



AMERICAN TAMIL ACADEMY  
LEARNING MANAGEMENT SYSTEM

# Student's Instruction Manual



Date	Version #	Changed by	Type of change
Oct 16 2013	001	Siva Mariyappan	Initial version

## 1. Student Instruction Manual:

School Administrator will communicate the Student's User ID and password.

URL to access the ATA LMS (Learning Management System) <https://ata.web.opensis.com/>

### American Tamil Academy - Learning Management System




openSIS™  
Every student is a promise





OS4Ed

#### ATA Training System



User Name :

Password :

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

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## 2. How to change the password?

After successfully logging in using the User ID and password sent to you by the Administrator, navigate by the menu path: My Info → Change Password, as shown below



The screenshot displays the OPEN SIS LMS interface. At the top, the logo for OPEN SIS is visible with the tagline "Every student is a promise". The user's name, Sivakshi Pandithurai, and the date, Wednesday October 16, 2013, are shown in the top right corner. A "Log Out" link is also present. Below the header, a navigation menu includes "Home", "School Info", "My Info", "Schedule", "Grades", "Attendance", "Billing", and "Library". The "My Info" menu is expanded, showing "My Information" and "Change Password". The "Change Password" option is highlighted with a red box. The main content area shows the "Change Password" form with three input fields: "Old Password", "New Password", and "Retype Password". A "Save" button is located below the form. A red callout box on the right side of the form contains the following text: "Students should change the pwd set by the School Admin. Enter your current password (Old Password) and then enter your new password twice and remember to SAVE. Note: Parents can help with students changing their password."

### 3. Definition of fields and access

The screenshot shows the openSIS Student Information System interface. At the top, the user is identified as Sivakshi Pandithurai on Wednesday, October 16, 2013. The current date and student's name are highlighted with a callout: "Current Date & Student's First Name and Last Name". The academic year is set to 2013-2014, with a callout indicating "Indicates the Academic Year". The user's role is Student, and they can view portal notes by their School Admin and ATA. A table of notes is displayed, and a callout states "Students can view the Portal Notes by their School Admin and ATA". Below this, a section for "Subject - Nilai2" shows 2 assignments. A callout explains: "Students will also view their upcoming Assignments set by their Class Teacher which has the Assigned Date and Due Date".

Date Posted	Title	Note
Oct/5/2013	Welcome	Welcome to American Tamil Academy - Learning Management System. Take some time to review the instruction manual & video to understand the process
Oct/8/2013	Test Portal Notes by SUPER ADMIN	Test Portal Notes by SUPER ADMIN

Title	Category	Assigned Date	Due Date
Oct 2013 Spoken Tamil	Spoken Tamil Evaluation	2013-10-05	2013-11-02
First Semester Evaluation	First Semester	2014-10-11	2014-10-18

### 4. Calendar – List Events

The calendar is also a display of school events and Assignments assigned by the Class Teacher. The below Calendar view default to the current month (in this example Oct 2013) and you can navigate the future months.

Various Assignments assigned by the Class Teacher will be visible in the Calendar cells, in this example view the Saturday's column for the details.

Home School Info My Info Schedule Grades Attendance Billing Library

School Information **Calendar**

School Setup >> Calendar

October 2013 List Events Help

To view the Assignments assigned by your Class Teacher and Events for your school, click on a link to view the details.

This example is Saturday only school and you will view Assignments and Events only for Saturday

Click on the "List Events" link to view ALL the school events for the full academic year

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 <ul style="list-style-type: none"> <li>MN Hopkins Class 4</li> <li>Class 4</li> </ul>
6	7			10	11	12 <ul style="list-style-type: none"> <li>Class 5</li> </ul>
13	14	15	16	17	18	19 <ul style="list-style-type: none"> <li>Class 6</li> <li>HW_Week2</li> <li>Attendance &amp; Class Performance_Week2</li> </ul>
20	21	22	23	24	25	26 <ul style="list-style-type: none"> <li>Class 7</li> <li>HW_Week3</li> <li>Attendance &amp; Class Performance_Week3</li> </ul>
27	28	29	30	31		

If you want to view the School Calendar of Events like Holidays, Semester Exam Schedules and other events marked for your school, click on the "List Events" link.



School Setup >> Calendar

Help

January | 1 | 2013 | - June | 13 | 2014

Back to Calendar

Go

Print

39 Events were found.

Search  Go

Date	Event	Description
May/17/2014	THIRD SEMESTER EXAM	Third Semester Exam - Parent/Teacher Year End Conference
May/10/2014	Class 25	வகுப்பு 25
May/3/2014	Class 24	வகுப்பு 24
Apr/26/2014	Class 23	வகுப்பு 23
Apr/19/2014	No School	Spring Break
Apr/12/2014	No School	School Annual Day Celebrations
Apr/5/2014	Class 22	வகுப்பு 22
Mar/29/2014	Class 21	வகுப்பு 21
Mar/22/2014	Class 20	வகுப்பு 20
Mar/15/2014	Class 19	வகுப்பு 19
Mar/8/2014	Class 18	வகுப்பு 18
Mar/1/2014	SECOND SEMESTER EXAM	Second Semester Exam & Parent/Teacher conference
Feb/22/2014	வகுப்பு	வகுப்பு 17
Feb/22/2014	World Mother Language Day - Speech Competition	
Feb/15/2014	வகுப்பு	வகுப்பு 16
Feb/8/2014	Class 15	வகுப்பு 15
Feb/1/2014	Class 14	வகுப்பு 14
Jan/25/2014	Class 13	வகுப்பு 13
Jan/18/2014	No School	SANGAMAM - Pongal/Thamil New Year celearion
Jan/11/2014	No School	PONGAL Week
Jan/4/2014	Class 12	வகுப்பு 12
Dec/28/2013	No School	Happy Holidays
Dec/21/2013	No School	Happy Holidays
Dec/14/2013	Class 11	வகுப்பு 11
Dec/7/2013	Class 10	வகுப்பு 10
Nov/30/2013	No School	Thanksgiving Holiday
Nov/30/2013	Thanksgiving	US Thanksgiving
Nov/23/2013	FIRST SEMESTER EXAM	First Semester Exam
Nov/16/2013	Class 9	வகுப்பு 9
Nov/9/2013	Class 8	வகுப்பு 8
Nov/2/2013	No School	
Oct/26/2013	Class 7	வகுப்பு 7
Oct/19/2013	Class 6	வகுப்பு 6
Oct/12/2013	Class 5	வகுப்பு 5
Oct/5/2013	MN Hopkins Class 4	Hopkins Saturday 2 to 4 PM
Oct/5/2013	Class 4	வகுப்பு 4
Sep/28/2013	Class 3	வகுப்பு 3
Sep/21/2013	Class 2	வகுப்பு 2
Sep/14/2013	Class 1	வகுப்பு 1

## 5. School Information

Teachers can view the School Information which displays the name, address, and current principal of the school. Teachers can only view this and cannot change any data

The screenshot shows the openSIS interface for a teacher. At the top, there is a navigation bar with 'Home', 'School Info', 'My Info', 'Schedule', 'Grades', 'Attendance', 'Billing', and 'Library'. The 'School Info' tab is selected. Below the navigation bar, there is a 'School Information' section with a 'Calendar' link. The main content area displays the following school information:

- School Name: American Tamil Academy
- Home School Name: Minnesota School
- Address: 111 Main Street
- City: Hopkins
- State: Minnesota
- Zip/Postal Code: 55356
- Telephone: 123-456-7948
- Principal: Vishnu Priya
- Base Grading Scale: 4.000
- E-Mail: [palli@minnesotatamilasangam.org](mailto:palli@minnesotatamilasangam.org)
- CEEB: -
- Website: [www.minnesotatamilasangam.org/school](http://www.minnesotatamilasangam.org/school)
- School Logo: Click here to upload logo

A red callout box on the right side of the page contains the text: "You can view your School Information like the Principle Name, School Email and Website address here..".

## 6. My Info

Students can view their personal info here and if they notice any discrepancy, it can be notified to the School Admin. This consists of 3 tabs like "General Info", "Address & Contacts" & Library.

General Info Provides information about your Demographic Information, School Information (like your Current Tamil School Grade Level, Calendar etc.), Access Information (like User Name, Last Login date to the ATA LMS system) and Enrollment Information.

Wednesday October 16, 2013 | Sivakshi Pandithurai | Log Out

2013-2014 | Full Year

Home School Info **My Info** Schedule Grades Attendance Billing Library

**My Information** Change Password |

Students >> Student Info Help

**General Info** Addresses & Contacts Library

**Demographic Information**

Name : Sivakshi Pandithurai  
 Estimated Grad. Date : Oct/13/2004  
 Gender\* : Male  
 Ethnicity\* : Asian  
 Common Name : Siva  
 Birthdate\* : Apr/19/2006  
 Primary Language : English  
 Email\* : msivanandam@yahoo.com  
 Phone : 612-4099685

**School Information**

Student ID : 67  
 Alternate ID : -  
 Grade\* : Nilai 2  
 Calendar : Minnesota Calendar  
 Rolling/Retention Options : Next grade at current school

**Access Information**

Username\* : sivpand  
 Password : \*\*\*\*\*  
 Last Login : Oct/16/2013  
 Moodle Access :

**Enrollment Information**

1 Enrollment Record was found. Search Go

Start Date	Enrollment Code	Drop Date	Drop Code	School	Home School
Sep/1/2013	New Student	-	N/A	American Tamil Academy	Minnesota School

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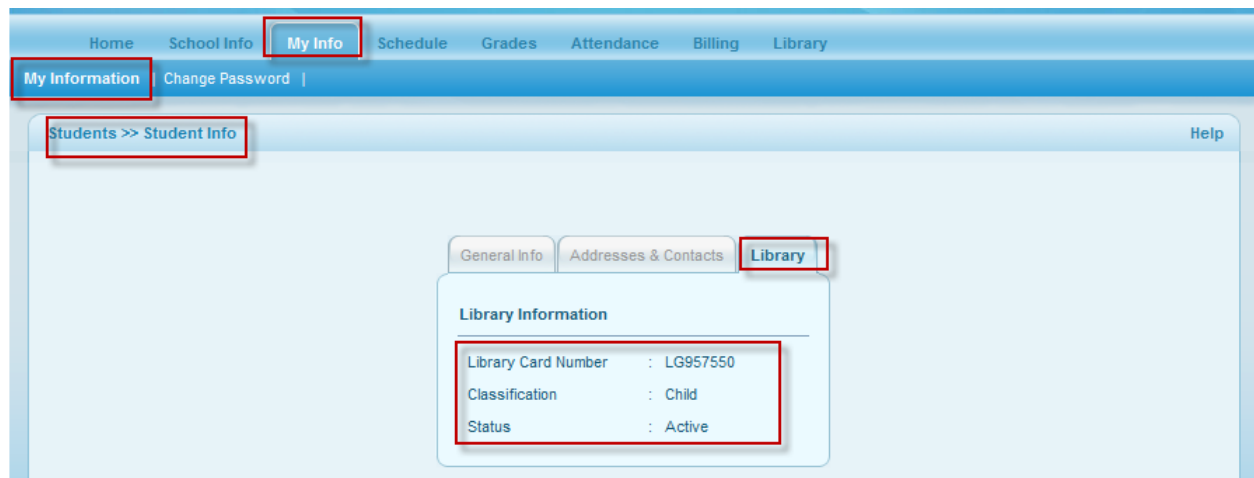
Address & Contacts tab will show your address and your parents information and other Emergency contact information.

The screenshot shows the openSIS user interface. At the top, there is a navigation bar with 'Home', 'School Info', 'My Info', 'Schedule', 'Grades', 'Attendance', 'Billing', and 'Library'. Below this is a 'My Information' section with a 'Change Password' link. The main content area is titled 'Students >> Student Info' and contains a tabbed interface with 'General Info', 'Addresses & Contacts', and 'Library'. The 'Addresses & Contacts' tab is active and displays the following information:

- Student's Home Address:**
  - \*Address Line 1 : 15566 Lilac Dr [Map it](#)
  - Address Line 2 : -
  - \*City : Eden Prairie
  - \*State : MN
  - \*Zip/Postal Code : 55347
  - School Bus Pick-up :
  - School Bus Drop-off :
  - Bus No : -
- Student's Mailing Address:**
  - Same as Home Address
  - Address Line 1 : 15566 Lilac Dr
  - Address Line 2 : -
  - City : Eden Prairie
  - State : MN
  - Zip/Postal Code : 55344
- Primary Emergency Contact:**
  - \*Relationship to Student : Mother
  - \*First Name : Nilai 2 Sivakshi
  - \*Last Name : Mother
  - Home Phone : -
  - Work Phone : -
  - Cell/Mobile Phone : -
  - Email : -
  - Custody of Student :
  - Same as Home Address
  - Address Line 1 : 15566 Lilac Dr [Map it](#)
  - Address Line 2 : -
  - City : Eden Prairie
  - State : MN
  - Zip/Postal Code : 55344
- Secondary Emergency Contact:**
  - \*Relationship to Student : Father
  - \*First Name : Nilai 2 Sivakshi
  - \*Last Name : Father
  - Home Phone : -
  - Work Phone : -
  - Cell/Mobile Phone : -
  - Email : -
  - Custody of Student :
  - Same as Home Address
  - Address Line 1 : 15566 Lilac Dr [Map it](#)
  - Address Line 2 : -
  - City : Eden Prairie
  - State : MN
  - Zip/Postal Code : 55344

At the bottom of the page, there is a footer: 'openSIS is a product of Open Solutions for Education, Inc. (OS4Ed), and is licensed under the GPL License.'

Library tab, show you Library Card number, classification of books you can borrow (here it is child) and whether your Library Membership is active



The screenshot shows the 'My Info' page with the 'Library' tab selected. The 'Library Information' section displays the following details:

Library Card Number	: LG957550
Classification	: Child
Status	: Active

## 7. Schedule – viewing your class schedule as Daily, Weekly or Monthly



The screenshot shows the 'Schedule' page with the 'Calendar View' dropdown set to 'Week'. A callout box states: "Selecting the 'Week' from dropdown will show the Weekly view of your schedule". The schedule table below shows 2 periods found for the week of Oct 14/2013 to Oct 20/2013.

Period	Monday Oct/14/2013	Tuesday Oct/15/2013	Wednesday Oct/16/2013	Thursday Oct/17/2013	Friday Oct/18/2013	Saturday Oct/19/2013	Sunday Oct/20/2013
2:00 PM - 4:00 PM	--	--	--	--	--	Classroom - S - CP-N2_MN - Nilai2_MN PrimaryTeacher Room :2003	--
6:00 AM - 9:00 AM							

## 8. Viewing the Gradebook Grades and Progress Reports

Home School Info My Info Schedule **Grades** Attendance Billing Library

Gradebook Grades | Report Cards | Progress Reports |

Grades >> Gradebook Grades

Totals

1 Course was found.

Help Expand All

Course Title	Teacher	Percent	Letter	Ungraded	Grade Range(%)
Nilai5	Nilai5_MN PrimaryTeacher	95.00%	A	1	95.0 - 95.0

American Tamil Academy  
Student Progress Report

Oct/16/2013  
Powered by openSIS

Student Name: Subramaniyam, Vani  
ID: 69  
Grade: Nilai 5  
Marking Period: Full Year

Course: Nilai5  
Course Period: Classroom - S - N5\_MN - Nilai5\_MN PrimaryTeacher

**Summary of Attendance :**

Course	Sep/14/2013	Sep/21/2013	Sep/28/2013
Nilai5	P	A	T

Assignment	Due Date	Points	Grade	Comment
First Semester Evaluation	Oct/19/2013	0 / 15	not due	
HW_Week1	Sep/20/2013	0.95 / 1	95%	Very good work. தெளிவாக எழுதவும், விட்டுப்படுத்தாத முழுமையாக முடிக்கவும்.
<b>Total</b>			( 0.95 / 1 ) 95%	

## 9. Attendance: View your absences and Daily Summary of Attendance

Home School Info My Info Schedule Grades **Attendance** Billing Library

**Absences** | Daily Summary |

Attendance >> Absences

Help

September 14 2013 - October 16 2013 : Go

2 Days were found.

Search Go

Date	Present	Office Comment	Teacher Comment	CL
Sep/21/2013	None			A
Sep/28/2013	Full-Day		30 min late	T

Use menu path: Attendance → Daily Summary to view the Attendance days for the selected date range

## 10. Billing: View your Fees and Payment details with balance using the menu “My Fees”

Wednesday October 16, 2013 | Sivakshi Pandithurai | Log Out

2013-2014 | Full Year

Home School Info My Info Schedule Grades Attendance **Billing** Library

**My Fees** Reports |

Billing >> My Fees Help

Select | October 1 2013 To October 16 2013 Go

1 Fee was found. Search Go

Fee	Amount	Assigned	Due	Comment	Paypal Payment
Non-Member Fee	\$150.00	Oct/15/2013	Oct/5/2013	2012-13 Course fee	Pay this item.

Total from Fees: \$150.00  
Less: Total from Payments: \$0.00  
Balance Due: \$150.00

Pay Total

Note: These links will not work and contact your School Admin to pay it by Check or Cash or using your School Payment Gateway, if any

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You can also use the Reports menu to view the “Balance Reports” and “Daily Transaction” detail report

## 11. Library: View your current Library Circulation information like what books you checked out and it is due date.

Wednesday October 16, 2013 | Sivakshi Pandithurai | Log Out

2013-2014 | Full Year

Home School Info My Info Schedule Grades Attendance Billing **Library**

**Circulation** Bibliography Search | Reports |

Library >> Circulation

Member information

Member Name : Sivakshi Pandithurai Student ID : 67  
 Library Card Num : LG957550 Classification : Child  
 Status : Active

Material	Checkout Count	Checkout Limit
Books	2	2
Magazines	0	0
CD/DVD	0	0
Audio Tapes	0	0
Software	0	0
Hardware	0	0
Equipments	0	0

Member Transaction

1 Transaction was found.

Material	Barcode	Title	Status	Issue Date	Due Back	Renew Count	Renewal Limit
Books	2013100002	நீதிக் கதைகள் - தி	Checked Out	2013-10-16	2013-10-30	0	1

This shows the checkout limit set by the School Admin for various Library Material like Books, CD/DVD, etc.

You can view your checked out books, the issue date and the due date back.

You can search all the books in your School Library and you can place "Hold" on any available book.

Wednesday October 16, 2013 | Sivakshi Pandithurai | Log Out

2013-2014 | Full Year

Home School Info My Info Schedule Grades Attendance Billing **Library**

Circulation **Bibliography Search** | Reports |

Library >> Bibliography Search

Bibliography Search

Title   
 Author   
 Publisher   
 Type of Material **Books**   
 ISBN No   
 LC Control Number   
 Barcode Number

You may search your School Library's available books and you can place "Hold" on them

In the resultant search results, click on a book to place the “Hold” on it.

Library >> Bibliography Search

3 Bibliographies were found.

Title	Material Type	Classification	Author	ISBN No	LC Control Number
Tamil book1	Books		Author		
நீதிக் கதைகள் - து	Books		Aasiriyar Thenali		
நீதிக் கதைகள் - து	Books		Tamil Author		

Library >> Bibliography Search

Bibliography Details

Title : Tamil book1      Remainder of title :  
 Edition Name :      Publisher Name : Paari  
 Author(s) : Author      Classification : Child  
 Renewal Limit : 1      Book location : Locker4

No of avialable copies: 1     

You can use the Library Reports menu to view the “Hold Requests” and “Historical Report” as show below

Library >> Historical Report

From N/A N/A N/A To N/A N/A N/A

1 Transaction was found.

Material	Barcode	Title	Transaction Date	Transaction
Books	2013100002	நீதிக் கதைகள் - து	16-10-2013	Checked Out

Note: Please send your feedback and corrections about this Instruction Manual to [ata-lms@amtaac.org](mailto:ata-lms@amtaac.org)

**Support Information:**

1. Any issues with the logon and pwd reset – Contact your School Administrator
2. Any Technical issues with DB error or dumps, send an email to [support@os4ed.com](mailto:support@os4ed.com) OR [shreyasi@os4ed.com](mailto:shreyasi@os4ed.com)
3. Any process related questions like ATA-LMS does not meet your school practices, you need to send your comments and question to your School Admin and they will contact the ATA Super Admins for clarification or any changes to the process within the ATA-LMS system