

# Teacher Access Center

## Entering Assessment Scores

From the Home screen under **Graded Courses**, in the **Actions** column, click the **Score** link, or open a class and click **Score Assessments** in the panel at the left side of the screen.

**My Classes**

Courses: Graded Course Attendance Date: 8/4/2008 RC Run: 4 IPR Date: 5/1/2008

Period	Course	Description	Room	Cycles	Marking Periods	Actions								
Building: 2 - Building 2 Staff: Mrs. Kombe														
2	409 - 2	Algebra 1	204	M, T, W, R, F	M1, M2, M3, M4	List	-	-	Def	Score	IPR	RC	Comp	-
3	411 - 2	Algebra 2	106	M, T, W, R, F	M1, M2, M3, M4	List	-	-	Def	Score	IPR	RC	Comp	-
6	420 - 1	AP Calculus	106	M, T, W, R, F	M1, M2, M3, M4	List	-	-	Def	Score	IPR	RC	Comp	-
6	412 - 1	Calculus	119	M, T, W, R, F	M1, M2, M3, M4	List	-	-	Def	Score	IPR	RC	Comp	-

You can also access the **Scores** page from the **Assessments** page by clicking the **Scores** button.

gned	Date Due*	Category*	Extra Credit	Description*	Points*	Weight*	Files	Publish Item	Pub Sco
	09/11/2007	Class Work	Not Extra Credit	Chapter 1 Review Questions	100	1.00			
	09/12/2007	Test	Not Extra Credit	Chapter 1 Test	100	2.00			
	10/19/2007	Test	Not Extra Credit	Chapter 2 Test	100	2.00			

My Classes Scores Copy

To enter students' scores, click in a cell and type a number. You may use the Enter key for navigating down a column, or the Tab key for navigating across a row.

Grades are saved as they are entered – there is no **Save** button.

## Letter Values Acceptable in CVISD

<div style="border: 1px solid black; padding: 5px;"> <p>8/29 DC Pts:100</p> <div style="border: 1px solid black; padding: 2px;"> <span style="float: right;">▲</span>   <span style="float: right;">▼</span> </div> <p>XXX.XX</p> <p>E</p> <p>S</p> <p>N</p> <p>ABS</p> <p>EX</p> <p>NM</p> <p>NTI</p> <p>U</p> </div>	<p><b>The following can be used in a course with a numeric or ESNU grading scale:</b></p> <p><b>ABS</b> = absent (does not count in student's average)  <b>EX</b> = exempt (does not count in student's average)  <b>NM</b> = no mark (does not count in student's average)  <b>NTI</b> = Not Turned In (counts as zero in student's average)</p>	<p><b>The following are used only for courses that do not use a numeric scale:</b></p> <p><b>E</b> = Excellent  <b>S</b> = Satisfactory  <b>N</b> = Needs Improvement  <b>U</b> = Unsatisfactory</p> <p><b>⚠ If you use ESNU as grades, please see the ESNU Instructions.</b></p>
--	---	---

## Color Codes

Student Id	Student Name	Notes	Student Average	9/11 Cls Pts:100	9/12 Test Pts:100	9/14 HMK Pts:100	10/10 Cls Pts:100	10/17 Cls Pts:100	10/19 Test Pts:100
20007	<a href="#">Bradley, Ashleigh</a>		68.35 %	75.00	65.00	x	65.00	88.00	
20012	<a href="#">Brookheimer, Melody Lee</a>		100.00 %	85.00		100.00	100.00	100.00	
20004	<a href="#">Feinstein, Benjamin</a>		89.85 %	78.00	95.00	100.00	85.00	77.00	
20003	<a href="#">Nelson, Madeline</a>		91.75 %	75.00	85.00	100.00	100.00		
20001	<a href="#">Palmer, Alyssa</a>		99.15 %	76.00	100.00	79.00	101.00	100.00	

Incorrect
Dropped
Exceeded
Comments
Adjusted

**Incorrect:** score not an available value in Teacher Access Center


**Dropped:** as defined on the categories page

**Exceeded:** over the maximum number of points as defined on the assessment page (permissible)

**Comments:** comment added for student specific to this assessment

**Adjusted:** scores that have been changed after initial entry

To view the full assessment name, place your mouse over the column.



9/11 Cls Pts:100	9/12 Test Pts:100	9/14 HMK Pts:100	10/10 Cls Pts:100	10/17 Cls Pts:100	10/19 Test Pts:100
75.00	65.00		65.00	88.00	
85.00		100.00	100.00	100.00	


### Viewing Single Student

To view only one student, click in any score cell for that student, then click the **Show Only Selected Row** box.

**Show Only Selected Row:**  

9/13 Cls Pts:100	9/14 Test Pts:100	9/25 HMK Pts:100	9/27 Test Pts:100
89.00	100.00	78.00	98.00
100.00	90.00	88.00	100.00
88.00	100.00		100.00

### SAMPLE

Student Id	Student Name	Notes	Student Average	9/13 Cls Pts:100	9/14 Test Pts:100	9/25 HMK Pts:100	9/27 Test Pts:100
20007	<a href="#">Bradley, Ashleigh</a>		93.95 %	89.00	100.00	78.00	98.00

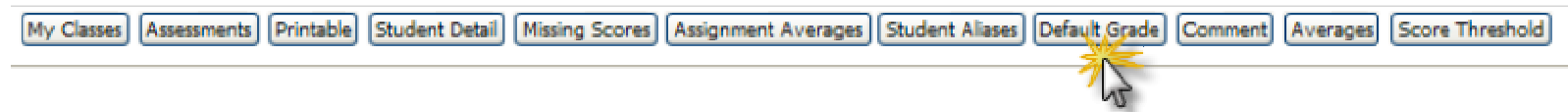
To view all students, uncheck the **Show Only Selected Row** box.

## Default Grade

You can quickly enter the same grade for every student for an assessment using the **Default Grade** feature.

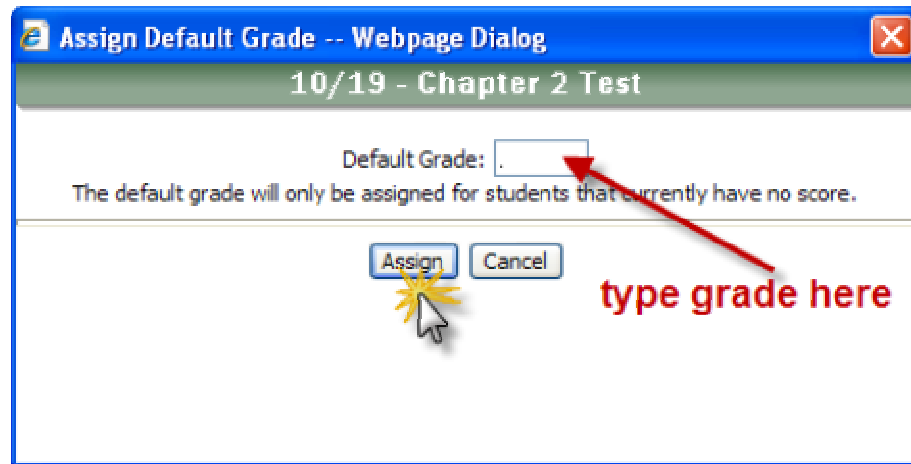
Step #1 - Click in the score cell for the first student for the desired assessment.

Step #2 - Click the **Default Grade** button.



Step #3 - Enter the desired numeric grade.

Step #4 - Click the **Assign** button.






If a student earned a score other than the default grade, you can remove the default grade and type the earned grade. You may also enter grades other than the default grade before Step #1. They will not be overwritten by the default grade.

## Entering Notes for a Student

You may enter notes about a particular student, and choose whether or not to make these notes visible to parents in Home Access Center.

Click the **Notes** icon.



Student Id	Student Name	Notes
20007	<a href="#">Bradley, Ashleigh</a>	
20012	<a href="#">Brookheimer, Melody Lee</a>	
20004	<a href="#">Feinstein, Benjamin</a>	

### Notes

Date*	Comment*	Publish	
10/12/08	Melody needs to make up the Chapter test.	<input checked="" type="checkbox"/>	<a href="#">Save</a>

---

- enter a date
- enter the comment.
- check **Publish** if you wish the note to be visible to the parent in Home Access Center.
- spell check if desired, then click **Save**.
- click the **Scores** button to return to the scores page.

Student Name	Notes	Student Average	9/11 Cls Pts:100	9/12 Test Pts:100	9/14 HMK Pts:100	10/10 Cls Pts:100	10/17 Cls Pts:100	10/19 Test Pts:100
<a href="#">Bradley, Ashleigh</a>		68.35 %	75.00	65.00		65.00	88.00	
<a href="#">Brookheimer, Melody Lee</a>		100.00 %	85.00		100.00	100.00	100.00	

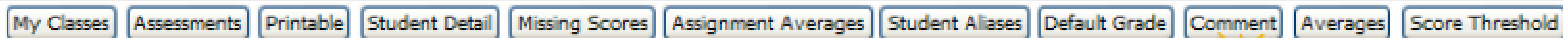
indicates a note as been entered for student

### Comments for Specific Scores

You can enter a comment for a student that is specific to an assessment. Enter the score, then select the cell.

9/12 Test Pts:100
65.00

Then click the **Comment** button.



Type the text of the comment.

Check **Publish** if you wish the note to be visible to the parent in Home Access Center.

Spell check if desired, then click **Save**.

A red score indicates that a comment is attached to that score.

9/12 Test Pts:100
65.00

**Student Score Comments -- Webpage Dialog**

**9/12 - Chapter 1 Test**

**Student Id:** 20007  
**Student Name:** Bradley, Ashleigh  
**Comment:**   
**Notes:**   
**Publish:**

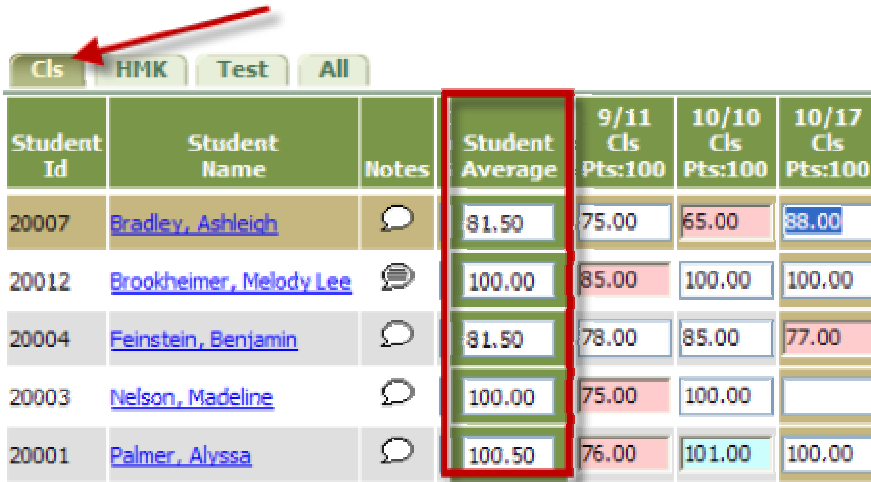
### Viewing Averages by Category

You can view students' averages by category using the tabs at the top of the page.

By default, the **All** tab is shown. This will show you the students' complete average, based on all categories and weights.

			Clas	HMK	Test	All				
Student Id	Student Name	Notes	Student Average	9/11 Cls Pts:100	9/12 Test Pts:100	9/14 HMK Pts:100	10/10 Cls Pts:100	10/17 Cls Pts:100	10/19 Test Pts:100	
20007	<a href="#">Bradley, Ashleigh</a>		68.35 %	75.00	65.00		65.00	88.00		
20012	<a href="#">Brookheimer, Melody Lee</a>		100.00 %	85.00		100.00	100.00	100.00		
20004	<a href="#">Feinstein, Benjamin</a>		89.85 %	78.00	95.00	100.00	85.00	77.00		

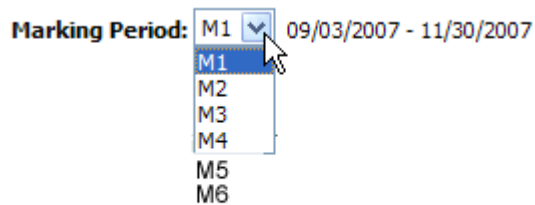
Clicking the **Classwork** tab will show students' scores and averages for that category only.



Student Id	Student Name	Notes	Student Average	9/11 Cls Pts:100	10/10 Cls Pts:100	10/17 Cls Pts:100
20007	<a href="#">Bradley, Ashleigh</a>		81.50	75.00	65.00	88.00
20012	<a href="#">Brookheimer, Melody Lee</a>		100.00	85.00	100.00	100.00
20004	<a href="#">Feinstein, Benjamin</a>		81.50	78.00	85.00	77.00
20003	<a href="#">Nelson, Madeline</a>		100.00	75.00	100.00	
20001	<a href="#">Palmer, Alyssa</a>		100.50	76.00	101.00	100.00

### Viewing Other Marking Periods

You can view past or future marking periods using the drop down menu at the top of the screen.



Please note: If grade changes are made in Teacher Access Center to a previous marking period after report card grades have been pulled, the change will not be reflected on future report cards. To change a grade in a previous marking period so that it will be reflected on future report cards, follow the grade change process that has been established for your campus.