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1 Introduction

This reference guide is specifically designed for teachers to understand their roles using Complete SMS 2010.

Complete SMS 2010 should be regarded as a tool to aid the process of record keeping such as recording grades, attendance, conducts, comments, incidents and more.

Each teacher will work independent in a secure environment having full control over his/her mark/grade book with no need to be concerned that his/her grades can be modified accidentally or maliciously.

It must be understood that a report card is a summary of all related mark sheets, attendance and comments made by several teachers and as such you will not have direct interaction with a report card because the report card is generated.

2 Getting Started

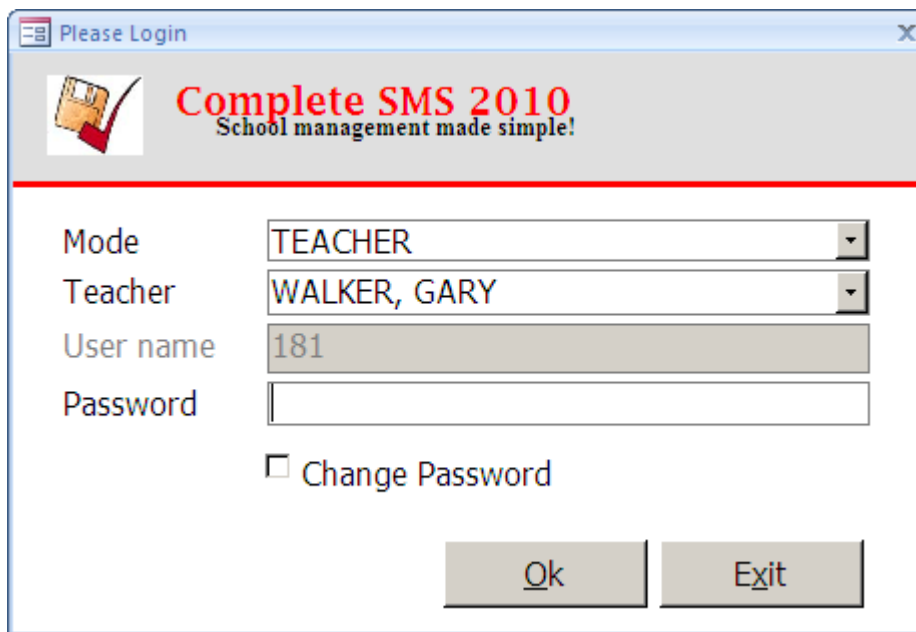
To start using Complete SMS 2004-2010, locate the Shortcut icon on your Desktop and Double-click to open it.

Each teacher logging on for the first time is required to create an account by associating a password with his/her name from the drop-down list of teachers on the login window.

Otherwise select you

2.1 Creating a Teacher Login Account

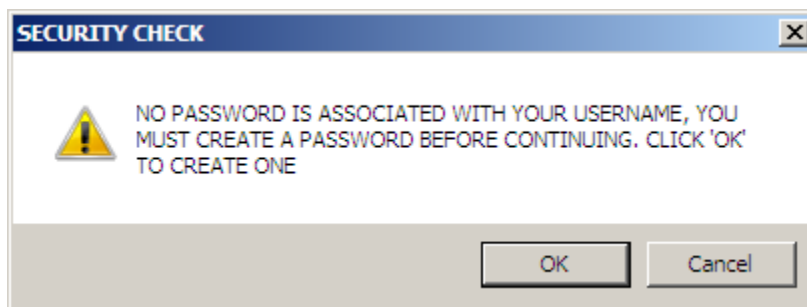
Once Security is enabled on your version of Complete SMS 2010 the following login window is displayed:



The 'Please Login' dialog box for 'Complete SMS 2010' features a floppy disk icon and the tagline 'School management made simple!'. It contains four input fields: 'Mode' (a dropdown menu set to 'TEACHER'), 'Teacher' (a dropdown menu set to 'WALKER, GARY'), 'User name' (a text box containing '181'), and 'Password' (an empty text box). Below these fields is an unchecked checkbox labeled 'Change Password'. At the bottom right are 'Ok' and 'Exit' buttons.

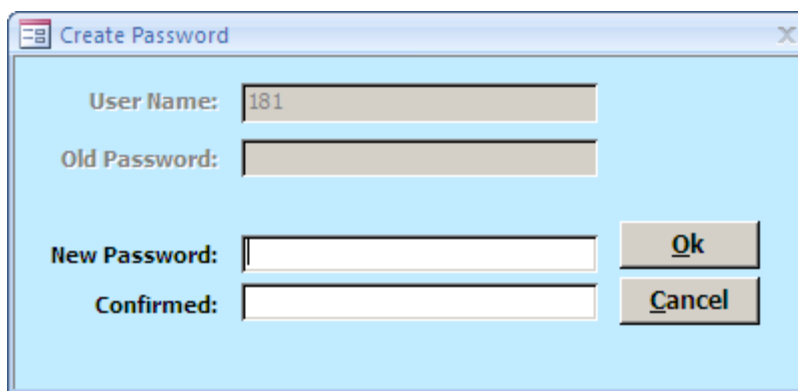
To begin:

1. Select "TEACHER" from the drop-down list of Modes
2. Select your name from from drop-down list of Teachers, as a first time user, the system will display the following window allowing you to create your account:



The 'SECURITY CHECK' dialog box displays a yellow warning triangle icon. The text inside reads: 'NO PASSWORD IS ASSOCIATED WITH YOUR USERNAME, YOU MUST CREATE A PASSWORD BEFORE CONTINUING. CLICK 'OK' TO CREATE ONE'. At the bottom are 'OK' and 'Cancel' buttons.

Chose 'OK' and follow the instructions to create the account using the following window:



The 'Create Password' dialog box has a light blue background. It contains four input fields: 'User Name' (containing '181'), 'Old Password' (empty), 'New Password' (empty), and 'Confirmed' (empty). To the right of the 'New Password' field is an 'Ok' button, and to the right of the 'Confirmed' field is a 'Cancel' button.

3. Type your password in both fields and select "OK"

The system will indicate whether or not the password was successfully created.

2.2 What's my TeacherID

Your TeacherID is a unique number assigned to each teacher when added to the system. The number is displayed at **User name** on the login window after you select your name from the drop-down list of teachers.

This number is required to use the online version of the product at www.myschooljamaica.com along with the password you created.

3 Teacher's Portal

The Teacher's Portal represents the home page for each authenticated teacher. It groups pertinent functions and charts specific to the current user and is intended to simplify navigating the product.

These functions or tasks are also accessible from the main menu bar.

The Portal is divided into four (4) panels, the chart panels will appear empty as you're a first time user, as you enter and process grades the charts will appear, you may also need to click the **refresh** link on the upper right of the portal to view current changes.

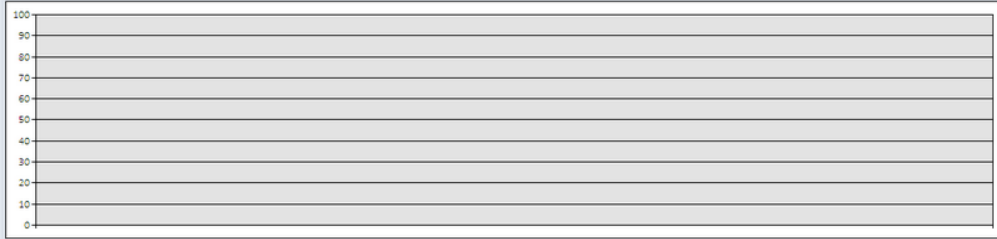
Welcome: Gary Waker [Refresh](#)

My Tasks

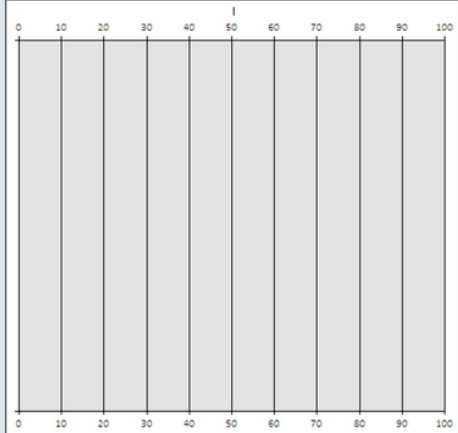
[My Mark Book2](#)
[Students Attendance](#)
[Comments Register](#)
[Report Card](#)
[Students Record](#)
[My School](#)
[Logout/Change Password](#)

My Monthly Progress

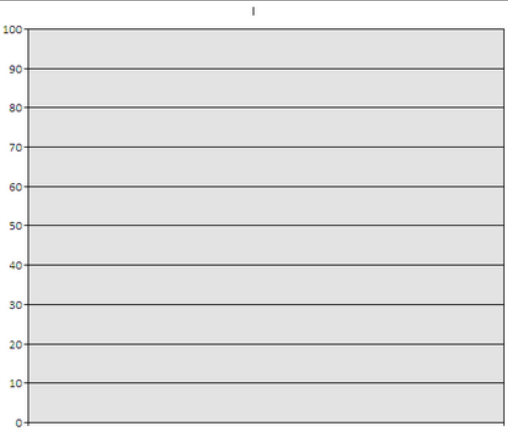
Select A Year: 2011-2012 Select a Teacher: WALKER, GARY



My Subject(s)



My Comparison



- **My Tasks**
- **My Monthly Progress**
- **My Subjects**
- **My Comparison**

3.1 My Tasks

This panel list the most commonly used task with self-explanatory descriptions. To perform a task - Select the required task and wait for the window to load.

3.1.1 My Mark Book2

My Mark Book two is exactly as its name suggest, its the second version of the mark book this product uses to record grades.

It takes a practical approach to the recording of grades in an electronic environment and as such you are NOT required to think out side of the box! Yes that's right, the 'same ole' approach when using your manual mark book.

In theory, your Mark Book has Mark Sheets, each Mark Sheet has Columns, each column has properties that represents the grades to be recorded such as the date, category, weight, contributing factor to final grade and so on.

This Mark Book supports tab separated mark sheets, customizable and insert able columns.

3.1.1.1 How to Open My Mark Book2

You may open your mark book using either of the following methods:

1. First Method:
 - From the **"My Task"** panel choose **"My Mark Book2"**
2. Second Method:
 - From the **Menu Bar** choose **Grades >> My Mark Book2**

The mark book will appears as follows:

The screenshot displays the Mark Book2 interface. At the top, there are dropdown menus for TEACHER (WALKER, GARY), YEAR (2011-2012), TERM (CHRISTMAS), and CLASSID. Below these is a grid with columns: STUDENTS, GENDER, COL1, COL2, COL3, COL4, COL5, COMMENT, and CONDUCT. The grid is currently empty. On the right side, there is a sidebar with tabs for Student, Mark Sheet, and Column. Below the tabs, there is a section for 'No Photo on file for Current Student.' and a form for Class ID, Age, Percentage, and Letter.

The above image represents what a first time user Mark Book2 would look like. This mark book does not have any mark sheets inserted.

3.1.1.2 How to Insert a Mark Sheet

Open your mark book as described previously. Select the **"Mark Sheet"** Tab from the East Panel of your Mark Book.

Student Mark Sheet Column

Subject:
BUSINESS BASICS

Names

☒ **ClassID:**
9V

☐ **Mixed Class:**

☐ **Create mixed class:**
Select grade level:
Type name:

Insert Delete

Update

[List Mark Sheets](#)

1. Choose the Subject from the drop-down list of subjects
2. Choose the ClassID or Mixed Class from the appropriate drop-down list
3. Click the "Insert" button.

The system will now prepare and display the mark sheet based on the class and subject selected as follows:

TEACHER: WALKER, GARY YEAR: 2011-2012 TERM: CHRISTMAS CLASSID:

Information technology

STUDENTS GENDER CONDUCT COMMENT

CAMPBELL, SHERRY-KAYE	FEMALE		
CLARKE, SELENA	FEMALE		
COLLINS, DANEEN	FEMALE		
ELLIS, CHRISOLETTE	FEMALE		
ELLIS, ELLISA	FEMALE		
GORDON, SHADIKIE	FEMALE		
JORDINE, SHANELL	FEMALE		
LAWRENCE, ODIA	FEMALE		
MARTIN, DONIQUE	FEMALE		
MCINTYRE, SASKIA	FEMALE		
MORRIS, CARL-ANN	FEMALE		
POWELL, CAMILE	FEMALE		
REID, DANIELLE	FEMALE		
SCOTT, MOESHA	FEMALE		
SHAW, TISHAI	FEMALE		
THOMPSON, AVIA	FEMALE		
WILLIAMS, SIMONE	FEMALE		
BIGBY, RICHARDEON	MALE		
BOWERS, GLENMORE	MALE		
BROWN, JAMEL	MALE		
CAMPBELL, MENDY	MALE		
CHIN, JOELL	MALE		
DIXON, RENALDO	MALE		
FOSTER, LASHAWN	MALE		
GOODEN, ONDRE	MALE		
GOODEN, PIERCE-ANTHONY	MALE		
GREGORY, MARVIN	MALE		
HALSTEAD, KIWAYNE	MALE		
HART, MALIK	MALE		
IRVING, ION	MALE		
JOHNSON, JAMIE	MALE		
JOHNSON, ONJEL	MALE		

Subject: INFORMATION TECHNOLOGY
Class ID: 78
Insert Delete
Update
[List Mark Sheets](#)

7B

The Mark Sheet

A Mark Sheet is a **Snapshot** of a class list at the time it was created. Note the term "**Snapshot**" as changes to the class list will not automatically change the mark sheet until you initiate those changes, either by removing a student from the mark sheet that's no longer in the class or re-inserting the mark sheet to include a student subsequently added to the class.

Your newly created mark sheet list students alphabetically by gender and displays their names, gender and all predefined memo columns such as Conduct or Comments. It may be configured to automatically insert monthly columns for you, for backward compatibility with previous versions.

Take a moment to observe the mark book and identify its panels, so after inserting our first mark sheet for "7B", INFORMATION TECHNOLOGY, you will notice two (2) new tabs representing the newly created mark sheet, both named according to the mark sheet. The upper tab represents the **Subject Tab Panel** and the lower the **Class Tab Panel** and as such, every other information technology subject will be grouped under information technology thus displaying all the classes for selected subject tab.

In essence the mark book groups all mark sheet by subject area.

3.1.1.2.1 Setting up a Mixed Class

Students are grouped by home rooms and we don't necessarily teach all the students from a home room, your class may be formed from students coming from different home rooms within the grade level. With that possibility you can build your class list by selecting students coming from different home rooms.

Select the Mark Sheet tab of the east panel as seen below.

Subject:
FOOD & NUTRITION

Names

☐ ClassID:
9J

☐ Mixed Class:

☒ Create mixed class:
Select grade level:
10
Type name:
10FOODS1

Insert Delete

Undo Update

[List Mark Sheets](#)

The Mixed Class drop-down list and option stores all previously defined mixed classes and allows you to select from it.

Create mixed class

Each mixed class created must be associated with a grade level and named, its recommended that each name is prefixed with the grade level to assist with identifying it. Use names that are appropriate and best describe the class list you are building.

- Select the grade level from with the students come
- Type the name and press enter

Confirm that you want to create the mixed class and confirm that you want to set it up now, after which the following window appears allowing you to select your students.

Setup Mixed Class

Source Listing

Grade Level: 10 Gender: MALE

ANGLIN	SHAQUILLE	MALE
BAKER	CHRISTOPHER	MALE
BAKER	NAVADO	MALE
BARNES	ANTONIO	MALE
BLAKE	RICARDO	MALE
BLAKE	SHEVON	MALE
BROWN	ALANDRAE	MALE
BROWN	GARFIELD	MALE
Brown	Kashief	MALE
BROWN	KEREIF	MALE
BROWN	MICHAEL	MALE
BROWN	RUKANO	MALE
BROWN	SHAWN	MALE
CAMPBELL	I	MALE
CAMPBELL	KEMAR	MALE
CAMPBELL	ONEIL	MALE
CAMPBELL	ROMARIO	MALE
CAMPBELL	ROMEO	MALE
CARTER	MICHAEL	MALE

Selected Listing

Mixed ClassID: 10FOODS1 Status: ACTIVE

The left side (Source Listing) shows all the students for specified grade level and gender alphabetically allowing you to quickly identify your students. you may change the gender or grade level to select from other groups.

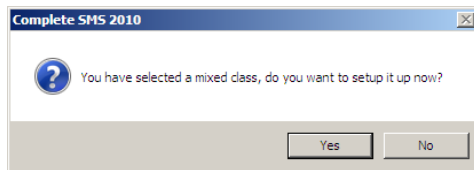
To select a student from the source listing, simply double-click the name of the student or select a student and click the button with the greater than sign '>'.

To remove a student from your selected listing (right side) also double click the name of the student from that side,

When you're done selecting the names, close the window, then to insert a mark sheet based on that select list, make sure the name of the class you just created is displayed at the ClassID field and then click the insert button on the said mark sheet tab.

Editing your Mixed Class Listing

You may need to edit or change your mixed class after defining it, to return to your mixed class list, simply reselect it from the drop-down list of mixed classes from the mark sheet tab and confirm that you want to edit it,



Click Yes and the above window will re-appear.

3.1.1.2.2 How to Insert/Delete a Column

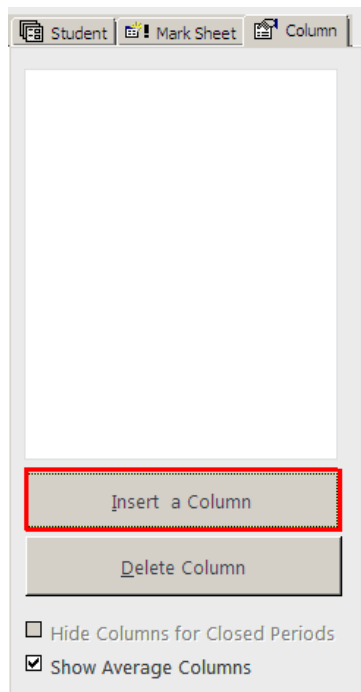
A Column on your mark sheet is used for recording the results of an assessment as you would in your manual mark book. Each column can be setup to simulate exactly what takes place on your manual mark sheet, in fact this is the recommended way to use your mark book as the system will be able to effectively monitor a students progress.

Traditionally, we summaries the grades recorded in our mark books and transfer them to a report writer or a report card, this method inevitably hide the progress of our student within the mark book as the aggregated score being keyed either monthly or per term does not adequately represent the true progress that the student has made.

To Insert Column

- Choose the mark sheet you want to insert columns to, by selecting the **ClassID** from the Class Tab Panel

- Select the Column Tab
- Click Insert a Column Button



With this version of product, the system displays a Insert Column window as shown below that allows you to define the column you want to insert. Defining a column is simply telling the system how to process the grades you are about to record. Each column must be associated with a category or a component. It is important to define a column using an appropriate title that describe the grades being entered as well as the **actual date** the assessment was given **not** the date you actually record them.

Fill in the required fields to setup this new column	
Class ID	9S
Subject	BUSINESS BASICS
Term	SUMMER
Title	
Date	21/11/2013
Month	NOV
Category	
Component	
Factor	
Weight	100

INSERT CANCEL

After specifying all the properties of the column, Click the Insert button to add the column to the mark sheet, the window will remain open to allow you to insert more columns. click Cancel to close when done. Once the column is inserted you may begin recording your grades.

To Edit a Column

You may need to change or edit a column after you have inserted it, to achieve this, select the column you want to edit by clicking any cell within that column, the system will immediately display the following column properties window on the column tab of the east panel. Make the necessary changes which are automatically saved.

Class ID	7B
Subject	INFORMATION TECH
Column	1
Date	01/04/2013
Title	CLASS WORK
Month	APR
Term	CHRISTMAS
Component	
Factor	0.5
Category	COURSE WORK
Weight	25
Average	<input type="checkbox"/>

Insert a Column

Delete Column

☐ Hide Columns for Closed Periods

☒ Show Average Columns

To Delete a Column

To delete a column, select the column of the mark sheet you wish to remove or delete then click the Delete Column button on the column properties tab.

3.1.1.2.3 How to Update/Undo Update Mark Sheet

After you have recorded your grades you are required to Update your Mark Sheet. This process involves summarizing the grades monthly as well as by category and transfer there results to the cumulative records kept by the system. If your mark sheet is not updated there will be no report card entry for your subject area.

To Update your Mark Sheet:

1. Select the **Mark Sheet Tab** from the **East Panel**
2. Click the Update Button

The screenshot shows a web interface for managing mark sheets. At the top, there are three tabs: 'Student', 'Mark Sheet', and 'Column'. Below the tabs, the 'Subject' is set to 'FOOD & NUTRITION'. Under the 'Names' section, there are three radio button options: 'ClassID:' (selected), 'Mixed Class:', and 'Create mixed class:'. The 'ClassID:' option has a dropdown menu showing '10FOODS1'. The 'Mixed Class:' option also has a dropdown menu showing '10FOODS1'. The 'Create mixed class:' option has a 'Select grade level:' dropdown menu showing '10' and a 'Type name:' text input field. Below these options are three buttons: 'Insert', 'Delete', and 'Undo Update'. The 'Undo Update' button is highlighted with a red rectangle. At the bottom, there is a link labeled 'List Mark Sheets'.

The **"Update"** button toggle between **"Update"** and **"Undo Update"** depending on the state of the Mark Sheet, therefore if the Mark Sheet is NOT updated and the class tab has a **"Red X"** on it, the button displays "Update" otherwise it displays "Undo Update".

3.1.1.3 Edit Mark Sheet

You may need to edit your mark sheet because you entered wrong information about it, such as the wrong subject, term or even teacher. To Edit a mark sheet you click the List Mark Sheet link on the mark sheet tab of the east panel as shown below.

Student Mark Sheet Column

Subject:
FOOD & NUTRITION

Names

☐ ClassID:
10FOODS1

☒ Mixed Class:
10FOODS1

☐ Create mixed class:
Select grade level:
10
Type name:

Insert Delete

Undo Update

List Mark Sheets

This will display the following window, that list all the mark sheets for specified teacher or all that you have created.

MARK SHEETS

CLASSID	TERM	SUBJECT	UPDATED
9W	SUMMER	BUSINESS BASICS	<input type="checkbox"/>
9S	SUMMER	BUSINESS BASICS	<input type="checkbox"/>
9J	SUMMER	BUSINESS BASICS	<input checked="" type="checkbox"/>
9V	SUMMER	BUSINESS BASICS	<input type="checkbox"/>
9W	SUMMER	CARIBBEAN HISTORY	<input type="checkbox"/>

[Edit](#)
Undo Update
[Close](#)

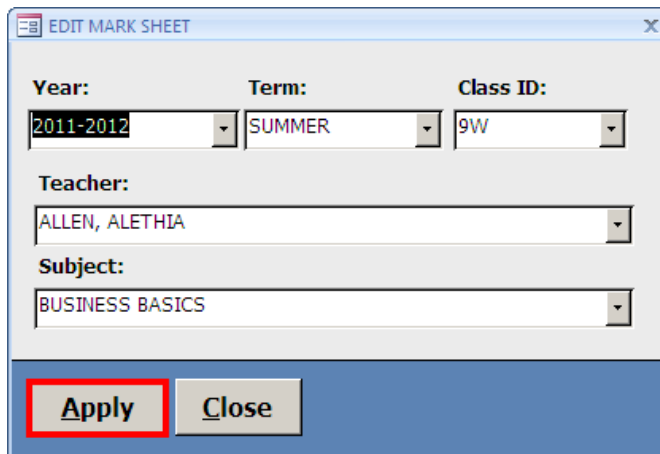
Undo All
Update All

Filters

Teacher: ALLEN, ALETHIA ClassID: Term: SUMMER

☐ Do not show updated batches

The List Mark Sheet window allows you to update and undo update your mark sheet as well as editing your mark sheet. Select the mark sheet record you wish to edit and click the edit link as shown above, the follow window appears allowing you to changes properties of the mark sheet.



Make the change and click apply.

3.1.2 Students Attendance

Students Attendance allows you to record the daily attendance of students in your form class. In order to record the attendance of students you must be defined as a form teacher of that class.

To mark the names of your home room students:

1. From Teachers Portal, in "**Tasks**" panel select '**Students Attendance**'
2. From **Main menu bar** Select Attendance, Students Attendance.

The following windows appears:-

Year: 2011-2012 Class ID: 78 Gender: Both Week: 9

STUDENT	SEX	MON		TUE		WED		THU		FRI	
		M	A	M	A	M	A	M	A	M	A
CAMPBELL, SHERRY KAYE	FEMALE										
CLARKE, SELENA	FEMALE										
COLLINS, DANEEN	FEMALE										
ELLIS, CHRISOLETTE	FEMALE										
ELLIS, ELLISA	FEMALE										
GORDON, SHADIKIE	FEMALE										
JORDINE, SHANELL	FEMALE										
LAWRENCE, ODIA	FEMALE										
MARTIN, DONIQUE	FEMALE										
MONTYRE, SASKIA	FEMALE										
MORRIS, CARL-ANN	FEMALE										
POWELL, CAMILE	FEMALE										
REID, DANIELLE	FEMALE										
SCOTT, MOESHA	FEMALE										
SHAW, TISHAI	FEMALE										
THOMPSON, AVIA	FEMALE										
WILLIAMS, SIMONE	FEMALE										
BIGBY, RICHARDEON	MALE										
BOWERS, GLENMORE	MALE										
BROWN, JAMEL	MALE										
CAMPBELL, MENDY	MALE										
CHIN, JOELL	MALE										
DIXON, RENALDO	MALE										
FOSTER, LASHAWN	MALE										
GOODEN, ONDRE	MALE										
GOODEN, PIERCE-ANTHONY	MALE										
GREGORY, MARVIN	MALE										
HALSTEAD, KIWAYNE	MALE										
HART, MALIK	MALE										
IRVING, ION	MALE										
JOHNSON, JAMIE	MALE										
JOHNSON, ONIEL	MALE										
JOHNSON, PETER	MALE										
MCLAUGHLIN, GAVIN	MALE										
MENDEZ, RUSHAWN	MALE										

Date of birth: Student Ratio: Class Ratio:

Quick Tasks
Date: 05/09/2011 ☐ All week
☒ Present ☐ Late ☐ Excused ☐ Absent
☐ Overwrite ☐ Current student

Summary
☒ Morning ☐ Afternoon

DATE	MALE	FEMALE	TOTAL
17/01/2011	0	0	0

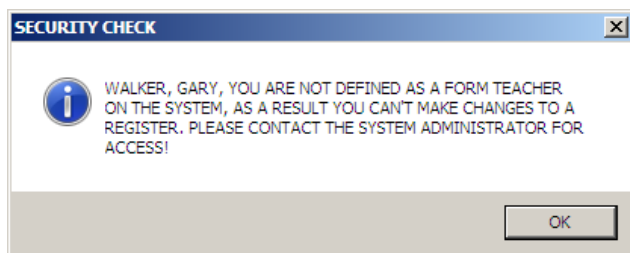
The students are listed only after you have selected a week from the drop-down list of weeks.

Like your manual register, there are five (5) columns representing each day of the week, each day having two (2) sessions "M" for morning and "A" for afternoon.

Now, to mark a name, you will need the aid of a mouse - you position the mouse pointer in the adjacent cell relative to the student and day/session to be marked and click.

- click 1 - A for absent
- click 2 - L for late
- click 3 - E for excused
- click 4 - P for present
- click 5 - clears the cell

If your not defined as a form teacher the system will alert you as follows:



3.1.3 Comments Register

Form teachers are often required to comment on a students conducts each term while grade supervisors comment on performance and as such Complete SMS 2010 provides a Comment Register to make this role possible.

Only teachers defined as form teachers as well as Grades supervisors can make comments using the comment register.

To make Comments:-

1. From Teacher Portal under My Tasks select Comments Register
2. From main menu bar, select Grades, Comments Register.

The following window appears:-

Filter
Class ID: 7B Year: 2011-2012 Term: SUMMER

NAME OF STUDENT SEX
CAMPBELL, SHERRY-KAYE FEMALE
CLARKE, SELENA FEMALE
COLLINS, DANEEN FEMALE
ELLIS, CHRISOLETTE FEMALE
ELLIS, ELLISA FEMALE
GORDON, SHADIKIE FEMALE
JORDINE, SHANELL FEMALE
LAWRENCE, ODIA FEMALE
MARTIN, DONIQUE FEMALE
MCINTYRE, SASKIA FEMALE
MORRIS, CARL-ANN FEMALE
POWELL, CAMILE FEMALE
REID, DANIELLE FEMALE
SCOTT, MOESHA FEMALE
SHAW, TISHAI FEMALE
THOMPSON, AVIA FEMALE
WILLIAMS, SIMONE FEMALE
BIGBY, RICHARDEON MALE
BOWERS, GLENMORE MALE
BROWN, JAMEL MALE
CAMPBELL, MENDY MALE
CHIN, JOELL MALE
DIXON, RENALDO MALE
FOSTER, LASHAWN MALE
GOODEN, ONDRE MALE
GOODEN, PIERCE-ANTHONY MALE
GREGORY, MARVIN MALE
HALSTEAD, KIWAYNE MALE

Comments/Grades Profile Notes Other
COMMENTS FOR CAMPBELL, SHERRY-KAYE
Form Teacher's Grade Supervisor's Principal's
Cherry Kaye has the potential to achieve academic excellence. She needs to settle down and focus more on her school work.
V. Campbell

DONT POSITION Select Comments Apply Predefined Overwrite existing

SUBJECT	COURSE	EXAM	FINAL	FINAL	CONDUCT	COMMENT	TEACHER
AGRICULTURE	85	65	75	B			A. ALLEN
DESIGN ARTS	Abs	23	12	E	F	21	B. JARRETT
ENGLISH LANGUAGE	69	47	58	C	F	17	K. Wright
ENGLISH LITERATURE	0	Abs			F	17	K. Wright
INDUSTRIAL TECHNIQUES	85	43	62	C+	S	16, 17, 20	O. EBANKS
INFORMATION TECHNOLOGY	50	Abs			F	20	C. Dennis
INTEGRATED SCIENCE	0	Abs			G	20	N. Bartley
LIBRARY SKILLS	85	Abs			P	18,20	V. HAUGHTON
MATHEMATICS	60	Abs			S	15	S. CAMPBELL
MUSIC	48	Abs			G	15	V. CAMPBELL
PHYSICAL EDUCATION	70	17	40	E	U	24	A. THOMPSON
READING	60				U	20,17,18	S. JOHNSON
SOCIAL STUDIES	44	28	38	E	F	20	T. DIXON
SPANISH	50	Abs			P	19	S. Maddan

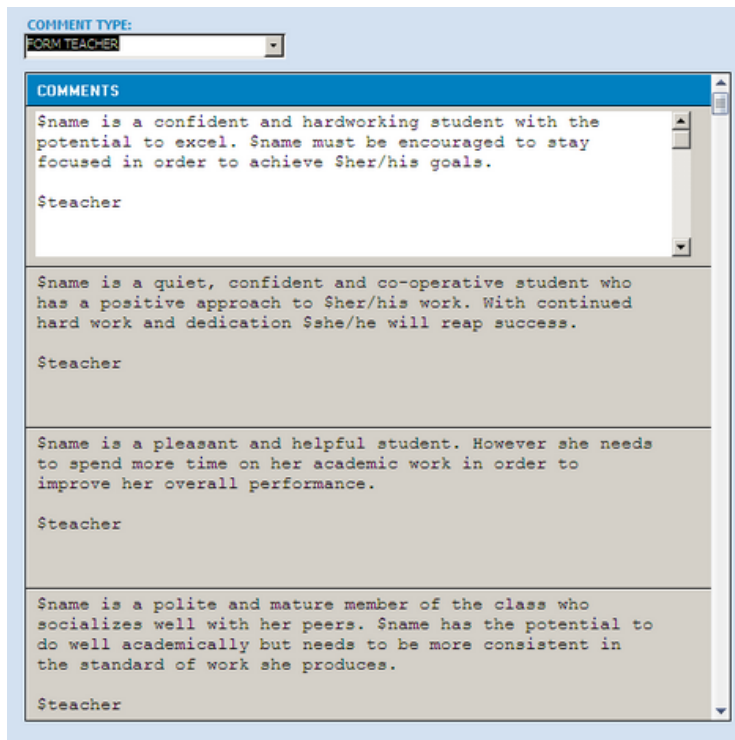
General
No Photo on file for Current Student.
Date of Birth: 04/05/2000
Age: 12
Average Performance: 32.1%
No. of times Absent: 0
No. of times Late: 0
No. of times Excused: 0
No. of Subjects: 14

The names and other details appear only after selecting a class from the drop-down list at **Class ID**.

Select the name you want to comment on and type your comment in the comment area, you may also *double-click* the comment area to select from a list of pre-defined comments.

3.1.3.1 Choosing Pre-Defined Comments

When you double-click the comment area the following window appears allowing you to select a comment:



COMMENT TYPE:
FORM TEACHER

COMMENTS

\$name is a confident and hardworking student with the potential to excel. \$name must be encouraged to stay focused in order to achieve \$her/his goals.
\$teacher

\$name is a quiet, confident and co-operative student who has a positive approach to \$her/his work. With continued hard work and dedication \$she/he will reap success.
\$teacher

\$name is a pleasant and helpful student. However she needs to spend more time on her academic work in order to improve her overall performance.
\$teacher

\$name is a polite and mature member of the class who socializes well with her peers. \$name has the potential to do well academically but needs to be more consistent in the standard of work she produces.
\$teacher

To Select a comment from this list, also double-click the comment you wish to use.

After selecting a comment you may adjust it to your desire by cutting and pasting.

3.1.4 Report Card

Once all the grades are in, attendance record and comments in, the report card is ready to print. Only mark sheets that have been updated will make it to the report cards.

To print Reports Cards: -

1. From Teachers Portal under My Tasks select Report Card
2. From main menu bar select Grades, Report Card

The following window appears:

The screenshot shows a 'Print Report Card' window. Under the 'Filter' section, 'YEAR' is set to '2011-2012' and 'TERM' is 'CHRISTMAS'. The 'Report by' section has three options: 'Grade Level' (selected), 'Class ID', and 'Student'. The 'General' tab is selected, showing 'Next Term Begins' as '03/09/2012', 'No. Of Session' as '368', and 'Template' as 'rptReportCard_fhs1'. There are checkboxes for 'Use Progress Report' (unchecked) and 'Attendance Details' (checked). At the bottom are 'Preview' and 'Cancel' buttons.

Set the appropriate filters such as YEAR and TERM, the system provides three (3) methods to print:-

1. Grade Level
2. ClassID
3. Student

Grade Level - This method allows you to print all the report cards for the specified grade level, usually selected when printing for filing.

Class ID - This method allows you to print all the report cards for the specified class and allows for ranking/positioning to take place.

Student - This method allows you to print a single report card for the specified student.

3.1.5 Students Record

A Record is created for each student currently enrolled at your school, the student record window allows you to add, edit or delete a student's record.

When clicked the following window appears:-

The window has a toolbar of functions labeled according to their tasks.

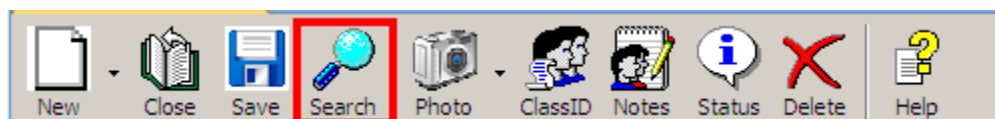
How to add a student

By completing this form and clicking save you would have successfully added a new student record to the system's database.

The above highlighted fields are required before a record can be added or created.

How to search for a student

In order to edit or delete a record, we first need to search for or retrieve it and display it on the students record window. To do this, click the search button on the toolbar of the student record window as shown below:-



The following window appears:-

LookUp Students

Search Filters

Last Name: First Name: Class ID: Find

StudentID	LastName	FirstName	ClassID	Status
603	ADAMS	JAHOIE	8-0	ACTIVE
653	ADAMS	O'BRIEN	7-0	ACTIVE
2078	ATCHESON	AARON	8V	ACTIVE
2051	ATCHESON	SHANAY	7W	ACTIVE
512	ALCOTT	RICARDO	11-5	GRADUATED
1445	ALEXANDER	JADA	8W	ACTIVE
1597	Alexander	Leonardo	9-0	ACTIVE
1232	ALLEN	ABIGAIL	11SCI	ACTIVE
229	ALLEN	ADRIAN	11BUS	ACTIVE
582	ALLEN	CHANTOL	11-7	GRADUATED
1101	ALLEN	CHRISHNA	11-6	INACTIVE
102	ALLEN	CLIVE	8W	TRANSFERED
581	ALLEN	KADY-ANN	11-7	GRADUATED
904	ALLEN	RAHEEM	11TV1	GRADUATED
1331	ALLEN	RUSHANE	11-4	GRADUATED
485	ALLEN	RUSHANE	11-3	GRADUATED
4464	ALLEN	SELINA	8-1	ACTIVE

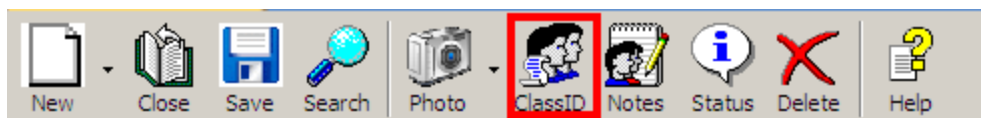
☒ Show Past Students

Allowing you to look for the student either by specifying a search filter by Last Name or First Name, Once entered, click the 'Find' button and the system will show all records matching the name you entered.

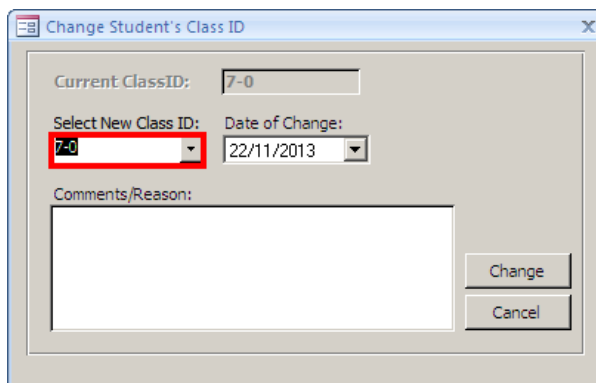
Select the record by clicking any column of the row relating to the record and then the OK button to display it on the student's record window.

How to change a student class

From the student record toolbar select ClassID as shown below:-



The following window appears, allowing you to select a new Class from the ClassID drop-down list as shown below, record the date of change as well as a comment or reason for class change.



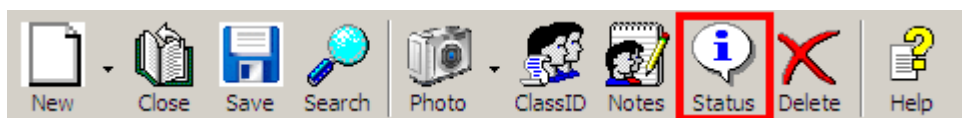
The 'Change Student's Class ID' dialog box contains the following fields and controls:

- Current ClassID:** A text box containing '7-0'.
- Select New Class ID:** A dropdown menu with '7-0' selected and highlighted by a red rectangle.
- Date of Change:** A date picker showing '22/11/2013'.
- Comments/Reason:** A large empty text area.
- Buttons:** 'Change' and 'Cancel' buttons at the bottom right.

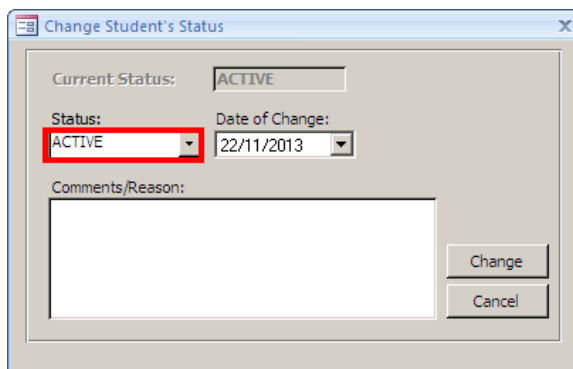
Click 'change button' when done and be sure to click save to commit changes.

How to change a student status

From the student record toolbar select Status as shown below:-



The following window appears, allowing you to select a new status from the status drop-down list as shown below, record the date of change as well as a comment or reason for status change.



The 'Change Student's Status' dialog box contains the following fields and controls:

- Current Status:** A text box containing 'ACTIVE'.
- Status:** A dropdown menu with 'ACTIVE' selected and highlighted by a red rectangle.
- Date of Change:** A date picker showing '22/11/2013'.
- Comments/Reason:** A large empty text area.
- Buttons:** 'Change' and 'Cancel' buttons at the bottom right.

Click 'change button' when done and be sure to click save to commit changes.

3.1.5.1 Using Data Sheet

The data sheet is another option you have to add students to the system. It provides a grid like interface to easily add record from a list.

To open the data sheet, click the drop-down button beside the New button on the students record

toolbar as shown below.



Then choose 'Data Sheet' the following window appears:-

Default Information

Class ID: Admission date: Status:

LastName	FirstName	MiddleName	Sex	DateOfBirth	ClassID	Status	DateOfAdmission	TERM	
Tamonie	Williams		FEMALE	02/12/2010	7-0	INACTIVE	02/12/2010	CHRISTMAS	201
ADAMS	O'BRIEN		MALE	01/01/1997	7-0	ACTIVE	01/09/2009	CHRISTMAS	200
MUNN	KEMAL		MALE	01/01/1997	7-0	ACTIVE	01/09/2009	CHRISTMAS	200
RANDALL	DANRIQUE		MALE	01/01/1997	7-0	ACTIVE	01/09/2009	CHRISTMAS	200
ROBINSON	TIJJINE		MALE	01/01/1997	7-0	ACTIVE	01/09/2009	CHRISTMAS	200
STEPHENS	ANTHONY		MALE	01/01/1997	7-0	ACTIVE	01/09/2009	CHRISTMAS	200
*					7-0	ACTIVE			

Choose the class you want to add the records to and start adding the records.

3.1.5.2 Using Reconcile Class List

The Reconcile class list window allows you to quickly move students to there home rooms. This window is usually used when all the students are placed in an holding class to facilitate class list created manually.

Each grade level has a holding class as follows, 7-0, 8-0, 9-0... for example all new grade seven students can be placed in 7-0 and then each form teacher would use the reconcile window to move there students to there respective class.

To open the Reconcile Class Window, click the drop-down button beside the New button on the students record toolbar as shown below.



Then choose 'Reconcile Class list' the following window appears:-

Reconcile Class List

ClassID: **3-C** Gender: MALE ClassID: **8B** Status: ACTIVE

Source List			Selected List		
ADAMS	JAHNOIE	MALE	BENT	TA-JAY	MALE
BECKFORD	AKEEN	MALE	BERRY	SERENA	FEMALE
CARPENTER	ROMARIO	MALE	Blair	Alecia	FEMALE
DACOSTA	NICHOLAS	MALE	Blake	J...	MALE
ELLIS	DWIGHT	MALE	BOWEN	AY...	MALE
GORDON	STEPHEN	MALE	BROWN	CHRISTOP	MALE
GRANT	KEMAR	MALE	BRUCE	AMANDA	FEMALE
HAUGHTON	BENJAMIN	MALE	BURCHELL	ORIEA	MALE
HENRY	RAHEIM	MALE	BURCHELL	TANASIN	FEMALE
LESLIE	ADANIEL	MALE	CHARLTON	DEVAR	MALE
MCPHERSON	MICHAEL	MALE	CLARKE	SUBRENA	FEMALE
OTTEY	ALRICK	MALE	CREW	JAVOURN	MALE
PARKINSON	ONTOWRN	MALE	CRICHTON	SHANNAE	FEMALE
PENNANT	CHRISTOPHER	MALE	DAVIS	TAH-JAY	MALE
REYNOLDS	ZAMUEL	MALE	DAVIS	SHEMAR	MALE
SALMON	CHAZZ	MALE	DAWKINS	NICHONEL	MALE
SAPPLETON	ONEIL	MALE	DOWNER	JEROME	MALE
SCOTT	VAUGHN	MALE	ELLIOTT	ORLANDO	MALE
SMITH	ROCKY	MALE	FISHER	TAFARI	MALE
SMITH	WARREN	MALE	FOOTE	NICHOLAS	MALE
TENNANT	LEONARD	MALE	FOSTER	SHANAKAY	FEMALE
THOMPSON	ROMAINE	MALE	GENTLES	PIERRE	MALE
TUGWELL	KEMOR	MALE	GORDON	ASHELY	FEMALE
Veitch	Travis	MALE	GORDON	ROJAY	MALE
Whitmore	Theodore	MALE	HART	ALLISIA	FEMALE
WOOLCOCK	DANIEL	MALE	HEMMINGS	RENALDO	MALE
Wynter	Winston	MALE	HUTCHINSON	SHAN-DEAN	MALE
WYNTER	WINSTON	MALE			

> <

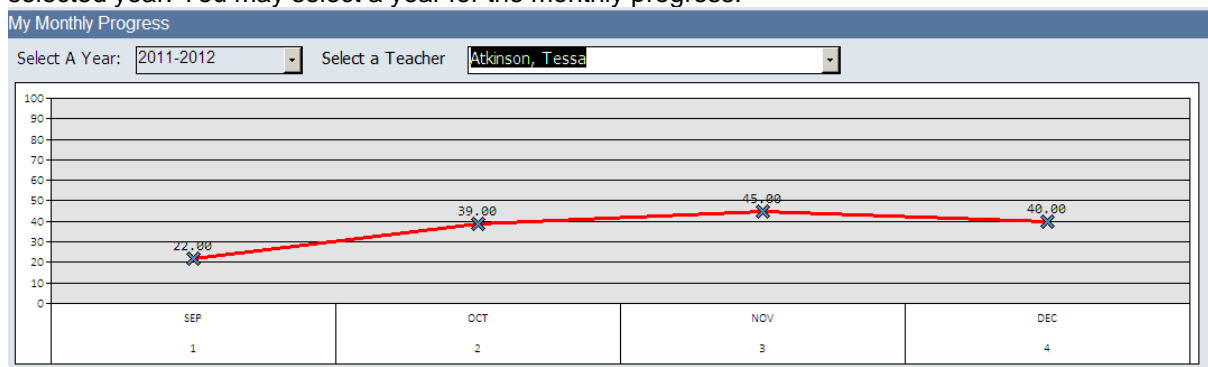
The Left side of this window contains the students in the holding classes and the right side contains to selected students. To move a student from one class to the next, simply double-click the name from either side or use the buttons in the middle accordingly.

3.1.6 My School

Enter topic text here.

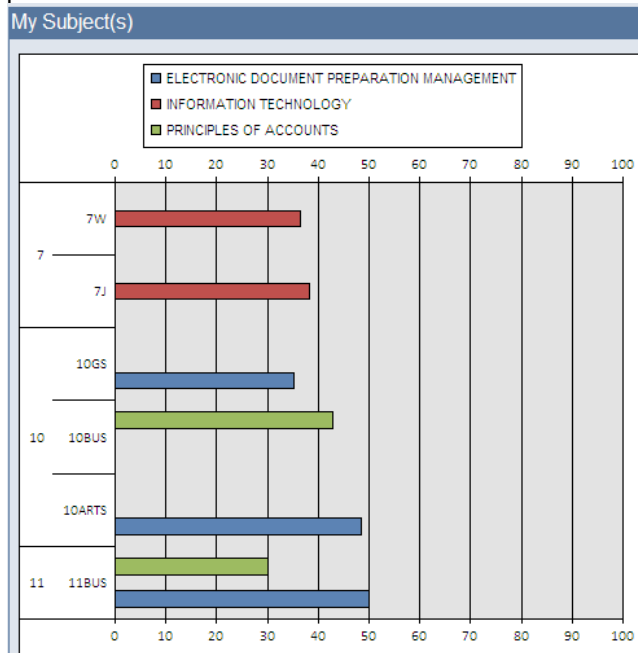
3.2 My Monthly Progress

This panel displays a line graph that represents your overall progress from month to month for the selected year. You may select a year for the monthly progress.



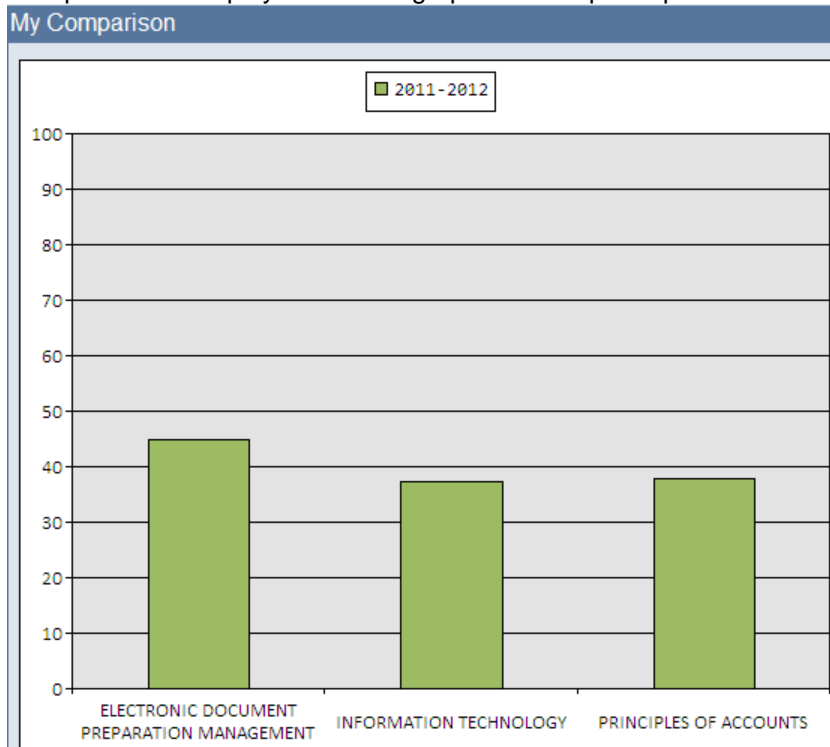
3.3 My Subjects

This panel displays a column graph that represents your success rate for each class within specified period



3.4 My Comparison

This panel also displays a column graph that compares performance of previous periods

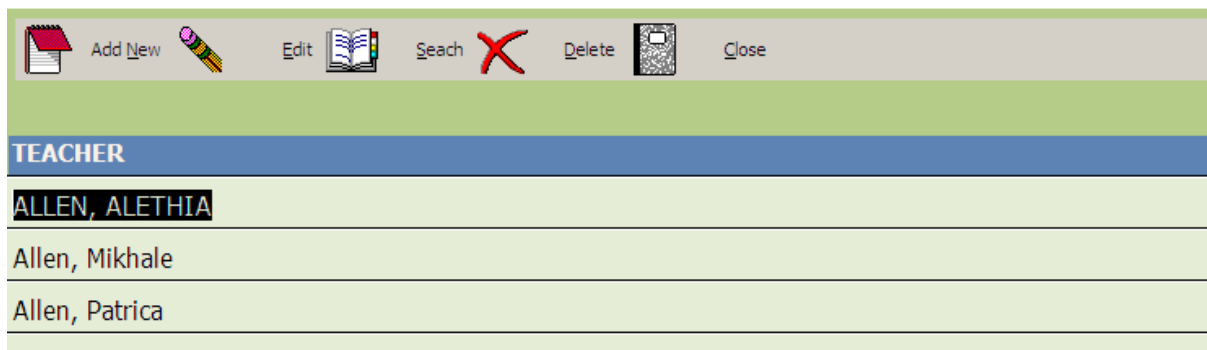


4 How Do I?

4.1 Add A Teacher

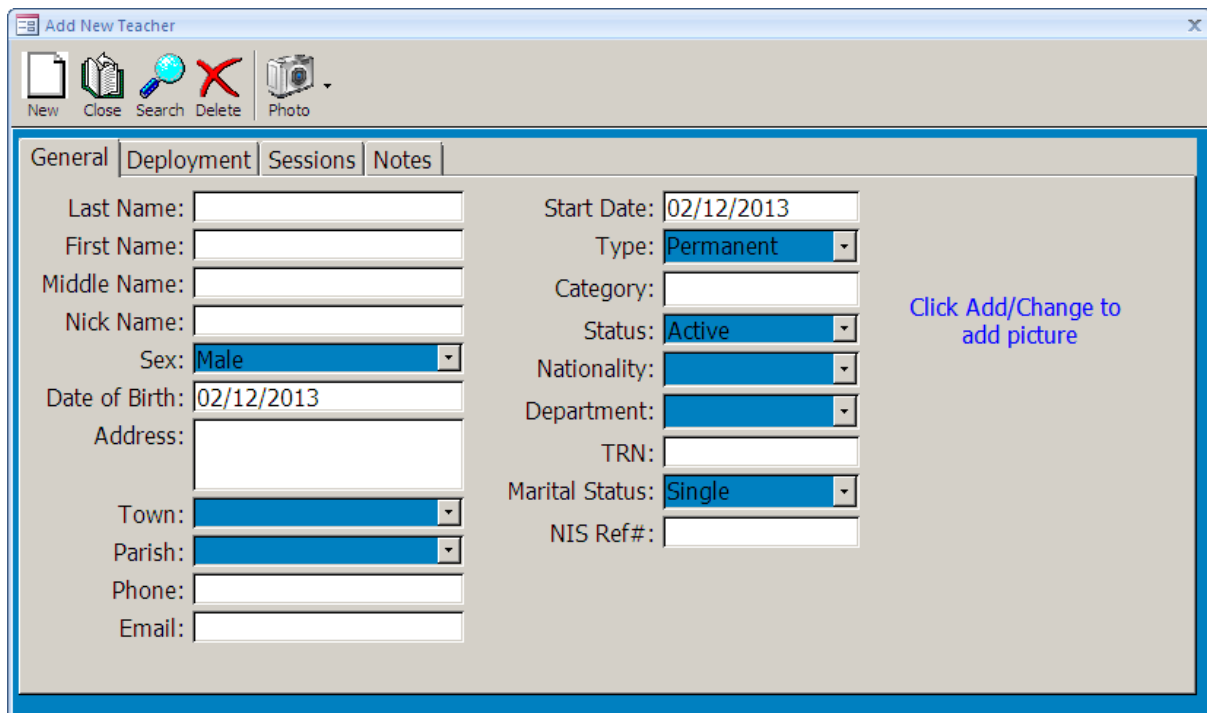
To add a new teachers record:-

1. Log in as an Administrator
2. Select School Basic > Teachers Record
3. The follow window appears showing all teachers currently on the system:-



The screenshot shows a window titled 'TEACHER' with a toolbar at the top containing icons for 'Add New', 'Edit', 'Search', 'Delete', and 'Close'. Below the toolbar, a list of teachers is displayed. The first teacher listed is 'ALLEN, ALETHIA', followed by 'Allen, Mikhale' and 'Allen, Patrica'.

4. Click the Add New button on the toolbar and the follow window appears:



The screenshot shows the 'Add New Teacher' window. It has a toolbar with 'New', 'Close', 'Search', 'Delete', and 'Photo' buttons. The window is divided into tabs: 'General', 'Deployment', 'Sessions', and 'Notes'. The 'General' tab is active, showing various input fields for teacher information. The fields are organized into two columns. The left column includes: Last Name, First Name, Middle Name, Nick Name, Sex (set to 'Male'), Date of Birth (set to '02/12/2013'), Address, Town, Parish, Phone, and Email. The right column includes: Start Date (set to '02/12/2013'), Type (set to 'Permanent'), Category, Status (set to 'Active'), Nationality, Department, TRN, Marital Status (set to 'Single'), and NIS Ref#. A blue text prompt on the right side of the form says 'Click Add/Change to add picture'.

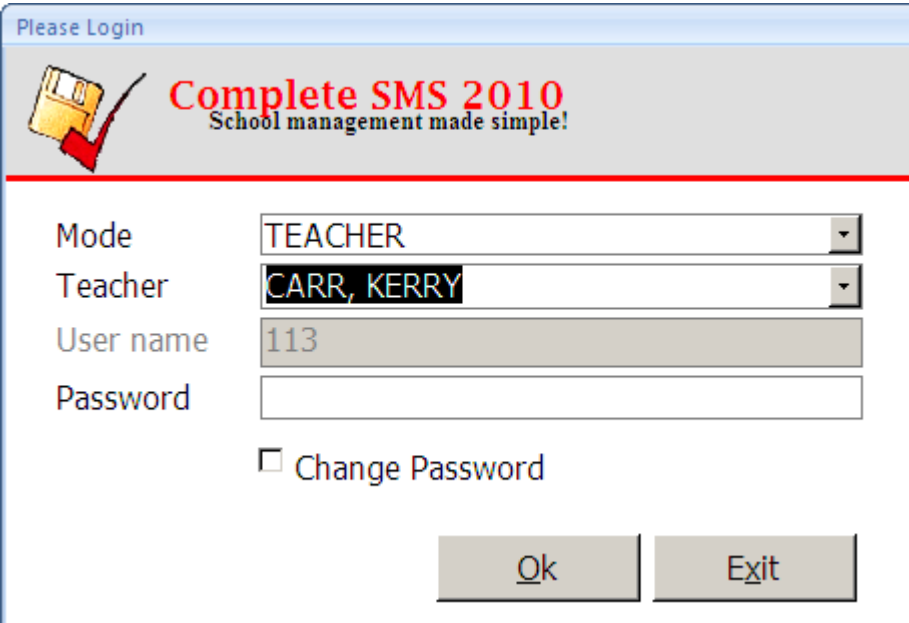
5. Fill in the required fields and click 'New' to save and start another record or 'Close' to save and exit.

To Edit a teacher's record, double click the teachers name from the list of teachers.

4.2 Create a Teacher's Password/Account

In order to create a teachers password or account you must first add the teachers record as describe earlier in How Do I Add a Teacher. A teacher's account is assigned or created when teacher attempts to log in for the first time.

1. Start Complete SMS, the following log on window appears:

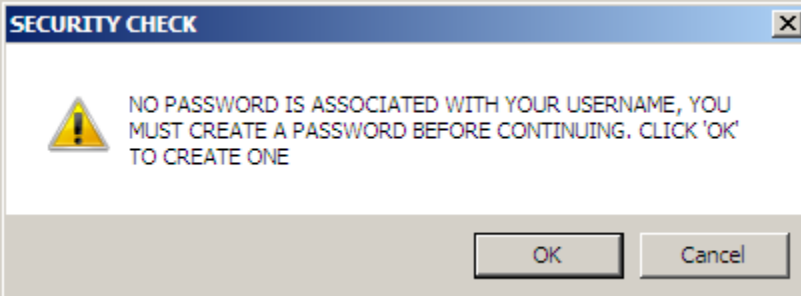


The 'Please Login' window for 'Complete SMS 2010' (School management made simple!) features a floppy disk icon. It contains the following fields and controls:

- Mode:** A drop-down menu currently showing 'TEACHER'.
- Teacher:** A drop-down menu currently showing 'CARR, KERRY'.
- User name:** A text field containing '113'.
- Password:** An empty text field.
- ☐ **Change Password**
- Ok** and **Exit** buttons at the bottom right.

2. Change the Mode to teacher by selecting teacher from the drop-down list of mode.

3. Choose your name from the list of teacher drop-down list, the following window appears:-

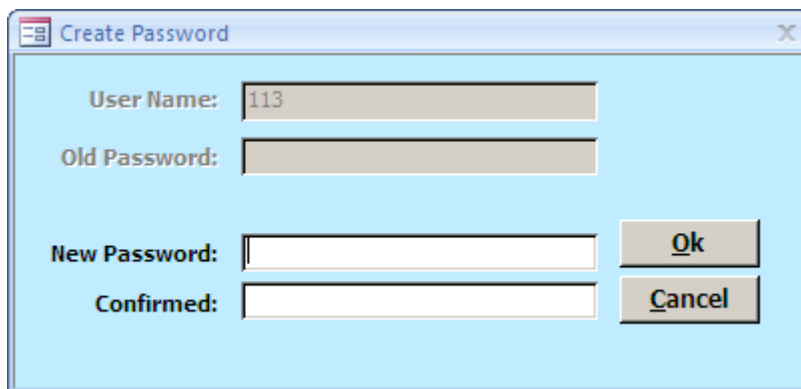


The 'SECURITY CHECK' dialog box displays a warning icon and the following message:

NO PASSWORD IS ASSOCIATED WITH YOUR USERNAME, YOU MUST CREATE A PASSWORD BEFORE CONTINUING. CLICK 'OK' TO CREATE ONE

At the bottom are **OK** and **Cancel** buttons.

4. Click 'OK' and the following appears:-



The screenshot shows a 'Create Password' dialog box. It has a title bar with a standard Windows icon and the text 'Create Password'. The dialog contains four text input fields: 'User Name:' with the value '113', 'Old Password:', 'New Password:', and 'Confirmed:'. To the right of the 'New Password' and 'Confirmed' fields are 'Ok' and 'Cancel' buttons respectively.

5. Type your password at New Password and Confirmed

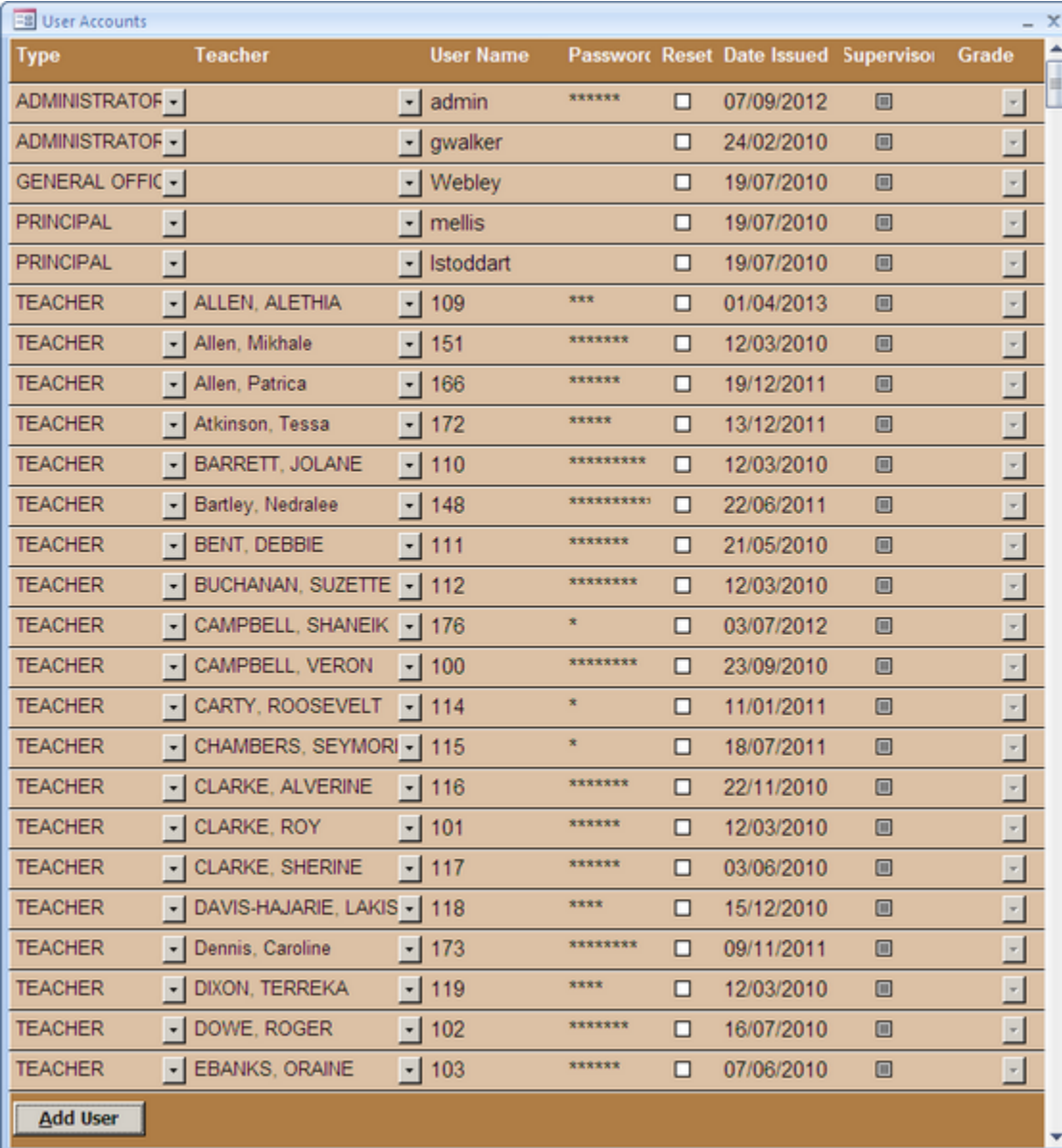
6. Click 'OK' when done.

The System will inform you if the process was successfully completed.

4.3 Reset Password

If a user forgets his or her password you may reset it as follows:

1. Log in as an Administrator
2. From the menu bar select > Maintain > User Accounts. The Following appears:



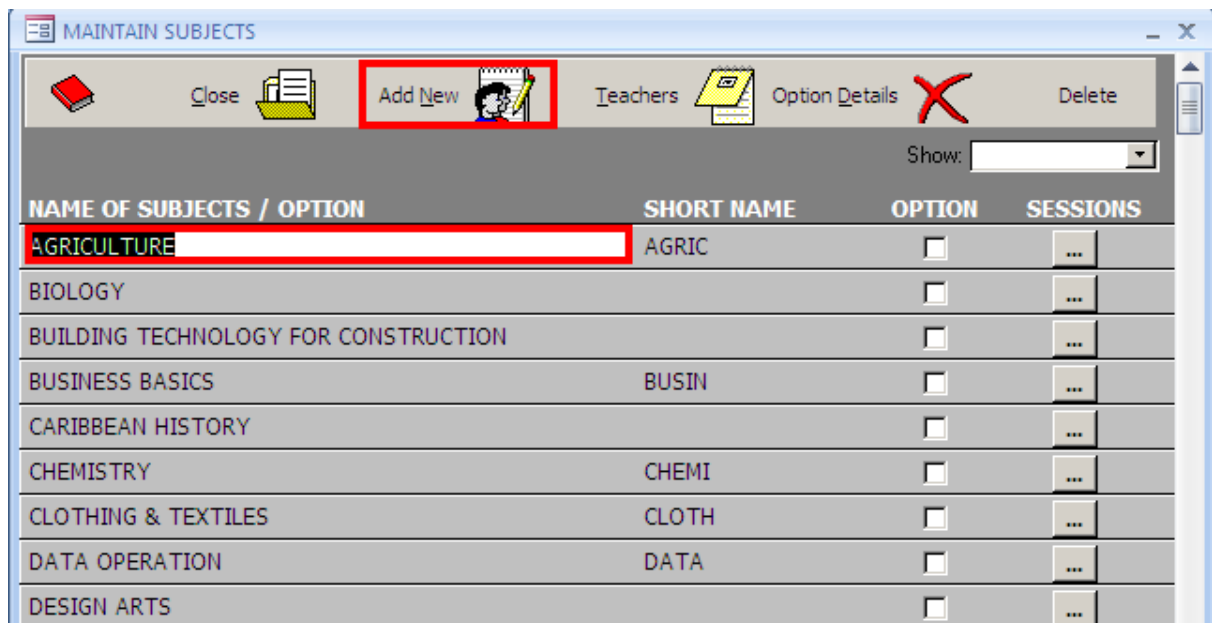
Type	Teacher	User Name	Password	Reset	Date Issued	Supervisor	Grade
ADMINISTRATOR		admin	*****	<input type="checkbox"/>	07/09/2012		
ADMINISTRATOR		gwalker		<input type="checkbox"/>	24/02/2010		
GENERAL OFFIC		Webley		<input type="checkbox"/>	19/07/2010		
PRINCIPAL		mellis		<input type="checkbox"/>	19/07/2010		
PRINCIPAL		Istoddart		<input type="checkbox"/>	19/07/2010		
TEACHER	ALLEN, ALETHIA	109	***	<input type="checkbox"/>	01/04/2013		
TEACHER	Allen, Mikhale	151	*****	<input type="checkbox"/>	12/03/2010		
TEACHER	Allen, Patrica	166	*****	<input type="checkbox"/>	19/12/2011		
TEACHER	Atkinson, Tessa	172	*****	<input type="checkbox"/>	13/12/2011		
TEACHER	BARRETT, JOLANE	110	*****	<input type="checkbox"/>	12/03/2010		
TEACHER	Bartley, Nedralee	148	*****	<input type="checkbox"/>	22/06/2011		
TEACHER	BENT, DEBBIE	111	*****	<input type="checkbox"/>	21/05/2010		
TEACHER	BUCHANAN, SUZETTE	112	*****	<input type="checkbox"/>	12/03/2010		
TEACHER	CAMPBELL, SHANEIK	176	*	<input type="checkbox"/>	03/07/2012		
TEACHER	CAMPBELL, VERON	100	*****	<input type="checkbox"/>	23/09/2010		
TEACHER	CARTY, ROOSEVELT	114	*	<input type="checkbox"/>	11/01/2011		
TEACHER	CHAMBERS, SEYMORI	115	*	<input type="checkbox"/>	18/07/2011		
TEACHER	CLARKE, ALVERINE	116	*****	<input type="checkbox"/>	22/11/2010		
TEACHER	CLARKE, ROY	101	*****	<input type="checkbox"/>	12/03/2010		
TEACHER	CLARKE, SHERINE	117	*****	<input type="checkbox"/>	03/06/2010		
TEACHER	DAVIS-HAJARIE, LAKIS	118	****	<input type="checkbox"/>	15/12/2010		
TEACHER	Dennis, Caroline	173	*****	<input type="checkbox"/>	09/11/2011		
TEACHER	DIXON, TERREKA	119	****	<input type="checkbox"/>	12/03/2010		
TEACHER	DOWE, ROGER	102	*****	<input type="checkbox"/>	16/07/2010		
TEACHER	EBANKS, ORAINE	103	*****	<input type="checkbox"/>	07/06/2010		

Add User

3. Locate teachers name or user name from the list of names, Tick the 'Reset' box of the user and then close the window to save and exit. then ask the user to attempt logging in by clicking the 'OK' button on the log in window. the system will notify user of reset and allow user to create a new password.

4.4 Add A Subject

1. Log in as an Administrator
2. From the menu bar select > School Basic > Subjects, the following window appear:-



3. Click the 'Add New' button from the toolbar as shown

4. A New line will appear, type the name of the subject, press tab button 4 times until it returns to the name of subject column, click add new for another subject or close to save and exit.

4.5 Add A Class

The product group students in home room or classes referred to as ClassID. To Create a new Class ID:-

1. Log in as an Administrator.
2. From the menu bar select > School Basic > Classes, the following windows appears:

Complete SMS 2013 - GREEN POND HIGH SCHOOL

File Maintain School Basic Attendance Grades Billing Process Analysis Window Help

CLASSES

CLASS ID	GRADE	RANK	FORM TEACHER	MIXED	MAXIMUM	SHIFT	STATUS
7A	7	0	WILSON, DELROY	-	500		ACTIVE
7B	7	1	WALKER, GARY	-	50		ACTIVE
7J	7	2	McFARLANE, TAMEQUE	-	50		ACTIVE
7S	7	3	Livingston-Williams, Karell	-	50		ACTIVE
7V	7	4	LINDO, AMOI	-	50		ACTIVE
7W	7	5	Maddan, Seanterra	-	50		ACTIVE
8-0	8	0		-	500		ACTIVE
8B	8	1	HUTCHINSON, KINESHIA	-	50		ACTIVE
8J	8	2	MORRISON, ONEIL	-	50		ACTIVE
8S	8	3	CHAMBERS, SEYMORE	-	50		ACTIVE
8V	8	4	CLARKE, ALVERINE	-	50		ACTIVE
8W	8	5	Bartley, Nedralee	-	50		ACTIVE
9-0	9	0		-	500		ACTIVE
9WOODS-1	9	0	ALLEN, ALETHIA	-			INACTIVE
9WOODS-2	9	0	ALLEN, ALETHIA	-			INACTIVE
9B	9	1	Dennis, Caroline	-	50		ACTIVE
9J	9	2	MASON, JANICE	-	50		ACTIVE
9S	9	3	Allen, Mikhale	-	50		ACTIVE
9V	9	4	THOMAS, CARLEEN	-	50		ACTIVE
9W	9	5	Wright, Kaydeen	-	50		ACTIVE

New ClassID Edit Classes Close

Form View Num Lock

This window list all currently added classes.

3. Click the 'New ClassID' button as shown, the follow window will appear:-

4. Fill in the required field and click 'Close' to save and exit or use the navigation buttons as show to move to a new record.

The required fields to create a class are:-

- ClassID
- Grade/Year - Grade Level
- Category
- Status
- Maximum
- Shift

4.6 Define a Form Teacher

There are two methods to assign a form teacher.

Method 1

The Primary form teacher is assigned using the Define a Class Window as follows:

1. Log in as an Administrator
2. From the menu bar > Select School Basic, Classes, the following appears:



CLASS ID	GRADE	RANK	FORM TEACHER	MIXED	MAXIMUM	SHIFT	STATUS
7A	7	0	WILSON, DELROY	<input type="checkbox"/>	500		ACTIVE
7B	7	1	WALKER, GARY	<input type="checkbox"/>	50		ACTIVE
7J	7	2	McFARLANE, TAMEQUE	<input type="checkbox"/>	50		ACTIVE
7S	7	3	Livingston-Williams, Karell	<input type="checkbox"/>	50		ACTIVE
7V	7	4	LINDO, AMOI	<input type="checkbox"/>	50		ACTIVE
7W	7	5	Maddan, Seanterra	<input type="checkbox"/>	50		ACTIVE
8-0	8	0		<input type="checkbox"/>	500		ACTIVE
8B	8	1	HUTCHINSON, KINESHIA	<input type="checkbox"/>	50		ACTIVE
8J	8	2	MORRISON, ONEIL	<input type="checkbox"/>	50		ACTIVE
8S	8	3	CHAMBERS, SEYMORE	<input type="checkbox"/>	50		ACTIVE
8V	8	4	CLARKE, ALVERINE	<input type="checkbox"/>	50		ACTIVE
8W	8	5	Bartley, Nedralee	<input type="checkbox"/>	50		ACTIVE
9-0	9	0		<input type="checkbox"/>	500		ACTIVE
9WOODS-1	9	0	ALLEN, ALETHIA	<input type="checkbox"/>			INACTIVE
9WOODS-2	9	0	ALLEN, ALETHIA	<input type="checkbox"/>			INACTIVE
9B	9	1	Dennis, Caroline	<input type="checkbox"/>	50		ACTIVE
9J	9	2	MASON, JANICE	<input type="checkbox"/>	50		ACTIVE
9S	9	3	Allen, Mikhale	<input type="checkbox"/>	50		ACTIVE
9V	9	4	THOMAS, CARLEEN	<input type="checkbox"/>	50		ACTIVE
9W	9	5	Wright, Kaydeen	<input type="checkbox"/>	50		ACTIVE

Form View Num Lock

New ClassID Edit Classes Close

3. Double-Click the ClassID of class you want to assign a form teacher. The following appears:

DEFINE A CLASS

General

ClassID: 7S Status: ACTIVE

Grade/Year: 7 Location:

Rank: 3 Maximum: 50

Group: Teacher: Livingston-Williams, Karell

Name: Course:

Category: LOWER Shift:

☐ Remedial Students ☐ Mixed Class

Required Subjects | Students | Promote to ClassID

SUBJECTS	#SESSIONS	PER DAY	LOCATION
*		2	

Total sessions allocated: ☐ Copy to:

Close Change ID Create Delete

Record: 1 of 1 No Filter Search

4. Select the name of the teacher from the drop-down list of teachers as shown above
5. Close the window to Save and Exit.

Method 2

Because the define a class windows only allows one teacher to be assigned to a class, you must use the Teachers Record Window to assign the assistant form teacher(s) as follows:-

1. Log in as an Administrator.
2. From the menu bar select > School Basic > Teachers Record. This shows all the teachers on the system, search for or double click the name of the teacher you want to assign a form class, the following window appears:-

[illegible]

3. Click the 'Deployment' Tab as shown above.
4. Select the Class ID from the drop-down list of Form Class ID as shown above.
5. Close to save and exit.