

# Submitting Marking Period Grades

From My Home Screen: Click on the Gradebook (Yellow Book)

2013-2014  Search

Classes Search Campus Reports Actions Missing Students Messages

**MY HOME**

Welcome, Michelle Hodge, today is Thursday, October 31, 2013

- Cycle day D in Indian River High School - High School
- Cycle day D in Indian River Middle School - Middle School
- Cycle day D in Indian River Intermediate School - Intermediate
- Cycle day D in Antwerp Primary School - Primary
- Cycle day D in Philadelphia Primary School - Primary
- Cycle day D in Evans Mills Primary School - Primary
- Cycle day D in Theresa Primary School - Primary
- Cycle day D in Calcium Primary School - Primary

Current  All

**Classes:**

			Class	Period	Section	Days	Room	Semester	Team
			AIS ELA		1	A,B,C,D,E,F		S1, S2, S3, S4	
			AIS RR 1st		2	A,B,C,D,E,F		S1, S2, S3, S4	

From the View below : Click on the Drop Down Menu – Choose Submit Marking Period Grades

View:  Jump to:

- Grade book setup
- Submit marking period grades
- Submit midterm exam grades
- Submit final exam grades
- Override calculated final averages
- Submit SLO Scores

The course will list all the current students in your class. Do not input a grade or grade note...AIS is **Comments only**. You have the option of adding 3 comments and 1 comment for the Free Text for a total of 4 comments

Info Roster Attendance **Grades** Alerts Seating Chart

**AIS ELA**


View:  Jump to:

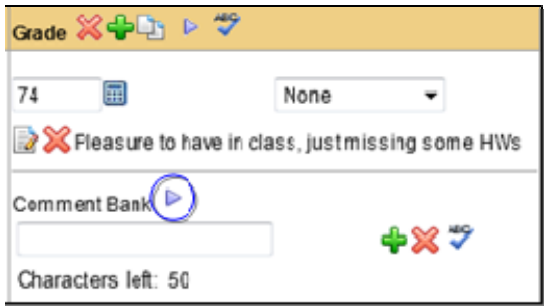
Marking Period:   Show Inactive Students


Student	Grade	Comments
<b>Badri, Rammah (580660251)</b> Grade Book Avg: None	<input type="text"/> None	No comments have been added. Comment Bank <input type="text"/> Characters left: 50
<b>Borden, Anthony (580663755)</b> Grade Book Avg: None	<input type="text"/> None	No comments have been added. Comment Bank <input type="text"/> Characters left: 50

## Adding Comments


Add comments for each student, if desired, using one or more of these methods:

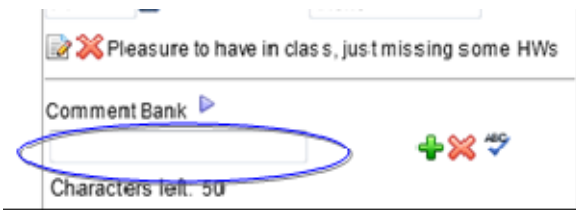
- A. Add performance-related comments from the Comment bank:
- B. Selecting the Add comments from comment bank  button (next to Comment Bank) will bring up the entire comment bank so you can select multiple comments for that student. Use the check boxes to select one or more comments.




- C. Once you have selected the appropriate comments, click the Save Comments  button to save. Continue on for the rest of your class roster.



- D. Add a free-text comment about the student or their performance in the free-text field. Type your comment in the free-text field, then click the Add personal comment  button to the right of the text box to add the comment to the student's record.




Note: To spell check your free-text comment, click once on the Check Spelling  button to the right of the free-text field. You can only check your work BEFORE you have added the comment.

Note: Comments entered here may not appear exactly as they will appear on the report.

- E. Add Comment Bank comments using the free-text field. Users may enter the numeric values associated with comments from the Comment Bank into the free-text field. If you wish to add multiple values at one time separate them with spaces or commas.

Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your schooltool liaison.

Once you have listed all the numeric values, click once on the Add personal comment  button. The Comment Bank comments associated with those values will appear in the Grade column for that student.

Grade

84 None

Could do better with more effort

Pleasure to have in class, just missing some HWs

Comment Bank

Characters left: 50

Note: Use the Delete buttons to remove one or more comments.

Info Roster Attendance **Grades** Alerts Seating Chart

**AIS ELA**

View: Submit marking period grades Jump to: AIS ELA (S1) [A,B,C,D,E,F]

Marking Period: MP1  Show Inactive Students

Student	Grade
Badri, Rammah (580660251) Grade Book Avg: None	<input type="text"/> <span>None</span> Student is auditing social studies Comment Bank <input type="text"/>  Characters left: 50

Click on the Green Save disk to save and submit your grades. Once you have submitted all your comments Go To Home My Home Screen Click on the reports tab:

Classes Search Campus Reports Actions Missing Students Messages

**MY HOME**

Choose Grade Verification Report. **Print report, verify, sign and turn into main office.**

Classes Search Campus **Reports** Missing Students Actions Messages

**MY HOME**

Reports

- Course List Report - List of Students per Course
- Elementary Report Card - Report Card for Homeroom
- Grade Verification Report - List of Students and Grades per Course

School Level: Primary Year: 2013-2014 Building: Evans Mills Primary School

Marking Period: MP1

**Run Report**

Run Report: Verify Comments -Print and Sign – Turn in to the Office

Report - Windows Internet Explorer

https://irstprt.moric.org/streport/default.aspx?dll=report.dll&ReportGuid=1812d1c3-0f7a-4c73-823a-3896b70b1231

Find... 1 of 1+ 100%

## Grade Verification Report

11/19/13 2:3

Evans Mills Primary School : Primary : 2013-2014

P9140	(Services)AIS ELA	Fields, Christine				
Section: 4	Period:	Mid	FINAL	(In-Progress)		
Student Name	QT 1	QT 2	QT 3	QT 4	Credit term	RCT Local Rgt Average Comments
Brown, III, Richard A (580659355)					(0.00)	