

TA Gradebook and Marks Entry

1. Enter the TA Gradebook by selecting the "Spreadsheet" button from the main screen.

The screenshot shows the TA Gradebook application interface. At the top, there are dropdown menus for Class (S1 TO D0 P1 MATH 11(MMA--11 - 01)), Reporting Term (Semester 1 Mid Term), Category (All), and Assignment Types (All). Below these is a table with columns for Student Name, Screen Totals (Tavg..., Total, Earned, Avg%), and various assignment categories (BegRev, LSQ1, LSQ2, LSQ3, LSQ4, LSW2, LSA, LSTest, QQ1, QQ2). The table contains data for students A through O. A 'Color Legend' dialog box is overlaid on the right side of the table, listing categories: Late Mark (blue), Fail Mark (pink), Exempt (green), Extra Credit (cyan), and Over Maximum (yellow). At the bottom of the application, there is a toolbar with buttons: Post Marks To Report Card, Color Legend, Missing Mark, Reporting Term Marks, Enter Mark/Comments, Condensed Mark Entry, Add Assignment (circled in red), and View Change Assignment. An arrow points from the 'Add Assignment' button to the text 'Add Assignment is the focus of this reference guide.'

- a. Note the different colors and the Color Legend.
- b. Add Assignment is the focus of this reference guide.

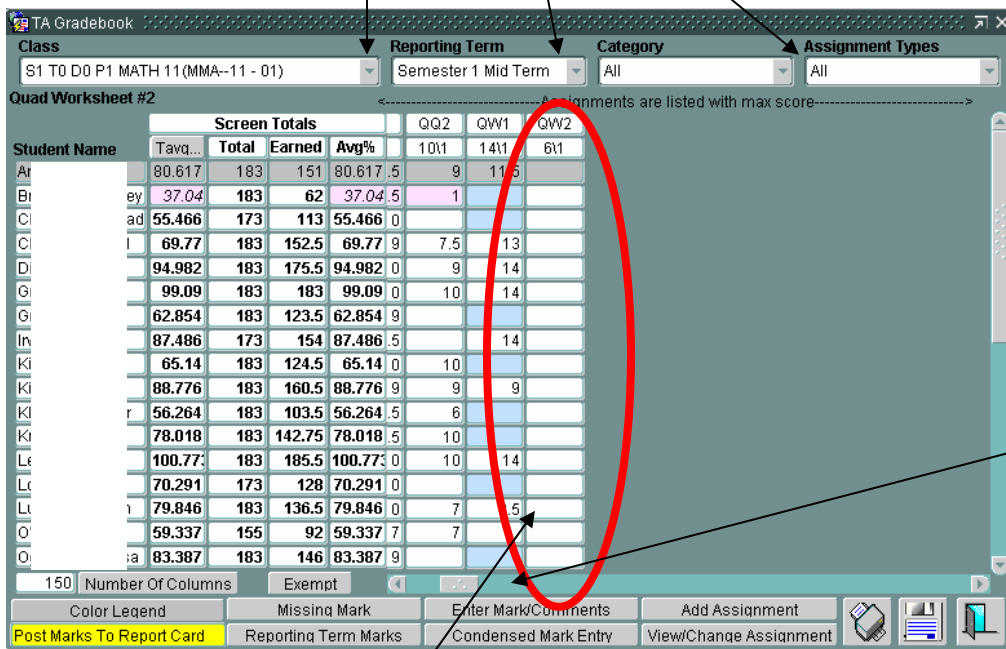
2. Selecting: Add Assignment opens the screen below.

The screenshot shows the 'Add new assignments' dialog box. It has a title bar 'Add new assignments' and a subtitle 'Class - S1 TO D0 P1 MATH 11(MMA--11 - 01)'. The main area is titled 'Assignment' and contains several input fields: Name (David's Example), Short Name (D Example), Score Type* (Numeric Mark), Score Max (100), Weight (1), Category (Course Work), Assignment Type (Assignment), Narrative (David's Example), and Parent Tips. There are also date fields for Assign Date (15-OCT-2006), Due Date (15-OCT-2006), and Create Date (15-OCT-2006), each with a '+' icon to its right. At the bottom, there are buttons: Enter Mark/Comments, Cancel, Add This Assignment To Other Classes, and a 'Save & Exit' button (represented by a floppy disk icon). An arrow points from the text 'Opens calendar' to the '+' icon next to the Assign Date field. Another arrow points from the text 'Save & Exit' to the floppy disk icon button.

- a. Be sure to give the assignment a name
- b. Score Type gives 4 different options to choose from
- c. Score Max (out of), Weight “1” if all marks to be given equal value
- d. Category must be set. You will only have the one.
- e. Assignment Type, use the “down triangle” to choose
- f. Narrative if you wish a description
- g. Dates should be set. The “+” opens the calendar which shows days in session/not in session.
- h. Save & Exit when done

3. Options from the main screen:

- a. Select Assignment Types
- b. Select Reporting Term
- c. Select Class



Don't forget the scroll bars!

- d. New assignment ready for mark entry. Must use “down arrow” keys when entering marks here, not “Enter”.
- e. Other options for mark entry from here include: Enter Mark/Comments (use this to edit Lates & Exempts) & Condensed Mark Entry.
- f. Select, View/Change Assignment in order to edit or delete an assignment
- g. Don't forget to **Save often!**