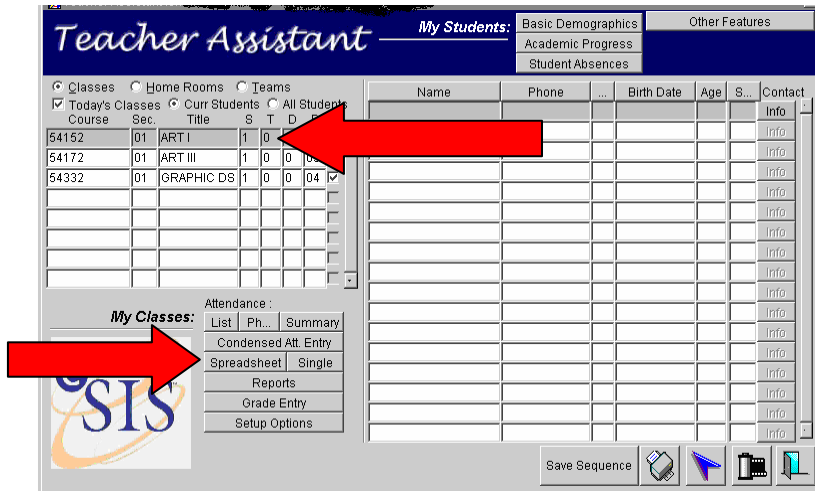


Teachers' Procedures for Posting Grades to Report Cards

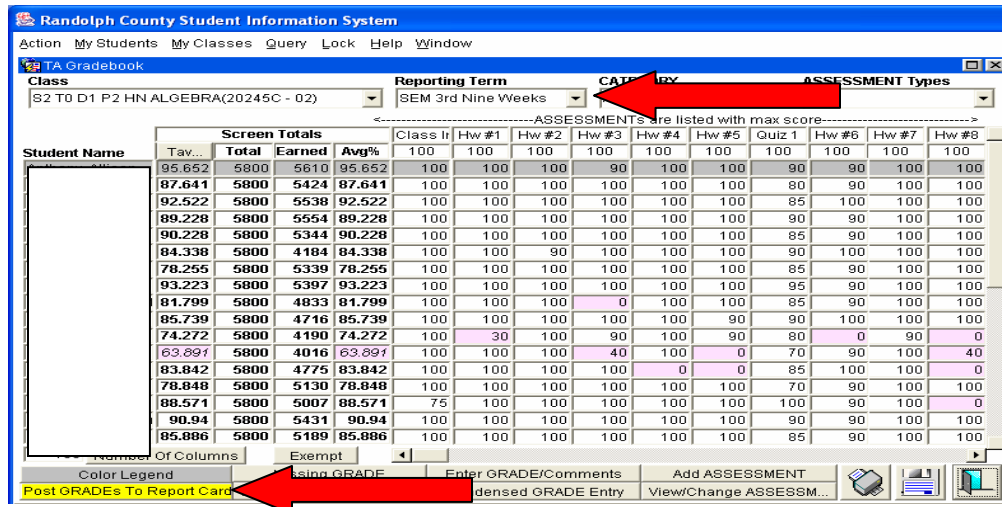
*Log into NCWISE

*You will have to complete the following steps for each of your classes one at a time.

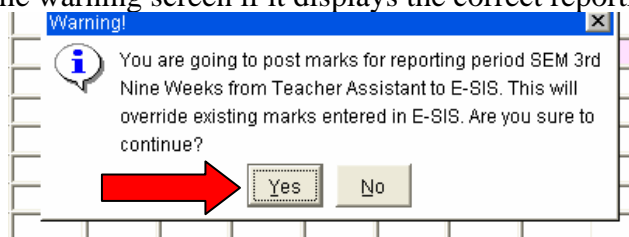
1. At the Teacher Assistant (TAM) screen, click on the **class** for which you are ready to post grades to report cards.
2. Click on the **Spreadsheet** button.



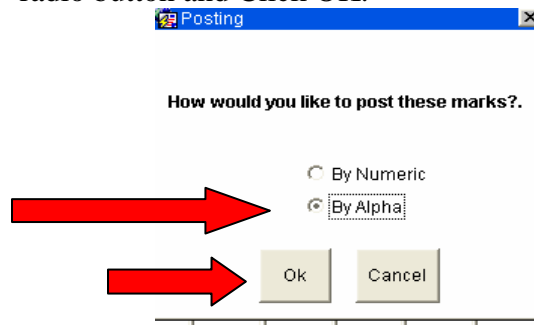
3. Choose the **Reporting Term**. (3rd Nine Weeks)




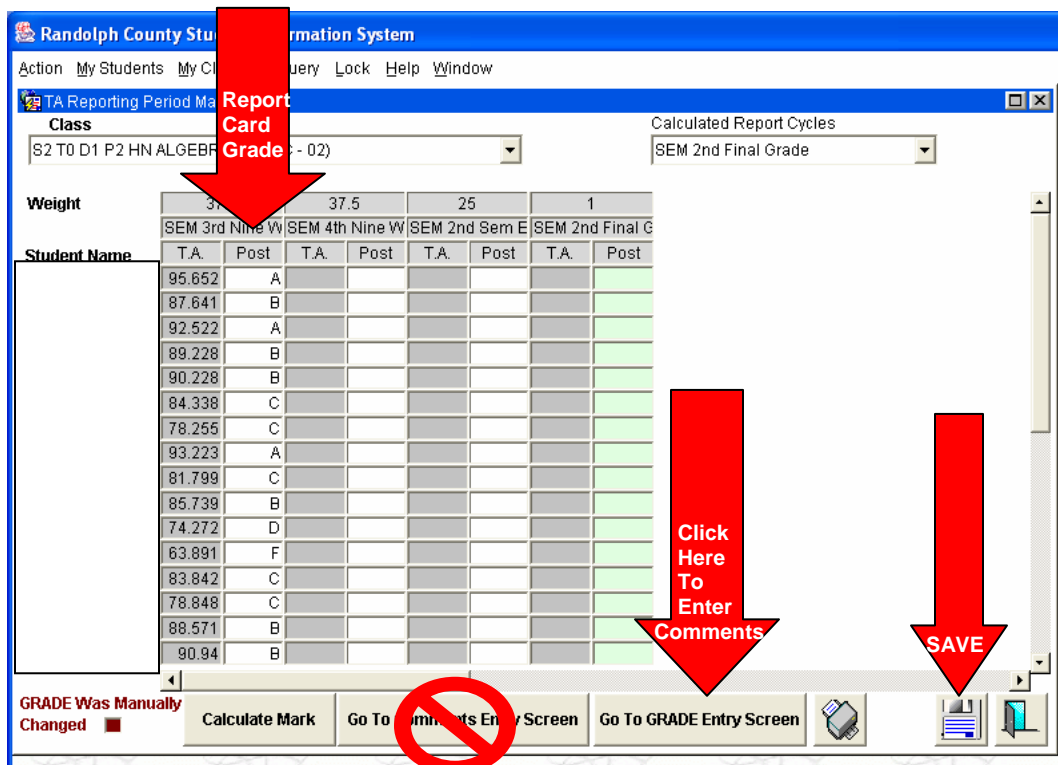
4. Click the yellow **Post GRADES to Report Card** button.
5. Select "Yes" from the warning screen if it displays the correct reporting term.



- Select the “Alpha” radio button and Click OK.



- IMPORTANT:** The **T.A. column** displays the average carried over from the Spreadsheet and is the grade that will be used at the end of the semester to calculate the semester final grade. The **Post column** grade is what will print out on the report card. Therefore, if you decide you want to change a student’s grade that will be on the report card, **YOU MUST** go back into the Spreadsheet and make changes, and “re-post.” (click yellow **Post GRADES to Report Card** button again)
- Click **Save**.
- Click **Go To Grade Entry Screen** button to enter comments to be printed on report card. **DO NOT** use the **Go To Comments Enter Screen**. 



Grade Entry Screen (this is where teachers add comments that will print out on report cards)

- To add a comment, click the ? Mark under Comment to view the school's comment bank. Select your comments (you may have more than one comment)

Mark Entry
Providence Grove High

Report SEM 3rd Nine Weeks Class 20245C 02 Count 32

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Subj Perf	Abs	Late	View	?	?	?
A			View			0	0	View			
B			View			2	0	View			
A			View			0	0	View			
B			View			1	0	View			
B			View			1	0	View			
C			View			3	0	View			
C			View			1	1	View			
A			View			1	0	View			
C			View			0	1	View			
B			View			0	0	View			
D			View			0	0	View			
F			View			0	0	View			

Mark entry is complete

Printer icon

- After you have finished adding comments, check the **Mark Entry is complete** box. This will let the data manger know that your grades are ready for report card printing.
- Click Save.
- Exit through the door. (This will put you back at the TA Reporting Period Marks screen.)

TA Reporting Period Marks Report

It is a good idea to verify your students' grades and keep a printout as backup for you records. Your data manager may also require you to turn in a printout verifying your grades are complete. Here are steps for that printout:

- Make sure you are on the **TA Reporting Period Marks** screen. This is the screen that displays after you click the yellow Post Grades to Report Card button.

Randolph County Student Information System

TA Reporting Period Marks

Class: S2 TO D1 P2 HN ALOEBRA(20245C - 02) Calculated Report Cycles: SEM 2nd Final Grade

Student Name	37.5		37.5		25		1	
	SEM 3rd Nine W	SEM 4th Nine W	SEM 2nd Sem E	SEM 2nd Final G	SEM 3rd Nine W	SEM 4th Nine W	SEM 2nd Sem E	SEM 2nd Final G
85.662	A							
87.641	B							
82.522	A							
89.228	B							
80.228	B							
84.338	C							
78.255	C							
83.223	A							
81.789	C							
85.739	B							
74.272	D							
83.891	F							
83.842	C							
78.848	C							
89.571	B							
80.94	B							

GRADE Was Manually Changed

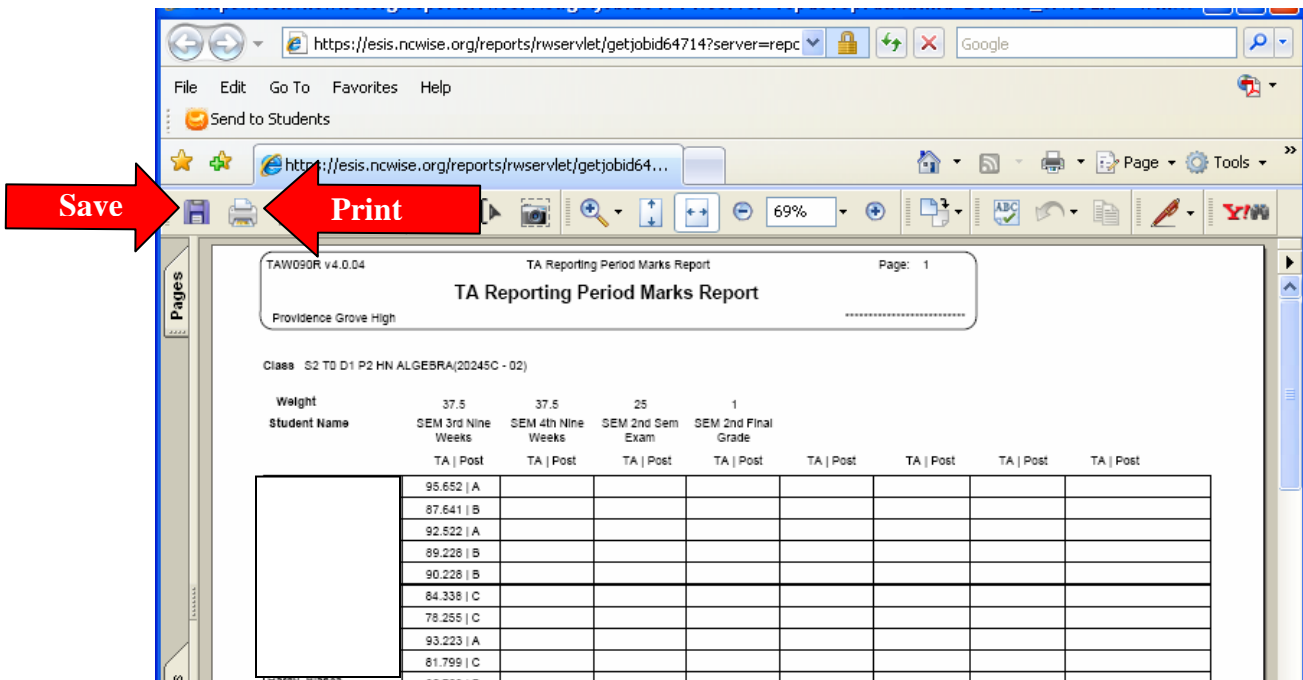
Calculate Mark Go To Comments Entry Screen Go To GRADE Entry Screen

Printer icon

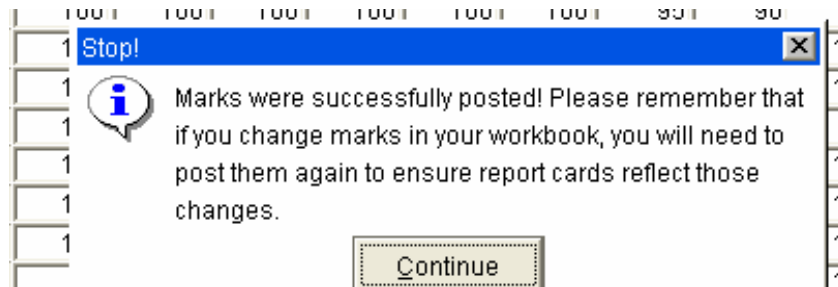
- Click the Printer Icon.

- You will need to verify the students' grades and keep the printed copy for your records. This printout is an electronic PDF file and can also be saved for future reference.

****PDF File of Report Card Grades**



- If a grade is incorrect, remember to go back to your spreadsheet and make needed changes and then repeat the steps above beginning with **Step 4** on page 1.
- Go back to the main TAM screen and begin with **Step 1** on page 1 to post the next class's grades.
- When you go out the door to enter the main TAM screen, you will see the message below.



- If you make any changes to final grades after this point, you will need to select the appropriate class and complete all the steps again for that particular class.