

# Posting to Report Card

## Marks, Comments & Mark Entry Completion Box

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

**My Classes:** Attendance: List, Photo, Summary, Condensed, Att. Entry, Spreadsheet, Single

**1) Select Course**

**2) Click Spreadsheet**

**3) Verify you are posting marks for the appropriate Class, and Reporting Term**

**4) Click Post Marks to Report Card**

**5) Click Yes to continue**

**6) Select By Alpha**

**7) Click OK to continue**

**Warning!** You are going to post marks for reporting period YL - 1st 9 wks from Teacher Assistant to E-SIS. Are you sure to continue?

**Posting** How would you like to post these marks? By Numeric, By Alpha

**TA Reporting Period Marks**

**Class**  
80 T0 D0 P2 Math 4(2001S4 - 42)

**Student Name**

	YL - 1st 9 wks	YL - 2nd 9 wks
	T.A. Post	T.A. Post
Ak	85.783 B	
All	87.933 B	
Am	71.55 D	
Be	78.683 C	
Bo	89.15 B	
Bo	87.033 B	
De	84.567 B	
Ha	85.458 B	
Jo	87 B	
Le	90.758 B	
Me	81.78 D	
Pe	94.483 A	
Ph	84.655 B	
Pu	95.925 A	
Re	81.592 D	
Rh	78.992 C	

**8) Adjust grades as needed**

Clicking the 'Post to Report Card' button does the following:

- Performs a reporting mark calculation
- Places that mark in the post column
- Posts marks in the main NCWISE module for report card purposes and allows parents to view their child's marks in Parent Assistant.

Ramifications of Posting more than once:

- Manual changes made to marks in the post column will revert back to the calculated mark after each posting
- Manual overrides in the post column must be re-entered after each posting

**9) Click Save once all changes are made**

**10) Click Go to Mark Entry Screen**

**Mark Was Manually Changed** ☒

Calculate Final Go To Comments Entry Screen Go To Mark Entry Screen

**Mark Entry**

**Report** YL - 1st 9 wks **Class** 2001S4 42

**Students in Class**

Last Name	First Name	Pupil No	Mark	Prev	Subj Perf	Abs	Late	Comment
Ak		97	B		View			101 ? 213 ? ?
All		8	B		View			

**11) Enter comments:**

a. Click ? to select comments  
or b. Click in Comment cell then key the # of comment

**12) Click Mark entry is complete**

Checking 'Mark entry is complete' 1) indicates to the Data Manager that your marks are ready for the report card and 2) triggers eSIS to place attendance on the report card.

☐ Mark entry is complete

**13) Click Save**

**14) Click Exit to go back to Reporting Period Marks Screen**

\* Elementary School Comments are uniform across schools and a paper copy printed from the webportal.  
\* Middle and High School Comments are school specific.

Find %

Numb...	Text
1	Comprehends grade level texts.
2	Entiende textos del nivel del grado.
3	Does not comprehend grade level texts.
4	No entiende textos del nivel del grado.
5	Analyzes and evaluates critically what is read.
6	Analiza y evalúa críticamente lo que se esta leyendo.

Find OK Cancel

If you make changes to marks you must: Uncheck 'Mark entry is complete' > Save > Re-check 'Mark entry is complete' > Save.

Class: S0 T0 D0 P2 Math 4(2001S4 - 42)

Student Name	YL - 1st 9 wks		YL - 2nd 9 wks		YL - 3rd 9 wks		YL - 4th 9 wks		YL - Final Mark	
	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post
Ak	85.783	B								
All	87.933	B								
Arr	71.55	D								
Be	78.683	C								
Bo	89.15	B								
Bo	87.033	B								
De	84.567	B								
He	85.458	B								
Jo	87	B								
Le	90.758	B								
Me	81.78	C								
Pe	94.483	A								
Ph	84.655	B								
Pu	95.925	A								
Ra	81.692	C								
Rh	78.992	C								

15) Click **Exit** to go back to spreadsheet

Buttons: Mark Was Manually Changed, Calculate Final, Go To Comments Entry Screen, Go To Mark Entry Screen, Exit

Class: S0 T0 D0 P2 Math 4(2001S4 - 42)

Reporting Term: YL - 1st 9 wks

Category: All

Assignment Types: All

Assignments are listed with max score

Student Name	Screen Totals				Assignments															
	Tavg...	Total	Earned	Avg%	0-12 M	Ex. form	MVW	0-12 TT	PV/Rou	Shape	0-12 9/1	HW	0-12 9/2	Graph	T					
Akb	85.783	1600	1362	85.783	60	92	90	60	94	100	60	100	64	86						
Alle	87.933	1600	1402	87.933	60	75	100	76	94	100	74	96	74	97						
Arre	71.55	1200	922	71.55		83	70		60			96		57						
Ber	78.683	1300	1077	78.683		100		60	70	100		88	26	77						
Boc	89.15	1600	1428	89.15	86	100		60	72	80	95	94	98	96	91					
Boc	87.033	1600	1396	87.033	60	92		60	82	88	88	98	98	86						
Day	84.567	1600	1346	84.567	60	100	70	60	86	95	60	100	60	83						
Hay	85.458	1600	1357	85.458											91					
Joll	87	1600	1380	87											86					
Les	90.758	1600	1445	90.758											100					
Mel	81.78	1500	1236	81.78											89					
Per	94.483	1600	1508	94.483											97					
Phi	84.655	1500	1278	84.655											89					
Pul	95.925	1600	1533	95.925											97					
Rar	81.692	1600	1303	81.692											83					
Riv	78.992	1600	1269	78.992											86					
Rot	88.292	1600	1405	88.292											80					

Stop! Marks were successfully posted! Please remember that if you change marks in your workbook, you will need to post them again to ensure report cards reflect those changes.

Continue

16) "Marks were successfully posted! ..." Click **Continue**

17) Click **Exit**

## Elementary School Teachers:

- You should follow this process to post grades for each core class assigned to you. (*Reading, Lang Arts, Math, Science, Social Studies*)
- You should NOT post 0000S? or 9982G? OR Behaviors OR Work Habits (*Refer to Mark Entry for entering S, N, or U for Behaviors and Work Habits.*)

## Elementary: Behavior and Work Habits

### Entering Marks of S, N, U and Comments

- ♦ 9520SB Behavior and 9520SW Work Habits should not be attached to a prep.
- ♦ Homeroom Teacher will Enter Mark (S, N or U) and Comment(s)

**My Classes:**

Course	Sec.	Title	S	T	D	P	AC
9982G4	40	4th Grade	0	0	0	01	
1010S4	40	Reading 4	0	0	0	02	
2001S4	40	Math 4	0	0	0	02	
1010SI	40	LangArts4	0	0	0	03	
3001S4	40	Science 4	0	0	0	05	
4001S4	40	Soc St 4	0	0	0	05	
9520SB	40	Behavior	0	0	0	06	
9520SW	40	WkHabits	0	0	0	06	

Attendance: List Photo Summary  
Condensed Att. Entry  
Spreadsheet Single  
Reports  
Mark Entry  
Setup Options

1) Click **Mark Entry**

**Marking Periods**

Course Length: 36 Weeks Start Date: 08/24/2011

Reporting Period: YL - 1st 9 wks Abvr: 1NW End Date: 10/27/2011

**Classes**

Course	Section	Teacher	Room
2001S4	40	Mer	
3001S4	40	Mer	
4001S4	40	Mer	
9520SB	40	Mer	
9520SW	40	Mer	
9982G4	40	Mer	

Students

2) Scroll to Select **Reporting Period**

3) Click to Highlight Class

4) Click to Select Students

**Mark Entry**

Sedge Garden Elementary

Report: YL - 1st 9 wks Class: 9520SB 42

**Students in Class**

Last Name	First Name	Pupil No	Mark	Prev	Abs	Late	Comment
Apple	A	12118097	S				
Boy	B	1008488	N				
Cat	C	901700	S				
Dog	D	845506	N				
Elephant	E	1166406	S				
Frog	F	971613	U				
		901714	S				
		1032279	S				
		955552	N				
		902428	S				
King	K	878932	U				
Lion	L	941462	S				

**Comments**

Numb...	Text
214	Trabaja cooperando con los demás.
215	Needs to work cooperatively with others.
216	Necesitar trabajar cooperando con los demás
217	Expresses feelings appropriately.
218	Expresa sus sentimientos apropiadamente
219	Does not express feelings appropriately

Find %

Find OK Cancel

Mark entry is complete

5) Enter **S** (Satisfactory), **N** (Needs Improvement), or **U** (Unsatisfactory) in the Mark Column

6) Enter comments:  
a. Click ? to select comments  
or b. Click in Comment cell then key the # of comment

7) Click **Mark entry is complete**

8) Click **Disk** to Save

9) Click **Arrow** to go back to Classes to select next course (screen shot above)

## Elementary Specials: Art, Music, & PE

### Entering Marks of S, N, U and Comments

**Teacher Assistant** - My Students: Basic Demographics, Academic Progress, Student Absences

**Classes** | Home Rooms | Teams

Today's Classes | Curr Students | All Students

Course Sec Title S T D P AC

9001SS 21 PE 0 0 1 04

9001SS 22 PE 0 0 1 04

9001SS 23 PE 0 0 1 04

9001SS 24 PE 0 0 1 04

9001SS 25 PE 0 0 1 04

9001SS 41 PE 0 0 1 04

9001SS 42 PE 0 0 1 04

9001SS 43 PE 0 0 1 04

My Classes: Attendance: List Photo Summary

Condensed Att. Entry

Spreadsheet Single

Reports

Mark Entry

School Name Year 2011

5 ELEMENTARY

**Marking Periods**

Course Length Start Date

36 Weeks 08/24/2011

Reporting Period Abvr End Date

YL - 1st 9 wks 1NW 10/27/2011

**Classes**

Course	Section	Teacher	Room
9001SS	41	Record, Teacher Of	
9001SS	42	Record, Teacher Of	
9001SS	43	Record, Teacher Of	
9001SS	44	Record, Teacher Of	
9001SS	45	Record, Teacher Of	
9001SS	51	Record, Teacher Of	

**Students**

Report YL - 1st 9 wks Class 9001SS 42 Record, Teacher Of Count 27

**Students in Class**

Last Name	First Name	Pupil No	Mark	Prev	Abs	Late
Apple	A	12118097	S			
Boy	B	1008488	S			
Cat	C	901700	S			
Dog	D	845506	N			
Elephant	E	1166406	S			
		971613	S			
		901714	S			
		1032279	S			
		955552	S			
Jelly	J	902428	S			
King	K	878932	S			
Lion	L	941462	S			

Comments

Find %

Numb... Text

1 Comprehends grade level texts.

2 Entiende textos del nivel del grado.

3 Does not comprehend grade level texts.

4 No entiende textos del nivel del grado.

5 Analyzes and evaluates critically what is read.

6 Analiza y evalúa críticamente lo que se está leyendo.

7) Click **Mark entry is complete**

8) Click **Disk** to Save

9) Click **Arrow** to go back to Classes to select next course (screen shot above)

1) Click **Mark Entry**

2) Scroll to Select **Reporting Period**

3) Click to **Highlight Class**

4) Click to **Select Students**

5) Change **S** (Satisfactory) to **N** (Needs Improvement), or **U** (Unsatisfactory) in the Mark Column.

6) Enter comments:  
a. Click ? to select comments  
b. Click in Comment cell then key the # of comment  
or

## Mark Entry

If marks have been posted to the report card and you wish to make adjustments to Reporting Term Marks or Comments or you have made attendance changes; follow this process.

**1) Click Mark Entry**

Checking 'Mark entry is complete' (1) indicates to the Data Manager that your marks are ready for the report card and (2) triggers eSIS to place attendance on the report card.

**2) Select appropriate Course Length(s)**  
 36 Weeks and/or 18 Weeks  
 If selecting 18 Weeks, verify the 'Start Date'

**3) Select appropriate Reporting Period(s)**  
 If selecting 18 Weeks, verify the 'Start Date'

**4) Select appropriate Class**

**5) Click Students to view Mark Entry**

**My Classes:** List Photo Summary  
 Condensed Att. Entry  
 Spreadsheet Single  
 Reports  
 Mark Entry

**Marking Periods**

Course Length: 36 Weeks Start Date: 08/24/2011

Reporting Period: YL - 1st 9 wks Abvr: 1NW End Date: 10/27/2011

**Classes**

Course	Section	Teacher
402470	01	Ca
402470	02	Ca

**Students**

Name	Phone	Gr.	Birth Date	Age	Se...	Contact
Ant		222 09	11/	4	0	Info
Car		709 12	07/	7	0	Info
Car		386 09	11/	4	0	Info
Do		279 09	03/	4	0	Info
Fox		12 06/		7	0	Info
Fry		09 04/		4	0	Info
Gye		303 11	04/	6	0	Info
Har						
Hel						
Jac						
Kai						
Kin		313 09	11/	4	0	Info
Kre		137 10	02/	5	0	Info
Lac		321 12	08/	8	0	Info
Li,		236 09	05/	4	0	Info
Lle		229 12	06/	7	0	Info

**Elementary**

YL - 1st 9 wks
YL - 2nd 9 wks
YL - 3rd 9 wks
YL - 4th 9 wks
YL - Final Mark

**Middle**

YL - 1st 9 wks
YL - 2nd 9 wks
YL - 3rd 9 wks
YL - 4th 9 wks
YL - Exam
YL - Final Mark

**High**

YL - 1st 9 wks
YL - 2nd 9 wks
YL - 1st Sem Avg
YL - 3rd 9 wks
YL - 4th 9 wks
YL - 2nd Sem Avg
YL - Exam
YL - Final Mark

**S1**

S1 - 1st 9 wks
S1 - 2nd 9 wks
S1 - Exam
S1 - Final Mark

**S2**

S2 - 3rd 9 wks
S2 - 4th 9 wks
S2 - Exam
S2 - Final Mark

**Mark Entry**

Report  Class

**Students in Class**

Last Name	First Name	Pupil No	Mark	Prev	Abs	Late	View	2	?	24	?	?	?	?	?
An			B		0	0	View	2	?	24	?	?	?	?	?
Ca			F		0	0	View	4	?		?	?	?	?	?
Ca			B		0	0	View		?		?	?	?	?	?
Dc			C		1	0	View		?		?	?	?	?	?
For			C		1	0	View								
Fry			B		1	0	View								
Gr		65	B		0	0	View								
Ha			C		1	0	View								
He		8	C		0	0	View								
Ja			D		1	0	View								
Ka					1	0	View								
Kir					0	0	View								

**6) Enter comments:**  
 a. Click ? to select comments  
 or b. Click in Comment cell then key the # of comment

**PERIOD ATTENDANCE SCHOOLS:**  
 Each teacher **MUST** check 'Mark entry is complete' to have period attendance included on student's report card.

**7) Click Mark entry is complete**

☐ Mark entry is complete

If you make changes to marks, you must: Uncheck 'Mark entry is complete' > Save > Re-check 'Mark entry is complete' > Save.

**8) Click Save**

**9) Click Back Arrow to go back to Mark Entry selection screen**

## Printing Marks Reports

**Class Reports**

Buttons: List, Photo, Summary, Condensed Att. Entry, Spreadsheet, Single, **Reports**, Mark Entry

Buttons: Class List, Class Record, Progress Report, Birthday List, Medical List, Mailing Labels, Emergency List, Trip List, **1 Missing Assignment**, Observations, **2 Failures Report**, **3 Failing Reporting Term**, Timetable, **4 Mark List**, ~~Report Card~~, Standard Test Summary

**1 2 & 3 are reports to assist in the accuracy of marks before generating the marks list.**

**Report Cards will be generated in the main office once all teachers have verified Reporting term marks complete.**

**1 Report Title**  
Missing Assignments

Select Classes: [Dropdown] Multiple

Assignment Type: All [Dropdown]

Assignment From Date: [Date] + To Date: [Date] +

Select Student: [Dropdown] Multiple

Sort Order: Class [Dropdown]

TAW925R v 4.0.09

Forsyth County

Page: 1

Missing Assignments

School Year: 2011/2012

Run Date: 10 Oct 2011 04:28 PM

550029 - Student's Name

Wd Hist AP(01)

Name	Due Date	Extra Credit
Document Analysis/thesis	16-SEP-11	
Why Study History	06-SEP-11	

834007 - Student's Name

Wd Hist AP(01)

Name	Due Date	Extra Credit
Why Study History	06-SEP-11	
Early Civs. TEST	06-OCT-11	
Chapter 2 IDs	04-OCT-11	



**2** **Report Title**

Failure Threshold %

Select Classes

Assignment Type

Assignment From Date  + To Date  +

Select Student

Sort Order

TAW935R v 4.0.04		Forsyth County	Page: 1
		<b>Failures Report</b>	
		School Year: 2011/2012	Run Date: 10 Oct 2011 04:40 PM
<b>762732 - Student's Name</b>			
Wd Hist AP(01)			
<b>Name</b>	<b>Percentage</b>	<b>Due Date</b>	<b>Extra Credit</b>
Journal articles	0%	06-OCT-11	
<b>554282 - Student's Name</b>			
Wd Hist HN(05)			
<b>Name</b>	<b>Percentage</b>	<b>Due Date</b>	<b>Extra Credit</b>
chapter review	66%	06-SEP-11	

**3** **Report Title**

Class

Reporting Term

Category

Mark Type

Failure Threshold

TAW945R v4.0.00

Failure Reporting Periods Report

Page: 1

Failure Reporting Periods Report

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Class

S0 T0 D2 P3 Wd Hist AP(402470 - 01)

Reporting Term

YL - 1st 9 wks

Category

All

Mark Type

All

Student Name	Mark
P	35.400
W	63.640
M	65.400
C	67.100

