



# Centre School Information System Teacher Handbook

## Version 1.2

As a teacher, you can view student information and schedules for students who you teach and input attendance, grades, and eligibility for these students. You also have a gradebook program to keep track of students' grades. The Gradebook is integrated into the Input Grades program as well as the Eligibility program. From the Gradebook, not only can you keep track of grades, but you can print progress reports for any of your students.

To choose a period to work on, select the period from the pull-down menu on the left frame. The program will automatically refresh with the new period in the workspace. You can also change the school year and current marking period in a similar fashion.

As you use Centre, you will notice other items appear in your side menu. When you select a student to work on, the student's name will appear under the marking period pull-down menu preceded by two dots. As you move between programs, you will continue to work on this student. If you want to change the working student, click on the two dots by the student's name. You can also quickly access the student's General Information screen by clicking on the student's name.

Also, when you click on any of the program icons in the top menu, you will see a list of programs available to you in that program category. Clicking on any program title will launch the program in the main frame, and it will update the help frame to display help for that program.

In the gradebook, you will see lists of modifiable data. Oftentimes, you will have to first click the value you want to change to have access to an input field. Then, when you change the value and save, the value will return to its previous state.

You can logout of Centre at any time by clicking the "Logout" link at the bottom of your side menu.



# School Setup

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## School Information

*School Information* displays the name, address, and principal of the current school.

## Calendar

*Calendar* is a display of school events and your student's assignments. The calendar also displays whether or not school is in attendance on any given day. By default, the calendar displays the current month. The month and year displayed can be changed by changing the month and year pull-down menus at the top of the screen and clicking the "Update" button.

The titles of school events and assignments are displayed in each date's box. Clicking on these titles will open a popup window that displays more information about the event or assignment. School assignments are preceded by a red dot and assignments are preceded by a blue dot.

For days that school is in attendance all day, a green checkmark appears in the upper right-hand corner of the date. On partial days, the number of minutes that school is in session is displayed here instead. If the school is not in attendance at all on any given day, nothing will appear in the upper right-hand corner of the date.

## General Info

*General Information* is a display of a student's fundamental information. This includes birth date, social security number, ethnicity, gender, birthplace, and grade.

## Address

*Address* is a display of a student's address and contact information.

A student can have any number addresses.

## Other Info

*Other Info* is a student screen that allows you to keep any information about students. These fields can be changed or added to by an administrator with the Data Fields setup program.

There are two kinds of Other Info fields: text fields and checkbox fields.

## Enrollment

*Enrollment* is a display of the student's enrollment history.



# Scheduling

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## Schedule

*Schedule* is a display of the student's course schedule.

You must first select a student by using the "Find a Student" search screen. You can search for students who have requested a specific course or request by clicking on the "Choose" link next to the search options "Course" and "Request" respectively and choosing a course from the popup window that appears.

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## Input Final Grades

*Input Final Grades* allows you to enter quarter, semester, and semester exam grades for all your students in the current period. By default, this program will list the students in your first period class for the current quarter. You can alter the quarter by changing the marking period pull-down menu on the left frame. Also, you can select the current semester or semester final by changing the marking period pull-down menu at the top of the screen to the desired marking period.

Once you are in the correct marking period, you can enter student grades by selecting the earned grade for each student and entering comments as desired. Once all the grades and comments have been entered, click the "Save" button at the top of the screen.

If you are using the Gradebook, you can have Centre calculate each student's quarter grades by clicking on the "Use Gradebook Grades" link at the top of the list. Clicking this link will automatically save each student's grades and refresh the list.

## Configuration

*Configuration* allows you to configure the gradebook.

You can configure the gradebook to round scores up, down, or normally. Normal rounding would round 19.5 to 20 but 19.4 to 19.

You can also configure the score breakoff points for each letter grade. For example, if you set the score breakoff points for A+, A, and A- to 99, 91, and 90 respectively, a student with 99% to 100% would have an A+, another student with a 91% to 98% would have an A, and a student with a 90% would have an A-. The score breakoff point for F should probably be 0.

Finally, you can also configure the final grading percentages of each semester. These values are used when averaging the quarter and semester exam grades to calculate the semester grade.

## Assignments

*Assignments* allows you to setup your assignments. There are two tiers involved with assignments: assignment types and assignments.

You will probably have assignment types called "Homework," "Tests," and perhaps "Quizzes." Assignment types are set for every period on which you teach any given course. So, if you teach Algebra on 1st and 3rd period, you will have to add assignment types to only one of these periods.

To add an assignment type or an assignment, click on the Add icon (+) in the column corresponding to what you want to add. Then, fill in the information in the fields above the list of assignments / types and click the "Save" button.

If you check "Apply to all Periods for this Course," the assignment will be added for each period for which you teach a specific course, in the same way assignment types are added.

To change an assignment or type, click on the assignment or type you want to modify and click on the value you want to change in the grey area above the assignments / types lists. Then, change the value and click the "Save" button.

Finally, to delete an item, select it by clicking on its title on the list and click the "Delete" button at the top of the screen. You will be asked to confirm the deletion.

## Grades

*Grades* allows you to input assignment grades for all your students in the current period. By default, this program will list the students in your first period class. You can alter the current period by changing the period pull-down menu in the left frame to the desired period.

Once you have chosen the correct period, you will see the total points and cumulative grade for each student in your class. You can view the grades for an assignment by selecting the assignment from the assignment pull-down menu at the top of the screen. From here, you can input a new grade by entering the points earned into the blank field next to the student's name or you can modify an existing grade by clicking on the points earned and changing the value. After changing the grades, click the "Save" button at the top of the screen.

You can also view and change all the grades for a single student by clicking on the student's name in the list. Input grades in the same way that you did with the multiple student list.

## Progress Reports

*Progress Reports* is a utility that allows you to print progress reports for any number of students.

You can choose to print the progress reports with mailing labels. The progress reports will have mailing labels positioned in such a way as to be visible in a windowed envelope when the sheet is folded in thirds. More than one progress report may be printed per student if the student has guardians residing at more than one address.

The progress reports will be automatically downloaded to your computer in the printable PDF format when you click the "Submit" button.



# Attendance

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## Take Attendance

*Take Attendance* allows you to enter period attendance for all your students in the current period. By default, this program will list the students in your first period class. You can alter the current period by changing the period pull-down menu in the left frame to the desired period.

Once you are in the correct period, you can enter attendance by selecting the attendance code corresponding to each student. Once you have entered attendance for all your students, click the "Save" button at the top of the screen.



# Eligibility

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## Enter Eligibility

*Enter Eligibility* allows you to enter eligibility grades for all your students in the current period. By default, this program will list the students in your first period class. You can alter the current period by changing the period pull-down menu in the left frame to the desired period.

Once you are in the correct period, you can enter eligibility grades by selecting the eligibility code corresponding to each student. Once you have entered eligibility for all your students, click the "Save" button at the top of the screen.

If you are using the Gradebook, you can have Centre calculate each student's eligibility grades by clicking on the "Use Gradebook Grades" link at the top of the list. Clicking this link will automatically save each student's eligibility grades and refresh the list.

You must enter eligibility each week during the timeframe specified by your school's administration.

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