

Secondary SIS Quick Guide

Login using either Explorer (PC) or Firefox to: <https://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.

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 not taken for this date. [Office attendance code.](#)
 Available Codes:
 L - Excused Late
 X - Absent
 . - Present
 / - Half Day
 T - Tardy
 W - Late 20+

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

in

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 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.

Delete	Category	Due Date	Title	Points Possible	Don't Drop	Comment
<input type="checkbox"/>	HW	8/14/2006	work sheet	10	<input type="checkbox"/>	
<input type="checkbox"/>	HW	8/15/2006	work sheet	10	<input type="checkbox"/>	
<input type="checkbox"/>	HW	8/17/2006	1-1	10	<input type="checkbox"/>	
<input type="checkbox"/>	HW	8/21/2006	page 23 prob 16 - 30 even	5	<input type="checkbox"/>	
<input type="checkbox"/>	HW	8/23/2006	1-4	5	<input type="checkbox"/>	

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.

	ws1-4	ws 1-5	ws1-6	ws1-7	
	08/21	08/23	08/25	08/25	8/30
	5	5	5	5	
BOTT, NICHOLAS	5	5	5	5	
BOWLER, TALON	5	5	5	5	
CALL, ALEXA	5	5	5	5	
CLARKE, DEREK	5	5	5	5	
CLUFF-PARR, TAYLOR	5	5	5	5	
DAVIS, CAMERON	5	5	5	5	

Class – Publish Grades

This screen allows you to publish grades for reporting midterm and final grades.

Select Publish Grades from the Class Menu. In the 'Publish To' box select Progress Report.

Next select the classes you are ready to publish by checking the box on the left. The status will say Marked for publishing in Status Column.

Click the Publish button on the bottom of the screen to complete the operation.

Publish To:
 Progress Report
 Report Card

PublishClass	Status	Type	Date/Time	Comment
<input checked="" type="checkbox"/> A/1 Intermediate Algebra	Marked for publishing.			
<input checked="" type="checkbox"/> A/2 Geometry	Marked for publishing.			
<input checked="" type="checkbox"/> A/4 Geometry	Marked for publishing.			
<input type="checkbox"/> A/HB HOME BASE 8	Published	Progress Report	8/28/2006 1:36:09 PM	There were 58 missing academic grade(s), and 58 missing citizenship grade(s).
<input type="checkbox"/> B/1 Elementary Algebra	Published	Progress Report	8/28/2006 1:35:48 PM	All grades were published successfully.
<input type="checkbox"/> B/2 PRE ALGEBRA	Published	Progress Report	8/28/2006 1:35:54 PM	All grades were published successfully.
<input type="checkbox"/> B/3 PRE ALGEBRA	Published	Progress Report	8/28/2006 1:36:02 PM	There were 3 missing academic grade(s), and 0 missing citizenship grade(s).
<input type="checkbox"/> B/4 Intermediate Algebra	Published	Progress Report	8/28/2006 1:36:07 PM	There were 1 missing academic grade(s), and 0 missing citizenship grade(s).
<input type="checkbox"/> B/HB HOME BASE 8	Published	Progress Report	8/28/2006 1:36:09 PM	There were 58 missing academic grade(s), and 58 missing citizenship grade(s).

Class – Review Publish Grades

This screen allows you to review and override published grades. Comments can also be added on this screen. Parent/Student comments will print on Mid Term Reports and Report Cards. Teacher comments will not print.

Acad. Grade	Citiz. Grade	Report Card	Acad. Tran. Grade	Citiz. Tran. Grade	Comments
A	S	<input type="checkbox"/>			
A	S	<input type="checkbox"/>			
A	S	<input type="checkbox"/>			
A	S	<input type="checkbox"/>			
A	S	<input type="checkbox"/>			
A	S	<input type="checkbox"/>			
A	S	<input type="checkbox"/>			
A	S	<input type="checkbox"/>			

Parent/Student Comments:

Teacher Only Comments: