

# **Maplewood connectEd Teacher's Guide**



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# 1. Getting Started


## Main Menu page


The main menu lists all of the general areas that are accessible from Maplewood connectEd.


**Menu**


 [Students](#)


 [Attendance and Seating Plan](#)


 [Achievement](#)

 [Incident Tracking](#)

 [Pending Reports \(14 done, 5 pending\)](#)

 [Print Lists](#)

 [Library](#)






  
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**School Calendar**  
Wednesday, January 26, 2011 (Day 3, Normal Day)  
**Events**  
No Events Scheduled for this Day

**School year calendar**  
January 2011  

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	* 26	27	28	29
30	31					

**Colour Legend**  

 Holiday	 Exam	 Special	 Grant Day	 Board
* Administration Date				

## School Calendar

The school calendar can also be accessed from this location. The days are colour-coded and any days with Events are underlined. Today's date is indicated by an asterisk.

Click on the "School year calendar" to see the year as a whole. Then, click on each month individually to see more detail about that month.

## Banner Functions

The top of the Maplewood connectEd screen (the banner area) provides access to some general information and settings. This screen remains static as you navigate through the Maplewood connectEd system.

## Maplewood connectEd Teacher's Guide



### Logout

Always click the Logout link instead of just closing the browser window, to ensure all connections are properly closed. You will be brought to the logout screen where you can log back into Maplewood connectEd by clicking the Login button, or close the browser.



### My Profile

Enter the My Profile area to define your user settings.

- **Staff Options** - define the options Display Community Hours Warning, Default Teacher's Comments, and Staff Auto-Save Interval.
- **Language Settings** - choose between English and French for all menu items.
- **Read Custom Dictionary** allows you to see (and delete, if desired) the words you have added to your spell checker dictionary.

### School Name

Click the school name link in the top right-hand corner to see some general contact information about the school.

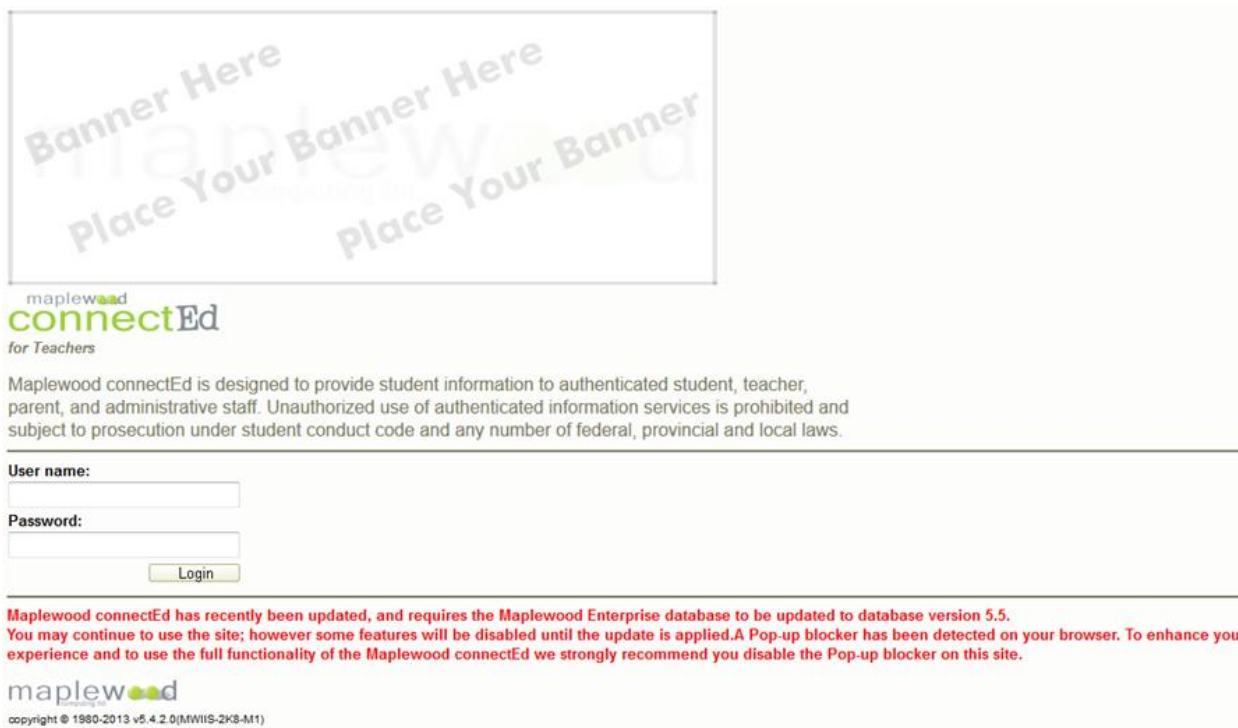
### Session Timeout

The school has defined how long your session may remain idle. For security purposes if you leave the Maplewood connectEd screen inactive for too long, you will be automatically disconnected. The time in the top right-hand corner of the screen will turn **black** when there are 5 minutes left, and then **flashing red** when there are three minutes or less left in your session. At the end of the timeout, the flashing red text turns to "**Session Timed Out**" and any action performed (i.e., clicking on any link in the Maplewood connectEd screen) will force the user to the logout screen.

### Logging In

Go to [mw.ncdsb.com](http://mw.ncdsb.com) and select your school

## 1. Getting Started



The screenshot shows the Maplewood connectEd login interface. At the top, there is a large rectangular area with a light gray background and the text "Banner Here" repeated diagonally. Below this is the Maplewood connectEd logo, with "maplewood" in green and "connectEd" in black, followed by "for Teachers" in a smaller font. A paragraph of text states: "Maplewood connectEd is designed to provide student information to authenticated student, teacher, parent, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws." Below this is a login form with two input fields: "User name:" and "Password:". A "Login" button is positioned below the password field. A red warning message is displayed below the login form: "Maplewood connectEd has recently been updated, and requires the Maplewood Enterprise database to be updated to database version 5.5. You may continue to use the site; however some features will be disabled until the update is applied. A Pop-up blocker has been detected on your browser. To enhance your experience and to use the full functionality of the Maplewood connectEd we strongly recommend you disable the Pop-up blocker on this site." At the bottom, the Maplewood logo is shown again, followed by the copyright notice: "copyright © 1980-2013 v5.4.2.0(MWIS-2K8-M1)".

maplewood  
**connectEd**  
for Teachers

Maplewood connectEd is designed to provide student information to authenticated student, teacher, parent, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws.

User name:

Password:

Login

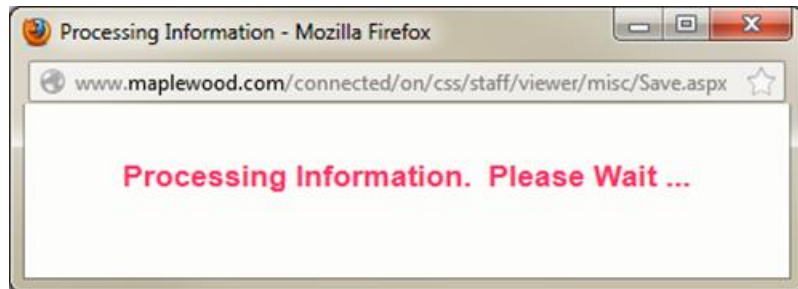
Maplewood connectEd has recently been updated, and requires the Maplewood Enterprise database to be updated to database version 5.5. You may continue to use the site; however some features will be disabled until the update is applied. A Pop-up blocker has been detected on your browser. To enhance your experience and to use the full functionality of the Maplewood connectEd we strongly recommend you disable the Pop-up blocker on this site.

maplewood  
copyright © 1980-2013 v5.4.2.0(MWIS-2K8-M1)

### General Navigation Tips

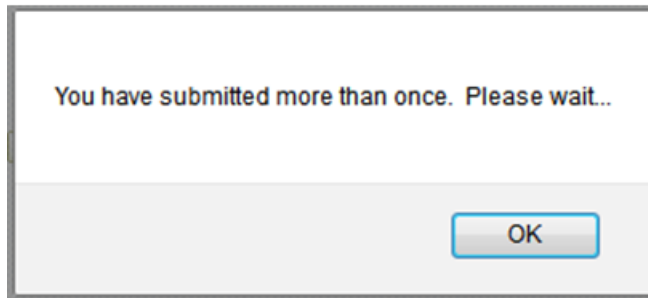
### Saving your Information

Any time any data is saved through Maplewood connectEd you will see a Processing Information box. This is to ensure that no other actions are performed while the data is being committed.



If you have clicked on a link or button that causes the Processing Information window to appear, then click on another link/window too soon, you will receive this message:

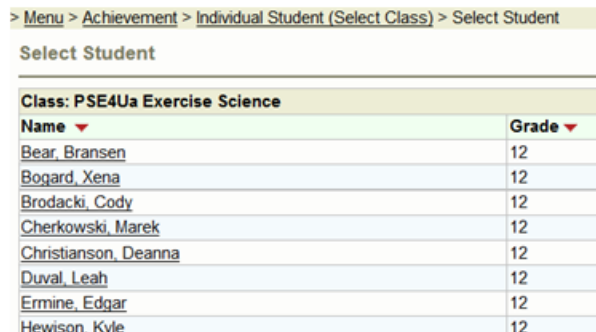
## Maplewood connectEd Teacher's Guide



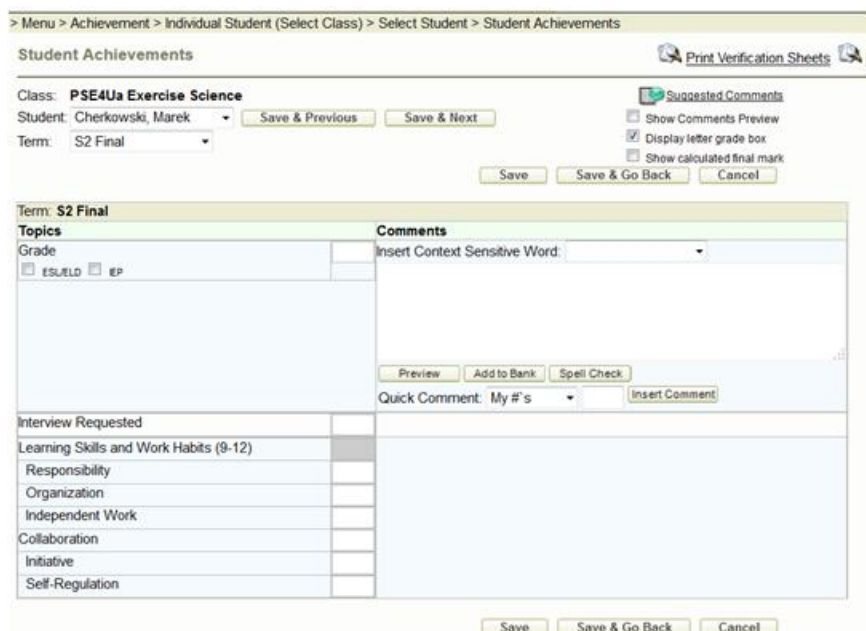
Please note, do not log out without saving your data.

### Menu Bar Navigation

When the menu option is underlined (hyperlinked) as below, you may click on the link and it will take you directly back to that page:



The menu options are not underlined when you are on a data-entry screen, as below:

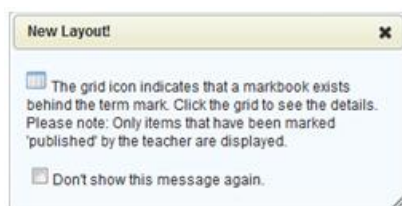




In a data-entry screen you must select a Save and Go Back or Cancel option to return to the previous page. Do not use the Back button on your browser. Do not log out from pages where you have been entering data, as you will lose changes. Always save your work.

### Usage Hints

When a new feature is added to the Maplewood connectEd a Usage Hint will display with some brief instructions on using the new feature. Once you have read the message click “Don’t show this message again” to disable that message.



To bring back all usage hints, go to My Profile and click Reset Usage Hints (if no hints have been disabled, this button will not appear).





## 2. Student Records

### Student Record Menus - **Personal - Information**

The Information menu will display the following student information. Click on the Email Address link to send a message using your local default mail client.

Student Information			
Birthdate:	12/29/1992	Age:	20
Student Number:	000000000048	Letters:	BJE
OEN Number:	405-696-749	Ministry Number:	000-000-000
Address			
First Line Of Address:	Ronald & Patricia Barkman		
Street:	154 Holman Dr		
City:	Kingst	Province:	Ontario
Postal Code:	N6H 5L8		
Phone:	(519) 990-9208		
Cell:			
E-Mail Address:	<a href="mailto:Barkman_Taylor@Maplewood.com">Barkman_Taylor@Maplewood.com</a>		
Emergency Contact:	Amanda Benjamin		
Emergency Phone:	(519) 961-7464		
Emergency Notes:			

---

### Student Record Menus - **Personal - Parents**

The Parents menu will display the contact information for all Student Contacts as defined in Maplewood for Windows. Click on the Email Address link to send a message using your local default mail client.

## Maplewood connectEd Teacher's Guide

### Parent Information

---

#### ***Father***

Name: **Mr David Galloway**  
Address: **11 Hwy 49 PO BOX 3717 Mt  
Tye Ontario N6H 5L8**  
Phone: **(519) 580-7820**  
Employer: **StudentsAchieve**  
Employer Phone: **(519) 782-4059**  
E-Mail Address: **Galloway\_David@Maplewood.com**

#### ***Mother***

Name: **Ms Michelle Galloway**  
Address: **716 Gail Ave PO  
BOX 4005 Nfal Ontario N6H 5L8**  
Phone: **(519) 646-9519**  
Employer: **Microsoft**  
Employer Phone: **(519) 890-7016**  
E-Mail Address: **Galloway\_Michelle@Maplewood.com**

#### ***Emergency Contact - Emergency contact 1***

Name: **Mark Durnin**

Address:

Phone: **(519) 642-6426**

#### ***Doctor***

Name: **Dr. Shelley Joshua**

Address:

---

## Student Record Menus - **Personal - Custody**

The Custody page shows the user the student's custody settings in Maplewood for Windows.

### Custody

---

Special Custody: **Yes**  
Custodian: **Joint - Mother & Father**  
Lives With: **Mother**  
Legal Guardian: **Foster Parent**  
Special Custody Note:

---


## Student Record Menus - **Personal - Medical**

**Emergency Information**

Emergency Contact: **Mark Durnin**  
 Emergency Phone Number: **(519) 642-6426**

Doctor: **Dr. Shelley Joshua**  
 Doctor Phone Number:

Insurance: **392-311-484**  
 Emergency Notes:

**Medical Notes**  [Print Preview](#) [Edit](#)

Date	Notes
05/06/2013	Stung by bee in the playground at morning recess.

This screen displays the Emergency Contact information as well as the Doctor Contact information.


**Edit Medical Notes**

Date	Note	Delete
<a href="#">05/06/2013</a>	Stung by bee in the playground at momin...	

[Add](#) [Delete](#) [Cancel](#)

## Student Record Menus - **Personal – Special Education – Information**

### Student Record Menus - **Personal – Special Education – Information**

**Special Education**  [Print Preview](#)

**Information** [Edit](#)

Special Education: **Yes**  
 Status: **Active**  
 File Number:  
 Admitted: **9/4/2002**  
 Demitted:  
 Reassess: **5/31/2008**  
 School: **St. Thomas Aquinas High School**  
 Parental Acceptance: **Yes**  
 Date of Accep.:  
 Parent Notified:  
 Board Notified:  
 Exceptionalities:  
**Language impairment**  
 Program: **Not Assigned**  
 Support Services: **Not Assigned**  
 Resources: **Not Assigned**

**Placements** [Edit](#)

Next: **9/4/2002 (IS - Indirect Service)**  
 Location: **Not Assigned**

**Meetings** [Edit](#)

Last: **00/00/00 (Unknown)**  
 Next: **5/6/2013 (Initial)**

## Student Record Menus - **Personal – S.A.L. (Supervised Alternative Learning) (Ontario Only)**

**Supervised Alternative Learning (S.A.L.)**

---

Year: 2012-2013 Add Edit Delete

---

**Program Information**

---

Attendance Type: **More Than or Equal to 70 Minutes of Day School Instruction**  
 Status: **First school year in SAL**  
 Start Date: **10/9/2012**  
 End Date: **6/21/2013**  
 Exit Type: **Returning to SAL next school year**

---

**Placement Information**

---

Primary Contact: **Markowski, Erick**  
 SAL Accumulated: **70:00**  
 SAL Credits Applied: **4**  
 SAL Carry Forward: **0:00**

---

**Notes**


---

**Components** Add

---

Plan Components	Start Date	End Date	Notes	Edit
Independent Student Credit Course	10/9/2012	6/14/2013		<span>Edit</span>

## Student Record Menus - **Personal – Discipline Notes**

**Discipline Notes**
 [Print Preview](#) Edit

---

Date	Infraction	Consequence	Notes
05/14/2013	Open Flame in School	1 Day	Mark was seen playing with a lighter in the cafeteria.

View a student's Discipline Notes. Click on Edit to edit a note that has already been entered or add a new note. Print Preview will give you a printable PDF view of what you see on the screen.





### Edit Discipline Notes

Date	Infraction	Consequence	Notes	Delete
05/14/2013	Open Flame in School	1 Day	Mark was seen playing with a lighter in the cafeteria.	<input type="checkbox"/>

[Add](#)
[Delete](#)
[Cancel](#)

Click on the date to edit the Discipline note for that date. Click Add to add a new note. You can also select the Delete checkbox and click Delete to delete the comment.

### Edit Discipline Notes

Discipline Note:	
Date:	05/14/2013 
Infraction:	Open Flame in School 
Consequence:	1 Day 
Notes:	<div>Mark was seen playing with a lighter in the cafeteria.</div> <div></div>

[Save](#)
[Save & Go Back](#)
[Cancel](#)

Make sure that the date is correct when adding or editing a note. Select the Infraction and Consequence from the dropdown menus. Click Save (or Save & Go Back) when done.

## Student Record Menus - **Personal - Notepads**

### Edit Notepads

Notepad Title	Note	
1: Boarding Home		<a href="#">Edit</a>
2: Student Success	Met with parents April 23, 2013 to discuss progress.	<a href="#">Edit</a>
3: Student Notes		<a href="#">Edit</a>

## Student Record Menus - Personal - Locker

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### Locker Information

Locker Number:	<b>480</b>
Type of Locker:	
Locker Bank:	<b>Senior Hallway</b>
Occupancy/Capacity:	<b>1/1</b>
Lock Serial Number:	
Lock Combination:	
Lock Brand:	

View a Student's Locker information including lock type and combination (if on record).

---

### Student Record Menus - **Personal - Religion**

#### Student Religion

Religion:	<b>Seventh-day Adventist</b>	Parish:	<b>Kendalwood SDA Church</b>
<b>Baptism</b>			
Date:	<b>05/05/2000</b>	Parish:	<b>Kendalwood SDA Church</b>
<b>Eucharist</b>			
Date:	<b>05/05/2012</b>	Parish:	<b>Kendalwood SDA Church</b>
School:	<b>Unknown</b>		
<b>Reconciliation</b>			
Date:		Parish:	<b>Kendalwood SDA Church</b>
School:	<b>Unknown</b>		
<b>Confirmation</b>			
Date:	<b>05/01/2013</b>	Parish:	<b>Kendalwood SDA Church</b>
School:	<b>Unknown</b>		
<b>Father</b>			
Religion:	<b>Seventh-day Adventist</b>	Parish:	<b>Kendalwood SDA Church</b>
<b>Mother</b>			
Religion:	<b>Seventh-day Adventist</b>	Parish:	<b>Kendalwood SDA Church</b>
<b>Guardian</b>			
Religion:	<b>Unknown</b>	Parish:	<b>Unknown</b>

This page is a tool for schools to be able to track important religious information about a student.

### Student Record Menus - **Attendance - Today**



## Today's Attendance

### Attendance for 1/26/2011

Per.	Class	Teacher	Office Entry	Teacher Entry	In/Out
1	SCH4Ca	Mr. I. Hurd	Absent	Absent	
2	SCH4Ca	Mr. I. Hurd	Absent	Absent	
5	PPL3Oa	Mr. A. Elles	Absent	Not Yet Reported	
6	PPL3Oa	Mr. A. Elles	Absent	Not Yet Reported	
9	HHS4Ma	Mrs. S. Rennie	Absent	Not Yet Reported	
10	HHS4Ma	Mrs. S. Rennie	Absent	Not Yet Reported	

View all of the student's attendance for the current day.

## Student Record Menus - Personal - History

Attendance History Print Register Print Per Att Edit

Date	Per. 1	Per. 2	Per. 3	Per. 4	Per. 5	Per. 6	Per. 7	Per. 8	Per. 9	Per. 10
Tuesday, September 7 Day 2	PPL20a Absent	PPL20a Absent	ENG3Ea Present	ENG3Ea Present	HRF30a Present	HRF30a Present	MEL4Ea Present	MEL4Ea Present	---	---
Wednesday, September 8 Day 3	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Present	HRF30a Present	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Thursday, September 9 Day 4	---	---	ENG3Ea Late	ENG3Ea Late	HRF30a Present	HRF30a Present	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Sunday, September 12 Day 1	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Absent	HRF30a Absent	MEL4Ea Absent	MEL4Ea Absent	TCJ3Ca Absent	TCJ3Ca Absent
Monday, September 13 Day 2	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Wednesday, September 15 Day 4	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Absent	HRF30a Absent	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Thursday, September 16 Day 1	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Present	HRF30a Present	MEL4Ea Absent	MEL4Ea Absent	TCJ3Ca Absent	TCJ3Ca Absent
Sunday, September 19 Day 2	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Monday, September 20 Day 3	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Tuesday, September 21 Day 4	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Wednesday, September 22 Day 1	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Absent	HRF30a Absent	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Late	TCJ3Ca Late
Thursday, September 23 Day 2	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Sunday, September 26 Day 3	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Monday, September 27 Day 4	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Present	HRF30a Present	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Late	TCJ3Ca Late
Tuesday, September 28 Day 1	---	---	ENG3Ea Absent	ENG3Ea Absent	HRF30a Present	HRF30a Present	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Wednesday, September 29 Day 2	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
Sunday, October 3 Day 4	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL3Ea Present	MEL3Ea Present	TCJ3Ca Late	TCJ3Ca Late
Monday, October 4 Day 1	---	---	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL3Ea Present	MEL3Ea Present	TCJ3Ca Present	TCJ3Ca Present

The History Screen is where users may see the attendance for the year for a student.

## Maplewood connectEd Teacher's Guide

### Edit Attendance History

<div> Add Cancel </div>											
Date	Homeroom	Per. 1	Per. 2	Per. 3	Per. 4	Per. 5	Per. 6	Per. 7	Per. 8	Per. 9	Per. 10
<u>Tuesday, September 7</u> Day 2	Homeroom Absent	PPL20a Absent	PPL20a Absent	ENG3Ea Present	ENG3Ea Present	HRF30a Present	HRF30a Present	MEL4Ea Present	MEL4Ea Present	----	----
<u>Wednesday, September 8</u> Day 3	Homeroom Absent	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Present	HRF30a Present	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
<u>Thursday, September 9</u> Day 4	----	----	----	ENG3Ea Late	ENG3Ea Late	HRF30a Present	HRF30a Present	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
<u>Sunday, September 12</u> Day 1	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Absent	HRF30a Absent	MEL4Ea Absent	MEL4Ea Absent	TCJ3Ca Absent	TCJ3Ca Absent
<u>Monday, September 13</u> Day 2	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
<u>Wednesday, September 15</u> Day 4	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Absent	HRF30a Absent	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
<u>Thursday, September 16</u> Day 1	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Present	HRF30a Present	MEL4Ea Absent	MEL4Ea Absent	TCJ3Ca Absent	TCJ3Ca Absent
<u>Sunday, September 19</u> Day 2	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
<u>Monday, September 20</u> Day 3	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
<u>Tuesday, September 21</u> Day 4	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present
<u>Wednesday, September 22</u> Day 1	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Absent	HRF30a Absent	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Late	TCJ3Ca Late
<u>Thursday, September 23</u> Day 2	----	----	----	ENG3Ea Present	ENG3Ea Present	HRF30a Late	HRF30a Late	MEL4Ea Present	MEL4Ea Present	TCJ3Ca Present	TCJ3Ca Present

### Student Record Menus - Attendance - Notes

Attendance Notes		Print Preview Edit
Date	Notes	
01/26/2013	Parent called. Mark will be late today.	

### Student Record Menus - Attendance - Summary

Attendance Summary				
Summarize results by: Year <input type="button" value="OK"/>				
Year to Date				
Current Courses				
Course	Absent	Excused	Late	
ENG3Ea	22	3	7	
HRF30a	25	2	28	
MEL3Ea	15	1	2	
OLC4Ob	0	0	0	
TCJ3Ca	17	1	5	
Dropped Courses				
Course	Absent	Excused	Late	
MEL4Ea	2	0	0	
PPL20a	1	0	0	

You can view attendance summaries for students by Year, Semester or Term.

Student Record Menus – **Transportation – Transportation**

Transportation Information			
InVia:	Bus	OutVia:	Bus
Reason:	Unknown		
Commences:	08:00 AM	Dismisses:	03:20 PM
Comment:			

Gives a quick overview of the transportation information for a student.

Gives a quick overview of the transportation information for a student.

Student Record Menus – **Transportation – Pickup**

Pickup Information			
Pickup Routes			
Route 1:			
Stop:	Carlson	Time:	8:07 AM
Location:	Carlson Ave.	Type:	Individual
Route/Bus:	Wendy/417	Operator:	W. Adam
Other Information:			
Date Modified:			
Comment:			
Pickup Address:			

Route information for a students Pickup location.

Student Record Menus – **Transportation – Dropoff**

## Maplewood connectEd Teacher's Guide

### Dropoff Information

<b>Dropoff Routes</b>			
<b>Route 1:</b>			
Stop:	<b>Yorkton</b>	Time:	<b>3:24 PM</b>
Location:	<b>Yorkton St</b>	Type:	<b>Group Pickup/Drop Off</b>
Route/Bus:	<b>Home/2</b>	Operator:	<b>George</b>
<b>Other Information:</b>			
Date Modified:			
Comment:			
Dropoff Address:			

Route information for a students Drop off location.

### Student Record Menus – Discipline – Incident Tracking

<b>Edit Incident</b>		<b>Cancel</b>			
<b>Incident Number:</b> 864471000332		<b>Reported By:</b>			
Date: 05/03/2013	Location: Cafeteria	Person: Others			
Time: 12:00 AM	Time Frame: Other	Surname: Given Name:			
Note:		Phone:			
		Spell Check			
<b>Students Involved</b>					
<b>Student</b>	<b>Parental</b>	<b>Mult. Cons</b>	<b>Susp. Days</b>	<b>Infractions</b>	<b>Consequences</b>
Galloway, Mark	No	No	0		
<b>Cancel</b>					

### Student Record Menus - Transcripts - Courses

#### Student Transcripts

Course Code	Course Title	Date	Mark	Credit Earned	Compulsory	Previous School
CGC1P	Geography of Canada	2007/01	55	1.00	Y	N
HRE1O	Religious Education	2007/01	45	0.00	N	N
MAT1L	Essential Mathematics	2007/01	50	1.00	Y	N
AMG2O	Guitar Music	2007/01	43	0.00	N	N
ENG1L	Essential English	2007/06	63	1.00	Y	N
FSF1P	Core French	2007/06	50	1.00	Y	N
PPL1O	Healthy Active Living Education	2007/06	40	0.00	N	N
SNC1L	Essential Science	2007/06	73	1.00	Y	N
CHC2L	History	2008/01	68	1.00	Y	N
ENG2L	Essential English	2008/01	72	1.00	Y	N
SNC2P	Science	2008/01	51	1.00	Y	N
TGJ2O	Communications Technology	2008/01	56	1.00	N	N
GLC2O	Career Studies	2008/04	35	0.00	N	N
AVI2O	Visual Arts	2008/06	50	1.00	Y	N
CHV2O	Civics	2008/06	50	0.50	N	N
HRE2O	Religions Education	2008/06	39	0.00	N	N
MAT2L	Essential Mathematics	2008/06	50	1.00	Y	N
ENG3E	English - Workplace Preparation	2009/02	63	1.00	Y	N
HRF3O	World Religions: Beliefs and Daily Life	2009/02	63	1.00	N	N
MEL3E	Mathematics for Everyday Life	2009/02	62	1.00	N	N
TCJ3C	Construction Technology	2009/02	64	1.00	N	N

This view shows the classes a student took along with their grade and credits earned.

## Student Record Menus - Transcripts - Summary

### Transcript Summary

**Requirements:** OS:IS English

Category Group	Completed	Required	Remaining
English	3	5	2
French	1	1	0
Math	2	2	0
Science	2	2	0
Geography	1	1	0
History	1	1	0
Sr. Soc. Sci.	0	1	1
Art	1	1	0
Physical Ed.	0	1	1
Business/Tech.	0	1	1
<b>Summary Totals</b>			
Credit Type	Completed	Required	Remaining
Compulsory	11	16	5
Optional	4.5	14	9.5
Required	15.5	30	14.5

Category groups and total credit are shown on the Summary Page.

## Student Record Menus - Transcripts – Community

### Archive Achievement

School Year: 2009-2010 Class: ART40Sa - 12 Art

Topics	Marks							Comments
	S2 Progress Report	S2 Final Mark	Semester 1 Progress Report 1	Semester 1 Progress Report 2	Semester 1 Progress Report 3	Semester 1 Progress Report 4	Semester 1 Final Mark	
GRADE	81.5	85.358						Art 40s has spent time reviewing contour line drawing and working with principles for composing art ...
GRADE								
Term Total	81.5	85.358						
Term Total								

View all completed Community Hours for a student. Student Record Menus - Achievement Marks (Conventional)

## Maplewood connectEd Teacher's Guide

### Conventional Marks

Semester:  Term:  Day:





Per.	Save Changes	Title	M1	M2	M3	M4	M5	Final
3	ENG3Ea	English (Workplace Preparation)	64	63	-	-	-	63
4	ENG3Ea	English (Workplace Preparation)	64	63	-	-	-	63
5	HRF3Oa	World Religions: Beliefs and Daily Life	35	63	-	-	-	63
6	HRF3Oa	World Religions: Beliefs and Daily Life	35	63	-	-	-	63
7	MEL3Ea	Mathematics for Everyday Life	56	62		N	N	62
8	MEL3Ea	Mathematics for Everyday Life	56	62		N	N	62
9	TCJ3Ca	Construction Technology	56	64		N	N	64
10	TCJ3Ca	Construction Technology	56	64		N	N	64

To see conventional marks from another Semester, Term and Day, select from the drop-down list and click Go. The column headings (M1, M2, etc) are defined by the office under Configure Maplewood connectEd.

### Student Record Menus - **Achievement - Marks and Comments**

Class:

☐ Include Dropped Classes

Topic	Marks		Comments
	S1 First	S1 Final	
Grade	85.471  	85.471  	<u>Hard working and conscientious Well done</u>
Interview Requested	N		
Learning Skills and Work Habits (9-12)			
Responsibility	E		
Organization	E		
Independent Work	G		
Collaboration	S		
Initiative	N		
Self-Regulation	S		

Select a Class from the drop-down menu to see the topic-based achievement from that class. Select the Include Dropped Classes box to see classes that have been removed from the student's timetable.

You will see the summary (term) marks along with the first 100 characters of the comment from the selected Term. Click on the comment text to see the whole comment in a dialog window.




A grid icon will appear beside the summary mark if that mark has a markbook behind it. Click on the grid icon to see the contents of the markbook for that topic. Please note that only items/categories marked as published by the teacher will be shown.

In the markbook area, choose your Date Range option to see the desired categories and items.



S1 Final - Grade			
Date Range: <span>This year</span>		<span>Generate Report</span>	
Categories / Item	Mark	Date	Weight - Denom.
assignment		May 17, 2013	10 - /100
Exams		May 17, 2013	10 - /100
Exams		May 27, 2013	100 - /5
Assessments	88.235		30 - /100
Work Experience Consent Form	16	Sep 04, 2012	20 - /20
Student, Teacher Chat # 1	20	Sep 04, 2012	25 - /25
Job Duties Description#1	10	Sep 04, 2012	10 - /10
Work Experience Log Sheets	9	Sep 04, 2012	10 - /10
Student, Teacher Chat # 2	10	Sep 22, 2012	10 - /10
Job Duties Description#2	10	Sep 22, 2012	10 - /10
Written Assessments	89.125		10 - /100
Dangerous Chemical Symbols	8	Sep 04, 2012	10 - /10
Young Worker Readiness	82	Sep 04, 2012	10 - /100
Good Work Characteristics	9	Sep 04, 2012	20 - /10
Letter of Application Questions	9	Sep 26, 2012	10 - /10
Personal Resume Questions	9	Sep 26, 2012	10 - /10
Letter of Application	18	Sep 27, 2012	30 - /20
Personal Resume for Work	18.5	Sep 27, 2012	30 - /20
Molecules and Gases		May 17, 2013	8 - /100
Self Assessments	88		20 - /100
Self Assessment# 1	87	Sep 18, 2012	20 - /100

Choose the Generate Report button to have a PDF of the whole markbook (not based on Date Range settings).

 The 'information' icon - will also appear if that the student has a topic program code (IEP, ESL, etc) associated to the term/topic. Hover the mouse over the information icon to see the type of program.

## Student Record Menus – Achievement - Archive Achievement

Archive Achievement								
School Year <span>2009-2010</span>		Class <span>ART40Sa - 12 Art</span>						
Topics	S2 Progress Report	S2 Final Mark	Semester 1 Progress Report 1	Semester 1 Progress Report 2	Semester 1 Progress Report 3	Semester 1 Progress Report 4	Semester 1 Final Mark	Comments
GRADE	81.5	85.358						<span>Select Term: S2 Progress Report</span>
GRADE								<a href="#">Art 40s has spent time reviewing contour line drawing and working with principles for composing art ...</a>
Term Total	81.5	85.358						
Term Total								

If the archive data has been set up by the office or division/board, all marks (including markbooks – click the Grid icon) will be available as well as comments. Select the School Year and Class from the dropdown lists. Student Record Menus - Timetables - This Year

## Maplewood connectEd Teacher's Guide

### Current Timetable

Semester:	1	Term:	2	Go
Semester 1				
Term 2				
	Day 1	Day 2	Day 3	Day 4
Period 1				
Period 2				
Period 3	<b>ENG3Ea Room : 114</b> 10:05 AM English (Workplace Preparation) Mrs. B. Hujber	<b>ENG3Ea Room : 114</b> 10:05 AM English (Workplace Preparation) Mrs. B. Hujber	<b>ENG3Ea Room : 114</b> 10:05 AM English (Workplace Preparation) Mrs. B. Hujber	<b>ENG3Ea Room : 114</b> 10:05 AM English (Workplace Preparation) Mrs. B. Hujber
Period 4	<b>ENG3Ea Room : 114</b> 10:43 AM English (Workplace Preparation) Mrs. B. Hujber	<b>ENG3Ea Room : 114</b> 10:43 AM English (Workplace Preparation) Mrs. B. Hujber	<b>ENG3Ea Room : 114</b> 10:43 AM English (Workplace Preparation) Mrs. B. Hujber	<b>ENG3Ea Room : 114</b> 10:43 AM English (Workplace Preparation) Mrs. B. Hujber
Period 5	<b>HRF30a Room : 106</b> 11:25 AM World Religions: Beliefs and Daily Life Mrs. A. Stubbs	<b>HRF30a Room : 106</b> 11:25 AM World Religions: Beliefs and Daily Life Mrs. A. Stubbs	<b>HRF30a Room : 106</b> 11:25 AM World Religions: Beliefs and Daily Life Mrs. A. Stubbs	<b>HRF30a Room : 106</b> 11:25 AM World Religions: Beliefs and Daily Life Mrs. A. Stubbs
Period 6	<b>HRF30a Room : 106</b> 12:03 PM World Religions: Beliefs and Daily Life Mrs. A. Stubbs	<b>HRF30a Room : 106</b> 12:03 PM World Religions: Beliefs and Daily Life Mrs. A. Stubbs	<b>HRF30a Room : 106</b> 12:03 PM World Religions: Beliefs and Daily Life Mrs. A. Stubbs	<b>HRF30a Room : 106</b> 12:03 PM World Religions: Beliefs and Daily Life Mrs. A. Stubbs
Period 7	<b>MEL3Ea Room : 108</b> 12:45 PM Mathematics for Everyday Life Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 12:45 PM Mathematics for Everyday Life Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 12:45 PM Mathematics for Everyday Life Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 12:45 PM Mathematics for Everyday Life Mrs. M. Roberts
Period 8	<b>MEL3Ea Room : 108</b> 1:23 PM Mathematics for Everyday Life Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 1:23 PM Mathematics for Everyday Life Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 1:23 PM Mathematics for Everyday Life Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 1:23 PM Mathematics for Everyday Life Mrs. M. Roberts
Period 9	<b>TCJ3Ca Room : 124</b> 2:05 PM Construction Technology Mr. K. Herzog	<b>TCJ3Ca Room : 124</b> 2:05 PM Construction Technology Mr. K. Herzog	<b>TCJ3Ca Room : 124</b> 2:05 PM Construction Technology Mr. K. Herzog	<b>TCJ3Ca Room : 124</b> 2:05 PM Construction Technology Mr. K. Herzog
Period 10	<b>TCJ3Ca Room : 124</b> 2:43 PM Construction Technology Mr. K. Herzog	<b>TCJ3Ca Room : 124</b> 2:43 PM Construction Technology Mr. K. Herzog	<b>TCJ3Ca Room : 124</b> 2:43 PM Construction Technology Mr. K. Herzog	<b>TCJ3Ca Room : 124</b> 2:43 PM Construction Technology Mr. K. Herzog

To view the timetable for a specific Semester and Term select from the drop-down lists and click Go.

## Student Record Menus - Timetables - Exam Schedule

### Exam Schedule

Semester: 1 Term: 1

Days	Period A	Period B
1.		HRF30
2.		ENG3E
3.	TCJ3C	
4.	MEL3E	
5.		
6.		

The exam schedule shows any scheduled exams for the current Semester and Term.

## Student Record Menus - Timetables - Next Year



# Next Year's Timetable

Semester:
2
Term:
1
Go

Semester 2				
Term 1				
	Day 1	Day 2	Day 3	Day 4
Period 1				
Period 2				
Period 3				
Period 4				
Period 5	<b>MEL3Ea Room : 108</b> 11:25 AM Mathematics for Everyday Life Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 11:25 AM Mathematics for Everyday Li Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 11:25 AM Mathematics for Everyday Li Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 11:25 AM Mathematics for Everyday Life Mrs. M. Roberts
Period 6	<b>MEL3Ea Room : 108</b> 12:03 PM Mathematics for Everyday Life Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 12:03 PM Mathematics for Everyday Li Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 12:03 PM Mathematics for Everyday Li Mrs. M. Roberts	<b>MEL3Ea Room : 108</b> 12:03 PM Mathematics for Everyday Life Mrs. M. Roberts
Period 7				
Period 8				
Period 9				
Period 10				

To view the timetable for a specific Semester and Term for the next school year select from the drop-down lists and click Go. This area is dependent upon permissions granted from the office.

## 3. Attendance & Seating Plan

### Secondary Attendance

#### Attendance and Seating Plan

Teachers can set up class or homeroom seating plans simply by accessing the Attendance and Seating Plan menu. Here you will be able to set dimensions for the seating plan and place students. If today is an attendance day, Class Attendance options will be available through the Seating Plan.

If it is a holiday/weekend/exam day, or if the office has not yet initialized the attendance, you will still be able to manage the seating plan itself.

Classes that do not have a schedule assigned will be listed in the Unscheduled Classes (Seating Plan Only) list.

**Teacher's Class List**

---

**Administration Date:** Wednesday, January 26, 2011 (Day 3, Normal Day)

**Select Homerooms/Classes**  
☒ Class ☐ Homeroom

Semester:  Term:  Day:

Period	Class	Title	Seating
Per. 1	SCH4Ca	Chemistry - College Preparation	7 x 5
Per. 2	SCH4Ca	Chemistry - College Preparation	7 x 5
Per. 5	HRT3MFa	Religions mondiale	7 x 5
Per. 6	HRT3MFa	Religions mondiale	7 x 5
Per. 7	FSF1Da	Core French	7 x 5
Per. 8	FSF1Da	Core French	7 x 5
Per. 9	NRE8Ba	Religion	7 x 5
Per. 10	NRE8Ca	Religion	7 x 5

Unscheduled classes (seating plan only)

Period	Class	Title	Seating
Per. X	HRT3MFb	Religions mondiale	7 x 5

#### Changing Dimensions of the Seating Plan

Click on the Dimensions in the Seating column to set the dimensions of the grid for the seating plan. The default sizes are 7x5 and 5x7 or you can enter your own number of rows and columns.

**Enter Seating Plan Dimensions**

---

☒ Default 7 x 5 ☐ Default 5 x 7

Columns (Wide):  x Rows (High):

\*There are 10 assigned students in this class.

## Editing the Seating Plan




To begin editing the Seating Plan, select the class (from the Teacher's Class List) for which you would like to see the Seating Plan.

**Class Seating Plan**

Class: **ATTEND b**

Administration Date: Tuesday, May 21, 2013 (Day 2, Normal Day) Attendance Taken: ☐

Student: **Smith, Josh** A - Absent Period: **5**

 <b>Smith, Josh</b> * <b>P</b>	 Andersson, John * <b>P</b>	 Baker, John * <b>P</b>	 Breiner, Kelsey * <b>P</b>	 Fallon, James * <b>P</b>	 Morgan, Tracy * <b>P</b>	 Buckwald, Henry * <b>P</b>
 Buckwald, Henry * <b>P</b>	 Pearson, Morgan * <b>P</b>	 Morgan, Tracy * <b>P</b>	 Vallet, Tracy * <b>P</b>	 Wikie, Melissa * <b>P</b>	 Zimmer, Melissa * <b>P</b>	Empty
Empty	Empty	Empty	Empty	Empty	Empty	Empty

## Taking Attendance using the Seating Plan

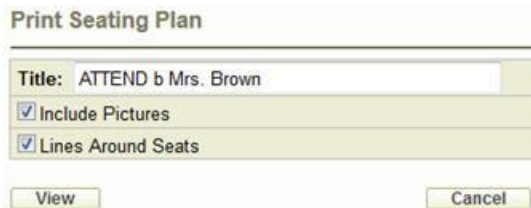
First, make sure that the desired attendance code is selected in the second drop-down box. Change the attendance on a student by double-clicking on the gray box underneath the student picture. The existing attendance code for that student (e.g., "P") will change to either A or L (the selected code from the second drop-down list). If everyone is present and no changes need to be made to the students' attendance, check the Attendance Taken box and click Save (or Save & Go Back).

## Moving Students Around

Drag and drop the student pictures to the desired location. Dropping one student on top of another will cause those two students to switch places.

## Printing

Choose the Print button.



The image shows a 'Print Seating Plan' dialog box. It has a title bar that says 'Print Seating Plan'. Below the title bar is a text field labeled 'Title:' containing the text 'ATTEND b Mrs. Brown'. Below the text field are two checkboxes, both of which are checked: 'Include Pictures' and 'Lines Around Seats'. At the bottom of the dialog box are two buttons: 'View' and 'Cancel'.

You can choose the Title (class code & teacher name are the default) and whether to include the pictures and draw lines around the individual seats. Make your selections and click View.

You must have a PDF viewer installed to see the Seating Plan printout.

### Class List with Attendance

The 'Class List with Attendance' feature provides teachers with a list all of the students in the class along with:

- Each student's attendance for each day in the selected month
- Totals regarding about the month's absences
- Accumulated absences and lates since the start of the class.

Select the class and month from the drop- down menus and click Go. Lower case letters indicate the entry is from the school calendar (e.g., h for Holiday). Upper case letters indicate student attendance entry is in the Registry.

*Note: This report is available in Secondary only.*

## Class List with Attendance

Class: 10 - NRE8Ca Religion Month: January Go

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Absences			Lates	
Student	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tot.	Acc.	%	Tot.	Acc.
Aubichon, Breanne	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	.	.	h	h	.	.	.	.	.	h	h	.	A	1/22	2/106	98%	0	0	
Bear, Kelsey	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	0/22	3/106	97%	0	0	
Bird, Nathan	h	.	.	.	.	.	h	h	.	A	A	A	A	h	h	A	.	A	.	A	h	h	A	A	A	.	A	h	h	A	A	13/22	50/106	52%	0	0
Bird, Rene	h	.	.	.	.	.	h	h	A	.	.	.	.	h	h	.	.	.	.	A	h	h	.	L	.	.	.	h	h	.	.	2/22	6/106	94%	1	1
Campbell, Marvin	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	A	A	A	.	.	h	h	.	L	.	.	.	h	h	.	.	3/22	8/106	92%	1	1
Clarke, James	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	0/22	2/106	98%	0	0	
Crain, Terryann	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	0/22	4/102	96%	0	0	
Dussion, Branden	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	.	.	A	h	h	.	.	.	.	h	h	.	.	1/22	2/106	98%	0	0	
Fehr, Jessica	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	A	.	A	h	h	.	.	.	.	h	h	.	.	2/22	5/106	95%	0	1	
Goulet, Kevin	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	A	.	.	A	h	h	.	.	.	.	h	h	.	.	2/22	2/106	98%	0	0	
Goulet, Sarah	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	.	.	A	h	h	.	.	.	.	h	h	.	.	1/22	4/106	96%	0	0	
Harper, Meagan	h	.	.	.	.	.	h	h	.	.	.	.	.	h	h	.	.	.	.	h	h	.	.	.	.	.	h	h	A	.	1/22	3/106	97%	0	0	
Horan,	h	.	.	.	.	.	h	h	.	.	.	A	.	h	h	.	.	.	.	h	h	.	.	.	.	.	h	h	.	A	2/22	8/106	92%	0	0	

## Class Attendance (Period Attendance in a Secondary School)

For Class Attendance to be available to the teachers, some criteria must be met:

1. The Maplewood administration date must match the web server system date
2. The Maplewood administration date must be defined in the cycle (i.e., not a "Day 0", holiday, exam day, etc)
3. Attendance must be initialized from the office
4. The office must not have posted the attendance to the register. When the office posts to the register there is an option to 'prevent further teacher attendance today', which is selected by default. If the office has posted to the register and selected this option the teachers will receive a message indicating: **The office has completed the current day's attendance. If you need to make corrections please see the office. You can however, click the above link and view/edit the seating plan of the available classes/homerooms.**

If you do not see the Class Attendance link as in this image, please contact the office to make sure that the above items are set up properly.

## Maplewood connectEd Teacher's Guide

### Attendance and Seating Plan



To enter Class Attendance, click the link for Class Attendance.

### Class Attendance

Administration Date: Wednesday, January 26, 2011 (Day 3, Normal Day)

Period	Class	Title	Attendance Taken
Per. 1	SCH4Ca	Chemistry - College Preparation	Yes
Per. 2	SCH4Ca	Chemistry - College Preparation	Yes
Per. 5	HRT3MFa	Religions mondiale	Yes
Per. 6	HRT3MFa	Religions mondiale	Yes
Per. 7	FSF1Da	Core French	Yes
Per. 8	FSF1Da	Core French	Yes
Per. 9	NRE8Ba	Religion	Yes
Per. 10	NRE8Ca	Religion	Yes

Click the link of the desired period to access the Class Attendance entry page for that class.

### Edit Class Attendance

#### Per.7, FSF1Da Core French

Administration Date: Wednesday, January 26, 2011 (Day 3, Normal Day)

Attendance Taken: ☒

Student	Office	Teacher		
		A	P	L
<a href="#">Ballantyne, Heather</a>	Not Entered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<a href="#">Burnouf, Willem</a>	Not Entered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<a href="#">Bzdel, Nina</a>	Not Entered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<a href="#">Clarke, Ocean</a>	Not Entered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<a href="#">Naytowhow, Natasha</a>	Not Entered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<a href="#">Sanderson, Shawn</a>	Not Entered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<a href="#">Whitehead, Tori</a>	Not Entered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Entering Class Attendance

To enter attendance for a student, simply click under the appropriate attendance code (A or L). There is no need to mark students as P, as that is the default.

A = Absent  
L = Late  
P = Present

**If all students in the class are present and no changes need to be made, check the “Attendance Taken” box at the top and click Save.** This tells the office that you have acknowledged the attendance for this class.

When you have finished, click either Save or Save and Go Back.

*Please note, like all web-based application, information is not saved until the Save (or Save and Go Back) button is pressed. Depending upon the school's network settings, a timeout warning may also appear to save. A good rule of thumb is to save work often.*



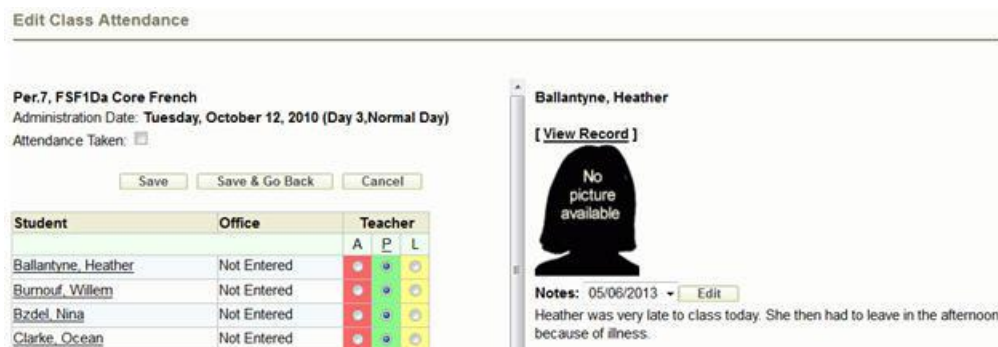
### Students with Previous Attendance Entries

Some students may already have attendance entries under the Office column. This is because of an entry from the office, likely based on early morning phone calls or previous knowledge, or if marked as absent from their first period class. This is just for information purposes and if a student is away from class the teacher must mark the student as absent. When recording attendance for a student, teachers do not know if an absence has been excused (explained) or not, they simply know if a student is present (default), absent or late.

If all students are present, simply click in the Attendance Taken Box and a check mark will appear. Next press the Save button to send the information to the office. Attendance has been taken, an indication has been sent to the office and logging off will close the session.

*Note: Only students who are enrolled in a class for the current day will appear in the list of students.*

### Accessing a Student's Record from the Edit Attendance Screen

The screenshot shows the "Edit Class Attendance" interface. At the top, it says "Per.7, FSF1Da Core French" and "Administration Date: Tuesday, October 12, 2010 (Day 3, Normal Day)". There is an "Attendance Taken:" checkbox. Below this are buttons for "Save", "Save & Go Back", and "Cancel". A table lists students with columns for "Student", "Office", and "Teacher" (with sub-columns A, P, L). The students listed are Ballantyne, Heather; Burnouf, Willem; Bzdel, Nina; and Clarke, Ocean. To the right, a sidebar shows a student's record for "Ballantyne, Heather", including a "View Record" link, a placeholder for a picture, and a "Notes" section with a date dropdown and an "Edit" button. The note text reads: "Heather was very late to class today. She then had to leave in the afternoon because of illness."



## Maplewood connectEd Teacher's Guide

Click the student name link on the Edit Class Attendance page to see the student's picture and attendance notes on the right. To see more details of the student's record, click on the View Record link above the picture. This will open a new window with all of the student information.

### Print Attendance Register - Class List with Attendance

Class List with Attendance

---

**Select Order**

☐ Alphabetically  
☒ By Teacher  
☐ Individually

**Classes**

Semester:   
Term:   
Start With:

**Report Parameters**

Month:

☒ Include Legend  
☐ Include Deleted Students  
☐ Include Dropped Students

Select Option to print Report by (i.e. Print Order, Semester, Term, etc). Click View. The report will appear in the list of Pending Reports, and the Status column will indicate its progress.

Pending Reports

☐ Select/Unselect All

Report Name	Status	Start Time ▼	Duration	Interrupt	Delete
Class List with Attendance		5/7/2013 3:58:00 PM	14 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Period Attendance Register	100%	5/7/2013 2:19:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Individual Attendance Register	100%	5/7/2013 1:57:00 PM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Attendance Register	100%	5/7/2013 1:39:00 PM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	5/7/2013 11:39:00 AM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	5/7/2013 11:19:00 AM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	5/7/2013 11:11:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	4/30/2013 8:47:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	4/29/2013 4:30:00 PM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	4/23/2013 12:59:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	4/19/2013 10:10:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	4/13/2013 4:10:00 PM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	3/26/2013 9:19:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	3/21/2013 10:33:00 AM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	3/7/2013 2:11:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	2/22/2013 10:09:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	2/22/2013 10:08:00 AM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	2/15/2013 9:28:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	1/3/2013 11:29:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>

Generating report...



*Note: If you close out of this screen (if the report is taking too long), the list of Pending Reports can also be seen from the Pending Reports option on the Main Menu.*

Once it has finished, select Class List with Attendance from the list of reports. You will see a report that looks something like this:

#### Class Attendance Register - January

##### FSF1Da Mr. I. Hurd

Student Name	Homeroom	Gr.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Absences			Lates	
			Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tot.	Acc.	%	Tot.	Acc.
Breadner, Heather	118	PAVE	9																															0/18	3/102	97%	0	0
Breadner, Willem	118	PAVE	9																															0/18	0/104	100%	0	0
Breadner, Nina	118	PAVE	9																															0/18	1/104	99%	1	1
Clarke, Ooan	118	PAVE	9																															0/18	2/104	98%	0	0
Doderal, Justine	118	PAVE	9																															0/18	10/104	90%	0	0
Gilbertson, Chloe	113	KOW	9																															0/18	7/104	93%	0	1
Gamboa, Matthew	116	SWEJ	9																															1/18	2/104	98%	0	0
Huxley, Chelsea	211	THIB	9																															0/18	9/104	91%	0	1
Isbister, Megan	118	PAVE	9																															1/18	3/104	97%	0	0
Lafond, Hailey	118	PAVE	9																															0/18	2/104	98%	1	1
Lougheed, Kelsey	116	SWEJ	9																															0/18	4/104	96%	0	0
Lindquist, Naomi	118	PAVE	9																															3/18	8/104	92%	0	1
Naytowhow, Natasha	116	SWEJ	9																															2/18	6/104	94%	0	1
Strickland, Shawn	118	PAVE	9																															1/18	4/104	96%	0	0
Whitehead, Tori	211	THIB	9																															3/18	9/104	91%	0	0

#### Special Codes:

\_\_\_ Future Day

pa Special Day

N Non Instructional Day

\* Not Enrolled

gr Grant Day

. Present

h Holiday

ex Exam Day

b Board

#### Attendance Codes:

A - Absent

L - Late

G - Grant day

## Print Individual Attendance Register

### Individual Attendance Register

#### Report Type

☒ Full day absence

☐ Presence as a % of possible days

#### Report Parameters

☒ Include Address Information

☐ Include Code Summary

☒ Include Attendance Notes

☐ Include Legend

☐ Exclude emergency notes

☐ Include contact notes

First Afternoon Period:

Grid Line Size:

View

Select

Cancel

Select the Report Type and the Parameters that you would like included in the print out. Click View.

**Select Order**

**Method:** Homeroom

☐ Individual

**Sort By**

☒ Room number  
☐ Designation  
☐ Teacher

**Which Homeroom**

☒ This year's homeroom  
☐ Next year's homeroom

**First in list**

107 CAND Mr. Hurd ☒ First

**Last in list**

107 CAND Mr. Hurd ☒ Last

**Include student registered**

☒ Both this and next year  
☒ This year only (not returning)  
☒ Deleted

OK Cancel

Select the Method for printing and the Sort option. Select which list or lists you would like to print (First in list and Last in list). Click OK. The report will appear in the list of Pending Reports, and the Status column will indicate its progress.

**Pending Reports**

Report Name	Status	Start Time ▼	Duration	Interrupt
<a href="#">Period Attendance Register</a>	100%	5/7/2013 2:19:00 PM	1.00 (min)	<input type="checkbox"/>
<a href="#">Individual Attendance Register</a>	100%	5/7/2013 1:57:00 PM	0 (sec)	<input type="checkbox"/>
<a href="#">Monthly Attendance Register</a>	100%	5/7/2013 1:39:00 PM	0 (sec)	<input type="checkbox"/>
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:39:00 AM	1.00 (min)	<input type="checkbox"/>
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:19:00 AM	1.00 (min)	<input type="checkbox"/>
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:11:00 AM	0 (sec)	<input type="checkbox"/>

Note: If you close out of this screen (if the report is taking too long), the list of Pending Reports can also be seen from the Pending Reports option on the Main Menu.

*Once it has finished, select the Period Individual Attendance Register from the list of reports. You will see a report that looks something like this:*

**Campbell, Rebecca(CJR) 0117**

OEN: 444-160-342

Gender: F Gr: 12 Birthdate: 6/29/1989 Phone: (519) 644-9554

Homeroom: 107 (CAND) Mr. I. Hurd

Defined Characters: 0 S 0 3

**Address:**

Merv &amp; Tina Campbell

-478 Boulter Lake Rd

Bangor Ontario N6H 5L8

**Parents:**

Merv Campbell

SDS ((519) 508-6015 x294)

Tina Campbell

**Emergency:**

Lorraine Sewap ((519) 420-

9407)

Dr. Friesen Kendall

371-811-843

**Enrolment:**

Att. Type: full time

Residency: R

Admitted: 1/29/2009 (latest)

Transf./Ret.: 7/1/2009

**Year to Date Attendance:**

2010 - 2011	Week #1	Week #2	Week #3	Week #4	Week #5	Advances	Lates
	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su	absen absen F.D. absen	absen absen
September	01 02 03 04 05 S S S S S	06 07 08 09 10 11 12 + + + + +	13 14 15 16 17 18 19 + + + + +	20 21 22 23 24 25 26 + + + + +	27 28 29 30 + + + +	0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
October	03 + + + + +	04 05 06 07 08 09 10 + + + + +	11 12 13 14 15 16 17 + + + + +	18 19 20 21 22 23 24 + + + + +	25 26 27 28 29 30 31 + + + + +	0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
November	01 02 03 04 05 06 07 + + + + +	08 09 10 11 12 13 14 + + + + +	15 16 17 18 19 20 21 + + + + +	22 23 24 25 26 27 28 + + + + +	29 30 + +	0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
December	01 02 03 04 05 + + + + +	06 07 08 09 10 11 12 + + + + +	13 14 15 16 17 18 19 + + + + +	20 21 22 23 24 25 26 + + + + +	27 28 29 30 31 + + + + +	0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
January	02 + + + + +	03 04 05 06 07 08 09 + + + + +	10 11 12 13 14 15 16 + + + + +	17 18 19 20 21 22 23 + + + + +	24 25 26 27 28 29 30 + + + + +	0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
February	01 02 03 04 05 06 + + + + +	07 08 09 10 11 12 13 + + + + +	14 15 16 17 18 19 20 + + + + +	21 22 23 24 25 26 27 28 + + + + +		0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
March	01 02 03 04 05 06 + + + + +	07 08 09 10 11 12 13 + + + + +	14 15 16 17 18 19 20 + + + + +	21 22 23 24 25 26 27 28 29 30 31 + + + + +		0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
April	03 + + + + +	04 05 06 07 08 09 10 + + + + +	11 12 13 14 15 16 17 + + + + +	18 19 20 21 22 23 24 + + + + +	25 26 27 28 29 30 + + + + +	0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
May	01 + + + + +	02 03 04 05 06 07 08 + + + + +	09 10 11 12 13 14 15 + + + + +	16 17 18 19 20 21 22 + + + + +	23 24 25 26 27 28 29 + + + + +	0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0
June	01 02 03 04 05 + + + + +	06 07 08 09 10 11 12 + + + + +	13 14 15 16 17 18 19 + + + + +	20 21 22 23 24 25 26 + + + + +	27 28 + +	0/0 0/0 0/0 0/0 0/0 0/0	0/0 0/0

## Print Monthly Attendance Register

### Monthly Attendance Register

**Additional Information**☒ Lates☐ Presence as a % of possible days**Report Parameters**Month: ☐ Include LegendFirst Afternoon Period: 

Select the parameters you would like to use to print (i.e. Month, Period, do you want a legend). Click View.

**Select Order**

**Method:** Homeroom

☐ Individual

**Sort By**

☒ Room number  
☐ Designation  
☐ Teacher

**Which Homeroom**

☒ This year's homeroom  
☐ Next year's homeroom

**First in list**

107 CAND Mr. Hurd ☒ First

**Last in list**

107 CAND Mr. Hurd ☒ Last

**Include student registered**

☒ Both this and next year  
☒ This year only (not returning)  
☒ Deleted

OK Cancel

Select the Method for printing and the Sort option. Select which list or lists you would like to print (First in list and Last in list). Click OK. The report will appear in the list of Pending Reports, and the Status column will indicate its progress.

**Pending Reports**

Report Name	Status	Start Time ▼	Duration	Interrupt
<a href="#">Period Attendance Register</a>	100%	5/7/2013 2:19:00 PM	1.00 (min)	<input type="checkbox"/>
<a href="#">Individual Attendance Register</a>	100%	5/7/2013 1:57:00 PM	0 (sec)	<input type="checkbox"/>
<a href="#">Monthly Attendance Register</a>	100%	5/7/2013 1:39:00 PM	0 (sec)	<input type="checkbox"/>
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:39:00 AM	1.00 (min)	<input type="checkbox"/>
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:19:00 AM	1.00 (min)	<input type="checkbox"/>
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:11:00 AM	0 (sec)	<input type="checkbox"/>

*Note: If you close out of this screen (if the report is taking too long), the list of Pending Reports can also be seen from the Pending Reports option on the Main Menu.*

Once it has finished, select the Period Individual Attendance Register from the list of reports. You will see a report that looks something like this:

# Monthly Attendance Register - January 2011

Homeroom: CAND Room: 107 Teacher: Mr. I. Hurd

Student Name	Homeroom	Gr.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Absences				Lates			
			Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	am/pm	Tot.	Acc.	Tot.	Acc.			
Campbell, Rebecca	107 CAND	12	h	*	*	*	*	*	h	h	*	*	*	*	h	h	*	*	*	*	h	h	*	*	*	h	h	*	*	*	*	*	*	*	0/0	0/0	0/0	0	0		
Charles, Tyson	107 CAND	12	h	*	*	*	*	*	h	h	/L	/L	/L	/L	h	h	/L	A	/L	/A	h	h	h	A	A	/L	/L	/L	/L	/L	/L	/L	/L	3/3	3/19	25/103	4	20			
Clarke, Henry	107 CAND	12	h	*	*	*	*	*	h	h	/A	L	/L	/L	h	h	/L	A	/L	/L	h	h	/A	/L	A	/L	A	/L	/L	/L	/L	/L	/L	1/2	1/5/19	9/102	9	52			
Clarke, Sheldon	107 CAND	10	h	*	*	*	*	*	h	h	/A	/L	/L	/L	h	h	/L	A	/L	/L	h	h	/L	A	/L	A	/L	/L	/L	/L	/L	/L	/L	0/0	0/19	2/103	1	9			
Hipkiss, Sable	107 CAND	10	h	*	*	*	*	*	h	h	/L	/L	/L	/L	h	h	A	/A	/L	/L	h	h	h	/A	L	/L	/L	/L	/L	/L	/L	/L	1/3	2/19	2/5/103	2	10				
Matchee, Aaron	107 CAND	11	h	*	*	*	*	*	h	h	/L	L	L	L	A	L	A	h	/L	L	L	/L	/A	h	A	L	L	/L	/L	/L	/L	/L	1/4	2/5/19	16/5/103	10	36				
Mcauley, Christian	107 CAND	12	h	*	*	*	*	*	h	h	/L	/L	/L	/L	h	h	/L	A	/L	/L	h	h	/L	A	/L	/L	/L	/L	/L	/L	/L	/L	3/3	3/19	8/103	0	4				
Miller, Kaley	107 CAND	10	h	*	*	*	*	*	h	h	/L	/L	/L	/L	h	h	/L	A	/L	/L	h	h	/L	h	/L	/L	/L	/L	/L	/L	/L	/L	0/0	0/19	8/5/103	1	10				
Opseth, Brayden	107 CAND	9	h	n	n	n	n	n	h	h	n	n	n	n	h	h	n	n	n	n	h	h	n	n	n	n	n	n	n	n	n	n	n	0/0	0/0	0/0	0	0			
Payton, Jacelyn	107 CAND	10	h	*	*	*	*	*	h	h	/L	/L	/L	/L	h	h	A/L	/L	/L	/L	h	h	/L	h	/L	/A	/L	/L	/L	/L	/L	/L	1/1	1/19	15/103	4	21				
Pelletier, Justin	107 CAND	10	h	n	n	n	n	n	h	h	n	n	n	n	h	h	n	n	n	n	h	h	n	n	n	n	n	n	n	n	n	n	n	0/0	0/0	0/0	0	0			
Pest, Nicole	107 CAND	10	h	*	*	*	*	*	h	h	/L	/L	/L	/L	h	h	L/L	A	/L	/L	h	h	/L	h	/L	/L	/L	/L	/L	/L	/L	/L	1/2	1/5/19	8/5/103	8	20				
Symick, Teagan	107 CAND	12	h	*	*	*	*	*	h	h	/L	A	L	/L	h	h	/L	A	/L	/L	h	h	/L	h	A	A	A	/L	/L	/L	/L	/L	4/4	4/19	18/103	2	18				
Wallace, Damen	107 CAND	11	h	*	*	*	*	*	h	h	L	/L	/L	/L	h	h	L	/L	/L	/L	h	h	/L	h	/L	/L	/L	/L	/L	/L	/L	/L	0/0	0/19	5/103	2	16				
Total Students: 14																																						This Month:		18.5	43
																																						To Date:		118	216

## Print Period Attendance Register

### Period Attendance Register

☐ One Student Per Page  
☒ Show Perfect Attendance Message  
☐ Include Absences Prior To Student Start Date  
☐ Mailing Information  
Start Date: 09/06/2010 24  
End Date: 06/28/2011 24

Select the options that you would like to print with. Click View.

Select Order  
Method: Grade  
☒ Individual  
First in list  
11 ☐ First  
Include student registered  
☒ Both this and next year  
☒ This year only (not returning)  
☒ Deleted  
Last in list  
Which Grade  
☒ This year's Grade  
☐ Next year's Grade

Select the Method for printing and the Sort option. Select which list or lists you would like to print (First in list and Last in list). Click OK.  
The report will appear in the list of Pending Reports, and the Status column will indicate

its progress.

### Pending Reports

Report Name	Status	Start Time ▼	Duration	Interrupt
<a href="#">Period Attendance Register</a>	100%	5/7/2013 2:19:00 PM	1.00 (min)	
<a href="#">Individual Attendance Register</a>	100%	5/7/2013 1:57:00 PM	0 (sec)	
<a href="#">Monthly Attendance Register</a>	100%	5/7/2013 1:39:00 PM	0 (sec)	
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:39:00 AM	1.00 (min)	
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:19:00 AM	1.00 (min)	
<a href="#">Teachers Daily Absentee Report</a>	100%	5/7/2013 11:11:00 AM	0 (sec)	

*Note: If you close out of this screen (if the report is taking too long), the list of Pending Reports can also be seen from the Pending Reports option on the Main Menu.*

Once it has finished, select the Period Individual Attendance Register from the list of reports. You will see a report that looks something like this:

Monday, February 7 day 3	BTA3Oa	BTA3Oa	MCF3Ma	MCF3Ma	----	----	SB13Ca	SB13Ca	ENG3Ub	ENG3Ub
Sunday, February 13 day 3	BTA3Oa	BTA3Oa	MCF3Ma	MCF3Ma	----	----	SB13Ca	SB13Ca	ENG3Ub	ENG3Ub
Monday, February 14 day 4	BTA3Oa	BTA3Oa	MCF3Ma	MCF3Ma	----	----	SB13Ca	SB13Ca	ENG3Ub	ENG3Ub
Class Totals (Absent/Excused)										
Current Course(s):										
BD13Ca (12/1)	MCF3Ma (1/0)	PPL3Oa (14/3)	ENG3Ub (0/0)	HRT3Ma (10/1)						
BTA3Oa (0/0)	SB13Ca (0/0)									
Dropped Course(s):										
MFM2Pa (12/3)	BTT2Oa (0/0)	CLU3Ma (0/0)								
Wednesday, January 26, 2011										
										Page 1

### Central Secondary School

Period Attendance Report: Monday, September 06, 2010 - Tuesday, June 28, 2011

Ahenakew, Rufina		Gr.: 11				Homeroom: 105 ACRE					
Date	Homeroom	Per. 1	Per. 2	Per. 3	Per. 4	Per. 5	Per. 6	Per. 7	Per. 8	Per. 9	Per. 10
Ahenakew, Rufina		Gr.: 11				Homeroom: 105 ACRE					
Date	Homeroom	Per. 1	Per. 2	Per. 3	Per. 4	Per. 5	Per. 6	Per. 7	Per. 8	Per. 9	Per. 10
Monday, September 6 day 1	HRT3Ma	Absent	HRT3Ma	---	---	HSP3Ma	HSP3Ma	---	---	ENG3Ua	ENG3Ua

### Teachers Daily Attendance Report

As soon as you click on the link to Teacher's Daily Attendance Report, the report will begin to generate. The report will appear in the list of Pending Reports, and the Status column will indicate its progress.



## Pending Reports

☐ Select/Unselect All

Report Name	Status	Start Time ▼	Duration	Interrupt	Delete
Teachers Daily Absentee Report		5/7/2013 11:32:00 AM	37 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	5/7/2013 11:19:00 AM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	5/7/2013 11:11:00 AM	0 (sec)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	4/30/2013 8:47:00 AM	0 (sec)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	4/29/2013 4:30:00 PM	0 (sec)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	4/23/2013 12:59:00 PM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Class List with Attendance</u>	100%	4/19/2013 10:11:00 PM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	4/19/2013 10:10:00 PM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	4/13/2013 4:10:00 PM	0 (sec)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	3/26/2013 9:19:00 PM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	3/21/2013 10:33:00 AM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	3/7/2013 2:11:00 PM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	2/22/2013 10:09:00 AM	0 (sec)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	2/22/2013 10:08:00 AM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	2/15/2013 9:28:00 AM	0 (sec)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Monthly Attendance Register</u>	100%	1/12/2013 4:58:00 PM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Teachers Daily Absentee Report</u>	100%	1/3/2013 11:29:00 AM	0 (sec)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Generating report...

*Note: If you close out of this screen (if the report is taking too long), the list of Pending Reports can also be seen from the Pending Reports option on the Main Menu.*

Once it has finished, select the Teacher's Daily Attendance Report from the list of reports. You will see a report that looks something like this:

The report will appear in the list of Pending Reports, and the Status column will indicate its progress.

*Note: If you close out of this screen (if the report is taking too long), the list of Pending Reports can also be seen from the Pending Reports option on the Main Menu.*

Once it has finished, select the Period Individual Attendance Register from the list of reports. You will see a report that looks something like this:

# Maplewood connectEd Teacher's Guide

TEACHER: Mr. I. Hurd																		
PRD	ATT	STUDENT NAME	HOME PHONE	ATTENDANCE NOTE	PERIODS										TOTALS			
					1	2	3	4	5	6	7	8	9	10	ABSENT	OTHER	EXCUSED	LATE
1	A	Bassingthwaite, Kim	(519) 325-4375		A	A			A	A			A	A	5	0	8	0
1	L	Hartle, Cassandra	(519) 853-2154		*	*			*	*	*	*			3	0	7	0
2	A	Bassingthwaite, Kim	(519) 325-4375		A	A			A	A			A	A	5	0	8	0
2	L	Hartle, Cassandra	(519) 853-2154		*	*			*	*	*	*			3	0	7	0
5	A	Boruch, Russell	(519) 485-4119				*	*	*	*	*	*	*	*	5	0	5	0
5	A	Chartrand, Emma	(519) 330-8128		*	*	*	*	*	*			*	*	6	0	2	0
5	A	Kilgour (Morrison), Shaina	(519) 885-6790		*	*	A	A	*	*	*	*			15	0	5	2
5	L	Pilon, Angel	(519) 995-3235		*	*	*	*	*	*	*	*			1	0	22	1
6	A	Boruch, Russell	(519) 485-4119				*	*	*	*	*	*	*	*	5	0	5	0
6	A	Chartrand, Emma	(519) 330-8128		*	*	*	*	*	*			*	*	6	0	2	0
6	A	Kilgour (Morrison), Shaina	(519) 885-6790		*	*	A	A	*	*	*	*			15	0	5	2
6	L	Pilon, Angel	(519) 995-3235		*	*	*	*	*	*	*	*			1	0	22	1
7	L	Bzdel, Nina	(519) 751-9579		*	*	*	*			*	*	*	*	1	0	14	0
7	L	Lafond, Hailey	(519) 377-6939		*	*	*	*			*	*	*	*	2	0	2	0
7	A	Whitehead, Tori	(519) 968-5822		*	*	*	*			*	*	*	*	8	0	5	0
8	L	Bzdel, Nina	(519) 751-9579		*	*	*	*			*	*	*	*	1	0	14	0
8	L	Lafond, Hailey	(519) 377-6939		*	*	*	*			*	*	*	*	2	0	2	0
8	A	Whitehead, Tori	(519) 968-5822		*	*	*	*			*	*	*	*	8	0	5	0
9	A	Jaeger, Montana	(519) 502-6975		A	A	A	A			A	A	A	A	24	0	1	0
10	A	Aubichon, Breanne	(519) 942-3320		*	*	*	*			*	*	*	*	1	0	1	0



## 4. Achievement

### Achievement Overview

The Achievement options provide a location in which to enter and store students' marks and comments, which can then appear directly on your student's report cards.

1. Class Achievement
2. Class Markbooks
3. Copy Markbooks
4. Class Comments by Group
5. Individual Student
6. Report Card Details
7. My Comments
8. Report Card Spell Checker
9. Search for missing marks/comments (Ontario Only)
10. Ontario Provincial Report Cards (Ontario Only)
11. Achievement Reports
12. Standardized School-Wide Assessments
13. Print Report Cards



General Guidelines when using the Maplewood connectEd Achievement section:

- Since each teacher and school may have very different mark and comment requirements, there are a number of different options for inputting this information. By becoming familiar with each of these options, you may find the method that best suits your requirements.
- **When a teacher saves, a new form is presented on the screen saying Processing Information, please wait. Once the page has been refreshed, the form will disappear. While this program is processing, it is important not to touch any keys, to maintain data integrity.**

## Maplewood connectEd Teacher's Guide

In preparation for report cards, the school office has set up the following information for your classes:

- which terms and topics you need to report on for each of your classes.
- which topics require marks to be entered and whether to accept numbers or letters or both. Allowable letter grades are defined by the school and can vary between terms/topics.

\*When the school office prevents mark entry, the box will be greyed out.



*Note: The order of the menu options differs between elementary and secondary schools, but the functionality is the same. Ontario Provincial Report Cards and Search for missing marks/comments are only available to Ontario schools.*

**\*\*Be sure to save regularly to prevent automatic disconnection from the network and loss of current work.\*\***

### Achievement Reports

From the Achievement menu, choose Achievement Reports. There are several options to choose from to get the desired report. The function will remember the settings from the last time it was accessed by the user. Please note, a PDF viewer must be installed on the local machine in order to view these reports. Select Homerooms/Class. Select a range of classes or an individual class/homeroom (select same class in both the First and Last boxes). Then select Report Information (highlighted in yellow below):

- Class Summary will generate a report that shows the report card marks for the selected terms and topics.
- Markbook Summary will generate a report that will show the markbook template and marks in a specific terms and topic.

### Class Summary

Achievement Reports

Select Homerooms/Classes  
☐ Homeroom ☒ Class

First: FSF1Da Mr. Hurd  
Last: FSF1Db Mr. Hurd

Print Options  
☐ One Student Per Page  
☐ Include Weight  
☐ Include Denominator  
☒ Include Decimals at the Term Level  
☐ Include Deleted Students  
☒ Include Final Term  
☐ Replace Student Name With...

**Report Information**  
☒ Class Summary ☐ Markbook Summary

View Cancel

Terms

	All	None
S1 First	<input checked="" type="checkbox"/>	
S1 Final	<input checked="" type="checkbox"/>	
S2 First	<input type="checkbox"/>	
S2 Final	<input type="checkbox"/>	

Topics

	All	None
Grade	<input checked="" type="checkbox"/>	
Interview Requested	<input checked="" type="checkbox"/>	
Learning Skills and Work Habits (9-12)	<input checked="" type="checkbox"/>	
Responsibility	<input checked="" type="checkbox"/>	
Organization	<input checked="" type="checkbox"/>	
Independent Work	<input checked="" type="checkbox"/>	
Collaboration	<input checked="" type="checkbox"/>	
Initiative	<input checked="" type="checkbox"/>	
Self-Regulation	<input checked="" type="checkbox"/>	

**Class Summary Print Options** - allows you to customize how little or much information will appear on the report.

- One Student Per Page – allows individual reports for all of the selected students to be generated.
- Include Class Average and Include Comments become available when this option is selected
- Include Weight – includes all term and topic weights on the report.
- Include Denominator – includes all term and topic denominators on the report.
- Include Decimals at the Term Level – when the accumulated mark calculates or has been entered with decimals, they will appear on the report.
- Include Deleted Students – will include deleted students on the report.
- Include Final Term – includes a Final Term column on the report.
- Replace Student Name With... - select either the students' Maplewood Number or Ministry Number. The report will print the selected number on the report instead of the students' names.



Please note, the options “One Student Per Page” and “Replace Student Name With ...” are exclusive of one another.

Sample of report output using selections from above screenshot:

Class Summary Report

Course Name: Core French  
Course Code: FSF1Da  
Teacher: Hurd, Izaac

	S1 First							
Student Name	Final Term	Term Mark	Grade	Interview Requested	Learning Skills and Work Habits (9-12)	Responsibility	Organization	Independent Work
Ballantyne, Heather	78.615	W	W	Y		E	S	N
Burnouf, Willem (Bill)	84	W	W	Y		G	E	S
Bzdel, Nina	75.545	W	W	Y		N	G	E
Clarke, Ocean	77.091	W	W	Y		S	N	G
Doderai, Justine	85.273	W	W	N		E	S	N
Given, Chloe	88.364	W	W	Y		G	E	S
Golz, Matthew	80.727	W	W	N		N	G	E
Huxley, Chelsea	81.636	W	W	Y		S	N	G

The blue columns indicate a top-level (master) topic, meaning a topic that is not a subtopic

## Maplewood connectEd Teacher's Guide

(either a topic like Grade that is by itself or a topic like Learning Skills that has subtopics of its own). The subtopic columns are white.

### Markbook Summary

The screenshot shows the 'Achievement Reports' window. The 'Report Information' section is highlighted with a yellow box. It contains two radio buttons: 'Class Summary' (unselected) and 'Markbook Summary' (selected). Below this, there are dropdown menus for 'First' (FSF1Da Mr. Hurd), 'Last' (FSF1Db Mr. Hurd), 'Term' (S1 Final), and 'Topic' (Grade). To the left of the 'Report Information' section is the 'Select Homerooms/Classes' section with radio buttons for 'Homeroom' and 'Class'. Below that is the 'Print Options' section with a list of checkboxes: 'One Student Per Page' (unchecked), 'Include Weight' (checked), 'Include Denominator' (checked), 'Include Decimals at the Term Level' (checked), 'Include Deleted Students' (unchecked), 'Include Final Term' (unchecked), 'Replace Student Name With...' (unchecked), 'Include Date' (checked), 'Include Assessment Type' (unchecked), 'Include Item % Total Mark' (unchecked), 'Include Published Only' (unchecked), and 'Show mark as percentage value' (unchecked). 'View' and 'Cancel' buttons are located to the right of the 'Report Information' section.

**Markbook Summary Print Options** - allows you to customize how little or much information will appear on the report.

One Student Per Page – allows individual reports for all of the selected students to be generated.

- Include Class Average and Include Comments become available when this option is selected
- Include Weight – includes all category and item weights on the report.
- Include Denominator – includes all category and item denominators on the report.
- Include Decimals at the Term Level – when the term mark calculates or has been entered with decimals, they will appear on the report.
- Include Deleted Students – includes deleted students on the report.
- Include Final Term – includes a Final Term column on the report.
- Replace Student Name With... - select either the students' Maplewood Number or Ministry Number. The report will print the selected number on the report instead of the students' names.
- Include Date – includes category and item dates on the report.
- Include Assessment Type – includes item assessment types on the report.
- Include Item % Total Mark – includes the percentage each item is worth, towards the final mark. This only applies to items, not categories. The value is calculated to two decimal places.
- Include Published Only – excludes unpublished categories and items on the report.
- Show Mark as percentage value – converts all item marks to a percentage on the report.



Please note, the options “One Student Per Page” and “Replace Student Name With ...” are exclusive of one another.

Sample of report using selections from above screenshot:

#### Markbook Summary Report

Course Name: Core French  
Course Code: FSF1Da  
Teacher: Hurd, Izaac

Term: S1 Final Topic/Subtopic: Grade

Student Name	Term Mark	Attitude and Effort (8/23/2011) 30 - /100	Term One (4/19/2012) 10 - /100	Fitness Level (8/23/2011) 20 - /100	Term One (4/19/2012) 10 - /100	Workout Levels (8/23/2011) 5 - /100	Term One (4/19/2012) 10 - /100	Test 4 (7/18/2012) 10 - /100	Le Passe Compose (8/28/2012) 10 - /50
Ballantyne, Heather	76.615	90	90	69	69	80	80	50	25
Burnout, Willem (Bill)	84	84	84	85	85	80	80		
Bzdel, Nina	75.545	84	84	63	63	75	75		
Clarke, Ocean	77.091	85	85	67	67	70	70		
Doderai, Justine	85.273	86	86	84	84	86	86		
Guyen, China	88.384	84	84	87	87	80	80		

The blue column indicates the selected topic. The turquoise columns are the categories and the white columns are the items.

## Markbooks

### Markbooks Overview

Within the Achievement area of Maplewood connectEd, teachers can set up and record assessments using Class Markbooks. Class Markbooks gives teachers the opportunity to track assessments that can then calculate to the report card. Tools are also available within Class Markbooks that show class and student marks statistics based on the assessment information that has been entered.

### Class Markbooks and Individual Markbooks

The markbook can be viewed under the Achievement menu of Maplewood connectEd in either the Class Markbook or Individual Markbook View.

### Automatic Saving and the Session Timeout

In Class and Individual Markbook marks are saved to the database as soon as the cell is exited so you do not need to click on Save. You may also notice that this automatic saving also causes the Session Timeout to reset each and every time a mark is entered (and the cell is exited).

### Definition of Markbook Terminology:

**Categories** are subsections of the reporting topic/subtopic as set up by the office. For example, on the ministry report card it prints a grade, but as a teacher you break that down into different areas, these would be Categories (e.g. Knowledge, Information, Communication, Application and Exam).

**Items** are elements of an above-defined Category. For example, as a teacher you would like to further break down your evaluation for the Category of Application to show the results of Test 1, Test 2, Quiz and Essay independently. These would be Items of the Category Application.

**Denominator:** This is the “out of” number, which by default is set to 100. This is the number of available marks for an item, or the expression written below the line in a common fraction that indicates the number of parts into which one whole is divided. For example, rather than having to convert 20/25 to a mark of 80, simply have the denominator for an Item set to 25 and enter the marks out of 25. The system will then make the appropriate calculations. The Denominator gives teachers the ability to record raw marks, rather than having to do calculations into percentages. Unless tied directly to the weight, (to be explained later) the denominator has no relation to the importance/weight of an Item.

Tip: If the Category's Denominators are set to 100, the mark in this column will be represented as a percentage.

**Weight:** All Categories and Items by default are given a weight of 10. Weights need to be defined for each Category and each Item created. Category weights work as a ratio/percentage against other weighted Categories in a markbook. Item weights also work as a ratio/percentage against other weighted items within a Category. For example, all Category weights could be set to have a weight of 10, which makes all categories worth the same value towards the markbook topic, or they could be set to numbers that total 100 (ie. Knowledge 25, Inquiry 15, Communication 15, Application 15, Exam 30 =100). Item weights work in the same manner as Category weights. Weights do not need to add up to 100 for either Categories or Items, but they can be setup as such, if this gives the desired result for the grade.

Giving an Item a weight of zero (0) will cause that item not to be calculated into the Category at all. Similarly, a Category with a weight of zero (0) will not be calculated into the term mark.

### General Markbook Rules and Where to Begin

A markbook can have any number of categories with any number of items underneath, and a category must exist before you can add items. It is not recommended to enter marks directly into a category, but to add items under the category and enter marks into items only.

Overrides can be entered into markbooks, and will be used as part of the topic mark calculation. Please refer to the Entering Overrides section in the Markbook Manuals.

Marks cannot be entered into an item whose date is after the term end date. The item will appear locked (greyed out) and a mouse-over will appear indicating:

Mark entry is disabled because the category/item date is after the term end date.

## Class Markbooks

### Using the Header:

The Header frame allows the user to define what they see in the Class Markbook screen. These settings are saved for each user.

Teacher:	Hurd, Izaac (Mr.)	Term:	S1 First (Sep 3 to Nov 15)	From:	2013-09-03
Class:	HZT4Ua - Philosophy: Questions ar	Topic:	All	To:	2014-04-17

**Teacher:** Teachers will only have their own name in the list.

**Class:** Will list the selected teacher's classes. Only one class at a time can be selected.

**Term:** Choices will be the terms that are selected for the selected class. Again only one term can be selected at a time.

**Topic:** One topic or All topics can be selected for viewing. Please note to print the markbook you must have only one topic selected.

**From Date:** Items and categories from this date and after will be displayed.

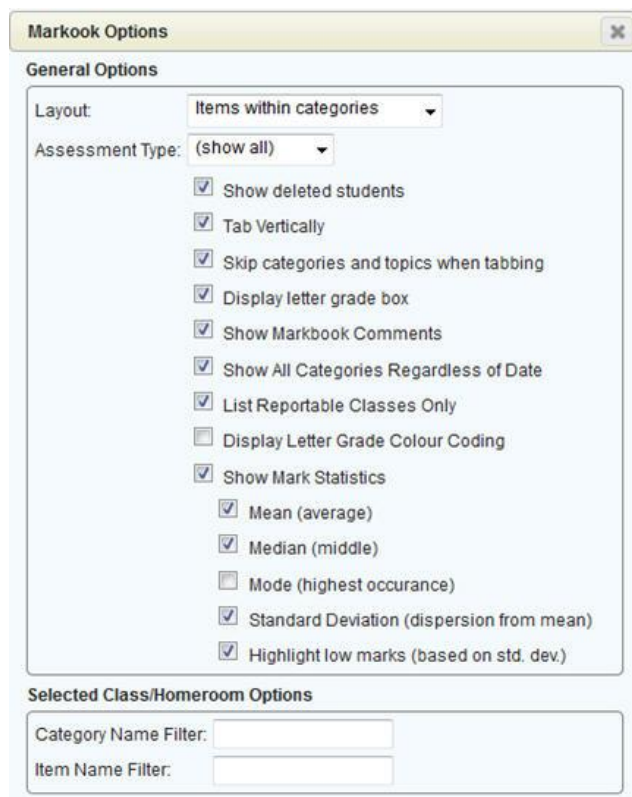
**To Date:** Items and categories up to and including this date will be displayed.

### Markbook Options



The Markbook Options icon will bring up a list of options available:





The screenshot shows the 'Markbook Options' dialog box. It has a title bar with a close button. The 'General Options' section contains a 'Layout' dropdown menu set to 'Items within categories' and an 'Assessment Type' dropdown menu set to '(show all)'. Below these are several checkboxes: 'Show deleted students' (checked), 'Tab Vertically' (checked), 'Skip categories and topics when tabbing' (checked), 'Display letter grade box' (checked), 'Show Markbook Comments' (checked), 'Show All Categories Regardless of Date' (checked), 'List Reportable Classes Only' (checked), 'Display Letter Grade Colour Coding' (unchecked), 'Show Mark Statistics' (checked), 'Mean (average)' (checked), 'Median (middle)' (checked), 'Mode (highest occurrence)' (unchecked), 'Standard Deviation (dispersion from mean)' (checked), and 'Highlight low marks (based on std. dev.)' (checked). The 'Selected Class/Homeroom Options' section at the bottom has two text input fields: 'Category Name Filter:' and 'Item Name Filter:'.

The General Options apply to any class/homeroom that is subsequently selected.

### Layout:

- **Items within categories:** The default view. This will display the items grouped under their categories.
- **Items then categories:** Items will be displayed at the left, and the categories towards the right.
- **Items only:** Categories are excluded.
- **Categories only:** Items are excluded.

**Assessment Type:** Show All, Diagnostic, Formative or Summative.

**Show deleted students:** Will include students who have dropped the class or who have an enrolment status of Deleted.

**Tab Vertically:** Toggle the mark-entry method between vertical tabbing and horizontal. Note, using the arrow keys is not affected by this setting.

**Skip categories and topics when tabbing:** Allows the user to quickly enter marks into items only.

**Display letter grade box:** Toggles the letter grade box on or off.



**Show Markbook Comments:** Allows the user to enter comments per markbook category or item.

**Show All Categories Regardless of Date:** Allows all Categories to display even if they are outside the selected date range.

**List Reportable Classes Only:** Will exclude classes with the Reportable checkbox unchecked.

**Display Letter Grade Colour Coding:** If the office has set up colours for the letter grades, the cells and their text will be displayed in the defined colour scheme.

## Show Mark Statistics

Use the following options to select 3 of 4 statistical calculations:

- Mean (average)
- Median (middle)
- Mode (highest occurrence)
- Standard Deviation (dispersion from mean)

**Highlight low marks (based on std. dev.):** the marking cell will be highlighted by a blue outline if the mark is lower than the mean minus the standard deviation.

## Selected Class/Homeroom Options

These settings apply only to the selected class or homeroom.

Use the Category Name Filter and Item Name Filter to narrow down which categories and items view on the screen. These fields accept all manner of wildcard characters. For more information, please see [Filtering Items and Categories](#).

## Adding or Editing a Category

To add a new Category, click the title of the topic (e.g., Grade) and choose Add new Category.

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Menu > Achievement > Class Markbooks

Teacher: Hurd, Izaac (Mr.) Term: S1 First (

Class: HZT4Ua - Philosophy: Questions ar Topic: All

Topic	Grade	Knowledge/Understandi
Sub Topic		
Category		
Item		Allegory
Date		Sep 18
Assessment Type		Formative
Denominator   Weight	100   30	10   10
Mean   Median   Std.Dev.	73   73   8	72   71   15
Allen, Madison (Mady)	89.496	95.455
Anderson, Amanda	82.952	100

To edit an existing Category, click the Category title and choose Edit.

> Menu > Achievement > Class Markbooks ( HZT4Ua - Philosophy: Questions

Teacher: Hurd, Izaac (Mr.) Term: S1 First (Sep 3 to Nov

Class: HZT4Ua - Philosophy: Questions ar Topic: All

Topic	Grade	Knowledge/Understandi
Sub Topic		
Category		
Item		
Date		Sep 18
Assessment Type		Formative
Denominator   Weight	100   30	10   10
Mean   Median   Std.Dev.	73   73   8	72   71   15
Allen, Madison (Mady)	86.996	95.455
Anderson, Amanda	82.952	100

The edit category screen will appear offering the following fields/options:

## Edit My Markbook

**Edit Category: Knowledge/Understanding**

☐ Include markbook entry for all students

Name:

Date:

Denominator:  ☐ Set the Weight to be the same as the Denominator

Weight:

Letter Grade Entry:

Publish: ☒

Description:

Student	Grade	Include	Exclude
Allen, Madison (Mady)	11	<input type="radio"/>	<input checked="" type="radio"/>
Anderson, Amanda	12	<input checked="" type="radio"/>	<input type="radio"/>
Burns, Aaron	11	<input type="radio"/>	<input checked="" type="radio"/>
Cotterill, Andrea	11	<input checked="" type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input checked="" type="radio"/>
Gariepy, Emily	11	<input checked="" type="radio"/>	<input type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input checked="" type="radio"/>
Matlock, Shane	11	<input checked="" type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input checked="" type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input checked="" type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input checked="" type="radio"/>
Pilon, Kyle	11	<input type="radio"/>	<input checked="" type="radio"/>

- Name** - enter the name of the category. The name must be unique within the Topic.
- Date** - select the desired date (usually the current date or the first day of the semester or term).
- Denominator (see explanation in introduction)**. By default the denominator is set to 100. Enter the desired denominator for the category. If you want the weight and the denominator to be the same, after you have entered the desired weight place a check in the box that reads "Set the Weight to be the same as the Denominator".
- Weight** (see explanation in introduction) – Enter the desired weight for this category. By default, the weight is set to 10. Teachers can choose to have the weight of the categories determined by the sum of the item denominators, if this will give you the results you desire, place a check in the box that reads "Determine weight based on the sum of the item denominators". Any new items added would change the weight of the category. When this option is used no entry is required in the weight field.
- Letter Grade Entry** – this selection determines what types of mark are to appear in this category (letter grades, numeric grades or both). Choose the desired selection or leave the default (this list is populated by your school's administration).
- Publish** – only published categories will be available for viewing through the Maplewood connectEd Parent/Student site. All categories are set to be published by default. Teachers have the ability to choose to print only Published items and categories through the Achievement Reports area. This will allow teachers to quickly disable the viewing of Category and all of its items. For example, if a teacher is in the process of entering marks he/she can keep the marks unpublished until ready for viewing. Publish can be unchecked or checked at any time. A small blue dot will appear next to the Category name if not published.



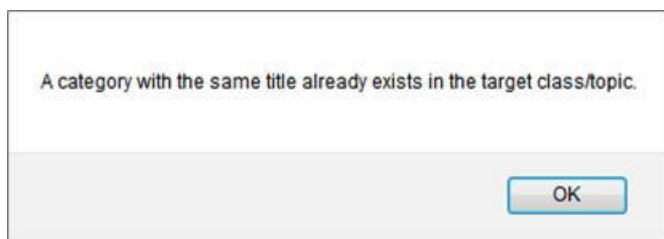
### Notes:

- If a Category is not published, Items underneath it will not be published even if they are marked as published.

*- All weighted marks entered still calculate into the summary mark. Unchecking publish only causes the Categories/Items not to show up in printouts and on the Maplewood connectEd Parent/Student site.*

7. **Description** – (optional) teachers can enter a short description if desired.
8. **Include markbook entry for all students** - This box is checked by default, but unchecking it will display a list of students in the class and will allow you to exclude certain students from assessment on that category. Excluding a student from a category automatically excludes them from all items (existing or newly created) under that category.
9. **Copy button** (Available in Edit mode only, not Add New Category) - Use the Copy button to copy this category to another topic within this class, or to another class entirely. Copying the category will automatically copy all items underneath it.

*Note: This function will not allow you to copy a category with a name that already exists. The following message will appear:*



Once this information has been specified, there are several options (buttons) to choose from:

**Save & Add New Category** - save the information and add another new Category.

**Save & Add New Item** - save the information and add a new Item under this Category.

**Save & Add Homework** – used to add homework information to the Category (usually used for Items).

**Save & Go Back** – new Category is saved and return to the previous page.

**Cancel** – new Category will not be saved and return to the previous page.

### Adding or Editing an Item

To add a new item, click the Category title and select Add Markbook Item.

> Menu > Achievement > Class Markbooks ( HZT4Ua - Philosophy: Questions

Teacher:	Hurd, Izaac (Mr.)	Term:	S1 First (Sep 3 to Nov
Class:	HZT4Ua - Philosophy: Questions ar	Topic:	All

Topic	Grade	Knowledge/Understanding	Application	Analysis	Evaluation
Sub Topic					
Category					
Item					
Date		Sep 18	Sep 18		
Assessment Type		Formative	Diagnostic		
Denominator   Weight		100   30	10   10	15   0	
Mean   Median   Std.Dev.		73   73   8	72   71   15	7   8   2	11   11
Allen, Madison (Mady)		86.996	95.455	10	13
Anderson, Amanda		82.952	100	10	15

To edit an existing Item, click the item title and you will be automatically brought to the item Edit screen.

> Menu > Achievement > Class Markbooks > Enter Markbooks > Add/Edit My Markbook

### Edit My Markbook

Please note you cannot delete this entry from the markbook, because achievement has already been reported on it. To delete this item you will have to contact the office.

☐ Include markbook entry for all students

Student	Grade	Include	Exclude
Note: Students that already have marks or comments cannot be excluded.			
Allen, Madison (Mady)	11	<input type="radio"/>	<input checked="" type="radio"/>
Anderson, Amanda	12	<input type="radio"/>	<input checked="" type="radio"/>
Burns, Aaron	11	<input type="radio"/>	<input type="radio"/>
Cotterill, Andrea	11	<input type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input type="radio"/>
Gariepy, Emily	11	<input type="radio"/>	<input checked="" type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input type="radio"/>
Matlock, Shane	11	<input type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input checked="" type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input checked="" type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input checked="" type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input checked="" type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input checked="" type="radio"/>

**Edit Item: test** Copy

Name:

Category:

Date:

Denominator:  ☐ Set the Weight to be the same as the Denominator

Weight:

Letter Grade:

Entry:

Assessment Type:

Publish: ☒

Description:

Save & Add Homework Save & Go Back Cancel

The edit item screen will appear offering the following fields/options:

1. **Name** - enter the name of the item (Right Triangle).



2. **Category** - select the category to which this Item belongs. In this example, Right Triangle is part of Knowledge.
3. **Date** - select the expected due date of the item.
4. **Denominator** (see term explanation in introduction) – enter the denominator of the item. If you want the weight and the denominator to be the same, after you have entered the desired weight place a check in the box that reads “Set the Weight to be the same as the Denominator”.
5. **Weight** (see term explanation in introduction) – enter the desired weight for the item.
6. **Letter Grade Entry** - this selection determines what types of mark are to appear in this item (Numeric Only, or one of the defined Letter Grade Groups). This list is populated by your school's administration.
7. **Assessment Types** -
  - **Diagnostic** - This type of assessment can help you identify your students' current knowledge of a subject, their skill sets and capabilities, and to clarify misconceptions before teaching takes place. Knowing students' strengths and weaknesses can help you better plan what to teach and how to teach it. Types of Diagnostic Assessments include Pre-tests, Self-assessments, Discussion board responses, Interviews.
  - **Formative** - Formative assessment provides feedback and information during the instructional process, while learning is taking place, and while learning is occurring. Formative assessment measures student **progress** but it can also assess your own progress as an instructor.
  - **Summative** - Summative is the default option in this dropdown box and will likely be used most often. Summative marks should be included in the mark calculation. Summative assessment takes place after the learning has been completed and provides information and feedback that sums up the teaching and learning process. Typically, no more formal learning is taking place at this stage, other than incidental learning which might take place through the completion of projects and assignments. Rubrics, often developed around a set of standards or expectations, can be used for summative assessment. Rubrics can be given to students before they begin working on a particular project so they know what is a primary focus of formative assessment is to identify areas that may need improvement.

*Note: Maplewood does not force a zero into the weight field when Formative or Diagnostic is chosen, but prompts you to change the weight to zero. Every item with a value above zero in the weight field will be included in the mark calculation regardless of the selected Assessment Type.*

8. **Publish** - only published items will be available for viewing through the Maplewood connectEd Parent/Student site. All items are set to be published by default. Teachers have the ability to choose to print only published items and categories through the Achievement Reports area. For example, if a teacher is in the process of entering marks he/she can keep the marks unpublished until ready for viewing. Publish can be unchecked or checked at any time. A small blue dot will appear next to the item name if not published.



Notes:

- If a Category is not published, Items underneath it will not be published even if they are marked as published.

- All weighted marks entered still calculate into the summary mark. Unchecking publish only causes the Categories/Items not to show up in printouts and on the Maplewood connectEd Parent/Student site.

9. **Description** – (optional) teachers can enter a short description if desired.
10. **Include markbook entry for all students** - This box is checked by default, but unchecking it will display a list of students in the class and will allow you to exclude certain students from assessment on that item.
11. **Copy button** - (Available in Edit mode only, not Add New Item) - Use the Copy button to copy this item to another category within this topic, to another topic within this class, or to another class entirely.

*Note: This function will not allow you to copy an item with a name that already exists. The following message will appear:*



**Once this information has been specified, there are several options (buttons) to choose from:**

1. **Save & Add New Item** - save the information and add a new Item under this Category.
2. **Save & Add Homework** – used to add homework information to the Category (usually used for Items).
3. **Save & Go Back** – new Category is saved and return to the previous page.
4. **Cancel** – new Category will not be saved and return to the previous page.

## Entering Marks in Class Markbooks

Once a Class Markbook has been set up with Categories and Items, marks can now be recorded for students.

**IMPORTANT:** Marks entered into Class Markbooks are automatically saved into the system. There is no save button required to save recorded marks in Class Markbooks.



### Notes

The following illustrates the mark field differences:

## Maplewood connectEd Teacher's Guide

- The Grade Mark field will list the overall mark of the Categories and Items, based on the assigned weights and reporting terms. The Grade field will populate on the Ontario Report Card mid-term and final mark fields in Maplewood. A Teacher can edit the calculated mark from Class Markbooks in Maplewood ConnectEd.
- A Category's mark field can be used for mark entry. The Category marks for each student will be calculated automatically if the Items are associated with the Category. The Category's mark field calculated mark can be overridden by the user.

Open Class Markbooks for the required class.

<b>Teacher:</b> Markell, Chantal (Mrs.)	<b>Term:</b> S2 Final (Apr 14 to Jun 30)	<b>From:</b> 2014-01-31	
<b>Class:</b> ENG3U1d - ENGLISH GR 11 UNIV PRI	<b>Topic:</b> Grade	<b>To:</b> 2014-08-21	
<b>Done</b>			

<b>Topic</b>	Grade
--------------	-------

Ensure the proper calendar date filters are selected so the categories and items appear in the Class Markbooks main screen.

Click into a mark field and enter marks using the keyboard number keys. Marks entered are automatically saved in Class Markbooks.

<b>Teacher:</b> Markell, Chantal (Mrs.)	<b>Term:</b> S2 Final (Apr 14 to Jun 30)	<b>From:</b> 2014-
<b>Class:</b> ENG3U1d - ENGLISH GR 11 UNIV PRI	<b>Topic:</b> Grade	<b>To:</b> 2014-

<b>Topic</b>	Grade				
<b>Sub Topic</b>					
<b>Category</b>	Application				
<b>Item</b>	Poetry	2 Poetry	P3	Chp 3	
<b>Date</b>	May 13	May 13	May 13	May 13	
<b>Assessment Type</b>	Summative	Diagnostic	Summative	Summative	
<b>Denominator   Weight</b>	100   15	4   10	4   0	100   10	20   10
<b>Mean   Median   Mode</b>	66   72   83	66   72   83	2   3   3	3   3   3	70   70   --
Betournay-Kuhn, Ruben	78.125	81.25	3	2	N/A
Boisvenue, Morgan	68.333	68.333	2	3	75
Cameron, Brenna	82.5	82.5	3	2	N/A
Delage, Danielle	75	75	3	1	N/A
Freeman, Caitlin	82.5	82.5	3	3	N/A
Hicks, Benjamin	25	25	1	3	N/A
Kehoe, Heather	65	65			65
Laidlaw, Hilary	50	50	2		N/A

Continue until all marks are entered.





**Note:** You can use the tab key to navigate vertically or horizontally to the next grade column to enter a mark.



## Editing Marks in Class Markbooks

Item marks can be edited at any time within Class Markbooks.





Open Class Markbooks for the required class.

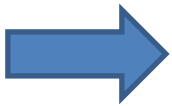
<b>Teacher:</b> Markell, Chantal (Mrs.)	<b>Term:</b> S2 Final (Apr 14 to Jun 30)	<b>From:</b> 2014-01-31	 
<b>Class:</b> ENG3U1d - ENGLISH GR 11 UNIV PRI	<b>Topic:</b> Grade	<b>To:</b> 2014-08-21	
<b>Done</b>			





<b>Topic</b>	Grade
--------------	-------

Ensure the proper calendar date filters are selected so the categories and items appear in the Class Markbooks main screen.


Click into a mark field and edit marks using the keyboard number keys. Marks entered are automatically saved in Class Markbooks.

Application	
	Poetry
	May 13
	Summative
100   15	4   10
66   72   83 	2   3   3 
81.25 	3 



Application	
	Poetry
	May 13
	Summative
100   15	4   10
66   72   83 	2   3   3 
82 	4 

## Printing the Markbook

Clicking the Print icon  will print the markbook with the selections that have been made (Class, Term, Topic, date ranges, filters, other options). You can only print one topic at a time, so if you have "All" topics selected, this error message will be generated:

<b>Print Markbook</b> 
Please select a specific markbook (topic) to print.

## Using Charts

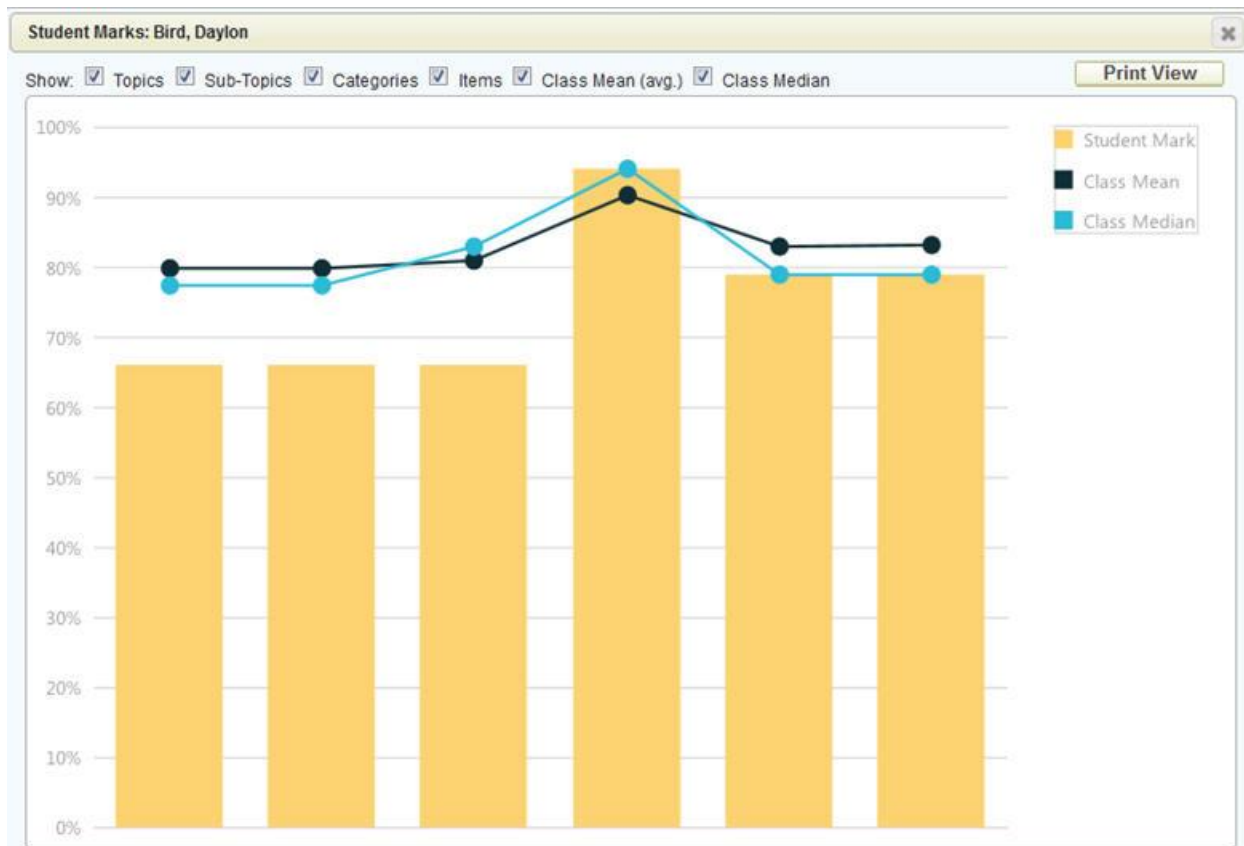
Charts are a simple, visual way to look at the mark in the class. Click on the following chart icons to generate charts using different parts of the data:

### Beside student name:

Allen, Madison (Mady)	
Anderson, Amanda	
Burns, Aaron	

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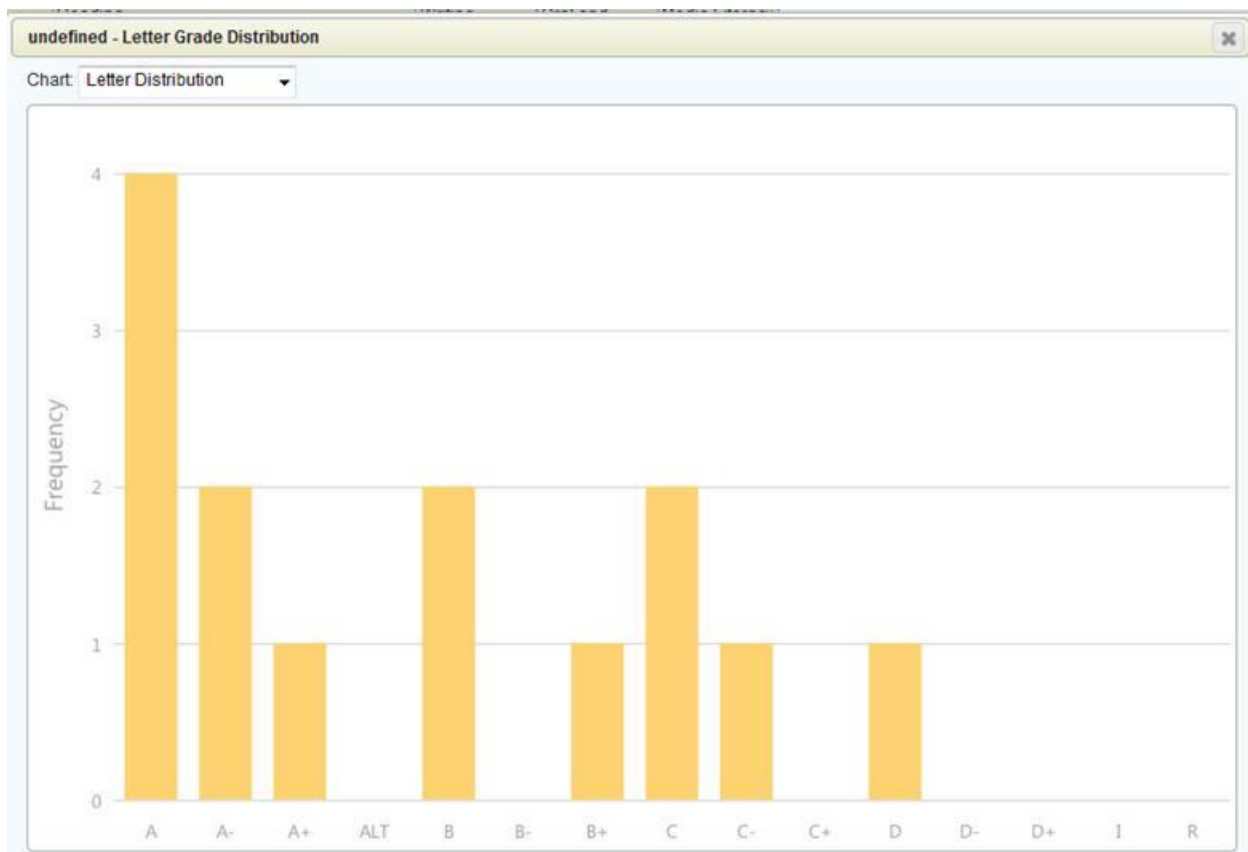
Chart will include all of the student's marks, with the options to include/exclude the different levels of marking (topic, subtopic, category, item). E.g.:



**Beside Statistics in each item/category/topic:**

Reading		
	Spelling Quizzes	
	Spelling Quiz 1	
	Apr 17	
	Summative	
	20   100	100   10
B+   -	B+   -	A-   A

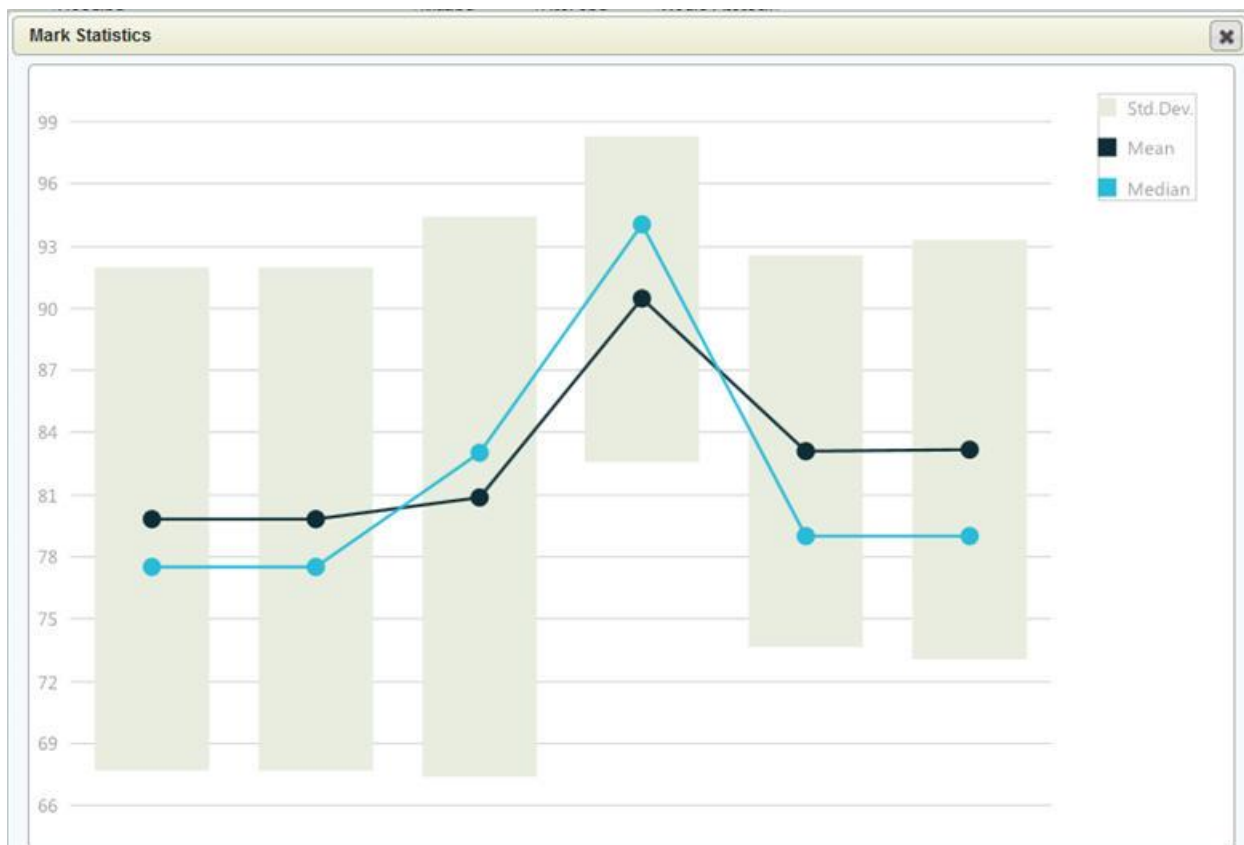
The chart will include all students' marks in one item/category/topic. E.g.:



**Beside statistics title:**

Assessment Type		
Denominator	Weight	
Mean	Median	Std.Dev.

The chart will include the class Mean, Median and Standard Deviation of each topic, category and item. E.g.:



## Entering Markbook Comments

Comments can be entered for any item or category for each student in a class markbook.

Spelling Quiz	
Apr 17	
Summative	
100   10	
A-   A	
C	
A	
A-	

The Add Comment icon is used to enter a new comment for a student's mark.

The Edit comment icon is used to view/edit a previously entered comment.

The comment entry box allows for the selection of Context Sensitive Words, Quick Comments from the Teacher, and the ability to apply the text to all students. When the Apply to all students box is selected, any existing comments (for that item/category) will be overwritten.



Notes:

- The option must first be enabled by checking the Show Markbook Comments box in Markbook Options.
- Comments entered into markbook elements (items or categories) are only visible to the teacher, in the markbooks screens (Class and Individual).

## Excluding Students from Markbook items/categories

Specific students can be excluded from specific items and categories. This can be done during the creation of the item/category, or after it has been created, as long as marks have not been entered for the students you wish to exclude.

To use this feature, edit the item or category, and uncheck the Include markbook entry for all students checkbox (checked by default):

☒ Include markbook entry for all students

Once unchecked, students with marks will be greyed out and you will not be able to exclude them. Use the radio buttons to exclude students with no marks.

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☐ Include markbook entry for all students

Student	Grade	Include	Exclude
Note: Students that already have marks or comments cannot be excluded.			
Allen, Madison (Mady)	11		
Anderson, Amanda	12		
Burns, Aaron	11		
Cotterill, Andrea	11		
Fiddler, Morgan	11		
Gariepy, Emily	11		
Georget, Brittany	11		
Matlock, Shane	11		
Meyers, Alyssa	11		
Moore, Brenna	11		
Moreau, Keisha	11		
Robillard, Chase	12		
Ross, Leslie	11		
Stenske, Amber	11		
Turner, Kelsey	11		
Walters, Lenae	11		

When a student is excluded from an item, that item is ignored completed in the calculation of the student's topic mark, and in any statistics relating to that item. Excluded students will also be left off of any charts, and if an individual achievement report is printed, excluded items will be left off of the student's report.

If a student is excluded from a category, they are automatically excluded from all items underneath.

When a student is excluded, the N/A icon will appear in place of the mark-entry cell for that item. Click the N/A icon to include that student in that item.

Mind/Body Proj
Nov 05
Summative
10   10
8
8
9
10
N/A
N/A
N/A
6

## Filtering Items and Categories



To access the filter feature, click the Markbook Options icon.

Category Name Filter:

Item Name Filter:

Use this feature to narrow down which Categories and/or Items display. When a filter is applied, the Filter icon will appear beside either the Category or Item subheading. Clicking the Filter icon will also bring up the options screen

Topic
Sub Topic
Category ▼
Item ▼
Date
Assessment Type

To create a filter, use the following wildcard characters:

Character	Use	Examples
^	The beginning of a string	"^nut" finds "nutrition" and "nuts", but not "minute"
\$	The end of a string.	"\$in" finds "in" and "within", but not "interfere"
?	Any single character (except new line).	"to?" finds "top" and "ton", but not "to"
~	Zero or one occurrence of the preceding character (or sub-expression).	"files~" finds "file" and "files", but not "filed"
*	Zero or more occurrences of any characters (except new line).	"can*" finds "can" and "Canada" but not "pelican"
#	Zero or more occurrences of the preceding character (or sub-expression)	"files#" finds "file" and "filesss".
@	One or more occurrences of the preceding character (or sub-expression).	"files@" finds "files" and "filesss", but not "file"
	Either the preceding character (or sub-expression) or the following one.	"localis ze" finds either "localise" or "localize"
[ ]	Any character within the brackets. You can specify ranges of characters using a hyphen (a hyphen at the start matches itself). An exclamation point at the beginning causes the set of characters to be inverted; for example, [!a-m] matches everything except a through m.	p[iu]ck" finds "pick" and "puck"
( )	Sub-expressions, so that repetition and alternative wildcard characters can be applied more generally.	"ab(cd)#e" finds "ab" followed by zero or more "cd" combinations followed by "e"
\	The next character, literally. Allows wildcard characters to be treated as normal characters.	"what\" finds "what?" but not "whats"

Entering Overrides

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Overrides can be entered anywhere there is a calculated mark in the markbook. Override marks are highlighted with a yellow cell background.

For example, the items below the category calculate to a mark of 95.455:

Topic	Grade						
Sub Topic							
Category	Knowledge/Understanding						
Item			Allegory of the	Name that Fall	Existentialism	Mento Film qu	Mindfulness ai
Date			Sep 18	Sep 18	Sep 18	Sep 30	Nov 22
Assessment Type			Formative	Diagnostic	Diagnostic	Summative	Formative
Denominator   Weight		100   30	10   10	15   0	15   0	12   12	6   0
Mode		--	10	--	11	--	--
Allen, Madison (Mady)	89.496	95.455	9	9	8	12	1

If the teacher changes the category mark to a 96, that mark is used in the calculation of the topic mark, which then changes from 89.496 to 89.659:

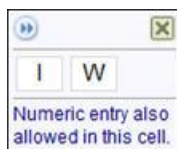
Topic	Grade						
Sub Topic							
Category	Knowledge/Understanding						
Item			Allegory of the	Name that Fall	Existentialism	Mento Film qu	Mindfulness ai
Date			Sep 18	Sep 18	Sep 18	Sep 30	Nov 22
Assessment Type			Formative	Diagnostic	Diagnostic	Summative	Formative
Denominator   Weight		100   30	10   10	15   0	15   0	12   12	6   0
Mode		--	10	--	11	--	--
Allen, Madison (Mady)	89.659	96	9	9	8	12	1

If the override mark is deleted, the category mark is recalculated to the original, and the topic mark is then also recalculated.

Overrides can also be entered directly into the topic mark.

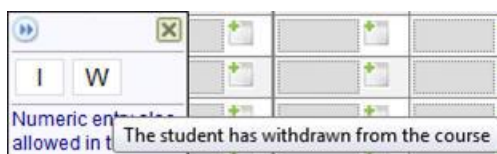
### The Letter Grade Popup

When the mark-entry cell is highlighted, a popup window will appear, containing the available letter grades, and if the mark-entry is defined as numeric also, a note will show in the popup indicating so.



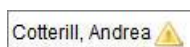
Hovering the mouse over a letter in the box will display the description of that letter. E.g., “W” means “The student has withdrawn from the course”:





Item and category mark-entry is defined by the teacher, but topic mark-entry is defined at the office. If no popup is available, either Numeric Only mark-entry has been selected or the “Display letter grade box” option has been unselected in the Markbook Options.

## Viewing Student Flags/Custody



Depending on permissions, teachers can see certain alerts for the students. The alert icon will appear beside the student’s name if they have a flag selected in the administration system (these are defined by the office) and/or special custody.



## Individual Markbooks

This screen will allow the user to see a specific student's markbook(s) for all classes to which the user has access. This screen is designed in the same way as the Class Markbooks screen, except the topics, subtopics, categories and items are along the left-hand side instead of at the top. The user can expand and collapse the topics and categories using the plus and minus icons, and can select any or all terms and topics from the dropdown lists at the top. The comments along the right-hand side are from the Term selected in that particular column.



### Notes about the Individual Markbook feature:

Users will be able to see all Terms and all Topics at once by selecting All from the Term and Topic dropdown lists, as well as All Classes. Selecting too much information at one time may cause the screen to load more slowly.

The Individual Markbooks screen remembers the user’s last settings, in terms of which class and topic were selected, and the from and to dates, but will always default to the first chronological unlocked term, and the first alphabetical student, when this screen is newly accessed.

If “All” classes are chosen, all terms will be available in the Terms list, which means that the user is able to choose a term that does not necessarily apply to the student selected. For example, if the selected student only has semester 1 classes (under this particular teacher), but

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S2 First is selected as the term, no information will display for that student.

### Using the Header:

The Header frame allows the user to define what they see in the Class Markbook screen. These settings are saved for each user.

Teacher: Hurd, Izaac (Mr.)	Term: S1 First (Sep 3 to Nov 15)	Markbook Items From: 2013-12-12 To: 2014-04-17
Class: All	Topic: All	
Student: Allen, Madison (Mady)		

**Teacher:** Teachers will only have their own name in the list.

**Class:** Will list the selected teacher's classes. All classes or one class can be selected.

**Student:** One student at a time can be selected. The word "(inactive)" will display after the name of students who have an enrolment status of Deleted, or who have dropped the class.


**Term:** Choices will be the terms that are selected for the selected class. Only one term can be selected at a time. Note, if "All" classes are chosen, all terms will be available in the Terms list, which means that the user is able to choose a term that does not necessarily apply to the student selected. For example, if the selected student only has semester 1 classes (under this particular teacher), but S2 First is selected as the term, no information will display for that student.

**Topic:** One topic or All topics can be selected for viewing. Please note to print the markbook you must have only one topic selected.

**From Date:** Items and categories from this date and after will be displayed.


**To Date:** Items and categories up to and including this date will be displayed.

### Markbook Options

 The Markbook Options icon will bring up a list of options available:

Individual Markbook Options

General Options

Assessment Type: (show all)   
☒ Show deleted students  
☐ Tab Vertically  
☒ Display letter grade box  
☒ Allow comment entry  
☐ Group by class/homeroom  
☒ Show Markbooks  
☐ Display Letter Grade Colour Coding  
☒ List Reportable Classes Only

Selected Class/Homeroom Options

Category Name Filter:   
Item Name Filter:

## General Options

**Assessment Type:** Show All, Diagnostic, Formative or Summative.

**Show deleted students:** Will include students who have dropped the class or who have an enrolment status of Deleted.

**Display letter grade box:** Toggles the letter grade box on or off.

**Show Markbook Comments:** Allows the user to enter comments per markbook category or item.

**Group by Class/Homeroom:** Sorts the student's information by class.

**Show Markbooks:** Allows the user to use this individual mark-entry screen without building an actual markbook.

**Display Letter Grade Colour Coding:** If the office has set up colours for the letter grades, the cells and their text will be displayed in the defined colour scheme.

**List Reportable Classes Only:** Will exclude classes with the Reportable checkbox unchecked.

## Selected Class/Homeroom Options

These settings apply only to the selected class or homeroom.

Use the Category Name Filter and Item Name Filter to narrow down which categories and items view on the screen. These fields accept all manner of wildcard characters. For more information, please see [Filtering Items and Categories](#)

## Adding or Editing a Category

To add a new Category, click the title of the topic (e.g., Grade) and choose Add Markbook Category.

This will add the Category for the whole class, not just the individual student. To create a category for just one student (or any number of students), uncheck the "Include markbook entry for all students" box in the category Add or Edit screen, and unselect students as appropriate.

The screenshot shows the 'Individual Markbook' interface. At the top, there's a breadcrumb trail: '> Menu > Achievement > Individual Markbook'. Below this, there are dropdown menus for 'Teacher' (Hurd, Izaac (Mr.)), 'Class' (HZT4Ua - Philosophy: Questions ar), and 'Student' (Allen, Madison (Mady)). To the right of these are labels for 'Term' and 'Topic'. Below the dropdowns is a table with columns 'Topic(s)' and 'Score'. The first row shows 'S1 First' with a score of '89.496'. A red circle highlights the '+ Add Markbook Category' link next to the 'Gr' topic. Below this, there are more topics listed: 'Knowledge/Understanding' with a score of '95.455', 'Sep 17' with a score of '100 | 30', 'What is beauty?' with a score of '10 | 10', 'Political Spectrum' with a score of '15 | 0', and 'Forms of Government' with a score of '30 | 30'.

To edit an existing Category, click the Category title and choose Edit.

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> Menu > Achievement > Individual Markbook

Teacher: Hurd, Izaac (Mr.) Term:   
 Class: HZT4Ua - Philosophy: Questions ar Topic:   
 Student: Allen, Madison (Mady)

Topic(s) S1 First C

Grade 89.496

Knowledge/Understanding 05.455

Sep 17 Edit

What is beaut + Add Markbook Item

Dec 18 - Summative 10 | 10

Political Spectrum Jan 10 - Formative 15 | 0

Forms of Government Jan 17 - Summative 30 | 30

The edit category screen will appear offering the following fields/options:

> Menu > Achievement > Class Markbooks > Enter Markbooks > Add/Edit My Markbook

Edit My Markbook

Edit Category: Knowledge/Understanding Copy

Name: Knowledge/Understanding

Date: 09/17/2013

Denominator: 100 ☐ Set the Weight to be the same as the Denominator

Weight: 30

Letter Grade Entry: Secondary Grade

Publish: ☒

Description: Subject-specific content acquired in each course (knowledge), and the comprehension of its meaning and significance (understanding).

Save & Add New Category Save & Add Homework Save & Go Back Cancel

Save & Add New Item

☐ Include markbook entry for all students

Student	Grade	Include	Exclude
Allen, Madison (Mady)	11	<input type="radio"/>	<input checked="" type="radio"/>
Anderson, Amanda	12	<input checked="" type="radio"/>	<input type="radio"/>
Burns, Aaron	11	<input type="radio"/>	<input checked="" type="radio"/>
Cotterill, Andrea	11	<input checked="" type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input checked="" type="radio"/>
Gariepy, Emily	11	<input checked="" type="radio"/>	<input type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input checked="" type="radio"/>
Matlock, Shane	11	<input checked="" type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input checked="" type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input checked="" type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input checked="" type="radio"/>
Pilon, Kyle	11	<input type="radio"/>	<input checked="" type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input checked="" type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input checked="" type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input checked="" type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input checked="" type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input checked="" type="radio"/>

1. **Name** - enter the name of the category. The name must be unique within the Topic.
2. **Date** - select the desired date (usually the current date or the first day of the semester or term).
3. **Denominator** (see explanation in introduction). By default the denominator is set to 100. Enter the desired denominator for the category. If you want the weight and the

denominator to be the same, after you have entered the desired weight place a check in the box that reads "Set the Weight to be the same as the Denominator".

4. **Weight** (see explanation in introduction) – Enter the desired weight for this category. By default, the weight is set to 10. Teachers can choose to have the weight of the categories determined by the sum of the item denominators, if this will give you the results you desire, place a check in the box that reads "Determine weight based on the sum of the item denominators". Any new items added would change the weight of the category. When this option is used no entry is required in the weight field.
5. **Letter Grade Entry** – this selection determines what types of mark are to appear in this category (letter grades, numeric grades or both). Choose the desired selection or leave the default (this list is populated by your school's administration).
6. **Publish** – only published categories will be available for viewing through the Maplewood connectEd Parent/Student site. All categories are set to be published by default. Teachers have the ability to choose to print only Published items and categories through the Achievement Reports area. This will allow teachers to quickly disable the viewing of Category and all of its items. For example, if a teacher is in the process of entering marks he/she can keep the marks unpublished until ready for viewing. Publish can be unchecked or checked at any time. A small blue dot will appear next to the Category name if not published.



Notes:

*- If a Category is not published, Items underneath it will not be published even if they are marked as published.*

*- All weighted marks entered still calculate into the summary mark. Unchecking publish only causes the Categories/Items not to show up in printouts and on the Maplewood connectEd Parent/Student site.*

7. **Description** – (optional) teachers can enter a short description if desired.
8. **Include markbook entry for all students** - This box is checked by default, but unchecking it will display a list of students in the class and will allow you to exclude certain students from assessment on that category. Excluding a student from a category automatically excludes them from all items (existing or newly created) under that category.
9. **Copy button** (Available in Edit mode only, not Add New Category) - Use the Copy button to copy this category to another topic within this class, or to another class entirely. Copying the category will automatically copy all items underneath it.



*Note: This function will not allow you to copy a category with a name that already exists. The following message will appear:*



Once this information has been specified, there are several options (buttons) to choose from:

**Save & Add New Category** - save the information and add another new Category.

**Save & Add New Item** - save the information and add a new Item under this Category.

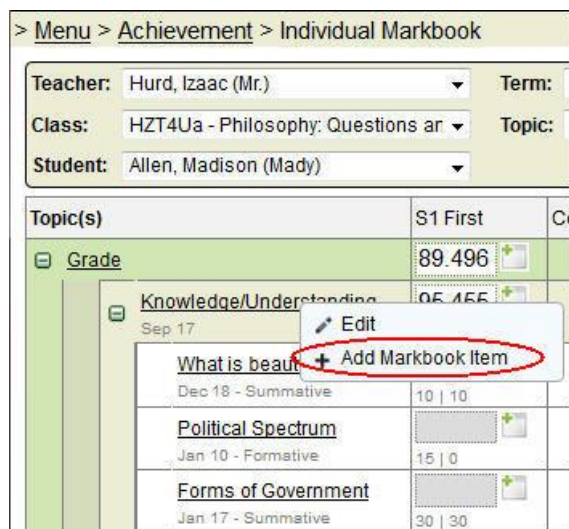
**Save & Add Homework** – used to add homework information to the Category (usually used for Items).

**Save & Go Back** – new Category is saved and return to the previous page.

**Cancel** – new Category will not be saved and return to the previous page.

### Adding or Editing an Item

To add a new item, click the Category title and select Add Markbook Item. This will add the Item for the whole class, not just the individual student. To create an item for just one student (or any number of students), uncheck the “Include markbook entry for all students” box in the item Add or Edit screen, and unselect students as appropriate.



To edit an existing Item, click the item title and you will be automatically brought to the item Edit screen.



> Menu > Achievement > Class Markbooks > Enter Markbooks > Add/Edit My Markbook

### Edit My Markbook

Please note you cannot delete this entry from the markbook, because achievement has already been reported on it. To delete this item you will have to contact the office.

☐ Include markbook entry for all students

**Edit Item: test** Copy

Name:

Category:

Date:

Denominator:  ☐ Set the Weight to be the same as the Denominator

Weight:

Letter Grade Entry:

Assessment Type:

Publish: ☒

Description:

Save & Add Homework Save & Go Back Cancel

Student	Grade	Include	Exclude
Note: Students that already have marks or comments cannot be excluded.			
Allen, Madison (Mady)	11	<input type="radio"/>	<input checked="" type="radio"/>
Anderson, Amanda	12	<input type="radio"/>	<input checked="" type="radio"/>
Burns, Aaron	11	<input type="radio"/>	<input type="radio"/>
Cotterill, Andrea	11	<input type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input type="radio"/>
Gariepy, Emily	11	<input type="radio"/>	<input checked="" type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input type="radio"/>
Matlock, Shane	11	<input type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input checked="" type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input checked="" type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input checked="" type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input checked="" type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input checked="" type="radio"/>

The edit item screen will appear offering the following fields/options:

1. **Name** - enter the name of the item (Right Triangle).
2. **Category** - select the category to which this Item belongs. In this example, Right Triangle is part of Knowledge.
3. **Date** - select the expected due date of the item.
4. **Denominator** (see term explanation in introduction) – enter the denominator of the item. If you want the weight and the denominator to be the same, after you have entered the desired weight place a check in the box that reads “Set the Weight to be the same as the Denominator”.
5. **Weight** (see term explanation in introduction) – enter the desired weight for the item.
6. **Letter Grade Entry** - this selection determines what types of mark are to appear in this item (Numeric Only, or one of the defined Letter Grade Groups). This list is populated by your school's administration.
7. **Assessment Types** -
  - **Diagnostic** - This type of assessment can help you identify your students' current knowledge of a subject, their skill sets and capabilities, and to clarify misconceptions before teaching takes place. Knowing students' strengths and weaknesses can help you better plan what to teach and how to teach it. Types of Diagnostic Assessments include Pre-tests, Self-assessments, Discussion board responses, Interviews.
  - **Formative** - Formative assessment provides feedback and information during the instructional process, while learning is taking place, and while learning is occurring. Formative assessment measures student **progress** but it can also assess your own progress as an instructor.
  - **Summative** - Summative is the default option in this dropdown box and will likely be used most often. Summative marks should be included in the mark calculation. Summative assessment takes place after the learning has been completed and provides information and feedback that sums up the teaching and learning process. Typically, no more formal learning is taking place at this stage, other than

incidental learning which might take place through the completion of projects and assignments. Rubrics, often developed around a set of standards or expectations, can be used for summative assessment. Rubrics can be given to students before they begin working on a particular project so they know what is a primary focus of formative assessment is to identify areas that may need improvement.

*Note: Maplewood does not force a zero into the weight field when Formative or Diagnostic is chosen, but prompts you to change the weight to zero. Every item with a value above zero in the weight field will be included in the mark calculation regardless of the selected Assessment Type.*

8. **Publish** - only published items will be available for viewing through the Maplewood connectEd Parent/Student site. All items are set to be published by default. Teachers have the ability to choose to print only published items and categories through the Achievement Reports area. For example, if a teacher is in the process of entering marks he/she can keep the marks unpublished until ready for viewing. Publish can be unchecked or checked at any time. A small blue dot will appear next to the item name if not published.



*Notes:*

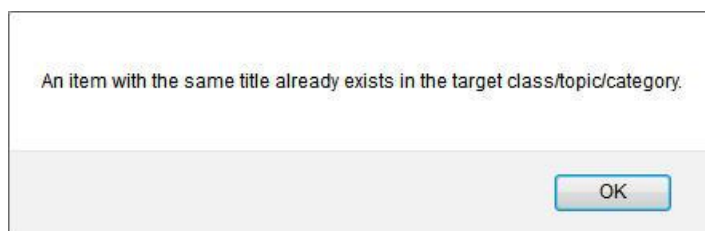
*- If a Category is not published, Items underneath it will not be published even if they are marked as published.*

*- All weighted marks entered still calculate into the summary mark. Unchecking publish only causes the Categories/Items not to show up in printouts and on the Maplewood connectEd Parent/Student site.*

9. **Description** – (optional) teachers can enter a short description if desired.
10. **Include markbook entry for all students** - This box is checked by default, but unchecking it will display a list of students in the class and will allow you to exclude certain students from assessment on that item.
11. **Copy button** - (Available in Edit mode only, not Add New Item) - Use the Copy button to copy this item to another category within this topic, to another topic within this class, or to another class entirely.



*Note: This function will not allow you to copy an item with a name that already exists. The following message will appear:*






Once this information has been specified, there are several options (buttons) to choose from:

1. **Save & Add New Item** - save the information and add a new Item under this Category.
2. **Save & Add Homework** – used to add homework information to the Category (usually used for Items).
3. **Save & Go Back** – new Category is saved and return to the previous page.
4. **Cancel** – new Category will not be saved and return to the previous page.
5. **Delete** – Delete can be chosen only if you are editing an item that has no marks entered.

## Printing the Student's Markbook

Click the Print icon  to generate a report of the individual student's markbook. The printout will contain the exact information that is shown on the markbook screen in terms of filters, dates, terms and topics:

Individual Markbook Report - Allen, Madison (Mady)









Hurd, Isaac (Mr.)  
HJT4Ua - Philosophy: Questions and Theories

Topic(s)	S1 First	S1 Final	Comments: S1 First
<b>HJT4Ua - Philosophy: Questions and Theories</b>			
Grade	90.859	89.059	
Knowledge/Understanding Sep 17	100 100   30	94.805 100   30	
Allegory of the Cave Sep 18 - Formative	10 10   10	10 10   10	Madison did very well on this assignment.
Name that Fallacy Sep 18 - Diagnostic	9 15   0	9 15   0	
Existentialism vs Nihilism Sep 18 - Diagnostic	8 15   0	8 15   0	
Mento Film questions Sep 30 - Summative	12 12   12	12 12   12	
Mindfulness and Being Article	1 5   0	1 5   0	
Philosopher Presentation Dec 04 - Summative	15   15	14 15   15	
What is beauty? Dec 18 - Summative	10   10	10 10   10	
Political Spectrum Jan 10 - Formative	15   0	13 15   0	
Forms of Government Jan 17 - Summative	30   30	27 30   30	
test Jan 22 - Summative	100   2	100   2	
Lab 1 Feb 25 - Summative	100   10	100   10	
Thinking Sep 17	80 100   25	81.25 100   25	
Philosophical Questions Sep 05 - Diagnostic	4 10   0	4 10   0	

## Entering and Viewing Markbook Comments

Comments can be entered for any item or category for the student. Item and Category comments can be entered for a locked term.

## Maplewood connectEd Teacher's Guide

Topic(s)	S1 First
 <u>Grade</u>	90.859 
 <u>Knowledge/Understanding</u>	100 
Sep 17	100   30
<u>Allegory of the Cave</u>	10 
Sep 18 - Formative	10   10
<u>Name that Fallacy</u>	9 
Sep 18 - Diagnostic	15   0
<u>Existentialism vs Nihilism</u>	8 
Sep 18 - Diagnostic	15   0
<u>Mento Film questions</u>	12 
Sep 30 - Summative	12   12

 The Add Comment icon is used to enter a new comment for a student's mark.


 The Edit comment icon is used to view/edit a previously entered comment.

The comment entry box allows for the selection of Context Sensitive Words, Quick Comments from the Teacher and School. The ability to apply the text to all students only exists when accessing this screen from the Class Markbooks screen.

Allegory of the Cave - Allen, Madison (Mady)

Context Sensitive Word:  Quick Comment: My #s

Madison did very well on this assignment.





Notes:

- The option must first be enabled by checking the Show Markbook Comments box in Markbook Options.
- Comments entered into markbook elements (items or categories) are only visible to the teacher, in the markbooks screens (Class and Individual).

### Viewing Comments

All comments – topic, category and item – can be viewed through the Individual Markbook screen. The right-most column contains the comment from the selected term. To change terms, either select a different term from the main header Term dropdown:

Term: S1 First (Sep 3 to Nov 15) ▼

Topic: All

S1 First (Sep 3 to Nov 15)

S1 Final (Nov 18 to Jan 31)

Or, if All is selected for Terms, select a different term from the Comments dropdown:

Term: All ▼

Topic: All ▼

Markbook Items

From: 2013-08-05

To: 2014-04-21

Done

S1 First	S1 Final	Comments: S1 First ▼
89.496	88.669	S1 First
95.455	93.506	S1 Final

## Excluding Students from Markbook Items/Categories

Specific students can be excluded from specific items and categories. This can be done during the creation of the item/category, or after it has been created, as long as marks have not been entered for the students you wish to exclude.

To use this feature, edit the item or category, and uncheck the Include markbook entry for all students checkbox (checked by default):

☒ Include markbook entry for all students

Once unchecked, students with marks will be greyed out and you will not be able to exclude them. Use the radio buttons to exclude students with no marks.

## Maplewood connectEd Teacher's Guide

☐ Include markbook entry for all students

Student	Grade	Include	Exclude
Note: Students that already have marks or comments cannot be excluded.			
Allen, Madison (Mady)	11	<input type="radio"/>	<input type="radio"/>
Anderson, Amanda	12	<input type="radio"/>	<input type="radio"/>
Burns, Aaron	11	<input checked="" type="radio"/>	<input type="radio"/>
Cotterill, Andrea	11	<input type="radio"/>	<input checked="" type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input checked="" type="radio"/>
Gariepy, Emily	11	<input type="radio"/>	<input checked="" type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input type="radio"/>
Matlock, Shane	11	<input type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input type="radio"/>


When a student is excluded from an item, that item is ignored completed in the calculation of the student's topic mark. If an individual Achievement Report is printed, excluded items will be left off of the student's report. However, if the Individual Markbook is printed, that item will appear, with N/A beside it for the excluded student.

If a student is excluded from a category, they are automatically excluded from all items underneath.

When a student is excluded, the N/A icon will appear in place of the mark-entry cell for that item. Click the N/A icon to be prompted to include that student in that item.

Topic(s)	S1 First
<input checked="" type="checkbox"/> <u>Grade</u>	89.496 
<input checked="" type="checkbox"/> <u>Knowledge/Understanding</u>	95.455 
Sep 17	100   30
<u>Allegory of the Cave</u>	9 
Sep 18 - Formative	10   10
<u>Name that Fallacy</u>	N/A 
Sep 18 - Diagnostic	15   0
<u>Existentialism vs Nihilism</u>	8 
Sep 18 - Diagnostic	15   0
<u>Mento Film questions</u>	12 
Sep 20 - Summative	12   12

## Filtering Items and Categories

 To access the filter feature, click the Markbook Options icon.

Category Name Filter: 
Item Name Filter:

Use this feature to narrow down which Categories and/or Items display.

To create a filter, use the following wildcard characters:

Character	Use	Examples
^	The beginning of a string	"^nut" finds "nutrition" and "nuts", but not "minute"
\$	The end of a string.	"\$in" finds "in" and "within", but not "interfere"
?	Any single character (except new line).	"to?" finds "top" and "ton", but not "to"
~	Zero or one occurrence of the preceding character (or sub-expression).	"files~" finds "file" and "files", but not "filed"
*	Zero or more occurrences of any characters (except new line).	"can*" finds "can" and "Canada" but not "pelican"
#	Zero or more occurrences of the preceding character (or sub-expression)	"files#" finds "file" and "filesss".
@	One or more occurrences of the preceding character (or sub-expression).	"files@" finds "files" and "filesss", but not "file"
	Either the preceding character (or sub-expression) or the following one.	"localis ze" finds either "localise" or "localize"
[ ]	Any character within the brackets. You can specify ranges of characters using a hyphen (a hyphen at the start matches itself). An exclamation point at the beginning causes the set of characters to be inverted; for example, [!a-m] matches everything except a through m.	p[iu]ck" finds "pick" and "puck"
( )	Sub-expressions, so that repetition and alternative wildcard characters can be applied more generally.	"ab(cd)#e" finds "ab" followed by zero or more "cd" combinations followed by "e"
\	The next character, literally. Allows wildcard characters to be treated as normal characters.	"what\"?" finds "what?" but not "whats"

## Entering Overrides

Overrides can be entered anywhere there is a calculated mark in the markbook. Override marks are highlighted with a yellow cell background.

For example, the items below the category calculate to a mark of 95.455:

## Maplewood connectEd Teacher's Guide

Topic(s)	S1 First
Grade	89.496
Knowledge/Understanding	95.455
Sep 17	100   30
<u>Allegory of the Cave</u>	9
Sep 18 - Formative	10   10
<u>Name that Fallacy</u>	9
Sep 18 - Diagnostic	15   0
<u>Existentialism vs Nihilism</u>	8
Sep 18 - Diagnostic	15   0
<u>Mento Film questions</u>	12
Sep 30 - Summative	12   12
<u>Mindfulness and Being Article</u>	1
Nov 22 - Formative	6   0
<u>Philosopher Presentation</u>	
Dec 04 - Summative	15   15
<u>What is beauty?</u>	
Dec 18 - Summative	10   10
<u>Political Spectrum</u>	
Jan 10 - Formative	15   0
<u>Forms of Government</u>	
Jan 17 - Summative	30   30
<u>test</u>	
Jan 22 - Summative	100   2
<u>Lab 1</u>	
Feb 25 - Summative	100   10

If the teacher changes the category mark to a 96, the marking cell is highlighted yellow, and that mark is used in the calculation of the topic mark, which then changes from 89.496 to 89.659:

Topic(s)	S1 First
Grade	89.659
Knowledge/Understanding	96
Sep 17	100   30
<u>Allegory of the Cave</u>	9
Sep 18 - Formative	10   10
<u>Name that Fallacy</u>	9
Sep 18 - Diagnostic	15   0
<u>Existentialism vs Nihilism</u>	8
Sep 18 - Diagnostic	15   0
<u>Mento Film questions</u>	12
Sep 30 - Summative	12   12
<u>Mindfulness and Being Article</u>	1
Nov 22 - Formative	6   0
<u>Philosopher Presentation</u>	
Dec 04 - Summative	15   15
<u>What is beauty?</u>	
Dec 18 - Summative	10   10
<u>Political Spectrum</u>	
Jan 10 - Formative	15   0
<u>Forms of Government</u>	
Jan 17 - Summative	30   30
<u>test</u>	
Jan 22 - Summative	100   2
<u>Lab 1</u>	
Feb 25 - Summative	100   10

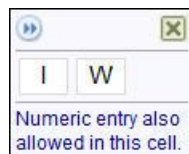
To have an overridden mark recalculate to the original, delete the override. The topic mark is then also recalculated, using the originally calculated category mark.

Overrides can also be entered directly into the topic mark.

Please note, if an override is entered into either a category or a topic, if an item mark is changed below that, the override will be replaced with the newly calculated mark. Overrides should always be entered last.

### The Letter Grade popup

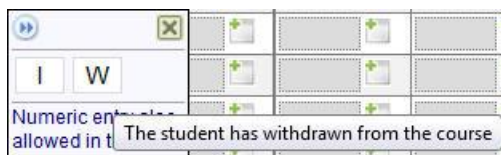
When the mark-entry cell is highlighted, a popup window will appear, containing the available letter grades, and if the mark-entry is defined as numeric also, a note will show in the popup indicating so.



Hovering the mouse over a letter in the box will display the description of that letter. E.g., "W" means "The student has withdrawn from the course":



## Maplewood connectEd Teacher's Guide



Item and category mark-entry is defined by the teacher, but topic mark-entry is defined at the office. If no popup is available, either Numeric Only mark-entry has been selected or the "Display letter grade box" option has been unselected in the Markbook Options.

### Copy Markbooks

Use this feature to copy the template of an existing markbook to a class that has not had a markbook defined.

Please read the note at the top of the screen. It will explain why you may not see the expected classes or topics in the Copy From or Copy To list. Markbooks can be copied from any teacher's class but only INTO your own class(es).

#### Options:

**Use** - determines where your markbook templates are located. Select **This Year's Markbooks** or the **Markbook Bank** (last year's markbook templates).

The **Copy From** area further narrows down where the markbook is located. Select a Homeroom or a Class. If you select a Class and there are **Topics** associated make your selection from the drop-down list.

The **Copy To** area tells the program where you want the markbooks to go. Again, select a Homeroom or a Class. If you select a Class and there are **Topics** associated make your selection from the drop-down list. When everything is set, click Copy.

**\*\*If your school's administration has assigned departments to the courses at your school, there will be an additional drop down menu in the Copy From area. You will need to select the correct department to see the markbook template options for the specific departments.**

#### Copy Markbooks

Note: Only classes and topics with a markbook set up will be available in the Copy From list. Only classes and topic with no markbook set up will be available in the Copy To list. If a markbook has been initialized but no marks have been entered, the Delete Markbook button should be available in that particular class and topic. Deleting the empty markbook will make this class and topic available in the Copy To list.

Use: ☒ This Year's Markbooks ☐ Markbook Bank

Copy From:

☐ Homeroom ☒ Class: 115 PSE4Ua

Topic: Grade

Copy To:

☐ Homeroom ☒ Class: 118 HRT3MFa

Topic: Grade

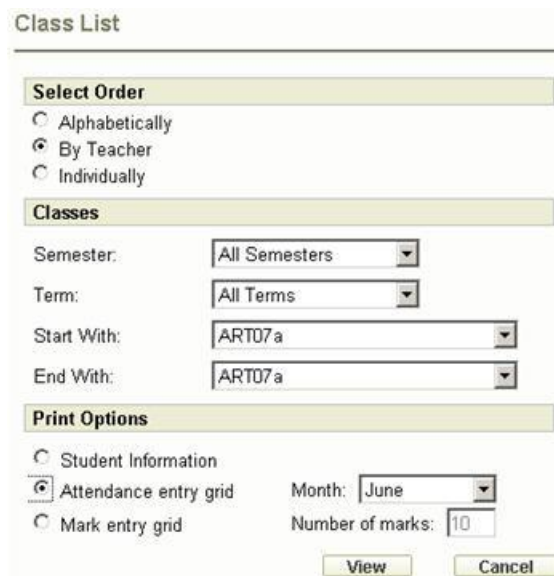
Copy Cancel



## 5. Print Lists

### Class List

Use the Class List option to print a data-entry grid. Each class list will print on its own page.



The screenshot shows a 'Class List' dialog box with the following sections:

- Select Order**: Three radio buttons for 'Alphabetically', 'By Teacher' (selected), and 'Individually'.
- Classes**: Four dropdown menus for 'Semester' (All Semesters), 'Term' (All Terms), 'Start With' (ART07a), and 'End With' (ART07a).
- Print Options**: Three radio buttons for 'Student Information', 'Attendance entry grid' (selected), and 'Mark entry grid'. To the right of these are a 'Month' dropdown (June) and a 'Number of marks' input field (10).
- At the bottom are 'View' and 'Cancel' buttons.

Narrow down your list of classes, if desired, by choosing which Semester and Term the use and by selecting the Start With and End With class.

**Student Information** will give a plain class list with a count of how many students are in the list as well as a breakdown of male/female).

## Maplewood connectEd Teacher's Guide

Central Secondary School

FSF1D b Core French

Teacher: Mr. Izaac I. Hurd Room: 211

Bird, Shantelle  
Burnout-McKay, Dominick  
Carman, Jessica  
Constant, Tasha  
Daniels, Dallas  
Darchuk, Tyler  
Davis, Brett  
Gryba, Avery  
Kun, Hussein  
McGinigal, Dawson  
McMurchy, Teaghan  
Peters, George  
Rabbitskin, Michelle  
Stonestand, Derrick  
Wahlstrom, Alexandra  
Wilson, Benjamin  
Young, Kristen

Students (M/F): 17 (9/8)

**Attendance entry grid** prints a grid for the specified month so manual attendance can be taken. An X marks a day the class is not taken.

ART07 a 7 Art

Room: X

May

W T F M T W T F M T W T F M T W T F M T W T F  
1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31

Dennings, Kriss  
Kipling, Roberta  
Mcfay,  
Nettleton, Price  
Spence, Hunter  
Wong, Steve  
Zeba, Danny

[illegible]


Students (M/F): 7 (1/6)

**Mark entry grid** will print a blank grid of any defined size that can be used for manual marking.

ART07 a 7 Art

Room: X

Dennings, Kriss  
Kipling, Roberta  
Mcfay,  
Nettleton, Price  
Spence, Hunter  
Wong, Steve  
Zeba, Danny



Students (M/F): 7 (1/6)

## 6. Pending Reports

### Pending Reports

The Pending Reports area stores your compiled attendance reports. The purpose of this area is that some of the attendance reports take quite a while to be built, and they can compile in the Pending Reports area while you do other work. When you are printing these reports from the Attendance area, the Pending Reports window will appear but you can close it, and check on your report periodically through Pending Reports from the main menu.

If you do have reports pending, you can see through the link on the main menu:



Click on a report title to open a report.

☐ Select/Unselect All

Report Name	Status	Start Time ▼	Duration	Interrupt	Delete
Individual Attendance Register	35%	5/15/2013 3:11:00 PM	56 (sec)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	5/13/2013 9:46:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Class List with Attendance	100%	5/7/2013 3:58:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Period Attendance Register	100%	5/7/2013 2:19:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Attendance Register	100%	5/7/2013 1:39:00 PM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	5/7/2013 11:39:00 AM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	5/23/2013 12:19:38 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	4/19/2013 10:10:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	4/13/2013 4:10:00 PM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	3/26/2013 9:19:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	3/21/2013 10:33:00 AM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	3/7/2013 2:11:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	2/22/2013 10:09:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	2/22/2013 10:08:00 AM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	2/15/2013 9:28:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	1/2/2013 11:28:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>

Generating report...  Delete

While a report is compiling, the Status bar will expand. Once it gets to 100% the report name will become a link.

If you need to restart a report that is taking too long, or you need different selections than you originally made, you can interrupt the Report by checking the checkbox in the Interrupt column. It will be interrupted immediately and the status bar will turn red:

Report Name	Status	Start Time ▼	Duration	Interrupt	Delete
Individual Attendance Register	29%	5/15/2013 3:10:00 PM	1.00 (min)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teachers Daily Absentee Report	100%	5/13/2013 9:46:00 AM	0 (sec)	<input type="checkbox"/>	<input type="checkbox"/>
Class List with Attendance	100%	5/7/2013 3:58:00 PM	1.00 (min)	<input type="checkbox"/>	<input type="checkbox"/>

It is good practice to keep this area clean. To delete an old report, check the checkbox

in the Delete column and click the Delete button. The Select/Unselect All checkbox can be used to make the selection faster. The reports can be sorted by the red arrow on the Start Time column to make it easier to find the older reports to delete.