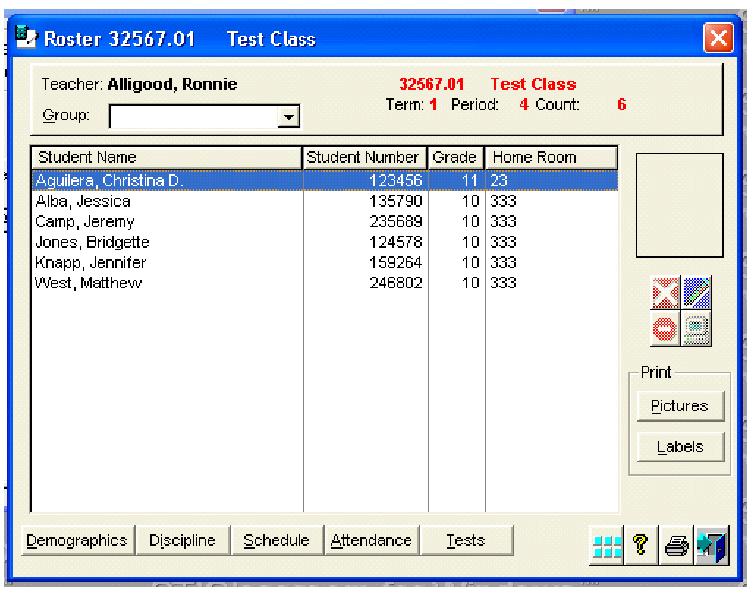
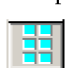
# STIClassroom Win – Rosters, Attendance, Lesson Plans and Textbooks

## Student Class Roster

To access the student class roster, click the icon in the Classroom desktop. From the *Roster* screen, teachers may access the items described below (access rights to these features must first be granted in Principal's Module).

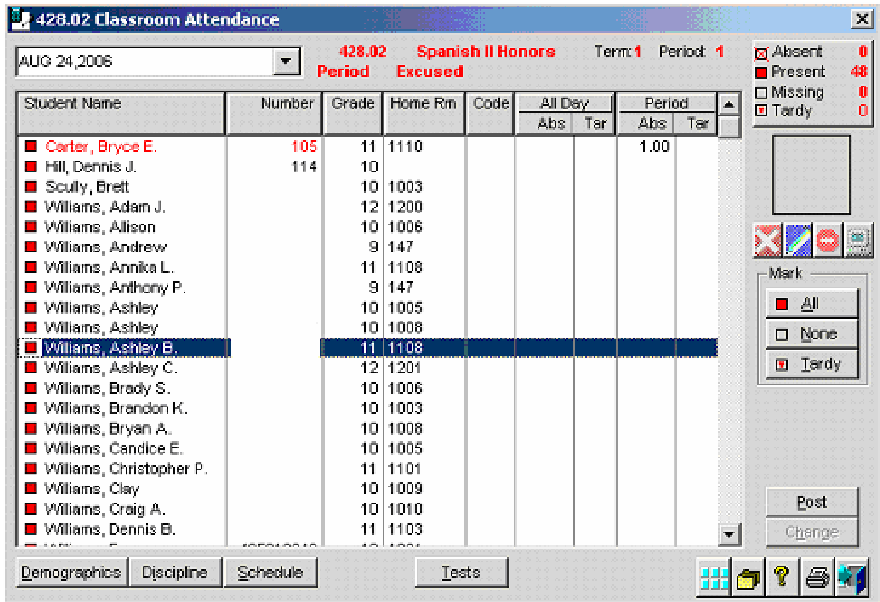



- **Group**: Use the drop-down list to restrict the display of students to a particular group.
- **Demographics**: Users have access to student demographics and guardian information from STIOffice on a VIEW-ONLY basis.
- **Discipline**: Users have access to view or print discipline records for a selected student. Also, the user may have the option to initiate a discipline record if access rights are granted in Principal's Module.

- **Schedule**: The user may view a selected student's schedule and also a class roster by selecting the class in the schedule and clicking the **Roster** button. A hard copy of this information may be printed here, as well.
- **Attendance**: Here the user may view and print attendance history for students.
- **Tests**: User may insert, view and print testing information on the selected student.
- **Special Instructions**: Special instructions entered in STIOffice may be viewed by clicking on the  button. At least one of the instructions must be a *warning* in order for this button to appear.
- **Special Ed**: If the  button is active, the student is in Special Education.
- **Medical Alert (not available for KY Users)**: If the  button is active, the student has been flagged with a medical alert.
- **Internet Access**: If the  button is highlighted, the student has permission to use the Internet.
- **Print Pictures**: The user can print a roster with pictures if pictures are loaded into the software.
- **Print Labels**: This allows you to print various types of mailing labels using Avery 5160 labels, or you may print on envelopes. Perform the following steps to print labels:
    - Click the **Labels** button under *Print*. The *Student/Guardian Mailing Labels* menu will appear.
    - Use the drop-down arrow to select the individual for whom the labels are to be printed (either *Student* or *Guardian*).
    - If student labels are being printed, choose the label type to use: *Detail*, *Simple* or *Name & ID Only*.
    - If guardian labels are being printed, check the *Print Student Name* box to print a "RE: <Student Name>" line on the label.
    - Select the *Address to Print*. There is also an option to check for mailing switches in the Guardian records.
    - If student labels are being printed, check the *Skip Duplicate Phone #* box to print only one label per phone number.
    - Student Name Format: If student labels are being printed, select the order in which student names are to be displayed.
    - Check the *Print on Envelopes* box to print directly onto envelopes, rather than onto labels.
    - Special Starting Point: Check this box to begin the printing job on a selected sheet, if applicable- this will help prevent labels from being wasted.
    - Enter a *First Line Message* if desired- this text will appear atop each label. Example: *To the Parents of…*
    - Click **Print** when ready to generate labels.
- **Print Student Roster w/o Pictures**: Click on the  icon in the lower right corner of the screen to print course rosters without pictures. Select the *Report Type* and click **Print**.
- **Seating Chart Icon**: Click the  button to view, print or edit seating information. Pictures may be selected for inclusion in the seating chart printout.

# Student Attendance Roster

To access the student attendance roster, click the icon in the Classroom desktop. This screen is used to enter or view the following student attendance information.




- **<u>Demographic, Discipline, Schedule, Attendance, Tests, Seating Chart , User Records </u>**: These features offer the same view options described above in the section "Student Class Roster" on page 1.
- **<u>Attendance</u>**: Select a student and click this button to view and/or print the student's attendance history (for *All Day* as well as *Period* attendance if applicable). Check-In/Check-Out information is included as well.
- **<u>Print</u>**: Click the **Printer** icon to print one of the following attendance reports: *Attendance Today*; *Monthly Register*; *Cumulative Absences*; or *Period Summary*.
- **<u>Withdrawn Checkbox</u>**: Check this box to include withdrawn students (this feature will be available only if permission for the option has been set up in the Principal's Module).

### *Viewing the Roster*

- Students displayed in red font were <u>absent</u> on the previous day.
- When the user clicks the (**User Records**) icon, there will be an option to choose **Classroom** or **Office** (if activated in Principal's Module).

## Taking Daily Attendance

Follow the steps below to post All-Day attendance from STIClassroom to the STIOffice program.

- All students are marked present by default. This is indicated by the red square. Select a student who is missing and double-click on the red square or press the space bar on your keyboard. The red square will become a white square.

- Students should only be marked *Tardy* for period attendance. The class on which daily attendance is calculated should have the student marked *Absent*. Check in/out records should reflect tardies from STIOffice. The Principal's Module can take the tardy permission away from teachers for all-day tardies.
- If you are posting Meal Types from STIClassroom, you mush first enter Meal Types by clicking on the **Lunch** button at the bottom of the screen. Take the lunch counts and then click on the **Lunch** button again to enter Daily Attendance. Meal Types must first be set up in the Principal's Module.
- Once all applicable students have been marked *Missing*, and the lunch count has been taken, you are ready to post to STIOffice. Click the **Post** button. A warning will appear notifying you that once you post, all changes must be made through the office. Click **OK** and then click **Yes** to post meal types as well, if applicable.
- After attendance has been posted, a red square will appear on the desktop in the *A* column.

### *Changing Daily Attendance*

If the user has been given access to change a previous day's attendance, there will be a button labeled **Change** on the Attendance Roster screen. To change an attendance record:

- Select the date from the drop-down list at the top and click **Change**.
- Alter the code as desired and click **OK** when finished.
- If the *Option to Change Consecutive Absences* has been checked in STIOffice, a message window will appear offering the option to change consecutive absences through the last date of absences. Click **Cancel** to leave consecutive absences unchanged. All periods will be changed to match.

### *All Day Absences*

Absences and tardies are marked and appear in all period rosters all day.

## Taking Period Attendance

To post period attendance to the STIOffice Program, follow these steps:

- All students are marked present by default. This is indicated by the red square.
- Select a student who is missing and double-click on the red square or press the space bar. The red square will become a white square.
- If a student is tardy in a period, select the student and click on the **Tardy** button. A white square with a red *T* will appear by the name.
- Once all students have been marked tardy (for period attendance only) or absent, you are ready to post to STIOffice. Click the **Post** button. A warning will appear notifying you that once you post, all changes must be made through the office. Click **OK**.

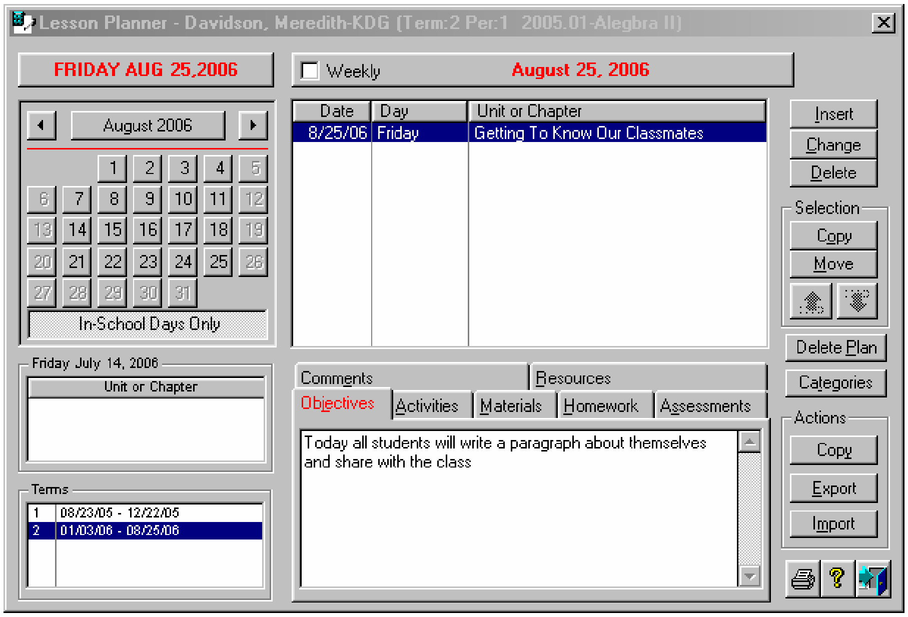
### *Changing Period Attendance*

To change period attendance (if applicable), perform the same steps listed above for changing daily attendance.

Note: If changing from a period absence to a tardy for a class that lasts multiple periods, only the 1st period record will be changed to a tardy.

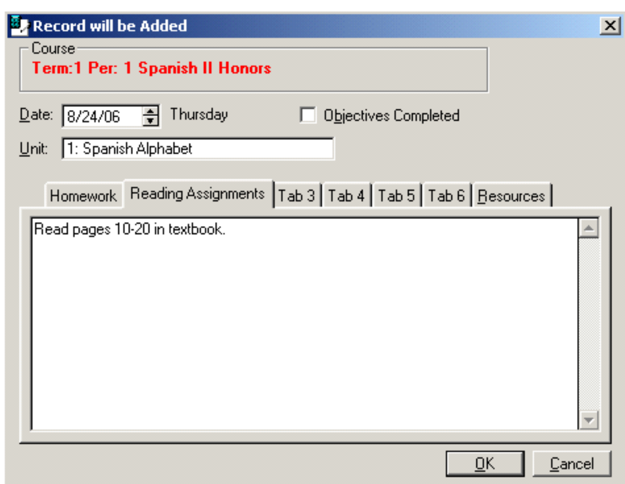
# Lesson Planner

To access the lesson planner, click the icon in the Classroom desktop. Here a teacher may create and edit lesson plans for selected courses.



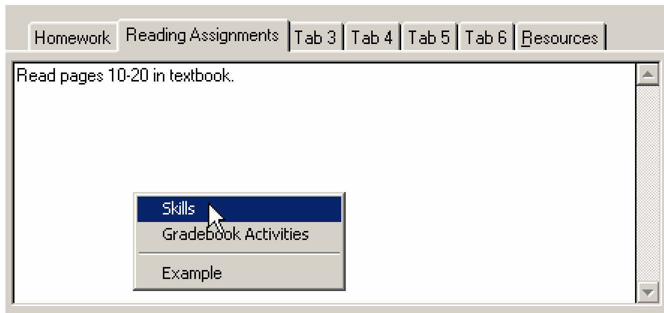

## Entering Lesson Plans

- In the STIClassroom main menu, select the class for which lesson plans are to be created.
- Click the icon and the *Lesson Planner* screen will appear.
- Click on the day of the month for the lesson plan (STIClassroom defaults to the current date, but lesson plans may be created for future school days ahead or entered for past days.).
- Click the **Insert** button and the Lesson Plan edit screen will appear.




- Check to make sure the course and date are correct.

- Set *Date* and *Unit* name (enter the title of the chapter, unit or lesson plan).
- Select the tab for the part of the lesson plan that needs entry, such as *Objective*.
- After the objective has been entered, go to other tabs as necessary (tabs are labeled by the administrator in Principal's Module) and enter information such as Activities, Materials, Homework, Assessments, Comments and Resources. It is not necessary to complete all tabs.
- Right-clicking allows teachers to move Grade Book activities, skills or categories into the planner.




- Click **OK** when all data for the lesson plan has been entered. The plan will now appear in the lesson plan menu.
- Enter other lesson plans for other dates by repeating the above procedures.
- After teaching this lesson, if the objectives have been met, check *Objectives Completed* and this plan will become grayed out (to indicate that the lesson has been completed) in the window that lists all daily plans.
- **Change** or **Delete** a lesson plan by selecting the appropriate edit button on the right.

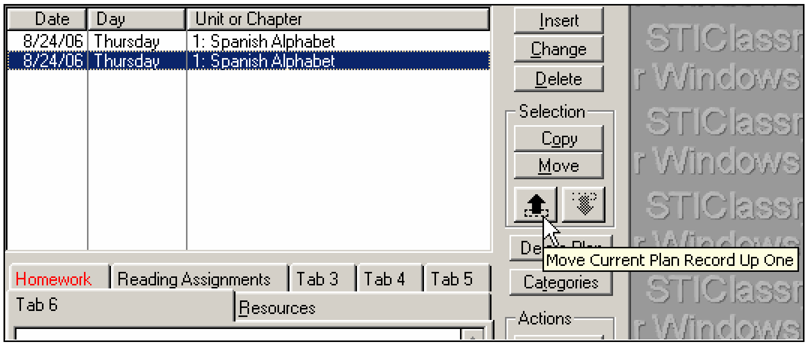
## Lesson Plan Menu Options

- **Calendar View**: Click on a day in the calendar on the left to view lesson plans that have been created for that date. Non-school days will appear dimmed on the calendar

> Note that the plan may be viewed in either a *Weekly* or *Daily* format. If the *Weekly* box at the top of the screen is checked, a weekly format will be used.

- **Insert**: Allows you to add a new entry into the lesson plan.
- **Change**: Allows you to edit a selected entry.
- **Delete**: Allows you to delete a selected entry from the lesson plan.
- **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. The user has the option to **Copy** the selected Lesson Plan to other classes and also the option to completely **Move** the selected Lesson Plan to another day.

- The up and down arrows may be used to move lesson plan records (in the list) that are for the same day.

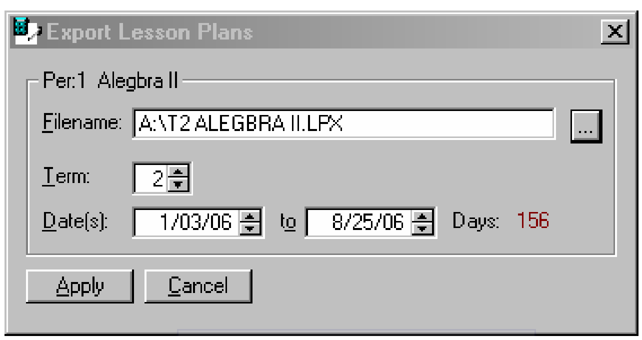



- **<u>Categories</u>**: This button allows the user to select categories from those that have been entered in the Principal's Console.
- **<u>Print Plans</u>**: One week usually fits on one page. Select a plan and click the **Printer** icon to print it.
- **<u>Export / Import</u>**: This option allows the user to copy an entire year or a specified date range of lesson plans into a folder, to be stored onto a floppy diskette for importing. If exporting lessons plans, the export must be completed prior to the Rollover process. Importing lesson plans should be performed after Rollover has been run; after courses have been assigned to teachers; and after the new Calendar has been inserted. .

## Exporting and Importing Lesson Plans

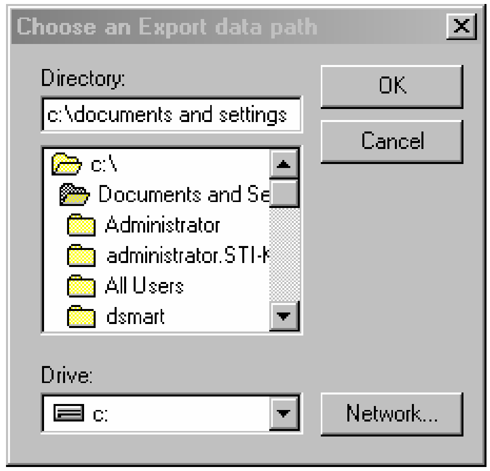
Perform the steps listed below to export and import lesson plans.

### *Exporting Lesson Plans*




- **<u>Filename</u>**: This defaults to the name of your class and term, followed by the file extension *.LPX*. Users are advised not to change this filename. If filename is changed, lesson plans may import incorrectly.

- Click the ... button to the right of the filename and choose the location to which the lesson plan file is to be exported.




  - To do this, click the *Drive:* drop-down list and choose a drive. Double-click each folder until you find the correct location. The location may be a folder on your *C:* drive, a floppy drive (typically A:\), a flash drive or any other location or storage device.

- **Term**: Choose the term from which you wish to export selected lesson plans.
- **Dates**: Enter the date range from which the lesson plans are to be exported.
- Click the **Apply** button.

### *Importing Lesson Plans*

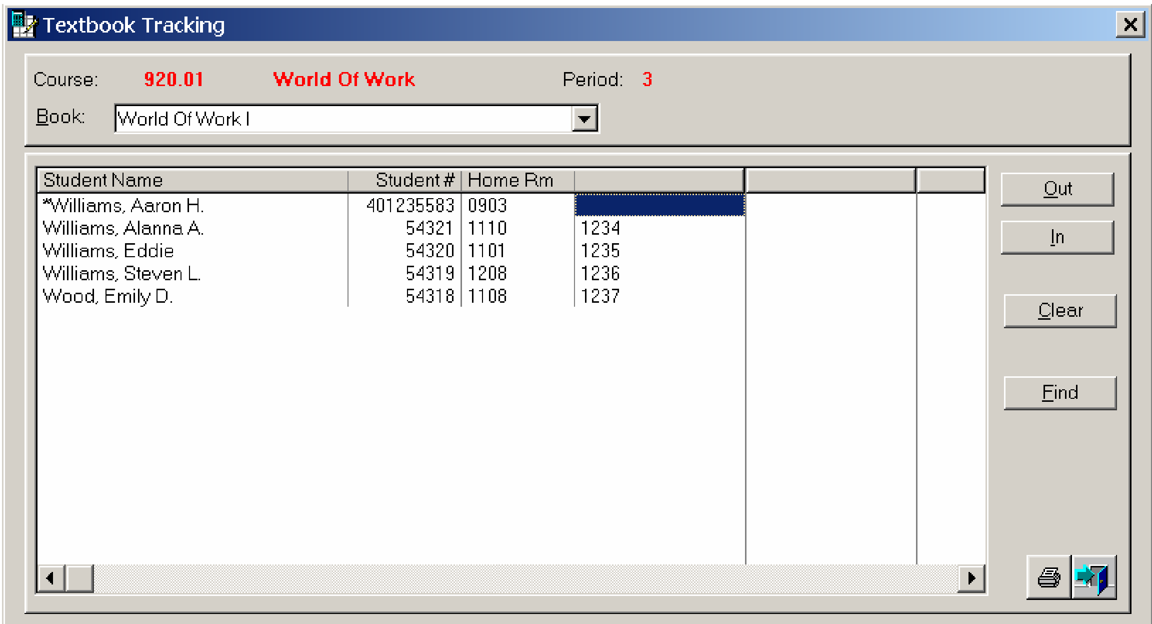
- Click the **Import** button and repeat steps above for the course into which you would like to import the lesson plans.
- When choosing the location, browse to the folder in which the lesson plan file (*.LPX*) was exported. The name of the exported lesson plan will appear on the left side. Click and highlight the name of the exported lesson plan. Be sure that you select the correct file that was originally exported.

# Textbooks

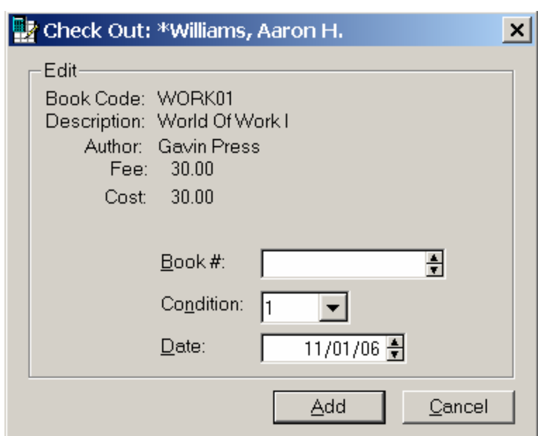
Choose a class in the desktop and click the  icon to access the textbook management utility.

In the *Textbook Tracking* screen, click the drop-down list to select the appropriate book.

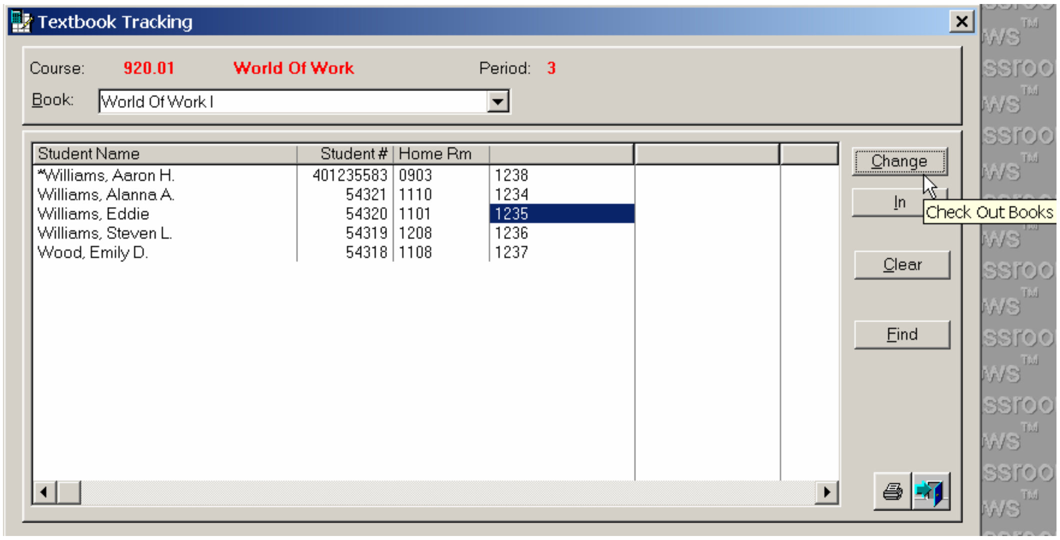
Note: Textbooks must be assigned to students in STIOffice. Please refer to the *STIOffice – Textbook Tracking* Quick Reference Guide for more details.



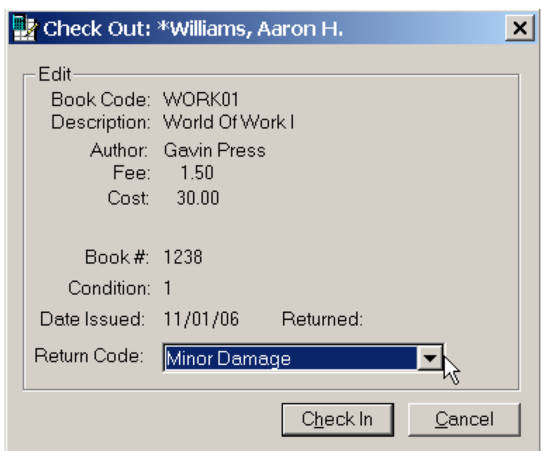

- **Out**: Highlight a student and click **Out** to assign a book to a student. Enter the *Book #*. Select the *Condition* of 1-6 based on the school policy. Enter the *Date* and click **Add**.



- **<u>Change</u>:** Once a book has been assigned to a student, the **Out** button in the *Textbook Tracking* screen will be replaced with a **Change** button, allowing a user to modify the *Book #*, *Condition* or *Date*.

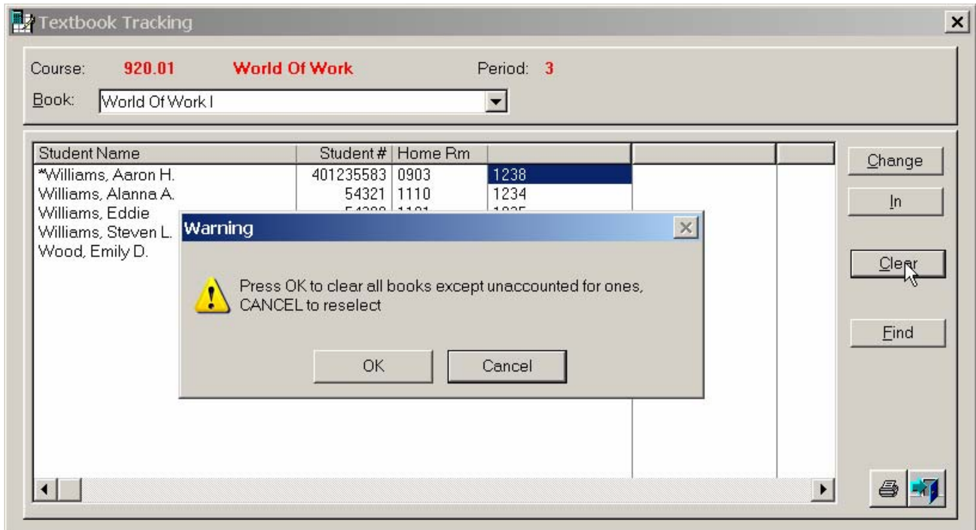



- **<u>In</u>**: Highlight the book number of any student to whom a book has been assigned and click **In** to check the book back in. If appropriate, select a *Return Code* to determine if the student should be charged for any damage to the book. Click **Check In**. Only books to which a fee is to be assigned need to be checked in. All other books may be cleared from the student(s) by using the **Clear** button as described below.




Note: If a book is returned but is given a *Return Code* of anything other than * *No Fee* *, after the **Check In** button is clicked, the book number will still appear next to the student's name with an asterisk, indicating that there is a fee to be charged to the student.

- **Clear**: Only students who are to be charged a fee need to have books checked in using the **In** button. Once books have been checked in for students who are going to be charged a fee, all other books may be removed from students by using the **Clear** button.




- **Find**: If a book is found and needs to be returned to its owner, click the **Find** button. Select the textbook from the list available and enter the *Serial #*. Press *Tab* on the keyboard. If the book is currently assigned to a student, the student's name, ID, grade level, and home room will be displayed.