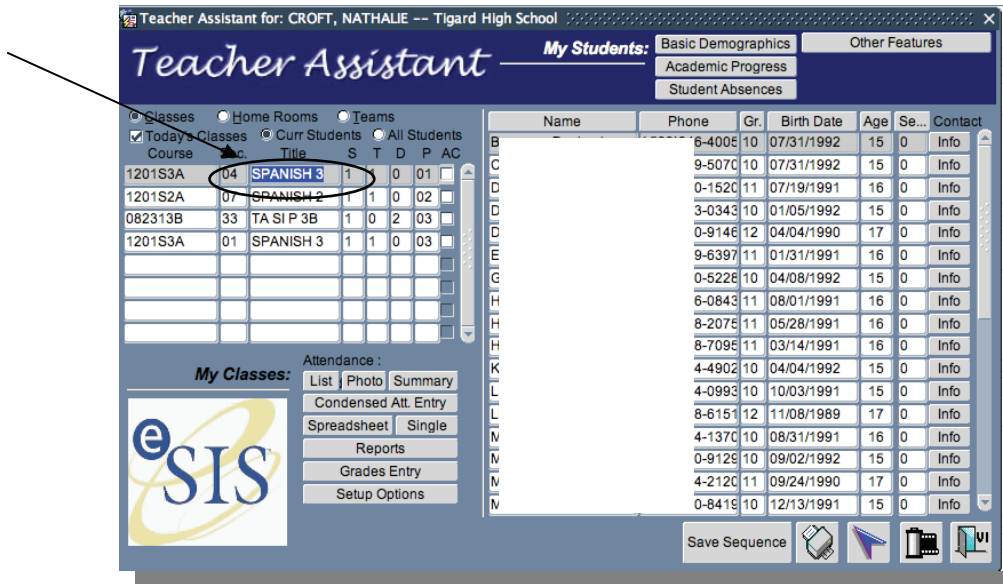


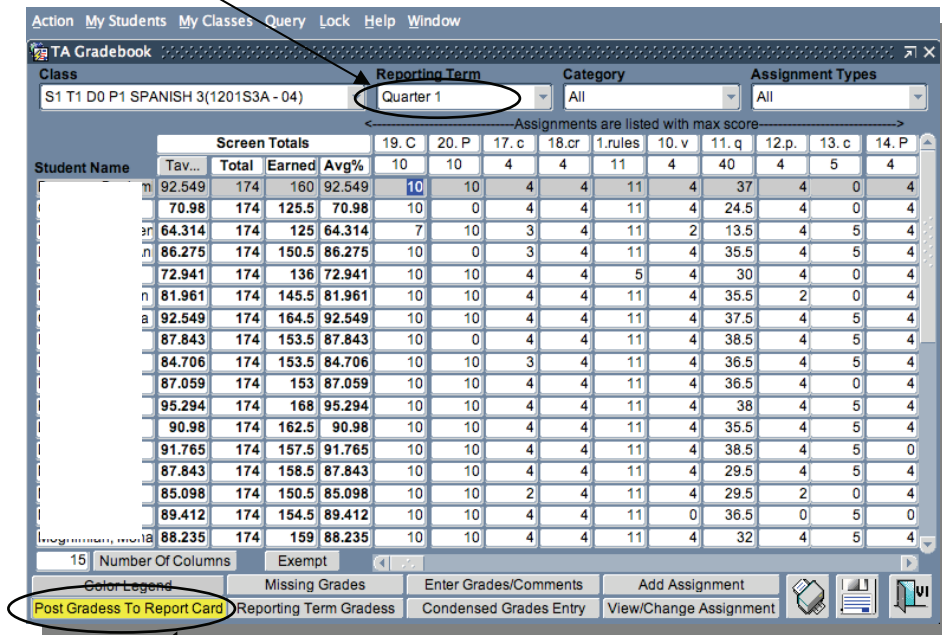
How To Post Grades Using eSIS

You will use the Yellow Button in the eSIS TA spreadsheet window to post your grades for progress reports and report cards. To begin, log into eSIS.

1. Choose the class you want from the TA start screen.

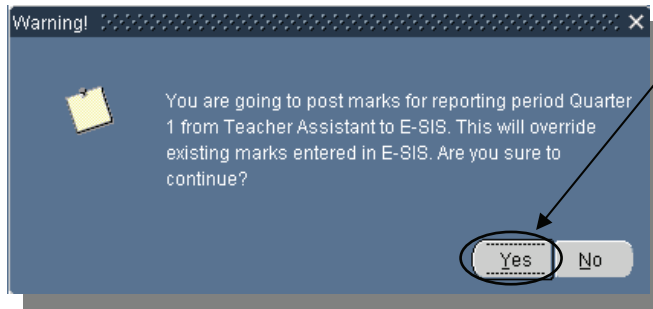


2. Click the “Spreadsheet” button – this will take you to your grade book (spreadsheet) for the selected class
3. Select Quarter 1 from the Report Cycle menu at the top

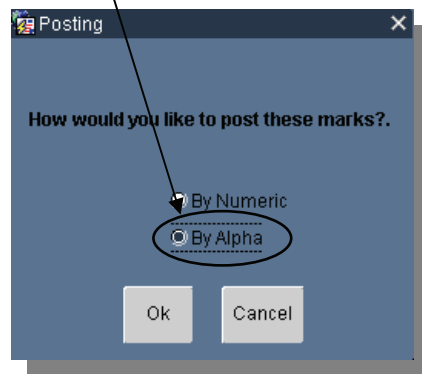


4. Click the “Post Grades to Report Card” (yellow button)

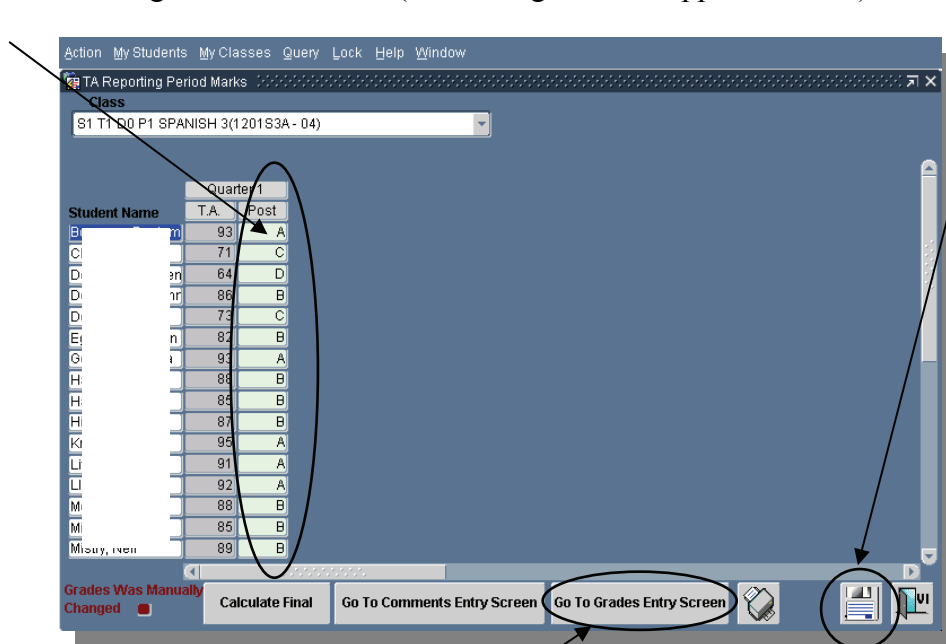
- It will then ask you if you are SURE you want to post grades, click Yes.



- PLEASE choose "BY ALPHA." Otherwise a percentage score will appear on the report card.

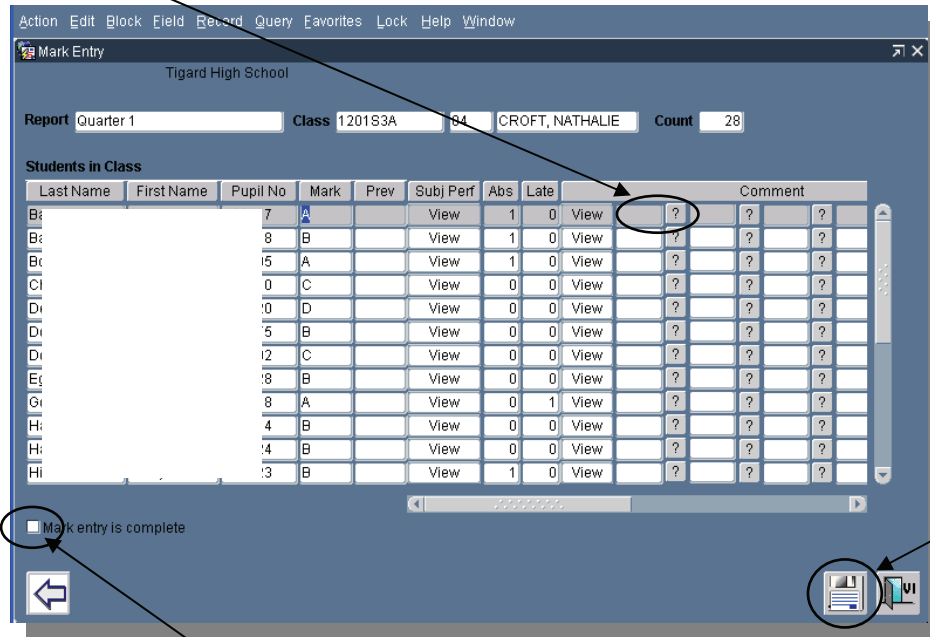


- Verify all your grades are showing. Make any grade adjustments here by typing over the current grade for a student (modified grade will appear maroon). Click SAVE.



- Click the "Go to Grades Entry Screen"

- To enter comments on the “Mark Entry” screen, click the “?” button to select from the list of school comments. You can either enter the school comment number or click on the “?” button to select from the list of comments.

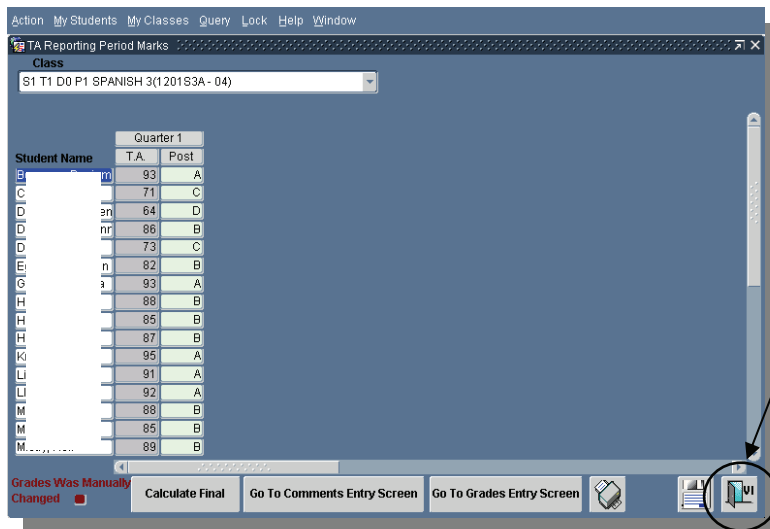


- PLEASE click the “Mark entry is complete” check box in the lower left corner, and then click the SAVE icon. Even if you enter grades, if that box is not checked, the counseling office will think you are NOT finished (similar to attendance entry complete button and the attendance office).
- Click the Door to exit this screen. You’ll return to the “TA Reporting Period Marks” window. Posting of grades/comments for this class is COMPLETE!

*** To select a **different** class to post grades, you have two options.... ***

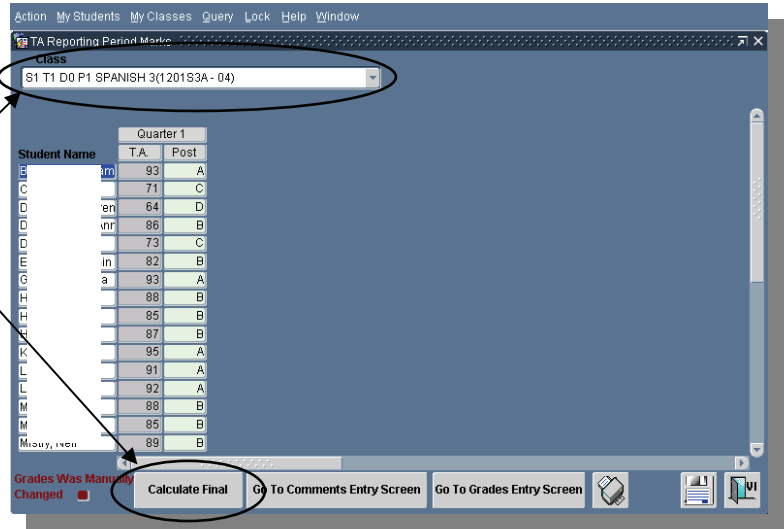
Option 1:

- Click the Door again to return to the spreadsheet and select a different class from there and **repeat steps #3 through #11.**



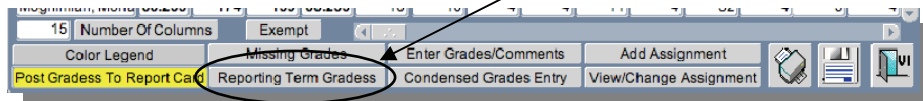
Option 2:

1. Select the next class you want to work with from the “Class” pop-up menu on this screen.
2. Click “Calculate Final” button
3. **Repeat steps #4 through #11**

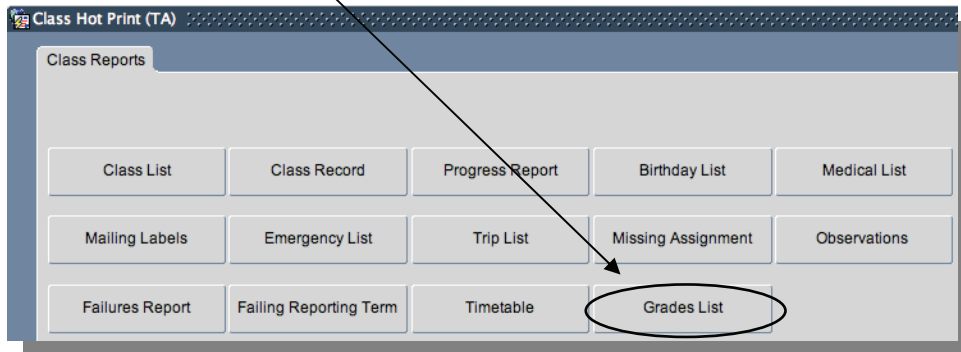


Extra Tips:

- To **view posted grades** and comments, click on the “Reporting Term Grades” button on the TA Start Screen.



- Alternately, you can run “Grades List” from the Reports window
 - a. Return to the TA start screen (through the “Exit” door)
 - b. Click Reports
 - c. Click Grades List



- d. Next, select ALL of the Reporting Terms you are wanting to print grades for
 - For PG1 or QT1: select all Quarter 1 & Semester 1,
 - For PG2 or QT2/SM1: select all Quarter 2 & Semester 1

