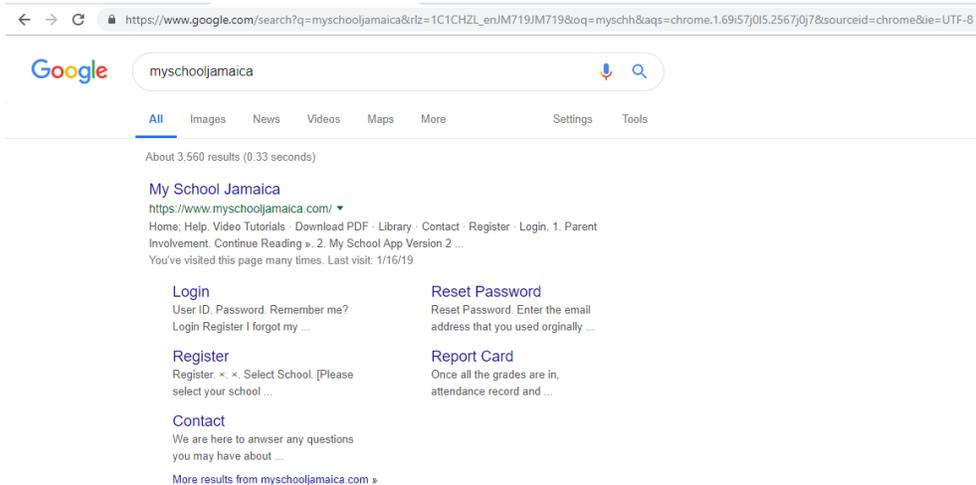


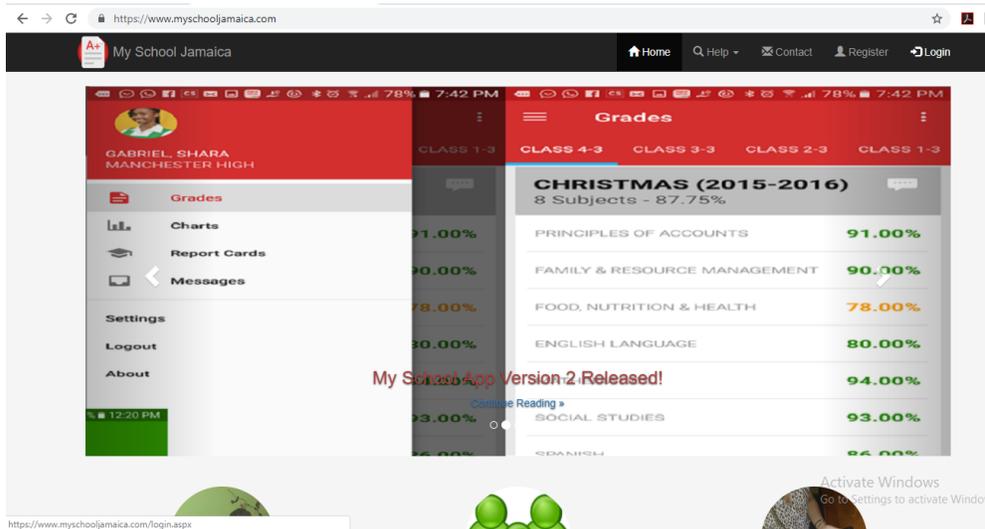
SMS ONLINE GUIDE

HOW TO LOG IN

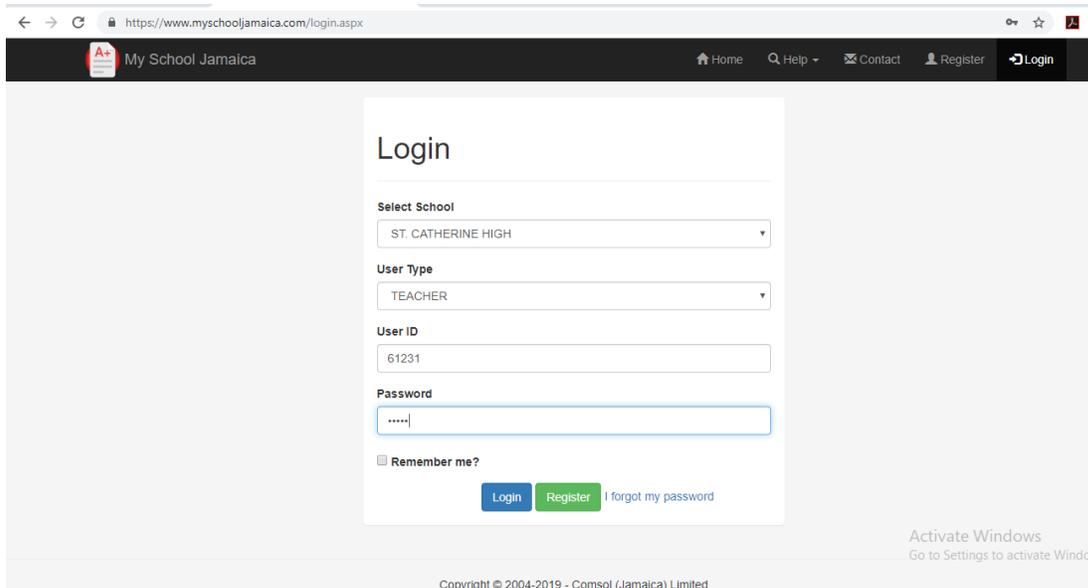
- In your browser, search for “myschooljamaica.com”



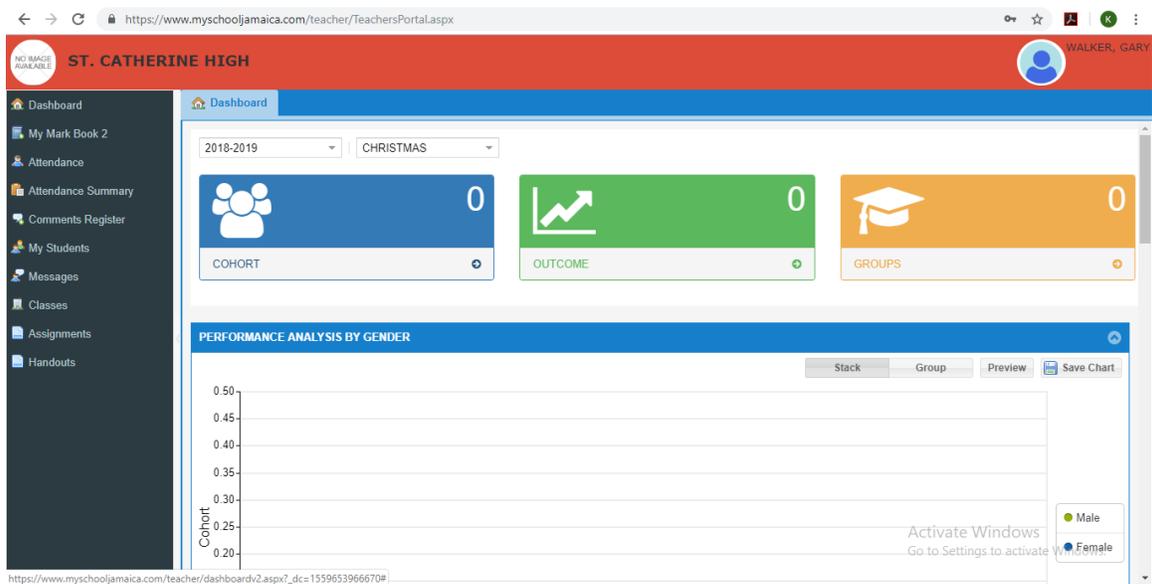
- After the page is selected and loaded, please select “LOGIN”



- On the Login screen:
 - Select School from the drop down menu
 - Select the User Type
 - Enter the User ID (the number that the system generated and assigned to you)
 - Enter your password



➤ Select "LOGIN". This will bring you to the Teacher's Portal Dashboard.



HOW TO ENTER GRADES

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

The screenshot shows the 'My Mark Book 2' dashboard for St. Catherine High. The top navigation bar includes the school name and a user profile for 'WALKER, GARY'. The left sidebar lists menu items: Dashboard, My Mark Book 2, Attendance, Attendance Summary, Comments Register, My Students, Messages, Classes, Assignments, and Handouts. The main content area displays the current year (2018-2019) and term (CHRISTMAS). Three summary cards are visible: COHORT (0), OUTCOME (0), and GROUPS (0). Below these is a 'PERFORMANCE ANALYSIS BY GENDER' chart with a y-axis labeled 'Cohort' ranging from 0.20 to 0.50. The chart area is currently empty. A legend on the right indicates 'Male' (green) and 'Female' (blue). A watermark for 'Activate Windows' is present in the bottom right corner.

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

This screenshot shows the same dashboard as the previous one, but with the 'My Mark Book 2' menu item selected in the sidebar. The main content area now shows the '2018-2019' and 'CHRISTMAS' dropdowns, and two buttons: 'INSERT' and 'DELETE'. The 'INSERT' button is highlighted with a blue border, indicating it is the next step in the process.

- 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.

This screenshot shows the dashboard with the 'INSERT MARKSHEET' filter window open. The window contains the following fields:

- YEAR: 2018-2019
- TERM: CHRISTMAS
- SUBJECT: [select subject]
- CLASS ID: [select classid]
- MIX CLASS: [checkbox]

The 'INSERT' and 'CLOSE' buttons are visible at the bottom of the window.

- After this is done, select “INSERT” to create and populate the mark sheet.

- Once this is done, close the window.

- 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.

DATE – the due date for the assignment

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

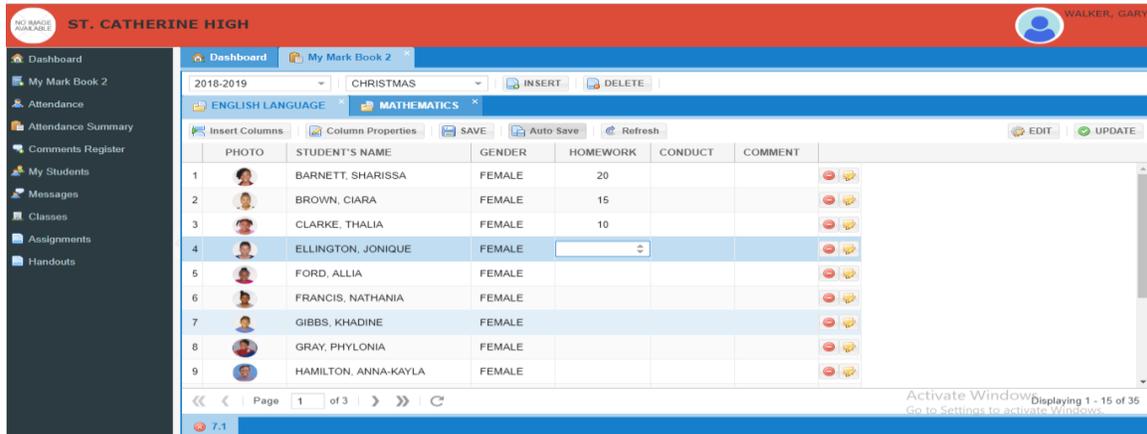
MONTH – The month in which the grades contribute to (Auto-filled based on date selected)

COMPONENT – The component in which the grade contributes to (term grade, exam, progress 1, etc.)

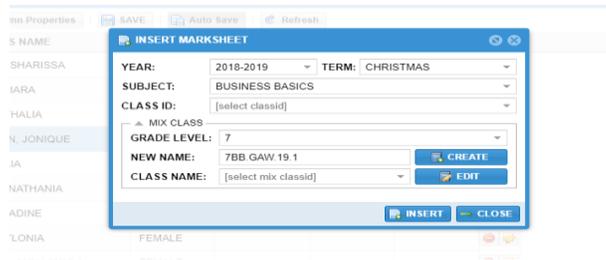
FACTOR – The overall school grading system

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

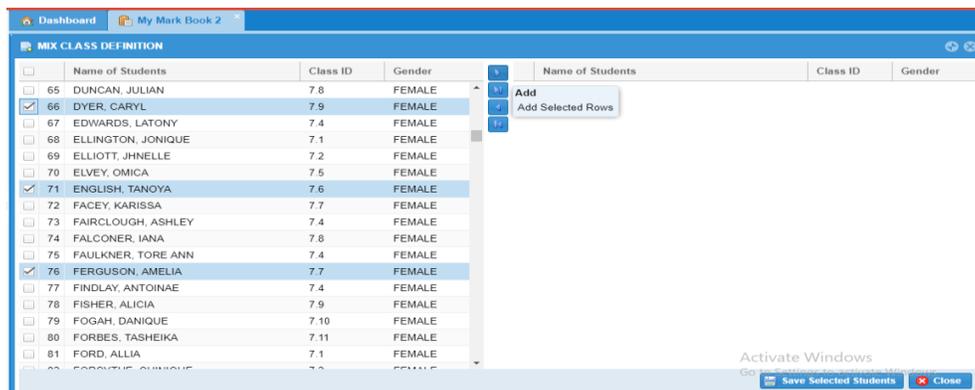
- The system allows you to enter multiple columns at a time, so please note that once you select the “INSERT” button, the columns are being added in the background. Once this is done, grades can now be entered once you close this window.



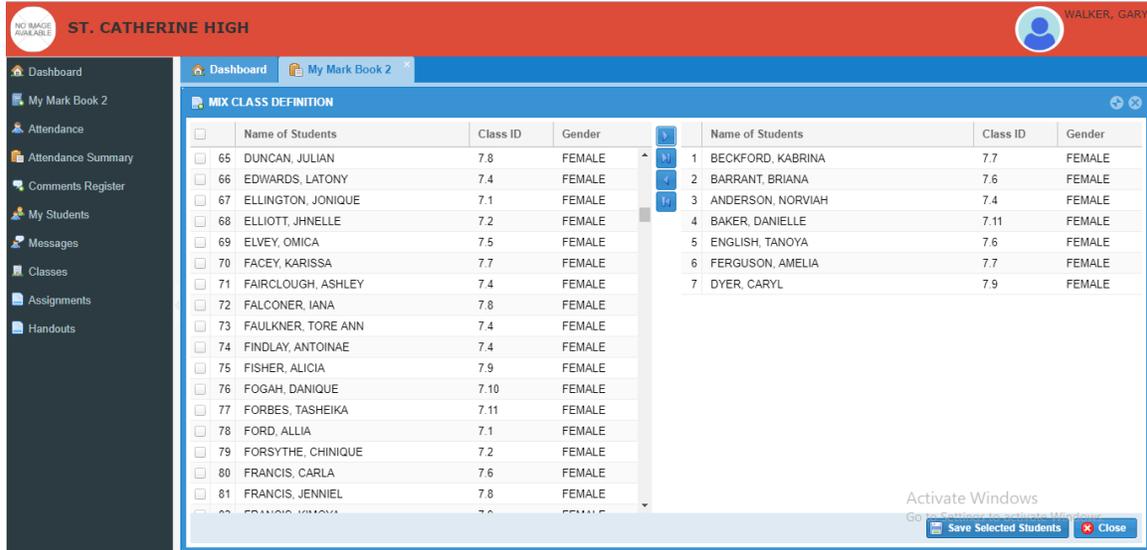
- The process to create a mixed class, we select the “INSERT” button that is located beside the term area. After selecting the subject, click on the expand or down arrow beside mixed class and select the grade level of which the students are in.
- **New Name** - The recommend naming concept is Grade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



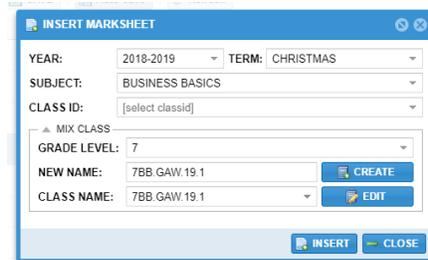
- Once this done, select “CREATE”, a window appears for you to select the students from a list generated with all the students in that particular grade level.



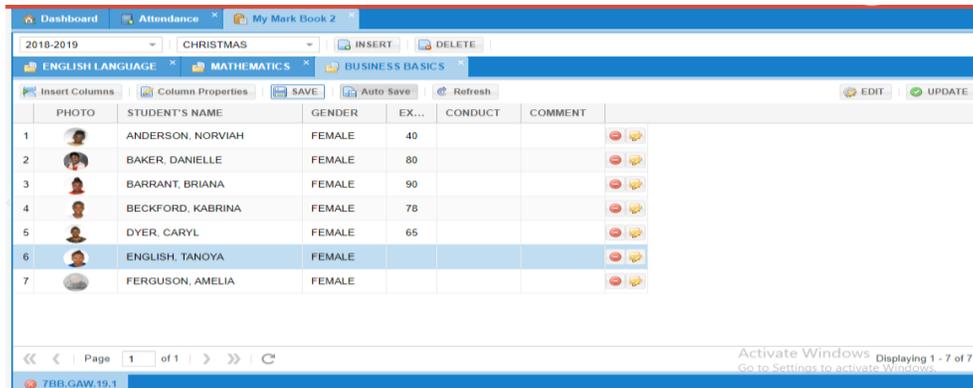
- Select the appropriate arrow to push them across. Once this is completed, select “SAVE SELECTED STUDENTS” and then “CLOSE”.



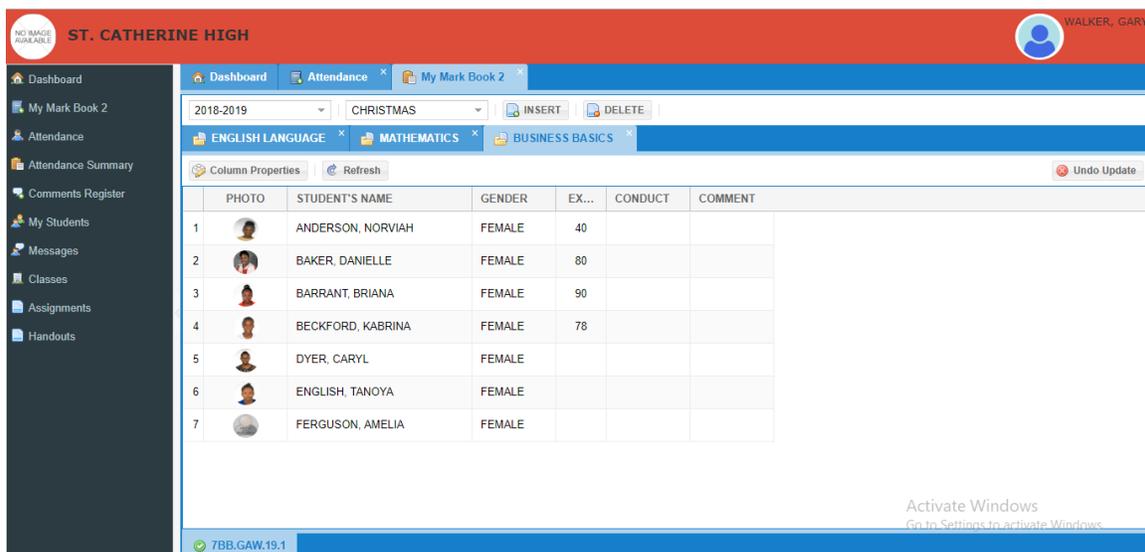
- Once “CLOSE” is selected, it brings you back to the insert mark sheet filter window, but note that the mixed class name is now copied to the “CLASS NAME” which indicates that the group is created and it can now be inserted.



- Select “INSERT” and then the group will be populated and then you can insert columns accordingly.



- 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  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.



ST. CATHERINE HIGH

WALKER, GARY

2018-2019 CHRISTMAS INSERT DELETE

ENGLISH LANGUAGE MATHEMATICS BUSINESS BASICS

Column Properties Refresh Undo Update

	PHOTO	STUDENT'S NAME	GENDER	EX...	CONDUCT	COMMENT
1		ANDERSON, NORVIAH	FEMALE	40		
2		BAKER, DANIELLE	FEMALE	80		
3		BARRANT, BRIANA	FEMALE	90		
4		BECKFORD, KABRINA	FEMALE	78		
5		DYER, CARYL	FEMALE			
6		ENGLISH, TANOYA	FEMALE			
7		FERGUSON, AMELIA	FEMALE			

Activate Windows
Go to Settings to activate Windows

7BB.GAW.19.1

- 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.

The screenshot shows the 'Attendance' interface for 'ST. CATHERINE HIGH'. The user is logged in as 'WALKER, GARY'. The 'Attendance' tab is selected, and the '2018-2019' dropdown is set. A '[SELECT WEEK]' dropdown menu is open, showing a list of weeks from 1 to 11. Each week entry includes a 'WEEK STARTING' and 'ENDING' date. The main table below is empty, with columns for 'Photo', 'Students Name', 'Gender', 'MONDAY AM', 'MONDAY PM', 'TUESDAY AM', 'TUESDAY PM', and 'FRIDAY AM', 'FRIDAY PM'.

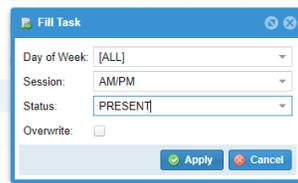
- Once this is done, then the students will be added and ready to be marked.

The screenshot shows the 'Attendance' interface for 'ST. CATHERINE HIGH'. The user is logged in as 'WALKER, GARY'. The 'Attendance' tab is selected, and the '2018-2019' dropdown is set to '49'. The main table is populated with 12 students. The table has columns for 'Photo', 'Students Name', 'Gender', 'MONDAY AM', 'MONDAY PM', 'TUESDAY AM', 'TUESDAY PM', 'WEDNESDAY AM', 'WEDNESDAY PM', 'THURSDAY AM', 'THURSDAY PM', and 'FRIDAY AM', 'FRIDAY PM'. The first four rows have attendance marks: 'A', 'L', 'E', and 'P' respectively. The remaining rows are blank.

	Photo	Students Name	Gender	MONDAY AM	MONDAY PM	TUESDAY AM	TUESDAY PM	WEDNESDAY AM	WEDNESDAY PM	THURSDAY AM	THURSDAY PM	FRIDAY AM	FRIDAY PM
1		BARNETT, SHARISSA	FEMALE	A									
2		BROWN, CIARA	FEMALE	L									
3		CLARKE, THALIA	FEMALE	E									
4		ELLINGTON, JONIQUE	FEMALE	P									
5		FORD, ALLIA	FEMALE										
6		FRANCIS, NATHANIA	FEMALE										
7		GIBBS, KHADINE	FEMALE										
8		GRAY, PHYLONIA	FEMALE										
9		HAMILTON, ANNA-KA...	FEMALE										
10		HENRY, MAKETSU	FEMALE										
11		JONES, MALIESULA	FEMALE										
12		I FF AKFFI AH	FFMAI F										

- Things you should note:
 - The first click is – ABSENT
 - 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”.



- Once there is a red notch, this is to remind you to “SAVE”.

ST. CATHERINE HIGH WALKER, GARY

Dashboard Comments Register Attendance

Reload Register Fill Task Save Auto Save 2018-2019 49 7.1

	Photo	Students Name	Gender	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
				AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1		BARNETT, SHARISSA	FEMALE	A	P	P	P	P	P	P	P	P	P
2		BROWN, CIARA	FEMALE	L	P	P	P	P	P	P	P	P	P
3		CLARKE, THALIA	FEMALE	E	P	P	P	P	P	P	P	P	P
4		ELLINGTON, JONIQUE	FEMALE	P	P	P	P	P	P	P	P	P	P
5		FORD, ALLIA	FEMALE		P	P	P	P	P	P	P	P	P
6		FRANCIS, NATHANIA	FEMALE	P	P	P	P	P	P	P	P	P	P
7		GIBBS, KHADINE	FEMALE	P	P	P	P	P	P	P	P	P	P
8		GRAY, PHYLONIA	FEMALE	P	P	P	P	P	P	P	P	P	P
9		HAMILTON, ANNA-KA...	FEMALE	P	P	P	P	P	P	P	P	P	P
10		HENRY, MAKETSU	FEMALE	P	P	P	P	P	P	P	P	P	P
11		JONES, MALIESULA	FEMALE	P	P	P	P	P	P	P	P	P	P
12		IEF, AKFFELAH	FEMALE	P	P	P	P	P	P	P	P	P	P

Activate Windows
Go to Settings to activate Windows.

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

ST. CATHERINE HIGH WALKER, GARY

Dashboard Comments Register Attendance

Reload Register Fill Task Save Auto Save 2018-2019 49 7.1

	Photo	Students Name	Gender	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
				AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1		BARNETT, SHARISSA	FEMALE	A	P	P	P	P	P	P	P	P	P
2		BROWN, CIARA	FEMALE	L	P	P	P	P	P	P	P	P	P
3		CLARKE, THALIA	FEMALE	E	P	P	P	P	P	P	P	P	P
4		ELLINGTON, JONIQUE	FEMALE	P	P	P	P	P	P	P	P	P	P
5		FORD, ALLIA	FEMALE		P	P	P	P	P	P	P	P	P
6		FRANCIS, NATHANIA	FEMALE	P	P	P	P	P	P	P	P	P	P
7		GIBBS, KHADINE	FEMALE	P	P	P	P	P	P	P	P	P	P
8		GRAY, PHYLONIA	FEMALE	P	P	P	P	P	P	P	P	P	P
9		HAMILTON, ANNA-KA...	FEMALE	P	P	P	P	P	P	P	P	P	P
10		HENRY, MAKETSU	FEMALE	P	P	P	P	P	P	P	P	P	P
11		JONES, MALIESULA	FEMALE	P	P	P	P	P	P	P	P	P	P
12		IEF, AKFFELAH	FEMALE	P	P	P	P	P	P	P	P	P	P

Activate Windows
Go to Settings to activate Windows.

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)

The screenshot shows the 'Comments Register' page for St. Catherine High. The top navigation bar includes 'Dashboard', 'Attendance', and 'Comments Register'. The page is for the 2018-2019 school year, Christmas term, and grade 7.1. A list of 12 students is displayed on the left, with columns for 'PHOTO', 'STUDENT'S NAME', and 'GENDE'. The right side of the page features a form for adding comments, with tabs for 'Form Teacher', 'Grade Supervisor', and 'Principal'. A 'Save' button is located below the form. The 'East Panel' on the right contains a 'Select a student name' dropdown and a 'Refresh' button.

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

The screenshot shows the 'Comments Register' page for St. Catherine High, with the student selection process complete. The student list on the left is the same as in the previous screenshot. The right side of the page now displays a comment for Sharissa Barnett, written by K. Boothe. The comment text is: "Sharissa is a confident and hardworking student with the potential to excel. Sharissa must be encouraged to remain focused in order to achieve her goals." Below the comment is a 'Save' button. The 'East Panel' on the right now displays a profile picture of Sharissa Barnett and statistics: 'No. of Absent: 0', 'No. of Late: 2', and 'Average: 71.8'. A table of grades is also visible below the comment, with columns for 'SUBJECT', 'PROG...', 'EXAM...', 'FINAL', 'COND...', 'COMM...', and 'TE'. The table lists subjects like Agriculture & Business Basics, English Language Arts, and History, along with their respective scores and percentages.

- In order to add a comment, in the bottom right of the screen, select “COMMENTS”. The system pre-generated comments will be listed.
- Please note 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.

ST. CATHERINE HIGH

WALKER, GARY

Dashboard Attendance Comments Register

7.1 2018-2019

To select a comment drag and drop it from the list onto the comment area
Remember to click save for each comment typed or selected

PHOTO STUDENT'S NAME

1	BARNETT, SHARISSA	FEM.
2	BROWN, CIARA	FEM.
3	CLARKE, THALIA	FEM.
4	ELLINGTON, JONIQUE	FEM.
5	FORD, ALLIA	FEM.
6	FRANCIS, NATHANIA	FEM.
7	GIBBS, KHADINE	FEM.
8	GRAY, PHYLONIA	FEM.
9	HAMILTON, ANNA-KAYLA	FEM.
10	HENRY, MAKETSU	FEM.
11	JONES, MALIESULA	FEM.
12	LEE, AKEELAH	FEM.

Sharissa is a confident and hardworking student with the potential to excel. Sharissa must be encouraged to remain focused in order to achieve her goals.

K. Boothe

Save

SUBJECT	PROG...	PROG...	EXAM...	FINAL	COND...	COMM...	TE
1 AGRICULTURE &	17.2	11.8	45.6	74.6%	G	6	
2 BUSINESS BASICS	16.4	16.8	46.8	80.0%	VG	1	
3 ENGLISH LANGUA...	11.3	15.2	40.6	67.1%	E	2	
4 ENGLISH LITERAT...	12.4	12.9	45.6	70.9%	VG	2	
5 GEOGRAPHY	14.3	17.1	52.2	83.6%	S	1	
6 HISTORY	11.0	15.1	27.2	53.4%	S	13	
7 HOME & FAMILY	15.4	11.6	46.8	73.8%	G	5	
8 INDUSTRIAL TEC...	13.6	12.7	49.0	75.3%	S	6	
9 INFORMATION TE...	13.6	15.5	46.2	75.3%	VG	2	

East Panel

COMMENT

FORM TEACHER
Sname is a confident and hardworking student with the potential to excel. Sname must be encouraged to stay focused in order to achieve Sher/his 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 dedication Sshe/he will reap success.

Steacher

Comments Other

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

7.1 2018-2019 CHRISTMAS

Comments/Grades Profile Notes Other

House: [Select a house]

EXTRA-CUR

- AVILA
- GORETTI
- LOURDES
- MERCEDES
- ORLEANS
- PASCHAL

PHOTO STUDENT'S NAME GENDE

1	BARNETT, SHARISSA	FEM.
2	BROWN, CIARA	FEM.
3	CLARKE, THALIA	FEM.
4	ELLINGTON, JONIQUE	FEM.
5	FORD, ALLIA	FEM.
6	FRANCIS, NATHANIA	FEM.

Comments/Grades Profile Notes Other

House: [Select a house] Add Delete Save

EXTRA-CURRICULAR ACTIVITIES NOTATION

1		
4H CLUB		
ART CLUB		
AVIATION CLUB		
BASKETBALL		
CADET		
CATHOLIC CLUSTER		
CHESS CLUB		
CLOTHING & TEXTILES		
CRICKET		
DEBATING SOCIETY		
DEPUTY HEAD BOY		
DEPUTY HEAD GIRL		
ENERGY CLUB		

East Panel

COMMENT

FORM TEACHER
Sname is a confident and hardworking student with the potential to excel. Sname must be encouraged to stay focused in order to achieve Sher/his 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 dedication Sshe/he will reap success.

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

ST. CATHERINE HIGH

WALKER, GARY

Profile Theme Logout

Dashboard My Mark Book 2 Attendance

2018-2019 CHRISTMAS