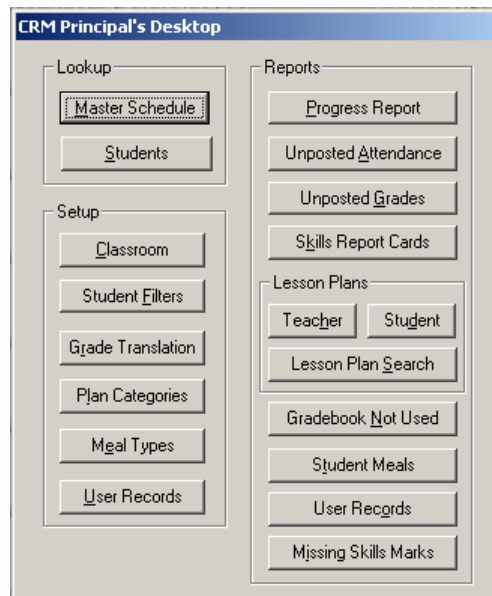


STIClassroom Win – Principal's Module

About Principal's Module

Principal's Module is the administrative component of STIClassroom. The principal or other administrator must set up items under the **Classroom** button before teachers may utilize STIClassroom.



Lookup Section

Master Schedule

This button leads to view-only access to the Master Schedule. It also allows access to all areas of STIClassroom except for Textbook Management.

Course Name	Course #	Teacher Name	Per	Term	Room	T1	T2	T3	T4
ACCELERATED U S HIS	142.01	WILLIS, LONNIE	3-	1234----	106	20	21	21	21
ACCELERATED U S HIS	142.02	WILLIS, LONNIE	1-	1234----	106	16	16	14	14
ACCESS	528.01	HARRIS, TRACY	1-	--34----	214			33	33
ACCOUNTING I	505.01	HARRIS, TRACY	1-	1234----	242	7	7	7	7
ACCOUNTING I	505.02	HARRIS, TRACY	2-	1234----	242	22	22	21	21
ACT/SAT TEST PREPAI	256.01	GRAY, DAWN	3-	12-----	106	31	30		
ACT/SAT TEST PREPAI	256.02	GRAY, DAWN	3-	--34----	106			4	4
ACT/SAT TEST PREPAI	256.03	LEE, SHERRI	4-	12-----	0	1	1		
AD. P.E.-ATHLETIC CO	808.01	WILLIS, GARY	2-	1234----	GYM	27	27	26	26
AD. P.E.-ATHLETIC CO	808.02	GRAY, TOM	1-	1234----	GYM	14	14	13	13
AD. P.E.-ATHLETIC CO	808.03	SMITH, JERRY	5-	1234----	112	25	25	26	26
ADVANCED DRAMA	25.01	GRAY, JOAN	1-	1234----	252	11	11	11	11
AGRICULTURE CO-OP	628.01	SMITH, TERRY	1-	1234----	VOC	13	20	20	20
AGRICULTURE CO-OP	628.02	SMITH, TERRY	2-	1234----	VOC	3	3	2	2
AGRICULTURE CO-OP	628.03	SMITH, TERRY	3-	1234----	VOC	13	13	9	9
AGRICULTURE CO-OP	628.04	SMITH, TERRY	4-	1234----	VOC	20	20	20	20

The *locator* space below the list of courses is available for any of the view tabs in this screen. If the *Course Name* tab is selected, below the list of courses the user may type the first few letters of a course (*Sc* for *Science*, for example) in the blank space next to *Course Name* and then press the *Tab* key to move further down the list.

- **Attendance:** Click to see All Day and Period attendance for a selected class.
- **Grades:** Click to see individually posted grades of each student in a selected class. A report card may also be printed from here.
- **Gradebook:** Click to view a selected class from Gradebook.

Note: Select a grading period, highlight an activity and then click on any active icon to make use of those utilities. Also, select **GradeBook | Class Defaults** from the menu bar to view the teacher's defaults for this particular section and grading period.

- **Planner:** Click to view the lesson plans of the teacher in the selected class.
- **Roster:** Click to view a selected Class Roster.
- **Skills:** If the selected class uses non-traditional grading, click this button to view the record.

Students

This button brings up the Student List. Here the user may look up, search and view information for all students.

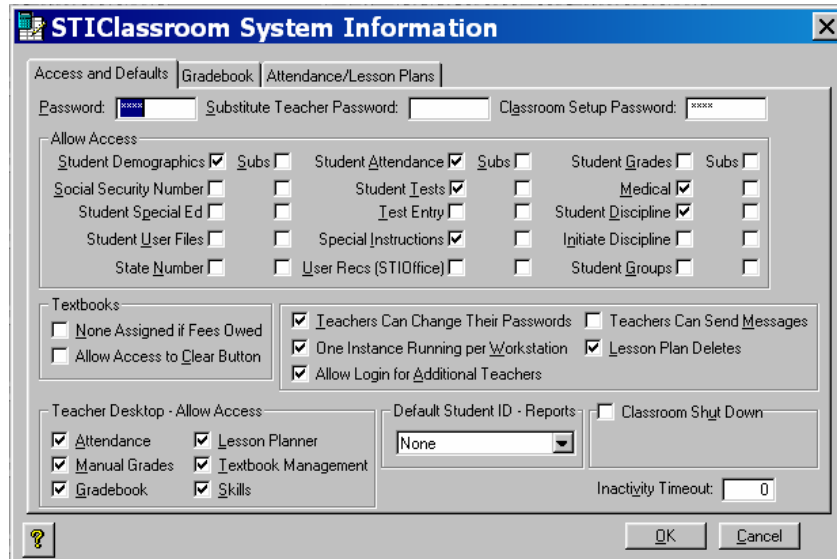
- Search in *Name* order by last name, then first name.
- The user has the option to view and print student schedules here. To do this, select a student in the list, click the **Schedule** button and then click the printer icon displayed in the bottom right corner of the student's schedule.

Setup

Classroom

This feature allows the user to set up and/or allow access to specific functions inside STIClassroom.

Access and Defaults Tab




- **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. (Substitutes must use the Teacher user code and the substitute teacher password).

Note: Substitutes may only view options selected under the *Sub* checkbox area (the *Subs* checkbox for each area of access is located next to the regular teacher checkbox).

- **Classroom Set Up Password:** The password required for users to access the *Classroom Setup* screens.
- **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:** Check to display student's Social Security Number for the teacher.
 - **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 User Files:** Allows the User File information from STIOffice to be viewed by teachers.

Note: If the *Student Demographics* option is left unchecked, the user will not have access to *Social Security Number*, *Special Ed* and *Student User Files*.

- **State Number:** Check to display student's state-assigned ID number for the teacher.
- **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 Test:** Allows teachers to view and print standardized test information by going to **File | Lookup Student**, the Class Roster, Attendance Roster and Grade Book.

- **Test Entry:** Allows teachers to enter or edit any standardized test information by going to **File | Lookup Student**, the Class Roster, Attendance Roster and Grade Book.
- **Special Instructions:** Allows teachers to view Special Instructions keyed into STIOffice.
- **User Records (STIOffice):** Allows teachers to view, **Insert, Change or Delete** User Record(s) information from Grade Book and from the **Attendance** icon screen. Access is only available to User Record(s) that are selected in STIOffice with a checkmark in the *Available in Classroom* checkbox.
- **Student Grades:** Allows teachers to view student grades from the Student List under **File | Lookup Student**, even for student(s) who are not scheduled for the teacher's courses.
- **Medical:** Allows teachers to view medical information for any student who has a Medical Alert (the  icon will be displayed).
- **Student Discipline:** Allows student discipline to be displayed or printed from the Student List, **File-Look up Student**, Demographics screen, Class Roster, Grade Book or the Attendance Roster.
- **Initiate Discipline:** Displays a plus icon (+) in STIClassroom, allowing teachers to add a discipline referral for a student only on Class Roster, Grade Book or the Attendance icon screen.

Note: If the *Student Discipline* option is not selected, the **Discipline** button will not display on the **File | Lookup Student**, Class Roster, Attendance or Grade Book.

- **Student Groups:** Allows teachers to print pictures rosters, mailing labels, and (if options are given in STIOffice) information such as Demographics, Discipline, Schedule and Attendance Test on Define Groups.
- **Textbooks-None Assigned if Fees Owed:** If selected, prevents any students who owe fees or have unaccounted for books from being assigned textbooks.
- **Textbooks-Allow Access to Clear Button:** Provides security for the **Clear** button in Textbooks.
- **Teachers Can Change Their Passwords:** Gives teachers the option to change their own passwords from the **File** menu | **Change Password** option.
- **One Instance Running Per Workstation:** This feature is now enabled for the same database only. When this option is selected, a single workstation may be open in two simultaneous instances, but only if each instance is using a different set of data.
- **Allow Login for Additional Teachers:** Gives teachers who are linked to the class via the **Additional Teachers** button in STIOffice the ability to see those classes and to access and operate all STIClassroom icon functions.
- **Teachers Can Send Messages:** Allows teachers to send messages from STIClassroom to users in STIOffice via the **File** menu | **Message Console**. Teachers can still "receive" messages without marking this box, if this feature is activated in STIOffice.
- **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 Student ID - Reports:** Select the student ID to be printed on student reports from the STIClassroom program. If a type of ID is selected here, teachers will not be able to change this ID type when generating reports in STIClassroom.
- **Classroom Shutdown:** This feature can 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 in this field, the user will automatically be logged out. Leave this set to zero to disable the timeout feature.

Gradebook Tab

STIClassroom System Information

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

Default Average

Points Category [Pts]
 Average *Category [Av]

Default Skills Scale

View Other Teachers Exported Activities
 Print Progress/Report Card (All Classes)
 No Gradebook Grades on Days of Unexcused Absences
 Overwrite Skills Marks Posted
 Allow Final Average Calculation

Posting

Allow Posting to Previous Grading Periods Do Not Round For Letter Grades Post Withdrawn Students
 Grades Posted Over 100 Grades Entered Must Be in Scale

Period	Description	Allow Post	Avg Position	Final Position
1	1st 9 Weeks	Y	1 9wK	
2	2nd 9 Weeks	Y	1 9wK	5 AVG
3	3rd 9 Weeks	Y	1 9wK	
4	4th 9 Weeks	Y	1 9wK	3 FIN

Allow Posting
 Post Class Average: 1 9wK
 Post Final Average:

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. A brief description of each method is described below.
- **Points:** This grading system uses only raw score data to arrive at a student’s final term average. The teacher, however, must know how to “weight” assignments by differentiating the points possible value on important assignments (tests, projects, etc.) and less important assignments (homework, class work, etc.).
- **Category Points:** This grading system handles the problem cited above, by letting teachers set up categories and assigning a value to each category. These values, if set correctly, will guarantee that the *Tests Category* will have a greater impact on a student’s final average than the *Homework Category* – as it should. For example: Tests can be calculated as 50% of the grade, and homework can be set as 25% and Daily work as 25%..
- **Average:** Teachers sometimes favor this method because it is simple to understand. In this system, all grades are valued the same - at a percentage of 100. Therefore, a test is valued at 100, and a 5-item homework assignment is also valued at 100. *There is no differentiation between assignments, and all assignments impact the final average equally.* Further, you are averaging percentages instead of arriving at one percentage from raw score data. Using the *Average* method, you convert the raw score to a percentage and then you average those averages, each time moving further from the student’s actual “raw” performance.
- **Category Average:** This method addresses some of the problems cited in the *Average* method above, because it allows teachers to set up categories and to assign each category a percentage of the final average – similar to what *Points by Categories* does. Thus, the test category can be set to be valued at 50% of the final average, and the class work and homework categories can be set to be valued at only 25% (each) of the final average. However, within each of those categories, all assignments are still valued equally as a percentage of 100, so all tests are of equal value even if one test is a major 100 item test and another is a 20-item quiz.
- **Default Skill Scale:** Sets a default scale for teachers who use Skills. This feature will only appear if Skills are used in the school. Note: When using this feature, all alpha marks in the scale selected must be duplicated in Skills Marks in STIOffice
- **View Other Teachers Exported Activities:** If this option is selected, when teachers export their activities, any other teacher who has a class with the same course number may import those activities into his/her Grade Book.
- **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.
- **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).
- **Overwrite Skills Marks Posted:** If selected, when Skills are posted more than once in a grading period, the average for the Skill will be recalculated and the new score/mark will overwrite the existing one.

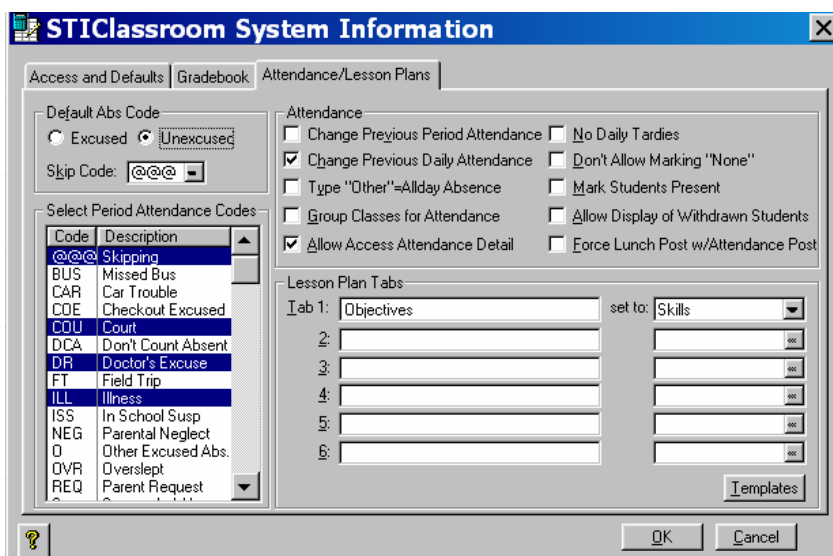
- **Allow Final Average Calculation:** This option must be selected in order for teachers to be able to calculate a final average (such as a semester average) that spans multiple grading periods in their Grade Books.
- **Allow Posting To Previous Grading Periods:** Allows teacher to go back to a previous grading period and make changes, which may then be posted.
- **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 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.
- **Grades Entered Must Be In Scale:** If selected, grades entered in **Manual Grade Entry** must be in the scale for the course.
- **Post Withdrawn Students:** If selected, a date may be entered. Only students withdrawn after the date will receive posted grades or allowed entry under **Manual Grade Entry**.
- **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*.

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

- **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**.

Note: 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



- **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 @@@).
- **Skip Code:** This drop-down field allows you to select the code to be posted when a student is marked “missing” from a class.

- **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 can be used for absences such as field trips or school sponsored activity. When posted, these students will not be counted as absent.

- **Group Classes for Attendance:** If selected, courses offered in the same period, term and room for a teacher will be grouped into one roster when taking attendance.
- **Allow Access to Attendance Detail:** This option was previously a default value. Check this box to allow the teacher to view attendance details for each student on the Attendance Post Desktop.
- **No Daily Tardies:** Teachers may post period tardies only (no daily tardies allowed).
- **Don't Allow Marking "None":** If selected, a teacher will lose access to the **None** button when taking attendance.
- **Mark Students Present:** Allows period teachers to mark present students who are marked absent on their rosters.
- **Allow Display of Withdrawn Students:** If selected, withdrawn students will be displayed on the attendance roster, with asterisks by their names.
- **Force Lunch Post When Attendance Posted:** If selected, the program will display a prompt which warns teachers that *All Students do not have a Meal Type. Post Anyway?* if the teacher is posting and some students do not have meal types entered.
- **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.

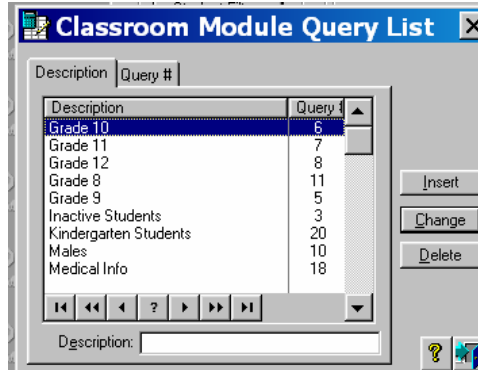
Example: *Objectives* might be called *Goals*. Skills and *Activities* may also be attached to different tabs.

- **Lesson Plan Templates:** If selected, this button will take the user to an empty Lesson Plan. Data entered into the template will be the starting point for all plans entered by teachers. When a teacher enters a plan for a day, it will be populated with any data entered into the template.

Other Options in Principal's Module

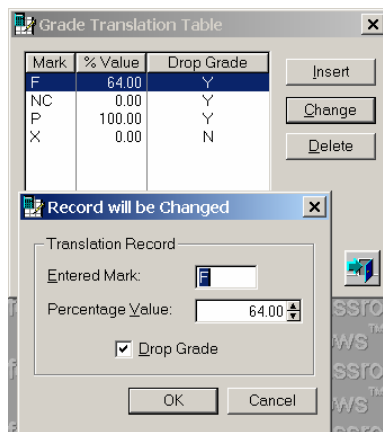
Student Filters

This feature allows the administrator to add, modify or remove student filters for reporting through STIClassroom. These filters are shared with STIOffice.

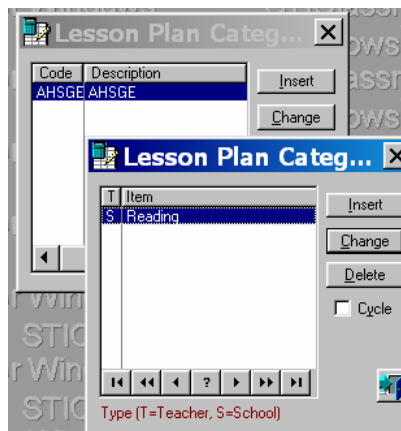


Grade Translation

The administrator may insert alphabetical grades and values to be used in STIClassroom rather than numeric values, or in addition to numeric values, if the score is to be dropped.

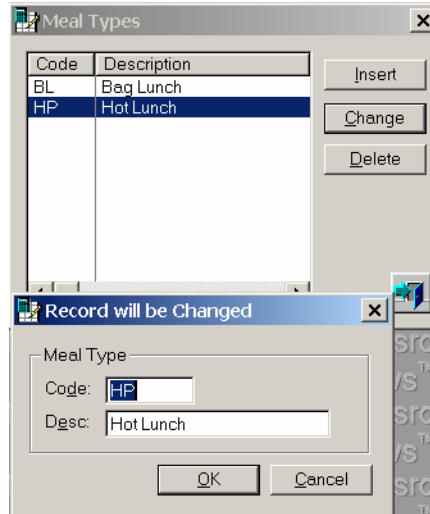


Administrators may insert Lesson Plans as well as Categories and Definitions for teachers to incorporate into their Lesson Plans.



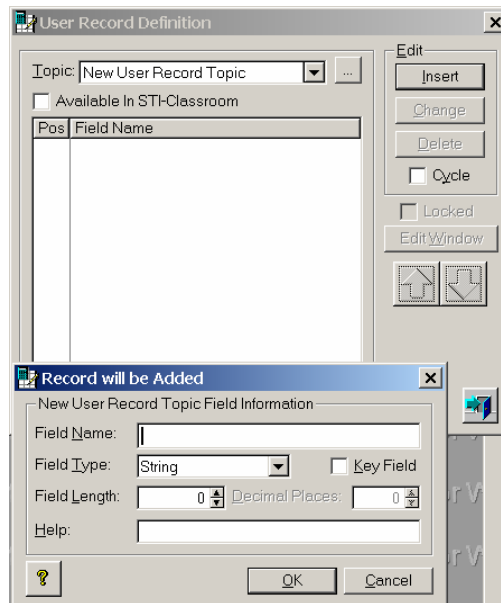
Meal Types

This feature is used to set up the different meal types offered at the school for report purposes.



User Records

This feature is used to create and define custom user records for teachers to use to enter and track data that is not already collected elsewhere. These user records may be accessed by the teachers through **Attendance** or **Gradebook**. These are not the same records that are created in STIOffice



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Reports

The reports listed below are available in the Principal's Module:

- **Progress Report:** Prints reports for all students or one or more selected students. This utility also prints reports for students whose averages fit within a specified value range.
 - If the *Category Averages* option is selected under *Report Options*, choose *1 – Print If Used* to enable category average printing for sections that use a category averaging method; or choose *2 – Print For All Classes* to enable printing of category averages for all sections, regarding of averaging method.
- **Unposted Attendance:** Creates a report of those teachers who have not yet posted Daily or Period attendance. Select a specific period of the day, or enter Period 0 if posting all day attendance from the home room.
- **Unposted Grades:** Creates a report listing teachers who have not yet posted their grades for the selected grading period. There is also a date range option to filter out the teachers who have posted grades within the specified range.
- **Skills Report Cards:** Prints report cards for skills-based grade reporting.
- **Lesson Plans-Teacher:** Prints a list of teachers without lesson plans in an individual class for a range of dates. There is an option to filter by number of plans, which allows the user to look for teachers who have less than a specified number of plans. .
- **Lesson Plans-Student:** Allows user to print specific lesson plans for a filter of students or for one student. The user may print for a range of dates, or the user may opt to print out selected tabs within the lesson plan.
- **Lesson Plan Search:** Allows the user to search the various tabs of the plan for occurrences of certain text. You may enter the text yourself or drag in Skills or Categories for which to search. A user may print a *Detail* of each occurrence, or just a *Summary* of the number of times each block of text occurred.
- **Gradebook Not Used:** Prints a list of teachers who are not using Gradebook in an individual class for a single date or for a range of dates.
- **Student Meals:** Prints a detailed list of students eating certain types of meals on certain dates or gives summary counts by meal type. Students' selections are entered when posting attendance from the Attendance icon.
- **User Records:** Prints student user records created in STIClassroom.
- **Missing Skills Marks:** Generates a report by *Teacher* or by *Course*, listing students who have missing marks in skills for a selected grading period.