

SD #73 BCeSIS Secondary Teacher Assist Resource Manual

Finally, when you are finished entering marks, work habits and comments you let the office know you are finished with that class by ticking on the Mark Entry Screen.

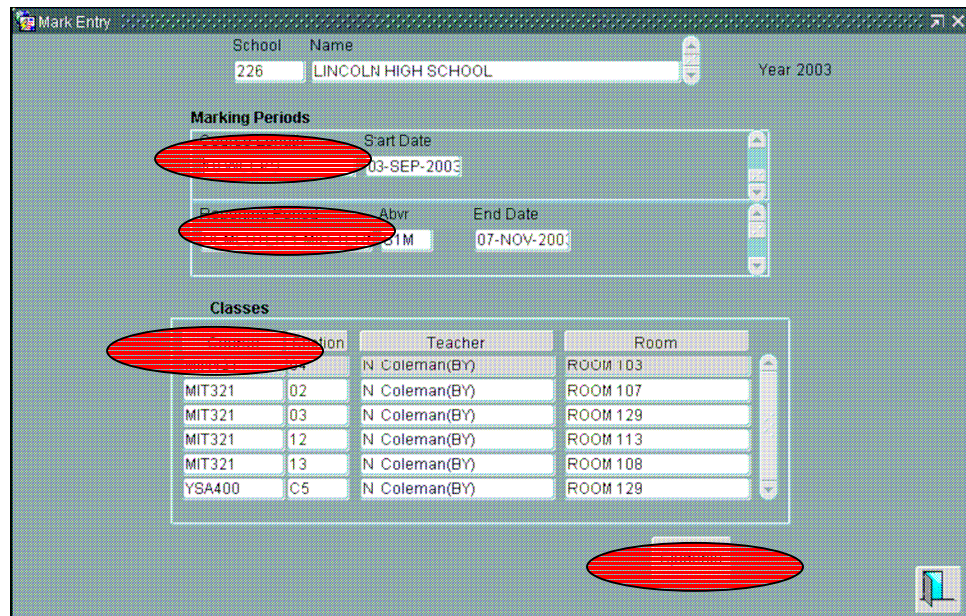
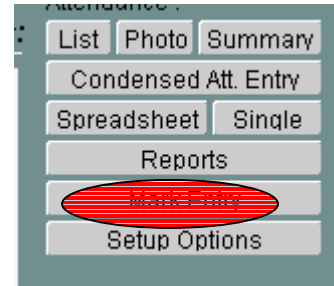
Mark entry is complete

Mark Entry For Report Card for those not using the Grade Book

[in ReMark/Integrad known as END OF TERM Export]

Path: *Mark Entry button*

For teachers who accumulate marks other than by using the GradeBook, marks will need to manually enter the marks into BCeSIS using this Mark Entry facility.



- Select the appropriate **Course Length** and **Reporting Period**.
- Select the required class from the **Classes** displayed.
- Click the **Students** button.

NOTE: If the View Button has an asterisk (*) next to it, it means there are comments from the Grade book.

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Mark Entry
Lincoln High School

Report 2nd 18 Week - Interim Class BKA2G 02 Edwards, Lisa Count 21


Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Abs	Late	Comment
Aufiero	Patricia	9964521			0	0	View ? ? ? ? ?
Bellafonte	Harry	9962664			0	0	View ? ? ? ? ?
Cappelletti	Anthony	9964745			0	0	View ? ? ? ? ?
Chan	Jackie	9962371			0	0	View ? ? ? ? ?
Chisolm	Margaret	9965015			0	0	View ? ? ? ? ?
Davis	Geena	9962997			0	0	View ? ? ? ? ?
DiMella	Millie	9964531			0	0	View ? ? ? ? ?
Goldman	Norman	9964984			0	0	View ? ? ? ? ?
Gray	Robin	9965002			0	0	View ? ? ? ? ?
Holst	Dana	9962330			0	0	View ? ? ? ? ?
Kyte	Jeremy	9964772			0	0	View ? ? ? ? ?
McLellan	Patrick	9962785			0	0	View ? ? ? ? ?

Mark entry is complete

- Enter mark in the **Mark** column next to relevant student.
- Scroll to the right to enter **Work Habits and Comments**. (See section above for details on this procedure.)
- Click the **Save** button and **Exit** back to the Teacher Assistant.

Some items of note include:

- Check the box **Mark entry is complete** before saving to indicate that all student marks have been entered. This generates an entry on the Mark Entry Completion Log used for administrative purposes.
- Use the  to go back one screen where a different mark **Reporting Period** and/or **Class** can be selected.
- The **PREV** column is populated with marks from the previous reporting period. So when we are performing mark entry for the second period for instance, we will see marks from the first period, *if marks were entered for the first period!*
- Absences and Lates for this class are displayed for each student for a Period Attendance school. For Daily Attendance schools, information must be manually entered.
- Click the **View** button to see a concatenation of the chosen comments.

It should be noted that by not using the TA Grade book, you are not making students progress reports available directly to other teachers of the student or the counselors.