



SIS: End of Term Grades (Secondary)

Select a class:

1. Select **Grading (End of Term)** from the Teacher Menu. A list of the classes for the current day will be displayed.

If *Using SIS Grade Book*:

2. Single-click to select the class for which you are ready to import grades from the SIS Grade Book.
3. Select **Import from SIS Grade Book** from the **Import Grade Book** menu. Verify the correct class at the prompt by selecting “Yes.”

View	Curriculum/Resources	Print	MissingGrades	GradeVerifications	ImportGradeBook	eXit	Help
Grade Cycle: Qtr-3					Import from SIS Gradebook	Ctrl+I	
					Import from External Gradebook	Ctrl+G	
Subject	Per	Term	Title	#Std	Marked		
210201	1	Y	INFORMAL GEOMETRY	10	MATHMAN JIM		
220101	3	Y	CP ALGEBRA 3/TRIG	8	MATHMAN JIM		
210302	4	Y	PRE-ALGEBRA	15	MATHMAN JIM		
221001	5	Y	ALGEBRA 2	5	MATHMAN JIM		
222001	5	Y	CP ALGEBRA 2	14	MATHMAN JIM		
222002	6	Y	CP ALGEBRA 2	15	MATHMAN JIM		
210301	7	Y	PRE-ALGEBRA	6	MATHMAN JIM		
210401	8	Y	FUND MATH	4	MATHMAN JIM		

If *Not Using SIS Grade Book*:

2. Double-click the class for which you will mark end of term grades.
3. Type the term grade for each student in the correct Q column.

To Add Comments:

4. With your cursor in the **Cmt** column for a particular student, select **Comment List**. A customized list of comments becomes available.
5. Select the appropriate comment by double-clicking in this list, or by entering the correct comment number in the **Cmt** column.
6. Select **Exit** in the menu bar.
7. Repeat for remaining classes.

Student	Gr	Q-1	Citz	Cmt	Description
AARON PAULA A	11	A-	1		
ANDRESS URSULA K	11	C	0		
ASTAIRE WILLIAM C	11	B	0		
CAMPBELL NEVE M	10	D+	0		
DAY DORIS C	09	A-	0		
FREEMAN MORGAN N	09	B-	0		
GABLE CLARK S	11	B-	0		
HANKS THOMAS A	10	B	0		
LAW JUDE S	09	A-	0		
NEUMAR JULIE C	10	B	0		
NIMOY LEONARD C	09	B	0		
RINGWALD MOLLY A	11	B-	0		
SARANDON SUSAN A	09	D-	0		
THERON CHARLIZE K	10	D+	0		

DB-Inquiry	Comment-List	CRZenship	PhoTos/SeatChart	Print	eXit	Help (F1)
Grade Cycle: Qtr-1						(<TAB> or <Arrows> to move after Edits)
222001 5 Y CP ALGEBRA 2 14 MATHMAN JIM						
CAMPBELL NEVE M						
(type starting characters to move list forward)						
66. MORE TIME NEEDED ON HOMEWORK						
67. INCONSISTENT EFFORT						
68. MANY MISTAKES DUE TO CARELESSNESS						
69. FAILS TO COMPLETE WORK ON TIME						
70. DOES NOT LISTEN TO INSTRUCTIONS						
71. FAILS TO FINISH INDEPENDENT ASSIGNMENTS						
72. NOT WORKING TO CAPACITY						
73. LACKS INTEREST IN WORK						
74. CARELESS WORK HABITS						
75. MUST USE TIME TO BETTER ADVANTAGE						
76. EASILY DISTRACTED						
77. HESITANT TO RECITE IN CLASS						
78. POOR WORK HABITS - MUST IMPROVE						
79. SHOWS LITTLE INTEREST IN SCHOOL						
80. SHOWS NO INTEREST IN SCHOOL						
81. DOES NOT TAKE SCHOOL SERIOUSLY						
82. SEEMS CONTEMPTUOUS OF SCHOOL						
83. NO RESPONSIBILITY FOR SELF-DEVELOPMENT						
84. DOES NOT WORK WELL WITH OTHERS						
85. LACKS RESPONSIBILITY						
86. NEEDS TO BE ENCOURAGED						
87. DAYDREAMS TOO MUCH						
88. TOO EASILY DISCOURAGED						
89. LACKS SELF-CONFIDENCE						

Note: Teachers can mark End of Term Grades only during a period of time specified by office staff.

Tip: Teachers can re-import grades from the Grade Book as many times as they wish during the specified time frame until all grades are complete and accurate.

Once a teacher marks grades for a class, the word “Yes” appears in the “Marked” column allowing office staff to monitor teachers’ progress in submitting term grades.

Missing Grades: The Missing Grades report lists students for whom a grade has not been entered. This is a great tool to use when doing a final check before submitting grades.

Grade Verifications: Teachers can print grade verification reports to sign and turn in to the office, officially authorizing the grades they submit.