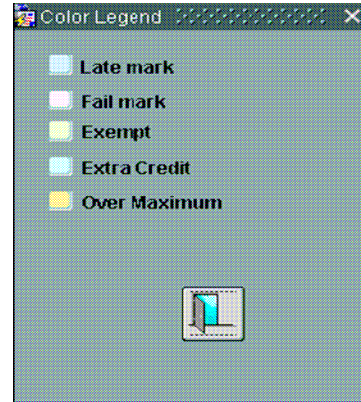


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Some Items of Note include:

- 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



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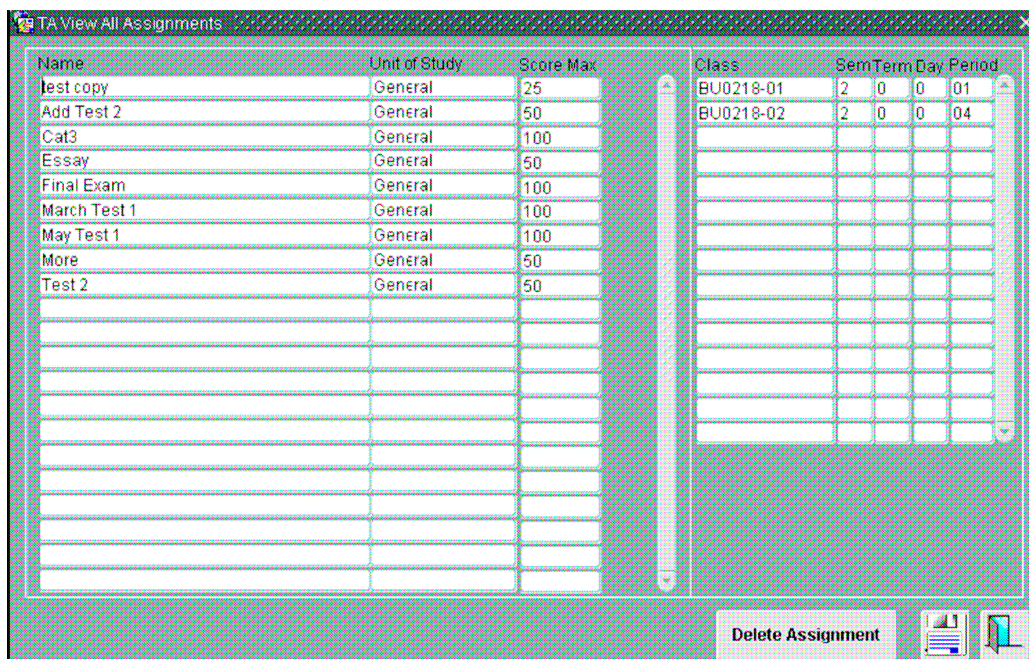
Enter Marks and Comments in the **Enter Mark/Comments** screen.

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

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.

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- Click the **View/Change Assignment** button to edit/delete assessments to get a list of assignments.
- Click the **View All Assignments** button to view all assignments.

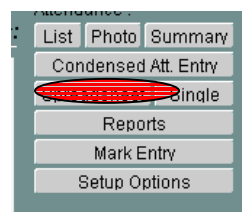


- Click the **Remove This Assignment From C...** button to delete an assessment. Repeat this for all classes that have the assessment attached then go select the assessment. As long as there are no classes on the right, you will be able to delete it.

Adding Assignments

Path: **Spreadsheet >**
Add Assignment button

Use this button to create a new assignment. This capability is available from several windows.



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Add new assignments
Class - S2 T0 D0 P1 Wrld Proc(EU0218 - 01)

Assignment Type


Name: Add Test 2 Assign Date: 03-MAR-2004
Short Name: Add2 Due Date: 03-MAR-2004
Score Type*: Numeric Mark Create Date: 03-MAR-2004
Score Max: 50 Extra Credit:
Unit of Study: General Post to Parent: 03-MAR-2004
Assessment Type: Class Assignment Assistant Date:
 Use Standardized Test Scores

Narrative: March Test 2

Parent Tips:

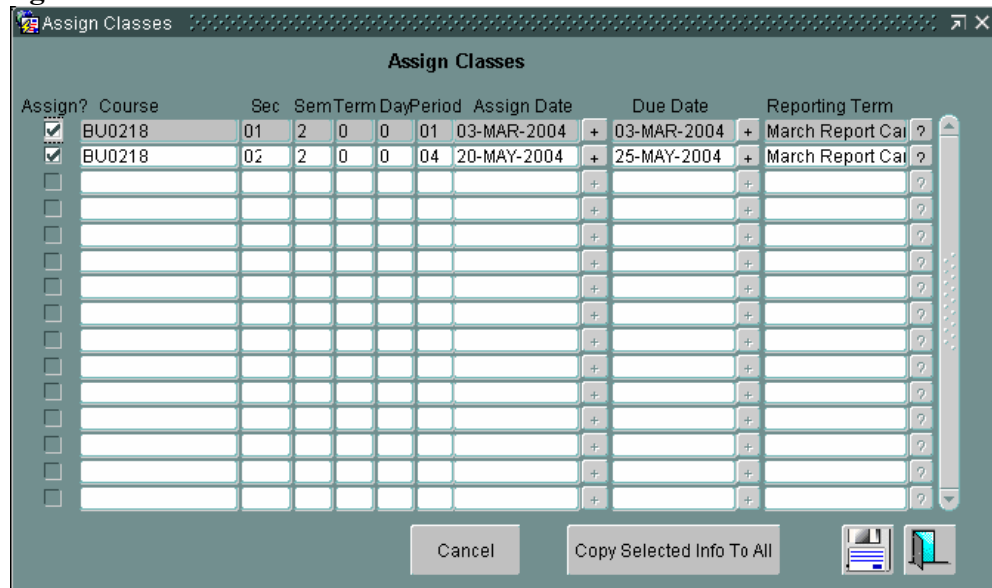
Buttons: Add, Copy, Enter Grade/Comments, Cancel, Add This Assignment To Other Clas...

Some items of note include:

- **Name:** Enter a descriptive name for assignment. When the tab is pressed, the first five characters of the name appear in the short name and the full description appears in the Narrative.
- **Short Name:** This is used in other screens and reports where brevity is required. 5 characters auto populates from the Name field but can be changed.
- **Score Type:** A Hard coded list. Choices here affect **Enter Mark/Grade Comments** where radio buttons may be displayed instead of numeric entry fields.
- **Pass Value and Fail value:** Pass Value Fail Value
- These items are relevant to **Score Type** choices of Pass/Fail and **Complete/Incomplete** and are available ONLY if one of these two choices is made. The idea is to attempt to ascribe a numeric value to these two score types.
- **Score Max:** The Maximum score that can be achieved on this assessment. This is used in the calculation of percentage performance.
- **Weight:** Displays if it was selected in Preferences. The number entered here can be a whole number or a decimal. 
This value determines the impact a mark will have on its Assessment Type, Category and ultimately the Final Mark.
- **Category:** Select from the list that you set up in Preferences. May populate with the default if set.
- **Assessment Type:** Select from the list that you set up in Preferences. May populate with the default if set.
- **Assign Date/ Due Date:** This determines the order on the Mark Summary screen and shows on progress reports based on that date (which must be a school date).

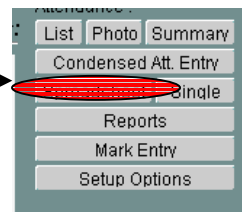
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- **Create Date:** A tracking date for the creation of an assessment. Presumably, assessments will be used over a period of several years so this date facilitates tracking.
- **Extra Credit:** An extra-credit assessment will add points to the individual student's points but does not impact the total points for the sum of all the assessments. This is added to the total of the assessments.
- **Post to Parent Assistant Date:** This date is the trigger date for posting assignments to the Parent Assistant. *Not available at this time*
- **Narrative:** A text box for entering a description of the assessment. Defaults to the Short Name.
- **Parent Tip:** Text information entered here will be accessible through the Parent Assistant. *Not available at this time*
- **Enter Grade/Comments:** Takes you directly to the Mark Single screen.
- **Add This Assessment to the Other Class...:** Use this button to attach this assessment to classes other than the initial one. Select the class you are assigning the assessment to and check the **Assign?** Checkbox.

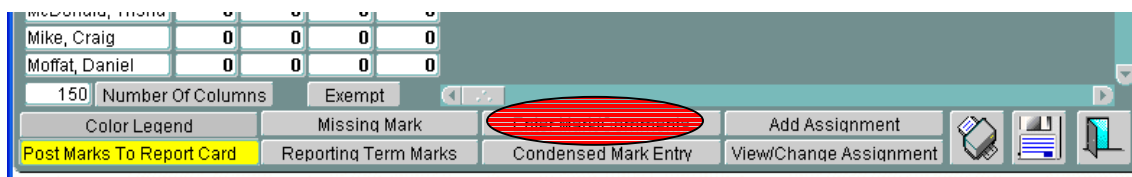


Note: Only classes attached to the same Prep will display.
Enter Grade/Comments

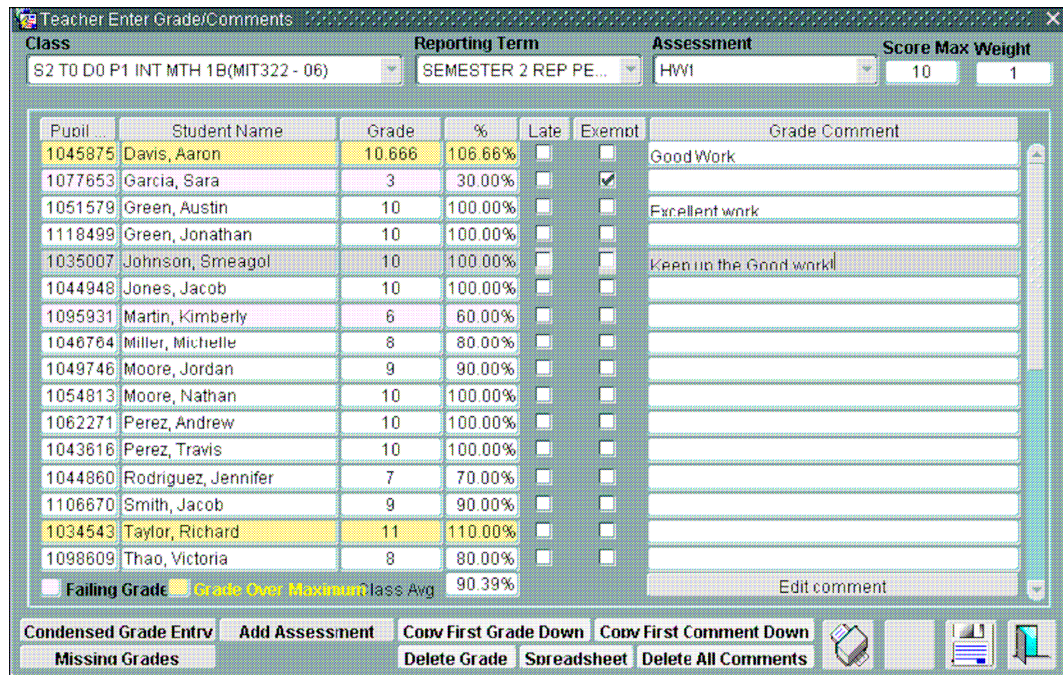
Path: *Spreadsheet > Enter Grade/Comments*



Enter this screen, make the relevant selections and input the mark attained. If the test was given to other classes then select a different class.



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Some items of note include:

Select the class **Reporting Term/Assessment** for mark entry.

A list of students is displayed. Enter mark in the **Mark** column. The % is automatically calculated based on the **Score Max** and the **Mark** attained.

Late is a log indicating the student was late for the assessment.

Exempt excludes this mark from the calculation of averages. New students are auto-exempt from prior assignments and are coded green.

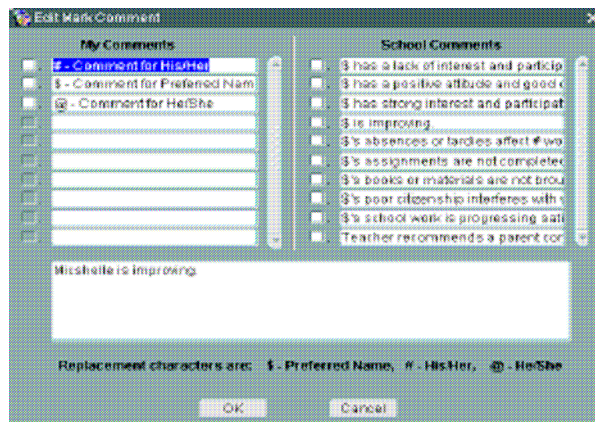
Condensed Mark Entry opens a screen where the class list is displayed in 3 columns along with a mark entry column.

The mark comment selected here populates to the student's Academic Progress window for the student.

Use the **Edit comment** button to select from the comment bank.

Comments in the **My Comments** section were setup in the **My Preferences** area whereas School Comments were setup in the **School >Mark Entry** area of BCeSIS by the office. Also there is a free form area at the bottom.

You can copy the first mark or comment down. **Note:** Save your first comment/mark before copying.

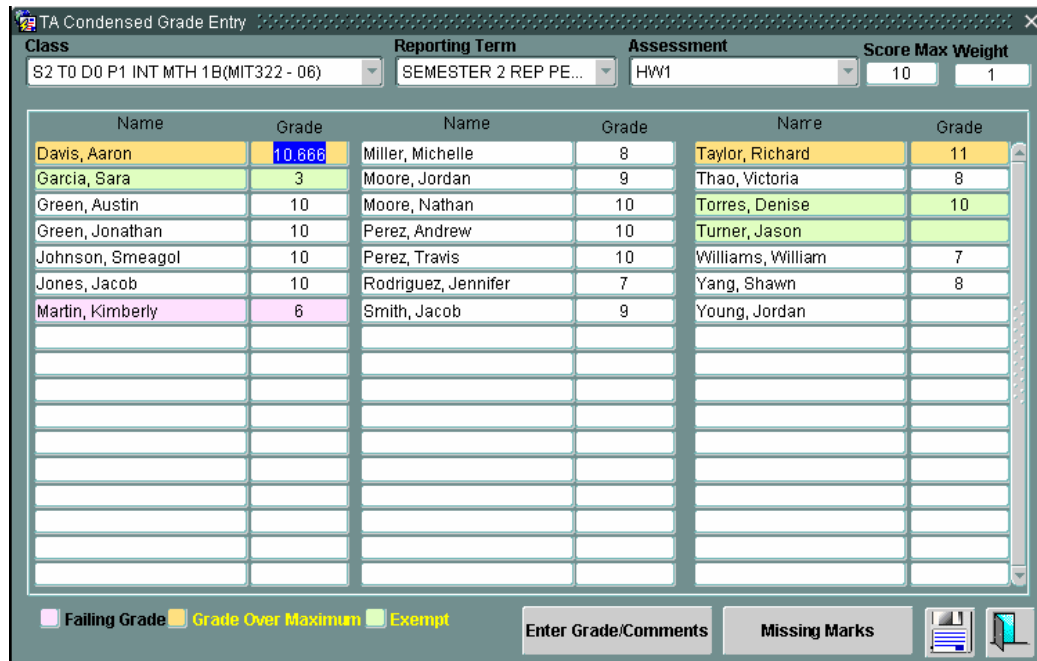
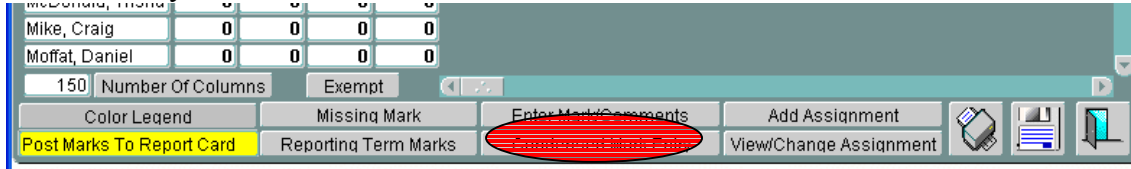
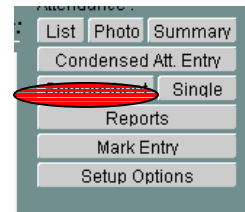


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Condensed Grade Entry (Preferred Mark Entry screen)

Path: **Spreadsheet >**
Condensed Grade Entry button

Here you have the Class list organized in 3 columns. You may find this compact access useful. Note that comments cannot be entered on this screen. The Enter Grade/Comment button takes you back.



Missing Marks Button

Path: **Spreadsheet >**
Condensed Grade Entry button > Missing Marks Button

