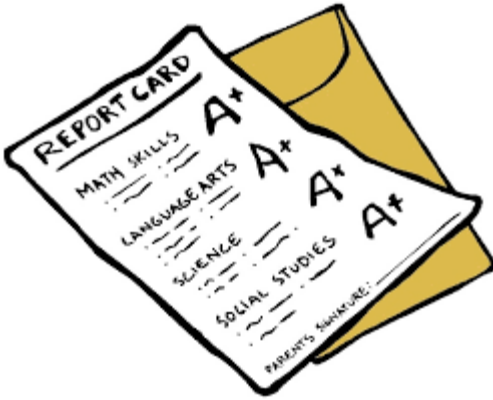


Instructions for Entering Grades in SIS



The grade page is linked with the Course of Study you entered back in the beginning of the year. When you go to enter your students' grades, all the classes that you entered in your Course of Study will be waiting for you in the grading system. All you need to do is follow the steps below.

If you have not entered your students' Course of Study, you can do so now, to avoid a continuing late fee.

How to enter grades. *You will also find these instructions by clicking the help button in the top right-hand corner of the grades screen in Student Information Screen.*

Log in to the Student Information System (link to login page is under “Members” on the school website) using your username and password. If you are unsure of your username, or password, please email or call the office. After logging in...

The number one thing to remember when entering grades is to hit the SAVE button once everything looks the way you want it.

You will also find these instructions by clicking the help button in the top right-hand corner of the grades screen in Student Information System.

- Click on “Grades” tab.
- Click on “Input/View Grades” tab on the left-hand side.
- SELECT A STUDENT FROM THE DROP DOWN LIST AT THE TOP RIGHT-HAND CORNER.
- You will see listed all the previous grading periods for your student. Below the table of past grades, you will see “Click here to add grades for current school year/semester.” Click on this line.

Click ok on the pop-up window and you will be brought to a screen for entering grades for the new grading period.

It should say your student's name, School year: 2020-2021, Grade level, and marking period: Semester 1. **PLEASE make sure all this information is correct – especially the grade level!** If it isn't correct, please **DO NOT** continue entering grades. Stop and email registrar@hcssd.org and let me know what the correct information should be.

- Enter the days of attendance for the semester.
- Go to the subject/course title and “Assign grade” and choose the grade your student received.

- If you choose to not assign a grade for a course shown, hit the “Delete” button on the far right.
- If you would like to add a course, hit “Add Subject” on the lower far right and add the appropriate Subject, Course and Grade.

NOTE: An (H) designation after a high school course title refers to honors credit. It does not stand for high school.

- For high school students – if there are classes that you are not taking in the current semester just delete them from the grading screen.

**If you want to leave a comment, change the session it was completed in, or change the default credits earned, then please read the following notes on how to do so.*

“Comments”: You may choose to write a comment or not – it is completely up to you. Please note that the comments do not appear on the official report card. If you would like to leave a comment, just click in the box, and start typing.

“Completed session”: Elementary students will stay semester as shown. High school students: normal classes should stay as semester; community college classes would be changed to show “college.”

“Credit Earned”: For a normal semester high school class simply leave the default option of 5. You will only have to change it for certain college classes. If you are unsure of whether your community college class should be 5 or 10 credits, please refer to the high school handbook for clarification. A general rule of thumb: 100 series college classes (3 units or less) are generally equivalent to a high school 5 credit class. A 200 and above series college class (5 or more units) is generally equivalent to a high school 10 credit class.

- Go to the next subject/course title line and enter the grade. Continue down the page. Once you are finished adding all your grades you can click on the preview button to see what your report card will look like. Previewing your grades is a great way to make sure that you have entered everything correctly and from this screen you can also print out a draft version of the grades for your records too. If you see a mistake, simply close the preview window, and go back and fix it. Previewing your grades does NOT SAVE them.

After you have previewed the grades and they are correct with proper course titles and grades, you must hit the **SAVE** button. **IF YOU DO NOT HIT THE SAVE BUTTON YOUR GRADES WILL NOT BE SAVED AND YOU WILL HAVE TO START ALL OVER.**

That’s it - you are now finished entering your semester grades.

If you have multiple students, go back to the drop-down screen at the top right-hand corner and select another student and continue entering their grades.

If you have any problems, please don't hesitate to contact the office 858.541.2254 or mail@hcssd.org.