



KAMEHAMEHA SCHOOLS®

SMS User Guide

How To Input Grades

Please contact SIS-Ops for assistance
Help@ksbe.edu
808-523-6370

Overview: This guide provides some easy and helpful steps for teachers to input grades in SMS.

Inputting Grades...

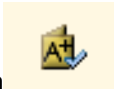


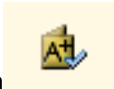

1- To begin entering grades click on the grading icon.

C Reyes

Display by: **Classes**

| My Classes | Meeting | Roster | Grading | Attendance |
|---|-----------|--------|---------|------------|
| KH06238 Athletic Training-001 (Ki004 (37B)) | S1:08 RBD | | | |
| KH01104 ConcBiology-001 (Pa301 (38)) | YR:01 RAC | | | |



2- Click on , and you will be taken to another page. Depending on what quarter you are entering grades for, you will see two different screens. To enter grades please click on the pull down to the right of the student's name and choose the appropriate letter grade and click on the comments icon  to add a standard comment.

Search Class School Admin My Reports Quick Links 2014 - 2015

Home > My Classes > Grades

KH01104 ConcBiology-001 Prev Next

4TH QTR

No. of grade columns: 4

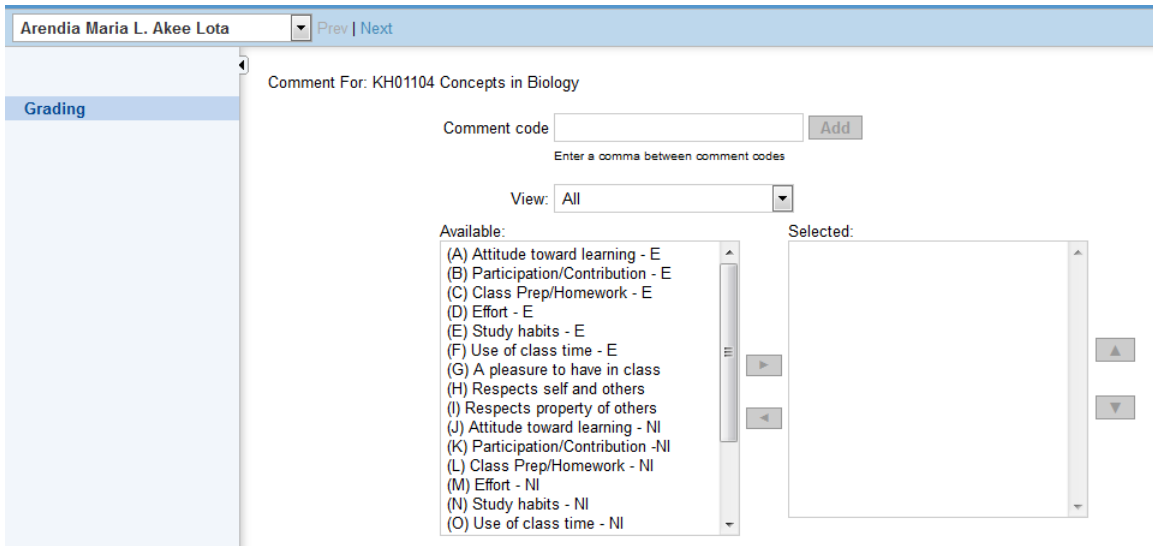
| Student Name | 1 Course Grade | 2 Standar Comment | 3 Semeste Exam | 4 Semeste Grade |
|--|----------------|-------------------|----------------|-----------------|
| Akee Lota, Arendia M | | | | |
| Avina, Kila W | | | | |
| Bajarin, Wylan K | | | | |
| Boiser-Nakazawa, Rylynn L | | | | |
| DeGuzman, Cuicani X | | | | |
| Dipasupil, Keliihanapule C | | | | |
| Filoteo-Kealoha, Taydem K | | | | |
| Heen, H K K T III | | | | |
| Huffman, Kalcen I | | | | |
| Kaiawe-Masuda, Janice Rain M | | | | |
| Kekauoha, Timari A | | | | |
| Ku-Au, Tyson Ikaika N | | | | |
| Miguel-Grance, Denise Kealohilani A | | | | |
| Napierala Dias, IV- Kaluna, Analea C | | | | |
| Pimental-Dias, Nanikapomaikaikamanaolana S | | | | |
| Robbs, Leilani Liiku K | | | | |

Save Reset

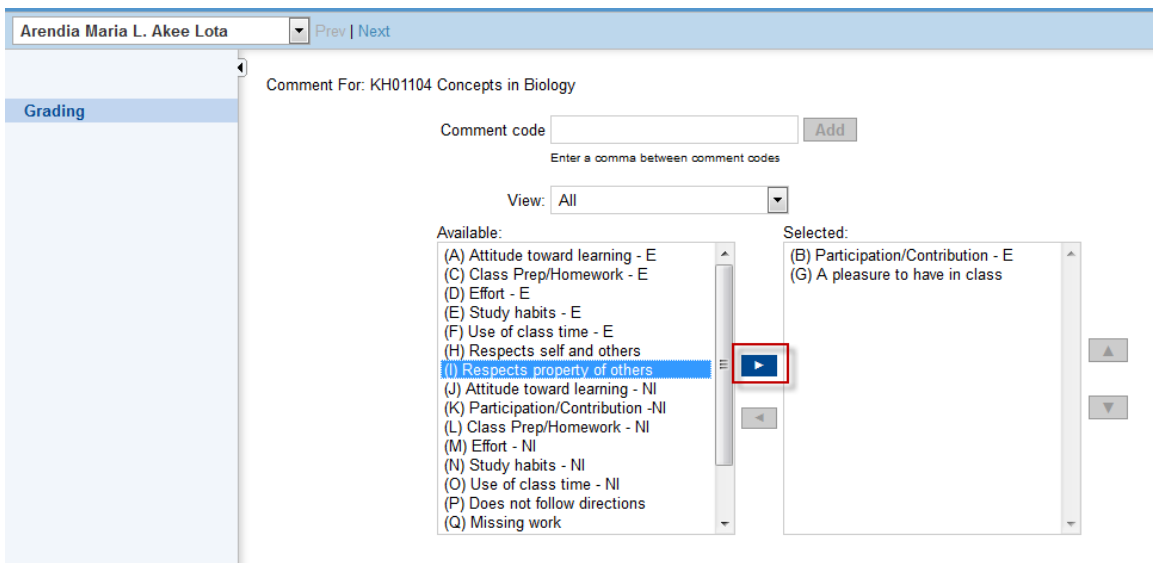
Select the correct Quarter to enter grades.

Enter Course Grade, Standard Comments, Semester Exam and Semester Grades if necessary.

3- Once you click on the comments icon you will be taken to another window.





- Double click on the comment to add it to the selected side panel.
- Double click on the comment once again to remove it.



Note: You can only add up to 4 comments to a particular student.

| Student Name | 1 Course Grade | 2 Standar Comment | 3 Semeste Exam | 4 Semeste Grade |
|---|----------------|-------------------|----------------|-----------------|
| <input type="checkbox"/> Akee Lota, Arendia M | | | | |
| <input type="checkbox"/> Avina, Kila W | | | | |
| <input type="checkbox"/> Bajarin, Wylian K | | | | |
| <input type="checkbox"/> Boiser-Nakazawa, Rytlynn L | | | | |

- Press OK at the bottom right of the screen.

When the page refreshes you will notice that the comment box will change from  to 

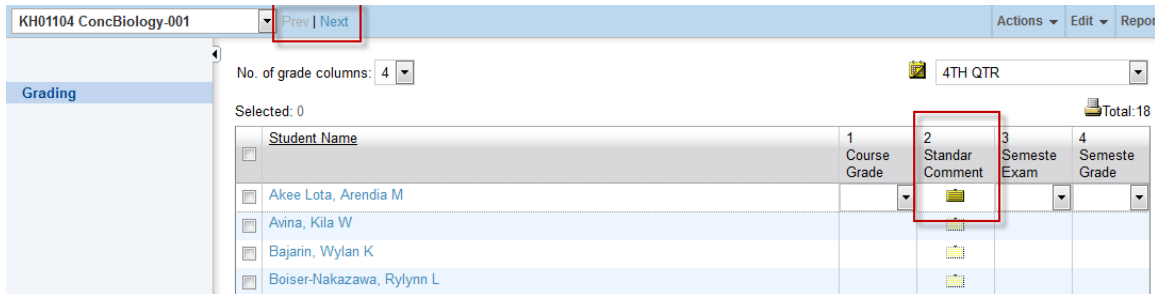
4- Finally click on the save icon  located at the bottom right of the grading page.

Helpful Hints:

#1 Easily enter comments

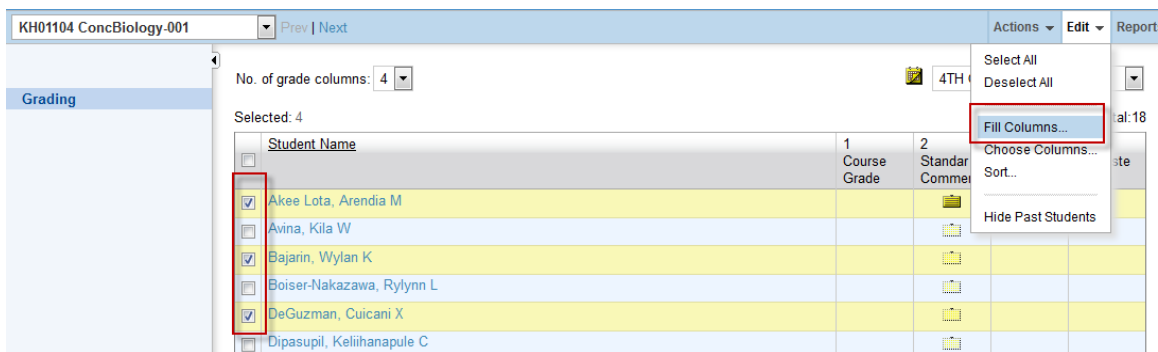
One way to streamline the grading entry process is to input the letter grades for all of the students first, then go back to add the comments.

When adding comments you can click on the “Next” icon to go to the next student and without going in and out of the comments window.

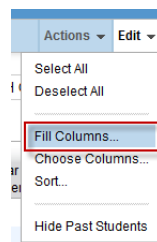


#2 Assign the same grade to multiple students

Once in the grading screen click on the students you'd like to give the same grade to.



Go to “Edit”, then select “Fill Columns”



Next, use the pull down menu to select the grade you'd like to assign to the selected students. Then click “OK.”

Fill column for : Selected students (4 selected)
 All students

Fill options : Fill over empty cells only
 Allow overwrite on existing grades

| Col # | Column Description | Fill Value |
|-------|--------------------|------------|
| 1 | Course Grade | A |
| 2 | Standard Comments | |
| 3 | Semester Exam | A |
| 4 | Semester Grade | A |

You will observe that the students you selected on the prior screen now all show the grade that you assigned. Please remember to click "Save" every few minutes. You will be logged off (and all of your changes lost) after 20 minutes of inactivity.

Selected: 0 Total: 18

| Student Name | 1 Course Grade | 2 Standar Comment | 3 Semeste Exam | 4 Semeste Grade |
|---|----------------|-------------------|----------------|-----------------|
| <input type="checkbox"/> Akee Lota, Arendia M | A | | A | A |
| <input type="checkbox"/> Avina, Kila W | | | | |
| <input type="checkbox"/> Bajarin, Wylan K | A | | A | A |
| <input type="checkbox"/> Boiser-Nakazawa, Rylynn L | | | | |
| <input type="checkbox"/> DeGuzman, Cuicani X | A | | A | A |
| <input type="checkbox"/> Dipasupil, Keliihanapule C | | | | |

Overview of a teacher's grading page:

Class Name
Displays Current class

Comments
Use to Standard Comments from list mover.

Grading

No. of grade columns: 4

4TH QTR

Total: 18

| Student Name | 1 Course Grade | 2 Standard Comment | 3 Semester Exam | 4 Semester Grade |
|--|----------------|--------------------|-----------------|------------------|
| Akee Lota, Arendia M | A | | A | A |
| Avina, Kila W | | | | |
| Bajarin, Wylan K | A | | A | A |
| Boiser-Nakazawa, Rylynn L | | | | |
| DeGuzman, Cuicani X | A | | A | A |
| Dipasupil, Keliihanapule C | | | | |
| Filoteo-Kealoha, Taydem K | A | | A | A |
| Heen, H K K T III | | | | |
| Huffman, Kalcen I | | | | |
| Kaiawe-Masuda, Janice Rain M | | | | |
| Kekauoha, Timari A | | | | |
| Ku-Au, Tyson Ikaika N | | | | |
| Miguel-Grance, Denise Kealohilani A | | | | |
| Napierala Dias, IV- Kaluna, Analea C | | | | |
| Pimental-Dias, Nanikapomaikaikamanaolana S | | | | |
| Robbs, Leilani Liiku K | | | | |

Save Reset

Student Name

Letter Grade Pull down

***NOTE: When you scroll down on the grading page, you will see a grading key.

Legend

| Letter Grades | |
|---------------|--------------------|
| A | - 93 - 100% |
| A- | - 90 - 92% |
| B+ | - 87 - 89% |
| B | - 83 - 86% |
| B- | - 80 - 82% |
| C+ | - 77 - 79% |
| C | - 73 - 76% |
| C- | - 70 - 72% |
| D+ | - 67 - 69% |
| D | - 63 - 66% |
| D- | - 60 - 62% |
| F | - 0 - 59% |
| I | - Incomplete |
| ME | - Med. Exempt PE |
| MR | - Med. Repeat PE |
| MW | - Medical Waiver |
| NC | - No Credit |
| P | - Pass |
| W | - Credit Waiver |
| WD | - Withdraw NC |
| WF | - Withdraw Fail |
| WM | - Withdraw Medical |
| WP | - Withdraw Pass |
| MP | - Medical Pass |