

# TOSCA

## Managing school organization for the adult clientele

### ADVANTAGES AND BENEFITS

- ***One system for the management of both the adult general education and vocational education clientele***
- ***Management of individualized or traditional group instruction for each clientele***
- ***Functions adapted to specific users (teachers, pedagogical counselors, etc.)***
- ***Conformity with the ministry of Education rules for student declarations of attendance***
- ***Completely adaptable reports***
- ***Personalized training and accompaniment of users in their centre***
- ***Support ensured by a team with more than fifteen years of experience with centres***

**T**OSCA: The up-to-date solution for the management of vocational and adult education centres. Société GRICS offers a solution that is complete, flexible, reliable and using the latest technology to cover all the activities of training centres.

The GRICS solution manages school organization in its entirety, whether in individualized or group instruction, for the clientele in adult general education as well as for that in vocational education. The solution offered by Société GRICS thus has the advantage of allowing unconventional approaches such as individualized vocational education or adult education in group training.

Also, the user can expand a student's file by adding personalized data in accordance with their needs and in the form desired. The use of the relational-type database, with an SQL standard, is such that the user can extract any data corresponding to their needs with a report generator.

Finally, TOSCA operates in an environment where it is possible to integrate the files of the youth and adult clientele, whether in general or vocational education. Its bidirectional links, either dynamic or in batch lots, allow the users to trade information between different databases.



## Intended clientele

- Personnel in charge of school organization for adult and vocational education centres
- Specialists in reception and reference for the preparation of student profiles
- Teachers for the management of student attendance and results
- Those responsible for the follow-up of student progress

## Main characteristics

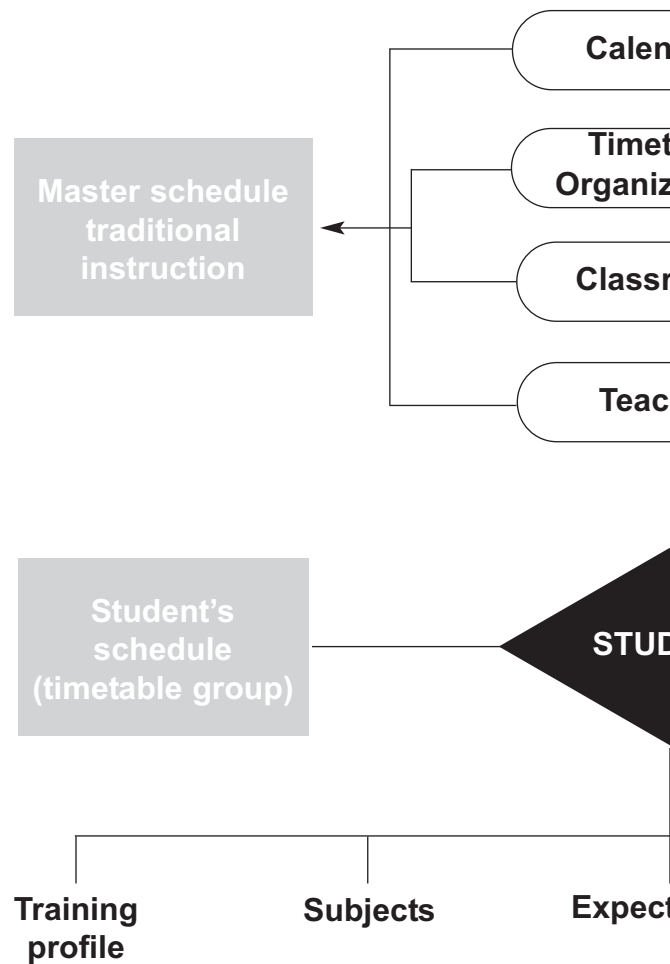
### *Traditional instruction*

For traditional instruction, TOSCA offers a wide range of functions and activities from the setting-up of the master schedule to the printing of schedules for students, groups, teachers and rooms: no more problems regarding schedules!

The planning step is an optional one which allows the user to establish, starting from the ministry of Education planning charts for vocational education, the number of hours per week as well as the teacher. This step main advantage is to give the user the possibility to compare the expected number of hours with the actual scheduled hours.

The master schedule (or group schedule) can be set up for the whole duration of the program. Tools such as specialties, usual rooms as well as teacher expertise and constraints facilitate the search and the choice of teachers and rooms. In order to maximize the efficiency of the scheduling tool, TOSCA offers users such possibilities as comparison, repetition and massive processes.

The REPÈRES Publication allows vocational education centres to inform all REPÈRES users about the programs they offer and the number of seats available for each group published. TOSCA can also be used to retrieve the files of students admitted via the regional admissions system in vocational education (SRAFP) of the Inforoute FPT.

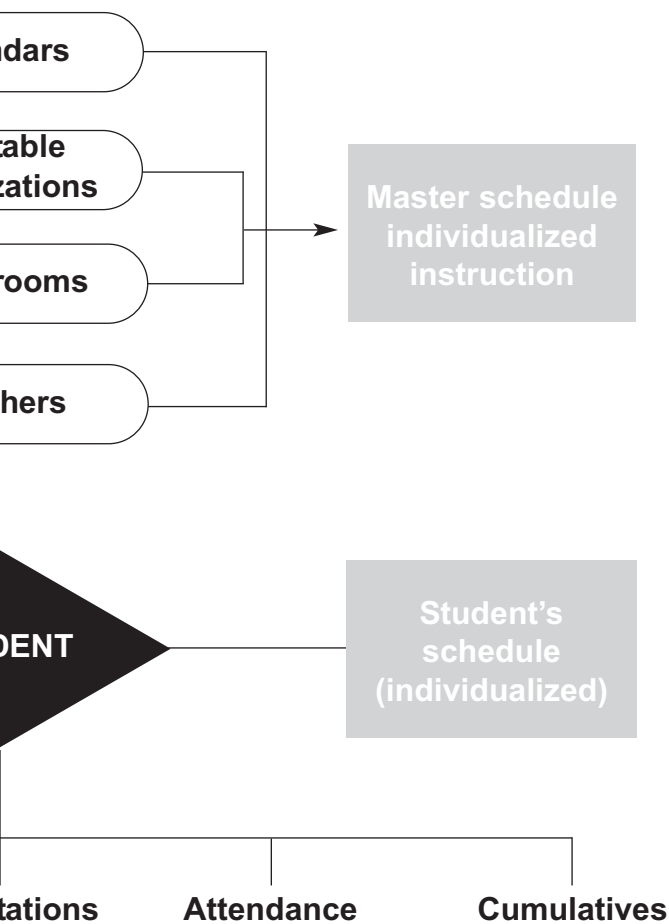


Furthermore, groups can be used to register the students to the subjects in their program or create, for each student in the group, the declaration required by the ministry and this, in one simple operation.

TOSCA offers the possibility of displaying or printing, in different formats managed by the user, schedules for students, groups, teachers or rooms.

### *Individualized instruction*

The master schedule is set using workshop-groups. Tools such as usual rooms as well as teacher expertise and constraints facilitate the search and the choice of teachers and rooms. Based on the master



schedule, the student's schedule can be created individually or by using the massive-assigning activity.

This activity ensures, among other things, teacher continuity, the balancing of the numbers of students in workshops, that no scheduling conflicts prevail, and all this while taking into account the specific needs of all concerned. The main advantage of the massive-assigning activity is the following: a minimum of preliminary work is required before proceeding with the assigning.

Furthermore, TOSCA introduces the notion of fixed and cyclical schedules; in this way, the master schedule as well as the students' schedule, can be associated to one particular week and copies can be maintained for each week.

Moreover, even though we are in the context of individualized instruction, certain group processes allow the user to create, in one simple operation and for each student in the group, the declarations required by the ministry.

TOSCA also offers all the tools necessary to follow students' progress, among which we find the student's expected performance, result sheets and evaluation sheets.

### ***Training profile***

To meet ministry requirements, one function allows the user to create, update and print student profiles. This function can be used either with a predefined form or a graphic print format and for all types of training.

To facilitate the process of preparing student profiles, a complementary module, the Profile Analyzer, can be added to TOSCA. In adult general education, this module evaluates the credits contributing to the secondary school diploma; in vocational education, it performs a vocational specialty analysis for the program in which the student is registered.

### ***Attendance***

The system offers all the tools required for the management of student presences and absences. The different activities for the management of attendance have been optimized in order to ensure that the operations require as little time as possible. For example, only absences need to be entered, and this can be done using an optical scanner. TOSCA also offers, in a secure and confidential environment, the entry of absences by teachers.

### ***Results***

In traditional group training, the entry of results can be performed in a single group operation. TOSCA also offers the possibility of decentralized result entry, i.e. the results could be entered directly by the teachers.



## ***Register module***

The Register module, a complementary function to TOSCA's traditional-instruction components, offers each teacher the possibility of printing their class attendance and result lists and then entering student absences for their groups' time periods for each subject, as well as the result and sanction date.

## ***Follow-up of tasks***

A follow-up of teacher tasks is possible through the schedule: the system compiles, for each type of task, the hours in the schedule and displays a chart comparing these with the planning.

## ***Lists and reports***

Other than the extractions offered within the different functions, TOSCA proposes a variety of reports such as the attestation, the student's expected performance, the list of students behind expectations, attendance reports for referral institutions, the prolonged-absences report to identify absences on consecutive days and repetitive absences, attendance statistics, etc.

## ***Student***

The student's file is managed interactively regardless of its clientele. The search for files, the management of any component or block of data in the file and access to historical data are some of the possibilities offered by the function.

For more information please visit our Web site at [www.grics.qc.ca](http://www.grics.qc.ca), or communicate with Customer Service at (514) 251-3730 or by e-mail at [info@grics.qc.ca](mailto:info@grics.qc.ca).