

Assign Comments

- 1) Change **Class Info & Marks** to **Letter Grade & Comments** from the drop down list.
- 2) Click in the **Comment 1** field and type in the Comment Short Code (comments must be entered in uppercase). If you have two comments, the second comment must be put under the **Comment 2** column.
- 3)

Strands

- 1) Strands that you will be using:

English

Speaking and Listening	Strand 1
Reading and viewing	Strand 2
Writing and Representing	Strand 3

Mathematics

Numbers and Operations	Strand 1
Patterns and Relations	Strand 2
Shapes and Space	Strand 3
Data management & Probability	Strand 4

- 2) Click on the Bin that is called Term 1 Strand 1 as listed above.
- 3) Enter the appropriate level of achievement under the Letter Grade column for the strands.
- 4) The levels of achievement are:
 - SP - Strong Performance
 - AD - Appropriate Development
 - ED - Experiencing Difficulty

Saving your Data

- 1) Click **File** then **Close**.
- 2) Choose **Yes** when prompted.
- 3) You are finished.

Quick Start Guide to WinSchool Marks Program

Starting the Program

- 1) Double click on the **Marks** icon located on your desktop.
- 2) Type in your **User ID** number and **Password**. (this will be given to you from the office)
- 3) Make sure the Marks Directory is set to **W:\yourfolder\marks**.
If it is not, click **Set Marks Directory** and browse to the proper folder shown in step 3.
- 4) All of your classes should now be listed.

Set up Bins

You bins are included in the Teacher file you receive from the secretary. It is very important that you select the proper bin to import marks.

- 1) Select **Edit** from the menu bar and choose **Report Card Bins to View**.
- 2) Select the bins whose contents you want to display in the Report Card Marks window.
- 3) Click **OK**

Inputting Student Marks

- 1) Click to highlight the class you would like to enter marks for.
- 2) Click **Window** in the menu bar and choose **Report Card Marks**
- 3) Click the **BY Bin** button (top left corner)
- 4) Under the percent column you can now input marks.
- 5) Input Work Habit. Use **VG**, **S**, or **NI**
- 6) Input Behavior under the Citizenship column. Use **VG**, **S**, **NI**.