

Posting Grades in TAM

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Steps to follow after all grades for the report period have been entered in the gradebook and you are ready to post grades.

Click the Gradebook Tab

eSIS TeacherAssistant

Home Gradebook Students Reports Others

Spreadsheet | Enter Grade/Comments | Condensed Grade Entry | Assessment List | Missing Grade | Reporting Term Grade | **Post Grade**

Spreadsheet

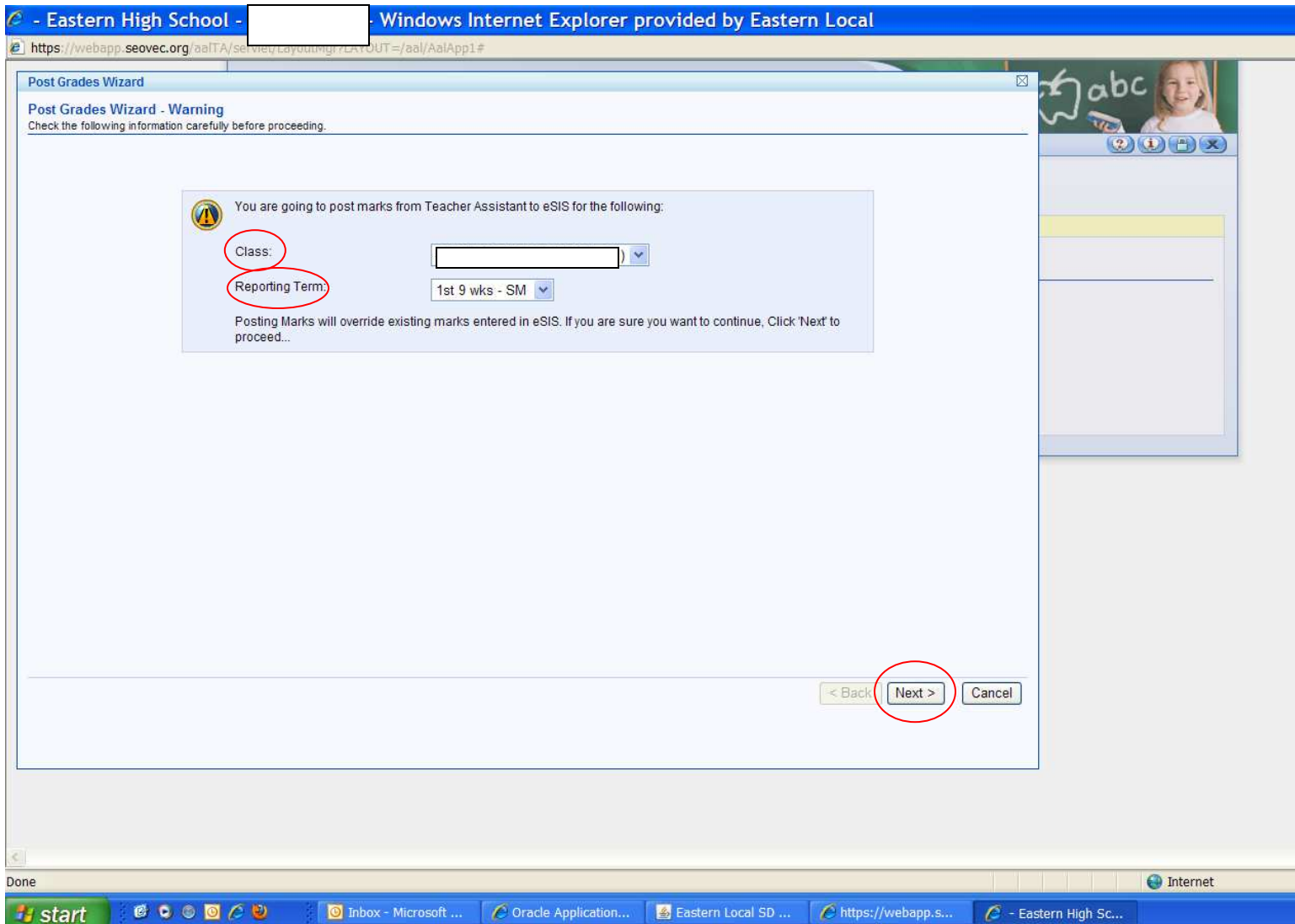
Class: [] Category: All
Reporting Term: 1st 9 wks - SM Assessment Type: All
150 Number of Columns

Student Name	T Avg%	Total	Earned	Avg%	1st Q P

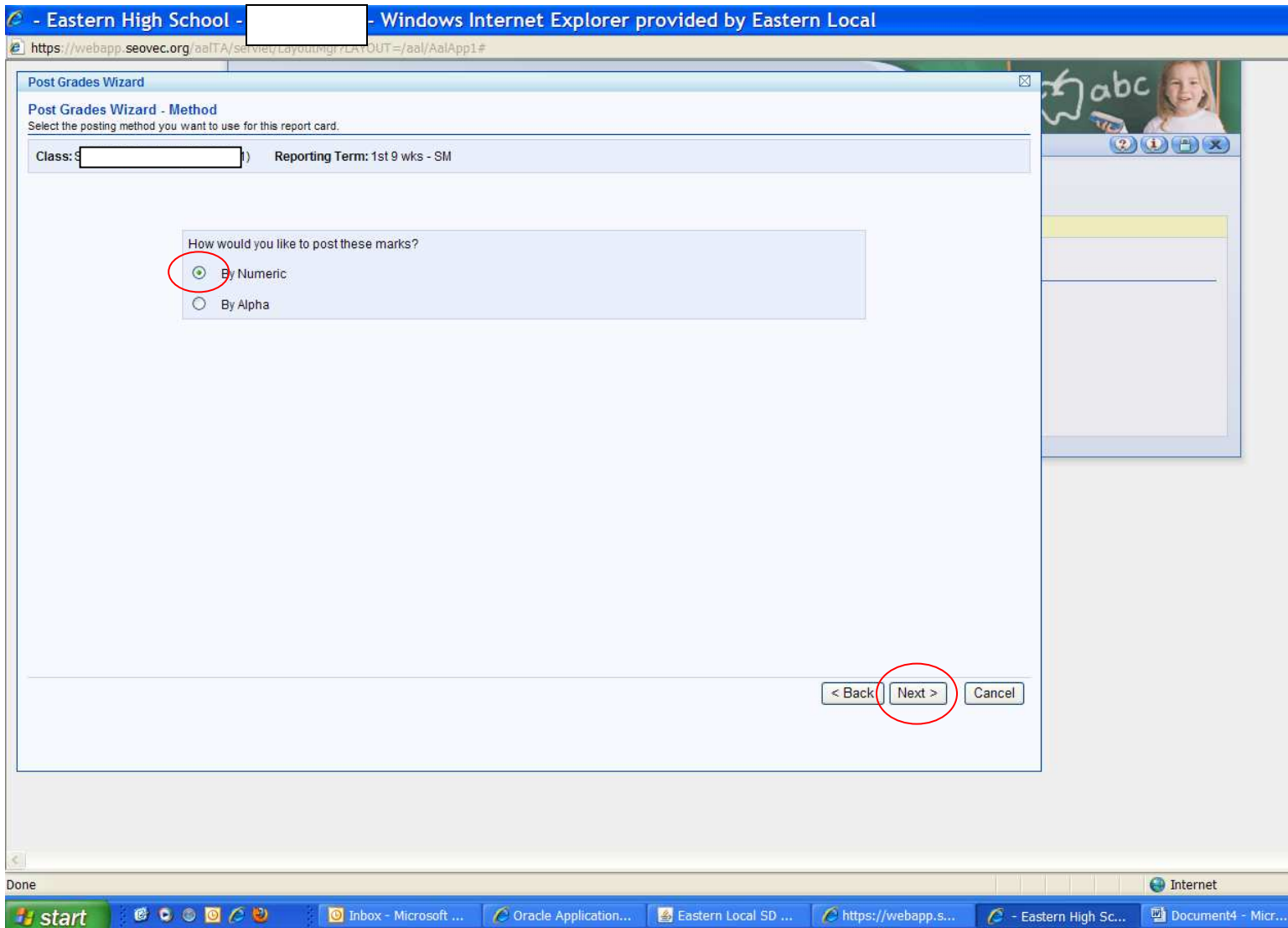
Legend Unexempt Exempt Print Add Assessment Save

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Click on the Post Grades subtab



- Select a class from the Class drop down box
- Select a reporting term from the Reporting Term drop down box
- Click on the Next button



How would you like to Post these marks? – Default is Numeric and the district uses numeric grading. If the button is not marked beside numeric you will need to click in the circle.

Click on the Next button

Post Grades Wizard

Post Grades Wizard - Grade Entry

Reporting Term Grade Teacher Comments **School Grade Entry**

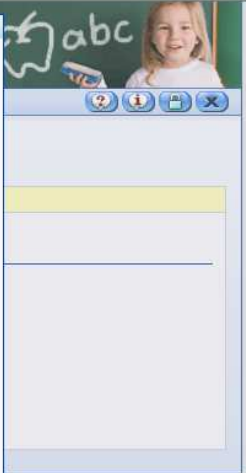
Class: S [redacted]

Student Name	1st 9 wks - SM		2nd 9 wks - SM		Exam Grade		Final Grade	
	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post

Grade Was Manually Changed ■

Calculate Final Print Save

< Back Finish Cancel



Click on the School Grade Entry tab

- Eastern High School - [redacted] - Windows Internet Explorer provided by Eastern Local

https://webapp.seovec.org/aalTA/serView/LayoutMgr/LAYOUT=/aal/AalApp1#

Post Grades Wizard

Post Grades Wizard - Grade Entry

Reporting Term Grade Teacher Comments School Grade Entry

Class: S [redacted] Reporting Term: 1st 9 wks - SM Count: 5

Last Name	First Name	Pupil #	Grade	Prev	Exam	Final	S.Avg	Abs.	Late	View	Comments	Progress Codes
[redacted]	[redacted]	[redacted]	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.0	<input type="checkbox"/>	View	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?
[redacted]	[redacted]	[redacted]	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.0	<input type="checkbox"/>	View	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?
[redacted]	[redacted]	[redacted]	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.0	<input type="checkbox"/>	View	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?
[redacted]	[redacted]	[redacted]	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.0	<input type="checkbox"/>	View	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?
[redacted]	[redacted]	[redacted]	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.0	<input type="checkbox"/>	View	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?	<input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ? <input type="checkbox"/> ?

Grade Entry Completed

< Back Finish Cancel

This is the screen where grades can be changed to incompletes. Change the numeric grade to the letter I and enter the comment code for incomplete (26).

Any other comment needs to be entered on this screen.

Click the ? beside the box and select the comment you wish to add or enter the comment number from the attached list in the box under the comment header.

*****NEXT STEP IS VERY IMPORTANT*****

Click the box next to Grade Entry Completed (make sure the check mark shows up in the box) Then click the Save button.

- Eastern High School - [redacted] - Windows Internet Explorer provided by Eastern Local

https://webapp.seovec.org/aalTA/serveLayout.html?LAYOUT=/aal/AalApp1#

SIS TeacherAssistant

Home Gradebook Students Reports Others

Spreadsheet | Enter Grade/Comments | Condensed Grade Entry | Assessment List | Missing Grade | Reporting Term Grade | **Post Grade**

Post Grade ▾

Post Wizard - Finished

Marks were successfully posted! Please remember that if you change marks in your workbook, you will need to post them again to ensure report cards reflect those changes.

[Click here to restart the wizard.](#)

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start | Internet | Inbox - Microsoft ... | Oracle Application... | Eastern Local SD ... | https://webapp.s... | - Eastern High Sc... | Document4 - Mic...

~~Click here to restart the wizard and start over with the next class.~~ *UPDATED 10/19/2010* Click the Post Grade sub tab to enter other class grades. These steps must be followed for each class you are posting grades for. (The grade entry complete button must be checked for each course)