



ProgressBook StudentInformation Teacher Menu Guide



ProgressBook[®]
StudentInformation

Ohio

ProgressBook StudentInformation Teacher Menu Guide

(This document is current for v14.5.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Teacher Menu Guide* have been made.

Product Version	Heading	Page	Reason
14.5.0	<i>"Manage Discipline Referrals"</i>	36	Added section.
14.4.0	Global	N/A	Converted source files to FrameMaker. Updated formatting/structure to match ProgressBook Suite. Rewrote topics using procedural steps.

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Teacher Menu

If your district gives you access to the appropriate options on the **Teacher Menu** in StudentInformation, you can use this menu to view a list of your courses and take attendance, enter marks and comments, post fee collection payments and view medical information for students in your course sections.

***Note:** If you have the job function of teacher in StudentInformation, you can only see information on the **Teacher Menu** for students in your assigned course sections. If your job function is other than teacher or you need access to additional students, you need to have staff member impersonations set up. For more information, see ProgressBook StudentInformation Security Guide.*

Refer to the appropriate section as follows:

- [“View Course List”](#)
- [“Take Attendance”](#)
- [“Maintain Marks”](#)
- [“Maintain Comments”](#)
- [“Post Fee Payments”](#)
- [“View Student Medical Information”](#)
- [“Manage Discipline Referrals”](#)

View Course List

Navigation: Home – Teacher Menu – Teacher Course List

You can view a list of your courses or (with the proper impersonations set up) those of another teacher for the current reporting period or all reporting periods.

1. On the **Teacher Course List** screen, select the **Teacher** whose course list you want to view.
2. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.

The selected teacher’s courses display, including a count of the students in each course (**Filling Count**) and the course period and meeting place of the course (**Meeting**).

Home >> Teacher Menu >> Teacher Course List

Teacher Course List

From this screen, you can jump to a page with a course section.

Teacher: DONALD BERRY Course Sections In Progress

Code	Name	Section	Filling Count	Meeting	
240	PRACTICAL GEOMETRY	3	5.00	2,3 (112)	Go to...
240	PRACTICAL GEOMETRY	2	13.00	3 (112)	Go to...

[View Course List](#)

Take Attendance

Depending on your setup, you can take daily and/or period attendance. You can also adjust the attendance information on your students' report cards. Refer to the appropriate section as follows:

- ["Take Daily Attendance"](#)
- ["Take Period Attendance"](#)
- ["Override Attendance on Report Cards"](#)

Take Daily Attendance

Navigation: Home – Teacher Menu – Daily Attendance

Depending on your setup, you can take daily attendance by homeroom or classroom. You may also be able to take lunch counts.

1. On the **Daily Attendance by Classroom** screen, in the **Date** field, confirm that the date that displays (which defaults to the current date) is the date for which you want to take attendance. If needed, enter or select a different date.

Note: If your school setup only allows you to take attendance for the current date, that date defaults, and you cannot change it. In that case, skip this step.

2. Click **Go**.

Home >> Teacher Menu >> Daily Attendance

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

School is not in session on the date selected

Date: 4/4/2014

Daily Attendance

- Depending on your setup, confirm either the **Period** and **Course Section** or the **Homeroom** for which you want to take attendance. If needed, you can make different selections.

- Click **Go**.

The screen refreshes to display a listing of students in the classroom or homeroom.

- Optional: If your setup displays lunch options, enter the number of students choosing each option for the date on which you are taking attendance.
- For each student who is not present, in the **Absence Type** column, select “Late” or “Absent,” as appropriate.

Note: Any student who is already marked late by the office displays in yellow, and any student marked absent by the office displays in orange. A second grid may display students marked absent for the day (for instance, if parents notified the office of the absence and the office marked the students absent prior to you taking homeroom attendance). You can only remove students from the second grid if you have the proper security permissions.

- Optional: If you wish to add a comment related to an absence or tardy, enter it in the **Comments** column.

- Click **Submit Attendance**.

Home » Teacher Menu » Daily Attendance

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

Date:
 Period:
 Course Section:

sack lunch:
 tray lunch:
 salad:
 milk:



Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	CONTRARY, JASON WILLIAM	00007001	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	Contrary, Jesse	48652281	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	EYE, CORY ROBERT	00006001	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	EYE, MAGNUM P.	00004001	<input type="text"/>

Take Daily Attendance by Classroom

Home » Teacher Menu » Daily Attendance

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

Date: 1/16/2008   Homeroom: A105

sack lunch: tray lunch: salad: milk:

Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	EYE, MAGNUM P.	00004001	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	FONT, ELLA JANE	00004002	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	JOHNSON, GEORGE EVAN	00004003	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	POTTS, JORDAN DANIEL	00004004	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	WELLS, JOBETH	00004005	<input type="text"/>

Take Daily Attendance by Homeroom

A confirmation message displays, and StudentInformation submits the attendance and lunch counts to the office. In addition, the **Daily Attendance by Classroom** screen now displays any late students in yellow and any absent students in orange.

- Optional: If you need to make additional changes to the attendance or lunch counts, make the changes, and then click **Submit Attendance** again.

Home » Teacher Menu » Daily Attendance

Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

The Attendance changes were saved successfully

Date: 1/16/2008 Homeroom: A105

sack lunch: tray lunch: salad: milk:

Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	EYE, MAGNUM P.	00004001	<input type="text"/>
<input type="radio"/> Present <input checked="" type="radio"/> Late <input type="radio"/> Absent	FONT, ELLA JANE	00004002	<input type="text"/>
<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	JOHNSON, GEORGE EVAN	00004003	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	POTTS, JORDAN DANIEL	00004004	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	WELLS, JOBETH	00004005	<input type="text"/>

Daily Attendance Submitted

Take Period Attendance

Navigation: Home – Teacher Menu – Period Attendance

If your school is set up for period attendance, you can take attendance by period/course section.

1. On the **Period Attendance by Course Section** screen, select the **Teacher** and **Date**.
2. Click **Go**.

Home » Teacher Menu » Period Attendance

Period Attendance by Course Section

From this screen, you can collect attendance information by course section for each period of the day.

Step 1: Teacher: DONALD BERRY Date: 12/6/2004

Step 2: Period: -- Select a Period/Course Section --

Period Attendance

If the selected teacher has only one period/course section, the system defaults these students in the grid. If the teacher has more than one period/course section, these populate the **Period** drop-down list.

3. Optional: If the **Period** drop-down list displays, select the period/course section for which you want to take attendance.

A grid displays the students in the selected period/course section. Students marked absent for the day by the office display in orange (as already marked absent).

- For each student who is not present, in the **Absence Type** column, select “Late” or “Absent,” as appropriate.

Note: Depending on your school’s setup, “Late” might not be an available option.

- Optional: If your setup includes the **Absence Reason** and **Absence Note** columns and you wish to indicate these, select the appropriate options.
- Optional: If you wish to add a comment related to an absence or tardy, enter it in the **Comments** column.
- Click **Save**.

Take Period Attendance

A confirmation message displays, and StudentInformation submits the attendance to the office.

- Optional: To display the attendance for this period/course section, reselect the appropriate **Period**.

Period Attendance Submitted

The **Period Attendance by Course Section** screen now displays the grid again with any late students in yellow and any absent students in orange.

Period Attendance by Period/Course Section

Override Attendance on Report Cards

Navigation: Home – Teacher Menu – Report Card Attendance

You can override the number of period absences and tardies that appear on a student's report card.

1. Access the **Period Attendance for Report Cards** screen using the navigation path shown above. Or, to access this screen from the **Teacher Course List** screen:
 - a. Select the **Teacher** whose course list you want to view.
 - b. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.
The selected teacher's courses display.
 - c. In the drop-down list in the row of the course, select "Report Card Attendance."

Access Period Attendance for Report Cards from Teacher Course List

2. On the **Period Attendance for Report Cards** screen, select the **Reporting Term** and **Course Section** for which you want to override report card period attendance values.
3. Review the number of calculated period absences and tardies for each student.

Home » Teacher Menu » Report Card Attendance

Period Attendance for Report Cards

From this screen, you can override period absence values that appear on student report cards.

Reporting Term: Qtr2 Course Section: 182 - FRENCH I (Section: 1) Save

Student Name	Calculated Absences	Calculated Tardies	Number of Absences	Number of Tardies
CONTRARY, JASON WILLIAM	0	0	0	0
CONTRARY, MARY M.	0	0	0	0
James, Steven	0	0	0	0
JOHNSON, GEORGE EVAN	0	0	0	0
Loo, Lucy	0	0	0	0
POTTS, JORDAN DANIEL	0	0	0	0
RING, NICOLE SUZANNE	0	0	0	0
SARGENT, LEANN JEAN	0	0	0	0
SAWYER, THOMAS (JACK)	0	0	0	0

Return to Course List

Override Period Attendance on Report Cards

- In the **Number of Absences** and/or **Number of Tardies** columns of any student whose attendance information you want to override, enter the revised number of absences and tardies, respectively, that you want to display on the student's report card. You can also use the up and down arrows to adjust the number.

CONTRARY, JASON WILLIAM	0	0	1	3
-------------------------	---	---	---	---

Override Student's Attendance

- Click **Save**.

A confirmation message displays, and StudentInformation overrides the attendance records of each student as needed with the appropriate period absence and tardy values. These overridden values will appear on each the student's report card.

Home » Teacher Menu » Report Card Attendance

Period Attendance for Report Cards

From this screen, you can override period absence values that appear on student report cards.

Report Card Attendance successfully saved.

Reporting Term: Qtr2 Course Section: 182 - FRENCH I (Section: 1)

Report Card Attendance Overridden

Maintain Marks

You can maintain marks for a course section in a variety of ways. Refer to the appropriate section as follows:

- [“View All Student Marks”](#)
- [“View Students with Missing Marks”](#)
- [“Enter Marks”](#)
- [“Edit Marks”](#)
- [“Bulk Update Marks”](#)
- [“Enter Exception Credits”](#)

Note: For more information on how StudentInformation calculates marks, see *ProgressBook StudentInformation Marks Guide*.

View All Student Marks

You can view the marks of all students enrolled in a specific course section on the read-only **Student Mark List** screen.

1. Navigate to **Home – Teacher Menu – Teacher Course List**.
2. On the **Teacher Course List** screen, select the **Teacher** whose course list you want to view.
3. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.

The selected teacher’s courses display.

4. In the drop-down list in the row of the course whose marks you want to view, select “Course Section Student Mark List.”

The screenshot shows the 'Teacher Course List' interface. At the top, there is a breadcrumb trail: Home » Teacher Menu » Teacher Course List. Below this is the title 'Teacher Course List' and a sub-header: 'From this screen, you can jump to a page with a course section.' The interface includes a 'Teacher:' dropdown menu set to 'DONALD BERRY' and a checked checkbox for 'Course Sections In Progress'. A table displays course sections with columns for Code, Name, Section, Filling Count, and Meeting. The first row is for 'PRACTICAL GEOMETRY' (Section 3) with a Filling Count of 5.00 and Meeting '2,3 (112)'. A dropdown menu is open for this row, showing the option '- Course Section Student Mark List' highlighted. The second row is for 'PRACTICAL GEOMETRY' (Section 2) with a Filling Count of 13.00 and Meeting '3 (112)', with a 'Go to...' dropdown menu.

Code	Name	Section	Filling Count	Meeting	
240	PRACTICAL GEOMETRY	3	5.00	2,3 (112)	- Course Section Student Mark List
240	PRACTICAL GEOMETRY	2	13.00	3 (112)	Go to...

Access Student Mark List from Teacher Course List

5. Select the **Reporting Term** and **Mark Type** of the marks you want to view.
6. Click **Go**.
7. Review the marks.

- Optional: To view a list that includes students who were previously enrolled in this course section, deselect the **Show Current Students Only** check box.

Home » Teacher Menu » Teacher Course List » Student Mark List

Course Section Student Mark List - 240 - PRACTICAL GEOMETRY: Section 3

A listing of all students in the course section and what marks have been assigned

Reporting Term: All Reporting Terms ▼ Mark Type: Qtr - Quarter Mark ▼ Go Back

Student Name	Student Number	Status	Qtr1 - Qtr Qtr for Qtr1	Qtr2 - Qtr Qtr for Qtr2	Qtr3 - Qtr Qtr for Qtr3	Qtr4 - Qtr Qtr for Qtr4
Banana, Hannah	48652258	Assigned				
Contrary, Jesse	48652281	Assigned				
CONTRARY, MARY M.	00005001	Assigned				
EYE, CORY ROBERT	00006001	Assigned				
EYE, PRIVA	00122445	Assigned				

Show Current Students Only

Student Mark List

View Students with Missing Marks

You can view a list of students with missing marks so you can enter these marks before the marks cutoff date. For more information about marks cutoff dates, see *ProgressBook StudentInformation Marks Guide*.

- Navigate to **Home – Teacher Menu – Teacher Course List**.
 - On the **Teacher Course List** screen, select the **Teacher** whose course list you want to view.
 - Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.
- The selected teacher’s courses display.
- In the drop-down list in the row of the course whose marks you want to view, select “Course Section Mark Summary.”

Home » Teacher Menu » Teacher Course List

Teacher Course List

From this screen, you can jump to a page with a course section.

Teacher: DONALD BERRY ▼ Course Sections In Progress

Code	Name	Section	Filling Count	Meeting	
240	PRACTICAL GEOMETRY	3	5.00	2,3 (112)	- Course Section Mark Summary ▼
240	PRACTICAL GEOMETRY	2	13.00	3 (112)	Go to... ▼

Access Course Section Mark Summary from Teacher Course List

The **Course Section Mark Summary** screen displays.

5. Optional: To limit the summary to a particular **Reporting Term** and/or **Mark Type**, select these in the drop-down lists, and then click **Go**.
6. In the **Students Missing Mark Value** column, review the students missing marks for each mark type.

Home » Teacher Menu » Teacher Course List » Course Section Mark Summary

Course Section Mark Summary - 240 - PRACTICAL GEOMETRY: Section 3

All marks for the course section with a list of students missing a mark value

Reporting Term: Mark Type:

The following grid displays **all** marks required by marking patterns where students are **missing** mark value entries.

Reporting Term	Mark Type	Mark ^	Students Missing Mark Value
Qtr1	Qtr	1st Quarter Mark	Banana, Hannah Contrary, Jesse CONTRARY, MARY M. EYE, CORY ROBERT EYE, PRIVA
Qtr2	Qtr	2nd Quarter Mark	Banana, Hannah Contrary, Jesse CONTRARY, MARY M. EYE, CORY ROBERT EYE, PRIVA
Qtr3	Qtr	3rd Quarter Mark	Banana, Hannah Contrary, Jesse CONTRARY, MARY M. EYE, CORY ROBERT EYE, PRIVA
Qtr4	Qtr	4th Quarter Mark	Banana, Hannah Contrary, Jesse CONTRARY, MARY M. EYE, CORY ROBERT EYE, PRIVA

Course Section Mark Summary

7. Optional: To enter the missing marks:
 - a. In the **Mark** column, click the mark term for which you want to enter missing marks.
 - b. On the **Course Section Mark Entry** screen, enter the missing marks. (See [“Enter Marks.”](#))

Enter Marks

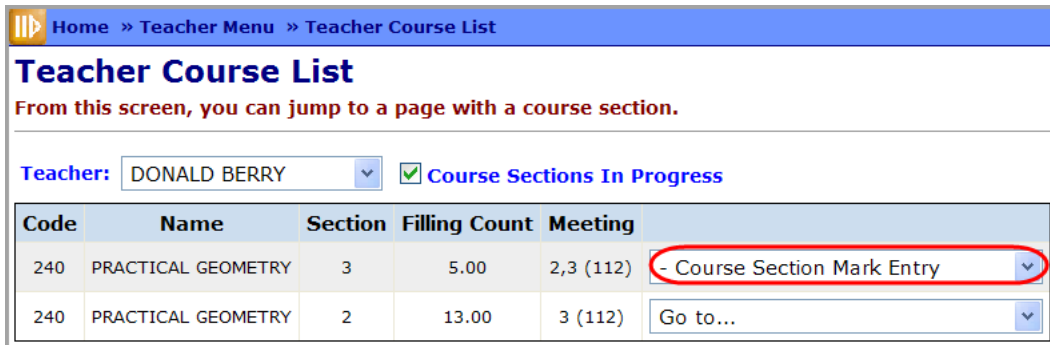
Navigation: Home – Teacher Menu – Course Section Mark Entry

You can enter marks for students in your course sections or (with the proper impersonations set up) those of another teacher up to the marks cutoff date. For more information about marks cutoff dates, see *ProgressBook StudentInformation Marks Guide*.

1. Access the **Course Section Mark Entry** screen using the navigation path shown above. Or, to access this screen from the **Teacher Course List** screen:
 - a. Select the **Teacher** whose course list you want to view.
 - b. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.

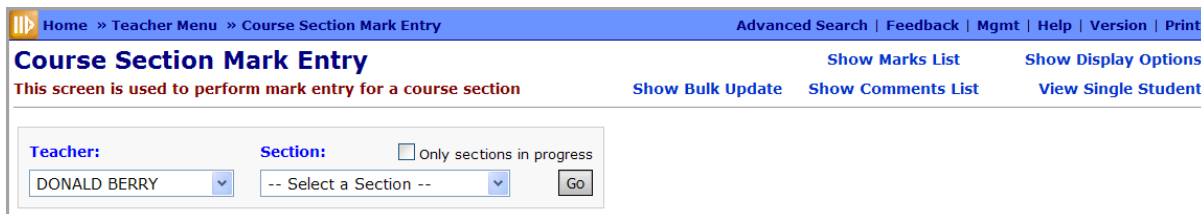
The selected teacher’s courses display.

- c. In the drop-down list in the row of the course, select “Course Section Mark Entry.”



Access Course Section Mark Entry from Teacher Course List

2. On the **Course Section Mark Entry** screen, select the **Teacher** and **Section** for which you want to enter marks.
3. Optional: To view course sections that are not currently in progress, deselect the **Only sections in progress** check box.
4. Click **Go**.



Select Course Section

Display options for the course display on screen.

Note: *If during your current StudentInformation session you have already selected display options for the marking pattern that applies to this course section, these options load automatically from memory, and you do not see this screen.*

5. Select the marking patterns and type of mark comments you want to enter for this course section.
6. Click **Apply and View Marks**.

Display Options - Marking Pattern: All Year Course

Marks

1st Quarter Mark 1st Semester Exam 4th Quarter Interim
 1st Quarter Interim 3rd Quarter Mark 2nd Semester Average
 2nd Quarter Mark 3rd Quarter Interim 2nd Semester Exam
 2nd Quarter Interim 4th Quarter Mark Final
 1st Semester Average

All

Mark Comments

General Mark
 All

View All Students View Single Student **Apply and View Marks** Cancel

Select Display Options

The selected display options display in a grid.

Home > Teacher Menu > Course Section Mark Entry

Course Section Mark Entry [Show Marks List](#) [Show Display Option](#)
[Show Bulk Update](#) [Show Comments List](#) [View Single Student](#)

This screen is used to perform mark entry for a course section

Teacher: DONALD BERRY **Section:** 240 (PRAC GEOMETRY) - 3 Only sections in progress Go

240 - PRACTICAL GEOMETRY: Section 3 [Save Changes](#)

Student Name	Number	Grade	Mark	Value	General
Banana, Hannah	48652258	09	2nd Semester Average	<input type="text"/>	<input type="text"/>
			2nd Semester Exam	<input type="text"/>	<input type="text"/>
			Final (Auto)	(Auto)	<input type="text"/>
Contrary, Jesse	48652281	09	2nd Semester Average	<input type="text"/>	<input type="text"/>
			2nd Semester Exam	<input type="text"/>	<input type="text"/>
			Final (Auto)	(Auto)	<input type="text"/>
CONTRARY, MARY M.	0005001	09	2nd Semester Average	<input type="text"/>	<input type="text"/>
			2nd Semester Exam	<input type="text"/>	<input type="text"/>
			Final (Auto)	(Auto)	<input type="text"/>

Marks Grid

- In the **Value** field for each student, enter the student's mark for this course.
As you enter marks, valid values display in green; invalid entries display in red.

Home » Teacher Menu » Course Section Mark Entry Advanced Search | Feedback | Mgmt | Help | Version | Print

Course Section Mark Entry
This screen is used to perform mark entry for a course section Show Bulk Update Show Marks List Show Display Options Show Comments List View Single Student

Teacher: DONALD BERRY Section: 240 (PRAC GEOMETRY) - 3 Only sections in progress

240 - PRACTICAL GEOMETRY: Section 3

Student Name	Number	Grade	Mark	Value	General
Banana, Hannah	48652258	09	3rd Quarter Mark	A	
Contrary, Jesse	48652281	09	3rd Quarter Mark	G	
CONTRARY, MARY M.	00005001	09	3rd Quarter Mark	C	
EYE, CORY ROBERT	00006001	09	3rd Quarter Mark		
EYE, PRIVA	00122445	09	3rd Quarter Mark		

Enter Marks

8. Optional: To view a list of valid values, click **Show Marks List**.
9. Once all entries display in green (indicating they are valid), click **Save Changes**.
The newly saved entries display highlighted in yellow.
10. Optional: To enter comment codes for a student, in the **General** fields, enter one or more comment codes supported by your school.
As you enter comments, valid values display in green; invalid entries display in red.
11. Optional: To view a list of valid values, click **Show Comments List**.
12. Once all entries display in green (indicating they are valid), click **Save Changes**.

Home » Teacher Menu » Course Section Mark Entry Advanced Search | Feedback | Mgmt | Help | Version | Print

Course Section Mark Entry
This screen is used to perform mark entry for a course section Show Bulk Update Show Marks List Show Display Options Show Comments List View Single Student

Teacher: DONALD BERRY Section: 240 (PRAC GEOMETRY) - 3 Only sections in progress

240 - PRACTICAL GEOMETRY: Section 3

Student Name	Number	Grade	Mark	Value	General
Banana, Hannah	48652258	09	3rd Quarter Mark	A	001 739
Contrary, Jesse	48652281	09	3rd Quarter Mark	G	002
CONTRARY, MARY M.	00005001	09	3rd Quarter Mark	C	999
EYE, CORY ROBERT	00006001	09	3rd Quarter Mark		
EYE, PRIVA	00122445	09	3rd Quarter Mark		

Enter Comments

The newly saved entries display highlighted in yellow.

13. Optional: To change the view to enter marks for a single student (for example, in the case of a missing mark that you need to enter at a later time for a specific student):
 - a. Click **View Single Student**.
 - b. In the drop-down list at the top of the grid, select the student. You can move from one student to the next by clicking the and icons.

- c. Enter any marks and comments.
- d. When you are finished entering marks and comments for one or more students individually, click **Save Changes**.

Course Section Mark Entry
This screen is used to perform mark entry for a course section

Teacher: DONALD BERRY Section: 240 (PRAC GEOMETRY) - 3 Only sections in progress

Banana, Hannah

240 - PRACTICAL GEOMETRY: Section 3

Student Name	Number	Grade	Mark	Value	General
Banana, Hannah	48652258	09	2nd Semester Average		
			2nd Semester Exam		
			Final (Auto)	(Auto)	

Single Student View

Edit Marks

Navigation: Home – Teacher Menu – Course Section Mark Entry

You can edit marks for students in your course sections or (with the proper impersonations set up) those of another teacher up to the marks cutoff date. For more information about marks cutoff dates, see *ProgressBook StudentInformation Marks Guide*.

Note: To update the marks or comments for a group of students, see [“Bulk Update Marks.”](#)

1. Access the **Course Section Mark Entry** screen using the navigation path shown above. Or, to access this screen from the **Teacher Course List** screen:
 - a. Select the **Teacher** whose course list you want to view.
 - b. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.
The selected teacher’s courses display.
 - c. In the drop-down list in the row of the course, select “Course Section Mark Entry.”

Home » Teacher Menu » Teacher Course List

Teacher Course List

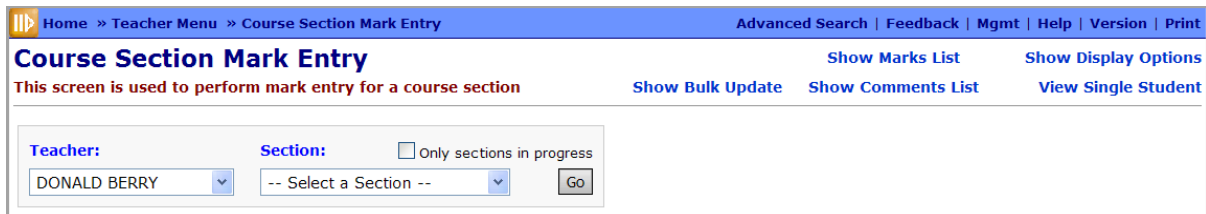
From this screen, you can jump to a page with a course section.

Teacher: DONALD BERRY Course Sections In Progress

Code	Name	Section	Filling Count	Meeting	
240	PRACTICAL GEOMETRY	3	5.00	2,3 (112)	- Course Section Mark Entry
240	PRACTICAL GEOMETRY	2	13.00	3 (112)	Go to...

Access Course Section Mark Entry from Teacher Course List

2. On the **Course Section Mark Entry** screen, select the **Teacher** and **Section** for which you want to edit marks.
3. Optional: To view course sections that are not currently in progress, deselect the **Only sections in progress** check box.
4. Click **Go**.

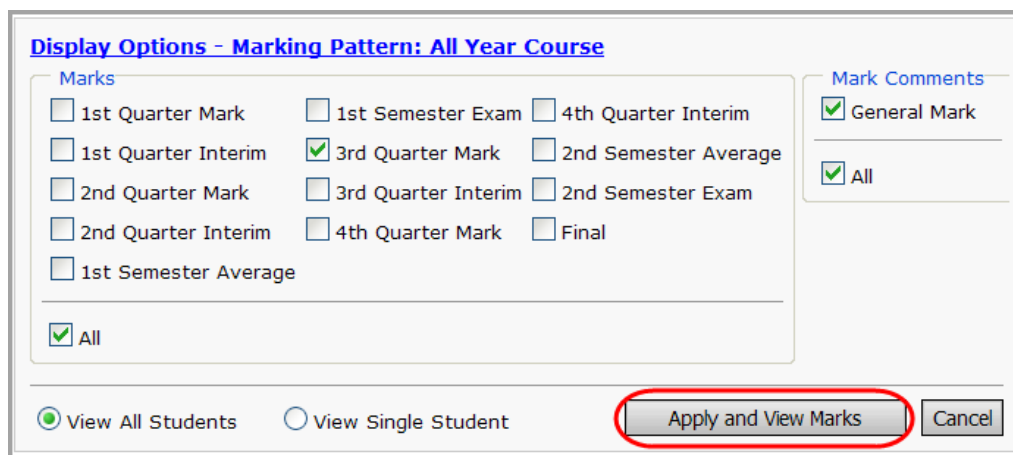


Select Course Section

Display options for the course display on screen.

Note: If during your current StudentInformation session you have already selected display options for the marking pattern that applies to this course section, these options load automatically from memory, and you do not see this screen.

5. Select the marking patterns and type of mark comments you want to enter for this course section.
6. Click **Apply and View Marks**.



Select Display Options

The selected display options display in a grid.

Home » Teacher Menu » Course Section Mark Entry

Course Section Mark Entry

This screen is used to perform mark entry for a course section

Teacher: DONALD BERRY Section: 240 (PRAC GEOMETRY) - 3 Only sections in progress

240 - PRACTICAL GEOMETRY: Section 3

Student Name	Number	Grade	Mark	Value	General
Banana, Hannah	48652258	09	2nd Semester Average		
			2nd Semester Exam		
			Final (Auto)	(Auto)	
Contrary, Jesse	48652281	09	2nd Semester Average		
			2nd Semester Exam		
			Final (Auto)	(Auto)	
CONTRARY, MARY M.	00005001	09	2nd Semester Average		
			2nd Semester Exam		
			Final (Auto)	(Auto)	

Marks Grid

- In the **Value** field for each student, update any student marks for this course as needed. As you enter marks, valid values display in green; invalid entries display in red.

Home » Teacher Menu » Course Section Mark Entry

Course Section Mark Entry

This screen is used to perform mark entry for a course section

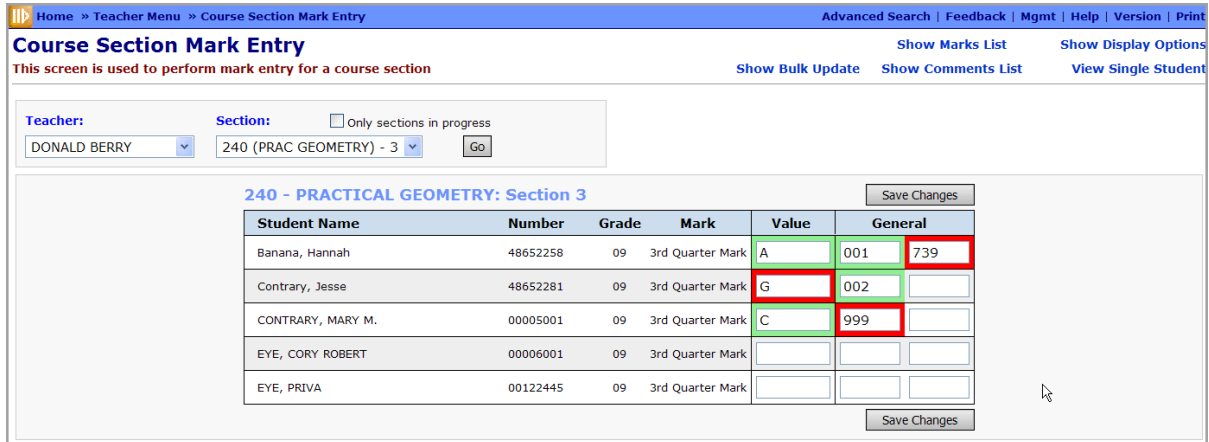
Teacher: DONALD BERRY Section: 240 (PRAC GEOMETRY) - 3 Only sections in progress

240 - PRACTICAL GEOMETRY: Section 3

Student Name	Number	Grade	Mark	Value	General
Banana, Hannah	48652258	09	3rd Quarter Mark	A	
Contrary, Jesse	48652281	09	3rd Quarter Mark	G	
CONTRARY, MARY M.	00005001	09	3rd Quarter Mark	C	
EYE, CORY ROBERT	00006001	09	3rd Quarter Mark		
EYE, PRIVA	00122445	09	3rd Quarter Mark		

Enter Marks



- Optional: To view a list of valid values, click **Show Marks List**.
- Once all entries display in green (indicating they are valid), click **Save Changes**.
The newly saved entries display highlighted in yellow.
- Optional: To enter or edit comment codes for a student, in the **General** fields, enter one or more comment codes supported by your school.
As you enter comments, valid values display in green; invalid entries display in red.
- Optional: To view a list of valid values, click **Show Comments List**.
- Once all entries display in green (indicating they are valid), click **Save Changes**.

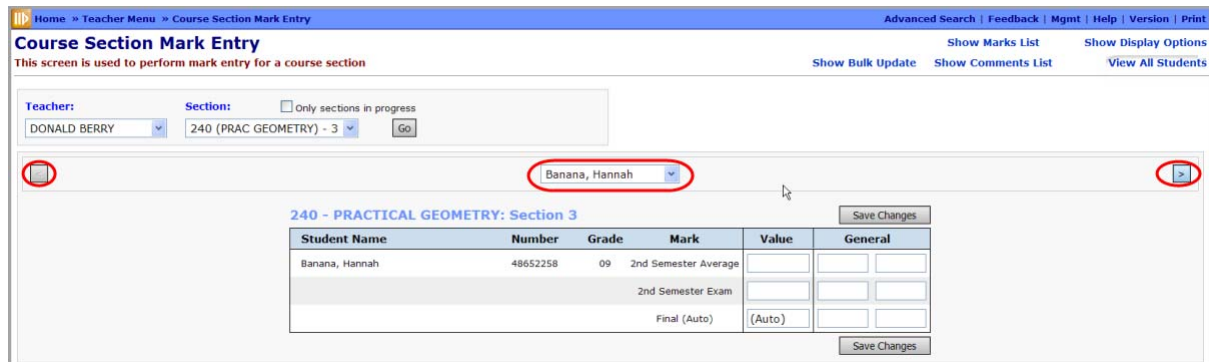


Enter Comments

The newly saved entries display highlighted in yellow.

13. Optional: To change the view to edit marks for a single student:

- a. Click **View Single Student**.
- b. In the drop-down list at the top of the grid, select the student. You can move from one student to the next by clicking the  and  icons.
- c. Edit any marks and comments as needed.
- d. When you are finished editing marks and comments for one or more students individually, click **Save Changes**.



Single Student View

Bulk Update Marks

Navigation: Home – Teacher Menu – Course Section Mark Entry

You can update marks or comments for a group of students up to the marks cutoff date. For more information about marks cutoff dates, see *ProgressBook StudentInformation Marks Guide*.

Note: To update the marks or comments for individual students, see [“Edit Marks.”](#)

1. Access the **Course Section Mark Entry** screen using the navigation path shown above. Or, to access this screen from the **Teacher Course List** screen:
 - a. Select the **Teacher** whose course list you want to view.
 - b. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.
The selected teacher's courses display.
 - c. In the drop-down list in the row of the course, select "Course Section Mark Entry."

Access Course Section Mark Entry from Teacher Course List

2. On the **Course Section Mark Entry** screen, select the **Teacher** and **Section** for which you want to bulk update marks.
3. Optional: To view course sections that are not currently in progress, deselect the **Only sections in progress** check box.
4. Click **Go**.

Select Course Section

Display options for the course display on screen.

Note: If during your current StudentInformation session you have already selected display options for the marking pattern that applies to this course section, these options load automatically from memory, and you do not see this screen.

5. Select the marking patterns and type of mark comments you want to bulk update for this course section.
6. Click **Apply and View Marks**.

Display Options - Marking Pattern: All Year Course

Marks

1st Quarter Mark 1st Semester Exam 4th Quarter Interim
 1st Quarter Interim 3rd Quarter Mark 2nd Semester Average
 2nd Quarter Mark 3rd Quarter Interim 2nd Semester Exam
 2nd Quarter Interim 4th Quarter Mark Final
 1st Semester Average

All

Mark Comments

General Mark
 All

View All Students View Single Student **Apply and View Marks** Cancel

Select Display Options

The selected display options display in a grid.

7. Click **Show Bulk Update**.

Home » Teacher Menu » Course Section Mark Entry

Course Section Mark Entry Show Marks List Show Display Option
 This screen is used to perform mark entry for a course section **Show Bulk Update** Show Comments List View Single Student

Teacher: DONALD BERRY **Section:** 240 (PRAC GEOMETRY) - 3 Only sections in progress Go

240 - PRACTICAL GEOMETRY: Section 3 Save Changes

Student Name	Number	Grade	Mark	Value	General
Banana, Hannah	48652258	09	2nd Semester Average	<input type="text"/>	<input type="text"/>
			2nd Semester Exam	<input type="text"/>	<input type="text"/>
			Final (Auto)	(Auto)	<input type="text"/>
Contrary, Jesse	48652281	09	2nd Semester Average	<input type="text"/>	<input type="text"/>
			2nd Semester Exam	<input type="text"/>	<input type="text"/>
			Final (Auto)	(Auto)	<input type="text"/>
CONTRARY, MARY M.	00005001	09	2nd Semester Average	<input type="text"/>	<input type="text"/>
			2nd Semester Exam	<input type="text"/>	<input type="text"/>
			Final (Auto)	(Auto)	<input type="text"/>

Marks Grid

8. In the **Marks** drop-down list, select the marking pattern rule you want to bulk update.
9. Select the types of bulk updates you want to make as follows:
 - To bulk update marks, select the **Value** check box, and enter the new mark.
 - To bulk update comments, select the **General** check box, and enter one or more new comments.
10. Select the check box beside each student to include in the bulk update. To include all students, select the check box at the top of the column.
11. Click **Update Selected Students**.
12. Optional: Make any adjustments to individual student marks and/or comments as needed.
13. Click **Save Changes**.

Mark:	Value:	General:				
3rd Quarter Mark	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> 001	<input type="text"/>			
<input type="button" value="Update Selected Students"/>						
240 - PRACTICAL GEOMETRY: Section 3						
<input type="button" value="Save Changes"/>						
<input checked="" type="checkbox"/>	Student Name	Number	Grade	Mark	Value	General
<input type="checkbox"/>	Banana, Hannah	48652258	09	3rd Quarter Mark	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Contrary, Jesse	48652281	09	3rd Quarter Mark	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CONTRARY, MARY M.	00005001	09	3rd Quarter Mark	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	EYE, CORY ROBERT	00006001	09	3rd Quarter Mark	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	EYE, PRIVA	00122445	09	3rd Quarter Mark	<input type="text"/>	<input type="text"/>
<input type="button" value="Save Changes"/>						

Bulk Update Marks

Enter Exception Credits

You can establish a credit exception for individual students in a course section or all students in the course section. StudentInformation applies the exception credit amount you specify as the attempted credit value when calculating GPA and reporting course history for each student.

1. Navigate to **Home – Teacher Menu – Teacher Course List**.
2. On the **Teacher Course List** screen, select the **Teacher** whose course list you want to view.
3. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.

The selected teacher's courses display.

4. In the drop-down list in the row of the course whose marks you want to view, select "Exception Credits."

Code	Name	Section	Filling Count	Meeting	
240	PRACTICAL GEOMETRY	3	5.00	2,3 (112)	- Exception Credits
240	PRACTICAL GEOMETRY	2	13.00	3 (112)	Go to...

Access Course Section Exception Credits from Teacher Course List

The **Course Section Exception Credits** screen displays.

5. Use one of the following methods to indicate the exception credit you want to apply:

Note: If you specify exception credits for both an entire course section and an individual student, the individual student value takes precedence for that student.

- To apply the credit to the whole course section:
 - i. Above the grid, select the **Apply Exception Credit** check box.
 - ii. Enter the amount of the exception credit in the text box.
 - To apply the credit to one or more students individually:
 - i. In the row of each student to whom you want to apply the credit, select the **Apply Exception Credit** check box.
 - ii. In the **Exception Credit** field, enter the amount of the exception credit.
6. Click **Save**.

Home » Teacher Menu » Teacher Course List » Course Section Exception Credits

Course Section Exception Credits

From this screen, you can display and edit student and course exception credits.

Course Code	Course Name	Course Section	Teacher	Course Credit
240	PRACTICAL GEOMETRY	3	BERRY, DONALD	1.000000

Apply Exception Credit:

Student Number	Student	Apply Exception Credit	Exception Credit	Applied Credit
48652258	Banana, Hannah	<input type="checkbox"/>	<input type="text"/>	1.000000
48652281	Contrary, Jesse	<input type="checkbox"/>	<input type="text"/>	1.000000
00005001	CONTRARY, MARY M.	<input type="checkbox"/>	<input type="text"/>	1.000000
00006001	EYE, CORY ROBERT	<input type="checkbox"/>	<input type="text"/>	1.000000
00122445	EYE, PRIVA	<input type="checkbox"/>	<input type="text"/>	1.000000

Course Section Exception Credits

A confirmation message displays.

The Exception Credit information was saved successfully

Exception Credit Confirmation

7. Optional: To delete exception credits for one or more students, deselect the **Apply Exception Credit** check box in the row of each student, and then click **Save**.
8. Optional: To delete exception credits for the entire course section, deselect the **Apply Exception Credit** check box above the grid, and then click **Save**.

Maintain Comments

You can maintain comments related to student performance in a variety of ways. You can also choose whether or not to include these comments on interims and report cards. Refer to the appropriate section as follows:

- [“View Comments”](#)
- [“Add Comments”](#)
- [“Edit Comments”](#)
- [“Delete Comments”](#)

View Comments

Navigation: Home – SIS – Student – Marks – Teacher Comment or
Navigation: Home – Teacher Menu – Teacher Comments

1. With a student in context on the **Teacher Comment** screen, select the **Teacher** and **Course Section** in which you want to view comments for the selected student.
2. Click **Filter**.

The screenshot shows the 'Teacher Comment' screen with a breadcrumb trail: Home >> SIS >> Student >> Marks >> Teacher Comment. Below the title, there is a red instruction: 'From this screen, you can display, add, change and delete data pertaining to student teacher comments.' The form includes two dropdown menus: 'Teacher: -- Filter By Teacher --' and 'Course Section: -- Filter By Course Section --', followed by a 'Filter' button. At the bottom, there are two buttons: 'Add Standard Comment' and 'Add Freeform Comment'.

Teacher Comment Screen

The comments related to the selected course section for this student display in a grid.

The screenshot shows the 'Teacher Comment' screen with the same breadcrumb trail. The filter dropdowns are now populated: 'Teacher: TRACY HOLT' and 'Course Section: INTRO TO SOCIOLOGY DE'. The 'Filter' button is visible. Below the form, there are two buttons: 'Add Standard Comment' and 'Add Freeform Comment'. A table displays the comments for the selected course section. The table has columns: Course Name, Course Section, Marking Pattern Rule, Comment Type, Comment, Sort Order, On Interim, On Report Card, Cancelled, Cancel Date, and Teacher. A 'Show Active Only' checkbox is checked at the bottom left.

	Course Name	Course Section	Marking Pattern Rule	Comment Type	Comment	Sort Order	On Interim	On Report Card	Cancelled	Cancel Date	Teacher
✗	INTRO TO SOCIOLOGY DE	19	GPL	General Mark	MATH CONCEPTS GOOD	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT

Show Active Only

View Comments

Note: Cancelled comments (indicated with icons at the beginning of the row and a icon in the **Cancelled** column) display only if you deselect the **Show Active Only** check box.

Add Comments

You can add comments about a student's performance using either standard comments defined by your school or freeform comments. Refer to the appropriate section as follows:

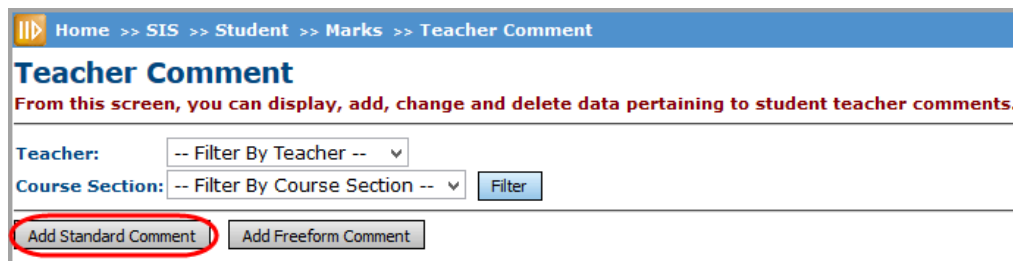
- [“Add Standard Comments”](#)
- [“Add Freeform Comments”](#)

Add Standard Comments

Navigation: Home – SIS – Student – Marks – Teacher Comment or

Navigation: Home – Teacher Menu – Teacher Comments

1. With a student in context on the **Teacher Comment** screen, click **Add Standard Comment**.



The screenshot shows the 'Teacher Comment' screen. At the top, there is a blue navigation bar with the breadcrumb 'Home >> SIS >> Student >> Marks >> Teacher Comment'. Below this is the title 'Teacher Comment' and a red instruction: 'From this screen, you can display, add, change and delete data pertaining to student teacher comments.' There are two dropdown menus: 'Teacher: -- Filter By Teacher --' and 'Course Section: -- Filter By Course Section --'. A 'Filter' button is next to the Course Section dropdown. At the bottom, there are two buttons: 'Add Standard Comment' (which is circled in red) and 'Add Freeform Comment'.

Add Standard Comments

The add-edit version of the screen displays.

2. Select the **Teacher** and **Course Section** in which you want to add a comment for the selected student.
3. Select the **Comment Type** (“General Mark,” “Effort” or “Work Habit”).
4. Select the school-defined **Standard Comment** that you want to add for this student.
5. Optional: If you want the comment to display in a particular order relative to this student's other comments, in the **Sort Order** field, enter the place order in which it should display. You can also increase or decrease the order using the up and down arrows.
6. Select the **Marking Pattern Rule** (reporting period) to which this comment applies.
7. Optional: If you want the comment to display on interim and/or regular report cards, select the **Include On Interim Report Card** and/or **Include On Report Card** check boxes.
8. Click **Save**. Or, to continue adding comments for this student, click **Save and New**.

Add Standard Comment

A confirmation message displays, and the new comment displays in the list.

	Course Name	Course Section	Marking Pattern Rule	Comment Type	Comment	Sort Order	On Interim	On Report Card	Cancelled	Cancel Date	Teacher
X	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	MATH CONCEPTS GOOD	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT
X	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	NEEDS TO CHECK WORK CAREFULLY	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT

Standard Comment Added

Add Freeform Comments

Navigation: Home – SIS – Student – Marks – Teacher Comment or
 Navigation: Home – Teacher Menu – Teacher Comments

1. With a student in context on the **Teacher Comment** screen, click **Add Freeform Comment**.

Add Freeform Comments

The add-edit version of the screen displays.

2. Select the **Teacher** and **Course Section** in which you want to add a comment for the selected student.
3. Select the **Comment Type** (“General Mark,” “Effort” or “Work Habit”).
4. In the **Comment** field, enter a freeform comment for this student.
5. Optional: If you want the comment to display in a particular order relative to this student’s other comments, in the **Sort Order** field, enter the place order in which it should display. You can also increase or decrease the order using the up and down arrows.
6. Select the **Marking Pattern Rule** (reporting period) to which this comment applies.
7. Optional: If you want the comment to display on interim and/or regular report cards, select the **Include On Interim Report Card** and/or **Include On Report Card** check boxes.
8. Click **Save**. Or, to continue adding Mark comments for this student, click **Save and New**.

Add Freeform Comment

A confirmation message displays, and the new comment displays in the list.

	Course Name	Course Section	Marking Pattern Rule	Comment Type	Comment	Sort Order	On Interim	On Report Card	Cancelled	Cancel Date	Teacher
X	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	MATH CONCEPTS GOOD	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Cancelled	TRACY HOLT
X	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	NEEDS TO CHECK WORK CAREFULLY	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Cancelled	TRACY HOLT
X	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	Nellie is capable of doing the work, but she needs to pay more attention in class.	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Cancelled	TRACY HOLT

Freeform Comment Added

Edit Comments

You can edit standard and freeform comments using the same procedure.

Navigation: Home – SIS – Student – Marks – Teacher Comment or
Navigation: Home – Teacher Menu – Teacher Comments

1. With a student in context on the **Teacher Comment** screen, select the **Teacher** and **Course Section** in which you want to edit a comment for the selected student.
2. Click **Filter**.

Home >> SIS >> Student >> Marks >> Teacher Comment

Teacher Comment

From this screen, you can display, add, change and delete data pertaining to student teacher comments.

Teacher: -- Filter By Teacher --

Course Section: -- Filter By Course Section --

Teacher Comment Screen

The comments related to the selected course section for this student display in a grid.

3. In the row of the comment you want to edit, click .




Home >> SIS >> Student >> Marks >> Teacher Comment Advanced Search | Feedback | Mgmt | Help | Version | Print

Teacher Comment

From this screen, you can display, add, change and delete data pertaining to student teacher comments.

Teacher: TRACY HOLT

Course Section: INTRO TO SOCIOLOGY DE

	Course Name	Course Section	Marking Pattern Rule	Comment Type	Comment	Sort Order	On Interim	On Report Card	Cancelled	Cancel Date	Teacher
	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	MATH CONCEPTS GOOD	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT
	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	NEEDS TO CHECK WORK CAREFULLY	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT
	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	Nellie is capable of doing the work, but she needs to pay more attention in class.	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT

Show Active Only

Edit Comments

The add-edit version of the screen displays.

4. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Comments.”](#)

Edit Comment

A confirmation message displays, and the edited comment displays in the list.

	Course Name	Course Section	Marking Pattern Rule	Comment Type	Comment	Sort Order	On Interim	On Report Card	Cancelled	Cancel Date	Teacher
X	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	MATH CONCEPTS GOOD	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT
X	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	NEEDS TO CHECK WORK CAREFULLY	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT
X	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	Nellie is capable of doing the work, but she continually forgets to turn in assignments.	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT

Confirmation of Edited Comment

Delete Comments

You can delete standard and freeform comments using the same procedure.

Navigation: Home – SIS – Student – Marks – Teacher Comment or
Navigation: Home – Teacher Menu – Teacher Comments

1. With a student in context on the **Teacher Comment** screen, select the **Teacher** and **Course Section** in which you want to delete a comment for the selected student.
2. Click **Filter**.

Home >> SIS >> Student >> Marks >> Teacher Comment

Teacher Comment

From this screen, you can display, add, change and delete data pertaining to student teacher comments.

Teacher: -- Filter By Teacher -- ▾

Course Section: -- Filter By Course Section -- ▾

Teacher Comment Screen

The comments related to the selected course section for this student display in a grid.

- In the row of the comment you want to delete, click **X**.

Home >> SIS >> Student >> Marks >> Teacher Comment Advanced Search | Feedback | Mgmt | Help | Version | Print

Teacher Comment

From this screen, you can display, add, change and delete data pertaining to student teacher comments.

Teacher: TRACY HOLT ▾

Course Section: INTRO TO SOCIOLOGY DE ▾

	Course Name	Course Section	Marking Pattern Rule	Comment Type	Comment	Sort Order	On Interim	On Report Card	Cancelled	Cancel Date	Teacher
<input checked="" type="checkbox"/>	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	MATH CONCEPTS GOOD	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT
<input checked="" type="checkbox"/>	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	NEEDS TO CHECK WORK CAREFULLY	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT
<input checked="" type="checkbox"/>	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	Nellie is capable of doing the work, but she needs to pay more attention in class.	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT

Show Active Only

Delete Comments

A message displays, asking if you are sure you want to delete (cancel) the comment.

- Click **Ok**.

Home >> SIS >> Student >> Marks >> Teacher Comment

Teacher Comment

From this screen, you can display, add, change and delete data pertaining to student teacher comments.

Are you sure you want to cancel the following Teacher Comment?
MATH CONCEPTS GOOD

Confirm Delete

A confirmation message displays, and the comment no longer displays in the list.

Home >> SIS >> Student >> Marks >> Teacher Comment Advanced Search | Feedback | Mgmt | Help | Version | Print

Teacher Comment

From this screen, you can display, add, change and delete data pertaining to student teacher comments.

The selected Teacher Comment was successfully canceled

Teacher: TRACY HOLT
 Course Section: INTRO TO SOCIOLOGY DE

	Course Name	Course Section	Marking Pattern Rule	Comment Type	Comment	Sort Order	On Interim	On Report Card	Cancelled	Cancel Date	Teacher
<input checked="" type="checkbox"/>	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	NEEDS TO CHECK WORK CAREFULLY	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT
<input checked="" type="checkbox"/>	INTRO TO SOCIOLOGY DE	19	GP1	General Mark	Nellie is capable of doing the work, but she continually forgets to turn in assignments.	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	TRACY HOLT

Show Active Only

Confirmation of Deleted Comment

Note: To view deleted (cancelled) comments again, deselect the **Show Active Only** check box.

Post Fee Payments

You can collect fees from students in your homeroom and post the payments.

Navigation: Home – Teacher Menu – Homeroom Fee Collection

Note: You can only accept the full amount of fees due. If a student is making a partial payment or presenting a payment in excess of the total fees due, you cannot collect the fees in the classroom. Instead, the student must pay the fees with the payment clerk or in the office, as appropriate for your school.

1. On the **Homeroom Fee Collection** screen, verify the **Collection Date**, or enter or select a new date.
2. In the **Select a homeroom for which to collect fees** drop-down list, verify that your homeroom is selected, or select a new homeroom.
3. If you changed the defaulted collection date and/or homeroom, click **Go**.

A list of students in the homeroom displays, along with any outstanding fee information.

Note: The **Payment Reference** column shows “No Outstanding Fees” for students with a \$0.00 balance. It shows “Must Pay in Office” if the student has any unusual circumstances, such as a credit balance, refund due, dropped classes, etc.

4. For each student who is paying fees, in the **Payment Reference** field, enter any relevant details (such as check number, etc.).
5. Select the **Paid in Full** check box.
6. Click **Submit**.

Home >> Teacher Menu >> Homeroom Fee Collection

Homeroom Fee Collection

Select the students making exact payments and click 'Submit'

Collection Date:

Select a homeroom for which to collect fees:

Student	Fees	Payment Reference	Paid in Full
BAILEY, MELISSA	\$0.00	No Outstanding Fees	<input type="checkbox"/>
BEASLEY, RICHARD	\$3.00	<input type="text"/>	<input type="checkbox"/>
BEASLEY, THOMAS	\$6.00	<input type="text"/>	<input type="checkbox"/>
BERG, JIMMY	\$6.00	<input type="text"/>	<input type="checkbox"/>
BERG, ROSE	\$0.00	No Outstanding Fees	<input type="checkbox"/>
BEST, ELLEN	\$14.00	<input type="text"/>	<input type="checkbox"/>
BEST, FRANKLIN	\$11.00	ck 2246	<input checked="" type="checkbox"/>
BOWERS, PEGGY	\$6.00	<input type="text"/>	<input type="checkbox"/>
BRADY, LOIS	\$6.00	<input type="text"/>	<input type="checkbox"/>

Homeroom Fee Collection Screen

A confirmation message displays, and the student's fee balance now shows \$0.00.

Home >> Teacher Menu >> Homeroom Fee Collection

Homeroom Fee Collection

Select the students making exact payments and click 'Submit'

The selected payments were saved successfully

Collection Date:

Select a homeroom for which to collect fees:

Student	Fees	Payment Reference	Paid in Full
BAILEY, MELISSA	\$0.00	No Outstanding Fees	<input type="checkbox"/>
BEASLEY, RICHARD	\$3.00	<input type="text"/>	<input type="checkbox"/>
BEASLEY, THOMAS	\$6.00	<input type="text"/>	<input type="checkbox"/>
BERG, JIMMY	\$6.00	<input type="text"/>	<input type="checkbox"/>
BERG, ROSE	\$0.00	No Outstanding Fees	<input type="checkbox"/>
BEST, ELLEN	\$14.00	<input type="text"/>	<input type="checkbox"/>
BEST, FRANKLIN	\$0.00	No Outstanding Fees	<input type="checkbox"/>
BOWERS, PEGGY	\$6.00	<input type="text"/>	<input type="checkbox"/>
BRADY, LOIS	\$6.00	<input type="text"/>	<input type="checkbox"/>

Confirmation of Fees Paid

In addition, the fees now show as paid on the **Student Fee Details** screen for this student.

Student Fee Details

View/Delete fees and fee activity for the student

Select a School Year and/or Fee Status to filter the fees listed. Optionally filter results by Payment Date.

School Year Enrolled: -- All -- Fee Status: -- All -- Filter By Payment Date: 4/9/2014

Fee Options

Show Fees from Past School Years:
 Show Fees from Future School Years:
 Show Fees from All Buildings:

Display Active fees:

School	Student Grade Level	Code	Name	Section	Date	Type	Status	Amount	Balance
DAHS	09	CHR FEES	CHOIR		Jun 06, 2013	Course Fee	Paid	\$8.00	\$0.00
<input checked="" type="checkbox"/> Apr 09, 2014 P - Payment ck 2246									\$8.00
DAHS	09	PHY SCI	PHYSICAL SCIENCE		Jun 06, 2013	Course Fee	Paid	\$3.00	\$0.00
<input checked="" type="checkbox"/> Apr 09, 2014 P - Payment ck 2246									\$3.00

Student Fee Details

View Student Medical Information

You can view important medical information about your students. Refer to the appropriate section as follows:

- [“View Student Medical Alerts”](#)
- [“View Student Medications”](#)

View Student Medical Alerts

Navigation: Home – Teacher Menu – Medical Alerts

You can view the medical alerts of all students enrolled in a specific course section on the read-only **Medical Alert Class List** screen.

1. Access the **Medical Alert Class List** screen using the navigation path shown above. Or, to access this screen from the **Teacher Course List** screen:
 - a. Select the **Teacher** whose course list you want to view.

- b. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.

The selected teacher's courses display.

- c. In the drop-down list in the row of the course, select "Medical Alert Class List."

Code	Name	Section	Filling Count	Meeting	
240	PRACTICAL GEOMETRY	3	5.00	2,3 (112)	- Medical Alert Class List
240	PRACTICAL GEOMETRY	2	13.00	3 (112)	Go to...

Access Medical Alert Class List from Teacher Course List

2. On the **Medical Alert Class List** screen, select the **Teacher** and **Course Section** for which you want to view medical alerts.

Medical Alert Class List Screen

The screen displays a list of all students in the class. For any student with a medical alert, information regarding the alert displays, along with the student's medical contact information.

3. Optional: To display only the students with alerts, select "Only Students with Alerts."

Home » Teacher Menu » Medical Alerts

Medical Alert Class List

From this screen you can view and print classlists of student medical alerts

Teacher: MICHAEL WEBBER Course Section: 330 - 7

All Students Only Students with Alerts [Return to Course List](#)

CONTRARY, MARY M.	00005001	Grade: 11
PERRY, MICHAEL JAY	00005002	Grade: 11
POTTS, IAN MICHAEL	00005003	Grade: 11
SPRAT, JACK JOSEPH	00005004	Grade: 11
<p>• student is allergic to bee stings, carries an Epi-pen ⚠ 2/14/2005</p> <p>JOLENE TREECE (ONE PARENT) Home: (419) 228-7417</p>		
WELLS, JONA RENEE	00005005	Grade: 11

List of Medical Alerts

View Student Medications

Navigation: Home – Teacher Menu – Medications

You can view the prescription medications taken by all students enrolled in a specific course section on the read-only **Medications Class List** screen.

1. Access the **Medications Class List** screen using the navigation path shown above. Or, to access this screen from the **Teacher Course List** screen:
 - a. Select the **Teacher** whose course list you want to view.
 - b. Optional: To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** check box.

The selected teacher's courses display.

- c. In the drop-down list in the row of the course, select "Medication Class List."

Home » Teacher Menu » Teacher Course List

Teacher Course List

From this screen, you can jump to a page with a course section.

Teacher: DONALD BERRY Course Sections In Progress

Code	Name	Section	Filling Count	Meeting	
240	PRACTICAL GEOMETRY	3	5.00	2,3 (112)	- Medication Class List
240	PRACTICAL GEOMETRY	2	13.00	3 (112)	Go to...

Access Medications Class List from Teacher Course List

- On the **Medications Class List** screen, select the **Teacher** and **Course Section** for which you want to view students' prescription medications.

Home » Teacher Menu » Medications

Medications Class List

From this screen you can view and print classlists of student medications

Teacher: -- Select a Teacher -- Course Section: -- Select a Course Section -- [Return to Course List](#)

Medications Class List Screen

The screen displays a list of any students taking prescription medications, along with the details of the medications (such as dosage, timing, etc.).

Home » Teacher Menu » Medications

Medications Class List

From this screen you can view and print classlists of student medications

Teacher: MICHAEL WEBBER Course Section: 330 - 7 [Return to Course List](#)

CONTRARY, MARY M.	00005001	Grade: 11
<ul style="list-style-type: none"> • Experimental Drug This must be taken every day promptly at 9 am! 	<ul style="list-style-type: none"> • 1 tablet at 9 am 	<ul style="list-style-type: none"> • 6/1/2005 - 5/1/2006
SPRAT, JACK JOSEPH	00005004	Grade: 11
<ul style="list-style-type: none"> • Zyrtec D 	<ul style="list-style-type: none"> • 1 pill at noon 	<ul style="list-style-type: none"> • 8/14/2004

List of Medications

Manage Discipline Referrals

You can enter discipline referrals for your students and view a list of referrals that you have submitted. Refer to the appropriate section as follows:

- [“Add Discipline Referrals”](#)
- [“View List of Submitted Referrals”](#)

Add Discipline Referrals

Navigation: Home – Teacher Menu – Discipline Referral

1. On the **Discipline Referral** screen, enter or select the following information:
 - Name you want to assign to the incident
 - Date, time and time frame during which the incident occurred (defaults to current date, current time and “During school hours”)
 - Description of the incident
 - (Optional): General and specific location where the incident occurred (defaults to “On School Property”)

StudentInformation > Teacher Menu > Discipline Referral [Find Students] [Go To]

Discipline Referral

KURT CASEY Referral 6/5/2014 5:00 PM After School

Vandalism in computer lab

On School Property

COMP LAB -

Search students... Add Offender


Submit or Cancel


Add Discipline Referral



2. Optional: To add an offender to the referral:
 - a. In the search box, search for the offender as follows:
 - i. Enter the first couple letters of the offender’s first or last name.
 - ii. In the search results that display beneath the field, select the correct offender.
 - b. Click **Add Offender**.

Add Offender

The offender's information displays.

Note: To delete an offender, click .

3. Optional: To document the district policy that the student violated and/or the infraction that occurred:
 - a. In the **Policy / Infractions** section, click .
 - b. Select the appropriate policy and/or infraction.

Note: To document additional policies/infractions, click . To delete a policy/infraction, click .

4. Click **Submit**.

Document Policy/Infraction

StudentInformation creates the referral, and it now displays on the **Incident List** screen. (See “[View List of Submitted Referrals.](#)”)

StudentInformation > Teacher Menu > Discipline Referral List [Find Students] [Go To]

Incident List

[New Discipline Incident](#)

Name	Last	First	Description	Date	Violation
KURT CASEY Referral	CASEY	KURT	Vandalism in computer lab	06/05/14	Vandalism
PAUL BARNES referral	BARNES	PAUL	Cheating on test	06/04/14	
VICKIE CANTRELL referral	CANTRELL	VICKIE	Cheating on test	06/03/14	
STEVE DALTON referral	DALTON	STEVE	Disrupting class with threaten...	06/03/14	Disorderly Co...
BONNIE ARMSTRONG referral	ARMSTRONG	BONNIE	Fighting in the hallway outsid...	05/29/14	Bullying
RAUL ARMSTRONG referral	ARMSTRONG	RAUL	Cut 7th period class	04/30/14	Truancy

Referral Submitted

View List of Submitted Referrals

Navigation: Home – Teacher Menu – Discipline Referral List

Note: Using this procedure, you can only view your own referrals. You cannot view referrals submitted by any other teacher or administrator.

1. On the **Incident List** screen, review the list of discipline referrals you have submitted.
2. Optional: To create a new referral, click **New Discipline Incident**.

StudentInformation > Teacher Menu > Discipline Referral List [Find Students] [Go To]

Incident List

[New Discipline Incident](#)

Name	Last	First	Description	Date	Violation
KURT CASEY Referral	CASEY	KURT	Vandalism in computer lab	06/05/14	Vandalism
PAUL BARNES referral	BARNES	PAUL	Cheating on test	06/04/14	
VICKIE CANTRELL referral	CANTRELL	VICKIE	Cheating on test	06/03/14	
STEVE DALTON referral	DALTON	STEVE	Disrupting class with threaten...	06/03/14	Disorderly Co...
BONNIE ARMSTRONG referral	ARMSTRONG	BONNIE	Fighting in the hallway outsid...	05/29/14	Bullying
RAUL ARMSTRONG referral	ARMSTRONG	RAUL	Cut 7th period class	04/30/14	Truancy

View List of Your Submitted Referrals

The **Discipline Referral** screen displays, and you can create a new referral. (For more information, see [“Add Discipline Referrals.”](#))

The screenshot shows a web application interface for creating a discipline referral. At the top, there is a breadcrumb trail: "StudentInformation > Teacher Menu > Discipline Referral". To the right of the breadcrumb are two search boxes: "[Find Students]" and "[Go To]". Below the breadcrumb is the main heading "Discipline Referral". The form contains several input fields and buttons: "Incident Name" (text input), "7/2/2014" (date picker), "11:02 AM" (time picker), and "During school hours" (dropdown menu). Below these is a large text area for "Incident Description". To the right of the description area are two more dropdown menus: "On School Property" and "Select location/room...". At the bottom of the form is a search bar labeled "Search students..." and a button labeled "Add Offender". Below the search bar is a "Submit" button and a link for "or Cancel".

Discipline Referral Screen