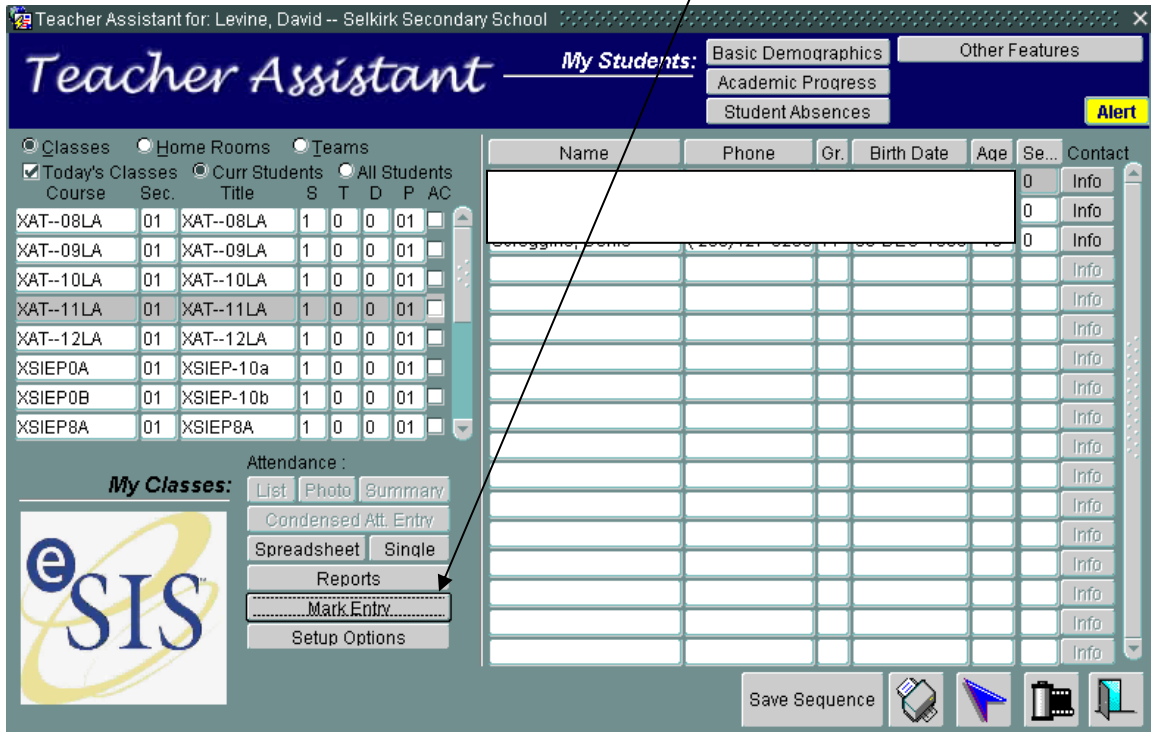
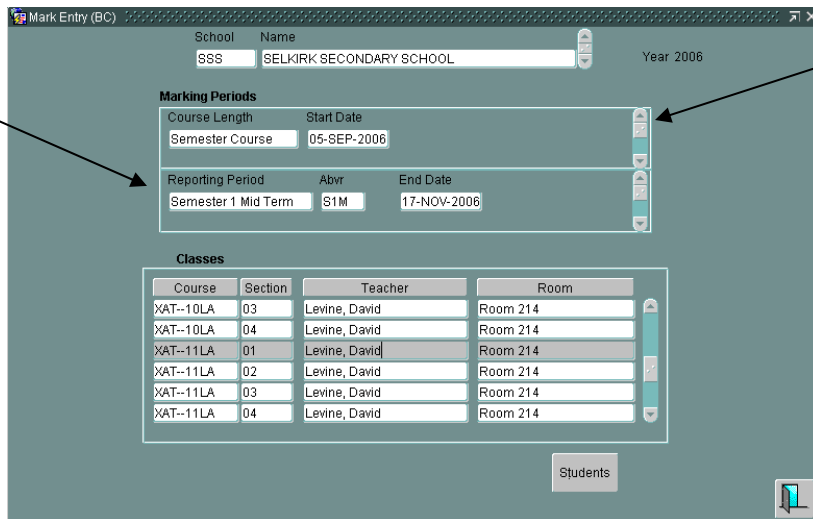


Mark Entry For Report Cards

1. From the start screen in the Teacher Assistant, select Mark Entry.



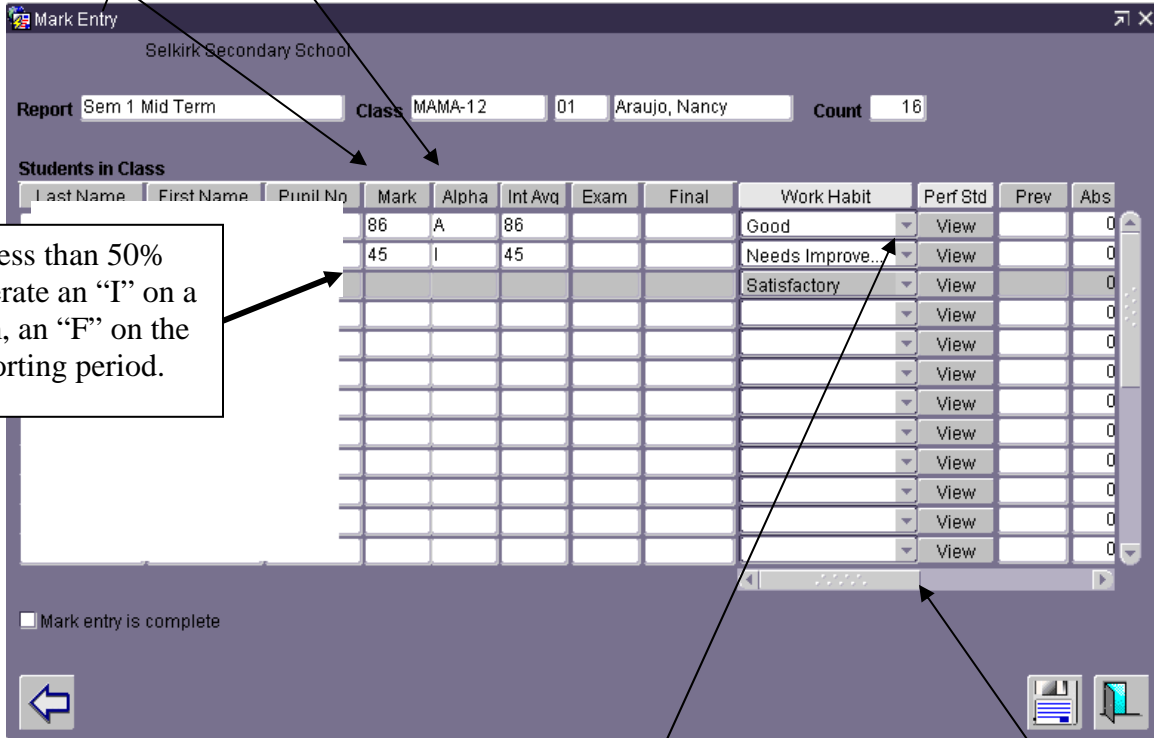
2. This will take you to the following screen. Select the appropriate Course Length, and Reporting Period. Then highlight the class to be reported on and click the Students button at the bottom of the screen.



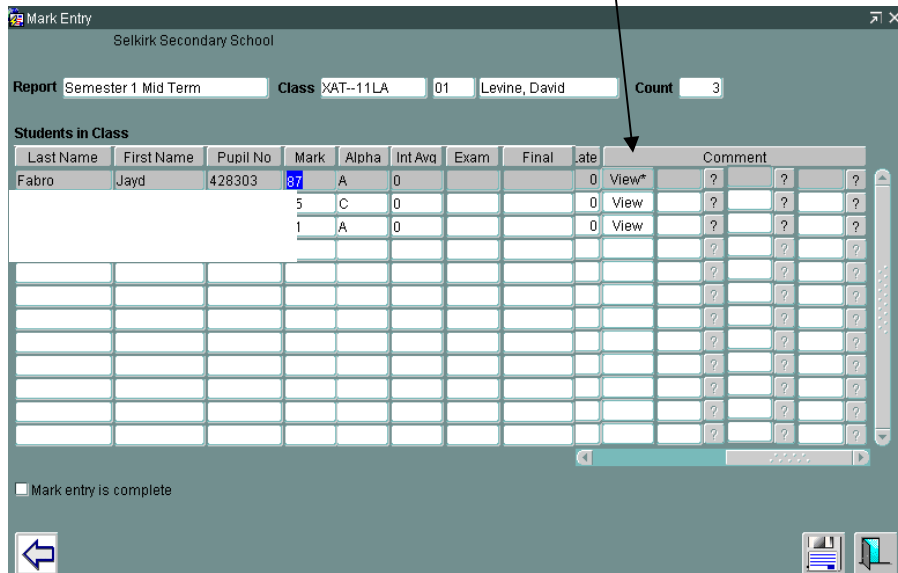
3. The Mark Entry screen opens as shown below. If you have been using the TA Gradebook and Posted Marks to the report card, the Mark column below will contain the posted data; otherwise the columns will be blank.

a. In the Marks column, marks can be entered or changed. The letter grade (Alpha) will automatically populate from the Marks column, unfortunately it will only be visible in this screen if manually entered; though it will appear on the report card.

A mark less than 50% will generate an "I" on a mid-term, an "F" on the final reporting period.

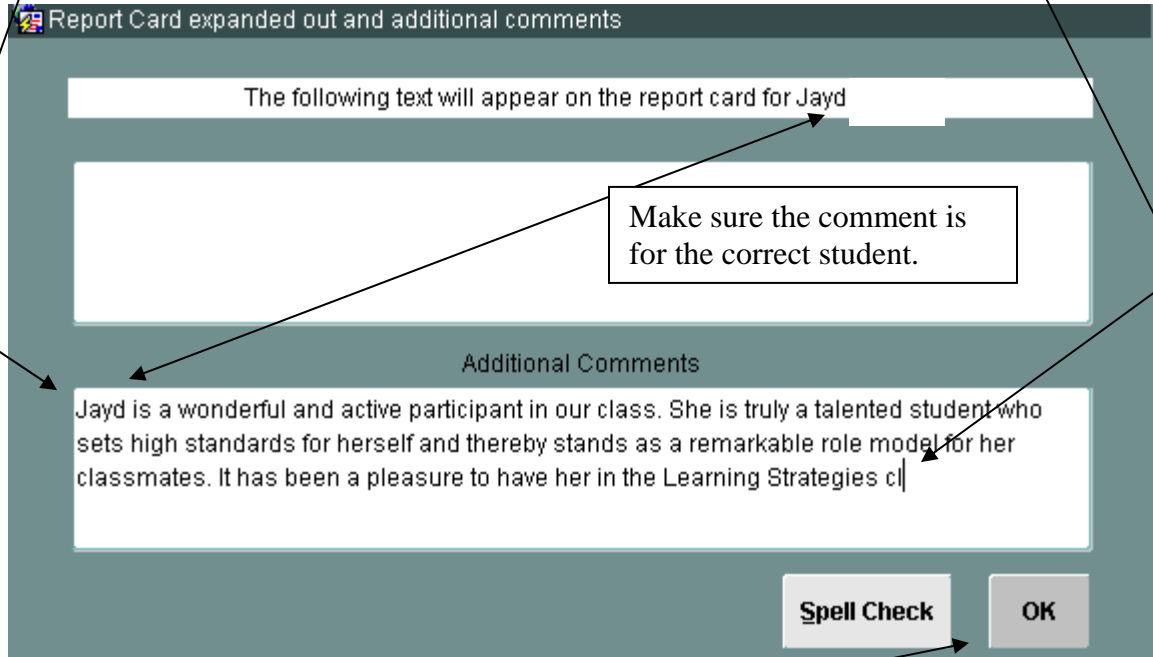


b. Use the drop-down arrow to select a Work Habit.
 c. Scroll to the right for comments.
 d. At the far right, under the Comment heading is a column listing "View". (This is **not** the Perf Std column view).



4. Inserting Comments:

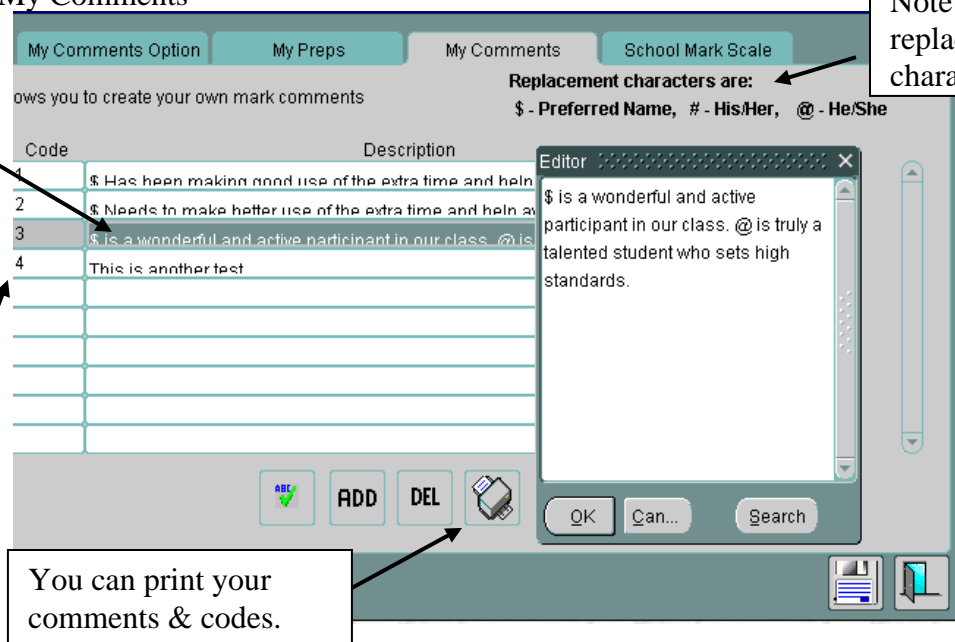
- a. Important:
 - i. **Secretaries will NOT be proofing comments!** You will have to do your own confirmation and checking.
 - ii. **Comments are limited to 2 2/3 lines in the comment box.** (255 characters as seen in the example below)
 - iii. The spell checker in eSIS is **not** working at this time.
- b. An asterisk beside “View*” as in the top example above indicates a comment has already been inserted.
- c. Insert a comment by clicking the View button. **Place your comment in the lower comment box.** You can copy and paste (use Ctrl c & Ctrl v).



- d. Click OK when the comment is complete.
- 5. To create a personal comment bank begin at the Start Screen. Go to: Action > My Preferences > My Comments

Double click in the Description field to open the Editor. You can also copy (ctrl c) and paste (ctrl v) into either the Description or Editor fields.

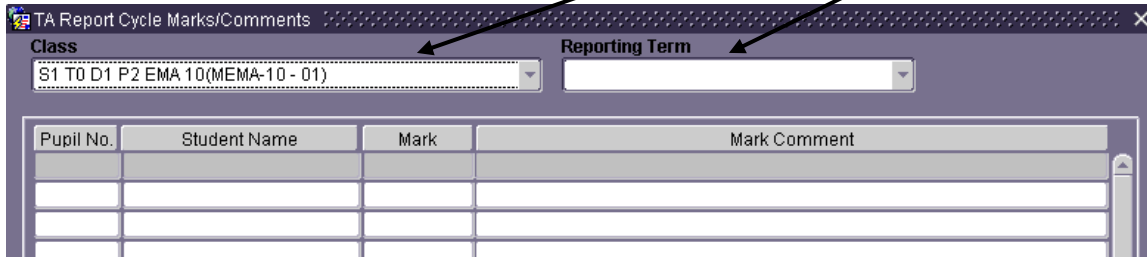
A numeric Code is required.

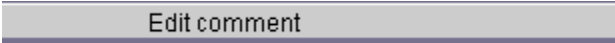


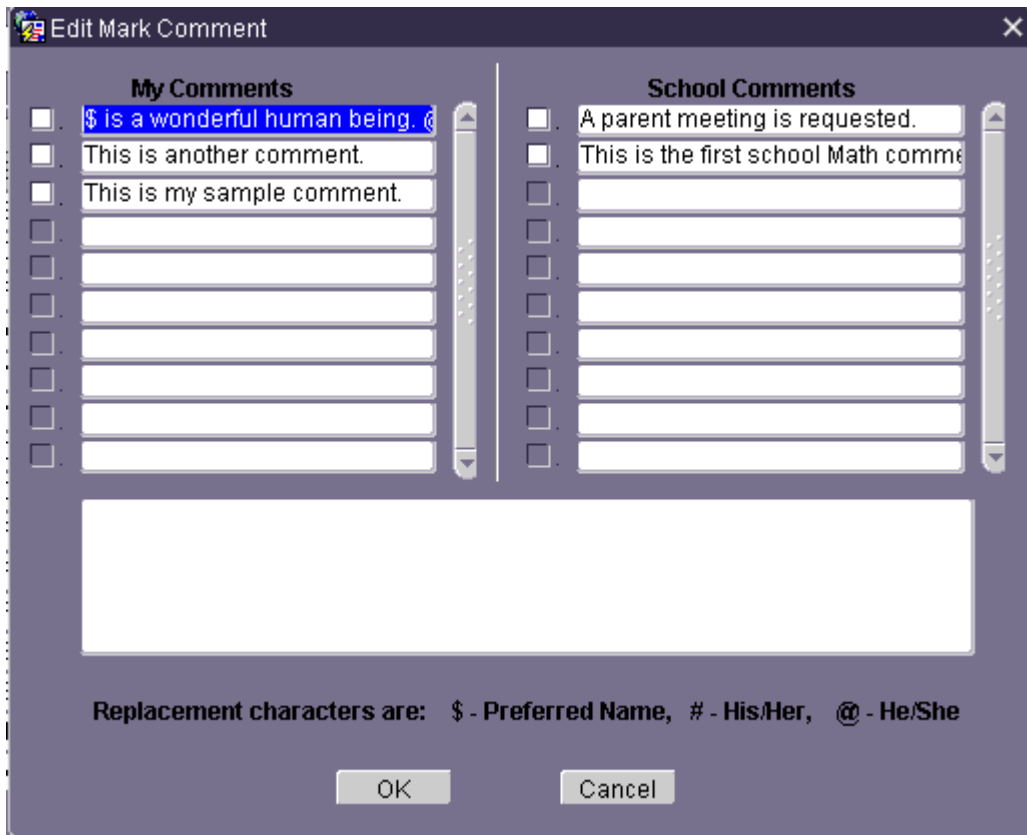
Note the replacement characters

You can print your comments & codes.

6. For use of your personal comment bank from My Comments, the process is as follows.
 - a. Beginning from the Start Screen go to: Spreadsheet > Reporting Term Marks > Go To Comments Entry Screen.
 - b. In the Marks/Comments screen select the course and reporting term which will then populate the class list.

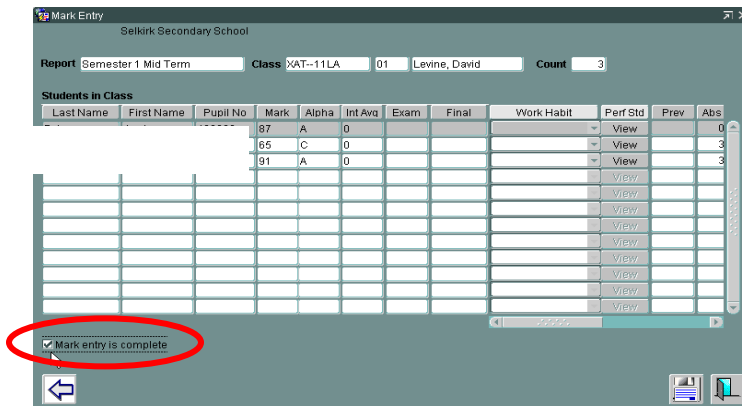


- c. Marks can be entered or edited from this window. For comment entry, you **must** select the  button, do not double click in the comment field as there is a bug that creates problems when this is done. The following window will be available to choose comments from either comment bank or for anecdotal comment entry.



- d. Remember, if you choose this option for mark or comment entry you will still be required to select a Work Habit from the Mark Entry screen.

- When Marks, Work Habit and Comments are complete and checked over for errors, check the “Mark entry is complete” box.



Additional Notes:

- Using a word processing program:
 - If you intend to do personalized comments for each student, I would recommend typing your comments in the comments box in Mark Entry first. Then, with your word processor open on your desktop, copy *from* the comment box into the word processor for spell checking purposes. Make corrections as necessary.

