or “Growth Plans”.**

Here is a sample picture of someone’s chosen folder structure:

Do what suits you. Having multiple folders lets you see fewer things on the screen at a time.

Folder Name	Type
 <a href="#">Assessments</a>	Lessons/Marks Folder
 <a href="#">ELA</a>	Lessons/Marks Folder
 <a href="#">Home reading Oct</a>	Lessons/Marks Folder
 <a href="#">Spelling + Printing</a>	Lessons/Marks Folder
 <a href="#">home reading Nov</a>	Lessons/Marks Folder

**Step 4:** Click New – to create a new assignment. (once inside a folder)



**Step 5:** Complete the assignment wizard.

# New Assignment

**English Language-a (7)**

Folder: Term 1

Assignment Name:

Assignment Type:

Task Type:

Due Date:

Type a name.  
Anything identifying this assignment for you will do.

Choose whether this assessment will be summative or formative. Summative assignments count towards the report card grade while formative assignments do not count. You can change this at any time in the future should new data necessitate the change.

Diagnostic and other are also other choices; they do not count toward

Choose what type your assessment will be. Throughout the year you want to strive to have a balanced or triangulated portfolio for students where there is a fairly equal number of Observations, Conversations, and Products.

Click icon to pop up a calendar to choose your date. Date is not required, but recommended as marks are calculated based on most recent improvement.

Select the Mark Entry Method:  Achievement Indicators

The mark will be:

Select how the Outcomes will be marked:  Separately. A separate mark will be entered for each category

**Outcomes**

List	View	Read	Speak	Repr	Write
<input type="checkbox"/> CR7.1	<input type="checkbox"/> CR7.1	<input type="checkbox"/> CR7.1	<input type="checkbox"/> CC7.1	<input type="checkbox"/> CC7.1	<input type="checkbox"/> CC7.1
<input type="checkbox"/> CR7.2	<input type="checkbox"/> CR7.2	<input type="checkbox"/> CR7.2	<input type="checkbox"/> CC7.2	<input type="checkbox"/> CC7.2	<input type="checkbox"/> CC7.2
<input type="checkbox"/> CR7.3	<input type="checkbox"/> CR7.3	<input type="checkbox"/> CR7.3	<input type="checkbox"/> CC7.3	<input type="checkbox"/> CC7.3	<input type="checkbox"/> CC7.3
<input type="checkbox"/> CR7.5	<input type="checkbox"/> CR7.4	<input type="checkbox"/> CR7.6	<input type="checkbox"/> CC7.4	<input type="checkbox"/> CC7.4	<input type="checkbox"/> CC7.4
		<input type="checkbox"/> CR7.7	<input type="checkbox"/> CC7.6	<input type="checkbox"/> CC7.5	<input type="checkbox"/> CC7.8
		<input type="checkbox"/> CR7.8	<input type="checkbox"/> CC7.7		<input type="checkbox"/> CC7.9



\*\*Hovering over the outcome number will show you the entire outcome wording.

Next you may choose to assess none, one, or more than one of the Characteristics of Successful Learners for this assignment.

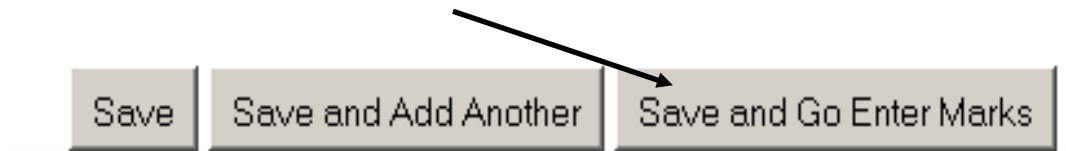
**Characteristics of Successful Learners**

CONF	CITIZ	RESP	WorkH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Marking an Assignment (OLD, use Touch Marks Entry when possible)

First you need to find the Marks Entry by Assignment screen where you see a list of your students and are able to input marks. There are a variety of ways to find that screen.

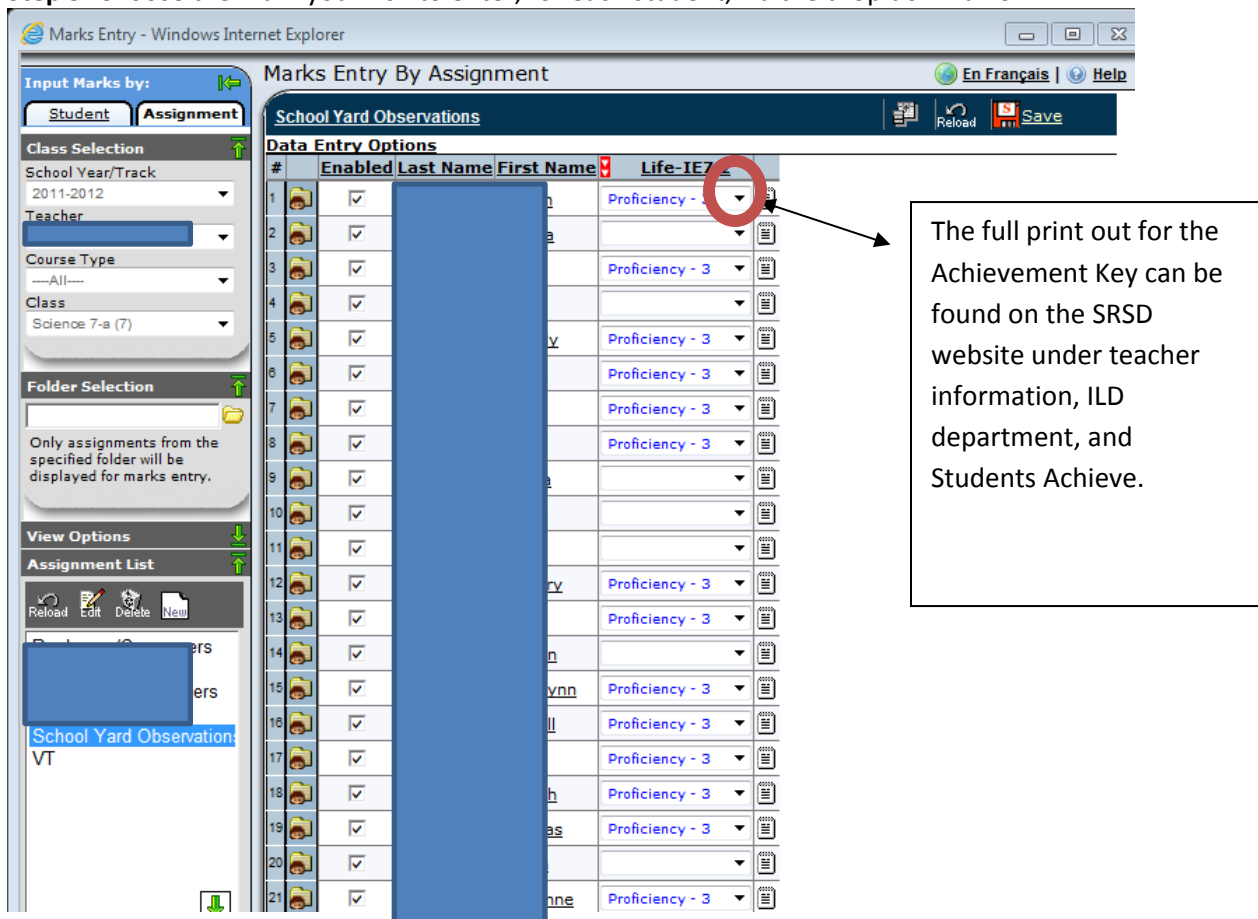
If you just finished creating an assignment, and pushed the save and go enter marks button, you are already there.



**If you are just opening the program**

On the **Assess** tab, under the **Classroom** tab, choose **Input marks by assignment**.

**Step 5:** Choose the mark you wish to enter, for each student, via the drop down arrow.



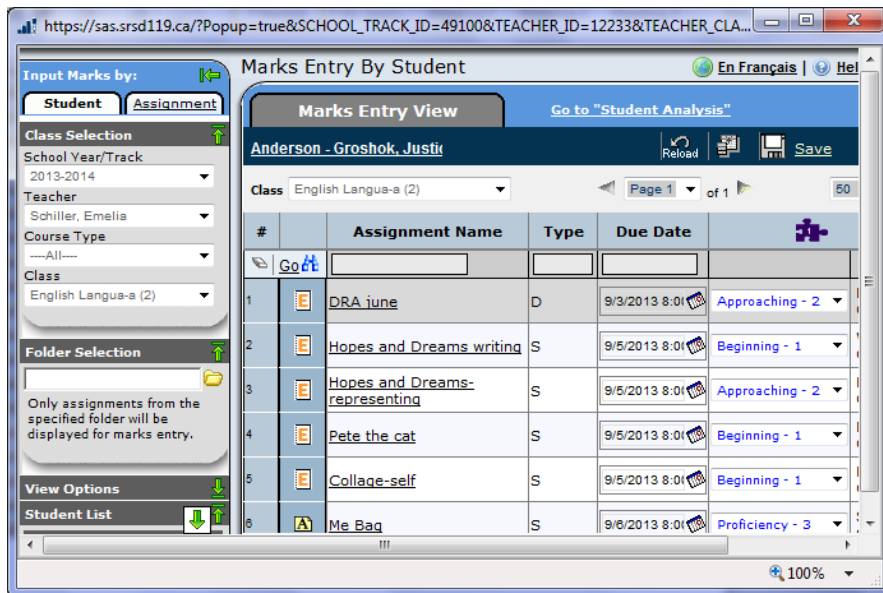
The screenshot shows the 'Marks Entry By Assignment' web application. The interface includes a sidebar with 'Input Marks by:' (Student/Assignment), 'Class Selection' (School Year/Track, Teacher, Course Type, Class), 'Folder Selection', and 'View Options'. The main area displays a table with columns: '#', 'Enabled', 'Last Name', 'First Name', and 'Life-IEZ'. The 'Life-IEZ' column contains dropdown menus with 'Proficiency - 3' selected. A red circle highlights one of these dropdown menus, with an arrow pointing to a text box.

The full print out for the Achievement Key can be found on the SRSD website under teacher information, ILD department, and Students Achieve.

The above picture shows mark entry by assignment.

The picture below shows mark entry by student.

On the **Assess** tab, under the **Classroom** tab, choose **Input marks by student**.



Click the **SAVE** button to save marks entered by student! There is no auto-save in this entry method.

### Will Plan Classroom Assignments go away?

Yes. We have been using Students Achieve for 6 years at the start of the 2015/16 school year. Software gets updated...any part of Students Achieve that has the word 'TEACHERweb' in the URL of the site you can expect to disappear in the coming 2-5 years. The pages with 'UASweb' in the URL are ones that are new and will stick around for a much longer period of time. Students Achieve renewed the touch marks entry portion and will renew some features with regards to folder creation and overall views from the old screens next.

## Exporting

Getting marks from Students Achieve to Maplewood is called exporting.

Your school administrator will advise you as to your individual school's preferred export options.

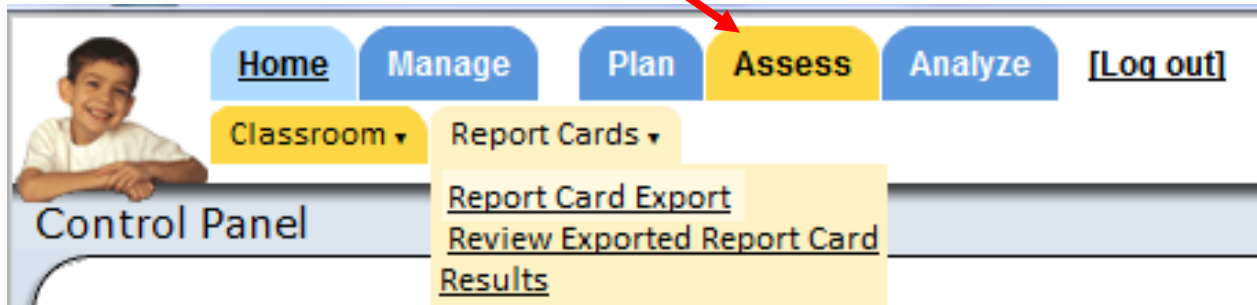
### Exporting Options

- Any teacher can export all their marks, class by class, or strand by strand. At any time.
- Any principal or students achieve administrator can do the same, but can do all teachers one by one.
- The division office can export the whole school with one button click.

**The key to success with multiple people available to export at multiple times is to keep the data up to date in Students Achieve. It is dangerous to change a mark in Maplewood after an export and expect it to stay changed – any re-export by your admin or division will overwrite any changes you make in Maplewood. Therefore a good rule of thumb is to change the data in Students Achieve only, and re-export to get what you want in Maplewood.**

**Note:** The marks that will export are those that show up on a marks verification report. It is always wise to check that report first so you are not wondering why something didn't export. Either it wasn't there in the first place to export, or there was no connection to Maplewood to export with.

**Step 1:** From anywhere in Students Achieve, Using the tabs at the top of the screen, Click the Assess tab, Report Card tab, and choose Report Card Export.

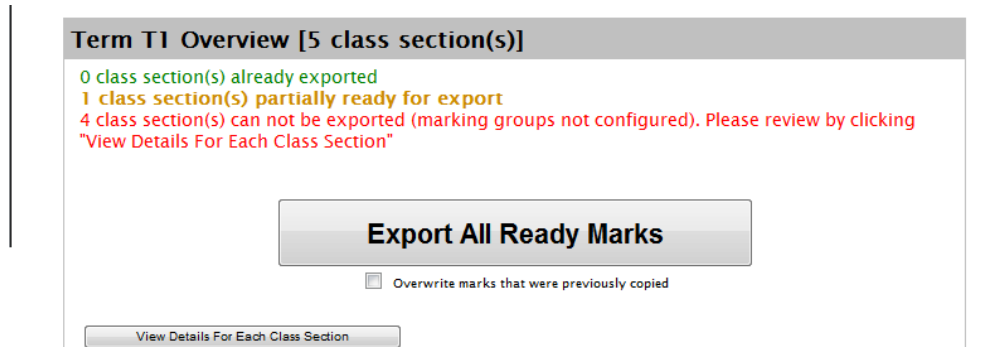


**Step 2:** Choose the term you wish to export.

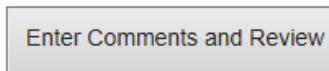
(Do not push the review button yet – it just goes to Maplewood, you want to export first!)



**Step 3:** After selecting the term, a new button will appear, Export All Ready Marks - click it. And Wait. The Big Export button will remain grey while it is working. *(I have never checked off the overwrite marks that were previously copied button, it does overwrite anyway)*



When your export is complete, and the big Export all Ready Marks button is no longer greyed out you can go to Maplewood to see what landed. The shortcut to Maplewood is **Enter Comments and Review**.

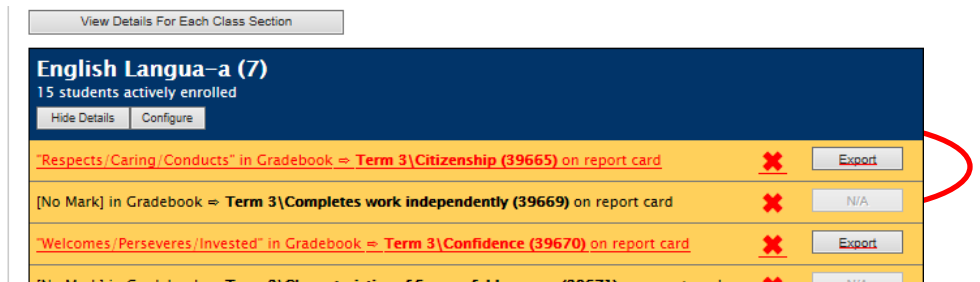


To see how it is going, or conversely to export at a smaller granularity; while your Export All Ready Marks button is greyed out, you may click **View Details for Each Class Section** button.



To export individual classes, just hit the circled export button on the class you want.

To export individual strands, click the show details button on the class, and then multiple export buttons will appear – this is handy if you forgot work habits marks and want to export just work habits.



The **Airplane icon means it is exporting**....the red x means it's finished. *(Yes red X is good)* Occasionally you will get a green check mark when it is finished. Either way, red X or Green Check, both are good, both mean done.

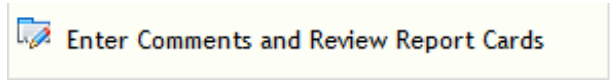
If the export button is greyed out and you want to export that strand, it is not available in Maplewood, talk to your school secretary to ensure topics are selected. Use the word *topics*, it will help the secretary.



# Maplewood

## Comments

Once you leave Students Achieve by clicking the “Enter Comments and Review Report Cards”, you will be automatically redirected to Maplewood.



Then once inside Maplewood, we:

- Enter comments
- Spell check comments
- Do programming codes (Grade 1-8)
- Print and save the actual report card.

If you are unable to do any of this, if any boxes are greyed out, it is a Maplewood issue, not a Students Achieve issue. **Tell your school secretary**, they can unlock the term and make it work.

## Entering Comments



Choose marks/comments by student or by student or by class.



The following screen will appear for the class. Student is similar.

Teacher: Sinoski, Paige (Mrs.) Term: Term 3 (Mar 10 to Jun 25) From: 2014-06-02

Class: ELA 8m - English Language Arts Topic: All To: 2015-06-09 Done

Topic: Programming Characteristics of Successful Learners English Language Arts

Sub Topic: Confidence Citizenship Responsibility Work Habits Viewing Reading

Category: Class Comments by Group

Item: Date: Assessment Type: Denominator | Weight

WHAT'S NEW

To learn what

Don't show this message again.

Teacher resource icon

Ensure the Topic says **ALL** if you want to see all of the topics. All classes grade 1-12 will have the CSL topics and a subject level set of topics. Ensure you are looking at the correct term.

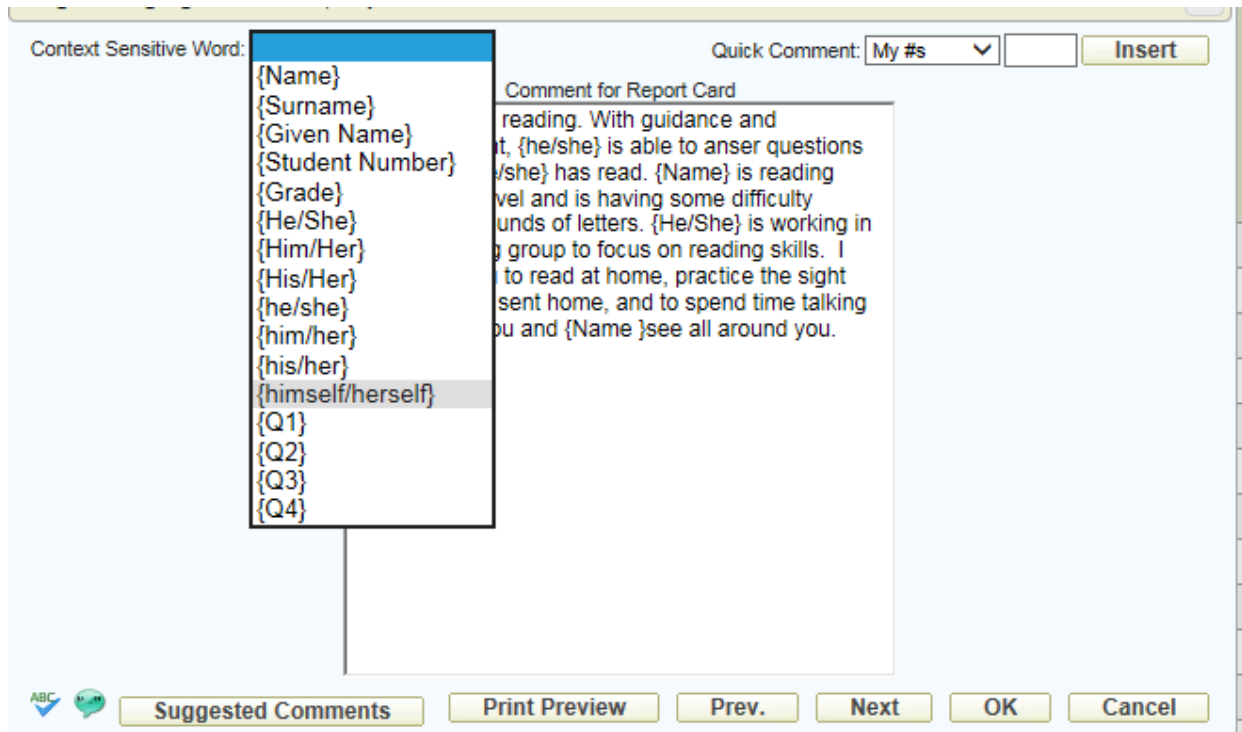
The teacher resource icon has help documents for Maplewood. Once you know this, click the Don't Show again to get you to bother you.

<a href="#">Programming</a>	Characteristics of Successful Learners				English Language Arts			
	<a href="#">Confidence</a>	<a href="#">Citizenship</a>	<a href="#">Responsibility</a>	<a href="#">Work Habits</a>		<a href="#">Viewing</a>	<a href="#">Reading</a>	<a href="#">Representing</a>

The mint green ones are **main** topics and the muted forest green topics are sub topics. We put comments in the main subject topic only. The main topic should be the only topic with a comment icon. The sub topics are the only ones Students Achieve puts marks into.

To enter comments, click the tiny notepad with the green plus sign for an individual student.

To enter comments that will be applied to all students, **do not** use the tiny notepad icon beside a single student, instead click the topic title and you can make comments for the whole class for that topic.



You can use the context sensitive word drop down to choose generic terms that will pick up the students correct spelling of their name and gender specific items stored in Maplewood.

There is an **ABC check icon** in the lower left that can spell check.

## Programming Codes entered in Maplewood

Programming codes are to indicate Regular grade level outcomes, Below grade level outcomes, French Immersion, or Individual Program Plans. We use programming codes in grade 1-8. Programming codes only print on Term 1, 2, 3 report cards, they are not a part of semester based report cards. If your grade 7, 8, or 9 students are timetabled by semester, you will not be using programming codes and must comment accordingly. Kindergarten students are never below grade level as it's the bottom level, therefore we do not use programming codes on Kindergarten report cards either. Parents will already know if their child has an Individual Program Plan and comments can refer to it if needed.

Programming codes are completed in Maplewood, and are therefore not a part of any export from Students Achieve to Maplewood.

The previous page has a picture of the topics where you can enter comments. The first topic pictured is programming codes, simply click in the box and choose your program code.

You can autofill....ensure your cursor is in the top box and that it has the mark you want in that top box. Then click Shift+Ctrl+ down arrow. This appears in a pop up box on the

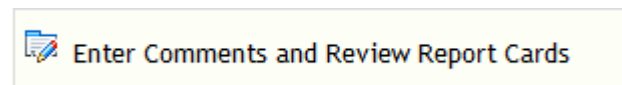
NOTE: All of your marks should be there once it has exported from Students Achieve, It auto exports N/A for strands you have no results for. You will only have to enter the R for Regular, BGL for Below Grade Level or IIP for Individual Intervention Plan.

## Printing Report Cards

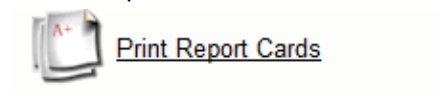
Printing Report Cards from Maplewood.

Maplewood has an office side and a teacher side. Teachers can print from the teacher side, secretaries and administrators can print from the office side. The office side is much more robust – if you are having troubles simply request your secretary print from the office side for you.

Students Achieve does not print a report card. You need to leave Students Achieve and proceed to Maplewood to print your report card. To leave Students Achieve click the Enter Comments and Review Report Card Button



In the Maplewood Achievement menu, look for the icon that says Print Report Cards.



When you push that button, you will get a screen like the one below. Choose your name from the list and ensure the report name is the one you want. There MAY be different ones at your school, there may be only one. You can also check or uncheck students to print only selected students. Then simply click

view, this will get a print to the screen. You still have to click the printer icon in adobe acrobat to get it to print to paper after that. Your school ALSO NEEDS TO develop a protocol for saving as well as printing. It is suggested that you save a copy in a central drive such as the L:/pool folder at the school.

**Print Report Cards**

Report Name: Students Achieve Sept 2011

Select Student:  Homeroom  Class  Advisor Group

Include Deleted Students:

Report Date: 11/01/2011

3/4No Designation

#	Name	Grade	Select All	Select None
1	A. Lynn	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	E. na	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	D. y	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	D. y	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	G. er	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	G. w	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: View, Cancel

Callout: Choose your name from the list.

There is an option for printing double sided, it appears under the report date, choose Duplex. Duplex will add an extra page to odd numbered cards so that cards are either 4 or 6 pages long and it is possible to double side. Choose double sided printing on the printer when you print as well.

### OMG do I have to wait forever for it to print? (June 2015 – seeking resolution)

If you click the view button as normal and your report takes longer than 3-5 minutes, then close the window, and hit cancel.

The very next time you go into ‘Print Report Cards’ the pdf it was working to generate will just be there for you.

There is a support video for printing on the Integrated Learning Department Website. It details steps for printing including what to do if your report is taking forever...close, cancel, walk away...next time you come back it will be waiting for you. No incessant clicking – that’s what makes it take longer.

Report(s):  Comments Preview T3 (Term 3 of 3)

Term 3 of 3 Grade 1-9 - Main Elementary Report

Report Date: 06/09/2015

Page Padding: None

Buttons: View, Cancel

### Saving Report Cards

Report cards must be saved. It is the secretary’s job at the school to save the whole school for that term. She must save it in a special report card folder that is accessible to division office personnel. You are welcome to save a copy yourself but the school copy will always be there year to year.

On your school’s Apps on I drive, there is a folder called **ReportCards**, and it has yearly sub folders. That is where copies of past report cards are to be saved.

# Secretary Section – Under Construction

---

The role of the secretary is different at each school. At the beginning of a class, the secretary must select terms and topics for classes that she has assigned to teachers and timetable students. The secretary also manages the terms. She must unlock a term when a teacher needs to enter comments and for exports. She must lock previous terms after report cards have printed. At some schools the secretary prints report cards, at other schools the teachers do. Regardless, every secretary must save a copy of the report cards after printing.

## Current year instructions (not scheduling year)



### Create Classes from Courses

(If you are missing a course call Joyce/Brad/Asha)

In the menu choose **File>School Set up>Classes**. Now you can make classes off of a course.

\*Note: You can add staff for next year and assign them to classes now. \*

Things to attend to:

- Click **Add**
- Pick the teacher for the class, section a is the first teacher that teaches that class, if you have two teachers that teach say, Math 2, then you'll need a Math 2 section b...maybe even section c if there is a third.
- assign the 'students achieve pattern' for the schedule.
- **Ensure the CREDIT VALUE = 0.0** (if it is a non high school credit course)
- Ensure Reportable is checked (should be defaulted)

Click **ADD** to enter another class over and over until you are done.

Click **OK** when you are finished.

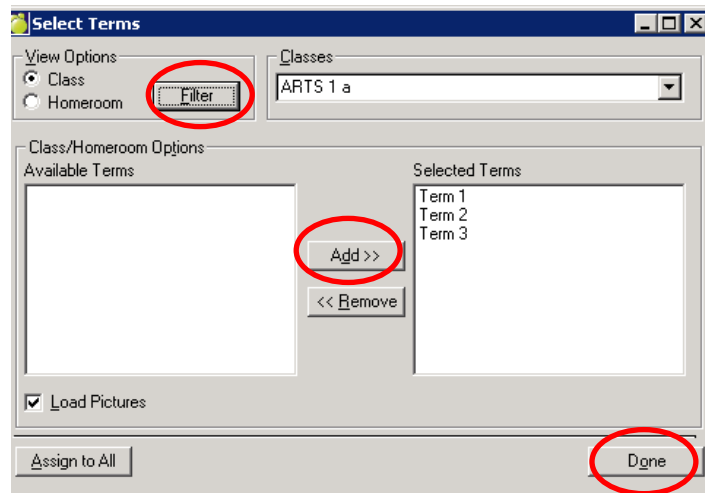
For split grades you can create excursion lists and add by list.

You must add students to their classes when they enter the school, **every time you get a new student, he/she must be timetabled. This is something you do continuously all year long.** You can add an individual student by clicking individual student instead of assign timetables by group in the edit timetables menu, OR edit on the timetable tab of the student record itself.

## Selecting Terms

Click **Marks>Topic Based Marks> Select Terms**.

Click **Filter**, Click **OK**, all the courses will come up. Add T1, T2, and T3 as terms, and you're **done**. It should look like this:



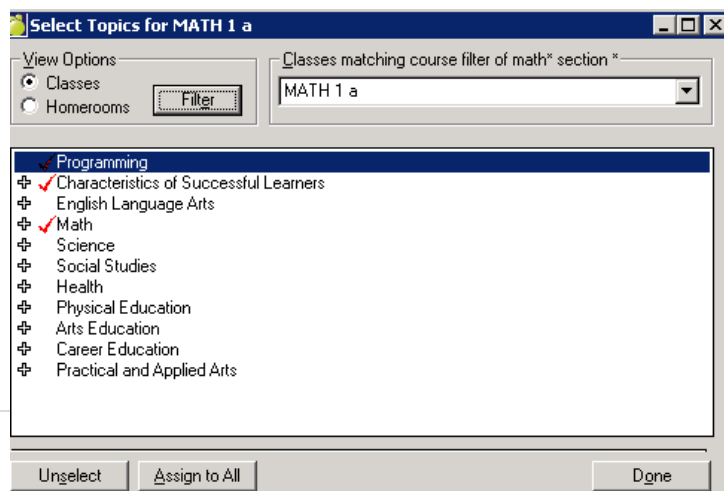
## Selecting Topics

In the **Marks Menu** Choose **Topic Based Marks>Select Topics**

Click **Filter** – and think about how you want to proceed. You can simply click OK next and the entire list of courses will populate. You can then go through every class one by one selecting the topics by checking the three appropriate topics for that class, clicking **select**, and moving on to the **next** class in the drop down

– OR – to be more strategic: Click **Filter**, **course filter**, and filter to get all the art classes up by typing **art\*** - then you can choose the three appropriate topics for art (programming, characteristics of successful learners, and art) and **Assign to all**.

**Every class needs** a red check mark beside the topic **programming** and **characteristics of successful learners** and the appropriate **subject topic** assigned to it.

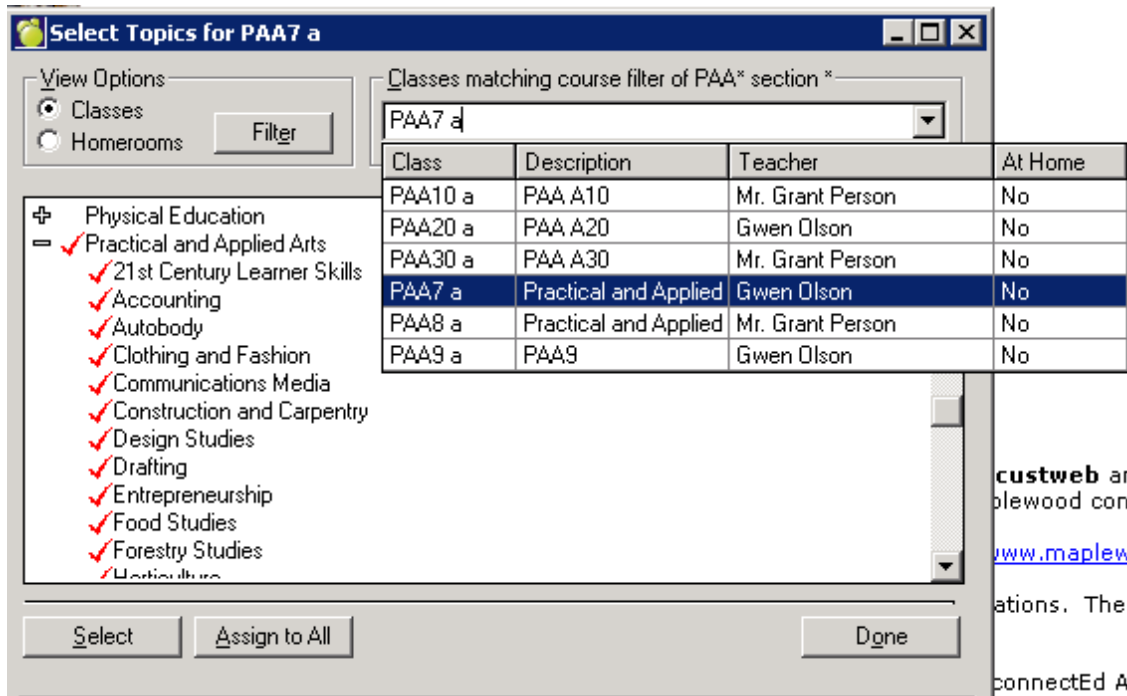


## De-select topics for PAA

To unselect a topic for the purpose of ensuring PAA prints correctly on the report card:

In Maplewood:

- Marks>Topic Based Marks>Select Topics
- Click Filter
- Select Course Filter and type **PAA\*** - this will get your PAA7 and 8 classes.
- Uncheck the ones under PAA that you don't want and assign to all. You can only use assign to all if your all list only has PAA classes in it like the picture below. If you didn't filter your courses, don't do assign to all.
- The ones with red checks will print, the ones without will not.



- Enter names and ok – to add more names click Add.

## Printing Report Cards

Some schools the teacher prints from the teacher side, however it is much more efficient in many cases to have the secretary print from the office side.

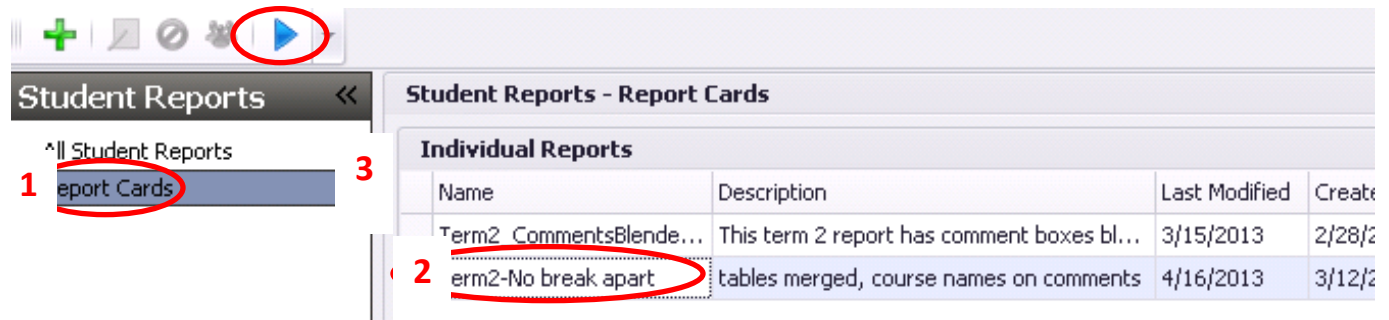
Choosing the right report card to print.

- Choose the correct term, the division will assist with this by only making available current terms.
- Kindergarten has their own report, choose it for English Kindergarten students.
- French Immersion K,1,2 has their own report, choose that one for French Immersion grades K,1,2 only

- Elementary grade 1-8 in K-8 schools or 1 and up as long as they are timetabled in T1, T2, T3 classes. Print the T1 or T2 or T3 report.
- There will be four reports for high school, S1T1, S1T2, S2T1, and S2T2
- Wesmor is special. (they have 5 blocks or 10 terms)

In Maplewood:

- Marks>Print Report Cards>Report Builder for Report Cards
- Select the folder in the left column (1)
- Select the report you wish to print by selecting it blue (2)
- Push the blue play button (3)



Check off the page padding, to duplex prior to running. This will make double siding possible because it will insert a blank page after odd numbered page student report cards.

If you click the Run Report button now your whole school will generate in one report. This can take an hour even at a small school. But you can just let it run while you do other things.

If you are a large school consider:

Click Add Criterion, and choose Homeroom, and pick a homeroom, then RUN REPORT just for that homeroom. This will yield smaller files, but you'll have to do it for every homeroom

When the report cards appear on the screen. That is when you have to choose FILE>EXPORT TO PDF. You cannot just hit print.

Choose the printer and print on letter size paper, double sided, and hand staple after the big lot comes out.

### Saving Report Cards

Report cards must be saved. It is the secretary's job at the school to save the whole school for that term. You must save it in a special report card folder that is accessible to division office personnel so that school psychologists etc. can access past report cards.



After each term, Repeat the print process if needed to get a PDF copy of the report cards up.

Save the resulting PDF file(s) electronically in the **I:/pool/report cards folder**. This location will be available to all division staff and in years to come, that is why it is important you use that folder.

Save a pdf copy of the report cards **NOT** a prnx copy as comes out if you choose print instead of export.

### **Correlate Database**

There is an office side to Maplewood and a teacher side. You look at the office side...they look at the teacher side. If they are ever different, Correlate your database. How often should you do this? At the end of every day that you have made timetable changes. Don't expect to have your teachers see new kids in their classes, new classes, different sections etc. until you Correlate.

After performing a correlation, then you must wait overnight for Students Achieve to reflect the new information. If it is emergent that a teacher see the changes, call Debbie Hobson for an integration.

### **Integration**

Maplewood sends data to Students Achieve nightly. In an emergency (report card day) you can request that process happen instantly. Not every secretary has the rights to integrate, call Debbie Hobson if you do not have this ability. Detailed instructions are in the Expert Section.

# Expert Section

Each title below is a tab in Students Achieve, each subtitle is a sub tab. Then each item under the tab is described.

## Manage Tab

### Setup – School Schedule

Under the setup tab, click School Schedule item.

You have to configure a track, cycle, and calendar – three items numbered 1,2,3.

Unless the current year has a green check mark, people cannot use Students Achieve for the year.

If there is a mistake, you can unsubmit, fix it, and re-submit.

Students Achieve gets its data from Maplewood, so once your school year is setup, changes in MW should be reflected in SA.

Track Name	Submitted
2011-2012	✗
2012-2013	✓
2013-2014	✓
2014-2015	✓

\*Note: Highlighted row indicates currently selected track.  
[Click here to open the Track Editor](#)

- 1 Configure Your Track**  
Track Editor. Here you can edit your Tracks, Terms, and Reporting Periods.
- 2 Configure Your Cycle**  
Cycle Editor. Allows you to manage Cycle Days, Bell Schedules, and Bell Periods for the current track.
- 3 Setup Your Calendar**  
Calendar. Set the desired rotation of Cycle Days for the current track.

Unsubmit ?

For each step 1,2,3, click the words: Configure your track, cycle, calendar to do each one.

Complete each pop up box as outlined in following images and click the Submit button when complete. Your checkmark will be green instead of a red x and you'll know you are set up.

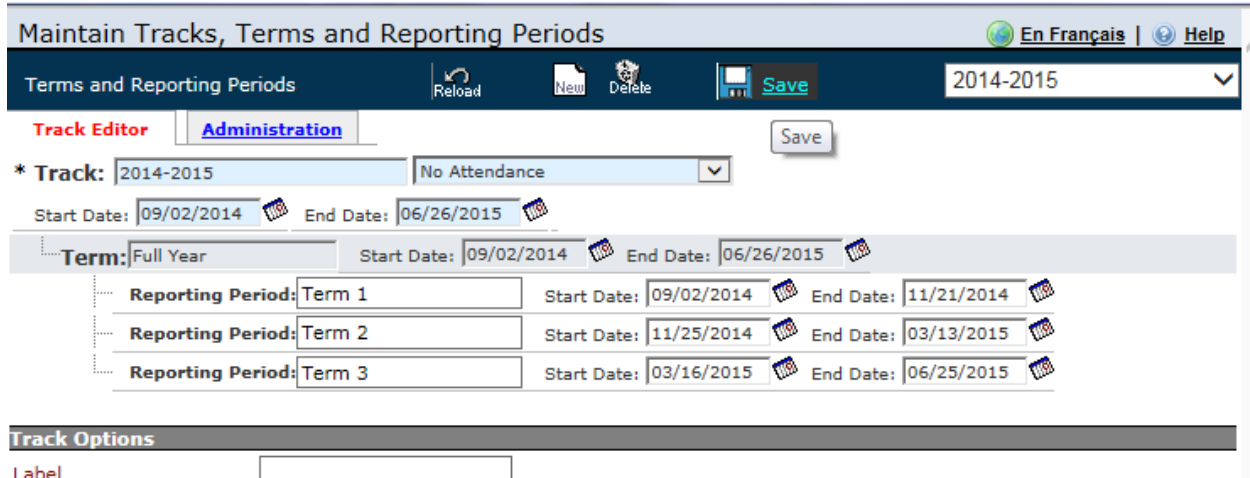
Track Name	Submitted
2011-2012	✗
2012-2013	✓
2013-2014	✓
2014-2015	✗

\*Note: Highlighted row indicates currently selected track.

- 1 Configure Your Track**  
Track Editor. Here you can edit your Tracks, Terms, and Reporting Periods.
- 2 Configure Your Cycle**  
Cycle Editor. Allows you to manage Cycle Days, Bell Schedules, and Bell Periods for the current track.
- 3 Setup Your Calendar**  
Calendar. Set the desired rotation of Cycle Days for the current track.

Submit ?

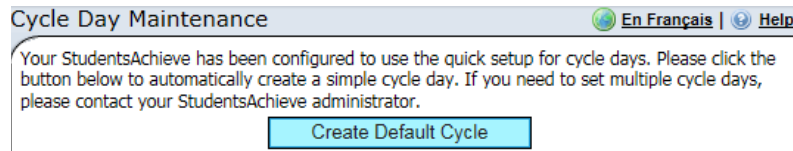
For Step 1: Configure your Track use the New icon to create reporting periods and enter the appropriate dates. It will not let you overlap dates. Click SAVE when done and close the window.



For Step 2: it should say you need at least once cycle to start. Click the words 'Configure your Cycle' and click create default cycle.

**2 Configure Your Cycle**  
 Cycle Editor. Allows you to manage Cycle Days, Bell Schedules, and Bell Periods for the current track.

- You must create at least one Cycle Day



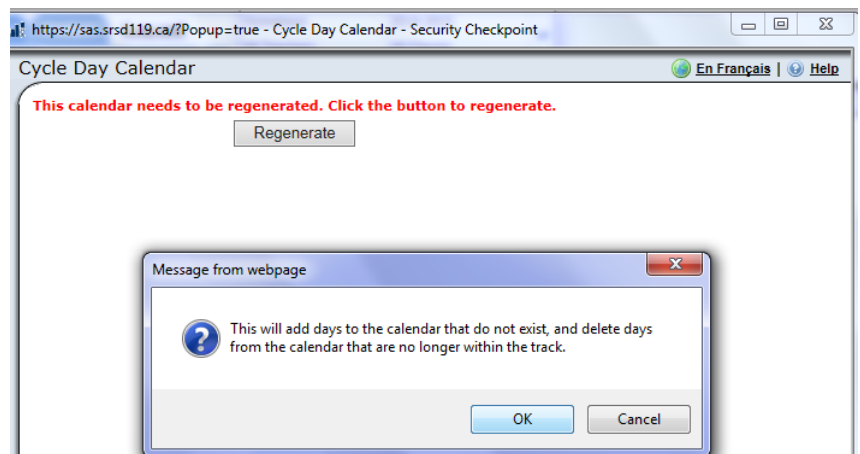
That button turns grey, and you wonder, what did I do, you created a default cycle, it's done, close the window.

Then it will say you need to regenerate the calendar. Click the blue 'click here to regenerate calendar' link.

**2 Configure Your Cycle**  
 Cycle Editor. Allows you to manage Cycle Days, Bell Schedules, and Bell Periods for the current track.

- The calendar for the current track needs to be regenerated. [Click here to regenerate the calendar.](#)

Click the regenerate button and click OK on the pop up box. You will then get a calendar. It automatically pops you into step 3.

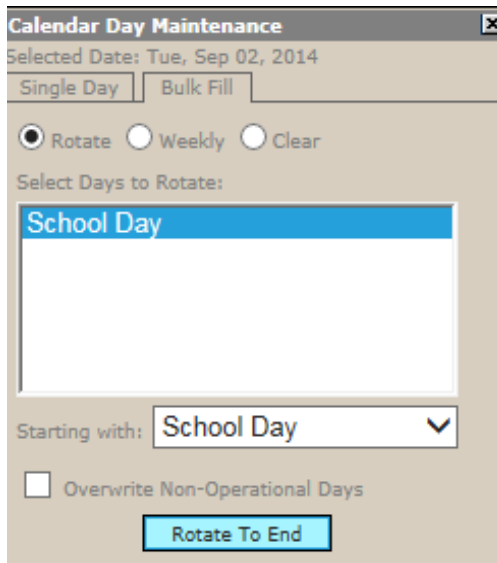


Step 3: A calendar will pop up. Click on the first day of school and you will get a brown pop up box like the one pictured here.

Click on the Bulk Fill Tab.

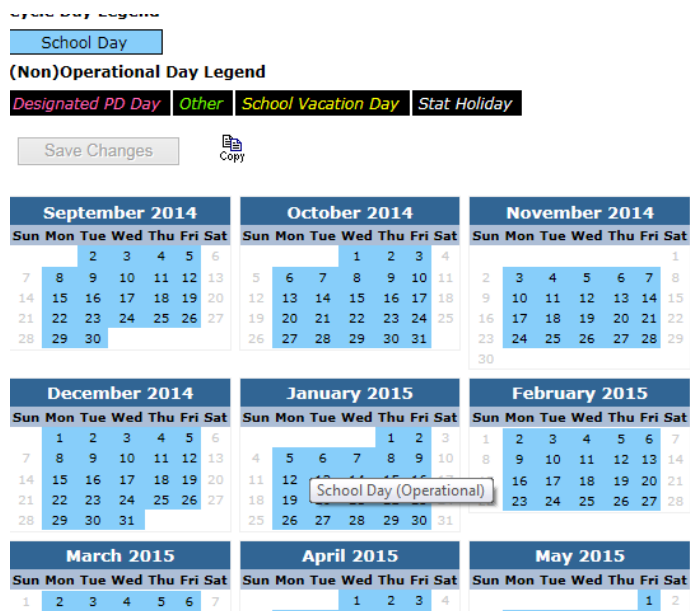
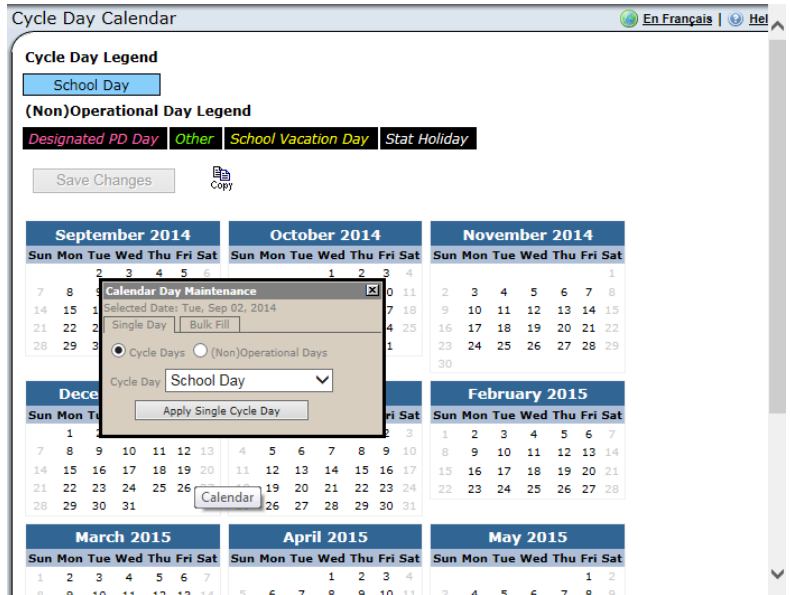
Click on School Day so it is Blue Highlighted.

Click Rotate to End.



You will know it worked when your calendar has blue days on the whole year instead of nothing.

Close that window, hit the Submit button. Your school year will now have a green check mark on it and the teachers and classes will appear for that year.



## Classes – Subject Resolution

Under Manage>Entities, look at the Subject tab. If the subject you are looking for is there, move over to the Subject Resolution Tab of the three Tabs. If the subject you are looking for is NOT there, you will need to use the ADD icon, to add a subject. Adding High School Subjects, the subject and the specialization are both identical.

To add a subject resolution, choose the correct subject from the main subject drop down list FIRST and then click the add icon.

#	Specialization	Class ID Profile	Class Name Profile	Class Type Profile	School	Schoolboard
1		21CEN	%	%		Saskatchewan Rivers School Division
2		LD21%	%	%		Saskatchewan Rivers School Division

The following box will pop up. Choose the school board, school, and double check the specialization.

**Add/Edit/Delete Subject Profile**

Subject: Physical Education 20

Wildcards: Id, Name, and Type profiles can be specified as exact matches or with using wildcards. Using wildcards will enable automatic mapping of new course types.  
 Use an underscore ( \_ ) to match against any single character  
 Use a percent ( % ) to match any number of characters 0 or more in length.

For example, a class id profile of "%MATH\_FP" will match both of the following id profiles: MATH3FP, 001-MATH5FP but not MATHFP.

Schoolboard: Saskatchewan Rivers School | School: All | Specialization: Physical Education 20

Class id profile: PEPE20 | Class name profile: % | Class type profile: %

Preview Course Types | Preview Teacher Classes

Create | Cancel

Type in the MW course topic code from the MW Topic Codes for the division in the class ID profile.

Put % in the other two boxes and click CREATE.

## Classes – Class Configuration

Teachers have this as well, there are more detailed pictures in the teacher section.

- You can change the display name of the class for a teacher here in the class label box.
- You can de-initialize a class so it can be re-set up. This process WILL DELETE all marks and assignments. If a teacher has the wrong outcomes for the class, this will need to be done.
  - Click the Tools/Utilities tab, click the remove all class content button.
    - Click NEXT, NEXT, Check the YES I really want to delete button
    - Click the Delete all class content permanently button.
  - Now the teacher can go re-initialize their class.
- You can share the class with another teacher (in teacher section as well as teachers have this ability)
  - Click the sharing tab
  - Click the new icon
  - Choose the teacher to share with, click done. If the teacher you want is not in the list, check the filter by date box, and they will appear as a choice.
- You can see the enrollment for a class in the enrollment tab. The list of students will be there, that is one place where you can check or uncheck the ACTIVE column. Students that are no longer in Maplewood will be unchecked or de-activated. If you need to see an old student in a class to get marks, you can check the ACTIVE box and hit save. This will remain active in one class for one day until integration de-activates them again.

### START UP TIP:

- You can delete classes from your school. This is a wonderful idea to do after you have your courses set for the year and before the teachers start fiddling. Every class since rollover is in there; sometimes in **duplicate**. If you check off all classes, and hit delete – the ones that have not been used will go away and only the right ones will come back after integration that night.
  - Check the top box so that all boxes are checked beside the number on the left.
  - Click delete, it will turn them yellow and say are you sure? – yes – and they delete.
  - Perform an integration or wait overnight and only the correct ones will come back.

#	Status	Grade Level	Has Ended	Is Template	Is Locked	Active	Temp
1	[S]					•	<a href="#">Initialize</a>
2		2				•	<a href="#">Initialize</a>
3		5				•	<a href="#">Initialize</a>
4		1				•	<a href="#">Initialize</a>
5		2				•	<a href="#">Initialize</a>
6		4				•	<a href="#">Initialize</a>
7		1				•	Subject
8		3				•	Subject
9		4				•	Subject
10		K				•	Subject
11		3				•	Subject
12		3				•	Subject
13		1				•	Subject

From the above picture, I can tell that the STATUS of the Homeroom B is Shared, The S indicates this class is shared with another teacher. This is odd for a homeroom, but very normal for an Arts Education class where one teacher has music and another the visual arts. Once you have completed changing a class to shared status, REFRESH this webpage to see the {S} in the status column to know you have been effective.

The other very important thing I can tell from this screen is that the first few classes, Arts 2a, 5a, 1b, 2b, 4b, have the underlined word Initialize beside them in the Template column. This means that the teacher has NEVER ever opened up that class.

## De-initializing

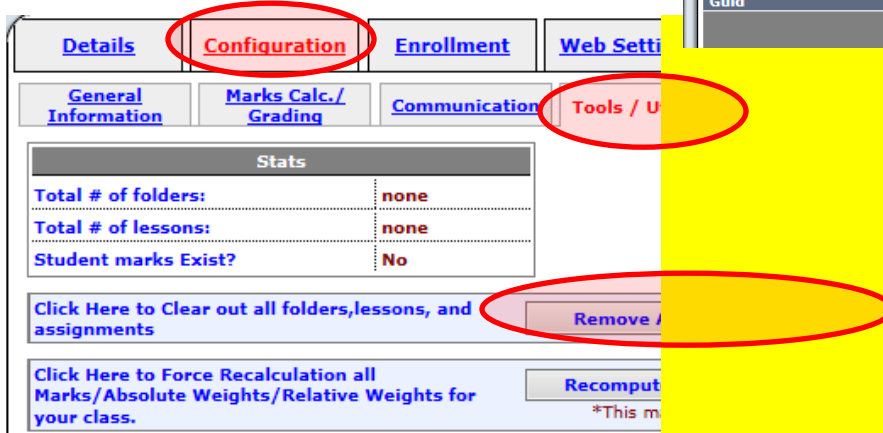
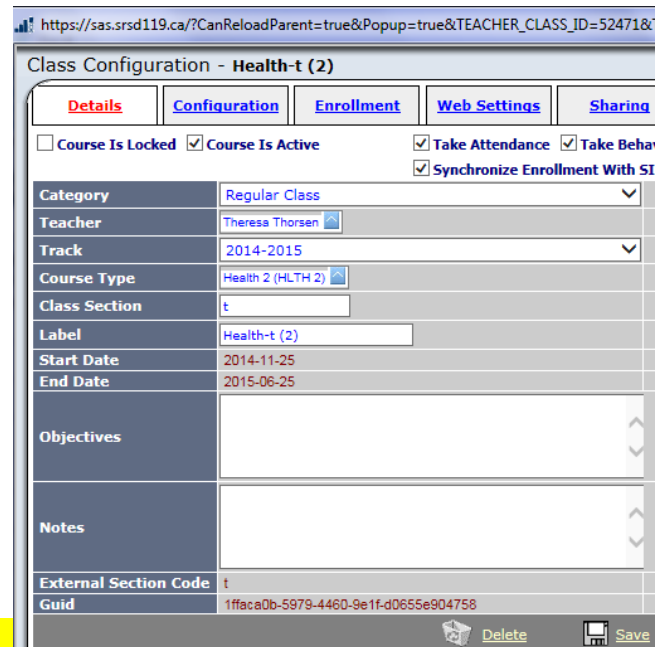
Manage>Classes>Class Sections

If a teacher has started off the year incorrectly – they do not have the curriculum they need or the template they need, we must de-initialize or clear the class completely so the teacher can re-initialize.

Click the paper pencil icon beside the class name to get the following pop up to appear.

Click on the **Configuration Tab**.

Then the **Tools and Utilities Sub Tab**.



Then click the **remove all class content** button.

A pop up box asks if you want to clear all class content – click OK.

Click Next, Next Again, and check off the box that says you really want to delete content for this class.

If there are also RED words that say “This class has marks”, be absolutely sure you have communicated with the teacher prior to deleting, this cannot be undone.

**You have Chosen to DELETE:**

<b>Teacher:</b>	Theresa Thorsen
<b>Class Section:</b>	Health-t (2)

Please ensure that you are not accidentally deleting the content for the wrong class. The next step will show you the current Structure for the Class.

Click Next To Continue Next >>

**You have Chosen to DELETE:**

<b>Teacher:</b>	Theresa Thorsen
<b>Class Section:</b>	Health-t (2)

All Of the Following Will Occur if you delete the class

- All **Folders** for the Class will be deleted
- All **Lessons** for the Class will be deleted
- All **Tasks** for the Class will be deleted
- All **Student Marks** for the Class will be deleted
- All **categories** for the class will be deleted

I really want to delete the content for this class

...rsrd119.ca/SASTeacherWeb/FormsWizards/Entities/Class/DeleteClassStruc 100

Then click the button at the bottom that is almost hidden at the bottom of the screen in Internet Explorer. To see this full button maximize the screen, or use Chrome. It says “Delete this class’s content permanently.”

I really want to delete the content for this class

**Delete this class's content permanently**

\*This may take up to a minute to complete

When you close the pop up boxes and refresh your screen then you will again get the ‘initialize’ link rather than the template that was previously applied.

### Entities – Launch School Integration

Maplewood and Students Achieve talk every night, unless you push this button forcing the communication to happen instantly. Ensure you correlated your database in Maplewood prior to doing an integration.

Click Manage>Entities>Launch School Integration

Click the Import School Data for XXX school button.

It is finished when it appears in completed requests. If you accidentally clicked launch twice, cancel the waiting requests if they are not needed.



Home Manage Plan Assess Analyze [Log out] Queen Mary Communit 2014-2015  
 Attendance Classes People Entities Setup My Account Communication SASAdmin  
 Schoolboards  
 Schools  
 Launch School Integration  
 Course Types  
 Subjects

Integration Wizard  
 Import School Data for Queen Mary Community School  
 Cancel Waiting Requests for Queen Mary Community School

Session: b3wemyd3jv2uqhbplwhzjtpz

### Active Requests

Started Name Status Loaded Sent Processed

### Waiting Requests

Queued Name

### Completed Requests

Completed	Started	Name	Last Status	Loaded	Process
6/11/2015 1:05:05 PM	6/11/2015 12:58:06 PM	SIS data for Queen Mary Community School	Completed Batch	5277	4883

## Mass Export

You will have multi-school authority, use it carefully, only export your whole school.

Assess Tab > Report Cards > Mass Export Manager

Home Manage Plan Assess Analyze [Log out]  
 Classroom Report Cards  
 Report Card Export  
 Enter Comments and Review  
 Report Cards  
 Mass Export Manager  
 Traditional Report Card  
 Manager

Control Panel

Choose the correct term and school, and push the blue triangle play button

<input checked="" type="checkbox"/>	S1/T1 - Canwood School	1/1/2015 12:00:00 AM	S1T1	Canwood School
<input type="checkbox"/>	S1/T2 - Canwood School	1/1/2015 12:00:00 AM	S1T2	Canwood School
<input type="checkbox"/>	S1T1 - Carlton Comprehensive High School	1/1/2015 12:00:00 AM	S1T1	Carlton Comprehensive High School

Click the Export All button and watch as the screen flashes. Wait until you see the # of strands exporting go down to 0 (finished) and ensure the number of strands configured and exported matches. If it does not, click show errors and read them. If you don't know what to do with the information, call for help.

Export Marks To Report Card

Export Unexported    **Export All**

Items in export queue: 0

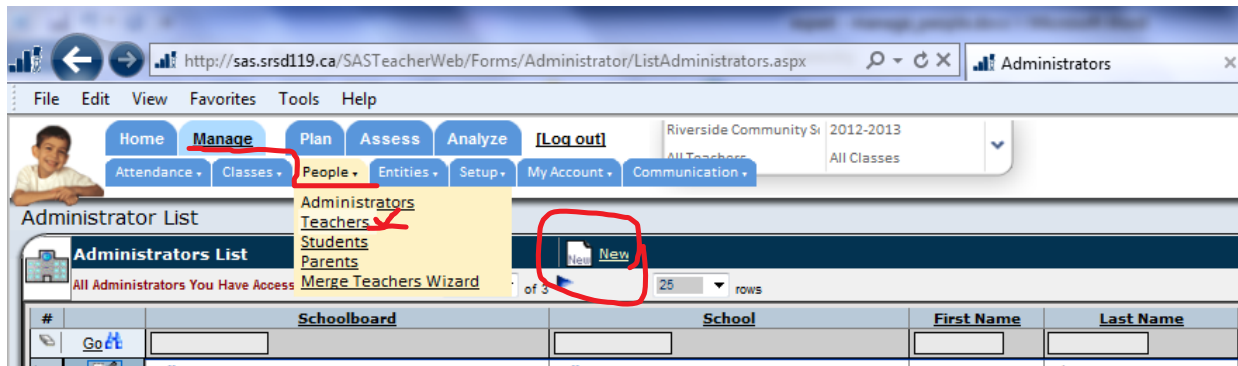
School	# Classes Configured	# Strands Configured	# Strands Exported Successfully	# Strands Exporting	# Strands Failed		Error List
					StudentsAchieve error	SIS error	
Wesmor Community High School	16	123	123	0	0	0	<a href="#">Show Errors</a>

## Managing People

**Under Manage, People, Teachers** – You can see who has teaching duties at your school.

You can add interns here. They will not appear in the list when done, but they will be there to share classes with, and once they have classes, then they will appear in the top list.

To add a teacher (only add interns, and make yourself a reminder to delete the intern after they leave):



Click the New icon

Type in the first name, last name, and email address, and the add this teacher button.

Add a Teacher

School: Homebase

First Name:

Last Name:

Email:

Open on save

**Add This Teacher**

Maintain Teacher

Teacher Info    Classes    Reset Login Info

Salutation:

First Name: Joe

Last Name: Blow

User Login: blowjoe

Email: jblow@srsd119.ca

Mailing Address:

Home Phone:

Work Phone:

School: Homebase

External Teacher Code:

Preferred Language: <select an item>

Windows Account: srsd119\jblow

Delete    Save

In the Maintain Teacher popup, in the last line you will see the Windows Account line.

Enter the following:

Srsd119\username

Use their actual username. This will enable auto login.

Ensure there is only ONE person, don't add two of someone or their login won't work.

IF YOU MADE THEM, YOU DELETE THEM. When an intern is no longer an intern, who deletes their account? YOU DO, IF YOU MADE THEM. My trick is to give Interns the first name "Intern" and the last name their Full Name. This enables searching for all people with first name 'Intern' to easily find and delete them.

## Assess Tab

Assess Tab items are all in the teacher section of the manual. Report card export is the place that you can export an individual teacher or individual class. Transfer student marks is here as well.

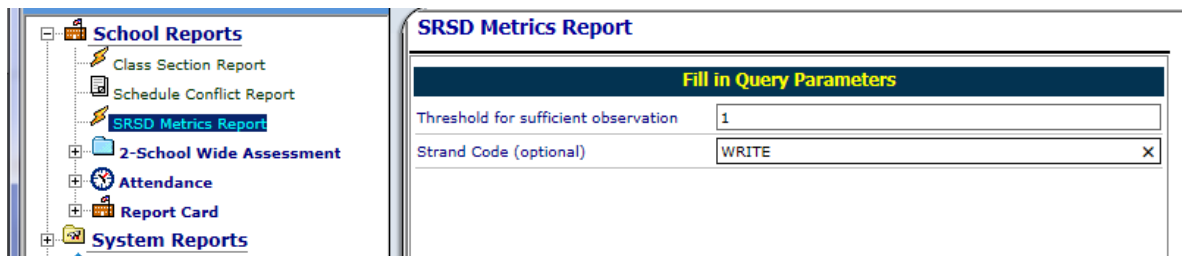
## Analyze Tab

Analyze>Additional Reports>Run Reports is where you can get usernames and passwords for parents. Detailed instructions for getting the report out of SA and into a mail merge start on the next page of this document.

There are many reports of little value to us in this area. One that we use is the SRSD Metrics Report.

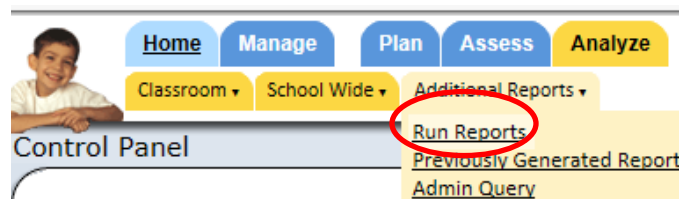
This report can be run for a whole school or just one class. Once you choose that it will ask a threshold for observation.

Choosing 1, will tell you if the outcome has been taught at all, choosing 3 will tell you if there are at least 3 pieces of evidence for that outcome. You can run the report by strand by typing in the strand name, or leave it blank for every outcome.



## Steps to get a whole class student/parent portal passwords:

- 1.) Analyze> Additional Reports>Run Reports



- 2.) Plus Sign the Access Passwords Reports
- 3.) EASY OPTION: Choose Parent Reachout by class – choose one teacher at a time, choose only contacts rather than all or students at the end. Choose suppress cover page. You will get a pdf with one page per parent – if you don't like what it says, choose word and change it.
- 4.) HARDER Aesthetically pleasing option: Choose Student parent HTML Password Report (*easy option you can skip steps 12-28 – mail merge....not as clean and simple looking, but same information*)
- 5.) Choose the correct year AND choose a teacher
- 6.) Click Next

The screenshot shows a software interface with a left sidebar and a main content area. The sidebar contains a tree view of reports under categories like 'School Reports', 'Attendance', 'Report Card', 'System Reports', '3-SetupAnalysis', 'Access/Passwords', 'Usage/Hit Counters', and 'Teacher Reports'. The 'Access/Passwords' folder is expanded, and 'Student Parent HTML Password Report' is selected and circled in red. A red '2.)' points to the 'Access/Passwords' folder, and a red '3' points to the selected report. The main content area is titled 'Student Parent HTML Password Report' and shows a 'Basic Selection View' with a 'Selecting Teacher' section. It displays a list of teachers: Abrey-Hare, Holly; Bergen, Chelsie (highlighted in blue); Boscher, Randy; Campbell, Lisa; Conarro, Kim; Dubyk, Janine; Feher, Art; Nordstrom, Angela; Peterson, Sharon; Rybka, Michelle; Udchic, Daniel; Ward, Stacy; Willie, Melanie. A 'Select All' button is next to the list. At the bottom of the main area are three buttons: '<< Back', 'Next >>', and 'Skip To >>'.

- 7.) Choose the Homeroom class for a whole class list by teacher
- 8.) Click Next
- 9.) Keep all students highlighted blue and hit process report.
- 10.) A pop up will appear – it will say queued...wait...it will pop up on the screen looking like this.

Student Name	FIRST_NAME	LAST_NAME	USER_LOGIN	Password	SCHOOL_NAME	PERSON_TYPE	STUDENT_ID	Public URL
--------------	------------	-----------	------------	----------	-------------	-------------	------------	------------

- 11.) In the file pop up window. Click File>Save as – and give the report a name and save it in a location you can find it. It will be an .htm file.
- 12.) If you are doing the whole school...back in Students Achieve you can just hit back, back and pick a new teacher...next...and a new homeroom...next...and process again and save again.

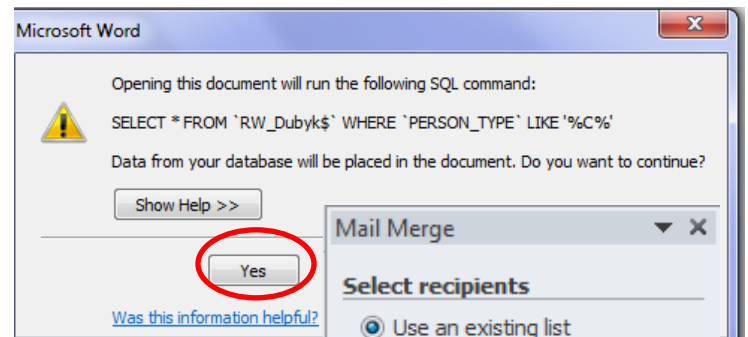
Now you have an .htm file for every classroom in your school. We need to convert them to .xls files.

- 13.) Open up the program MS Excel. This spreadsheet software must be open before you open the files.
- 14.) Inside MS Excel...choose File Open and open up your .htm file(s)
- 15.) With the file open, Choose File>Save as – and change the file type to Excel Workbook and save the file.
- 16.) Close the file. You don't need Excel anymore.

Now we will open an existing Word document that can be downloaded from google apps or emailed to you from central office. It is 'entitled parent engagement letter' and link it to the spreadsheets to get the passwords to come out one per person.

You can also complete an EMAIL merge in MS OUTLOOK because this report now contains email addresses as well.

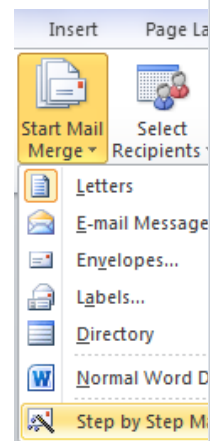
- 17.) Open MS Word and open the Word Document. It will most likely give a message like this. Say yes.



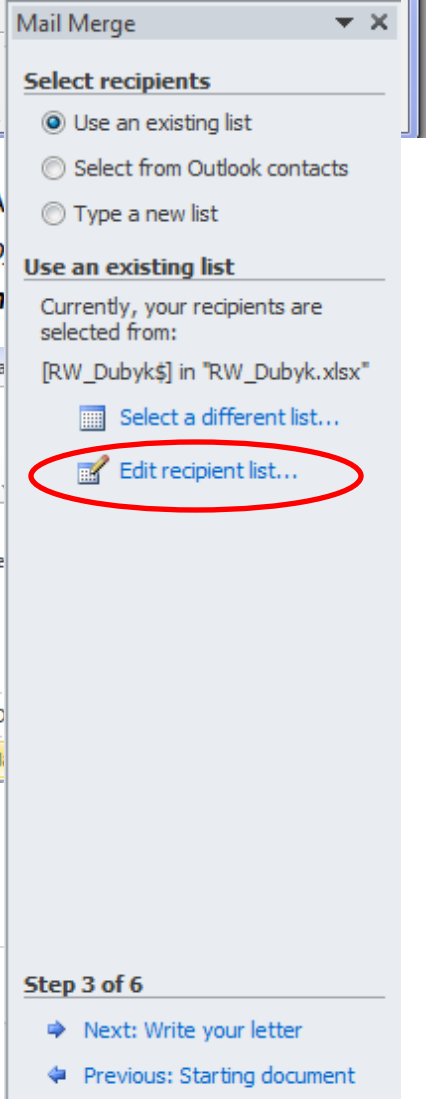
- 18.) The open document has links to spreadsheet columns.

Welcome «FIRST\_NA  
Parent or Guardian o  
«Student\_Last\_Nam

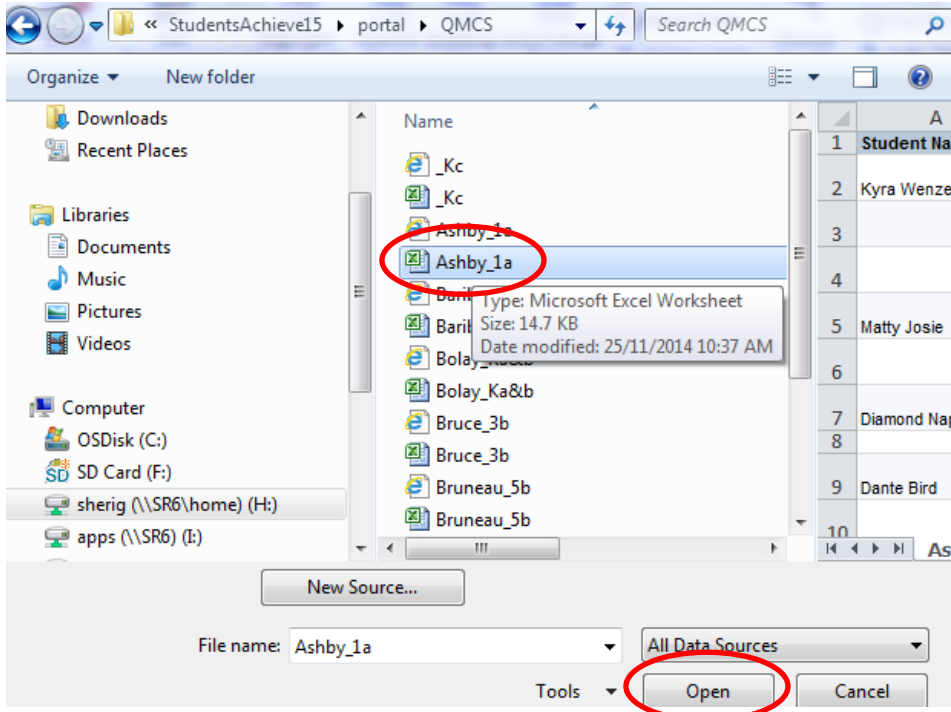
- 19.) In the Mailings tab, click mail merge, and step by step mail merge wizard.



- 20.) The mail merge menu will appear on the side screen.



21.) Select a different list and go find your desired class .xls file and open it.



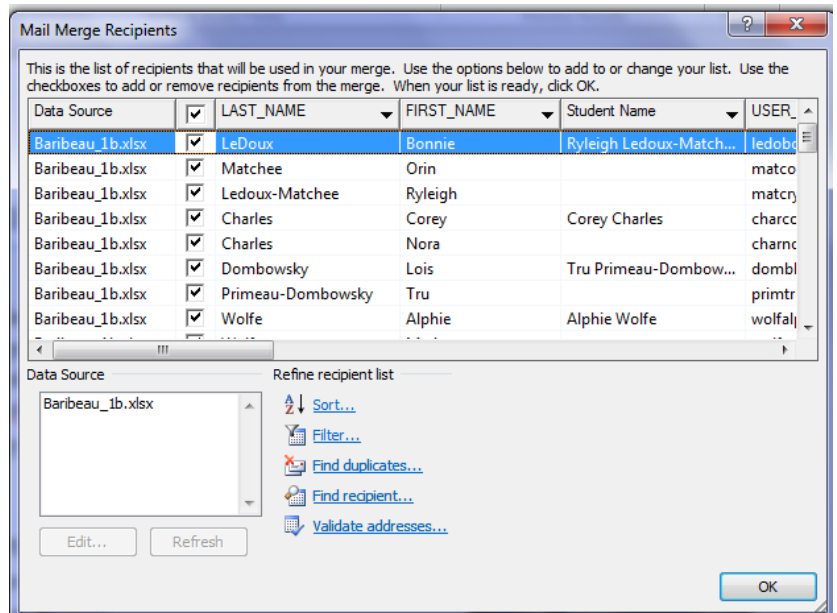
22.) Then click OK to link the files and you should get a pop up like this.

23.) Click Filter.

**We are going to exclude the Students for the Parent print.**

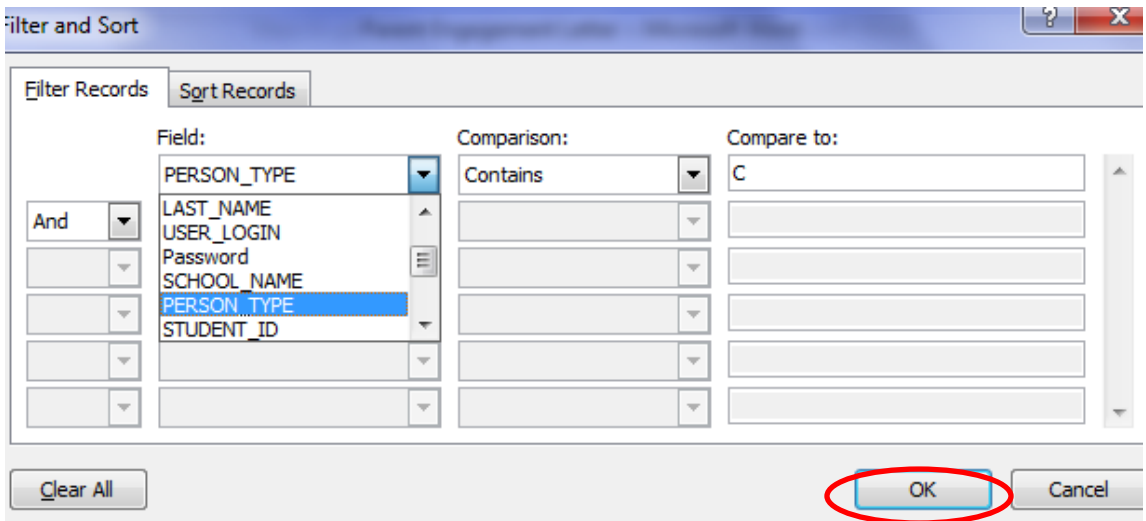
24.) In the Filter pop up box use the drop down arrows to choose:

- Field: Person\_Type
- Comparison: Contains



c. Compare to: M or F or G or add contains both M and F...

The parents now have a person type of M for mother, F for father, and G for guardian even though the picture has a



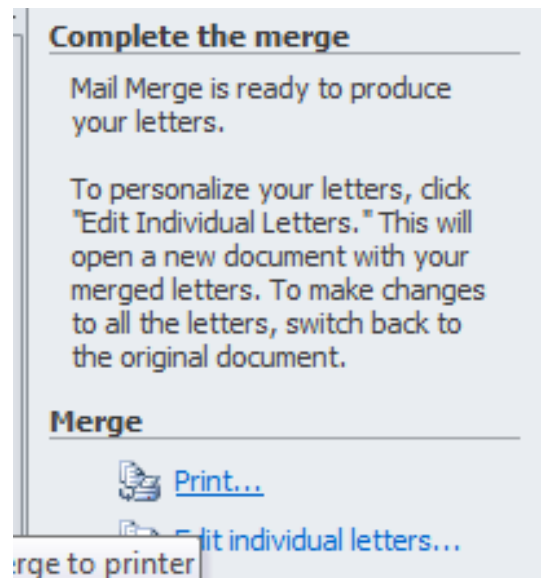
25.) Click OK, and then OK again.

26.) Click Next Write your letter in the mail merge side bar. That is step 3 of 6.

27.) Click next for step 4 of 6 and 5 of 6 as well.

28.) Click Print and choose a printer to print out a page for each parent with their username and password on it.

29.) Print all pages.



# FAQ

## **What is the difference between Students Achieve and Maplewood?**

Students Achieve is a grade book that supports rubric marking and growth in that it does not average assignments and gives us the most recent mark per outcome. It has online engagement pieces for parents and students,

Maplewood is a student information system that facilitates the taking of attendance, has student data and parent data, and is able to hold written comments. It prints report cards. It had a grade book part to it, but the grade book has no way of representing current assessment practices, therefore we use Students Achieve for the grade book of it and export marks from Students Achieve into Maplewood to print.

Therefore, the most common misconception is stated factually here: There is no Students Achieve Report Card.

## **Do I have to have all the CSL's marked for every subject every term?**

Yes. We believe that students act or behave differently in different subject areas with one teacher, and in different teachers' classes. This data is recorded with the outcome marks in **every class** grades 1-12. In Kindergarten, the CSL's are different. They are housed in the 'social studies' class for lack of a better place to put them, and they print on the front of the Kindergarten report card for the whole child.

## **My social studies CSL marks printed first, then the other courses printed with no CSL marks, how come?**

You have printed the Kindergarten report card instead of the grade 1-8 or 9-12 report card.

## **Is the little notepad icon visible to parents in the parent portal?**

No. As of Sept 1 2015, it is not. We have it turned off currently.

## **Is professional judgement visible to parents in the parent portal?**

No. Of course if a student has 4 marks at a 2 level and you use your judgement to move that to an overall mark of 1...a parent could (and should) ask why? If you truly believe a student is at a 1 level, then mark them that way in the first place. Professional judgement is the exception, not the rule. We have already set the calculations to professionally reflect best practice in assessment. You should have a defensible reason for applying it that you can easily share with a parent that asks.



### **How do I, or do I have to, print a report card for a student who has left?**

We print report cards from Maplewood. The minute a student is removed from Maplewood, we can no longer print a report card for them. If we know they are leaving, export and print before removing them. If we do not know they are leaving, then there is nothing from Maplewood you can print. Secretaries cannot keep kids in Maplewood until you are ready to print, the Ministry mandates they be taken out within 48 hours of the student leaving.

If you are asked for a report after a kid has left Maplewood, then your only recourse is to print a report from the reports section of Students Achieve. You can use the Student Collapsed Term Summary report to get the same data a report card would have. It just won't have any attendance or comments. If you would like to comment, type and attach something in MS Word.

If a student transferred to another SRPSD school, it is not necessary to print anything, the new school can import your data and print.

### **There are no marks to transfer and yet I think there should be some. Why?**

If you teach a math -7 class, and you have a grade 7 student transferring in from another SRPSD school, you can transfer marks from any other math – 7 class out there. However, if that student was in a 7-8 split class, they might have actually been enrolled in a Math – 8 class, which you cannot import from. Ask the previous teacher to email you a student summary report in this case.

### **Why does Students Achieve keep going down?**

Actually, Students Achieve itself has never gone down. It is the shortcut between Maplewood and Students Achieve that will stop working frequently during high volume times. Part of this is user error. We can all help by not double clicking!

If you are not auto-redirected, when you click attendance or review report cards, the 'shortcut' to Maplewood is down – neither Students Achieve nor Maplewood is down, just the shortcut.

We have long advised people to simply use the Maplewood links in the Staff Room web page if the 'operation times out' but now there is also a link right in your error message pop up screen so you can log into Maplewood. The only function that 'goes down' is the auto login feature, and it does this because of excessive clicking during attendance and high volume report card times. Click once and wait....multiple clicking can break the shortcut for everyone. If you notice it down please call tech services, it resets itself every morning and lunch hour, but we can reset it manually as well.

### **When I click the link to go over to Maplewood it goes to the previous school I was at. How do I fix that?**

Have your secretary call your old secretary to have you removed from Maplewood at the school you no longer teach at.

**When I click the link to go over to Maplewood I only get one school...but I teach at three schools.  
What do I do?**

The shortcut can only handle one school, you will need to go to the Staff Room web page and log onto the correct school via the posted Maplewood links. You can put multiple different shortcuts on your desktop to the correct schools for handy access.

**Why can't I see the percent for high school at any point in the year?**

Simply put, because we turned it off. The assessment beliefs of SRPSD support student learning. We want students focused on outcomes and teachers focused on assessing the attainment skills and knowledge levels with regard to the outcome statement, not in comparison to a scale. There are no 80% kids, and a 50% does not mean a student is ready to tackle the next level course. Speak to your principal so that he/she may explain the philosophy more clearly or approach a superintendent about change.

**Where can I find online information to help me with Students Achieve?**

Go to SRSD website and click on "Teacher Information", click on "Integrated Learning Department", click on "Students Achieve"...here you will find many instructional videos and documents that can help you with Students Achieve.

**Where do I write my comments for the Student Achieve report card?**

Comments are written in Maplewood not in Students Achieve. Marks and Characteristics of Successful Learners entries completed by teachers in Students Achieve at the end of reporting periods are verified by teachers and then exported into Maplewood by admin. The new SA report card is printed out of Maplewood.

**Is there a limit to the length of the comments I can write in Maplewood?**

For grade K-9 teachers using Students Achieve there is no limit to the length of the comments that you can write for a student in Maplewood. Do NOT worry if it says "exceeds comment length", or if your comments turn red. There is NO set comment length for grade K-9 classes reporting with the new Students Achieve report card. *(This is for grade 9 classes only; grades 10 – 12 MUST follow the comment length warnings.)*

**How many times per reporting period should I assess CSLs for each class?**

All students must have all four CSLs entered in Students Achieve in EACH reporting period. Students must be aware of the CSLs that they are being assessed on, this can be achieved by adding a CSL to an assignment rubric or using a separate CSL assessment sheet which can be found by searching in goapps or on the students achieve help site. These are characteristics that we want all of our students to develop and show growth in. CSLs can be incorporated with assignments where you see fit or assessed as a class. Assessing CSL's on a cross curricular assignment can be very efficient for younger grades.

**Can I leave the CSLs blank for a student that has not been attending regularly?**

NO, you must enter “Rarely” for all CSLs as worst case scenario so the CSLs are not blank on the report card. You may want to make a comment in Maplewood explaining your CSL entries for this student in this case.

**If a student has not shown any understanding of a number of assessed outcomes (due to poor attendance or very poor performance) what do I do then?**

If you were not able to assess any outcomes in that strand at all for that student, then the strand mark will be blank. When the report card prints, a N/A will show up on the report card for that strand. Your comment you put in Maplewood should explain the N/A. On your Marks Verification Sheet there will be a blank beside that student’s name for that strand so you must initial your verification sheet in the blank so that we know you intended that strand mark to be blank.

If you only have say 1 outcome assessed in that strand out of say 5 outcomes for that student ( same reasons as above or late registering in your class) the mark for that outcome will show up as their strand mark and also on their report card which can be misleading. If they have a 3 on that one outcome but have not shown any understanding in the other four outcomes your comment must reflect that they have only completed the one outcome out of 5 because a mark of 3 will show up on the report card.

**For the midterm report where some strands have not been taught yet, do I have to enter N/A across the board for all students in my class for those strands not covered yet?**

No you do not, you just leave outcomes and strands not covered yet blank. A N/A will print out in all of those areas on the report card. On your verification sheet strand columns will be blank for the strands that you have not covered yet. Prior to handing in your Marks Verification Sheet you need to initial all blank columns of strands that you have not taught or assessed yet

**In Students Achieve when entering marks for assignments/outcomes you can put in various abbreviations instead of a mark depending on the situation. ( Ex NHI – not handed in, INC- incomplete etc.) will these show up on the report card?**

No, only the strand mark that you decide on for all the outcomes within that strand will show up on the report card. The abbreviations you enter in Students Achieve, if you choose to, can be printed on an assessment summary – the last report in the list of reports in the student analysis section. This report can be very valuable to older students – and can be sent home at times other than report card time to be most effective.

**In Maplewood when I go to write my comments for each student, there are a bunch of other topics listed there. (Example Characteristics of Successful Learners etc.) Do I have to write comments in all these areas?**

No, you only have to write your comments in the subject area topic. This is the only topic that you can click on and actually write your comments. If you click on the other topics listed you will find that you are unable to write anything anyways- or at least this should be the case.

# Vocabulary

**Integration** -- the nightly process of Maplewood sending data to Students Achieve. New teachers, classes, and students come from Maplewood to SA nightly.

**Grade Book** – the data kept by Students Achieve.

**Export** – the process of getting marks that exist in the gradebook (students achieve) out and into the report card generator (Maplewood) This is a one way process that takes overall strand marks from SA to MW. It can be done for the whole school, one teacher, one class, or one strand inside one class. If you do not see a mark in SA inside the overall result for that term, no mark will be exported. If there is not a matching topic in Maplewood for that term, no mark will be exported.

**Report Card** – a document generated and printed by Maplewood.

**Correlate** – a secretarial process that aligns the admin side of Maplewood with the teacher view. Performed daily during periods of timetable changes.

## Accessing this manual online

It is prudent to use the most up to date version of this manual; the date is on each page by the page number. If your paper copy is old, check online in one of two places for an updated version.

- 1.) Search the SRPSD website for ‘students achieve’ or visit the Integrated Learning Department webpage by clicking
  - ✓ Teacher information
  - ✓ Integrated Learning Department
  - ✓ Students Achieve
- 2.) In Google Apps, type **Students Achieve Help** in the search bar, and BEFORE you hit the blue search button to search the entire web....
  - ✓ Click the tiny down arrow,
  - ✓ Check the box “students.srsd119.ca” to just search our site
  - ✓ Click the search button.

# Who do I call for help?

In Google Apps, Search “Students Achieve Help” There are a multitude of videos and documents to support you. Type your search and use the tiny down arrow to search only SRPSD.

First level support is in each school: Teachers ask their school secretary for Maplewood issues and their school administrator or students achieve expert for Students Achieve issues.

Second level support: Secretaries call Debbie Hobson, Administrators/Experts call Sheri Gunville.

Third level support: Debbie contacts Sheri or Brad on behalf of secretaries.

Handy Contact Chart: Try the [Manual](#) first!

<b>Sheri – <a href="mailto:sherig@srsd119.ca">sherig@srsd119.ca</a> 764-1571</b>	<b>Debbie – <a href="mailto:dhobson@srsd119.ca">dhobson@srsd119.ca</a> 922-6446</b>
<p><b>I am a teacher:</b></p> <ul style="list-style-type: none"> <li>-I have never used Students Achieve (SA) and need training.</li> <li>-The software is not functioning like I think it should.</li> <li>-I have used SA but I forget how to....edit, save, delete.</li> <li>-I need to know how this calculates report card marks, or general assessment knowledge questions.</li> </ul> <p><b>-If you have any issues around what you are teaching, which kids are in your class, what your class is called, or what grade has been assigned to it, ask your school secretary first.</b></p>	<p><b>I am a secretary:</b></p> <ul style="list-style-type: none"> <li>- I have consulted the <a href="#">help documents</a> posted on the Students Achieve page as a first step.</li> <li>-I am having Maplewood issues – scheduling, putting kids in classes, getting the right kids in a split grade.</li> <li>-My Maplewood changes are not affecting Students Achieve.</li> <li>--Printing report card help</li> <li>-Saving report cards – assist secretaries with instructions</li> <li>-I can’t pick a date because it says it is ‘outside my school schedule’.</li> </ul>
<p><b>I am a principal:</b></p> <ul style="list-style-type: none"> <li>-I need an assessment refresher or technical training for my staff.</li> <li>-I have an emergency.</li> <li>-Export process and or troubleshooting issues.</li> </ul>	<p><b>I am a principal or Students Achieve expert:</b></p> <ul style="list-style-type: none"> <li>-I am ready for my expert to happen</li> </ul>
<p style="text-align: center;"><b>Brad – <a href="mailto:Briddoch@srsd119.ca">Briddoch@srsd119.ca</a> 764-1571</b></p>	
<ul style="list-style-type: none"> <li>-I have an emergency.</li> <li>-I have printing problems – display on paper does not match display on screen.</li> </ul>	