

Teacher Assistant Module (TAM)

Teacher's Guide

Last Updated: 10/20/2010

TABLE OF CONTENTS

Introduction 3

Logging In 4

Entering Attendance 6

Printing Reports 9

 Class Record Report.....9

 Mailing Label Report 11

 Class List Report 12

Using the Student Academic Progress Report..... 13

 Setting Up the Student Academic Progress Parameter Form..... 13

Changing Your Password 15

Viewing Student Information 16

Using the TA Spreadsheet/Gradebook..... 18

 Setup Options 18

 Setting up a Prep 21

 Adding Assignments 24

 Entering Marks..... 27

 Adding Comments for Assignments to print on the Progress Report. 28

 Adding Comments on the Progress Report 29

 Mark Reporting on the Spreadsheet 30

 Posting Marks to the Report Card 30

 Calculating Final Marks..... 32

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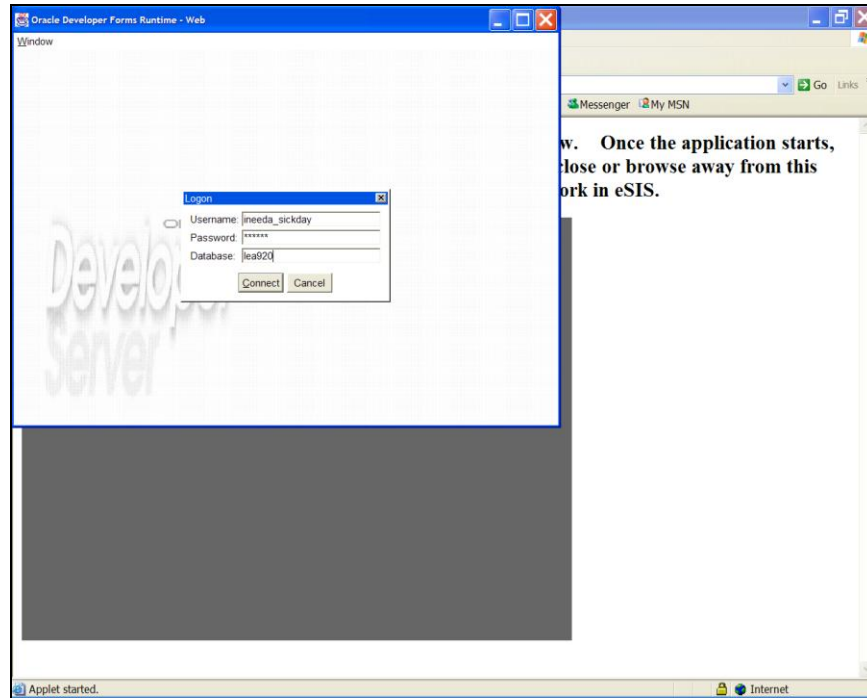
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Introduction

This document serves as guide for teacher use of the Teacher Assistant Module in NC WISE from initial log in to posting and calculating marks.

Logging In



To log in to the Teacher Assistant Module (TAM), enter the following items:

- **Username:** Will be provided.
- **Password:** Will be provided for initial log in.
- **Database:** This will always be LEA### with ### being replaced by your LEA number.

Upon initial log in, a message stating that the password has expired appears. Click **OK**, and this will prompt the user for a new password. Keep the following guidelines in mind when selecting a new password:

- Passwords must be at least 8 characters in length
- Passwords cannot have symbols or spaces in them – Examples: *, #, @, %, &, /, although it may contain an underscore (_)
- Passwords cannot be words found in the dictionary – Example: "security" cannot be used as a password, "security5" or "1security" may be used.

Teacher Assistant Module Main Start Screen

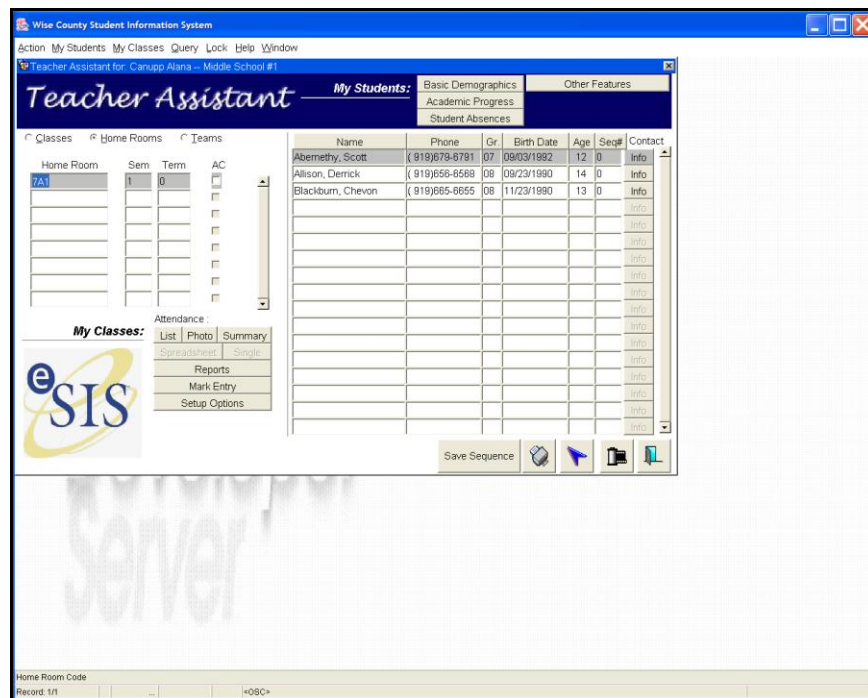
The screenshot shows the 'Teacher Assistant' interface within the 'Wise County Student Information System'. The window title is 'Teacher Assistant for: Alcon Mike -- Elementary School #1'. The main header area includes the text 'Teacher Assistant' and 'My Students:'. Below this, there are tabs for 'Basic Demographics', 'Academic Progress', and 'Student Absences'. A secondary set of tabs includes 'Other Features'. The interface is divided into several sections:

- Navigation:** 'Action', 'My Students', 'My Classes', 'Query', 'Lock', 'Help', 'Window'.
- Filters:** 'Classes', 'Home Rooms', 'Teams', 'Today's Classes', 'Curr Students', 'All Students'. Below these are columns for 'Course', 'Sec.', 'Title', and a grid for days 'S', 'T', 'D', 'P', 'AC'.
- My Classes:** A section with a logo and buttons for 'Attendance: List', 'Photo', 'Summary', 'Spreadsheet', 'Single', 'Reports', 'Mark Entry', and 'Setup Options'.
- Table:** A large table with columns: Name, Phone, Gr., Birth Date, Age, Seq#, and Contact. The 'Contact' column contains 'Info' links for each row.
- Footer:** A 'Save Sequence' button and several utility icons (print, mouse, keyboard, screen).

Entering Attendance

To enter attendance, follow these steps:

- To enter attendance for:
 - Daily**, click the **Home Rooms** radio button.
 - Period**, select **Class** by placing the cursor on the correct line.



Note: Clicking on a home room or selecting one of today's classes will cause student names to appear on the right side of the screen. Students must be registered in order to take attendance on them.

- Click the **List** button. This screen is used for taking attendance. The day and date in the top right corner should be the current date. If it is not set to the current and correct date, click on the date in the top right corner, and a new date may be selected. Once the date is correct, attendance may be entered.

Note: If no students are absent or late, click the **Attendance completed** box in the bottom left hand corner and then click **Save**. Checking the **Attendance completed** box on the attendance screen notifies the system, the administrator, and the data manager that attendance has been taken. If it is not checked, the system reports this class as having "incomplete" attendance.

Daily Att.-Homeroom Class Entry screen

3. If a student is absent, click on that student’s name. This will change the color of the entire line making it easy to click in the correct box.
4. Click the box in column A if the student is absent.

Attendance

- Click the **Reason** drop-down list to select an absence reason from the list of absences. Scroll up and down in the **Reason** field and select the appropriate code.

Note: Do not use **Hospital/Homebound**, **Medically Fragile**, or **Teacher-in-Treatment** unless given particular instructions to do so. If the reason for an absence is unknown, the absence reason to be chosen is **Unexcused Absence**. Period attendance schools will not be able to select an absence reason. Absences must be coded in the office.

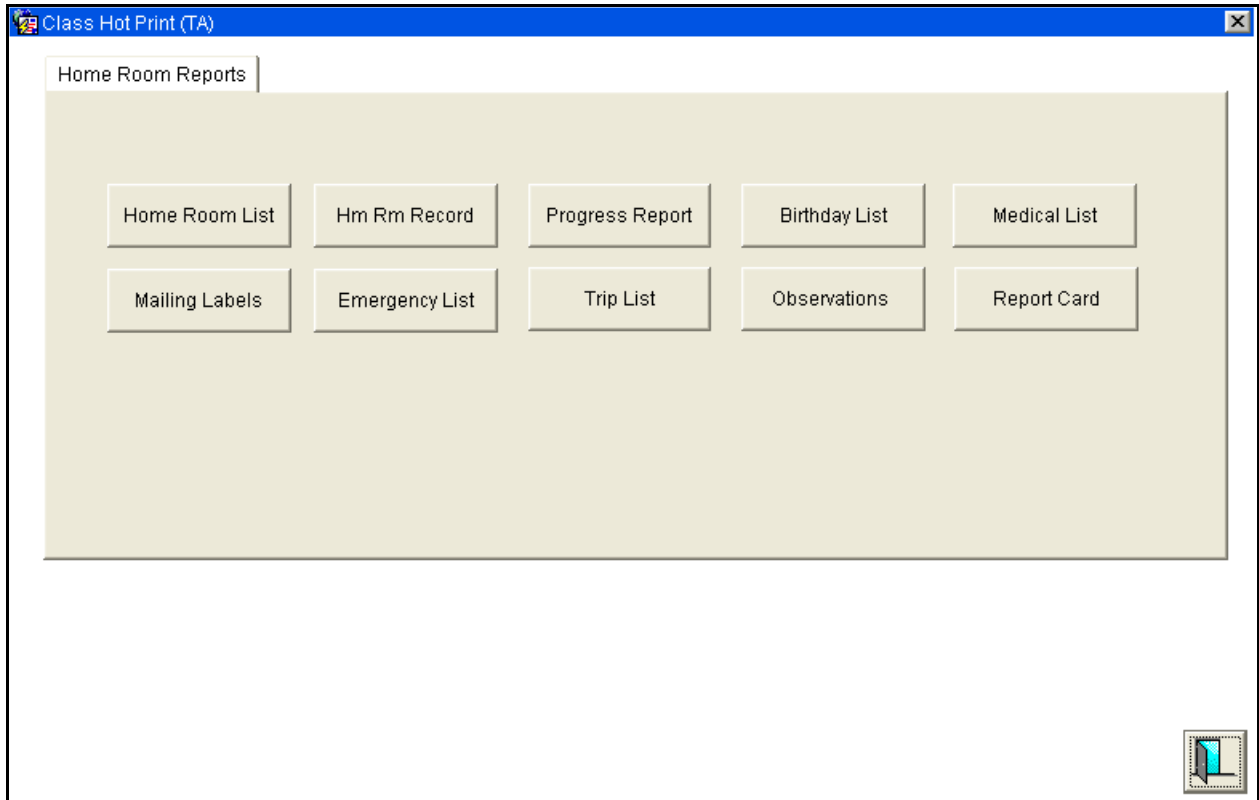
- If a student is late, click on the student name. This will change the color of the entire line making it easier for you to click the box on the correct student.

- Click the box in column **L** for late students, and then click the drop-down list for a list of reasons. The only valid reasons for lates are **Excused Late** or **Unexcused Late**. If any other reason is used for a late, the **Principal's Monthly Report** will be incorrect.
- When all absent and late students have been checked and coded, select the **Attendance Completed** box in the lower left hand corner of the screen.
- After checking the **Attendance Completed** box, click the **Save** button in lower right hand corner of your screen.
- Once you have saved the information, click the **Exit** button (blue door) located in the lower right hand corner of the screen.

Printing Reports

To access the reports menu, click the **Reports** button on the **TAM Start** screen.

Class Hot Print (TA) screen



Teachers can run a variety of reports and mailing labels. To run a report, click one of the report options.

Class Record Report

In this example the **Hm Rm Record** report was selected. This report prints a class roster with columns and headings.

Class Hot Print (TA)

Home Room Reports

Please Specify Column Headings

Please Specify the Headings of 11 different columns to print on Class Record

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Heading 7

Heading 8

Heading 9

Heading 10

Heading 11

Include SSN

Ok

Up to eleven (11) headings may be used. The fields are free form. Once the information is entered, click **Ok** and the report will generate.

Class/Homeroom Record Report

TAW217RB v4.0.03 Wise County Page: 1

Homeroom Record

Middle School #1 School Year: 2004-2005 Run Date: 22 Oct 2004 11:51 AM

7A1
Teacher: Canupp Alana S1-T0 Room: 7A1 CLASSROOM

Student Name	Pupil No.	Gen.		Homework	Participation	Assessment	Classwork								Summary
Abernethy, Scott	69349	M	07												
Allison, Derrick	69124	M	08												
Blackburn, Chevon	69211	F	08												

Male Students : 2 Female Students 1 Total Students : 3

Mailing Label Report

Select **Mailing Labels** to print a class roster with columns and headings. Mailing labels can have a variety of uses:

- Printing mailing labels sorted by pupil name addressed to the parents/guardians of student including address will give you a label that says:
To the Parents/Guardians of:
Ineeda Sickday
1411 Vacation Ave
Beach City, NC 12345
- Printing mailing labels sorted by pupil name and leaving label addressed to blank will create a mailing label addressed directly to the student.
- Printing mailing labels sorted by pupil name leaving "label addressed to" blank. Clicking **Home Room** instead of **Address** and checking **Pupil Number** will provide labels to use in the classroom without addresses.

Mailing Labels

School Year: 2003/2004
Home Room Semester: 1

Extract: 2004-06-25 10:06 AM

Report Title
Mailing Labels

Sort by: Pupil Name

Label Addressed To: To Parents/Guardians of

Print Mailing Labels For:

Students:
 Living With Student Only:
 Copy of Correspondence Only:
 Living With Student & Copy of Correspondence:

Print: Pupil Number: Phone Number: All Capitals:

Address: Home Room:

Please Use Mailing Labels Avery 5160 !

Run in Background? No

Help

Class List Report

Selecting **Class List** will create a report providing a variety of student information as seen below.

TAW405R v 4.0.08		Wise County 54			Page: 1			
		Class List						
Wise County 54 High 2		School Year: 2006-2007			22 Jun 2007 12:54 PM			
00012L - 01		AVID 4						
Teacher: Northern Dahwa		S0-T0-D0-P5			Room:			
Student Name	Pupil No.	Phone No.	Gender	Ethnicity	Grade	Hrm	Age	Birthdate
Burgeess, Savannah	799217	(919)140-1406	F	Black	12	*****	17	07/22/89
O'Malley, Kietta	252739	(919)230-2309	F	Multi	12	*****	18	04/27/89
Smythes, Bradley	95847	(919)169-1694	F	White	12	*****	18	03/17/89
Smythes, Brandi	95839	(919)169-1693	F	Amin	12	*****	18	03/10/89
Smythes, Bree	95818	(919)169-1691	F	Asia	12	*****	18	04/16/89
Smythes, Brennen	95804	(919)169-1690	M	White	12	*****	17	08/10/89
Smythes, Breyanna	95791	(919)168-1688	F	White	12	*****	18	06/14/89
Smythes, Brian	95782	(919)168-1688	M	White	12	*****	17	07/20/89
Smythes, Briann	95785	(919)168-1688	F	White	12	*****	18	02/01/89
Smythes, Brindisi	95762	(919)168-1686	F	White	12	*****	18	01/26/89
Smythes, Britton	95738	(919)168-1683	F	Asia	12	*****	18	07/25/88
Smythes, Brookann	95730	(919)168-1682	F	White	12	*****	17	07/03/89
Smythes, Bryon	95704	(919)168-1680	M	White	12	*****	18	04/13/89
			Total Students:			13		
* End of Class *								

Using the Student Academic Progress Report

The Student Academic Progress Report can be printed if the TA Gradebook is utilized.

Teachers have the ability to create their own comments or choose from school created comments to provide information on student progress to parents by printing the Progress Report.

The Student Academic Progress Report can be sent home as often as a teacher wishes. Teachers are able to print these individually or for multiple students within a class.

Setting Up the Student Academic Progress Parameter Form

The screenshot shows the 'Academic Progress Report (TA)' parameter form. The form is titled 'Report Title' and contains the following fields and options:

- Report Title:** Academic Progress Report (TA)
- Select Classes:** S2 T0 D0 P4 Eng 3 HNR(10235EH - 02) with a 'Multiple...' button.
- Report Cycle:** Sem 2 - 3rd 9 Weeks with a '?' icon.
- Category:** All
- Assignment Type:** All
- Select Student:** with a 'Multiple...' button.
- Assignment From Date:** 01/18/2010 with a '+' icon.
- To Date:** 03/19/2010 with a '+' icon.
- Absences From Date:** 01/18/2010 with a '+' icon.
- To Date:** 03/16/2010 with a '+' icon.
- Message to Parent:** Please sign and return to school with your child.
- Options:**
 - Group by Category
 - Include Summary by Assignment Type?
 - Include weight?
 - Group by Assignment
 - Include Class Average?
 - Include signature?
 - Order by Due Date:** Ascending
 - Include Assign date and Due date?
 - Include Absences from this Class?
 - Include Version Number of the Report
 - Landscape Portrait
- Print in background?:** No

To Set up the parameter form, use the following steps:

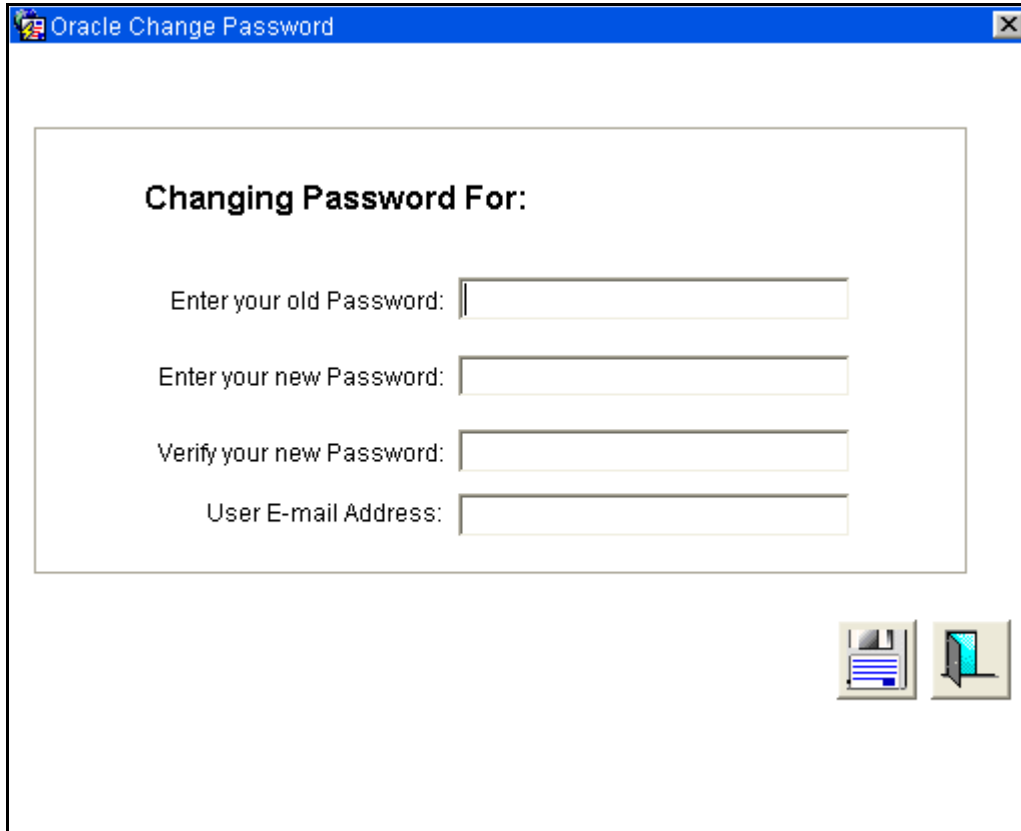
- 1. Select Classes**– Multiple classes may be selected by clicking the **Multiple** button located beside the Select Classes drop down box.
- 2. Select Report cycle** from the drop down list of values.
- 3. Choose a particular Category** or select **All**.
- 4. Choose a particular Assignment Type** or select **All**.
- 5. Select Students** – Multiple students may be selected by clicking the **Multiple** button located beside the Select Student drop down box.
- 6. Select an Assignment From Date and To Date.**
- 7. Check the boxes of the items to include on the progress report.**

8. Select an **Absences From Date** and **To Date** if **Include Absences from this Class?** is checked.
9. **Message to Parent** box: This is a free form box. Teachers can type any message here to be printed at the bottom of the progress report. This message will print on the bottom of all progress reports created during this run of the report.

Changing Your Password

To change your NC WISE password:

1. From the **TAM Main Start** screen, click **Setup Options**.
2. Select **Preferences**.
3. Select **Edit User Profile**.



The screenshot shows a window titled "Oracle Change Password" with a close button in the top right corner. Inside the window, there is a central box with the heading "Changing Password For:". Below this heading are four input fields, each with a label to its left: "Enter your old Password:", "Enter your new Password:", "Verify your new Password:", and "User E-mail Address:". At the bottom right of the window, there are two icons: a floppy disk icon representing a "Save" button and a monitor icon representing a "Cancel" button.

4. Type the old password on the first line, and type the new password on the second and third lines.
5. Click the **save** button. A message appears indicating that the password was changed successfully.

Note: Passwords cannot be reused immediately. To use the same password more than one time, the password must be changed 6 times before the original password can be used again.

6. Once the password has been successfully changed, the user will need to log out and then log back in using the new password.

Viewing Student Information

You can view a variety of student information in TAM:

- To view student absences and lates for the current school year, on the **TAM Main Start** screen, highlight the student to view and then click **Student Absences**.
- Academic Progress on a student’s other classes may be viewed by selecting the **Academic Progress** button.

To see other student information:

1. On the **TAM Main Start** screen, click on the student to view and select **Basic Demographics** located at the top of the screen. There are a series of tabs located below the student name. This screen shows the student demographic information.

Student Demographics (TA) – Demographics tab

The screenshot shows a web application window titled "Student Demographics (TA)". At the top, there are input fields for Pupil Number, Legal Last Name, Suffix, Legal First Name, Gender, Birth Date, Grade, and Middle Name. Below these fields is a horizontal tab bar with the following tabs: Demographics (selected), Parents / Emergency Cont..., Medical, Schedules, Observations, Teams, Programs, and Fees/ Assistance. The main content area contains several sections of form fields:

- Demographics Section:** Adm. Date, Birth Date, Mentor, Gender, Grade, Counselor, Phone, Unlist (checked), Previous School, Mail Address, Address, Citizenship, Ethnicity / Race, Citizen Type, Country, Home Lang, Release of Info? (checked), Restriction Type, 1st Lang, E-Mail, Lang. Most Used.
- Siblings Section:** A table with columns: Pupil No, Name, Relationship, Age, Gender, Grade, School, and Withdrawal Date. The table is currently empty.

At the bottom right of the window, there are icons for a printer and a help document.

2. Click the **Parents/Emergency Contacts** tab to view parent home and work numbers, as well as any emergency contact information listed in NC WISE.

Student Demographics (TA) – Parents/Emergency Contacts tab

Student Demographics (TA) □ ×

Pupil Number	Legal Last Name	Suffix	Legal First Name	Gender	Birth Date	Grade	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Demographics

Parents / Emergency Cont...

Medical

Schedules

Observations

Teams

Programs

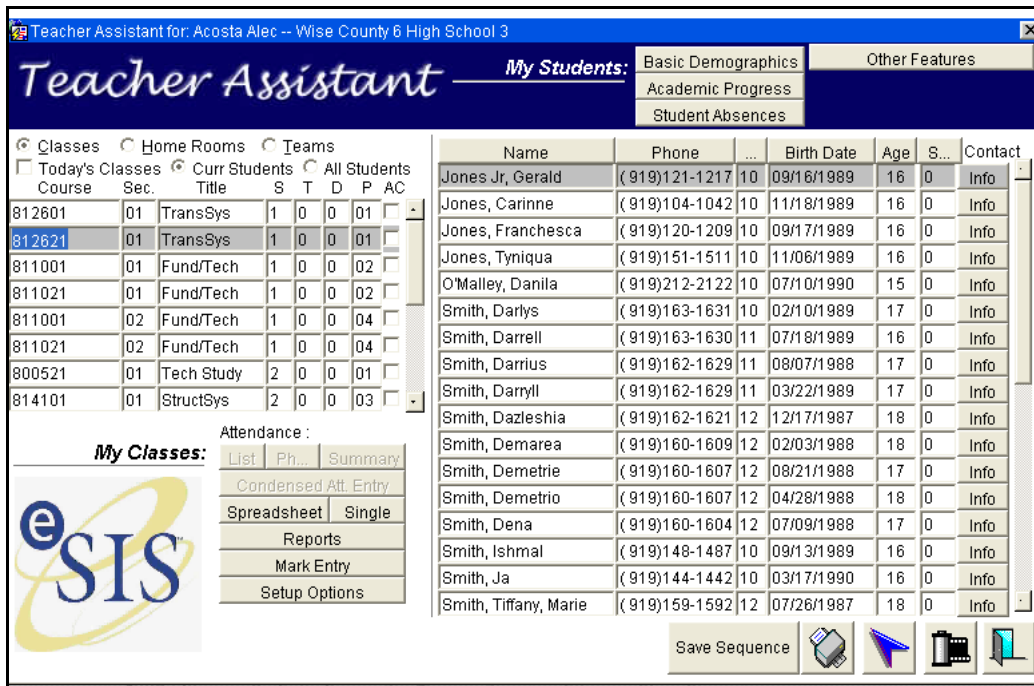
Fees/ Assistance

Custody: <input type="text"/>	Living With: <input type="text"/>	Court Access: <input type="text"/>
-------------------------------	-----------------------------------	------------------------------------

Name	Relationship	Home Phone	Cellular Phone	Work Phone	Ext.	Voice Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Language Spoken <input type="text"/>		Pager # <input type="text"/>	Fax # <input type="text"/>	E-Mail Address <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Language Spoken <input type="text"/>		Pager # <input type="text"/>	Fax # <input type="text"/>	E-Mail Address <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Language Spoken <input type="text"/>		Pager # <input type="text"/>	Fax # <input type="text"/>	E-Mail Address <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Using the TA Spreadsheet/Gradebook

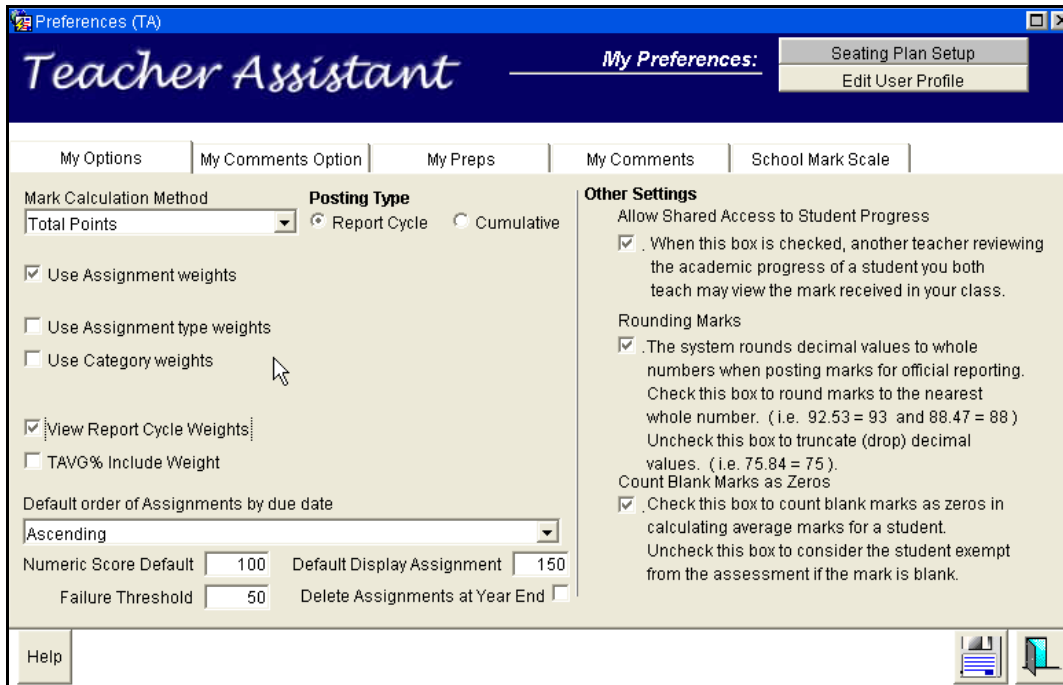
Before using the spreadsheet, preps must be created and personal options selected. On the TAM Main Start screen, select **Setup Options** and then click on the word **Preferences**.



Setup Options

On the **My options** tab, there are several choices to make that will determine the accuracy of student marks. These need to be set before creating preps.

DANGER! In North Carolina, the **Posting Type** must be **Report Cycle**.



Option	Description
<p>Use Assignment weights</p>	<p>Checking this box allows a weight to be set for each assignment. For example class work may count as a weight of 1 (counted once in the average) and a test may count as a weight of 2 (counted twice in the average).</p> <p>Selecting this method is the closest method to hand calculating a student average.</p>
<p>Use Assignment type weights</p>	<p>Checking this box weights each assignment type. The spreadsheet will calculate marks by figuring an average for each assignment type first, and then average all of the assignment type averages together. All Assignment types must be used each reporting period to get an accurate calculation. For example, Assignment Types of classwork, homework, and test, averages all classwork together, all homework together, and all tests together. Then TAM will take the average of classwork, homework, and tests and average the averages together in order to calculate the mark. If using assignment type weights, teachers must be able to explain the calculation to parents and administrators.</p>
<p>Use Category weights</p>	<p>Checking this box adds yet another layer of averages. For example, a category type of academic and participation are selected. The assignments for the academic category and the participation category will be averaged separately and then weighted by percentage set up in your prep for calculating the</p>

Option	Description
	<p>reporting term mark. If categories are weighted, then you must have at least one assignment for each category type for every reporting period.</p> <p><i>Note:</i> NCDPI does not recommend the use of this option.</p>
View Report Cycle weights	<p>Checking this box will allow you to see the weights that have been assigned to each reporting cycle at your school.</p>
TAVG% Include weight	<p>Checking this box will cause the gradebook to use previous reporting period marks in determining the current reporting period mark.</p> <p><i>Note:</i> NCDPI does not recommend the use of this option.</p>
Allow Shared Access to Student Progress	<p>Teachers who teach the same student will be able to view the mark received in every class when this box is checked. This should be an LEA decision. If this box is checked and a student changes schools within the LEA, teachers should be able to see assessments from the previous school within the LEA.</p>
Rounding Marks	<p>Checking this box causes the system to round decimal values to whole numbers when posting marks to the reporting cycle.</p>
Count Blank Marks as Zeros	<p>Checking this box will cause any blank marks to be counted as a '0' when calculating marks for the student. Leaving the box blank will cause any blank marks in assessments/assignments to be left out of the calculation.</p>
Default order of Assignments by due date	<p>Select Ascending or Descending order. Choosing ascending causes the selected number of assessments to display by due date with the oldest date first. Choosing Descending causes the selected number of assessments to display by due date with the most recent appearing first.</p>
Numeric Score Default	<p>The number inserted here defaults as the max score when adding a new assessment.</p> <p><i>Note:</i> This should be set to 100 in North Carolina. Marks higher than 100 should not be posted in TAM. Extra credit should be given a separate assessment and be marked extra credit.</p>
Default Display Assignment	<p>No reporting period can contain more than 150 assignments. Assignments cannot be viewed if more than 150 are added for a reporting period.</p>
Failure Threshold	<p>Allows a lowest passing mark to be entered and causes all failing marks to be color-coded in the spreadsheet. This failure threshold does not affect the student's report card and final marks posted to NC</p>

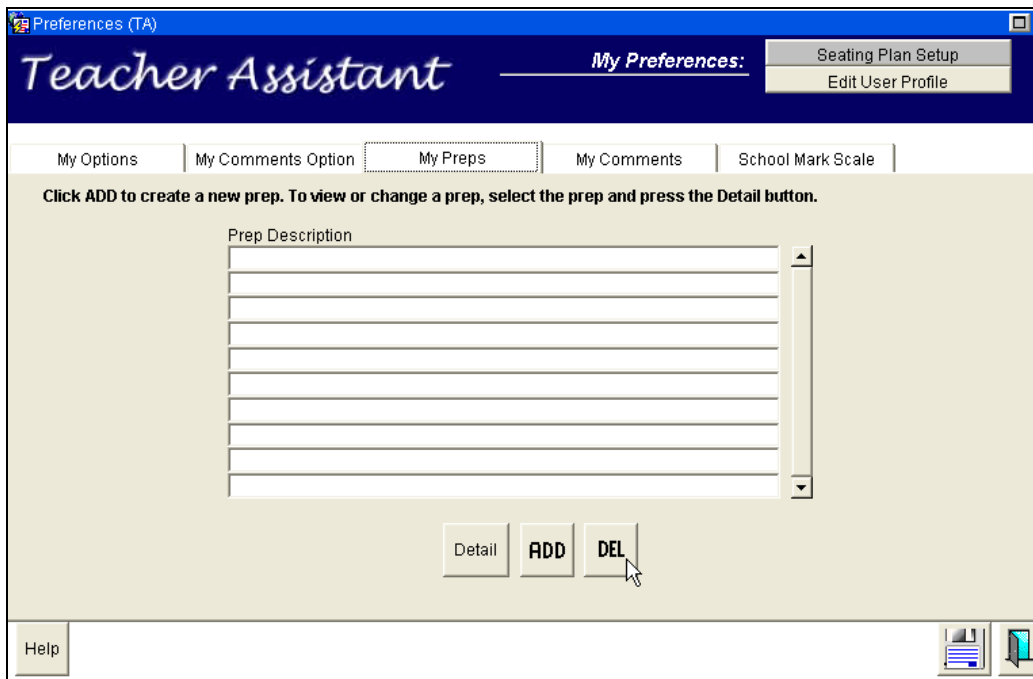
Option	Description
	WISE. The color code is intended to be a teacher tool to assist in a quick review of students' marks.
Delete Assignments at Year End	This box should be checked.

Setting up a Prep

CAUTION: Do not let anyone set up a 'prep' for you. You must be logged in as yourself to set up your options and to create preps. If another person is logged in and navigates to you to set options and preps, you will not be able to see them.

To add a new prep, follow these steps:

1. Click the **My Preps** tab.



2. Click **Add** to add a new Prep. This opens the **Prep Detail** screen.
3. Enter a title/description in the **Enter Description of Prep** field. The title should be one that is easily recognized for the class(es) attached. It is advised to include the teacher name and school year in the title of the prep. For example, *English I – Smith 09-10* would be an appropriate title for Mrs. Smith teaching freshman English for the 2009-2010 school year. (Including the teacher name and school year helps when troubleshooting if problems arise later.) A Prep is required in order to use the spreadsheet and calculate marks. Once the Prep has been set up and classes are selected, it will not be used again.
4. In the **Prep Classes** section, click the **Select Classes** button. A list of all classes appears. Select the **Assign?** box for the class(es) to be added to this prep.

Note: It is advised to set up preps for classes in the current semester only.

- In the **Prep Category** section, click the **Add** button. Type in the free form field to name prep categories. Add as many as you need. Use category names that allow assessments/assignments to be grouped.

Category	Default?
Academic	<input type="checkbox"/>
General	<input type="checkbox"/>
Technical	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Add Delete

- In the **Prep classes Report Cycles** section, Report Cycles for this class that have been set up by the school are listed. If the **View Report Cycle weights** box was checked on the options tab, the weight for each report cycle may be seen.

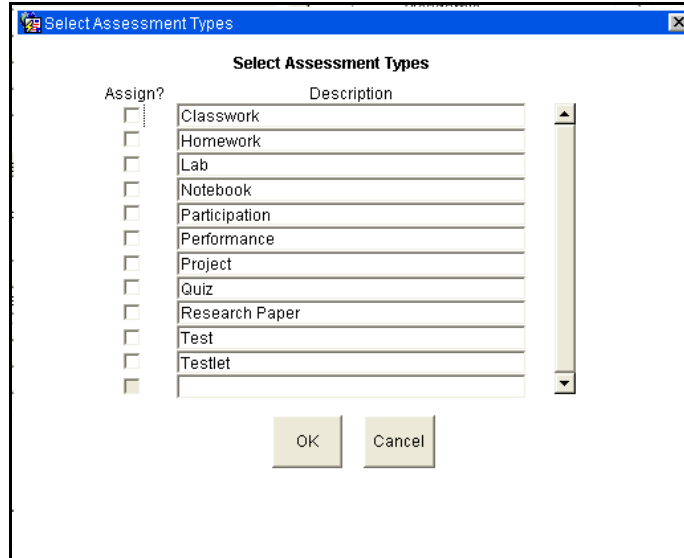
Report Cycle	Weight
S1-1st Nine Weeks	37.5
S1-2nd Nine Weeks	37.5
S1-1st Semester Exam	25

- In the **Prep Assignment types** section, **Assignment Types** are set by the central office level. The assignment type should be general such as classwork, homework, project, notebook, etc., but if there is an assignment type not listed when clicking the **Add** button, please contact the school data manager to request an assignment type.

Description	Default Assignment Type
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Add Delete

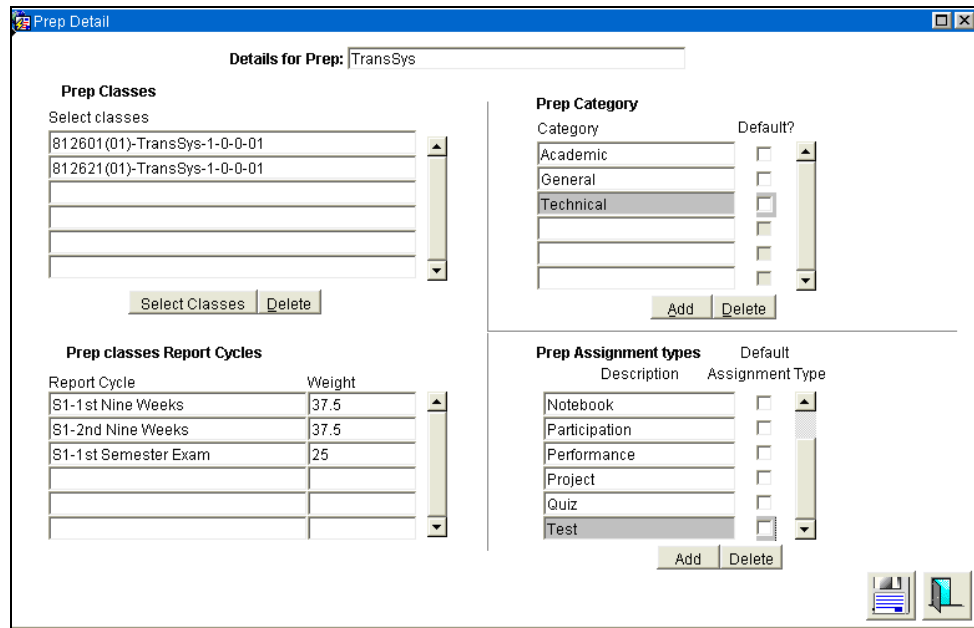
- In the **Select Assessment Types** section, check the **Assign?** Box for all the assessment types that may be used at some point during the duration of the course. Every assessment type selected does not have to be used for all reporting periods unless **Assessment Type weights** has been selected on the **My Options** tab.



CAUTION: If the **Use Assignment Type weights** box was checked on the My Options tab, **DO NOT** enter an **Assignment Type** that will not be used in every reporting period. If an **Assignment Type** is entered and is not used in a reporting period (i.e.: Project) the percentage associated with that **Assignment Type** will be randomly distributed by the system among the other assignment types and calculated grades may not be correct.

- The completed prep should have a name, class(es), prep category, report cycles, and assignment types as in the screen shot below. Once all of these are completed, click the **Save** button.

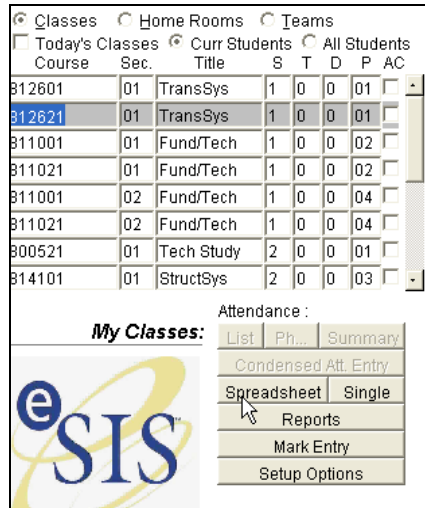
Prep Detail screen – Completed Prep



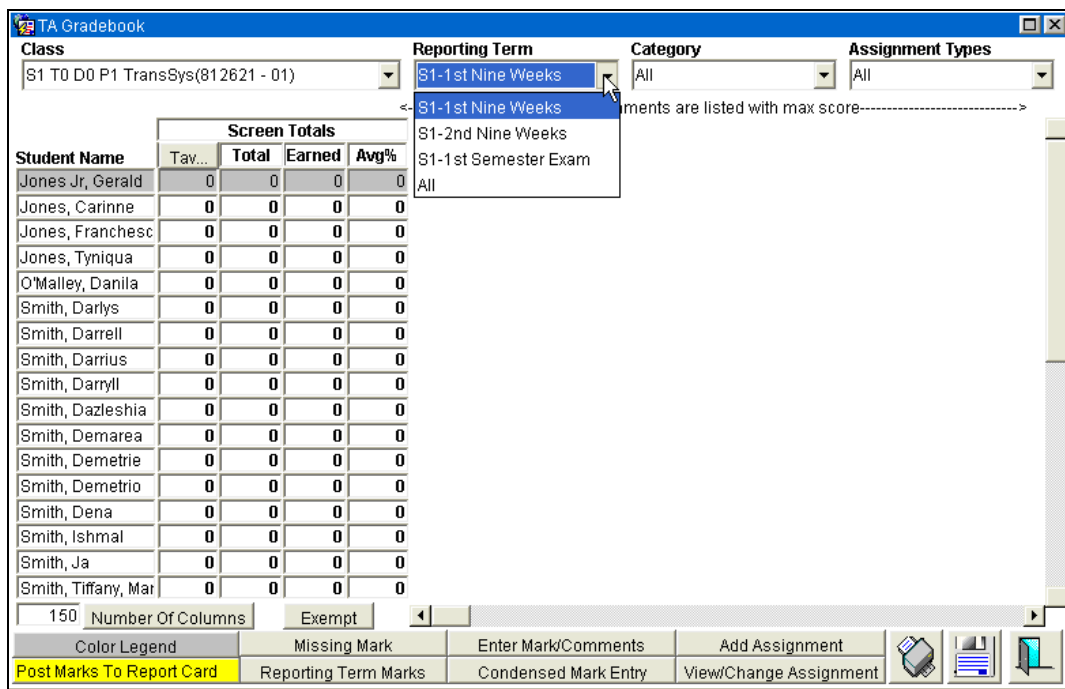
Adding Assignments

Once a prep has been created and saved, assignments can be added in the spreadsheet. To add an assignment, follow these steps:

1. Return to the **TAM Main Start** screen. Select the **Classes** radio button and then select the class (place the cursor on the line of the class to select).
2. Click the **Spreadsheet** button on the **TAM Main Start** screen. Once the spreadsheet button has been selected, the spreadsheet will be seen.



TA Gradebook (Spreadsheet) screen



3. The following fields and actions are available:

- **Class:** The course and section selected.
 - **Reporting Term:** Select the correct reporting term.
 - **Category:** Contains all the **Category Types** created in the prep for this class. TAM has the ability to display a student average using one category or all categories. Select the category type to view from the drop down arrow.
4. The **Assignment Types** drop-down list contains all the **Assignment Types** selected in the prep for this class. TAM also has the ability to display a student average using one assignment type or all assignment types. Select the assignment type to view from the drop down arrow.
- Note:** If **Use Assignment Type Weights** or **Use Category Type Weights** has been selected, then each **Assignment Type** and/or each **Category Type** must be used for each reporting period.
5. To add assignments for the any reporting period, select the correct reporting term and then click the **Add Assignment** button in the lower right hand corner.

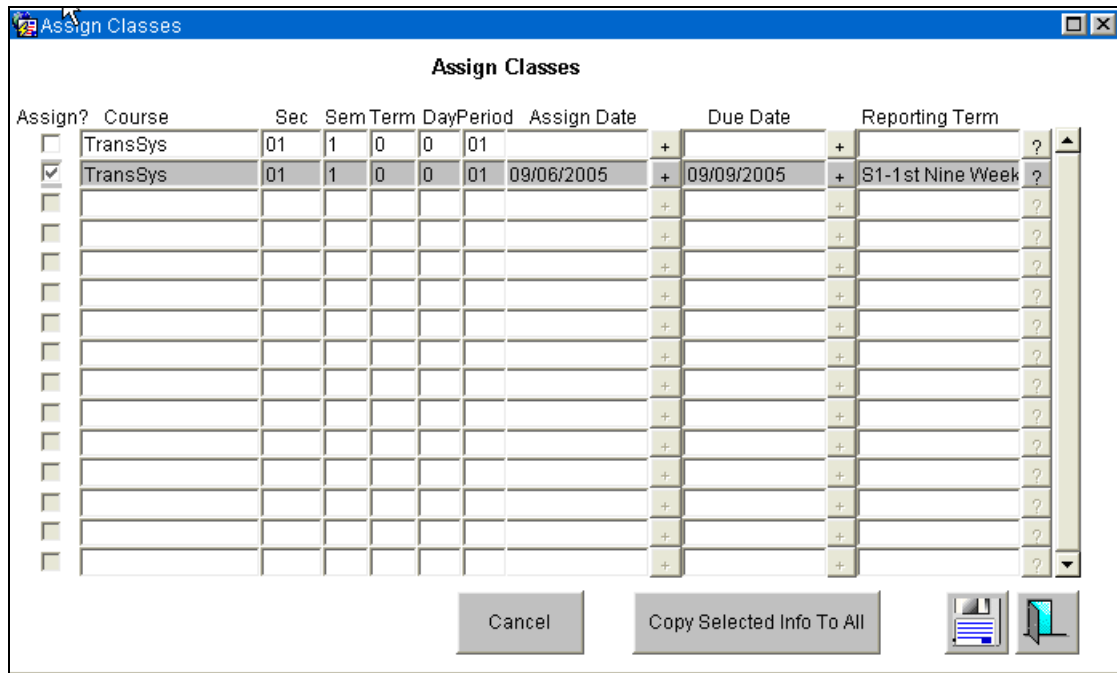
Add new assignments Screen

Options on this screen include the following:

- The **Assign Date**, **Due Date**, and **Create Date** are automatically populated, and can be modified.
- The **Name of the Assignment** is free form. The **Short Name** will automatically populate and can also be modified. The short name will be listed on the spreadsheet.
- The **Score Max** should never be over 100. TAM will not calculate marks of more than 100.
- The **weight** box defaults to 1 and can be modified. If **Use assignment weights** was selected on the options tab, select the appropriate weight for each assignment.

- The **Category and Assignment Type** should be selected. The narrative that prints on the student progress report will also be automatically populated and can be modified.
 - The **Parent Tips** field is used with the **Parent Assist Module**, which is not currently used in North Carolina.
6. Click the **Add This Assignment to Other Classes** button to add the assignment to other classes.

Assign Classes screen



7. Check the **Assign** box in the other classes where the assignment should be added. The **Assign Date**, **Due Date**, and **Reporting Term** must also be populated. If adding to more than one class, all fields on one line must be populated before moving to another.

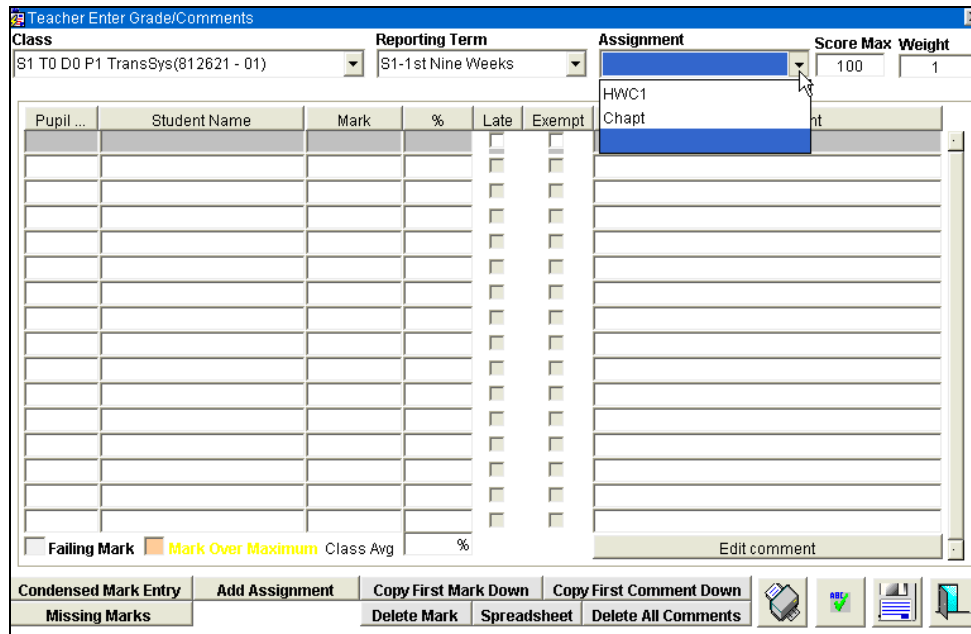
Note: The **Due Date** must be a school day.

8. Click the **save** button and exit through the door.

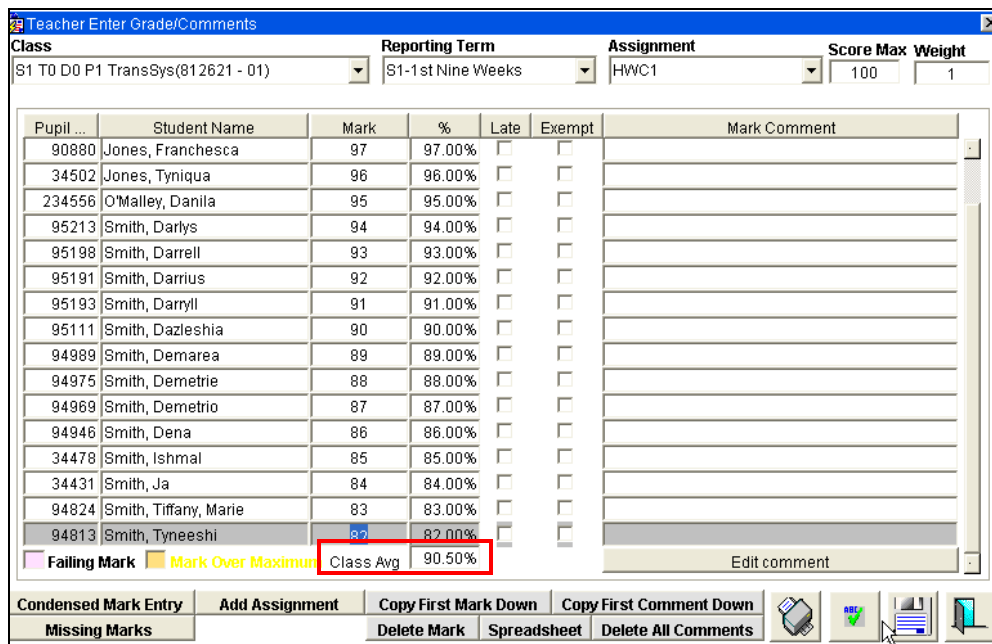
Entering Marks

Once assignments have been added, marks may be entered. To enter marks for an assignment, follow these steps:

1. Click the **Enter Mark/Comments** box at the bottom of the spreadsheet. This opens the **Teacher Enter Grade/Comments** screen.



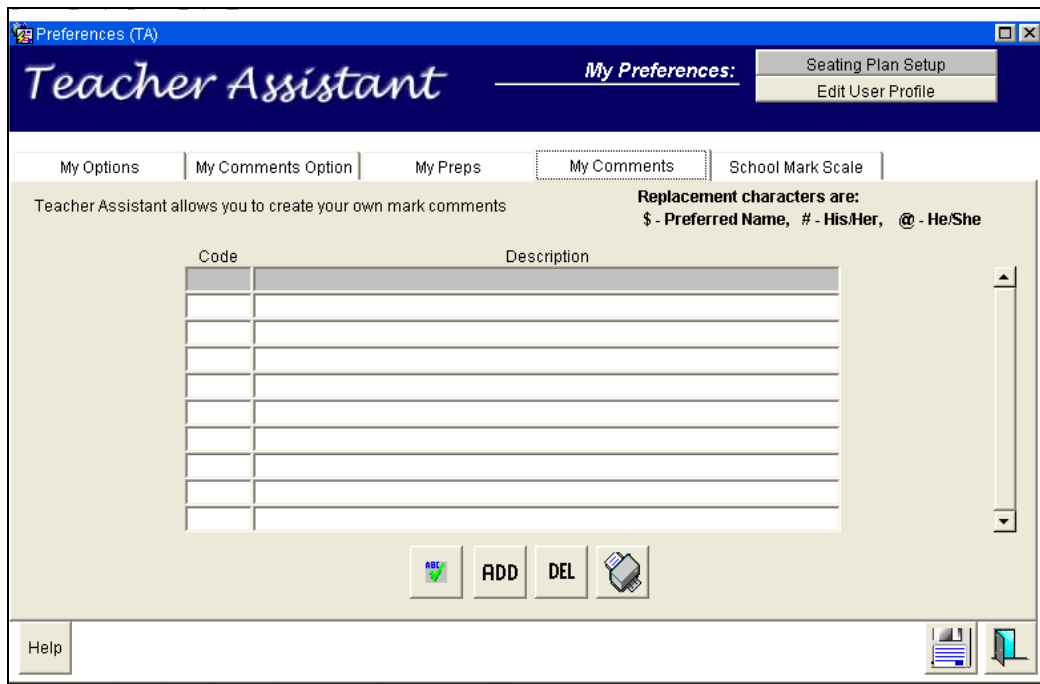
2. Select the assignment. Once selected, the student names will appear. The marks should be entered in the **Mark** column. Use the down arrow on the computer to move to the next student.



Once all marks have been entered, the class average will be displayed at the bottom of the student list.

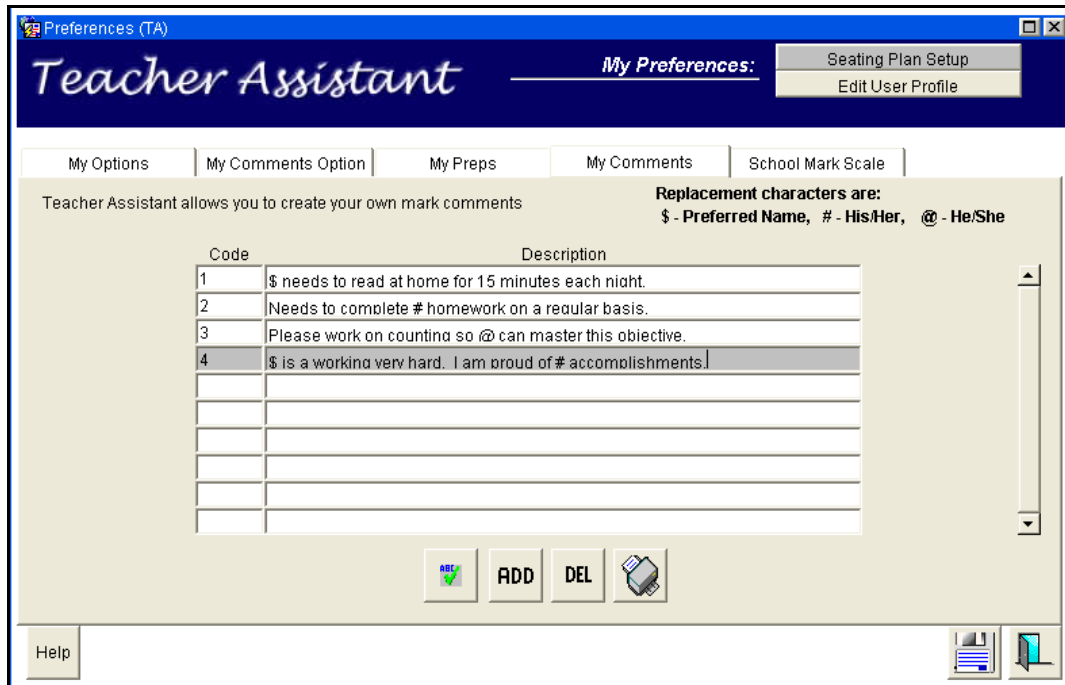
Adding Comments for Assignments to print on the Progress Report.

Navigation: Main Start Screen > Set Up Options > Preferences > My Comments Tab



To add a Comment for the Progress Report, complete the following steps:

1. Click the **Add** button.
2. Type in any numeric value in the code column. All values must be unique.
3. Please note the Replacement characters: \$ = Preferred Name, # = his/her, and @ = he/she. Only the Preferred Name is capitalized when comments are posted, so keep in mind not to use # and @ at the beginning of the comment.
4. Type in your comment in the **Description** field.
5. Save.
6. Click the **Add** button to enter another comment.
7. Repeat steps 1-5.



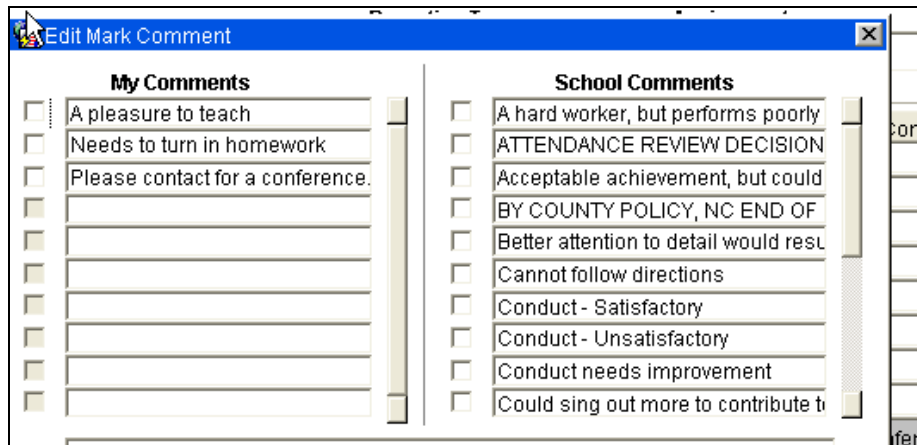
The completed comments screen should look like the one above.

Adding Comments on the Progress Report

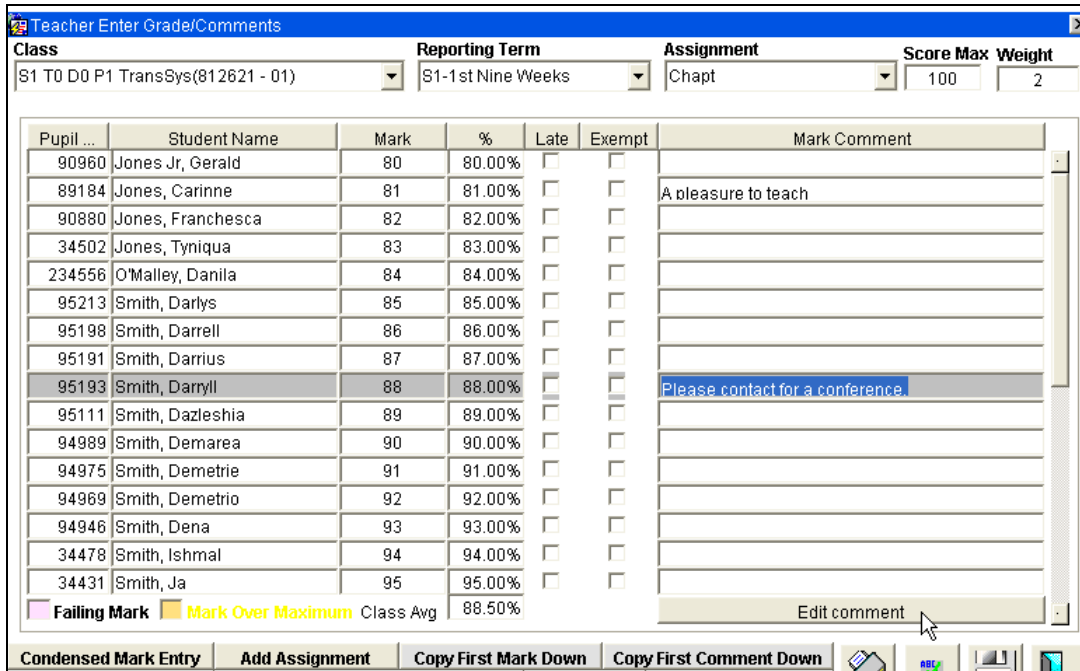
Mark comments added for personalization on the **Comments** tab of TAM do not print on the report card. They will, however, print on the progress report that is printed from the reports module. School comments may also be added to the progress report.

To enter a comment about this assignment to print on the progress report:

1. Select the student by placing the cursor on the correct line and click the **Edit Comment** button. The **Edit Comment** screen displays choices of personal comments and/or those of the school.



2. Check the comments to be printed on the TAM progress report for this assignment, and click **OK**. This will return you to the **Teacher Enter Grade/Comments** screen where the comments will be displayed for review.



3. Click **Save** before leaving the screen.

Mark Reporting on the Spreadsheet

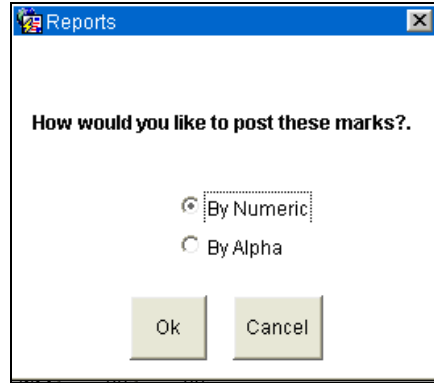
The spreadsheet lists the individual assessments/assignments showing the total points available and the weight for each assignment. TAM automatically calculates the student average every time marks are entered. This will assist in keeping a close watch on students who may be failing or borderline.

Posting Marks to the Report Card

Once marks have been entered for all assignments for the reporting term, marks will need to be posted to the report card.

To post marks, follow these steps:

1. Click the **Post Marks To Report Card** button (highlighted in yellow) on the **TA Gradebook** screen.
2. A warning message appears stating that you are going to post marks to a certain reporting period. This warning allows the verification that the correct reporting term has been selected. Once the correct reporting term is verified, click **OK**.
3. A second message appears asking whether to post numeric or alpha marks. Your school will determine whether you use alpha or numeric. Select the method of your school's choice and click **OK**.



- The TA Reporting Period Marks screen opens showing the posted marks. Verify that the information is correct.

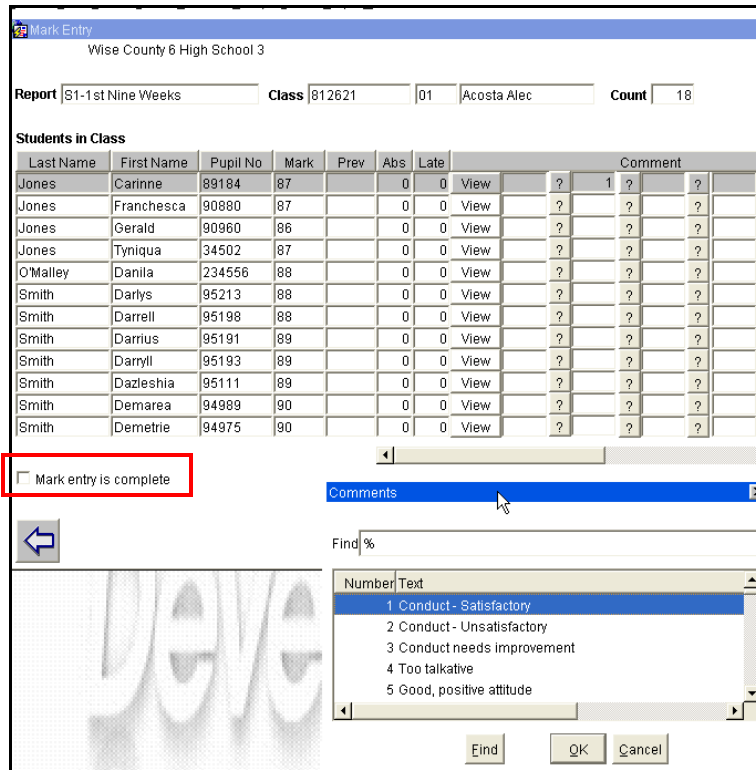
Class								
S1 T0 D0 P1 TransSys(812621 - 01)								
Weight	37.5		37.5		25		1	
	S1-1st Nine We	S1-2nd Nine We	S1-1st Semeste	S1-1st Semeste	T.A.	Post	T.A.	Post
Student Name	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post
Jones Jr, Gerald	86.333	86						
Jones, Carinne	86.667	87						
Jones, Franchesc	87	87						
Jones, Tyniqua	87.333	87						
O'Malley, Danila	87.667	88						
Smith, Darlys	88	88						
Smith, Darrell	88.333	88						
Smith, Darrius	88.667	89						
Smith, Darryll	89	89						
Smith, Dazleshia	89.333	89						
Smith, Demarea	89.667	90						
Smith, Demetrie	90	90						
Smith, Demetrio	90.333	90						
Smith, Dena	90.667	91						
Smith, Ishmal	91	91						
Smith, Ja	91.333	91						

Mark Was Manually Changed ■

Calculate Final Go To Comments Entry Screen Go To Mark Entry Screen

- Select **Go to Mark Entry Screen**. This navigates to the eSIS **Mark Entry** screen and allows report card comments to be selected.
- To select a comment for the report card, click the question mark under **Comment**. School comments will appear in a separate box.

Note: The previous mark is available for viewing on this screen if it is not the first reporting period. Absences and lates are also shown on this screen.



7. Check the **Mark entry is complete** box.

Note: The **Mark entry is complete** box must be checked once marks and comments have been entered. Failure to check this box will indicate to administrators that you have not posted marks.

8. Click the **Save** button and then click the **Exit** button. This returns to the **TA Reporting Period Marks** screen.
9. Click the **Exit** button again to return to the spreadsheet. A message stating that marks were posted successfully appears.

Calculating Final Marks

At the end of the semester/year, after posting the final reporting period mark, click the **calculate** button in the lower left hand corner of the screen.

This process will calculate the final mark for the course. Return to the mark entry screen and click the **Mark Entry is complete** button to indicate that final marks for the course have been entered. If more than one mark is calculated (such as a semester average for a year long course) the box in the bottom left will say **calculate**, and there will be a drop down box in the upper right hand corner of the screen to select the mark to be calculated.

When a school posts alpha marks, the TA column in TAM contains numeric marks and the post column contains the Alpha mid-range of the mark. For example, an A may have a numeric range in the mark scale of 93-97. The TAM TA column will contain the actual numeric mark from the grade book. Because the TAM Post column is Alpha, it reads the

mid-range of the mark, and will post the Alpha mark associated with the mark range in the mark scale. Sometimes calculated marks in the TA and Post columns do not match.

If the mark in the post column does not match the mark in the TA column, the post column mark and the background will change colors. This should be an indication that these marks need to be verified for accuracy. Make certain that marks are verified in the post column for each student. This is the mark that will print on the report card if the school has selected Post Marks from the Post column in the School TA Configuration.