SMS User Guide

How To Input Grades
(Summer School)

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.
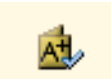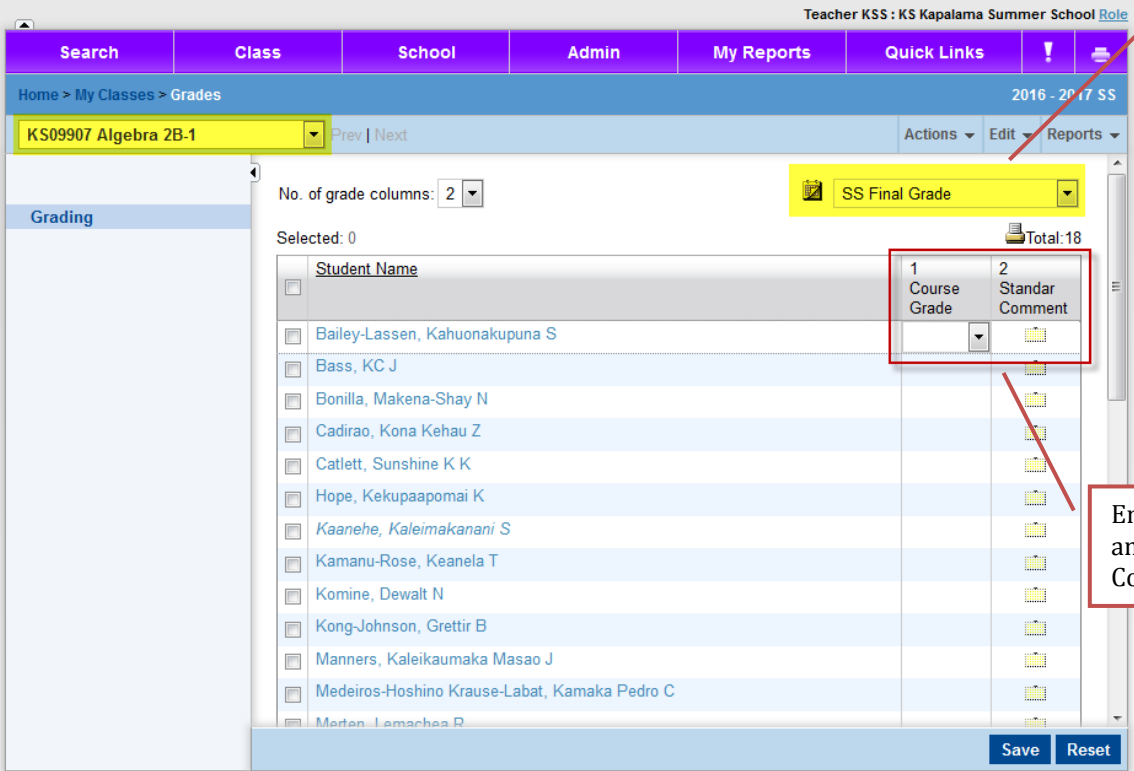
2- Click on [icon], and you will be taken to the grading page. Be sure you see "SS Final Grade". To enter grades please click on the drop down arrow to the right of the student's name and choose the appropriate letter grade and click on the comments icon [icon] to add a standard comment.
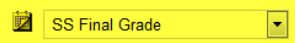

SS Final Grade

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.

- Double click on the comment to move it to the right panel
- Double click on the comment once again to remove it.
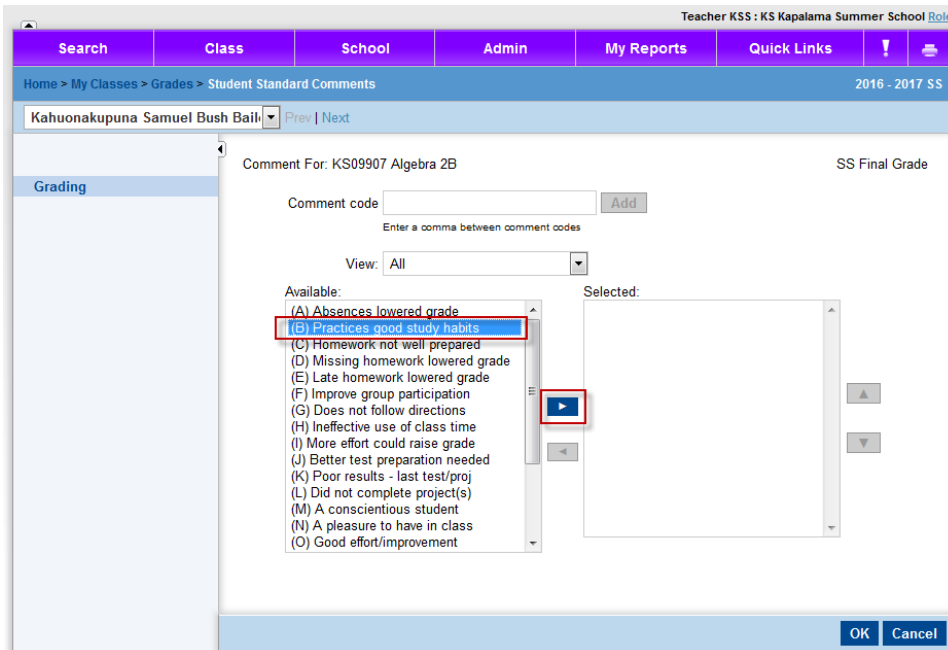
- or Highlight comment you want to use and select arrow to move over.
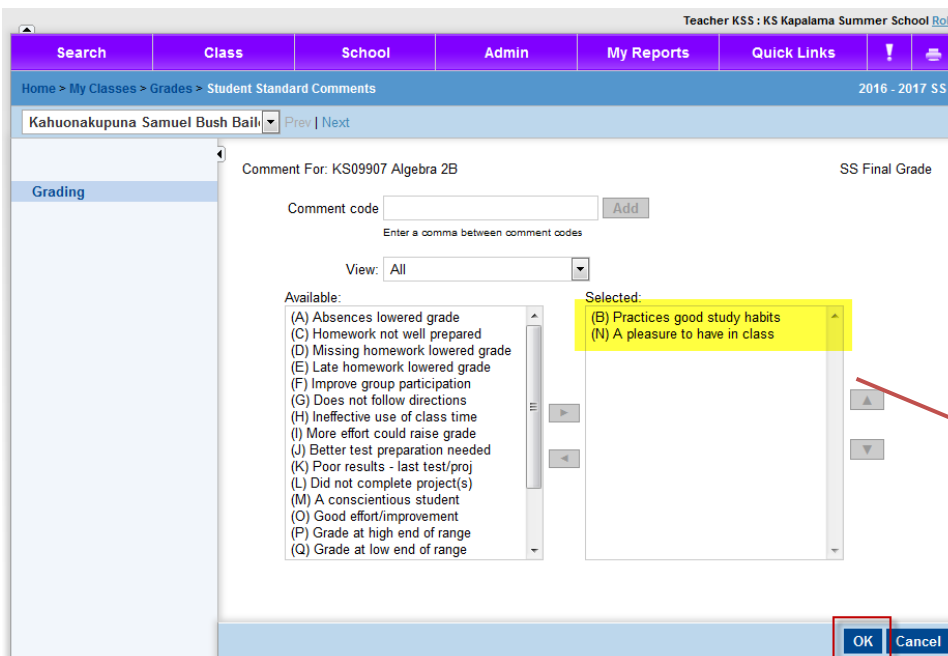
Comments
Use to Standard Comments from list mover.

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

- Press OK at the bottom right of the screen.
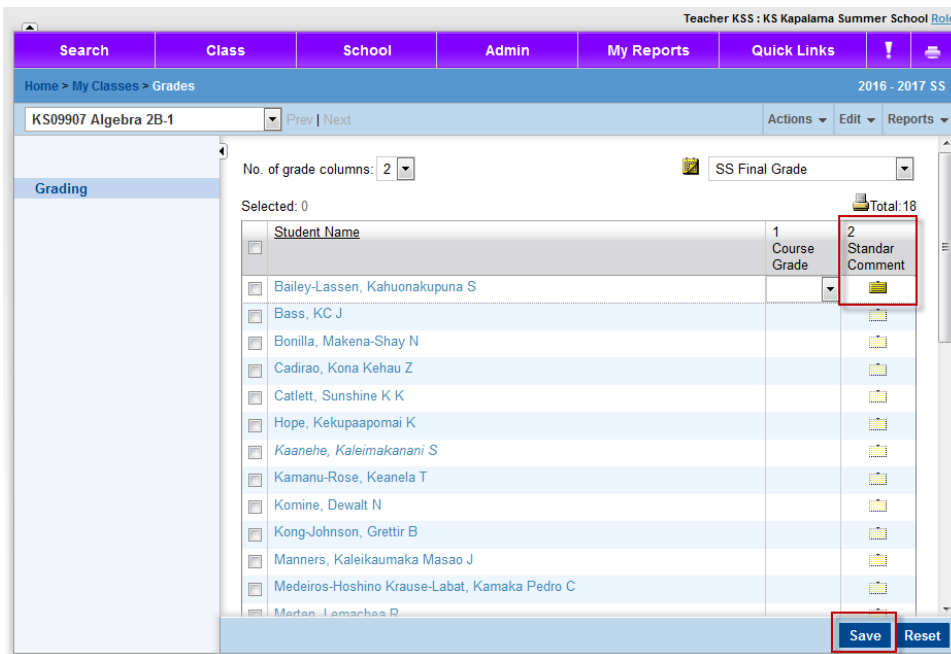
- When the page refreshes you will notice that the comment box will change from to

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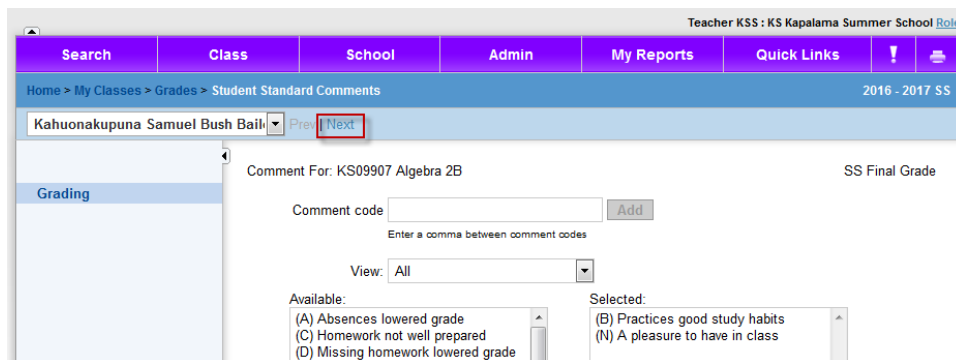
#2 assigning the same grade to multiple students. This is called Mass Assigning.

Once in the grading screen click on the students you'd like to give the same grade to.
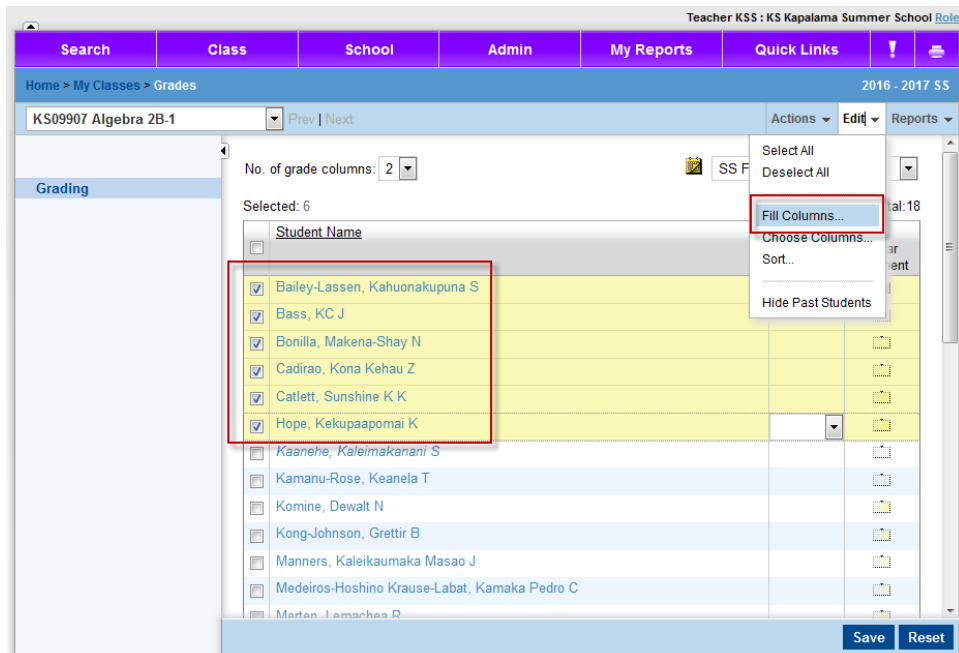
Go to "**Edit**", select "**Fill Columns**"
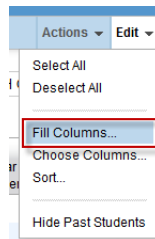
Next, use the pull down menu to select the grade you'd like to assign to the selected students.
Then click "**OK.**"
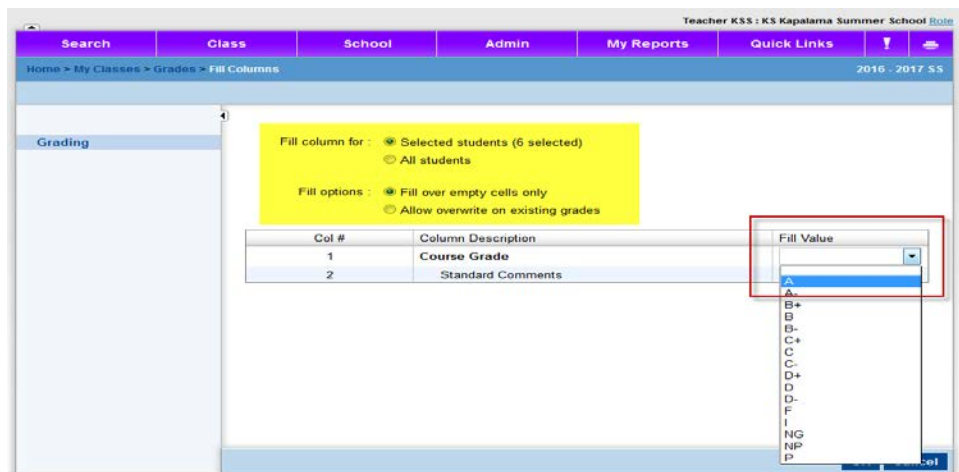
You will observe that the students you selected to mass assign grades now show the grade that you assigned. Please remember to click "**Save**" every few minutes. You will be logged off (and all of your changes lost) after 20 minutes of inactivity.
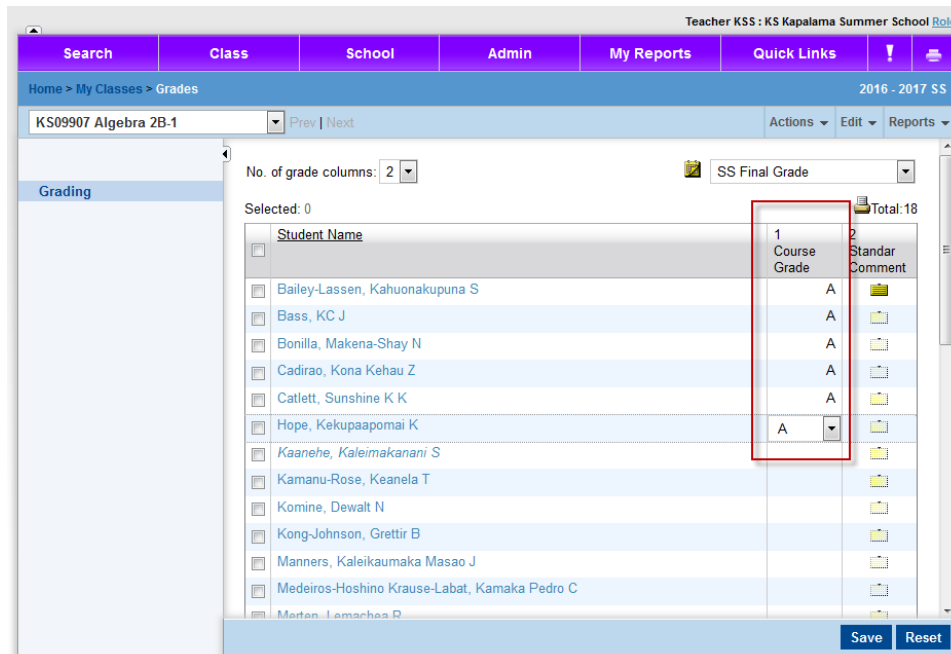
Note: You cannot mass assign comments.

Overview of a teacher's grading page:

Class Name
Displays Current class

Student Name

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 ▾

Grading

No. of grade columns: 2 ▾   SS Final Grade ▾

Selected: 0   Total: 18
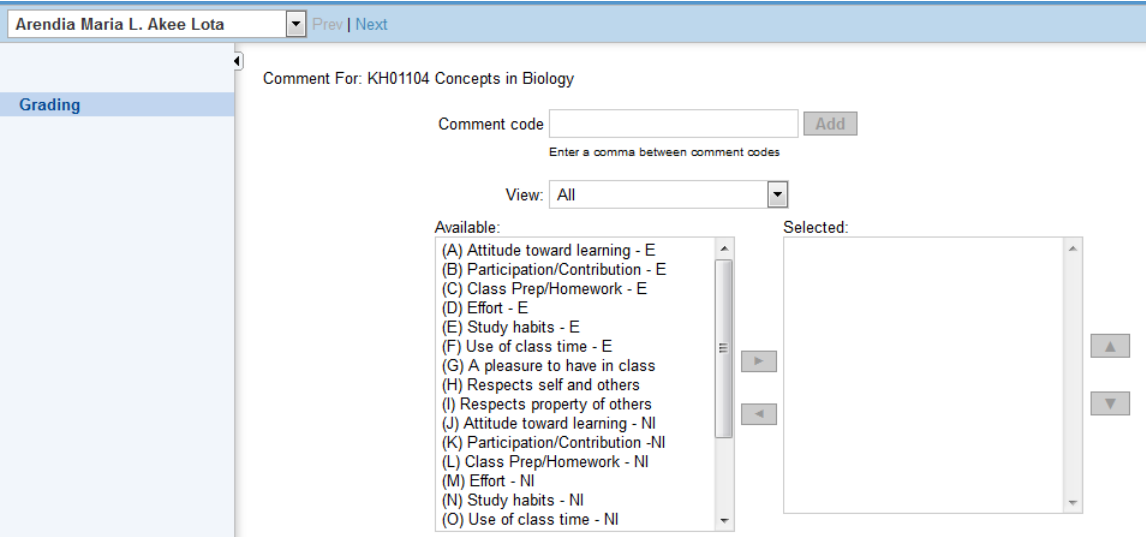
Student Name	1 Course Grade	2 Standar Comment
Bailey-Lassen, Kahuonakupuna S	A	
Bass, KC J	A	
Bonilla, Makena-Shay N	A	
Cadirao, Kona Kehau Z	A	
Catlett, Sunshine K K	A	
Hope, Kekupaapomai K	A ▾	
Kaanehe, Kaleimakanani S		
Kamanu-Rose, Keanela T		
Komine, Dewalt N		
Kong-Johnson, Grettir B		
Manners, Kaleikaumaka Masao J		
Medeiros-Hoshino Krause-Labat, Kamaka Pedro C		
Merten, Lemachea R		

Enter grade and comment

Save   Reset

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

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	- Widthdraw Fail
WM	- Withdraw Medical
WP	- Withdraw Pass
MP	- Medical Pass