School Administrator's Instruction Manual

Date	Version #	Changed by	Type of change
Oct 06 2013	001	Siva Mariyappan	Initial version

1. **School Administrator Instruction Manual:**

ATA will create your school and the Admin ID and initial password will be communicated to the School Administrator.

URL to access the ATA LMS (Learning Management System) https://ata.web.opensis.com/

2. How to change the password?

After successfully logging in using the User ID and password sent to you by the ATA Administrator, navigate by the menu path: Users → Preferences → Password, as shown below

Change the color theme, if you prefer

3. Definition of fields and access

4. Updating the Home School Information specific to your school using the tab "School Setup"

Note: Individual ATA Affiliated schools will be referred as "Home School", in this example "Minnesota School" is Home School

Calendar: This page allows you to setup your school's calendar for the year. The calendar displays the current month by default. The month and year displayed can be changed by changing the month and year pull-down menus at the top of the screen and clicking the "Update" button.

To setup your calendar at the beginning of the year, you should use the "Create this year's calendar" feature. You can also select which days of the week that your school is in session. After selecting the beginning and ending dates of your school's school year and the day's of the week that your school meets, click the "OK" button.

The calendar is also a display of school events. This can include everything from teacher in-service days to sporting events. These events are visible by other administrators as well as parents and teachers at your school.

To add a school event, click on the add icon (+) in the lower left-hand corner of the event's date. In the popup window that appears, enter the event's information and click the "Save" button. The popup window will close, and the calendar will be automatically refreshed to display the added event.

To modify an event, click on the event you want to modify, and change the event's information in the popup window that appears after clicking on the values you want to change. Click the "Save" button. The popup window will close and the calendar will show the updated information.

School Setup >> Calendars

November 2013 List Events

Make sure to select every month (based on your months of operation for the full academic year) and update the notes/events etc. and Remember to SAVE after making the change every month

Save

Minnesota Calendar | + Create a new calendar | ✕ Delete this calendar | ✎ Edit this calendar

Pink color days indicate it is "non-working day" and there is NO SCHOOL.
Note: Attendance and scheduling is based on the dates which is blue shaded

Checked/blue shaded box indicates the working day (the days school operates for the academic year)

No School

Class 8

Class 9

FIRST SEMESTER EXAM

No School
Thanksgiving

Enter Title and Notes, which will be listed in the events

Date Nov/16/2013
Title Class 9
Notes

You may enter more than one event on a day

Date Nov/30/2013
Title Thanksgiving
US Thanksgiving
Notes

Save

School Setup >> Calendars

November 2013 List Events

Click "List Events" to view all the Notes, Events for the full academic year.
Note: This is viewed by all the Teachers, Parents and Students in your home school

Save

Minnesota Calendar | + Create a new calendar | ✕ Delete this calendar | ✎ Edit this calendar

American Tamil Academy ▾ | Minnesota School ▾ | 2013-2014 ▾ | Full Year ▾

Home | School Setup | Students | Users | Scheduling | Grades | Attendance | Discipline | Billing | EasyCom | Library

Welcome to openSIS Student Information System | Version : 5.2 | Release Date : April 22, 2013

School Setup >> Calendars | Help

January ▾ | 1 ▾ | 2013 ▾ | 📅 | - | June ▾ | 13 ▾ | 2014 ▾ | 📅 | Back to Calendar | Go | 🖨 Print

ⓘ 39 Events were found. 📊

"List Events" provide a complete list of all the classes with dates, the Holidays and other events like festivals, school specific activities and semester dates can be viewed in a single page.
Note: This is very useful for Teachers, Parents and Students, but Home School Admin should enter all the notes and events.

Go

Date	Event	Description
May/17/2014	THIRD SEMESTER EXAM	Third Semester Exam - Parent/Teacher Year End Conference
May/10/2014	Class 25	வகுப்பு 25
May/3/2014	Class 24	வகுப்பு 24
Apr/26/2014	Class 23	வகுப்பு 23
Apr/19/2014	No School	Spring Break
Apr/12/2014	No School	School Annual Day Celebrations
Apr/5/2014	Class 22	வகுப்பு 22
Mar/29/2014	Class 21	வகுப்பு 21
Mar/22/2014	Class 20	வகுப்பு 20
Mar/15/2014	Class 19	வகுப்பு 19
Mar/8/2014	Class 18	வகுப்பு 18
Mar/1/2014	SECOND SEMESTER EXAM	Second Semester Exam & Parent/Teacher conference
Feb/22/2014	வகுப்பு	வகுப்பு 17
Feb/22/2014	World Mother Language Day - Speech Competition	
Feb/15/2014	வகுப்பு	வகுப்பு 16
Feb/8/2014	Class 15	வகுப்பு 15
Feb/1/2014	Class 14	வகுப்பு 14
Jan/25/2014	Class 13	வகுப்பு 13
Jan/18/2014	No School	SANGAMAM - Pongal/Thamil New Year celebarion
Jan/11/2014	No School	PONGAL Week
Jan/4/2014	Class 12	வகுப்பு 12
Dec/28/2013	No School	Happy Holidays
Dec/21/2013	No School	Happy Holidays
Dec/14/2013	Class 11	வகுப்பு 11
Dec/7/2013	Class 10	வகுப்பு 10
Nov/30/2013	No School	Thanksgiving Holiday
Nov/30/2013	Thanksgiving	US Thanksgiving
Nov/23/2013	FIRST SEMESTER EXAM	First Semester Exam
Nov/16/2013	Class 9	வகுப்பு 9
Nov/9/2013	Class 8	வகுப்பு 8
Nov/2/2013	No School	
Oct/26/2013	Class 7	வகுப்பு 7
Oct/19/2013	Class 6	வகுப்பு 6
Oct/12/2013	Class 5	வகுப்பு 5
Oct/5/2013	MN Hopkins Class 4	Hopkins Saturday 2 to 4 PM
Oct/5/2013	Class 4	வகுப்பு 4
Sep/28/2013	Class 3	வகுப்பு 3
Sep/21/2013	Class 2	வகுப்பு 2
Sep/14/2013	Class 1	வகுப்பு 1

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5. Portal Notes

This page allows you to add Notes to the system. Notes help to keep users of the system informed about any new developments in the School. You can choose the time period for which the specific note will be visible to users. You can also specify which users can view the same.

To modify a note, click on any of the note's information, change the value, and click the "Save" button.

To delete a note, click the delete icon (-) next to the note you want to delete. You will be asked to confirm the deletion.

6. School Information

You can update the existing information with your School's Information viz. change the name, address, and principal of the current school from this page.

To edit and change the default school information, simply click on the existing text and it will become an editable text input field. Make the necessary changes in the information and click Update.

7. Marking Period

Marking period is defined for the Academic Year and it is defined by ATA Super Admin

The Full Year is also defined by ATA Super Admin

The Academic Year 2013-14 should be completed on or before July 1's 2014.

After July 1'st 2014, the next academic year 2014-15 will start and no more changes will be allowed for the previous academic year

Full Year

Title	Full Year
Short Name	FY
Sort Order	1
Graded	✔
Exam	✗
Comments	✗
Begins	Jan/1/2013
Ends	Jul/1/2014
Grade Posting Begins	Sep/1/2013
Grade Posting Ends	Jul/1/2014

1 Year was found.   ⚠ No Semesters were found.

Year
Full Year

Full Year

Title	Full Year
Short Name	FY
Sort Order	1
Graded	✔
Exam	✗
Comments	✗
Begins	Jan/1/2013
Ends	Jul/1/2014
Grade Posting Begins	Sep/1/2013
Grade Posting Ends	Jul/1/2014

8. Periods

"Period" is defined by ATA for all the home schools and it cannot be changed

Period "Classroom CL" is defined for the classroom session, which is used for defininig the Course Period for every Nilai and scheduling, which is used for Attendance.
Note: To track 2 hrs of classroom session, it is marked as 2 to 4 PM, irrespective of the day your class is, it just represent the classroom session

School Setup >> Periods

2 Periods were found.

	Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Ignore for Scheduling
✕	Classroom	CL	1	2:00 PM	4:00 PM	120	✔	✗
✕	HW&On-Line	HWOL	2	6:00 AM	9:00 AM	180	✗	✔
✚				N/A	N/A	N/A		

This is defined for the purpose of Moodle usage later, DO NOT USE this one for Course Period and Scheduling, it is marked to "Ignore for Scheduling"

9. Grade Levels

"Grade Levels" were defined by ATA Super Admin and it cannot be changed, it defines all the current Grade Levels of ATA like Mazhalai, Nilai1, Nilai2, Nilai3, Nilai4, Nilai5 & Nilai6. The next grade is defined which will be used for promotion of students to the next level, but it can be overwritten by the Home School Admin, if required.

8 Grade Levels were found.

	Title	Short Name	Sort Order	Next Grade
✕	ATA_Mazhalai	ATAM1	1	ATA_Nilai1
✕	ATA_Nilai1	ATAN1	2	ATA_Nilai2
✕	ATA_Nilai2	ATAN2	3	ATA_Nilai3
✕	ATA_Nilai3	ATAN3	4	ATA_Nilai4
✕	ATA_Nilai4	ATAN4	5	ATA_Nilai5
✕	ATA_Nilai5	ATAN5	6	ATA_Nilai6
✕	ATA_Nilai6	ATAN6	7	ATA_Nilai7
✕	ATA_Nilai7	ATAN7	8	N/A
✚				N/A

10. Report Card Grades

"Report Card Grades" were defined by ATA Super Admin and it cannot be changed. This is widely used in the grade book assignment by teachers, when entering the % value, it will automatically assign the grade

Grades >> Report Card Grades

	Title	Breakoff	Weighted GP Value	Unweighted GP Value	Order	Comment	Grade Scale
✕	A	90	0.00	4.00	1	90% to 100%	Main
✕	B	80	0.00	3.00	2	80% to 89%	Main
✕	C	70	0.00	2.00	3	70% to 79%	Main
✕	D	50	0.00	1.00	4	50% to 69%	Main
✕	F	0	0.00	0.00	5	0% to 49%	Main
✚							

11. Attendance Codes

Attendance codes are used in the teacher's "Take Attendance" program (as well as most of the Attendance reports) and specify whether or not the student was present during the period, and if (s)he wasn't, the reason.

12. Add a Student & Student Info.

ATA is trying to load the Student Information through bulk upload with the help of software vendor, OpenSIS. The template for the Student Master data is emailed to ATA schools to fill up and return to ATA.

You can always enter the Student Info manually for all the students or any new students.

Comments about the Student can be entered here with reference to a date

Goals can be set for the students with a beign and end date. This is to track the students lacking skills or additional coaching, as and when required

13. Add a User – Admin/Teacher/Parent

Please navigate to Users -> Add a User. Select the title, enter all required information and save. The user name should be unique across all schools. So, please try changing the name till you get Username OK prompt. Password should be at least 8 characters and should have a special character and a number. Please don't forget to select the start date in the bottom most section.

14. Course Period

You will get an option to create course periods under a particular course. Here you have to give the Short Name, Teacher, Grading scale, Marking period etc and click on save. After you schedule students under that course periods you won't be able to delete that course.

You may assign maximum of 2 Teachers for every Course Period, a Primary and Secondary Teacher. Both Primary & Secondary has the equal access in the system. Also the Short Name should be indicating the abbreviated code, here it is N4 is Nilai4, MN is for Minnesota, you may also add Section or Location name, if you have more than one class for the same Nilai.

Always check "Create in Moodle"

Enter the Room #, select the period "Classroom", select the Marking Period "FY". The seats will keep track of the number of students enrolled. For example, if you have room restriction or policy about number of students per class. This can always be changed.

Select Grading Scale as "Main", in this example it is Saturday weekly class and it is checked, select the calendar, remember to check "Takes Attendance"

For these predefined Courses, create the course period only for the Nilai taught in your school. You do not have to create Course Period for the Nilai for which you do not have any Students or Teachers

If you need to create more than one Course Period for a Nilai, you can create clicking on the + sign. If you have more than one section for the same Nilai within your school either because of different location OR different teachers managed classes, you can create multiple Course Period, as required

15. Scheduling – Group Scheduling

This utility allows you to add a schedule to a group of students in one action.

First, select the nilai from Grade dropdown and click submit button. In the second screen, select a course to be added as a request by clicking the "Choose a Course" link at the top of the screen and choosing the course from the popup screen that appears. Select the starting date for the course and the marking period in which you want to schedule the students. Select the students in the grid below and click the "Save" button. The selected schedule will be added to the selected students.

The Start date should be from the first data of your school. Even if it is the past date, make sure to select it. It will enable the Attendance Schedule get created from first class and you can record the past attendance.
Select the Marking Period as "Full Year"

Select all the students so that the Attendance Schedule get created for all the students. You may also select only a few and if there is a schedule already created for a student, it will not create again and return a message

You need to choose the Course Period, click on it and it will bring up another screen where you can select the course period, it is "N4MN-Primary Teacher"

Finally make sure to click on this button "Add Course to Selected Students"

You can also schedule for individual students, it is useful in cases where new students joined after the group schedule.

You can also schedule individual students by searching the students from these fields

16. Associate Students with Parents
   Just follow the steps shown below.

Home School Admins need to create the required Parent User ID's for their school.

Note: Both the parents (Mother and Father) can get the access to the system. Even the guardians like Grand parents and others can also be created with "Parent User Profile" and associate them with the required students.

Home   School Setup   Students   **Users**   Scheduling   Grades   Attendance   Discipline   Billing   EasyCom   Library

User Info | Add a User | **Associate Students with Parents** | Preferences | Report ▾ | Setup ▾ | Teacher Programs ▾ |

Users > Associate Students with Parents   Help

Selected User: N4_MN ParentMom (**Deselect**) | Back to User List

**Associated students with N4_MN ParentMom**

⚠ None were found.

Find a Student

Last Name
First Name
Student ID
Alt ID
Address
Grade   ATA_Nilai4 ▾

Advanced Search

☐ Group by Family
☐ Search All Schools
☐ Include Inactive Students

Submit   Reset

Select the students by searching them using these criteria or search all the Nilai4 students, as in this example

---

Home   School Setup   Students   **Users**   Scheduling   Grades   Attendance   Discipline   Billing   EasyCom   Library

User Info | Add a User | **Associate Students with Parents** | Preferences | Report ▾ | Setup ▾ | Teacher Programs ▾ |

Users > Associate Students with Parents   Help

Selected User: N4_MN ParentMom (**Deselect**) | Back to User List

Associated students with N4_MN ParentMom

⚠ None were found.

📄 **Expanded View**   Add Selected Students

Grade: **ATA_Nilai4**

ℹ 3 Students were found. 📊

	Student	Student ID	Alternate ID	Grade	Phone
☐	Perarivaalan, Suriyapriyan	63		ATA_Nilai4	612-4144286
☑	Student, Nilai4_MN	82		ATA_Nilai4	
☐	Varathan, Vara	66		ATA_Nilai4	612-6055465

Add Selected Students
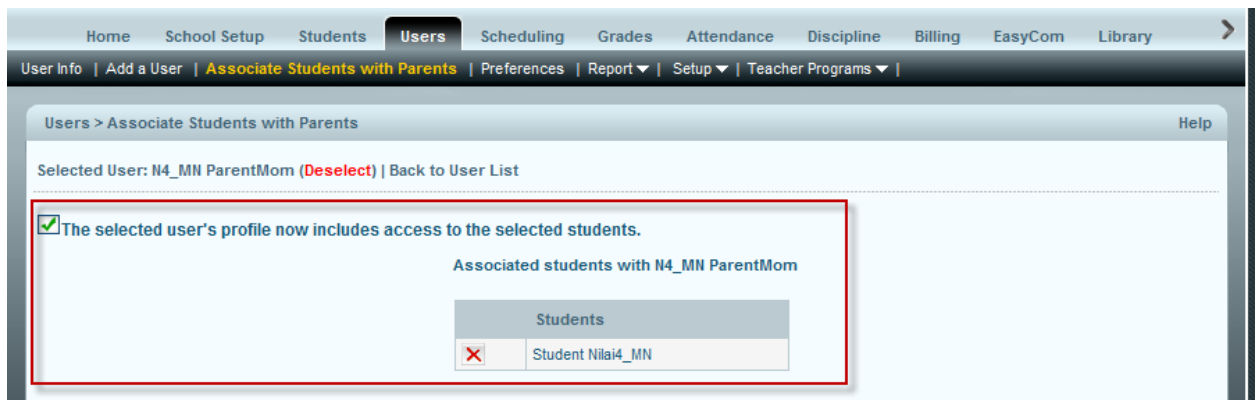
17. Teacher Programs – Monitoring (Grade Book, Take Attendance, Missing Attendance)

Missing Attendance:

Sunday October 6, 2013 | Minnesota Admin | Log Out

American Tamil Academy Minnesota School 2013-2014 Full Year

Home School Setup Students **Users** Scheduling Grades Attendance Discipline Billing EasyCom Library

User Info | Add a User | Associate Students with Parents | Preferences | Report ▾ | Setup ▾ | Teacher Programs ▾ |

Users > Teacher Programs   Help

Selected User: Mazhalai_MN PrimaryTeacher (Back to User List)

Click on the "Take Attendance" link to view and record the missing

Warning!! - Teachers have missing attendance data;

Missing Attedance Report will display all the past weeks, in this example, it is Oct 6 2013 and it shows all the past 4 weeks Sep14, Sep21, Sep28, Oct05 (as per the School Calendar schedule on Saturdays for the class 1 to 4)

4 Periods were found.

	Date	Period -Teacher	School
Take Attendance	Sep/14/2013	Classroom - S - CP-M1_MN - Mazhalai_MN PrimaryTeacher	American Tamil Academy
Take Attendance	Sep/21/2013	Classroom - S - CP-M1_MN - Mazhalai_MN PrimaryTeacher	American Tamil Academy
Take Attendance	Sep/28/2013	Classroom - S - CP-M1_MN - Mazhalai_MN PrimaryTeacher	American Tamil Academy
Take Attendance	Oct/5/2013	Classroom - S - CP-M1_MN - Mazhalai_MN PrimaryTeacher	American Tamil Academy

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Sunday October 6, 2013 | Minnesota Admin | Log Out

American Tamil Academy Minnesota School 2013-2014 Full Year

Home School Setup Students **Users** Scheduling Grades Attendance Discipline Billing EasyCom Library

User Info | Add a User | Associate Students with Parents | Preferences | Report ▾ | Setup ▾ | Teacher Programs ▾ |

Users > Teacher Programs   Help

Choose Period: CL S - Mazhalai ▾

September ▾ 14 ▾ 2013 ▾
The selected date is not today

Go

This page shows the Period, here it is Mazhalai class for this school.

Date is the past date and you always get a message, if the date is not today.

Select the Radio button "Present". "Absent" or "Tardy", along with the comments, if any.

Remember to SAVE, after recording the attendance, Sep 14 attendance will not show under the missing attendance any more.

Save

<< Back to Missing Attendance List

Search Go

1 Student was found.

Student	Student ID	Grade	Present	Absent	Tardy	Comment
Arunthavan, Ahilamani	64	ATA_Mazhalai	●	○	○	

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Take Attendance:

Gradebook Grades:

ATA standard Gradebook is apportioned as below for 100% for a full Academic Year.

Attendance and Class Performance for 25 classes for the entire academic year
= 25 Points (1 point for each class)
HW for 25 class for the entire academic year   = 25 Points (1 point for each class)
First Semester   = 15 Points
Second Semester   = 15 Points
Final and Third Semester   = 20 Points

TOTAL 100 Points

The dropdown for the list of "Assignments" in the Gradebook → Grades will have these values by default for all the Nilai. Teachers/Admins can select the required assignment value from the dropdown to enter the grading scores

Totals
All
Weekly Attendance & Class Performance - Attendance & Class Performance_Week1
Weekly Attendance & Class Performance - Attendance & Class Performance_Week2
Weekly Attendance & Class Performance - Attendance & Class Performance_Week3
Weekly Attendance & Class Performance - Attendance & Class Performance_Week4
Weekly Attendance & Class Performance - Attendance & Class Performance_Week5
Weekly Attendance & Class Performance - Attendance & Class Performance_Week6
Weekly Attendance & Class Performance - Attendance & Class Performance_Week7
Weekly Attendance & Class Performance - Attendance & Class Performance_Week8
Weekly Attendance & Class Performance - Attendance & Class Performance_Week9
Weekly Attendance & Class Performance - Attendance & Class Performance_Week10
Weekly Attendance & Class Performance - Attendance & Class Performance_Week11
Weekly Attendance & Class Performance - Attendance & Class Performance_Week12
Weekly Attendance & Class Performance - Attendance & Class Performance_Week13
Weekly Attendance & Class Performance - Attendance & Class Performance_Week14
Weekly Attendance & Class Performance - Attendance & Class Performance_Week15
Weekly Attendance & Class Performance - Attendance & Class Performance_Week16
Weekly Attendance & Class Performance - Attendance & Class Performance_Week17
Weekly Attendance & Class Performance - Attendance & Class Performance_Week18
Weekly Attendance & Class Performance - Attendance & Class Performance_Week19
Weekly Attendance & Class Performance - Attendance & Class Performance_Week20
Weekly Attendance & Class Performance - Attendance & Class Performance_Week21
Weekly Attendance & Class Performance - Attendance & Class Performance_Week22
Weekly Attendance & Class Performance - Attendance & Class Performance_Week23
Weekly Attendance & Class Performance - Attendance & Class Performance_Week24
Weekly Attendance & Class Performance - Attendance & Class Performance_Week25
First Semester - First Semester Evaluation
Weekly HW - HW_Week1
Weekly HW - HW_Week2
Weekly HW - HW_Week3
Weekly HW - HW_Week4
Weekly HW - HW_Week5
Weekly HW - HW_Week6
Weekly HW - HW_Week7
Weekly HW - HW_Week8
Weekly HW - HW_Week9
Weekly HW - HW_Week10
Weekly HW - HW_Week11
Weekly HW - HW_Week12
Weekly HW - HW_Week13
Weekly HW - HW_Week14
Weekly HW - HW_Week15
Weekly HW - HW_Week16
Weekly HW - HW_Week17
Second Semester - Second Semester Evaluation
Weekly HW - HW_Week18
Weekly HW - HW_Week19
Weekly HW - HW_Week20
Weekly HW - HW_Week21
Weekly HW - HW_Week22
Weekly HW - HW_Week23
Weekly HW - HW_Week24
Weekly HW - HW_Week25
Third Semester - Third Semester Evaluation

18. Reports

Sample Report header with Logo and Student Info

American Tamil Academy
Student Progress Report

Oct/6/2013
Powered by openSIS

Student Name: Pandithurai, Siva
ID: 67
Grade: ATA_Nilai2
Marking Period: Full Year

19. Easycom

Step 1: Email Server Setup

Step 2: Outgoing Server Setup

Step 3: Add the Contacts

You need to add the contacts first before creating the group, click on the "Add New Contact" button.

Add New Contact

EasyCom >> Contacts

15 Students were found.

Search the ID's like the Student, Teacher, Parent and add ALL and as required like "All Teachers", "All Students", "Nilai1_All" etc.

Student	Student ID	Grade
Agathiyen, Kanmani	62	ATA_NIlai3
Alagen, Priya	68	ATA_NIlai3
Arunthavan, Ahilamani	64	ATA_Mazhalai
Pakalon, Bharani	70	ATA_Nilai1
Pandithurai, Siva	67	ATA_Nilai2
Perarivaalan, Suriyapriyan	63	ATA_Nilai4
Perranban, Varnan	71	ATA_Nilai1
Pugalendhi, Raava	74	ATA_Nilai1
Puvimynthan, Bhavani	65	ATA_Nilai6
Student, Nilai4_MN	82	ATA_Nilai4
Subramaniyam, Vani	69	ATA_Nilai5
Subramaniyam, Viji	73	ATA_Nilai1
Thondamaan, Azhagu	75	ATA_Nilai1
Ulagu, Mani	72	ATA_Nilai1
Varathan, Vara	66	ATA_Nilai4

Add to contacts

Step 4: Creating the Groups

Step 5: Sending Emails

Note: Please send your feedback and corrections about this Instruction Manual to

ata-lms@amtaac.org