



i-Cue User Guide

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November 2014

Table of Contents

Introduction.....	4
References.....	5
Logging In.....	6
Navigation.....	8
Attendance	9
Taking Attendance/ Period—attendance is taken every period of the school day.	9
Taking Attendance/ Daily—attendance is taken once per school day.....	10
Submitting Lunch Counts through i-Cue—on Attendance page	11
Submitting Lunch Counts through i-Cue—on separate page.....	11
Changing the Attendance Date	12
Mark Reporting.....	14
Select Viewing Options.....	15
Labeling the Comment fields.....	16
Grade Book	17
Report Card.....	17
Student Info—Attendance Summary	17
Tools	18
Change Password.....	18
Update My Challenge Date.....	19
Preferences.....	20
Select School.....	20
Select Role	20
Seating Chart	20
Seating Chart v.2.....	20
Tests and Assessments	21
Reports	21
Blank Roster.....	21
Class Summary Attendance	21
Directory	23
Parent/Student Preferences.....	24
Missing Definitions	25
Viewing Options	25
Student Grade Summary	27

Personalized Learning.....29

Behavior.....29

Messaging.....30

 Step 1: Who would you like to send this to?30

 Step 2: Select the filter31

 Roster date31

 Step 2: Oops. No recipients found! Please try a different filter.32

 Step 3: Recipients were found!32

 Step 4: All Recipients. Yes, I want to send this message to all recipients. How would you like to communicate?.....33

 Step 5: All recipients. Compose your message.....33

 Editing Tools Available.....33

 Step 6: All recipients. When would you like to send this message?.....35

 Step 7: All Recipients. Preview and send your message.....35

 Congratulations! Message queued for delivery.36

 Step 4: Filtered Recipients--I want to send to only certain individuals within the filtered group37

 Step 5: Filtered Recipients. I want to send to only certain individuals within the filtered group. How would you like to communicate?37

 Step 6: Filtered Recipients—Compose your message38

 Editing Tools Available.....38

 Step 7: Filtered Recipients--When would you like to send this message?39

 Step 8: Filtered Recipients--Preview and send your message.....39

 Congratulations! Message queued for delivery.40

Introduction

Welcome to iCue!

iCue will help you, the teacher, efficiently maintain and view all of your attendance, grades, contact information, standardized test scores, and MUCH more with minimal work and maximum efficiency and organization- all online!

Security Category

Teachers have access to their own classes and the students in those classes.

TSIS Web Applications- Web Browser Settings

In order for all of the TIES web applications to function correctly, it is important that the web browsers are configured to check for a newer version of stored pages every time you visit the page. By default, browsers are set to automatically check, so we need to change the settings as follows:

Web Browser Settings for Internet Explorer version 6.x

PC:

From the Menu:

1. Select "Tools"
2. Select "*Internet Options*"
3. Choose the "General" tab
4. Under "Temporary Internet Files", choose "Settings"
5. Under "Check for newer versions of stored pages", select "Every visit to the page"
6. Click "OK" to save changes
7. Click "OK" again to close Internet Option

Mac:

From the Menu:

1. Select "Explorer".
2. Select "Preferences".
3. Under "Web Browser" select "Advanced".
4. Select "Cache".
5. Under "Update Pages", select "Always".
6. Click "OK".

Web Browser Settings for Internet Explorer version 8.x and 9.x

PC:

1. Select "Tools"
2. Select "*Internet Options*"
3. Click on the "Settings" button that is shown in the "Browsing history" section
4. Select the radio button that says "Every time I visit the page"
5. Click "OK" to save changes
6. Click "OK" again to close Internet Options

References

To assist in understanding some of the symbols you will see in listings of students, here are some references.



This icon is StudentLink. When you click on this icon, you have the ability to view various pieces of information about the student—attendance.



This icon identifies that a student has a health concern that staff need to be aware. When you click on this icon, the student's health concerns will display with the ability to view More Health Info.



This icon identifies that a student is active in special education or has an active 504 plan. When you click on this icon, Student's case manager and disability will display.



These symbols are part of the Personalized Learning Profile. The student's icon is dependent on school/district settings in various domains including test scores, attendance, behavior, and grades.

There are icons that may precede a student's name. The definition of each icon is:



Child Protection has been applied to this student



Data Privacy has been requested by the family for this student



Student Alert has been applied to this student. Student Alert is defined by your district.



This icon is for the Messaging tool for sending email messages. Directions available further in this document.



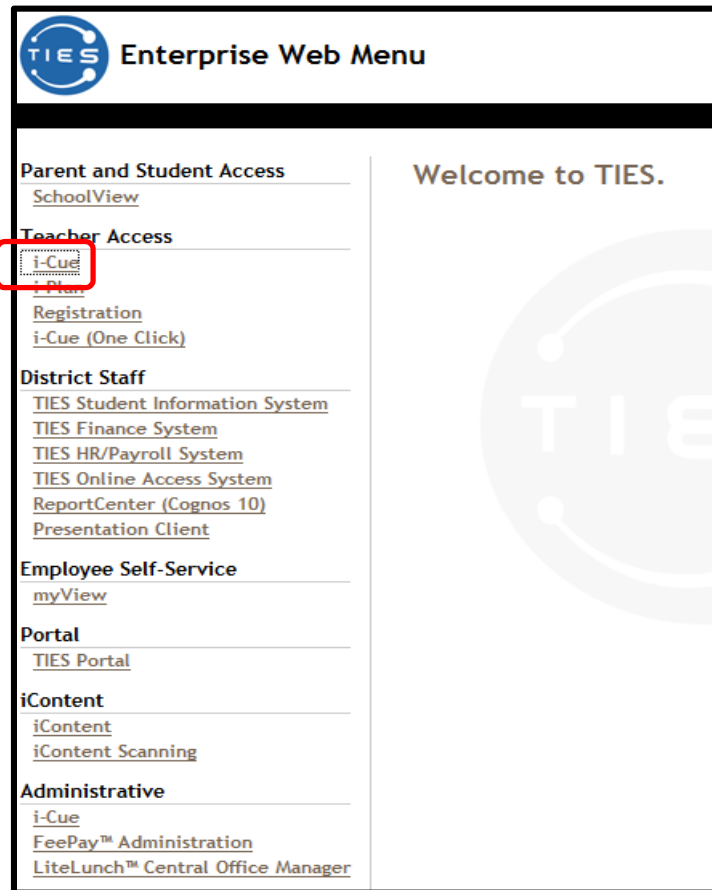
This icon is available if you have questions on certain items.



This icon identifies items displayed in SchoolView. If you modify any of these items, it will affect how your classes display in SchoolView.

Logging In

Go to the www.tiescloud.net web site. This will bring you to the TIES Enterprise Web Menu. Click on i-Cue.



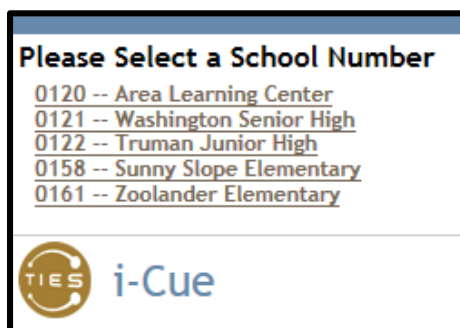
You will see a log in page like the one illustrated below.

Enter the following information:

1. District number
2. The beginning part of your email address. (Ex: email.address@school.com is your full email, your User ID is email.address) or employee number.
3. TOAS password.
 - a. If you do not know your password, contact your TSIS security administrator for your district to get this information.
4. Click Log in Button.

The image shows a 'Log in' form. At the top, it says 'Log in'. Below that are three input fields: 'District #' with the value '3999', 'User ID' with the value 'joe', and 'Password' with masked characters. Below the fields are two buttons: 'Log in' and 'I forgot my password. ?'. The footer contains the text '© 2012, TIES - All rights reserved - Version: v2012.04.13A'.

If your login is successful and you teach in more than one school, you will be asked to select your school. (If you teach in only one school in the district, you will not see this screen.) Click on the school of your choice.

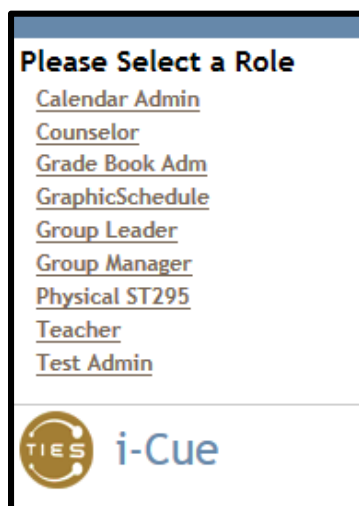


Please Select a School Number

- [0120 -- Area Learning Center](#)
- [0121 -- Washington Senior High](#)
- [0122 -- Truman Junior High](#)
- [0158 -- Sunny Slope Elementary](#)
- [0161 -- Zoolander Elementary](#)

 i-Cue

If you hold more than one role in the school, you will be asked to select a role. (If you only have one role in the school, you will not see this screen.) Click on the role of your choice.



Please Select a Role

- [Calendar Admin](#)
- [Counselor](#)
- [Grade Book Adm](#)
- [GraphicSchedule](#)
- [Group Leader](#)
- [Group Manager](#)
- [Physical ST295](#)
- [Teacher](#)
- [Test Admin](#)

 i-Cue

Navigation

Near the top of the page, there is a blue menu bar that will display the menu options available based on your school choices. This may differ between schools. The upper right always contains access to online Documentation and the Log out button when you want to close i-Cue.

Home	Attendance	Mark Reporting	Grade Book	Student Info	Tools	Tests & Assessments	Reports	Personalized Learning	Behavior
------	------------	----------------	------------	--------------	-------	---------------------	---------	-----------------------	----------

Home

- What's New
- References:
 - User Guides, Release Notes, Frequently Asked Questions

Attendance

- Submit attendance for any school day even if all students are in attendance
 - Absences
 - Tardy
- Attendance alerts to SchoolView
- View attendance for a previous or future date (Change Attendance Date)
- Messages regarding new students added or students dropped from classes/school, unresolved absences

Mark Reporting

- Enter/Submit grades for report card

Grade Book

- Tool to track student's work by adding and scoring assignment definitions

Report Card

- Standard-based Report Card (referred as i-Cue report card)

Tools

- Change Password
- Preferences
- Select school (navigation available for a teacher who teaches in more than one school)
- Seating Chart

Tests & Assessments

- View district and state assessments
 - Class

Reports

- Blank Roster
 - Ability to set number of columns and Save as Tab Delimited file
- Class Summary Attendance
- Directory Report
 - Ability to Save as Tab Delimited file
 - Ability to emails all parents

Personalized Learning

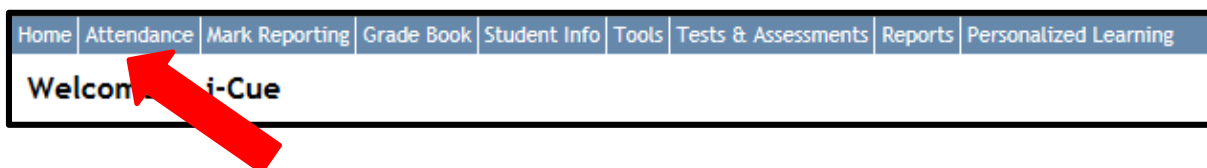
- Class Profile—view personalized learning profile for each student in a class based on target scores and domains defined by school/district. Ability to narrow display by domains and profile measure

Student Info

- View attendance information by student

Attendance

Click on the Attendance Tab.



Taking Attendance/ Period—attendance is taken every period of the school day.

A screenshot of the i-Cue Attendance interface. At the top, there's a navigation bar with tabs: Attendance, Mark Reporting, Grade Book, Student Info, Tools, Tests & Assessments, Reports, Personalized Learning, and Behavior. The 'Attendance' tab is selected. Below the navigation bar, the page title is 'Attendance - 52 01 AP CALCB (5256-001)'. On the left, there's a 'Select Class' dropdown menu showing '52 01 AP CALCB (5256-001)' with an 'X' icon and the text 'Today's Attendance Taken'. A black box labeled 'Class list' points to this dropdown. The main area displays a roster for 'Thursday, March 13, 2014'. The header row has columns: P, A, T, Reason, and Student Name. Below this, there are rows for students: Bell, Kristy B.; Bondley, Sydney J.; Bowser, June T.; Chokachi, Jerry Q.; Cusack, Polly D.; and De Miro, Thomas L. Each row has three radio buttons under the P, A, and T headings. To the right of the student names, there are links for 'Prev Day' and 'Change Attendance Date'. A black box labeled 'Attendance date and Change Attendance Date Link' points to these links. At the bottom of the roster, there are two buttons: 'Submit Attendance' and 'Submit & Advance (24 students)'. A black box labeled 'Submit Attendance' points to the 'Submit Attendance' button. The footer of the page includes the i-Cue logo, copyright information, and a welcome message for Joe Mauer, a teacher, on Thursday, March 13, 2014.

Only students enrolled in the class on the Attendance for the date will be included in the roster. Today's date appears automatically, but the date can be changed by clicking on the Change Attendance Date link.

A few points about the use of Attendance:

- You can update attendance for today but not for a future date.
- All students automatically are marked as present (the first row of radio buttons, or P), unless the office has marked the student absent.
- To mark a student absent, click the second radio button, under the A (absent) heading, to the left of the student's name.
- To mark a student tardy, click the third radio button, under the T (tardy) heading.
- To change an Absent or Tardy mark back to P (present), click the P radio button.
- To record the attendance, click on the submit attendance or submit & advance button at the bottom of the roster. The submit attendance button will submit attendance for this class. The Submit and Advance button will submit attendance for this class and display the roster for the next period. i-Cue will update TSIS attendance records.
- To take attendance for another class, open the Select Class list box and select the class you want. The chosen class roster will display, as of today's date. Again, you can change the date to a prior date.

Once your attendance has been submitted to TSIS, you will see the message "The class attendance has been updated." In the Select Class list box you will see an X in front of the classes for which you have already submitted attendance during the day. If you need to make corrections (a student walks in to class late), you can make modifications and submit attendance again.

Taking Attendance/ Daily—attendance is taken once per school day.

Attendance - FY 00 HOME 3 (3HOM-001)

Select Class: FY 00 HOME 3 (3HOM-001) X - Today's Attendance Taken

Attendance for Thursday, March 13, 2014
[Prev Day](#) | [Change Attendance Date](#)

Absent				Student Name
Pres	Full	Half	Tardy	
☒	☐	☐	☐	Balk, David Student ID: 000687249 Grd: 03
☒	☐	☐	☐	Baltizar, Courtney Y. Student ID: 000686379 Grd: 03
☒	☐	☐	☐	Brown, Edward A. Student ID: 000686556 Grd: 03
☒	☐	☐	☐	Charlton, Dean A. Student ID: 000700158 Grd: 03
☒	☐	☐	☐	Clooney, Annette H. Student ID: 000694822 Grd: 03
☒	☐	☐	☐	Converse, Peggy A. Student ID: 000692978 Grd: 03

Submit Attendance (20 students)

Only students enrolled in the class on the Attendance for the date will be included in the roster. Today's date appears automatically, but the date can be changed by clicking on the Change Attendance Date link.

A few points about the use of Attendance:

- You can update attendance for today but not for a future date.
- All students automatically are marked as present (the first row of radio buttons, or Pres), unless the office has marked the student absent.
- To mark a student absent, click the second or third radio button, under the Absent (Full or Half) heading, to the left of the student's name.
- To mark a student tardy, click the fourth radio button, under the Tardy heading.
- To change an Absent or Tardy mark back to Present, click the Pres radio button.
- To record the attendance, click on the submit attendance button at the bottom of the roster. The submit attendance button will submit attendance for this class for the day. i-Cue will update TSIS attendance records.

Once your attendance has been submitted to TSIS, you will see the message "The class' attendance has been updated." In the Select Class list box you will see an X in front of the classes for which you have already submitted attendance during the day. If you need to make corrections (a student walks in to class late), you can make modifications and submit attendance again.

Submitting Lunch Counts through i-Cue—on Attendance page

Submitting lunch counts through i-Cue are quick and easy.

- At the bottom of your attendance rosters, you will see an area for Student Counts.
- In the box to the right of Room Number, you will enter your room number.
- Click on Inquire. A new box 'Submit Student Counts' will appear. (If you have already entered some lunch count numbers for the current date, the numbers will appear; otherwise the boxes will be empty. You can submit them multiple times within a date, if needed.)
- You will now enter your student lunch counts in the appropriate boxes.
- Once you are done, click on **Submit Student Counts**

OR

- If you want to Submit Student Counts and today's attendance in one step, you can click on **Submit Attendance and Student Counts**.

Student Counts

Room Number 129 [Change Room](#)

Hot Lunch ☐

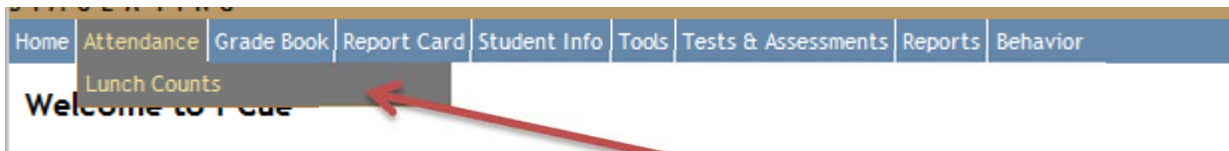
Alternate Lunch ☐

Milk ☐

[Submit Student Counts](#)

[Submit Attendance and Student Counts](#)

Submitting Lunch Counts through i-Cue—on separate page



Submitting lunch counts through i-Cue are quick and easy.

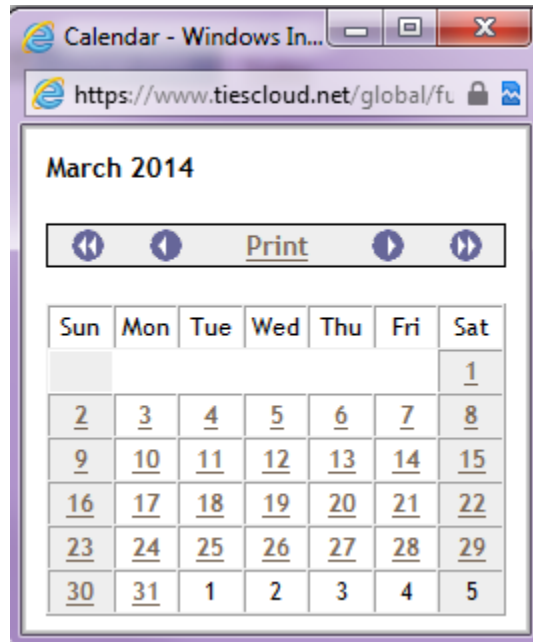
- Place your mouse on the menu item Attendance. You will see Lunch Counts. Click on Lunch Counts.
- In the box to the right of Room Number, you will enter your room number.
- Click on Inquire. A new box 'Submit Student Counts' will appear. (If you have already entered some lunch count numbers for the current date, the numbers will appear; otherwise the boxes will be empty. You can submit them multiple times within a date, if needed.)
- You will now enter your student lunch counts in the appropriate boxes.
- Once you are done, click on **Submit Student Counts**

Changing the Attendance Date

If the Change Attendance Date is displayed, you have rights to view attendance from a different date. To view attendance for a previous date, you click on Change Attendance Date.

Attendance for  [Change Date](#) [Today](#)

To change the date, you can manually enter the date desired or click on the calendar icon to choose the date desired. To navigate within the calendar, the arrows will assist.



- The arrows pointing left will navigate 'back' in time; the arrows pointing right will navigate 'forward' in time.
- The double arrows navigate the calendar year
- The single arrow navigates the month

Once you click on the actual date, click on the Change Date button. The attendance roster for that specific date will now display. If you choose a non-school day (weekend or holiday) a roster will not display and a red message "Not an attendance day for this class" will display near the top of the page.

You will now have additional options for display of attendance rosters.

Attendance for Monday, March 10, 2014
[Prev Day](#) | [Change Attendance Date](#) | [Today](#) | [Next Day](#)

- Prev Day will navigate back a day
- Change Attendance Date will bring up the Change Date page illustrated above
- Today will navigate to the current day
- Next Day will navigate forward a day

You will notice an underline under the student's name. If you click on the student's name, some basic demographic and the student's school year attendance are displayed.

Attendance Summary

Student Info
Name: Balk, David  
Grade: 03 Student ID: 687249
Birth Date: 11-30-2004
Address: 10100 Santa Monica Blvd Los Angeles, CA 90067
Home Phone: 651-345-6789
Email: DBalk@student.org

FY 00 HOME 3 (3HOM-001)

Select Course:

Select Student: This page is [printer-friendly](#)

Attendance Summary		
Date	Status	Total Absences: 3
Wednesday, January 15, 2014	Absent Full Day - ILLNESS	Full Day: 3
Tuesday, January 14, 2014	Absent Full Day - ILLNESS	Half Day: 0
Monday, December 9, 2013	Absent Full Day - VACATION	Days Absent: 3
		Total Tardies: 0

Mark Reporting

The Mark Reporting menu in i-Cue is for submitting grades at the end of a term. This page is most often used for a secondary school.

Near the top of the screen is a class list box. This list box will list ALL classes for the entire school year. You will select a class from the class list box. The term code, period, class name and course and section will display at the top of the page. The grades to be given have been defined by your school administration. If a column is open for a grade, it will display in Red. You also have three comment boxes available to enter comments to be printed on the report card. The three comments fields can display as below or they can be labeled by your school administrative staff (for example, Attendance, Behavior, and Completeness).

HomeAttendanceMark ReportingGrade BookStudent InfoToolsTests & AssessmentsReportsPersonalized LearningBehavior

Edit Grades - S1 01 AP CALCA (5255-001)

Select Class:

S1 01 AP CALCA (5255-001) ▼

Grade List:

Grades ▼

Comment List:

Comments ▼

Term List for Comments:

S1 ▼

	S1	Cmt 1	Cmt 2	Cmt 3
> ^ * Balk, George   Grd: 12	B			
* Bell, Kristy R  Grd: 12				
Biggert, Janet M  Grd: 12				
Bosley, Sydney J  Grd: 12				
Bradley, Dennis O  Grd: 12				
Butler, Liz T  Grd: 12				
Farley, Kiefer O  Grd: 12				
Gates, Matt O   Grd: 12				
Griffin, Lauralee K  Grd: 12				
Henning, Jerry A  Grd: 12				

After entering the grades and comments for the correct classes, the lower portion of the screen has a Submit Grade Changes button. Once the Submit Grade Changes button has been clicked, the grades are saved and stored in TSIS. If you made a mistake or want to make any changes, you will make the changes and click Submit Grade Changes. You are able to modify grades as long as the ‘window’ that is set by your school administration is open.

If you are submitted grades from Grade Book, you can review the grades submitted and make any necessary changes. Comments to print on the report card need to be entered here. The comments in Grade Book are separate of Mark Reporting comments.

Remember—click Submit Grade Changes if you have made any changes that you want submitted for report card.

To make data entry easier, there are some viewing options that are discussed on the following page.

Select Viewing Options

To customize data entry on the Mark Reporting page, you have various view options available. On the lower portion of the page, you should see Select Viewing Options as in the screen shot below.

Select Viewing Options

Hide dropped students

No list boxes

Change View Options

The options available include:
Hide dropped students (Default)—students who have been dropped from your class will not be included in the list.

Show dropped students--students who have been dropped from your class will be included in the list. They will be identified by a shaded background and a red asterisk next to their name. You can enter a grade.

Lee, Howard G Grd: 12 *

No list boxes (Default)—you are provided fields to enter grades and comments.

S1

Cmt 1

Cmt 2

Cmt 3

B

110

Comments only list boxes—you are provided fields to enter grades. The 3 comment fields are list boxes with the available comments within.

S1

Cmt 1

Cmt 2

Cmt 3

B

All list boxes—The grades and 3 comment fields are list boxes with the available grades and comments within.

S1

Cmt 1

Cmt 2

Cmt 3

B

If you made changes to your viewing options, you must click Change View Options for the changes to stick. These are changes that will be saved on the computer you are using. If you go to a different computer, you will need to set these viewing options again.

If your viewing options are No list boxes, you have the ability to mass apply comments. You need to enter the comment number in the designated Cmt1, Cmt2, or Cmt3 box and then click Apply to All or Apply to Empty. If you made a mistake and HAVE NOT clicked Submit Grade Changes, you can click Undo All Changes.

Cmt 1 Cmt 2 Cmt 3

Apply Comments:

Apply to All

Apply to Empty

Undo All Changes

Labeling the Comment fields

Schools do have the ability to label the three comments fields. For example, perhaps you are using the comments to report on items such as Behavior, Attendance, Participation, and Completeness. Your school can set these up. Please see you school administration; the administration can contact Student Support with questions.

Rather than seeing Cmt 1, Cmt 2, Cmt 3, the teachers now see that Cmt 1 if for Attendance comments, Cmt 2 is for Behavior comments, and Cmt 3 is for comments around Completeness.

EX	TG	Attendance	Behavior	Completeness
▼	▼	▼	▼	▼

Grade Book

Grade Book is available for daily use. When you click on Grade Book, you will be brought to the Grade Book Home page. A detailed User Guide and other pieces of documentation are available in the Documentation menu in the upper right side of the blue menu bar.

If you get a message “The grade book has not been configured for your school”, you need to contact your school administration.

Report Card

Report Card, if set up for your school, is available for use. When you click on Report Card, you will be brought to the Home page. A detailed User Guide and other pieces of documentation are available in the Documentation menu in the upper right side of the blue menu bar.

Student Info—Attendance Summary

You will select a course. You will now select a student within the course. Some basic demographic information and the student’s attendance for the particular class are displayed for period attendance schools. For daily attendance schools, basic demographic information and the student’s attendance for the school year are displayed.

Period Attendance school

Attendance Summary

Student Info

Name: > ^ * Balk, George

Grade: 12 Student ID: 7030

Birth Date: 05-30-1996

Address: 10100 Santa Monica Blvd Los Angeles, CA 90067

Home Phone: 651-345-6789

Email: george.balk@ties.k12.mn.us

KI Consent: N - 03-19-2017

S2 02 AP CALCB (5256-002)

Select Course: S2 02 AP CALCB (5256-002)

Select Student: > ^ * Balk, George

This page is [printer-friendly](#)

Attendance Summary for > ^ * Balk, George

AP CALCB-Period 02

Date	Status
Wednesday, June 4, 2014	Absent - EXCUSED DOCTOR
Tuesday, May 6, 2014	Tardy

Total Period Absences: 1

Total Tardies: 1

Attendance Summary

Student Info

Name: Balk, David

Grade: 03 Student ID: 687249

Birth Date: 11-30-2004

Address: 10100 Santa Monica Blvd Los Angeles, CA 90067

Home Phone: 651-345-6789

Email: DBalk@student.org

FY 00 HOME 3 (3HOM-001)

Select Course:

FY 00 HOME 3 (3HOM-001)

Select Student:

Balk, David

This page is printer-friendly

Attendance Summary

Date	Status	Total Absences: 3
Wednesday, January 15, 2014	Absent Full Day - ILLNESS	Full Day: 3
Tuesday, January 14, 2014	Absent Full Day - ILLNESS	Half Day: 0
Monday, December 9, 2013	Absent Full Day - VACATION	Days Absent: 3
		Total Tardies: 0

Tools

Change Password

The i-Cue classroom management tool will require you to update your password based on your district settings. The default is 90 days, but your district can choose to shorten or lengthen that time period.

If you want to update your password, you can click on Tools, Change Password. You will enter your old or existing password and then enter a new password with a re-enter for confirmation. Please note the Passwords Rules.

Change Password

Old password:

New password:

Re-enter new password:

Submit Password

Passwords Rules:

■ Must be at least 08 characters long

■ May not contain your name

■ Must use Numeric Characters

■ Must use UPPER and lower Case Characters

■ Must use a Special Character:
{ } - _ . ~ ` ! @ # \$ % ^ & * + = [] | : ; ? , /

■ May use only 04 repeating characters

■ May match only 04 characters to previous passwords

Update My Challenge Date

Immediately upon using i-Cue for the first time, it is recommended that you enter a Challenge Date and enter a Challenge Date hint. This can be any date you wish, but needs to be a date you will remember. A Challenge Date hint can be entered to help you remember your Challenge Date.

When forgetting your password, you will then be able to use this challenge date to reset your password on your own. If you have not completed this step initially, you will need to contact your district TIES security person to update your password.

Update My Challenge Date

This date is used as the answer to the password self-help challenge question. You can use any date that you can easily remember (i.e., birth date, anniversary date, child's birth date).

Enter your Challenge Date: (mmddyyyy)

Enter Hint for the Challenge Date (e.g. Birthday): ×

Preferences

The preferences available include the Display student images and PLP icons (if your district has this feature turned on), and an default Email Signature for the Messaging tool. Please pay special notice to the preferences.

Preferences

Select User Viewing Options
These preferences are based on the logged in user and are valid for every computer that is used.
☒ Display student images

Email Signature: (size limit = 1000 characters)

Mrs. O'Niel
Business Teacher
TIES High School

Success is liking yourself, liking what you do, and liking how you do it." --

Select Computer Viewing Options
These preferences are based on the specific machine where these preferences are set.
☒ Display PLP icons
☒ Display PLP Up/Down Trend Arrows

Submit Preferences

Select School

If you have access to multiple schools, you will have this menu item. This item will allow you to easily navigate between schools without logging out and then logging back in to i-Cue.

Select Role

If you have multiple roles within a school, this item will allow you to easily navigate between roles without logging out and then logging back in to i-Cue.

Within i-Cue, you have two seating charts available for your use.

Seating Chart

This is an older version. It is recommended to use Seating Chart v.2.

Seating Chart v.2

Seating Chart v.2 is an interactive seating chart. There are various room arrangements available or you can create your own room arrangement and then apply it to various classes. Separate instructions are available in the Documentation menu (upper right), User Guides, Seating Chart v.2.

Tests and Assessments

Tests and Assessments is a useful tool set which will allow you to look at standardized test scores for students in any of your classes based on security established by your district. There are various roles that can be defined by your district/school which will allow you access to various populations of students. Separate instructions are available in the Documentation menu (upper right), User Guides, Tests and Assessments.

Reports

Blank Roster

If you want a listing of students within your classes, the Blank Roster report will allow you to print, save as a tab-delimited, or save as a comma-delimited file. To view a class, you will select the class from the Class list box and then click Get Students.

The Blank Roster allows you to view all of your classes. If you are also assigned as a Group Manager for a 'group' of students (academic, athletic, special watch) you can view the students on the Blank Roster.

The Blank Roster report also allows you to choose the number of columns you want included. The default is 16 columns.

If you want to include student MARSS (State ID#) on the report, you can select Show MARSS (State ID#) from the Select Viewing Options and click Change View Options. The default is to Hide MARSS (State ID#). Your report will now display an additional column containing state IDs. If you don't have this option available, contact your school/district administrators. This option needs to be activated for use.

Class Summary Attendance

Are you looking for a report that will tell you how many times students have missed your class? Or how many times a student has missed a school day? Or a list of students in your class that have missed "X" number of days? The Class Summary Attendance report will provide you this information for each term.

As with other i-Cue pages, you have a class list box at the top of the page which lists all classes that you are assigned in the TSIS system. Select the class desired.

Viewing Options

The default viewing option is to Hide dropped students. If you want to Show dropped students, select the option from the list box and click on Change View Options. The other viewing options are Show All Columns (default), Show Absent Columns or Show Tardy Columns.

If you don't want to see the entire class lists, there are filter options available. You can enter the # of occurrences in a specified column.

In the example below, these would be the columns to view for Term 1.

Class Period Absent 1

Class Period Absent 2

Class Period Absent 3

Class Period Absent 4

Class Period Absent Total

Class Period Tardy 1

Class Period Tardy 2

Class Period Tardy 3

Class Period Tardy 4

Class Period Tardy Total

School Days Absent 1

School Days Absent 2

School Days Absent 3

School Days Absent 4

School Days Absent Total

School Days Tardy 1

School Days Tardy 2

School Days Tardy 3

School Days Tardy 4

School Days Tardy Total

Class Period Absent					Class Period Tardy					School Days Absent					School Days Tardy							
Student Name	Student ID	Grade	1	2	3	4	Total	1	2	3	4	Total	1	2	3	4	Total	1	2	3	4	Total

In this example, we are filtering for students who have missed 2 or more occurrences in Class Period Absent 1 (Term 1) in the AP Calca (5255-001) class:

Class Summary Attendance - S1 01 AP CALCA (5255-001)

Select Class:

S1 01 AP CALCA (5255-001)

Select Viewing Options

Show dropped students

Show All Columns

Reset View Options

Filter students by minimum # of occurrences: 2 in column Class Period Absent 1

Change View Options

This page is [printer-friendly](#) [Save as Tab-delimited File](#)

			Class Period Absent					Class Period Tardy					School Days Absent					School Days Tardy				
Student Name	Student ID	Grade	1	2	3	4	Total	1	2	3	4	Total	1	2	3	4	Total	1	2	3	4	Total
> ^ * Balk, George	7030	12	2	1	0	0	3	0	0	0	0	0	2	1	0	1	4	0	0	0	1	1
* Bell, Kristy R	630487	12	2	3	0	0	5	1	0	0	0	1	0	1	0	1	2	1	0	1	0	2
Biggert, Janet M	630411	12	2	0	0	0	2	2	0	0	0	2	0	0	0	0	0	1	0	0	0	1
Bosley, Sydney J	693164	12	5	0	0	0	5	0	0	0	0	0	1	0	0	1	2	0	0	0	1	1
Bradley, Dennis Q	628709	12	3	1	0	0	4	2	0	0	0	2	2	0	0	0	2	1	0	0	0	1

*Student dropped from class

Directory

The Directory report will provide you basic demographic information for each student in each of your classes. The Directory report can also be used to send an email to any or all parent and/or student email addresses.

The Directory allows you to view all of your classes. If you are also assigned as a Group Manager for a ‘group’ of students (academic, athletic, special watch) you can view the students on the Directory.

Viewing Options

The default viewing option is to Hide dropped students. If you want to Show dropped students, select the option from the list box and click on Change View Options. The other viewing options include:

Show All (default)	You will view all columns of information for each student.
Show All Addresses	You will view all addresses associated with a student. If a student has a split household Or is attached to ‘other’ families in the SIS system, you can view all families.
Show Primary Address	You will view information on the student’s ‘primary’ address. The SIS allows one primary family per student.
Show All Home Phones	You will view all phone numbers defined as the ‘home’ phone in the SIS system.
Show Primary Home Phone	You will view all phone numbers defined as the ‘home’ phone in the SIS system for the ‘primary’ family as defined in the SIS system.
Show Birthday	You will view the birthdays for all students in your class(es) or group.
Show Email	You will view the email addresses if they have been entered in the SIS system. If you have had an email given to you that is not in the SIS system, you will not see that email listed. It is recommended that you share this email with the office administrative staff.
Show KI Consent	This column is based on a district/school setting. If your district is near a nuclear plant, parents have been requested to sign a consent for potassium iodide.

The column headings can be used to sort the report. Just click on the column heading to sort the information. Imagine, you can have a listing of your students sorted by their birthday!

The Directory report will allow you to print or save as a tab-delimited file.

To send an email, you will select the email addresses to include in your distribution list. If you click Select all parent email addresses or select all student email addresses, all emails available will be checked. You can then uncheck any, if needed. Above the report, there are some options:

- Send an email to selected addresses (semi-colon separated)
- List selected email addresses (semi-colon separated)
- Send an email to selected addresses (comma separated)
- List selected email addresses (comma separated)

If your email is on your machine locally (Outlook, for instance), you can click either Send an email to selected addresses (semi-colon separated) or Send an email to selected addresses (comma separated). You will need to know if your email will support semi-colons or commas between email addresses.

If your email is web-based such as Hotmail, Google, you can click either List selected email addresses (semi-colon separated) or List selected email addresses (comma separated). Once you click on either of these options, a new window will open with all email address selected. You will ‘copy’ and then ‘paste’ into the bcc (blind carbon copy) of an email.

Parent/Student Preferences

The Parent/Student Preferences report is activated by your district/school. Please check with your school administrative staff to see what they have made available for you to view. For example, you may have access to view which parents/student have/have not accepted an Acceptable Use Policy. The Parent/Student Preferences report allows you to view all of your classes. If you are also assigned as a Group Manager for a ‘group’ of students (academic, athletic, special watch) you can view the students on the Parent/Student Preferences report.

Viewing Options

The first viewing option is Parent Preferences or Student Preferences. Based on this choice, the Select a preference list box will list the preferences you can view. Based on the example of the Acceptable Use Policy, the Filter by preference setting allows you to view:

Users with positive acknowledgement	which parents/students have accepted
Users with negative acknowledgement	which parent/student did not accept
Users with no acknowledgement	which parent/student have done neither; accepted or not accepted

Show Detail

The detail will display the student’s name, all parent names associated with the student who meet the requirement above, the date of the acknowledgement and whether the parent has a SchoolView account.

Show Summary

The summary will work as follows:

- If the user picks the preference setting of Users with positive acknowledgement, we will display the student if ANY parent in any family attached to the student has acknowledged the preference.
- If the user picks the preference setting of Users with negative acknowledgement, we will display the student if ANY parent in any family attached to the student has negatively acknowledged the preference.
- If the user picks the preference setting of Users with no acknowledgement, we will display the student if NO parent in any family attached to the student has not acknowledged the preference.

The default for the report is Show Detail. You can choose Show Summary while making the choices for the report.

For items flagged “Annual Consent” on SY260, the report will look at only the current school year.

The decision to pick ‘with positive acknowledgement’ or ‘with negative acknowledgement’ is based on how your district/school has set up the items. For example, the Acceptable Use Policy could be ‘Acceptable Use Policy’ or ‘Not Agree Acceptable Use Policy’. Please work with your school administration and the report to determine whether positive or negative is the filter you want to apply to get the information you need.

Missing Definitions

The Missing Definitions report is activated by your district/school. This report pulls information from Grade Book. If your school is using Grade Book, this report can be extremely useful.

The Missing Definitions report allows you to view any of your classes. If you are also assigned as a Group Manager for a ‘group’ of students (academic, athletic, special watch) you can view the students on the Missing Definitions report.

The information on the Missing Definitions report includes any student who has a definition status of A (Absent) or M (Missing). You can view any students in any of your classes (or groups) and ALL of their missing definitions for all of their current classes.

You can view for the current term (default) or prior terms as well.

Viewing Options

The default viewing option is to Hide dropped students. If you want to Show dropped students, select the option from the list box and click on Change View Options. The other viewing options include:

Show Summary (Default)

Students in class 52_02_AP_CALCB (5256-002)				
Term 1 Term 2 Term 3				
Missing Definitions report for Term 3				Date: 3/18/2014
Student ID: 7030				Grade Level: 12
Student: Balk, George  				
Course	Period	Teacher	Count	
AP Calculus B	02	User J/Mauer J/Silbergitt B	2	
Missing Definitions report for Term 3				Date: 3/18/2014
Student ID: 630593				Grade Level: 12
Student: Dial, Lynda G 				
Course	Period	Teacher	Count	
AP Calculus B	02	User J/Mauer J/Silbergitt B	1	

Show Detail

Students in class 52_02 AP CALCB (5256-002)

[Term 1](#) [Term 2](#) [Term 3](#)

Missing Definitions report for Term 3

Student ID: 7030

Student: Balk, George  

Date: 3/18/2014

Grade Level: 12

Key: A=Absent M=Missing

Course	Period	Teacher	Count			
AP Calculus B	02	User J/Mauer J/Silbergitt B	2			
Category	Definition	Start date	Due date	Status	Possible	Comments
Homework	Problem of the Day - 1/27	1/25/2014	1/27/2014	M	10	George did an excellent job!
Quizzes	Problem of the Day	1/25/2014	1/25/2014	A	10	

Missing Definitions report for Term 3

Student ID: 630593

Student: Dial, Lynda G 

Date: 3/18/2014

Grade Level: 12

Key: A=Absent M=Missing

Course	Period	Teacher	Count			
AP Calculus B	02	User J/Mauer J/Silbergitt B	1			
Category	Definition	Start date	Due date	Status	Possible	Comments
Homework	Page 84:1-13, 45-48	1/25/2014	1/25/2014	M	5	

When showing detail, other viewing options include:

Show Final Percent

Students in class S2 02 AP CALCB (5256-002)

[Term 1](#) [Term 2](#) [Term 3](#)

Missing Definitions report for Term 3

Student ID: 7030

Student: Balk, George  

Date: 3/18/2014

Grade Level: 12

This status report does not represent the student's official grade. Information stated here is subject to corrections and revisions. Final grades will be published on the student's official report card.

Key: A=Absent M=Missing

Course	Period	Teacher	Count	Percent 	YTD Percent 																					
AP Calculus B	02	User J/Mauer J/Silbergitt B	2	37.5																						
<table><thead><tr><th>Category</th><th>Definition</th><th>Start date</th><th>Due date</th><th>Status</th><th>Possible</th><th>Comments</th></tr></thead><tbody><tr><td>Homework</td><td>Problem of the Day - 1/27</td><td>1/25/2014</td><td>1/27/2014</td><td>M</td><td>10</td><td>George did an excellent job!</td></tr><tr><td>Quizzes</td><td>Problem of the Day</td><td>1/25/2014</td><td>1/25/2014</td><td>A</td><td>10</td><td></td></tr></tbody></table>						Category	Definition	Start date	Due date	Status	Possible	Comments	Homework	Problem of the Day - 1/27	1/25/2014	1/27/2014	M	10	George did an excellent job!	Quizzes	Problem of the Day	1/25/2014	1/25/2014	A	10	
Category	Definition	Start date	Due date	Status	Possible	Comments																				
Homework	Problem of the Day - 1/27	1/25/2014	1/27/2014	M	10	George did an excellent job!																				
Quizzes	Problem of the Day	1/25/2014	1/25/2014	A	10																					

Missing Definitions report for Term 3

Student ID: 630593

Student: Dial, Lynda G 

Date: 3/18/2014

Grade Level: 12

This status report does not represent the student's official grade. Information stated here is subject to corrections and revisions. Final grades will be published on the student's official report card.

Key: A=Absent M=Missing

Course	Period	Teacher	Count	Percent 	YTD Percent 														
AP Calculus B	02	User J/Mauer J/Silbergitt B	1	83.1															
<table><thead><tr><th>Category</th><th>Definition</th><th>Start date</th><th>Due date</th><th>Status</th><th>Possible</th><th>Comments</th></tr></thead><tbody><tr><td>Homework</td><td>Page 84:1-13, 45-48</td><td>1/25/2014</td><td>1/25/2014</td><td>M</td><td>5</td><td></td></tr></tbody></table>						Category	Definition	Start date	Due date	Status	Possible	Comments	Homework	Page 84:1-13, 45-48	1/25/2014	1/25/2014	M	5	
Category	Definition	Start date	Due date	Status	Possible	Comments													
Homework	Page 84:1-13, 45-48	1/25/2014	1/25/2014	M	5														

Show Final Letter Grade

Students in class S2 02 AP CALCB (5256-002)

[Term 1](#) [Term 2](#) [Term 3](#)

Missing Definitions report for Term 3

Student ID: 7030

Student: Balk, George  

Date: 3/18/2014

Grade Level:

This status report does not represent the student's official grade. Information stated here is subject to corrections and revisions. Final grades will be published on the student's official report card.

Key: A=Absent M=Missing

Course	Period	Teacher	Count	Letter Grade	YTD Letter Grade 	
AP Calculus B	02	User J/Mauer J/Silbergitt B	2	F		
Category	Definition	Start date	Due date	Status	Possible	Comments
Homework	Problem of the Day - 1/27	1/25/2014	1/27/2014	M	10	George did an excellent job!
Quizzes	Problem of the Day	1/25/2014	1/25/2014	A	10	

Missing Definitions report for Term 3

Student ID: 630593

Student: Dial, Lynda G 

Date: 3/18/2014

Grade Level:

This status report does not represent the student's official grade. Information stated here is subject to corrections and revisions. Final grades will be published on the student's official report card.

Key: A=Absent M=Missing

Course	Period	Teacher	Count	Letter Grade	YTD Letter Grade 	
AP Calculus B	02	User J/Mauer J/Silbergitt B	1	B		
Category	Definition	Start date	Due date	Status	Possible	Comments
Homework	Page 84:1-13, 45-48	1/25/2014	1/25/2014	M	5	

Show Both

Students in class 52 02 AP CALCB (5256-002)

Term 1 Term 2 Term 3

Missing Definitions report for Term 3

Student ID: 7030

Student: Balk, George

Date: 3/18/2014

Grade Level: 12

This status report does not represent the student's official grade. Information stated here is subject to corrections and revisions. Final grades will be published on the student's official report card.

Key: A=Absent M=Missing

Course	Period	Teacher	Count	Percent	Letter Grade	YTD Percent	YTD Letter Grade																					
AP Calculus B	02	User J/Mauer J/Silbergitt B	2	37.5	F																							
<table><thead><tr><th>Category</th><th>Definition</th><th>Start date</th><th>Due date</th><th>Status</th><th>Possible</th><th>Comments</th></tr></thead><tbody><tr><td>Homework</td><td>Problem of the Day - 1/27</td><td>1/25/2014</td><td>1/27/2014</td><td>M</td><td>10</td><td>George did an excellent job!</td></tr><tr><td>Quizzes</td><td>Problem of the Day</td><td>1/25/2014</td><td>1/25/2014</td><td>A</td><td>10</td><td></td></tr></tbody></table>								Category	Definition	Start date	Due date	Status	Possible	Comments	Homework	Problem of the Day - 1/27	1/25/2014	1/27/2014	M	10	George did an excellent job!	Quizzes	Problem of the Day	1/25/2014	1/25/2014	A	10	
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Quizzes	Problem of the Day	1/25/2014	1/25/2014	A	10																							

Missing Definitions report for Term 3

Student ID: 630593

Student: Dial, Lynda G

Date: 3/18/2014

Grade Level: 12

This status report does not represent the student's official grade. Information stated here is subject to corrections and revisions. Final grades will be published on the student's official report card.

Key: A=Absent M=Missing

Course	Period	Teacher	Count	Percent	Letter Grade	YTD Percent	YTD Letter Grade														
AP Calculus B	02	User J/Mauer J/Silbergitt B	1	83.1	B																
<table><thead><tr><th>Category</th><th>Definition</th><th>Start date</th><th>Due date</th><th>Status</th><th>Possible</th><th>Comments</th></tr></thead><tbody><tr><td>Homework</td><td>Page 84:1-13, 45-48</td><td>1/25/2014</td><td>1/25/2014</td><td>M</td><td>5</td><td></td></tr></tbody></table>								Category	Definition	Start date	Due date	Status	Possible	Comments	Homework	Page 84:1-13, 45-48	1/25/2014	1/25/2014	M	5	
Category	Definition	Start date	Due date	Status	Possible	Comments															
Homework	Page 84:1-13, 45-48	1/25/2014	1/25/2014	M	5																

Once you have made your choices, click Generate Results.

Student Grade Summary

The Student Grade Summary report is activated by your district/school. This report pulls information from Grade Book. If your school is using Grade Book, this report can be extremely useful. The report will show students in the class(es) you choose and all of the classes for the student that satisfy the filter including those that you don't teach.

The Student Grade Summary report allows you to view any of your classes. If you are also assigned as a Group Manager for a 'group' of students (academic, athletic, special watch) you can view the students on the Grade Summary report. The grade is the term grade for the current term.

You will find the class you want to view in the Classes list box at the top of the page. You can apply any other filters as well. You will now grab the gray box with your mouse and drag it to the desired grade. You then decide "X" and lower; "X" and higher; or "X" exact (radio buttons to the left). The Grade Summary report will default to the current term. There is a Term list box available to choose previous term. The report can be generated for the current term or any past term within the current school year. In a four grading period school, you will eventually have access to Term 1, Term 2, Term 3, Term 4. If the school is set to Display YTD there are two options for all terms except Term 1. In a four grading period school, you will eventually have access to Term 1, Term 2, Term 2 YTD, Term 3, Term 3 YTD, Term 4 and Term 4 YTD. This will provide multiple views of students' Grade Book information.

In the below example, we are looking for students with a letter grade of C- or lower in Term 1:

C-
(and lower)

☒ and lower
☐ and higher
☐ exact

Term
Term 1

GO

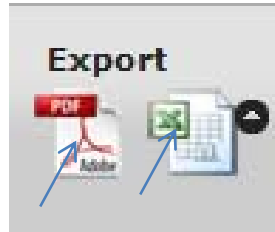
Click GO. You will then receive your report.

Grade Summary Report Show columns with no data													
Export													
Build Message													
FullName	Grade	Student Id	Gender	Ethnicity	ELL	SpecEd	Title1	Gifted	Course	Section	Term	Letter Grade	Select for Message
Barrick, William Carl	08	768	M	White					Sciecne (8660)	12	1	D-	☐
Beissel, Mercedes Desiree	08	693491	F	White					Sciecne (8660)	12	1	F	☐
Benjamin, Elizabeth	08	210001034	M	Hispanic					Sciecne (8660)	12	1	F	☐
Blaede, Thereesa Susan	08	696383	F	White			✓		Sciecne (8660)	12	1	D-	☐

If you now want to use the Messaging tool to send a message to all or some of the parents or students on the report results, there is a Select for Message checkbox. You will click on the students you want included in the message, and then click on Send Message (blue box above the report column headers). This will then open the Messaging tool and you can compose and schedule your message. More details on using the Messaging tool are available in this document.

If you want to apply a different filter, click Show Filter. If you want to filter the results by department, you can choose the department from the Filter By Department list box. Click on Apply. Note: Your school must have departments defined in scheduling within the SIS system to use the Filter By Department feature.

If you want to view the report for a previous date, you can use the Roster Filter/Roster Date at the top of the page. Click in the yellow area and you can edit the roster date. This is the ROSTER DATE—which students were in my class on this specific date.



You can export the results to pdf, Excel or Messaging in the upper right corner of the page.

Personalized Learning

Personalized Learning consists of three parts, each of which can be enabled by your school:

1. Profile

The Personal Profile summarizes a student's performance across a range of measures within key performance domains (attendance, behavior, grades, test scores, and GRAD requirements). Schools select which measures to track, and set benchmarks for performance on these measures. Color-coded icons are assigned, based on the student's performance relative to those benchmarks.

2. Plan

The Personal Plan tracks the goals that have been set for a student. Each goal statement can have activities (i.e., interventions) and measurement plans assigned to it. These help to communicate and keep track of what individualized learning has taken place for the student, outside of the typical curriculum.

3. Comments

The Comments enables threaded discussion about the student's Personalized Learning. The components of Personalized Learning that are available depend on the settings enabled in your school. Teachers, administrators, parents, and the students themselves can all potentially read and/or participate in Personalized Learning.

Separate instructions are available in the Documentation menu (upper right), User Guides, Personalized Learning and Content Management.

Behavior

If you have the Behavior menu item available, your school/district is giving you access to create behavior referrals which are monitored by your administrative staff. Separate instructions are available in the Documentation menu (upper right), User Guides, Behavior.

Messaging

The messaging tool is turned on by your district/school. If you see a blue envelope icon in the upper right portion of your window, you have access to Messaging.



Messaging allows you to send students and/or parents a message through email, SchoolView, or both. It's easy! The Messaging tool is similar to a 'wizard' where you will be walked through the steps of creating a message.

Step 1: Who would you like to send this to?

Step 1 · Who would you like to send this to?

[history] X

☒ Send to students or parents

Select all that apply.

☒ Send to students

☐ Send to parents

<< back

next >>

Are you sending this message to students or parents or both? Check the appropriate box(es) and click next>>.

NOTE: The messaging tool will attempt to send your message to all families and all Heads of Household in each family who have a SchoolView account and/or an email address connected to them.

Step 2: Select the filter

Step 2 · Select the filter

historyX

Roster Date: 3/26/2014

School: Washington Senior High

Teachers

Groups

Houses

Counselors

Grade

Ethnicities

Gender

Gifted And Talented

Title 1

Special Ed

ELL

<< back

next >>

Roster date

If you click on the yellow area **Roster Date: 3/26/2014** , you will be brought to a calendar that you can change the date to view students enrolled on a particular date. This date always defaults to today.

Step 2 · Select the filter

historyX

Roster Date: 3/26/2014

School: Washington Senior High

Teachers

Groups

Houses

Counselors

Grade

Ethnicities

Gender

Gifted And Talented

Title 1

Special Ed

ELL

<< back

next >>

For optimal results, you should select information in the following order: Month, Year, then choose the Day.

If you have been assigned an administrative role, you have access to all students in the school. If you do nothing more and click next>>, you will be sending a message for all students in the school. You could also filter by one teacher (all classes), one teacher one class or a group of students (if groups have been set up within the school).

If you are a teacher, you have access to all students in your classes. If you do nothing more and click next>> you will be sending a message for all students in all of your classes. You can filter by one class or one group if you have been assigned as a group leader for a particular group.

Additional filters for both staff types include a scheduling house, assigned counselor, enrolled grade, ethnicity, gender, gifted and talented (yes--ON or no--OFF), Title 1 (yes--ON or no—OFF), Special Ed (yes--ON or no—OFF), ELL (yes--ON or no—OFF). Select your filters and click next>>.

Step 2: Oops. No recipients found! Please try a different filter.

The screenshot shows a web interface for Step 2. The header bar is blue with the text "Step 2 · Oops. No recipients found! Please try a different filter." and a "[history]" link and a close "X" button. Below the header, there's a yellow box with "Roster Date: 03/26/2014". The main area contains several filter categories: "School: Washington Senior High" (in a dashed box), "Teachers" (with a checked "X" and "Mauer, Joe" in a text box), "Classes" (empty text box), "Groups" (empty text box), "Houses" (empty text box), "Counselors" (empty text box), "Grade" (empty text box), "Ethnicities" (empty text box), "Gender" (empty text box), "Gifted And Talented" (with an "ON" toggle and "include" selected), "Title 1" (with an "OFF" toggle), "Special Ed" (with an "ON" toggle and "include" selected), and "ELL" (with an "OFF" toggle). At the bottom right are "<< back" and "next >>" buttons.

If Step 2 has come back with an “Oops” message, you need to modify your filter. In the example above, we are filtering for Gifted and Talented and Special Education. In this school, there are no students flagged as Gifted and Talented and Special Education—the filter needs to be modified before moving to Step 3.

Step 3: Recipients were found!

The screenshot shows a web interface for Step 3. The header bar is blue with the text "Step 3 · Okay, 151 recipients were found!" and a "[history]" link and a close "X" button. Below the header, there's a yellow box with the question "Would you like to communicate to the entire group or instead select individual recipients?". There are two radio button options: "Send to entire filtered group" (which is selected) and "Send to individuals within this filtered group". At the bottom right are "<< back" and "next >>" buttons.

Do you want to send this message to ALL 151 recipients? If yes, just click next>>.

Do you want to send to only certain individuals within this filtered group? Move the radio button to ‘Send to individuals within this filtered group’, and click next>>.

Based on your selection, the remainder of the steps will be in a different sequence.

Step 4: All Recipients. Yes, I want to send this message to all recipients. How would you like to communicate?

Step 4 · How would you like to communicate? history X

☒ Send SchoolView Only

☐ Send Email Only

☐ Both Email And SchoolView

☐ SchoolView with an email notification

<< back next >>

You have multiple options for your communication.

Send SchoolView Only—your message will be delivered to the recipients’ SchoolView Inbox.

Send Email Only—your message will be delivered to the recipients’ email address in the SIS.

Both Email and SchoolView—your message will be delivered to the recipients’ SchoolView Inbox AND the recipients’ email address from the SIS.

SchoolView with an email notification—your message will be delivered to the recipients’ SchoolView Inbox and the recipients will receive an email notifying them that they have a new message in SchoolView. The email will not include the message.

Step 5: All recipients. Compose your message.

Step 5 · Compose your message. | Don't copy and paste! history X

Insert Merge fields: **Name** **Grade** Questions? Click here for help.

Subject:

Body:

Font Name and Size

Font Style

Lists

Insert Item

Arial

13

B I U abc

<< back next >>

Editing Tools Available

You will now compose your message. There are some editing tools available.

Font Name and Size

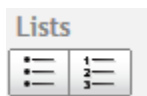
Arial

13

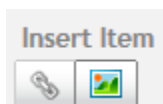
You can define the font style and size



You can **bold**, *italics*, underline and ~~strike through~~



You can add a bulleted or numbered list



You can insert a hyperlink to direct the recipient to a specific website. You highlight the text you want to function as a hyperlink and click the 'link' icon where you will enter the URL you want to direct the reader. You can also insert a picture graphic.

There are also two merge fields available—Name and Grade. By inserting this merge field, you can personalize the message for each student and/or grade.

Step 6 · Compose your message. | [Don't copy and paste!](#) [\[history\]](#) X

Insert Merge fields: **Name** **Grade** Questions? Click here for help.

Subject: Welcome

Body:

Font Name and Size: Arial 13 Font Style: **B** *I* U ~~ABC~~ Lists: Insert Item:

I feel fortunate to have Name in Grade Grade. We have lots of activities planned for term. You can view what's happening on my class webpage by clicking [here](#).

Regards,

Joe Mauer
High School Teacher.

<< back next >>

Let's talk about the above example. Both merge fields have been used. The resulting message in SchoolView will read:

Welcome

Joe Mauer on Mar 26, 2014 at 10:33 am

I feel fortunate to have George Balk in Grade 12. We have lots of activities planned for term. You can view what's happening on my class webpage by clicking [here](#).

Regards,

Joe Mauer
High School Teacher.

NOTE: If you are composing a message from the Grade Summary report, you have an additional merge field called GradeSummaryResults. When this is included in your message, the following will display in the received email:

Art History (4521-5) A-

Included is the course description, course and section number and the student's current grade from Grade Book.

Step 6: All recipients. When would you like to send this message?

Step 6 · When would you like to send this message? [\[history\]](#) X

Delivery Date: 03/26/2014 03:30 pm 

March 2014

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Time 03:30 pm
Hour
Minute

Now Done

<< back next >>

You control when this message will be delivered. You will need to start by clicking on the calendar icon. Today's date and the current time will default. If you want to send the message immediately, click Done. If you want to modify the date and/or time, you will use the calendar icon to choose the month and day you want this message delivered. There are slide bars available to set the hour and minute. When you are done, click Done.

Step 7: All Recipients. Preview and send your message.

Step 7 · Preview and send your message. [\[history\]](#) X

Please confirm your message details below. When satisfied, click the send button.

Delivery: 03/26/2014 03:30 pm
Recipient(s): 151
Subject: Welcome
Body:
I feel fortunate to have {name} in Grade {grade}. We have lots of activities planned for the term. You can view what's happening on my class webpage by clicking [here](#).
Regards,

<< back Send Message

Step 7 allows you to preview your message prior to sending. If you need to make modifications, click <<back. If the message is ready to go, click Send Message.

Congratulations! Message queued for delivery.

Congratulations! Message queued for delivery.

[[history](#)] X

You're all done!

Confirmation Number: 125641

School: 0121 1 Student(s)

When your message is sent on 03/26/2014 03:30 pm, you will receive a confirmation email here: @ties.k12.mn.us.

[<< back](#) [Start Over](#)

You will receive an email similar to this:

From: noreply-schoolview@ties.k12.mn.us [<mailto:noreply-schoolview@ties.k12.mn.us>]
Sent: Wednesday, March 26, 2014 10:29 AM
To: David Kram
Subject: Your TIES i-Cue message has been sent

On Wednesday, March 26, 2014 at 10:28 AM you sent the following message from i-Cue. Please do not reply to this notification.

Delivery Type: Send to SchoolView Account

Total recipients: 7

Subject: Welcome

I feel fortunate to have {name} in grade {grade}. We have lots of activities planned for the term. You can view what's happening on my class webpage by clicking [here](#).

Step 4: Filtered Recipients--I want to send to only certain individuals within the filtered group

Step 4 · Select the individuals. history X

☐ all	Photo	Name	Grade	Id
☐		Baldwin, Sam A	11	698577
☐		Balk, George	12	7030
☐		Balk, George	12	7030

<< back next >>

All of the filtered students are displayed with a checkbox to the left. You will now click on each student you want as part of your recipient list. An ‘all’ checkbox is available in the header. When checked, all students will be checked; you only need to uncheck those that should not be included in your recipients.

Step 5: Filtered Recipients. I want to send to only certain individuals within the filtered group. How would you like to communicate?

Step 5 · How would you like to communicate? history X

☒ Send SchoolView Only

☐ Send Email Only

☐ Both Email And SchoolView

☐ SchoolView with an email notification

<< back next >>

You have multiple options for your communication.

Send SchoolView Only—your message will be delivered to the recipients’ SchoolView Inbox.

Send Email Only—your message will be delivered to the recipients’ email address in the SIS.

Both Email and SchoolView—your message will be delivered to the recipients’ SchoolView Inbox AND the recipients’ email address from the SIS.

SchoolView with an email notification—your message will be delivered to the recipients’ SchoolView Inbox and the recipients will receive an email notifying them that they have a new message in SchoolView. The email will not include the message.

Step 6: Filtered Recipients—Compose your message

Step 6 · Compose your message. | [Don't copy and paste!](#) [\[history\]](#) X

Insert Merge fields: **Name** **Grade** Questions? Click here for help.

Subject: Welcome

Body:

Font Name and Size: Arial 13 Font Style: **B** *I* U ~~abc~~ Lists: Insert Item:  

I feel fortunate to have **Name** in Grade **Grade**. We have lots of activities planned for term. You can view what's happening on my class webpage by clicking [here](#).

Regards,

Joe ~~Mauer~~
High School Teacher.

<< back next >>

Editing Tools Available

You will now compose your message. There are some editing tools available.

Font Name and Size

Arial 13

You can define the font style and size

Font Style

B *I* U ~~abc~~  

You can **bold**, *italics*, underline and ~~strike through~~

Lists

You can add a bulleted or numbered list

Insert Item

You can insert a hyperlink to direct the recipient to a specific website or you can insert a picture graphic. There are also two merge fields available—Name and Grade. By inserting this merge field, you can personalize the message for each student and/or grade.

Let's talk about the above example. Both merge fields have been used. The resulting message in SchoolView will read:

Welcome

Joe Mauer on Mar 26, 2014 at 10:33 am

I feel fortunate to have George Balk in Grade 12. We have lots of activities planned for term. You can view what's happening on my class webpage by clicking [here](#).

Regards,

Joe Mauer
High School Teacher.

Step 7: Filtered Recipients--When would you like to send this message?

Step 7 · When would you like to send this message?

history

X

Delivery Date:

March 2014

Su

Mo

Tu

We

Th

Fr

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22

23

24

25

26

27

28

29

30

31

Time 03:30 pm

Hour

Minute

Now

Done

<< back

next >>

You control when this message will be delivered. You will need to start by clicking on the calendar icon. Today's date and the current time will default. If you want to send the message immediately, click Done. If you want to modify the date and/or time, you will use the calendar icon to choose the month and day you want this message delivered. There are slide bars available to set the hour and minute. When you are done, click Done.

Step 8: Filtered Recipients--Preview and send your message.

Step 8 · Preview and send your message.

history

X

Please confirm your message details below. When satisfied, click the send button.

Delivery: 03/26/2014 03:30 pm

Recipient(s): 1

Subject: Welcome

Body:
I feel fortunate to have {name} in Grade {grade}. We have a lot of activities planned for the term. You can view what's happening on my class webpage by clicking [here](#).

Regards,

<< back

Send Message

Step 8 allows you to preview your message prior to sending. If you need to make modifications, click <<back. If the message is ready to go, click Send Message.

Congratulations! Message queued for delivery.

Congratulations! Message queued for delivery. [\[history\]](#) X

You're all done!

Confirmation Number: 125641

School: 0121 1 Student(s)

When your message is sent on 03/26/2014 03:30 pm, you will receive a confirmation email here: [redacted]@ties.k12.mn.us.

<< back Start Over

You will receive an email similar to this:

From: noreply-schoolview@ties.k12.mn.us [<mailto:noreply-schoolview@ties.k12.mn.us>]

Sent: Wednesday, March 26, 2014 10:29 AM

To: David Kram

Subject: Your TIES i-Cue message has been sent

On Wednesday, March 26, 2014 at 10:28 AM you sent the following message from i-Cue. Please do not reply to this notification.

Delivery Type: Send to SchoolView Account

Total recipients: 7

Subject: Welcome

I feel fortunate to have {name} in grade {grade}. We have lots of activities planned for the term. You can view what's happening on my class webpage by clicking [here](#).

When you click on history in the upper right corner of the Messaging tool, you can view a summary of the messages that have been sent.

<< back to composition X				
Message History				
You can delete messages that haven't been sent yet.				
Delete Link	Created On	Subject	Recipients	Sent?
	4/15/2014 10:03:46 AM	Message from your Administrator	School: 0192 1 Student(s)	yes
	4/15/2014 9:52:00 AM	Chrome on a Mac	School: 0192 1 Student(s)	yes