Student Record Access

Depending on the user's function

March 2024

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1. Youth sector

1.1 Access to the different tabs – March 2024

Function	Profile	Evaluation	OIM	Schedule	Attendance	SCF	Events
Principals	✅	✅	✅ *3 years access* According to OIM settings	✅	✅	✅	✅
Homeroom teachers	🟨 For most of the information	✅	✅ According to OIM settings	✅	✅	✅	✅
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	✅	✅	✅	✅
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	❌	❌	❌

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	✅	✅	✅	✅	✅
Homeroom teachers	✅	✅	✅	✅	✅
Specialized teachers	✅	✅	✅	✅	✅
Teachers who do not teach to the student	❌ Except for their own observations	❌ Except for their own observations	❌ Except for their own observations	❌ Except for their own observations	❌ Except for their own interventions
Psychosocial support workers *(Level 1)*	✅	✅	✅	✅	✅
Educational support workers *(Level 2)*	✅	✅	✅	❌ Except for their own observations	✅
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	✅	❌	❌	❌	❌
Students	✅	❌	❌	❌	❌

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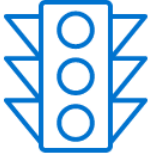
1.3 Detail of accessible information in the Mozaïk-Portal student record
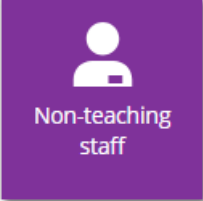
Function	Profile	Evaluation	OIM	Schedule	Attendance	SCF	Events

Principals
 	
Principal
	Contact
	- Name of the contact
	- Responsible/other adult
	- Main contact indicator
	  ○ Phone (Home)
	  ○ Cell phone
	  ○ Email
	  ○ Address ☑
	- Other numbers
	  ○ Phones (Work)
	    Responsible adult 1 & 2
	- Emergency
	  ○ Name of the contact
	  ○ Emergency phone number
	
	Date of birth ☑
	Permanent code ☑
	ID Number ☑
	Homeroom ☑
	Homeroom teacher ☑
	Difficulty ☑
	SNS grouping ☑
	Individualized education plan ☑
	Transport ☑
		Results by subject section, competency, terms ☑
		
		Final mark ☑
		
		Group average ☑
		
		Official report cards (PDF) ☑
		
		Active Monitoring ☑
			See the OIM annex for details of access.
			Keeps a 3-year history.
				Course section ☑
				
				Subject section ☑
				
				Hours ☑
				
				Room ☑
				
				Teacher ☑
				Absence indicator ☑
				Homework and evaluations ☑
				Detention ☑
					Read-only access
					
					Type ☑
					
					Reason ☑
					
					Course section ☑
					
					Period ☑
					
					Term ☑
						Support Plan ☑
						
						Individualized education plan (PDF) ☑
							☑

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Function	Profile	Evaluation	OIM	Schedule	Attendance	SCF	Events
Homeroom teachers and specialized teachers Teacher	Contact - Main contact indicator ☑ - Cell phone - Email Date of birth ☑ Permanent code ✖ ID Number ☑ Homeroom ☑ Homeroom teacher ☑ Difficulty code (Except if the *Difficulty code* box is checked in *Available Informations to Teachers* in GPI *Schools* table) ✖ SNS grouping (Except homeroom teachers) ✖ Individualized education plan ☑ Transport ☑	Results by subject section, competency, terms ☑ Final mark ☑ Group average ☑ Official report cards (PDF) ☑ Active Monitoring ☑	See the OIM annex for details of access. See the OIM annex for details of access.	Course section ☑ Subject section ☑ Hours ☑ Room ☑ Teacher ☑ Absence indicator ☑ Homework and evaluations ☑ Detention ☑ Course section ☑	*Can record attendance* Type ☑ Reason ☑ Course section ☑ Period ☑ Term ☑	Support Plan ☑ Individualized education plan (PDF) ☑	☑

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

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

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

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

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2. GEA/VT sector

2.1 Access to the different tabs – December 2023

Function	Profile	Marks	OIM	Schedule	Attendance	SCF	Events
Principals	✅	✅	✅ According to OIM settings	✅	✅	✅	✅
Teachers	✅ For most of the information	✅	✅ According to OIM settings	✅	✅	✅	✅
Teachers Responsible of follow-up	✅ For most of the information	✅	✅ According to OIM settings	✅	✅	✅	✅
Psychosocial support workers	✅ For most of the information	✅	✅ According to OIM settings	✅	✅	✅	✅
Educational support workers	✅ For most of the information	✅	✅ According to OIM settings	✅	✅	✅	✅
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	✅	❌	❌	❌

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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 _default_ 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	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Psychosocial support worker	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Educational support worker	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Teacher of the student	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Teacher responsible of the Follow-up of the file	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Teacher who **does not teach** to the student	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Non-teaching staff	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Student	❌	❌	❌	❌	❌	❌	❌	❌	❌	❌

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2.2.2 Mozaïk-Portal's _default_ accessibility parameters for observations of the VT bank.

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	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Psychosocial support worker	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Educational support worker	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Teacher of the student	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Teacher responsible of the Follow-up of the file	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Teacher who **does not teach** to the student	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Non-teaching staff	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
Student	❌	❌	❌	❌	❌	❌	❌	❌	❌	❌

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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	✅	✅	✅
Educational support worker	✅	✅	✅
Teacher of the student	✅	✅	✅
Teacher responsible of the Follow-up of the file	✅	✅	✅
Teacher who **does not teach** to the student	✅	✅	✅
Non-teaching staff	✅	✅	✅
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*).

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2.3 Detail of accessible information in the Mozaïk-Portal student record
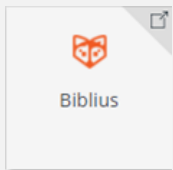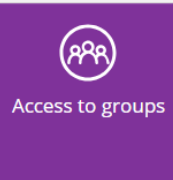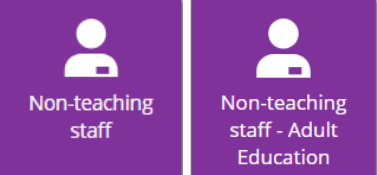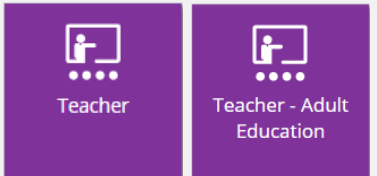
Function	Profile	Marks	OIM	Schedule	Attendance	SCF	Events
Principal Principal - Adult Education	Permanent code ✅ Age ✅ ID Number ✅ Addresses ✅ Telephone numbers ✅ Emails ✅ Timetable groups ✅ Provenance ✅ Former institution ✅ Adult responsible ✅ Resp. of follow-up ✅ Training profile ✅	Subjects ✅ Dates ✅ 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 ✅	✅
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 ✅ 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 ✅	✅
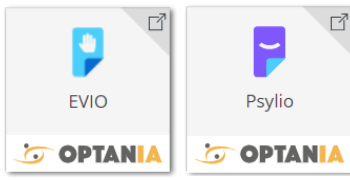
Function	Profile		Marks		OIM	Schedule		Attendance		SCF		Events
Teacher responsible of follow-up Teacher - Adult Education	Permanent code Age ID Number Addresses Telephone numbers Emails Timetable groups Provenance Former institution Adult responsible Resp. of follow-up Training profile	✗ ✓ ✓ ✗ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	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	✓	✓
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	✅	✅
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 ✅	Date ❌ Period ❌ Type of absence ❌ Duration ❌ Motive ❌ Subject ❌ Teacher ❌	Support plan ❌	❌

3. Workspaces / Tiles: access and details for all

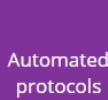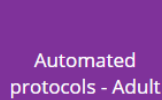| WORKSPACE / TILES	EMPLOYMENT CATEGORY THAT HAS ACCESS	FURTHER DETAILS
Biblius	- All students - All employees	If you need help logging into **Biblius**, please contact us through the **Espace client**: espaceclient.grics.ca For information or any problems encountered on the **Biblius** platform, contact the team at the following email: support@biblius.ca

MY CLASSROOM
Québec
	- Accessible to all: (according to portal settings)
	
	    ○ Employees
	    ○ Students
	    ○ Parents
		Consent link:
		https://zoneclient.grics.ca/actualite/livraison/espaceapi-nouveau-mecanisme-dapprobation-des-applications
		
		Video link to consent to the application:
		https://youtu.be/yN8D0BqsbwA
		
		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 **Access to groups** space gives read-only access to: - The group's Planning tab - The group's Evaluation tab It is possible to **Enter the results in the report card**. The link is available in activity evaluation, in **Table view**.
Non-teaching 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)	

Principal / Principal - Adult Education		- Principal	
Automated protocols / Automated 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.
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 **Mass Communications** tile allows you to send emails to one or more schools or centres within the organization.
EVIO / Psylio (OPTANIA)		- Users specified in the module settings	Support for the **EVIO** and **Psylio** 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

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Icon	Access	Description

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
	- 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.

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