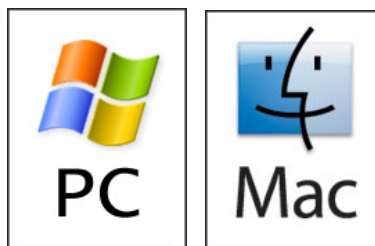


KS CONNECT **FOR TEACHERS**

KS Connect Handbook August 2007

<http://connect.ksbe.edu/>

ALL SCHOOLS



KS CONNECT FOR TEACHERS

Overview of KS Connect (KSC)

Page 1 of 1



LOGGING INTO KS CONNECT

1. Connect to <http://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

KS SYSTEM - KS CONNECT YEAR: 2007-08 ROLE: **KSKHS - Parent - Grade 12 - John** LOGOUT

Aloha, John Kimo. Today is Thursday, August 9, 2007.

KS CONNECT
KS Kapālama High School

My KS Bulletin

- Student
- Information
- Schedule
- Parent/Guardian
- Activities
- Attendance
- Progress

Information

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

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

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

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

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

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.

KS CONNECT FOR TEACHERS

Terms for Easy Grade Pro (EGP) Gradebook

Page 1 of 1



You will need the information below to setup your EGP Gradebook. Every school has required terms that must appear in your gradebook 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				
1 st Quarter	Quarter 1	YR, S1, Q1	Q1	1ST QTR
2 nd 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
3 rd Quarter	Quarter 3	YR, S2, Q3	Q3	3RD QTR
4 th 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				
1 st Quarter	Quarter 1	YR, S1, Q1	Q1	1ST QTR
2 nd Quarter	Quarter 2	YR, S1, Q2	Q2	2ND QTR
	Semester 1	YR, S1	S1	1ST SEM
3 rd Quarter	Quarter 3	YR, S2, Q3	Q3	3RD QTR
4 th Quarter	Quarter 4	YR, S2, Q4	Q4	4TH QTR
	Semester 2	YR, S2	S2	2ND SEM
KS KAPĀLAMA MIDDLE SCHOOL & KS MAUI MIDDLE SCHOOL				
1 st Quarter	Quarter 1	YR, Q1	Q1	1ST QTR
2 nd Quarter	Quarter 2	YR, Q2	Q2	2ND QTR
3 rd Quarter	Quarter 3	YR, Q3	Q3	3RD QTR
4 th Quarter	Quarter 4	YR, Q4	Q4	4TH QTR
KS HAWAI'I MIDDLE SCHOOL				
1 st Trimester	Trimester 1	YR, T1	T1	1ST TRI
2 nd Trimester	Trimester 2	YR, T2	T2	2ND TRI
3 rd 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 (Q1H, S1E, Q1U1, Q2U10). Don't forget to name your class. EGP only can accommodate 10 terms in one gradebook. If you need more terms, start a new gradebook. Please make sure that all terms at least fit in one grading period. Starting another gradebook does mean that you will need to manually transfer the grades over at the end of the semester to compute the semester grade.

KS CONNECT FOR TEACHERS

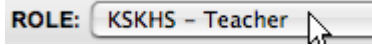
Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - **MAC Instructions**

Page 1 of 4

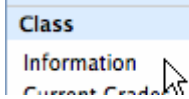


1. Login to KS Connect (<http://connect.ksbe.edu/>).

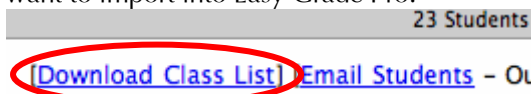
2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.



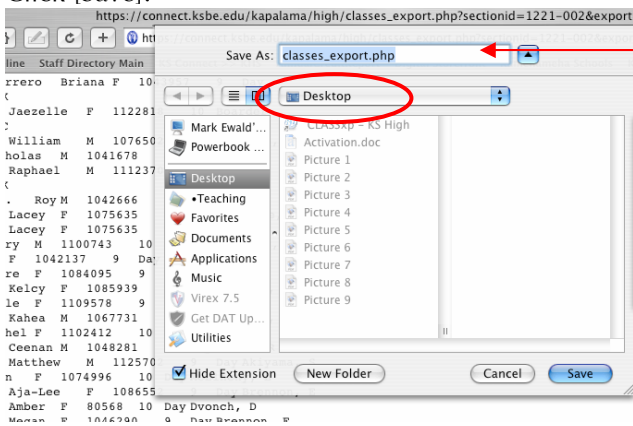
3. Click on "Information" in the "Class" section.



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.

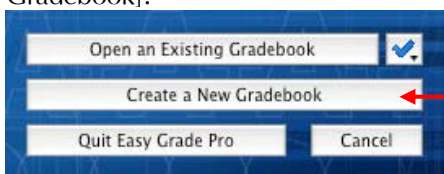


5. Your class list will load in a plain text format. Go to File > Save As. Save the file on your desktop. Give it a (unique) name and remember where you saved it. (Suggestion: Make the name with Course Name/Period. You should use .txt as the extension instead of .php) Click [Save].

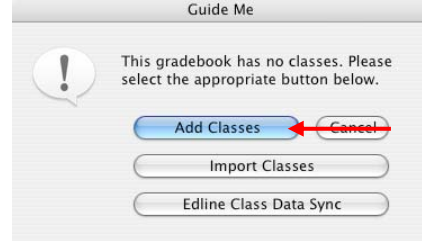


REPEAT THE PROCEDURE FOR ALL OF YOUR REMAINING CLASSES.

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

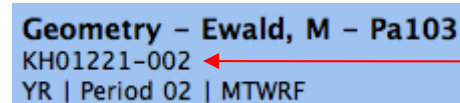
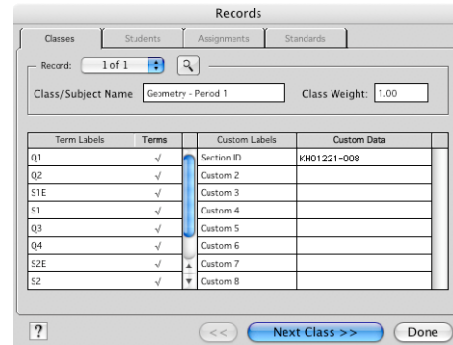


7. Click on [Add Classes].



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.

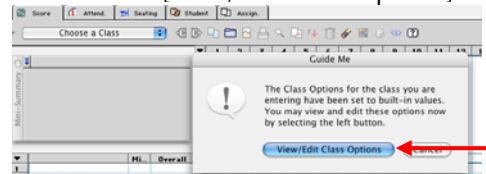


Repeat for all your classes by clicking on [Next Class>>].

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].



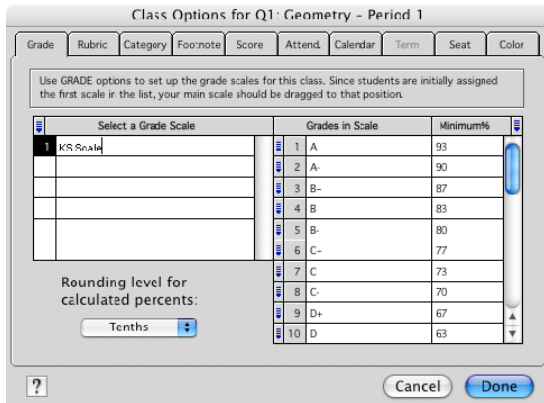
KS CONNECT FOR TEACHERS

Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - **MAC Instructions**

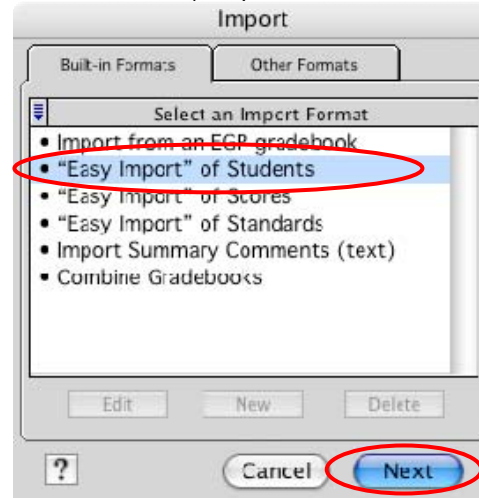
Page 2 of 4



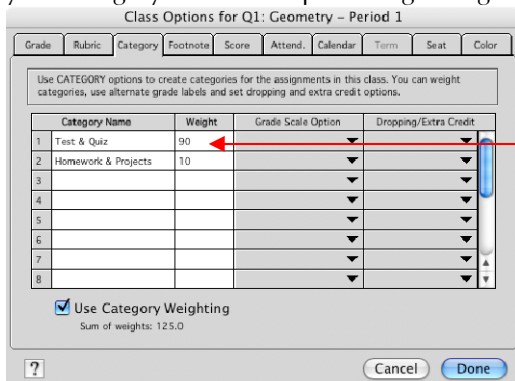
11. Put in KS Grade Scale. (You can rename or delete any other scales on the list.)



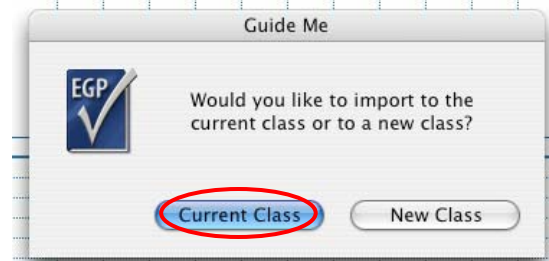
13. Select ["Easy Import of Students"] and click on [Next].



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.

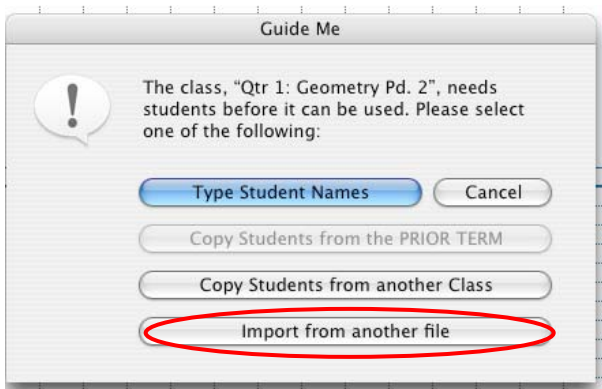


14. Select [Current Class].

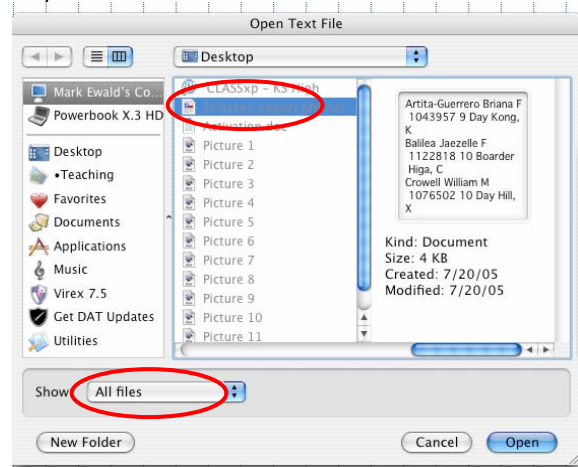


Click [Done] when finished.

12. A dialog box will appear asking about students. Click [Import from Another File] found at the bottom of the window.



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



KS CONNECT FOR TEACHERS

Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - **MAC Instructions**

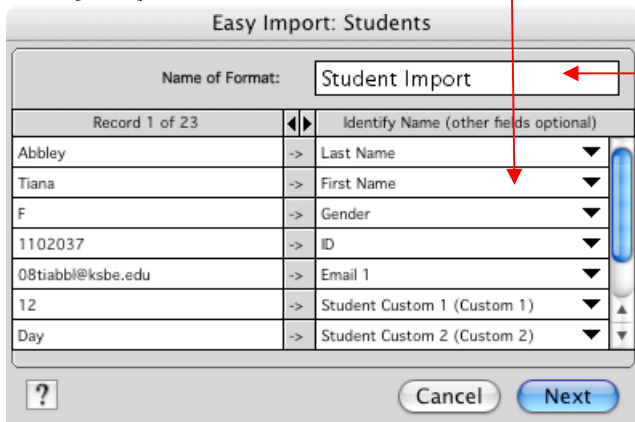
Page 3 of 4



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.

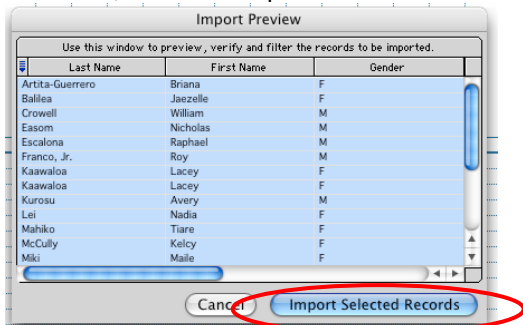
Click [Next].



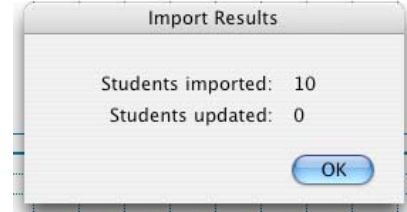
CLASS LIST FILE FORMAT

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].



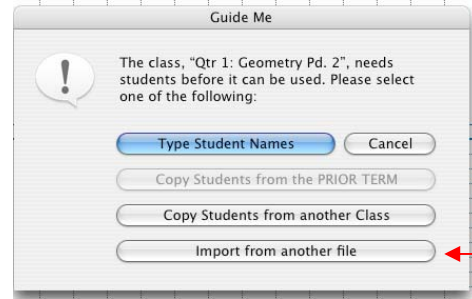
Click [OK] on "Import Results" window.



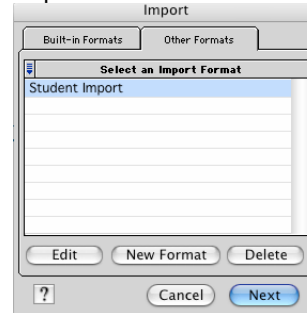
Now click on [No].



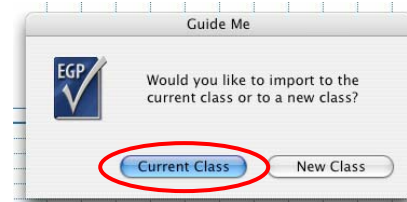
18. Choose your next class in your Gradebook. Click [Import from Another File] found at the bottom of the window.



19. Click on [Other Formats] and choose "Student Import". Click "Next".



20. Select [Current Class].



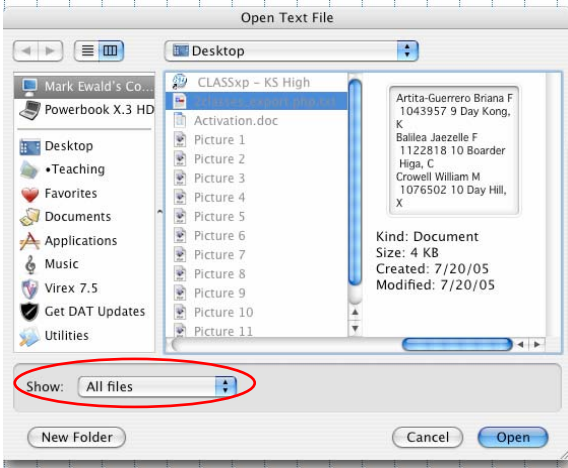
KS CONNECT FOR TEACHERS

Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - **MAC Instructions**

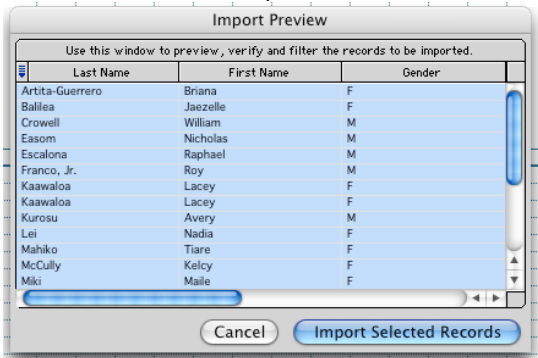
Page 4 of 4



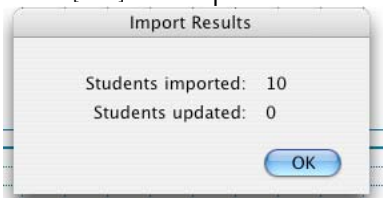
21. Then, find your next class period file saved in step 7.
Click on [Open].



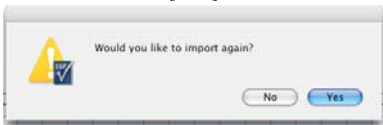
22. Now, click on [Import Selected Records].



Click [OK] on "Import Results" window.



Now click on [No].



REPEAT STEPS 18–22 for each class.

KS CONNECT FOR TEACHERS

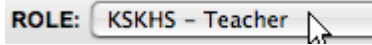
Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - **PC Instructions**

Page 1 of 4

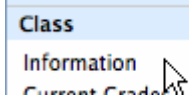


1. Login to KS Connect (<http://connect.ksbe.edu/>).

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.



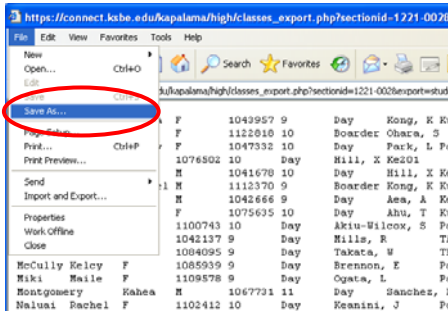
3. Click on "Information" in the "Class" section.



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.



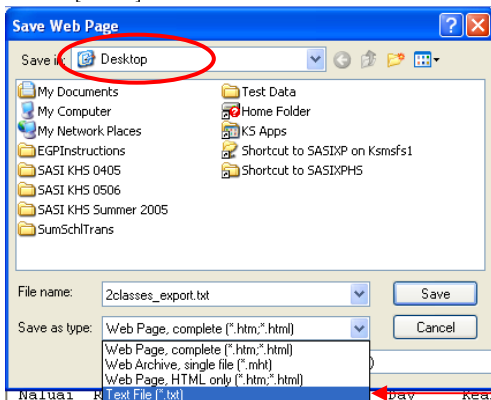
5. Your class list will load in plain text format. Go to File > Save As.



Save the file on your desktop.

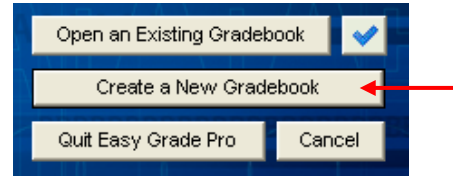
Give it a (unique) name and remember where you saved it. (Suggestion: Make the name with Course Name/Period. You should use .txt as the extension instead of .php)

Choose "Text File" in the "Save as type" pull-down menu. Click [Save].

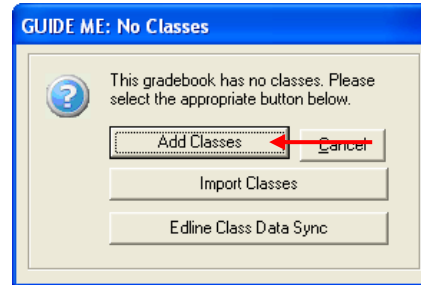


REPEAT THE PROCEDURE FOR ALL OF YOUR REMAINING CLASSES.

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

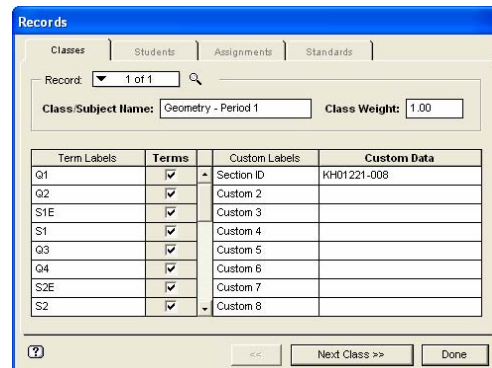


7. Click on [Add Classes].



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.



Geometry - Ewald, M - Pa103
KH01221-002
YR | Period 02 | MTWRF

Repeat for all your classes by clicking on [Next Class>>].

Click [Done] when finished.

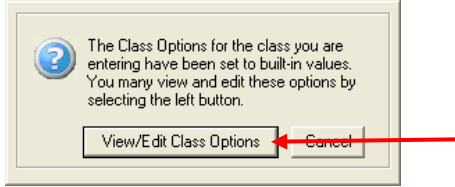
9. Choose your first class in your first term from the "Choose a Class" pull-down menu.

KS CONNECT FOR TEACHERS

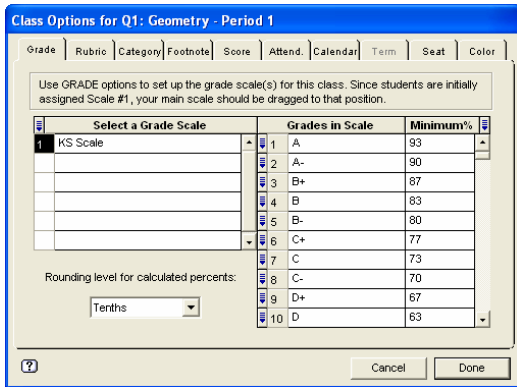
Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - **PC Instructions**



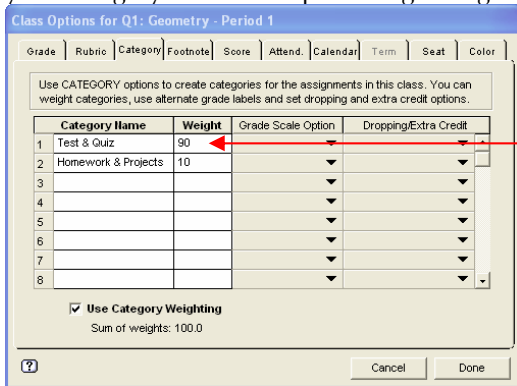
10. Click on [View/Edit Class Options].



11. Put in KS Grade Scale. (You can rename or delete any other scales on the list.)

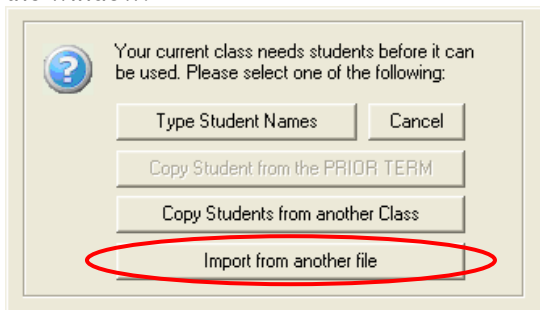


If you use weighted grades, now click on Category. In Category, click [Yes] on "Use Category Weights?". List your category names and percentage weight for each.

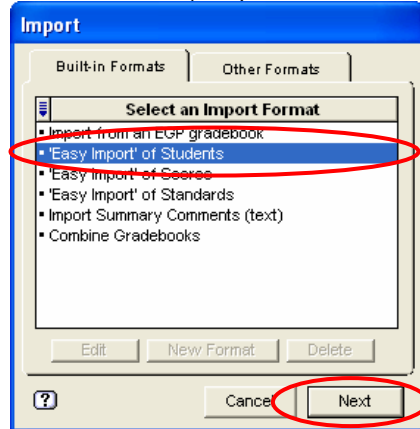


Click [Done] when finished.

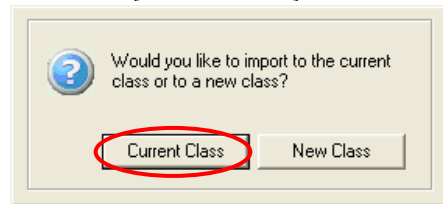
12. A dialogue box will appear asking about students. Click [Import from Another File] found at the bottom of the window.



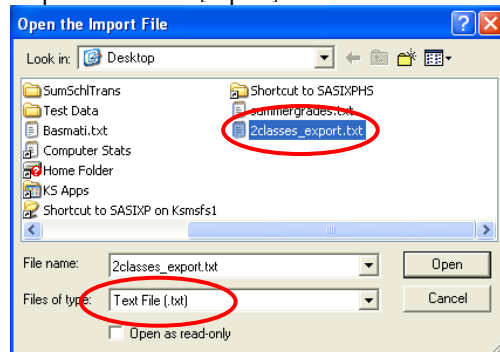
13. Select ["Easy Import of Students"] and click on [Next].



14. Select [Current Class].



15. Make sure the pull-down menu for Files of type is selected on "Text File". Then, find your saved file from step 5. Click on [Open].



KS CONNECT FOR TEACHERS

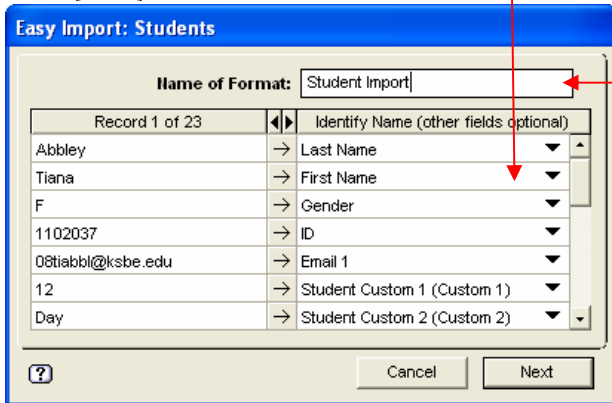
Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - **PC Instructions**



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.

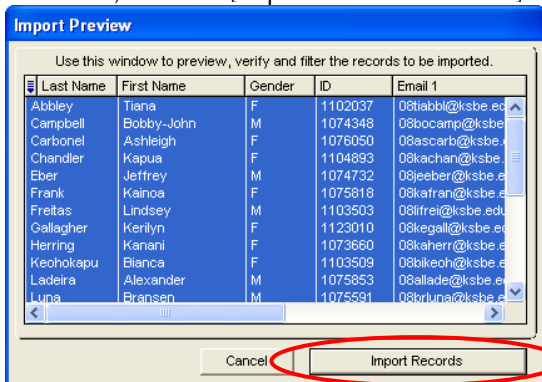
Click [Next].



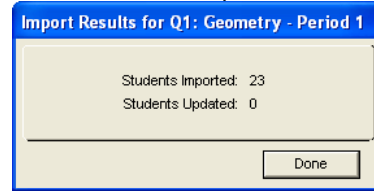
CLASS LIST FILE FORMAT

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
Teacher, T	Student Custom 3	Advisor/ Homeroom Teacher
Pa205	Student Custom 4	Advisor/ Homeroom Room

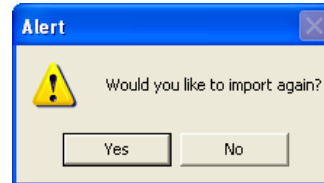
17. Now, click on [Import Selected Records].



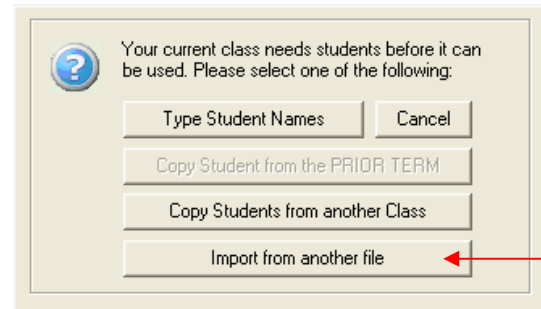
Click [OK] on "Import Results" window.



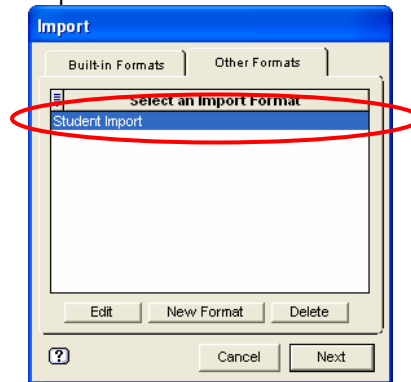
Now click on [No].



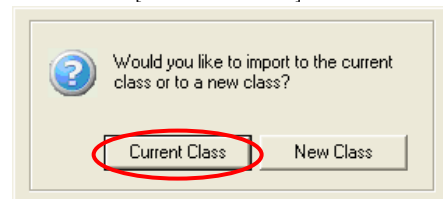
18. Choose your next class in your Gradebook. Click [Import from Another File] found at the bottom of the window.



19. Click on [Other Formats] and choose "Student Import". Click "Next".



20. Select [Current Class].



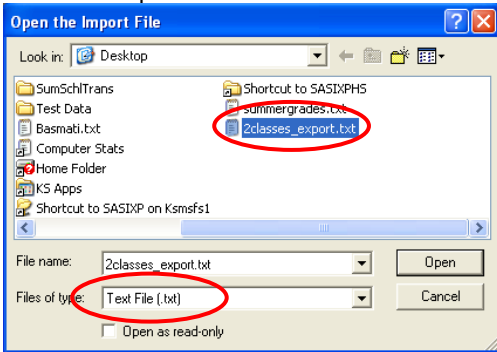
KS CONNECT FOR TEACHERS

Creating Easy Grade Pro (EGP) Gradebook for KS Connect (KSC) - **PC Instructions**

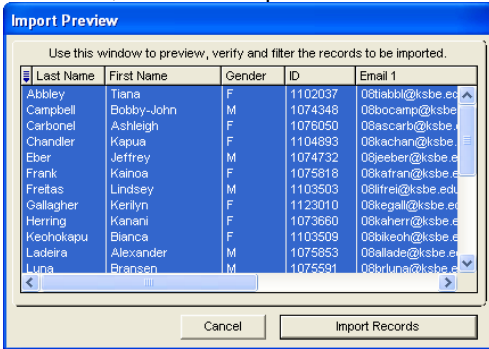
Page 4 of 4



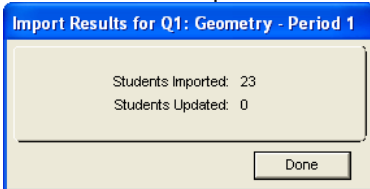
21. Then, find your next class period file saved in step 7.
Click on [Open].



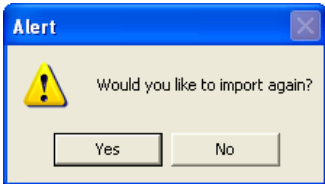
22. Now, click on [Import Selected Records].



Click [OK] on "Import Results" window.



Now click on [No].



REPEAT STEPS 18–22 for each class.

KS CONNECT FOR TEACHERS

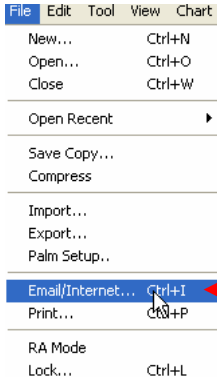
Uploading Grades from Easy Grade Pro (EGP) to KS Connect (KSC) – BASMATI FORMAT

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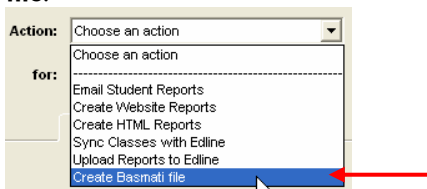


1. Make sure your EGP gradebook is open and that you have made the necessary updates to assignments, scores, etc.

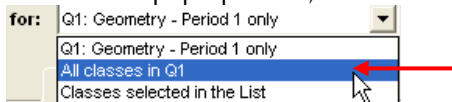
2. In the menu bar, choose **File > E-mail/Internet**.



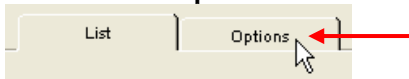
3. In the Action pop-up menu, choose **Create Basmati file**.



4. In the For pop-up menu, choose **All Classes in [Term]**.



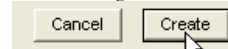
5. Choose the **Options** tab.



6. Set your options as pictured below:

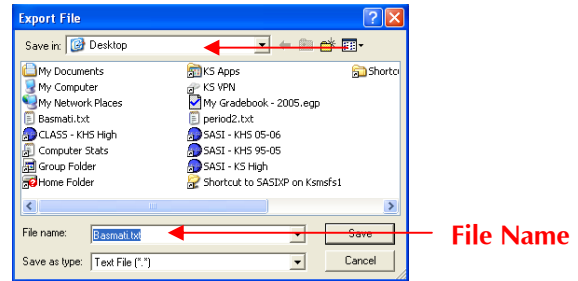
Basmati Options	
Course#	Class Custom 1 (Section ID)
Section#	Omit this item
Period#	Omit this item
Students	All students
Assignments	All assignments
Tchr Name	Teacher
Tchr Email	teteache
Tchr ID	0
Phone	
Controls	

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

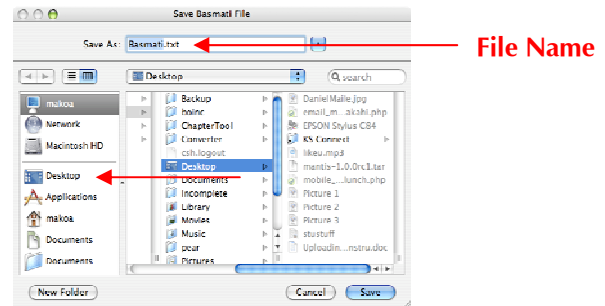


8. The **Save Basmati File** window will appear. Save the basmati.txt file to your desktop.

PC:



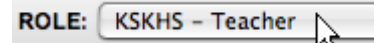
MAC:



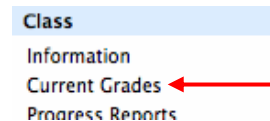
Your gradebook information will be saved in the **Basmati.txt** file on your Desktop.

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

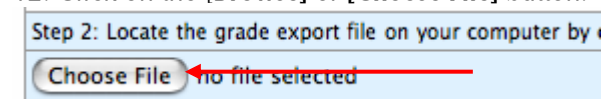
10. Verify that your role is a teacher by looking at the current selection in the pop-up menu. If it is not teacher, then select teacher in the menu.



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



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



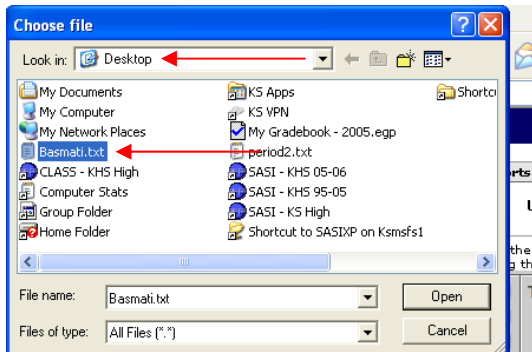
The **Choose file** window will appear. In the dialogue, locate and click on **Basmati.txt** on the desktop.

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

KS CONNECT FOR TEACHERS

Uploading Grades from Easy Grade Pro (EGP) to KS Connect (KSC) – BASMATI FORMAT

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Click on the **Open** button.

Click on the **Submit Grades** button.

Step 3: Click "Submit Grades" to send the grades.

Submit Grades

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	Aklona-Ferriman, Pualikal	75 C
1049103	Awa, Melissa	100 A
1046782	Cashman, Piliolahamauloa	105 A
1084066	Duncan, Chad	40 F
1042122	Flores, Jr., Jason	85 B
1113524	Fox, Sierra	95 A
1046214	Hanzawa, Delra	100 A
1042679	Kalani, Nohea	85 B
1048264	Kamano, Jr., Edmund	60 D-
1044039	Liu, Kenlyn	100 A
1048005	Mahi, Cameron	95 A
1048276	Manoa, Keanupohina	80 B-
1112101	Mataele, Maika	85 B
1046810	Maunupau, Shayna	85 B
1059435	Mayurai, 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.

KS CONNECT FOR TEACHERS

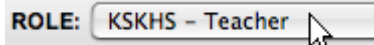
Issuing Progress Reports & Adding an Entry to the Conversation Log

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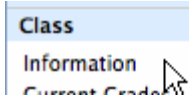


ISSUING PROGRESS REPORTS

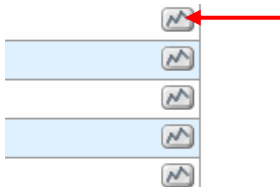
1. Login to KS Connect (<http://connect.ksbe.edu/>).
2. Verify that your role is a teacher by looking at the current selection in the "Role" pop-up menu. If it is not teacher, then select teacher in the menu.



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



4. Click the Progress Report button in the same row as the student.

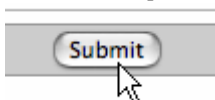


5. The Progress Report form appears. The student's current grade will appear automatically. (You can adjust the grade if necessary.) Complete the rest of the form as appropriate.

Progress	
Current Grade:	<input type="text" value="(88)"/>
Current Mark:	<input type="text" value="(B+)"/>
+ (Very Good) s (Sa)	
Grades:	<input type="button" value="Test Scores"/>
Attitude:	<input type="button" value="Attendance"/>

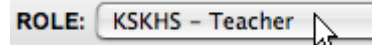
NOTE: The "Comments" text box IS NOT the same as the "Conversation Log" in the issued progress report! Comment text box is for you to explain in more detail the reason for this Progress Report. The Conversation Log will be used by those who read and have a need to communicate to you or others about the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

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

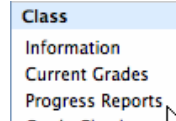


ADDING AN ENTRY TO THE CONVERSATION LOG

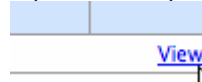
1. Login to KS Connect (<http://connect.ksbe.edu/>).
2. Verify that your role is a teacher by looking at the current selection in the pop-up menu. If it is not teacher, then select teacher in the menu.



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



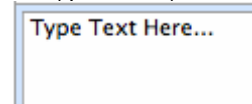
4. A list of all of the progress reports you have issued for the class will appear. Click "View" to view the progress report that requires your attention.



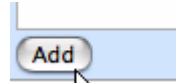
5. Click [Add] next to the title "Conversation Log".



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



7. Click the [Add] button.



KS CONNECT FOR TEACHERS

Answering Grade Checks

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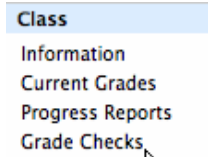


After receiving an e-mail requesting that a Grade Check be completed...

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 "Grade Checks" in the "Class" section.



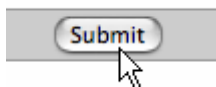
4. A list of all of the grades checks that require your timely response will appear here. Click the "answer" link.
Note: Grade checks are sorted in ascending order with most recent requested grade check on the bottom.

id	Date Due	Completed	
36	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:	<input type="text" value="105"/>
Current Mark:	<input type="text" value="A"/>
Assignments Are Completed and Turned In On Time:	<input type="text" value="Always"/>
Quality of Assignments Turned In:	<input type="text" value="Excellent"/>
Extra Help Sessions:	<input type="text" value="None Needed"/>
Tardy For Class:	<input type="text" value="Never"/>
Overall Attitude:	<input type="text" value="Excellent"/>
Comments:	<input type="text"/>

6. Click the [Submit] button.



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