

SISK12: Import End of Term Grades


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Path: View/Maintain → End of Term Grading Rosters

Overview


Teachers can mark End of Term Grades only during a period of time specified by office staff. The office staff creates a Grade Cycle and establishes the period of time during which teachers can import end of term grades.




Import End of Term Grades

1. Select the class for which you are ready to import grades from the SISK12 Grade Book by clicking on the Grade Book  icon.

Done		Edit		Cancel		▼ Actions		Current Grade Cycle: Progress-3				Teachers can Enter Grades From: 01/03/2007 To: 02/02/2007			
						Course Title	Section	Period	Teacher Complete	#Std					
						ALGEBRA I	H2200-01	2		14					
						ALGEBRA I	H2200-04	3		19					
						APPLIED MATH I	H2110-02	4		8					

Note: The Current Grade Cycle is displayed above the grid on the left. The date available for teacher input is also displayed above the grid to the right.

2. Select **Import From SIS Grade Book**. In the example below, this school is importing grades for Semester 2.
3. The column marked **S2** will indicate grades for Semester 2 when the  button is clicked and the rest of the columns will be editable.

Student Name	Gr	T1	T2	T3	T4	Exam	S2	Purpose	Citizenship	Mod.Cur.	Inst.Adpt.	Below/Above	Comment (first 60 characters)
Callaway, Jennifer M	12	*****	A	B+	A-	Reg		Qualifies for	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		At Grade	 Jennifer shows great ability and eagerness to
Jackson, Penny M	12	*****	B-	B+	B	Reg		N/A	<input type="checkbox"/>	<input type="checkbox"/>		At Grade	 Penny is a conscientious student with much
Trachtenberg, Julie C	11	*****	C+	D+	C	Reg		DNQ	<input type="checkbox"/>	<input type="checkbox"/>		Below 1 Yr	 Julie has potential to make great improvemen

Citizenship/Effort

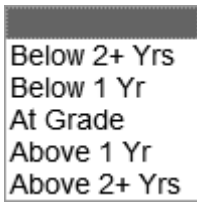
Double-click in the **Citizenship** or **Effort** column for each student to select an appropriate option from the drop-down list. The options here are maintained in a district list.

Modified Curriculum and Instructional Adaptations

1. Check the box **Mod.Cur.** if the curriculum has been modified for the student. An 'at' (@) symbol displays on the report card next to the student's grade.
2. Check the box **Inst.Adpt.** if the student's instruction has been modified. A pound (#) symbol displays on the report card next to the student's grade.



Below/Above

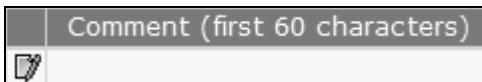
Double-click in the **Below/Above** column for each student to select an appropriate option from the drop-down list.



Comments

Comments may be entered from a list and copied to all students or entered as free-style text based upon site level settings.

1. To print the comment list, select **Actions** → **Print Comment List**.
2. To select from the comment list, click in the **CMT1** cell and type in the comment number. A second comment may be selected using **CMT2** column. The comment description will display in the field Comment1/Comment2.
3. After selecting a comment, you may copy this comment to all students. Click . The comment may be still adjusted for any student.
4. To enter free-style text, click the  in the **Comment** column. The **Other Comment** screen displays.



5. Click in the **Current Term** to enter text. When completed, click the **Spell Check** button. Prior comments will display under **Other Term**.

Student Name: Callaway, Jennifer M

Current Term

Jennifer shows great ability and eagerness to learn.

Other Term

Term	Comment

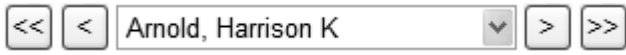
6. Click  to save and exit.

Behavior and Social Skill Items

Behavior and Social Skill items are user-defined per grade level to be used by teachers for further marking items to indicate a student's progress. While usually used by elementary schools, they can be used for all grade levels. These may be printed in the body of the Report Card.


1. Click the Show Behaviors/Social Skills  icon.

- Click in the column **Grade** beside the **Behavior & Social Skill** item to be marked. Marks can be up to three digits, numerical or alpha, or a combination. The grade mark can be left blank, only marking those items below level.

- Use the navigation  toolbar to move through the roster.


Note: Behavior & Social Skill items can be marked for each subject or just one. For instance, Elementary students stay with the same teacher most of the day. Therefore, it would only be necessary to mark for one subject. Only the Behavior & Social Skill Style set by the office staff in Site Settings will print on the report card.

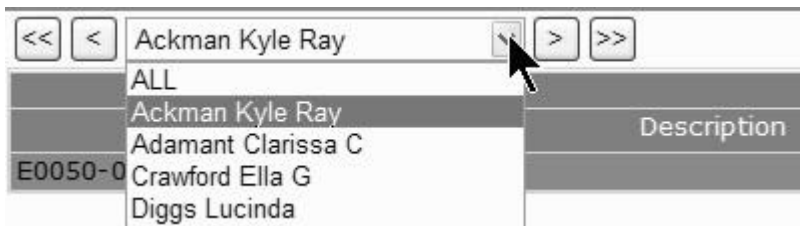
Grade	Behavior & Social Skill
90	Work is Begun and Completed on Time
A	Stays on Task
100	Works Without Disturbing Others
	Listens and Speaks at Appropriate Times
	Ready for Class with Needed Supplies and Materials


- Click  to save and exit.

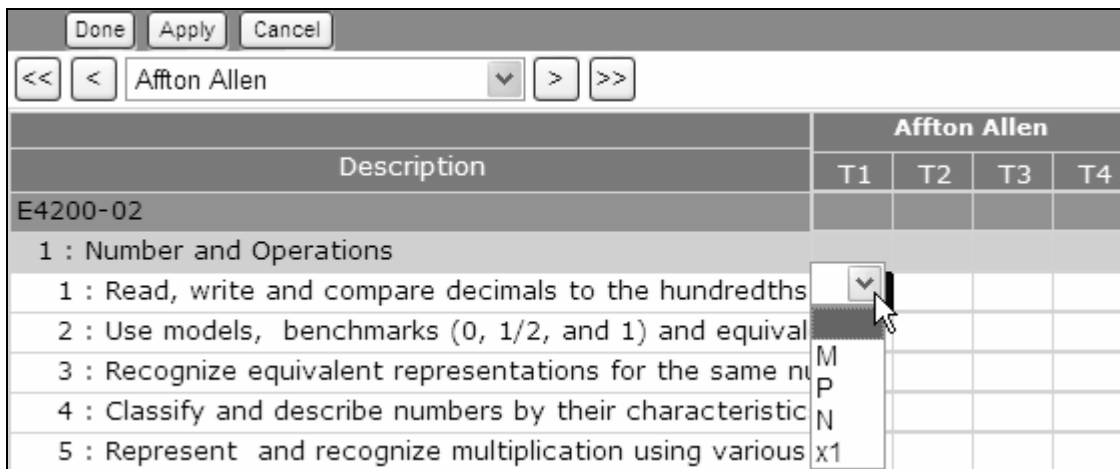
Objective Marks




Objective marks are defined at the district level and used for the objective-based report cards.

- Click the Show Objectives  icon to enter objective scores for each student. View more than one student at a time by selecting *All* from the drop-down list on the left.

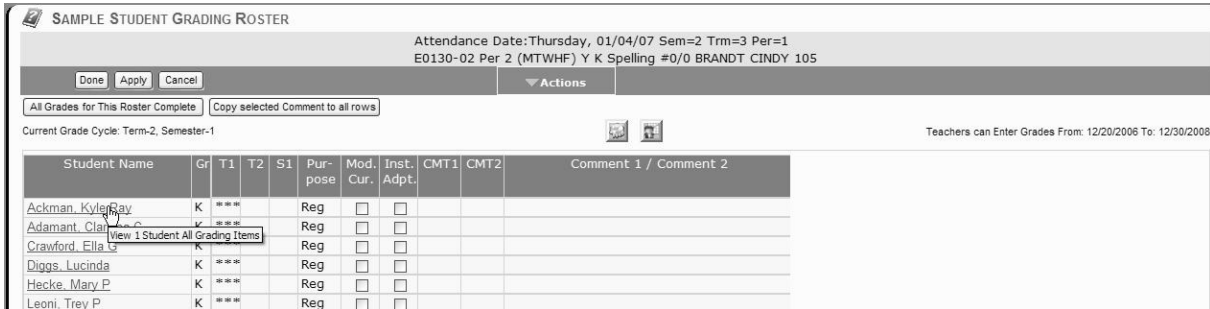


- For Elementary Style: click the  button and then click in the column for the appropriate term. Use the drop-down list to select the curriculum mark for each objective. The curriculum mark can be left blank if the objective was not covered during that term.

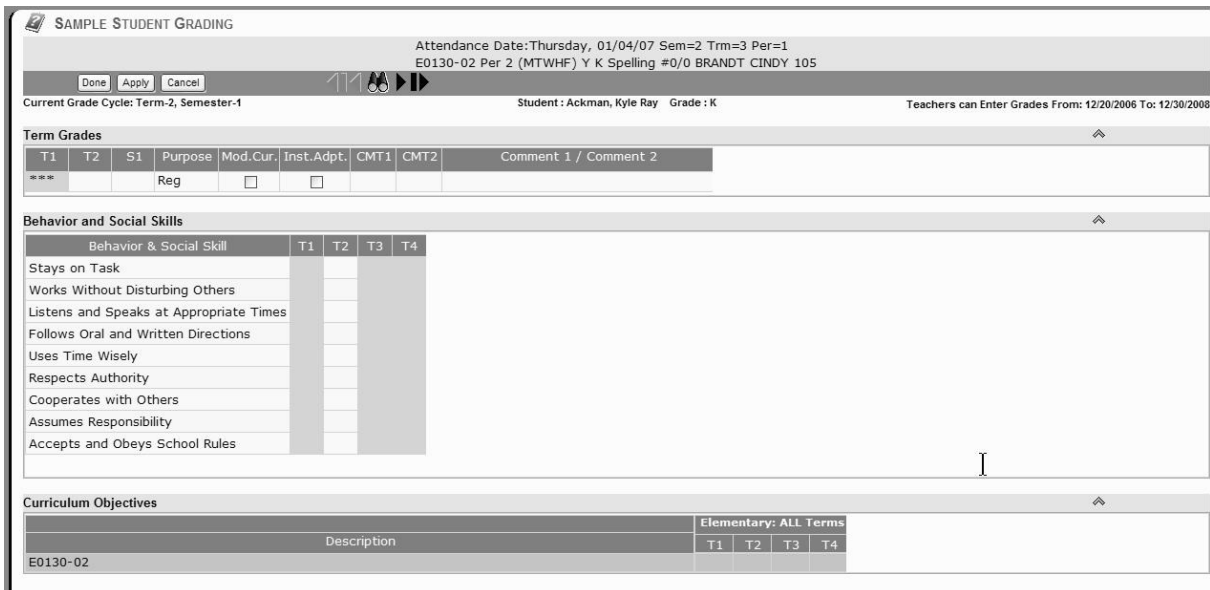


- For High School Style: click the  button and then click in the % column to type the mastery percent. Tab to the **Mark** column to select the curriculum mark. Tab to the **Date** column to type the date of mastery.
- Click  to save your changes and stay on the screen or  to save your changes and return to the previous screen.


You may also select to enter all elements for a specific student by clicking on the student's name in the list.







The screen displays all parts of the student's grading areas and can be completed at one time using the same steps as above.



Grades Complete

- Click  to complete the process of importing grades, selecting comments or marking behavior & social skill items. This marks the column **Teacher Complete** with **Yes** allowing office staff to monitor teachers' progress in submitting term grades.


		Course Title	Section	Period	Teacher Complete	#Std
		ALGEBRA I	H2200-01	2	Yes	14
		ALGEBRA I	H2200-04	3		19

- Continue with this process until each Grade Book page has been imported.


Note: Teachers can re-import grades from the Grade Book as many times as they wish during the specified time frame until all grades are complete and accurate.

Edit Grades

After grades are imported, you may find it necessary to exit and then continue the process of entering comments, behavior and social skill items, etc. later. Make sure all edits are completed during the time specified by the office.

1. On the Student Grading Roster screen, click the edit  icon to continue adding comments, marking behavior/social skill items, etc. on the grade entry page.

			ALGEBRA I	H2200-01	2	Yes	14
			ALGEBRA I	H2200-04	3		19

2. Click the Grade Book  icon to execute the import process again.