

How To Post Grades to the Report Card for Elementary and Middle Schools

1. Select the appropriate Class and Reporting Term.

Warren County Student Information System

TA Gradebook

Class: S0 T0 D0 P2 Math(2001 SY - 41) Reporting Term: 1st Nine Weeks Category: All Assignment Types: All

Screen Totals

Student Name	Tavg...	Total	Earned	Avg%	HW 1-1	HW 1-2	1-2 Qui	SR 1-4	HW 1-3	HW 2-2	DSR 2-	QC 2-3	Test 1	HW 2-3
	75.046	1700	1375	75.046	100	100	100	100	100	100	100	100	100	100
	89.649	2700	2287	89.649	100	100	80	100	100	100	90	60	76	60
	80.005	2900	2621	80.005	100	100	60	90	100	100	100	80	54	80
	71.954	2400	1820	71.954	100	100	40	100	100	100	100	20	60	100
	83.951	2800	2466	83.951	100	100	100	90	100	100	80	20	81	100
	92.321	2900	2725	92.321	100	100	100	100	100	80	100	80	89	80
	82.389	2600	2269	82.389	100	100	80	80	100	80	100	60	70	80
	67.113	2900	2248	67.113	100	100	80	80	100	80	70	20	46	80
	80.065	2900	2580	80.065	100	100	80	70	100	80	80	80	70	80
	63.156	2900	2280	63.156	100	100	60	80	100	80	50	40	49	80
	77.978	2800	2244	77.978	80	80	80	100	60	50	70	20	73	100
	76.638	2900	2348	76.638	100	100	100	60	100	75	70	60	73	80
	88.884	2700	2403	88.884	100	100	100	90	100	75	100	60	73	100
	81.435	2700	2300	81.435	100	100	80	90	100	50	100	100	81	100
	100	2000	200	100	100	100	100	100	100	100	100	100	100	100
	74.285	2700	2149	74.285	100	100	60	50	100	80	80	60	70	80
	74.974	2900	2434	74.974	100	100	80	80	100	80	80	60	68	80

150 Number Of Columns Exempt

Color Legend Missing Grade Enter Grade/Comments Add Assignment

Post Grades To Report Card Reporting Term Grades Condensed Grade Entry View/Change Assignment

Warren County Student Information System

Action My Students My Classes Query Lock Help Window

TA Gradebook

Class: S0 T0 D0 P2 Math(2001SY - 41) Reporting Term: 1st Nine Weeks Category: All Assignment Types: All

Assignments are listed with max score

Student Name	Screen Totals				HW 1-1	HW 1-2	1-2 Quil	SR 1-4	HW 1-3	HW 2-2	DSR 2-	QC 2-3	Test 1	HW 2-3
	Tavg...	Total	Earned	Avg%	100	100	100	100	100	100	100	100	100	100
	75.046	1700	1375	75.046	100	100	80		100	80	80		80	100
	89.649	2700	2287	89.649	100	100			100	100	90	60	76	60
	80.005	2900	2621	80.005	100	100	60	90	100	100	100	80	54	80
	71.954	2400	1820	71.954	100	100	40		100	100	100	20	60	100
	83.951	2800	2466	83.951	100	100	100	90	100	100	80	20	81	100
	92.321	2900	2725	92.321	100	100	100	100	100	80	100	80	89	80
	82.389	2600	2269	82.389	100	100	80	80	100	80	100	60	70	80
	67.113	2900	2248	67.113	100	100	80	80	100	80	70	20	46	80
	80.065	2900	2580	80.065	100	100	80	70	100	80	80	80	70	80
	63.156	2900	2280	63.156	100	100	60	80	100	80	50	40	49	80
	77.978	2800	2244	77.978	80	80	80		60	50	70	20	73	100
	76.638	2900	2348	76.638	100	100	100	60	100	75	70	60	73	80
	88.884	2700	2403	88.884	100	100	100	90	100	75	100	60	73	
	81.435	2700	2300	81.435	100	100	80	90	100	50		100	81	
	100	2000	200	100		100			100					
	74.285	2700	2149	74.285	100	100	60	50	100	80	80	60	70	80
	74.974	2900	2434	74.974	100	100	80	80	100	80	80	60	68	80

150 Number Of Columns Exempt

Color Legend Missing Grade Enter Grade/Comments Add Assignment
Post Grades To Report Card Reporting Term Grades Condensed Grade Entry View/Change Assignment

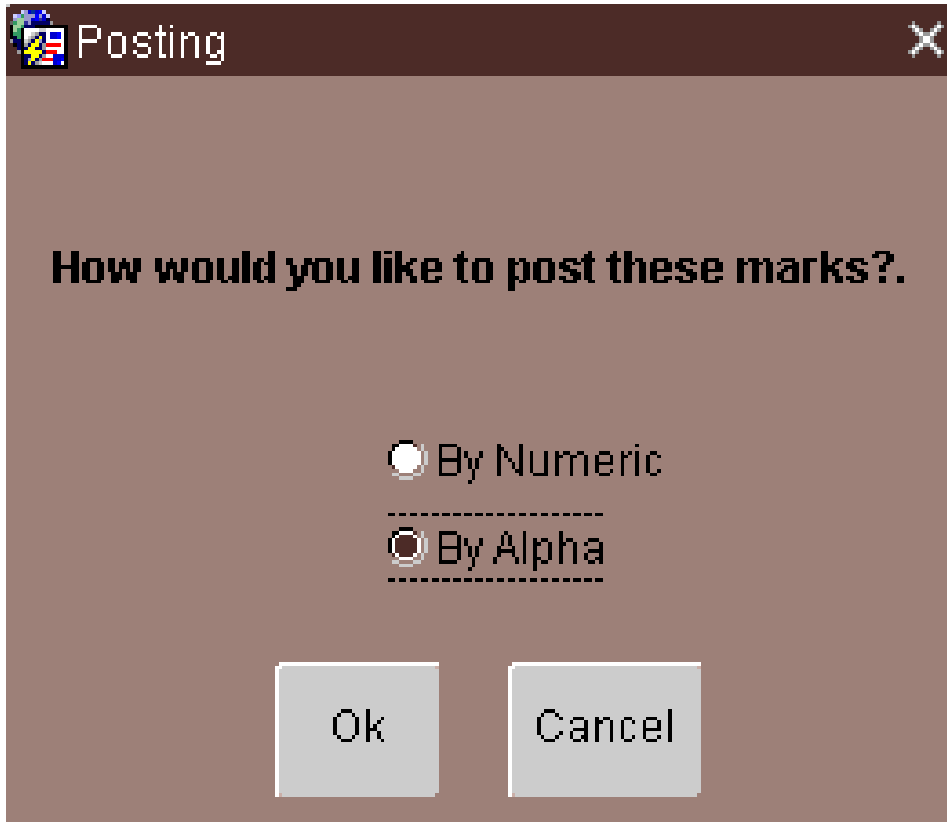
2. Click the Post Grades To Report Card button (highlighted in yellow).

Warning!

You are going to post marks for reporting period 1st Nine Weeks from Teacher Assistant to E-SIS. This will override existing marks entered in E-SIS. Are you sure to continue?

Yes No

3. You will see a warning message. Click Yes.



4. You will see a Posting message. Click the By Alpha radio button then click Ok.

Warren County Student Information System

Action My Students My Classes Query Lock Help Window

TA Reporting Period Marks

Class: S0 T0 D0 P2 Lang Arts(1010SY - 32) Calculated Report Cycles: Final Mark

Student Name	1		1		1		1		1	
	1st Nine Weeks		2nd Nine Weeks		3rd Nine Weeks		4th Nine Weeks		Final Mark	
	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post
[Redacted]	100	A								
[Redacted]	100	A								
[Redacted]	100	A								
[Redacted]	100	A								
[Redacted]	100	A								
[Redacted]	100	A								
[Redacted]	96.4	A								
[Redacted]	96.4	A								
[Redacted]	96.4	A								
[Redacted]	95.2	A								
[Redacted]	100	A								
[Redacted]	87.4	B								
[Redacted]	100	A								
[Redacted]	100	A								
[Redacted]	97.6	A								
[Redacted]	97.6	A								

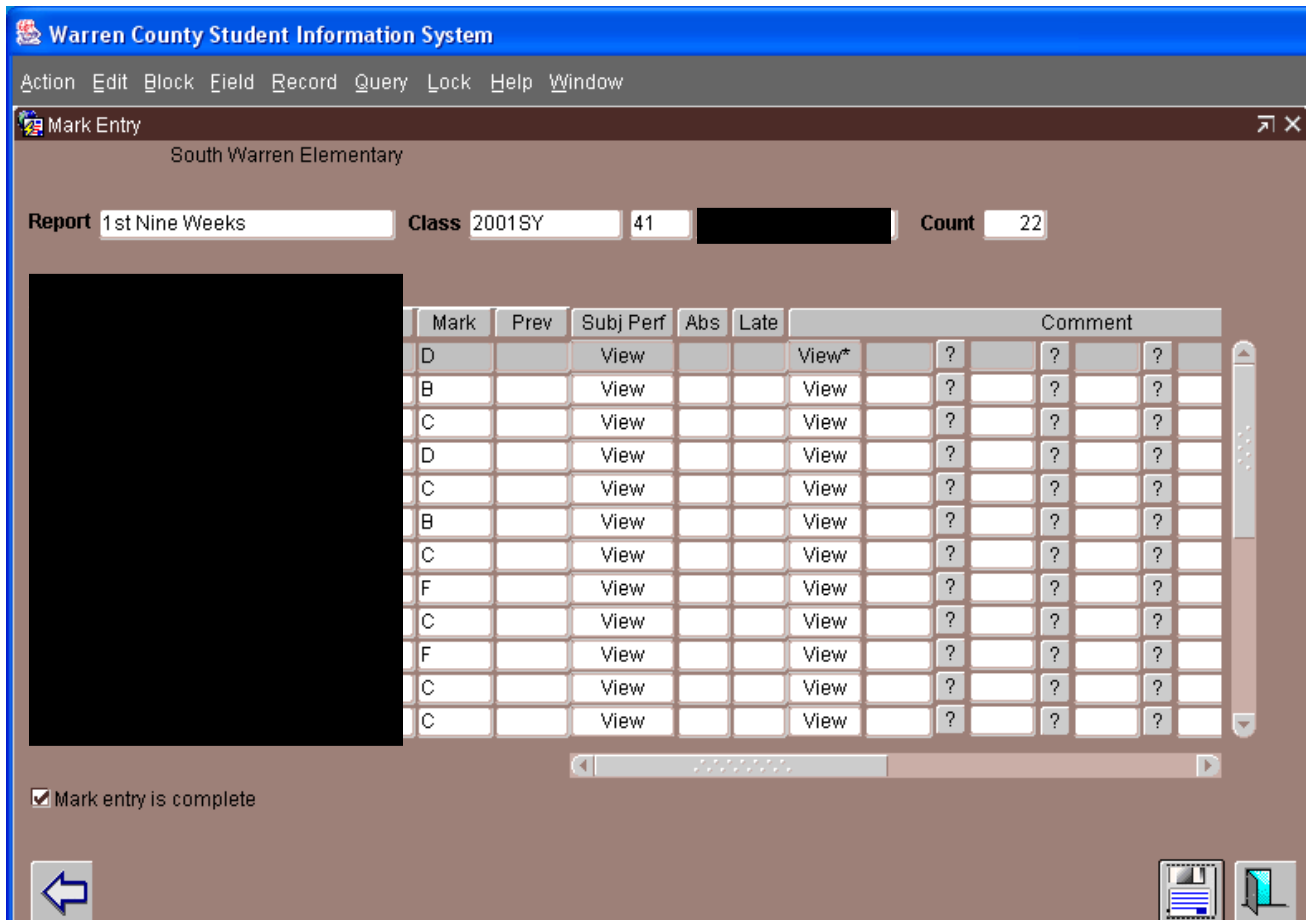
Grade Was Manually Changed

Calculate Mark Go To Comments Entry Screen Go To Grade Entry Screen

5. The appropriate alpha mark will appear in the Post column according to the legend below. (Previously, teachers had to type the Alpha Mark over the numeric grade.)

93 to 100 = A
85 to 92 = B
77 to 84 = C
70 to 76 = D
69 below = F

6. Click the Go To Grade Entry Screen button.



7. Review the marks for accuracy. Check the Mark Entry Is Complete box then Save.