

STIClassroom Web – Basics

Logging On

- Open Internet (Internet Explorer, Netscape, etc.).
- Type in the school's IP address and then type a forward slash (/), followed by *IClassroom*.
- Select **Logon for Teachers**.
- Enter the *User Code* assigned and press the *Tab* key.
- Enter the *Password* assigned and press the *Tab* key.
- Click **OK** to complete.

STIClassroom Web Main Menu

The screenshot shows the STIClassroom web interface. At the top, there is a navigation bar with links for Home, Main, Help, Account, Sign Out, and Menu. Below this, the school name 'Hometown Jr./Sr. High School - Shive, Lanetta J.' and a search box are visible. The main content area is divided into several sections:

- Calendar:** A calendar for October 2004. Days 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are grayed out, indicating non-attendance days. Days 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14 are black, indicating attendance days.
- Term Selection:** A checkbox for 'Term One' is checked.
- Schedule Table:**

C	T	P	Section	Name	Ct
0	0	0		Home: 1103	
1	1		2303.01	Eng. III	25
1	1		2304.01	Eng. IV	1
1	4		2304.02	Eng. IV	8
1	5		2303.02	Eng. III	14
- Grade Period:** A dropdown menu set to 'First Nine Weeks'.
- Attendance Summary:** Shows 'Date: Thursday, October 14, 2004', 'Term: Term One', and 'GrPer: First Nine Weeks'. It also displays 'Daily Attendance' and 'Attendance Not Yet Taken'.
- Main Menu:** A grid of icons and labels for various functions: Class Roster, Attendance Roster, Manual Grade Entry, Meal Counts, Grade Book, Lesson Planner, Textbook Management, and Skills.

The school calendar and teacher courses are displayed on the left side of the main menu.

- **Calendar:** Attendance days will appear in black. Non-attendance days are grayed out.

- **Teacher Specific Courses:** The home room will be displayed, along with all sections taught by this teacher. The system defaults to the current term. To see all terms, uncheck the box to the left of the screen above the Schedule window.

The right side of the main menu provides the following options:

- **Student Class Roster:** Shows roster for each selected class.
- **Student Attendance Roster:** Used to report daily and period attendance and view attendance records for students.
- **Manual Grade Entry:** Used to manually insert grades into STIOffice without using Grade Book or to change grades already posted and add comments to report card.
- **Meal Counts:** Used to track the type of meal students eat on a particular day (for example, Hot Lunch, Salad Only, Deli Sandwich, etc.) This icon will be grayed out unless it has been set up in the Principal's Module.
- **Grade Book:** Used for storing students' daily work and averaging daily grades.
- **Lesson Planner:** Used to create and maintain lesson plans.
- **Textbook Management:** Used to track textbooks.
- **Skills:** Used to track non-traditional grades.

Class Roster

(1st icon on main screen)

Class Roster							Back
Selected Course							
Period	Class	Description	Teacher				
1	2303.01	English III	Shive, Lanetta J.				
Number	Name	Grade	Home	Sex	Race	Pfile	
405	Barnes, Amy N.	12	1101	F	White		
407	Barnett, Bridgett N.	12	1101	F	White		
422	Burgess, Wade J.	12	1103	M	White	0010029.GIF	
430	Cobb, Christina L.	12	1101	F	White	0010177.GIF	
431	Cobb, Leigh E.	12	1101	F	White	COBB8238.GIF	
434	Corey, Cherie M.	12	1101	F	White	CORE4609.GIF	
437	Davis, Audery A.	12	1101	F	White		
809	Ennis, Jean	12	1101	F	White	0010233.GIF	
451	Frye, Monica J.	12	1101	F	White		
458	Gray, Clint D.	12	1101	M	White	GRAY3718.GIF	
460	Gray, Donald G.	12	1101	M	White	GRAY0691.GIF	
487	Jackson, Marvin D.	12	1102	M	White		
491	Johnson, Patti A.	12	1102	F	White	JOHN4657.GIF	
502	Lee, Heather	12	1102	F	White	LEE7368.GIF	
515	Mills, Charles K.	12	1102	M	White	MILL9261.GIF	
519	Mills, Justin M.	12	1102	M	White	MILL5544.GIF	
520	Mills, Kimberly J.	12	1103	F	White		
530	Patterson, Richard	12	1103	M	White	PATT6752.GIF	
551	Sears, Kennan W.	12	1103	M	White	0010122.GIF	
556	Smith, Cammie C.	12	1103	F	White	SMIT4413.GIF	
561	Smith, Jennifer R.	12	1103	F	White		
565	Smith, Michael P.	12	1103	M	White	SMIT4585.GIF	
571	Taylor, Marie M.	12	1103	F	White	TAYL6066.GIF	
579	Warren, Sydney P.	12	1103	F	White	WARR1892.GIF	
588	Wyatt, Susan L.	12	1103	F	White	WYAT1544.GIF	

Ethnic/Gender Breakdown																					
Race	1		2		3		4		5		6		9		10		11		12		Total
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
White	1	2	1	2	1	2	1	1	2	2	2	1	19	22	13	10	16	23	26	24	171
American Indian							1						2		1						4
Asian Pacific													1	1			1				3
Tot	1	2	1	2	1	2	2	1	2	2	2	1	20	25	13	11	17	23	26	24	178

From this screen, the user can access the following items, if access rights have been granted in Principal's Module or Admin Services:

- **Demographics:** To access student demographics and guardian information that has been entered in STIOffice on a VIEW-ONLY basis, click on a student's name or ID Number in the roster list. The following links are provided at the bottom of the demographic screen:
 - **Discipline:** Users have access to VIEW-ONLY discipline records for the selected student, through the demographic screen.
 - **Schedule:** The user may view a selected student's schedule from the demographic screen. The roster for another class may be viewed by clicking on the **Course Description** link.
 - **Tests:** The user can view testing information on the selected student through the demographic screen.
- **Grade Level Roster:** Click on the grade level of a student to view all students in that grade level.
- **Gender Roster:** Click on the gender of a student to view all students of that gender.
- **Ethnic Roster:** Click on the ethnicity of a student to view all students in that ethnic group.
- **Reports:** The reports link, found at the upper right of the screen by clicking on the **Menu** link, will allow the user to print *Mailing Labels*, the *Class Roster* or a *Schedule Report*. To select the student for whom the report is to be generated, click in the white space next to that student's ID Number or name. The line will become highlighted in blue. To select multiple, consecutive students at once, press and hold the *Shift* key and click next to the first and last student's ID Number or name. To select multiple students one at a time, press and hold the *Ctrl* key and then click next to each student's ID Number or name.

Mailing Labels Report Option

Selecting different options for fields such as *Sort Order* and *Label Type* will enable different printing options, such as *Print Bar Code* or *Skip Duplicate Phone #*.

- Select the sort order for printing; for example, by *Zip Code*.
- Select the type of Student ID to print.

- Enter the number of labels to print per student in the *Number of Labels / Student* field.
- Select the address to print.
- Choose all other desired options. Selecting *Special Starting Point* will allow the user to pick the position of the first label to print on the label sheet. The *First Line Message* may also be removed if desired.
- Click **Preview**. The mailing labels will display in the window using an Adobe Acrobat Reader © format.
- To print, select **File** from the menu bar and click **Print**.
- Click the browser *back* button to return to STIClassroom

Class Roster Report Option

- Select the type of Student ID to print.
- Select a report type of *Simple*, *Detail* (includes address and phone number), or *Detail w/ Guardian* or *Names Only*.
- Check to include Student Contacts (ex. E-mail address, cell phone) if desired.
- If Report Type of *Detail w/ Guardian* is selected, the option to include guardian contacts becomes available.
- Click **Preview**. The schedule report will display in the window using an Adobe Acrobat Reader © format.
- To print, select **File** from the menu bar and then click **Print**.
- Click the browser *back* button to return to STIClassroom.

Schedule Report Option

The screenshot shows a 'Schedule Report' dialog box with the following options:

- Format:**
 - By Term
 - Detail
 - Continuous Form
- Terms:**
 - Term One
 - Term Two
- ID to Print:** Student Number
- Order by Day
- Print Fees
- Unlisted Info
- Locker Info
- Last Name First
- Nickname
- Beginning Period Only
- Number of Copies:** 1
- Message:** [Empty text field]

Buttons at the bottom: Adobe PDF (dropdown), Preview, Cancel.

- Select to print by *Term* or by *Detail*.
- Select the term(s) to include.
- Select the type of Student ID to print.
- Select all other desired options.
- Click **Preview**. The schedule report will display in the window using an Adobe Acrobat Reader © format.
- To print, select **File** from the menu bar and click **Print**.
- Click the browser *back* button to return to STIClassroom.

Student Attendance Roster

(2nd icon on main screen)

Attendance

Selected Course

Period	Class	Description	Teacher
4	2304.02	English IV	Shive, Lanetta J.

Selected Date

Date: Thursday, October 14, 2004
Term: Term One
GrPer: First Nine Weeks

Period Attendance
Attendance Posted on 10/14/2004 8:43:00 AM

Legend

- Absent: 0
- Present: 7
- Missing: 0
- Tardy: 1
- Other: 0

Include Counts [Change](#)

Attendance	Student Name	Number	Gr	Home	Code	Daily		Period		Alert
						Abs	Tdy	Abs	Tdy	
<input checked="" type="checkbox"/>	Austin, Krista K.	1001	9	1	TU					
<input checked="" type="checkbox"/>	Grubb, Kara B.	468	9	1201						
<input checked="" type="checkbox"/>	Grubb, Ruby M.	465	9	1202						
<input checked="" type="checkbox"/>	Lacefield, Laurie M.	500	9	1202						
<input checked="" type="checkbox"/>	Messer, James L.	513	9	1202						
<input checked="" type="checkbox"/>	Mills, John B.	518	9	1202						
<input checked="" type="checkbox"/>	Mills, Melissa K.	521	9	1202						
<input checked="" type="checkbox"/>	Phipps, Rondle S.	533	9	1202						

Include Counts [Change](#)

In this screen, the user can **Post** student attendance to the STIOffice program. To do this, follow these steps listed below.

- All students are marked present by default, unless they have been marked absent previously during the day by another teacher or through the office. Present students are indicated by the red square. Students who have already been marked absent previously in the day will appear with a red X through a white box indicating they are absent. Students who have been marked absent with a reason such as field trip or college visit will appear with the red and white box indicating they are absent with a type of *Other*.
- To mark a student absent, click once on the red square, which will then change to a white square.
- To mark a student tardy, click twice on the red square. A white square with a red *T* will appear by the student's name.
- Click **ALL** to mark all students present.
- Click **NONE** to mark all students missing.
- Once all applicable students have been marked tardy or missing, click **Post**. A warning will appear indicating that once attendance has been posted, all changes must be made through the office. Click **OK**.
- The attendance will be sent to the job queue, where it will be processed in the order in which it is received. The message *Att Posted – Awaiting Confirmation* will appear in the STIClassroom main menu. No further action is required. As the user continues to work in STIClassroom Web, the awaiting confirmation message will eventually be replaced with a message indicating that attendance was posted, including the date and time at which this occurred.

- **Change:** If the user is given access to change a previous day's attendance, the **Change** link in the lower right corner of the attendance window will be active. To change the record, highlight the appropriate student and click **Change**. Change the Reason Code and then click **Save**.
- **Include Count:** If this checkbox is selected, All Day and Period absences and tardy totals for the current grading period will be displayed.
- **Alerts:** The alert icons for Internet, Medical, Special Education and Special Instructions can be found in this column.
 - Internet: A yellow letter **e** will display for any student who has been given permission to access the Internet.
 - Medical: If the student has a Medical Alert, a yellow **+** symbol will be seen.
 - Special Education: If the student has a Special Education code, a yellow lightning bolt symbol will be seen.
 - Special Instructions: If the student has a Special Instruction or warning, a yellow **!** symbol will be seen. If given access in the Principal's Module or Admin Services, the user may click on this link to view this information.

Manual Grade Entry

(3rd icon on main screen)

The screenshot shows the 'Manual Grade Entry' window. At the top, there is a 'Selected Course' section with a table:

Period	Class	Description	Teacher
4	2304.02	English IV	Shive, Lanetta J.

Below this is the 'Selected Date' section with the following information:

Date: Thursday, October 14, 2004
Term: Term One
GrPer: First Nine Weeks

The main part of the window is a table with columns for student information and grades. The table has a header row with 'Change', 'Blank', and 'Blank All' buttons. The table data is as follows:

Student Name	Number	Home	Sex	Gr	9WK	COM	COM	CND	Alert
Austin, Krista K.	1001	1	F	9	89	1	2	90	e + ! ⚡
Grubb, Kara B.	468	1201	F	9	90	1	2	92	
Grubb, Ruby M.	465	1202	F	9	72	3	6	72	
Lacefield, Laurie M.	500	1202	F	9	90	1	2	95	
Messer, James L.	513	1202	M	9	100	1	2	100	
Mills, John B.	518	1202	M	9	80	4	6	76	
Mills, Melissa K.	521	1202	F	9	89	1	2	90	
Phipps, Rondle S.	533	1202	M	9	80	9	10	67	

At the bottom of the table, there are 'Change', 'Blank', and 'Blank All' buttons.

- If grades have been posted for the selected grading period, the grades will be listed in this screen. Grades may also be entered here for users who do not use Grade Book. For this option to be available, grade posting must first be enabled through STIClassroom Principal's Module. Note that if grades have been posted to the job queue but not yet processed, they may not appear.
- Select a student by clicking in the white area next to the student's name and then click the **Change** link. To view a student's demographic information, click on the student's name.
- Insert comments, conduct, exam grades, etc. To cycle through the list of students, click **Cycle** at the bottom of the change window. To give the same grade, comments, etc. to all students on the list, click **Fill**.
- Click **OK** to save changes.

- To blank just one student's grades for the grading period shown onscreen, highlight the student and click **Blank**. To blank all students' grades on this list, click **Blank All**.
- If access is given in the Principal's Module or Admin Services, users may print *Report Cards (All Students)*, *Verification Rosters* or *Report Card (Selected Student)* through the **Reports** link at the top of the window, which may be accessed by clicking in the **Menu** link.

Meal Counts

(4th icon on main screen)

Number	Student Name	Meal Type
405	Barnes, Amy N.	
407	Barnett, Bridgett N.	
422	Burgess, Wade J.	
430	Cobb, Christina L.	
431	Cobb, Leigh E.	
434	Corey, Cherie M.	
437	Davis, Audery A.	
809	Ennis, Jean	
451	Frye, Monica J.	
458	Gray, Clint D.	
460	Gray, Donald G.	
487	Jackson, Marvin D.	
491	Johnson, Patti A.	
502	Lee, Heather	
515	Mills, Charles K.	
519	Mills, Justin M.	
520	Mills, Kimberly J.	
530	Patterson, Richard	
551	Sears, Kennan W.	
556	Smith, Cammie C.	
561	Smith, Jennifer R.	
565	Smith, Michael P.	
571	Taylor, Marie M.	
579	Warren, Sydney P.	
588	Wyatt, Susan L.	

To assign meal counts to students, perform the following steps:

- Select the meal type from the drop-down list.
- Click in the *Meal Type* column next to each student who will be receiving the selected type of lunch.
- Continue assigning lunch types to participating students.
- To copy the meal types from the previous day, click **Copy**.
- To change a single student's meal type, highlight the student, select the meal type from the list and click **Update**.
- Click **OK** to save.

Teacher Grade Book

(5th icon on main screen)

The screenshot shows the 'Grade Book' window with the following details:

- Selected Course:** Period 4, Class 2304.02, Description English IV, Teacher Shive, Lanetta J.
- Selected Activity:** HOMEWORK, 10/14/2004 - Chapter 5 review questions, Thursday, October 14, 2004, Value: 100.00
- Table:** A table with columns for Student Name, Number, %Avg, Chapter 4 (10/14/04), Chapter 4 (10/14/04), and Chapter 5 (10/14/04). The table lists scores for 11 students and an activity average.

C	Student Name	Number	%Avg	Chapter 4 10/14/04	Chapter 4 10/14/04	Chapter 5 10/14/04
	Austin, Krista K.	1001	87.33	100/100	90/100	72/100
	Grubb, Kara B.	468	90.33	90/100	92/100	89/100
	Grubb, Ruby M.	465	92.00	90/100	89/100	97/100
	Lacefield, Laurie M.	500	85.67	92/100	78/100	87/100
	Messer, James L.	513	79.00	94/100	76/100	67/100
	Mills, John B.	518	82.67	93/100	58/100	97/100
	Mills, Melissa K.	521	81.67	89/100	89/100	67/100
	Phipps, Rondle S.	533	88.00	70/100	96/100	98/100
	---- Activity Average ----			89.75/100	83.50/100	84.25/100

- Before using the Grade Book, the Class Defaults must be set up for each grading period. After setting up the initial grading period, when accessing other courses/grading periods the teacher will be given the opportunity to copy settings from another course. To access Class Defaults, click **Menu | Class Defaults**. Fields shown in this screen are listed below.

The 'Course Default Edit' dialog box contains the following settings:

- Grading Period:** 1
- Course Number:** 2304.02
- Avg Scale Wt:** 0
- Activity Sort Order:**
 - Date Ascending
 - Date Descending
 - Group by Category
- Average Method:**
 - Points
 - Category (Pts)
 - Average
 - *Category (Av)
 - Include Previous Grading Periods
 - Begin With Grading Per: [Dropdown]
- Options:**
 - Include Withdrawn Students
 - Auto Display Current Grading Period
 - Use Weight Mult on Score Only
 - Print Class Averages On Progress Report
 - Show Nickname Instead of Formal Name
 - Copy Class Defaults Throughout Year
 - Display Previous Grading Period Grades
 - Display Total Points
 - Round Displayed Average
 - Display Letter Grade for Average
- Comment Entry By:** Number [Dropdown]
- Averages Updated:** 10/14/2004 12:00 AM
- Skills Scale:** [Dropdown] [View]
- Grade Posting:**
 - Activity: 00000 Course Average -> Heading: 1 9wK
 - Activity: [Dropdown] -> Heading: [Dropdown]
 - Activity: [Dropdown] -> Heading: [Dropdown]

- **Average Scale Weight:** To add points to the final averages of all of the students in the selected course, insert the number of points here.
- **Activity Sort Order:** *Ascending* is from earliest date to latest date; *Descending* is from latest date to earliest date.
- **Average Method**
 - **Points:** Each activity may be given a different possible point value. The final course average is calculated by totaling the total number of points for a student and dividing that total by the number of points possible.
 - **Average:** Each activity may be given a different point value; however, when the number of points the student earns is entered the score will be converted to a percentage. The Average method assigns equal weighting to all activities. The final course average is calculated by totaling all averages and dividing by the total number of activities.
 - **Category Points:** Similar to points. However, categories such as homework, tests and quizzes are each given a weight value to be considered when calculating the final course average.
 - **Category Averages:** Similar to points. However, categories such as homework, tests and quizzes are each given a weight value to be considered when calculating the final course average.
- **Include Withdrawn Students**
- **Auto Display Current Grading Period**
- **Use Weight Mult On Score Only**
- **Print Class Average On Progress Report**
- **Show Nickname Instead of Formal Name**
- **Copy Class Defaults Throughout Year**
- **Display Previous Grading Period Grades**
- **Display Total Points**
- **Round Displayed Average**
- **Display Letter Grade For Average**
- **Comment Entry By** (Number/Description)
- **Skills Scale** (only necessary for courses using a skills bank)
- **Grade Posting:** Must be set up for each class and grading period. The first and second lines for posting may be grayed out if posting guidelines have been entered in STIClassroom Principal's Module. Contact the system administrator or principal for more details.

Define Categories

(Click on 2nd icon or Menu – Grade Book – Define Categories)

Category	Value	Weight Multiplier	Weight Additive
HOMEWORK	100.00	1.00	0.00
TESTS	100.00	1.00	0.00

Categories are broad headings used for various groups of assignments. To add a new category, click **Insert**. Enter information in the fields as described below.

- **Category Name:** Example: *Test, Homework, Daily Work, Classwork, etc.*)
- **Default Category Value:** The most commonly used value for the activities in this category. Value may be changed when inserting individual activities.
- **Default Weight Multiplier:** (only if using points or averages) The most commonly used value by which every score will be multiplied when computing the course average. Value may be changed when inserting the individual activities. A value of 0 indicates the activity will not be included in the course average.
- **Default Category Weight Add:** The most commonly used number of points to be added to every student's score for every activity in the selected category. If all scores in the selected activity should be considered at their face value when calculating the course average, leave this at 0.
- **Percentage of Grading Period Average:** (only if using category points or category averages) The weight value to be considered when calculating the final course average for all activities in this category. For example, if the total points earned for activities in the category of homework are to count as 30% of the course average, enter a 30 in the percentage field on the homework category.

Define Activities for This Grading Period

(Click on 1st icon or select Gradebook—Define Daily Activities)

Date	Day	Category	Description	Value	Wt Mult	Wt Add
10/14/2004	Thursday	TESTS	Chapter 4 & 5 test	100.00	1.00	0.00
10/14/2004	Thursday	HOMEWORK	Chapter 4 review questions	100.00	1.00	0.00
10/14/2004	Thursday	HOMEWORK	Chapter 5 review questions	100.00	1.00	0.00

- Click **Insert** to add a new activity and enter information in the fields as described below.

- Select the date and category.
- Enter the description. Example: *Chapter 4 Review Questions*.
- Enter the points possible in the *Value* field.
- Enter the number of times the score received for this activity should count towards the course average in the *Wt Mult* field.
- To add additional points to all students' scores, enter the number of points in the *Wt Add* field.
- Enter any notes (optional). Notes may be printed on progress reports by checking *Activity Notes* before printing the reports.
- Check *Copy to Lesson Plan* if desired (optional).
- If adding additional activities, click **Cycle**. When the activity is saved, a new blank activity screen will appear.
- Click **OK** to save.

Enter Grades

Edit Selected Score (click on 3rd icon from left)

Edit Selected Score [Back]

Cycle Student Cycle Activity

Activity Detail

Number	Student Name
1001	Austin, Krista K.
Date	
Thursday, October 14, 2004	
Activity	Description
TESTS	Chapter 4 & 5 test
Value	Score Weight
100.00	Multiplier = 1.00 Additive = 0.00

Current Score: 100 100.00%

New Score: 100 100.00%

Drop This Score

Comment

Clear OK Cancel

- Check to cycle by *Student* or *Activity* (optional).
- Enter the score for the student.
- Check to *Drop This Score* if the score for this activity should not be included in the course average.
- Enter a teacher comment (optional). These comments may be printed on progress reports by checking the *Activity Comments* box before generating the reports.
- Click **Clear** to erase the score.
- Click **OK** to save.

Column Grade Entry (click on 4th icon from left)

Edit Column of Scores
← Back

Selected Course

Period	Class	Description	Teacher
4	2304.02	English IV	Shive, Lanetta J.

Selected Score

Category	Activity	Date
TESTS	Chapter 4 & 5 test	10/14/2004

Value	Average	Multiplier =	Score Weight	Additive =
100.00	Points		1.00	0.00

Suppress warning when score exceeds activity value

Student Name	Student Number	Current	New
Austin, Krista K.	1001	100	100
Grubb, Kara B.	468	90	90
Grubb, Ruby M.	465	90	90
Lacefield, Laurie M.	500	92	92
Messer, James L.	513	94	94
Mills, John B.	518	93	93
Mills, Melissa K.	521	89	89
Phipps, Rondle S.	533	70	70

Save

Fill

Drop

UnDrop

Clear

Cancel

- First, click on the description heading for the activity in which grades are to be entered, or select the activity from the drop down list. Then click the 4th icon.
- Enter grades down the column by typing a number and then pressing the *Enter* key. Alternately, the teacher may type a number and click the **Fill** button to fill grades entered to every student following the student's score when **Fill** was selected.
- Other functions are to *Drop/Undrop Scores* and *Clear* (erase) *All Scores*.
- Click **Save** when finished.

Comments for Individual Student's Progress Report

(Click on 5th icon from left)

Number	Name	Grade	Homeroom	Gender	Race
1001	Austin, Krista K.	9	1	F	White

- Enter a comment of up to 50 characters that may be printed on progress reports (as *Course Comment*) and class worksheet (*Print Comment*).
- To select the comment from a list, click the **Ellipsis** button. **Select** the comment or **Insert** a new comment.
- After a comment has been entered for a selected student, a small icon will appear next to the student's name. Hold the mouse pointer over this icon to view the comment entered.

Print Selected Students' Report

(Click on 6th icon from left)

Code	Description
@@@U	Period Absence
AE	E All Day Excused
AU	U All Day Unexcused
C	E Court Excused
D	E Doctor/Dentist/Medic
DU	U Doctor Unexcused
HDE	E Half Day Excused
HDU	U Half Day Unexcused
HN	E Hunting
HU	U Home Unexcused
HX	E Home Excused
ILL	E Illness
MB	U Missed Bus Unexcused

- Choose print options as desired. To print for multiple students, click the **1 Selected Student(s)** link at the bottom of the screen. Use the *Shift+click* or *Ctrl+click* options to select multiple students. When all applicable students have been chosen, click **Select**. The number of students selected should be updated. Click **Submit**.
- The report request will be sent to the job queue. Return to the STIClassroom main menu.
- The Student Progress Report will be listed in the job queue in the lower left corner. When the job has completed processing, a *Y* will appear next to the name of the report. If the job is not completed, there will instead be an *N*. If the job has completed, click the name of the report to view. To print, click **File** from the menu bar and select **Print**. Close the screen containing the print job when finished.
- The report will remain in the job queue for five days. To delete the job from the queue manually, click the trash can icon next to the report.

Print Gradebook

(Click on 7th icon from left)

This option prints the Grade Book in a column format. Click **File | Print** from the **Menu** bar. Click the browser back button to return to STIClassroom.

Print Class Progress Reports

(Click on 8th icon from left)

Progress Reports (All Classes) [Back]

Grading Period
Grade Period
 First Nine Weeks

Report Options
ID to Print
 Student Number

Averages Only Combined Average

Starting Date
 Thursday, August 12, 2004

Ending Date
 Friday, October 15, 2004

Letterhead Activities by Category
 Announcements Category Averages
 Round Average Parent Signature
 Counselor Current Teacher Only
 Mailings Include Comment
 Print To Mail Return Address

Select 'Submit' to place your report job in the queue. Periodically refer to the Job Queue on Main Menu to view the results.

Daily Attendance Code Filter

Code	Description
@@@U	Period Absence
AE	E All Day Excused
AU	U All Day Unexcused
C	E Court Excused
D	E Doctor/Dentist/Me
DU	U Doctor Unexcused
HDE	E Half Day Excused
HDU	U Half Day Unexcuse
HN	E Hunting
HU	U Home Unexcused
HX	E Home Excused
ILL	E Illness

Filter

Only Include Students Whose Report Contains a Class with an Average in the Following Range
 0.00 Thru: 0.00

Letter Grades

Scale to Use
 Grading Scale 1

Letter and Number Grade

Daily Attendance Included
 Yearly
 Grading Period

Period Attendance

Failing Message

Average: 0.00
 Message:

1 Selected Student(s) ... Adobe PDF [Submit] [Cancel]

This option prints progress reports for an entire class. These progress reports include all classes in the students' schedules.

- Select report options. *Attendance* may also be printed on Progress Report.

- To print for multiple students, click the **1 Selected Student(s)** link at the bottom of the screen. Use the *Shift+click* or *Ctrl+click* options to select multiple students. Click **Select**. The number of students selected should be updated. Click **Submit**.
- The report request will be sent to the job queue. Return to the STIClassroom main menu.
- The Student Progress Report will be listed in the job queue in the lower left hand corner. Click the name of the report to view. To print, click **File** from the menu bar and select **Print**. Close the screen containing the print job when finished.
- The report will remain in the job queue for five days. To delete the job from the queue manually, click the trash can icon next to the report.

Post

(Click on 9th icon from left)

This Activity Posts To -->	This Grade
00000 Course Average	1 9w/K

If printing letter grades on report cards and if numeric scores posted from STIClassroom are not to be rounded, check the *Do Not Round for Letter Grades* option. To post grades to STIOffice, click **Submit**. The request will be sent to the job queue to be processed in the order it is received. Once grades have been posted, the request will be removed from the job queue.

Student Schedule

(Click on 10th icon from left)

Click to view/print selected student's schedule.

Student Demographics

(Click on 11th icon from left)

Click to view selected student's demographic information.

Student Discipline

(Click on 12th icon from left)

Click to view selected student's discipline history.

Lesson Planner

(Click on 13th icon from left)

Click to access the lesson plan for this course and grading period.

Menu Options

(Click on Menu in the upper right hand corner)

- **Category List:** Insert/Change activity categories.
- **Copy Activities:** Select class to *Copy From*. Select individual Activities or use the *Shift+click* or *Ctrl+click* options to select multiple activities. To copy categories in addition to activities, click **Copy Categories**. Click **Copy**.
- **Define Daily Activities:** Insert/Change activities.
- **Grade Book Comments:** Create a list of comments to be attached to individual students or to print for multiple students at once when generating progress reports.
- **Hide Names:** Click to hide names. The teacher will be prompted to enter their same password that is used to access STIClassroom. Click **Menu | Hide Names** to restore.
- **Drop Scores:** Select drop highest/lowest scores from all or selected students. Should only be done at the end of the grading period.
- **Move Scores:** If student has been changed from one section of a course to another section of the same course taught by the same teacher, access the Grade Book for the new course and click **Move Scores**. Select the course from which to copy grades and click **Move**.
- **Sort:** The Grade Book defaults to sorting by Student's last name. The sort may be changed here.
- **Lesson Planner:** Click to access the Lesson Planner for the selected course and grading period.
- **Calculate Course Average:** Click to view/calculate the student course average by adjusting the weights for various grading periods.
- **Birthdays:** Click to view student birthdays. Check *All Classes* to view all birthdays, not just those in the selected course. Uncheck *Current Month Only* to view all birthdays for the year.
- **Seating Chart:** Click to view/edit seating chart for the selected course.
- **Class Worksheet:** Prints a column report displaying grades for selected activities. Options include printing a single line per student, landscape, blank scores only, average, letter grades, scores.
- **Progress Report (All Classes):** Prints progress report for all students for all classes, not just the selected class. Click the **1 Student(s) Selected** link to select multiple students. Prints to the job queue.
- **Gradebook:** Prints the Grade Book in a column format. Prints directly to the screen.
- **Report Cards:** Prints report cards for selected students. Click the **1 Student(s) Selected** link to select multiple students. Prints to the job queue.
- **Students' Progress Reports:** Prints progress report for the selected course only. Click the **1 Student(s) Selected** link to select multiple students. Prints to the job queue.
- **Missing Grades:** Prints all activities (either by Activity or by Student) with blank scores for the specified date range. Options include printing only the Student ID (excludes the name); include letter grade; check whether or not to include 0's; and print one page per student.

Lesson Planner

(5th icon on main screen)

Lesson Planner [Back]

Selected Course

Period	Class	Description	Teacher
4	2304.02	English IV	Shive, Lanetta J.

Selected Date

Date: Thursday, October 14, 2004
Term: Term One
GrPer: First Nine Weeks

Period Attendance
Attendance Posted on 10/14/2004 8:43:00 AM

Weekly: 10/11/2004-10/15/2004 [Insert] | [Change] | [Delete]

Date	Day	Unit Or Chapter
10/11/2004	Monday	Chapter 3
10/14/2004	Thursday	Chapter 4

[Categories] [Clear Plans] [Copy] [Export] [Import] [Copy To] [Move To]

Allows for *Weekly* or *Daily* format. If the *Weekly* box is checked, a weekly format will be used.

- Click **Insert** to add new plans.
- Set *Date* and *Unit Name*.
- Type in information in each tabbed area. Once the lesson plan has been saved, when opened to view or make changes, any tab that has information entered on it will have an asterisk in front of the name.
- Type in information in each tabbed area. Each tab will turn red after data has been entered.
- Select the *Objectives Completed* box when all objectives for this plan have been met.
- Click **OK** to save.
- The **Categories** button allows the user to select categories from those that have been entered in the Principal's Console.
- **Copy**: Allows copying or moving from one term to another. If number of days does not match, the system will fill days in order until finished. Leftover days will be blank.
- **Export / Import**: Allows the user to copy an entire year or a selected date range of lesson plans into a folder, to be stored onto a floppy diskette for Importing in the next school year. This would be done after Rollover, after courses have been assigned to teachers, and after the new calendars have been inserted. Plans may also be imported to another teacher's lesson planner.
- **Copy To / Move To**: These links will allow the teacher to copy or move lesson plans from one class to another.
- **Print Plans**: One week usually fits on one page. To print, click on **Menu | Lesson Planner** and choose the date range.

Textbook Management

Textbook Tracking ← Back

Course
2304.02 - English IV

Book
English IV

Period
4

Withdrawn	Student Name	Student Number	Homeroom
<input type="checkbox"/>	Austin, Krista K.	1001	1
<input type="checkbox"/>	Grubb, Kara B.	468	1201
<input type="checkbox"/>	Grubb, Ruby M.	465	1202
<input type="checkbox"/>	Lacefield, Laurie M.	500	1202
<input type="checkbox"/>	Messer, James L.	513	1202
<input type="checkbox"/>	Mills, John B.	518	1202
<input type="checkbox"/>	Mills, Melissa K.	521	1202
<input type="checkbox"/>	Phipps, Rondle S.	533	1202

Book Code	Description	Book Number	Charge
ENGIV	English IV	15	\$20.00

|

- All students in the selected course will be displayed. Highlight the student to assign a book and click **Check Out**.
- Select the book to be assigned from the *Book* drop-down list.
- Enter the book number to be assigned to the student.
- Select the condition of the book at the time of check out based on school guidelines.
- Select the date of check out.
- If assigning books en masse, check the **Cycle** box. When this record is saved, the check out screen will display again for the next student.
- Click **OK**.

After assigning textbooks, click on a student's name to view the assigned books at the bottom of the screen. Highlight a book and click **Change** to change the book number, condition or date.

When the student has returned the book, highlight the student's name, then highlight the book at the bottom of the screen and click **Check In**. If the school's policy is to charge students who are returning a book that has been damaged, select the return codes based on school guidelines. The charge field will be filled in automatically. Click **OK**.

To clear all books from students except those that have not yet been checked in, click **Clear**.

Skills

(6th icon on main screen)

The Skills Bank is set up in the STIOffice Program. After the Skills Bank has been created in STIOffice and skills have been activated through STI Principal's Module, the **Skills** icon will become active on the main menu in STIClassroom.

The screenshot shows the Skills Bank interface. At the top, it displays 'Selected Course' with fields for Period (1), Class (2303.01), Description (English III), and Teacher (Shive, Lanetta J.). To the right, 'Selected Skill' is set to 'ENGLISH 1:1' with a dropdown menu showing 'Comprehension'. Below this, there are 'Grade Period' (First Nine Weeks) and 'View:' (Marks) dropdowns. A row of icons for various functions is visible. The main area contains a table with the following data:

Student Name	Number	ENGLISH
Barnes, Amy N.	405	*Determine The Purpose Or Purposes Of Listening (Such As To Obtain
Barnett, Bridgett N.	407	
Burgess, Wade J.	422	
Cobb, Christina L.	430	
Cobb, Leigh E.	431	
Corey, Cherie M.	434	
Davis, Audery A.	437	
Ennis, Jean	809	
Frye, Monica J.	451	
Gray, Clint D.	458	
Gray, Donald G.	460	
Jackson, Marvin D.	487	
Johnson, Patti A.	491	
Lee, Heather	502	
Mills, Charles K.	515	
Mills, Justin M.	519	
Mills, Kimberly J.	520	
Patterson, Richard	530	
Sears, Kennan W.	551	
Smith, Cammie C.	556	

The icons within the skills screen have the same functionality as those in the Grade Book. Refer to the explanations above for detailed instructions.