Classes Taught Database
Instruction Sheet for Returning Teachers

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 professional number. 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.

5. Click **Copy Forward.** Choose **COPY** from the most recent school year from the list.

6. 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.

7. 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.
8. CLICK SUBMIT.

To print your form:

1. Start At Main menu.

2. Click Print

3. Choose the current school year. Click Print.

To Edit A Form:
4. Start At Main menu.

5. Click Edit.

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

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

When complete, click **SUBMIT**