Class Marks
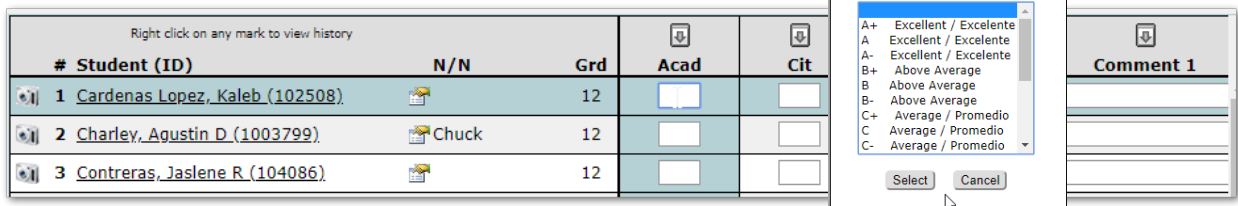
The *Q CLASS MARKS* application allows teachers to enter marks for all students enrolled in classes assigned to them in the master schedule.

ENTERING MARKS

1. **Login to the school track**. Select **Marks** and then click **Class Marks**.
2. **Select the class.** *Teachers only see their own classes.*
3. Select the **Term** for which marks will be entered. When the term is selected, the class roster will display.
4. Click **Show** link to select the items to display.
5. **Enter Marks -** Marks can be entered individually or by using the fill option to give every student the same mark.

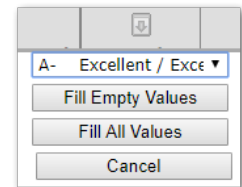   *To enter an individual mark, y*ou may either:
    - Double-click on the student's **ACAD** field to display the Marks choices, highlight the desired mark and click **SELECT** *or,*
    - Type the mark directly into the cell.
    - Then, either down-arrow to next student, or tab to the next column for current student.
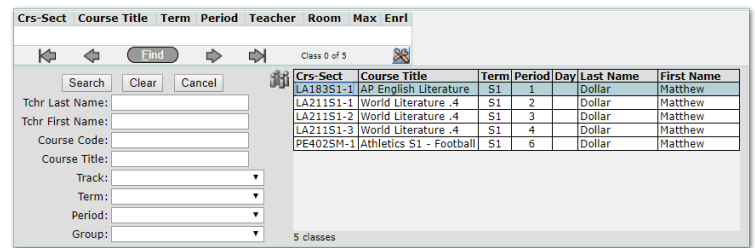   - Click **SUBMIT** when entry completed.

    To use 'Fill' option:
    - Click on the down arrow above the **ACAD** column.
    - Choose the mark to assign for students.
    - Select one of the fill options:
        - **FILL EMPTY VALUES** - will only fill blank fields.
        - **FILL ALL VALUES** - fills all fields including replacing existing values.
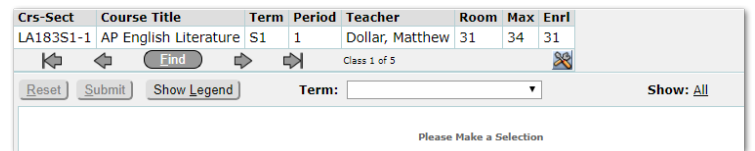   - Click **SUBMIT** when entry completed.
    NOTE: To undo/redo the values before submitting click *Reset* or use the *FILL OPTION* to fill with a blank field.

    NOTE: Districts manage the mark entry window which makes the entering of marks available during a specific date range for each term. If the mark cell is not editable, the window is not open for the selected term.

TOOLS & FEATURES

CLASS BANNER - Course information is shown for the selected class in the banner. To change the display of items in the banner use the **Tool icon**. Navigate to classes by using the **Find** filters, arrow keys, and the 'Group By' button. You may add *Class Marks* to your Favorites menu; use Sticky notes, adjust your Widget subscriptions using the tools at the bottom of your screen. *For more information see QWiki Help or Q Introduction for End Users.*
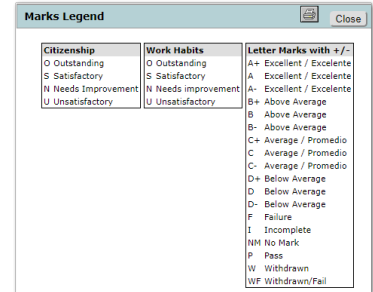
SHOW LEGEND – Clicking this button will open a window showing the marks associated with the class. The Print icon will print the legend.
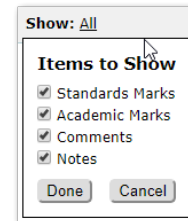
SHOW – Use check marks to select the columns to show when entering data for the Class. For example, if you want to limit the view to only Academic Marks, you could uncheck Comments and Notes. If Standard Marks are not associated with the course, the option will not appear.

EDIT HISTORY - This checkbox allows users with the proper permission edit a mark that has already been posted to history.

SHOW ALL STUDENTS – This checkbox allows users with the proper permission to view all students enrolled in the class during the selected term.

ICONS & INFO

CAMERA ICON - Clicking on the camera icon will show the student's photo.

\# - Hover over the number to see the student's entry and exit dates for the class.

STUDENT LINK – Click the student's name link to view the profile in a separate window.

N/N – Use this column to record the student's nickname or preferred name. Click on the icon to enter a name and click **SUBMIT**. This name will not appear on reports.
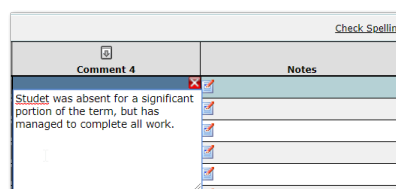
MARKS – When marks display in red, it indicates they have been posted to history or to the student's transcript. Right-click on any mark to view the history of the mark.
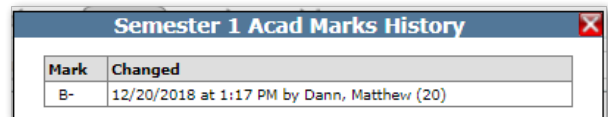
COMMENTS - Select one of the district-defined comments, if desired from the *Comment* column. You may also use the 'Fill' option for comments.
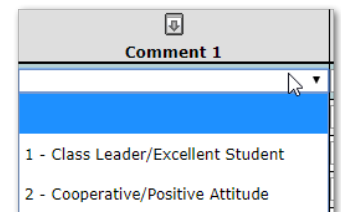
NOTES - Click the Pen & Paper icon to enter notes for the student's mark. Spelling is checked on entry and may be checked for all notes by clicking the 'Check Spelling' link.

Class Marks