Classes Taught Database
Instruction Sheet for Principals

1. Access the site at http://sstech1.ednet.ns.ca/cti/index.php or from our Home Page www.ssrsb.ca Click Staff tab, then Classes Taught database. From the main Classes Taught Page, click Enter Classes Taught database

2. Log in to the system. Your user name is your e-mail prefix (For example if your e-mail is xyzprioncipal@ssrsb.ca then your username is xyzprincipal. Your initial password is **welcome. (**All lower case letters)

3. Once you have logged in, you will prompted to change your password. Type in your new password, confirm it and click **Submit.** The passwords are case sensitive.

4. Click Main menu. You have the ability to create, change and print forms for all teachers and admin staff at your location.

5. Please note that admin and guidance staff are under Admin and Ed Support Forms and all others are in Classes taught forms

For returning teachers:

6. Click **Copy Forward.**

7. Check / change the following header items.

    a. Verify the school that you teach. If you have transferred, choose the new school.
    b. Verify the 2010-2011 school year.
    c. Choose your name and ensure that your professional number is appearing correctly.
    d. Verify the instructional minutes are the amount of a full cycle (elementary), semester (junior high) or full year (senior high)at the school.
    e. If you teach at more than one school, verify circuit numbers.
    f. Verify your contract and ensure percentages taught each cycle and for the year.
    g. If you are a 100% term, please fill in who you are replacing.

8. For the **Course Table:**
    a. Elementary teachers should have Multi Subjects, Art, Core French, Phys Ed and Music. Please record what you teach, not what your class participates in.
    b. Junior and Senior High teachers should pick course and level.

        c. All teachers must fill in the grade.

        d. Enrolment must be filled in for junior and senior high only. We do not require enrolments in elementary classes.

9. CLICK SUBMIT.

For New Teachers:

10. Click **Create New record.**

11. Enter the following header items.

        a. Enter the school that you teach.

        b. Enter the 2010-2011 school year.

        c. Choose your name and ensure that your professional number is appearing correctly.

        d. Enter the instructional minutes are the amount of a full cycle (elementary), semester (junior high) or full year (senior high)at the school.

        e. If you teach at more than one school, verify circuit numbers.

        f. Choose your contract and enter percentages taught each cycle and for the year.

        g. If you are a 100% term, please fill in who you are replacing.

12. For the **Course Table:**

        a. Elementary teachers should have Multi Subjects, Art, Core French, Phys Ed and Music. Please record what you teach, not what your class participates in.

        b. Junior and Senior High teachers should pick course and level.

        c. All teachers must fill in the grade.

        d. Enrolment must be filled in for junior and senior high only. We do not require enrolments in elementary classes.

13. CLICK SUBMIT.

To See Who Has Completed their forms:

1. Start At Main menu.

2. Click Print

3. Choose the current school year. Ensure the school location is correct. Click **Submit.**

4. You will see a list of all teachers who have completed form for this year.

To Edit A Form:

5. Start At Main menu.

6. Click Edit.

7. Choose the current school year. Ensure the school location is correct. Click **Submit.**

8. Click the Edit button to the left of the screen and make changes required.

9. When complete, click **SUBMIT.**