SIM Summer 2016 for ES Teachers

Basic Navigation

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

1	The **Header** section contains your name, *Quick Search* field, Name of School, Role you are currently using, and the *Sign out* link. If you have more than one role, you can quickly switch role by clicking the *Role* hyperlink.
2	*The horizontal **Menu bar** is the main navigation feature.* Hovering over each heading on the *Menu bar* displays additional sub-headings. Because the *horizontal Menu bar* 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 *Menu bar arrow* (⬒) to collapse or expand the *Header* 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 *Breadcrumbs* to navigate back to previous pages or to return to the *Home Page* (also known as the *My Classes* 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 *Actions*, *Edit*, and *Reports*, 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".

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

For 2016 Summer School, 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</u> <u>weeks</u>	Summer Semester PR1	Yes - on Progress Report
Progress Report grade for the <u>second two</u> <u>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.