



SISWin: Grade Book Tables

Assignments

Assignments are the tasks and activities that a student is asked to complete as a demonstration of competency in a subject. The nature and value of these tasks are defined by the classroom teacher.

SIS provides a default table of assignment types. You may choose from the existing list of assignment types or edit these to fit your specific needs.

Each grade book page has an independent table. When you adjust a table in one subject, it does not adjust it in any other subject.

SG Assignments

Although SIS prohibits you from removing SG assignments from the table, you may remove columns from your grade book page.

For example, if you will not give a semester exam grade, highlight the column on your grade book page and select Assignments → Remove Cur-Assignment (1Column)

Special Marks

These are user-defined indicators of a student's performance that may be used to mark an assignment. Special Marks are not included in the standard Grade Scale.

Tables: Assignment Types

1. Within the Grade Book page, select **Assignments** → **Tables: Types of Assignments**. The default list is displayed.
2. Select **Add** to add a new item. Enter a 3-character alpha type, a short description (8-character limit) and a full description (45-character limit). Select **Done** to save your new type to the table.

Edit	
Type:	DLY
Short-Desc:	Dly Wrk
Full-Desc:	Daily Participation

3. Edit an existing type: Highlight the item in the list, select **Edit** and revise the appropriate field(s). Select **Done** to save your revisions to the table.
4. Remove an item by highlighting the item in the list and selecting the **Remove** button. You will be restricted from removing SG types. These will remain in your table.

Tables: Elementary Subjects

Skip this table. It is not applicable to teachers using a subject-based grade book.

Tables: Special Marks

1. Within the Grade Book page, select **Assignments** → **Tables: Special Marks**. The default list is displayed.
2. Use the **Add**, **Edit** or **Remove** buttons to add to or modify any of the Special Marks and their value except Exmp and AbsX.
3. Select **Done** to save your edits to the table.

Special-Marks		
Mark	Value (%)	Description
Exmp	Ignore	Exempt/Ignored
Pass	70	Pass
ABS	0	Absent
Msng	0	Missing
I	0	Incomplete
Trnt	0	Truant
Chtg	0	Cheating
AbsX	Ignore	Absent/Exempt