

Report Card Basics For Those Using TA Gradebook

The following guide is for those using the TA Gradebook for marks and record keeping.

1. From the TA Gradebook, Start Screen select Spreadsheet. Make sure the correct reporting period is set at the top of the Gradebook window.

TA Gradebook

Class: S1 TO D1 P1 EMA 9(MMA--09E - 01) Reporting Term: Nov Report Card Category: All Assignment Types: All

-----Assignments are listed with max score-----

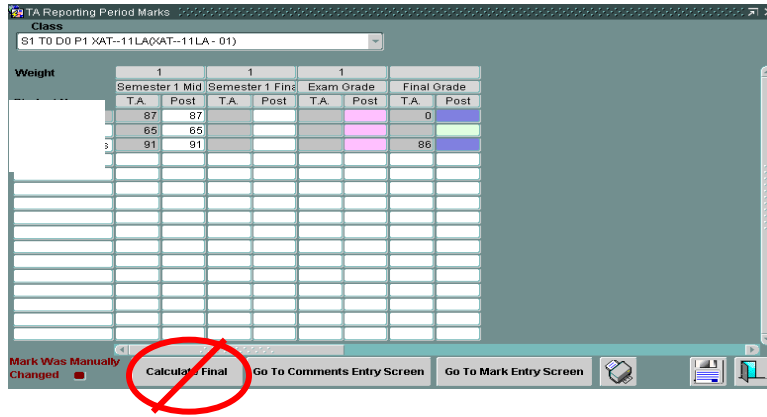
Student Name	Tavg...	Total	Earned	Avg%
	80.51	0	0	80.51
	86.854	0	0	86.854
	70.917	0	0	70.917
	82.049	0	0	82.049
	73.395	0	0	73.395
	18.962	0	0	18.962
	94.963	0	0	94.963
	63.64	0	0	63.64
	64.647	0	0	64.647
	61.184	0	0	61.184
	83.114	0	0	83.114
	63.06	0	0	63.06
	69.343	0	0	69.343
	82.543	0	0	82.543
	81.882	0	0	81.882
	26.572	0	0	26.572
	54.423	0	0	54.423

150 Number Of Columns Exempt

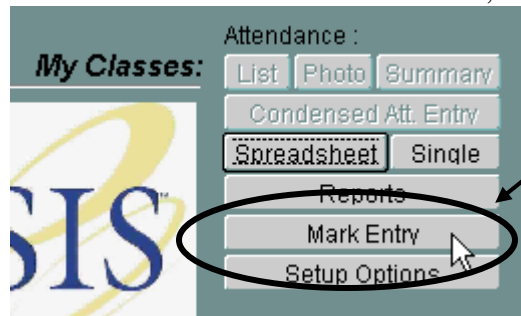
Color Legend Missing Mark Enter Mark/Comments Add Assignment

Post Marks To Report Card Reporting Term Marks Condensed Mark Entry View/Change Assignment

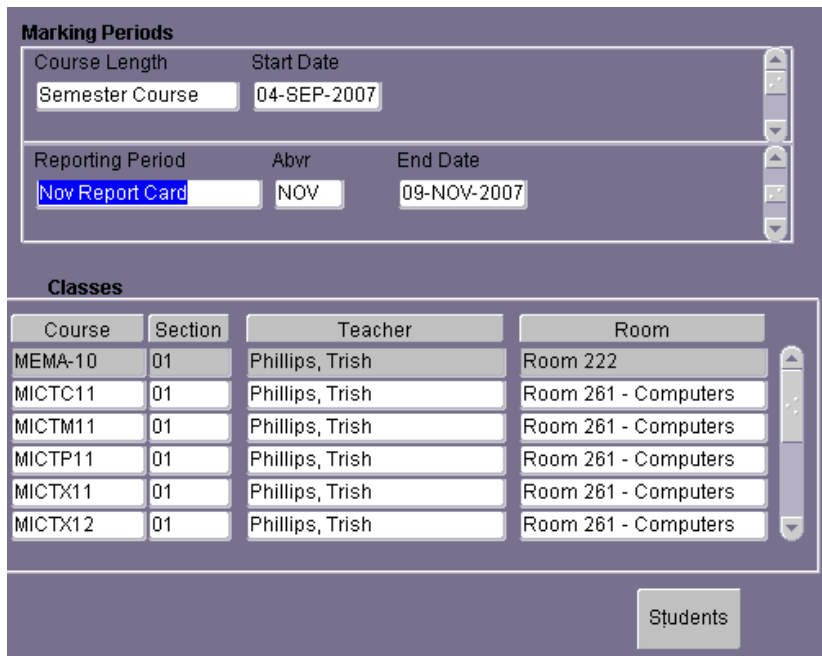
- a. Select, Post Marks To Report Cards. When the “Warning” box appears select “Yes”. **You can post as many times as you need to**; the present will overwrite the last.
- b. The next popup asks how you would like these marks posted; select the default – By Numeric, click OK. This will take you to the TA Reporting Period Marks screen. (Also accessed by the Reporting Term Marks button above)



- c. From the above screen, **Do Not** select “Calculate Final”!
- d. If you have created your own comments in the My Comments area, use the Go To Comment Entry Screen
- e. If you will be entering anecdotal comments:
 - i. Exit this screen using the door, and each successive screen until you are back at the Start Screen. From here, select the “Mark Entry” button.



From the Marking Periods screen below, be sure you have the correct Course Length & Reporting Period. Highlight the class you want and click on the Students button.



This will take you to the Mark Entry window.