KS CONNECT

FOR TEACHERS

KS Connect Handbook
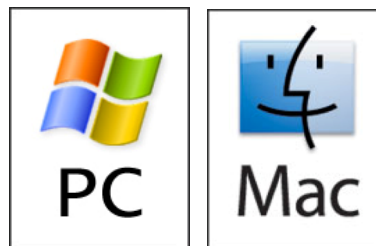
https://connect.ksbe.edu/

ALL SCHOOLS

CONTENTS

LOGGING INTO KS CONNECT

1. Connect to https://connect.ksbe.edu/ in your Web browser
2. Enter your KS username and KS password in the labeled boxes. This is the same username and password you use to get into your KS e-mail.
3. Click the "Login" button.

NAVIGATING KS CONNECT

YEAR: 2007-08 | ROLE: KSKHS – Parent – Grade 12 – John   LOGOUT

KS SYSTEM - KS CONNECT

Aloha, John Kimo.

KS CONNI
KS Kapālama High School

Today is Thursday, August 9, 2007.

To get to your Advisory/Homeroom: Switch between Teacher and Advisory/Homeroom Teacher here.

John Kimo
Male
0000000
Grade 12 | Class of 2008

Student/Class Loaded: Tells you which class or student's information you are viewing.

My KS
Bulletin

Features: These will link to school-wide information. The Daily Bulletin and Weekly Calendar are in "Bulletin".

Student
Information
Schedule
Parent/Guardian
Activities
Attendance
Progress

Tasks: Use Tasks to get to the information in KS Connect including your classes and students.

Student Information

Academic Standing	
Quarter GPA	2.898
Cumulative GPA	3.123
Credits Earned	41.000 / 41.000

Demographics	
Preferred Name	
Gender	M
Day/Boarder	Day
Invitee	
Island	Oahu

Advising Information	
Homeroom Teacher	Enos, S (Ko106H)
Counselor	Shelby, K

Technology Information	
Email Address	08jokimo@ksbe.edu
Last Login	
IP Address	

Contact Information	
Guardian	M/M John Kimo
Mailing Address	1187 Makuakane Street
	Honolulu, HI 96817
Home Phone	808-842-8211

NOTES ABOUT THE NEW KS CONNECT

What is new about the technology?

The new version of KS Connect is built on the latest standards for Web applications (AJAX). KS Connect will not work in Older Web browsers or not work as well as intended in non-standards compliant Web browsers (i.e. Internet Explorer). You should use Firefox on PC and Safari or Firefox on MAC. If you don't have Firefox on your PC, then use Internet Explorer.

Why does the "Back" button not work?

After logging into KS Connect, all navigation within the site must be done using the links provided in KS Connect. You cannot use the back button to go back to the previous screen within KS Connect. If you hit the "Back" button, it will take you to the previous site you visited before you came to KS Connect.

Why does KS Connect look and behave differently in Internet Explorer (IE)? Why do some things not work in IE?

Internet Explorer is not a standards compliant Web browser. We did our best (and will continue) to make the site behave as Intended in Internet Explorer (both versions 6 and 7). If you want the full effect of the new KS Connect, we recommend downloading and installing a standards compliant Web browser. The site is fully tested with the two most popular standards-compliant Web browsers: Firefox and Safari.

Why does KS Connect take so long to load when I first login?

After the first login, all subsequent logins should be faster because your browser will cache (keep a copy on your computer) the CSS stylesheets and javascript files. The site will appear faster because it does not need to be downloaded from the server each time.

You will need the information below to setup your EGP Grade Book. Every school has required terms that must appear in your grade book in order for KS Connect to work properly. It is essential that you follow this table. ALL YELLOW CELLS MUST BE ENTERED INTO YOUR GRADEBOOK.

Grading Period	Term Name	Terms Course Is Offered	EGP Term	Report Card Term
KS KAPĀLAMA HIGH SCHOOL & KS HAWAI'I HIGH SCHOOL				
1st Quarter	Quarter 1	YR, S1, Q1	Q1	1ST QTR
2nd Quarter	Quarter 2	YR, S1, Q2	Q2	2ND QTR
	Semester 1 Final Exam	YR, S1	S1E	SEM EXAM
	Semester 1	YR, S1	S1	1ST SEM
3rd Quarter	Quarter 3	YR, S2, Q3	Q3	3RD QTR
4th Quarter	Quarter 4	YR, S2, Q4	Q4	4TH QTR
	Semester 2 Final Exam	YR, S2	S2E	SEM EXAM
	Semester 2	YR, S2	S2	2ND SEM
KS MAUI HIGH SCHOOL				
1st Quarter	Quarter 1	YR, S1, Q1	Q1	1ST QTR
2nd Quarter	Quarter 2	YR, S1, Q2	Q2	2ND QTR
	Semester 1	YR, S1	S1	1ST SEM
3rd Quarter	Quarter 3	YR, S2, Q3	Q3	3RD QTR
4th Quarter	Quarter 4	YR, S2, Q4	Q4	4TH QTR
	Semester 2	YR, S2	S2	2ND SEM
KS KAPĀLAMA MIDDLE SCHOOL & KS MAUI MIDDLE SCHOOL				
1st Quarter	Quarter 1	YR, Q1	Q1	1ST QTR
2nd Quarter	Quarter 2	YR, Q2	Q2	2ND QTR
3rd Quarter	Quarter 3	YR, Q3	Q3	3RD QTR
4th Quarter	Quarter 4	YR, Q4	Q4	4TH QTR
KS HAWAI'I MIDDLE SCHOOL				
1st Trimester	Trimester 1	YR, T1	T1	1ST TRI
2nd Trimester	Trimester 2	YR, T2	T2	2ND TRI
3rd Trimester	Trimester 3	YR, T3	T3	3RD TRI

The EGP terms replace Term 1, Term 2, Term 3…in Easy Grade Pro as shown below.
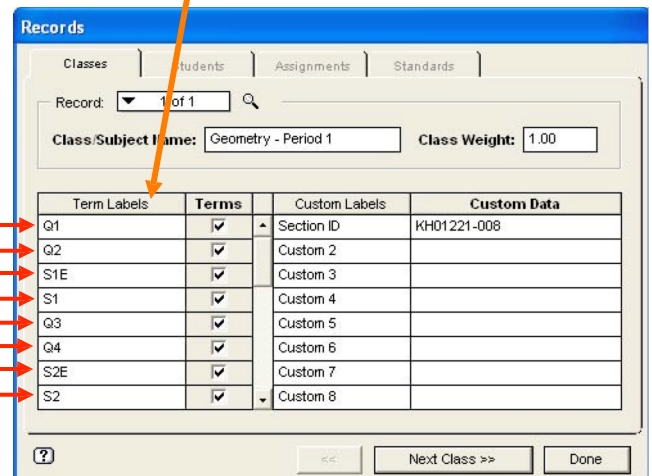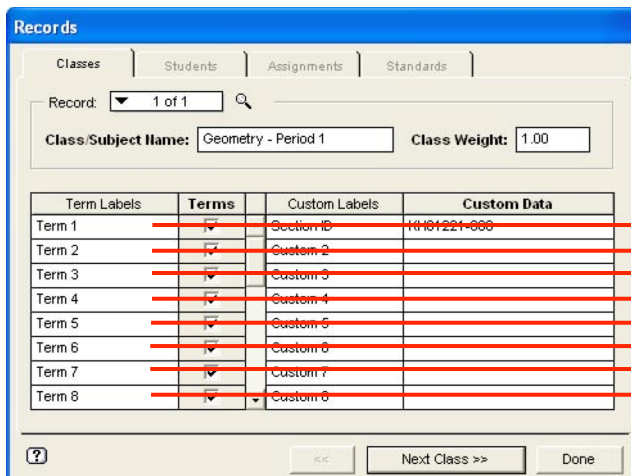
Note: You create other terms by adding a letter and a number after the term if you need additional terms (S1E, S2E). Don't forget to name your class. EGP only can accommodate 10 terms in one grade book. If you need more terms, start a new grade book. Please make sure that all terms at least fit in one grading period. Starting another grade book does mean that you will need to manually transfer the grades over at the end of the semester to compute the semester grade.
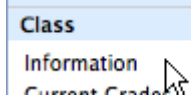
Creating Easy Grade Pro (EGP) Grade book for KS Connect (KSC) - <u>MAC Instructions</u>

1. Login to KS Connect (http://connect.ksbe.edu/).

2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.

ROLE: KSKHS – Teacher

3. Click on "Information" in the "Class" section.
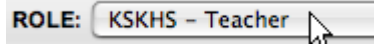
Class
Information
Current Grade

4. Select your first class from the popup list. Click on [Download Class List] found at the bottom of the class you want to import into Easy Grade Pro.

23 Students

[Download Class List] Email Students – Ou
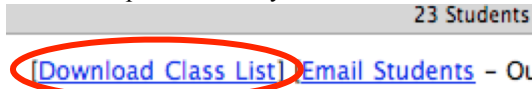
5. Your class list will load in a plain text format.
Go to File > Save As. Save the file on your desktop. Give it a (unique) name and remember where you saved it. (Suggestion: Make the name with Course Name/Period. You should use .txt as the extension instead of .php) Click [Save].
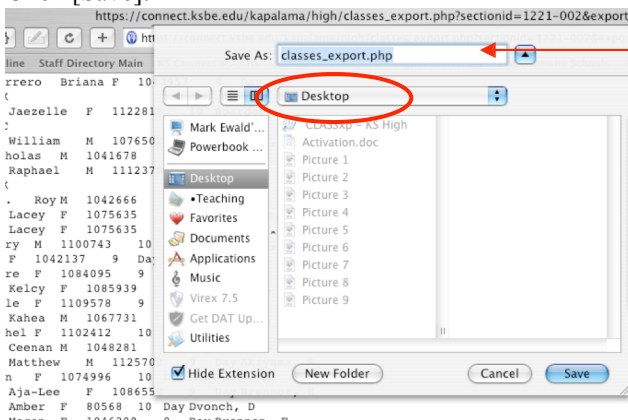
REPEAT THE PROCEDURE FOR ALL OF YOUR REMAINING CLASSES.

6. Open Easy Grade Pro. Click on [Create a New Grade book].

Open an Existing Gradebook
Create a New Gradebook
Quit Easy Grade Pro   Cancel

7. Click on [Add Classes].

Guide Me
This gradebook has no classes. Please select the appropriate button below.
Add Classes   Cancel
Import Classes
Edline Class Data Sync
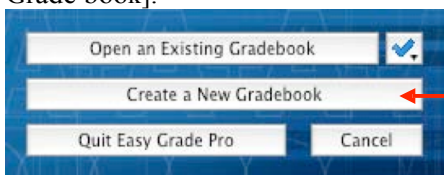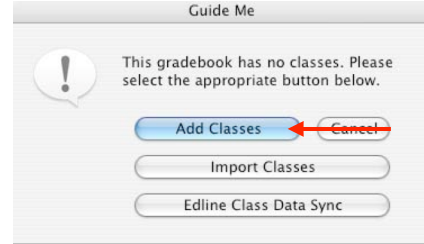
8. Type in the term label names. **You must have all the terms listed in your school's section of "Terms for Easy Grade Pro (EGP) Gradebook".** Don't forget to name your class.

Next, you type in your Custom Label. Use the label shown below. You can find the Section ID in KS Connect as shown in the screenshot below.

Records
Classes | Students | Assignments | Standards
Record: 1 of 1
Class/Subject Name: Geometry - Period 1   Class Weight: 1.00

Term Labels	Terms	Custom Labels	Custom Data
Q1	√	Section ID	KH01221-008
Q2	√	Custom 2	
S1E	√	Custom 3	
S1	√	Custom 4	
Q3	√	Custom 5	
Q4	√	Custom 6	
S2E	√	Custom 7	
S2	√	Custom 8	

?   <<   Next Class >>   Done

Geometry – Ewald, M – Pa103
KH01221-002
YR | Period 02 | MTWRF
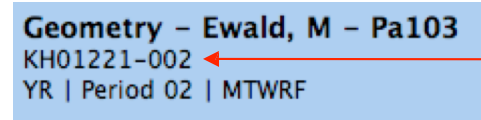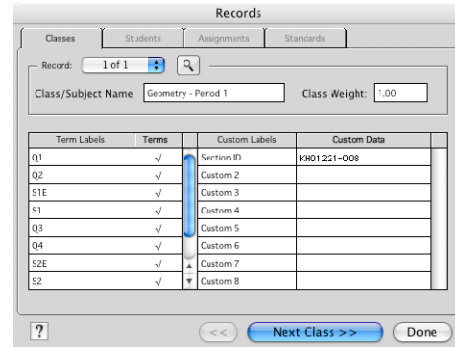
Repeat for all your classes by clicking on [Next Class>>].

Click [Done] when finished.

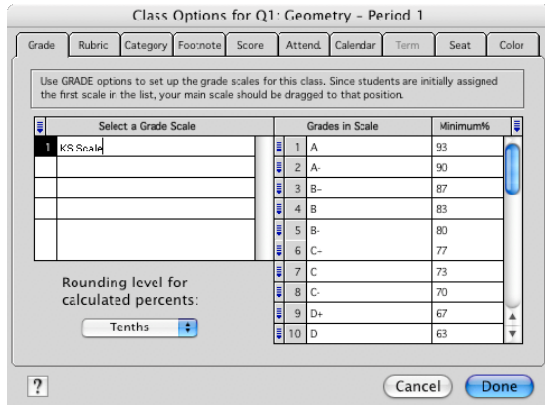9. Choose your first class in your first term from the "Choose a Class" pull-down menu.

10. Click on [View/Edit Class Options].

Guide Me
The Class Options for the class you are entering have been set to built-in values. You may view and edit these options now by selecting the left button.
View/Edit Class Options   Cancel
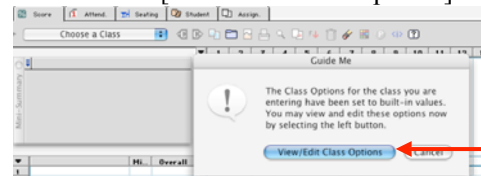
11. Put in KS Grade Scale. (You can rename or delete any other scales on the list.)

If you use weighted grades, now click on Category.
In Category, click [Yes] on "Use Category Weights?". List your category names and percentage weight for each.
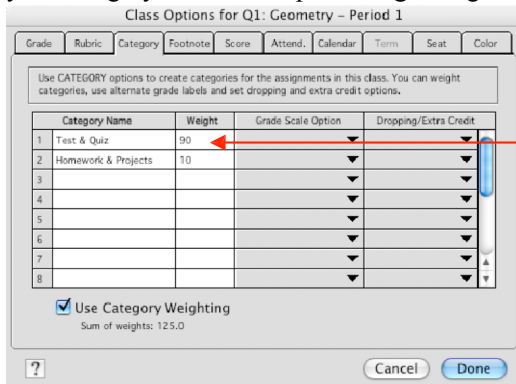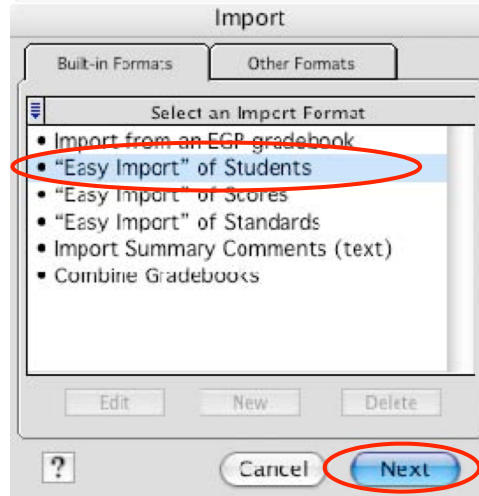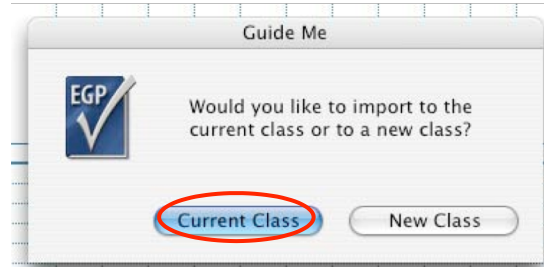
Click [Done] when finished.

12. A dialogue box will appear asking about students. Click [Import from Another File] found at the bottom of the window.
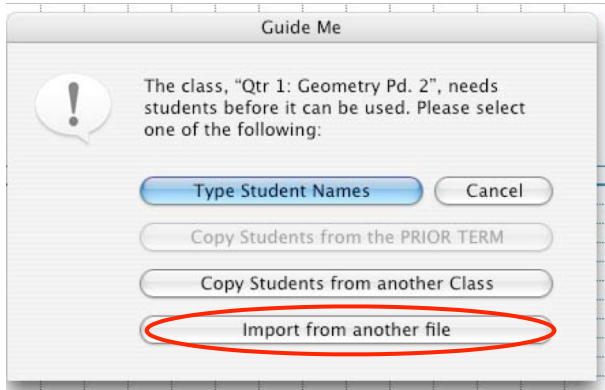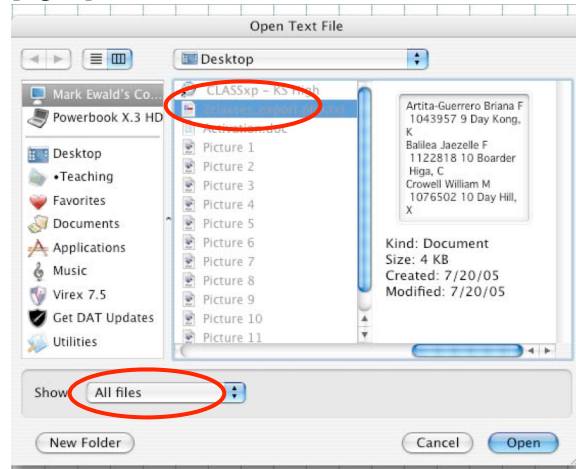
13. Select ["Easy Import of Students"] and click on [Next].

14. Select [Current Class].

15. Select All Files from the pull down menu near the bottom. Then, find your saved file from step 7. Click on [Open].

16. Now, type in Student Import in the field for Name of Format.

Next, Complete pull down fields in right column to match the information in the left column. Use the table below to match the fields to the format of the file.

Click [Next].
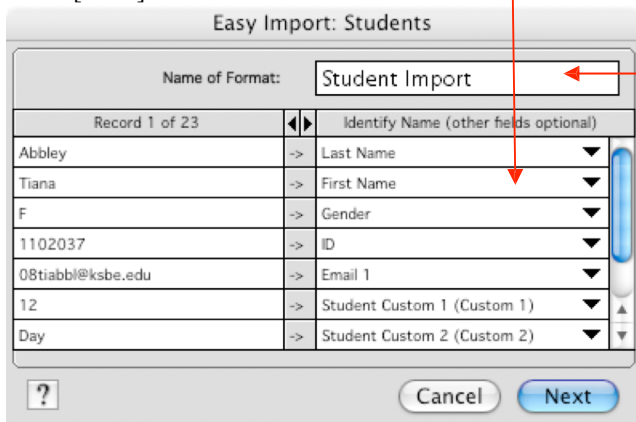
CLASS LIST FILE FORMAT

Field	Identify Name	Field Contents
Kimo	Last Name	
John	First Name	
M	Gender	
0000000	ID	
stu@ksbe.edu	Email 1	
10	Student Custom 1	Grade
Day	Student Custom 2	Day/Boarder
Ewald, M	Student Custom 3	Advisor/ Homeroom Teacher
Pa205	Student Custom 4	Advisor/ Homeroom Room

17. Now, click on [Import Selected Records].
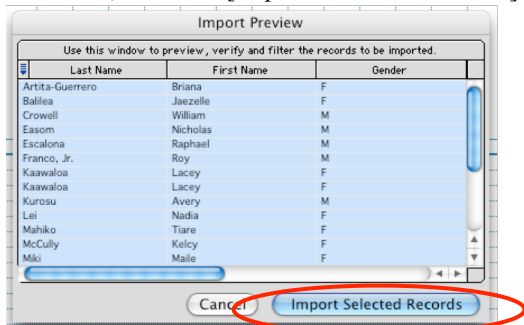
Click [OK] on "Import Results" window.
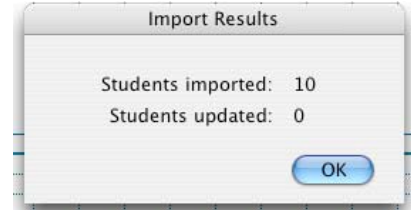
Now click on [No].

18. Choose your next class in your Gradebook. Click [Import from Another File] found at the bottom of the window.
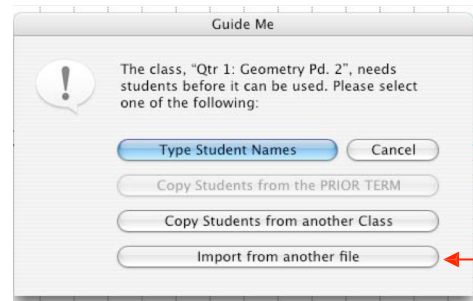
19. Click on [Other Formats] and choose "Student Import". Click "Next".
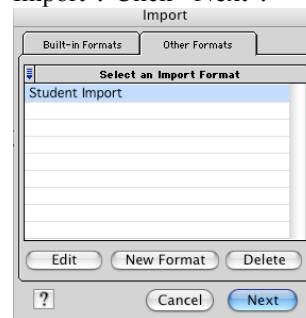
20. Select [Current Class].
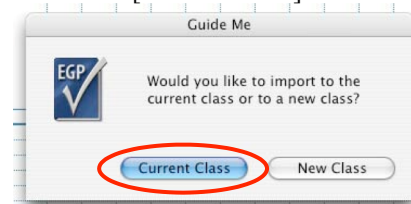
21. Then, find your next class period file saved in step 7.
Click on [Open].
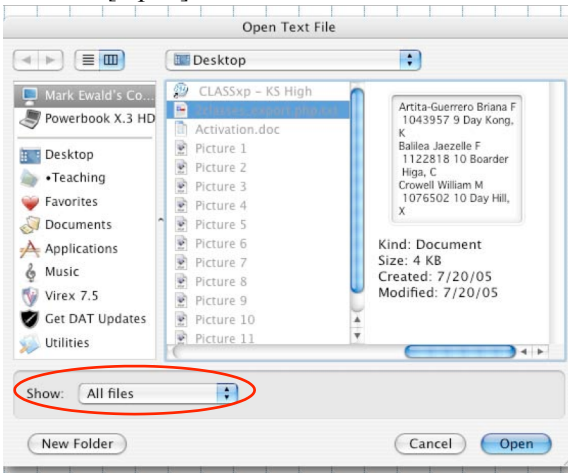
22. Now, click on [Import Selected Records].
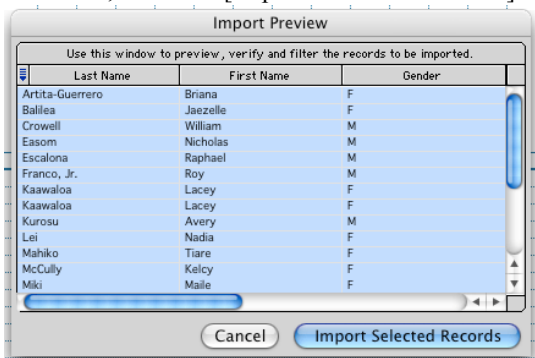
Click [OK] on "Import Results" window.
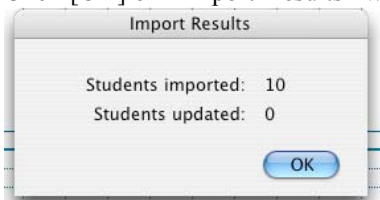
Now click on [No].
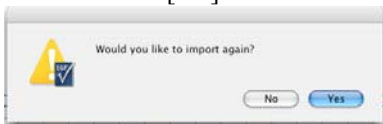
REPEAT STEPS 18–22 for each class.

1. Make sure your EGP grade book is open and that you have made the necessary updates to assignments, scores, etc.
   a. **In the updated version of EGP 4.1**, there is an **additional step needed** to have the option to create your Basmati file. **You will only need to do this step one time.**
   b. When your grade book is open, under File, you will initially not have the option to create your Basmati file.
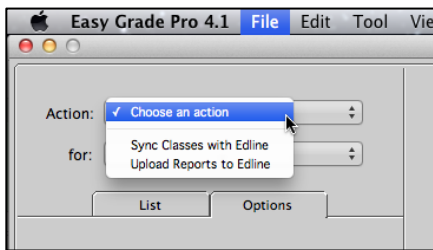
   c. To fix this, at the top toolbar, **while pressing the OPTION key**, select **File** and click on **Internet/Edline**. This option will remain there from now on. Proceed to step 2.

2. In the menu bar, choose File > Internet/Edline.
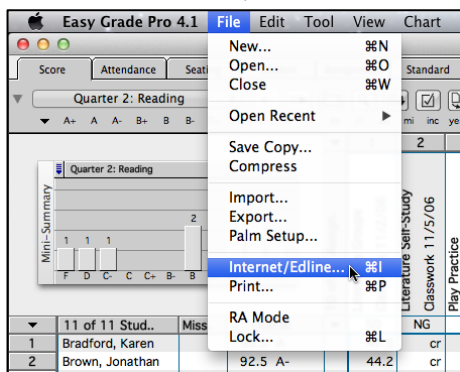
3. In the Action pop-up menu, choose Create Basmati file.
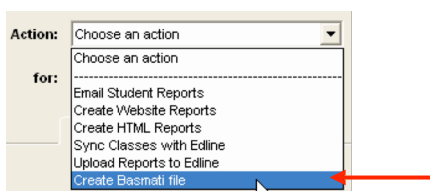
4. In the For pop-up menu, choose All Classes in [Term].
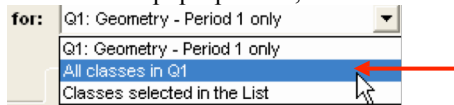
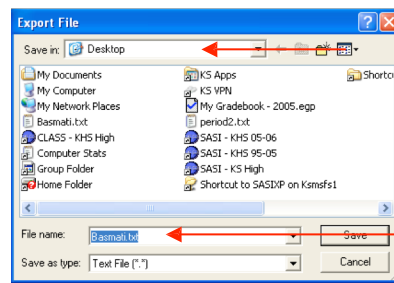5. Choose the Options tab.
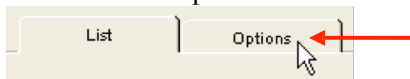
6. Set your options as pictured below:

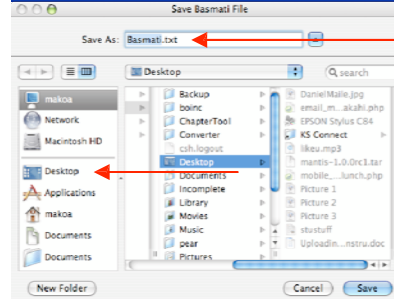| Tchr Name	Your name
Tchr Email	Your KS username (not your entire KS e-mail address)
Tchr ID	0 (the number zero)

7. Click the [Create] button in the bottom-right corner of the dialogue.

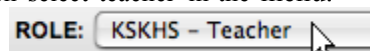8. The Save Basmati File window will appear. Save the basmati.txt file to your desktop.

   Your grade book information will be saved in the Basmati.txt file on your Desktop.

9. Login to KS Connect (http://connect.ksbe.edu/).

10. Verify that your role is a teacher by looking at the current selection in the pop-up menu. If it is not teacher, then select teacher in the menu.
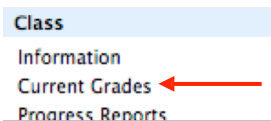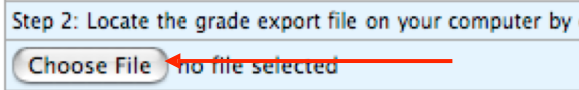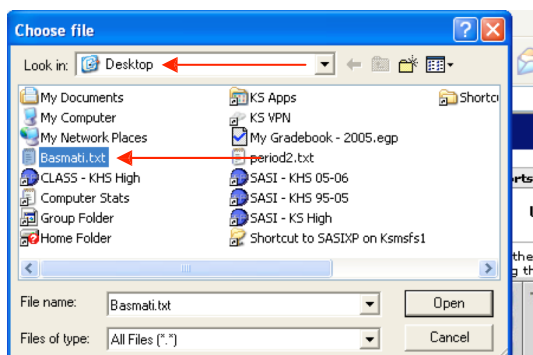

11. Click on "Current Grades" in the "Class" section.

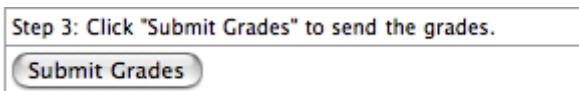12. Click on the [Browse] or [Choose File] button.

The Choose File window will appear. In the dialogue, locate and click on Basmati.txt on the desktop.

Click on the Open button.

Click on the Submit Grades button.

13. A table listing the Student ID numbers and corresponding grades will appear.

Detected 4 classes in this file.
Class 1
M. Ewald
Your export file for *Q1: Geometry | Pd. 2* contained 24 student(s) and 1 assignment(s).

Summary...

| ID	Name	GRADE
1085892	Akiona-Ferriman, Pualikai	75 C
1049103	Awa, Melissa	100 A
1046782	Cashman, Pilialohamauloa	105 A
1084066	Duncan, Chad	40 F
1042122	Flores, Jr., Jason	85 B
1113524	Fox, Sierra	95 A
1046214	Hanzawa, Deira	100 A
1042679	Kalani, Nohea	85 B
1048264	Kamano, Jr., Edmund	60 D-
1044039	Liu, Kerilyn	100 A
1048005	Mahi, Cameron	95 A
1048276	Manoa, Keanupohina	80 B-
1112101	Mataele, Maika	85 B
1046810	Maunupau, Shayna	85 B
1059435	Mayural, Jacob	100 A

Verify that the contents of the basmati.txt file have uploaded correctly by looking at the student ID numbers and making sure there is a letter grade next to each one.

You have finished uploading your grades and may either logout or continue to use KS Connect

ISSUING PROGRESS REPORTS

1. Login to KS Connect (https://connect.ksbe.edu/).

2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.

ROLE: KSKHS – Teacher

3. Click on "Information" in the "Class" section.
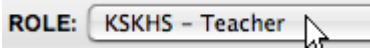
Class
Information
Current Grade
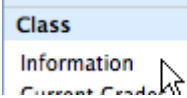
4. Click the Progress Report button in the same row as the student.
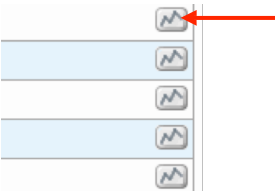
5. The Progress Report form appears. The student's current grade will appear automatically. (You can adjust the grade if necessary.) Complete the rest of the form as appropriate.

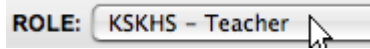| Progress		
Current Grade:		(88)
Current Mark:		(B+)
		+ (Very Good) s (Sa
Grades:	▼ Test Scores	▼
Attitude:	▼ Attendance	▼

NOTE: The "Comments" text box IS NOT the same as the "Conversation Log" in the issued progress report!
Comment text box is for you to explain in more detail the reason for this Progress Report. The Conversation Log will be used by those who read and have a need to communicate to you or others about the Progress Report.

6. Click the [Submit] button (not the [Select] button).

Submit
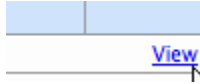
ADDING AN ENTRY TO THE CONVERSATION LOG

1. Login to KS Connect (https://connect.ksbe.edu/).

2. Verify that your role is a teacher by looking at the current selection in the pop-up menu. If it is not teacher, then select teacher in the menu.

ROLE: KSKHS – Teacher

3. Click on "Progress Reports" in the "Class" section.

Class
Information
Current Grades
Progress Reports
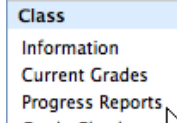
4. A list of all of the progress reports you have issued for the class will appear. Click "View" to view the progress report that requires your attention.

View

5. Click [Add] next to the title "Conversation Log".

Conversation Log [Add]

6. Type what you want to record in the Conversation Log.

Type Text Here...

7. Click the [Add] button.

Add

KS CONNECT FOR TEACHERS
Answering Grade Checks
Page 1 of 1

After receiving an e-mail requesting that a Grade Check be completed…

1. Login to KS Connect (https://connect.ksbe.edu/).

2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.

ROLE: KSKHS – Teacher

3. Click on "Grade Checks" in the "Class" section.

Class
Information
Current Grades
Progress Reports
Grade Checks

4. A list of all of the grades checks that require your timely response will appear here. Click the "answer" link.
Note: Grade checks are sorted in ascending order with most recent requested grade check on the bottom.

ied	Date Due	Completed	
06	Jul 21, 2006		Answer

5. The student's current grade will automatically appear in the Grade Check. (You can adjust the grade if necessary.) Complete the rest of the form as appropriate.

Current Grade:	105
Current Mark:	A
Assignments Are Completed and Turned In On Time:	Always
Quality of Assignments Turned In:	Excellent
Extra Help Sessions:	None Needed
Tardy For Class:	Never
Overall Attitude:	Excellent
Comments:	

6. Click the **[Submit]** button.

Submit
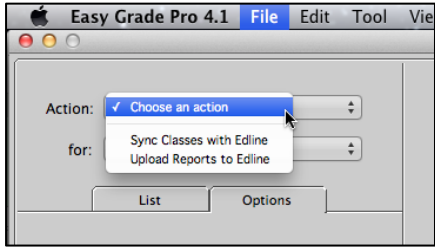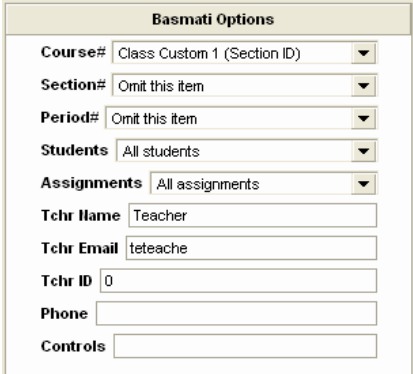
You can adjust the information you entered until the due date at 11:59 PM.

If you have trouble creating a Basmati file or uploading grades to KS Connect, please double check some of these common errors:
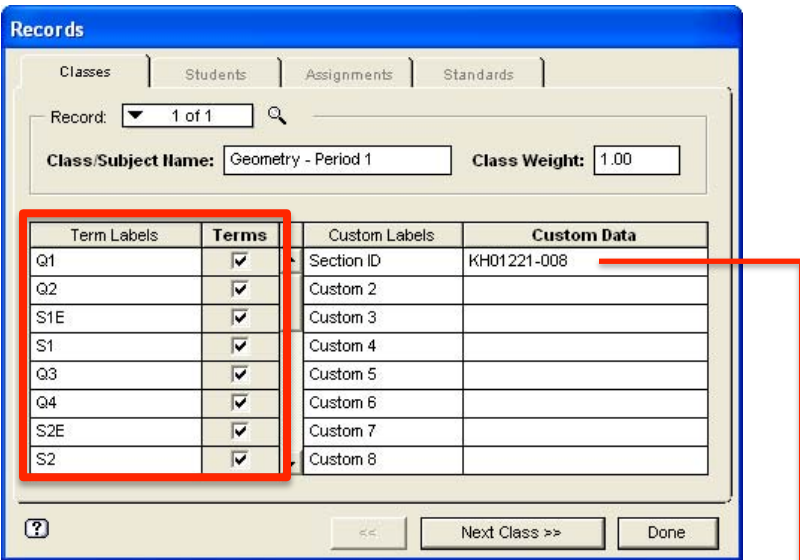
Error	Solution
No option visible to create a Basmati file in **EGP 4.1**	a. **In the updated version of EGP 4.1**, there is an additional step needed to have the option to create your Basmati file. **You will only need to do this step one time.** b. When your grade book is open, under File, you will initially not have the option to create your Basmati file. c. To fix this, at the top toolbar, **while pressing the OPTION key**, select **File** and click on **Internet/Edline**. This option will remain there from now on.
Trouble creating a Basmati file	In the Basmati option tab, check teacher information. Teacher ID needs to be a zero (0). <table><tr><td>Tchr Name</td><td>Your name</td></tr><tr><td>Tchr Email</td><td>Your KS username (not your entire KS e-mail address)</td></tr><tr><td>Tchr ID</td><td>0 (the number zero)</td></tr></table>

KS Connect Upload Error	Check Term Labels that apply to your course and make sure the Term Labels are written as **Q1** not Quarter 1 or **S1E** not Semester 1 Exam, etc. Check Section ID's from KS Connect to make sure they match. *Cut and paste section ID from KS Connect
Uploading a new Basmati file does not change grades on KS Connect	Delete old Basmati file from your computer and create a new one. Upload to KS Connect again.