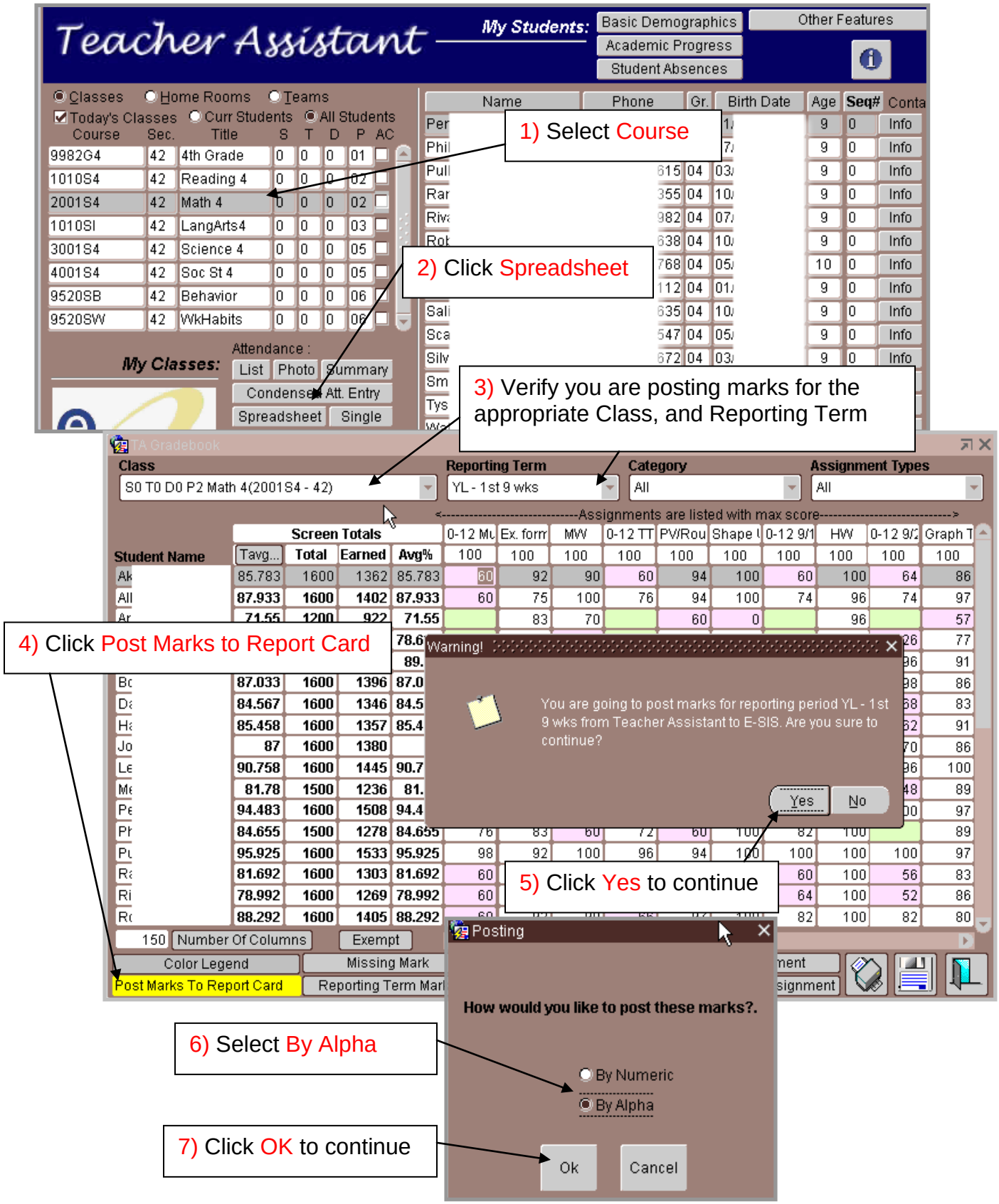
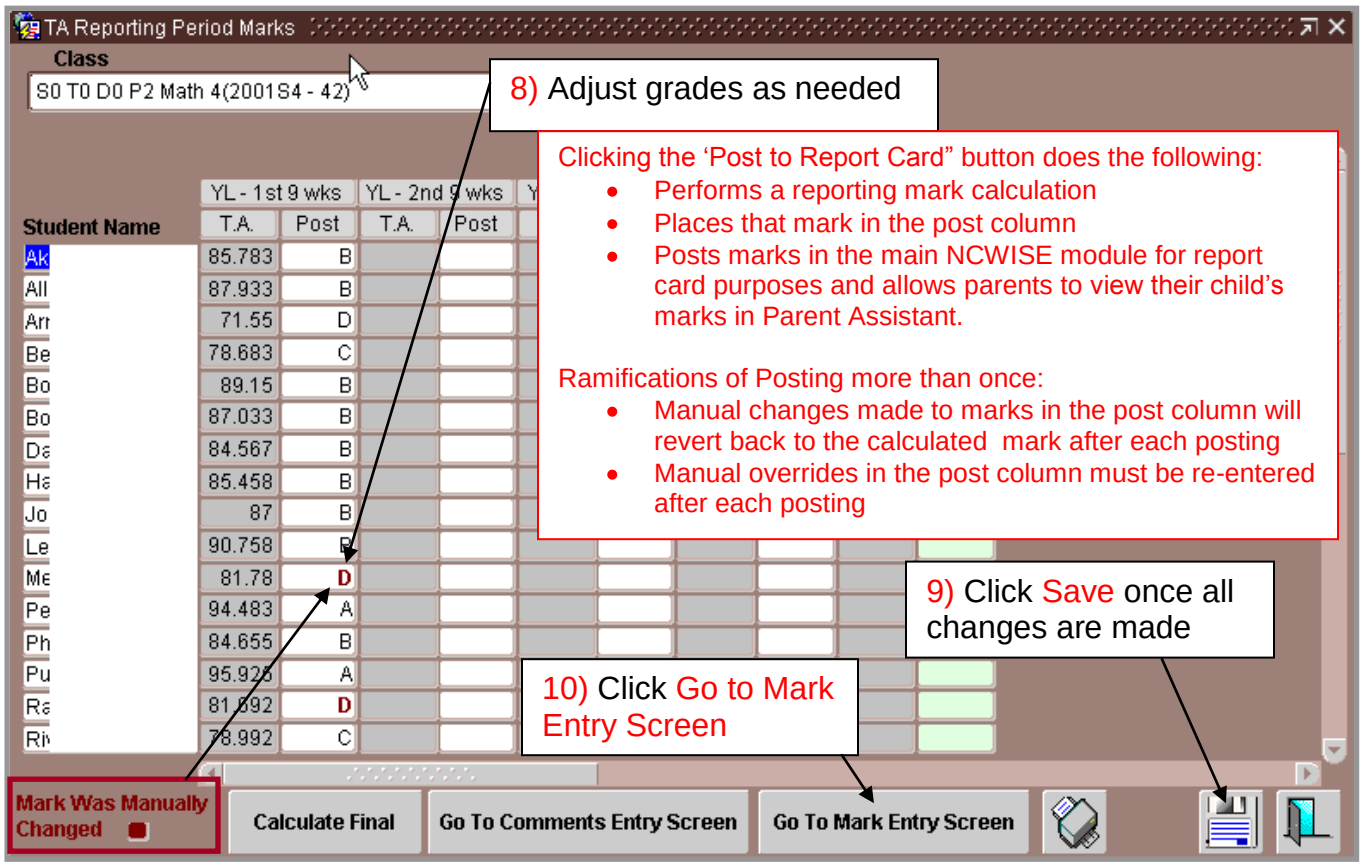
Posting to Report Card

Marks, Comments & Mark Entry Completion Box





8) Adjust grades as needed

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

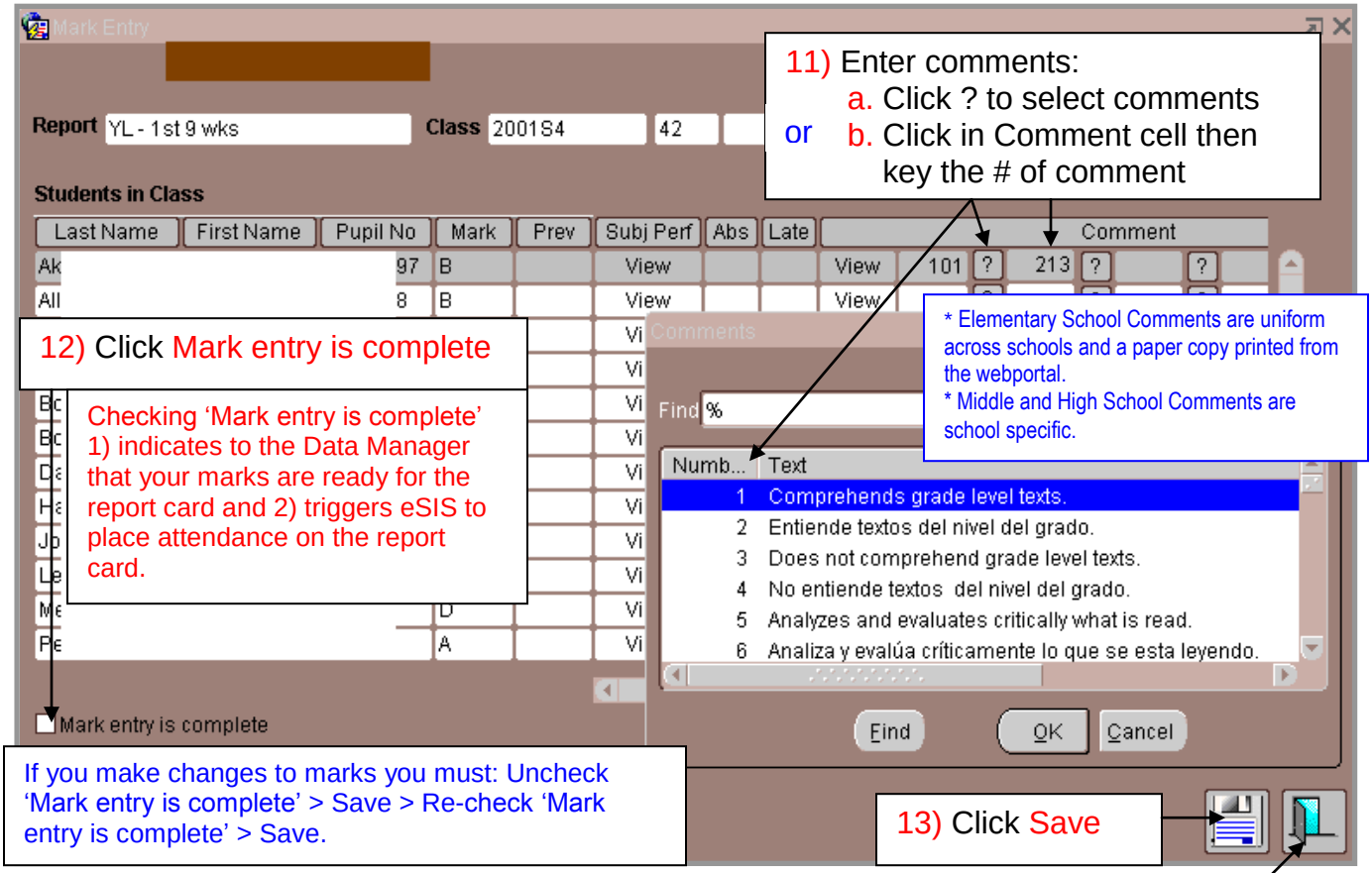
- Performs a reporting mark calculation
- Places that mark in the post column
- Posts marks in the main NCWISE module for report card purposes and allows parents to view their child's marks in Parent Assistant.

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



11) Enter comments:

a. Click ? to select comments

or b. Click in Comment cell then key the # of comment

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

12) Click Mark entry is complete

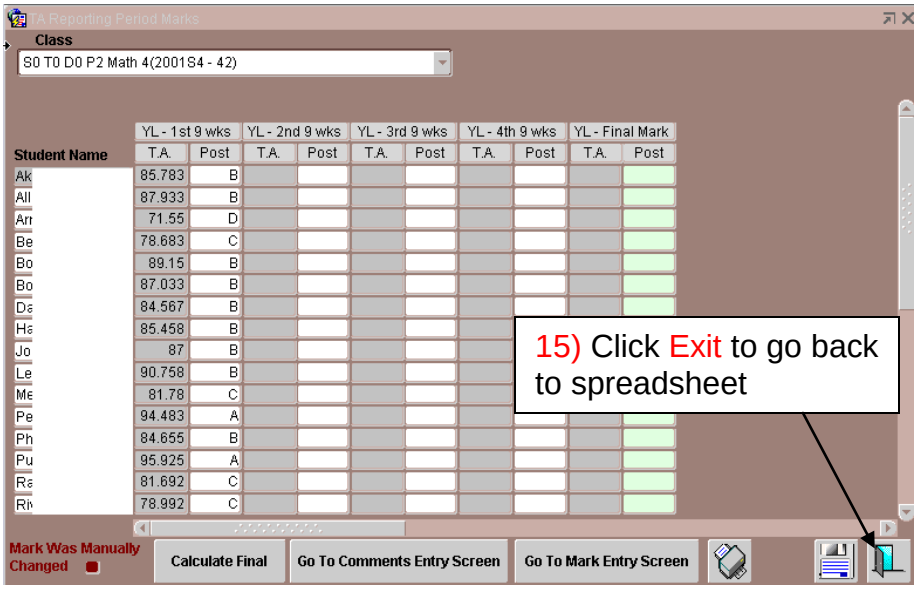
Checking 'Mark entry is complete' 1) indicates to the Data Manager that your marks are ready for the report card and 2) triggers eSIS to place attendance on the report card.

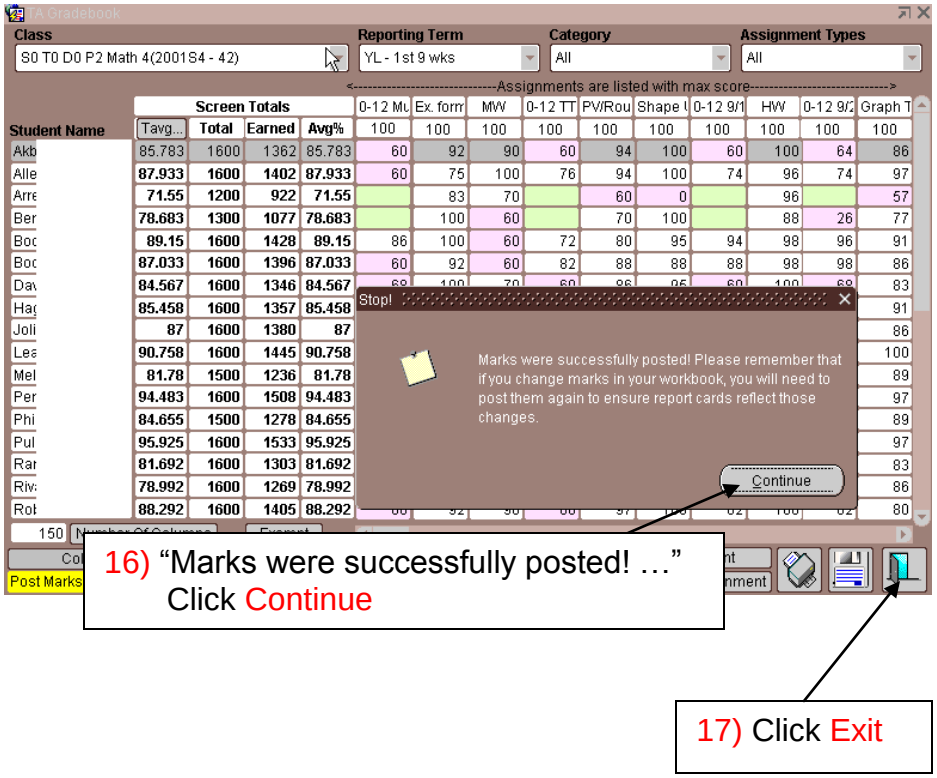
If you make changes to marks you must: Uncheck 'Mark entry is complete' > Save > Re-check 'Mark entry is complete' > Save.

13) Click Save

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

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



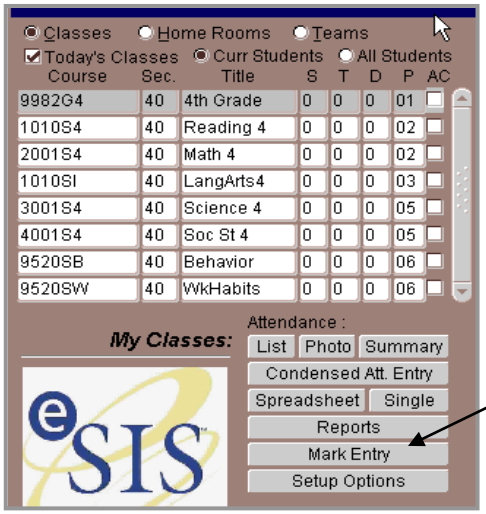


Elementary School Teachers:

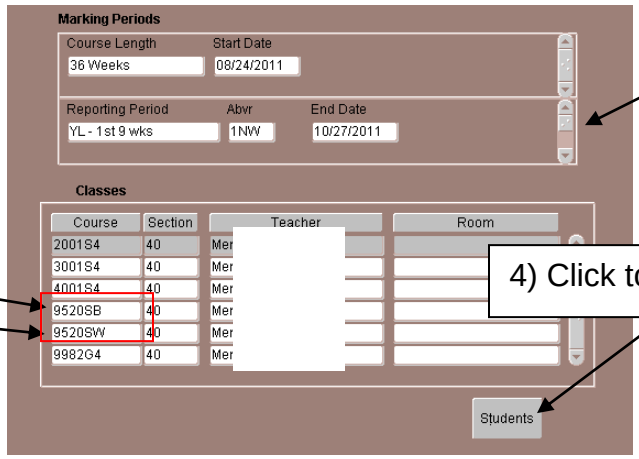
- You should follow this process to post grades for each core class assigned to you. *(Reading, Lang Arts, Math, Science, Social Studies)*
- You should NOT post 0000S? or 9982G? OR Behaviors OR Work Habits *(Refer to Mark Entry for entering S, N, or U for Behaviors and Work Habits.)*

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)



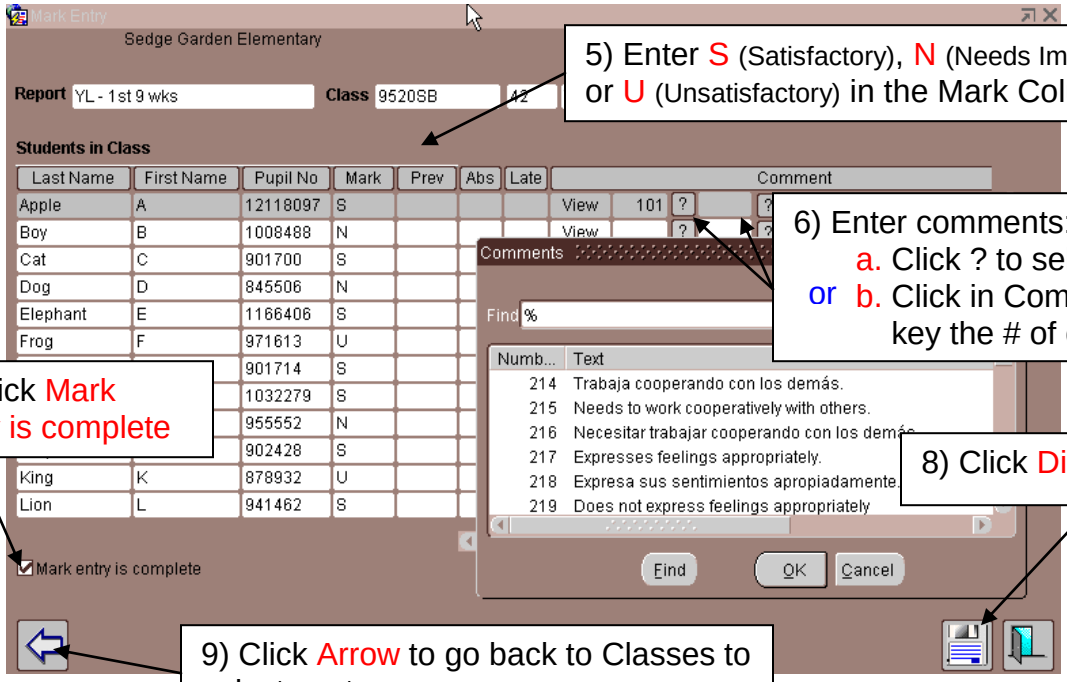
1) Click Mark Entry



2) Scroll to Select Reporting Period

3) Click to Highlight Class

4) Click to Select Students



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

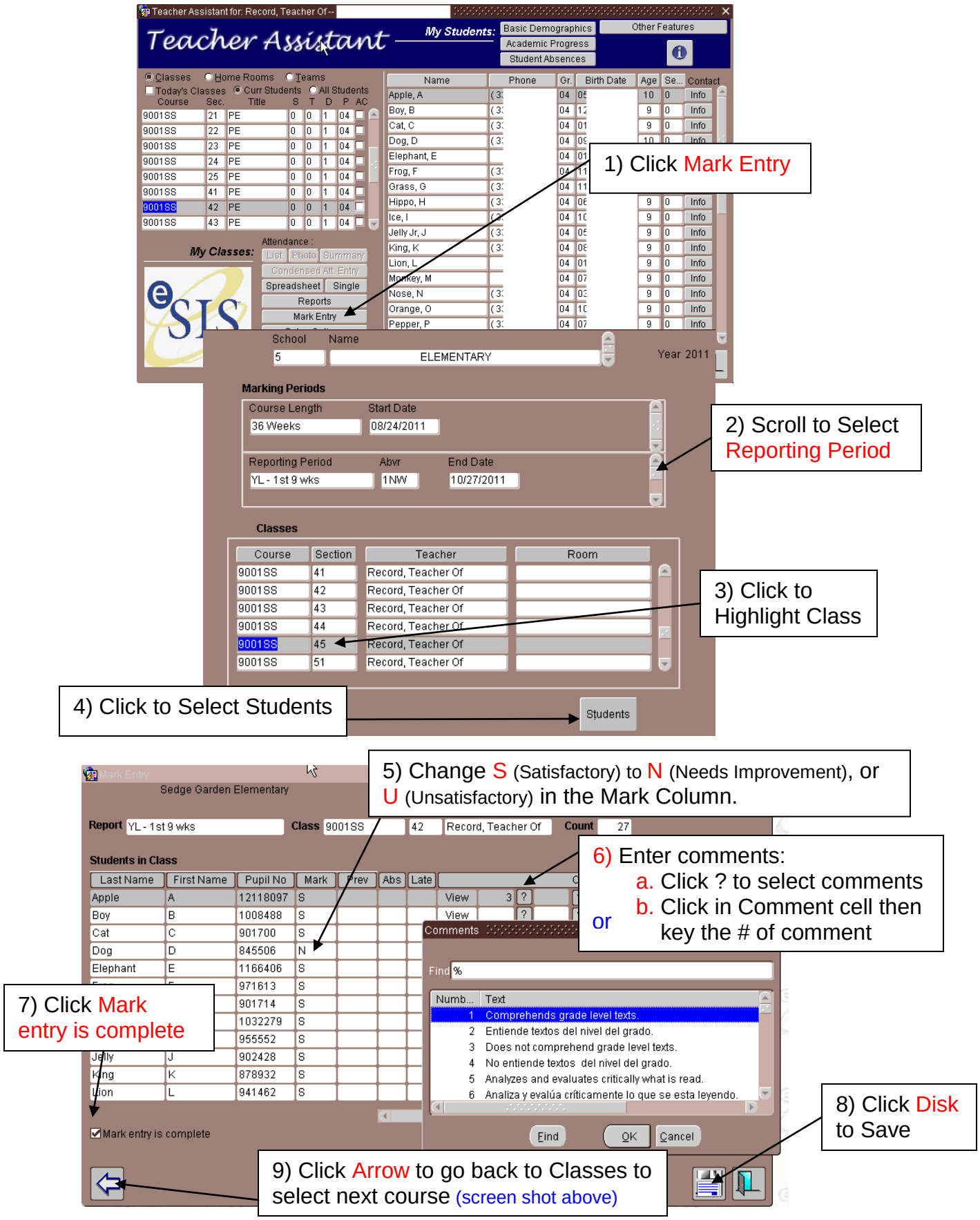
7) Click Mark entry is complete

8) Click Disk to Save

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

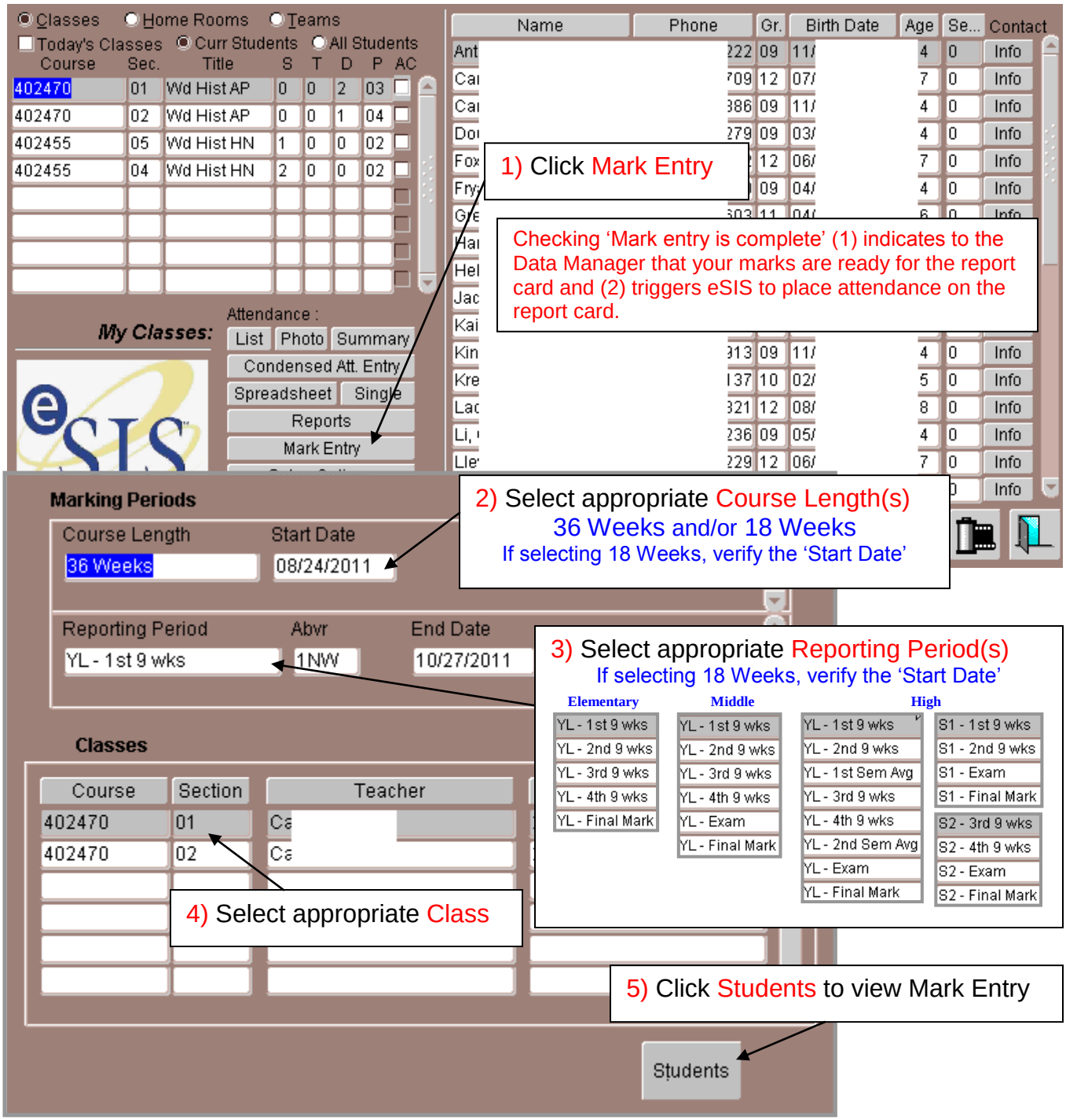
Elementary Specials: Art, Music, & PE

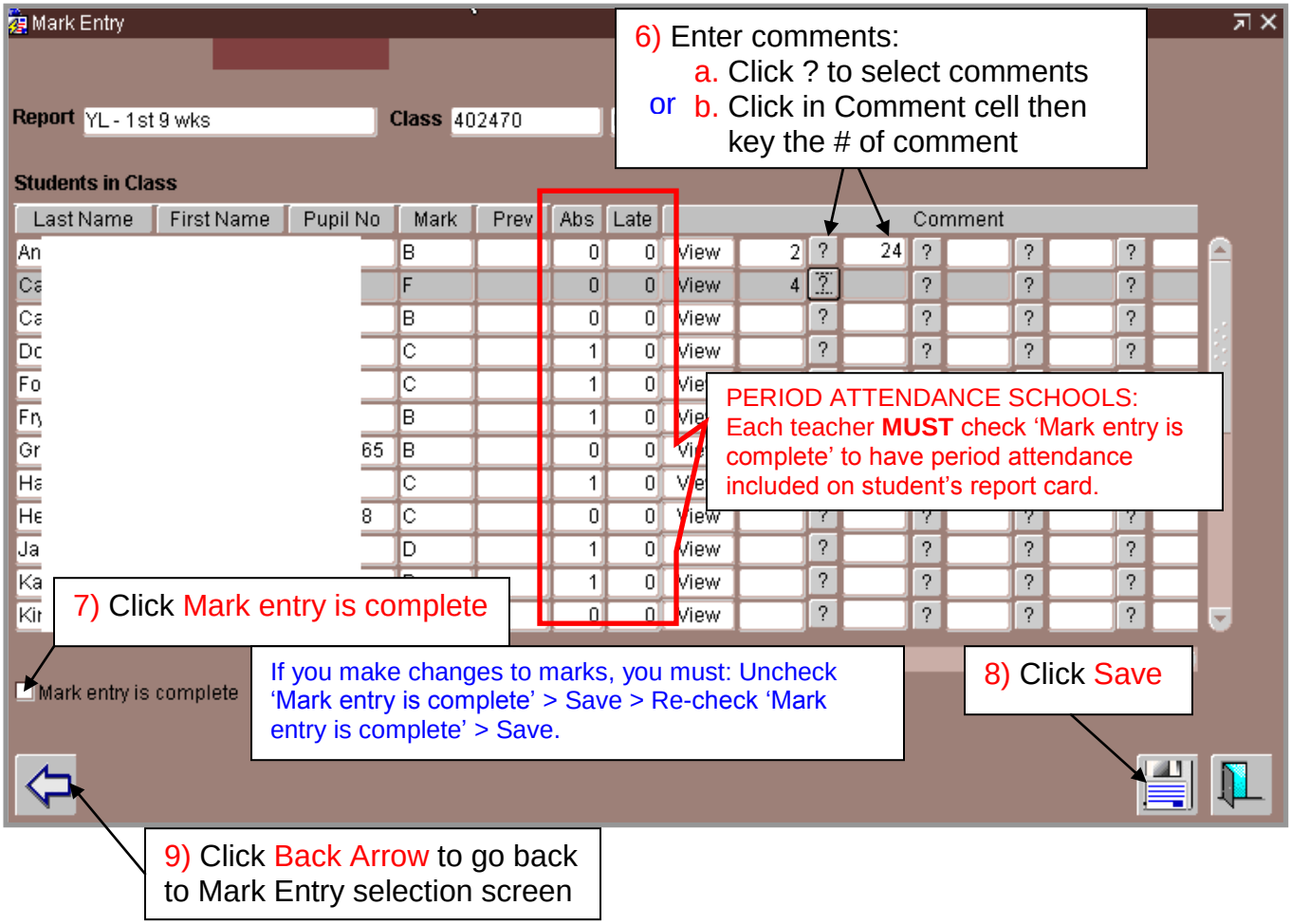
Entering Marks of S, N, U and Comments



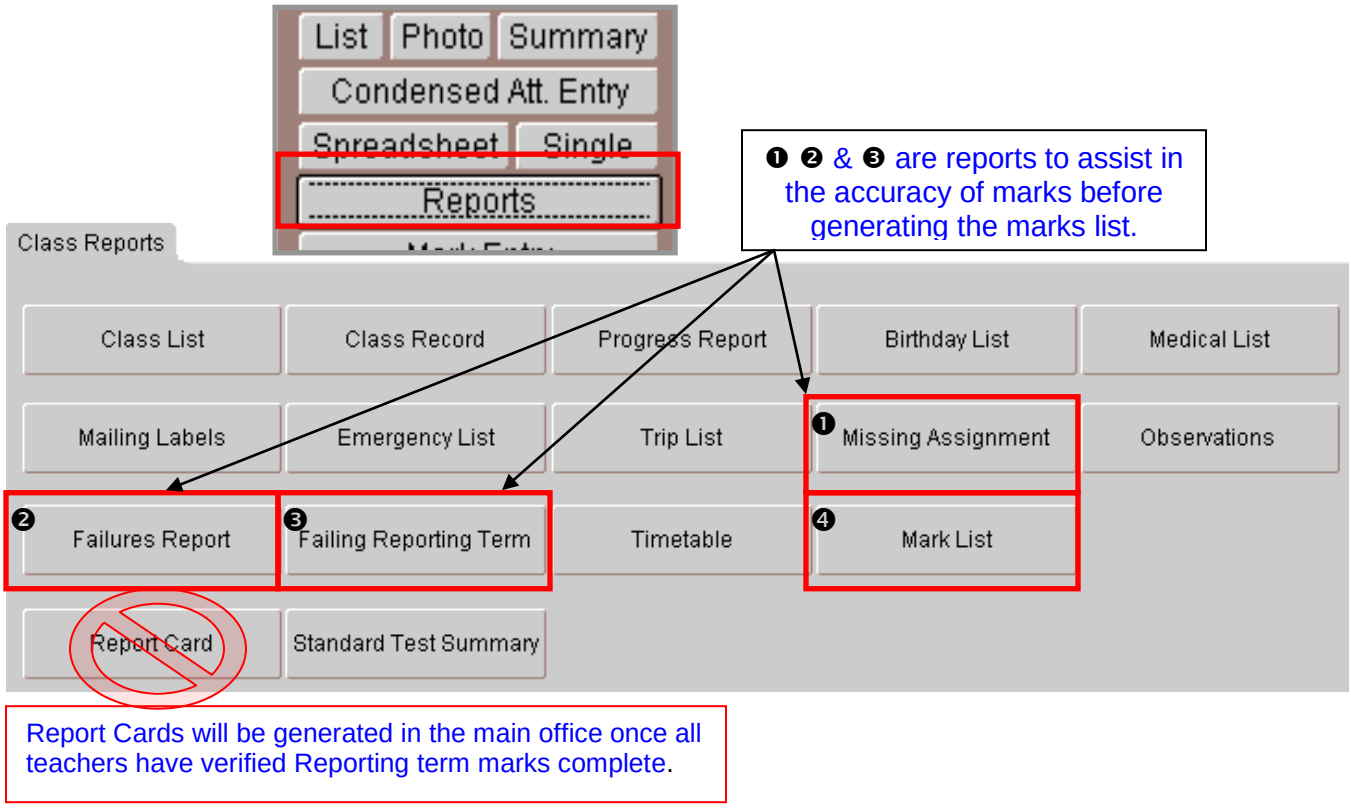
Mark Entry

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.

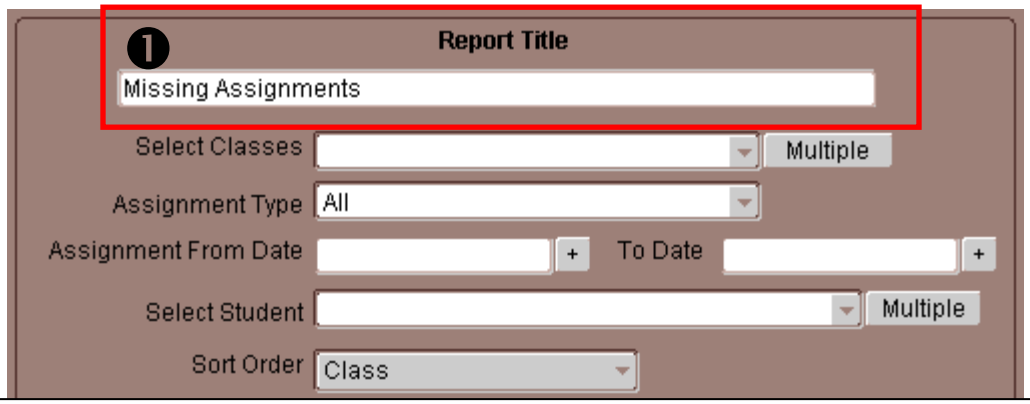



Mark Entry
Report YL - 1st 9 wks
Class 402470
Students in Class
Last Name
First Name
Pupil No
Mark
Prev
Abs
Late
Comment
Mark entry is complete
6) Enter comments:
a. Click ? to select comments
or b. Click in Comment cell then key the # of comment
PERIOD ATTENDANCE SCHOOLS: Each teacher MUST check 'Mark entry is complete' to have period attendance included on student's report card.
7) Click Mark entry is complete
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



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



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Missing Assignments

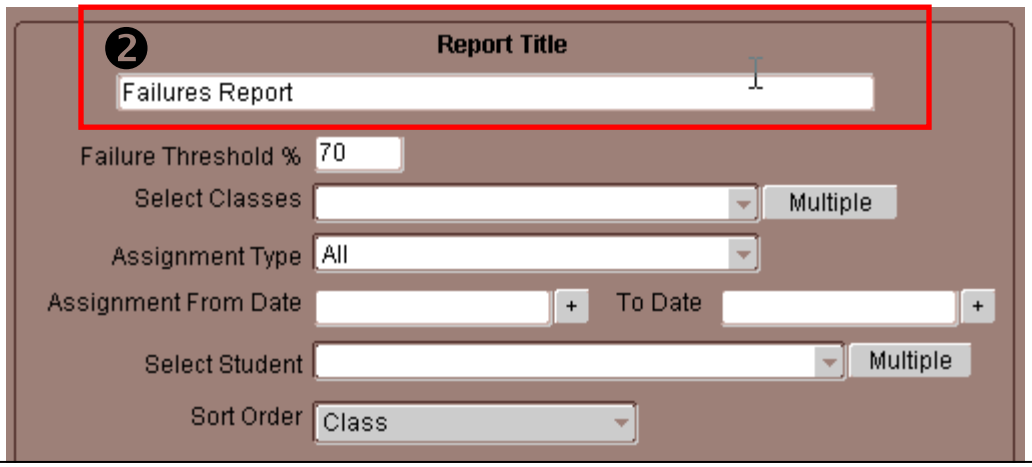
School Year: 2011/2012 | Run Date: 10 Oct 2011 04:28 PM

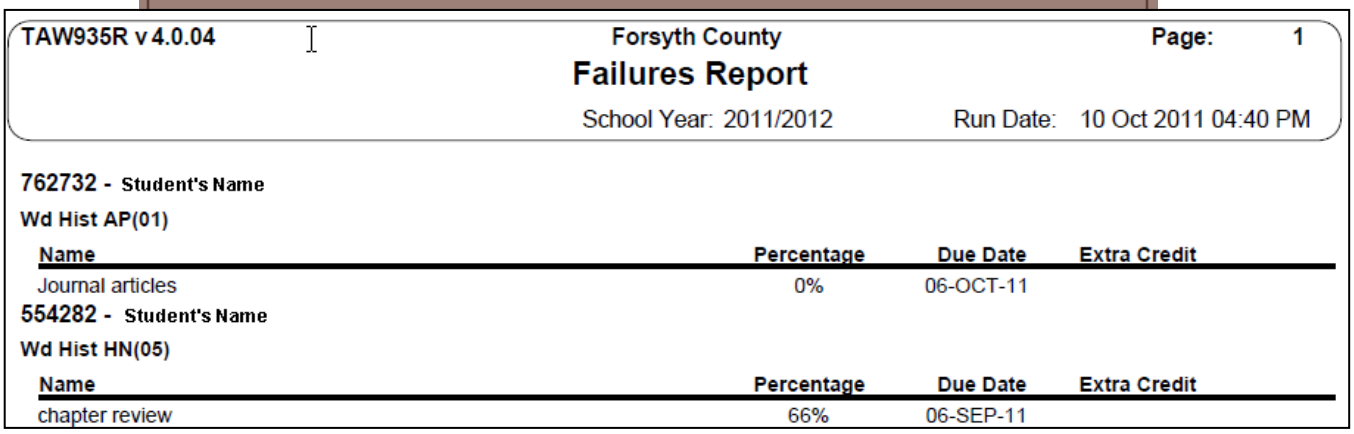
550029 - Student's Name
Wd Hist AP(01)

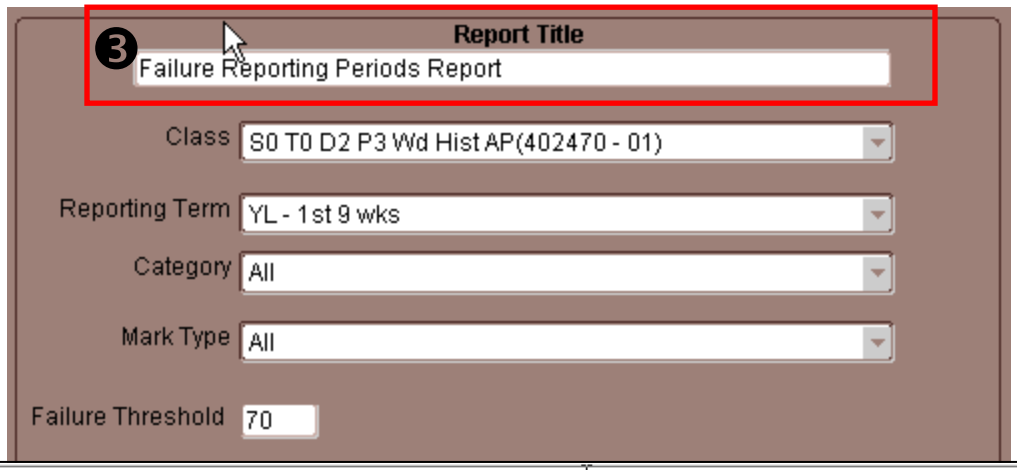
Name	Due Date	Extra Credit
Document Analysis/thesis	16-SEP-11	
Why Study History	06-SEP-11	

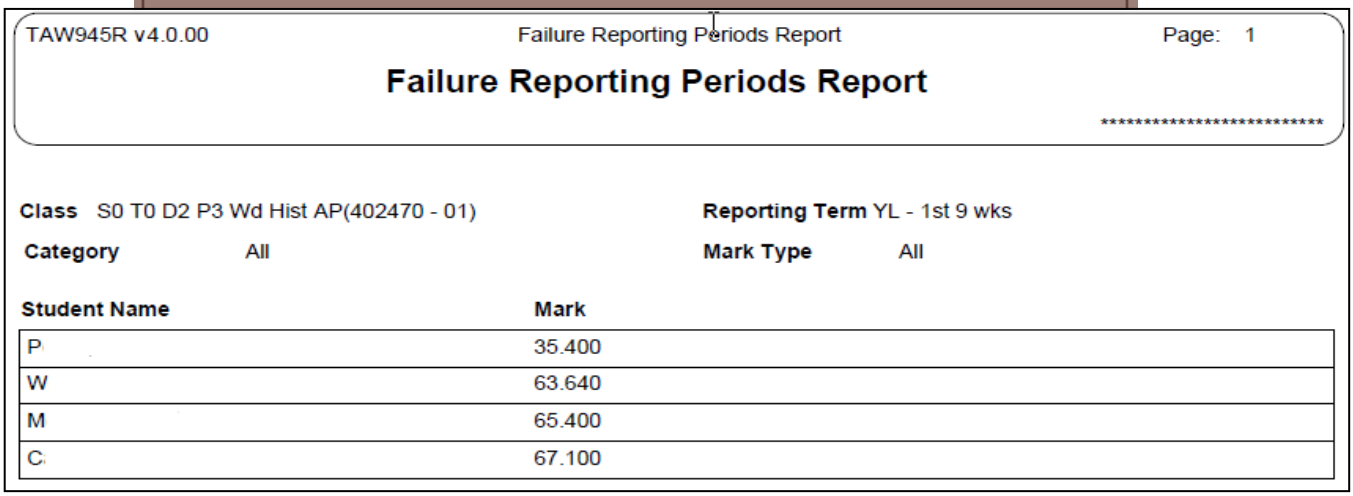
834007 - Student's Name
Wd Hist AP(01)

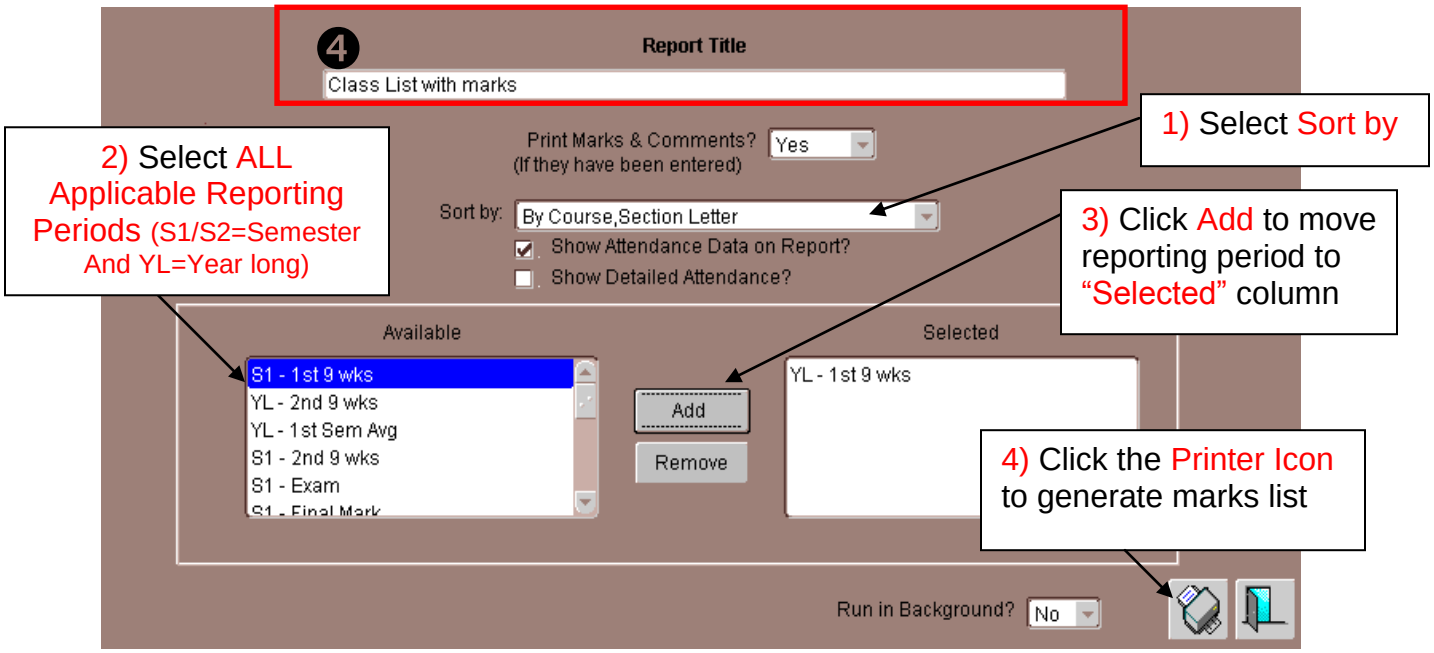
Name	Due Date	Extra Credit
Why Study History	06-SEP-11	
Early Civs. TEST	06-OCT-11	
Chapter 2 IDs	04-OCT-11	


2
Report Title
Failures Report
Failure Threshold %
70
Select Classes
Multiple
Assignment Type
All
Assignment From Date
To Date
Select Student
Multiple
Sort Order
Class

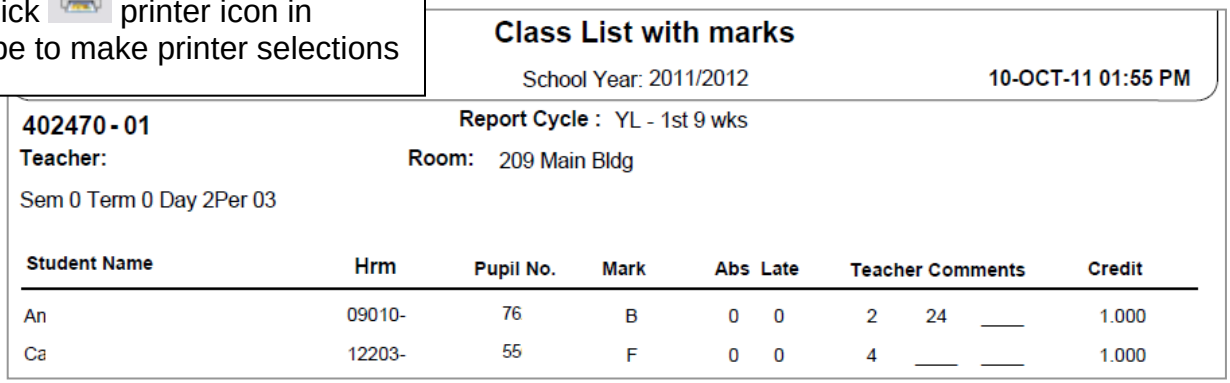

TAW935R v 4.0.04
Forsyth County
Page: 1
Failures Report
School Year: 2011/2012
Run Date: 10 Oct 2011 04:40 PM
762732 - Student's Name
Wd Hist AP(01)
Name
Percentage
Due Date
Extra Credit
Journal articles
0%
06-OCT-11
554282 - Student's Name
Wd Hist HN(05)
Name
Percentage
Due Date
Extra Credit
chapter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


3
Report Title
Failure Reporting Periods Report
Class
S0 T0 D2 P3 Wd Hist AP(402470 - 01)
Reporting Term
YL - 1st 9 wks
Category
All
Mark Type
All
Failure Threshold
70


TAW945R v4.0.00
Failure Reporting Periods Report
Page: 1
Failure Reporting Periods Report
****
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



5) Click printer icon in Adobe to make printer selections



Class List with marks

School Year: 2011/2012 **10-OCT-11 01:55 PM**

402470 - 01 **Report Cycle :** YL - 1st 9 wks

Teacher: **Room:** 209 Main Bldg

Sem 0 Term 0 Day 2Per 03

Student Name	Hrm	Pupil No.	Mark	Abs	Late	Teacher Comments			Credit
An	09010-	76	B	0	0	2	24	____	1.000
Ca	12203-	55	F	0	0	4	____	____	1.000

- You should generate and print a marks list for each class in the reporting period.
- Verify marks, comments and attendance.
- Data Managers request a signed marks list as verification of completed marks, comments and attendance.