



Teacher Handbook

Rosario Student Information System - Teacher Handbook version 1.1

As a teacher, you can view student information and schedules for students who you teach and input attendance, grades, and eligibility for these students. You also have a gradebook program to keep track of students' grades. The Gradebook is integrated into the Input Grades program as well as the Eligibility program. From the Gradebook, not only can you keep track of grades, but you can print progress reports for any of your students.

To choose a period to work on, select the period from the pull-down menu on the left frame. The program will automatically refresh with the new period in the workspace. You can also change the school year and current marking period in a similar fashion.

As you use RosarioSIS, you will notice other items appear in your side menu. When you select a student to work on, the student's name will appear under the marking period pull-down menu preceded by a cross. As you move between programs, you will continue to work on this student. If you want to change the working student, click on the cross by the student's name. You can also quickly access the student's General Information screen by clicking on the student's name.

Also, when you click on any of the module icons in the side menu, you will see a list of programs available to you in that module. Clicking on any program title will launch the program in the main frame, and it will update the help frame to display help for that program.

In the gradebook, you will see lists of modifiable data. Oftentimes, you will have to first click the value you want to change to have access to an input field. Then, when you change the value and save, the value will return to its previous state.

You can logout of RosarioSIS at any time by clicking the "Logout" button in the bottom menu.



School Setup

School Information

School Information displays the name, address, and principal of the current school.

Calendars

Calendars is a display of school events and your student's assignments. The calendar also displays whether or not school is in attendance on any given day. By default, the calendar displays the current month. The month and year displayed can be changed by changing the month and year pull-down menus at the top of the screen.

The titles of school events and assignments are displayed in each date's box. Clicking on these titles will open a popup window that displays more information about the event or assignment. School events are preceded by a black stripe and assignments are preceded by a red stripe.

For days that school is in attendance all day, the date's box is green. On partial days, the number of minutes that school is in session is displayed. If the school is not in attendance at all on any given day, the date's box is pink.

If the school uses a Rotation of Numbered Days, the day's number is displayed in the day's box.

Scheduling

Schedule

Schedule is a display of the student's course schedule.

You must first select a student by using the "Find a Student" search screen.

Input Final Grades

Input Final Grades allows you to enter quarter, semester or progress period grades for all your students in the current period. By default, this program will list the students in your first period class for the current quarter. You can alter the quarter by changing the marking period pull-down menu on the left frame. Also, you can select the current semester or progress period by changing the marking period pull-down menu at the top of the screen to the desired marking period.

Once you are in the correct marking period, you can enter student grades by selecting the earned grade for each student and entering comments as desired. Once all the grades and comments have been entered, click the "Save" button at the top of the screen.

If you are using the Gradebook, you can have RosarioSIS calculate each student's quarter grades by clicking on the "Use Gradebook Grades" link at the top of the list. Clicking this link will automatically save each student's grades and refresh the list.

If the marking period you are in is a Progress Period, when clicking on the "Get Gradebook Grades" link, the grades taken in account will be limited to the one for which the Assignment Due Date is comprised within the Progress Period, or the ones with no Due Dates.

Configuration

Configuration allows you to configure the gradebook.

You can configure the gradebook to round scores up, down, or normally. Normal rounding would round 19.5 to 20 but 19.4 to 19.

You can also configure the score breakoff points for each letter grade. For example, if you set the score breakoff points for A+, A, and A- to 99, 91, and 90 respectively, a student with 99% to 100% would have an A+, another student with a 91% to 98% would have an A, and a student with a 90% would have an A-. The score breakoff point for F should probably be 0.

Finally, you can also configure the final grading percentages of each semester. These values are used when averaging the quarter grades to calculate the semester grade.

Assignments

Assignments allows you to setup your assignments. There are two tiers involved with assignments: assignment types and assignments.

You will probably have assignment types called "Homework", "Tests", and perhaps "Quizzes". Assignment types are set for every period on which you teach any given course. So, if you teach Algebra on 1st and 3rd period, you will have to add assignment types to only one of these periods.

To add an assignment type or an assignment, click on the Add icon (+) in the column corresponding to what you want to add. Then, fill in the information in the fields above the list of assignments / types and click the "Save" button.

If you enter 0 "Points", this will let you give Students Extra Credit.

If you check "Apply to all Periods for this Course", the assignment will be added for each period for which you teach a specific course, in the same way assignment types are added.

If you check "Enable Assignment Submission", Students (or Parents) can submit the assignment (upload a file and/or leave a message). Submissions are opened from the assigned date and until the due date. If no due date has been set, submissions are open until the end of the quarter. You can later consult the submissions in the "Grades" program.

To change an assignment or type, click on the assignment or type you want to modify and click on the value you want to change in the grey area above the assignments / types lists. Then, change the value and click the "Save" button.

Finally, to delete an item, select it by clicking on its title on the list and click the "Delete" button at the top of the screen. You will be asked to confirm the deletion.

Grades

Grades allows you to input assignment grades for all your students in the current period. By default, this program will list the students in your first period class. You can alter the current period by changing the period pull-down menu in the left frame to the desired period.

Once you have chosen the correct period, you will see the total points and cumulative grade for each student in your class. You can view the grades for an assignment by selecting the assignment from the assignment pull-down menu at the top of the screen. From here, you can input a new grade by entering the points earned into the blank field next to the student's name or you can modify an existing grade by clicking on the points earned and changing the value. After changing the grades, click the "Save" button at the top of the screen.

You can also view and change all the grades for a single student by clicking on the student's name in the list. Input grades in the same way that you did with the multiple student list.

Progress Reports

Progress Reports is a utility that allows you to print progress reports for any number of students.

You can choose to print the progress reports with mailing labels. The progress reports will have mailing labels positioned in such a way as to be visible in a windowed envelope when the sheet is folded in thirds. More than one progress report may be printed per student if the student has guardians residing at more than one address.

The progress reports will be automatically downloaded to your computer in the printable PDF format when you click the "Submit" button.

Anomalous Grades

Anomalous Grades is a report that will help you to keep track of missing, inappropriate and excused grades. The grades appearing on this report are NOT problematic, but you MAY wish to review them. Missing, excused & negative grades, or grades that are extra credit or that exceed 100% are shown. The "Problem" column indicates the reason why the grade is anomalous.

You can select the class using the course period pull-down in the left menu. You can also select which type of "anomalous" grades you wish the report to display.

Take Attendance

Take Attendance allows you to enter period attendance for all your students in the current period. By default, this program will list the students in your first period class. You can alter the current period by changing the period pull-down menu in the left frame to the desired period.

Once you are in the correct period, you can enter attendance by selecting the attendance code corresponding to each student. Once you have entered attendance for all your students, click the "Save" button at the top of the screen.

Attendance Chart

Daily Summary is a report that shows the daily attendance status of any number of students for every date during any timeframe.

After searching for students, you can alter the date range by changing the date pull-down menus at the top of the screen and clicking the "Go" button. The list shows each student's daily attendance value for each day with color codes. A red box signifies that the student was absent all day, a yellow box signifies that a student was absent half-day, and a green box signifies that a student was present all day long.

You can see the attendance records for each period for any student by clicking on a student's name from the list. Here, the absence code is displayed in the color-coded box.

Absence Summary

Student Summary is a report that shows the days for which a student has an absence.

After selecting a student, you can alter the date range by changing the date pull-down menus at the top of the screen and clicking the "Go" button. The list shows the student's absences for each period of each day that he had an absence. A red "x" indicates the student was absent in the corresponding period.

Enter Eligibility

Enter Eligibility allows you to enter eligibility grades for all your students in the current period. By default, this program will list the students in your first period class. You can alter the current period by changing the period pull-down menu in the left frame to the desired period.

Once you are in the correct period, you can enter eligibility grades by selecting the eligibility code corresponding to each student. Once you have entered eligibility for all your students, click the "Save" button at the top of the screen.

If you are using the Gradebook, you can have RosarioSIS calculate each student's eligibility grades by clicking on the "Use Gradebook Grades" link at the top of the list. Clicking this link will automatically save each student's eligibility grades and refresh the list.

You must enter eligibility each week during the timeframe specified by your school's administration.

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