



Instructions for "THIS YEAR" Set up

Step 1: Create or update a Students Achieve Pattern

In the menu choose **File>school setup>school information** Then in the pop up window, choose the **'this year'** tab.

Click the TOP **Patterns** button then the top **ADD** button, name a new pattern 'Students Achieve Pattern', Type the name of the pattern **twice**, once for each add button. (If you were a pilot school, you should be able to choose this existing pattern rather than type it.) (If you have a floater pattern you may also use this instead)

Check off semester **one, two and three**. Click **Done**.

Click the BOTTOM **Patterns** button, then choose the 'Students Achieve Pattern' from the drop down list **twice**, once for each add button.

This time DO NOT CHECK off any periods. Click **Done**.

It will look like this when you are finished.

The image shows two overlapping windows from a software application. The top window is titled "Define Term/Semester Patterns" and the bottom window is titled "Define Day/Period Patterns". Both windows show the configuration for a pattern named "Students Achieve Pattern".

Define Term/Semester Patterns Window:

- Set:** A dropdown menu shows "Students Achieve Pattern". Buttons: Add..., Delete, Rename...
- Pattern:** A dropdown menu shows "Students Achieve Pattern". Buttons: Add..., Delete, Rename...
- Table:**

	Sem. 1	Sem. 2	Sem. 3
Term1	<input checked="" type="checkbox"/> Students Achieve Pa	<input checked="" type="checkbox"/> Students Achieve Pa	<input checked="" type="checkbox"/> Students Ac

Define Day/Period Patterns Window:

- Set:** A dropdown menu shows "Students Achieve Pattern". Buttons: Add..., Delete, Rename...
- Pattern:** A dropdown menu shows "Students Achieve Pattern". Buttons: Add..., Delete, Rename...
- Table:**

	Day 1	Day 2	Day 3
Per.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 2: Create Courses

In the menu choose **File>School Set up>Courses**. Use the **Add** button to add each course students at your school could take. For example ARTS 1, ARTS 2, ...BAND 5...SOC 8...

ARTS = Arts Education

MATH = Mathematics

ELA = English Language Arts

SCI = Science

SOC = Social Studies

PE = Physical Education

HLTH = Health

CED = Career Education

PAA = Practical and Applied Arts

This window will appear. Ensure you enter the **code**, the **grade**, and the **title** of the course.

The screenshot shows a software window titled "Courses (Next Year)". It contains several input fields and sections:

- Code:** A text box containing "ARTS 1".
- Number:** An empty text box.
- Grade:** A text box containing "1".
- Description:** A section with radio buttons for "English" (selected) and "French". Below it is a text box containing "Arts Education 1".
- Short Description:** An empty text box.
- Long Description:** A large empty text area.
- Sequenced Courses:** A section with a list box containing "None Selected" and buttons for "Add New", "Edit", and "Delete".
- Department:** A dropdown menu set to "Not assigned".
- Course Fees:** A section with "Fee" set to "0", "No Refund After (days)" set to an empty field, and "Fee Type" set to "Course Fees".
- Buttons:** "Previous", "Next", "OK", and "Cancel" buttons at the bottom.

Click **ADD** to enter another course over and over until you are done all nine grades (K-8) for all 9 courses. Yup, 81 times, 85 if you have BAND in your school. Click **OK** when you are finished.

Step 3: Create Classes from Courses (assigning teachers)

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**
- Ensure Reportable is checked (should be defaulted)

The screenshot shows the 'Classes (Next Year)' dialog box with the following fields and values:

- Course Code: ARTS 1
- Section: a
- Number of Seats: 30
- Credit Value: 0.00
- Class Teacher: Jessop, Val
- Delivery: Class Instruction
- Multiple Rooms:
- Room Number: Not Assig
- Alternate Room:
- Reportable:
- Calculate minutes from period times:
- Minutes/Day: 0
- Special Schedule:
- Language: English
- Grouped Classes: None Selected
- Schedule table:

	Semester			Day/Period		
	Set	Pattern	Fixed	Set	Pattern	Fixed
1	Year	Full Year	<input type="checkbox"/>	Students Ach	Students Achii	<input type="checkbox"/>

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

Click **OK** when you are finished.

Step 4: Edit Timetables (adding students)

In the menu choose **Students>Edit Timetables>Assign Timetables by Group**

1. Click the Homeroom Radio button
2. Uncheck the check prerequisite courses check box
3. Select a class
4. Click OK
5. Check Individual Homeroom!!!!
6. Pick a teacher
7. Hit the start button
8. Click Done

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

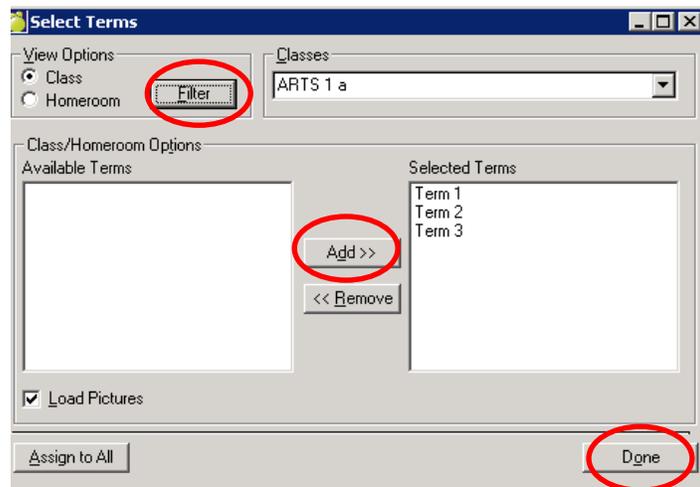
You must add students to their classes when they enter the school, **every time you get a new student, he/she must be timetabled. This is something you do continuously all year long.** You can add an individual student by clicking individual student instead of assign timetables by group in the edit timetables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

This step CANNOT BE DONE UNTIL MAPLEWOOD IS IN THE 2012-2013 SCHOOL YEAR: COMPLETE IN AUGUST

Step 6: Select 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:



This step CANNOT BE DONE UNTIL MAPLEWOOD IS IN THE 2012-2013 SCHOOL YEAR: COMPLETE IN AUGUST

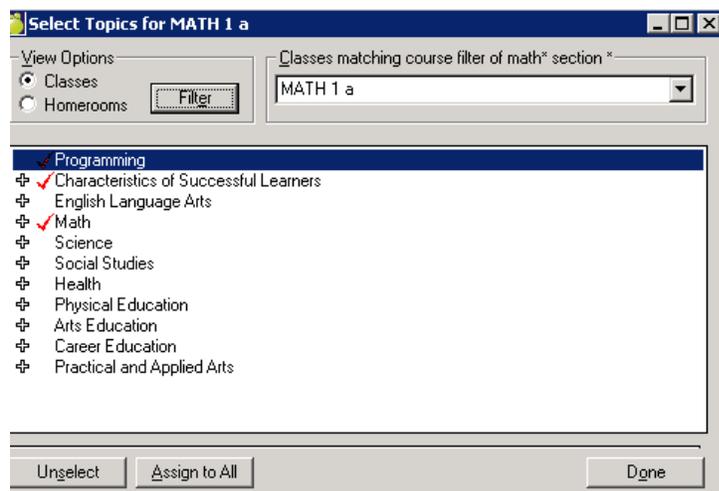
Step 7: Select Topics

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.



Step 8: Count & Correlate Database

Under File **choose Maintenance>Count**. Click all 4 check boxes and count.

Under File choose **Maintenance>Topic Based Marks>Correlate Database**. Wait...Wait... Done!!!

Note*Every time throughout the year you change something significant under "topic based marks" you should redo step 8.**