

Student Information System

Summer School Edition

BOCES Summer School SIS User Guide for Teachers



Summer School
Student Information System

[About BOCES Summer School](#) | [Contact Info](#) | [Tech Support](#) | [Home](#)

User Name:

Password:

Log In

What are you doing this summer?

Take the summer school classes at BOCES.
View the Class & Exam Catalog 



Cattaraugus-Allegany BOCES

Districts, Students, & Parents

- ▶ [Course & Exam Catalog 2014](#)
- ▶ [Course & Exam Master Schedule 2014](#)
- ▶ [Driver Education Information](#)
- ▶ [Summer School Registration Procedures](#)
- ▶ [Frequently Asked Questions \(FAQ\)](#)

Teachers

- ▶ [Summer School SIS User Guide](#)
- ▶ [Summer School SIS Training Information](#)
- ▶ [Frequently Asked Questions \(FAQ\)](#)

Summer School 2014 Calendar





☀	05/01/2014	Registration Starts
☀	06/30/2014	Registration Ends
☀	07/01/2014	Class Starts
☀	07/03/2014	Registration Drop Deadline
☀	07/28/2014	Mid-Term Grades Available
☀	08/15/2014	Last day of Class
☀	08/18/2014	First Day of Regents Exam
☀	08/22/2014	Last Day of Regents Exam
☀	08/28/2014	Final Grades Available



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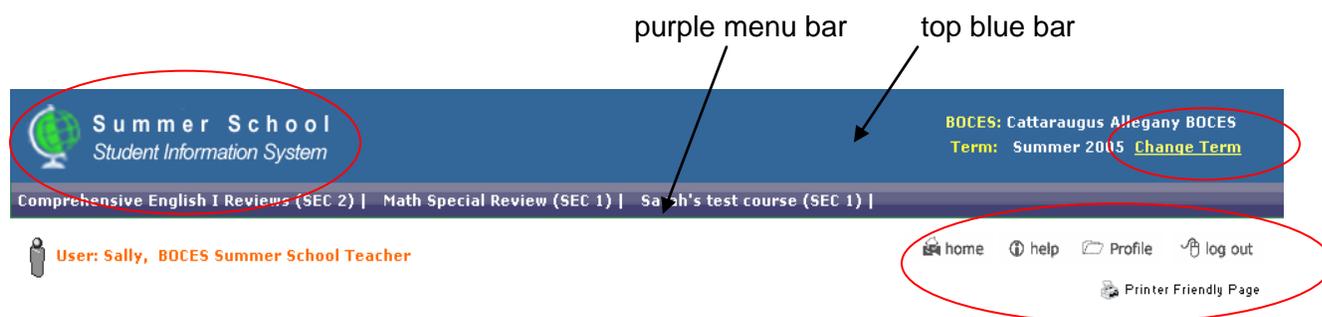
Cattaraugus-Allegany BOCES
1825 Windfall Road
Olean, NY 14760
716-376-8311 (Help Desk)
HelpDesk@caboces.org

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General navigation

These navigation tips will help you get around Summer School SIS quickly.



To return to the home page, click on the Summer School logo in the top left corner in the blue banner, or on the “home” button on the right below the purple menu bar.

To change a term (summer school year), click on “Change Term” in the upper right corner in the blue banner.

To update your profile, click on the “profile” button on the right below the purple menu bar. This allows you to change your personal and account information, including your password.

Log out of Summer School SIS by clicking on the “log out” button on the right below the purple menu bar.

You can print any page in Summer School SIS by clicking on the “Printer Friendly Page” button on the right below the purple menu bar.

Home page

Your account is set up with all of the classes you are teaching this summer. If a class is missing, contact your district coordinator.

After logging in, your home page will have a purple menu bar with all of your classes.

Summer School
Student Information System

Comprehensive English I Reviews (SEC 2) | **Math Special Review (SEC 1)** | Sarah's test course (SEC 1) |

User: Sally, BOCES Summer School Teacher

Comprehensive English I Reviews Section 2
7/1/2005 - 9/1/2005
Review Period 3:00 pm - 6:00 pm
Location:
[Take Attendance](#) [Enter Gradebook](#)

Math Special Review Section 1
7/5/2005 - 8/11/2005
Period 1 10:00 am - 12:00pm
Location: Ellicottville
[Take Attendance](#) [Enter Gradebook](#)

Tuesday, May 31, 2005

My Recent Logons

Logon Time	From IP
5/31/2005 7:44 PM	209.247.222.40
5/31/2005 7:41 PM	209.247.222.40
5/29/2005 6:12 PM	209.247.222.40
5/29/2005 6:09 PM	209.247.222.40

Also on your home page are quick links to the most accessed tools, Attendance and Grade Book, for each course you are teaching.

Use the quick links on the home page, or click on a Class in the purple menu bar.

Comprehensive English I Reviews (SEC 2) | **Math Special Review (SEC 1)** | Sarah's test course (SEC 1) |

User: Sally, BOCES Summer School Teacher

Class Roster **Take Attendance** **Enter Grade Book** **Reports**

Math Special Review

Period: Period 1
Current Enrollment: 2
Location: Ellicottville

Section: 1 **Grade Level:** 7, 8
Start Date: 07/05/2005 **End Date:** 08/11/2005
Maximum Enrollment: 15

ID	Name	Email	Registered Date
1275	Berman, Oliver		5/30/2005 11:26:10 AM
1290	Nomoreschoolplease, Sarah		7/23/2005 11:47:38 AM

In this example, Sally clicked on “Math Special Review (SEC 1)” in the purple menu bar.

The class title is also listed below the tabs, so it's easy to know what class you are looking at.

The tabs for Class Roster, Take Attendance, Enter Grade Book, and Reports give you quick access to all tools for each class.

Class Roster

Class Roster lists the students registered for this class.

Take Attendance

In the "Take Attendance" tab, mark a student as sick or tardy, or leave it blank if they are in class.

Use the calendars on the right side to go to a different day.

Remember to click "Save Updates" when you are done!

The screenshot shows the 'Take Attendance' interface for the class 'Math Special Review'. At the top, there are navigation tabs: 'Class Roster', 'Take Attendance' (highlighted), 'Enter Grade Book', and 'Reports'. Below the tabs, the class name 'Math Special Review' is displayed with a small icon. To the right, there are two calendar views for July 2005 and August 2005, with the date 7/5/2005 highlighted in the July calendar. Below the class details, there is a table with columns for ID, Name, Tuesday 7/5/2005, and Note. The table contains two rows: one for Oliver Berman (ID 1275) and one for Sarah Nomoreschoolplease (ID 1290). The dropdown menu for Sarah's attendance status is open, showing options for 'Sick' and 'Tardy'. A 'Save Updates' button is located at the bottom left of the interface.

Class Roster **Take Attendance** **Enter Grade Book** **Reports**

Math Special Review

Period: Period 1
 Section: 1
 Start Date: 07/05/2005
 End Date: 08/11/2005
 Location: Ellicottville
 Current Enrollment: 2

ID	Name	Tuesday 7/5/2005	Note
1275	Berman, Oliver	-----	
1290	Nomoreschoolplease, Sarah	----- Sick Tardy	

Save Updates

Enter Grade Book

In the "Enter Grade Book" tab, select the Grading Period from the drop down list, enter grades for each student, and save.

Class Roster Take Attendance **Enter Grade Book** Reports



Math Special Review

Period: Period 1
Current Enrollment: 2
Location: Ellicottville

Section: 1 Grade Level: 7, 8
Start Date: 07/05/2005 End Date: 08/11/2005
Maximum Enrollment: 15

Select a Grading Period to Enter Class Grades Midterms

ID	Name	Grade	Comment
1275	Berman, Oliver	<input type="text"/>	<input type="text"/>
1290	Nomoreschoolplease, Sarah	<input type="text"/>	<input type="text"/>

Save Updates

Reports

In the "Reports" tab, click on "View Report" under the Report you want to open.

Class Roster Take Attendance Enter Grade Book **Reports**



Math Special Review

Period: Period 1
Current Enrollment: 2
Location: Ellicottville

Section: 1 Grade Level: 7, 8
Start Date: 07/05/2005 End Date: 08/11/2005
Maximum Enrollment: 15

Please select a report from below and click view report.

Mailing Labels

Description: The report will print all the mailing addresses of all the students in this class.

[View Report](#)

Mailing Labels of Students Primary Parents/Guardians

Description: The report will list all the mailing labels for the primary parents/guardians of all students in the class.

Note: The address for the primary parent/guardian must be available to generate the report.

[View Report](#)

Class Attendance Summary

Description: The report will print all the attendances of all students in the class

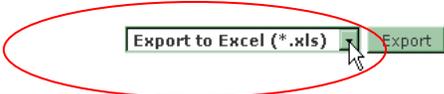
[View Report](#)

Class Grade Summary

Description: The report will print all grades in this class and the average grade of each grading period.

[View Report](#)

The report will open in a new window.


 Export to Excel (*.xls) Export

Summer School Class Grades Summary

School Year: 2005 Summer

Class: Math Special Review

Print Date: Tuesday, May 31, 2005

ID	Name	Midterms	Final
1275	Berman, Oliver		
1290	Nomoreschoolplease, Sarah		
Class Average		Midterms: 0.00	Final: 0.00

To export the report data, choose Excel or Word from the drop down menu in the upper right corner, and click the Export button.

When finished, close the report window to return to the main Summer School SIS Web site.

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