

Community

Information

System

Work Experience Database

Teacher's Manual

Ken Caig

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Logging On to CIS:

On a computer with internet access, open **Internet Explorer 5** or newer, Netscape will not work with this database.

In the address space type in `https://cis.awinfosys.com/sd38` and click “return” (Mac) or “Enter” (PC).

This screen will appear: Fig. 1

NOTE: You should “bookmark” or “add to favorites” this web page for easier access in the future.

Now type in your user name. this will be your first initial followed by your last name, all in lower case and with no spaces, like this: kcaig. Then use the “**TAB**” key to move from the user name field to the password field and enter your password. Your initial password is “caig”. You need to change this to something private and known only to you, right after you log in.

Next, click the login button and you should see a screen like this:

Fig. 2

You have now logged on successfully and can use the database.

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Changing Your Password:

Click on the “Utilities” tab. A screen like this will appear:

Fig. 3 the “OK” button

You must enter your new password twice, using the “**TAB**” key to move between the fields. Then click on the green check mark (SAVE) which will save the current information and close the change password form.

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Making a Student Placement:

You should maneuver through the database using the controls within the database windows as much as possible. A single click is all that is necessary when selecting items, close windows with this button and use the “**TAB**” key when moving from field to field.

Figure 2 shows the form you want to be viewing. Note the main menu which appears as four file tabs, with headings of Files, Reports, Messages, and Utilities, indicating the four main menu categories. Each of the main menu categories will have several second level menu options available for you to choose. In Figure 2 the “Activities” option is the one selected. This should be the default option when you log on, but in any case this is where you need to be when entering a student placement.

You need to know the “activity number” for the placement you want to use. The activity number appears on the index (printed copies available to you), to the left of each placement in a column headed “Activity #”. Enter the activity number into the “Find” field and click your “Return/Enter” key.

Fig. 4

This will take you from the list form to the detail form where you can choose the assignment to edit. The detail form looks like this:

Fig. 5

Now click once on the activity number. This will automatically select the “Edit Select” button to the left of the number and take you to the detail form for this specific placement where the student assignment can actually be made.

The activity detail form looks like this (partial image, Fig. 6):

Fig. 6

You can scroll through the form and read the specific details about the assignment. Then click on the “Assignments” button. This will bring up the assignment form, which looks like this:

Fig. 7

This form will show a list of students assigned to this placement, if any, for this school year only. In this case Figure 7 shows that activity 1566 has no students

currently assigned. You can now click on the “ADD” button and the student assignment detail form will open.

Figure 8, next page, shows the student assignment detail form.

Fig. 8

You need to know the student’s PEN number which is what you enter into the “Student” field.

Note: Student demographics are updated once each year after September 30. If a student arrives new to the district after that date the student will not be listed in our database. In this case you will need to enter the student’s demographic information (see section on “Adding Student Demographics”).

Please fill in the fields:

- Student: (PEN number)
- Date Starting: (dd/mm/yyyy)
- Date Ending: (dd/mm/yyyy)
- Hours: (usually 120, but should reflect actual work time)

The other fields (Graded Percentage, Comments) can be left blank.

The status field should say “Active”.

Enter schedule information if you know it, otherwise leave it blank.

Activity Type, Occupation, and checklist information should automatically merge from the activity.

Now you are ready to print out the RSB30 document.

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Printing an RSB30:

Once a student assignment has been completely entered into CIS assignment detail form you need to click on the Save Button. This will save the assignment

information and close the detail form.

Fig. 9

This returns you to the assignment list form where the new assignment information will now appear on the list and will need to be selected. This is what it should look like (next page):

Fig. 10

The "Edit Select" Button

To print the RSB30 you need to click on the print button. This will bring up a screen allowing you to select the form you wish to print. Our RSB30 form is called the "Standard Work-Site Agreement". Click on "Standard Work-Site Agreement" so it is highlighted, then click the "OK Button" and a preview of the form will appear on your monitor. The preview has an upper menu bar with a "Print" icon. Click this icon to actually print the form.

Fig. 11

Note: The RSB30 form is a legal document. As such it should be printed with a laser printer, not an ink jet printer as the ink from a laser printer is more

permanent. Ink jet printer ink is water soluble.

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Adding Student Demographics:

When students are not listed on the database it is usually because they registered for school after Sept. 30. You will need to know their PEN number and can obtain this information from your school office. In the worst cases the school must apply for the PEN number from the MOE, and this may take a few days. Once you have the student's PEN and other demographic information, log into CIS and in the FILES menu, click on "Students " from the second level menu options. This will bring up the Students List form which looks like this (partial view):

Fig. 12

Add

Click on the "Add" button once which will bring up the student detail form, which looks like this (partial view, Fig. 13):

Fig. 13

Please enter the PEN very carefully into the “Code” field, followed by:
First Name (remember to use the “**TAB**” key to move between fields)
Last Name
Gender (pull down & select menu)
Street Address
City
Province (just enter BC, no spaces, no periods)
Postal Code
Phone 1
Guardian First Name
Guardian Last Name
Date of Birth
School (you can choose the list , then select the school, but once you remember the school number just enter it)

Fig. 14

Clicking on the “Enter Select” arrow button will automatically enter the school into the student detail form.

Finally, enter the grade the student is in.

Note: All other information fields can be left blank on the student detail form.

Remember to click the green check button, the “Save” button at the top of the form to save this information.

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Printing Custom Indexes:

You need to know the NOC (National Occupational Classification) codes we use in CIS. A list of these codes is available from your SCEF or from Ken Caig.

Log in to CIS and choose “Reports” in the main menu and “Activity” in the second level options menu. This opens the “Activity Reports” form which looks like this (partial view, next page, Fig. 15):

It is important to understand that you will use only one information field in the “Look up Selections” section of this form, either the “Occupations” field, or the “Topics” field.

If you use the “Occupations” field, enter the NOC code number you want, or a group of NOC numbers separated by a semi-colon.

eg: 1411;1414;1422 and click the **TAB** key, NOT the return/enter key.

Fig. 15

Using a single NOC code number is better as it gives a list of only those activities classified with that number. This provides a more useful index.

Please Note:

Short indexes will print fairly quickly and will format correctly, but longer ones may take several minutes to compile over the network, and if they are over 10 pages they may not format properly when they print. To avoid this you need to click on the Print icon, which brings up a preview of the report to be printed, then from the computer's upper menu bar pull down the **FILE** menu and choose **PRINT PREVIEW**. This will allow you to deselect "Headers and Footers" (remove the check from the selection box). You can then select **PRINT**. The print job will still take a few minutes, but should format properly. If you have problems contact Ken Caig.

Fig. 16

Using the “Occupations” field will provide an index listing all activities, both reserved and not reserved, for any classification you choose. If you scroll down the form you will see the “Topics” field. (Fig. 16)

The “Topics” field can be used to generate either a list of your reserved activities, or a list of all unreserved activities for a given classification.

To generate an index listing all of your reserved activities just enter your last name in this field. In most cases this works, but where two teachers have the same last name you must add a first initial. eg: guest, or jlee, or mlee.

To generate an index listing all unreserved activities available for a given classification, enter the NOC code in the “Topics” field.

Note: For all indexes you will want to scroll further down the “Activities Report” form to view all sections of the form. In the “Report Options” section you should add a **title** for your index, and in the “Display Options” section you will want to check the “**Business Information**” and “**Contact Information**” boxes as this adds very useful phone numbers and contact names to the index. See Figure 17 on the next page.

Fig. 17

Logging Out:

It is important to log out correctly, otherwise the system will keep you logged on and this could mess things up. When finished with data entry or index printing, go back to the main menu, or any page with a RED "X" on it. This is the log out icon. Click on the red "X" and you will be logged out of CIS and returned to the CIS login page on your browser.

Log Out icon

Fig. 18

Student Activity Finder:

Student Activity Finder is an online application which allows Richmond students to browse through the multitude of Work Experience activities available to them through our CIS database.

Student Activity Finder gives students the ability to search for a specific type of WE placement through a pull down menu which lists all of the categories we use, and it also allows them to search by a "key word".

What students see is the activity number (which you will want to know), and an activity title, such as "Fashion Design". One click on the title brings up a bit more detail about the assignment.

This application will make the search for an appropriate placement much easier for both students and teachers. It will also almost eliminate the need for printed (always out of date) indexes of available activities.

Have a look for yourselves at:

<http://saf.awinfosys.com/sd38>

Note the absence of a "www" in the above address. Please give this website address to anyone who might find it useful.

Feel free to contact Ken Caig if you have any questions or need assistance. email kcaig@richmond.sd38.bc.ca or call Ken at 604-668-6060.

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