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Grants:

Investors are your partners

If you are fortunate enough to have your proposal funded, send a thank you note for the grant. Next, keep the funding agency informed about your activities, progress, and accomplishments.

Invite them to come see your program.

Send photographs of the program in action.

Send regular reports that tell how you've used the funds.

In short, make the grantor your partner!

Communicator: Your other role

Facilitator is only half of the job description

Communication is a key to success in any situation, any setting. Synergistic Systems and Pathways labs are no exception. In this newsletter and in previous newsletters, you will find information about tools that enable teachers to more easily communicate with students, parents, and peers.

You might already know that we recently developed a new tool called remote desktop that enables teachers to view snapshots of the students' workstations and to send instant messages to students. This feature has been a popular addition to many labs across the country. Teachers especially enjoy having the capability to send an instant message to all workstations while students are listening to audio through their headphones.

Another recent newsletter featured the new pitsco-network.com Web site. This site enables teachers to communi-



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See related articles,
pages 2-3

cate with their peers and Pitsco staff members and is a significant upgrade to calllight.com and teamtable.com Web sites.

The available information and the capability to post ideas and submit feedback make this site an excellent communication

tool. If you have not received a password to the site, please e-mail Education Coordinator Kristi Garver (kgarver@pitsco.com) to request one.

In this newsletter you can read about a new feature being developed for *Colleague™* that enables parents and students to access student grade and schedule information online. This Colleague Web Report, which will be released with *Colleague 5.5* in June 2004, provides instant access to student data

See *Communicator*, page 4

Communication in Synergistic Systems and Pathways



Mentoring program debuts successfully

- Step 1: A facilitator makes a suggestion.
- Step 2: An education consultant takes action.
- Step 3: Veteran facilitators volunteer their time.

Step 4: Let the mentoring begin!

That's the skinny on how a Synergistic Systems mentoring program was formed in the Illinois/Indiana area during the past year. The results for several new teachers, as well as their mentors, have been excellent.

And the mentorship program has tremendous potential, says Pitsco Education Consultant Dennis Kunka.

Two pairs of teachers share their experiences – see pages 6-7

"Some new facilitators need all the help we can provide," Kunka says. "And for others, (the mentoring program) just makes it easier to fall into a more professional facilitator mode sooner."

Adrienne Moreno, facilitator at Benjamin School in West Chicago, suggested at a fall 2002 networking meeting that a mentoring program be

See *Mentoring*, page 6

Colleague Web Reports open new doors

Posting of student scores gives parents instant access

Colleague Web Reports (CWR) are a entry point into the *Colleague*™ grade database, allowing users to view grade information without having *Colleague* installed on their computers.

Essentially, the CWR system is comprised of a series of Web pages, which generate a subset of reports based on a single student. The reports may be generated only after students log in to the CWR system using their secure login information. This means that only students who are scheduled in *Colleague* can log in to CWR, and then they have access to only their scores.

The CWR system does not include the necessary server software or hardware; it simply provides the Web pages necessary for logging in and viewing *Colleague* student data. This means that in order to implement the CWR system, a Microsoft Windows Web server must already be in place.

The CWR Web pages are then

Share this article with your school or district IS director.

installed into the root Web folder of the target server, and access to them is controlled via the Web server settings. Typically, instructors need to coordinate CWR installation with their school's network administrator.

When CWR is installed, it must be given either direct access to the live *Colleague* grade database, or it must be given a copy of the grade database. Determining which method to use depends on your network setup and possibly your administrative requirements.

In order for CWR to generate reports based on a live grade database, the Web server on which CWR is installed must have access to the Synergistic Systems database. If this isn't the case, you may periodically copy a version of the database up to the CWR system, and it will generate snapshot reports based on the information contained in the copy of the database.

More than 10 reports available

The Colleague Web Reports feature will be available with the release of *Colleague* version 5.5 in June 2004. Following is a list of CWR reports:

- List of Module blocks
- List of preferred Modules
- List of blocked students
- List of preferred students
- Module schedule
- List of past partners
- Performance assessment scores (organized by class)
- Discovery Day scores (organized by class)
- Assigned performance codes
- List of auto-blocked Modules
- Grade report

If the Web server on which the CWR system was installed can be accessed outside of the school's network, then it is possible to allow students and their parents to access grade reports and class information via the Internet. This functionality is not inherent in the CWR system, but it relies on the setup of the Web server on which it is installed.

For example, if your school's primary URL were <http://www.juniorhigh.edu>, then CWR could be installed so that to access it, a user could type <http://www.juniorhigh.edu/Synergistic/Login.asp>.

After gaining access, the user would see a login screen requiring specific information designated within *Colleague*. All of the information provided in the CWR reports is read-only and cannot be modified.

Users may not view another student's user information without logging in as that student. All passwords and user names are controlled within *Colleague*.

Senior Multimedia Programmer
Shelby Mansker, smansker@pitsco.com

Here's how to use reports to connect with parents

Even if they're away from the lab, students and parents will soon have access to grade information and Module records from *Colleague*™. With Colleague Web Reports (CWR, available as part of *Colleague* 5.5 in June 2004), students can easily track their progress in the lab without being at a workstation.

They can remotely view grades and schedules from current *Colleague* data. Because it is possible for CWR to be accessed outside of the school's network – via the Internet – parents or guardians may be able to access their student's information.

Contact your school's network administrator to determine the availability of CWR outside of the school on the Internet. If Internet viewing is possible, you should inform

parents how to access CWR, the types of information they will find there, and how they may contact you with any concerns about their student's records. A friendly letter can invite parents to explore this new facet of your lab.

Privacy and security should be top priorities when using CWR. Students and parents have an expectation of privacy as to the content of student records. Because CWR is accessed with the user names and passwords from *Colleague*, it is vital students understand that their passwords must be kept strictly confidential.

CWR can become a valuable tool for opening the lines of communication with both students and parents.

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