

Adding Student Marks

A student admitted in the middle of a school year from a non-NC WISE school may need to have first semester final marks from the previous school added. Marks can be added to the student record in several different ways. Review the options and select the one that best fits the student's situation.

Adding Marks through Credit Details

Navigation: eSIS Main Start screen > Common View > Credit Details

1. From the **Credit Details** screen, click **Add from Course List**.
2. Select the appropriate course. Click **Ok**.
Note: The first 4 characters must match exactly.
3. Press the Tab key.
4. Update **Earned** and **Potential Credit**.
5. Add **Diploma Category**.
6. Verify or update school information.
7. Add the correct **Year**.
8. Add the correct **Grade Level** in which the course was taken.
9. Add the **Academic Level** and the course length.
10. Type in the **District/School Name**.
11. Add the **State**.
12. Click **Save**.

Adding Marks through the Mark Entry screen

Navigation: eSIS Main Start screen > School > Mark Information > Secondary > Mark Entry

1. Select the correct **Course Length**.
2. Select the correct **Reporting Period**.
3. Select the appropriate **Course** and **Section**.
4. Click **Students**.
5. Enter marks and/or comments.
6. Check **Mark Entry Complete**.
7. Click **Save**.
8. Repeat for each class as necessary.

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