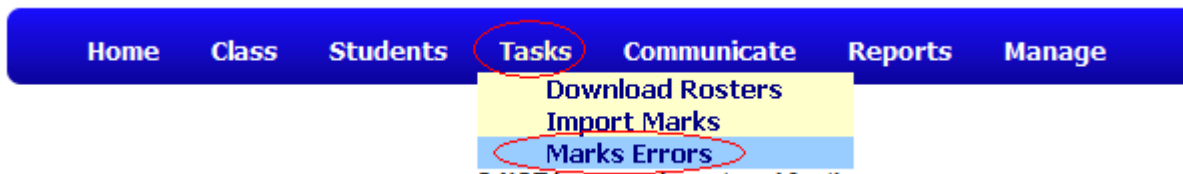


## Marks Errors Task

2/18/2011

The Marks Errors Task can be used at any time regardless of your grade marks input method (scanners, online grade marks entry or import from Easy Grade Pro). **It lists students in any of your sections for a single grading period with blank grade marks. This is the quickest way to find out which of your students still need marks.** It's most useful to run this activity at the 9 week and semester final grading periods since all students are expected to receive marks at that time. The list will be blank if you have zero students with missing marks.

1. Log into SB2000 Classroom
2. Point to the **Tasks** menu item (see below).
3. Click the **Marks Errors** submenu item



The most recent Mark Period will automatically be selected for you. The records with missing grade marks will be displayed.

Marks Errors							
This screen will display students that DO NOT have marks entered for the Mark Period selected.							
							Mark Period:
							SEM 1 - Final
Per	Course	Section	Student Name	Stu Id	Gr	Gender	Mark
01	*Physics A	0109	[REDACTED]	[REDACTED]	12	F	
01	*Physics A	0109	[REDACTED]	[REDACTED]	11	F	
01	*Physics A	0109	[REDACTED]	[REDACTED]	11	M	

If you want to print the missing marks page for reference, click on the printer friendly symbol near the mark period displayed (not shown above). This will display the results in a simpler format that should work well with your browser print function. Once displayed, click on your browser printer button (or File/Print).

If you want to see missing marks for other grading mark periods, select another period from the listbox next to **"Mark Period:"**.

Background...

Report cards and progress reports are printed and mailed to parents four times each semester from the grade marks section in SB2000. Those SB2000 grade marks can be **viewed** in SB2000 Classroom by the teachers who issue them. The marks can also be **entered** by the teacher directly into the grade marks section using the online grade marks entry feature in SB2000 Classroom (menu item Class/Marks). Those marks can also be placed there via grade scanner sheet processing and/or importing marks from Easy Grade Pro. Even if the bulk of your grade marks arrived via scanner sheet or the import process from Easy Grade Pro, you can then use the online grade marks entry feature to view, edit and/or supplement the marks before report cards are mailed.

**SPECIAL NOTE FOR 12 WEEK PROGRESS REPORTS:** Per district policy, Information Services will automatically add comment 18 to every student's progress record where a teacher marks a grade of D or F. These comments will be added right before the progress reports are mailed so you won't see them in SB2000 or SB2000 Classroom immediately. This has been our practice since November 2008 and will be followed for all future 12 week reports, and only for the 12 week reports. Comment 18 reads "Student is in danger of receiving an F".