

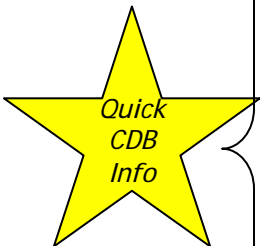
CMS BASICS – The Main Tabs

MY SCHOOLNET – Tab #1.....think My Homepage

This is your homepage of the Curriculum Management System. It gives you quick access to the items below. *Clicking the "tilde" in any of the blue menu bars either minimizes or maximizes the section.*



1. **What's New in SchoolNet** – get quick tours of program updates
2. **Section Chooser** – *(cannot be minimized)*
 - a. Change the course/section you are viewing
 - b. **Performance – Analyze this Section** – *takes you to the Align tab and lets you choose to analyze your class by TAKS or Benchmark data*
3. **Student Tab** – *(cannot be minimized)*
 - a. Access to Student Profile, Phone#, Birth Date
 - b. Marks (Cycle grades)
 - c. "Groups" to which you have kiddos assigned
4. **Section Reports Tab** – Quick access to Benchmark information *(cannot be minimized)*
 - a. **Standards Mastery** – see which "Standard" Zone your kids are at
 - i. **Zone 1** (80 – 100% correct)
 - ii. **Zone 2** (70 – 80% correct)
 - iii. **Zone 3** (60 – 70% correct)
 - iv. **Zone 4** (below 60% correct)
 - b. **Item Analysis** – view CDB performance by question
 - c. **Skills Analysis** – view CDB by Standard (*not NISD*), skill, & subskill
5. **My Materials Tab** – View any of your saved materials, search for other materials, or create new ones. *(not yet for use - training coming Fall '06 or TBD by NISD/your campus)*
6. **Unified Calendar** – The Unified Calendar lets you view events happening at your institution, as shown below. *(not currently for use - training coming Fall '07)*



CMS BASICS – The Main Tabs

7. **My Classroom Pages** – View and edit content for your classroom web pages – also under the Outreach Tab. (*not currently for use - training coming Fall '07*)
8. **My Bookmarks** – Bookmarks allows you to add links to specific pages in this area for easy access. On many pages you will see a link on the left hand side of the page that says: "Bookmark this Page".

ALIGN – Tab #4.....think Curriculum

The Align tab of CMS allows you to have quick access to the following kinds of information:

1. Includes all of the information found in #'s 2-5 (page 1) that you can find from the My SchoolNet Tab.
2. Gives you access to creating Student Groups (ie – subgroups, high flyers, etc.)

ACCOUNT – Tab #3.....think Reports

The Account tab of CMS allows you to have quick access to the following kinds of information:

1. **School Overview Tab** – shows where your campus sits percentage-wise with the 3 district generated Key Performance Indicators (KPI's):
Total Enrollment, **LEP (Limited English Proficiency)**, and **Special Education Pgms**
 - a. Clicking any of the KPI's shows you detailed campus information about that particular indicator.
 - b. You can view any KPI by
 - i. Teacher
 - ii. Grade Level
 - iii. NCLB Subgroup
2. **Report Bank Tab** – shows reports that contain data relevant to HOBBS MS, but created by central office or administrative personnel.
 - a. You can choose to view by: Complete Reports, Report Parameters, or Student Sets
 - b. For each report listed, you can choose to
 - i. **Run Report** – to see what you get

CMS BASICS – The Main Tabs

- ii. **View Details** – to see who created it & what it's for
- iii. **Add to My Saved Reports** – to save it to your saved reports section to have access to at a later date.
- iv. Access your Saved Items anytime by:
 - 1. Clicking the main **Account Tab**
 - 2. Clicking **My Flagged/Saved Items** button just underneath the main Account Tab.
- 3. **Teachers Tab** – shows KPI information by Grade Level, Department, and teachers Last Name (you choose letter). *Currently, the information in this area is not sorting correctly when you make your choices (9-12-06).*
- 4. **Students Tab** – shows KPI information by Grade Level, Department, and student's Last Name (you choose letter). *Currently, the information in this area is not sorting correctly when you make your choices (9-12-06).*
- 5. **About this School Tab** – Shows current student enrollment by NCLB subgroup.
- 6. **Account Menu Options**
 - a. **Profiles** – allows you to select whether you are viewing KPI's for the district, your campus or another campus
 - b. **Report Builder** – allows you to generate your own reports
 - i. Pre-Formatted Reports – *ready made for you to use!*
 - 1. NCLB Stoplight Reports
 - 2. Standardized Test Reports
 - 3. Benchmark Test Reports
 - 4. Demographic Reports
 - ii. Custom Reports – *Instructions in the gray text box on the left walk you through the process of creating your own report.*
<https://nisd.schoolnet.com/account/CustomReportsHome.aspx>
 - iii. Course/Section Lists – choose one of your courses/sections
 - 1. Click **Initiate Reports for Selected Sections**
 - 2. Choose from the following:
 - a. View the Student List
 - b. View a Grade/Mark Report for these Students
 - c. Go to Analysis Spreadsheet



CMS BASICS – The Main Tabs

d. Build a Custom Report

e. Further Refine and/or Save these Sections

c. Flagged/Saved Items

i. **My Flagged Profiles Tab** – view other teacher or campus data. Flag Profiles for any institutions or teachers you want to track. When you flag an item, it is saved in the My Flagged/Saved Items area. To flag an item, simply:

1. Click the inactive **gray** flag icon next to any institution or teacher. The flag turns **green**, indicating that it is active.
2. To remove a flag, click the **green** flag next to any institution or teacher. The flag turns **gray**, indicating that it is inactive.

ii. **My Saved Reports** – view any reports that you have either created or added to your Report Bank (*training throughout the rest of the year*)

OUTREACH – Tab #2.....think Web Pages & Discussion Forums

The Outreach tab of CMS allows you to have quick access to the following kinds of information:

1. **Web Pages** – these are web-based web pages (*not currently for use - training coming Fall '07*).
2. **Discussion Forums** – commonly referred to as web forums, message boards, discussion boards, discussion forums, discussion groups, or bulletin boards. This feature will give us the ability to virtually interact with each other about pertinent campus/district issues. (*not currently for use - training coming Fall '07*)