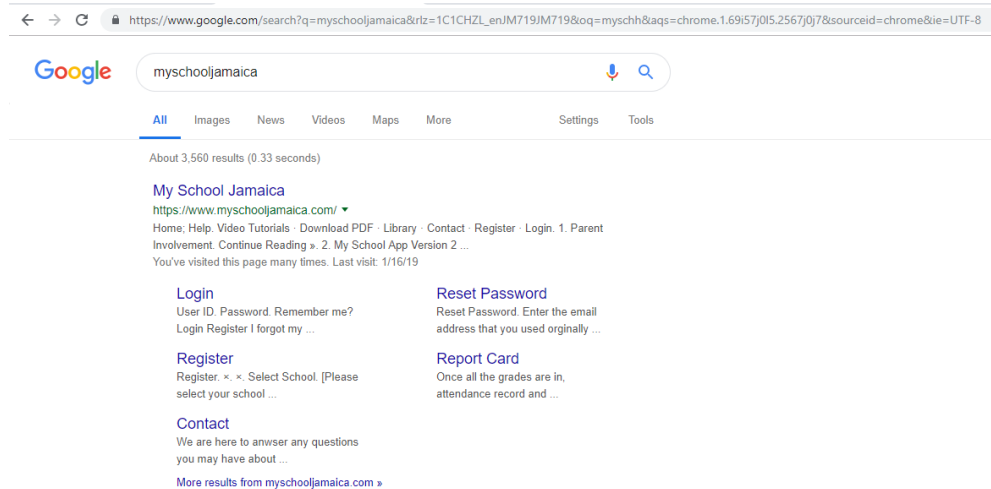


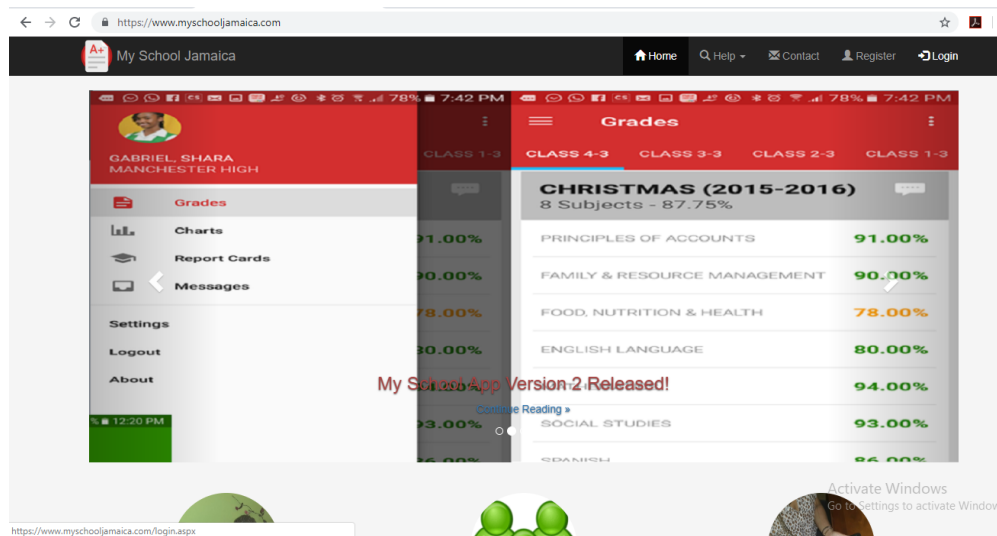
SMS ONLINE GUIDE

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

← → ↻ <https://www.myschooljamaica.com/login.aspx> My School Jamaica Home Help Contact Register Login

Login

Select School
ST. CATHERINE HIGH

User Type
TEACHER

User ID
61231

Password

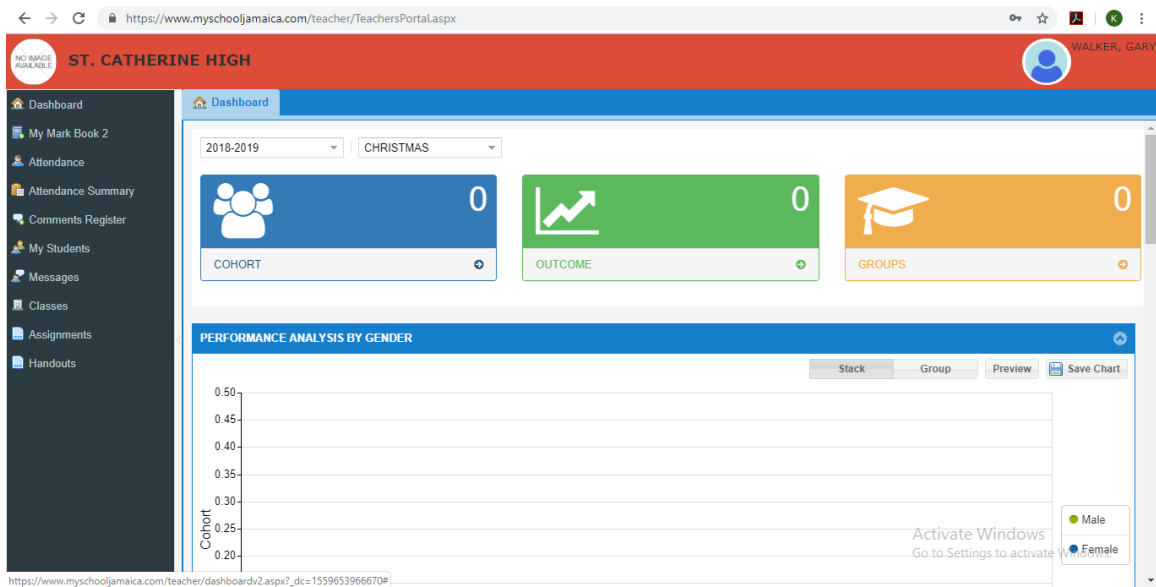
☐ Remember me?

Login Register I forgot my password

Activate Windows
Go to Settings to activate Windows

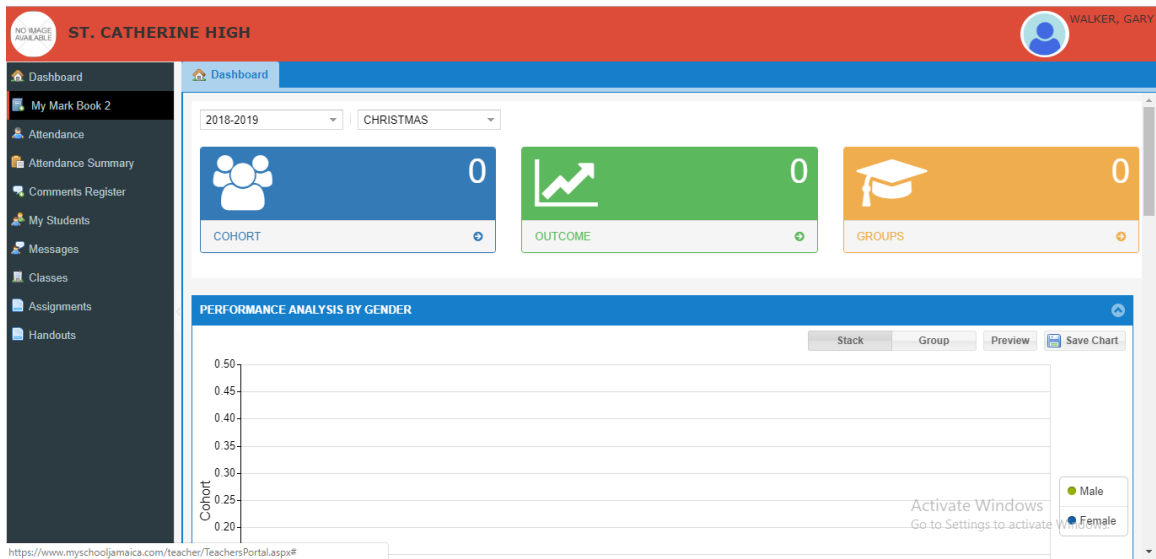
Copyright © 2004-2019 - Comsol (Jamaica) Limited

➤ Select “LOGIN”. This will bring you to the Teacher’s Portal Dashboard.

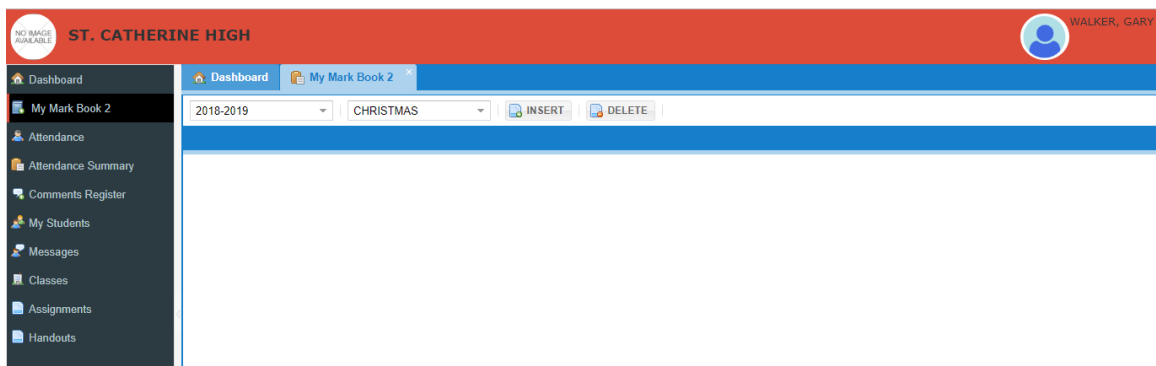


HOW TO ENTER GRADES

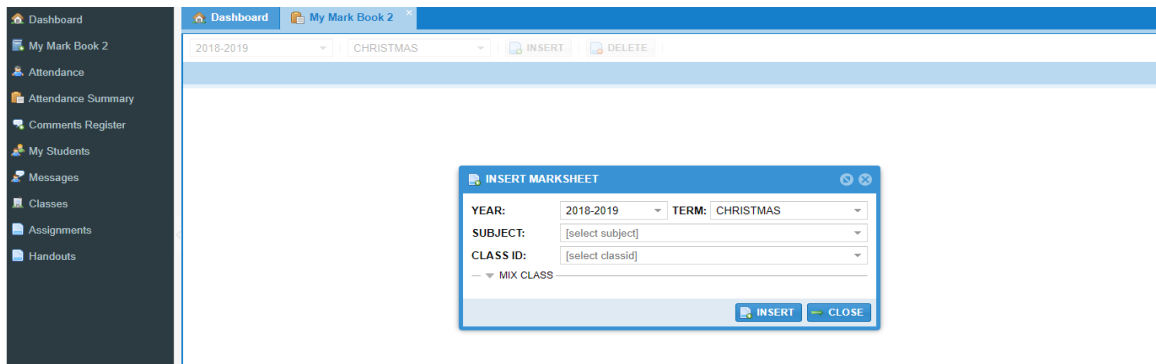
- Select “MY MARKBOOK 2” from your menu tab, located at the left side of your screen.



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



- 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.



- 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.

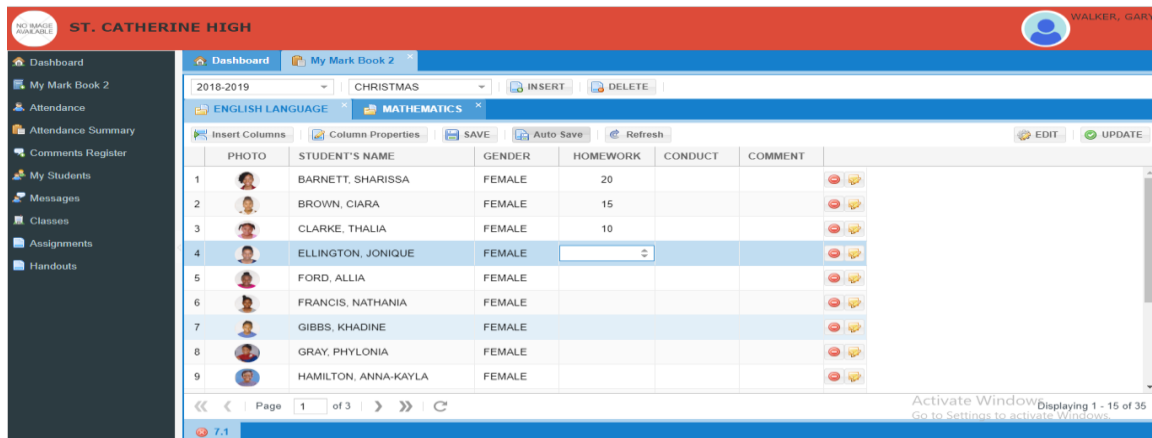
MONTH – The month in which the grades contribute to (Auto-filled based on date selected)

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

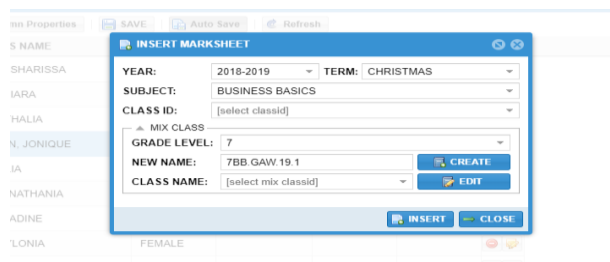
FACTOR – The overall school grading system

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

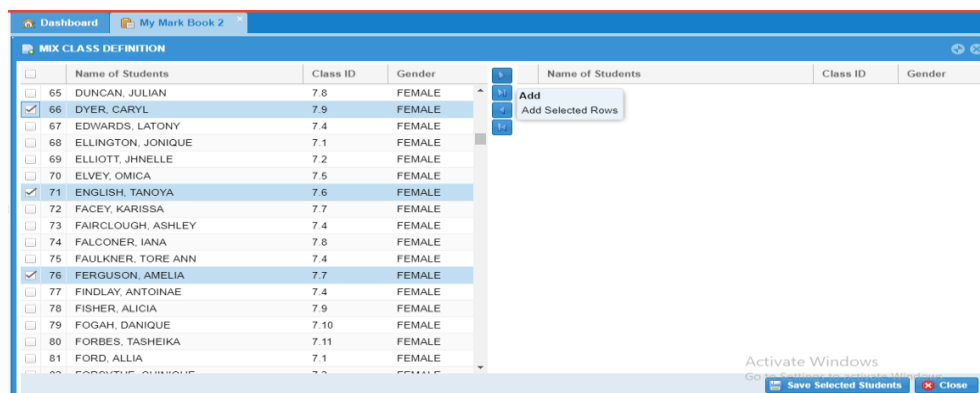
- The system allows you to enter multiple columns at a time, so please note that once you select the “INSERT” button, the columns are being added in the background. Once this is done, grades can now be entered once you close this window.



- 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”.

ST. CATHERINE HIGH

WALKER, GARY

Dashboard My Mark Book 2

MIX CLASS DEFINITION

Name of Students	Class ID	Gender
65 DUNCAN, JULIAN	7.8	FEMALE
66 EDWARDS, LATONY	7.4	FEMALE
67 ELLINGTON, JONIQUE	7.1	FEMALE
68 ELLIOTT, JHNELLE	7.2	FEMALE
69 ELVEY, OMICA	7.5	FEMALE
70 FACEY, KARISSA	7.7	FEMALE
71 FAIRCLOUGH, ASHLEY	7.4	FEMALE
72 FALCONER, IANA	7.8	FEMALE
73 FAULKNER, TORE ANN	7.4	FEMALE
74 FINDLAY, ANTOINAE	7.4	FEMALE
75 FISHER, ALICIA	7.9	FEMALE
76 FOGAH, DANIQUE	7.10	FEMALE
77 FORBES, TASHEIKA	7.11	FEMALE
78 FORD, ALLIA	7.1	FEMALE
79 FORSYTHE, CHINIQUE	7.2	FEMALE
80 FRANCIS, CARLA	7.6	FEMALE
81 FRANCIS, JENNIEL	7.8	FEMALE

Name of Students	Class ID	Gender
1 BECKFORD, KABRINA	7.7	FEMALE
2 BARRANT, BRIANA	7.6	FEMALE
3 ANDERSON, NORVIAH	7.4	FEMALE
4 BAKER, DANIELLE	7.11	FEMALE
5 ENGLISH, TANOYA	7.6	FEMALE
6 FERGUSON, AMELIA	7.7	FEMALE
7 DYER, CARYL	7.9	FEMALE

Activate Windows
Go to Settings to activate Windows.

Save Selected Students 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 MARKSHEET

YEAR: 2018-2019 TERM: CHRISTMAS

SUBJECT: BUSINESS BASICS

CLASS ID: [select classid]

MIX CLASS

GRADE LEVEL: 7

NEW NAME: 7BB GAW.19.1 CREATE

CLASS NAME: 7BB GAW.19.1 EDIT

INSERT CLOSE

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

Dashboard Attendance My Mark Book 2

2018-2019 CHRISTMAS INSERT DELETE

ENGLISH LANGUAGE MATHEMATICS BUSINESS BASICS



Insert Columns Column Properties SAVE Auto Save Refresh EDIT UPDATE

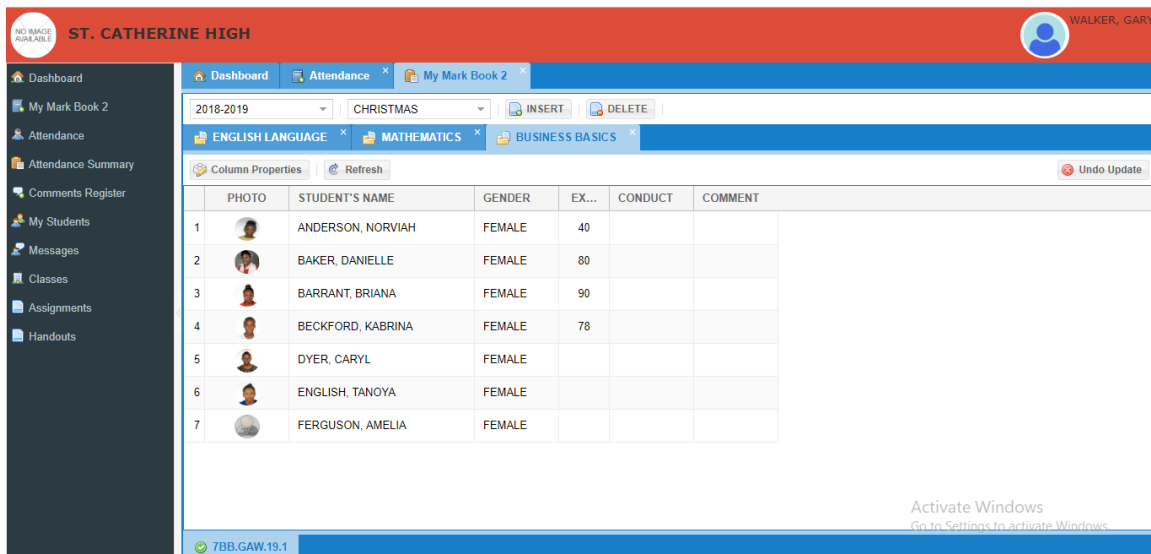
	PHOTO	STUDENT'S NAME	GENDER	EX...	CONDUCT	COMMENT
1		ANDERSON, NORVIAH	FEMALE	40		
2		BAKER, DANIELLE	FEMALE	80		
3		BARRANT, BRIANA	FEMALE	90		
4		BECKFORD, KABRINA	FEMALE	78		
5		DYER, CARYL	FEMALE	65		
6		ENGLISH, TANOYA	FEMALE			
7		FERGUSON, AMELIA	FEMALE			

Page 1 of 1

7BB.GAW.19.1

Activate Windows
Go to Settings to activate Windows.

- 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

Dashboard Attendance My Mark Book 2

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.

ST. CATHERINE HIGH

WALKER, GARY

Dashboard | Comments Register | Attendance

Reload Register | Fill Task | Save | Auto Save | 2018-2019 | [SELECT WEEK] | 7.1

WEEK	STARTING	ENDING	MONDAY		TUESDAY		FRIDAY	
			AM	PM	AM	PM	AM	PM
1	03/09/2018	07/09/2018						
2	10/09/2018	14/09/2018						
3	17/09/2018	21/09/2018						
4	24/09/2018	28/09/2018						
5	01/10/2018	05/10/2018						
6	08/10/2018	12/10/2018						
7	15/10/2018	19/10/2018						
8	22/10/2018	26/10/2018						
9	29/10/2018	02/11/2018						
10	05/11/2018	09/11/2018						
11	12/11/2018	16/11/2018						

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

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		
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		LEE, AKFFI AH	FEMALE										

Activate Windows
Go to Settings to activate Windows.

- 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		LEE, AKFFLAH	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		LEE, AKFFLAH	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)

ST. CATHERINE HIGH

WALKER, GARY

Dashboard Attendance Comments Register

7.1 2018-2019 CHRISTMAS

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.
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.

Comments/Grades Profile Notes Other

Form Teacher Grade Supervisor Principal

Select a student name

Save

SUBJECT	PROG...	PROG...	EXAM...	FINAL	COND...	COMM...	TE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Activate Windows
Go to Settings to activate Windows.

Comments Other

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

ST. CATHERINE HIGH

WALKER, GARY

Dashboard Attendance Comments Register

7.1 2018-2019 CHRISTMAS

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.
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.

Comments/Grades Profile Notes Other

Form Teacher Grade Supervisor Principal

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							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Activate Windows
Go to Settings to activate Windows.

Comments Other

No. of Absent: 0
No. of Late: 2
Average: 71.8

- 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

2 BROWN, CIARA

3 CLARKE, THALIA

4 ELLINGTON, JONIQUE

5 FORD, ALLIA

6 FRANCIS, NATHANIA

7 GIBBS, KHADINE

8 GRAY, PHYLONIA

9 HAMILTON, ANNA-KAYLA

10 HENRY, MAKETSU

11 JONES, MALIESULA

12 LEE, AKEELAH

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

10 INTERPERSONAL SK... 12.2 11.8 45.6 74.6% G 6

11 JOURNALISM 11.3 15.2 40.6 67.1% E 2

12 LITERATURE 12.4 12.9 45.6 70.9% 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 Ssher/his goals.

Teacher

FORM TEACHER
Sname is a quiet, confident and co-operative student who has a positive approach to Ssher/his work. With continued hard work and dedication Sshe/he will reap success.

Teacher

Activate Windows
Go to Settings to activate Windows

- 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

PHOTO STUDENT'S NAME GENDER

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]

EXTRA-CUR

AVILA
GORETTI
LOURDES
MERCEDES
ORLEANS
PASCHAL

PHOTO STUDENT'S NAME GENDER

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

Comments/Grades Profile Notes Other

House: [Select a house]

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 Ssher/his goals.

Teacher

FORM TEACHER
Sname is a quiet, confident and co-operative student who has a positive approach to Ssher/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

Dashboard My Mark Book 2 Attendance

2018-2019 CHRISTMAS

Profile Theme Logout