

# **Frontline SIS - Teacher Guide**

*revised 7.10.2020*



**frontline**  
education™

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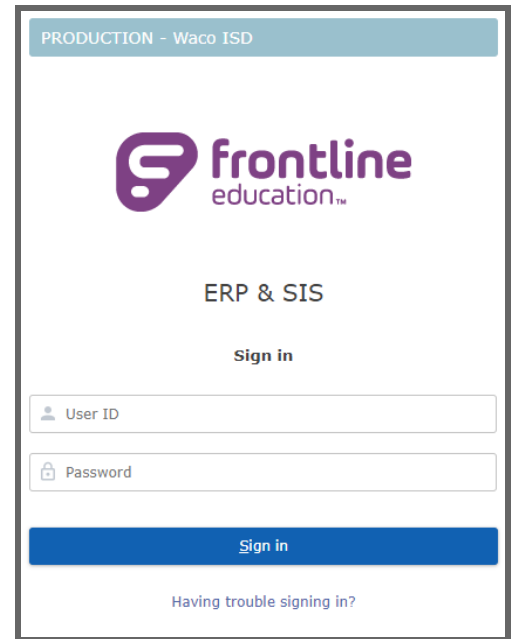
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# Overview

This guide is an overview of the functionality of the Frontline SIS System for employees working as teachers in Waco ISD. This guide will cover the following topics:

- Employee Service Center
  - Employee Information
  - Absence Requests
- Student Information System (SIS)
  - Student Information
  - Gradebook
  - Attendance
  - Discipline
  - Teacher Reports



Let's Get Started! - <https://waco.teams.hosting/>

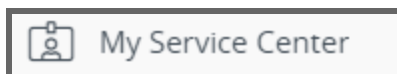
## Employee Service Center




[Video - Employee Service Center and Creating Absences](#)

Once logged in to the Frontline platform, you can access the Employee Service Center using the following steps.

1. Choose the **My Service Center** option in the Navigation menu on the left side of the screen.



2. Logging in to the Employee Service Center requires a Two-Factor Identification for additional security of your personal information.




Welcome to the Waco Independent School District  
Employee Service Center

How would you like to confirm your identity?

(254) 4197 - Voice  
 (254) 4197 - SMS/Text  
 (254) 9473 - Voice  
 (254) 9473 - SMS/Text

Next

Cancel



Welcome to the Waco Independent School District  
Employee Service Center

Please enter the access code:

12345

Remember Me:  Yes, This is a trusted, private computer  
 No, this is a public/shared computer

Ok

Resend

Enter the access code provided and click the Ok button to continue.

Employee Service Center will provide you with access to the following information and entry points.

- My Service Center Home
- My Personal Information - used to update address, phone number, emergency contact information.
- My Leave Balances - view your leave balances for local and state leave.
- My Absence Reporting - entering absences and assigning favored substitutes. \*\*Additional details for reporting absences will be provided by campuses regarding contacting supervisor, etc..
- My Time Cards
- My Employment Records - job information, certifications, education & degrees, years of experience, transfer request (internal job application), contract information and salary letter.
- My Pay Information - verification of pay information accuracy.

- My Payroll Information - view paychecks, pay deductions, submit new W-4 information, print current and historical W-2 forms, 1095 form, and direct deposit information.
- My Benefits Information - view benefit participation and cost.
- My Mileage
- My Travel
- My Documents
- Logout

It is important to always verify the information in your employee service center to ensure accuracy.

## Absence Reporting

To enter an absence into the Frontline platform, select the *My Absence Reporting* menu in the navigation menu.

The screenshot displays the 'Absence Reporting' interface. On the left is a navigation menu with the following items: My Service Center Home, My Personal Information, My Leave Balances, My Absence Reporting (expanded), Employee Absences (highlighted), Favored Substitutes, My Time Cards, My Employment Records, My Pay Information, and My Payroll Information. The main content area is titled 'Absences/Leave Request' and contains two buttons: 'Create Absence' and 'Leave Balance'. Below these is a search section titled 'Absences/Leave Request Search' with 'Start Date' set to 04-11-2020 and 'End Date' set to [OPEN]. A 'Search' button is present. At the bottom, a table titled 'Absences/Leave Request Entered' shows the following data:

	Date	Hours	Absence Reason	Use Path	Authorization Code	Status	Sub Job ID
+ !	06-23-2020	8.0	Family Illness	Default		Approved	210594

To create the absence, click on the Create Absence button.

**Absence Detail**

Start of Absence:

End of Absence:

Reason: ★

Hours Per Day:

Approval Notes:   
Characters remaining: 500 (500 max)

Substitute Special Instructions:   
Characters remaining: 500 (500 max)

Leave Balances

**Substitute Details.**

Sub Start Time:  Sub End Time:  Lunch(In Minutes):

No Substitute Required

+ Submit

Clear

Attachment

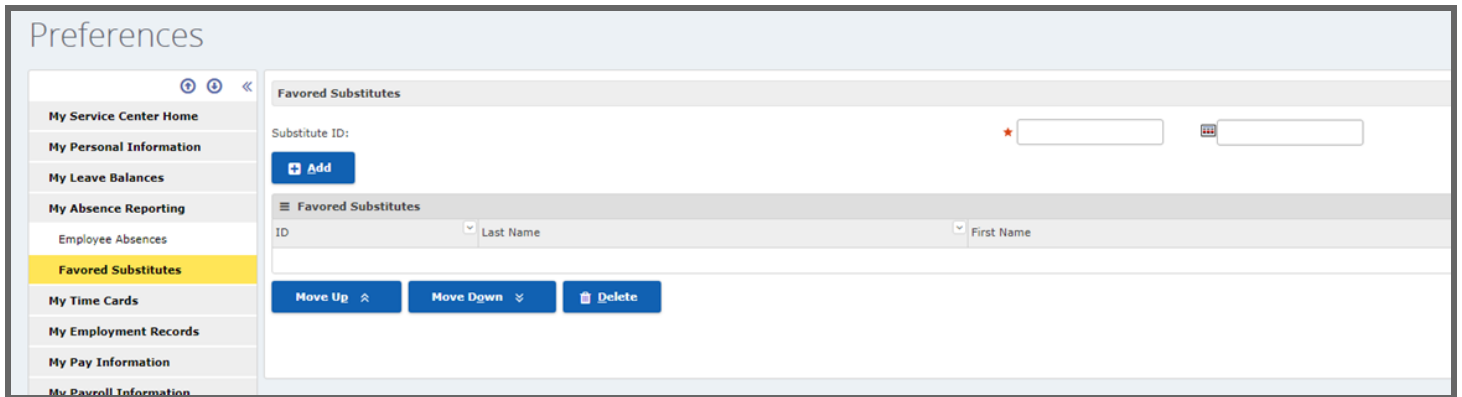
Count:0

Enter the information in the window. You can enter absence for single days as well as multiple days. Personal business absences are required to be approved prior to entry, additional information will be provided by your campuses regarding these requests.

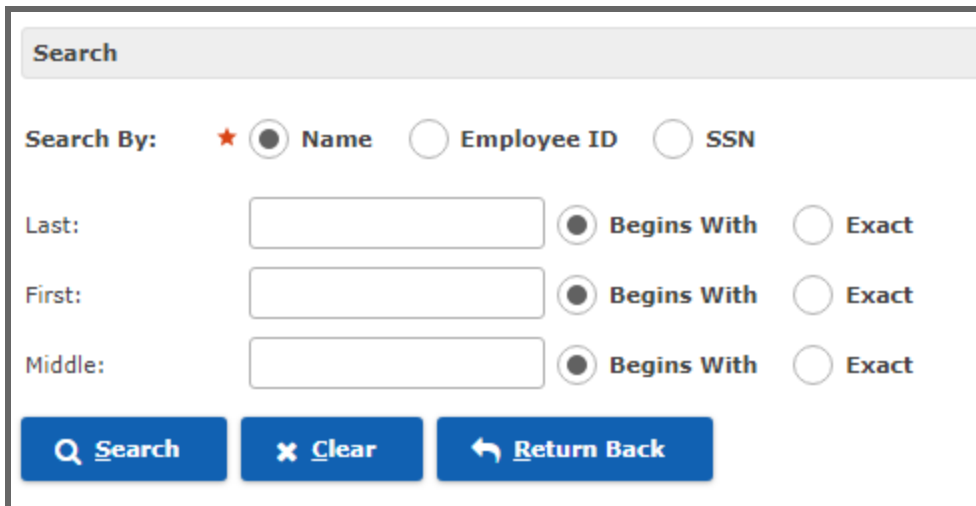
Absences are also entered for school related business such as being out for a required training. These do not count against your leave balance, but allow the system to search for a substitute while you are out of the classroom.

Once all information is entered, click the Submit button to complete the request.

Often you will find certain substitute(s) that are effective in your classroom and will want the system to contact them first for the opening. To set up a preferred substitute, select the *Favored Substitutes* menu.



To search for a substitute by name, click on the  icon.



If you are new to Waco ISD ask your campus administrator(s) for support in identifying quality substitutes for your classroom.

## Student Information System (SIS)

The majority of your time in the Frontline platform will be in the SIS platform. Here you will complete student grading, attendance, discipline, as well as view student information and run teacher reports.

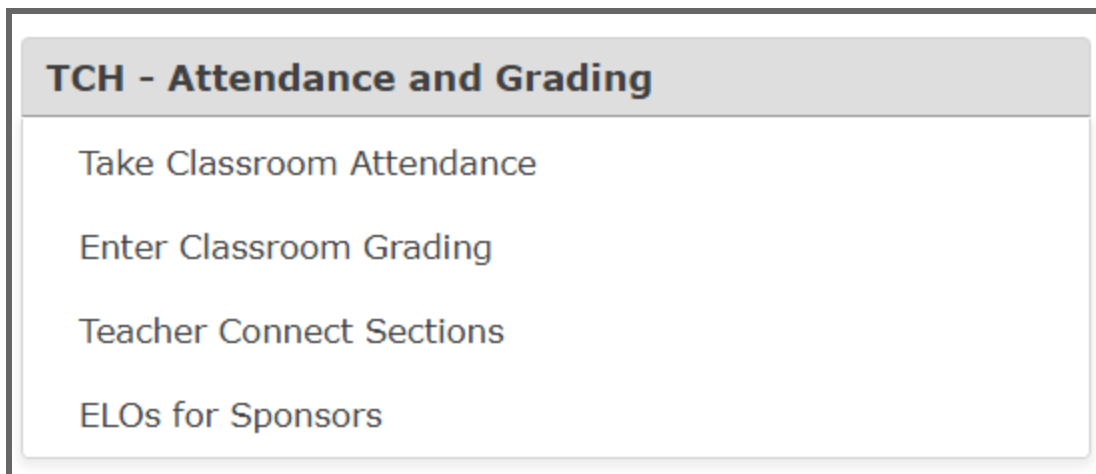
## Gradebook

- [Frontline Quickstart Guide - .pdf](#)

The Frontline SIS Gradebook can be accessed using the *Enter Classroom Grading* entry point. From here you will be able to access all courses and students assigned to you, define assignments for courses, access attendance, attach notes to assignments, access common reports, and email parents.

Initial setup of your gradebook categories is set by the district. This will provide the type of assignments that can be entered along with the respective weights for each assignment type based on the district board approved grading policy. Possible categories assigned to courses are: 1)Daily Work, 2)Tests, 3)Homework, and 4)Labs.

To view the gradebook categories, select the *Maintain Teacher Gradebook Category* entry point.



[Video - Setting Up Gradebook Categories](#)

## Teacher Connect Sections

You can use the Teacher Connect Sections entry point to connect your course sections for grading, attendance, or both if the sections meet all of the following criteria:



- The fiscal year is the Gradebook fiscal year
- The campus/calendar are the same on the course sections
- The position is the same on the course sections
- All term/day/periods are the same on the course sections

This will make your life much easier for both attendance and grading purposes. Students who are LEP, Special Education, or other special programs are often scheduled into different groups in the same course. By connecting the different groups, you will be able to complete grading and attendance in one window instead of opening multiple gradebooks.



[Video - Connecting Course Sections](#)

## Enter Classroom Grading

Access your gradebook by using the *Enter Classroom Grading* entry point.

Select the course/period you want to enter classroom grading for from the search results by double-clicking or highlighting and clicking on the Select button.

Filter By: S2												
Course Sections <span style="float: right;">7 Records</span>												
	Campus	Cal	Finalize	Alias	Description	Course	Section	Term	Period	Day	Parent/Child	
+	104	1			READING, GR 1	160	3	S1 , S2	01	T		
+	104	1			ENG, GR 1	110	3	S1 , S2	02	T		
+	104	1			MATH, GR 1	120	3	S1 , S2	03	T		
+	104	1			SCI, GR 1	140	3	S1 , S2	04	T		
+	104	1			SS, GR 1	130	3	S1 , S2	05	T		
+	104	1			ART, GR 1	180	3	S1 , S2	08	T		
+	104	1			HOMEROOM GR1	HR1	3	S1 , S2	HRM	T		

Select

A view of a teacher gradebook is provided below

160/3 - READING, GR 1 - S1 , S2 - T/01

Filter: [v]

MP1 MP2 MP3 MP4 **MP5** MP6 Report Card Progress Credit


#	Student Name	Avg	Naming Text Features-Kahoot	Word Work	Creating captions for pictures	Summarizing a nonfiction text	Smarty Ants	HMH Quiz-Tooth on the Loose	HMH Bigger	HMH Thanksgiving Day	Daily Work
			100x1	100x1	100x1	100x1	100x1	100x1	100x1	100x1	Avg
			Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	Daily Work	
			Feb 25	Feb 27	Mar 03	Mar 05	Apr 24	May 01	May 08	May 15	
All											
Class Average			69.0	84.7	80.2	78.3	77.8	73.8	89.0	81.9	
Scheduled Students With Ownership											
1	D S A	87	60	100	75	80	80	80	100	80	87
2	D S A	85	56	100	70	80	100	60	80	80	85
3	D S A	100	80	100	95	100	100	100	100	100	100
4	D S A	80	80	90	90	70	60	60	75	75	80
5	D S A	73	65	75	70	75	70	70	75	70	73
6	D S A	100	70	100	100	100	100	100	100	100	100
7	D S A	91	80	90	95	100	70	100	80	70	91
8	D S A	85	50	80	80	70	100	70	100	80	85
9	D S A	89	70	85	90	85	95	100	70	80	89
10	D S A	94	70	100	100	90	95	80	100	80	94
11	D S A	96	80	100	100	95	100	80	100	80	96
12	D S A	84	100	75	75	70	60	60	95	90	84
13	D S A	77	65	70	70	70	100	60	70	80	77




Save Restore Return to Search Results Assignments Notes Reports Attendance Email Parents Email Students

 [Video - Gradebook Overview](#)

### Overview of Colors on the Gradebook

Here's an overview of the colors you might see on the Gradebook:

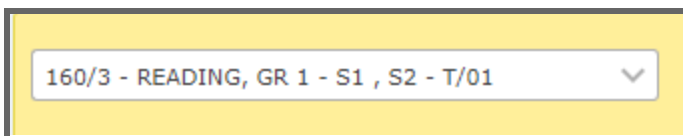
- **Color Schemes for Categories:** In the Maintain Teacher Gradebook Category entry point, you can designate specific color schemes for the categories associated with your assignments. The rows within each category are displayed in alternating colors.
- **Yellow Highlighting** for the Active Student Row: As you move through your Gradebook, the row for student whose grade you are entering is highlighted yellow.
- **Red Text** in the Avg Column: When grades are displayed in red text in the Avg column, the average in the Gradebook is different from the average recorded on the Report Card tab. For example, an average will be displayed in red text if you override a Gradebook average and manually enter a different grade on the Report Card tab.
- **Blue Arc** in the Upper Right Corner of a Cell: A blue arc  in the upper right corner of a cell indicates the student had an excused absence on the assignment due date.

- **Black Arc** in the Upper Right Corner of a Cell: A black arc  in the upper right corner of a cell indicates that the student had an unexcused absence on the assignment due date.
- Arcs in the Lower Left Corner of a Cell: An arc in the lower left corner of a cell indicates that the assignment has at least one of the additional items below saved for it. The color of the arc is purple  if the assignment has a note that is private and can not be viewed by parents/guardians in the Parent Self Serve application. If a saved note is not private and can be viewed by the parents/guardians, the arc is displayed in black .

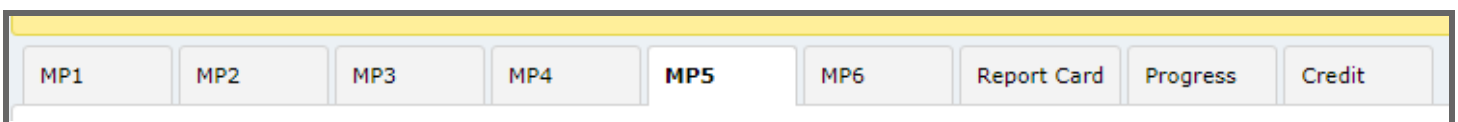
Additional items can be added in the single-assignment view of the Gradebook.

- A note
- A late check
- A first retake
- A second retake
- Extra points
- An override grade

To change courses/period, select the appropriate course from the drop-down menu in the upper left of the window.



Select the appropriate marking period for grade changes by choosing the correct tab at the top of the window. The system will default to the current marking period.



# Creating Assignments

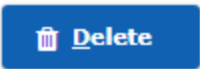


## [Video - Creating Course Assignments](#)

To create Assignments for your course(s), select the *Assignments* option at the bottom of the window.



To add an assignment to the course(s) gradebook, select the Add option at the bottom of the window. To delete, select the assignment and then the Delete option.



Selecting the Add option places a blank link in the assignment(s) listing.

Teacher Gradebook Assignment

Gradebook Course/Section: **Teacher Gradebook Assignment** Copy Assignment Class Notes Copy Categories

Gradebook Course/Section Category Assignment

Fiscal Year: 2020 Course/Section: ★ 160/3 - READING, GR 1 - S1 , S2 - T/01 Grade Type: ★ Fifth Six Weeks

Gradebook Grading Cycle Date: From 02-24-2020 To 05-22-2020  
Data Entry Date Range: From 05-18-2020 00:00 AM To 05-26-2020 08:00 AM

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attachment	Note	Copy	Import
		05-28-2020	05-28-2020	N					N	6			Copy	Import
Daily Work	HMH Bigger	05-08-2020	05-08-2020	N	100	100	1	Y	N	5			Copy	Import
Homework	HMH Thanksgiving Day	05-04-2020	05-15-2020	N	100	100	1	Y	N	5			Copy	Import
Labs	HMH Quiz- Tooth on the L	05-01-2020	05-01-2020	N	100	100	1	Y	N	5			Copy	Import
Tests	Smarty Ants	04-24-2020	04-24-2020	N	100	100	1	Y	N	5			Copy	Import
Daily Work	Summarizing a nonfiction	03-05-2020	03-05-2020	N	100	100	1	Y	N	5			Copy	Import
Daily Work	Creating captions for pict	03-03-2020	03-03-2020	N	100	100	1	Y	N	5			Copy	Import
Daily Work	Word Work	02-27-2020	02-27-2020	N	100	100	1	Y	N	5			Copy	Import

Add Delete Attachments Notes

Return to Gradebook

Choose the assignment category (Daily Work, Tests, Homework, Labs), create an assignment name, assignment date, due date.

Assignment(s) can be assigned to multiple courses after the initial entry. This can be done using the Copy option at the right of the individual assignment, or by using the Copy Assignment tab for mass copying.

Gradebook

160/3 READING, GR 1

Gradebook Course/Section Teacher Gradebook Assignment **Copy Assignment** Class Notes Copy Categories

**Assignments**

Fiscal Year: 2020 Course/Section: 160/3 - READING, GR 1 - S1 , S2 - T/01 Grade Type: Fifth Six Weeks

Due Date	Assignment Name	Category Name
02-25-2020	Naming Text Features-Kah	Daily Work
03-03-2020	Creating captions for pictu	Daily Work
02-27-2020	Word Work	Daily Work
03-05-2020	Summarizing a nonfiction	Daily Work
04-24-2020	Smarty Ants	Daily Work
05-01-2020	HMH Quiz- Tooth on the Lc	Daily Work
05-08-2020	HMH Bigger	Daily Work
05-15-2020	HMH Thanksgiving Day	Daily Work

Add Add All Remove Remove All

**Course/Sections**

Course/Section	Loc ID	Cal ID
120/3 - MATH, GR 1	104	1
180/3 - ART, GR 1	104	1
HR1/3 - HOMEROOM GR1	104	1
130/3 - SS, GR 1	104	1

Add Add All



[Entering Grades - Frontline Video Resource](#)

To enter grades, select the assignment next to the student you are wanting to edit and enter the assigned grade value.

#	Student Name	Avg	Naming Text Features-Kahoot
			100x1
			Daily Work
			Feb 25
	All		
	Class Average	69.5	
	Scheduled Students With Ownership		
1	Brooks, Jaymar Jaden	D S A	88

Once all grades have been entered, click the Save button at the bottom of the window.



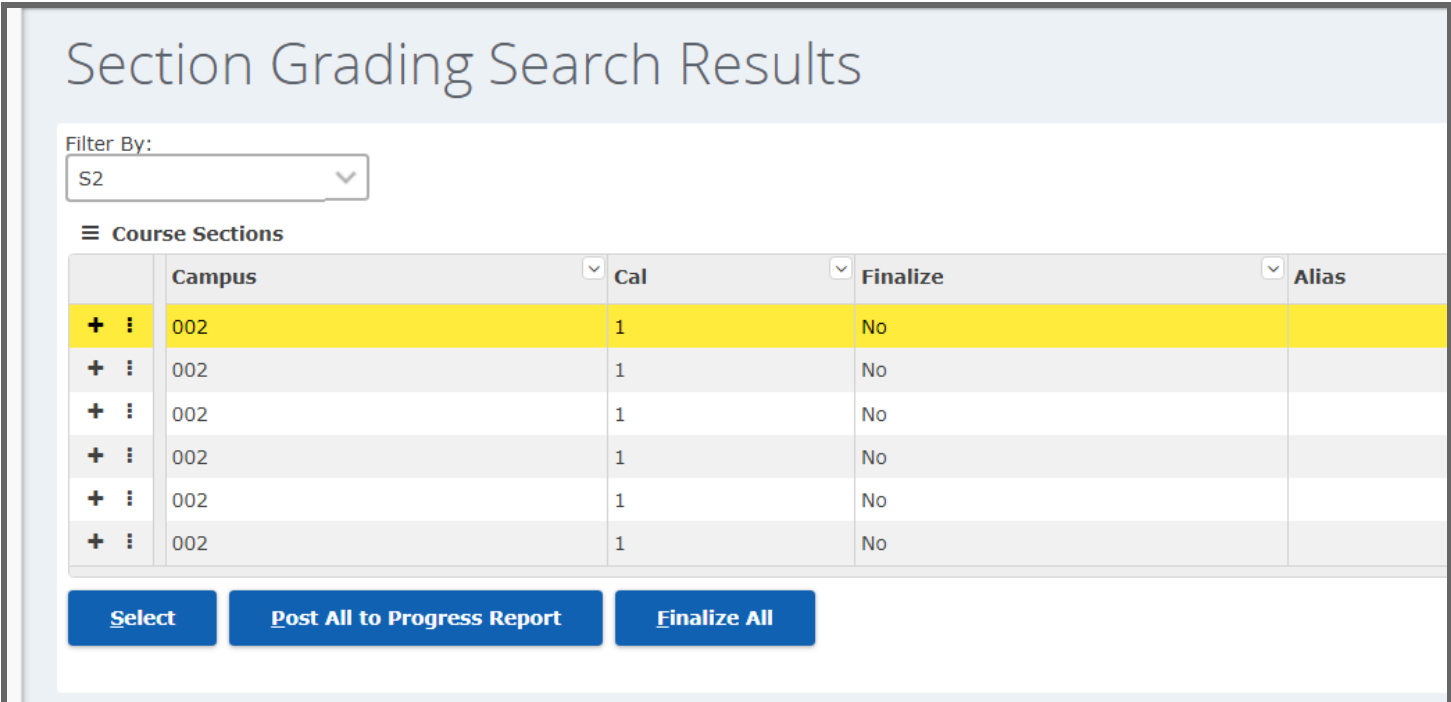
If you realize a mistake was made in the saved change, you can use the Restore option to return the gradebook to the last saved version.



## Posting and Finalizing Grades (Progress Report and Report Card)

At the end of each Progress Report and Report Card period you will enter the appropriate tab to post and finalize grades.

Navigate to the *Enter Classroom Grading* entry point, select a course/section from the list and choose the Select option at the bottom of the window.



The screenshot shows a web interface titled "Section Grading Search Results". At the top, there is a "Filter By:" dropdown menu with "S2" selected. Below this is a section titled "Course Sections" containing a table with the following columns: "Campus", "Cal", "Finalize", and "Alias". The first row of the table is highlighted in yellow and contains the values "002", "1", "No", and an empty "Alias" cell. There are six rows in total, all with "002" in the "Campus" column and "1" in the "Cal" column. Below the table are three blue buttons: "Select", "Post All to Progress Report", and "Finalize All".

	Campus	Cal	Finalize	Alias
+	002	1	No	
+	002	1	No	
+	002	1	No	
+	002	1	No	
+	002	1	No	
+	002	1	No	

At the bottom of the gradebook page, select the Post to Progress Report/Post to Report Card option at the bottom of the window.

Robert	10	002	D	S	G	A		77	100	100	100	MSG	100	100
	09	002	D	S	G	A	L	100	100	100	100	100	100	100
Kayla	09	002	D	S	G	A		90	100	100	100	100	100	100
aham	09	002	D	S	G	A		8	MSG	MSG	MSG	MSG	MSG	100
ngelo Ray	09	002	D	S	G	A		50	100	100	100	100	100	100
xis	09	002	D	S	G	A	L	NG						
<b>Students With Ownership</b>														
None														
<b>Students Without Ownership</b>														

Save Restore Post to Progress Report Return to S

Select the Progress or Report Card tab and verify the grades that were posted for accuracy or make any corrections to the posted average as needed.

111001/11 - ENG 1 - S1 , S2 - T/01

MP1 MP2 MP3 MP4 MP5 MP6 Report Card **Progress** Credit

Filter:

Local ID	Student Name	GL	SCH	PR5	PR1	PR2	PR3	PR4	PR6
All									
<b>Scheduled Students With Ownership</b>									
57993	Berdin-Salazar, Jasmin	09	002	70	93	75	87	90	
56839	Clayton, Keyon Monteah Rashar	09	002	75	92	84	89	80	
30006440	Elliott III, Kelvin Ray	09	002	55					

At the bottom of the window, select the Finalize option to complete the progress report/report card process.

0	50	
5	63	
0	0	

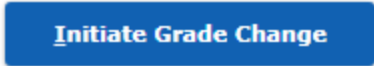
Save Restore Show Values Finalize

Repeat the process for all remaining courses/sections.

### Initiate Grade Change Request

To submit a grade change request for approval after the finalization window has closed, access with the *Progress* or *Report Card* tab.

Select the student you would like to submit a grade change request for and click on the *Initiate Grade Change* option at the bottom of the window.



Enter the requested information and click on the Save option.

Student Id: 30012407

Grade Type: ★

New Grade: ★

Comment:

Characters remaining: 300 (300 max)

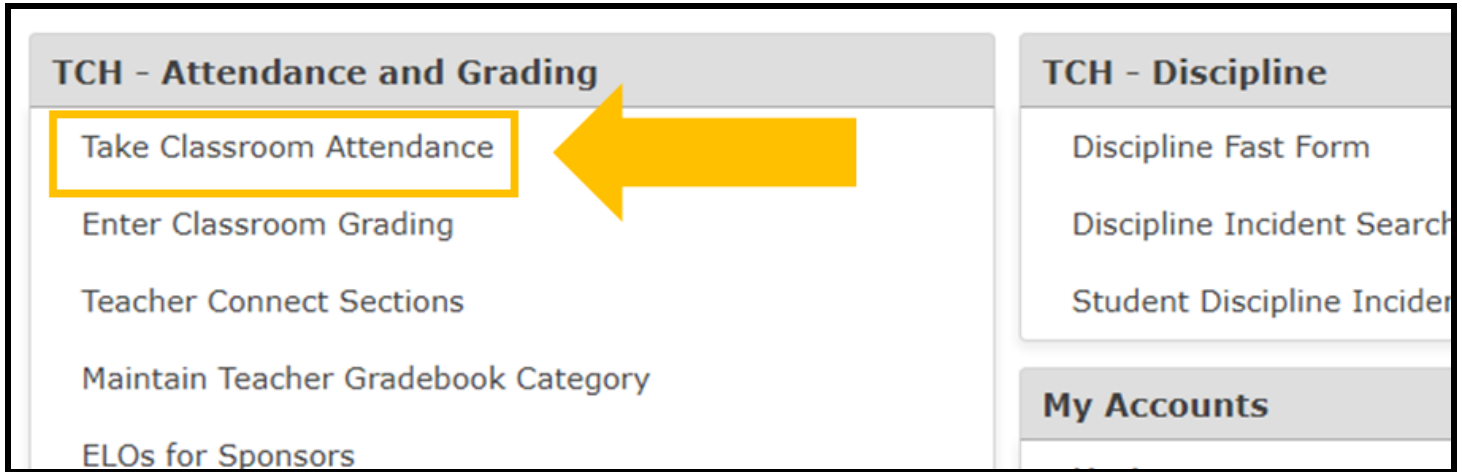
Save Cancel



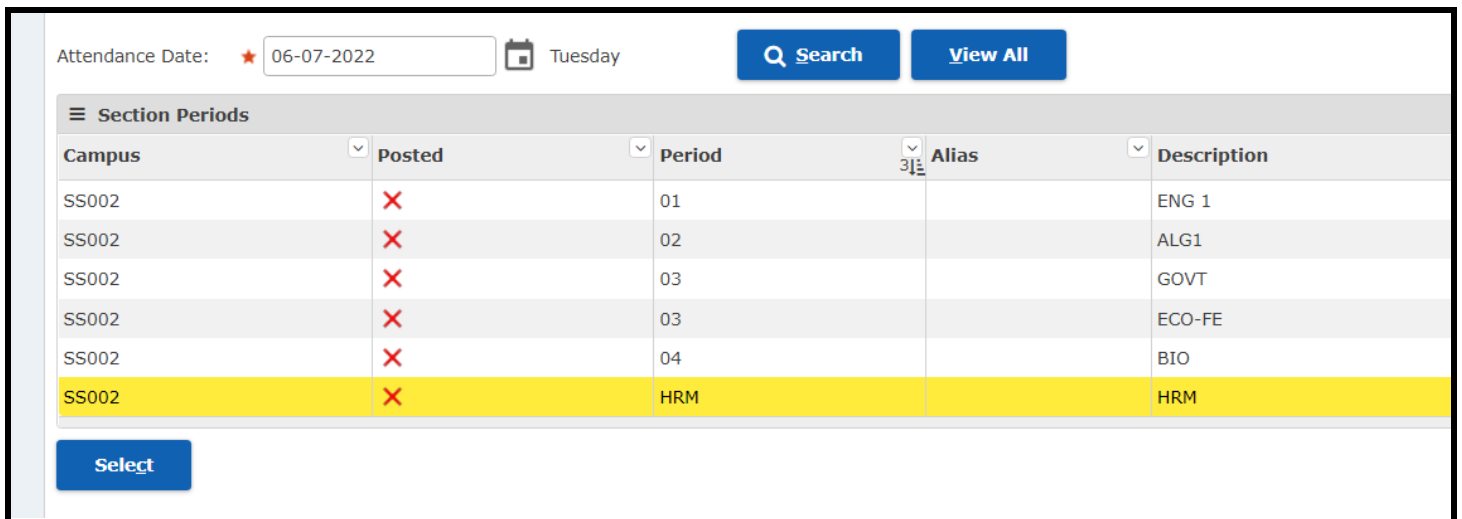
The grade change request is now submitted to your campus administrator for approval. Once approved, the new grade will appear in your gradebook in red to show the change.

## Taking Classroom Attendance

1. Navigate to the Frontline SIS platform, <https://waco.teams.hosting>, and search for the Take Classroom Attendance entry point on the main screen.



2. Select the appropriate course and period to complete the attendance and click the Select option at the bottom of the window.















3. In your classroom attendance, the **ONLY** students who will be marked as **P** for present will be the students sitting physically in your classroom at the time of attendance.

HRM - SSHRM Section: 5 Term: S1 Day: T

View:  Course/Section:

**Scheduled Students**

Student Name	P	A/R	T	Reason
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All
 Butler, Chassity Cheyanne	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Calvin, Damaudrick Leemon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Campbell, Donte Rossario Lamont	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Gonzalez, Robert Gene	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Goode, Kaylynn Mariah	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
 Hawthorne, Ronatay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

- All other students will be marked in the **A/R** column for absent or the **T** column for tardy if your respective campus utilizes this option in Frontline.
- Once attendance has been marked, select the Post option at the bottom of the window.

	Porter, La'Toreon Ke'Mar Antiwan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Ramos, Gabriel Xavier	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Velez, Jazmin Dayanara	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- For attendance corrections after posting, all requests must be submitted to the attendance personnel on the proper attendance correction form.



## [Taking Attendance - Frontline Video Resource](#)

## Teacher Reports

There are several common reports that are extremely beneficial to the classroom teacher. These include:

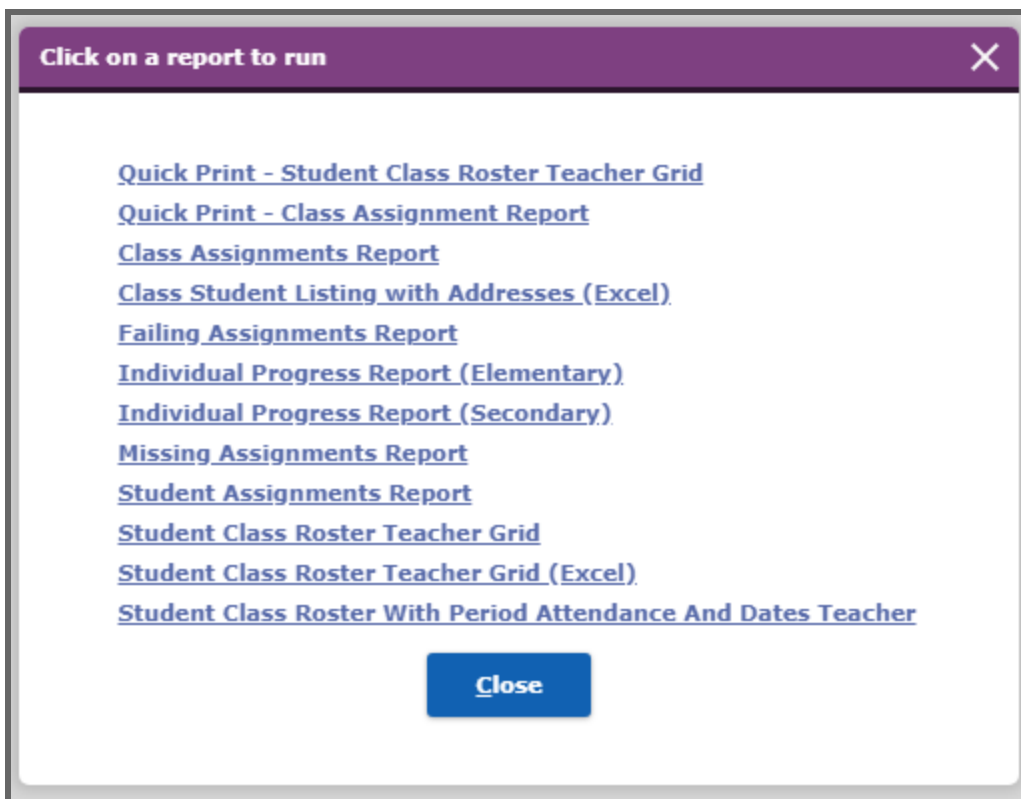
- Assignment Weight By Teacher
- Class Assignments Report Teacher
- Class Student Listing With Address

- Elementary Individual Progress Report for Signed On User
- Failing Assignments Report
- Failing Averages
- Failing Averages Show All Courses
- Missing Assignments Report
- Student Assignments Teacher
- Student Class Roster Teacher Grid
- Student Class Roster Teacher Grid (for Microsoft Excel)

There are two different ways to run these reports. The simplest method is to use the Reports option at the bottom of the gradebook window.



You can then select the report you wish to run for the current class and the report will be generated in a separate pop-up window.



You can also access reports through the *Report Profiles* option on the navigation menu on the home screen.



This will provide you access to additional reports, but will require you to set parameters for each report. Report profiles can be saved and reused by entering the parameters, adding a profile name, and clicking on the Add button at the bottom of the parameters window.

**Position Report Profile**

**Report Profiles** | Report Queue

Standard  Dashboardable

Filter

- Purchasing
- Business
- Student
  - Attendance
  - Discipline
  - Enrollment
  - Grading
    - Failing Assignments Report
    - Failing Averages Report
    - Grade Verification By Campus
    - Missing Assignments Report
    - Student Grade Listing**
    - Transcript By Service ID and AAR Code
    - Secondary Report Card (Nine Week Grading Period)
    - Secondary Report Card (Six Week Grading Period)
    - Section Missing Assignments and Grades
    - Report Card Labels 2 x 4
    - Six Week Elementary Report Card

**Student Grade Listing**

Student Grade Listing By Campus

Campus: ★ Brook Avenue Elementary ▾

Fiscal Year: ★ 2020 ▾

Calendar ID: ★ ▾

Grade Level (Select Grade Level ★ ALL ▾

or ALL:

Enrollment Date: ★

Grade Type: ★

Special Program (Select Program ★  ▾

or NONE):

Profile Name:

**Request Report** **Add**

Once a report is run, you will access the report by clicking on the *Report Queue* tab. Click on the correct report to view.

Refresh Rate:



Stopped



[Refresh Now](#)

☰ Submitted Report Requests

Name	Request Date	Status	Sta
Failing Assignments Report	07-10-2020 11:04	Complete	Rep