

Introduction for Parents to the Centre Student Information System (6-Aug-2006)

The Centre Student Information System (Centre/SIS) is a web based program that allows parents to access school information about their children via the internet. Using Centre/SIS is largely intuitive and this guide provides only a brief introduction for parents. Please direct questions and comments regarding Centre/SIS via email to Matt Boytim at matt@boytim.com.

The Centre/SIS system for the Sts. Joan of Arc and Patrick School can be accessed from any computer with internet access at:

<https://sis.stsjp.org>

Note that the web protocol is https, not http – the 's' means 'secure'. The school uses a self-signed security certificate which might cause a security alert similar to Figure 1 to be displayed when accessing the Centre/SIS.



Figure 1 - Security warning

If so, just click 'Yes' and you should get a login screen similar to Figure 2.

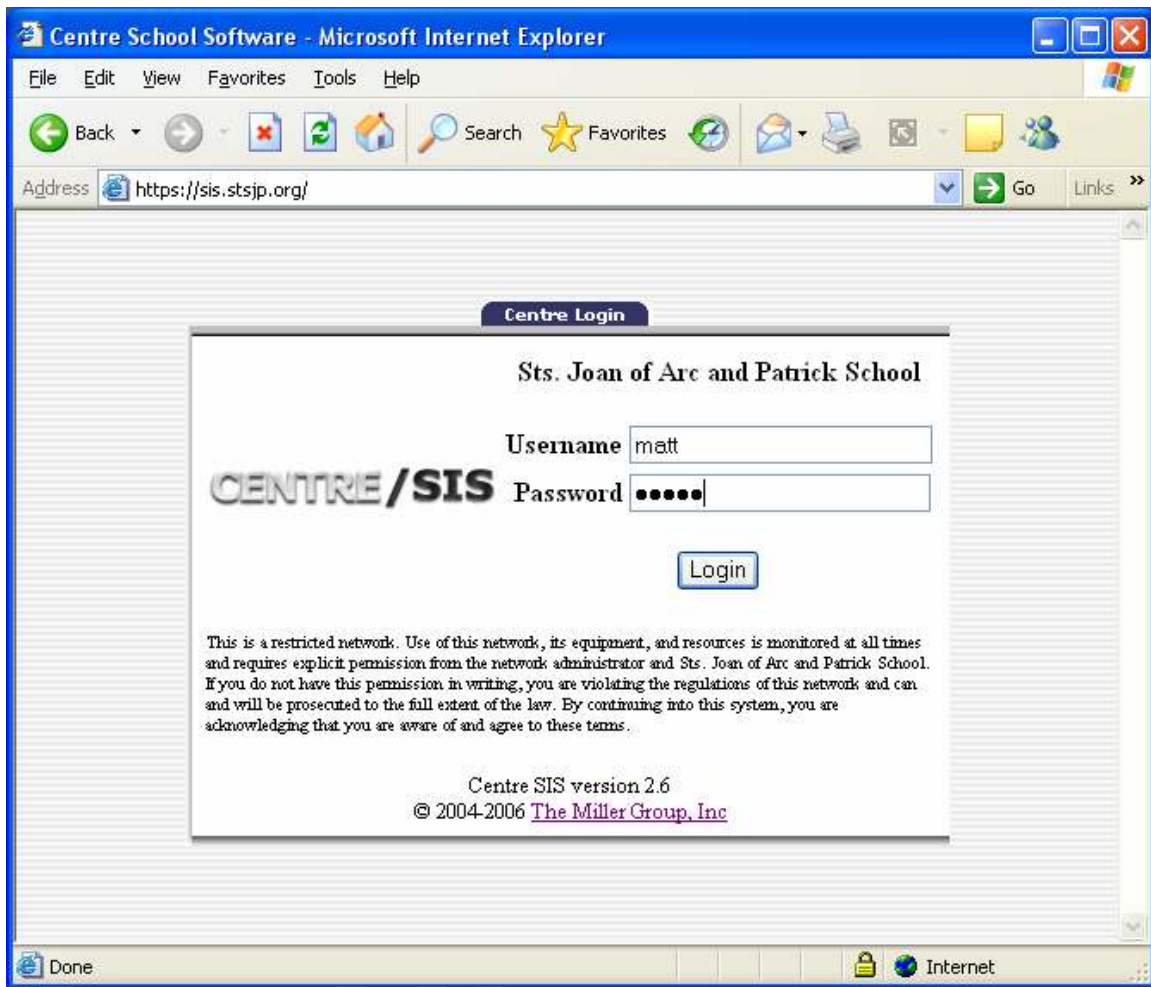


Figure 2 - Login screen

Type your login credentials and either hit 'Enter' or click the 'Login' button to access the system.

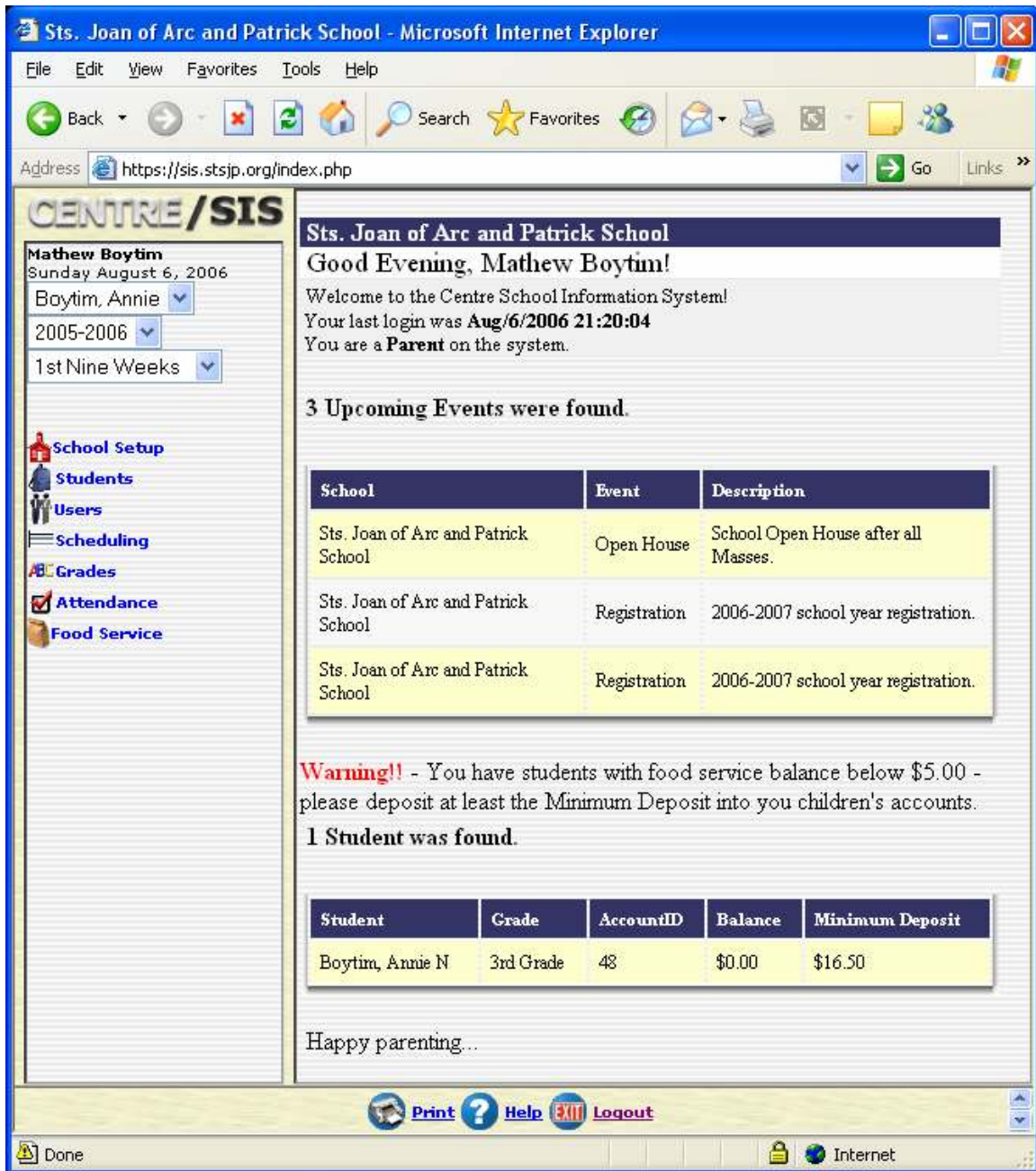


Figure 3 - Welcome screen

The Centre/SIS window consists of three frames as seen in Figure 3 – **Side**, **Bottom**, and **Main**.

The **Side** frame contains the menu system for Centre/SIS – it displays your name and today’s date, a dropdown menu to select among all your children within the school, the school year, and the school quarter – the current year and quarter will be selected by default. The remaining items form an expanding menu used to access various information about the school and the selected student.

The **Main** frame will contain the information which is selected in the **Side** menu. Some items in the **Main** frame may contain links to further select information or control how information is presented.

The **Bottom** frame contains button for printing, help, and logout. It is important to note that 'Print'ing does not actually 'print' anything but only renders the page as a PDF document that can then be printed using your PDF viewer (typically Adobe Acrobat Reader). If your PDF viewer is configured as a browser plugin, clicking 'Print' will open the PDF document in the **Main** frame, otherwise you will probably be prompted to Save or Open the file.

Following login, the **Main** frame contains some default information including a list of upcoming events (within the next seven days) from the school calendar. Other information and alerts, such as a low lunch account balance as seen in Figure 1, may also be displayed on the welcome screen. Once you access another screen you can return to the welcome screen by clicking the CENTRE/SIS logo at the top of the **Side** frame.

A brief description of the menu options follows:

School Setup

School setup shows basic information about the school and the school calendar. The school calendar will be revised throughout the year so it is a good place to find up to date information.

Students

Students shows information about the selected student including. Please review this information for accuracy and completeness.

Users

Users shows basic information about you the user. You can change your password as well as some display options.

Scheduling

Scheduling shows the course schedule for the selected student.

Grades

Grades provides access to the teacher's gradebook for the selected student. Please note that all teachers do not use the Centre/SIS gradebook or do not enter grades immediately upon grading assignments so please be understanding.

Attendance

Attendance shows attendance information for the selected student.

Food Service

Food service shows information about the lunch account for the selected student. You can also access lunch menu information.