



Administrators Training Guide

GlobalScholar Curriculum Instruction Information System

Pinnacle Solutions Suite Certification

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Table of Contents

Introduction	1
About this guide	2
About the instructor notes	2
CIIS guides and resources	3
Tips for learning about new CIIS features	4
Chapter summary	4
Getting started.....	5
Use the right web browser and computer settings	5
Sign in to the GlobalScholar CIIS.....	6
Manage your account settings	6
Use At a Glance for quicker, easier administration	7
Chapter summary.....	9
About GlobalScholar CIIS administration	10
Understand the administration workflow	10
Understand the permissions hierarchy	11
Understand how the CIIS can integrate with student information systems.....	11
Chapter summary.....	11
Complete the initial setup.....	12
Set up an administrative e-mail address.....	12
Set up the domain name	12
Chapter summary.....	12
Set up schedules, courses, and sections.....	13
Set section periods and term dates for a school	13

Manage courses and sections.....	16
Chapter summary.....	21
Manage extracurricular learning	22
Understand extracurricular courses	22
Enroll students in an extracurricular course	25
Chapter summary.....	25
Set up accounts and profiles	26
Manage staff and student accounts.....	26
Import staff accounts.....	29
Manage state, district, and school profiles	32
Chapter summary.....	37
Perform routine CIIS administration	38
Monitor support-related e-mail	38
Produce CIIS reports on curricula gaps, progress by standards	38
Chapter summary.....	41
Appendix: Permissions Reference.....	42
Index.....	47

Introduction



Welcome! The GlobalScholar Curriculum Instruction Information System (CIIS) is for states, school districts, and schools that want to do the following:

- Improve student outcomes
- Reduce administrative burdens
- Improve visibility

In addition, the GlobalScholar CIIS integrates with existing gradebook, attendance, and portal solutions.

About this guide

This guide is for GlobalScholar CIIS account holders who have been assigned administrative privileges at the state, district, or school level. This guide refers to these administrative account holders as **administrators**.

You can refer to individual topics in this guide, or you can work through all the lessons.

If you work through the lessons, you should complete them in the order listed and allow approximately one to two hours to complete them.

Use the tips in this guide. They're helpful and easy to find. Here's an example:



Tip Help keep your information safe and secure. Whenever you're done with the GlobalScholar CIIS, click **Sign Out** at the top right of any CIIS page.

Note It's not necessary for administrators to be IT personnel. Users in administrator roles should be comfortable with computers and have the time and inclination to become GlobalScholar CIIS experts.

If you need to set up curricula

For information about and procedures for adding curricula, see the separate *Curriculum Preparation Guide*.

About the instructor notes

GlobalScholar produces its CIIS training guides for teachers and for GlobalScholar administrators in two versions: a student version and an instructor version.

These versions are nearly the same, with the exception that the instructor version has additional notes for GlobalScholar CIIS instructors. Instructor notes appear in the margin.

✓ **Instructor note**

Students in GlobalScholar CIIS training see notes that look like this example. In student versions, instructor note text is hidden text. When you as a student see such a note, you can anticipate that your GlobalScholar CIIS instructor might provide you with additional details, real-world examples, or additional tips. After you complete your training and refer to this guide, instructor notes can remind you of the special material that your instructor covered.

✓ **Instructor note**

It's important for teachers and students to sign out when they're done using GlobalScholar. This helps keep information secure.

Instructors see notes that look like this example.

CIIS guides and resources

Use the following based on your role, both during CIIS training and as references afterward:

Teacher Training Guide

For teachers

Topics include tracking classes and schedules, student assessments, student progress, and discussions.

Administrators Training Guide

For state-, district-, and school-level CIIS administrators

Topics include setting up schedules, courses, sections, accounts, and district and school profiles.

Curriculum Preparation Guide

For both teachers and CIIS administrators

Topics include curriculum readiness for CIIS use, as well as adding and managing curricula, units, lessons, and assessments.

Student Training Guide

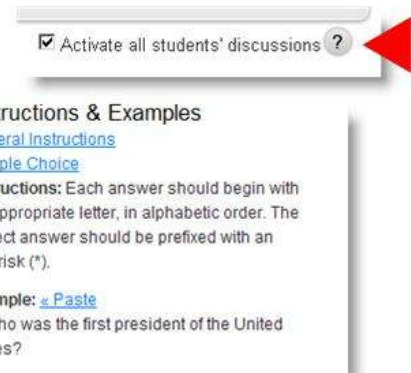
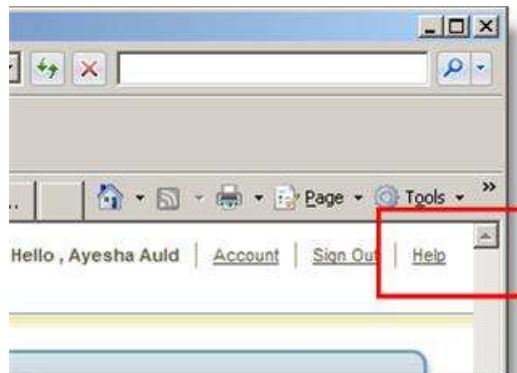
For students

A self-instructive guide. Topics include student learning plans, tracking assignments, and discussions. Students do not receive CIIS training from GlobalScholar Corp.

Help on the CIIS

Use the online Help to access the CIIS guides in PDF format...

...and built-in Help that makes the CIIS easy to learn and use.



Tips for learning about new CIIS features

As you use the CIIS, you might find new features that, for example, add functions or make it easier to do routine tasks. In its commitment to improve the quality of education, GlobalScholar Corp. — the website's developer — periodically adds features, fixes bugs, and improves existing features. When this happens, you might be surprised!



Here's what to do:

Try the new features. They're easy to use and most require no special training.

Be flexible. With new features and fixes issued regularly, it's important that you stay aware and be ready for change -- just like any other dynamic, growing website that you use.

If needed, read all about it. Check back for updated versions of this guide, and for additional related documents or Help. These help you stay up to date in understanding what's new in the CIIS.

If you have questions about new features

If you have read the supporting documents or Help and still have a question about something new or changed in the CIIS, contact the right person. Students can check with their teachers. If you're a teacher, contact the CIIS administrator for your school or district. And, if you're a CIIS administrator, contact your GlobalScholar representative.

Chapter summary

In this chapter, you have learned how to use this guide during training and, later, as a reference. You also saw that the CIIS is continuously improving, with new features added regularly.

Getting started



In this chapter, you will learn how to:

- Use the right web browser and computer settings
- Sign in to the GlobalScholar CIIS
- Manage your account settings
- Use At a Glance for quicker, easier administration

Use the right web browser and computer settings

GlobalScholar designed its CIIS for use on computers equipped with the following versions of these popular web browsers:

- Microsoft Internet Explorer 6 or 7
- Mozilla Firefox 2



If you're not sure which web browser version you have, go to the browser's **Help** menu and select the **About...** option (for example, in Internet Explorer, select **About Internet Explorer**). In the **About** dialog box, check the version number displayed.

To use GlobalScholar's whiteboard, your computer must be able to display pop-up windows. While many pop-ups are advertisements that appear at many websites, the whiteboard is a special pop-up window that Globalscholar.com opens for use in online teaching. If your computer disables pop-ups, then you cannot open the GlobalScholar whiteboard.

Sign in to the GlobalScholar CIIS

If you've been assigned administrative privileges at the state, district, or school level, you should have received a GlobalScholar CIIS user name and password. Use that user name and password to sign in to the GlobalScholar CIIS for the first time.

During the sign in process, you'll be prompted to provide or update your e-mail address. The e-mail address you provide becomes your new GlobalScholar CIIS user name.

To sign in to the GlobalScholar CIIS

1. In your web browser, type the web address (URL) for your school's or school district's website.

Example

http://lwsd.globalscholar.com

2. On the sign-in page, type the user name and password provided by your administrator.

For example, if you are a school-level administrator, contact your district-level administrator for these.

3. The first time you sign in, the website prompts you to update your personal information by providing or updating your e-mail address. Type your address, and then click **Continue**.

The e-mail address you provide becomes the user name you use to sign in to the GlobalScholar CIIS.

4. When you're prompted, change your password.

The **At a Glance** page opens. This page acts as your GlobalScholar CIIS home page. For more information, see *Use At a Glance for quicker, easier administration* on page 7.



Tips

As you're working with the GlobalScholar CIIS and you want to return to your GlobalScholar CIIS home page, click the **At a Glance** tab.

To sign out, at any time, click **Sign Out** at the top right of any GlobalScholar CIIS page.

Manage your account settings

You can find all of the options for changing your password, e-mail address, and other personal information associated with your account on your GlobalScholar CIIS home page.

To change your password, e-mail address, and more

1. At the upper right, click **Account**.
2. On the settings page, next to the item you want to change, click **Edit**.

Use At a Glance for quicker, easier administration

The GlobalScholar CIIS provides you with flexible, direct access to common administrative options. After you sign in, the CIIS displays the **At a Glance** tab (see examples on page 8).

At a Glance is your home page for CIIS setup and management. **At a Glance** gives you time-saving, direct access to key administrative functions. While procedures in this document refer to tabs — for example, the **Schools** tab, the **Curriculum** tab, and so on — you can start many administrative steps using **At a Glance**. Here is an example of how you can start the same routine task — adding a staff member:

- Using **At a Glance**: Under **Staff Member**, click **New**.
- Using tabs: Click the **People** tab, then click **Create Staff**.

The **At a Glance** page is flexible based on your administrative privileges and the level you want to administer. By flexible, we mean that the page displays selected options to speed administration. Compare the below examples.

Example: State, district, and school options on At a Glance

For example, if you are a state-level administrator and, at left, select a school district, **At a Glance** displays these state-level options under **School Setup** and **Curriculum Setup**:



At left, if you select a district, **At a Glance** displays these district-level options:



If you select a school, **At a Glance** displays these school-level options:



Chapter summary

In this chapter, you learned that it's important to use the right web browser and computer setting with the CIIS. You saw where you can quickly update personal information, for example, your e-mail address. You learned that the **At a Glance** page is a great starting place for quicker, easier administration, and that the page's options can differ depending on whether you sign in as a state-, district-, or school-level administrator.

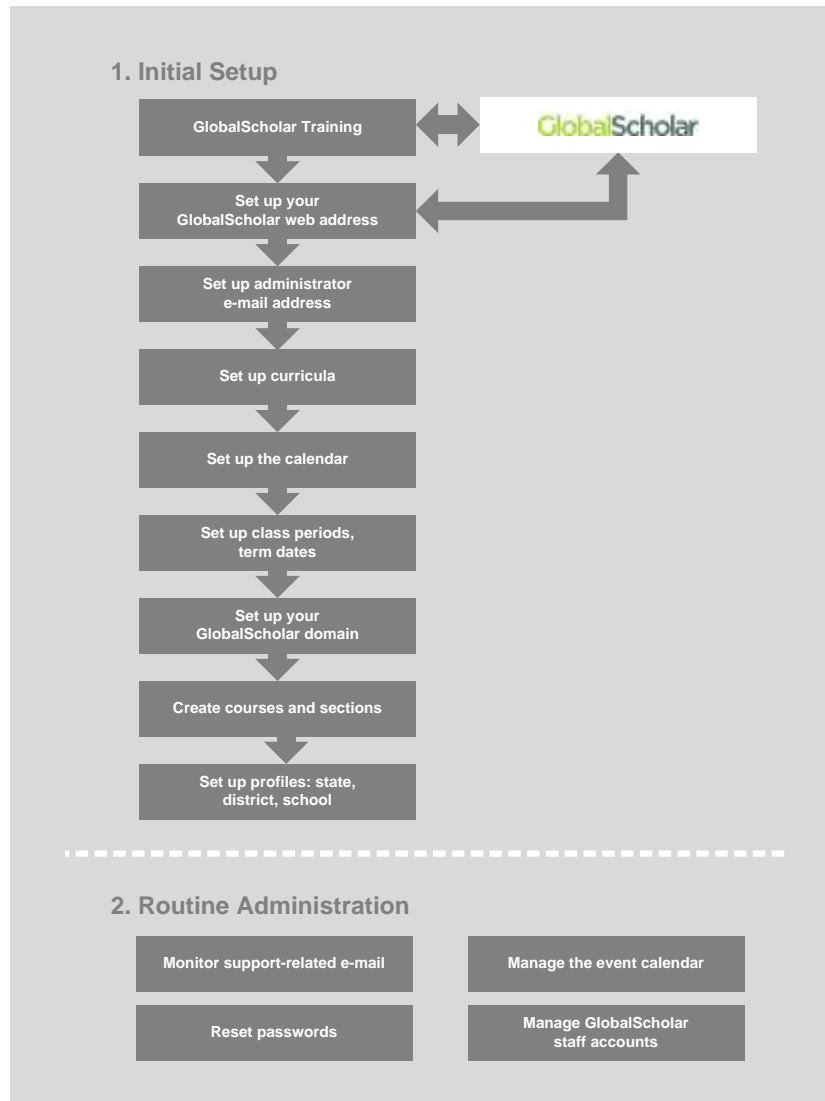
About GlobalScholar CIIS administration



In this chapter, you will learn how to:

- Understand the administration workflow
- Understand the permissions hierarchy
- Understand how the CIIS can integrate with student information systems

Understand the administration workflow



Note Remember, if you are using the CIIS integrated with a student information system (SIS), only the applicable state, district, and school permissions will apply. For information, see *Understand how the CIIS can integrate with student information systems* on page 11.

Understand the permissions hierarchy

When you implement the GlobalScholar CIIS in your state or school district, the permissions structure is hierarchical. This means that the actions an administrator can perform depend upon that administrator's level in the hierarchy.

For example, if you implement the GlobalScholar CIIS for a state school system, state-level administrators can perform almost all of the tasks that district- and school-level administrators can perform. In addition, they can create and remove accounts for employees at the state level and create and remove school districts from the system.

To learn more about the permissions hierarchy, see the *Appendix: Permissions Reference* on page 42.

Understand how the CIIS can integrate with student information systems

If your school district has integrated the GlobalScholar CIIS with a student information system (SIS) such as the Pinnacle Gradebook, it is important to keep in mind the information that is set up and administered on each system.

Typically, here is where you set up and administer state, district, and school-level information:

- On the SIS, you administer school-level information, for example, course sections and section scheduling.
- On the CIIS, you administer state- and district-level information, for example, courses, district curricula, and standards.

Important Because of this relationship, make sure you set up and maintain information on the right system. For example, if try to create a course section on the CIIS, but the SIS already contains that information, the section set up on the SIS will not include the CIIS's information on that section.

If you have questions about CIIS and SIS integration, contact your GlobalScholar representative.

Chapter summary

In this chapter, you learned the typical high-level workflow steps for CIIS administration. You also saw that the CIIS provides you with options and permissions appropriate to your administration level, whether it's state-, district-, or school-level. Also, you learned that the CIIS is even more powerful and flexible when it is integrated with (connected to) a student information system (SIS) such as the Pinnacle Gradebook.

Complete the initial setup



In this chapter, you will learn how to:

- Set up an administrative e-mail address
- Set up the domain name

Set up an administrative e-mail address

We recommend that the administrative e-mail address you associate with a profile be a placeholder rather than some specific person's address.

Example

administrator@myschooldistrict.com

No messages come to the administrative address. With a placeholder e-mail address, staff turnover does not affect the profile. If you decide to use a real e-mail address, the address must belong to a staff member listed in your organization's GlobalScholar CIIS data file.

Set up the domain name

When you create a profile for a school district, you will need to specify a domain name, the web address (URL) that staff and students will use to access the district's GlobalScholar CIIS website.

Specifically, the part of the web address to define is the district's subdomain, used in the web address (URL) that staff and students will use to access the district's GlobalScholar CIIS website:

http://yourwebaddress/globalscholar.com

Examples of subdomains include **nc** for North Carolina, **bsd** for Bellevue School District. Work with GlobalScholar Corp. in advance to define the domain names for your districts. For more information, see *Create a school district profile* on page 35.

Chapter summary

In this chapter, you learned about a couple of administrative basics: setting up a support-related e-mail address to help with supporting staff using the CIIS. You also learned about another setup essential, helping define your domain and website address used with the CIIS.

Set up schedules, courses, and sections



In this chapter, you will learn how to:

- Set section periods and term dates for a school
- Manage courses and sections

Note Remember, if you are using the CIIS integrated with a student information system (SIS), only the applicable state, district, and school permissions will apply. For information, see *Understand how the CIIS can integrate with student information systems* on page 11.

Set section periods and term dates for a school

To ensure that teachers can use the GlobalScholar CIIS to effectively schedule and assign activities, you must set up section periods and term dates for each school in your state or district.

Section periods and term dates must be set at the school level. How you set section periods differs depending upon whether periods are:

- The same each day of the week
- Different each day of the week

When periods are the same each day of the week

When section periods are the same each day, the GlobalScholar CIIS automatically fills in period information based on the first period you create.

To set term dates and section periods when periods are the same each day of the week

- At the left, select the school you want.
- Click the **Terms** tab.
- On the **Edit Terms** page, for **Select School Year to set Terms**, select the year.

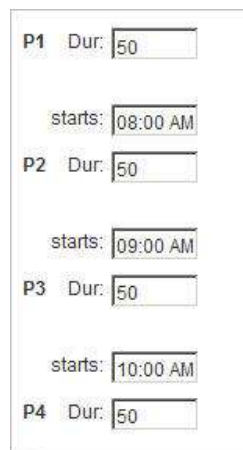
4. For **Set no. of terms in a school year**, select the number of terms.
5. Type a name and set start and end dates for each term.
6. In the **Periods** section, select the maximum number of periods across all grades.
7. In the **Dur** (duration) box for **P1**, type the period duration.

When you click outside the duration box, the duration you typed automatically appears in the duration boxes for the other periods.

- In the **P1 starts** box, type the start time for the first period. Type the time in a HH:MM AM|PM format.

Example

If the first period starts at 8:00 AM, type **08:00 AM**.



The screenshot shows a form with four rows, each representing a period (P1, P2, P3, P4). Each row has a 'Dur:' label followed by a text input field containing '50'. Below each 'Dur:' field is a 'starts:' label followed by a text input field. The 'starts:' fields contain '08:00 AM', '09:00 AM', and '10:00 AM' respectively. The 'starts:' field for P4 is empty.

8. When you click outside the **starts** box, the start times for the subsequent periods automatically complete, assuming a five-minute break between sections. If needed, modify the start times.
9. Repeat steps 6 to 9 for each term.
10. At the bottom of the page, click **Save**.

When periods are different each day of the week

When section periods are different each day of the week, you have to complete the times for each individual period.

To set terms dates and section periods when periods are different each day

1. At the left, select the district or school you want.
2. Click the **Courses** tab.
3. On the **Manage Courses** page, click the **Terms** tab.
4. On the **Create/Edit Terms** page, for **Select School Year to set Terms**, select the year.
5. For **Set no. of terms in a school year**, select the number of terms.
6. Type a name and set start and end dates for each term.
7. In the **Periods** section, select the maximum number of periods across all grades.
8. Click **Click here if settings are different for each day of the week**.

9. In the duration box for **P1** for the first day of the week, type the period duration.

In the **starts** box for the first day of the week, type the start time for the first period. Type the time in a HH:MM AM|PM format.

Example

If the first period starts at 8:00 AM, type **08:00 AM**.

10. Repeat steps 8 and 9 for each period for each day of the week.
11. Repeat steps 6 through 10 for each term.
12. At the bottom of the page, click **Save**.

Manage courses and sections

GlobalScholar CIIS administrators at all levels can create courses and base them on standardized curricula that have been uploaded to your curriculum library.

About course creation

Courses form the basis for sections that are offered in schools across the district. With courses in place, school-level administrators can create and schedule sections based on those courses.

When you're deciding who should create courses and sections, remember that courses can be edited only at the level at which they are created. For example, if a course is created at the district level, it cannot be edited at the school level.

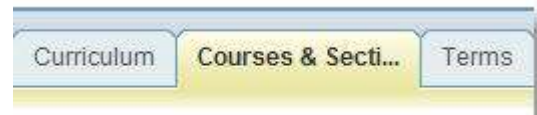
Different Tab Names at Different Administrative Levels

Related to this is how the CIIS provides access to course and, at the school level, section information:

State and district-level administrators see the **Courses** tab...



...and school-level administrators see the **Courses & Sections** tab...



Tip Before you create sections for your school, define the school's section periods and term dates. For more information, see *Set up schedules, courses, and sections* on page 13.

Create a course

You can create courses at the district or school level. Because courses can be edited only at the level at which they are created, you should decide for your school system where the course-creation responsibility should lie.

As the pencil (✎) in the **Options** column shows, the school administrator viewing the list created and can edit the courses.

Name	Curriculum	Grade	Subjects	Options		
Ad L Language Arts	English-9th Grade	9th Grade	English	✎	Create Course	View Details
Ad L Science	Math Curriculum	9th Grade	Physics	✎	Create Course	View Details
MAPS	Math-9th Grade	9th Grade	Mathematics	✎	Create Course	View Details
Language Arts	English-9th Grade	9th Grade	English	✎	Create Course	View Details
MAPS PLUS	Math-9th Grade	9th Grade	Mathematics	✎	Create Course	View Details
MAPS	Math-9th Grade	9th Grade	Mathematics	✎	Create Course	View Details
MAPS PLUS	Math-9th Grade	9th Grade	Mathematics	✎	Create Course	View Details
Language Arts	English-9th Grade	9th Grade	English	✎	Create Course	View Details
Language Arts	English-9th Grade	9th Grade	English	✎	Create Course	View Details
SCIENCE				✎	Create Course	View Details

To create a course

1. At the left, select the district or school you want.
2. Click the **Courses** tab.
3. On the Manage Courses page, click Create Course.
4. On the **Create Course** page, type a number and description for the course.
5. Select the grade and subject.
6. Select the standards entity on which the course is based (for example, a state standard).
7. From the **Curriculum** list, select the curriculum you want.

The **Curriculum** list updates to reflect appropriate curricula for the course you're creating.



Tip If you can't find an appropriate curriculum in the curriculum list, you can create a new curriculum. For more information, see the separate *Curriculum Preparation Guide*.

Curriculum name	Subject	Grade	Standard	
English - 1st Grade	ELA	1st Grade	Louisiana	Select
Math - 1st Grade	Math	1st Grade	Louisiana	Select
Science - 1st Grade	Science	1st Grade	Louisiana	Select
Social Studies - 1st Grade	Social Studies	1st Grade	Louisiana	Select
English - 2nd Grade	ELA	2nd Grade	Louisiana	Select

1 2 3 4 5 6 7 8 9 10

Selected curriculum
English - 1st Grade

8. Click **Save**.

Create a section based on a course

To create a section, a course must exist on which you can base the section. For more information, see *Create a course* on page 17.

One way to think about the relationship between sections and courses is to see a section as the classroom in which a course is taught. In any given school, you might have more than one section based on the same course. For example, you might offer two sections of Grade 6 English.

While courses can be created at either the district or school level, **sections can be created only at the school level**.

To create a section based on a course

1. At the left, select the school you want.
2. Click the **Courses & Sections** tab.
3. On the **Manage Courses** page, locate the course on which you want to base a section. In the row for that course, click **Create Section**.

Name	Curriculum	Grade	Subjects	Options		
4th Language Arts	English - 4th Grade	4th Grade	English		Create Section	View Details
Math Course	Math Curriculum	4th Grade	Math		Create Section	View Details
Math	Math - 4th Grade	4th Grade	Mathematics		Create Section	View Details
Language Arts	English - 4th Grade	4th Grade	English		Create Section	View Details
Math FLUENT	Math - 4th Grade	4th Grade	Mathematics		Create Section	View Details
Math	Math - 4th Grade	4th Grade	Mathematics		Create Section	View Details
Math FLUENT	Math - 4th Grade	4th Grade	Mathematics		Create Section	View Details
Language Arts	English - 4th Grade	4th Grade	English		Create Section	View Details
Language Arts	English - 4th Grade	4th Grade	English		Create Section	View Details
SCIENCE					Create Section	View Details

4. On the **Section Details** page, type a name for the section.
5. Select the year the section will be taught.
6. Under **Schedule**, select the terms in which the section will be taught.
7. For each day of the week, select the period in which the section will be taught. Or, select no period if the section is not taught every day.

Schedule

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7
Monday	Monday	Monday	Monday	Monday	Monday	Monday
Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday
Friday	Friday	Friday	Friday	Friday	Friday	Friday

8. Click **Next Step**.

9. On the **Enroll Teachers** page, select the teacher who will teach the section.

If needed, search for a teacher by typing the teacher's last name or ID in the search box, and then clicking the search icon.

Pick Teachers For This Course

Search teacher by ID or Last name

ID	First Name	Last Name	Select
ARCURI	Rudy	Aruri	Select
BADER	Rudolf	Bade	Select
BEHNER	Riley	Behner	Select
BERNHI	Jermaine	Bernhard	Select
BTHNERH	Herschel	Bthner	Select

Selected Teachers

ID	First Name	Last Name	Remove	Active
BADER	Rudolf	Bade	<input type="button" value="X"/>	<input checked="" type="checkbox"/>
BTHNERH	Herschel	Bthner	<input type="button" value="X"/>	<input type="checkbox"/>



Tip You can associate multiple teachers with one section. After you select teachers, the **Enroll Teachers** page lists them under **Selected Teachers**. In this list, for the teacher currently teaching the section, select **Active**. Only one teacher can be active at a time.

10. Click Next Step.

11. On the **Enroll Students** page, in the students table, select the students who will attend the section.


If needed, search for a student by typing the student's ID or last name in the search box, and then clicking the search icon.

12. Click **Finish**.

Edit a course

You can edit only courses that you created. For example, a school administrator cannot edit a course created at the district level.

To edit a course

1. At the left, select the district or school you want.
2. Click the **Courses** tab.
3. On the **Manage Courses** page, in the course table, locate the course you want. In the course row, in the **Options** column, click the pencil ().


You see the **Create Section** and **View sections** links only if you are viewing the **Manage Courses** page at the school level.

4. On the **Edit Course** page, make changes, and then click **Save**.

Edit a section

A school-level administrator creates sections. While an administrator at any level can edit a section, it probably makes the most sense for school administrators to perform the edits.

To edit a section

1. At the left, select the district or school you want.
2. Click the **Courses** tab.
3. On the **Manage Courses** page, locate the course you want and, at right, click **View Sections**.
4. On the **Manage Sections** page, locate the section you want to edit. In the **Options** column, in the row for the section, click the pencil ().
5. Make any changes you want to the name, year, terms, or periods, and then click **Next**.
6. Make any changes to teacher assignments, and then click **Save**.
7. On the **Pick Students for this Course** page, select the students who will attend the section.

If needed, search for a student by typing the student's ID or last name in the search box, and then clicking the search icon.



8. To remove a student from the section, under **Selected Students**, click the remove icon in the appropriate row.
9. Click **Save**.

Chapter summary

In this chapter, you learned how to complete scheduling essentials. You learned how to set up periods for time and day of the week for sections. You also learned how to define dates for term in the school year.

Manage extracurricular learning



In this chapter, you will learn how to:

- Understand extracurricular courses
- Enroll students in an extracurricular course

Understand extracurricular courses

Extracurricular courses are courses outside of the standard curriculum that provide supplementary activities or learning opportunities for students. For example, a district might create extracurricular courses on building vocabulary or advanced algebra. Or, a school might offer an extracurricular course in reading comprehension.

Extracurricular courses created by district-level administrators are available to all the schools in the district. While extracurricular courses can be edited only at the level at which they were created, administrators lower in the hierarchy can assign students to the course.

Example

If a self-paced advanced algebra course is created at the district level, an administrator at the school level can enroll a student in the course.

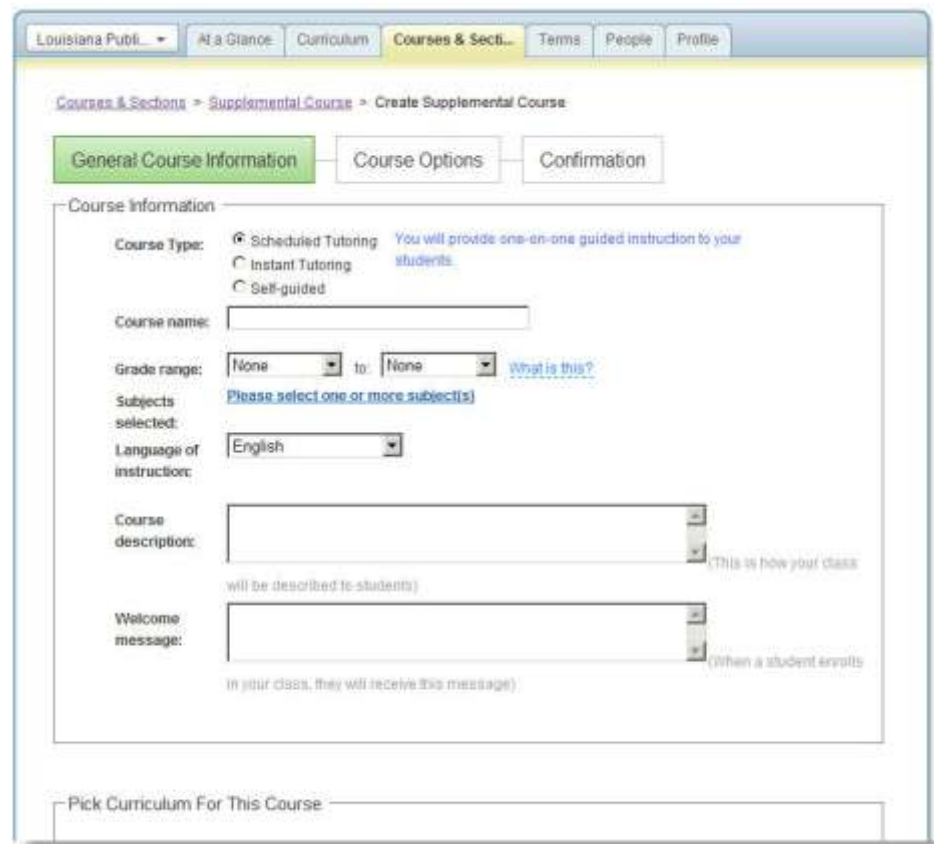
For more information, see *Hierarchy for extracurricular course creation* on page 45.

Create extracurricular courses

Creating an extracurricular course involves providing general course information, describing the course options, assigning a teacher, and confirming the course.

To create an extracurricular course

1. At the left, select the school you want.
2. If you are a state- or district-level administrator, click the **Courses** tab.
If you are a school-level administrator, click the **Courses & Sections** tab.
3. On the **Manage Courses** page, click the **Supplemental** tab.
4. On the Manage Supplemental Courses page, click **Create Supplemental Course**.



5. On the **General Course Information** tab, select the course type:
 - **Scheduled Tutoring**
Teachers provide one-on-one guided instruction to students.
 - **Instant Tutoring**
Teachers provide real-time on-demand help for students when they need it.
 - **Self-guided**
Students learn at their own pace working through learning materials and assessments teachers provide.
6. Type a name for the course.
7. Select the grade range, and then select the subjects that the extracurricular course covers.
8. Select the language in which instruction is conducted.
9. Type a course description and welcome message.
10. Under **Digital Curriculum Library**, select curriculum for the course.
11. Click **Next**.

12. On the **Course Options** tab, select options based on the course type:

- All course types

Select the time range. To select dates, click the calendar icons. To activate the course, select **This course is currently active**.

- **Scheduled Tutoring** and **Instant Tutoring** course types

Set up the following:

Scheduling Information For each day you want to offer tutoring, select the time range. At **Session Duration**, select the duration in minutes.

Course instructors Select at least one teacher who will teach the course.

Tools for interactive sessions Select the CIIS tools you want to use with tutoring:

Whiteboard with chat makes available an interactive whiteboard where a tutor and a student work together online. Using the whiteboard, tutors and students write, draw, and type.

Voice over IP (two-way audio) makes available an audio feature that allows the teacher and student to talk to and listen to one another online.

13. On the confirmation page, check the information you've entered.

14. Click **Create Course**.

Enroll students in an extracurricular course

When an extracurricular course is created at the district level, both district- or school-level administrators can enroll students in the course. When a school-level administrator creates an extracurricular course, only administrators at that school can enroll students in the course.

To assign a student to an extracurricular course

1. At the left, select the district or school you want.
2. Click the **Courses** tab.
3. On the **Manage Courses** page, click the **Supplemental** tab.
4. On the **Manage Supplemental Courses** page, locate the course to which you want to assign a student.



5. Click **Add Student**.
6. On the **Manage Students** page, search or page through the student list to locate the student that you want to assign.
7. Click **Select**.
The student you selected appears in the **Selected Students** section.
8. Click **Save**.

Chapter summary

In this chapter, you learned about how extracurricular courses work in the CIIS. You learned how to create extracurricular courses, and then enroll students in them.

Set up accounts and profiles



In this chapter, you will learn how to:

Manage staff and student accounts

Manage state, district, and school profiles

Manage staff and student accounts

About creating and editing staff and student accounts

When we set up your school system's GlobalScholar CIIS account, we upload a data file that contains student, staff, and teacher names and ID numbers. When you sign in to your administrator account for the first time, that information will be available to you.

GlobalScholar CIIS administrators at the state, district, and school levels can edit uploaded staff, teacher, and student account information, remove accounts that are no longer active, and create accounts for new staff, teachers, and students.

Because student ID numbers are unique within school districts, GlobalScholar Corp. provides a separate environment for each district. This means that, when administrators at schools within a district create staff, teacher, and student accounts, these accounts become part of the district-wide datafile and are available to district-level administrators.

When we upload the data for your state, district, or school, we assign default user names and passwords to each student, teacher, and staff member.

Default user names and passwords

Role	Default user name	Default password	Example
Student	ID number	First four digits of ID number plus birth year	sid01994
Teacher	ID number	ID number	tid001
Staff member	ID number	ID number	stid001

When students, teachers, or staff members sign in for the first time, the CIIS prompts them to change their passwords and to provide e-mail addresses. Users who provide e-mail addresses can use these addresses as their user names the next time they sign in.

Create, edit, and remove staff accounts

Whether you are a state-, district-, or school-level administrator, the process for creating, editing, and removing accounts for staff members at your own level is virtually the same.

Administrators at higher levels also have access to all GlobalScholar CIIS account functions at lower levels. For example, state-level administrators can view and modify accounts for any participating district and school in the state. District-level administrators can view and modify accounts for any participating school in the district.

To create, edit, or remove staff accounts

1. At the left, select the state, district, or school you want.
2. Click the **People** tab.
3. Click the **Staff** tab.
4. On the **Staff Information** page:
 - o To add a new staff member to the data file, click **Create Staff**.

When you add a new staff member at the state level, you add a new person to the state data file. When you add a new staff member at the district or school level, you add a new person to the district data file.

- o To edit information for a staff member who is already set up, locate the staff member and, in the **Options** column, click the pencil (✎).
 - o To remove a staff member, locate the person and, in the **Options** column, click the x, and then click **OK**.
5. In the window that opens, update the staff member's name, gender, and e-mail address information.

The screenshot shows a form titled "Staff Information" with the following fields and options:

- Staff Id:** 123456
- Prefix:** Mr. (dropdown menu)
- First Name:** John
- Last Name:** Smith
- Gender:** Male Female
- Email:** jsmith@school.org
- Select Roles:**
 - Teacher
 - OrgAdmin
 - OrgCustomerService

At the bottom right of the form are two buttons: "Save" and "Cancel".

6. For **Select Roles**, select the permission levels that you want the staff member to have:

- If you want the staff member to have administrator permissions at the level at which you are creating the account, select **OrgAdmin**.

For example, if you're creating the new account at the district level, the staff member will have district-level administrator permissions.

- If the staff member is a teacher, select **Teacher**.

Note For this release, the **OrgCustomerService** setting is not used. For more information, contact your GlobalScholar representative.

7. Click **Save**.

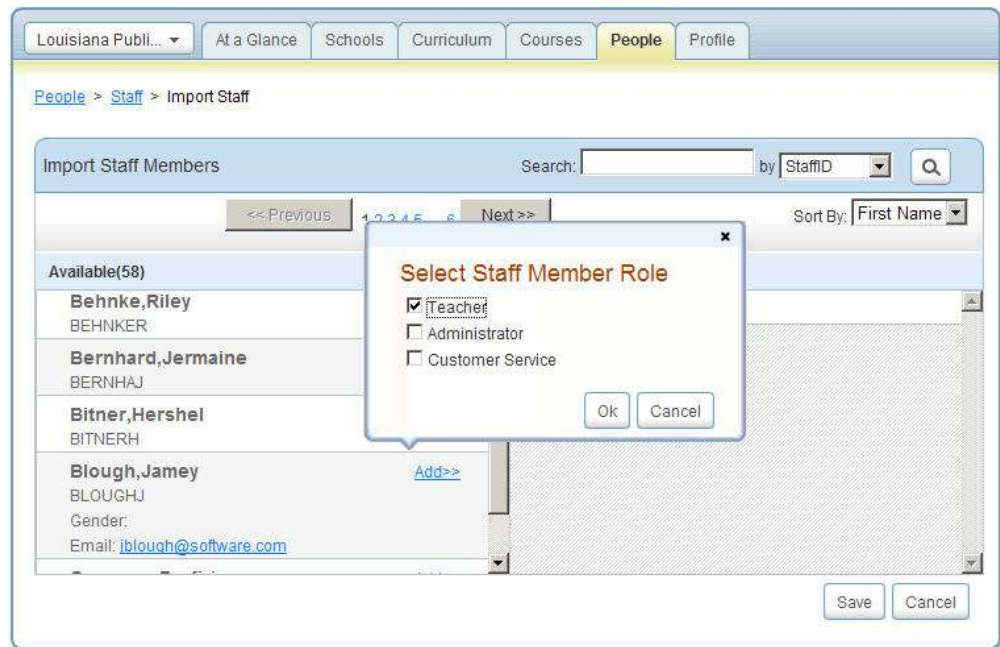


Tip If you're a state- or district-level administrator, you can view and modify accounts created at lower levels:

- At the left, select the state, district, or school you want.
- Click the **People** tab.

Import staff accounts

If your school district has integrated the GlobalScholar CIIS with a student information system (SIS) such as the Pinnacle Gradebook, you can import staff profile information from the SIS. In doing so, you can assign roles to staff members (for example, as a teacher or a customer service role).



To import accounts

1. At the left, select the state, district, or school you want.

Note This step is important for importing accounts. As you import staff accounts, the CIIS assigns the accounts to state, district, or school level you have selected.

2. Click the **People** tab.
3. Click the **Staff** tab.
4. On the Staff Information page, click Import Staff.
5. On the **Import Staff Members** page, you can locate accounts using the following:

In the **Search** box, type search criteria and, from the drop-down list box, select the staff name or ID.

Page forward or back through accounts by clicking **Next** or **Previous**.

6. To make sure you have the source account you want, you can click a name to display additional account details.

7. To select an account for import, click **Add**.
 8. In the dialog box that appears, select the permission levels that you want the staff member to have:
 - If you want the staff member to have administrator permissions at the level at which you are creating the account, select **Administrator**.

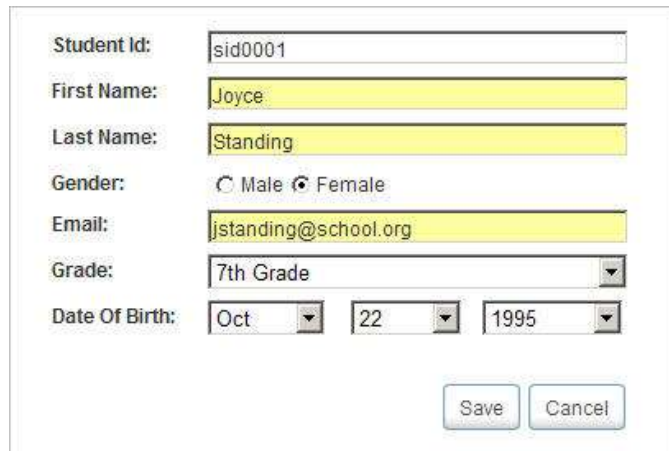
For example, if you're creating the new account at the district level, the staff member will have district-level administrator permissions.
 - If the staff member is a teacher, select **Teacher**.
- Note** For this release, the **Customer Service** setting is not used. For more information, contact your GlobalScholar representative.
9. Click **OK**.
 10. Repeat steps as needed to select the accounts you want.
 11. Click **Save**.

Create, edit, and remove student accounts

You can create and edit student accounts at the district and school levels. While state-level administrators have access to account functions at all levels, in most cases, it makes the most sense for district- and school-level administrators to manage student accounts.

To create, edit, or remove a student account

1. At the left, select the district or school you want.
2. Click the **People** tab.
3. Click the **Students** tab.
4. On the **Students Information** page, do the following as needed:
 - To add a new student, **Create Student**.
 - To edit student account information, locate the student in the table, and then click the pencil (✎).
 - To remove a student account, locate the account in the table, click **Remove**, and then click **OK**.
5. In the window that opens, update the appropriate information.



The screenshot shows a form for creating or editing a student account. The fields are as follows:

Student Id:	sid0001
First Name:	Joyce
Last Name:	Standing
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female
Email:	jstanding@school.org
Grade:	7th Grade
Date Of Birth:	Oct 22 1995

At the bottom right of the form are two buttons: "Save" and "Cancel".

6. Click **Save**.



Tip If you're a state-level administrator, you can view and modify student accounts created at the district and school levels.

Manage state, district, and school profiles

In this lesson:

- Understand state, district, and school profiles
- Create a school district profile
- Create a school profile
- Edit or delete a district or school profile
- Update your organization's profile

Understand state, district, and school profiles

Each organization (state, district, or school) involved in a GlobalScholar CIIS implementation must have an account profile.

This profile does the following:

- Defines the time zone, name, description, logo, identification number, and domain for the organization
- Specifies the e-mail address associated with the organization's profile account
- Specifies the e-mail address at which the organization will be notified if teachers, students, or parents have problems with the site

Create/Edit School District

School District Details

Timezone: GMT-06:00 Central Time (US & Canada)

District name: Louisiana Public Schools District

District description: Louisiana Public Schools District

Homepage logo:
A logo will look best at 100 pixels wide x 100 pixels high.

NOLA PUBLIC SCHOOLS

District logo:
A logo will look best at 100 pixels wide x 100 pixels high.

NOLA PUBLIC SCHOOLS

District ID: Louisiana

Admin: ls_admin@louisiana.gov

District: Louisiana

Customer Service Information
When customers have a problem or an issue, you will be notified at this address. This address will not be shared with others dropped directly on the website.

Phone: 504-324-8546

Email: lsadmin@louisiana.gov

Address: 1000 NE 45th St

Account profile page for a school district

For your initial implementation, GlobalScholar Corp. will set up profiles for the organizations that are participating in the implementation. For example, if you're initially implementing the GlobalScholar CIIS at the state level and one school district will participate, GlobalScholar Corp. will work with you to set up the state, school district, and school profiles.

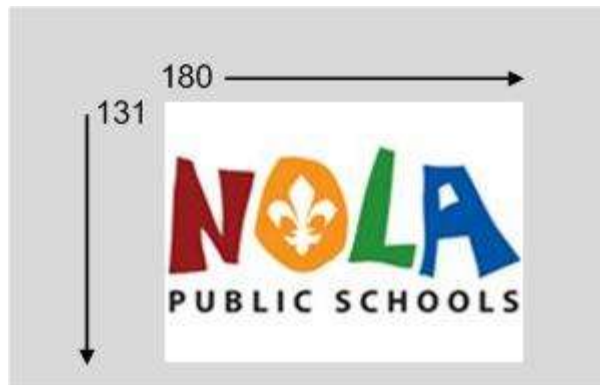
Over time, as you add other districts and schools to your implementation, you can add profiles for these organizations yourself.

Only higher-level administrators can set up organizational profiles. For example, only a state-level administrator can set up a school district profile. Only a state- or district-level administrator can set up a school profile.

Create a school district profile

You can create a school district profile only if you are a state-level administrator.

Figure 1 Sizing in pixels for district or state logo



To create a school district profile

1. At the left, select the school district you want.
2. Click the **Profile** tab.
3. On the **Edit School District** page, do the following:
 - Select a time zone for the district.
 - Type the district name and description.
 - Upload two logos for the school district or state:

Sign-in page logo: 180 x 131 pixels (Figure 1)

Upper right of pages on the district GlobalScholar CIIS website: 180 x 36 pixels

- Type the school district ID (if needed), the administrative e-mail address for the profile, and the district's domain name. For more information, see *Set up an administrative e-mail address* page 12.



Tips

As recommended on page 12, it's probably best to use a placeholder administrative e-mail address for a district profile.

The district domain name will be the URL that staff and students will use to access the district's GlobalScholar CIIS website. You will want to work with GlobalScholar CIIS Corp. to define the domain names for your districts.

4. For Customer Service Information, type contact information where the district will receive notification when site visitors have problems with the GlobalScholar CIIS website. This information will not be visible on the website.



Tip A profile's customer service e-mail address must be an address that is monitored regularly. Students, parents, and teachers who need help or experience problems with the GlobalScholar CIIS will send their questions and issues to this address.

5. Click **Save**.

Create a school profile

You can create school profiles if you are either a state- or district-level administrator.

To create a school profile

1. At the left, select the state or district you want.
2. Click the **Schools** tab.
3. On the schools page, click **Create School**.
4. On the **Create School** page, do the following:
 - Select a time zone for the district.
 - Select the school type.
 - Type the school name and description.
 - Upload a school or district logo. The 180 x 131 pixel logo appears on the sign in page.
 - Type the school ID.
5. For **Customer Service Information**, type contact information where the school will receive notification when site visitors have problems with the GlobalScholar CIIS website. This information will not be visible on the website.

Note On a profile, the e-mail address used for customer service must be an address that is monitored regularly. Students, parents, and teachers who need help or experience problems with the GlobalScholar CIIS will send their questions and issues to this address.

6. Click **Save**.

7. On the **Courses** tab, set up the terms in the school year.

For information, see *Set section periods and term dates* on page 13.

Edit or delete a district or school account

If you created a district or school account, you can edit or delete the account.

To edit or delete a district account

1. At the left, select the school district you want.
2. Click the **Districts** tab.
3. On the schools page, do the following:

To edit a school district account, next to the district name, click **Edit**.

To delete a school district account, in the **Tools** column, click the red x, and then confirm the deletion.

To edit or delete a school account

1. At the left, select the state or school district you want.
2. Click the **Schools** tab.
3. On the schools page, do the following:

To edit a school account, in the **Tools** column, click the pencil ().

To delete a school account, in the **Tools** column, click the red x, and then confirm the deletion.

Update your organization's account profile

As a state-, district- or school-level administrator, you have access to your organization's profile and you can update much of the information the profile contains. For example, you can update:

- Time zone, name, and description
- Your district or school logo
- The district or school ID
- Customer service contact information

You cannot change the administrative e-mail address or domain associated with the profile.

To update your organization's profile

1. At the left, select the state, district, or school you want.
2. Click the **Setup** tab.
3. On the **Create/Edit School District** page, update information as needed.
4. Click **Save**.

Chapter summary

In this chapter, you learned about accounts and profiles. You learned that you administer student and staff information on the CIIS, and how to create, edit, and remove the student and staff accounts that contain this information. You also learned that you administer standard information about the state, district, and schools on the CIIS, and you learned the steps manage these profiles.

Perform routine CIIS administration



In this chapter, you will learn how to:

- Monitor support-related e-mail
- Produce CIIS reports on curricula gaps, progress by standards

Monitor support-related e-mail

To support users, routinely check the customer service e-mail address you have set up. Students, parents, and teachers who need help or experience problems with the GlobalScholar CIIS will send their questions and issues to this address. The address you monitor is part of the district profile. For more information, see *Manage state, district, and school profiles* on page 32.

Produce CIIS reports on curricula gaps, progress by standards

When you implement the GlobalScholar CIIS in your state or district school system, you have access to reports that make it easier for you to satisfy the No Child Left Behind Act (NCLB) and other state and federal requirements.

Introduction to gap and progress reports

You can view progress reports that allow you to track progress by grade, subject, and curriculum.

- At the state level, you can compare progress across districts, schools, and sections.
- At the district level, you can compare progress across schools and sections.
- At the school level, you can compare progress across sections.

You can also view reports that help you identify standards that your curriculum is not meeting.

GlobalScholar CIIS reports include the following:

- Curriculum gap reports
- Progress reports by standards

The following sections describe these reports.

Curriculum gap reports

A curriculum gap report maps units and activities in a selected curriculum to standards and shows where you have gaps. Based on this report, you can identify units, lessons, and activities that you need to create to fulfill a specific curriculum's standards.

For example, in the following curriculum gap report, no units or activities have been mapped to the first standard.

To see a unit's standards, learning plan, and other details, click the unit's name.

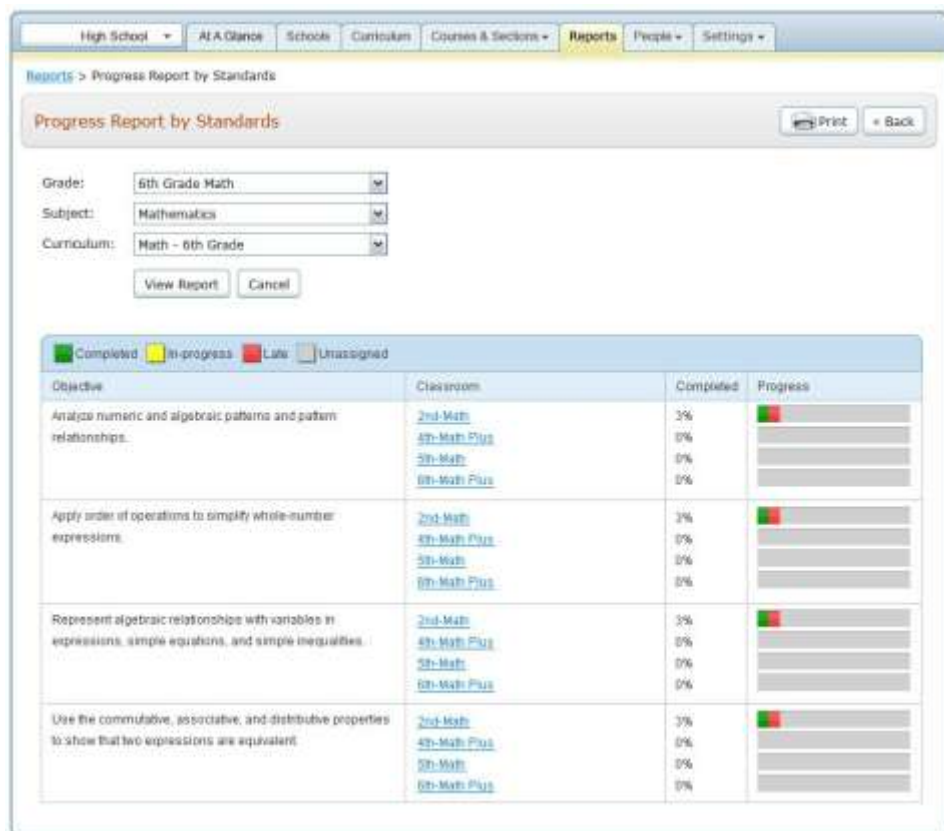
Curriculum Gap Report		
Grade:	6th Grade	
Subject:	English	
Curriculum:	English - 6th Grade	
View Report		
		■ Covered ■ No Coverage
Objective	Mapping Units / Activities	Coverage
Adjusting reading rate according to texts and purposes for reading (e.g., problem solving, evaluating, researching)* (1, 2, 4, 5).		■
Identify word meanings using a variety of strategies, including using context clues (e.g., definition, restatement, example, contrast)	Drama Reading to the TV Show Videotaped Performance Reader's Theater for the Whole Class Reading a Play and Performing a Scene Vocabulary Building Writing and Performing a Play for TV Fiction: Realistic Fiction Brainstorm Story Ideas/Teacher Modeling/Prewriting Characteristics of Fiction and Realistic Fiction Create a Story/Drafting Identify Short Stories for a Group Resource List Presentation of Stories with One Prominent Area (Plot, Setting,	■

Progress reports by standards

A progress report by standards is a cumulative report of student progress, rolled up to the school, district, or state level. As students complete activities tied to standards, the GlobalScholar CIIS records the students' progress. Administrators can filter by grade, subject, or curriculum to view the cumulative percentages of standards that have been met, are in progress, are overdue, or have not yet been assigned.

For example, the following progress report shows, at the state level, the percent complete by school district for standards related to 6th grade English.

You can click a district name to see a progress report by school for a specific district. If you're viewing the district report and want to see a progress report by course for a specific school, click the school's name.



High School | All A Glance | Schools | Curriculum | Courses & Sections | **Reports** | People | Settings

Reports > Progress Report by Standards

Progress Report by Standards Print Back

Grade: 6th Grade Math
 Subject: Mathematics
 Curriculum: Math - 6th Grade

Completed
 In-progress
 Late
 Unassigned

Objective	Classroom	Completed	Progress
Analyze numeric and algebraic patterns and pattern relationships.	2nd-Math	3%	<div style="width: 3%;"><div style="width: 3%;"></div></div>
	4th-Math Plus	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
	5th-Math	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
	6th-Math Plus	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
Apply order of operations to simplify whole-number expressions.	2nd-Math	3%	<div style="width: 3%;"><div style="width: 3%;"></div></div>
	4th-Math Plus	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
	5th-Math	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
	6th-Math Plus	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
Represent algebraic relationships with variables in expressions, simple equations, and simple inequalities.	2nd-Math	3%	<div style="width: 3%;"><div style="width: 3%;"></div></div>
	4th-Math Plus	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
	5th-Math	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
	6th-Math Plus	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
Use the commutative, associative, and distributive properties to show that two expressions are equivalent.	2nd-Math	3%	<div style="width: 3%;"><div style="width: 3%;"></div></div>
	4th-Math Plus	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
	5th-Math	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>
	6th-Math Plus	0%	<div style="width: 0%;"><div style="width: 0%;"></div></div>

How to produce reports

1. At the left, select the state, district, or school you want.
2. Click the **Reports** tab.
3. On the **Reports** page, select the type of report you want.
4. Select the grade, subject, or curriculum for which you want.
5. Click View Report.
6. If you're producing a progress report by standards, click a district or school name to see a report for a specific district or school.

If you're producing a curriculum gap report and want to see the standards, learning plan, and other details for the unit, click the unit's name.

Chapter summary

In this chapter, you learned routine support- and reporting-related administrative tasks. You learned that it's important to monitor the administrator's e-mail account in order to help students, parents, and teachers who have questions about or experience problems with the GlobalScholar CIIS. You also learned about the CIIS's gap and progress reports and how to produce them.

Appendix: Permissions Reference



This reference provides more-detailed information about administration permissions for state, district, and school-level administrators.

This reference summarizes the GlobalScholar CIIS permissions hierarchy for the following:

- Permissions hierarchy for overall actions
- Hierarchy for course creation
- Hierarchy for extracurricular course creation
- Hierarchy for curriculum permissions

Note

Tables in this section use color coding that helps identify owners or responsibilities:

Blue = State administrator
Green = District administrator
Yellow = School administrator
Purple = Teacher

Permissions hierarchy for overall actions

Table 1 summarizes the actions that teachers and administrators at each level can perform.

Table 1 Summary of overall permissions

Permission	State admin	District admin	School admin	Teacher
Create/edit/remove state staff	✓			
Create/remove school district	✓			
Edit school district	✓	✓		
Create/edit/remove district staff	✓	✓		
Create/edit/remove district students	✓	✓		
Create/remove school	✓	✓		
Edit school	✓	✓	✓	
Edit school schedule	✓	✓	✓	
Create/edit/remove school staff	✓	✓	✓	
Create/edit/remove school students	✓	✓	✓	
Create/edit courses *	✓	✓	✓	
Create/edit sections (classrooms)	✓	✓	✓	
Create/edit supplemental courses**	✓	✓	✓	
Add students to supp. courses**	✓	✓	✓	
Create/edit/remove curriculum***	✓	✓	✓	✓
Require curriculum***	✓	✓	✓	✓
Add calendar items	✓	✓	✓	✓
Monitor group/section progress reports	✓	✓	✓	✓
Monitor student/section progress reports				✓
Assign curriculum activities to students				✓
Review student activity submissions				✓

*For more information, see *Hierarchy for course creation* on page 44.

**For more information, see *Hierarchy for extracurricular course creation* on page 45.

***For more information, see *Hierarchy for curriculum permissions* on page 45.

Note Remember, if you are using the CIIS integrated with a student information system (SIS), only the applicable state, district, and school permissions will apply. For information, see *Understand how the CIIS can integrate with student information systems* on page 11.

Hierarchy for course creation

Table 2 shows that school-level administrators cannot edit courses created at the district level, but they can build sections based on these courses.

In the GlobalScholar CIIS, a course is essentially a named curriculum. A section is a course taught by a particular teacher to a particular set of students during a specific section period at a specific location.

For example, an administrator at the district level might create the course **6th Grade Math** based on the 6th grade mathematics curriculum. An administrator at the school level can then assign teachers, students, and section periods to create one or more sections based on the course.

Table 2 Course creation permissions

Permission	Course created from...	
	School district	School
District edit course	✓	
School edit course		✓
Create sections		✓
Assign teachers		✓
Assign students		✓

Note Remember, if you are using the CIIS integrated with a student information system (SIS), only the applicable state, district, and school permissions will apply. For information, see *Understand how the CIIS can integrate with student information systems* on page 11.

Hierarchy for extracurricular course creation

Table 3 lists how permissions work for creating extracurricular courses. These are courses outside of the established curriculum that provide supplementary activities or learning opportunities for students. For example, a district might offer an extracurricular course on reading and comprehension. Or, a school might offer an advanced algebra course for high-performing math students.

State-, district-, and school-level administrators can create extracurricular courses. Extracurricular courses created at the state or district level are available to all associated districts or schools. However, districts and schools can also create their own unique supplemental courses that are not available to other districts or schools.

Table 3 Extracurricular course creation permissions

Permission	Create supplemental course from...			Teacher
	State	District	School	
Edit course	A	B	C	
Assign teachers	A	B	C	
Available to:	A	A B	A B C	A B C D
Add students			X X X	

- * Teachers cannot create or assign students to extracurricular courses, but they can teach an extracurricular course created by a state, district, or school administrator. Also see the next note.
- ** Administrators at all levels can assign teachers to extracurricular courses as long as each teacher's GlobalScholar CIIS account has been added to the same level as the extracurricular course. For example, if the extracurricular course is created at the district level and a high school teacher will teach the course, the teacher's GlobalScholar CIIS account must be added at the district level, in addition to the high school's level.

Note Remember, if you are using the CIIS integrated with a student information system (SIS), only the applicable state, district, and school permissions will apply. For information, see *Understand how the CIIS can integrate with student information systems* on page 11.

Hierarchy for curriculum permissions

Table 4 lists how permissions work for curriculum management. As part of setting up your system, GlobalScholar Corp. can integrate your state or district curriculum into the system so you won't need to create your curriculum from scratch.

However, teachers and administrators at all levels can add new curriculum units, lessons, activities, and assessments, and they can mark specific curriculum elements as required. When teachers schedule and assign activities, required elements are scheduled automatically.

The following chart shows that new curriculum elements are available at levels below the level at which they were created. Similarly, requirements set at higher levels are applied to lower levels.

Table 4 Curriculum permissions

Permission	State admin	District admin	School admin	Teacher admin	Student
Create/Edit/Remove	A	B	C	D	
Available to:	A	A B	A B C	A B C D	
Requirement set by	A	B	C	D	
Must use:		X	X X	X X X	X X X X

As the chart shows, curriculum elements created at the state or district level are available to schools and teachers. Curriculum elements required at the state or district level must be incorporated into courses created at the school level and taught by teachers.

Note Remember, if you are using the CIIS integrated with a student information system (SIS), only the applicable state, district, and school permissions will apply. For information, see *Understand how the CIIS can integrate with student information systems* on page 11.

Index

- accounts
 - account settings, 6
 - administrators, 6
 - import staff from SIS, 29
 - staff, 27
 - students, 31
- administrators
 - described, 2
 - e-mail, 12
 - overview, 10, 49
 - permissions, 11
- assessments
 - permissions hierarchy, 45
 - preparing, 3
- assigning
 - students to extracurricular courses, 25
 - teachers to sections, 20
 - user names, 26
- At a Glance, 7
- browsers, 5
- CIIS, Curriculum Instruction Information System, 1
- classes. *See* courses
- courses
 - creating, 16
 - editing, 20
 - extracurricular, 22
 - sections, 18
- Courses tab, Courses & Sections tab, 16
- curricula
 - curriculum gap report, 38
 - set up, 2
- curriculum gap report, 38
- districts
 - domain name, 12
 - permissions, 11, 41
 - profiles, 32
 - staff, 27
- domain name, 12
- Dur, 14
- e-mail
 - changing administrative address, 6
 - customer support, 37
 - GlobalScholar user name, 6
 - setting up administrative, 12
- extracurricular courses
 - creating, 22
 - enrolling students, 25
 - overview, 22
- guides and documents, 3
- hierarchy of permissions, 11, 41
- IDs
 - district, 33
 - school, 35
 - staff members, 26
 - student, 19, 26
 - teacher, 19
- import staff accounts from student information system, 29
- instructor notes, 2
- logos, website, 33
- OrgAdmin role, 28, 30
- OrgCustomerService role, 28, 30

- overview, 1
- passwords
 - administrative, 6
 - administrative, changing, 6
 - defaults, 26
- pencil icon, 27, 31
- People tab, 27, 29
- periods
 - setting, 13
 - setting up different per day, 15
- permissions hierarchy, 11
 - course creation, 43
 - curriculum permissions, 45
 - extracurricular courses, 44
- pop-up blockers, 5
- profiles
 - creating, 33
 - organization, 36
 - overview, 32
 - school, 34
 - school district, 33
- progress report by standards, 39
- reports, 37
 - curriculum gap reports, 38
 - progress reports, 39
- required
 - permission to set, 42
- rights, 11, 41
- roles
 - OrgAdmin, 28, 30, 42
 - OrgCustomerService, 28, 30
 - permissions, 42
 - Teacher, 28, 30
- schools
 - permissions, 32, 41
 - setting periods, terms, 13
- sections
 - courses, 18
 - creating, based on courses, 18
 - editing, 20
 - section periods, 13
- sign in to the CIIS, 6
- signing out, 6
- SIS, student information systems, 11, 29
- staff
 - accounts, 26
 - import accounts from SIS, 29
 - supporting, 37
- standards
 - progress report by, 39
- states
 - permissions, 41
 - profiles, 32
- student information systems
 - CIIS permissions, 13, 42
 - import staff accounts, 29
 - integration with CIIS, 11
- students
 - accounts, 26
 - enrolling in sections, 19, 20
 - extracurricular courses, 25
- supplemental courses, 22, 25
- support for staff, students, 37
- Teacher role, 28, 30
- teachers
 - accounts, 26
 - permissions, 41, 42
- term dates, 13
- terms

set up different per day, 15
set up regular schedule, 13

Terms tab, 13

time zone, 33

tips, 4

units
permissions, 45

user names
administrator, 6
default, 26
web address, 12
web browsers, 5
workflow, 10