



## Student Marks

Marks can be entered at any time after an assignment has been created.

To enter marks

- Create an assignment and begin entering student marks
- Start the edit mode by double-clicking on a cell
- Select Edit (student marks) in the menu bar

If the value entered exceeds the number of base points, the cell will be highlighted in red. The user has the option of changing or leaving the points as entered. Any amount exceeding the base points will in effect be extra credit for that assignment.

As marks are entered, SG columns will develop calculated values based on the marks and the Assignment Types that are included in the formula.

The percent and the associated letter grade will display in the column.

# SISWin: Grade Book Edit Student Marks

## Overview

Assignments can be visualized as the columns of a spreadsheet and students the rows. Marks earned by the students are placed in the cell linking the student and assignment.

## Create an Assignment and Edit Student Marks

1. Create your new assignment. After you select Done to save your assignment, select Yes to begin entering student marks.

2. Select Yes on the next prompt and the assignment is moved next to the student names for easier data entry. Once you have completed entering marks, the column is automatically moved back in date order.

HWK003 50.000 08/31 Ch3 Pg20	SGT001 Formula 10/19	SGT002 Formula 12/19	SGX001 0.000 12/19	SGS001 Formula 12/19
Exmp	A+ 114%	Ex Exmp	Exmp	A+ 114%
Exmp	F 61%	Ex Exmp	Exmp	F 61%
Exmp	D- 63%	Ex Exmp	Exmp	D- 63%
Exmp	D+ 71%	Ex Exmp	Exmp	D+ 71%

Dialog box: Edit this Column Now? [Yes] [No] [Cancel]

3. The assignment column and the first student's name are highlighted in yellow indicating you are in the edit mode and ready for data entry.

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F5: Special-Marks ESC: Edit-Done

Assignments	Total-Points				Term-Grades
AGUILERA CHRISTINA T TST002: Chp 2 Test	TST002 50.000 09/01 Chp 2 Tes	SGT001 Formula 10/19	SGT002 Formula 12/19	SGX001 0.000 12/19	SGS001 Formula 12/19
AGUILERA CHRISTINA T	Actv	Exmp	A+ 114%	Ex Exmp	Exmp
CAREY MARIAH C	Actv	Exmp	F 61%	Ex Exmp	Exmp
CLOONEY GEORGE N	Actv	Exmp	D- 63%	Ex Exmp	Exmp
FOSTER JODIE G	Actv	Exmp	F 0%	Ex Exmp	Exmp

4. Enter the student marks, depressing the **Enter** key to go to the next student. You can also use the arrow keys to move up and down in the roster or use your mouse to select a cell.
5. Use the F5 function key to enter a special mark or depress the button **F5: Special-Marks**. A table of your special marks is then available to select from.
6. When finished marking, select the button **ESC: Edit-Done**. The column has been placed back in date order in your Grade Book page.

## Edit Cell (for 1 Column Down)

1. Highlight the assignment.
2. From the Menu Bar select Edit(StdMarks) → Edit Cell (for 1 column down).

ZZHS0506 SIS (DEMO) - HIGH SCHOOL 12/16/05 JIMA F1=Help

File View Terms/ElemSbj Assignments (columns) Edit (Std Marks) Sort Reports & Stats eXit Help

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## Edit Cells for 1 Column Down

Focus is on one assignment.

## Edit Cells for 1 Student across

Focus is on one student. Example: Student missed three weeks of school and he/she is now returning all assignments.

## Clear Column to Zeroes

If most marks are '0' use this option. Then by exception edit those student marks that are not '0'.

## Set Column to Value

If most marks are the same value, use this option.

## Override Formula for Student

This allows you to edit the final percent for a student. Example:

- Student's grade is 59% and you decide it should be 60% based upon other criteria.
- IEP student

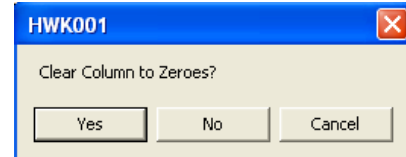
3. Follow Steps 3-6 under Create an Assignment and Edit Student Scores.

## Edit Cell (for 1 Student Across)

1. Highlight the student's name.
2. From the Menu Bar select Edit(StdMarks) → Edit Cell (for 1 Student Across).
3. Depress the Enter key to move horizontally in the grid and enter student marks.

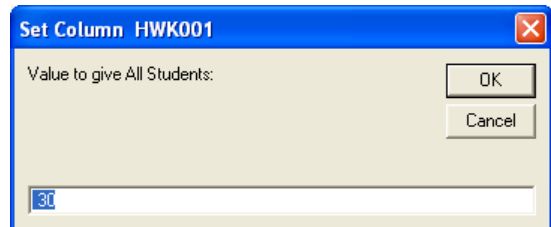
## Clear Column to Zeroes

1. Highlight the Assignment.
2. From the Menu Bar select Edit(StdMarks) → Clear Column to Zeroes
3. At the prompt, select YES and all student marks will be '0'.



## Set Column to Value

1. Highlight the Assignment.
2. From the Menu Bar select Edit(StdMarks) → Set Column to Value
3. At the prompt, enter the mark to be applied to all students. The prompt box will automatically show the base points, but the number can be edited.



## Override Formula for Student

1. Highlight the intersecting cell of the SG Column and Student Name.
2. From the Menu Bar select Edit(StdMarks) → Override Formula for Student.
3. At the prompt, select Yes and enter the % Override Value.

	HWK001	TST001	HWK002	HWK003	TST002	SGT001	SGT002
AGUILERA CHRISTINA T	30.000 08/15	100.000 08/15	50.000 08/16 Chp 1 Pg	50.000 08/31 Ch3 Pg20	100.000 09/01 Chp 2 Tes	Formula 10/19	Formula 12/19
AGUILERA CHRISTINA T	Actv	30	88	Exmp	Exmp	100	A 95%
ALBA JESSICA	Wdrw	0	92	Exmp	Exmp	100	A 95%
BABINEC DONNA M	Wdrw	0	65	Exmp	Exmp	100	A 95%

Grade Book	
Student:	AGUILERA CHRISTINA T
Column:	SGT001
Should this Cell have an Override?	
Yes	No
Cancel	

4. If the Cell should not have an Override, select **No**. This returns the cell back to its original calculation.