



# **ProgressBook StudentInformation Teacher Menu Guide**



*StudentInformation*

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(This document is current for v20.2.0 or later.)

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# Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Teacher Menu Guide* have been made.

<b>Product Version</b>	<b>Heading</b>	<b>Page</b>	<b>Reason</b>
20.2.0	<i>"Maintain Comments"</i>	18	Updated screenshots and text to reflect that all instances of "canceled" have been updated to "cancelled."
20.2.0	Entire Guide	N/A	Updated screenshots and text to reflect style guide.

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# Teacher Menu

If your district gives you access to the appropriate options on the **Teacher Menu** in StudentInformation, you can use this menu to view a list of your courses and take attendance, enter marks and comments, post fee collection payments, and view medical information for students in your course sections.

**Note:** *If you have the job function of **Teacher** in StudentInformation, you can see information on the **Teacher Menu** only for students in your assigned course sections. If you have a job function other than **Teacher** or you need access to additional students, you need to have staff member impersonations set up. For more information, see the ProgressBook StudentInformation Security Guide.*

Refer to the appropriate section as follows:

- [“View Course List”](#)
- [“Take Attendance”](#)
- [“Maintain Marks”](#)
- [“Maintain Comments”](#)
- [“Post Fee Payments”](#)
- [“View Student Medical Information”](#)
- [“Manage Discipline Referrals”](#)

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## View Course List

**Navigation: StudentInformation > Teacher Menu > Teacher Course List**

You can view a list of your courses or (with the proper impersonations set up) those of another teacher for the current reporting period or all reporting periods.

1. On the **Teacher Course List** screen, select the **Teacher** whose course list you want to view.
2. (Optional) To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** checkbox.

The selected teacher's courses display, including the number of students in each course (**Filling Count**) and the course period and meeting place of the course (**Meeting**).

### Teacher Course List

From this screen, you can jump to a page with a course section.

Teacher:   Course Sections In Progress

Code	Name	Section	Filling Count	Meeting	
221	Consumer Math	3	11.00	3 (62)	<input type="text" value="Go to..."/>
205	Geometry	4	20.00	4 (62)	<input type="text" value="Go to..."/>

- (Optional) Select an option from the **Go to...** drop-down list to complete other tasks for the applicable course.
  - Course Section Mark Entry** – See [“Adding/Editing Marks.”](#)
  - Course Section Mark Summary** – See [“View Students with Missing Marks.”](#)
  - Course Section Student Mark List** – See [“View All Student Marks.”](#)
  - Exception Credits** – See [“Enter Exception Credits.”](#)
  - Medical Alert Class List** – See [“View Student Medical Alerts.”](#)
  - Medication Class List** – See [“View Student Medications.”](#)
  - Report Card Attendance** – See [“Override Attendance on Report Cards.”](#)

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## Take Attendance

Depending on your district's setup, you can take daily and/or period attendance. You can also adjust the attendance information on your students' report cards. Refer to the appropriate section below:

- [“Take Daily Attendance”](#)
- [“Take Period Attendance”](#)
- [“Override Attendance on Report Cards”](#)

### Take Daily Attendance

**Navigation:** StudentInformation > Teacher Menu > Daily Attendance

Depending on your district's setup, you can take daily attendance by homeroom or classroom. You may also be able to take lunch counts.

- (Optional) The **Date** field defaults to the current date on which you can take attendance. If needed, enter or select a different date.

**Note:** If your district's setup lets you take attendance for only the current date, the **Date** field defaults to the current date and you cannot change it.

2. Click **Go**.

**Daily Attendance by Classroom**

From this screen, you can collect daily attendance information for a classroom or homeroom.

School is not in session on the date selected

Date: 9/18/2020

Go

3. Depending on your setup, confirm either the **Homeroom** or **Period** and **Course Section** for which you want to take attendance. If needed, you can make different selections.
4. Click **Go**.

The screen displays a list of students in the classroom or homeroom.

5. (Conditional) If your screen displays lunch options, enter the number of students who chose each option for the date on which you are taking attendance.
6. For each student who is not present, in the **Absence Type** column, select the **Late** or **Absent** radio button as appropriate.

**Note:** Any student who is already marked late by the office displays in yellow, and any student marked absent by the office displays in orange. A second grid may display students marked absent for the day (for instance, if parents notified the office of the absences and the office marked the students absent prior to you taking homeroom attendance). You can remove students from the second grid only if you have the proper security permissions.

7. (Optional) If you wish to add a comment related to an absence or tardy, enter it in the **Comments** column.

8. Click **Submit Attendance**.

**Taking daily attendance by classroom**

### Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

Date:

Period:

Course Section:

Regular Lunch:  PBJ Sandwich:

Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	██████████, ALICIA	██████████	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	██████████, RANDY	██████████	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	██████████, MICHELE	██████████	<input type="text"/>

**Taking daily attendance by homeroom**

### Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

Date:

Homeroom:

Sack lunch:  Tray lunch:  Salad:  Milk:

Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	Ali, Santiago	984088231	<input type="text"/>
Student is on a Non-Attending day		Armstrong, Robin	460991170
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	Ballard, Toya	252342839	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	Barajas, June	223774140	<input type="text"/>

A confirmation message displays, and StudentInformation submits the attendance and lunch counts to the office. In addition, the **Daily Attendance by Classroom** screen now displays any late students in yellow and any absent students in orange.





9. (Optional) If you need to make additional changes to the attendance or lunch counts, make the changes, and then click **Submit Attendance** again.

Home » Teacher Menu » Daily Attendance

## Daily Attendance by Classroom

From this screen, you can collect daily attendance information for a classroom or homeroom.

The Attendance changes were saved successfully

Date: 1/16/2008   Homeroom: A105

sack lunch:  tray lunch:  salad:  milk:

Absence Type	Student Name	Student Number	Comments
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	EYE, MAGNUM P.	00004001	<input type="text"/>
<input type="radio"/> Present <input checked="" type="radio"/> Late <input type="radio"/> Absent	FONT, ELLA JANE	00004002	<input type="text"/>
<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	JOHNSON, GEORGE EVAN	00004003	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	POTTS, JORDAN DANIEL	00004004	<input type="text"/>
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	WELLS, JOBETH	00004005	<input type="text"/>

## Take Period Attendance

Navigation: StudentInformation > Teacher Menu > Period Attendance

If your district is set up for period attendance, you can take attendance by period/course section.

1. On the **Period Attendance by Course Section** screen, select the **Teacher** and **Date**.
2. Click **Go**.

If the selected teacher has only 1 period/course section, the students from the period/course section display by default. If the teacher has more than one period/course section, you can select the one you want to view from the **Period** drop-down list.

3. (Conditional) If the **Period** drop-down list displays, select the period/course section for which you want to take attendance.



A grid displays the students in the selected period/course section. Students already marked absent for the day by the office display in orange.

4. For each student who is not present, in the **Absence Type** column, select the **Late** or **Absent** radio button as appropriate.

*Note: Depending on your district's setup, **Late** might not be an available option.*

5. (Conditional) If your district's setup includes the **Absence Reason** and **Absence Note** columns, select the appropriate options if needed.
6. (Optional) If you wish to add a comment related to an absence or tardy, enter it in the **Comments** column.
7. Click **Save**.



A confirmation message displays, and StudentInformation submits the attendance to the office.

8. (Optional) To display the attendance for this period/course section, reselect the appropriate **Period**.

The **Period Attendance by Course Section** screen now displays the grid with any late students in yellow and any absent students in orange.



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## Override Attendance on Report Cards

**Navigation: StudentInformation > Teacher Menu > Report Card Attendance**

You can override the number of period absences and tardies that display on a student's report card.

1. On the **Period Attendance for Report Cards** screen, select the **Reporting Term** and **Course Section** for which you want to override report card period attendance values.
2. Review the number of calculated period absences and tardies for each student.



3. In the row(s) of the student(s) whose attendance information you want to override, in the **Number of Absences** and/or **Number of Tardies** columns, use  to select or enter the revised number of absences and tardies, respectively, that you want to display on the student's report card.



4. Click **Save**.

A confirmation message displays, and StudentInformation overrides the attendance records of each student as needed with the appropriate period absence and tardy values. These values display on each the student's report card.

---

## Maintain Marks

You can maintain marks for a course section in a variety of ways. Refer to the appropriate section below:

- [“View All Student Marks”](#)
- [“View Students with Missing Marks”](#)

- [“Adding/Editing Marks”](#)
- [“Bulk Update Marks”](#)
- [“Enter Exception Credits”](#)

**Note:** For more information on how StudentInformation calculates marks, see the ProgressBook StudentInformation Marks Guide.

## View All Student Marks

**Navigation:** StudentInformation > Teacher Menu > Teacher Course List > Student Mark List

You can view the marks of all students enrolled in a specific course section on the read-only **Student Mark List** screen.

1. Navigate to **StudentInformation > Teacher Menu > Teacher Course List**.
2. On the **Teacher Course List** screen, select the **Teacher** whose course list you want to view.
3. (Optional) To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** checkbox.

The selected teacher’s courses display.

4. In the row of the course whose marks you want to view, in the drop-down list, select **Course Section Student Mark List**.



5. Select the **Reporting Term** and **Mark Type** of the marks you want to view.
6. Click **Go**.
7. Review the marks.

- (Optional) To view a list that includes students who were previously enrolled in this course section, deselect the **Show Current Students Only** checkbox.



## View Students with Missing Marks

**Navigation: StudentInformation > Teacher Menu > Teacher Course List > Course Section Mark Summary**

You can view a list of students with missing marks so you can enter these marks before the marks cutoff date. For more information about marks cutoff dates, see the *ProgressBook StudentInformation Marks Guide*.

- Navigate to **StudentInformation > Teacher Menu > Teacher Course List**.
- On the **Teacher Course List** screen, select the **Teacher** whose course list you want to view.
- (Optional) To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** checkbox.

The selected teacher's courses display.

- In the drop-down list in the row of the course whose marks you want to view, select **Course Section Mark Summary**.

### Teacher Course List

**From this screen, you can jump to a page with a course section.**

Teacher:   Course Sections In Progress

Code	Name	Section	Filling Count	Meeting	
102	English 10	4	21.00	1 (65)	- Course Section Mark Summary ▾
153	Yearbook III	5	2.00	1 (65)	Go to... ▾

The **Course Section Mark Summary** screen displays.

- (Optional) To limit the summary to a particular **Reporting Term** and/or **Mark Type**, select from the appropriate drop-down list(s), and then click **Go**.

### Course Section Mark Summary - 102 - English 10: Section 4

All marks for the course section with a list of students missing a mark value

Reporting Term: All Reporting Terms ▼ Mark Type: All Mark Types ▼ Go Back

i The following grid displays **all** marks required by marking patterns where students are **missing** mark value entries.

Reporting Term	Mark Type	Mark ▲	Students Missing Mark Value
GP1	GP	GP1	Ali, Santiago Rodriguez, Steve Shaffer, Marcos Spence, Hannah Watkins, Mathew
INT1	INT	INT1	Ali, Santiago Ballard, Toya Becker, Abel Bird, Kirsten

- In the **Students Missing Mark Value** column, review the students' missing marks for each mark type.
- (Optional) To enter the missing marks, complete the following steps:
  - In the **Mark** column, click the mark term for which you want to enter missing marks.
  - On the **Course Section Mark Entry** screen, enter the missing marks. (See ["Adding/Editing Marks."](#))

## Adding/Editing Marks

**Navigation:** StudentInformation > Teacher Menu > Course Section Mark Entry

You can enter or edit marks for students in your course sections or (with the proper impersonations set up) those of another teacher up to the marks cutoff date. For more information about marks cutoff dates, see the *ProgressBook StudentInformation Marks Guide*.

- On the **Course Section Mark Entry** screen, select the **Teacher** and **Section** for which you want to enter marks.
- (Optional) To view course sections that are not currently in progress, deselect the **Only sections in progress** checkbox.

### Course Section Mark Entry

This screen is used to perform mark entry for a course section

[Show Marks List](#)   
 [Show Display Options](#)   
 [Show Bulk Update](#)   
 [Show Comments List](#)   
 [View Single Student](#)

Teacher: Ayanna Dalton ▼   
 Section: 102 (English 10) - 2 ▼   
  Only sections in progress

Display options for the course display.

**Note:** If during your current StudentInformation session you have already selected display options for the marking pattern that applies to this course section, these options load automatically, and this screen does not display.

- Select the marking patterns and type of mark comments you want to enter for this course section.
- Click **Apply and View Marks**.

### Course Section Mark Entry

This screen is used to perform mark entry for a course section

Show Marks List
Close Display Options
Show Bulk Update
Show Comments List
View Single Student

---

Display Options - Marking Pattern: All Year

**Marks**

<input type="checkbox"/> GP1	<input type="checkbox"/> INT1	<input type="checkbox"/> GP2
<input type="checkbox"/> INT2	<input type="checkbox"/> EX1	<input type="checkbox"/> AV1
<input type="checkbox"/> GP3	<input type="checkbox"/> INT3	<input checked="" type="checkbox"/> GP4
<input checked="" type="checkbox"/> INT4	<input checked="" type="checkbox"/> EX2	<input checked="" type="checkbox"/> AV2
<input checked="" type="checkbox"/> FIN		
<input type="checkbox"/> All		

**Mark Comments**

General Mark

All

**Course Types**

All

View All Students
  View Single Student

Apply and View Marks

Cancel

The selected display options display in a grid.

**Course Section Mark Entry**  
 This screen is used to perform mark entry for a course section

Show Marks List   Show Display Options   Show Bulk Update   Show Comments List   View Single Student

Teacher: Ayanna Dalton   Section: 102 (English 10) - 6    Only sections in progress

102 - English 10: Section 6   [Save Changes](#)

Student Name	Number	Grade	Mark	Value	General	
Beasley, Tracie	98662426	10	GP1	<input type="text"/>	<input type="text"/>	<input type="text"/>
			GP2	<input type="text"/>	<input type="text"/>	<input type="text"/>
			GP3	<input type="text"/>	<input type="text"/>	<input type="text"/>
			GP4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cervantes, Loretta	912089224	10	GP1	<input type="text"/>	<input type="text"/>	<input type="text"/>
			GP2	<input type="text"/>	<input type="text"/>	<input type="text"/>
			GP3	<input type="text"/>	<input type="text"/>	<input type="text"/>
			GP4	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. In the **Value** field for each student, enter the student's mark for this course.

As you enter marks, valid values display with a yellow border; invalid entries display with a red border.

**Course Section Mark Entry**  
 This screen is used to perform mark entry for a course section

Show Marks List   Show Display Options   Show Bulk Update   Show Comments List   View Single Student

Teacher: Ayanna Dalton   Section: 102 (English 10) - 6    Only sections in progress

102 - English 10: Section 6   [Save Changes](#)

Student Name	Number	Grade	Mark	Value	General	
Beasley, Tracie	98662426	10	GP1	A	<input type="text"/>	<input type="text"/>
			GP2	4	<input type="text"/>	<input type="text"/>
			GP3	G	<input type="text"/>	<input type="text"/>
			GP4	B	<input type="text"/>	<input type="text"/>

6. (Optional) To view a list of valid values, click **Show Marks List**.



7. Once all entries display with a yellow border (indicating they are valid), click **Save Changes**.
8. (Optional) To enter comment codes for a student, in the **General** fields, enter one or more comment codes supported by your school.  
As you enter comments, valid values display with a yellow border and invalid entries display with a red border.
9. (Optional) To view a list of valid values, click **Show Comments List**.
10. Once all entries display with a yellow border (indicating they are valid), click **Save Changes**.

### Course Section Mark Entry

This screen is used to perform mark entry for a course section

[Show Marks List](#)   
 [Show Display Options](#)   
 [Show Bulk Update](#)   
 [Show Comments List](#)   
 [View Single Student](#)

**Teacher:** Ayanna Dalton   
**Section:** 102 (English 10) - 6   
 Only sections in progress

102 - English 10: Section 6 Save Changes

Student Name	Number	Grade	Mark	Value	General	
<b>Beasley, Tracie</b>	98662426	10	GP1	B	001	200
			GP2	A	002	799
			GP3	G		
			GP4	B		

11. (Optional) To change the view to enter marks for a single student (for example, in the case of a missing mark that you need to enter at a later time for a specific student), complete the following steps:
  - a. Click **View Single Student**.
  - b. In the drop-down list at the top of the grid, select the student. You can move from one student to the next by clicking  or .
  - c. Enter any marks and comments.

- d. When you are finished entering marks and comments for one or more students individually, click **Save Changes**.

Teacher: Ayanna Dalton Section: 102 (English 10) - 6  Only sections in progress

< Beasley, Tracie >

102 - English 10: Section 6 Save Changes

Student Name	Number	Grade	Mark	Value	General
Beasley, Tracie	98662426	10	GP1	B	001
			GP2	A	002
			GP3		
			GP4	B	

Save Changes

## Bulk Update Marks

### Navigation: StudentInformation > Teacher Menu > Course Section Mark Entry

You can update marks or comments for a group of students up to the marks cutoff date. For more information about marks cutoff dates, see the *ProgressBook StudentInformation Marks Guide*.

**Note:** To update the marks or comments for individual students, see [“Adding/Editing Marks.”](#)

1. On the **Course Section Mark Entry** screen, select the **Teacher** and **Section** for which you want to bulk update marks.
2. (Optional) To view course sections that are not currently in progress, deselect the **Only sections in progress** checkbox.

**Course Section Mark Entry**

This screen is used to perform mark entry for a course section

Show Marks List Show Display Options Show Bulk Update Show Comments List View Single Student

Teacher: Ayanna Dalton Section: 102 (English 10) - 2  Only sections in progress

Display options for the course display.

**Note:** If during your current StudentInformation session you have already selected display options for the marking pattern that applies to this course section, these options load automatically, and this screen does not display.

- Select the marking patterns and type of mark comments you want to bulk update for this course section.
- Click **Apply and View Marks**.

**Course Section Mark Entry**  
This screen is used to perform mark entry for a course section

Show Marks List    Close Display Options    Show Bulk Update    Show Comments List    View Single Student

Display Options - Marking Pattern: All Year

Marks

<input type="checkbox"/> GP1	<input type="checkbox"/> INT1	<input type="checkbox"/> GP2
<input type="checkbox"/> INT2	<input type="checkbox"/> EX1	<input type="checkbox"/> AV1
<input type="checkbox"/> GP3	<input type="checkbox"/> INT3	<input checked="" type="checkbox"/> GP4
<input checked="" type="checkbox"/> INT4	<input checked="" type="checkbox"/> EX2	<input checked="" type="checkbox"/> AV2
<input checked="" type="checkbox"/> FIN		
<input type="checkbox"/> All		

Mark Comments

General Mark

All

Course Types

All

View All Students     View Single Student

**Apply and View Marks**    Cancel

The selected display options display in a grid.

- Click **Show Bulk Update**.

**Course Section Mark Entry**  
This screen is used to perform mark entry for a course section

Show Marks List    Show Display Options    **Show Bulk Update**    Show Comments List    View Single Student

Teacher: Ayanna Dalton    Section: 102 (English 10) - 4     Only sections in progress

102 - English 10: Section 4    **Save Changes**

Student Name	Number	Grade	Mark	Value	General
Ali, Santiago	984088231	10	GP4	<input type="text"/>	<input type="text"/>
			INT4	<input type="text"/>	<input type="text"/>

- In the **Marks** drop-down list, select the marking pattern rule you want to bulk update.
- Select the type(s) of bulk updates you want to make as follows:
  - To bulk update marks, select the **Value** checkbox, and enter the new mark.

- To bulk update comments, select the **General** checkbox, and enter one or more new comments.
- Select the checkbox beside each student to include in the bulk update. To include all students, select the checkbox at the top of the leftmost column.
  - Click **Update Selected Students**.
  - (Optional) Make any adjustments to individual student marks and/or comments as needed.
  - Click **Save Changes**.

### Course Section Mark Entry

This screen is used to perform mark entry for a course section

[Show Marks List](#)   
 [Show Display Options](#)   
 [Hide Bulk Update](#)   
 [Show Comments List](#)   
 [View Single Student](#)

**Teacher:** Ayanna Dalton   
 **Section:** 102 (English 10) - 4   
 **Only sections in progress**

**Mark:** -- All Marks --   
 **Value:**     
 **General:**

---

102 - English 10: Section 4

<input type="checkbox"/>	Student Name	Number	Grade	Mark	Value	General	
<input type="checkbox"/>	Ali, Santiago	984088231	10	GP4	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
				INT4	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
				EX2	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
				AV2	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
				FIN	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<input type="checkbox"/>	Ballard, Toya	252342839	10	GP4	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

## Enter Exception Credits

You can establish a credit exception for individual students in a course section or all students in the course section. StudentInformation applies the exception credit amount you specify as the attempted credit value when calculating GPA and reporting course history for each student.

- Navigate to **StudentInformation > Teacher Menu > Teacher Course List**.
- On the **Teacher Course List** screen, select the **Teacher** whose course list you want to view.
- (Optional) To view all course sections (not limited to the current reporting period), deselect the **Course Sections In Progress** checkbox.

The selected teacher's courses display.

4. In the row of the course whose marks you want to view, in the drop-down list, select **Exception Credits**.



The **Course Section Exception Credits** screen displays.

5. Use one of the following methods to indicate the exception credit you want to apply:

**Note:** *If you specify exception credits for both an entire course section and an individual student, the individual student value takes precedence for that student.*

- To apply the credit to the whole course section:
    - i. Above the grid, select the **Apply Exception Credit** checkbox.
    - ii. Enter the amount of the exception credit in the field.
  - To apply the credit to one or more students individually:
    - i. In the row of each student to whom you want to apply the credit, select the **Apply Exception Credit** checkbox.
    - ii. In the **Exception Credit** field, enter the amount of the exception credit.
6. Click **Save**.

### Course Section Exception Credits

From this screen, you can display and edit student and course exception credits.

Course Code	Course Name	Course Section	Teacher	Course Credit
102	English 10	4	Dalton, Ayanna	1.000000

Apply Exception Credit:

Student Number	Student	Apply Exception Credit	Exception Credit	Applied Credit
984088231	Ali, Santiago	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1.000000
252342839	Ballard, Toya	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1.000000
343180902	Becker, Abel	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1.000000
83239205	Bird, Kirsten	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	1.000000

A confirmation message displays.

7. (Optional) To delete exception credits for one or more students, deselect the **Apply Exception Credit** checkbox in the row of each student, and then click **Save**.
8. (Optional) To delete exception credits for the entire course section, deselect the **Apply Exception Credit** checkbox above the grid, and then click **Save**.

---

## Maintain Comments

You can maintain comments related to student performance in a variety of ways. You can also choose whether or not to include these comments on interims and report cards. Refer to the appropriate section below:

- [“View Comments”](#)
- [“Add Standard Comments”](#)
- [“Add Freeform Comments”](#)

## View Comments

**Navigation: StudentInformation > SIS > Student > Marks > Teacher Comment**

OR




**Navigation: StudentInformation > Teacher Menu > Teacher Comments**

1. With a student in context on the **Teacher Comment** screen, select the **Teacher** and **Course Section** for which you want to view comments.
2. Click **Filter**.





The comments related to the selected course section for this student display in a grid.



**Note:** Canceled comments (indicated by  |  at the beginning of the row and  in the **Cancelled** column) display only if you deselect the **Show Active Only** checkbox.

You can now perform any of the following actions:

- Click  to edit a comment.
- Click  to cancel a comment.
- Click **Add Standard Comment** to add a school-defined comment (see [“Add Standard Comments”](#)).
- Click Add **Freeform Comment** to add a freeform comment (see [“Add Freeform Comments”](#)).

## Add Standard Comments

Navigation: StudentInformation > SIS > Student > Marks > Teacher Comment


OR

Navigation: StudentInformation > Teacher Menu > Teacher Comments

1. With a student in context on the **Teacher Comment** screen, click **Add Standard Comment**.



The add/edit version of the screen displays.

2. Select the **Teacher** and **Course Section** for which you want to add a comment for the selected student.
3. Select a **Comment Type** of **General Mark**, **Effort**, or **Work Habit**.
4. Select the school-defined **Standard Comment** that you want to add for this student.
5. (Optional) If you want the comment to display in a particular order relative to this student's other comments, in the **Sort Order** field, use  to select or enter the place order in which it should display.
6. Select the **Marking Pattern Rule** (reporting period) to which this comment applies.
7. (Optional) If you want the comment to display on interim and/or regular report cards, select the **Include On Interim Report Card** and/or **Include On Report Card** checkboxes.
8. Click **Save**. Or, to continue adding comments for this student, click **Save and New**.



A confirmation message displays, and the new comment displays in the list.



## Add Freeform Comments

Navigation: StudentInformation > SIS > Student > Marks > Teacher Comment


OR

Navigation: StudentInformation > Teacher Menu > Teacher Comments

1. With a student in context on the **Teacher Comment** screen, click **Add Freeform Comment**.



The add/edit version of the screen displays.

2. Select the **Teacher** and **Course Section** for which you want to add a comment for the selected student.
3. Select a **Comment Type** of **General Mark**, **Effort**, or **Work Habit**.
4. In the **Comment** field, enter a freeform comment for this student.
5. (Optional) If you want the comment to display in a particular order relative to this student's other comments, in the **Sort Order** field, use  to select or enter the place order in which it should display.
6. Select the **Marking Pattern Rule** (reporting period) to which this comment applies.
7. (Optional) If you want the comment to display on interim and/or regular report cards, select the **Include On Interim Report Card** and/or **Include On Report Card** checkboxes.

8. Click **Save**. Or, to continue adding comments for this student, click **Save and New**.



A confirmation message displays, and the new comment displays in the list.

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## Post Fee Payments

**Navigation: StudentInformation > Teacher Menu > Homeroom Fee Collection**

You can collect fees from students in your homeroom and post the payments.

***Note:** You can accept only the full amount of fees due. If a student makes a partial payment or presents a payment in excess of the total fees due, you cannot collect the fees in the classroom. Instead, the student must pay the fees with the payment clerk or in the office as appropriate for your school.*

1. On the **Homeroom Fee Collection** screen, verify the **Collection Date** or enter/select a new date.
2. In the **Select a homeroom for which to collect fees** drop-down list, verify that your homeroom is selected, or select a new homeroom.
3. If you changed the default collection date and/or homeroom, click **Go**.

A list of students in the homeroom displays along with any outstanding fee information.

***Note:** The **Payment Reference** column displays **No Outstanding Fees** for students with a **\$0.00** balance. It displays **Must Pay in Office** if the student has any unusual circumstances, such as a credit balance, refund due, dropped classes, etc.*

4. For each student paying fees, in the **Payment Reference** field, enter any relevant details (such as check number, etc.).

5. Select the **Paid in Full** checkbox.
6. Click **Submit**.

### Homeroom Fee Collection

Select the students making exact payments and click 'Submit'

Collection Date:

Select a homeroom for which to collect fees:

Student	Fees	Payment Reference	Paid in Full
ANDERSON, PAUL	\$0.00	No Outstanding Fees	<input type="checkbox"/>
BROWN, TIM	\$56.50	<input type="text"/>	<input type="checkbox"/>
DAVIS, MARK	\$3.75	<input type="text" value="CK 2246"/>	<input checked="" type="checkbox"/>
GARCIA, JACOB	\$68.50	<input type="text"/>	<input type="checkbox"/>
JOHNSON, KENT	\$45.00	<input type="text"/>	<input type="checkbox"/>
JONES, MARY	\$0.00	No Outstanding Fees	<input type="checkbox"/>
MILLER, KIMBERLY	\$3.75	<input type="text"/>	<input type="checkbox"/>

A confirmation message displays, and the student's fee balance displays **\$0.00**.

In addition, the fees now show as paid on the **Student Fee Details** screen for this student.



## View Student Medical Information

You can view important medical information about your students. Refer to the appropriate section below:

- [“View Student Medical Alerts”](#)
- [“View Student Medications”](#)

## View Student Medical Alerts

**Navigation: StudentInformation > Teacher Menu > Medical Alerts**

You can view the medical alerts of all students enrolled in a specific course section on the read-only **Medical Alert Class List** screen.

1. On the **Medical Alert Class List** screen, select the **Teacher** and **Course Section** for which you want to view medical alerts.



The screen displays a list of all students in the class. For any student with a medical alert, information regarding the alert displays along with the student’s medical contact information.

2. (Optional) To display only the students with alerts, select the **Only Students with Alerts** radio button.



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## View Student Medications

**Navigation: StudentInformation > Teacher Menu > Medications**

You can view the prescription medications taken by all students enrolled in a specific course section on the read-only **Medications Class List** screen.

1. On the **Medications Class List** screen, select the **Teacher** and **Course Section** for which you want to view students' prescription medications.



The screen displays a list of any students taking prescription medications along with the details of the medications (such as dosage, timing, etc.).



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## Manage Discipline Referrals

You can enter discipline referrals for your students and view a list of referrals that you have submitted. Refer to the appropriate section as follows:

- [“Add Discipline Referrals”](#)
- [“View List of Submitted Referrals”](#)

### Add Discipline Referrals

**Navigation: StudentInformation > Teacher Menu > Discipline Referral**

1. On the **Discipline Referral** screen, enter or select the following information:
  - Name you want to assign to the incident
  - Date, time, and time frame during which the incident occurred (defaults to current date, current time, and **During school hours**)
  - Description of the incident

- (Optional) General and specific location where the incident occurred (defaults to **On School Property**)

Discipline Referral

Santiago, Ali Referral 9/28/2020 5:00 PM After School hours

Vandalism in computer lab

On School Property

Gates -

Search students... Add Offender

Submit Cancel

2. (Optional) To add an offender to the referral, complete the following steps:
  - a. In the search box, search for the offender as follows:
    - i. Enter the first couple letters of the offender's first or last name.
    - ii. In the search results that display below the field, select the correct offender.
  - b. Click **Add Offender**.

al Add Offender


984088231 - Ali, Santiago


947744480 - Allison, Maggie



837696074 - Bowen, Alex

85342007 - Costa, Allyson

The offender's information displays.

**Note:** To delete an offender, click .

3. (Optional) To document the district policy that the student violated and/or the infraction that occurred, complete the following steps:
  - a. In the **Policy / Infractions** section, click .
  - b. Select the appropriate policy and/or infraction.

**Note:** To document additional policies/infractions, click . To delete a policy/infraction, click .

- Click **Submit**.

### Offender(s)

**NO  
PHOTO  
AVAILABLE**

**Ali, Santiago**
Grade Level: 10
Age: 16
Gender: M
✕

+ Policy / Infractions

Select policy...

Select infraction...

✕

Submit
Cancel

StudentInformation creates the referral, and it now displays in the grid on the **Incident List** screen. (See [“View List of Submitted Referrals.”](#))

### Incident List

New Discipline Incident

Name	Last	First	Description	Date	Violation
Santiago, Ali Referral	Ali	Santiago	Vandalism in computer lab	09/28/20	

## View List of Submitted Referrals

Navigation: StudentInformation > Teacher Menu > Discipline Referral List

**Note:** Using this procedure, you can view only your own referrals. You cannot view referrals submitted by any other teacher or administrator.

- On the **Incident List** screen, review the list of discipline referrals you have submitted.
- (Optional) To create a new referral, click **New Discipline Incident**.

### Incident List

New Discipline Incident

Name	Last	First	Description	Date	Violation
Santiago, Ali Referral	Ali	Santiago	Vandalism in computer lab	09/28/20	

The **Discipline Referral** screen displays, and you can create a new referral. (For more information, see [“Add Discipline Referrals.”](#))