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:

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

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.