

Class Marks Screens

Spreadsheet defined

All assessments relevant to the subject, teacher's classes and students taught by the teacher can be accessed through the Spreadsheet.

Select the class you wish to deal with by highlighting it in your Course list.

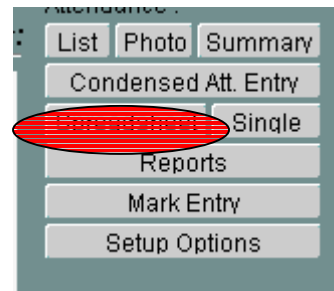
If you don't see your course on the list check that you do not have a tick mark in the "Today's Classes"

Course	Sec.	Title	S	T	D	P	AC
CSSA-1A090	01	CPSSA11A	2	0	0	01	<input type="checkbox"/>
CSSA-1B091	01	CPSSA11B	2	0	0	03	<input type="checkbox"/>
CSSA-2A092	01	SSA 12A	2	0	0	05	<input type="checkbox"/>
CSSA-2B093	01	CPSSA12B	2	0	0	07	<input type="checkbox"/>

Teacher Assist MARK SPREADSHEET

Path: **Spreadsheet**

This window provides access to student marks by class. Filters may be applied to view marks for a specific Reporting Period, Assessment Category or Assessment Type.

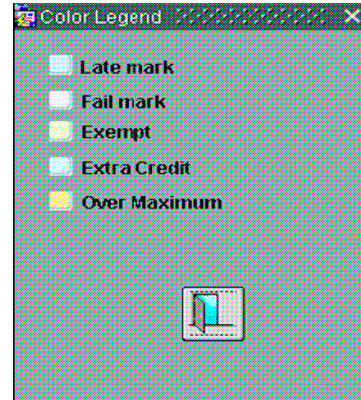


Student Name	Screen Totals				HW1	AW2	Q1	TST1	TST2	HW3	
	TAvg%	Total	Earned	Avg%	10/1	10/1	25/1	100/1	100/2	10/1	
Davis, Aaron	84	355	222	84	10	666	10	23	90	78	10
Garcia, Sara	88	345	213	88	3	8	25	80	90	10	10
Green, Austin	91	355	226	91	10	0	22	88	97	9	9
Green, Jonathan	80	355	205	80	10	4	20	87	79	5	5
Johnson, Smeag	89	355	228	89	10	6	23	90	89	10	10
Jones, Jacob	85	355	225	85	10	9	22	100	78	6	6
Martin, Kimberly	83	355	218	83	6	10	21	94	77	10	10
Miller, Michelle	87	355	221	87	8	10	20	86	87	10	10
Moore, Jordan	86	355	226	86	9	10	23	97	78	9	9
Moore, Nathan	77	355	196	77	10	10	9	79	78	10	10
Perez, Andrew	85	355	210	85	10	11	18	70	90	11	11
Perez, Travis	72	255	117	72	10	8	23	77	66	10	10
Rodriguez, Jenni	63	355	177	63	7	7	25	80	48	10	10
Smith, Jacob	90	355	232	90	9	10	26	88	88	11	11
Taylor, Richard	94	355	234	94	11	10	25	80	98	10	10
Thao, Victoria	93	355	230	93	8	9	23	90	100	0	0
Torres, Denise	98	345	239	98	10	7	23	99	100	10	10

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Some Items of Note include:

- The **color code** on the screen provides information about a mark. Refer to the **Color Legend** button for details. Note that Extra Credit Assignments are color coded. Failure is determined by the threshold set in Preferences.
- **Screen Totals** (**Total, Earned, Avg%**) relate to the assignments shown on the screen, and the filtering of Category and Assignment Type whereas **TAVG%** is for the active Reporting Period.
- The **AVG%** column displays the student's average for the specific Reporting Period, Category, and Assignment Types selected from the drop down selections. This is useful in determining how students are doing on particular assignment types.



Class	Reporting Term	Category	Assignment Types
S2 T0 D0 P2 MCOM-11(MCOM-11 - 1)	Semester 2 Final	General	Assignment

As you change your selection within the drop down boxes, the student's average will re-calculate and display based on what has been selected. Unless you have selected "All" Reporting Terms, when viewing the student's average, it is for a specific Reporting Term only. For example, if you select Reporting Term '2', you will see the student's grade they have earned in Reporting Term '2' only.

- Click **Reporting Term Marks** to review the actual term mark from the spreadsheet entries and the Posted mark (the mark being posted to the report card).
- To enter marks and comments for an assignment, click on the **Enter Mark/Comments** button and use the filters at the top to find the assignment. You will find this button on several screens which takes you to the same place for mark entry.
- To enter marks in a condensed screen click on **Condensed Mark Entry**
- Click the **Add Assignment** button to add new assessments.
- .

Three Ways to Enter Marks:

Enter Marks in the Assignment columns



Enter Marks and Comments in the **Enter Mark/Comments** screen.

Enter Marks in the the **Condensed Mark Entry** screen.

1	Poetry El	40\1
0		0
1		0
5		34
3		0
...		

In every case you will need to enter the mark and use the down arrow key to move to the next student. The "enter" key moves horizontally rather than vertically. This is being looked at for a change in the new version.