Student Information System
Summer School Edition

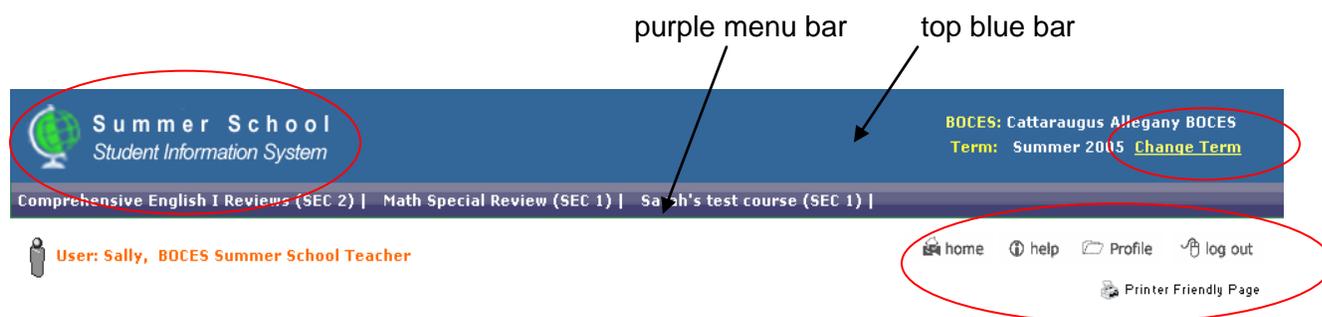**BOCES Summer School SIS User Guide for Teachers**

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

Contents

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.

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.

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!

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		
1290	Nomoreschoolplease, Sarah		

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

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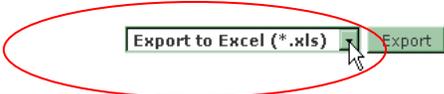Description: The report will print all the attendances of all students in the class
View Report

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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