SMS ONLINE GUIDE

HOW TO LOG IN

In your browser, search for "myschooljamaica.com"



> After the page is selected and loaded, please select "LOGIN"

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	:	= Grades	
GABRIEL, SHARA MANCHESTER HIGH	CLASS 1-3	CLASS 4-3 CLASS 3-3 CLASS 2-3	CLASS 1
Grades	-	CHRISTMAS (2015-201 8 Subjects - 87.75%	6)
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Report Cards	90.00%	FAMILY & RESOURCE MANAGEMENT	90.00%
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- On the Login screen:
 - o Select School from the drop down menu
 - \circ Select the User Type
 - Enter the User ID (the number that the system generated and assigned to you)
 - o Enter your password

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	Login					
	Select School					
	ST. CATHERINE HIGH	۳				
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	Remember me?					
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Select "LOGIN". This will bring you to the Teacher's Portal Dashboard.

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📕 My Mark Book 2	2040 2040			A
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HOW TO ENTER GRADES

Select "MY MARKBOOK 2" from your menu tab, located at the left side of your screen.

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To get started, make sure that the correct year and term is selected, then press the "INSERT" button.

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🏠 Dashboard	🟠 Dashboard	🖺 My Mark Book 2 🐣				
📕 My Mark Book 2	2018-2019	- CHRISTMAS	- INSERT DELETE			
a Attendance						
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Assignments	<					
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A filter window will pop up for you to select the SUBJECT and CLASSID from the drop down lists provided, or the option to create a mix class.

🏦 Dashboard	🏠 Dashboard	🔒 My Mark Book 2 🐣				
属 My Mark Book 2	2018-2019	✓ CHRISTMAS	👻 🗌 🔜 IN SE	RT 🛛 🔒 DELETE		
Attendance						
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ng Comments Register						
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🖉 Messages			📑 INSERT MAR	RKSHEET		00
📕 Classes			YEAR:	2018-2019 - TERM	: CHRISTMAS	-
Assignments	<		SUBJECT:	[select subject]		-
Handouts			CLASS ID:	[select classid]		· ·
			- VIX CLASS	;		
					📑 INSERT	→ CLOSE

> After this is done, select "INSERT" to create and populate the mark sheet.



Once this is done, close the window.

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🏠 Dashboard	🏠 Dashboard	🔒 My Mark Book 2 🐣					
🖡 My Mark Book 2	2018-2019	- CHRISTMAS	👻 🔒 INSE	RT 🕴 📑 DELET	ΓE		
Attendance	🔒 ENGLISH LAN	IGUAGE 🐣 🔒 MATHEMATICS	×				
Attendance Summary	🚝 Insert Columns	Column Properties 🛛 🔚	SAVE 🛛 📄 Auto	Save 🛛 🙋 Re	fresh		🎲 EDIT 🛛 🕲 UPDATE
Comments Register	РНОТО	STUDENT'S NAME	GENDER	CONDUCT	COMMENT		
Angents & My Students	1 👧	BARNETT, SHARISSA	FEMALE			0 🔛	
Messages	2	BROWN, CIARA	FEMALE			0 👳	
Classes	3 7	CLARKE, THALIA	FEMALE			0 9	
Assignments	4	ELLINGTON, JONIQUE	FEMALE			0	
Handouts	5	FORD, ALLIA	FEMALE			0	
	6	FRANCIS, NATHANIA	FEMALE			0	
	7	GIBBS, KHADINE	FEMALE			0	
	8	GRAY, PHYLONIA	FEMALE			0.0	
	9 🛞	HAMILTON, ANNA-KAYLA	FEMALE			0	
	巛 🎸 🛛 Page	1 of 3 💙 💓 C					Activate Window _{Displaying} 1 - 15 of 3 Go to Settings to activate Windows.

It is now time to insert your columns so that grades can be added. On the same page, select the "INSERT COLUMNS" button. A pop up window will appear for the column properties to be entered accordingly.

🗧 INSERT C	COLUMNS	S S	r columns	Q	
Date:	[SELECT DATE]	Date:	06/11/2018		
Title:	[TITLE HERE]	Title:	HOMEWORK		
Month:	[MONTH HERE]	Month:	NOV		
Component:	[SELECT COMPONENT]	Componer	t: HOME WORK		
Category:		Category:	PROGRESS-1		
Factor:	1	Factor:	0.03		
Weight:	100	Weight:	20		
		insert 🔽 Close		🕒 Insert 🛛 🙀 Clos	

DATE – the due date for the assignment

TITLE – A name given to easily identify the column for the grades entered.

MONTH – The month in which the grades contribute to (Auto-filled based on date selected) **COMPONENT** – The component in which the grade contributes to (term grade, exam, progress 1, etc.)

FACTOR – The overall school grading system

WEIGHT – the amount in which the assignment is graded out of (E.g. 50, 20, 120).

The system allows you to enter multiple columns at a time, so please note that once you select the "INSERT" button, the columns are being added in the background. Once this is done, grades can now be entered once you close this window.

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â Dashboard	🔗 Dashboard	🖺 My Mark Book 2 🎽							
🛋 My Mark Book 2	2018-2019 - CHRISTMAS - I 🕞 INSERT I 🕞 DELETE								
attendance	🔂 ENGLISH LANGUAGE 🍈 🍙 MATHEMATICS 🐣								
Attendance Summary	🚝 Insert Columns	s 🔰 📝 Column Properties 🔰 🔚 🤅	SAVE	Save 🛛 🙋 Refre	sh			🍪 EDIT 🛛 🕥 UPDATE	
ng Comments Register	РНОТО	STUDENT'S NAME	GENDER	HOMEWORK	CONDUCT	COMMENT			
📥 My Students	1 👧	BARNETT, SHARISSA	FEMALE	20			0	A	
🖉 Messages	2	BROWN, CIARA	FEMALE	15			0		
🛄 Classes	3 🚳	CLARKE, THALIA	FEMALE	10			0		
Assignments	4	ELLINGTON, JONIQUE	FEMALE	0					
Handouts	5	FORD ALLIA	FEMALE						
		EDANCIS NATHANIA	FEMALE						
			FEMALE						
	/ 🙎	GIBBS, KHADINE	FEMALE						
	8 😃	GRAY, PHYLONIA	FEMALE						
	9 😨	HAMILTON, ANNA-KAYLA	FEMALE						
	巛 🌾 Page	1 of 3 》 🔊 C						Activate Window <mark>Displaying 1 - 15 of 35</mark> Go to Settings to activate Windows.	
	63 7.1								

- The process to create a mixed class, we select the "INSERT" button that is located beside the term area. After selecting the subject, click on the expand or down arrow beside mixed class ad select the grade level of which the students are in.
- New Name The recommend naming concept is Grade Level, Subject, Teacher's initial and an increment (if there is more than one groups)..... for example, see below:

📑 INSERT MAR	KSHEET	<u> </u>
YEAR:	2018-2019 ~ TERM: CHRISTMAS	Ŧ
SUBJECT:	BUSINESS BASICS	÷
CLASS ID:	[select classid]	Ÿ
GRADE LEVE	. 7	Ψ.
NEW NAME:	7BB.GAW.19.1	CREATE
CLASS NAME	[select mix classid]	🐉 EDIT
	🖹 INSERT	CLOSE
FEMALE		0

Once this done, select "CREATE", a window appears for you to select the students from a list generated with all the students in that particular grade level.

	Dash	board 🛛 👚 My Mark Book 2 👋								
	MIX C	CLASS DEFINITION								S S
		Name of Students	Class ID	Gender			Name of Students		Class ID	Gender
	65	DUNCAN, JULIAN	7.8	FEMALE	* N	Add				
	66	DYER, CARYL	7.9	FEMALE	4	Add S	elected Rows			
	67	EDWARDS, LATONY	7.4	FEMALE	14					
	68	ELLINGTON, JONIQUE	7.1	FEMALE		-				
	69	ELLIOTT, JHNELLE	7.2	FEMALE						
	70	ELVEY, OMICA	7.5	FEMALE						
	71	ENGLISH, TANOYA	7.6	FEMALE						
	72	FACEY, KARISSA	7.7	FEMALE						
	73	FAIRCLOUGH, ASHLEY	7.4	FEMALE						
	74	FALCONER, IANA	7.8	FEMALE						
	75	FAULKNER, TORE ANN	7.4	FEMALE						
	76	FERGUSON, AMELIA	7.7	FEMALE						
	77	FINDLAY, ANTOINAE	7.4	FEMALE						
	78	FISHER, ALICIA	7.9	FEMALE						
	79	FOGAH, DANIQUE	7.10	FEMALE						
	80	FORBES, TASHEIKA	7.11	FEMALE						
	81	FORD, ALLIA	7.1	FEMALE				Activate	Windows	
-	00	CODOUTUE OUDIOUE	7.0		*			Go to Settin	or to activate V	lindous
								🔚 Save	Selected Student	s 🔀 Close

Select the appropriate arrow to push them across. Once this is completed, select "SAVE SELECTED STUDENTS" and then "CLOSE".

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🏠 Dashboard	🏠 Dast	hboard 📄 My Mark Book 2								
属 My Mark Book 2	📑 MIX (CLASS DEFINITION								0 0
Attendance		Name of Students	Class ID	Gender			Name of Students		Class ID	Gender
📫 Attendance Summary	65	DUNCAN, JULIAN	7.8	FEMALE	^ N	1	BECKFORD, KABRINA		7.7	FEMALE
🤜 Comments Register	66	EDWARDS, LATONY	7.4	FEMALE	4	2	BARRANT, BRIANA		7.6	FEMALE
	67	ELLINGTON, JONIQUE	7.1	FEMALE	Id	3	ANDERSON, NORVIAH		7.4	FEMALE
A My Students	68	ELLIOTT, JHNELLE	7.2	FEMALE		4	BAKER, DANIELLE		7.11	FEMALE
🖉 Messages	69	ELVEY, OMICA	7.5	FEMALE		5	ENGLISH, TANOYA		7.6	FEMALE
	0 70	FACEY, KARISSA	7.7	FEMALE		6	FERGUSON, AMELIA		7.7	FEMALE
	0 71	FAIRCLOUGH, ASHLEY	7.4	FEMALE		7	DYER, CARYL		7.9	FEMALE
Assignments	0 🗌 72	FALCONER, IANA	7.8	FEMALE						
Handouts	3	FAULKNER, TORE ANN	7.4	FEMALE						
	- 74	FINDLAY, ANTOINAE	7.4	FEMALE						
	0 75	FISHER, ALICIA	7.9	FEMALE						
	0 76	FOGAH, DANIQUE	7.10	FEMALE						
	0 77	FORBES, TASHEIKA	7.11	FEMALE						
	- 78	FORD, ALLIA	7.1	FEMALE						
	9	FORSYTHE, CHINIQUE	7.2	FEMALE						
	80	FRANCIS, CARLA	7.6	FEMALE						
	81	FRANCIS, JENNIEL	7.8	FEMALE				Activate	Windows	
		CONTROL 1011010	7 0		*			Go to Settir	or to activate	Windows
								🔚 Save	Selected Stude	nts 🛛 😢 Close

Once "CLOSE" is selected, it brings you back to the insert mark sheet filter window, but note that the mixed class name is now copied to the "CLASS NAME" which indicates that the group is created and it can now be inserted.

🖪 INSERT MARK	SHEET SHEET
YEAR:	2018-2019 - TERM: CHRISTMAS -
SUBJECT:	BUSINESS BASICS V
CLASS ID:	[select classid]
MIX CLASS -	
GRADE LEVEL:	- 7
NEW NAME:	7BB.GAW.19.1
CLASS NAME:	7BB.GAW.19.1 👻 📝 EDIT
	R INSERT → CLOSE

Select "INSERT" and then the group will be populated and then you can insert columns accordingly.

6	Dashboard	🛃 Attendance 🛛 骼 My Mark	Book 2 👋					
20	18-2019	- CHRISTMAS	👻 🗌 INSER	т 🛛 🕞	DELETE			
e	ENGLISH LAN	SUAGE × 🎒 MATHEMATICS	× 📴 BUSINE	SS BASIC	s ×			
1	Insert Columns	🛃 Column Properties	AVE 🔝 Auto	Save	C Refresh			🎲 EDIT 🕥 UPDATE
	РНОТО	STUDENT'S NAME	GENDER	EX	CONDUCT	COMMENT		
1	9	ANDERSON, NORVIAH	FEMALE	40			0	
2	@	BAKER, DANIELLE	FEMALE	80			•	
3	2	BARRANT, BRIANA	FEMALE	90			•	
4		BECKFORD, KABRINA	FEMALE	78			0 🔛	
5	2	DYER, CARYL	FEMALE	65			•	
6	9	ENGLISH, TANOYA	FEMALE				•	
7		FERGUSON, AMELIA	FEMALE				0 🔛	
<<	C Page	1 of 1 > >> C						Activate Windows Displaying 1 - 7 of 7 Go to Settings to activate Windows.
63	7BB.GAW.19.1							

- Once the columns are added, please SAVE and the UPDATE which is located in the top right hand of the window.
- Once you have updated the mark sheet, the red X see beside the classid will now become a green tick. This indicates that the grades have been submitted and you are no longer allowed to make changes to this mark sheet.
- Once there is a red notch, this is to remind you to "SAVE".
- If there is in fact a case where you have to make changes, please note that the UPDATE button has now changed into UNDO UPDATE. Once this is selected, then changes can be made.

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Dashboard	Dashboard	📑 Attendance × 👔 My M	lark Book 2 ×					
My Mark Book 2	2018-2019	- CHRISTMAS	👻 🗌 🔂 INSE	RT 🛛 🔒	DELETE			
Attendance	🔒 ENGLISH L	ANGUAGE × 🔒 MATHEMATIO	CS 🐣 🔒 BUSIN	ESS BASIC	s ×			
Attendance Summary	🗇 Column Pro	certies de Refresh) Undo
Comments Register	РНОТО	STUDENT'S NAME	GENDER	EX	CONDUCT	COMMENT		
My Students	1 🧕	ANDERSON, NORVIAH	FEMALE	40				
Messages	2	BAKER, DANIELLE	FEMALE	80				
Classes	3	BARRANT, BRIANA	FEMALE	90				
Assignments	4	BECKFORD, KABRINA	FEMALE	78				
Handouts	5 6	DYER CARYI	FEMALE					
			FEMALE					
	° 🎐	ENGLISH, IANOYA	FEMALE					
	7	FERGUSON, AMELIA	FEMALE					
							Activate Windows	indow
	⊘ 7BB.GAW.1	9.1					101001103901000000	

- For teachers who teach multiple subjects, the system allows you to select subject tabs above the mark sheet, and the classes and listed below. Hence making the process even simpler.
- > Before closing, it's recommended that you update all mark books.

HOW TO MARK THE REGISTER

- Once you are assigned as a form teacher by the administrator, from you menu options, select "ATTENDANCE".
- > Before the list is generated, you must first select the week you want to mark.

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属 My Mark Book 2	Reload Regist	er 🛛 🚊 Fill Task 🛛 📄 Sav	re 📄 🔒 Aut	to Save	2018-20)19	Ŧ	[SEI	LECT WEEK] 👻	7.1		Ŧ	
attendance				MON	IDAY	TUESDAY		WEE	K STARTING ENDING	î	FRI	DAY	а
httendance Summary	Photo	Students Name	Gender	AM	PM	AM PI	N	2	10/09/2018 14/09/201	18	AM	PM	
🤜 Comments Register								3	17/09/2018 21/09/201	18			
Å My Students								4	24/09/2018 28/09/201	18			
🖌 Messages								5	01/10/2018 05/10/201	18			
🚊 Classes								7	15/10/2018 19/10/201	18			
Assignments								8	22/10/2018 26/10/201	18			
Handouts								9	29/10/2018 02/11/201	8			
								10	05/11/2018 09/11/201	8			
									12/11/2010 10/11/201	0			

> Once this is done, then the students will be added and ready to be marked.

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📕 My Mark Book 2		Reload Registe	er 🛛 🚊 Fill Task 🛛 📄 Sa	ve 📄 Au	to Save	2018-20)19	Ŧ	49			7.1		Ŧ]	
& Attendance		Dhata	Students Name	Cardan	MO	NDAY	TUE	SDAY	WEDN	ESDAY	THU	RSDAY	FRI	DAY		
Attendance Summary		Photo	Students Name	Gender	AM	РМ	AM	РМ	AM	PM	MA	PM	AM	PM		
Victor Comments Register	1	1	BARNETT, SHARISSA	FEMALE	A											<u>^</u>
students 🐣 My Students	2	<u>,</u>	BROWN, CIARA	FEMALE	Ĺ											- 1
<i>⊾</i> Messages	3	2	CLARKE, THALIA	FEMALE	E											- 1
Classes	4		ELLINGTON, JONIQUE	FEMALE	Р											- 1
Assignments	5		FORD, ALLIA	FEMALE	r	1										
	6	2	FRANCIS, NATHANIA	FEMALE												
	7	2	GIBBS, KHADINE	FEMALE												
	8	2	GRAY, PHYLONIA	FEMALE												
	9	9	HAMILTON, ANNA-KA	FEMALE												
	10	2	HENRY, MAKETSU	FEMALE									Activ	ato Min	dows	
	11	2	JONES, MALIESULA	FEMALE									Go to	Settings to	activate Window	NS.
	12		IFE AKEFLAH	FFMAI F												*

- > Things you should note:
 - The first click is ABSENT
 - \circ The second is LATE
 - The third is EXCUSED
 - The fourth is PRESENT
 - The fifth is BLANK
- This is so; because it's recommended that you enter all the absence, late and excuse before and then have the system automatically populate the rest of the field.

There is a "FILL TASK" button at the top of your window. Once this is selected, you are able to select the fields accordingly. Then "APPLY" and "CLOSE".

📙 Fill Task			00
Day of Week:	[ALL]		Ŧ
Session:	AM/PM		v
Status:	PRESENT		Ŧ
Overwrite:			
	0	Apply	🔞 Cancel

> Once there is a red notch, this is to remind you to "SAVE".

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Dashboard	☆ Dashboard	n Comments Register	× 🔒 Atten	dance										
My Mark Book 2	Reload Regist	er 🛛 🚊 Fill Task 🛛 🔚 S	ave 📄 Au	to Save	2018-20)19	Ŧ	49			7.1		Ŧ]
Attendance				MO	NDAY	TUE	SDAY	WEDN	ESDAY	THU	RSDAY	FRI	DAY	
Attendance Summary	Photo	Students Name	Gender	AM	PM	AM	PM	AM	PM	MA	PM	AM	РМ	
comments Register	1 👲	BARNETT, SHARISSA	FEMALE	A	P	Р	P	P	Р	P	P	Р	Р	
Ay Students	2	BROWN, CIARA	FEMALE	L	Р	Р	P	P	Р	Р	P	Р	Р	
Messages	3 🙊	CLARKE, THALIA	FEMALE	E	Р	Р	Р	Р	Р	Р	P	Р	Р	
Classes	4	ELLINGTON, JONIQUE	FEMALE	Р	Р	Р	P	P		Р	P	P	Р	
Assignments	5	FORD, ALLIA	FEMALE		Р	Р	Р	P	Р	P	P	Р	Р	
landouts	6	FRANCIS, NATHANIA	FEMALE	P	Р	Р	P	P	Р	P	P	P	Р	
	7	GIBBS, KHADINE	FEMALE	Р	Р	P	P	P	Р	P	P	P	Р	
	8	GRAY, PHYLONIA	FEMALE	Р	Р	Р	P	Р	Р	Р	P	Р	Р	
	9 👰	HAMILTON, ANNA-KA	FEMALE	Р	Р	Р	P	P	Р	P	Р	Р	Р	
	10 🔮	HENRY, MAKETSU	FEMALE	Р	Р	P	P	P	Р	Р	Р	Р	P	
	11 🧕	JONES, MALIESULA	FEMALE	Р	Р	Р	Р	Р	Р	Р	P	Activ R to	ate Win Settings to	dows activate Windov
	12	LEE AKEELAH	FEMALE	Р	P	р	Р	Р	Р	Р	P	Р	Р	

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a Dashboard	Ô	Dashboard	n Comments Register	× 🖪 Atten	dance ×										
📕 My Mark Book 2		Reload Registe	er 🛛 🚊 Fill Task 🛛 📔 Sa	ive 📄 Au	to Save	2018-20)19	Ŧ	49			7.1		Ŧ	
& Attendance					MOI	DAY	TUE	SDAY	WEDN	IE SDAY	THU	RSDAY	FRI	DAY	
Attendance Summary		Photo	Students Name	Gender	AM	PM	AM	PM	AM	PM	AM	PM	AM	РМ	
Comments Register	1	2	BARNETT, SHARISSA	FEMALE	A	Р	Р	Р	Р	Р	Ρ	Р	Р	Р	
My Students	2		BROWN, CIARA	FEMALE	L.	Р	Р	Р	Р	Р	Р	Р	Р	Р	
Messages	3	2	CLARKE, THALIA	FEMALE	Е	Р	Р	Р	Р	Р	Р	Р	Р	Р	
Classes	4		ELLINGTON, JONIQUE	FEMALE	Р	Р	Р	Р	Р		P	Р	Р	Р	
Handouts	5		FORD, ALLIA	FEMALE		Р	Р	Р	Р	Р	Р	Р	P	Р	
	6	2	FRANCIS, NATHANIA	FEMALE	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	
	7	2	GIBBS, KHADINE	FEMALE	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	
	8	٩	GRAY, PHYLONIA	FEMALE	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	
	9	9	HAMILTON, ANNA-KA	FEMALE	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	
	10	2	HENRY, MAKETSU	FEMALE	Р	Р	Р	Р	Р	Р	Ρ	Р	P	P	daus
	11	2	JONES, MALIESULA	FEMALE	Р	Р	Р	Р	Р	Р	Р	Р	R to	Settings to	activate Wind
	12		LEE AKEELAH	FEMALE	р	P	Р	P	P	P	P	P	р	P	

> Once saved, then one can move to the following week and continue marking.

HOW TO ADD COMMENTS

- After the grades have been entered, then it is now time for the form teachers to add their respective comments.
- From the menu bar, select "COMMENTS REGISTER". This will load your home room class. (If you don't see it, press RELOAD located in the top right hand corner)

NO IMAG AVAILAB	ie s	ST. CATH	ERINE HIGH											ALKER, GARY
٥	٨	Dashboard	Attendance × G Comments Re	gister ×										
MENU	7.1		· 2018-2019 ·	CHRIST	MAS -									🤣 Refresh
		РНОТО	STUDENT'S NAME	GENDE	Comments/Grades	Profile	notes 👔	n Oth	er				East Panel	Ð
	1	2	BARNETT, SHARISSA	FEM.	Form Teacher Grade	Supervisor	Principal						Select a student name	e
	2		BROWN, CIARA	FEM.										
	3	2	CLARKE, THALIA	FEM.										
	4		ELLINGTON, JONIQUE	FEM.										
	5	<u>.</u>	FORD, ALLIA	FEM.							🔚 Sav	e		
	6	2	FRANCIS, NATHANIA	FEM.	SUBJECT	PROG	PROG	EXAM	FINAL	COND	COMM	TE		
	7	2	GIBBS, KHADINE	FEM.										
	8	۷	GRAY, PHYLONIA	FEM.										
	9	9	HAMILTON, ANNA-KAYLA	FEM.										
	10	2	HENRY, MAKETSU	FEM.										
	11	2	JONES, MALIESULA	FEM.										
	12	٠	LEE, AKEELAH	FEM.							Acti Go to	Set	e Windows tings to activate Wind	dows.
	4	-			4							÷	Comments Oth	er

Once you select a student, the grades will be displayed and you can then see the average in which you are commenting on.

NO IMAG	THE C	ST. CATH	ERINE HIGH												WALKER, GARY
Ø		Dashboard	🕞 Attendance 🐣 🤜 Comments Re	egister ×											
MENU	7.1	I	× 2018-2019 ×	CHRIST	IMAS	3 -									🤹 Refresh
		РНОТО	STUDENT'S NAME	GENDE	4	Comments/Grades	Profile	Notes	i 🐚 Oth	er				East Panel	۲
	1	2	BARNETT, SHARISSA	FEM.	F	orm Teacher Grade	Supervisor	Principal							
	2	<u></u>	BROWN, CIARA	FEM.	S	harissa is a confident and	I hardworking	student with t	he potential t	o excel. Sh	arissa must b	e encouraged	l to	1	
	3	2	CLARKE, THALIA	FEM.	ĸ	. Boothe	demote the g							1 6	100
	4		ELLINGTON, JONIQUE	FEM.											
	5	٩	FORD, ALLIA	FEM.								🔚 Sav	/e		
> -	6	2	FRANCIS, NATHANIA	FEM.		SUBJECT	PROG	PROG	EXAM	FINAL	COND	COMM	TE		
	7		GIBBS, KHADINE	FEM.	1	AGRICULTURE &	17.2	11.8	45.6	74.6%	G	6	-	No. of Late:	2
	8			FEM	2	BUSINESS BASICS	16.4	16.8	46.8	80.0%	VG	1		Average:	71.8
	Ŭ	-	Shar, THE CAR	1 2.00	3	ENGLISH LANGUA	11.3	15.2	40.6	67.1%	E	2			
	9	9	HAMILTON, ANNA-KAYLA	FEM.	4	ENGLISH LITERAT	12.4	12.9	45.6	70.9%	VG	2			
	10	•	HENRY MAKETSU	EEM.	5	GEOGRAPHY	14.3	17.1	52.2	83.6%	S	1			
					6	HISTORY	11.0	15.1	27.2	53.4%	S	13			
	11	2	JONES, MALIESULA	FEM.	7	HOME & FAMILY	15.4	11.6	46.8	73.8%	G	5			
	12		LEE AKEELAH	EEM.	8	INDUSTRIAL TEC	13.6	12.7	49.0	75.3%	S	6Acti	ivata	e Windows	
					9	INFORMATION TE	13.6	15.5	46.2	75.3%	VG	2Go to	s Sett	ings to activate	Windows.
	4			•	11						î	-	F.	Comments	Other

- In order to add a comment, in the bottom right of the screen, select "COMMENTS". The system pre-generated comments will be listed.
- Please not that you can always type your unique comments, as well as edit any comments selected of the list.
- In order to add a comment, just click and drag comment to the designated area. The system will automatically add the student's credentials as well and add your initials.

1	E Dashboard	🖪 Attendance 🐣 🖓 C	omments Register 👋											
[.1	~ 2018-2019			mont drag and d	ron it fro	m tha liv	at anta t	ho oom	montor			2	Refresh
	PHOTO	STUDENT'S NAME	Domonwhow to		inent urag and u					intent are	a		East Panel	۲
1	2	BARNETT, SHARISSA	Remember to	CI	ICK Save for each	i comme	пт турес	or sele	cted				COMMENT	
2		BROWN, CIARA	FEM.	S	harissa is a confident and	hardworking s	tudent with t	he potential t	o excel. Sh	arissa must b	e encouraged	to	FORM TEACHER	
3	2	CLARKE, THALIA	FEM.	re K	main focused in order to a Boothe	chieve her go	als.						Sname is a confide and hardworking	nt
4		ELLINGTON, JONIQUE	FEM.										potential to excel. \$name must be	
5	٩	FORD, ALLIA	FEM.								🔚 Sav	e	focused in order to achieve \$her/his	
6	2	FRANCIS, NATHANIA	FEM,		SUBJECT	PROG	PROG	EXAM	FINAL	COND	COMM	TE	goals. Steacher	
7		GIBBS, KHADINE	FEM.	1	AGRICULTURE &	17.2	11.8	45.6	74.6%	G	6	-		
			EEM	2	BUSINESS BASICS	16.4	16.8	46.8	80.0%	VG	1		\$name is a quiet,	
°	٠	GRAT, PHTLONIA	F EIW.	3	ENGLISH LANGUA	11.3	15.2	40.6	67.1%	E	2		confident and co- operative student w	/ho
9	9	HAMILTON, ANNA-KAYLA	FEM.	4	ENGLISH LITERAT	12.4	12.9	45.6	70.9%	VG	2		has a positive	ic
10	•	HENDY MAKETON	EEM	5	GEOGRAPHY	14.3	17.1	52.2	83.6%	S	1		work. With continue	ed
10		TIENKI, MAKE130	T LIVE	6	HISTORY	11.0	15.1	27.2	53.4%	S	13		dedication \$she/he	will
11	0	JONES, MALIESULA	FEM.	7	HOME & FAMILY	15.4	11.6	46.8	73.8%	G	5		reap success.	
12			EEM	8	INDUSTRIAL TEC	13.6	12.7	49.0	75.3%	S	6Acti	vate	e W\$teaches	
12	1	LEE, AREELAH	FEM.	9	INFORMATION TE	13.6	15.5	46.2	75.3%	VG	2Go to	Sett		s.

From this same window, you can select the "OTHER" tab and assign their houses as well as to ADD the student extra-curricular activates.

7.1		· 2018-2019 ·	CHRIS	AS V	
	PHOTO	STUDENT'S NAME	GENDE	Comments/Grades Profile 👔 Notes 🗈 Other	
1	2	BARNETT, SHARISSA	FEM	House: Select a house] V O Add	
2		BROWN, CIARA	FEM.	EXTRA-CUR AVILA GORETTI	
3	2	CLARKE, THALIA	FEM.	LOURDES	
4	2	ELLINGTON, JONIQUE	FEM.	MERCEDES ORLEANS	
5	٩	FORD, ALLIA	FEM.	PASCHAL	
6	2	FRANCIS, NATHANIA	FEM.		
	РНОТО	STUDENT'S NAME	G	4DE 📓 Comments/Grades 📑 Profile 👔 Notes 🕼 Other	East Panel 🔊
1	2	BARNETT, SHARISSA	F	House: [Select a house] - OAdd Delete	Ve COMMENT
2	٢	BROWN, CIARA	F	L EXTRA-CURRICULAR ACTIVITIES NOTATION	FORM TEACHER
3	2	CLARKE, THALIA	F		and hardworking student with the
4		ELLINGTON, JONIQUE	F	I. ART CLUB	potential to excel. \$name must be
5	٩	FORD, ALLIA	F	L AVIATION CLUB BASKETBALL	focused in order to achieve Sher/his
6	2	FRANCIS, NATHANIA	F	CADET	goals.
6 7	2 2	FRANCIS, NATHANIA GIBBS, KHADINE	F	L CADET CATHOLIC CLUSTER L CHESS CLUB	goals. Steacher
6 7 8	2 2 2	FRANCIS, NATHANIA GIBBS, KHADINE GRAY, PHYLONIA	F	L CADET CATHOLIC CLUSTER CHESS CLUB L CLOTHING & TEXILES CONVEXT	goals. Steacher FORM TEACHER Sname is a quiet, confident and co-
6 7 8 9	2 2 2	FRANCIS, NATHANIA GIBBS, KHADINE GRAY, PHYLONIA HAMILTON, ANNA-KAYLA	F F F	CADET CATHOLIC CLUSTER CHESS CLUB CLOTHING & TEXILES CRICKET DEBATING SOCIETY	goals. Steacher FORM TEACHER Sname is a quiet, confident a duco, ops attractive nut who are open stiller in the open of the open of the area open of the open of the open of the open of the area open of the open of
6 7 8 9 10		FRANCIS, NATHANIA GIBBS, KHADINE GRAY, PHYLONIA HAMILTON, ANNA-KAYLA HENRY, MAKETSU	F F F	CADET CATHOLIC CLUSTER CATHOLIC CLUSTER CHESS CLUB CLOTHING & TEXILES CRICKET CRICKET DEBATING SOCIETY DEPUTY HEAD BOY DEPUTY HEAD BOY DEPUTY HEAD GIP	goals. Steacher FORM TEACHER Sname is a quiet, confident and co- operative student who has a positive approach to Sher/his work. With continued hard work and

If or when you have finished working, please select your name at the top right hand corner and logout.

SI. CATHERINE HIGH	rofile
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