


CTS – Instructions for Teachers

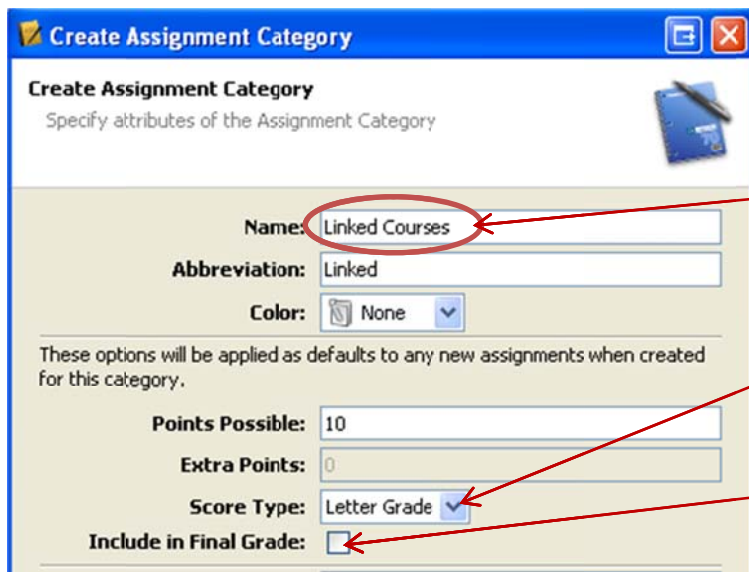
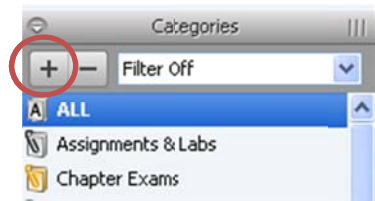
Students will have been placed in the CTS Header class by the administration or student records clerk at your school.

All steps in this document are done from within the GradeBook.

PART 1 – INITIAL SETUP

A. Create an Assignment Category for Modules

Select the  icon under Categories at the bottom left hand corner of your screen

A screenshot of the 'Create Assignment Category' form. The form has a blue header with the title 'Create Assignment Category' and a subtitle 'Specify attributes of the Assignment Category'. The form contains several fields: 'Name' (text box with 'Linked Courses' entered and circled in red), 'Abbreviation' (text box with 'Linked' entered), 'Color' (dropdown menu with 'None' selected), 'Points Possible' (text box with '10' entered), 'Extra Points' (text box with '0' entered), 'Score Type' (dropdown menu with 'Letter Grade' selected and circled in red), and 'Include in Final Grade' (checkbox, which is unchecked and circled in red). There is also a note: 'These options will be applied as defaults to any new assignments when created for this category.'

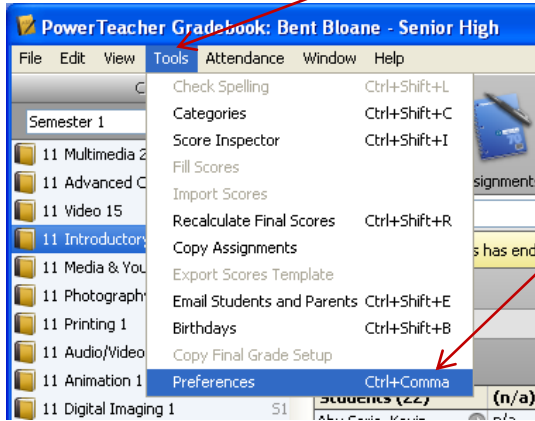
The new assignment category must be called **Linked Courses**

The Score Type must be set to **Letter Grade**

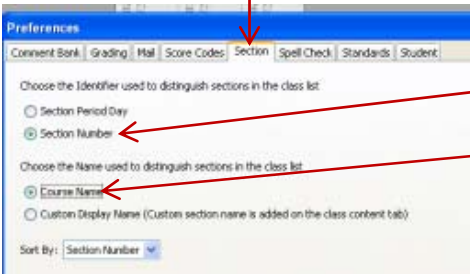
"Include in Final Grade" must **NOT** be checked

B. Set Preferences to display Section Number

At the top of the page, select Tools. In the drop-down, choose Preferences



Select the "Section" tab.



Set the Identifier to **Section Number**

Set the Name to **Course Name**

And click OK

This will change the display of courses at the upper left hand corner of the gradebook so that the section numbers are shown instead of the meeting times – which enables you to distinguish the classes if you teach the same module in more than one period. Also note that if these settings are incorrect, you will not be able to send Interim Reports to SchoolZone.

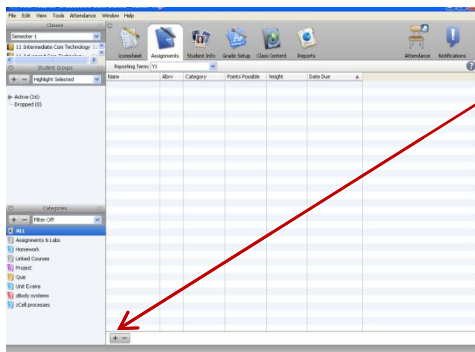
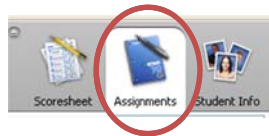
PART 2 –MANAGING MODULES


A. Indicate the Modules being taught



Choose the CTS Header class from the class list at the upper left of your screen

Select the Assignments tab



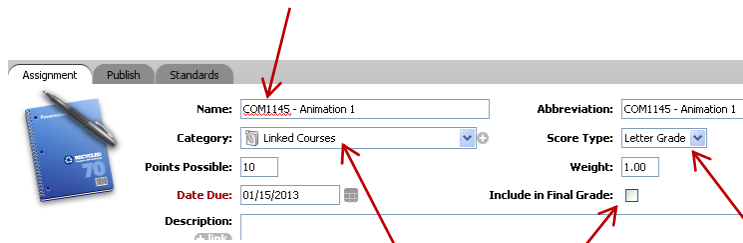
and click the  icon at the bottom to add a new assignment.

Create one Assignment for each module that you will use for any student in this class.

For example, assume you will be teaching the module COM1145 – Animation 1 – to students in this class. Create the assignment as shown below:

The Name **must** begin with the 7 character course code of the module. It is recommended that you follow this with the actual name of the module.

- The 3 letters at the start of the course code must be in upper case
- There should be 4 numbers following the 3 letters
- There must not be any spaces, dashes, etc between the 3 letters and the 4 numbers
- The course code must be a valid CTS module code



The screenshot shows an assignment creation interface with the following fields and values:

- Name:** COM1145 - Animation 1
- Abbreviation:** COM1145 - Animation 1
- Category:** Linked Courses
- Score Type:** Letter Grade
- Points Possible:** 10
- Weight:** 1.00
- Date Due:** 01/15/2013
- Include in Final Grade:**

Red arrows point from the text below to the 'Name' field, the 'Category' dropdown, the 'Score Type' dropdown, and the 'Include in Final Grade' checkbox.

Category must be set to **Linked Courses**

Score Type must be set to **Letter Grade**

Include in Final Grade must **NOT** be checked

Click SAVE to save the changes for this module.

Repeat the above for each module that is attached to this header.

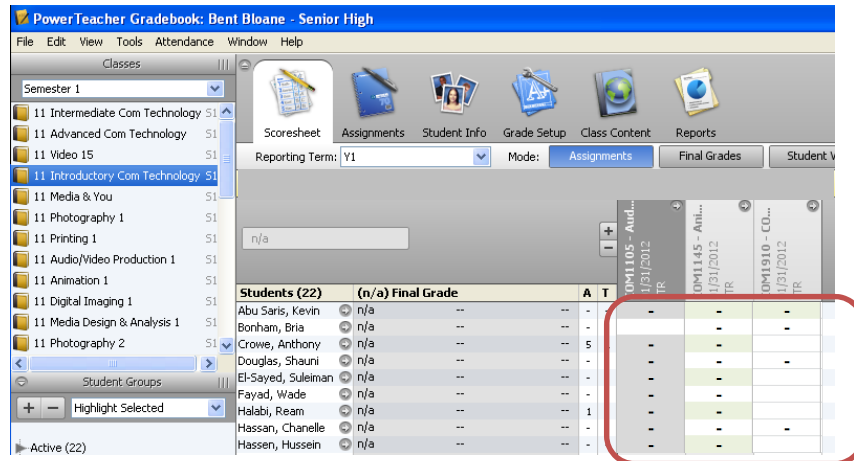
Notes:

- There is no limit to the number of modules can be attached to a header. For example, if one student in a class of 20 is missing a pre-requisite and will be doing that module, then attach that module to the header. Similarly, if you have two students who will be doing an extra module, attach the extra module to the header.
- You can attach additional modules to a header at any point prior to the completion of the semester (or year for full year classes)

Repeat the above steps for each Header class.

B. Link modules to students

In the CTS header class, from the Scoresheet tab, indicate that individual students are taking each module by putting a dash (-) in the column corresponding to the module, on the row for the student taking the module.



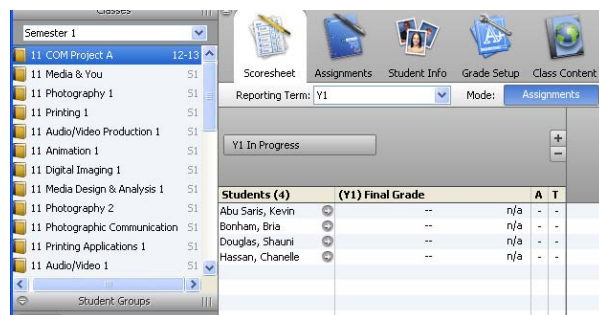
In the example shown,

- all students except Bria Bonham are taking COM1105. (dash beside everyone but Bria)
- all students are taking COM1145 (dash beside every name)
- only Kevin Abu Saris, Bria Bonham, Shauni Douglas, and Chanelle Hassan are taking COM1910 (no dashes except for these 4 students)

You can add dashes at any point during the term if a student is taking an additional module.

A nightly process finds the dashes entered above, creates a section for the module (if it doesn't already exist) and enrolls the student(s) in the module. This process runs weeknight evenings. The next weekday, you will see the module in your list of classes in the gradebook, and the student(s) will be in the classes. (The module section number will be the same as the section number of the header).

Once the process has run, you should see the module in your list of classes, and the student(s) will be in the module class.



You can now create assignments and assign marks in the module.

TROUBLESHOOTING the Module Creation Process

NOTE: Because of the large amount of student movement at the start of the school year, the module creation processes do not start running until mid-September.

If the module section does not appear in your gradebook:

- In the header class, check that you have entered the module's course code correctly – letters in upper case and no spaces or dashes in the course code.
- Check that you are using the correct course code for the module.
- Ensure that enough time has passed to allow the module creation process to run. Note that the process does not run over the weekend, so dashes entered after 6:45 pm Friday will not result in modules being created or students placed in module classes until the following Tuesday.

If the module class has been created, but one or more students is missing:

- Double check that the dash has been entered in the header class
- Ensure that enough time has passed to allow the module creation process to run. Note that dashes entered after 6:45 pm Friday, or over the weekend, will not result in students being placed in module classes until the following Tuesday.

If you can't find the problem, consult your school's student records clerk. She may have received an email with an edit message that explains the problem. If the student records clerk cannot identify the problem, the teacher or the records clerk should contact the Help Desk. (please do this via email help.desk@epsb.ca, with the subject line "DU xxx CTS module setup" – change xxx to your school's DU number). In your email, please be specific and identify the teacher, header course, module, and student(s) who are missing.

STUDENT MOVEMENT

Normally, students enroll in classes at the beginning of a semester or the school year, and remain for the full year. If the students leave prior to the end of the semester/year, special considerations apply. It is very important that these processes be followed to ensure that all marks are accurately reported to Alberta Education

Student leaves the course / leaves the school prior to the end of the term

- a. Enter the final mark(s) for any modules the student has completed in your gradebook
- b. Remove the dash in the header class for any module the student has not completed and has not done enough work to qualify for funding.
- c. Notify your school's record clerk (by email) of any final mark issued for any module.

This last step is critical. Because of the way PowerSchool handles course withdrawals, it is possible that the mark may not be reported to Alberta Education, especially if the student is withdrawn from the course or the school before you issue the final mark. Your student record clerk has a process to ensure that all marks are reported correctly.

Student decides not to complete a module, or was enrolled in the module in error.

- a. Remove the dash for the module from the header class
- b. Notify your student records clerk (by email) that you have removed student X from module Y

The records clerk will then remove the student from the module class. If you don't remove the dash, however, the student will just come back after the next nightly process.

QUESTIONS?

Ask your lead CTS teacher and/or your student records clerk.

If these people are unable to assist you, contact the Help Desk at 780-498-8700 or by email helpdesk@epsb.ca