Student Record Access

Depending on the user's function



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1. Youth sector

1.1 Access to the different tabs – December 2023

Function	Profile	Evaluation	OIM OOO	Schedule	Attendance	SCF	Events
Principals	✓	<u> </u>	3 years access According to OIM settings	✓	✓	✓	<u> </u>
Homeroom teachers	For most of the information	✓	According to OIM settings	✓	✓	✓	<u> </u>
Specialized teachers	For most of the information	>	According to OIM settings	✓	>	✓	✓
Teachers who do not teach to the student	For some information	*	According to OIM settings	For some information	*	*	*
Psychosocial support workers (level 1)	For most of the information	For most of the information	According to OIM settings	<u>></u>	>	<u>\</u>	✓
Educational support workers (Level 2)	For some information	For most of the information	According to OIM settings	✓	∨	✓	✓
Non-Teaching staff (Level 3)	For some information	*	According to OIM settings	For some information	*	*	*



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1.2 OIM: Viewing observation and intervention details for a student

Accessibility to observations and interventions depends on the user's function. Refer to the table below for the default parameters.

1.2.1 Mozaïk-Portal's default accessibility parameters for observations and interventions by function.

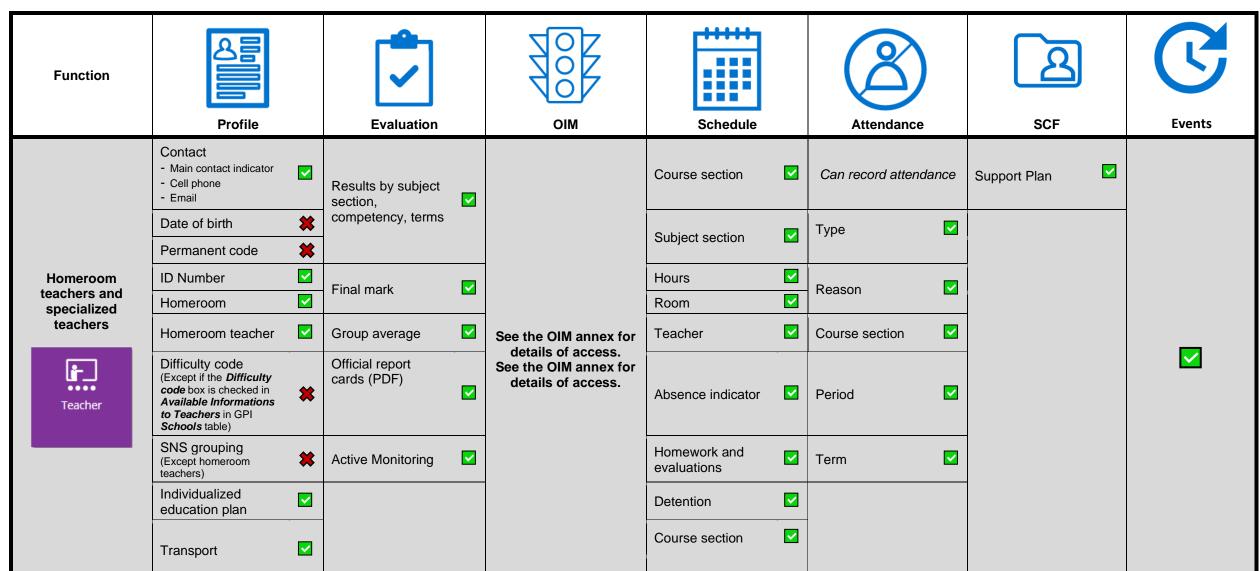
Function	Positive behaviours	Behaviours to be monitored	Behaviours to be modified	Serious behaviours	♣ ♣ ♣ Interventions
Principals	\checkmark	$\overline{\mathbf{V}}$	\checkmark	<u>~</u>	$\overline{\mathbf{V}}$
Homeroom teachers	✓	✓	✓	✓	<u> </u>
Specialized teachers	✓	✓	✓	✓	<u> </u>
Teachers who do not teach to the student	Except for their own observations	Except for their own interventions			
Psychosocial support workers (Level 1)	✓	▽		$\overline{\mathbf{V}}$	$\overline{\mathbf{V}}$
Educational support workers (Level 2)	☑			Except for their own observations	$\overline{\mathbf{v}}$
Non-Teaching staff (Level 3)	∠	Except for their own observations	Except for their own observations	Except for their own observations	Except for their own interventions
Parents	<u>~</u>	*	*	*	*
Students	<u>~</u>	*	*	*	*

1.3 Detail of accessible information in the Mozaïk-Portal student record

Function	Profile		Evaluation	OIM	Schedule		Attendance	SCF	Events
	Contact - Name of the contact - Responsible/other adult - Main contact indicator o Phone (Home) o Cell phone	✓	Results by subject section, competency, terms Final mark Group average Official report cards (PDF) Active Monitoring	OIM	Course section Subject section Hours Room Teacher	✓ ✓ ✓ ✓	Read-only access Type Reason Course section	Support Plan	Events
Principals Principal	number Date of birth	✓✓		See the OIM annex for details of access. Keeps a 3-year	Absence indicator Homework and evaluations Detention	✓✓	Term		<u></u>
Principal		<u> </u>		history.	Determent	_			
	Homeroom	<u> </u>							
	Homeroom teacher	<u>~</u>							
	Difficulty	<u>~</u>							
	SNS grouping	<u>~</u>							
	education plan	<u></u>							
	Transport	<u></u>							









Function	Profile	Evaluation	OIM	Schedule	Attendance	SCF	Events
	Contact	Results by subject		Course section	Туре	Support Plan	
Teachers who do	Date of birth	section,	\$	Subject section	Reason		
not teach to the student	Permanent code 🗱	competency, terms		Hours	Course section 🗱		
Student	ID Number	Final mark	\$	Room	Period **		
i	Homeroom	Group average	\$ 0.00 (los 0) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Teacher	Term 🗱		
Teacher	Homeroom teacher	Official report cards	See the OIM annex for details of access.	Absence indicator	3		*
	Difficulty **	Active Monitoring	t	Homework and evaluations	3		
All teachers who are looking for a student	SNS grouping			Detention			
they don't teach.	Individualized education plan						
	Transport #						



Function					7000 V					G
	Profile		Evaluation		OIM	Schedule		Attendance	SCF	Events
	Contact - Main contact indicator - Cell phone - Email	✓	Results by subject section,	<u> </u>		Course section	✓	Read-only access	Support Plan	
	Date of birth	~	competency, terms					Type		
Psychosocial	Permanent code	*				Subject section	~	Type <u>✓</u>		
support workers (Level 1)	ID Number	<u>~</u>				Hours	<u>~</u>			
(Lever 1)	Homeroom	<u>~</u>	Final mark	✓	See the OIM annex for details of access.	Room	<u></u>	Reason		
	Homeroom teacher	<u>~</u>	Group average	<u>~</u>	See the OIM annex for details of access.	Teacher	<u>~</u>	Course section		<u>~</u>
Non-teaching staff	Difficulty	<u>~</u>	Official report cards (PDF)	*		Absence indicator	<u>~</u>	Period		
	SNS grouping	<u>~</u>	Active Monitoring	<u>~</u>		Homework and evaluations	<u></u>	Term		
	Individualized education plan	<u>~</u>				Detention	<u>~</u>			
	Transport	<u>~</u>								



Function			Evaluation		2000 2000 2000 2000 2000 2000 2000 200	Cabadula		Attendance		2		G
	Profile		Evaluation		OIM	Schedule		Attendance		SCF		Events
	Contact - Main contact indicator - Cell phone - Email	~	Results by subject section,	<u>~</u>		Course section	~	Read-only access		Support Plan	✓	
	Date of birth	*	competency, terms			Subject section	V	Туре	✓			
Educational	Permanent code	*				Hours	<u>~</u>	Reason	V			
support workers (Level 2)	ID Number	<u>~</u>	Final mark	<u> </u>		Room	<u>~</u>	Course section	<u>~</u>			
	Homeroom	<u> </u>	Group average	<u></u>	See the OIM annex for	Teacher	V	Period	<u></u>			<u>~</u>
Non-teaching	Homeroom teacher	<u>~</u>	Official report cards (PDF)	*	details of access.	Absence indicator	<u>~</u>	Term	· •			_
staff	Difficulty	*	Active Monitoring	<u> </u>		Homework and evaluations	<u></u>		•			
	SNS grouping	*				Detention	V					
	Individualized education plan	<u>~</u>										
	Transport	*										





Function	Profile	Evaluation		OIM	Schedule		Attendance	SCF	Events
		t		J	Course section	V		Support Plan	
	Date of birth	Results by subject section,	*		Subject section	<u></u>	Reason	\$	
	Permanent code	competency, terms			Hours	<u></u>	Course section	\$	
Non-Teaching staff (Level 3)	ID Number	Final mark	*		Room	<u>~</u>	Period	•	
	Homeroom	Group average	*		Teacher	<u></u>	Term	\$	
	Homeroom teacher	Official report cards	*	See the OIM annex for details of access.	Absence indicator	*			*
Non-teaching staff	Difficulty	Active Monitoring	*		Homework and evaluations	*			
	SNS grouping	\$			Detention	*			
	Individualized education plan	<u> </u>							
	Transport	\$							

2. GEA/VT sector

2.1 Access to the different tabs – December 2023

Function	Profile	Marks	OIM	Schedule	Attendance	SCF	Events
Principals	>	<u> </u>	According to OIM settings	V	<u>\</u>	V	✓
Teachers	For most of the information	✓	According to OIM settings	>	✓	✓	✓
Teachers Responsible of follow-up	For most of the information	<u> </u>	According to OIM settings	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Psychosocial support workers	For most of the information	✓	According to OIM settings	✓	✓	✓	<u> </u>
Educational support workers	For most of the information	<u>~</u>	According to OIM settings	✓	✓	<u>~</u>	✓
Non-Teaching staff	For some information	*	According to OIM settings	>	*	*	*
Teachers who do not teach to the student	For some information	*	According to OIM settings	<u> </u>	*	*	*



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2.2 OIM: Viewing observation and intervention details for a student

Accessibility to observations and interventions depends on the user's function. Refer to the table below for the *default* parameters.

2.2.1 Mozaïk-Portal's <u>default</u> accessibility parameters for observations of the GEA bank.

Function	Communication (writing, reading and oral language skills)	Basic mathematical language	Activation and perseverance on the task	Attention and focus	Coordination, motor skills and visuomotor perception	Cognitive flexibility and working memory	Inhibition (Restlessness / impulsiveness)	Organization and Planning	Regulation of emotions and anxiety	Positive reinforcement
Principal	✓	✓	✓	<u> </u>	→	✓	✓	✓	✓	<u>~</u>
Psychosocial support worker	<u> </u>	<u>~</u>	<u> </u>	<u>~</u>	<u> </u>	<u>~</u>	<u> </u>	<u>~</u>	<u> </u>	<u>~</u>
Educational support worker	<u>~</u>	✓	<u>~</u>	<u> </u>	>	<u> </u>	<u>~</u>	✓	✓	✓
Teacher of the student	V	<u>~</u>	<u></u>	✓	<u> </u>	$\overline{\mathbf{V}}$	<u></u>	<u>~</u>	<u> </u>	<u></u>
Teacher responsible of the Follow-up of the file	✓	✓	<u>~</u>	✓	>	✓	✓	✓	✓	✓
Teacher who does not teach to the student	$\overline{\mathbf{V}}$	<u> </u>	<u> </u>	<u>\</u>	<u>\</u>	<u> </u>		<u> </u>	<u> </u>	<u> </u>
Non-teaching staff	✓	✓	✓	✓	<u>></u>	✓	✓	✓	✓	✓
Student	*	*	*	*	*	*	*	*	*	*

Function	Learnings	Health and security	Activation and perseverance on the task	Attention and focus	Coordination, motor skills and visuomotor perception	Cognitive flexibility and working memory	Inhibition (Restlessness / impulsiveness)	Organization and Planning	Regulation of emotions and anxiety	Positive reinforcement
Principal	✓	✓	✓	>	✓	✓	✓	✓	✓	<u>~</u>
Psychosocial support worker	V	<u>~</u>	<u>~</u>	<u>\</u>	<u> </u>	<u>~</u>	<u> </u>	<u>~</u>	<u>~</u>	<u> </u>
Educational support worker	<u>></u>	✓	✓	>	✓	✓	✓	✓	✓	✓
Teacher of the student	<u> </u>	<u>~</u>	<u></u>	<u> </u>	<u>~</u>	$\overline{\mathbf{V}}$	V	<u>~</u>	<u> </u>	$\overline{\mathbf{V}}$
Teacher responsible of the Follow-up of the file	✓	✓	✓	>	✓	✓	✓	✓	✓	✓
Teacher who does not teach to the student	V	<u> </u>	<u> </u>	N	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Non-teaching staff	✓	✓	~	✓	<u>~</u>	✓	✓	<u>~</u>	~	<u> </u>
Student	*	*	*	*	*	*	*	*	*	*



2.2.3 Mozaïk-Portal's <u>default</u> accessibility parameters for interventions (GEA/VT)

Function	Suggested Student Interventions	Targeted Interventions	Universal Interventions
Principal	✓	✓	✓
Psychosocial support worker	V	<u> </u>	V
Educational support worker	<u> </u>	<u> </u>	<u> </u>
Teacher of the student	<u> </u>	<u> </u>	<u> </u>
Teacher responsible of the Follow-up of the file	<u> </u>	<u> </u>	<u> </u>
Teacher who does not teach to the student	<u> </u>	<u> </u>	<u> </u>
Non-teaching staff	<u> </u>	<u> </u>	<u> </u>
Student	*	*	*

Teachers' roles cannot be customized in the *OIM Management* tile in the *Administrator* dashboard in Mozaïk-Portal, as there is only one toggle (*Teacher*).



2.3 Detail of accessible information in the Mozaïk-Portal student record

Function			2000 N	••••	<u>@</u>	2	
Principal Principal - Adult Education	Profile Permanent code Age ID Number Addresses Telephone numbers Emails Timetable groups Provenance Former institution Adult responsible Resp. of follow-up Training profile	Subjects Dates Service Result Objectives Expected hours Generated hours Teacher	See the OIM annex for details of access	Schedule Subjects Timetable group Workshop group Hours Classroom Teacher Events in calendar	Attendance Date Period Type of absence Duration Motive Subject Teacher	SCF Support plan	Events
Teacher Teacher - Adult Education	Permanent code Age ID Number Addresses Telephone numbers Emails Timetable groups Provenance Former institution Adult responsible Resp. of follow-up Training profile	Subjects Dates V Service Result Objectives Expected hours Generated hours Teacher V	See the OIM annex for details of access	Subjects Timetable group Workshop group Hours Classroom Teacher Events in calendar	Date Period Type of absence Duration Motive Subject Teacher	Support plan	✓





Function			2000 N		2	2	C
Teacher responsible of follow-up Teacher - Adult Education	Profile Permanent code Age ID Number Addresses Telephone numbers Emails Timetable groups Provenance Former institution Adult responsible Resp. of follow-up Training profile	Subjects Dates Service Result Objectives Expected hours Generated hours Teacher	See the OIM annex for details of access	Schedule Subjects Timetable group Workshop group Hours Classroom Teacher Events in calendar	Attendance Date Period Type of absence Duration Motive Subject Teacher	SCF Support plan	Events 🔽
Teacher who does not teach to the student Teacher - Adult Education	Permanent code Age ID Number Addresses Telephone numbers Emails Timetable groups Provenance Former institution Adult responsible Resp. of follow-up Training profile	Subjects Dates Service Result Objectives Expected hours Generated hours Teacher	See the OIM annex for details of access	Subjects Timetable group Workshop group Hours Classroom Teacher Events in calendar	Date Period Type of absence Duration Motive Subject Teacher	Support plan	**



Function	Profile	Marks	OIM	Schedule	Attendance	SCF	Events
Psychosocial support workers Non-teaching staff - Adult Education (Level 1)	Permanent code Age ID Number Addresses Telephone numbers Emails Timetable groups Provenance Former institution Adult responsible Resp. of follow-up Training profile	Subjects Dates Service Result Objectives Expected hours Generated hours Teacher	See the OIM annex for details of access	Subjects Timetable group Workshop group Hours Classroom Teacher Events in calendar	Date Period Type of absence Duration Motive Subject Teacher	Support plan	V
Educational support workers Non-teaching staff - Adult Education (Level 2)	Permanent code Age ID Number Addresses Telephone numbers Emails Timetable groups Provenance Former institution Adult responsible Resp. of follow-up Training profile	Subjects Dates Service Result Objectives Expected hours Generated hours Teacher	See the OIM annex for details of access	Subjects Timetable group Workshop group Hours Classroom Teacher Events in calendar	Date Period Type of absence Duration Motive Subject Teacher	Support plan	✓





Function	Profile	Marks	OIM	Schedule	Attendance	SCF	Events
Non-Teaching staff Non-teaching staff - Adult Education (Level 3)	Permanent code Age ID Number Addresses Telephone numbers Emails Timetable groups Provenance Former institution Adult responsible Resp. of follow-up Training profile	Subjects Dates Service Result Objectives Expected hours Generated hours Teacher	See the OIM annex for details of access	Subjects Timetable group Workshop group Hours Classroom Teacher Events in calendar	Period Type of absence Duration Motive Subject	Support plan	*



3. Workspaces / Tiles: access and details for all

WORKSPACE / TILES	EMPLOYMENT CATEGORY THAT HAS ACCESS	FURTHER DETAILS	
₩	- All students - All employees	If you need help logging into <i>Biblius</i> , please contact us through the <i>Espace client</i> : espaceclient.grics.ca	
Biblius		For information or any problems encountered on the <i>Biblius</i> platform, contact the team at the following email: support@biblius.ca	
	- Accessible to all: (according to portal settings) o Employees	Consent link: https://zoneclient.grics.ca/actualite/livraison/espaceapi-nouveau- mecanisme-dapprobation-des-applications	
MY CLASSROOM	StudentsParents	Video link to consent to the application: https://youtu.be/yN8D0BqsbwA	
Québec :::		For information or any problems encountered on the MY CLASSROOM platform: Contact the team at the following email: ecoleouverte@education.gouv.qc.ca	
Access to groups	 Youth sector 4215 - School Organization Technician (SOT) Principal Users specified in the module settings 	The <i>Access to groups</i> space gives read-only access to: - The group's Planning tab - The group's Evaluation tab It is possible to <i>Enter the results in the report card</i> . The link is available in activity evaluation, in <i>Table view</i> .	
Non-teaching staff Staff Non-teaching staff - Adult Education	 Non-teaching staff (Including - 4215 - School Organization Technician (SOT)) Educational support worker Psychosocial support worker 		
Teacher Teacher - Adult Education	- Teachers (Youth and GEA-VT sectors)		



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Principal Principal - Adult Education	- Principal	
Automated Automated protocols protocols - Adult Education	- Principal - 4215 – School Organization Technician (SOT)	 The SOT and principal can create protocols. Only members of the school administration will see all the follow-up events triggered during the current year.
dVision	 All the roles within the administration will have access. Director General (1000 & 1001) Principal (youth sector) 	A decision support tool offering ready-to-use data visualization, including reports, dashboards and predictive tools.
Support help for parents	- Users specified in the module settings	Tool that can be used to diagnose problems that parents may encounter when logging into the Parent Portal.
<u>႙</u> ≡ User folder	- Users specified in the module settings	Tool that can be used to diagnose problems that parents may encounter when logging into Mozaïk-Portal.
Mass Communications	- Users specified in the module settings	The <i>Mass Communications</i> tile allows you to send emails to one or more schools or centres within the organization.
EVIO Psylio OPTANIA OPTANIA	- Users specified in the module settings	Support for the <i>EVIO</i> and <i>Psylio</i> modules is provided by the Optania team. Please send any support requests for these products to the following email address: evio.soutien@optania.com soutien@psylio.com



REPÈRES	 Student (youth and GEA/VT sectors) Teacher (youth and GEA/VT sectors) Principal (youth and GEA/VT sectors) Non-teaching staff: Academic adviser (2104) Evaluation consultant (2103) Teacher librarian (2105) Guidance counsellor (2109) Career counsellor (2114) 	
BIM	 Youth sector If the role is authorized in the module settings: Teacher (access via Institutional Resources under the Teacher tile) Principal – tile to come Users specified in the module settings 	The academic adviser should also be added to the list of specified users, as there is no way of knowing whether the academic adviser works in the youth or GEA/VT sector.
Offensive Construction Québec ##	 VT sector Users specified in the module settings 	Allows users to access the form to transmit the information for the Offensive formation en construction .
OIM Management	- Users specified in the module settings	There are two modules. Users can adjust the availability and viewing access of descriptors. • OIM Management: Enables management of descriptor banks for youth clientele. Three banks: Preschool, Elementary and Secondary. • OIM Management – Adult Education: Enables management of descriptor banks for adult clientele. Two banks: General Education for Adult, Vocational Training
Administrator	- Users specified in the module settings	Allows users to manage and configure the various modules available in Mozaïk-Portal.

