

Q Class Marks is a banner application that allows teachers to enter marks for all students enrolled in classes assigned to them in the master schedule. The Class Banner contains pertinent course information and is displayed anytime you are working in a course driven application. Users only have access to data for their assigned courses in the Master Schedule for the logged in track.

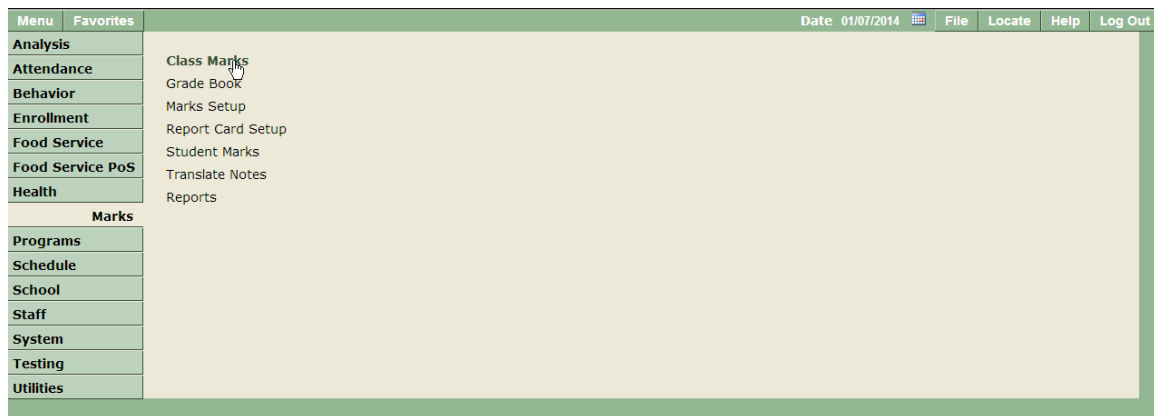
Tell Me More About

- Accessing Class Marks
- Searching for Courses using the Class Banner
- Entering Marks
 - Pick Term
 - Items to Show
 - Manual Entry
 - Fill Option
- Entering Comments
- Entering Notes
- Download this document (PDF)

General Use

Step 1-- Accessing Class Marks

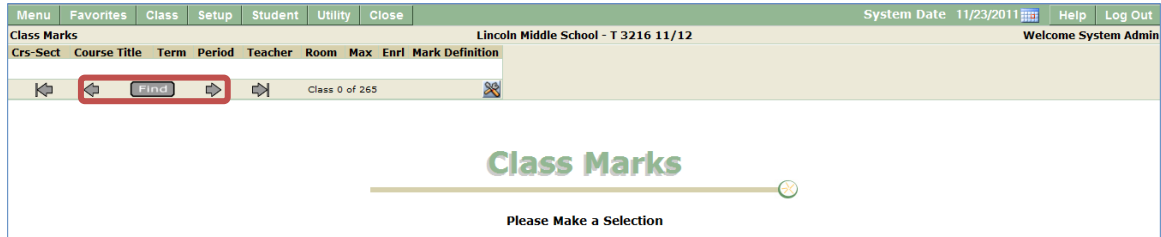
- Class marks is located in the Marks menu.
- To access Class Marks, hover over the Marks menu and click **Class Marks**.



Step 2 – Searching for Courses Using the Class Banner

There are two ways to search for classes using the Class Banner:

1. Arrow Keys.
2. Find Function.

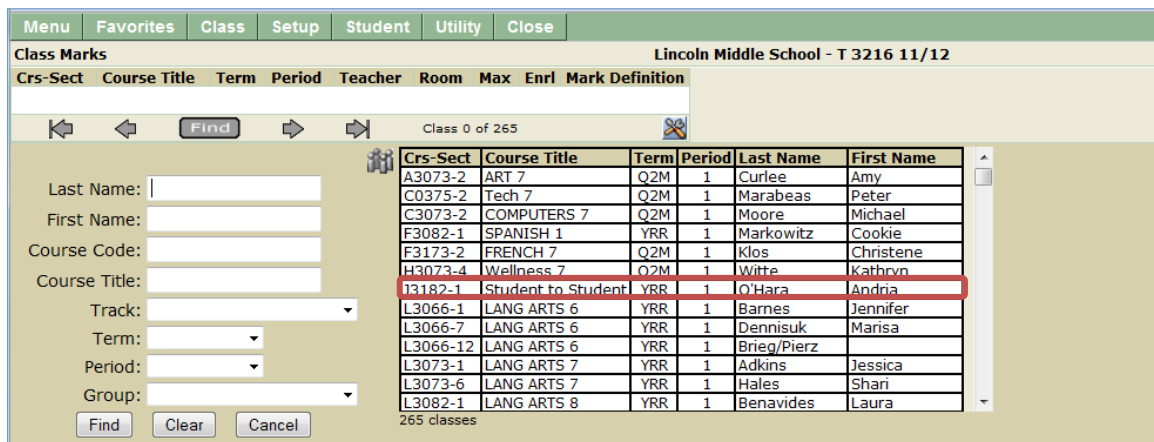


Note: For more detailed information regarding configuration and searching using the Class Banner, please refer to the Class Banner help documentation.

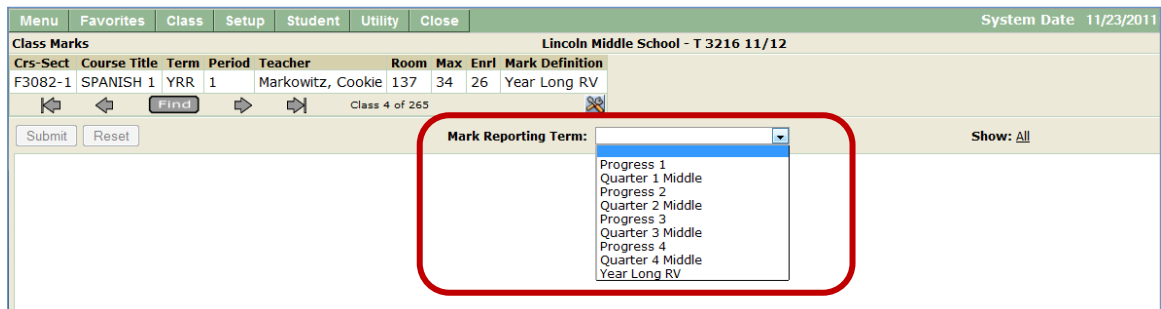
Step 3 – Entering Marks

Student marks may be entered individually or you can use the Fill feature to give every student the same mark. Individual student grades may be edited after using the fill feature.

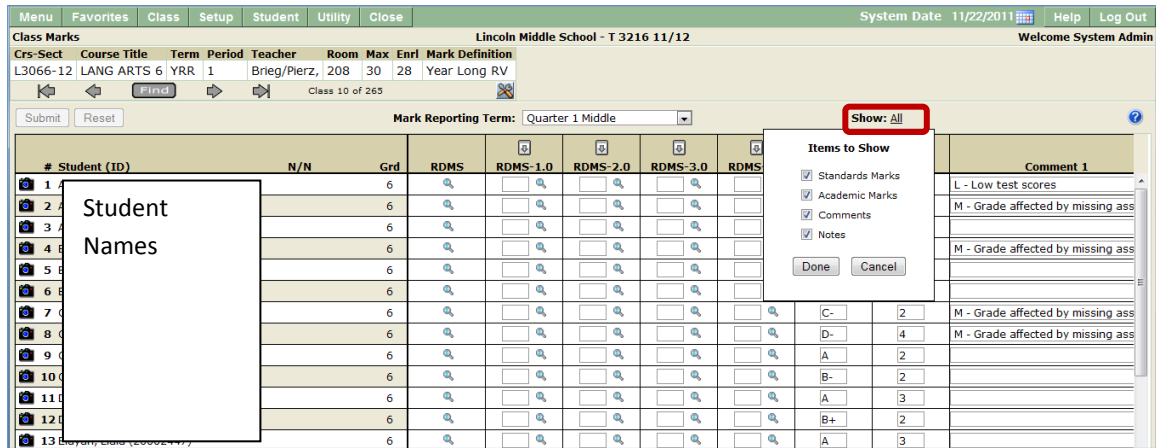
1. Select the desired class.



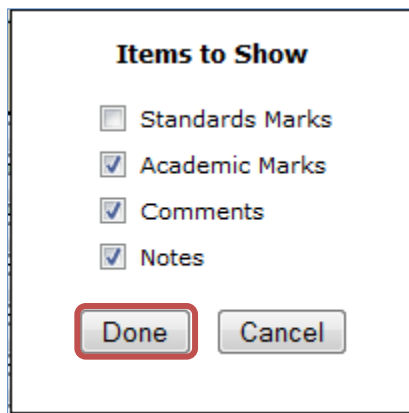
2. Select the Mark Reporting Term from the drop down list.



3. When the mark reporting term is selected, the class roster displays.

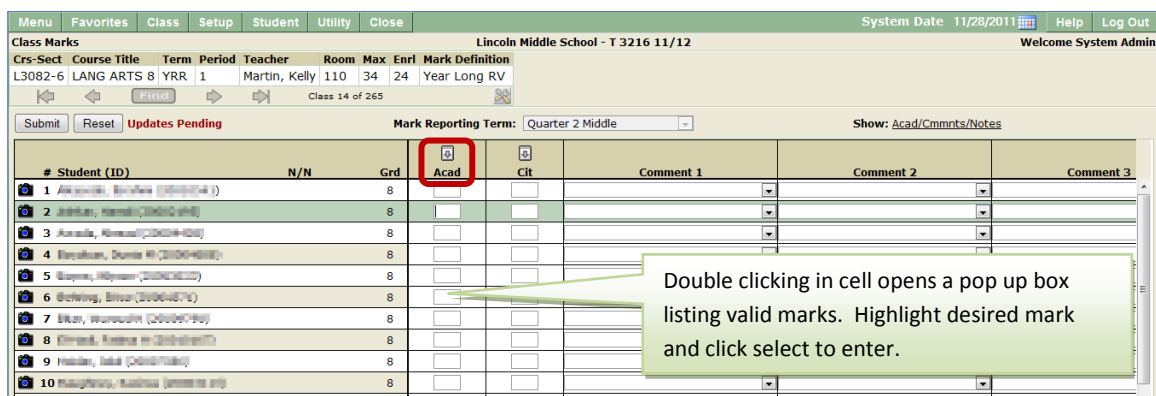


4. The user can control the columns and content displayed by clicking the **Show All** link.
5. Select desired items to show.
6. Click **Done**.

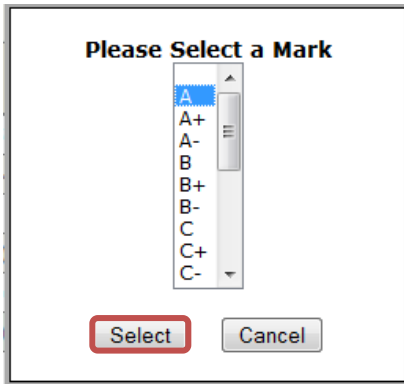


Entering Marks Manually

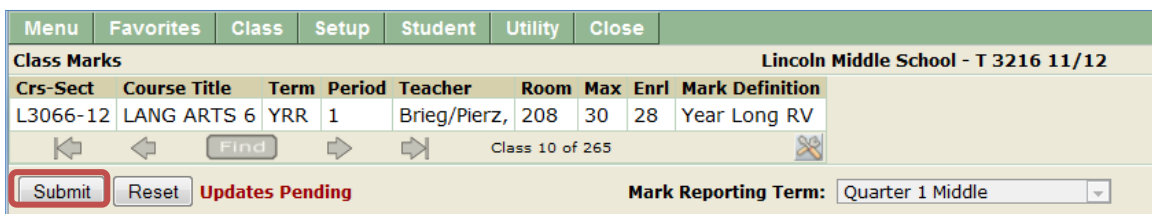
1. Marks may be entered manually by typing mark value and tabbing to next field.



2. All available mark values can be displayed by double clicking in the cell.



3. Choose desired mark and click Select to enter mark.

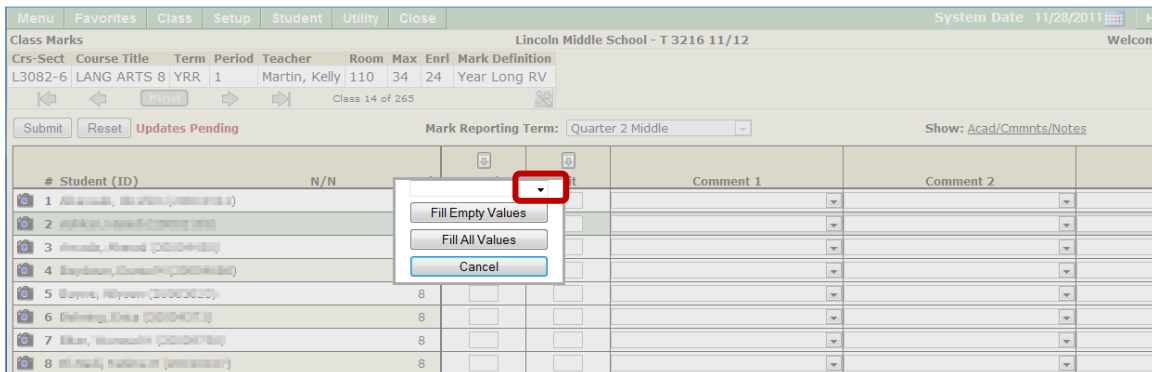


4. To clear entered marks before submitting, click **Reset**.

5. **Submit** to save marks.

Entering Marks Using Fill Option

1. Click the + sign at the top of the Mark Type column to access the fill option



2. Clicking the arrow above *Fill Empty Values* opens a drop down box of available mark selections. The mark value may also be entered manually.

3. Enter the desired mark value in the white box then select one of the three options:
 - a. Fill Empty Values.
 - b. Fill All Values.
 - c. Cancel.

4. To clear entered marks before submitting, click **Reset**.
5. **Submit** to save marks.

Step 4 – Entering Comments

1. Up to 4 comments may be entered per student.
2. Click arrow to display drop down list of district defined comments.

Lincoln Middle School - T 3216 11/12										
Crs-Sect	Course Title	Term	Period	Teacher	Room	Max	Enrl	Mark	Definition	
L3066-12	LANG ARTS 6	YRR 1		Brieg/Pierz,	208	30	28	Year Long	RV	
Class 10 of 265										
Mark Reporting Term: Quarter 2 Middle										
Show: Cmnts/Notes										
#	Student (ID)	N/N	Grd	Comment 1	Comment 2	Comment 3	Cor			
1	Alvarez, Rocio F (2004837)		6	4 - Grade affected by missing assign						
2	Alvarez, Rocio F (2004837)		6							
3	Alvarez, Rocio F (2004837)		6							
4	Alvarez, Rocio F (2004837)		6	- Makes diligent effort	J - Makes diligent effort					
5	Alvarez, Rocio F (2004837)		6		K - Struggles with basic skills					
6	Alvarez, Rocio F (2004837)		6		L - Low test scores					
7	Alvarez, Rocio F (2004837)		6		M - Grade affected by missing assignments / attendance					
8	Alvarez, Rocio F (2004837)		6		N - Needs to use time wisely and / or seek extra help					
9	Alvarez, Rocio F (2004837)		6		O - Needs to be prepared for class and / or use student planner					
10	Alvarez, Rocio F (2004837)		6		P - Needs to improve class participation					
11	Alvarez, Rocio F (2004837)		6		Q - Capable of higher quality work					
12	Alvarez, Rocio F (2004837)		6		R - Student works at or near ability level					

3. Select desired comment from list.
4. Tab to next column to add additional comments for the student, if desired.
5. To clear entered comments before submitting, click **Reset**.
6. **Submit** to save marks.

Step 5 – Entering Notes

1. Free form notes may be added for students by clicking the pen and paper icon.

Adams Elementary - T 1669 11/12										
Crs-Sect	Course Title	Term	Period	Teacher	Room	Max	Enrl	Mark	Definition	
00006-1	First Grade	YRE					26	Elementary		
Mark Reporting Term: Quarter 1 Elem.										
Show: Notes										
#	Student (ID)	Notes								
1	Alvarez, Rocio F (2004837)									
2	Alvarez, Rocio F (2004837)									
3	Alvarez, Rocio F (2004837)									
4	Alvarez, Rocio F (2004837)									
5	Alvarez, Rocio F (2004837)									
6	Alvarez, Rocio F (2004837)									
7	Alvarez, Rocio F (2004837)									
8	Alvarez, Rocio F (2004837)									
9	Alvarez, Rocio F (2004837)									
10	Alvarez, Rocio F (2004837)									
11	Alvarez, Rocio F (2004837)									
12	Alvarez, Rocio F (2004837)									
13	Alvarez, Rocio F (2004837)									

2. Enter note in text box.
3. Caution: There is no spell-check for notes.

Menu Favorites Class Setup Student Utility Close

Class Marks Adams Elementary - T 1669 11/12

Crs-Sect	Course Title	Term	Period	Teacher	Room	Max	Enrl	Mark Definition
00006-1	First Grade	YRE	A				26	Elementary

Submit Reset Find

Mark Reporting Term: Quarter 1 Elem.

Student (ID) Notes

1							1	
2							1	
3							1	
4							1	
5							1	
6							1	
7							1	
8							1	

Has made great progress this quarter, gets along well with other students although shows a tendency to run with scissors.

4. Click **Submit** to save.

Menu Favorites Class Setup Student Utility Close

Class Marks Lincoln Middle School - T 3216 11/12

Crs-Sect	Course Title	Term	Period	Teacher	Room	Max	Enrl	Mark Definition
L3066-12	LANG ARTS 6	YRR	1	Brieg/Pierz,	208	30	28	Year Long RV

Submit Reset Updates Pending

Mark Reporting Term: Quarter 1 Middle

Class 10 of 265

Return to top