



SIM Summer 2017 for ES Teachers

Basic Navigation

The following section provides an overview of how to navigate around the upgraded SIM environment.

The screenshot shows the SIM interface for an Elementary School - School Teacher. The header (1) includes the user's name, a search field, and navigation links. The horizontal menu bar (2) contains options like Search, Class, School, Admin, My Reports, and Quick Links. The breadcrumbs (3) show the path Home > My Classes. The task bar (4) displays a table of classes with actions for each.

My Classes	Roster	Grading	Attendance
Homeroom - A129			
SUMMER MATH 6 (A129)			
SUMMER READING 6 (A129)			

1	The Header section contains your name, <i>Quick Search</i> field, Name of School, Role you are currently using, and the <i>Sign out</i> link. If you have more than one role, you can quickly switch role by clicking the <i>Role</i> hyperlink.
2	The horizontal Menu bar is the main navigation feature. Hovering over each heading on the <i>Menu bar</i> displays additional sub-headings. Because the <i>horizontal Menu bar</i> displays on every page in SIM, users can quickly navigate to another page in SIM from wherever they currently are in the system. Use the <i>Menu bar arrow</i> () to collapse or expand the <i>Header</i> section.
3	Breadcrumbs , also known as the Page Path, show you where you are in the system and how you got there. You can use the <i>Breadcrumbs</i> to navigate back to previous pages or to return to the <i>Home Page</i> (also known as the <i>My Classes</i> page for teachers).
4	The Task bar contains menus that allow a user to start or complete tasks in SIM. The menu options, such as <i>Actions</i> , <i>Edit</i> , and <i>Reports</i> , will vary depending on which page is displayed.



Taking Attendance

The following steps detail how to take attendance:

1. On the *Home Page*, click the *Attendance* icon.
2. On the *Attendance* page, complete the following:
 - A. Use the radio buttons to mark students either “A” (Absent Unexcused) or “T” (Tardy), as needed. Default is Present (P); it is optional to enter comments.
 - B. Click *Submit*.
 - C. After clicking *Submit*, “*Not Submitted*” will change to “*Attendance Submitted*”.

Home > My Classes > Attendance

A129 - Not submitted **C** Actions Edit Reports

Thursday,

Selected: 0 Total: 8

<input type="checkbox"/>	A		Student Name	Attendance		Comment
<input type="checkbox"/>	A	T	P	Present		
<input type="checkbox"/>	A	T	P	Absent Unexcused		
<input type="checkbox"/>	A	T	P	Present		
<input type="checkbox"/>	A	T	P	Present		
<input type="checkbox"/>	A	T	P	Tardy		
<input type="checkbox"/>	A	T	P	Present		
<input type="checkbox"/>	A	T	P	Absent Unexcused		
<input type="checkbox"/>	A	T	P	Present		

B

Submit Submit & Logoff

Note the following:

- ✓ After the *Submit* button has been clicked, teachers can no longer change/edit attendance. Any changes must be completed by staff with the Attendance Coordinator or Principal role.
- ✓ For students who never arrive for Summer School (i.e., “No Shows”), the Department of Instructional Supports has instructed schools to keep the students enrolled and have teachers mark the students **Absent** for each day of Summer School.



Entering Grades

ES teachers will enter three (3) marking period grades, as follows:

Marking Period	Column Name in SIM Summer	On Progress Report or Report Card
Progress Report grade for the <u>first two weeks</u>	Summer Semester PR1	Yes - on Progress Report
Progress Report grade for the <u>second two weeks</u>	Summer Semester PR2	NO - entered for tracking purposes only
Final Report Card grade	Summer Semester RC	Yes - on Report Card

The following steps details how to enter grades for students:

1. From the *Home Page*, click the *Grading* icon for the class in question.
2. On the *Grades* page, note the following:
 - A. Select the marking period in question
 - B. Enter a grade for each student.
 - C. Click *Save* when grade entry is complete.

Note: Three (3) marking periods

1. Summer Semester PR1
2. Summer Semester PR2
3. Summer Semester RC

See table above for explanation.

Note the following:

- ✓ For students who never arrive for Summer School (i.e., “No Shows”), the Department of Instructional Supports has instructed schools to have teachers assign those students an “F” for each marking period.
- ✓ The teacher must manually average the two progress report grades (PR1 and PR2) to determine the student’s final grade (RC). The system does **not** calculate this final grade.