

# Grade Entry in SchoolAssyst

SchoolAssyst offers three different options for entering grades: entry via the Grade Reporting module, entry via the Educator Access module, and entry by importing data from a PC grade reporting system. This chapter outlines entry of grades using the Grade Reporting module. The other two methods of grade entry, the Educator Access module and data import using a PC grade reporting system are covered in separate sections below.

## The Grade Reporting Module

Grade Reporting module entry is a two-step process of printing grades using grading sheets for verification, and entering verified grades into SchoolAssyst.

### Printing Grading Sheets

You can print two kinds of grading sheets in order to ensure accurate entry. Data entry personnel use input grading sheets to manually enter grades into SchoolAssyst. Teachers use proof grading sheets to proof entry of grades and make comments.

#### To access Grading Sheets from the main screen:

1. Click [Student Mngmnt].
2. Click [Entity] to select the entity, and to ensure that you are working in the correct school year.
3. Follow path [Office] ? [Grading] ? [Print Grading Sheets] to display the **Range/Sort Selections** screen (Figure 1).
4. Type low and high range values in any of the fields to set the criteria for selecting grades. For example, to select grades for several courses, type the lowest course code in the low range box of the COURSE/CLASS field, and the highest course code in the high range box of the COURSE/CLASS field. To print grade sheets for a single course, type the same course code in the low and high range boxes of the COUSE/CLASS field.
5. Click [SORT] to sort the records. A list of available fields on which to sort the data appears. Click a field to select it and click [ADD] to add the field to the sort list. Use the up and down [MOVE] buttons to set the sort order: the data sorts based on the values in first field in the sort order box, followed by the values in the second field, and so on. Click [Ok] to save the sort order.
6. Click [Ok] to display the **Grade Input and Proof Sheets** screen (Figure 2).

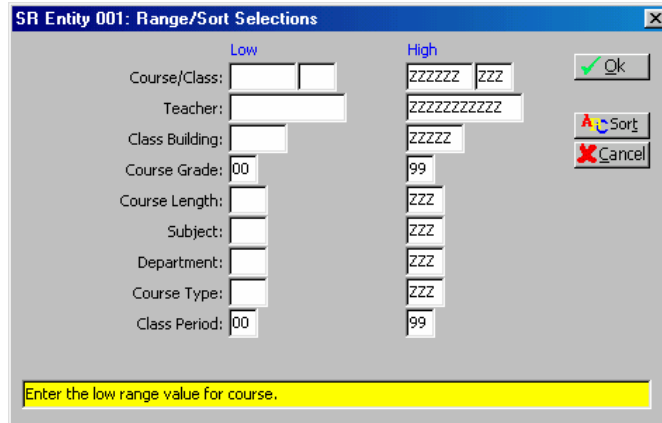


Figure 1. Range/Sort Selections for Grade Sheets

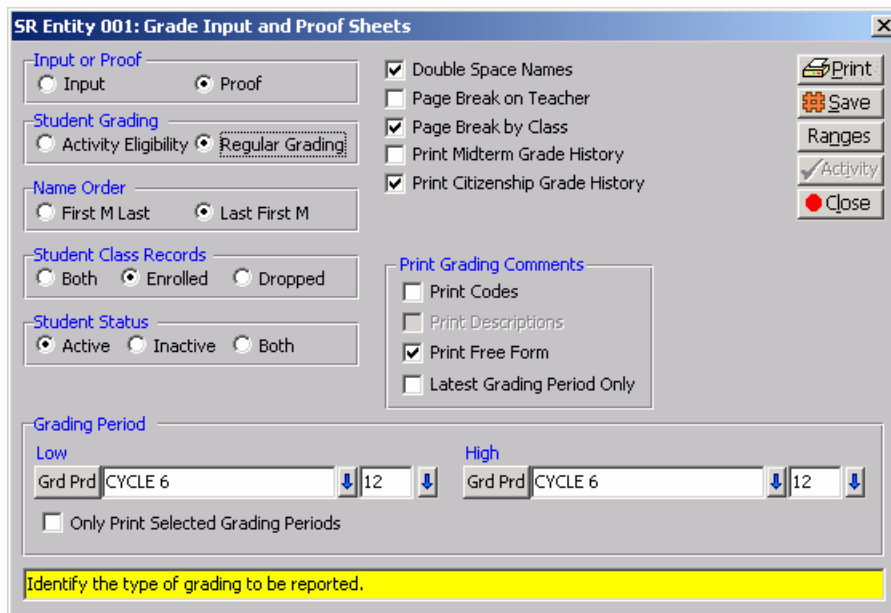


Figure 2. Grade Input and Proof Sheet Options

7. Select the following options:

**INPUT OR PROOF**

Select Proof Grading Sheets for the teacher to review and mark as necessary. Select Input Grading Sheets to give to data entry personnel for manual entry of grades into SchoolAssyst.

**STUDENT GRADING**

Select the type of grading to report: activity eligibility or regular grading. Note: the

	[Activity] button will not be enabled unless you select activity eligibility.
NAME ORDER	Select the order in which to print student names: first name order or last name order.
STUDENT CLASS RECORDS	Select the type of student class records to include: enrolled, dropped, or both enrolled and dropped.
STUDENT STATUS	Select active students, inactive students, or both active and inactive students.
GRADING PERIOD	Type the low and high values for the range of grading periods on which you want to report. Check the box if you want to print only selected grading periods.
DOUBLE SPACE	Check to double space names.
PAGE BREAK	Check the appropriate page break box to start a new page when the teacher name changes, or when the class changes.
PRINT MIDTERM	Check to include midterm grade history.
PRINT CITIZENSHIP	Check to include citizenship grade history.
GRADING COMMENTS	Check boxes to select any of the following grading comments options: print grading comment codes, print descriptions, print the grading comments free form, or include grading comments data for only the latest grading period.

- Click [Print], or [Save] to save your selections, [Range] to change the range or sort settings, [Activity] to select the activities in which students must participate in order to be included on the report (you must have selected 'Activity Eligibility' for the Student Grading type), or [Close] to return to the main screen.

TECS HIGH SCHOOL		Date 08/15/2000 Page 1										
		Time 12:09:33		Ref# 1.1								
Course	ENG4AP	ENGLISH 4 AP	Teacher		Bldg	Room	Terms	Pd	Days			
Section	B1	Length Yearly	CLEMESAM000		001	101	01-06	02	1			
		Teacher SAMUEL CLEMENS										
Gr	PR1	CZ1	1st	PR2	CZ2	2nd	PR3	CZ3	3rd	Ex1	Sml	
CLINTON, HILLARY R.....	12	88	S	86	86	S	87	88	(	)	(	)
	Comments #6		(	)	(	)	(	)	(	)	(	)
CROCKETT, DAVY.....	12	89	E	88	87	S	88	92	(	)	(	)
	Comments #6		(	)	(	)	(	)	(	)	(	)
WASHINGTON, GEORGE.....	12	75	S	72	73	S	76	80	(	)	(	)
	Comments #6		(	)	(	)	(	)	(	)	(	)
** END OF CLASS **												
***** END OF REPORT *****												
-												

Figure 3. Sample Grading Proof Sheet

### Entering Grades

After you have printed Grading Sheets, you can manually enter students' grades using the Grading Input Sheets. The steps below outline entering grades by class, which is the most common scenario. However, you can also enter grades by student (see Grade Entry by Student) if, for example, you need to change a particular student's grade.

### Grade Entry by Class

Use the following steps to enter grades by class:

1. Click [Student Mngmnt].
2. Click [Entity] to select the entity, and to ensure that you are working in the correct school year.
3. Follow path [Office] ? [Grading] ? [Grading Entry] to display the **Grade Entry Options** screen (Figure 4).

*Figure 4. Grade Entry Options*

4. Select the following options:

**GRADE ENTRY METHOD** Select by Class

**GRADING TYPE** Select Regular Grading. Note: You can select Activity Eligibility if you are checking on students' eligibility for an activity based on grades. The [Activities] button will become enabled allowing you to select the particular activity for which you want to check eligibility.

**GRADING PERIOD** Use the drop down lists to select the low and high grading period(s).

**STUDENT STATUS** Select active students, inactive students, or both active and inactive students.

**RECORD TYPES** Select the type of student class records for entry: enrolled, dropped, or both enrolled and dropped.

**ABSENCES/TARDIES** Check to enter Absences/Tardies and type the term for which to enter them

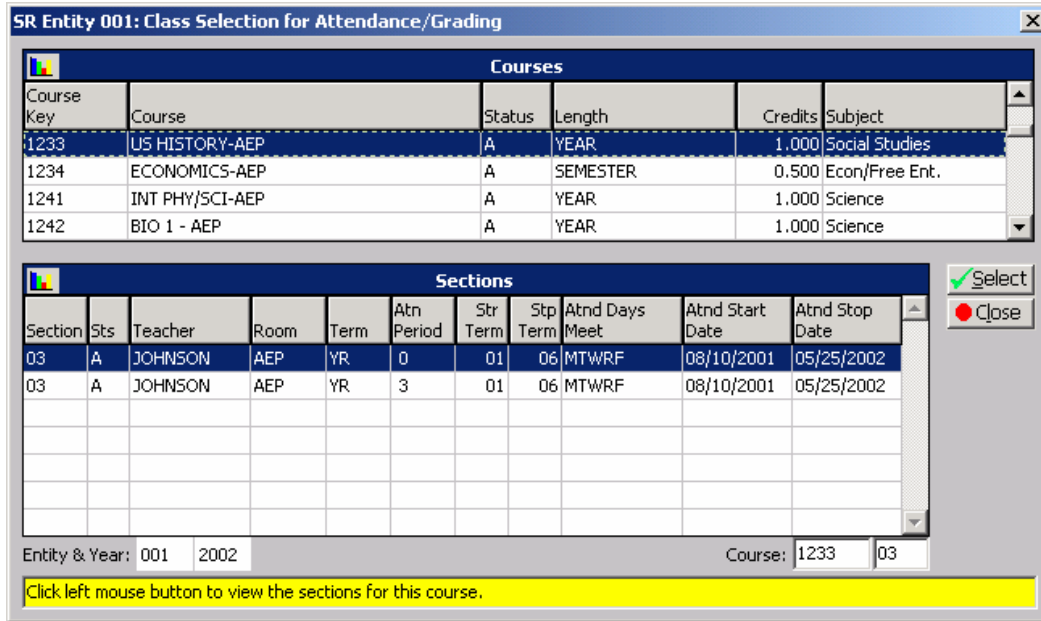
**GRADE COMMENTS** Check to enter grade comments.

**FREE FORM** Check to enter free form grade comments.

**EXCLUDE CLASSES**

This option is disabled during entry by class. If entering grades by student, check to exclude entry for classes not meeting during selected grading periods.

5. Click [Ok] to display the **Class Selection for Attendance/Grading** screen (Figure 5).



*Figure 5. Class Selection for Attendance/Grading*

6. Highlight the course to display all of the sections for the course in the Sections portion of the screen.
7. Highlight the class section for which you need to enter grades and click [Select] to display the Grading Entry by Class screen (Figure 6).
8. Type grades into the appropriate grade buckets.
9. Type additional information such as grade comments and absences into the appropriate fields.

**Note:** The **Grading Entry by Class** screen will contain fields based on the options you selected on the **Grade Entry Options** screen.

10. Click [Ok] to save the grade entry.

SR Entity 001: Grading Entry By Class

Class: 1011 05 Description: ENG 1 Term: y Start Term: 1 Stop Term: 3  
 Teacher: T. SHERROD Room: 19 Period: 3 Meet: MTWRF

Grading Information

Nbr	Student	Trm	PR1	CZ1	1ST	PR2	CZ2	2ND	PR3	CZ3	Comments	
1	TAYLOCHA000		1								C-1	C-2
2	TAYLOJEF000											
3	TAYLOTRE000											
4	THOMABRA000											
5	TREVIEMIO01											

Student: TAYLOR, CHARLES D. Active GY: 2002 - 12  
 Advisor: JAY QUINNEY School: 001 Grading Period(s): 1 to: 12  
 Comment: Ath Eff Date: Oth Eff Date:

Additional Comments -> Free Form Absences: 0 Tardies: 0

Enter the grade mark for the current student.

Figure 6. Grade Entry by Class

- Click [Close] to return to the **Grade Entry Options** screen where you can click [Ok] to select another class from the **Class Selection for Attendance/Grading** screen, or click [Close] to return to the **SchoolAssyst Main** screen.

**Note:** The [Next] and [Previous] buttons move forward and backward through the students' records. The [Utility] button displays the **Utilities Selection** screen (Figure 7) where you can view additional information for the selected student.

SR Entity 001: Utilities Selection

View Schedule  View Attendance  
 View Student Information  View Transaction Information  
 View Attendance Tally Box

Displays current student's schedule.

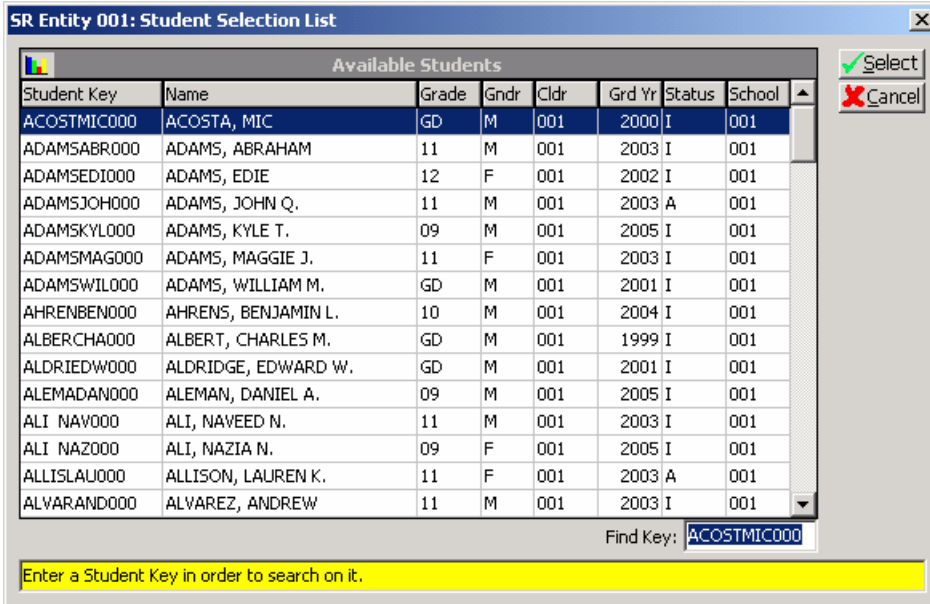
Figure 7. Utilities Selection

## Grade Entry by Student

You may need to enter grades for a particular student or change grades for a student. This process is similar to entering grades by class and is outlined below.

### Use the following steps to enter grades by student:

1. Click [Student Mngmnt].
2. Click [Entity] to select the entity, and to ensure that you are working in the correct school year.
3. Follow path [Office] ? [Grading] ? [Grading Entry] to display the **Grade Entry Options** screen (Figure 4).
4. Select 'By Student' as the Grade Entry Method.
5. See step 4 in 'Grade Entry by Class' for guidelines on selecting the remaining options on this screen.
6. Click [Ok] to display the **Student Selection** list (Figure 8).



Student Key	Name	Grade	Gndr	Cldr	Grd Yr	Status	School
ACOSTMIC000	ACOSTA, MIC	GD	M	001	2000	I	001
ADAMSABR000	ADAMS, ABRAHAM	11	M	001	2003	I	001
ADAMSEDI000	ADAMS, EDIE	12	F	001	2002	I	001
ADAMSJOH000	ADAMS, JOHN Q.	11	M	001	2003	A	001
ADAMSKYL000	ADAMS, KYLE T.	09	M	001	2005	I	001
ADAMSMAG000	ADAMS, MAGGIE J.	11	F	001	2003	I	001
ADAMSWIL000	ADAMS, WILLIAM M.	GD	M	001	2001	I	001
AHRENBEN000	AHRENS, BENJAMIN L.	10	M	001	2004	I	001
ALBERCHA000	ALBERT, CHARLES M.	GD	M	001	1999	I	001
ALDRIEDW000	ALDRIDGE, EDWARD W.	GD	M	001	2001	I	001
ALEMADAN000	ALEMAN, DANIEL A.	09	M	001	2005	I	001
ALI NAV000	ALI, NAVEED N.	11	M	001	2003	I	001
ALI NAZ000	ALI, NAZIA N.	09	F	001	2005	I	001
ALLISLAU000	ALLISON, LAUREN K.	11	F	001	2003	A	001
ALVARAND000	ALVAREZ, ANDREW	11	M	001	2003	I	001

Figure 8. Student Selection List

7. Find the student whose grades you need to enter or change by scrolling through the student list or using the Find Key field to type in the student's key.
8. Highlight the student's name and double-click, or click [Select] to display the **Grading Entry by Student** screen (Figure 9).

SR Entity 001: Grading Entry By Student

Student: ADAMSJOH000 ADAMS, JOHN Q. GY: 2003 - 11 Entity: 001  
 Advisor: NAOMI, TARIN School: 001 Status: Active Cal Id: 001

Class	Trm	Teacher	Desc	PR1	CZ1	1ST	PR2	C-1	C-2	C-3
000121/01	SM1	BGATES	PERSONAL C							
1012 /01	SM1	TAYLOR	ENG 2			88				
1013 /01	YR	MARK TWAIN	ENG 3							
1013 /04	YR	MARK TWAIN	ENG 3							
1231 /03	YR	MAGELLAN	WLD GEO-AE							

Comment: \_\_\_\_\_ Grading Period(s): 1 to: 12

Class	Trm	PR1	CZ1	1ST	PR2	CZ2	2ND	PR3	CZ3	C-1	C-2	C-3
1013 /01	YR											

Addtl Comments -> Free Form: \_\_\_\_\_  
 Absences: 0  
 Ath Eff Date: \_\_\_\_\_  
 Oth Eff Date: \_\_\_\_\_

The Select button allows you to select the highlighted record.

Figure 9. Grading Entry by Student

9. Highlight the class for which you need to enter or change grades and click [Select].
10. Type grades into the appropriate grade buckets.
11. Type additional information such as grade comments and absences into the appropriate fields.
12. Click [Ok] to save the grade entry.
13. Click [Close] to return to the **Grade Entry Options** screen where you can click [Ok] to select another student from the **Student Selection List**, or click [Close] to return to the **SchoolAssyst Main** screen.

**!** *If you make changes to student grades remember to process the **Calculate GPA** utility prior to running any grading reports that report on student grade point averages to ensure accurate reporting of student grade point averages..*