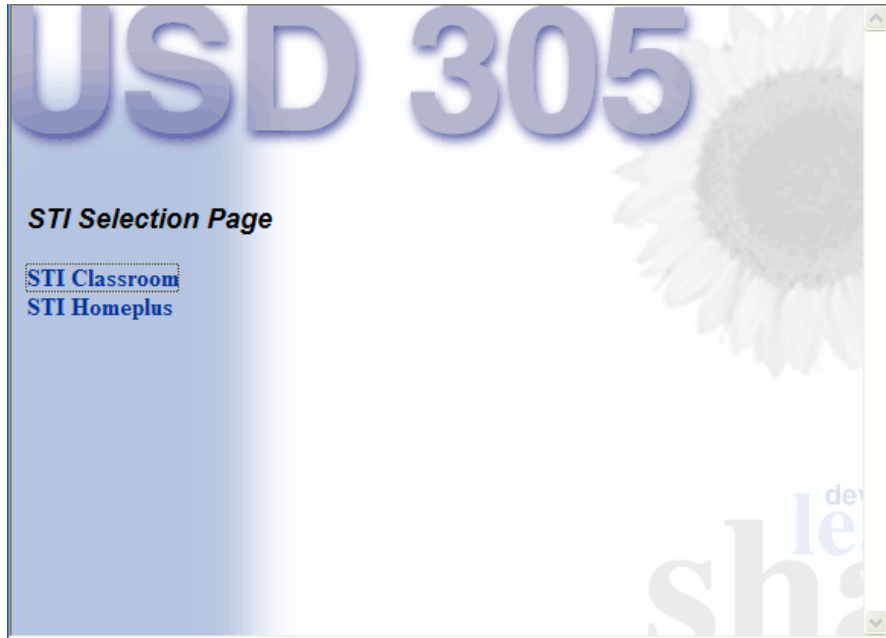


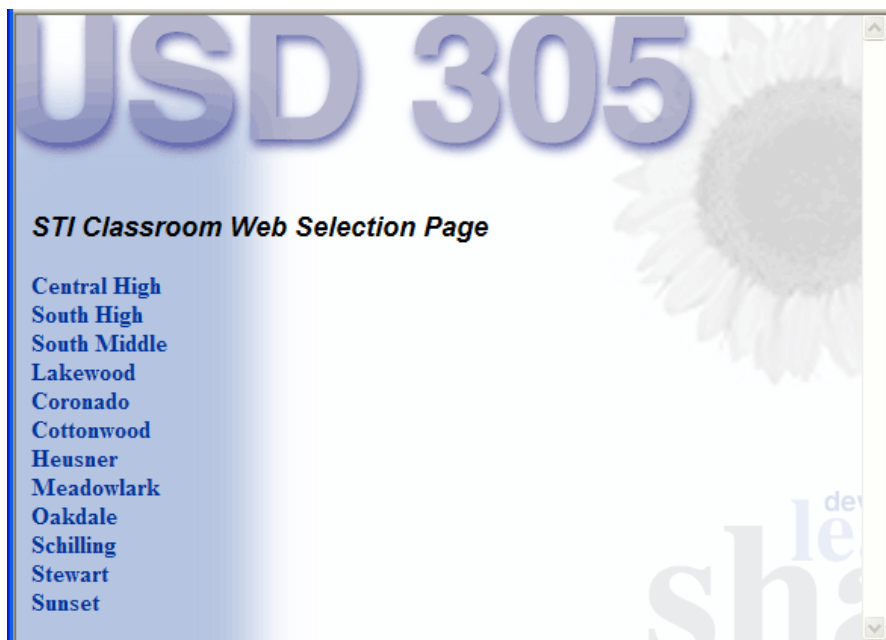
STIClassroom Web

Logging On

This is the URL you will use to get into the program from home: <http://www.usd305.com/sti/sti.asp>
Once you enter this URL, you will see the following:

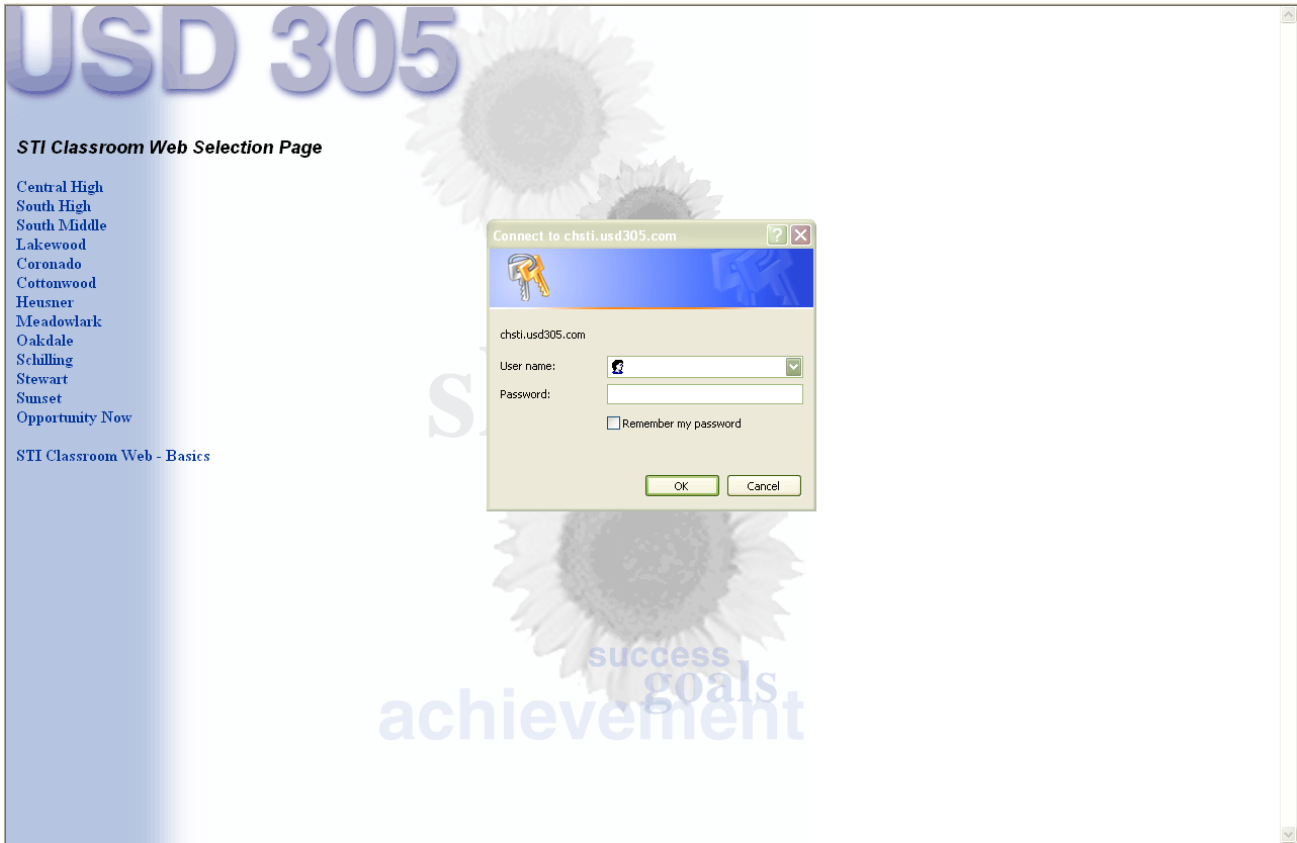


Select STI Classroom and you will see the following screen:



Click on the appropriate school link. If you see a security alert window, click on Yes to proceed.

A network login window will come up. You will need to enter your network User name and Password.



The next screen you see is the classroom page.



When you get to this page, click on the Teacher Services link to get to the Sign In screen.

Sign In

User ID **Password**

User ID is required

Once here, enter your User ID and password. Then click OK button.

STIClassroom Web Main Menu

STIClassroom Home | Main | Help | Account | Sign Out | Menu

Hometown Jr./Sr. High School - Shive, Lanetta J. Search...

October 2004

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

Term One

Schedule

C	T	P	Section	Name	Ct
0	0	0	Home: 1103		
1	1		2303.01	Eng. III	25
1	1		2304.01	Eng. IV	1
1	4		2304.02	Eng. IV	8
1	5		2303.02	Eng. III	14

Grade Period
First Nine Weeks

Tasks

Jobs Queue
? Description

Main Menu Back

Selected Course

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

Selected Date

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

Daily Attendance
Attendance Not Yet Taken

Class Roster **Grade Book**

Attendance Roster **Lesson Planner**

Manual Grade Entry **Textbook Management**

Meal Counts **Skills**

STIClassroom Version: 8.5.28 Copyright ©2001 All rights reserved.

Calendar – Attendance days will appear in black. **Teacher specific courses** – The homeroom will be displayed along with all sections being taught by this teacher. The system defaults to the current term. To see all terms, uncheck the box to the left of the screen above the Schedule window.

Student Class Roster – Shows roster for each selected class.

Student Attendance Roster – Used to report daily and period attendance and view attendance records for students.

Manual Grade Entry – Used to manually insert grades into STIOffice without using Grade Book or to change grades already posted and add comments to report card.

Meal Counts– Used to track the type of meal students eat on a particular day (for example, Hot Lunch, Salad Only, Deli Sandwich, etc.) This icon will be grayed out unless it has been setup in the Principal's Module.

Grade Book – Used for storing students' daily work and averaging daily grades.

Skills– Used to track non-traditional grades.

Student Class Roster

(1st icon on main screen)

Class Roster
← Back

Selected Course

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

Number	Name	Grade	Home	Sex	Race	Pfile
405	Barnes, Amy N.	12	1101	F	White	
407	Barnett, Bridgett N.	12	1101	F	White	
422	Burgess, Wade J.	12	1103	M	White	0010029.GIF
430	Cobb, Christina L.	12	1101	F	White	0010177.GIF
431	Cobb, Leigh E.	12	1101	F	White	COBB8238.GIF
434	Corey, Cherie M.	12	1101	F	White	CORE4609.GIF
437	Davis, Audery A.	12	1101	F	White	
809	Ennis, Jean	12	1101	F	White	0010233.GIF
451	Frye, Monica J.	12	1101	F	White	
458	Gray, Clint D.	12	1101	M	White	GRAY3718.GIF
460	Gray, Donald G.	12	1101	M	White	GRAY0691.GIF
487	Jackson, Marvin D.	12	1102	M	White	
491	Johnson, Patti A.	12	1102	F	White	JOHN4657.GIF
502	Lee, Heather	12	1102	F	White	LEE7368.GIF
515	Mills, Charles K.	12	1102	M	White	MILL9261.GIF
519	Mills, Justin M.	12	1102	M	White	MILL5544.GIF
520	Mills, Kimberly J.	12	1103	F	White	
530	Patterson, Richard	12	1103	M	White	PATT6752.GIF
551	Sears, Kennan W.	12	1103	M	White	0010122.GIF
556	Smith, Cammie C.	12	1103	F	White	SMIT4413.GIF
561	Smith, Jennifer R.	12	1103	F	White	
565	Smith, Michael P.	12	1103	M	White	SMIT4585.GIF
571	Taylor, Marie M.	12	1103	F	White	TAYL6066.GIF
579	Warren, Sydney P.	12	1103	F	White	WARR1892.GIF
588	Wyatt, Susan L.	12	1103	F	White	WYAT1544.GIF

Ethnic/Gender Breakdown																					
Race	1		2		3		4		5		6		9		10		11		12		Total
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
White	1	2	1	2	1	2	1	1	2	2	2	1	19	22	13	10	16	23	26	24	171
American Indian							1							2		1					4
Asian Pacific													1	1			1				3
Tot	1	2	1	2	1	2	2	1	2	2	2	1	20	25	13	11	17	23	26	24	178

From this screen, you can access the following items, if access rights have been granted in Principal's Module or Admin Services:

Demographics– To access student demographics and guardian information that has been entered in STIOffice on a VIEW ONLY basis, click on a students name or id number in the roster list. The following are links on the bottom of the Demographic screen.

Schedule– The user can view a selected student's schedule from the demographic screen. The roster for another class can be viewed by clicking on the Course Description link.

Tests– User can view testing information on the selected student through the demographic screen.

Grade Level Roster – Click on the grade level of a student to view all students in that grade level.

Gender Roster – Click on the gender of a student to view all students of that gender.

Ethnic Roster – Click on the ethnicity of a student to view all students in that ethnic group.

Reports – The reports link, found at the upper right of the screen by clicking on the Menu link, will allow user to print *Mailing Labels*, *Class Roster* or *Schedule Report*. To select the student for which to report, click in the white space next to their id number or name. The line will become highlighted in Blue. To multi-select students, hold down the shift key and click next to each student's ID number or name or use the ctrl+shift option to select a range of students.

Student Attendance Roster

(2nd icon on main screen)

Attendance

Selected Course

Period	Class	Description	Teacher
4	2304.02	English IV	Shive, Lanetta J.

Selected Date

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

Period Attendance
 Attendance Posted on 10/14/2004 8:43:00 AM

Legend

- Absent: 0
- Present: 7
- Missing: 0
- Tardy: 1
- Other: 0

Include Counts Change

Attendance	Student Name	Number	Gr	Home	Code	Daily		Period		Alert
						Abs	Tdy	Abs	Tdy	
<input type="checkbox"/>	Austin, Krista K.	1001	9	1	TU					⚠️ ⚡️ ⚠️
<input checked="" type="checkbox"/>	Grubb, Kara B.	468	9	1201						
<input checked="" type="checkbox"/>	Grubb, Ruby M.	465	9	1202						
<input checked="" type="checkbox"/>	Lacefield, Laurie M.	500	9	1202						
<input checked="" type="checkbox"/>	Messer, James L.	513	9	1202						
<input checked="" type="checkbox"/>	Mills, John B.	518	9	1202						
<input checked="" type="checkbox"/>	Mills, Melissa K.	521	9	1202						
<input checked="" type="checkbox"/>	Phipps, Rondle S.	533	9	1202						

Include Counts Change

Post Attendance to the STIOffice Program– Follow these steps:

1. All students are marked present by default unless they have been marked absent previously in the day by another teacher or through the office. Present students are indicated by the red square. Students who have already been marked absent previously in the day will appear with have a red X through a white box indicating they are absent. Students who have been marked absent with a reason such as field trip or college visit will appear with the red and white box indicating they are absent with a type of other.
2. To mark a student absent, click once on the red square. It will become a white square.
3. To mark a student tardy, click twice on the red square. A white square with a red T will appear by the name.
4. Click **ALL** to mark all students present.
5. Click **NONE** to mark all students missing.
6. Once all students have been marked tardy or missing, click **Post**. A warning will appear indicating that once attendance has been posted, all changes must be made through the office. Click **OK**.

Include Count – If the Include Counts checkbox is selected, All Day and Period absences and tardy totals for the current grading period will be displayed.

Alerts– The alert icons for Internet, Medical, Special Education and Special Instructions can be found in this column.

Internet– A yellow e will display for any student who has been given permission to access the Internet.

Medical– If the student has a Medical Alert, a yellow + will be seen.

Special Education– If the student has a Special Education code, a yellow lightning bolt will be seen.

Special Instructions– If the student has a Special Instruction or warning, a yellow ! will be seen. If given access in the Principal's Module or Admin Services, the user may click on this link to view this information.

Manual Grade Entry

(3rd icon on main screen)

Be sure to click on the program's Back button instead of the browser's back button. If you use the browser's back button, it may not save changes that you have made.

Manual Grade Entry ← Back

Selected Course

Period	Class	Description	Teacher
4	2304.02	English IV	Shive, Lanetta J.

Selected Date

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

										Change	Blank	Blank All
Student Name	Number	Home	Sex	Gr	9WK	COM	COM	CND	Alert			
Austin, Krista K.	1001	1	F	9	89	1	2	90				
Grubb, Kara B.	468	1201	F	9	90	1	2	92				
Grubb, Ruby M.	465	1202	F	9	72	3	6	72				
Lacefield, Laurie M.	500	1202	F	9	90	1	2	95				
Messer, James L.	513	1202	M	9	100	1	2	100				
Mills, John B.	518	1202	M	9	80	4	6	76				
Mills, Melissa K.	521	1202	F	9	89	1	2	90				
Phipps, Rondle S.	533	1202	M	9	80	9	10	67				

Change | Blank | Blank All

If grades have been posted for the selected grading period, grades will appear. Grades may also be entered here for those not using Grade Book after posting has been enabled through STIC lassroom Principal's Module.

Select student by clicking in the white area next to their name and click the **Change** link. Note: To view student's demographic information, click on the student's name.

Insert Grades, Exam Grades, Etc. To cycle through the list of students, click **Cycle** at the bottom of the change window. To give the same grade, comments, etc. to all students on the list, click **Fill**.

Click **OK**.

To blank just one student's grades, highlight the student and click **Blank**. To blank all students' grades on this list, click **Blank All**.

Verification Rosters may be printed through the **Reports** link at the top of the window, which can be accessed by clicking in the Menu link.

Teacher Grade Book

(5th icon on main screen)

Be sure to click on the program's Back button instead of the browser's back button. If you use the browser's back button, it may not save changes that you have made.

The screenshot shows the 'Grade Book' application window. At the top, it displays 'Selected Course' (Period 4, Class 2304.02, Description English IV, Teacher Shive, Lanetta J.) and 'Selected Activity' (HOMEWORK 10/14/2004 - Chapter 5 review questions, Thursday, October 14, 2004, Value: 100.00). Below this is a toolbar with various icons, including a 'Back' button. The main area contains a table with the following data:

C	Student Name	Number	%Avg	Chapter 4	Chapter 4	Chapter 5
				10/14/04	10/14/04	10/14/04
	Austin, Krista K.	1001	87.33	100/100	90/100	72/100
	Grubb, Kara B.	468	90.33	90/100	92/100	89/100
	Grubb, Ruby M.	465	92.00	90/100	89/100	97/100
	Lacefield, Laurie M.	500	85.67	92/100	78/100	87/100
	Messer, James L.	513	79.00	94/100	76/100	67/100
	Mills, John B.	518	82.67	93/100	58/100	97/100
	Mills, Melissa K.	521	81.67	89/100	89/100	67/100
	Phipps, Rondle S.	533	88.00	70/100	96/100	98/100
	---- Activity Average ----			89.75/100	83.50/100	84.25/100

Before using the grade book, the Class Defaults must be set up for each grading period (if not already done from school computer). To access Class defaults, click **Menu | Class Defaults**.

Enter Grades

Edit Selected Score (click on 3rd icon from left)

The screenshot shows the 'Edit Selected Score' dialog box. It has a 'Back' button at the top right. Below the title bar are two checkboxes: 'Cycle Student' and 'Cycle Activity'. The 'Activity Detail' section contains the following information:

- Number:** 1001
- Student Name:** Austin, Krista K.
- Date:** Thursday, October 14, 2004
- Activity:** TESTS
- Description:** Chapter 4 & 5 test
- Value:** 100.00
- Score Weight:** Multiplier = 1.00 Additive = 0.00

Below the activity details, there are two score fields:

- Current Score:** 100 (100.00%)
- New Score:** 100 (100.00%)

There is a checkbox labeled 'Drop This Score' which is currently unchecked. At the bottom of the dialog is a large text area for 'Comment'. At the very bottom are three buttons: 'Clear', 'OK', and 'Cancel'.

Check to Cycle by Student or Activity (optional)
Enter the score for the student

Check to Drop This Score if the score for this activity should not be included in the course average.
 Enter a Teacher Comment (optional) which may be printed on progress reports by checking the Activity Comments box.
 Click **Clear** to erase the score.
 Click **OK** to save.

Column Grade Entry (click on 4th icon from left)

Edit Column of Scores
← Back

Selected Course

Period	Class	Description	Teacher
4	2304.02	English IV	Shive, Lanetta J.

Selected Score

Category	Activity	Date
TESTS	Chapter 4 & 5 test	10/14/2004

Value Average Multiplier = Score Weight Additive =

100.00 Points 1.00 0.00

Suppress warning when score exceeds activity value

Student Name	Student Number	Current	New
Austin, Krista K.	1001	100	100
Grubb, Kara B.	468	90	90
Grubb, Ruby M.	465	90	90
Lacefield, Laurie M.	500	92	92
Messer, James L.	513	94	94
Mills, John B.	518	93	93
Mills, Melissa K.	521	89	89
Phipps, Rondle S.	533	70	70

Save

Fill

Drop

UnDrop

Clear

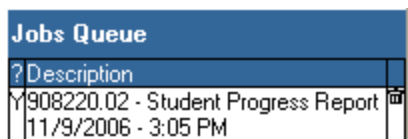
Cancel

First, click on the description heading for the activity in which grades are to be entered, or select the activity from the drop down list. Then click the 4th icon.

Enter grades down the column by typing a number and pressing the ENTER key. Alternately, the teacher may type a number and click the **Fill** button to fill grades entered to each student following the student's score when **Fill** was selected.

Other functions are to *Drop/Undrop Scores* and *Clear* (erase) *All Scores*.
 Click **Save** when finished.

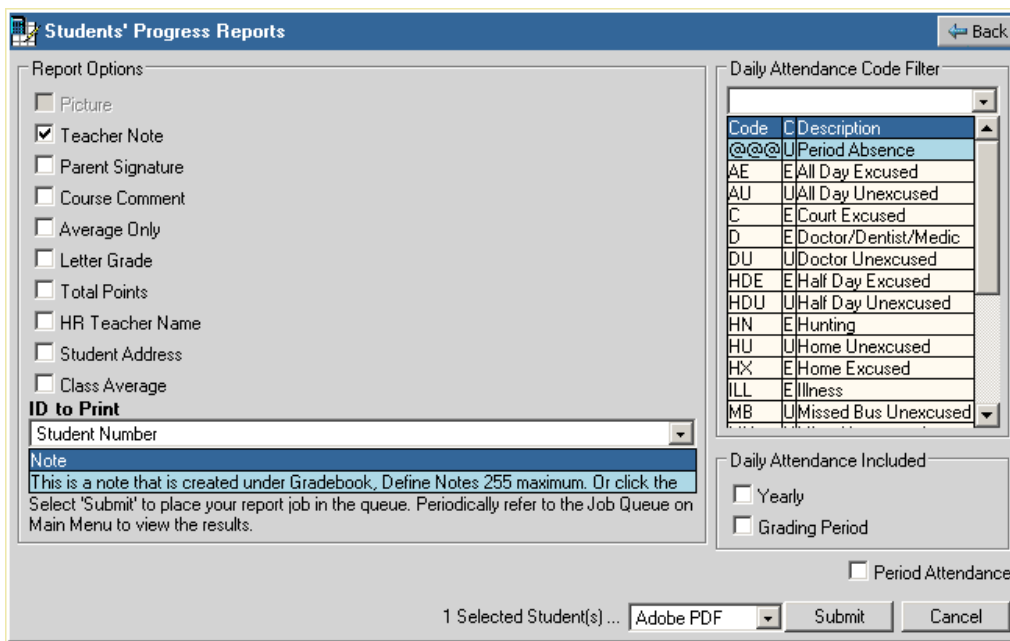
Printing Reports



Submit Button – When available, click on the Submit button. Reports will be listed in the Jobs Queue in the lower left hand corner of the Main Menu window. Once you return to the Main Menu, click on the **Refresh** button (on browser toolbar). You can then click on the name of the report to view it. To print, click File from the menu bar and select Print. Close the screen containing the print job when finished. The report will remain in the job queue for 5 days. To delete the job from the queue manually, click the trash icon next to the report.

Preview Button – When available, click on the Preview button. Report will open up into a preview window. To print, click File from the menu bar and select Print. To return to STIClassroom Web, click on browser's **Back** button.

Print Selected Students' Report (Click on 6th icon from left)



Choose print options as desired. To print for multiple students, click the 1 Selected Student(s) link at the bottom of the screen. Use the shift+click or ctrl+click options to select multiple students. Click **Select**. The number of students selected should be updated. Click **Submit**.

Print Grade Book (Click on 7th icon from left)

Prints the grade book in a column format. Click **File, Print** from the menu bar. Click the browser back button to return to STIClassroom.

Print Class Progress Reports

(Click on 8th icon from left)

Prints progress reports for an entire class. Shows all classes in the students' schedules.

Select Report Options. *Attendance* may also be printed on Progress Report.

To print for multiple students, click the 1 Selected Student(s) link at the bottom of the screen. Use the shift+click or ctrl+click options to select multiple students. Click **Select**. The number of students selected should be updated. Click **Submit**.

Post

(Click on 9th icon from left)

Student Schedule

(Click on 10th icon from left)

Click to view /print selected student's schedule.

Student Demographics

(Click on 11th icon from left)

Click to view selected student's demographic information.

Menu Options

(Click on Menu in the upper right hand corner)

1. Category List – Insert/Change activity categories
2. Copy Activities - Select class to *Copy From*. Select individual Activities or use shift+click or ctrl+click option to select multiple activities. To copy categories in addition to activities, click **Copy Categories**. Click **Copy**.
3. Define Daily Activities – Insert/Change activities
4. Grade Book Comments – Create a list of comments to be attached to individual students or to print en masse when printing progress reports.
5. Hide Names – Click to hide names. The teacher will be prompted to enter their same password that is used to access STIClassroom. Click **Menu | Hide Names** to restore.
6. Drop Scores – Select drop highest/lowest scores from all or selected students. Should only be done at the end of the grading period.
7. Move Scores – If student has been changed from one section of a course to another section of the same course taught by the same teacher, access the grade book for the new course and click **Move Scores**. Select the course from which to copy grades and click **Move**.
8. Sort – The grade book defaults to sorting by Student's last name. The sort may be changed here.
9. Lesson Planner - Click to access the Lesson Planner for the selected course and grading period.
10. Calculate Course Average – Click to view/calculate the student course average by adjusting the weights for various grading periods.
11. Birthdays – Click to view student birthdays. Check All Classes to view all birthdays, not just those in the selected course. Uncheck Current Month Only to view all birthdays for the year.
12. Seating Chart – Click to view/edit seating chart for the selected course.
13. Class Worksheet – Prints a column report displaying grades for selected activities. Options include printing a single line per student, landscape, blank scores only, average, letter grades, scores.
14. Progress Report (All Classes) – Prints progress report for all students for all classes, not just the selected class. Click the 1 Student(s) Selected link to select multiple students. Prints to the job queue.
15. Grade book - Prints the grade book in a column format. Prints directly to the screen.
16. Report Cards – Prints report cards for selected students. Click the 1 Student(s) Selected link to select multiple students. Prints to the job queue.
17. Students' Progress Reports – Prints progress report for the selected course only. Click the 1 Student(s) Selected link to select multiple students. Prints to the job queue.
18. Missing Grades – Prints all activities by either activity or by student with blanks scores for the specified date range. Options include printing only the student ID (excludes the name), include letter grade, check whether or not to include 0's, print one page per student.

Skills

(6th icon on main screen)

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

The screenshot shows the 'Skills' screen with the following details:

- Selected Course:**

Period	Class	Description	Teacher
1	2303.01	English III	Shive, Lanetta J.
- Selected Skill:** ENGLISH 1:1
Comprehension
- Grade Period:** First Nine Weeks
- View:** Marks
- Table:**

Student Name	Number	ENGLISH
*Determine The Purpose Or Purposes Of Listening (Such As To Obtain		
Barnes, Amy N.	405	S
Barnett, Bridgett N.	407	
Burgess, Wade J.	422	
Cobb, Christina L.	430	
Cobb, Leigh E.	431	
Corey, Cherie M.	434	
Davis, Audery A.	437	
Ennis, Jean	809	
Frye, Monica J.	451	
Gray, Clint D.	458	
Gray, Donald G.	460	
Jackson, Marvin D.	487	
Johnson, Patti A.	491	
Lee, Heather	502	
Mills, Charles K.	515	
Mills, Justin M.	519	
Mills, Kimberly J.	520	
Patterson, Richard	530	
Sears, Kennan W.	551	
Smith, Cammie C.	556	