

# Online Course Creation Process

To make our operations more efficient we have linked Angel to SIS through the Report Card System. The steps for obtaining Angel access for you and your students are listed below.

- 1) Login to your MySite Page
- 2) Select Secondary Report Card link from the menu

The screenshot displays the MySite dashboard with various navigation and utility links. At the top, there are icons for 'My Email', 'Teacher to Teacher', 'My Department', and 'Report Card for Student Success'. Below these are 'Create New Workspace' and 'News for you' sections. On the right side, there are links for 'share the smile', 'School Support PD Toolkit', and 'Peel TV'. A 'My Links' section contains 'General' links like 'Internet Site', 'Intranet', and 'School Accounts', along with 'Add Link' and 'Manage Links' options. The 'My Applications' section lists various tools, with a red arrow pointing to 'Secondary Report Cards'. At the bottom left, there is a 'Find a Person' search form with fields for 'First Name', 'Last Name', 'Job Title', and 'Location', and 'Search' and 'Clear' buttons.

**My Links**

**General**

- Internet Site
- Intranet
- School Accounts

**My Applications**

- C.I.C.P.
- Elementary Report Card
- Heat Web
- IEP Writer
- JPATS - Continuing Education
- Kindergarten Summary of Progress
- Media Booking
- MVAL
- PAM
- PAM Verification
- Safe Schools Incident Report
- School Locator
- School Permits
- Secondary Report Cards
- SIS Support Docs
- SIS Web




## My Applications

- ▣ C.I.C.P.
- ▣ Elementary Report Card
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- ▣ Secondary Report Cards 
- ▣ SIS Support Docs
- ▣ SIS Web
- ▣ Special Education Transportation module
- ▣ Teacher Performance Appraisal System
- ▣ VIP - JPATS Teaching Assistants
- ▣ VIP -JPATS
- ▣ Vista Self Service

### 3) Login to Secondary Report Cards Module

## Secondary Reports Module (SRC)

- Click to Login! 
- Upgrade Java
- Documentation
- Resources
- Security Access Form
- MySite / PDSB eMail
- Intranet homepage



### Alerts and Announcements

### Printing the Secondary Report Card

### 4) Login

sis\_connect v6.03

Username:

Password:

Database: schd

Connect Cancel

- 5) Select the course(s) that you would like to have in Angel.  
Click the 'Angel' button to submit the request

2462 HEART LAKE SECONDARY SCHOOL Semester 1 Progress

All Incomplete

1) Select Your Course

PRT	Classes	Teacher	Room	Start Date	Stop Date	Marks	Comm	Skills
	Course Sec							
<input type="checkbox"/>	ENG2P0 B	Demo Teacher	RM 110	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ENG4U0 A	Demo Teacher	RM 110	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EWC4U0 A		RM 110	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	TJ100 B		RM 121	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	TJ100 C		RM 121	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	TTJ3C0 A		RM 124	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SES4U0 A		RM 213	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SNC2D0 B		RM 208	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SNC2D0 D		RM 213	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CHC2D0 C		RM 401	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CHC2P0 A		RM 401	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HSP3M0 A		P7	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SBI3U0 A		RM 208	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SBI3U0 B		RM 213	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SBI3UE A		RM 208	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SNC1P0 C		RM 208	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CGC1P0 B		RM 114	2010-09-07	2011-02-01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) Click Angel button to submit the Request

Verification Report Order by: Teacher Class List Credit Recovery Marks Angel

- 6) Your request has been submitted and will be processed within 48 hours (two school days).