



MySchoolSask MonÉcoleSask

# Staff View Setup and Navigation

March 2019 v1.0

## Version History

Version	Date	Description
1.0	March 15, 2019	First Published Version

## Confidentiality

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## 1.0 Introducing Teacher/Staff View & Gradebook Setup

The focus of this guide is to provide the necessary understanding and requirements for working as a teacher in the **Staff View**.

### 1.1 Objectives

- Setting user preferences
- Navigating Staff View
- Viewing student information
- Taking attendance
- Printing reports

### 1.2 Resources

From the Staff View, under all tabs with the exception of the landing page, the **Help** menu provides a variety of resources, which follow:

- Online Help - this scopes to the area from which Help is accessed.
- Quick Reference Cards
  - Tips and Shortcuts - Teachers
- User Guides
  - Staff View

## 2.0 User Preferences

User Preferences are unique to each user. They provide some options for personalizing MySchoolSask/MonÉcoleSask (MSS/MÉS), though these may vary by division or school.

Various General user preferences and Security preferences can be set. These are outlined below. Gradebook preferences are covered in Section 10.0.

### 2.1 Set Preferences

When a teacher logs in, MSS/MÉS opens by default at the **Pages** top tab, commonly referred to as the *Landing Page*, in the **Staff View**. The preferences shown below are those available by default to a teacher in the **Staff View**, though these may vary by division or school.

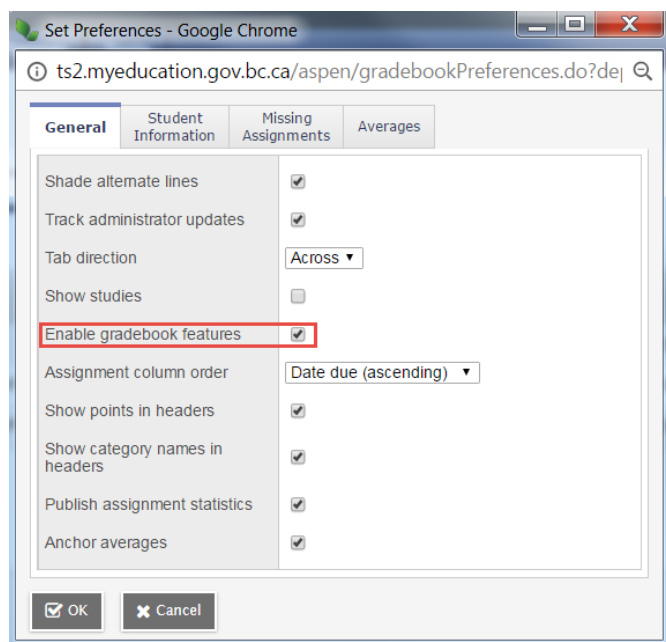
These are covered in detail in the *Fundamentals* and *Using Gradebook* guides.

Locate and click on the user name in the top right of the window, then select **Set Preferences**.



## 2.2 General Tab

General settings determine the appearance and functionality of MySchoolSask/MonÉcoleSask. Enable gradebook features **MUST** be checked for the gradebook to function.



## 2.3 Security Tab

The Security tab records your email address and security question and answer.

## 2.4 Gradebook tab

The Gradebook tab shows all the preference settings for gradebook functionality in one screen. Gradebook Preference Settings are covered in detail in Using Gradebook.






## 2.5 Communication tab


































The Communication tab provides Forum Options, for example, this is where you can set the number of Forum posts per page; used with the student portal.

## 3.0 Teacher Classes widget

The MSS/MÉS homepage or landing page contains several 'widgets' most of which are set at the Provincial level for important information of a global nature. Some widgets display only in certain Views, depending on each user's role.

In **Staff View**, the default when a teacher logs in, a unique **Teacher Classes** widget displays the classes meeting on the current date. It provides quick access to various areas within the Staff view, bypassing the need to navigate:

- **Date:** The date is displayed at the top, centre. Using the **Previous** and **Next** buttons, allows the user to move forward and back in the calendar. The classes displayed will reflect the date selected. A **Today** button will display providing quick access back to the current date when on any other date.
- **Classes:** Classes are displayed as a blue hyperlink. Clicking on a class takes the user to the class roster. If the following icon,  displays to the right of the class description, a change to the roster has been made. Clicking this icon will display the roster change: a green entry for a new student, a red entry for a withdrawn student.
- **Attendance:** Two icons are presented; one showing a list  which takes the user to the Class > Input list and the pair of students icon  linking to the seating chart for attendance. The Posted check box indicates whether the attendance for the class has been posted or not.
- **Grades:** The Grades icon  takes the user to the Scores screen of the class for grade or mark entry. Where grades have been posted, the Posted box will display a green check mark
- **Email:** The email icon  opens a popup email message window that defaults to the roster of the class chosen.

Teacher Classes						
<a href="#">Previous</a>		Wednesday, November 23			<a href="#">Next</a>	
Classes Meeting	Attendance	Posted	Grades	Posted	Email	
<a href="#">1 - MEN--11-03 - ENGLISH 11</a>	 	<input type="checkbox"/>		<input type="checkbox"/>		
<a href="#">1 - MPE--10G-02 - PHYSIC...</a>	 	<input type="checkbox"/>		<input type="checkbox"/>		
<a href="#">1 - MPHE-09G-02 - PHYSIC...</a> 	 	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
<a href="#">10 - MEN--10-06 - ENGLISH 10</a>	 	<input type="checkbox"/>		<input type="checkbox"/>		
<a href="#">2 - MCOM-11-01 - COMMUNI...</a>	 	<input type="checkbox"/>		<input type="checkbox"/>		
<a href="#">2 - MCOM-12-01 - COMMUNI...</a>	 	<input type="checkbox"/>		<input type="checkbox"/>		
<a href="#">3 - MEN--10-02 - ENGLISH 10</a>	 	<input type="checkbox"/>		<input type="checkbox"/>		
<a href="#">4 - MEN--12-03 - ENGLISH 12</a>	 	<input type="checkbox"/>		<input checked="" type="checkbox"/>		

## 4.0 Navigation Tools

### 4.1 Top Tabs and Side Tabs

**Top tabs** represent functional areas of MySchoolSask. These are scoped to the user view and role, so a user will only see what they have been given to view or work with. The top tab that is highlighted indicates where the user is in the application.

**Side tabs** provide access to additional details of the top tab functional area.

The screenshot shows the 'Smithers Secondary 2016-2017' header with the user 'Shi, Mehta'. The top navigation bar includes tabs: Pages, My Info, Student (highlighted), Gradebook, Planner, Assessment, PD, and Tools. An orange arrow points to the 'Student' tab, labeled 'Top Tab'. Below the top bar, the 'Student List' section is visible. On the left, a side navigation menu has tabs: Details (highlighted), Contacts, and Attendance. An orange arrow points to the 'Details' tab, labeled 'Side Tab'. The main content area shows a search bar 'Search on Name', a dropdown menu with '1:AAAAASample, Sample', and a table with columns: LegalFirst, LegalLast, Name, Pupil #, and Homeroom.

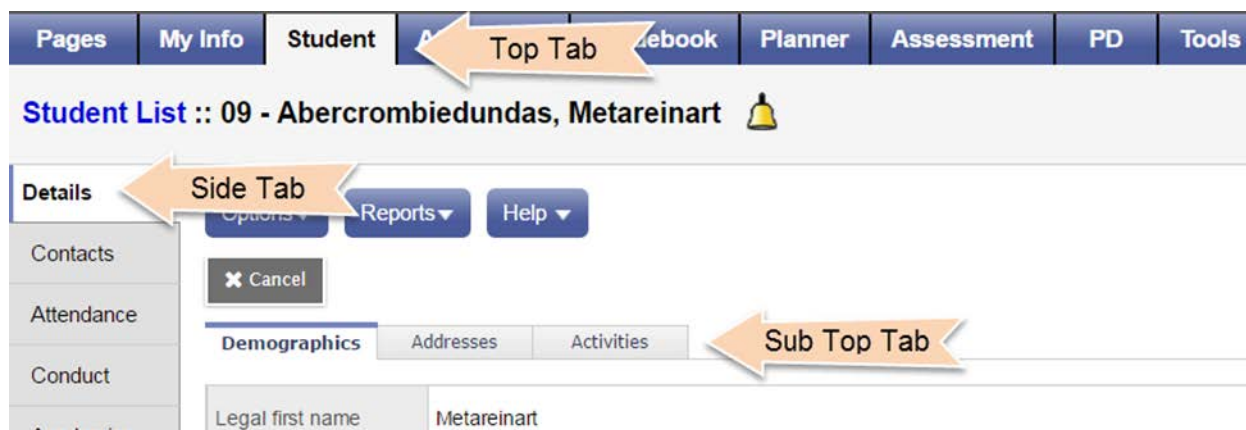
### 4.2 Sub-side Tabs, Sub-top Tabs and Leaves

**Side tabs** usually contain **sub-side tabs**, **leaves** and **sub-top tabs**.

The screenshot shows the 'Student List :: 09 - Abercrombie Dundas, Metareinart' header. The top navigation bar includes tabs: Pages, My Info, Student, Attendance (highlighted), Gradebook, Planner, Assessment, and PD. Below the top bar, the 'Attendance' section is visible. On the left, a side navigation menu has tabs: Details, Contacts (highlighted), and Attendance. An orange arrow points to the 'Contacts' tab, labeled 'Sub Side Tab'. The main content area shows a search bar 'Search on Priority', a dropdown menu with '1:AAAAASample, Sample', and a table with columns: Priority, Name, Type, Relationship, and LivesWith. The table contains five rows of contact information.

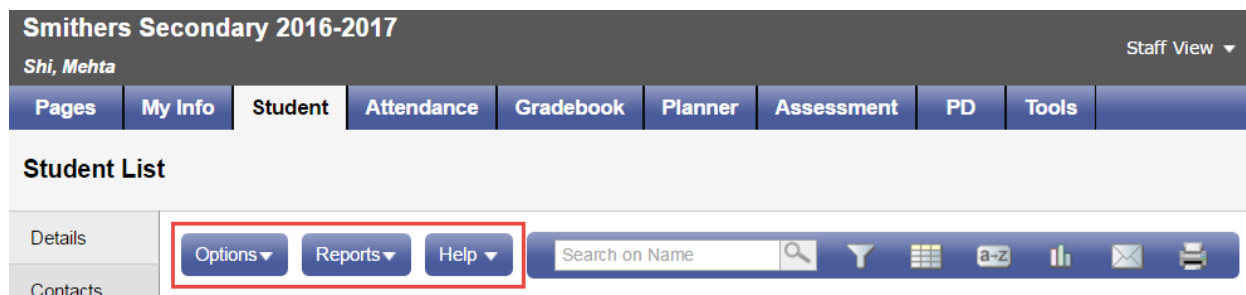
Priority	Name	Type	Relationship	LivesWith
1	Hassanzadehestalkhi, Loisart	Regular Contact	Mother	Y
2	Jannif, Chokyong	Regular Contact	Father	Y
3	Matushevskaya, Qibonancy	Emergency	Grandmother	N
4	Javora, Josephesguerra	Emergency	Grandmother	N
99	Drdariadavyduke, Edmarilyn	Other Contact	Doctor	N

**Sub-top tabs** appear at the top of a list, when a side tab is selected. A good example of this is in the **Student** top tab > **Details** side tab.



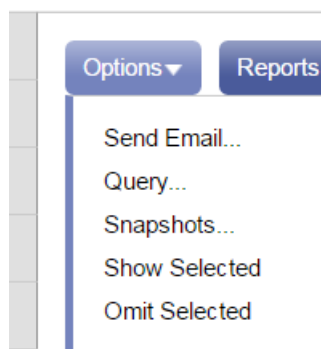
## 4.3 Menu Buttons

The menu buttons are found above the field set of information in the active pane. The menu buttons are the same regardless of the top tab the user has selected. The items displayed in the menu will change, depending on the top tab *and* side tab the user has selected.



### 4.3.1 Options

The Options menu is an action centre where users can initiate actions on the data that is displayed on the screen. In some cases, the list of items may show ellipses, indicating additional options, e.g. Query below.



### 4.3.2 Reports

The Reports menu displays a list of reports available in specific areas of the application. It is important to note that reports are associated with top tabs and side tabs and relate specifically to the data displayed on the page.



Aden Bowman Collegiate 2018-2019

Staff view

Dumbledore, Albus

Pages

My Info

Student

Attendance

Gradebook

Planner

Analytics

Quest

Assessment

PD

Tools

Student List

Details

Contacts

Attendance

Conduct

Options

Reports

Help

Search on Name

a-z

0 of 8 selected

	Name	Grade	YOG	Address	DOB	EnrStatus
<input type="checkbox"/>	DeGaur, Sonia	10	2021		18/02/2002	Active

Quick Chart

Quick Report

My Job Queue...

### 4.3.3 Help

Several options are available through Help on the menu bar.

**Important Note:** The information available through the Help menu is NOT customized for MySchoolSask/MonÉcoleSask and may reference options or functions that are not available. However, it is still useful for many basic functions.

## 4.4 Menu Bar Tools

The menu bar, to the right of the menu buttons, provides several tools for filtering, displaying, sorting and exporting data in MySchoolSask. The options that display when using these tools depend on the top tab and side tabs selected. For a more detailed outline of these tools, see the Fundamentals guide located on the MySchoolSask Information Station site.

### 4.4.1 Filter

Filters provide the user with the ability to group records in a list. Filters are connected to queries, so they are dynamic – every time a user selects a filter, it will display all of the latest information in that group of records. Users can hide filters that are not useful to them, change the order in which the filters display in the filter list, and create their own filters.

Search on Name

a-z

0 of 193 selected

	Pupil #	Homeroom	School > No
<input checked="" type="checkbox"/>	2125080	MASS UPDATE	Smithers Se
<input type="checkbox"/>	489768	MASS UPDATE	Smithers Se

Manage Filters...

Students In My Classes

Students In My Homerooms

Course-Section=?

Designated Students - Classes

Designated Students - Homerooms

### 4.4.2 Field Sets

Field sets simply display information in a list. By selecting a different field set, the user is choosing to display different columns of information for the same records in the list. Field sets

can be very useful for creating commonly used sets of information and then extracting those into a spreadsheet for analysis or manipulation.

#### 4.4.3 Sorts

Click column heading to re-sort. Multi-level sorts, up to three, third sort is primary. Use Sort icon to return to default or create custom sorts.

#### 4.4.4 Quick Charts

Provides a method of generating a chart to display information from the current field set.

#### 4.4.5 Quick Print

Provides a method of extracting information in a variety of formats including csv from the currently displayed field set.

#### 4.4.6 Maximize

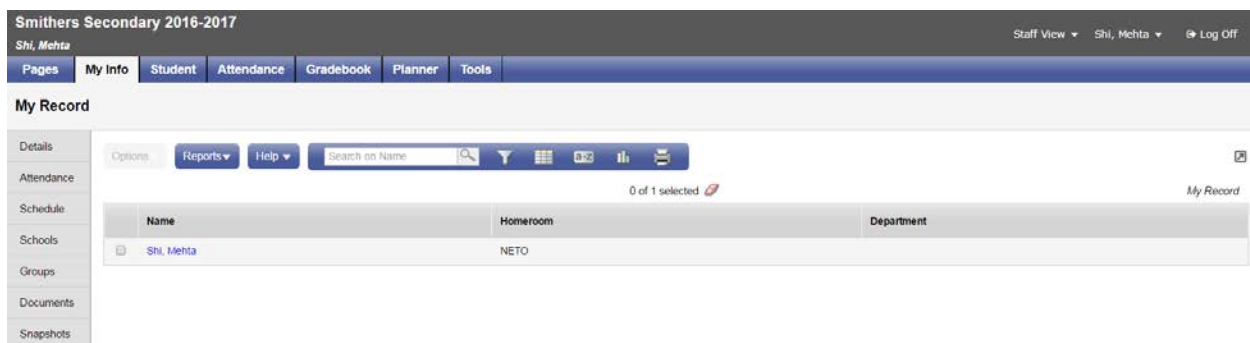
Use to hide top tabs to allow more records per page in the active pane.

#### 4.4.7 Minimize

Return top tabs to view.

## 5.0 My Info

The **My Info** top tab provides user information such as the teacher's demographic details, schedule of courses, secondary schools, groups, snapshots and any documents added from the school for staff viewing.



Smithers Secondary 2016-2017

Shi, Mehta Staff View Shi, Mehta Log Off

Pages My Info Student Attendance Gradebook Planner Tools

My Record

Options Reports Help Search on Name 0 of 1 selected My Record

Name	Homeroom	Department
Shi, Mehta	NETO	

Details Attendance Schedule Schools Groups Documents Snapshots

## 6.0 Student Top Tab

From the student top tab the default filters to **Students in My Classes**, displaying all of the teacher's students. Alternate filters provided are: Students in My Homerooms, Course-Section=?, Designated Students - Classes, and Designated Students - Homerooms.

The screenshot shows the 'Student List' page for 'Smithers Secondary 2016-2017'. The 'Options' menu is open, showing a list of filters: 'Students in My Classes' (selected), 'Students in My Homerooms', 'Course-Section=?', 'Designated Students - Classes', and 'Designated Students - Homerooms'. The main table displays student information with columns: UsualFirst, UsualLast, Alerts, Aboriginal Ancestry, 1st Contact > Name, 1st Contact > HomePhone, 2nd Contact > Name, and 2nd Contact > Grade. The table shows 0 of 192 selected.

Clicking on the hyperlinked student name displays the read-only demographics.

The screenshot shows the 'Student List :: 12 - Alfonso Stephensuiwai' page. The 'Demographics' tab is selected, displaying the following information: Legal first name: Stephensuiwai, Legal middle name: Aviya, Legal last name: Alfonso, Usual Name: Alfonso Stephensuiwai, Grade level: 12, Grade sub level: 12, Pupil #: 534858, and Personal Education Number: 121170484. A cartoon illustration of a girl with glasses is shown on the right.

It is also from the Student top tab that a teacher can click on the Reports menu and run reports for all or a selected group of students.

Using the Options menu > Show Selected allows the teacher to scope to a particular group or list of students.

The screenshot shows the 'Student List' page for 'Smithers Secondary 2016-2017'. The 'Reports' menu is open, showing a list of options: 'Send Email...', 'Query...', 'Snapshots...', 'Show Selected' (highlighted with a red box and an arrow), and 'Omit Selected'. The main table displays student information with columns: UsualLast, Grade, Photo, Quick Status, Alerts, Aboriginal Ancestry, 1st Contact > Name, and 1st Contact > Grade. The table shows 5 of 193 selected.

## 7.0 Student Side Tabs

From the **Student** top tab, the side tabs in **Staff View** provide read only access to individual student information. Select the student by checking/highlighting a student.

- **Details** - Demographic student information.
- **Contacts** - Student contacts including parents, guardians and emergency contacts.
  - **Related Students** - Displays siblings entered in the system.
- **Attendance** - Attendance records for either daily or class attendance are displayed.
- **Conduct** – Conduct incidents, actions and detention records.
- **Academics** – Courses, course details, assignments and attendance for the student.
- **Transcript** - All current and past transcript records for a student.
- **Assessments** - Provincial assessments such as FSA or Provincial Exams
- **Schedule** - View a student's schedule and course requests for the next year.
- **Membership** - Provides an enrollment history and any secondary school associations.
- **Transactions** - Fees and Inclusions can be found from this side tab.
- **Documents** - Ed Plans/Student Learning Plans and IIPs

Pages
My Info
Student
Attendance
Gradebook
Planner
Assessment
PD
Tools

### Student List

Details
Contacts
Attendance
Conduct
Academics
Transcript
Assessments
Schedule
Membership
Transactions
Documents

Options Reports Help

Search on Name

0 of 189 selected

<input type="checkbox"/>	Name	NextSkl > Name	Alerts	Gender	Pupil #	PEN	Photo	YOG	School > Name
<input type="checkbox"/>	Abadillo, Desariair	Smithers Secondary		M	489768	126370964	<a href="#">View</a>	2020	Smithers Secondary
<input type="checkbox"/>	Abdulahao, Jocelyndustin	Smithers Secondary		F	609506	126878818		2020	Smithers Secondary
<input type="checkbox"/>	Agge, Zillur	Smithers Secondary		F	279476	123439341	<a href="#">View</a>	2018	Smithers Secondary
<input type="checkbox"/>	Alfonzo, Stephensuiwai	Smithers Secondary		F	534858	121170484	<a href="#">View</a>	2017	Smithers Secondary
<input type="checkbox"/>	Alkhamees, Ruzhong	Smithers Secondary		F	471792	121454888	<a href="#">View</a>	2017	Smithers Secondary
<input type="checkbox"/>	Allanhusbands, Margita	Smithers Secondary		M	427529	121424485	<a href="#">View</a>	2017	Smithers Secondary
<input type="checkbox"/>	Alzahran, Ruiman	Smithers Secondary		F	484908	126254051	<a href="#">View</a>	2020	Smithers Secondary
<input type="checkbox"/>	Amerized, Vivianlesa	Smithers Secondary		M	505803	120513312	<a href="#">View</a>	2017	Smithers Secondary
<input type="checkbox"/>	Andrebrankenkamp, Kostan	Smithers Secondary		F	239694	123029720	<a href="#">View</a>	2018	Smithers Secondary
<input type="checkbox"/>	Andrievska, Erlindaalex	Smithers Secondary		F	435651	125060319	<a href="#">View</a>	2019	Smithers Secondary
<input type="checkbox"/>	Arikado, Enabastian	Smithers Secondary		M	609682	123180820	<a href="#">View</a>	2018	Smithers Secondary

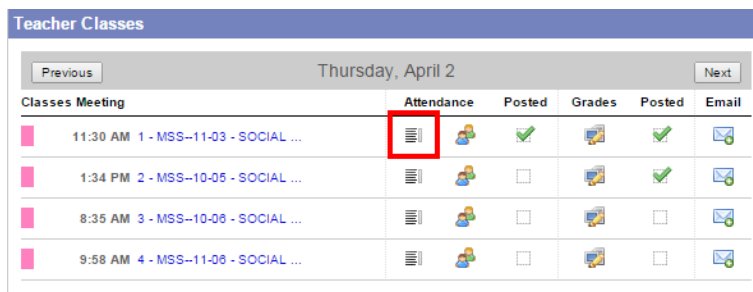
Staff View Setup and Navigation v1.0

Page 12

## 8.0 Attendance

### 8.1 Class Attendance

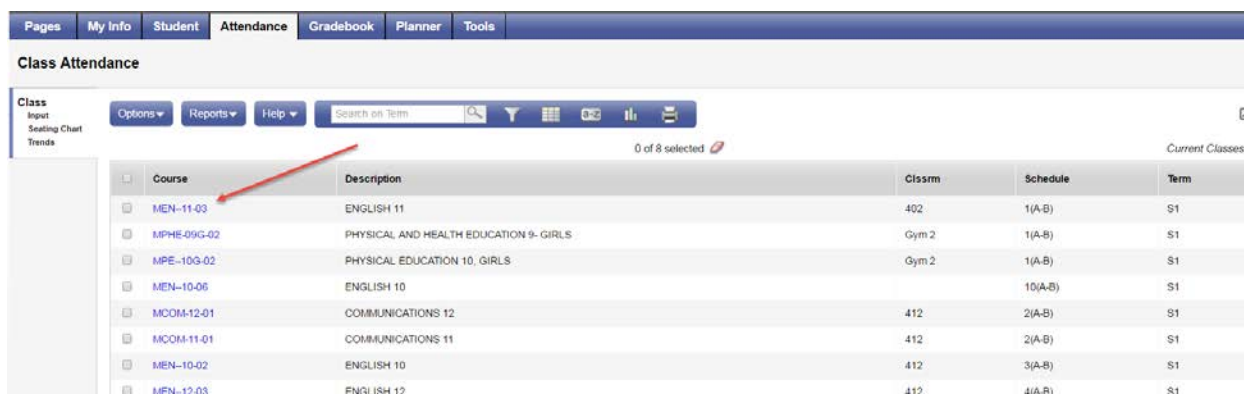
Teachers can enter and view Class Attendance using the **Attendance** top tab. The **Teacher Classes** widget on the **Pages** tab provides quick access to Class Attendance.



The screenshot shows the 'Teacher Classes' widget for Thursday, April 2. It contains a table with columns: Classes Meeting, Attendance, Posted, Grades, Posted, and Email. The first row is highlighted, and the 'Attendance' link is circled in red.

Classes Meeting	Attendance	Posted	Grades	Posted	Email
11:30 AM 1 - MSS-11-03 - SOCIAL ...	<a href="#">Attendance</a>				
1:34 PM 2 - MSS-10-05 - SOCIAL ...	<a href="#">Attendance</a>				
8:35 AM 3 - MSS-10-06 - SOCIAL ...	<a href="#">Attendance</a>				
9:58 AM 4 - MSS-11-06 - SOCIAL ...	<a href="#">Attendance</a>				

In Staff View, attendance is also accessible from the **Attendance** top tab, which defaults to the **Class** side tab if the **Daily** side tab in the school preferences has been removed. Click the blue, hyperlinked course to take attendance:



The screenshot shows the 'Class Attendance' page. At the top, there are tabs: Pages, My Info, Student, Attendance (selected), Gradebook, Planner, and Tools. Below the tabs, there's a 'Class Attendance' section with a search bar and a table of courses. A red arrow points to the first course in the table.

Course	Description	Classrm	Schedule	Term
<a href="#">MEN-11-03</a>	ENGLISH 11	402	1(A-B)	S1
<a href="#">MPHE-09G-02</a>	PHYSICAL AND HEALTH EDUCATION 9- GIRLS	Gym 2	1(A-B)	S1
<a href="#">MPE-10G-02</a>	PHYSICAL EDUCATION 10, GIRLS	Gym 2	1(A-B)	S1
<a href="#">MEN-10-06</a>	ENGLISH 10		10(A-B)	S1
<a href="#">MCOM-12-01</a>	COMMUNICATIONS 12	412	2(A-B)	S1
<a href="#">MCOM-11-01</a>	COMMUNICATIONS 11	412	2(A-B)	S1
<a href="#">MEN-10-02</a>	ENGLISH 10	412	3(A-B)	S1
<a href="#">MEN-12-03</a>	ENGLISH 12	412	4(A-B)	S1

This will bring up the class roster from which to enter, modify and post attendance. Where a **Classes** (combined class) grouping exists, a checkbox: **Show all students in class** will display at the top right. Click the **Quick Change** buttons to set attendance. The “P” is provided should a student be marked absent or late and needs to be changed to present. Prior to posting, an asterisk will display in the Class Attendance field and the student row will be highlighted in grey.

Once complete, click the **Post** button which will remove the asterisks, remove the highlighting on the student records, copy all Class Attendance values to the Daily Attendance, and display a visual indicator at the top that attendance has been posted and when. Use the, **Attendance for** calendar to change the date if necessary. **Not a valid calendar date** will be displayed in a red warning message if this is the case.

Pages | My Info | Student | **Attendance** | Gradebook | Planner | Tools

Class Attendance :: 2016-2017 - MPHE-09G-02 - PHYSICAL AND HEALTH EDUCATION 9- GIRLS

Class: Input | Seating Chart | Trends

Options | Reports | Help | Search on Name: [ ]

Period 1

Post

21 records

Attendance for: 11/17/2016

Pupil #	Name	Code	Class Attendance	Daily Attendance
609506	Abdulahao, Jocelyndustin	A L P	Present	Present
566049	Abercrombiedundas, Metareinart	A L P	Present	Present

Show all students in class

## 8.2 Seating Chart











### 8.2.1 Taking Attendance Using the Seating Chart

Seating charts can be set up and used for attendance purposes. They contain student photos so they can also be printed and used by substitute teachers to identify students. Seating charts can be accessed from the landing page, the **Attendance** top tab, or the **Gradebook** top tab.

A quick link to the seating chart for attendance is presented on the **Teacher Classes** widget on the landing page:

Teacher Classes

Previous Thursday, April 2 Today Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
11:30 AM 1 - MSS--11-03 - SOCIAL ...					
11:30 AM 1 - YED--1A-12 - TEACHER...					

The seating chart can also be accessed using the **Attendance** top tab > **Class Attendance** > **Seating Chart**. Select the class for attendance and click, **Seating Chart**.

Pages | My Info | Student | **Attendance** | Gradebook | Planner | Tools

Class Attendance

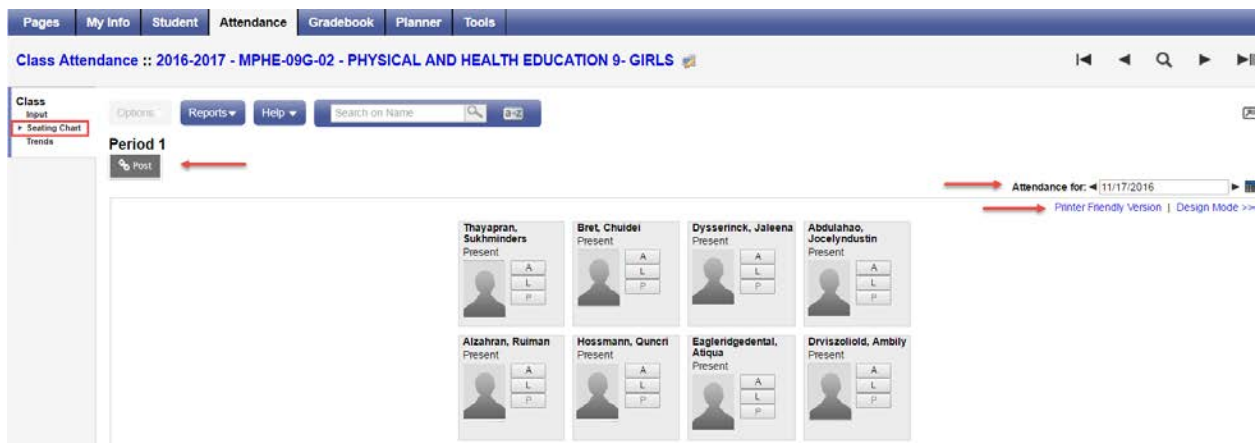
Options | Reports | Help | Search on Term: [ ]

1 of 8 selected

Course	Description	Classrm	Schedule	Term
<input type="checkbox"/> MEN--11-03	ENGLISH 11	402	1(A-B)	S1
<input checked="" type="checkbox"/> MPHE-09G-02	PHYSICAL AND HEALTH EDUCATION 9- GIRLS	Gym 2	1(A-B)	S1
<input type="checkbox"/> MPE--100-02	PHYSICAL EDUCATION 10, GIRLS	Gym 2	1(A-B)	S1
<input type="checkbox"/> MEN--10-00	ENGLISH 10		10(A-B)	S1
<input type="checkbox"/> MCOM-12-01	COMMUNICATIONS 12	412	2(A-B)	S1
<input type="checkbox"/> MCOM-11-01	COMMUNICATIONS 11	412	2(A-B)	S1
<input type="checkbox"/> MEN--10-02	ENGLISH 10	412	3(A-B)	S1
<input type="checkbox"/> MEN--12-03	ENGLISH 12	412	4(A-B)	S1

The seating chart presents a view of the student seating plan, the student's photo and the **Quick Change** buttons to mark attendance. Where attendance for a previous date is to be entered, adjust the date in the **Attendance for** field and click the **Set Date** button. When complete, click **Post**. Use the **Printer Friendly Version** at the top right to provide a seating plan with names and photos for substitute teachers not familiar with the students.





## 8.2.2 Creating the Seating Chart

To create a class seating chart navigate to **Attendance > Class Attendance > Seating Chart** and click on the hyperlinked, **Design Mode** at the top right of the screen. The message, **Students are missing from the chart** will be displayed where a seating chart has not yet been completed and students remain in the **Unseated Students** list.



1. From within the design mode set the necessary grid dimensions.
2. Drag and drop students from the Unseated Students list onto the grid. Students can be moved within the grid in the same fashion, or dragged from the grid and returned to the list. There is no save. The chart remains intact until the user makes further changes.
3. The following buttons are provided:
  - a. Reset - removes students from the grid and returns to the default grid dimensions.
  - b. Resize - To change dimensions, adjust the grid width and/or height and click Resize.
  - c. Trim - Where additional columns or rows outside of the seating chart exist, this will remove the extra.

Pages | My Info | Student | **Attendance** | Gradebook | Planner | Tools

Class Attendance :: 2016-2017 - MEN--11-03 - ENGLISH 11

Class Input

Seating Chart Trends

Options Reports Help

Grid Dimensions

Grid width: 6  
Grid height: 5

Resize Trim

Auto Fill: Alphabetical Random Reset

Remove Withdrawn Students: Remove

Unseated Students

Hesami, Thanhleanna  
Tomarovshchenko, Rosemaryorsid  
Wasyuluk, Aqeel  
Wolczikowsky, Hanseock

Seating Positions

<< Exit Design Mode

Jemmajwassuan, Mansep	Sundararaja, Rhodalis	Gayday, Guparvaz	Egersperger, Dungdonna	Maolsang, Manico	Despladaconceicao, Wokee
Winyasopit, Honeybeardaycare	Cookstreetclinic, Lisamichelle	Langlois, Halthanh	Schom, Anjaleghmaise	Tuanakotta, Genemyma	Dibon, Taghi
Dubelt, Cnguyenhc		Tracymark, Hasmukh		Nonweiler, Cyndinickerson	Roensiev, Jongsoojoseph
Nogueiradelarcinabrancofaro, Louisecal	Cspikes, Gerid	Mawllis, Harblas	Groves, Fionajohn	Jonestewart, Py	Saarenpaa, Janpaul
Dikamshagee, Jessejulan	Labergelebel, Sarbj	Tschech, Dianneoreat		Cathey, Mindam	Lizamaquantanilla, Suejason

**Note:** The Seating Chart cannot be used with Classes groupings (combined courses) for taking attendance in a single screen. Use the Class Input list for combined Classes in order to see all students from the combined classes in one window.

## 8.3 Trends

Teachers can use Class Attendance > Trends for both viewing trends in student attendance over periods of Term; This week; Last two weeks; Last four weeks; and Month.

Alternately, teachers can take attendance by using **Enable Attendance Buttons** and selecting a date.

Pages | My Info | Student | **Attendance** | Gradebook | Planner | Tools

Class Attendance :: 2016-2017 - MEN--11-03 - ENGLISH 11

Class Input

Seating Chart Trends

Options Reports Help

Search on Name

Period 1

Post Enable Attendance Buttons

31 records

Attendance for: 9/23/2016

Name	Class Code	Fri Sep 23, 2016	Sep 7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Oct 1	2	3	4	Totals	A	T	D	O
Cathey, Mindam	A L P										A-E	A-E																			2	0	0	0	
Cookstreetclinic, Lisamichelle	A L P																														0	0	0	0	
Cspikes, Gerid	A L P																														0	0	0	0	
Despladaconceicao, Wokee	A L P							L-E																							0	1	0	0	
Dibon, Taghi	A L P																														0	0	0	0	
Dikamshagee, Jessejulan	A L P											A-E																		1	0	0	0		
Dubelt, Cnguyenhc	A L P																														0	0	0	0	
Egersperger, Dungdonna	A L P		L					L		A-E	A	A-E																			3	2	0	0	
Gayday, Guparvaz	A L P							L-E	A-E	A																					2	1	0	0	

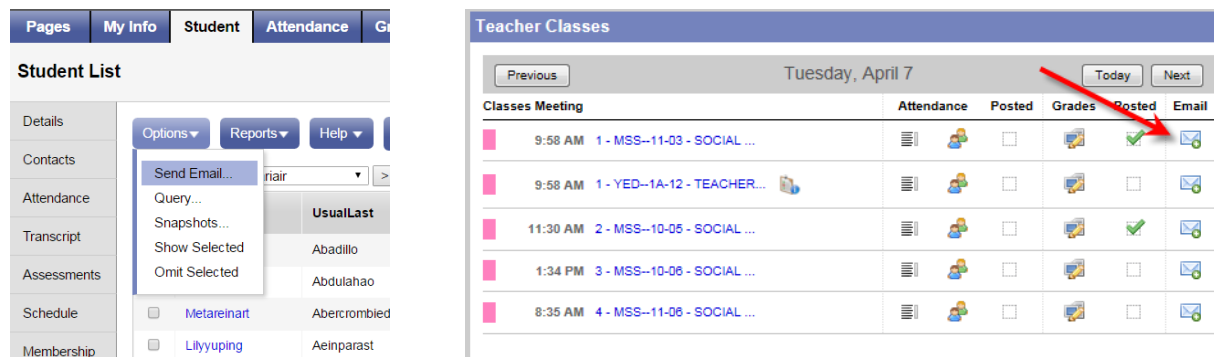
Clicking on the hyperlinked attendance records opens an attendance record window where particulars can be edited.





## 9.0 Email

**Send Email** can be found in the **Options** menu under the **Student** top tab or from a class roster. The former will default to send to all of the teacher's students, the latter only to the roster of a selected class. A quick access icon to email a class is also found on the Teacher Classes widget at the far right of the class.

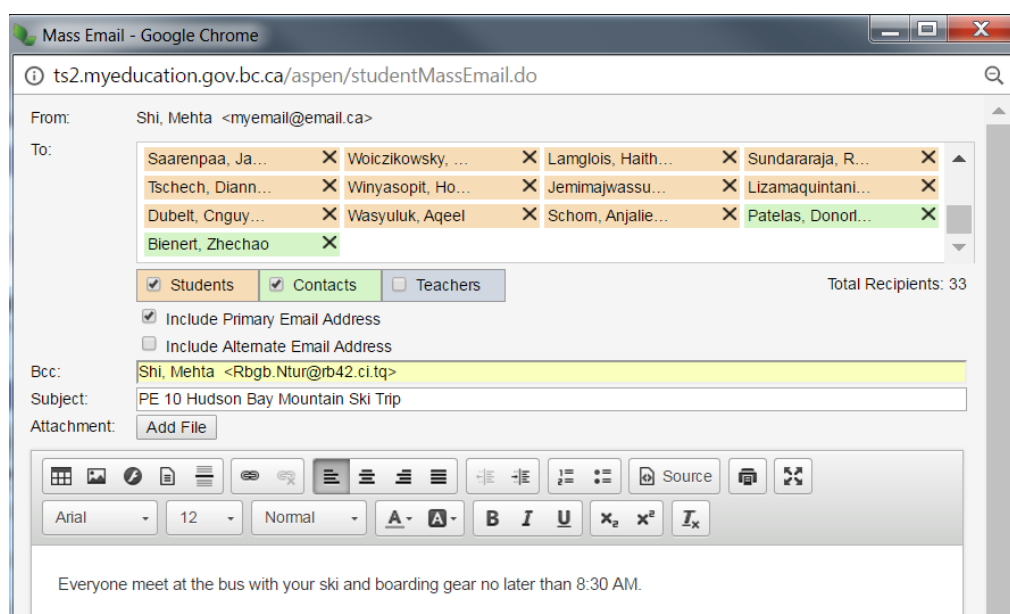


Provided there is a *Student email* address in the student's basic demographic details, they will be selected for email.

Teachers can also include parent/guardian contacts for their students. Contacts must have a *Primary email* and *Receive email* checked on their details.

When using email in MySchoolSask/MonÉcoleSask all recipients are cc:- ed. It is recommended that teachers include themselves as a cc: recipient; otherwise they will not receive a copy of the email sent.

Recipients are colour coded according to students, contacts or teachers. Note the option to Include Alternate Email Address as well as the primary.



## 10.0 Rosters

Clicking on the hyperlinked class from the **Teacher Classes** widget will take the user to the class roster. Similarly, navigating to **Gradebook > Roster** will also produce the list of students in a given class.

Teacher Classes						
Previous		Click to access class roster.			Today Next	
Classes Meeting	Attendance	Posted	Grades	Posted	Email	
9:58 AM 1 - MSS--11-03 - SOCIAL ...						
9:58 AM 1 - YED--1A-12 - TEACHER...						
11:30 AM 2 - MSS--10-05 - SOCIAL ...						
1:34 PM 3 - MSS--10-06 - SOCIAL ...						
8:35 AM 4 - MSS--11-06 - SOCIAL ...						

The class roster defaults to **Enrolled** students; however, the filter can be changed to **Withdrawn** or **All Records**.

Pages	My Info	Student	Attendance	Gradebook	Planner	Tools
Class List :: 2016-2017 - MEN--10-02 - ENGLISH 10						
Details	Options Reports Help Search on Name					
Roster	0 of 23 selected Enrolled					
Seating Chart	<input type="checkbox"/>	Pupil #	Name	YOG	Homeroom	Roster Status
Groups	<input type="checkbox"/>	398515	Aeinparast, Lilyyuping	2019	GOALDR	Enrolled
Reporting Standards	<input type="checkbox"/>	462186	Barcaket, Aslinda	2019	LEEH	Enrolled
	<input type="checkbox"/>	399972	Bradleypollock, Shengyuan	2019	QUANST	Enrolled