



AMERICAN TAMIL ACADEMY
LEARNING MANAGEMENT SYSTEM

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/>

American Tamil Academy - Learning Management System



ATA Training System



User Name :

Password :

Login

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

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American Tamil Academy – LMS-School Admin Instruction

Page 2

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

The screenshot shows the openSIS web interface. At the top, the date is Saturday October 5, 2013, and the user is logged in as Minnesota Admin. The navigation menu includes Home, School Setup, Students, Users, Scheduling, Grades, Attendance, Discipline, Billing, EasyCom, and Library. The Users >> Preferences section is active, with the Password tab selected. The form contains three input fields: Current Password, New Password, and Verify New Password, followed by a Save button. A red callout box points to the Password tab and contains the text: "You should change the initial password sent by the ATA Administrator."

Change the color theme, if you prefer

The screenshot shows the openSIS web interface with the Users >> Preferences section active. The Display Options tab is selected. The form includes a Theme section with radio buttons for Black, Blue, Green, and Gray. Below this is a Highlight Color section with five color swatches. There is also a Date Format section with dropdowns for Oct, 5, and 2013, and checkboxes for Disable login alerts and Display data using hidden fields. A red callout box points to the Theme section and contains the text: "You may also change the color theme, you have 4 options the current one in this example is 'Black' and other colors were Blue, Green & Gray".

3. Definition of fields and access

The screenshot shows the openSIS Student Information System interface. At the top, there is a header with the date "Saturday October 5, 2013", the user "Minnesota Admin", and a "Log Out" link. Below this is a navigation bar with tabs: Home, School Setup, Students, Users, Scheduling, Grades, Attendance, Discipline, Billing, EasyCom, and Library. The "Home" tab is selected. The main content area displays a table of notes. A red callout box points to the top of the page, stating: "All the schools were under 'American Tamil Academy'. Home School will have access only to one school 'Minnesota School', next field is Academic Year '2013-2014' and the next field 'Full Year' indicates the full academic year." Another red callout box points to the "Home" tab, stating: "The 'Home' tab will display the Portal Notes entered by ATA and the Home School Admin. This area will also display upcoming tasks for the teachers like Attendance, upcoming assignments for the Students/Parents etc." The table of notes has the following data:

Date Posted	Title	Note	School
Oct/5/2013	MN School	Minnesota School News	American Tamil Academy
Oct/5/2013	Welcome	Welcome to American Tamil Academy - Learning Management System. Take some time to review the instruction manual & video to get started with the process	All School

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.

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

Portal Notes | Marking Periods **Calendars** | Periods | Grade Levels | School | Courses

School Setup >> Calendars Help

October 2013 List Events Save

+ Create a new calendar | X Delete this calendar | Edit this calendar

Monday Tuesday Wednesday Thursday Friday Saturday

1 2 3 4 5

Home School Admin should "Create a new calendar" specific to their school

School Setup >> Calendars Help

Create a new calendar

Title Minnesota School ☒ Default Calendar for this Home School

From September 14 2013 To May 17 2014

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Saturday

Events Visible To:

☐ Administrator w/Custom

☐ Teacher w/Custom

☐ Parent w/Custom

☒ Student

☒ Administrator

☒ Teacher

☒ Parent

☒ Super Administrator

OK Cancel

Enter a Title for the School Calendar, here it is "Minnesota School", also mark the check "Default Calendar for this Home School". Home Schools may create more than one calendar for their school, if you have classes conducted in different dates, you may need more than one calendar.

Select a "From" date which will be the first class of the school year. "To" date will be the last class of the school year, typically it is Third/Final Semester exam date

It is the weekly day your school is conducted. In this example, it is Saturday, it could be Friday or Sunday based on your school

Select who can use and view this calendar, typically you will select the Student, Administrator, Teacher, Parent and Super Administrator (ATA)

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

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

School Setup >> Calendars

November | 2013 | [List Events](#) | [Save](#)

Minnesota Calendar | [Create a new calendar](#) | [Delete this calendar](#) | [Edit this calendar](#)

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

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)

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

You may enter more than one event on a day

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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

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

School Setup >> Calendars

November | 2013 | [List Events](#) | [Save](#)

Minnesota Calendar | [Create a new calendar](#) | [Delete this calendar](#) | [Edit this calendar](#)

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

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.

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/Tamil New Year celebration
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

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.

The screenshot shows the openSIS School Setup Portal Notes page. The page has a header with the openSIS logo, a date (Saturday October 5, 2013), and user information (Minnesota Admin | Log Out). Below the header is a navigation bar with tabs for Home, School Setup, Students, Users, Scheduling, Grades, Attendance, Discipline, Billing, EasyCom, and Library. The School Setup tab is active, and the Portal Notes sub-tab is selected. The main content area shows a table with one note titled 'Welcome' and a sidebar with publishing options. A red callout box with a red arrow points to a '+' icon in the sidebar, indicating how to add a new note.

1 Note was found.

Title	Note	Sort Order	Publishing Options
Welcome	Welcome to American Tamil Academy - Learning Management System. Take some time to review the instruction manual & video to understand the process	1	<p>Visible Between: Aug/8/2013 & Jun/30/2014</p> <p>Visible To: <input checked="" type="checkbox"/> All School <input checked="" type="checkbox"/> Administrator w/Custom <input checked="" type="checkbox"/> Teacher w/Custom <input checked="" type="checkbox"/> Parent w/Custom <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Administrator <input checked="" type="checkbox"/> Teacher <input checked="" type="checkbox"/> Parent <input type="checkbox"/> Super Administrator</p>

Home School Admin can enter Portal Notes specific to their school by clicking on the + image.

Enter a Title, Note and also specify the dates for which this message need to be shown to the intended audience.

Set the "Visible Between" dates and "Visible To" for the Roles like Teacher, Admin, Parent and Student.

Remember to SAVE

Save

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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.

The screenshot displays the 'School Setup' page in the LMS. The 'School Setup' tab is highlighted in the top navigation bar. Below it, the 'School Information' sub-tab is selected. The page shows a form for updating school details. The current information is as follows:

School Name:	American Tamil Academy
Address:	123 Main Street
City:	Hopkins
State:	MN
Zip/Postal Code:	55337
Telephone:	952-115-2345
Principal:	Vishnupriya
Base Grading Scale:	4.000
E-Mail:	palli@minnesotatamilsangam.
CEEB:	
Website:	www.minnesotatamilsangam.

Below the form, there is a 'School Logo' section with a logo image and a link 'Click here to change logo'. An 'Update' button is at the bottom of the form.

Update your school address, along with the phone number, Principal Name, Email and Website Address.

Note: Enter 4.0 for "Base Grading Scale", this is a required field and always use "4.0"

You can also upload your school logo, if you have one. Logo will show up in all the reports

7. Marking Period

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

Portal Notes **Marking Periods** Calendars Periods Grade Levels School Courses

School Setup >> Marking Periods

Full Year

Title	Full Year
Short Name	FY
Sort Order	1
Graded	<input checked="" type="checkbox"/>
Exam	<input type="checkbox"/>
Comments	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>
Exam	<input type="checkbox"/>
Comments	<input type="checkbox"/>
Begins	Jan/1/2013
Ends	Jul/1/2014
Grade Posting Begins	Sep/1/2013
Grade Posting Ends	Jul/1/2014

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's 2014, the next academic year 2014-15 will start and no more changes will be allowed for the previous academic year

8. Periods

Every student is a promise

American Tamil Academy

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

Portal Notes Marking Periods Calendars **Periods** Grade Levels School Courses

School Setup >> Periods

2 Periods were found.

"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 defining 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

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HW&On-Line	HWOL	2	6:00 AM	9:00 AM	180	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Portal Notes | Marking Periods | Calendars | Periods | **Grade Levels** | School | Courses

School Setup >> Grade Levels

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

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

Report Cards | Calculate GPA | Transcripts | Reports | Setup | Utilities | Honor Roll

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.



Screenshot of the OpenSIS Attendance Codes configuration page. The page shows a table of attendance codes with columns: Title, Short Name, Sort Order, Type, Default for Teacher, and State Code. Three codes are listed: Present (P, Sort Order 1), Absent (A, Sort Order 2), and Tardy (T, Sort Order 3). A red callout box points to the 'Tardy' code with the text: "Tardy" can be used for late start and early leaving with comments. Another red callout box points to the 'Attendance Codes' header with the text: "Attendance Codes" were defined by ATA Super Admin and it cannot be changed.

Title	Short Name	Sort Order	Type	Default for Teacher	State Code
Present	P	1	Teacher & Office	Yes	Present
Absent	A	2	Teacher & Office	No	Absent
Tardy	T	3	Teacher & Office	No	Present
			N/A		N/A

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.

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

[Student Info](#) | [Add a Student](#) | [Group Assign Student Info](#) | [Associate Parents with Students](#) | [Student Re Enroll](#) | [Reports](#) | [Setup](#)

Students >> Add a Student

General Info | Addresses & Contacts | Medical | Comments | Goals | Library | Address2

Demographic Information

Name

Nilai4_MN

Student

First Middle Last Suffix

Estimated Grad. Date

N/A N/A N/A

Gender*

Female

Ethnicity*

Asian

Common Name

Birthdate*

October 4 2001

Primary Language

English

Email*

nilai4_MN@gmail.com

Phone

School Information

Student ID

Will automatically be assigned

Alternate ID

Grade*

ATA_Nilai4

Calendar

Minnesota Calendar

Rolling/Retention Options

Next grade at current school

Access Information

Username*

nilai4MNstudent Username OK

Password

nilai4mnstudent@2013
Good

Last Login

-

Disable Student

☒



Enrollment Information

Start Date	Enrollment Code	Drop Date	Drop Code	School	Home School
<div>+</div> <div>January 1 2013</div>	<div>N/A</div>			American Tamil Academy	Minnesota School

Save

Enter the Student Info and the below fields were important and mandatory:
First Name:
Last Name:
Gender:
Ethnicity:
Birthdate:
Email:
Grade:
Username:
Password:

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Sunday October 6, 2013 | Minnesota Admin | [Log Out](#)

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

[Home](#)
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[Scheduling](#)
[Grades](#)
[Attendance](#)
[Discipline](#)
[Billing](#)
[EasyCom](#)
[Library](#)

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

Students > Student Info
 [Help](#)

Selected Student: Nilai4_MN Student ([Deselect](#)) | [Back to Student List](#)

Showing 10 of
 [« First](#)
[« Previous](#)
[Next »](#)
[Last »](#)

General Info
 Addresses & Contacts
 Medical
 Comments
 Goals
 Library
 Address2

Student's Address
 [Add New Contact](#)

Student's Home Address
 *Address Line 1 : 7001 Excelsior Way [Map it](#)
 Address Line 2 :
 *City : St.Louis Park
 *State : MN
 *Zip/Postal Code : 55346
 School Bus Pick-up : ☒
 School Bus Drop-off : ☒
 Bus No :

Student's Mailing Address
 ☒ Same as Home Address
 ☐ Add New Address

Primary Emergency Contact
 *Relationship to Student : Mother
 *First Name : Nilai4_MN
 *Last Name : Mother
 Home Phone :
 Work Phone :
 Cell/Mobile Phone :
 Email :
 Custody of Student : ☐
☒ Same as Student's Home Address
 ☐ Add New Address

Secondary Emergency Contact
 *Relationship to Student : Father
 *First Name : Nilai_MN
 *Last Name : Father
 Home Phone :
 Work Phone :
 Cell/Mobile Phone :
 Email :
 Custody of Student : ☐
☒ Same as Student's Home Address
 ☐ Add New Address

Enter Student Address:
 Emergency Contact can be added like Mother/Father or any other Guardians

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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


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


Students > Student Info Help

Selected Student: Nilai4_MN Student (Deselect) | Back to Student List

Showing 10 of « First < Previous Next > Last »

General Info Addresses & Contacts Medical **Comments** Goals Library Address2

 No Comments were found.

Entered By	Date	Comments
	N/A	N/A

Save

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

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

Students > Student Info Help

Selected Student: Nilai4_MN Student (Deselect) | Back to Student List

Showing 10 of « First < Previous Next > Last »


General Info Addresses & Contacts Medical Comments **Goals** Library Address2

Goal Title



Begin Date N/A N/A N/A

End Date N/A N/A N/A

Goal Description

 No Goals were found.

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



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

Student Info | Add a Student | Group Assign Student Info | Associate Parents with Students | Student Re Enroll | Reports | Setup

Students >> Student Info

Find a Student

Last Name

First Name

Student ID

Alt ID

Address

GradeNot Specified

[Advanced Search](#)

☐ Group by Family

☐ Search All Schools

☐ Include Inactive Students

Submit

Reset

The Student master can be searched, based on these fields.

Also students can be searched by Grade level

Advanced search has more options

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.

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 >> Add a User Help

General Info

Title: Nilai4_MN (First), PrimaryTeacher (Last)
Staff ID: -
Username: nfournmteach (Username OK)
Disable User: ☐
User Profile: Teacher
Permissions: Default
Email Address: teach@gmail.com
Phone Number:
Password: 14mnteach@2013 (Good)
Last Login: -

School Information

1 School Record was found.

School	Home School	Profile	Start Date	Drop Date	Status
<input checked="" type="checkbox"/> American Tamil Academy	Minnesota School		N/A	N/A	N/A

Save

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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.

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

Portal Notes | Marking Periods | Calendars | Periods | Grade Levels | School | Courses | Help

School Setup >> Course Manager

Selected Student: Thamilkumaran Varathan (Deselect) | Back to Student List

Nilai4 - ATA_Nilai4 [Delete] [Save]

Nilai4 Title N4 Short Name ☒ Create in Moodle ATA_Nilai4 Grade Level Classroom_Tamil Subject

2 Subjects were found. 7 Courses were found. No Periods were found.

Subject: Classroom_Tamil, HW & On-Line

Course: Mazhalai - ATA_Mazhalai, Nilai1 - ATA_Nilai1, Nilai2 - ATA_Nilai2, Nilai3 - ATA_Nilai3, **Nilai4 - ATA_Nilai4**, Nilai5 - ATA_Nilai5, Nilai6 - ATA_Nilai6

Subject were created by ATA Super Admin. The current 7 courses of ATA were created by ATA Super Admin

Create a "Course Period" for each of your class.

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

Portal Notes | Marking Periods | Calendars | Periods | Grade Levels | School | Courses

School Setup >> Course Manager

Selected Student: T
Nilai4 - New Period

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.

Short Name: N4MN PrimaryTeacher: Nilai4_MN Secondary Teacher: N/A

Room: 235 Period: Classroom Marking Period: FY Seats: 20

Grading Scale: Main S M T W H F S Takes Attendance: ☒

Calendar: Minnesota Calendar

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"

2 Subjects were found. 7 Courses were found. No Periods were found.

Subject	Course
Classroom_Tamil	Mazhalai - ATA_Mazhalai
HW & On-Line	Nilai1 - ATA_Nilai1

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

Portal Notes | Marking Periods | Calendars | Periods | Grade Levels | School | Courses

School Setup >> Course Manager

Nilai4 - ATA_Nilai4

Nilai4 Title N4 Short Name ☒ Create in Moodle ATA_Nilai4 Grade Level Classroom_Tamil Subject

2 Subjects were found. 7 Courses were found. 1 Period was found.

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

Subject	Course	Course Period
Classroom_Tamil	Mazhalai - ATA_Mazhalai	Classroom - S - N4MN - Nilai4_MN
HW & On-Line	Nilai1 - ATA_Nilai1	PrimaryTeacher
	Nilai2 - ATA_Nilai2	
	Nilai3 - ATA_Nilai3	
	Nilai4 - ATA_Nilai4	
	Nilai5 - ATA_Nilai5	
	Nilai6 - ATA_Nilai6	

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.

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

Student Schedule | ViewSchedule | Student Requests | **Group Schedule** | Group Requests | Group Drops | Reports | Setup

Scheduling >> Group Schedule

Find a Student

Last Name
First Name
Student ID
Alt ID
Address

Grade: ATA_Nilai4

Course Choose
Request Choose
Activity: Not Specified

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

Scheduling uses the Student, Teacher and Course Period and combines them to create the Attendance Schedule using the school days marked in the Calendar.

To start the group scheduling for the entire Nilai, here it is Nilai4, select the grade and submit

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

Student Schedule | ViewSchedule | Student Requests | **Group Schedule** | Group Requests | Group Drops | Reports | Setup

Scheduling > Group Schedule

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"

Course to Add: Choose a Course

Start Date: September 14, 2013

Marking Period: Full Year

2 Subjects were found. 7 Courses were found. 1 Period was found.

Subject: Classroom_Tamil, HW & On-Line

Course: Mazhalai - ATA_Mazhalai, Nilai1 - ATA_Nilai1, Nilai2 - ATA_Nilai2, Nilai3 - ATA_Nilai3, Nilai4 - ATA_Nilai4, Nilai5 - ATA_Nilai5, Nilai6 - ATA_Nilai6

Course Period: Classroom - S - N4MN - Nilai4_MN, PrimaryTeacher

Grade: ATA_Nilai4

3 Students were found.

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"

Student ID

Student	Student ID	Grade
Perarivaalan, Suriyapriyan	63	ATA_Nilai4
Student, Nilai4_MN	82	ATA_Nilai4
Varathan, Vara	66	ATA_Nilai4

Add Course to Selected Students

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

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

Student Schedule | ViewSchedule | Student Requests | **Group Schedule** | Group Requests | Group Drops | Reports | Setup

Scheduling > Group Schedule

That course has been added to the selected students' schedules.

Find a Student

Last Name

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

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

[Student Schedule](#) | [ViewSchedule](#) | [Student Requests](#) | [Group Schedule](#) | [Group Requests](#) | [Group Drops](#) | [Reports](#) | [Setup](#)

Scheduling >> Student Schedule Help

Find a Student

Last Name

First Name

Student ID

Alt ID

Address

Grade

Activity

Course

Request

Advanced Search

☐ Group by Family

☐ Search All Schools

☐ Include Inactive Students

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

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

[Student Schedule](#) | [ViewSchedule](#) | [Student Requests](#) | [Group Schedule](#) | [Group Requests](#) | [Group Drops](#) | [Reports](#) | [Setup](#)

Scheduling >> Student Schedule

Selected Student: Vani Subramaniyam [Deselect](#) | [Back to Student List](#)

October | 6 | 2013 | ☐ Include Inactive Courses : Marking Period : F

No Courses were found.

No Students were found.

[Add a Course](#)

Courses Search

2 Subjects were found. 7 Courses were found. 1 Period was found.

Subject	Course	Course Period	Available Seats
Classroom_Tamil HW & On-Line	Mazhalai - ATA_Mazhalai		
	Nilai1 - ATA_Nilai1		
	Nilai2 - ATA_Nilai2		
	Nilai3 - ATA_Nilai3		
	Nilai4 - ATA_Nilai4	<input checked="" type="checkbox"/> Classroom - S - N4MN - Nilai4_MN	17
	Nilai5 - ATA_Nilai5		
	Nilai6 - ATA_Nilai6		

16. Associate Students with Parents

Just follow the steps shown below.

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 > Associate Students with Parents

Find a User

Last Name
First Name
Username

Profile: Parent

☐ Search All Schools
☐ Include Disabled User

Submit Reset

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.

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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

Please select a user

1 Parent was found.

Search Go

Parent	Staff ID
ParentMom N4_MN	55

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

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

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

Associated students with N4_MN ParentMom

None were found.

Expanded View

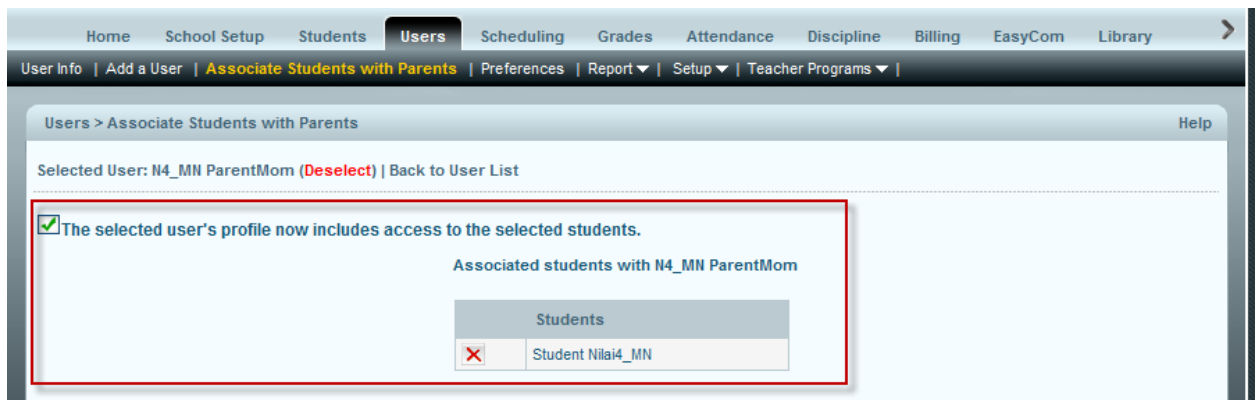
Add Selected Students

Grade: ATA_Nilai4

3 Students were found.

<input type="checkbox"/>	Student	Student ID	Alternate ID	Grade	Phone
<input type="checkbox"/>	Perarivaalan, Suriyapriyan	63		ATA_Nilai4	612-4144286
<input checked="" type="checkbox"/>	Student, Nilai4_MN	82		ATA_Nilai4	
<input type="checkbox"/>	Varathan, Vara	66		ATA_Nilai4	612-6055465

Add Selected Students



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

Missing Attendance:

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American Tamil Academy

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 | Help

Users > Teacher Programs

From September 14 2013 To October 6 2013

Teacher Programs

- Input Final Grades
- Gradebook Grades
- Progress Reports
- Take Attendance
- Missing Attendance**
- Enter Eligibility

Following teachers have missing attendance!

6 Teachers were found.

Teacher	Staff ID
PrimaryTeacher Mazhalai_MN	39
PrimaryTeacher Nilai1_MN	40
PrimaryTeacher Nilai2_MN	42
PrimaryTeacher Nilai4_MN	54
SecondaryTeacher Nilai1_MN	41
SecTeacher Mazhalai_MN	47

Home School Admins can monitor which of the Teachers did not record the attendance for the current and past weeks.

Select the date range for which you want the Missing Attendance Report.

It will list all the Teachers who were missing the attendance and you can click on a single Teacher to view the details and the Home School Admin can record the attendance on behalf of the Teacher too.

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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

Selected User: Mazhalai_MN PrimaryTeacher (Back to User List)

Warning!! - Teachers have missing attendance data:

4 Periods were found.

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

Missing Attendance 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)

	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

Choose Period: CL S - Mazhalai

September 14 2013

The selected date is not today

Go

1 Student was found.

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

Student	Student ID	Grade	Present	Absent	Tardy	Comment
Arunthavan, Ahilamani	64	ATA_Mazhalai	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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Take Attendance:

Home School Admin can also directly "Take Attendance". The date always default to today. You need to select the date for which your school has the Weekly class, in this example Saturdays. Only after selecting the dates based on your calendar, you will see the

You cannot take attendance for this period on this day

The selected date is not today

1 Student was found.

Student	Student ID	Grade	Present	Absent	Tardy	Comment
Arunthavan, Ahilamani	64	ATA_Mazhalai	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Gradebook Grades:

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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

Sunday October 6, 2013 | Nilai2_MN PrimaryTeacher | Log Out
 American Tamil Academy | Minnesota School | 2013-2014 | Full Year
 Subject: Classroom_Tamil | Course: Nilai2 | Course Period: Classroom - S - CP-N2_MN - Nilai2_MN PrimaryTeacher

Home | School Info | Students | My Info | Scheduling | **Grades** | Attendance | Eligibility | EasyCom | Library | Moodle
 Input Final Grades | Report Cards | **Gradebook** | Reports | Setup

Grades >> Assignments

Weekly HW
 Weekly HW
 Title

12 Assignment Types were found. 25 Assignments were found.

Assignment Type	Assignment	Assignment
Weekly HW	HW_Week1	Attendance & Class Performance_Week1
Weekly Attendance & Class Performance	HW_Week2	Attendance & Class Performance_Week2
First Semester	HW_Week3	Attendance & Class Performance_Week3
Second Semester	HW_Week4	Attendance & Class Performance_Week4
Third Semester	HW_Week5	Attendance & Class Performance_Week5
Spoken Tamil Evaluation	HW_Week6	Attendance & Class Performance_Week6
Understanding Tamil via Audio/Video Material	HW_Week7	Attendance & Class Performance_Week7
Tamil Cultural Participation	HW_Week8	Attendance & Class Performance_Week8
Tamil Competitions	HW_Week9	Attendance & Class Performance_Week9
Tamil Library Books	HW_Week10	Attendance & Class Performance_Week10
School Tamil Projects	HW_Week11	Attendance & Class Performance_Week11
Moodle	HW_Week12	Attendance & Class Performance_Week12
	HW_Week13	
	HW_Week14	
	HW_Week15	
	HW_Week16	
	HW_Week17	
	HW_Week18	
	HW_Week19	
	HW_Week20	
	HW_Week21	
	HW_Week22	
	HW_Week23	
	HW_Week24	
	HW_Week25	

25 Points
 25 Points
 15 Points
 15 Points
 20 Points

These "Assignment Types" were optional and based on the need of the Teacher they can create the required Assignments. Note: All points together it is required to total up to 100%

Each 1 Point

Each 1 Point



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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

The screenshot displays the openSIS LMS School Admin interface. At the top, the header includes the openSIS logo with the tagline "Every student is a promise", a circular logo for the American Tamil Academy, and the date "Sunday October 6, 2013". It also shows the user "Minnesota Admin" with a "Log Out" link. Below this, a navigation bar contains links for Home, School Setup, Students, Users, Scheduling, **Grades**, Attendance, Discipline, Billing, EasyCom, and Library. A secondary navigation bar includes Report Cards, Calculate GPA, Transcripts, **Reports**, Setup, and Utilities. The **Reports** dropdown menu is open, showing options: Teacher Completion, Grade Breakdown, Student Final Grades, GPA / Class Rank List, **Progress Reports**, and Honor Roll. The main content area is titled "Grades >> Progress Reports" and features a "Find a Student" search form. This form includes input fields for Last Name, First Name, Student ID, Alt ID, and Address, along with a Grade dropdown menu currently set to "ATA_Nila2". Below the form is an "Advanced Search" section with checkboxes for "Group by Family", "Search All Schools", and "Include Inactive Students". At the bottom of the form are "Submit" and "Reset" buttons. A red callout box points to the "Submit" button with the text: "Home School Admins can generate and print 'Progress Reports' of the students." The footer of the page states: "openSIS is a product of Open Solutions for Education, Inc. (OS4Ed), and is licensed under the GPL License."

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

Report Cards | Calculate GPA | Transcripts | **Reports** | Setup | Utilities

Expanded View

Grade: ATA_Nilai2

Assigned Date ☐ Exclude Ungraded E/C Assignments ☒

Due Date ☒ Exclude Ungraded Assignments Not Due ☐

With Assignment Details ☒ Totals Only ☐

1 Student was found.

<input checked="" type="checkbox"/>	Student	Student ID	Alternate ID	Grade	Phone
<input checked="" type="checkbox"/>	Pandithurai, Siva	67		ATA_Nilai2	612-4099685


Create Progress Reports for Selected Students

This will generate the ATA specific custom report of all the weekly grading, evaluation along with comments.

You can also generate multiple students together and it will create and print the student reports with page breaks

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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

The screenshot shows the 'EasyCom >> Server Setup' page. The 'Setup' dropdown menu is open, with 'Server Setup' selected. The 'Email Server Setup' tab is active. The page contains three sections: 'User Information' with fields for 'Enter Your Name' and 'Enter Your E-mail ID'; 'Server Information' with a field for 'Outgoing Mail Server(SMTP)' containing 'smtp.gmail.com'; and 'Logon Information' with fields for 'User Name' and 'Password'. A red box highlights the 'smtp.gmail.com' field. A red callout box on the right explains that 'EasyCom' is a tool for mass communication and that in the 'Server Setup' step, the SMTP address, user name, and password for the email provider should be entered. Another red callout box notes that it is best practice to use school-specific Admin and Teacher IDs to keep email history common.

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

Process Trigger Mail | Email | Address Book | Setup | Server Setup | Outgoing Server Setup | Notifications

EasyCom >> Server Setup

Selected User: Nilai2_MN PrimaryTeacher (Deselect) | Back to User List

Email Server Setup

Note: Emails can only be sent thru openSIS. Incoming emails will go to your school email address.

User Information

Enter Your Name: a

Enter Your E-mail ID: [redacted]@n.org

Server Information

Outgoing Mail Server(SMTP): smtp.gmail.com

Logon Information

User Name: [redacted]@n.org

Password: [redacted]

Save Cancel

"EasyCom" is a tool to send mass communication by creating groups of email ID's and setting up your School/Teacher email ID's with SMTP connection.

In this "Server Setup" step, enter the smtp address of your email provider and enter your user name and pwd for the same email ID.

It is the best practice to use School specific Admin & Teachers ID's rather than the personal ID's. This will enable to keep the history of all the emails in a common

Step 2: Outgoing Server Setup

The screenshot shows the 'EasyCom >> Outgoing Server Setup' page. The 'Setup' dropdown menu is open, with 'Outgoing Server Setup' selected. The 'Outgoing Server Setup' tab is active. The page contains a section for 'Outgoing Server Setup' with a note: 'Please enter the security method used for your email server and the corresponding port number.' There are two radio buttons for 'Smtp Secure': 'TLS', 'SSL' (selected), and 'None'. The 'Port' field is set to '465'. A red box highlights the 'SSL' radio button and the 'Port' field. A red callout box on the right explains that 'Outgoing Server Setup' for gmail is mentioned here and that it may vary for other email providers, so the correct ones should be updated here.

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

Process Trigger Mail | Email | Address Book | Setup | Server Setup | Outgoing Server Setup | Notifications

EasyCom >> Outgoing Server Setup

Selected User: Nilai2_MN PrimaryTeacher (Deselect) | Back to User List

Outgoing Server Setup

Please enter the security method used for your email server and the corresponding port number.

Smtp Secure: ☐ TLS ☒ SSL ☐ None

Port: 465

Save Cancel

"Outgoing Server Setup" for gmail is mentioned here and it may vary for other email providers and get the correct ones and update it here

Step 3: Add the Contacts

The screenshot shows the top navigation bar with the following items: Home, School Setup, Students, Users, Scheduling, Grades, Attendance, Discipline, Billing, **EasyCom**, and Library. Below this is a sub-menu bar with: Process Trigger Mail, Email, **Address Book**, and Setup. The main content area shows a breadcrumb trail: **EasyCom >> Contacts**. A red callout box points to the **Add New Contact** button with the text: "You need to add the contacts first before creating the group, click on the 'Add New Contact' button."

The screenshot shows the **EasyCom >> Contacts** page. It displays a message: "15 Students were found." Below this is a table with columns: Student, Student ID, and Grade. A red callout box points to the table with the text: "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

At the bottom of the table is a button labeled **Add to contacts**.

Step 4: Creating the Groups

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

Process Trigger Mail | Email **Address Book** Setup |

EasyCom >> Groups

1 Group was found.

Enter the Group Name like in this example "MN_Teachers" and then click on the button "Add New Group". Then click on the "Group Name" link to add the contacts

Group Name	Description	Sort Order	Contacts
<input type="checkbox"/> MNTS All	MNTS School Group ALL	1	23
<input type="checkbox"/> MN_Teachers			

Add New Group

openSIS™ Every student is a promise

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

Process Trigger Mail | Email **Address Book** Setup |

EasyCom >> Groups

List Group Contacts **Add Contacts to this Group**

23 Contacts were found.

Add the Contacts to the group by selecting the ID's or search and Add. Click on the button "Add to this Group" to finish

<input type="checkbox"/>	Contact Name	Student ID	Email ID	Profile	Group Name
<input type="checkbox"/>	Kannani Agathiyan	62	Partheeben.Chellamuthu@hotmail.com	Student	MNTS All
<input type="checkbox"/>	Suriyapriyan Perarivaalan	63	Perranban.Priyan@ctools.com	Student	MNTS All
<input type="checkbox"/>	Ahlanani Arunthavan	64	Pavalan.Sivalogan@hotmail.com	Student	MNTS All
<input type="checkbox"/>	Bhavani Puvimynthan	65	Sivalogan.Partheeben@bbank.com	Student	MNTS All
<input type="checkbox"/>	Thamukumar Varathan	66	Oosayinyavan.Saavan@yahoo.com	Student	MNTS All
<input type="checkbox"/>	Sivakshi Pandthurai	67	Ponnivalavan.Senthoolan@gmail.com	Student	MNTS All
<input type="checkbox"/>	Kaanapriya Alagen	68	Ulagu.Pugalendi@hotmail.com	Student	MNTS All
<input type="checkbox"/>	Vani Subramaniyam	69	Chelliyar.Paavalan@gmail.com	Student	MNTS All
<input type="checkbox"/>	Bharani Pakalon	70	Anuvana_@gmail.com	Student	MNTS All
<input type="checkbox"/>	Vannan Perranban	71	Praisoodan.Saravanan@gmail.com	Student	MNTS All
<input type="checkbox"/>	Maniammai Ulagu	72	Anbumathi.Pugazhendhi@yahoo.com	Student	MNTS All
<input type="checkbox"/>	Vijayaluxmy Subramaniyam	73	Pukazhmani.Isaikoon@yahoo.com	Student	MNTS All
<input type="checkbox"/>	Raavanya Pugalendi	74	Pugazhendhi.Arulnith@acom.com	Student	MNTS All
<input type="checkbox"/>	Perazhagan Thondamaan	75	Anpan.Karthigaiselvan@gmail.com	Student	MNTS All
<input checked="" type="checkbox"/>	Sivanandam Mariyappan			Staff	MNTS All
<input checked="" type="checkbox"/>	Minnesota Admin		mnadmin@gmail.com	Staff	MNTS All
<input checked="" type="checkbox"/>	Mazhalai_MN PrimaryTeacher		mteacher@mnschool.com	Staff	MNTS All
<input checked="" type="checkbox"/>	Mia1_MN PrimaryTeacher		n1teacher@mnschool.com	Staff	MNTS All
<input checked="" type="checkbox"/>	Mia1_MN SecondaryTeacher		n1teacher2@mnschool.com	Staff	MNTS All
<input checked="" type="checkbox"/>	Mia2_MN PrimaryTeacher		n2teacher@mnschool.com	Staff	MNTS All
<input checked="" type="checkbox"/>	Mia3_MN PrimaryTeacher		n3teacher@mnschool.com	Staff	MNTS All
<input checked="" type="checkbox"/>	Mia4_MN PrimaryTeacher		n4teacher@mnschool.com	Staff	MNTS All
<input checked="" type="checkbox"/>	Mazhalai_MN SecTeacher		massist@mnschool.com	Staff	MNTS All

Add to this group

Step 5: Sending Emails

The screenshot shows the 'EasyCom >> Email' interface. At the top, a navigation bar includes 'Home', 'School Setup', 'Students', 'Users', 'Scheduling', 'Grades', 'Attendance', 'Discipline', 'Billing', 'EasyCom', and 'Library'. Below this, a sub-bar has 'Process Trigger Mail', 'Email', 'Address Book', and 'Setup'. The 'Email' sub-bar is highlighted. The main area is titled 'EasyCom >> Email' and contains a 'Compose' form. The form has fields for 'To' (with email addresses), 'Subject' (with a red box and text 'Enter the email Subject here'), and 'Attach File1' (with a 'Browse...' button). A dropdown menu for 'Select Group' is open, showing 'MNTS All' (highlighted with a red box) and 'MN_Teachers'. A red callout bubble points to this dropdown with the text: 'Select the "Group" from the dropdown and then enter the "Subject" and detailed info and finally click on the "Send" button.' Below the form is a rich text editor with a toolbar and a large text area labeled 'Email Body of text' (highlighted with a red box). At the bottom of the form are 'Send' and 'Discard' buttons (both highlighted with red boxes). A note box on the right contains the following text: 'Note: All the emails were stored only at the SMTP email ID configured and OpenSIS does not keep the history of the emails. It is the best practice to use School specific Admin & Teachers ID's rather than the personal ID's. This will enable to keep the history of all the emails in a common email'.

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

ata-lms@amtaac.org