Logging On

- **User Code**: Enter the User Code assigned to you and press the *Tab* key.
- **Password**: Enter the Password assigned to you and press the *Tab* key. If the User Code and Password you typed are valid, the **OK** button will be highlighted and your name should appear in red.
- Click **OK** to complete.

Main Menu and Teacher Desktop

The **Main Menu** refers to the entire STIClassroom screen, as displayed upon login. The **Teacher Desktop** refers to the smaller menu shown onscreen upon login. The teacher’s name, home room and room number are shown on the desktop.

**Lookup Student**

One of the most convenient features of STIClassroom is the **Lookup Student** utility. This feature is available while the **Teacher Desktop** is active onscreen. Click the **File** button in the far upper left corner of the STIClassroom screen, then select **Lookup Student**. Choose any student in the list and click a descriptive button to the right to view specific information about the student.

You may arrange the student list in order by student number, grade or home room. You may also search for students in these orders, or by a first name.

**Teacher Desktop Options**

- Three tabs are displayed: **Term**, **Period** and **Course**.
- Teacher specific courses: You will see your home room information and all the sections you are assigned to teach. The system defaults to the current term. To see all terms, uncheck the box to the left of the **Roster** button.
- The following icons are used to maneuver through the program (or you may use the menu at the top of the screen):
  - **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 Grade Book or to change grades already posted and add comments to report card. Seating charts may be edited and printed here, in addition to Grade Verification reports.

Teacher Grade Book: Used for storing students’ daily work and averaging daily grades.

Lesson Planner: Allows you to create, copy, import and export lesson plans.

Textbook Management: Keeps track of textbooks for your class.

Skills: Used to track non-traditional grades. This feature may also be in conjunction with traditional grades.

Help: Quick way to answer questions on screen.

Close: Exits the program.

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Student Class Roster

From this screen, teachers can access the following items, if access rights have been granted in Principal’s Module:

- **Group**: Option to view 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 may have option to initiate a discipline record if selected in Principal’s Module.
- **Schedule**: The user can view a selected student’s schedule and also a class roster by selecting the class in the schedule and clicking the Roster button. This information may be printed here, as well.
- **Attendance**: Here the user may view and print attendance history for students.
- **Tests**: User can insert, view and print testing information on the selected student.
- **Special Instructions**: Any special instructions entered in STIOffice may be viewed by clicking on the button. At least one of the instructions must be a warning for this button to appear.
- **Special Ed**: If the button is highlighted, this is a special education indicator.
- **Medical Alert**: This option, accessible via the button, is **not available in Kentucky**.
- **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 envelopes. Perform the following steps to print labels:
  1. Click the Labels button under Print. The Student/Guardian Mailing Labels menu will appear.
  2. Use the drop-down arrow to select the individual for whom the labels are to be printed (either Student or Guardian).
  3. If student labels are being printed, choose the Label Type to use: Detail, Simple or Name & ID Only.
  4. If guardian labels are being printed, check the Print Student Name box to print a “RE: <Student Name>” line on the label.
  5. Select the Address to Print. There is also an option to check for mailing switches in the Guardian records.
6. If student labels are being printed, check the Skip Duplicate Phone # box to print only one label per phone number.
7. Student Name Format: If student labels are being printed, select the order in which student names are to be displayed.
8. Check the Print on Envelopes box to print directly onto envelopes, rather than onto labels.
9. 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.
10. Enter a First Line Message if desired- this text will appear atop each label. Example: To the Parents of…
11. Click Print when ready to generate labels.
   - Print Student Roster w/o Pictures: Click on the Printer icon in the lower right corner of the menu to print course rosters without pictures. Select the Report Type and click Print.
   - Seating Chart Icon: Click this button to view, print, or edit seating information. Pictures may be selected for inclusion in the seating chart printout.

Student Attendance Roster

- Demographic, Discipline, Schedule, Attendance, Tests, Seating Chart, User Records: These features offer the same view options as in Student Class Roster, described above.
- 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 box to include withdrawn students (if permission for this option has been given in the Principal’s Module).
- Post: Perform the following steps to post All-Day attendance to the STIOffice program:
  1. 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.
  2. 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.
  3. Click the Lunch button at the bottom of the screen to select meal types for each student who is present that day. Meal types must first be set up in the Principal’s Module.
  4. 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 that tells you that once you post, all changes must be made through the office. Click OK, then click Yes to post meal types as well, if applicable.
  5. After attendance has been posted, a red square will appear on the desktop in the A column
- Change: If the user has been given access to change a previous day’s attendance, there will be a button labeled Change. To change the attendance, select the date from the drop-down list at the top, then click Change and alter the code. 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.
- Post Period Attendance to the STIOffice Program: Follow these steps:
  1. All students are marked present by default. This is indicated by the red square.
  2. 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.
  3. 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.
4. 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 that tells you that once you post all changes must be made through the office. Click OK.

- To change period attendance (if applicable), perform the same steps listed above for changing daily attendance.
- Roster: Students displayed in red font were absent on the previous day.
- User Record: Option to choose Office or Classroom if activated in Principal’s Module.

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### Manual Grade Entry

- Select Grading Period from drop-down list. If grades have been posted to that grading period, grades will appear. Grades may also be entered here for those not using Grade Book after activation through STIClassroom Principal’s Module.
- Select student to edit or mark Cycle to cycle through list.
- Click the Edit button.
- Edit Posted Grades.
- Insert Comments, Conduct, Exam Grades, Etc.
- Default: Enter a default grade for all.
- Click Save.
- Report Cards: Print All or For Selected Student (Depending on setup on Principal’s Module).
- Print Grade Verification by clicking the Printer icon for selected class or all classes.
- Seating Chart Icon: Edit or Print.

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### Teacher Grade Book

#### Class Defaults

- Set Up Class Defaults: During each grading period, users must perform this process for each class. After the first setup, a Copy feature appears which allows you to copy previous settings to another course. ([Menu Bar | Grade Book | Class Defaults])
- Activity Sort Order: Ascending is from earliest date to latest date; descending is from latest date to earliest date. Also option to group by category.
- Average Method
  1. Points: If you want to use a points method for calculating the final course grade in the selected course, bullet this item. The Points method controls the weighting of activities based upon the number of points each activity is worth. Activities with greater weight have a higher 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.
  2. Average: If you want to use the Average method for calculating the final course grade in the selected course, bullet this item. The Average method assigns equal weighting to all activities, by assigning a value to each activity of 100 percentage points. The final course grade is calculated by totaling all averages and dividing by the total number of activities entered.
  3. Category: If you wish to assign weighting to categories, bullet this item. All grades in activities are inflated or reduced based upon the weighting assigned to each activity category. Category Points or Category Average can be used.
  4. Include previous grading period: To give a running average for the year (If selected, an option is available to choose earliest grading period).
- Viewing/Printing/Grading Default Checkboxes: Check boxes preferred. No check mark means none.
  1. Include Withdrawn Students
  2. Auto Display Current Grading Periods
  3. Use Weight Mult On Score only
  4. Print Class Average On Progress Report
  5. Show Nickname Instead Of Formal Name
  6. Display Previous Grading Period Grades
7. Display Total Points
8. Round Displayed Average
9. Display Letter Grade For Average. The numeric grade will also appear.
10. Display Final Average

- **Average Scale Weight**: If you wish to add points to the final averages of all of the students in the selected course, you may do so by inserting the number of points here.

- **Grade Posting**
  1. Only the 1st line has to be addressed. (If set up in Principal’s Module: teachers can not change)
  2. Drop down under Activity and select Course Average.
  3. Drop down under Heading and select the grading period grade (STIOffice Grade System file designates this: i.e. GRD, 9WK, etc.). This may be pre-set in Principal’s Module.
  4. Be sure to do this for every class for every grading period.

**Define Categories (2nd icon from the left)**

- **Broad headings for various groups of assignments**
- **Add Categories**
  1. **Category Name**: Example: (Test, Homework, Daily Work, Classwork, etc.)
  2. **Default Category Value**: Does not mean value cannot change on activity; this is what the value will default to.
  3. **Default Weight Multiplier (if applicable)**: This multiplies the score of every score under this category by whatever number is here or it will multiply the score and value of the activity if checked to do so in class defaults. Usually stays at 1. Adding 0 will prevent this category from calculating in average. A 2 would double the value.
  4. **Default Category Weight Add**: This will add whatever number is here to every score in this category.
  5. **Percentage of Grading Period Average (only if Averaging with Categories)**

**Copy Activities** (listed under the Gradebook Menu)

- Ability to copy activities from other courses/sections.

**Define Daily Activities (1st icon from the left)**

- **Tabs to view activities**: Order entered, Date, Category.
- **Window shows grading period, course number and activity number.**
- **Date of Specific Activity.**
- **Select Category.**
- **Description**: Specific Assignment for which a Grade is received. The user may add as assignments are completed, or several may be added at one time. Check the Cycle box to insert multiple records at once.
- **Value** is the value for this one activity.
- **Weight Multiplier** multiplies this one activity by whatever number is here. (not available in Category Methods)
- **Weight Add** adds whatever amount is entered here to this one activity for all students.
- Check the box next to Move to Lesson Planner to send this activity to your Planner. It will create the day and add the activity.
- **Export** and **Import** (set in Principal’s Module) allows import/export to other courses or to other teachers’ planner.
- **Skills Bank** can be assigned to activity where needed (only if Skills have been set up in STIOffice).
- **Print Activities** by date range from the printer icon.
• *Mean, Median and* Standard Deviation *may be set up for the activity.*

**Enter Grades**

*Column Grade Entry*

• Click anywhere in a white *Activity* column in which grades are to be entered.

• Click on the button (*Enter Scores Down This Column*) to begin entering grades.

• Click in the first cell under the new column to start inserting scores.

• Enter grades down the column by typing a number and pressing the *Enter* key. Alternately, you 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.

• The *Name* and *Quick Search* checkboxes are used as locators. If a checkbox is selected, when you type in a name and press the *Tab* key, the program will move to the student's score.

• Withdrawn Students shown with * can be seen and scores may be added if checked in class defaults to include withdrawn students.

• Other functions for all scores are to *Drop, Undrop* and *Clear* (erase) *Scores*.

• Enter any comments if desired. Click the *Desktop* icon to choose an Activity comment from the report card comment list in STIOffice.

• Save when finished.

**Edit Selected Score**

• Click the button (*Edit Selected Score*) or double-click on the score. Two Tabs - *Score, Comments*.

• Cycle by Student or Activity.

• A Teacher Comment may be added here and printed on Progress Reports for a Specific Activity for a Specific Student. The comment will print next to the activity grade on the Progress Report from an individual teacher’s Grade Book.

• This score can be marked to drop for this student only by checking drop box.

• *Clear*: Erase Score and Comment.

• After clicking on the *Comment* tab, click the *Desktop* icon to choose a course comment from the report card comment list in STIOffice.

• Click *OK* to move to next Student or Activity and to save changes.

**Enter Comments for Individual Student's Progress Report**

• Click the button.

• Not for specific activities, but rather for the individual student selected. This prints next to student’s average on Cumulative Progress Report.

• Click the *Lookup* Button.

• **Select** a Comment or **Insert** a new one.

• Click the *Desktop* icon to choose a course comment from the report card comment list in STIOffice.

• Check to assign to all students at the bottom of the screen.

• After a Comment has been entered, the student’s name appears in blue font.

• Comments appear on Student Progress Report printed from STIClassroom and Principal’s Module.

• **User Number**: Assign a number to students and then you can sort by user number.
Print Individual Student Progress Report

- Click the button.
- **Select Report Options:** If *Teacher Notes* is selected, before the reports print the user will be given an option to enter a *Comment* to appear on *every* progress report. This is different from *Activity Comments* and *Individual Student Comments*. If *Course Comment* is selected, the individual student comments will be added.
- Click the Desktop icon to choose a course comment from the report card comment list in STIOffice.
- Attendance may also be printed on Progress Report.

Print Grade Book

- Click the button.
- Print as often as needed to keep a hard copy of grades.
- Print at the end of each grading period to turn in at end of year.

Print Selected Student’s Progress for all Classes

- Click the button. Permission must be given in the Principal’s Module for this option to appear.
- This will print a progress report for every student in each class for all classes on the student’s schedule. Access to this utility must be assigned in STIClassroom Principal’s Module.
- Select report options desired.

Post Scores to SSTs

- Click the button. Permission must be given in the Principal’s Module for this option to appear.
- Posting is only done at the end of each Grading Period. This icon will not be visible until the option has been activated in the STIClassroom Principal’s Module.
- You may re-post at any time during allowed posting time (as specified in Principal's Module). **Warning:** Each time you re-post, grades that have already been posted are overridden.

Student Schedule

- Click the button. Permission must be given in the Principal’s Module for this option to appear.
- **Tabs to view by:** Term, Period, Course, Description or Teacher.
- Select a student and click this button to view the student's schedule for the current academic year. When the schedule appears, you may click Roster to view the full class roster for any selected course in the student's schedule.
- Once the Roster menu has opened, you have access to all the functionality described above in the section “Student Class Roster” on page 2.

Student Demographics

- Click the button. Permission must be given in the Principal’s Module for this option to appear.
- Select a student and click this button to view demographic information for the student. This includes personal information such as Guardian contact details; emergency telephone numbers; special instruction flags, medical alert flags, etc.
- Demographic information displayed here is drawn from STIOffice and is available on a VIEW ONLY basis. Any changes to this data must be performed in STIOffice.
Student Discipline

- Click the button. Permission must be given in the Principal’s Module for this option to appear.
- Select a student and click this button to view discipline information for the student. This information includes infractions dispositions actions, notes, and supplemental dispositions. May initiate discipline record.
- Discipline information displayed here is drawn from STIOffice and is available on a VIEW ONLY basis. Any changes to this data must be performed in STIOffice.
- Only available if turned on in Principal’s Module.

Student Tests

- Click the button. Permission must be given in the Principal’s Module for this option to appear.
- Select a student and click this button to view and insert test dates and scores for the student. This only includes Test created in STI Office such as CTBS, ASVEB, Test does not show ACT, SAT, or PSAT.
- Only available if turned on in Principal’s Module.

User Records

- Click the button. Permission must be given in the Principal’s Module for this option to appear.
- User Records are defined in Principal’s Module for STIClassroom.
- User Records (if checked in Principal’s Module) for STIOffice are defined in STIOffice.

Seating Charts

- Click the button.
- Edit Seating Charts by clicking on the student and dropping them in the new seating arrangement. Save Changes before exiting.
- Rows: Bottom, Top Down or None and Left to Right, Right to Left or None.
- Number Across
- Print seating chart.
- Include student pictures in printout.

Reports / Viewing Student Data

Grade Book Report options may be selecting under the Reports option from the menu at the top of the screen, or by selecting the appropriate desktop icon, as show below.

Print Grade Book

- Print as often as needed to keep a hard copy of grades.
- Print at the end of each grading period to turn in at end of year.

Print Class Progress Reports

- Prints progress reports for an entire class.
- Select Report Options: If Teacher Notes is selected, before the reports print the user will be given an option to enter a Comment to appear on every progress report. This is different from Activity Comments and Individual Student Comments. If Course Comment is selected, the individual student comments will be added.
- Average filter allows printing for only a certain range of grades.
- When printing Averages Only, an option is available to print two students per page
- Attendance may also be printed on Progress Report.
**Print Class Worksheet**

- This option prints a grid sheet.
- **Report Options**: IDs to print, Lines (Vertical, Horizontal, or Both), Single Line Per Student (puts student name & ID number on same line), Print Averages, Scores, Letter Grades, etc.
- Option to check for Landscape.
- **Print Comment** will include the course comment for each student. You may also choose Category Averages to print. An option is available for **No Lines** to appear in the printout.

**Print Missing Grades**

- Use this report to determine which students need to make up missing grades.
- Order by Activity or Student (option to print only selected Activity or for selected student).
- Range of Dates.
- Option Count’s 0 as missing grades.
- One per page.

**Print Progress Report All Classes**

- This will print a progress report for every student in each class for all classes on the student’s schedule. Access to this utility must be set up in STIClassroom Principal’s Module.

**Print Student Lesson Plan**

- This will print a list of students who have no lesson plans in an individual class for a range of dates. There is also an option to filter by number of plans, which allows the user to look for students who have less than a specified number of lesson plans.

**Print User Records**

- This option prints a report of the user records that are attached to a student in the classroom module.

**Other Grade Book Options**

The following Grade Book options may be selected by clicking the **GradeBook** pull-down menu at the top of the screen.

**Define Notes**

- Here you may **Insert**, **Change** or **Delete** teacher notes.

**Hide Names**

- Enter user password to hide or unhide student names (Ex: print grade book showing student by numbers only).

**Drop Scores**

- Allows the user to drop scores for selected students or for all students. Select lowest/highest and number of scores to drop.
- If using **Category** for averaging method, choose the **Category** for which to drop scores.
- Dropped scores are indicated with an asterisk (*) on the Grade Book screen and in students' Progress Reports, but are not used in calculation of students' averages.

**Sort**

- This option determines the order in which students are listed in the browse box.
- **Sort options**: By Student Name/Student Number/ User Number/ Average/ First Name/Random Number/ Selected Activity.

**Compute Final Average**

- This feature takes a selected student’s grades (as posted from previous grading periods) and allows them to be weighted to determine scores needed to achieve a certain Final Average.
Get Scores From Other Class

- If a student moves from one section of the user class to another, you can move the activities from the original class into the new one. You may either move activities one by one or let STIClassroom move all matching activities via the Auto Move button. Must be same valid course number.

Lesson Planner

- Click the icon.
- Allows for Weekly or Daily format. If the Weekly box is checked, a weekly format will be used.
- Calendar Display: Non-school days will appear dimmed on the calendar.
- Click Insert to add new plans. The Up and Down arrows may be used to move plans that are for the same day.
- Set Date and Unit 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.
- Right-clicking allows teachers to move grade book activities, skills or categories into the planner.
- Option to copy and paste from Word or from Internet.
- Option to copy the selected Lesson Plan to selected other classes
- Option to move selected Lesson Plans to another day.
- 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.
- Print Plans: One week usually fits on one page. Select a plan and click the Printer icon to print it.

Textbook Management

- Select the class and click the button. Permission must be given in the Principal’s Module for this option to appear.
- Click the Find button to locate a student who has been assigned a selected textbook.
- Select the Book for the class from the drop-down list (as assigned in STIOffice).
- To check out books, click the Out button.
- When books are turned in, click the In button.

Skills

- Select the class and click the button. Permission must be given in the Principal’s Module for this option to appear.
- Skills will only be available if attached to classes in STIOffice.
- The Skills Bank is set up in the STIOffice program.
- To activate icons, you must click in one of the columns. The icons are similar to Grade Book icons.
- View: The drop-down list contains either Marks or Averages.
- Marks may be entered through Edit Selected Marks (1st icon) or Column Entry (2nd icon).
- Other icons are the same as Grade Book.
- **Select Skills to Work With:** This utility is available under **Options** or it may be accessed with a right-click. This feature allows you to work with selected skills only. If you have selected a set of skills, you may un-select them at any point to work with all of them, or simply select the menu option **Work with All Skills.**