

# MMS Teacher Grade Entry v.1

## 1) Log onto network:

**Windows Users:** this happens every time you use the computer. Simply enter your username and password (domain should already list “BowNET”).

**Mac Users:** Double click on the Faculty alias you have on your desktop (some of you may have made an alias of your home directory instead). If you don’t have an alias, open the chooser from the Apple Menu, click on “AppleShare” to list all servers, and find and double click on “Enterprise”. Any of these efforts should

result in an authentication window were you enter your username and password. If you log-on via the chooser, you will also need to select the “items you want to use”. In this case, the item “faculty” located near the bottom of the list.



## 2) Launch the MMS Teacher’s Grade Entry System:

**Windows Users:** Double click on the “MMS Teacher Grade Entry” shortcut on your desktop. Alternatively you could run “MMS Teacher Grade Entry” found in “MMS Teacher Grade Entry” in the “Start Menu”

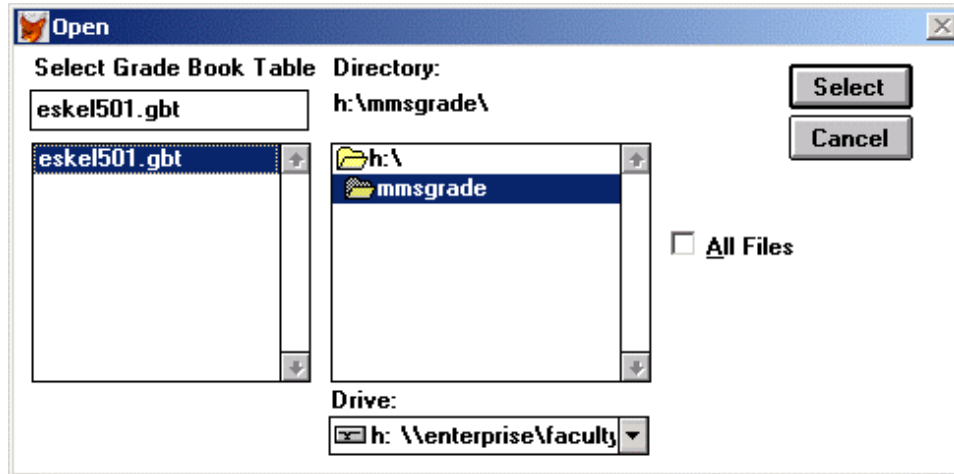
**Mac Users:** Select TGDENTRY from your Apple Menu. Alternatively you could run “TGDENTRY-PPC” found in the “Grade Entry” folder in Macintosh HD.

**Everyone:** Enter your password in the “Enter Password” box and press “OK”.

## 3) Open your Grade Book Table:

In preparation for your grade entry, the office has generated 2 unique files for every teacher to use when entering their grades. Both files share the same name except one ends with the suffix “.gbt” and the other ends with the suffix “.fpt”. These files are generated using the first 5 letters of the teacher’s name followed by the 3-digit number teacher code. For example: “ESKEL501.FPT and ESKEL501.GBT”. Both of these files have been saved into a folder called “MMSGrade” in your home directory. To open the “grade book table”, you select “open” from the file menu and then open the file from your home directory as follows:

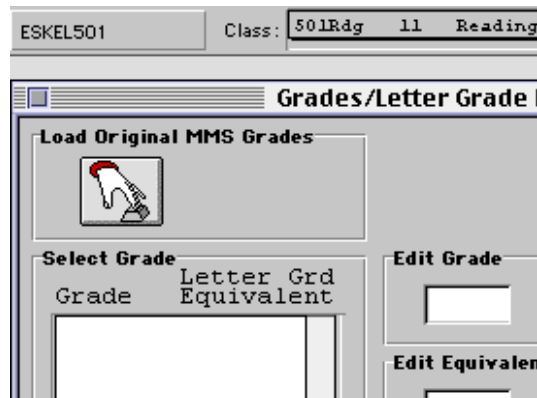
**Windows Users:** set “Drive:” to “h:\\enterprise\\faculty”, set directory to h:\\username\\mmsgrade (ex. H:\\jeskeland\\mmsgrade) and on the left you should see one of the files listed (ex. eskel501.gbt). Click on this file and press the “Select” button to open it.



**Mac Users:** press the “Desktop” button to navigate to the desktop, find and double click “faculty”, find and double click your home directory (i.e. jeskeland), find and double click on the “mmsgrade” folder, find and double click on the .gbt file (i.e. ESKEL501.GBT).

#### 4) Define Grades/Letter Grade Equivalents:

Go to the “Operations” menu and select “Define Grades/Letter Grade Equivalents” from the “Preferences” submenu. In the upper left hand side of the resulting window, click “Load Original MMS Grades”. Close the window.



#### 5) Define Comments:

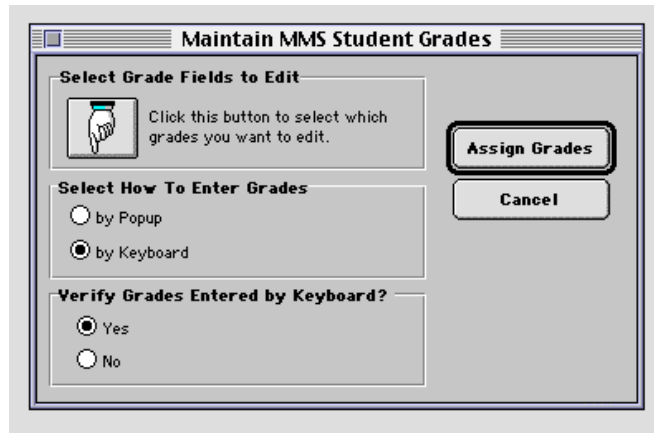
Go to the “Operations” menu and select “Define Comments” from the “Preferences” submenu. In the upper left hand side of the resulting window, click “Load Original MMS Comments”. Close the window.

#### 6) Pick a Class to Record Grades For:

Looking at toolbar at the top of the program, you pick the “class” you want to work with from the center of the toolbar (i.e. 501Rdg 11 Reading) and the “term” you want to work with from the right side of the toolbar (i.e. Quarter 1).

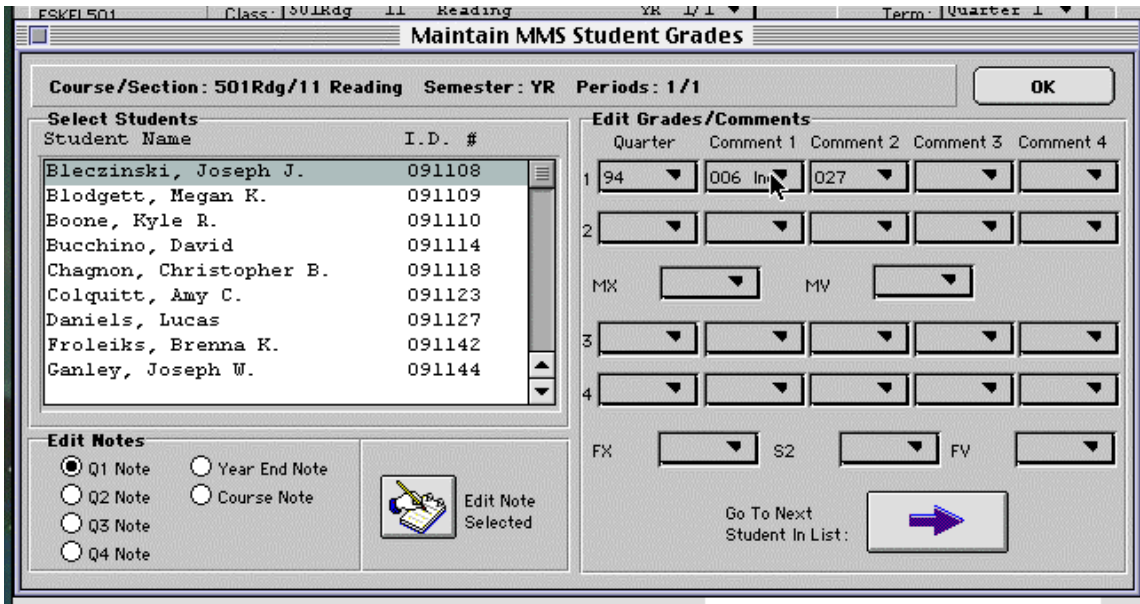
### 7) Choosing a Grade Entry Method:

From the “Screens” menu, select “Maintain MMS Student Grades”. There are two ways you can enter grades. “By Keyboard” is the faster method but requires that you know the correct numbers for any comments you wish to enter. “By Popup” requires that you use the mouse to enter all grades and comments from a pull down list. In this case, the comments are listed and you can pick the one you want via its description instead of just a number. Click the checkbox for the grade entry method you prefer to use and then press the “Assign Grades” button.

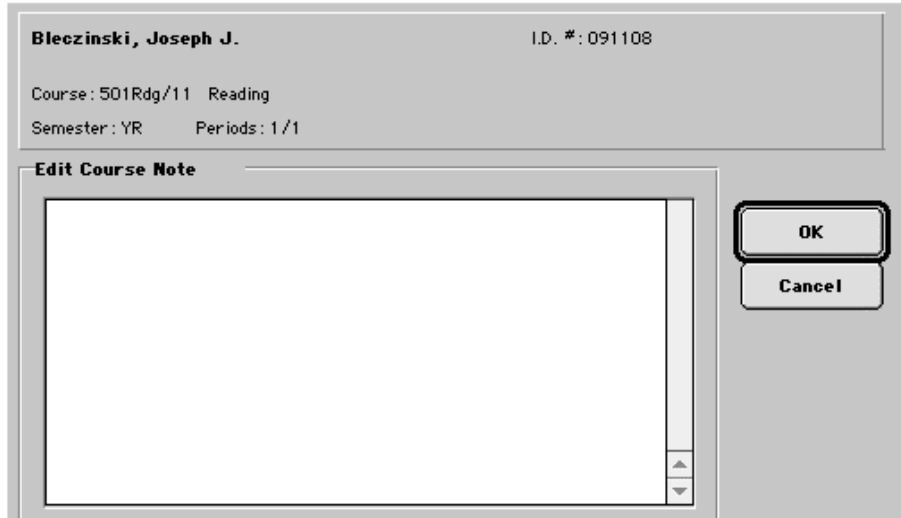


### 8) Entering Student Grades:

a) Double click the name to the student you wish to edit and on the right side of the windows enter the quarter grade and comments. This will be typed in if using the “by keyboard” method or selected from a list if using the “by popup” method. Some of the fields may be unavailable to you. The office decides which fields will be available when they build the grade tables. (i.e. you’re probably only able to enter Quarter 1 grades during Quarter 1).



b) On the bottom left side of the window, you can click the appropriate note button followed by the “Edit Note Selected” to enter extended notes about the quarter, the course, or the year’s end. After entering the note, press the “OK” button to return to the previous screen.



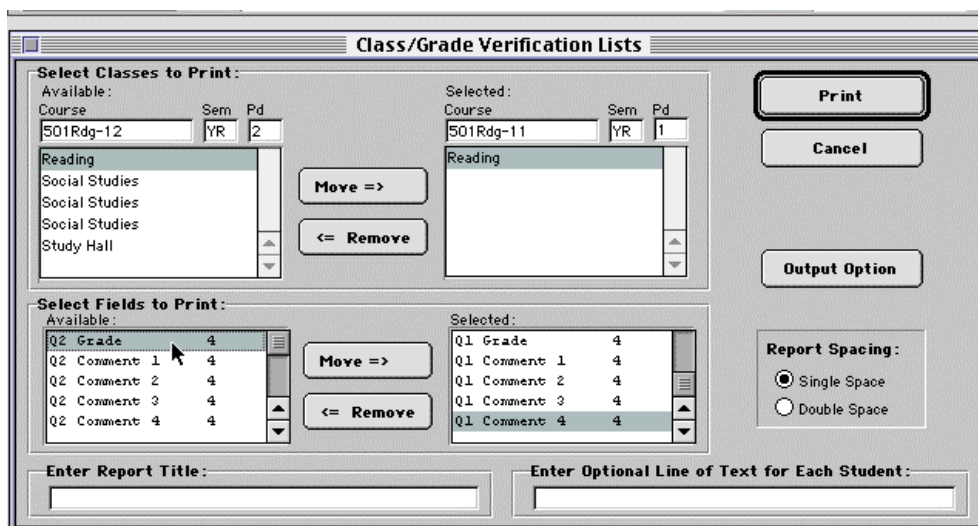
c) When you’ve finished grade entry for the selected student, you can either double click on the next name or press the “Go To Next Student in List” button to... “go to the next student in the list”

d) When you’ve enter grades, comments and notes for all the students in the selected class, press the “OK” button found in the upper right hand corner to close that class. Then press cancel to return to initial screen.

e) Return to **Step 6** to pick your next class and enter their grades. Continue **steps 6–8** until all student grades are entered for all classes.

## 9) Reports

There are several reports you may wish to run in order to create hard copies of the grades and notes you’ve entered. To print your class grades, go to the “Reports” menu and select “Class Lists/MMS Grades”. From here double click on the class or classes you’d like to generate reports on and you should see their name move



to the list on the right called “selected”. On the lower left side of the screen, double-click on the grades and comments fields you’d like to include in your report and you should see their names move to the list on the right called “selected”. (i.e. Q1 Grade, Q1 Comment 1, Q1 Comment 2, etc..). You can also opt to change from single space formatting to double space formatting and enter a title for your report. Press “Print” (upper right corner) to preview the report on your screen. When you press the “OK” button, you will be asked “Would you like to send this report to the printer now”. If you saw what you hoped to print, press “yes” to print it. If you didn’t see what you wanted to see, press “no” and you can change the course and field selections to fit your needs.

### 10) Logging Out

When you’ve completed entering your grades and printing your reports, press the “Exit” button (upper left side of toolbar) in order to exit the “MMS Teacher’s Grade Entry System”.

