STIClassroom Win – Class Rosters, Attendance Rosters and Lesson Plans

Student Class Roster

From this screen, teachers may access the items described below (access rights to these features must first be granted in Principal’s Module).

- **Group**: Option to view list of students by 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 **Exclamation** button. At least one of the instructions must be a *warning* in order for this button to appear.

• **Special Ed**: If the **Exclamation** button is active, the student is in Special Education.

• **Medical Alert (not available for KY Users)**: If the **Exclamation** button is active, the student has been flagged with a medical alert.

• **Internet Access**: If the **Exclamation** 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:
  
  o Click the **Labels** button under **Print**. The **Student/Guardian Mailing Labels** menu will appear.

  o Use the drop-down arrow to select the individual for whom the labels are to be printed (either **Student** or **Guardian**).

  o If student labels are being printed, choose the label type to use: **Detail**, **Simple** or **Name & ID Only**.

  o If guardian labels are being printed, check the **Print Student Name** box to print a “RE: <Student Name>” line on the label.

  o Select the **Address to Print**. There is also an option to check for mailing switches in the Guardian records.

  o If student labels are being printed, check the **Skip Duplicate Phone #** box to print only one label per phone number.

  o **Student Name Format**: If student labels are being printed, select the order in which student names are to be displayed.

  o Check the **Print on Envelopes** box to print directly onto envelopes, rather than onto labels.

  o **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.

  o Enter a **First Line Message** if desired- this text will appear atop each label. Example: **To the Parents of…**

  o Click **Print** when ready to generate labels.

• **Print Student Roster w/o Pictures**: Click on the **Exclamation** 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 **Exclamation** button to view, print or edit seating information. Pictures may be selected for inclusion in the seating chart printout.
Student Attendance Roster

This screen is used to enter or view student attendance information.

- **Demographic, Discipline, Schedule, Attendance, Tests, Seating Chart**, **User Records**: These features offer the same view options described above in the section “Student Class Roster” on page 1.

- **Attendance**: 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.

- **Print**: Click the Printer icon to print one of the following attendance reports: Attendance Today; Monthly Register, Cumulative Absences; or Period Summary.

- **Withdrawn Checkbox**: 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 absent 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 must 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.
Lesson Planner

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.

![Lesson Plan Table]

• Categories: This button allows the user to select categories from those that have been entered in the Principal’s Console.

• Print Plans: One week usually fits on one page. Select a plan and click the Printer icon to print it.

• Export / Import: 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 lesson 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

![Export Lesson Plans Screen]

• Filename: 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 (see the following screen shot).
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.