Teacher Mark Entry Quick Guide

eSIS v 10.1

Version 1

Updated 09/05/2008

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Overview:

Secondary report cards in DCPS are generated using the marks that are entered into DC STARS. Marks can be entered into DC STARS by teachers using the Teacher Assistant screen.

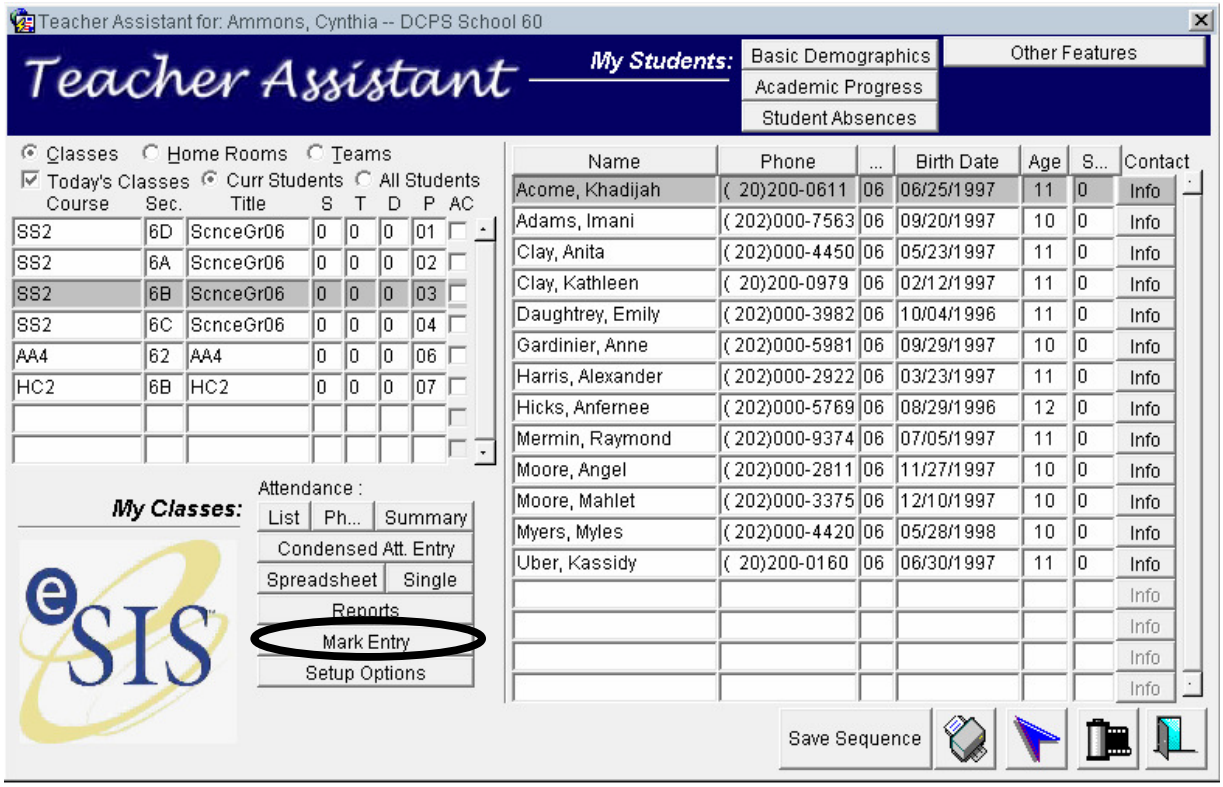
The deadline for teachers to enter marks is 12am on the end date of the Reporting Period. After this date, if marks need to be entered or modified, the designated Update Marks contact at the school will have to be notified and make those corrections.

Objective:

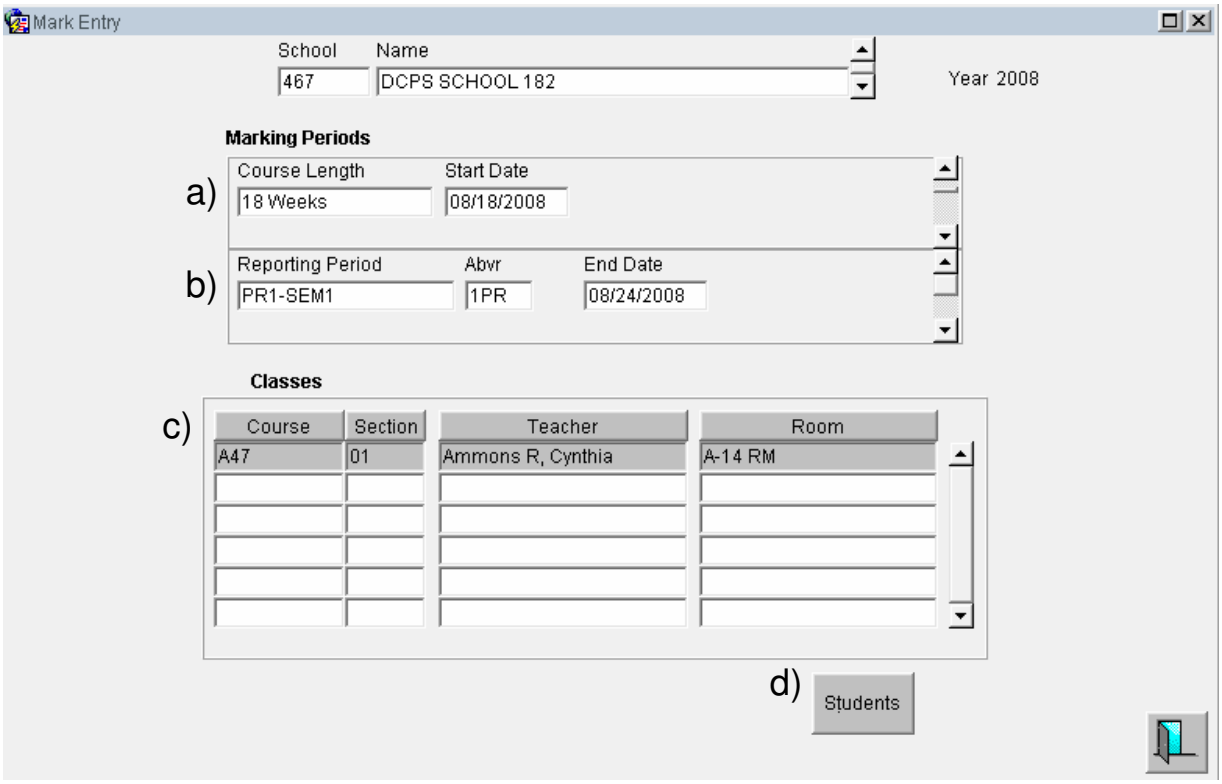
The objective of this guide is to walk through the basic steps for teachers to enter marks for report cards.

1. Mark Entry Screen

Click on the Mark Entry button.



The Mark Entry Screen opens



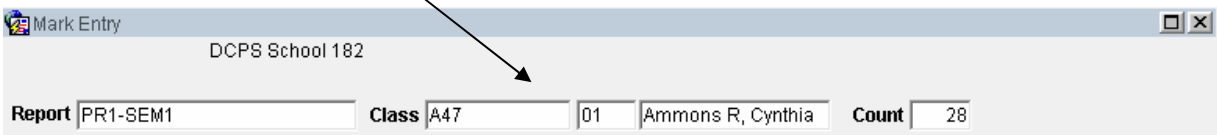
a) In the Marking Periods select the desired **Course Length**: 36 Weeks, 18 Weeks, or 9 Weeks. Use the scroll bar to locate the entry.

b) Select the current **Reporting Period**.

c) Query for the Class. For example, A47 Section 01, Ammons R, Cynthia RoomA-14.

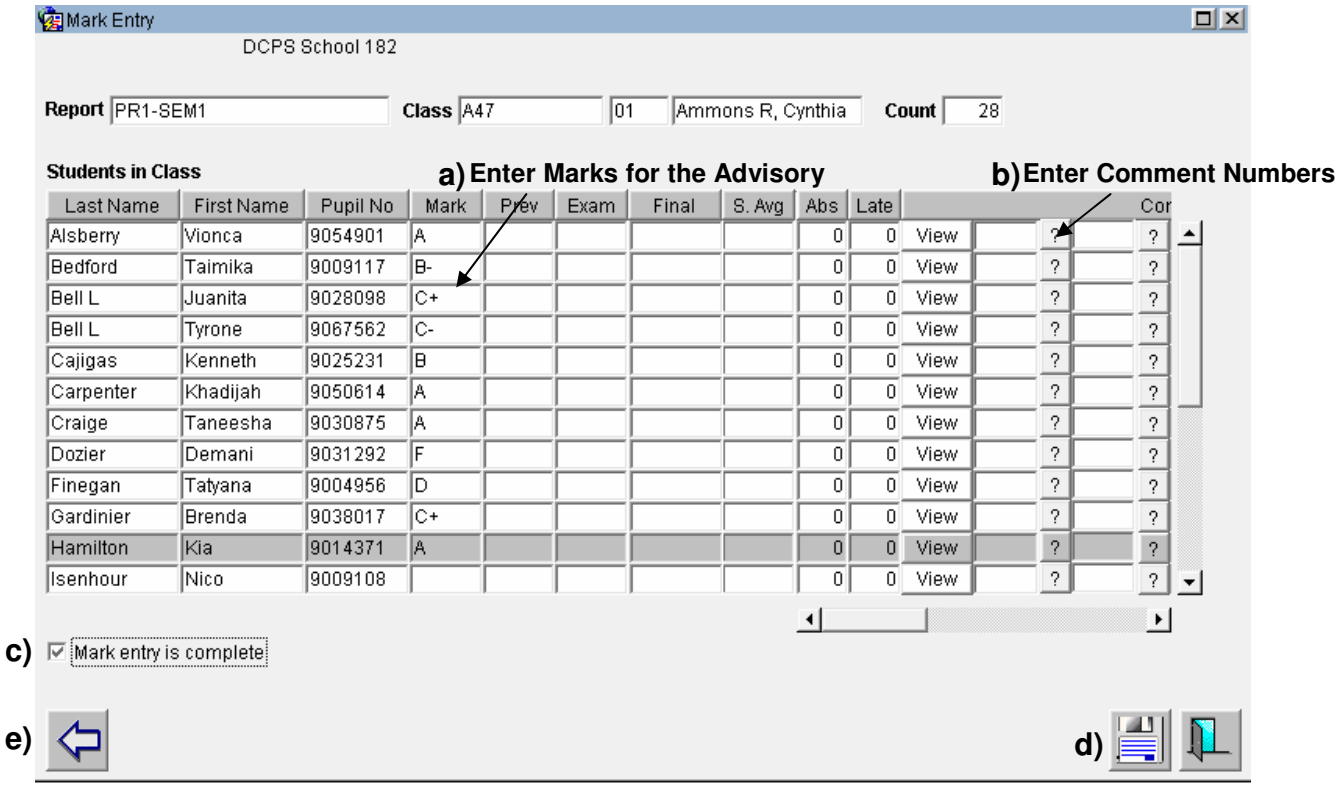
d) Click the **Students** button.

The **Mark Entry** screen opens with the selected class information.



2. Quick Entry

Using the **Class List with Marks Report**, go down the list and enter marks and comments for all students.



a) Enter in all marks for the course. Simply click in the field and enter the mark.

b) For comments, click on the Question mark ? (next to the View button) and select the comment.

- **Important:** Enter comments in the first three fields only, starting with the first field on the left. If the first field is skipped, none of the comments will show on the progress reports/report cards.

c) Check **Mark entry is complete** after all marks are entered for the class.

- All students **should** have a mark before the **Mark Entry is complete** box is checked.

d) Select **Save** after entering marks and comments.

e) Arrow back to the previous screen and select the next course for mark entry. Repeat the process for all courses.

Important Notes:

- You must know the Course Length, Reporting Period and the Class when entering or reviewing marks.
- Every student should have a Mark for each class.
- The Exam and Final mark are entered on the *last* Reporting Date for the class.

3.0 Teachers: Tools to Check Mark Entry Completion

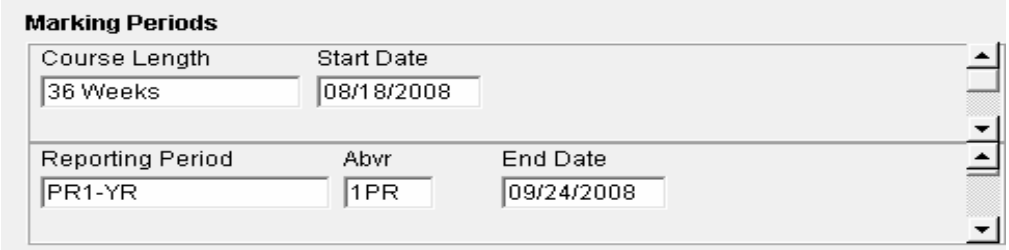
A class list with marks can be printed out for each class by following:
Path: ***TA Start Screen > Reports > Mark List***

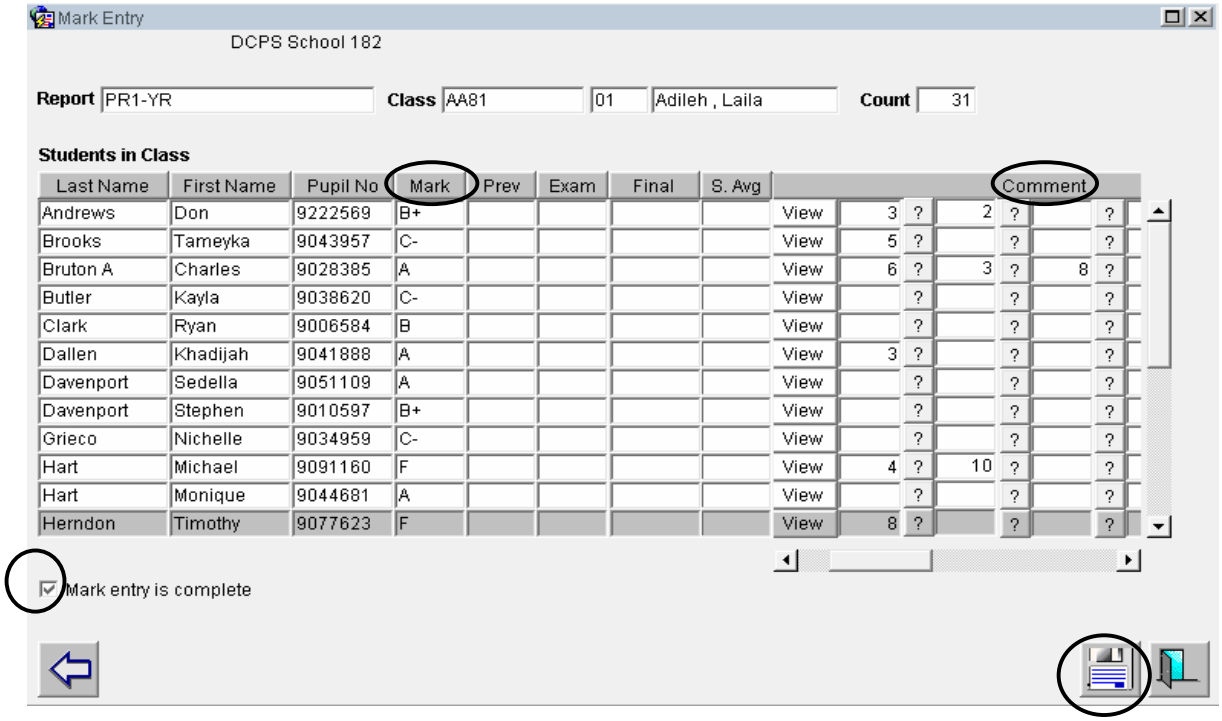
4.0 Office Level: Mark Entry Process Quick List

1. Teachers print the **Class Lists with Marks** (**Path:** ***Reports>Folder 04 Class Reporting> Class List With Marks***), **Report Card Comments** (**Path:** ***Reports>Folder 14> Report Card Comments List***) and **Mark Scale**.
2. Teachers hand write marks and comments on the **Class List with Marks** report
3. Teachers use the **Class List with Marks** to enter marks and comments on the Mark Entry screen in DC STARS.
4. Data Manager uses the **Mark Entry Completion Log** report to ensure all classes have marks.
5. Data Manager prints the **Students Missing Marks** report.
6. The principal reviews the **Students Missing Marks** report and contacts teachers who have not provided marks for students.
7. Teacher enters remaining marks in DC STARS.
8. Teacher prints the **Class List with Marks** and staple the original Class List with Marks to the new report. The original will show what the teacher provided and the new Class List with Marks will show the class marks in DC STARS.
9. Teachers verify and sign the new **Class List with Marks**.
10. Principal resolves any outstanding issues related to marks.

5.0 Progress Report Marks

Choose Course Length (**ex. For year long courses: 36 weeks** Start Date**: 08/18/2008**)
Choose Reporting Period:
Year long courses: **PR1 – YR, PR2-YR, PR3-YR, PR4-YR**
Semester courses: **PR1-Sem1, PR2-Sem1, PR3- Sem2, PR4- Sem**
Nine Week courses: **PR1-NW1, PR2-NW2, PR3-NW3, PR4-NW4**





5.1 Enter all marks in the ***Mark*** column
5.2 Enter comments for the course in the ***Comments*** field. For comments, click on the ? (question mark) and select the comment from left to right. *If the first field is skipped, none of the comments will show on the progress reports/report cards.*

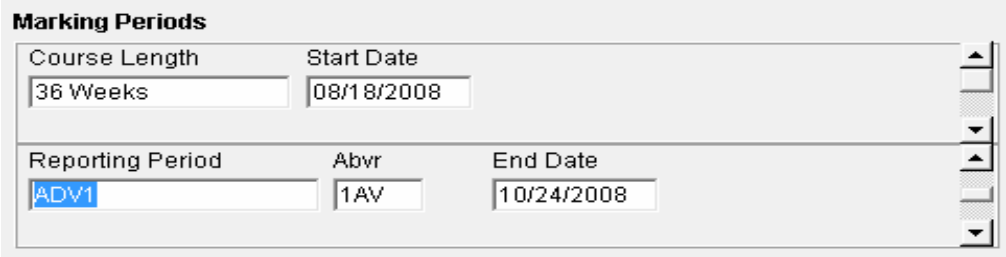
5.3 The ***Abs*** and ***Late*** will automatically display information for each class as entered in the Attendance Module.

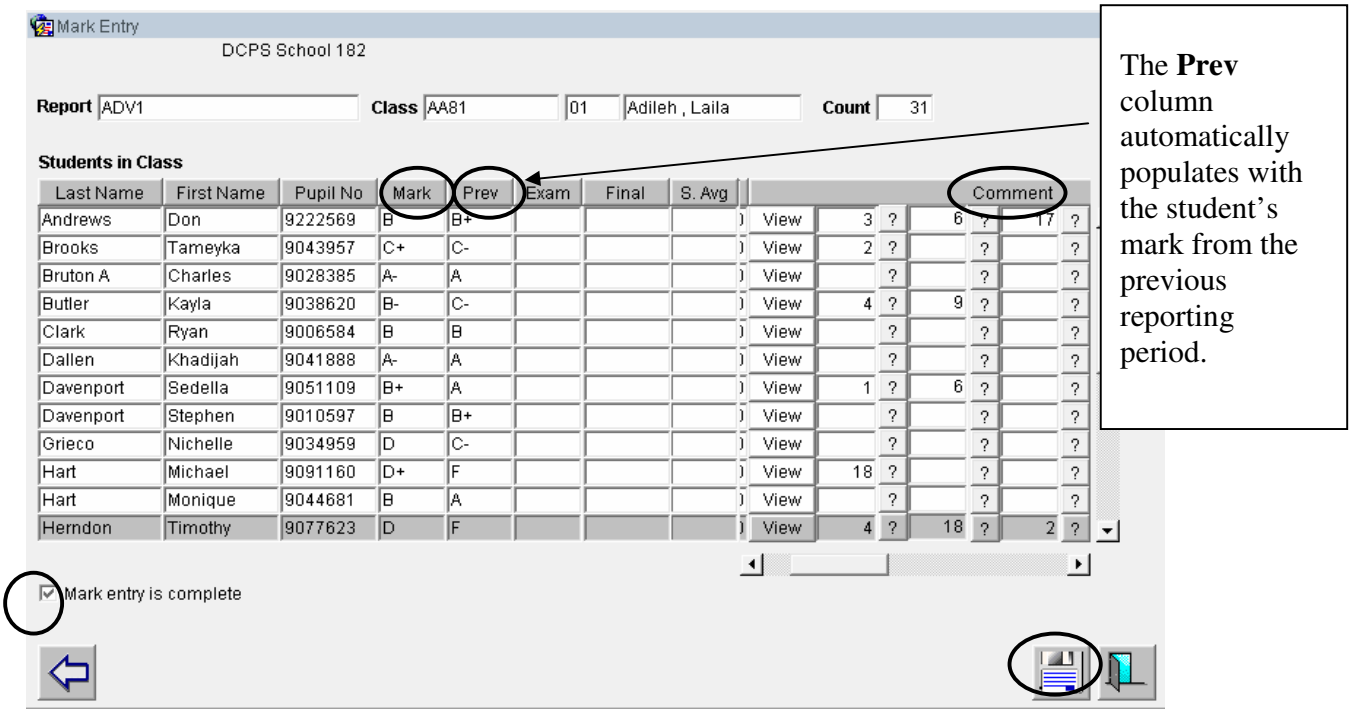
5.4 Check ***Mark entry is complete*** after all marks are entered for the class.

5.5 Click **Save.**

6.0 Advisory Marks

Choose Course Length (**ex. For year long courses: 36 weeks** Start Date**: 08/18/2008**)
Choose Reporting Period:
Year long courses: **ADV1 – YR, ADV2-YR, ADV3-YR**
Semester courses: **ADV1-Sem, ADV2- Sem2**
Nine week courses: **N/A** (See **7.0 Final Course Marks** on next page)





6.1 Enter all marks in the ***Mark*** column
6.2 Enter comments for the course in the ***Comments*** field. For comments, click on the ? (question mark) and select the comment from left to right. *If the first field is skipped, none of the comments will show on the progress reports/report cards.*
6.3 The ***Abs*** and ***Late*** will automatically display information for each class as entered in the Attendance Module.
6.4 Check ***Mark entry is complete*** after all marks are entered for the class.
6.5 Click **Save.**

7.0 Final Course Marks

Choose Course Length (**ex. For year long courses: 36 weeks** Start Date**: 08/18/2008**)
Choose Reporting Period: **ex. Reporting periods for Final Course Marks:** Year long courses: **Jun Marks–YR** End Date: **06/15/2009**

Semester courses: **Jan Marks-SEM** End Date: **01/16/2009**

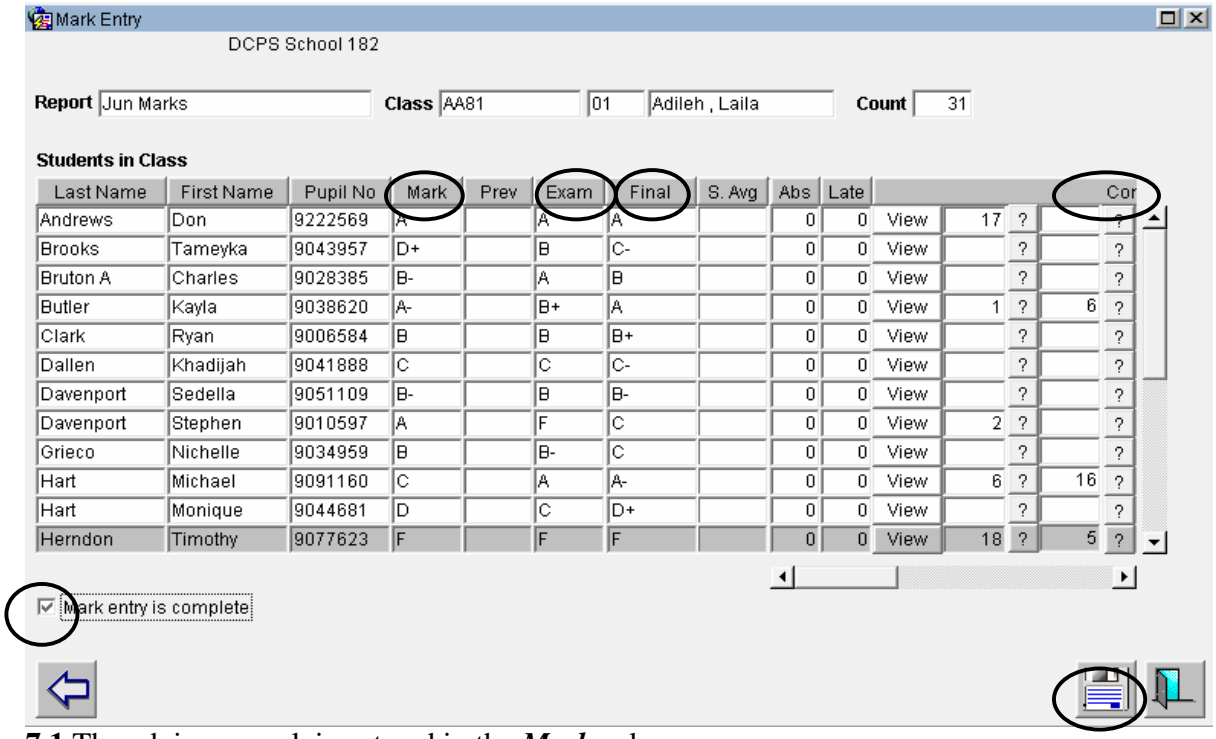
Jun Marks-SEM End Date: **06/15/2009**

Nine Week courses: **Oct Marks-1NW** End date: **10/24/2008**

Jan Marks- 2NW End Date: **01/16/2009**

Mar Marks- 3NW End Date: **03/20/2009**

Jun Marks- 4NW End Date: **06/15/2009**



Last Name	First Name	Pupil No	Mark	Prev	Exam	Final	S. Avg	Abs	Late					Cor
Andrews	Don	9222569	A		A	A		0	0	View	17	?		?
Brooks	Tameyka	9043957	D+		B	C-		0	0	View		?		?
Bruton A	Charles	9028385	B-		A	B		0	0	View		?		?
Butler	Kayla	9038620	A-		B+	A		0	0	View	1	?	6	?
Clark	Ryan	9006584	B		B	B+		0	0	View		?		?
Dallen	Khadijah	9041888	C		C	C-		0	0	View		?		?
Davenport	Sedella	9051109	B-		B	B-		0	0	View		?		?
Davenport	Stephen	9010597	A		F	C		0	0	View	2	?		?
Grieco	Nichelle	9034959	B		B-	C		0	0	View		?		?
Hart	Michael	9091160	C		A	A-		0	0	View	6	?	16	?
Hart	Monique	9044681	D		C	D+		0	0	View		?		?
Herndon	Timothy	9077623	F		F	F		0	0	View	18	?	5	?

7.1 The advisory mark is entered in the ***Mark*** column.
7.2 The exam (if one is given) is entered in the ***Exam*** column.
7.3 The final mark is entered in the ***Final*** column.

7.4 Enter comments for the course in the ***Comments*** field. For comments, click on the ? (question mark) and select the comment from left to right. *If the first field is skipped, none of the comments will show on the progress reports/report cards.*
7.5 The ***Abs*** and ***Late*** will automatically display information for each class as entered in the Attendance Module.
7.6 Check ***Mark entry is complete*** after all marks are entered for the class. Click **Save.**

DC STARS Mark Scale

Alpha Grade	Numeric Equivalent or Definition
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 – 76
C-	70 - 72
D+	67 - 69
D	64 – 66
F	0 - 63
AUD	Audit
I	Incomplete
L	Late Entry
M	Medical
P	Pass
S	Satisfactory
U	Unsatisfactory
W	Withdraw
WF	Withdraw Failing

DCPS Report Card Comments

Comment Number	Comment Statement	Category
1	Excellent Initiative	GEN
2	Lacks Initiative	GEN
3	Excellent Behavior	GEN
4	Poor Behavior	GEN
5	Needs More Study	GEN
6	Good Participation	GEN
7	Does Not Participate	GEN
8	Does Not Bring Materials	GEN
9	Excessive Absences	GEN
10	Request Conference With Parent	GEN
11	Possibility of Failing	GEN
12	Is Failing	GEN
13	Poor Test Scores	GEN
14	Does Not Complete Class Assignments	GEN
15	Does Not Do Homework	GEN
16	Excessive Tardiness	GEN
17	Pleasure to Have in the Class	GEN
18	Cuts Class	GEN