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1 Introduction

This reference guide is specifically designed for teachers to understand their roles using Complete SMS 2010.

Complete SMS 2010 should be regarded as a tool to aid the process of record keeping such as recording grades, attendance, conducts, comments, incidents and more.

Each teacher will work independent in a secure environment having full control over his/her mark/grade book with no need to be concerned that his/her grades can be modified accidentally or maliciously.

It must be understood that a report card is a summary of all related mark sheets, attendance and comments made by several teachers and as such you will not have direct interaction with a report card because the report card is generated.

2 Getting Started

To start using Complete SMS 2004-2010, locate the Shortcut icon on your Desktop and Double-click to open it.

Each teacher logging on for the first time is required to create an account by associating a password with his/her name from the drop-down list of teachers on the login window.

Otherwise select you

2.1 Creating a Teacher Login Account

Once Security is enabled on your version of Complete SMS 2010 the following login window is displayed:
To begin:

1. Select "TEACHER" from the drop-down list of Modes
2. Select your name from drop-down list of Teachers, as a first time user, the system will display the following window allowing you to create your account:

   ![Complete SMS 2010 window](image)

3. Type your password in both fields and select "OK"
The system will indicate whether or not the password was successfully created.

2.2 What's my TeacherID

Your TeacherID is a unique number assigned to each teacher when added to the system. The number is displayed at User name on the login window after you select your name from the drop-down list of teachers.

This number is required to use the online version of the product at www.myschooljamaica.com along with the password you created.

3 Teacher's Portal

The Teacher's Portal represents the home page for each authenticated teacher. It groups pertinent functions and charts specific to the current user and is intended to simplify navigating the product.

These functions or tasks are also accessible from the main menu bar.

The Portal is divided into four (4) panels, the chart panels will appear empty as you're a first time user, as you enter and process grades the charts will appear, you may also need to click the refresh link on the upper right of the portal to view current changes.
- **My Tasks**

- **My Monthly Progress**

- **My Subjects**

- **My Comparison**

### 3.1 My Tasks

This panel list the most commonly used task with self-explanatory descriptions. To perform a task - Select the required task and wait for the window to load.

#### 3.1.1 My Mark Book2

My Mark Book two is exactly as its name suggest, its the second version of the mark book this product uses to record grades.

It takes a practical approach to the recording of grades in an electronic environment and as such you are NOT required to think out side of the box! Yes that's right, the 'same ole' approach when using your manual mark book.
In theory, your Mark Book has Mark Sheets, each Mark Sheet has Columns, each column has properties that represents the grades to be recorded such as the date, category, weight, contributing factor to final grade and so on.

This Mark Book supports tab separated mark sheets, customizable and insert able columns.

3.1.1.1 How to Open My Mark Book2

You may open your mark book using either of the following methods:

1. First Method:
   - From the "My Task" panel choose "My Mark Book2"

2. Second Method:
   - From the Menu Bar choose Grades >> My Mark Book2

The mark book will appears as follows:

![Mark Book Image]

The above image represents what a first time user Mark Book2 would look like. This mark book does not have any mark sheets inserted.

3.1.1.2 How to Insert a Mark Sheet

Open your mark book as described previously. Select the "Mark Sheet" Tab from the East Panel of your Mark Book.
1. Choose the Subject from the drop-down list of subjects

2. Choose the ClassID or Mixed Class from the appropriate drop-down list

3. Click the "Insert" button.

The system will now prepare and display the mark sheet based on the class and subject selected as follows:
The Mark Sheet

A Mark Sheet is a **Snapshot** of a class list at the time it was created. Note the term **“Snapshot”** as changes to the class list will not automatically change the mark sheet until you initiate those changes, either by removing a student from the mark sheet that’s no longer in the class or re-inserting the mark sheet to include a student subsequently added to the class.

Your newly created mark sheet list students alphabetically by gender and displays there names, gender and all predefined memo columns such as Conduct or Comments. It may be configured to automatically insert monthly columns for you, for backward compatibility with previous versions.

Take a moment to observe the mark book and identify its panels, so after inserting our first mark sheet for “7B”, INFORMATION TECHNOLOGY, you will notice two (2) new tabs representing the newly created mark sheet, both named according to the mark sheet. The upper tab represents the **Subject Tab Panel** and the lower the **Class Tab Panel** and as such, every other information technology subject will be group under information technology thus displaying all the classes for selected subject tab.

In essence the mark book groups all mark sheet by subject area.

3.1.1.2.1 Setting up a Mixed Class

Students are grouped by home rooms and we don't necessarily teach all the students from a home room, your class my be formed from students coming from different home rooms within the grade level. With that possibility you can build your class list by selecting students coming from different home rooms.

Select the Mark Sheet tab of the east panel as seen below.
The Mixed Class drop-down list and option stores all previously defined mixed classes and allows you to select from it.

Create mixed class

Each mixed class created must be associated with a grade level and named, its recommended that each name is prefixed with the grade level to assist with identifying it. Use names that are appropriate and best describe the class list you are building.

- Select the grade level from with the students come
- Type the name and press enter

Confirm that you want to create the mixed class and confirm that you want to set it up now, after which the following window appears allowing you to select your students.
The left side (Source Listing) shows all the students for specified grade level and gender alphabetically allowing you to quickly identify your students. You may change the gender or grade level to select from other groups.

To select a student from the source listing, simply double-click the name of the student or select a student and click the button with the greater than sign ‘>’. To remove a student from your selected listing (right side) also double click the name of the student from that side.

When you’re done selecting the names, close the window, then to insert a mark sheet based on that select list, make sure the name of the class you just created is displayed at the ClassID field and then click the insert button on the said mark sheet tab.

**Editing your Mixed Class Listing**

You may need to edit or change your mixed class after defining it, to return to your mixed class list, simply reselect it from the drop-down list of mixed classes from the mark sheet tab and confirm that you want to edit it.

Click Yes and the above window will re-appear.

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**3.1.1.2.2 How to Insert/Delete a Column**

A Column on your mark sheet is used for recording the results of an assessment as you would in your manual mark book. Each column can be setup to simulate exactly what takes place on your manual mark sheet, in fact this is the recommended way to use your mark book as the system will be able to effectively monitor a students progress.

Traditionally, we summaries the grades recorded in our mark books and transfer them to a report writer or a report card, this method inevitably hide the progress of our student within the mark book as the aggregated score being keyed either monthly or per term does not adequately represent the true progress that the student has made.

**To Insert Column**

- Choose the mark sheet you want to insert columns to, by selecting the **ClassID** from the Class Tab Panel
  - Select the Column Tab
  - Click Insert a Column Button
With this version of product, the system displays an Insert Column window as shown below that allows you to define the column you want to insert. Defining a column is simply telling the system how to process the grades you are about to record. Each column must be associated with a category or a component. It is important to define a column using an appropriate title that describes the grades being entered as well as the actual date the assessment was given not the date you actually record them.

After specifying all the properties of the column, Click the Insert button to add the column to the mark sheet, the window will remain open to allow you to insert more columns. click Cancel to close when done. Once the column is inserted you may begin recording your grades.
To Edit a Column

You may need to change or edit a column after you have inserted it, to achieve this, select the column you want to edit by clicking any cell within that column, the system will immediately display the following column properties window on the column tab of the east panel. Make the necessary changes which are automatically saved.

To Delete a Column

To delete a column, select the column of the mark sheet you wish to remove or delete then click the Delete Column button on the column properties tab.

3.1.1.2.3 How to Update/Undo Update Mark Sheet

After you have recorded your grades you are required to Update your Mark Sheet. This process involves summarizing the grades monthly as well as by category and transfer there results to the cumulative records kept by the system. If your mark sheet is not updated there will be no report card entry for your subject area.

To Update your Mark Sheet:

1. Select the Mark Sheet Tab from the East Panel
2. Click the Update Button
The "Update" button toggle between "Update" and "Undo Update" depending on the state of the Mark Sheet, therefore if the Mark Sheet is NOT updated and the class tab has a "Red X" on it, the button displays "Update" otherwise it displays "Undo Update".

3.1.1.3 Edit Mark Sheet

You may need to edit your mark sheet because you entered wrong information about it, such as the wrong subject, term or even teacher. To Edit a mark sheet you click the List Mark Sheet link on the mark sheet tab of the east panel as shown below.
This will display the following window, that list all the mark sheets for specified teacher or all that you have created.

The List Mark Sheet window allows you to update and undo update your mark sheet as well as editing your mark sheet. Select the mark sheet record you wish to edit and click the edit link as shown above, the follow window appears allowing you to changes properties of the mark sheet.
3.1.2 Students Attendance

Students Attendance allows you to record the daily attendance of students in your form class. In order to record the attendance of students you must be defined as a form teacher of that class.

To mark the names of your home room students:

1. From Teachers Portal, in “Tasks” panel select ‘Students Attendance’
2. From Main menu bar Select Attendance, Students Attendance.

The following windows appears:-

Make the change and click apply.
The students are listed only after you have selected a week from the drop-down list of weeks.

Like your manual register, there are five (5) columns representing each day of the week, each day having two (2) sessions "M" for morning and "A" for afternoon.

Now, to mark a name, you will need the aid of a mouse - you position the mouse pointer in the adjacent cell relative to the student and day/session to be marked and click.

- click 1 - A for absent
- click 2 - L for late
- click 3 - E for excused
- click 4 - P for present
- click 5 - clears the cell

If your not defined as a form teacher the system will alert you as follows:
3.1.3 Comments Register

Form teachers are often required to comment on a student's conduct each term while grade supervisors comment on performance and as such Complete SMS 2010 provides a Comment Register to make this role possible.

Only teachers defined as form teachers as well as Grades supervisors can make comments using the comment register.

To make Comments:-

1. From Teacher Portal under My Tasks select Comments Register
2. From main menu bar, select Grades, Comments Register.

The following window appears:-

The names and other details appear only after selecting a class from the drop-down list at Class ID:

Select the name you want to comment on and type your comment in the comment area, you may also double-click the comment area to select from a list of pre-defined comments.

3.1.3.1 Choosing Pre-Defined Comments

When you double-click the comment area the following window appears allowing you to select a comment:
To Select a comment from this list, also double-click the comment you wish to use.

After selecting a comment you may adjust it to your desire by cutting and pasting.

3.1.4 Report Card

Once all the grades are in, attendance record and comments in, the report card is ready to print. Only mark sheets that have been updated will make it to the report cards.

To print Reports Cards:
1. From Teachers Portal under My Tasks select Report Card
2. From main menu bar select Grades, Report Card

The following window appears:
Set the appropriate filters such as YEAR and TERM, the system provides three (3) methods to print:-

1. Grade Level
2. ClassID
3. Student

Grade Level - This method allows you to print all the report cards for the specified grade level, usually selected when printing for filing.

Class ID - This method allows you to print all the report cards for the specified class and allows for ranking/positioning to take place.

Student - This method allows you to print a single report card for the specified student.

### 3.1.5 Students Record

A Record is created for each student currently enrolled at your school, the student record window allows you to add, edit or delete a student's record.

When clicked the following window appears:-
The windows has a toolbar of functions labeled according to there tasks.

**How to add a student**

By completing this form and clicking save you would have successfully added a new student record to the system’s database.

The above highlighted fields are required before a record can added or created.

**How to search for a student**

In order to edit or delete a record, we first need to search for or retrieve it and display it on the students record window. To do this, click the search button on the tool bar of the student record window as shown below:-

The following window appears:-
Allowing you to look for the student either by specifying a search filter by Last Name or First Name, Once entered, click the 'Find' button and the system will show all records matching the name you entered.

Select the record by clicking any column of the row relating to the record and then the OK button to display it on the student's record window.

**How to change a student class**

From the student record toolbar select ClassID as shown below:

The following window appears, allowing you to select a new Class from the ClassID drop-down list as shown below, record the date of change as well as a comment or reason for class change.
Click ‘change button’ when done and be sure to click save to commit changes.

### How to change a student status

From the student record toolbar select Status as shown below:

![Status Selection Window](image)

The following window appears, allowing you to select a new status from the status drop-down list as shown below, record the date of change as well as a comment or reason for status change.

![Change Student's Status Window](image)

Click ‘change button’ when done and be sure to click save to commit changes.

#### 3.1.5.1 Using Data Sheet

The data sheet is another option you have to add students to the system. It provides a grid like interface to easily add record from a list.

To open the data sheet, click the drop-down button beside the New button on the students record
toolbar as shown below.

Then choose 'Data Sheet' the following window appears:-

Choose the class you want to add the records to and start adding the records.

3.1.5.2 Using Reconcile Class List

The Reconcile class list window allows you to quickly move students to their home rooms. This window is usually used when all the students are placed in an holding class to facilitate class list created manually.

Each grade level has a holding class as follows, 7-0, 8-0, 9-0... for example all new grade seven students can be placed in 7-0 and then each form teacher would use the reconcile window to move those students to their respective class.

To open the Reconcile Class Window, click the drop-down button beside the New button on the students record toolbar as shown below.

Then choose 'Reconcile Class list' the following window appears:-
The Left side of this window contains the students in the holding classes and the right side contains selected students. To move a student from one class to the next, simply double-click the name from either side or use the buttons in the middle accordingly.

### 3.1.6 My School

Enter topic text here.

### 3.2 My Monthly Progress

This panel displays a line graph that represents your overall progress from month to month for the selected year. You may select a year for the monthly progress.
3.3 **My Subjects**

This panel displays a column graph that represents your success rate for each class within specified period.

![Graph showing My Subject(s) success rates](image)

3.4 **My Comparison**

This panel also displays a column graph that compares performance of previous periods.

![Graph showing My Comparison](image)
4 How Do I?

4.1 Add A Teacher

To add a new teachers record:-

1. Log in as an Administrator
2. Select School Basic > Teachers Record
3. The follow window appears showing all teachers currently on the system:-

4. Click the Add New button on the toolbar and the follow window appears:

5. Fill in the required fields and click ‘New’ to save and start another record or ‘Close’ to save and exit.
To Edit a teacher's record, double click the teachers name from the list of teachers.

4.2 Create a Teacher's Password/Account

In order to create a teachers password or account you must first add the teachers record as describe earlier in How Do I Add a Teacher. A teacher's account is assigned or created when teacher attempts to log in for the first time.

1. Start Complete SMS, the following log on window appears:

   ![Login Window]

2. Change the Mode to teacher by selecting teacher from the drop-down list of mode.

3. Choose your name from the list of teacher drop-down list, the following window appears:

   ![Security Check]

4. Click 'OK' and the following appears:
5. Type your password at New Password and Confirmed

6. Click ‘OK’ when done.

The System will inform you if the process was successfully completed.

4.3 **Reset Password**

If a user forgets his or her password you may reset it as follows:

1. Log in as an Administrator

2. From the menu bar select > Maintain > User Accounts. The Following appears:
3. Locate teachers name or user name from the list of names. Tick the 'Reset' box of the user and then close the window to save and exit. Then ask the user to attempt logging in by clicking the 'OK' button on the log in window. The system will notify user of reset and allow user to create a new password.

4.4 Add A Subject

1. Log in as an Administrator

2. From the menu bar select > School Basic > Subjects, the following window appear:-
3. Click the ‘Add New’ button from the toolbar as shown.

4. A New line will appear, type the name of the subject, press tab button 4 times until it returns to the name of subject column, click add new for another subject or close to save and exit.

4.5 Add A Class

The product group students in home room or classes referred to as ClassID. To Create a new Class ID:-

1. Log in as an Administrator.

2. From the menu bar select > School Basic > Classes, the following windows appears:
This window lists all currently added classes.

3. Click the 'New ClassID' button as shown, the follow window will appear:-
4. Fill in the required field and click ‘Close’ to save and exit or use the navigation buttons as show to move to a new record.

The required fields to create a class are:-

- ClassID
- Grade/Year - Grade Level
- Category
- Status
- Maximum
- Shift

### 4.6 Define a Form Teacher

There are two methods to assign a form teacher.
Method 1

The Primary form teacher is assigned using the Define a Class Window as follows:

1. Log in as an Administrator

2. From the menu basr > Select School Basic, Classes, the following appears:

3. Double-Click the ClassID of class you want to assign a form teacher. The following appears:
4. Select the name of the teacher from the drop-down list of teachers as shown above.

5. Close the window to Save and Exit.

Method 2

Because the define a class windows only allows one teacher to be assigned to a class, you must use the Teachers Record Window to assign the assistant form teacher(s) as follows:-

1. Log in as an Administrator.

2. From the menu bar select > School Basic > Teachers Record. This shows all the teachers on the system, search for or double click the name of the teacher you want to assign a form class, the following window appears:-
3. Click the ‘Deployment’ Tab as shown above.

4. Select the Class ID from the drop-down list of Form Class ID as shown above.

5. Close to save and exit.