



KAMEHAMEHA SCHOOLS®

SMS User Guide

---

# How To Input Grades (Summer School)

Please contact SIS-Ops for assistance  
[Help@ksbe.edu](mailto: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.






Teacher KSS : KS Kapalama Summer School [Role](#)

Search Class School Admin My Reports Quick Links ! Print

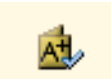

Home > My Classes 2016 - 2017 SS Actions

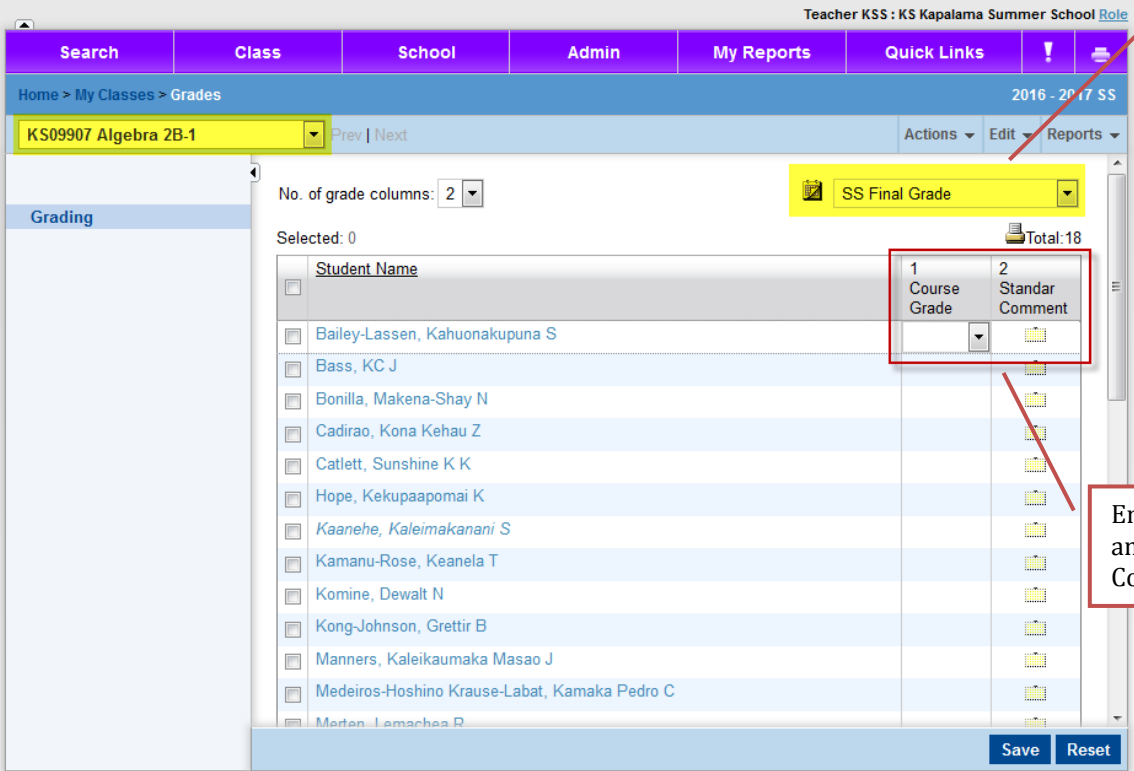
C Reyes ^

Display by: Classes


My Classes	Meeting	Roster	Grading	Attendance
KS09907 Algebra 2B-1 (110 (38))	SS:01			

Upcoming Birthdays v

- 2- Click on  , and you will be taken to the grading page. Be sure you see "SS Final Grade". To enter grades please click on the drop down arrow 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.


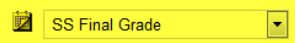



Teacher KSS : KS Kapalama Summer School [Role](#)















Search Class School Admin My Reports Quick Links ! 

Home > My Classes > Grades 2016 - 2017 SS

KS09907 Algebra 2B-1 [Prev](#) | [Next](#) Actions Edit Reports

No. of grade columns: 2  

Selected: 0  Total: 18

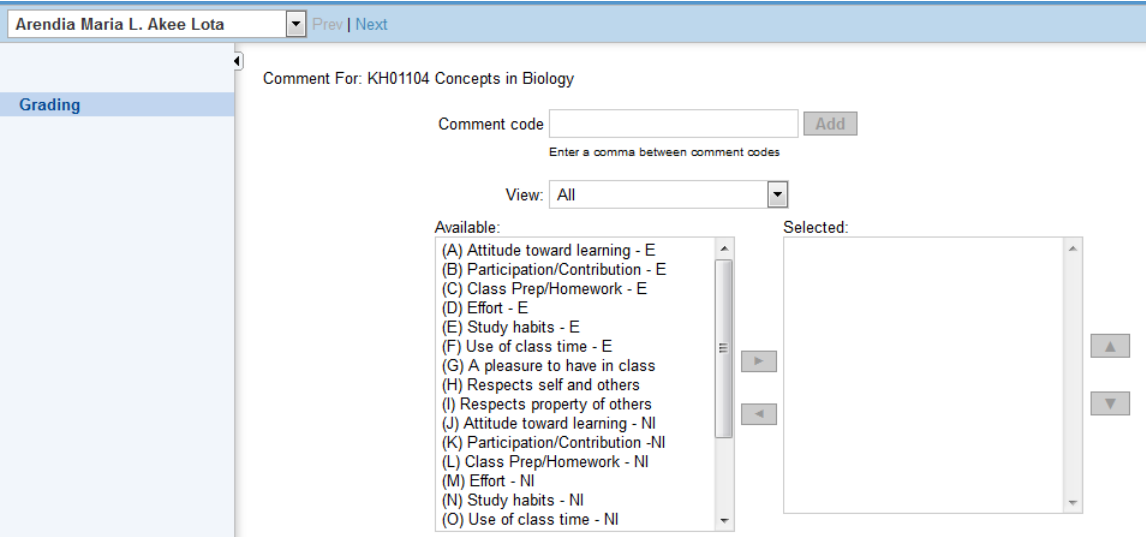
Student Name	1 Course Grade	2 Standar Comment
<input type="checkbox"/> Bailey-Lassen, Kahuonakupuna S		
<input type="checkbox"/> Bass, KC J		
<input type="checkbox"/> Bonilla, Makena-Shay N		
<input type="checkbox"/> Cadirao, Kona Kehau Z		
<input type="checkbox"/> Catlett, Sunshine K K		
<input type="checkbox"/> Hope, Kekupaapomai K		
<input type="checkbox"/> Kaanehe, Kaleimakanani S		
<input type="checkbox"/> Kamanu-Rose, Keanela T		
<input type="checkbox"/> Komine, Dewalt N		
<input type="checkbox"/> Kong-Johnson, Grettir B		
<input type="checkbox"/> Manners, Kaleikaumaka Masao J		
<input type="checkbox"/> Medeiros-Hoshino Krause-Labat, Kamaka Pedro C		
<input type="checkbox"/> Merten, Lemachea P		

Save Reset

SS Final Grade

Enter Course Grade and Standard Comments

- 3- To add comments go to the Standard comments column and select the folder and the comments window will open. This is called list mover.




Arendia Maria L. Akee Lota [Prev](#) | [Next](#)

Comment For: KH01104 Concepts in Biology

Comment code  [Add](#)

Enter a comma between comment codes

View: All 

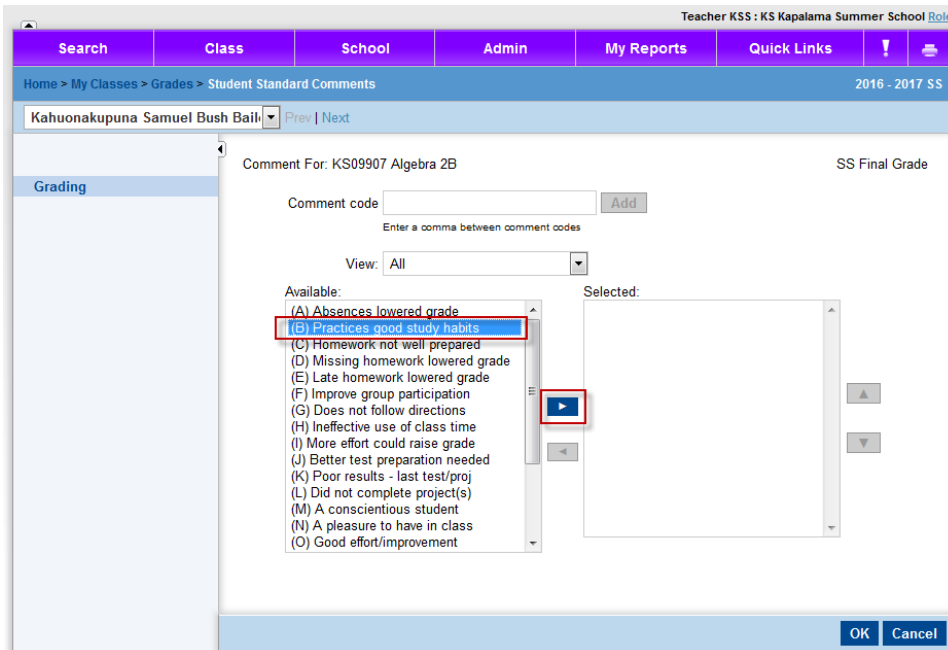
Available:

- (A) Attitude toward learning - E
- (B) Participation/Contribution - E
- (C) Class Prep/Homework - E
- (D) Effort - E
- (E) Study habits - E
- (F) Use of class time - E
- (G) A pleasure to have in class
- (H) Respects self and others
- (I) Respects property of others
- (J) Attitude toward learning - NI
- (K) Participation/Contribution - NI
- (L) Class Prep/Homework - NI
- (M) Effort - NI
- (N) Study habits - NI
- (O) Use of class time - NI

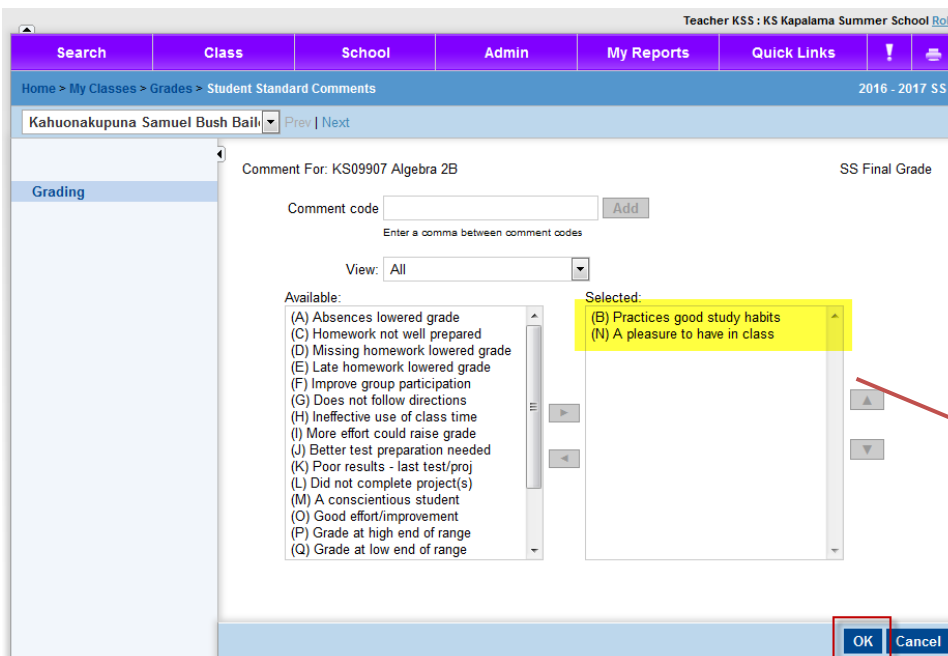
Selected:

List mover interface with left and right arrows and up/down arrows.

- Double click on the comment to move it to the right panel
- Double click on the comment once again to remove it.



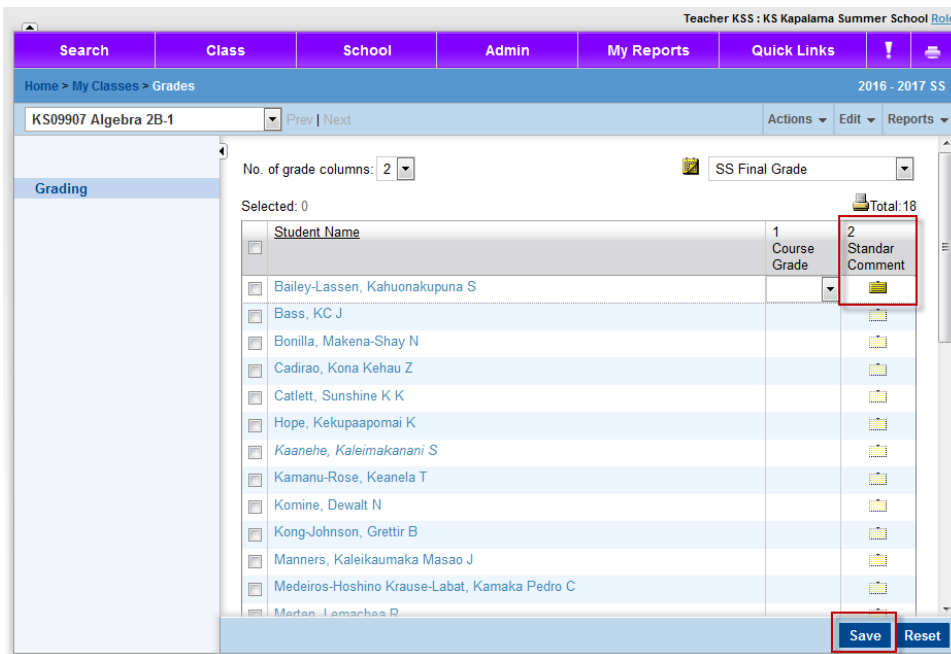
- or Highlight comment you want to use and select arrow to move over.




**Comments**  
Use to Standard  
Comments from  
list mover.

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

- Press OK at the bottom right of the screen.



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



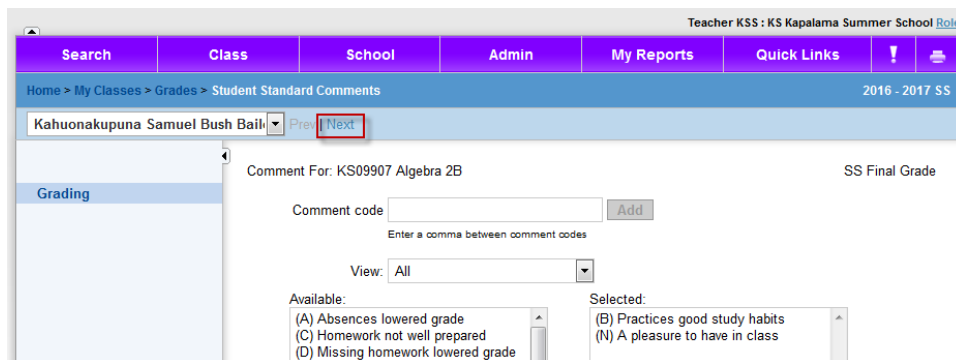
4- Finally click on the save icon  located at the bottom right of the grading page.

## Helpful Hints:

### #1 Easily enter comments

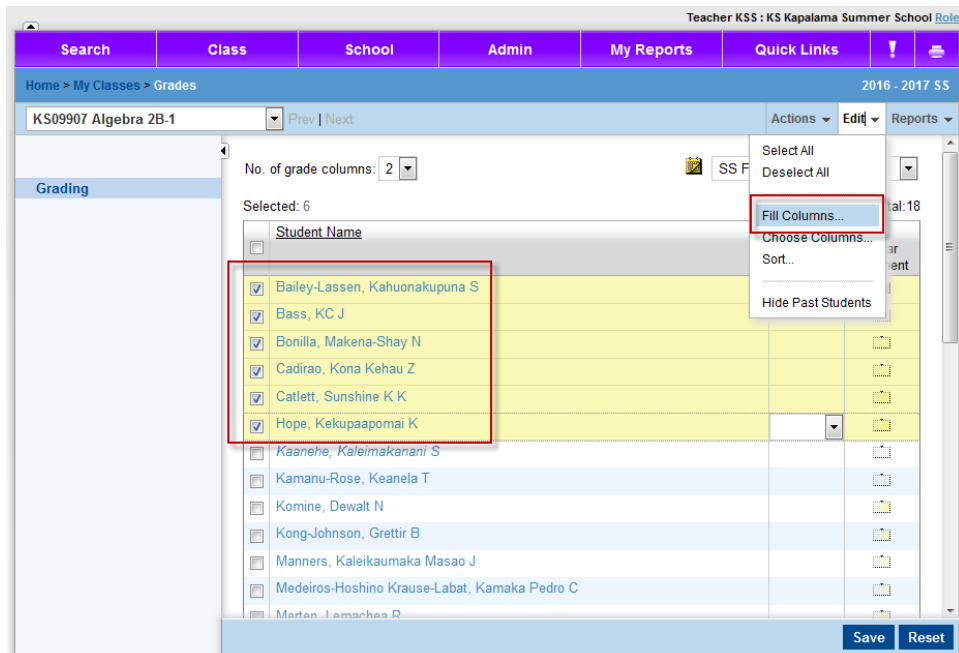
One way to streamline the grading entry process is to input the letter grades for all of the students first, then go back to add the comments.

When adding comments you can click on the “Next” icon to advance to the next student

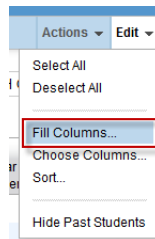


## #2 assigning the same grade to multiple students. This is called Mass Assigning.

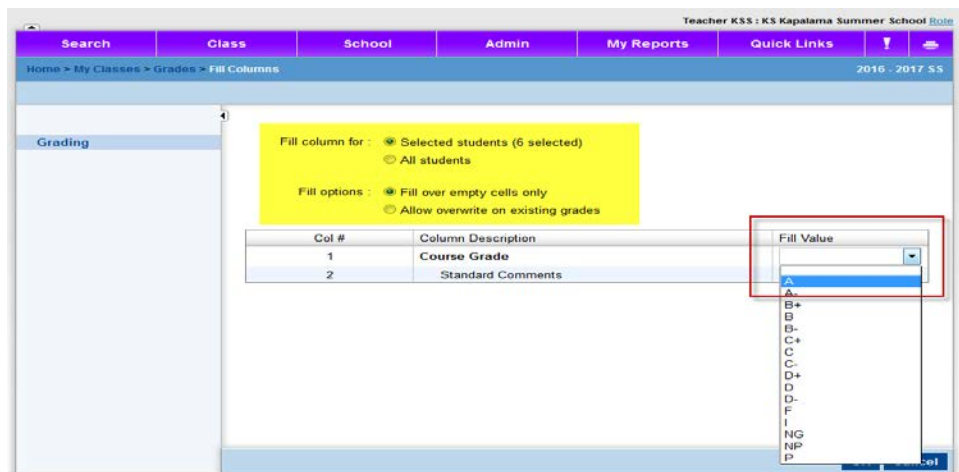
Once in the grading screen click on the students you'd like to give the same grade to.



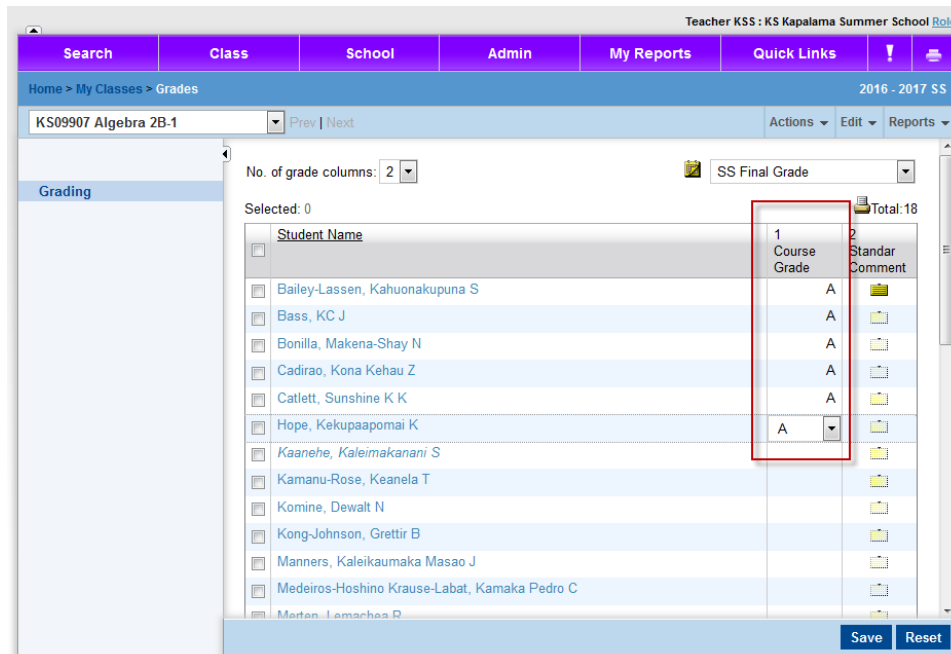
Go to "Edit", select "Fill Columns"



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



You will observe that the students you selected to mass assign grades now 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.



*Note: You cannot mass assign comments.*

# Overview of a teacher's grading page:

**Class Name**  
Displays Current class

The screenshot shows a web interface for a teacher's grading page. At the top, there is a navigation bar with tabs for Search, Class, School, Admin, My Reports, and Quick Links. Below this, the current class is identified as 'KS09907 Algebra 2B-1'. The page is titled 'Grading' and shows a list of students with columns for '1 Course Grade' and '2 Standar Comment'. A dropdown menu for 'SS Final Grade' is set to 'A'. A 'Total: 18' indicator is visible. At the bottom, there are 'Save' and 'Reset' buttons.

Student Name	1 Course Grade	2 Standar Comment
Bailey-Lassen, Kahuonakupuna S	A	
Bass, KC J	A	
Bonilla, Makena-Shay N	A	
Cadirao, Kona Kehau Z	A	
Catlett, Sunshine K K	A	
Hope, Kekupaapomai K	A	
Kaanehe, Kaleimakanani S		
Kamanu-Rose, Keanela T		
Komine, Dewalt N		
Kong-Johnson, Grettir B		
Manners, Kaleikaumaka Masao J		
Medeiros-Hoshino Krause-Labat, Kamaka Pedro C		
Merten, Lemarche P		

**Student Name**

**Enter grade and comment**

**\*\*\*NOTE:** Grading legend appears at bottom of grading page.

Legend
<b>Letter Grades</b>
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