

STIClassroom Web

Logging On

- Open Internet (Internet Explorer, Netscape, etc.)
- Click on the designated icon on your schools' web page.
- Select Teacher Services
- User Code: Enter the User Code assigned and press the *Tab* key—same as your Novell login.
- Password: Enter the Password assigned and press the *Tab* key—same as Novell password.
- Click **OK** to complete.

STIClassroom Web Main Menu

STIClassroom Home | Main | Help | Account | Sign Out | Menu
Hometown Jr./Sr. High School - Shive, Lanetta J. Search...

October 2004

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

Term One

Schedule

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
First Nine Weeks

Tasks

Jobs Queue
? Description

Main Menu Back

Selected Course

Period	Class	Description	Teacher
1	2303.01	English III	Shive, Lanetta J.

Selected Date

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

Daily Attendance
Attendance Not Yet Taken

Class Roster **Grade Book**
Attendance Roster **Lesson Planner**
Manual Grade Entry **Textbook Management**
Meal Counts **Skills**

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- Calendar – Attendance days will appear in black. Teacher specific courses – The homeroom will be displayed along with all sections being 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.

- **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 Gradebook 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 setup 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.

Student Class Roster

(1st icon on main screen)

Class Roster
← Back

Selected Course

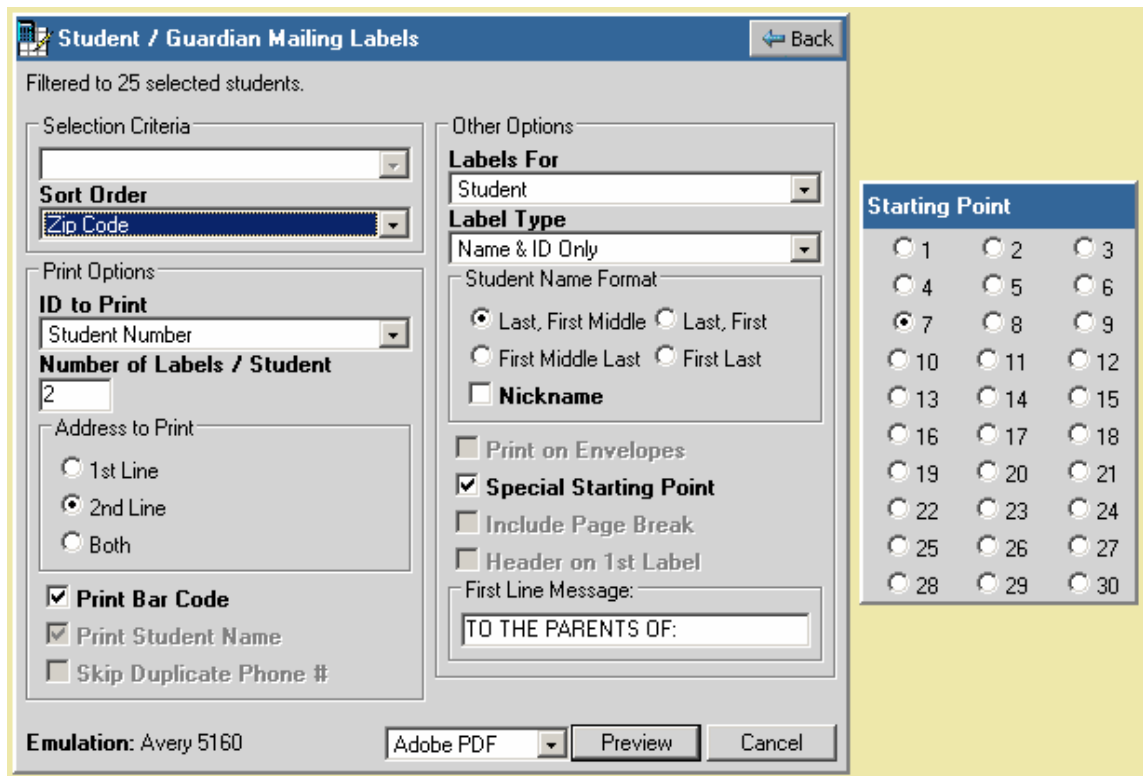
Period	Class	Description	Teacher
1	2303.01	English III	Shive, Lanetta J.

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			
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 students name or id number in the roster list. The following are links on 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 can view a selected student’s schedule from the demographic screen. The roster for another class can be viewed by clicking on the Course Description link.
 - **Tests**—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 user to print *Mailing Labels*, *Class Roster* or *Schedule Report*. To select the student for which to report, click in the white space next to their id number or name. The line will become highlighted in Blue. To multi-select students, hold down the shift key and click next to each student’s ID number or name or use the ctrl+shift option to select a range of students.
1. Mailing Labels – Selecting different options such as 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, Zip Code.
- Select the ID to Print
- Enter the number of labels to print per student in **Number of Labels / Students**
- Select the Address To Print
- Select all other desired options. Selecting Special Starting Point will allow the user to pick the 1st 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.

- h. Click the browser back button to return to STIClassroom
2. Class Roster

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

- a. Select to print by term or detail.
- b. Select the term(s) to include.
- c. Select the ID to print.
- d. Select all other desired options.
- e. Click Preview. The schedule report will display in the window using an Adobe Acrobat Reader © format.
- f. To print, select File from the menu bar and click print.
- g. Click the browser back button to return to STIClassroom

Student Attendance Roster

(2nd icon on main screen)

Attendance
← 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

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](#)

- **Post** Attendance to the STIOffice Program—Follow these steps:
 1. All students are marked present by default unless they have been marked absent previously in 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 have 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.
 2. To mark a student absent, click once on the red square. It will become a white square.
 3. To mark a student tardy, click twice on the red square. A white square with a red *T* will appear by the name.
 4. Click **ALL** to mark all students present.
 5. Click **NONE** to mark all students missing.
 6. Once all 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**.
 7. The attendance will be sent to the jobs queue where it will be processed in the order in which it is received. Att Posted – Awaiting Confirmation will appear in the STIClassroom Main Menu. No further action is required. As the user continues to work in the STIClassroom program, they will notice that the awaiting confirmation message will be replaced with a message indicating that attendance was posted including the date and time.
- **Change**—If the user is given access to change a previous day’s attendance, there will be a link labeled **Change** in the lower right corner of the attendance window. Highlight the student and click **Change**. Change the reason code and click **Save**.
- **Include Count** – If the Include Counts 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 “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 “+” will be seen.
 - Special Education—If the student has a Special Education code, a yellow lightning bolt will be seen.
 - Special Instructions—If the student has a Special Instruction or warning, a yellow “!” 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)

Manual Grade Entry
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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

										Change	Blank	Blank All
Student Name	Number	Home	Sex	Gr	9WK	COM	COM	CND	Alert			
Austin, Krista K.	1001	1	F	9	89	1	2	90	Ⓜ ⚡ ⚠			
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				

- If grades have been posted for the selected grading period, grades will appear. Grades may also be entered here for those not using Grade Book after posting has been enabled through STIClassroom Principal’s Module.
- Select student by clicking in the white area next to their name and click the **Change** link. Note: To view 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 blank just one student’s grades, 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, Report Cards (All Students), Verification Rosters, or Report Card (Selected Student) may be printed through the **Reports** link at the top of the window, which can be accessed by clicking in the Menu link.

Teacher Grade Book

(5th icon on main screen)

Grade Book [Back]

Selected Course: **Period** 4, **Class** 2304.02, **Description** English IV, **Teacher** Shive, Lanetta J.

Selected Activity: **HOMWORK** 10/14/2004 - Chapter 5 review questions (Thursday, October 14, 2004) Value: 100.00

First Nine Weeks

C	Student Name	Number	%Avg	Chapter 4	Chapter 4	Chapter 5
				10/14/04	10/14/04	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 gradebook, 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**.

Course Default Edit [Back]

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: [v]

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 [v]
Averages Updated: 10/14/2004 12:00 AM

Skills Scale: [v] [View]

Grade Posting:
Activity: 00000 Course Average -> **Heading:** 1 9wK
Activity: [v] -> **Heading:** [v]
Activity: [v] -> **Heading:** [v]

[OK] [Cancel]

1. Average Scale Weight--To add points to the final averages of all of the students in the selected course, do so by inserting the number of points here.
2. Activity Sort Order—Ascending is from earliest date to latest date; descending is from latest date to earliest date.
3. Average Method
 - a. 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.
 - b. 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.
 - c. Category Points – Similar to points. However, categories such as homework, tests, quizzes are each given a weight value to be considered when calculating the final course average.
 - d. Category Averages - Similar to points. However, categories such as homework, tests, quizzes are each given a weight value to be considered when calculating the final course average.
4. Include Withdrawn Students
5. Auto Display Current Grading Period
6. Use Weight Mult On Score only
7. Print Class Average On Progress Report
8. Show Nickname Instead of Formal Name
9. Copy Class Defaults Throughout Year
10. Display Previous Grading Period Grades
11. Display Total Points
12. Round Displayed Average
13. Display Letter Grade For Average
14. Comment Entry By (Number/Description)
15. Skills Scale (only necessary for courses using a skills bank)
16. 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 STI 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 List			
← Back			
Insert Change Delete			
Category	Value	Weight	Weight
		Multiplier	Additive
HOMEWORK	100.00	1.00	0.00
TESTS	100.00	1.00	0.00
Insert Change Delete			

- Categories are broad headings for various groups of assignments
 - To add a new category, click **Insert**.
1. Category Name – Example: *Test, Homework, Daily Work, Classwork*, etc.)
 2. Default Category Value – The most commonly used value for the activities in this category. Value may be changed when inserting the individual activities.
 3. 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.

4. 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.
5. 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)

The 'Activity List' window displays a table with the following data:

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

Buttons: Weights, Reset

- Click **Insert** to add a new activity.

The 'GradeBook Activity' dialog box contains the following fields and options:

- Date:** Thursday, October 14, 2004
- Category:** HOMEWORK
- Grading Per:** 1
- Section:** 2304.02
- Activity No.:** (empty)
- Description:** (empty)
- Value:** 100.00
- Wt Mult:** 1.00
- Wt Add:** 0.00
- Note:** (empty text area)
- Copy to Lesson Plan
- Cycle
- Create Lesson Plan:**
 - Unit:** (empty)
 - Use Activity Notes
 - Move Skills With Activity
 - Use Skill Long Description
- Record will be added
- Buttons: OK, Cancel

- Select the date and category
- Enter the description. Ex. 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.
- Check Copy to Lesson Plan (optional)
- If adding additional activities, click Cycle. When the activity is saved, a new 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 1001	Student Name Austin, Krista K.
Date Thursday, October 14, 2004	
Activity TESTS	Description Chapter 4 & 5 test
Value 100.00	Score Weight Multiplier = 1.00 Additive = 0.00

Current Score: 100 100.00%

New Score: 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) which may be printed on progress reports by checking the Activity Comments box.
- 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 Score Weight

100.00 Points Multiplier = 1.00 Additive = 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 pressing the ENTER key. Alternately, the teacher may type a number and click the **Fill** button to fill grades entered to each 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)

Edit Comment & User Number [Back]

Selected Student

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

Comment

[Text Area] ...

This Comment may appear on Progress Reports

User

User Number: [Text Field] (For Numbers use 01,02, etc.)

Cycle Assign to All Students

[OK] [Cancel]

- Enter a comment of up to 50 characters that may be printed on progress reports (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)

Students' Progress Reports [Back]

Report Options

Picture

Teacher Note

Parent Signature

Course Comment

Average Only

Letter Grade

Total Points

HR Teacher Name

Student Address

Class Average

ID to Print

Student Number

Note

This is a note that is created under Gradebook. Define Notes 255 maximum. Or click the 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/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

Daily Attendance Included

Yearly

Grading Period

Period Attendance

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

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. 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 Jobs 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 5 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)

Prints the gradebook 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 Categories 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

Daily Attendance Included
 Yearly
 Grading Period
 Period Attendance
 Failing Message

Average: 0.00
Message:

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

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

- Prints progress reports for an entire class. Shows 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 Jobs 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 5 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)

Post Grades [Back]

Posting Detail

Course: 2304.02 English IV
Grading Period: 1 First Nine Weeks
This Activity Posts To --> 00000 Course Average
This Grade 1 9WK

Do Not Round for Letter Grades

Select 'Submit' to place your 'Post' job in the queue. Periodically refer to the Job Queue on Main Menu to determine completion status.

Submit Cancel

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 jobs queue to be processed in the order it is received. Once grades have been posted, the request will be removed from the Jobs 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)

1. Category List – Insert/Change activity categories
2. Copy Activities - Select class to *Copy From*. Select individual Activities or use shift+click or ctrl+click option to select multiple activities. To copy categories in addition to activities, click **Copy Categories**. Click **Copy**.
3. Define Daily Activities – Insert/Change activities

4. Grade Book Comments – Create a list of comments to be attached to individual students or to print en masse when printing progress reports.
5. 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.
6. Drop Scores – Select drop highest/lowest scores from all or selected students. Should only be done at the end of the grading period.
7. 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**.
8. Sort – The gradebook defaults to sorting by Student’s last name. The sort may be changed here.
9. Lesson Planner - Click to access the Lesson Planner for the selected course and grading period.
10. Calculate Course Average – Click to view/calculate the student course average by adjusting the weights for various grading periods.
11. 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.
12. Seating Chart – Click to view/edit seating chart for the selected course.
13. 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.
14. 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.
15. Gradebook - Prints the gradebook in a column format. Prints directly to the screen.
16. Report Cards – Prints report cards for selected students. Click the 1 Student(s) Selected link to select multiple students. Prints to the job queue.
17. 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.
18. Missing Grades – Prints all activities by either activity or by student with blanks 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, print one page per student.

Lesson Planner

(5th icon on main screen)

The screenshot shows the Lesson Planner interface with the following sections:

- Lesson Planner** (Title bar with a Back button)
- Selected Course** section containing a table:

Period	Class	Description	Teacher
4	2304.02	English IV	Shive, Lanetta J.
- Selected Date** section containing:

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** section with **Insert | Change | Delete** options.
- Table:**

Date	Day	Unit Or Chapter
10/11/2004	Monday	Chapter 3
10/14/2004	Thursday	Chapter 4
- Buttons:** 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.
1. 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.
 2. 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 their name and highlight the book at the bottom of the screen 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 thru STI Principal's Module, the Skills icon will become active on the Main Menu in STI Classroom.

Skills ← Back

Selected Course
Period 1 **Class** 2303.01 **Description** English III **Teacher** Shive, Lanetta J. **Selected Skill** ENGLISH 1:1
 Comprehension

Grade Period First Nine Weeks **View:** Marks

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, Carmie C.	556	

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