Secondary Schools

SIS Instructions
For Beginning 2nd, 3rd, and 4th Terms

In The Beginning there were three steps to setting up the SIS GradeBook.

Step I: Define Subject Template
Step II: Define Citizenship
Step III: Define Class in GradeBook

Step III: Define Class in GradeBook, must be done at the beginning of each quarter or term.

If you did not like your grading scale, categories, etc. for the last term, now is the time that you can go back to Step I: "Define Subject Template", make the changes you would like for the next term. Also, make adjustments to you Citizenship setup.
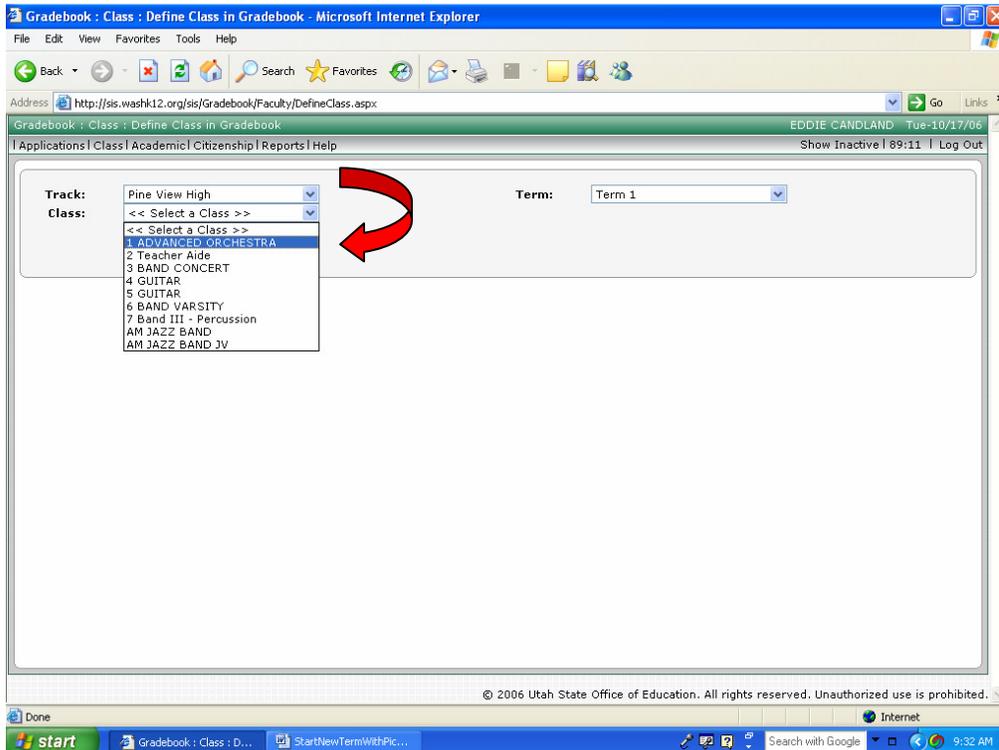
To setup your classes in GradeBook for the next term, get into Gradebook and select the "Class" pull down menu. At the bottom of the list is "Define Class in GradeBook".
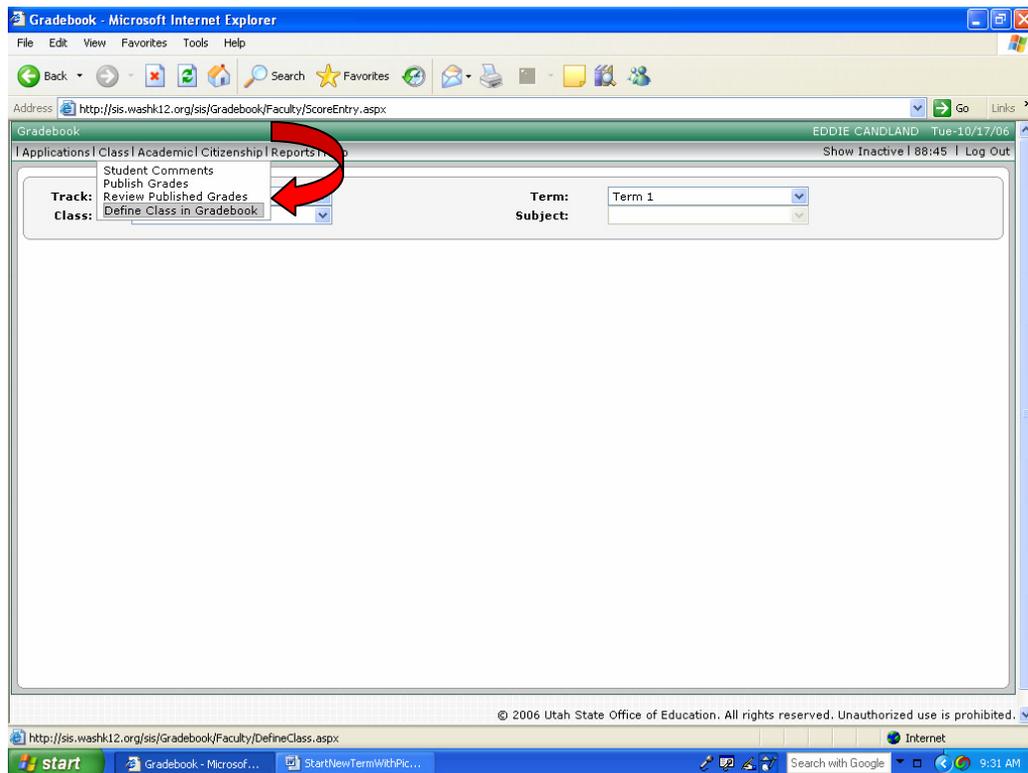
When in the "Define Class in GradeBook" window, change the "Term" to Term 2. (Term 3 for 3rd Quarter, Term 4 for 4th Quarter)
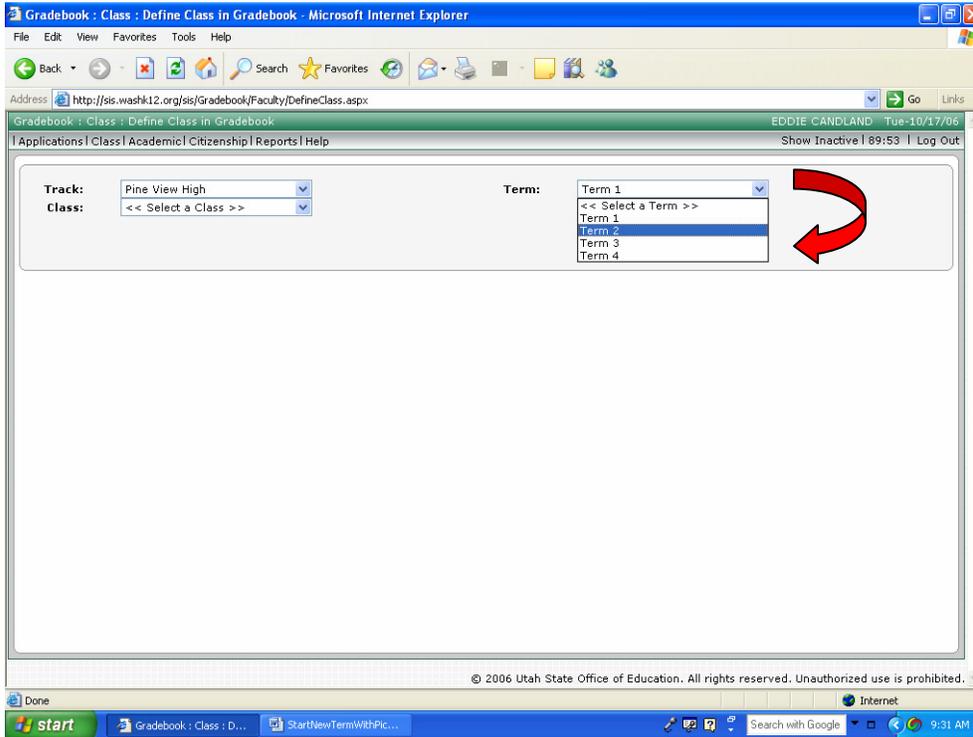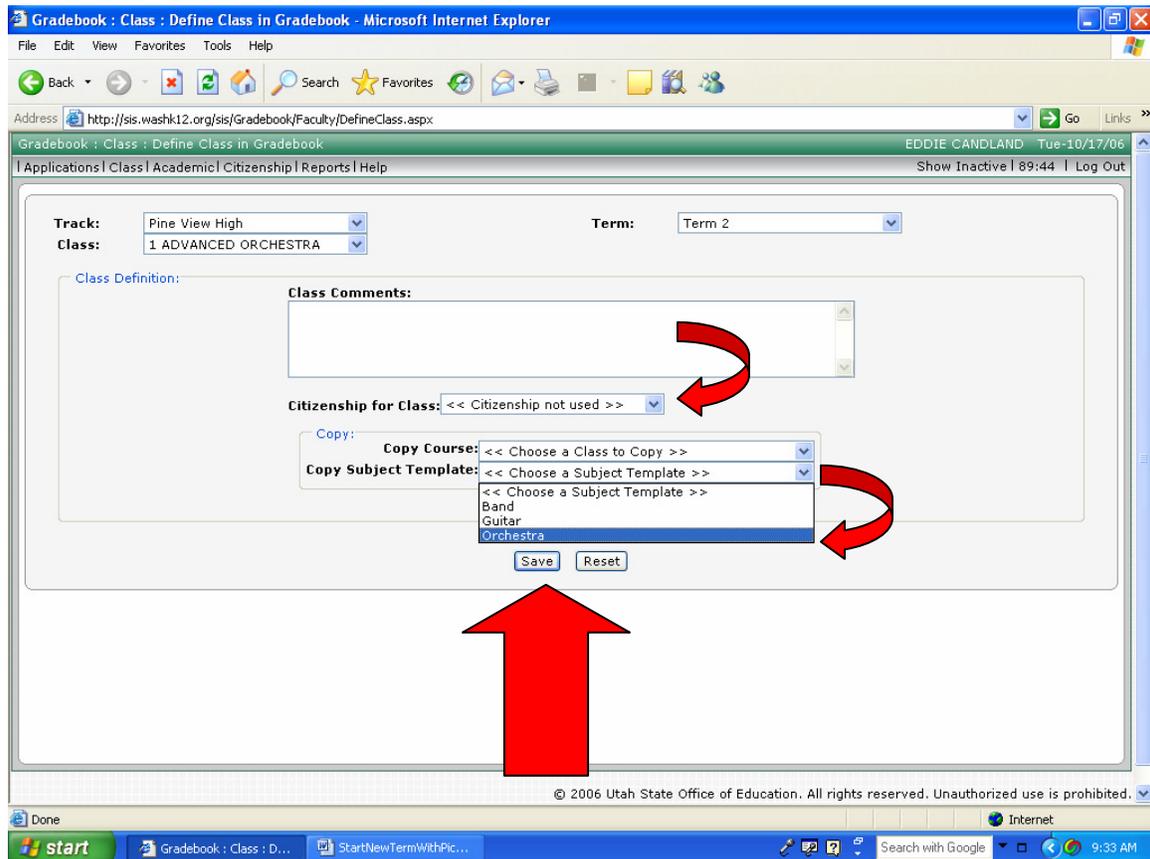

Then select your first class of the day.

In the "Citizenship for Class:" box, select your Citizenship grading template. (Leave it as is if you don't do Citizenship.)

Under "Copy Subject Template" select the grading template you wish to use for that class. (If you are one of the few that set up your assignments and test for the whole term, see instructions below.)

Be sure to Save!!

Do this for each class you teach.

When you return to your "Score Entry" window 1st term will be gone and you will be starting a new worksheet for 2nd Term. If you need to review 1st term scores, just go up to the "Term:" box and select 1st Term and the computer will load in your 1st term scores. Be sure to change back to 2nd Term before moving on.

* * * Those organized souls who lay out the assignments, projects, quizzes and test at the beginning of the term and have more than one class in that subject, you will want to:

1. Define Class in GradeBook for your first class in that subject and attach it to a grading "Subject Template" as instructed above.

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2. **But**, before setting the other classes in that subject, you will go into that class and enter all your assignments and tests and stuff. (Use "Define Tasks" under the "Academic" pull down menu.)
3. Then go back to "Define Class in GradeBook" and use the "Copy Course:" option, using the class that you just setup and ignore the "Copy Subject Template:" box.