

# STIClassroom Web – Basics

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## Logging On

- Launch Internet Explorer (version 5.5 or greater for Windows, or 5.1.7/5.2.3 for Macintosh)
- Type the server's address for STIClassroom Web. This may be an IP address or a computer name, followed by */iclassroom* (for example: *http://192.168.1.25/iclassroom*).
- Select **Teacher Services**.
- Enter the *User Code* assigned and press the *Tab* key.
- Enter the *Password* assigned and press the *Tab* key.
- Click **OK** to complete.

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## Navigating STIClassroom Web

STIClassroom Web is an Internet application. Normal viewing and usage of the program requires Internet Explorer. Because it is an Internet application, STIClassroom Web is navigated like a Web site. Many elements of the screen are actually links to other pages within the program. The interface has a **Back** button, which will return to the previous screen. The Web browser also has a **Back** and a **Forward** button; however, due to security precautions and other technical reasons, these buttons will not always function as the user may expect.



Because of this, and to enhance the user experience, STI recommends that as soon as possible, the user should press the *F11* key on the keyboard. This will take Internet Explorer into a *full-screen* view, which hides Internet Explorer's user interface and shows only the STIClassroom Web application. This also results in additional screen space that may be used within STIClassroom Web, allowing the user to see more information on the screen at once.

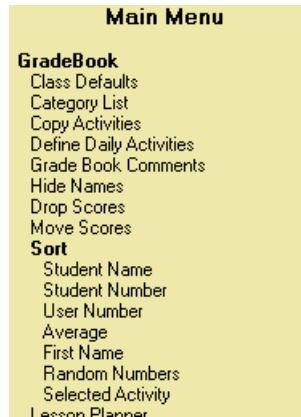
For Macintosh users, Internet Explorer does not have a full-screen mode, but OS X users may take advantage of additional screen space by clicking the **Hide Menu Bar** button on the right-hand side of the title bar.



STIClassroom Web also has a menu that is present throughout the application, but it is not the same as the menu within the Web browser. The upper-right corner of STIClassroom Web has a series of links:

## Accessing Menu Options

The **Menu** link will present a menu with items that pertain to other items on the screen at that time. At the bottom of the menu is a **Close Menu** link, which will slide the menu back to the right, clearing up the screen space it occupied.



## STIClassroom Web Jobs Queue

Throughout this document, references will be made to the *Jobs Queue*. Certain reports, along with the posting of grades and attendance, must be handled by the Web server in the order in which they are received. This allows users to submit requests for reports and to post student data, yet still be able to do other things while those reports are processed. Processes that feed into the Jobs Queue will be discussed in those sections where applicable.

## STIClassroom Web Main Menu

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

The screenshot shows the STIClassroom web interface. At the top, there is a navigation bar with links: Home | Main | Help | Account | Sign Out | Menu. Below this, the user is identified as "IL Conference High School - Benton, Laura" and there is a search box. The main content area is divided into several sections:

- Calendar:** A calendar for May 2006, showing dates from 1 to 31.
- Semester Selection:** A dropdown menu set to "Sem 2".
- Schedule:** A table showing the schedule for the selected semester and quarter.
- Grade Period:** A dropdown menu set to "Quarter 4".
- Tasks:** A section for tasks.
- Jobs Queue:** A section for the jobs queue, showing a table with columns for "Description".
- Main Menu:** A large menu with a "Back" button. It contains a "Selected Course" table and a "Selected Date" section.

The "Selected Course" table has the following data:

Period	Class	Description	Teacher
1	4002.01	Biology I	Benton, Laura

The "Selected Date" section has the following data:

Date: Wednesday, May 31, 2006  
Term: Sem 2  
GrPer: Quarter 4

The Main Menu also includes several icons and links:

- Class Roster
- Attendance Roster
- Manual Grade Entry
- Meaj Counts
- Grade Book
- Lesson Planner
- Textbook Management
- Skills

At the bottom of the page, there is a footer with the text: "Version: 9.5.2" and "Copyright ©2001. All rights reserved."

- **Calendar:** Attendance days will appear in black. Non-attendance days are grayed out.
- **Courses:** The user's homeroom (if applicable) and all assigned course sections will be listed. Whichever course is selected in blue is the one to which the right side of the screen applies.

Depending on the access that has been granted through *STIClassroom Web Admin Services* or *STI Principal's Module*, the right side of the main menu provides some or all of the following options:

- **Class Roster:** Shows roster for each selected class.
- **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

**STIClassroom**
Home | Main | Help | Account | Sign Out | Menu

IL Conference High School - Benton, Laura
Search...

**Class Roster**
← Back

Selected Course

Period	Class	Description	Teacher
1	4002.01	Biology I	Benton, Laura

Number	Name	Grade	Home	Sex	Race	Pfile
200703	Adams, Amy M.	11	1101	F	White	200703.gif
200604	Beasley, Levi W.	12	1201	M	White	200604.gif
200605	Bergman, Cara E.	12	1202	F	White	200605.gif
200832	Crowley, Kellie J.	10	1002	F	White	200832.gif
200804	Dandy, Kelly J.	10	1002	F	White	200804.gif
200807	Driscoll, Aaron J.	10	1001	M	White	200807.gif
200846	Feeney, Zachary T.	10	1002	M	White	200846.gif
200801	Gray, Jonathon P.	10	1002	M	White	200801.gif
200712	Lancaster, Amanda N.	11	1101	F	White	200712.gif
200812	Mandel, Derek S.	10	1002	M	Black	200812.gif
200814	Middleton, Jamie L.	10	1001	F	White	200814.gif
200722	Nelson, Zachary S.	11	1101	M	White	200722.gif
200817	O'Keefe, Jared W.	10	1001	M	White	200817.gif
200847	Plunkett, Joanna M.	10	1002	F	White	200847.gif
200821	Pomeroy, Timothy A.	10	1001	M	White	200821.gif
200823	Reardon, Megan J.	10	1001	F	White	200823.gif
200721	Schlusser, Chelsey A.	11	1101	F	Asian/Pacific Island	200721.gif
200825	Schmidgall, Courtney A.	10	1002	F	White	200825.gif
200701	Washington, Edward R.	11	1101	M	White	200701.gif

**Ethnic/Gender Breakdown**

Race	0		6		7		8		9		10		11		12		13		Total
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
White	1				10	15	15	15	15	13	17	11	15	11	18	15			171
Hispanic					1	1			1	1	1	1	1		1				9
Asian/Pacific Island					1				1	1		1							4
Black					2						1				2				5
Tot	1				11	19	15	15	17	15	18	13	17	12	18	18			189

The class roster displays the students who are enrolled currently in this class. As mentioned above, many of these elements are links to other pages. The student names are read-only access links to the student's demographic information. In addition, four icons may be present which would indicate the following:



- **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. Unlike other indicator icons, no tool tip will display for this icon.
- **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.

Additional information is available through various links on this screen.

- Click the student name to view student demographic data.
  - **Attendance**: Shows the student's attendance history, including daily and period absences (current course only).
  - **Discipline**: Shows the student's discipline history (all classes).
  - **Schedule**: Shows the student's course schedule.
  - **Tests**: Shows the student's user-defined tests, such as state- and district-administered standardized tests, if that data is present in STIOffice.
  - **Grades**: Shows the student's currently posted grades for any class.
- Click the home room next to a student to view all students in that home room.

The Ethnic/Gender breakdown contains information base on current enrollment. Users may drill down to additional data via this breakdown. For example, if the Ethnic/Gender breakdown shows there are currently 35 black female 7<sup>th</sup> graders enrolled, click on the number 35 to view a list of these students.

The *Menu* link contains the following items:

- **Main**: Returns to the main menu with the class list.
- **Birthdays**: Displays a list of students and their dates of birth. A checkbox for the current month may be unchecked to show all students. This list may be printed from the *File* menu within Internet Explorer.
- **Mailing Labels**: Prints mailing labels for all students in this class.
- **Class Rosters**: Teachers may print their own class rosters from this report.
- **Schedule Report**: The selected student's schedule may be printed within the application.

# Student Attendance Roster

The screen displays with the course number and name, as well as a legend indicating five different statuses:

- Absent (red X)
- Present (red box)
- Missing (white box)
- Tardy (red T)
- Other (half red, half white box)

On this screen, the user may **Post** student attendance to STIOffice.



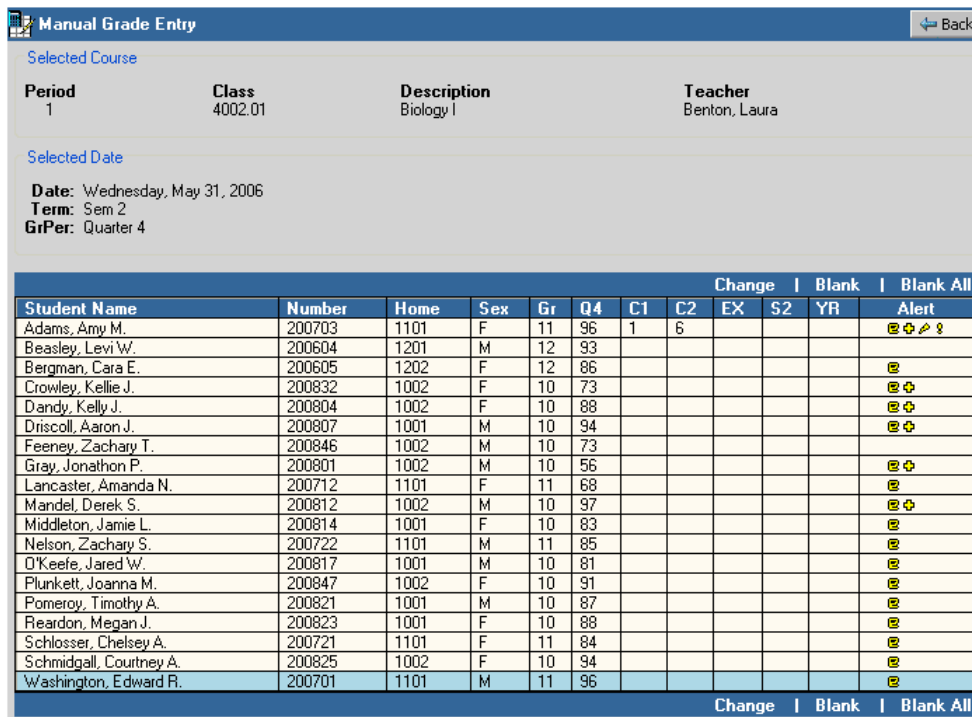
Attendance	Student Name	Number	Gr	Home	Code	Daily		Period		Alert
						Abs	Tdy	Abs	Tdy	
■	Adams, Amy M.	200703	11	1101						
■	Beasley, Levi W.	200604	12	1201						
■	Bergman, Cara E.	200605	12	1202						
■	Crowley, Kellie J.	200832	10	1002						
■	Dandy, Kelly J.	200804	10	1002						
■	Driscoll, Aaron J.	200807	10	1001						
■	Feeney, Zachary T.	200846	10	1002						
■	Gray, Jonathon P.	200801	10	1002						
■	Lancaster, Amanda N.	200712	11	1101						
■	Mandel, Derek S.	200812	10	1002						
■	Middleton, Jamie L.	200814	10	1001						
■	Nelson, Zachary S.	200722	11	1101						
■	O'Keefe, Jared W.	200817	10	1001						
■	Plunkett, Joanna M.	200847	10	1002						
■	Pomeroy, Timothy A.	200821	10	1001						
■	Reardon, Megan J.	200823	10	1001						
■	Schlosser, Chelsey A.	200721	11	1101						
■	Schmidgall, Courtney A.	200825	10	1002						
■	Washington, Edward R.	200701	11	1101						

- All students are marked present by default, unless they have been marked absent previously during the day by another teacher or through the STIOffice. If a student is marked with the *Other* status, the student may not be marked missing or tardy, as their attendance is handled in STIOffice for that day.
- To mark a student missing, click once on the red square next to the student's name. The red square will turn white.
- 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 may be found in this column.

## Manual Grade Entry

*Manual Grade Entry* is a screen that may be used to either enter in grades that will print on report cards from STIOffice or to modify grades that were posted from the Grade Book of STIClassroom Web. In addition, comments may be added to students, which will also print on report cards.



Student Name	Number	Home	Sex	Gr	Q4	C1	C2	EX	S2	YR	Alert
Adams, Amy M.	200703	1101	F	11	96	1	6				
Beasley, Levi W.	200604	1201	M	12	93						
Bergman, Cara E.	200605	1202	F	12	86						
Crowley, Kellie J.	200832	1002	F	10	73						
Dandy, Kelly J.	200804	1002	F	10	88						
Driscoll, Aaron J.	200807	1001	M	10	94						
Feeney, Zachary T.	200846	1002	M	10	73						
Gray, Jonathon P.	200801	1002	M	10	56						
Lancaster, Amanda N.	200712	1101	F	11	68						
Mandel, Derek S.	200812	1002	M	10	97						
Middleton, Jamie L.	200814	1001	F	10	83						
Nelson, Zachary S.	200722	1101	M	11	85						
O'Keefe, Jared W.	200817	1001	M	10	81						
Plunkett, Joanna M.	200847	1002	F	10	91						
Pomeroy, Timothy A.	200821	1001	M	10	87						
Reardon, Megan J.	200823	1001	F	10	88						
Schlosser, Chelsey A.	200721	1101	F	11	84						
Schmidgall, Courtney A.	200825	1002	F	10	94						
Washington, Edward R.	200701	1101	M	11	96						

- 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 or STIClassroom Web's Admin Services.

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Note that if grades have been posted to the Jobs Queue but not yet processed, they may not appear.

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- Select a student by clicking in the white area next to the student's name and then click the **Change** link. A **Grade Edit** screen will appear where each field may be edited and comments entered.

The screenshot shows the 'Grade Edit' window with the following data:

Student		Course		
Student Number	Student Name	Course Number	Course Name	
200701	Washington, Edward R.	4002.01	Biology I	
Home Room	Grade	Term	Grading Period	Period of Day
1101	11	2	4	1

**Grades**

Quarter 4:

Comment 1:

Comment 2:

Exam:

Sem 2 Final:

Year End Average:

**Attendance**

Include

**Absent:** NA

**Tardy:** NA

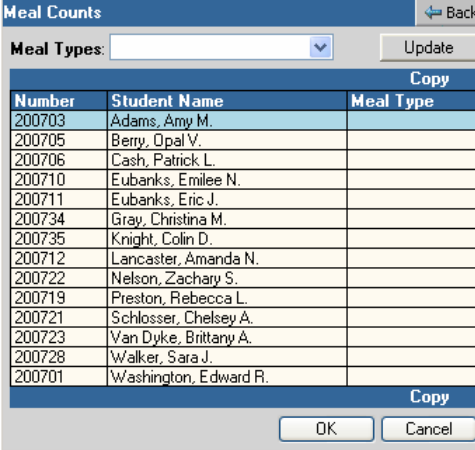
Cycle  Fill

- 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 from the Menu.

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## Meal Counts

Meal counts may be posted from STIClassroom Web, and may be retrieved through STIOffice.



Number	Student Name	Meal Type
200703	Adams, Amy M.	
200705	Berry, Opal V.	
200706	Cash, Patrick L.	
200710	Eubanks, Emilee N.	
200711	Eubanks, Eric J.	
200734	Gray, Christina M.	
200735	Knight, Colin D.	
200712	Lancaster, Amanda N.	
200722	Nelson, Zachary S.	
200719	Preston, Rebecca L.	
200721	Schlosser, Chelsey A.	
200723	Van Dyke, Brittany A.	
200728	Walker, Sara J.	
200701	Washington, Edward R.	

- 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. The meal type selected in the drop-down list will appear in this column
- 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.

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## Teacher Grade Book

The *Grade Book* within STIClassroom Web is the area where a teacher will spend the most time. Here, each individual activity may be created, the student scores recorded, and their grades averaged for the grading period. Then the grades may be posted to STIOffice. The posting of the grades is done through the *Jobs Queue*, where the grades will appear on the Manual Grade Entry when the posting is completed. The following areas are accessible from the **Menu** link within the grade book, or by clicking the corresponding icons on the grade book screen. Also, in this document, when a feature is accessible via an icon in the grade book the corresponding location of the icon will be listed in parenthesis ( ).

### Class Defaults

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 the Class Defaults, click **Menu | Class Defaults**.

- **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. 0 is the default.
- **Activity Sort Order:** *Ascending* is from earliest date to latest date; *Descending* is from latest date to earliest date. Activities may also be sorted by the category to which they belong.
- **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:** The students who were enrolled in the course until they withdrew may be displayed in the grade book, along with their activity scores.
- **Auto Display Current Grading Period:** STIClassroom Web will automatically open the grade book to the grading period for the current date.
- **Use Weight Mult On Score Only:** Weight Multipliers will be used only on the score the student earned, and not the value the activity is assigned. This is not recommended for most users.
- **Print Class Average On Progress Report:** The students' aggregate average for the course will be printed on progress reports.

- **Show Nickname Instead of Formal Name:** If a student has a nickname in STIOffice, that name will be displayed rather than the student's first name.
- **Copy Class Defaults Throughout Year:** This allows the user to set up class defaults for a class and then copy them to all grading periods, so that the class defaults only need to be set one time per class but apply for the entire school year. This option is only available during the 1<sup>st</sup> grading period.
- **Display Previous Grading Period Grades:** Posted grades for previous grading periods will be displayed in the grade book along side the current average.
- **Display Total Points:** Best when using a points averaging method, this will display the number of points the student has earned as well as the total number of points possible.
- **Round Displayed Average:** The average will be displayed as a whole number, rather than to two decimal places.
- **Display Letter Grade For Average:** This will show the letter grade next to the average in the grade book.
- **Comment Entry By (Number/Description):** This option affects the way that comments are entered through the *Manual Grade Entry* screen in STIClassroom Windows, but has no effect within STIClassroom Web.
- **Skills Scale (only necessary for courses using a skills bank):** This is the grading scale within STIOffice that contains all of the skills marks and the numerical equivalent ranges assigned to the marks.
- **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 Windows Principal's Module or STIClassroom Web's Admin Services. Each item that will be posted to STIOffice must be selected in the *Heading* column, and the corresponding activity should be in the *Activity* column.

## Category List

*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 List				Back
Insert   Change   Delete				
Category	Value	Weight	Weight	
		Multiplier	Additive	
DAILY WORK	100.00	1.00	0.00	
QUIZES	100.00	1.00	0.00	
TESTS	100.00	1.00	0.00	
1.07	Insert   Change   Delete			

- **Category Name:** The different types of activities should be listed. (ex. *Test, Daily Work, Quizzes, 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.

## Copy Activities

This menu option will allow the user to copy activities from one course to the course for which the grade book is open. Copying activities allows the user to create an activity in one course and not have to repeatedly enter the activity for each course where it may appear (ex. if the user teaches more than one section of a course).

- Select the activity or activities to be copied (use the *Shift* and *Ctrl* keys to select multiple activities).
- Click **Copy** to apply the selected activities to the current course.
- Click the **Back** button when finished to return to the grade book.

## Define Daily Activities

Each activity is an assignment or other item for which a score will be taken and recorded in the grade book. To create an activity, click **Insert** to add a new activity and enter information in the fields as described below.

- Select the date and category.
- Enter the description. (ex. *Chapter 12-14 test*).
- 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. This applies even if the student does not receive a grade or if they receive a 0.
- 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

This option is depicted by one of two icons on the grade book screen, rather than the menu, but because grade entry is such an important part of grading, it is discussed here.

### Edit Selected Score



- The *Cycle* checkboxes (optional) will proceed through the selected activity for all students (*Cycle Activity*) or through all activities for the selected student (*Cycle Student*).
- 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



- 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 4<sup>th</sup> 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.

### Grade Book Comments

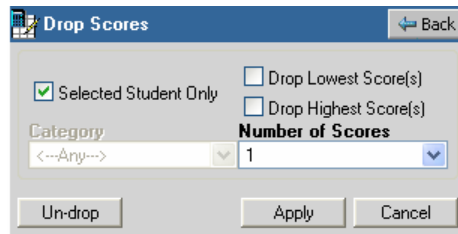


- Enter a comment of up to 50 characters that may be printed on progress reports (as *Course Comment*) and class worksheet (*Print Comment*).
- To select the comment from a list, click the **Ellipsis** button. **Select** the comment or **Insert** a new comment.
- After a comment has been entered for 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.

## Hide Names

The Hide Names option may be useful to print a copy of the grade book and not display student names, only student ID numbers. To hide the names, select this option from the Menu. The password for the logged-in user must be entered to hide the names. To get the names to display again, re-select the menu option and re-enter the password. This setting is saved from one session to the next, so if STIClassroom Web is closed while names are hidden, logging back in will still have the names hidden.

## Drop Scores



This screen allows a score to be dropped. A dropped score does not count towards the class average. This option will allow the user to drop either the highest or lowest scores for a student, and allows the user to determine which category from where the dropped scores come.

- Select either the highest or lowest scores.
- Enter the number of scores to drop in the *Number of Scores* drop-down.
- If only the selected student (from the grade book) should have the score dropped, check the *Selected Student Only* checkbox.
- Click **Apply** to perform the action.

## Move Scores

If a student moves from one section of a course to another section, the grades may be moved from one grade book to another. The use of this function has the following prerequisites:

- Both sections must be taught by the same teacher
- The teacher must have been using the **Copy Activities** function to enter activities, rather than typing it for each section.

If the above is the case, then select a student in the grade book and then select **Move Scores** from the menu. The scores will be automatically imported and assigned to the activities from which the scores came.

## Sort

Students may be sorted in several ways.

- Student Name
- Student Number
- User Number (entered on the *Comment* button)
- Average
- First Name
- Random Number
- Selected Activity

## Reports

### **Print Selected Students' Report**



- 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 Grade book**



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**



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**



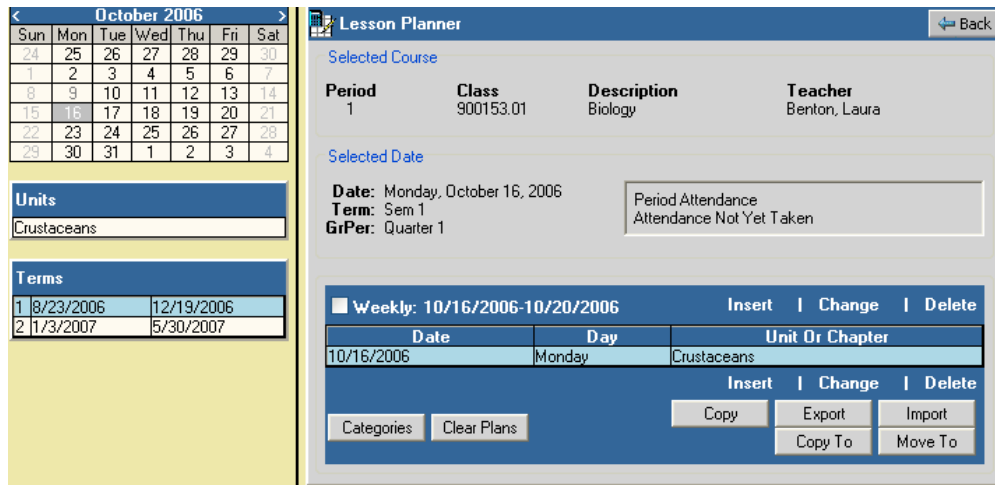
If printing letter grades on report cards and if numeric scores posted from STIClassroom are not to be rounded, check the *Do Not Round for Letter Grades* option. To post grades to STIOffice, click **Submit**. The request will be sent to the job queue to be processed in the order it is received. Once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

## Other Links

The remainder of the links on this screen are links to screens that are viewable throughout the program.

- **Student Schedule** : The selected student's schedule screen is displayed. The **Menu** link contains a report for printing the schedule.
- **Student Demographics** : Information for the selected student may be viewed, much like when clicking a student's name on the *Class Roster* screen. This information includes race, sex, address, phone number, and guardian information.
- **Student Discipline** : Discipline for the selected student may be viewed in this link. Basic information such as the date, class, infraction, and disposition are available.
- **Student Tests** : User-defined tests entered in STIOffice may be seen here. Examples include state-defined standardized tests.
- **Lesson Planner** : This is a link to the lesson planner screen, which works the same as the **Lesson Planner** link on the main menu.

# Lesson Planner



The screenshot shows the Lesson Planner interface. On the left is a calendar for October 2006 with the 16th selected. Below the calendar are sections for Units (Crustaceans) and Terms (8/23/2006 to 12/19/2006 and 1/3/2007 to 5/30/2007). The main area displays the selected course (Biology, Class 900153.01, Teacher Laura Benton) and the selected date (Monday, October 16, 2006). A table shows the lesson plan for that date: Crustaceans. At the bottom, there are buttons for Categories, Clear Plans, Copy, Export, Import, Copy To, and Move To.

The lesson plans displayed are for the date selected on the calendar. To see all lesson plans for the week of the selected date, check the *Weekly* box.

- 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.

To create a new lesson plan, click the **Insert** button.

**Lesson Planner Form** [Back]

Selected Course

Period	Class	Description	Teacher
1	900153.01	Biology	Benton, Laura

Date: Monday, October 16, 2006 [v]  Objectives Completed

Unit: Crustaceans

\*Objectives | Activities | Materials | Homework | Assessment | Comments

Examine these simple yet delicious arthropods.

Record will be changed [OK] [Cancel]

- Set *Date* and *Unit Name*. A *Unit* is defined as a specific subject area or particular section of the larger body of material pertinent to the class.
- 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. A tab's description will have a \* indicating that something has been typed on that tab. Otherwise, no \* will display
- Select the *Objectives Completed* box when all objectives for this plan have been met.
- To insert skills from the STIOffice Skills Bank into the lesson plans, select the skill on the right side of the screen and click the **Add** button.
- Click **OK** to save.

## Textbook Management

**Textbook Tracking** [Back]

Course: 900153.01 - Biology  
Book: Science Again! I Said Scie [v]  
[Check Out] [Clear]

Withdrawn	Student Name	Student Number	Homeroom
<input type="checkbox"/>	Affleck, Ben	2080005	1101
<input type="checkbox"/>	Aikman, Troy	2100010	903
<input type="checkbox"/>	Borg, Bjorn	2080113	1103
<input type="checkbox"/>	Connick, Hary	2100100	902
<input type="checkbox"/>	Curier, Michael E.	2080100	1103
<input type="checkbox"/>	Eubanks, Emilee N.	2070140	1202
<input type="checkbox"/>	Fouts, Dan	2090095	1001
<input type="checkbox"/>	Groban, Josh	2100255	903
<input type="checkbox"/>	Harris, Gay D.	2100280	903
<input type="checkbox"/>	LaSorda, Tommy	2070265	1203
<input type="checkbox"/>	Pomeroy, Timothy A.	2080440	1103

Book Code Description Book Number Change | Check In  
Change | Check In

**Check Out Textbook -- Web Page Dialog** [X]

Student: 2080005 - Affleck, Ben  
Book Code: 2349 Author: Strong Bad Publishing  
Description: Science Again! I Said Science Again!  
Cost(s): \$95.00 \$0.00 \$0.00  
\$0.00 \$0.00 \$0.00  
Book Number: [ ] Condition: 1 [v] Fee: \$95.00  
Date: Wednesday, August 23, 2006 [v]  
 Cycle [OK] [Cancel]

- Select the book to be assigned from the *Book* drop-down list.
- All students in the selected course will be displayed. Highlight the student to assign a book and click **Check Out**.
- 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**.

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## Skills

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.

- In order for teachers to be able to enter skills, they must first be granted access to the Skills Desktop through the Principal's Module or STIClassroom Web Admin Services.
- To access the Skills Desktop in STIClassroom Web, click the icon in the main screen.
- To enter a single mark in the *Skills Desktop*, double-click in the appropriate skill column across from the name of the appropriate student. Alternately, you may click in the skill column and then click the **Edit the Selected Mark** button on the toolbar.
- To enter skills marks for the entire class, click in the skill column and then click the  (**Edit Column**) button. Enter the grades for students and click **Save**.
- The *Progress Report* for selected student(s) works exactly the same way as they do in the grade book. Select the student and click the  (**Progress Report**) button. To print for multiple students, click the **Selected Students** link and use *Ctrl+click* and *Shift+click* to select them.
- If the Skills Desktop is used as the sole collector of skills marks, no posting is necessary. Posting is only required for traditional grades.