


SISK12: Enter Student Scores

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Overview

When an assignment is created, the cells for student scores are marked pending. Pending assignments are not included when calculating system grades (SG). The teacher may create assignments in advance, without adversely affecting the calculated grades in the SG columns. Assignments may be scored at any time during the grading period for any assignment column without a formula. As student scores are entered, the SG columns calculate the grades based on the formulas applied.

Enter Score/Comment for One Cell

1. Highlight the appropriate cell.
2. Click the edit one score/comment  icon. The **Edit Score/Comment for Current Cell** screen displays.


When first changing PENDING columns, any student without a Score Should be: Zero & Missing Exempt View: -- All -- Scale: Edwards HS Grade Scale

HWK-002 Pts=40 04/05/07 Problems i			
Name	Score	Sp.Mark	Comment
Arkin, Alfred J	0	MSNG	

3. Type the score, special mark, or comment and click .

Enter Scores for One Student


Use this option for an absent student who is turning in multiple assignments at once.

1. Highlight a cell in the appropriate student row.
2. Click the edit scores for 1 student  icon. The **Edit Scores for 1 Student** screen displays.

When first changing PENDING columns, any student without a Score Should be: Zero & Missing Exempt View: -- All -- Scale: Edwards HS Grade Scale



Show: SG? System/Fixed Columns Special Marks Comments

Name	HWK-001 Pts=25 01/26/07 Worksheet			QIZ-001 Pts=20 02/13/07			HWK-002 Pts=40 04/05/07 Problems i		
	Score	Sp.Mark	Comment	Score	Sp.Mark	Comment	Score	Sp.Mark	Comment
Carter, Jackie M	25	MSNG		19			40		


3. To see/enter **SG columns**, **Special Marks**, or **Comments**, place a check in the box next to the appropriate items and click .
4. Click the cell of the first assignment to be entered and type in the score.
5. Use the tab key on your keyboard to move across the row to enter **Special Marks** or type a **Comment**. Comments may be displayed on the grade book progress report. Tab or use the Right Arrow on your keyboard to move across the row to the next assignment.
6. If this is the first time you are entering scores for any of the assignments, select the option to be applied to a blank score. Selecting *Zero & Missing* will apply a zero in the student's **Score** column

and apply Missing in the student's **Sp.Mark** column. Selecting *Exempt* will exclude the assignment from the student's SG columns.


When first changing PENDING columns, any student without a Score Should be: Zero & Missing Exempt

7. Click  to save and continue or  to save and exit.


Enter Scores for One Assignment Column

8. Highlight a cell in the appropriate assignment column.
9. Click the edit column  icon to edit the cells for the current assignment. The **Edit Scores for One Column** screen displays.

When first changing PENDING columns, any student without a Score Should be: Zero & Missing Exempt View: -- All -- Assignment Type: HWK Homework Scale: Edwards HS Grade Scale

Show: SG? System/Fixed Columns 


HWK-001 Pts=25 01/26/07 Worksheet			
Name	Score	Sp.Mark	Comment
Arkin, Alfred J	20		
Barker, Jeanne Marie	15 LAT1	25% Grade Cut	
Brown, Leonardo L	19		
Carter, Jackie M	25 MSNG		
Crow, Roger O			Excused from this assignment
Davis, Helen K	23		
Jolie, Cindy R	22		
Perkins, Drew W	14		

10. Click the cell of the first student and type in the score.
11. Use the tab key on your keyboard to move across the row to enter **Special Marks** or type a **Comment**. Comments may be displayed on the grade book progress report. Use the Enter key or Down Arrow on your keyboard to move down the column to the next student.
12. To see the updated grades in the SG column as scores are entered, check the **SG? System/Fixed Columns** box and click .
13. If this is the first time you are entering scores, select the option to be applied to all students without a score. Selecting *Zero & Missing* will apply a zero in the student's **Score** column and Missing in the student's **Sp.Mark** column. Selecting *Exempt* will exclude the assignment from the student's SG columns.

When first changing PENDING columns, any student without a Score Should be: Zero & Missing Exempt

14. Click  to save and continue or  to save and exit.

Enter Student Scores for All Columns

1. Click the edit all columns  icon to edit the cells for all assignments. The **Edit Scores for All Assignments** screen displays.

When first changing PENDING columns, any student without a Score Should be: Zero & Missing Exempt View: -- All -- Assignment Type: HWK Homework Scale: Edwards HS Grade Scale

Show: SG? SystemFixed Columns Special Marks Comments

Name	HWK-001 Pts=25 01/26/07 Worksheet			HWK-002 Pts=40 04/05/07 Problems i		
	Score	Sp.Mark	Comment	Score	Sp.Mark	Comment
Arkin, Alfred J	20			40		
Barker, Jeanne Marie	15 LAT1		25% Grad	35		
Brown, Leonardo L	19			45		
Carter, Jackie M	25 MSNG			40		
Crow, Roger O			Excused fi	40		
Davis, Helen K	23			45		
Jolie, Cindy R	22			45		
Perkins, Drew W	14					

- To see/enter **SG columns**, **Special Marks**, or **Comments**, place a check in the box next to the appropriate items and click .
- Click the cell of the first student and type in the score.
- Use the tab key on your keyboard to move across the row to enter **Special Marks** or type a **Comment**. Comments may be displayed on the grade book progress report. Use the Enter key or Down Arrow on your keyboard to move down the column to the next student.
- If this is the first time you are entering scores for any of the assignments, select the option to be applied to all students without a score. Selecting *Zero & Missing* will apply a zero in the student's **Score** column and apply Missing in the student's **Sp.Mark** column. Selecting *Exempt* will exclude the assignment from the student's SG columns.

When first changing PENDING columns, any student without a Score Should be: Zero & Missing Exempt

- Click to save and continue or to save and exit.

Globally Change Student Scores

- Highlight a cell in the appropriate assignment column.
- Click **Actions** → **Initialize Current Column to Zero/Missing** to clear all scores and apply a zero in the **Score** column and a Missing in the **Sp.Mark** column for every student.
- Click **Actions** → **Set Current Column to any Score Value** to apply the same score to every student. The screen refreshes.
 - Type the value to be applied to all students in the **Set Column Value By** spin box and click .

Select View **Assignments** Total Points Term Grades Objectives

Set Column Value By: 0.0
- You may still edit scores for individual students.
- Click **Actions** → **Reset Current Column back to Pending** to clear all scores and apply *Pending* in the **Score** column for every student. A confirmation prompt displays. Click **OK** to reset all scores.
- Click **Actions** → **Reset All Columns back to Pending** to clear scores for all assignments and apply *Pending* in the **Score** columns for every student. A confirmation prompt displays. Click **OK** to reset all scores.