

# STIClassroom Web Admin Services

## About Admin Services

This feature allows the user to set up and/or allow access to specific functions inside STIClassroom Web. *Admin Services* is designed to provide administrators with a simple interface to enable and disable various user access sections when necessary. Users should note that the STIClassroom Web Admin Services utility controls these same features for STIClassroom Win, if both the Web and Win versions exist concurrently within a school.

## Access and Defaults Tab

The bulk of teacher access rights are administered through the *Access and Defaults* screen. Please note that options in blue and options with a yellow background do not apply to STIClassroom Web, but only apply to STIClassroom Win.

The screenshot shows the 'Access and Defaults' tab of the 'IClassroom System Edit' dialog box. It features three password fields: 'Password', 'Substitute Teacher Password', and 'Classroom Setup Password', each with a masked input field. Below these are three columns of checkboxes for various system functions. The first column includes 'Student Demographics', 'Social Security Number', 'Student Special Ed', and 'Student User Files'. The second column includes 'Student Attendance', 'Student Tests', 'Test Entry', 'Special Instructions', and 'User Records (Office)'. The third column includes 'Student Grades', 'Medical', 'Student Discipline', and 'Initial Discipline'. A central section contains checkboxes for 'Teachers Can Change Their Passwords', 'Teachers Can Send Msgs', 'One Instance Running per Workstation', and 'Lesson Plan Deletes'. At the bottom, there are sections for 'Teacher Desktop - Allow Access' (with checkboxes for Attendance, Lesson Planner, Manual Grades, Textbook Management, Gradebook, and Skills), 'Default Abs Code' (with radio buttons for Excused and Unexcused, and a dropdown for Skip Code), and 'Classroom Shut Down' (with an inactivity timeout field). A note at the bottom states: '\* Items displayed in this color or in yellow are not currently available in the web version.' The dialog has 'OK' and 'Cancel' buttons.

- **Password:** A password is required to access Principal Module Desktop (3-8 alphabetical and/or numeric characters).

- **Substitute Password:** Enter the password to be used by substitute teachers to access STIClassroom. Substitute teachers must use the teacher user code along with the substitute teacher password.

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Note: Substitute teachers may only view options selected under the *Sub* checkbox area, located next to the regular teacher checkbox.

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- **Classroom Set Up Password:** The password required for users to access the *Classroom Setup* screens in both STIClassroom Web Admin Services and STI Classroom Principal's Module.
- **Allow Access:** Check items to which teachers and substitutes will be allowed access.
  - **Student Demographics:** Allows student demographics information to be viewed from the Student Lookup in the following areas: the *File* menu, the Student Roster, the Attendance screen and the Grade Book.
  - **Social Security Number:** Displays Social Security Number.
  - **Student Special Education:** Creates a *Special Ed* tab on the demographics screen. This allows the student's LRE Codes and/or Exceptionality to be displayed.
  - **Student Attendance:** Allows teachers in STIClassroom to view detailed attendance information for all students from **File | Lookup Student** and the Class Roster and Attendance Roster. Teachers will also be able to view attendance for students who are not scheduled in their courses.
  - **Student Tests:** Allows teachers to view and print standardized test information from **File | Lookup Student**, the Class Roster, Attendance Roster and Grade Book.
  - **Special Instructions:** Allows teachers to view Special Instructions keyed into STIOffice.
  - **Student Grades:** Allows teachers to view student grades from the Student List under **File | Lookup Student**, even for students who are not scheduled for the teacher's courses.

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Note for KY users: The Medical Alert icon is enabled based on alert information contained in STIHealth.

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- **Student Discipline:** Allows student discipline to be displayed or printed from the Student List, **File | Lookup Student**, Demographics screen, Class Roster, Grade Book or the Attendance Roster.
- **Teachers Can Change Password:** Check to allow teachers to access the change password option in STIClassroom Web.
- **Lesson Plan Deletes:** Adds the option **Delete Plan** in the Lesson Planner. This will allow teachers to delete the complete plan for the course\term.
- **Teacher Desktop-Allow Access:** The System Administrator may restrict access to all icons on the teacher desktop except for Rosters. Options are Attendance, Manual Grades, Gradebook, Lesson Planner, Textbook Management or Skills.
- **Default Abs Code:** Choose the *Excused* or *Unexcused* classification, according to which should be posted to STIOffice from STIClassroom, and select the appropriate code to be used for skipping (typically, this is @@@).
- **Classroom Shutdown:** This feature may be used for daily backup. Note that starting and ending times cannot cross over midnight.
- **Inactivity Timeout:** If a logged-in user is inactive for the number of minutes entered here, the user will automatically be logged out. If this field is set to 0 (zero), the default system timeout value of 8 minutes will be used.

## Gradebook Tab

STIClassroom Web allows the user to determine whether or not a teacher is allowed to post to STIOffice for report cards, as well as certain aspects regarding the specifics of grading. These options appear on the *Gradebook* tab. Again, options in blue and options with a yellow background do not apply to STIClassroom Web, but only to STIClassroom Win.

**IClassroom System Edit** [Back]

Access and Defaults | **Gradebook** | Attendance/Lesson Plans

**Default Average**  
 Points  Category (Pts)  
 Average  \*Category (Av)

**Default Skills Scale**  
 [v]

**View Other Teachers Exported Activities \***  
 **No Gradebook Grades On Days Of Unexcused Absences**  
 **Print Progress/Report Card (All Classes)**

**Posting**

**Allow Posting to Prev Grading Pers**  **Do Not Round For Letter Grades**  **Post Withdrawn Students**  
 **Grades Posted Over 100**  **Grades Entered Must Be in Scale \*** Only After: **10/16/2006**

Period	Description	Allow Posting	Post Class Average	Post Class Final
1	Quarter 1	<input checked="" type="checkbox"/>	1 Q1 [v]	[v]
2	Quarter 2	<input checked="" type="checkbox"/>	1 Q2 [v]	[v]
3	Quarter 3	<input checked="" type="checkbox"/>	1 Q3 [v]	[v]
4	Quarter 4	<input checked="" type="checkbox"/>	1 Q4 [v]	6 YR [v]

\* Items displayed in this color or in yellow are not currently available in the web version. [OK] [Cancel]

- **Default Average:** Sets a default averaging method for teachers. However, each teacher has the ability to select the method they wish to use in STIClassroom.
- **Default Skill Scale:** Sets a default scale for teachers who use Skills. This feature will only appear if Skills are used in the school. When using this feature, all alpha marks in the scale selected must be duplicated in Skills Marks in STIOffice. This option is not available unless skills have been created.
- **No Gradebook Grades on Days of Unexcused Absences:** If selected, this option will not allow Gradebook grades on days on which a student has an unexcused absence (the teacher may only issue a 0 (zero), or no grade at all).
- **Print Progress/Report Card (All Classes):** Allows teachers to print Progress Report grades for all assigned courses on a student schedule, and to generate Report Cards from the **Manual Grade Entry** icon.
- **Allow Posting To Previous Grading Periods:** Allows teacher to go back to a previous grading period and make changes, which may then be posted. This option must be checked for proper posting of grades in STIClassroom Win.
- **Grades Posted over 100:** If this option is selected, teachers may post grades greater than 100. If the option is not selected, teachers will be warned that any grade(s) posted that are greater than 100 will be posted as 100.
- **Do not Round for Letter Grade:** If selected, this option will automatically check the box for *Do Not Round for Letter Grade* in the teacher's Grade Book when teachers are posting. If users are posting to letter grades, the average will not be rounded before posting. This allows scales to

have ranges that include fractional numbers. Use un-rounded score when looking up Letter Grades in Scale. This option only appears when the Grade System File in STIOffice is set to *Alpha*.

- **Allow Posting:** The principal must activate the grading period(s) for which teachers may post grades. To do this, select the grading period in the browse box and click the *Allow Posting* box to the right. The grading period will display a *Y* or *N*.

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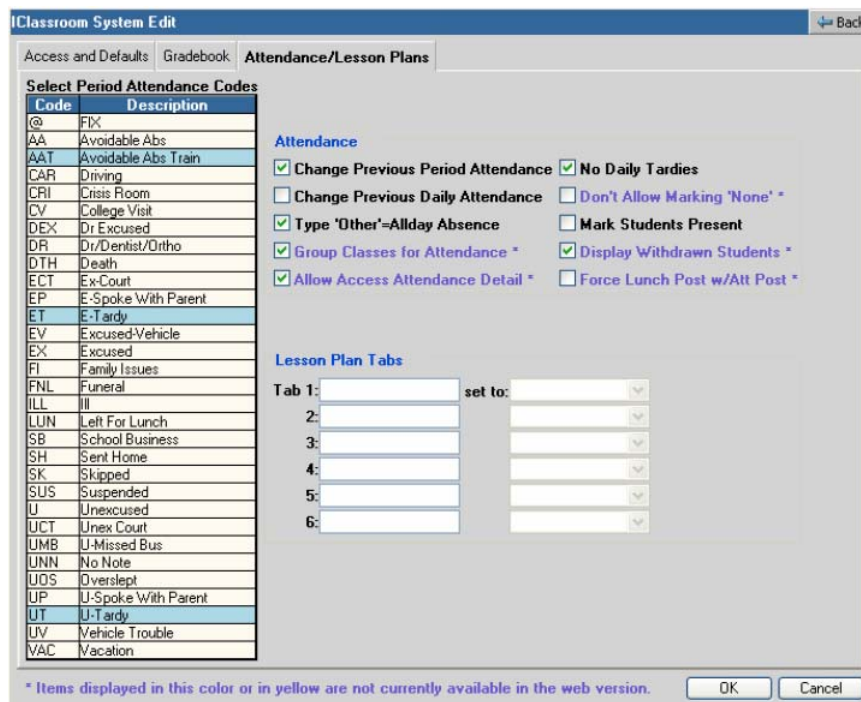
Note: To avoid problems, these are usually not checked until a couple of days before grades are actually due, and then unchecked when report cards are to be printed.

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- **Post Class Average:** The principal may select the location to which the Class Average will post in STIOffice. If a position is selected, teachers will not be able to select this item themselves from *Class Defaults*.
- **Post Final Average:** The principal may select the location to which the Final Average will post in STIOffice. If a position is selected, teachers will not be able to select this item themselves from *Class Defaults*. Each teacher must define how the final average will calculate in the Classroom Module. If this option is used, the Final Average is not determined by the calculations in STIOffice.

## Attendance/Lesson Plans Tab

STIClassroom Web is flexible to the point that teachers may or may not be allowed to change previous attendance. Teachers may also be granted access to specified attendance codes only. This screen provides an interface by which administrators can assign those rights. As with the previous sections, options in blue do not apply to STIClassroom Web, but only to STIClassroom Win.



- **Select Period Attendance Code:** In the browse box at the left, select (highlight) all codes teachers may use when coding period attendance. Click on any highlighted code to de-select it.
- **Change Previous Period Attendance:** This option allows a teacher to change/delete period attendance for classes previously posted. This will enable the *Period Attendance* screen with the

**Post** and **Change** buttons after initial posting has been done. The teacher will be allowed to change/delete the period attendance after posting.

- **Change Previous Daily Attendance:** Allows teachers to post as many times as they wish. They may also change existing attendance.
- **Type “Other” = Allday Absence:** If selected, students who have been given a daily absence of Type *Other* will be shown as absent throughout the day. Allows teachers to see students who are marked with attendance type of *Other*. Example: The *Other* attendance code may be used for field trips; when posted, these students will not be calculated as absent.
- **No Daily Tardies:** Teachers may post period tardies only (no daily tardies allowed).

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Note for KY Users: The *No Daily Tardies* is disabled in KY installations. Teachers cannot post daily tardies from STIClassroom.

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- **Mark Students Present:** Allows period teachers to mark present students who are marked absent on their rosters.
- **Lesson Plan Tabs:** This section may be used to customize the tab names in teachers’ Lesson Plans. User may also indicate whether a tab is “equal to” Activities or Skills. This allows the Lesson Plan tabs to be set up with different terminology to fit a school’s needs. Example: *Objectives* might be called *Goals*. Skills and Activities may also be attached to different tabs.