

STEPS FOR ENTERING FINAL STUDENT GRADES

Teacher - Task Menu

Tech Prep Home Logout

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<< February 2007 >>

<	4	5	6	7	1	2	3
11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26
27	28						

Reminder! 4 Enrollments pending acceptance!

- Add New Classes
- View Class List**
- Courses Offered
- View Class History
- Update Personal Info

On your task menu, select "View Class List"

Teacher - Classes

Add - View Classes
Mary Teacher

Task Menu
Add New Class

Classes Scheduled For The 2006-07 School Year

Click Class ID number to view class. [Class Option Guide](#) Click Student column arrow to view students

# High School	Course Name	Sem	Period	Course	Opt?	Students?
351 ABC High School	Accounting II	Year 1		ACNT 1305		0 0 0 0
365 ABC High School	Intro to Automotive Technology	Year 1		AUT112		0 1 1 0
357 ABC High School	Architectural Drafting-Residential	Year 1		DFTG 1317		0 0 0 0
335 ABC High School	Introduction to Welding	Year 1		WLDG 1421		0 2 1 1
349 ABC High School	Introduction to Welding	Year 8		WLDG 1421		1 0 0 0

Select the blue arrow of the class for which you will be entering student grades

Teacher - Class Roster

Accept & Rate Student Enrollment
Mary Teacher

View Classes

Introduction to Welding - WLDG 1421 Period 8
Welding 1 1 Enrolled

- For more information, place cursor over each column header -

ID# ? Student ?	SS Number / ID# ?	Yes / No ? Grade ?	Recommendation ? Comment ?
879 Student, Fred A	666-55-4444	<input checked="" type="radio"/> Credit <input type="radio"/> No Credit	

You must click the Save button to save changes.

Save Changes

Tech Prep Home

Class Competencies

Student List

Log Out

This is where you will enter the student's final grade for the 2nd semester or yearlong course

Teacher - Class Roster

Accept & Rate Student Enrollment
Mary Teacher

View Classes

Introduction to Welding - WLDG 1421 Period 8
Welding 1 1 Enrolled

- For more information, place cursor over each column header -

ID# ? Student ?	SS Number / ID# ?	Yes / No ? Grade ?	Recommendation ? Comment ?
879 Student, Fred A	666-55-4444	<input type="radio"/> Credit <input type="radio"/> No Credit	

You must click the Save button to save changes.

Save Changes

Tech Prep Home

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If the student has made an 80 or above and has met all course requirements, select "Credit". If they made below an 80 or you feel they did not meet course requirement, select "No". Note If you would like to add a comment as to why the student did not meet all requirements, see the other attached handout titled "Steps for adding comments". Be sure and select "Save Changes" after grades have been entered.

NOTE: Grades as well as the recommendation for credit should be entered for each student. If you see a student on your list you think is not in your class, DO NOT skip it...either enter "no credit" or contact us and we can figure out the next step. If you have any questions, please feel free to contact the Tech Prep office at 830-591-7390 or e-mail me at vince.ortiz@swtjc.cc.tx.us.