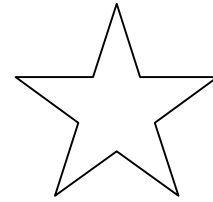


Simple Mark Entry - Scheduling NOT required



Teacher's Helper can be used in situations where marks have to be recorded for history purposes BUT schools have no reason to setup course, master scheduling options, specifically:

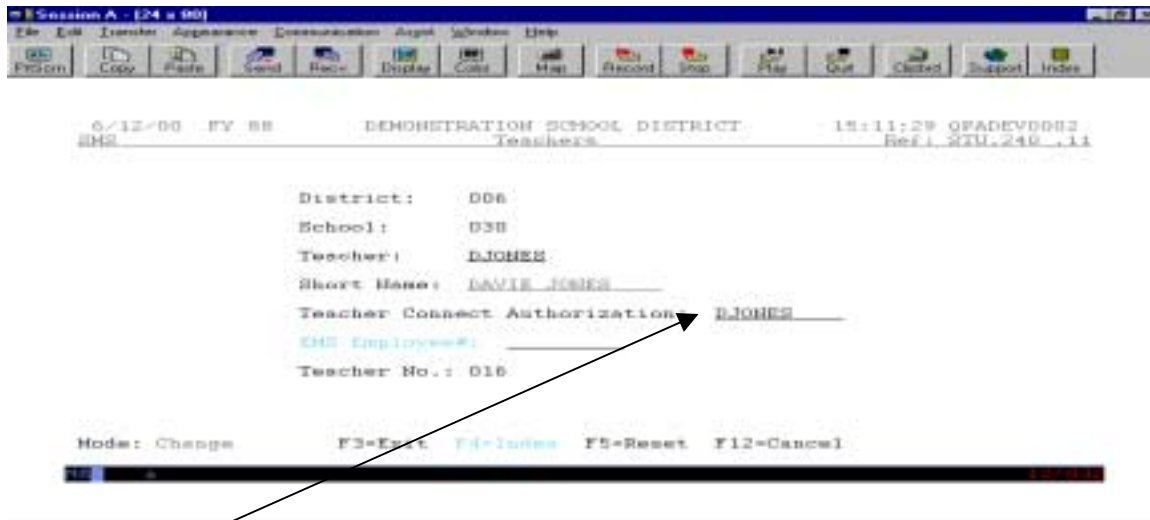
- To enter Manitoba Provincial Exam Marks into history
- To enter Manitoba Grade 9 marks for Ministry but reporting cards are not kept in CIMS to users want an easy method for recording the marks into transcript history
- To enter grades 4-6 marks in BC so they appear in 1704



1. Setup is easy
2. Teaching staff to input their own achievement, marks, and/or narrative is simple and secure OR School Secretary to input on their behalf.

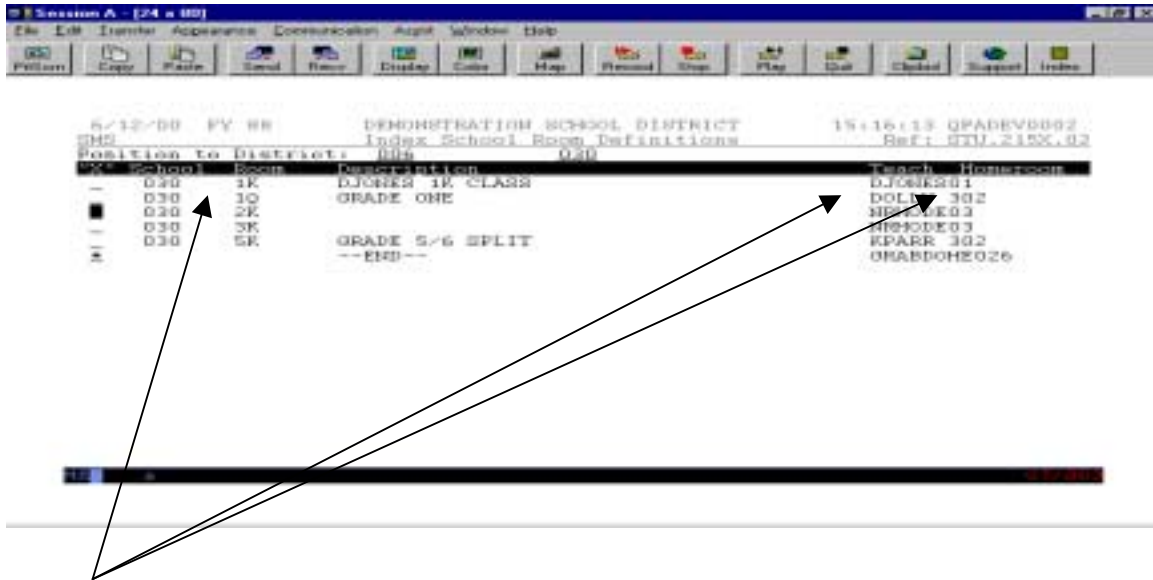
Setup:

1. Use **STU.240** to provide authorization codes for your teaching staff. They will require this code to be able to maintain only their own marks. If clerical staff will be doing all the input, use the same authorization code for all teachers. If secretary is doing, make all the passwords the same.



Input a teacher authorization code in space provided.

2. Ensure that teachers are assigned to appropriate classes (**STU.215**) and that Teacher Helper is turned on for each staff/room (STU.215) and that **FIX.STU** has been run to ensure students are assigned to appropriate teachers.



** Each class MUST have a valid Teacher Code and Room Assigned. In this example class 1K is assigned to DJONES in room 01

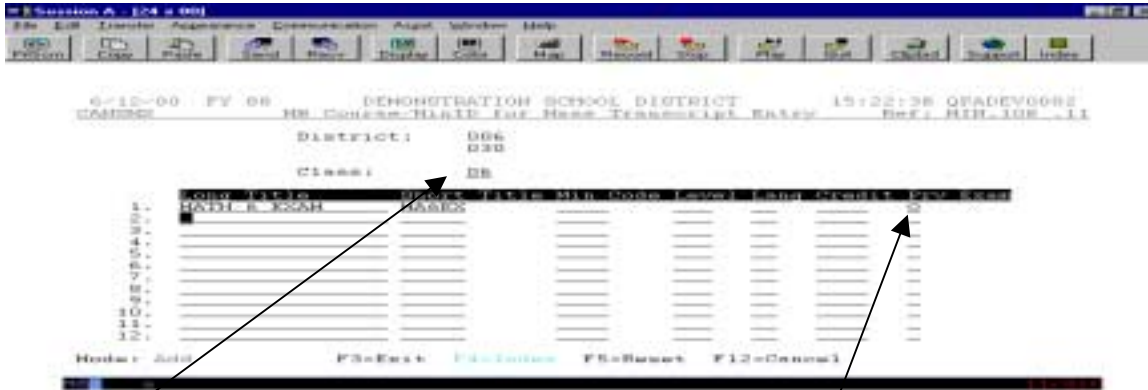
** Each room/teacher combination that requires Teacher's Helper must be turned on. If you mark both the class and room with Teacher Helper 'Y' .. CLASS WILL NOT COME UP.



- In Manitoba use **MIN.108** to define what course(s) are available for each grade level. In BC use **BCP.108** to accomplish the same task.

MANITOBA (Use MIN.108):

Sample 1: Setup to input Grade 6 Math Exam mark:



- Select grade level OR if you have designated classes, setup the same course for 6A, 6B, 6K.. classes (only reason to define each class is if courses change per class in a grade level).
- Put nothing under Ministry course or Level as this mark IS NOT transmitted back to the Ministry.
- In order to avoid the system verifying ministry information input an 'O' in Prov exam field

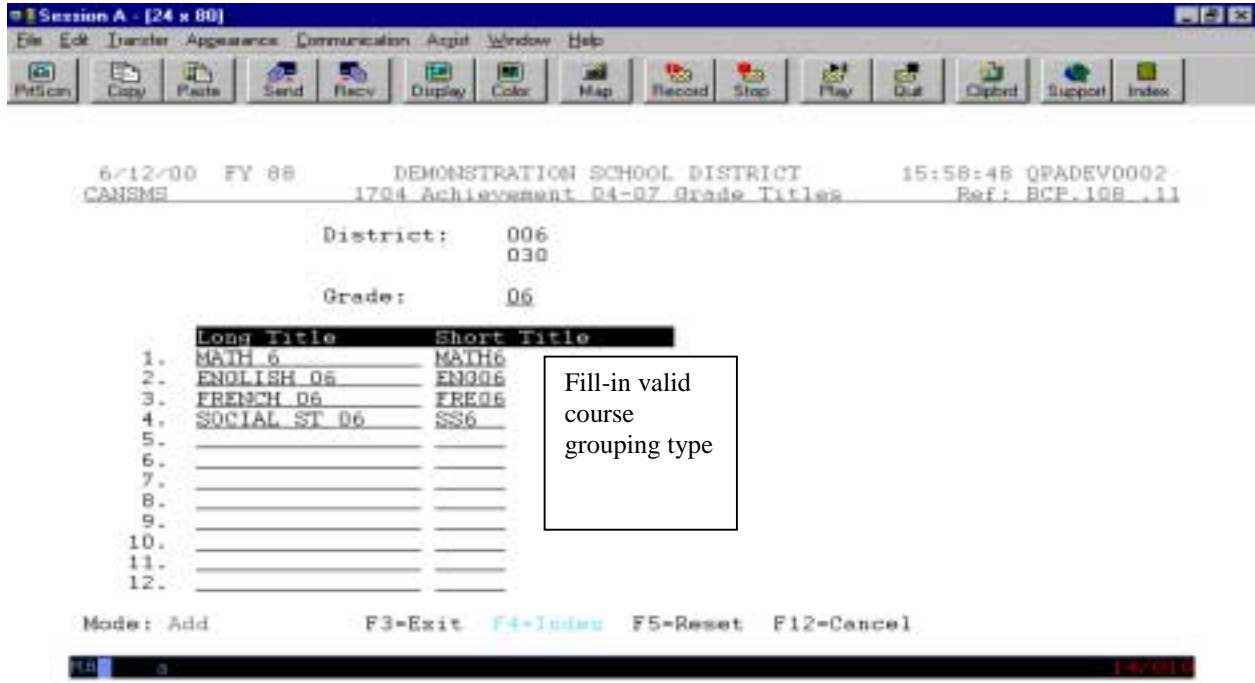
Sample 2: Define Grade 9 Courses for S1 mark transmission



- Define each course and complete all Ministry Information.
- System verifies valid Ministry Course Ids
- Indicate 1 or .5 Credit Value
- Indicate if Final Mark will include Provincial Exam Mark in calculation
- Make Sure to enter Exam Mark as a separate course for history purposes
- Make sure to fill-in Type with Valid Course Grouping type (for reporting purposes)

BRITISH COLUMBIA (Use BCP.108)

- Use this option for each grade level to indicate the course names to appear on the transcript/1704:

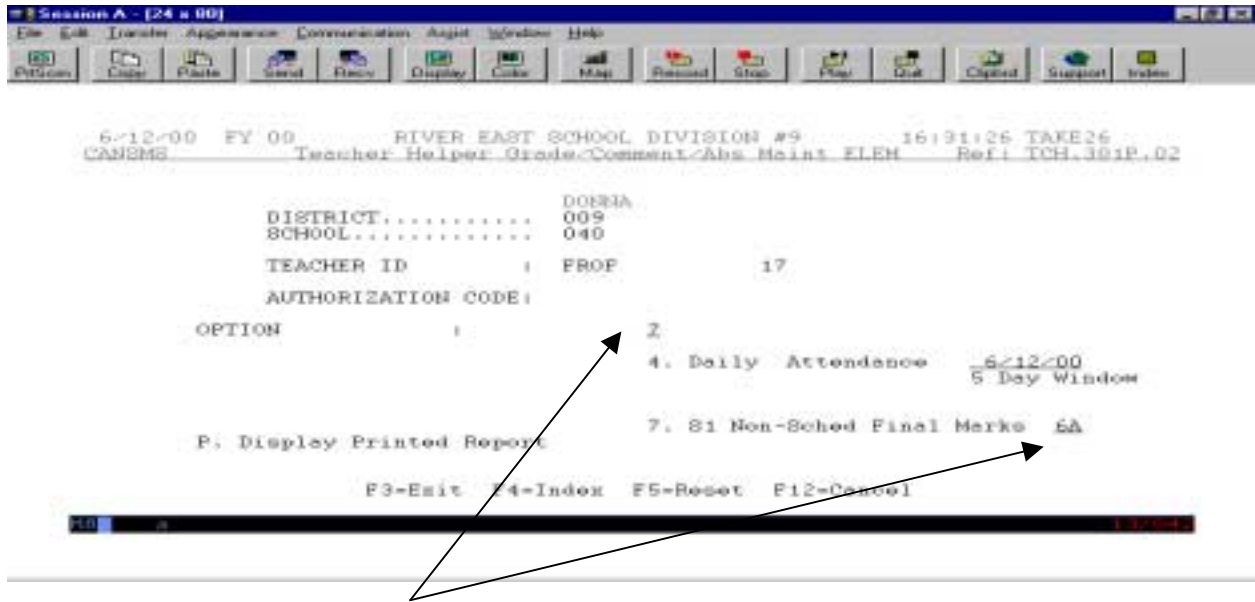


- **Special Note:** When you complete mark entry for students, a 1704 record must have been initiated or the student will NOT appear on the class list for mark entry. If you have run FIX.STU and the student still does not appear in the list, use STU.384 to add a 1704 record for the student.

Input/Edit Student Marks:

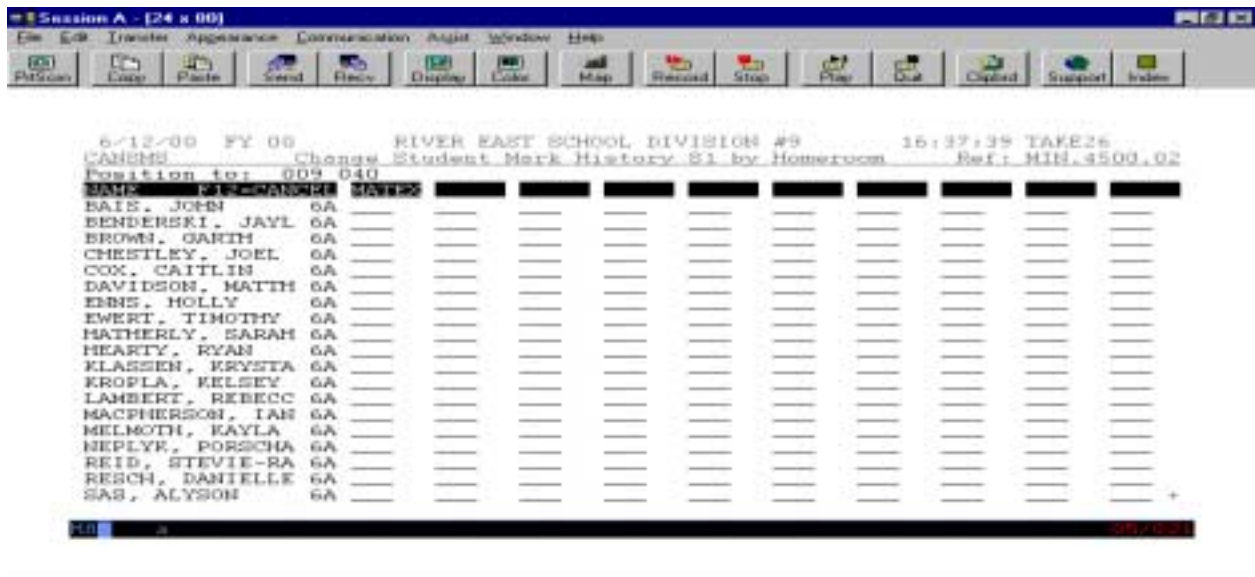
Use TCH.301E to input/edit marks

Do Not enter into this option without first confirming that BCP/MIN.108 is filled in appropriately. Namely ensure that Course description, Course Group, and Ministry information is complete. Once marks are entered, information for the student will be in-complete if the definitions are not first in place.



- Once Teacher ID and authorization have passed, Select #7 AND input either a specific class (eg: 6A or grade level 06) to access appropriate students

A screen will be displayed showing all students for the class/grade level requested that you are assigned to you. If the list is blank or a student is missing, the homeroom information for those student(s) are incorrect .. use STU.301 or FIX.STU to resolve!



- If the wrong courses are appearing use BCP.108 (BC) or MIN.108 (MB) to resolve
- Input valid grade symbols or percentages. **Make your own school policies re: VALID MARK VALUES for input!**
- **Press PrintScreen to have a copy/proof of marks entered**
- Press **ENTER** to save your entries

You can utilize TCH.301E to edit student marks but only if the student is still registered at your school. Marks can be seen/edited in the BC PSR option STU.384. You may also use GRD.450 to edit/add marks for individual students.

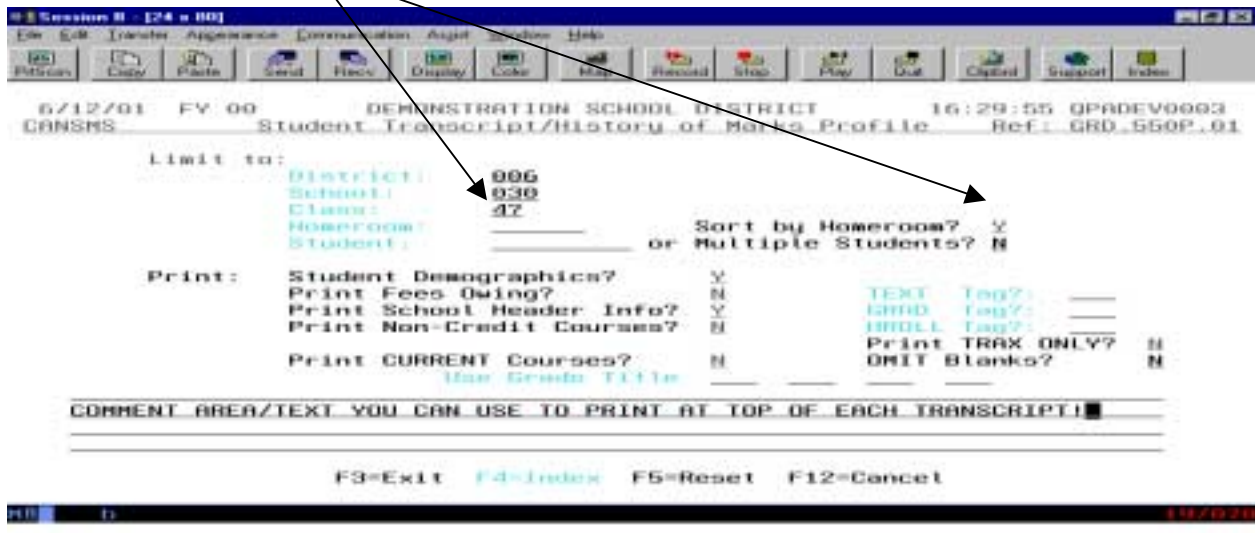
Reporting

When ENTER is pressed, what physically happens is that grade values enter directly into the student transcript. Specifically, the information found in BCP/MIN.108 along with the mark is stamped into history. It is critical that you complete BCP.108 and MIN.108 first before entering student marks.

Use STU.384 PSR to print updated PSR and marks for individual students.



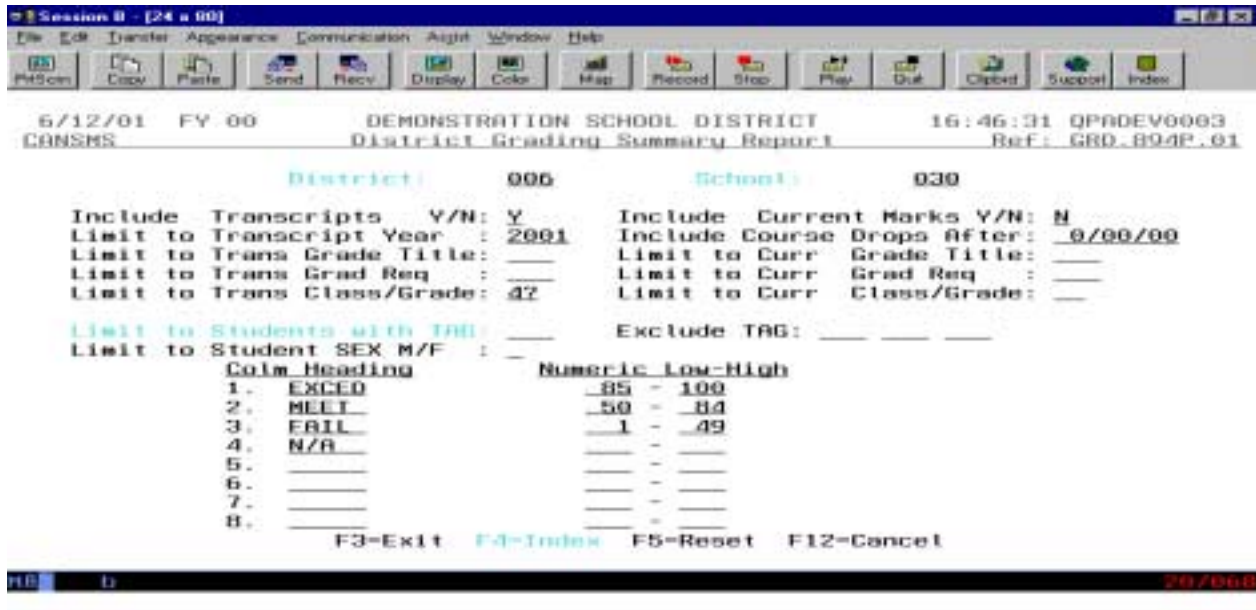
Use GRD.550 to print single transcripts per student. You can select by grade level, homeroom, or multiple students



Use GRD.894 to statistically report on marks for students. This report allows you to select:

- a) female/male or both
- b) all students or exclude by tag (eg: exclude first nations students or include ONLY fn students)
- c) grade level

The bottom portion of the screen allows you to personalize Exceed, Meet, Fail to meet objectives.



In the above example:

- Include transcript marks for June 2001 ending
- Limit report to just Grade 4's

The report does NOT list students in detail. It provides a summary report by course type (eg: English, Math, Social Studies) identifying the class average as well as how many and what percentage of students Met and failed to meet outlined expectations.

Special Note: IF secretary is taking care of mark entry, use STU.260/530 with grid boxes to provide to teachers OR use STU.998G .. ensure that the order of courses you provide to teachers matches the order of BCP.108!