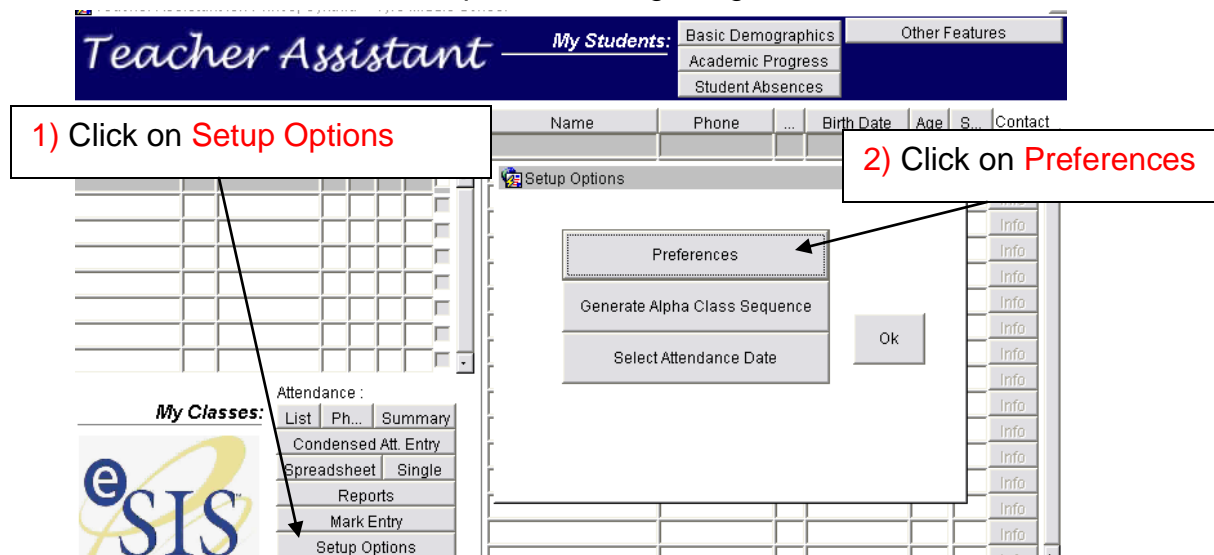


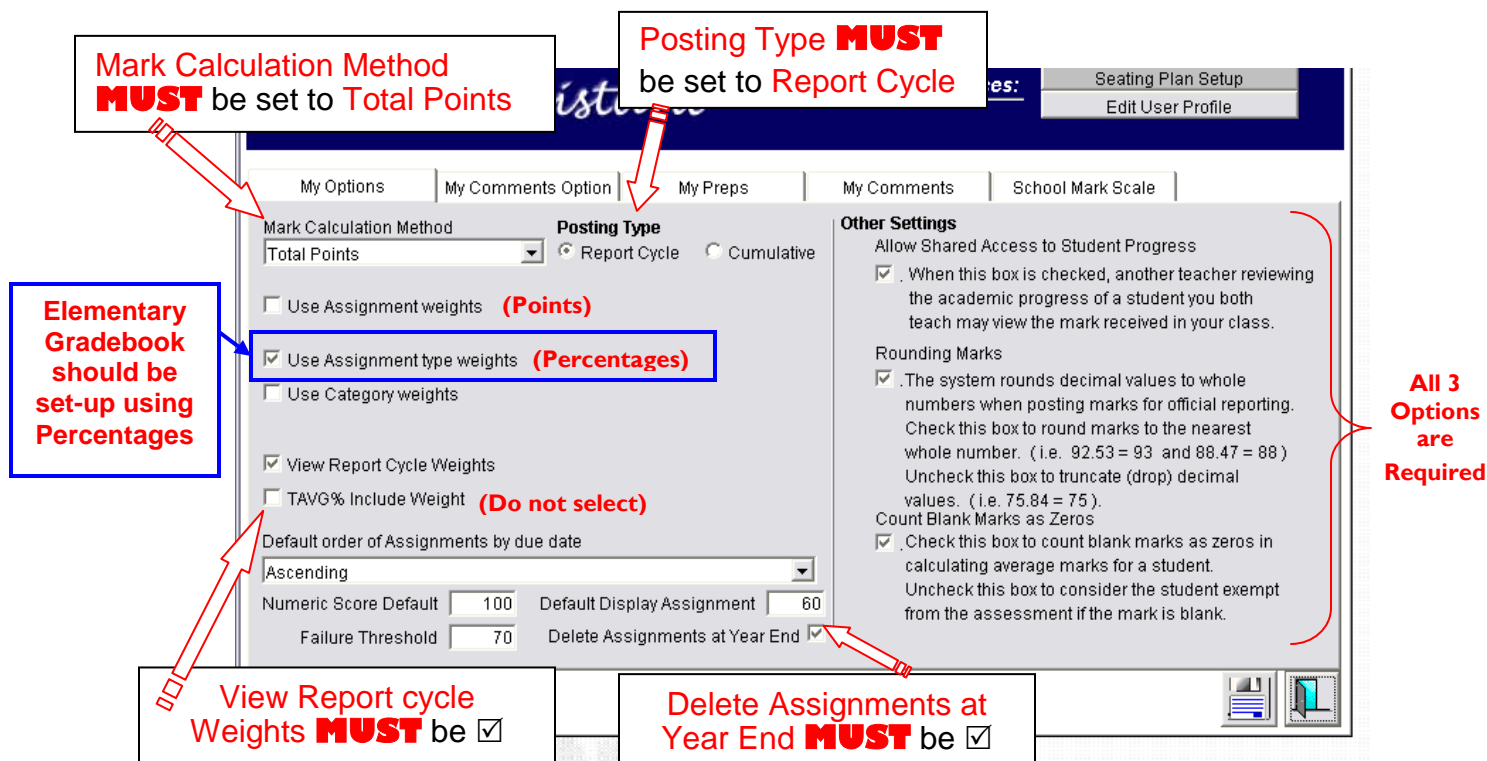
SPREADSHEET/GRADEBOOK

Setting up your Preferences (Preps)

Your Preferences must be set-up before using the gradebook.



My Options Tab





Before setting **Preferences** you need to determine:

- Which method fits my course syllabus grading scale? (Tests count ____%, Class work counts ____%, Quizzes count ____%, etc.)
- Can I explain my grading method to parents and administrators?

Mark Calculation Method: “Total Points” (default)

Posting Type: Selecting “Report Cycle” calculates on established Reporting Periods (default)

☒ Use Assignment Weights (Points)

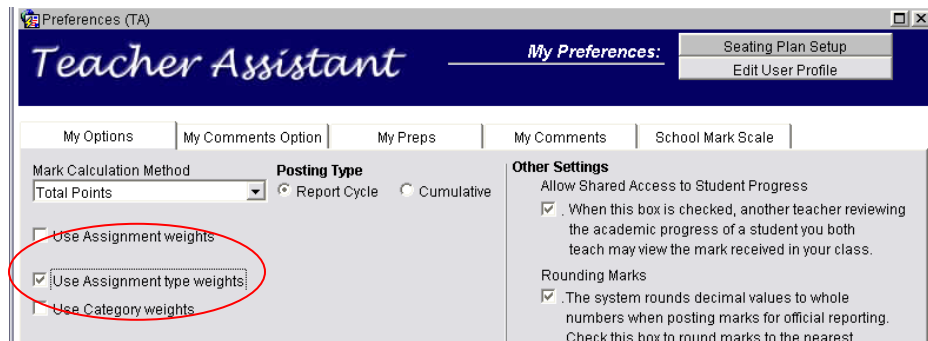
- This method is the closest to hand calculating the student’s average.
- Allows weights for each assignment

Example:

Assignment	Assignment Type	Assignment Weight	Earned Points	Possible Points
CW1	Class work	1	95	100
CW2	Class work	2	80	100
			(160)	(200)
Quiz 1	Quiz	1	86	100
Quiz 2	Quiz	1	90	100
Test 1	Test	2	93	100
			(186)	(200)
Test 2	Test	2	91	100
			(182)	(200)
Totals			535	600
			(799)	(900)

(Weighted Earned Points / Weighted Possible Points) * 100

$$(799 / 900) * 100 = 88.777 \text{ or } 89$$



☑ Use Assignment Type Weights (Percentages)

- Checking this box weights each assignment type
- The spreadsheet will calculate each assignment type first, then average all assignment type averages together
- Each assignment type **MUST** be used each reporting period to receive an accurate calculation. Example: Class work 30% + Quizzes 25% + Tests 45% = 100%

Assignment	Assignment Type	Assignment Type Weight	Earned Points Weighted	Possible Points Weighted
CW1	Class work	30	95	100
CW2	Class work	30	80	100
Class work Average			175	200
Quiz 1	Quiz	25	86	100
Quiz 2	Quiz	25	90	100
Quiz Average			176	200
Test 1	Test	45	93	100
Test 2	Test	45	91	100
Test Average			184	200
Totals			535	600

1) Calculate Weighted Marks for each Assignment:

Earned Points Weighted / Possible Points Weighted

Class work: $175 / 200 = 0.875$

Quizzes: $176 / 200 = 0.88$

Tests: $184 / 200 = 0.92$

2) Calculate Weight according to Assigned Weight:

*Weighted Mark * Assigned Weight*

Class work: $0.875 * 30\% = .2625$ or 26.25

Quizzes: $0.88 * 25\% = .22$ or 22

Tests: $0.92 * 45\% = .414$ or 41.4

3) Calculate Final Mark

Weighted Class work + Weighted Quizzes + Weighted Test

$26.25 + 22.0 + 41.4 = 89.65$

THESE COMBINATIONS OF WEIGHTING ARE NOT RECOMMENDED:

1) Use Assignment Weights and Assignment Type Weights

The screenshot shows the 'My Options' tab with the 'Mark Calculation Method' set to 'Total Points' and 'Posting Type' set to 'Report Cycle'. Under 'Other Settings', the checkboxes for 'Use Assignment weights' and 'Use Assignment type weights' are both checked and highlighted with a red box. A red arrow points from a warning box to this red box. The warning box contains the text: 'Using these together may cause an error in calculations. DO NOT USE!'. Other visible options include 'Use Category weights' (unchecked), 'View Report Cycle Weights' (checked), and 'TAVG% Include Weight' (unchecked).

2) Use Category Weights

The screenshot shows the 'My Options' tab with the 'Mark Calculation Method' set to 'Total Points' and 'Posting Type' set to 'Report Cycle'. Under 'Other Settings', the checkboxes for 'Use Assignment type weights' and 'Use Category weights' are both checked and highlighted with a red box. A red arrow points from a warning box to this red box. The warning box contains the text: 'If you select "Use Category weights", you must be able to explain grading method to parents and administrators.' Other visible options include 'Use Assignment weights' (unchecked), 'View Report Cycle Weights' (checked), 'TAVG% Include Weight' (unchecked), and 'Allow Shared Access to Student Progress' (checked).

Explanation of 'My Options' Tab

- **View Report Cycle Weights:** Activates a field on the **Prep detail** screen that will allow the teacher to view report cycle weights as set by the school.
- **TAVG% Include Weight:** The recommendation is to not use this option.
- **Default order of assignment by due date:** Select **ascending** or **descending**. Ascending will display by due date the oldest assignment first. Descending will display by due date the most recent assignment.
- **Numeric Score Default:** This should be set to 100 in North Carolina. This is the max score when adding a new assignment. No marks higher than 100 should be used in the gradebook.
- **Failure Threshold:** Enter the lowest passing mark. This causes all failing marks to appear color-coded in the gradebook.
- **Default Display Assignment:** Determines the number of assignments that will display in the gradebook. The fewer assignments to display, the faster the spreadsheet will open.
- **Delete assignments at Year End:** It is recommended that you check this box to delete assignments at year end. This will enable you to begin the school year with new options.
- **Other Settings:**
 - ♦ **Allow Shared Access to Student Progress:** Administration requires that you select this option - This will allow all teachers who are teaching the same student to view the academic progress of that student.
 - ♦ **Rounding Marks:** Administration requires that you select this option - This will allow standard mathematical rounding of all officially reported marks.
 - ♦ **Count Blank Marks as Zero:** Administration requires that you select this option – Checking this box counts ALL blanks in the spreadsheet as zeros. Un-checking this box will show blanks as an exemption from the assignment in the spreadsheet.

My Comments Option

The screenshot shows the 'Teacher Assistant' Preferences window. The title bar reads 'Preferences (TA)'. The main header area has 'Teacher Assistant' in a large script font, followed by 'My Preferences:' and two buttons: 'Seating Plan Setup' and 'Edit User Profile'. Below this is a tabbed interface with five tabs: 'My Options', 'My Comments Option' (which is selected and highlighted with a dotted border), 'My Preps', 'My Comments', and 'School Mark Scale'. The main content area of the 'My Comments Option' tab is titled 'Options to use/hide additional fields in My Comments'. It contains three unchecked checkboxes: 'Use Category', 'Use Subject', and 'Use Level'. A large right-facing curly bracket groups these three options. An arrow points from a text box to this bracket. The text box contains the text: 'Recommended: Leave unchecked so all comments are available for all courses.' At the bottom left of the window is a 'Help' button. At the bottom right are two icons: a document with lines and a computer monitor.

Preferences (TA)

Teacher Assistant **My Preferences:** Seating Plan Setup Edit User Profile

My Options My Comments Option My Preps My Comments School Mark Scale

Options to use/hide additional fields in My Comments

☐ Use Category

☐ Use Subject

☐ Use Level

Recommended: Leave unchecked so all comments are available for all courses.

Help

My Preps Tab

**Deleting Preps
Follow Numeric Order**

- ♦ The detail of a Prep Description **MUST** be deleted before the Prep Description can be deleted.
- ♦ Previous year's Preps should be deleted before adding new preps.

Teacher Assistant

My Options | My Comments Option | My Preps

Click ADD to create a new prep. To view or change a prep, select the prep and click Detail.

Prep Description
Math
Pre-Algebra

Detail ADD DEL

1) Selecting Prep Description

2) Click Detail

5) Click **Delete** to remove Prep Classes (Report Cycles will be removed when you deselect classes.)

Prep Detail

Enter Description of Prep: Pre-Algebra

Prep Classes

Select classes

2020C7(01)-Pre-Alg 7-0-0-0-71

Select Classes Delete

Prep Category

Category	Default?
Academic	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Add Delete

Prep Assignment types

Description	Assignment Type	Default?
Classwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quiz	<input type="checkbox"/>	<input type="checkbox"/>
Test	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Add Delete

Prep classes Report Cycles

Report Cycle	Weight
YL - 1st 9 wks	18.25
YL - 2nd 9 wks	18.25
YL - 3rd 9 wks	18.25
YL - 4th 9 wks	18.25
YL - Exam	25

4) Click **Delete** to remove Prep Category

3) Click **Delete** to remove ALL Prep Assignment Types

6) Click **Save** then **Exit**

My Options | My Comments Option | My Preps | My Comments | School Mark Scale

Click ADD to create a new prep. To view or change a prep, select the prep and click Detail.

Prep Description
Math
Pre-Algebra

Detail ADD DEL

7) Click **Delete** to remove Prep

Elementary Preps

- ◆ Before Adding New Preps, refer to Deleting Preps.
- ◆ New Preps should be created each school year.
- ◆ DO NOT USE THE SHELL OF PREVIOUS YEARS INFO.

1) Click Add

3) Click **Select Classes** button

2) Enter title/description (keep it simple)

4) Click under **Assign?** to select courses to add to prep

- Do not select the top Course Code 0000S3 or 4 or 5 OR 9982G3 or 4 or 5. No Report Card Marks are issued for these grade level courses.
- You may select more than one
- If already assigned to a prep, you will see a check and not be allow to select it

Assign?	Course Code	Sec.	Short Name	S	T	D	P	Prep Description
<input type="checkbox"/>	0000S4	43	4th Grade	0	0	0	01	
<input checked="" type="checkbox"/>	2001S4	43	Math 4	0	0	0	02	All Classes
<input checked="" type="checkbox"/>	1010S1	43	Lang Arts4	0	0	0	03	All Classes
<input checked="" type="checkbox"/>	1010S4	43	Reading 4	0	0	0	04	All Classes
<input checked="" type="checkbox"/>	3001S4	43	Science 4	0	0	0	05	All Classes
<input checked="" type="checkbox"/>	4001S4	43	Soc St 4	0	0	0	05	All Classes
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

5) Click OK

6) Click **Add**, Type a **Category** name (Academic, General, etc.)

7) ☒ to select the **Default Category**

8) Click **add**

Report Cycle is populated from course length data contained in NCWISE

9) Click under **Assign?** to select assignment types to add to preps. It is **recommended** that you select the following Assignment Types:

- ① **Classwork**
- ② **Participation**
- ③ **Quiz**
- ④ **Tests**

10) Click **OK**

11) Place a ☒ by the Assignment Type you wish to set as **Default** OR select assignment type when creating assessments.

12) Type the Assignment Type **Weights** as recommended by WSFCS:

- ① **Classwork = 30%**
- ② **Participation = 10%**
- ③ **Quiz = 25%**
- ④ **Tests = 35%**

13) Click the disk to **Save**

14) Click the door to **Exit**

Prep Detail

Enter Description of Prep: All Classes

Prep Classes

Select classes

2001S4(43)-Math 4-0-0-0-02
1010S4(43)-Lang Arts4-0-0-0-03
1010S4(43)-Reading 4-0-0-0-04
3001S4(43)-Science 4-0-0-0-05
4001S4(43)-Soc St 4-0-0-0-05

Select Classes Delete

Prep Category

Category

Core

Add Delete

Prep Assignment types

Description	Weight	Default Assignment Type
Classwork	30	<input checked="" type="checkbox"/>
Participation	10	<input type="checkbox"/>
Quiz	25	<input type="checkbox"/>
Test	35	<input type="checkbox"/>

Add Delete

Select Assessment Types

Assign?

<input type="checkbox"/>	Academics
<input type="checkbox"/>	Accelerated Math
<input type="checkbox"/>	Accelerated Reading
<input type="checkbox"/>	Attendance/Participation
<input checked="" type="checkbox"/>	Classwork
<input type="checkbox"/>	Classwork/Class Quizzes
<input type="checkbox"/>	Classwork/Homework
<input type="checkbox"/>	Classwork/Homework/Quizzes
<input type="checkbox"/>	Community Service
<input type="checkbox"/>	Composition
<input type="checkbox"/>	Concerts
<input type="checkbox"/>	Current Events

OK Cancel



Teachers with year-long and block courses MUST set-up separate preps for each course length.

- ◆ Before Adding New Preps, refer to 'Deleting Preps.'
- ◆ New Preps should be created each school year.
- ◆ DO NOT USE THE SHELL OF PREVIOUS YEARS INFO.



Preps are attached to User Logins. Do not let anyone set-up a 'prep' for you. You must be logged in as yourself. If a school level user navigates to your **options** and your **preps** and sets them up, you will not be able to see them.

1) Click **Add**

2) Enter title/description (keep it simple, example: World History, Algebra, Math, English 1)

3) Click **Select Classes** button

Assign?	Course Code	Sec.	Short Name	S	T	D	P	Prep Description
<input type="checkbox"/>	103120	03	Journalism	0	0	1	02	
<input type="checkbox"/>	103120	02	Journalism	0	0	2	02	
<input type="checkbox"/>	103120	01	Journalism	0	0	1	03	
<input type="checkbox"/>	103121	01	Newspaper	0	0	2	03	
<input type="checkbox"/>	103150	01	Newspr HN	0	0	2	03	
<input type="checkbox"/>	102355	04	Eng 3 HN	1	0	0	01	
<input type="checkbox"/>	102355	05	Eng 3 HN	2	0	0	01	

4) Click under **Assign?** to select courses to add to prep

- You may select more than one
- If already assigned to a prep, you will see a check and not be allow to select it

High School: Select **ONLY** Current Semester Courses

5) Click **OK**

Prep Detail

Details for Prep: Accelerated Math

Prep Classes

Select classes

2003C7(01)-Acc Math 7-0-0-0-05

Report Cycle is populated from course length data contained in NCWISE

Select Classes Delete

Prep classes Report Cycles

Report Cycle	Weight
YL - 1st 9 wks	18.75
YL - 2nd 9 wks	18.75
YL - 3rd 9 wks	18.75
YL - 4th 9 wks	18.75
YL - Exam	25

Prep Category

Category

Academic

Default?

☒

Add Delete

6) Click **Add**, Type a **Category** name (Academic, General, etc.)

7) ☒ to select the Default Category

Prep Assignment types

Description

Assignment Type

Add Delete

8) Click **add**

Select Assessment Types

Assign?

Description

- ☐ Academics
- ☐ Accelerated Math
- ☐ Accelerated Reading
- ☐ Attendance/Participation
- ☐ Classwork
- ☐ Classwork/Class Quizzes
- ☐ Classwork/Homework
- ☐ Classwork/Homework/Quizzes
- ☐ Community Service
- ☐ Composition
- ☐ Concerts
- ☐ Current Events

9) Click under **Assign?** to select assignment types to add to prep

- You may select as many as you wish
- You must use all assignments that you select each reporting period

Prep Detail

Details for Prep: Accelerate

Prep Classes

Select classes

2003C7(01)-Acc Math 7-0-0-0-05

Select Classes Delete

Prep classes Report Cycles

Report Cycle	Weight
YL - 1st 9 wks	18.75
YL - 2nd 9 wks	18.75
YL - 3rd 9 wks	18.75
YL - 4th 9 wks	18.75
YL - Exam	25

Prep Category

Category

Academic

Default?

☒

Add Delete

Prep Assignment types

Description

Assignment Type

Classwork

Daily Work

Quiz

Test

Add Delete

10) Click **OK**

11) Place a ☒ by the Assignment Type you wish to set as Default OR select assignment type when creating assignments.

12) Click the disk to **Save**

13) Click the door to **Exit**



Teachers with year-long and block courses MUST set-up separate preps for each course length.

To ADD ADDITIONAL PREPS:

My Options My Comments Option My Preps My Comments School Mark Scale

Click ADD to create a new prep. To view or change a prep, select the prep and press the Detail button.

Prep Description
Eng/LA

Detail ADD DEL

1) Click 'Add'

2) Type Prep Description in 'Details for Prep:'

Enter Description of Prep: Math/Science/Social Studies

Prep Classes
Select classes

Select Classes Delete

Prep classes Report Cycles

Report Cycle Weight

Prep Category

Enter Description of Prep: Math/Science/Social Studies

Add Delete

3) Click 'Select Classes'

4) Check 'Math, Sci/Health & Soc St'

5) Click 'OK'

Assign?	Course Code	Sec.	Short Name	S	T	D	P	Prep Description
<input type="checkbox"/>	0000S5	51	5th Grade	0	0	0	01	
<input checked="" type="checkbox"/>	1010S5	51	Eng LA 5	0	0	0	01	Eng/LA
<input checked="" type="checkbox"/>	2001S5	51	Math 5	0	0	0	01	
<input checked="" type="checkbox"/>	3001S5	51	SciHealth5	0	0	0	01	
<input checked="" type="checkbox"/>	4001S5	51	Soc St 5	0	0	0	01	
<input type="checkbox"/>	9520SA	51	Conduct	0	0	0	01	

OK

6) Click in 'Category' and type Category Name

7) Check 'Default?'

8) Click 'Add' to select assignment types

9) Place checks beside each types you wish to use.

10) Click 'Ok'

11) Type 'Weight' for each Description
Weights MUST equal 100%

12) Click 'Save' and 'Exit'

Prep Detail
Enter Description of Prep: Math/Science/Social Studies

Prep Classes
Select classes
2001S5(51)-Math 5-0-0-0-01
3001S5(51)-SciHealth5-0-0-0-01
4001S5(51)-Soc St 5-0-0-0-01
Select Classes Delete

Prep Category
Category Academic Default? ☒
Add Delete

Prep classes Report Cycles
Report Cycle Weight
YL- 1st 9 wks 25
YL- 2nd 9 wks 25
YL- 3rd 9 wks 25
YL- 4th 9 wks 25

Prep Assignment types
Description Weight Assignment Type
Add Delete

Select Assessment Types
Assign? Description
☐ Academics
☐ Accelerated Math
☐ Accelerated Reading
☐ Attendance/Participation
☐ Classwork
☐ Classwork/Class Quizzes
☐ Classwork/Homework
☐ Classwork/Homework/Quizzes
☐ Community Service
☐ Composition
☐ Concerts
☐ Current Events
OK Cancel

Prep Assignment types
Description Weight Assignment Type
Participation
Quiz
Test
Add Delete

My Comments Tab

Teacher comments can be created here.

- Comments will **not** appear on the NC Report Cards.
- Teacher comments will appear on Progress Reports.
- Maximum of 100 characters is allowed (student name counts)

1) Click on add to insert cursor in Code space or Click in Code space

2) Type Description
(Refer to Replacement characters to enhance comments.)

You may print a comment list by clicking on the printer icon.

3) Click the disk to **Save**

4) Click the door to **Exit**

School Mark Scale Tab

Field is protected against update.

Click the door to **Exit**

Setting-up Assignments

You must set-up one assignment per class to calculate the final mark

Teacher Assistant — **My Students:** Basic Demographics | Academic Progress | Student Absences | Other Features | Alert

☒ Classes ☐ Home Rooms ☐ Teams

☐ Today's Classes ☒ Curr Students ☐ All Students

Course	Sec.	Title	S	T	D	P	AC
0000S4	43	4th Grade	0	0	0	01	
2001S4	43	Math 4	0	0	0	02	
1010SI	43	Writing 4	0	0	0	03	
3001S4	43	Science 4	0	0	0	05	
4001S4	43	Soc St 4	0	0	0	05	

My Classes: Attendance: List | Photo | Summary | Condensed At Entry | Spreadsheet | Single

Name	Phone	Gr.	Birth Date	Age	Se...	Contact
Duck, Donald		03	12/13/2002	8	0	Info
Mouse, Mickey		03	05/16/2003	8	0	Info
Pig, Porky		03	07/24/2002	8	0	Info

1) Click on **Spreadsheet**

2) Click on **Reporting Term** to select correct reporting period

Category: If settings are as listed above you will only have one category

TA Gradebook

Class: S0 TO D0 P2 Math 4(2001S4 - 43) **Reporting Term:** YL - 1st 9 wks **Category:** All **Assignment Types:** All

-----Assignments are listed with max score-----

Student Name	Screen Totals		
	Tavg...	Total	Earned
Duck, Donald		0	0
Mouse, Mickey		0	0
Pig, Porky		0	0

150 | Number Of Columns | Exempt

Color Legend | Missing Mark | Enter Mark/Comments | Add Assignment | Post Marks To Report Card | Reporting Term Marks | Condensed Mark Entry | View/Change Assignment

Assignment Types:

- The drop down menu will display all Assignment types selected in your prep screen.
- To view a single Assignment click on drop down button to select (Classwork: only classwork will display on the spreadsheet screen).

Be mindful of the reporting term when entering marks. If you enter marks in the wrong term you can not copy or move marks to the correct term. You will have to remove incorrect grades and re-enter in the correct term.

3) Click on **Add Assignment**

- 4) Name: Free Form
- 5) Short Name: Populated by Name field but can be modified. Short name displays on spreadsheet.
- 6) Score Type: Auto populated
- 7) Score Max: Should never be over 100. TAMS will not calculate grades over 100.
- 8) Category: Populates with only category.
- 9) Assessment Type: Click on drop down button to select type.
- 10) Narrative: Populated by Name. Can be modified. Will print on student progress report.
- 11) Parent Tips: Free Form. Message will display on ALL students attached to the assignment in Parent Assistant Module.
- 12) Assign Date, Due Date & Create Date: Auto populated and can be modified. MUST have dates for the assignment. Dates must be a school day.
- 13) Checking 'Post to Parent' populates the date (current). (It is **recommended** this date be entered as assignments are created.)
- 14) Enter Mark/Comments: Comments may be added to individual students to be viewed by their parent/guardian in Parent Assistant under Academic Progress > Assignment Details.

15) Click the disk to **Save**

16) Click the door to **Exit**

Add new assignments
Class - S0 T0 D0 P5 Acc Math 7(2003C7 - 01)

Assignment

Name: 123
Short Name: 123
Score Type*: Numeric Mark
Score Max: 100 Weight: 1
Category: Academic
Assignment Type: Test
Narrative: 123

Assign Date: 05/09/2011
Due Date: 05/09/2011
Create Date: 05/09/2011
Extra Credit: ☐
Post to Parent Assistant Date: ☒ 05/09/2011

Post to Parent Assistant Date: ☐ 05/09/2011

- ♦ To verify an Assignment is viewable in Parent Assistant the check box will be blank, but the date will remain populated.
- ♦ The ☒ is only a **TOOL** to populate the date.
- ♦ If the date is NOT populated, and marks are entered (even 1 student), changes to the cumulative average are viewable in Parent Assistant.

Assignments Screen

Add new assignments
Class - S0 T0 D0 P5 Acc Math 7(2003C7 - 01)

Assignment Type

Name: 123
Short Name: 123
Score Type*: Numeric Mark
Score Max: 100 Weight: 1
Category: Academic
Assignment Type: Test
Narrative: 123

Assign Date: 05/09/2011
Due Date: 05/09/2011
Create Date: 05/09/2011
Extra Credit: ☐
Post to Parent Assistant Date: ☐ 05/09/2011
☐ Use Standardized Test Scores

Click **Add** to add another assignment to your selected class.

Select one of the options at the bottom of the assignment screen.

Add **Copy** **Enter Mark/Comments** **Cancel** **Add This Assignment To Other Classes**

Click **Copy** to copy all assignment settings **EXCEPT** Name, Short Name and Narrative to your selected class.

Click **Enter Mark/Comments** to begin inputting marks to your selected class.

Click **Add This Assignment to Other Classes** to use this assignment in another class.

Adding Assignments to Other Classes

The image shows two screenshots of the 'Assign Classes' window, illustrating the steps to add assignments to other classes.

Top Screenshot: The window displays a table with columns: Assign?, Course, Sec, Sem, Term, Day, Period, Assign Date, Due Date, and Reporting Term. The first row is selected, showing 'Human HN' with '02' in the Sec column, '0' in Sem, '0' in Term, '02' in Day, and '02' in Period. The Assign Date is '05/18/2011', Due Date is '05/18/2011', and Reporting Term is 'YL - 4th 9 wks'. The Assign? column has a checkmark in the first row and an empty checkbox in the second row.

Bottom Screenshot: The same window is shown, but the second row is now selected, and the Assign? column has a checkmark in the first row and an empty checkbox in the second row. The Assign Date, Due Date, and Reporting Term are the same as in the top screenshot.

Instructions:

- 1) Place a ✓ in the **Assign?** column beside all courses you wish to copy assignment to
- 2) Click + to select a date or type appropriate **Assign** and **Due Date**
- 3) Click ? to select a **Reporting Term**
- 4) Click **Copy Selected Info to All** to copy assignment info to selected course
- 5) Click the disk to **Save**
- 6) Click the door to **Exit**

Entering Marks

Core Courses

There are 4 ways to enter marks. Each method is explained in the following pages.

'☑ Count Blanks as Zeros' in Preferences will result in a failing mark unless student's mark is exempted.

1) Spreadsheet

The screenshot shows the 'Class' dropdown set to 'S0 TO D0 P72 Math 7(2001C7 - 04)' and the 'Reporting Term' dropdown set to 'YL - 1st 9 wks'. The spreadsheet table has columns for 'Student Name', 'Tavg...', 'Total', 'Earned', 'Avg%', and various assignment types (CW Add, CW Sub, Q Add, Q Sub, Test Ad, Test Su, CW Rot, Smile, test). The first three rows show data for students B, C, and Cr. A callout box with an arrow pointing to the 'Class' and 'Reporting Term' dropdowns contains the text: '1) Verify you are entering marks in the appropriate Class, and Reporting Term'. Another callout box with an arrow pointing to a cell in the 'Smile' column contains the text: '2) Click in the field where you wish to enter mark'. A third callout box with an arrow pointing to the 'Save' button at the bottom contains the text: '3) Click Save (NCWISE recalculates marks upon saving)'.

2) Enter Mark/Comments

The screenshot shows the 'Class' dropdown set to 'S0 TO D0 P72 Math 7(2001C7 - 04)', the 'Reporting Term' dropdown set to 'YL - 1st 9 wks', and the 'All' dropdown set to 'All'. The spreadsheet table is similar to the one in the previous screenshot. A callout box with an arrow pointing to the 'Enter Mark/Comments' button at the bottom contains the text: '1) Click Enter Mark/Comments'.

2) Select a Class

3) Select an Assignment

4) Enter Marks, Lates, and Exempts

Class: S0 T0 D0 P72 Math 7(2001C7 - 04) Reporting Term: YL - 1st 9 wks

Assignment: test Score Max: 100

Pupil No.	Student Name	Mark	%	Late	Exempt	Mark Comment
575827	Be	100	100.00%			
575847	Cc	100	100.00%			
901011	Cr	100	100.00%			
585396	Hc					
589678	Je					
586662	Jo					
575850	Jo					
891241	Lc					
875827	Mc					
575893	Me					
585411	My					
873895	Ne					
875389	Pl					
585344	Pc					
575889	Rc					
585440	Se					

Failing Mark Mark Over Maximum Class Avg: 100.00%

Buttons: Condensed Mark Entry, Add Assignment, Copy First Mark Down, Copy First Comment Down, Missing Marks, Delete Mark, Spreadsheet, Delete All Comments

***Enter most common class mark**
***Click Copy First Mark Down**
***Change student grades that are different**

5) Enter Mark Comments by highlighting student name

6) Click Edit comment

Class: S0 T0 D0 P72 Math 7(2001C7 - 04) Reporting Term: YL - 1st 9 wks

Assignment: Test Sub Score Max: 100

Pupil No.	Student Name	Mark	%	Late	Exempt	Mark Comment
575827	Be	96	96.00%			
575847	Cc	94	94.00%			
901011	Cr	95	95.00%			
585396	Hc	96	96.00%			
589678	Je	96	96.00%			
586662	Jo	96	96.00%			
575850	Jo	96	96.00%			
891241	Lc	96	96.00%			
875827	Mc	96	96.00%			
575893	Me	96	96.00%			
585411	My	96	96.00%			
873895	Ne	96	96.00%			
875389	Pl	96	96.00%			
585344	Pc	96	96.00%			
575889	Rc	96	96.00%			
585440	Se	96	96.00%			

Failing Mark Mark Over Maximum Class Avg: 95.00%

Buttons: Condensed Mark Entry, Add Assignment, Copy First Mark Down, Copy First Comment Down, Missing Marks, Delete Mark, Spreadsheet, Delete All Comments

7) Select Comments

Replacement characters are: \$ - Preferred Name, # - His/Her, @ - He/She

8) Click OK to return to mark entry screen

Pupil No.	Student Name	Mark	%	Late	Exempt	Mark Comment
575827	Be	96	96.00%			Jacob is an excellent student. A Pleasure To
575847	Ct	94	94.00%			
901011	Cr	95	95.00%			
585396	Hc					
589678	Je					
586662	Jo					
575850	Jo					
891241	Lo					
875827	Me					
575893	Me					
585411	My					
873895	Ne					
875389	Pl					
585344	Pc					
575889	Rc					
585440	Se					

Class: S0 TO D0 P72 Math 7(2001C7 - 04) Reporting Term: YL - 1st 9 wks Assignment: Test Sub Score Max: 100

Failing Mark Mark Over Maximum Class Avg: 95.00%

9) Click the disk to Save

10) Click the door to Exit

WSFCS/TAM Training Module

5) Click the door to **Exit**

4) Mark Entry

1) Click Mark Entry

2) Select Course Length, Reporting Period, and Class

3) Enter Mark and Comment (if applicable) for each student

4) Check Mark entry is complete

5) Save

6) Go Back to enter more grades

Marking Periods

Course Length	Start Date
36 Weeks	08/22/2008
Reporting Period	Abvr
YL - 1st 9 wks	1NW
End Date	10/24/2008

Classes

Course	Section	Teacher	Room
2001C7	01	F	02
2001C7	02	F	02
2003C7	03	F	02
2003C7	04	F	02
9982F7	01	F	02
9982FB	05	F	02

Report YL - 1st 9 wks **Class** 2001C7 01 **Count** 24 **Students**

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Abs	Late	Comment
Ba		55					View
Be		91					View
Be		34					View
Clt		12					View
Co		44					View
Cu		17					View
Ewi		81					View
Ha		33					View
He		98					View
He		84					View
Hill		56					View
Ho		94					View

☐ Mark entry is complete

Report YL - 1st 9 wks **Class** 2001C7 01 **Count** 24

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Abs	Late	Comment
Balle		55	100				View
Beck		31	99				View
Berri		34	98				View
Clutt		12	97				View
Cocf		44	96				View
Cutli		17	95				View
Everl		31	94				View
Haw		33	93				View
Hegr		38	92				View
Heln		34	91				View
Hill		56	90				View
Hodl		34	89				View

☒ Mark entry is complete

Elementary Specials

As of July 1, 2011