

SIRS Report Card Manual

Grade Entry Options

- Individual Grades Data Entry
- Grades Data Entry Wizard
- Grades Entry Grid
- Elementary Grades and Objectives Grid

Screens related to Grade Entry

The Effort Legend (1-6)

The screenshot shows a window titled "Effort Legends" with two panes. The left pane, "Effort Legend", contains a list of codes and descriptions:

Code	Description
1	Puts forth excellent effort
2	Puts forth average effort
3	Puts forth little or no effort
+	Outstanding
-	Needs improvement
n/a	Not Applicable

The right pane, "Effort Legend Details", shows the details for the selected code '1':

Legend Name: Effort Legend
Code: 1
Description: Puts forth excellent effort

Buttons: Add, Remove, Close

Comment Codes

The screenshot shows a window titled "Report Card Comments" with a list of comment codes on the left and a form on the right:

04	04
05	05
06	06
07	07
08	08
09	09
10	10
11	11
12	12
13	13

The form on the right includes:

School: Graves Elementary
Comment: 04
Edit Comment button

Buttons: Add, Remove, Close

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Individual Grades Data Entry

The Group shown should be your students.

Click on the Grade Details tab to go to the grade entry screen.

Click on a name to select a student.

When inputting grades, make sure you are in the correct quarter and class.

Period	Class	Staff Ind.	Grade	Exam	Final
1st Quarter	01 Reading Comprehension	Young	—		
1st Quarter	02 Oral Reading Skills	Young	S		
1st Quarter	03 Phonics-1A	Young	S+		
1st Quarter	04 Lang. Arts Grammar	Young	S		
1st Quarter	05 Lang. Arts - Writing	Young	0.0		
1st Quarter	06 Spelling-1A	Young	0.0		
1st Quarter	07 Math Number Sense	Young	0.0		
1st Quarter	08 Math Operations-1/	Young	—		
1st Quarter	09 Math Problem Solv	Young	—		
1st Quarter	10 Science-1A	Young	—		

Previous class.

Choose grade from drop down list.

Next class.

Ignore the percentage screen.

Choose effort mark here; description associated with mark shows up in box; number or symbol prints on report card.

Comments explained in depth next page.

Grade: 95 S

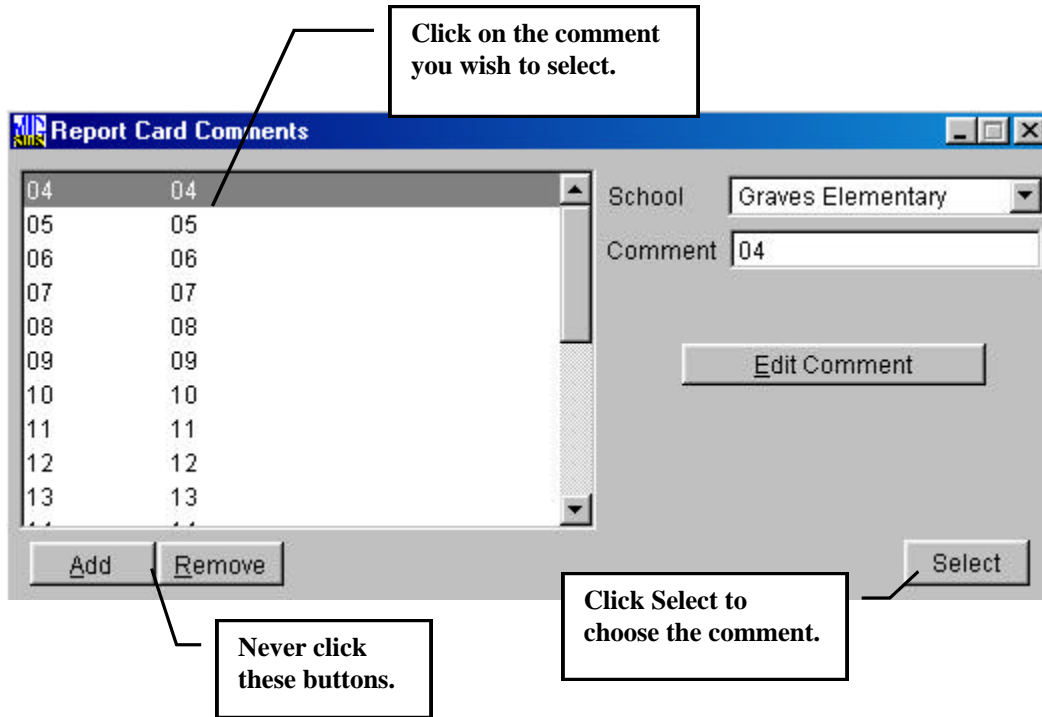
Effort Legend: Puts forth little or no...

Comment: [Empty text box]

Comment: [Empty text box]

[report card comments]

When you choose to add comments, you'll see a screen like this:



You can select multiple comments, one at a time. Once you have chosen one and try to select another, you should see the screen below:



Generally, you want to choose Yes, unless you want to replace the comment, in which case choose No.

Grades Data Entry Wizard

Grades Data Entry Wizard

This is a marks entry wizard. Please enter the reporting period and course section for which you wish to enter marks for. Students will be displayed in alphabetical order.

Report Period
GE-2000-2001 1st Semester 1st Quarter

Class
01 Reading Comprehension (1A) Ms. L. Young

Include Withdrawn Students?

GE-2000-2001
1st Semester
1st Quarter
01 Reading Comprehension (1A)
Ms. L. Young

Previous Next Cancel

Grades Data Entry Wizard

Amador, Allan (5085)

Grade 100

Effort Legend Puts forth excellent

Comment

Comment

Select

Previous Student Next Student

GE-2000-2001
1st Semester
1st Quarter
01 Reading Comprehension (1A)
Ms. L. Young

Previous Next Finish

Grades Entry Grid

Grades Entry in a Grid

Report Period

GE-2000-2001 1st Semester 1st Quarter

Class

01 Reading Comprehension (1A)

Next

Drop down menu to change report period (quarter)

Drop down menu to change the class/subject for which you are entering grades.

Grades Entry in a Grid

01 Reading Comprehension (1A)

Student	Abs	Period	Effort Code	Comment
Amador, Allan (5085)		S+	1	
Anacleto, Orlando (81				
Crawhorn, Rhonda (5				
Crow, Jasmine (5007				
Del Real, Viviana (509				
Frias, Daniel (5043)				
Jimenez, Fernanda (1				
Juda, Alexa (5052)				
Liera, Marco (5011)				
Martinez, Isac (5057)				

Comment

Amador, Allan (5085)

Next Class Cancel

Type in marks/codes as needed. If you type in an unknown mark or code, the appropriate window will pop up so you can choose from the list. When you click on Next Class or the "X" to leave this screen, the program should ask if you wish to save changes; choose "Yes".

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Elementary Grades and Objectives Entry

Drop down list to choose the grading quarter.

Report Period
GE-2000-2001 1st Semester 1st Quarter

Homeroom
1A 1st Grade Leslie Young

Click Next to go to grade entry screen.

Next Close

Choose student by clicking on name.

Report Period : GE-2000-2001 1st Semester 1st Quarter
Homeroom : 1A 1st Staff : Leslie Young

CourseName	Effort Code	Mark	Comment
Reading Comp 1	1	S+	
-> Reads basic sight words and vocab	+		
-> Comprehends a story read to them	-		
-> Understands a story he/she reads	n/a		
Reading Oral 1	+	S	
-> Demonstrates fluent oral reading sk	+		
-> Reads for enjoyment	-		
Phonics 1	2	S+	
-> Applies phonetic skills	n/a		
-> Knows consonant sounds			

Comment Description

All marks typed in; if an unknown mark is entered the mark or effort screen will come up offering acceptable choices.

Quarterly comments; see description next page.

Next student

Next Previous Report Period Comments Back Revert Close

Click Close when you are done entering grades [not the "X"]

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[Primary Report card continued]

Elementary Grades & Objectives Entry

Report Period : GE-2000-2001 1st Semester 1st Quarter

Student Name : Amador Allan

Report Period Comments

Allan has shown great progress, but needs to stop hitting other children.

A brief comment may be typed in here. It shows up at the end of the report card.

Important! When you are done typing in the comment, click on Back to return to the grades entry screen.

Back Close