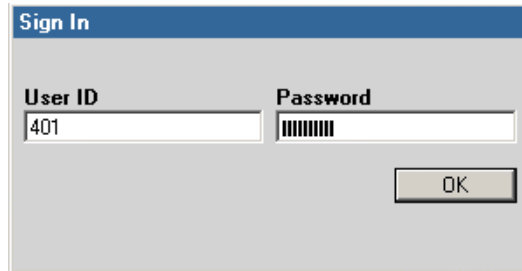


# Accessing

## Signing In




The screenshot shows a 'Sign In' dialog box with a blue title bar. Below the title bar, there are two input fields: 'User ID' and 'Password'. The 'User ID' field contains the text '401'. The 'Password' field contains a series of vertical bars representing a masked password. Below the input fields, there is an 'OK' button.

- Enter the student's **User ID** (Student ID Number) and **Password** (the PIN number generated for each student) and click **OK** to proceed.

The **User ID** will be retained from session to session. In other words, after a valid ID and password have been entered and the sign-in process is successfully completed, the ID will automatically reappear in the sign-in screen in future. However, the user must re-enter the password for each sign-in.

## Signing Out

To sign out, simply click **Signout** in the upper right corner of the screen or close the browser window by clicking the  just above the *Signout* field.

# Student Services Desktop

After the user has signed in, the *Student Services* desktop will appear, as shown below.

Software Technology, Inc. STIHome+ F. E. Peacock Middle School

**Schedule**  
Grading Period: 3rd Quarter

Period	Course	Description	Teacher	Room	CalCode	DOW
1	6780.11	Advisory	KABAT	214		MTWHF
2	730.01	Science 7	LARSEN	112		MTWHF
3	720.01	Math 7	KAYE	106		MTWHF
4	750.03	Spanish 7	MATHELIER	218		M WH
5	701.01	Lunch 7	SUPERVISOR	0000		MTWHF
6	740.04	Social Studies 7	PEEL	216		T F
7	772.03	FACS 7	AHN	008		MTWHF

**Gradebook Status**

Class	Avg	Missing
Advisory		
CommonTime7		
Science 7		
Math 7		
Spanish 7		
Lunch 7		
Soc Studies7	100.00/A+	1
FACS 7		22
PE Boys 7	100.00/A+	
Lang Arts 7		

**Statistics (Cumulative)**

GPA: 3.237
Grad Credits: 9.500
Daily Abs: 10.000
Tardy: 0
Counselor: WEST
Homeroom: KABAT
Teacher: KABAT

**Homework** | Lesson Plan | Grade Book | Categories | Attendance

Options available within Student Services are listed in the upper left side of the screen. Click on any option and a corresponding view will appear in the main area of the screen to the right.

By default, the *Schedule* view will appear upon sign-in.

**All views in the application are *Read-Only* fields.**

# Static Information

Basic student information is displayed onscreen throughout the session. This includes the following:  
Identifying Information and Shortcut Buttons

Button/Field	Description
Student ID Number/Name	This information is located in the upper right corner of the screen.
Home button	While in the Student Services view, click <b>Home</b> in the upper right corner to return to the original page that links the user to Student Services.
Signout button	Click <b>Signout</b> in the upper right corner to close out.
School Name	The school name should be listed in the upper left corner of the screen.

## Status

On the left side of the screen, the *Status* box lists all classes in the student's schedule, along with the student's current average in each class. The *Missing* column displays the number of grade book activities that are missing scores.

---

Note: Grades displayed in the *Avg* column are current as of the most recent calculation of grades in the gradebook.

---

## Statistics

The *Statistics* box, located directly below the *Status* box, displays the following details:

Field	Description
GPA	Student's grade point average, as of the most recent report card.
Grad Credits	Number of credits the student has accrued toward graduation, as of the most recent report card.
Absent	Lists the total number of days absent during the current school year, as of the most recent attendance posting. May include decimals to indicate partial days absent.
Tardy	Lists the total number of tardies during the current school year, as of the most recent attendance posting.
Counselor	The guidance counselor assigned to the student is listed here, where applicable.
Homeroom	Student's homeroom number is listed here.
Teacher	Student's homeroom teacher is listed here.

# Schedule

## Viewing the Schedule

The student's full schedule for a selected grading period will be displayed at the top of the *Schedule* view. The current grading period is selected by default; however, the user may click the *Grading Period* drop-down arrow to select another grading period as desired.

The screenshot shows a software interface for viewing a student's schedule. At the top, there is a blue header bar with the word "Schedule". Below it, a "Grading Period" dropdown menu is set to "Grading Period 1(HS)". The main part of the interface is a table with the following data:

Period	Course	Description	Teacher	Room	CalCode	DOW
1	100.02	Primary	Mrs Ballard	203	A	MTWVHF
1	200.01	Self Contained Elem.	Mr. Allen	106		MTWVHF
1	2351.11	Drama I	Mrs Boston	105		MTWVHF
2	2704.12	Pre Calculus	Mrs Hammons	210		MTWVHF
3	2303.13	English III	Mrs Shive	202		MTWVHF
4	2243.14	U.S. History	Mrs Finn	VOC 1		MTWVHF
5	2521.15	Chemistry I	Mr. White	106		MTWVHF
6	2120.16	Computer Programming	Mrs Ballard	203		MTWVHF

Below the table is a "Homework" section with a table of assignments:

Date	Homework
6/9/2005	HW Read Act 1 Death of A Salesman
6/14/2005	HW Read Death of a Salesman Act 2
6/16/2005	Study for Death of a Salesman test on the 20th

At the bottom of the interface, there are four tabs: "Homework", "Lesson Plan", "Grade Book", and "Attendance". The "Homework" tab is currently selected.

### Select a Class in the Schedule

Any highlighted class in the schedule is considered to be the *currently selected class*. Only one class may be selected at a time.

*Homework* assignments, the teacher's *Grade Book* details and *Attendance* information for the selected class are displayed below the schedule as menu tabs. Click a tab to view corresponding information for the selected class.

To select a different class, click in either the *Period*, *Course* or *Description* columns for that class.

#### **Homework**

This tab is not currently in use.

#### **Lesson Plan**

This tab is not currently in use.

## Grade Book

Click the *Grade Book* tab to view Grade Book activity information for the selected class.

Date	Category	Description	Value	Weight	Score
6/6/2005	CLASSWORK	Improv Activity	100	1	100
6/6/2005	HW&QUIZ	Stage Postions Quiz	100	1	90
6/7/2005	HW&QUIZ	Persceium Design HWV	100	1	100
6/9/2005	CLASSWORK	Improv Activity	20	1	20
6/9/2005	HW&QUIZ	Read Act 1 Death of A Salesman	100	1	100
6/13/2005	HW&QUIZ	Death of A Salesman Act 1 Quiz	15	1	14
6/14/2005	HW&QUIZ	Read D of S Act 2	100	1	100
6/16/2005	HW&QUIZ	D of S Act 2 Quiz	15	1	15
6/20/2005	TEST	Death Of A Salesman Test	35	1	30

[Homework](#)
[Lesson Plan](#)
[Grade Book](#)
[Attendance](#)

Items listed under the *Category* column reflect course categories – generally, types of assignments – as created by teachers in their grade book. Typical categories include quizzes, reading assignments, homework or term papers.

Teachers may choose to make each category count for a specified percentage of the overall grade for the course.

## Attendance Information

Click the *Attendance* tab and the student's attendance history for any selected class will be displayed below the schedule. This attendance information is current as of the school's most recent attendance posting.

Date	Day	Per	T	Abs	Description	C
6/13/2005	Monday, June 13, 2005	1	P	ADU	All Day Unexcused	U
6/14/2005	Tuesday, June 14, 2005	1	P	ADU	All Day Unexcused	U
6/15/2005	Wednesday, June 15, 2005	1	P	AUP	Absence Unex Period	U
6/16/2005	Thursday, June 16, 2005	1	P	AUP	Absence Unex Period	U

[Homework](#)
[Lesson Plan](#)
[Grade Book](#)
[Attendance](#)

- *Daily Attendance* reflects whether or not a student is counted as present or absent for the full school day. The criteria for this determination is set up according to standards set by the school, district, county or state.
- *Period Attendance* is used to track a student's presence in each class during the school day. In some cases, *daily* attendance is determined based on period attendance; that is, the number of periods (or minutes, in some cases) for which a student is present at school can be used to establish the student's status as present or absent for the full day.

All tardies and/or absences are listed by date, with the most recent date at the top of the list. Use the scroll bar to the right of the list to move up and down the list, if applicable.

# Demographics


## Viewing Student Demographic Information

Click **Demographics** to view the student's demographic information. A view will appear with two tabs: *Student Information* and *Contacts*.

### Demographics

---

#### Personal

<b>Number</b> 401 101 Madison Ave Hometown, IL 61568	<b>Alternate</b> <input checked="" type="checkbox"/> Unlisted Addr	<b>SSN</b> xxx-xx-xxxx	<b>Full Name</b> Kelly Ann Angst <b>Nickname</b> Kristy <b>Lives With</b> Mother	
<b>Telephone</b> (309) 662-3456	<input checked="" type="checkbox"/> Unlisted Phone			

---

#### Administrative

<b>Race</b> White	<b>Gender</b> F	<b>Birthdate</b> 4/15/1993	<b>Age</b> 10	<b>Grade</b> 8	<b>Locker</b> 263	<b>Combo</b> 7-11-43
<b>Homeroom</b> 1101	<b>Teacher</b> Ballard, Joyce	<b>Bus 1</b> 10	<b>Bus 2</b> 10	<b>Parking Sticker</b> C185	<b>Counselor</b> Bell, Julie A.	

---

**Student Information** | [Contacts](#)

### Student Information

This tab is shown by default.

#### **Personal Details**

At the top of the *Student Information* view, personal data such as the student's full name, nickname, address and telephone number will be listed.

#### **Administrative Details**

This section includes school information such as race, gender, birth date, locker number and combination, home room teacher, bus number and parking sticker number.

### Contacts

Click the *Contacts* tab to view a list of student contact information (phone number and mailing address). This list may include parent/guardian and doctors or other emergency numbers.

## Demographics

Name	Relationship	Phone	Address	Address	City	ST	Zip
Glenna Bargo	Mother	546-2409	208 Third Street		Hometown	IL	40906
Ovia Bargo		546-4298			Hometown		
Anna Mae Bunch	Aunt	546-8664					
Helen Rice And Juanita Peters	Can Check Out						
Hayden		000-0000					

Student  
Information

**Contacts**

# Discipline

## Viewing Student Discipline Information

Click **Discipline** to view the student's discipline history.

Discipline				
	5/29/2001	3:40 PM	Letter Sent	DIS Discipline
<b>Drugs, Except Alcohol</b>	<b>Date</b>	<b>Time</b>	<b>Teacher</b>	
	2/1/2001	9:21 AM	Chins, Larry H.	
	<b>Date</b>	<b>Time</b>	<b>Action</b>	<b>Notes</b>
	10/23/2001	11:08 AM	Phone Call	Left Message on answering machine
	10/24/2001	11:17 AM	Phone Call	Left another message
	10/27/2001	11:08 AM	Letter Sent	
<b>Threat / Intimidation</b>	<b>Date</b>	<b>Time</b>	<b>Teacher</b>	
	4/5/2001	8:52 PM	Ollie, Kevin	
	<b>Date</b>	<b>Time</b>	<b>Action</b>	<b>Notes</b>
	4/5/2001	8:52 PM	Parent Conference	
	5/29/2001	10:41 AM	Letter Sent	
<b>Sexual Harrassment</b>	<b>Date</b>	<b>Time</b>	<b>Teacher</b>	
	5/21/2001	11:12 AM	Chins, Larry H.	
	<b>Date</b>	<b>Time</b>	<b>Action</b>	<b>Notes</b>
	5/21/2001	11:21 AM	Letter Sent	DIS Discipline
	5/21/2001	11:21 AM	Phone Call	Set-up Conference for the 29thof May.
<b>Drugs, Except</b>	<b>Date</b>	<b>Time</b>	<b>Teacher</b>	
	10/25/2001	8:45 AM	Ennis, Julie	
	<b>Date</b>	<b>Time</b>	<b>Action</b>	<b>Notes</b>

By default, the most recent discipline entries are listed at the bottom of the view. Use the scroll bar to navigate through the records as necessary.

### Discipline Details

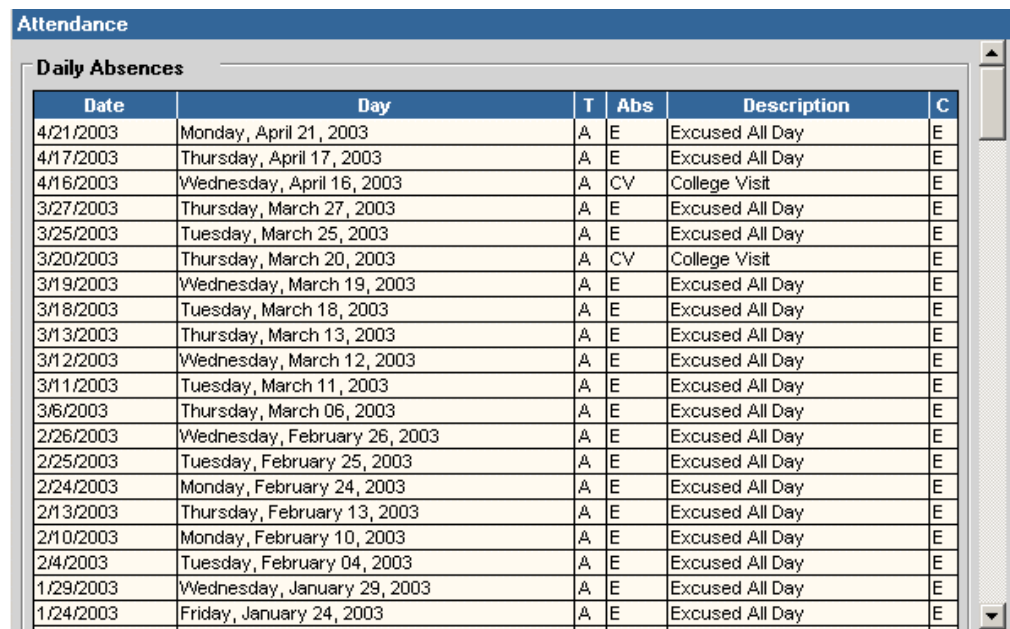
- The type of discipline infraction (such as *Absence Letter*, *Skipping School*, *Fighting*, etc.) is listed in boldface to the left of each entry.
- The *Date* of the original incident is listed at the top of entry, along with the school employee who reported the incident.
- All *Actions* taken are listed below. This might include actions such as *Phone Call* or *Letter Sent*.
- Any *Notes* entered regarding the action will be listed to the right.

# Attendance

## Viewing Student Attendance

Click **Attendance** to view the student's detailed attendance history. This will provide a more detailed attendance record than that displayed in the **Schedule** view.

The record will include daily and period attendance information for the current school year, as of the most recent posting of attendance at the school.



The screenshot shows a window titled "Attendance" with a sub-section "Daily Absences". It contains a table with the following columns: Date, Day, T, Abs, Description, and C. The table lists 20 rows of attendance records from January 24, 2003, to April 21, 2003. Each row shows a date, the corresponding day of the week, a type of absence (A), an absence code (E or CV), a description (Excused All Day or College Visit), and a count (E).

Date	Day	T	Abs	Description	C
4/21/2003	Monday, April 21, 2003	A	E	Excused All Day	E
4/17/2003	Thursday, April 17, 2003	A	E	Excused All Day	E
4/16/2003	Wednesday, April 16, 2003	A	CV	College Visit	E
3/27/2003	Thursday, March 27, 2003	A	E	Excused All Day	E
3/25/2003	Tuesday, March 25, 2003	A	E	Excused All Day	E
3/20/2003	Thursday, March 20, 2003	A	CV	College Visit	E
3/19/2003	Wednesday, March 19, 2003	A	E	Excused All Day	E
3/18/2003	Tuesday, March 18, 2003	A	E	Excused All Day	E
3/13/2003	Thursday, March 13, 2003	A	E	Excused All Day	E
3/12/2003	Wednesday, March 12, 2003	A	E	Excused All Day	E
3/11/2003	Tuesday, March 11, 2003	A	E	Excused All Day	E
3/6/2003	Thursday, March 06, 2003	A	E	Excused All Day	E
2/26/2003	Wednesday, February 26, 2003	A	E	Excused All Day	E
2/25/2003	Tuesday, February 25, 2003	A	E	Excused All Day	E
2/24/2003	Monday, February 24, 2003	A	E	Excused All Day	E
2/13/2003	Thursday, February 13, 2003	A	E	Excused All Day	E
2/10/2003	Monday, February 10, 2003	A	E	Excused All Day	E
2/4/2003	Tuesday, February 04, 2003	A	E	Excused All Day	E
1/29/2003	Wednesday, January 29, 2003	A	E	Excused All Day	E
1/24/2003	Friday, January 24, 2003	A	E	Excused All Day	E

Use the scroll bar to navigate up or down the *Attendance* view to browse the various types of attendance information.

### Attendance Details

Attendance information is listed in the following order:

#### ***Daily Absences***

This included all regular daily absences. The date, day of the week, type of absence, excused or un-excused status and a description are displayed onscreen, with the most recent absences at the top of the list.

#### ***Period Absences***

Period absences are listed below daily absences. *Period* attendance refers to a student's presence in or absence from any particular period; a student who misses multiple periods during a single day may still be considered presence in terms of daily attendance, depending on the attendance criteria set up by the school.

Attendance							
12/11/2002	Wednesday, December 11, 2002	A	U	Unexcused Absence	U		
12/10/2002	Tuesday, December 10, 2002	A	E	Excused All Day	E		
11/18/2002	Monday, November 18, 2002	A	E	Excused All Day	E		
11/1/2002	Friday, November 01, 2002	A	E	Excused All Day	E		
8/28/2002	Wednesday, August 28, 2002	A	U	Unexcused Absence	U		
8/26/2002	Monday, August 26, 2002	A	U	Unexcused Absence	U		

Period Absences								
Date	Day	Per	Class	Descript	T	Abs	Description	C
6/26/2003	Thursday, June 26, 2003	1	2303.01	Eng. III	P	U	Skip	U
6/25/2003	Wednesday, June 25, 2003	1	2303.01	Eng. III	P	U	Skip	U
5/6/2003	Tuesday, May 06, 2003	1	2303.01	Eng. III	T	TU	Skip	U
5/5/2003	Monday, May 05, 2003	1	2303.01	Eng. III	P	SK	Skipped	U
4/21/2003	Monday, April 21, 2003	1	2303.01	Eng. III	P	E	Skip	E
4/21/2003	Monday, April 21, 2003	2	2536.02	AP Physics	P	E	Skip	E
4/21/2003	Monday, April 21, 2003	3		Homerom	P	E	Skip	E
4/21/2003	Monday, April 21, 2003	4	2247.02	Cultures	P	E	Skip	E
4/17/2003	Thursday, April 17, 2003	1	2303.01	Eng. III	P	E	Skip	E
4/17/2003	Thursday, April 17, 2003	2	2536.02	AP Physics	P	E	Skip	E
4/17/2003	Thursday, April 17, 2003	3		Homerom	P	E	Skip	E
4/17/2003	Thursday, April 17, 2003	4	2247.02	Cultures	P	E	Skip	E
4/16/2003	Wednesday, April 16, 2003	1	2303.01	Eng. III	P	CV	Skip	E
4/16/2003	Wednesday, April 16, 2003	2	1001.02	World Lit	P	CV	Skip	E

Details displayed onscreen include: date, day of the week, each period missed, class number and course description, excused or un-excused status and an absence description.

### Check In / Out

Check-ins and check-outs are used to track students who leave and/or return to school during the day for legitimate purposes, such as visits to the doctor. Students are generally checked out by the office when they leave school, and checked in when they return.

A list of all check-ins and check-outs is displayed at the bottom of the *Attendance* view, as shown in the screen shot below.

Attendance								
11/18/2002	Monday, November 18, 2002	2		Homerom	P	E	Skip	E
11/18/2002	Monday, November 18, 2002	3	2303.02	Eng. III	P	E	Skip	E
11/18/2002	Monday, November 18, 2002	4	1010.01	Statistics	P	E	Skip	E
11/1/2002	Friday, November 01, 2002	1	2303.01	Eng. III	P	E	Skip	E
11/1/2002	Friday, November 01, 2002	2		Homerom	P	E	Skip	E
11/1/2002	Friday, November 01, 2002	3	2748.01	Bus Law	P	E	Skip	E
11/1/2002	Friday, November 01, 2002	4	1010.01	Statistics	P	E	Skip	E
10/15/2002	Tuesday, October 15, 2002	1	2303.01	Eng. III	P	SK	Skipped	U
8/28/2002	Wednesday, August 28, 2002	1	2303.01	Eng. III	P	U	Skip	U
8/28/2002	Wednesday, August 28, 2002	2	2240.01	Geography II	P	U	Skip	U
8/28/2002	Wednesday, August 28, 2002	3	2748.01	Bus Law	P	U	Skip	U
8/28/2002	Wednesday, August 28, 2002	4	1010.01	Statistics	P	U	Skip	U
8/27/2002	Tuesday, August 27, 2002	1	2303.01	Eng. III	T	TX	Tardy Excused	E
8/26/2002	Monday, August 26, 2002	1	2303.01	Eng. III	P	U	Skip	U
8/26/2002	Monday, August 26, 2002	2	2240.01	Geography II	P	U	Skip	U
8/26/2002	Monday, August 26, 2002	3	2748.01	Bus Law	P	U	Skip	U
8/26/2002	Monday, August 26, 2002	4	1010.01	Statistics	P	U	Skip	U

Check In/Out							
Date	Day	Per	Time	T	Abs	Description	C
12/12/2002	Thursday, December 12, 2002	2	10:54 AM	I	D	Doctor/Den/Med Excus	E
8/27/2002	Tuesday, August 27, 2002	1	8:38 AM	I	D	Doctor/Den/Med Excus	E

Check In/ Check Out details include the date, day of the week, period, time and description.

# Grades

## Viewing Grades

Click **Grades** to view the student's most recent report card grades for all applicable classes.

The current *Grading Period* is selected by default. To view grades from a grading period that has passed, click the drop-down arrow and select any available term.

Report card grades are listed for grading periods that have already been completed. The grades listed for the current grading period reflect the student's average as of the most recent posting of grades.

Grades							
<b>Student</b> Austin, Krista K.							
<b>Grading Period</b>							
Term 1 <input type="button" value="v"/>							
Term 1							
Term 2							
Term 3							
Term 4							
	se #	Course Name	Teacher Name	EXA	COM	COM	FIN
	01	English III	Shive, Lanetta	B	Instruction Above Grade Level		B
	01	Media Communication	Boston, Maria	A			A
1	5614.01	Computer Science	Dennis, Gary G.				A

## Grade Details

All classes with grades are listed onscreen in schedule format. Information displayed may include the following: Course number, course name, teacher name, exam grades, one or two comments and a final grade if available.