Elementary SIS Quick Guide

Login using either Explorer (PC) or Firefox to: http://sis.washk12.org. You may want to bookmark the page for later use.

> https://sis.washk12.org/
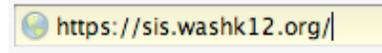
Enter your SIS faculty ID preceded by an f then enter your password.

> User ID: f99999
> Password: *******
> Log In   Close

To take attendance for a class choose attendance from the Application menu.

> | Applications | Reports | Help
> SIS 2000+ Home
> Attendance
> Change Password
> Gradebook

> Attendance
> | Applications | Reports | Help
> Track: Snow Canyon Middle
> Class: << Select a Class >>

Choose the class you want to access from the menu.

> Attendance not taken for this date. Office attendance code.
> Available Codes:
>   L - Excused Late
>   X - Absent
>   . - Present
>   / - Half Day
>   T - Tardy
>   W - Late 20+

Mark student attendance by typing in the one-letter codes for the appropriate students in the boxes that correspond with their name. Notice the current date is red. The legend shows you the acceptable codes and their description.

> Attendance | Summary
> <<
> WED 08/23 THU 08/24 FRI 08/25 SAT 08/26
> ARBIZU, KYLE   .   E
> BARBER, KAYDEN   .
> BESS, ZACHARY   .

Gradebook
Choose Gradebook from the Applications Menu.

Initial Gradebook Setup
1. Define subject template templates (Academic - Define Subject Template)
    a. Set up all the subjects you will teach during the year
    b. Each subject can have one or more categories
2. Define a citizenship definition (Citizenship - Define Citizenship)

At the beginning of each term:
1. Define your classes by selecting subjects or copying the first term's information
2. Begin using the Gradebook to:
    a. Define tasks
    b. Enter scores
    c. Enter citizenship
    d. Print reports.

Academic - Define Subject Template

Subject templates are used to describe the specific grading parameters for each of the subjects you grade. Once your templates have been saved, you may use them from term-to-term and from year-to-year.

To define a subject template you must add at least one category and select a Mark Set. Define as many as you need before defining your class.

You may also add a comment to each subject.

Subject Template: Math   Delete Subject

Subject Title: Math
Sort Order: 0   **Category Weighting:** ☐

Categories:

Delete	Sort Order	Category Title	Drop Lowest	# to Drop	# before Drop
☐	0	CW	☐		
☐	0	HW	☐		
☐	0	Quiz	☐		
☐	0	Test	☐		
			☐		
			☐		
			☐		
			☐		

Mark Set:

Mark Set: Letter Marks with +/-

Use:	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☐	☐
Grade:	A	A–	B+	B	B–	C+	C	C–	D+	D	D–	P	F	I	NG
Min. Percent:	93	90	87	83	80	77	73	70	67	63	60	1	0	-1	-1

Comments:

Citizenship - Define Citizenship Items

Citizenship items are those behaviors you specifically want to track with your students. For example: shows respect, follows directions, and neatness. You may assign default positive or negative values to each of the citizenship items you define, but it is not necessary.

Citizenship Definition: Cit

Title: Cit
Sort Order: 0

Citizenship Mark Set:

Use:	☑	☑	☑	☑
Grade:	H	S	N	U
Points:	90	80	60	0

Starting Points: 80

Class - Define Class in Gradebook

At the beginning of each term you must define your class in order for the gradebook to know the subjects to include and the specific grading parameters you will use for each of them. You will copy academic grading information from one or more subject templates or a previously defined class and you will identify the citizenship definition, if any, to use for the class. You also have the option to include class and subject comments, as desired. This is the preliminary step in using the gradebook for a given term.

Select all the subjects you have defined before saving the class.

Class Definition:
Class Comments:

Citizenship for Class: Cit

Subject Definition:
Subject Title: Math   Delete Subject
Sort Order: 0   **Category Weighting:** ☐

Subject Categories:

Delete	Sort Order	Category Title	Drop Lowest	# to Drop	# before Drop
☐	0	CW	☐		
☐	0	HW	☐		
☐	0	Quiz	☐		
☐	0	Test	☐		
			☐		
			☐		
			☐		

Subject Markset:

Mark Set: Letter Marks with +/-

Use:	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☑	☐
Grade:	A	A–	B+	B	B–	C+	C	C–	D+	D	D–	P	F	I	NG
Min. Percent:	93	90	87	83	80	77	73	70	67	64	60	1	0	-1	-1

Academic - Define Tasks

The define tasks screen is the most efficient way to add multiple tasks for a subject. Tasks can easily be added for any category. After defining new tasks on this screen use Academic - Score Entry or Academic - Student Scores to enter scores for your students.

Academic - Score Entry

The score entry screen provides you with an efficient way to enter and edit student scores. It is the starting point each time you use the gradebook. After selecting a subject you will see a tab for each of the subject's categories, in the order that you specified on the Class   Define Class in Gradebook screen. In addition, you will see the All and Grades tabs. The All tab displays the tasks from all of the categories. The Grades tab displays the academic grades by percentage and letter

mark. The score entry screen is similar to a spreadsheet. Within the grid you can easily move from one cell to another to enter and edit scores. You can define a single task if you are on a category tab (not on the All or Grades tabs). Another blank column will appear after you click Save. (If you have several tasks to define Academic   Define Tasks is the best option.) You can also access attendance and demographic information for your students from the score entry screen. In addition, you can click on a student's name to move to his/her student scores page.