



Welcome to Schools-On-I-Net

First, we would like to take the time to welcome you into the Schools-On-I-Net (SOIN) family. By incorporating the SOIN system into your school, we hope to bring you an organized approach to resources while also further uniting your school community. We set aside a guideline to help you adjust to the SOIN system with a sense of ease.

School Setup

Setting up the “Academy”

In order to setup up the academy into the SOIN system, we would first need to know specific information. Is your academy composed of multiple divisions/schools? If so, which? The different divisions are Early Childhood (EC), Lower School (LS), Middle School (MS) and High School (HS).

- The first record we would set up is for the academy as a whole. This would provide a more unified form of communication for the entire academy rather than one division or class.
- The next record would be for the division/school with the grade information. (i.e. Early Childhood from Nursery-Kindergarten, Lower School from Grades 1-5, etc)
 - A “school” has similar workings in how it is composed. For example, in LS, a class is composed of one teacher who teaches 5 subjects for a class. In HS, a teacher teaches 1 subject to a group of students.

Setting up the Grades

Once we have the general school set up, we then would need to move onto setting up the grades under each school/division.

- In order to do this, we would need to first find out if there are different classes to each grade. We refer to each class as a “homeroom”. For example, in LS, you may have 5 “classes” (or “homerooms”) per grade. These classes could be grade 1-A, 1-B, 1-C, 1-D, and 1-E.
- For the HS, you may not have distinct groups like you would for the LS or MS. Instead you could enter section “1” and so on. If you would rather not divide the grade into sections, you could enter “All” and it would count the entire grade as a group.

In many places throughout the site we will show class information in the Grade-Section format. This information can also be listed in alpha-numeric form.

Marking Periods

Marking Period (MP) dates would essentially establish the beginning and end of each grading period.

- By setting up the marking periods for each grade, it would automatically format Gradebook and Attendance modules, aside from Report Cards.





- MP dates must follow a consecutive order. If MP 1 ends on 1/1/07 then MP 2 would begin on 1/2/07.

Academic Year Setup

Setting up school days

The first step, in setting up the school days into the system, is finding out what are the different event types and dates that would go on throughout the year. These event types are usually Academic dates, Staff meetings, Holidays/School closings, etc.

- *Note:* The most important dates we would need are the first day of school, the last day of school, and the days the school would be closed. All other dates and events can be added later as a SOIN administrator.

Schedule Day Rotations

What kind of schedule does the school have set up for classes? Is it a “Normal” (Mon-Fri) schedule? Is it a “6-day rotation” schedule?

- With a “Normal” schedule, there is no rotation of days. Instead each day has a set schedule as to what order the classes will follow. This tends to be common for most LS and MS.
- With a “6-day Rotation” schedule, the order in which classes fall will (usually) rotate each week. For example, if an “A” day schedule falls on Monday this week, it could fall on Tuesday or Wednesday the next week. This tends to be common amongst most HS.

Schedule Template

Each school has its own way to setup their scheduled classes.

- Enter one record for each time slot per day or enter “0” if the timeslot applies for all days. (Weekday days: Mon=1, Tues=2, etc...)
- Each timeslot name can be “Homeroom” 8:00am- 8:10am, “Period 1” 8:13am, “Period 2” 8:40am, etc.
 - There can also be timeslots that are not specific periods, but need to be entered. Many schools use the time to keep track of these free-form timeslots. (Example: “11:05am-11:45am”, “12:00pm-2:30pm”, or “All Day” (for slots between 9:00am-3:00pm))

Class Information

Hierarchy of SOIN

Within the SOIN system, we have setup a hierarchy for the way classes are organized. This would go as follows:

Course/Curriculum → Department → Subject → Class → Students
→ Teachers
→ Schools





Courses and Departments

For non-religious schools, we proved a system for 1 course/curriculum, which is referred to as the “General”/“Academic” curriculum. Religious-affiliated schools, we offer a system which would be able to handle 2 courses/curriculums. For a yeshiva, for example, students can receive grades from their “General” studies classes in one report card and “Jewish”/“Secular” studies grades in another.

Subjects

For each course, a Subject and Subject type must be set up. Example provided below

<i>Course</i>	<i>General Studies</i>	<i>Hebrew Studies</i>
Subject 1	English	Torah
Subject 2	Art	Talmud
Subject 3	Math	Gemara
Subject 4	Science	Jewish History

Classes and Class Types

Once the departments and classes are set up, the classes can then be defined even further. Within each subject emerge classes which focus on a more specific aspect of what is being studied. Example:

Department: *Math and Sciences*

Course: *General*

Subject: *Math*

Class 1: *Algebra 9*

Class 2: *Mathematics Honors*

Class 3: *Calculus*

Class 4: *Calculus AP*

- To go even further than the classes, are the levels which it can be studied under. From attending an Algebra 9 class, a student can take the Honors course, which tends to offer more in-depth information and challenging approaches compared to the normal course. Classes can also be studied on these levels: Normal, Honors, AP (advanced placement), Elective, and Resource.

User Setup

There are essentially two distinct groups when setting up a user into the SOIN system. The two user types are Staff (admin, teachers, office staff etc) and Parents/Students.

- Staff Setup





- To enter a staff member into the system you will need their name, designation, school, staff type (office/teacher), etc. The checklist will provide you with more information with what is needed to set up the account.
- Student Setup
 - Student and Parent accounts are essentially created simultaneously. A student must be entered through a family unit. The checklist will detail any information that is needed to setup the student account.

Building the Classes

Class – Student

Grouping the students to form classes will provide you with a class roster. If we were to look into the class roster of an Algebra 9 class, these would be the students currently enrolled in the class.

- This will become important once it comes to building Parent-Teacher-Conference (PTC) relationships, emailing students, and producing report card lists.

Class – Teacher

Selecting the teacher to be placed in a class is similar to placing a student. The same procedure can be used to complete the task. These teachers will then have access to assigning exams, projects, homeworks, quizzes and exams and placing the grade

Class – Schedules

Once the students and teachers are set up for each class, all that would be left is assigning the schedule for the class. You would need to provide the system with the days and time the class would meet.

- The class schedule is important for the Attendance module and the timetable to properly function.

